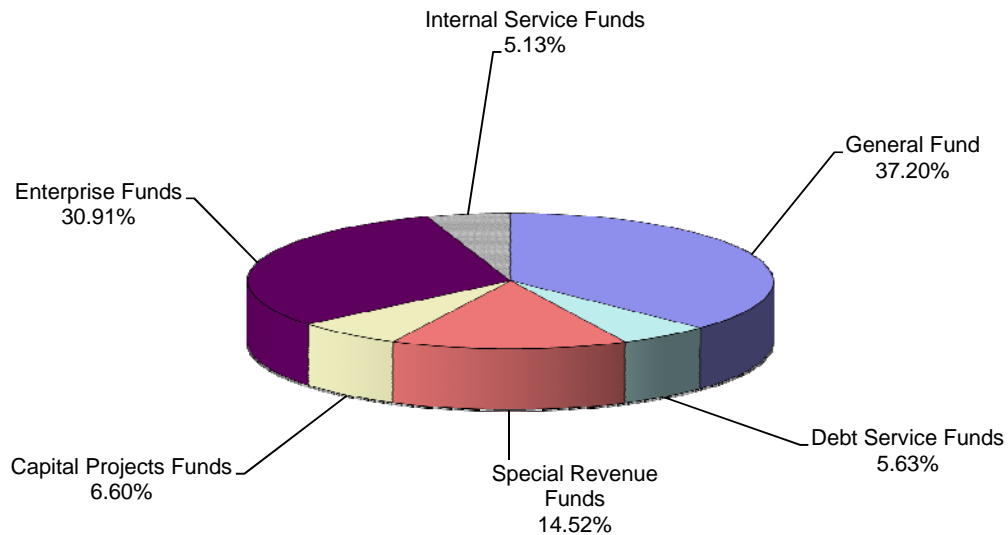


CITY OF APPLETON 2010 BUDGET

EXPENDITURE BY FUND GROUP

\$154,348,198



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 security, 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.

Permanent Fund - To account for assets restricted for purposes of generating interest income.

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. Good 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.

Agency funds - Agency funds are used to account for resources held by the City in a purely custodial capacity (assets equal liabilities).

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.

CITY OF APPLETON

Directory of Officials

MAYOR

Timothy M. Hanna

PRESIDENT OF THE COUNCIL

Curt J. Konetzke

COUNCIL MEMBERS

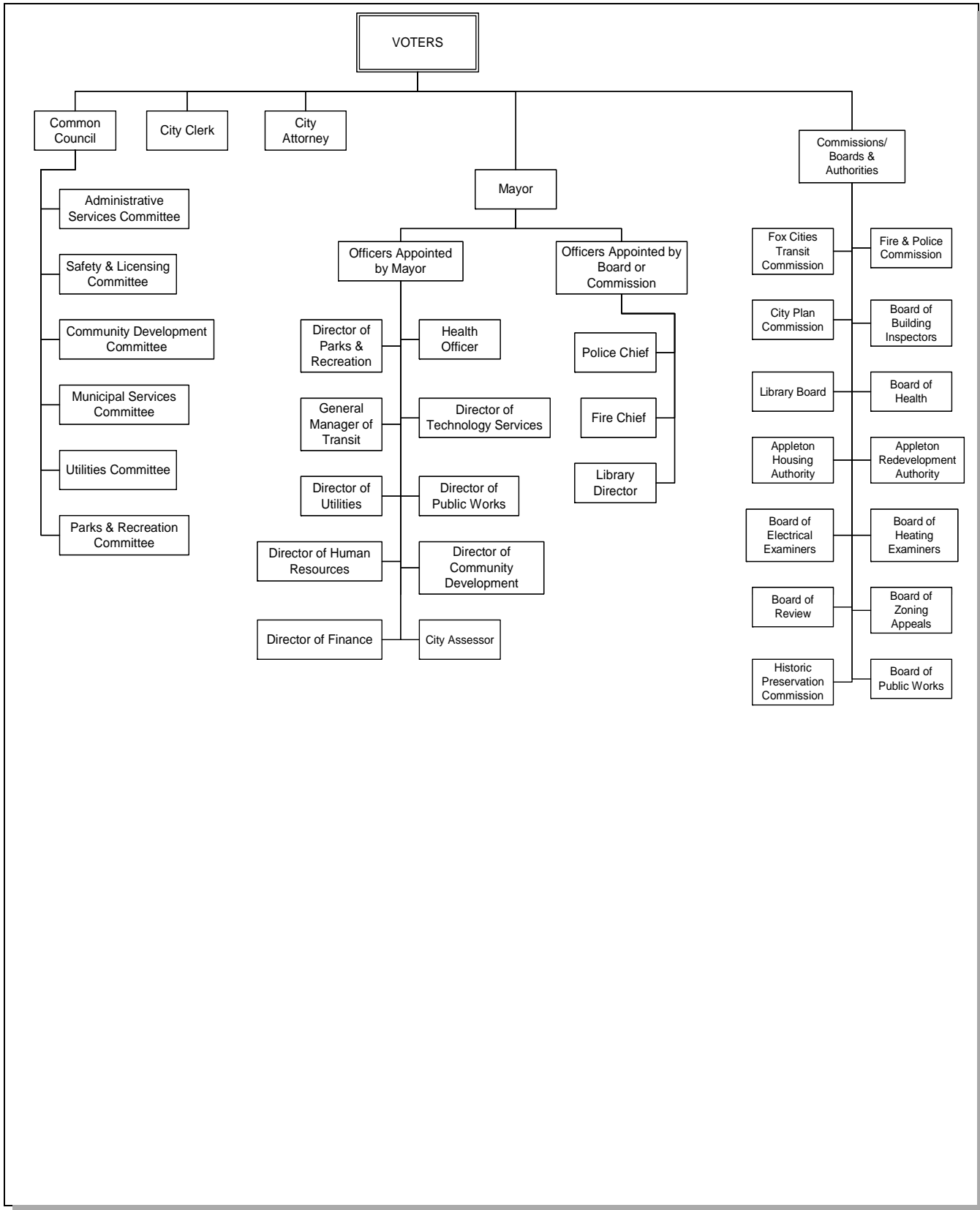
District 1:	Michael L. Meyer	District 9:	Peter J. Stueck
District 2:	John R. Hill	District 10:	Michael R. Smith
District 3:	Curt J. Konetzke	District 11:	Earl J. Brooker
District 4:	Jeffrey A. Lutz	District 12:	Cathy M. Spears
District 5:	Edward S. Baranowski	District 13:	James E. Clemons
District 6:	Chad M. Van Daalwyk	District 14:	Christopher W. Croatt
District 7:	Kathy S. Plank	District 15:	Jeffrey M. Jirschele
District 8:	Joseph A. Martin	District 16:	George W. Holz knecht

DEPARTMENT HEADS

Director of Human Resources	Sandra A. Neisen
City Attorney	James P. Walsh
Fire Chief	Len R. Vander Wyst
Director of Library	Terry P. Dawson
Director of Community Development	Karen E. Harkness
Director of Parks & Recreation	William N. Lecker
City Clerk	Cynthia I. Hesse
Valley Transit General Manager	Deborah S. Wetter
Director of Utilities	Michael W. Buettner
Director of Technology Services	Scott J. Liske
Police Chief	David J. Walsh
Director of Public Works	Paula A. Vandehey
City Assessor	DeAnn L. Brosman
Health Officer	Kurt D. Eggebrecht
Director of Finance	Lisa A. Remiker

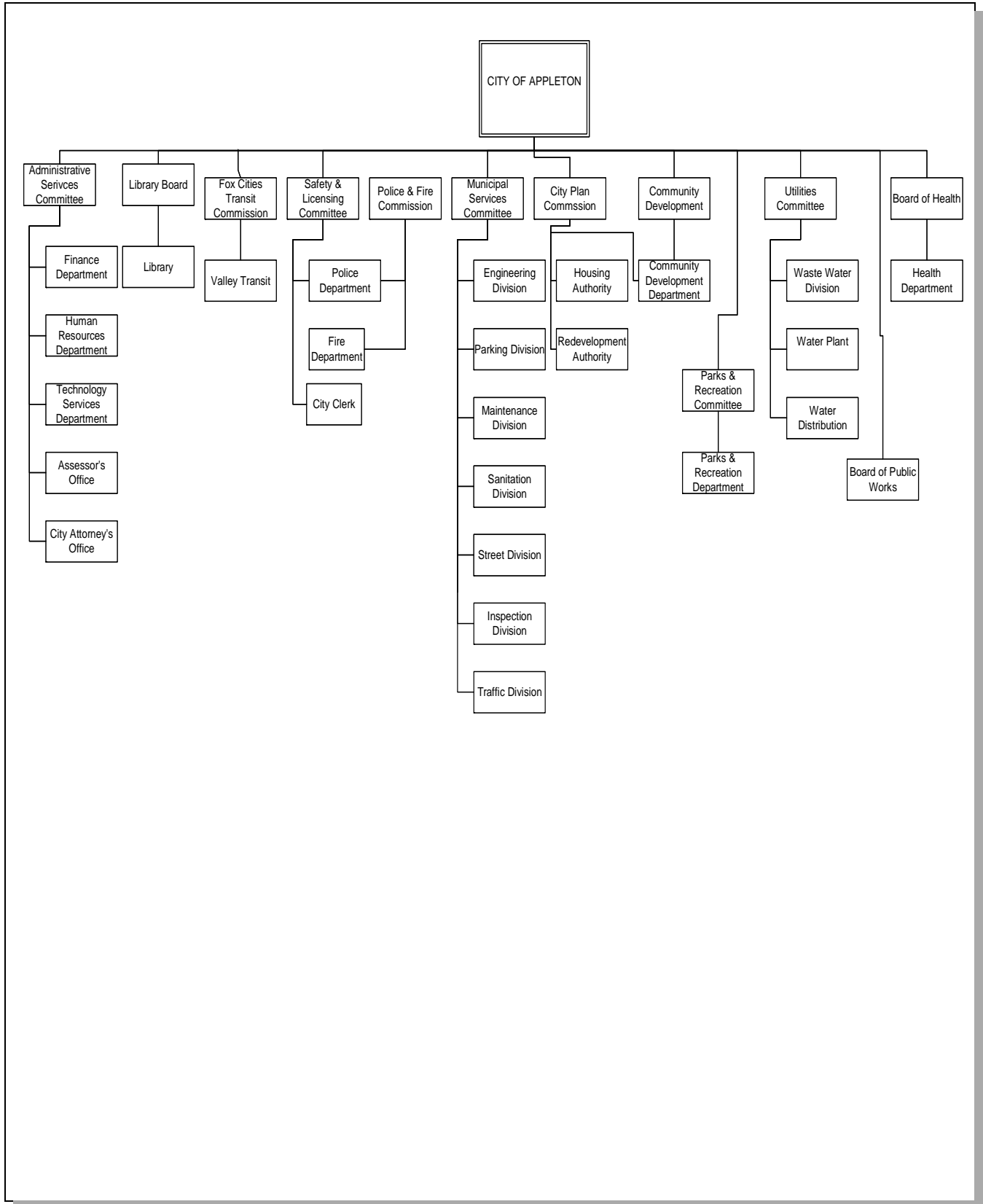
CITY OF APPLETON 2010 BUDGET

Structure by Voters



CITY OF APPLETON 2010 BUDGET

Organizational Structure by Committee



**CITY OF APPLETON
2010 BUDGET
STANDING COMMITTEES**

ADMINISTRATIVE SERVICES

Edward S. Baranowski (C)
Earl J. Brooker (VC)
James E. Clemons
George W. Holzknacht
Curt J. Konetzke

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

SAFETY AND LICENSING

Earl J. Brooker (C)
Jeffrey A. Lutz (VC)
Michael L. Meyer
Michael R. Smith
Peter J. Stueck

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

COMMUNITY DEVELOPMENT

James E. Clemons (C)
Peter J. Stueck (VC)
George W. Holzknacht
Jeffrey M. Jirschele
Kathy S. Plank

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

PARKS AND RECREATION

Michael R. Smith (C)
Jeffrey A. Lutz (VC)
John R. Hill
Kathy S. Plank
Chad M. Van Daalwyk

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

UTILITIES

Jeffrey M. Jirschele (C)
Edward S. Baranowski (VC)
Christopher W. Croatt
Joseph A. Martin
Cathy M. Spears

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

MUNICIPAL SERVICES

Curt J. Konetzke (C)
Cathy M. Spears (VC)
Jeffrey A. Lutz
Joseph A. Martin
Christopher W. Croatt

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

**CITY OF APPLETON
2010 BUDGET
OTHER COMMITTEES AND BOARDS**

APPLETON HOUSING AUTHORITY

Ed Schmidt (C)
Kathy Groat (VC)
Sgt. Patrick DeWall
Valerie Drier
Judith Lange

Meets the 3rd MONDAY of each month at 12:30 P.M. at 925 W. Northland Avenue

APPLETON REDEVELOPMENT AUTHORITY

Anne Higgins (C)
Curt Detjen
Daniel Ferris
Gerald Fisher
William Hodgkiss
Edward Klug
Aldersperson George Holzkecht

Meets the 3rd WEDNESDAY of each month at 8:00 A.M. at 100 N Appleton Street

BOARD OF BUILDING INSPECTION

Mayor Timothy Hanna
City Attorney James Walsh
Director of Public Works Paula Vandehey
Inspection Supervisor Kurt Craanen
Fire Chief Len Vander Wyst
Aldersperson Christopher Croatt

Meets at the call of the Chair

LIBRARY BOARD

Terry Bergen (P)
Mary Willems (VP)
Pastor Willis Bloedow (S)
Terry Bergman
Peter Ducklow
Sue Moua
Elizabeth Truesdale-Witek
Aldersperson John Robin Hill
Don Hietpas, AASD Representative

Meets the second TUESDAY before the third Wednesday of each month at 4:00 P.M. at the Appleton Public Library.

BOARD OF PUBLIC WORKS

Mayor Timothy Hanna (C)
Aldersperson Curt Konetzke (VC)
City Clerk Cynthia Hesse (S)
Director of Public Works Paula Vandehey
Director of Finance Lisa Remiker
City Attorney James Walsh
Director of Facilities and Construction Management Dean Gazza
Aldersperson Edward Baranowski
Aldersperson Earl Brooker
Aldersperson James Clemons
Aldersperson Jeffrey Jirschele
Aldersperson Michael Smith

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

BOARD OF REVIEW

James Smith (C)
Linda Marx (VC)
Mayor Timothy Hanna
City Clerk Cynthia Hesse
Aldersperson Earl Brooker
Aldersperson Christopher Croatt
Aldersperson Peter Stueck
Eleanor Maloney

**CITY OF APPLETON
2010 BUDGET
OTHER COMMITTEES AND BOARDS**

BOARD OF HEALTH

Doug Nelson, D.D.S. (C)
Daniel Densow (VC)
Mayor Timothy Hanna
Aldersperson Cathy Spears
Lee Marie Vogel, M.D.
Sally Mielke
Vacant

Meets the 1st WEDNESDAY of each month at
7:00 a.m. in Committee Room "6A"

BOARD OF HEATING EXAMINERS

Earl Christensen
William Christensen
Charles Fisher
Frank Koroch
Aldersperson Christopher Croatt
Inspection Supervisor Kurt Craanen
Fire Chief Len Vander Wyst

Meets at the call of the Chair

BOARD OF ZONING APPEALS

Ray Brock
Ken Joosten
Paul McCann
Jack Gillespie
James Smith
Inspection Supervisor Kurt Craanen
Vacant
Vacant

Meets the 3rd MONDAY of each month (except
December) at 7:30 p.m. in Committee Room
"6D"

**CITY OF APPLETON
2010 BUDGET
COMMISSIONS**

HISTORIC PRESERVATION COMMISSION

Vacant (C)
Nancy Peterson (VC)
Thomas Werth
Laura Leimer
George Mattheis
Linda Muldoon
Christine Williams
Mayor Timothy Hanna
Aldersperson Michael Smith
Aldersperson Michael Meyer
Don Harp, Planning Representative

Meets the 3rd TUESDAY of the month at 4:00 p.m. in Committee Room "6D"

CITY PLAN COMMISSION

Mayor Timothy Hanna (C)
Michael Potter (VC)
Brian Gleason
Vacant
Vacant
Alderman Joseph Martin
Director of Public Works Paula Vandehey

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

FOX CITIES TRANSIT COMMISSION

Charles Rundquist (C)
Carolyn Mewhorter (VC)
Aldersperson Joseph Martin
Aldersperson Chad Van Daalwyk
George Dearborn
Lynn Erickson
Carol Kasimor
Richard Kendall

Meets the Wednesday of the week following Council at 3:00 PM in Committee Room "6A"

POLICE AND FIRE COMMISSION

Dale Schumaker (C)
Harvey Samson (S)
Barbara Luedtke
Ralph Evans
Sharon Hulce

Meets at the call of the Chair

**CITY OF APPLETON 2009 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2009 TAX, COLLECTIBLE IN 2010**

District	Outagamie	Calumet	Winnebago	Total
City	\$ 31,329,079	\$ 4,488,134	\$ 537,464	\$ 36,354,677
WTCS	6,824,071	977,601	117,070	7,918,742
School - Appleton	33,023,560	4,626,571	111,939	37,762,070
School - Menasha	110	-	515,714	515,824
Schools - Freedom	533,661	-	-	533,661
Schools - Hortonville	101	-	-	101
School - Kimberly	-	195,125	-	195,125
County	17,389,893	2,376,837	379,071	20,145,801
State	689,092	111,749	11,892	812,733
TIF's # 2 - 7	1,845,308	2,051,226	44,856	3,941,390
TOTAL TAX	<u>\$ 91,634,875</u>	<u>\$ 14,827,243</u>	<u>\$ 1,718,006</u>	<u>\$108,180,124</u>
Less State Credits	5,224,674	835,226	101,769	6,161,669
NET TAX LEVY	<u><u>\$ 86,410,201</u></u>	<u><u>\$ 13,992,017</u></u>	<u><u>\$ 1,616,237</u></u>	<u><u>\$102,018,455</u></u>
CITY DISTRIBUTION:	Equalized Value w/o TID	Percent	City Tax	
Outagamie County	3,978,077,900	86.18%	31,329,079	
Calumet County	569,890,500	12.35%	4,488,134	
Winnebago County	68,245,600	1.48%	537,464	
TOTAL	<u><u>\$ 4,616,214,000</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 36,354,677</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 2010 BUDGET
ASSESSED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2008 Tax Rate (2009 Budget)	Assessed 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9594	\$ 7.9463	\$ (0.0131)	-0.17%
Public Schools	8.1328	8.5013	0.3685	4.53%
Technical College	1.7088	1.7308	0.0220	1.29%
County	4.3729	4.4107	0.0378	0.86%
State	0.1724	0.1712	(0.0012)	-0.70%
GROSS TAX RATE	22.3463	22.7603	0.4140	1.85%
Less State Credits	1.3618	1.2983	(0.0635)	-4.66%
NET TAX RATE	\$ 20.9845	\$ 21.4620	\$ 0.4775	2.28%

Outagamie County/ Menasha School Dist.	Assessed 2008 Tax Rate (2009 Budget)	Assessed 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9594	\$ 7.9463	\$ (0.0131)	-0.17%
Public Schools	8.7750	9.4724	0.6974	7.95%
Technical College	1.7088	1.7308	0.0220	1.29%
County	4.3729	4.4107	0.0378	0.86%
State	0.1724	0.1712	(0.0012)	-0.70%
GROSS TAX RATE	22.9885	23.7314	0.7429	3.23%
State Credits	1.3618	1.2983	(0.0635)	-4.66%
NET TAX RATE	\$ 21.6267	\$ 22.4331	\$ 0.8064	3.73%

Outagamie County/ Freedom School Dist.	Assessed 2008 Tax Rate (2009 Budget)	Assessed 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9594	\$ 7.9463	\$ (0.0131)	-0.17%
Public Schools	7.8969	9.1898	1.2929	16.37%
Technical College	1.7088	1.7308	0.0220	1.29%
County	4.3729	4.4107	0.0378	0.86%
State	0.1724	0.1712	(0.0012)	-0.70%
GROSS TAX RATE	22.1104	23.4488	1.3384	6.05%
State Credits	1.3618	1.2983	(0.0635)	-4.66%
NET TAX RATE	\$ 20.7486	\$ 22.1505	\$ 1.4019	6.76%

Outagamie County/ Hortonville School Dist.	Assessed 2008 Tax Rate (2009 Budget)	Assessed 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9594	\$ 7.9463	\$ (0.0131)	-0.17%
Public Schools	8.2246	8.7530	0.5284	6.42%
Technical College	1.7088	1.7308	0.0220	1.29%
County	4.3729	4.4107	0.0378	0.86%
State	0.1724	0.1712	(0.0012)	-0.70%
GROSS TAX RATE	22.4381	23.0120	0.5739	2.56%
State Credits	1.3618	1.2983	(0.0635)	-4.66%
NET TAX RATE	\$ 21.0763	\$ 21.7137	\$ 0.6374	3.02%

**CITY OF APPLETON 2010 BUDGET
ASSESSED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2008 Tax Rate (2009 Budget)	Assessed 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9143	\$ 7.8706	\$ (0.0437)	-0.55%
Public Schools	8.0866	8.4203	0.3337	4.13%
Technical College	1.6991	1.7144	0.0153	0.90%
County	4.1321	4.1681	0.0360	0.87%
State	0.1714	0.1696	(0.0018)	-1.05%
GROSS TAX RATE	22.0035	22.3430	0.3395	1.54%
State Credits	1.3804	1.2676	(0.1128)	-8.17%
NET TAX RATE	\$ 20.6231	\$ 21.0754	\$ 0.4523	2.19%

Calumet County/ Kimberly School Dist.	Assessed 2008 Tax Rate (2009 Budget)	Assessed 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9143	\$ 7.8706	\$ (0.0437)	-0.55%
Public Schools	9.0233	9.3854	0.3621	4.01%
Technical College	1.6991	1.7144	0.0153	0.90%
County	4.1321	4.1681	0.0360	0.87%
State	0.1714	0.1696	(0.0018)	-1.05%
GROSS TAX RATE	22.9402	23.3081	0.3679	1.60%
State Credits	1.3804	1.2676	(0.1128)	-8.17%
NET TAX RATE	\$ 21.5598	\$ 22.0405	\$ 0.4807	2.23%

**CITY OF APPLETON 2010 BUDGET
ASSESSED TAX RATES**

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2008 Tax Rate (2009 Budget)	Assessed 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9959	\$ 7.8556	\$ (0.1403)	-1.76%
Public Schools	8.1701	8.4043	0.2342	2.87%
Technical College	1.7166	1.7111	(0.0055)	-0.32%
County	5.5549	5.5406	(0.0143)	-0.26%
State	0.1731	0.1693	(0.0038)	-2.20%
GROSS TAX RATE	23.6106	23.6809	0.0703	0.30%
State Credits	1.6479	1.4487	(0.1992)	-12.09%
NET TAX RATE	\$ 21.9627	\$ 22.2322	\$ 0.2695	1.23%

Winnebago County/ Menasha School Dist.	Assessed 2008 Tax Rate (2009 Budget)	Assessed 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9959	\$ 7.8556	\$ (0.1403)	-1.76%
Public Schools	8.8152	9.3599	0.5447	6.18%
Technical College	1.7166	1.7111	(0.0055)	-0.32%
County	5.5549	5.5406	(0.0143)	-0.26%
State	0.1731	0.1693	(0.0038)	-2.20%
GROSS TAX RATE	24.2557	24.6365	0.3808	1.57%
State Credits	1.6479	1.4487	(0.1992)	-12.09%
NET TAX RATE	\$ 22.6078	\$ 23.1878	\$ 0.5800	2.57%

**CITY OF APPLETON 2010 BUDGET
EQUALIZED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2008 Tax Rate (2009 Budget)	Equalized 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8372	\$ 7.8754	\$ 0.0382	0.49%
Public Schools	8.0079	8.4255	0.4176	5.21%
Technical College	1.6825	1.7154	0.0329	1.96%
County	4.3058	4.3714	0.0656	1.52%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	22.0031	22.5574	0.5543	2.52%
Less State Credits	1.3409	1.2867	(0.0542)	-4.04%
NET TAX RATE	\$ 20.6622	\$ 21.2707	\$ 0.6085	2.95%

Outagamie County/ Menasha School Dist.	Equalized 2008 Tax Rate (2009 Budget)	Equalized 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8372	\$ 7.8754	\$ 0.0382	0.49%
Public Schools	8.6402	9.3882	0.7480	8.66%
Technical College	1.6825	1.7154	0.0329	1.96%
County	4.3058	4.3714	0.0656	1.52%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	22.6354	23.5201	0.8847	3.91%
State Credits	1.3409	1.2867	(0.0542)	-4.04%
NET TAX RATE	\$ 21.2945	\$ 22.2334	\$ 0.9389	4.41%

Outagamie County/ Freedom School Dist.	Equalized 2008 Tax Rate (2009 Budget)	Equalized 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8372	\$ 7.8754	\$ 0.0382	0.49%
Public Schools	7.7755	9.1079	1.3324	17.14%
Technical College	1.6825	1.7154	0.0329	1.96%
County	4.3058	4.3714	0.0656	1.52%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	21.7707	23.2398	1.4691	6.75%
State Credits	1.3409	1.2867	(0.0542)	-4.04%
NET TAX RATE	\$ 20.4298	\$ 21.9531	\$ 1.5233	7.46%

Outagamie County/ Hortonville School Dist.	Equalized 2008 Tax Rate (2009 Budget)	Equalized 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8372	\$ 7.8754	\$ 0.0382	0.49%
Public Schools	8.0985	8.6753	0.5768	7.12%
Technical College	1.6825	1.7154	0.0329	1.96%
County	4.3058	4.3714	0.0656	1.52%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	22.0937	22.8072	0.7135	3.23%
State Credits	1.3409	1.2867	(0.0542)	-4.04%
NET TAX RATE	\$ 20.7528	\$ 21.5205	\$ 0.7677	3.70%

**CITY OF APPLETON 2010 BUDGET
EQUALIZED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2008 Tax Rate (2009 Budget)	Equalized 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8372	\$ 7.8754	\$ 0.0382	0.49%
Public Schools	8.0079	8.4255	0.4176	5.21%
Technical College	1.6825	1.7154	0.0329	1.96%
County	4.0918	4.1707	0.0789	1.93%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	21.7891	22.3567	0.5676	2.61%
State Credits	1.3669	1.2684	(0.0985)	-7.21%
NET TAX RATE	\$ 20.4222	\$ 21.0883	\$ 0.6661	3.26%

Calumet County/ Kimberly School Dist.	Equalized 2008 Tax Rate (2009 Budget)	Equalized 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8372	\$ 7.8754	\$ 0.0382	0.49%
Public Schools	8.9354	9.3912	0.4558	5.10%
Technical College	1.6825	1.7154	0.0329	1.96%
County	4.0918	4.1707	0.0789	1.93%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	22.7166	23.3224	0.6058	2.67%
State Credits	1.3669	1.2684	(0.0985)	-7.21%
NET TAX RATE	\$ 21.3497	\$ 22.0540	\$ 0.7043	3.30%

**CITY OF APPLETON 2010 BUDGET
EQUALIZED TAX RATES**

WINNEBAGO COUNTY

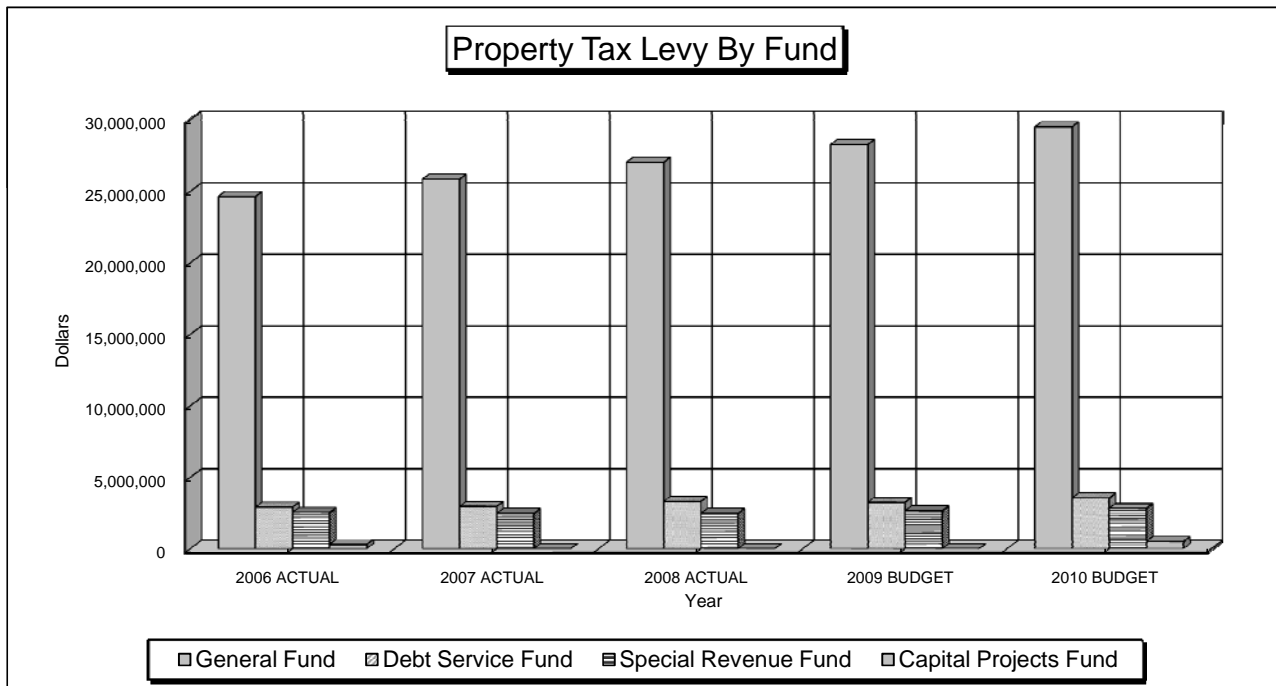
Winnebago County/ Appleton School District	Equalized 2008 Tax Rate (2009 Budget)	Equalized 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8372	\$ 7.8754	\$ 0.0382	0.49%
Public Schools	8.0079	8.4255	0.4176	5.21%
Technical College	1.6825	1.7154	0.0329	1.96%
County	5.4446	5.5545	0.1099	2.02%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	23.1419	23.7405	0.5986	2.59%
State Credits	1.6151	1.4523	(0.1628)	-10.08%
NET TAX RATE	\$ 21.5268	\$ 22.2882	\$ 0.7614	3.54%

Winnebago County/ Menasha School District	Equalized 2008 Tax Rate (2009 Budget)	Equalized 2009 Tax Rate (2010 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8372	\$ 7.8754	\$ 0.0382	0.49%
Public Schools	8.6402	9.3882	0.7480	8.66%
Technical College	1.6825	1.7154	0.0329	1.96%
County	5.4446	5.5545	0.1099	2.02%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	23.7742	24.7032	0.9290	3.91%
State Credits	1.6151	1.4523	(0.1628)	-10.08%
NET TAX RATE	\$ 22.1591	\$ 23.2509	\$ 1.0918	4.93%

CITY OF APPLETON 2010 BUDGET SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES ⁽¹⁾	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2010 BUDGET
General Fund	\$ 24,624,866	\$ 25,839,080	\$ 27,022,848	\$ 28,262,192	\$ 29,497,878
Debt Service Funds	2,897,879	2,953,457	3,303,443	3,240,038	3,533,999
Special Revenue Funds					
Sanitation & Recycling	2,518,357	2,450,000	2,463,700	2,620,000	2,810,000
Forestry Fund	17,900	17,850	17,850	17,850	12,800
Safe Routes to Schools	-	-	-	10,000	-
Total Special Revenue Funds	<u>2,536,257</u>	<u>2,467,850</u>	<u>2,481,550</u>	<u>2,647,850</u>	<u>2,822,800</u>
Capital Project Funds					
Subdivision Development	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>500,000</u>
TOTAL PROPERTY TAX LEVY:	<u>\$ 30,359,002</u>	<u>\$ 31,260,387</u>	<u>\$ 32,807,841</u>	<u>\$ 34,150,080</u>	<u>\$ 36,354,677</u>

(1) Excludes tax increment district revenues.



CITY OF APPLETON 2010 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

REVENUES AND OTHER FINANCING SOURCES*	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 PROJECTED	2010 BUDGET
General Fund	\$ 53,897,539	\$ 56,099,289	\$ 56,020,143	\$ 55,137,634	\$ 57,423,818
Debt Service Funds	8,984,453	7,712,423	8,178,066	8,548,910	8,625,008
Special Revenue Funds					
Tax Increment District #1	1,882,645	2,110,422	-	-	-
Tax Increment District #2	206,152	274,722	283,065	288,008	288,660
Tax Increment District #3	2,172,231	2,263,610	2,342,286	2,347,451	2,333,902
Tax Increment District #4	3,304,514	4,058,193	4,789,270	4,690,436	-
Sanitation & Recycling	3,194,970	3,275,027	3,195,300	3,160,300	3,307,400
Hazardous Materials Level A	116,898	301,361	97,601	89,601	90,114
Police Grants	-	52,078	-	61,743	-
Health Services Grants	588,093	526,514	348,545	351,545	308,934
Forestry Fund	20,863	18,734	24,306	24,306	15,500
Housing & Community Development Grants	685,085	664,018	613,489	583,698	723,782
Housing, Homeless, & Block Grants	807,367	819,563	690,433	738,854	2,598,206
Room Tax Administration	319,414	350,382	305,000	280,000	280,000
Union Spring Park	162	122	70	70	50
Tuchscherer Disability Fund	4,944	4,132	2,500	2,500	3,500
Peabody Estate Trust	6,171	5,636	3,200	3,200	4,500
Balliet Locomotive	599	547	300	300	300
Lutz Park Trust	190,057	81,098	135,267	259,535	11,000
Park Open Space	21,655	18,849	31,000	11,000	16,000
City Park Project	5,008	281	100	100	100
Universal Playground	1,437	1,242	750	750	750
Safe Routes to Schols	-	-	121,426	121,426	-
Energy Efficiency and Conservation Grant	-	-	-	-	689,800
Total Special Revenue Funds	<u>13,528,265</u>	<u>14,826,531</u>	<u>12,983,908</u>	<u>13,014,823</u>	<u>10,672,498</u>
Capital Projects Funds					
Subdivision Development	1,334,199	1,012,694	1,655,000	2,122,500	1,720,000
Parks & Recreation Projects	352,010	142,228	-	-	20,663
City Center	15,267	-	-	-	-
Tax Increment District #5	144,544	160,338	166,513	180,161	219,365
Tax Increment District #6	1,747,279	2,044,324	2,045,722	1,601,476	2,406,103
Tax Increment District #7	20,368	1,124	74,454	63,801	91,612
Tax Increment District #8	-	-	34,761	100	-
Technology	18,707	11,408	194,974	297,066	1,229
Public Works	402,740	325,823	154,100	154,100	21,113
Industrial Park Land	165,841	161,097	106,240	106,240	106,240
Equipment Replacement	1,611,380	1,717,226	2,028,961	2,028,961	1,924,631
Community Development Projects	313,081	19,969	4,719	4,719	5,031
LMI Project	130,309	-	-	-	-
Public Safety	75,586	27,056	20,000	5,000	2,972
Library	14,984	657	-	44	-
Facilities	-	5,031,651	75,000	75,000	283,679
Total Capital Projects Fund	<u>6,346,295</u>	<u>10,655,595</u>	<u>6,560,444</u>	<u>6,639,168</u>	<u>6,802,638</u>
Enterprise Funds					
Water Utility	18,663,110	18,771,025	20,339,083	18,795,044	20,039,044
Wastewater Utility	11,436,961	11,013,572	10,817,979	9,840,919	9,941,626
Stormwater Utility	6,918,547	7,140,361	6,753,775	6,607,775	7,319,686
Parking Utility	2,410,809	2,381,254	2,422,200	2,325,000	2,337,901
Golf Course	1,035,188	551,901	560,645	562,270	585,961
Valley Transit	6,772,074	7,646,131	8,165,202	8,365,506	8,173,866
Total Enterprise Funds	<u>47,236,689</u>	<u>47,504,244</u>	<u>49,058,884</u>	<u>46,496,514</u>	<u>48,398,084</u>
Internal Service Funds					
Facilities & Construction Management	2,100,971	2,197,973	2,160,887	2,160,887	2,181,366
Central Equipment Agency	2,637,044	2,900,133	2,978,174	2,678,174	2,814,444
Insurance	942,141	741,082	860,182	860,182	888,831
Total Internal Service Funds	<u>5,680,156</u>	<u>5,839,188</u>	<u>5,999,243</u>	<u>5,699,243</u>	<u>5,884,641</u>
Trust Funds					
Frank P. Young Memorial	16,279	2,203	800	800	800
Total Trust Funds	<u>16,279</u>	<u>2,203</u>	<u>800</u>	<u>800</u>	<u>800</u>
TOTAL REVENUES:	<u>\$ 135,689,676</u>	<u>\$ 142,639,473</u>	<u>\$ 138,801,488</u>	<u>\$ 135,537,092</u>	<u>\$ 137,807,487</u>

*Net of proceeds of debt and contributed capital

CITY OF APPLETON 2010 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

EXPENSES AND OTHER FINANCING USES	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 PROJECTED	2010 BUDGET
General Fund	\$ 52,385,645	\$ 57,653,577	\$ 56,020,143	\$ 60,300,108	\$ 57,423,818
Debt Service Funds	9,002,071	7,724,031	8,308,066	8,620,559	8,685,008
Special Revenue Funds					
Tax Increment District #1	237,165	97,357	-	-	-
Tax Increment District #2	96,597	101,255	89,832	89,832	98,009
Tax Increment District #3	2,657,924	2,251,399	2,272,033	2,272,033	2,354,186
Tax Increment District #4	1,532,470	1,715,433	775,087	875,000	11,626,489
Sanitation & Recycling	3,190,500	3,375,587	3,311,893	3,361,893	3,361,249
Hazardous Materials Level A	119,997	187,569	85,601	85,601	82,114
Police Grants	-	88,821	-	25,000	-
Health Services Grants	588,093	526,514	348,545	351,545	308,934
Forestry Fund	19,569	17,796	25,000	25,000	15,500
Housing & Community Development Grants	749,624	656,696	613,489	583,698	723,782
Housing, Homeless, & Block Grants	807,367	819,563	690,433	738,854	2,598,206
Room Tax Administration	312,993	350,490	305,000	285,000	285,000
Union Spring Park	1,355	60	1,869	1,869	462
Tuchscherer Disability Fund	6,392	6,391	6,391	6,391	6,391
Peabody Estate Trust	-	-	-	-	50,000
Balliet Locomotive	-	-	300	300	300
Lutz Park Trust	376,870	236,798	75,000	567,509	-
Park Open Space	10,735	9,530	107,000	-	207,000
City Park Project	-	-	500	-	200
Universal Playground Trust	-	4,157	3,000	3,000	3,000
Safe Routes to Schools	-	-	121,426	121,426	-
Energy Efficiency and Conservation Grant	-	-	-	-	689,800
Total Special Revenue Funds	<u>10,707,651</u>	<u>10,445,416</u>	<u>8,832,399</u>	<u>9,393,951</u>	<u>22,410,622</u>
Capital Projects Funds					
Subdivision Development	2,053,092	2,085,014	2,295,713	2,100,000	1,727,504
Parks & Recreation Projects	748,997	1,847,539	-	796,420	210,000
City Center	43,587	-	-	-	-
Tax Increment District #5	103,482	188,991	161,985	161,985	102,958
Tax Increment District #6	3,453,686	3,593,274	3,917,454	3,855,030	2,955,925
Tax Increment District #7	-	20,715	124,454	66,955	247,253
Tax Increment District #8	-	-	34,761	10,000	44,272
Public Works	620,387	2,098,355	5,100,530	4,979,295	320,919
Technology	396,790	370,047	533,500	880,896	113,000
Industrial Park Land	211,879	290,551	243,419	290,551	280,965
Equipment Replacement	2,506,099	2,036,203	2,134,265	1,900,000	1,612,702
Community Development Projects	-	46,369	-	326,631	550,000
LMI Project	286,095	-	-	-	-
Public Safety	682,470	1,335,314	347,500	458,180	375,000
Library	167,625	121,482	-	-	114,000
Facilities	-	5,235,402	5,914,167	7,920,426	1,537,471
Total Capital Projects Fund	<u>11,274,189</u>	<u>19,269,256</u>	<u>20,807,748</u>	<u>23,699,237</u>	<u>10,191,969</u>
Enterprise Funds					
Water Utility	15,539,650	15,283,139	18,115,169	18,043,398	17,440,446
Wastewater Utility	10,977,326	11,226,733	11,716,985	11,806,852	11,900,956
Stormwater Utility	5,008,043	5,460,252	5,580,739	5,580,739	5,973,599
Parking Utility	2,797,766	3,047,342	3,104,987	3,212,690	3,195,624
Golf Course	625,906	582,194	571,733	570,788	585,071
Valley Transit	7,337,488	8,154,077	8,443,306	8,443,306	8,615,894
Total Enterprise Funds	<u>42,286,179</u>	<u>43,753,737</u>	<u>47,532,919</u>	<u>47,657,773</u>	<u>47,711,590</u>
Internal Service Funds					
Facilities & Construction Management	2,100,971	2,197,973	2,160,887	2,160,887	2,181,366
Central Equipment Agency	4,157,131	4,721,981	4,742,072	4,517,072	4,639,444
Insurance	1,110,642	1,276,400	1,073,766	1,330,164	1,103,831
Total Internal Service Funds	<u>7,368,744</u>	<u>8,196,354</u>	<u>7,976,725</u>	<u>8,008,123</u>	<u>7,924,641</u>
Trust Funds					
Frank P. Young Memorial	550	550	550	550	550
Total Trust Funds	<u>550</u>	<u>550</u>	<u>550</u>	<u>550</u>	<u>550</u>
TOTAL EXPENDITURES:	<u>\$ 133,025,029</u>	<u>\$ 147,042,921</u>	<u>\$ 149,478,550</u>	<u>\$ 157,680,301</u>	<u>\$ 154,348,198</u>

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

2. Expenditures/Expenses are shown net of residual equity transfers out and, for Enterprise and Internal Service funds, are shown net of capital expenditures and depreciation charged to contributed capital.

CITY OF APPLETON 2010 BUDGET
COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2007 ACTUAL	2008 ACTUAL	2009 BUDGET	2009 PROJECTED	2010 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	33,439,868	34,951,762	33,397,474	33,397,474	28,235,000
Property Taxes	25,838,936	27,023,101	28,262,192	28,262,192	29,497,878
Other Revenue	28,058,603	29,076,188	27,757,951	26,875,442	27,925,940
Expenditures	52,385,645	57,653,577	56,020,143	60,300,108	57,423,818
FUND BALANCE - Ending (Dec. 31)	<u>34,951,762</u>	<u>33,397,474</u>	<u>33,397,474</u>	<u>28,235,000</u>	<u>28,235,000</u>
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	54,875	61,582	14,563	14,563	0
Property Taxes	2,953,457	3,303,443	3,240,038	3,240,038	3,533,999
Proceeds of Debt	24,325	(35,411)	90,000	57,086	60,000
Other Revenue	6,030,996	4,408,980	4,938,028	5,308,872	5,091,009
Expenditures	9,002,071	7,724,031	8,308,066	8,620,559	8,685,008
FUND BALANCE - Ending (Dec. 31)	<u>61,582</u>	<u>14,563</u>	<u>(25,437)</u>	<u>0</u>	<u>0</u>
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	(10,066,784)	(7,246,170)	(2,865,055)	(2,865,055)	755,817
Property Taxes	8,335,109	9,462,391	8,589,633	8,686,539	4,402,317
Other Revenue	5,193,156	5,364,140	4,394,275	4,328,284	6,270,181
Expenditures	10,707,651	10,445,416	8,832,399	9,393,951	22,410,622
FUND BALANCE - Ending (Dec. 31)	<u>(7,246,170)</u>	<u>(2,865,055)</u>	<u>1,286,454</u>	<u>755,817</u>	<u>(10,982,307)</u>
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	11,742,370	12,064,905	14,640,588	14,640,588	4,863,864
Property Taxes	1,618,148	1,672,958	1,792,626	1,739,865	2,718,060
Contributed Capital	88,359	65,344	126,915	126,915	44,505
Proceeds of Debt	5,162,070	11,124,000	7,490,354	7,156,430	2,808,939
Other Revenue	4,728,147	8,982,637	4,767,818	4,899,303	4,084,578
Expenditures	11,274,189	19,269,256	20,807,748	23,699,237	10,191,969
FUND BALANCE - Ending (Dec. 31)	<u>12,064,905</u>	<u>14,640,588</u>	<u>8,010,553</u>	<u>4,863,864</u>	<u>4,327,977</u>
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	196,746,602 *	204,512,184	211,787,132	211,787,132	210,940,001
Property Taxes	-	-	-	-	-
Other Revenue	47,236,689	47,504,244	49,058,884	46,496,514	48,398,084
Contributed Capital	2,815,072	3,524,441	164,128	314,128	1,289,091
Expenditures	42,286,179	43,753,737	47,532,919	47,657,773	47,711,590
FUND BALANCE - Ending (Dec. 31)	<u>204,512,184</u>	<u>211,787,132</u>	<u>213,477,225</u>	<u>210,940,001</u>	<u>212,915,586</u>
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	11,604,923	12,472,030	12,266,044	12,266,044	12,093,029
Property Taxes	-	-	-	-	-
Other Revenue	5,680,156	5,839,188	5,999,243	5,699,243	5,884,641
Contributed Capital	2,555,695	2,151,180	2,236,265	2,135,865	1,612,702
Expenditures	7,368,744	8,196,354	7,976,725	8,008,123	7,924,641
FUND BALANCE - Ending (Dec. 31)	<u>12,472,030</u>	<u>12,266,044</u>	<u>12,524,827</u>	<u>12,093,029</u>	<u>11,665,731</u>
FIDUCIARY FUNDS					
FUND BALANCE - Beginning (Jan. 1)	16,364	32,093	33,746	33,746	33,996
Property Taxes	-	-	-	-	-
Other Revenue	16,279	2,203	800	800	800
Expenditures	550	550	550	550	550
FUND BALANCE - Ending (Dec. 31)	<u>32,093</u>	<u>33,746</u>	<u>33,996</u>	<u>33,996</u>	<u>34,246</u>
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	243,538,218 *	256,848,386	269,274,492	269,274,492	256,921,707
Property Taxes	38,745,650	41,461,893	41,884,489	41,928,634	40,152,254
Proceeds of Debt	5,186,395	11,088,589	7,580,354	7,213,516	2,868,939
Contributed Capital	5,459,126	5,740,965	2,527,308	2,576,908	2,946,298
Other Revenue	96,944,026	101,177,580	96,916,999	93,608,458	97,655,233
Expenditures	133,025,029	147,042,921	149,478,550	157,680,301	154,348,198
FUND BALANCE - Ending (Dec. 31)	<u>256,848,386</u>	<u>269,274,492</u>	<u>268,705,092</u>	<u>256,921,707</u>	<u>246,196,233</u>

* Beginning balance as restated

CITY OF APPLETON 2010 BUDGET
COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2009 BUDGET	2010 BUDGET
Property Tax	41,884,489	40,152,254
Other Tax	779,885	784,000
Intergovernmental	25,298,126	27,071,503
Licenses & Permits	969,070	860,849
Special Assessments	2,565,000	2,075,000
Charges for Service	47,858,394	46,716,381
Interest Income	6,091,227	3,866,209
Fines & Forfeitures	906,000	880,000
Other Revenues	4,218,391	4,893,395
Interfund Transfers	8,230,906	10,507,896
TOTAL REVENUES	\$ 138,801,488	\$ 137,807,487

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2009 BUDGET	2010 BUDGET
Personnel	54,911,265	56,401,723
Administrative ¹	41,977,424	52,237,615
Supplies & Materials	7,857,729	7,808,625
Purchased Services	9,334,850	12,785,022
Utilities	7,626,586	7,089,511
Repair & Maintenance	8,204,755	8,374,436
Capital Expense ²	19,565,941	9,651,266
TOTAL EXPENSE	\$ 149,478,550	\$ 154,348,198

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 2010:

05/04/09	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.
6/05/09 - 9/7/09	Each department head submits a proposed budget as outlined above based on the Department's Mission Statement and major objectives, 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.
9/7/09 - 10/07/09	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.
10/24/09	The Council's Administrative Services Committee reviews the Budget and Service Plan in hearing with the Mayor and staff, and recommends a budget to the Council.
11/04/09	A public hearing is held to seek property owner input prior to Council acceptance of the budget.
11/11/09	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 Council for its review, deliberation, amendment, and adoption. The Executive Budget shall include proposals for all operating and capital funds. Following 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 \$10,000 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 \$15,000 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 draw down 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:
 - 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.

Quarterly reports 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.

CITY OF APPLETON POLICIES

- 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 Administrative Services 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 Administrative Services 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 Administrative Services 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:
 - 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.

CITY OF APPLETON POLICIES

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 – 2009 tax roll:

Lien date and levy date	December, 2009
Tax bills mailed	December, 2009
Payment in full or 1 st installment due	February 1, 2010
2 nd installment due	March 31, 2010
3 rd installment due	June 1, 2010
4 th installment due	August 2, 2010

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.
- Sewer, Stormwater, and Water Utility funds will be self-supporting through user fees.
 - 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. 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 Sewer 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.

CITY OF APPLETON POLICIES

- Redemption will be established in the Water, Stormwater and Sewer Utilities in accordance with Revenue Bond Ordinance provisions.
- Funds will be reserved for equipment, major replacement and repairs in the Sewer 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 years 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 be subject to recommendation from the Administrative Services 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.

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 Fund shall maintain a working capital reserve equivalent to three months of audited operating expenditures of the prior year in the Parking Utility Fund.

CITY OF APPLETON POLICIES

Any projected favorable balance above the Working Capital Reserve in the Parking Utility Fund will be advanced to TIF District #3 to meet debt requirements related to parking facilities constructed by that district.

Risk Management Fund

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

INVESTMENT POLICIES

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

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

Investment Objectives

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

- Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - Credit Risk – The City will minimize credit risk, which is the risk of loss due to the failure of the security issues or backed by:
 - Limiting investments to the most secure available, including, for example, US Treasury obligations, US agency and instrumentality obligations, commercial paper rated by a nationally recognized rating agency, and debt securities rated as AA or higher.
 - Diversifying the investment portfolio so that the losses from any one type of security or from any one individual issuer will be minimized.
 - Interest Rate Risk – The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:
 - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio.
- Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot 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

CITY OF APPLETON POLICIES

- 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 Investment 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 5 percent of the equalized valuation of the taxable property in the municipality. Although State Statutes allow five per cent 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 for construction of streets, sidewalks, sanitary sewer mains and laterals, stormwater facilities and laterals, and water mains and services in accordance with the City’s currently adopted Policy for Special Assessments. All improvements are guaranteed for a set number of years. In the event the improvement does not last the entire estimated period, a prorated credit adjustment will be made for the remaining life of the improvement.

SPECIAL ASSESSMENTS SUBJECT TO PAYMENT PLANS

- Bills of \$500 or less are due by January 31. For bills in excess of \$500, a five year payment plan is assumed. Deferred payments will bear an interest on the unpaid balance at the rate of 9% per annum (12% for developers).

Street Construction and Reconstruction

- The assessment rate 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.
- Useful Life of Pavements:
 - Curb and Gutter – 20 Years.
 - Asphalt Surfacing – no curb and gutter – 1 Year.
 - Asphalt Partial Reconstruction or Overlay – 15 Years.
 - Asphalt Reconstruction – 20 Years.
 - Portland Cement Concrete Reconstruction – 30 Years.

CITY OF APPLETON POLICIES

- Concrete Driveway Aprons – 1 Year.

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.
- Useful Life – 20 years

Sanitary Sewers

- The current assessment rate for new construction in an existing area or reconstruction or relining of sanitary sewers is \$29 per foot for mains and \$32 per foot for laterals, except that credit will be given for the remaining useful life calculated on current cost of construction. For this purpose, the useful life of sanitary sewer will be 75 years.
- Useful Life – 75 Years.

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.
- Useful Life – 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 from \$18 to \$54 per foot for mains and from \$460 to \$2,505 each for services dependent upon pipe size and the zoning of the abutting property, 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.
- Useful Life – 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 Policy.
- The methods of source selection are as follows:

CITY OF APPLETON POLICIES

- 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
- Purchases of \$5,000 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 \$15,000 or more require the approval of the Committee of Jurisdiction and the Common Council prior to execution.
- Purchases greater than \$500 but less than \$5,000 require that at least two formal or informal quotes be solicited. Purchases up to \$500 may be made based upon the best judgment of the department making the purchase.
- Sole Source Procurements – Purchases of goods and materials under \$15,000 may be made without competition when it is agreed between the department and the Purchasing Manager that there is only one acceptable source available. Reasons for sole source purchases must be documented and will expire on an annual basis. Emergency purchases, as defined in the Procurement Policy, may also be exempted from the competitive bidding process. Such emergency purchases must also be documented and approved by the Mayor.

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 2010 rate requirements for the Wisconsin Retirement System employees are as follows:

	<u>General</u>	<u>Police</u>	<u>Fire</u>	<u>Elected</u>
Employee Contribution	6.2%	5.5%	3.9%	3.2%
City Contribution	<u>4.8%</u>	<u>12.2%</u>	<u>14.9%</u>	<u>8.7%</u>
Total	11.0%	17.7%	18.8%	11.9%

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 44 Wisconsin cities and villages. As part of this self-funded program, the City's Insurance Fund provides coverage

CITY OF APPLETON POLICIES

of \$175,000 per general, automobile, law enforcement or public officials' liability claim, to a maximum of \$700,000 per year. The mutual insurance is liable for any costs above these limits up to \$2 million per event/\$10 million aggregate.

Additionally, the insurance fund provides coverage for:

\$350,000 per worker's compensation claim for Police Officers and Firefighters, \$300,000 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

2010 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, with 32 instructional, recreational and administrative buildings, has 1200 students drawn from 45 states and 38 foreign countries and a faculty of 114 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 16 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 72,400) 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, Appleton (formerly Appleton Papers), Miller Electric, and the Appleton Medical Center.

CITY OF APPLETON

2010 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>
2008	N/A	N/A	N/A	N/A	N/A
2007	48,985	49,237	51,688	47,520	49,473
2006	48,107	48,357	51,808	43,323	48,635
2005	45,357	45,622	50,530	45,336	46,167
2004	43,512	44,753	51,239	51,605	45,631

N/A = not available as of time of publications

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

Unemployment Rate

	<u>State of Wisconsin</u>	<u>Appleton Oshkosh Neenah MSA</u>	<u>Outagamie County</u>	<u>City of Appleton</u>
July, 2009	8.7 %	8.4 %	8.5 %	11.5 %
July, 2008	4.6	4.2	4.3	5.5
Average, 2008	4.7 %	4.5 %	4.5 %	5.8 %
Average, 2007	4.7	4.5	4.5	5.6
Average, 2006	4.7	4.5	4.6	5.9
Average, 2005	4.8	4.5	4.6	5.7
Average, 2004	5.0	4.7	4.9	6.1

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

Building Permits - City of Appleton

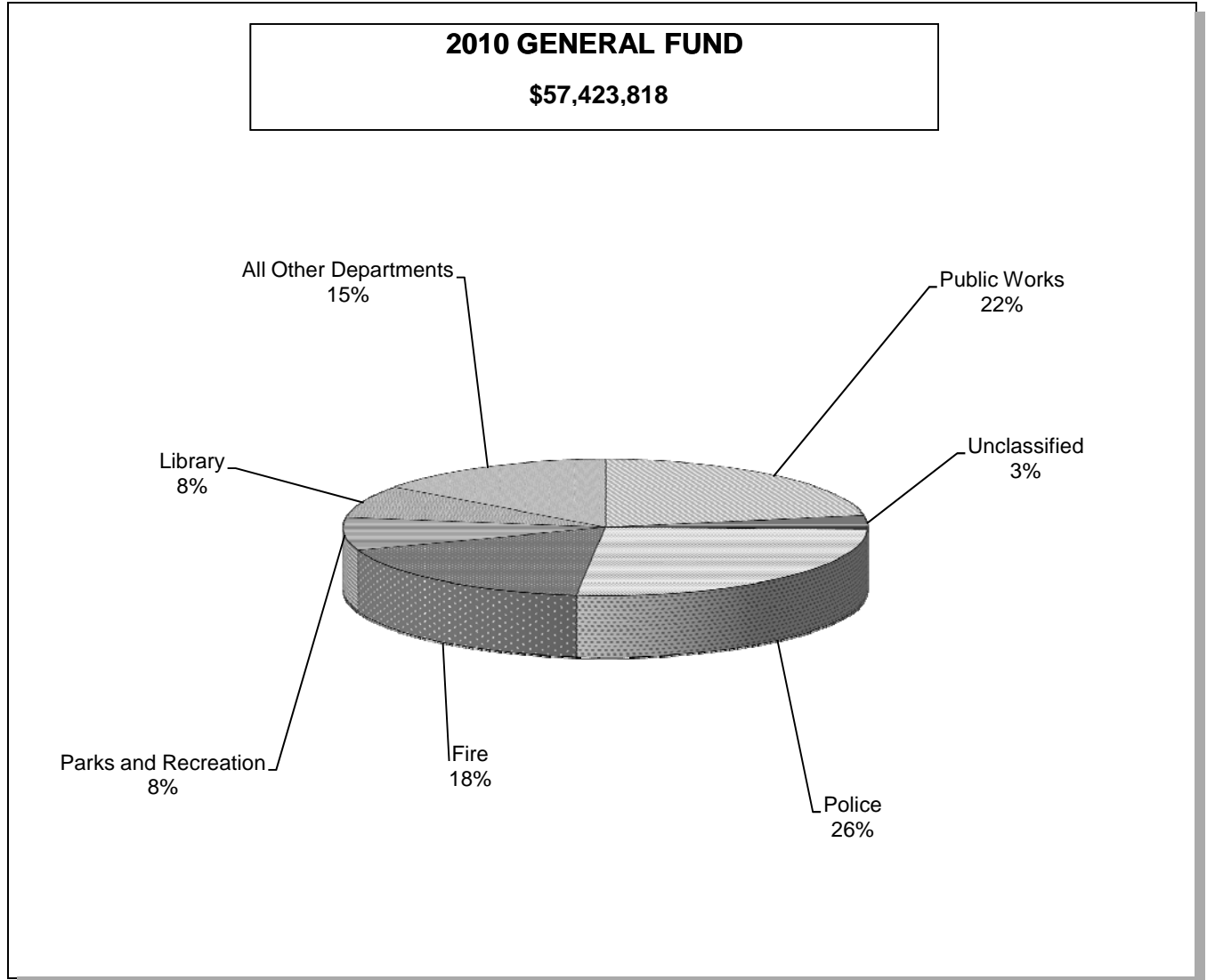
<u>Year</u>	<u>Valuation</u>
2009	\$ 85,047,445 *
2008	64,690,941
2007	90,504,161
2006	95,609,482
2005	126,826,416

*As of September 23, 2009

Source: City of Appleton Public Works Department

CITY OF APPLETON 2010 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, maintenance of parks, and general administration.



CITY OF APPLETON 2010 BUDGET

GENERAL FUND

	Actual		Budget			% Change *
	2007	2008	Adopted 2009	Projected 2009	2010	
REVENUES						
Taxes	\$ 26,316,645	\$ 27,509,925	\$ 28,705,692	\$ 28,705,692	\$ 29,961,978	4.38%
Intergovernmental	17,300,512	17,282,395	17,255,486	17,292,906	16,696,935	-3.24%
Licenses and Permits	858,761	809,008	913,570	850,000	840,349	-8.01%
Special Assessments	877,012	857,493	1,015,000	900,000	950,000	-6.40%
Charges for Services	1,286,373	1,408,620	1,514,896	1,400,000	1,503,053	-0.78%
Interest Income	4,509,771	4,865,143	3,773,908	3,343,313	1,524,422	-59.61%
Fines and Forfeitures	315,809	346,338	300,000	300,000	300,000	0.00%
All Other Revenue	1,044,790	1,564,050	1,082,641	886,773	1,883,131	73.94%
TOTAL REVENUES	52,509,673	54,642,972	54,561,193	53,678,684	53,659,868	-1.65%
EXPENDITURES						
Common Council	121,730	121,461	126,693	126,693	124,193	-1.97%
Mayor	255,871	285,999	299,640	299,640	309,827	3.40%
City Clerk	647,616	752,264	670,008	686,308	740,832	10.57%
City Assessor	521,015	545,116	558,371	558,371	599,270	7.32%
Finance	867,829	883,360	924,868	932,522	986,416	6.65%
Technology Services	1,786,979	1,881,087	1,815,356	1,803,462	1,946,128	7.20%
Human Resources	612,679	629,745	668,406	680,300	699,566	4.66%
City Attorney	393,998	421,131	426,186	426,186	451,918	6.04%
Unclassified	1,255,224	1,337,750	2,287,810	4,536,209	1,925,115	-15.85%
Community Development	746,692	718,082	797,681	797,681	836,369	4.85%
Library	4,127,551	4,373,305	4,357,424	4,435,059	4,442,562	1.95%
Parks & Recreation	4,316,709	4,389,644	4,604,133	4,604,133	4,492,460	-2.43%
Public Works	10,703,829	12,683,255	12,021,451	12,281,705	12,715,055	5.77%
Health Services	1,110,238	1,134,001	1,165,313	1,174,884	1,219,384	4.64%
Police	13,947,907	14,507,870	14,804,519	14,894,124	15,092,949	1.95%
Fire	9,403,356	9,765,137	9,811,214	9,842,056	10,205,362	4.02%
TOTAL EXPENDITURES	50,819,223	54,429,207	55,339,073	58,079,333	56,787,406	2.62%
REVENUES OVER EXPENDITURES	1,690,450	213,765	(777,880)	(4,400,649)	(3,127,538)	302.06%
OTHER FINANCING SOURCES (USES)						
Sale of City Property	25,171	19,408	10,500	10,500	15,000	42.86%
Other Financing Sources	1,362,695	1,436,909	1,448,450	1,448,450	3,748,950	158.82%
Other Financing Uses	(1,566,422)	(3,224,370)	(681,070)	(2,220,775)	(636,412)	-6.56%
TOTAL OTHER FINANCING	(178,556)	(1,768,053)	777,880	(761,825)	3,127,538	302.06%
NET CHANGE IN EQUITY	1,511,894	(1,554,288)	-	(5,162,474)	-	N/A
FUND BALANCE - Beginning	33,439,868	34,951,762	33,397,474	33,397,474	28,235,000	-15.46%
FUND BALANCE - Ending	\$ 34,951,762	\$ 33,397,474	\$ 33,397,474	\$ 28,235,000	\$ 28,235,000	-15.46%

* % change from prior year adopted budget

CITY OF APPLETON 2010 BUDGET

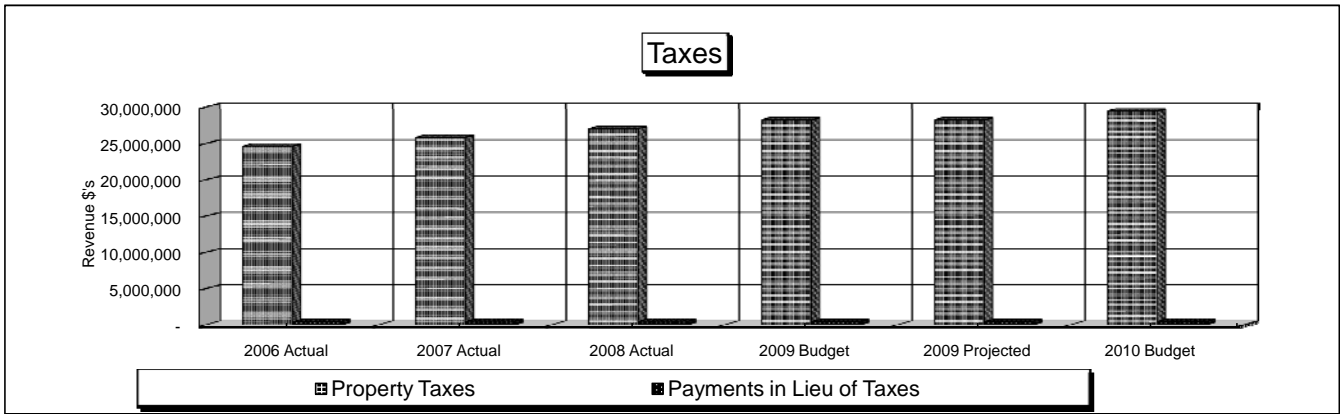
GENERAL FUND BALANCE

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/10	38	\$ 28,235,000
Less Reserved for:		
Inventories and Prepaid Items		(700,000)
Developer Loans		(1,570,000)
Advance to other Funds		(7,055,862)
Less Designations:		
Payments in Lieu of Taxes		(1,312,651)
Health Insurance Cost Stabilization*		(695,083)
Fire and Police Prior Pension		(366,398)
Working Capital - 25% of budgeted expenditures (25% * \$57,423,818, includes transfers)	38	(14,355,955)
Debt Service - 25% of ensuing year's debt service requirements (25% * (\$8,715,008 Debt Service Obligation - \$1,000 Interest Income))	511	<u>(2,178,502)</u>
Projected General Fund Balance in excess of the reserve policy @ 12/31/10		<u>\$ 549</u>
75% required to be used for reduction of long-term liabilities		<u>\$ 412</u>
25% subject to Finance Committee recommendation		<u>\$ 137</u>

* The City will not be purchasing aggregate stop loss insurance for 2010. The premium at this time makes this purchase cost prohibitive. The amount designated represents the difference between expected claims and maximum claims (125% of expected) which would be the exposure to the City if we had purchased the insurance. Our exposure extends beyond this designation, but the likely risk is up to 125% of claims. The City has never had claims in excess of this in our history.

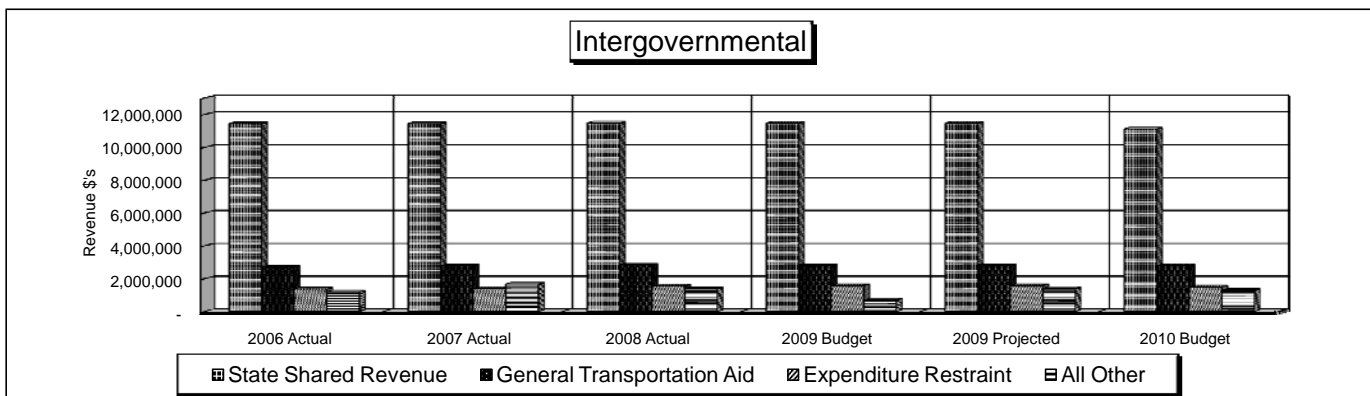
CITY OF APPLETON 2010 BUDGET GENERAL FUND REVENUES

	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2009 Projected</u>	<u>2010 Budget</u>	<u>% Change</u>
Taxes							
Property Taxes	24,624,866	25,838,936	27,023,101	28,262,192	28,262,192	29,497,878	4.37%
Payment in Lieu of Taxes	434,275	477,709	486,824	443,500	443,500	464,100	4.64%
Total Taxes	<u>25,059,141</u>	<u>26,316,645</u>	<u>27,509,925</u>	<u>28,705,692</u>	<u>28,705,692</u>	<u>29,961,978</u>	<u>4.38%</u>



Taxes are derived from several sources. Property taxes provide roughly 50% of our City general fund revenues. The tax base still experienced a slight increase of 1.66% on an equalized basis in 2009 despite the downturn in the economy. The City also collects "in lieu" payments from the water utility, as well as voluntary and contractual payments from other tax exempt entities. The State budget currently restricts growth in local property taxes to the greater of 3.0%, or the amount of new construction, which was 1.666% for the City in 2009. However, the restriction does provide allowances for TIF District #4 closure (2.162%), debt issued after July 1, 2005, and any surplus capacity from 2007, which results in a total constraint of \$35,856,274.

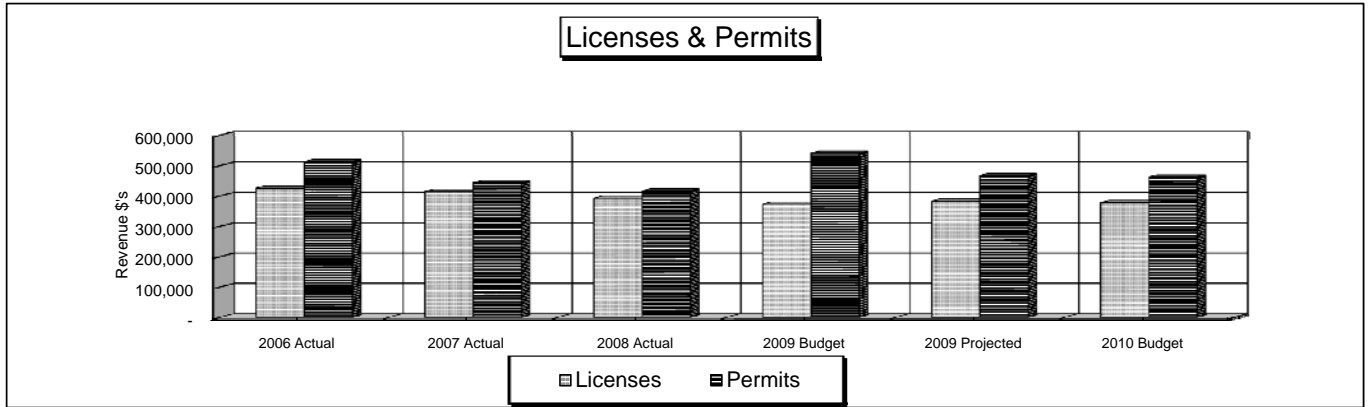
	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2009 Projected</u>	<u>2010 Budget</u>	<u>% Change</u>
Intergovernmental Revenue							
State Shared Revenue	11,446,814	11,448,096	11,471,897	11,469,591	11,469,591	11,114,214	-3.10%
General Transportation Aid	2,721,154	2,774,496	2,843,619	2,827,466	2,827,466	2,779,509	-1.70%
Expenditure Restraint	1,365,780	1,396,352	1,558,309	1,597,295	1,597,295	1,500,191	-6.08%
Library Grants & Aids	606,827	649,915	675,904	700,009	700,009	806,517	15.22%
Other	583,249	1,031,653	732,666	661,125	698,545	496,504	-28.92%
Total Intergovernmental	<u>16,723,824</u>	<u>17,300,512</u>	<u>17,282,395</u>	<u>17,255,486</u>	<u>17,292,906</u>	<u>16,696,935</u>	<u>-3.45%</u>



State shared revenues are state sales and income taxes that are returned to the City based on a complex formula that includes growth and the per capita tax burden. This source of revenue for the City of Appleton has 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 will see an overall decrease in state aids from these sources of \$391,316, compared to the actual amount received in 2009. General Transportation Aid and Connecting Highway Aid is a reimbursement provided by the State to defray a portion of the costs 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 Library grant is from Outagamie County and is 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. Other intergovernmental revenues include fire inspection dues, federal innovative community policing grants, as well as various other miscellaneous items. 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. No LRIP funds are expected in 2010.

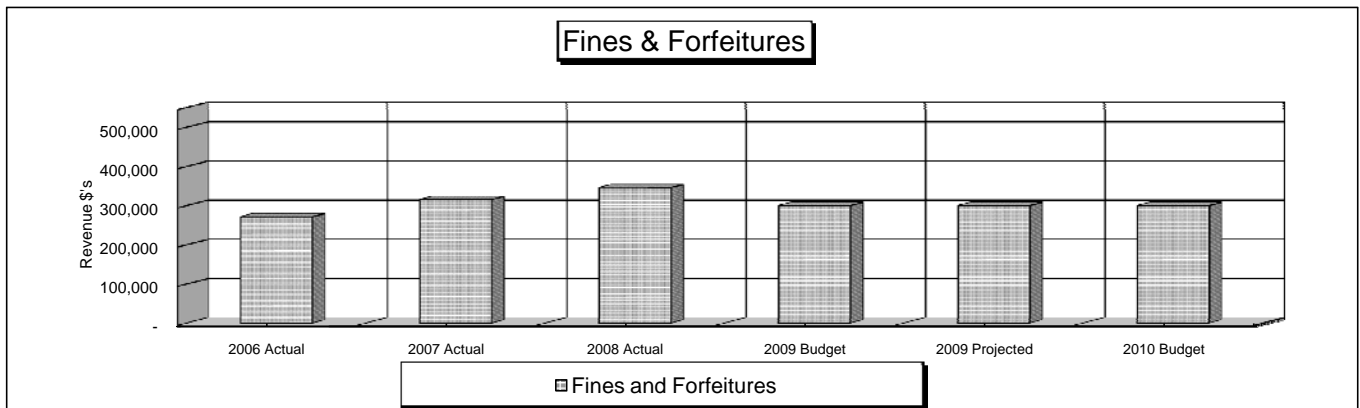
CITY OF APPLETON 2010 BUDGET GENERAL FUND REVENUES

	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget	% Change
Licenses and Permits							
Licenses	425,782	414,812	392,444	372,770	382,770	378,199	-1.19%
Permits	512,821	443,949	416,564	540,800	467,230	462,150	-1.09%
Total Licenses and Permits	938,603	858,761	809,008	913,570	850,000	840,349	-1.14%



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 declines in permit revenue since 2006 reflect a decrease in building permits related to the slow-down in new home construction.

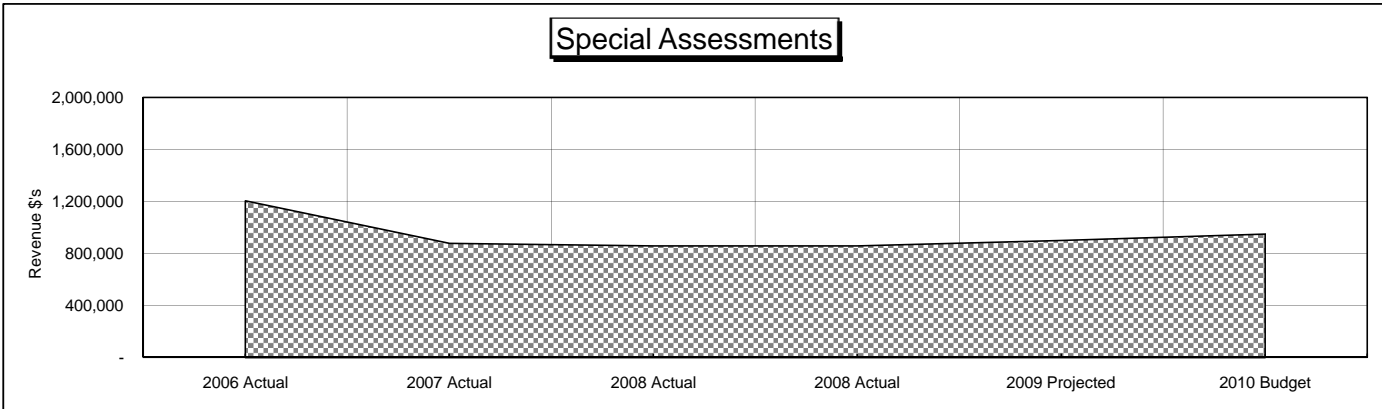
	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget	% Change
Fines and Forfeitures	<u>271,530</u>	<u>315,809</u>	<u>346,338</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>0.00%</u>



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 2010 BUDGET GENERAL FUND REVENUES

	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2009 Projected</u>	<u>2010 Budget</u>	<u>% Change</u>
Special Assessments	<u>1,203,720</u>	<u>877,012</u>	<u>857,493</u>	<u>1,015,000</u>	<u>900,000</u>	<u>950,000</u>	<u>5.56%</u>



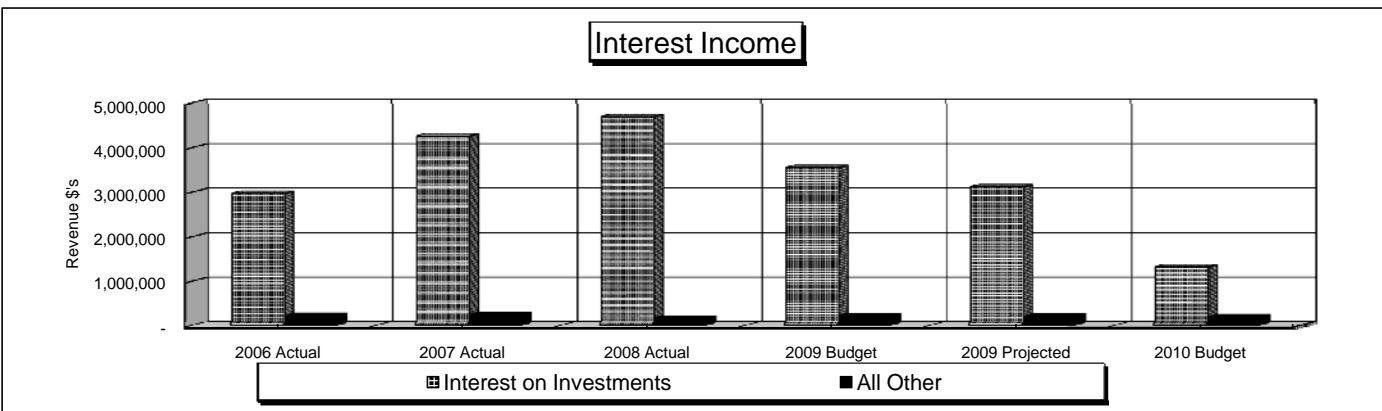
The City levies special assessments on property benefited by the construction and installation of public improvements. Revenue varies based on the payment options selected by property owners and the amount of infrastructure budgeted and completed in a given year. The options for payment are:

If the assessment is \$500 or less, it must be paid in one installment.

If the assessment is over \$500, it may be paid in one installment or in five equal installments.

Deferred payments bear an interest rate of 9% per year on the unpaid balance.

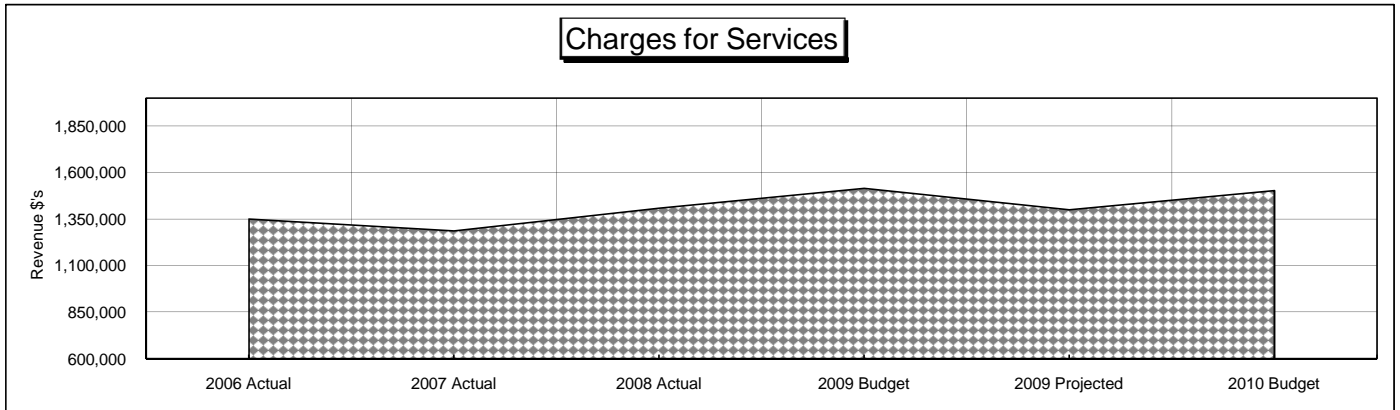
	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2009 Projected</u>	<u>2010 Budget</u>	<u>% Change</u>
Interest Income							
Interest on Investments	2,972,683	4,260,878	4,695,717	3,553,908	3,123,313	1,324,422	-57.60%
Interest on Delinquent Tax	110,499	116,876	99,305	110,000	110,000	100,000	-9.09%
Interest - Deferred Specials	112,032	132,017	70,121	110,000	110,000	100,000	-9.09%
Total Interest Income	<u>3,195,214</u>	<u>4,509,771</u>	<u>4,865,143</u>	<u>3,773,908</u>	<u>3,343,313</u>	<u>1,524,422</u>	<u>-54.40%</u>



This revenue source reflects interest earned on public funds being held until distributed to other taxing authorities as well as funds held until expended by the City. Two factors which determine investment income are interest rates and the cash balances available for investment. A large portion of the interest income in 2006 - 2008 related to Tax Incremental District # 1 paying deferred interest on previous advances with available increment. TIF districts # 2 and 5 are expected to make payments of \$115,000 and \$23,680, respectively, to the General Fund in 2010. The market place unrest does not allow us to forecast any recovery from experience in 2009. The higher level of interest that was budgeted for 2009 is attributable to a payment from TIF District # 3, which will pick back up in 2011.

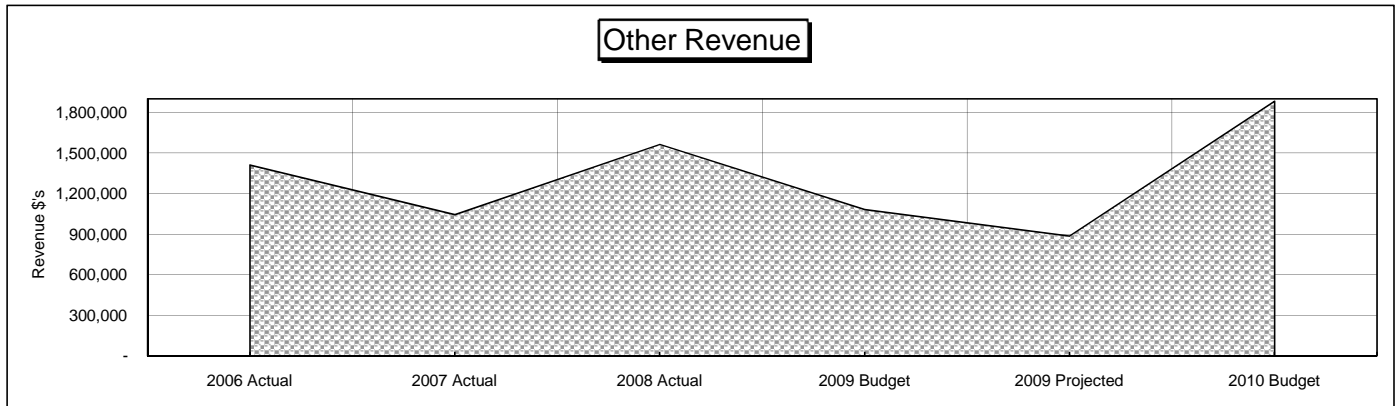
CITY OF APPLETON 2010 BUDGET GENERAL FUND REVENUES

	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2009 Projected</u>	<u>2010 Budget</u>	<u>% Change</u>
Charges for Services	<u>1,350,613</u>	<u>1,286,373</u>	<u>1,408,620</u>	<u>1,514,896</u>	<u>1,400,000</u>	<u>1,503,053</u>	<u>7.36%</u>



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 increase for 2009 reflected a payment from the Town of Grand Chute to reimburse the Appleton Police Department for the cost of a Deputy Police Chief to oversee the Grand Chute portion of the combined Appleton - Grand Chute police department during the evaluation period of the potential merger (\$139,512 in 2009, \$141,105 in 2010). The slight decrease in 2010 reflects the move of several recreation programs to other, private venues within the City.

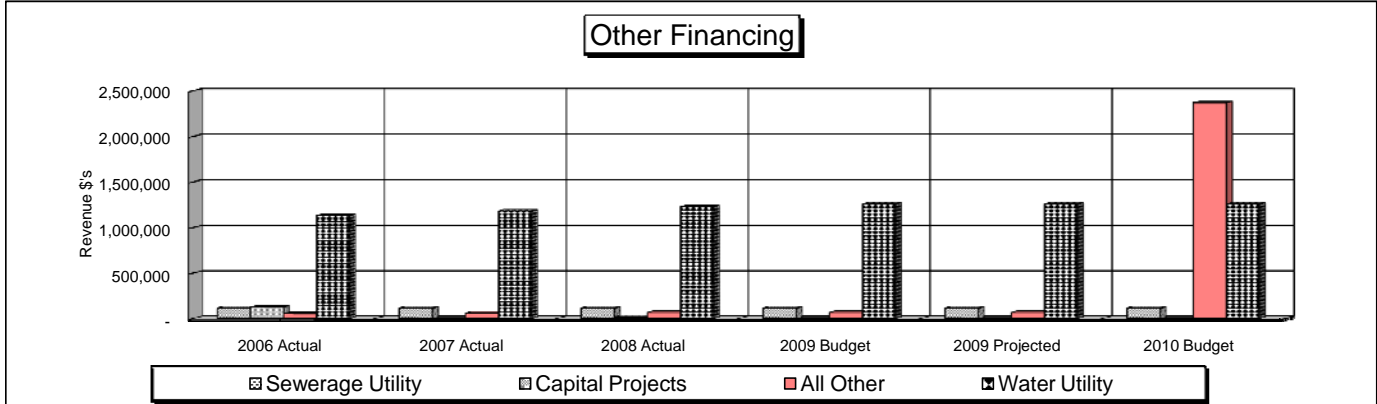
	<u>2006 Actual</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Budget</u>	<u>2009 Projected</u>	<u>2010 Budget</u>	<u>% Change</u>
Other Revenue							
Sales of City Property	14,273	25,171	19,408	10,500	10,500	15,000	42.86%
Other Revenue	1,412,141	1,044,790	1,564,050	1,082,641	886,773	1,883,131	112.36%
	<u>1,426,414</u>	<u>1,069,961</u>	<u>1,583,458</u>	<u>1,093,141</u>	<u>897,273</u>	<u>1,898,131</u>	<u>111.54%</u>



Other revenue includes fees, commissions, damage to City property and other reimbursements. The increase in 2010 is due to cable franchise fees and an expected \$600,000 payment from Calumet County as reimbursement for the county's portion of the construction costs of Midway Road.

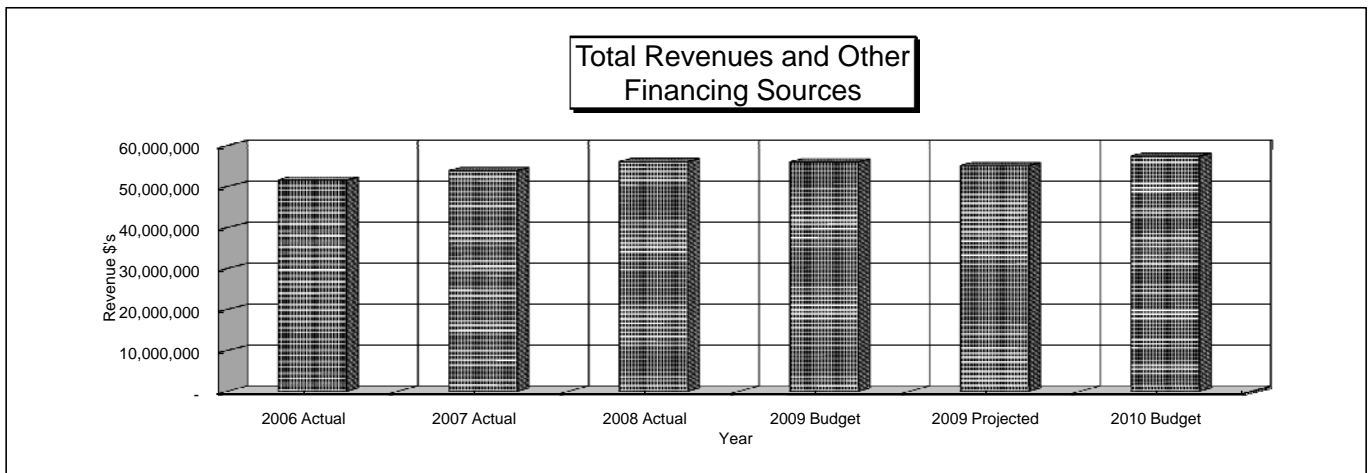
CITY OF APPLETON 2010 BUDGET GENERAL FUND REVENUES

Other Financing Sources	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget	% Change
Water Utility	1,134,899	1,181,545	1,231,051	1,261,300	1,261,300	1,261,300	0.00%
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	19,000	24,000	30,000	30,000	30,000	2,330,500	7668.33%
Capital Projects	128,021	-	18,708	-	-	-	N/A
Total Other Financing Sources	1,439,070	1,362,695	1,436,909	1,448,450	1,448,450	3,748,950	158.82%



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 increase in transfers from special revenue funds is due to a one-time transfer of \$2,300,500 from TIF # 4. No increment was certified for the 2009 tax roll collectible in 2010, as this district will be closed. The funds transferred represent the remaining cash balance that will be dispersed to the participating tax entities according to the applicable percentage of the tax rate.

Total Revenues and Other Financing Sources	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget	% Change
	51,608,129	53,897,539	56,099,289	56,020,143	55,137,634	57,423,818	4.15%



CITY OF APPLETON 2010 BUDGET

MAYOR'S OFFICE

Mayor: Timothy M. Hanna

CITY OF APPLETON 2010 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 implementing a comprehensive strategic economic plan for the benefit of all current and future citizens of Appleton.

DISCUSSION OF SIGNIFICANT 2009 EVENTS

In 2009, the Mayor and City staff continued to collaborate to meet the City's mission of serving community needs and enhancing the quality of life for our residents and visitors. Representatives from nine City departments, along with the local alderpersons, worked together to continue implementation of the Target Neighborhood Initiative to address the specific needs and issues of three central city neighborhoods. The Development Team continues to work to meet the needs of new development proposals within the City.

In addition, the department directors continued to focus on fostering opportunities for collaboration with external organizations, such as regional governments, school districts, non-profit organizations and other entities to maximize community resources. The City has played a large role in leading the efforts to develop a Regional Transit Authority to provide greater regional transportation and minimize the impact of federal and state funding reductions expected to start in 2012. The Intercultural Relations Coordinator continued to collaborate with local and regional multicultural communities and organizations to promote diversity within the City and region. In addition, the Mayor actively participated in the New North Targeted Growth Opportunities Initiative to promote regional economic growth, and continued to work with lobby groups and legislators from Madison to represent Appleton's best interests.

The Mayor continued to work with the Police Chief regarding the possible merger with Grand Chute and the police station remodeling project. He also worked on potential collaborative opportunities with regional fire departments.

The Mayor's Office assisted in hosting the 2009 Hmong National Conference in Appleton.

During the fall of 2009, the Mayor's Office hosted a continuous improvement seminar for City supervisors, and local municipal and community leaders.

The Mayor and department directors updated the City's strategic plan in early 2009.

Based on the departure of both Intercultural Relations Coordinator job share partners in 2009, the Mayor's office worked with the Human Resources Department to fill the position with one full-time employee in the fourth quarter of 2009.

CITY OF APPLETON 2010 BUDGET OFFICE OF THE MAYOR

MAJOR 2010 OBJECTIVES

- Work with department heads to prepare the Executive Budget and implement the City's vision
- 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
- Continue to meet the needs of a growing diverse population and further awareness and understanding of those needs
- Enhance the environment in Appleton to promote business and industry and attract investment
- 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 for the Police and Fire Departments with their respective regional partners
- Continue to work on improving the efficiency and effectiveness of City services in 2010
- Work with Park and Recreation Department staff to publish a semi-annual consolidated APPLESource/Recreation Activity Guide

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
10510	Administration	79,064	85,407	88,808	88,808	91,990	3.58%
10520	Citizen Outreach	140,552	162,848	169,720	169,720	181,237	6.79%
10530	Intergovernmental	36,255	37,744	41,112	41,112	36,600	-10.97%
TOTAL		\$ 255,871	\$ 285,999	\$ 299,640	\$ 299,640	\$ 309,827	3.40%
Expenses Comprised Of:							
Personnel		213,134	243,520	250,174	250,174	261,416	4.49%
Administrative Expense		23,488	23,976	23,028	23,028	23,194	0.72%
Supplies & Materials		8,858	8,165	9,490	9,490	13,389	41.09%
Purchased Services		10,040	10,040	16,540	16,540	11,540	-30.23%
Utilities		351	298	408	408	288	-29.41%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		3.00	3.00	3.00	3.00	3.00	

* % change from prior year adopted budget
Mayor.xls

**CITY OF APPLETON 2010 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 2011 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
- Collaborate with City departments to continue implementation of the Target Neighborhood Initiative to address issues within specific neighborhoods
- Work with the City's Development Team to support new businesses within Appleton and the region

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Minimize tax levy impact					
% change in levy	2.97%	4.95%	4.09%	4.09%	6.46%
Average % change in City mill rate	-8.57%	3.07%	0.23%	0.23%	-0.23%
Strategic Outcomes					
Maximize non-residential tax base					
Commercial/industrial tax base;					
% of total	27.5%	28.3%	28.3%	28.3%	29.8%
Work Process Outputs					
% of staff and Council involved in					
scheduled public budget meetings	97%	100%	100%	100%	100%
# of departmental orientations for					
new Alderpersons	0	16	16	16	16

**CITY OF APPLETON 2010 BUDGET
OFFICE OF THE MAYOR**

Administration

Business Unit 10510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 55,368	\$ 57,618	\$ 58,455	\$ 58,455	\$ 60,309
6105 Overtime	77	-	-	-	-
6150 Fringes	20,653	23,712	24,866	24,866	25,896
6201 Training/Conferences	429	1,675	2,150	2,150	2,150
6206 Parking Permits	910	1,062	960	960	1,284
6301 Office Supplies	401	592	564	564	504
6302 Subscriptions	200	250	400	400	422
6305 Awards & Recognition	-	-	105	105	105
6320 Printing & Reproduction	675	200	900	900	1,032
6413 Utilities	351	298	408	408	288
Total Expense	<u>\$ 79,064</u>	<u>\$ 85,407</u>	<u>\$ 88,808</u>	<u>\$ 88,808</u>	<u>\$ 91,990</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 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
- Publish informative and well-written editions of APPLESource, the City's official newsletter
- 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
- Promote ongoing communication to citizens using the internet and the City's website
- Research options to better utilize the City of Appleton website to communicate with citizens and visitors, particularly those from diverse communities
- Serve on the Fox Cities Rotary Multicultural Center's Education and Outreach Committee
- Host quarterly meetings with local and regional leaders of diverse communities

Major Program Changes:

This budget reflects the consolidation of the City's Applesource newsletter and the Park and Recreation Department's Activity Guide. In past years, the Activity Guides were printed and distributed separately by the Park and Recreation Department. By consolidating these publications into a bi-annual mailing, the City will realize a net budget savings of approximately \$15,000. The design and printing costs of the consolidated publication are included in this budget.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Timely, accurate responses to requests for information					
% of phone & e-mail inquiries answered within 48 hours	95%	95%	95%	95%	95%
% of letters replied to within seven working days	90%	90%	90%	90%	90%
Strategic Outcomes					
Citizens have access to current City information					
# of visits to City of Appleton internet website	1,249,662	1,146,427	1,000,000	1,000,000	1,500,000
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)	11	7	8	8	8

**CITY OF APPLETON 2010 BUDGET
OFFICE OF THE MAYOR**

Citizen Outreach

Business Unit 10520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 76,931	\$ 91,396	\$ 92,069	\$ 92,069	\$ 96,768
6105 Overtime	550	381	-	-	-
6150 Fringes	34,503	44,003	47,691	47,691	50,709
6201 Training/Conferences	1,152	-	430	430	430
6202 Local Auto Expense	156	-	-	-	-
6301 Office Supplies	-	54	-	-	-
6303 Memberships & Licenses	210	200	200	200	200
6304 Postage/Freight	8,827	8,810	9,200	9,200	9,233
6316 Miscellaneous Supplies	390	390	390	390	390
6320 Printing & Reproduction	7,793	7,574	8,200	8,200	11,967
6599 Other Contracts/Obligations	10,040	10,040	11,540	11,540	11,540
Total Expense	<u>\$ 140,552</u>	<u>\$ 162,848</u>	<u>\$ 169,720</u>	<u>\$ 169,720</u>	<u>\$ 181,237</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Printing & Reproduction

Semi-annual publication of APPLESource/Park & Recreation Activity Guide	\$ 11,967
	<u>\$ 11,967</u>

Other Contracts/Obligations

Administration contract with Appleton Downtown, Inc. for City Parades	\$ 11,540
	<u>\$ 11,540</u>

**CITY OF APPLETON 2010 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

Objectives:

- Monitor and influence state and federal legislative and regulatory processes that could affect the City
- Actively participate in the Wisconsin Alliance of Cities, 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
- Develop strategy for regional discussions
- Continue to work with regional transit groups to support the development and implementation of a regional transit authority
- Continue to work with lobby groups and legislators from Madison on issues that impact Appleton, including shared revenue
- Actively participate in the Targeted Growth Opportunities Initiative for the New North to promote regional economic growth and viability

Major Program Changes:

Phase I of a potential Police Department merger completed in May provided the framework for delivery of merged police services between Appleton and Grand Chute. Showing favorable results, continuation in the next phase will augment further discussion on personnel, equipment, services, and shared costs for increased productivity and efficiency in Police operations in both communities.

The City is negotiating with representatives from the Appleton Area School District (AASD) to transition funding and administration of the crossing guard program to AASD. Included in the 2010 Police Department budget is a contribution from AASD for 33% of the cost of the program. Discussions will continue in 2010.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Appleton represented at State level					
# of State level meetings in which Appleton representatives participate directly	119	68	100	100	100
Strategic Outcomes					
# of implemented new collaborative and cooperative agreements:					
Other governments			→	39	39
School districts			→	9	9
Non-profit organizations			→	25	25
Other			→	11	10
# of implemented collaborative and cooperative agreements maintained:					
Other governments	40	48	40	79	118
School districts	10	7	10	27	36
Non-profit organizations	29	20	15	50	75
Other	15	2	10	29	39
Work Process Outputs					
# of meetings with other units of government	9/mo.	9/mo.	8/mo.	8/mo.	8/mo.

**CITY OF APPLETON 2010 BUDGET
OFFICE OF THE MAYOR**

Intergovernmental

Business Unit 10530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 18,411	\$ 18,989	\$ 19,335	\$ 19,335	\$ 19,703
6105 Overtime	6	9	-	-	-
6150 Fringes	6,636	7,413	7,758	7,758	8,031
6201 Training\Conferences	435	503	945	945	765
6302 Local Auto Expense	237	187	-	-	-
6303 Memberships & Licenses	10,530	10,643	8,074	8,074	8,101
6599 Other contracts & obligations	-	-	5,000	5,000	-
Total Expense	<u>\$ 36,255</u>	<u>\$ 37,744</u>	<u>\$ 41,112</u>	<u>\$ 41,112</u>	<u>\$ 36,600</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
TOTAL REVENUES	0	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	141,968	161,662	111,839	169,859	169,859	176,780	176,780
Overtime	633	375	306	0	0	0	0
Sick Pay	2,024	1,216	2,000	0	0	0	0
Vacation Pay	6,718	5,139	6,756	0	0	0	0
Fringes	61,792	75,128	45,746	80,315	80,315	67,977	84,636
Salaries & Fringe Benefits	213,135	243,520	166,647	250,174	250,174	244,757	261,416
Training & Conferences	2,016	2,178	880	3,525	3,525	3,345	3,345
Local Auto Expense	393	187	133	0	0	0	0
Parking Permits	909	1,062	1,284	960	960	1,284	1,284
Office Supplies	401	646	245	564	564	504	504
Subscriptions	200	250	168	400	400	422	422
Memberships & Licenses	10,740	10,843	8,301	8,274	8,274	8,301	8,301
Postage & Freight	8,827	8,810	9,452	9,200	9,200	9,200	9,233
Awards & Recognition	0	0	0	105	105	105	105
Administrative Expense	23,486	23,976	20,463	23,028	23,028	23,161	23,194
Miscellaneous Supplies	390	390	390	390	390	390	390
Printing & Reproduction	8,468	7,775	9,962	9,100	9,100	9,532	12,999
Supplies & Materials	8,858	8,165	10,352	9,490	9,490	9,922	13,389
Other Contracts/Obligations	10,040	10,040	11,540	16,540	16,540	11,540	11,540
Purchased Services	10,040	10,040	11,540	16,540	16,540	11,540	11,540
Telephone	312	298	203	408	408	288	288
Cellular Telephone	39	0	0	0	0	0	0
Utilities	351	298	203	408	408	288	288
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	255,870	285,999	209,205	299,640	299,640	289,668	309,827

CITY OF APPLETON 2010 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

Director of Facilities & Construction: Dean R. Gazza, CFM, PMP, CPM

CITY OF APPLETON 2010 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

In partnership with the Common Council and the Mayor, we will provide a safe and productive working environment which supports the departments and the community. In a professional manner, we will anticipate and respond to the needs of the community with dignity and respect by proactively and aggressively planning, maintaining, operating and managing all City-owned properties in a safe, accessible and cost effective manner.

DISCUSSION OF SIGNIFICANT 2009 EVENTS

Facilities management was performed on approximately one million square feet at a cost of \$2.15/sq. ft. compared to the International Facilities Management Association's (IFMA) north central states benchmark for city/county facilities of \$3.11/sq. ft. This is a decrease of \$0.30/sq. ft. from 2007. IFMA is a highly respected organization in the facilities management field. Our department focuses on proactive preventive and predictive maintenance with the goal of preserving and extending the useful life of facility assets.

Our success lies directly with our staff. Our highly qualified technicians cover each of the major maintenance disciplines including HVAC, electrical, plumbing and carpentry. Their productivity level is high and much work is completed in-house. These technicians, with a balance of outside contractors, allow us to keep expenses lower than peer and industry averages.

Significant management initiatives included the creation of a facilities master plan, updates to the 5-year facilities maintenance plan and the establishment of energy conservation and sustainability plans. Several energy efficiency initiatives were completed. Projects completed during 2009 include a lighting upgrade project at the Park and Recreation facility, energy management digital control installation at the Municipal Services Building and the utilization of the generators at the Wastewater plant. In addition, a study was performed to utilize the generators at the Wastewater Plant as a revenue source and to utilize the bio-gas for revenue, or to offset utility costs at the plant. Engineering for the project is expected to be completed by the end of 2009.

Other projects completed include roof replacements at Fire Station 1 and 2 and at the Wastewater plant, installation of a new generator at City Hall, installation of a card access system at the Park and Recreation facility, replacement of the parking lot at Park and Recreation site, design of an addition to the Lake Station, HVAC upgrades at Fire Station 6, renovation at the Municipal Services site to create additional storage, renovation of the Health Department offices and many other projects such as parking lot repairs, roof repairs, furniture replacements and flooring replacements.

Our department continues to work on "greening" the City facilities. Our focus is on energy conservation with a goal of reducing electrical and natural gas consumption by 10% by 2011. Policies and operational practices focus on saving energy and eliminating waste.

Finally, our department is managing the construction of the Police Station renovation/addition. The project is expected to be completed in May of 2010.

CITY OF APPLETON 2010 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2010 OBJECTIVES

Provide construction oversight and representation for new facilities and remodeling projects including the Police Station construction project. Ensure all major facility maintenance projects meet project objectives and are completed on time and within budget.

Maintain inspections of all facilities. Perform inspections of all facilities from roof to ground on a routine basis.

Continue to implement our space management program and utilize technological tools to track space usage.

Continue the implementation of the Siemens energy management program that will control and monitor heating, ventilating, and air-conditioning (HVAC) use to enable cost-effective and cost-efficient operations.

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 to inventory, consolidate and, where necessary, create or obtain necessary facility documentation to better manage the facilities. Documentation includes site, architectural, electrical, mechanical, plumbing, fire protection and furniture drawings.

Implement Facilities Master Plan. Incorporate recommendations into the Capital Improvement Program.

Develop energy management and sustainability plans for facilities. Work towards the goal of LEED Certification for existing buildings where feasible.

Note: The decrease in FTE's indicated below for 2010 is due to a portion of the Facilities Director's time being allocated to the Energy Efficiency and Conservation Grant Fund. This allocation represents the administrative time spent overseeing the various grant eligible projects.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 2,100,971	\$ 2,197,973	\$ 2,160,887	\$ 2,160,887	\$ 2,181,366	0.95%
Program Expenses							
6330	Administration	148,101	236,117	277,951	277,951	220,509	-20.67%
6331	Maintenance	1,952,870	1,961,856	1,882,936	1,882,936	1,960,857	4.14%
Total Program Expenses		\$ 2,100,971	\$ 2,197,973	\$ 2,160,887	\$ 2,160,887	\$ 2,181,366	0.95%
Expenses Comprised Of:							
Personnel		574,267	651,083	657,030	661,030	639,506	-3.26%
Administrative Expense		555,838	597,386	608,644	608,644	573,886	-5.71%
Supplies & Materials		65,134	42,818	42,500	42,500	59,200	39.29%
Purchased Services		27,805	67,680	53,915	49,915	52,270	4.72%
Utilities		2,456	3,149	3,200	3,200	3,200	0.00%
Repair & Maintenance		717,500	835,857	795,598	795,598	853,304	7.25%
Capital Expenditures		157,971	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		7.60	8.15	8.15	8.15	7.76	

**CITY OF APPLETON 2010 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Administration

Business Unit 6330

PROGRAM MISSION

In partnership with the Common Council and the Mayor, we will 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 Department, including:

Strategic facilities planning	Major renovation project management
Office space & 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 program changes:

The decrease in salaries and fringe benefits (approximately \$44,000, or .4 FTE) is due to a portion of the Director's time being allocated to the Energy Efficiency and Conservation Grant Fund. This allocation represents the time spent overseeing the qualifying projects.

For the 2010 budget, the requests for the following accounts have been consolidated in this budget: Part-time wages; Training and Conferences; Memberships and Licenses; Awards and Recognition, and Food and Provisions. Therefore, these accounts have increased in this budget with an offsetting decrease in the Maintenance (6331) budget.

The increase in Miscellaneous Equipment is due to the cost of purchasing an aerial lift. The lift allows maintenance staff to be raised to ceilings, parking lot lights and other areas not accessible by ladder. The Valley Transit facility, Fire Stations, Municipal Services building, and Water and Wastewater plants all require a lift to do maintenance.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	100%	100%	90%	90%	90%
Strategic Outcomes					
Facilities projects completed in year scheduled	100%	98%	100%	100%	100%
Work Process Output					
# of projects completed	40	40	30	40	40

**CITY OF APPLETON 2010 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Services	\$ 2,100,731	\$ 2,195,745	\$ 2,160,887	\$ 2,160,887	\$ 2,181,366
5035 Other Reimbursements	240	2,228	-	-	-
Total Revenue	\$ 2,100,971	\$ 2,197,973	\$ 2,160,887	\$ 2,160,887	\$ 2,181,366
Expenses					
6101 Regular Salaries	\$ 57,987	\$ 119,185	\$ 125,482	\$ 125,482	\$ 92,954
6108 Part-Time	2,460	4,426	3,000	7,000	7,000
6150 Fringes	17,731	46,388	49,507	49,507	38,113
6201 Training\Conferences	2,816	288	3,250	3,250	7,000
6206 Parking Permits	372	372	372	372	372
6301 Office Supplies	4,295	1,501	1,300	1,300	1,300
6302 Subscriptions	-	-	400	400	400
6303 Memberships & Licenses	383	1,024	375	375	600
6304 Postage\Freight	78	-	300	300	300
6305 Awards & Recognition	-	43	45	45	120
6307 Food & Provisions	64	29	60	60	160
6315 Books & Library Material	1,126	1,261	500	500	500
6316 Miscellaneous Supplies	-	15	-	-	-
6320 Printing & Reproduction	927	512	1,000	1,000	1,000
6321 Clothing	107	-	-	-	-
6327 Miscellaneous Equipment	23,476	15,322	25,000	25,000	40,000
6401 Accounting/Audit	-	1,431	1,915	1,915	2,070
6404 Consulting Services	7,800	900	12,000	8,000	10,000
6405 Engineering Fees	9,831	3,015	9,500	9,500	7,500
6408 Contractor Fees	708	-	-	-	-
6409 Inspection Fees	490	25	500	500	-
6413 Utilities	2,456	3,149	3,200	3,200	3,200
6501 Insurance	-	5,256	8,270	8,270	7,920
6650 Discounts Available	(6)	-	-	-	-
7914 Transfer out - Capital Projects	15,000	31,975	31,975	31,975	-
Total Expense	\$ 148,101	\$ 236,117	\$ 277,951	\$ 277,951	\$ 220,509

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment

Aerial lift	\$ 20,000
City furniture	20,000
	<u>\$ 40,000</u>

Consulting Services

Energy analysis	\$ 2,500
Environmental audits	\$ 5,000
Structural engineering	\$ 2,500
	<u>\$ 10,000</u>

**CITY OF APPLETON 2010 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM MISSION

To provide proactive, quality and cost effective facilities maintenance services to preserve and extend the useful life of equipment, increase sustainability, reduce maintenance expenses and to minimize downtime.

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 and grounds including:

Carpentry	Heating, ventilating & air-conditioning
Custodial services	Lighting maintenance
Electrical	Locksmith
Elevator maintenance	Pest control
Fire protection	Plumbing
Furniture	Refuse program
Grounds maintenance	Security
	Window cleaning

Develop and implement maintenance standards and schedules for buildings, building systems and equipment

Major program changes:

The increase in the overtime budget request (+\$2,500) is to bring the budget more in line with actual costs incurred in prior years. With the department being new, it was difficult to estimate overtime needs in prior budgets. Although overtime is closely monitored, it does arise in instances of emergency call-ins during off duty hours or, in more recent years, for snow removal.

Included in the Building Repairs expense for 2010 are the following small projects: replacement of the pneumatic tube carrier system at City Hall (\$12,000); HVAC improvements at the Municipal Services Building (\$20,000), parking lot improvements at Reid Golf Course (\$8,600), and improvements to the piping of the north reservoir for the Water Utility (\$20,000).

Currently, annual fire extinguisher maintenance for City facilities and vehicles is contracted out. Beginning in 2010, this work will be brought in-house. CEA mechanics will perform inspections on extinguishers in vehicles, and Fire Department personnel will perform inspections of extinguishers in City buildings. This should yield a savings of approximately \$1,500 annually.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Provide a proactive maintenance program					
% of satisfied customers	100%	99%	95%	95%	95%
Strategic Outcomes					
Maintenance performed as scheduled					
Ratio of Preventive maint. (PM) to Corrective maint. (CM) work orders	2.2/1	2.2/1	2.5/1	2.5/1	2.5/1
Work Process Outputs					
Service Performed					
# of PM work orders performed within 30 days of issue	96%	96%	97%	97%	97%
# of CM work orders completed within 90 days of identification date	97%	97%	98%	98%	98%

**CITY OF APPLETON 2010 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 337,716	\$ 317,581	\$ 318,694	\$ 318,694	\$ 335,568
6104 Call Time	2,369	3,843	3,000	3,000	3,000
6105 Overtime	18,832	16,447	7,500	7,500	10,000
6108 Part-Time	4,753	1,689	4,000	4,000	-
6150 Fringes	132,418	141,524	145,847	145,847	152,871
6201 Training & Conference	2,475	4,065	3,750	3,750	-
6303 Memberships & Licenses	951	91	225	225	-
6305 Awards & Recognition	163	134	90	90	-
6306 Building Maint./Janitorial	265,622	284,263	277,562	277,562	277,464
6307 Food & Provisions	118	121	120	120	-
6309 Shop Supplies & Tools	29,207	10,301	6,500	6,500	6,500
6321 Clothing	4,440	3,810	3,000	3,000	4,200
6323 Safety Supplies	1,949	2,649	1,500	1,500	2,000
6326 Equipment Parts	3,903	3,525	5,000	5,000	5,000
6327 Miscellaneous Equipment	-	5,423	-	-	-
6408 Contractor Fees	614	-	-	-	-
6414 Janitorial Service	307,866	313,419	331,276	331,276	343,587
6416 Building Repairs & Maint.	337,596	449,851	372,452	372,452	420,088
6418 Equipment Repairs & Maint.	52	-	-	-	-
6425 CEA	27,738	32,390	35,814	35,814	33,573
6440 Snow Removal Services	8,361	62,277	30,000	30,000	32,700
6454 Grounds Repair & Maint.	44,248	40,197	56,056	56,056	56,056
6502 Leases	261,928	268,224	280,300	280,300	278,000
6503 Equipment Rental	1,580	-	250	250	250
6599 Other Contracts / Obligations	-	32	-	-	-
6803 Buildings	157,971	-	-	-	-
Total Expense	\$ 1,952,870	\$ 1,961,856	\$ 1,882,936	\$ 1,882,936	\$ 1,960,857

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Building Maint./Janitorial Supplies

Building interior	\$ 25,964
Electrical	25,964
Elevator	17,309
Fire/Safety	25,964
HVAC	51,827
Janitorial supplies	61,199
Painting	8,655
Plumbing	17,309
Security	17,309
Structural/windows/ext. doors	25,964
	<u>\$ 277,464</u>

Janitorial Service

Contracted janitorial service	\$ 343,587
	<u>\$ 343,587</u>

Snow Removal Services

Contracted snow removal	\$ 32,700
	<u>\$ 32,700</u>

Leases

City Hall condo agreement	\$ 278,000
	<u>\$ 278,000</u>

Building Repairs & Maintenance Services

Electrical	\$ 24,755
Elevator	37,099
Fire/safety	30,978
HVAC	165,653
Plumbing	5,500
Security	14,362
Structural/roof	27,700
City Center tube carrier	12,000
MSB HVAC	20,000
Golf Course Parking Lot	8,600
North reservoir piping	20,000
Other: overhead doors, lifts, cranes, room set-ups, pest control, etc.	53,441
	<u>\$ 420,088</u>

Grounds Repair & Maintenance

Lawn/ landscape maint.	\$ 34,056
Concrete/asphalt maint.	22,000
	<u>\$ 56,056</u>

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Interest Income	0	0	145	0	0	0	0
Charges for Services	2,100,731	2,195,745	1,243,531	2,160,887	2,160,887	0	2,181,366
Other Revenues	240	2,228	3,020	0	0	0	0
TOTAL REVENUES	2,100,971	2,197,973	1,246,406	2,160,887	2,160,887	0	2,181,366
EXPENSES BY LINE ITEM							
Regular Salaries	256,226	287,035	93,582	444,176	444,176	466,567	428,522
Labor Pool Allocations	84,626	110,046	207,543	0	0	0	0
Call Time	2,369	3,843	1,332	3,000	3,000	0	3,000
Overtime	18,832	16,447	7,626	7,500	7,500	15,000	10,000
Part-Time	7,213	6,115	8,976	7,000	11,000	7,000	7,000
Other Compensation	4,276	57	3,999	0	0	0	0
Shift Differential	46	53	10	0	0	0	0
Sick Pay	4,013	4,747	929	0	0	0	0
Vacation Pay	46,518	34,827	22,818	0	0	0	0
Fringes	150,149	187,912	140,678	195,354	195,354	202,770	190,984
Salaries & Fringe Benefits	574,268	651,082	487,493	657,030	661,030	691,337	639,506
Training & Conferences	5,291	4,353	4,914	7,000	7,000	7,000	7,000
Parking Permits	372	372	372	372	372	372	372
Office Supplies	4,295	1,501	801	1,300	1,300	1,300	1,300
Subscriptions	0	0	0	400	400	400	400
Memberships & Licenses	1,334	1,115	671	600	600	600	600
Postage & Freight	78	0	200	300	300	300	300
Awards & Recognition	163	176	54	135	135	120	120
Building Maintenance/Janitor.	265,622	284,263	196,985	277,562	277,562	277,562	277,464
Food & Provisions	181	150	21	180	180	160	160
Insurance	0	5,256	3,504	8,270	8,270	5,260	7,920
Leases	261,928	268,224	204,864	280,300	280,300	275,000	278,000
Rent	1,580	0	0	250	250	250	250
Discounts Available	6	0	0	0	0	0	0
Trans Out - Capital Projects	15,000	31,975	31,975	31,975	31,975	0	0
Administrative Expense	555,838	597,385	444,361	608,644	608,644	568,324	573,886
Shop Supplies & Tools	29,207	10,301	5,924	6,500	6,500	6,500	6,500
Books & Library Materials	1,126	1,261	393	500	500	500	500
Miscellaneous Supplies	0	15	286	0	0	0	0
Printing & Reproduction	927	512	633	1,000	1,000	1,000	1,000
Clothing	4,547	3,810	2,606	3,000	3,000	4,200	4,200
Safety Supplies	1,949	2,649	720	1,500	1,500	2,000	2,000
Vehicle & Equipment Parts	3,903	3,525	4,733	5,000	5,000	5,000	5,000
Miscellaneous Equipment	23,476	20,745	27,610	25,000	25,000	40,000	40,000
Supplies & Materials	65,135	42,818	42,905	42,500	42,500	59,200	59,200
Accounting/Audit	0	1,431	0	1,915	1,915	1,100	2,070
Consulting Services	7,800	900	4,891	12,000	8,000	15,000	10,000
Engineering Fees	9,832	3,015	0	9,500	9,500	9,500	7,500
Contractor Fees	1,322	0	0	0	0	0	0
Inspection Fees	490	25	185	500	500	0	0
Advertising	0	0	110	0	0	0	0
Snow Removal Services	8,361	62,277	17,853	30,000	30,000	52,000	32,700
Other Contracts/Obligations	0	32	0	0	0	0	0
Purchased Services	27,805	67,680	23,039	53,915	49,915	77,600	52,270
Telephone	595	1,114	900	3,200	3,200	960	960
Cellular Telephone	1,861	2,035	1,705	0	0	2,240	2,240
Utilities	2,456	3,149	2,605	3,200	3,200	3,200	3,200
Janitorial Service	307,866	313,419	268,142	331,276	331,276	343,587	343,587
Building Repair & Maintenance	337,596	449,851	282,946	372,452	372,452	435,988	420,088
Equipment Repair & Maintenan	52	0	0	0	0	0	0
CEA Equipment Rental	27,738	32,390	23,233	35,814	35,814	24,810	33,573
Grounds Repair & Maintenance	44,248	40,197	25,043	56,056	56,056	66,056	56,056
Repair & Maintenance	717,500	835,857	599,364	795,598	795,598	870,441	853,304

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Buildings	157,971	0	0	0	0	0	0
Capital Expenditures	157,971	0	0	0	0	0	0
TOTAL EXPENSES	2,100,973	2,197,971	1,599,767	2,160,887	2,160,887	2,270,102	2,181,366

CITY OF APPLETON 2010 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Charges for Services	\$ 2,100,731	\$ 2,195,745	\$ 2,160,887	\$ 2,160,887	\$ 2,181,366
Other	240	-	-	-	-
Total Revenues	<u>2,100,971</u>	<u>2,195,745</u>	<u>2,160,887</u>	<u>2,160,887</u>	<u>2,181,366</u>
Expenses					
Operating Expenses	2,100,971	2,165,998	2,128,912	2,128,912	2,181,366
Depreciation	-	-	-	-	-
Total Expenses	<u>2,100,971</u>	<u>2,165,998</u>	<u>2,128,912</u>	<u>2,128,912</u>	<u>2,181,366</u>
Operating Loss	-	29,747	31,975	31,975	-
Non-Operating Revenues (Expenses)					
Other Income	-	2,228	-	-	-
Total Non-Operating	<u>-</u>	<u>2,228</u>	<u>-</u>	<u>-</u>	<u>-</u>
Income (Loss) before Contributions and Transfers	-	31,975	31,975	31,975	-
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	(31,975)	(31,975)	(31,975)	-
Change in Net Assets	-	-	-	-	-
Net Assets - Beginning	-	-	-	-	-
Net Assets - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 39,838	\$ 39,838
+ Change in Net Assets	-	-
Working Cash - End of Year	<u>\$ 39,838</u>	<u>\$ 39,838</u>

**CITY OF APPLETON 2010 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 by the Facilities 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:

<u>Project</u>	<u>Amount</u>	<u>Page</u>
Grounds Improvements (MSB site)	\$ 250,000	Projects, Pg. 669
Roof Replacement (FS # 6)	350,000	Projects, Pg. 674
Old Water Treatment Plant Demolition	885,000	Projects, Pg. 678
	<u>\$ 1,485,000</u>	

Major program changes:

As in past years, 40% of the Facilities Director's salary is allocated to this fund to account for the City's cost of construction management for various projects, including the Police Station project .

Funding sources for the demolition of the old water treatment plant include revenues from the sale of reclaimed materials from the plant, estimated at 30% of the cost of demolition (\$266,500).

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ -	\$ 2,646,599	\$ 75,000	\$ 75,000	\$ 283,679	278.24%
Program Expenses		\$ -	\$ 5,235,402	\$ 5,914,167	\$ 8,156,408	\$ 1,537,471	-74.00%
Expenses Comprised Of:							
	Personnel	-	47,621	50,267	50,267	52,471	4.38%
	Administrative Expense	-	5,122	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	55,228	521,500	521,500	85,000	-83.70%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	5,127,431	5,342,400	7,584,641	1,400,000	-73.79%

* % change from prior year adopted budget
Facilities.xls

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	-	138,770	50,000	50,000	17,179
5005 Sales of City Property	-	-	-	-	266,500
5020 Donations & Memorials	-	10,000	25,000	25,000	-
5910 Proceeds of Long-term Debt	-	7,462,969	675,000	675,000	1,165,000
5921 Trans In - General Fund	-	2,497,829	-	-	-
5924 Trans In - Capital Projects	-	2,385,052	-	-	-
Total Revenue	\$ -	\$ 12,494,620	\$ 750,000	\$ 750,000	\$ 1,448,679
Expenses					
6101 Regular Salaries	\$ -	\$ 35,130	\$ 36,904	\$ 36,904	\$ 38,534
6150 Fringes	-	12,491	13,363	13,363	13,937
6404 Consulting	-	49,874	-	-	85,000
6406 Architect Fee	-	-	140,000	140,000	-
6501 Insurance	-	5,122	-	-	-
6599 Other Contracts/Obligations	-	5,354	381,500	381,500	-
6801 Land Improvements	-	-	-	-	800,000
6803 Buildings	-	5,127,431	4,324,400	6,566,641	350,000
6804 Machinery & Equipment	-	-	919,000	919,000	-
6809 Infrastructure Construction	-	-	99,000	99,000	250,000
Total Expense	\$ -	\$ 5,235,402	\$ 5,914,167	\$ 8,156,408	\$ 1,537,471

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Consulting

Water Plant demolition planning	\$ 85,000
	<u>\$ 85,000</u>

Land Improvements

Water Plant demolition	\$ 800,000
	<u>\$ 800,000</u>

Buildings

Fire Station # 6 roof	\$ 350,000
	<u>\$ 350,000</u>

Infrastructure Construction

MSB site improvements	\$ 250,000
	<u>\$ 250,000</u>

CITY OF APPLETON 2010 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2009 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Interest Income	\$ -	\$ 138,770	\$ 50,000	\$ 50,000	\$ 17,179
Other	-	10,000	25,000	25,000	266,500
Total Revenues	-	148,770	75,000	75,000	283,679
Expenses					
Program Costs	-	5,235,402	5,914,167	7,920,426	1,537,471
Total Expenses	-	5,235,402	5,914,167	7,920,426	1,537,471
Revenues over (under) Expenses	-	(5,086,632)	(5,839,167)	(7,845,426)	(1,253,792)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	7,462,969	675,000	675,000	1,165,000
Operating Transfers In	-	4,882,881	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	12,345,850	675,000	675,000	1,165,000
Net Change in Equity	-	7,259,218	(5,164,167)	(7,170,426)	(88,792)
Fund Balance - Beginning	-	-	7,259,218	7,259,218	88,792
Fund Balance - Ending	\$ -	\$ 7,259,218	\$ 2,095,051	\$ 88,792	\$ -

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Energy Efficiency and Conservation Block Grant

Business Unit 2450

PROGRAM MISSION

To implement strategies for reducing fossil fuel emissions in a manner that is environmentally sustainable and maximizes benefits for local and regional communities, in addition to improving energy efficiency in the building, transportation, and governmental sectors.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

EECBG grantees are required to use these funds in a cost-effective manner that is of maximum benefit to the population of that entity and in a manner that will yield continuous benefits over time in terms of energy and emission reductions. Thus, the City of Appleton will spend its allocated award on various energy efficient retrofits on municipal facilities throughout the City. This will ultimately benefit taxpayers, as retrofits will allow for lower operating costs for the many facilities owned by the City.

Major program changes:

This is a new grant and will be used to improve energy efficiency in various City facilities as follows:

Project	Amount	Page
HVAC Equipment Upgrades	\$ 606,466	Projects, Pg. 670
Lighting Retrofits	83,334	Projects, Pg. 673
Total	<u>\$ 689,800</u>	

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Grant award received	-	-	-	-	\$ 689,800
Average project award	-	-	-	-	\$ 172,450
Strategic Outcomes					
Number of City facilities receiving energy improvements	-	-	-	-	19
Work Process Outputs					
Annual reductions:					
Energy saved (kWh)	-	-	-	-	891,800
Energy saved (therms)	-	-	-	-	225,000
Emissions reduced (tons)	-	-	-	-	2,018

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ 689,800	N/A
	Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ 689,800	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	68,980	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	620,820	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	-	-	-	-	0.60	

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Energy Efficiency and Conservation Block Grant

Business Unit 2450

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ 689,800
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 689,800
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 49,672
6150 Fringes	-	-	-	-	19,308
6803 Buildings	-	-	-	-	620,820
Total Expense	\$ -	\$ -	\$ -	\$ -	\$ 689,800

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Buildings

HVAC Equipment Upgrades:	
Fire Station #1	\$ 3,500
Fire Station #2	5,500
Fire Station #3	4,000
Fire Station #4	18,000
Fire Station #5	4,820
Municipal Services Building	75,000
Library	100,000
P & R Admin Building	50,000
Wastewater Facility	285,000
Subtotal	<u>545,820</u>
Lighting Retrofits:	
Fire Station #1	\$ 7,500
Fire Station #2	5,000
Fire Station #3	5,000
Fire Station #4	5,000
Fire Station #5	5,000
Fire Station #6	7,500
Wastewater Facility	40,000
Subtotal	<u>75,000</u>
Total	<u><u>\$ 620,820</u></u>

CITY OF APPLETON 2010 BUDGET
ENERGY EFFICIENCY & CONSERVATION BLOCK GRANT
Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Intergovernmental	-	-	-	-	689,800
Total Revenues	-	-	-	-	689,800
Expenses					
Program Costs	-	-	-	-	689,800
Total Expenses	-	-	-	-	689,800
Revenues over (under) Expenses	-	-	-	-	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Proceeds of Capital Lease	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET

COMMON COUNCIL

Council President: Curt J. Konetzke

CITY OF APPLETON 2010 BUDGET COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2010 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 Program Changes:

A 3% pay increase for Council members, the first since a 3% increase in 2003, went into effect immediately following the April 2009 election. This increase is reflected in the 2010 budget.

PERFORMANCE INDICATORS

	Actual 2007	Actual 2008	Target 2009	Projected 2009	Target 2010
Work Process Outputs					
Percent of alderpersons attending at least 80% of Common Council and assigned committee meetings	100%	94%	100%	94%	100%
Overall average attendance	93%	94%	95%	93%	95%

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget			% Change *
		2007	2008	Adopted 2009	Amended 2009	2010	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses						
10000	Common Council	121,730	121,461	126,693	126,693	124,193	-1.97%
	TOTAL	\$ 121,730	\$ 121,461	\$ 126,693	\$ 126,693	\$ 124,193	-1.97%
	Expenses Comprised Of:						
	Personnel	98,960	97,862	99,146	99,146	99,985	0.85%
	Administrative Expense	12,352	11,969	11,647	11,647	11,608	-0.33%
	Supplies & Materials	20	390	600	600	600	0.00%
	Purchased Services	10,398	11,240	15,300	15,300	12,000	-21.57%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Improvements	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
	Council Members:						
	# of Council Members	16.00	16.00	16.00	16.00	16.00	

* % change from prior year adopted budget
Council.xls

**CITY OF APPLETON 2010 BUDGET
COMMON COUNCIL**

Common Council

Business Unit 10000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 90,394	\$ 90,567	\$ 92,100	\$ 92,100	\$ 92,880
6150 Fringes	8,566	7,295	7,046	7,046	7,105
6201 Training\Conferences	-	60	350	350	300
6206 Parking Permits	30	48	-	-	50
6303 Memberships & Licenses	12,071	11,643	10,947	10,947	10,908
6305 Awards & Recognition	49	65	100	100	100
6307 Food & Provisions	202	153	250	250	250
6316 Miscellaneous Supplies	-	-	100	100	100
6320 Printing & Reproduction	20	390	500	500	500
6599 Other Contracts/Obligations	10,398	11,240	15,300	15,300	12,000
Total Expense	<u>\$ 121,730</u>	<u>\$ 121,461</u>	<u>\$ 126,693</u>	<u>\$ 126,693</u>	<u>\$ 124,193</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Memberships & licenses

League of Wisconsin Municipalities membership	\$ 10,908
	<u>\$ 10,908</u>

Other Contracts & Obligations

UW Center Fox Valley taping of Council meetings	\$ 12,000
	<u>\$ 12,000</u>

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
TOTAL REVENUES	0	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	90,393	90,567	64,267	92,100	92,100	0	92,880
Fringes	8,566	7,295	4,915	7,046	7,046	0	7,105
Salaries & Fringe Benefits	98,959	97,862	69,182	99,146	99,146	0	99,985
Training & Conferences	0	60	0	350	350	0	300
Parking Permits	30	48	0	0	0	0	50
Memberships & Licenses	12,071	11,643	10,947	10,947	10,947	0	10,908
Awards & Recognition	49	65	53	100	100	0	100
Food & Provisions	202	153	0	250	250	0	250
Administrative Expense	12,352	11,969	11,000	11,647	11,647	0	11,608
Miscellaneous Supplies	0	0	0	100	100	0	100
Printing & Reproduction	20	390	567	500	500	0	500
Supplies & Materials	20	390	567	600	600	0	600
Other Contracts/Obligations	10,398	11,240	4,800	15,300	15,300	0	12,000
Purchased Services	10,398	11,240	4,800	15,300	15,300	0	12,000
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	121,729	121,461	85,549	126,693	126,693	0	124,193

CITY OF APPLETON 2010 BUDGET

FINANCE DEPARTMENT

Finance Director: Lisa A. Remiker, CPA, CPFO

Deputy Finance Director: Anthony D. Saucerman, CPA

CITY OF APPLETON 2010 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 2009 EVENTS

The City received an unqualified opinion on its 2008 financial audit

In the purchasing area, we worked with various City departments to realize cost saving opportunities for batteries, auto parts, and other common items. Additionally, as a result of the success of our Citywide purchasing card program, the City realized a rebate of over \$10,000 earlier this year

With the departure of the Valley Transit Administrative Services Manager early in 2008 and the filling of that position late in 2008, increased accounting and financial reporting support continues to be extended to Valley Transit management on a regular basis

Continued to audit performance measure data to ensure accuracy and provide suggestions for improvements which are reported back to departments and copied to the Mayor

Finalized the calculation and recording of the cost of employee post employment benefits (OPEB) in accordance with Governmental Accounting Standards Board (GASB) Statement 45

With other departments (Public Works, Utilities, Attorney, etc.), concluded an agreement for the sale of water to the Village of Sherwood

Completed and filed a water rate application with the State Public Service Commission

Issued General Obligation Notes for all 2009 capital improvement projects

Completed, or coordinated the completion of, grant applications for federal stimulus money in the areas of energy efficiency, homeless prevention, housing and recovery

Aided the Department of Public works in completing two State Clean Water loan applications to potentially fund stormwater capital projects. One loan has been approved and the other is currently under review.

Primary Concentration for Remainder of Year:

Continue to work with the Technology Services (TS) department on issues related to the utility billing system, including a large-scale redesign of the existing and the incorporation of internet payment options for City services charges

Issue revenue bonds to fund Wastewater and Stormwater projects

Continue to work with the Community Development Department, Mayor and Council to assist with developer-funded projects along the Fox River

Complete the upgrade of the City's general ledger package to the latest release

Complete the closeout of TIF #4

Complete the 2010 City budget

CITY OF APPLETON 2010 BUDGET FINANCE DEPARTMENT

MAJOR 2010 OBJECTIVES

- Maintain a sound credit rating in the financial community and assure 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 development of electronic payment options for City services concentrating on City Service invoice payment options

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

- Continue implementation of purchasing procedures and policies and identification of areas where cost savings can be achieved

- 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

- Evaluate the potential expansion of the City's metafile imaging system into the accounts payable area to see if efficiencies can be gained by automating the document flow to and from the departments

DEPARTMENT BUDGET SUMMARY

Unit	Title	Actual		Budget			% Change *
		2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 4,838	\$ 7,066	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
Program Expenses							
11510	Administration	166,080	166,234	151,858	155,887	161,281	6.21%
11520	Billing & Collection Svc	88,321	108,907	106,738	106,738	106,908	0.16%
11530	Support Services	613,428	608,219	666,272	669,897	718,227	7.80%
TOTAL		\$ 867,829	\$ 883,360	\$ 924,868	\$ 932,522	\$ 986,416	6.65%
Expenses Comprised Of:							
	Personnel	718,213	712,963	766,289	766,289	836,552	9.17%
	Administrative Expense	28,269	28,430	28,909	32,938	29,509	2.08%
	Supplies & Materials	12,024	11,397	12,150	12,150	11,915	-1.93%
	Purchased Services	103,941	126,903	111,880	111,880	103,300	-7.67%
	Utilities	1,687	1,832	1,680	1,680	1,680	0.00%
	Repair & Maintenance	3,695	1,835	3,960	7,585	3,460	-12.63%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	9.85	9.85	9.85	9.85	9.85	

* % change from prior year adopted budget
Finance.xls

**CITY OF APPLETON 2010 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 # 4: "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 and accountability towards our department vision statement, "The Finance Department will provide excellent service in a helpful, courteous and professional manner. We will work and interact with each other in a way that demonstrates a positive attitude, mutual support, enthusiasm, and respect"

Major Program Changes:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	91%	92%	100%	100%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	17	19	10	10	10
Work Process Outputs					
Training conducted					
Hours of training per employee	29	24	20	20	20
Procedures manuals updated					
% of manuals rated current	64%	67%	100%	100%	100%

**CITY OF APPLETON 2010 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4705 General Interest	\$ (15)	\$ (11)	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	4,557	6,709	4,000	4,000	4,000
5010 Misc Revenue - Nontax	56	209	-	-	-
5011 Misc Revenue - Tax	80	40	-	-	-
5085 Cash Short or Over	160	119	-	-	-
Total Revenue	\$ 4,838	\$ 7,066	\$ 4,000	\$ 4,000	\$ 4,000
Expenditures					
6101 Regular Salaries	\$ 108,539	\$ 110,443	\$ 97,813	\$ 97,813	\$ 104,869
6150 Fringes	35,484	38,170	34,990	34,990	37,557
6201 Training\Conferences	7,922	6,964	8,600	12,629	8,600
6206 Parking Permits	685	474	400	400	400
6301 Office Supplies	1,687	2,308	1,700	1,700	1,700
6302 Subscriptions	7	-	-	-	-
6303 Memberships & Licenses	2,236	2,108	2,000	2,000	2,000
6304 Postage\Freight	168	170	200	200	200
6305 Awards & Recognition	124	-	225	225	225
6315 Books & Library Materials	198	-	250	250	250
6316 Miscellaneous Supplies	66	94	-	-	-
6320 Printing & Reproduction	4,737	3,671	3,500	3,500	3,800
6327 Miscellaneous Equipment	40	-	500	500	-
6404 Consulting Services	2,500	-	-	-	-
6413 Utilities	1,687	1,832	1,680	1,680	1,680
Total Expense	\$ 166,080	\$ 166,234	\$ 151,858	\$ 155,887	\$ 161,281

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 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

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 general information guide 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 Program Changes:

Due to the 15 month call-up of a staff member to active military duty in January, 2008, \$6,400 was budgeted in 2009 to fund temporary help until the staff member's return in March, 2009. This employee has returned to active service in the Finance department, therefore no temporary help has been budgeted in 2010.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	1,440	975	1,100	1,100	1,100
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	64%	85%	85%	85%	85%
Service turnoffs	72	60	60	60	60
Work Process Outputs					
Financial transaction processing					
Receipts posted:	237,588	205,672	210,000	210,000	210,000
Information response					
% staff trained in customer svc.	85%	100%	100%	100%	100%

**CITY OF APPLETON 2010 BUDGET
FINANCE DEPARTMENT**

Billing & Collection Services

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenditures					
6101 Regular Salaries	\$ 51,456	\$ 41,833	\$ 56,956	\$ 56,956	\$ 60,473
6105 Overtime	905	1,073	2,603	2,603	2,732
6108 Part-Time	120	-	-	-	-
6150 Fringes	20,701	16,473	24,033	24,033	26,892
6201 Training\Conferences	13	-	-	-	-
6206 Parking Permits	1,620	1,297	1,296	1,296	1,296
6304 Postage\Freight	10,844	11,049	11,200	11,200	11,550
6320 Printing & Reproduction	1,571	2,705	1,900	1,900	2,115
6327 Miscellaneous Equipment	-	-	250	250	250
6411 Temporary Help	860	34,477	6,400	6,400	-
6418 Equip Repairs & Maint	231	-	2,100	2,100	1,600
Total Expense	<u>\$ 88,321</u>	<u>\$ 108,907</u>	<u>\$ 106,738</u>	<u>\$ 106,738</u>	<u>\$ 106,908</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Postage/Freight</u>	
Real estate tax bills & other postage	\$ 9,720
Mail delivery charges	1,830
	<u>\$ 11,550</u>

**CITY OF APPLETON 2010 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 for contracted obligations to maintain a high level of credibility

Account for real and personal property taxes in a timely and efficient manner at the least possible cost thus accumulating funds for providing maximum services to the public

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 to maintain an adequate cash flow

Provide financial reporting and coordinate the annual City audit

Actively identify and pursue local and regional cooperative purchasing opportunities

Major Program Changes:

Due to the 15 month call-up of a staff member to active military duty in January, 2008, the affected employee's salary and fringe benefit costs were reduced in 2009 for the anticipated 3 month absence. This employee has returned to active service in the Finance department, therefore, increasing the salary and fringe benefits lines in this program in 2010.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Accurate and timely financial statements					
% months closed within 10 work days	92%	92%	100%	100%	100%
# of items received after cutoff	8	7	3	3	3
Strategic Outcomes					
Financial integrity of programs maintained					
# of auditor's compliance issues	2	0	0	0	0
Asset/resource safeguarding					
bond rating	Aa1	Aa1	Aa1	Aa1	Aa1
Work Process Outputs					
Financial transaction processing					
Avg. # journal entries made monthly	322	317	300	300	300
Avg. # of A/P checks issued monthly	938	838	900	900	900

**CITY OF APPLETON 2010 BUDGET
FINANCE DEPARTMENT**

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenditures					
6101 Regular Salaries	\$ 363,187	\$ 356,905	\$ 387,637	\$ 387,637	\$ 418,274
6105 Overtime	1,676	1,785	2,603	2,603	2,732
6150 Fringes	136,145	146,280	159,654	159,654	183,023
6201 Training\Conferences	-	772	-	-	-
6206 Parking Permits	2,964	3,288	3,288	3,288	3,288
6316 Miscellaneous Supplies	37	537	675	675	675
6320 Printing & Reproduction	4,880	4,391	4,325	4,325	4,325
6327 Miscellaneous Equipment	494	-	750	750	750
6401 Accounting/Audit	21,761	18,340	22,980	22,980	24,800
6403 Bank Services	76,418	71,029	80,000	80,000	75,000
6412 Advertising	2,138	486	1,000	1,000	1,000
6418 Equip Repairs & Maint	3,464	1,835	1,860	5,485	1,860
6599 Other Contracts/Obligations	264	2,571	1,500	1,500	2,500
Total Expense	<u>\$ 613,428</u>	<u>\$ 608,219</u>	<u>\$ 666,272</u>	<u>\$ 669,897</u>	<u>\$ 718,227</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Accounting/Audit

Annual financial audit	\$ 23,800
Special accounting research	1,000
	<u>\$ 24,800</u>

Bank Services

Banking fees	\$ 14,000
Investment fees	61,000
	<u>\$ 75,000</u>

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Interest Income	15-	11-	3-	0	0	0	0
Charges for Services	4,557	6,709	2,281	4,000	4,000	4,000	4,000
Other Revenues	296	368	45-	0	0	0	0
TOTAL REVENUES	4,838	7,066	2,233	4,000	4,000	4,000	4,000
EXPENSES BY LINE ITEM							
Regular Salaries	470,424	456,583	347,444	542,406	542,406	583,616	583,616
Overtime	2,582	2,858	337	5,206	5,206	5,464	5,464
Part-Time	120	0	0	0	0	0	0
Other Compensation	35	58	6	0	0	0	0
Shift Differential	4	1	0	0	0	0	0
Sick Pay	8,653	7,481	7,160	0	0	0	0
Vacation Pay	44,065	45,059	32,395	0	0	0	0
Fringes	192,329	200,923	158,498	218,677	218,677	247,472	247,472
Salaries & Fringe Benefits	718,212	712,963	545,840	766,289	766,289	836,552	836,552
Training & Conferences	7,935	7,736	4,284	8,600	12,629	8,600	8,600
Parking Permits	5,269	5,059	4,722	4,984	4,984	4,984	4,984
Office Supplies	1,687	2,308	1,173	1,700	1,700	1,700	1,700
Subscriptions	7	0	0	0	0	0	0
Memberships & Licenses	2,236	2,108	2,235	2,000	2,000	2,000	2,000
Postage & Freight	11,012	11,219	952	11,400	11,400	11,750	11,750
Awards & Recognition	124	0	134	225	225	225	225
Food & Provisions	0	0	0	0	0	250	250
Administrative Expense	28,270	28,430	13,500	28,909	32,938	29,509	29,509
Books & Library Materials	198	0	0	250	250	0	0
Miscellaneous Supplies	103	631	68	675	675	675	675
Printing & Reproduction	11,188	10,766	8,754	9,725	9,725	10,240	10,240
Miscellaneous Equipment	535	0	0	1,500	1,500	1,000	1,000
Supplies & Materials	12,024	11,397	8,822	12,150	12,150	11,915	11,915
Accounting/Audit	21,761	18,340	63,444	22,980	22,980	24,800	24,800
Bank Services	76,418	71,029	37,315	80,000	80,000	70,000	75,000
Consulting Services	2,500	0	1,740	0	0	0	0
Temporary Help	860	34,477	6,695	6,400	6,400	0	0
Advertising	2,138	486	383	1,000	1,000	1,000	1,000
Other Contracts/Obligations	264	2,571	2,314	1,500	1,500	2,500	2,500
Purchased Services	103,941	126,903	111,891	111,880	111,880	98,300	103,300
Telephone	1,686	1,832	1,583	1,680	1,680	1,680	1,680
Utilities	1,686	1,832	1,583	1,680	1,680	1,680	1,680
Equipment Repair & Maintenananc	3,695	1,835	2,180	3,960	7,585	3,960	3,460
Repair & Maintenance	3,695	1,835	2,180	3,960	7,585	3,960	3,460
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	867,828	883,360	683,816	924,868	932,522	981,916	986,416

CITY OF APPLETON 2010 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	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 22,940,323	\$ 24,192,185	\$ 22,610,336	\$ 22,610,336	\$ 22,267,505	-1.52%
Program Expenses							
12020	Reserves & Conting.	-	-	884,055	3,132,454	593,270	-32.89%
12030	City Center	497,784	533,822	517,039	517,039	543,480	5.11%
12050	Miscellaneous	757,440	803,928	886,716	886,716	788,365	-11.09%
12060	Transfers Out	1,566,422	3,224,370	681,070	2,220,775	636,412	-6.56%
TOTAL		\$ 2,821,646	\$ 4,562,120	\$ 2,968,880	\$ 6,756,984	\$ 2,561,527	-13.72%
Expenses Comprised Of:							
Personnel		338,519	461,018	260,193	260,193	255,558	-1.78%
Administrative Expense		1,932,964	3,549,223	2,059,747	5,847,851	1,708,673	-17.04%
Supplies & Materials		478	696	-	-	-	N/A
Purchased Services		17,507	17,113	13,951	13,951	13,951	0.00%
Utilities		479	360	450	450	350	-22.22%
Repair & Maintenance		497,295	533,462	516,589	516,589	543,130	5.14%
Capital Expenditures		34,404	248	117,950	117,950	39,865	-66.20%

* % change from prior year adopted budget
Unclassified.xls

**CITY OF APPLETON 2010 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 performance increases.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

The wage reserve is a reserve for unsettled labor contracts and the non-represented compensation plan performance increases. It is distributed to the various general fund departments as those contractual obligations become known.

The reserve for contingencies is a reserve for unforeseen emergencies or opportunities that occur throughout the year. If approved by the Administrative Services Committee and two-thirds of the Common Council, the funds are transferred to the requesting department's operating budget.

Major Program Changes:

Salary adjustments to be covered from the wage reserve in 2010 consist of General Fund non-represented staff performance adjustments, and salary adjustments for any unsettled union contracts (total estimated at \$593,270).

The balance in the contingency fund is currently \$1,553,715, which includes:

- \$243,400 of deferred revenue from Time Warner Cable. This is the portion of the settlement to support public education and government ("PEG") access purposes
- \$600,000 State aid contingency
- \$573,000 one percent maximum of 2010 Budget according to policy
- \$137,315 fuel contingency.

It is assumed that the Council will carry over remaining contingency account funds from 2009 to 2010, therefore there are no new funds budgeted for 2010.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Provide funding for emergencies or opportunities					
# of cases funded	1	0	0	0	0
Strategic Outcomes					
Provide flexibility					
Contingency funds available	\$ 1,371,819	\$ 1,447,934	\$ 1,447,934	\$ 1,447,934	\$ 1,553,715
Contingency funds expended	\$ 1,200	\$ 0	\$ 0	\$ 0	\$ 0

**CITY OF APPLETON 2010 BUDGET
UNCLASSIFIED CITY HALL**

Reserves and Contingencies

Business Unit 12020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6599 Other Contracts/Obligations	\$ -	\$ -	\$ -	\$ -	\$ -
6640 Reserve for Contingencies	-	-	-	2,064,502	-
6641 Wage Reserve	-	-	884,055	1,067,952	593,270
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 884,055</u>	<u>\$ 3,132,454</u>	<u>\$ 593,270</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Wage Reserve</u>	
COLA & performance adjustments	\$ 593,270
	<u>\$ 593,270</u>

**CITY OF APPLETON 2010 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 Avenue Ramp.

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</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)	4.06	4.47	5.00	5.00	5.00
Strategic Outcomes					
Provision of reliable preventive and corrective maintenance with minimal disruptions Timely response - rating (5 pt. scale)	4.04	4.75	5.00	5.00	5.00
Quality of work - rating (5 pt. scale)	4.21	4.78	5.00	5.00	5.00

**CITY OF APPLETON 2010 BUDGET
UNCLASSIFIED CITY HALL**

City Center

Business Unit 12030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6306 Building Maint./Janitorial	\$ 10	\$ -	\$ -	\$ -	\$ -
6413 Utilities	479	360	450	450	350
6420 Facilities Charges	497,295	533,462	516,589	516,589	543,130
Total Expense	<u>\$ 497,784</u>	<u>\$ 533,822</u>	<u>\$ 517,039</u>	<u>\$ 517,039</u>	<u>\$ 543,480</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 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:

	2009	2010
Special Assessments for General Fund Properties	\$ 117,950	\$ 39,865
Tax Adjustments	5,000	5,000
Employee Recognition	1,150	1,150
Retirees	192,000	192,000
Fire and Police Pension (old plan)	68,193	63,558
Insurance	488,472	472,841
Property Annexation Agreement Payments	13,951	13,951
Total	\$ 886,716	\$ 788,365

Major Program Changes:

No major changes.

The general interest income consists of:

Interest on advance to TIF # 2	\$ 115,000
Interest on advance to TIF # 5	23,680
Interest due on advance to Reid Golf	24,000
Interest due on long-term receivable	61,742
Interest on delinquent billings	100,000
Total	\$ 324,422

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Retiree (Police and Fire) pension benefits					
# of retirees in Fire and Police pension plan (old plan)	11	11	11	10	10
# of retirees	20	18	8	8	8
Average distribution*	\$ 13,543	\$ 23,673	\$ 24,000	\$ 24,000	\$ 24,000

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

**CITY OF APPLETON 2010 BUDGET
UNCLASSIFIED CITY HALL**

Miscellaneous

Business Unit 12050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4110 Property Taxes	\$ 25,838,936	\$ 27,023,101	\$ 28,262,192	\$ 28,262,192	\$ 29,497,878
4130 Pmt in Lieu of Taxes	477,709	486,824	443,500	443,500	464,100
4220 State Shared Revenues	11,448,096	11,471,897	11,469,591	11,469,591	11,114,214
4221 State Tax Disparity Act	1,396,352	1,558,309	1,597,295	1,597,295	1,500,191
4222 Highway Aids - Con. Streets	215,329	216,425	215,600	215,600	204,488
4223 State Aid - Local Streets	2,559,167	2,627,194	2,611,866	2,611,866	2,575,021
4224 Miscellaneous State Aid	9,593	10,368	10,000	10,000	10,723
4227 State Aid - Computers	265,059	435,453	296,126	296,126	296,126
4405 Trailer Parking	7,062	8,325	12,000	12,000	8,000
4611 Service Connections	(12,381)	2,059	-	-	-
4614 Miscellaneous Specials	393	3,548	-	-	-
4705 General Interest	2,032,387	2,636,818	2,533,908	2,533,908	324,422
4710 Interest on Investments	2,228,506	2,058,912	1,020,000	1,020,000	1,000,000
4720 Interest on Delinquent Taxes	116,876	99,305	110,000	110,000	100,000
4730 Interest - Deferred Specials	132,017	70,121	110,000	110,000	100,000
5001 Fees & Commissions	586,144	996,472	600,000	600,000	720,000
5002 Zoning & Subdivision Fee	375	350	-	-	-
5003 Property Inquiry Fees	77,526	65,475	100,000	100,000	70,000
5004 Sale of City Prop - NonTax	15,091	3,950	5,000	5,000	5,000
5005 Sale of City Prop - Tax	5,648	7,969	3,000	3,000	5,000
5007 Exempt Property Fee	-	800	-	-	-
5010 Misc Revenue	7,265	1,184	18,000	18,000	12,000
5015 Rental of City Property	7,083	9,023	6,000	6,000	9,270
5017 Discounts	-	3,203	-	-	-
5035 Other Reimbursements	2,331	-	-	-	-
5922 Trans In - Special Revenue	24,000	30,000	30,000	30,000	2,330,500
5925 Trans In - Wastewater	117,450	117,450	117,450	117,450	117,450
5926 Trans In - Water Utility	1,181,545	1,231,051	1,261,300	1,261,300	1,261,300
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	\$ 48,779,259	\$ 51,215,286	\$ 50,872,528	\$ 50,872,528	\$ 51,765,383
Expenses					
6111 Severance Pay for Retirees	\$ 258,489	\$ 380,024	\$ 185,000	\$ 185,000	\$ 185,000
6150 Fringes	12,362	12,802	7,000	7,000	7,000
6152 Retirement	67,665	68,192	68,193	68,193	63,558
6305 Awards & Recognition	-	-	1,150	1,150	1,150
6316 Miscellaneous Supplies	479	696	-	-	-
6501 Insurance	351,996	340,800	488,472	488,472	472,841
6599 Other Contracts/Obligations	17,508	17,113	13,951	13,951	13,951
6602 Tax Refunds	828	8,952	5,000	5,000	5,000
6603 Per Prop. Chargebacks	(5,053)	(3,469)	-	-	-
6604 Miscellaneous Expense	1,739	268	-	-	-
6609 Tax Adjustments	(2,928)	(15,050)	-	-	-
6623 Uncollectible Accounts	19,951	(6,648)	-	-	-
6809 Infrastructure Construction	34,404	248	117,950	117,950	39,865
Total Expense	\$ 757,440	\$ 803,928	\$ 886,716	\$ 886,716	\$ 788,365

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Other Contracts & Obligations

Annexation payments:

Freedom	\$ 12,500
Center	386
Buchanan	1,065
	<u>\$ 13,951</u>

Infrastructure Construction

Paving @ City properties:

Fall Creek Lane @	
Providence Park:	
Street	\$ 15,018
Sidewalk	6,007

Sewer main @ City properties:

Cedar Street @	
Alicia Park	18,840
	<u>\$ 39,865</u>

**CITY OF APPLETON 2010 BUDGET
UNCLASSIFIED CITY HALL**

Transfers Out

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

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Support public transit					
Local share of Valley Transit	\$ 619,891	\$ 643,591	\$ 681,070	\$ 681,070	\$ 636,412
Safe, reliable, convenient service					
% on-time performance	95%	90%	93%	93%	93%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 4.54	\$ 4.72	\$ 5.09	\$ 5.09	\$ 5.17
Work Process Outputs					
Service Provided					
Trips taken	958,359	1,001,325	943,804	943,804	962,680

**CITY OF APPLETON 2010 BUDGET
UNCLASSIFIED CITY HALL**

Transfers Out

Business Unit 12060

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
7912 Trans Out - Special Revenue	\$ -	\$ 67,900	\$ -	\$ -	\$ -
7913 Trans Out - Debt Service	-	-	-	284,058	-
7914 Trans Out - Capital Projects	636,851	2,512,879	-	1,255,647	-
7918 Trans Out - Golf Course	480,000	-	-	-	-
7920 Trans Out - Valley Transit	449,571	643,591	681,070	681,070	636,412
Total Expense	<u>\$ 1,566,422</u>	<u>\$ 3,224,370</u>	<u>\$ 681,070</u>	<u>\$ 2,220,775</u>	<u>\$ 636,412</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Transfers out - Valley Transit

Appleton local share of Valley Transit operating budget	\$ 636,412
	<u>\$ 636,412</u>

City of Appleton
2009 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Non-Property Taxes	477,709	486,824	90,960	443,500	443,500	0	464,100
Intergovernmental Revenues	15,893,596	16,319,646	5,721,085	16,200,478	16,200,478	0	15,700,763
Permits	7,062	8,325	5,306	12,000	12,000	0	8,000
Special Assessments	11,988	5,608	5,305	0	0	0	0
Interest Income	4,509,786	4,865,156	348,649	3,773,908	3,773,908	0	1,524,422
Other Revenues	2,064,157	2,525,335	1,360,256	2,180,450	2,180,450	0	4,570,220
TOTAL REVENUES	22,940,322	24,210,894	7,531,561	22,610,336	22,610,336	0	22,267,505
EXPENSES BY LINE ITEM							
Severance Pay for Retirees	258,489	380,024	196,930	185,000	185,000	0	185,000
Fringes	12,362	12,802	5,936	7,000	7,000	0	7,000
Retirement	67,665	68,193	41,988	68,193	68,193	0	63,558
Salaries & Fringe Benefits	338,516	461,019	244,854	260,193	260,193	0	255,558
Awards & Recognition	0	0	0	1,150	1,150	0	1,150
Building Maintenance/Janitor.	10	0	0	0	0	0	0
Insurance	351,996	340,800	227,200	488,472	488,472	0	472,841
Tax Refunds	828	8,952	111	5,000	5,000	0	5,000
Per Prop. Chargebacks	5,054	3,469	14,805	0	0	0	0
Miscellaneous Expense	1,739	268	9,333	0	0	0	0
Tax Adjustments	2,928	15,050	157,517	0	0	0	0
Uncollectible Accounts	19,951	6,648	5,024	0	0	0	0
Reserve for Contingencies	0	0	0	0	2,064,502	0	0
Wage Reserve	0	0	0	884,055	1,067,952	0	593,270
Trans Out - Special Revenue	0	67,900	0	0	0	0	0
Trans Out - Debt Service	0	0	284,058	0	284,058	0	0
Trans Out - Capital Projects	636,851	2,512,879	1,255,647	0	1,255,647	0	0
Trans Out - Golf Course	480,000	0	0	0	0	0	0
Trans Out - Valley Transit	449,571	643,591	1,537,288	681,070	681,070	0	636,412
Administrative Expense	1,932,964	3,549,223	3,451,325	2,059,747	5,847,851	0	1,708,673
Miscellaneous Supplies	478	696	0	0	0	0	0
Supplies & Materials	478	696	0	0	0	0	0
Other Contracts/Obligations	17,507	17,113	16,955	13,951	13,951	0	13,951
Purchased Services	17,507	17,113	16,955	13,951	13,951	0	13,951
Telephone	479	360	211	450	450	0	350
Utilities	479	360	211	450	450	0	350
Facilities Charges	497,295	533,462	387,816	516,589	516,589	0	543,130
Repair & Maintenance	497,295	533,462	387,816	516,589	516,589	0	543,130
Infrastructure Construction	34,403	248	10,055	117,950	117,950	0	39,865
Capital Expenditures	34,403	248	10,055	117,950	117,950	0	39,865
TOTAL EXPENSES	2,821,642	4,562,121	4,111,216	2,968,880	6,756,984	0	2,561,527

CITY OF APPLETON 2010 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

Finance Director: Lisa A. Remiker, CPA, CPFO

Grant Administrator: Sarah A. Higgins

CITY OF APPLETON 2010 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 2009 EVENTS

Community Development Block Grant (CDBG)

The City of Appleton received an annual entitlement award of \$618,916 in 2009, which was distributed among 15 sub recipient programs. These sub recipients utilized CDBG funding for the following activities: neighborhood revitalization (including facade improvements and park/beautification projects); homeowner and rental housing rehabilitation; affordable housing acquisition/ construction; first time homebuyer assistance; public facilities improvement; and various public services relating to emergency shelter, fair housing, financial counseling, parent mentorship, domestic abuse prevention and emergency financial assistance. In addition, two City programs -- the Homeowner Rehabilitation Loan Program (HRLP) and Neighborhood Revitalization Program (NRP) -- apply for and receive CDBG funds to implement their respective activities on behalf of the Community Development Department. Both programs continue to promote improved quality of life in Appleton's central city. Finally, during 2009, the 2010-2014 Consolidated Plan, addressing CDBG-specific and broader community development needs, was approved and submitted to HUD. This document will guide the City's funding selections through March 31, 2015.

Emergency Shelter Grant/Transitional Housing Program/Homeless Prevention Program (ESG/THP/HPP)

The City, in collaboration with the Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities, ADVOCAP, Emergency Shelter of the Fox Valley, COTS and Legal Action of WI, was successful in its application for ESG funds for the 2009 program year (July 2009 -- June 2010). The City received \$175,876, which is an amount quite similar to the 2008 award. These funds are used by the aforementioned agencies to provide case management, life skills training, basic needs (food/clothing), homeless facility operation costs and homeless prevention services for low income beneficiaries. Because the City serves as the sponsoring agency for the grant application, as well as a neutral conduit for the distribution of these State of Wisconsin grant funds to the partner agencies, it receives a small portion of the grant to cover administration costs.

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

In 2009, 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 2009 -- September 2010 for THP and January 2010-December 2010 for PSH). These funds (\$176,577 for THP and \$51,513 for PSH) are used to provide both housing and intensive case management/supportive services to low-income families and individuals who are enrolled in each agency's transitional and permanent supportive housing programs, respectively. Similar to the ESG/THP/HPP grant, the City of Appleton serves as the sponsoring agency for the grant application, as well as a neutral conduit for the distribution of State of Wisconsin grant funds to the participating agencies, and thus receives a small portion of the grant to cover administration costs.

Housing and Economic Recovery Act (HERA)

Neighborhood Stabilization Program (NSP) -- The City was awarded \$1,210,382 to fund four sub recipients who will carry out activities that involve acquisition, demolition, and rehabilitation/redevelopment activities that address foreclosed residential properties.

American Recovery and Reinvestment Act (ARRA) Grants

In 2009, the City of Appleton was awarded four ARRA grants under the housing, homeless and block grants category. All four grants will continue to be administered and/or expended during 2010:

1. Community Development Block Grant - Recovery (CDBG-R) -- The City was awarded \$161,702 in CDBG-R funds, which are tied to the same regulations as the annual CDBG entitlement award. The City identified two central city neighborhood projects on which these funds would be spent: urban tree planning and L.E.D. streetlight upgrades. While the latter was completed in 2009, the tree planting will occur in Spring 2010, and is included in the CDBG budget.
2. Lead Hazard Control (LHC) -- The City was awarded \$497,400 to fund both City and Appleton Housing Authority lead hazard control costs in association with existing home rehabilitation programming; these funds will be expended in 2010 and 2011.
3. Homelessness Prevention and Rapid Rehousing Program (HPRP) -- The City was awarded \$560,572 to fund three sub recipients who will carry out various homelessness prevention and rapid rehousing activities that directly benefit those most affected by the economic recession.

CITY OF APPLETON 2010 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

MAJOR 2010 OBJECTIVES

The following grant funded programs are intended to benefit low and moderate income (LMI) households in various manners. [NOTE: Specific objectives/priorities related to each of these funds sources are further outlined in the CDBG Consolidated Plan for 2010 - 2014]. Below are the specific 2010 objectives of each of these programs:

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

Emergency Shelter Grant/Transitional Housing Program/Homeless Prevention Program (ESG/THP/HPP)

(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 program participants
- *Provide emergency shelter and associated services to persons experiencing homelessness

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

(Program Year: October 1 to September 30)

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

Community Development Block Grant - Recovery Funds (CDBG-R)

(All funds to be expended between September 2009 and December 2010)

- *Improve the quality of life in central city neighborhoods with the planting of several hundred urban street trees

Lead Hazard Control (LHC) Grant

(All funds to be expended between September 2009 and December 2011)

- *Address lead-based paint hazards in Appleton homes where children under the age of six reside

Neighborhood Stabilization Program (NSP)

(All funds to be expended between September 2009 and December 2010)

- *Address blighted, foreclosed properties with acquisition, demolition, and/or redevelopment activities
- *Create six new units of affordable rental housing and three new affordable single-family homes

Homelessness Prevention and Rapid Rehousing Program (HPRP)

(All funds to be expended between September 2009 and December 2010)

- *Provide direct financial assistance and related supportive service to those who are either at risk of becoming or who are experiencing homelessness as a direct result of the economic recession

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 807,367	\$ 819,563	\$ 690,433	\$ 738,854	\$ 2,598,206	276.32%
Program Expenses							
2100	Block Grant	413,429	438,997	294,000	342,421	375,183	27.61%
2140	Emergency Shelter	149,526	121,943	168,343	168,343	171,629	1.95%
2150	Continuum of Care	244,412	258,623	228,090	228,090	228,090	0.00%
2190	Lead Hazard	-	-	-	-	52,350	N/A
2300	Neighborhood Stabil.	-	-	-	-	1,210,382	N/A
2400	Homeless Prevention	-	-	-	-	560,572	N/A
TOTAL		\$ 807,367	\$ 819,563	\$ 690,433	\$ 738,854	\$ 2,598,206	276.32%
Expenses Comprised Of:							
Personnel		35,451	57,568	60,028	60,028	70,452	17.37%
Administrative Expense		769,060	759,295	627,460	676,031	2,510,962	300.18%
Supplies & Materials		288	118	150	-	850	466.67%
Purchased Services		2,500	2,500	2,595	2,595	15,867	511.45%
Utilities		68	82	200	200	75	-62.50%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		0.65	0.75	0.76	0.76	0.85	

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

**CITY OF APPLETON 2010 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Community Development Block Grant (CDBG)

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 improvement, special economic development projects, provision of public services and various other community development projects.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The development of a viable urban community by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income (LMI)

Major program changes:

This budget reflects both a 3.44% increase in the CDBG federal grant award and a portion of the additional \$161,702 in CDBG-R funds deriving from the American Recovery and Reinvestment Act (ARRA) of 2009. CDBG-R funds, which have been partially spent in 2009, were used to support two projects: an L.E.D. Streetlight Upgrade Project and an Urban Tree Planting Project. Both projects aimed to directly benefit residents of central city neighborhoods.

In 2009, the Neighborhood Revitalization Program (NRP) was placed in a business unit (2180) separate from the remainder of the CDBG programs. This will allow for better accounting and tracking of the program.

The carryover from 2008 resulted from one applicant who was not able to fully complete the original project for which CDBG funding was sought. These funds were reprogrammed for CDBG Administration and, thus, a 2009 award for that category was not sought. In addition, two sub recipients requested additional time to expend their funds.

For the overall CDBG timeliness ratio, a grantee is considered to be timely if 60 days prior to the end of the grantee's program year the balance in its line-of-credit does not exceed 1.5 times the annual grant plus prior year program income.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Funding for community programs					
Annual Entitlement Amount	\$ 614,125	\$ 596,347	\$ 600,000	\$ 618,916	\$ 613,502
Carryover from previous years	\$ 24,110	\$ 99,250	\$ -	\$ -	\$ -
Reprogrammed CDBG Funds	\$ -	\$ 161,900	\$ -	\$ -	\$ -
CDBG-Recovery Funds	\$ -	\$ -	\$ -	\$ 116,751	\$ 44,951
Percent of awards spent on projects	65.68%	70.61%	65.00%	65.00%	70.00%
Average award (not including program income)	\$ 40,942	\$ 37,912	\$ 40,000	\$ 41,123	\$ 40,000
Strategic Outcomes					
Maintain integrity of programs					
# of single-audit findings	-	-	-	-	-
# of HUD exceptions to annual action plan	-	-	-	-	-
# of HUD CAPER findings	-	-	-	-	-
Timely expenditure of funds					
Official HUD timeliness ratio (max. 1.5:1)					
Overall program	1.21:1	0.93:1	1.30:1	1.30:1	1.1:1
Work Process Outputs					
# of Block Grant awards made	15	20	15	16	16

CITY OF APPLETON 2010 BUDGET HOUSING, HOMELESS AND BLOCK GRANTS

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4210 Federal Grants	\$ 413,429	\$ 438,997	\$ 294,000	\$ 342,421	\$ 375,183
Total Revenue	<u>\$ 413,429</u>	<u>\$ 438,997</u>	<u>\$ 294,000</u>	<u>\$ 342,421</u>	<u>\$ 375,183</u>
Expenses					
6101 Regular Salaries	\$ 20,622	\$ 28,977	\$ 31,341	\$ 31,049	\$ 18,138
6150 Fringes	6,982	12,047	14,103	13,974	8,644
6201 Training/Conferences	1,153	1,784	2,000	2,000	700
6301 Office Supplies	111	118	100	100	100
6304 Postage/Freight	-	-	50	50	50
6307 Food & Provisions	35	-	-	-	-
6316 Miscellaneous Supplies	142	-	-	-	-
6401 Accounting/Audit	1,498	1,498	1,498	1,498	1,545
6412 Advertising	-	-	100	100	180
6413 Utilities	68	82	200	200	75
6608 Block Grant Payments	382,818	394,436	244,608	293,450	345,751
7912 Transfers Out - Special Rev	-	55	-	-	-
Total Expense	<u>\$ 413,429</u>	<u>\$ 438,997</u>	<u>\$ 294,000</u>	<u>\$ 342,421</u>	<u>\$ 375,183</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Block Grant Payments

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

\$ 300,800

Urban tree planting

44,951

\$ 345,751

The following information provides a brief summary of the CDBG allocation process:

- The CDBG application process generally begins in August of each year.
- Applications are due to Finance in October, usually 30 days after the applications become available.
- A community needs public hearing is held prior to the sub recipient application staff review process.
- The Grants Administrator reviews applications for eligibility.
- A team consisting of City staff representing various City departments meets to review the CDBG applications.
- The staff review team then interviews a representative from each applicant organization.
- Each team member utilizes information learned from both reviews and interviews to provide suggested funding recommendations.
- The Grants Administrator compiles a summary of recommendations based on all collected staff funding recommendations.
- The Grants Administrator reviews these results and makes minor revisions, if necessary.
- Final staff funding recommendations are made and provided to CDC members as a resource.
- CDC members review all of the applications received and identify which of the applicants they wish to bring in for interviews.
- CDC members hold the interviews for each of the applicants selected.
- CDC members discuss the applications and make formal funding recommendations, which are forwarded to the Common Council.
- City of Appleton Common Council makes and approves the final recommendations. This usually occurs sometime in late November.
- Program year runs from April 1 thru March 31.

**CITY OF APPLETON 2010 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Emergency Shelter Grant (ESG)

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.

PROGRAM NARRATIVE

Link to City Goals:

Implements 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 Shelter Grant / Transitional Housing Program / Homeless Prevention Program (ESG/THP/HPP) funds are disbursed by the Wisconsin Department of Commerce via a competitive grant application process.

As the lead fiscal and administrative agent, the City of Appleton applies for ESG/THP/HPP 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/HPP 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/HPP 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 may apply for funding during the State's annual competition for ESG/THP/HPP funding.

The current partner agencies receiving ESG/THP/HPP funding are: Salvation Army of the Fox Cities, Housing Partnership of the Fox Cities, Emergency Shelter of the Fox Valley, ADVOCAP, COTS and Legal Action of WI.

Major program changes:

The stark contrast between the 2007 and 2008-2010 numbers under prevention services occurred for two reasons: 1) housing counseling was recategorized under prevention in 2008 and 2) awards for prevention increased. Also, the addition of COTS as a new sub grantee providing transitional housing caused that projected number to increase.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
\$ Grant Award	\$ 76,531	\$ 168,343	\$ 168,343	\$ 171,629	\$ 171,629
Strategic Outcomes					
Expand the # of homeless persons served					
# of assisted in emergency shelter	831	800	830	830	840
# assisted in transitional housing	27	149	56	56	265
# assisted with prevention services	4	94	309	309	287
Work Process Outputs					
# grant applications prepared	1	1	1	1	1
# of contract period extensions requested	1	0	0	0	0

**CITY OF APPLETON 2010 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Emergency Shelter Grant (ESG)

Business Unit 2140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ 149,526	\$ 121,943	\$ 168,343	\$ 168,343	\$ 171,629
Total Revenue	\$ 149,526	\$ 121,943	\$ 168,343	\$ 168,343	\$ 171,629
Expenses					
6101 Regular Salaries	\$ 1,709	\$ 3,314	\$ 3,258	\$ 3,258	\$ 2,800
6150 Fringes	573	960	1,465	1,465	1,328
6630 Other Grant Payments	147,244	117,669	163,620	163,620	167,501
Total Expense	\$ 149,526	\$ 121,943	\$ 168,343	\$ 168,343	\$ 171,629

DETAILED SUMMARY OF 2010 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:

Salvation Army	\$ 32,134
Housing Partnership	28,482
ADVOCAP	26,472
Emergency Shelter	40,750
COTS	27,163
Legal Action of WI	12,500
Total	\$ 167,501

**CITY OF APPLETON 2010 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Supportive Housing Program (COC/SHP)

Business Unit 2150

PROGRAM MISSION

For the benefit of formerly homeless residents of Appleton, in order to provide the necessary case management and support services to families enrolled in transitional housing and permanent supportive housing programs, we will serve as a pass-through entity and administer funds to local non-profit organizations that directly serve the target

PROGRAM NARRATIVE

Link to City Goals:

Implements 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

Major program changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
\$ Annual Award (SHP 1)	\$ 176,577	\$ 176,577	\$ 176,577	\$ 176,577	\$ 176,577
\$ Annual Award (SHP 2)	\$ -	\$ -	\$ 51,513	\$ 51,513	\$ 51,513
Strategic Outcomes					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	66%	76%	50%	50%	50%
% of participants who increased income	72%	85%	50%	50%	50%
Work Process Outputs					
# grants applications prepared	1-Renewal	2-Renewal	2-Renewal	2-Renewal	2-Renewal
# of contract period extensions requested	0	1	0	0	0

**CITY OF APPLETON 2010 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

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

Business Unit 2150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ 244,412	\$ 258,623	\$ 228,090	\$ 228,090	\$ 228,090
Total Revenue	<u>\$ 244,412</u>	<u>\$ 258,623</u>	<u>\$ 228,090</u>	<u>\$ 228,090</u>	<u>\$ 228,090</u>
Expenses					
6101 Regular Salaries	\$ 4,155	\$ 7,326	\$ 6,801	\$ 6,801	\$ 2,213
6150 Fringes	1,410	4,944	3,060	3,060	1,050
6201 Training/Conferences	20	15	-	-	50
6401 Audit/Accounting	1,002	1,002	997	997	1,030
6630 Other Grant Payments	237,825	245,336	217,232	217,232	223,747
Total Expense	<u>\$ 244,412</u>	<u>\$ 258,623</u>	<u>\$ 228,090</u>	<u>\$ 228,090</u>	<u>\$ 228,090</u>

DETAILED SUMMARY OF 2010 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	\$ 70,468	\$ -	\$ 70,468
Housing Partnership	37,072	50,532	87,604
Salvation Army	65,675	-	65,675
	<u>\$ 173,215</u>	<u>\$ 50,532</u>	<u>\$ 223,747</u>

CITY OF APPLETON 2010 BUDGET HOUSING, HOMELESS AND BLOCK GRANTS

Lead Hazard Control (LHC)

Business Unit 2190

PROGRAM MISSION

In order to assist low to moderate income (LMI) homeowners in protecting their investments in their single-family homes, and to ensure decent, safe, and sanitary housing for low-income renters, the City of Appleton will administer Lead Hazard Control (LHC) grant funds to provide property owners with no interest/no monthly payment loans to eliminate lead paint hazards.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

LHC funds are intended to provide LMI homeowners and property owners of low-income rental units with financial and related technical assistance for the rehabilitation of their properties in order to eliminate lead-based paint hazards.

More specifically, the City of Appleton participated as a sub recipient in an application for LHC funding submitted by the State of Wisconsin Department of Commerce; the City of La Crosse and Chippewa County Housing Authority also participated as sub recipient applicants.

The City of Appleton's allotted LHC funds will be spent via three programs:

- *City of Appleton Homeowner Rehabilitation Loan Program
- *City of Appleton Rental Rehabilitation Loan Program
- *Appleton Housing Authority First Time Homebuyer Program

All three programs will combine LHC funds with other housing grants (HOME, CDBG, etc) to complete full rehabilitation projects in the various homeowner and rental units.

Major program changes:

Lead Hazard Control (LHC) funds were awarded to the City thru the State of Wisconsin Department of Commerce upon passage of the American Recovery and Reinvestment Act of 2009 (ARRA). While grantees are encouraged to expend funds as quickly and efficiently as possible, LHC funds will be available through March of 2012.

The sub grantees and awards for 2010 are listed below:

HOME Homeowner Rehab (City of Appleton)	\$	10,000
Homeowner Rehab Loan Program (City of Appleton)		43,460
Rental Rehab Loan Program (City of Appleton)		64,152
First Time Homebuyer Program (Appleton Housing Authority)		49,800
Administration (City of Appleton)		12,450
Total	\$	179,862

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
New LHC award	\$ -	\$ -	\$ -	\$ -	\$ 179,862
# of loans made	-	-	-	-	14
Average loan amount	\$ -	\$ -	\$ -	\$ -	10,974
Strategic Outcomes					
Improved LMI single-family homes					
# units rehabilitated	-	-	-	-	17
Amount spent on rehab activity	\$ -	\$ -	\$ -	\$ -	159,700
Work Process Outputs					
# of applications processed	-	-	-	-	14

**CITY OF APPLETON 2010 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Lead Hazard Control (LHC)

Business Unit 2190

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ 52,350
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 52,350</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 1,947
6150 Fringes	-	-	-	-	603
6630 Other Grant Payments	-	-	-	-	49,800
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 52,350</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Other Grant Payments

Loans to LMI homeowners
for the elimination of lead-based
paint hazards:

Appleton Housing Authority - First Time Homebuyer Program	<u>\$ 49,800</u>
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**CITY OF APPLETON 2010 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Neighborhood Stabilization Program (NSP)

Business Unit 2300

PROGRAM MISSION

To stabilize neighborhoods by providing targeted assistance for the acquisition and redevelopment of foreclosed properties that might otherwise become sources of abandonment and blight within the community, for the ultimate benefit of low-moderate income families.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Neighborhood Stabilization Program (NSP) funds can be used to purchase foreclosed homes at a discount and rehabilitate or redevelop them in order to respond to rising foreclosures and falling home values. State and local governments can use their neighborhood stabilization grants to acquire land and property; to demolish or rehabilitate abandoned properties; and/or to offer down payment and closing cost assistance to low- to moderate-income homebuyers (household incomes not exceed 120 percent of area median income). In addition, these grantees can create "land banks" to assemble, temporarily manage, and dispose of vacant land for the purpose of encouraging redevelopment of urban property.

NSP also seeks to prevent future foreclosures by requiring housing counseling for families receiving homebuyer assistance. In addition, the program seeks to protect future homebuyers by requiring state and local grantees to ensure that new homebuyers under this program obtain a mortgage loan from a lender who agrees to comply with sound lending practices.

More specifically, NSP funds secured by the City of Appleton were obtained via a competitive application process facilitated by the State of Wisconsin Department of Commerce. Appleton's four NSP sub recipient agencies will undertake these various projects:

- *Housing Partnership of the Fox Cities: acquisition and rehabilitation of four new units for the Housing First Program
- *Wisconsin Partnership for Housing Administration: acquisition and rehabilitation of two single-family homes for a workforce housing program
- *Habitat for Humanity: acquisition for new construction of single-family homes for low-moderate income families
- *Appleton Housing Authority: acquisition and rehabilitation of two units of handicap-accessible housing

Major program changes:

As a new program, the Neighborhood Stabilization Program (NSP) funds were designated nationwide under the Housing and Economic Recovery Act of 2009 (HERA). While grantees are encouraged to expend funds as quickly and efficiently as possible, NSP funds will be available through 2013.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
\$ NSP Award Amount	\$ -	\$ -	\$ -	\$ -	\$ 1,210,382
Avg Sub award	\$ -	\$ -	\$ -	\$ -	\$ 296,966
Strategic Outcomes					
Acquisition activities	-	-	-	-	4
Demolition activities	-	-	-	-	2
Rental units created	-	-	-	-	6
Homeowner units created	-	-	-	-	3
Work Process Outputs					
# of sub awards made	-	-	-	-	4

**CITY OF APPLETON 2010 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Neighborhood Stabilization Program (NSP)

Business Unit 2300

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ 1,210,382
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 1,210,382
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 15,622
6150 Fringes	-	-	-	-	6,896
6630 Other Grant Payments	-	-	-	-	1,187,864
Total Expense	\$ -	\$ -	\$ -	\$ -	\$ 1,210,382

DETAILED SUMMARY OF 2010 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:

Appleton Housing Authority	\$ 316,500
Wisconsin Partnership for Housing Administration:	255,310
Habitat for Humanity	105,012
Housing Partnership	511,042
	<u>\$ 1,187,864</u>

CITY OF APPLETON 2010 BUDGET HOUSING, HOMELESS AND BLOCK GRANTS

Homeless Prevention & Rapid Rehousing Program (HPRP)

Business Unit 2400

PROGRAM MISSION

To assist individuals and families who are: 1) currently in housing but are at risk of becoming homeless; or 2) experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain/retain housing as a direct result of the economic recession.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

HPRP will provide financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. The funds under this program are intended to target individuals and families who would be homeless but for this assistance.

Eligible activities include financial assistance, in the form of rental assistance, security deposits, utility payments and related costs, in addition to related services designed to keep people in housing or to find housing, including case management, outreach, housing search/placement, legal services, and credit repair.

More specifically, HPRP funds secured by the City of Appleton were obtained via an application process facilitated by the State of Wisconsin Department of Commerce. The City applied for HPRP funds on behalf of three local non-profit agencies who will be charged with carrying out HPRP grant programming in both Outagamie and Calumet Counties:

- *Emergency Shelter of the Fox Valley: short-term rental and security deposit assistance (1-4 months)
- *Salvation Army of the Fox Cities: medium term rental assistance (5-18 months) and utility payment assistance
- *Legal Action of WI: legal services related to homelessness prevention

Major program changes:

As a new program, the Homeless Prevention and Rapid Rehousing Program (HPRP) funds were designated nationwide under the American Recovery and Reinvestment Act of 2009 (ARRA). While grantees are encouraged to expend funds as quickly and efficiently as possible, HPRP funds will be available through September of 2011.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
\$ HPRP Award Amount	\$ -	\$ -	\$ -	\$ -	\$ 560,572
Avg Sub award	\$ -	\$ -	\$ -	\$ -	\$ 183,120
Strategic Outcomes					
Number of clients receiving:					
Rent payment assistance	-	-	-	-	440
Security deposit assistance	-	-	-	-	15
Utility payment assistance	-	-	-	-	115
Case management	-	-	-	-	500
Legal services/mediation	-	-	-	-	50
Work Process Outputs					
# of sub awards made	-	-	-	-	3

**CITY OF APPLETON 2010 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Homeless Prevention & Rapid Rehousing Program (HPRP)

Business Unit 2400

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ 560,572
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 560,572
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 7,592
6150 Fringes	-	-	-	-	3,619
6630 Other Grant Payments	-	-	-	-	549,361
Total Expense	\$ -	\$ -	\$ -	\$ -	\$ 560,572

DETAILED SUMMARY OF 2010 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:

Emergency Shelter	\$ 296,041
Legal Action of WI	40,833
Salvation Army	212,487
	<u>\$ 549,361</u>

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Intergovernmental Revenues	1,032,729	828,563	364,082	830,433	738,854	0	2,725,718
Other Revenues	194,053	0	0	0	0	0	0
TOTAL REVENUES	1,226,782	828,563	364,082	830,433	738,854	0	2,725,718
EXPENSES BY LINE ITEM							
Regular Salaries	71,153	36,316	28,864	41,400	41,400	0	55,123
Sick Pay	2,076	1,267	622	0	0	0	0
Vacation Pay	5,104	2,034	1,755	0	0	0	0
Fringes	31,139	17,952	14,404	18,628	18,628	0	25,229
Salaries & Fringe Benefits	109,472	57,569	45,645	60,028	60,028	0	80,352
Training & Conferences	1,174	1,799	918	2,000	2,000	0	750
Office Supplies	111	118	6	100	100	0	100
Postage & Freight	0	0	0	50	50	0	50
Food & Provisions	35	0	0	0	0	0	0
CDBG Expenses	705,667	403,491	123,464	673,881	673,881	0	2,628,524
Block Grant Payments	430,440	363,005	234,188	0	0	0	0
Trans Out - Special Revenue	0	55	0	0	0	0	0
Administrative Expense	1,137,427	768,468	358,576	676,031	676,031	0	2,629,424
Miscellaneous Supplies	143	0	0	0	0	0	0
Supplies & Materials	143	0	0	0	0	0	0
Accounting/Audit	2,500	2,500	0	2,495	2,495	0	2,575
Advertising	0	0	0	100	100	0	180
Other Contracts/Obligations	2,842	0	0	0	0	0	13,112
Purchased Services	5,342	2,500	0	2,595	2,595	0	15,867
Telephone	136	82	66	200	200	0	75
Utilities	136	82	66	200	200	0	75
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,252,520	828,619	404,287	738,854	738,854	0	2,725,718

This report includes \$127,512 budgeted in business unit 2190 that is shown in the Community Development grants budget pages.

CITY OF APPLETON 2010 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	807,367	819,563	690,433	738,854	2,598,206
Other	-	-	-	-	-
Total Revenues	<u>807,367</u>	<u>819,563</u>	<u>690,433</u>	<u>738,854</u>	<u>2,598,206</u>
Expenses					
Program Costs	<u>807,367</u>	<u>819,508</u>	<u>690,433</u>	<u>738,854</u>	<u>2,598,206</u>
Total Expenses	<u>807,367</u>	<u>819,508</u>	<u>690,433</u>	<u>738,854</u>	<u>2,598,206</u>
Revenues over (under)					
Expenses	-	55	-	-	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Operating Transfers Out - Other Funds	-	(55)	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>(55)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2010 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

Objectives:

The purpose of this fund is to account for receipt of room tax proceeds and the corresponding transfers to the Performing Arts Center, the Convention and Visitors Bureau, and the General Fund for administrative costs.

Starting in October 2001, the hotels have remitted the room tax related to the Performing Arts Center directly to Associated Trust. This change was made pursuant to the terms of the bond resolution. Associated Trust in turn remits the 5% administrative fee to the City.

Major program changes:

Due to the downturn in the economy, room tax collections were down during the first half of 2009. Based on these results and the assumption that the sluggish economy will continue into 2010, estimates of room tax collections have been reduced approximately 8% from the 2009 budget,

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Timely remission of proceeds					
# quarters settled within 10 work days of hotels' due date	4	4	4	4	4
Strategic Outcomes					
Support \$ provided by room tax					
FCCVB	\$ 288,993	\$ 320,490	\$ 275,000	\$ 255,000	\$ 255,000
PAC debt retirement	\$ 260,000	\$ 285,000	\$ 310,000	\$ 310,000	\$ 335,000
PAC Operating Fund	\$ 90,792	\$ 110,340	\$ 90,000	\$ 85,000	\$ 85,000
Work Process Outputs					
# of quarterly settlement checks issued	4	4	4	4	4

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 319,414	\$ 350,382	\$ 305,000	\$ 305,000	\$ 280,000	-8.20%
Program Expenses		\$ 312,993	\$ 350,490	\$ 305,000	\$ 305,000	\$ 285,000	-6.56%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	312,993	350,490	305,000	305,000	285,000	-6.56%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Room Tax Administration

Business Unit 2600

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4140 Room Taxes	\$ 319,414	\$ 350,382	\$ 305,000	\$ 305,000	\$ 280,000
Total Revenue	<u>\$ 319,414</u>	<u>\$ 350,382</u>	<u>\$ 305,000</u>	<u>\$ 305,000</u>	<u>\$ 280,000</u>
Expenses					
6606 Room Tax	\$ 288,993	\$ 320,490	\$ 275,000	\$ 275,000	\$ 255,000
7911 Trans Out - General Fund	24,000	30,000	30,000	30,000	30,000
Total Expense	<u>\$ 312,993</u>	<u>\$ 350,490</u>	<u>\$ 305,000</u>	<u>\$ 305,000</u>	<u>\$ 285,000</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 BUDGET
ROOM TAX ADMINISTRATION FUND
SOURCES AND USES OF FUNDS**

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Other	\$ 319,414	\$ 350,382	\$ 305,000	\$ 280,000	\$ 280,000
Total Revenues	<u>319,414</u>	<u>350,382</u>	<u>305,000</u>	<u>280,000</u>	<u>280,000</u>
Expenses					
Program Costs	288,993	320,490	275,000	255,000	255,000
Total Expenses	<u>288,993</u>	<u>320,490</u>	<u>275,000</u>	<u>255,000</u>	<u>255,000</u>
Revenues over (under) Expenses	30,421	29,892	30,000	25,000	25,000
Other Financing Sources (Uses)					
Operating Transfers Out - Other Funds	(24,000)	(30,000)	(30,000)	(30,000)	(30,000)
Total Other Financing Sources (Uses)	<u>(24,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>
Net Change in Equity	6,421	(108)	-	(5,000)	(5,000)
Fund Balance - Beginning	<u>15,996</u>	<u>22,417</u>	<u>22,309</u>	<u>22,309</u>	<u>17,309</u>
Fund Balance - Ending	<u>\$ 22,417</u>	<u>\$ 22,309</u>	<u>\$ 22,309</u>	<u>\$ 17,309</u>	<u>\$ 12,309</u>

CITY OF APPLETON 2010 BUDGET

CITY CLERK

City Clerk: Cynthia I. Hesse

Deputy City Clerk: Mary E. Wendell

CITY OF APPLETON 2010 BUDGET

CITY CLERK

MISSION STATEMENT

The City Clerk's Office maintains and provides accurate information, quality services and assistance to the public, elected officials and City departments relative to the functions of government in a courteous and timely manner.

DISCUSSION OF SIGNIFICANT 2009 EVENTS

Administered two elections in 2009, the February 17 spring primary and the April 7 spring election.

Further implemented the State-wide voter registration system (SVRS) and began to utilize the system for all felon and death matches. In addition, the State performed the purge of voters who have not voted in four years. A report was sent to all municipalities who must now pull these registration files from the active system.

Used the internet to report the April election results which allowed the results to be displayed as soon as the returns were delivered to City Hall. We were able to have all Aldermanic race results updated on the web page before 8:30 p.m.

Participated in an election data collection program for the State Government Accountability Board (GAB) in which we received a grant payment in the amount of \$100 per reporting unit (\$6,300 total).

Administered the 2009 Board of Review.

Held the 8th annual citizen information class in October.

Upgraded the Council voting system to insure compatibility with the City's computer system.

Assisted with the review and amendments to Chapter 9 of the Municipal Code to bring it up to date with current practices and to comply with all changes to Wisconsin state statutes.

Working with the Technology Services and Police Departments, we implemented a license approval tracking process through metafile.

Evaluated the mail and copy needs of departments to help develop continued efficiencies in mail and photocopy processing.

Updated the Election Inspector training manual.

CITY OF APPLETON 2010 BUDGET

CITY CLERK

MAJOR 2010 OBJECTIVES

Administer four scheduled elections; February 16, April 6, September 14 and November 2. At the spring election, we will elect alderpersons representing the even-numbered districts. The general election will include congressional and assembly races, as well as the Office of the Governor.

Implement any required changes to the absentee voting process or early voting initiative that may be passed by the State legislature.

Continue to seek ways to provide information in the most efficient manner to citizens, staff and Council members. This will be accomplished through proper use of the website and electronic document management while incorporating the City's strategic plan.

The 9th annual "Citizen Information Session - How to be an Alderperson" will be held in the fall of 2010.

The State of Wisconsin Government Accountability Board is proposing changes to the absentee voting process in the state. Three options are currently being reviewed. All three options will result in additional costs to the process and changes to the level of staffing at the polling location or early voting location sites. The extent and amount of these changes and costs will not be known until the end of 2009 or the beginning of 2010. We will continue to monitor these proposals.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 247,716	\$ 259,850	\$ 193,250	\$ 209,550	\$ 217,600	12.60%
Program Expenses							
11010	Administration	104,563	112,607	114,632	114,632	117,303	2.33%
11020	Recordkeeping	103,868	121,145	116,698	116,698	114,715	-1.70%
11030	Licensing	97,705	81,422	61,429	71,429	61,830	0.65%
11040	Elections	132,046	284,781	164,337	170,637	247,877	50.83%
11050	Mail/Copy Services	209,434	152,309	212,912	212,912	199,107	-6.48%
TOTAL		\$ 647,616	\$ 752,264	\$ 670,008	\$ 686,308	\$ 740,832	10.57%
Expenses Comprised Of:							
	Personnel	365,901	431,751	402,016	408,316	456,444	13.54%
	Administrative Expense	175,330	131,062	147,192	157,192	133,278	-9.45%
	Supplies & Materials	51,274	111,575	64,870	64,870	89,325	37.70%
	Purchased Services	37,599	63,553	41,050	41,050	45,250	10.23%
	Utilities	591	576	550	550	550	0.00%
	Repair & Maintenance	4,870	13,747	14,330	14,330	15,985	11.55%
	Capital Expenditures	12,051	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	5.00	5.00	5.00	5.00	5.00	

* % change from prior year adopted budget
Clerk.xls

CITY OF APPLETON 2010 BUDGET

CITY CLERK

Administration

Business Unit 11010

PROGRAM MISSION

For the benefit of the citizens of Appleton, we will provide guidance, training and development to the City Clerk's Department employees keeping them well informed while increasing their potential and job satisfaction.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 3: "Develop and implement effective communication strategies", and # 4: Develop our human resources to meet changing needs".

Objectives:

- 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 up to date technologies
- Plan, prepare and monitor operational budgets
- Review all existing policies and processes and develop and implement new procedures when deemed necessary
- Administer the Board of Review
- Hold weekly staff meetings with department staff
- Continue involvement with State and national organizations associated with the professionalism of the Municipal Clerk
- Follow and enforce all safety policies and procedures to ensure safe working conditions for the employees
- Provide customer service to both internal and external customers at a level of acceptable or higher

Major Program Changes:

The increase in targeted staff training hours below was mainly due to turnover in the office in 2008. It was anticipated that there would be more hours incurred in 2009 to get the new staff properly trained. Due to some efficiencies in training coupled with the City Clerk not attending the national Clerk's convention as originally planned, fewer hours are projected.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Satisfaction of service provided					
Positive survey response	96%	99%	100%	100%	100%
Strategic Outcomes					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
Work Process Outputs					
Staff training					
# of hours of staff training	157	102	200	150	150

CITY OF APPLETON 2010 BUDGET

CITY CLERK

Administration

Business Unit 11010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ 32	\$ 252	\$ 200	\$ 200	\$ 200
Total Revenue	<u>\$ 32</u>	<u>\$ 252</u>	<u>\$ 200</u>	<u>\$ 200</u>	<u>\$ 200</u>
Expenses					
6101 Regular Salaries	\$ 73,014	\$ 75,919	\$ 76,675	\$ 76,675	\$ 78,691
6150 Fringes	26,858	29,689	31,005	31,005	32,187
6201 Training\Conferences	934	2,838	3,400	3,400	3,300
6206 Parking Permits	1,703	1,431	1,800	1,800	1,600
6301 Office Supplies	388	437	500	500	500
6302 Subscriptions	200	200	202	202	-
6303 Memberships & Licenses	310	245	375	375	350
6305 Awards & Recognition	345	42	75	75	75
6316 Miscellaneous Supplies	10	-	-	-	-
6320 Printing & Reproduction	210	553	-	-	-
6328 Signs	-	-	50	50	50
6413 Utilities	591	576	550	550	550
6418 Equip Repairs & Maint	-	677	-	-	-
Total Expense	<u>\$ 104,563</u>	<u>\$ 112,607</u>	<u>\$ 114,632</u>	<u>\$ 114,632</u>	<u>\$ 117,303</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET

CITY CLERK

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:

- Respond to all document requests in the most reasonable time period possible
- Maintain the City web page with current and accurate information
- Develop new web pages for the City Clerk's Office
- Maintain the disaster recovery program for records
- Perform data entry and coordination of records, utilizing the document management system
- Retain all documents as set forth by retention periods set by state law, and extend the retention period for some City projects to maintain a history of the project
- Continue to develop the uses of the document management system and continue the evaluation for the potential of electronic distribution of documents to the members of the Common Council

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Retrieval of information					
% same day responses	88%	88%	90%	93%	90%
1 week retrieval for detailed requests	12%	12%	10%	7%	10%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs maintaining records	1,585	1,486	1,500	1,600	1,500
# of requests for information	244	371	200	250	200
# of publication notices	436	416	400	400	400
# of ordinances adopted	167	181	150	175	150

CITY OF APPLETON 2010 BUDGET

CITY CLERK

Recordkeeping

Business Unit 11020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 47,142	\$ 49,107	\$ 48,818	\$ 48,818	\$ 52,482
6150 Fringes	21,300	24,018	25,130	25,130	26,483
6301 Office Supplies	867	1,710	1,500	1,500	1,500
6303 Memberships & Licenses	45	-	-	-	-
6320 Printing & Reproduction	2,900	2,954	2,900	2,900	2,900
6327 Miscellaneous Equipment	-	114	7,000	7,000	-
6402 Legal Fees	1,255	248	400	400	400
6408 Contractor Fees	648	240	950	950	950
6412 Advertising	29,711	42,754	30,000	30,000	30,000
Total Expense	<u>\$ 103,868</u>	<u>\$ 121,145</u>	<u>\$ 116,698</u>	<u>\$ 116,698</u>	<u>\$ 114,715</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Advertising

Required legal publications	\$ 30,000
	<u>\$ 30,000</u>

CITY OF APPLETON 2010 BUDGET

CITY CLERK

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:

- Answer all inquiries, both telephone and in person, related to license issues
- Provide prompt turnaround time from the initial application to final Council approval
- Maintain accurate data files on all applications and licenses issued
- Further enhance the monitoring and maintenance of license data files
- Ensure all renewal applications are processed by timelines established by State law or department policies
- Generate more communication with applicants on pending license approvals
- Work with Technology Services to develop software to track, organize, and produce licenses issued by the City Clerk

Major Program Changes:

The responsibility for issuing the cement and sidewalk finishers license has been moved to the Department of Public Works. This change provides better customer service to the contractors since the requirements for the license are coordinated in that department.

A small reduction in revenue for amusement devices and cigarette licenses has been experienced over the last couple of years. An increase in commercial solicitation license fees is a result of the increase in fees and change in the term of the licenses from an annual license to a six month term.

Theater and bowling licenses were eliminated in 2009 causing a reduction in the sundry license revenue in 2010.

It is anticipated that the "Leads Online" electronic transaction processing system and database will be utilized by second-hand property dealers to report their transactions in 2010. There are currently 11 second-hand property dealers in the City who are required to report their transactions and who process approximately 1,900 transactions per week. The dealers are required to report all of their property transactions. Currently, all but 3 of these dealers report their transactions on paper forms supplied by the City at a cost of approximately \$2,000 annually. The intent is to require all of the dealers to report their transactions electronically, thus eliminating the need for the paper forms. Therefore, \$2,000 has been removed from printing expenses in 2010.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Prompt application processing					
% processed on same day	95%	95%	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	219	229	225	225	225
# of operator licenses issued	733	780	700	600	700
# of general licenses issued	574	599	550	550	550

CITY OF APPLETON 2010 BUDGET

CITY CLERK

Licensing

Business Unit 11030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4301 Amusements	\$ 10,060	\$ 8,200	\$ 10,000	\$ 10,000	\$ 8,500
4303 Cigarette	7,400	6,250	7,500	7,500	6,500
4306 Liquor	121,440	93,412	75,000	85,000	75,000
4307 Operators	56,055	52,133	50,000	50,000	50,000
4309 Sundry	5,675	5,275	5,000	5,000	4,000
4313 Special Events	8,750	13,375	9,000	9,000	10,000
4316 Second Hand/Pawnbroker	2,830	1,720	2,300	2,300	1,500
4317 Commercial Solicitation	4,265	9,375	3,500	3,500	9,000
4318 Christmas Tree	450	450	400	400	450
4319 Street & Sidewalk Cement	510	555	500	500	-
4320 Taxi Cab/Limousine	960	1,140	1,000	1,000	1,300
4321 Taxi Driver	2,455	2,200	1,700	1,700	2,000
4322 Special "B" Beer License	890	795	1,000	1,000	1,000
4324 Street Vendor	153	-	150	150	150
4411 Sundry Permits	2,205	2,075	1,000	1,000	2,000
5010 Misc. Revenue - Nontax	6,340	6,020	5,000	5,000	6,000
Total Revenue	\$ 230,438	\$ 202,975	\$ 173,050	\$ 183,050	\$ 177,400
Expenses					
6101 Regular Salaries	\$ 33,326	\$ 37,342	\$ 32,603	\$ 32,603	\$ 34,568
6105 Overtime	774	3,372	375	375	375
6150 Fringes	18,939	23,871	21,951	21,951	23,087
6301 Office Supplies	1,206	1,510	1,500	1,500	1,500
6320 Printing & Reproduction	2,171	4,092	3,000	3,000	1,000
6599 Other Contracts/Obligations	1,289	1,235	2,000	2,000	1,300
6630 Other Grant Payments	40,000	10,000	-	10,000	-
Total Expense	\$ 97,705	\$ 81,422	\$ 61,429	\$ 71,429	\$ 61,830

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 BUDGET
CITY CLERK**

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:

- Register all qualified electors
- Ensure a sufficient quantity of ballots at each election so every citizen has the opportunity to cast a ballot
- Maintain accurate files of all voters who cast a ballot in the City through the State-wide Voter Registration System
- Keep a history of all election information
- Keep current on all election law changes
- Provide training to all election officials prior to every election, educating them on the specific regulations and differences associated with each election
- Provide information and guidelines on nomination papers and the election process to all local candidates

Major Program Changes:

Four elections will be held in 2010 versus two in 2009. Therefore, all election related costs and revenues have increased proportionately. The major changes would include increases to wages, fringe benefits, supplies, printing costs, temporary help, advertising, and rent, as well as intergovernmental revenue.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Accurate election roll					
# changes, add and deletes	2,962	10,530	4,000	7,200	5,000
# of voters purged (biannual)	0	2,445	0	6,000	0
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	9,806	71,688	17,000	16,427	55,000
# of registered voters	175,343	172,389	70,000	90,613	150,000
# of elections administered	2	4	2	2	4
# of candidates filing nomination papers	16	25	20	16	20
# of ballot styles	193	216	108	108	216
% of staff trained at each election	97%	98%	100%	100%	100%

CITY OF APPLETON 2010 BUDGET

CITY CLERK

Elections

Business Unit 11040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Misc. State Aids	\$ -	\$ -	\$ -	\$ 6,300	\$ -
4801 Charges for Serv. - Nontax	6		-	-	-
4802 Charges for Serv. - Tax	6		-	-	-
4908 Misc. Intergov. Charges	16,034	56,623	20,000	20,000	40,000
5004 Sale of City Prop - Nontax	1,200		-	-	-
Total Revenue	<u>\$ 17,246</u>	<u>\$ 56,623</u>	<u>\$ 20,000</u>	<u>\$ 26,300</u>	<u>\$ 40,000</u>
Expenses					
6101 Regular Salaries	\$ 67,558	\$ 124,603	\$ 84,440	\$ 84,440	\$ 121,055
6105 Overtime	1,345	5,198	1,728	1,728	3,023
6108 Part-Time	220	250	-	6,300	-
6150 Fringes	22,060	27,686	24,556	24,556	26,961
6201 Training\Conferences	-	48	-	-	-
6202 Local Auto Expense	87	70	85	85	85
6206 Parking Permits	86	146	100	100	150
6301 Office Supplies	4,059	10,155	4,000	4,000	8,000
6302 Subscriptions	350	350	375	375	350
6316 Miscellaneous Supplies	-	6,781	2,880	2,880	5,760
6320 Printing & Reproduction	24,871	72,766	27,240	27,240	56,680
6327 Miscellaneous Equipment	-	4,386	-	-	-
6328 Signs	594	267	500	500	500
6411 Temporary Help	4,907	17,610	6,000	6,000	10,000
6412 Advertising	116	1,383	1,500	1,500	2,500
6418 Equip Repairs & Maint	4,750	9,939	9,213	9,213	9,673
6420 Facilities Charges	-	414	200	200	400
6503 Rent	1,000	2,674	1,320	1,320	2,640
6599 Other Contracts/Obligations	43	55	200	200	100
Total Expense	<u>\$ 132,046</u>	<u>\$ 284,781</u>	<u>\$ 164,337</u>	<u>\$ 170,637</u>	<u>\$ 247,877</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Printing & reproduction

Ballot printing and coding -
4 elections

	\$ 56,680
	<u>\$ 56,680</u>

Temporary Help

Election related part-time
assistance - 4 elections

	\$ 10,000
	<u>\$ 10,000</u>

CITY OF APPLETON 2010 BUDGET

CITY CLERK

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:

- Provide two mail deliveries to City Hall departments each day
- Process all photocopy requests in a timely manner, ensure delivery of photocopied documents to departments on or before their requested delivery time, and reduce the percentage of miscopied materials
- Identify department coordinators to educate and train departments on mail and copy policies and procedures and implement corrective actions
- Track all postage and UPS pieces and dollar costs
- Seek ways to utilize the electronic distribution of records and information

Major Program Changes:

- The \$692 budgeted in miscellaneous equipment represents the replacement of anti-fatigue floor mats in the mail/copy center.
- The increase in miscellaneous supplies (\$1,743) and rent (\$720) is due to the purchase of software for certified mailings. The new software will create the ability to process e-certified/e-return receipt mail with our current mailing system and the ability to use internal reference numbers to link to certified mail tracking numbers. It is anticipated that using this process will save \$1.20 per piece of mail or approximately \$1,882 annually in postage costs.
- The decrease in regular salaries and fringe benefits in 2008 was due to turnover in the Mail/copy Clerk position. The position was vacant for approximately half the year. We are fully staffed again in 2009, thus those personnel costs increased proportionately.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Prompt mail delivery					
Mail delivery on schedule	100%	100%	100%	100%	100%
Accurate photocopy services					
Remake of request	3%	2%	1%	2%	1%
Strategic Outcomes					
Efficient mail processing					
# of pcs of mail returned for correction from mailing service	89	212	100	50	100
Work Process Outputs					
# of pieces of outgoing mail	178,523	215,658	250,000	200,000	250,000
# of packages handled	497	509	500	500	500
# of copies made in Mail Center	1,485,263	1,646,580	2,000,000	1,700,000	2,000,000

CITY OF APPLETON 2010 BUDGET

CITY CLERK

Mail/Copy Services

Business Unit 11050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 33,613	\$ 18,255	\$ 32,366	\$ 32,366	\$ 34,148
6105 Overtime	640	584	375	375	375
6150 Fringes	19,114	11,858	21,994	21,994	23,009
6301 Office Supplies	1,523	940	500	500	1,000
6304 Postage\Freight	108,791	87,723	120,000	120,000	100,000
6316 Miscellaneous Supplies	13,812	16,072	15,000	15,000	16,743
6320 Printing & Reproduction	6,705	3,588	5,500	5,500	5,000
6327 Miscellaneous Equipment	-	-	800	800	692
6418 Equip Repairs & Maint	120	2,717	4,917	4,917	5,912
6429 Interfund Allocations	(371)	-	-	-	-
6503 Rent	13,435	10,543	11,460	11,460	12,228
6804 Equipment	12,052	29	-	-	-
Total Expense	\$ 209,434	\$ 152,309	\$ 212,912	\$ 212,912	\$ 199,107

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Postage/Freight

United Mailing Service	\$ 13,000
UPS	7,000
US Postal Service	80,000
	<u>\$ 100,000</u>

Misc. Supplies

Paper cost for mail/copy center	\$ 15,000
Certified mailing software	1,743
	<u>\$ 16,743</u>

Rent

Copier charges	\$ 10,500
Meter and security rental	1,728
	<u>\$ 12,228</u>

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	0	6,300	0	6,300	0	0
Licenses	221,893	194,880	161,210	167,050	177,050	169,400	169,400
Permits	2,205	2,075	840	1,000	1,000	2,000	2,000
Charges for Services	44	252	0	200	200	0	200
Intergov. Charges for Service	16,034	56,623	22,838	20,000	20,000	40,000	40,000
Other Revenues	7,540	6,020	5,440	5,000	5,000	6,000	6,000
TOTAL REVENUES	247,716	259,850	196,628	193,250	209,550	217,400	217,600
EXPENSES BY LINE ITEM							
Regular Salaries	204,915	203,975	157,512	230,472	230,472	242,644	242,644
Overtime	2,760	9,154	1,819	2,478	2,478	3,773	3,773
Part-Time	220	250	2,530	0	6,300	0	0
Other Compensation	28,852	87,875	37,244	44,430	44,430	78,300	78,300
Shift Differential	4	27	7	0	0	0	0
Sick Pay	5,251	2,560	4,107	0	0	0	0
Vacation Pay	15,629	10,789	8,647	0	0	0	0
Fringes	108,269	117,121	89,691	124,636	124,636	131,391	131,727
Salaries & Fringe Benefits	365,900	431,751	301,557	402,016	408,316	456,108	456,444
Training & Conferences	934	2,887	955	3,400	3,400	3,300	3,300
Local Auto Expense	87	70	52	85	85	800	85
Parking Permits	1,789	1,577	1,520	1,900	1,900	1,750	1,750
Office Supplies	8,043	14,751	6,372	8,000	8,000	12,500	12,500
Subscriptions	550	550	337	577	577	350	350
Memberships & Licenses	355	245	485	375	375	350	350
Postage & Freight	108,791	87,723	65,113	120,000	120,000	120,000	100,000
Awards & Recognition	345	42	0	75	75	75	75
Rent	14,435	13,217	7,465	12,780	12,780	14,148	14,868
Block Grant Payments	40,000	10,000	10,000	0	10,000	0	0
Administrative Expense	175,329	131,062	92,299	147,192	157,192	153,273	133,278
Miscellaneous Supplies	13,822	22,854	7,438	17,880	17,880	20,760	22,503
Printing & Reproduction	36,858	83,953	40,877	38,640	38,640	62,680	65,580
Miscellaneous Equipment	0	4,501	7,722	7,800	7,800	692	692
Signs	594	267	0	550	550	550	550
Supplies & Materials	51,274	111,575	56,037	64,870	64,870	84,682	89,325
Legal Fees	1,255	248	88	400	400	400	400
Consulting Services	0	0	0	0	0	0	950
Contractor Fees	648	240	450	950	950	0	0
Temporary Help	4,907	17,610	5,249	6,000	6,000	10,000	10,000
Advertising	29,827	44,137	20,776	31,500	31,500	32,500	32,500
Interfund Allocations	371	0	0	0	0	0	0
Other Contracts/Obligations	1,332	1,318	24	2,200	2,200	1,400	1,400
Purchased Services	37,598	63,553	26,587	41,050	41,050	44,300	45,250
Telephone	591	576	452	550	550	550	550
Utilities	591	576	452	550	550	550	550
Equipment Repair & Maintenance	4,870	13,333	12,560	14,130	14,130	15,585	15,585
Facilities Charges	0	414	0	200	200	400	400
Repair & Maintenance	4,870	13,747	12,560	14,330	14,330	15,985	15,985
Machinery & Equipment	12,052	0	0	0	0	0	0
Capital Expenditures	12,052	0	0	0	0	0	0
TOTAL EXPENSES	647,614	752,264	489,492	670,008	686,308	754,898	740,832

CITY OF APPLETON 2010 BUDGET

CITY ASSESSOR

City Assessor: DeAnn L. Brosman

Deputy City Assessor: Timothy J. Smith

CITY OF APPLETON 2010 BUDGET CITY ASSESSOR

MISSION STATEMENT

The Appleton Assessor's Office, as a professional team, exists to maintain equitable market value assessments and to serve as an informational resource to the community. We will accomplish our goals in a timely, cost effective manner, continually analyzing market trends, maintaining accurate records and providing easily accessible information to the community, other City departments, and the Common Council.

DISCUSSION OF SIGNIFICANT 2009 EVENTS

A city-wide revaluation of Commercial property was completed for 2009 to continue our 4-year revaluation cycle. Commercial property was last reviewed in 2005. This revaluation required a great deal of analysis due to the changing market place for each sector (retail, industrial, etc). Also the national banking crisis in the fall of 2008 negatively affected commercial property values. Due to these reasons, our commercial class only increased slightly (2.3%) due to the revaluation. During this revaluation, our two residential appraisers were trained to value commercial property. The 2009 Board of Review was held on June 9th. Six property owners appeared at the Board of Review where all the assessments were sustained.

The 2009 locally assessed value increased \$120,133,100 or 2.7% from 2008. This included: \$82,132,000 or 1.8% in new construction and higher land use, \$23,150,000 in commercial revaluation, \$22,222,000 of real estate which was formerly exempt. The increase was offset by \$6,869,000 in residential revaluation decreases and other smaller changes. The formerly exempt properties include \$15,544,000 for part of the AMC campus and \$3,693,000 for Franciscan Care Nursing Home which are now both assessed. A total of 2,256 assessment changes were made citywide for 2009.

The 2009 overall increase in value of 2.7% is slightly above the 2008 increase of 2.6%.

During 2009, we have collaborated with the Building Inspections division to inspect an additional 225+ homes/year. While the building inspectors are completing their final inspections on basement remodels, fireplaces, and rewires, they are also recording notes for the Assessor's Office. This eliminates the need for an inspection by the Assessor thus saving time, auto use and providing better customer service to the homeowner (one appointment instead of two). The time we have saved is being used to update records on the 12,000 homes that have not been inspected for assessment purposes in over 15 years. Now we can inspect 225 more of these homes per year (an increase of 15% above our department average of 1,500 per year). We have reduced the need for temporary field staff to inspect these 12,000 homes at a cost of \$172,600.

The 2009 Equalized value changes are as follows (TIF included);

	2008 Value	2009 Value	Percent Increase
Outagamie County	\$ 4,004,200,900	\$ 4,060,502,600	1.41%
Calumet County	640,384,300	658,486,000	2.83%
Winnebago County	66,422,300	70,074,300	5.50%
Total City	\$ 4,711,007,500	\$ 4,789,062,900	1.66%

CITY OF APPLETON 2010 BUDGET CITY ASSESSOR

MAJOR 2010 OBJECTIVES

We will review all 23,400 residential property assessments for 2010 as part of our four year revaluation cycle. The last city-wide residential revaluation was in 2006 when home values were at their peak. Based on current market conditions, we are anticipating a slight (2.5%) reduction in our residential class due to the revaluation. Our 2009 residential assessment/sale ratio thru June is at 102.5%. Each assessment will be reviewed individually however. Therefore some assessments will be increased if currently undervalued, some will decrease if currently overvalued, and many will stay unchanged. As with all revaluations, our main goal is to provide fair and equitable market values.

This residential revaluation will include: adjusting land values to current sales prices; analyzing assessment/sale ratios by district, age, price range, etc. to determine market trends; inspecting recent sales and building permits; collecting rents to help value 2-3 family homes; reviewing property data for accuracy; finding comparable sales; entering new values into the system; reviewing the new assessments for equity, etc..

This city-wide revaluation will be completed in-house in addition to our normal assessment and tax listing duties. It will be completed by August 2010 without any additional staff or overtime costs. This is the first residential revaluation where we are not budgeting overtime!

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 1,880	\$ 1,335	\$ 1,850	\$ 1,850	\$ 1,500	-18.92%
Program Expenses							
13510	Administration	108,699	110,682	113,079	113,079	121,201	7.18%
13520	Assessing	412,316	434,434	445,292	445,292	478,069	7.36%
TOTAL		\$ 521,015	\$ 545,116	\$ 558,371	\$ 558,371	\$ 599,270	7.32%
Expenses Comprised Of:							
	Personnel	493,791	517,492	527,528	527,528	565,156	7.13%
	Administrative Expense	4,945	5,891	6,676	6,676	7,576	13.48%
	Supplies & Materials	2,753	3,078	3,000	3,000	4,250	41.67%
	Purchased Services	15,083	14,483	15,200	15,200	15,316	0.76%
	Utilities	572	568	750	750	850	13.33%
	Repair & Maintenance	3,871	3,604	5,217	5,217	6,122	17.35%
	Capital Expenditures	-	-	-	-		N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	7.00	7.00	7.00	7.00	7.00	

**CITY OF APPLETON 2010 BUDGET
CITY ASSESSOR**

Administration

Business Unit 13510

PROGRAM MISSION

The Assessors office will provide services in a timely, cost effective manner by following an organized plan. We will maintain accurate records and provide easily accessible information to property owners, the community, other city departments, and council members. We will inform and educate the public on assessment issues and procedures.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 3: "Develop and implement effective communication strategies."

Objectives:

Maintain a good relationship with the media throughout the revaluation to accurately educate the public.
 Update the Assessor section of the City website to better inform the public.
 Continue to add property data and functionality to the my.appleton.org website to further reduce phone calls.
 Update letters to be mailed to property owners to convey an accurate message regarding the revaluation.
 Meet with Realtors and developers prior to the revaluation to get their input on current market conditions.
 Continue to utilize Applesource to inform the public about the revaluation cycle.
 Document all work well so it can be easily provided to property owners during the Open Book period.

Major Program Changes:

Due to the city-wide residential revaluation, an extra 13,000 envelopes & assessment notices will be needed. This increases our printing & reproduction costs by \$1,250.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Accurate, timely and easily accessible information					
Visitor Sessions per day on my.appleton.org website	160	202	250	236	250
Technology improvements made to database	17	21	20	17	10
Strategic Outcomes					
Well informed public on assessment procedures					
Articles in Applesource	2	2	2	2	2
Good Customer Service & Professional Staff					
Customer service complaints	2	1	0	0	0
Hours of classroom training/employee	22	19	20	22	20
Work Process Outputs					
Queries run for public	10	31	30	35	30
Reports filed with WI DOR timely	100%	100%	100%	100%	100%

**CITY OF APPLETON 2010 BUDGET
CITY ASSESSOR**

Administration

Business Unit 13510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ 1,702	\$ 1,335	\$ 1,850	\$ 1,850	\$ 1,500
4802 Charges for Serv.- Tax	109	-	-	-	-
5035 Other Reimbursements	69	-	-	-	-
Total Revenue	\$ 1,880	\$ 1,335	\$ 1,850	\$ 1,850	\$ 1,500
Expenses					
6101 Regular Salaries	\$ 72,578	\$ 71,843	\$ 72,401	\$ 72,401	\$ 77,295
6150 Fringes	30,673	32,495	34,152	34,152	36,130
6201 Training\Conferences	90	618	650	650	650
6206 Parking Permits	2,316	2,049	2,316	2,316	2,316
6301 Office Supplies	586	516	700	700	700
6302 Subscriptions	-	297	250	250	250
6305 Awards & Recognition	30	113	105	105	105
6307 Food & Provisions	103	96	105	105	105
6320 Printing & Reproduction	1,751	2,087	1,550	1,550	2,800
6412 Advertising/Publication	-	-	100	100	-
6413 Utilities	572	568	750	750	850
Total Expense	\$ 108,699	\$ 110,682	\$ 113,079	\$ 113,079	\$ 121,201

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET

CITY ASSESSOR

Assessing

Business Unit 13520

PROGRAM MISSION

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.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

*Accurately reassess all 23,400 residential properties for 2010 to maintain equitability and market values of 100% while providing the owners with a thorough understanding of the assessment process, including their appeal rights, in a courteous and respectful manner

*Do a complete statistical analysis and fully utilize all software in order to complete this revaluation in one year without extra staff or overtime

*Gain efficiencies and reduce duplication in Tax Listing by: Populating AS400 property master fields, including special districts, from Geographic Information Systems (GIS); having GIS staff assign parcel numbers to new plats; automating the Real Estate Inquiry form; uploading assessment data to the Wisconsin Department of Revenue sales website (P.A.D.) rather than entering it manually; attempting to create new AS400 parcel records from GIS

Major Program Changes:

Two property assessors met the requirements to move into the Assessor II position in August, 2009 as part of our career development program. As Assessor II's they will be responsible for assessing commercial property along with their residential duties. This is a great benefit to our department because three years out of our four year revaluation cycle focus on commercial property. Therefore, an additional \$7,600 (\$3,800 each) was added to salaries and fringes.

For the 2010 revaluation, we will need to subscribe to the NE Wisconsin Multiple Listing Service (MLS) closed/sold database. The number of sales has dropped to the point that we do not have enough sales of duplexes, waterfront, and high-end home sales within the City to determine market value. \$900 was added to subscriptions for this purpose.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Equitable assessments and equitable distribution of tax levy:					
Residential Districts within 10% of market value	97%	97%	96%	97%	100%
Coefficient of dispersion	5%	9%	9%	10%	5%
Strategic Outcomes					
Assessments to accurately reflect market values:					
Residential class level of assessment	100%	100%	98%	102%	100%
Commercial class level of assessment	96%	95%	99%	99%	100%
Overall level of assessment	99%	99%	98%	101%	100%
Work Process Outputs					
% of buildings inspected to update records:					
Commercial new construction	100%	100%	100%	100%	100%
Residential new construction	95%	95%	99%	95%	99%
Recent Sales	42%	44%	50%	51%	50%
Total # of interior inspections	2,370	1,447	1,500	1,428	1,300
Property Record Maintenance:					
Deeds processed (ownership changes)	2,690	2,447	2,100	1,700	1,700
Lot splits, CSM's, & new platted parcels	370	302	350	350	325
Annexed parcels	10	8	10	5	7
Assessments updated	2,213	1,800	2,200	2,256	15,000

**CITY OF APPLETON 2010 BUDGET
CITY ASSESSOR**

Assessing

Business Unit 13520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 268,252	\$ 276,584	\$ 278,437	\$ 278,437	\$ 301,015
6105 Overtime	303	273	-	-	-
6150 Fringes	121,987	136,297	142,538	142,538	150,716
6201 Training/Conferences	903	1,045	1,500	1,500	1,500
6301 Office Supplies	381	811	450	450	450
6302 Subscriptions	210	91	250	250	1,150
6303 Memberships & Licenses	325	255	350	350	350
6320 Printing & Reproduction	82	-	400	400	400
6327 Miscellaneous Equipment	919	992	1,050	1,050	1,050
6425 CEA Equip. Rental	3,871	3,604	5,217	5,217	6,122
6599 Other Contracts/Obligations	15,083	14,482	15,100	15,100	15,316
Total Expense	<u>\$ 412,316</u>	<u>\$ 434,434</u>	<u>\$ 445,292</u>	<u>\$ 445,292</u>	<u>\$ 478,069</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations

State manufacturing assessment fee	\$ 15,316
	<u>\$ 15,316</u>

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Charges for Services	1,811	1,335	792	1,850	1,850	1,500-	1,500
Other Revenues	69	0	0	0	0	0	0
TOTAL REVENUES	1,880	1,335	792	1,850	1,850	1,500-	1,500
EXPENSES BY LINE ITEM							
Regular Salaries	310,847	319,250	230,657	350,838	350,838	378,310	378,310
Labor Pool Allocations	0	365	0	0	0	0	0
Overtime	303	273	22	0	0	0	0
Sick Pay	10,600	4,084	4,951	0	0	0	0
Vacation Pay	19,382	24,728	17,550	0	0	0	0
Fringes	152,660	168,792	120,555	176,690	176,690	187,213	186,846
Salaries & Fringe Benefits	493,792	517,492	373,735	527,528	527,528	565,523	565,156
Training & Conferences	993	1,663	890	2,150	2,150	2,150	2,150
Parking Permits	2,316	2,049	2,316	2,316	2,316	2,316	2,316
Office Supplies	967	1,327	689	1,150	1,150	1,150	1,150
Subscriptions	210	388	547	500	500	2,000	1,400
Memberships & Licenses	325	255	270	350	350	350	350
Awards & Recognition	30	113	55	105	105	105	105
Food & Provisions	103	96	65	105	105	105	105
Administrative Expense	4,944	5,891	4,832	6,676	6,676	8,176	7,576
Printing & Reproduction	1,833	2,086	1,326	1,950	1,950	3,200	3,200
Miscellaneous Equipment	919	992	1,032	1,050	1,050	1,050	1,050
Supplies & Materials	2,752	3,078	2,358	3,000	3,000	4,250	4,250
Advertising	0	0	0	100	100	0	0
Other Contracts/Obligations	15,083	14,482	16,162	15,100	15,100	14,152	15,316
Purchased Services	15,083	14,482	16,162	15,200	15,200	14,152	15,316
Telephone	572	568	422	750	750	570	570
Cellular Telephone	0	0	0	0	0	280	280
Utilities	572	568	422	750	750	850	850
CEA Equipment Rental	3,871	3,603	3,030	5,217	5,217	6,122	6,122
Repair & Maintenance	3,871	3,603	3,030	5,217	5,217	6,122	6,122
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	521,014	545,114	400,539	558,371	558,371	599,073	599,270

CITY OF APPLETON 2010 BUDGET

TECHNOLOGY SERVICES

Technology Services Director: Scott J. Liske

CITY OF APPLETON 2010 BUDGET TECHNOLOGY SERVICES

MISSION STATEMENT

The Technology Services Department serves to provide all City departments with reliable, timely and accurate computer applications, as well as planning and implementation for efficient use of technology related hardware and services that are both cost effective and responsive to departmental needs.

DISCUSSION OF SIGNIFICANT 2009 EVENTS

Installed a redundant firewall to reduce potential of downtime, allow for load balancing and allow for hardware maintenance during working hours without impact to users.

Implemented processes to allow for teleworking including remote telephone and computer access

Upgraded 10 laptops and 15 MDC's to meet 2009 designated standards

Replaced a number of stand alone laser printers with multi-function machines to reduce procurement, maintenance and consumables costs

Completed initial phases for pilot of a regional broadband wireless initiative involving multiple entities

Implemented features in our document management system to allow for additional paperless processes in several departments to reduce paper, envelope, printing, folding and distribution costs

Worked on the update and migration of the Citywide web site and continued support of the City's web site

Worked with the Police Department to support new, as well as continued, connectivity during the building reconstruction, and the Grand Chute merger trial period

Completed an upgrade to JDEdwards financial software and upgraded the operating system on the iSeries

Completed a disaster recovery test for iSeries data to verify a 6 hour recovery window with our backup, off-site system

Initiated the Utility Billing System major upgrade project utilizing internal staff and resources

Implemented new Geodatabase to reduce redundant files and allow for more seamless sharing of GIS data

Installed a centralized, server based video recording system to phase out the older DVR based system being used in the parking ramps, City Hall, Police Department, Valley Transit, and Utilities Departments

Coordinated programming and implementation of Google Transit route calculation and mapping on the City Web site

Completed numerous iSeries SEQUEL reporting projects and provided additional 2 day training session for SEQUEL users

Maintained near 100% uptime for all City computer and phone systems

CITY OF APPLETON 2010 BUDGET TECHNOLOGY SERVICES

MAJOR 2010 OBJECTIVES

Continue in the development and support of additional client/server projects on the AS400 to create graphical user interfaces (GUI) as well as browser based access to mainframe computer based enterprise systems

Prioritize and continue upgrade of existing internally developed, as well as third-party supplied, software and begin to examine the costs and benefits of migrating from Novell systems to Microsoft server and email systems

Continue to enhance the efficiency at all City locations by providing on-going training and support for all approved software and hardware

Continue the development and implementation of the Citywide GIS project and incorporate enhanced inter/intranet functionality for analysis of GIS data

Enhance the internal intranet and external internet pages to efficiently provide for the timely availability and sharing of information to all City employees as well as citizens; implement a user-friendly content management system to allow each department to more easily update their sections of the City Web site

Work with the Assessor's Office to make technological improvements which will allow them to perform the tax listing service more efficiently

Upgrade designated PC's, servers and laptops to meet 2010 established standards

Continue to enhance network security, disaster recovery and business continuity processes

Continue development of computer and technology specific Citywide policies to guide appropriate use

Continue to analyze department organization as it relates to best serving the City's needs

Continue with testing and possible expansion of the regional broadband wireless project

Continue implementation of internal building wireless access

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 7,185	\$ 7,556	\$ 2,500	\$ 2,500	\$ 49,132	1865.28%
Program Expenses							
13010	Administration	271,947	285,696	194,336	182,442	172,484	-11.24%
13020	Mainframe	519,020	507,472	546,961	546,961	564,645	3.23%
13030	Network	774,096	827,263	792,251	792,251	898,769	13.44%
13040	GIS	221,916	260,656	281,808	281,808	310,230	10.09%
TOTAL		\$ 1,786,979	\$ 1,881,087	\$ 1,815,356	\$ 1,803,462	\$ 1,946,128	7.20%
Expenses Comprised Of:							
Personnel		1,243,989	1,359,670	1,373,919	1,350,131	1,454,444	5.86%
Administrative Expense		45,678	52,857	46,893	46,893	38,384	-18.15%
Supplies & Materials		215,304	219,370	130,500	130,500	201,000	54.02%
Purchased Services		17,896	11,500	11,500	23,394	9,500	-17.39%
Utilities		8,206	6,165	7,700	7,700	7,700	0.00%
Repair & Maintenance		229,271	231,525	244,844	244,844	235,100	-3.98%
Capital Expenditures		26,635	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		15.40	15.40	15.40	15.00	15.00	

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

CITY OF APPLETON 2010 BUDGET TECHNOLOGY SERVICES

Administration

Business Unit 13010

PROGRAM MISSION

To ensure that staff within the Technology Services Department can perform their duties in an effective manner while working in a pleasing and comfortable atmosphere, we will provide necessary tools, equipment 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
- 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 Program Changes:

The \$26,632 budgeted in miscellaneous revenue represents the amount expected to be received from a class The action anti-trust settlement with Microsoft. We plan on using the proceeds to help fund PC replacements in 2010. \$17,500 budgeted in charges for service is the 2010 portion of a contract to provide network support to the Town of Grand Chute for a 12-month trial period.

The amended 2009 budget shows a decrease in Salary expense and an increase in temporary help. This was as a result of a change in a position shared between the Human Resource (HR, 60%) and Technology Services (40%) Departments. The change moved this to an 80% position in HR and added the remaining 20% to temporary help in this budget. As a cost cutting measure, funding for temporary help has been deleted from this budget for 2010. Our goal is to work cooperatively with other departments to utilize shared staff during peak times.

Although staff training is an important aspect of maintaining an effective technology department, funds for training were reduced in 2010 to reflect the continued need to prioritize available funds. This reduction was also made possible by our Office 2007 Enterprise Agreement with Microsoft which offers 20 days of training at no additional charge.

The increase in printing and reproduction expense is due to the increased use of a color copier located in the department that is shared by multiple City departments. Per policy, we do not charge back those usage costs to other general fund departments. Additionally, common printing costs previously budgeted in the Mainframe budget have been transferred to this budget to reflect the general nature of the copies.

The increase in office supply expense is due to the consolidation of the cost of common items (pens, paper, tape, staples, clips, binders, etc.) into this budget. This increase is offset by decreases in the Network and GIS budgets in this same account.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Satisfaction of service provided					
Positive survey responses	98%	99%	100%	99%	100%
Work Process Outputs					
Staff training provided (hrs)	375	763	475	475	400
Telephone numbers supported	721	726	730	730	760

**CITY OF APPLETON 2010 BUDGET
TECHNOLOGY SERVICES**

Administration

Business Unit 13010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ 3,905	\$ -	\$ -	\$ -	\$ 17,500
4802 Charges for Serv.- Taxable	48	95	-	-	-
5004 Sale of City Prop - Nontax	200	-	2,500	2,500	5,000
5010 Misc Revenue - Nontax	3,032	7,461	-	-	26,632
Total Revenue	\$ 7,185	\$ 7,556	\$ 2,500	\$ 2,500	\$ 49,132
Expenses					
6101 Regular Salaries	\$ 165,924	\$ 172,127	\$ 111,500	\$ 96,824	\$ 102,066
6105 Overtime	(62)	-	-	-	-
6150 Fringes	59,529	66,377	42,993	33,881	35,934
6201 Training\Conferences	13,300	23,283	17,320	17,320	10,000
6206 Parking Permits	5,484	5,484	5,484	5,484	5,484
6301 Office Supplies	3,539	635	700	700	1,500
6303 Memberships & Licenses	275	195	200	200	200
6305 Awards & Recognition	520	389	539	539	200
6320 Printing & Reproduction	10,800	8,680	6,000	6,000	8,000
6327 Miscellaneous Equipment	2,500	2,500	2,500	2,500	2,000
6411 Temporary Help	-	-	-	11,894	-
6413 Utilities	5,242	3,526	4,600	4,600	4,600
6599 Other Contracts/Obligations	4,896	2,500	2,500	2,500	2,500
Total Expense	\$ 271,947	\$ 285,696	\$ 194,336	\$ 182,442	\$ 172,484

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Training/Conferences</u>	
Technical training	\$ 7,000
Staff development	1,000
Citywide technology training	2,000
	<u>\$ 10,000</u>

CITY OF APPLETON 2010 BUDGET TECHNOLOGY SERVICES

Mainframe

Business Unit 13020

PROGRAM MISSION

To ensure that all mainframe users within City departments 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 systems 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 to efficiently use 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 the development of new graphical user interfaces (GUI) for selected applications on the iSeries

Major Program Changes:

The reductions in equipment repairs and maintenance, and miscellaneous equipment expense reflects the elimination of service contracts and hardware for several IBM line printers that have been replaced by networked multi-function devices.

The reduction in office supplies in this program is due to the transfer of a majority of these costs (\$5,000) to the Network budget. This transfer reflects the move to more networked multi-function printers and lower consumables cost.

Printing and reproduction costs have decreased (\$2,000) due to the transfer of a portion of these expenses to the Administration budget. This transfer reflects the move away from the iSeries specific printers and more accurately reflects the general nature of the expenses which support all programs.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Rapid response to information needs					
# of requests over 6 months old	120	61	30	30	30
# of project requests outstanding	171	211	90	90	80
Strategic Outcomes					
# Printers Not IP Based	0	14	10	10	7
Sustain personnel resource allocation					
% of staff time allocated to new application development	47%	51%	40%	40%	40%
Work Process Outputs					
# of new requests received	561	506	300	300	400
# of user accounts supported	564	515	520	520	520

**CITY OF APPLETON 2010 BUDGET
TECHNOLOGY SERVICES**

Mainframe

Business Unit 13020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 282,964	\$ 294,910	\$ 329,660	\$ 329,660	\$ 354,050
6104 Call Time	3,580	3,004	3,217	3,217	3,455
6108 Part-Time	5,629	-	-	-	-
6150 Fringes	110,523	122,280	141,484	141,484	150,540
6301 Office Supplies	7,000	7,000	7,000	7,000	500
6320 Printing & Reproduction	8,184	5,500	4,000	4,000	2,000
6327 Miscellaneous Equipment	15,016	20,178	17,000	17,000	10,000
6418 Equip Repairs & Maint	24,445	21,800	16,100	16,100	15,200
6424 Software Support	35,044	32,800	28,500	28,500	28,900
6815 Software Acquisition	26,635	-	-	-	-
Total Expense	<u>\$ 519,020</u>	<u>\$ 507,472</u>	<u>\$ 546,961</u>	<u>\$ 546,961</u>	<u>\$ 564,645</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment

Equipment replacement (printers, peripherals, cables, etc.)	\$ 10,000
	<u>\$ 10,000</u>

Equipment Repairs & Maint

IBM iSeries CBU maintenance	\$ 3,500
IBM iSeries maintenance	6,000
Other repairs & parts	3,000
Uninterruptible power supply maint.	2,700
	<u>\$ 15,200</u>

Software Support

JDEdwards	\$ 18,000
Elite forms	1,200
ABSTRACT Support	1,200
Misc. software support	1,500
SEQUEL support	7,000
	<u>\$ 28,900</u>

CITY OF APPLETON 2010 BUDGET TECHNOLOGY SERVICES

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 an internal intranet as well as external internet site
- Continue work toward full utilization of the new fiber optic network which will vastly increase the efficiency of network administration as well as the speed at which employees can access information

Major Program Changes:

Software support increased with the approved purchase and implementation of several new systems by various departments. The Technology Services Department is responsible for the ongoing support of these systems.

Office supplies expense increased \$5,000 due to the transfer of costs from the Mainframe program. This transfer reflects the increased use of networked multi-function devices and less use of mainframe specific printers. This also lowers overall maintenance costs.

\$75,000 was reduced from the PC upgrade budget in 2009 and the replacement of desktop PC's was not done in 2009. This amount was added back into the 2010 budget to resume somewhat timely replacement of PC's. Since we are stretching our upgrade cycle from a previous 3 year replacement to a current 4 year cycle, this will impact the reliability and performance of PC's available to staff. While we will mitigate this reduction somewhat by swapping devices around to place older machines in lower use areas, this is going to increase the work and time of the Technology Services staff.

The decrease to equipment repairs expense is due to the elimination of "3rd level" hardware support (\$3,000 net), a decrease in the cost of core switch support (\$6,300), and the transfer of SAN backup software support (\$2,000) to the software support expense line.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Quick problem resolution					
# of project requests outstanding	55	35	18	18	20
Strategic Outcomes					
Minimized disruption to City operations because of hardware/software issues					
Ratio of single printers to MFP's	85%	68%	40%	40%	30%
Informed citizens					
# of hits on web site home page	440,613	547,062	750,000	750,000	850,000
Work Process Outputs					
New systems implemented					
# of network accounts supported	550	560	560	560	570
# of computers maintained	431	424	420	420	420
# PC's replaced/upgraded - 4 yr cycle	88	98	0	40	100
Help Desk problems resolved					
# of calls handled by help desk	13,485	18,576	18,000	18,000	19,000
# personnel trained	80	362	150	70	120

**CITY OF APPLETON 2010 BUDGET
TECHNOLOGY SERVICES**

Network

Business Unit 13030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 276,535	\$ 307,569	\$ 321,590	\$ 321,590	\$ 345,694
6104 Call Time	4,518	5,112	5,411	5,411	5,790
6105 Overtime	2,667	3,371	3,291	3,291	3,538
6150 Fringes	120,367	145,203	157,015	157,015	166,547
6301 Office Supplies	14,059	14,932	15,000	15,000	20,000
6327 Miscellaneous Equipment	177,804	181,012	99,500	99,500	178,000
6404 Consulting Services	13,000	9,000	9,000	9,000	7,000
6413 Utilities	2,964	2,639	3,100	3,100	3,100
6418 Equip Repairs & Maint	32,099	19,360	32,550	32,550	21,550
6419 Communication Eq. Repairs	14,500	15,000	15,000	15,000	15,000
6424 Software Support	115,583	124,065	130,794	130,794	132,550
Total Expense	<u>\$ 774,096</u>	<u>\$ 827,263</u>	<u>\$ 792,251</u>	<u>\$ 792,251</u>	<u>\$ 898,769</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Office Supplies</u>		<u>Software Support</u>	
Network supplies - toner, ink, tapes	\$ 20,000	Novell support	\$ 39,000
	<u>\$ 20,000</u>	DSMeter Software Support	500
<u>Miscellaneous Equipment</u>		SAN Backup support	2,000
Upgrade PC's and laptops	\$ 97,000	Shopkey	1,500
Upgrade MDC's	\$ 50,000	SignCAD/SignCAM	1,000
Routers, controllers, misc	6,000	Faronics Power mgmt	1,000
Misc network hardware	10,000	Doc management support	11,300
Application and network management	5,000	PipeTech	700
Upgrade servers	10,000	ID networks (Police)	4,300
	<u>\$ 178,000</u>	Miscellaneous software	5,000
		Mitel VoIP support	38,000
<u>Equip Repairs & Maint</u>		Vermont Systems support	4,600
Identitech printer maintenance	\$ 750	Sgt Labs support	3,200
Router maintenance	2,800	Police ID software support	1,300
SAN hardware support	2,500	Blackberry BES support	1,500
Other network equipment	5,000	WinWam (Health)	1,900
Tape library support	1,500	Spam filtering	2,000
Core switch support	2,000	Anti-Virus subscription	5,000
Firewall support	7,000	AFIX Tracker (PD) support	5,700
	<u>\$ 21,550</u>	FaciliCAD support	750
		OPC - internet payments	2,300
			<u>\$ 132,550</u>
<u>Communication Equip. Repair</u>			
Pro-rata share of fiber network costs	\$ 15,000		
	<u>\$ 15,000</u>		

**CITY OF APPLETON 2010 BUDGET
TECHNOLOGY SERVICES**

Geographic Information Systems (GIS)

Business Unit 13040

PROGRAM MISSION

To ensure that City employees have access to a standardized, coordinate based and positionally accurate geographic information system (GIS) that meets the current and future needs of all City departments, and to provide appropriate public access to the City's geographic and demographic information.

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 and provide updates on a regular basis to the City GIS Steering Committee
- Complete ongoing prioritization of all new and existing tasks based on the impact and benefits to the City, available resources, and ensure all departments are regularly kept informed of progress
- Enhance knowledge to efficiently use newly implemented technology including hardware, software and specialized systems through effective training programs
- Continue development of the GIS in order to increase accessibility, functionality and accuracy of the data which will decrease duplication of efforts while providing greatly enhanced features

Major Program Changes:

Support for EaglePoint software has moved to the DPW budget as they are phasing out this software. The resulting decrease in support costs are offset by an increase in the cost of support for AutoCAD. The AutoCAD increase is due to the purchase of another license as well as inflationary cost increases from the company. We utilize AutoCAD as the main drafting program for the DPW engineers as well as in other departments. Our current version (AutoCAD 2007) will no longer be supported by the vendor after early 2010. Therefore, in the Technology Capital Projects fund, we are requesting funds to upgrade the current seats to the latest available version and allow us to enter a subscription model that will provide all future upgrades through our annual support fees which will be included in this budget beginning in 2011.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Accurate and useful information					
# of supported map layers	124	130	150	150	150
Improve business and work flow					
% positive survey responses	100%	100%	100%	100%	100%
# of project requests outstanding	10	11	5	5	5
Strategic Outcomes					
Sustain personnel resource allocation					
% of staff time allocated to application development	30%	30%	30%	30%	40%
Work Process Outputs					
New systems implemented					
# of new maps requested	New Measure	200	275	275	350

**CITY OF APPLETON 2010 BUDGET
TECHNOLOGY SERVICES**

Geographic Information Systems (GIS)

Business Unit 13040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 154,454	\$ 166,274	\$ 183,436	\$ 183,436	\$ 197,247
6104 Call Time	1,691	1,967	1,989	1,989	2,139
6150 Fringes	55,671	71,476	72,333	72,333	87,444
6301 Office Supplies	1,500	939	650	650	500
6327 Miscellaneous Equipment	1,000	1,500	1,500	1,500	1,000
6424 Software Support	7,600	18,500	21,900	21,900	21,900
Total Expense	<u>\$ 221,916</u>	<u>\$ 260,656</u>	<u>\$ 281,808</u>	<u>\$ 281,808</u>	<u>\$ 310,230</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Software Support

AutoCAD support	13,000
ESRI product support	8,900
	<u>\$ 21,900</u>

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Charges for Services	3,953	95	658	0	0	0	17,500
Other Revenues	3,232	7,461	9,499	2,500	2,500	5,000-	31,632
TOTAL REVENUES	7,185	7,556	10,157	2,500	2,500	5,000-	49,132
EXPENSES BY LINE ITEM							
Regular Salaries	785,922	844,608	738,773	946,186	931,510	999,057	999,057
Call Time	9,790	10,083	8,887	10,617	10,617	11,384	11,384
Overtime	2,606	3,371	1,079	3,291	3,291	3,538	3,538
Part-Time	5,629	0	0	0	0	0	0
Other Compensation	0	893	0	0	0	0	0
Sick Pay	22,389	19,205	17,335	0	0	0	0
Vacation Pay	71,565	76,174	68,439	0	0	0	0
Fringes	346,090	405,336	348,562	413,825	404,713	438,434	440,465
Salaries & Fringe Benefits	1,243,991	1,359,670	1,183,075	1,373,919	1,350,131	1,452,413	1,454,444
Training & Conferences	13,300	23,283	12,783	17,320	17,320	10,000	10,000
Parking Permits	5,484	5,484	5,484	5,484	5,484	5,484	5,484
Office Supplies	26,098	23,506	16,701	23,350	23,350	22,500	22,500
Memberships & Licenses	275	195	200	200	200	200	200
Awards & Recognition	520	389	100	539	539	200	200
Administrative Expense	45,677	52,857	35,268	46,893	46,893	38,384	38,384
Printing & Reproduction	18,984	14,180	9,624	10,000	10,000	10,000	10,000
Miscellaneous Equipment	196,320	205,190	99,583	120,500	120,500	191,000	191,000
Supplies & Materials	215,304	219,370	109,207	130,500	130,500	201,000	201,000
Consulting Services	13,000	9,000	4,356	9,000	9,000	7,000	7,000
Temporary Help	0	0	11,894	0	11,894	12,000	0
Other Contracts/Obligations	4,896	2,500	2,243	2,500	2,500	2,500	2,500
Purchased Services	17,896	11,500	18,493	11,500	23,394	21,500	9,500
Telephone	5,469	4,189	3,033	4,900	4,900	4,900	4,900
Cellular Telephone	2,737	1,976	1,673	2,800	2,800	2,800	2,800
Utilities	8,206	6,165	4,706	7,700	7,700	7,700	7,700
Equipment Repair & Maintenan	56,544	41,160	23,815	48,650	48,650	36,750	36,750
Communications Equip. Repairs	14,500	15,000	0	15,000	15,000	15,000	15,000
Software Support	158,227	175,365	166,558	181,194	181,194	183,350	183,350
Repair & Maintenance	229,271	231,525	190,373	244,844	244,844	235,100	235,100
Software Acquisition	26,635	0	0	0	0	0	0
Capital Expenditures	26,635	0	0	0	0	0	0
TOTAL EXPENSES	1,786,980	1,881,087	1,541,122	1,815,356	1,803,462	1,956,097	1,946,128

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

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>Amount</u>	<u>Page</u>
Technology upgrades	\$ 113,000	Projects, Pg. 693
	<u>\$ 113,000</u>	

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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	2007	2008	Adopted 2009	Amended 2009	2010	
	Program Revenues	\$ 18,707	\$ 11,408	\$ 194,974	\$ 297,066	\$ 1,229	-99.37%
	Program Expenses	\$ 396,790	\$ 370,047	\$ 533,500	\$ 880,896	\$ 113,000	-78.82%
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	396,790	370,047	533,500	880,896	113,000	-78.82%

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

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Technology

Business Unit 4220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4710 Interest on Investments	\$ 6,767	\$ 11,408	\$ 4,974	\$ 4,974	\$ 1,229
5010 Misc. Revenue - Nontax	11,940	-	190,000	292,092	-
5910 Proceeds of Long-term Debt	505,500	400,000	325,000	325,000	84,000
5925 Trans In - Wastewater	-	-	-	-	-
5926 Trans In - Water	-	-	-	-	-
5930 Trans In - Valley Transit	-	-	-	-	-
Total Revenue	\$ 524,207	\$ 411,408	\$ 519,974	\$ 622,066	\$ 85,229
Expenses					
6404 Consulting	\$ -	\$ -	\$ -	\$ -	\$ -
6804 Equipment	396,790	370,047	533,500	880,896	113,000
Total Expense	\$ 396,790	\$ 370,047	\$ 533,500	\$ 880,896	\$ 113,000

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Equipment	
MS Office	\$ 71,500
AutoCAD	41,500
	<u>\$ 113,000</u>

**CITY OF APPLETON 2010 BUDGET
TECHNOLOGY**

Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Interest Income	\$ 6,767	\$ 11,408	\$ 4,974	\$ 4,974	\$ 1,229
Other	11,940	-	190,000	292,092	-
Total Revenues	<u>18,707</u>	<u>11,408</u>	<u>194,974</u>	<u>297,066</u>	<u>1,229</u>
Expenses					
Program Costs	396,790	370,047	533,500	880,896	113,000
Total Expenses	<u>396,790</u>	<u>370,047</u>	<u>533,500</u>	<u>880,896</u>	<u>113,000</u>
Revenues over (under) Expenses	(378,083)	(358,639)	(338,526)	(583,830)	(111,771)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	505,500	400,000	325,000	325,000	84,000
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>505,500</u>	<u>400,000</u>	<u>325,000</u>	<u>325,000</u>	<u>84,000</u>
Net Change in Equity	127,417	41,361	(13,526)	(258,830)	(27,771)
Fund Balance - Beginning	<u>117,823</u>	<u>245,240</u>	<u>286,601</u>	<u>286,601</u>	<u>27,771</u>
Fund Balance - Ending	<u>\$ 245,240</u>	<u>\$ 286,601</u>	<u>\$ 273,075</u>	<u>\$ 27,771</u>	<u>\$ -</u>

CITY OF APPLETON 2010 BUDGET

CITY ATTORNEY

City Attorney: James P. Walsh

Deputy City Attorney: Ellen L. Totzke

CITY OF APPLETON 2010 BUDGET CITY ATTORNEY

MISSION STATEMENT

The mission of the office of the City Attorney encompasses two 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.

DISCUSSION OF SIGNIFICANT 2009 EVENTS

2009 has been a busy year for the City Attorney's Office. Here are some of the highlights:

Cable Franchise Negotiation: After some backlash from the cable companies over the new City ordinance, the City of Appleton, as well as the cities of Neenah, Menasha and Green Bay, stepped back and entered into discussions with the Department of Financial Institutions (DFI) to see if the concerns of the municipalities that are not covered by the statewide franchising law could be resolved through rule-making by DFI. DFI has asked us to give them some time to review our concerns, and we are awaiting their response.

Litigation: The City was served in small claims court over damage to a house due to a fallen tree branch and appeared before the Court Commissioner in mid-May. At that time, the Commissioner ruled in favor of the plaintiff. A jury trial has been scheduled for mid-July. The mediation of the trip and fall lawsuit stemming from an incident in August of 2007 was held and we were able to settle this issue in a manner favorable to the City. This office also represented the Board of Zoning Appeals as one of its decisions was reviewed in circuit court. At the hearing on this matter, the Judge remanded the matter back to the Board of Zoning Appeals. The hearing took place in the early part of January, with the Board upholding their original recommendation. In light of that, the plaintiff has requested that this matter be reviewed by the Circuit Court Judge. We are still waiting for a response from the Court. In the pending Fire Department promotion grievance, arbitration was held in the beginning of March with briefs being filed at the end of the month. At this time we are waiting for a decision from the arbitrator.

Board of Review issues:

In the Board of Review matter involving properties along College Avenue, the City prevailed and the Assessor's numbers were upheld by the Court. The Parkview Apartments matter was settled prior to going to trial with a compromise that was acceptable to both parties.

Fox River:

The City continues its involvement with the Fox River group of municipalities regarding the PCB issues in the Fox River. The City Attorney's Office is working with other municipalities along the Fox River in an attempt to negotiate a settlement amongst all parties. The City was served with a Summons and Complaint for a lawsuit brought forth by two of the paper companies naming the City of Appleton as a party. At this time, discovery is on-going and our office will continue to aid in the trial preparation of this matter.

Assorted Issues:

The City Attorney's Office has started condemnation processes for: Conkey Pond, Midway Road (additional needed lands), South Island Street and Midway at Telulah. We have been also working with our consultant to finish up the East College Avenue (bridge) process and begin the Memorial Drive and Wisconsin Avenue processes.

The City Attorney's Office continues its cooperative efforts with the Finance Department and the Appleton Public Library with regard to collections.

Negotiations for the RiverHeath and Foremost developments along the Fox River were completed during 2009. We were also able to aid in the negotiation of a development agreement on the City's south side.

The City Attorney's Office is working with the Human Resources Department to prepare for interest arbitrations with the Police, Water and Wastewater represented units that have not reached voluntary settlement for 2009-2010 contracts.

The City Attorney's Office worked jointly with Finance, Public Works and Utilities on the Wholesale Water Agreement with the Village of Sherwood and has also been working with other City departments to address issues with the Moore Trailer Park.

CITY OF APPLETON 2010 BUDGET CITY ATTORNEY

MAJOR 2010 OBJECTIVES

To continue to work with other City departments to ensure that any development along the Fox River, and any other area of the City, moves smoothly.

Work with all parties involved in the Fox River clean up to reach a negotiated settlement. Assist outside counsel in trial preparation where necessary.

If needed, work with the Department of Public Works to ensure the Memorial Drive and Wisconsin Avenue reconstruction projects proceed smoothly.

Continue to work with other departments to ensure that projects are proceeding in a timely manner.

Continue to monitor the effect of the new State cable/video provider legislation on Public, Educational and Governmental (PEG) access, and continue to explore new ways to provide broadcast of Council proceedings.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 2,652	\$ 2,165	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
Program Expenses							
14510	Administration	159,738	169,689	174,062	174,062	183,394	5.36%
14521	Litigation	193,579	208,792	208,442	208,442	223,079	7.02%
14522	Real Estate	40,681	42,650	43,682	43,682	45,445	4.04%
TOTAL		\$ 393,998	\$ 421,131	\$ 426,186	\$ 426,186	\$ 451,918	6.04%
Expenses Comprised Of:							
	Personnel	354,161	376,373	381,509	381,509	406,325	6.50%
	Administrative Expense	28,469	28,000	31,843	31,843	32,293	1.41%
	Supplies & Materials	2,382	2,864	2,000	2,000	2,000	0.00%
	Purchased Services	8,440	13,188	9,500	9,500	10,500	10.53%
	Utilities	450	533	1,134	1,134	600	-47.09%
	Repair & Maintenance	96	173	200	200	200	0.00%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	3.67	3.67	3.67	3.67	3.67	

* % change from prior year adopted budget
Attorney.xls

**CITY OF APPLETON 2010 BUDGET
CITY ATTORNEY**

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.

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: "Encourage public/private/NGO relationships"

Objectives:

Attorneys will prepare contracts and legal opinions in a timely fashion and provide counsel and legal advice to departments and officials

Attorneys will attend all meetings of the Common Council's standing committees and provide legal advice, including parliamentary procedure advice, as requested by members and respond to requests for information

Major Program Changes:

Most of our research is done online through West Publications. In 2010, we will have a 5% increase for the last eight months. This is shown in the subscriptions account.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Timely legal information is provided upon which Alderpersons and staff members can make decisions					
Meet time-frame of requester	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					
Dispute avoidance					
# of suits filed against City	9	13	0	0	0
Work Process Outputs					
Written opinions issued	18	14	>20	>20	>20
Ordinances reviewed	167	177	100	100	100

**CITY OF APPLETON 2010 BUDGET
CITY ATTORNEY**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ 253	\$ -	\$ -	\$ -	\$ -
4802 Charges for Serv. - Tax	1,308	943	2,000	2,000	2,000
Total Revenue	<u>\$ 1,561</u>	<u>\$ 943</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>
Expenses					
6101 Regular Salaries	\$ 101,254	\$ 105,556	\$ 105,439	\$ 105,439	\$ 112,198
6105 Overtime	-	9	-	-	-
6150 Fringes	40,131	44,940	46,489	46,489	49,146
6201 Training\Conferences	4,537	4,306	7,000	7,000	7,000
6206 Parking Permits	1,338	1,408	1,400	1,400	1,400
6301 Office Supplies	378	325	500	500	450
6302 Subscriptions	7,388	7,853	8,000	8,000	8,500
6303 Memberships & Licenses	1,783	1,722	1,900	1,900	1,900
6320 Printing & Reproduction	2,382	2,864	2,000	2,000	2,000
6413 Utilities	450	533	1,134	1,134	600
6418 Equip Repairs & Maint	97	173	200	200	200
Total Expense	<u>\$ 159,738</u>	<u>\$ 169,689</u>	<u>\$ 174,062</u>	<u>\$ 174,062</u>	<u>\$ 183,394</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 BUDGET
CITY ATTORNEY**

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 # 7: "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 Program Changes:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	66	95	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements					
\$ value of settlements and judgments	\$5,277	\$15,468	<\$20,000	<\$20,000	<\$20,000
Work Process Outputs					
Most cases handled by this office will be handled by the City Attorney staff.					
% of cases handled by staff	100%	86%	100%	100%	100%

**CITY OF APPLETON 2010 BUDGET
CITY ATTORNEY**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ 1,091	\$ 1,222	\$ 1,000	\$ 1,000	\$ 1,000
Total Revenue	<u>\$ 1,091</u>	<u>\$ 1,222</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
Expenses					
6101 Regular Salaries	\$ 127,857	\$ 133,896	\$ 134,409	\$ 134,409	\$ 144,523
6150 Fringes	44,239	49,322	51,490	51,490	55,013
6402 Legal Fees	1,225	3,290	2,000	2,000	3,000
6404 Consulting Services	7,215	9,898	7,500	7,500	7,500
6625 Disability Payments	13,043	12,386	13,043	13,043	13,043
Total Expense	<u>\$ 193,579</u>	<u>\$ 208,792</u>	<u>\$ 208,442</u>	<u>\$ 208,442</u>	<u>\$ 223,079</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Disability payments</u>	
Rosemary Stoffel	\$ 5,153
Earl Jackson	7,890
	<u>\$ 13,043</u>

**CITY OF APPLETON 2010 BUDGET
CITY ATTORNEY**

Real Estate

Business Unit 14522

PROGRAM MISSION

We will negotiate land transactions and prepare necessary documents to ensure that City projects are not delayed.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 6: "Encourage public/private/NGO relationships" and # 7: "Continuously improve efficiency and effectiveness of City services"

Objectives:

The City of Appleton is continuously involved in real estate acquisitions, sales and other land transactions. Included among these are condemnation proceedings and lease agreements for City property. This office will continue to be involved 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 Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
The City will acquire necessary real estate within the time period requested by the department heads making the request. Projects will not be delayed due to real estate acquisition issues.					
# projects delayed	0	1	0	0	0
Strategic Outcomes					
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 Outputs					
# of real estate acquisitions	31	73	10	10	30

**CITY OF APPLETON 2010 BUDGET
CITY ATTORNEY**

Real Estate

Business Unit 14522

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 30,616	\$ 31,581	\$ 32,078	\$ 32,078	\$ 33,309
6150 Fringes	10,065	11,069	11,604	11,604	12,136
Total Expense	<u>\$ 40,681</u>	<u>\$ 42,650</u>	<u>\$ 43,682</u>	<u>\$ 43,682</u>	<u>\$ 45,445</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Charges for Services	2,652	2,166	1,058	3,000	3,000	3,000	3,000
TOTAL REVENUES	2,652	2,166	1,058	3,000	3,000	3,000	3,000
EXPENSES BY LINE ITEM							
Regular Salaries	243,975	251,547	190,781	271,926	271,926	290,030	290,030
Overtime	0	9	0	0	0	0	0
Sick Pay	1,829	1,540	2,419	0	0	0	0
Vacation Pay	13,921	17,946	14,296	0	0	0	0
Fringes	94,436	105,331	79,462	109,583	109,583	115,847	116,295
Salaries & Fringe Benefits	354,161	376,373	286,958	381,509	381,509	405,877	406,325
Training & Conferences	4,537	4,306	2,923	7,000	7,000	7,000	7,000
Parking Permits	1,338	1,408	1,398	1,400	1,400	1,400	1,400
Office Supplies	380	325	153	500	500	450	450
Subscriptions	7,388	7,853	5,225	8,000	8,000	8,500	8,500
Memberships & Licenses	1,783	1,722	1,816	1,900	1,900	1,900	1,900
Disability Payments	13,043	12,386	13,043	13,043	13,043	13,043	13,043
Administrative Expense	28,469	28,000	24,558	31,843	31,843	32,293	32,293
Printing & Reproduction	2,382	2,864	989	2,000	2,000	2,000	2,000
Supplies & Materials	2,382	2,864	989	2,000	2,000	2,000	2,000
Legal Fees	1,225	3,290	1,491	2,000	2,000	3,000	3,000
Consulting Services	7,215	9,898	3,217	7,500	7,500	7,500	7,500
Purchased Services	8,440	13,188	4,708	9,500	9,500	10,500	10,500
Telephone	450	533	317	1,134	1,134	950	600
Utilities	450	533	317	1,134	1,134	950	600
Equipment Repair & Maintenance	97	173	107	200	200	200	200
Repair & Maintenance	97	173	107	200	200	200	200
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	393,999	421,131	317,637	426,186	426,186	451,820	451,918

**CITY OF APPLETON 2010 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 program changes:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2007 Actual	2008 Actual	2009 Adopted Budget	2009 Projected	2010 Budget
Revenues					
Interest Income	\$ 4,944	\$ 4,132	\$ 2,500	\$ 2,500	\$ 3,500
Expenses					
Program Costs	6,392	6,391	6,391	6,391	6,391
Revenues over (under) Expenses	(1,448)	(2,259)	(3,891)	(3,891)	(2,891)
Fund Balance - Beginning	78,383	76,935	74,676	74,676	70,785
Fund Balance - Ending	\$ 76,935	\$ 74,676	\$ 70,785	\$ 70,785	\$ 67,894

CITY OF APPLETON 2010 BUDGET

HUMAN RESOURCES

Human Resources Director: Sandra A. Neisen

Deputy Director of Human Resources: Debra M. Shufelt

CITY OF APPLETON 2010 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 2009 EVENTS

This year continued to be a busy one for the Human Resources staff. In terms of general administration, we began the year by working with our insurance consultant on changes for our employee benefit packages, most significantly health insurance. Staff developed, revised and/or updated more than 10 separate policies throughout the year and completed the annual update of comprehensive position questionnaires for the non-represented salary plan. Staff also worked with the compensation consultant to create a salary review plan for union clerical staff. The HR staff also 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 302 employees participated in the health screening, with 225 participating in the follow-up personal coaching sessions. The program has been such a success that staff submitted the program for consideration for the Governor's Workplace Wellness Award and was awarded the silver level. The Health Smart team also continued to promote healthy living programs which included a bi-monthly newsletter, a 3 month wellness program, a self-defense class, a fatigue class, a kick-boxing class and the Walk to Win program. Glance chart information (table of organizations, department staffing information and salary charts) were updated and distributed. New regulations regarding Medicare, Mental Health Parity, COBRA and FMLA caused significant review and revision to policies and procedures, and staff spent much time learning about new regulations and implementing the required changes.

Recruitment activities were ongoing throughout the year. The department completed several Police Officer processes filling multiple vacancies and continued ongoing recruitment processes for future officer vacancies. The staff also worked with the Police and Fire Commission on the recruitment and selection process for both the interim and full time Fire Chief positions. Staff also filled multiple vacancies throughout the City due to terminations, job postings, transfers and retirements.

In the area of employee/labor relations, the department handled several grievances and employee issues throughout the year. Staff also finalized negotiations with most of the 15 bargaining units for the 2009-2010 contract years with the main focus on changes to the medical insurance benefit. The HR team also retyped and proof-read all of the settled labor agreements to correct old computer formatting issues.

In the area of Staff Development and Training, the department completed training for all general and supervisory employees on legally mandated topics in 20 classes held throughout the year and provided required training to all seasonal employees. The staff conducted three new employee orientation programs and began working on updating the new employee orientation video. The staff also created and implemented a new Supervisor Orientation program and began working on creating an employee recruiting video to educate the community on job opportunities within City government. Staff also coordinated developmental training for the Department of Public Works, Utilities management staff, all Police and Fire staff and the department director team. The department also coordinated and facilitated Citywide strategic planning with the Mayor and director team. A training program called "Surviving in a Tough Economy" was offered for all employees. The department also facilitated, in conjunction with an employee committee, a very successful Administrative Professionals' recognition event.

CITY OF APPLETON 2010 BUDGET HUMAN RESOURCES

MAJOR 2010 OBJECTIVES

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

Administration:

- Continue work on the Health Insurance Program
- Educate employees on health care costs and managed care
- Promote employee wellness programs through the use of fitness programs, online tools and education
- Administer changes to fringe benefits
- Coordinate and facilitate biannual benefit team meetings
- Update 10% of Comprehensive Position Questionnaires
- Finalize creation of the clerical review process through outside consultant
- Update policies as needed to comply with changing regulations and environment

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

Employee and Labor Relations:

- Finalize labor negotiations for all 15 contracts
- Implement and educate supervisors on all contract changes

Staff Training and Development:

- Offer 16 required general employee training sessions
- Conduct new employee orientation sessions
- Develop an on-line training program (Reasonable Suspicion)
- Conduct seasonal employee training
- Offer 6 supervisory training classes
- Offer benefit training opportunities for City employees

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 196	\$ 47	\$ -	\$ -	\$ -	N/A
Program Expenses							
14010	Administration	228,907	253,880	262,761	272,276	285,759	8.75%
14020	Recruitment	192,461	172,051	194,919	197,298	192,124	-1.43%
14030	Employee Relations	88,004	96,333	97,767	97,767	103,503	5.87%
14040	Staff Development	103,307	107,481	112,959	112,959	118,180	4.62%
TOTAL		\$ 612,679	\$ 629,745	\$ 668,406	\$ 680,300	\$ 699,566	4.66%
Expenses Comprised Of:							
Personnel		504,859	540,441	554,213	566,107	596,659	7.66%
Administrative Expense		68,240	48,350	56,193	56,193	55,997	-0.35%
Supplies & Materials		4,051	4,736	5,100	5,100	4,600	-9.80%
Purchased Services		34,643	35,391	51,300	51,300	41,310	-19.47%
Utilities		886	827	1,600	1,600	1,000	-37.50%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		5.95	5.95	5.95	6.15	6.15	

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

CITY OF APPLETON 2010 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 affirmative action and equal employment opportunity 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
- 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

Major Program Changes:

The increase in consulting services by \$1,000 is due to outsourcing our clerical review program to the same organization that handles our non-represented salary schedule.

The increase in salaries is due to a change in a shared administrative position between the Human Resource (HR) and Technology Services (TS) Departments that was completed in 2008. Previously, this position was split 60% in HR and 40% in TS. The change moved this to an 80% position in HR and added 20% to temporary help in the TS budget.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Timely and appropriate support of departments					
% of departments who rated services as satisfactory overall		New measure →	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	6	1	0	0	0
# of policies updated	17	19	8	8	10
# of policy training sessions	213	245	200	200	200
Fringe Benefits					
# of new fringe benefits	1	0	1	1	0
# of modified fringe benefits	2	1	2	2	2
# of fringe benefit training sessions	25	3	20	20	20

**CITY OF APPLETON 2010 BUDGET
HUMAN RESOURCES**

Administration

Business Unit 14010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ 196	\$ 47	\$ -	\$ -	\$ -
Total Revenue	\$ 196	\$ 47	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 157,880	\$ 172,063	\$ 174,465	\$ 180,335	\$ 190,807
6105 Overtime	502	153	-	-	-
6108 Part-Time	-	-	3,218	3,218	-
6150 Fringes	58,955	67,809	71,830	75,475	80,370
6201 Training/Conferences	-	37	-	-	-
6206 Parking Permits	1,617	1,791	1,540	1,540	2,064
6301 Office Supplies	822	2,594	2,000	2,000	2,000
6305 Awards & Recognition	133	194	89	89	89
6307 Food & Provisions	97	101	119	119	119
6315 Books & Library Materials	103	-	-	-	-
6320 Printing & Reproduction	3,401	4,015	4,100	4,100	4,100
6327 Miscellaneous Equipment	207	500	500	500	500
6404 Consulting Services	4,400	4,000	4,000	4,000	5,000
6413 Utilities	562	541	800	800	600
6599 Other Contracts/Obligations	228	82	100	100	110
Total Expense	\$ 228,907	\$ 253,880	\$ 262,761	\$ 272,276	\$ 285,759

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 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
- 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, assessment centers, medical, psychological and physical agility tests and documenting employment offers
- Maintain statistical data on applicant files
- Outline and document all hiring processes
- Continue to explore online opportunities for job postings
- Evaluate the use of testing and employment related assessments
- Develop and implement an online job application and automate recruitment letters

Major Program Changes:

- Decrease \$500 in printing & reproduction by moving all copier charges to the administrative business unit for consistency.
- Decrease \$6,000 in consulting services due to reducing the number of pre-employment psychological tests performed.
- Decrease \$5,000 in advertising/publications due to less advertising done in papers and more on websites which has a lower cost.
- Decrease telephone charges by \$300 closer to 3 year average.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Staff Retention					
Regular employees on staff < 1 year	37	31	25	25	20
Regular employees on staff 1-5 years	116	106	145	145	125
Regular employees on staff 6-10 years	158	145	150	150	165
Regular employees on staff 10+ years	314	346	330	330	340
Strategic Outcomes					
City operates more efficiently					
# of open positions throughout year	54	56	65	65	55
# staff turnover non-union positions	15	9	13	13	10
# staff turnover union positions	29	24	38	38	30
Work Process Outputs					
Candidate recruitment					
# of positions posted internally	31	31	31	31	30
# of positions advertised externally	33	26	50	50	35
# of telephone interviews	0	32	10	10	15
# of face to face interviews	421	409	400	400	400
# of assessment centers	1	2	1	1	1
# of candidates tested	424	242	520	520	425

**CITY OF APPLETON 2010 BUDGET
HUMAN RESOURCES**

Recruitment and Selection

Business Unit 14020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 91,211	\$ 88,495	\$ 89,022	\$ 90,490	\$ 95,438
6105 Overtime	87	44	-	-	-
6150 Fringes	39,873	42,943	45,087	45,998	47,676
6205 Employee Recruitment	31,659	14,168	18,000	18,000	18,000
6303 Memberships & Licenses	210	50	210	210	210
6307 Food & Provisions	591	454	500	500	500
6320 Printing & Reproduction	340	214	500	500	-
6404 Consulting Services	16,781	17,066	26,000	26,000	20,000
6412 Advertising	11,474	8,402	15,000	15,000	10,000
6413 Utilities	235	215	600	600	300
Total Expense	<u>\$ 192,461</u>	<u>\$ 172,051</u>	<u>\$ 194,919</u>	<u>\$ 197,298</u>	<u>\$ 192,124</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Employee Recruitment

Background checks	\$ 5,000
Testing materials	13,000
	<u>\$ 18,000</u>

Consulting Services

Pre-employment physicals	\$ 10,000
Pre-employment psychologicals	10,000
	<u>\$ 20,000</u>

Advertising

General recruitment ads	\$ 10,000
	<u>\$ 10,000</u>

**CITY OF APPLETON 2010 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
- Educate employees and supervisors on the City's attendance policy
- Work with union leadership on health insurance plan design options
- Complete bargaining for 2009-2010 agreements and begin bargaining for 2011

Major Program Changes:

Decrease telephones by \$100 closer to 3 year average.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Grievance resolution					
# of grievances	19	30	30	30	30
# of grievances sent to arbitration	5	1	0	0	0
Strategic Outcomes					
Sick leave frequency					
# regular sick hours used city wide	15,717	13,265	16,500	16,500	16,500
Avg. regular sick hours per employee	22.5	19.9	24.0	24.0	24.0
# FMLA sick hours used city wide	14,333	16,844	16,000	16,000	16,000
Avg. FMLA sick hours per employee	20.6	25.3	23.5	23.5	23.5
Work Process Outputs					
Labor contracts negotiated and administered					
# of contracts under negotiation	0	15	15	15	15
# of contracts sent to arbitration	0	1	0	0	0

**CITY OF APPLETON 2010 BUDGET
HUMAN RESOURCES**

Employee & Labor Relations

Business Unit 14030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 63,067	\$ 64,566	\$ 64,584	\$ 64,584	\$ 69,092
6105 Overtime	64	24	-	-	-
6150 Fringes	22,315	24,681	25,528	25,528	27,176
6302 Subscriptions	327	736	775	775	775
6303 Memberships & Licenses	380	380	380	380	60
6307 Food & Provisions	-	33	100	100	100
6404 Consulting Services	1,761	5,841	6,200	6,200	6,200
6413 Utilities	90	72	200	200	100
Total Expense	<u>\$ 88,004</u>	<u>\$ 96,333</u>	<u>\$ 97,767</u>	<u>\$ 97,767</u>	<u>\$ 103,503</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 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 general employee training for all employees
- Coordinate and conduct supervisory training
- Maintain City-wide training/tracking database
- Facilitate team development, including conflict resolution and setting of communication expectations
- Continue to research e-learning opportunities
- Deliver organizational development training with focus on the City's strategic plan
- Create and implement new recruitment video
- Coordinate sustainability training for all employees
- Revise new employee orientation video
- Research and implement online training class for supervisors
- Offer supervisory development program to current leaders
- Facilitate and coordinate efficiency training
- Develop department -specific training plans
- Revise and implement new media relations strategy
- Assist in implementation and followup of strategic plan
- Coordinate and implement online training registration

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Timely, resourceful training provided					
% employees reported very satisfied	55%	69%	70%	70%	70%
% employees reported satisfied	45%	29%	30%	30%	30%
% employees reported not satisfied	0%	1%	0%	0%	0%
Strategic Outcomes					
% of FT & PT employees trained on required topics	100%	100%	100%	100%	100%
Work Process Outputs					
Training programs conducted					
Number of training topics covered at required classes	35	34	22	22	26
Avg. number participants per session	28	26	25	25	25

**CITY OF APPLETON 2010 BUDGET
HUMAN RESOURCES**

Staff Development & Training

Business Unit 14040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 51,249	\$ 56,458	\$ 56,452	\$ 56,452	\$ 60,551
6108 Part-Time	6	3	-	-	-
6150 Fringes	19,639	23,202	24,027	24,027	25,549
6201 Training\Conferences	31,900	27,090	31,800	31,800	31,400
6204 Tuition Fees	-	340	-	-	-
6303 Memberships & Licenses	180	381	180	180	180
6307 Food & Provisions	333	7	500	500	500
Total Expense	<u>\$ 103,307</u>	<u>\$ 107,481</u>	<u>\$ 112,959</u>	<u>\$ 112,959</u>	<u>\$ 118,180</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Training and Conferences

HR professional/technical training	\$ 6,900
City-wide training:	
Organizational development	6,000
Supervisory	11,800
General	6,700
	<u>\$ 31,400</u>

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Charges for Services	196	47	88	0	0	0	0
TOTAL REVENUES	196	47	88	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	326,165	346,484	254,196	384,523	391,861	415,888	415,888
Overtime	659	223	170	0	0	0	0
Part-Time	0	0	0	3,218	3,218	3,218	0
Sick Pay	5,411	2,636	1,254	0	0	0	0
Vacation Pay	31,842	32,462	25,900	0	0	0	0
Fringes	140,782	158,636	113,624	166,472	171,028	179,944	180,771
Salaries & Fringe Benefits	504,859	540,441	395,144	554,213	566,107	599,050	596,659
Training & Conferences	31,890	27,128	16,177	31,800	31,800	31,400	31,400
Employee Recruitment	31,659	14,168	5,235	18,000	18,000	18,000	18,000
Parking Permits	1,617	1,791	1,856	1,540	1,540	2,064	2,064
Office Supplies	822	2,594	733	2,000	2,000	2,000	2,000
Subscriptions	327	736	796	775	775	775	775
Memberships & Licenses	770	770	1,095	770	770	450	450
Awards & Recognition	133	194	232	89	89	89	89
Food & Provisions	1,022	969	322	1,219	1,219	1,219	1,219
Administrative Expense	68,240	48,350	26,446	56,193	56,193	55,997	55,997
Books & Library Materials	103	0	0	0	0	0	0
Printing & Reproduction	3,741	4,236	2,072	4,600	4,600	4,100	4,100
Miscellaneous Equipment	207	500	544	500	500	500	500
Supplies & Materials	4,051	4,736	2,616	5,100	5,100	4,600	4,600
Consulting Services	22,942	26,907	15,518	36,200	36,200	31,200	31,200
Advertising	11,474	8,401	3,354	15,000	15,000	10,000	10,000
Other Contracts/Obligations	228	83	103	100	100	110	110
Purchased Services	34,644	35,391	18,975	51,300	51,300	41,310	41,310
Telephone	886	827	618	1,600	1,600	1,000	1,000
Utilities	886	827	618	1,600	1,600	1,000	1,000
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	612,680	629,745	443,799	668,406	680,300	701,957	699,566

CITY OF APPLETON 2010 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Neisen

Deputy Director of Human Resources: Debra M. Shufelt

CITY OF APPLETON 2010 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 2009 EVENTS

The Risk staff again started off the year by completing annual insurance renewals and an analysis of current coverages

Several policies were modified including: Accident Reporting and Investigation, Confined Space Entry, Flammable Liquids, and Hot Work Management

Evaluation of workers' compensation statistics was completed with follow-up departmental review and suggestions for improvements

HR Generalists have and will continue to attend departmental safety committee meetings and make suggestions for improvements

The annual hearing tests were done in fall to ensure we are compliant with the Hearing Conservation Program

Builder's risk insurance was monitored for the Police station remodel

The Metafile scanning system was utilized for all certificates of insurance approved through the City

Completed all general and supervisory required training on risk management topics

Respirator medical surveillance program was completed for all required employees who wear a respirator

Continued tracking process of attorney charges for Fox River cleanup

Prepared Request for Proposal (RFP) for actuarial report, confirmed new vendor, compiled all information and handled loss reserve information as received

Created Continuity of Operations Plan

Updated all City Hall automated external defibrillators (AED's) with new programming

A project regarding creation of a database and display of Material Safety Data Sheets (MSDS) is underway to improve employee access

Completed review and reclassification of all confined spaces

Completed lead surveillance testing for Police and Water Utility construction employees

Prepared RFP for worker's compensation third party administration and selected vendor

The Fox River cleanup process is proceeding on several fronts. The trial for phase 1 is set to begin on December 1st and run approximately 6-8 weeks. The trial is being held in federal court before Judge Griesbach. Milwaukee will most likely be the site of the trial to accommodate all the attorneys and various parties. Issues in phase 1 will be limited to what the parties knew about PCBs, when they knew that information, and what they did as a result of that information. Outside counsel is in the process of preparing for the trial. We have contacted the insurance carriers and two have accepted tender of defense. The City has been reimbursed by the carriers for a portion of the defense costs so far. The City has responded to the proposal for settlement from the agencies. We continue to pursue possible resolution of the City's liability through a consent decree but are still gathering information to present a proposed settlement to the agencies. We hope to continue discussions on that process. We are continuing to work with the parties on the issues of deposition coverage and document review to make preparation as cost effective as possible. More information will be available after the trial in December-January.

CITY OF APPLETON 2010 BUDGET RISK MANAGEMENT

MAJOR 2010 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:

- Continue to pursue possible resolution of the City's liability related to the Fox River clean up through a consent decree while continuing to gather information to present for a proposed settlement
- Investigate and resolve claim issues
- Work with Attorney's Office on worker's compensation claims and other unresolved claims
- Review all property, liability and worker's compensation insurance coverages
- Look for increased efficiencies in the processing of claims

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

- Provide supervisory and general employee training
- Provide safety days for required safety training (12-14 topics to be addressed)
- 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 and send mandatory reports to the state
- Perform centralized safety training for field staff
- Analyze worker's compensation statistics and work with departments to develop appropriate courses of action
- Work with CVMIC to conduct mock Department of Commerce audits

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 942,141	\$ 741,082	\$ 860,182	\$ 860,182	\$ 888,831	3.33%
Program Expenses							
6210	Property & Liability Mgt.	985,846	1,150,177	930,290	1,186,688	958,912	3.08%
6220	Loss Control	124,796	126,223	143,476	143,476	144,919	1.01%
Total Program Expenses		\$ 1,110,642	\$ 1,276,400	\$ 1,073,766	\$ 1,330,164	\$ 1,103,831	2.80%
Expenses Comprised Of:							
Personnel		275,395	292,704	309,175	309,175	317,757	2.78%
Administrative Expense		805,218	965,548	733,351	989,749	767,354	4.64%
Supplies & Materials		4,368	3,222	3,150	3,150	3,150	0.00%
Purchased Services		25,492	14,785	27,790	27,790	15,370	-44.69%
Utilities		169	141	300	300	200	-33.33%
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 2010 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 Key Strategy #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 worker's compensation claims

Major Program Changes:

The increase in worker's compensation loss estimate is based on information obtained from a new seven year loss history of actual incurred losses.

The decrease in consulting services is a result of the deletion of the costs for the actuarial study. The actuarial study is done every other year and was last completed in 2009 for year ending 2008.

The increase in insurance premiums is due to market conditions and increase in property values.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Insurance Costs					
Average worker's compensation costs per claim	\$ 3,670	\$ 3,668	\$ 2,900	\$ 2,900	\$ 4,000
Average cost per general liability claim	\$ 77	\$ 32	\$ 400	\$ 400	\$ 400
Average cost per auto liability claim	\$ 84	\$ 389	\$ 300	\$ 300	\$ 300
Strategic Outcomes					
Minimize claims expense					
\$ value of claims paid	\$ 218,111	\$ 265,139	\$ 281,000	\$ 281,000	\$ 280,000
\$ value of subrogation recovery	\$ 13,447	\$ 9,434	\$ 11,000	\$ 11,000	\$ 11,000
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	11	10	10	10	10
# of new insurance policies purchased	1	1	0	0	0
Claim processing					
# of claims filed	124	173	160	160	160

CITY OF APPLETON 2010 BUDGET RISK MANAGEMENT

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4710 Interest on Investments	\$ 38,449	\$ 52,061	\$ 40,000	\$ 40,000	\$ 35,000
4801 Charges for Serv.- Nontax	614,286	606,508	815,182	815,182	800,831
5035 Other Reimbursements	289,406	56,230	5,000	5,000	53,000
5082 Insurance Proceeds	-	26,283	-	-	-
Total Revenue	\$ 942,141	\$ 741,082	\$ 860,182	\$ 860,182	\$ 888,831
Expenses					
6101 Regular Salaries	\$ 126,582	\$ 133,507	\$ 139,310	\$ 139,310	\$ 142,896
6105 Overtime	80	62	-	-	-
6150 Fringes	45,345	51,075	54,317	54,317	55,885
6206 Parking Permits	1,116	1,116	1,116	1,116	1,116
6301 Office Supplies	807	2,303	2,200	2,200	2,000
6327 Miscellaneous Equipment	-	500	500	500	500
6401 Accounting/Audit	1,448	1,431	1,915	1,915	2,070
6403 Bank Services	1,502	999	1,500	1,500	800
6404 Consulting Services	10,000	-	10,500	10,500	-
6501 Insurance	351,215	366,115	380,932	387,330	392,145
6599 Other Contracts/Obligations	228	-	-	-	-
6623 Uncollectible Accounts	(164)	-	-	-	-
6626 Uninsured Losses	74,111	229,656	44,500	294,500	43,500
6627 Uninsured Losses - WC	368,426	363,413	293,500	293,500	318,000
6720 Interest Payments	5,150	-	-	-	-
Total Expense	\$ 985,846	\$ 1,150,177	\$ 930,290	\$ 1,186,688	\$ 958,912

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Insurance

CVMIC Pool Coverage:

Liability	\$ 94,000
Excess liability	12,875
Employment practice	20,000
Automobile	12,000
Package property	195,000
Treasurer's bond	632
Worker's compensation	57,638
	<u>\$ 392,145</u>

Uninsured Losses

General liability	\$ 40,000
Automobile	3,500
	<u>\$ 43,500</u>

Uninsured Losses - WC

Medical payments	\$ 226,956
Compensation - lost time	91,793
Other administrative expenses	13,095
Subrogation recovery	(13,844)
	<u>\$ 318,000</u>

CITY OF APPLETON 2010 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

Objectives:

- Set up an on-line learning program
- Continue training employees on usage of the automated external defibrillators (AED)
- Conduct training with volunteers, seasonals and part-time employees in the areas of harassment and discrimination, workplace violence, bloodborne pathogens, Right to Know and drug and alcohol abuse
- Conduct Right to Know training for supervisors, and general employees
- Continue with safety day presentations to cover required safety policies and updates
- Conduct bloodborne pathogen training for supervisors
- Attend departmental safety committee meetings
- Conduct fleet safety inspection programs
- Respond to and document ergonomic concerns & implement solutions
- Conduct annual hearing tests on required personnel

Major Program Changes:

Reduced consulting services by \$1,375 to reflect current charges to commercial driver's license (CDL) program, hearing tests and respirator tests.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safety and loss prevention knowledge					
# of attendees at safety sessions	2,449	2,826	2,500	2,500	2,500
Strategic Outcomes					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	116	126	130	130	130
# of safety problems	203	194	200	200	200
# of safety corrections	189	183	190	190	190
Work Process Outputs					
Employees Educated					
# of educational programs given	118	110	150	150	125
Avg employees per session	24	26	25	25	25

CITY OF APPLETON 2010 BUDGET RISK MANAGEMENT

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 73,932	\$ 75,844	\$ 80,369	\$ 80,369	\$ 82,785
6105 Overtime	6	7	-	-	-
6150 Fringes	29,450	32,209	35,179	35,179	36,191
6201 Training\Conferences	3,208	1,369	9,000	9,000	8,900
6301 Office Supplies	7	-	-	-	-
6302 Subscriptions	-	-	100	100	-
6303 Memberships & Licenses	60	210	810	810	500
6305 Awards & Recognition	293	519	140	140	140
6307 Food & Provisions	819	847	1,053	1,053	1,053
6315 Books & Library Materials	434	160	100	100	100
6320 Printing & Reproduction	1,510	1,483	1,800	1,800	1,800
6323 Safety Supplies	557	(23)	500	500	500
6327 Miscellaneous Equipment	1,867	1,102	250	250	250
6404 Consulting Services	12,483	12,355	13,875	13,875	12,500
6413 Utilities	170	141	300	300	200
Total Expense	<u>\$ 124,796</u>	<u>\$ 126,223</u>	<u>\$ 143,476</u>	<u>\$ 143,476</u>	<u>\$ 144,919</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Consulting Services

Hearing tests	\$ 4,500
Commercial driver's license program	4,400
Respirator tests	2,600
Safety consultants	1,000
	<u>\$ 12,500</u>

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Interest Income	38,449	52,057	1,361	40,000	40,000	0	35,000
Charges for Services	614,286	606,508	400,924	815,182	815,182	0	800,831
Other Revenues	289,406	82,514	385	5,000	5,000	0	53,000
TOTAL REVENUES	942,141	741,079	402,670	860,182	860,182	0	888,831
EXPENSES BY LINE ITEM							
Regular Salaries	179,102	186,414	135,237	219,679	219,679	225,681	225,681
Overtime	87	68	35	0	0	0	0
Sick Pay	4,568	5,737	1,469	0	0	0	0
Vacation Pay	16,844	17,199	13,882	0	0	0	0
Fringes	74,795	83,284	58,962	89,496	89,496	92,076	92,076
Salaries & Fringe Benefits	275,396	292,702	209,585	309,175	309,175	317,757	317,757
Training & Conferences	3,377	1,369	852	9,000	9,000	8,900	8,900
Parking Permits	1,116	1,116	1,116	1,116	1,116	1,116	1,116
Office Supplies	815	2,303	714	2,200	2,200	2,000	2,000
Subscriptions	0	0	0	100	100	0	0
Memberships & Licenses	60	210	70	810	810	500	500
Awards & Recognition	293	519	141	140	140	140	140
Food & Provisions	819	847	924	1,053	1,053	1,053	1,053
Insurance	351,215	366,115	380,874	380,932	387,330	392,145	392,145
Uncollectible Accounts	164	0	0	0	0	0	0
Uninsured Losses	74,111	229,656	81,751	44,500	294,500	43,500	43,500
Uninsured Losses - WC	368,426	363,413	312,869	293,500	293,500	318,000	318,000
Interest Payments	5,150	0	0	0	0	0	0
Administrative Expense	805,218	965,548	779,311	733,351	989,749	767,354	767,354
Books & Library Materials	434	160	126	100	100	100	100
Printing & Reproduction	1,510	1,483	1,082	1,800	1,800	1,800	1,800
Safety Supplies	557	23	88	500	500	500	500
Miscellaneous Equipment	1,867	1,602	21	750	750	750	750
Supplies & Materials	4,368	3,222	1,317	3,150	3,150	3,150	3,150
Accounting/Audit	1,448	1,431	0	1,915	1,915	0	2,070
Bank Services	1,502	999	213	1,500	1,500	0	800
Consulting Services	22,314	12,355	11,728	24,375	24,375	12,500	12,500
Other Contracts/Obligations	228	0	0	0	0	0	0
Purchased Services	25,492	14,785	11,941	27,790	27,790	12,500	15,370
Telephone	170	141	105	300	300	200	200
Utilities	170	141	105	300	300	200	200
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,110,644	1,276,398	1,002,259	1,073,766	1,330,164	1,100,961	1,103,831

**CITY OF APPLETON 2010 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

Revenues	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Charges for Services	\$ 614,286	\$ 606,508	\$ 815,182	\$ 815,182	\$ 800,831
Other	289,406	56,230	5,000	5,000	53,000
Total Revenues	<u>903,692</u>	<u>662,738</u>	<u>820,182</u>	<u>820,182</u>	<u>853,831</u>
Expenses					
Operating Expenses	1,105,492	1,276,400	1,073,766	1,330,164	1,103,831
Total Expenses	<u>1,105,492</u>	<u>1,276,400</u>	<u>1,073,766</u>	<u>1,330,164</u>	<u>1,103,831</u>
Operating Income (Loss)	(201,800)	(613,662)	(253,584)	(509,982)	(250,000)
Non-Operating Revenues (Expenses)					
Investment Income	38,449	52,061	40,000	40,000	35,000
Other Non-Operating Income	-	26,283	-	-	-
Loss in investment in WMIC	-	-	-	-	-
Interest Expense	(5,150)	-	-	-	-
Total Non-Operating	<u>33,299</u>	<u>78,344</u>	<u>40,000</u>	<u>40,000</u>	<u>35,000</u>
Change in Net Assets	(168,501)	(535,318)	(213,584)	(469,982)	(215,000)
Fund Balance - Beginning	<u>2,072,488</u>	<u>1,903,987</u>	<u>1,368,669</u>	<u>1,368,669</u>	<u>898,687</u>
Fund Balance - Ending	<u>\$ 1,903,987</u>	<u>\$ 1,368,669</u>	<u>\$ 1,155,085</u>	<u>\$ 898,687</u>	<u>\$ 683,687</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 791,365	\$ 321,383
+ Change in Net Assets	(469,982)	(215,000)
Working Cash - End of Year	<u>\$ 321,383</u>	<u>\$ 106,383</u>

Discussion of changes in fund balances:

The decline in net assets in this fund reflects the intentional, gradual reduction of fund balance.

Allowable use of fund balance per reserve policy:

12/31/08 audited balance	\$ 1,368,669
Designated for debt service	-
Designated for working capital reserve	(319,100)
Projected 2009 use of fund balance	(469,982)
Amount available for 2010 budget	<u>\$ 579,587</u>
20% of 2010 budgeted expenditures maximum	<u>\$ 220,766</u>

CITY OF APPLETON 2010 BUDGET

COMMUNITY DEVELOPMENT

Community Development Director: Karen E. Harkness

Deputy Director: Monica N. Klaeser

CITY OF APPLETON 2010 BUDGET COMMUNITY DEVELOPMENT

MISSION STATEMENT

The Community Development Department is here to help you discover why *quality of life is serious business* in Appleton. Our mission is to deliver programs, administer regulations, and provide resources to promote Appleton as the place to live, work, and play, to enhance and diversify the tax base, to support improvement in the housing stock and improve neighborhoods, to promote smart growth concepts, and to partner with the community in initiatives that make Appleton a vibrant area and improve the lives of Appleton's citizens.

DISCUSSION OF SIGNIFICANT 2009 EVENTS

In 2009, the Community Development Department continued its integrated delivery of traditional planning and economic development services to the public efficiently. The staff's efforts on this seamless approach for project proposals and submissions continues to advance strong relationships with the development community.

The Department finalized the multi-year process of updating the City's Comprehensive Plan to ensure compliance with the State of Wisconsin Statutes, which requires adoption by January 1, 2010. The last Comprehensive Plan update occurred in 1996. The updating process incorporated a more intense analysis of four special study areas, including Wisconsin Avenue (Badger Avenue to Ballard Road), South Oneida Street (Fox River to the City limits), Richmond Street (Downtown to Highway 41) and the Fox River Corridor. The updated Comprehensive Plan will be used as a guide for future development and a basis for analysis and changes to City codes and ordinances.

Staff completed the process for the creation of Tax Increment Financing District #8 (TIF District #8). This District was created to eliminate blight, stimulate redevelopment and to provide greater public access to the river corridor in an area that lies just north and south of the College Avenue Bridge. This area is primarily characterized by large, vacant, and blighted industrial properties. Development agreements were approved supporting the redevelopment of these sites, including the RiverHeath and Foremost Farms project.

The creation of Appleton Redevelopment District (ARP) #22 was completed and staff continues to work with Pierce Manufacturing representatives on their long-term use and plans for its plant at 315 South Pierce Avenue. The site has a history of industrial and municipal uses with its location along the railroad tracks, however the site is surrounded by a core residential neighborhood that would present a unique opportunity to recreate a residential use consistent with the neighborhood. There are other opportunities for redevelopment in the ARP #22 area also under review by staff.

Elements of the Zoning Ordinance were updated including amendments to the Floodplain Ordinance (Calumet County portion) to meet the FEMA and DNR regulations. Refinement of the Accessory Uses, Structures and Other Buildings Ordinance was also completed as part of the effort to provide an effective Code that meets the needs of the City and its citizens. As part of this rezoning effort, the City's park facilities were rezoned to Public Institutional zoning. Staff completed the work in cooperation with Technology Services and the Assessor's Office to provide zoning information online through the *My Neighborhood* website in response to customer preferences.

Our core neighborhoods benefited from the Neighborhood Revitalization Program (NRP) and Homeowner & Rental Rehabilitation Loan programs. In 2009, the NRP Neighborhood Survey for the new program area went online (a cost savings to the City) for the first time and was favorably received with a 24% response rate. The NRP also launched the 8th target program area, located along Wisconsin Avenue. In 2009, the City of Appleton Homeowner and Rental Rehabilitation Programs were awarded \$325,028 as a sub-recipient for a Lead Hazard Reduction Grant through the State of Wisconsin. This will help to eliminate lead hazards in 33 housing units over the next three years. This funding source helped to supplement the Housing Rehabilitation Programs at a time when program income (through loan repayments) has decreased. These programs are accounted for in the Housing and Community Development Block Grants section beginning on page 205.

Finally, the Department continues to work and communicate with the business community in Appleton and throughout the region with the quarterly e-letter, *Vantage Point*, the annual *The Advantage* newsletter, and our regular business retention visits and partnerships with community organizations help build relationships that benefit the City.

CITY OF APPLETON 2010 BUDGET COMMUNITY DEVELOPMENT

MAJOR 2010 OBJECTIVES

Maintain a positive work environment for Department employees, enabling them to achieve work related goals and a high level of personal satisfaction

Formulate and implement a marketing plan that will result in development within targeted districts of the City

Call on at least 40 businesses in the City with information on business assistance programs and City support

Attract development to the City, with an emphasis on targeted districts, that will result in substantial tax base enhancement; the target for tax base enhancement is an increase of 2.6% of new construction equalized value

Sell 15 acres of business park land

Begin implementation of the City's new Comprehensive Plan, including the special study areas, to reflect the direction provided through the State of Wisconsin Statutes

Administration and monitoring of the Zoning Ordinance including regular updates when necessary to address any challenges or problems in the implementation of the Code utilizing the newly adopted Comprehensive Plan to guide the updates; develop a schedule and complete an update of the Zoning Ordinance

Coordinate and increase communication and shared vision with the Development Review Team, Development Team, Plan Commission, Community Development Committee, Historic Preservation Committee, Neighborhood Pride Committee, Appleton Redevelopment Authority and Common Council

Encourage and pursue opportunities for riverfront development in accordance with the newly completed Comprehensive Plan

Evaluate the potential expansion of TIF District #8 or creation of TIF District #9 to support continued redevelopment of the river corridor

Work on redevelopment of the former Pierce Manufacturing property located in ARP #22

Work with the development community, elected and appointed officials, neighborhoods, non-government organizations (NGO) and businesses to formulate development proposals which implement City-wide and neighborhood development plans

Administer the principles of design and development which promote the health, safety, and welfare of the community through a City-wide coordinated site plan review process

Continue to collaborate with Appleton Downtown Incorporated (ADI) to obtain maximum efficiencies, leveraging dollars and resource; review City's financial contribution and explore the viability of a cooperation agreement between ADI and the City

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 37,149	\$ 15,750	\$ 30,000	\$ 30,000	\$ 20,000	-33.33%
Program Expenses							
10550	Administration	227,965	223,794	246,368	246,368	253,448	2.87%
10551	Marketing	126,928	114,716	135,317	135,317	140,889	4.12%
10553	New & Redevelopment	89,242	67,021	95,403	95,403	99,578	4.38%
10554	Business Park	67,361	67,059	72,409	72,409	76,615	5.81%
15020	Current Planning	176,407	188,962	191,115	191,115	204,701	7.11%
15030	Long Range Planning	58,789	56,530	57,069	57,069	61,138	7.13%
TOTAL		\$ 746,692	\$ 718,082	\$ 797,681	\$ 797,681	\$ 836,369	4.85%
Expenses Comprised Of:							
	Personnel	678,043	657,254	727,400	727,400	766,558	5.38%
	Administrative Expense	43,415	43,210	47,031	47,031	48,036	2.14%
	Supplies & Materials	2,645	3,895	3,670	3,670	3,475	-5.31%
	Purchased Services	21,238	12,485	18,000	18,000	16,950	-5.83%
	Utilities	1,263	1,238	1,080	1,080	1,150	6.48%
	Repair & Maintenance	88	-	500	500	200	-60.00%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	8.00	8.00	8.00	8.00	7.90	

CITY OF APPLETON 2010 BUDGET COMMUNITY 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 Strategy # 4: "Develop our Human Resources to meet changing needs".

Objectives:

- Prepare and manage budgets responsibly
- Complete staff goals and reviews in a complete and timely manner and provide leadership conducive to individual and organizational success
- Provide training as appropriate to facilitate an efficient and professional staff
- Work continuously to pursue a regional outreach to the professional and residential community and encourage involvement in the planning process
- Provide department-wide systems improvement among programs and cross-training of staff
- Develop, review, evaluate, and update departmental policies, procedures, and practices as needed and train personnel on new policies to ensure high quality of services
- Maintain and adhere to deadlines as set by department policies and City and State codes

Major Program Changes:

This budget reflects the allocation of 10% of the department's Planning Technician position to support the Lead Hazard Grant and the Neighborhood Stabilization Grant, both budgeted in the Special Revenue section (\$6,873). In the event of cessation of these grants, these salary dollars would be returned to the Community Development Department.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Employee retention					
% staff turnover	0%	10%	0%	0%	0%
Compliance with policies					
# violations	0	0	0	0	0
Strategic Outcomes					
Improve Community Economic Conditions					
# of meetings attended	469	328	450	450	450
Work Process Outputs					
Annual performance evaluations completed					
% complete	100%	100%	100%	100%	100%
Annual goals & objectives mutually developed					
% complete	100%	100%	100%	100%	100%
Training courses completed					
% complete	100%	100%	100%	100%	100%

**CITY OF APPLETON 2010 BUDGET
COMMUNITY DEVELOPMENT**

Administration

Business Unit 10550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5010 Misc Revenue - Nontax	\$ 59	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 59	\$ -	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 154,079	\$ 148,089	\$ 159,899	\$ 159,899	\$ 164,713
6105 Overtime	174	159	-	-	-
6150 Fringes	57,283	58,962	65,813	65,813	68,124
6201 Training/Conferences	3,692	2,732	5,000	5,000	5,200
6204 Tuition Fees	-	-	200	200	-
6206 Parking Permits	3,336	3,336	3,336	3,336	3,336
6301 Office Supplies	920	1,183	1,570	1,570	1,300
6302 Subscriptions	912	505	650	650	600
6303 Memberships & Licenses	1,857	3,080	2,775	2,775	3,100
6304 Postage & Freight	-	-	100	100	100
6305 Awards & Recognition	25	150	150	150	150
6307 Food & Provisions	310	224	250	250	250
6315 Books & Library Materials	32	-	75	75	75
6320 Printing & Reproduction	1,318	1,724	1,320	1,320	1,600
6327 Miscellaneous Equipment	150	990	750	750	500
6402 Legal Fees	1,000	-	-	-	-
6411 Temporary Help	611	-	1,500	1,500	1,500
6412 Advertising	1,034	1,531	1,700	1,700	1,700
6413 Utilities	1,144	1,129	780	780	1,000
6418 Equip Repairs & Maint	88	-	500	500	200
Total Expense	\$ 227,965	\$ 223,794	\$ 246,368	\$ 246,368	\$ 253,448

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET COMMUNITY 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.

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

Objectives:

This program is comprised of activities undertaken to maximize the City's likelihood of retaining and growing its business base and promoting Appleton for private investment. The elements include business retention visits, newsletters, technical assistance, business recognition awards, promotional materials, and acting as the City's liaison for various development related organizations.

- 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
- Administer the business recognition award program
- Provide technical assistance for start-up companies
- Assist and be responsive to prospective businesses and developers
- Promote the City's interest and develop positive relationships through active participation on various boards, committees and organizations

Major Program Changes:

No major program changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Connection to source of issue resolution or resource					
# Existing businesses assisted	32	24	40	40	40
# Start-up businesses assisted	41	49	60	60	60
Information specific to development in Appleton					
# of prospects information deliveries	45	38	70	50	70
Strategic Outcomes					
Appleton's businesses grow or new businesses established					
# Expansions or new businesses	31	5	20	10	20
# Targeted buildings filled	10	5	10	8	10
Work Process Outputs					
Retention visit clients served					
# Business retention visits & follow-ups	43	27	40	40	40
Newsletter					
# Annual newsletter recipients	1,666	1,687	2,000	2,000	2,000
# Quarterly broker/dev recipients	255	280	280	280	280
Web pages revised or added					
# pages	79	99	25	25	25
Marketing initiatives completed					
# of plans and pieces developed	6	4	4	4	4

**CITY OF APPLETON 2010 BUDGET
COMMUNITY DEVELOPMENT**

Marketing & Business Services

Business Unit 10551

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 60,877	\$ 51,214	\$ 63,423	\$ 63,423	\$ 67,297
6150 Fringes	21,268	19,367	24,594	24,594	26,092
6303 Memberships & Licenses	32,000	32,000	32,000	32,000	33,000
6305 Awards & Recognition	362	-	700	700	700
6320 Printing & Reproduction	1,144	1,181	1,300	1,300	1,300
6404 Consulting Services	1,849	567	2,800	2,800	2,000
6412 Advertising	9,428	10,387	10,500	10,500	10,500
Total Expense	<u>\$ 126,928</u>	<u>\$ 114,716</u>	<u>\$ 135,317</u>	<u>\$ 135,317</u>	<u>\$ 140,889</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Memberships & Licenses

Fox Cities Economic Development Partnership	\$ 7,000
Appleton Downtown, Inc.	25,000
Multiple Listing Service (MLS) (cost share with Assessor Office)	1,000
	<u>\$ 33,000</u>

Advertising

Promotion of the City and business parks	\$ 10,500
	<u>\$ 10,500</u>

CITY OF APPLETON 2010 BUDGET COMMUNITY 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:

This program is comprised of activities undertaken to assist the development community in its effort to commence development initiatives in the City of Appleton. Development coordination, prioritization, and direction are among the functions performed within this program. Community Development serves as the executive director and staff to the Appleton Redevelopment Authority and as the City's representative to various development-related organizations.

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, and tax incremental financing districts

Identify Brownfield sites within Appleton

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Guidance rec'd to success in dev. in Appleton					
# projects consulted	33	13	15	15	15
Assist in land assembly, development incentives, or project management					
# developments generated via direct management	1	1	3	3	3
Strategic Outcomes					
Tax base enhanced					
\$ increase industrial/commercial	\$ 25 million	\$ 55 million	\$20 million	\$10 million	\$20 Million
\$ increase in target districts	\$ 15 million	\$ 52 million	\$10 million	\$4 million	\$10 Million
% increase in new equalized value	2.53%	2.12%	2.60%	2.60%	2.60%
Work Process Outputs					
# of real estate transactions completed	3	6	6	6	6
# of development agreements completed	1	1	2	2	2

**CITY OF APPLETON 2010 BUDGET
COMMUNITY DEVELOPMENT**

New and Redevelopment Projects

Business Unit 10553

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 65,522	\$ 49,049	\$ 67,932	\$ 67,932	\$ 71,167
6150 Fringes	22,470	17,972	25,746	25,746	27,161
6320 Printing & Reproduction	-	-	225	225	-
6402 Legal Fees	-	-	250	250	-
6404 Consulting Services	1,250	-	1,250	1,250	1,250
Total Expense	<u>\$ 89,242</u>	<u>\$ 67,021</u>	<u>\$ 95,403</u>	<u>\$ 95,403</u>	<u>\$ 99,578</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET COMMUNITY DEVELOPMENT

Business Park

Business Unit 10554

PROGRAM MISSION

For the benefit of Appleton's growing business and industrial base so that appropriate building sites are available for industrial growth, we will plan, assemble, prepare, and market industrial/business park land.

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:

This program is comprised of activities conducted to plan the City's industrial and business parks, market these parks, and maintain the City-owned property comprised of land awaiting sale and berms/signs/plantings.

- Provide ample and varied opportunities for the location of industrial and business activities in Appleton
- Promote the City's industrial and business parks to those prospects fitting the desired economic profile
- Develop the City's 20-year master plan for industrial/business park development
- Properly maintain City-owned property in the business and industrial parks and enforce deed restrictions as appropriate
- 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 Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Variety of parcel options available					
# of improved acres	113	105	100	100	100
Size of parcels	1-14.6 acres	1-14.6 acres	1-15 acres	1-15 acres	1-15 acres
# vacant buildings filled	5	2	4	4	4
Strategic Outcomes					
Industrial portion of Appleton's tax base growth					
\$ industrial investment	\$ 10 million	\$ 41 million	\$ 8 million	\$ 3 million	\$ 5 million
Work Process Outputs					
Industrial/business park land plan developed					
# of illustrative/narrative plans	1	1	1	1	1
Land development					
# acres acquired	0	0	0	0	0
# acres sold	5.10	7.79	15.00	6.00	15.00

**CITY OF APPLETON 2010 BUDGET
COMMUNITY DEVELOPMENT**

Business Park

Business Unit 10554

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 49,522	\$ 48,440	\$ 51,751	\$ 51,751	\$ 54,880
6150 Fringes	17,719	18,510	20,358	20,358	21,585
6413 Utilities	120	109	300	300	150
Total Expense	<u>\$ 67,361</u>	<u>\$ 67,059</u>	<u>\$ 72,409</u>	<u>\$ 72,409</u>	<u>\$ 76,615</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET COMMUNITY DEVELOPMENT

Current & Historic 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:

- Education, implementation, administration and monitoring of the Zoning Ordinance
- Provide professional, administrative support, and technical assistance to the Historic Preservation Commission including the processing of site recognition, structures, and districts as being historically significant
- Integrate all pertinent historic elements and components into all applicable current planning reviews
- Coordinate the Development Review Team process and provide the Plan Commission and Common Council with analysis of various development proposals submitted for their review and approval
- Review site plans and be site plan coordinator/liason between the development community and City staff
- Provide recommendations on licenses and Zoning Board of Appeals
- Provide follow-up/monitoring to determine all Planning projects are built per approved plans
- Work with development community, elected and appointed officials, other City departments, neighborhoods, and businesses to formulate development proposals that implement Citywide and neighborhood development plans

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Efficient processing of applications & information requests					
Timeframe adhered to by staff	100%	100%	98%	98%	98%
# of maps produced	306	220	295	275	275
Technical Assistance provided					
# pre-submittal meetings for current planning	253	362	300	250	250
Assist with historic recognition of stewardship/restorations/designations					
# of sites/structures/districts recognized	15	10	8	6	6
Strategic Outcomes					
Development is compatible with City Plans and Policies					
% of staff recommendations approved by committees	98%	100%	98%	98%	98%
% of complaints received per items processed	0%	0%	0%	0%	0%
Work Process Outputs					
# of applications processed	110	84	120	100	100

**CITY OF APPLETON 2010 BUDGET
COMMUNITY DEVELOPMENT**

Current & Historic Planning

Business Unit 15020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5002 Zoning & Subdivision Fees	\$ 37,090	\$ 15,745	\$ 30,000	\$ 30,000	\$ 20,000
5011 Misc. Revenue - Nontax	-	5	-	-	-
Total Revenue	<u>\$ 37,090</u>	<u>\$ 15,750</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 20,000</u>
Expenses					
6101 Regular Salaries	\$ 125,580	\$ 131,910	\$ 131,893	\$ 131,893	\$ 141,781
6150 Fringes	50,773	57,052	58,922	58,922	62,620
6305 Awards & Recognition	-	-	300	300	300
6412 Advertising	54	-	-	-	-
Total Expense	<u>\$ 176,407</u>	<u>\$ 188,962</u>	<u>\$ 191,115</u>	<u>\$ 191,115</u>	<u>\$ 204,701</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET COMMUNITY DEVELOPMENT

Long Range Planning

Business Unit 15030

PROGRAM MISSION

For the benefit of Appleton's residents and the regional community so that development of the City as a community promotes effective and coordinated land uses by balancing residential, commercial, industrial, and open space needs, we will provide planning, analysis, technical and support services and coordination through application of the City's Comprehensive Plan.

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:

Complete the process to update the City's Comprehensive Plan in compliance with the State of Wisconsin statutory requirements

Represent the principles and assure continuity with the newly adopted Comprehensive Plan

Encourage and pursue, where possible, opportunities for riverfront development in accordance with the Comprehensive Plan

In concurrence with long range comprehensive planning initiatives, promote elements of traditional neighborhood subdivision design where possible

Promote coordinated land use and over all development when reviewing planned developments, special use permits and site plan applications to provide for positive aesthetics and quality of life

Create and begin the processes in which to execute the implementation strategies identified by the Comprehensive Plan

Develop an implementation matrix to guide implementation of the Comprehensive Plan

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2007	Actual 2008	Target 2009	Projected 2009	Target 2010
Client Benefits/Impacts					
Projects utilizing long range planning philosophy and concepts					
% of projects	100%	100%	100%	100%	100%
Strategic Outcomes					
Coordination of planning activities w/ adjacent adopted Comprehensive Plans					
Projects reviewed and plan applied	New Measure	—————>			100%
Education on the City's Comprehensive Plan Process					
# of community contacts	New Measure	—————>			15
Work Process Outputs					
Implementing Comprehensive Plan					
# of implementation strategies addressed	New Measure	—————>			3

**CITY OF APPLETON 2010 BUDGET
COMMUNITY DEVELOPMENT**

Long Range Planning

Business Unit 15030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 37,645	\$ 39,534	\$ 39,528	\$ 39,528	\$ 42,492
6150 Fringes	15,131	16,996	17,541	17,541	18,646
6404 Consulting	6,013	-	-	-	-
Total Expense	<u>\$ 58,789</u>	<u>\$ 56,530</u>	<u>\$ 57,069</u>	<u>\$ 57,069</u>	<u>\$ 61,138</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Other Revenues	37,149	15,750	9,425	30,000	30,000	0	20,000
TOTAL REVENUES	37,149	15,750	9,425	30,000	30,000	0	20,000
EXPENSES BY LINE ITEM							
Regular Salaries	440,264	417,061	349,768	514,426	514,426	547,474	542,330
Overtime	174	159	38	0	0	0	0
Sick Pay	6,507	10,367	9,397	0	0	0	0
Vacation Pay	46,453	40,807	32,787	0	0	0	0
Fringes	184,644	188,859	155,084	212,974	212,974	224,741	224,228
Salaries & Fringe Benefits	678,042	657,253	547,074	727,400	727,400	772,215	766,558
Training & Conferences	3,692	2,732	4,680	5,000	5,000	5,200	5,200
Tuition Fees	0	0	0	200	200	0	0
Parking Permits	3,336	3,336	3,339	3,336	3,336	3,336	3,336
Office Supplies	920	1,183	390	1,570	1,570	1,300	1,300
Subscriptions	912	505	489	650	650	600	600
Memberships & Licenses	33,857	35,080	34,649	34,775	34,775	36,100	36,100
Postage & Freight	0	0	0	100	100	100	100
Awards & Recognition	387	150	0	1,150	1,150	1,150	1,150
Food & Provisions	310	224	0	250	250	250	250
Administrative Expense	43,414	43,210	43,547	47,031	47,031	48,036	48,036
Books & Library Materials	32	0	194	75	75	75	75
Printing & Reproduction	2,463	2,905	1,337	2,845	2,845	2,900	2,900
Miscellaneous Equipment	150	990	120	750	750	500	500
Supplies & Materials	2,645	3,895	1,651	3,670	3,670	3,475	3,475
Legal Fees	1,000	0	0	250	250	0	0
Consulting Services	9,112	567	0	4,050	4,050	3,250	3,250
Temporary Help	611	0	0	1,500	1,500	1,500	1,500
Advertising	10,515	11,918	2,993	12,200	12,200	12,200	12,200
Purchased Services	21,238	12,485	2,993	18,000	18,000	16,950	16,950
Electric	120	109	72	300	300	150	150
Telephone	959	954	627	600	600	1,000	1,000
Cellular Telephone	184	175	65	180	180	0	0
Utilities	1,263	1,238	764	1,080	1,080	1,150	1,150
Equipment Repair & Maintenan	88	0	0	500	500	200	200
Repair & Maintenance	88	0	0	500	500	200	200
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	746,690	718,081	596,029	797,681	797,681	842,026	836,369

CITY OF APPLETON 2010 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community Development Director: Karen E. Harkness

Grant Administrator: Sarah A. Higgins

CITY OF APPLETON 2010 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 central city neighborhoods through provision of assistance to low-income households in the forms of affordable homeowner and rental housing opportunities, business revitalization and other public facilities and beautification projects.

DISCUSSION OF SIGNIFICANT 2009 EVENTS

Housing Rehabilitation Loan Programs

These programs, which utilize both CDBG and HOME grants, benefited City of Appleton by improving residential properties where property owners were unable to obtain financing to make the improvements on their own. In 2009, the Homeowner Rehabilitation Loan Program rehabilitated twenty-seven owner-occupied homes, while the Rental Rehabilitation Loan Program rehabilitated seven tenant-occupied units.

Furthermore, the City of Appleton Homeowner and Rental Rehabilitation Programs were awarded \$353,900 as a sub-recipient for a Lead Hazard Control (LHC) Grant through the State of Wisconsin. This funding will help to eliminate lead hazards in thirty-three housing units over the next three years. This funding source will help to supplement the Housing Rehabilitation Programs at a time when program income (through loan repayments) has decreased.

The funding sources that support the homeowner and rental housing rehabilitation loan programs include:

Homeowner Rehabilitation Loan Program Funding Sources:

- HOME Homeowner Rehabilitation Grant from the State of Wisconsin (Business Unit 2160)
- Community Development Block Grant (CDBG) from the U.S. Department of HUD (Business Unit 2170)
- Program income from the repayment of loans (Business Units 2160 & 2170)
- Lead Hazard Control Grant Funds from the State of Wisconsin (Business Unit 2190)

Rental Rehabilitation Loan Program Funding Sources:

- HOME Rental Rehabilitation Grant from the State of Wisconsin (Business Unit 2130)
- Program income from the repayment of loans (Business Unit 2130)
- Lead Hazard Control Grant Funds from the State of Wisconsin (Business Unit 2190)

Neighborhood Revitalization Program (NRP)

The NRP, which utilizes CDBG grant funding, began work in the eighth targeted neighborhood in 2009 -- an area bounded by Richmond Street, Commercial Street, Oneida Street and Brewster Street.

In doing so, the NRP used the City's web page to allow property owners within the neighborhood to complete an on-line survey to assist in the development of a neighborhood action plan. This proved to be both a cost-saving and more efficient method of gathering input from those directly invested in the neighborhood. A total of seven businesses on Wisconsin Avenue participated in the business revitalization efforts.

CITY OF APPLETON 2010 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2010 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 twenty-five homes for LMI homeowners
- *Use Lead Hazard Control (LHC) funds to supplement five projects for elimination of lead-based paint hazards

HOME Investment Partnership Program - Homeowner Rehabilitation

(Program Year: N/A - the program currently operates with program income only)

- *Improve Appleton's affordable single-family homes by rehabilitating one unit for an LMI homeowner
- *Submit an application to the State of WI for new HOME Homeowner funds, which would be received in 2011

HOME Investment Partnership Program - Renter Moderate Rehabilitation

(Program Year: N/A - the program currently operates with program income only)

- *Improve Appleton's affordable rental housing stock by rehabilitating seven units for low-income occupants
- *Use Lead Hazard Reduction Grant funds to supplement six projects for elimination of lead-based paint hazards
- *Submit an application to the State of WI for new HOME Rental funds, which would be received in 2011

Neighborhood Revitalization Program (NRP)

(Program Year: April 1 to March 31)

- *Accomplish six business revitalization projects within the targeted neighborhood revitalization area
- *Accomplish three public facilities/beautification projects within the targeted neighborhood revitalization area
- *Accomplish three special events/initiatives within the targeted neighborhood revitalization areas
- *Improving the vitality of central city areas by addressing needs/concerns in other NRP areas as applicable
- *Undertake research to evolve the current NRP design to facilitate more timely/effective improvements

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 685,085	\$ 664,018	\$ 613,489	\$ 583,698	\$ 723,782	17.98%
Program Expenses							
2160	Homeowner Rehab	49,997	23,663	8,500	8,500	18,000	111.76%
2170	Housing Rehab Loan	394,833	376,855	394,000	383,499	471,969	19.79%
2180	Neighborhood Revit.	120,599	123,960	140,000	120,710	149,661	6.90%
2130	Rental Rehab.	184,195	132,218	70,989	70,989	84,152	18.54%
TOTAL		\$ 749,624	\$ 656,696	\$ 613,489	\$ 583,698	\$ 723,782	17.98%
Expenses Comprised Of:							
Personnel		160,120	168,840	177,495	184,269	185,620	4.58%
Administrative Expense		572,184	472,229	432,463	395,898	536,031	23.95%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		17,190	15,504	3,131	3,131	1,781	-43.12%
Utilities		130	123	400	400	350	-12.50%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.00	2.00	2.00	2.00	2.00	

**CITY OF APPLETON 2010 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

HOME Homeowner Rehab

Business Unit 2160/2190

PROGRAM MISSION

In order to assist low to moderate income (LMI) homeowners in protecting their investments in their single-family homes, the Homeowner Rehabilitation Loan Program will utilize HOME Homeowner funds (in the form of program income) to provide homeowners with no interest/no monthly payment rehabilitation loans to make necessary repairs, eliminate lead-based paint hazards, and 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

Objectives:

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

Major program changes:

The HOME Homeowner funds are one of several funding sources that work together to fund the City's Homeowner Rehabilitation Loan Program. The HOME Homeowner funds will be combined with Lead Hazard Control (LHC) grant funds (\$10,000) to support this rehabilitation project. The fluctuations in this funding is a result of the application and allocation process through the State of Wisconsin. The City intends to apply for additional HOME Homeowner funds in 2010, which would fund projects in 2011.

The timeliness ratio for this program is calculated by dividing the amount of funds available to spend during the program year including new grant funds, program income and carryover from the previous year, by the actual amount expensed that year.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
New HOME funds award amount	\$ 49,395	\$ 23,663	\$ -	\$ -	\$ -
Program income received	\$ 11,695	\$ 2,939	\$ 8,500	\$ 8,500	\$ 8,000
New Lead Hazard Control Grant	\$ -	\$ -	\$ -	\$ -	\$ 10,000
# of loans made	5	1	1	1	1
Average loan amount	\$ 9,554	\$ 23,663	\$ 8,500	\$ 8,500	\$ 18,000
Strategic Outcomes					
Improved LMI single-family homes					
# homes rehabilitated	5	1	1	1	1
Amount committed to rehab activity	\$ 47,770	\$ 23,663	\$ 8,500	\$ 8,500	\$ 18,000
# of pre-1978 units rehabbed for lead paint abatement	5	1	1	1	1
Timely expenditure of funds					
Timeliness ratio (max. 1.5:1)	1.1:1	1.6:1	1.4:1	1.4:1	1.1:1
Work Process Outputs					
# of applications processed	5	1	1	1	1

**CITY OF APPLETON 2010 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

HOME Homeowner Rehab

Business Unit 2160/2190

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	49,395	23,582	-	-	10,000
5035 Other Reimbursements	-	11,969	-	-	-
5050 Rehab Project Repayments	602	2,939	8,500	8,500	8,000
5922 Trans In - Special Revenue	-	55	-	-	-
Total Revenue	\$ 49,997	\$ 38,545	\$ 8,500	\$ 8,500	\$ 18,000
Expenses					
6101 Regular Salaries	\$ 2,729	\$ -	\$ -	\$ -	\$ -
6150 Fringes	1,165	-	-	-	-
6599 Other Contracts/Obligations	732	81	81	81	-
6630 Other Grant Payments	45,371	23,582	8,419	8,419	18,000
Total Expense	\$ 49,997	\$ 23,663	\$ 8,500	\$ 8,500	\$ 18,000

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Other grant payment

Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons and for the elimination of lead-based paint hazards

Rehab projects	\$ 8,000
Lead hazard control	10,000
	<u>\$ 18,000</u>

**CITY OF APPLETON 2010 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

HOMEOWNER REHAB LOAN PROGRAM (HRLP)

Business Unit 2170/2190

PROGRAM MISSION

In order to assist low to moderate income (LMI) homeowners in protecting the investment in their single-family homes, the Homeowner Rehabilitation Loan Program will utilize CDBG funds (in the form of both new grant funds and program income) 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 owner-occupied homes or duplexes in order to maintain affordable home ownership opportunities for all residents.

Major program changes:

The Homeowner Rehabilitation Loan Program is a revolving loan program that combines CDGB grant funds, HOME Homeowner grant funds and program income from the repayment of loans to rehabilitate owner-occupied housing units. The Lead Hazard Control (LHC) grant funds (\$53,360, \$43,460 for rehab projects and \$9,900 for administration) will supplement this program. The average loan amounts for CDBG funds have been reduced to reflect this new funding source.

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

The timeliness ratio for this program is calculated by dividing the amount of funds available to spend during the program year including new grant funds, program income and carryover from the previous year, by the actual amount expended that year.

Administratively, cell phone charges are being added to the utilities budget for this program, in addition to all training/travel expenses for the Housing Coordinator. Previous years of training and utility costs were taken out of the Rental Rehabilitation business unit, which no longer has administrative funds to cover the cost from the program.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
New CDBG funds award amount	\$ -	\$ 77,867	\$ 166,000	\$ 155,499	\$ 133,609
New Lead Hazard Control grant	\$ -	\$ -	\$ -	\$ -	\$ 53,360
Program income received	\$ 193,450	\$ 302,972	\$ 228,000	\$ 100,000	\$ 285,000
Carryover from previous years - committed	\$ 8,086	\$ 107,985	\$ 135,000	\$ 135,000	\$ 135,000
Carryover from previous years - uncommitted	\$ 277,821	\$ 56,893	\$ 60,000	\$ 60,000	\$ 60,000
# of loans made	14	25	26	26	25
Average loan amount	\$ 13,818	\$ 13,922	\$ 23,003	\$ 14,500	\$ 13,380
Strategic Outcomes					
Improved LMI single-family homes					
# homes rehabilitated	19	25	26	26	25
Amount spent on rehab activity	\$ 324,638	\$ 348,057	\$ 516,721	\$ 377,000	\$ 334,500
# of pre-1978 units rehabbed for lead paint abatement	14	25	25	25	24
Timely expenditure of funds					
Timeliness ratio (max. 1.5:1)	1.4:1	1.46:1	1.1:1	1.1:1	1.1:1
Work Process Outputs					
# of applications processed	36	31	34	34	35

CITY OF APPLETON 2010 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
HOMEOWNER REHAB LOAN PROGRAM (HRLP) **Business Unit 2170/2190**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4210 Federal Grants	\$ 201,382	\$ 93,823	\$ 166,000	\$ 155,499	\$ 133,609
4224 Miscellaneous State Aids	-	-	-	-	53,360
5035 Other Reimbursements	1,570	1,424	-	-	-
5050 Rehab Project Repayments	191,881	302,792	228,000	228,000	285,000
Total Revenue	\$ 394,833	\$ 398,039	\$ 394,000	\$ 383,499	\$ 471,969
Expenses					
6101 Regular Salaries	\$ 49,119	\$ 53,298	\$ 55,226	\$ 59,604	\$ 62,682
6150 Fringes	21,008	24,194	24,921	26,896	28,427
6201 Training/Conferences	-	90	1,000	1,000	1,000
6413 Utilities	67	61	200	200	200
6599 Other Contracts/Obligations	2,110	3,323	2,225	2,225	7,660
6608 Block Grant Payments	322,529	295,889	310,428	293,574	334,500
6630 Other Grant Payments	-	-	-	-	37,500
Total Expense	\$ 394,833	\$ 376,855	\$ 394,000	\$ 383,499	\$ 471,969

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Block grant payments

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

Rehab projects \$ 334,500

Other grant payment

Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons and for the elimination of lead-based paint hazards

Lead control \$ 37,500

**CITY OF APPLETON 2010 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

NEIGHBORHOOD REVITALIZATION PROGRAM (NRP)

Business Unit 2180

PROGRAM MISSION

For the benefit of low-moderate income (LMI) neighborhoods, the NRP will help create and/or maintain suitable living environments in targeted central city neighborhoods by providing opportunities that encourage and facilitate private and public investment in older residential and commercial areas of the City. This community investment provides the impetus for overall neighborhood improvements -- such as strengthening existing businesses, attracting new businesses, enhancing public spaces -- that contribute to the social, cultural and economic vitality of the targeted 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:

To create and/or maintain suitable living environments in targeted, central city neighborhoods for the benefit of both low-moderate income residents by eliminating blight and addressing issues that negatively impact facilities and individuals.

Major program changes:

The NRP was previously accounted for under Business Unit #2100 (CDBG); it was separated from this business unit in order to facilitate more efficient accounting for NRP funds. Prior year budget and actual amounts have been restated for comparison.

The revenues and expenditures associated with this program are subject to the final entitlement award amount, as well as Community Development Committee and City Council approval of CDBG subawards.

The timeliness ratio for this program is calculated by dividing the amount of funds available to spend during the year including new grant funds, program income and carryover from the previous year, by the actual amount expended that year. The carryover funds include funds committed to projects yet unspent at the end of the program year (March31).

The lower ratio of private dollars to public dollars invested in 2008 was due to the economy. A greater ratio of investment is expected in 2009 and 2010.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
# of new partnerships/ collaborations generated	New Measure	→	2	2	3
Avg. sub award of CDBG	New Measure	→	\$ 6,000	\$ 6,000	\$ 6,000
Carryover from previous years	\$ 44,555	\$ 53,569	\$ 30,180	\$ 25,180	\$ 30,000
Strategic Outcomes					
Bus. Rev. public \$ vs. private \$ ratio	1:1.49	1:0.50	1:1.50	1:1.50	1:1.50
Non-compliance issues addressed % properties addressed	90%	91%	100%	100%	100%
Timely expenditure of funds Timeliness ratio (max. 1.5:1)	1.37:1	1.41:1	1.39:1	1.16:1	1.30:1
Work Process Outputs					
# NRP business revitalization projects	3	4	6	6	6
# of public facility & beautification projects completed	New Measure	4	3	3	3
# of special initiatives/events completed	New Measure	2	3	3	3
Housing Improvements (NRP) #City, private, not-for-profit, other	20	21	40	40	40

CITY OF APPLETON 2010 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
NEIGHBORHOOD REVITALIZATION PROGRAM (NRP) **Business Unit 2180**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4210 Federal Grants	\$ 120,599	\$ 123,960	\$ 140,000	\$ 120,710	\$ 149,661
Total Revenue	<u>\$ 120,599</u>	<u>\$ 123,960</u>	<u>\$ 140,000</u>	<u>\$ 120,710</u>	<u>\$ 149,661</u>
Expenses					
6101 Regular Salaries	\$ 58,219	\$ 59,783	\$ 62,782	\$ 63,074	\$ 65,539
6150 Fringes	23,979	25,969	27,597	27,726	28,972
6201 Training/Conferences	345	100	1,000	1,000	1,000
6413 Utilities	63	62	200	200	150
6608 Block Grant Payments	37,993	38,046	48,421	28,710	54,000
Total Expense	<u>\$ 120,599</u>	<u>\$ 123,960</u>	<u>\$ 140,000</u>	<u>\$ 120,710</u>	<u>\$ 149,661</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Block grant payments

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

Business revitalization	\$ 24,000
Public facilities/beautification	30,000
	<u>\$ 54,000</u>

**CITY OF APPLETON 2010 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

HOME Rental Rehabilitation

Business Unit 2130/2190

PROGRAM MISSION

In order to ensure decent, safe, and sanitary housing in the City of Appleton for low-income renters, the City of Appleton will utilize HOME Rental Rehabilitation funds to provide no interest/no monthly payment rehabilitation loans to rental property owners to make necessary repairs, eliminate lead-based paint hazards, and increase the value and extend the life of the property.

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 purpose of this fund is to account for receipt of Rental Energy Rehabilitation program income, WI Rental Rehabilitation program income, HOME Rental Rehabilitation funds, program income and the corresponding program expenditures. All funds loaned will assist landlords in rehabilitating their affordable rental units.

Major program changes:

The HOME Rental Rehabilitation funds will be combined with Lead Hazard Control (LHC) grant funds (\$64,152) to eliminate lead-based paint hazards in six units.

In previous years, the program received greater than average amounts of program income due to repayments on some large projects. Because these projects are now fully paid, program income will decrease in 2010. Thus, the program intends to apply for additional HOME Rental Rehabilitation funds and/or CDBG funds in 2010 to support projects in 2011.

The timeliness ratio for this program is calculated by dividing the amount of funds available to spend during the year including new grant funds, program income and carryover from the previous year, by the actual amount expended that year.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Funding for low to moderate income (LMI) rental rehabilitation projects					
\$ New HOME/CDBG funds award	\$ -	\$ -	\$ -	\$ -	\$ 8,268
\$ New Lead Hazard Control Grant	\$ -	\$ -	\$ -	\$ -	\$ 64,152
\$ Program Income Rec'd 1/1 - 12/31	\$ 119,656	\$ 103,474	\$ 70,989	\$ 70,989	\$ 11,732
# of loans made	8	3	4	4	4
\$ Average loan amount	\$ 14,957	\$ 25,942	\$ 17,747	\$ 17,747	\$ 21,038
Strategic Outcomes					
Improved LMI rental property					
# units contracted for rehab	21	16	7	7	7
\$ rehab activity (\$ committed)	\$ 179,443	\$ 77,826	\$ 64,000	\$ 64,000	\$ 84,152
# of pre-1978 units rehabbed (lead based paint)	21	4	7	7	7
Timely expenditure of funds					
\$ available vs. \$ spent	1.5:1	1.43:1	1.1:1	1.1:1	1.1:1
Timeliness ratio (max. 1.5:1)					
Work Process Outputs					
# of applications processed	10	9	7	7	8
# of inspections conducted	15	16	8	8	7

**CITY OF APPLETON 2010 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

HOME Rental Rehabilitation

Business Unit 2130/2190

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ 8,268
4224 Miscellaneous State Aids	-	-	-	-	64,152
5050 Rehab Project Repayments	119,656	103,474	70,989	70,989	11,732
Total Revenue	\$ 119,656	\$ 103,474	\$ 70,989	\$ 70,989	\$ 84,152
Expenses					
6101 Regular Salaries	\$ 2,729	\$ 3,850	\$ 4,802	\$ 4,802	\$ -
6150 Fringes	1,171	1,746	2,167	2,167	-
6201 Training/Conferences	851	-	-	-	-
6599 Other Contracts/Obligations	14,348	12,100	825	825	7,233
6630 Other Grant Payments	165,096	114,522	63,195	63,195	76,919
Total Expense	\$ 184,195	\$ 132,218	\$ 70,989	\$ 70,989	\$ 84,152

DETAILED SUMMARY OF 2010 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 and for the elimination of lead-based paint hazards

Rental rehab projects	\$ 19,919
Lead hazard control	57,000
	<u>\$ 76,919</u>

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Intergovernmental Revenues	146,014	114,960	23,751	0	92,000	0	0
TOTAL REVENUES	146,014	114,960	23,751	0	92,000	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	51,262	51,654	39,074	62,782	63,074	0	65,539
Sick Pay	1,980	1,652	2,624	0	0	0	0
Vacation Pay	4,977	6,477	4,349	0	0	0	0
Fringes	23,979	25,969	9,721	27,597	27,726	0	28,972
Salaries & Fringe Benefits	82,198	85,752	55,768	90,379	90,800	0	94,511
Training & Conferences	345	100	0	1,000	1,000	0	1,000
CDBG Expenses	37,671	29,046	0	0	0	0	30,000
Administrative Expense	38,016	29,146	0	1,000	1,000	0	31,000
Supplies & Materials	0	0	0	0	0	0	0
Purchased Services	0	0	0	0	0	0	0
Telephone	63	62	44	200	200	0	150
Utilities	63	62	44	200	200	0	150
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	120,277	114,960	55,812	91,579	92,000	0	125,661

This report does not include Business Unit 2190 - Lead Hazard Grant (\$127,512). This business unit is included in the Housing, Homeless and Block Grants section, beginning on page 97.

CITY OF APPLETON 2010 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	371,376	241,365	306,000	276,209	409,050
Other	313,709	422,598	307,489	307,489	314,732
Total Revenues	<u>685,085</u>	<u>663,963</u>	<u>613,489</u>	<u>583,698</u>	<u>723,782</u>
Expenses					
Program Costs	749,624	656,696	613,489	583,698	723,782
Total Expenses	<u>749,624</u>	<u>656,696</u>	<u>613,489</u>	<u>583,698</u>	<u>723,782</u>
Revenues over (under) Expenses	(64,539)	7,267	-	-	-
Other Financing Sources (Uses)					
Operating Transfers In	-	55	-	-	-
Proceeds of Capital Lease	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>55</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	(64,539)	7,322	-	-	-
Fund Balance - Beginning	150,529	85,990	93,312	93,312	93,312
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 85,990</u>	<u>\$ 93,312</u>	<u>\$ 93,312</u>	<u>\$ 93,312</u>	<u>\$ 93,312</u>

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280

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 2010 budget includes \$22,000 in funds for maintenance and marketing of the remaining 15 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.

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

<u>Project</u>	<u>Amount</u>	<u>Page</u>
Sanitary Sewer Program	\$ 37,462	Projects, Pg. 660

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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	2007	2008	Adopted 2009	Amended 2009		2010
	Program Revenues	\$ 165,841	\$ 161,097	\$ 106,240	\$ 106,240	\$ 106,240	0.00%
	Program Expenses	\$ 211,879	\$ 290,551	\$ 243,419	\$ 243,419	\$ 280,965	15.42%
Expenses Comprised Of:							
	Personnel	1,911	126	33,309	33,309	17,962	-46.07%
	Administrative Expense	183,910	177,348	195,110	195,110	216,503	10.96%
	Supplies & Materials	364	93,438	-	-	-	N/A
	Purchased Services	4,966	2,695	10,800	10,800	27,000	150.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	627	-	4,200	4,200	-	-100.00%
	Capital Expenditures	20,101	16,944	-	-	19,500	N/A

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4710 Interest on Investments	\$ 126,126	\$ 111,582	\$ 65,000	\$ 65,000	\$ 65,000
5004 Sale of City Prop - Nontax	33,915	-	36,000	36,000	36,000
5010 Misc Revenue - Nontax	-	44,050	-	-	-
5015 Rental of City Property	5,800	5,240	5,240	5,240	5,240
5035 Other Reimbursements	-	225	-	-	-
Total Revenue	\$ 165,841	\$ 161,097	\$ 106,240	\$ 106,240	\$ 106,240
Expenses					
6102 Labor Pool Allocations	\$ 1,393	\$ 89	\$ 21,349	\$ 21,349	\$ 11,659
6105 Overtime	5	-	-	-	-
6108 Part Time	-	-	-	-	-
6150 Fringes	513	37	11,960	11,960	6,303
6325 Construction Materials	364	93,438	-	-	-
6402 Legal Fees	98	225	-	-	-
6404 Consulting Services	-	-	-	-	5,000
6408 Contractor Fees	-	-	-	-	-
6425 CEA Equip. Rental	627	-	4,200	4,200	-
6599 Other Contract/Obligations	4,868	2,470	10,800	10,800	22,000
6809 Infrastructure Construction	20,101	16,944	-	-	19,500
7913 Trans Out - Debt Service	183,910	177,348	195,110	195,110	216,503
Total Expense	\$ 211,879	\$ 290,551	\$ 243,419	\$ 243,419	\$ 280,965

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations

Northeast Business Park:

Real estate commissions	\$ 16,000
Berm maintenance	4,000
Weed cutting	2,000
Total	\$ 22,000

CITY OF APPLETON 2010 BUDGET
INDUSTRIAL PARK LAND FUND
SOURCES AND USES OF FUNDS

	2009 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Interest Income	\$ 126,126	\$ 111,582	\$ 65,000	\$ 65,000	\$ 65,000
Other	5,800	49,515	5,240	5,240	5,240
Total Revenues	<u>131,926</u>	<u>161,097</u>	<u>70,240</u>	<u>70,240</u>	<u>70,240</u>
Expenses					
Program Costs	27,969	113,203	48,309	48,309	64,462
Total Expenses	<u>27,969</u>	<u>113,203</u>	<u>48,309</u>	<u>48,309</u>	<u>64,462</u>
Revenues over (under) Expenses	103,957	47,894	21,931	21,931	5,778
Other Financing Sources (Uses)					
Operating Transfers Out	(183,910)	(177,348)	(195,110)	(195,110)	(216,503)
Sale of City Property	33,915	-	36,000	36,000	36,000
Total Other Financing Sources (Uses)	<u>(149,995)</u>	<u>(177,348)</u>	<u>(159,110)</u>	<u>(159,110)</u>	<u>(180,503)</u>
Net Change in Equity	(46,038)	(129,454)	(137,179)	(137,179)	(174,725)
Fund Balance - Beginning	<u>2,065,468</u>	<u>2,019,430</u>	<u>1,889,976</u>	<u>1,889,976</u>	<u>1,752,797</u>
Fund Balance - Ending	<u>\$ 2,019,430</u>	<u>\$ 1,889,976</u>	<u>\$ 1,752,797</u>	<u>\$ 1,752,797</u>	<u>\$ 1,578,072</u>

CITY OF APPLETON 2010 BUDGET
INDUSTRIAL PARK LAND
LONG TERM DEBT

Year	2001A G.O. Notes		2002B G.O. Notes	
	Principal	Interest	Principal	Interest
2010	\$ 150,000	\$ 10,045	\$ 55,000	\$ 1,458
2011	155,000	3,410	-	-
	<u>\$ 305,000</u>	<u>\$ 13,455</u>	<u>\$ 55,000</u>	<u>\$ 1,458</u>

Year	TOTAL		
	Principal	Interest	Total
2010	\$ 205,000	\$ 11,503	\$ 216,503
2011	155,000	3,410	158,410
	<u>\$ 360,000</u>	<u>\$ 14,913</u>	<u>\$ 374,913</u>

CITY OF APPLETON 2010 BUDGET

CAPITAL PROJECTS FUNDS

COMMUNITY 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 Focus Fox River: A Master Plan was approved in February of 2001. A multi-modal analysis of transportation and parking has been completed and identifies access points to the river. An engineering study has been completed, analyzing these pedestrian access points to determine the most appropriate type of pedestrian connection between them, and construction of these pedestrian connections has begun. The Fox River Navigation System Authority is in final stages of opening the lock system in Appleton, which presents opportunities for redevelopment and public access.

The Master Plan also identified several redevelopment sites located along the banks of the Fox River including the former Foremost Dairy property, the Kaukauna Utility/MI Drilling property, and the We Energies/Former Water Treatment Plant property.

The 2010 funding request will support the redevelopment of a targeted site in Appleton Redevelopment Project Area #22 (ARP #22) as adopted by Council in 2009 and as well as the acquisition of an unspecified location in a targeted redevelopment area.

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
Miscellaneous Site Acquisition	\$ 550,000	Projects, Pg. 626

Major program changes:

No Major changes.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 13,081	\$ 19,969	\$ 4,719	\$ 4,719	\$ 5,031	6.61%
Program Expenses		\$ -	\$ 46,369	\$ -	\$ 326,631	\$ 550,000	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	46,369	-	76,631	300,000	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	250,000	250,000	N/A

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

COMMUNITY DEVELOPMENT

Business Unit 4330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4710 Interest on Investments	\$ 13,081	\$ 19,969	\$ 4,719	\$ 4,719	\$ 5,031
5910 Proceeds of Long-term Debt	-	17,522	-	-	508,000
5921 Transfer In - General Fund	300,000	-	-	-	-
Total Revenue	\$ 313,081	\$ 37,491	\$ 4,719	\$ 4,719	\$ 513,031
Expenses					
6404 Consulting Services	\$ -	\$ 46,369	\$ -	\$ 76,631	\$ -
6408 Contractor Fees	-	-	-	-	300,000
6801 Land Acquisition	-	-	-	250,000	250,000
Total Expense	\$ -	\$ 46,369	\$ -	\$ 326,631	\$ 550,000

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Contractor fees

Site preparation, infrastructure, demolition and related costs ARP #22.	\$ 300,000
	<u>\$ 300,000</u>

Land acquisition

An unspecified location in a targeted redevelopment area	\$ 250,000
	<u>\$ 250,000</u>

**CITY OF APPLETON 2010 BUDGET
COMMUNITY DEVELOPMENT
SOURCES AND USES OF FUNDS**

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Interest Income	\$ 13,081	\$ 19,969	\$ 4,719	\$ 4,719	\$ 5,031
Total Revenues	<u>13,081</u>	<u>19,969</u>	<u>4,719</u>	<u>4,719</u>	<u>5,031</u>
Expenses					
Program Costs	-	46,369	-	326,631	550,000
Total Expenses	<u>-</u>	<u>46,369</u>	<u>-</u>	<u>326,631</u>	<u>550,000</u>
Revenues over (under) Expenses	13,081	(26,400)	4,719	(321,912)	(544,969)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	17,522	-	-	508,000
Operating Transfers In	300,000	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>300,000</u>	<u>17,522</u>	<u>-</u>	<u>-</u>	<u>508,000</u>
Net Change in Equity	313,081	(8,878)	4,719	(321,912)	(36,969)
Fund Balance - Beginning	54,678	367,759	358,881	358,881	36,969
Residual Equity Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 367,759</u>	<u>\$ 358,881</u>	<u>\$ 363,600</u>	<u>\$ 36,969</u>	<u>\$ -</u>

CITY OF APPLETON 2010 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Finance Director: Lisa A. Maertz, CPA, CPFO

Community Development Director: Karen E. Harkness

CITY OF APPLETON 2010 BUDGET SPECIAL REVENUE FUNDS

Tax Incremental District # 2

Business Unit 2030

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 #2 includes most of the area within the "Industrial Flats", Lawe Street to Memorial Drive, South River Street to Water Street.

Primary projects included the Fox River Mills and Vulcan Mill. The statutory dissolution date is May 1, 2018. At present, it is expected that the district will be able to close early in 2012.

	General Fund Advance		General Fund Advance
1992	\$ 631,922	2002	53,166
1993	31,596	2003	55,825
1994	33,176	2004	58,616
1995	34,834	2005	(245,953)
1996	98,077	2006	(104,501)
1997	41,480	2007	(73,851)
1998	43,554	2008	(78,488)
1999	45,732	2009	(286,468)
2000	48,018	2010	(95,791)
2001	54,942	12/31/10	
		Balance	<u>\$ 345,886</u>

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 15,503	\$ 19,640	\$ 8,304	\$ 8,304	\$ 5,766	-30.56%
Program Expenses		\$ 96,597	\$ 101,255	\$ 89,832	\$ 89,832	\$ 98,009	9.10%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		95,149	99,467	88,032	88,032	96,209	9.29%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,448	1,788	1,800	1,800	1,800	0.00%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget
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**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 2

Business Unit 2030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4110 Property Taxes	\$ 190,649	\$ 255,082	\$ 274,761	\$ 274,761	\$ 282,894
4227 State Aid - Computers	6,754	5,304	5,304	5,304	4,766
4710 Interest on Investments	8,749	14,336	3,000	3,000	1,000
Total Revenue	<u>\$ 206,152</u>	<u>\$ 274,722</u>	<u>\$ 283,065</u>	<u>\$ 283,065</u>	<u>\$ 288,660</u>
Expenses					
6401 Accounting/Audit	\$ 1,448	\$ 1,788	\$ 1,800	\$ 1,800	\$ 1,800
6720 Interest Payments	41,149	37,434	28,532	28,532	19,209
7913 Trans Out - Debt Service	54,000	62,033	59,500	59,500	77,000
Total Expense	<u>\$ 96,597</u>	<u>\$ 101,255</u>	<u>\$ 89,832</u>	<u>\$ 89,832</u>	<u>\$ 98,009</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET

TAX INCREMENTAL DISTRICT # 2

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

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ 190,649	\$ 255,082	\$ 274,761	\$ 279,242	\$ 282,894
Intergovernmental	6,754	5,304	5,304	4,766	4,766
Interest Income	8,749	14,336	3,000	4,000	1,000
Total Revenues	<u>206,152</u>	<u>274,722</u>	<u>283,065</u>	<u>288,008</u>	<u>288,660</u>
Expenses					
Interest Expense	41,149	37,434	28,532	28,532	19,209
Administrative Expenses	1,448	1,788	1,800	1,800	1,800
Total Expenses	<u>42,597</u>	<u>39,222</u>	<u>30,332</u>	<u>30,332</u>	<u>21,009</u>
Revenues over (under) Expenses	163,555	235,500	252,733	257,676	267,651
Other Financing Sources (Uses)					
Operating Transfers Out - Debt Service	(54,000)	(62,033)	(59,500)	(59,500)	(77,000)
Total Other Financing Sources (Uses)	<u>(54,000)</u>	<u>(62,033)</u>	<u>(59,500)</u>	<u>(59,500)</u>	<u>(77,000)</u>
Net Change in Fund Balances	109,555	173,467	193,233	198,176	190,651
Fund Balance - Beginning	(827,954)	(718,399)	(544,932)	(544,932)	(346,756)
Fund Balance - Ending	<u>\$ (718,399)</u>	<u>\$ (544,932)</u>	<u>\$ (351,699)</u>	<u>\$ (346,756)</u>	<u>\$ (156,105)</u>

Discussion of changes in fund balances:

TIF # 2 has closed for capital expenditures, therefore it is classified as a Special Revenue Fund.

**CITY OF APPLETON 2010 BUDGET
TAX INCREMENTAL DISTRICT #2
LONG TERM DEBT**

Year	2001 Trust Fund Loan	
	Principal	Interest
2010	70,000	7,000
2011	70,000	3,500
	<u>\$ 140,000</u>	<u>\$ 10,500</u>

**CITY OF APPLETON 2010 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 Washington and East Parking Ramps, the Radisson Paper Valley Hotel expansion, the Evans Title building, Angelus Assisted Living Center, the Copper Leaf Hotel, and the Richmond Terrace condominiums. This district is scheduled to close in 2021.

	General Fund Advance	Parking Utility Advance		General Fund Advance	Parking Utility Advance
1993	\$ -	\$ 129,877	2002	2,235,558	969,870
1994	-	604,290	2003	1,498,145	1,892,733
1995	-	703,516	2004	1,575,103	1,338,592
1996	-	1,254,622	2005	393,108	800,000
1997	639,211	764,308	2006	207,763	900,000
1998	1,141,212	787,831	2007	423,151	900,000
1999	1,756,773	827,222	2008	239,309	900,000
2000	1,774,640	868,584	2009	(1,388,726)	1,000,000
2001	1,341,515	1,568,974	2010	386,838	1,000,000
			12/31/10		
			Balance	\$ 12,223,600	\$ 17,210,419

Major program changes:

The City continues not to 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.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	
	Program Revenues	\$ 65,577	\$ 115,492	\$ 50,810	\$ 50,810	\$ 37,279	-26.63%
	Program Expenses	\$ 2,657,924	\$ 2,251,399	\$ 2,272,033	\$ 2,272,033	\$ 2,354,186	3.62%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	2,656,475	2,249,611	2,270,033	2,270,033	2,352,186	3.62%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,449	1,788	2,000	2,000	2,000	0.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 3.xls

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 3

Business Unit 2040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4110 Property Taxes	\$ 1,206,654	\$ 1,248,118	\$ 1,291,476	\$ 1,291,476	\$ 1,296,623
4130 Payment in Lieu of Taxes	45,146	24,502	24,502	24,502	22,000
4227 State Aid - Computers	9,112	16,308	16,308	16,308	7,279
4710 Interest on Investments	11,319	74,682	10,000	10,000	8,000
5927 Transfer In - Parking Utility	900,000	900,000	1,000,000	1,000,000	1,000,000
Total Revenue	<u>\$ 2,172,231</u>	<u>\$ 2,263,610</u>	<u>\$ 2,342,286</u>	<u>\$ 2,342,286</u>	<u>\$ 2,333,902</u>
Expenses					
6401 Accounting/Audit	\$ 1,449	\$ 1,788	\$ 2,000	\$ 2,000	\$ 2,000
6720 Interest Payments	623,151	639,309	611,274	611,274	586,838
7913 Trans Out - Debt Service	2,033,324	1,610,302	1,658,759	1,658,759	1,765,348
Total Expense	<u>\$ 2,657,924</u>	<u>\$ 2,251,399</u>	<u>\$ 2,272,033</u>	<u>\$ 2,272,033</u>	<u>\$ 2,354,186</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET
TAX INCREMENTAL DISTRICT # 3
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ 1,251,800	\$ 1,272,620	\$ 1,315,978	\$ 1,336,171	\$ 1,318,623
Intergovernmental	9,112	16,308	16,308	7,279	7,279
Interest Income	11,319	74,682	10,000	4,000	8,000
Total Revenues	<u>1,272,231</u>	<u>1,363,610</u>	<u>1,342,286</u>	<u>1,347,450</u>	<u>1,333,902</u>
Expenses					
Interest Expense	623,151	639,309	611,274	611,274	586,838
Administrative Expenses	1,449	1,788	2,000	2,000	2,000
Total Expenses	<u>624,600</u>	<u>641,097</u>	<u>613,274</u>	<u>613,274</u>	<u>588,838</u>
Revenues over (under) Expenses	647,631	722,513	729,012	734,176	745,064
Other Financing Sources (Uses)					
Operating Transfers In - Other Funds	900,000	900,000	1,000,000	1,000,000	1,000,000
Operating Transfers Out - Debt Service	(2,033,324)	(1,610,302)	(1,658,759)	(1,658,758)	(1,765,348)
Total Other Financing Sources (Uses)	<u>(1,133,324)</u>	<u>(710,302)</u>	<u>(658,759)</u>	<u>(658,758)</u>	<u>(765,348)</u>
Revenues over (under) Expenses	(485,693)	12,211	70,253	75,418	(20,284)
Fund Balance (Deficit)- Beginning	<u>(11,978,853)</u>	<u>(12,464,546)</u>	<u>(12,452,335)</u>	<u>(12,452,335)</u>	<u>(12,376,917)</u>
Fund Balance (Deficit)- Ending	<u>\$ (12,464,546)</u>	<u>\$ (12,452,335)</u>	<u>\$ (12,382,082)</u>	<u>\$ (12,376,917)</u>	<u>\$ (12,397,201)</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 2010 BUDGET
TAX INCREMENTAL DISTRICT #3
LONG TERM DEBT**

Year	1998A G.O. Refunding Bonds		2001B G.O. Notes	
	Principal	Interest	Principal	Interest
2010	\$ 475,000	\$ 88,735	\$ 600,000	\$ 76,200
2011	535,000	65,743	970,000	29,100
2012	530,000	40,850	-	-
2013	595,000	14,131	-	-
	<u>\$ 2,135,000</u>	<u>\$ 209,459</u>	<u>\$ 1,570,000</u>	<u>\$ 105,300</u>

Year	2001 State Trust Fund Loan		2002B G.O. Notes		2005 Refunding Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2010	\$ -	\$ 9,038	\$ 100,000	\$ 86,162	\$ 220,000	\$ 33,213
2011	180,764	9,038	100,000	80,713	250,000	24,675
2012	-	-	1,355,000	38,956	245,000	15,394
2013	-	-	-	-	270,000	5,400
	<u>\$ 180,764</u>	<u>\$ 18,076</u>	<u>\$ 1,555,000</u>	<u>\$ 205,831</u>	<u>\$ 985,000</u>	<u>\$ 78,682</u>

Year	2003 State Trust Fund Loan		TOTAL		
	Principal	Interest	Principal	Interest	Total
2010	\$ 40,000	\$ 37,000	\$ 1,435,000	\$ 330,348	\$ 1,765,348
2011	50,000	35,000	2,085,764	244,269	2,330,033
2012	60,000	32,524	2,190,000	127,724	2,317,724
2013	70,000	29,500	935,000	49,031	984,031
2014	80,000	26,000	80,000	26,000	106,000
2015	90,000	22,000	90,000	22,000	112,000
2016	100,000	17,523	100,000	17,523	117,523
2017	120,000	12,500	120,000	12,500	132,500
2018	130,000	6,500	130,000	6,500	136,500
	<u>\$ 740,000</u>	<u>\$ 218,547</u>	<u>\$ 7,165,764</u>	<u>\$ 835,895</u>	<u>\$ 8,001,659</u>

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 4

Business Unit 2050

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 #4 included the majority of the Northeast Industrial Park, an area bounded by French Road (east), Ballard Road (west), Glendale Avenue (south), and Ashbury Drive (north).

Primary projects have included land assembly and installation of public utilities on unimproved property that allows industrial development to take place.

Major program changes:

No increment was certified for the 2009 tax roll collectible in 2010. This district will be closed with funds segregated in a capital projects escrow account for the remaining cost of projects outstanding. The remaining cash balance will be dispersed to the participating tax entities according to the applicable percentage of the tax

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget		% Change *	
Unit	Title	2007	2008	Adopted 2009	Amended 2009		2010
Program Revenues		\$ 584,491	\$ 538,293	\$ 413,724	\$ 413,724	\$ -	-100.00%
Program Expenses		\$ 1,532,470	\$ 1,715,433	\$ 775,087	\$ 850,087	\$ 11,626,489	1400.02%
Expenses Comprised Of:							
	Personnel	7,460	43,425	71,868	71,868	-	-100.00%
	Administrative Expense	1,516,949	-	-	-	7,514,910	N/A
	Supplies & Materials	-	10,268	11,080	11,080	-	-100.00%
	Purchased Services	8,007	2,959	78,200	78,200	4,000	-94.88%
	Utilities	54	-	-	-	-	N/A
	Repair & Maintenance	-	7,677	22,200	22,200	-	-100.00%
	Capital Expenditures	-	1,651,104	591,739	666,739	4,107,579	594.15%

* % change from prior year adopted budget
TIF 4.xls

**CITY OF APPLETON 2008 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 4

Business Unit 2050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4110 Property Taxes	\$ 2,720,023	\$ 3,519,900	\$ 4,375,546	\$ 4,375,546	\$ -
4130 Pmt in Lieu of Taxes	84,272	-	-	-	-
4227 State Aid - Computers	112,295	119,724	119,724	119,724	-
4710 Interest on Investments	300,760	399,569	210,000	210,000	-
5004 Sale of City Prop - Nontax	79,135	-	84,000	84,000	-
5010 Misc. Revenue - Nontax	8,029	19,000	-	-	-
Total Revenue	\$ 3,304,514	\$ 4,058,193	\$ 4,789,270	\$ 4,789,270	\$ -
Expenses					
6101 Regular Salaries	\$ 4,739	\$ 26,262	\$ 47,084	\$ 47,084	\$ -
6105 Overtime	120	3,581	-	-	-
6108 Part Time	548	1,560	-	-	-
6150 Fringes	2,053	12,022	24,784	24,784	-
6308 Landscape Supplies	-	-	7,080	7,080	-
6309 Shop Supplies & Tools	-	354	-	-	-
6325 Construction Materials	-	9,914	4,000	4,000	-
6328 Signs	-	-	-	-	-
6401 Accounting/Audit	1,448	1,789	2,000	2,000	4,000
6402 Legal Fees	228	-	-	-	-
6404 Consulting Services	-	-	65,000	65,000	-
6408 Contractor Fees	-	1,170	-	-	-
6425 CEA Equip. Rental	54	7,678	22,200	22,200	-
6599 Other Contracts/Obligation	6,331	-	11,200	11,200	4,107,579
6801 Land	-	-	57,851	57,851	-
6809 Infrastructure Construction	-	1,651,103	533,888	608,888	-
7911 Trans Out - General Fund	-	-	-	-	2,300,500
7913 Trans Out - Debt Service	1,516,949	-	-	-	-
7914 Trans Out - Capital Projects	-	-	-	-	5,214,410
Total Expense	\$ 1,532,470	\$ 1,715,433	\$ 775,087	\$ 850,087	\$ 11,626,489

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

CITY OF APPLETON 2008 BUDGET
TAX INCREMENTAL DISTRICT #4
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ 2,804,295	\$ 3,519,900	\$ 4,375,546	\$ 4,446,908	\$ -
Intergovernmental	112,295	119,724	119,724	138,528	-
Interest Income	300,760	399,569	210,000	105,000	-
Other	8,029	19,000	-	-	-
Total Revenues	<u>3,225,379</u>	<u>4,058,193</u>	<u>4,705,270</u>	<u>4,690,436</u>	<u>-</u>
Expenses					
Capital outlay	14,073	1,713,645	761,887	861,800	4,107,579
Administrative Expense	1,448	1,788	13,200	13,200	4,000
Total Expenses	<u>15,521</u>	<u>1,715,433</u>	<u>775,087</u>	<u>875,000</u>	<u>4,111,579</u>
Revenues over (under) Expenses	3,209,858	2,342,760	3,930,183	3,815,436	(4,111,579)
Other Financing Sources (Uses)					
Operating Transfers Out - General Fund	-	-	-	-	(2,300,500)
Operating Transfers Out - Debt Service	(1,516,949)	-	-	-	-
Operating Transfers Out - Capital Projects	-	-	-	-	(5,214,410)
Sale of City Property	79,135	-	84,000	-	-
Total Other Financing Sources (Uses)	<u>(1,437,814)</u>	<u>-</u>	<u>84,000</u>	<u>-</u>	<u>(7,514,910)</u>
Net Change in Fund Balances	1,772,044	2,342,760	4,014,183	3,815,436	(11,626,489)
Fund Balance - Beginning	<u>3,696,249</u>	<u>5,468,293</u>	<u>7,811,053</u>	<u>7,811,053</u>	<u>11,626,489</u>
Fund Balance - Ending	<u>\$ 5,468,293</u>	<u>\$ 7,811,053</u>	<u>\$ 11,825,236</u>	<u>\$ 11,626,489</u>	<u>\$ -</u>

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

CITY OF APPLETON 2010 BUDGET CAPITAL PROJECTS FUNDS

Tax Incremental District # 5

Business Unit 4080

PROGRAM MISSION

This fund provides for commercial redevelopment of West Wisconsin Avenue between Gillett Street and Bennett Street and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The expenditure period for capital projects for this district expires March 3, 2021. The 2008 budget was for a portion of the TIF eligible improvements for a second phase of Heartwood Homes Senior Living, a multi-family housing development just north of Wisconsin Avenue, along Mason Street and Kamps Avenue. There were no development projects proposed for 2009 nor for 2010.

Summary of Advances	General Fund
2002	\$ 8,815
2003	14,690
2004	30,183
2005	33,434
2006	4,356
2007	4,574
2008	4,803
2009	(76,957)
2010	(23,898)
12/31/10 Balance	\$ -

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 11,675	\$ 14,280	\$ 7,062	\$ 7,062	\$ 19,876	181.45%
Program Expenses		\$ 103,482	\$ 188,991	\$ 161,985	\$ 161,985	\$ 102,958	-36.44%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	102,034	137,203	160,385	160,385	101,358	-36.80%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,448	51,788	1,600	1,600	1,600	0.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 5.xls

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 5

Business Unit 4080

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4110 Property Taxes	\$ 132,869	\$ 146,058	\$ 159,451	\$ 159,451	\$ 199,489
4130 Pmt in Lieu of Taxes	4,152	3,823	2,900	2,900	17,900
4227 State Aid - Computers	1,526	1,162	1,162	1,162	1,476
4710 Interest on Investments	5,997	9,295	3,000	3,000	500
5910 Proceeds of Long-term Debt	-	50,000	-	-	-
Total Revenue	\$ 144,544	\$ 210,338	\$ 166,513	\$ 166,513	\$ 219,365
Expenses					
6401 Accounting/Audit	\$ 1,448	\$ 1,788	\$ 1,600	\$ 1,600	\$ 1,600
6599 Other Contracts/Obligation	-	50,000	-	-	-
6720 Interest Payments	4,574	4,803	3,043	3,043	583
7913 Trans Out - Debt Service	97,460	132,400	157,342	157,342	100,775
Total Expense	\$ 103,482	\$ 188,991	\$ 161,985	\$ 161,985	\$ 102,958

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET
TAX INCREMENTAL DISTRICT # 5
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ 137,021	\$ 149,881	\$ 162,351	\$ 164,985	\$ 217,389
Intergovernmental	1,526	1,162	1,162	1,476	1,476
Interest Income	5,997	9,295	3,000	13,700	500
Total Revenues	<u>144,544</u>	<u>160,338</u>	<u>166,513</u>	<u>180,161</u>	<u>219,365</u>
Expenses					
Capital outlay	1,448	51,788	1,600	1,600	1,600
Interest Expense	4,574	4,803	3,043	3,043	583
Total Expenses	<u>6,022</u>	<u>56,591</u>	<u>4,643</u>	<u>4,643</u>	<u>2,183</u>
Revenues over (under) Expenses	138,522	103,747	161,870	175,518	217,182
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	50,000	-	-	-
Operating Transfers Out - Debt Service	(97,460)	(132,400)	(157,342)	(157,342)	(100,775)
Total Other Financing Sources (Uses)	<u>(97,460)</u>	<u>(82,400)</u>	<u>(157,342)</u>	<u>(157,342)</u>	<u>(100,775)</u>
Net Change in Fund Balances	41,062	21,347	4,528	18,176	116,407
Fund Balance (Deficit) - Beginning	<u>(65,093)</u>	<u>(24,031)</u>	<u>(2,684)</u>	<u>(2,684)</u>	<u>15,492</u>
Fund Balance (Deficit) - Ending	<u>\$ (24,031)</u>	<u>\$ (2,684)</u>	<u>\$ 1,844</u>	<u>\$ 15,492</u>	<u>\$ 131,899</u>

Discussion of changes in fund balances:

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 2010 BUDGET
TAX INCREMENTAL DISTRICT #5
LONG TERM DEBT**

Year	2001B G.O. Notes	
	Principal	Interest
2010	\$ 50,000	\$ 6,300
2011	80,000	2,400
	<u>\$ 130,000</u>	<u>\$ 8,700</u>

Year	2002B G.O. Notes		2005B G.O. Notes	
	Principal	Interest	Principal	Interest
2010	\$ 30,000	\$ 7,650	\$ -	\$ 5,075
2011	30,000	6,015	-	5,075
2012	90,000	2,588	25,000	4,638
2013	-	-	30,000	3,600
2014	-	-	35,000	2,300
2015	-	-	40,000	800
	<u>\$ 150,000</u>	<u>\$ 16,253</u>	<u>\$ 130,000</u>	<u>\$ 21,488</u>

Year	2008A G.O. Notes		TOTAL		
	Principal	Interest	Principal	Interest	Total
2010	\$ -	\$ 1,750	\$ 80,000	\$ 20,775	\$ 100,775
2011	-	1,750	110,000	15,240	125,240
2012	-	1,750	115,000	8,976	123,976
2013	-	1,750	30,000	5,350	35,350
2014	-	1,750	35,000	4,050	39,050
2015	50,000	875	90,000	1,675	91,675
	<u>\$ 50,000</u>	<u>\$ 9,625</u>	<u>\$ 460,000</u>	<u>\$ 56,066</u>	<u>\$ 516,066</u>

CITY OF APPLETON 2010 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 2010 budget provides \$59,315 for Administration. Administration (other) costs include environmental engineering, wetland delineation, platting, and other elements associated with engineering of the Park. It also includes maintenance, real estate commissions, surveys, title insurance, and other costs associated with marketing and selling land.

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
Southpoint Commerce Park	\$ 59,315	Projects, Pg. 627
Concrete Paving Program	49,499	Projects, Pg. 636
Total	\$ 108,814	

Summary of Advances	General Fund
2009	\$ 410,000
2010	225,500
12/31/10 Balance	\$ 635,500

Major program changes:

Due to economic conditions, we are projecting no land sales in 2009 as budgeted. An advance from the General Fund has been established until sales rebound. Interest at 5% as established by Council policy will be charged.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 262,000	\$ 517,424	\$ 486,401	\$ 486,401	\$ 430,698	-11.45%
Program Expenses		\$ 3,453,686	\$ 3,593,274	\$ 3,917,454	\$ 3,927,454	\$ 2,955,925	-24.54%
Expenses Comprised Of:							
	Personnel	38,541	74,536	51,167	51,167	44,499	-13.03%
	Administrative Expense	1,986,937	2,332,852	2,748,430	2,748,430	2,845,411	3.53%
	Supplies & Materials	116,950	111,851	3,470	3,470	-	-100.00%
	Purchased Services	89,334	59,561	87,100	87,100	60,700	-30.31%
	Utilities	669	379	415	415	315	-24.10%
	Repair & Maintenance	8,426	4,751	4,110	4,110	5,000	21.65%
	Other Capital Expenditures	1,212,829	1,009,344	1,022,762	1,032,762	-	-100.00%

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

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 6

Business Unit 4090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4110 Property Taxes	\$ 1,485,279	\$ 1,526,900	\$ 1,559,321	\$ 1,559,321	\$ 1,975,405
4130 Pmt in Lieu of Taxes	58,379	3,983	3,983	3,983	-
4227 State Aid - Computers	25,212	21,108	21,108	21,108	29,388
4710 Interest on Investments	98,074	134,448	60,000	60,000	-
5004 Sale of City Prop - Nontax	76,454	343,251	400,000	400,000	400,000
5015 Rental of City Property	1,450	1,310	1,310	1,310	1,310
5035 Other Reimbursements	2,431	13,324	-	-	-
5910 Proceeds of Long-term Debt	1,154,374	1,116,000	1,167,424	1,167,424	108,814
Total Revenue	<u>\$ 2,901,653</u>	<u>\$ 3,160,324</u>	<u>\$ 3,213,146</u>	<u>\$ 3,213,146</u>	<u>\$ 2,514,917</u>
Expenses					
6101 Regular Salaries	\$ 26,507	\$ 44,941	\$ 37,391	\$ 37,391	\$ 32,549
6104 Call Time	29	-	-	-	-
6105 Overtime	668	4,478	-	-	222
6108 Part-Time	84	5,436	-	-	971
6150 Fringes	11,253	19,681	13,776	13,776	10,757
6308 Landscape Supplies	-	-	1,470	1,470	-
6309 Shop Supplies & Tools	-	221	-	-	-
6325 Construction Materials	116,949	110,336	-	-	-
6328 Signs	-	1,293	2,000	2,000	-
6401 Accounting/Audit	1,448	1,788	1,600	1,600	1,700
6402 Legal Fees	55	1,261	-	-	-
6404 Consulting Services	14,868	-	35,000	35,000	5,000
6408 Contractor Fees	66,972	32,132	2,500	2,500	6,000
6413 Utilities	669	379	415	415	315
6425 CEA Equip. Rental	8,426	4,752	4,110	4,110	5,000
6599 Other Contracts/Obligations	5,991	24,380	48,000	48,000	48,000
6720 Interest Payments	-	-	-	-	25,500
6801 Land	72,400	-	-	-	-
6809 Infrastructure Construction	1,140,430	1,009,344	1,022,762	1,032,762	-
7913 Trans Out - Debt Service	1,986,937	2,332,852	2,748,430	2,748,430	2,819,911
Total Expense	<u>\$ 3,453,686</u>	<u>\$ 3,593,274</u>	<u>\$ 3,917,454</u>	<u>\$ 3,927,454</u>	<u>\$ 2,955,925</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Other Contracts / Obligations

Real estate commissions	\$ 36,000
Weed cutting/Debris clean up	12,000
	<u>\$ 48,000</u>

CITY OF APPLETON 2010 BUDGET
TAX INCREMENTAL DISTRICT # 6
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ 1,543,658	\$ 1,530,883	\$ 1,563,304	\$ 1,566,441	\$ 1,975,405
Intergovernmental	25,212	21,108	21,108	29,388	29,388
Interest Income	98,074	134,448	60,000	1,000	-
Other	3,881	14,634	1,310	4,647	1,310
Total Revenues	<u>1,670,825</u>	<u>1,701,073</u>	<u>1,645,722</u>	<u>1,601,476</u>	<u>2,006,103</u>
Expenses					
Capital Outlay	1,465,301	1,258,634	1,132,424	1,085,000	108,814
Interest Expense	-	-	-	10,000	25,500
Administrative Expense	1,448	1,788	36,600	11,600	1,700
Total Expenses	<u>1,466,749</u>	<u>1,260,422</u>	<u>1,169,024</u>	<u>1,106,600</u>	<u>136,014</u>
Revenues over (under) Expenses	204,076	440,651	476,698	494,876	1,870,089
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	1,154,374	1,116,000	1,167,424	1,085,000	108,814
Operating Transfers Out - Debt Service	(1,986,937)	(2,332,852)	(2,748,430)	(2,748,430)	(2,819,911)
Sale of City Property	76,454	343,251	400,000	-	400,000
Total Other Financing Sources (Uses)	<u>(756,109)</u>	<u>(873,601)</u>	<u>(1,181,006)</u>	<u>(1,663,430)</u>	<u>(2,311,097)</u>
Net Change in Equity	(552,033)	(432,950)	(704,308)	(1,168,554)	(441,008)
Fund Balance - Beginning	1,996,856	1,444,823	1,011,873	1,011,873	(156,681)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 1,444,823</u>	<u>\$ 1,011,873</u>	<u>\$ 307,565</u>	<u>\$ (156,681)</u>	<u>\$ (597,689)</u>

CITY OF APPLETON 2010 BUDGET
TAX INCREMENTAL DISTRICT # 6
LONG TERM DEBT

2001A G.O. Notes							
Year	Principal	Interest					
2010	\$ 400,000	\$ 27,520					
2011	430,000	9,460					
	<u>\$ 830,000</u>	<u>\$ 36,980</u>					

2001 State Trust Fund Loan		2005 Refunding Bonds		2002A G.O. Notes		
Year	Principal	Interest	Principal	Interest	Principal	Interest
2010	\$ 400,000	\$ 40,894	\$ 950,000	\$ 16,625	\$ 100,000	\$ 64,440
2011	417,875	20,894	-	-	700,000	48,440
2012					840,000	17,220
	<u>\$ 817,875</u>	<u>\$ 61,788</u>	<u>\$ 950,000</u>	<u>\$ 16,625</u>	<u>\$ 1,640,000</u>	<u>\$ 130,100</u>

2002 State Trust Fund Loan		2003A G.O. Notes		2003 State Trust Fund Loan		
Year	Principal	Interest	Principal	Interest	Principal	Interest
2010	\$ 131,976	\$ 69,248	\$ 100,000	\$ 32,400	\$ 121,027	\$ 81,662
2011	138,574	62,649	100,000	29,075	127,079	75,611
2012	145,350	55,873	280,000	22,475	133,243	69,511
2013	152,771	48,453	475,000	8,787	140,095	62,595
2014	160,409	40,814	-	-	147,100	55,590
2015	168,430	32,794	-	-	154,454	48,235
2016	176,784	24,439	-	-	162,066	40,648
2017	185,690	15,533	-	-	170,281	32,409
2018	90,413	6,248	-	-	178,795	23,895
2019	34,556	1,728	-	-	170,287	14,955
2020	-	-	-	-	128,815	6,458
	<u>\$ 1,384,953</u>	<u>\$ 357,779</u>	<u>\$ 955,000</u>	<u>\$ 92,737</u>	<u>\$ 1,633,242</u>	<u>\$ 511,569</u>

2005B G.O. Notes		2006A G.O. Notes		2007A G.O. Notes		
Year	Principal	Interest	Principal	Interest	Principal	Interest
2010	\$ -	\$ 72,750	\$ -	\$ 80,183	\$ -	\$ 48,875
2011	285,000	67,763	-	80,183	-	48,875
2012	285,000	57,788	-	80,182	-	48,875
2013	285,000	47,100	480,000	70,282	-	48,875
2014	485,000	31,700	485,000	50,379	270,000	43,138
2015	550,000	11,000	485,000	30,373	280,000	31,450
2016	-	-	485,000	10,185	295,000	16,231
2017	-	-	-	-	305,000	6,481
2018	-	-	-	-	-	-
2019	-	-	-	-	-	-
2020	-	-	-	-	-	-
	<u>\$ 1,890,000</u>	<u>\$ 288,101</u>	<u>\$ 1,935,000</u>	<u>\$ 401,767</u>	<u>\$ 1,150,000</u>	<u>\$ 292,800</u>

2008A G.O. Notes		2009A G.O. Notes		TOTAL			
Year	Principal	Interest	Principal	Interest	Principal	Interest	Total
2010	\$ -	\$ 44,163	\$ -	\$ 38,148	\$ 2,203,003	\$ 616,908	\$ 2,819,911
2011	-	44,163	-	33,013	2,198,528	520,126	2,718,654
2012	-	44,163	-	33,013	1,683,593	429,100	2,112,693
2013	-	44,163	-	33,012	1,532,866	363,267	1,896,133
2014	-	44,162	-	33,012	1,547,509	298,795	1,846,304
2015	-	44,162	-	33,012	1,637,884	231,026	1,868,910
2016	175,000	40,881	-	33,012	1,293,850	165,396	1,459,246
2017	460,000	28,100	350,000	27,763	1,470,971	110,286	1,581,257
2018	480,000	9,600	365,000	17,038	1,114,208	56,781	1,170,989
2019	-	-	370,000	5,781	574,843	22,464	597,307
2020	-	-	-	-	128,815	6,458	135,273
	<u>\$ 1,115,000</u>	<u>\$ 343,557</u>	<u>\$ 1,085,000</u>	<u>\$ 286,804</u>	<u>\$ 15,386,070</u>	<u>\$ 2,820,607</u>	<u>\$18,206,677</u>

CITY OF APPLETON 2010 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 has deteriorated significantly over the last ten years. The abandonment of Valley Fair Mall and the under utilization of former retail and service buildings is cause for concern. The City has created TIF District #7 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 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.

Project	Amount	Page
South Memorial Drive	\$ 49,000	Projects, Pg. 628
Concrete Paving Program	121,395	Projects, Pg. 636
Stormwater Program	9,305	Projects, Pg. 648
Sanitary Sewer Program	21,025	Projects, Pg. 660
Total	\$ 200,725	

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 20,368	\$ 1,124	\$ 74,454	\$ 74,454	\$ 91,612	23.05%
Program Expenses		\$ -	\$ 20,715	\$ 124,454	\$ 124,454	\$ 247,253	98.67%
Expenses Comprised Of:							
	Personnel	-	-	-	-	41,832	N/A
	Administrative Expense	-	20,715	-	-	1,762	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	124,454	124,454	93,766	-24.66%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	5,500	N/A
	Capital Expenditures	-	-	-	-	104,393	N/A

* % change from prior year adopted budget
So. Memorial Drive.xls

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 7

Business Unit 4100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ 73,854	\$ 73,854	\$ 43,166
4227 State Aid - Computers	-	-	-	-	47,646
4710 Interest on Investments	368	1,124	600	600	800
5035 Other Reimbursements	20,000	-	-	-	-
5910 Proceeds of Long-term Debt	-	-	49,000	49,000	200,725
Total Revenue	\$ 20,368	\$ 1,124	\$ 123,454	\$ 123,454	\$ 292,337
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 26,198
6105 Overtime	-	-	-	-	2,000
6150 Fringes	-	-	-	-	13,634
6401 Accounting/Audit	-	715	1,600	1,600	1,600
6404 Consulting Services	-	-	14,000	14,000	14,000
6425 CEA Equip. Rental	-	-	-	-	5,500
6599 Other Contracts/Obligations	-	20,000	108,854	108,854	78,166
6809 Infrastructure Construction	-	-	-	-	104,393
7913 Trans Out - Debt Service	-	-	-	-	1,762
Total Expense	\$ -	\$ 20,715	\$ 124,454	\$ 124,454	\$ 247,253

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Consulting Services

Design services for revitalization grants	\$ 14,000
	<u>\$ 14,000</u>

Other Contracts/Obligations

Revitalization grants	\$ 35,000
Developer funded tax incentive payment	43,166
	<u>\$ 78,166</u>

CITY OF APPLETON 2010 BUDGET
TAX INCREMENTAL DISTRICT # 7
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ 73,854	\$ 15,355	\$ 43,166
Intergovernmental	-	-	-	47,646	47,646
Interest Income	368	1,124	600	800	800
Other	20,000	-	-	-	-
Total Revenues	<u>20,368</u>	<u>1,124</u>	<u>74,454</u>	<u>63,801</u>	<u>91,612</u>
Expenses					
Program Costs	-	20,715	124,454	66,955	245,491
Total Expenses	<u>-</u>	<u>20,715</u>	<u>124,454</u>	<u>66,955</u>	<u>245,491</u>
Revenues over (under) Expenses	20,368	(19,591)	(50,000)	(3,154)	(153,879)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	49,000	50,000	200,725
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	(1,762)
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>49,000</u>	<u>50,000</u>	<u>198,963</u>
Net Change in Equity	20,368	(19,591)	(1,000)	46,846	45,084
Fund Balance (Deficit) - Beginning	-	20,368	777	777	47,623
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance (Deficit) - Ending	<u>\$ 20,368</u>	<u>\$ 777</u>	<u>\$ (223)</u>	<u>\$ 47,623</u>	<u>\$ 92,707</u>

**CITY OF APPLETON 2010 BUDGET
TAX INCREMENTAL DISTRICT # 7
LONG TERM DEBT**

Year	2009A G.O. Notes	
	Principal	Interest
2010	\$ -	\$ 1,762
2011	-	1,525
2012	-	1,525
2013	-	1,525
2014	-	1,525
2015	-	1,525
2016	-	1,525
2017	15,000	1,300
2018	15,000	850
2019	20,000	313
	<u>\$ 50,000</u>	<u>\$ 13,375</u>

CITY OF APPLETON 2010 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 of Appleton's Focus Fox River: A Master Plan identifies 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. Two key sites include the former Foremost Dairy property on the north side of the river and the Kaukauna Utility/MI property on the south. Both sites have been identified for future medium to high density residential development, with the Kaukauna Utility/MI Drilling property to include coordination of a secondary access and public improvements with Telulah Park.

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 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 businesses and attracting new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces.

Project	Amount	Page
Concrete paving program	\$ 41,037	Projects, Pg. 636

Major program changes:

The costs above are primarily for engineering time related to the construction of a road, Riverheath Way, from Banta Court to north approximately 600' to connect with the Newberry extension. The City shall publicly bid and hold the contracts for the construction but the Developer shall provide to the City an irrevocable standby letter of credit to cover the construction. In the event this project does not move forward, the engineering time included here will be dedicated to other projects on back log in the general fund and funding would need to be identified at that time to cover those costs. Engineering time for the 2010 overall budget has been allocated to the projects we expect to move forward at the time of budget creation.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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 *
		2007	2008	Adopted 2009	Amended 2009	2010	
	Program Revenues	\$ -	\$ -	\$ 34,761	\$ 34,761	\$ -	-100.00%
	Program Expenses	\$ -	\$ -	\$ 34,761	\$ 34,761	\$ 44,272	27.36%
Expenses Comprised Of:							
	Personnel	-	-	34,761	34,761	38,037	9.42%
	Administrative Expense	-	-	-	-	2,235	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	1,000	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	3,000	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4710 Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -
5035 Other Reimbursements	-	-	34,761	34,761	-
5910 Proceeds of Long-term Debt	-	-	-	-	25,000
Total Revenue	\$ -	\$ -	\$ 34,761	\$ 34,761	\$ 25,000
Expenses					
6401 Regular Salaries	\$ -	\$ -	\$ 23,571	\$ 23,571	\$ 24,123
6105 Overtime	-	-	-	-	2,000
6150 Fringes	-	-	11,190	11,190	11,914
6201 Training & Conferences	-	-	-	-	1,000
6412 Advertising	-	-	-	-	1,000
6425 CEA Equip. Rental	-	-	-	-	3,000
7913 Trans Out - Debt Service	-	-	-	-	1,235
Total Expense	\$ -	\$ -	\$ 34,761	\$ 34,761	\$ 44,272

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET
TAX INCREMENTAL DISTRICT # 8
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Interest Income	\$ -	\$ -	\$ -	\$ 100	\$ -
Other	-	-	34,761	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>34,761</u>	<u>100</u>	<u>-</u>
Expenses					
Program Costs	-	-	34,761	10,000	43,037
Total Expenses	<u>-</u>	<u>-</u>	<u>34,761</u>	<u>10,000</u>	<u>43,037</u>
Revenues over (under) Expenses	-	-	-	(9,900)	(43,037)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	35,000	25,000
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	(1,235)
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,000</u>	<u>23,765</u>
Net Change in Equity	-	-	-	25,100	(19,272)
Fund Balance - Beginning	-	-	-	-	25,100
Residual Equity Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,100</u>	<u>\$ 5,828</u>

**CITY OF APPLETON 2010 BUDGET
TAX INCREMENTAL DISTRICT # 8
LONG TERM DEBT**

Year	2009A G.O. Notes	
	Principal	Interest
2010	\$ -	\$ 1,235
2011	-	1,069
2012	-	1,069
2013	-	1,069
2014	-	1,069
2015	-	1,069
2016	-	1,069
2017	10,000	918
2018	10,000	618
2019	15,000	234
	<u>\$ 35,000</u>	<u>\$ 9,419</u>

CITY OF APPLETON 2010 BUDGET

LIBRARY

Library Director: Terry P. Dawson

Deputy Director - Library: Colleen T. Rortvedt

CITY OF APPLETON 2010 BUDGET LIBRARY

MISSION STATEMENT

The Appleton Public Library is a center of community life, offering opportunities to learn, know, gather and grow.

DISCUSSION OF SIGNIFICANT 2009 EVENTS

Maintain high quality library services

Overall circulation increased 6% over 2008

Meeting room use increased 9% over 2008

Inter-library loans to other libraries increased 6%, and from other libraries 9%, over 2008

Holds filled for patrons increased 11% over 2008

Door count increased 8% over 2008

Time used on public Internet computers increased 52% over last year

Over 4,000 children participated in summer library program

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

Hosted annual "I Love My Library" dinner and silent auction

Worked with the Washington Square project, installed new furniture & plantings

Participated in the annual Legislative Day in Madison

Planning for 2009 all-staff training underway

Increased participation in professional association activities with added cost controls

Continued to participate in regional library marketing through OWLSnet

Working to integrate Appleton Library Foundation and Friends of Appleton Library for efficiency, increased fundraising, volunteerism and marketing

Received Primetime funding through Community Foundation, summer interns via AmeriCorps and Workforce Development

Continue to explore facility needs and options.

The RFP for program design received 14 submissions, with three firms interviewed, and the study conducted March-June with recommendation approved by Board and presented to Council

Continue cooperation with schools and other community organizations

Participated in programs with Community Gardens, Appleton Area Schools, Toward Community, Career Connections, Community Health Center, Appleton Education Foundation, United Way, Fox Valley Symphony, FVTC, Multicultural Center, Very Special Arts Wisconsin, Appleton Downtown, Boys & Girls Club and Valley Transit

Participated as a major sponsor and participant in the Community Read & Book Festival: 14 sessions held at APL

Utilize volunteers more effectively.

Increased volunteer hours 55% over 2008; between January and May, we had 2,443 volunteer hours

Held Library volunteer reception. Recognized teen volunteers at Volunteer Center luncheon, presented Volunteer of the Year and Teen Volunteer of the Year awards at City Council, participated at the Friends of Appleton Library annual meeting and the Celebrate Our Volunteers dinner

Continuously work to improve website and online service delivery

Implemented Spanish language resources website, new text messaging reference service and mobile website, and redesigned Facebook page

Staff website development taskforce is making progress to implementing a new APL website based in Drupal which will increase quality of information and provide efficiency in updating content

Continued to work toward digitized local history project on OWLS' ContentDM

CITY OF APPLETON 2010 BUDGET LIBRARY

MAJOR 2010 OBJECTIVES

Work to develop new long range plan for the Library, in the context of the revised City Strategic Plan, ongoing library facility discussions, emerging community needs and changes in staffing, training, funding and technology

Undertake a site selection process for a new library facility; work with Friends of Appleton Library to develop private community support for building program

Begin implementation of radio frequency identification security (RFID), maintaining current system until RFID implementation

Continue current long range plan goals including:

- Foster a lifelong love of reading and learning in children and young adults
- Foster lifelong learning by providing resources and assistance for individuals seeking and evaluating information
- Provide access to current, popular materials and programs
- Provide dependable and reliable information
- Provide local information, local history, and cultural diversity resources
- Provide an adequate number of well-trained staff and volunteers
- Align library services with community needs and serve as a community gathering place
- Ensure adequate financial resources to meet community library service needs
- Use appropriate technology to provide service, assist staff, and increase efficiency
- Ensure clean, safe, well-maintained and easily accessible facilities

Continue focus on marketing and advocacy, improve communication, fund development and technology development for efficiency, staffing levels, library environment and neighborhood

Maintain our commitment to staff education and training; as library use continues to experience significant growth, but staff hours have not grown commensurately, the need for training in technologies and best practices becomes even more vital

Seek appropriate opportunities to collaborate with schools and other community organizations, including book festival and community read projects

Utilize volunteers more effectively and work to enhance the effectiveness of the Friends of Appleton Library

Continuously work to improve library websites, electronic services and online service delivery, in collaboration with OWLS and OWLSnet as well as for unique Appleton resources; maintain multilingual web pages

Maintain the high quality library services to which residents are entitled, including circulation, collection development, cataloging, reference and readers' advisory, programs, electronic services and public meetings

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 844,419	\$ 895,105	\$ 878,809	\$ 944,444	\$ 973,263	10.75%
Program Expenses							
16010	Administration	484,017	522,500	512,791	522,591	506,372	-1.25%
16021	Children's Services	454,063	467,952	481,882	481,882	490,008	1.69%
16023	Circulation	813,811	888,460	855,015	871,515	907,257	6.11%
16024	Reference Services	782,883	820,767	818,779	818,779	830,153	1.39%
16031	Maintenance	478,197	461,152	516,188	516,188	491,434	-4.80%
16032	Technical Services	960,354	1,054,838	999,573	1,040,408	1,028,748	2.92%
16033	Network Services	154,226	157,636	173,196	183,696	188,590	8.89%
TOTAL		\$ 4,127,551	\$ 4,373,305	\$ 4,357,424	\$ 4,435,059	\$ 4,442,562	1.95%
Expenses Comprised Of:							
Personnel		3,116,876	3,305,160	3,307,499	3,344,299	3,411,712	3.15%
Administrative Expense		88,502	93,802	91,288	91,288	88,558	-2.99%
Supplies & Materials		543,621	608,495	553,584	594,419	559,778	1.12%
Purchased Services		62,341	59,239	60,679	60,679	61,128	0.74%
Utilities		144,517	153,143	172,611	172,611	157,335	-8.85%
Repair & Maintenance		146,580	142,595	162,863	162,863	155,051	-4.80%
Capital Expenditures		25,114	10,871	8,900	8,900	9,000	1.12%
Full Time Equivalent Staff:							
Personnel allocated to programs		45.50	45.50	45.50	45.50	45.00	

* % change from prior year adopted budget
Library.xls

CITY OF APPLETON 2010 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM MISSION

To ensure effective and responsible services, Administration facilitates library staff efforts in the delivery of library programs and services to patrons and develops the library's long range goals for the benefit of the 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:

- Work with other City departments, neighboring businesses and Appleton Downtown Inc. to maintain a positive environment near the Library
- Work with Library staff and Police to maintain a positive environment in the Library
- Seek ways to increase use of volunteers
- Seek increased training and development opportunities for Library staff
- Utilize and explore new technologies for improved efficiency, service delivery and communication
- Plan, organize, coordinate, and review Library services and policies under authority of the Library Board of Trustees
- Sustain cooperative agreements with educational institutions for coordination of services and seek opportunities to develop new cooperative activities
- Maintain an operating budget that meets patron service needs, including innovative funding and grants
- Sustain the Library's role as a community gathering place for individuals and families
- Maintain stewardship of Library facilities, including appropriate funding for maintenance and repairs
- Work with other libraries, state agencies and library organizations for efficient coordination of services and equitable compensation

Major Program Changes:

The increase in Library aids is due to the anticipated increase in support from Outagamie County. The largest factor influencing this change is the increase in borrowing by rural Outagamie County residents. The County's reimbursement is based on the use of the library by County residents who do not have a library in their hometown.

Coordinate efforts on facility changes, including site selection, program design and fundraising.

Coordinate efforts in the implementation of the radio frequency identification (RFID) system.

Work with Park & Recreation to identify opportunities to collaborate on programs and program spaces.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Library activities, programs and services are responsive to community need					
% of surveyed patrons who rate the library as responsive or very responsive	98%	97%	98%	98%	98%
Strategic Outcomes					
A better educated community					
Collaborations with educational institutions	6	14	8	15	12
Work Process Outputs					
Grant funds awarded	\$ 76,933	\$ 84,690	\$ 93,000	\$ 93,000	\$ 100,000
Meetings with community leaders	92	105	50	50	60
State-level meetings attendec	20	20	10	10	10
Surveys conducted	1	1	1	1	1
Walking books clients added	18	41	25	25	25
Number of reports for Library Board and Administration	41	41	40	40	40
Library volunteers	180	159	220	220	250
Press releases issued	138	256	150	150	150

CITY OF APPLETON 2010 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ 4,460	\$ -	\$ -	\$ -	\$ -
4232 Library Grants & Aids	649,915	675,904	700,009	700,009	806,513
4801 Charges for Serv.- Nontax	100,899	83,296	95,000	95,000	88,000
5015 Rental of City Property	27,993	19,307	32,000	32,000	30,000
5020 Donations & Memorials	19,698	3,754	-	5,800	-
5035 Other Reimbursements	-	74,734	-	59,835	-
5085 Cash Short or Over	10	-	-	-	-
Total Revenue	\$ 802,975	\$ 856,995	\$ 827,009	\$ 892,644	\$ 924,513
Expenses					
6101 Regular Salaries	\$ 317,126	\$ 331,326	\$ 331,261	\$ 331,261	\$ 330,899
6108 Part-Time	22,261	32,216	17,864	27,664	18,035
6150 Fringes	123,856	138,955	142,553	142,553	136,635
6201 Training\Conferences	2,746	5,903	3,800	3,800	3,800
6206 Parking Permits	1,428	1,428	1,428	1,428	1,428
6301 Office Supplies	5,028	2,966	4,700	4,700	4,500
6303 Memberships & Licenses	2,592	1,197	2,100	2,100	2,100
6305 Awards & Recognition	333	370	690	690	600
6307 Food & Provisions	678	737	920	920	850
6320 Printing & Reproduction	380	116	1,000	1,000	750
6324 Medical\Lab Supplies	107	171	100	100	100
6412 Advertising	451	624	875	875	875
6413 Utilities	5,708	6,229	5,000	5,000	5,300
6418 Equip Repairs & Maint	1,323	262	500	500	500
Total Expense	\$ 484,017	\$ 522,500	\$ 512,791	\$ 522,591	\$ 506,372

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM MISSION

To enrich the lives of children and help them develop a love of learning, Children's Services provides access to quality children's materials and makes information and cultural opportunities available to children and people involved in children's lives.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Develop and provide 1,100 quality programs for children and caregivers
- Offer at least five programs in cooperation or collaboration with other agencies serving children in the Fox Cities
- Develop and provide a summer reading program for 3,700 children
- Develop a quality children's materials collection through selection, collection development and maintenance
- Work with administration and Library web coordinator to redesign the Children's Services' website
- Provide quality customer service, including reference, readers advisory and directional assistance to walk-in and telephone patrons
- Promote children's services, programming and collections to children and people involved in their lives through at least 5 pathfinders and 20 flyers
- Increase the use of volunteers to handle more routine tasks
- Manage public access computing procedures and policies in the Children's Services area.

Major Program Changes:

Children's Services will provide Prime Time Family Reading Time as a regular program. This can be offered because of a grant that will fund the program for three years. The grant is from the Community Foundation and is paid to the Library Foundation. The Library Foundation will use these funds to pay for all out-of-pocket expenses related to the program. The Library will contribute staff time, volunteer time and space.

Programming projections for 2010 will remain flat. This is actually an anticipated increase in productivity because in the summer of 2009, the library was provided a full-time AmeriCorps volunteer that allowed the library to increase the number of programs offered. In the summer 2010, we will not have this volunteer as this was a special program offered to the UW Oshkosh AmeriCorps Connects Center provided by stimulus funds.

Computer workstation sessions will increase in 2010 due to the library acquiring 7 computers in late 2008, with educational programs for students and young children. We have found an accurate way to track their use and now include this in the computer workstations sessions statistic below.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Children have access to a wide range of quality program:					
Attendance at children's programs	17,317	27,604	34,000	34,000	34,000
Computer workstation sessions	15,404	14,756	16,000	48,838	50,000
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library program participants	3,496	3,709	3,700	3,700	3,700
Work Process Outputs					
Reference transactions	21,637	22,972	25,000	25,000	25,000
Number of children's programs	493	979	1,100	1,100	1,100

CITY OF APPLETON 2010 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 289,076	\$ 284,389	\$ 298,127	\$ 298,127	\$ 309,548
6108 Part-Time	31,892	38,015	29,945	29,945	30,330
6150 Fringes	123,311	133,995	143,451	143,451	139,771
6201 Training\Conferences	2,887	3,830	3,500	3,500	3,500
6206 Parking Permits	1,584	1,584	1,584	1,584	1,584
6301 Office Supplies	3,137	2,629	2,400	2,400	2,400
6320 Printing & Reproduction	1,007	2,053	1,500	1,500	1,500
6327 Miscellaneous Equipment	319	457	350	350	350
6418 Equip Repairs & Maint	-	-	100	100	100
6599 Other Contracts/Obligations	850	1,000	925	925	925
Total Expense	<u>\$ 454,063</u>	<u>\$ 467,952</u>	<u>\$ 481,882</u>	<u>\$ 481,882</u>	<u>\$ 490,008</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET

LIBRARY

Circulation

Business Unit 16023

PROGRAM MISSION

To ensure ready access to ideas and information, Circulation makes library materials accessible to users and staff by providing checkout, check in, registration, reserves, inter-library loans, and by providing organization and shelving of library materials.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Check out over one million items to library patrons
- Re-shelve accurately and with greater efficiency all materials circulated, plus items used at the Library
- Register new patrons and re-register those that expired, maintaining a database of over 80,000 users
- Process and check out over 200,000 reserved items
- Collect and route approximately 175,000 items to fill reserves at other OWLSnet libraries
- Send out overdue, billing and reserve notices, manage collection process for long overdues
- Prepare inter-library loans for circulation and maintain records on their receipt and return
- Maintain the order of materials in stacks, prepare end signs, shift, pick up materials used in library
- Select approximately 2,500 works of fiction to be added to the collection
- Promote the use of self-checkout machines
- Prepare and maintain displays of popular materials
- Work with local organizations to encourage library card signup by Hmong and Hispanic community members

Major Program Changes:

The library is increasingly dependent on volunteers to help handle increased use without increases in staff. In 2010, we will track volunteer hours that are uniquely dedicated to work in Circulation as a way to discover more tasks that can be done by volunteers freeing up staff to do tasks that rely on specialized training. These statistics have been added retroactively since the data was available for extraction from general volunteer hours.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Improved efficiencies in delivering service					
Number of volunteer hours in Circulation	1,831	2,001	2,900	2,900	3,200
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	84,978	86,044	85,000	85,000	85,000
Annual door count	533,291	554,125	570,000	585,000	600,000
Work Process Outputs					
Adult materials circulation	881,722	929,346	925,000	925,000	975,000
Children's materials circulation	510,335	556,240	565,000	565,000	565,000
Reserves filled for APL patrons	174,798	189,578	195,000	195,000	200,000

CITY OF APPLETON 2010 BUDGET

LIBRARY

Circulation

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 498,847	\$ 517,403	\$ 524,109	\$ 524,109	\$ 560,541
6108 Part-Time	83,249	114,898	71,289	87,789	72,266
6150 Fringes	198,602	224,458	230,965	230,965	244,918
6201 Training\Conferences	1,852	4,598	1,500	1,500	1,500
6206 Parking Permits	4,488	4,752	4,752	4,752	4,752
6301 Office Supplies	3,914	4,383	5,100	5,100	4,900
6320 Printing & Reproduction	173	485	1,300	1,300	1,200
6418 Equip Repairs & Maint	5,541	17,483	16,000	16,000	17,180
6804 Equipment	17,145	-	-	-	-
Total Expense	<u>\$ 813,811</u>	<u>\$ 888,460</u>	<u>\$ 855,015</u>	<u>\$ 871,515</u>	<u>\$ 907,257</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Equip Repairs & Maintenance</u>	
Service contracts - Self-check machines	\$ 14,650
3M security gate service contracts	1,780
Miscellaneous repairs	750
	<u>\$ 17,180</u>

CITY OF APPLETON 2010 BUDGET

LIBRARY

Reference and Information Services

Business Unit 16024

PROGRAM MISSION

In order for people to have information they want and need, Reference Service provides library users with answers to questions, instruction in the use of collections, guidance in evaluating information resources, development of electronic and web based services, and preservation of local information for the present and future.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Answer reference, readers advisory and directional questions at public service desks, via phone, and online services
- Manage public access to computers and provide classroom and individual instruction to school groups and adults
- Develop and maintain the Library's main and teen websites
- Maintain, develop and preserve the local history collection and provide on-line access to data bases and digital collections of local information
- Plan and implement programming for adults and young adults, give presentations to public groups
- Design and produce user information guides, increasing on-line delivery to cut printing costs
- Coordinate and manage inter-library loan services to library users
- Select, maintain and preserve materials for the library media, young adult, non-fiction and reference collections
- Seek opportunities to participate in local organizations with similar missions
- Seek opportunities for cooperative services and programs in diverse cultures and on topics of current interest

Major Program Changes:

- Addition of text messaging reference service facilitates mobile access to information.
 - Additional public access internet computers provides greater access to online resources. With the added computers, reference desk staff spend more time teaching basic computer and search skills. In 2010, we will track our library, computer and internet instruction sessions as a part of our performance measures.
 - Library will implement a new Drupal-based website later this year. 2010 will allow for greater functionality and better service delivery via the Library website. It will also allow for more staff to contribute to the content of the site.
 - Some patron record and procedural questions formerly answered via e-mail are now automated or handled by circulation staff. Thus, the performance measure below shows a substantial drop from 2008 to 2009.
- (Continued on next page)

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Patron questions answered	111,740	115,054	110,500	110,500	111,000
E-mail requests for information	6,794	6,217	3,700	3,700	3,700
People find programs that stimulate their thinking					
% of attendees evaluating programs "good" to "excellent"					
Adult programs	97%	85%	90%	90%	90%
Young adult programs	86%	91%	90%	90%	90%
Strategic Outcomes					
People have information to succeed at school, at work, and in their personal lives					
Sessions on public computers	78,790	75,554	83,000	87,000	88,000
People develop skills needed to seek & evaluate information					
Internet & Library instruction consults	1,722	793	1,500	1,500	3,000
Young adult program attendance	1,215	1,452	1,600	1,600	1,600
Adult program attendance	3,308	2,775	3,000	4,000	4,000
Work Process Outputs					
Reference questions answered	94,725	90,244	90,500	90,500	91,000
Informational handouts produced	181	283	130	250	180
Interloans obtained for patrons	96,818	113,411	100,000	105,000	110,000
Web page "hits" (page accesses)	2,108,645	2,492,053	2,350,000	2,350,000	2,400,000
Number of locally produced databases or digital collections available via web	9	10	11	11	11

CITY OF APPLETON 2010 BUDGET

LIBRARY

Reference and Information Services

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5035 Other Reimbursements	\$ 1,358	\$ 1,214	\$ 1,000	\$ 1,000	\$ 1,000
Total Revenue	\$ 1,358	\$ 1,214	\$ 1,000	\$ 1,000	\$ 1,000
Expenses					
6101 Regular Salaries	\$ 506,375	\$ 527,089	\$ 526,895	\$ 526,895	\$ 524,012
6108 Part-Time	56,760	54,835	57,512	57,512	58,201
6150 Fringes	199,331	214,718	220,079	220,079	233,311
6201 Training/Conferences	3,520	2,818	3,800	3,800	3,800
6206 Parking Permits	2,904	2,904	2,904	2,904	2,904
6301 Office Supplies	4,471	4,295	2,300	2,300	2,300
6320 Printing & Reproduction	345	446	600	600	500
6327 Miscellaneous Equipment	456	9,400	-	-	625
6418 Equip Repairs & Maint	4,261	4,262	4,389	4,389	4,500
6599 Other Contracts/Obligations	4,460	-	300	300	-
Total Expense	\$ 782,883	\$ 820,767	\$ 818,779	\$ 818,779	\$ 830,153

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

none

Major Program Changes (continued)

As a cost cutting measure, this budget proposes a table of organization reduction of .5 Library Audiovisual Assistant position. This would involve workflow restructuring within the Library to provide for reassigning of tasks. In addition to approximately 20-24 service desk hours/week that this position covers, the Audiovisual Assistant provides media repair to the Library's collection of DVDs and CDs. This position also provides distribution of Audiovisual Equipment to meeting room users. This work would be reassigned to Technical Services and Network Services, respectively. Additional service desk hours would be covered by Technical Services Librarians. The position is only being recommended to be reduced by .5 as maintaining a .5 Library Assistant would provide for less impact on public service.

CITY OF APPLETON 2010 BUDGET

LIBRARY

Maintenance

Business Unit 16031

PROGRAM MISSION

To create and preserve a clean, safe, accessible and welcoming environment for both patrons and staff, Maintenance staff maintains the library's physical facilities.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Keep library facilities clean and functioning well by performing routine cleaning and maintenance in a timely manner
- Address safety concerns of patrons and staff
- Perform special needs and projects within the building
- Collate information and prepare reports for Library administration
- Set up meeting rooms as scheduled for staff and patrons
- Assist the Facilities Management Department in the regular upkeep of the facility and inform them of building needs and concerns
- Work with other library sections to maintain quality library services

Major Program Changes:

Budgeted facilities maintenance charges continue to decrease as less time than anticipated is spent by Facilities Department staff at the Library. The budget for this expense has decreased each year to more accurately correspond with actual charges incurred. Additionally, building improvements such as the installation of the new chiller in 2008 have decreased the need for HVAC troubleshooting and maintenance.

Reduction in utilities is due to energy conservation practices employed over the past few years.

The reduction in fees and commission revenue is due to the continued decrease in commission from vending machine provider. A new vending machine company is being contacted to explore any increase in service and commissions.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons surveyed expressing satisfaction with cleanliness and safety of facility	96%	97%	95%	95%	95%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussion:					
# of meetings and programs	2,060	2,167	2,350	2,350	2,300
Work Process Outputs					
Monthly checklists completed on time	12	12	12	12	12
Number of special needs and projects performed during the year	18	16	12	12	12
% of special service requests completed within 48 hours	90%	92%	90%	90%	90%

CITY OF APPLETON 2010 BUDGET

LIBRARY

Maintenance

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5001 Fees & Commissions	\$ 1,473	\$ 940	\$ 800	\$ 800	\$ 750
Total Revenue	<u>\$ 1,473</u>	<u>\$ 940</u>	<u>\$ 800</u>	<u>\$ 800</u>	<u>\$ 750</u>
Expenses					
6101 Regular Salaries	\$ 112,760	\$ 102,242	\$ 104,957	\$ 104,957	\$ 111,897
6108 Part-Time	27,523	31,566	32,442	32,442	32,860
6150 Fringes	53,053	48,594	59,962	59,962	52,854
6201 Training\Conferences	35	-	200	200	200
6206 Parking Permits	792	792	792	792	792
6306 Building Maint./Janitorial	6,968	7,825	6,500	6,500	6,000
6308 Landscape Supplies	145	274	100	100	100
6309 Shop Supplies & Tools	80	73	150	150	150
6310 Chemicals	844	-	-	-	-
6311 Paint & Supplies	58	116	100	100	100
6323 Safety Supplies	154	-	50	50	50
6327 Miscellaneous Equipment	94	806	250	250	250
6407 Collection Services	1,429	1,362	1,200	1,200	1,375
6413 Utilities	138,808	146,915	167,611	167,611	152,035
6416 Build Repairs & Maint.	2,014	4,153	5,000	5,000	5,000
6418 Equip Repairs & Maint	1,007	247	400	400	400
6420 Facilities charges	132,433	116,187	136,474	136,474	127,371
Total Expense	<u>\$ 478,197</u>	<u>\$ 461,152</u>	<u>\$ 516,188</u>	<u>\$ 516,188</u>	<u>\$ 491,434</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET

LIBRARY

Technical Services

Business Unit 16032

PROGRAM MISSION

To ensure appropriate, accessible and well-organized materials for library users, Technical Services provides acquisition, cataloging, and processing of library materials, evaluation of collections, and cataloging training services.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Add radio frequency identification (RFID) tags to at least 200,000 library material items and connect to electronic catalog record
- Coordinate selection activities of 24 selectors and acquisition of materials for collections within budget
- Create catalog entries and database records for approximately 29,000 new titles to provide access through online catalog
- Process 30,000 items, including labels, security strips and jacket protectors to provide access and allow sustained patron use with minimal damage
- Receive and distribute mail and packages for the Library and Outagamie Waupaca Library System (OWLS)
- Receive 1,100 newspapers, periodicals and standing order subscriptions; process over 6,000 magazine issues for display, storage and circulation
- Provide leadership to OWLSnet consortium staff in cataloging processes and item management
- Work with Library administration and the Finance Department to extend use of credit cards for materials purchases

Major Program Changes:

Staff will begin the project of converting library materials to work with an RFID materials handling system.

Technology Services staff will work with Library administration and the Finance Department to continue extending cost savings through even greater use of credit cards for library materials purchases, while ensuring proper accountability and oversight.

The Library materials budget was flat for 3 years prior to 2008. In 2008, we received an inflationary increase. In 2009, the budget did not increase over 2008, despite inflationary pressure on the cost of materials and significant increases in material usage. In 2010, in order to preserve staff positions, the materials budget has been increased only a very slight amount from the 2009 budget. This reduction in purchasing power may not be immediately noticed by the public, though it could eventually result in deficient collections and reduced circulation and public support.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within one week of being placed	52%	60%	50%	50%	50%
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	303,929	307,777	310,000	316,000	320,000
Work Process Outputs					
# of volumes processed	37,072	41,069	45,000	45,000	45,000
# of volumes weeded	25,285	35,825	28,000	28,000	30,000

**CITY OF APPLETON 2010 BUDGET
LIBRARY**

Technical Services

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5035 Other Reimbursements	\$ 33,261	\$ 26,751	\$ 32,000	\$ 32,000	\$ 30,000
Total Revenue	<u>\$ 33,261</u>	<u>\$ 26,751</u>	<u>\$ 32,000</u>	<u>\$ 32,000</u>	<u>\$ 30,000</u>
Expenses					
6101 Regular Salaries	\$ 268,530	\$ 280,266	\$ 279,448	\$ 279,448	\$ 297,696
6108 Part-Time	11,668	12,351	14,394	14,394	14,586
6150 Fringes	92,296	112,243	115,862	115,862	122,890
6201 Training\Conferences	1,218	3,694	2,350	2,350	2,500
6206 Parking Permits	1,584	1,320	1,320	1,320	1,320
6301 Office Supplies	27,501	28,692	28,820	28,820	30,000
6315 Books & Library Materials	502,406	560,018	500,000	540,835	501,803
6599 Other Contracts/Obligations	55,151	56,254	57,379	57,379	57,953
Total Expense	<u>\$ 960,354</u>	<u>\$ 1,054,838</u>	<u>\$ 999,573</u>	<u>\$ 1,040,408</u>	<u>\$ 1,028,748</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Office Supplies

General office supplies	\$ 2,200
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	27,800
	<u>\$ 30,000</u>

Books & Library Materials

Children's materials	\$ 118,864
Adult materials	382,939
	<u>\$ 501,803</u>

Other Contracts/Obligations

OWLSnet contract	\$ 57,953
	<u>\$ 57,953</u>

CITY OF APPLETON 2010 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM MISSION

To provide access to electronic information for Library users and useful technology tools for staff, Network Services plans, implements, develops and maintains the Library's internal technological infrastructure, integrates technology into services and supports the development of electronic and web based 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 the efficiency and effectiveness of City services".

Objectives:

- Replace 25% of staff and public computers annually to maintain reasonable levels of usability
- Maintain and update the network servers and software to insure responsiveness to patron and staff needs
- Maintain and configure public access workstations
- Assist staff in technical aspects of providing electronic services to the public
- Provide support, troubleshooting and assistance to library staff computer users
- Maintain awareness of technological methods to make the library's web pages and online services accessible to individuals with disabilities, and implement those that are feasible
- Assist in the implementation of new Drupal based Library website by managing Linux based server
- Seek out appropriate technologies that can be used to provide increased efficiencies for staff and operations

Major Program Changes:

Miscellaneous equipment purchases increased due to the planned installation of additional public access internet computers to provide greater access to online resources. With the added computers, the number of hours being utilized by the public on our public internet stations will be tracked as it accurately reflects the demand on this resource. To partially offset these additional costs, we will be retaining selected staff computers past their warranty periods. Network Services will replace staff computers at a slower and more selective rate putting priority on staff that have specialized needs and require faster and more up to date computers. Whether this savings could apply in future years would depend on assessment of the impact on the technological needs of staff and public computing in 2010.

Previously, the number of full-text database searches were counted as a measure of tracking that the community has a high level of access to electronic information resources. Databases have evolved to include full-text, annotated and multimedia elements, making it difficult to accurately reflect which ones are full-text. Therefore, we will now simply track the number of database searches. This number also includes the 11 in-house indexes that provide online access to locally significant information. 2008 statistics have been changed to reflect this as we were able to track this retroactively.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
People will have reliable access to up-to-date technology					
% of those surveyed who have used the library website	90%	84%	90%	90%	90%
Hours of public internet computer use	47,460	62,201	77,000	77,000	85,000
Strategic Outcomes					
Community enjoys a high level of access to electronic information resource					
# of referrals to InfoSoup online catalog	323,496	324,236	332,000	332,000	338,000
Database searches	24,899	42,748	25,000	44,000	50,000
Work Process Outputs					
PC workstations installed	35	57	28	35	35

CITY OF APPLETON 2010 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5035 Other Reimbursements	\$ 5,352	\$ 9,205	\$ 18,000	\$ 18,000	\$ 17,000
Total Revenue	\$ 5,352	\$ 9,205	\$ 18,000	\$ 18,000	\$ 17,000
Expenses					
6101 Regular Salaries	\$ 73,988	\$ 75,529	\$ 76,253	\$ 86,753	\$ 80,415
6150 Fringes	26,374	30,071	30,131	30,131	40,047
6201 Training/Conferences	35	-	2,300	2,300	2,300
6206 Parking Permits	528	528	528	528	528
6301 Office Supplies	8,278	6,557	7,000	7,000	4,000
6327 Miscellaneous Equipment	37,054	34,080	48,084	48,084	52,300
6815 Software Acquisition	7,969	10,871	8,900	8,900	9,000
Total Expense	\$ 154,226	\$ 157,636	\$ 173,196	\$ 183,696	\$ 188,590

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment

Workstation replacements	\$ 34,000
Network hardware, wiring, etc.	10,000
Lease for print management printers	1,200
Service contracts for print management	7,100
Total	\$ 52,300

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Intergovernmental Revenues	654,375	675,904	700,009	700,009	700,009	777,713	806,513
Charges for Services	100,899	83,296	76,357	95,000	95,000	88,000	88,000
Other Revenues	89,145	135,906	199,272	51,800	137,495	78,750	78,750
TOTAL REVENUES	844,419	895,106	975,638	846,809	932,504	944,463	973,263
EXPENSES BY LINE ITEM							
Regular Salaries	1,632,916	1,680,729	1,629,864	2,141,050	2,141,050	2,237,297	2,215,008
Temp. Full-Time	203,962	196,027	179,351	0	10,500	0	0
Part-Time	233,354	283,882	260,659	223,446	249,746	231,621	226,278
Other Compensation	220	0	65	0	0	0	0
Sick Pay	24,076	40,249	23,110	0	0	0	0
Vacation Pay	205,515	201,239	188,103	0	0	0	0
Fringes	816,834	903,034	845,552	943,003	943,003	978,214	970,426
Salaries & Fringe Benefits	3,116,877	3,305,160	3,126,704	3,307,499	3,344,299	3,447,132	3,411,712
Training & Conferences	12,293	20,844	21,703	17,450	17,450	17,600	17,600
Parking Permits	13,308	13,308	13,317	13,308	13,308	13,308	13,308
Office Supplies	52,330	49,521	50,917	50,320	50,320	48,100	48,100
Memberships & Licenses	2,593	1,197	1,866	2,100	2,100	2,100	2,100
Awards & Recognition	333	370	410	690	690	600	600
Building Maintenance/Janitor.	6,968	7,825	5,449	6,500	6,500	6,000	6,000
Food & Provisions	678	737	471	920	920	850	850
Administrative Expense	88,503	93,802	94,133	91,288	91,288	88,558	88,558
Landscape Supplies	145	274	38	100	100	100	100
Shop Supplies & Tools	80	73	29	150	150	150	150
Chemicals	844	0	0	0	0	0	0
Paint & Supplies	58	116	169	100	100	100	100
Books & Library Materials	502,406	560,018	520,762	500,000	547,835	516,091	501,803
Printing & Reproduction	1,905	3,100	2,981	4,400	4,400	3,950	3,950
Safety Supplies	154	0	195	50	50	50	50
Medical & Lab Supplies	107	171	158	100	100	100	100
Miscellaneous Equipment	37,922	44,744	60,682	48,684	48,684	68,065	53,525
Supplies & Materials	543,621	608,496	585,014	553,584	601,419	588,606	559,778
Collection Services	1,429	1,361	1,685	1,200	1,200	1,375	1,375
Advertising	451	624	1,305	875	1,935	875	875
Other Contracts/Obligations	60,461	57,254	58,107	58,604	58,604	58,878	58,878
Purchased Services	62,341	59,239	61,097	60,679	61,739	61,128	61,128
Electric	94,454	92,722	94,587	111,245	111,245	101,121	101,121
Gas	34,532	46,656	28,595	41,447	41,447	41,447	41,447
Water	8,124	5,842	4,551	10,819	10,819	7,132	7,132
Waste Disposal/Collection	0	0	2,027	2,500	2,500	280	280
Stormwater	1,699	1,694	1,699	1,600	1,600	2,055	2,055
Telephone	5,708	6,229	5,771	5,000	5,000	5,300	5,300
Utilities	144,517	153,143	137,230	172,611	172,611	157,335	157,335
Building Repair & Maintenance	2,014	4,153	4,994	5,000	5,000	5,000	5,000
Equipment Repair & Maintenance	12,133	22,255	21,789	21,389	21,389	22,680	22,680
Facilities Charges	132,433	116,187	94,301	136,474	136,474	127,371	127,371
Repair & Maintenance	146,580	142,595	121,084	162,863	162,863	155,051	155,051
Machinery & Equipment	17,145	0	0	0	0	0	0
Software Acquisition	7,969	10,871	7,094	8,900	8,900	9,000	9,000
Capital Expenditures	25,114	10,871	7,094	8,900	8,900	9,000	9,000
TOTAL EXPENSES	4,127,553	4,373,306	4,132,356	4,357,424	4,443,119	4,506,810	4,442,562

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Library

Business Unit 4200

PROGRAM MISSION

This program accounts for funding sources and expenditures for various capital needs related to the Appleton Public Library.

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>Amount</u>	<u>Page</u>
Radio Frequency Identification (RFID) of Library Materials	\$ 114,000	Projects, pg. 688

Major program changes:

The budget for this capital projects fund fluctuates depending on the capital projects which are needed in any given year, their number, and their scale.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	
	Program Revenues	\$ (16)	\$ 657	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 167,625	\$ 121,482	\$ -	\$ -	\$ 114,000	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	5,000	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	109,000	N/A
	Purchased Services	167,625	121,482	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Library

Business Unit 4200

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4710 Interest on Investments	\$ (16)	\$ 657	\$ -	\$ -	\$ -
5910 Proceeds of Long-term Debt	250,500	25,000	-	-	111,900
5931 Transfer In - Internal Service	15,000	-	-	-	-
Total Revenue	\$ 265,484	\$ 25,657	\$ -	\$ -	\$ 111,900
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 4,645
6150 Fringes	-	-	-	-	355
6327 Miscellaneous Equipment	-	-	-	-	109,000
6408 Contractor Fees	167,625	121,482	-	-	-
Total Expense	\$ 167,625	\$ 121,482	\$ -	\$ -	\$ 114,000

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment

RFID conversion equipment	\$ 9,000
RFID tags	100,000
	<u>\$ 109,000</u>

CITY OF APPLETON 2010 BUDGET
LIBRARY CAPITAL PROJECTS FUND
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	(16)	657	-	44	-
Other	-	-	-	-	-
Total Revenues	<u>(16)</u>	<u>657</u>	<u>-</u>	<u>44</u>	<u>-</u>
Expenses					
Program Costs	167,625	121,482	-	-	114,000
Total Expenses	<u>167,625</u>	<u>121,482</u>	<u>-</u>	<u>-</u>	<u>114,000</u>
Revenues over (under)					
Expenses	(167,641)	(120,825)	-	44	(114,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	250,500	25,000	-	-	111,900
Operating Transfers In	15,000	-	-	-	-
Total Other Financing Sources (Uses)	<u>265,500</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>111,900</u>
Net Change in Equity	97,859	(95,825)	-	44	(2,100)
Fund Balance - Beginning	<u>22</u>	<u>97,881</u>	<u>2,056</u>	<u>2,056</u>	<u>2,100</u>
Fund Balance - Ending	<u>\$ 97,881</u>	<u>\$ 2,056</u>	<u>\$ 2,056</u>	<u>\$ 2,100</u>	<u>\$ -</u>

**CITY OF APPLETON 2010 BUDGET
PERMANENT FUNDS**

FOAL / Frank P. Young Memorial

Business Unit 7500

PROGRAM MISSION

To account for assets restricted for purposes of generating interest income and providing for scholarships in Library Science.

PROGRAM NARRATIVE

Objectives:

Award an annual scholarship in Library Science. Per Library Board policy, a maximum of 80% of interest earnings can be awarded for scholarships. All other unexpended income must be added to the restricted trust principal.

Major program changes:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2007 Actual	2008 Actual	2009 Adopted Budget	2009 Projected	2010 Budget
Revenues					
Donations	\$ 15,530	\$ 591	\$ 500	\$ 500	\$ 500
Interest Income	749	1,612	300	300	300
Total Revenues	16,279	2,203	800	800	800
Expenses					
Program Costs	550	550	550	550	550
Revenues over (under) Expenses	15,729	1,653	250	250	250
Fund Balance - Beginning	16,364	32,093	33,746	33,746	33,996
Fund Balance - Ending	\$ 32,093	\$ 33,746	\$ 33,996	\$ 33,996	\$ 34,246

CITY OF APPLETON 2010 BUDGET

PARKS & RECREATION DEPARTMENT

Parks & Recreation Director: William N. Lecker

Deputy Director for Operations: Martin N. Will

CITY OF APPLETON 2010 BUDGET PARKS AND RECREATION DEPARTMENT

MISSION STATEMENT

The Appleton Parks and Recreation Department is dedicated to providing leisure services, recreational facilities and environmental management to enhance the quality of life for the community.

DISCUSSION OF SIGNIFICANT 2009 EVENTS

Administration:

Submitted the following updated policies to the Parks and Recreation Committee and Council for approval:
Park Pavilion and Special Areas Policies
Amended the Parkland Dedication ordinance
Adopted resolution endorsing concept of shared park facility with Town of Harrison and City of Menasha
Secured lease agreement with the Supple Restaurant Group for patio at Vulcan Heritage Park
Secured lease agreement with Bazils for use of Houdini Plaza
Secured agreement for Simply Teaching Garden Program in Pierce Park
Secured agreement with USA Youth, Inc. to contract for concessions services at USA Youth Sports Complex
Authorized the sale of alcohol at Appleton Memorial Park ball diamond complex
Coordinated use of Appleton Memorial Park ball diamond complex, Erb Pool and Telulah Park for 2009 Badger State Games
Presented updated 5-Year Comprehensive Plan to Parks and Recreation Committee and Council for approval
Worked with a community group on the development of a Miracle League Field at Appleton Memorial Park (AMP)
Worked with a community group on the development of a skate park in Appleton
Worked cooperatively with other departments on various development projects

Forestry:

Coordinated an aerial spray program with the Wisconsin Department of Natural Resources to control gypsy moths in the Pierce, Erb and Telulah Park areas
Work with the Department of Public Works on 2009 street construction and reconstruction plans
Completed oiling of public trees for Gypsy Moth suppression
Utilized labor pool staff from the Department of Public Works to address the backlog of removals and pruning requests created by the additional gypsy moth suppression programs implemented in 2000
Presented an action plan to the Parks and Recreation Committee to manage the urban forest and the impact of the Emerald Ash Borer

Parks:

Made necessary preparations for upcoming summer season
Worked cooperatively with DPW and Water Utility to clear fire hydrants in January and February when snow levels were high
Provided snow removal services for parking lots, sidewalks, trails, etc.
Worked with the Stormwater Utility on the development of plans for the stormwater ponds in AMP and Pierce Park
Worked with parochial schools to secure lease agreement for use of tennis courts

Recreation:

Provided the Dance Revue for all dance program participants at Xavier High School
Developed summer and fall program schedules for activity guide
Made necessary preparations for summer programs
Prepared for the online registration for the summer and fall recreation programs
Relocated staff from the Thompson Community Center to better accommodate older, active adult programming

Aquatics:

Worked with various swim team programs to coordinate use of pools for practices during open lap swim times and on a rental basis
Made necessary preparations for summer aquatic programs

Capital Projects:

Completed fishing pier and boardwalk project at Lutz Park
Completed card access project at APRD Office Building and City Center Studios

CITY OF APPLETON 2010 BUDGET PARKS AND RECREATION DEPARTMENT

MAJOR 2010 OBJECTIVES

Provide administrative services and support staff for the management of the recreation, parks, and forestry divisions of the department

Develop a strategic plan to address the recommendations noted in the 2010-2014 Parks and Recreation Department Master Plan

Continue to explore the utilization of the program registration software for marketing, cost recovery, etc.

Expand use of electronic media to improve marketing, communications with program participants and staff, record retention and cost accounting

Provide an urban forestry program to create a safe environment and enhance the natural beauty while striving to promote and preserve the urban forest within the City

Implement 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

Provide quality athletic fields for APRD youth and adult programs, casual/sandlot play, public and/or parochial school teams, and not-for-profit organized youth and adult sport programs

Work closely with USA Youth Sports and its member organizations to provide a quality sports complex for the community

Provide safe and high quality maintenance for parks, open spaces, trails, and recreational facilities for use by the community

Prepare long term programs for the continued development, upgrade and maintenance of all parks and facilities

Provide support services for other City departments and community events and maintain non-park City property for safe use by the public and the beautification of the City

Coordinate with other City departments to maximize resources for the maintenance of other City properties

Provide year-round recreational opportunities for youth and adults in sports and leisure activities

Expand programs and activities for the older, active adults through collaborative and cooperative efforts with other community organizations and groups

Continue to pursue partnerships with the Appleton Area School District, other local municipalities and other leisure service providers to meet the needs of the community and maximize resources

Coordinate purchase of property for regional park in SE Appleton with Town of Harrison and City of Menasha

Provide swimming pool facilities, recreational swimming opportunities and instructional services on a year-round basis

Continue to work with the Department of Public Works (DPW) on ways to effectively utilize staff, equipment, etc.

Work with the Facilities Management Department to explore opportunities to share resources and staff

Work with the Stormwater Utility to explore opportunities to coordinate management of stormwater facilities

Work with other City departments to improve communications with citizens through various media

Work with park property lessees to ensure continued operations for benefit of community

Work with community groups to develop a Miracle League Field at Appleton Memorial Park and a skate park in Appleton

Work with the Trail Advisory Committee, other City departments and other local units of government to develop a long range trail and bike route program

Implement personnel and program adjustments approved in the 2010 Budget

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 666,340	\$ 684,011	\$ 681,620	\$ 681,620	\$ 684,327	0.40%
Program Expenses							
16510	Administration	556,026	505,552	512,957	512,957	474,858	-7.43%
16520	Forestry	704,974	696,044	762,733	762,733	763,570	0.11%
16531	Athletic Field Maint	246,141	267,814	288,494	288,494	300,369	4.12%
16532	Park Maintenance	1,171,361	1,173,575	1,242,169	1,242,169	1,202,726	-3.18%
16533	Other City Maintenance	241,304	268,223	284,731	284,731	297,326	4.42%
16541	Recreation Programs	826,270	880,498	907,616	907,616	842,532	-7.17%
16542	Aquatics	570,633	597,938	605,433	605,433	611,079	0.93%
TOTAL		\$ 4,316,709	\$ 4,389,644	\$ 4,604,133	\$ 4,604,133	\$ 4,492,460	-2.43%
Expenses Comprised Of:							
Personnel		2,956,600	3,083,290	3,165,703	3,165,703	3,115,444	-1.59%
Administrative Expenses		151,319	165,365	172,845	172,845	142,026	-17.83%
Supplies & Materials		298,768	276,092	291,488	291,488	238,100	-18.32%
Purchased Services		38,438	13,455	20,473	20,473	13,409	-34.50%
Utilities		271,316	310,218	320,255	320,255	369,411	15.35%
Repair & Maintenance		586,268	541,224	633,369	633,369	614,070	-3.05%
Capital Expenditures		14,000	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		34.67	34.67	34.67	34.67	32.22	

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Administration

Business Unit 16510

PROGRAM MISSION

Provide administrative support and leadership to all divisions in the Parks and Recreation Department for the benefit of the citizens and community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Develop a strategic plan to address the recommendations noted in the 2010-2014 Parks and Recreation Department Master Plan
- Continue to explore the utilization of the program registration software for marketing, cost recovery, etc.
- Expand use of electronic media to improve marketing, communications with program participants and staff, record retention and cost accounting
- Work with other City departments to improve communications with citizens through various media
- Work with the Facilities Management Department to explore opportunities to share resources and staff
- Cooperate with other City departments to provide services to our citizens as efficiently as possible
- Provide administrative support to process all financial responsibilities, personnel matters, citizen requests and concerns, facility reservations, etc.
- Administer the 2010 Budget and Service Plan
- Develop and/or update department policies necessary for administration of the department
- Work closely with the Appleton Area School District, local units of government and other leisure service providers to address current and future program needs to maximize resources and facilities and provide for an equitable distribution of program costs to appropriate users
- Work with the Trail Advisory Committee, other City departments and other local units of government to develop a long range trail and bike route program
- Work with park property lessees to ensure continued operations for the benefit of the community

Major Program Changes:

This budget continues to reflect the reallocation of the Administrative Clerk V position to this business unit to more accurately reflect costs associated with this program budget. The budget also reflect the costs related to the cleaning and maintenance of Parks and Recreation facilities that have been assumed by the Facilities Management Department in 2007. These costs show an increase in 2010 and reflect several years of actual costs incurred by the Facilities Management Department to maintain the Parks and Recreation Department Administrative and Operations Facility.

This budget reflects the elimination of the Administrative Coordinator position (\$77,730) from the Parks and Recreation Department table of organization. 95% of this position had been funded in this business unit and the remaining 5% was funded in the Reid Golf Course Administration business unit.

PERFORMANCE INDICATORS

	Actual 2007	Actual 2008	Target 2009	Projected 2009	Target 2010
Client Benefits/Impacts					
Functional facility for public access					
Staff to handle public demands	3.00	3.00	3.00	3.00	3.00
Strategic Outcomes					
# of households in data base	4,217	5,200	5,500	5,500	5,750
% of resident households in RecTrac	80%	80%	82%	83%	85%
% of households with email address	80%	80%	82%	82%	85%
% of online registrations	30%	26%	40%	40%	45%
Work Process Outputs					
# of personal counter contacts per day	27	25	25	25	22
# of telephone contacts per day	60	53	55	55	50
# of email contacts per day	New Measure	→	12	12	15
# of households receiving e-newsletter	n/a	4,300	4,500	4,750	5,500
# of work permits issued	260	260	265	265	250
% of annual budget expended	98.0%	97.1%	99.0%	99.0%	99.0%
% of budgeted revenues received	98.2%	95.6%	99.0%	99.0%	99.0%

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Administration

Business Unit 16510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4802 Charges for Serv. - Tax	\$ 1,247	\$ 406	\$ 125	\$ 125	\$ 125
5001 Fees and Commissions	252	3,098	250	250	3,000
5082 Insurance Proceeds	-	2,000	-	-	-
5085 Cash Short or Over	(106)	(4)	-	-	-
Total Revenue	\$ 1,393	\$ 5,500	\$ 375	\$ 375	\$ 3,125
Expenses					
6101 Regular Salaries	\$ 246,751	\$ 246,871	\$ 254,528	\$ 254,528	\$ 214,489
6105 Overtime	1,842	224	-	-	-
6108 Part-Time	2,613	3,208	2,567	2,567	2,567
6150 Fringes	94,309	97,014	98,521	98,521	87,981
6201 Training\Conferences	2,359	2,511	4,000	4,000	3,500
6206 Parking Permits	372	744	472	472	744
6301 Office Supplies	1,931	2,385	2,250	2,250	2,000
6303 Memberships & Licenses	635	665	625	625	650
6305 Awards & Recognition	572	50	563	563	563
6306 Building Maint./Janitorial	-	63	-	-	-
6307 Food & Provisions	264	97	264	264	264
6311 Paint & Supplies	59	-	100	100	-
6315 Books & Library Materials	-	95	50	50	50
6316 Miscellaneous Supplies	135	85	175	175	150
6320 Printing & Reproduction	7,116	9,350	6,800	6,800	6,800
6321 Clothing	233	431	-	-	-
6325 Construction Materials	113	220	100	100	100
6327 Miscellaneous Equipment	18,959	4,763	5,000	5,000	4,500
6328 Signs	-	-	50	50	50
6403 Bank Services	1,652	3,145	3,200	3,200	4,000
6404 Consulting Services	9,747	3,488	10,000	10,000	10,000
6405 Engineering Fees	-	-	3,000	3,000	3,000
6407 Collection Services	2,550	2,266	2,563	2,563	2,050
6412 Advertising	105	-	150	150	100
6413 Utilities	57,022	64,743	60,927	60,927	67,000
6416 Build Repairs & Maint	320	-	-	-	-
6418 Equip Repairs & Maint	3,102	-	4,000	4,000	3,500
6420 Facilities charges	97,873	57,265	46,494	46,494	54,450
6424 Software Support	545	565	350	350	400
6451 Uniform Services	1,788	2,183	2,208	2,208	2,200
6599 Other Contracts/Obligations	3,059	3,121	4,000	4,000	3,750
Total Expense	\$ 556,026	\$ 505,552	\$ 512,957	\$ 512,957	\$ 474,858

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Consulting Services

Miscellaneous Design Work
(Lighting, parking lots, walkways,
courts, pavilions, stormwater, etc.)

10,000
\$ 10,000

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Forestry Services

Business Unit 16520

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 30,000 trees on City terraces and boulevards
- Prune trees to provide proper growth structure, maintain proper clearances for vehicles, signs, and pedestrians, and remove dead/diseased limbs
- Respond to storm damage situations
- Plant trees in new subdivisions where final concrete pavement has been installed
- Work closely with the Department of Public Works (DPW) 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
- Implement 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 with DPW 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
- Implement collection of tree data information via electronic methods
- Increase the diversity of species in the urban forest
- Work with the GIS Division of the Technology Services Department to develop systems to accurately track tree

Major Program Changes:

CEA costs show a decrease from 2009 because of actual maintenance costs secured in previous years and continued preventative maintenance that is projected to minimize future expenses. Recent equipment purchases have also eliminated high-expense vehicles and equipment. The interfund allocation also shows an increase and reflects the tree planting performed by the Forestry Division to support the new street construction program. A new performance indicator in 2010 identifies the number of Ash trees removed as the Forestry Division implements its program to aggressively remove and replace Ash trees prior to the infestation of the Emerald Ash

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# trees on City streets	28,500	29,000	29,600	29,600	30,000
Strategic Outcomes					
Satisfied community					
% of planting spaces in new subdivisions planted on annual basis	100%	95%	100%	100%	95%
% of customers who accept new trees on new and/or reconstructed streets	96%	94%	95%	95%	94%
Street tree to Arborist ratio	3,800 to 1	3,867 to 1	3,947 to 1	3,947 to 1	4,000 to 1
Diverse urban forest					
# of tree species with more than 1000	6	6	7	7	8
Work Process Outputs					
% of trees < 6" diameter pruned annually	50%	50%	50%	50%	45%
Pruning cycle of trees > 6" diameter	7.5 years	7.85 years	8.25 years	8.25 years	9 years
# of Ash trees replaced	New measure	→	750	750	1,000
Total number of tree species on streets	18	19	21	21	22
Treat all City properties with Gypsy Moth egg mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Forestry Services

Business Unit 16520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 383,904	\$ 402,066	\$ 410,707	\$ 410,707	\$ 434,774
6104 Call Time	3,518	5,110	-	-	-
6105 Overtime	2,367	5,594	5,511	5,511	5,808
6108 Part-Time	4,067	3,655	3,665	3,665	3,784
6150 Fringes	154,379	170,799	182,436	182,436	192,636
6201 Training\Conferences	1,564	3,934	1,500	1,500	1,500
6302 Subscriptions	95	85	100	100	100
6303 Memberships & Licenses	715	440	650	650	650
6308 Landscape Supplies	3,829	3,755	2,600	2,600	2,600
6309 Shop Supplies & Tools	2,370	1,855	2,250	2,250	2,250
6310 Chemicals	45	-	-	-	-
6311 Paint & Supplies	13	50	50	50	50
6320 Printing & Reproduction	67	142	150	150	150
6321 Clothing	1,490	635	850	850	850
6323 Safety Supplies	1,230	1,198	1,000	1,000	1,000
6324 Medical\Lab Supplies	-	-	100	100	100
6326 Vehicle & Equipment Parts	310	71	1,000	1,000	1,000
6327 Miscellaneous Equipment	2,756	1,734	2,000	2,000	2,000
6328 Signs	1,519	1,491	1,000	1,000	1,000
6408 Contractor Fees	3,042	11,678	5,000	5,000	5,000
6413 Utilities	245	253	241	241	232
6418 Equip Repairs & Maint	206	-	400	400	200
6425 CEA Equip. Rental	141,648	128,718	174,859	174,859	156,222
6429 Interfund Allocations	(19,828)	(48,658)	(35,000)	(35,000)	(50,000)
6451 Uniform Services	1,423	1,439	1,664	1,664	1,664
6804 Equipment	14,000	-	-	-	-
Total Expense	<u>\$ 704,974</u>	<u>\$ 696,044</u>	<u>\$ 762,733</u>	<u>\$ 762,733</u>	<u>\$ 763,570</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Interfund allocations

Allocation to Subdivision Fund
of charges for tree planting in new
subdivisions

\$ 50,000
\$ 50,000

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Athletic Field Maintenance

Business Unit 16531

PROGRAM MISSION

Manage and maintain athletic fields to insure safe and quality facilities for community programs.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Maintain on a regular basis for league and casual play by the community: 1 baseball diamond, 8 youth ball diamonds in City parks, 7 ball diamonds in Appleton Memorial Park for softball and tournaments, 3 casual play diamonds and 11 youth ball diamonds on school grounds
- Work cooperatively with community organizations to provide athletic facilities that meet the needs of the community with the resources available
- Provide regular maintenance of all City owned athletic fields and certain Appleton Area School District athletic fields
- Coordinate game prep activities for Little League and Babe Ruth
- Provide facilities for tournament use that promote athletic events, community awareness and positive economic impact to the area
- Game prep facilities for APRD youth baseball and adult softball programs
- Work cooperatively with USA Youth Sports and its member organizations (Appleton Little League, Appleton Babe Ruth and Appleton Soccer Club) to provide quality sports complex with available resources

Major Program Changes:

2010 service levels to some ball diamonds in the City used primarily by Appleton Little League for practice and entry level games will continue to see a modest change in service as the department reallocates resources to the Sports Complex to maximize its support of Appleton Little League, Appleton Babe Ruth and Appleton Soccer Club. Appleton Little League will also continue to use the ball diamond complex at Appleton Memorial Park (AMP) for its entry level programs and tournaments to maximize diamond usage. Utilization of the AMP ball diamond complex by Appleton Little League for its entry level program provides efficiencies in operations that can be utilized at the Sports Complex and support the other member organizations. Slight revenue decreases from previous years reflect the revised agreement reached in 2008 with AT&T for collocation on the light pole at AMP to house telecommunication equipment. The stormwater charges for this budget were recalculated in 2008 due to ERU corrections. The Stormwater Utility charges increase is also related to the proposed rate changes in the overall Stormwater Utility budget.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safe and groomed ball diamonds					
# AMP diamonds available for use	7	7	7	7	7
# park fields available for use	8	8	8	8	8
# school ball diamonds for use	11	10	10	10	8
Strategic Outcomes					
Complex available for outside tourneys					
# of tournaments scheduled	9	10	10	10	10
# of tournament hours scheduled	216	218	236	236	240
Complex available for outside groups					
LL games scheduled at complex	New Measure	45	60	85	90
Other games scheduled at complex	14	26	35	35	40
Work Process Outputs					
# of LL games scheduled on City fields	275	281	285	285	270
# of AASD games scheduled on City fields	28	25	24	24	24
# of BR games scheduled on City fields	12	16	20	20	15
# of non-baseball games played					
at AMP ball diamond complex	98	108	120	120	125
# of hours of support to ASC, LL, BR at USA	New Measure	—————>	75	80	200

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Athletic Field Maintenance

Business Unit 16531

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ 10,235	\$ 8,545	\$ 12,384	\$ 12,384	\$ 11,500
4802 Charges for Serv. - Tax	2,971	2,747	3,441	3,441	3,000
5016 Lease Revenue	32,058	27,800	28,156	28,156	28,520
Total Revenue	\$ 45,264	\$ 39,092	\$ 43,981	\$ 43,981	\$ 43,020
Expenses					
6101 Regular Salaries	\$ 106,481	\$ 112,360	\$ 109,740	\$ 109,740	\$ 115,676
6104 Call Time	552	759	-	-	-
6105 Overtime	2,969	3,729	3,777	3,777	3,981
6108 Part-Time	7,463	6,460	12,132	12,132	9,288
6150 Fringes	49,316	56,505	57,647	57,647	60,327
6201 Training\Conferences	75	-	200	200	200
6303 Memberships & Licenses	-	45	50	50	50
6306 Building Maint./Janitorial	393	678	500	500	500
6308 Landscape Supplies	22,345	17,672	18,200	18,200	17,600
6309 Shop Supplies & Tools	222	650	650	650	600
6311 Paint & Supplies	135	312	400	400	400
6316 Miscellaneous Supplies	3,626	6,355	5,500	5,500	5,000
6320 Printing & Reproduction	-	27	-	-	-
6321 Clothing	49	262	150	150	300
6323 Safety Supplies	50	-	100	100	100
6325 Construction Materials	333	4,714	3,400	3,400	3,700
6326 Vehicle & Equipment Parts	118	415	200	200	200
6327 Miscellaneous Equipment	290	353	2,000	2,000	2,000
6328 Signs	-	283	350	350	300
6408 Contractor Fees	929	1,688	1,500	1,500	1,500
6413 Utilities	8,116	11,349	21,767	21,767	28,416
6415 Tipping Fees	38	83	100	100	100
6416 Build Repairs & Maint	-	71	2,000	2,000	1,000
6418 Equip Repairs & Maint	50	55	500	500	500
6420 Facilities charges	191	2,363	3,957	3,957	2,678
6425 CEA Equip. Rental	31,829	35,697	38,374	38,374	39,653
6454 Grounds Repair & Maint.	10,571	4,030	5,000	5,000	6,000
6503 Rent	-	899	300	300	300
Total Expense	\$ 246,141	\$ 267,814	\$ 288,494	\$ 288,494	\$ 300,369

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Landscape supplies

Infield mix for 27 ball diamonds	\$ 3,000
Topsoil	9,000
Seed, fertilizer	3,400
Plant material, field lining material herbicide/pesticides	2,200
	<u>\$ 17,600</u>

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Park Maintenance

Business Unit 16532

PROGRAM MISSION

Manage and maintain parks and facilities to insure safe, environmentally conscious and quality resources 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:

- Maintain the City's 493 acre park system which includes a variety of park facilities on a year-round basis
- Provide tennis and basketball courts, playground equipment, disc golf course, park pavilions, picnic areas, ice skating rinks, and groomed cross country ski areas on a seasonal basis
- Develop and implement management plans to protect and preserve the natural environment, including vegetation, turf, urban forest in parks, stormwater management areas, and environmentally sensitive areas, with a particular effort to implement practices that positively impact stormwater management in the City
- Develop and implement programs to address the invasion of exotic species on natural areas of the parks
- Implementation of programs will involve the use of volunteer groups, temporary services and department staff
- Provide long-term programs for the continued development, upgrade and maintenance of all parks and facilities
- Provide support and assistance for community events held in public parks
- Work with volunteer organizations to provide maintenance support for parks and recreation facilities
- Provide pavilions for rental by the community
- Work with the Stormwater Utility on the coordinated management of stormwater pond in AMP
- Work with community groups to develop a Miracle League Field at Appleton Memorial Park and a skate park in Appleton

Major Program Changes:

This budget continues to show an increase in lease revenue in 2010 to reflect the additional amount to be paid by the Stormwater Utility for its use of 7.28 acres of parkland in Appleton Memorial Park for stormwater detention ponds.

This budget includes an increase of \$4,000 in other contracts/obligations to reflect lease payments in 2010 for the use of tennis courts at parochial schools in Appleton. The use of these tennis courts will allow the City to remove the tennis courts in Memorial, Kiwanis and Summit Parks that are in poor condition. The parking lot adjacent to the ball diamond at Einstein Park will also be eliminated. The removal of these asphalt surfaces is scheduled to be completed by mid-year 2010 and will reduce the department's stormwater charges by approximately \$2,000 in 2010 and will offset some of the increase for lease payments.

This budget also includes the reduction (\$71,166) of a Park Technician position. The Parks and Recreation Department will continue to work with the Facilities Management Department to coordinate the maintenance of park facilities with available staff and resources.

Facilities Management Department charges to the Parks and Recreation Department are reduced in 2010 to more accurately reflect the actual costs associated with the services provided by the Facilities Management Department to the Parks and Recreation Department.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safe, clean parks					
# of developed City parks	28	28	28	28	28
# of undeveloped parks	1	2	3	3	3
Green space					
Acres of green space	493	512	512	512	512
Strategic Outcomes					
Healthy and productive community					
% of pavilion users who rated the appearance/maintenance of parks good or excellent	95%	96%	98%	98%	97%
Clean and safe pavilions					
Refunds issued due to reduced services	4	4	4	4	5
Work Process Outputs					
# pavilions maintained and available	22	21	23	23	23
# pavilions reservations/year	536	530	545	545	550
% of tennis courts that meet min. surface requirements	26%	26%	26%	26%	65%
Sq. ft. of total accessible playgrounds	11,400 sq. ft.	20,100 sq. ft.	20,100 sq. ft.	20,100 sq. ft.	20,100 sq. ft.
# ice rinks maintained	4	4	3	3	3
# of parks that provide pedestrian access to pavilion/restrooms/playgrounds	11	13	13	13	13

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Park Maintenance

Business Unit 16532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ -	\$ -	\$ 200	\$ 200	\$ 200
4802 Charges for Serv. - Tax	31,738	27,978	33,598	33,598	33,500
5005 Sale of City Prop. - Tax	-	28	-	-	-
5011 Misc Revenue - Tax	-	1,138	-	-	-
5016 Lease Revenue	1,760	2,010	22,598	22,598	40,000
5020 Donations & Memorials	198	3,096	500	500	1,000
5030 Damage to City Property	106	2,851	500	500	500
Total Revenue	\$ 33,802	\$ 37,101	\$ 57,396	\$ 57,396	\$ 75,200
Expenses					
6101 Regular Salaries	\$ 445,350	\$ 452,686	\$ 458,694	\$ 458,694	\$ 437,294
6104 Call Time	1,997	2,081	-	-	-
6105 Overtime	3,054	5,996	5,901	5,901	6,219
6108 Part-Time	39,403	37,523	42,993	42,993	38,645
6150 Fringes	189,852	201,418	229,172	229,172	197,601
6201 Training/Conferences	677	715	750	750	750
6303 Memberships & Licenses	325	170	300	300	300
6306 Building Maint./Janitorial	7,552	8,043	8,000	8,000	8,000
6307 Food & Provisions	66	73	100	100	100
6308 Landscape Supplies	18,591	21,516	19,000	19,000	19,000
6309 Shop Supplies & Tools	2,972	2,857	2,750	2,750	2,800
6310 Chemicals	334	512	300	300	300
6311 Paint & Supplies	3,288	2,451	3,500	3,500	3,500
6316 Miscellaneous Supplies	54	424	-	-	-
6320 Printing & Reproduction	134	1,220	500	500	500
6321 Clothing	1,732	1,771	1,700	1,700	1,800
6322 Gas	16,983	21,854	18,703	18,703	18,700
6323 Safety Supplies	1,756	1,383	2,000	2,000	1,500
6324 Medical/Lab Supplies	-	-	200	200	200
6325 Construction Materials	37,366	15,464	24,300	24,300	20,900
6326 Vehicle & Equipment Parts	3,317	1,653	4,000	4,000	4,000
6327 Miscellaneous Equipment	25,575	24,627	19,900	19,900	21,000
6328 Signs	2,456	406	1,400	1,400	1,000
6405 Engineering Fees	-	155	-	-	-
6407 Collection Services	1,831	1,774	1,831	1,831	1,800
6408 Contractor Fees	25,874	23,628	25,000	25,000	25,000
6409 Inspection Fees	262	35	250	250	250
6413 Utilities	114,178	116,266	127,169	127,169	145,967
6415 Tipping Fees	256	896	500	500	500
6416 Build Repairs & Maint	1,597	1,391	2,700	2,700	2,000
6417 Vehicle Repairs & Maint	415	763	2,000	2,000	1,500
6418 Equip Repairs & Maint	3,364	2,648	3,000	3,000	3,000
6419 Communication Eq. Repairs	604	115	200	200	200
6420 Facilities charges	3,958	8,217	18,796	18,796	10,712
6425 CEA Equip. Rental	213,303	208,840	212,669	212,669	219,797
6451 Uniform Services	2,801	2,925	3,191	3,191	3,191
6503 Rent	84	929	500	500	500
6599 Other Contracts/Obligations	-	150	200	200	4,200
Total Expense	\$ 1,171,361	\$ 1,173,575	\$ 1,242,169	\$ 1,242,169	\$ 1,202,726

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Landscape supplies</u>		<u>Miscellaneous equipment</u>	
Topsoil, sand & gravel	\$ 7,000	Lawn mowers & weed eaters	\$ 4,000
Seed, fertilizer, etc.	6,500	Misc. shop equipment	4,000
Plant material	3,000	Replacement playground	
Mulch, chips, etc.	1,000	equipment	10,000
Herbicides/pesticides	1,500	Replacement picnic	
	<u>\$ 19,000</u>	tables, etc.	3,000
			<u>\$ 21,000</u>
<u>Construction materials</u>		<u>Contractor fees</u>	
Electrical supplies	\$ 2,000	Vandalism repairs	\$ 8,500
Hardware for doors/partitions	4,000	Asphalt repairs/crack filling	10,000
Lumber	4,000	Minor construction projects	2,500
Plumbing supplies & piping	1,500	Maintenance projects	4,000
Windows/glass	1,000		<u>\$ 25,000</u>
Misc. building supplies	1,500		
Street lights	1,500		
Concrete	2,000		
Gravel	1,000		
Asphalt	2,400		
	<u>\$ 20,900</u>		

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Other City Maintenance

Business Unit 16533

PROGRAM MISSION

Manage and maintain the City of Appleton's trail system, boulevards and triangles and other property to insure safety, functionality, beautification, and environmental quality 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:

- Maintain turf and vegetation at 115 non-park sites (approx. 88 acres) around the City, including boulevards and triangles, parking ramps, Fire Station #6, Police Department, Library, Municipal Service Building, business parks, drainage ditches, Community Development property, Valley Transit Center, etc.
- Maintain turf and vegetation at all Utilities sites (approximately 34.21 acres)
- Manage and maintain Houdini Plaza for a variety of community activities
- Assist other City departments with the holiday decorations
- Remove snow and ice from twenty non-park sites
- Maintain approximately 7.5 miles of paved multi-purpose recreational trails
- Maintain approximately 30.2 acres of City-owned/managed trail property
- Maintain flowers and shrubs on College Avenue

Major Program Changes:

This budget continues to reflect the Parks and Recreation Department maintaining the turf and vegetation at all Utility locations. This budget also includes an increase in stormwater fees for the recreation trails in Appleton that had not been previously charged until the 2009 budget. The trails were reviewed during 2008 and it was determined that there were several trails that had not been included in the stormwater charges. The Stormwater Utility charges increase is also related to the proposed rate changes in the overall Stormwater Utility budget.

This budget includes an increase of \$2,000 in donation revenues and a decrease in landscape supplies expenditures of \$2,000 to reflect the development of a sponsorship program for the downtown flower planting program. The department will work cooperatively with ADI to develop a sponsorship program in which ADI will purchase the flowers for the planters and donate to the department to help support seasonal staff to maintain the flower program.

The Parks and Recreation Department will be providing snow removal responsibilities at MSB and Fire Station # 1 as a cooperative venture with the Facilities Department saving contracted service dollars to provide that service in the past.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Attractive City properties					
% of internal customers who rate service at good or better	100%	100%	100%	100%	100%
% of internal customers who rate service response at good or better	100%	100%	100%	100%	100%
Strategic Outcomes					
Attractive community					
% of category A properties that are mowed weekly	93%	95%	94%	94%	92%
% of category B properties that are mowed on a 10 day cycle	90%	90%	91%	91%	90%
Work Process Outputs					
Other City property maintained	8	18	18	18	18
Boulevards and triangles mowed	113 sites	108 sites	107 sites	107 sites	110 sites
# of acres of boulevards and triangles	84.3	84.3	84.5	84.5	84.9
Linear feet of trails maintained	39,489	39,659	41,589	41,589	41,589
# of acres of trail corridors maintained	29.2	30.2	31.0	31.0	31.0

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Other City Maintenance

Business Unit 16533

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4802 Charges for Serv. - Tax	\$ 1,781	\$ 1,676	\$ 1,930	\$ 1,930	\$ 1,900
5016 Lease Revenue	300	350	350	350	350
5020 Donations & Memorials	2,955	455	2,955	2,955	4,955
Total Revenue	\$ 5,036	\$ 2,481	\$ 5,235	\$ 5,235	\$ 7,205
Expenses					
6101 Regular Salaries	\$ 143,114	\$ 146,239	\$ 146,665	\$ 146,665	\$ 154,718
6104 Call Time	384	491	-	-	-
6105 Overtime	489	796	502	502	529
6108 Part-Time	15,150	11,148	15,291	15,291	14,664
6150 Fringes	68,729	75,805	78,780	78,780	82,626
6308 Landscape Supplies	5,248	5,466	4,550	4,550	4,900
6309 Shop Supplies & Tools	-	22	100	100	100
6311 Paint & Supplies	-	-	250	250	150
6316 Miscellaneous Supplies	232	491	500	500	500
6325 Construction Materials	839	541	1,650	1,650	2,550
6327 Miscellaneous Equipment	-	350	1,000	1,000	500
6328 Signs	293	464	1,250	1,250	500
6408 Contractor Fees	2,597	958	3,000	3,000	1,000
6413 Utilities	4,649	5,614	19,362	19,362	23,460
6416 Building Repairs & Maint	60	-	-	-	-
6420 Facilities charges	64	246	1,978	1,978	1,785
6425 CEA Equip. Rental	31,828	43,792	48,154	48,154	49,845
6429 Interfund Allocations	(34,392)	(27,248)	(41,856)	(41,856)	(44,056)
6454 Grounds Repair & Maint.	1,520	2,448	3,000	3,000	3,000
6503 Rent	-	100	100	100	100
6599 Other Contractual Obligations	500	500	455	455	455
Total Expense	\$ 241,304	\$ 268,223	\$ 284,731	\$ 284,731	\$ 297,326

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Interfund Allocations

Mowing and grounds maintenance at other City properties, via contract with Facilities Management

\$ 44,056
<u>\$ 44,056</u>

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Recreation Programs

Business Unit 16541

PROGRAM MISSION

Plan and implement recreation program opportunities to enhance the quality of life for the community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Provide a variety of organized sports programs for youth and adults (pre-school through older adult)
- Provide a variety of leisure programs and special events for all ages and families
- Develop a fee schedule that collects revenue based on program objectives and supply and demand
- Work closely with the Intercultural Relations Coordinator to increase participation in recreation programs by the City's minority populations
- Continue to pursue collaboration with the Appleton Area School District and other leisure service providers to meet the needs of the community and maximize resources
- Work closely with other local units of government to offer programming opportunities on a regional basis that maximize resources and provide a positive experience to participants
- Evaluate programs to offer programming opportunities in the evening to address continued community feedback
- Work closely with other youth sport providers to develop complementary programs and enhance opportunities
- Collaborate with local groups, organizations, businesses, etc. to provide programs for the active, older adults in the community
- Expand special event opportunities in the community by working cooperatively with other groups, agencies, organizations, etc.
- Expand collaboration approach to offer recreation programs in the community
- Provide necessary support for transition of adult softball program to outside group/organization

Major Program Changes:

This budget eliminates a .5 FTE Program Coordinator position, reflecting the reduction in program supervisory responsibilities due to the transition of the adult open gym program to an outside organization, contracting of the AMP concession operations, adjustments to the older active adult programs and the Department's decision to withdraw its participation for the concession operations at USA Youth. The over all effect of these changes on this budget is a net decrease of \$22,804 (expense reduction net of revenue reductions).

This budget eliminates the Adult Open Gym Program held at North High School. Players Choice will host the Open Gym Program, including adding open gym opportunities to the public. They will collect fees and provide supervisory staff while the department would market the program to the general public.

The 2010 budget also includes contracting the Appleton Memorial Park (AMP) ball diamond concession operations. The Parks and Recreation Department operated the ball diamond concessions in 2007 and 2008, but is confident a group/ organization is available to contract for these services, similar to a contract executed in 2006-2007.

During 2009, the department entered into an agreement with USA Youth to operate a concession stand at the sports complex. A budget adjustment for 2009 activity was completed in the fall of 2009 once the concession operations closed for the year. The operation of the concession stand is not included in the 2010 budget.

The Parks and Recreation Department staff formerly located at the Thompson Community Center was relocated to City facilities in July 2009. This staff relocation will allow the Parks and Recreation Department to provide a greater number of recreational opportunities for the older, active adults in the community by utilizing a variety of different venues in the community and collaborating with different groups, agencies and organizations. The performance indicators below indicate anticipated increased programming and participation numbers without increased costs due to these new venues and collaboration with other groups.

This budget eliminates the field rental expense to USA Youth for the department's Fall Soccer Program. In exchange, the department will assist USA Youth in routine tree care, building and irrigation winterization, minor building maintenance, management of nutrient management program, monitoring of the well and general oversight of the complex.

This budget eliminated the printing and postage expenses (\$18,500) of the Activity Guides. Beginning in 2010, the Activity Guides will be combined with the bi-annual editions of the Applesource.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Provide opportunities to community					
Youth sport programs	5	5	6	6	6
Instructional programs	37	39	45	45	50
Special event days	35	38	40	40	40
Older adult programs	12	15	18	18	25
Strategic Outcomes					
Healthy lifestyle					
Program registrations	New Measure	6,032	4,000	6,250	6,500
Inclusive program opportunities					
Fees waived	\$ 37,927	\$ 19,597	\$ 35,000	\$ 20,000	\$ 21,000
Participants	1,391	843	1,250	850	875
Work Process Outputs					
Youth sport participants	1,726	1,736	1,750	1,750	1,725
Adult softball teams	172	183	190	190	190
Playground program participants	12,313	10,901	12,600	12,600	12,500
Dance program participant	571	574	600	600	600
New programs introduced	7	8	10	10	10
Older adult participants	12,224	12,289	13,000	13,000	13,500

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Recreation Programs

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv. - Nontax	\$ 104,215	\$ 106,102	\$ 108,663	\$ 108,663	\$ 109,000
4802 Charges for Serv. - Tax	168,045	218,483	185,300	185,300	174,477
5001 Fees & Commissions	18,130	8,714	9,700	9,700	9,200
5010 Misc Revenue - Nontax	2,622	2,350	-	-	-
5015 Rental of City Property	7,710	7,489	10,000	10,000	7,500
5020 Donations & Memorials	5,500	100	5,000	5,000	500
5085 Cash Short or Over	26	220	-	-	-
Total Revenue	\$ 306,248	\$ 343,458	\$ 318,663	\$ 318,663	\$ 300,677
Expenses					
6101 Regular Salaries	\$ 186,724	\$ 197,446	\$ 207,095	\$ 207,095	\$ 212,515
6104 Call Time	21	26	-	-	-
6105 Overtime	1,989	510	-	-	-
6108 Part-Time	310,096	311,294	303,273	303,273	298,672
6150 Fringes	95,677	111,079	120,489	120,489	120,206
6201 Training\Conferences	2,865	1,966	3,000	3,000	2,500
6301 Office Supplies	1,511	2,146	2,000	2,000	1,925
6302 Subscriptions	(17)	40	100	100	50
6303 Memberships & Licenses	1,768	3,877	2,795	2,795	2,110
6304 Postage\Freight	4,300	4,620	3,500	3,500	-
6305 Awards & Recognition	4,647	3,994	5,363	5,363	5,113
6306 Building Maint./Janitorial	-	433	500	500	280
6307 Food & Provisions	2,917	3,171	2,620	2,620	2,660
6314 Concession Supplies	1,572	21,636	18,150	18,150	750
6315 Books & Library Materials	-	216	100	100	175
6316 Miscellaneous Supplies	21,091	19,071	17,260	17,260	16,250
6320 Printing & Reproduction	22,124	11,017	22,000	22,000	-
6321 Clothing	18,255	13,114	18,250	18,250	13,425
6324 Medical\Lab Supplies	2,982	380	1,100	1,100	500
6327 Misc. Equipment	1,740	5,076	4,000	4,000	4,000
6408 Contractor Fees	-	1,672	-	-	-
6412 Advertising	194	75	150	150	150
6413 Utilities	13,587	18,196	13,239	13,239	18,319
6416 Building Repairs & Maint	1,320	2,544	1,000	1,000	1,000
6418 Equip Repairs & Maint	-	188	300	300	550
6420 Facilities charges	11,511	10,656	25,720	25,720	17,852
6424 Software Support	-	-	350	350	350
6425 CEA Equip. Rental	18,567	20,365	23,015	23,015	23,793
6431 Interpreter Services	-	-	100	100	100
6451 Laundry Services	278	442	284	284	205
6503 Rent	80,081	94,710	91,208	91,208	72,082
6599 Other Contracts/Obligations	20,470	20,538	20,655	20,655	27,000
Total Expense	\$ 826,270	\$ 880,498	\$ 907,616	\$ 907,616	\$ 842,532

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Miscellaneous supplies</u>		<u>Rent</u>	
Equipment for sports programs	\$ 4,950	City Center Studios	\$ 34,932
Playground program supplies	1,500	Appleton Schools	26,500
Instructional program supplies	4,500	Players Choice	2,000
Arts & crafts supplies	2,250	Reid Golf - winter programs	5,500
	<u>\$ 13,200</u>	Misc. equipment rental	3,150
			<u>\$ 72,082</u>
<u>Clothing</u>		<u>Other Contracts/Obligations</u>	
Youth sport t-shirts	\$ 9,925	City band	\$ 12,000
Staff clothing	2,650	Rec program contract help	15,000
	<u>\$ 12,575</u>		<u>\$ 27,000</u>

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Aquatics

Business Unit 16542

PROGRAM MISSION

Manage and maintain aquatic facilities and plan and implement aquatic programs to enhance the quality of life for the community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Provide recreational swimming opportunities and instructional programs on a year round basis utilizing two outdoor and three indoor pools
- Provide swim lesson opportunities to meet the needs of the community
- Provide certification training for staff and the general public in Lifeguard Training, Water Safety Instruction (WSI), C.P.R. and First Aid
- Cooperate with the Appleton Area School District to schedule all high school pools for APRD programs
- Provide cost effective concession services at the outdoor pools
- Provide pool rental time to the general public at Erb and Mead Pools
- Cooperate with area agencies to provide special swimming opportunities and community events
- Cooperate with the YMCA on the Bird Bath Open and the Badger State Games
- Maintain Erb and Mead swimming pool facilities
- Continue to work with the Intercultural Relations Coordinator to expand programming opportunities for minority populations
- Explore ways to enhance swim lesson opportunities
- Expand use of technology at pools to electronically track attendance and pool pass use
- Expand collaborative approach to provide aquatic programs in the community, including efforts to partner with other aquatic providers such as the YMCA, private facilities, other local agencies, etc.

Major Program Changes:

This budget includes a slight reduction in part time staff and facility rental cost as the department continues to make adjustments to programs based on community interest and needs. These adjustments include changes in swim lesson programs, open swim hours during the fall/winter/spring months at the high school pools, staffing levels at the outdoor pools during non-peak times, continued use of Erb Pool for both the Badger State Games and the Bird Bath Open, etc.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Open swim/lap swim opportunities					
# of non-summer hours offered	600	556	500	500	500
Affordable instructional opportunities					
# of different aquatic programs offered	15	16	18	18	16
Strategic Outcomes					
Healthy lifestyle					
Resident participants (Instructional)	2,616	2,750	3,000	2,850	2,900
Sale of annual swim passes	1,015	1,900	1,550	1,550	1,600
General attendance (Open Swim)	83,616	75,846	95,000	90,000	95,000
Work Process Outputs					
Average daily attendance during open swim					
Mead Pool-Summer	636	555	750	700	725
West -Fall/Winter/Spring	25	26	35	35	40
Erb-Summer	392	343	360	350	350

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION DEPARTMENT**

Aquatics

Business Unit 16542

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ 40,926	\$ 74,560	\$ 65,779	\$ 65,779	\$ 70,000
4802 Charges for Serv. - Tax	225,013	174,509	182,731	182,731	178,000
4850 Daily Entrance - Nontax	7,985	6,223	6,160	6,160	6,000
5001 Fees & Commissions	1,287	1,021	1,300	1,300	1,100
5020 Donations & Memorials	490	-	-	-	-
5035 Other Reimbursements	103	-	-	-	-
5085 Cash Short or Over	(1,207)	66	-	-	-
Total Revenue	\$ 274,597	\$ 256,379	\$ 255,970	\$ 255,970	\$ 255,100
Expenses					
6101 Regular Salaries	\$ 126,770	\$ 130,038	\$ 130,148	\$ 130,148	\$ 138,658
6104 Call Time	318	442	-	-	-
6105 Overtime	319	681	518	518	548
6108 Part-Time	197,767	204,631	205,271	205,271	198,496
6150 Fringes	70,748	78,607	79,680	79,680	82,742
6201 Training\Conferences	867	1,068	1,000	1,000	1,000
6301 Office Supplies	367	332	350	350	350
6303 Memberships & Licenses	2,755	2,870	2,790	2,790	2,800
6305 Awards & Recognition	183	287	225	225	225
6306 Building Maint./Janitorial	3,089	2,591	2,500	2,500	2,800
6308 Landscape Supplies	478	608	500	500	400
6309 Shop Supplies & Tools	427	549	450	450	450
6310 Chemicals	13,981	17,343	20,000	20,000	19,700
6311 Paint & Supplies	1,274	1,975	4,000	4,000	3,500
6315 Books & Library Materials	452	425	200	200	200
6316 Miscellaneous Supplies	3,626	3,261	3,500	3,500	3,500
6320 Printing & Reproduction	768	1,265	500	500	500
6321 Clothing	3,104	3,092	2,900	2,900	2,900
6324 Medical/Lab Supplies	771	251	500	500	400
6325 Construction Materials	205	2,885	2,000	2,000	1,900
6326 Vehicle & Equipment Parts	5,152	2,522	4,000	4,000	4,000
6327 Miscellaneous Equipment	10,094	10,799	10,000	10,000	10,000
6328 Signs	241	219	300	300	300
6407 Collection Services	98	80	98	98	100
6408 Contractor Fees	11,147	5,013	6,000	6,000	6,000
6409 Inspection Fees	-	-	250	250	250
6413 Utilities	73,520	93,795	77,550	77,550	86,017
6416 Build Repairs & Maint	4,158	640	2,000	2,000	2,000
6418 Equip Repairs & Maint	1,904	3,413	4,000	4,000	3,500
6420 Facilities charges	1,120	426	1,978	1,978	1,785
6425 CEA Equip. Rental	4,642	5,768	6,575	6,575	6,798
6431 Interpreter Services	-	209	-	-	100
6503 Rent	28,308	20,633	33,670	33,670	27,360
6599 Other Contracts/Obligations	1,980	1,220	1,980	1,980	1,800
Total Expense	\$ 570,633	\$ 597,938	\$ 605,433	\$ 605,433	\$ 611,079

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Chemicals</u>		<u>Rent</u>	
Chlorine - Mead/Erb	\$ 16,000	AASD pools	\$ 27,360
Other chemicals	3,700		\$ 27,360
	<u>\$ 19,700</u>		<u>\$ 27,360</u>

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Charges for Services	594,156	621,230	673,573	600,311	600,311	625,225-	587,702
Other Revenues	72,184	62,781	59,971	81,309	81,309	77,473-	96,625
TOTAL REVENUES	666,340	684,011	733,544	681,620	681,620	702,698-	684,327
EXPENSES BY LINE ITEM							
Regular Salaries	609,072	616,467	586,852	741,853	741,853	785,632	725,440
Labor Pool Allocations	825,209	860,020	770,117	829,366	829,366	874,393	828,379
Unallocated Labor	0	0	0	146,358	146,358	154,305	154,305
Call Time	6,790	8,910	5,553	0	0	0	0
Overtime	13,028	17,530	8,340	16,209	16,209	17,085	17,085
Part-Time	576,558	577,917	555,046	585,192	585,192	579,484	566,116
Other Compensation	1,430	2,139	2,356	0	0	0	0
Shift Differential	12	0	21	0	0	0	0
Sick Pay	46,783	57,729	33,100	0	0	0	0
Vacation Pay	154,709	151,351	122,723	0	0	0	0
Fringes	723,010	791,227	692,460	846,725	846,725	882,507	824,119
Salaries & Fringe Benefits	2,956,601	3,083,290	2,776,568	3,165,703	3,165,703	3,293,406	3,115,444
Training & Conferences	8,407	10,194	7,166	10,450	10,450	9,450	9,450
Parking Permits	372	744	744	472	472	744	744
Office Supplies	3,809	4,864	4,721	4,600	4,600	4,350	4,275
Subscriptions	78	125	0	200	200	150	150
Memberships & Licenses	6,198	8,067	5,248	7,210	7,210	6,560	6,560
Postage & Freight	4,300	4,620	4,754	3,500	3,500	3,500	0
Awards & Recognition	5,402	4,330	3,661	6,151	6,151	5,901	5,901
Building Maintenance/Janitor.	11,035	11,808	13,150	11,500	11,500	11,580	11,580
Food & Provisions	3,246	3,342	3,978	2,984	2,984	3,024	3,024
Rent	108,473	117,271	91,673	125,778	125,778	121,032	100,342
Administrative Expense	151,320	165,365	135,095	172,845	172,845	166,291	142,026
Landscape Supplies	50,491	49,017	36,714	44,850	44,850	44,500	42,500
Shop Supplies & Tools	5,991	5,932	5,383	6,200	6,200	6,200	6,200
Chemicals	14,360	17,854	16,558	20,300	20,300	20,000	20,000
Paint & Supplies	4,769	4,789	4,233	8,300	8,300	7,600	7,600
Concession Supplies	1,572	21,636	53,863	18,150	18,150	20,600	750
Books & Library Materials	452	736	25	350	350	425	425
Miscellaneous Supplies	28,763	29,687	18,423	26,935	26,935	25,400	25,400
Printing & Reproduction	30,209	23,021	14,628	29,950	29,950	22,950	7,950
Clothing	24,863	19,306	10,345	23,850	23,850	19,275	19,275
Gas Purchases	16,983	21,854	11,803	18,703	18,703	18,700	18,700
Safety Supplies	3,036	2,580	2,145	3,100	3,100	2,600	2,600
Medical & Lab Supplies	3,752	631	895	1,900	1,900	1,200	1,200
Construction Materials	40,707	23,824	18,090	31,450	31,450	29,150	29,150
Vehicle & Equipment Parts	8,897	4,661	4,874	9,200	9,200	9,200	9,200
Miscellaneous Equipment	59,415	47,702	24,304	43,900	43,900	44,000	44,000
Signs	4,508	2,862	1,226	4,350	4,350	3,150	3,150
Supplies & Materials	298,768	276,092	223,509	291,488	291,488	274,950	238,100
Bank Services	1,652	3,145	3,783	3,200	3,200	3,200	4,000
Consulting Services	9,747	3,488	3,823	10,000	10,000	10,000	10,000
Engineering Fees	0	155	0	3,000	3,000	3,000	3,000
Collection Services	4,479	4,119	1,203	4,492	4,492	3,950	3,950
Contractor Fees	43,588	44,638	42,677	40,500	40,500	40,500	40,500
Inspection Fees	262	35	500	500	500	500	500
Advertising	298	75	0	300	300	250	250
Tipping Fees	294	979	90	600	600	600	600
Interfund Allocations	54,220-	75,906-	67,243-	76,856-	76,856-	94,056-	94,056-
Health Services	0	0	210	0	0	0	0
Interpreter Services	0	209	0	100	100	200	200
Laundry Services	6,329	6,989	6,836	7,347	7,347	7,635	7,260
Other Contracts/Obligations	26,009	25,529	28,582	27,290	27,290	33,205	37,205
Purchased Services	38,438	13,455	20,461	20,473	20,473	8,984	13,409

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
Electric	103,293	119,785	113,590	106,813	106,813	129,102	133,503
Gas	41,642	63,406	36,269	51,456	51,456	58,127	58,127
Water	37,582	39,952	30,208	43,665	43,665	40,851	40,851
Waste Disposal/Collection	8,979	8,371	14,261	8,927	8,927	8,316	8,316
Stormwater	69,068	67,903	68,286	99,417	99,417	120,580	118,580
Telephone	5,582	5,841	5,014	5,582	5,582	5,923	5,923
Cellular Telephone	5,170	4,960	3,347	4,395	4,395	4,111	4,111
Utilities	271,316	310,218	270,975	320,255	320,255	367,010	369,411
Building Repair & Maintenance	7,455	4,645	3,568	7,700	7,700	6,000	6,000
Vehicle Repair & Maintenance	415	763	502	2,000	2,000	1,500	1,500
Equipment Repair & Maintenance	8,626	6,304	6,150	12,200	12,200	11,550	11,250
Communications Equip. Repairs	604	115	138	200	200	200	200
Facilities Charges	114,716	79,174	67,850	98,923	98,923	89,262	89,262
Software Support	545	565	0	700	700	750	750
CEA Equipment Rental	441,817	443,180	352,531	503,646	503,646	496,108	496,108
Grounds Repair & Maintenance	12,091	6,478	17,265	8,000	8,000	9,000	9,000
Repair & Maintenance	586,269	541,224	448,004	633,369	633,369	614,370	614,070
Vehicles	14,000	0	0	0	0	0	0
Capital Expenditures	14,000	0	0	0	0	0	0
TOTAL EXPENSES	4,316,712	4,389,644	3,874,612	4,604,133	4,604,133	4,725,011	4,492,460

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Parks and Recreation

Business Unit 4040

PROGRAM MISSION

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>Amount</u>	<u>Page</u>
Appleton Memorial Park - Walkways	\$ 35,000	Projects, Pg. 706
Telulah Park-entrance road	100,000	Projects, Pg. 726
Playground equipment	75,000	Projects, Pg. 718
	<u>\$ 210,000</u>	

Major program changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safe, clean parks					
# of developed city parks	28	28	28	28	28
# of undeveloped parks	1	1	3	1	3
Green space					
acres of green space	493	493	512	493	512

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	
	Program Revenues	\$ 352,010	\$ 142,228	\$ -	\$ -	\$ 20,663	N/A
	Program Expenses	\$ 748,997	\$ 1,847,539	\$ -	\$ 796,420	\$ 210,000	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	1,164,721	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	182,437	76,256	-	20,720	7,500	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	566,560	606,562	-	775,700	202,500	N/A

* % change from prior year adopted budget
Parks & Recreation Cap Proj Fund.xls

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Parks and Recreation

Business Unit 4040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ 50,000	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	61,168	57,228	-	-	20,663
5020 Donations & Memorials	220,842	85,000	-	-	-
5030 Damage to City Property	20,000	-	-	-	-
5910 Proceeds of Long-term Debt	1,457,000	1,205,748	-	-	123,000
Total Revenues	\$ 1,809,010	\$ 1,347,976	\$ -	\$ -	\$ 143,663
Expenses					
6404 Consulting Services	\$ 34,047	\$ 25,124	\$ -	\$ -	\$ -
6405 Engineering Fees	105,112	55,529	-	-	7,500
6408 Contractor Fees	43,278	(4,397)	-	20,720	-
6802 Land Improvements	225,144	-	-	775,700	-
6803 Buildings	7,093	-	-	-	-
6804 Equipment	139,195	557,011	-	-	75,000
6809 Infrastructure Construction	195,128	638	-	-	127,500
6899 Other Capital Outlay	-	48,913	-	-	-
7914 Trans Out - Capital Projects	-	1,164,721	-	-	-
Total Expenses	\$ 748,997	\$ 1,847,539	\$ -	\$ 796,420	\$ 210,000

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Engineering fees

Telulah Park design services	\$ 7,500
	<u>\$ 7,500</u>

Equipment

Playground equipment - Veterans	\$ 75,000
	<u>\$ 75,000</u>

Infrastructure construction

AMP-walkways	\$ 35,000
Telulah Park entrance road	92,500
	<u>\$ 127,500</u>

**CITY OF APPLETON 2010 BUDGET
PARKS AND RECREATION PROJECT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Miscellaneous State Aids	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Interest Income	61,168	57,228	-	-	20,663
Other Revenue	240,842	85,000	-	-	-
Total Revenues	<u>352,010</u>	<u>142,228</u>	<u>-</u>	<u>-</u>	<u>20,663</u>
Expenses					
Program Costs	748,997	682,818	-	796,420	210,000
Total Expenses	<u>748,997</u>	<u>682,818</u>	<u>-</u>	<u>796,420</u>	<u>210,000</u>
Revenues over (under) Expenses	(396,987)	(540,590)	-	(796,420)	(189,337)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	1,457,000	1,205,748	-	-	123,000
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	(1,164,721)	-	-	-
Total Other Financing Sources (Uses)	<u>1,457,000</u>	<u>41,027</u>	<u>-</u>	<u>-</u>	<u>123,000</u>
Net Change in Equity	1,060,013	(499,563)	-	(796,420)	(66,337)
Fund Balance - Beginning	<u>302,307</u>	<u>1,362,320</u>	<u>862,757</u>	<u>862,757</u>	<u>66,337</u>
Fund Balance - Ending	<u>\$ 1,362,320</u>	<u>\$ 862,757</u>	<u>\$ 862,757</u>	<u>\$ 66,337</u>	<u>\$ -</u>

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Forestry

Business Unit 2060

PROGRAM MISSION

Provide funding to purchase trees to promote and preserve the urban forest and enhance the quality of life for the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 8: "Work to continuously improve the efficiency and effectiveness of City services...."

Objectives:

Provide funding to purchase trees to be planted on:
 Streets where trees had been removed due to disease and safety concerns
 Streets where trees had been damaged due to accident, vandalism, etc.
 Streets where trees have been removed due to storm damage
 Provide a funding mechanism to use revenue received from requests, donations, insurance claims, accidents, grants, etc. to purchase trees

Major program changes:

2010 expenditures for the purchase of trees have been reduced to reflect a decrease in revenue from donations, requests for trees, insurance reimbursements, etc.. The number of trees purchased is scheduled to increase slightly due to the current cost of trees, which has declined in recent years.

The City received a CDBG-R grant to provide funds for planting trees in vacant planting spaces in targeted neighborhoods within the City. These grant funds are budgeted in business unit 2100, thus landscape supplies have been reduced by \$5,000 in 2010 since staff will be focusing time on the grant program.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# of trees on City streets	28,500	29,000	29,600	29,600	29,600
Strategic Outcomes					
Positive community support					
Donations received from public	\$ 135	\$ 135	\$ 1,000	\$ 1,000	\$ 500
Stable funding source for tree planting					
Funds for tree planting	\$ 20,862	\$ 18,733	\$ 25,000	\$ 25,000	\$ 15,500
Work Process Outputs					
Purchase trees for planting requests	60	54	75	75	50
Purchase trees for replacements	875	950	900	900	950

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 3,013	\$ 884	\$ 6,456	\$ 6,456	\$ 15,500	140.09%
Program Expenses		\$ 19,569	\$ 17,796	\$ 25,000	\$ 25,000	\$ 15,500	-38.00%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	167	-	-	-	-	N/A
	Supplies & Materials	19,402	17,796	25,000	25,000	15,500	-38.00%
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Forestry

Business Unit 2060

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4110 Property Taxes	\$ 17,850	\$ 17,850	\$ 17,850	\$ 17,850	\$ 12,800
4710 Interest on Investments	765	492	206	206	200
4801 Charges for Serv.- Nontax	1,070	-	3,000	3,000	1,000
4802 Charges for Serv. - Tax	1,043	257	2,250	2,250	1,000
5020 Donations & Memorials	135	135	1,000	1,000	500
Total Revenue	<u>\$ 20,863</u>	<u>\$ 18,734</u>	<u>\$ 24,306</u>	<u>\$ 24,306</u>	<u>\$ 15,500</u>
Expenses					
6308 Landscape Supplies	\$ 19,402	\$ 17,796	\$ 25,000	\$ 25,000	\$ 15,500
6623 Uncollectible Accounts	167	-	-	-	-
Total Expense	<u>\$ 19,569</u>	<u>\$ 17,796</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 15,500</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Landscape supplies</u>	
Trees	\$ 15,500
	<u>\$ 15,500</u>

**CITY OF APPLETON 2010 BUDGET
FORESTRY FUND
SOURCES AND USES OF FUNDS**

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ 17,850	\$ 17,850	\$ 17,850	\$ 17,850	\$ 12,800
Interest Income	765	492	206	206	200
Charges for Services	2,113	257	5,250	5,250	2,000
Other	135	135	1,000	1,000	500
Total Revenues	<u>20,863</u>	<u>18,734</u>	<u>24,306</u>	<u>24,306</u>	<u>15,500</u>
Expenses					
Program Costs	19,402	17,796	25,000	25,000	15,500
Administrative Expenses	167	-	-	-	-
Total Expenses	<u>19,569</u>	<u>17,796</u>	<u>25,000</u>	<u>25,000</u>	<u>15,500</u>
Revenues over (under) Expenses	1,294	938	(694)	(694)	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	1,294	938	(694)	(694)	-
Fund Balance - Beginning	2,970	4,264	5,202	5,202	4,508
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 4,264</u>	<u>\$ 5,202</u>	<u>\$ 4,508</u>	<u>\$ 4,508</u>	<u>\$ 4,508</u>

**CITY OF APPLETON 2010 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 program changes:

Minor repairs would be addressed at the park and eliminate the fund balance. Minor repairs may include new plant material, bench repairs, lighting repairs, etc.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2007 Actual	2008 Actual	2009 Adopted Budget	2009 Projected	2010 Budget
Revenues					
Interest Income	\$ 162	\$ 122	\$ 70	\$ 70	\$ 50
Expenses					
Program Costs	1,355	60	1,869	1,869	462
Revenues over (under) Expenses	(1,193)	62	(1,799)	(1,799)	(412)
Fund Balance - Beginning	3,392	2,199	2,261	2,261	462
Fund Balance - Ending	\$ 2,199	\$ 2,261	\$ 462	\$ 462	\$ 50

**CITY OF APPLETON 2010 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 for Peabody Park

Major program changes:

Funds have been allocated to address the installation of new security lighting in the park to minimize vandalism and improve visibility for better patron use and security. There is currently no security lighting in the park.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2007 Actual	2008 Actual	2009 Adopted Budget	2009 Projected	2010 Budget
Revenues					
Interest Income	\$ 6,171	\$ 5,636	\$ 3,200	\$ 3,200	\$ 4,500
Expenses					
Program Costs	-	-	-	-	50,000
Revenues over (under) Expenses	6,171	5,636	3,200	3,200	(45,500)
Fund Balance - Beginning	93,478	99,649	105,285	105,285	108,485
Fund Balance - Ending	\$ 99,649	\$ 105,285	\$ 108,485	\$ 108,485	\$ 62,985

**CITY OF APPLETON 2010 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 program changes:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2007 Actual	2008 Actual	2009 Adopted Budget	2009 Projected	2010 Budget
Revenues					
Interest Income	\$ 599	\$ 547	\$ 300	\$ 300	\$ 300
Expenses					
Program Costs	-	-	300	300	300
Revenues over (under) Expenses	599	547	-	-	-
Fund Balance - Beginning	9,074	9,673	10,220	10,220	10,220
Fund Balance - Ending	\$ 9,673	\$ 10,220	\$ 10,220	\$ 10,220	\$ 10,220

**CITY OF APPLETON 2010 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 program changes:

In September 2006, the City was notified of the award of a \$285,015 Stewardship Grant from the state Department of Natural Resources for work on the boat landing and restroom building. 50% of that grant amount was received in advance and recorded as grant income or deferred revenue in 2006. The boat landing project and restroom building were completed in 2009 and the remaining grant award of \$142,507.50 was requested and received in 2009.

The Parks and Recreation Department was awarded a grant of \$248,535 Stewardship Grant from the state Department of Natural Resources for the construction of fishing piers and shoreline stabilization at Lutz Park. 50% of the grant was advanced to the City in 2008 and the remainder would be provided upon completion of the project. A budget adjustment was approved in 2008 to recognize the \$124,267.50 received from the Stewardship Grant and also authorize the expenditure of \$497,070 for the contracting of the entire fishing pier and shoreline stabilization project.

The Council approved additional spending authority in 2009 of \$30,000 to complete the fishing pier and shoreline stabilization project. The remaining \$124,267.50 from the Stewardship Grant is scheduled to be requested from the State as soon as the project is complete.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2007 Actual	2008 Actual	2009 Adopted Budget	2009 Projected	2010 Budget
Revenues					
Interest Income	\$ 55,407	\$ 32,348	\$ 11,000	\$ 11,000	\$ 11,000
Grant Income	134,650	48,750	124,267	248,535	-
Total Revenue	190,057	81,098	135,267	259,535	11,000
Expenses					
Program Costs	376,870	236,798	75,000	567,509	-
Revenues over (under) Expenses	(186,813)	(155,700)	60,267	(307,974)	11,000
Fund Balance - Beginning	738,902	552,089	396,389	396,389	88,415
Fund Balance - Ending	\$ 552,089	\$ 396,389	\$ 456,656	\$ 88,415	\$ 99,415

**CITY OF APPLETON 2010 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 and Recreation Department Comprehensive Plan.

Development of new parks and trails that would include: expenses associated with appraisals; title searches; surveys; wetland delineation; environmental impact studies; legal fees; counsel fees; and debt issuance costs.

Development of recreation facilities and associated facilities identified in the approved master plan for the new park or trail.

Major program changes:

The City of Appleton has been working with the City of Menasha and the Town of Harrison on the acquisition and development of a regional park in the Manitowoc Road and Lake Park Road area that would serve the three municipalities. The City of Appleton's share of the land acquisition is budgeted in this Special Revenue Fund. Please see page 724 in the Projects section for more information.

This budget includes \$107,000 to purchase the WE Energies property adjacent to the former water treatment plant. WE Energies has not received closure from the DNR, therefore acquisition was pushed back to 2010.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2007 Actual	2008 Actual	2009 Adopted Budget	2009 Projected	2010 Budget
Revenues					
Charges for Services	\$ -	\$ -	\$ 20,000	\$ -	\$ 5,000
Donations	-	-	-	-	-
Interest Income	21,655	18,849	11,000	11,000	11,000
Total Revenues	<u>21,655</u>	<u>18,849</u>	<u>31,000</u>	<u>11,000</u>	<u>16,000</u>
Expenses					
Program Costs	<u>10,735</u>	<u>9,530</u>	<u>107,000</u>	<u>-</u>	<u>207,000</u>
Revenues over (under) Expenses	10,920	9,319	(76,000)	11,000	(191,000)
Fund Balance - Beginning	<u>327,001</u>	<u>337,921</u>	<u>347,240</u>	<u>347,240</u>	<u>358,240</u>
Fund Balance - Ending	<u>\$ 337,921</u>	<u>\$ 347,240</u>	<u>\$ 271,240</u>	<u>\$ 358,240</u>	<u>\$ 167,240</u>

**CITY OF APPLETON 2010 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 program changes:

Expenditures have been programmed to address maintenance issues anticipated in 2010.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2007 Actual	2008 Actual	2009 Adopted Budget	2009 Projected	2010 Budget
Revenues					
Donations	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Interest Income	8	281	100	100	100
Total Revenues	\$ 5,008	\$ 281	\$ 100	\$ 100	\$ 100
Expenses					
Program Costs	-	-	500	-	200
Revenues over (under) Expenses	5,008	281	(400)	100	(100)
Fund Balance - Beginning	-	5,008	5,289	5,289	5,389
Fund Balance - Ending	\$ 5,008	\$ 5,289	\$ 4,889	\$ 5,389	\$ 5,289

**CITY OF APPLETON 2010 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 program changes:

Expenditures have been increased to \$3,000 to cover repairs associated with the playground surfacing. The surfacing is 6 years old and additional scheduled repairs are needed to maintain the integrity of the surfacing and provide a safe surface for the community.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2007 Actual	2008 Actual	2009 Adopted Budget	2009 Projected	2010 Budget
Revenues					
Interest Income	\$ 1,437	\$ 1,242	\$ 750	\$ 750	\$ 750
Expenses					
Program Costs	-	4,157	3,000	3,000	3,000
Revenues over (under) Expenses	1,437	(2,915)	(2,250)	(2,250)	(2,250)
Fund Balance - Beginning	21,754	23,191	20,276	20,276	18,026
Fund Balance - Ending	\$ 23,191	\$ 20,276	\$ 18,026	\$ 18,026	\$ 15,776

CITY OF APPLETON 2010 BUDGET

REID GOLF COURSE

Parks & Recreation Director: William N. Lecker

Deputy Director for Operations: Martin N. Will

Golf Course Superintendent: Douglas A. DeVries

CITY OF APPLETON 2010 BUDGET REID GOLF COURSE

MISSION STATEMENT

Reid Golf Course will be operated as a quality municipal golf course that provides a leisure benefit for the community and its visitors.

DISCUSSION OF SIGNIFICANT 2009 EVENTS

Implemented special rates to increase play, including spring and fall rates, outing rates, and corporate promotions.

Marketed special rates to hotels, businesses, individuals, etc.

Made appropriate adjustments to the course management to reflect the reduction of the Golf Course Superintendent position to a .7 FTE.

Updated the Operations, Rules and Regulations of Play Policy to reflect current golf operations.

Worked cooperatively with the Department of Public Works to complete the installation of the water line through the golf course and associated repairs to golf course and service road.

Worked cooperatively with the Facilities Management Department to develop long term plans to maintain and upgrade the clubhouse.

Worked cooperatively with the Stormwater Utility on plans for use of the golf course drainage corridor and adjacent property as a stormwater pond. Also reviewed appropriate compensation to golf course for use of property by the Stormwater Utility.

Met with Golf Advisory Committee to review operations and continue plans to develop the endowment fund established in 2008 to support the golf course.

Secured agreement with Post Crescent for annual tournament.

Developed an online survey mechanism to solicit feedback from golfers and implemented suggestions received during the survey.

Finalized contract with Cingular/AT&T for the installation of flagpole and wireless communication equipment at Reid Golf Course.

Worked cooperatively with the Recreation Division to explore use of the clubhouse during the off-season.

Implemented opportunities for the golfing public to obtain passes, coupons, special rates, etc. for purchase during the winter months for holiday gifts, etc.

Continued to make expenditure adjustments to reflect the current economic climate and golf participation trends.

Due to decreased rounds, no principal payment will again be issued to the General Fund. Interest has been paid, but principal deferred added to year 2014.

CITY OF APPLETON 2010 BUDGET REID GOLF COURSE

MAJOR 2010 OBJECTIVES

- Provide accounting procedures and policies for accurate and complete collection of fees and revenues
- Administer the contract for operations of clubhouse to:
 - Provide course time for the general public to play at their leisure
 - Provide course time for play by organized leagues
 - Provide course time and assistance for periodic golf tournaments
 - Provide group and private lessons to teach the technique, rules and etiquette of golf
 - Provide food, supplies and entertainment for course patrons
- Work closely with the clubhouse manager to expand promotion of the golf course to golfers, including youth, outings, seniors, visitors, etc.
- Continue to explore and expand promotions of the golf course to reach new customers
- Maintain the golf course, including the treatment, irrigation and mowing of turf and the upkeep of bunkers, water hazards and other vegetation
- Maintain the clubhouse and the maintenance shop
- Maintain and repair all golf course equipment
- Continue involvement with Golf Advisory Committee to improve operations and expand funding opportunities at Reid Golf Course
- Work cooperatively with the Facilities Management Department on the necessary building maintenance and upgrades
- Explore options to secure additional revenues for golf course, including advertising, expanded use of clubhouse during golf and non-golf season, land sales, etc.
- Continue to evaluate all golf course operations relative to current local and national trends and make recommendations to Council as needed
- Solicit proposals and secure multi-year contract for clubhouse operations beginning January 1, 2011
- Solicit donations to support a matching grant up to \$5,000 to increase marketing efforts at the golf course

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 1,035,188	\$ 551,901	\$ 560,645	\$ 560,645	\$ 585,961	4.52%
Program Expenses							
5610	Administration	198,242	198,908	202,881	202,881	196,921	-2.94%
5620	Customer Service	25,629	21,600	20,891	20,891	23,886	14.34%
5630	Facilities Maintenance	402,035	361,686	347,961	347,961	364,264	4.69%
TOTAL		\$ 625,906	\$ 582,194	\$ 571,733	\$ 571,733	\$ 585,071	2.33%
Expenses Comprised Of:							
	Personnel	227,921	224,400	197,296	197,296	201,952	2.36%
	Administrative Expense	160,678	160,586	164,325	164,325	162,070	-1.37%
	Supplies & Materials	74,557	60,498	56,590	56,590	56,790	0.35%
	Purchased Services	33,856	25,473	24,696	24,696	27,153	9.95%
	Utilities	31,674	31,868	32,809	32,809	35,937	9.53%
	Repair & Maintenance	97,220	79,369	96,017	96,017	101,169	5.37%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	2.05	2.05	1.75	1.75	1.70	

* % change from prior year adopted budget
Reid.xls

**CITY OF APPLETON 2010 BUDGET
REID GOLF COURSE**

Administration

Business Unit 5610

PROGRAM MISSION

Reid Golf Course will provide a quality and affordable municipal golf course to enhance the quality of life for the community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Provide for the payments to the contractor to operate the clubhouse
- Provide for interest payments on golf course related debt
- Provide for depreciation of the golf course facilities
- Provide for administrative services such as payroll, accounts payable, insurance, audit fees, etc.
- Provide for the administration of the contract with the clubhouse manager
- Provide accounting procedures and policies for accurate and complete collection of fees and revenues
- Continue to evaluate all golf course operations relative to current local and national trends and make recommendations to Council as needed

Major program changes:

- This budget continues to reflect the allocation from the Finance Department of 5% of the Accounting/Customer Service Supervisor's time (\$4,151) to reflect Finance administrative support of the golf course.
- This budget reflects the reduction of 5% of the Administrative Coordinator position (\$3,645) allocated to the golf course for administrative support. The remaining 95% was eliminated from the Parks and Recreation Department Administration business unit.
- This budget identifies lease revenue of \$19,800 from the agreement reached with New Cingular Wireless for the flagpole constructed in 2009 to house wireless communication equipment.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Accurate and timely reports					
# of monthly financial reports submitted to committee within 30 days of end of mo.	9	9	9	9	9
# of monthly participation reports submitted to committee within 30 days of end of mo.	9	9	9	9	9
Strategic Outcomes					
Promotion of golf course					
# of media used for advertising	5	2	1	1	2
# of promo rounds	1,075	1,561	1,000	1,500	1,500
Work Process Outputs					
# of monthly mtgs. held with contractor	8	8	9	9	9
% of operating budget expended	101%	98.5%	100%	100%	100%
% of budgeted revenues secured	88%	101.5%	100%	100%	100%
% of originally scheduled principal repayments made	0%	0%	0%	0%	0%
Average receipt per round	\$15.92/round	\$15.92/round	\$16.49/round	\$16.49/round	\$17.24/round
Average expense per round	\$17.95/round	\$16.74/round	\$16.82/round	\$16.82/round	\$17.21/round

**CITY OF APPLETON 2010 BUDGET
REID GOLF COURSE**

Administration

Business Unit 5610

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4710 Interest on Investments	\$ 4,056	\$ 4,417	\$ 600	\$ 600	\$ 600
5004 Sale of City Prop - Nontax	-	1,251	-	-	-
5016 Lease Revenue	-	-	19,800	19,800	19,800
5921 Transfer In - General Fund	480,000	-	-	-	-
Total Revenue	\$ 484,056	\$ 5,668	\$ 20,400	\$ 20,400	\$ 20,400
Expenses					
6101 Regular Salaries	\$ 15,971	\$ 16,095	\$ 17,362	\$ 17,362	\$ 14,971
6105 Overtime	97	12	-	-	-
6150 Fringes	5,521	5,718	6,414	6,414	4,585
6305 Awards & Recognition	-	-	45	45	-
6401 Accounting/Audit	2,028	2,146	1,700	1,700	1,700
6403 Bank Services	52	54	200	200	200
6408 Contractor Fees	17,810	17,482	17,350	17,350	17,350
6501 Insurance	2,800	2,250	2,910	2,910	2,910
6599 Other Contracts/Obligations	-	46	-	-	-
6601 Depreciation Expense	77,061	77,473	78,825	78,825	77,880
6720 Interest Payments	59,002	59,732	60,175	60,175	59,425
7911 Trans Out - General Fund	17,900	17,900	17,900	17,900	17,900
Total Expense	\$ 198,242	\$ 198,908	\$ 202,881	\$ 202,881	\$ 196,921

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Contractor Fees

Greens fee allocation to clubhouse contractor	\$ 17,350
	<u>\$ 17,350</u>

**CITY OF APPLETON 2010 BUDGET
REID GOLF COURSE**

Customer Service

Business Unit 5620

PROGRAM MISSION

Manage and provide quality clubhouse customer services, 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:

- Operate Clubhouse to serve the needs of a diverse clientele
- Provide items for sale customarily found in a clubhouse
- Provide food and beverage concessions to meet the desires of the customers
- Expand the junior golf program
- Accurately track golf play and account for revenues and expenses
- Provide sufficient rental carts to meet the needs of the customers
- Operate safe and efficient driving range
- Provide appropriate staff to manage patrons on the course
- Organize and schedule golf tournaments and outings for the community
- Organize and schedule golf leagues for the community
- Continue to explore and expand promotion of the golf course to reach new golfers
- Explore long term opportunities to expand customer services and increase revenues

Major program changes:

The performance indicators continue to reflect the recent decline in the number of rounds of golf played at Reid Golf Course. This downward trend is consistent with national trends and other local courses. Rounds are projected to be consistent with 2009. It is anticipated 2010 rates will be consistent with 2009 to remain competitive with other area public golf courses. The budget includes having the clubhouse open during the month of December to offer sales on merchandise and golf opportunities. The clubhouse manager would also be given the opportunity to reserve the clubhouse for holiday parties and gatherings. The December sale of coupons, passes and merchandise would provide opportunities for the community to purchase holiday gifts and compete more favorably with other courses.

Part of the equipment repair and maintenance expense budget was moved to 5630 to better reflect classification of expenses.

The Junior/College Pass instituted in 2009 that offered unlimited golf between Memorial Day and Labor Day was very successful with 113 passes being sold. The annual and weekday passes for juniors have been reduced in 2010 to remain competitive with other golf courses and also to encourage juniors to purchase year-round passes.

This budget includes \$1,000 for advertising. In addition, spending authority will be adjusted to reflect a match of up to \$5,000 for any donations received in 2010 to support marketing efforts for Reid Golf Course.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Functional clubhouse					
# of months clubhouse open	9	10	10	10	10
Golf and concession opportunities					
Full service golf operation for year	100%	100%	100%	100%	100%
Strategic Outcomes					
Positive public response to service					
% of golfers who rate clubhouse service at good or better	91%	97%	98%	98%	98%
# of new outings held	n/a	3	5	5	5
# of outings that return	2	3	5	5	10
Work Process Outputs					
Revenue-daily fee rounds	\$ 415,653	\$ 406,232	\$ 394,062	\$ 404,000	\$ 412,271
Revenue-coupons and passes	\$ 101,438	\$ 99,751	\$ 109,113	\$ 107,000	\$ 115,510
Revenues-food concessions & carts	\$ 22,500	\$ 23,175	\$ 23,870	\$ 23,870	\$ 24,580
# Daily fee rounds	26,888	26,709	26,000	26,670	26,700
# Coupon books sold	73	82	78	70	72
# Weekday passes sold	110	105	115	69	75
# Annual passes sold	65	56	61	181	186

**CITY OF APPLETON 2010 BUDGET
REID GOLF COURSE**

Customer Service

Business Unit 5620

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5010 Misc revenue - Non Tax	\$ 22,500	\$ 23,175	\$ 23,870	\$ 23,870	\$ 24,580
Total Revenue	<u>\$ 22,500</u>	<u>\$ 23,175</u>	<u>\$ 23,870</u>	<u>\$ 23,870</u>	<u>\$ 24,580</u>
Expenses					
6108 Part-Time	\$ 1,393	\$ -	\$ -	\$ -	\$ -
6150 Fringes	107	-	-	-	-
6301 Office Supplies	20	-	200	200	-
6303 Memberships & Licenses	100	100	100	100	100
6306 Building Maint./Janitorial	1,614	689	1,150	1,150	785
6316 Miscellaneous Supplies	349	316	500	500	500
6320 Printing & Reproduction	1,497	985	1,000	1,000	1,200
6324 Medical/Lab Supplies	-	-	100	100	100
6412 Advertising	3,934	1,990	-	-	1,000
6413 Utilities	16,469	17,648	17,641	17,641	20,001
6418 Equip Repairs & Maint	146	(128)	200	200	200
Total Expense	<u>\$ 25,629</u>	<u>\$ 21,600</u>	<u>\$ 20,891</u>	<u>\$ 20,891</u>	<u>\$ 23,886</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET

REID GOLF COURSE

Facilities Maintenance

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:

- Maintain course in best condition possible with available resources
- Work closely with clubhouse manager to coordinate course maintenance with golfers' demands and activities
- Strive to meet the recommendations of the United States Golf Association assessment
- Coordinate labor demands with Operations Division to maximize resources and meet the needs of the course
- Work closely with CEA to coordinate repairs and provide equipment to maintain course
- Work closely with the Facilities Management Department on building maintenance and upgrades
- Continue to explore opportunities to increase revenues and decrease expenditures

Major program changes:

The average number of rounds played at Reid Golf Course has decreased from previous years. This trend is consistent with national and local trends. Reductions in various operating expenses have been made in previous years to bring the expenditure budget in line with anticipated revenues. Greens fees are not scheduled to increase in 2010 to remain competitive, but additional rounds are needed to offset expense and debt service needs.

The maintenance adjustments made at the golf course over the past few years will have an impact on the course over a longer period of time. Reduced chemical treatment of turf diseases, decreased aeration of greens, tees and fairways, less drainage, etc will eventually impact the course quality and may be reflected in the first performance indicator (meets USGA standards) and the public response from the golfers (strategic outcomes). The work outputs have not been compromised yet since those functions are critical to maintaining the current number of golf rounds played.

This budget continues to reflect the reduction of the superintendent to a .7 FTE to address declining participation levels at the golf course, its impact on revenues, and the ability of the golf course to sustain itself as an enterprise fund.

This budget includes an increase of \$7,600 in facilities charges to address repairs to the parking lots.

This budget includes \$1,650 to renew the service agreement with the current software provider for the irrigation system warranty.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Quality 18 hole course					
Meets USGA standards	100%	100%	100%	95%	90%
Recreational opportunities					
Rounds of golf played annually	34,870	34,666	34,500	33,996	33,996
Strategic Outcomes					
Positive public response to customer service					
% of golfers who rate course conditions at good or better	95%	98%	98%	98%	97%
Work Process Outputs					
% of time:					
Greens are mowed daily	100%	100%	100%	100%	100%
Tees and fairways - mowed 3 times per week (May-Aug.)	100%	100%	100%	98%	100%
Rough - mowed weekly	100%	100%	100%	95%	100%
Bunkers - raked weekly (Summer)	100%	100%	100%	98%	100%
Tees and fairways - mowed 2 times per week (Spring/Fall)	95%	95%	95%	95%	90%

**CITY OF APPLETON 2010 BUDGET
REID GOLF COURSE**

Facilities Maintenance

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ 3,641	\$ 7,375	\$ 3,500	\$ 3,500	\$ 3,500
4802 Charges for Serv. - Tax	517,091	505,983	503,175	503,175	527,781
4850 Daily Entrance - Nontax	3,900	4,200	4,200	4,200	4,200
5015 Rental of City Property	4,000	5,500	5,500	5,500	5,500
Total Revenue	\$ 528,632	\$ 523,058	\$ 516,375	\$ 516,375	\$ 540,981
Expenses					
6101 Regular Salaries	\$ 104,890	\$ 108,286	\$ 89,174	\$ 89,174	\$ 92,345
6104 Call Time	143	6	-	-	-
6105 Overtime	1,583	967	1,840	1,840	1,883
6108 Part-Time	52,584	45,383	39,329	39,329	40,508
6150 Fringes	45,633	47,933	43,177	43,177	47,660
6201 Training/Conferences	368	957	1,000	1,000	1,000
6301 Office Supplies	80	141	100	100	100
6303 Memberships & Licenses	635	470	450	450	450
6306 Building Maint./Janitorial	716	430	945	945	945
6307 Food & Provisions	-	35	25	25	25
6308 Landscape Supplies	46,012	31,366	30,665	30,665	30,665
6309 Shop Supplies & Tools	347	116	350	350	350
6311 Paint & Supplies	436	179	400	400	400
6316 Miscellaneous Supplies	3,333	2,236	3,000	3,000	3,000
6321 Clothing	393	431	160	160	160
6322 Gas Purchases	15,941	16,940	17,665	17,665	17,665
6323 Safety Supplies	267	142	150	150	150
6324 Medical/Lab Supplies	-	-	100	100	100
6325 Construction Materials	1,264	-	1,000	1,000	1,000
6326 Vehicle & Equipment Parts	4,718	1,149	1,500	1,500	1,500
6327 Miscellaneous Equipment	-	6,638	-	-	-
6404 Consulting Services	70	-	-	-	1,650
6407 Collection Services	730	562	753	753	753
6408 Contractor Fees	8,378	2,442	4,000	4,000	4,000
6413 Utilities	15,204	14,219	15,168	15,168	15,936
6415 Tipping Fees	63	-	-	-	-
6416 Build Repairs & Maint	404	75	2,000	2,000	1,800
6418 Equip Repairs & Maint	12,458	7,238	5,750	5,750	5,000
6420 Facilities Charges	20,676	10,017	12,895	12,895	20,495
6425 CEA Equip. Rental	63,536	62,167	75,172	75,172	73,674
6451 Uniform Services	641	601	593	593	500
6503 Rent	382	410	500	500	550
6599 Other Contracts/Obligations	150	150	100	100	-
Total Expense	\$ 402,035	\$ 361,686	\$ 347,961	\$ 347,961	\$ 364,264

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Landscape supplies</u>	
Topsoil, sand & gravel	\$ 2,000
Seed & fertilizers	6,000
Pesticides/herbicides	22,665
	<u>\$ 30,665</u>

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Interest Income	4,057	4,417	2,153	600	600	600-	600
Charges for Services	524,632	517,558	495,023	510,875	510,875	510,875-	535,481
Other Revenues	506,500	29,926	29,625	49,170	49,170	49,880-	49,880
TOTAL REVENUES	1,035,189	551,901	526,801	560,645	560,645	561,355-	585,961
EXPENSES BY LINE ITEM							
Regular Salaries	73,140	77,567	57,405	70,533	70,533	73,270	70,471
Labor Pool Allocations	29,567	28,072	28,314	30,603	30,603	31,318	31,318
Unallocated Labor	0	0	0	5,400	5,400	5,527	5,527
Call Time	143	6	86	0	0	0	0
Overtime	1,680	979	1,166	1,840	1,840	1,883	1,883
Part-Time	53,977	45,383	39,401	39,329	39,329	40,508	40,508
Shift Differential	2	0	3	0	0	0	0
Sick Pay	1,976	2,965	297	0	0	0	0
Vacation Pay	16,176	15,778	13,199	0	0	0	0
Fringes	51,261	53,650	34,132	49,591	49,591	50,091	49,245
Unemployment Compensation	0	0	6,655	0	0	0	3,000
Salaries & Fringe Benefits	227,922	224,400	180,658	197,296	197,296	202,597	201,952
Training & Conferences	368	957	293	1,000	1,000	1,000	1,000
Office Supplies	100	141	249	300	300	100	100
Memberships & Licenses	735	570	580	550	550	550	550
Awards & Recognition	0	0	0	45	45	0	0
Building Maintenance/Janitor.	2,330	1,119	775	2,095	2,095	1,730	1,730
Food & Provisions	0	35	0	25	25	25	25
Insurance	2,800	2,250	1,875	2,910	2,910	2,910	2,910
Rent	382	411	63	500	500	550	550
Depreciation Expense	77,061	77,473	64,900	78,825	78,825	78,825	77,880
Interest Payments	59,002	59,732	29,521	60,175	60,175	60,175	59,425
Trans Out - General Fund	17,900	17,900	14,917	17,900	17,900	17,900	17,900
Administrative Expense	160,678	160,588	113,173	164,325	164,325	163,765	162,070
Landscape Supplies	46,012	31,366	29,513	30,665	30,665	30,665	30,665
Shop Supplies & Tools	347	116	181	350	350	350	350
Paint & Supplies	436	179	219	400	400	400	400
Miscellaneous Supplies	3,683	2,552	2,016	3,500	3,500	3,500	3,500
Printing & Reproduction	1,497	985	1,420	1,000	1,000	1,200	1,200
Clothing	393	431	80	160	160	160	160
Gas Purchases	15,941	16,940	4,717	17,665	17,665	17,665	17,665
Safety Supplies	267	142	0	150	150	150	150
Medical & Lab Supplies	0	0	40	200	200	200	200
Construction Materials	1,264	0	614	1,000	1,000	1,000	1,000
Vehicle & Equipment Parts	4,718	1,149	454	1,500	1,500	1,500	1,500
Miscellaneous Equipment	0	6,638	0	0	0	0	0
Signs	0	0	46	0	0	0	0
Supplies & Materials	74,558	60,498	39,300	56,590	56,590	56,790	56,790
Accounting/Audit	2,028	2,146	2,345	1,700	1,700	1,700	1,700
Bank Services	52	54	68	200	200	200	200
Consulting Services	70	0	0	0	0	1,650	1,650
Collection Services	730	562	494	753	753	753	753
Contractor Fees	26,188	19,924	14,712	21,350	21,350	21,350	21,350
Advertising	3,934	1,990	0	0	0	1,000	1,000
Tipping Fees	63	0	17	0	0	0	0
Laundry Services	641	601	780	593	593	500	500
Other Contracts/Obligations	150	196	196	100	100	0	0
Purchased Services	33,856	25,473	18,612	24,696	24,696	27,153	27,153
Electric	15,384	15,853	15,210	15,876	15,876	16,991	16,991
Gas	6,482	6,906	7,235	7,955	7,955	8,244	8,244
Water	1,728	1,746	1,493	1,936	1,936	1,737	1,737
Waste Disposal/Collection	448	452	1,330	454	454	1,252	1,252
Stormwater	6,065	5,242	3,768	5,019	5,019	6,087	6,087

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
Telephone	1,323	1,375	1,165	1,323	1,323	1,370	1,370
Cellular Telephone	243	294	197	246	246	256	256
Utilities	31,673	31,868	30,398	32,809	32,809	35,937	35,937
Building Repair & Maintenance	404	75	0	2,000	2,000	1,800	1,800
Equipment Repair & Maintenanc	12,604	7,110	3,879	5,950	5,950	5,200	5,200
Facilities Charges	20,676	10,017	9,345	12,895	12,895	20,495	20,495
CEA Equipment Rental	63,536	62,167	62,656	75,172	75,172	73,674	73,674
Repair & Maintenance	97,220	79,369	75,880	96,017	96,017	101,169	101,169
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	625,907	582,196	458,021	571,733	571,733	587,411	585,071

CITY OF APPLETON 2010 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Charges for Services	\$ 528,632	\$ 523,058	\$ 516,375	\$ 518,000	\$ 540,981
Miscellaneous	22,500	23,175	23,870	23,870	24,580
Lease Revenue	-	-	19,800	19,800	19,800
Total Revenues	<u>551,132</u>	<u>546,233</u>	<u>560,045</u>	<u>561,670</u>	<u>585,361</u>
Expenses					
Operation and Maintenance	471,943	427,089	414,833	414,833	429,866
Depreciation	77,061	77,473	78,825	77,880	77,880
Total Expenses	<u>549,004</u>	<u>504,562</u>	<u>493,658</u>	<u>492,713</u>	<u>507,746</u>
Operating Income (Loss)	2,128	41,671	66,387	68,957	77,615
Nonoperating Revenues (Expenses)					
Interest Income	4,056	4,417	600	600	600
Interest Expense	(59,002)	(59,732)	(60,175)	(60,175)	(59,425)
Other	-	1,251	-	-	-
Total Non-Operating	<u>(54,946)</u>	<u>(54,064)</u>	<u>(59,575)</u>	<u>(59,575)</u>	<u>(58,825)</u>
Net Income (Loss) Before Transfers	(52,818)	(12,393)	6,812	9,382	18,790
Contributions and Transfers In (Out)					
Operating Transfers in	480,000	-	-	-	-
Operating Transfers out	<u>(17,900)</u>	<u>(17,900)</u>	<u>(17,900)</u>	<u>(17,900)</u>	<u>(17,900)</u>
Change in Net Assets	409,282	(30,293)	(11,088)	(8,518)	890
Net Assets - Beginning	<u>472,344</u>	<u>881,626</u>	<u>851,333</u>	<u>851,333</u>	<u>842,815</u>
Net Assets - Ending	<u>\$ 881,626</u>	<u>\$ 851,333</u>	<u>\$ 840,245</u>	<u>\$ 842,815</u>	<u>\$ 843,705</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year		\$ 53,733	\$ 123,095
+ Net Income		(8,518)	890
+ Depreciation		77,880	77,880
+ Long Term Debt		-	-
- Fixed Assets		-	-
- Principal Repayment		-	-
Working Cash - End of Year		<u>\$ 123,095</u>	<u>\$ 201,865</u>

**CITY OF APPLETON 2010 BUDGET
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2009 Budget	2009 Projected	2010 Budget	2011 Projected	2012 Projected	2013 Projected	2014 Projected
Revenues							
Charges for Services	\$ 516,375	\$ 518,000	\$ 540,981	\$ 551,801	\$ 562,837	\$ 574,094	\$ 585,576
Miscellaneous	23,870	23,870	24,580	25,072	25,573	26,084	26,606
Lease Revenue	19,800	19,800	19,800	19,800	19,800	19,800	22,770
Total Revenues	<u>560,045</u>	<u>561,670</u>	<u>585,361</u>	<u>596,673</u>	<u>608,210</u>	<u>619,978</u>	<u>634,952</u>
Expenses							
Operating Expenses	414,833	414,833	429,866	442,761	456,044	469,725	483,817
Depreciation	78,825	77,880	77,880	78,825	78,825	80,000	80,000
Total Expenses	<u>493,658</u>	<u>492,713</u>	<u>507,746</u>	<u>521,586</u>	<u>534,869</u>	<u>549,725</u>	<u>563,817</u>
Operating Income	66,387	68,957	77,615	75,087	73,341	70,253	71,135
Non-Operating Revenues (Expenses)							
Interest Income	600	600	600	600	600	600	600
Interest Expense	(60,175)	(60,175)	(59,425)	(59,425)	(59,523)	(59,425)	(59,425)
Other	-	-	-	-	-	-	-
Total Non-Operating	<u>(59,575)</u>	<u>(59,575)</u>	<u>(58,825)</u>	<u>(58,825)</u>	<u>(58,923)</u>	<u>(58,825)</u>	<u>(58,825)</u>
Net Income Before Transfers	6,812	9,382	18,790	16,262	14,418	11,428	12,310
Contributions and Transfers In (Out)							
General Fund	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	(11,088)	(8,518)	890	(1,638)	(3,482)	(6,472)	(5,590)
Total Net Assets - Beginning	<u>851,333</u>	<u>851,333</u>	<u>842,815</u>	<u>843,705</u>	<u>842,067</u>	<u>838,585</u>	<u>832,113</u>
Total Net Assets - Ending	<u>\$ 840,245</u>	<u>\$ 842,815</u>	<u>\$ 843,705</u>	<u>\$ 842,067</u>	<u>\$ 838,585</u>	<u>\$ 832,113</u>	<u>\$ 826,522</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 53,733	\$ 123,095	\$ 201,865	\$ 279,052	\$ 329,395	\$ 402,923
+ Net Income	(8,518)	890	(1,638)	(3,482)	(6,472)	(5,590)
+ Depreciation	77,880	77,880	78,825	78,825	80,000	80,000
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	-	-	-	(25,000)	-	-
- Principal Repayment	-	-	-	-	-	(19,047)
Working Cash - End of Year	<u>\$ 123,095</u>	<u>\$ 201,865</u>	<u>\$ 279,052</u>	<u>\$ 329,395</u>	<u>\$ 402,923</u>	<u>\$ 458,285</u>
25% Working Capital Reserve (prior year's audited expenses)	\$ 123,227	\$ 126,798	\$ 130,022	\$ 133,367	\$ 136,763	\$ 140,113
Coverage Ratio	1.36	1.46	1.44	1.42	1.40	1.41

ASSUMPTIONS:

Interest rate at 5%, eighteen year term remaining.

Rounds of golf played to stay constant, with prices increasing 2% in 2011-2014 for rounds of golf, passes & coupons.

Operating expenses to increase 3.0% per year after 2010.

Strive to maintain a level of 25% working capital reserve and 1.25 coverage ratio.

The principal payment on the General Fund advance is not included for 2014 in order for the golf course to continue to accumulate funding for the 2005 State Trust Fund Loan principal payments due in 2015 through 2016.

No additional debt is projected.

**CITY OF APPLETON 2010 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

2002 General Fund Advance			
Year	Principal *	Interest	Total
2010	\$ -	\$ 24,000	\$ 24,000
2011	-	24,000	24,000
2012	-	24,000	24,000
2013	-	24,000	24,000
2014	480,000	24,000	504,000
	<u>\$ 480,000</u>	<u>\$ 120,000</u>	<u>\$ 600,000</u>

2005 State Fund Trust Loan			
Year	Principal	Interest	Total
2010	\$ -	\$ 35,425	\$ 35,425
2011	-	35,425	35,425
2012	-	35,523	35,523
2013	-	35,425	35,425
2014	19,047	35,425	54,473
2015	49,250	34,473	83,723
2016	50,453	32,098	82,552
2017	54,685	29,488	84,173
2018	54,919	26,754	81,673
2019	55,165	24,008	79,173
2020	70,417	21,308	91,725
2021	75,694	17,729	93,423
2022	80,978	13,944	94,922
2023	81,278	9,895	91,173
2024	81,589	5,847	87,436
2025	27,767	1,752	29,519
2026	7,267	363	7,630
	<u>\$ 708,509</u>	<u>\$ 394,883</u>	<u>\$ 1,103,392</u>

Total			
Year	Principal	Interest	Total
2010	\$ -	\$ 59,425	\$ 59,425
2011	-	59,425	59,425
2012	-	59,523	59,523
2013	-	59,425	59,425
2014	499,047	59,425	558,473
2015	49,250	34,473	83,723
2016	50,453	32,098	82,552
2017	54,685	29,488	84,173
2018	54,919	26,754	81,673
2019	55,165	24,008	79,173
2020	70,417	21,308	91,725
2021	75,694	17,729	93,423
2022	80,978	13,944	94,922
2023	81,278	9,895	91,173
2024	81,589	5,847	87,436
2025	27,767	1,752	29,519
2026	7,267	363	7,630
	<u>\$ 1,188,509</u>	<u>\$ 514,883</u>	<u>\$ 1,703,392</u>

* At this time, we can not project any future principal repayments to the General Fund (\$480,000) due to the decline in number of rounds which is consistent with national trends.

CITY OF APPLETON 2010 BUDGET

VALLEY TRANSIT

General Manager: Deborah S. Wetter

Assistant General Manager: Salvatore LaPuma

CITY OF APPLETON 2010 BUDGET VALLEY TRANSIT

MISSION STATEMENT

Valley Transit exists to meet community mobility needs and enhance quality of life by providing options for efficient and reliable transportation.

DISCUSSION OF SIGNIFICANT 2009 EVENTS

Revenue increased and ridership declined during first half of 2009

A fare increase in January, 2009 increased revenue through August by approximately 15%. The downturn in the economy has affected ridership during the first eight months of 2009. Local layoffs and cutbacks have caused overall ridership to decrease by approximately 9%. Trips per hour in the first eight months of 2009 were 13.2 compared to 16.2 in 2008.

Diesel fuel prices continue to fluctuate

The average diesel fuel price for the first six months of 2009 was \$1.56 per gallon, generating a savings over the budgeted \$3.61 per gallon. As a result of fuel being lower than budgeted, the proposed fare increase in July was not implemented.

Regional Transit Authority (RTA) efforts continue

Efforts to pass enabling legislation to allow formation of a regional transit authority (RTA) in the Fox Cities continued through the third quarter of 2009 in the State legislature. The Governor's budget bill included a Fox Cities RTA but was not approved by the legislature. The Legislative Study Committee bill, which proposed enabling legislation for RTA's throughout the state, was introduced as stand-alone legislation in the second quarter of 2009 but has not yet been acted upon. With the urbanized area expected to exceed 200,000 population with the 2010 census, Valley Transit will no longer be eligible for most federal operating support. Without an additional source of funding, the system would not be able to operate.

The Connector

The Connector is a demand responsive service Valley Transit provides in partnership with United Way Fox Cities. It is designed to expand public transportation to less densely populated areas of the Fox Cities and operate in the late evening and early morning hours when regular buses do not run thus giving 2nd and 3rd shift workers a public transit option. The service has been well used since its inception in September, 2007 with a total ridership in 2008 of 12,180 trips and ridership in the first eight months of 2009 at 8,458. Valley Transit will be applying for a Wisconsin Employment Transportation Assistance Program (WETAP) grant for 2010 to continue the service. A customer satisfaction and information survey was conducted during the summer and through September with all Connector riders, past and present, to determine the effectiveness of the service in getting people to employment. Preliminary results indicate that the service is doing what it was intended to do, that is helping people in our community become more self-sufficient. Many of the respondents indicated that without the Connector, they would not have been able to get or keep their jobs. Ninety-two percent of the trips were made for employment with most of the remainder of the trips being for education or medical trips.

Washington Square

Valley Transit helped organize and continues to be an active partner in a group whose purpose is to make the area near the Transit Center, bounded by Morrison, Franklin, and Appleton Streets and the City Center Complex, a more welcoming and pedestrian-oriented environment. The group is made up of City departments (Valley Transit, Library, Parks and Recreation, DPW, Facilities, and Police), Appleton Downtown, Inc., Workforce Development, many non-profit organizations located in, or serving people in, the area and several private sector business partners. The group has raised private funds, which in conjunction with various City department in-kind contributions and grants, is being used to hire ambassadors to give information and assist with keeping the area clean, buy tables and chairs, plant flowers, and plan events to attract people to the area.

New paratransit provider on board

As a result of an RFP process, Valley Transit retained a new paratransit provider which resulted in an approximate 10% reduction in per trip costs. The transition to the new provider, while difficult, only impacted the customers for two weeks while the past transition took 6-8 weeks. Service to the customers after three months is better in many instances than it was in the past and the cost to the funders is less.

Improved public information

Access to easy-to-understand bus route information is key to attracting new riders. In March, Valley Transit joined Google's online Transit Trip Planner which provides all of the information needed to complete a bus trip, including route and fare information and a cost comparison between taking the bus and driving. In order to make online trip planning as easy as possible, a link has been added to the Valley Transit website that allows riders to simply enter their starting and destination information and then connect directly to Google. Improved bus stop signage is also planned for 2009, which will include specific route information and times on each bus stop sign.

On-Time Performance

Valley Transit continues to provide reliable service to residents in the Fox Cities, even through the major snowstorms experienced in the first part of 2009. Valley Transit's on-time performance for the first 6 months of 2009 was 92.5%.

CITY OF APPLETON 2010 BUDGET VALLEY TRANSIT

MAJOR 2010 OBJECTIVES

Valley Transit will continue to strengthen partnerships with community organizations and build new ones as well. As an example of an expanded partnership, Valley Transit is working with several local businesses to implement a commuter benefits program which involves employers encouraging the use of public transit by providing subsidies for transit tickets and passes. In addition, several large employers are looking at the possibility of funding additional transit service to their facilities.

Valley Transit experienced increased ridership in 2007 and 2008 due to an effective marketing and communications program and also due to significant fuel price increases. In 2009, ridership decreased due to the fare increase, the downturn in the economy, job cutbacks and layoffs and a decrease in the price of fuel. The focus of the marketing/communication efforts will be to increase ridership and transit revenue among non-traditional transit riders while looking for ways to encourage existing riders to ride more often. Valley Transit will also focus on building an advocacy group for Valley Transit and on more regular communication with Valley Transit stakeholders. Staff will continue to look at expanding and improving the communication tools used to get potential riders information on how to use the system.

As part of the effort to increase ridership, Valley Transit will be translating information into Spanish and working with the Spanish-speaking community to determine barriers to transit use and work to eliminate those barriers. We will be partnering with the Hispanic Interagency Council, Casa Hispana, the Multicultural Center and working closely with Appleton's Intercultural Relations Coordinator to find opportunities for communication and partnership in the Hispanic community.

Valley Transit staff will continue to review the Valley Transit operation, with assistance from peer transit properties, to determine if there are ways to streamline or modify procedures to increase the effectiveness and efficiency of delivering transit services to the public. Valley Transit will implement a continuous improvement program to begin to reduce waste in the system.

Valley Transit will continue to work with the municipal and county partners to put alternate funding in place to continue and expand Valley Transit services even with the potential loss of federal operating revenues in 2012 and the possible loss of county funding for ancillary paratransit and ADA paratransit services in 2011 due to the recent state Family Care legislation.

Valley Transit will work with its municipal and county partners to implement a universal access program whereby for a fixed fee per employee paid by the municipalities/counties, their employees will be encouraged to use Valley Transit fixed route services to get to work.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 6,301,483	\$ 7,147,320	\$ 7,484,132	\$ 7,484,132	\$ 7,537,454	0.71%
Program Expenses							
5810	Administration	1,113,894	1,111,582	1,121,149	1,169,949	1,209,142	7.85%
5820	Vehicle Maint.	642,843	653,870	628,614	696,467	656,805	4.48%
5830	Facilities Maint.	123,438	140,445	116,647	356,950	121,417	4.09%
5840	Operations	3,028,321	3,327,020	3,467,676	3,467,676	3,567,538	2.88%
5850	ADA Paratransit	1,223,118	1,428,629	1,526,110	1,526,110	1,554,417	1.85%
5860	Ancillary Paratransit	1,207,919	1,508,538	1,583,110	1,583,110	1,506,575	-4.83%
TOTAL		\$ 7,339,533	\$ 8,170,084	\$ 8,443,306	\$ 8,800,262	\$ 8,615,894	2.04%
Expenses Comprised Of:							
Personnel		3,404,821	3,511,141	3,656,578	3,656,578	3,770,121	3.11%
Administrative Expense		752,967	674,059	690,079	690,079	788,487	14.26%
Supplies & Materials		556,174	773,840	805,690	854,490	801,768	-0.49%
Purchased Services		2,429,732	2,952,436	3,058,082	3,058,082	3,002,770	-1.81%
Utilities		85,982	101,888	104,875	104,875	114,343	9.03%
Repair & Maintenance		109,857	156,720	128,002	128,002	138,405	8.13%
Capital Expenditures		-	-	-	308,156	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		55.43	53.03	53.03	53.03	52.65	

**CITY OF APPLETON 2010 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 employees, passengers 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

Major program changes:

Vehicle liability insurance increased \$16,523 because of general industry trends. Valley Transit will be working with City staff to put out an RFP for insurance services. The change, if warranted, can't happen until 2011 because of requirements in the agreement with the current provider that would result in large financial losses for Valley Transit if less than a year's notice is given.

Combined State and Federal operating assistance is estimated at 57.5% of eligible expenses.

Donations for 2010 include \$2,000 in support of Valley Transit's reduced fare service for Octoberfest. This service not only helps reduce vehicular congestion in downtown Appleton for the largest special event of the year, but also serves to publicize Valley Transit's regular service.

The increase in printing costs is due to several reasons. First, more materials must be printed in Spanish and Hmong in order to be in compliance with the Civil Rights Act of 1964. This includes printing of the rider's guide, car cards, key brochures, and individual route maps. Second, during 2009, we saw three increases in paper costs and expect this trend to continue in 2010. Third, we have postponed or decreased the amount of printing for a number of items in 2009 due to a smaller printing budget. These items need to be printed in 2010. Finally, corporate sponsorship of the rider's guide is becoming increasingly more difficult to find in this tough economy. We are anticipating that we will have to fund more of the cost of this publication in 2010.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Regional transit service					
# municipalities served	11	10	12	12	12
# members of Fox Cities Transit Com'n.	8	8	9	9	9
Stable work environment					
# full-time jobs	50	50	50	50	49
Strategic Outcomes					
Regulatory compliance					
Timely reporting	100%	80%	100%	100%	100%
# review/audit findings	0	1	0	0	0
Work Process Outputs					
Reporting and recordkeeping:					
Contract negotiating & monitoring					
# employee grievances filed	2	1	6	6	6
Public information					
# public presentations	32	71	65	65	65

**CITY OF APPLETON 2010 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 5810

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4210 Federal Grants	\$ 2,243,455	\$ 2,186,580	\$ 2,185,860	\$ 2,185,860	\$ 2,206,690
4224 Miscellaneous State Aids	1,791,214	1,972,839	2,185,860	2,185,860	2,255,990
4230 Miscellaneous Local Aids	425,519	444,464	474,563	474,563	442,856
4710 Interest on Investments	-	-	50,000	50,000	50,000
4877 Advertising/Promotional	57,112	89,177	65,000	65,000	55,000
5001 Fees & Commissions	-	976	-	-	-
5010 Misc Revenue - Nontax	301	200	-	-	-
5011 Misc Revenue - Tax	949	-	-	-	-
5020 Donations & Memorials	-	2,500	-	-	8,500
5021 Capital Contributions	134,639	141,319	-	-	-
5921 Trans In - General Fund	619,891	663,849	681,070	681,070	636,412
Total Revenue	\$ 5,273,080	\$ 5,501,904	\$ 5,642,353	\$ 5,642,353	\$ 5,655,448
Expenses					
6101 Regular Salaries	\$ 221,480	\$ 215,817	\$ 257,048	\$ 257,048	\$ 234,638
6105 Overtime	3,027	4,987	5,465	5,465	5,184
6108 Part Time	-	2,538	-	-	-
6150 Fringes	69,514	71,078	92,428	92,428	86,600
6201 Training\Conferences	2,307	5,814	4,760	4,760	4,244
6205 Employee Recruitment	7,760	85	-	-	1,530
6206 Parking	-	-	-	-	240
6301 Office Supplies	3,501	3,465	3,967	3,967	3,861
6302 Subscriptions	287	466	300	300	334
6303 Memberships & Licenses	1,605	1,692	1,745	1,745	3,065
6304 Postage & Freight	2,069	2,598	3,268	3,268	3,501
6305 Awards & Recognition	638	722	779	779	765
6307 Food & Provisions	1,560	1,596	1,038	1,038	1,000
6316 Miscellaneous Supplies	-	556	-	-	-
6320 Printing & Reproduction	10,092	16,578	13,963	13,963	18,877
6323 Safety Supplies	304	519	1,000	1,000	600
6327 Miscellaneous Equipment	-	355	1,500	50,300	1,500
6401 Accounting/Audit	6,923	11,467	8,199	8,199	8,564
6403 Bank Services	3,101	2,868	3,100	3,100	3,100
6404 Consulting	38,477	9,240	-	-	-
6412 Advertising	11,011	40,536	29,352	29,352	29,766
6413 Utilities	71,873	87,034	84,703	84,703	94,094
6418 Equip Repairs & Maint	738	926	1,190	1,190	1,609
6424 Software Support	325	54	775	775	775
6501 Insurance	91,886	122,465	106,440	106,440	108,325
6601 Depreciation Expense	565,416	507,946	500,129	500,129	596,970
6599 Other Contracts/Obligations	-	180	-	-	-
Total Expense	\$ 1,113,894	\$ 1,111,582	\$ 1,121,149	\$ 1,169,949	\$ 1,209,142

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Printing & Reproduction</u>		<u>Advertising</u>	
Fare material	\$ 6,892	Events	\$ 12,900
Rider's guides & maps	7,000	Print	7,900
Public Information materials	1,400	Broadcast	6,966
Forms	1,200	Legal ads	2,000
City copy charges	2,385		
	<u>\$ 18,877</u>		<u>\$ 29,766</u>

**CITY OF APPLETON 2010 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
 Complete purchase and installation of electronic fareboxes. Complete implementation of asset management software purchased in 2009.

Major program changes:

The increase in Vehicle Repairs and Maintenance reflects a change in recording contracted vehicle air conditioner servicing. This expense has previously been recorded under Vehicle Equipment and Parts, the budget for which has been reduced correspondingly. The overall increase in the combined expense (vehicle repair supplies and services) is due to the most recently acquired vehicles in the fleet moving out of warranty.

This budget reflects the elimination of a part-time service person position. This position became vacant during 2009 and an analysis of the workload and scheduling of the three part-time service person positions concluded that some schedule adjustments would permit the elimination of one of the positions (\$12,980).

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safe, reliable service					
# road calls	23	25	15	16	15
# customer complaints	0	0	0	0	0
Strategic Outcomes					
Avg. vehicle age - years	6.33	7.33	8.3	8.3	9.3
Avg. vehicle mileage	261,852	291,458	321,956	321,200	352,000
Vehicles that meet service obligations					
% of scheduled trips completed	99.9%	99.9%	98.0%	98.0%	98.0%
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	30	30	30	30	30
Miles operated	893,218	895,165	883,700	883,700	883,700
# inspections completed	316	309	300	315	300
Clean buses					
# exterior cleanings	6,400	5,900	6,400	6,400	6,400
# interior cleanings	818	840	650	800	700
Fleet records management					
# work orders processed	1,785	1,656	1,750	1,700	1,700

**CITY OF APPLETON 2010 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 5820

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4210 Federal Grants	\$ 925	\$ 2,520	\$ -	\$ -	\$ -
5011 Misc Revenue - Tax	-	216	-	-	-
5030 Damage to City Property	2,042	16,009	-	-	-
	<u>\$ 2,967</u>	<u>\$ 18,745</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 377,842	\$ 351,228	\$ 347,285	\$ 347,285	\$ 349,555
6104 Call Time	616	3,975	332	332	340
6105 Overtime	11,766	19,717	12,254	12,254	12,539
6150 Fringes	141,647	136,719	140,681	140,681	146,012
6309 Shop Supplies & Tools	18,541	23,495	21,325	21,325	17,460
6321 Clothing	110	219	-	-	-
6322 Gas Purchases	5,176	6,367	7,283	7,283	5,857
6326 Vehicle & Equipment Parts	54,267	76,934	63,980	63,980	90,400
6327 Miscellaneous Equipment	-	1,123	-	-	-
6417 Vehicle Repairs & Maint	-	-	-	-	5,600
6418 Equip Repairs & Maint	832	5,391	1,030	1,030	900
6430 Health Services	860	1,109	875	875	875
6451 Laundry Services	3,259	3,341	3,400	3,400	3,400
6501 Insurance	27,321	24,252	29,169	29,169	23,867
6599 Other Contracts/Obligations	606	-	1,000	1,000	-
6804 Equipment	-	-	-	67,853	-
	<u>\$ 642,843</u>	<u>\$ 653,870</u>	<u>\$ 628,614</u>	<u>\$ 696,467</u>	<u>\$ 656,805</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Shop Supplies & Tools

Janitorial supplies	\$ 6,048
Cleaning supplies & chemicals	3,552
Tool reimbursement	2,500
Miscellaneous shop supplies	4,360
Non-inventory bus parts	1,000
	<u>\$ 17,460</u>

Vehicle & Equipment Parts

Misc parts (doors, windows, etc)	\$ 16,900
Brake system parts	19,200
Electrical system parts	8,100
Wheelchair ramp parts	3,000
Transmission parts	1,200
Engine parts	23,000
PM's and oil changes	19,000
	<u>\$ 90,400</u>

**CITY OF APPLETON 2010 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 employees, passengers 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 program changes:

HVAC systems and lighting were upgraded in 2009, the roof on the Whitman Avenue building was replaced, the Transit Center was made fully ADA accessible, and the Transit Center roof and gutters were repaired. No new facilities projects are projected for 2010.

Snow removal expense as a separate contracted item has been removed from this budget. Responsibility for contracting for snow removal is being assumed by the Facilities Maintenance Department and is included in the facilities charges line item.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Clean, safe, protection from the elements					
# claims related to passenger facilities	0	1	0	0	0
Clean, safe working environment for employees					
# workplace injuries	0	0	0	0	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	2	0	0	0	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	37	37	37	37	37
Maintenance schedule					
# cleanings major facilities	562	562	568	568	568
# cleanings minor facilities	727	706	500	500	500
# inspections	12	12	12	12	12

**CITY OF APPLETON 2010 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 5830

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4802 Charges for Serv. - Tax	\$ 5,525	\$ 4,282	\$ -	\$ -	\$ -
5015 Facility Rent	6,000	6,000	6,000	6,000	6,000
	<u>\$ 11,525</u>	<u>\$ 10,282</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
Expenses					
6306 Building Maint./Janitorial	\$ 9,657	\$ -	\$ -	\$ -	\$ -
6308 Landscape Supplies	-	1,056	-	-	-
6327 Miscellaneous Equipment	213	680	3,000	3,000	1,200
6407 Collection Services	700	-	725	725	725
6420 Facilities charges	87,671	124,835	97,425	97,425	108,581
6440 Snow Removal Services	7,275	13,202	4,760	4,760	-
6451 Laundry Services	377	672	654	654	654
6501 Insurance	17,545	-	10,083	10,083	10,257
6803 Buildings	-	-	-	145,727	-
6804 Equipment	-	-	-	94,576	-
	<u>\$ 123,438</u>	<u>\$ 140,445</u>	<u>\$ 116,647</u>	<u>\$ 356,950</u>	<u>\$ 121,417</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET

VALLEY TRANSIT

Operations

Business Unit 5840

PROGRAM MISSION

We will provide safe and reliable transportation to the residents of the Fox Cities that improves the quality of life for everyone by enhancing access to jobs, school and entertainment.

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:

To provide safe, reliable, convenient, and friendly bus service to the Fox Cities urbanized area

To meet the needs of the transit dependent population, including outreach efforts to Valley Packaging, Goodwill Industries, Lakeside Packaging Plus, elderly homes and support agencies and W-2 agencies

To provide cost effective fixed-route service where the density of development indicates that this is the appropriate delivery system

Major program changes:

Diesel fuel, budgeted at \$3.61 per gallon in 2009, is budgeted at \$3.25 per gallon for 2010. Valley Transit is not subject to federal or State fuel taxes and achieves bulk purchasing rates. The \$3.25 rate is the rate the State Department of Transportation has informed us they will use to calculate 2010 support.

Valley Transit is working with a transit planner to realign Valley Transit routes to serve the population of the Fox Cities more efficiently and effectively. The north part of the City has seen tremendous growth in businesses and housing - none of which are presently served by Valley Transit. The Connector trips during the day, along with findings in the Transit Development Plan, point to areas that need additional service. Some routes we currently have are losing ridership. Therefore, we need the assistance of a transit operations planner to look at the entire system and propose changes to meet the demands, eliminate the areas where there is low demand, and accomplish this all in a cost-efficient manner. With the aid of grant funds (Valley Transit has a 20% match, or approximately \$10,000), we hope to have the planning phase completed in 2009. There currently is no additional funding included in the 2010 budget.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safe, reliable, convenient service					
# pay out accidents	8	4	4	4	4
% on-time performance	94.6%	89.9%	93.0%	93.0%	93.0%
Half-hour peak headways	9	9	8	8	8
Helpful, friendly employees					
# customer complaints	26	17	12	12	12
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 4.54	\$ 4.72	\$ 5.09	\$ 5.09	\$ 5.17
Efficient service delivery					
Trips per hour	16.0	16.7	16.5	16.5	17.1
Work Process Outputs					
Service Provided					
Hours of service	59,650	60,698	56,653	56,398	56,398
Miles of service	893,218	895,168	852,085	867,417	867,417
Trips taken	958,359	1,001,325	943,804	943,804	962,680

**CITY OF APPLETON 2010 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 5840

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4210 Federal Grants	\$ 12,603	\$ -	\$ -	\$ -	\$ -
4875 Farebox Revenue	677,421	721,213	849,100	849,100	856,785
4876 Special Transit Revenues	14,598	15,248	15,000	15,000	10,000
5085 Cash Short or Over	(815)	(539)	-	-	-
	<u>\$ 703,807</u>	<u>\$ 735,922</u>	<u>\$ 864,100</u>	<u>\$ 864,100</u>	<u>\$ 866,785</u>
Expenses					
6101 Regular Salaries	\$ 1,732,747	\$ 1,765,635	\$ 1,844,034	\$ 1,844,034	\$ 1,899,081
6104 Call Time	2,006	3,899	2,448	2,448	2,507
6105 Overtime	64,993	83,208	57,161	57,161	58,580
6150 Fringes	740,376	820,524	846,746	846,746	922,139
6321 Clothing	4,979	4,275	6,180	6,180	6,180
6322 Gas Purchases	410,060	578,212	638,320	638,320	609,375
6326 Vehicle & Equipment Parts	46,100	52,025	41,605	41,605	37,208
6327 Miscellaneous Equipment	2,924	6,150	2,000	2,000	1,500
6404 Consulting Services	2,650	4,540	-	-	-
6419 Communication Eq. Repairs	188	-	1,500	1,500	-
6430 Health Services	5,316	6,648	5,975	5,975	5,975
6501 Insurance	14,404	-	21,707	21,707	24,093
6599 Other Contracts/Obligations	1,578	1,904	-	-	900
	<u>\$ 3,028,321</u>	<u>\$ 3,327,020</u>	<u>\$ 3,467,676</u>	<u>\$ 3,467,676</u>	<u>\$ 3,567,538</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Gas Purchases *

Diesel fuel 187,500 gal. est. @ \$3.25/gal	\$ 609,375
	<u>\$ 609,375</u>

Vehicle & Equipment Parts

Lubricants	\$ 12,000
Tire repairs & retreads	10,808
New tires	14,400
	<u>\$ 37,208</u>

* Valley Transit does not pay federal gas tax or State tax and attains bulk purchasing rates.

**CITY OF APPLETON 2010 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 like Valley Packaging, Goodwill Industries, Lakeside Packaging Plus and W-2 support agencies

Major program changes:

The increase in contractor fees represents the combined effect of an increase in ridership and a decrease in the cost per ride. The ridership increase for the first six months of 2009 has been slower than the pace of recent years due to the fare increase put in place for 2009. However, the rate of increase has been accelerating in recent months, leading to a projection of an overall increase of 4.6% for 2009 and our expectation that 2010 will see increases comparable to those experienced in 2007 and 2008 as there continue to be more people in the region, both seniors and disabled, who qualify for ADA paratransit services. The contract cost per trip for 2010 is budgeted at an average of \$16.53 per trip, including fuel escalator, a decrease from the 2008 average of \$17.82 per trip. The contract with the former service provider ran out at the end of 2008 but was extended through the first quarter of 2009 while bids were solicited for the service. The bidding process ultimately led to a lower cost per ride.

This program is funded by grants from the three counties in which the service operates (Outagamie, Winnebago, and Calumet) and fare revenues, both of which are recorded in this program. The State and Federal operating assistance for this program and miscellaneous local aids are recorded in the Administration program. There is the potential for loss of the county funding for ADA paratransit services in 2011 due to the recent state Family Care legislation.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	0	1	1	1	1
% on-time performance	96.3%	95.3%	90-95%	90-95%	90-95%
Helpful, friendly employees					
# customer complaints	82	98	75	75	75
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 18.39	\$ 20.53	\$ 21.50	\$ 21.50	\$ 21.50
Efficient service delivery					
Trips per hour	1.9	2.1	2.0	2.0	2.1
Work Process Outputs					
Service Provided					
Hours of service/yr	34,228	35,634	35,000	35,000	35,000
Miles of service/yr	461,050	481,946	480,000	480,000	480,000
Trips taken/yr	66,502	74,336	76,600	77,775	84,205

**CITY OF APPLETON 2010 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 5850

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4230 Miscellaneous Local Aids	\$ 202,079	\$ 253,939	\$ 242,119	\$ 242,119	\$ 201,586
4875 Farebox Revenue	256,306	288,727	358,490	358,490	390,040
	<u>\$ 458,385</u>	<u>\$ 542,666</u>	<u>\$ 600,609</u>	<u>\$ 600,609</u>	<u>\$ 591,626</u>
Expenses					
6101 Regular Salaries	\$ 25,162	\$ 19,407	\$ 36,144	\$ 36,144	\$ 35,494
6105 Overtime	1,556	2,630	-	-	-
6150 Fringes	12,089	9,778	14,552	14,552	17,452
6201 Training & Conferences	453	1,092	1,240	1,240	1,032
6301 Office Supplies	686	651	1,033	1,033	939
6303 Memberships & Licenses	315	318	455	455	745
6304 Postage\Freight	406	798	852	852	851
6306 Building Maint./Janitorial	1,706	286	-	-	-
6320 Printing & Reproduction	2,458	4,592	3,637	3,637	4,588
6322 Gas Purchases	950	1,196	1,897	1,897	1,423
6401 Accounting/Audit	1,359	2,155	2,136	2,136	2,081
6404 Consulting Services	230	1,511	-	-	-
6408 Contractor Fees	1,107,122	1,296,729	1,365,020	1,365,020	1,392,061
6412 Advertising	2,083	7,967	7,648	7,648	7,234
6413 Utilities	14,109	14,854	20,172	20,172	20,249
6418 Equip Repairs & Maint	294	2,475	310	310	391
6420 Facilities Charges	10,653	13,748	16,272	16,272	16,669
6424 Software Support	9,157	9,291	9,500	9,500	9,480
6440 Snow Removal Services	683	2,481	1,240	1,240	-
6501 Insurance	3,444	-	3,114	3,114	2,868
6599 Other Contracts/Obligations	28,203	36,670	40,888	40,888	40,860
	<u>\$ 1,223,118</u>	<u>\$ 1,428,629</u>	<u>\$ 1,526,110</u>	<u>\$ 1,526,110</u>	<u>\$ 1,554,417</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Contractor Fees

Purchased transportation:
Valley Transit II - Disabled,
84,205 trips

\$ 1,392,061
\$ 1,392,061

Other Contracts/Obligations

ADA certifications

\$ 40,860
\$ 40,860

**CITY OF APPLETON 2010 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, access to mealsites and limited Sunday service to people with disabilities
- To coordinate transportation services to maximize the effectiveness of each local dollar spent

Major program changes:

The costs of providing the various ancillary paratransit services is increasing as our service providers' operating costs and fuel costs have increased. The local share of all ancillary paratransit services is paid for by the three counties and the cities of Appleton, Neenah, and Menasha and the towns of Buchanan, Harrison and Menasha. The people who are paying for the local share determine what the fare and operating rules will be for each of the services. As shown in the work process outputs below, Outagamie County is dramatically reducing the scope of the Temporary Assistance for Needy Families (TANF) service and Winnebago County is eliminating its mealsite service and reducing the scope of service to Lakeside Packaging.

Valley Transit will explore the possibility of allowing ancillary paratransit providers and funders access to Trapeze scheduling software with the goal of coordinating trips and resources for more efficient and effective use of transportation funds.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	2	0	0	0	0
Strategic Outcomes					
Cost effective Service Delivery					
Cost per trip	\$ 7.66	\$ 7.28	\$ 8.52	\$ 8.52	\$ 8.92
Efficient Service Delivery					
Trips per hour	5.4	4.4	4.5	4.5	4.1
Work Process Outputs					
Service provided - Trips taken by contract					
Outagamie TANF	1,400	1,613	2,926	2,926	535
Outagamie/Calumet elderly	4,011	2,962	3,209	3,209	3,259
Outagamie rural	4,660	4,794	5,075	5,075	5,183
Outagamie support employment	72,072	73,876	49,730	49,730	50,359
Northern Winnebago Dial-A-Ride	14,154	12,159	14,934	14,934	11,862
Lakeside Packaging Plus	24,722	26,218	30,460	30,460	18,124
Winnebago mealsite	2,696	1,649	1,483	1,483	-
Calumet New Hope Center	15,971	21,712	27,896	27,896	26,425
Calumet rural	2,399	2,672	3,859	3,859	3,975

**CITY OF APPLETON 2010 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 5860

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ 91,453	\$ 91,000	\$ 91,000	\$ 171,497
4230 Miscellaneous Local Aids	325,056	639,823	665,260	665,260	587,794
4875 Farebox Revenue	146,554	182,185	194,390	194,390	203,450
5020 Donations & Memorials	-	88,189	101,490	101,490	91,266
	<u>\$ 471,610</u>	<u>\$ 1,001,650</u>	<u>\$ 1,052,140</u>	<u>\$ 1,052,140</u>	<u>\$ 1,054,007</u>
Expenses					
6408 Contractor Fees	\$ 1,166,353	\$ 1,490,835	\$ 1,582,610	\$ 1,582,610	\$ 1,506,075
6430 Health Services	166	478	500	500	500
6599 Other Contracts/Obligations	41,400	17,225	-	-	-
	<u>\$ 1,207,919</u>	<u>\$ 1,508,538</u>	<u>\$ 1,583,110</u>	<u>\$ 1,583,110</u>	<u>\$ 1,506,575</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	57,096
Outagamie County - Developmentally disabled transportation	424,962
Outagamie County - demand response - rural	184,955
Outagamie County - temporary assistance for needy families	11,695
Winnebago County - Lakeside Packaging Plus	80,333
Town of Menasha - Dial-a-Ride	30,475
Neenah - Dial-A-Ride	154,206
Darboy - Call-A-Ride	17,500
Calumet County - New Hope Center	93,700
Calumet County - rural service	82,400
Late evening Call-A-Ride service (Connector)	230,278
Call-A-Ride service beyond current fixed route service boundaries	112,715
Trolley service - downtown	25,760
	<u>\$ 1,506,075</u>

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Intergovernmental Revenues	5,000,852	5,591,618	3,129,818	5,844,662	5,844,662	6,262,181	5,866,413
Interest Income	0	0	8,681	50,000	50,000	50,000	50,000
Charges for Services	1,100,404	1,211,655	979,914	1,416,980	1,416,980	1,477,759	1,460,275
Capital Contributions	134,639	141,319	0	0	0	0	0
Other Revenues	65,588	202,729	104,978	172,490	172,490	119,500	160,766
Transfers In	619,891	663,849	1,537,288	681,070	681,070	706,788	636,412
TOTAL REVENUES	6,921,374	7,811,170	5,760,679	8,165,202	8,165,202	8,616,228	8,173,866
EXPENSES BY LINE ITEM							
Regular Salaries	1,737,141	1,786,355	1,380,081	1,905,287	1,905,287	1,922,930	1,898,805
Labor Pool Allocations	182,219	148,304	101,409	156,506	156,506	172,079	172,079
Call Time	2,622	7,874	2,281	2,780	2,780	2,847	2,847
Overtime	81,342	110,542	46,464	74,880	74,880	76,266	76,303
Part-Time	0	2,538	0	0	0	0	0
Incentive Pay	3,270	2,980	0	3,400	3,400	3,400	3,400
Other Compensation	30,508	35,091	2,580	39,950	39,950	39,950	39,950
Sick Pay	105,416	99,445	27,255	67,400	67,400	76,496	76,496
Vacation Pay	194,633	178,369	146,984	199,840	199,840	211,840	211,840
Holiday Pay	102,093	101,544	51,633	112,128	112,128	118,848	118,848
Fringes	963,625	1,038,099	774,955	1,094,407	1,094,407	1,172,719	1,169,553
Unemployment Compensation	1,950	0	2,628	0	0	0	0
Salaries & Fringe Benefits	3,404,819	3,511,141	2,536,270	3,656,578	3,656,578	3,797,375	3,770,121
Training & Conferences	2,760	6,906	20,023	6,000	6,000	5,276	5,276
Employee Recruitment	7,760	85	681	0	0	1,530	1,530
Parking Permits	0	0	76	0	0	240	240
Office Supplies	4,187	4,116	1,975	5,000	5,000	4,800	4,800
Subscriptions	287	466	352	300	300	334	334
Memberships & Licenses	1,920	2,010	3,925	2,200	2,200	3,810	3,810
Postage & Freight	2,475	3,397	2,149	4,120	4,120	4,352	4,352
Awards & Recognition	638	722	262	779	779	950	765
Building Maintenance/Janitor.	11,363	98	211	0	0	0	0
Food & Provisions	1,560	1,596	987	1,038	1,038	1,000	1,000
Insurance	154,600	146,717	103,421	170,513	170,513	205,809	169,410
Depreciation Expense	565,416	507,946	335,561	500,129	500,129	500,129	596,970
Administrative Expense	752,966	674,059	469,623	690,079	690,079	728,230	788,487
Landscape Supplies	0	0	561	0	0	0	0
Shop Supplies & Tools	18,541	23,495	14,013	21,325	21,325	17,460	17,460
Miscellaneous Supplies	0	556	131	0	0	0	0
Printing & Reproduction	12,550	21,170	15,751	17,600	17,600	23,465	23,465
Clothing	5,089	4,493	2,844	6,180	6,180	6,180	6,180
Gas Purchases	416,186	585,776	230,533	647,500	647,500	616,655	616,655
Safety Supplies	304	519	12	1,000	1,000	600	600
Construction Materials	0	0	2,325	0	0	0	0
Vehicle & Equipment Parts	100,367	128,959	100,845	105,585	105,585	133,208	133,208
Miscellaneous Equipment	3,137	8,872	25,275	6,500	55,300	4,200	4,200
Supplies & Materials	556,174	773,840	392,290	805,690	854,490	801,768	801,768
Accounting/Audit	8,282	13,622	14,292	10,335	10,335	10,335	10,645
Bank Services	3,101	2,868	1,105	3,100	3,100	3,100	3,100
Consulting Services	41,357	15,291	3,255	0	0	0	0
Collection Services	700	680	370	725	725	725	725
Contractor Fees	2,273,475	2,787,564	1,860,809	2,947,630	2,947,630	2,918,443	2,898,136
Temporary Help	0	0	14,419	0	0	0	0
Advertising	13,094	48,503	23,426	37,000	37,000	37,000	37,000
Health Services	6,342	8,235	3,976	7,350	7,350	7,350	7,350
Snow Removal Services	7,958	15,682	4,415	6,000	6,000	0	0
Laundry Services	3,636	4,012	3,126	4,054	4,054	4,054	4,054
Other Contracts/Obligations	71,787	55,979	22,549	41,888	41,888	41,760	41,760
Purchased Services	2,429,732	2,952,436	1,951,742	3,058,082	3,058,082	3,022,767	3,002,770
Electric	41,796	49,253	40,171	49,665	49,665	47,155	47,155

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
Gas	25,315	34,230	27,864	37,183	37,183	49,674	45,000
Water	6,198	6,018	4,550	5,226	5,226	18,740	6,500
Waste Disposal/Collection	2,559	2,364	3,258	2,850	2,850	4,390	4,575
Stormwater	5,686	5,625	4,230	5,625	5,625	5,555	6,203
Telephone	4,427	4,398	3,423	4,326	4,326	4,910	4,910
Utilities	85,981	101,888	83,496	104,875	104,875	130,424	114,343
Building Repair & Maintenance	0	0	853	0	0	0	0
Equipment Repair & Maintenance	1,864	8,792	8,611	2,530	2,530	2,000	2,900
Communications Equip. Repairs	188	0	0	1,500	1,500	0	0
Facilities Charges	98,324	138,583	85,670	113,697	113,697	123,408	125,250
Software Support	9,482	9,345	6,195	10,275	10,275	10,255	10,255
Repair & Maintenance	109,858	156,720	101,329	128,002	128,002	135,663	138,405
Buildings	0	0	840	0	145,727	0	0
Machinery & Equipment	0	0	0	0	162,429	0	0
Capital Expenditures	0	0	840	0	308,156	0	0
TOTAL EXPENSES	7,339,530	8,170,084	5,535,590	8,443,306	8,800,262	8,616,227	8,615,894

CITY OF APPLETON 2010 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Charges for Services	\$ 1,094,879	\$ 1,207,374	\$ 1,416,980	\$ 1,416,980	\$ 1,460,275
Miscellaneous	69,071	102,813	172,490	172,490	160,766
Total Revenues	<u>1,163,950</u>	<u>1,310,187</u>	<u>1,589,470</u>	<u>1,589,470</u>	<u>1,621,041</u>
Expenses					
Operating Expenses	6,772,074	7,646,131	7,943,177	7,943,177	8,018,924
Depreciation	565,414	507,946	500,129	500,129	596,970
Total Expenses	<u>7,337,488</u>	<u>8,154,077</u>	<u>8,443,306</u>	<u>8,443,306</u>	<u>8,615,894</u>
Revenues over (under) Expenses	(6,173,538)	(6,843,890)	(6,853,836)	(6,853,836)	(6,994,853)
Non-Operating Revenues (Expenses)					
Investment Income	152,008	165,573	50,000	50,000	50,000
Operating & Capital Subsidies	5,006,545	5,526,780	5,844,662	6,095,559	5,866,413
Total Non-Operating	<u>5,158,553</u>	<u>5,692,353</u>	<u>5,894,662</u>	<u>6,145,559</u>	<u>5,916,413</u>
Income (Loss) Before Contributions and Transfers	(1,014,985)	(1,151,537)	(959,174)	(708,277)	(1,078,440)
Contributions and Transfers In (Out)					
Capital Contributions	147,257	149,030	-	150,000	1,063,500
General Fund	449,571	643,591	681,070	630,477	636,412
Capital Projects	-	-	-	-	-
Change in Net Assets	(418,157)	(358,916)	(278,104)	72,200	621,472
Total Net Assets - Beginning	<u>7,097,638</u>	<u>6,679,481</u>	<u>6,320,565</u>	<u>6,320,565</u>	<u>6,392,765</u>
Total Net Assets - Ending	<u>\$ 6,679,481</u>	<u>\$ 6,320,565</u>	<u>\$ 6,042,461</u>	<u>\$ 6,392,765</u>	<u>\$ 7,014,237</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 253,114	\$ 389,878
+ Change in Net Assets	72,200	621,472
+ Depreciation	500,129	596,970
- Fixed Assets	(506,956)	(1,063,500)
+ F/A Funded by Restricted Cash	71,391	-
Working Cash - End of Year	<u>\$ 389,878</u>	<u>\$ 544,820</u>

CITY OF APPLETON 2010 BUDGET

PUBLIC WORKS DEPARTMENT

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Vacant, pending new hire

CITY OF APPLETON 2010 BUDGET PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2009 EVENTS

Experienced heavier than normal snowfalls again in 2009 which had a significant impact on every line item in the Snow & Ice budget
 Salt prices on the State bid increased \$19.49 per ton for the 2009/2010 winter season
 Outagamie County gave the City a 5,000 gallon tank to use for liquid salt brine that the County makes and delivers to our MSB site
 Changed our method of operation for snow and ice control as it relates to new concrete streets; we did not use liquid calcium chloride on new concrete streets and spot salted at intersections only
 Number of fleet vehicle accidents were higher than normal again in 2009 due to the number of hours on the road for snow and ice operations; no major accidents involving personal injury or significant damage to vehicles
 Celebrated National Public Works Week by hosting an:
 Employee appreciation breakfast
 Open house at the MSB facility
 Purchased epoxy patch machine and created a program to use this type of material on concrete streets to better maintain the pavement over its useful life
 Purchased a DPW emergency response barricade trailer, and equipped trailer with barricades, cones, and flashers that will enhance response time to emergency sites
 Replaced the guard rail at Prospect Avenue and Douglas Street to bring it up to State of Wisconsin traffic standards
 Replaced a section of guard rail at Randall Avenue and Viola Street due to an accident; this was an unfunded expenditure that needed to be done for public safety reasons
 Started a program to utilize the concrete grinding attachment for the sidewalk tractor (tool carrier) to help eliminate trip hazards on sidewalks in areas that we have targeted for the epoxy patch program
 Evaluated storage capacity at the MSB facility and worked with the Facilities Department to utilize the cold storage buildings to their fullest potential; a loft was constructed in the cold storage building adjacent to the barricade shop to help alleviate the overcrowding in that area
 In an effort to comply with federal requirements for traffic sign minimum retro reflectivity levels, our first contracted sign replacement project occurred in 2009; similar projects are planned through 2014 to comply with the January, 2015 deadline
 Funds were allocated for demolition and boarding of vacant buildings; a private board up company was contracted to perform this function

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Projected 2009</u>	<u>Targeted 2010</u>
Streets - Total miles by surface type				
Concrete	210.49	218.79	221.33	223.00
Asphalt	94.70	94.84	94.98	95.00
Grade & Gravel	28.92	24.85	23.42	23.00
TOTAL	334.11	338.48	339.73	341.00
Net Change to Street System				
Annexed/Vacated Asphalt	0.00	0.44	0.48	0.00
Grade & Gravel	0.00	2.65	1.07	1.27
TOTAL	0.00	3.09	1.55	1.27
% of Total Miles Reconstructed				
Concrete	0.00%	0.46%	0.79%	0.75%
Asphalt	0.50%	0.54%	0.42%	0.40%
TOTAL	0.50%	1.00%	1.21%	1.15%
Sidewalks - Miles Reconstructed by Program				
Green Dot	3.35	1.69	1.70	1.70
Asphalt Reconstruct	1.69	1.69	1.82	1.52
Concrete Reconstruct	0.68	1.82	1.05	2.20
Property Owner Request	2.59	0.51	0.57	0.57
TOTAL	8.31	5.71	5.14	5.99

CITY OF APPLETON 2010 BUDGET PUBLIC WORKS DEPARTMENT

MAJOR 2010 OBJECTIVES

Update equipment training database
 Monitor, review and react to input from customers by continuing to use the customer service module
 Maintain and enhance regional relationships while looking for opportunities for new regional relationships
 Promote a working environment conducive to employee productivity, growth and retention
 Use the Department's decision making model to improve communication and promote good decision making
 Work with the Technology Services Department to improve the DPW web page to provide better information to our customers
 Initiate an LED street lighting retrofit program to replace all City-owned cobra-style high pressure sodium (HPS) street lights with energy-efficient and nearly maintenance free light emitting diode (LED) fixtures over a five-year period. Additionally, we are proposing projects over several years to install street lights in areas where insufficient or no street lighting exists. It is expected that a Safe Neighborhood target area will be designated and significant resources will be utilized for this project.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 2,023,324	\$ 1,572,722	\$ 2,001,489	\$ 2,001,489	\$ 2,244,135	12.12%
Program Expenses							
17011	Administrative Service	1,379,181	1,374,663	1,514,985	1,514,985	1,371,323	-9.48%
17014	Concrete Reconstruction	1,186,650	2,405,696	2,024,919	2,079,466	2,664,621	31.59%
17015	Sidewalk Reconstruction	755,289	585,234	638,014	678,014	615,179	-3.58%
17016	Asphalt Reconstruction	1,036,046	1,182,983	1,016,672	1,116,672	948,744	-6.68%
17022	Traffic - Control	799,484	733,179	830,673	851,420	876,294	5.49%
17023	Street Lighting	1,176,371	1,312,921	1,350,147	1,350,147	1,410,884	4.50%
17031	MSB Administration	1,174,104	1,166,317	1,296,425	1,296,425	1,324,793	2.19%
17032	Street Repair	1,580,902	1,388,675	1,755,469	1,800,429	1,707,567	-2.73%
17033	Snow & Ice Control	1,021,278	1,872,297	1,002,937	1,002,937	1,187,027	18.36%
15520	Inspections	594,524	661,290	591,210	591,210	608,623	2.95%
TOTAL		\$ 10,703,829	\$ 12,683,255	\$ 12,021,451	\$ 12,281,705	\$ 12,715,055	5.77%
Expenses Comprised Of:							
Personnel		4,382,149	4,776,059	4,789,217	4,789,217	4,805,506	0.34%
Administrative Expense		59,544	47,767	66,580	66,580	64,031	-3.83%
Supplies & Materials		788,232	1,031,454	1,008,061	1,028,808	1,145,956	13.68%
Purchased Services		744,630	658,082	681,210	807,717	573,289	-15.84%
Utilities		1,369,779	1,506,896	1,537,186	1,537,186	1,599,707	4.07%
Repair & Maintenance		1,159,205	1,358,646	1,290,014	1,290,014	1,306,324	1.26%
Capital Expenditures		2,200,290	3,304,351	2,649,183	2,762,183	3,220,242	21.56%
Full Time Equivalent Staff:							
Personnel allocated to programs		58.57	55.32	57.81	57.81	53.92	

* % change from prior year adopted budget
 Public Works.xls

**CITY OF APPLETON 2010 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:

- Improve customer service by creating weekly e-mail notification to interested residents
- Work with the Technology Services Department to review and update the official City map to reflect current growth
- Review the assessment policy and propose changes to reflect areas of concern
- 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 provided quality, cost-effective public works services for our customers"
- Review services, and work with other departments, to improve efficiency and effectiveness of City services
- Begin implementation of City-wide on-street bike lane plan

Major Program Changes:

This budget includes the elimination of one clerical staff position. We feel that by re-prioritizing and redistributing the work of our clerical staff along with other efficiencies we hope to gain, we can accomodate this reduction.

The decrease in reimbursement revenue is due to a one year wayfinding signage grant received in 2009. There is no similar program in 2010. The decrease in CEA charges is due mainly to the lower per gallon cost of fuel anticipated in 2010 than what was budgeted in 2009.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Ordinance compliance					
Construction permits sold	602	621	600	600	625
Recovery of project costs					
# of assessment bills prepared	2,332	2,402	2,500	2,500	2,400
Compliance with city regulations					
# of site plans reviewed	43	36	40	40	40
Strategic Outcomes					
Effective use of budgeted funds					
% of budget dollars obligated	94%	104%	100%	100%	100%
Consistent & current information					
Policies reviewed and updated	6	3	8	8	5
Work Process Outputs					
Service provided					
# of agenda items prepared	267	281	300	300	300
Improvements/additions to infrastructure					
\$ of projects bid for all funds	\$ 15,932,892	\$ 23,595,018	\$ 18,600,000	\$ 18,600,000	\$ 20,000,000

**CITY OF APPLETON 2010 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4408 Sidewalk	\$ 4,440	\$ 3,535	\$ 5,000	\$ 5,000	\$ 5,000
4409 Street Occupancy	2,560	3,057	2,600	2,600	3,000
4410 Street Excavation	6,410	8,050	5,000	5,000	6,000
4608 Snow Removal	150	-	-	-	-
4801 Charges for Serv. - Nontax	35	5	-	-	-
5001 Fees & Commissions	-	48	-	-	-
5010 Misc Revenue - Nontax	8,420	6,390	6,000	6,000	6,000
5011 Misc Revenue - Tax	173	-	100	100	100
5035 Other Reimbursements	-	-	25,400	25,400	500
Total Revenue	\$ 22,188	\$ 21,085	\$ 44,100	\$ 44,100	\$ 20,600
Expenses					
6101 Regular Salaries	\$ 862,174	\$ 852,612	\$ 903,374	\$ 903,374	\$ 838,164
6104 Call Time	1,340	4,681	1,500	1,500	1,500
6105 Overtime	12,634	9,873	9,500	9,500	9,500
6108 Part-Time	2,676	996	2,021	2,021	3,110
6150 Fringes	334,349	351,745	371,235	371,235	348,783
6201 Training\Conferences	17,576	10,804	13,000	13,000	14,000
6206 Parking Permits	12,025	12,471	12,720	12,720	12,720
6301 Office Supplies	6,449	6,233	6,300	6,300	6,300
6302 Subscriptions	29	50	100	100	100
6303 Memberships & Licenses	2,764	2,679	3,500	3,500	3,500
6304 Postage\Freight	407	2,190	550	550	550
6305 Awards & Recognition	1,502	916	1,557	1,557	1,250
6309 Shop Supplies & Tools	7,734	7,285	7,700	7,700	7,700
6315 Books & Library Materials	789	558	600	600	600
6320 Printing & Reproduction	17,238	20,819	19,300	19,300	18,800
6321 Clothing	2,292	2,321	2,740	2,740	2,740
6323 Safety Supplies	744	325	400	400	400
6324 Medical/Lab Supplies	-	23	-	-	-
6327 Miscellaneous Equipment	956	3,390	1,900	1,900	1,900
6328 Signs	-	-	50,800	50,800	-
6402 Legal Fees	124	188	200	200	175
6404 Consulting Services	7,508	1,559	1,360	1,360	1,560
6408 Contractor Fees	4,362	100	-	-	-
6412 Advertising/Publication	1,540	1,858	2,225	2,225	2,000
6413 Utilities	11,533	12,382	8,176	8,176	11,506
6418 Equip Repairs & Maint	8,191	2,762	7,900	7,900	7,800
6425 CEA Equip. Rental	45,296	49,036	70,727	70,727	60,665
6430 Health Services	100	38	-	-	-
6431 Interpreter Services	-	-	-	-	100
6451 Laundry Services	4,333	3,853	4,600	4,600	4,600
6599 Other Contracts/Obligations	12,516	12,916	11,000	11,000	11,300
Total Expense	\$ 1,379,181	\$ 1,374,663	\$ 1,514,985	\$ 1,514,985	\$ 1,371,323

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Training/Conferences</u>		<u>Other Contracts/Obligations</u>	
General staff training	\$ 4,650	Digger's hotline	\$ 11,300
Supervisor training	2,350		\$ 11,300
Technical training	7,000		
	<u>\$ 14,000</u>		
<u>Printing & Reproduction</u>			
Bid documents/copier chgs	13,100		
Inspections Department forms	5,700		
	<u>\$ 18,800</u>		

**CITY OF APPLETON 2010 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 2010 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 Program Changes:

There are no miscellaneous state aid revenues through the bi-annual Local Road Improvement Program (LRIP) for 2010. The LRIP is a state program that is awarded with each biennial state budget.

The primary reason for the increase in this budget is due to the City's participation in a County construction project on Midway Road, and a State project on Memorial Drive. These two projects alone account for over \$1.2 million in costs. However, the City will be receiving \$600,000 from Calumet County as a 50% reimbursement for the Midway Road project.

Please see Projects, page 636 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	28.18	26.23	28.00	28.00	28.00
Miles of street under min. rideability	22.52	18.67	22.00	22.00	22.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets	334.11	338.26	341.60	339.73	341.00
Total miles in concrete	210.49	218.68	222.11	222.11	222.00
% of total miles reconstructed (concrete to concrete)	0.00%	0.46%	0.81%	0.81%	0.41%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed (asphalt or concrete to concrete)	0.00	1.56	2.75	2.75	1.38
Expansion of street system					
Miles of new grade & gravel streets	0.00	2.65	3.00	3.00	0.28

**CITY OF APPLETON 2010 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aid	\$ 463,435	\$ 11,206	\$ 161,499	\$ 161,499	\$ -
4602 Concrete Paving	374,945	297,193	500,000	500,000	400,000
4615 Grade & Gravel	11,256	4,814	15,000	15,000	10,000
5035 Other Reimbursements	(275)	66,586	-	-	600,000
Total Revenue	\$ 849,361	\$ 379,799	\$ 676,499	\$ 676,499	\$ 1,010,000
Expenses					
6101 Regular Salaries	\$ 98,778	\$ 95,024	\$ 133,855	\$ 133,855	\$ 146,322
6104 Call Time	-	77	-	-	-
6105 Overtime	3,737	3,462	4,500	4,500	4,500
6108 Part-Time	7,327	4,013	4,931	4,931	7,237
6150 Fringes	40,298	39,939	59,488	59,488	63,852
6308 Landscape Supplies	2,150	8,506	5,782	5,782	2,350
6325 Construction Materials	3,822	77,151	109,750	109,750	182,763
6328 Signs	7,920	31,633	7,316	7,316	7,698
6402 Legal Fees	300	-	-	-	-
6404 Consulting Services	130,489	84,202	50,000	116,547	-
6408 Contractor Fees	24,156	20,256	24,110	24,110	17,638
6413 Utilities	1,242	2,774	-	-	-
6425 CEA Equip. Rental	3,129	5,544	5,000	5,000	6,000
6801 Land	121,776	586,648	322,727	430,727	259,000
6809 Infrastructure Construction	741,526	1,446,467	1,297,460	1,177,460	1,967,261
Total Expense	\$ 1,186,650	\$ 2,405,696	\$ 2,024,919	\$ 2,079,466	\$ 2,664,621

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

2010	Street	From	To	General Fund
Labor Pool				203,411
Land				
	Misc Land acquisition for street projects			20,000
	Wisconsin Ave	Richmond St	Ballard Rd	239,000
	Subtotal			259,000
Reconstruction				
	Division St	Parkway Blvd	Glendale Ave	156,001
	Durkee St	Franklin St	North St	126,808
	Midway Rd	Kernan Ave	Huckleberry	986,233
	Midway Road	Plank Road (full roundabout)		443,217
	Oneida St	Lindbergh St	McArthur St	232,433
	Washington St	Bennett St	Story St	34,463
	Memorial Dr	Fox River	Lawrence St	177,654
	Subtotal			2,156,810
Total Concrete Paving				\$ 2,619,221

Labor Pool				18,500
Grade & Gravel				
	Providence Ave	Edgewood Dr	300' n/o Edgewood	26,900
	Subtotal			26,900
Total Grade & Gravel				\$ 45,400

**CITY OF APPLETON 2010 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 Program Changes:

Please see Projects, page 646 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safe pedestrian walkways					
# of defective sidewalk related accidents	2	3	1	1	1
Strategic Outcomes					
Policy decision					
% of total contract assessable	0.0%	0.0%	1.0%	1.0%	1.0%
Minimize liability					
# of insurance claims from defective sidewalks	0	3	2	2	2
Work Process Outputs					
Defective sidewalks					
Miles of green dot	1.6	5.2	4.6	1.4	5.4
Request for replacement					
Miles	1.3	0.5	0.6	0.5	0.6
Expansion of pedestrian walkways					
Miles of new sidewalks	0.6	0.3	0.6	0.8	0.4

**CITY OF APPLETON 2010 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4607 Sidewalks	\$ 21,034	\$ 15,406	\$ 30,000	\$ 30,000	\$ 20,000
4801 Charges for Serv.- Nontax	13,366	6,256	25,000	25,000	15,000
Total Revenue	\$ 34,400	\$ 21,662	\$ 55,000	\$ 55,000	\$ 35,000
Expenses					
6101 Regular Salaries	\$ 48,134	\$ 40,688	\$ 86,673	\$ 86,673	\$ 62,974
6105 Overtime	2,673	2,978	3,500	3,500	3,500
6108 Part-Time	2,757	1,738	6,572	6,572	4,808
6150 Fringes	18,551	18,573	30,461	30,461	23,789
6309 Shop Supplies	49	41	-	-	-
6320 Printing & Reproduction	-	73	-	-	-
6404 Consulting Services	150	30	-	-	-
6408 Contractor Fees	98,954	37,471	98,500	113,500	80,000
6425 CEA Equip. Rental	2,561	2,537	4,700	4,700	2,600
6429 Interfund Allocations	(20,285)	(21,559)	(55,000)	(55,000)	(50,000)
6809 Infrastructure Construction	601,745	502,664	462,608	487,608	487,508
Total Expense	\$ 755,289	\$ 585,234	\$ 638,014	\$ 678,014	\$ 615,179

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

2010	General Fund
Labor Pool	95,071
Sidewalk Construction	
Green Dot	210,000
General	40,000
Patch Contract	82,600
Reconstruction - Concrete	157,744
Reconstruction - Asphalt	79,764
Subtotal	570,108
Less: Costs allocated to Utilities	(50,000)
Total	\$ 615,179

**CITY OF APPLETON 2010 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 2010 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 Program Changes:

Please see Projects, page 630 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	24.51	26.85	24.00	24.00	24.00
Miles under minimum rideability	24.01	29.62	23.00	23.00	23.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets in city	334.24	338.26	341.60	339.73	341.00
Total miles in asphalt	94.70	94.54	95.37	94.98	95.00
% of total miles reconstructed	0.50%	0.53%	0.41%	0.42%	0.41%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed	1.68	1.81	1.39	1.41	1.38

**CITY OF APPLETON 2010 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4601 Asphalt Paving	\$ 312,254	\$ 360,021	\$ 300,000	\$ 300,000	\$ 350,000
Total Revenue	\$ 312,254	\$ 360,021	\$ 300,000	\$ 300,000	\$ 350,000
Expenses					
6101 Regular Salaries	\$ 86,075	\$ 87,631	\$ 130,711	\$ 130,711	\$ 98,779
6105 Overtime	3,629	2,803	4,500	4,500	4,500
6108 Part-Time	3,208	4,053	5,039	5,039	3,680
6150 Fringes	36,813	39,796	59,166	59,166	47,121
6308 Landscape Supplies	1,431	4,050	7,270	7,270	6,647
6325 Construction Materials	193,221	217,569	205,905	205,905	228,634
6328 Signs	4,926	6,883	5,193	5,193	5,950
6404 Consulting Services	320	1,428	-	-	-
6408 Contractor Fees	275	2,475	500	500	7,469
6425 CEA Equip. Rental	28,536	47,723	32,000	32,000	39,491
6809 Infrastructure Construction	677,612	768,572	566,388	666,388	506,473
Total Expense	\$ 1,036,046	\$ 1,182,983	\$ 1,016,672	\$ 1,116,672	\$ 948,744

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

	Street	From	To	General Fund Asphalt
Labor Pool				154,080
Partial Reconstruction	Murray Ave	Jackson St	Carpenter St	94,771
	Subtotal			94,771
Total Reconstruction	Eldorado St	250' w/o Rankin St	Catherine St	107,651
	Hancock St	Rankin St	Cul de sac	36,064
	Lawrence St	Outagamie St	Badger Ave	323,082
	Superior St	Atlantic St	Wisconsin Ave	233,096
	Subtotal			699,893
Total Asphalt Pavement				\$ 948,744

CITY OF APPLETON 2010 BUDGET

PUBLIC WORKS DEPARTMENT

Traffic Control and Maintenance

Business Unit 17022

PROGRAM MISSION

To maintain and install the appropriate traffic control devices to provide a safe and efficient 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:

- 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 Program Changes:

The decrease in intergovernmental revenues is due to no major signalized intersections planned for reconstruction in 2010. Since no construction is planned, there will be no corresponding charge back to the counties.

Budget includes \$12,000 (City share 10% of total cost) to resolve pre-emption warning time issues at several intersections with Canadian National Railroad (increase in contractor fees).

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safe, reliable traffic control					
# of changes to traffic controls	41	18	40	40	30
# of changes to parking restrictions	106	29	75	75	60
% of signs installed or replaced	1.88%	1.96%	2.25%	2.25%	2.25%
Intersections in the City					
# of controlled intersections	1,363	1,359	1,380	1,380	1,390
# of uncontrolled intersections	704	701	720	720	730
Strategic Outcomes					
Effective traffic control devices					
# of accidents per street mile	3.40	3.46	3.30	3.30	3.30
Efficient use of staff					
# of signals maintained for other municipalities	26	26	27	27	28
Work Process Outputs					
Service provided					
# of traffic control signs & signals repaired from knockdowns	58 signals 116 signs	66 signals 67 signs	55 signals 135 signs	55 signals 135 signs	68 signals 125 signs
Respond to system demands					
# of responses for traffic & parking related changes	60	66	75	75	70

CITY OF APPLETON 2010 BUDGET

PUBLIC WORKS DEPARTMENT

Traffic Control and Maintenance

Business Unit 17022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ 405	\$ 660	\$ 1,000	\$ 1,000	\$ 600
4908 Misc. Intergov.Charges	95,590	109,279	95,000	95,000	80,000
5010 Misc Revenue - Nontax	8,428	1,543	3,370	3,370	3,550
5030 Damage to City Property	40,806	50,119	52,000	52,000	52,000
5035 Other Reimbursements	9,790	-	-	-	-
Total Revenue	<u>\$ 155,019</u>	<u>\$ 161,601</u>	<u>\$ 151,370</u>	<u>\$ 151,370</u>	<u>\$ 136,150</u>
Expenses					
6102 Labor Pool Allocations	\$ 251,295	\$ 221,157	\$ 263,964	\$ 263,964	\$ 279,453
6104 Call Time	6,218	8,335	6,000	6,000	8,500
6105 Overtime	10,878	14,409	12,000	12,000	12,000
6108 Part-Time	12,495	13,295	20,171	20,171	23,053
6150 Fringes	106,956	103,105	124,731	124,731	132,178
6309 Shop Supplies & Tools	4,870	3,949	4,300	4,300	5,235
6311 Paint & Supplies	1,963	211	150	150	160
6321 Clothing	3	-	-	-	-
6323 Safety Supplies	751	-	-	-	-
6325 Construction Materials	104,779	116,377	110,000	130,747	104,500
6327 Miscellaneous Equipment	2,085	9,010	7,500	7,500	4,300
6328 Signs	61,729	30,472	62,000	62,000	60,000
6408 Contractor Fees	73,175	84,556	85,000	85,000	99,000
6413 Utilities	70,600	64,561	69,846	69,846	68,316
6418 Equip Repairs & Maint	8,846	1,933	9,500	9,500	10,000
6424 Software Support	-	-	350	350	-
6425 CEA Equip. Rental	50,283	64,021	58,461	58,461	72,614
6429 Interfund Allocations	(3,182)	(2,212)	(3,300)	(3,300)	(3,015)
6804 Equipment	35,740	-	-	-	-
Total Expense	<u>\$ 799,484</u>	<u>\$ 733,179</u>	<u>\$ 830,673</u>	<u>\$ 851,420</u>	<u>\$ 876,294</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Construction Materials

Knockdowns - Appleton	\$ 30,000
Knockdowns - Grand Chute/Outagamie	10,000
LED Replacements	27,000
Replace failed equipment	17,000
Misc projects, upgrades & expenses	7,000
Communication grid maint/upgrades	10,000
Painted hardware removal	3,500
	<u>\$ 104,500</u>

Contractor Fees

Cross walks/stoplins - 1/3	\$ 30,000
Pavement marking	55,000
Waterblast old signs	2,000
Railroad signal preemption upgrades	12,000
	<u>\$ 99,000</u>

Signs

Green dot	\$ 12,000
Ordinance change	11,000
School zone upgrades	10,000
Knockdowns	15,000
Special events	3,000
Vandalism	6,000
Other projects	3,000
	<u>\$ 60,000</u>

**CITY OF APPLETON 2010 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

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Cost of street lighting					
Avg. monthly cost of power per light	\$ 12.65	\$ 14.11	\$ 14.40	\$ 14.40	\$ 15.03
Strategic Outcomes					
Safety provided by street lighting					
Number of street lights in the system					
City owned	573	585	616	616	638
Utility owned	7,349	7,427	7,450	7,450	7,475
Work Process Outputs					
Responses to unsafe lighting conditions					
# of street lights repaired because of accidents, acts of nature, or equipment failures	77	51	65	65	65

**CITY OF APPLETON 2010 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Lighting

Business Unit 17023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4612 Street Lights	\$ 58,600	\$ 57,228	\$ 60,000	\$ 60,000	\$ 60,000
Total Revenue	<u>\$ 58,600</u>	<u>\$ 57,228</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>
Expenses					
6102 Labor Pool Allocations	\$ 4,135	\$ 6,577	\$ 10,023	\$ 10,023	\$ 10,023
6104 Call Time	156	159	110	110	150
6105 Overtime	78	296	200	200	200
6108 Part-Time	-	951	-	-	-
6150 Fringes	1,682	3,020	2,958	2,958	3,059
6325 Construction Materials	1,097	16,584	15,500	15,500	7,500
6408 Contractor Fees	11,126	(152)	5,000	5,000	5,000
6413 Utilities	1,158,097	1,285,486	1,316,356	1,316,356	1,384,952
Total Expense	<u>\$ 1,176,371</u>	<u>\$ 1,312,921</u>	<u>\$ 1,350,147</u>	<u>\$ 1,350,147</u>	<u>\$ 1,410,884</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 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", #5: "Encourage sustainability".

Objectives:

Improve the efficiency and effectiveness of the inventory handling procedures and employ practices to minimize out of stock items and inventory count discrepancies

Improve training to create a safe workplace and minimize employee and equipment accidents and damage

Monitor and 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 APPLESource newsletter, new resident mailings, web page, 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

Complete the installation of employee lockers at the Municipal Service Building

Major Program Changes:

Beginning in 2010, the Parks and Recreation Department will assume snow removal responsibilities at the Municipal Services Building. These duties were previously contracted out by the Facilities Management Department. Since the Park and Recreation Department feel they can assume these responsibilities without adding to their budget, this cooperative effort will save the City money in contractor fees.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Assure safe working conditions					
# of in-house safety training programs conducted	23	21	25	25	30
# of equipment/vehicle accidents	22	46	10	10	12
Preventable	17	27	5	5	4
Non-preventable	5	19	5	5	8
# of employee injury accidents	11	18	9	9	9
Annual # of violations found during monthly building inspections	47	65	45	45	40
Strategic Outcomes					
Safeguard Assets					
\$ adjustment of inventory at year end	\$ 1,437	\$ 58	\$ 500	\$ 500	\$ 500
Turnover ratio of inventory	0.80	0.76	0.85	0.85	0.85
# of work days lost due to injuries	16	39	10	10	15
Work Process Outputs					
Efficient purchasing and inventory management					
# of purchase orders generated	543	567	600	600	600
\$ value of items issued from inventory	\$ 368,061	\$ 362,843	\$ 437,000	\$ 385,000	\$ 385,000
# of shipments received	6,754	6,891	6,700	6,850	6,850

CITY OF APPLETON 2010 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5010 Misc Revenue - Nontax	\$ 644	\$ 50	\$ 300	\$ 300	\$ 300
Total Revenue	<u>\$ 644</u>	<u>\$ 50</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 300</u>
Expenses					
6101 Regular Salaries	\$ 466,047	\$ 440,067	\$ 503,607	\$ 503,607	\$ 536,304
6104 Call Time	307	362	250	250	300
6105 Overtime	2,172	1,128	2,135	2,135	2,050
6108 Part-Time	21,543	20,888	11,699	11,699	11,699
6150 Fringes	186,352	184,358	217,077	217,077	235,329
6201 Training\Conferences	7,333	1,322	6,500	6,500	6,500
6301 Office Supplies	2,414	2,138	2,200	2,200	2,200
6302 Subscriptions	2,892	2,892	2,892	2,892	2,892
6303 Memberships & Licenses	1,197	678	1,387	1,387	1,385
6304 Postage/Freight	387	625	444	444	444
6305 Awards & Recognition	1,138	323	1,190	1,190	1,190
6306 Building Maint./Janitor	-	4,392	9,240	9,240	6,000
6309 Shop Supplies & Tools	2,077	1,671	1,550	1,550	1,550
6311 Paint & Supplies	-	4	-	-	-
6315 Books & Library Materials	116	335	250	250	275
6320 Printing & Reproduction	3,498	3,904	3,670	3,670	3,764
6321 Clothing	2,195	3,066	2,485	2,485	2,850
6323 Safety Supplies	5,288	5,638	5,500	5,500	5,500
6324 Medical/Lab Supplies	240	145	200	200	200
6325 Construction Materials	-	6,447	3,000	3,000	3,000
6327 Miscellaneous Equipment	4,888	10,221	10,700	10,700	12,250
6328 Sign Materials	14	-	-	-	-
6404 Consulting Services	-	110	-	-	-
6407 Collection Services	1,030	1,040	1,030	1,030	1,040
6408 Contractor Fees	118	-	1,000	1,000	-
6409 Inspection Fees	779	400	400	400	350
6411 Temporary Help	1,990	-	-	-	-
6413 Utilities	123,081	136,956	135,833	135,833	127,204
6414 Janitorial Services	1,803	-	2,000	2,000	2,630
6415 Tipping Fees	-	246	-	-	-
6418 Equip Repairs & Maint	1,383	3,377	1,500	1,500	2,500
6419 Communication Eq Repair	496	140	300	300	300
6420 Facilities charges	304,080	303,292	338,197	338,197	327,320
6425 CEA Equip. Rental	17,284	18,411	18,004	18,004	15,595
6430 Health Services	585	-	125	125	100
6451 Laundry Services	11,377	11,381	12,060	12,060	12,072
6599 Other Contracts/Obligations	-	360	-	-	-
Total Expense	<u>\$ 1,174,104</u>	<u>\$ 1,166,317</u>	<u>\$ 1,296,425</u>	<u>\$ 1,296,425</u>	<u>\$ 1,324,793</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment

Lockers	\$ 5,000
Shelving	700
Portable radios	800
Replace tube counters	3,800
Trafficware warrant analysis software	750
Misc diagnostic and other equipment for communications grid	1,200
	<u>\$ 12,250</u>

**CITY OF APPLETON 2010 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 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 Program Changes:

For the 2010 Budget, we have eliminated one Street Foreman position. We feel that by re-prioritizing and redistributing work to the remaining foremen, we can accomodate this reduction. Since the Street Foreman's duties are spread over several budgets, this reduction and reallocation of duties is reflected in this budget as well as the Snow and Ice Control budget, and the Water, Wastewater and Stormwater budgets.

The increase in construction materials is for rehabilitating 20-year old concrete streets. This will be done as part of the new concrete rehabilitation program developed in conjunction with the new epoxy patch machine purchased in 2009. This program will provide a comprehensive rehab of the street, structures and sidewalks in a given area that will prolong the life of the street and minimize inconvenience to the residents.

The increase in contractor fees and interfund allocations is due to an increase in surface restoration (patching) work being performed for the Water Utility in 2010.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safety of event participants					
# of civic events supported	63	42	65	45	45
Strategic Outcomes					
Preventive maintenance					
Total miles of streets serviced	334.11	338.48	341.60	339.73	341.00
# of hazardous sidewalk locations repaired	4	48	80	35	35
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	400	200	200	200
Cubic yards of concrete used for repair	256	5	100	15	15
Pounds of crack filler applied	21,653	12,416	25,000	20,000	20,000

**CITY OF APPLETON 2010 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Repair

Business Unit 17032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv. - Nontax	\$ 28,379	\$ 28,226	\$ 50,000	\$ 50,000	\$ 50,000
4908 Misc. Intergov.Charges	17,286	2,180	5,000	5,000	5,000
5010 Misc Revenue - Nontax	4,534	3,951	2,500	2,500	2,500
5030 Damage to City Property	-	575	-	-	-
Total Revenue	\$ 50,199	\$ 34,932	\$ 57,500	\$ 57,500	\$ 57,500
Expenses					
6101 Regular Salaries	\$ 496,551	\$ 501,264	\$ 546,766	\$ 546,766	\$ 555,073
6104 Call Time	584	774	700	700	700
6105 Overtime	26,042	20,232	20,000	20,000	20,500
6108 Part-Time	3,904	2,950	-	-	3,285
6150 Fringes	224,071	243,692	275,628	275,628	285,971
6304 Postage & Freight	-	30	-	-	-
6308 Landscape Supplies	151	-	500	500	-
6309 Shop Supplies & Tools	8,669	4,851	9,000	9,000	9,000
6311 Paint & Supplies	573	381	400	400	400
6321 Clothing	-	30	-	-	-
6322 Gas Purchases	1,305	933	1,500	1,500	1,500
6325 Construction Materials	119,528	138,069	108,000	108,000	117,000
6327 Miscellaneous Equipment	10,122	8,239	11,400	11,400	4,000
6328 Signs	974	1,084	200	200	700
6404 Consulting Services	4,735	15,279	50,800	50,800	13,000
6408 Contractor Fees	620,702	377,909	601,000	645,960	1,097,900
6413 Utilities	5,226	4,738	6,975	6,975	7,729
6415 Tipping Fees	11,372	2,927	1,900	1,900	1,900
6418 Equip Repairs & Maint	577	71	1,000	1,000	1,000
6420 Facilities charges	-	1,319	4,700	4,700	1,000
6425 CEA Equip. Rental	374,278	350,649	407,000	407,000	376,809
6429 Interfund Allocations	(331,965)	(289,091)	(305,000)	(305,000)	(800,200)
6503 Rent	3,429	24	5,000	5,000	5,000
6599 Other Contracts/Obligations	74	2,321	8,000	8,000	5,300
Total Expense	\$ 1,580,902	\$ 1,388,675	\$ 1,755,469	\$ 1,800,429	\$ 1,707,567

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Construction Materials

Asphalt	\$ 30,000
Cold patch/crackfiller	35,000
Concrete	15,000
Flags	5,000
Material for epoxy patch program	30,000
Misc guard rail repairs	2,000
	<u>\$ 117,000</u>

Contractor Fees

Contractor equip rental	\$ 15,000
Bascule bridge pest control maintenance	700
Lawe St expansion joints	10,000
Annual bridge maintenance program	5,000
Surface restoration contract	1,010,000
Guard rail upgrade	15,000
Olde Oneida bascule bridge	2,000
Deck repairs - Roemer Rd	
Box culvert	40,000
	<u>\$ 1,097,700</u>

Consulting Services

Biennial bridge inspection	\$ 13,000
	<u>\$ 13,000</u>

Interfund Allocations

Patch program for utilities	\$ (800,200)
	<u>\$ (800,200)</u>

**CITY OF APPLETON 2010 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 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

Major Program Changes:

- As noted in the Street Repair budget, this budget reflects a portion of the reduction of one Street Foreman position.
- Salt prices on the State bid increased from \$36.83/ton to \$57.38/ton for the 2009/2010 winter season. With an estimated need of 5,500 tons, this equates to an approximate \$113,000 annual increase.
- Beginning in 2010, the Public Works Department will be providing snow removal services to the Water Filtration Plant. This change is reflected in this budget by the \$10,000 expense allocation to the Water Utility. This cooperative effort will save the Facilities Management Department contracted snow removal costs since they have been responsible for this service in the past.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Timely service provided					
# of major plowing events	7	17	5	10	5
# of other minor plow/salt events	42	52	35	35	35
# of days hauling designated priority snow routes	20	36	15	21	20
Strategic Outcomes					
Efficiency of Program					
# of citizen contacts	175	229	150	180	175
# of miles of sidewalks cleared by:					
Contractor	7.0	7.0	6.9	6.9	7.5
City crews	11.4	11.4	11.4	11.4	11.4
\$ contracted to clear sidewalks	\$ 59,840	\$ 189,899	\$ 55,000	\$ 65,000	\$ 60,000
Work Process Outputs					
Volume of work done					
# of tons of salt used	6,293	7,166	5,500	5,500	6,000
# of miles of streets maintained	334.11	338.48	341.60	339.73	341.00
# of miles of sidewalk maintained	18.4	18.4	18.3	18.3	18.9

**CITY OF APPLETON 2010 BUDGET
PUBLIC WORKS DEPARTMENT**

Snow and Ice Control

Business Unit 17033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4608 Snow Removal	\$ 74,872	\$ 76,931	\$ 75,000	\$ 75,000	\$ 75,000
4609 Misc. Intergov. Charge	-	-	9,000	9,000	-
5010 Misc. Revenue - Nontax	-	18,473	-	-	14,345
Total Revenue	<u>\$ 74,872</u>	<u>\$ 95,404</u>	<u>\$ 84,000</u>	<u>\$ 84,000</u>	<u>\$ 89,345</u>
Expenses					
6101 Regular Salaries	\$ 181,960	\$ 365,277	\$ 189,840	\$ 189,840	\$ 192,479
6104 Call Time	41,264	66,532	36,000	36,000	40,000
6105 Overtime	67,286	125,701	50,000	50,000	65,000
6150 Fringes	110,578	218,077	111,622	111,622	116,958
6308 Landscape Supplies	-	72	-	-	500
6309 Shop Supplies & Tools	-	623	-	-	500
6325 Construction Materials	207,812	287,235	225,000	225,000	334,490
6326 Vehicle & Equipment Parts	155	1,277	600	600	600
6408 Contractor Fees	17,457	107,227	5,000	5,000	5,000
6425 CEA Equip. Rental	312,461	507,830	328,675	328,675	380,000
6429 Interfund Allocations	-	-	-	-	(10,000)
6440 Snow Removal Services	59,840	189,899	55,000	55,000	60,000
6450 Repairs to Private Property	574	2,547	1,200	1,200	1,500
6804 Equipment	21,891	-	-	-	-
Total Expense	<u>\$ 1,021,278</u>	<u>\$ 1,872,297</u>	<u>\$ 1,002,937</u>	<u>\$ 1,002,937</u>	<u>\$ 1,187,027</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Construction Materials

Salt & other de-icing material	\$ 334,490
	<u>\$ 334,490</u>

Interfund Allocations

Water Utility - Snow removal services at Water Plant	\$ (10,000)
	<u>\$ (10,000)</u>

Snow Removal Services

Snow removal services for neglected, main, and arterial sidewalks and priority crosswalks	\$ 60,000
	<u>\$ 60,000</u>

**CITY OF APPLETON 2010 BUDGET
PUBLIC WORKS DEPARTMENT**

Inspections/Licensing

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 increase use of technology
- Work cooperatively with the Assessor's Office: While the building inspectors are completing their final inspections on basement remodels, fireplaces, and rewires, they also will be recording notes for the Assessor's Office. This eliminates the need for an inspection by the Assessor thus saving time, auto use and providing better customer service to the homeowner (one appointment instead of two). This cooperative effort should allow the Assessor's Office to inspect 225 more homes per year (an increase of 15% above their department average of 1,500 per year).

Major Program Changes:

The decrease in contractor fees is due to the elimination of funding (\$12,000 in 2009) for the demolition of dangerous, unsound buildings. For 2010, funding will be addressed if situations occur where demolition is required.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Customer knowledge of ordinances					
Customer generated violation reports	1,419	1,694	1,500	1,500	1,500
Effectiveness of plan review					
# of onsite consultations prior to plan submittal	221	142	200	200	200
Strategic Outcomes					
Availability of staff					
% of total inspector hours spent on inspections	50.4%	49.0%	50.0%	50.0%	50.0%
Consistency of information					
# of policies/ordinances reviewed/updated	3/3	3/3	4/4	4/4	4/4
Work Process Outputs					
Availability of service					
# of inspections performed	11,613	11,628	15,000	12,000	12,000
# of re-inspections performed	65	466	1,000	500	500
# of notices issued	1,165	1,749	1,500	1,600	1,600
# of permits issued	3,622	3,273	3,500	3,500	3,500
# of plans reviewed	265	265	300	300	300

CITY OF APPLETON 2010 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 15520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4304 Electricians	\$ 3,355	\$ 3,190	\$ 3,840	\$ 3,840	\$ 3,840
4308 Heating	995	120	880	880	400
4401 Building	196,663	174,269	234,000	234,000	200,000
4402 Electrical	91,166	84,794	126,000	126,000	90,000
4403 Heating	55,561	55,437	63,600	63,600	63,600
4404 Plumbing, Sewer	41,821	42,407	60,000	60,000	50,000
4406 State Building	2,460	1,830	3,000	3,000	3,000
4407 Signs	3,225	2,940	4,000	4,000	4,000
4609 Weed Cutting	35,889	37,640	35,000	35,000	35,000
4614 Miscellaneous Specials	-	2,653	-	-	-
4801 Charges for Serv.- Nontax	31,472	31,750	39,000	39,000	32,000
5040 Board of Appeals	3,180	3,910	3,400	3,400	3,400
Total Revenue	\$ 465,787	\$ 440,940	\$ 572,720	\$ 572,720	\$ 485,240
Expenses					
6101 Regular Salaries	\$ 420,223	\$ 451,027	\$ 385,679	\$ 385,679	\$ 406,899
6104 Call Time	501	1,421	500	500	500
6105 Overtime	4,767	4,125	5,000	5,000	5,000
6150 Fringes	168,956	196,197	175,531	175,531	186,724
6309 Shop Supplies & Tools	62	-	-	-	-
6321 Clothing	15	-	-	-	-
6408 Contractor Fees	-	8,394	24,500	24,500	9,500
6412 Advertising	-	126	-	-	-
Total Expense	\$ 594,524	\$ 661,290	\$ 591,210	\$ 591,210	\$ 608,623

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Executive Budget
REVENUES							
Intergovernmental Revenues	463,435	11,206	40,114	161,499	161,499	0	0
Licenses	4,350	3,310	5,860	4,720	4,720	4,240	4,240
Permits	404,306	376,319	277,663	503,200	503,200	424,600	424,600
Special Assessments	889,000	851,887	226,219	1,015,000	1,015,000	170,000	950,000
Charges for Services	73,657	66,897	148,172	115,000	115,000	107,600	97,600
Intergov. Charges for Service	112,876	111,459	17,281	109,000	109,000	85,000	85,000
Other Revenues	75,700	151,645	301,870	93,070	93,070	588,811	682,695
TOTAL REVENUES	2,023,324	1,572,723	1,017,179	2,001,489	2,001,489	1,380,251	2,244,135
EXPENSES BY LINE ITEM							
Regular Salaries	262,652	273,274	203,102	372,869	372,869	397,497	397,497
Labor Pool Allocations	2,244,660	2,338,336	1,810,556	2,766,720	2,766,720	2,803,738	2,712,660
Call Time	50,370	82,340	36,794	45,060	45,060	51,650	51,650
Overtime	133,896	185,008	93,641	111,335	111,335	126,750	126,750
Temp. Full-Time	40,845	32,860	52,116	50,433	50,433	56,872	56,872
Part-Time	13,065	16,023	9,109	0	0	0	0
Other Compensation	18,905	20,571	13,098	14,115	14,115	14,865	14,865
Shift Differential	913	1,511	872	788	788	1,448	1,448
Sick Pay	58,573	77,615	54,626	0	0	0	0
Vacation Pay	329,665	350,017	248,959	0	0	0	0
Fringes	1,228,607	1,398,504	1,051,905	1,427,897	1,427,897	1,484,487	1,443,764
Salaries & Fringe Benefits	4,382,151	4,776,059	3,574,778	4,789,217	4,789,217	4,937,307	4,805,506
Training & Conferences	24,910	12,126	13,835	19,500	19,500	20,500	20,500
Parking Permits	12,025	12,471	10,869	12,720	12,720	12,720	12,720
Office Supplies	8,863	8,371	5,345	8,500	8,500	8,500	8,500
Subscriptions	2,921	2,942	3,222	2,992	2,992	2,992	2,992
Memberships & Licenses	3,961	3,357	4,416	4,887	4,887	4,885	4,885
Postage & Freight	795	2,845	1,055	994	994	994	994
Awards & Recognition	2,640	1,239	177	2,747	2,747	2,440	2,440
Building Maintenance/Janitor.	0	4,392	3,447	9,240	9,240	6,000	6,000
Rent	3,429	24	28	5,000	5,000	5,000	5,000
Administrative Expense	59,544	47,767	42,394	66,580	66,580	64,031	64,031
Landscape Supplies	3,732	12,628	3,590	13,552	13,552	9,497	9,497
Shop Supplies & Tools	23,461	18,420	17,085	22,550	22,550	23,985	23,985
Paint & Supplies	2,536	596	678	550	550	560	560
Books & Library Materials	905	893	535	850	850	875	875
Miscellaneous Supplies	0	0	67	0	0	0	0
Printing & Reproduction	20,736	24,723	18,826	22,970	22,970	22,564	22,564
Clothing	4,505	5,417	3,938	5,225	5,225	5,590	5,590
Gas Purchases	1,305	933	1,185	1,500	1,500	1,500	1,500
Safety Supplies	6,783	5,963	5,264	5,900	5,900	5,900	5,900
Medical & Lab Supplies	240	168	240	200	200	200	200
Construction Materials	630,259	859,431	580,708	777,155	797,902	977,887	977,887
Vehicle & Equipment Parts	155	1,277	723	600	600	600	600
Miscellaneous Equipment	18,051	30,860	28,552	31,500	31,500	23,450	22,450
Signs	75,564	70,145	71,141	125,509	125,509	74,348	74,348
Supplies & Materials	788,232	1,031,454	732,532	1,008,061	1,028,808	1,146,956	1,145,956
Legal Fees	424	188	76	200	200	175	175
Consulting Services	143,202	102,607	134,913	102,160	168,707	14,560	14,560
Collection Services	1,030	1,040	778	1,030	1,030	1,040	1,040
Contractor Fees	850,325	638,236	483,852	844,610	904,570	1,333,507	1,321,507
Inspection Fees	779	400	780	400	400	350	350
Temporary Help	1,990	0	0	0	0	0	0
Advertising	1,540	1,984	1,271	2,225	2,225	2,000	2,000
Tipping Fees	11,372	3,173	601	1,900	1,900	1,900	1,900
Interfund Allocations	355,431	312,862	4,459	363,300	363,300	853,215	863,215
Health Services	685	38	70	125	125	100	100
Interpreter Services	0	0	65	0	0	100	100
Snow Removal Services	59,840	189,899	76,991	55,000	55,000	60,000	60,000
Repairs to Private Property	574	2,547	3,400	1,200	1,200	1,500	1,500
Laundry Services	15,711	15,235	11,060	16,660	16,660	16,672	16,672

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Executive Budget
Other Contracts/Obligations	12,590	15,597	10,132	19,000	19,000	16,600	16,600
Purchased Services	744,631	658,082	719,530	681,210	807,717	595,289	573,289
Electric	1,273,743	1,393,127	1,059,720	1,435,457	1,435,457	1,525,664	1,493,095
Gas	44,682	60,535	29,990	54,443	54,443	54,443	54,443
Water	7,975	8,895	4,178	7,140	7,140	5,393	5,393
Waste Disposal/Collection	3,757	3,352	2,159	3,750	3,750	2,801	2,801
Stormwater	19,369	19,316	14,487	19,370	19,370	23,430	23,430
Telephone	8,844	9,154	6,803	7,952	7,952	9,161	9,161
Cellular Telephone	11,409	12,517	8,671	9,074	9,074	11,384	11,384
Utilities	1,369,779	1,506,896	1,126,008	1,537,186	1,537,186	1,632,276	1,599,707
Janitorial Service	1,803	0	2,627	2,000	2,000	2,630	2,630
Equipment Repair & Maintenanc	18,996	8,143	7,480	19,900	19,900	21,300	21,300
Communications Equip. Repairs	496	140	155	300	300	300	300
Facilities Charges	304,080	304,611	177,841	342,897	342,897	328,320	328,320
Software Support	0	0	0	350	350	0	0
CEA Equipment Rental	833,829	1,045,752	606,627	924,567	924,567	953,774	953,774
Repair & Maintenance	1,159,204	1,358,646	794,730	1,290,014	1,290,014	1,306,324	1,306,324
Land	121,776	586,648	197,225	322,727	430,727	259,000	259,000
Machinery & Equipment	43,131	0	0	0	0	0	0
Vehicles	14,500	0	0	0	0	0	0
Infrastructure Construction	2,020,883	2,717,703	1,550,492	2,326,456	2,331,456	2,961,242	2,961,242
Capital Expenditures	2,200,290	3,304,351	1,747,717	2,649,183	2,762,183	3,220,242	3,220,242
TOTAL EXPENSES	10,703,831	12,683,255	8,737,689	12,021,451	12,281,705	12,902,425	12,715,055

CITY OF APPLETON 2010 BUDGET

SANITATION

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Vacant, pending new hire

**CITY OF APPLETON 2010 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 2009 EVENTS

Eliminated commercial refuse collection program from businesses, schools, large apartment complexes and sold all associated dumpsters on eBay

Participated in compost pilot project with Outagamie County, Wastewater treatment plant and DPW Operations. This pilot program is seeking a long term, cost effective and environmentally sound alternative for management of organic waste materials

Tipping fee at Outagamie County landfill increased from \$27.10/ton in 2008 to \$28.10/ton in 2009

Contracted with HSU Composters out of Wausau to dispose of our yard waste materials at no cost to the City

Outagamie County implemented single stream recycling on July 1, 2009. This change will increase efficiencies in the commercial recycling program. As of October 1, 2009, there will be no tipping fee for commercial recycling since the City completes the collection services compared to residential that is contracted by the County.

Decrease in the commodities market has adversely affected the revenue from the sale of metal

Building at Whitman Avenue yard waste site was completed and ready for use on March 30, 2009

CITY OF APPLETON 2010 BUDGET SPECIAL REVENUE FUNDS SANITATION

MAJOR 2010 OBJECTIVES

Work with the Parks and Recreation Department to develop a unified system utilizing the labor pool manpower to best meet both departmental needs

Review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services

Monitor the agreement with the Town of Grand Chute to use the yard waste sites

Monitor the policy for disposal of solid waste at the yard waste site

Develop relationships with outside services to dispose of ground up brush and yard materials

Monitor service log and respond timely to customer needs

Work cooperatively with the Fire Department to use their message boards to advertise holiday collection schedules

Participate in compost pilot project with Outagamie County, Wastewater treatment plant and DPW Operations . This pilot program is seeking a long term, cost effective and environmentally sound alternative for management of organic waste materials

Implement the change from bi-weekly overflow collection to a monthly collection interval. This change results in the elimination of 1 FTE laborer position.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 744,970	\$ 811,327	\$ 575,300	\$ 575,300	\$ 497,400	-13.54%
Program Expenses							
2210	Administration	229,536	204,715	269,400	269,400	229,791	-14.70%
2221	Recycling	174,662	170,996	201,038	201,038	175,419	-12.74%
2223	Solid Waste	2,731,838	2,895,121	2,776,938	2,776,938	2,889,059	4.04%
2230	Landfill Maint.	54,464	104,755	64,517	80,816	66,980	3.82%
TOTAL		\$ 3,190,500	\$ 3,375,587	\$ 3,311,893	\$ 3,328,192	\$ 3,361,249	1.49%
Expenses Comprised Of:							
Personnel		1,476,792	1,501,814	1,531,326	1,531,326	1,476,806	-3.56%
Administrative Expense		37,502	35,862	42,165	42,165	40,080	-4.94%
Supplies & Materials		63,775	64,797	54,270	54,270	55,950	3.10%
Purchased Services		771,643	887,454	733,008	749,307	890,730	21.52%
Utilities		80,352	57,584	86,885	86,885	64,495	-25.77%
Repair & Maintenance		760,436	828,076	864,239	864,239	833,188	-3.59%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to prog		22.69	22.69	21.29	21.29	19.79	

**CITY OF APPLETON 2010 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:

- Work with the Parks and Recreation Department to develop a unified system utilizing the labor pool manpower to best meet both departmental needs
- Review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services
- Monitor the agreement with the Town of Grand Chute for use of the yard waste sites
- Monitor the policy for disposal of solid waste at the yard waste site
- Develop relationships with outside services to dispose of ground up brush and yard materials
- Monitor service log and respond timely to customer needs
- Work cooperatively with the Fire Department to use their message boards to advertise holiday collection schedules

Major Program Changes:

This budget reflects a decrease in utility costs due to improvements made by the Facilities Management Department. Improvements include lighting upgrades in the garage area where metal halide lighting was replaced with flourescent lamps resulting in a reduction of 321,154 kwh annually. This reduction is estimated to generate approximately \$22,000 in savings. Additionally, digital controls were added to HVAC equipment to allow for programmed operation. This change allows for equipment to operate more efficiently by having the ability to schedule run times. It also improves response time for maintenance as the equipment will send alarms when it is not functioning properly.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Public Information					
# of information announcements / brochures	24	25	25	25	25
Strategic Outcomes					
Consistency of information					
# of policies reviewed	0	2	1	1	1
Quality of service					
# of contacts received	838	795	800	800	825
# of labor pool hours shared outside of DPW	791	585	1,040	1,040	800
Work Process Outputs					
Changes in customer service					
# of policies revised	0	2	1	1	1

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4110 Property Taxes	\$ 2,450,000	\$ 2,463,700	\$ 2,620,000	\$ 2,620,000	\$ 2,810,000
4705 General Interest	302	338	-	-	-
4710 Interest on Investments	98,149	57,599	70,000	70,000	45,000
4801 Charges for Serv.- Nontax	110,744	146,208	110,000	110,000	150,000
5004 Sale of City Property - Nontax	350	-	-	-	-
5005 Sale of City Property - Tax	407	214	-	-	500
5016 Lease Revenue	400	400	400	400	400
5030 Damage to City Property	-	112	-	-	-
5071 Customer Penalty	1,478	1,780	1,400	1,400	-
5921 Trans In - General Fund	-	60,000	-	-	-
Total Revenue	\$ 2,661,830	\$ 2,730,351	\$ 2,801,800	\$ 2,801,800	\$ 3,005,900
Expenses					
6101 Regular Salaries	\$ 66,764	\$ 64,389	\$ 84,256	\$ 84,256	\$ 74,268
6104 Call Time	81	121	100	100	100
6105 Overtime	358	147	250	250	250
6108 Part-Time	1,379	1,424	-	-	-
6150 Fringes	26,666	28,439	36,684	36,684	32,620
6201 Training\Conferences	1,098	872	1,000	1,000	1,000
6301 Office Supplies	829	854	750	750	825
6302 Subscriptions	99	99	-	-	-
6303 Memberships & Licenses	658	691	150	150	150
6304 Postage\Freight	14,796	15,054	15,500	15,500	15,500
6305 Awards & Recognition	-	1,015	1,015	1,015	1,015
6320 Printing & Reproduction	3,034	2,066	3,050	3,050	3,050
6321 Clothing	1,489	2,123	1,500	1,500	2,000
6323 Safety Supplies	1,291	1,324	1,100	1,100	1,250
6327 Miscellaneous Equipment	83	-	-	-	-
6324 Medical\Lab Supplies	-	72	100	100	100
6403 Bank Services	3,538	3,479	4,500	4,500	4,500
6412 Advertising/Publication	272	200	550	550	300
6413 Utilities	75,003	51,985	81,257	81,257	57,985
6425 CEA Equip. Rental	5,495	6,119	5,700	5,700	5,000
6430 Health Services	36	70	-	-	50
6451 Laundry Services	7,508	7,632	7,958	7,958	7,958
6501 Insurance	18,780	16,272	23,330	23,330	21,170
6599 Other Contracts/Obligations	29	-	650	650	700
6623 Uncollectible Accounts	250	268	-	-	-
Total Expense	\$ 229,536	\$ 204,715	\$ 269,400	\$ 269,400	\$ 229,791

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Postage/Freight

City services invoice postage allocation	\$ 15,300
Other Shipping	200
	<u>\$ 15,500</u>

**CITY OF APPLETON 2010 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
- Continue to grind large logs for the Park and Recreation Department to provide playground quality chips
- Grind brush for Outagamie County
- Work with Outagamie County to implement the proposed single stream recycling which should increase tons collected
- Work with Planning/Community Development on the neighborhood revitalization "Just Mulch It" program
- 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 Program Changes:

Decrease in commercial recycling revenue is due to a slight loss of customer base associated with the elimination of the commercial refuse program. Also, the decline in the commodities market continues to have a negative impact on revenues.

Outagamie County implemented single stream recycling on July 1, 2009. This change will increase efficiencies in the commercial recycling program. As of October 1, 2009, there will be no tipping fee for commercial recycling since the City completes the collection services compared to residential that is contracted by the County.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	5,081	5,375	5,081	5,081	5,300
Cost effective commercial recycling					
Cost/ton	\$ 135.20	\$ 135.24	\$ 145.00	\$ 145.00	\$ 145.00
Strategic Outcomes					
Sources of additional revenue					
# of commercial recycling customers	387	367	390	390	346
\$ of revenue from chipper rental	\$ 11,745	\$ 27,597	\$ 10,000	\$ 10,000	\$ 15,000
# of violations from Outagamie County Landfill	0	0	0	0	0
Work Process Outputs					
Material diverted from the landfill					
Tons of material collected					
Residential - paper	4,542	4,193	5,000	5,000	4,400
Residential - co-mingled	1,823	1,868	2,000	2,000	2,300
Commercial - total	659	643	700	700	720
Hours chipping material	533	556	550	550	600
Avg # of users of the sites - weekday	350	275	325	325	325
Avg # of users of the sites - weekend	600	700	550	550	575

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Recycling

Business Unit 2221

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
4802 Charges for Serv. - Tax	39,720	60,484	45,000	45,000	10,000
4872 Commercial Recycling	124,016	126,403	125,000	125,000	100,000
4909 Recycling	11,854	-	-	-	-
5010 Misc Revenue - Nontax	-	40	-	-	-
5011 Misc Revenue - Tax	-	11,124	10,000	10,000	10,000
Total Revenue	\$ 225,590	\$ 248,051	\$ 230,000	\$ 230,000	\$ 170,000
Expenses					
6101 Regular Salaries	\$ 55,851	\$ 48,950	\$ 56,350	\$ 56,350	\$ 57,920
6104 Call Time	408	316	400	400	400
6105 Overtime	205	128	300	300	150
6108 Part Time	-	45	-	-	-
6150 Fringes	20,840	23,551	30,258	30,258	31,449
6201 Training\Conferences	-	40	-	-	-
6303 Memberships & Licenses	25	100	100	100	100
6308 Landscape Supplies	1,556	266	1,800	1,800	1,000
6309 Shop Supplies & Tools	1,645	1,822	2,000	2,000	2,000
6320 Printing & Reproduction	-	1,249	370	370	-
6327 Miscellaneous Equipment	998	10,262	10,000	10,000	6,500
6328 Signs	16	-	200	200	300
6407 Collection Services	10,041	10,063	11,000	11,000	11,000
6413 Utilities	1,461	1,428	1,670	1,670	1,600
6415 Tipping Fees	6,867	6,812	8,000	8,000	-
6420 Facilities charges	743	-	-	-	-
6425 CEA Equip. Rental	73,178	65,366	78,590	78,590	63,000
6429 Interfund Allocations	173	-	-	-	-
6503 Rent	655	598	-	-	-
Total Expense	\$ 174,662	\$ 170,996	\$ 201,038	\$ 201,038	\$ 175,419

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Collection Services

Freon appliance collection	\$ 11,000
	<u>\$ 11,000</u>

**CITY OF APPLETON 2010 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 maintain a level of equipment necessary to improve customer service
Monitor the effectiveness of the layout of MSB yard waste site

Major Program Changes:

Decrease in tons of refuse collected and the elimination of container lease revenue is due to the elimination of the commercial refuse program

Tipping fees increased due to a \$8.10 increase in the tipping fee rate in 2009 by Outagamie County. With an estimated 23,500 tons of waste to dispose of annually, this equates to an approximate \$167,000 increase.

Currently, we collect bulky overflow bi-weekly, plus 4 free quarterly overflow dates, for a total of 30 collections per year. In this budget, we are proposing the elimination of the bi-weekly collection, and instead, supplement the 4 free quarterly collections with 8 additional free overflow collections. The end result would be a monthly collection. The reduction to a monthly collection interval allows us to not fill a vacant laborer position and save on fuel cost. We estimate an approximate \$70,000 savings as a result of this change.

We have recently been notified by Outagamie County of a proposed \$5/ton increase in the tipping fee. This budget does not include this potential increase. If approved, funding for this change would need to be addressed.

PERFORMANCE INDICATORS

Client Benefits/Impacts	Actual 2007	Actual 2008	Target 2009	Projected 2009	Target 2010
Service area					
# of automated stops/day	5,091	5,120	5,100	5,100	5,150
Additional services provided					
# special collections					
Storm	0	0	0	0	0
Move outs	295	154	150	150	170
Free overflows	4	4	4	4	4
Strategic Outcomes					
Additional revenue sources					
Cost effective service provided					
Cost/ton of overflow collections	\$ 142.22	\$ 136.84	\$ 150.00	\$ 135.00	\$ 120.00
Cost/ton of residential automated pickup	\$ 61.38	\$ 67.47	\$ 70.00	\$ 70.00	\$ 73.00
Work Process Outputs					
City cleanliness and public health benefits					
# of tons of refuse collected	30,300	29,301	30,500	30,500	23,500

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ 2,125	\$ 912	\$ -	\$ -	\$ -
4870 Commercial Refuse	141,998	144,984	-	-	-
4873 Container Leasing	22,869	24,042	22,000	22,000	-
4908 Misc. Intergov. Charges	10,376	15,279	7,000	7,000	10,000
5055 Appliance Tags	40,082	35,337	45,000	45,000	40,000
5056 Tire Tags	1,427	1,141	1,500	1,500	1,500
5057 Grass Clipping	25,487	16,151	25,000	25,000	20,000
5058 Overflow	63,104	58,660	63,000	63,000	60,000
5085 Cash Short or Over	82	119	-	-	-
Total Revenue	<u>\$ 307,550</u>	<u>\$ 296,625</u>	<u>\$ 163,500</u>	<u>\$ 163,500</u>	<u>\$ 131,500</u>
Expenses					
6101 Regular Salaries	\$ 871,530	\$ 859,558	\$ 849,388	\$ 849,388	\$ 820,923
6104 Call Time	6,354	4,349	4,635	4,635	4,750
6105 Overtime	40,708	32,999	33,000	33,000	33,990
6108 Part-Time	16,504	16,596	20,698	20,698	20,698
6150 Fringes	374,830	413,221	406,588	406,588	390,618
6304 Postage\Freight	314	-	320	320	320
6309 Shop Supplies & Tools	1,325	484	-	-	-
6311 Paint & Supplies	122	20	150	150	150
6322 Gas Purchases	835	1,864	1,700	1,700	1,700
6327 Miscellaneous Equipment	42,323	42,851	31,800	31,800	37,400
6328 Signs	59	-	-	-	-
6407 Collection Services	794	950	850	850	1,022
6408 Contractor Fees	3,883	1,609	3,900	3,900	1,000
6415 Tipping Fees	705,682	782,355	660,000	660,000	827,200
6425 CEA Equip. Rental	676,159	750,582	775,909	775,909	761,288
6429 Interfund Allocations	(9,584)	(12,317)	(12,000)	(12,000)	(12,000)
Total Expense	<u>\$ 2,731,838</u>	<u>\$ 2,895,121</u>	<u>\$ 2,776,938</u>	<u>\$ 2,776,938</u>	<u>\$ 2,889,059</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Miscellaneous Equipment</u>	
New automated containers	\$ 12,500
Replacement automated containers	22,400
Replacement parts	2,500
	<u>\$ 37,400</u>
<u>Tipping Fees</u>	
Residential	\$ 796,500
Commercial	22,100
Rubbish disposal	8,600
	<u>\$ 827,200</u>
<u>Interfund Allocations</u>	
Chipping services	\$ (12,000)
	<u>\$ (12,000)</u>

**CITY OF APPLETON 2010 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 Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</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	1	0	0	0
Work Process Outputs					
Regulatory compliance					
Reporting to the DNR	2	2	2	2	2
Corrective actions generated from quarterly inspections	1	4	2	2	0

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 2,411	\$ 5,459	\$ 5,762	\$ 5,762	\$ 5,904
6105 Overtime	-	6	-	-	-
6108 Part-Time	-	111	-	-	-
6150 Fringes	898	2,006	2,657	2,657	2,766
6325 Construction Materials	-	393	500	500	500
6404 Consulting Services	42,220	86,485	47,400	63,699	48,800
6413 Utilities	3,888	4,171	3,958	3,958	4,910
6420 Facilities charges	3,112	3,015	-	-	-
6425 CEA Equip. Rental	63	1,593	1,640	1,640	1,500
6454 Grounds Repair & Maint.	1,687	1,400	2,400	2,400	2,400
6599 Other Contracts/Obligations	185	116	200	200	200
Total Expense	<u>\$ 54,464</u>	<u>\$ 104,755</u>	<u>\$ 64,517</u>	<u>\$ 80,816</u>	<u>\$ 66,980</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Consulting Services

Consultant to perform sampling and reporting (sediment, gas & water)	\$ 48,800
	<u>\$ 48,800</u>

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Interest Income	98,451	57,938	20,060	70,000	70,000	0	45,000
Charges for Services	491,472	553,032	221,626	352,000	352,000	310,000	310,000
Intergov. Charges for Service	10,376	15,280	18,144	7,000	7,000	10,000	10,000
Other Revenues	144,671	185,076	165,728	146,300	146,300	132,400	132,400
TOTAL REVENUES	744,970	811,326	425,558	575,300	575,300	452,400	497,400
EXPENSES BY LINE ITEM							
Regular Salaries	14,217	20,666	13,674	15,118	15,118	15,569	15,569
Labor Pool Allocations	864,661	844,699	569,546	962,308	962,308	967,701	924,931
Call Time	6,843	4,786	2,722	5,135	5,135	5,250	5,250
Overtime	41,272	33,280	19,079	33,550	33,550	34,390	34,390
Temp. Full-Time	8,554	3,777	15,664	20,698	20,698	20,698	20,698
Part-Time	9,328	14,399	571	0	0	0	0
Incentive Pay	0	0	0	17,500	17,500	17,500	17,500
Other Compensation	10,575	10,739	3,062	630	630	615	615
Shift Differential	227	250	351	200	200	400	400
Sick Pay	18,156	18,405	21,880	0	0	0	0
Vacation Pay	79,725	83,597	51,369	0	0	0	0
Fringes	423,234	467,216	323,144	476,187	476,187	482,003	457,453
Salaries & Fringe Benefits	1,476,792	1,501,814	1,021,062	1,531,326	1,531,326	1,544,126	1,476,806
Training & Conferences	1,098	912	670	1,000	1,000	1,000	1,000
Office Supplies	826	853	495	750	750	825	825
Subscriptions	99	99	0	0	0	0	0
Memberships & Licenses	683	791	243	250	250	250	250
Postage & Freight	15,111	15,054	8,365	15,820	15,820	15,820	15,820
Awards & Recognition	0	1,015	268	1,015	1,015	1,015	1,015
Insurance	18,780	16,272	10,848	23,330	23,330	0	21,170
Rent	655	598	25	0	0	0	0
Uncollectible Accounts	250	268	90	0	0	0	0
Administrative Expense	37,502	35,862	21,004	42,165	42,165	18,910	40,080
Landscape Supplies	1,556	266	641	1,800	1,800	1,000	1,000
Shop Supplies & Tools	2,970	2,306	1,309	2,000	2,000	2,000	2,000
Paint & Supplies	122	20	44	150	150	150	150
Printing & Reproduction	3,034	3,315	3,225	3,420	3,420	3,050	3,050
Clothing	1,489	2,123	1,528	1,500	1,500	2,000	2,000
Gas Purchases	835	1,864	997	1,700	1,700	1,700	1,700
Safety Supplies	1,291	1,324	1,028	1,100	1,100	1,250	1,250
Medical & Lab Supplies	83	72	89	100	100	100	100
Construction Materials	0	393	0	500	500	500	500
Miscellaneous Equipment	52,321	53,113	36,278	41,800	41,800	43,900	43,900
Signs	75	0	357	200	200	300	300
Supplies & Materials	63,776	64,796	45,496	54,270	54,270	55,950	55,950
Bank Services	3,538	3,479	2,800	4,500	4,500	0	4,500
Consulting Services	42,220	86,485	33,472	47,400	63,699	48,800	48,800
Collection Services	10,835	11,013	8,743	11,850	11,850	12,022	12,022
Contractor Fees	3,883	1,609	6,673	3,900	3,900	1,000	1,000
Advertising	272	200	0	550	550	300	300
Tipping Fees	712,548	789,167	478,635	668,000	668,000	849,950	827,200
Interfund Allocations	9,411	12,317	16,398	12,000	12,000	12,000	12,000
Health Services	36	70	16	0	0	50	50
Laundry Services	7,508	7,632	5,851	7,958	7,958	7,958	7,958
Other Contracts/Obligations	214	116	4,254	850	850	900	900
Purchased Services	771,643	887,454	524,046	733,008	749,307	908,980	890,730
Electric	24,102	23,447	15,296	25,055	25,055	20,724	20,724
Gas	39,057	17,342	8,471	44,461	44,461	25,000	25,000
Water	3,596	3,378	2,364	3,646	3,646	3,000	3,000
Waste Disposal/Collection	1,865	1,649	1,086	2,000	2,000	1,700	1,700
Stormwater	11,208	11,165	9,433	11,223	11,223	13,543	13,543
Telephone	346	384	345	350	350	388	388

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
Cellular Telephone	178	219	129	150	150	140	140
Utilities	80,352	57,584	37,124	86,885	86,885	64,495	64,495
Facilities Charges	3,854	3,015	0	0	0	0	0
CEA Equipment Rental	754,895	823,661	442,869	861,839	861,839	836,113	830,788
Grounds Repair & Maintenance	1,687	1,400	120	2,400	2,400	2,400	2,400
Repair & Maintenance	760,436	828,076	442,989	864,239	864,239	838,513	833,188
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,190,501	3,375,586	2,091,721	3,311,893	3,328,192	3,430,974	3,361,249

CITY OF APPLETON 2010 BUDGET
SANITATION FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ 2,450,000	\$ 2,463,700	\$ 2,620,000	\$ 2,620,000	\$ 2,810,000
Interest Income	98,451	57,938	70,000	35,000	45,000
Charges for Services	645,762	681,940	505,300	505,300	452,400
Sale of City Property	757	11,449	-	-	-
Total Revenues	<u>3,194,970</u>	<u>3,215,027</u>	<u>3,195,300</u>	<u>3,160,300</u>	<u>3,307,400</u>
Expenses					
Program Costs	<u>3,190,500</u>	<u>3,375,587</u>	<u>3,311,893</u>	<u>3,361,893</u>	<u>3,361,249</u>
Other Financing Sources (Uses)					
Operating Transfers In	-	60,000	-	-	-
Net Change in Equity	4,470	(100,560)	(116,593)	(201,593)	(53,849)
Fund Balance - Beginning	<u>885,091</u>	<u>889,561</u>	<u>789,001</u>	<u>789,001</u>	<u>587,408</u>
Fund Balance - Ending	<u>\$ 889,561</u>	<u>\$ 789,001</u>	<u>\$ 672,408</u>	<u>\$ 587,408</u>	<u>\$ 533,559</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. \$22,400 of the projected cost budgeted for 2010 is due to the purchase of replacement containers. The history of the use of the container replacement balance is presented below:

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 Projected	(13,300)	544,742
2010 Budget	(22,400)	522,342

CITY OF APPLETON 2010 BUDGET CAPITAL PROJECTS FUNDS

Subdivision

Business Unit 4010

PROGRAM MISSION

This program accounts for funding sources and expenditures for various infrastructure investments.

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.

Effective January 1, 2004, the City no longer advances money for new subdivision development. The developer is required to obtain an irrevocable 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 line. 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.

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
Asphalt Paving (temporary surface over grade & gravel)	\$ 42,774	Projects, Pg. 630
New Concrete Paving	1,463,527	Projects, Pg. 636
Grade & Gravel	25,000	Projects, Pg. 644
Sidewalks	182,404	Projects, Pg. 646
Stormsewer Program	5,307	Projects, Pg. 648
Watermain Program	8,492	Projects, Pg. 654
	<u>\$ 1,727,504</u>	

Major program changes:

The budget for this capital projects fund fluctuates depending on the projects which are needed in any given year, their number, and their scale. The number of people electing five year plans to pay special assessments has increased, thereby reducing cash flow in this fund.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 1,422,558	\$ 1,078,038	\$ 1,781,915	\$ 1,781,915	\$ 1,264,505	-29.04%
Program Expenses		\$ 2,053,092	\$ 2,085,014	\$ 2,295,713	\$ 2,295,713	\$ 1,727,504	-24.75%
Expenses Comprised Of:							
	Personnel	200,601	206,162	254,701	254,701	231,842	-8.97%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	150,978	85,853	35,000	35,000	36,918	5.48%
	Purchased Services	3,412	201	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	23,903	16,233	53,000	53,000	30,000	-43.40%
	Capital Expenditures	1,674,198	1,776,565	1,953,012	1,953,012	1,428,744	-26.84%

CITY OF APPLETON 2010 BUDGET CAPITAL PROJECTS FUNDS

Subdivision

Business Unit 4010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 500,000
4614 Miscellaneous Specials	1,219,637	954,194	1,550,000	1,550,000	1,125,000
4710 Interest on Investments	68,882	10,900	55,000	55,000	45,000
4730 Interest - Deferred Specials	45,477	47,600	50,000	50,000	50,000
5021 Capital Contributions	88,359	65,344	126,915	126,915	44,505
5035 Other Reimbursements	203	-	-	-	-
Total Revenue	\$ 1,422,558	\$ 1,078,038	\$ 1,781,915	\$ 1,781,915	\$ 1,764,505
Expenses					
6101 Regular Salaries	\$ 134,963	\$ 130,064	\$ 166,356	\$ 166,356	\$ 151,645
6104 Call Time	-	90	-	-	-
6105 Overtime	4,017	6,166	4,500	4,500	4,010
6108 Part-Time	6,488	13,514	4,381	4,381	2,803
6150 Fringes	55,133	56,329	79,464	79,464	73,384
6308 Landscape Supplies	36,683	68,635	35,000	35,000	24,918
6309 Shop Supplies & Tools	-	635	-	-	-
6325 Construction Materials	109,219	10,014	243,889	243,889	5,000
6328 Signs	5,076	6,568	-	-	7,000
6402 Legal Fees	-	27	-	-	-
6404 Consulting Services	-	30	-	-	-
6408 Contractor Fees	3,412	144	-	-	-
6425 CEA Equip. Rental	23,903	16,233	53,000	53,000	30,000
6809 Infrastructure Construction	1,674,198	1,776,565	1,709,123	1,709,123	1,428,744
Total Expense	\$ 2,053,092	\$ 2,085,014	\$ 2,295,713	\$ 2,295,713	\$ 1,727,504

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Landscape Supplies

Trees for new streets	\$ 24,918
	<u>\$ 24,918</u>

Infrastructure Construction

Asphalt paving	\$ 9,212
Concrete paving	1,250,532
Sidewalk construction	169,000
	<u>\$ 1,428,744</u>

**CITY OF APPLETON 2010 BUDGET
SUBDIVISION DEVELOPMENT FUND**

Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Special Assessments	1,219,637	954,194	1,550,000	1,550,000	1,125,000
Interest Income	114,359	58,500	105,000	50,000	95,000
Other	88,562	65,344	126,915	126,915	44,505
Total Revenues	<u>1,422,558</u>	<u>1,078,038</u>	<u>1,781,915</u>	<u>1,726,915</u>	<u>1,764,505</u>
Expenses					
Program Costs	<u>2,053,092</u>	<u>2,085,014</u>	<u>2,295,713</u>	<u>2,100,000</u>	<u>1,727,504</u>
Total Expenses	<u>2,053,092</u>	<u>2,085,014</u>	<u>2,295,713</u>	<u>2,100,000</u>	<u>1,727,504</u>
Revenues over (under) Expenses	(630,534)	(1,006,976)	(513,798)	(373,085)	37,001
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	522,500	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>522,500</u>	<u>-</u>
Net Change in Equity	(630,534)	(1,006,976)	(513,798)	149,415	37,001
Fund Balance - Beginning	<u>1,989,182</u>	<u>1,358,648</u>	<u>351,672</u>	<u>351,672</u>	<u>501,087</u>
Fund Balance - Ending	<u>\$ 1,358,648</u>	<u>\$ 351,672</u>	<u>\$ (162,126)</u>	<u>\$ 501,087</u>	<u>\$ 538,088</u>

Unreserved Designated Fund Balance Policy Compliance

<i>Minimum - Three months operating expenditures based on prior year's audited expenditures</i>		<u>521,254</u>
<i>Maximum (80% of the most recent five year average of subdivision development expenditures)</i>		
2010 budgeted	1,727,504	
2009 budgeted plus 100% carryover from 2008	2,295,713	
2008 actual	2,085,014	
2007 actual	2,053,092	
2006 actual	1,726,072	
2005 actual	1,755,096	
		<u>1,581,983</u>

CITY OF APPLETON 2010 BUDGET CAPITAL PROJECTS FUNDS

Public Works

Business Unit 4240

PROGRAM MISSION

This program accounts for funding sources and expenditures for various public works investments.

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
Traffic Signal Equipment Improvements	88,474	Projects, Pg. 634
Traffic Camera Program	27,920	Projects, Pg. 635
Traffic Sign Retro-reflectivity Mandate	\$ 204,525	Projects, Pg. 643
	\$ 320,919	

Major program changes:

The budget for this capital projects fund fluctuates depending on the projects which are needed in any given year, their number, and their scale.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 402,740	\$ 325,823	\$ 154,100	\$ 154,100	\$ 21,113	-86.30%
Program Expenses		\$ 620,387	\$ 2,098,355	\$ 5,100,530	\$ 4,979,295	\$ 320,919	-93.71%
Expenses Comprised Of:							
	Personnel	10,189	47,525	20,970	20,970	12,519	-40.30%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	17,602	-	-	-	N/A
	Purchased Services	40,688	619,613	427,480	427,480	306,000	-28.42%
	Utilities	-	195	-	-	-	N/A
	Repair & Maintenance	-	54	-	-	2,400	N/A
	Capital Expenditures	569,510	1,413,366	4,652,080	4,530,845	-	-100.00%

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

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Public Works

Business Unit 4240

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ 128,100	\$ 128,100	\$ -
4710 Interest on Investments	65,889	43,677	26,000	26,000	21,113
5065 Other Reimbursements	-	282,146	-	-	-
5910 Proceeds of Long-term Debt	585,394	416,960	4,946,430	4,946,430	240,000
5921 Trans In - General Fund	336,851	-	-	-	-
Total Revenue	\$ 988,134	\$ 742,783	\$ 5,100,530	\$ 5,100,530	\$ 261,113
Expenses					
6102 Labor Pool Allocations	\$ 7,678	\$ 32,183	\$ 15,425	\$ 15,425	\$ 9,459
6105 Overtime	-	414	-	-	-
6108 Part Time	84	1,431	-	-	-
6150 Fringes	2,428	13,497	5,545	5,545	3,060
6325 Construction Materials	-	7,998	-	-	-
6328 Signs	-	9,604	-	-	-
6404 Consulting Services	40,688	608,002	256,680	256,680	306,000
6408 Contractor Fees	-	11,610	170,800	170,800	-
6413 Utilities	-	195	-	-	-
6425 CEA Equipment Rental	-	54	-	-	2,400
6801 Land	311,608	253,217	-	8,000	-
6804 Equipment	39,606	15,057	175,000	(18,695)	-
6809 Infrastructure Construction	218,295	1,145,093	4,477,080	4,541,540	-
Total Expense	\$ 620,387	\$ 2,098,355	\$ 5,100,530	\$ 4,979,295	\$ 320,919

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Consulting Services

Traffic sign inventory system	\$ 200,000
Traffic signal improvements	79,000
Traffic signal equipment improvements	27,000
Total	\$ 306,000

**CITY OF APPLETON 2010 BUDGET
PUBLIC WORKS PROJECTS**

Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Intergovernmental	\$ -	\$ -	\$ 128,100	\$ 128,100	\$ -
Interest Income	65,889	43,677	26,000	26,000	21,113
Other	-	282,146	-	-	-
Total Revenues	<u>65,889</u>	<u>325,823</u>	<u>154,100</u>	<u>154,100</u>	<u>21,113</u>
Expenses					
Program Costs	620,387	2,098,355	5,100,530	4,979,295	320,919
Total Expenses	<u>620,387</u>	<u>2,098,355</u>	<u>5,100,530</u>	<u>4,979,295</u>	<u>320,919</u>
Revenues over (under) Expenses	(554,498)	(1,772,532)	(4,946,430)	(4,825,195)	(299,806)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	585,394	416,960	4,946,430	4,946,430	240,000
Operating Transfers In	336,851	-	-	-	-
Total Other Financing Sources (Uses)	<u>922,245</u>	<u>416,960</u>	<u>4,946,430</u>	<u>4,946,430</u>	<u>240,000</u>
Net Change in Equity	367,747	(1,355,572)	-	121,235	(59,806)
Fund Balance - Beginning	<u>926,396</u>	<u>1,294,143</u>	<u>(61,429)</u>	<u>(61,429)</u>	<u>59,806</u>
Fund Balance - Ending	<u>\$ 1,294,143</u>	<u>\$ (61,429)</u>	<u>\$ (61,429)</u>	<u>\$ 59,806</u>	<u>\$ -</u>

CITY OF APPLETON 2010 BUDGET

PARKING UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Vacant pending new hire

CITY OF APPLETON 2010 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 2009 EVENTS

- Continued ongoing program of meter mechanism and housing replacement
- Continued ongoing program of line painting of ramp and on-street parking stalls
- Hired consultant to perform structural condition analysis of all four City parking ramps
- Performed miscellaneous ramp repairs for City Center and East Parking Ramps
- Completed Phase III of Midtown Ramp lighting upgrades
- Received and installed upgrades to Hamilton ramp entry machines
- Sealed concrete decks of the Washington Parking Ramp
- Expanded use of pre-paid cards for parking meters into the Library Plaza parking lot
- Initiated shared use of existing DPW Bobcat to assist with snow removal in and around City parking ramps
- Installed door security system in lower office of Washington Ramp
- Modified fencing in City Center Ramp per request from Appleton Police Department
- Installed security cameras in Midtown Parking Ramp
- Replaced 1,100 +/- High Pressure Sodium light bulbs throughout our parking ramps (every 3-years, next: 2012)
- CSOs have been issued two handheld ticket writers to reduce the number of hand written and data entered tickets
- Completed education Parking 101 class for Appleton Downtown Incorporated (ADI) and Common Council

CITY OF APPLETON 2010 BUDGET PARKING UTILITY

MAJOR 2010 OBJECTIVES

- Complete ramp repairs in accordance with consultant reports
- Work with Appleton Downtown Incorporated and downtown parking users to seek ways to improve the parking system
- Complete Phase IV of Midtown Ramp lighting replacement program
- Continue ongoing program of meter mechanism & housing replacement
- Perform line painting of ramp and on-street parking stalls
- Seal concrete decks of the East Parking Ramp
- Relocate Office of Parking Supervisor from Washington Ramp to City Center Ramp
- Reconstruct cashier booth at Midtown Ramp
- Implement ScanNet permit billing system. This is a third party software that interfaces with our current ScanNet software to track parking permit sales and history.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 2,436,290	\$ 2,381,277	\$ 2,422,200	\$ 2,422,200	\$ 2,327,901	-3.89%
Program Expenses							
5110	Administration	1,922,067	2,026,457	2,084,448	2,084,448	2,183,247	4.74%
5120	Operations & Maint.	706,703	842,366	968,939	968,939	924,767	-4.56%
5130	Enforcement	168,977	178,540	180,200	180,200	187,610	4.11%
TOTAL		\$ 2,797,747	\$ 3,047,363	\$ 3,233,587	\$ 3,233,587	\$ 3,295,624	1.92%
Expenses Comprised Of:						173,515	
	Personnel	612,695	640,080	683,558	683,558	700,767	2.52%
	Administrative Expense	1,815,204	1,923,081	1,952,570	1,961,170	2,041,808	4.57%
	Supplies & Materials	30,970	39,994	39,100	49,015	50,450	29.03%
	Purchased Services	76,097	111,608	118,410	118,410	80,463	-32.05%
	Utilities	196,235	208,400	226,891	226,891	244,510	7.77%
	Repair & Maintenance	66,531	79,200	84,458	84,458	77,626	-8.09%
	Capital Expenditures	15	45,000	128,600	283,600	100,000	-22.24%
Full Time Equivalent Staff:							
	Personnel allocated to programs	11.47	11.47	11.47	11.47	11.47	

* % change from prior year adopted budget
Parking Utility.xls

**CITY OF APPLETON 2010 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 and independence from City tax levy funding.

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 cash

Major Program Changes:

Based on lease agreement with the PAC, the City will now receive \$1 per year for the North Lot.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Effective rate structure policy					
% change in operating revenue received	0.1%	-2.4%	0.5%	0.46%	-1.93%
Community events supported	11	10	9	9	9
Strategic Outcomes					
Efficiency of operations					
% change in operating costs	1.5%	12.3%	0.9%	0.89%	-1.12%
Work Process Outputs					
Expansion of customer base					
YTD avg active permits/ total permit stalls	2,185/2,323	2,089/2,333	2,100/2,323	2,150/2,323	2,150/2,323
# of daily meter bags sold	2,792	1,236	1,300	1,200	1,200

**CITY OF APPLETON 2010 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4710 Interest on Investments	\$ 98,790	\$ 109,309	\$ 55,000	\$ 55,000	\$ 55,000
5006 Gain (Loss) on Asset Disp.	-	(12,483)	-	-	-
5010 Misc Revenue - Nontax	39,996	39,996	40,000	40,000	1
5021 Capital Contributions	25,500	-	-	-	-
5035 Other Reimbursements	-	88	-	-	-
Total Revenue	\$ 164,286	\$ 136,910	\$ 95,000	\$ 95,000	\$ 55,001
Expenses					
6101 Regular Salaries	\$ 65,100	\$ 65,265	\$ 89,998	\$ 89,998	\$ 93,398
6105 Overtime	-	75	-	-	-
6108 Part-Time	359	174	-	-	-
6150 Fringes	25,396	27,252	39,331	39,331	41,192
6201 Training/Conferences	6	1,200	-	-	-
6301 Office Supplies	1,257	692	500	500	500
6303 Memberships & Licenses	-	520	-	-	550
6304 Postage/Freight	5,355	6,720	6,000	6,000	6,500
6305 Awards & Recognition	350	350	350	350	350
6309 Shop Supplies & Tools	600	309	1,500	1,500	1,500
6320 Printing & Reproduction	1,576	23	-	-	-
6321 Clothing	672	1,115	1,000	1,000	1,150
6323 Safety Supplies	386	64	100	100	100
6327 Misc. Equipment	1,223	1,578	1,000	1,000	1,000
6401 Accounting/Audit	2,028	2,146	2,681	2,681	2,763
6403 Bank Services	7,770	7,542	9,000	9,000	8,000
6407 Collection Services	2,143	2,384	2,200	2,200	2,200
6412 Advertising	-	456	-	-	-
6413 Utilities	2,698	2,390	2,371	2,371	2,568
6418 Equip Repairs & Maint	-	545	2,068	2,068	2,068
6420 Facilities Charges	(19)	24	-	-	-
6430 Health Services	187	-	-	-	-
6451 Laundry Services	1,537	1,469	1,629	1,629	1,500
6501 Insurance	31,890	32,076	39,220	39,220	39,220
6601 Depreciation Expense	862,253	962,788	876,200	876,200	969,388
7911 Trans Out - General Fund	9,300	9,300	9,300	9,300	9,300
7912 Trans Out - Special Revenue	900,000	900,000	1,000,000	1,000,000	1,000,000 *
Total Expense	\$ 1,922,067	\$ 2,026,457	\$ 2,084,448	\$ 2,084,448	\$ 2,183,247

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

* 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 2010 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; please see the capital project request on page 679 for further detail:
 1. Stair repairs - all ramps
 2. Concrete patching - all ramps
 3. Crack filling/joint repair - all ramps
 4. Corbel repairs - East/Washington ramps
 5. Drainage system repairs/maintenance - all ramps

Any new/priority repairs found as a result of the 2009 structural inspections throughout all four City ramps could bump some of the work listed above.

Major Program Changes:

- Overtime reduced based on methods being used for flushing and applying sealer in the ramps.
- Number of facility property damages reported increased substantially due to drastic increase in graffiti.
- Inspection fees have increased for 2010 due to State fees increasing and new requirements from the Fire department.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Reliability of the system					
# of broken meters reported	478	336	300	300	300
% fixed within 24 hours	98%	98%	98%	99%	99%
Strategic Outcomes					
Efficiency of staff management					
Maintenance staff size to # of meters	2 / 1,000	3 / 1,000	2 / 996	2 / 996	2 / 996
Maintenance staff size to # of unmetered stalls	3 / 3,122	3 / 4,216	3 / 3,132	3 / 3,132	3 / 3,132
Structural inspections performed	0	0	4	4	0
Work Process Outputs					
Customer services provided					
# of meter batteries changed	2,000	1,050	996	996	996
Powerflushes/Ramp	2	2	2	2	2
# of facility property damages reported	16	23	25	75	75
# of broken gate arms reported/ repaired	16	18	25	25	25

CITY OF APPLETON 2010 BUDGET

PARKING UTILITY

Operations and Maintenance

Business Unit 5120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4841 Meters - Tax	\$ 559,672	\$ 546,700	\$ 564,000	\$ 564,000	\$ 559,000
4842 Short-term Parking - Nontax	2,112	3,981	2,200	2,200	4,000
4843 Short-term Parking - Tax	447,949	440,690	455,000	455,000	452,000
4844 Permit Parking - Nontax	131,259	173,669	130,000	130,000	160,000
4845 Permit Parking - Tax	502,842	503,346	550,000	550,000	505,000
4846 Parking Meter Hood - Nontax	5,920	46	6,000	6,000	1,000
4847 Parking Meter Hood - Tax	14,043	7,015	14,000	14,000	11,000
5030 Damage to City Property	-	238	-	-	-
5085 Cash Short or Over	26	79	-	-	-
Total Revenue	\$ 1,663,823	\$ 1,675,764	\$ 1,721,200	\$ 1,721,200	\$ 1,692,000
Expenses					
6101 Regular Salaries	\$ 231,653	\$ 234,897	\$ 231,885	\$ 231,885	\$ 237,377
6104 Call Time	345	540	350	350	300
6105 Overtime	5,835	5,888	4,125	4,125	1,700
6108 Part-Time	21,834	22,541	28,944	28,944	29,632
6150 Fringes	117,466	131,857	134,675	134,675	139,508
6306 Building Maint./Janitorial	1,793	9,435	21,000	21,000	16,000
6311 Paint & Supplies	102	949	1,000	1,000	1,000
6320 Printing & Reproduction	2,887	5,804	3,500	3,500	3,250
6325 Construction Materials	4,655	9,800	5,000	5,000	6,000
6326 Equipment Parts	4,503	12,621	12,250	12,250	12,250
6327 Miscellaneous Equipment	10,590	2,562	7,000	7,000	15,500
6328 Signs	641	219	1,800	1,800	1,300
6404 Consulting Services	6,515	4,253	40,000	40,000	-
6407 Collection Services	348	302	400	400	400
6408 Contractor Fees	10,438	5,509	15,000	15,000	14,000
6409 Inspection Fees	991	1,492	1,500	1,500	3,600
6413 Utilities	193,537	206,011	224,520	224,520	241,942
6416 Build Repairs & Maint	7,168	26,061	24,000	24,000	21,000
6418 Equip Repairs & Maint	41,616	38,158	36,000	36,000	35,500
6425 CEA Equip. Rental	15,773	14,412	21,390	21,390	16,508
6440 Snow Removal Services	28,013	63,915	26,000	26,000	28,000
6599 Other Contracts / Obligations	-	140	-	-	-
6803 Buildings	-	45,000	100,000	100,000	100,000
6804 Equipment	-	-	28,600	28,600	-
Total Expense	\$ 706,703	\$ 842,366	\$ 968,939	\$ 968,939	\$ 924,767

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Building Maintenance & Janitorial</u>	<u>Building Repairs & Maintenance</u>
Building maintenance	Midtown lighting
\$ 2,000	\$ 8,000
Cleaning supplies	Misc ramp repairs
4,000	7,500
Deck sealer	Ramp exterior window washing
10,000	2,000
<u>\$ 16,000</u>	Pest control services
	1,500
<u>Equipment Parts</u>	<u>\$ 2,000</u>
Misc repair parts	<u>\$ 21,000</u>
\$ 4,000	
Lights CC ramp stairs	
1,000	
Permit cards	
1,250	
Batteries - Lithium	
6,000	
<u>\$ 12,250</u>	<u>Equipment Repairs & Maintenance</u>
	Elevator repairs - maintenance agreements
<u>Miscellaneous Equipment</u>	\$ 28,000
Gate City Center Ramp	Machines, gates, readers
\$ 2,000	7,000
Meter mechanisms & housings	Meter repairs
10,000	500
ScanNet billing software	<u>\$ 35,500</u>
3,500	
<u>\$ 15,500</u>	<u>Snow Removal Services</u>
	All ramps
<u>Contractor Fees</u>	\$ 28,000
Relocate Parking Supervisor's office to City Center Ramp	<u>\$ 28,000</u>
\$ 5,000	
Stall painting streets and ramps	<u>Buildings</u>
9,000	Ramp repairs
<u>\$ 14,000</u>	\$ 75,000
	Midtown booth reconstruction
	25,000
	<u>\$ 100,000</u>

* See objectives on previous page for more detail.

**CITY OF APPLETON 2010 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 Program Changes:

Account 6320, printing and reproduction has increased due to additional cost of thermal paper used in the handheld meter reading machines.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Customer service					
Meter stall turnover					
# of citations/meter/month	2.26	2.03	2.1	2.1	2.1
Strategic Outcomes					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	43	51	45	45	45
# of notices sent	15,636	14,878	16,200	14,000	14,000
# of state suspensions sent	3,840	3,626	3,500	2,900	2,900
Work Process Outputs					
Enforcement provided					
# of citations issued	28,819	26,012	27,500	27,500	26,500
# of meter violation citations issued	27,216	24,330	27,000	27,000	24,500
# of citations reviewed by Parking Manager	620	676	800	900	900

**CITY OF APPLETON 2010 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4520 Parking Violations	\$ 605,302	\$ 567,807	\$ 606,000	\$ 606,000	\$ 580,000
5035 Other Reimbursements	2,879	796	-	-	900
Total Revenue	<u>\$ 608,181</u>	<u>\$ 568,603</u>	<u>\$ 606,000</u>	<u>\$ 606,000</u>	<u>\$ 580,900</u>
Expenses					
6101 Regular Salaries	\$ 110,844	\$ 112,202	\$ 114,760	\$ 114,760	\$ 116,699
6105 Overtime	593	502	200	200	100
6150 Fringes	36,284	38,885	39,290	39,290	40,861
6320 Printing & Reproduction	2,525	4,195	4,500	4,500	7,000
6321 Clothing	243	756	450	450	400
6326 Equipment Parts	367	-	-	-	-
6418 Equipment Repairs & Maint.	1,994	-	1,000	1,000	2,550
6599 Other Contracts/Obligations	16,127	22,000	20,000	20,000	20,000
Total Expense	<u>\$ 168,977</u>	<u>\$ 178,540</u>	<u>\$ 180,200</u>	<u>\$ 180,200</u>	<u>\$ 187,610</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Other Contracts & Obligations

DMV support services	\$ 20,000
	<u>\$ 20,000</u>

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Fines and Forfeitures	605,302	567,807	485,051	606,000	606,000	600,000	580,000
Interest Income	98,793	109,309	26,812	55,000	55,000	0	55,000
Charges for Services	1,663,797	1,675,446	1,362,071	1,721,200	1,721,200	1,719,500	1,692,000
Other Revenues	68,401	28,714	34,270	40,000	40,000	901	901
TOTAL REVENUES	2,436,293	2,381,276	1,908,204	2,422,200	2,422,200	2,320,401	2,327,901
EXPENSES BY LINE ITEM							
Regular Salaries	52,792	56,068	47,414	63,101	63,101	63,829	63,829
Labor Pool Allocations	300,618	295,745	273,643	373,242	373,242	383,245	383,245
Call Time	345	540	83	350	350	300	300
Overtime	6,429	6,466	3,055	4,325	4,325	1,800	1,800
Part-Time	22,193	22,715	20,757	28,944	28,944	29,632	29,632
Other Compensation	0	393	136	0	0	0	0
Shift Differential	282	265	175	300	300	400	400
Sick Pay	8,322	15,159	9,960	0	0	0	0
Vacation Pay	42,568	44,735	33,101	0	0	0	0
Fringes	179,146	197,994	173,205	213,296	213,296	221,561	221,561
Salaries & Fringe Benefits	612,695	640,080	561,529	683,558	683,558	700,767	700,767
Training & Conferences	6	1,200	0	0	0	0	0
Office Supplies	1,257	692	250	500	500	500	500
Memberships & Licenses	0	520	0	0	0	550	550
Postage & Freight	5,355	6,720	4,234	6,000	6,000	0	6,500
Awards & Recognition	350	350	289	350	350	350	350
Building Maintenance/Janitor.	4,793	9,435	14,138	21,000	29,600	16,000	16,000
Insurance	31,890	32,076	26,730	39,220	39,220	0	39,220
Depreciation Expense	862,253	962,788	804,490	876,200	876,200	0	969,388
Trans Out - General Fund	9,300	9,300	7,750	9,300	9,300	9,300	9,300
Trans Out - Special Revenue	900,000	900,000	0	1,000,000	1,000,000	0	1,000,000
Administrative Expense	1,815,204	1,923,081	857,881	1,952,570	1,961,170	26,700	2,041,808
Shop Supplies & Tools	600	309	628	1,500	1,500	1,500	1,500
Paint & Supplies	102	949	261	1,000	1,000	1,000	1,000
Printing & Reproduction	6,988	10,022	8,081	8,000	8,000	10,250	10,250
Clothing	916	1,871	394	1,450	1,450	1,550	1,550
Safety Supplies	386	64	5	100	100	100	100
Construction Materials	4,655	9,800	5,828	5,000	5,000	6,000	6,000
Vehicle & Equipment Parts	4,870	12,621	9,470	12,250	12,250	12,250	12,250
Miscellaneous Equipment	11,813	4,139	9,915	8,000	17,915	16,500	16,500
Signs	641	219	0	1,800	1,800	1,300	1,300
Supplies & Materials	30,971	39,994	34,582	39,100	49,015	50,450	50,450
Accounting/Audit	2,028	2,146	2,345	2,681	2,681	0	2,763
Bank Services	7,770	7,542	5,235	9,000	9,000	0	8,000
Consulting Services	6,515	4,253	600	40,000	40,000	0	0
Collection Services	2,491	2,686	2,119	2,600	2,600	2,600	2,600
Contractor Fees	10,438	5,509	11,515	15,000	15,000	14,000	14,000
Inspection Fees	991	1,492	1,773	1,500	1,500	3,600	3,600
Advertising	0	456	0	0	0	0	0
Health Services	187	0	0	0	0	0	0
Snow Removal Services	28,013	63,915	23,598	26,000	26,000	28,000	28,000
Laundry Services	1,537	1,469	1,234	1,629	1,629	1,500	1,500
Other Contracts/Obligations	16,127	22,140	12,000	20,000	20,000	20,000	20,000
Purchased Services	76,097	111,608	60,419	118,410	118,410	69,700	80,463
Electric	171,158	183,138	151,433	200,781	200,781	214,722	214,722
Gas	1,989	1,419	1,610	1,494	1,494	2,500	2,500
Water	3,271	3,480	2,788	3,664	3,664	2,925	2,925
Waste Disposal/Collection	742	779	1,337	750	750	1,549	1,549
Stormwater	14,834	14,494	10,653	15,090	15,090	17,581	17,581
Telephone	3,252	3,701	3,256	3,767	3,767	3,849	3,849
Cellular Telephone	989	1,389	1,189	1,345	1,345	1,384	1,384

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
Utilities	196,235	208,400	153,059	226,891	226,891	244,510	244,510
Building Repair & Maintenance	7,168	26,061	7,162	24,000	24,000	21,000	21,000
Equipment Repair & Maintenan	43,610	38,703	20,907	39,068	39,068	40,118	40,118
Facilities Charges	19	24	0	0	0	0	0
CEA Equipment Rental	15,773	14,412	13,646	21,390	21,390	16,508	16,508
Repair & Maintenance	66,532	79,200	41,715	84,458	84,458	77,626	77,626
Buildings	0	45,000	12,905	100,000	175,000	100,000	100,000
Machinery & Equipment	0	0	54,668	28,600	108,600	0	0
Infrastructure Construction	15	0	0	0	0	0	0
Capital Expenditures	15	45,000	67,573	128,600	283,600	100,000	100,000
TOTAL EXPENSES	2,797,749	3,047,363	1,524,486	3,233,587	3,407,102	1,269,753	3,295,624

CITY OF APPLETON 2010 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Charges for Services	\$ 1,706,717	\$ 1,716,293	\$ 1,761,200	\$ 1,700,000	\$ 1,692,001
Other	605,302	567,807	606,000	570,000	580,900
Total Revenues	<u>2,312,019</u>	<u>2,284,100</u>	<u>2,367,200</u>	<u>2,270,000</u>	<u>2,272,901</u>
Expenses					
Operating Expenses	1,026,213	1,175,254	1,219,487	1,238,002	1,216,936
Depreciation	862,253	962,788	876,200	965,388	969,388
Total Expenses	<u>1,888,466</u>	<u>2,138,042</u>	<u>2,095,687</u>	<u>2,203,390</u>	<u>2,186,324</u>
Operating Income (Loss)	423,553	146,058	271,513	66,610	86,577
Non-Operating Revenues (Expenses)					
Interest Income	98,790	96,828	55,000	55,000	55,000
Other	-	326	-	-	-
Total Non-Operating	<u>98,790</u>	<u>97,154</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
Net Income (Loss) Before Transfers	522,343	243,212	326,513	121,610	141,577
Transfers In (Out)					
Capital Contributions	25,500	-	-	-	-
Special Revenue	(900,000)	(900,000)	(1,000,000)	(1,000,000)	(1,000,000)
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	(361,457)	(666,088)	(682,787)	(887,690)	(867,723)
Total Net Assets - Beginning	<u>13,676,859</u>	<u>13,315,402</u>	<u>12,649,314</u>	<u>12,649,314</u>	<u>11,761,624</u>
Total Net Assets - Ending	<u>\$ 13,315,402</u>	<u>\$ 12,649,314</u>	<u>\$ 11,966,527</u>	<u>\$ 11,761,624</u>	<u>\$ 10,893,901</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,596,788	\$ 1,519,486
+ Net Income	112,310	132,277
+ Depreciation	965,388	969,388
- Fixed Assets	(155,000)	(100,000)
- Advance to TIF # 3 *	<u>(1,000,000)</u>	<u>(1,000,000)</u>
Working Cash - End of Year	<u>\$ 1,519,486</u>	<u>\$ 1,521,151</u>

WORKING CAPITAL RESERVE REQUIREMENT

Prior Year Audited Expenditures	\$ 2,138,042
- Depreciation	(962,788)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	<u>\$ 1,184,554</u>
25 % Working Capital Reserve Requirement	<u>\$ 296,139</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 2010 BUDGET

CENTRAL EQUIPMENT AGENCY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Vacant, pending new hire

CITY OF APPLETON 2010 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 2009 EVENTS

Continued to borrow from and loan refuse trucks to Little Chute as emergency replacements

Purchased E-85 fuel compatible vehicles

Worked with Traffic Department staff to insure that equipment is at the standards to meet current lighting and traffic requirements implemented by the City

Held cooperative training for mechanics from the City as well as neighboring communities

Investigated opportunities for purchasing vehicles that are alternative fuel compatible

Monitored and revised the CEA monthly billing as necessary

Revised CEA operating manual

Increased the charge for second life vehicles from 10% to 20% of the monthly replacement reserve

Celebrated National Public Works Week with the following events:

- Open House at Municipal Service Building
- Department-wide breakfast celebrating with DPW employees

Continued to host the Police mechanic at MSB during the construction of the new Police Station

Due to bad winter weather, the number of hours equipment was used on the road increased which resulted in more emergency breakdowns in the first quarter of the year

Increased mechanics involvement in bridge maintenance due to the lift bridges becoming operational

Investigated possible alternatives to the continued use of the vehicle wash at MSB

Assumed responsibility of Fire Department vehicle maintenance due to the resignation of their mechanic. Incorporated the Fire Mechanic position into the CEA Department.

Worked with Police and Finance Departments to estimate Grand Chute CEA costs associated with the potential merger of the Appleton and Grand Chute Police Departments

CITY OF APPLETON 2010 BUDGET CENTRAL EQUIPMENT AGENCY

MAJOR 2010 OBJECTIVES

Continue to borrow from and loan refuse trucks to Little Chute as emergency replacements

Purchase E-85 fuel compatible vehicles

Work with Traffic Division staff to insure that equipment lighting meets current standards implemented by the City

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 billing as necessary

Celebrate National Public Works Week

Relocate the CEA mechanic assigned to the Police fleet back to the Police Station maintenance facility

Monitor the the transition of the Fire Mechanic position to CEA to ensure a high level of service and to implement additional efficiencies as appropriate

Beginning April 1, 2010, we are proposing to implement a GPS vehicle tracking pilot project. As part of the project, 10 vehicles from DPW, Fire, and the Park and Recreation Departments will be outfitted with GPS tracking units. The benefits from the program are expected to be: increased safety in knowing where employees are at all times; increased efficiency in enabling staff to take the most direct routes to job sites, and leaving job sites in a timely manner; decreased costs through improved routing, dispatching, and eliminating idle time and unauthorized travel; and, increased productivity by allowing staff to spend more time on the job sites and less time traveling, and being able to monitor the start and end of the work day. The costs associated with the project are \$400 per vehicle for the tracking units, \$3,500 for start-up costs and training, and \$30/month per vehicle for the software subscription fee. These costs have been incorporated in this budget. Because it is difficult to quantify the return on investment, before expanding the project to other vehicles, we will be evaluating the results prior to the 2011 Budget process.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 5,192,739	\$ 5,051,313	\$ 5,214,439	\$ 5,214,439	\$ 4,427,146	-15.10%
Program Expenses							
6110	Administration	2,159,757	2,273,349	2,336,209	2,336,209	2,416,856	3.45%
6121	Maintenance	1,997,375	2,448,632	2,405,863	2,405,863	2,222,588	-7.62%
Total Program Expenses		\$ 4,157,132	\$ 4,721,981	\$ 4,742,072	\$ 4,742,072	\$ 4,639,444	-2.16%
Expenses Comprised Of:							
Personnel		968,499	1,078,648	1,099,669	1,099,669	1,210,736	10.10%
Administrative Expense		1,718,081	1,796,222	1,878,378	1,878,378	1,946,495	3.63%
Supplies & Materials		1,248,394	1,569,734	1,506,033	1,506,033	1,193,995	-20.72%
Purchased Services		8,366	12,649	12,015	12,015	19,760	64.46%
Utilities		42,159	48,227	47,177	47,177	44,758	-5.13%
Repair & Maintenance		171,633	216,501	198,800	198,800	223,700	12.53%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		14.11	14.11	14.11	14.11	15.11	

* % change from prior year adopted budget
CEA.xls

**CITY OF APPLETON 2010 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 & 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 program changes:

The decrease in miscellaneous intergovernmental revenue (approximately \$23,000) is due to the decrease in the per gallon cost of fuel. This account represents the sale of gasoline to the Appleton Area School District.

Revenue for the sale of equipment has been reduced due to potential 2010 equipment replacements. There are no higher value items expecting to be sold, thus less revenue is anticipated.

The increase in billable hours below is due to the transfer of a mechanic's position from the Fire Department to CEA. In mid 2009, the Fire Mechanic position was transitioned to CEA to create efficiencies within the City through a larger resource pool to provide mechanic services, opportunities to prioritize City-wide workload and allocate resources accordingly, and maximize purchasing and inventory capabilities.

This budget includes \$2,700 for the monthly GPS software subscription fee discussed previously in the "Major 2010 Objectives" section.

The decrease in fleet size below represents the elimination of one sanitation truck as a result of the switch to picking up overflow refuse bi-weekly rather than weekly.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Cost effective service					
Overhead rate	\$ 53.95	\$ 55.95	\$ 63.79	\$ 63.79	\$ 66.64
Billable hours	17,967	17,996	18,000	18,000	19,600
Strategic Outcomes					
Operational requirements of users					
Size of authorized fleet	390	391	389	389	388
Consistent and current information					
# Policies reviewed/revised	1	0	1	1	1
Work Process Output					
Customer service					
Requests for additions to fleet	2	1	0	0	0

**CITY OF APPLETON 2010 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4710 Interest on Investments	\$ 16,551	\$ 19,157	\$ 7,000	\$ 7,000	\$ 7,000
4801 Charges for Svc - Nontax	1,163	-	-	-	-
4865 CEA Operational Revenue	2,208,655	2,559,719	2,713,174	2,713,174	2,605,664
4908 Misc. Intergov.Charges	51,342	60,947	60,000	60,000	36,780
5004 Sale of City Property	331,721	230,012	176,000	176,000	140,000
5021 Capital Contributions	2,555,695	2,151,180	2,236,265	2,236,265	1,612,702
5030 Damage to City Property	212	704	500	500	500
5035 Other Reimbursements	15,295	20,872	16,500	16,500	16,500
5082 Insurance Proceeds	12,105	8,722	5,000	5,000	8,000
Total Revenue	<u>\$ 5,192,739</u>	<u>\$ 5,051,313</u>	<u>\$ 5,214,439</u>	<u>\$ 5,214,439</u>	<u>\$ 4,427,146</u>
Expenses					
6101 Regular Salaries	\$ 220,714	\$ 235,225	\$ 218,779	\$ 218,779	\$ 223,826
6104 Call Time	564	475	575	575	575
6105 Overtime	338	1,333	300	300	300
6108 Part-Time	3,641	6,222	-	-	-
6150 Fringes	89,838	105,535	99,535	99,535	102,202
6201 Training\Conferences	2,803	1,757	3,000	3,000	2,250
6301 Office Supplies	853	804	750	750	775
6302 Subscriptions	-	332	600	600	-
6303 Memberships & Licenses	1,185	432	650	650	930
6304 Postage\Freight	28	-	-	-	-
6305 Awards & Recognition	315	420	420	420	420
6309 Shop Supplies & Tools	42,478	36,017	41,200	41,200	44,650
6310 Chemicals	7,085	5,715	9,000	9,000	7,500
6311 Paint & Supplies	197	36	-	-	-
6315 Books & Library Material	-	-	200	200	200
6320 Printing & Reproduction	1,852	209	1,100	1,100	800
6321 Clothing	1,017	1,160	1,400	1,400	1,525
6323 Safety Supplies	608	583	600	600	615
6324 Medical\Lab Supplies	49	43	50	50	50
6326 Equipment Parts	215	-	-	-	-
6327 Miscellaneous Equipment	-	11,420	4,500	4,500	5,250
6401 Accounting/Audit	1,448	1,431	1,915	1,915	2,070
6403 Bank Services	263	300	300	300	350
6413 Utilities	42,159	48,228	47,177	47,177	44,758
6418 Equip Repairs & Maint	3,587	3,028	3,300	3,300	5,100
6420 Facilities charges	16,630	12,406	18,500	18,500	18,500
6430 Health Services	18	-	-	-	-
6451 Laundry Services	4,495	4,416	5,300	5,300	5,740
6501 Insurance	9,540	9,192	15,760	15,760	13,070
6503 Rent	2,003	2,584	1,900	1,900	400
6599 Other Contracts/Obligations	4,905	3,642	4,500	4,500	6,700
6601 Depreciation Expense	1,701,011	1,780,404	1,675,000	1,675,000	1,785,000
6720 Interest Payments	-	-	3,898	3,898	3,300
6623 Uncollectible Accounts	(82)	-	-	-	-
7914 Transfer Out - Capital Projects	-	-	176,000	176,000	140,000
Total Expense	<u>\$ 2,159,757</u>	<u>\$ 2,273,349</u>	<u>\$ 2,336,209</u>	<u>\$ 2,336,209</u>	<u>\$ 2,416,856</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Shop Supplies & Tools</u>		<u>Transfer Out - Capital Projects</u>	
Consumable shop supplies	\$ 28,000	Proceeds from sale of	
Small shop tools	13,400	vehicles	\$ 140,000
Fire shop supplies & tools	3,250		<u>\$ 140,000</u>
	<u>\$ 44,650</u>		

**CITY OF APPLETON 2010 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

Major program changes:

The increase in salaries and fringe benefits (approximately \$82,000) is due to the transfer of a mechanic's position from the Fire Department to CEA. A vacancy in this position in 2009 allowed the position to be reevaluated and it was decided the position could best be utilized in CEA. Additionally, with CEA assuming the responsibility for Fire vehicle maintenance, the budget for vehicle parts (+\$21,300) and outside vehicle maintenance (+\$18,100) increased in 2010.

The decrease in gas purchases (approximately \$300,000) is due to the decreased cost of gasoline and diesel fuel since the 2009 budget was prepared. The 2009 budget was prepared based on estimates of \$3.37 and \$3.92 per gallon for gasoline and diesel fuel, respectively. The 2010 budget is based on estimates of \$2.45 and \$2.49 respectively for each type. This is an approximate 27% decrease in the per gallon cost of gasoline and a 36% decrease in the cost of diesel.

This budget includes \$7,500 for the GPS tracking units, and software set-up and training discussed previously in the "Major 2010 Objectives" section.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Response to customer needs					
Number of vehicles not available for use within 24 hours	62	61	65	65	62
Equipment available for operational readiness					
# of emergency breakdowns (hours)	344	407	325	325	340
# of service calls	263	282	250	250	265
Strategic Outcomes					
Safe reliable maintenance program					
Preventive maintenance hours	7,822	8,634	8,300	8,300	8,300
Corrective downtime hours	7,312	7,995	7,600	7,600	7,600
Accidents caused by mechanical failure	1	0	0	0	0
Work Process Outputs					
Service Performed					
# of changeovers performed	123	128	120	120	120

**CITY OF APPLETON 2010 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 447,308	\$ 495,447	\$ 523,175	\$ 523,175	\$ 592,226
6104 Call Time	1,224	1,863	1,100	1,100	1,400
6105 Overtime	13,069	13,471	11,000	11,000	11,330
6108 Part-time	18	-	-	-	-
6150 Fringes	191,783	219,076	245,205	245,205	278,877
6304 Postage/Freight	421	297	400	400	350
6307 Food & Provisions	6	-	-	-	-
6309 Shop Supplies & Tools	102	387	-	-	-
6315 Books & Library Materials	292	-	-	-	-
6322 Gas Purchases	861,957	1,145,791	1,092,983	1,092,983	739,605
6326 Vehicle & Equipment Parts	332,543	368,373	355,000	355,000	393,800
6409 Inspection Fees	5,891	6,069	6,000	6,000	7,900
6417 Vehicle Repairs & Maint	151,305	201,067	177,000	177,000	200,100
6418 Equipment Repairs & Maint	110	-	-	-	-
6429 Interfund Allocations	(8,654)	(3,209)	(6,000)	(6,000)	(3,000)
Total Expense	\$ 1,997,375	\$ 2,448,632	\$ 2,405,863	\$ 2,405,863	\$ 2,222,588

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Gas Purchases *

Fuel for vehicles & equipment:	
Unleaded gasoline: 142,240 gallons	
@ \$2.45/gallon	\$ 348,488
Diesel fuel: 157,075 gallons	
@ \$2.49/gallon	391,117
	<u>\$ 739,605</u>

Vehicle & Equipment Parts

Operational (engine, drive train, main body, etc.)	262,800
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	102,200
Fire vehicle parts	21,300
(10) GPS units & set up costs	7,500
	<u>\$ 393,800</u>

Vehicle Repairs & Maint.

Tire service	\$ 118,300
Vehicle alignments	2,730
Towing services	1,820
Vehicle cleaning/upholstery	4,550
Body shop work	45,500
Painting	9,100
Outside fire vehicle maintenance	18,100
	<u>\$ 200,100</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	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Interest Income	16,550	19,157	2,763	7,000	7,000	0	7,000
Charges for Services	2,209,818	2,559,719	1,568,663	2,713,174	2,713,174	0	2,605,664
Intergov. Charges for Service	51,342	60,947	23,427	60,000	60,000	36,780	36,780
Other Revenues	2,915,028	2,411,489	163,090	2,434,265	2,434,265	165,000	1,777,702
TOTAL REVENUES	5,192,738	5,051,312	1,757,943	5,214,439	5,214,439	201,780	4,427,146
EXPENSES BY LINE ITEM							
Regular Salaries	14,881	16,308	16,892	16,663	16,663	17,156	17,156
Labor Pool Allocations	596,372	630,867	485,842	723,116	723,116	740,053	795,915
Call Time	1,788	2,337	1,742	1,675	1,675	1,975	1,975
Overtime	13,407	14,804	12,150	11,300	11,300	11,630	11,630
Temp. Full-Time	18	0	7,022	0	0	0	0
Part-Time	3,641	6,222	987	0	0	0	0
Other Compensation	730	50	539	450	450	450	450
Shift Differential	1,741	1,838	1,810	1,725	1,725	2,531	2,531
Sick Pay	11,224	24,282	6,006	0	0	0	0
Vacation Pay	43,076	57,326	36,968	0	0	0	0
Fringes	281,621	324,611	247,494	344,740	344,740	354,258	381,079
Salaries & Fringe Benefits	968,499	1,078,645	817,452	1,099,669	1,099,669	1,128,053	1,210,736
Training & Conferences	2,803	1,757	2,589	3,000	3,000	2,000	2,250
Office Supplies	853	804	465	750	750	775	775
Subscriptions	0	332	0	600	600	0	0
Memberships & Licenses	1,185	432	564	650	650	730	930
Postage & Freight	448	297	185	400	400	350	350
Awards & Recognition	315	420	433	420	420	420	420
Food & Provisions	6	0	0	0	0	0	0
Insurance	9,540	9,192	6,128	15,760	15,760	0	13,070
Rent	2,003	2,584	874	1,900	1,900	400	400
Depreciation Expense	1,701,011	1,780,404	1,189,949	1,675,000	1,675,000	0	1,785,000
Uncollectible Accounts	82	0	0	0	0	0	0
Interest Payments	0	0	0	3,898	3,898	0	3,300
Trans Out - Debt Service	0	0	25,658	0	0	0	0
Trans Out - Capital Projects	0	0	0	176,000	176,000	0	140,000
Administrative Expense	1,718,082	1,796,222	1,226,845	1,878,378	1,878,378	4,675	1,946,495
Shop Supplies & Tools	42,580	36,404	24,325	41,200	41,200	41,200	44,650
Chemicals	7,085	5,715	3,720	9,000	9,000	7,500	7,500
Paint & Supplies	197	36	0	0	0	0	0
Books & Library Materials	292	0	0	200	200	200	200
Printing & Reproduction	1,852	209	211	1,100	1,100	800	800
Clothing	1,017	1,160	873	1,400	1,400	1,400	1,525
Gas Purchases	861,957	1,145,791	501,222	1,092,983	1,092,983	655,480	739,605
Safety Supplies	608	583	857	600	600	615	615
Medical & Lab Supplies	49	43	53	50	50	50	50
Vehicle & Equipment Parts	332,758	368,373	275,831	355,000	355,000	365,000	393,800
Miscellaneous Equipment	0	11,420	5,260	4,500	4,500	5,250	5,250
Supplies & Materials	1,248,395	1,569,734	812,352	1,506,033	1,506,033	1,077,495	1,193,995
Accounting/Audit	1,448	1,431	0	1,915	1,915	0	2,070
Bank Services	263	300	200	300	300	0	350
Inspection Fees	5,891	6,069	4,252	6,000	6,000	6,000	7,900
Interfund Allocations	8,654	3,209	6,040	6,000	6,000	3,000	3,000
Health Services	18	0	0	0	0	0	0
Laundry Services	4,495	4,416	3,289	5,300	5,300	5,300	5,740
Other Contracts/Obligations	4,905	3,642	2,140	4,500	4,500	4,000	6,700
Purchased Services	8,366	12,649	3,841	12,015	12,015	12,300	19,760
Electric	12,194	11,384	7,036	12,576	12,576	9,539	9,539
Gas	20,855	28,014	13,684	25,361	25,361	25,361	25,361
Water	2,125	1,996	1,359	2,240	2,240	1,753	1,753
Waste Disposal/Collection	1,102	974	626	1,100	1,100	1,032	1,032
Stormwater	5,723	5,707	4,280	5,750	5,750	6,923	6,923

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Cellular Telephone	159	152	107	150	150	150	150
Utilities	42,158	48,227	27,092	47,177	47,177	44,758	44,758
Vehicle Repair & Maintenance	151,305	201,067	126,970	177,000	177,000	182,000	200,100
Equipment Repair & Maintenan	3,697	3,028	3,168	3,300	3,300	4,600	5,100
Facilities Charges	16,630	12,406	870	18,500	18,500	0	18,500
CEA Equipment Rental	0	0	987	0	0	0	0
Repair & Maintenance	171,632	216,501	131,995	198,800	198,800	186,600	223,700
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	4,157,132	4,721,978	3,019,577	4,742,072	4,742,072	2,453,881	4,639,444

CITY OF APPLETON 2010 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Charges for Services	\$ 2,276,455	\$ 2,641,538	\$ 2,773,174	\$ 2,473,174	\$ 2,642,444
Other	12,317	9,426	22,000	22,000	25,000
Total Revenues	<u>2,288,772</u>	<u>2,650,964</u>	<u>2,795,174</u>	<u>2,495,174</u>	<u>2,667,444</u>
Expenses					
Operating Expenses	2,456,120	2,941,577	2,887,174	2,587,174	2,711,144
Depreciation	1,701,011	1,780,404	1,675,000	1,750,000	1,785,000
Total Expenses	<u>4,157,131</u>	<u>4,721,981</u>	<u>4,562,174</u>	<u>4,337,174</u>	<u>4,496,144</u>
Operating Loss	(1,868,359)	(2,071,017)	(1,767,000)	(1,842,000)	(1,828,700)
Non-Operating Revenues (Expenses)					
Investment Income	16,551	19,157	7,000	7,000	7,000
Sale of City Property	331,721	223,773	176,000	176,000	140,000
Other Revenue	-	6,239	-	-	-
Interest Expense	-	-	(3,898)	(3,898)	(3,300)
Total Non-Operating	<u>348,272</u>	<u>249,169</u>	<u>179,102</u>	<u>179,102</u>	<u>143,700</u>
Income (Loss) before Contributions and Transfers	(1,520,087)	(1,821,848)	(1,587,898)	(1,662,898)	(1,685,000)
Contributions and Transfers In (Out)					
Capital Contributions	2,555,695	2,151,180	2,236,265	2,135,865	1,612,702
Transfers Out	-	-	(176,000)	(176,000)	(140,000)
Change in Net Assets	1,035,608	329,332	472,367	296,967	(212,298)
Net Assets - Beginning	<u>9,532,435</u>	<u>10,568,043</u>	<u>10,897,375</u>	<u>10,897,375</u>	<u>11,194,342</u>
Net Assets - Ending	<u>\$ 10,568,043</u>	<u>\$ 10,897,375</u>	<u>\$ 11,369,742</u>	<u>\$ 11,194,342</u>	<u>\$ 10,982,044</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 510,450	\$ 411,552
+ Change in Net Assets	296,967	(212,298)
+ Long Term Debt	-	-
- Capital Contributions	(2,135,865)	(1,612,702)
- Principal Repayment	(10,000)	(10,000)
- Fixed Assets	-	-
+ Depreciation	1,750,000	1,785,000
Working Cash - End of Year	<u>\$ 411,552</u>	<u>\$ 361,552</u>

**CITY OF APPLETON 2010 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT**

Year	2008 G.O. Notes	
	Principal	Interest
2010	10,000	3,300
2011	10,000	3,000
2012	10,000	2,681
2013	10,000	2,356
2014	10,000	2,013
2015	10,000	1,663
2016	10,000	1,294
2017	15,000	900
2018	15,000	300
	\$ 100,000	\$ 17,507

Note: Schedule is based on accrual method of accounting.

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM MISSION

This program accounts for funding sources and expenditures for the replacement of City vehicles and equipment.

PROGRAM NARRATIVE

This budget provides for the replacement of the following equipment in the CEA fund:

<u>Equipment</u>	<u>Home Department</u>	<u>CEA</u>	<u>Total Cost</u>
Service Truck	CEA	\$ 37,173	\$ 37,173
Bunker Rake	Golf	12,500	12,500
Greens Mower	Golf	21,500	21,500
Skid Steer w/cab	Facilities	35,400	35,400
SUV - Command Vehicle	Fire	38,500	38,500
Pickup 4x4 Ext. Cab	Forestry	29,880	29,880
Pickup 2x4	Health	31,350	31,350
Car	Inspection	22,500	22,500
Infield Pro	Park	14,950	14,950
Pickup 2x4 Ext Cab	Park	27,030	27,030
Car	Park	24,900	24,900
Pickup 2x4	Park	27,170	27,170
Pickup 4x4	Park	34,070	34,070
Tractor/Loader	Park	34,500	34,500
Mower, Riding 72" (2)	Park	51,685	51,685
Squad - Unmarked (8)	Police	209,600	209,600
Squad - Marked (4)	Police	131,200	131,200
Van (3)	Police	75,450	75,450
Pickup, Mini	Sanitation	24,061	24,061
Vac-all	Street	250,000	250,000
Loader	Street	247,323	247,323
Pickup 2x4 Ext Cab	Wastewater	29,220	29,220
Triaxle Dump Box only	Water Distribution	45,000	45,000
Pickup, Mini	Water Distribution	24,380	24,380
Pickup, 2x4	Water Distribution	25,630	25,630
Van, Full size	Water Meter	24,500	24,500
Van, Mini	Water Meter	22,500	22,500
Pickup, 2x4 Crew Cab	Water Filtration	26,970	26,970
Pickup, 4x4	Water Filtration	33,760	33,760
		<u>\$ 1,612,702</u>	<u>\$ 1,612,702</u>

Major Program Changes:

The Central Equipment Agency, in conjunction with the user departments, evaluated the 2010 equipment purchases and determined that 34 units with a collective purchase price of \$1,555,360 should be retained for one additional year. In 2009, 30 units with a combined estimated cost of \$953,931 were retained for an additional year.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

Note: Since this program exists solely to account for funding sources and expenditures for vehicle and equipment replacement, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

<u>Programs</u>		<u>Actual</u>		<u>Budget</u>			<u>% Change *</u>
<u>Unit</u>	<u>Title</u>	<u>2007</u>	<u>2008</u>	<u>Adopted 2009</u>	<u>Amended 2009</u>	<u>2010</u>	
	Program Revenues	\$ 1,611,380	\$ 1,717,226	\$ 2,028,961	\$ 2,028,961	\$ 1,924,631	-5.14%
	Program Expenses	\$ 2,506,099	\$ 2,036,203	\$ 2,134,265	\$ 2,135,865	\$ 1,612,702	-24.44%
Expenses Comprised Of:							
	Administrative Expense	112	5	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Capital Expenditures	2,505,987	2,036,198	2,134,265	2,135,865	1,612,702	-24.44%

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4710 Interest on Investments	\$ 157,573	\$ 106,946	\$ 70,000	\$ 70,000	\$ 70,000
4866 CEA Replacement Revenue	1,453,807	1,563,255	1,690,986	1,690,986	1,714,631
5926 Trans In - General Fund	-	-	-	-	-
5926 Trans In - Water Utility	-	15,050	-	-	-
5931 Trans In - Internal Service	-	31,975	207,975	207,975	140,000
5933 Trans In - Stormwater Utility	-	-	60,000	60,000	-
Total Revenue	\$ 1,611,380	\$ 1,717,226	\$ 2,028,961	\$ 2,028,961	\$ 1,924,631
Expenses					
6303 Memberships & Licenses	\$ 112	\$ 5	\$ -	\$ -	\$ -
6327 Miscellaneous Equipment	-	-	-	-	-
6804 Equipment	2,505,987	2,036,198	2,134,265	2,135,865	1,612,702
7911 Trans Out - General Fund	-	-	-	-	-
7915 Trans Out - Enterprise Fund	-	-	-	-	-
Total Expense	\$ 2,506,099	\$ 2,036,203	\$ 2,134,265	\$ 2,135,865	\$ 1,612,702

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Equipment

Replacement vehicles & equipment (see list, previous page)	\$ 1,612,702
	<u>\$ 1,612,702</u>

**CITY OF APPLETON 2010 BUDGET
CEA REPLACEMENT
SOURCES AND USES OF FUNDS**

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Interest Income	\$ 157,573	\$ 106,946	\$ 70,000	\$ 70,000	\$ 70,000
Charges for Services	1,453,807	1,563,255	1,690,986	1,690,986	1,714,631
Total Revenues	<u>1,611,380</u>	<u>1,670,201</u>	<u>1,760,986</u>	<u>1,760,986</u>	<u>1,784,631</u>
Expenses					
Program Costs	2,506,099	2,036,203	2,134,265	1,900,000	1,612,702
Total Expenses	<u>2,506,099</u>	<u>2,036,203</u>	<u>2,134,265</u>	<u>1,900,000</u>	<u>1,612,702</u>
Revenues over (under) Expenses	(894,719)	(366,002)	(373,279)	(139,014)	171,929
Other Financing Sources (Uses)					
Transfers In - General Fund	-	-	-	-	-
Transfers In - Water Utility	-	15,050	-	-	-
Transfers In - Internal Service	-	31,975	207,975	207,975	140,000
Transfers In - Stormwater Fund	-	-	60,000	60,000	-
Transfers Out - General Fund	-	-	-	-	-
Transfers Out - Enterprise Fund	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>47,025</u>	<u>267,975</u>	<u>267,975</u>	<u>140,000</u>
Net Change in Equity	(894,719)	(318,977)	(105,304)	128,961	311,929
Fund Balance - Beginning	<u>3,351,878</u>	<u>2,457,159</u>	<u>2,138,182</u>	<u>2,138,182</u>	<u>2,267,143</u>
Fund Balance - Ending	<u>\$ 2,457,159</u>	<u>\$ 2,138,182</u>	<u>\$ 2,032,878</u>	<u>\$ 2,267,143</u>	<u>\$ 2,579,072</u>

CITY OF APPLETON 2010 BUDGET

HEALTH SERVICES DEPARTMENT

Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2010 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 2009 EVENTS

This year we had several challenges related to communicable disease. Early this year we had three high school age students who contracted meningococcal disease (a type of bacterial meningitis). This disease, caused by the bacterium *Neisseria meningitidis*, is spread by intimate, direct contact with saliva or respiratory droplets. This bacterium can cause infection of the bloodstream and meningitis (inflammation of the lining of the spinal cord and brain). Meningococcal disease is very serious. About 9-12% of persons with meningococcal disease die. Of those who recover, up to 20% suffer some serious after-effect, such as permanent hearing loss, limb loss or brain damage. We were fortunate in that all three cases recovered. The team work and communication between the medical community, Appleton Area School District and staff and public health was evident.

Department staff continue to meet with area healthcare providers and surrounding public health departments to explore common areas of concern and interest such as H1N1 (swine) Influenza, vaccine preventable illness, disease outbreak control, and communicable disease reporting. This Healthcare Forum has been well received and has enhanced communication and collaboration on a regional basis. In 2009, providers and health departments have begun to utilize a new electronic reporting process which is designed to reduce paper and improve the timeliness of reporting communicable disease. The new novel influenza virus H1N1 continues to be an area of concern due to the unpredictable nature of an emerging disease.

Health Department staff continue to collaborate with representatives from local health care providers and Fox Valley Health Departments, including those in Calumet, Outagamie and Winnebago Counties and the cities of Oshkosh, Menasha and Neenah on health promotion programs. In 2009, we continued to focus our efforts on increasing community awareness of healthy lifestyle issues, including exercise, diet and proper weight management. The "Walk to Win" campaign, in which families were encouraged to walk 100 miles in three months time, is one example. Small incentive gifts were earned by participants reaching this milestone.

In 2009 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. In 2009, we replaced our test prover trailer which provides greater efficiency in the field.

Health Department staff recognizes their role as a collaborative one within the community. As such, staff participate in more than fifty different community and professional organizations. This cooperation is critical to identify and address local and state-wide health and environmental issues.

Appleton Health Department continues to serve as fiscal agent and provides staffing to Fox Valley Public Health Preparedness Consortium comprised of the cities of Oshkosh, Neenah, Menasha and Appleton and the counties of Green Lake, Waushara, Winnebago, Calumet, Outagamie, Waupaca and Marquette. This year emphasis has been placed on plan implementation, and After Action reports were conducted for each health department regarding their response to the new H1N1 influenza virus.

CITY OF APPLETON 2010 BUDGET HEALTH SERVICES DEPARTMENT

MAJOR 2010 OBJECTIVES

Public health preparedness issues will continue to be a priority for the department. Planning for an influenza pandemic will continue to be high on our list of objectives in 2010. A new focus on continuity of operations planning for the City as a whole during a public health emergency, such as a pandemic, will continue to take place. This planning will take an all hazards approach, meaning this response planning can be applied to a variety of challenges the City may face. Re-emerging communicable diseases such as TB will also be a priority for the department. We will continue to strengthen our disease surveillance and communication with health care partners.

As a department we place a high value on our collaborative partnerships throughout the region and will continue to strengthen these relationships. Examples of these partnerships include the East Central Weights and Measures Consortium, Fox Valley Public Health Preparedness Consortium, Fox Valley Mental Health Preparedness Consortium, Northeast Wisconsin Immunization Coalition, and Fox Valley Healthcare Forum to name a few.

Also in 2010, our department will once again support the Fox Cities L.I.F.E. (Local Indicators For Excellence). This community needs assessment provides an opportunity to draw attention to health behaviors which impacts our communities' health status.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 293,854	\$ 293,065	\$ 289,609	\$ 299,180	\$ 291,113	0.52%
Program Expenses							
12510	Administration	167,169	165,962	179,240	179,240	188,044	4.91%
12520	Nursing	448,383	456,473	482,795	492,366	480,094	-0.56%
12530	Environmental Health	314,167	326,127	317,919	317,919	366,327	15.23%
12540	Weights & Measures	180,519	185,439	185,359	185,359	184,919	-0.24%
TOTAL		\$ 1,110,238	\$ 1,134,001	\$ 1,165,313	\$ 1,174,884	\$ 1,219,384	4.64%
Expenses Comprised Of:							
	Personnel	1,024,342	1,060,833	1,060,336	1,069,403	1,123,302	5.94%
	Administrative Expense	16,097	14,331	18,426	18,426	18,014	-2.24%
	Supplies & Materials	24,040	17,761	22,800	22,800	22,800	0.00%
	Purchased Services	27,783	25,742	37,450	37,954	34,435	-8.05%
	Utilities	1,711	1,647	2,620	2,620	2,010	-23.28%
	Repair & Maintenance	16,265	13,687	23,681	23,681	18,823	-20.51%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	12.85	12.85	12.85	12.85	12.86	

* % change from prior year adopted budget
Health.xls

**CITY OF APPLETON 2010 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 Program Changes:

This budget reflects the allocation of 20% of the Health Officer's compensation (\$28,308) to the public health preparedness grant for administrative time. This allocation has been made in previous years. If the public health preparedness funds were to be dissolved, this allocation of the Health Officer's salary would be brought back into this program's budget.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Trained staff					
% of staff feeling 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
Internal advancement					
% of position vacancies filled from within	100%	100%	100%	100%	100%
Work Process Outputs					
Training					
Hours of training per employee	41	42	40	40	42
Staff assessments					
% done within 10 days of due date	100%	100%	100%	100%	100%
Collaboration with health care providers					
# meetings	89	87	80	80	80
Prepare annual report					
Completed by 120th day of following year	4/20/2007	4/24/2008	4/25/2009	4/29/2009	4/30/2010

* 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 2010 BUDGET
HEALTH SERVICES DEPARTMENT**

Administration

Business Unit 12510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv. - Nontax	\$ 170	\$ -	\$ 40	\$ 40	\$ 40
Total Revenue	<u>\$ 170</u>	<u>\$ -</u>	<u>\$ 40</u>	<u>\$ 40</u>	<u>\$ 40</u>
Expenses					
6101 Regular Salaries	\$ 108,817	\$ 109,839	\$ 113,085	\$ 113,085	\$ 119,224
6105 Overtime	589	670	271	271	281
6150 Fringes	43,470	46,266	49,675	49,675	52,370
6201 Training\Conferences	253	472	950	950	750
6206 Parking Permits	1,344	1,344	1,344	1,344	1,164
6301 Office Supplies	2,760	1,206	2,700	2,700	2,700
6303 Memberships & Licenses	855	895	550	550	900
6305 Awards & Recognition	230	293	200	200	195
6307 Food & Provisions	330	240	265	265	260
6316 Miscellaneous Supplies	204	190	400	400	400
6320 Printing & Reproduction	3,980	3,912	5,500	5,500	5,500
6327 Miscellaneous Equipment	3,793	114	3,000	3,000	3,000
6413 Utilities	544	521	700	700	700
6418 Equip Repairs & Maint	-	-	600	600	600
Total Expense	<u>\$ 167,169</u>	<u>\$ 165,962</u>	<u>\$ 179,240</u>	<u>\$ 179,240</u>	<u>\$ 188,044</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 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 Program Changes:

This budget reflects the allocation of the administrative support compensation (\$26,895) to the public health consortia grant for administrative time. If the consortia funding was to be reduced or eliminated this allocation of the administrative staff would be brought back into this program's budget.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
TB disease resolved					
3 negative tests, completion of treatment, improved clinical status	2 cases	No cases	100%	100%	100%
Occupational health initiatives					
Annual tuberculosis (TB) training and testing Police, Fire, and Health	100%	95%	100%	100%	100%
Strategic Outcomes					
Minimize epidemiologically linked TB cases					
# of cases based on data review	0	0	0	0	0
Increased vaccine coverage					
% of school aged children vaccinated	99.5%	99.5%	99.5%	99.5%	99.5%
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	200	19	0	10	10
TB skin tests: Fire, Health					
# of TB skin tests	121	105	150	125	125

**CITY OF APPLETON 2010 BUDGET
HEALTH SERVICES DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4225 Health Grants & Aids	\$ 24,256	\$ 12,018	\$ -	\$ 9,571	\$ -
4801 Charges for Serv.- Nontax	7,850	7,497	6,800	6,800	6,800
5020 Donations & Memorials	2,349	-	-	-	-
5035 Other Reimbursements	50,072	52,797	55,762	55,762	57,764
Total Revenue	\$ 84,527	\$ 72,312	\$ 62,562	\$ 72,133	\$ 64,564
Expenses					
6101 Regular Salaries	\$ 297,108	\$ 307,475	\$ 323,034	\$ 330,644	\$ 326,847
6105 Overtime	(13)	-	-	-	-
6108 Part-Time	22,401	19,771	9,274	9,274	9,987
6150 Fringes	85,268	91,074	103,348	104,805	99,136
6201 Training\Conferences	937	1,376	1,200	1,200	1,200
6202 Local Auto Expense	2,805	2,824	3,000	3,000	3,000
6206 Parking Permits	2,604	2,232	2,604	2,604	2,604
6302 Subscriptions	-	-	100	100	80
6303 Memberships & Licenses	44	195	175	175	195
6324 Medical\Lab Supplies	12,451	9,017	10,000	10,000	10,000
6413 Utilities	684	655	710	710	710
6429 Interfund Allocations	-	-	(350)	(350)	(365)
6430 Health Services	9,950	9,950	12,500	12,500	12,500
6431 Interpreter Services	14,144	11,748	17,000	17,504	14,000
6432 Lab. Services	-	156	200	200	200
Total Expense	\$ 448,383	\$ 456,473	\$ 482,795	\$ 492,366	\$ 480,094

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Medical/Lab Supplies

Flu vaccine & flu clinic supplies	\$ 7,950
TB skin testing	500
Home visit client education materials	600
Other home visit medical supplies	300
Personal protective equipment	400
Drug reference books	250
	<u>\$ 10,000</u>

Health Services

STD testing and treatment, incl. medical history screening, education, counseling, treatment, and reporting	\$ 12,500
	<u>\$ 12,500</u>

Interpreter Services

Interpreters	\$ 14,000
	<u>\$ 14,000</u>

**CITY OF APPLETON 2010 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

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Fair and consistent inspection process					
Positive triennial survey results	97%	N/A	N/A	N/A	97%
Health hazards identified and corrected					
Inspection reports	100%	100%	100%	100%	100%
Strategic Outcomes					
Voluntary compliance improved					
# critical violations on inspection report	334	326	500	400	400
Minimize human cases of rabies					
# of cases	0	0	0	0	0
Minimize food-borne outbreaks					
# outbreaks related to special events	0	0	0	0	0
# of food establishment outbreaks	0	1	0	0	0
Work Process Outputs					
Annual inspections and follow ups					
# of inspections	625	592	600	600	600
# follow up inspections	162	146	180	180	170
Response to complaints					
# of complaints/follow ups	224 / 227	233 / 253	220 / 100	220 / 100	220 / 100
Initial response within 3 business days	98%	96%	90%	90%	90%
Immediate response for animal bite complaints					
% response within 4 hours	100%	100%	100%	100%	100%
Education session for non-profit vendors					
# of vendors participating	346	343	325	325	325

**CITY OF APPLETON 2010 BUDGET
HEALTH SERVICES DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4305 Health	\$ 109,644	\$ 112,957	\$ 117,000	\$ 117,000	\$ 117,000
Total Revenue	<u>\$ 109,644</u>	<u>\$ 112,957</u>	<u>\$ 117,000</u>	<u>\$ 117,000</u>	<u>\$ 117,000</u>
Expenses					
6101 Regular Salaries	\$ 217,580	\$ 220,699	\$ 208,986	\$ 208,986	\$ 240,325
6104 Call Time	-	156	-	-	-
6105 Overtime	3,983	3,131	2,881	2,881	2,889
6150 Fringes	75,169	87,766	82,207	82,207	102,004
6201 Training\Conferences	1,001	331	1,000	1,000	1,000
6206 Parking Permits	1,296	1,296	1,296	1,296	1,296
6302 Subscriptions	213	213	220	220	220
6303 Memberships & Licenses	175	95	100	100	100
6304 Postage\Freight	-	-	50	50	50
6316 Miscellaneous Supplies	726	518	900	900	900
6324 Medical\Lab Supplies	256	514	250	250	250
6327 Miscellaneous Equipment	431	374	400	400	400
6413 Utilities	393	394	670	670	500
6418 Equip Repairs & Maint	667	668	700	700	700
6425 CEA Equip. Rental	8,587	6,084	10,059	10,059	7,493
6431 Interpreter Services	78	-	200	200	200
6432 Lab. Services	3,612	3,888	8,000	8,000	8,000
Total Expense	<u>\$ 314,167</u>	<u>\$ 326,127</u>	<u>\$ 317,919</u>	<u>\$ 317,919</u>	<u>\$ 366,327</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 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 Program Changes:

The 2009 budget included the addition of a .25 FTE Sealer position to meet the increasing weights and measures work demand. This position was ultimately filled by the retired City Sealer at a rate which reflected his on-going training of the new Sealer. This budget reflects a reduction in the hourly rate for that part-time position (total reduction of \$6,184) due to a reduction in the responsibilities of the position, given that the new Sealer is fully trained. That reduction, plus a reduction in CEA expense, results in a \$30 reduction in the daily rate for Weights and Measures service to other cities.

The relatively large increase in fringe benefits expense for this program is the result of an error in the payroll projection used for the 2009 budget, which inadvertently understated health insurance expense for the City Sealer position (\$5,234).

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Reduce price scanning errors					
Error trend reporting compliance	95.6%	95.7%	96.0%	96.0%	96.0%
Accurate informative labeling					
Positive triennial consumer survey responses	98.9%	N/A	N/A	N/A	98.0%
Accurate measuring devices					
% of devices that measure accurately	91.7%	93.5%	94.0%	94.0%	94.0%
Strategic Outcomes					
Improved system of price control					
Error trend reporting compliance	95.6%	96.0%	96.0%	96.0%	96.0%
Reduced short weight and measure sales					
Error trend reporting compliance	93.1%	93.1%	92.0%	92.0%	92.0%
Confidence of businesses in system integrity					
Positive triennial consumer survey responses	98.9%	N/A	N/A	N/A	98.0%
Work Process Outputs					
Price scanning inspections					
# of annual and reinspections	90	111	93	93	100
Commodity inspections					
# of inspections	3,632	3,518	5,200	5,200	5,500
Device inspections					
# of inspections	1,483 *	1,608	1,700	1,700	1,700
* Pharmacy weight sets and graduates are no longer routinely inspected; their scales and pill count systems are done every 2 yrs.					

**CITY OF APPLETON 2010 BUDGET
HEALTH SERVICES DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4312 Weights & Measures	\$ 43,367	\$ 45,951	\$ 44,000	\$ 44,000	\$ 47,559
4801 Charges for Serv.- Nontax	56,146	61,845	66,007	66,007	61,950
Total Revenue	\$ 99,513	\$ 107,796	\$ 110,007	\$ 110,007	\$ 109,509
Expenses					
6101 Regular Salaries	\$ 121,684	\$ 119,146	\$ 99,406	\$ 99,406	\$ 100,944
6104 Call Time	-	91	-	-	-
6105 Overtime	3,968	2,537	3,065	3,065	3,119
6108 Part Time	-	-	15,969	15,969	11,008
6150 Fringes	44,318	52,213	49,135	49,135	55,168
6201 Training\Conferences	453	330	1,500	1,500	1,500
6206 Parking Permits	648	839	972	972	600
6302 Subscriptions	-	-	50	50	50
6303 Memberships & Licenses	150	150	150	150	150
6316 Miscellaneous Supplies	230	1,091	350	350	350
6327 Miscellaneous Equipment	1,968	2,030	2,000	2,000	2,000
6413 Utilities	89	77	540	540	100
6418 Equip Repairs & Maint	61	28	600	600	600
6425 CEA Equip. Rental	6,950	6,907	11,722	11,722	9,430
6429 Interfund Allocations	-	-	(100)	(100)	(100)
Total Expense	\$ 180,519	\$ 185,439	\$ 185,359	\$ 185,359	\$ 184,919

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Charges for Service - Nontax

Charges for sealer's services	# of Days	Charge
@ \$413/day		
New London	17	\$ 7,021
Waupaca	20	8,260
Kaukauna	14	5,782
Kimberly	7	2,891
Little Chute	12	4,956
Ashwaubenon	47	19,411
Ripon	20	8,260
Berlin	13	5,369
	150	\$ 61,950

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Intergovernmental Revenues	24,256	12,018	13,365	0	9,571	0	0
Licenses	153,012	158,908	116,566	161,000	161,000	162,320	164,559
Charges for Services	64,166	69,342	53,004	72,847	72,847	72,847	68,790
Other Revenues	52,421	52,797	41,829	55,762	55,762	55,762	57,764
TOTAL REVENUES	293,855	293,065	224,764	289,609	299,180	290,929	291,113
EXPENSES BY LINE ITEM							
Regular Salaries	651,393	666,192	482,937	744,511	752,121	797,091	787,340
Call Time	0	247	452	0	0	0	0
Overtime	8,528	6,337	3,029	6,217	6,217	6,289	6,289
Part-Time	22,401	19,771	9,214	25,243	25,243	18,987	20,995
Sick Pay	22,733	18,184	7,168	0	0	0	0
Vacation Pay	71,062	72,783	45,128	0	0	0	0
Fringes	248,225	277,319	199,118	284,365	285,822	303,880	308,678
Salaries & Fringe Benefits	1,024,342	1,060,833	747,046	1,060,336	1,069,403	1,126,247	1,123,302
Training & Conferences	2,644	2,509	2,708	4,650	4,650	4,450	4,450
Local Auto Expense	2,805	2,824	2,007	3,000	3,000	3,000	3,000
Parking Permits	5,892	5,711	5,806	6,216	6,216	6,036	5,664
Office Supplies	2,760	1,206	1,069	2,700	2,700	2,700	2,700
Subscriptions	213	213	0	370	370	350	350
Memberships & Licenses	1,224	1,335	865	975	975	1,345	1,345
Postage & Freight	0	0	0	50	50	50	50
Awards & Recognition	230	293	0	200	200	195	195
Food & Provisions	330	240	113	265	265	260	260
Administrative Expense	16,098	14,331	12,568	18,426	18,426	18,386	18,014
Miscellaneous Supplies	1,160	1,800	622	1,650	1,650	1,650	1,650
Printing & Reproduction	3,980	3,912	2,474	5,500	5,500	5,500	5,500
Medical & Lab Supplies	12,707	9,532	9,136	10,250	10,250	10,250	10,250
Miscellaneous Equipment	6,192	2,518	2,961	5,400	5,400	5,400	5,400
Supplies & Materials	24,039	17,762	15,193	22,800	22,800	22,800	22,800
Interfund Allocations	0	0	0	450	450	465	465
Health Services	9,950	9,950	12,500	12,500	12,500	12,500	12,500
Interpreter Services	14,222	11,748	9,079	17,200	17,704	14,200	14,200
Lab Fees	3,612	4,045	16	8,200	8,200	8,200	8,200
Purchased Services	27,784	25,743	21,595	37,450	37,954	34,435	34,435
Waste Disposal/Collection	76	95	99	400	400	400	400
Telephone	1,634	1,552	1,217	2,220	2,220	2,220	1,610
Utilities	1,710	1,647	1,316	2,620	2,620	2,620	2,010
Equipment Repair & Maintenance	728	696	165	1,900	1,900	1,900	1,900
CEA Equipment Rental	15,537	12,991	10,697	21,781	21,781	16,923	16,923
Repair & Maintenance	16,265	13,687	10,862	23,681	23,681	18,823	18,823
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,110,238	1,134,003	808,580	1,165,313	1,174,884	1,223,311	1,219,384

CITY OF APPLETON 2010 BUDGET

HEALTH GRANTS SPECIAL REVENUE FUNDS

Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2010 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 2009 EVENTS

Maternal/Child Health (MCH) Grant-

With the expansion of Badger Care coverage for pregnant women, MCH contract objectives are now focusing on early identification of developmental and safety issues. Three screening tools are used including the Home Safety assessment , Ages and Stages developmental screening and Ages and Stages Social and Emotional screening tools.

Prevention Grant-

This grant supports a collaborative initiative between seven area Health Departments, Affinity Health System, ThedaCare, YMCA of the Fox Cities, and several community partners to implement a preventive health program titled "WALK to WIN". Community members were encouraged to walk 100 miles in a three month time frame. These funds will also support conducting the Behavioral Risk Factor Surveillance Survey, which will once again be used in the L.I.F.E. (Local Indicators for Excellence) study.

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 a newly formed regional immunization coalition titled Fox Cities Immunization Coalition, which strives to increase immunization rates in the Fox Valley area.

Centers for Disease Control (CDC) Lead Poisoning Prevention Grant-

Department staff have worked with the Community Development Block Grants Administrator to coordinate with Appleton Housing Rehabilitation, Housing Partnership, and Housing Authority to identify families whose pre-1950 homes are being rehabbed. Our goal is that 15 pre-1950 housing units located in the City will be made lead safe. Nursing staff has 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 Fox Valley Public Health Preparedness Consortium. The service area includes the cities of Oshkosh, Neenah, Menasha, and Appleton, and the counties of Waushara, Marquette, Green Lake, Winnebago, Outagamie, Calumet and Waupaca. In 2010 staff will work with the two surrounding consortia to expand our planning more regionally throughout northeast Wisconsin.

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MAJOR 2010 OBJECTIVES

Maternal Child Health (MCH) Grant-

Provide maternal and child health program services to Appleton residents

Prevention Grant -

Support a population-based health promotion program in the community

CDC Lead Poisoning Prevention Program Grant -

Reduce the incidence of childhood blood lead poisoning through intervention and education

Vaccine Improvement 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 in a seventeen county region

Discontinued Programs	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
TB Grant					
Revenue	\$ 2,397	\$ 1,832	-	-	-
Expense	\$ 2,397	\$ 1,832	-	-	-
Tobacco Grant					
Revenue	-	\$ 906	-	-	-
Expense	-	\$ 906	-	-	-

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 558,093	\$ 526,514	\$ 348,545	\$ 351,345	\$ 308,934	-11.36%
Program Expenses							
2011	MCH Grant	27,383	33,596	33,581	33,581	35,951	7.06%
2013	Prevention Grant	888	12,554	8,229	11,029	21,124	156.70%
2014	CDC Lead Grant	13,112	12,514	11,388	11,388	10,185	-10.56%
2015	Immunization Grant	20,130	19,248	23,674	23,674	23,674	0.00%
2018	Bioterrorism Grant	494,183	445,864	271,673	271,673	218,000	-19.76%
	Discontinued Programs	2,397	2,738	-	-	-	N/A
TOTAL		\$ 558,093	\$ 526,514	\$ 348,545	\$ 351,345	\$ 308,934	-11.36%
Expenses Comprised Of:							
	Personnel	232,640	223,585	267,780	267,780	283,130	5.73%
	Administrative Expense	301,031	264,209	54,345	57,145	11,413	-79.00%
	Supplies & Materials	2,801	17,423	5,000	5,000	2,183	-56.34%
	Purchased Services	11,816	11,327	11,620	11,620	5,708	-50.88%
	Utilities	9,805	9,970	9,800	9,800	6,500	-33.67%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	4.60	4.40	3.40	3.40	3.34	

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

**CITY OF APPLETON 2010 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:

Safe and healthy children will be the two MCH themes these grant dollars will target

Provide comprehensive public health nursing (prenatal care coordination) services to pregnant high risk women

Provide developmental assessment and home safety assessments to interested Appleton families with an emphasis on families at risk

Maintain advocacy/education efforts through active participation in community and coalitions

Major Program Changes:

Activities related to this grant are performed by benefited part time public health nurses who have elected not to participate in the City's health insurance program. In the event these nurses did elect coverage, the number of hours devoted to this program would be reduced.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Access to prenatal care # of women served	12	17	10	10	8
Strategic Outcomes					
Non-Medical Assistance eligible women who receive prenatal care coordination services will have positive birth outcomes % of births with positive outcomes	92%	90%	92%	92%	90%
Work Process Outputs					
# of clients served who receive ages and stages assessment and education	50	96	115	115	100
Attend community meetings	95%	95%	95%	95%	95%

* This State grant has changed focus areas. We now provide Home Safety assessments and developmental assessments.

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Health Services Grants - MCH Grant

Business Unit 2011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4225 Health Grants & Aids	\$ 27,383	\$ 33,596	\$ 33,581	\$ 33,581	\$ 35,951
	<u>\$ 27,383</u>	<u>\$ 33,596</u>	<u>\$ 33,581</u>	<u>\$ 33,581</u>	<u>\$ 35,951</u>
Expenses					
6101 Regular Salaries	\$ 5,759	\$ 16,925	\$ -	\$ -	\$ -
6108 Part-Time	13,552	10,078	26,500	26,500	30,448
6150 Fringes	4,874	4,105	5,581	5,581	4,003
6201 Training/Conferences	538	164	-	-	-
6202 Local Auto Expense	344	52	500	500	500
6206 Parking Permits	372	372	-	-	-
6324 Medical/Lab Supplies	336	658	-	-	-
6431 Interpreter Services	1,608	1,242	1,000	1,000	1,000
	<u>\$ 27,383</u>	<u>\$ 33,596</u>	<u>\$ 33,581</u>	<u>\$ 33,581</u>	<u>\$ 35,951</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 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:

Funding will support a health promotion activity based on the priorities identified in the Community Needs Assessment (Behavioral Risk Factor Surveillance System In the Fox Cities) utilized in the Fox Cities 2006 LIFE (Local Indicators For Excellence) study.

Major Program Changes:

.25 FTE will be charged under the Prevention Grant during 2010 due to further reductions in Preparedness grant funding. In the past, this FTE had been charged 100% to the Preparedness grant.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Kick off "Walk to Win" campaign	August-07	August-08	August-09	August-09	August-10
Strategic Outcomes					
# of participants enrolled in "Walk to Win" campaign	3,700	5,943	10,000	7,500	10,000
Work Process Outputs					
# of participants in "Walk to Win" who met goal	2,900	4,912	8,000	4,000	7,000

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Health Services Grants - Prevention Grant

Business Unit 2011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4225 Health Grants & Aids	\$ 888	\$ 12,554	\$ 8,229	\$ 11,029	\$ 21,124
	<u>\$ 888</u>	<u>\$ 12,554</u>	<u>\$ 8,229</u>	<u>\$ 11,029</u>	<u>\$ 21,124</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 14,771
6150 Fringes	-	-	-	-	4,353
6201 Training/Conferences	888	204	8,229	11,029	2,000
6316 Miscellaneous Supplies	-	12,350	-	-	-
	<u>\$ 888</u>	<u>\$ 12,554</u>	<u>\$ 8,229</u>	<u>\$ 11,029</u>	<u>\$ 21,124</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 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 Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Treatment for elevated blood levels					
Children with elevated blood lead levels (EBLs) will show a progressive decline in blood lead levels in the 12 months following home visit	100%	100%	100%	100%	100%
Strategic Outcomes					
Decrease the incidence of elevated blood lead levels (EBLs)					
# of EBLs >19	1	1	4	4	3
# of EBLs 10-19	6	2	6	6	5
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	38	70	40	40	40

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Health Services Grants - CDC Lead Grant

Business Unit 2014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4225 Health Grants & Aids	\$ 13,112	\$ 12,514	\$ 11,388	\$ 11,388	\$ 10,185
	<u>\$ 13,112</u>	<u>\$ 12,514</u>	<u>\$ 11,388</u>	<u>\$ 11,388</u>	<u>\$ 10,185</u>
Expenses					
6101 Regular Salaries	\$ 1,255	\$ 664	\$ -	\$ -	\$ -
6108 Part-Time	9,262	9,450	9,136	9,136	8,159
6150 Fringes	1,985	1,862	1,952	1,952	1,721
6201 Training & Conferences	111	29	-	-	-
6202 Local Auto Expense	-	18	-	-	-
6324 Medical / Lab Supplies	136	61	-	-	-
6431 Interpreter Services	363	430	300	300	305
	<u>\$ 13,112</u>	<u>\$ 12,514</u>	<u>\$ 11,388</u>	<u>\$ 11,388</u>	<u>\$ 10,185</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 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

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, and hepatitis B.

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Access to immunization # of clients served	1,857	1,786	1,500	1,500	1,400
Strategic Outcomes					
Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age					
# of cases	7	29	25	25	25
# cases statewide	1,472	*	*	1,500	1,550
Work Process Outputs					
Internal case audit by 12/31	12/31/2007	12/31/2008	12/31/2009	12/31/2009	12/31/2010
# of tracking contacts	4,222	2,774	1,500	1,500	1,500

* Numbers not available from State

CITY OF APPLETON 2010 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Vaccine Improvement Grant

Business Unit 2015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4225 Health Grants & Aids	\$ 20,130	\$ 19,248	\$ 23,674	\$ 23,674	\$ 23,674
	<u>\$ 20,130</u>	<u>\$ 19,248</u>	<u>\$ 23,674</u>	<u>\$ 23,674</u>	<u>\$ 23,674</u>
Expenses					
6101 Regular Salaries	\$ 3,026	\$ 3,043	\$ -	\$ -	\$ -
6108 Part-Time	10,234	8,958	12,000	12,000	17,670
6150 Fringes	2,315	1,981	2,854	2,854	3,146
6324 Medical/Lab Supplies	-	50	-	-	-
6430 Health Services	604	523	780	780	780
6431 Interpreter Services	3,951	4,693	8,040	8,040	2,078
	<u>\$ 20,130</u>	<u>\$ 19,248</u>	<u>\$ 23,674</u>	<u>\$ 23,674</u>	<u>\$ 23,674</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Health Services Grants - Bioterrorism Grant

Business Unit 2018

PROGRAM MISSION

Provide regional approach to terrorism preparedness. Appleton provides staff support to the NEW (Northeast Wisconsin) Public Health Preparedness Consortium, comprised of 25 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 event such as an influenza pandemic.

Prepare response plans which integrate and complement local Emergency Operations Plans (EOP)

Provide training opportunities for staff and key community leaders and first responders

Establish 24/7 response capacity

Establish regional response to communicable disease prevention, response and recovery

Major Program Changes:

This budget reflects the allocation of 20% of the Health Officer's salary (\$28,350) and benefits to the grant. This allocation has been made in previous years. In addition, it reflects the allocation of .5 FTE clerical support staff (\$26,895) and .05 FTE of the City Grants Administrator (\$4,287) for administrative support for the Fox Valley Public Health Consortium. If the consortium were to be dissolved, or the funding reduced the allocations of the Health Officer and the clerical support staff would be brought back into the Health Department's budget, while that of the Grants Administrator would be allocated to other grants administered by that individual.

The Public Health Preparedness funding for consortia within the State has been significantly reduced in 2009 and again in this years budget. Our expenses also reflect this reduction. Due to continuing reductions, it is anticipated that in 2010 the three consortia within Northeast Wisconsin will blend into one consortium serving 28 agency members.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
# of trainings available	5	5	6	6	6
Strategic Outcomes					
Active regional coalition # of meetings / year	11	11	11	11	11
Work Process Outputs					
% of coalition meetings attended	100%	100%	100%	100%	100%

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Health Services Grants - Bioterrorism Grant

Business Unit 2018

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4225 Health Grants & Aids	\$ 494,183	\$ 445,864	\$ 271,673	\$ 271,673	\$ 218,000
	<u>\$ 494,183</u>	<u>\$ 445,864</u>	<u>\$ 271,673</u>	<u>\$ 271,673</u>	<u>\$ 218,000</u>
Expenses					
6101 Regular Salaries	\$ 135,024	\$ 123,477	\$ 146,961	\$ 146,961	\$ 143,277
6105 Overtime	1,251	335	-	-	-
6150 Fringes	44,103	42,706	62,796	62,796	55,582
6201 Training\Conferences	39,981	5,339	40,000	40,000	5,669
6202 Local Auto Expense	801	-	1,500	1,500	1,500
6206 Parking Permits	1,116	777	1,116	1,116	744
6301 Office Supplies	380	172	3,000	3,000	1,000
6316 Miscellaneous Supplies	-	1,254	-	-	-
6320 Printing & Reproduction	2,329	1,950	4,000	4,000	2,183
6327 Miscellaneous Equipment	-	1,100	1,000	1,000	-
6401 Accounting\Audit	1,500	1,500	1,500	1,500	1,545
6404 Consulting Services	-	425	-	-	-
6412 Advertising/Publication	1,393	683	-	-	-
6413 Utilities	9,805	9,970	9,800	9,800	6,500
6630 Other Grant Payments	256,500	256,176	-	-	-
	<u>\$ 494,183</u>	<u>\$ 445,864</u>	<u>\$ 271,673</u>	<u>\$ 271,673</u>	<u>\$ 218,000</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Intergovernmental Revenues	558,094	526,514	411,580	348,545	351,345	308,934	308,934
TOTAL REVENUES	558,094	526,514	411,580	348,545	351,345	308,934	308,934
EXPENSES BY LINE ITEM							
Regular Salaries	129,882	128,608	102,405	146,961	146,961	158,048	158,048
Overtime	1,251	335	160	0	0	0	0
Part-Time	33,049	28,487	22,053	47,636	47,636	56,277	56,277
Sick Pay	3,412	3,200	3,474	0	0	0	0
Vacation Pay	11,770	12,301	10,540	0	0	0	0
Fringes	53,277	50,654	43,969	73,183	73,183	68,519	68,805
Salaries & Fringe Benefits	232,641	223,585	182,601	267,780	267,780	282,844	283,130
Training & Conferences	41,518	6,642	6,508	48,229	51,029	8,000	7,669
Local Auto Expense	1,145	70	105	2,000	2,000	2,000	2,000
Parking Permits	1,488	1,149	744	1,116	1,116	744	744
Office Supplies	380	172	0	3,000	3,000	1,000	1,000
Block Grant Payments	256,500	256,176	0	0	0	0	0
Administrative Expense	301,031	264,209	7,357	54,345	57,145	11,744	11,413
Miscellaneous Supplies	0	13,604	45	0	0	0	0
Printing & Reproduction	2,329	1,950	1,092	4,000	4,000	2,183	2,183
Medical & Lab Supplies	472	769	551	0	0	0	0
Miscellaneous Equipment	0	1,100	32	1,000	1,000	0	0
Supplies & Materials	2,801	17,423	1,720	5,000	5,000	2,183	2,183
Accounting/Audit	1,500	1,500	0	1,500	1,500	1,500	1,545
Consulting Services	0	425	0	0	0	0	0
Advertising	1,393	682	0	0	0	0	0
Health Services	3,001	2,355	268	780	780	780	780
Interpreter Services	5,922	6,365	2,813	9,340	9,340	3,383	3,383
Purchased Services	11,816	11,327	3,081	11,620	11,620	5,663	5,708
Telephone	276	259	182	0	0	0	0
Cellular Telephone	9,529	9,711	4,235	9,800	9,800	6,500	6,500
Utilities	9,805	9,970	4,417	9,800	9,800	6,500	6,500
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	558,094	526,514	199,176	348,545	351,345	308,934	308,934

**CITY OF APPLETON 2010 BUDGET
HEALTH SERVICES GRANT FUND
SOURCES AND USES OF FUNDS**

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	588,093	526,514	348,545	351,545	308,934
Total Revenues	<u>588,093</u>	<u>526,514</u>	<u>348,545</u>	<u>351,545</u>	<u>308,934</u>
Expenses					
Program Costs	588,093	526,514	348,545	351,545	308,934
Total Expenses	<u>588,093</u>	<u>526,514</u>	<u>348,545</u>	<u>351,545</u>	<u>308,934</u>
Revenues over (under) Expenses	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2010 BUDGET

POLICE DEPARTMENT

Police Chief: David J. Walsh

Deputy Police Chief: Robert M. Kavanaugh

Deputy Police Chief: Peter Helein

Deputy Police Chief: Greg I. Peterson (Located in Grand Chute)

CITY OF APPLETON 2010 BUDGET POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2009 EVENTS

The Police Department's budget reflects funding for core services and sustainability which includes the enforcement of all criminal and traffic laws within the municipal boundaries of the City.

Personnel - The majority of the Department's budget is spent on personnel costs, and most of those personnel costs are related to providing policing services. The budget process began by establishing criteria for the programs and services it provides. These criteria supported retention of sworn and civilian staff, but also includes the continuation of a Deputy Chief assigned to the Town of Grand Chute Police Department in 2010 to oversee the potential merger process.

Police Facilities – The exterior of the police facilities has rapidly changed with construction in various phases around the perimeter. One of many challenges is to minimize any inconvenience to citizens while keeping the main entrance visible and open to the public. Construction within the interior of the building is a little more complex with the blend of unique working environments. Phase I of the building project was completed with the addition of a parking deck, locker rooms and renovation of the lower level. By the end of the 2009, Phase II and most of Phase III that encompasses the administrative area and new front entrance will be completed. The building design and size will accommodate what is needed to perform the services required and will hopefully meet the needs of our community today and in the future.

Merger/Organizational Structure – Phase I of the potential merger completed in May provided the framework for delivery of merged police services in Appleton and Grand Chute. Showing favorable results, continuation in the next phase will augment further discussion on personnel, equipment, services, and shared costs for increased productivity and efficiency in Police operations in both communities.

Investigative Services – The Identification Section made a move of all evidence, processing and office areas to the lower level of the Police Department. They are working out of several areas and more moves are scheduled to occur throughout the remodeling process. The transition of old evidence and property to the Barcoded Evidence Analysis, Statistics and Tracking (BEAST) system is over half done. The system will increase the efficiency in evidence and property management.

Police School Liaison - Work to establish a truancy court in the four Appleton Area School District (AASD) public high schools is well underway. Outagamie County Judge McGinnis has volunteered to visit each of the schools and hold initial appearances for truancy citations there. The goal of the program is to reduce the frequency of truancy and have a City-wide consistent approach to truancy in the high schools. The AASD is a strong partner in this venture and we are working to begin this program in September.

Downtown District - The downtown district continues to focus on issues related to maintaining the safety and vitality of the College Avenue entertainment district. A five-year analysis of calls for service in the area has recently been completed. This examination is important as we assess efforts/programs utilized in the area and project future needs. Initiatives such as the licensed premise walk-throughs and the probation and parole walk-alongs have been validated by this analysis. These successes also lend credence to new endeavors such as the Hospitality Council and other partnerships.

Crime free multi-housing initiative - Patrol officers were trained in-house on the crime free multi-housing initiative. These officers are now beginning active measures to formulate collaborations with various rental properties throughout the city. This program has been proven successful in many communities throughout the nation and shows great promise for the City of Appleton.

Volunteer Program - Eight new Neighborhood Watch Captains were recruited, 11 new Volunteers in Policing were oriented, and 28 people were recruited for the Citizen's Police Academy. The Community Engagement Coordinator communicated, minimally on a weekly basis, with over 300 Watch Captains on crime prevention, crime alerts, and other officer initiated information.

CITY OF APPLETON 2010 BUDGET POLICE DEPARTMENT

MAJOR 2010 OBJECTIVES

Complete Police Station remodel
 Continue merger discussions with Grand Chute
 Work with VisionAir representative to improve the Records Management System
 Pursue grant opportunities
 Research replacing the current "pen and paper" operations schedule with a real-time electronic version.
 Purchase radar units in 2010 to replace radars that are beginning to see an increase in the repair rate
 Continue to develop community policing efforts through partnerships with neighborhoods
 Improve communication and develop collaborative efforts with businesses in districts to reduce crime
 Continue to implement the crime free housing initiative in selected properties within all districts, to reduce crime and improve collaboration with landlords
 Focus problem solving efforts on identified problem locations, individuals and issues to efficiently and effectively resolve problems
 Maximize the continued utilization of chronic nuisance abatement, crime free housing and landlord notification/education programs to enhance efforts of maintaining safe neighborhoods
 Continue to explore methods to keep the downtown entertainment district safe while maintaining its vitality and reputation as a desirable destination
 Continue to increase our efforts in the suppression of gang activity in the City through developing a patrol based gang suppression team, gathering intelligence through the Wisconsin Intelligence Network database, participating in the Fox Valley Task Force, increasing collaborations with federal law enforcement agencies, and increasing the amount of specialized training for gang suppression team members

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 678,187	\$ 811,292	\$ 856,788	\$ 863,285	\$ 926,011	8.08%
Program Expenses							
17511	Executive Management	479,710	560,935	619,057	619,107	658,768	6.41%
17512	Administrative Services	960,709	1,004,544	1,040,970	1,040,970	1,111,865	6.81%
17513	Support Services	587,923	569,001	775,543	776,543	763,343	-1.57%
17514	Public Communication	747,298	752,243	743,940	743,940	786,687	5.75%
17520	Community Resource	583,411	554,601	712,863	712,863	732,392	2.74%
17521	Operational Services	1,158,021	1,257,620	1,332,811	1,421,366	1,324,653	-0.61%
17522	Crossing Guards	161,714	167,967	181,056	181,056	189,486	4.66%
17524	Community Services	321,439	313,424	354,745	354,745	362,141	2.08%
17531	PSL	1,169,921	1,208,603	1,277,724	1,277,724	1,283,255	0.43%
17532	Adult Investigations	1,119,228	1,288,774	1,218,530	1,218,530	1,233,821	1.25%
17541	Patrol Districts	6,658,533	6,830,158	6,547,280	6,547,280	6,646,538	1.52%
TOTAL		\$ 13,947,907	\$ 14,507,870	\$ 14,804,519	\$ 14,894,124	\$ 15,092,949	1.95%
Expenses Comprised Of:							
	Personnel	12,566,866	13,018,970	13,206,449	13,210,449	13,473,086	2.02%
	Administrative Expense	98,245	105,384	115,257	115,257	114,560	-0.60%
	Supplies & Materials	185,877	203,947	228,448	314,053	232,910	1.95%
	Purchased Services	99,826	80,348	101,878	101,878	99,384	-2.45%
	Utilities	147,771	146,699	156,467	156,467	183,138	17.05%
	Repair & Maintenance	849,322	935,422	996,020	996,020	989,871	-0.62%
	Capital Expenditures	-	17,100	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	135.00	135.00	136.00	136.00	135.50	

* % change from prior year adopted budget
 Police.xls

CITY OF APPLETON 2010 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 Program Changes:

This budget includes the continued services of a Deputy Chief assigned to this department to oversee the potential merger with the Town of Grand Chute. An offset of salaries and expenses (\$141,105) associated with the third Deputy Police Chief are reflected in this budget.

An increase in clothing reflects the adjustment for number of sworn staff eligible for vest replacement in 2010.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Increase community partnerships					
# of new collaborative efforts explored or initiated	5	5	3	3	3
Strategic Outcomes					
WI Law enforcement compliance recognition					
Meet accreditation standards	100%	100%	100%	100%	100%
Work Process Outputs					
Enhance community relations					
% of responses to correspondence	100%	100%	100%	100%	100%
# of community involvement meetings	115	227	110	110	110
Improve internal communications					
% of employee evaluations reviewed	100%	100%	100%	100%	100%
# of acts of employee recognition	285	881	350	350	400
# of relationship/team building meetings with directors	40	107	55	55	55
Provide program efficiency					
Diversity initiatives/meetings	New measure	—————>	28	12	12

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4210 Federal Grants	\$ 5,114	\$ 10,395	\$ 6,000	\$ 6,000	\$ 6,855
4224 Miscellaneous State Aids	12,000	-	5,000	5,000	-
4230 Miscellaneous Local Aids	1,000	-	-	1,000	-
4325 Bow Hunting	300	390	-	-	-
4510 Court Fines & Fees	315,809	346,338	300,000	300,000	300,000
4801 Charges for Serv.- Nontax	14,916	16,729	30,000	30,000	20,000
4806 False Alarm Fees	19,534	15,008	20,000	20,000	20,000
4904 Grand Chute Reimbursement	-	69,403	129,512	129,512	141,105
4906 Mental Transports	967	565	-	-	-
5010 Misc Revenue - Nontax	10,821	7,892	6,000	7,447	6,000
5011 Misc Revenue - Tax	675	62	500	500	500
5020 Donations & Memorials	6,000	36,747	25,600	25,650	25,600
5035 Other Reimbursements	5,721	5,672	6,000	6,000	6,000
Total Revenue	\$ 392,857	\$ 509,201	\$ 528,612	\$ 531,109	\$ 526,060
Expenses					
6101 Regular Salaries	\$ 306,838	\$ 353,082	\$ 396,084	\$ 396,084	\$ 420,894
6105 Overtime	128	503	723	723	762
6108 Part-time	14,755	14,870	15,111	15,111	16,258
6150 Fringes	107,798	150,194	173,239	173,239	185,212
6206 Parking Permits	372	372	372	372	372
6302 Subscriptions	2,224	1,883	2,207	2,207	2,240
6303 Memberships & Licenses	2,486	2,823	3,100	3,100	3,362
6304 Postage/Freight	37	36	50	50	50
6307 Food & Provisions	4,057	2,767	3,000	3,000	3,000
6315 Books & Library Materials	841	308	853	853	850
6316 Miscellaneous Supplies	609	539	800	850	800
6321 Clothing	34,146	29,984	18,710	18,710	20,210
6327 Miscellaneous Equipment	-	1,400	-	-	-
6402 Legal Fees	2,299	1,057	150	150	100
6599 Other Contracts/Obligations	3,120	1,117	4,658	4,658	4,658
Total Expense	\$ 479,710	\$ 560,935	\$ 619,057	\$ 619,107	\$ 658,768

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Clothing

New officer issue 5 @\$1,000	\$ 5,000
Badges, patches, bars, etc.	1,000
Replacement of damaged items	500
Protective vests 25 @ approx. \$550	13,710
	<u>\$ 20,210</u>

**CITY OF APPLETON 2010 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: "Work to 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 Program Changes:

The increase in facilities charges is due to the larger facility anticipated to be maintained in 2010. A portion of the facilities overhead charges are based on the square footage of the facilities maintained.

The increase in utility costs is also due to the larger facility in 2010. Although the building is expected to be more energy efficient, both electric and natural gas costs are expected to increase due to providing service to the additional space. Based on 3 year averages of cost per square foot, electric costs are budgeted to increase \$18,426 while gas costs are estimated to increase \$5,911 over the 2009 budgeted amounts.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Process requests for information					
% of open records request processed within 10 working days	95%	95%	90%	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	14,217	14,493	14,500	14,500	14,500
Avg. pages for taped offense reports	3.0	2.6	3.0	2.6	2.5
Avg. taped offense reports completed weekly	122	117	120	117	117

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Administrative Services Unit

Business Unit 17512

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 455,188	\$ 475,599	\$ 481,952	\$ 481,952	\$ 511,023
6104 Call Time	-	117	-	-	-
6105 Overtime	8,102	14,976	13,050	13,050	13,950
6150 Fringes	201,547	224,755	236,515	236,515	239,186
6301 Office Supplies	13,967	15,460	14,175	14,175	14,175
6316 Miscellaneous Supplies	249	93	550	550	550
6320 Printing & Reproduction	20,802	18,823	23,600	23,600	23,000
6327 Miscellaneous Equipment	8,535	4,866	14,200	14,200	9,000
6407 Collection Services	3,854	3,728	3,925	3,925	4,276
6409 Inspection Fees	19	-	895	895	100
6413 Utilities	91,838	87,969	95,387	95,387	122,058
6418 Equip Repairs & Maint	2,203	3,461	2,600	2,600	2,600
6420 Facilities Charges	147,465	146,373	146,121	146,121	163,947
6599 Other Contracts/Obligations	6,940	8,324	8,000	8,000	8,000
Total Expense	<u>\$ 960,709</u>	<u>\$ 1,004,544</u>	<u>\$ 1,040,970</u>	<u>\$ 1,040,970</u>	<u>\$ 1,111,865</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Printing & Reproduction

City copy charges	\$ 4,000
Citizen contacts	3,700
City summons	1,000
Offense reports (records management)	3,900
Parking tickets	3,400
Letterhead/envelopes	2,000
Traffic citations, warrant cards, ledgers, etc.	1,500
Evidence, animal control, investigative, etc.	2,000
Miscellaneous forms	1,500
	<u>\$ 23,000</u>

**CITY OF APPLETON 2010 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:

- Continued recruitment of candidates for police officer positions
- Provide and coordinate quality training opportunities
- Create and update Police Department policies

Major Program Changes:

The 2010 Budget proposes the sharing of a public education position between the Police and Fire Departments. As a result of this cooperative effort, funding for the Community Engagement Coordinator position in this budget is being eliminated. It is felt that due to the similar nature of the duties performed by this position and the Public Education Specialist position in the Fire Department, by re-prioritizing and reallocating certain duties, this change can be accommodated by both departments. As a result of this change, the personnel costs of the Public Education Specialist position have been allocated 50% to this budget and 50% to the Fire Department.

Major program changes reflect a decrease of one Citizen Academy session offered per year. This budget includes the reduction of 15 hours in overtime for an estimated savings of \$868 in overtime and fringe benefits.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Increase public safety and awareness					
# of news releases distributed	79	76	75	75	75
# of active Neighborhood Watch Groups	178	216	186	226	236
Increase Department proficiency					
Avg. training hours p/sworn employee	165	140	115	110	100
Avg. training hours p/civilian employee	46	30	30	30	30
% of policies revised	44%	62%	60%	60%	60%
% 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	1.48	1.48	1.48
Work Process Outputs					
Enhance policing efforts					
# of career fairs attended	5	8	8	6	6
# of policies reviewed	68	205	100	100	100
# of internal training sessions	107	142	45	100	70

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Support Services Unit

Business Unit 17513

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ 7,176	\$ 7,600	\$ 7,000	\$ 7,000	\$ 7,000
5020 Donations & Memorials	-	1,467	-	-	-
Total Revenue	<u>\$ 7,176</u>	<u>\$ 9,067</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>
Expenses					
6101 Regular Salaries	\$ 301,763	\$ 270,645	\$ 420,391	\$ 420,391	\$ 411,174
6104 Call Time	2,754	1,974	-	-	-
6105 Overtime	20,821	28,624	8,411	8,411	8,067
6108 Part-time	18,031	18,524	18,980	18,980	20,128
6150 Fringes	120,136	132,425	199,911	199,911	196,924
6201 Training\Conferences	59,313	68,881	66,750	66,750	66,750
6204 Tuition Fees	4,081	4,700	15,000	15,000	15,000
6205 Employee Recruitment	7,078	1,731	3,500	3,500	3,500
6304 Postage/Freight	-	-	50	50	-
6305 Awards & Recognition	1,751	3,835	4,000	4,000	3,000
6312 Guns & Ammunition	20,071	20,111	22,750	22,750	22,750
6316 Miscellaneous Supplies	6,291	6,237	4,750	5,750	4,750
6327 Miscellaneous Equipment	8,060	3,018	3,000	3,000	3,000
6328 Neighborhood Watch Signs	247	2,000	2,000	2,000	2,000
6404 Consulting Services	3,200	3,625	-	-	-
6418 Equip Repairs & Maint	-	893	750	750	1,000
6430 Health Services	1,262	1,106	1,500	1,500	1,500
6599 Other Contracts/Obligations	13,064	672	3,800	3,800	3,800
Total Expense	<u>\$ 587,923</u>	<u>\$ 569,001</u>	<u>\$ 775,543</u>	<u>\$ 776,543</u>	<u>\$ 763,343</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Training/Conferences</u>		<u>Guns & Ammunition</u>	
Supervisory/management leadership	\$ 10,000	Ammunition	\$ 15,250
Recertification (TIME, CPR, AED, etc.)	5,000	Range supplies, paper targets,	
Investigative services/sensitive crime	15,750	steel porta targets	1,000
Legal updates	8,000	Less lethal supplies, magazine	
Executive conferences	6,000	replacement, pepper spray	1,000
Community problem solving policing	7,000	Simunitions & protective	
Special Weapons & Response Team	5,000	equipment	2,500
Defense-arrest tactics/firearms	3,500	Taser cartridges	3,000
Canine recertification	1,000		<u>\$ 22,750</u>
Records Management System Training	3,000		
Travel unrelated to training	2,500		
	<u>\$ 66,750</u>		
<u>Tuition Fees</u>			
Continuing education reimbursements,			
five @ \$3,000	\$ 15,000		
	<u>\$ 15,000</u>		

**CITY OF APPLETON 2010 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 department, 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 Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Maintain responsiveness to public					
Average # of phone calls / week	2,507	3,427	3,200	3,200	3,211
# of 2-5 parking requests processed	13,509	12,771	13,500	13,500	13,155
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 entries	2,515	2,319	2,300	2,300	2,250
# of Criminal history queries	19,657	10,954	17,500	12,500	12,500
# of citizen contacts entered	18,110	17,792	18,000	18,000	18,000
Avg. # of cash register trans./week	257	223	260	260	250
# of training hours p/employee	87	18	8	12	20

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Public Communication

Business Unit 17514

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 429,923	\$ 455,453	\$ 432,863	\$ 432,863	\$ 456,652
6104 Call Time	1,674	1,066	1,888	1,888	1,993
6105 Overtime	79,169	48,434	51,375	51,375	54,237
6150 Fringes	172,327	185,727	194,114	194,114	210,605
6316 Miscellaneous Supplies	71	87	200	200	200
6320 Printing & Reproduction	2,332	1,818	1,300	1,300	1,800
6327 Miscellaneous Equipment	554	-	500	500	500
6413 Utilities	53,884	56,447	58,500	58,500	58,500
6418 Equip Repairs & Maint	-	665	1,000	1,000	1,000
6419 Communication Eq. Repairs	-	-	1,000	1,000	-
6599 Other Contracts/Obligations	7,364	2,546	1,200	1,200	1,200
Total Expense	<u>\$ 747,298</u>	<u>\$ 752,243</u>	<u>\$ 743,940</u>	<u>\$ 743,940</u>	<u>\$ 786,687</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Community Resource

Business Unit 17520

PROGRAM MISSION

Commitment to promote, preserve and deliver a feeling of security, safety and quality services to members of our community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Respond to incidents where our capabilities and resources can assist in resolving immediate problems

Engage in long-term problem solving practices that focus on crime prevention and intervention

Monitor criminal activities and provide intelligence analysis and information

Major Program Changes:

This program reflects the overtime salaries and expenses related to the Canine Program. The cost is offset by revenue received from the Community Foundation which is reflected in the Executive Management budget.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Identify and minimize crime					
# of bi-weekly intelligence - target area reports	25	24	26	26	26
Strategic Outcomes					
Provide safe neighborhoods					
% of successful abatements	100%	100%	100%	100%	100%
Work Process Outputs					
Increase community education in crime prevention issues					
# of community projects	36	37	35	35	35

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Community Resource

Business Unit 17520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 351,951	\$ 345,350	\$ 447,519	\$ 447,519	\$ 464,965
6104 Call Time	5,477	2,977	-	-	-
6105 Overtime	51,542	39,150	37,333	37,333	37,345
6150 Fringes	169,341	162,614	219,711	219,711	221,782
6316 Miscellaneous Supplies	1,665	3,586	7,300	7,300	7,300
6327 Miscellaneous Equipment	3,309	-	-	-	-
6430 Health Services	126	-	-	-	-
6599 Other Contracts/Obligations	-	924	1,000	1,000	1,000
Total Expense	<u>\$ 583,411</u>	<u>\$ 554,601</u>	<u>\$ 712,863</u>	<u>\$ 712,863</u>	<u>\$ 732,392</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Operational Services

Business Unit 17521

PROGRAM MISSION

For the benefit of the sworn personnel of the Police Department, we will monitor officer conduct and performance and provide operational support to enable operational units to function effectively and efficiently.

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 operational units
- Manage and maintain internal resources and technology for employees
- Ensure department relations with ethnic communities
- Continue to improve and support organizational operations
- Provide statistical information to the public, alderpersons, media, and other departments

Major Program Changes:

Gathering crime statistics changed from Uniformed Crime Reporting (UCR) Part 1 and Part 2 to National Incident Based Reporting Standards (NIBS) with the implementation of the VisionAir Records Management System. The 2009 Projected and 2010 Target strategic outcomes reflect this change in reporting.

The decrease in CEA charges is a result of the decrease in per gallon fuel costs anticipated in the 2010 budget in comparison to 2009.

Included in this budget is \$30,000 for the purchase of communication equipment for the front desk area that is required to monitor the newly installed security systems. The upgrade in the Omnicast camera/monitor system will allow the communication techs to view internal/external building security, as well as the Library, City Hall, parking ramps and selected intersections in the City. We will be transitioning from our current 7 cameras to 50 cameras in the Police Station alone which will require a large screen to view multiple areas/locations simultaneously. Together with the intercom system and the department alarm system at the front desk, technological improvements will be needed to link the 3 systems. These improvements will enable the new building to meet it's full security potential.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Provide oversight, direction and resources for all operations units					
# of staffing additions to districts	13	10	6	6	6
# of officer time quarterly reports	4	2	4	4	4
Strategic Outcomes					
Reduce crime through crime prevention strategies					
# of reported Group A crimes *	2,561	2,824	2,500	5,400	5,400
# of reported Group B crimes **	11,758	14,515	10,500	9,600	9,600
\$ value of stolen/damaged property	\$ 1,275,332	\$ 1,878,085	\$ 1,200,000	\$ 1,400,000	\$ 1,400,000
\$ value of recovered property	\$ 99,422	\$ 499,541	\$ 60,000	\$ 300,000	\$ 300,000
Work Process Outputs					
Improve enforcement and response to crime					
# of force incidents reviewed	103	86	90	90	90
# of adult arrests ***	3,892	7,338	3,800	6,000	6,000
# of juvenile arrests ***	1,216	1,750	1,200	1,400	1,400

* Group A - major crimes - homicide, rape, assault, burglary, theft, fraud, motor vehicle theft, arson, drugs, etc.

** 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 2010 BUDGET
POLICE DEPARTMENT**

Operational Services

Business Unit 17521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ 4,000	\$ 7,880	\$ -	\$ 4,000	\$ -
5020 Donations & Memorials	-	5,750	-	-	-
Total Revenue	<u>\$ 4,000</u>	<u>\$ 13,630</u>	<u>\$ -</u>	<u>\$ 4,000</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 230,060	\$ 233,232	\$ 233,416	\$ 233,416	\$ 241,674
6104 Call Time	691	144	-	-	-
6105 Overtime	34,093	14,547	10,116	14,116	10,358
6108 Part-Time	5,419	5,215	7,774	7,774	8,358
6150 Fringes	98,986	106,965	108,568	108,568	114,678
6312 Guns & Ammunition	6,443	5,514	6,500	6,500	6,500
6316 Miscellaneous Supplies	9,779	13,241	16,600	16,600	16,600
6320 Printing & Reproduction	1,353	1,377	1,200	1,200	1,400
6327 Miscellaneous Equipment	37,903	61,707	69,885	154,440	70,000
6404 Consulting Services	1,500	1,000	1,500	1,500	1,000
6418 Equip Repairs & Maint	13,175	13,819	17,750	17,750	17,750
6425 CEA Equip. Rental	685,618	768,410	825,299	825,299	802,074
6431 Interpreter Services	1,571	1,211	1,950	1,950	1,950
6444 Witness Fees	903	638	1,025	1,025	1,025
6502 Leases	1,841	1,896	1,953	1,953	2,011
6599 Other Contracts/Obligations	28,686	28,704	29,275	29,275	29,275
Total Expense	<u>\$ 1,158,021</u>	<u>\$ 1,257,620</u>	<u>\$ 1,332,811</u>	<u>\$ 1,421,366</u>	<u>\$ 1,324,653</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Miscellaneous equipment</u>		<u>Equipment Repairs & Maint.</u>	
Operational Services		Speed detection devices	\$ 1,500
Communications upgrades	\$ 30,000	Radios, antennas, etc.	7,750
Bike patrol, accident investigation	3,000	PBTs, SWAT, SMART	1,500
XREP Duty Rounds/MyClyns spray	3,250	Tasers, bikes	2,500
Preliminary Breath Test units (PBT)	3,000	In-squad video cameras	4,500
Taser replacements/supplies	11,000		<u>\$ 17,750</u>
Laser speed detection	6,700		
Radio auxiliary batteries	2,500	<u>Other Contracts & Obligations</u>	
EOC, misc.	2,550	OMVWI blood draws	\$ 24,500
		Incarceration fees	2,000
Special Weapons and Response Team		Telemessaging (SWAT)	500
Helmets, vests, firearms	8,000	Records requests	1,000
	<u>\$ 70,000</u>	Biohazard cleaning	1,275
			<u>\$ 29,275</u>
<u>Miscellaneous supplies</u>			
MVC, tapes, taser	\$ 4,600		
Explorers, speedwatch	3,000		
SWAT, crash, bike teams	2,500		
AED, first responder	2,000		
Flares, traffic supplies	2,300		
Bloodborne pathogens, misc.	2,200		
	<u>\$ 16,600</u>		

**CITY OF APPLETON 2010 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 Program Changes:

The City is negotiating with representatives from the Appleton Area School District (AASD) to transition funding and administration of the crossing guard program to AASD. A major change in this budget is the inclusion of a contribution from the AASD of one-third of the cost to support the Crossing Guard Program. The estimated contribution for salaries and benefits is \$61,695. Discussions will continue in 2010.

This budget also reflects the shared cost for a Crossing Guard at the Oneida Street/Northland Avenue intersection. The Town of Grand Chute and Aces/Xavier Education System provide \$3,600 in revenue to offset the salary expenses associated with this Crossing Guard position.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Promote safety at guarded crossings					
# of crossing guard complaint forms processed for moving violations and parking violations	39	39	40	40	45
Strategic Outcomes					
Safety awareness in school zones					
# of accidents at guarded crossings	1	0	0	0	0
Work Process Outputs					
Provide safety education at busy intersections					
# of classes given to students	7	5	10	12	12
# of students in attendance	398	253	400	450	400
Provide assistance at controlled intersections					
Avg. # of students crossing at guarded intersections p/day	2,242	2,372	3,000	3,100	3,100

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Crossing Guards

Business Unit 17522

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5035 Other Reimbursements	\$ 1,000	\$ 4,400	\$ 3,600	\$ 3,600	\$ 65,295
Total Revenue	<u>\$ 1,000</u>	<u>\$ 4,400</u>	<u>\$ 3,600</u>	<u>\$ 3,600</u>	<u>\$ 65,295</u>
Expenses					
6108 Part Time	\$ 141,814	\$ 147,331	\$ 158,239	\$ 158,239	\$ 166,195
6150 Fringes	18,998	19,872	22,017	22,017	22,491
6323 Safety Supplies	902	764	800	800	800
Total Expense	<u>\$ 161,714</u>	<u>\$ 167,967</u>	<u>\$ 181,056</u>	<u>\$ 181,056</u>	<u>\$ 189,486</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 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 Program Changes:

The reclassification of the CSOIII position to a Lead CSO III has a projected increase of \$2,747 in personnel expenses.

The increase in supplies and equipment will support the new animal control area which will be used temporarily to house stray dogs and cats for up to 48-72 hours. Anticipated expenses include food, cleaning supplies, cages, etc.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Provide greater access to police services					
Avg. # of CSO hours p/month	1,681	1,706	1,800	1,750	1,700
Strategic Outcomes					
Reduced cost of providing police services					
CSO vs. officer for special events	\$ 11,137	\$ 9,651	\$ 13,000	\$ 10,000	\$ 11,500
Work Process Outputs					
Increase number of patrols					
# of ramp patrols	23	283	500	350	450
# of park patrols	3,138	2,089	6,000	3,000	4,000
Service provided by CSO vs. Officer					
# of offenses - animal	2,178	1,775	2,400	2,000	2,250
# of offenses - parking	1,707	2,107	1,900	2,000	2,150
# of offenses - bike	105	65	300	250	350
# of abandoned vehicle complaints	226	209	350	250	250

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4310 Dog Licenses	\$ 23,871	\$ 23,293	\$ 30,000	\$ 30,000	\$ 30,000
4311 Cat Licenses	11,386	11,664	10,000	10,000	10,000
Total Revenue	<u>\$ 35,257</u>	<u>\$ 34,957</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>
Expenses					
6101 Regular Salaries	\$ 37,845	\$ 38,801	\$ 39,109	\$ 39,109	\$ 43,524
6104 Call Time	-	-	-	-	-
6105 Overtime	24,921	15,559	10,901	10,901	11,591
6108 Part-Time	199,084	193,392	223,596	223,596	225,812
6150 Fringes	40,125	43,076	52,439	52,439	51,064
6316 Miscellaneous Supplies	294	591	350	350	800
6320 Printing & Reproduction	1,505	1,493	1,300	1,300	1,500
6321 Clothing	1,095	1,660	2,000	2,000	2,000
6323 Safety Supplies	168	300	350	350	350
6327 Miscellaneous Equipment	434	74	700	700	1,500
6412 Advertising	-	-	500	500	500
6599 Other Contracts/Obligations	15,968	18,478	23,500	23,500	23,500
Total Expense	<u>\$ 321,439</u>	<u>\$ 313,424</u>	<u>\$ 354,745</u>	<u>\$ 354,745</u>	<u>\$ 362,141</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Other Contracts/Obligations</u>	
Fox Valley Humane Association	\$ 22,000
Wild animal service	1,500
	<u>\$ 23,500</u>

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Police School Liaison

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
- Continuation of mentoring program for at-risk youth

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Provide youth services					
# of youth with PSL mentors	433	210	250	200	250
Strategic Outcomes					
Increase quality of life for youth					
% of mentored youth that achieve positive outcomes	96%	92%	95%	95%	95%
Work Process Outputs					
Promote safety at schools					
# of assigned investigations	1,608	1,451	1,500	1,500	1,500
Provide law enforcement resources					
# of school committees with PSL's	89	74	80	80	80
# of social service comm. with PSL's	43	54	60	55	60
# of educational presentations to students/parents/school staff	315	353	300	350	375

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Police School Liaison

Business Unit 17531

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv. - Nontax	\$ 23,826	\$ 21,775	\$ 25,000	\$ 25,000	\$ 25,000
4905 PSL Reimbursement	214,071	218,262	252,576	252,576	262,656
Total Revenue	<u>\$ 237,897</u>	<u>\$ 240,037</u>	<u>\$ 277,576</u>	<u>\$ 277,576</u>	<u>\$ 287,656</u>
Expenses					
6101 Regular Salaries	\$ 758,442	\$ 781,584	\$ 823,882	\$ 823,882	\$ 817,092
6104 Call Time	3,257	2,185	-	-	-
6105 Overtime	64,080	57,257	52,250	52,250	52,029
6150 Fringes	343,573	367,223	400,642	400,642	413,184
6316 Miscellaneous Supplies	569	354	950	950	950
Total Expense	<u>\$ 1,169,921</u>	<u>\$ 1,208,603</u>	<u>\$ 1,277,724</u>	<u>\$ 1,277,724</u>	<u>\$ 1,283,255</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Adult Investigations

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 Program Changes:

Major program changes reflect a decrease of one Citizen Academy session offered per year. This budget includes the reduction of 10 hours in overtime for an estimated savings of \$586 in overtime and fringe benefits.

This budget also includes the replacement of 2 Varda alarms that are 20+ years old. The alarms are placed in known problem locations in the City and silently dispatch officers to the location when activity is noted. Due to their age, it has become increasingly more difficult to find parts and more costly to repair. The new alarms will be more reliable, easier to maintain and on a digital frequency which increases their range.

Finally, this budget includes \$4,900 for National Search Access through Leads On-line to perform electronic searches in a nationwide database for all second-hand property dealers. These additional costs are offset by a decrease of \$2,000 in the Clerk's budget for printing costs and a \$2,900 decrease in consulting fees in this budget.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Provide requests for information					
% of discovery requests processed within 10 work days	100%	99%	100%	100%	100%
Strategic Outcomes					
Compliance with accreditation 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	410	393	530	600	700
# of evidence & property maintained	14,502	16,034	18,000	18,000	20,000
Provide investigative forensic analysis to officers					
# of crime scenes processed	184	143	100	100	120
# of crime lab submissions	162	158	250	250	250

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Adult Investigations

Business Unit 17532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 680,871	\$ 751,262	\$ 734,287	\$ 734,287	\$ 732,030
6104 Call Time	3,751	2,018	-	-	-
6105 Overtime	97,708	88,347	50,023	50,023	49,574
6108 Part-Time	17,945	20,787	19,001	19,001	20,629
6150 Fringes	292,105	376,239	369,819	369,819	381,188
6304 Postage\Freight	39	-	100	100	100
6316 Miscellaneous Supplies	1,431	1,252	1,500	1,500	1,500
6324 Medical\Lab Supplies	13,423	12,746	13,300	13,300	13,300
6327 Miscellaneous Equipment	1,144	10,005	10,000	10,000	16,500
6404 Consulting Services	1,466	2,383	6,000	6,000	3,100
6418 Equip Repairs & Maint	861	1,800	1,500	1,500	1,500
6443 Investigative Costs	831	683	7,500	7,500	4,000
6599 Other Contracts/Obligations	7,653	4,152	5,500	5,500	10,400
6804 Capital equipment	-	17,100	-	-	-
Total Expense	<u>\$ 1,119,228</u>	<u>\$ 1,288,774</u>	<u>\$ 1,218,530</u>	<u>\$ 1,218,530</u>	<u>\$ 1,233,821</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Medical/Lab Supplies

Photo processing	\$ 1,000
Camera, video, barcoding supplies	2,000
Lab safety/processing supplies	5,300
Evidence collection supplies	5,000
	<u>\$ 13,300</u>

Miscellaneous Equipment

Varda alarms	\$ 8,000
Digital evidentiary cameras	8,500
	<u>\$ 16,500</u>

Other Contracts/Obligations

LEADS OnLine	\$ 4,900
Towing	4,000
Entersect Police Online (EPO)	1,500
	<u>\$ 10,400</u>

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Patrol

Business Unit 17541

PROGRAM MISSION

We provide excellence in police services by working in partnership with our community and other government agencies to identify and resolve problems and improve the quality of life of our community through innovative and refined problem solving methods.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Maintain police service to ensure a safe and secure living environment
- Facilitate the safe movement of vehicle and pedestrian traffic
- Better inform and educate the community on crime prevention
- Encourage community participation in crime prevention strategies

Major Program Changes:

Major program changes reflect a decrease of one Citizen Academy session offered per year. This budget includes the reduction of 15 hours in overtime for an estimated savings of \$856 in overtime and fringe benefits.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Increase community education in crime prevention issues					
# of community meetings held	25	7	10	14	10
# of interagency neighborhood teams	10	10	5	5	5
Strategic Outcomes					
Improve quality of life in the community					
# of Calls for Service	54,956	54,494	50,000	50,000	50,000
# of citizen initiated Calls for Service	33,407	32,660	30,000	30,000	30,000
# of officer initiated Calls for Service	21,187	21,771	20,000	20,000	20,000
Work Process Outputs					
Increase police services					
# of licensed premises inspections (4 times/year)	610	580	650	650	650
# of school zone contacts	708	566	600	450	600
# of traffic/non-traffic citizen contacts	17,396	16,106	16,000	16,000	16,000
# of false alarms	661	708	700	456	650

**CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT**

Patrol

Business Unit 17541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 4,218,053	\$ 4,330,210	\$ 4,314,284	\$ 4,314,284	\$ 4,318,199
6104 Call Time	32,731	25,966	-	-	-
6105 Overtime	475,190	410,990	193,773	193,773	194,816
6150 Fringes	1,927,857	2,059,710	2,033,143	2,033,143	2,127,443
6316 Miscellaneous Supplies	1,653	-	2,500	2,500	2,500
6413 Utilities	2,049	2,282	2,580	2,580	2,580
6502 Leases	1,000	1,000	1,000	1,000	1,000
Total Expense	<u>\$ 6,658,533</u>	<u>\$ 6,830,158</u>	<u>\$ 6,547,280</u>	<u>\$ 6,547,280</u>	<u>\$ 6,646,538</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Intergovernmental Revenues	29,290	25,875	9,675	18,000	23,000	13,855-	13,855
Licenses	35,556	35,346	49,051	40,000	40,000	40,000-	40,000
Fines and Forfeitures	315,809	346,338	258,137	300,000	300,000	300,000-	300,000
Charges for Services	58,276	53,513	24,889	204,512	204,512	65,000-	65,000
Intergov. Charges for Service	215,038	288,229	240,244	252,576	252,576	393,825-	403,761
Other Revenues	24,217	61,990	41,760	41,700	43,197	103,395-	103,395
TOTAL REVENUES	678,186	811,291	623,756	856,788	863,285	916,075-	926,011
EXPENSES BY LINE ITEM							
Regular Salaries	7,407,389	7,673,865	5,622,959	8,248,647	8,248,647	8,647,093	8,342,087
Call Time	50,335	36,447	22,638	1,888	1,888	1,993	1,993
Overtime	855,754	718,387	386,703	427,955	431,955	447,849	432,729
Temp. Full-Time	141,814	147,331	97,382	158,239	158,239	166,195	166,195
Part-Time	255,234	252,788	189,795	284,462	284,462	291,185	291,185
Other Compensation	192,541	193,546	138,985	75,140	75,140	78,887	75,140
Shift Differential	14,422	14,215	10,908	0	0	0	0
Sick Pay	18,731	17,336	19,145	0	0	0	0
Vacation Pay	137,855	136,256	120,651	0	0	0	0
Fringes	3,492,793	3,828,799	2,837,973	4,010,118	4,010,118	4,247,992	4,163,757
Salaries & Fringe Benefits	12,566,868	13,018,970	9,447,139	13,206,449	13,210,449	13,881,194	13,473,086
Training & Conferences	59,313	68,881	48,148	66,750	66,750	66,750	66,750
Tuition Fees	4,081	4,700	1,487	15,000	15,000	15,000	15,000
Employee Recruitment	7,078	1,731	1,376	3,500	3,500	3,500	3,500
Parking Permits	372	372	372	372	372	372	372
Office Supplies	13,967	15,460	8,007	14,175	14,175	14,175	14,175
Subscriptions	2,224	1,883	1,666	2,207	2,207	2,240	2,240
Memberships & Licenses	2,486	2,823	3,146	3,100	3,100	3,362	3,362
Postage & Freight	76	36	141	200	200	150	150
Awards & Recognition	1,751	3,835	959	4,000	4,000	3,000	3,000
Food & Provisions	4,057	2,767	1,625	3,000	3,000	3,000	3,000
Leases	2,841	2,896	2,461	2,953	2,953	3,011	3,011
Administrative Expense	98,246	105,384	69,388	115,257	115,257	114,560	114,560
Guns & Ammunition	26,514	25,624	19,497	29,250	29,250	29,250	29,250
Books & Library Materials	841	308	481	853	853	850	850
Miscellaneous Supplies	22,611	25,980	15,770	35,500	36,550	35,950	35,950
Printing & Reproduction	25,993	23,511	13,372	27,400	27,400	28,700	27,700
Clothing	35,241	31,644	17,988	20,710	20,710	22,210	22,210
Safety Supplies	1,070	1,064	0	1,150	1,150	1,150	1,150
Medical & Lab Supplies	13,423	12,746	7,572	13,300	13,300	13,300	13,300
Miscellaneous Equipment	59,939	81,070	49,130	98,285	182,840	100,500	100,500
Signs	247	2,000	1,567	2,000	2,000	2,000	2,000
Supplies & Materials	185,879	203,947	125,377	228,448	314,053	233,910	232,910
Legal Fees	2,299	1,057	0	150	150	100	100
Consulting Services	6,166	7,008	550	7,500	7,500	7,000	4,100
Collection Services	3,854	3,728	2,918	3,925	3,925	4,276	4,276
Inspection Fees	19	0	0	895	895	100	100
Advertising	0	0	420	500	500	500	500
Health Services	1,387	1,106	207	1,500	1,500	1,500	1,500
Interpreter Services	1,571	1,211	271	1,950	1,950	1,950	1,950
Investigative Costs	831	683	535	7,500	7,500	7,500	4,000
Witness Fees	903	638	601	1,025	1,025	1,025	1,025
Other Contracts/Obligations	82,796	64,917	38,141	76,933	76,933	76,933	81,833
Purchased Services	99,826	80,348	43,643	101,878	101,878	100,884	99,384
Electric	61,886	62,781	46,636	62,781	62,781	59,541	81,207
Gas	22,470	17,991	25,855	25,020	25,020	25,020	30,931
Water	4,430	4,338	4,533	4,880	4,880	6,557	6,557
Waste Disposal/Collection	1,986	1,919	1,762	2,222	2,222	2,034	2,034
Stormwater	3,115	3,223	2,534	3,064	3,064	3,909	3,909
Telephone	23,092	23,471	18,361	25,000	25,000	25,000	25,000

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
Cellular Telephone	30,792	32,976	24,559	33,500	33,500	33,500	33,500
Utilities	147,771	146,699	124,240	156,467	156,467	155,561	183,138
Equipment Repair & Maintenan	16,239	20,639	19,906	23,600	23,600	23,850	23,850
Communications Equip. Repairs	0	0	0	1,000	1,000	1,000	0
Facilities Charges	147,465	146,373	94,499	146,121	146,121	163,947	163,947
CEA Equipment Rental	685,618	768,410	590,104	825,299	825,299	802,074	802,074
Repair & Maintenance	849,322	935,422	704,509	996,020	996,020	990,871	989,871
Machinery & Equipment	0	17,100	0	0	0	0	0
Capital Expenditures	0	17,100	0	0	0	0	0
TOTAL EXPENSES	13,947,912	14,507,870	10,514,296	14,804,519	14,894,124	15,476,980	15,092,949

CITY OF APPLETON 2010 BUDGET
POLICE DEPARTMENT

NOTES

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**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

NOTES

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**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Unit 2250

PROGRAM MISSION

This program accounts for the receipt of various law enforcement and public safety grants and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategy # 4: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community".

Objectives:

Implement the TraCS (Traffic and Criminal Software) Program administered by the Wisconsin Department of Transportation. The importation of data from the Transaction Information for Management (TIME) system (system that provides access to warrants, driving history, criminal background, property searches, etc.) will streamline the process when documents are downloaded.

Major program changes:

There are no grants currently planned for 2010.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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	2007	2008	Adopted 2009	Amended 2009	2010	
	Program Revenues	\$ -	\$ 52,078	\$ -	\$ 25,000	\$ -	N/A
	Program Expenses	\$ -	\$ 88,821	\$ -	\$ 25,000	\$ -	N/A
Expenses Comprised Of:							
	Personnel	-	13,000	-	23,025	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	75,821	-	1,975	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Unit 2250

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4210 Federal Grants	\$ -	\$ 6,179	\$ -	\$ -	\$ -
4224 State Grants	-	37,999	-	25,000	-
5921 Transfer In - General Fund	-	7,900	-	-	-
Total Revenue	<u>\$ -</u>	<u>\$ 52,078</u>	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ -</u>
Expenses					
6105 Overtime	\$ -	\$ 13,000	\$ -	\$ 23,025	\$ -
6201 Training & Conferences	-	-	-	-	-
6327 Miscellaneous Equipment	-	75,821	-	1,975	-
6599 Other Contracts/Obligations	-	-	-	-	-
6803 Buildings	-	-	-	-	-
Total Expense	<u>\$ -</u>	<u>\$ 88,821</u>	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 BUDGET
POLICE GRANTS**

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

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	44,178	-	61,743 *	-
Interest Income	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	<u>-</u>	<u>44,178</u>	<u>-</u>	<u>61,743</u>	<u>-</u>
Expenses					
Program Costs	-	88,821	-	25,000	-
Total Expenses	<u>-</u>	<u>88,821</u>	<u>-</u>	<u>25,000</u>	<u>-</u>
Revenues over (under) Expenses	-	(44,643)	-	36,743	-
Other Financing Sources (Uses)					
Operating Transfers In	-	7,900	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>7,900</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	-	(36,743)	-	36,743	-
Fund Balance - Beginning	-	-	(36,743)	(36,743)	-
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ (36,743)</u>	<u>\$ (36,743)</u>	<u>\$ -</u>	<u>\$ -</u>

* In accordance with Governmental Accounting Standards Board (GASB) regulation, revenue received 60 days or more after year end must be recognized in the subsequent year regardless of when the matching expenditure was incurred. Therefore, \$36,743 of the revenue recorded in 2009 is actually reimbursement for expenditures incurred and recorded in 2008.

CITY OF APPLETON 2010 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	Amount	Page
Personal protective equipment (Fire)	67,500	Projects, Pg. 685
Portable radios (Police)	307,500	Projects, Pg. 689
Total	<u>\$ 375,000</u>	

Major program changes:

The budget for this capital projects fund fluctuates depending on the capital projects which are needed in any given year, their number, and their scale.

PERFORMANCE INDICATORS

Actual 2007 Actual 2008 Target 2009 Projected 2009 Target 2010

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 *
		2007	2008	Adopted 2009	Amended 2009	2010	
Unit	Title						
	Program Revenues	\$ 75,586	\$ 27,056	\$ 20,000	\$ 20,000	\$ 2,972	-85.14%
	Program Expenses	\$ 682,470	\$ 1,335,314	\$ 347,500	\$ 765,680	\$ 375,000	7.91%
Expenses Comprised Of:							
	Personnel	44,912	-	-	-	-	N/A
	Administrative Expense	-	1,220,331	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	555,914	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	81,644	114,983	347,500	765,680	375,000	7.91%

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

**CITY OF APPLETON 2010 BUDGET
CAPITAL PROJECTS FUNDS**

Public Safety

Business Unit 4210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4710 Interest on Investments	\$ 75,586	\$ 27,056	\$ 20,000	\$ 20,000	\$ 2,972
5910 Proceeds of Long-term Debt	1,200,269	429,801	327,500	327,500	242,500
Total Revenue	<u>\$ 1,275,855</u>	<u>\$ 456,857</u>	<u>\$ 347,500</u>	<u>\$ 347,500</u>	<u>\$ 245,472</u>
Expenses					
6101 Regular Salaries	\$ 33,575	\$ -	\$ -	\$ -	\$ -
6150 Fringes	11,338	-	-	-	-
6406 Architect Fees	555,914	-	-	-	-
6803 Buildings	60,293	-	-	-	-
6804 Equipment	21,350	114,983	347,500	765,680	375,000
7914 Transfer Out - Capital Proj.	-	1,220,331	-	-	-
Total Expense	<u>\$ 682,470</u>	<u>\$ 1,335,314</u>	<u>\$ 347,500</u>	<u>\$ 765,680</u>	<u>\$ 375,000</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Equipment</u>	
Fire personal protective equipment	\$ 67,500
Police portable radios	307,500
	<u>\$ 375,000</u>

**CITY OF APPLETON 2010 BUDGET
PUBLIC SAFETY**

Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Interest Income	\$ 75,586	\$ 27,056	\$ 20,000	\$ 5,000	\$ 2,972
Other	-	-	-	-	-
Total Revenues	<u>75,586</u>	<u>27,056</u>	<u>20,000</u>	<u>5,000</u>	<u>2,972</u>
Expenses					
Program Costs	682,470	114,983	347,500	458,180	375,000
Total Expenses	<u>682,470</u>	<u>114,983</u>	<u>347,500</u>	<u>458,180</u>	<u>375,000</u>
Revenues over (under) Expenses	(606,884)	(87,927)	(327,500)	(453,180)	(372,028)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	1,200,269	429,801	327,500	40,000	242,500
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	(1,220,331)	-	-	-
Total Other Financing Sources (Uses)	<u>1,200,269</u>	<u>(790,530)</u>	<u>327,500</u>	<u>40,000</u>	<u>242,500</u>
Net Change in Equity	593,385	(878,457)	-	(413,180)	(129,528)
Fund Balance - Beginning	<u>827,780</u>	<u>1,421,165</u>	<u>542,708</u>	<u>542,708</u>	<u>129,528</u>
Fund Balance - Ending	<u>\$ 1,421,165</u>	<u>\$ 542,708</u>	<u>\$ 542,708</u>	<u>\$ 129,528</u>	<u>\$ -</u>

CITY OF APPLETON 2010 BUDGET

FIRE DEPARTMENT

Fire Chief: Len R. Vander Wyst

Deputy Chief: Eugene R. Reece, Jr.

CITY OF APPLETON 2010 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 2009 EVENTS

The Fire Department had a number of significant fires thus far in 2009 including a fire at a dental office resulting in a total loss and a fire at the Valley Funeral Home which is currently under reconstruction. The department continues with staffing adjustments as it relates to the closing of the College Avenue Bridge and responding to the southeast portion of the City.

The department has had a number of retirements and resignations in key positions, including the Fire Chief, the Deputy Chief of Prevention and Logistics, two Lieutenants, and the Fire Department Mechanic. The Police and Fire Commission appointed Police Chief David Walsh as the interim administrative Fire Chief prior to appointing Len Vander Wyst as Fire Chief. The position of Deputy Chief of Prevention and Logistics has been eliminated. In April, the department conducted recruit training for three recently hired firefighters. In May, they were assigned to the Operations Division to fill vacant firefighter positions.

As a result of the resignation of the Fire Department mechanic in the Technical Services Division, CEA has assigned a mechanic to the Fire Department and has taken over the repair of the department's motorized fleet and small engines. The department is currently working on alternatives for fire equipment maintenance, which will be conducted either in house by current fire department employees or will be outsourced to approved repair technicians.

The department has taken delivery of a front line Pierce Impel pumper for emergency response for Fire District # 4. The Northeast Wisconsin Regional Hazardous Materials Team also took delivery of a Pierce Encore rescue vehicle and a research/laboratory trailer.

The department identified the need to purchase extrication equipment in the 2009 Capital Improvement budget. This equipment will address changes in technology related to new materials used in vehicles. It is anticipated that this equipment would be placed in service during the third quarter of the year.

The Resource Development Division has conducted required company officer, driver/engineer and firefighter training. Included in this training were topics covering firefighter safety, fire scene operations, high-rise operations, roadway safety, emergency medical training, building construction/lightweight truss, and officer situational scenarios. In addition, the department has participated in mandatory City policy and procedure training. Staff members continue to work with property owners on the availability of potential vacant buildings for scenario and live fire training opportunities.

The department participated in a career fair at the University of Wisconsin – Fox Valley. We interacted with hundreds of eighth grade students from throughout the Fox Valley about the potential of a career in the fire service. Staff members continue to foster relationships with our diverse community. The department co-sponsored three fire explorer camps with UW-Oshkosh to expose young men and women to the fire service including a basic, advanced, and girls only camp.

The Fire Prevention Division completed the modification to chapter six of the municipal code. The modified fire code was intended to strengthen safety and prevention messages through engineering, education, and enforcement. The department continues to work through the implementation of these modifications. The department works to enhance firefighter safety by addressing lightweight construction concepts.

The Department collaborated with Outagamie County and surrounding fire departments on the continued implementation of the records management system. In July, the department implemented the Premise Module which will allow us to track fire inspections for the department as well as establish the groundwork for the pre-plan program used during emergency responses.

The department coordinated the update of the City's Emergency Operations and Continuity of Operations Plans. In addition, the department coordinated training in the National Incident Management System for City employees.

CITY OF APPLETON 2010 BUDGET FIRE DEPARTMENT

MAJOR 2010 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. The department continues to be challenged by shrinking resources and increasing diversity of customer needs.

In 2010, the department will strive to meet the following City 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
- 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
- Continue the implementation of the records management system as provided by Outagamie County
- Implement the strategic initiatives identified in the department strategic plan
- Maintain and enhance existing regional relationships

Please note for the 2010 Budget: Since none of the union contracts were settled when the 2009 Budget was prepared, no cost of living increases were included in the department budgets. An estimate of these increases were budgeted in a separate wage reserve fund. For the 2010 Budget, since the majority of union contracts have been settled, cost of living increases have been included in the department budgets. Therefore, in comparing 2009 budgeted salary costs to 2010 costs, the difference essentially represents two years of increases (2009 and 2010).

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 310,540	\$ 315,540	\$ 236,700	\$ 253,249	\$ 244,350	3.23%
Program Expenses							
18010	Administration	623,826	644,680	655,406	655,406	557,705	-14.91%
18021	Fire Suppression	7,148,063	7,584,135	7,376,940	7,407,782	7,932,706	7.53%
18022	Special Operations	90,537	81,909	131,024	131,024	136,982	4.55%
18023	Resource Devel.	189,152	245,873	241,090	241,090	259,645	7.70%
18031	Public Education	152,700	137,461	184,093	184,093	153,693	-16.51%
18032	Fire Prevention	666,810	541,665	677,614	677,614	725,981	7.14%
18033	Technical Services	532,268	529,414	545,047	545,047	438,650	-19.52%
TOTAL		\$ 9,403,356	\$ 9,765,137	\$ 9,811,214	\$ 9,842,056	\$ 10,205,362	4.02%
Expenses Comprised Of:							
Personnel		8,564,651	8,922,638	8,973,768	8,990,317	9,278,382	3.39%
Administrative Expense		60,556	43,168	61,420	61,420	59,546	-3.05%
Supplies & Materials		194,140	158,197	145,505	159,798	123,955	-14.81%
Purchased Services		35,882	30,781	38,650	38,650	41,650	7.76%
Utilities		132,896	146,685	149,538	149,538	148,004	-1.03%
Repair & Maintenance		397,831	463,668	442,333	442,333	553,825	25.21%
Capital Expenditures		17,400	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		101.00	101.00	101.00	101.00	98.50	

* % change from prior year adopted budget

CITY OF APPLETON 2010 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
- Continue to implement the records management system for improved reporting capabilities.

Major Program Changes:

The decrease in salaries and fringe benefit costs is due to the elimination of the funding for a Deputy Fire Chief in 2010.

The budget also reflects the transfer of vehicle maintenance and small engine repair responsibilities to the Central Equipment Agency (CEA). CEA will now bill Fire for vehicle maintenance costs. This transfer of maintenance is reflected in the increase in the CEA costs for this program.

The aberration in the percentage of dollars lost between inspected and non-inspected properties for 2009 indicated below is due to two significant fires in inspected properties during the year. The fires at the two locations, one at a dental office and another at a funeral home, made up the majority of our fire losses for the year. Typically, the majority of fire losses occur in residential homes (non-inspected).

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Staff and schedule to provide consistent emergency response within the community.					
Avg first-in response time (minutes)	4.2	4.3	4.0	4.4	4.0
Strategic Outcomes					
Lives and property protected					
Fires per 1,000 residents	1.9	2.0	0.0	1.6	0.0
% of \$ loss in:					
inspected vs.	15%	24%	25%	90%	25%
non-inspected	85%	76%	75%	10%	75%
Work Process Outputs					
Enhance internal communications					
# of employee, department, union-management meetings	46	51	50	100	50
Enhance regional relationships					
# of meetings and activities with regional partners	40	63	25	25	25

**CITY OF APPLETON 2010 BUDGET
FIRE DEPARTMENT**

Administration

Business Unit 18010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4226 Fire Insurance Dues	\$ 143,091	\$ 140,676	\$ 140,000	\$ 140,000	\$ 143,500
4801 Charges for Serv. - Nontax	174	2,799	-	-	-
5011 Misc Revenue - Tax	14	-	-	-	-
5020 Donations & Memorials	86	500	-	-	-
5085 Cash Short or Over	-	1	-	-	-
Total Revenue	\$ 143,365	\$ 143,976	\$ 140,000	\$ 140,000	\$ 143,500
Expenses					
6101 Regular Salaries	\$ 315,656	\$ 325,542	\$ 324,454	\$ 324,454	\$ 249,101
6105 Overtime	113	1,444	525	525	558
6150 Fringes	121,526	137,090	139,797	139,797	113,473
6201 Training\Conferences	3,611	1,414	5,500	5,500	5,000
6204 Tuition Fees	1,500	-	-	-	-
6301 Office Supplies	4,577	4,634	4,500	4,500	5,000
6302 Subscriptions	250	71	300	300	300
6303 Memberships & Licenses	950	545	700	700	700
6304 Postage\Freight	25	10	200	200	200
6305 Awards & Recognition	798	989	1,000	1,000	1,000
6307 Food & Provisions	1,074	993	1,000	1,000	1,000
6315 Books & Library Materials	130	142	400	400	400
6316 Miscellaneous Supplies	576	454	500	500	500
6320 Printing & Reproduction	7,727	7,185	7,500	7,500	7,500
6321 Clothing	23	-	-	-	-
6327 Miscellaneous Equipment	19,028	8,931	9,000	9,000	9,000
6404 Consulting Services	2,772	-	2,500	2,500	2,500
6407 Collection Services	1,496	1,677	1,500	1,500	1,750
6408 Contractor Fees	1,103	648	1,000	1,000	1,000
6412 Advertising	2,060	-	-	-	-
6413 Utilities	132,896	146,685	149,538	149,538	148,004
6425 CEA Equip. Rental	5,630	6,226	5,492	5,492	10,719
6430 Health Services	305	-	-	-	-
Total Expense	\$ 623,826	\$ 644,680	\$ 655,406	\$ 655,406	\$ 557,705

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 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 need" 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, 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 Program Changes:

The department has received notification of an increase in the cost of NFPA physicals and other health services from our provider increasing the costs in that area.
The budget also reflects the transfer of vehicle maintenance responsibilities to the Central Equipment Agency (CEA). CEA will now bill Fire for vehicle maintenance costs. This transfer of maintenance is reflected in the increase in the CEA costs for this program.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Qualified, quick response to request for services					
Response to emergency calls for service within four minutes	72%	67%	90%	70%	90%
Strategic Outcomes					
Enhance community safety					
Fire loss	\$ 953,803	\$ 1,580,469	\$ 500,000	\$ 1,600,000	\$ 500,000
# of fire-related deaths	1	0	0	0	0
Work Process Outputs					
Calls responded to					
# of emergency calls	2,739	2,991	2,725	2,725	2,725
# of non-emergency calls	307	535	300	480	300
Reduction in lost time work-related injuries					
# of lost time days	21	10	0	0	0

**CITY OF APPLETON 2010 BUDGET
FIRE DEPARTMENT**

Fire Suppression

Business Unit 18021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ 58,237	\$ 25,301	\$ -	\$ 16,549	\$ -
4230 Misc. Local Aids	-	26,068	-	-	-
4801 Charges for Serv. - Nontax	3,000	5,000	3,000	3,000	3,000
4802 Charges for Serv. - Tax	-	20	-	-	-
Total Revenue	\$ 61,237	\$ 56,389	\$ 3,000	\$ 19,549	\$ 3,000
Expenses					
6101 Regular Salaries	\$ 4,727,586	\$ 4,961,687	\$ 4,908,591	\$ 4,908,591	\$ 5,178,470
6104 Call Time	2,868	3,874	-	-	-
6105 Overtime	246,145	248,169	59,108	72,985	60,570
6150 Fringes	1,883,457	2,121,803	2,119,896	2,122,568	2,300,891
6201 Training\Conferences	20,569	11,459	16,325	16,325	16,325
6204 Tuition Fees	2,729	1,126	2,000	2,000	2,000
6306 Building Maint./Janitorial	2,477	2,791	3,300	3,300	3,300
6316 Miscellaneous Supplies	2,558	1,087	2,500	2,500	2,500
6321 Clothing	23,516	20,699	20,000	31,793	20,000
6324 Medical\Lab Supplies	1,849	544	1,500	1,500	1,500
6327 Misc. Equipment	34,758	-	-	2,500	-
6425 CEA Equip. Rental	180,699	191,847	220,970	220,970	320,150
6430 Health Services	18,852	19,049	22,750	22,750	27,000
Total Expense	\$ 7,148,063	\$ 7,584,135	\$ 7,376,940	\$ 7,407,782	\$ 7,932,706

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Training/Conferences

First responder recertification	\$ 4,100
Advanced driver training	2,000
Officer and command staff training	5,000
Fire department instructor's training	3,000
General firefighting training	2,225
	<u>\$ 16,325</u>

Clothing

Protective clothing (turnout repair, boots, helmets, gloves)	\$ 16,500 *
Dress uniforms and intern clothing	2,000
Badges, hardware, etc.	1,500
	<u>\$ 20,000</u>

Health Services

NFPA-compliant physicals	\$ 22,500
Duty evaluations	4,500
	<u>\$ 27,000</u>

* The \$16,500 represents the cost to repair old sets of protective gear, and purchase replacement gloves, helmets, and boots. Included in the Public Safety Capital Projects fund is a request to replace approximately half of the protective gear in the department. However, the funds requested in this budget are still necessary to repair the existing gear (coats and pants) as well as purchase gloves, helmets and boots.

**CITY OF APPLETON 2010 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

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 Program Changes:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Provisions of appropriate hazardous materials response service					
% of satisfactory post-incident critiques	100%	100%	100%	100%	100%
Strategic Outcomes					
Lives and property protected					
# of civilian injuries	0	0	0	0	0
Work Process Outputs					
Educational programs delivered					
# of outreach programs delivered	4	10	10	10	10
# of assists given	7	5	10	8	10
# of specialty training hours	6,026	5,871	3,800	4,000	3,800
Program funding					
# of grant applications completed	3	5	2	2	2
# of grants received	3	3	2	2	2

**CITY OF APPLETON 2010 BUDGET
FIRE DEPARTMENT**

Special Operations

Business Unit 18022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ 18,662	\$ 29,495	\$ 20,000	\$ 20,000	\$ 20,000
4230 Miscellaneous Local Aids	7,500	7,500	7,500	7,500	7,500
4807 Incineration Fees	18,662	20,448	18,750	18,750	20,000
Total Revenue	<u>\$ 44,824</u>	<u>\$ 57,443</u>	<u>\$ 46,250</u>	<u>\$ 46,250</u>	<u>\$ 47,500</u>
Expenses					
6101 Regular Salaries	\$ 48,991	\$ 35,281	\$ 64,434	\$ 64,434	\$ 67,906
6104 Call Time	56	-	-	-	-
6105 Overtime	2,792	1,474	5,137	5,137	5,416
6150 Fringes	20,163	14,842	28,953	28,953	31,160
6327 Miscellaneous Equipment	12,911	24,123	25,000	25,000	25,000
6407 Collection Services	5,624	6,189	7,500	7,500	7,500
Total Expense	<u>\$ 90,537</u>	<u>\$ 81,909</u>	<u>\$ 131,024</u>	<u>\$ 131,024</u>	<u>\$ 136,982</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment

Authorized Equipment (protective clothing, monitoring equipment, research equipment, etc.) through the:

Outagamie County Grant	\$ 12,500
Calumet County Grant	12,500
	<u>\$ 25,000</u>

**CITY OF APPLETON 2010 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 training for all personnel on assessing fire conditions through smoke development and color change
- Provide advanced driver training
- Provide initial tactical decision-making training
- Provide updated training to address hybrid vehicles

Major Program Changes:

The budget reflects the transfer of vehicle maintenance responsibilities to the Central Equipment Agency (CEA). CEA will now bill Fire for vehicle maintenance costs. This transfer of maintenance is reflected in the increase in the CEA costs for this program.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Trained personnel that meet requirements					
% of employees					
Firefighter:	100%	100%	100%	100%	100%
trained as required					
Driver:	100%	100%	100%	100%	100%
by classification					
Officer:	100%	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety					
% of fires contained to room/area of origin					
in residential structures	70%	70%	90%	90%	90%
Work Process Outputs					
Educational programs delivered					
Average # of hours of training					
per employee	167	142	130	150	130

**CITY OF APPLETON 2010 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 124,551	\$ 153,806	\$ 154,453	\$ 154,453	\$ 164,831
6105 Overtime	3,293	15,055	6,670	6,670	7,122
6150 Fringes	46,343	62,839	63,046	63,046	68,486
6201 Training\Conferences	3,194	1,393	4,000	4,000	4,000
6204 Tuition Fees	967	-	-	-	-
6309 Shop Supplies & Tools	89	-	-	-	-
6315 Books & Library Materials	2,052	1,026	2,000	2,000	1,500
6316 Miscellaneous Supplies	1,610	1,475	2,000	2,000	2,250
6321 Clothing	89	-	-	-	-
6323 Safety Supplies	-	667	500	500	750
6327 Miscellaneous Equipment	2,402	6,444	5,200	5,200	5,200
6425 CEA Equip. Rental	4,562	3,168	3,221	3,221	5,506
Total Expense	<u>\$ 189,152</u>	<u>\$ 245,873</u>	<u>\$ 241,090</u>	<u>\$ 241,090</u>	<u>\$ 259,645</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 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 Program Changes:

The 2010 Budget proposes the sharing of a public education position between the Fire and Police Departments. This cooperative effort will allow the elimination of a similar position in the Police Department saving approximately \$76,000 annually. It is felt that due to the similar nature of the duties performed by these positions, by re-prioritizing and reallocating certain duties, this change can be accommodated by both departments. As a result, the personnel costs of the Education Specialist position (previously recorded 100% in this budget) have been allocated 50% to this budget and 50% to the Police Department.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Educational programs that meet citizen's needs					
Percent of customers surveyed who are satisfied or very satisfied with Fire Department services	100%	96%	100%	100%	100%
Percent of customers surveyed who are satisfied or very satisfied with child passenger safety services	100%	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety					
Number of participants in educational programs	14,108	17,367	15,000	12,000	15,000
Number of special events	39	49	45	40	45
Work Process Outputs					
Juvenile Firesetter Program					
% of children referred to program who complete the program.	New measure	96%	100%	100%	100%

**CITY OF APPLETON 2010 BUDGET
FIRE DEPARTMENT**

Public Education

Business Unit 18031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5020 Donations & Memorials	\$ 1,082	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 1,082</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 96,850	\$ 86,215	\$ 115,599	\$ 115,599	\$ 95,457
6105 Overtime	3,484	1,357	4,381	4,381	4,661
6150 Fringes	41,564	39,100	54,263	54,263	44,500
6201 Training\Conferences	1,023	271	1,550	1,550	775
6301 Office Supplies	4	441	-	-	-
6302 Subscriptions	-	38	125	125	125
6303 Memberships & Licenses	-	40	170	170	170
6315 Books & Library Materials	140	483	185	185	185
6316 Miscellaneous Supplies	1,521	730	320	320	320
6320 Outside Printing	874	740	500	500	500
6323 Safety Supplies	5,571	6,895	6,000	6,000	6,000
6412 Advertising/Publication	1,669	1,151	1,000	1,000	1,000
Total Expense	<u>\$ 152,700</u>	<u>\$ 137,461</u>	<u>\$ 184,093</u>	<u>\$ 184,093</u>	<u>\$ 153,693</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 BUDGET

FIRE DEPARTMENT

Fire Prevention

Business Unit 18032

PROGRAM MISSION

For the preservation of lives and property of 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
- Continue implementation of Premise (inspections) module of records management system

Major Program Changes:

The decrease in state aids is due to the elimination of the reimbursement of costs associated with the inspections of above ground storage tanks. Due to budget cuts at the State level, these reimbursements are being eliminated. We will still perform the inspections as part of our routine fire inspections, but we no longer will be receiving reimbursement.

The budget reflects the transfer of vehicle maintenance responsibilities to the Central Equipment Agency (CEA). CEA will now bill Fire for vehicle maintenance costs. This transfer of maintenance is reflected in the increase in the CEA costs for this program.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Enhanced community safety					
% of citizens surveyed receiving fire department services that indicate satisfied or very satisfied	100%	98%	100%	100%	100%
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded					
\$ amount of losses for year	\$ 953,803	\$ 1,580,469	\$ 500,000	\$ 1,600,000	\$ 500,000
Losses as % of assets protected	0.022%	0.035%	0.012%	0.034%	0.012%
Citizens with safer City environment					
% of schools meeting evacuation requirements	88%	73%	100%	83%	100%
Work Process Outputs					
Permit and license applications processed					
# of permits processed	816	754	700	700	700
# of licenses processed	202	231	200	200	250
% processed within 7 work days	100%	92%	100%	100%	100%
Fire detection and suppression plan review					
# of plans processed	226	216	130	130	130

**CITY OF APPLETON 2010 BUDGET
FIRE DEPARTMENT**

Fire Prevention

Business Unit 18032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ 8,072	\$ 8,706	\$ 8,000	\$ 8,000	\$ 4,800
4412 Tent Permits	1,395	1,135	1,000	1,000	1,250
4413 Burning Permits	27,880	25,455	23,000	23,000	25,000
4414 Firework Permits	300	900	200	200	100
4415 Tank Installation Permits	-	60	100	100	100
4416 Tank Removal Permits	180	880	100	100	250
4417 Storage of Flammable Liquids	400	400	100	100	100
4418 Plan Review Permit	220	1,015	100	100	750
4805 Fire Extinguisher Training	358	805	350	350	500
4806 False Alarm Fees	7,940	10,400	7,500	7,500	10,000
4908 Misc. Intergov. Charges	9,043	7,976	7,000	7,000	7,500
Total Revenue	\$ 55,788	\$ 57,732	\$ 47,450	\$ 47,450	\$ 50,350
Expenses					
6101 Regular Salaries	\$ 430,514	\$ 350,649	\$ 443,140	\$ 443,140	\$ 466,795
6104 Call Time	5,464	1,611	-	-	-
6105 Overtime	30,535	19,044	17,761	17,761	18,721
6150 Fringes	179,779	152,830	196,700	196,700	210,810
6201 Training\Conferences	7,658	2,128	3,350	3,350	3,350
6301 Office Supplies	193	21	-	-	-
6302 Subscriptions	698	716	700	700	725
6303 Memberships & Licenses	454	425	500	500	475
6315 Books & Library Materials	1,183	120	300	300	300
6316 Miscellaneous Supplies	69	113	200	200	200
6320 Printing & Reproduction	573	566	900	900	900
6327 Miscellaneous Equipment	100	1,679	950	950	950
6425 CEA Equip. Rental	9,590	11,763	13,113	13,113	22,755
Total Expense	\$ 666,810	\$ 541,665	\$ 677,614	\$ 677,614	\$ 725,981

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 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:

- Working cooperatively with the City's Central Equipment Agency (CEA) when applicable, we will:
- Provide and track all preventive, scheduled, and emergency maintenance on all firefighting equipment to meet applicable standards
- Research, purchase, inventory, and distribute equipment needed by the department
- Enhance and maintain the asset management system
- Develop a quality assurance program for equipment and vehicles
- Maintain emergency vehicle technician certification

Major Program Changes:

As a result of the resignation of the Fire Department Mechanic in the Technical Services Division, the Fire Department worked with several City departments to identify alternatives for more efficient and effective fire vehicle and equipment maintenance without sacrificing the quality of service provided. This program budget reflects the transfer of in-house vehicle maintenance to the Central Equipment Agency (CEA), resulting in the reduction of one full-time equivalent (FTE) protected staff position. Several line items have been reduced as a result of the transfer of vehicle maintenance including salaries, fringe benefits, memberships, shop tools, fuel, vehicle parts, inspection fees, and vehicle repairs. However, some funds remain for maintaining specialty firefighting equipment within this program.

The department has experienced a 7% increase in Facilities Charges in 2010 as a result of the allocation of costs to maintain six fire stations.

As discussed above, the budget reflects the transfer of vehicle maintenance responsibilities to the Central Equipment Agency (CEA). CEA will now bill Fire for vehicle maintenance costs. This transfer of maintenance is reflected in the increase in the CEA costs for this program.

Beginning in 2010, the Parks and Recreation Department will assume snow removal responsibilities at Fire Station #1. These duties were previously contracted out by the Facilities Maintenance Department. Since the Park and Recreation Department feel they can assume these responsibilities without adding to their budget, this cooperative effort will save the City money in contractor fees.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Vehicles and equipment that meet customer needs					
% of vehicles passing annual service test the first time	73%	80%	100%	100%	100%
Strategic Outcomes					
Amount of down time on equipment and vehicles					
% of in-service vs. out-of-service	98.5%	98.2%	100%	98%	100%
Work Process Outputs					
Fleet records database management					
Average maint. cost by vehicle type:					
Large vehicles	\$ 6,495	\$ 6,981	\$ 5,000	\$ 6,362	\$ 5,000
Small vehicles	\$ 1,009	\$ 1,116	\$ 1,250	\$ 1,250	\$ 1,250

**CITY OF APPLETON 2010 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5020 Donations & Memorials	\$ 4,244	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 4,244</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 153,126	\$ 126,798	\$ 181,394	\$ 181,394	\$ 127,160
6104 Call Time	139	-	-	-	-
6105 Overtime	10,289	6,115	3,161	3,161	3,260
6150 Fringes	64,364	56,014	82,305	82,305	59,034
6201 Training\Conferences	188	269	1,000	1,000	1,000
6303 Memberships & Licenses	75	-	200	200	-
6306 Building Maint./Janitorial	12,541	13,392	15,000	15,000	14,101
6308 Landscape Supplies	344	108	500	500	500
6309 Shop Supplies & Tools	2,366	2,573	2,000	2,000	1,750
6310 Chemicals	1,750	1,518	2,250	2,250	2,250
6311 Paint & Supplies	-	-	-	-	-
6316 Miscellaneous Supplies	988	1,187	1,750	1,750	1,750
6322 Gas Purchases	1,548	1,152	1,800	1,800	-
6325 Construction Materials	135	126	750	750	750
6326 Vehicle & Equipment Parts	26,771	35,100	26,000	26,000	6,500
6327 Miscellaneous Equipment	40,892	32,331	25,000	25,000	25,000
6409 Inspection Fees	2,003	2,067	2,400	2,400	900
6417 Vehicle Repairs & Maint	11,433	32,121	27,600	27,600	9,500
6418 Equip Repairs & Maint	4,065	9,496	8,500	8,500	8,500
6419 Communication Eq. Repairs	12,731	5,528	9,000	9,000	9,000
6420 Facilities charges	164,842	199,077	149,348	149,348	160,602
6425 CEA Equip. Rental	4,278	4,442	5,089	5,089	7,093
6804 Equipment	17,400	-	-	-	-
Total Expense	<u>\$ 532,268</u>	<u>\$ 529,414</u>	<u>\$ 545,047</u>	<u>\$ 545,047</u>	<u>\$ 438,650</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Building Maintenance/Janitorial</u>		<u>Miscellaneous Equipment</u>	
Station cleaning supplies	\$ 5,101	Preemption equipment	\$ 5,000
Vehicle wash supplies	2,500	Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	15,500
Cleaning equipment	1,500	Miscellaneous station equipment	4,500
Paper products	2,500		
Textiles contract	2,500		
	<u>\$ 14,101</u>		<u>\$ 25,000</u>

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Intergovernmental Revenues	235,561	237,747	158,418	175,500	192,049	175,800-	175,800
Permits	30,375	29,845	33,110	24,600	24,600	27,550-	27,550
Charges for Services	30,134	39,452	28,778	29,600	29,600	33,500-	33,500
Intergov. Charges for Service	9,043	7,976	4,280	7,000	7,000	7,500-	7,500
Other Revenues	5,426	521	1,012	0	0	0	0
TOTAL REVENUES	310,539	315,541	225,598	236,700	253,249	244,350-	244,350
EXPENSES BY LINE ITEM							
Regular Salaries	5,746,239	5,867,613	4,871,246	6,192,065	6,192,065	6,458,931	6,349,720
Call Time	8,527	5,485	3,873	0	0	0	0
Overtime	296,652	292,658	249,508	96,743	110,620	100,308	100,308
Other Compensation	59,052	64,335	28,864	0	0	0	0
Sick Pay	8,413	11,884	16,583	0	0	0	0
Vacation Pay	88,571	96,146	100,362	0	0	0	0
Fringes	2,357,197	2,584,517	2,180,601	2,684,960	2,687,632	2,875,197	2,828,354
Salaries & Fringe Benefits	8,564,651	8,922,638	7,451,037	8,973,768	8,990,317	9,434,436	9,278,382
Training & Conferences	31,243	16,935	17,120	31,725	31,725	31,225	30,450
Tuition Fees	5,197	1,126	1,200	2,000	2,000	2,000	2,000
Employee Recruitment	0	0	5,054	0	0	0	0
Office Supplies	4,775	5,096	3,621	4,500	4,500	5,000	5,000
Subscriptions	948	824	855	1,125	1,125	1,150	1,150
Memberships & Licenses	1,479	1,010	1,248	1,570	1,570	1,345	1,345
Postage & Freight	25	11	125	200	200	200	200
Awards & Recognition	798	989	744	1,000	1,000	1,000	1,000
Building Maintenance/Janitor.	15,018	16,184	11,900	18,300	18,300	18,300	17,401
Food & Provisions	1,074	993	662	1,000	1,000	1,000	1,000
Administrative Expense	60,557	43,168	42,529	61,420	61,420	61,220	59,546
Landscape Supplies	344	108	219	500	500	500	500
Shop Supplies & Tools	2,455	2,573	865	2,000	2,000	1,750	1,750
Chemicals	1,750	1,517	2,246	2,250	2,250	2,250	2,250
Books & Library Materials	3,505	1,771	1,528	2,885	2,885	2,385	2,385
Miscellaneous Supplies	7,322	5,047	3,709	7,270	7,270	7,520	7,520
Printing & Reproduction	9,174	8,491	6,208	8,900	8,900	8,900	8,900
Clothing	23,626	20,699	23,517	20,000	31,793	20,000	20,000
Gas Purchases	1,548	1,152	633	1,800	1,800	0	0
Safety Supplies	5,571	7,562	6,136	6,500	6,500	6,750	6,750
Medical & Lab Supplies	1,849	544	2,121	1,500	1,500	1,500	1,500
Construction Materials	135	126	332	750	750	750	750
Vehicle & Equipment Parts	26,771	35,100	3,877	26,000	26,000	6,500	6,500
Miscellaneous Equipment	110,090	73,508	41,031	65,150	67,650	65,150	65,150
Supplies & Materials	194,140	158,198	84,668	145,505	159,798	123,955	123,955
Consulting Services	2,772	0	1,460	2,500	2,500	2,500	2,500
Collection Services	7,119	7,866	6,534	9,000	9,000	9,250	9,250
Contractor Fees	1,103	648	0	1,000	1,000	1,000	1,000
Inspection Fees	2,003	2,067	0	2,400	2,400	900	900
Advertising	3,729	1,151	1,234	1,000	1,000	1,000	1,000
Health Services	19,157	19,049	9,393	22,750	22,750	27,000	27,000
Purchased Services	35,883	30,781	18,621	38,650	38,650	41,650	41,650
Electric	57,602	60,030	50,584	63,384	63,384	66,680	62,080
Gas	44,502	54,418	39,823	56,234	56,234	56,234	53,034
Water	7,362	8,840	6,107	8,120	8,120	8,785	8,785
Waste Disposal/Collection	2,475	2,512	1,879	2,500	2,500	2,675	2,675
Stormwater	8,275	7,733	6,157	7,500	7,500	9,380	9,380
Telephone	7,348	7,256	6,208	7,000	7,000	7,250	7,250
Cellular Telephone	5,332	5,896	3,610	4,800	4,800	4,800	4,800
Utilities	132,896	146,685	114,368	149,538	149,538	155,804	148,004
Vehicle Repair & Maintenance	11,433	32,121	23,819	27,600	27,600	9,500	9,500

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
Equipment Repair & Maintenance	4,065	9,496	2,146	8,500	8,500	8,500	8,500
Communications Equip. Repairs	12,731	5,528	2,312	9,000	9,000	9,000	9,000
Facilities Charges	164,842	199,077	114,093	149,348	149,348	160,602	160,602
CEA Equipment Rental	204,760	217,446	235,223	247,885	247,885	366,223	366,223
Repair & Maintenance	397,831	463,668	377,593	442,333	442,333	553,825	553,825
Machinery & Equipment	17,400	0	0	0	0	0	0
Capital Expenditures	17,400	0	0	0	0	0	0
TOTAL EXPENSES	9,403,358	9,765,138	8,088,816	9,811,214	9,842,056	10,370,890	10,205,362

CITY OF APPLETON 2010 BUDGET SPECIAL REVENUE FUNDS

Hazardous Materials, Level "A"

Business Unit 2090

PROGRAM MISSION

In order to protect people and the environment, we will provide certain "Level A" 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 and Oshkosh provide haz-mat services under a contract with the State of Wisconsin. The Hazardous Materials Level A team will strive to meet the provisions of the state contract by: providing service to the contract area; continuing outreach programs with agencies in the response region; providing equipment as recommended by the State, and providing an adequate number of trained, medically monitored, competent and supervised personnel.

Major program changes:

Due to budget reductions at the State level, the Regional Hazardous Materials Network saw an overall one percent reduction in funding. The Wisconsin Department of Health and Family Services, which is the state agency responsible for planning and responding to support radiological and/or nuclear incidents, is pursuing contracts with two regional hazardous materials teams to provide radiological field survey team services. We are one of those teams. This contract will provide us with additional equipment for detecting and monitoring radiological energy, as well as additional funding for personnel training related to radiological response.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</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	0	0	0	0	0
# of outreach programs delivered	3	9	10	10	10
# of sub-grant applications completed	0	4	2	4	2
# of sub-grants received	0	2	2	4	2

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	
Program Revenues		\$ 116,898	\$ 301,361	\$ 97,601	\$ 97,601	\$ 90,114	-7.67%
Program Expenses		\$ 119,997	\$ 187,569	\$ 85,601	\$ 85,601	\$ 82,114	-4.07%
Expenses Comprised Of:							
	Personnel	-	35,505	8,800	8,800	8,800	0.00%
	Administrative Expense	6,909	4,174	31,601	31,601	31,614	0.04%
	Supplies & Materials	53,240	13,028	25,200	25,200	21,700	-13.89%
	Purchased Services	5,704	4,507	10,500	10,500	10,500	0.00%
	Utilities	1,985	2,614	2,500	2,500	2,500	0.00%
	Repair & Maintenance	3,369	4,008	7,000	7,000	7,000	0.00%
	Capital Expenditures	48,790	123,733	-	-	-	N/A

**CITY OF APPLETON 2010 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Level "A"

Business Unit 2090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4210 Federal Grants	\$ -	\$ 32,673	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	84,101	238,329	85,601	85,601	82,114
4710 Interest on Investments	28,297	18,157	12,000	12,000	8,000
5004 Sale of City Property	4,500	12,202	-	-	-
Total Revenue	\$ 116,898	\$ 301,361	\$ 97,601	\$ 97,601	\$ 90,114
Expenses					
6101 Regular Salaries	\$ -	\$ 29,792	\$ 8,800	\$ 8,800	\$ 29,120
6150 Fringes	-	5,712	-	-	5,080
6201 Training/Conferences	6,852	4,164	31,400	31,400	6,000
6301 Office Supplies	33	-	51	51	64
6307 Food & Provisions	24	10	150	150	150
6309 Shop Supplies & Tools	5,412	5,757	500	500	1,500
6310 Chemicals	647	1,488	1,000	1,000	1,000
6315 Books & Library Materials	394	35	1,000	1,000	500
6316 Miscellaneous Supplies	6,061	451	1,000	1,000	1,500
6320 Printing & Reproduction	162	-	-	-	-
6321 Clothing	5,818	3,403	2,000	2,000	1,500
6322 Gas Purchases	13	18	500	500	500
6324 Medical/Lab Supplies	-	-	500	500	-
6327 Miscellaneous Equipment	34,733	1,877	18,700	18,700	16,700
6404 Consulting Services	3,350	270	4,000	4,000	4,000
6413 Utilities	1,985	2,615	2,500	2,500	2,500
6417 Vehicle Repairs & Maint	354	888	1,500	1,500	1,500
6418 Equip Repairs & Maint	306	410	2,500	2,500	1,000
6425 CEA Equip. Rental	2,709	2,709	3,000	3,000	3,000
6430 Health Services	2,354	4,237	6,500	6,500	6,500
6804 Equipment	48,790	123,733	-	-	-
Total Expense	\$ 119,997	\$ 187,569	\$ 85,601	\$ 85,601	\$ 82,114

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment	
Plugging and patching equipment	\$ 5,000
Decontamination equipment	5,000
Communication equipment	1,700
Meter and detection	5,000
	<u>\$ 16,700</u>

CITY OF APPLETON 2010 BUDGET

HAZARDOUS MATERIAL LEVEL A

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

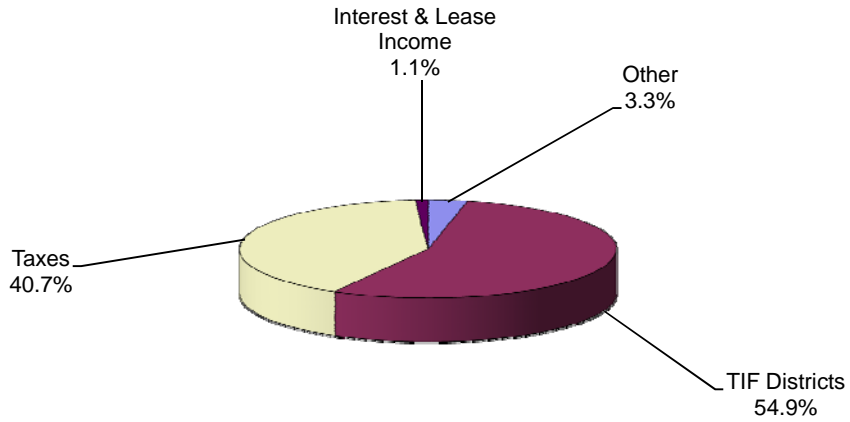
	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	84,101	271,002	85,601	85,601	82,114
Interest Income	28,297	18,157	12,000	4,000	8,000
Charges for Services	-	-	-	-	-
Other	4,500	12,202	-	-	-
Total Revenues	<u>116,898</u>	<u>301,361</u>	<u>97,601</u>	<u>89,601</u>	<u>90,114</u>
Expenses					
Program Costs	119,997	187,569	85,601	85,601	82,114
Administrative Expenses	-	-	-	-	-
Total Expenses	<u>119,997</u>	<u>187,569</u>	<u>85,601</u>	<u>85,601</u>	<u>82,114</u>
Revenues over (under) Expenses	(3,099)	113,792	12,000	4,000	8,000
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Proceeds of Capital Lease	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	(3,099)	113,792	12,000	4,000	8,000
Fund Balance - Beginning	375,749	372,650	486,442	486,442	490,442
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 372,650</u>	<u>\$ 486,442</u>	<u>\$ 498,442</u>	<u>\$ 490,442</u>	<u>\$ 498,442</u>

CITY OF APPLETON 2010 BUDGET 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.

Funding Sources for 2010 Debt Service

\$8,685,008



General Obligation Rating:

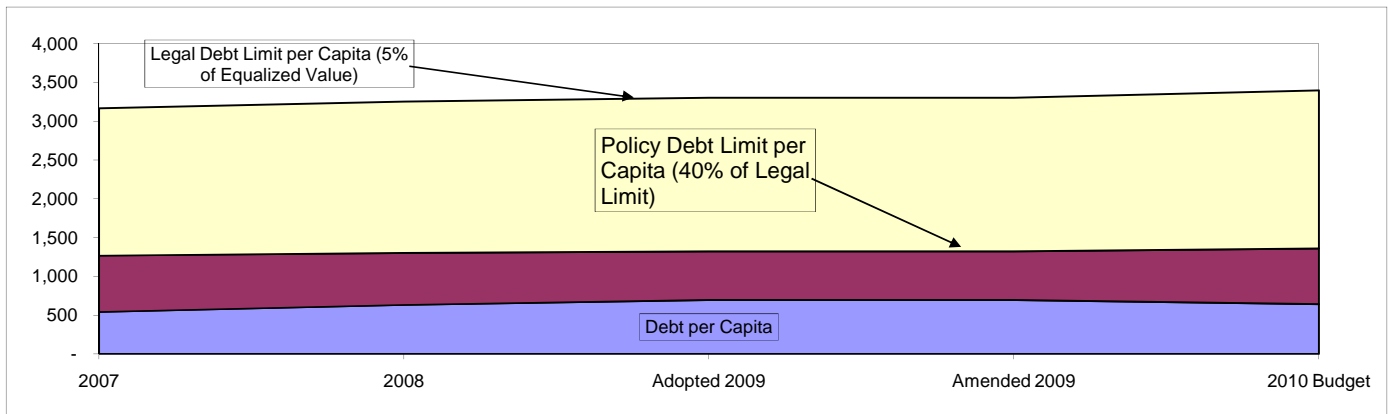
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**CITY OF APPLETON 2010 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

Revenues	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Taxes	\$ 2,953,457	\$ 3,303,443	\$ 3,240,038	\$ 3,240,038	\$ 3,533,999
Other	93,858	93,390	107,887	169,015	107,475
Interest Income	3,000	655	11,000	11,000	1,000
Total Revenues	3,050,315	3,397,488	3,358,925	3,420,053	3,642,474
Expenditures					
Debt Service:					
Principal	7,121,471	5,944,027	6,585,955	6,585,955	6,763,003
Interest and Fees	1,880,600	1,780,004	1,722,111	2,034,604	1,922,005
Total Expenditures	9,002,071	7,724,031	8,308,066	8,620,559	8,685,008
Excess Revenues (Expenditures)	(5,951,756)	(4,326,543)	(4,949,141)	(5,200,506)	(5,042,534)
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	24,325	(35,411)	90,000	57,086	60,000
Operating Transfers In	5,934,138	4,314,935	4,819,141	5,128,857	4,982,534
Total Other Financing Sources	5,958,463	4,279,524	4,909,141	5,185,943	5,042,534
Net Change in Fund Balance	6,707	(47,019)	(40,000)	(14,563)	-
Fund Balance, Beginning	54,875	61,582	14,563	14,563	-
Fund Balance - Ending	\$ 61,582	\$ 14,563	\$ (25,437)	\$ -	\$ -

DEBT LIMIT ANALYSIS *

Equalized value	4,575,642,000	4,711,007,500	4,789,062,900	4,789,062,900	4,932,734,800
Legal Debt Limit	228,782,100	235,550,375	239,453,145	239,453,145	246,636,740
Outstanding Debt	39,037,242	45,662,445	50,422,567	50,422,567	46,466,518
Population	72,158	72,297	72,400	72,400	72,500
Debt per capita					
Legal Limit	3,171	3,258	3,307	3,307	3,402
Policy Limit	1,268	1,303	1,323	1,323	1,361
Actual	541	632	696	696	641



* Please see page 599 for a combined illustration of G.O. debt and revenue bond debt.

CITY OF APPLETON 2010 BUDGET
DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
1998A Refunding Bonds	\$ 475,000	\$ 88,735	\$ 563,735
2001 State Trust Fund	470,000	56,932	526,932
2001A G.O. Notes	550,000	37,565	587,565
2001B G.O. Notes	650,000	82,500	732,500
2002A G.O. Notes	100,000	64,440	164,440
2002 State Trust Fund	131,976	69,248	201,224
2002B G.O. Notes	185,000	95,270	280,270
2003A G.O. Notes	100,000	32,400	132,400
2003 State Trust Fund	161,027	118,662	279,689
2005 Refunding G.O. Notes	1,170,000	49,838	1,219,838
2005B G.O. Notes	770,000	178,725	948,725
2006A G.O. Notes	530,000	163,658	693,658
2007A G.O. Notes	360,000	184,875	544,875
2008A G.O. Notes	335,000	124,463	459,463
2008B G.O. Notes	-	335,282	335,282
2009A G.O. Notes	775,000	179,412	954,412
Debt Issuance Cost	-	60,000	60,000
Total Debt Service Obligation	\$ 6,763,003	\$ 1,922,005	\$ 8,685,008

DEBT SERVICE FUNDING SOURCES

Operating Transfers:

Capital Project Funds:

Tax Incremental District #2	\$ 77,000
Tax Incremental District #3	1,765,348
Tax Incremental District #5	100,775
Tax Incremental District #6	2,819,911
Tax Incremental District #7	1,762
Tax Incremental District #8	1,235
Industrial Park	216,503

Revenue:

Taxes	3,533,999
Interest Income	1,000
Lease Revenue	94,100
CEA	13,375
Fund Balance	-

Borrowing:

Proceeds of General Obligation Notes	60,000
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Total Funding Sources **\$ 8,685,008**

CITY OF APPLETON 2010 BUDGET
DEBT SERVICE OBLIGATION

Year	1998A G.O. Refunding Bonds		
	Obligation		Funding Source
	Principal	Interest	TIF #3
2010	\$ 475,000	\$ 88,735	\$ 563,735
2011	535,000	65,743	600,743
2012	530,000	40,850	570,850
2013	595,000	14,131	609,131
2014	-	-	-
2015	-	-	-
2016	-	-	-
2017	-	-	-
2018	-	-	-
2019	-	-	-
2020	-	-	-
	<u>\$2,135,000</u>	<u>\$ 209,459</u>	<u>\$ 2,344,459</u>

Year	2001 State Trust Fund Loan				
	Obligation		Funding Sources		
	Principal	Interest	TIF #2	TIF #3	TIF #6
2010	\$ 470,000	\$ 56,932	\$ 77,000	\$ 9,038	\$ 440,894
2011	668,639	33,432	73,500	189,802	438,769
2012	-	-	-	-	-
2013	-	-	-	-	-
2014	-	-	-	-	-
2015	-	-	-	-	-
2016	-	-	-	-	-
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
2020	-	-	-	-	-
	<u>\$1,138,639</u>	<u>\$ 90,364</u>	<u>\$ 150,500</u>	<u>\$ 198,840</u>	<u>\$ 879,663</u>

CITY OF APPLETON 2010 BUDGET
DEBT SERVICE OBLIGATION

2001A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	Ind. Park	TIF #6
2010	\$ 550,000	\$ 37,565	\$ 160,045	\$ 427,520
2011	585,000	12,870	158,410	439,460
2012	-	-	-	-
2013	-	-	-	-
2014	-	-	-	-
2015	-	-	-	-
2016	-	-	-	-
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
2020	-	-	-	-
	<u>\$1,135,000</u>	<u>\$ 50,435</u>	<u>\$ 318,455</u>	<u>\$ 866,980</u>

2001B G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	TIF #3	TIF #5
2010	\$ 650,000	\$ 82,500	\$ 676,200	\$ 56,300
2011	1,050,000	31,500	999,100	82,400
2012	-	-	-	-
2013	-	-	-	-
2014	-	-	-	-
2015	-	-	-	-
2016	-	-	-	-
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
2020	-	-	-	-
	<u>\$1,700,000</u>	<u>\$ 114,000</u>	<u>\$1,675,300</u>	<u>\$ 138,700</u>

CITY OF APPLETON 2010 BUDGET
DEBT SERVICE OBLIGATION

Year	2002A G.O. Notes		
	Obligation		Funding Source
	Principal	Interest	TIF #6
2010	\$ 100,000	\$ 64,440	\$ 164,440
2011	700,000	48,440	748,440
2012	840,000	17,220	857,220
2013	-	-	-
2014	-	-	-
2015	-	-	-
2016	-	-	-
2017	-	-	-
2018	-	-	-
2019	-	-	-
	<u>\$1,640,000</u>	<u>\$ 130,100</u>	<u>\$ 1,770,100</u>

Year	2002 State Trust Fund Loan		
	Obligation		Funding Source
	Principal	Interest	TIF #6
2010	\$ 131,976	\$ 69,248	\$ 201,224
2011	138,574	62,649	201,223
2012	145,350	55,873	201,223
2013	152,771	48,453	201,224
2014	160,409	40,814	201,223
2015	168,430	32,794	201,224
2016	176,784	24,439	201,223
2017	185,690	15,533	201,223
2018	90,413	6,248	96,661
2019	34,556	1,728	36,284
	<u>\$1,384,953</u>	<u>\$ 357,779</u>	<u>\$ 1,742,732</u>

CITY OF APPLETON 2010 BUDGET
DEBT SERVICE OBLIGATION

2002B G.O. Notes

Year	Obligation		Funding Sources		
	Principal	Interest	Ind. Park	TIF #3	TIF #5
2010	\$ 185,000	\$ 95,270	\$ 56,458	\$ 186,162	\$ 37,650
2011	130,000	86,728	-	180,713	36,015
2012	1,445,000	41,544	-	1,393,956	92,588
2013	-	-	-	-	-
2014	-	-	-	-	-
2015	-	-	-	-	-
2016	-	-	-	-	-
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
2020	-	-	-	-	-
	<u>\$1,760,000</u>	<u>\$ 223,542</u>	<u>\$ 56,458</u>	<u>\$1,760,831</u>	<u>\$ 166,253</u>

2003 State Trust Fund Loan

Year	Obligation		Funding Sources	
	Principal	Interest	TIF #3	TIF #6
2010	\$ 161,027	\$ 118,662	\$ 77,000	\$ 202,689
2011	177,079	110,611	85,000	202,690
2012	193,243	102,035	92,524	202,754
2013	210,095	92,095	99,500	202,690
2014	227,100	81,590	106,000	202,690
2015	244,454	70,235	112,000	202,689
2016	262,066	58,171	117,523	202,714
2017	290,281	44,909	132,500	202,690
2018	308,795	30,395	136,500	202,690
2019	170,287	14,955	-	185,242
2020	128,815	6,458	-	135,273
	<u>\$2,373,242</u>	<u>\$ 730,116</u>	<u>\$ 958,547</u>	<u>\$2,144,811</u>

CITY OF APPLETON 2010 BUDGET
DEBT SERVICE OBLIGATION

Year	2003A G.O. Notes		
	Obligation		Funding Source
	Principal	Interest	TIF #6
2010	\$ 100,000	\$ 32,400	\$ 132,400
2011	100,000	29,075	129,075
2012	280,000	22,475	302,475
2013	475,000	8,787	483,787
2014	-	-	-
2015	-	-	-
2016	-	-	-
2017	-	-	-
2018	-	-	-
2019	-	-	-
2020	-	-	-
	<u>\$ 955,000</u>	<u>\$ 92,737</u>	<u>\$ 1,047,737</u>

Year	2005 G.O. Refunding Bonds			
	Obligation		Funding Sources	
	Principal	Interest	TIF #3	TIF #6
2010	\$1,170,000	\$ 49,838	\$ 253,213	\$ 966,625
2011	250,000	24,675	274,675	-
2012	245,000	15,394	260,394	-
2013	270,000	5,400	275,400	-
2014	-	-	-	-
2015	-	-	-	-
2016	-	-	-	-
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
2020	-	-	-	-
	<u>\$1,935,000</u>	<u>\$ 95,307</u>	<u>\$ 1,063,682</u>	<u>\$ 966,625</u>

CITY OF APPLETON 2010 BUDGET
DEBT SERVICE OBLIGATION

2005B G.O. Notes

Year	Obligation		Funding Sources		
	Principal	Interest	TIF #5	TIF #6	Taxes & Int.
2010	\$ 770,000	\$ 178,725	\$ 5,075	\$ 72,750	\$ 870,900
2011	800,000	151,250	5,075	352,763	593,413
2012	830,000	122,725	29,638	342,788	580,300
2013	865,000	90,900	33,600	332,100	590,200
2014	900,000	55,600	37,300	516,700	401,600
2015	940,000	18,800	40,800	561,000	357,000
2016	-	-	-	-	-
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
2020	-	-	-	-	-
	<u>\$5,105,000</u>	<u>\$ 618,000</u>	<u>\$ 151,488</u>	<u>\$2,178,100</u>	<u>\$ 3,393,413</u>

2006A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	TIF #6	Taxes & Int.
2010	\$ 530,000	\$ 163,658	\$ 80,183	\$ 613,475
2011	550,000	141,383	80,183	611,200
2012	575,000	118,179	80,182	612,997
2013	600,000	93,945	550,282	143,663
2014	625,000	68,679	535,379	158,300
2015	655,000	42,279	515,373	181,906
2016	685,000	14,385	495,185	204,200
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
2020	-	-	-	-
	<u>\$4,220,000</u>	<u>\$ 642,508</u>	<u>\$2,336,767</u>	<u>\$2,525,741</u>

CITY OF APPLETON 2010 BUDGET
DEBT SERVICE OBLIGATION

2007A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	TIF #6	Taxes & Int.
2010	\$ 360,000	\$ 184,875	\$ 48,875	\$ 496,000
2011	375,000	169,256	48,875	495,381
2012	395,000	152,894	48,875	499,019
2013	410,000	135,788	48,875	496,913
2014	700,000	112,200	313,138	499,062
2015	730,000	81,812	311,450	500,362
2016	765,000	50,044	314,231	500,813
2017	795,000	16,894	311,481	500,413
2018	-	-	-	-
2019	-	-	-	-
2020	-	-	-	-
	<u>\$4,530,000</u>	<u>\$ 903,763</u>	<u>\$1,445,800</u>	<u>\$ 3,987,963</u>

2008A G.O. Notes						
Year	Obligation		Funding Sources			
	Principal	Interest	TIF # 5	TIF # 6	CEA	Taxes & Int.
2010	\$ 335,000	\$ 124,463	\$ 1,750	\$ 44,163	\$ 13,375	\$ 400,175
2011	350,000	114,186	1,750	44,163	13,075	405,198
2012	365,000	103,007	1,750	44,163	12,762	409,332
2013	380,000	90,900	1,750	44,163	12,438	412,549
2014	395,000	77,812	1,750	44,162	12,100	414,800
2015	435,000	63,288	50,875	44,162	11,750	391,501
2016	450,000	47,238	-	215,881	11,388	269,969
2017	475,000	29,300	-	488,400	15,900	-
2018	495,000	9,900	-	489,600	15,300	-
2019	-	-	-	-	-	-
2020	-	-	-	-	-	-
	<u>\$3,680,000</u>	<u>\$ 660,094</u>	<u>\$ 59,625</u>	<u>\$ 1,458,857</u>	<u>\$118,088</u>	<u>\$ 2,703,524</u>

CITY OF APPLETON 2010 BUDGET
DEBT SERVICE OBLIGATION

Year	2008B G.O. Notes		
	Obligation		Funding Source
	Principal	Interest	Taxes & Int.
2010	\$ -	\$ 335,282	\$ 335,282
2011	255,000	330,500	585,500
2012	270,000	320,656	590,656
2013	280,000	310,343	590,343
2014	295,000	299,193	594,193
2015	305,000	287,193	592,193
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>\$7,325,000</u>	<u>\$3,982,653</u>	<u>\$11,307,653</u>

Year	2009A G.O. Notes						
	Obligation		Funding Sources				
	Principal	Interest	TIF # 6	TIF # 7	TIF # 8	Ice Center*	Taxes & Int.
2010	\$ 775,000	\$ 179,412	\$ 38,148	\$ 1,762	\$ 1,235	\$ 94,100	\$ 819,167
2011	365,000	139,706	33,012	1,525	1,069	92,842	376,258
2012	375,000	130,456	33,013	1,525	1,069	94,767	375,082
2013	390,000	120,894	33,012	1,525	1,069	94,800	380,488
2014	400,000	110,019	33,013	1,525	1,069	93,092	381,320
2015	415,000	97,794	33,012	1,525	1,069	94,567	382,621
2016	435,000	85,044	33,013	1,525	1,069	94,150	390,287
2017	825,000	66,144	377,762	16,300	10,918	91,992	394,172
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
2020	-	-	-	-	-	-	-
	<u>\$5,735,000</u>	<u>\$ 984,322</u>	<u>\$ 1,371,804</u>	<u>\$ 63,375</u>	<u>\$ 44,419</u>	<u>\$811,660</u>	<u>\$ 4,428,064</u>

* A balloon payment of \$810,000 due from the Appleton Ice Center on the 1998B G.O. Notes was due in 2008 but has been refinanced. The repayment schedule extends to 2018 and repayments will be used to defray the levy portions of other general obligation notes.

CITY OF APPLETON 2010 BUDGET

DEBT SERVICE OBLIGATION

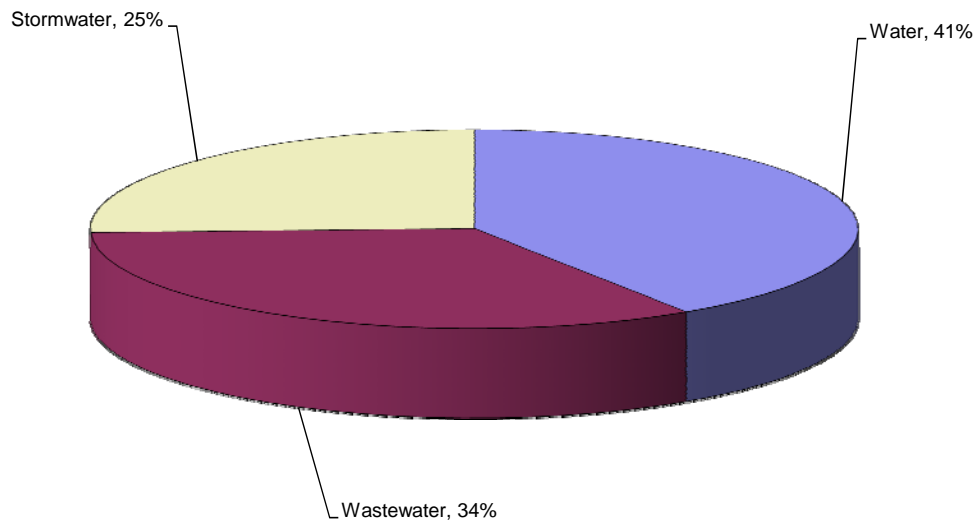
	Principal	Interest	Total	Less Revenues	Less Interest Income & Fund Balance	Tax Supported Debt
2010	\$ 6,763,003	\$ 1,862,005	\$ 8,625,008	\$ 5,090,009	\$ 1,000	\$ 3,533,999
2011	7,029,292	1,552,004	8,581,296	5,514,347	1,000	3,065,950
2012	6,488,593	1,243,308	7,731,901	4,664,515	1,000	3,066,386
2013	4,627,866	1,011,636	5,639,502	3,025,346	1,000	2,613,156
2014	3,702,509	845,907	4,548,416	2,099,141	1,000	2,448,275
2015	3,892,884	694,195	4,587,079	2,181,496	1,000	2,404,583
2016	3,098,850	553,712	3,652,562	1,687,902	1,000	1,963,660
2017	2,910,971	433,243	3,344,214	1,849,166	1,000	1,494,048
2018	2,109,208	332,661	2,441,869	1,410,607	1,000	1,030,262
2019	1,474,843	259,492	1,734,335	632,854	1,000	1,100,481
2020	523,815	217,958	741,773	135,273	1,000	605,500
2021	420,000	192,900	612,900	-	1,000	611,900
2022	450,000	172,500	622,500	-	1,000	621,500
2023	475,000	150,531	625,531	-	1,000	624,531
2024	500,000	126,750	626,750	-	1,000	625,750
2025	525,000	101,125	626,125	-	1,000	625,125
2026	555,000	74,126	629,126	-	1,000	628,126
2027	585,000	45,626	630,626	-	1,000	629,626
2028	620,000	15,500	635,500	-	1,000	634,500
	<u>\$46,751,834</u>	<u>\$ 9,885,179</u>	<u>\$56,637,013</u>	<u>\$28,290,656</u>	<u>\$ 19,000</u>	<u>\$28,327,358</u>

CITY OF APPLETON 2010 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.

2010 UTILITIES EXPENDITURES

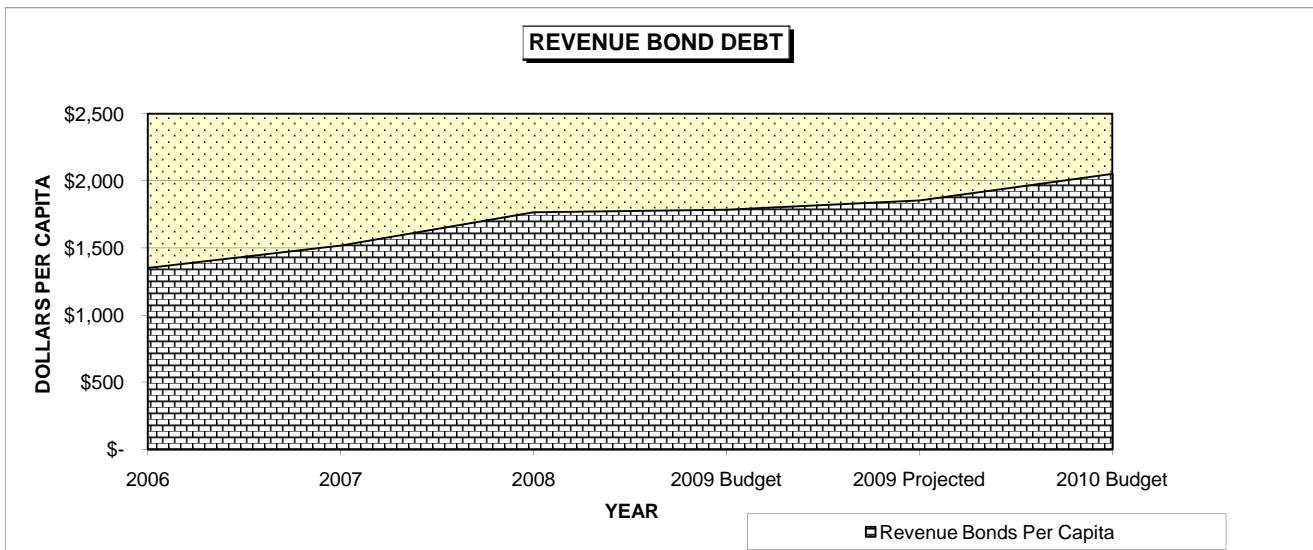
\$58,374,021



CITY OF APPLETON 2010 BUDGET UTILITIES

Revenue Bond Debt Summary

	2006	2007	2008	2009 Budget	2009 Projected	2010 Budget
Revenue Bonds Outstanding	\$ 97,422,923	\$ 109,669,989	\$ 127,713,993	\$ 129,265,092	\$ 134,383,990	\$ 148,919,003
Population	72,004	72,158	72,297	72,400	72,400	72,500
Revenue Bonds Per Capita	\$ 1,353	\$ 1,520	\$ 1,767	\$ 1,785	\$ 1,856	\$ 2,054



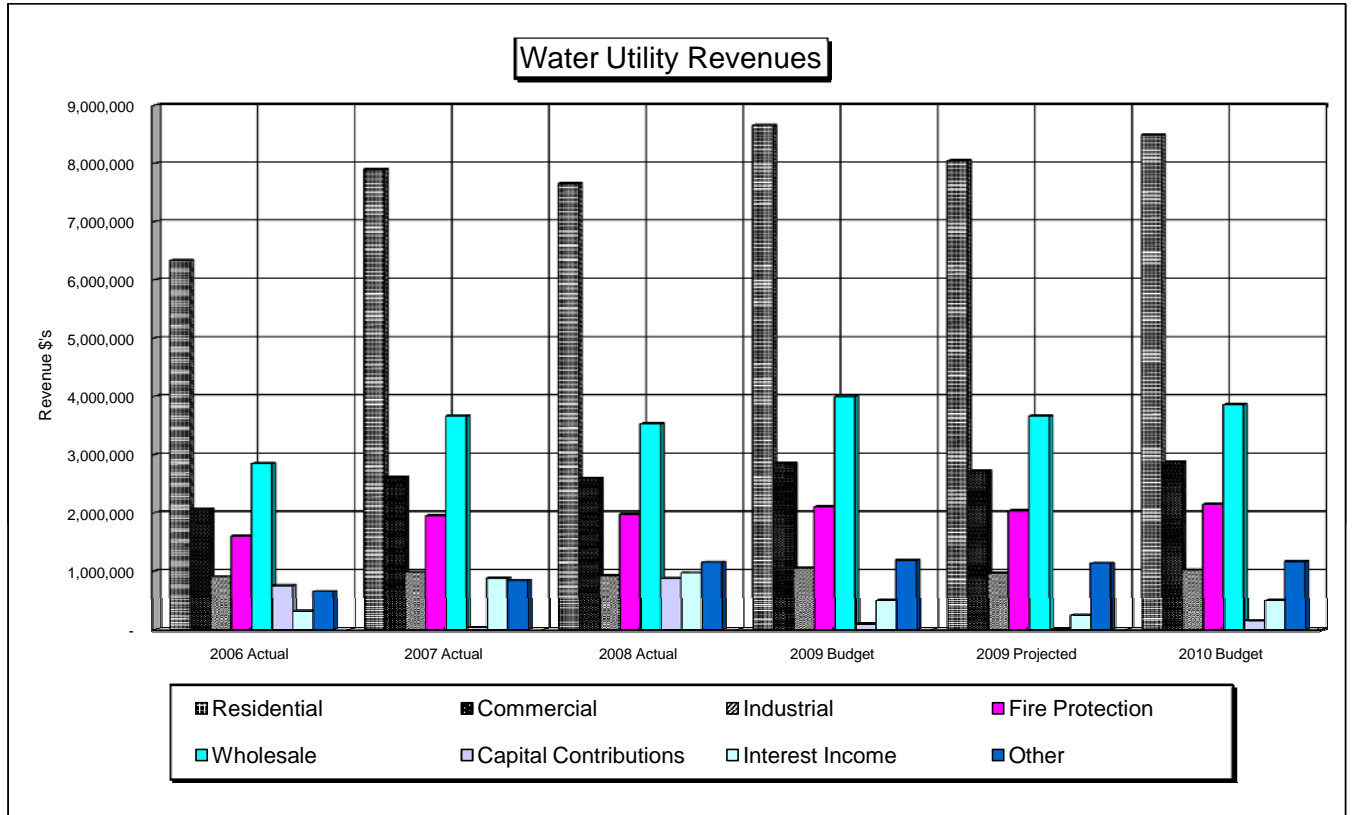
Revenue Bond Ratings:

Water	Aa3
Wastewater	Aa3
Stormwater	Aa3

**CITY OF APPLETON 2010 BUDGET
UTILITY REVENUES**

WATER UTILITY

Sources of Revenue	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget	% Change
Residential Water Service	\$ 6,335,906	\$ 7,899,945	\$ 7,652,293	\$ 8,654,900	\$ 8,045,675	\$ 8,490,000	5.52%
Commercial Water Service	2,064,959	2,612,972	2,589,029	2,848,220	2,715,060	2,865,000	5.52%
Industrial Water Service	904,049	975,368	917,854	1,052,580	964,723	1,018,000	5.52%
Municipal Water Service	284,594	364,027	354,464	397,500	374,328	395,000	5.52%
Fire Protection	1,597,717	1,946,471	1,971,409	2,104,524	2,030,562	2,142,700	5.52%
Wholesale Water Service	2,843,578	3,660,325	3,524,425	3,994,080	3,657,418	3,859,400	5.52%
Other	363,113	473,588	793,945	787,279	757,278	768,944	1.54%
Interest Income	317,105	875,460	967,606	500,000	250,000	500,000	100.00%
Contributed Capital	748,983	35,442	865,631	100,877	-	152,492	N/A
Total Water Utility	\$ 15,460,004	\$ 18,843,598	\$ 19,636,656	\$ 20,439,960	\$ 18,795,044	\$ 20,191,536	7.43%

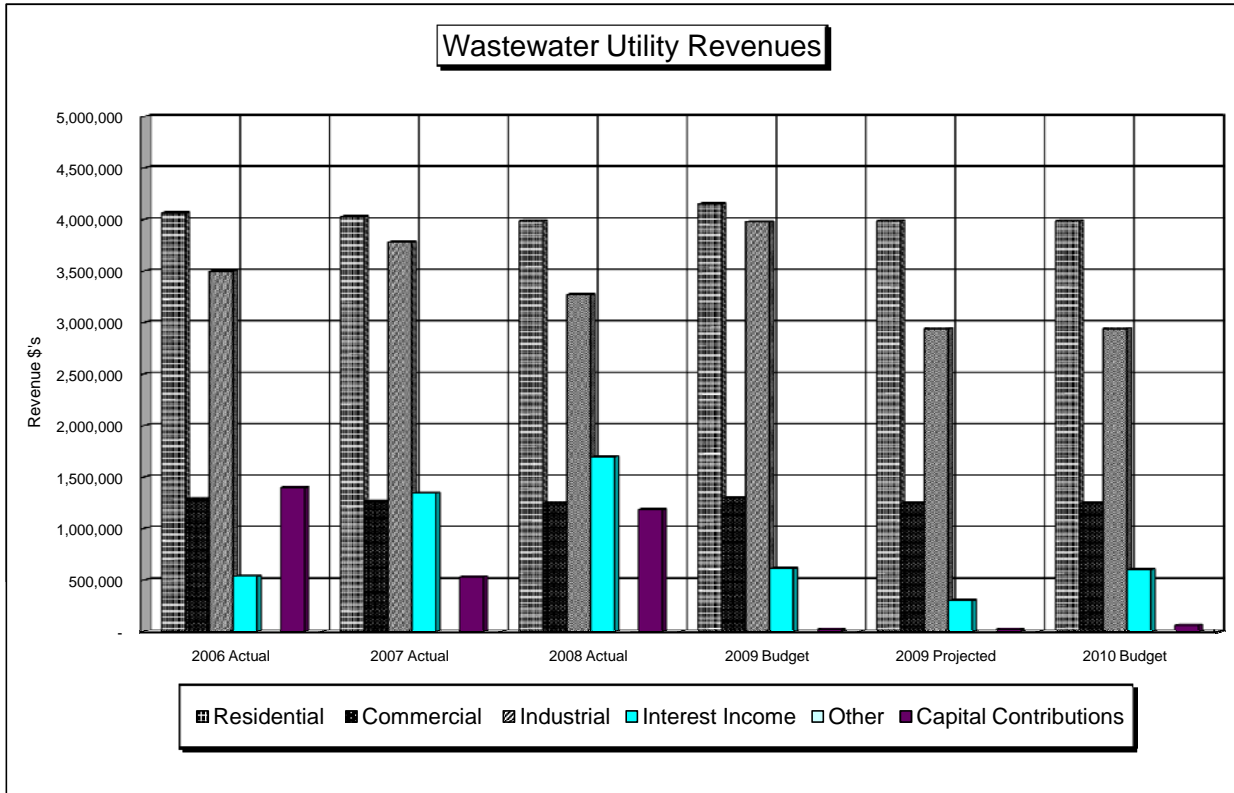


Residential water sales makes up the largest portion of Water Utility revenues, more than commercial, industrial, municipal, and wholesale sales combined. Fire protection revenues include charges for private, public, Grand Chute, and Waverly Sanitary District fire protection. Interest income is earnings on available working cash and required reserve accounts invested in various short- and longer-term investments. Industrial water sales have remained largely unchanged except for the effects of the rate increase that went into effect in 2007. Increases in interest income in 2007 and 2008 result from the investment of funds borrowed for construction of new water mains and plant capacity improvements 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 6% rate increase was implemented on January 1, 2009. The Water Utility is again in the process of completing a water rate study at the end of 2009 that will continue into 2010. A rate increase of at least 6% is expected, due to continued capital construction at the Water Treatment Plant and collection system infrastructure coupled with increased cost of operations.

**CITY OF APPLETON 2010 BUDGET
UTILITY REVENUES**

WASTEWATER UTILITY

Sources of Revenue	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget	% Change
Residential Sewer Service	\$ 4,063,140	\$ 4,025,073	\$ 3,984,845	\$ 4,150,900	\$ 3,985,000	\$ 3,985,000	0.00%
Commercial Sewer Service	1,288,317	1,262,705	1,249,083	1,292,650	1,248,000	1,248,000	0.00%
Industrial Sewer Service	3,497,140	3,778,979	3,270,220	3,975,800	2,940,000	2,940,000	0.00%
Municipal Sewer Service	179,826	178,248	170,308	182,310	168,000	168,000	0.00%
Interest Income	534,639	1,342,821	1,694,051	610,000	300,000	600,000	100.00%
Other	670,912	849,135	645,065	606,319	575,819	610,626	6.04%
Capital Contributions	1,396,644	529,547	1,184,454	20,371	20,371	58,487	187.11%
Total Wastewater Utility	\$ 11,630,618	\$ 11,966,508	\$ 12,198,026	\$ 10,838,350	\$ 9,237,190	\$ 9,610,113	4.04%

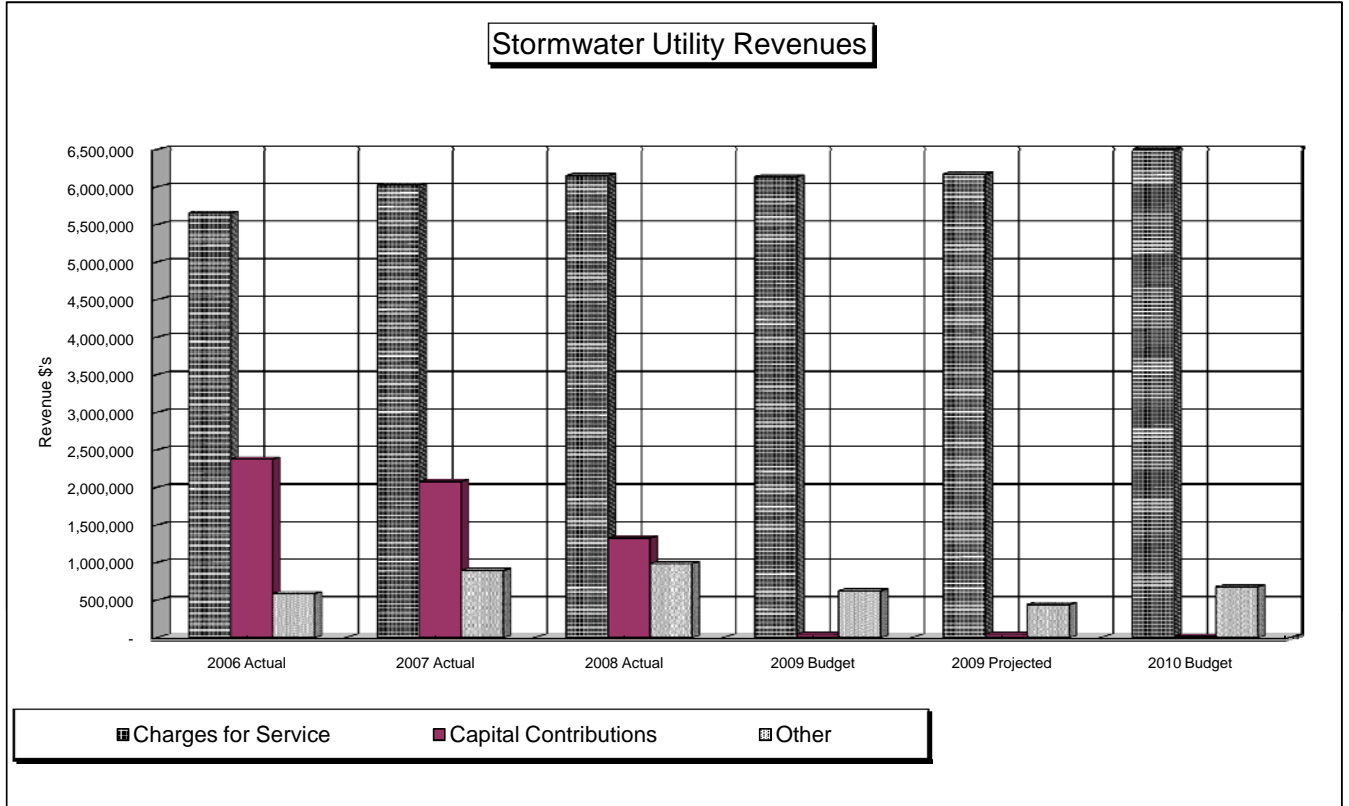


Charges for services include charges for wastewater treatment for various categories of customers - residential, commercial, industrial, and municipal - as well as charges for special services such as industrial pre-treatment. There has been a decrease in projected 2009 revenue from some of the Quantity/Quality customers due to current economic conditions. In addition the Water Utility lime disposals to the Wastewater Treatment Plant has also decreased from previous years. Increases in interest income in 2007 and 2008 result from the investment of funds borrowed for construction of new sanitary sewer mains pending their expenditure on construction and from interest earnings. Other revenues come from ancillary or nonrecurring activities, and include income from sales of city property, customer penalties, insurance proceeds, and special hauled waste charges. The next rate increase is projected to be effective January 1, 2011. A rate increase for special hauled waste from outside the service area is expected to be effective January 1, 2010.

**CITY OF APPLETON 2010 BUDGET
UTILITY REVENUES**

STORMWATER UTILITY

Sources of Revenue	2006 Actual	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget	% Change
Charges for Service	\$ 5,651,299	\$ 6,025,226	\$ 6,151,106	\$ 6,133,000	\$ 6,170,000	\$ 6,645,000	7.70%
Interest Income	497,121	626,534	797,892	300,000	150,000	300,000	100.00%
Intergovernmental	-	25,500	115,962	240,000	11,300	319,500	2727.43%
Capital Contributions	2,373,748	2,077,326	1,325,326	42,880	42,880	14,612	-65.92%
Other	85,500	241,287	69,016	80,775	276,475	55,186	-80.04%
Total Stormwater Utility	\$ 8,607,668	\$ 8,995,873	\$ 8,459,302	\$ 6,796,655	\$ 6,650,655	\$ 7,334,298	10.28%



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. 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 include various intergovernmental charges and customer penalties. 2006 through 2009 revenues reflect \$108.88 / ERU, which took effect March 1, 2006 and is expected to be in effect through June 30, 2010. A 15% increase is budgeted to be implemented on July 1, 2010 and is expected to be in place until late 2013 based on current year projections for revenues and expenditures in addition to the five year capital plan.

**CITY OF APPLETON 2010 BUDGET
WATER UTILITY
RATE DETAIL**

The rates detailed below are the current rates, which went into effect on January 1, 2009. A rate study is in progress and is expected to be submitted to the PSC before the end of 2009. It is expected that the PSC will take action by mid-2010. The proposed quarterly rates shown here are based on a minimum expected 6% rate increase and are included for illustration only.

Quarterly Water Rates				Proposed Quarterly Rates		
<i>Retail Water:</i>						
Meter (Inches)	Water Service	Public Fire	Total	Water Service	Public Fire	Total
5/8	\$ 19.35	\$ 14.58	\$ 33.93	\$ 20.50	\$ 15.45	\$ 35.95
3/4	19.35	14.58	33.93	20.50	15.45	35.95
1	30.00	36.45	66.45	31.80	38.64	70.44
1 1/4	42.00	54.00	96.00	44.50	57.24	101.74
1 1/2	54.00	72.90	126.90	57.20	77.27	134.47
2	84.00	116.70	200.70	89.00	123.70	212.70
3	135.00	218.70	353.70	143.10	231.82	374.92
4	210.00	364.50	574.50	222.60	386.37	608.97
6	390.00	729.10	1,119.10	413.40	772.85	1,186.25
8	609.00	1,167.00	1,776.00	645.50	1,237.02	1,882.52
10	900.00	1,752.00	2,652.00	954.00	1,857.12	2,811.12
12	1,191.00	2,334.00	3,525.00	1,262.50	2,474.04	3,736.54

	Volume Charge *		Proposed
	<u>Quarterly Use (Ccf)</u>	<u>Quarterly Charge</u>	<u>Quarterly Charge</u>
First	500	\$ 4.07	\$ 4.31
Next	4,500	3.65	3.87
Over	5,000	3.15	3.34

Private Fire Protection Rates:

Connection Size (")	Quarterly Charge	Proposed Quarterly Charge
1	\$ 8.40	\$ 8.90
1 1/4	11.10	11.77
1 1/2	14.10	14.95
2	16.80	17.81
3	31.65	33.55
4	52.80	55.97
6	105.00	111.30
8	168.90	179.03
10	252.00	267.12
12	336.00	356.16
14	420.00	445.20
16	504.00	534.24

Wholesale Water Rates:

Meter (Inches)	Quarterly Charge		Proposed Quarterly Charge	
	Town of Grand Chute	Waverly Sanitary District	Town of Grand Chute	Waverly Sanitary District
6	\$ 390.00	\$390.00	\$413.40	\$ 413.40
8	609.00	609.00	645.54	645.54

Volume Charge *	\$ 3.15	\$ 3.19	\$ 3.34	\$ 3.38
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* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY
RATE DETAIL**

The rates detailed below are from the 2005 Wastewater Rate Study and Cost of Service Analysis prepared by Virchow, Krause and Company, LLP, effective October 1, 2005. The 2009 rate study includes no increase for 2010, but an expected 10% increase in 2011.

Quarterly Sanitary Sewer Rates

Meter (Inches)	Type	Charge
5/8		\$ 13.10
3/4		13.10
1		26.00
1 1/4		36.00
1 1/2		47.00
2		72.00
3		131.00
4		215.00
6		426.00
8		678.00
9	Parshall Flume	846.00
17	V-Notch Weir	678.00

Volume Charge *

Quarterly

Use (Ccf)	Charge
All	\$ 1.93

Rates for Quantity/Quality Discharge:

Flow	\$1.55 / 1,000 gallons
Biochemical Oxygen Demand (BOD)	\$37.92 / 100 pounds
Total Suspended Solids (TSS)	\$10.38 / 100 pounds

Sanitary Waste Hauler Fees:

Septic Tank/Portable Toilet Waste	\$4.19 / ton
Holding Tank Waste	\$4.19 / ton
Analytical Charge	\$9.00 / load
Customer Charge	\$15.00 / quarter

* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

**CITY OF APPLETON 2010 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	Proposed Charge
Small	14	\$ 90.91	\$ 96.29
Average	17	\$ 99.72	\$ 109.22
Large	20	\$ 111.33	\$ 122.15

Quarterly Wastewater Charges:

Residential Users	Average Use (Ccf)	Current Charge
Small	14	\$ 40.12
Average	17	\$ 45.91
Large	20	\$ 51.70

Quarterly Stormwater Charges: **

Residential Users	ERU's	Current Charge	Proposed Charge
N/A	1	\$ 27.22	\$ 31.25
N/A	1	\$ 27.22	\$ 31.25
N/A	1	\$ 27.22	\$ 31.25

Total:

Residential Users	Average Use (Ccf)	Current Charge	Proposed Charge
Small	14	\$ 158.25	\$ 167.66
Average	17	\$ 172.85	\$ 186.38
Large	20	\$ 190.25	\$ 205.10

* The quarterly water charges shown here are based on a 6% increase and are included for illustration only. A rate study is in progress and not expected to be acted upon by the PSC until 2010.

** Annual rate of \$108.88 / ERU took effect October 1, 2006 and is anticipated to be in effect through June 2010, when it is budgeted to increase 15%, to \$125.00.

CITY OF APPLETON 2010 BUDGET

WATER UTILITY

Director of Utilities: Michael W. Buettner

Deputy Director of Utilities: Chris W. Shaw

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Vacant, pending new hire

CITY OF APPLETON 2010 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 2009 EVENTS

WATER TREATMENT

USEPA LT2 Testing Completed

Completed two year cycle of cryptosporidium sampling and testing from Lake Winnebago source water. No cryptosporidium were found in 48 samples resulting in a USEPA Bin 1 Source Water Quality Classification

Raw Water Line Installation

Installed a raw water bypass line entering the Water Plant to provide an alternate water plant supply line

Water Plant Cold Water Capacity Phase 1a Installations

Completed Phase 1a construction work for GAC Contactor and Chemical system enhancements for improved membrane pretreatment and reduced chemical costs. Work included installation of one foot of sand in each of eight contactors, new GAC in two contactors, repair of Contactor #4 expansion joint, and new Citric Acid and Aluminum Chlorohydrate bulk chemical delivery systems

Water Plant Cold Water Capacity Phase 1b Installations

Enhanced membrane treatment by installation of CEB to Waste system and Membrane Feed Pump air release

Softener #1 Rehabilitation

Completed sand blasting and painting of Softener #1 to remove rust and maximize equipment life

Pressure Reducing Valve Station

Installed Pressure Reducing Valve (PRV) Station at Crossing Meadows and Richmond Street to provide redundancy between the North Pressure Zone and Ridgeway Pressure zones

Water Plant Corrosion Settlement

Insurer completed pipe corrosion tasks at no cost to the Utility that included Membrane Wash Water (MWW) Line replacement, Membrane Feed Wetwell Overflow/Vent replacement, Clearwell Vent replacement and plant piping external corrosion repair; remaining corrosion tasks anticipated for completion in 2010

WATER DISTRIBUTION

Operations supervisors assumed the on-call duties for water emergencies thereby reducing overtime

Water Construction crew went from working four 10-hour days to working five 8-hour days and a 2nd shift was added to improve customer service and reduce overtime

Celebrated National Public Works Week with the following events:

- Open house at the Municipal Service Building
- Department-wide breakfast for Public Works employees
- Reviewed and modified the Exception Meter Policy

The West Watermain River Crossing Project was completed using a 12" steel pipe versus the planned 16" plastic pipe due to constructability issues.

DNR TRI-ANNUAL WATER UTILITY AUDIT

The audit identified three deficiencies that impact programs and budget costs in the next several years including the following: 1) Replace all six inch cast iron mains serving hydrants in the water distribution system, 2) Implement a comprehensive Cross Connection control program that includes inspection of homes every ten years and commercial and industrial facilities every two years with inspections to be done to the last flowing tap, 3) A second intake should be installed in Lake Winnebago to decrease the possibility of reduced intake capacity from frazil icing.

WATER ADMINISTRATION

The Water Utility will complete a water rate study prior to the end of the year, as mandated by the Public Service Commission during that last rate study for rates that were effective on January 1, 2009.

CITY OF APPLETON 2010 BUDGET WATER UTILITY

MAJOR 2010 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 DNR requirements for annual inspection and make any necessary corrections or changes to monitoring or other programs; complete sampling for USEPA Unregulated Contaminant Monitoring Rule 2 (UCMR2) for new compounds

Complete Water Plant projects including completing the Phase 1b Process Improvements Bid Package and Water Plant Settlement Mitigation Pipe Replacements Project. The process improvements bid package will provide a new Slaker #4 and Membrane Feed Wetwell Baffling, and Koch membrane system regulatory requirement for Log Reduction Value (LRV) monitoring. The mitigation improvements will provide new and rehabilitated stainless steel piping throughout the plant that was failing or showing premature wear. Drain piping will be PVC and pressure piping will be high quality stainless steel. The Utility will also start Secondary Membrane Treatment Pilot Testing Study consistent with the next phase of work identified in the 2008 CDM Cold Water Capacity Study. Lake Station work will include installation of a wood crib extension on the intake line and a building addition for Permanganate chemical and equipment storage. The wood crib will prevent future intake icing

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

Maintain a meter maintenance schedule that is in compliance with the Public Service Commission (PSC) requirements

Review lead service replacement program to reduce service replacement costs

Incorporate recommendations from the water distribution study into appropriate operating and capital budget requests

Monitor the results of Operations management staff assuming the on-call duties for Water Division emergencies, results of changed work schedule for Water Construction employees and the revised Exception Meter Policy

Complete water rate study filed in 2009 to accommodate for Water Utility Plant additions completed and increasing operating cost impacts

WATERMAIN COMPARISONS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Total Miles	361.90	365.60	370.00	356.37	356.75
Additional Miles	1.80	3.70	3.84	1.37	0.38
Reconstructed Miles	3.42	6.12	6.37	7.30	5.81
% of Total Reconstructed	0.94%	1.67%	1.70%	2.05%	1.63%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 18,844,525	\$ 19,636,656	\$ 20,439,960	\$ 20,439,960	\$ 20,191,536	-1.22%
Program Expenses							
5310	Administration	7,904,983	8,073,775	9,426,367	9,426,367	9,140,380	-3.03%
5321	Treatment Admin	396,125	446,794	483,252	483,252	438,460	-9.27%
5323	Treatment Operations	5,693,707	5,148,642	6,425,118	6,650,118	6,085,268	-5.29%
5351	Distribution Admin	312,992	356,405	346,581	346,581	356,858	2.97%
5352	Customer Service	191,566	200,844	236,332	236,332	232,619	-1.57%
5353	Distribution Operations	1,106,785	968,117	1,197,519	1,197,519	1,186,861	-0.89%
5325	Treatment Capital	-	28,032	2,790,000	4,435,562	1,535,000	-44.98%
5370	Distribution Capital	78,559	60,530	6,291,904	9,765,970	4,790,870	-23.86%
TOTAL		\$ 15,684,717	\$ 15,283,139	\$ 27,197,073	\$ 32,541,701	\$ 23,766,316	-12.61%
Expenses Comprised Of:							
Personnel		2,452,309	2,410,260	2,789,387	2,789,387	2,995,031	7.37%
Administrative Expense		7,662,149	7,806,218	9,160,639	9,160,639	8,886,133	-3.00%
Supplies & Materials		1,833,920	1,555,413	2,198,702	2,423,702	2,144,985	-2.44%
Purchased Services		362,940	410,419	900,778	1,439,157	1,142,528	26.84%
Utilities		3,001,495	2,660,321	3,112,209	3,112,209	2,718,826	-12.64%
Repair & Maintenance		371,694	437,613	630,336	630,336	646,208	2.52%
Capital Expenditures		210	2,895	8,405,022	12,986,271	5,232,605	-37.74%
Full Time Equivalent Staff:							
Personnel allocated to programs		36.92	36.92	36.42	36.42	37.92	

**CITY OF APPLETON 2010 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 Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses % of months posted within 10 days of end of month	92%	92%	100%	92%	100%
Strategic Outcomes					
Maintain compliance with GAAP & PSC # of audit compliance issues not raised by staff	2	0	0	0	0
Work Process Outputs					
# of monthly bills processed	108,406	109,028	109,200	109,200	109,350

**CITY OF APPLETON 2010 BUDGET
WATER UTILITY**

Finance Administration

Business Unit 5310

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4411 Sundry Permits	\$ 700	\$ 665	\$ 500	\$ 500	\$ 500
4710 Interest on Investments	874,555	966,988	500,000	500,000	500,000
4730 Interest - Deferred Special	905	618	-	-	-
4820 Unmetered Water Sales	25,924	34,645	30,000	30,000	32,000
4821 Water Service - Residential	7,899,945	7,652,293	8,654,900	8,654,900	8,490,000
4822 Water Service - Commercial	2,612,972	2,589,029	2,848,220	2,848,220	2,865,000
4823 Water Service - Industrial	975,368	917,854	1,052,580	1,052,580	1,018,000
4824 Water Service - Municipal	364,027	354,464	397,500	397,500	395,000
4825 Private Fire Protection	216,659	227,013	231,080	231,080	263,000
4826 Public Fire Protection	1,688,846	1,703,227	1,828,500	1,828,500	1,835,000
4827 Fire Protection Wholesale	40,965	41,169	44,944	44,944	44,700
4829 Sales for Resale GC	3,660,325	3,524,425	3,994,080	3,994,080	3,859,400
5004 Sale of City Prop - Nontax	-	-	-	-	-
5004 Sale of City Prop - Nontax	-	-	-	-	-
5006 Gain (Loss) on Asset Disposal	-	-	-	-	-
5016 Lease Revenue	101,100	208,250	225,965	225,965	222,375
5021 Capital Contributions	35,442	865,630	100,877	100,877	152,492
5030 Damage to City Property	6,921	9,555	8,000	8,000	8,000
5035 Other Reimbursements	23	5,819	-	-	-
5070 WTR Other Sales Flushing	3,222	3,579	3,300	3,300	3,300
5071 Customer Penalty	59,096	66,349	60,000	60,000	65,000
5072 WTR Misc Revenue (turn-on)	5,181	9,703	5,500	5,500	5,500
5073 Other WTR Rev-Sewer Billing	111,954	96,591	112,000	112,000	97,000
5074 Other WTR Rev-Hydrant Test	275	100	-	-	-
5077 Income from Admin Fee	6,089	5,893	6,400	6,400	6,000
5086 Premium on Debt Issuance	145,046	352,797	335,614	335,614	329,269
5924 Trans In - Capital Projects	-	-	-	-	-
Total Revenue	\$ 18,835,540	\$ 19,636,656	\$ 20,439,960	\$ 20,439,960	\$ 20,191,536
Expenses					
6101 Regular Salary	\$ 92,761	\$ 96,417	\$ 101,413	\$ 101,413	\$ 104,906
6105 Overtime	667	683	-	-	-
6150 Fringes	34,473	38,500	40,402	40,402	42,313
6304 Postage\Freight	13,740	14,899	15,500	15,500	16,000
6318 Cust Record & Collect	-	-	-	-	-
6320 Printing and Reproduction	2,304	1,849	2,500	2,500	2,500
6401 Accounting/Audit	24,698	32,075	11,490	11,490	11,840
6402 Legal Fees	15,860	18,252	19,500	19,500	20,800
6403 Bank Services	17,712	16,883	22,200	22,200	25,000
6404 Consulting Services	-	18,205	22,000	22,000	-
6412 Advertising	-	-	-	-	-
6413 Utilities	67,506	64,884	66,700	66,700	67,400
6501 Insurance - Property	63,900	62,640	76,650	76,650	77,480
6601 Depreciation Expense	2,965,581	2,916,104	3,404,000	3,404,000	3,404,000
6623 Uncollectible Accounts	5,262	4,743	4,500	4,500	5,500
6720 Interest Payments	1,531	-	-	-	-
6721 Bond Interest Payments	3,296,946	3,228,266	4,028,779	4,028,779	3,747,096
6750 Amortization of Debt Disc	48,351	112,946	105,550	105,550	126,187
6751 Gain/Loss on refund Amort.	112,379	260,776	243,883	243,883	228,058
7911 Trans Out - Gen Fund	1,136,369	1,185,653	1,261,300	1,261,300	1,261,300
7914 Trans Out - Cap Projects	4,943	-	-	-	-
Total Expense	\$ 7,904,983	\$ 8,073,775	\$ 9,426,367	\$ 9,426,367	\$ 9,140,380

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Legal Fees

PSC assessment	\$ 20,800
	<u>\$ 20,800</u>

CITY OF APPLETON 2010 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 Program Changes:

Water Plant litigation was settled and the insurer agreed to replace stainless steel piping that was corroded in various locations throughout the plant. The pipe replacement and repair work was started in 2009 and is expected to be completed by 2010. Check for \$200,000 was received on August 27, 2009.

The budget reflects a decrease in Training/Conference expense for elimination of a one-time expense for training and certification of a newly hired Maintenance Specialist in cross connection and backflow prevention. The Utility Department will share responsibility of cross connection prevention with one trained employee in both the Utilities and Facilities Management Departments.

Gate camera video and control system installed at Wastewater and Water Plants for administrative back up, reducing the need for temporary administrative help.

The Membership & Licenses budget reflects the full cost of the American Water Works membership being paid from this business unit and not split with the Distribution Administration business unit.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Save work environment					
# of workers comp claims/year	1	3	0	0	0
# of first aid entries per year	20	10	18	18	18
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget obligated	101.5%	87.0%	100%	100%	100%
Work Process Outputs					
Government reports prepared					
# and names of regular reports					
PSC Annual Report	1	1	1	1	1
CCR Report	1	1	1	1	1
DNR Reports	12	12	12	12	12
SARA Report	1	1	1	1	1

**CITY OF APPLETON 2010 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5082 Insurance Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salary	\$ 194,994	\$ 203,290	\$ 241,356	\$ 241,356	\$ 251,279
6104 Call Time	55	10	-	-	-
6105 Overtime	1,559	718	2,076	2,076	2,188
6108 Part-Time	981	-	-	-	-
6150 Fringes	68,940	78,139	94,995	94,995	99,819
6201 Training/Conferences	3,231	3,602	5,500	5,500	4,500
6301 Office Supplies	2,983	4,273	3,500	3,500	3,500
6302 Subscriptions	20	20	100	100	100
6303 Memberships & Licenses	888	3,184	3,000	3,000	4,500
6304 Postage/Freight	2,911	5,990	3,950	3,950	3,950
6305 Awards & Recognition	75	136	210	210	210
6307 Food & Provisions	177	108	280	280	280
6320 Printing & Reproduction	9,213	10,306	10,250	10,250	10,050
6321 Clothing	408	1,279	400	400	350
6327 Miscellaneous Equipment	82	-	1,500	1,500	1,500
6404 Consulting Services	105,430	122,307	100,000	100,000	40,000
6408 Contractor Fees	3,411	3,570	4,200	4,200	4,275
6411 Temporary Help	670	112	700	700	150
6412 Advertising	97	348	700	700	600
6413 Utilities	-	9,402	10,155	10,155	10,300
6425 CEA Equip. Rental	-	-	380	380	909
Total Expense	\$ 396,125	\$ 446,794	\$ 483,252	\$ 483,252	\$ 438,460

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Printing & Reproduction

Consumer Confidence Report	\$ 7,800
Internal printing & copier costs	2,250
	<u>\$ 10,050</u>

Consulting Services

Legal fees	\$ 40,000
	<u>\$ 40,000</u>

CITY OF APPLETON 2010 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 Program Changes:

The utility budget reflects a decreased amount of lime residuals being sent to WWTP for treatment and the proposed rate increase to treat these residuals.

The budget reflects moving \$30,000 to Equipment Repairs & Maintenance from Contractor Fees for fees specifically related to repairs and maintenance.

The salary budget reflects a .1 FTE reduction of one of the Maintenance Specialist 2 position and a reduction of .1 FTE of the shared Electrician position to reflect greater workloads for these positions at the Wastewater plant.

Part-time labor has been added to this budget for membrane repair and other water plant general maintenance projects, as well as to mitigate the need for additional overtime budget in 2010. The Contractor Fees budget was also reduced by \$7,600 for softener cleaning that will be completed by part-time help.

This budget reflects Public Works providing snow removal services to the Water Treatment Plant. This service was previously provided by contractors through the Facilities Charges budget.

Softener #2 is to be painted in 2010. Painting is expected to last approximately 10 years due to surface area that is exposed to caustic conditions. Softeners are pressure washed twice a year to keep them maintained between paintings.

The Materials budget includes costs to repair the storage bin auger, slaker shaft, bearings and other parts for lime slaker #4. In addition it is planned to add a rotary valve gate to one storage bin auger in each lime delivery

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</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	3,260 MG	3,139 MG	3,200 MG	3,200 MG	3,200 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	99%	98.2%	100%	100%	100%
Average # of hours training per employee	35	38	32	32	32
Work Process Outputs					
Efficient Plant Operation					
# of work days loss due to injuries	9	0	0	0	0
# of work orders closed**	389	750	600	600	800
# of open work orders*	New Measure	57	50	50	75
Average # of days to close preventive work orders	New Measure	48	35	35	40
# of reservoirs maintaining pressure per year	6	6	6	6	6
# of membrane repairs	7,103	3,842	3,200	3,200	4,800
Water towers					
# inspected / painted per year	1 / 0	2 / 0	1 / 0	1 / 0	2 / 0
* corrective work orders only, water preventive work orders included with wastewater work orders					
** 2006 Actual and 2007 Target includes corrective work orders only					

**CITY OF APPLETON 2010 BUDGET
WATER UTILITY**

Treatment Operations

Business Unit 5323

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salary	\$ 499,310	\$ 485,153	\$ 552,901	\$ 552,901	\$ 560,800
6104 Call Time	4,289	2,013	-	-	2,400
6105 Overtime	140,694	114,025	80,379	80,379	78,000
6108 Part-Time	-	-	-	-	10,359
6150 Fringes	238,417	254,626	279,655	279,655	290,054
6306 Building Maint./Janitorial	1,157	1,022	800	800	1,250
6309 Shop Supplies & Tools	7,346	13,502	7,500	7,500	15,000
6310 Chemicals	951,625	947,369	1,363,122	1,588,122	1,348,545
6316 Miscellaneous Supplies	200	200	-	-	-
6318 Materials	673,633	350,991	475,770	475,770	464,000
6321 Clothing	3,653	3,323	4,300	4,300	3,850
6322 Gas Purchases	-	17,899	41,160	41,160	22,365
6323 Safety Education	3,946	7,107	7,500	7,500	7,500
6324 Medical/Lab Supplies	48,607	54,850	64,000	64,000	61,000
6327 Miscellaneous Equipment	-	15,411	52,100	52,100	50,100
6407 Collection Services	-	-	-	-	-
6404 Consulting Services	-	-	5,000	5,000	7,500
6408 Contractor Fees	35,847	69,406	129,150	129,150	93,850
6413 Utilities	2,865,907	2,509,491	2,965,737	2,965,737	2,575,272
6414 Janitorial Service	-	-	800	800	-
6416 Build Repairs & Maint	3,765	-	135,000	135,000	135,000
6418 Equip Repairs & Maint	12	551	-	-	30,000
6420 Facilities Charges	195,921	280,754	239,182	239,182	273,779
6425 CEA Equip. Rental	19,378	20,259	20,362	20,362	17,454
6440 Snow Removal Services	-	-	-	-	10,000
6599 Other Contracts/Obligations	-	690	700	700	27,190
Total Expense	\$ 5,693,707	\$ 5,148,642	\$ 6,425,118	\$ 6,650,118	\$ 6,085,268

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Chemicals</u>		<u>Miscellaneous Equipment</u>	
GAC	\$ 193,125	SCADA upgrades	\$ 6,000
Ammonia	15,559	PC's & monitors	10,000
Carbon dioxide	38,764	CT basin laser	12,000
Caustic soda	48,296	pH/Temperature probes	2,000
Chlorine	106,626	Level sensors	5,000
Ferric sulfate	196,047	I/O Cards, PLC & radios	7,500
Fluoride	54,042	Particle counters	7,600
Lime	292,362		<u>\$ 50,100</u>
Poly phosphate	42,949	<u>Contractor Fees</u>	
Permanganate	200,220	Hach maintenance contract	\$ 2,950
Powder carbon	42,080	Sludge removal & disposal	5,000
Softener Polymer LT 25	17,209	Pretreatment basin cleaning	4,400
Membrane cleaning acids	101,266	Membrane wetwell cleaning	2,500
	<u>\$ 1,348,545</u>	Scale maintenance contract	300
<u>Materials</u>		SCADA support	24,800
Valves & actuators	\$ 35,000	Instrumentation support	2,500
Pumps & parts for pump repairs	76,000	RS View Conversion	6,000
Piping, hoses & tubing	5,000	Annual hoist inspection	600
Miscellaneous parts	35,000	Generator maintenance	
Koch parts, domes, piks, support	41,000	Contract	7,500
Koch Membrane Agreement	236,000	Tower radio survey	4,000
UPS & generator batteries	4,000	UPS support	5,000
Valve components	2,000	Radio antenna lease	5,200
Lime Slaker repair parts	10,000	Lake intake inspection	5,500
Electrical equipment & parts	20,000	Tower cleaning & inspection	7,600
	<u>\$ 464,000</u>	Tower cathodic protection	3,000
<u>Shop Supplies & Tools</u>		Air compressor maintenance	7,000
Miscellaneous hardware & supplies	\$ 14,000		<u>\$ 93,850</u>
Small hand tools	1,000	<u>Medical/Lab Supplies</u>	
	<u>\$ 15,000</u>	Required DNR Testing	\$ 12,500
<u>Other Contracts/Obligations</u>		USEPA UCMR2 monitoring	6,500
Special Assessment at North Tower	\$ 17,540	Lab supplies	37,500
Special Assessment at Lindbergh Tower		Lab fees and quality control	4,500
WI Emergency Management Fee	9,100		<u>\$ 61,000</u>
	550	<u>Building Repairs & Maintenance</u>	
	<u>\$ 27,190</u>	Recoating softener #2	\$ 135,000
			<u>\$ 135,000</u>

**CITY OF APPLETON 2010 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 2010 capital projects:

	<u>2010 Budget</u>	<u>Page</u>
Lake Intake Icing Wood Crib	\$ 850,000	Projects, Pg. 659
Secondary Membrane Treatment	160,000	Projects, Pg. 681
Tower Expansion	180,000	Projects, Pg. 682
Lake Station addition	300,000	Projects, Pg. 671
Card Access System	45,000	Projects, Pg. 675
	<u>\$ 1,535,000</u>	

Major Program Changes:

DNR has identified intake icing as a significant deficiency in the 2009 water utility sanitary survey and a wood crib installation will resolve the issue.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</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	2	7	5	5	4
# of CIP's in five-year plan	10	10	8	8	10
Strategic Outcomes					
Water rate changes					
% per year	0%	6%	10%	0%	10%
Work Process Outputs					
Project Management					
% of projects completed at year end	20%	14%	100%	100%	100%

**CITY OF APPLETON 2010 BUDGET
WATER UTILITY**

Treatment Capital Improvements

Business Unit 5325

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6404 Consulting Services	\$ -	\$ 28,032	\$ 330,000	\$ 829,589	\$ 150,000
6408 Contractor Fees	-	-	-	-	-
6801 Land	-	-	-	-	120,000
6803 Buildings	-	-	-	26,028	345,000
6804 Equipment	-	-	2,460,000	3,579,945	920,000
6809 Infrastructure Construction	-	-	-	-	-
Total Expense	<u>\$ -</u>	<u>\$ 28,032</u>	<u>\$ 2,790,000</u>	<u>\$ 4,435,562</u>	<u>\$ 1,535,000</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Consulting Services</u>		<u>Equipment</u>	
Secondary Membrane Treatment	90,000	Lake Intake Icing Wood Crib	\$ 850,000
Tower Expansion	60,000	Secondary Membrane Treatment	70,000
	<u>\$ 150,000</u>		<u>\$ 920,000</u>
<u>Land</u>		<u>Building</u>	
Tower Expansion	\$ 120,000	Lake Station addition	\$ 300,000
	<u>\$ 120,000</u>	Card Access System	45,000
			<u>\$ 345,000</u>

**CITY OF APPLETON 2010 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 insure 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 spreadsheets for valve, service, and hydrant records to simplify reporting to the Public Service Commission and insure integrity of our records

Major Program Changes:

Construction Maintenance union staff canceled the "Water Utility Stand-By Duty" letter of agreement with the City. Operation's management staff have assumed those duties thereby reducing overtime.

The Membership & Licenses budget reflects the full cost of the American Water Works membership being paid from the Treatment Administration business unit and not split with the Distribution Administration business unit and the reclassification of street permit expense to Other Contracts/Obligations.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Efficient customer service					
# certified mail requests sent	533	493	500	500	500
# of telephone requests for service	3,505	4,396	3,500	4,400	4,400
Strategic Outcomes					
Consistent & current information					
Policies reviewed/updated	1	1	1	1	1
Turnover ratio of inventory	0.76	0.61	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 2010 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5004 Sale of City Prop - Nontax	\$ -	\$ -	\$ -	\$ -	\$ -
5005 Sale of City Prop - Tax	-	-	-	-	-
5010 Misc Revenue - Nontax	8,985	-	-	-	-
Total Revenue	\$ 8,985	\$ -	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 156,069	\$ 177,607	\$ 164,066	\$ 164,066	\$ 174,956
6104 Call Time	934	94	1,000	1,000	1,000
6105 Overtime	1,725	2,315	4,000	4,000	2,500
6108 Part-Time	3,593	3,687	-	-	-
6150 Fringes	59,270	73,762	75,086	75,086	80,303
6201 Training\Conferences	1,042	286	1,200	1,200	1,200
6301 Office Supplies	715	1,123	1,000	1,000	1,000
6302 Subscriptions	-	-	-	-	-
6303 Memberships & Licenses	2,255	2,970	1,500	1,500	560
6304 Postage\Freight	163	210	175	175	200
6305 Awards & Recognition	595	595	560	560	560
6306 Building Maint./Janitorial	-	1,882	2,200	2,200	2,200
6309 Shop Supplies & Tools	23	-	50	50	50
6315 Books & Library Materials	-	-	-	-	-
6320 Printing & Reproduction	2,423	5,297	4,200	4,200	5,400
6321 Clothing	1,369	1,526	1,400	1,400	1,400
6323 Safety Supplies	587	1,789	900	900	900
6324 Medical\Lab Supplies	79	69	100	100	100
6327 Miscellaneous Equipment	862	2,085	-	-	-
6404 Consulting Services	-	-	5,433	5,433	5,413
6411 Temporary Help	5,079	-	-	-	-
6412 Advertising/Publication	192	824	250	250	1,540
6413 Utilities	64,000	70,359	69,617	69,617	65,854
6414 Janitorial Service	773	-	800	800	800
6418 Equip Repairs and Maint	-	-	-	-	-
6420 Facilities Charges	1,639	-	1,737	1,737	-
6425 CEA Equip. Rental	4,881	5,887	6,300	6,300	5,200
6430 Health Services	18	38	50	50	170
6451 Laundry Services	4,627	3,948	4,905	4,905	4,500
6503 Rent	74	52	52	52	52
6599 Other Contracts/Obligations	5	-	-	-	1,000
Total Expense	\$ 312,992	\$ 356,405	\$ 346,581	\$ 346,581	\$ 356,858

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 BUDGET
WATER UTILITY**

Customer Service

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:

Continue to meet the requirements of the Public Service Commission by testing meters

Annually inspect exception meters

Continue to replace large, inefficient meters with smaller, more accurate meters

Monitor the replacement of trace batteries to minimize a "no read" on meters

Continue to monitor cross connection program to prevent illegal connections into the City water system

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Reliable, accurate water usage					
# of large meters replaced	18	31	20	20	5
# of meters tested	2,693	2,724	2,700	2,700	2,700
# of defective meters replaced	329	263	400	325	325
# of meters in service	26,477	26,575	26,610	26,610	26,710
Strategic Outcomes					
Implementation of system upgrade					
# of trace batteries replaced	New measure	2581	2,700	2,700	2,700
Work Process Outputs					
Service provided					
# of service calls	1,368	1,312	1,500	1,325	1,325
System growth					
# new services installed	190	134	140	140	140

**CITY OF APPLETON 2010 BUDGET
WATER UTILITY**

Customer Service

Business Unit 5352

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6102 Labor Pool Allocations	\$ 109,954	\$ 112,961	\$ 120,365	\$ 120,365	\$ 123,163
6104 Call Time	425	267	300	300	300
6105 Overtime	744	1,151	1,100	1,100	1,100
6150 Fringes	43,537	51,340	52,142	52,142	54,281
6304 Postage/Freight	25	-	25	25	25
6306 Building Maint./Janitorial	100	132	125	125	125
6309 Shop Supplies	19,685	12,994	16,450	16,450	13,125
6311 Paint & Supplies	138	90	150	150	150
6326 Equipment Parts	6,207	9,056	10,500	10,500	10,500
6327 Misc. Equipment	233	1,607	20,000	20,000	17,400
6408 Contractor Fees	154	262	500	500	500
6418 Equipment Repairs & Maint.	1,050	605	2,550	2,550	2,550
6425 CEA Equip. Rental	9,314	10,379	12,125	12,125	9,400
Total Expense	<u>\$ 191,566</u>	<u>\$ 200,844</u>	<u>\$ 236,332</u>	<u>\$ 236,332</u>	<u>\$ 232,619</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Equipment Parts

Meter repair parts	\$ 10,500
	<u>\$ 10,500</u>

Misc. Equipment

Bead blaster	\$ 4,750
Trace & meters	12,650
	<u>\$ 17,400</u>

Shop Supplies

Trace batteries	\$ 11,675
Pliers, couplings, batteries, connectors	1,450
	<u>\$ 13,125</u>

CITY OF APPLETON 2010 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 efficiency and effectiveness of City services".

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 preventative maintenance and general upkeep schedule
- Monitor the cross connection program and the lead replacement program
- Pursue valve maintenance to comply with Public Service Commission standards
- Pursue color coding of fire hydrants to accurately reflect gallons per minute available at the hydrant

Major Program Changes:

Construction Maintenance union staff canceled the "Water Utility Stand-By Duty" letter of agreement with the City. Operation's management staff have assumed those duties thereby reducing overtime.

This budget reflects using contractor service to complete some of the hydrant sandblasting, priming and painting that was previously done by City staff.

The Contractor Fee budget reflects increased costs for service restoration based on the increase number of excavation permits obtained year-to-date

This budget reflects an increase in tipping fees. The Water Utility no longer has an outlet to dispose of concrete and asphalt. This increase also reflects better allocation of tipping fees between the Water Utility and the General Fund for disposal of concrete and asphalt that was previously dumped at the yard waste site from water infrastructure repairs.

For the 2010 Budget, we have eliminated one Street Foreman position. We feel that by re-prioritizing and redistributing work to the remaining foreman, we can accommodate this reduction. Since the Street Foreman's duties are spread over several budgets, this reduction is reflected in this budget as well as the Public Works, Wastewater and Stormwater budgets.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Reliable source at adequate pressure					
Hydrants					
Replace/Upgrade	5	3	10	5	5
% of hydrants flushed	100%	100%	100%	100%	100%
Water loss reported	7%	7%	8%	8%	7%
Strategic Outcomes					
Reliability of the system					
# water main breaks	100	90	90	90	90
Work Process Outputs					
Preventive maintenance					
# services replaced	24	15	40	40	20
# valves exercised	2,689	1,538	2,500	2,500	2,500
# valves replaced	7	2	5	5	5
# curb boxes repaired	282	360	300	300	300
# joint leaks fixed	9	4	5	5	5
# of service leaks	24	5	20	15	15

**CITY OF APPLETON 2010 BUDGET
WATER UTILITY**

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 457,899	\$ 398,907	\$ 468,057	\$ 468,057	\$ 465,322
6104 Call Time	17,603	17,023	16,700	16,700	14,000
6105 Overtime	46,635	45,230	43,600	43,600	40,500
6150 Fringes	206,388	201,527	232,412	232,412	238,423
6103 Memberships & Licenses	75	-	-	-	-
6308 Landscape Supplies	1,099	442	1,200	1,200	1,000
6309 Shop Supplies & Tools	7,138	8,622	7,950	7,950	7,950
6311 Paint & Supplies	317	1,119	6,150	6,150	1,150
6321 Protective Clothing	229	-	-	-	-
6322 Gas Purchases	216	173	50	50	100
6323 Safety Supplies	270	15	-	-	-
6325 Construction Materials	26,197	26,835	25,000	25,000	25,000
6326 Equipment Parts	52,921	45,507	64,000	64,000	61,000
6327 Miscellaneous Equipment	6,390	1,656	6,000	6,000	8,500
6328 Signs	-	6,570	-	-	-
6408 Contractor Fees	140,137	90,842	118,000	118,000	153,000
6412 Advertising	131	-	-	-	-
6415 Tipping Fees	7,817	4,470	6,000	6,000	10,000
6418 Equip Repairs & Maint	397	80	400	400	400
6425 CEA Equip. Rental	134,565	119,099	201,200	201,200	159,716
6429 Interfund Allocations	(95)	-	-	-	-
6503 Rent	456	-	800	800	800
Total Expense	<u>\$ 1,106,785</u>	<u>\$ 968,117</u>	<u>\$ 1,197,519</u>	<u>\$ 1,197,519</u>	<u>\$ 1,186,861</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Construction Materials

Cold Patch	\$ 10,000
Gravel	7,000
Slurry	2,000
Stone	3,000
Concrete	3,000
	<u>\$ 25,000</u>

Contractor Fees

Surface restoration	\$ 135,000
Contractor services for main/valve break & repair	13,000
Hydrant painting	5,000
	<u>\$ 153,000</u>

Equipment Parts

Fittings, clamps, pipe, etc. for main/valve break repair	\$ 19,000
Valves, sleeves, boxes, pipe & connectors for service laterals/curbs	19,000
Hydrant repair parts	23,000
	<u>\$ 61,000</u>

CITY OF APPLETON 2010 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 2010 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

Establish a large diameter transmission line to convey water to storage facilities for recent and future growth in northeast Appleton

Replace some undersized 6 inch mains per DNR water audit

Major Program Changes:

No major changes.

Please see page 654 in the Projects section for further information about the watermain program.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
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	45% - 100%	100.0%	10% - 50%	10% - 50%	10% - 200%
# of low flow hydrants eliminated	11	5	4	4	8
Strategic Outcomes					
System size					
Miles of mains	361.9	365.6	372	356.37	356.37
% of total miles of mains reconstructed	0.9%	1.7%	2.1%	2.05%	1.63%
# of hydrants in the City	3,105	3,212	3,200	3,262	3,270
# of low flow hydrants in the City	132	125	121	121	113
Work Process Outputs					
System expansion and improvement					
Miles of transmission lines added	1.0	1.00	0.6	0.6	0.0
Miles of existing mains relaid	3.4	6.1	9.9	7.3	5.8

CITY OF APPLETON 2010 BUDGET

WATER UTILITY

Distribution Capital Improvements

Business Unit 5370

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 44,229	\$ 31,360	\$ 147,387	\$ 147,387	\$ 244,326
6105 Overtime	4,573	5,728	5,500	5,500	5,700
6108 Part-Time	4,409	2,523	4,917	4,917	3,198
6150 Fringes	19,476	11,204	59,578	59,578	103,841
6308 Landscape Supplies	436	-	-	-	-
6309 Shop Supplies & Tools	337	164	-	-	-
6325 Construction Materials	48	-	-	-	-
6326 Equipment Parts	-	(1,839)	-	-	-
6328 Signs	-	2,156	-	-	-
6402 Legal Fees	270	-	-	-	-
6404 Consulting	488	-	-	38,790	-
6408 Contractor Fees	-	154	120,000	120,000	575,200
6413 Utilities	4,082	6,185	-	-	-
6425 CEA Equipment Rental	-	-	9,500	9,500	11,000
6809 Infrastructure Construction	211	2,895	5,945,022	9,380,298	3,847,605
Total Expense	\$ 78,559	\$ 60,530	\$ 6,291,904	\$ 9,765,970	\$ 4,790,870

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

2010	Street	From	To	Water Utility
Labor Pool				357,065
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		24,750
Construction	South Island Street contaminated soil removal			150,000
	Wisconsin Ave contaminated soil removal			100,000
	Surface Restoration	Due to 2009 Water CIP (Unit E-10)		575,200
	Subtotal			849,950
New Construction	Providence Ave	Edgewood Dr (CTH JJ)	Edgewood Dr (CTH JJ)	43,500
	Sherwood watermain e	Eisenhower/Midway	HWY 10	128,000
	Sherwood watermain e	Meter and trace system		10,000
	Subtotal			181,500
Reconstruction (not related to paving)	Fourth St	Lynndale Dr	Lynndale Dr - 550' e/o	49,500
	Fremont St	Oneida St	Jackson St	194,250
	Jefferson St	Calumet St	Fremont St	190,800
	John St	South Ct	Foremost Dairy Bldg	27,625
	Kimball St	Allen St	Morrison St	27,750
	Nicholas St	Kamps St	Glendale Ave	161,525
	Outagamie St	Harris St	Packard St	20,825
	Pacific St	Leminwah St (Owaissa	Pacific St Bridge	86,700
	Prospect clearwell pipe abandonment			10,000
	Roosevelt St	Alvin	Clark St	76,000
	Taylor St	Nicholas St	Gillett St	20,250
	Subtotal			865,225
Reconstruction (prior to next year's paving)	Cedar St	Douglas St	Mason St	73,800
	Douglas St	Highland Ave	Packard St	69,040
	Franklin St	Rankin St	Catherine St	58,000
	Lorain Ct	Linwood Ave	Outagamie St	103,860
	Memorial Dr (STH 47)	Fox River (Front St)	Lawrence St	406,000
	Washington St	Rankin St	Catherine St	66,300
	Winnebago St	Meade St	Rankin St	48,330
	Wisconsin Ave	Meade St	Ballard Rd (CTH E)	756,000
	Wisconsin Ave	Richmond St (STH 47)	Meade St	728,000
	Woodland Ave	Meade St	Kenilworth Ave (120' e/	227,800
	Subtotal			2,537,130
Total Water Construction				\$ 4,790,870

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Permits	700	665	315	500	500	0	500
Interest Income	874,555	967,606	62,824	500,000	500,000	0	500,000
Charges for Services	17,485,031	17,044,119	12,170,116	19,081,804	19,081,804	0	18,802,100
Other Revenues	483,333	1,624,266	688,556	857,656	889,656	0	888,936
TOTAL REVENUES	18,843,619	19,636,656	12,921,811	20,439,960	20,471,960	0	20,191,536
EXPENSES BY LINE ITEM							
Regular Salaries	220,131	270,734	230,191	348,871	348,871	257,104	362,010
Labor Pool Allocations	1,094,893	1,032,852	1,026,708	1,439,509	1,439,509	1,569,012	1,555,422
Call Time	23,306	19,406	12,019	18,000	18,000	17,700	17,700
Overtime	196,598	169,851	116,590	136,655	136,655	150,845	129,988
Temp. Full-Time	4,843	2,523	3,802	4,917	4,917	3,198	3,198
Part-Time	4,141	3,687	3,022	0	0	0	10,359
Other Compensation	11,534	9,690	10,009	6,900	6,900	6,900	6,900
Shift Differential	2,475	2,258	1,632	265	265	420	420
Sick Pay	66,029	39,382	66,934	0	0	0	0
Vacation Pay	157,860	150,779	97,063	0	0	0	0
Fringes	670,500	709,098	666,358	834,270	834,270	870,642	909,034
Salaries & Fringe Benefits	2,452,310	2,410,260	2,234,328	2,789,387	2,789,387	2,875,821	2,995,031
Training & Conferences	4,273	3,888	2,666	6,700	6,700	5,700	5,700
Subscriptions	20	20	20	100	100	100	100
Memberships & Licenses	3,218	6,155	3,867	4,500	4,500	6,060	5,060
Postage & Freight	16,839	21,099	9,357	19,650	19,650	4,175	20,175
Awards & Recognition	670	731	585	770	770	770	770
Building Maintenance/Janitor.	1,257	3,036	2,779	3,125	3,125	3,575	3,575
Food & Provisions	177	108	25	280	280	280	280
Interfund Allocations	95	0	274	0	0	0	0
Insurance	63,900	62,640	41,760	76,650	76,650	0	77,480
Rent	530	52	59	852	852	852	852
Depreciation Expense	2,965,581	2,916,104	2,137,989	3,404,000	3,404,000	0	3,404,000
Uncollectible Accounts	5,262	4,743	3,192	4,500	4,500	0	5,500
Interest Payments	1,531	0	0	0	0	0	3,747,096
Bond Interest Payments	3,296,946	3,228,267	2,368,163	4,028,779	4,028,779	0	0
Amortization of Debt Disc.	48,351	112,946	76,850	105,550	105,550	0	126,187
Gain/Loss on Refund Amort.	112,379	260,776	162,588	243,883	243,883	0	228,058
Trans Out - General Fund	1,136,369	1,185,653	820,700	1,261,300	1,261,300	0	1,261,300
Trans Out - Capital Projects	4,943	0	0	0	0	0	0
Administrative Expense	7,662,151	7,806,218	5,630,326	9,160,639	9,160,639	21,512	8,886,133
Landscape Supplies	1,535	442	488	1,200	1,200	1,000	1,000
Shop Supplies & Tools	34,530	35,282	24,954	31,950	31,950	36,125	36,125
Chemicals	951,626	947,369	996,666	1,363,122	1,588,122	1,358,545	1,348,545
Treatment Chemicals	3,697	5,396	1,910	4,500	4,500	4,500	4,500
Paint & Supplies	455	1,209	1,195	6,300	6,300	1,300	1,300
Miscellaneous Supplies	200	200	200	0	0	0	0
Materials	673,633	350,991	201,227	475,770	475,770	476,000	464,000
Printing & Reproduction	15,940	17,451	15,009	16,950	16,950	15,450	17,950
Clothing	5,659	6,127	4,687	6,100	6,100	5,600	5,600
Gas Purchases	216	18,072	4,965	41,210	41,210	22,465	22,465
Safety Supplies	4,803	8,911	6,312	8,400	8,400	8,400	8,400
Medical & Lab Supplies	48,686	54,919	30,024	64,100	64,100	62,700	61,100
Construction Materials	26,245	26,835	47,889	25,000	25,000	25,000	25,000
Vehicle & Equipment Parts	59,128	52,724	54,749	74,500	74,500	74,500	71,500
Miscellaneous Equipment	7,566	20,759	30,596	79,600	79,600	77,500	77,500
Signs	0	8,726	1,117	0	0	0	0
Supplies & Materials	1,833,919	1,555,413	1,421,988	2,198,702	2,423,702	2,169,085	2,144,985
Accounting/Audit	24,698	32,075	5,721	11,490	11,490	0	11,840
Legal Fees	16,130	18,252	14,412	19,500	19,500	0	20,800
Bank Services	17,712	16,883	15,652	22,200	22,200	0	25,000
Consulting Services	105,917	168,544	216,711	462,433	1,000,812	352,913	202,913

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
Collection Services	0	0	652	0	0	0	0
Contractor Fees	179,549	164,235	600,415	371,850	371,850	834,425	826,825
Temporary Help	6,046	112	305	700	700	350	150
Advertising	420	1,172	768	950	950	2,140	2,140
Tipping Fees	7,817	4,470	3,683	6,000	6,000	10,000	10,000
Health Services	18	38	171	50	50	170	170
Snow Removal Services	0	0	0	0	0	0	10,000
Laundry Services	4,627	3,948	2,646	4,905	4,905	4,500	4,500
Other Contracts/Obligations	5	690	3,766	700	700	1,550	28,190
Purchased Services	362,939	410,419	864,902	900,778	1,439,157	1,206,048	1,142,528
Electric	496,429	627,259	457,265	622,006	622,006	658,852	658,852
Gas	261,125	266,049	155,595	270,216	270,216	235,000	235,000
Water	98,189	102,406	72,424	100,378	100,378	39,832	98,332
Waste Disposal/Collection	2,108,742	9,296	6,286	10,301	10,301	8,920	8,920
Fuel Oil	0	1,617,572	913,551	2,068,700	2,068,700	1,670,000	1,670,000
Stormwater	18,880	18,750	15,155	21,824	21,824	20,693	28,683
Telephone	13,879	14,735	11,592	14,554	14,554	14,798	14,798
Cellular Telephone	4,252	4,254	3,023	4,230	4,230	4,241	4,241
Utilities	3,001,496	2,660,321	1,634,891	3,112,209	3,112,209	2,652,336	2,718,826
Janitorial Service	773	0	0	1,600	1,600	0	800
Building Repair & Maintenance	3,765	0	5,255	135,000	135,000	135,000	135,000
Equipment Repair & Maintenan	1,459	1,236	55,342	2,950	2,950	32,950	32,950
Facilities Charges	197,560	280,754	151,410	240,919	240,919	273,779	273,779
CEA Equipment Rental	168,137	155,623	136,171	249,867	249,867	203,679	203,679
Repair & Maintenance	371,694	437,613	348,178	630,336	630,336	645,408	646,208
Land	0	0	3,400	0	0	120,000	120,000
Buildings	0	0	0	0	26,028	0	45,000
Machinery & Equipment	0	0	94,840	2,460,000	3,579,945	1,220,000	1,220,000
Infrastructure Construction	211	2,895	3,820,983	5,945,022	9,380,298	3,985,105	3,847,605
Capital Expenditures	211	2,895	3,919,223	8,405,022	12,986,271	5,325,105	5,232,605
TOTAL EXPENSES	15,684,720	15,283,139	16,053,836	27,197,073	32,541,701	14,895,315	23,766,316

CITY OF APPLETON 2010 BUDGET

WATER UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Charges for Services	\$ 17,485,032	\$ 17,044,119	\$ 19,081,804	\$ 17,787,765	\$ 18,802,100
Miscellaneous	288,449	400,610	415,265	415,265	401,675
Total Revenues	<u>17,773,481</u>	<u>17,444,729</u>	<u>19,497,069</u>	<u>18,203,030</u>	<u>19,203,775</u>
Expenses					
Operation and Maintenance	8,073,424	7,533,995	9,071,657	9,296,657	8,673,805
Depreciation	2,965,577	2,916,104	3,404,000	3,300,000	3,404,000
Total Expenses	<u>11,039,001</u>	<u>10,450,099</u>	<u>12,475,657</u>	<u>12,596,657</u>	<u>12,077,805</u>
Operating Income (Loss)	6,734,480	6,994,630	7,021,412	5,606,373	7,125,970
Non-Operating Revenues (Expenses)					
Investment Income	874,555	967,606	500,000	250,000	500,000
Interest Expense	(3,298,477)	(3,228,267)	(4,028,779)	(3,826,284)	(3,747,096)
Gain/Loss on Refunding	(112,379)	(112,946)	(243,883)	(243,883)	(228,058)
Amortization of Premium on Debt	145,046	352,797	335,614	335,614	329,269
Amortization of Debt Expense	(48,351)	(260,776)	(105,550)	(115,275)	(126,187)
Other	15,074	5,893	6,400	6,400	6,000
Total Non-Operating	<u>(2,424,532)</u>	<u>(2,275,693)</u>	<u>(3,536,198)</u>	<u>(3,593,427)</u>	<u>(3,266,072)</u>
Net Income Before Contributions and Transfers	4,309,948	4,718,937	3,485,214	2,012,946	3,859,898
Contributions and Transfers In (Out)					
Capital Contributions	35,442	865,631	100,877	100,877	152,492
General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Internal Service	-	-	-	-	-
Other	-	-	-	-	-
Capital Projects	(4,943)	-	-	-	-
Tax Equivalent	<u>(1,167,745)</u>	<u>(1,217,251)</u>	<u>(1,247,500)</u>	<u>(1,247,500)</u>	<u>(1,247,500)</u>
Change in Net Assets	3,158,902	4,353,517	2,324,791	852,523	2,751,090
Net Assets - Beginning	<u>44,869,694</u>	<u>48,028,596</u>	<u>52,382,113</u>	<u>52,382,113</u>	<u>53,234,636</u>
Net Assets - Ending	<u>\$ 48,028,596</u>	<u>\$ 52,382,113</u>	<u>\$ 54,706,904</u>	<u>\$ 53,234,636</u>	<u>\$ 55,985,726</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	\$ 11,325,625	\$ (1,767,507)
+ Change in Net Assets	852,523	2,751,090
- Capital Contributions	100,877	152,492
+ Depreciation	3,300,000	3,404,000
+ Long Term Debt	-	5,000,000
- Fixed Assets	(12,921,532)	(6,325,870)
- Principal Repayment	<u>(4,425,000)</u>	<u>(4,600,000)</u>
Working Cash - End of Year	<u>\$ (1,767,507)</u>	<u>\$ (1,385,795)</u>

**CITY OF APPLETON 2010 BUDGET
WATER UTILITY
LONG TERM DEBT**

	2007 A		2007 B		2007 C	
	Revenue Refunding Bonds		Revenue Refunding Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2010	2,895,000	2,340,413	495,000	56,985	500,000	519,763
2011	3,010,000	2,220,013	520,000	29,425	520,000	498,963
2012	3,115,000	2,095,413	550,000	-	540,000	477,363
2013	3,865,000	1,902,163	-	-	560,000	454,963
2014	4,040,000	1,700,163	-	-	585,000	431,563
2015	3,800,000	1,510,163	-	-	610,000	405,638
2016	4,000,000	1,310,163	-	-	635,000	378,650
2017	4,210,000	1,099,663	-	-	665,000	350,388
2018	4,420,000	878,663	-	-	690,000	321,063
2019	4,140,000	671,663	-	-	720,000	290,463
2020	4,345,000	454,413	-	-	755,000	254,600
2021	4,245,000	254,425	-	-	790,000	217,075
2022	4,445,000	45,000	-	-	830,000	177,650
2023	415,000	26,325	-	-	870,000	136,325
2024	430,000	6,975	-	-	915,000	92,863
2025	155,000	-	-	-	955,000	47,500
2026	-	-	-	-	1,000,000	-
	<u>\$51,530,000</u>	<u>\$16,515,618</u>	<u>\$1,565,000</u>	<u>\$86,410</u>	<u>\$12,140,000</u>	<u>\$5,054,830</u>

	2008 A		TOTAL		Total
	Revenue Bonds		Principal	Interest	
	Principal	Interest			
2010	535,000	703,310	4,425,000	3,620,471	8,045,471
2011	550,000	686,810	4,600,000	3,435,211	8,035,211
2012	570,000	666,860	4,775,000	3,239,636	8,014,636
2013	590,000	646,210	5,015,000	3,003,336	8,018,336
2014	615,000	623,148	5,240,000	2,754,874	7,994,874
2015	635,000	599,335	5,045,000	2,515,136	7,560,136
2016	660,000	572,935	5,295,000	2,261,748	7,556,748
2017	690,000	540,985	5,565,000	1,991,036	7,556,036
2018	720,000	509,485	5,830,000	1,709,211	7,539,211
2019	755,000	471,735	5,615,000	1,433,861	7,048,861
2020	795,000	431,985	5,895,000	1,140,998	7,035,998
2021	835,000	390,235	5,870,000	861,735	6,731,735
2022	880,000	345,135	6,155,000	567,785	6,722,785
2023	925,000	296,573	2,210,000	459,223	2,669,223
2024	975,000	243,435	2,320,000	343,273	2,663,273
2025	1,030,000	187,300	2,140,000	234,800	2,374,800
2026	1,090,000	130,075	2,090,000	130,075	2,220,075
2027	1,150,000	66,825	1,150,000	66,825	1,216,825
2028	1,215,000	-	1,215,000	-	-
	<u>\$15,215,000</u>	<u>\$8,112,376</u>	<u>\$80,450,000</u>	<u>\$29,769,234</u>	<u>\$109,004,234</u>

Note: Schedule is based on accrual method of accounting. Debt was issued late in 2008 for 2008 and 2009 projects. Revenue bonds in the amount of \$5,000,000 will be issued in 2010. Expected interest expense of the issue for 2010 is \$126,625 at 5%.

CITY OF APPLETON 2010 BUDGET

WASTEWATER UTILITY

Director of Utilities: Michael W. Buettner

Deputy Director of Utilities: Chris W. Shaw

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Vacant, pending new hire

CITY OF APPLETON 2010 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 2009 EVENTS

WASTEWATER TREATMENT

Aeration Blower Variable Frequency Drive (VFD) Installation

Completed installation of high pressure aeration blower VFDs to optimize the rate of air diffusion to the activated sludge treatment process, including automated dissolved oxygen sensing for reducing electrical demand/costs.

Belt Filter Press (BFP) #1, #2, and #3 Rebuild

Completed rebuild of wear parts for three BFPs after 15 years of continuous service that will extend life of the equipment in dewatering digested sludge for land application as Class B Biosolids.

Concrete Heave Repairs

Repaired heaved concrete from ice damage to Aeration Tank #1 Wye-walls by replacing sections of concrete. Provided drainage to other susceptible Wye-walls to avoid future concrete heaving in those areas.

Waste Gas Utilization

Completed waste gas utilization engineering in support of planned 2010 construction to utilize 130 cubic feet per minute of digester gas produced for boiler fuel in conjunction with the Facilities Management Department. Digester gas will replace natural gas in plant heating applications. Substantial energy/cost savings are anticipated.

Lawe Street Lift Station

Completed pump replacement project at Lawe Street Lift Station including a seal water purge system to improve pump reliability for the industrial flows at this station to prevent sanitary sewer overflow.

Biosolids Composting Project

Started two year biosolids composting pilot at Outagamie County landfill that tests the potential for full scale yard waste/biosolids co-composting that would create a Class A compost product also solving biosolids storage problems.

Facilities Project

During 2009, facilities projects included the generator utilization project and replacement of the administrative building roof with analysis. Routine projects included painting, carpeting upgrades, HVAC enhancements, development of an arc flash program and various electrical system tests and upgrades. In addition, much attention has focused on analyzing and reducing energy consumption.

WASTEWATER COLLECTION

Added televising of laterals that were suspected to have infiltration. This helped us determine if there were laterals in need of repair and who was responsible for the repair.

Completed the French Road/Broadway Drive sanitary sewer interceptor project

Designed one new wastewater lift station to accommodate new property developments

Celebrated National Public Works Week with the following events:

- Open House at Municipal Service Building
- Educated DPW employees on the new decision making model that QIP Steering Committee initiated to better enhance our communication efforts within the Department

Completed second year of televising the city sanitary system with the newly purchased Pipe Tech televising software

WASTEWATER ADMINISTRATION

Completed wastewater rate study to accommodate increasing maintenance and repair costs and to meet debt coverage ratios.

CITY OF APPLETON 2010 BUDGET WASTEWATER UTILITY

MAJOR 2010 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 for the new WPDES permit anticipated to be issued for the period of 2010 to 2014 that protects the Fox River, Lake Michigan, and the Great Lakes system. New standards include stricter ammonia limits and a Mercury Pollution Minimization (PMP) program.

Provide the citizens of Appleton with efficient, safe, and cost-effective treatment of its residential, commercial, and industrial wastewater

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 and a biosolids component that is of beneficial use as an agricultural soil supplement and continue to explore biosolids composting opportunities.

To enhance longevity of wastewater treatment plant infrastructure that include the following projects: Digester Waste Gas Utilization improvements including a boiler and Sludge Storage Tank #1 cover, Biosolids Compost Pilot Study, and Kiwanis Lift Station improvements, Archimedes Screw Pump repair, and Anaerobic Digester cleaning and inspection.

Continue to implement 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 new 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

Study ammonia and phosphorus components of waste stream for possible future rate implications due to expected

WASTEWATER COMPARISONS

	Actual 2007	Actual 2008	Target 2009	Projected 2009	Target 2010
Total Miles of Mains (Jan. 1)	306.35	325.62	324.84	325.92	326.68
Additional Miles of Main	0.26	1.41	3.93	0.42	0.76
Reconstructed	1.23	1.50	5.22	0.58	2.58
% of Total Reconstructed	0.40%	0.46%	1.61%	0.18%	0.79%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget		%	
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 11,554,383	\$ 11,511,854	\$ 10,838,350	\$ 10,838,350	\$ 10,000,113	-7.73%
Program Expenses							
5411	Utility Administration	315,310	218,969	262,697	262,697	268,446	2.19%
5412	Finance Administration	5,389,563	5,550,852	5,791,552	5,791,552	5,894,454	1.78%
5422	Treatment	3,141,507	3,435,300	3,929,124	3,929,124	4,032,327	2.63%
5423	Biosolids Management	404,430	417,629	611,678	611,678	501,150	-18.07%
5424	Lab/Pre-Treatment	232,045	268,134	288,211	288,211	298,433	3.55%
5425	Lift Stations	60,234	69,140	60,992	69,742	77,425	26.94%
5427	Collection Systems	643,289	560,294	772,731	864,248	828,721	7.25%
5431	Public Works Capital	807,104	573,850	3,899,674	7,868,989	4,933,885	26.52%
5432	Utility Capital	-	19,074	1,495,000	1,909,307	2,854,000	90.90%
Total Program Expenses		\$ 10,993,482	\$ 11,113,242	\$ 17,111,659	\$ 21,595,548	\$ 19,688,841	15.06%
Expenses Comprised Of:							
	Personnel	1,951,789	2,071,329	2,348,294	2,348,294	2,514,293	7.07%
	Administrative Expense	5,150,458	5,301,119	5,508,994	5,508,994	5,619,382	2.00%
	Supplies & Materials	353,638	313,528	470,508	470,508	516,878	9.86%
	Purchased Services	877,109	832,185	1,370,006	1,552,801	1,595,333	16.45%
	Utilities	1,327,894	1,455,156	1,640,581	1,640,581	1,375,475	-16.16%
	Repair & Maintenance	598,453	597,559	645,924	645,924	644,525	-0.22%
	Capital Expenditures	734,141	542,366	5,127,352	9,428,446	7,422,955	44.77%
Full Time Equivalent Staff:							
	Personnel allocated to programs	28.07	27.32	28.32	28.32	29.28	

* % change from prior year adopted budget

CITY OF APPLETON 2010 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 status 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 Program Changes:

The budget reflects a decrease in Training/Conference expense for elimination of a one-time expense for training and certification of a newly hired Maintenance Specialist in cross connection and backflow prevention. The Utility Department will share responsibility of cross connection prevention with Facilities Management Department, therefore the second newly hired Maintenance Specialist will not attend training. This budget also reflects the need of bi-annual Radiation Safety Officer Training of the Technical Service Manager.

Gate camera video and control systems were installed at Wastewater and Water Plants to allow for staff located at Wastewater Plant to remotely respond to visitors and phone calls at the Water Plant for administrative back up, reducing the need for temporary administrative help for customer service.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp. claims / year	5	0	0	0	0
# of first aid entries per year	16	19	25	25	25
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget for plant & lift stations dollars obligated	93%	95%	100%	100%	100%
Work Process Outputs					
Government reports prepared					
# reports filed:					
Compliance Report (CMAR)	1	1	1	1	1
Biosolids Annual Report	1	1	1	1	1
Pretreatm't Report	1	2	2	2	1
Discharge Report (DMAR)	12	12	12	12	12

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4710 Interest on Investments	\$ 1,310,246	\$ 1,659,079	\$ 600,000	\$ 600,000	\$ 990,000
4730 Interest - Deferred Specials	32,576	34,972	10,000	10,000	10,000
4810 Sewer Service - Residential	4,025,073	3,984,845	4,150,900	4,150,900	3,985,000
4811 Sewer Service - Commercial	1,262,705	1,249,083	1,292,650	1,292,650	1,248,000
4812 Sewer Service - Industrial	3,778,979	3,270,220	3,975,800	3,975,800	2,940,000
4813 Sewer Service - Municipal	178,248	170,308	182,310	182,310	168,000
5010 Misc Revenue - Nontax	564	-	-	-	-
5015 Rental of City Property	-	-	86,000	86,000	82,500
5021 Capital Contributions	529,547	1,184,454	20,371	20,371	58,487
5030 Damage to City Property	2,771	384	-	-	-
5035 Other Reimbursements	1,264	5,367	-	-	-
5071 Customer Penalty	34,234	36,196	34,500	34,500	34,500
5077 Income from Admin Fee	1,631	(1,631)	-	-	-
5082 Insurance Proceeds	2,636	-	-	-	-
Total Revenue	<u>\$ 11,160,474</u>	<u>\$ 11,593,277</u>	<u>\$ 10,352,531</u>	<u>\$ 10,352,531</u>	<u>\$ 9,516,487</u>
Expenses					
6101 Regular Salaries	\$ 181,838	\$ 116,782	\$ 138,861	\$ 138,861	\$ 143,259
6104 Call Time	234	16	300	300	300
6105 Overtime	4,067	728	3,658	3,658	3,758
6108 Part-Time	3,734	1,231	-	-	-
6150 Fringes	67,460	49,941	59,955	59,955	62,537
6201 Training\Conferences	4,467	6,750	7,500	7,500	6,750
6301 Office Supplies	5,537	3,674	4,500	4,500	4,000
6302 Subscriptions	49	74	100	100	100
6303 Memberships & Licenses	904	1,656	3,000	3,000	2,000
6304 Postage\Freight	796	1,286	1,400	1,400	1,400
6305 Awards & Recognition	160	349	300	300	300
6306 Janitorial Supplies	4,697	5,765	4,400	4,400	6,000
6307 Food & Provisions	409	72	400	400	400
6320 Printing & Reproduction	2,239	2,481	3,000	3,000	3,000
6321 Clothing	741	572	800	800	700
6323 Safety Supplies	2,766	5,431	5,500	5,500	5,500
6327 Misc. Equipment	352	950	2,500	2,500	2,500
6404 Consulting Services	825	-	1,000	1,000	-
6407 Collection Services	1,212	1,211	1,240	1,240	2,600
6408 Contractor Fees	5,581	2,985	3,750	3,750	3,750
6411 Temporary Help	2,457	-	700	700	150
6412 Advertising/Publications	3,106	260	2,000	2,000	1,500
6413 Utilities	15,535	15,295	16,100	16,100	16,300
6425 CEA Equip. Rental	1,201	1,460	1,733	1,733	1,642
7914 Trans Out - Capital Projects	4,943	-	-	-	-
Total Expense	<u>\$ 315,310</u>	<u>\$ 218,969</u>	<u>\$ 262,697</u>	<u>\$ 262,697</u>	<u>\$ 268,446</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2010 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 Program Changes:

This budget reflects a decrease in Accounting Fees due to the completion of a rate study in 2009. There is no increase for service area rates for 2010, but an increase will be necessary in 2011. See page 579 for more details. In 2009, the Utility placed funds in escrow to defease the 2005 refunding bonds allowing rates to remain stable during 2010.

The budget does include a change in rates for the hauled waste customers. Effective January 1, 2010 a tiered-rate system will be used to charge customers based on the characteristics of the waste that is hauled to the Wastewater Treatment Plant from outside the service area.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	100%	100%	100%	92%	100%
Strategic Outcomes					
Maintain compliance with GAAP					
# of audit compliance issues not raised by staff	0	0	0	0	0
Work Process Outputs					
# of monthly bills processed	107,310	107,892	108,620	108,620	108,000

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY**

Finance Administration

Business Unit 5412

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5005 Sale of City Prop - Taxable	\$ -	\$ -	\$ -	\$ -	\$ -
5006 Gain (Loss) Asset Disposal	338,957	(113,491)	-	-	-
5086 Premium on Debt Issue	13,416	13,092	8,319	8,319	4,026
	<u>\$ 352,373</u>	<u>\$ (100,399)</u>	<u>\$ 8,319</u>	<u>\$ 8,319</u>	<u>\$ 4,026</u>
Expenses					
6101 Regular Salaries	\$ 89,683	\$ 93,188	\$ 98,064	\$ 98,064	\$ 101,421
6105 Overtime	667	683	-	-	-
6150 Fringes	33,682	37,596	39,479	39,479	41,336
6304 Postage\Freight	14,947	14,880	15,500	15,500	16,000
6320 Printing & Reproduction	2,294	1,849	2,500	2,500	2,500
6401 Accounting/Audit	8,689	10,731	29,490	29,490	11,840
6403 Bank Services	24,161	26,259	25,200	25,200	28,000
6437 Billing Services	82,664	78,299	88,000	88,000	88,000
6501 Insurance	85,360	83,520	96,820	96,820	101,320
6599 Other Contracts/Obligations	21,374	22,029	22,500	22,500	23,500
6601 Depreciation Expense	3,795,558	3,967,618	4,018,300	4,018,300	4,135,000
6623 Uncollectable Accounts	3,349	2,302	3,000	3,000	3,000
6631 Meter Expense	572,384	567,488	579,000	579,000	578,000
6650 Discounts Available	(5)	-	-	-	-
6720 Interest Payments	476,402	477,766	622,579	622,579	628,895
6730 Debt Issuance Costs	13,393	14,200	13,756	13,756	13,168
6751 Gain/Loss on refund Amort.	47,511	34,994	19,914	19,914	5,024
7911 Trans Out - General Fund	117,450	117,450	117,450	117,450	117,450
Total Expense	<u>\$ 5,389,563</u>	<u>\$ 5,550,852</u>	<u>\$ 5,791,552</u>	<u>\$ 5,791,552</u>	<u>\$ 5,894,454</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Postage/Freight

Allocation of postage expense for mailing City services invoices

\$ 16,000
\$ 16,000

Other Contracts/Obligations

Tax levies from other sanitation districts for Appleton residences served

\$ 23,500
\$ 23,500

Bank Services

Banking, Investment & Purchasing Card fees

\$ 28,000
\$ 28,000

Meter Expense

Allocation from Water:
Meter maintenance exp. \$ 197,000
Meter depreciation 224,000
Meter payment in lieu of tax 45,000
Return on investment in net fixed assets - meters 112,000

\$ 578,000

Billing Services

Sewer charges from other sanitation districts for Appleton residences served

\$ 88,000
\$ 88,000

Accounting/Audit

Annual financial audit

\$ 11,840
\$ 11,840

**CITY OF APPLETON 2010 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 Program Changes:

- The budget reflects the costs to purchase ferrous sulfate when the iron salt industrial waste is not available at no cost. During 2008 and 2009 approximately one half of the needed supply was purchased.
- The utility budget reflects the following changes: use of digester gas for the heating system at the WWTP upon completion of Digester Utilization CIP project, increased electrical use for new permit limits, decreased electrical use upon installation of HP Aeration VFD and a mid-year stormwater utility increase of rates.
- The Equipment Repairs & Maintenance budget reflects a decrease in receiving station repairs for 2010, this amount will be adjusted in future years based on current needs.
- The Contractor Fee budget includes \$347,500 for the first of a two year project to clean and inspect the primary digesters. Cleaning and inspection maintenance should be completed approximately every 15 years. The digesters were put into service in 1992. This service is needed to determine if any rehabilitation of the digesters will be needed in future years.
- The salary budget reflects a net addition of .1 FTE in positions to reflect actual workloads of the Electrician and Maintenance Specialists 2 positions.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Environmental Safety					
# of DMR permit exceedance/violation	0	0	0	0	0
Essential services provided					
# of gallons of influent treated annually	3,961 MG	4,800 MG	4,000 MG	4,000 MG	4,400 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	92%	96%	100%	100%	100%
Average # of hours training per employee	45	37	32	32	32
High Wastewater treatment standards					
CMAR GPA for ten categories	A	A -	A	A	A
	3.86	3.75	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 loss due to injuries	8	0	0	0	0
# of work orders closed	1,698	1,442	1,800	1,800	1,800
# of open work orders*	New Measure	349	300	300	258
Average # of days to close preventive work orders	New Measure	49	35	35	35
* includes preventive work orders at the Water Plant					

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY**

Treatment

Business Unit 5422

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 561,135	\$ 703,439	\$ 685,822	\$ 685,822	\$ 703,411
6104 Call Time	4,640	3,664	8,900	8,900	8,900
6105 Overtime	101,211	78,726	91,154	91,154	93,228
6108 Part-Time	9,899	7,282	8,774	8,774	8,774
6150 Fringes	282,076	328,312	354,331	354,331	368,964
6309 Shop Supplies & Tools	7,944	7,743	6,200	6,200	10,000
6310 Chemicals	275,830	241,698	386,270	386,270	412,000
6321 Clothing	5,563	5,903	5,200	5,200	5,000
6322 Gas Purchases	2,064	3,015	4,100	4,100	4,200
6327 Miscellaneous Equipment	738	32	-	-	-
6402 Legal Fees	26,401	26,562	32,800	32,800	33,800
6404 Consulting Services	1,022	62,253	9,300	9,300	9,800
6408 Contractor Fees	69,627	49,917	206,700	206,700	527,140
6413 Utilities	1,277,137	1,402,979	1,587,374	1,587,374	1,317,285
6416 Building Repairs & Maint	167	269	-	-	-
6418 Equipment Repairs & Maint	133,787	132,199	174,000	174,000	143,500
6420 Facilities Charges	371,729	369,072	352,343	352,343	371,285
6425 CEA Equip. Rental	10,537	9,875	13,456	13,456	12,590
6599 Other Contracts/Obligations	-	2,360	2,400	2,400	2,450
Total Expense	<u>\$ 3,141,507</u>	<u>\$ 3,435,300</u>	<u>\$ 3,929,124</u>	<u>\$ 3,929,124</u>	<u>\$ 4,032,327</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Legal Fees

NR 101 Wastewater fee (discharge permit)	\$ 31,300
Lab certification	1,250
Ground water fee	1,250
	<u>\$ 33,800</u>

Chemicals

Iron Salts	\$ 45,000
DAF Polymer	31,000
BFP coagulant	221,500
Sodium hypochlorite	54,100
Sodium bisulfite	52,900
Other chemicals	7,500
	<u>\$ 412,000</u>

Contractor Fees

T. of Menasha (Garden Ct)	\$ 5,000
Digester Maintenance	347,750
MK Tunnel Maintenance	60,000
Archimedes Screw Pump Maintenance	60,000
Struit removal	5,000
CSE service	2,500
Grit removal	10,000
Various Repair	25,000
Various annual service contract fees	11,890
	<u>\$ 527,140</u>

Equipment Repairs & Maintenance

Batteries	\$ 2,500
Dissolved oxygen cartridges	2,500
Valves	8,500
Pump parts	30,000
Filters, belts, gaskets & bearings	40,000
Small parts needed for maintenance	10,000
Receiving station repairs	10,000
Corrective maintenance	30,000
Preventive maintenance	10,000
	<u>\$ 143,500</u>

Shop Supplies & Tools

Wire feed welder	\$ 2,700
Shop Supplies	5,700
Small hand tools	1,600
	<u>\$ 10,000</u>

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM MISSION

For the benefit of the ratepayers and the agricultural community, we will research and implement cost-effective recycling so that we accomplish beneficial reuse of biosolids produced during wastewater treatment.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

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 of biosolids for beneficial use as a soil augmentation.

Major Program Changes:

The biosolids budget is reduced due to less volume, from about 28,000 wet tons annually in 2004 to 21,000 wet tons currently, as industrial customer contribution has declined. The biosolids building storage provides less than the WDNR requirement for 180 days and continues to count against the Utility CMAR compliance grading.

A CIP to evaluate the feasibility of local composting of biosolids with other biodegradable products such as leaves and wood chips at a local site continues into 2010. The goal of the project is to reduce biosolids trucking costs for land application and provide a continuous beneficial outlet of biosolids disposal, increasing the current biosolids storage time to greater than 180 day regulatory requirement. This budget reflects a decrease in hauling costs for 2,000 wet tons of biosolids that will be used in the compost pilot and hauled locally.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</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	21,733	19,518	20,000	20,000	19,750
Wet tons landfilled	0	0	2,000	2,000	1,250
Work Process Outputs					
Biosolids production and storage					
Tons of biosolids produced	21,647	19,258	22,000	22,000	21,000
CMAR Compliance					
# of site monitorings completed	13	30	13	13	18

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ 902		\$ -	\$ -	\$ -
5011 Misc Revenue - Tax	6,884		-	-	-
Total Revenue	<u>\$ 7,786</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 26,523	\$ 44,644	\$ 47,667	\$ 47,667	\$ 50,345
6104 Call Time	-	65	-	-	-
6105 Overtime	4,423	3,924	6,225	6,225	6,372
6108 Part Time	962	-	-	-	-
6150 Fringes	10,424	21,876	23,513	23,513	24,775
6316 Miscellaneous Supplies	-	63	200	200	200
6321 Clothing	390	228	350	350	350
6322 Gas Purchases	-	3,241	3,528	3,528	1,478
6404 Consulting Services	849	-	5,000	5,000	-
6408 Contractor Fees	347,641	334,207	509,018	509,018	402,857
6412 Advertising	1,185	366	-	-	-
6425 CEA Equip. Rental	12,033	9,015	16,177	16,177	14,773
Total Expense	<u>\$ 404,430</u>	<u>\$ 417,629</u>	<u>\$ 611,678</u>	<u>\$ 611,678</u>	<u>\$ 501,150</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Contractor Fees</u>	
Biosolids landfill	\$ 54,813
Bio-solids transport / application	306,523
Analysis/Lab Fees	6,500
Soil analysis	3,500
Research	5,000
Storage building repairs	5,000
Site management	4,635
Bio-solids incorporation	16,886
	<u>\$ 402,857</u>

**CITY OF APPLETON 2010 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

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
- Build a customer base for a special waste revenue program to reduce the community user costs

Major Program Changes:

- The laboratory continues to implement new procedures under NR149. Updated procedures include additional updating of Standard Operating Procedures and Quality Assurance Manual.
- The laboratory has gained DATCP certification allowing continued testing of Health Department pool samples for bacteria. The added costs for DATCP certification are \$600 per year in Lab Fees. Fees and Commission revenue of \$8,000 are budgeted from the Health Department for pool samples.
- Pretreatment programming includes new Mercury Pollution Minimization Program (PMP) required as part of WPDES permit.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Environmental safety					
# of industrial clients	10	10	10	10	10
# of clients in significant non-compliance	0	1	0	0	0
Increase revenue sources					
# of permitted haulers	12	12	10	10	8
\$ received from other sources	\$ 433,137	\$ 569,607	\$ 450,000	\$ 450,000	\$ 500,000
Strategic Outcomes					
Public Outreach Initiatives					
# of pollution minimization initiatives	1	2	3	3	3
Work Process Outputs					
Record maintenance - Discharge Monitoring Report (DMR)					
# DMR - QA/QC samples completed	1,973	5,690	3,702	3,702	3,914
Improve treatment processes					
# process samples analyzed annually	6,063	4,639	6,117	6,117	5,905
Maintain industrial pretreatment compliance					
# of inspections	13	10	10	10	10
# of sampling events	22	20	20	20	20
# of billable samples for other City departments	New Measure →		720	720	720

* includes all compliance, process and billing samples

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY**

Laboratory & Pretreatment

Business Unit 5424

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4814 Industrial Pre-Treatment	\$ 4,653	\$ 12,569	\$ 8,500	\$ 8,500	\$ 8,500
5001 Fees & Commissions	3,612	3,888	8,000	8,000	8,000
5010 Misc Revenue - Nontax	4,093	4,734	4,000	4,000	4,000
5084 Special Hauled Waste	433,666	569,632	457,000	457,000	457,000
Total Expense	<u>\$ 446,024</u>	<u>\$ 590,823</u>	<u>\$ 477,500</u>	<u>\$ 477,500</u>	<u>\$ 477,500</u>
Expenses					
6101 Regular Salaries	\$ 125,708	\$ 139,529	\$ 145,087	\$ 145,087	\$ 149,786
6104 Call Time	63	-	-	-	-
6105 Overtime	6,774	7,041	8,298	8,298	8,493
6150 Fringes	57,722	69,978	73,676	73,676	76,869
6309 Tools & Instruments	3,266	10,501	11,000	11,000	11,000
6310 Chemicals	6,482	6,627	8,900	8,900	8,900
6321 Clothing	912	1,333	1,200	1,200	1,200
6324 Medical/Lab Supplies	3,281	8,246	7,000	7,000	8,250
6404 Consulting Service	-	-	1,000	1,000	1,000
6408 Contractor Fees	26,675	22,674	29,150	29,150	29,900
6418 Equip Repairs & Maint	-	783	-	-	-
6425 CEA Equip. Rental	259	470	400	400	535
6432 Lab Fees	903	952	2,500	2,500	2,500
Total Expense	<u>\$ 232,045</u>	<u>\$ 268,134</u>	<u>\$ 288,211</u>	<u>\$ 288,211</u>	<u>\$ 298,433</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Contractor Fees</u>		<u>Tools & Instruments</u>	
Pretreatment testing	\$ 8,000	Oven	\$ 3,250
Wastewater testing	12,500	Incubator	4,300
Cylinder Lease	150	Lab instrumentation	3,450
Maintenance plan for TOC equipment	2,000		<u>\$ 11,000</u>
Receiving Station Monitoring	7,250		
	<u>\$ 29,900</u>		

**CITY OF APPLETON 2010 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 industrial, commercial, and residential waste to the treatment plant

Major Program Changes:

Workloads and maintenance needs have increased due to three new lift stations being added in recent years and the aging of other lift stations; the salary budget was increased .1 FTE

The budget reflects increased utility expense due to the Glacier Ridge and Clearwater Creek lift stations being added to the collection system.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Sewage bypasses / backups # per year attributed to lift stations	0	1	0	0	0
Strategic Outcomes					
Integrity of lift stations maintained # of emergency calls required	27	16	15	15	15
Work Process Outputs					
Response to work orders # of preventive work orders	204	133	115	115	168
# of corrective work orders	89	58	70	70	75

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 10,235	\$ 13,453	\$ 10,138	\$ 10,138	\$ 15,564
6104 Call Time	1,545	1,461	-	-	-
6105 Overtime	2,236	1,758	-	-	-
6150 Fringes	5,444	7,815	5,047	5,047	7,871
6404 Consulting Services	-	-	-	230	-
6408 Contractor Fees	-	(10,260)	6,200	14,720	6,500
6413 Utilities	23,054	27,689	31,607	31,607	36,890
6418 Equip Repairs & Maint	17,720	27,224	8,000	8,000	10,600
6804 Equipment	-	-	-	-	-
Total Expense	<u>\$ 60,234</u>	<u>\$ 69,140</u>	<u>\$ 60,992</u>	<u>\$ 69,742</u>	<u>\$ 77,425</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Equip Repairs & Maint

Briarcliff Lift Station repair	\$ 5,000
Miscellaneous parts for repair at other Lift Stations	5,000
	<u>\$ 10,000</u>

**CITY OF APPLETON 2010 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 projects are 2010 CIP's:

	2010 Budget	Page
Lift Station Renovation	\$ 529,000	Projects, Pg. 700
Wastewater Sludge Storage Options	75,000	Projects, Pg. 677
Waste Gas Boiler Installation	2,050,000	Projects, Pg. 676
Fire Protection	50,000	Projects, Pg. 675
	<u>\$ 2,704,000</u>	

Major Program Changes:

Grant funding is being pursued for the waste gas boiler installation as an energy conservation project in the amount of approximately 10% to 20% of the project costs. The level of grant funding will be determined through a grant application process in early 2010 following completion of project design plans.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Cost effective treatment processes					
# of CIP's in budget year	2	11	4	4	4
# of CIP's in five-year plan	9	16	13	13	14
Strategic Outcomes					
Sewer Rate changes					
% per year	0%	0%	0%	0%	0%
Work Process Outputs					
Project Management					
% of projects completed at year-end	50%	27%	100%	75%	100%

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6404 Consulting Services	\$ -	\$ 19,074	\$ 125,000	\$ 131,681	\$ 154,000
6408 Contractor Fees	-	-	-	26,125	-
6803 Buildings	-	(7,453)	120,000	127,460	-
6804 Equipment	-	7,453	1,250,000	1,624,041	2,700,000
Total Expense	\$ -	\$ 19,074	\$ 1,495,000	\$ 1,909,307	\$ 2,854,000

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Consulting Services

Lift Station Renovation	\$ 79,000
Wastewater Sludge Storage Options	75,000
	<u>\$ 154,000</u>

Equipment

Lift Station Renovation	\$ 450,000
Spectralink Phone System	150,000
Waste Gas Boiler Installation	2,050,000
Fire Protection	50,000
	<u>\$ 2,700,000</u>

CITY OF APPLETON 2010 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 Program Changes:

The increase in construction materials is for rehabilitating sanitary structures on 20-year old concrete streets. This will be done as part of the new concrete rehabilitation program developed in conjunction with the new epoxy patch machine purchased in 2009. This program will provide a comprehensive rehab of the street, structures and sidewalks in a given area that will prolong the life of the street and minimize inconvenience to the residents.

For the 2010 Budget, we have eliminated one Street Foreman position. We feel that by re-prioritizing and redistributing work to the remaining foreman, we can accommodate this reduction. Since the Street Foreman's duties are spread over several budgets, this reduction is reflected in this budget as well as the Public Works, Water and Stormwater budgets.

The budget reflects the purchase of a root cutter; the cost of this purchase will be shared with the Stormwater utility. The purchase of this piece of equipment also reduced contractor, overtime and call time expense. The root cutter system is used for mulching roots, removing grease and descaling pipes. It is an attachment to one of the current sewer cleaning trucks.

The interfund allocations budget reflects sewer pit cleaning service performed by Wastewater staff at other City facilities. Service is performed at City locations and interfund billing is prepared based on work order data per the interfund billing policy.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Benefit of inspection program					
# defects identified from TV report	28	20	25	25	20
Compliance with regulation					
# of protruding taps identified	14	10	8	6	8
# of cross connections identified	154	124	125	125	125
Strategic Outcomes					
Reliability of system maintenance program					
# of trouble calls	89	47	75	75	65
# of system blockages removed	7	3	7	7	7
% of total system televised	12.0%	8.8%	12.0%	12.0%	12.0%
Work Process Outputs					
Maintenance performed					
% of total system cleaned	61%	47%	50%	50%	45%
# of spot repairs made	19	0	25	40	20
Safeguarding health and safety					
# of protruding taps removed	13	3	8	6	5

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4908 Intergovernmental Charges	\$ 215	\$ 835	\$ -	\$ -	\$ 2,100
Total Revenue	<u>\$ 215</u>	<u>\$ 835</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,100</u>
Expenses					
6101 Regular Salaries	\$ 210,364	210,741	\$ 267,325	\$ 267,325	293,366
6104 Call Time	5,491	3,221	4,200	4,200	3,850
6105 Overtime	6,134	6,780	6,000	6,000	5,450
6108 Part-Time	590	-	-	-	-
6150 Fringes	78,698	82,990	122,248	122,248	129,734
6201 Training\Conferences	992	1,225	1,000	1,000	500
6301 Office Supplies	30	-	-	-	-
6303 Memberships & Licenses	1,125	50	75	75	75
6309 Shop Supplies & Tools	895	2,089	2,000	2,000	2,100
6320 Printing & Reproduction	261	22	-	-	-
6325 Construction Materials	19,383	5,878	19,000	19,000	30,000
6327 Miscellaneous Equipment	10,326	5,625	1,260	1,260	8,000
6404 Consulting Services	128,008	106,741	150,033	187,765	149,663
6407 Collection Services	280	-	-	-	-
6408 Contractor Fees	122,634	80,771	115,000	168,785	118,000
6413 Utilities	5,334	4,721	5,500	5,500	5,000
6415 Tipping Fees	1,724	2,248	2,000	2,000	3,233
6418 Equip Repairs & Maint	78	-	300	300	100
6424 Software Support	-	500	-	-	500
6425 CEA Equip. Rental	50,942	46,692	76,765	76,765	84,000
6429 Interfund Allocations	-	-	-	-	(5,000)
6430 Health Services	-	-	25	25	150
Total Expense	<u>\$ 643,289</u>	<u>\$ 560,294</u>	<u>\$ 772,731</u>	<u>\$ 864,248</u>	<u>\$ 828,721</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

Construction Materials

Castings	\$ 19,500
Concrete	10,500
	<u>\$ 30,000</u>

Consulting Services

Sewer TV & cleaning	\$ 134,000
Aerial Topography	12,000
Flow monitoring	3,250
Auto Cad renewal	413
	<u>\$ 149,663</u>

Contractor Fees

Surface restoring -prior year repairs	\$ 25,000
Protruding taps/mineral deposits	28,000
Spot repair liners	55,000
Unanticipated failures	10,000
	<u>\$ 118,000</u>

**CITY OF APPLETON 2010 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 (see page 660)
- Design replacement systems or system expansions to meet current and future demands
- Reduce the amount of inflow and infiltration into the sanitary sewer system

Major Program Changes:

The number of manholes rehabilitated or rebuilt is increased for the 2010 budget, due to the two mile long Wisconsin Avenue project to be completed.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Reduction of wastewater treatment cost					
# of manholes - rehab/rebuilt	20	35	25	29	51
I & I section rating from CMAR	A	A	A	A	A
# of laterals replaced	344	297	300	300	316
Strategic Outcomes					
Improvements to the sanitary sewer system					
Total miles of sanitary sewer	306.35	325.62	324.84	325.92	326.50
% of total miles of sanitary sewer reconstructed	0.40%	0.46%	0.93%	0.73%	1.38%
Work Process Outputs					
Restoration of sanitary sewers					
Miles of existing sanitary sewer reconstruction	1.23	1.50	3.01	2.38	4.49
Expansion of sanitary sewer system					
Miles of new sanitary sewer added	0.26	1.41	0.00	0.00	0.58
Reduction of treatment costs					
# of seals installed (I&I)	101	176	100	100	100

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY**

Public Works Capital Improvements

Business Unit 5431

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
5035 Other Reimbursements	\$ 22		\$ -	\$ -	\$ -
Total Revenue	\$ 22	\$ -	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 33,513	\$ 18,141	\$ 92,505	\$ 92,505	\$ 140,485
6104 Call Time	\$ -	\$ 74	\$ -	\$ -	
6105 Overtime	6,086	5,132	4,000	4,000	5,200
6108 Part-Time	2,716	1,298	4,917	4,917	3,198
6150 Fringes	15,811	9,820	38,150	38,150	57,047
6325 Construction Materials	7,912	-	-	-	-
6402 Legal Fees	90	-	-	-	-
6404 Consulting Services	-	-	-	49,722	-
6413 Utilities	6,835	4,472	-	-	-
6425 CEA Equip. Rental	-	-	10,750	10,750	5,000
6809 Infrastructure Construction	734,141	534,913	3,749,352	7,668,945	4,722,955
Total Expense	\$ 807,104	\$ 573,850	\$ 3,899,674	\$ 7,868,989	\$ 4,933,885

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

2010	Street	From	To	Waste-water Utility
Labor Pool				205,930
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2010 Asphalt Paving (B-10)			19,941
	Sanitary Laterals & Manholes Prior To 2010 Concrete Paving (A-10)			61,493
	South Island Street contaminated soil removal			25,000
	Wisconsin Ave contaminated soil removal			100,000
	Subtotal			206,434
New Construction	Applecreek Road	Broadway Dr	Broadway Dr, 600'	27,250
	Providence Ave	Edgewood Dr	Edgewood Dr 300'	38,150
	Werner Road	Ballard Road, 1000'	Ballard Road	130,300
	Subtotal			195,700
Reconstruction	Interceptor	Division St	Packard St	1,600,000
	Scarlet Oak Force	Lift Station	320' north	24,000
	Subtotal			1,624,000
Reconstruction (on streets to be paved)	Cedar St	Douglas St	Mason St	197,925
	Douglas St	Highland Ave	Packard St	79,500
	Franklin St	Rankin St (laterals)	Catherine St	33,100
	Lorain Ct	Linwood Ave	Outagamie St	158,420
	Memorial Dr	Fox River	Lawrence St	209,400
	Washington St	Rankin St	Catherine St	87,450
	Winnebago St	Meade St	Rankin St	62,150
	Wisconsin Ave	Meade St	Ballard Rd (CTH E	1,160,511
	Wisconsin Ave	Richmond St	Meade St (laterals)	349,865
	Wisconsin Ave	Meade St	Leminwah St	169,600
	Woodland Ave	Viola St	Kenilworth Ave	193,900
	Subtotal			2,701,821
Total				\$ 4,933,885

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
REVENUES							
Intergovernmental Revenues	902	.00	0	0	0	0	0
Interest Income	1,342,821	1,694,050.95	78,833	610,000	610,000	0	1,000,000
Charges for Services	9,245,005	8,674,456.07	5,630,023	9,601,660	9,601,660	0	8,341,000
Intergov. Charges for Service	215	834.90	1,215	0	0	4,200	2,100
Other Revenues	1,377,951	1,715,193.20	722,529	626,690	626,690	0	657,013
TOTAL REVENUES	11,966,894	12,084,535.12	6,432,600	10,838,350	10,838,350	4,200	10,000,113

EXPENSES BY LINE ITEM

Regular Salaries	263,178	291,876.34	241,396	366,171	366,171	295,804	397,225
Labor Pool Allocations	851,232	840,959.51	750,950	1,119,073	1,119,073	1,202,479	1,200,287
Call Time	11,973	8,501.10	5,730	13,400	13,400	13,400	13,050
Overtime	131,597	104,771.48	71,957	119,335	119,335	123,551	122,501
Temp. Full-Time	3,306	1,284.88	2,222	4,917	4,917	3,198	3,198
Part-Time	14,595	8,526.59	6,756	8,774	8,774	8,774	8,774
Other Compensation	1,431	191.55	199	200	200	100	100
Shift Differential	3,350	3,174.61	2,288	25	25	25	25
Sick Pay	31,827	73,069.31	32,506	0	0	0	0
Vacation Pay	87,984	130,645.10	78,903	0	0	0	0
Fringes	551,316	608,328.59	501,505	716,399	716,399	728,374	769,133
Salaries & Fringe Benefits	1,951,789	2,071,329.06	1,694,412	2,348,294	2,348,294	2,375,705	2,514,293
Training & Conferences	5,460	7,975.01	1,366	8,500	8,500	7,250	7,250
Office Supplies	5,567	3,673.57	2,476	4,500	4,500	4,000	4,000
Subscriptions	49	74.00	0	100	100	100	100
Memberships & Licenses	2,029	1,706.00	2,024	3,075	3,075	2,075	2,075
Postage & Freight	15,743	16,166.82	8,830	16,900	16,900	1,400	17,400
Awards & Recognition	160	349.07	222	300	300	300	300
Building Maintenance/Janitor.	4,697	5,764.65	3,305	4,400	4,400	6,000	6,000
Food & Provisions	409	71.63	68	400	400	400	400
Insurance	85,360	83,520.00	55,680	96,820	96,820	0	101,320
Depreciation Expense	3,795,558	3,967,618.13	2,573,600	4,018,300	4,018,300	0	4,135,000
Uncollectible Accounts	3,349	2,302.36	1,767	3,000	3,000	0	3,000
Meter Expense	572,384	567,487.51	82,712	579,000	579,000	0	578,000
Discounts Available	5	.00	0	0	0	0	0
Interest Payments	460,630	477,766.33	413,893	622,579	622,579	0	628,895
Debt Issuance Costs	13,393	14,200.08	12,237	13,756	13,756	0	13,168
Gain/Loss on Refund Amort.	47,511	34,994.28	13,276	19,914	19,914	0	5,024
Trans Out - General Fund	117,450	117,450.00	78,300	117,450	117,450	0	117,450
Trans Out - Capital Projects	4,943	.00	0	0	0	0	0
Administrative Expense	5,134,687	5,301,119.44	3,249,756	5,508,994	5,508,994	21,525	5,619,382
Shop Supplies & Tools	12,105	20,332.98	7,729	19,200	19,200	23,100	23,100
Chemicals	282,312	248,324.63	204,774	395,170	395,170	420,900	420,900
Miscellaneous Supplies	0	63.33	0	200	200	200	200
Printing & Reproduction	4,794	4,352.11	3,711	5,500	5,500	3,000	5,500
Clothing	7,606	8,036.68	5,288	7,550	7,550	7,250	7,250
Gas Purchases	2,064	6,256.30	1,310	7,628	7,628	5,678	5,678
Safety Supplies	2,766	5,430.80	1,080	5,500	5,500	5,500	5,500
Medical & Lab Supplies	3,281	8,246.27	3,226	7,000	7,000	8,250	8,250
Construction Materials	27,294	5,877.63	10,111	19,000	19,000	30,000	30,000
Miscellaneous Equipment	11,416	6,607.20	3,314	3,760	3,760	3,500	10,500
Supplies - Benchware	0	.00	789	0	0	0	0
Supplies & Materials	353,638	313,527.93	241,332	470,508	470,508	507,378	516,878
Accounting/Audit	8,689	10,730.85	20,160	29,490	29,490	0	11,840
Legal Fees	26,491	26,561.56	28,022	32,800	32,800	33,800	33,800
Bank Services	24,161	26,259.31	15,547	25,200	25,200	0	28,000
Consulting Services	130,704	188,067.72	183,865	291,333	385,698	314,463	314,463
Collection Services	1,492	1,210.79	1,896	1,240	1,240	2,600	2,600
Contractor Fees	572,158	472,840.64	381,449	869,818	958,248	1,095,147	1,088,147
Temporary Help	2,457	.00	0	700	700	350	150
Advertising	4,291	626.50	103	2,000	2,000	1,500	1,500

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2007 Actual	2008 Actual	2009 YTD Actual	2009 Adopted Budget	2009 Amended Budget	2010 Requested Budget	2010 Adopted Budget
Tipping Fees	1,724	2,247.85	1,784	2,000	2,000	3,233	3,233
Interfund Allocations	0	.00	2,574-	0	0	15,000-	5,000-
Health Services	0	.00	0	25	25	150	150
Lab Fees	903	952.00	978	2,500	2,500	2,500	2,500
Billing Services	82,664	78,298.53	54,439	88,000	88,000	0	88,000
Other Contracts/Obligations	21,374	24,389.24	45,332	24,900	24,900	2,450	25,950
Purchased Services	877,108	832,184.99	731,001	1,370,006	1,552,801	1,441,193	1,595,333
Electric	729,236	810,045.10	576,993	928,378	928,378	815,250	815,250
Gas	493,947	522,823.83	295,999	602,000	602,000	453,250	453,250
Water	64,280	69,637.69	45,252	68,128	68,128	62,315	62,315
Fuel Oil	2,178	14,916.54	2,510	3,200	3,200	3,200	3,200
Stormwater	22,719	22,437.98	16,956	22,775	22,775	25,160	25,160
Telephone	12,931	12,883.95	9,902	13,500	13,500	13,700	13,700
Cellular Telephone	2,604	2,411.23	1,677	2,600	2,600	2,600	2,600
Utilities	1,327,895	1,455,156.32	949,289	1,640,581	1,640,581	1,375,475	1,375,475
Building Repair & Maintenance	167	269.09	0	0	0	0	0
Equipment Repair & Maintenanc	151,585	160,206.29	61,084	174,300	174,300	154,200	154,200
Facilities Charges	371,729	369,071.63	271,671	352,343	352,343	371,285	371,285
Software Support	0	500.00	0	0	0	500	500
CEA Equipment Rental	74,972	67,511.67	62,351	119,281	119,281	118,540	118,540
Repair & Maintenance	598,453	597,558.68	395,106	645,924	645,924	644,525	644,525
Buildings	0	.00	71,620	120,000	127,460	0	0
Machinery & Equipment	0	7,453.00	305,975	1,258,000	1,632,041	2,550,000	2,700,000
Infrastructure Construction	734,141	534,913.40	5,261,733	3,749,352	7,668,945	4,902,075	4,722,955
Capital Expenditures	734,141	542,366.40	5,639,328	5,127,352	9,428,446	7,452,075	7,422,955
TOTAL EXPENSES	10,977,711	11,113,242.82	12,900,224	17,111,659	21,595,548	13,817,876	19,688,841

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Charges for Services	\$ 9,249,658	\$ 8,687,025	\$ 9,601,660	\$ 8,446,200	\$ 8,341,000
Miscellaneous	488,222	619,404	598,000	586,400	596,600
Total Revenues	<u>9,737,880</u>	<u>9,306,429</u>	<u>10,199,660</u>	<u>9,032,600</u>	<u>8,937,600</u>
Expenses					
Operation and Maintenance	6,533,954	6,501,214	6,924,986	7,025,253	7,118,119
Depreciation	3,795,558	3,967,618	4,018,300	4,007,900	4,018,300
Total Expenses	<u>10,329,512</u>	<u>10,468,832</u>	<u>10,943,286</u>	<u>11,033,153</u>	<u>11,136,419</u>
Operating Income (Loss)	(591,632)	(1,162,403)	(743,626)	(2,000,553)	(2,198,819)
Non-Operating Revenues (Expenses)					
Interest Income	1,342,821	1,694,051	610,000	800,000	1,000,000
Interest Expense	(464,517)	(477,766)	(622,579)	(622,579)	(628,895)
Gain/Loss on Refunding	(47,511)	(14,200)	(19,914)	(19,914)	(5,024)
Gain/Loss on Asset Disposal	338,957	(113,491)	-	-	-
Amortization of Premium on Debt Issue	13,416	13,092	8,319	8,319	4,026
Amortization of Debt Expense	(13,393)	(34,994)	(13,756)	(13,756)	(13,168)
Other	3,887	-	-	-	-
Total Non-Operating	<u>1,173,660</u>	<u>1,066,692</u>	<u>(37,930)</u>	<u>152,070</u>	<u>356,939</u>
Net Income Before Contributions and Transfers	582,028	(95,711)	(781,556)	(1,848,483)	(1,841,880)
Contributions and Transfers In (Out)					
Capital Contributions	529,547	1,184,454	20,371	20,371	58,487
Capital Projects Funds	-	-	-	-	-
General Fund	(122,393)	(117,450)	(117,450)	(117,450)	(117,450)
Change in Net Assets	989,182	971,293	(878,635)	(1,945,562)	(1,900,843)
Net Assets - Beginning	89,417,121	90,406,303	91,377,596	91,377,596	89,432,034
Net Assets - Ending	<u>\$ 90,406,303</u>	<u>\$ 91,377,596</u>	<u>\$ 90,498,961</u>	<u>\$ 89,432,034</u>	<u>\$ 87,531,191</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	9,041,232	2,154,000
+ Change in Net Assets	(1,945,562)	(1,900,843)
+ Depreciation	4,007,900	4,018,300
+ Long Term Debt	-	5,900,000
- Contributed Capital	(20,371)	(58,487)
- Fixed Assets	(8,953,296)	(7,576,955)
- Principal Repayment	(3,630,003)	(1,279,987)
- Use of excess funds for one-time capital*	2,904,100	-
+ Fixed Assets funded by DNR Replacement Fund	750,000	450,000
Working Cash - End of Year	<u>\$ 2,154,000</u>	<u>\$ 1,706,028</u>

WORKING CAPITAL RESERVE REQUIREMENT

Prior Year Audited Expenditures	\$ 10,468,832
- Depreciation	(3,967,618)
+ Transfer to General Fund	117,450
Net Prior Year Cash Expenditures	<u>\$ 6,618,664</u>
25 % Working Capital Reserve Requirement	<u>\$ 1,654,666</u>

*Assumes Utility will adopt the percentage method of funding the DNR required equipment replacement fund.

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY**

CALCULATION OF RATE INCREASE DOCUMENTATION

	2009 Budget	2009 Projected	2010 Budget	2011 Projected	2012 Projected	2013 Projected	2014 Projected
Revenues							
Charges for Services	\$ 9,601,660	\$ 8,446,200	\$ 8,341,000	\$ 9,300,000	\$ 9,486,000	\$ 9,675,720	\$ 9,869,234
Miscellaneous	598,000	586,400	596,600	656,260	657,080	657,902	658,724
Total Revenues	<u>10,199,660</u>	<u>9,032,600</u>	<u>8,937,600</u>	<u>9,956,260</u>	<u>10,143,080</u>	<u>10,333,622</u>	<u>10,527,958</u>
Expenses							
Operating Expenses	6,924,986	7,025,253	7,118,119	7,679,413	7,676,612	7,878,161	8,114,506
Depreciation	4,018,300	4,007,900	4,018,300	4,068,300	4,118,300	4,173,300	4,228,300
Total Expenses	<u>10,943,286</u>	<u>11,033,153</u>	<u>11,136,419</u>	<u>11,747,713</u>	<u>11,794,912</u>	<u>12,051,461</u>	<u>12,342,806</u>
Operating Income	(743,626)	(2,000,553)	(2,198,819)	(1,791,453)	(1,651,832)	(1,717,839)	(1,814,848)
Non-Operating Revenues (Expenses)							
Interest Income	610,000	800,000	1,000,000	500,000	500,000	500,000	500,000
Interest Expense	(622,579)	(622,579)	(628,895)	(663,163)	(886,671)	(1,099,028)	(1,324,667)
Gain/Loss on Refunding	(19,914)	(19,914)	(5,024)	-	-	-	-
Gain/Loss on Asset Disposal	-	-	-	-	-	-	-
Premium on Debt Issue	8,319	8,319	4,026	2,517	2,422	2,321	2,215
Amortization of Debt Expense	(13,756)	(13,756)	(13,168)	(11,070)	(16,102)	(21,212)	(26,288)
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	<u>(37,930)</u>	<u>152,070</u>	<u>356,939</u>	<u>(171,716)</u>	<u>(400,350)</u>	<u>(617,919)</u>	<u>(848,740)</u>
Net Income Before Transfers	(781,556)	(1,848,483)	(1,841,880)	(1,963,168)	(2,052,182)	(2,335,758)	(2,663,588)
Contributions and Transfers In (Out)							
Capital Contributions	20,371	20,371	58,487	101,110	153,900	29,050	118,780
Capital Projects	-	-	-	-	-	-	-
General Fund	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)
Change in Net Assets	(878,635)	(1,945,562)	(1,900,843)	(1,979,508)	(2,015,732)	(2,424,158)	(2,662,258)
Total Net Assets - Beginning	<u>91,377,596</u>	<u>91,377,596</u>	<u>89,432,034</u>	<u>87,531,191</u>	<u>85,551,683</u>	<u>83,535,951</u>	<u>81,111,793</u>
Total Net Assets - Ending	<u>\$ 90,498,961</u>	<u>\$ 89,432,034</u>	<u>\$ 87,531,191</u>	<u>\$ 85,551,683</u>	<u>\$ 83,535,951</u>	<u>\$ 81,111,793</u>	<u>\$ 78,449,535</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	9,041,232	2,154,000	1,706,028	2,109,657	1,421,747	1,927,518
+ Change in Net Assets	(1,945,562)	(1,900,843)	(1,979,508)	(2,015,732)	(2,424,158)	(2,662,258)
+ Depreciation	4,007,900	4,018,300	4,068,300	4,118,300	4,173,300	4,228,300
+ Long Term Debt	-	5,900,000	4,400,000	5,200,000	4,800,000	5,000,000
- Contributed Capital	(20,371)	(58,487)	(101,110)	(153,900)	(29,050)	(118,780)
- Fixed Assets	(8,953,296)	(7,576,955)	(5,393,071)	(6,468,558)	(5,959,321)	(6,134,409)
- Principal Repayment	(3,630,003)	(1,279,987)	(1,320,982)	(1,368,020)	(905,000)	(1,175,000)
- Use of cash released from restriction	2,904,100	-	500,000	-	-	-
+ Fixed Assets funded by DNR Rplcmnt Fund	750,000	450,000	230,000	-	850,000	-
Working Cash - End of Year	<u>\$ 2,154,000</u>	<u>\$ 1,706,028</u>	<u>\$ 2,109,657</u>	<u>\$ 1,421,747</u>	<u>\$ 1,927,518</u>	<u>\$ 1,065,371</u>
25% Working Capital Reserve (prior year's audited expenses)		1,941,321	1,966,116	2,115,006	2,170,183	2,273,660
Coverage Ratio	0.89	1.37	1.22	1.20	1.14	1.11

ASSUMPTIONS:

Borrow 80% of capital expenditures as detailed in the five year plan for years 2011-2014
Interest rate at 5%, twenty year term
Revenue to increase 2% per year after 2011 from customer base growth
Operating expenses to increase 3.0% per year after 2010
Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

RESULTS:

Initial projections above include a rate increase of approximately 10% included in year 2011, resulting in meeting the debt coverage ratio and working cash reserve requirements through 2013. Presentation above shows impact of rate increase for entire year. This proforma shows that we will meet coverage ratios in order to issue debt. The budget will include the rate increase projected for a 1/1/11 implementation date. Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances.

**CITY OF APPLETON 2010 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS**

Year	1993		2006	
	Clean Water Fund Bond		Refunding Bonds	
	Principal	Interest	Principal	Interest
2010	919,987	75,488	125,000	135,827
2011	950,982	43,797	125,000	130,515
2012	983,020	11,039	130,000	125,060
2013	-	-	135,000	119,281
2014	-	-	150,000	112,938
2015	-	-	150,000	106,250
2016	-	-	155,000	99,350
2017	-	-	160,000	92,225
2018	-	-	175,000	84,575
2019	-	-	175,000	76,700
2020	-	-	185,000	68,525
2021	-	-	195,000	59,250
2022	-	-	200,000	49,333
2023	-	-	215,000	38,833
2024	-	-	225,000	27,750
2025	-	-	235,000	16,167
2026	-	-	245,000	4,083
2027	-	-	-	-
	<u>\$ 2,853,989</u>	<u>\$ 130,324</u>	<u>\$ 2,980,000</u>	<u>\$ 1,346,662</u>

Year	2007		2008		TOTAL		
	Revenue Bonds		Revenue Bonds		Principal	Interest	Total
	Principal	Interest	Principal	Interest	Principal	Interest	Total
2010	80,000	101,027	155,000	169,053	1,279,987	481,395	1,761,382
2011	85,000	97,485	160,000	164,303	1,320,982	436,100	1,757,082
2012	90,000	93,731	165,000	159,403	1,368,020	389,233	1,757,253
2013	95,000	89,765	175,000	153,669	405,000	362,715	767,715
2014	100,000	85,585	175,000	147,544	425,000	346,067	771,067
2015	100,000	81,335	175,000	141,419	425,000	329,004	754,004
2016	105,000	76,944	190,000	134,628	450,000	310,922	760,922
2017	110,000	72,340	200,000	126,919	470,000	291,484	761,484
2018	115,000	67,427	200,000	118,919	490,000	270,921	760,921
2019	120,000	62,250	215,000	110,519	510,000	249,469	759,469
2020	125,000	56,333	220,000	101,786	530,000	226,644	756,644
2021	135,000	49,750	230,000	92,336	560,000	201,336	761,336
2022	140,000	42,833	240,000	81,638	580,000	173,804	753,804
2023	145,000	35,667	255,000	70,013	615,000	144,513	759,513
2024	155,000	28,083	265,000	57,845	645,000	113,678	758,678
2025	160,000	20,167	275,000	45,213	670,000	81,547	751,547
2026	170,000	11,833	290,000	32,250	705,000	48,166	753,166
2027	180,000	3,000	305,000	18,750	485,000	21,750	506,750
2028	-	-	315,000	4,725	315,000	4,725	319,725
	<u>\$ 2,212,007</u>	<u>\$ 1,075,555</u>	<u>\$ 4,207,008</u>	<u>\$ 1,930,932</u>	<u>\$ 12,248,989</u>	<u>\$ 4,483,473</u>	<u>\$ 16,732,462</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$5,900,000 will be issued in 2010. Expected interest expense on the issue for 2010 is \$147,500 at 5%.

CITY OF APPLETON 2010 BUDGET

STORMWATER UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Vacant, pending new hire

CITY OF APPLETON 2010 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 2009 EVENTS

Completed preliminary design of the Pierce Park stormwater quality pond toward meeting the City's NR216 Permit goals

Obtained land, permits, and contract award for construction of the Conkey Pond and Northland Creek floodplain lowering projects per the Northland Creek Area Drainage Study

Completed final design, permitting and land acquisition for the CTH JJ stream relocation and associated bridge structures

Constructed a trash separation device for stormwater runoff entering the Meadowview II Detention Basin

Purchased a high efficiency street sweeper toward meeting the City's NR216 Permit goals

Completed final design, permitting, and easement acquisition for the South Island Street area stormwater quality practices

Completed construction of the Kensington Pond retrofit project to manage stormwater per the Garners Creek/Southeast Pond/Southeast Subwatershed stormwater studies

Began design of the Bellaire Ravine Erosion Mitigation Project

Completed preliminary design and permit applications for the Memorial Park South stormwater quality pond and floodplain lowering projects toward meeting the Northland Creek Area Drainage Study and the City's NR216 Permit goals

Participated in the FEMA Outagamie County floodplain remapping process

Developed a Flood Hazard Mitigation Plan for the City

Developed the On-going Field Screening Program for the Illicit Discharge requirements of the City's NR216 Permit

Updated the Stormwater Utility Credit Policy

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 Site Plans

Prepared detailed drainage studies for the following areas: Kensington North, Green Bay Road-State Street

Continued to improve practices for inspecting and maintaining City stormwater facilities by using available technology such as GIS mapping and stormwater permit tracking software

Dredged and restored the Cedar Ridge Estates 1st Addition Detention Pond and receiving ditch downstream of Manitowoc Road

Participated in the compost pilot project with Outagamie County and City of Appleton Wastewater Utility

Dedicated additional labor hours to stormwater maintenance such as inlet cleaning and pond maintenance

Contracted with HSU Composters of Wausau to haul some leaves and debris from sites at no City cost

CITY OF APPLETON 2010 BUDGET STORMWATER

MAJOR 2010 OBJECTIVES

Complete design and permitting for the Pierce Park stormwater quality pond toward meeting the City's NR216 Permit goals.

Construct the Conkey Pond and Northland Creek floodplain lowering projects per the Northland Creek Area Drainage Study and Citywide Stormwater Management Plan.

Construct the CTH JJ stream relocation and associated bridge structures to accommodate future roadway expansion and increase developable land area.

Construct the South Island Street area stormwater quality practices.

Construct the Bellaire Ravine Erosion Mitigation Project.

Construct the Memorial Park South stormwater quality pond and floodplain lowering projects toward meeting the Northland Creek Area Drainage Study and the City's NR216 Permit goals.

Review alternatives for Theodore/Calumet Street drainage area and design next phase of associated flood relief project.

Complete preliminary design and apply for permits for the Reid Golf Course stormwater pond toward meeting the City's NR216 Permit goals.

Continue to address Cedar Ridge 1st Addition resident drainage concerns by installing Woodendale Way bypass storm sewer.

Reconstruct the Spring Street storm sewer from Lawe Street to Meade Street and install the stormwater quality device per the Appleton Papers/Bellaire Ravine Area Study.

Begin the Ongoing Field Screening Program for the Illicit Discharge requirements of the City's NR216 Permit.

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, and Post-Construction Site Plans.

Prepare detailed drainage studies for the following drainage areas: Leonard Street, and Appleton Medical Center.

Continue to improve practices for inspecting and maintaining City stormwater facilities by using available technology such as GIS mapping and stormwater permit tracking software.

Continue participation in the compost pilot project with Outagamie County and City of Appleton Wastewater Utility.

Continue to operate new high efficiency street sweeper in street sweeping program.

STORMWATER COMPARISONS (including Contributed Capital)

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Total miles	287.84	287.75	287.79	282.45	282.82
Additional miles	1.08	1.39	0.04	0.98	0.37
Reconstructed	3.46	2.85	3.40	0.16	1.17
% of total reconstructed	0.35%	1.00%	1.18%	0.06%	0.41%
Acre feet of storage	607.00	665.00	760.00	760.00	802.00
Additional acre feet	33.00	58	95.00	95.00	42.00

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2007	2008	Adopted 2009	Amended 2009	2010	Change *
Program Revenues		\$ 8,855,278	\$ 8,465,686	\$ 6,796,655	\$ 6,796,655	\$ 7,334,298	7.91%
Program Expenses							
5210	Administration	2,998,634	3,388,517	4,064,068	4,137,914	4,322,647	6.36%
5220	Facility Maintenance	1,142,824	1,023,111	1,213,052	1,349,117	1,313,032	8.24%
5225	Leaf Collection	302,440	343,509	303,619	303,619	337,920	11.30%
5230	Capital Construction	423,549	705,115	6,823,311	9,783,000	8,995,012	31.83%
TOTAL		\$ 4,867,447	\$ 5,460,252	\$ 12,404,050	\$ 15,573,650	\$ 14,968,611	20.68%
Expenses Comprised Of:							
	Personnel	1,099,084	1,129,333	1,345,499	1,345,499	1,421,576	5.65%
	Administrative Expense	2,334,590	2,718,588	3,384,268	3,384,268	3,693,744	9.14%
	Supplies & Materials	63,560	82,242	66,890	66,890	89,105	33.21%
	Purchased Services	773,727	643,355	1,280,809	1,803,779	1,214,932	-5.14%
	Utilities	8,703	10,837	4,315	4,315	4,254	-1.41%
	Repair & Maintenance	255,556	333,306	366,032	366,032	383,488	4.77%
	Capital Expenditures	332,227	542,591	5,956,237	8,602,867	8,161,512	37.02%
Full Time Equivalent Staff:							
	Personnel allocated to programs	17.52	16.92	17.32	17.32	17.75	

**CITY OF APPLETON 2010 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM MISSION

To provide administrative and planning support to insure safe, reliable and environmentally sound stormwater facilities.

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 work to 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

Major program changes:

Acres of Land Identified for Future Use performance indicator is no longer a relevant indicator. Now ponds in growth areas are typically designed and built by private developers, rather than resulting from City studies.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Economic development					
Master plans completed	0	1	3	3	3
Strategic Outcomes					
Alternative sources of revenue					
# of grants applied for	4	3	3	3	2
Value of grant dollars awarded or applied for future reimbursement	\$ 305,520	\$ 240,000	\$ 250,000	\$ 250,000	\$ 300,000
Safe, reliable future level of service					
Acre feet of storage identified for future use	0.0	0.0	5.0	5.0	2.0
# of DNR non-compliance notices received	0	0	0	0	0
Work Process Outputs					
Preventive maintenance of system					
Erosion control plans reviewed (permits)	62	76	80	80	70

**CITY OF APPLETON 2010 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4224 Miscellaneous State Aids	\$ 25,500	\$ 115,962	\$ 240,000	\$ 240,000	\$ 319,500
4411 Sundry Permits	25	25	-	-	-
4418 Plan Review Permit	71,301	32,196	50,000	50,000	15,000
4420 Erosion Control	5,905	5,685	5,000	5,000	5,000
4710 Interest on Investments	620,657	793,507	300,000	300,000	300,000
4730 Interest - Deferred Special	5,878	4,385	-	-	-
4801 Charges for Serv. - Nontax	(216)	176	-	-	-
4880 Stormwater Revenue	6,025,226	6,151,106	6,133,000	6,133,000	6,645,600
4908 Misc. Intergov. Charges	304	-	-	-	-
5005 Sale of City Prop. - Tax	36	-	-	-	-
5010 Misc Revenue - Nontax	570	75	-	-	-
5021 Capital Contributions	2,077,326	1,325,326	42,880	42,880	14,612
5035 Other Reimbursements	754	7,982	-	-	-
5071 Customer Penalty	21,912	22,876	20,000	20,000	23,000
5086 Premium of Debt Issue	-	6,385	5,775	5,775	11,586
Total Revenue	\$ 8,855,178	\$ 8,465,686	\$ 6,796,655	\$ 6,796,655	\$ 7,334,298
Expenses					
6101 Regular Salaries	\$ 238,369	\$ 259,271	\$ 259,900	\$ 259,900	\$ 266,517
6104 Call Time	938	471	750	750	750
6105 Overtime	2,157	2,244	2,500	2,500	2,500
6108 Part-Time	108	-	-	-	-
6150 Fringes	88,911	102,183	104,729	104,729	107,870
6201 Training/Conferences	720	3,595	5,200	5,200	5,200
6206 Parking Permits	264	267	270	270	270
6301 Office Supplies	108	79	-	-	-
6303 Memberships & Licenses	11,520	12,740	13,250	13,250	13,550
6304 Postage\Freight	16,155	14,881	15,500	15,500	16,000
6305 Awards & Recognition	35	35	-	-	35
6309 Shop Supplies & Tools	-	43	-	-	-
6315 Books & Library Materials	-	-	100	100	100
6316 Miscellaneous Supplies	49	-	-	-	-
6320 Printing & Reproduction	2,995	1,891	3,200	3,200	3,200
6321 Clothing	176	235	180	180	255
6327 Miscellaneous Equipment	1,004	8,405	-	-	-
6401 Accounting/Audit	5,793	7,154	8,426	8,426	8,682
6402 Legal Fees	33	865	-	-	-
6403 Bank Services	13,121	14,079	14,700	14,700	15,000
6404 Consulting Services	306,552	268,920	236,433	310,279	245,413
6413 Utilities	1,032	1,303	1,310	1,310	1,316
6424 Software Support	-	1,470	6,000	6,000	6,000
6425 CEA Equip. Rental	2,772	2,873	3,920	3,920	3,600
6501 Insurance	11,010	11,460	16,300	16,300	16,000
6599 Other Contracts/Obligations	3	-	60,000	60,000	7,700
6601 Depreciation Expense	1,336,954	1,473,677	1,750,000	1,750,000	1,750,000
6623 Uncollectable Accounts	1,715	1,528	1,200	1,200	1,200
6720 Interest Payments	898,321	1,140,153	1,434,020	1,434,020	1,771,989
6730 Debt Issuance Costs	40,376	46,195	53,680	53,680	67,000
7911 Trans Out - General Fund	12,500	12,500	12,500	12,500	12,500
7914 Trans Out - Capital Projects	4,943	-	60,000	60,000	-
Total Expense	\$ 2,998,634	\$ 3,388,517	\$ 4,064,068	\$ 4,137,914	\$ 4,322,647

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Memberships & Licenses</u>		<u>Consulting Services</u>	
NR216 annual permit fee	\$ 8,000	Stormwater management	
Stormwater consortium	300	plan reviews	\$ 80,000
Professional memberships	5,250	AMC Area Study	40,000
	<u>\$ 13,550</u>	Leonard St Area Study	20,000
		Reid Golf Course Study	40,000
		NR 216	43,000
<u>Postage & Freight</u>		Utility locate software support	413
City Service Invoice postage allocation	\$ 15,500	Wetland studies	10,000
	<u>\$ 15,500</u>	Aerial topography	12,000
			<u>\$ 245,413</u>
<u>Other Contracts/Obligations</u>			
Special Assessments		<u>Bank Services</u>	
Apple Hill Farm Pond (Sanitary Sewer)	\$ 7,700	Banking & Investment Service	\$ 15,000
	<u>\$ 7,700</u>		<u>\$ 15,000</u>

CITY OF APPLETON 2010 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

Major program changes:

The increase in rental expense reflects the addition of another pond at Appleton Memorial Park for the total use of 14.28 acres of parkland for stormwater detention ponds.

The increase in construction materials is for rehabilitating stormwater structures on 20-year old concrete streets. This will be done as part of the new concrete rehabilitation program developed in conjunction with the new epoxy patch machine purchased in 2009. This program will provide a comprehensive rehab of the street, structures and sidewalks in a given area that will prolong the life of the street and minimize inconvenience to the residents.

The cubic yards of material collected from street sweeping operations reflects the 2009 purchase of high efficiency sweeper. Tipping fees increased due to a \$8.10 increase in the tipping fee rate in 2009 by Outagamie County. With an estimated 1,099 tons of waste to dispose of annually, this equates to an approximate \$8,500 increase.

For the 2010 Budget, we have eliminated one Street Foreman position. We feel that by re-prioritizing and redistributing work to the remaining foremen, we can accommodate this reduction. Since the Street Foreman's duties are spread over several budgets, this reduction is reflected in this budget as well as the Public Works, Water and Wastewater budgets.

The budget reflects the purchase of a root cutter; the cost of this purchase will be shared with the Wastewater utility. The purchase of this piece of equipment also reduced contractor, overtime and call time expense. The root cutter system is used for mulching roots, removing grease and descaling pipes. It is an attachment to one of

PERFORMANCE INDICATORS

	Actual 2007	Actual 2008	Target 2009	Projected 2009	Target 2010
Client Benefits/Impacts					
Benefit of inspection program					
# of spot repairs identified from TV reports	15	29	10	20	20
Compliance with regulation					
# of protruding taps identified	40	18	30	30	20
# of cross connections identified	0	0	0	0	0
Strategic Outcomes					
Effectiveness of maintenance program					
# of trouble calls	1	8	10	10	10
% of total system televised	13%	9%	12%	12%	12%
Work Process Outputs					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	2,161	3,351	2,500	2,500	3,500
% of total storm sewer system cleaned	14%	10%	14%	14%	14%
Safeguarding health and safety					
# of protruding taps removed	40	0	30	25	10
# of spot repairs made	14	0	15	25	15

CITY OF APPLETON 2010 BUDGET STORMWATER

Facility Maintenance

Business Unit 5220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Revenues					
4801 Charges for Serv.- Nontax	\$ 100	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 100</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 329,994	\$ 326,021	\$ 395,877	\$ 395,877	\$ 413,948
6104 Call Time	1,829	2,676	1,950	1,950	1,825
6105 Overtime	13,234	9,491	8,800	8,800	9,050
6108 Part-Time	132	1,787	-	-	-
6150 Fringes	136,621	155,301	153,334	153,334	173,634
6308 Landscape Supplies	84	210	1,350	1,350	1,450
6309 Shop Supplies & Tools	1,285	2,319	2,200	2,200	2,500
6325 Construction Materials	54,976	58,777	54,600	54,600	74,600
6327 Miscellaneous Equipment	2,356	9,513	5,260	5,260	7,000
6402 Legal Fees	-	150	150	150	200
6404 Consulting Services	231,938	202,071	213,100	273,165	215,500
6408 Contractor Fees	170,249	36,070	101,500	177,500	107,500
6411 Temporary Help	700	-	-	-	-
6413 Utilities	2,590	2,785	2,905	2,905	2,788
6415 Tipping Fees	20,293	25,409	27,500	27,500	35,937
6424 Software Support	-	500	2,100	2,100	500
6425 CEA Equip. Rental	171,773	188,415	210,078	210,078	224,600
6454 Grounds Repair & Maint.	4,770	1,566	10,000	10,000	2,000
6503 Rent	-	-	22,348	22,348	40,000
6599 Other Contracts / Obligations	-	50	-	-	-
Total Expense	<u>\$ 1,142,824</u>	<u>\$ 1,023,111</u>	<u>\$ 1,213,052</u>	<u>\$ 1,349,117</u>	<u>\$ 1,313,032</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

<u>Construction Materials</u>		<u>Tipping Fees</u>	
Castings	\$ 34,500	Disposal costs of cleaning: \$32.70 per ton	
Concrete	17,000	Streets - 955 tons	\$ 31,229
Gravel	8,300	Stormsewers - 144 tons	4,708
Piping	100		<u>\$ 35,937</u>
Clear Stone	12,000		
Other materials	2,700	<u>Rent</u>	
	<u>\$ 74,600</u>	Land for detention ponds: \$2,800/acre	
		Memorial Park - North	\$ 20,400
		7.28 acres	
<u>Consulting Services</u>		Memorial Park - South	19,600
Ecologist for prairie & wetlands	\$ 103,000	7 acres	
Stormsewer TV & cleaning	97,500		
Ecologist for ditches & ravines	15,000		<u>\$ 40,000</u>
	<u>\$ 215,500</u>		
<u>Contractor Fees</u>			
Surface restoration	\$ 30,000		
Protruding tap	17,000		
Spot repairs	31,000		
Animal control	5,000		
Non-native mowing	3,500		
Gabion Channel	15,000		
N.E. Quarry dozing	5,000		
Emergency Repairs	1,000		
	<u>\$ 107,500</u>		

**CITY OF APPLETON 2010 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, by using HSU Composters, transporting to Outagamie County and Mackville, and grinding into mulch.

Major Program Changes:

Actual leaf collections vary from year to year depending on the weather. It is projected to complete three cycles per year.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Service provided					
Number of collection cycles	4	5	3	3	3
Strategic Outcomes					
Cost effective service provided					
Cost/cubic yard collected	\$ 10.75	\$ 7.81	\$ 7.75	\$ 7.75	\$ 7.80
Work Process Outputs					
Safer streets and cleaner storm water system					
Cubic yards of leaves collected	29,950	40,250	30,000	30,000	30,000

**CITY OF APPLETON 2010 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 148,770	\$ 128,491	\$ 116,017	\$ 116,017	\$ 126,153
6104 Call Time	205	339	205	205	250
6105 Overtime	10,164	7,308	6,500	6,500	6,500
6150 Fringes	64,918	62,325	53,863	53,863	61,079
6408 Contractor Fees	2,000	4,604	4,000	4,000	4,000
6413 Utilities	142	490	100	100	150
6425 CEA Equip. Rental	76,241	139,952	122,934	122,934	139,788
Total Expense	<u>\$ 302,440</u>	<u>\$ 343,509</u>	<u>\$ 303,619</u>	<u>\$ 303,619</u>	<u>\$ 337,920</u>

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2010 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 Environmental Protection Agency Phase II Stormwater permit requirements
- Continue implementing the citywide stormwater management plan

Major program changes:

No major changes. Please also see the Stormwater capital projects five year plan on page 648.

PERFORMANCE INDICATORS

	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Target 2009</u>	<u>Projected 2009</u>	<u>Target 2010</u>
Client Benefits/Impacts					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints: *					
Solved	90	106	100	100	100
Outstanding	595	495	550	550	500
Strategic Outcomes					
Improvements to the stormwater system					
Total miles of storm sewer in the City	287.84	287.75	287.79	287.79	288.07
% of total miles reconstructed	0.35%	1.00%	1.18%	1.18%	0.07%
Acres of new land available	0	0	0	0	40
Integrity and growth of the system					
Acre feet of storage developed	33.0	38.0	95.0	95.0	42.0
Work Process Outputs					
Restoration of storm sewers					
Miles of storm sewer reconstructed	3.46	2.85	3.40	3.40	0.21
Expansion of storm sewer system					
Miles of new storm sewer added	1.08	1.39	0.04	0.04	0.28

* Order of resolution of residential drainage complaints is dependant on severity of problem and ability/timing preference of project coordinator to schedule.

**CITY OF APPLETON 2010 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2007	2008	Adopted 2009	Amended 2009	2010
Expenses					
6101 Regular Salaries	\$ 34,255	\$ 46,802	\$ 163,941	\$ 163,941	\$ 176,394
6105 Overtime	7,468	4,116	7,500	7,500	7,500
6108 Part-Time	5,663	2,034	5,903	5,903	4,337
6150 Fringes	15,344	18,473	63,730	63,730	63,269
6301 Office Supplies	-	8	-	-	-
6304 Postage\Freight	(30)	-	-	-	-
6327 Miscellaneous Equipment	71	850	-	-	-
6328 Signs	563	-	-	-	-
6402 Legal Fees	1,819	470	-	-	-
6404 Consulting Services	21,229	40,589	535,000	848,059	490,000
6408 Contractor Fees	-	42,923	80,000	80,000	85,000
6413 Utilities	4,940	6,259	-	-	-
6425 CEA Equip. Rental	-	-	11,000	11,000	7,000
6801 Land	-	-	250,000	817,500	50,000
6809 Infrastructure Construction	332,227	542,591	5,706,237	7,785,367	8,111,512
Total Expense	\$ 423,549	\$ 705,115	\$ 6,823,311	\$ 9,783,000	\$ 8,995,012

DETAILED SUMMARY OF 2010 PROPOSED EXPENDITURES > \$10,000

2009	Street	From	To	Storm-water Utility
Labor Pool				251,500
Consulting Services	AMC Study Area Proj	Design & Permitting		25,000
	Apple Creek relocatio	Design & Permitting	post-const DNR subm	50,000
	Applecreek aquatic h	Design & Permitting		40,000
	Calumet Street Study	Design & Permitting Final		50,000
	Construction Services			60,000
	French Road bridge	Design & Permitting		40,000
	Land Acquisition Services			10,000
	Leonard Street Area	Design & Permitting		25,000
	Pierce Park Pond	Design & Permitting Final		30,000
	Red Oak Ravine Phas	Design & Permitting		100,000
	Reid Golf Course Por	Design & Permitting		60,000
	Subtotal			490,000
Land Acquisition	Apple Creek Relocati	(floodplain easements)		50,000
	Subtotal			50,000
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 2010 Asphalt Pavim			66,470
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2010 New Concret			137,590
	Wisconsin Ave contaminated soil removal			100,000
	Apple Creek relocatio	French Rd (2200' w/o)	French Rd	1,160,000
	Cedar Ridge bypass			250,000
	CTH JJ bridge @ French Rd corridor		French Rd corridor	450,000
	French Road bridge @ CTH JJ		Edgewood Dr (CTH J	273,000
	French Road Bridge @ Salm Development		French (e/o)	273,000
	Green Bay Road Area back yard drain			20,000
	Memorial Park south pond			1,775,000
	Memorial Park Stream Naturalization			960,000
	Native Landscaping			200,000
	Providence Ave bridge @ CTH JJ		Edgewood Dr (CTH J	444,000
	South Island Street contaminated soil removal			75,000
	Spring Street Stormceptor			50,000
	Subtotal			6,519,060
New Construction	Providence Ave	Edgewood Dr (CTH J	Edgewood Dr (CTH J	22,500
	Subtotal			22,500
Reconstruction	Spring St	Lawe St	Meade St (70' w/o)	105,350
	Subtotal			105,350
Reconstruction (on streets to be paved in 2011)	Cedar St	Douglas St	Mason St	20,675
	Douglas St	Highland Ave	Packard St	4,300
	Franklin St	Rankin St	Catherine St	22,524
	Lorain Ct	Linwood Ave	Outagamie St	34,950
	Memorial Dr (STH 47)	Fox River	Lawrence St	347,800
	Washington St	Rankin St	Catherine St	63,480
	Winnebago St	Meade St	Rankin St	41,250
	Wisconsin Ave	Meade St	Ballard Rd (CTH E)	343,748
	Wisconsin Ave	Richmond St (STH 47)	Meade St	154,950
	Wisconsin Ave (liner)	Richmond St (STH 47)	Ballard Rd (CTH E)	455,920
	Woodland Ave	Viola St	Kenilworth Ave	67,005
	Subtotal			1,556,602
Total				\$ 8,995,012

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
REVENUES							
Intergovernmental Revenues	25,500	115,962	11,300	240,000	240,000	319,500	319,500
Permits	77,231	37,906	14,396	55,000	55,000	20,000	20,000
Interest Income	626,534	797,892	63,698	300,000	300,000	0	300,000
Charges for Services	6,025,111	6,151,282	4,224,980	6,133,000	6,133,000	0	6,645,600
Intergov. Charges for Service	304	0	0	0	0	0	0
Other Revenues	2,100,598	1,362,644	140,581	68,655	68,655	0	49,198
TOTAL REVENUES	8,855,278	8,465,686	4,454,955	6,796,655	6,796,655	339,500	7,334,298
EXPENSES BY LINE ITEM							
Regular Salaries	90,980	93,771	70,199	114,342	114,342	118,369	118,369
Labor Pool Allocations	571,663	581,971	495,208	820,003	820,003	879,638	862,332
Call Time	2,952	3,485	1,687	2,905	2,905	2,975	2,825
Overtime	33,022	23,159	12,955	25,300	25,300	26,000	25,550
Temp. Full-Time	5,903	2,491	9,157	5,903	5,903	4,337	4,337
Part-Time	0	1,331	0	0	0	0	0
Other Compensation	330	2,141	396	225	225	375	375
Shift Differential	1,108	1,219	1,206	1,165	1,165	1,936	1,936
Sick Pay	17,681	14,492	16,195	0	0	0	0
Vacation Pay	69,649	66,991	42,384	0	0	0	0
Fringes	305,794	338,281	275,914	375,656	375,656	409,465	405,852
Salaries & Fringe Benefits	1,099,082	1,129,332	925,301	1,345,499	1,345,499	1,443,095	1,421,576
Training & Conferences	720	3,595	1,839	5,200	5,200	5,200	5,200
Parking Permits	264	267	264	270	270	270	270
Office Supplies	108	87	0	0	0	0	0
Subscriptions	0	1,470	1,470	0	0	0	0
Memberships & Licenses	11,520	12,740	13,982	13,250	13,250	13,550	13,550
Postage & Freight	16,125	14,881	8,275	15,500	15,500	15,500	16,000
Awards & Recognition	35	35	0	0	0	35	35
Insurance	11,010	11,460	7,640	16,300	16,300	0	16,000
Rent	0	0	500	22,348	22,348	54,000	40,000
Depreciation Expense	1,336,954	1,473,677	997,098	1,750,000	1,750,000	0	1,750,000
Uncollectible Accounts	1,715	1,528	529	1,200	1,200	0	1,200
Interest Payments	898,321	1,140,153	890,432	1,434,020	1,434,020	0	1,771,989
Debt Issuance Costs	40,376	46,195	37,265	53,680	53,680	0	67,000
Trans Out - General Fund	12,500	12,500	8,333	12,500	12,500	0	12,500
Trans Out - Capital Projects	4,943	0	60,000	60,000	60,000	0	0
Administrative Expense	2,334,591	2,718,588	2,027,627	3,384,268	3,384,268	88,555	3,693,744
Landscape Supplies	84	210	414	1,350	1,350	1,450	1,450
Shop Supplies & Tools	1,285	2,362	3,342	2,200	2,200	2,500	2,500
Books & Library Materials	0	0	0	100	100	100	100
Miscellaneous Supplies	49	0	0	0	0	0	0
Printing & Reproduction	2,995	1,891	2,321	3,200	3,200	3,200	3,200
Clothing	176	235	153	180	180	255	255
Construction Materials	54,976	58,777	39,437	54,600	54,600	74,600	74,600
Miscellaneous Equipment	3,432	18,767	2,041	5,260	5,260	4,000	7,000
Signs	563	0	0	0	0	0	0
Supplies & Materials	63,560	82,242	47,708	66,890	66,890	86,105	89,105
Accounting/Audit	5,793	7,154	0	8,426	8,426	0	8,682
Legal Fees	1,849	1,485	121	150	150	200	200
Bank Services	13,121	14,079	8,787	14,700	14,700	0	15,000
Consulting Services	559,719	511,580	534,586	984,533	1,431,503	950,913	950,913
Contractor Fees	172,248	83,598	212,632	185,500	261,500	199,500	196,500
Temporary Help	701	0	0	0	0	0	0
Tipping Fees	20,293	25,409	34,709	27,500	27,500	34,843	35,937
Interfund Allocations	0	0	359	0	0	0	0
Other Contracts/Obligations	3	50	2,485	60,000	60,000	26,400	7,700
Purchased Services	773,727	643,355	792,719	1,280,809	1,803,779	1,211,856	1,214,932
Water	7,671	9,534	766	3,005	3,005	2,938	2,938
Telephone	984	1,303	934	1,310	1,310	1,316	1,316

City of Appleton
2010 Budget
Revenue and Expense Summary

Description	2006 Actual	2007 Actual	2008 YTD Actual	2008 Adopted Budget	2008 Amended Budget	2009 Requested Budget	2009 Adopted Budget
Cellular Telephone	47	0	0	0	0	0	0
Utilities	8,702	10,837	1,700	4,315	4,315	4,254	4,254
Software Support	0	500	0	8,100	8,100	6,500	6,500
CEA Equipment Rental	250,787	331,240	149,237	347,932	347,932	374,988	374,988
Grounds Repair & Maintenance	4,770	1,566	2,248	10,000	10,000	2,000	2,000
Repair & Maintenance	255,557	333,306	151,485	366,032	366,032	383,488	383,488
Land	0	0	137,360	250,000	817,500	50,000	50,000
Infrastructure Construction	332,227	542,591	2,210,379	5,706,237	7,785,367	10,185,700	8,111,512
Capital Expenditures	332,227	542,591	2,347,739	5,956,237	8,602,867	10,235,700	8,161,512
TOTAL EXPENSES	4,867,446	5,460,251	6,294,279	12,404,050	15,573,650	13,453,053	14,968,611

CITY OF APPLETON 2010 BUDGET
STORMWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2007 Actual	2008 Actual	2009 Budget	2009 Projected	2010 Budget
Revenues					
Charges for Services	\$ 6,025,226	\$ 6,151,106	\$ 6,133,000	\$ 6,170,000	\$ 6,645,600
Miscellaneous	126,191	184,978	315,000	282,000	362,500
Total Revenues	6,151,417	6,336,084	6,448,000	6,452,000	7,008,100
Expenses					
Operating Expenses	2,574,353	2,787,726	2,270,539	2,270,539	2,372,110
Depreciation	1,336,954	1,473,677	1,750,000	1,750,000	1,750,000
Total Expenses	3,911,307	4,261,403	4,020,539	4,020,539	4,122,110
Operating Income (Loss)	2,240,110	2,074,681	2,427,461	2,431,461	2,885,990
Non-Operating Revenues (Expenses)					
Interest Income	626,534	797,892	300,000	150,000	300,000
Interest Expense	(1,038,917)	(1,140,153)	(1,434,020)	(1,434,020)	(1,771,989)
Amortization of Premium on Debt Issue	-	6,385	5,775	5,775	11,586
Amortization of Debt Expense	(40,376)	(46,196)	(53,680)	(53,680)	(67,000)
Other	140,596	-	-	-	-
Total Non-Operating	(312,163)	(382,072)	(1,181,925)	(1,331,925)	(1,527,403)
Income (Loss) Before Contributions and Transfers	1,927,947	1,692,609	1,245,536	1,099,536	1,358,587
Contributions and Transfers In (Out)					
Capital Contributions	2,077,326	1,325,326	42,880	42,880	14,612
Capital Projects	-	-	(60,000)	(60,000)	-
General Fund	(17,443)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	3,987,830	3,005,435	1,215,916	1,069,916	1,360,699
Total Net Assets - Beginning	41,212,946 *	45,200,776	48,206,211	48,206,211	49,276,127
Total Net Assets - Ending	\$ 45,200,776	\$ 48,206,211	\$ 49,422,127	\$ 49,276,127	\$ 50,636,826

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year		8,734,844	11,428,880
+ Net Income		1,069,916	1,360,699
+ Depreciation		1,750,000	1,750,000
+ Long Term Debt		10,500,000	-
- Contributed Capital		(42,880)	(14,612)
- Fixed Assets		(9,083,000)	(8,995,012)
- Principal Repayment		(1,500,000)	(1,560,000)
Working Cash - End of Year		\$ 11,428,880	\$ 3,969,955

The current annual rate of \$108.88 per ERU is projected to increase to \$130.65 inmid-2010.

* Beginning as restated

**CITY OF APPLETON 2010 BUDGET
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2009 Budget	2009 Projected	2010 Budget	2011 Projected	2012 Projected	2013 Projected	2014 Projected
Revenues							
Charges for Services	\$ 6,133,000	\$ 6,170,000	\$ 6,645,600	\$ 7,100,000	\$ 7,171,000	\$ 7,242,710	\$ 7,315,137
Miscellaneous	315,000	282,000	362,500	45,000	45,000	50,000	55,000
Total Revenues	6,448,000	6,452,000	7,008,100	7,145,000	7,216,000	7,292,710	7,370,137
Expenses							
Operating Expenses	2,270,539	2,270,539	2,372,110	2,443,273	2,516,571	2,592,069	2,669,831
Depreciation	1,750,000	1,750,000	1,750,000	1,840,000	1,930,000	2,020,000	2,110,000
Total Expenses	4,020,539	4,020,539	4,122,110	4,283,273	4,446,571	4,612,069	4,779,831
Operating Income	2,427,461	2,431,461	2,885,990	2,861,727	2,769,429	2,680,641	2,590,306
Non-Operating Revenues (Expenses)							
Interest Income	300,000	150,000	300,000	200,000	200,000	200,000	100,000
Interest Expense	(1,434,020)	(1,434,020)	(1,771,989)	(1,184,620)	(1,369,321)	(1,431,685)	(1,504,966)
Premium on Debt Issue	5,775	5,775	11,586	5,585	5,392	5,187	4,972
Amortization of Debt Expense	(53,680)	(53,680)	(67,000)	(72,000)	(77,000)	(82,000)	(87,000)
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	(1,181,925)	(1,331,925)	(1,527,403)	(1,051,035)	(1,240,929)	(1,308,498)	(1,486,994)
Net Income Before Transfers	1,245,536	1,099,536	1,358,587	1,810,692	1,528,500	1,372,143	1,103,312
Contributions and Transfers In (Out)							
Capital Contributions	42,880	42,880	14,612	-	225,950	-	189,500
Capital Projects	(60,000)	(60,000)	-	-	(60,000)	(60,000)	(250,000)
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	1,215,916	1,069,916	1,360,699	1,798,192	1,681,950	1,299,643	1,030,312
Total Net Assets - Beginning	48,206,211	48,206,211	49,276,127	50,636,826	52,435,018	54,116,967	55,416,611
Total Net Assets - Ending	\$ 49,422,127	\$ 49,276,127	\$ 50,636,826	\$ 52,435,018	\$ 54,116,967	\$ 55,416,611	\$ 56,446,923

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	8,734,844	11,428,880	3,969,955	2,700,033	2,933,169	2,669,991	
+ Net Income	1,069,916	1,360,699	1,798,192	1,681,950	1,299,643	1,030,312	
+ Depreciation	1,750,000	1,750,000	1,840,000	1,930,000	2,020,000	2,110,000	
+ Long Term Debt	10,500,000	-	4,500,000	2,700,000	3,100,000	3,700,000	
+Contributed Capital	(42,880)	(14,612)	-	(225,950)	-	(189,500)	
- Fixed Assets	(9,083,000)	(8,995,012)	(7,533,114)	(3,617,863)	(4,197,822)	(4,967,093)	
- Principal Repayment	(1,500,000)	(1,560,000)	(1,875,000)	(2,235,000)	(2,485,000)	(2,755,000)	
Working Cash - End of Year	\$ 11,428,880	\$ 3,969,955	\$ 2,700,033	\$ 2,933,169	\$ 2,669,991	\$ 1,598,710	
25% Working Capital Reserve (prior year's audited expenses)		929,265	1,039,150	910,098	974,598	1,009,063	
Coverage Ratio		1.52	1.53	1.42	1.38	1.28	1.22

ASSUMPTIONS:

Borrow 75% of capital expenditures as detailed in the five year plan for years 2010-2014
Interest rate at 5%, twenty year term
ERU's to increase at a rate of 1% per year after 2009
Stormwater rate per ERU to increase approximately 20% in mid-2010
Operating expenses to increase 3.0% per year after 2010
Maintain a level of 25% working capital reserve and 1.25 coverage ratio as required by bond covenants

RESULTS:

The current annual rate of \$108.88 per ERU became effective March 1, 2006. The next increase based on the above assumptions will take place July 1, 2010, as targets would otherwise not be met in 2010. This is one year later than initial projections from the 2005 Rate Study. The rate increase would be \$16.12 per ERU or 14.8%. Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. Next rate increase would be projected for late 2013.

CITY OF APPLETON 2010 BUDGET

STORMWATER UTILITY

LONG TERM DEBT

Year	2000		2001		2002		2003		2004		2006		2007		2008		TOTAL		
	Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Principal	Interest	Total
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total
2010	155,000	1,918	225,000	167,901	110,000	79,263	170,000	120,973	150,000	118,275	360,000	308,338	175,000	218,653	215,000	231,668	1,560,000	1,246,989	2,806,989
2011	-	-	240,000	157,410	115,000	74,713	175,000	114,781	155,000	112,988	530,000	288,838	185,000	110,897	225,000	224,993	1,625,000	1,184,620	2,809,620
2012	-	-	255,000	146,104	120,000	69,850	180,000	107,964	160,000	107,281	550,000	267,038	195,000	202,716	225,000	218,243	1,685,000	1,119,196	2,804,196
2013	-	-	265,000	134,291	125,000	64,816	185,000	100,670	165,000	101,191	555,000	243,847	205,000	194,109	235,000	210,386	1,735,000	1,049,310	2,784,310
2014	-	-	280,000	121,650	130,000	59,504	195,000	93,336	175,000	94,558	565,000	219,941	215,000	185,078	245,000	201,899	1,805,000	975,966	2,780,966
2015	-	-	295,000	108,031	135,000	53,852	200,000	85,733	180,000	87,800	580,000	195,450	220,000	175,781	250,000	193,193	1,860,000	899,840	2,759,840
2016	-	-	305,000	93,585	140,000	47,824	210,000	77,665	185,000	80,701	590,000	170,481	230,000	166,113	260,000	183,693	1,920,000	820,062	2,740,062
2017	-	-	325,000	77,981	145,000	41,453	220,000	69,018	195,000	73,048	610,000	145,341	240,000	156,019	270,000	173,155	2,005,000	736,015	2,741,015
2018	-	-	340,000	61,250	150,000	34,721	230,000	59,745	200,000	64,948	625,000	119,128	250,000	145,031	275,000	162,205	2,070,000	647,028	2,717,028
2019	-	-	360,000	43,500	160,000	27,435	240,000	49,828	210,000	56,283	640,000	92,088	265,000	133,523	300,000	150,455	2,175,000	553,112	2,728,112
2020	-	-	380,000	24,750	165,000	19,697	250,000	39,245	220,000	46,983	450,000	70,522	275,000	121,344	300,000	138,455	2,040,000	460,996	2,500,996
2021	-	-	400,000	5,000	175,000	11,372	260,000	27,978	230,000	37,028	215,000	58,545	290,000	107,375	320,000	125,255	1,890,000	372,553	2,262,553
2022	-	-	-	-	185,000	2,313	270,000	16,005	240,000	26,398	225,000	48,811	305,000	92,313	335,000	111,177	1,560,000	297,017	1,857,017
2023	-	-	-	-	-	-	285,000	3,242	250,000	15,166	250,000	37,913	320,000	76,500	350,000	95,411	1,455,000	228,232	1,683,232
2024	-	-	-	-	-	-	-	-	265,000	3,081	250,000	26,663	335,000	59,938	365,000	78,613	1,215,000	168,295	1,383,295
2025	-	-	-	-	-	-	-	-	-	-	260,000	15,075	355,000	37,813	380,000	61,118	995,000	114,006	1,109,006
2026	-	-	-	-	-	-	-	-	-	-	270,000	3,038	370,000	24,125	400,000	43,200	1,040,000	70,363	1,110,363
2027	-	-	-	-	-	-	-	-	-	-	-	-	390,000	4,875	420,000	24,525	810,000	29,400	839,400
2028	-	-	-	-	-	-	-	-	-	-	-	-	-	-	440,000	4,950	440,000	4,950	444,950
	\$ 155,000	\$ 1,918	\$ 3,670,000	\$ 1,141,453	\$ 1,855,000	\$ 586,813	\$ 3,070,000	\$ 966,183	\$ 2,980,000	\$ 1,025,729	\$ 7,525,000	\$ 2,311,057	\$ 4,820,000	\$ 2,312,203	\$ 5,810,000	\$ 2,632,594	\$ 29,885,000	\$ 10,977,950	\$ 40,862,950

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$10,500,000 will be issued in November 2009 for 2009 and 2010 capital projects. Expected interest expense on the issue for 2010 is \$525,000.

CITY OF APPLETON 2010 BUDGET RESOLUTION

Resolved,

The 2010 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 \$29,497,878 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 \$3,533,999 for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$2,822,800 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 \$2,898,939 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 \$10,900,000 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 2010 BUDGET
PERSONNEL ADDITIONS/DELETIONS**

	Dept. Request		Exec. Budget		Adopted Budget	
	No.	Amount	No.	Amount	No.	Amount
GENERAL FUND						
LIBRARY						
Audio-Visual Assistant			(0.50)	(29,670)	(0.50)	(29,670)
PARKS & RECREATION						
Recreation Coordinator			(0.50)	(35,783)	(0.50)	(35,783)
Administrative Assistant			(0.95)	(77,730)	(0.95)	(77,730)
Parks Technician			(1.00)	(71,166)	(1.00)	(71,166)
PUBLIC WORKS						
Clerical Staff			(1.00)	(63,173)	(1.00)	(63,173)
Foreman			(0.61)	(65,769)	(0.61)	(65,769)
POLICE						
Community Engagement Coordinator			(1.00)	(75,787)	(1.00)	(75,787)
Public Education Specialist			0.50	40,948	0.50	40,948
FIRE						
Deputy Chief, Prevention & Logistics	(1.00)	(115,106)	(1.00)	(115,106)	(1.00)	(115,106)
Fire Mechanic			(1.00)	(73,628)	(1.00)	(73,628)
Public Education Specialist			(0.50)	(40,948)	(0.50)	(40,948)
Total General Fund:	(1.00)	\$ (115,106)	(7.56)	\$ (607,812)	(7.56)	\$ (607,812)
SPECIAL REVENUE FUNDS						
SANITATION						
Laborer			(1.00)	(67,320)	(1.00)	(67,320)
HEALTH GRANTS						
Public Health Nurse	(0.05)	(3,715)	(0.05)	(3,715)	(0.05)	(3,715)
Total Special Revenue Fund:	(0.05)	\$ (3,715)	(1.05)	\$ (71,035)	(1.05)	\$ (71,035)
ENTERPRISE FUNDS						
VALLEY TRANSIT						
Part-time Service Person			(0.38)	(12,980)	(0.38)	(12,980)
WATER						
Foreman			(0.16)	(15,569)	(0.16)	(15,569)
WASTEWATER						
Foreman			(0.03)	(2,511)	(0.03)	(2,511)
STORMWATER						
Foreman			(0.20)	(20,838)	(0.20)	(20,838)
REID GOLF COURSE						
Golf Course Superintendent	1	0.30	15,789	0.00	0	0.00
Administrative Assistant			(0.05)	(3,645)	(0.05)	(3,645)
Total Internal Service Fund:	0.30	\$ 15,789	(0.81)	\$ (55,543)	(0.81)	\$ (55,543)
INTERNAL SERVICE FUNDS						
CENTRAL EQUIPMENT AGENCY						
Fire Mechanic			1.00	82,683	1.00	82,683
Total Internal Service Fund:	0.00	\$ -	1.00	\$ 82,683	1.00	\$ 82,683
CAPITAL PROJECTS FUNDS						
SUBDIVISION						
Foreman			(0.02)	(1,731)	(0.02)	(1,731)
Total Internal Service Fund:	0.00	\$ -	(0.02)	\$ (1,731)	(0.02)	\$ (1,731)
TOTAL CITY:	(0.75)	\$ (103,032)	(8.43)	\$ (653,438)	(8.43)	\$ (653,438)

NOTE: All dollar figures are for salaries and benefits; unfunded positions are not shown in departments' FTE headcount. Dollar amounts shown for non-represented General Fund positions do not include projected Performance Adjustments, which are budgeted in the Unclassified section.

1. Restoration of position to full-time without eligibility for City-provided health care benefits.

**CITY OF APPLETON
2010 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions**

DEPARTMENT	2007	2008	2009	2010
Assessor's Office	7.00	7.00	7.00	7.00
Attorney's Office	3.67	3.67	3.67	3.67
City Clerk's Office	5.00	5.00	5.00	5.00
Finance Department	9.85	9.85	9.85	9.85
Homeless & Block Grants	-	0.75	0.76	0.85
Fire Department	101.00	101.00	101.00	98.50
Health Department	12.85	12.85	12.85	12.86
Health Grants	4.60	4.40	3.40	3.34
Technology Services	15.40	15.40	15.00 *	15.00
Library	45.50	45.50	45.50	45.00
Mayor's Office	3.00	3.00	3.00	3.00
Facilities Management	7.60	8.15	8.15	7.76
Facilities Capital	0.40	0.40	0.40	1.00
Parks & Recreation	34.67	34.67	34.67	32.22
Reid Golf Course	2.05	2.05	1.75	1.70
Human Resources	5.95	5.95	6.15 *	6.15
Risk Management	2.98	2.98	2.98	2.98
Community Development	8.00	8.00	8.00	7.90
Housing & Community Devel.	2.00	2.00	2.00	2.00
Police Department	135.00	135.00	136.00	135.50
Public Works	58.57	55.32	57.81	53.92
Sanitation	22.69	22.69	21.29	19.79
CEA	14.11	14.11	14.11	15.11
Parking	11.47	11.47	11.47	11.47
Capital (TIF, Subdivision, etc.)	4.26	8.31	6.50	5.98
Stormwater Utility	17.52	16.92	17.32	17.75
Water Utility	36.92	36.92	36.42	37.76
Wastewater Utility	28.07	27.32	28.32	29.28
Valley Transit	55.43	53.03	53.03	52.65
Total Regular Employees	<u><u>655.55</u></u>	<u><u>653.70</u></u>	<u><u>653.40</u></u>	<u><u>644.97</u></u>

* 2009 FTEs include the effect of a change made after adoption of the 2009 budget. A clerical position that had been split 60/40 between Human Resources and Technology Services was converted to a .8 FTE position in HR.

CITY OF APPLETON 2010 BUDGET ASSESSED PROPERTY VALUES

	01/01/08	01/01/09	Change in Dollars	Change in Percent
Tax Increment Districts # 2 - 8 *	\$ 348,527,228	\$ 172,173,433	\$ (176,353,795)	-50.60%
Outagamie County				
Real Estate	3,814,795,200	3,900,241,907	85,446,707	2.24%
Personal Property	127,910,300	124,066,493	(3,843,807)	-3.01%
Total With TID:	3,942,705,500	4,024,308,400	81,602,900	2.07%
Total Without TID:	3,663,064,300	3,942,618,455	279,554,155	7.63%
Calumet County				
Real Estate	621,946,500	645,077,136	23,130,636	3.72%
Personal Property	12,200,200	13,815,264	1,615,064	13.24%
Total With TID:	634,146,700	658,892,400	24,745,700	3.90%
Total Without TID:	565,896,200	570,242,221	4,346,021	0.77%
Winnebago County				
Real Estate	61,412,600	66,084,681	4,672,081	7.61%
Personal Property	3,691,100	4,166,219	475,119	12.87%
Total With TID:	65,103,700	70,250,900	5,147,200	7.91%
Total Without TID:	64,468,172	68,417,591	3,949,419	6.13%
All Counties With TIDs:	\$ 4,641,955,900	\$ 4,753,451,700	\$ 110,298,019	2.40%
All Counties Without TIDs:	\$ 4,293,428,672	\$ 4,581,278,267	\$ 287,849,595	6.70%

* TID # 4 will close in 2009, therefore there is no increment for the 2010 budget.

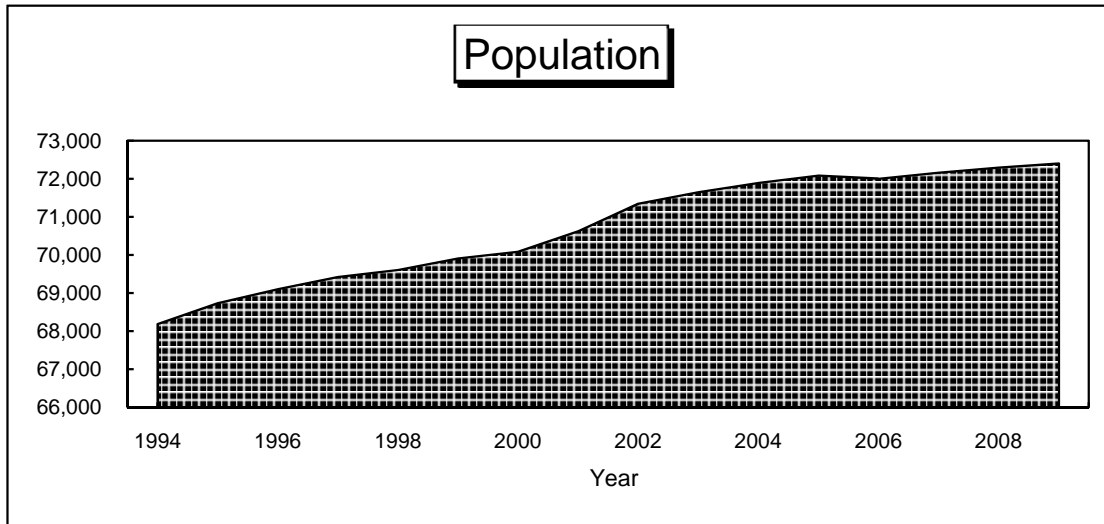
CITY OF APPLETON 2010 BUDGET EQUALIZED PROPERTY VALUES

	01/01/08	01/01/09	Change in Dollars	Change in Percent
TID # 2 Gross	\$ 16,840,600	\$ 17,157,900	\$ 317,300	1.88%
Base (1991)	(4,050,900)	(4,050,900)	-	0.00%
Increment	12,789,700	13,107,000	317,300	2.48%
TID # 3 Gross	79,057,000	79,015,800	(41,200)	-0.05%
Base (1993)	(18,940,800)	(18,940,800)	-	0.00%
Increment	60,116,200	60,075,000	(41,200)	-0.07%
TID # 4 Gross *	256,456,500	-	(256,456,500)	-100.00%
Base (1995)	(52,781,700)	-	52,781,700	-100.00%
Increment	203,674,800	-	(203,674,800)	-100.00%
TID # 5 Gross	12,091,700	13,912,200	1,820,500	15.06%
Base (1999)	(4,669,500)	(4,669,500)	-	0.00%
Increment	7,422,200	9,242,700	1,820,500	24.53%
TID # 6 Gross	70,546,000	100,737,100	30,191,100	42.80%
Base (2000)	(1,624,200)	(12,141,600)	(10,517,400)	647.54%
Increment	68,921,800	88,595,500	19,673,700	28.54%
TID # 7 Gross	26,305,400	27,485,700	1,180,300	4.49%
Base (2007)	(25,657,000)	(25,657,000)	-	0.00%
Increment	648,400	1,828,700	1,180,300	182.03%
Total All Increments:	\$ 353,573,100	\$ 172,848,900	\$ (180,724,200)	-51.11%
Outagamie County				
Real Estate	3,875,879,900	3,935,322,000	59,442,100	1.53%
Personal Property	128,321,000	125,180,600	(3,140,400)	-2.45%
Total With TID:	4,004,200,900	4,060,502,600	56,301,700	1.41%
Total Without TID:	3,720,198,000	3,978,077,900	257,879,900	6.93%
Calumet County				
Real Estate	628,184,100	644,680,400	16,496,300	2.63%
Personal Property	12,200,200	13,805,600	1,605,400	13.16%
Total With TID:	640,384,300	658,486,000	18,101,700	2.83%
Total Without TID:	571,462,500	569,890,500	(1,572,000)	-0.28%
Winnebago County				
Real Estate	62,731,200	65,919,300	3,188,100	5.08%
Personal Property	3,691,100	4,155,000	463,900	12.57%
Total With TID:	66,422,300	70,074,300	3,652,000	5.50%
Total Without TID:	65,773,900	68,245,600	2,471,700	3.76%
All Counties With TIDs:	\$ 4,711,007,500	\$ 4,789,062,900	\$ 78,055,400	1.66%
All Counties Without TIDs:	\$ 4,357,434,400	\$ 4,616,214,000	\$ 258,779,600	5.94%

* TID # 4 will close in 2009, therefore there is no increment for the 2010 budget.

CITY OF APPLETON 2010 BUDGET POPULATION ESTIMATES

Year		Outagamie County	Calumet County	Winnebago County	Total
1994	Est.	57,406	10,239	542	68,187
1995	Est.	57,582	10,598	549	68,729
1996	Est.	57,766	10,722	615	69,103
1997	Est.	57,967	10,800	657	69,424
1998	Est.	58,088	10,852	667	69,607
1999	Est.	58,313	10,929	669	69,911
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



CITY OF APPLETON

2010 BUDGET

GLOSSARY

ADA: Americans with Disabilities Act.

AD VALOREM TAX: A tax based on value (e.g., a property tax).

AGENCY FUND: A fund consisting of resources received and held by the governmental unit as an agent for others; for example, taxes collected and held by a municipality for a school district.

APPLIED EQUITY: An amount projected to be available from current and past years' equity balances to be consumed in lieu of raising taxes or other revenues. Application of equity prevents unneeded equity from accumulating, and should be utilized in a planned conservative manner.

APPROPRIATION: An authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT: (1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

ASSESSMENT ROLL: In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. In the case of other property, the official list containing the name and address of each owner of such property and its assessed value.

BALANCED BUDGET: A balanced budget is one in which total anticipated revenues equal or exceed total budgeted expenditures for each fund. Budgets may also be balanced by use of unallocated reserves available if fund balance policies permit.

BASIS OF ACCOUNTING/BASIS OF BUDGET: The basis of budget or of accounting refers to the timing of revenue and expenditure recognition. With few exceptions, the budget is prepared on the same basis as the City's annual financial statements, which is the modified accrual basis for all governmental funds and the accrual basis for proprietary funds. Under the modified accrual basis, revenues are recognized when they become measurable and available and expenditures generally when the related liability is incurred. Under the accrual basis, revenues are recognized when they occur, regardless of the timing of related cash flows. One significant difference between the basis of accounting and the basis of budget is in the treatment of capital expenditures in the proprietary funds, which are included in operating expenditures for budget purposes.

BOND: Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security. The difference between a note and a bond is that the latter is issued for a longer period (over ten years) and requires greater legal formality.

BOND ANTICIPATION NOTES: Short-term notes of a municipality sold in anticipation of bond issuance, which are full faith and credit obligations of the governmental unit and are to be retired from the proceeds of the bonds to be issued.

BOND DISCOUNT: The excess of the face value of a bond over the price for which it is acquired or sold.

CITY OF APPLETON

2010 BUDGET

GLOSSARY

BOND FUND: A fund established to receive and disburse the proceeds of a governmental bond issue.

BOND PREMIUM: The excess of the price at which a bond is acquired or sold, over its face value.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption and sometimes, the plan finally approved by the body.

BUDGET ADJUSTMENT: A legal procedure requiring Council action to revise a budget appropriation. (City staff has the prerogative to adjust certain expenditures within a department budget.)

BUDGET MESSAGE: A general discussion of the budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government’s experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

BUDGET PROCESS: The budget process consists of activities that encompass the development, implementation, communication and evaluation of a plan for the provision of services and capital assets that allows for public input.

CAPITAL BUDGET: A plan for acquisition or construction of assets embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

CAPITAL OUTLAY: Expenditures for equipment, vehicles or machinery with multi-year useful lives.

CAPITAL PROJECT FUND: Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by enterprise and trust funds.

CBM: Central Building Maintenance – see discussion under Facilities below.

CENTRAL EQUIPMENT AGENCY (CEA): To account for the user fees and costs associated with the operation and maintenance of various City owned vehicles.

CERTIFIED PUBLIC ACCOUNTANT: An accountant to whom a state has given a certificate showing that he/she has met prescribed requirements designed to insure competence on the part of the public practitioner in accounting and that he/she is permitted to use the designation Certified Public Accountant, commonly abbreviated as C.P.A.

CHARGES FOR SERVICES: User charges for services provided by the City to those specifically benefiting from those services.

CMAR: Compliance Maintenance Annual Report – a required report of the Wastewater utility.

COMMITTEE OF JURISDICTION: A City committee which is responsible for evaluating the programs under its jurisdiction to determine program definition, goals and objectives, costs, efficiency and effectiveness.

CITY OF APPLETON

2010 BUDGET

GLOSSARY

CONTRACTUAL SERVICES: Services rendered to the City by private firms, individuals, or other government agencies. Examples include pest control, equipment maintenance, and professional services.

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.

DIRECT DEBT: The debt, which a governmental unit has incurred in its own name or assumed through the annexation of territory.

DMR: Discharge Monitoring Report— a required report of the Wastewater utility.

ENCUMBRANCE: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUNDS: (1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g. water, gas and electric utilities; airports; parking garages; or transit systems). In this case the governing body intends that cost (i.e. expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

EQUALIZED VALUE: The State's estimate of the full value of property; used to apportion property tax levies of counties, school districts and municipalities among tax districts.

CITY OF APPLETON

2010 BUDGET

GLOSSARY

ERU: Equivalent Residential Unit - the basis of charges for stormwater management, equal to 2,368 square feet of impervious surface.

EXECUTIVE BUDGET: The aggregate of information, proposals and estimates prepared and submitted to the legislative body by the chief executive officer.

EXPENDABLE TRUST FUND: A trust fund whose resources, including both principal and earnings, may be expended. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

EXPENDITURES: Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental transfers. Expenditures exist in governmental funds.

EXPENSES: Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses exist in enterprise and internal service funds.

FACILITIES CHARGES: The fees charged by the Facilities and Construction Management Internal Service Fund for building and equipment maintenance services performed. This fund was formerly known as Central Building Management (CBM) and was discontinued and merged with the Water and Wastewater Utilities as of the 2003 budget, in conformance with the requirements of Governmental Accounting Standards Board Standard #34 (GASB 34). It 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 funds assets over its liabilities. A negative fund balance is sometimes called a fund deficit.

GENERAL FUND: The General fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, charges for services and intergovernmental revenues. This fund includes most of the operating services: public protection, park and recreation, library, public works, health services, community development and general administration.

GAAP: Generally Accepted Accounting Principles.

CITY OF APPLETON

2010 BUDGET

GLOSSARY

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, sewers, 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.

HAVA: Help America Vote Act.

IN LIEU OF TAXES: A contribution by benefactors of City services who are tax exempt, i.e. certain utilities and non-profit organizations who either choose to, or are required to pay a “tax equivalent amount”.

INDIRECT COSTS: Costs associated with, but not directly attributable to, the providing of a product or service. These costs are usually incurred by other departments in the support of operating departments.

INTEREST INCOME: Interest earned on funds, which are not immediately needed by the City.

INTERFUND TRANSFERS: Amounts transferred from one fund to another, primarily as reimbursements for services provided.

INTERGOVERNMENTAL REVENUE: Revenue received from another government in the form of grants and shared revenues. Typically, these contributions are made to local governments from the State and Federal governments and are made for specified purposes.

INTERNAL SERVICE FUND: Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the County or to other governments on a cost reimbursement basis.

CITY OF APPLETON

2010 BUDGET

GLOSSARY

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 seven different labor pools ... sanitation, streets, signs, maintenance, electrical, parks, and CEA are charging the cost of their services to the beneficiary budgets.

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 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

CITY OF APPLETON

2010 BUDGET

GLOSSARY

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 Accumulation 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.

TANF: Temporary Assistance for Needy Families, a federal program passed through to the States.

TID (TAX INCREMENT DISTRICT) or TIF (TAX INCREMENT FINANCING DISTRICT): A legal entity created by local resolution under State Statute 66.46 to promote improvements, jobs, etc. The taxes generated from the assessed value "increment" above the base year is used to finance the costs of the improvements which generate the increased assessed valuation.

TAX LEVY: The total amount to be raised by general property taxes for operating and debt service purposes.

TAX LIENS: Claims governments have upon properties until the taxes levied against them have been paid. This term is sometimes limited to those delinquent taxes the government has taken legal action to collect through the filing of liens.

TAX RATE: The amount of tax levied for each \$1,000 of valuation. The equalized (full) value tax rate is calculated using the equalized value of the City. The assessed value tax rate is calculated using assessed value.

TAX ROLL: The official list showing the amount of taxes levied against each taxpayer or property.

CITY OF APPLETON 2010 BUDGET GLOSSARY

TAX YEAR: The calendar year in which ad valorem property taxes are levied to finance the ensuing calendar year budget.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people.

TRUST FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

CITY OF APPLETON 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 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

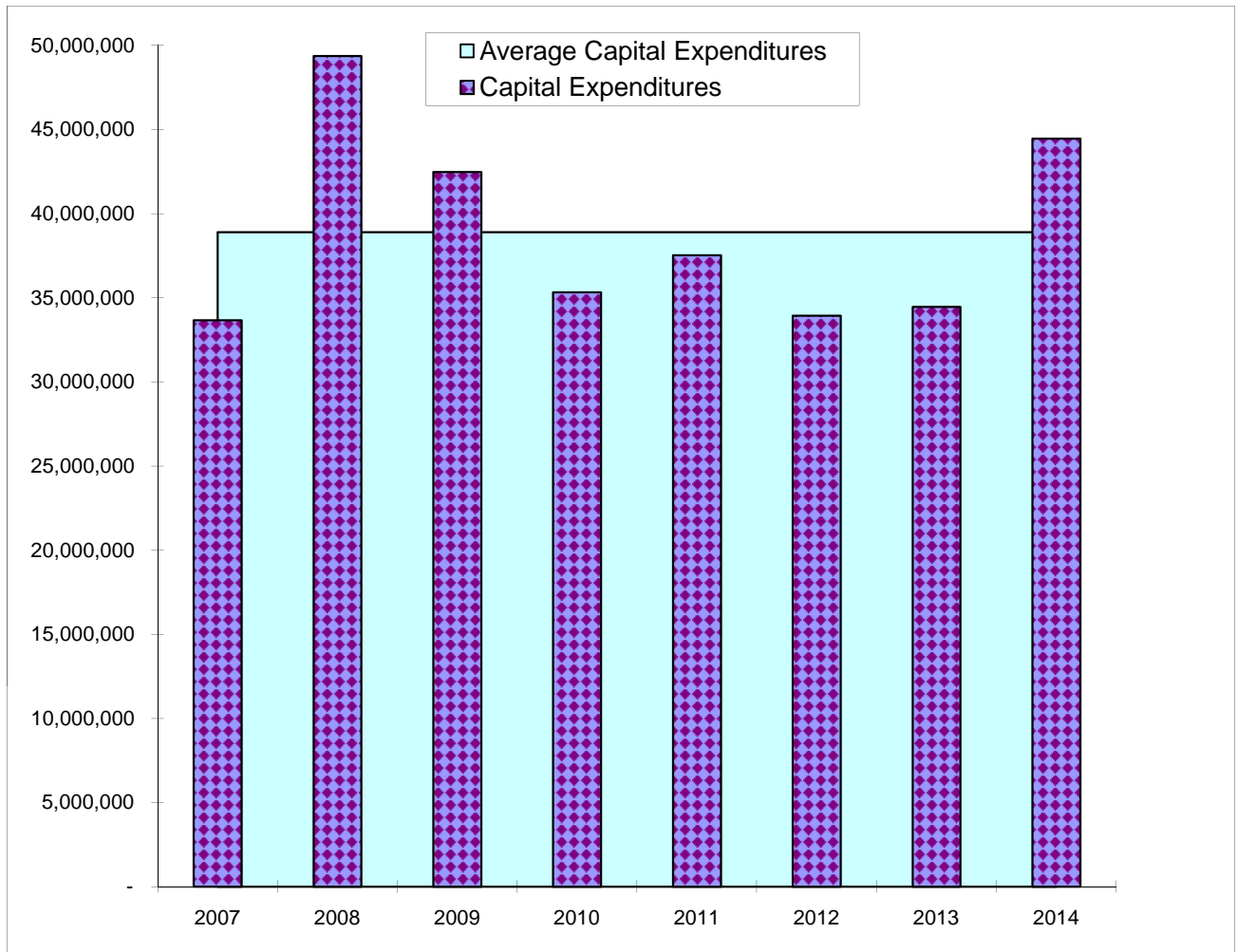
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy.

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 5-8 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.

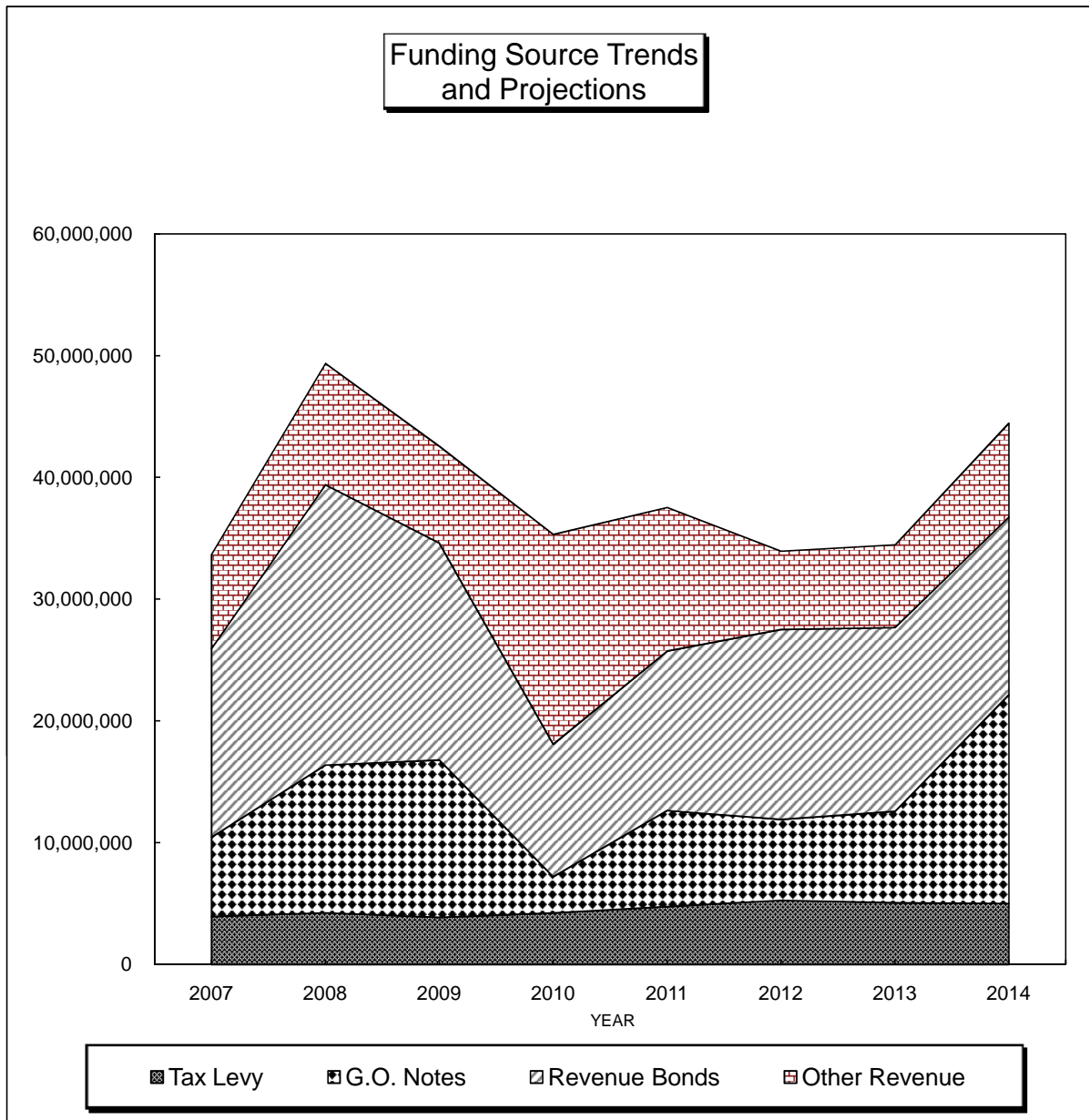
Other: Funds provided by the State of Wisconsin and/or the U.S. Federal Government (grants), contributions by developers to finance their projects, donations or interjurisdictional payments (contractual agreement to provide services to other jurisdictions who then share in the cost of the project, thus reducing the cost to the City).

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM 2007 - 2014



The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2007 - 2014. The total for 2008 - 2009 includes the cost of a major renovation and expansion of the Police station. 2008 - 2013 also include projects related to addressing water plant capacity issues. 2009 includes the cost of replacement of the College Avenue bridge and repaving of College Avenue east from downtown. 2010 and 2011 include the construction of three stormwater detention ponds necessary to meet the requirements of NR 151/216. 2014 includes funds to address space needs and community growth for the Library.

**CITY OF APPLETON 2010 BUDGET
CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES**



This graph represents how the capital improvements program budget is financed. The total for revenue bonds for 2007 - 2014 includes funding for additional water transmission lines, as well as projects related to addressing water plant capacity issues in 2008 - 2013. Significant Stormwater management infrastructure is required to meet NR 151/216 regulations in all five years, including three retention ponds in 2010 and 2011. The total for general obligation debt for 2008 - 2009 includes construction costs for a major renovation and expansion of the Police station. 2009 also includes the cost of replacement of the College Avenue bridge, including repaving College Avenue east from downtown. 2014 includes funds to address space needs and community growth at the Library.

City of Appleton 2010 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2010 - 2014
PROJECT CATEGORY LIST FOR 2010

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
626	Miscellaneous Site Acquisition	CD	-	550,000	-	-	550,000
627	TIF District # 6 - Southpoint Commerce Park	CD	-	59,315	- o	5,000	64,315
628	TIF District # 7 - South Memorial Drive	CD	-	49,000	-	-	49,000
630	Asphalt Paving Program	PW	948,744	-	- sd	42,774	991,518
634	Traffic Grid Expansion / Signal Improvements	PW	-	88,474	-	-	88,474
635	Traffic Camera Program / Signal Battery Backup	PW	-	27,920	-	-	27,920
636	Concrete Paving Program	PW	2,619,221	211,931	- o	3,672,172	6,503,324
643	Traffic Sign Retroreflectivity Mandate	PW	-	204,525	-	-	204,525
644	Grade & Gravel Program	PW	45,400	-	- sd	25,000	70,400
646	Sidewalk Program	PW	615,179	-	- o	417,549	1,032,728
648	Stormwater Program	SW	-	9,305	- o	9,000,319	9,009,624
654	Water Main Program	WD	-	-	4,150,000 o	649,362	4,799,362
659	Water Plant Lake Intake Improvements	WF	-	-	850,000 w	-	850,000
660	Sanitary Sewer Program	WW	-	21,025	3,850,000 o	1,127,542	4,998,567
Facilities							
669	Grounds Improvements	FMD	-	250,000	-	-	250,000
670	HVAC Upgrades	FMD	-	-	- o	606,466	606,466
671	Lake Station Permanganate Storage Addition	FMD	-	-	- w	300,000	300,000
673	Lighting Upgrades	FMD	-	-	- o	83,334	83,334
674	Roof Replacement	FMD	-	350,000	-	-	350,000
675	Security & Life Safety Upgrades	FMD	-	-	- o	95,000	95,000
676	Waste Gas Boiler Installation	FMD	-	-	2,050,000	-	2,050,000
677	Wastewater Sludge Storage Building Expansion	FMD	-	-	- s	75,000	75,000
678	Water Plant Demolition	FMD	-	885,000	-	-	885,000
679	Parking Utility - Ramp Maintenance	PAR	-	-	- o	100,000	100,000
681	Water Plant Secondary Membrane Treatment	WF	-	-	- w	160,000	160,000
682	Water Tower Land Acquisition	WF	-	-	- w	180,000	180,000
Equipment							
685	Personal Protective Equipment	FD	-	67,500	-	-	67,500
688	Radio Frequency Identification Conversion	LIB	-	114,000	-	-	114,000
689	Portable Radios	PD/FD	-	307,500	-	-	307,500
693	Technology Upgrades	TS	-	113,000	-	-	113,000
700	Lift Station Renovations	WW	-	-	- s	529,000	529,000
Quality of Life							
706	AMP - Park Renovations	PR	-	35,000	-	-	35,000
718	Parks - Playground Equipment	PR	-	75,000	-	-	75,000
719	Peabody Park	PR	-	-	- o	50,000	50,000
724	Southeast Park	PR	-	-	- o	100,000	100,000
726	Telulah Park Improvements	PR	-	100,000	-	-	100,000
	Issue Costs	PR	-	90,000	-	-	90,000
	Available Funds Applied	PR	-	(709,556)	-	-	(709,556)
			4,228,544	2,898,939	10,900,000	17,218,518	35,246,001

Other Supplemental Information:

Sewer User Fees (s):	*	1,744,080
Water User Fees (w):		1,325,870
Stormwater User Fees (st):	**	8,995,012
Subdivision (sd):		1,727,504
Other (o):		3,426,052
		<u>17,218,518</u>

* Sewer user fees do not include any use of the DNR Replacement Fund.

** \$10,500,000 of Stormwater revenue bonds were issued in November, 2009 for 2009 and 2010 capital projects. The portion of those bonds intended for 2010 capital projects is \$6,800,000 and is included in the total Stormwater User Fees shown here.

City of Appleton 2010 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2010 - 2014
PROJECT CATEGORY LIST FOR 2011

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
626	Miscellaneous Site Acquisition	CD	-	250,000	-	-	250,000
627	TIF District # 6 - Southpoint Commerce Park	CD	-	112,199	- o	42,639	154,838
628	TIF District # 7 - South Memorial Drive	CD	-	99,000	-	-	99,000
630	Asphalt Paving Program	PW	1,326,562	-	- sd	60,251	1,386,813
633	Bridge Improvements	PW	109,068	-	-	-	109,068
634	Traffic Grid Expansion / Signal Improvements	PW	-	55,000	-	-	55,000
635	Traffic Camera Program / Signal Battery Backup	PW	-	25,480	-	-	25,480
636	Concrete Paving Program	PW	1,868,534	919,498	- o	2,584,913	5,372,945
642	Street Lighting Improvements	PW	-	90,725	-	-	90,725
643	Traffic Sign Retroreflectivity Mandate	PW	-	400,000	-	-	400,000
644	Grade & Gravel Program	PW	837,846	-	- o	1,610,952	2,448,798
646	Sidewalk Program	PW	615,331	91,095	- sd	242,916	949,342
648	Stormwater Program	SW	-	-	4,500,000 o	4,123,114	8,623,114
654	Water Main Program	WD	-	-	4,200,000 o	897,845	5,097,845
659	Sanitary Sewer Program	WW	-	-	4,400,000 o	343,071	4,743,071
660	Wastewater Plant Sanitary Sewer Capacity Imp.	WW	-	-	- s	125,000	125,000
Facilities							
668	Future Fire Stations/Relocations	FMD	-	350,000	-	-	350,000
669	Grounds Improvements	FMD	-	250,000	-	-	250,000
670	HVAC Upgrades	FMD	-	-	- w	100,000	100,000
672	Library	FMD	-	75,000	-	-	75,000
674	Roof Replacement	FMD	-	250,000	-	-	250,000
677	Wastewater Sludge Storage Building Expansion	FMD	-	-	- s	125,000	125,000
679	Parking Utility - Ramp Maintenance	PAR	-	-	- o	110,000	110,000
680	Radio Infrastructure	PD	-	1,000,000	-	-	1,000,000
681	Water Plant Secondary Membrane Treatment	WF	-	-	- w	235,000	235,000
Equipment							
684	Burners for Training Facility	FD	-	275,000	-	-	275,000
687	Self Contained Breathing Apparatus Replacement	FD	-	527,900	-	-	527,900
688	Radio Frequency Identification Conversion	LIB	-	105,000	-	-	105,000
689	Portable Radios	PD/FD	-	280,000	-	-	280,000
691	Public Works Equipment Replacement	PW	-	-	- st	110,000	110,000
693	Technology Upgrades	TS	-	165,000	-	-	165,000
694	Wireless Broadband Access	TS	-	475,000	-	-	475,000
695	Pressure Zone Control Valve Stations	WF	-	-	- w	230,000	230,000
697	Aeration Tank Diffuser Replacement	WW	-	-	- s	250,000	250,000
702	SpectraLink Phone System for Wastewater Plant	WW	-	-	- s	150,000	150,000
Quality of Life							
704	Reid Golf Course Improvements	PR	-	-	- o	25,000	25,000
705	AMP - Athletic Fields Renovations	PR	-	300,000	-	-	300,000
709	Colony Oaks Park	PR	-	195,000	-	-	195,000
712	Erb Pool Remodeling	PR	-	50,000	-	-	50,000
714	Houdini Plaza Renovations	PR	-	450,000	-	-	450,000
716	Lutz Park Renovations	PR	-	-	- o	75,000	75,000
718	Parks - Playground Equipment	PR	-	80,000	-	-	80,000
721	Prospect Avenue Park Acquisition	PR	-	-	- w	250,000	250,000
722	Riverfront Initiatives	PR	-	815,000	-	-	815,000
724	Southeast Park	PR	-	-	- o	100,000	100,000
727	Vulcan Heritage Park	PR	-	275,000	-	-	275,000
			4,757,341	7,960,897	13,100,000	11,790,701	37,608,939

Other Supplemental Information:

Sewer User Fees (s):	* 891,961
Water User Fees (w):	1,694,845
Stormwater User Fees (st):	4,143,114
Subdivision (sd):	2,844,794
Other (o):	2,215,987
	<u>11,790,701</u>

* Sewer user fees includes the use of \$250,000 from the DNR Replacement Fund.

City of Appleton 2010 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2010 - 2014
PROJECT CATEGORY LIST FOR 2012

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
626	Miscellaneous Site Acquisition	CD	-	300,000	-	-	300,000
627	TIF District # 6 - Southpoint Commerce Park	CD	-	326,915	- o	55,000	381,915
630	Asphalt Paving Program	PW	1,310,900	-	- sd	61,409	1,372,309
633	Bridge Improvements	PW	615,920	-	-	-	615,920
634	Traffic Grid Expansion / Signal Improvements	PW	-	56,000	-	-	56,000
635	Traffic Camera Program / Signal Battery Backup	PW	-	52,075	-	-	52,075
636	Concrete Paving Program	PW	2,578,384	700,000	- sd	2,049,249	5,327,633
642	Street Lighting Improvements	PW	-	75,000	-	-	75,000
643	Traffic Sign Retroreflectivity Mandate	PW	-	375,000	-	-	375,000
644	Grade & Gravel Program	PW	-	376,967	- o	171,318	548,285
646	Sidewalk Program	PW	762,518	-	- sd	302,370	1,064,888
648	Stormwater Program	SW	-	76,500	2,700,000 o	841,363	3,617,863
654	Water Main Program	WD	-	283,750	3,200,000 w	1,508,875	4,992,625
660	Sanitary Sewer Program	WW	-	153,900	3,700,000 s	839,658	4,693,558
Facilities							
668	Future Fire Stations/Relocations	FMD	-	200,000	-	-	200,000
669	Grounds Improvements	FMD	-	100,000	-	-	100,000
670	HVAC Upgrades	FMD	-	50,000	- w	100,000	150,000
674	Roof Replacement	FMD	-	-	- o	150,000	150,000
677	Wastewater Sludge Storage Building Expansion	FMD	-	-	1,500,000	-	1,500,000
679	Parking Utility - Ramp Maintenance	PAR	-	-	- o	115,000	115,000
680	Radio Infrastructure	PD	-	1,000,000	-	-	1,000,000
681	Water Plant Secondary Membrane Treatment	WF	-	-	4,500,000	-	4,500,000
Equipment							
683	Additional Vehicle, Station # 6	FD	-	750,000	-	-	750,000
685	Personal Protective Equipment	FD	-	46,500	-	-	46,500
688	Radio Frequency Identification Conversion	LIB	-	114,500	-	-	114,500
691	Public Works Equipment Replacement	PW	-	-	- st	60,000	60,000
694	Wireless Broadband Access	TS	-	250,000	-	-	250,000
701	Receiving Station Improvements	WW	-	-	- s	175,000	175,000
Quality of Life							
711	Erb Park Renovations	PR	-	200,000	-	-	200,000
718	Parks - Playground Equipment	PR	-	85,000	-	-	85,000
721	Prospect Avenue Park Acquisition	PR	-	253,050	-	-	253,050
722	Riverfront Initiatives	PR	-	550,000	-	-	550,000
726	Telulah Park Improvements	PR	-	270,000	-	-	270,000
			5,267,722	6,645,157	15,600,000	6,429,242	33,942,121

Other Supplemental Information:

Sewer User Fees (s):	*	1,114,658
Water User Fees (w):		1,608,875
Stormwater User Fees (st):		751,913
Subdivision (sd):		2,413,028
Other (o):		540,768
		6,429,242

* Sewer user fees do not include any use of the DNR Replacement Fund.

City of Appleton 2010 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2010 - 2014
PROJECT CATEGORY LIST FOR 2013

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
626	Miscellaneous Site Acquisition	CD	-	250,000	-	-	250,000
627	TIF District # 6 - Southpoint Commerce Park	CD	-	68,315	- o	80,000	148,315
630	Asphalt Paving Program	PW	1,332,060	-	- sd	62,568	1,394,628
633	Bridge Improvements	PW	384,463	-	-	-	384,463
634	Traffic Grid Expansion / Signal Improvements	PW	-	56,000	-	-	56,000
635	Traffic Camera Program / Signal Battery Backup	PW	-	53,480	-	-	53,480
636	Concrete Paving Program	PW	2,682,301	-	- sd	2,105,917	4,788,218
642	Street Lighting Improvements	PW	-	95,000	-	-	95,000
643	Traffic Sign Retroreflectivity Mandate	PW	-	375,000	-	-	375,000
644	Grade & Gravel Program	PW	-	233,950	- o	58,147	292,097
646	Sidewalk Program	PW	665,696	-	- sd	314,623	980,319
648	Stormwater Program	SW	-	-	3,100,000 st	1,097,822	4,197,822
654	Water Main Program	WD	-	-	2,700,000 w	1,552,185	4,252,185
660	Sanitary Sewer Program	WW	-	-	4,655,000 o	99,321	4,754,321
Facilities							
668	Future Fire Stations/Relocations	FMD	-	1,700,000	-	-	1,700,000
669	Grounds Improvements	FMD	-	50,000	-	-	50,000
670	HVAC Upgrades	FMD	-	25,000	-	-	25,000
672	Library	FMD	-	750,000	-	-	750,000
674	Roof Replacement	FMD	-	-	145,000	-	145,000
679	Parking Utility - Ramp Maintenance	PAR	-	-	- o	110,000	110,000
680	Radio Infrastructure	PD	-	1,000,000	-	-	1,000,000
681	Water Plant Secondary Membrane Treatment	WF	-	-	4,500,000	-	4,500,000
Equipment							
688	Radio Frequency Identification Conversion	LIB	-	200,000	-	-	200,000
691	Public Works Equipment Replacement	PW	-	-	- st	250,000	250,000
698	Bar Screen Replacement	WW	-	-	- s	935,000	935,000
703	Total Maximum Daily Load Wastewater Planning	WW	-	-	- s	125,000	125,000
Quality of Life							
705	AMP - Athletic Fields Renovations	PR	-	250,000	-	-	250,000
708	Apple Hill Trail	PR	-	150,000	-	-	150,000
710	Einstein Park Renovations	PR	-	50,000	-	-	50,000
711	Erb Park Renovations	PR	-	250,000	-	-	250,000
712	Erb Pool Remodeling	PR	-	100,000	-	-	100,000
713	Foremost Site Park / Trail	PR	-	200,000	-	-	200,000
715	LionsPark Renovations	PR	-	200,000	-	-	200,000
717	North Side Park/Fire Station#6/School Site	PR	-	185,000	-	-	185,000
718	Parks - Playground Equipment	PR	-	90,000	-	-	90,000
720	Pierce Park Renovations	PR	-	100,000	-	-	100,000
722	Riverfront Initiatives	PR	-	820,000	-	-	820,000
723	Schaefer Park Renovations	PR	-	260,000	-	-	260,000
			5,064,520	7,511,745	15,100,000	6,790,583	34,466,848

Other Supplemental Information:

Sewer User Fees (s):	*	1,130,271
Water User Fees (w):		1,552,185
Stormwater User Fees (st):		1,347,822
Subdivision (sd):		2,483,108
Other (o):		277,197
		<u>6,790,583</u>

* Sewer user fees includes the use of \$935,000 from the DNR Replacement Fund.

City of Appleton 2010 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2010 - 2014
PROJECT CATEGORY LIST FOR 2014

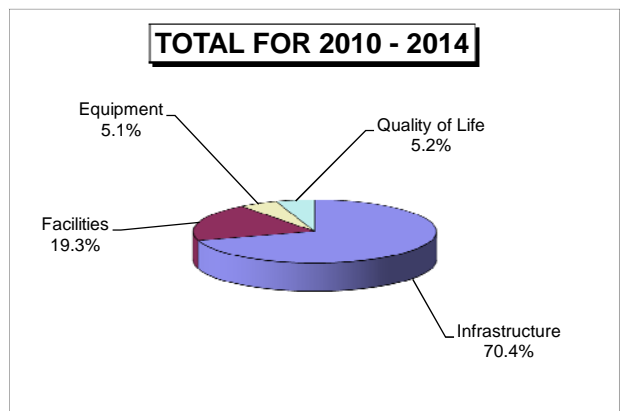
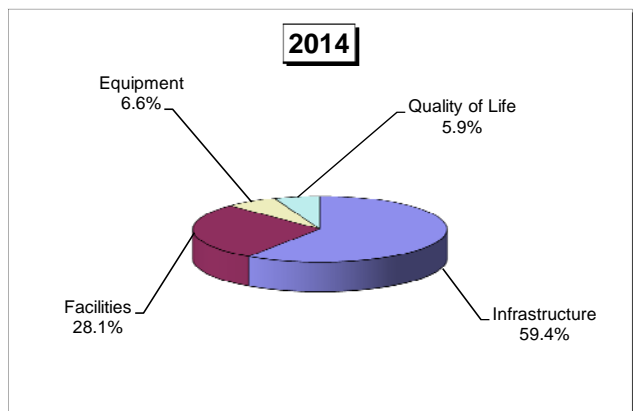
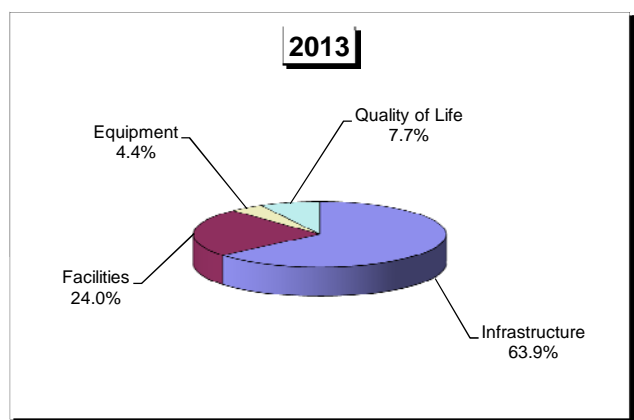
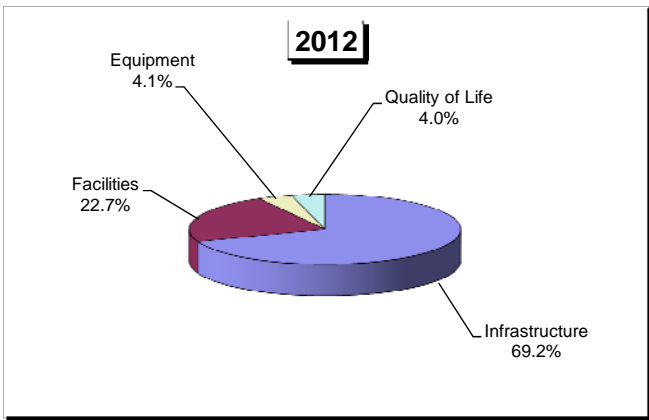
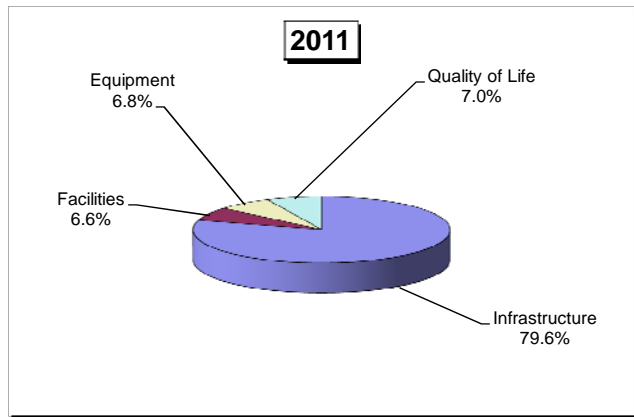
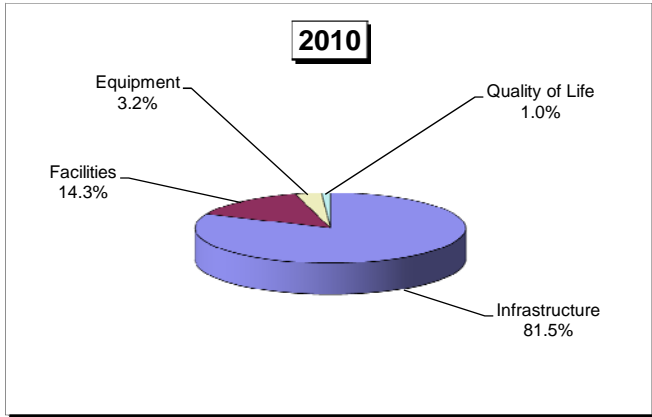
Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
627	TIF District # 6 - Southpoint Commerce Park	CD	-	73,315	- o	289,729	363,044
630	Asphalt Paving Program	PW	1,355,055	-	-	-	1,355,055
634	Traffic Grid Expansion / Signal Improvements	PW	-	56,000	-	-	56,000
635	Traffic Camera Program / Signal Battery Backup	PW	-	92,325	-	-	92,325
636	Concrete Paving Program	PW	2,766,583	2,718,461	- sd	1,968,375	7,453,419
642	Street Lighting Improvements	PW	-	50,000	-	-	50,000
643	Traffic Sign Retroreflectivity Mandate	PW	-	375,000	-	-	375,000
644	Grade & Gravel Program	PW	-	36,600	- o	242,438	279,038
646	Sidewalk Program	PW	884,674	274,190	- sd	337,640	1,496,504
648	Stormwater Program	SW	-	-	3,700,000 o	1,267,093	4,967,093
654	Water Main Program	WD	-	-	4,100,000 o	297,090	4,397,090
660	Sanitary Sewer Program	WW	-	-	3,800,000 o	1,134,409	4,934,409
Facilities							
667	Facilities Construction & Renovation / City Hall	FMD	-	1,000,000	-	-	1,000,000
669	Grounds Improvements	FMD	-	-	- s	100,000	100,000
670	HVAC Upgrades	FMD	-	50,000	- w	50,000	100,000
672	Library	FMD	-	10,000,000	-	-	10,000,000
674	Roof Replacement	FMD	-	50,000	- s	75,000	125,000
679	Parking Utility - Ramp Maintenance	PAR	-	-	- o	75,000	75,000
682	Water Tower Construction	WF	-	-	1,800,000 w	-	1,800,000
Equipment							
685	Personal Protective Equipment	FD	-	32,000	-	-	32,000
686	Rescue Boat Replacement	FD	-	27,000	-	-	27,000
690	Engineering/Survey Equipment Replacement	PW	-	35,000	-	-	35,000
691	Public Works Equipment Replacement	PW	-	-	- st	25,000	25,000
692	Water Meter Radio Read System Replacement	WD	-	-	- w	500,000	500,000
695	Pressure Zone Control Valve Stations	WF	-	-	- w	250,000	250,000
696	Lake Station Traveling Screen Replacement	WF	-	-	- w	800,000	800,000
699	Influent / Effluent Flow Meter Improvements	WW	-	-	1,200,000	-	1,200,000
Quality of Life							
707	Apple Creek Trail	PR	-	150,000	-	-	150,000
711	Erb Park Renovations	PR	-	50,000	-	-	50,000
712	Erb Pool Remodeling	PR	-	1,000,000	-	-	1,000,000
718	Parks - Playground Equipment	PR	-	90,000	-	-	90,000
719	Peabody Park	PR	-	-	- o	275,000	275,000
722	Riverfront Initiatives	PR	-	800,000	-	-	800,000
725	Summit Park Pavilion / Restroom	PR	-	200,000	-	-	200,000
			5,006,312	17,159,891	14,600,000	7,686,774	44,452,977

Other Supplemental Information:

Sewer User Fees (s):	*	1,190,629
Water User Fees (w):		1,667,340
Stormwater User Fees (st):		1,102,593
Subdivision (sd):		2,306,015
Other (o):		1,420,197
		<u>7,686,774</u>

* Sewer user fees do not include any use of the DNR Replacement Fund.

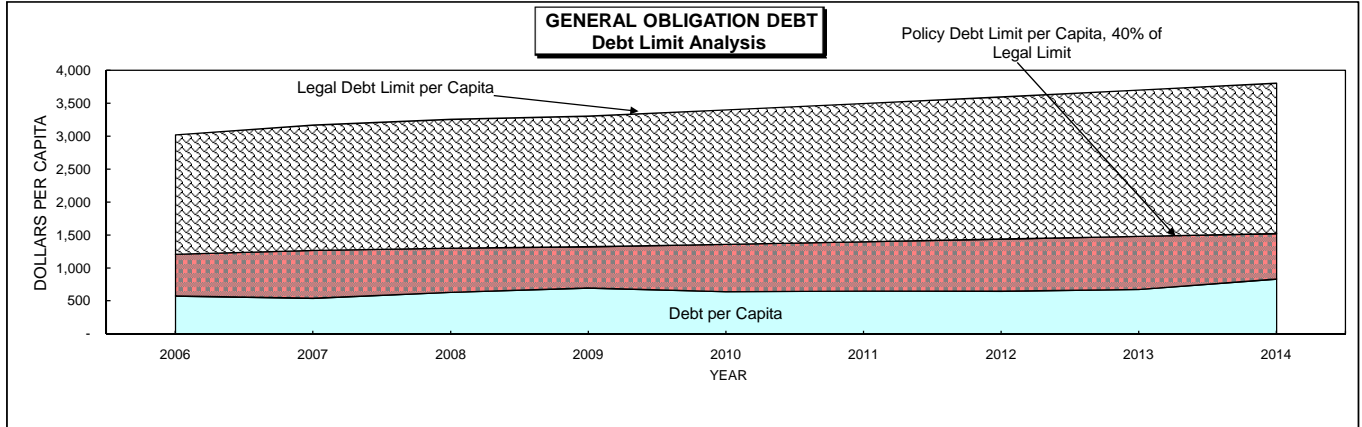
**CITY OF APPLETON 2010 BUDGET
CAPITAL IMPROVEMENTS PROGRAM 2010 - 2014
CAPITAL PROJECTS BY CATEGORY**



CITY OF APPLETON 2010 BUDGET

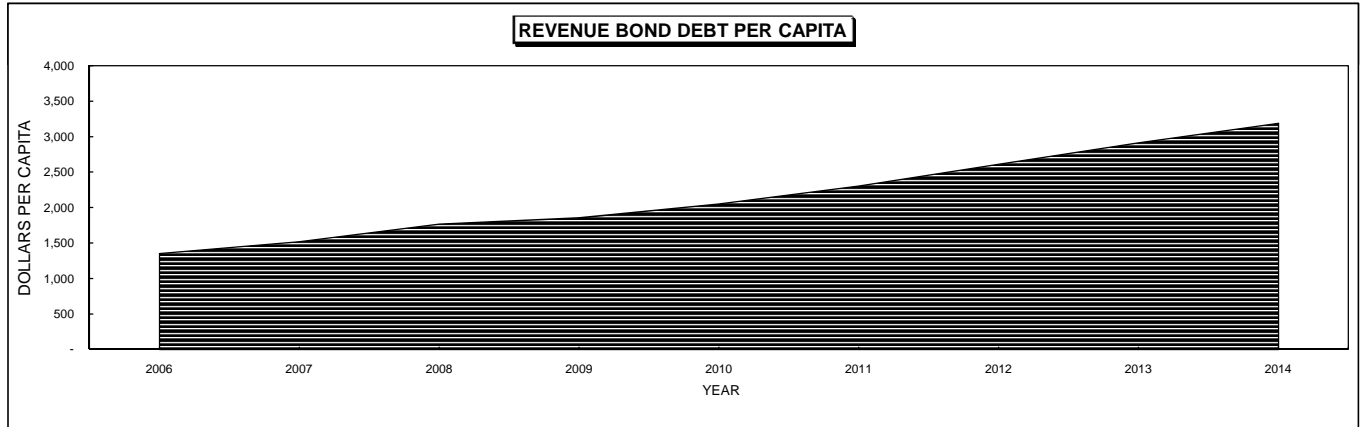
Outstanding Debt

	2006	2007	2008	2009	2010	2011	2012	2013	2014
Equalized value	4,350,186,400	4,575,642,000	4,711,007,500	4,789,062,900	4,932,734,800	5,080,716,800	5,233,138,300	5,390,132,400	5,551,836,400
Legal G.O. Debt Limit	217,509,320	228,782,100	235,550,375	239,453,145	246,636,740	254,035,840	261,656,915	269,506,620	277,591,820
Outstanding G.O. Debt	41,351,177	39,037,242	45,662,445	50,422,567	46,466,518	47,209,051	47,077,964	49,184,943	60,715,096
Population	72,004	72,158	72,297	72,400	72,500	72,600	72,700	72,800	72,900
G.O. Debt per capita									
Legal Limit	3,021	3,171	3,258	3,307	3,402	3,499	3,599	3,702	3,808
Policy Limit	1,208	1,268	1,303	1,323	1,361	1,400	1,440	1,481	1,523
Actual	574	541	632	696	641	650	648	676	833
Revenue Bonds									
Outstanding Bonds	97,422,923	109,669,989	127,713,993	134,383,990	148,919,003	167,273,021	190,045,001	212,190,001	232,720,001
Revenue Bonds per capita	1,353	1,520	1,767	1,856	2,054	2,304	2,614	2,915	3,192

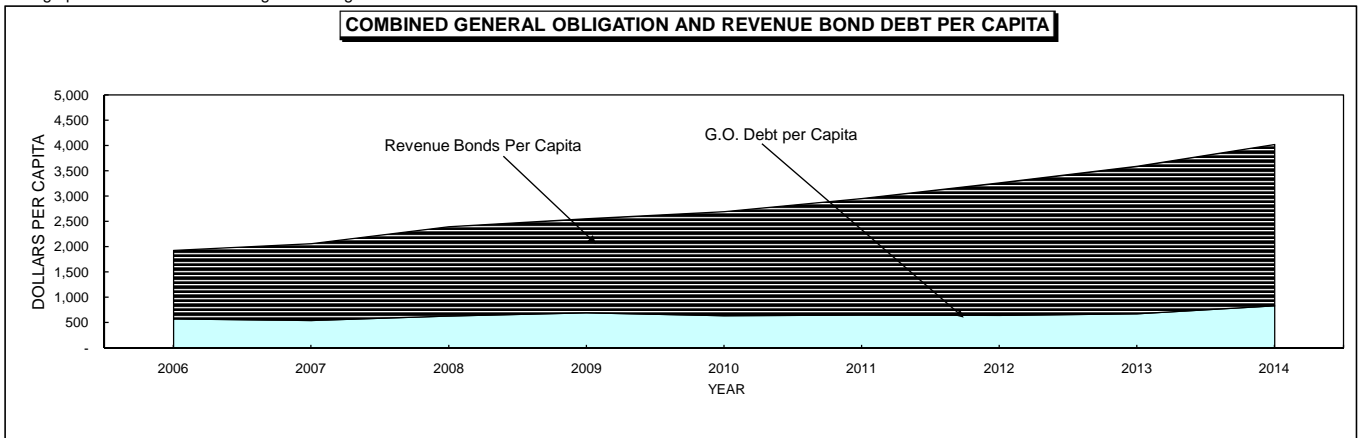


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2011- 2014 include estimates for population and equalized valuation figures based on the actual increase experienced from 2003 to 2006.

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.



**CITY OF APPLETON 2010 BUDGET
CAPITAL IMPROVEMENTS PROGRAM**

NOTES

CITY OF APPLETON CAPITAL IMPROVEMENTS PROGRAM 2010 - 2014 PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2010 - 2014 Capital Improvements Program are included in this section.

**CITY OF APPLETON 2010 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2010-2014
PROJECT CATEGORY LIST**

Page	Project	Dept Code	2010	2011	2012	2013	2014
Infrastructure							
626	Miscellaneous Site Acquisition	CD	550,000	250,000	300,000	250,000	-
627	TIF District # 6 - Southpoint Commerce Park	CD	64,315	154,838	381,915	148,315	363,044
628	TIF District # 7 - South Memorial Drive	CD	49,000	99,000	-	-	-
630	Asphalt Paving Program	PW	991,518	1,386,813	1,372,309	1,394,628	1,355,055
633	Bridge Improvements	PW	-	109,068	615,920	384,463	-
634	Traffic Grid Expansion / Signal Improvements	PW	88,474	55,000	56,000	56,000	56,000
635	Traffic Camera Program / Signal Battery Backup	PW	27,920	25,480	52,075	53,480	92,325
636	Concrete Paving Program	PW	6,503,324	5,372,945	5,327,633	4,788,218	7,453,419
642	Street Lighting Improvements / LEDs	PW	-	90,725	75,000	95,000	50,000
643	Traffic Sign Retroreflectivity Mandate	PW	204,525	400,000	375,000	375,000	375,000
644	Grade & Gravel Program	PW	70,400	2,448,798	548,285	292,097	279,038
646	Sidewalk Program	PW	1,032,728	949,342	1,064,888	980,319	1,496,504
648	Stormwater Program	SW	9,009,624	8,623,114	3,617,863	4,197,822	4,967,093
654	Water Main Program	WD	4,799,362	5,097,845	4,992,625	4,252,185	4,397,090
659	Water Plant Lake Intake Improvements	WF	850,000	-	-	-	-
660	Sanitary Sewer Program	WW	4,998,567	4,743,071	4,693,558	4,754,321	4,934,409
666	Wastewater Plant Sanitary Sewer Capacity Improv.	WW	-	125,000	-	-	-
Facilities							
668	Future Fire Stations/Relocations	FMD	-	350,000	200,000	1,700,000	-
669	Grounds Improvements	FMD	250,000	250,000	100,000	50,000	100,000
670	HVAC Upgrades	FMD	606,466	100,000	150,000	25,000	100,000
671	Lake Station Permanganate Storage Addition	FMD	300,000	-	-	-	-
672	Library	FMD	-	75,000	-	750,000	10,000,000
673	Lighting Upgrades	FMD	83,334	-	-	-	-
674	Roof Replacement	FMD	350,000	250,000	150,000	145,000	125,000
675	Security & Life Safety Upgrades	FMD	95,000	-	-	-	-
676	Waste Gas Boiler Installation	FMD	2,050,000	-	-	-	-
677	Wastewater Sludge Storage Building Expansion	FMD	75,000	125,000	1,500,000	-	-
678	Water Plant Demolition	FMD	885,000	-	-	-	-
679	Parking Utility - Ramp Maintenance	PAR	100,000	110,000	115,000	110,000	75,000
680	Radio Infrastructure	PD	-	1,000,000	1,000,000	1,000,000	-
681	Water Plant Secondary Membrane Treatment	WF	160,000	235,000	4,500,000	4,500,000	-
682	Water Tower Land Acquisition	WF	180,000	-	-	-	1,800,000
Equipment							
683	Additional Vehicle for Station # 6	FD	-	-	750,000	-	-
684	Burners for Training Facility	FD	-	275,000	-	-	-
685	Personal Protective Equipment	FD	67,500	-	46,500	-	32,000
686	Rescue Boat Replacement	FD	-	-	-	-	27,000
687	Self Contained Breathing Apparatus Replacement	FD	-	527,900	-	-	-
688	Radio Frequency Identification Conversion	LIB	114,000	105,000	114,500	200,000	-

**CITY OF APPLETON 2010 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2010-2014
PROJECT CATEGORY LIST**

Page	Project	Dept Code	2010	2011	2012	2013	2014
	Equipment - Continued						
689	Portable Radios	PD/FD	307,500	280,000	-	-	-
690	Engineering/Survey Equipment Replacement	PW	-	-	-	-	35,000
691	Public Works Equipment Replacement	PW	-	110,000	60,000	250,000	25,000
692	Radio-Read System for Water Meters	PW	-	-	-	-	500,000
693	Technology Upgrades	TS	113,000	165,000	-	-	-
694	Wireless Broadband Access	TS	-	475,000	250,000	-	-
695	Pressure Zone Control Valve Stations	WF	-	230,000	-	-	250,000
696	Lake Station Traveling Screen Replacement	WF	-	-	-	-	800,000
697	Aeration Tank Diffuser Replacement	WW	-	250,000	-	-	-
698	Bar Screen Replacements	WW	-	-	-	935,000	-
699	Influent / Effluent Flow Meter Improvements	WW	-	-	-	-	1,200,000
700	Lift Station Renovations	WW	529,000	-	-	-	-
701	Receiving Station Improvements	WW	-	-	175,000	-	-
702	SpectraLink Phone System	WW	-	150,000	-	-	-
703	Total Max. Daily Load Facility Planning	WW	-	-	-	125,000	-
	Quality of Life						
704	Reid Golf Course Improvements	GOL	-	25,000	-	-	-
705	AMP - Athletic Fields Renovations	PR	-	300,000	-	250,000	-
706	AMP - Other Renovations	PR	35,000	-	-	-	-
707	Apple Creek Trail	PR	-	-	-	-	150,000
708	Apple Hill Trail	PR	-	-	-	150,000	-
709	Colony Oaks Tennis Courts	PR	-	195,000	-	-	-
710	Einstein Park Renovations	PR	-	-	-	50,000	-
711	Erb Park Renovations	PR	-	-	200,000	250,000	50,000
712	Erb Pool Remodeling	PR	-	50,000	-	100,000	1,000,000
713	Foremost Site - Park/Trail	PR	-	-	-	200,000	-
714	Houdini Plaza Renovations	PR	-	450,000	-	-	-
715	Lions Park Renovations	PR	-	-	-	200,000	-
716	Lutz Park Renovations	PR	-	75,000	-	-	-
717	North Side Park/Fire Station #6/School Site	PR	-	-	-	185,000	-
718	Parks - Playground Equipment	PR	75,000	80,000	85,000	90,000	90,000
719	Peabody Park	PR	50,000	-	-	-	275,000
720	Pierce Park Renovations	PR	-	-	-	100,000	-
721	Prospect Ave Park Acquisition	PR	-	250,000	253,050	-	-
722	Riverfront Initiatives	PR	-	815,000	550,000	820,000	800,000
723	Schaefer Park Renovations	PR	-	-	-	260,000	-
724	Southeast Park	PR	100,000	100,000	-	-	-
725	Summit Park Restroom / Pavilion Building	PR	-	-	-	-	200,000
726	Telulah Park Improvements	PR	100,000	-	270,000	-	-
727	Vulcan Heritage Park	PR	-	275,000	-	-	-
			<u>\$35,865,557</u>	<u>\$37,608,939</u>	<u>\$33,942,121</u>	<u>\$34,466,848</u>	<u>\$43,452,977</u>
	Estimated issue costs		90,000				
	Less available fund balances applied:						
	General Fund		(709,556)				
	Net		<u>\$35,246,001</u>				

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Miscellaneous Site Acquisition

PROJECT DESCRIPTION

Justification:

The City's Comprehensive Plan, Downtown Plan, and the Focus Fox River: A Master Plan have identified areas where redevelopment may be appropriate. The ability of the City to acquire properties in these areas as properties become available will enhance our ability to influence meaningful redevelopment. In the past, the Appleton Redevelopment Authority has acted as an agent for the City in this capacity and would be the likely entity to assume this responsibility in the future.

This request is for funding for successive years for the Appleton Redevelopment Authority to make opportune acquisitions and complete site preparation activities of properties that become available within areas of the City that are in need of redevelopment. These acquisitions will become part of a developed plan to revive depressed areas of the City. Funding is also requested for demolition and site preparation activities, including infrastructure improvements, to support redevelopment projects.

The 2010 funding request will support the redevelopment the Pierce manufacturing site in Appleton Redevelopment Project Area #22 (ARP #22) as adopted by Council in 2009, as well as the acquisition of an unspecified location in the ARP #22 area.

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 property has not been identified.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2010	2011	2012	2013	2013	Total
Comm Dev	Site Acquisition	250,000	250,000	-	250,000	-	\$ 750,000
Comm Dev	Demolition / Site Preparation / Infrastructure	300,000	-	300,000	-	-	\$ 600,000
Total - Community Development Capital Projects Fund		\$ 550,000	\$ 250,000	\$ 300,000	\$ 250,000	\$ -	\$ 1,350,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	250,000	250,000	-	250,000	-	\$ 750,000
Construction	300,000	-	300,000	-	-	\$ 600,000
Other	-	-	-	-	-	\$ -
Total	\$ 550,000	\$ 250,000	\$ 300,000	\$ 250,000	\$ -	\$ 1,350,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2010 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 decade or more. 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 2012 and 2014 budgets provide funding for Phases IV and V. Funds will be used for infrastructure and non-city improvements including gas, electric, cable service, street lights, site preparation, and lot grading. Funding in 2014 for Phase V is shown as coming out of the Industrial Park Land Fund. It is anticipated either TIF #6 will be amended to include the expansion area or a new TIF will be created in 2013 to fund these costs.

The 2010 administration (other) costs include detention pond design, environmental engineering, wetland delineation, platting, and other elements associated with engineering of the Park. It also includes maintenance, real estate commissions, surveys, title insurance, and other costs associated with marketing and selling land.

City infrastructure not included in cost summary below for 2010 includes:

	TIF # 6	Industrial Park Land Fund	Project Page
Concrete Paving Program	\$ 49,499	\$ -	Page 636
Sanitary Sewer Program	-	37,462	Page 660
	\$ 49,499	\$ 37,462	

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. There are no cost impacts for 2010. Any cost impacts for 2011 and beyond are unknown at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Comm Dev Non-City Improvements	-	37,639	-	-	151,800	\$ 189,439
Comm Dev Site Grading/Prep	-	-	-	-	30,000	\$ 30,000
Comm Dev Administration	5,000	5,000	55,000	80,000	64,000	\$ 209,000
Comm Dev San. Area Assess.	-	-	-	-	43,929	\$ 43,929
Industrial Park Land Fund	5,000	42,639	55,000	80,000	289,729	\$ 472,368
Comm Dev Non-City Improvements	-	23,884	221,100	-	-	\$ 244,984
Comm Dev Site Grading/Prep	6,000	10,000	37,500	-	-	\$ 53,500
Comm Dev Administration	53,315	78,315	68,315	68,315	73,315	\$ 341,575
Comm Dev San. Area Assess.	-	-	-	-	-	\$ -
TIF # 6	59,315	112,199	326,915	68,315	73,315	\$ 640,059
Total - Southpoint Commerce Park Capital Projects	\$ 64,315	\$ 154,838	\$ 381,915	\$ 148,315	\$ 363,044	\$ 1,112,427

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	6,000	71,523	258,600	-	181,800	\$ 517,923
Other	58,315	83,315	123,315	148,315	181,244	\$ 594,504
Total	\$ 64,315	\$ 154,838	\$ 381,915	\$ 148,315	\$ 363,044	\$ 1,112,427
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: TIF District #7 - South Memorial Drive Redevelopment

PROJECT DESCRIPTION

Justification:

The area of South Memorial Drive from Calumet Street to State Highway 441 has deteriorated significantly over the last ten years. The abandonment of Valley Fair Mall and the under utilization of former retail and service buildings, is cause for concern. Earlier in 2006, an investor group purchased the Mall property and has committed to reinvigorating that property. Noticeable improvements have already been made to the Mall property, including the renovation of the Marcus Cinema as stand alone theater, demolition of obsolete structures and infrastructure upgrades to support future business development. The investor group also facilitated the construction of the gas station and commercial center, and they continue to market the remaining properties. The interest in investment in this corridor leads us to believe other properties may attract new investment and new use given the opportunity to partner with the City of Appleton. 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 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.

This CIP outlines the anticipated 5-year plan of investments to rejuvenate this commercial corridor based on the TIF District #7 Project Plan. The 2010 CIP funds will be used to award revitalization grants and support services from an architect / engineering firm(s) to work with the individual businesses receiving the grants, thereby achieving a higher degree of design consistency between individual structures in this corridor that will result in a more attractive

City infrastructure not included in cost summary below for 2010 includes:

	<u>Project</u>	
Concrete Paving Program	\$ 121,395	Page 636
Stormwater Program	9,305	Page 648
Sanitary Sewer Program	21,025	Page 660
	\$ 151,725	

Discussion of operating cost impact:

No operating cost impact is anticipated for this project as this is an existing developed area.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Public Works Public Improvements						
Planning	-	50,000	-	-	-	\$ 50,000
Comm. Dev. Revitalization:						
Consulting	14,000	14,000	-	-	-	\$ 28,000
Grants	35,000	35,000	-	-	-	\$ 70,000
Total - South Memorial Drive Capital Projects Fund	\$ 49,000	\$ 99,000	\$ -	\$ -	\$ -	\$ 148,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	50,000	-	-	-	\$ 50,000
Design	14,000	14,000	-	-	-	\$ 28,000
Construction	-	-	-	-	-	\$ -
Other: Grants & Incentives	35,000	35,000	-	-	-	\$ 70,000
Total	\$ 49,000	\$ 99,000	\$ -	\$ -	\$ -	\$ 148,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2010 BUDGET
CAPITAL IMPROVEMENTS PROGRAM**

NOTES

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CITY OF APPLETON 2010 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	2010	2011	2012	2013	2014	Total
Public Works - Reconstruction General Fund	948,744	1,326,562	1,310,900	1,332,060	1,355,055	\$ 6,273,321
Public Works - Construction	42,774	60,251	61,409	62,568	-	\$ 227,002
Public Works - Developer Escrow Subdivision	82,280	209,733	213,767	108,900	-	\$ 614,680
	125,054	269,984	275,176	171,468	-	\$ 841,682
Total - Asphalt Paving Program	\$ 1,073,798	\$ 1,596,546	\$ 1,586,076	\$ 1,503,528	\$ 1,355,055	\$ 7,115,003
City-funded portion of Asphalt Paving Program - excl. Escrow	\$ 991,518	\$ 1,386,813	\$ 1,372,309	\$ 1,394,628	\$ 1,355,055	\$ 6,500,323

COST ANALYSIS

Components	Estimated Cash Flows					
	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	873,030	1,342,292	1,334,080	1,223,545	1,119,880	\$ 5,892,827
Other	200,768	254,254	251,996	279,983	235,175	\$ 1,222,176
Total	\$ 1,073,798	\$ 1,596,546	\$ 1,586,076	\$ 1,503,528	\$ 1,355,055	\$ 7,115,003
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2010	Street	From	To	General Fund Asphalt	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				154,080	28,562	182,642	
Following Grade and Gravel	New Subdivisions	Escrowed funded			14,212	14,212	82,280
	Subtotal			-	14,212	14,212	82,280
Partial Reconstruction	Murray Ave	Jackson St	Carpenter St	94,771		94,771	
	Subtotal			94,771		94,771	
Total Reconstruction	Eldorado St	Rankin St (250' w/o)	Catherine St	107,651		107,651	
	Hancock St	Rankin St	cds	36,064		36,064	
	Lawrence St	Outagamie St	Badger Ave	323,082		323,082	
	Superior St	Atlantic St	Wisconsin Ave	233,096		233,096	
	Subtotal			699,893		699,893	-
Total Asphalt Pavement				\$ 948,744	\$ 42,774	\$ 991,518	\$ 82,280

2011	Street	From	To	General Fund Asphalt	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				230,230	24,024	254,254	
Following Grade and Gravel	New Subdivisions				36,227	36,227	209,733
	Subtotal				36,227	36,227	209,733
Partial Reconstruction	French Rd	Applecreek Rd (CTH E)	Lochbur Lane	120,166		120,166	
	Subtotal			120,166		120,166	
Total Reconstruction	Cedar St	Douglas St	Mason St	171,309		171,309	
	Douglas St	Highland Ave	Packard St	129,638		129,638	
	Franklin St	Rankin St	Catherine St	65,900		65,900	
	Lorain Ct	Linwood Ave	Outagamie St	158,985		158,985	
	Pierce Ave	Eighth St	Spencer St	65,234		65,234	
	Pierce Ave	RR tracks	Lawrence St	30,872		30,872	
	Washington St	Rankin St	Catherine St	64,866		64,866	
	Winnebago St	Meade St	Rankin St	71,282		71,282	
	Woodland Ave	Viola St	Kenilworth Ave	218,080		218,080	
	Subtotal			976,166		976,166	
Total Asphalt Pavement				\$ 1,326,562	\$ 60,251	\$ 1,386,813	\$ 209,733

2012	Street	From	To	General Fund Asphalt	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				227,510	24,486	251,996	
Following Grade and Gravel	New Subdivisions	escrowed funding except for labor		-	36,923	36,923	213,767
	Subtotal				36,923	36,923	213,767
Partial Reconstruction	Franklin St	Linwood Ave	Douglas St	54,650		54,650	
	Subtotal			54,650		54,650	
Total Reconstruction	Adams St	Seymour St	Verbrick St - s/o	187,534		187,534	
	Brewster St	Clark St	Oneida St	131,465		131,465	
	Cotter St	Haskell St	Second St	84,207		84,207	
	Eldorado St	Union St	Meade St	115,287		115,287	
	Fifth St	Mueller St	Story St	84,032		84,032	
	Fifth St	Story St	Memorial Dr	185,418		185,418	
	Haskell St	Cotter St	Grider St	60,121		60,121	
	Summit St	Winnebago St	Wisconsin Ave	180,676		180,676	
	Subtotal			1,028,740	-	1,028,740	
Total Asphalt Pavement				\$ 1,310,900	\$ 61,409	\$ 1,372,309	\$ 213,767

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2013	Street	From	To	General Fund Asphalt	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				255,035	24,948	279,983	
Following Grade and Gravel	New Subdivisions	escrowed funding			37,620	37,620	217,800
	Subtotal			-	37,620	37,620	217,800
Partial Reconstruction	Heritage Woods Dr	Valley Rd	1390' north	113,815		113,815	
	Sanders St	Seymour St	Verbrick St	61,383		61,383	
	Subtotal			175,198	-	175,198	-
Total Reconstruction	Ashbrook St	Shasta La	Juniper La	42,139		42,139	
	Douglas St	Spencer St	College Ave	160,313		160,313	
	Friendly St	Shasta La	Juniper La	40,722		40,722	
	Ivy St	Shasta La	Juniper La	40,722		40,722	
	Juniper La	Ashbrook St	Vermillion St	100,755		100,755	
	Outagamie St	Spencer St	College Ave	160,313		160,313	
	Primrose La	Oneida St	Friendly La	55,425		55,425	
	Shasta La	Ashbrook St	Vermillion St	100,755		100,755	
	Summit St	Spencer St	College Ave	160,313		160,313	
	Vermillion St	Shasta La	Juniper La	40,372		40,372	
	Subtotal			901,827	-	901,827	-
Total Asphalt Pavement				\$ 1,332,060	\$ 62,568	\$ 1,394,628	\$ 217,800

2014	Street	From	To	General Fund Asphalt	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				235,175	-	235,175	
Following Grade and Gravel							
Total Reconstruction	Harriman St	Wisconsin Ave	Parkway Blvd	271,749		271,749	
	Summer St	Gillett St	Story St	330,396		330,396	
	Summer St	Oneida St	Lawe St	330,381		330,381	
	Summer St	Story St	Richmond St	187,354		187,354	
	Subtotal			1,119,880		1,119,880	
Total Asphalt Pavement				\$ 1,355,055	\$ -	\$ 1,355,055	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bridge Improvements

PROJECT DESCRIPTION

Justification:

Lawe Street over the Fox River (\$471,992)

The existing concrete deck is partially delaminated and requires replacement. The deck has recently undergone a minor rehabilitation in order to withstand the additional traffic loads the bridge will experience due to the College Avenue bridge project. It is anticipated that this project will receive 80% cost sharing from the state. The cost summary reflects the anticipated cost share. The \$41,392 reflects the design work that will take place in 2011. Anticipated future construction costs of \$430,530 are beyond the scope of this 5-year plan.

Olde Oneida Street over the Fox River (\$591,620)

The existing concrete deck is partially delaminated and requires replacement. The deck was previously overlaid in 1976, but it is too deteriorated to overlay a second time. Structural steel members are corroded and need painting. It is anticipated that this project will receive 80% cost sharing from the state. The cost summary reflects the anticipated cost share. Design funding was approved by the state for 2008/09 however, construction funding was not. We will re-apply for construction funding in 2009 with the intent of construction taking place in 2012.

Prospect Avenue over Jackman Street (\$438,974)

The existing structure is in a generally degraded condition, and should be replaced. Delay of replacement will result in increased maintenance costs, the likely imposition of weight limitations, and rough ride surfaces. It is anticipated that this project will receive 80% cost sharing from the state. The cost summary reflects the anticipated cost share. We will apply for design and construction funding in 2009. Tentatively design is set for 2011 and construction for 2013.

Lawe Street & South Island Street over the Power Canal (\$17,998 and \$19,467, respectively)

The existing structures have deteriorated wearing surfaces, spalling, and delamination of the prestressed concrete box-girders. The costs of \$37,465 reflect the planning that will take place in 2011 and 2013. It is anticipated that this project will receive 80% cost sharing from the state. We will apply for design funding in 2009 for the Lawe Street bridge and design funding in 2011 for the South Island Street bridge. We will apply for construction funding in 2009 for the Lawe Street bridge and construction funding in 2013 for the South Island Street bridge. Anticipated future construction costs of \$242,914 are beyond the scope of this 5-year plan.

Discussion of operating cost impact:

There is no operating cost impact to these projects.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Public Works Fox River:						
Lawe St.	-	41,392	-	-	-	\$ 41,392
Olde Oneida St.	-	10,800	580,820	-	-	\$ 591,620
Jackman St.:						
Prospect Ave.	-	38,878	35,100	364,996	-	\$ 438,974
Power Canal:						
Lawe St.	-	17,998	-	-	-	\$ 17,998
S. Island St.	-	-	-	19,467	-	\$ 19,467
Total - Public Works Capital Projects Fund	\$ -	\$ 109,068	\$ 615,920	\$ 384,463	\$ -	\$ 1,109,451

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	98,268	-	19,467	-	\$ 117,735
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	10,800	615,920	364,996	-	\$ 991,716
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 109,068	\$ 615,920	\$ 384,463	\$ -	\$ 1,109,451
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Grid Expansion / Signal Improvements

PROJECT DESCRIPTION

Justification:

Traffic Control Communications Grid Expansion

This project includes an expansion of the traffic communications and traffic management grid on Calumet Street at Stoneybrook /Eisenhower, and on Mason Street from Prospect to Badger. We will look to utilize technologies from the wireless mesh network which is being deployed along College Avenue as part of the INFOCIS wireless project. This will greatly enhance our remote diagnostic capabilities, resulting in improved response times and service to the public, and reduced liability potential. This will also enhance our ability to provide traffic signal coordination along these corridors. These upgrades will provide the communication infrastructure to fully utilize the City's centralized traffic management system.

Traffic Signal Equipment Replacement

Many of the control systems used to operate traffic signals are reaching or exceeding their life cycle according to manufacturer recommendations and industry practices. Specifically, traffic signal controllers, malfunction management units (MMU's) and vehicle detection systems have a recommended life of 10 to 15 years. The target life cycle we have chosen is 15 years. Based on the 86 traffic signals the City owns and operates (and factoring in the effect of replacements due to unplanned failures and roadway reconstruction projects), an average of 4 controllers, 4 malfunction management units and 1 video detection system will need to be replaced per calendar year. These electronic control devices are similar in their application to computers, functioning in extreme hot and cold conditions in the field cabinets which have minimal climate controls. This would be the first year of scheduled replacements.

Safety & Operation Improvements (College Ave / Kensington Dr Intersection)

This signalized intersection has one of the highest crash rates in the City, with over 40 crashes on record dating back to 2004. Its anticipated crash totals are realistically higher since many County Sheriff records are not included with City's records. Minor improvements to signal sequencing were made in 2004, but the more recent crashes indicate that contributing factors remain. Upon review of recent crash records, some conditions contributing to the high crash experience are substandard street lighting and less than ideal placement of signal displays. The goal of this project is to improve safety and further reduce the number of crashes. This project includes improving street lighting at this intersection and its approaches, as well as improving the location and number of signal displays.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Public Works Traffic communications grid expansion	32,158	29,000	30,000	30,000	30,000	\$ 151,158
Traffic signal equipment replacement	29,158	26,000	26,000	26,000	26,000	\$ 133,158
College / Kensington signal improvements	27,158	-	-	-	-	\$ 27,158
Total - Public Works Cap Projects	\$ 88,474	\$ 55,000	\$ 56,000	\$ 56,000	\$ 56,000	\$ 311,474
Fund						

COST ANALYSIS

Components	Estimated Cash Flows					
	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	79,000	55,000	56,000	56,000	56,000	302,000
Other	9,474	-	-	-	-	9,474
Total	\$ 88,474	\$ 55,000	\$ 56,000	\$ 56,000	\$ 56,000	\$ 311,474
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Camera Program / Signal Battery Backup

PROJECT DESCRIPTION

Justification:

Battery Backup Systems

This project involves increasing the use of battery backup systems to allow traffic signals to continue functioning in the event there is a power outage. When there is a power outage, it can become a very stressful and unsafe environment when the traffic signals go dark. There can also be a great demand on police resources to direct traffic at the busiest intersections. The Federal MUTCD requires battery backups at all railroad-interconnected crossings and strongly advises their use at high volume intersections. By the end of 2009, we will have installed battery backups at all four of our railroad-interconnected signals. With the conversion to LED signal displays the required power consumption is greatly reduced, making battery backups more feasible option to keep signals functioning for several hours without power. This project includes increasing our battery backup systems by installation of four per year, beginning with the highest volume traffic signals.

Pedestrian Countdown Indication Mandate

The Federal Highway Administration is likely to enact federal legislation mandating that all pedestrian signal indications (Walk/Don't Walk Lights) be replaced with countdown-style indications. This would involve replacing our existing 12" pedestrian signal housings with 16" housings, as well as replacing the LED modules themselves. This work would be uniformly distributed over 5 years (2014, 2015, 2016, 2017, and 2018).

Traffic Camera Program

In June, 2008, a report was provided to the Municipal Service and Safety and Licensing Committees summarizing the results of the pilot test of four pan-tilt-zoom cameras located on College Avenue between Division Street and Linwood Avenue. These cameras are accessible to authorized users from Public Works, the Police Department and, more recently, the Fire Department. The pilot test identified increases in efficiencies with their application and use. The report included a review of how each camera was used to help determine which locations provided the best return on investment. This report and recommendation to expand traffic camera use was accepted by the committees, and Public Works and Appleton Police were tasked with developing a program for an expanded application of traffic cameras.

From what we learned through the pilot test, we quantitatively identified locations where expansion of cameras would continue to provide a return on investment. A total of 41 additional traffic camera sites have been identified and prioritized. These additional traffic cameras would be located in the Central Business District, along designated arterial streets, and along a section of USH 41 between Richmond Street and State Highway 441, where Appleton Police has jurisdiction. This program would begin in 2010 and continue thru 2016. Beyond

Discussion of operating cost impact:

The battery backups and traffic cameras will entail minor increases in maintenance expense associated with new equipment, however those expenses are not currently quantifiable. There is no operating expense impact associated with the pedestrian countdown signal lights.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Public Works Battery Backup Systems	-	-	25,000	25,000	25,000	\$ 75,000
Traffic Camera Program	27,920	25,480	27,075	28,480	28,025	\$ 136,980
Ped Countdown Mandate	-	-	-	-	39,300	\$ 39,300
Total - Public Works Cap Projects Fund	\$ 27,920	\$ 25,480	\$ 52,075	\$ 53,480	\$ 92,325	\$ 251,280

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	27,000	25,480	52,075	53,480	92,325	250,360
Other	920	-	-	-	-	920
Total	\$ 27,920	\$ 25,480	\$ 52,075	\$ 53,480	\$ 92,325	\$ 251,280
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2010 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	2010	2011	2012	2013	2014	Total
Public Works - Reconstruction General Fund	2,619,221	1,868,534	2,578,384	2,682,301	2,766,583	\$ 12,515,023
Public Works - Reconstruction Public Works Capital Projects Fund	-	-	700,000	-	-	\$ 700,000
Public Works - Reconstruction TIF # 4	2,208,645	-	-	-	-	\$ 2,208,645
Public Works - Reconstruction TIF # 6	49,499	919,498	-	-	2,718,461	\$ 3,687,458
Public Works - Reconstruction TIF # 7	121,395	-	-	-	-	\$ 121,395
Public Works - Reconstruction TIF # 8	41,037	-	-	-	-	\$ 41,037
Public Works - Reconstruction Industrial Park Land Fund	-	323,633	-	-	-	\$ 323,633
Public Works - Construction	1,463,527	2,261,280	2,049,249	2,105,917	1,968,375	\$ 9,848,348
Public Works - Developer Escrow Subdivision	-	1,593,600	451,493	-	-	\$ 2,045,093
	1,463,527	3,854,880	2,500,742	2,105,917	1,968,375	\$ 11,893,441
Total - Concrete Paving Program	\$ 6,503,324	\$ 6,966,545	\$ 5,779,126	\$ 4,788,218	\$ 7,453,419	\$ 31,490,632
City-funded portion of Concrete Paving Program - excl. Escrow	\$ 6,503,324	\$ 5,372,945	\$ 5,327,633	\$ 4,788,218	\$ 7,453,419	\$ 29,445,539

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	20,000	75,000	75,000	60,000	90,000	\$ 320,000
Land Acquisition	399,000	25,000	50,000	25,000	55,000	\$ 554,000
Construction	5,629,781	6,361,367	5,227,930	4,333,198	6,521,452	\$ 28,073,728
Other	454,543	505,178	426,196	370,020	786,967	\$ 2,542,904
Total	\$ 6,503,324	\$ 6,966,545	\$ 5,779,126	\$ 4,788,218	\$ 7,453,419	\$ 31,490,632
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2010	Street	From	To	General Fund	Sub-division Fund	TIF # 4	TIF # 6	TIF # 7	TIF # 8	Total Cost	
Labor Pool				203,411	151,077	70,698	44,499	29,357	38,037	537,079	
Land	Evergreen Dr	Ballard Rd (land acq)	French Rd			140,000				140,000	
	Misc Land acquisition for street projects			20,000						20,000	
	Wisconsin Ave	Richmond St (land acq)	Ballard Rd	239,000						239,000	
	Subtotal			259,000		140,000	-			399,000	
Design	French Rd	USH 41 (design - roundabout)	Edgewood			20,000				20,000	
	Subtotal					20,000	-			20,000	
New Concrete (New Subdivisions Escrowed)											
New Concrete (New Subdivisions non escrowed)											
New Concrete (TIF)	Benton Dr	Haymeadow Ave	Turnberry Dr		111,842					111,842	
	Clearfield La	Haymeadow Ave (500' w/o)	Turnberry Dr		138,342					138,342	
	Fallcreek La	Providence Ave	Fallview La		39,571					39,571	
	Fallview La	Fallcreek La	Glory La		97,359					97,359	
	Gusty La	Turnberry Dr	Waterford Dr		36,902					36,902	
	Haymeadow Ave	Wentworth La	Edgewood Dr (CTH JJ)		157,301					157,301	
	Melody Lane	Holiday Dr	Devonshire Dr		216,204					216,204	
	Pintail Pl (all 3 legs)	Drake La	Drake La		125,627					125,627	
	Stratford La	Haymeadow Ave (300' w/o)	Turnberry Dr		138,342					138,342	
	Turnberry Dr	Clearfield La	Wentworth La		110,919					110,919	
	Wentworth La	Haymeadow Ave	Turnberry Dr		140,041					140,041	
		Subtotal				1,312,450					1,312,450
	New Concrete (TIF)	Ballard Rd	Evergreen Dr	Evergreen Dr 400' s/o			32,100				32,100
		Banta Court								3,000	3,000
		Chain Dr	Memorial Dr	300' south					92,038		92,038
Eisenhower Dr		Plank Rd	Midway Rd				5,000			5,000	
Evergreen Dr		Ballard Rd	Evergreen Ct			311,052				311,052	
Evergreen Dr		Evergreen Ct	Providence Ave (600' w/o)			346,592				346,592	
Evergreen Dr		Providence Ave (600' w/o)	French Rd			584,522				584,522	
Gateway Dr		Evergreen Dr	Enterprise Dr (300' n/o)			57,050				57,050	
Lightning Dr		Ashbury Dr	Edgewood Dr (CTH JJ)			270,300				270,300	
Lightning Dr		Enterprise Ave	Evergreen Dr			126,351				126,351	
Lightning Dr		Evergreen Dr	Milestone Dr			249,980				249,980	
		Subtotal					1,977,947	5,000	92,038	3,000	2,077,985
Reconstruction	Division St	Parkway Blvd	Glendale Ave	156,001						156,001	
	Durkee St	Franklin St	North St	126,808						126,808	
	Midway Rd	Kernan Ave	Huckleberry	986,233						986,233	
	Midway Road	Plank Road (full roundabout)		443,217						443,217	
	Oneida St	Lindbergh St	McArthur St (500' n/o)	232,433						232,433	
	Washington St	Bennett St	Story St	34,463						34,463	
	Memorial Dr (STH 47)	Fox River	Lawrence St	177,654						177,654	
		Subtotal			2,156,810						2,156,810
Total Concrete Paving				\$ 2,619,221	\$ 1,463,527	\$2,208,645	\$49,499	\$121,395	\$41,037	\$ 6,503,323	

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2011	Street	From	To	General Fund	Sub-division Fund	TIF # 6	Industrial Park Land Fund	Total Cost	Developer Escrow Account
Labor Pool				187,632	186,236	85,632	45,678	505,178	
Land	Misc Land acquisition for street projects			25,000				25,000	
	Subtotal			25,000				25,000	
Design	Ballard Rd	Wisconsin Ave (Design)	Longview Dr	50,000				50,000	
	Northland Ave	corridor design study		25,000				25,000	
	Subtotal			75,000				75,000	
New Concrete (New Subdivisions escrowed)								-	
	Bluewater Way	Haymeadow Ave	Summerland Dr					-	102,612
	Haymeadow Ave	Morningsun Way	Bluewater Way (181' n/o)					-	155,860
	Midsummer Ct	Bluewater Way	cds					-	64,287
	Rosemary Dr	Morningsun Way	Summerland Dr					-	118,847
	Summerland Dr	Morningsun Way	cds n/o Rosemary Dr					-	174,986
	Canyon Ct	Headwall Circle	cds					-	50,737
	Canyon Lane	Blackstone Place (150' e/o)	Kurey Rd					-	23,714
	Canyon Lane	Kurey Rd	Headwall Circle					-	45,715
	Headwall Circle	Canyon Lane	Kurey Rd					-	200,931
	Kurey Rd	Broadway Dr	Werner Rd					-	452,183
	Marble Lane	Graphite Dr (600' e/o)	Moonstone Dr					-	23,866
	Werner Rd	Kurey Rd	Kurey Rd (1000' e/o)					-	179,862
	Subtotal								1,593,600
New Concrete (New Subdivisions non escrowed)									
	Apple Rd	Ashbury Dr	Appleseed Dr		118,051			118,051	
	Appleseed Dr	Apple Rd	Fuji Dr		225,940			225,940	
	Aurora Dr	Forest St	cds		118,040			118,040	
	Benvally Dr	Applebend Dr	Sourapple Dr		173,728			173,728	
	Benview Ct	Glory La	cds		66,008			66,008	
	Daybreak Dr	Lourdes Dr	Forest St		100,481			100,481	
	Fuji Dr	Ashbury Dr	Appleseed Dr		83,902			83,902	
	Glory La	French Rd	Sourapple Dr		223,218			223,218	
	Greenleaf Dr	Lightning Dr	Stargaze Dr		142,786			142,786	
	Gullwing Ct	Stirling Pkwy	cds		73,557			73,557	
	Pondview Ct	Meade St	Cul de sac (cds)		122,640			122,640	
	Schuh Rd	Sierra La	cds		76,319			76,319	
	Sierra La	Schuh Rd	Meade St		49,218			49,218	
	Snowden Pl	Greenleaf Dr	Stargaze Dr		80,304			80,304	
	Sourapple Dr	Ashbury Dr	Benvally Dr		36,762			36,762	
	Sourapple Dr	Glory La	Ashbury Dr		36,391			36,391	
	Stargaze Dr	Greenleaf Dr	Snowden Pl		170,006			170,006	
	Sundance Dr	Snowden Pl	Stargaze Dr		111,854			111,854	
	Sunshine Dr	Lourdes Dr	Forest St		65,838			65,838	
	Subtotal				2,075,044			2,075,044	
New Concrete (Not in New Subdivisions)									
	Glory La	Providence Ave	French Rd	193,231				193,231	
	Subtotal			193,231				193,231	
New Concrete (TIF)									
	Eisenhower Dr	Plank Rd	Midway Rd			833,866	277,955	1,111,821	
	Subtotal					833,866	277,955	1,111,821	
Reconstruction									
	Alley s/o College Ave	Memorial Dr (STH 47)	State St	44,166				44,166	
	Alley s/o College Ave	State St	Walnut St	44,744				44,744	
	E. South River St	Kernan Ave	John St.	38,277				38,277	
	John St (CTH KK)	Barta Court	E South River St	181,586				181,586	
	Olde Oneida St	South Island St (610' s/o)	South Island St (170' n/o)	204,995				204,995	
	Soldiers Square	Oneida St	Morrison St	100,839				100,839	
	South Island St	Olde Oneida St	Lawe St - 530' W/O	215,283				215,283	
	Wisconsin Ave	Richmond St (STH 47)	Ballard Rd (CTH E)	557,782				557,782	
	Subtotal			1,387,671				1,387,671	
Total Concrete Paving				\$ 1,868,534	\$ 2,261,280	\$ 919,498	\$ 323,633	\$ 5,372,945	\$ 1,593,600

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2012	Street	From	To	General Fund	Capital Projects Fund	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				275,119		151,077	426,196	
Land	Ballard Rd	Wisconsin Ave (Land)	Longview Dr	25,000			25,000	
	Misc Land acquisition for street projects			25,000			25,000	
	Subtotal			50,000			50,000	
Design	Ballard Rd	Wisconsin Ave (Design)	Longview Dr	50,000			50,000	
	Richmond St (STH 47)	at Wisconsin Ave (design stud		25,000			25,000	
	Subtotal			75,000			75,000	
New Concrete (New Subdivisions Escrowed)								
	Aquamarine Ave	Calmes Dr, 130' w/o	French Rd				-	182,331
	Calmes Dr	Aquamarine Ave	Rubyred Dr, 575' s/o				-	147,416
	Rubyred Dr	Calmes Dr	French Rd				-	121,746
	Subtotal						-	451,493
New Concrete (New Subdivisions non escrowed)								
	Applebend Dr	Ashbury Dr	Braeburn Dr			128,923	128,923	
	Applecourt Dr	Ashbury Dr	Benvally Dr			38,213	38,213	
	Appleview Dr	Applebend Dr	Fuji Dr			220,390	220,390	
	Ashbury Dr	French Rd	Cherryvale Ln			394,460	394,460	
	Barton Ct	Highpond Tr	cds			43,487	43,487	
	Braeburn Dr	Applebend Dr	Fuji Dr			223,544	223,544	
	Cherryvale Ave	Ashbury Dr	Edgewood Dr (CTH JJ)			227,154	227,154	
	Fuji Ct	Braeburn Dr	cds			19,974	19,974	
	Fuji Dr	Ashbury Dr	Braeburn Dr			123,876	123,876	
	Gala Ct	Braeburn Dr	cds			19,974	19,974	
	Solitude La	Tahoe La (150' e/o)	Midway Rd (future)			218,497	218,497	
	Tahoe La	Plank Rd	Solitude La			221,273	221,273	
	Vail La	Solitude La	Solitude La (134' w/o)			18,406	18,406	
	Subtotal					1,898,172	1,898,172	
New Concrete (Not in New Subdivisions)								
	Intertech Ct	Enterprise Ave	cds	72,638			72,638	
	Meade St	Applecreek Rd	Bellvue Pl (north leg)	878,912			878,912	
	Subtotal			951,550			951,550	
Reconstruction								
	Alley w/o Perkins	Charles St	Perkins St	58,477			58,477	
	Fourth St	Memorial Dr	State St	75,639			75,639	
	Richmond St (STH 47)	Association Dr	Evergreen Dr		700,000		700,000	
	Washington St	Division St	Durkee St	1,092,600			1,092,600	
	Subtotal			1,226,715	700,000		1,926,715	
Total Concrete Paving				\$ 2,578,384	\$ 700,000	\$ 2,049,249	\$ 5,327,633	\$ 451,493

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2013	Street	From	To	General Fund	Sub-division Fund	Total Cost
Labor Pool				195,460	174,560	370,020
Land	Misc Land acquisition for street projects			25,000		25,000
	Subtotal			25,000		25,000
Design	Ballard Rd	Edgewood Dr - 400' n/o (Design)	Apple Creek Rd - 300' n/o	35,000		35,000
	Misc Consultant design			25,000		25,000
	Subtotal			60,000		60,000
New Concrete (New Subdivisions Escrowed)						
New Concrete (New Subdivisions non escrowed)						
	Applehill Blvd	Ballard Rd	Purdy Pkwy		293,069	293,069
	Applehill Blvd	Purdy Pkwy	Applecreek Rd		576,932	576,932
	Highpond Tr	Smoketree Tr	Purdy Pkwy		168,352	168,352
	Incline Way	Palladium Ct	Applehill Blvd		204,758	204,758
	Purdy Pkwy	Applehill Blvd	cds s/o Stirling Pkwy		234,475	234,475
	Smoketree Ps	Applehill Blvd	cds		310,247	310,247
	Stirling Pkwy	Smoketree Ps	Purdy Pkwy		143,524	143,524
	Subtotal				1,931,357	1,931,357
Reconstruction	Lynndale Dr	Everett St	south to RR	463,183		463,183
	Lynndale Dr	Fourth St	Everett St	516,201		516,201
	Pershing St	Meade St	McDonald St	550,235		550,235
	Ballard Rd	Wisconsin Ave	Longview St	872,221		872,221
	Subtotal			2,401,841		2,401,841
Total Concrete Paving				\$ 2,682,301	\$ 2,105,917	\$ 4,788,218

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2014	Street	From	To	General Fund	Sub-division Fund	TIF # 6	Total Cost
Labor Pool				425,190	162,354	199,423	786,967
Land	Ballard Rd	Edgewood Dr - 400' n/o (Land)	Apple Creek Rd - 300' n/o	25,000			25,000
		Misc Land acquisition for street projects		30,000			30,000
	Subtotal			55,000			55,000
Design	Ballard Rd	Edgewood Dr - 400' n/o (Design)	Apple Creek Rd - 300' n/o	35,000			35,000
	Edgewood Dr (CTH JJ)	Ballard Rd (Design)	French Rd	30,000			30,000
	Misc Consultant design			25,000			25,000
	Subtotal			90,000			90,000
New Concrete (New Subdivisions non escrowed)							
	Ashford Ct	Celtic Crossing	cds		96,822		96,822
	Canvasback Circle	Ashbury Dr	Canvasback Circle		363,862		363,862
	Canvasback Lane	Providence Ave	Canvasback Circle		13,044		13,044
	Celtic Crossing	Purdy Pkwy	Downs Ridge		94,374		94,374
	Downs Ridge	Smoketree Ps	Celtic Crossing		258,607		258,607
	Mackville Rd	Ballard Rd	Purdy Pkwy		44,789		44,789
	Palladium Ct	Applehill Blvd	cds		117,924		117,924
	Purdy Pkwy	Celtic Crossing	Applehill Blvd		159,044		159,044
	Purdy Pkwy	Mackville Rd	Celtic Crossing		316,326		316,326
	Smoketree Ps	Applehill Blvd	Downs Ridge		122,970		122,970
	Smoketree Ps	Downs Ridge	Purdy Pkwy		147,632		147,632
	Trinity Ct	Downs Ridge	cds		70,627		70,627
	Subtotal				1,806,021		1,806,021
New Concrete (Not in New Subdivision)							
	Ashbury Dr	Providence Ave	French Rd	206,531			206,531
	Lake Park Rd	Plank Rd (s/o roundabout)	Midway Rd (n/o roundabout)	407,851			407,851
	Lilas Dr	Second St	Everett St	170,651			170,651
	Subtotal			785,033			785,033
New Concrete (TIF 2014)							
	Alliance Dr	Milis Dr	Vantage Dr			210,899	210,899
	Endeavor Dr	Lakeland Dr	Eisenhower Dr			223,228	223,228
	Lakeland Dr	Endeavor Dr	Vantage Dr			197,377	197,377
	Lakeland Dr	Plank Rd	Endeavor Dr			184,451	184,451
	Milis Dr	Quest Dr	Alliance Dr			142,690	142,690
	Plank Rd	Lake Park Rd	Lakeland Dr			637,850	637,850
	Quest Dr	Milis Dr	Midway Rd			229,194	229,194
	Quest Dr	Plank Rd	Vantage Dr			250,074	250,074
	Quest Dr	Vantage Dr	Milis Dr			212,689	212,689
	Vantage Dr	Quest Dr	Lakeland Dr			230,586	230,586
	Subtotal					2,519,038	2,519,038
Concrete Reconstruction							
	Alley n/o Amelia St	Woodmere St	Ballard Rd	99,981			99,981
	Alley n/o Spencer St	Linwood Ave	Victoria St	39,956			39,956
	Alley w/o Appleton St	Commercial St	Spring St	23,702			23,702
	Alley w/o Appleton St	Spring St	Summer St	23,702			23,702
	Atlantic St	Oneida St	Lawe St	528,702			528,702
	Calumet St	Oneida St	Jefferson St	367,787			367,787
	Division St	Franklin St	Atlantic St	327,530			327,530
	Subtotal			1,411,360	-	-	1,411,360
Total Concrete Paving				\$ 2,766,583	\$ 1,968,375	\$ 2,718,461	\$ 7,453,419

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Street Lighting Improvements

PROJECT DESCRIPTION

Justification:

LED Street Lighting Retrofits

This project would replace all City-owned cobra-style high pressure sodium (HPS) streets lights with energy efficient light emitting diode (LED) street light fixtures over a 5-year period . This would improve safety (CPTED- and traffic-friendly), while greatly reducing electrical usage and maintenance costs. LED street lighting fixtures use approximately 60% less energy than conventional HPS fixtures. Additionally, they are designed to last for 15 to 25 years with little or no scheduled maintenance (HPS fixtures must be relamped once every 5 to 8 years). The payback period for LED fixtures is 4 to 6 years, making them a solid investment for the City. At full implementation, the installed LED fixtures will save the City approximately \$42,000 per year in electrical and maintenance costs and will reduce the associated CO₂ emissions by approximately 230 tons per year.

Miscellaneous Street Lighting Improvement Projects

This project would allow for installation of street lights in areas which have been identified as having substandard or no street lighting. Locations include:

College Av (Radio Rd to STH 441)	2011
Meade Street (Evergreen Dr to Bellevue Pl N)	2012
Plank Rd (Eisenhower Dr to Lakeland Dr)	2012
Calumet St (John St to Schaefer St)	2012
College Av (Lynndale Av to RR viaduct)	2013

Discussion of operating cost impact:

See above.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Public Works LED Street Lighting Retrofits	-	55,725	50,000	50,000	50,000	\$ 205,725
Misc Street Lighting Improvements	-	35,000	25,000	45,000	-	\$ 105,000
Total - Public Works Capital Projects Fund	\$ -	\$ 90,725	\$ 75,000	\$ 95,000	\$ 50,000	\$ 310,725

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	-	85,000	75,000	95,000	50,000	305,000
Other	-	5,725	-	-	-	5,725
Total	\$ -	\$ 90,725	\$ 75,000	\$ 95,000	\$ 50,000	\$ 310,725
Operating Cost Impact	-	-	(8,400)	(16,800)	(25,200)	(50,400)

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Sign Retroreflectivity Mandate

PROJECT DESCRIPTION

Justification:

Traffic Sign Replacement due to FHWA Minimum Retroreflectivity Mandate

On January 22, 2008, the Federal Highway Administration enacted federal legislation mandating minimum retroreflectivity levels for most traffic-related signs (while quantitative minimum retroreflectivity levels are not mandated for parking-related signs, the MUTCD continues to require that *all* signs are reflective and readable). This law establishes two compliance dates.

Inventory System: The mandate requires that all agencies establish and implement a sign *assessment or management method* to maintain minimum levels of sign retroreflectivity. This will involve completing a thorough inventory of our existing estimated 25,000 traffic signs and implementation of a software-based inventory and assessment program, which will allow us to: 1) identify deficient signs, 2) develop a replacement program and 3) efficiently maintain the City's sign inventory. This work must be completed by January of 2012. Due to staffing limitations, it is assumed the work to complete the inventory will be contracted.

Sign Replacement: The mandate requires that all substandard traffic signs be brought into compliance (replaced) by January of 2015. Due to underfunding in previous years, we anticipate this will involve replacement of most traffic signs (non-parking only), which relates to approximately 8,500 signs. Since we are able to replace approximately 750 signs per year with our current staffing level in the sign shop, most of the work associated with this mandate will need to be contracted. Our anticipated breakdown of costs is as follows:

2010 : Hire consultant to develop management system & complete inventory (incl. hardware & software)
2011-2014: Based on the results of the inventory analysis, the remaining work to comply with the federal mandate would be contracted uniformly over these four calendar years.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Public Works Sign Retroreflectivity Inventory System	204,525	25,000	-	-	-	\$ 229,525
Sign Retroreflectivity Mandate (Contracted)	-	375,000	375,000	375,000	375,000	\$ 1,500,000
Total - Public Works Capital Project Fund	\$ 204,525	\$ 400,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 1,729,525

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	200,000	25,000	-	-	-	225,000
Land Acquisition	-	-	-	-	-	-
Construction	-	375,000	375,000	375,000	375,000	1,500,000
Other	4,525	-	-	-	-	4,525
Total	\$ 204,525	\$ 400,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 1,729,525
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 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	2010	2011	2012	2013	2014	Total
Public Works - Grade & Gravel General Fund	45,400	837,846	-	-	-	\$ 883,246
Public Works - Grade & Gravel New Subdivision Fund	25,000	172,347	-	-	-	\$ 197,347
Public Works - Grade & Gravel TIF # 4	-	768,290	-	-	-	\$ 768,290
Public Works - Grade & Gravel TIF # 6	-	-	376,967	233,950	36,600	\$ 647,517
Public Works - Grade & Gravel Industrial Park Land Fund	-	670,315	171,318	58,147	242,438	\$ 1,142,218
Total - Grade & Gravel Program	\$ 70,400	\$ 2,448,798	\$ 548,285	\$ 292,097	\$ 279,038	\$ 3,638,618

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	26,900	2,006,657	438,785	236,042	228,735	\$ 2,937,119
Other	43,500	442,141	109,500	56,055	50,303	\$ 701,499
Total	\$ 70,400	\$ 2,448,798	\$ 548,285	\$ 292,097	\$ 279,038	\$ 3,638,618
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM**

2010	Street	From	To	General Fund	Sub-division Fund	Total Cost
Labor Pool				18,500	25,000	43,500
Grade & Gravel	Providence Ave	Edgewood Dr (CTH JJ)	Edgewood Dr (CTH JJ) 300' n/o	26,900		26,900
	Subtotal			26,900	-	26,900
Temporary Surface Following Grade & Gravel						
Total				\$ 45,400	\$ 25,000	\$ 70,400

2011	Street	From	To	General Fund	TIF # 4	Sub-division Fund	Industrial Park Land Fund	Total Cost
Labor Pool				145,411	127,015	17,250	152,465	442,141
Grade & Gravel	French Rd	Glory Lane (630' s/o)	Edgewood Dr (CTH JJ)	376,964				376,964
	French Rd	USH 41	Glory Lane (630' s/o)		349,736			349,736
	Lourdes Dr	Kensington Dr	Aurora Dr			96,067		96,067
	Quest Dr	Milis Dr	Midway Rd				35,583	35,583
	Road G	Quest Dr	Eisenhower Dr				187,017	187,017
	Subtotal			376,964	349,736	96,067	222,600	1,045,367
Temporary Surface Following Grade & Gravel	French Rd	Glory Lane (630' s/o)	Edgewood Dr (CTH JJ)	298,925				298,925
	Providence Ave	Edgewood Dr (CTH JJ)	Edgewood Dr (CTH JJ) 300' n/o	16,546				16,546
	Quest Dr	Milis Dr	Midway Rd				36,325	36,325
	Lourdes Dr	Kensington Dr	Aurora Dr			59,030	258,925	317,955
	French Rd	USH 41	Glory Lane (630' s/o)		291,539			291,539
	Subtotal			315,471	291,539	59,030	295,250	961,290
Total				\$ 837,846	\$ 768,290	\$ 172,347	\$ 670,315	\$ 2,448,798

2012	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool					72,250	37,250	109,500
Grade & Gravel	Milis Dr	Alliance Dr	Eisenhower Dr		120,050		120,050
	Road H	Vantage Dr	Milis Dr		96,725		96,725
	Vantage Dr	Lakeland Dr	Eisenhower Dr		87,942		87,942
	Subtotal				304,717		304,717
Temporary Surface Following Grade & Gravel	Road G	Quest Dr	Eisenhower Dr			134,068	134,068
	Subtotal					134,068	134,068
Total				\$ -	\$ 376,967	\$ 171,318	\$ 548,285

2013	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool					42,075	13,980	56,055
Grade & Gravel	Endeavor Dr	Eisenhower Dr	culdesac			44,167	44,167
	Subtotal					44,167	44,167
Temporary Surface Following Grade & Gravel	Milis Dr	Alliance Dr	Eisenhower Dr		77,323		77,323
	Road H	Vantage Dr	Milis Dr		60,140		60,140
	Vantage Dr	Lakeland Dr	Eisenhower Dr		54,412		54,412
	Subtotal				191,875		191,875
Total				\$ -	\$ 233,950	\$ 58,147	\$ 292,097

2014	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool					7,432	42,871	50,303
Grade & Gravel	Road J	Eisenhower Dr	Eisenhower Dr			199,567	199,567
	Subtotal					199,567	199,567
Temporary Surface Following Grade & Gravel	Endeavor Dr	Eisenhower Dr	cds		29,168		29,168
	Subtotal				29,168		29,168
Total				\$ -	\$ 36,600	\$ 242,438	\$ 279,038

CITY OF APPLETON 2010 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	2010	2011	2012	2013	2014	Total
Public Works Sidewalks General Fund	615,179	615,331	762,518	665,696	884,674	\$ 3,543,398
Public Works Sidewalks TIF # 4	235,145	-	-	-	-	\$ 235,145
Public Works Sidewalks TIF # 6	-	91,095	-	-	274,190	\$ 365,285
Public Works - Construction	182,404	242,916	302,370	314,623	337,640	\$ 1,379,953
Public Works - Developer Escrow	-	-	-	-	-	\$ -
Subdivisions	182,404	242,916	302,370	314,623	337,640	\$ 1,379,953
Total - Sidewalk Program	\$ 1,032,728	\$ 949,342	\$ 1,064,888	\$ 980,319	\$ 1,496,504	\$ 5,523,781

COST ANALYSIS

Estimated Cash Flows

Components	2009	2010	2011	2012	2013	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	916,398	821,189	934,000	858,226	1,317,512	\$ 4,847,325
Other	116,330	128,153	130,888	122,093	178,992	\$ 676,456
Total	\$ 1,032,728	\$ 949,342	\$ 1,064,888	\$ 980,319	\$ 1,496,504	\$ 5,523,781
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program**

2010	General Fund	Sub-division Fund	TIF # 4	Total Cost
Labor Pool	95,071	13,404	7,855	116,330
Sidewalk Construction				
Green Dot	210,000			210,000
General	40,000			40,000
Patch Contract	82,600			82,600
Sidewalk Stairway Repairs				-
Reconstruction - Concrete	157,744			157,744
Reconstruction - Asphalt	79,764			79,764
Subtotal	570,108			570,108
New Sidewalk Construction				
New Concrete			227,290	227,290
New Subdivision		129,000		129,000
New Subdivision - 6 Month		40,000		40,000
Arterial Street				-
Subtotal	-	169,000	227,290	396,290
Less: Costs allocated to Utilities	(50,000)			(50,000)
Total	\$ 615,179	\$ 182,404	\$ 235,145	\$ 1,032,728

2013	General Fund	Sub-division Fund	Total Cost
Labor Pool	94,570	27,523	122,093
Sidewalk Construction			
Green Dot	210,000		210,000
General	50,000		50,000
Patch Contract	80,000		80,000
Sidewalk Stairway Repairs			-
Reconstruction - Concrete	177,410		177,410
Reconstruction - Asphalt	103,716		103,716
Subtotal	621,126		621,126
New Sidewalk Construction			
New Concrete	-	-	-
New Subdivision		247,100	247,100
New Subdivision - 6 Month		40,000	40,000
Arterial Street			-
Subtotal	-	287,100	287,100
Less: Costs allocated to Utilities	(50,000)		(50,000)
Total	\$ 665,696	\$ 314,623	\$ 980,319

2011	General Fund	Sub-division Fund	TIF # 6	Total Cost
Labor Pool	95,062	24,596	8,495	128,153
Sidewalk Construction				
Green Dot	200,000			200,000
General	40,000			40,000
Patch Contract	80,000			80,000
Sidewalk Stairway Repairs	-			-
Reconstruction - Concrete	74,869			74,869
Reconstruction - Asphalt	86,100			86,100
Retaining Wall - Water St	40,000			40,000
Subtotal	520,969			520,969
New Sidewalk Construction				
New Concrete	24,300		82,600	106,900
New Subdivision		178,320		178,320
New Subdivision - 6 Month				-
Arterial Street	25,000	40,000		65,000
Subtotal	49,300	218,320	82,600	350,220
Less: Costs allocated to Utilities	(50,000)			(50,000)
Total	\$ 615,331	\$ 242,916	\$ 91,095	\$ 949,342

2014	General Fund	Sub-division Fund	TIF # 6	Total Cost
Labor Pool	127,542	29,100	22,350	178,992
Sidewalk Construction				
Green Dot	220,000			220,000
General	50,000			50,000
Patch Contract	80,000			80,000
Sidewalk Stairway Repairs				-
Reconstruction - Concrete	274,912			274,912
Reconstruction - Asphalt	93,420			93,420
Subtotal	718,332			718,332
New Sidewalk Construction				
New Concrete	88,800		251,840	340,640
New Subdivision		268,540		268,540
New Subdivision - 6 Month		40,000		40,000
Arterial Street				-
Subtotal	88,800	308,540	251,840	649,180
Less: Costs allocated to Utilities	(50,000)			(50,000)
Total	\$ 884,674	\$ 337,640	\$ 274,190	\$ 1,496,504

2012	General Fund	Sub-division Fund	Total Cost
Labor Pool	102,138	28,750	130,888
Sidewalk Construction			
Green Dot	210,000		210,000
General	50,000		50,000
Patch Contract	80,000		80,000
Sidewalk Stairway Repairs	30,000		30,000
Reconstruction - Concrete	113,120		113,120
Reconstruction - Asphalt	97,260		97,260
Subtotal	580,380		580,380
New Sidewalk Construction			
New Concrete	130,000	-	130,000
New Subdivision		233,620	233,620
New Subdivision - 6 Month		40,000	40,000
Arterial Street			-
Subtotal	130,000	273,620	403,620
Less: Costs allocated to Utilities	(50,000)		(50,000)
Total	\$ 762,518	\$ 302,370	\$ 1,064,888

CITY OF APPLETON 2010 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	2010	2011	2012	2013	2014	Total
Stormwater Construction Stormwater Utility	8,995,012	8,543,439	3,391,913	4,197,822	4,777,593	\$ 29,905,779
Stormwater Construction New Subdivision	5,307	90,000	-	-	-	\$ 95,307
Stormwater Construction TIF # 6	-	-	76,500	-	-	\$ 76,500
Stormwater Construction TIF # 7	9,305	-	-	-	-	\$ 9,305
Stormwater Construction Industrial Park Land Fund	-	-	149,450	-	189,500	\$ 338,950
Total - Stormwater Program	\$ 9,009,624	\$ 8,633,439	\$ 3,617,863	\$ 4,197,822	\$ 4,967,093	\$ 30,425,841

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	490,000	185,000	335,000	50,000	10,000	\$ 1,070,000
Land Acquisition	50,000	-	-	250,000	-	\$ 300,000
Construction	8,210,692	8,266,263	3,144,133	3,795,437	4,811,943	\$ 28,228,468
Other	258,932	182,176	138,730	102,385	145,150	\$ 827,373
Total	\$ 9,009,624	\$ 8,633,439	\$ 3,617,863	\$ 4,197,822	\$ 4,967,093	\$ 30,425,841
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2010	Street	From	To	Storm-water Utility	TIF # 7	Sub-division Fund	Total Cost
Labor Pool				251,500	2,125	5,307	258,932
Consulting Services	AMC Study Area Project	Design & Permitting		25,000			25,000
	Apple Creek relocation n/o CTH JJ	Design & Permitting	post-const DNR submittal	50,000			50,000
	Applecreek aquatic habitat phase 1	Design & Permitting		40,000			40,000
	Calumet Street Study Area storage	Design & Permitting Final		50,000			50,000
	Construction Services			60,000			60,000
	French Road bridge @ Salm property	Design & Permitting		40,000			40,000
	Land Acquisition Services			10,000			10,000
	Leonard Street Area Study Project	Design & Permitting		25,000			25,000
	Pierce Park Pond	Design & Permitting Final		30,000			30,000
	Red Oak Ravine Phase II	Design & Permitting		100,000			100,000
	Reid Golf Course Pond	Design & Permitting		60,000			60,000
	Subtotal			490,000			490,000
Land Acquisition	Apple Creek Relocation North of CTH JJ	(floodplain easements)		50,000			50,000
	Subtotal			50,000			50,000
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 2010 Asphalt Paving (B-10)			66,470			66,470
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2010 New Concrete Paving (A-10)			137,590			137,590
	Wisconsin Ave contaminated soil removal			100,000			100,000
	Apple Creek relocation n/o CTH JJ	French Rd (2200' w/o)	French Rd	1,160,000			1,160,000
	Cedar Ridge bypass			250,000			250,000
	CTH JJ bridge @ French Rd corridor	Bridge @	French Rd corridor	450,000			450,000
	French Road bridge @ CTH JJ	Bridge @	Edgewood Dr (CTH JJ)	273,000			273,000
	French Road Bridge @ Salm Development	Bridge @	French (e/o)	273,000			273,000
	Green Bay Road Area back yard drain			20,000			20,000
	Memorial Park south pond			1,775,000			1,775,000
	Memorial Park Stream Naturalization			960,000			960,000
	Native Landscaping			200,000			200,000
	Providence Ave bridge @ CTH JJ	Bridge @	Edgewood Dr (CTH JJ) n/o	444,000			444,000
	South Island Street contaminated soil removal			75,000			75,000
	Spring Street Stormceptor			50,000			50,000
	Subtotal			6,519,060			6,519,060
New Construction	Providence Ave	Edgewood Dr (CTH JJ)	Edgewood Dr (CTH JJ) 300' n/o	22,500			22,500
	Subtotal			22,500			22,500
Reconstruction	Spring St	Lawe St	Meade St (70' w/o)	105,350			105,350
	Subtotal			105,350			105,350
Reconstruction (on streets to be paved in 2011)	Cedar St	Douglas St	Mason St	20,675			20,675
	Chain Dr	Memorial Dr	300' south		7,180		7,180
	Douglas St	Highland Ave	Packard St	4,300			4,300
	Franklin St	Rankin St	Catherine St	22,524			22,524
	Lorain Ct	Linwood Ave	Outagamie St	34,950			34,950
	Memorial Dr (STH 47) same yr as paving	Fox River	Lawrence St	347,800			347,800
	Washington St	Rankin St	Catherine St	63,480			63,480
	Winnebago St	Meade St	Rankin St	41,250			41,250
	Wisconsin Ave	Meade St	Ballard Rd (CTH E)	343,748			343,748
	Wisconsin Ave	Richmond St (STH 47)	Meade St	154,950			154,950
	Wisconsin Ave (liner)	Richmond St (STH 47)	Ballard Rd (CTH E)	455,920			455,920
	Woodland Ave	Viola St	Kenilworth Ave	67,005			67,005
	Subtotal			1,556,602	7,180		1,563,782
Total				\$ 8,995,012	\$9,305	\$ 5,307	\$ 9,009,624

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2011	Street	From	To	Storm-water Utility	Sub-division Fund	Total Cost
Labor Pool				182,176	-	182,176
Consulting Services	Construction Services			100,000		100,000
	Land Acquisition Services			10,000		10,000
	Opportunity Stormwater Treatment Devices	Design & Permitting		50,000		50,000
	Xavier Area Study Project			25,000		25,000
	Subtotal			185,000		185,000
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 2011 Asphalt Paving (B-11)			71,750		71,750
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2011 New Concrete Paving (A-11)			246,645		246,645
	AMC Study Area Project			100,000		100,000
	Apple Creek Aquatic Habitat phase II			150,000		150,000
	Apple Creek Corridor Erosion	Ballard		600,000		600,000
	Bellaire Ravine Erosion Mitigation			300,000		300,000
	Bona Ave Storage (Theodore St Study Ph II)	Theodore St (150' e/o)	Kensington Pond	3,300,000		3,300,000
	Leonard Street Area Study Project			100,000		100,000
	Native Landscaping			250,000		250,000
	Pierce Park Pond			1,000,000		1,000,000
	Xavier Area Study Project			66,470		66,470
	Subtotal			6,474,865	-	6,474,865
New Construction	Lourdes Dr	Kensington Dr	Aurora Dr		90,000	90,000
	French Rd	USH 41	Edgewood Dr (CTH JJ)	660,000		660,000
	Subtotal			660,000	90,000	750,000
Reconstruction	McKinley St (liner)	Lawe St	Jackson St	59,915		59,915
	Subtotal			59,915		59,915
Reconstruction (on streets to be paved in 2012)	Adams St	Seymour St	Verbrick St - s/o	115,200		115,200
	Brewster St	Clark St	Oneida St	70,875		70,875
	Cotter St	Haskell St	Second St	66,490		66,490
	Eldorado St	Union St	Meade St	62,250		62,250
	E. South River St	Kernan Ave	John St	7,285		7,285
	Fifth St	Mueller St	Story St	45,600		45,600
	Fifth St	Story St	Memorial Dr	100,275		100,275
	Fourth St	Memorial Dr	State St	34,265		34,265
	Haskell St	Cotter St	Grider ST	47,415		47,415
	John St (CTH KK)	Banta Court	E South River St	56,578		56,578
	Summit St	Winnebago St	Wisconsin Ave	104,000		104,000
	Washington St	Division St	Durkee St	271,250		271,250
	Subtotal			981,483	-	981,483
Total				\$ 8,543,439	\$ 90,000	\$ 8,633,439

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2012	Street	From	To	Storm-water Utility	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool				82,730	18,750	37,250	138,730
Consulting Services	Construction Services			75,000			75,000
	Joint Menasha Area Study Project	Design & Permitting		25,000			25,000
	Land Acquisition Services			10,000			10,000
	Lightning Dr bridge @ CTH JJ	Bridge @ design	Edgewood Dr (CTH JJ) n/o	50,000			50,000
	Northland Study Area Flood Mgt Project	Design & Permitting		50,000			50,000
	Reid Golf Course Area Study Project	Design & Permitting		25,000			25,000
	Spencer Street Underground Storage	Design & Permitting		50,000			50,000
	Wilson St/T Menasha Study Project	Design & Permitting		50,000			50,000
	Subtotal			335,000			335,000
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 2012 Asphalt Paving (B-12)			81,050			81,050
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2012 New Concrete Paving (A-12)			119,115			119,115
	Apple Creek Aquatic Habitat phase 2			250,000			250,000
	Northland Stormwater Treatment Device			250,000			250,000
	Reid Golf Course BMP			66,470			66,470
	Wetland Plantings			50,000			50,000
	Subtotal			1,106,635			1,106,635
New Storm Sewers	Millis Dr	Alliance Dr	Eisenhower Dr			63,250	63,250
	Road H	Vantage Dr	Millis Dr		57,750		57,750
	Vantage Dr	Lakeland Dr	Eisenhower Dr			48,950	48,950
	Subtotal				57,750	112,200	169,950
Reconstruction	Alley w/o Perkins	Charles	Perkins St	27,473			27,473
	Ashbrook St	Shasta La	Juniper La	27,720			27,720
	Ballard Rd	Wisconsin Ave	Longview St	742,500			742,500
	Douglas St	Spencer St	College Ave	85,125			85,125
	Friendly St	Shasta La	Juniper La	22,500			22,500
	Ivy St	Shasta La	Juniper La	22,500			22,500
	Juniper La	Ashbrook St	Vermillion St	56,250			56,250
	Lynndale Dr	Everett St	south to RR	166,500			166,500
	Lynndale Dr	Fourth St	Everett St	166,950			166,950
	Outagamie St	Spencer St	College Ave	230,405			230,405
	Pershing St	Meade St	McDonald St	126,500			126,500
	Primrose La	Oneida St	Friendly La	29,250			29,250
	Shasta La	Ashbrook St	Vermillion St	56,250			56,250
	Summit St	Spencer St	College Ave	85,125			85,125
	Vermillion St	Shasta La	Juniper La	22,500			22,500
	Subtotal			1,867,548			1,867,548
Total				\$ 3,391,913	\$76,500	\$149,450	\$ 3,617,863

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2013	Street	From	To	Storm-water Utility
Labor Pool				102,385
Consulting Services	Opportunity Stormwater Treatment Dev	Design & Permitting		50,000
	Subtotal			50,000
Land Acquisition	Northland Study Area Flood Mgt Project (Land)			250,000
	Subtotal			250,000
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 2013 Asphalt Paving (B-13)			86,430
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2013 New Concrete Paving (A-13)			172,325
	Lightning Dr bridge @ CTH JJ	Bridge @	Edgewood Dr (CTH JJ) n/o	300,000
	Northland Study Area Flood Mgt Project			200,000
	Opportunity Stormwater Treatment Dev			250,000
	Reid Golf Course Area Study Project			100,000
	Spencer Street Underground Storage			500,000
	Wetland Plantings			50,000
	Wilson St/T Menasha Study Project			66,470
	Subtotal			2,015,225
New Storm Sewers	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	210,000
	Subtotal			210,000
Reconstruction	Atlantic St	Oneida St	Lawe St	184,800
	Calumet St	Oneida St	Jefferson St	88,200
	Division St	Franklin St	Atlantic St	105,000
	Harriman St	Wisconsin Ave	Parkway Blvd	141,750
	Oneida St	Foster St	Skyline Bridge	207,904
	Oneida St	Murray St	Foster St	207,904
	Oneida St	Valley Rd	Murray St	207,904
	Summer St	Gillett St	Story St	184,000
	Summer St	Morrison St	Lawe St	138,750
	Summer St	Story St	Richmond St	104,000
	Subtotal			1,570,212
Total				\$ 4,197,822

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2014	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				116,650	28,500	145,150
Consulting Services	Land Acquisition Services			10,000		10,000
	Subtotal			10,000		10,000
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 2014 Asphalt Paving (B-14)			77,850		77,850
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2014 New Concrete Paving (A-14)			216,965		216,965
	Bona Ave Storage (Theodore St Study)	Theodore St (150' e/o)	Kensington Pond	2,000,000		2,000,000
	Subtotal			2,584,815		2,584,815
New Storm Sewers	Edgewood Dr (CTH JJ)	Ballard Rd	French Rd	513,000		513,000
	Road J	Eisenhower Dr	Eisenhower Dr		161,000	161,000
	Subtotal			513,000	161,000	674,000
Reconstruction	Green Bay Road area storm sewer	in conjunction with Catherine St lift station		500,000		500,000
	Winnebago St (liner)	Mason St	Mason St (341 w/o)	31,713		31,713
	Subtotal			531,713		531,713
Reconstruction (on streets paved in 2015)	Atlantic St	Richmond St (STH 47)	Oneida St	66,470		66,470
	Byrd St	Oneida St	Jarchow St	56,250		56,250
	Douglas St	Badger Ave	Wisconsin Ave	102,900		102,900
	Douglas St	College Ave	Packard St	108,750		108,750
	Glendale Ave	Ballard Rd	Roemer Rd	50,000		50,000
	Glendale Ave	Birchwood St	Douglas St	165,370		165,370
	Lindbergh St	Oneida St	Drew St	99,750		99,750
	Owaisa St	Randall St	Glendale Ave	148,500		148,500
	Owaisa St	Wisconsin Ave	Randall St	51,000		51,000
	Pershing St	McDonald St	Ballard Rd	172,425		172,425
	Subtotal			1,021,415		1,021,415
Total				\$ 4,777,593	\$ 189,500	\$ 4,967,093

CITY OF APPLETON 2010 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		2010	2011	2012	2013	2014	Total
Water Dist.	Construction	4,790,870	5,079,845	4,708,875	4,252,185	4,167,340	\$ 22,999,115
Water Utility							
Water Dist.	Construction	8,492	18,000	-	-	-	\$ 26,492
Subdivision							
Water Dist.	Construction	-	-	283,750	-	-	\$ 283,750
TIF # 6							
Water Dist.	Construction	-	-	-	-	229,750	\$ 229,750
IPLF							
Total - Watermain Program		\$ 4,799,362	\$ 5,097,845	\$ 4,992,625	\$ 4,252,185	\$ 4,397,090	\$ 23,539,107

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	4,433,805	4,722,695	4,624,875	3,987,185	4,118,590	\$ 21,887,150
Other	365,557	375,150	367,750	265,000	278,500	\$ 1,651,957
Total	\$ 4,799,362	\$ 5,097,845	\$ 4,992,625	\$ 4,252,185	\$ 4,397,090	\$ 23,539,107
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2010	Street	From	To	Water Utility	Sub-division Fund	Total Cost
Labor Pool				357,065	8,492	365,557
Miscellaneous Construction	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		24,750		24,750
	South Island Street contaminated soil			150,000		150,000
	Wisconsin Ave contaminated soil removal			100,000		100,000
	Surface Restoration	Due to 2009 Water CIP Excav.	(Unit E-10)	575,200		575,200
	Subtotal			849,950		849,950
New Construction	Providence Ave	Edgewood Dr (CTH JJ)	Edgewood Dr (CTH JJ) 300'	43,500		43,500
	Sherwood watermain extention	Eisenhower/Midway	HWY 10	128,000		128,000
	Sherwood watermain extention	Meter and trace system		10,000		10,000
	Subtotal			181,500	-	181,500
Reconstruction (not related to paving)	Fourth St	Lynndale Dr	Lynndale Dr - 550' e/o	49,500		49,500
	Fremont St	Oneida St	Jackson St	194,250		194,250
	Jefferson St	Calumet St	Fremont St	190,800		190,800
	John St	South Ct	Foremost Dairy Bldg	27,625		27,625
	Kimball St	Allen St	Morrison St	27,750		27,750
	Nicholas St	Kamps St	Glendale Ave	161,525		161,525
	Outagamie St	Harris St	Packard St	20,825		20,825
	Pacific St	Leminway St (Owaissa act)	Pacific St Bridge	86,700		86,700
	Prospect clearwell pipe abandonmer			10,000		10,000
	Roosevelt St	Alvin	Clark St	76,000		76,000
	Taylor St	Nicholas St	Gillett St	20,250		20,250
	Subtotal			865,225		865,225
Reconstruction (prior to next year's paving)	Cedar St	Douglas St	Mason St	73,800		73,800
	Douglas St	Highland Ave	Packard St	69,040		69,040
	Franklin St	Rankin St	Catherine St	58,000		58,000
	Lorain Ct	Linwood Ave	Outagamie St	103,860		103,860
	Memorial Dr (STH 47)	Fox River (Front St actually)	Lawrence St	406,000		406,000
	Washington St	Rankin St	Catherine St	66,300		66,300
	Winnebago St	Meade St	Rankin St	48,330		48,330
	Wisconsin Ave	Meade St	Ballard Rd (CTH E)	756,000		756,000
	Wisconsin Ave	Richmond St (STH 47)	Meade St	728,000		728,000
	Woodland Ave	Meade St	Kenilworth Ave (120' e/o)	227,800		227,800
	Subtotal			2,537,130		2,537,130
						-
						-
Total Water Construction				\$ 4,790,870	\$ 8,492	\$ 4,799,362

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2011	Street	From	To	Water Utility	Sub-division Fund	Total Cost
Labor Pool				375,150	-	375,150
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		12,500		12,500
Construction	Surface Restoration	Due to 2010 Water CIP Excav.	(Unit E-11)	357,000		357,000
	Subtotal			369,500	-	369,500
						-
New Construction	Edgewood Drive	Apple Creek Rd	Ballard Rd (600' w/o)	176,000		176,000
	Lourdes Dr	Sunshine Dr	Aurora Dr		18,000	18,000
	Holiday Drive (Town Grand Chute)	Melody Lane	Edgewood Dr (CTH "JJ")	50,000		50,000
	Subtotal			226,000	18,000	244,000
						-
Reconstruction (not related to paving)	Winnebago St	Division St	Morrison St	128,700		128,700
	Bartell Dr	Prospect Ave	Pine St	153,125		153,125
	Bates St	Pacific St	end of cul-de-sac	15,000	-	15,000
	Circle St	Morrison St	Durkee St	35,250		35,250
	Drew St	McArther St	Byrd St	55,250		55,250
	Durkee St	Brewster St	Circle St	27,600		27,600
	Durkee St	Lawrence St	end of cul-de-sac	22,950		22,950
	Eldorado St	Catherine St	Green Bay Rd	84,600		84,600
	Fairway Ct (including esmt to Lawe	Shaw St	Lawe St	112,000		112,000
	Grider St (incl easmt & 2nd St)	Pine St	Second St	266,875		266,875
	Henry St	Telulah Ave	Meade Pool Parking Lot	44,200		44,200
	Lee St	Fremont St	Robin Way	149,600		149,600
	Madison St	Calumet St	Hoover St	123,500		123,500
	Minor St	Meade St	Rankin St	59,850		59,850
	N. Island St	Vulcan St	Vulcan St (300' w/o)	27,000		27,000
	Pacific St	Superior St	Morrison St	100,000		100,000
	Pacific St	Wisconsin Central Ltd.	Ida St	37,600		37,600
	Prospect Ave	Elm St	Sixth St - 500' e/o	94,000		94,000
	Ridgeway Zone expansion	s/o Wisconsin	Winnebago St, w/corp limits	150,000		150,000
	Shaw St	Carpenter St	Fairway Ct.	23,375		23,375
	Union St	Commercial St	College Ave	291,920		291,920
	Viola St	Grant St	Woodland Ave	49,300		49,300
	Vulcan St	N. Island St	S. Island St	53,500		53,500
	Warner St	College Ave	Henry St	18,375		18,375
	Subtotal			2,123,570	-	2,123,570
						0
Reconstruction (prior to next year's paving)	Cotter St	Haskell St	Second St	67,100		67,100
	Eldorado St	Union St	Meade St	91,300		91,300
	Fifth St	Pierce St (60' w/o)	Memorial Dr	106,400		106,400
	Fourth St	Memorial Dr	State St	30,800		30,800
	Franklin St (partial recon only)	Linwood Ave	Douglas St	74,800		74,800
	Haskell St	Cotter St	Grider St	47,850		47,850
	Summit St	Winnebago St	Wisconsin Ave	104,000		104,000
	Washington St	Division St	Durkee St	260,400		260,400
	Subtotal			782,650	-	782,650
WATER MAIN (Transmission Line) 201	Edgewood Dr (CTH JJ)	Apple Creek Rd	Ballard Rd (700' w/o)	270,000		270,000
	Edgewood Dr (CTH JJ)	Richmond St (STH 47)	Haymeadow Ave	345,600		345,600
	Union St	Commercial St	College Ave	587,375		587,375
	Subtotal			1,202,975	-	1,202,975
Total Water Main Construction				\$ 5,079,845	\$ 18,000	\$ 5,097,845

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2012	Street	From	To	Water Utility	TIF # 6	Total Cost
Labor Pool				335,250	32,500	367,750
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000		10,000
Construction	Surface Restoration	Due to 2011 Water CIP Excav.	(Unit E-12)	320,000		320,000
	Subtotal			330,000		330,000
New Construction	Green Grove Rd	Hammond Ave	Wisconsin Ave	135,850		135,850
	Hammond Ave (easement)	Ballard Rd (1200' east of)	Green Grove Rd	74,100		74,100
	Marion St	Kernan Ave	Walden Ave	32,000		32,000
	Millis Dr	Alliance Dr	Ike Dr		101,250	101,250
	Road H	Vantage Dr	Millis Dr		78,750	78,750
	Sunshine Dr	Lourdes Dr - 150' n/o (fut.)	Lourdes Dr (future)	12,000		12,000
	Vantage Dr	Lakeland Dr	Ike Dr		71,250	71,250
	Wisconsin Ave	Leona St	Green Grove Rd	132,000		132,000
	Subtotal			385,950	251,250	637,200
Reconstruction (not related to paving)	Graceland Ave	Randall St	Woodland Ave	42,500		42,500
	Hall St	Randall St	Woodland Ave	102,000		102,000
	Jackman St (Hill)	Water St	Prospect St	75,625		75,625
	Kay St	Viola St	Graceland Ave	30,600		30,600
	Kenilworth Ave	Wisconsin Ave	Woodland Ave	80,750		80,750
	Prospect Ave	Jackman St (Hill)	State St	30,250		30,250
	Prospect Ave	Perkins St	Rogers St	634,375		634,375
	Recommendation "C" of 2007 Wat Distribution Study (Outagamie St, Spencer to Second St)			104,125		104,125
	Recommendation "D" of 2007 Wat Distribution Study (Appleton St & Franklin St near CBD)			225,000		225,000
	Recommendation "E" of 2007 Wat Distribution Study (Harriet, Cass, Gunn, Newberry)			300,000		300,000
	Recommendation "G" of 2007 Wat Distribution Study (Highland, Spring, Commercial, Sharon)			380,000		380,000
	Subtotal			2,005,225		2,005,225
Reconstruction (prior to next year's paving)	Ballard Rd	Wisconsin Ave	Longview St	618,750		618,750
	Douglas St	Spencer St	College Ave	96,475		96,475
	Lynndale Dr	Everett St	south to RR	245,500		245,500
	Lynndale Dr	Fourth St	Everett St	231,875		231,875
	Outagamie St	Spencer St	College Ave	96,475		96,475
	Pershing St	Meade St	McDonald St	195,500		195,500
	Sanders St (partial asp recon only)	Seymour St	Verbrick St	71,400		71,400
	Summit St	Spencer St	College Ave	96,475		96,475
	Subtotal			1,652,450		1,652,450
Total Water Main Construction				\$ 4,708,875	\$ 283,750	\$ 4,992,625

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2013	Street	From	To	Water Utility
Labor Pool				265,000
Miscellaneous Construction	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000
	Surface Restoration	Due to 2012 Water CIP Excav.	(Unit E-13)	275,000
	Subtotal			285,000
New Construction	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	293,250
	Moss Rose La	Crossing Meadows La. (150' n/o)	Edgewood Dr (CTH JJ)	382,500
	Subtotal			675,750
Reconstruction (not related to paving)	Allen St	Lawrence St	Kimball St	27,450
	Crestview Dr	Lynn	Crestview Dr	95,950
	Locust St	Wisconsin Ave	Marquette St	511,875
	Lynn Dr	Crestview Dr	Newberry Dr	135,850
	Subtotal			771,125
Reconstruction (prior to next year's paving)	Atlantic St	Oneida St	Lawe St	207,900
	Calumet St	Jefferson St	Lawe St	112,500
	Calumet St	Oneida St	Jefferson St	105,840
	Division St	Franklin St	Atlantic St	126,000
	Douglas St	Civic St	Pine St	131,250
	Harriman St	Wisconsin Ave	Parkway Blvd	170,100
	Oneida St	Foster St	Skyline Bridge	315,360
	Oneida St	Murray St	Foster St	315,360
	Oneida St	Valley Rd	Murray St	292,000
	Summer St	Gillett St	Story St	195,500
	Summer St	Morrison St	Lawe St	166,500
	Summer St	Story St	Richmond St	117,000
	Subtotal			2,255,310
Total Water Main Construction				\$ 4,252,185

2014	Street	From	To	Water Utility	Industrial Park Land Fund	Total Cost	
Labor Pool				255,750	22,750	278,500	
Miscellaneous Construction	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000		10,000	
	Surface Restoration	Due to 2013 Water CIP Excav.	(Unit E-14)	130,000		130,000	
	Subtotal			140,000		140,000	
New Construction	Road J	Eisenhower Dr	Eisenhower Dr	-	207,000	207,000	
	Subtotal				207,000	207,000	
Reconstruction (not related to paving)	Brewster St	Meade St	Rankin St	41,800		41,800	
	Catherine St	Washington St	Eldorado St	95,000		95,000	
	Commercial St	Fair St	Morrison St	315,400		315,400	
	Greenview St	Taft Ave	Sylvan Ave	161,500		161,500	
	Lawrence St	Elm St	Durkee St	204,250		204,250	
	Memorial Dr (STH 47)	W. Riverview Dr.	Cherry Ct - 130' s/o	245,670		245,670	
	Racine St	Randall St	Grant St	129,675		129,675	
	Sixth St	Memorial Dr	Elm St	169,950		169,950	
	Subtotal			1,363,245		1,363,245	
	Reconstruction (prior to next year's paving)	Appleton St	College Ave	Lawrence St	42,750		42,750
		Atlantic St	Richmond St (STH 47)	Drew St	234,900		234,900
Byrd St		Oneida St	Jarchow St	67,500		67,500	
Douglas St		Badger Ave	Wisconsin Ave	123,480		123,480	
Douglas St		College Ave	Packard St	130,500		130,500	
Glendale Ave		Ballard Rd	Roemer Rd (1000' e/o)	218,750		218,750	
Glendale Ave		Birchwood St	Mason St	357,000		357,000	
Lindbergh St		Oneida St	Jarchow St	70,560		70,560	
Owaissa St		Randall St	Glendale Ave	178,200		178,200	
Owaissa St		Wisconsin Ave	Randall St	61,200		61,200	
Pershing St		McDonald St	Ballard Rd	282,150		282,150	
Subtotal				1,766,990		1,766,990	
Transmission - New	Edgewood Dr (CTH JJ)	Ballard Rd (Lightning Dr)	French Rd	455,800		455,800	
	Edgewood Dr (CTH JJ)	French Rd	Cherryvale Ave	185,555		185,555	
	Subtotal			641,355		641,355	
Total Water Main Construction				\$ 4,167,340	\$ 229,750	\$ 4,397,090	

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lake Intake Icing Wood Crib

PROJECT DESCRIPTION

Justification:

The Lake Winnebago pumping station and intake were constructed in 1966. Icing of the Lake Winnebago intake has historically occurred with varying severity of blockage and duration at the intake located on the lake bottom. Intake icing typically occurs at night during the time of first ice when temperatures are less than 20 degrees F for a period of 12 to 48 hours. Surface water at the freezing point and slush ice become lodged in the intake cone grating and lake station traveling screen so that little to no water can pass through to the low lift pumps providing source water to the water plant. Moderate to severe icing has recently occurring in December 2004, January 2006, January 2007, and December 2007. A water conservation notice was issued to the public due to the event in January 2007. The DNR has listed the issue as a significant deficiency in the March 2009 Water Utility Sanitary Survey, requiring intake improvements to be installed.

Intake icing has been problematic at many Utilities at locations throughout the Great Lakes region. Preventing intake icing is case specific depending upon water depth and water body characteristics at each intake. The City of Oshkosh Water Utility (Lake Winnebago supplied) installed a wood crib in 2005 and has eliminated intake icing issues with this improvement. Appleton Water Utility examined solutions to intake icing in a 2005 study by Cousner Townsend and a 2008 study by Donohue and Associates. Strategies were identified to eliminate service interruptions due to intake icing that were to include CIP work in 2008 and 2009. The work included two areas: 1) Near shore temporary pumping improvements and 2) intake structure improvements. Temporary pumping improvements were successfully installed in 2008 to provide 6 MGD supply from near shore portable pumps. The Donohue and Associates study identified a wood intake crib installation as the best solution to Appleton's intake icing. The 2009 CIP budget for this work was insufficient for the project with a budget of \$570,000. The wood crib installation project is planned for 2010 which will provide a minimum of 18 MGD winter time supply to the water plant.

Several wood crib options were presented in the Donohue study ranging in cost from \$590,000 to \$1,600,000. The least cost option (Option 7) included a wood crib at the location of the existing intake cones. The highest cost option (Option 8) was to extend a complete new intake line with a new crib parallel to the existing intake. The medium option (Option 9) at \$1,000,000, was to construct the a wood crib at the end of an extension of the existing line. This option was chosen because it provided a solution to the icing problem with the option of tying into a redundant line in the future. \$150,000 of the 2009 project budget will be used for design and engineering in 2009 and \$850,000 budgeted for construction in 2010. Construction will include installation of 400 feet of piping buried under the lake bottom and a 30 x 30 wood crib with four bays and armor rock. These improvements will ensure reliable source water supply that meets DNR requirements.

Discussion of operating cost impact:

An increase of \$3,000 per year in costs for annual under water inspection and zebra mussel cleaning is anticipated with the additional intake crib. Overall, potassium permanganate feed should not increase.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Construction	850,000	-	-	-	-	\$ 850,000
Total - Water Utility Capital Projects	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ 850,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	850,000	-	-	-	-	\$ 850,000
Other	-	-	-	-	-	\$ -
Total	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ 850,000
Operating Cost Impact	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000

CITY OF APPLETON 2010 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	2010	2011	2012	2013	2014	Total
Wastewater Construction Wastewater Utility	4,933,885	4,641,961	4,539,658	4,725,271	4,815,629	\$ 23,656,404
Wastewater Construction TIF # 6	-	-	153,900	-	-	\$ 153,900
Wastewater Construction TIF # 7	21,025	-	-	-	-	\$ 21,025
Wastewater Construction Industrial Park Land Fund	37,462	101,110	-	29,050	118,780	\$ 286,402
Total - Sanitary Sewer Program	\$ 4,992,372	\$ 4,743,071	\$ 4,693,558	\$ 4,754,321	\$ 4,934,409	\$ 24,117,731

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	4,758,130	4,532,144	4,488,340	4,555,817	4,711,079	\$ 23,045,510
Other	234,242	210,927	205,218	198,504	223,330	\$ 1,072,221
Total	\$ 4,992,372	\$ 4,743,071	\$ 4,693,558	\$ 4,754,321	\$ 4,934,409	\$ 24,117,731
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2010	Street	From	To	Waste-water Utility	TIF # 7	Industrial Park Land Fund	Total Cost	
Labor Pool				205,930	10,350	17,962	234,242	
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2010 Asphalt Paving (B-10)			19,941			19,941	
	Sanitary Laterals & Manholes Prior To 2010 Concrete Paving, new & recon (A-10)			61,493			61,493	
	South Island Street contaminated soil removal			25,000			25,000	
	Wisconsin Ave contaminated soil removal			100,000			100,000	
	Subtotal			206,434			206,434	
New Construction	Applecreek Road			27,250			27,250	
	Providence Ave			38,150			38,150	
	Quest Dr					19,500	19,500	
	Werner Road			130,300			130,300	
	Subtotal			195,700		19,500	215,200	
Reconstruction	Interceptor - Post Office			1,600,000			1,600,000	
	Scarlet Oak Force Main Replacement			24,000			24,000	
	Subtotal			1,624,000			1,624,000	
Reconstruction (on streets to be paved)	Cedar St			197,925			197,925	
	Chain Dr				10,675		10,675	
	Douglas St			79,500			79,500	
	Franklin St			33,100			33,100	
	Lorain Ct			158,420			158,420	
	Memorial Dr (STH 47)			209,400			209,400	
	Washington St			87,450			87,450	
	Winnebago St			62,150			62,150	
	Wisconsin Ave			1,160,511			1,160,511	
	Wisconsin Ave			349,865			349,865	
	Wisconsin Ave (liner)			169,600			169,600	
	Woodland Ave			193,900			193,900	
	Subtotal			2,701,821	10,675		2,712,496	
	Total				\$ 4,933,885	\$ 21,025	\$ 37,462	\$ 4,992,372

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2011	Street	From	To	Waste-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				189,367	21,560	210,927
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2011 Asphalt Paving (B-11)			21,525		21,525
	Sanitary Laterals & Manholes Prior To 2011 Concrete Paving, new & recon (A-11)			108,209		108,209
	Subtotal			129,734		129,734
New Construction	Road G	Quest	Eisenhower Dr		79,550	79,550
	Subtotal				79,550	79,550
Reconstruction	Interceptor - Fox River north side	Reid Ct	Hillcrest Dr	3,230,000		3,230,000
	Subtotal			3,230,000		3,230,000
Reconstruction (on streets to be paved in 2012)	Adams St	Seymour St	Verbrick St - s/o	140,800		140,800
	Brewster St	Clark St	Oneida St	99,225		99,225
	Cotter St	Haskell St	Second St	67,100		67,100
	E. South River St	Kernan Ave	John St	22,475		22,475
	Eldorado St	Union St	Meade St	91,300		91,300
	Fifth St	Mueller St	Story St	66,880		66,880
	Fifth St	Story St	Memorial Dr	147,070		147,070
	Fourth St	Memorial Dr	State St	42,350		42,350
	Haskell St	Cotter St	Grider St	47,850		47,850
	John St (CTH KK)	Banta Court	E South River St	73,300		73,300
	Summit St	Winnebago St	Wisconsin Ave	143,000		143,000
	Washington St	Division St	Durkee St	151,510		151,510
	Subtotal			1,092,860		1,092,860
	Total			\$ 4,641,961	\$ 101,110	\$ 4,743,071

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2012	Street	From	To	Waste-water Utility	TIF 6	Total Cost
Labor Pool				162,568	42,650	205,218
Miscellaneous	Sanitary Laterals & Manholes Prior To 2012 Asphalt Paving (B-12)			24,315		24,315
Construction	Sanitary Laterals & Manholes Prior To 2012 Concrete Paving, new & recon (A-12)			62,334		62,334
	Edgewood Dr (CTH JJ)	Melmar (400' w/o) (trench cap)	Melmar St 400'e/o(County)	70,841		70,841
	Subtotal			157,490		157,490
New Construction	Edgewood Dr (CTH JJ) san forcema	Melmar St (400' w/o)	Melmar St (400' e/o)	40,000		40,000
	Future ROW - 1800' n/o CTH JJ	Clearwater Creek 2 -temp Lift Station	NW Lift Station	80,000		80,000
	Future ROW - 400' w/o Melmar (force	Edgewood Dr (CTH JJ)	CTH JJ (1800' n/o)	90,000		90,000
	Millis Dr	Alliance Dr	Eisenhower Dr		44,400	44,400
	Northwest Lift Station	1800' north of Edgewood Dr	1200' west of Haymeadow A	550,000		550,000
	Road H	Vantage Dr	Millis Dr		38,850	38,850
	Vantage Dr	Lakeland Dr	Eisenhower Dr		28,000	28,000
	Subtotal			760,000	111,250	871,250
Reconstruction	Interceptor - northeast phase 1(liner)	Fox River	Wisconsin Ave	1,857,400		1,857,400
	Subtotal			1,857,400		1,857,400
	Ballard Rd	Wisconsin Ave	Longview St	668,250		668,250
	Douglas St	Spencer St	College Ave	130,525		130,525
	Lynndale Dr	Everett St	south to RR tracks	138,750		138,750
	Lynndale Dr	Fourth St	Everett St	139,125		139,125
	Outagamie St	Spencer St	College Ave	130,525		130,525
	Pershing St	Meade St	McDonald St	264,500		264,500
	Summit St	Spencer St	College Ave	130,525		130,525
	Subtotal			1,602,200		1,602,200
Total				\$ 4,539,658	\$ 153,900	\$ 4,693,558

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2013	Street	From	To	Waste-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				187,954	10,550	198,504
Miscellaneous	Sanitary Laterals & Manholes Prior To 2013 Asphalt Paving (B-13)			25,929		25,929
Construction	Sanitary Laterals & Manholes Prior To 2013 Concrete Paving, new & recon (A-13)			69,330		69,330
	Subtotal			95,259		95,259
New Construction	Edgewood Dr (CTH JJ)	Ballard Rd	Providence Ave	643,900		643,900
	Endeavor Dr	Eisenhower Dr	cul de sac		18,500	18,500
	Subtotal			643,900	18,500	662,400
Reconstruction	Interceptor - northeast phase 2(liner)	Wisconsin Ave	Glendale	1,239,840		1,239,840
	Jardin St (liner)	Rankin St	Jardin Ct (135 e/o)	191,541		191,541
	Pacific St (liner)	Leminwah St	Winona Way	134,150		134,150
	Seminole Rd	Prospect Ave	Cherokee Dr	49,701		49,701
	Subtotal			1,615,232		1,615,232
Reconstruction (on streets to be paved in 2014)	Atlantic St	Oneida St	Lawe St	265,650		265,650
	Calumet St	Oneida St	Jefferson St	132,888		132,888
	Division St	Franklin St	Atlantic St	158,200		158,200
	Harriman St	Wisconsin Ave	Parkway Blvd	213,570		213,570
	Oneida St	Foster St	Skyline Bridge	256,960		256,960
	Oneida St	Murray St	Foster St	263,968		263,968
	Oneida St	Valley Rd	Murray St	268,640		268,640
	Summer St	Gillett St	Story St	264,500		264,500
	Summer St	Morrison St	Lawe St	209,050		209,050
	Summer St	Story St	Richmond St	149,500		149,500
	Subtotal			2,182,926		2,182,926
Total				\$ 4,725,271	\$ 29,050	\$ 4,754,321

**CITY OF APPLETON 2010 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2014	Street	From	To	Waste-water Utility	Industrial Park Land Fund	Waste-water Utility
Labor Pool				189,650	33,680	223,330
Miscellaneous Construction	Sanitary Manhole adjustments and seals Prior To 2014 Asphalt Paving (B-14)			23,355		23,355
	Sanitary Manhole adjustments and seals Prior To 2014 Concrete Paving, new & recon (A-14)			95,445		95,445
	Subtotal			118,800		118,800
New Construction	Road J	Eisenhower Dr	Milis Dr		85,100	85,100
	Subtotal				85,100	85,100
Reconstruction	Apple Hill Farms force main	French Rd lift station	Apple Hill Blvd	96,000		96,000
	Apple Hill Farms lift station	on French Road	1450' n/o Applecreek Road	545,000		545,000
	Catherine St lift station removal	Franklin to Eldorado	Green Bay Rd	1,760,000		1,760,000
	Interceptor - northeast phase 3(liner)	Glendale - e/o MSB	STH 441	300,000		300,000
	Reeve St (liner)	Linwood Ave	Linwood Ave (w/o)	11,200		11,200
	Subtotal			2,712,200		2,712,200
Reconstruction (on streets to be paved in 2015)	Atlantic St	Richmond St (STH 47)	Oneida St	302,450		302,450
	Byrd St	Oneida St	Jarchow St	84,750		84,750
	Douglas St	Badger Ave	Wisconsin Ave	155,036		155,036
	Douglas St	College Ave	Packard St	163,850		163,850
	Glendale Ave	Ballard Rd	Roemer Rd	121,533		121,533
	Glendale Ave	Birchwood St	Douglas St	165,370		165,370
	Lindbergh St	Oneida St	Drew St	150,290		150,290
	Owaisa St	Randall St	Glendale Ave	223,740		223,740
	Owaisa St	Wisconsin Ave	Randall St	76,840		76,840
	Pershing St	McDonald St	Ballard Rd	351,120		351,120
	Subtotal			1,794,979		1,794,979
Total				\$ 4,815,629	\$ 118,780	\$ 4,934,409

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Wastewater Plant Sanitary Sewer Capacity Improvement

PROJECT DESCRIPTION

Justification:

Wastewater plant influent is captured at the lower plant through the east and west interceptors. Water plant treatment residuals (WTR) have been received at the upper plant since 2001 and the existing sanitary often becomes submerged and backs up into the employee maintenance basement and connecting tunnel corridor. The upper plant sanitary sewer conveys emergency overflow waste from the sludge holding tanks, digested sludge wells, and the chemical and dewatering building waste to the lower plant. The wastewater plant needs to increase capacity of the upper sewer system to accommodate all flows.

This project would properly separate the WTR from the other sanitary sewer flows and reduce the likelihood of a sanitary sewer overflow. It will include the construction of a dedicated pipeline from the existing forcemain located in T building to the east interceptor, which is located in the lower plant. This pipeline will be constructed within the plant tunnel system, which will greatly reduce construction costs. By redirecting the WTR into a dedicated pipeline, additional capacity in the existing upper plant will be restored. Other elements of the project include valving, a sampler, and flow meter that would be dedicated to the WTR waste stream. This project will require design engineering and contract administration as well as Wisconsin Department of Natural Resources approval.

Discussion of operating cost impact:

There will be little to no impact on operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Wastewater	Engineering	-	15,000	-	-	-	\$ 15,000
	Construction	-	110,000	-	-	-	\$ 110,000
Total - Wastewater Capital Projects		\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	20,000	-	-	-	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	105,000	-	-	-	\$ 105,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2010 BUDGET
CAPITAL IMPROVEMENTS PROGRAM**

NOTES

Lined area for notes.

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Future Fire Stations / Relocations

PROJECT DESCRIPTION

Justification:

Station Relocations:

The department's current station configuration places fire stations in areas of the City that result in inefficient response and resource allocation. The locations are at the extreme boundaries of the City and there is little reason to believe service will ever be provided beyond the boundaries. Review of response times continues to suggest that relocation of the stations will result in reduced response times and better utilization of staffing resources. Both current and potential City growth indicate that citizens may be better served if some of our stations were relocated, eliminated altogether, or replaced. This project request provides the funding necessary for land acquisition of two sites.

Station # 7:

It is anticipated that the City will continue to grow to the north. The growth will eventually require an additional fire station to serve the area. Land acquisition is expected to precede construction by two to three years.

Discussion of operating cost impact:

There will be no cost impact until the development of the facilities. New construction will entail additional maintenance expense but be offset by more efficient HVAC systems, modern materials, etc. Actual cost impacts will not be quantifiable until any facilities to be constructed have been designed.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Facilities	Land - Relocations	-	300,000	-	-	-	\$ 300,000
	Land - Station # 7	-	50,000	-	-	-	\$ 50,000
	Design/site prep	-	-	200,000	-	-	\$ 200,000
	Construction	-	-	-	1,700,000	-	\$ 1,700,000
Total - Facilities Capital Projects Fund		\$ -	\$ 350,000	\$ 200,000	\$ 1,700,000	\$ -	\$ 2,250,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	200,000	-	-	\$ 200,000
Land Acquisition	-	350,000	-	-	-	\$ 350,000
Construction	-	-	-	1,700,000	-	\$ 1,700,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 350,000	\$ 200,000	\$ 1,700,000	\$ -	\$ 2,250,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Grounds Improvements

PROJECT DESCRIPTION

Justification:

MSB Site Work: This project started in 2002, paving the west and southwest portions of the site. For 2010, this request includes installing additional concrete hard surfaces in the yard waste area as well as replacing the road on the east side. In 2011, storm sewer would be added to correct drainage problems, and in 2012, the project would be completed by replacing the pavement on the south side of the facility. In summary, the work would include removing portions of the existing asphalt pavement, restoring and compacting the subgrade, correcting drainage problems, and installing new concrete pavement. Concrete pavement replacement is recommended because of the continuous use by a wide variety of vehicles, many of which are large, loaded City trucks, making frequent turning movements in this area.

Facilities Management Vehicle/Equipment Storage: To construct covered vehicle storage for the Facilities Management vehicles located at the Wastewater Plant. With the creation of the department, a need exists for additional parking/storage of vehicles and equipment.

MSB Fencing: Replacement of fencing that is old and failing around the site perimeter.

Wastewater Plant Driveway/Roads: Replacement of deteriorated roadway; including areas of concrete and pavement. The roadways are in good shape and are continually maintained. This allocation is a potential expense, and may be able to be deferred.

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		2010	2011	2012	2013	2014	Total
Facilities	MSB (Site)	250,000	100,000	100,000	-	-	\$ 450,000
	FM Storage	-	150,000	-	-	-	\$ 150,000
	MSB Fencing	-	-	-	50,000	-	\$ 50,000
Facilities Capital Projects Fund		250,000	250,000	100,000	50,000	-	\$ 650,000
Facilities	Wastewater Roads	-	-	-	-	100,000	\$ 100,000
Wastewater Utility		-	-	-	-	100,000	\$ 100,000
Total - Grounds Improvements		\$ 250,000	\$ 250,000	\$ 100,000	\$ 50,000	\$ 100,000	\$ 750,000

COST ANALYSIS

Components	Estimated Cash Flows					
	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	250,000	250,000	100,000	50,000	100,000	\$ 750,000
Total	\$ 250,000	\$ 250,000	\$ 100,000	\$ 50,000	\$ 100,000	\$ 750,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: HVAC Upgrades

PROJECT DESCRIPTION

Justification:

HVAC Upgrades: Installation and/or replacement of equipment is required in three (3) areas. The areas include energy controls system automation upgrades, equipment replacement, and equipment upgrades. The upgrades are required for two primary reasons which include energy management and reduction, and to replace obsolete equipment which has reached the end of its useful life.

HVAC Energy Controls System Automation: To upgrade existing HVAC controls from pneumatic to digital. Digital controls reduce energy consumption and maintenance costs in addition to early notification of problems that could result in greater damage or cost. Digital controls also allow for scheduling and adjustment of HVAC equipment from a remote site. This is a multi-year year initiative to upgrade controls throughout all of the facilities. Projects will be phased in, adding controls to major equipment first, starting with boilers, chillers and a/c units, moving on to air handlers, and eventually including final distribution equipment such as VAV boxes, heaters, etc.

Equipment Replacement: Various equipment such as boilers, condensers, furnaces, etc. are as old as 30 years old. Various equipment throughout City buildings require this upgrade. This equipment includes the 27 year old furnaces at the Park & Recreation facility, wastewater plant condensers of various ages, library boilers, garage air handler unit and heating equipment at the Municipal Services Building.

Equipment Upgrades Add an additional boiler that can meet the current and future demands of the clean in place process and will allow for isolation of the domestic hot water. In addition add additional cooling to the MCC room. In addition, adding variable frequency drives to large motors on HVAC equipment at the Wastewater Plant will reduce energy consumption.

Discussion of operating cost impact:

The 2010 project costs listed below will be 100% funded through the Energy Efficiency and Conservation Block Grant (EECBC) program, part of the federal stimulus package. The purpose of the EECBC program is to assist participants in creating and implementing strategies to reduce fossil fuel emissions, reduce energy use, and improve energy efficiency in their facilities.

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		2010	2011	2012	2013	2014	Total
Facilities	Fire	-	-	-	25,000	-	\$ 25,000
	MSB	-	-	50,000	-	50,000	\$ 100,000
Facilities Capital Projects Fund		-	-	50,000	25,000	50,000	\$ 125,000
Facilities	Fire	35,820	-	-	-	-	\$ 35,820
	MSB	75,000	-	-	-	-	\$ 75,000
	Parks	50,000	-	-	-	-	\$ 50,000
	Library	100,000	-	-	-	-	\$ 100,000
	Wastewater	285,000	-	-	-	-	\$ 285,000
	Administration	60,646	-	-	-	-	\$ 60,646
Energy Efficiency and Conservation Grant		606,466	-	-	-	-	\$ 606,466
Facilities	Water Plant	-	100,000	100,000	-	50,000	\$ 250,000
Water Facilities Capital Projects							
Total - HVAC Upgrades		\$ 606,466	\$ 100,000	\$ 150,000	\$ 25,000	\$ 100,000	\$ 981,466

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	60,646	-	-	-	-	\$ 60,646
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	545,820	100,000	150,000	25,000	100,000	\$ 920,820
Total	\$ 606,466	\$ 100,000	\$ 150,000	\$ 25,000	\$ 100,000	\$ 981,466
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lake Station Permanganate Storage Addition

PROJECT DESCRIPTION

Justification:

Potassium permanganate is an essential chemical for pretreatment at the Water Treatment Facility and is fed at the Lake Station as a dry chemical. The chemical is fed into chemical feeder systems that make up a permanganate solution that is fed to the intake for zebra mussel control. Potassium permanganate is fed from two-ton totes that are placed on the chemical feed stations. When the totes are empty, they are removed by a forklift and replaced with a full tote on the chemical feed station. There is insufficient space in the existing permanganate room for tote storage and moving totes as needed. The existing room was designed for chlorine addition by cylinders which required a much smaller footprint. The space requirements for potassium permanganate handling are significantly greater and require building expansion to properly handle this chemical. Currently, the space limitations cause excessive operator time to handle totes multiples times, including moving them outdoors in order to make room to maneuver the forklift. The chemical is also a strong oxidant and safety hazard and additional handling increases the risk of accidents in this residential area.

The building addition is planned for the east side of the building where there is room for expansion. The expansion is planned as a brick construction similar to the existing structure of approximately 20ft x 60 ft. The existing east wall would be removed in this expansion area, creating a large permanganate storage room with proper temperature and humidity control for this chemical.

The costs for this project have increased from the amount submitted in the Rate Study due to additional costs for design, contingency and labor.

Discussion of operating cost impact:

Additional operating expenses are not quantifiable at this time but are expected to be minimal.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Facilities	Construction	300,000	-	-	-	-	\$ 300,000
Total - Water Capital Projects		\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	300,000	-	-	-	-	\$ 300,000
Other	-	-	-	-	-	\$ -
Total	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Operating Cost Impact	\$ -	N/Q *	N/Q *	N/Q *	N/Q *	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Library Site Selection Process

PROJECT DESCRIPTION

Justification:

The architectural program design completed in 2009 resulted in a better understanding of the spatial needs and demands for current and future library services. To that end the next phase in this project is to locate a site suitable for the building recommendations of the consultant and Library Board. Estimated cost is per the Director of Facilities and Construction. Rather than contribute dollars directly to this phase, the Library Friends group has chosen to use their funds to hire an Executive Director to organize a capital campaign raising additional funds for construction costs.

A site selection process would:

- study the various site options for a library building in the downtown area
- evaluate engineering /structural/code implications of the various sites
- determine effects of traffic flow and parking as well as other variables for the different sites
- determine costs of purchasing land, demolition of existing buildings, etc.

Site selection criteria:

- Economic criteria
 - Accessible location, acceptable land costs, manageable development costs, ability to support all project components (i.e., development, recreation, regulatory constraints, circulation, and infrastructure).
- Physiographical criteria - includes study of the natural opportunities and/or constraints of the site, including: topography, soils, environmental contamination, site drainage.
- Site governance - the site must also be considered for its regulatory restrictions, property size and shape, existing utilities and structures.
- Off-site issues - the project team must also consider aspects such as potential noise, views, odors.

In 2009 the program design study provided the basic spatial concepts for a library that would meet current and future needs . The present study would seek to locate the best site for the type of structure recommended by the

Discussion of operating cost impact:

- site location process would allow a suitable location to be found that addresses not only spatial needs but future city planning
- determination of site would include attention to traffic flow, parking, soil conditions and
- costs of both land acquisition as well as purchase and demolition of existing structures would be considered.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Library	Site selection	-	75,000	-	-	-	\$ 75,000
	Construction	-	-	-	750,000	10,000,000	\$ 10,750,000
Total - Library Capital Projects Fund		\$ -	\$ 75,000	\$ -	\$ 750,000	\$ 10,000,000	\$ 10,825,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	75,000	-	-	-	\$ 75,000
Construction	-	-	-	750,000	10,000,000	\$ 10,750,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 75,000	\$ -	\$ 750,000	\$ 10,000,000	\$ 10,825,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lighting Upgrades

PROJECT DESCRIPTION

Justification:

To reduce energy consumption at City of Appleton facilities, the following lighting upgrades are planned:

- Retrofit existing T12 fluorescent fixtures in all areas with F28T8 fluorescent lamps and ballasts.
- Relighting areas - replacing high intensity discharge (HID) fixtures with higher efficiency F32T8 fluorescent high bays.
- Replace existing exit signs with light emitting diode (LED) exit fixtures.

Advantages:

- Less energy consumption - the T8 fluorescent can use over 50% less energy than HID and T12 fluorescent.
- Longer lamp life, instant startup and less light level depreciation than metal halide fixtures.
- LED exit lights consume 80% less energy and are rated to last 25 years.
- Better quality of light by removing the HID and T12 fluorescent.

Discussion of operating cost impact:

The 2010 project costs listed below will be 100% funded through the Energy Efficiency and Conservation Block Grant (EECBC) program, part of the federal stimulus package. The purpose of the EECBC program is to assist participants in creating and implementing strategies to reduce fossil fuel emissions, reduce energy use, and improve energy efficiency in their facilities.

Replacing older, less efficient light bulbs and fixtures with the most efficient versions currently available will substantially reduce our electrical consumption. Given the high and rising cost of electricity, these projects are expected to pay back their investments within 1.5 - 3.0 years depending on the fixtures being replaced and the number of fixtures in the facility. Incentives provided by WE Energies are calculated using 2009 WE Energies Incentives, which are subject to change.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Facilities	Fire Stations	75,000	-	-	-	-	\$ 75,000
	Administration	8,334	-	-	-	-	\$ 8,334
Total - Energy Efficiency and Conservation Grant Fund		<u>\$ 83,334</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,334</u>

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	8,334	-	-	-	-	\$ 8,334
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	75,000	-	-	-	-	\$ 75,000
Total	\$ 83,334	\$ -	\$ -	\$ -	\$ -	\$ 83,334
Operating Cost Impact	\$ -	\$ (28,000)	\$ (28,000)	\$ (28,000)	\$ (28,000)	\$ (112,000)

CITY OF APPLETON 2010 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 life cycle. 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.

For 2010, the cost for Fire Station #6 is to replace the shingled roof with a metal roof. There have been continuing issues with the roof. The shingles were not sealing and they were determined to be defective. Unfortunately, the original manufacturer has gone out of business and there is no warranty claim to pursue. We have reattached shingles every year, but the problem will persist until the roof is replaced. In reviewing the design of the roof with our engineer, we believe the roof was originally intended to be a metal roof, but was changed somewhere in the process to reduce costs. Due to the design and slope of the roof, our engineer highly recommends a metal roof. Though this option represents a higher upfront cost, it is the correct application for this facility and the roof would be expected to last three times as long.

2010	Fire Station #6	\$	350,000
2011	Municipal Services Building (Partial)		250,000
2012	Wastewater (Sludge Thickener) Building L		100,000
2012	Golf Course Clubhouse		50,000
2013	Wastewater Building B		145,000
2014	Wastewater (Rehab Metal Roof Areas)		75,000
2014	Fire Stations #4		50,000

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 \$3,894,461. Based on a 25 year replacement cost, we should expect an average of approximately \$155,000 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	2010	2011	2012	2013	2014	Total
Facilities Wastewater	-	-	100,000	145,000	75,000	\$ 320,000
Wastewater Capital Projects						
Facilities MSB	-	250,000	-	-	-	\$ 250,000
Facilities Fire Station #4	-	-	-	-	50,000	\$ 50,000
Facilities Fire Station #6	350,000	-	-	-	-	\$ 350,000
Facilities Capital Projects	350,000	250,000	-	-	50,000	\$ 650,000
Facilities Golf Course	-	-	50,000	-	-	\$ 50,000
Golf Course Capital Projects						
Total - Roof Replacement	\$ 350,000	\$ 250,000	\$ 150,000	\$ 145,000	\$ 125,000	\$ 1,020,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Construction	350,000	250,000	150,000	145,000	125,000	\$ 1,020,000
Other	-	-	-	-	-	\$ -
Total	\$ 350,000	\$ 250,000	\$ 150,000	\$ 145,000	\$ 125,000	\$ 1,020,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Security & Life Safety Upgrades

PROJECT DESCRIPTION

Justification:

Wastewater Fire Protection: This facility was constructed without fire protection as it was not required at the time. Over the years, a number of facilities have expanded on this site. During off-hours there is only one employee on site. For the safety of the employee and to mitigate any damages, it is essential to install a basic notification system. Without a system, the chance of detecting fires in a timely fashion does not exist.

Water Plant Card Access: To replace the existing obsolete system with the current City's centralized card access system. Our vendor notified us in June of 2009 that they could no longer perform further repairs on the current system.

Discussion of operating cost impact:

These projects will improve protection against intrusion and against fire damage, thereby contributing to lower future maintenance costs and/or insurance loss. They are not expected to have any direct impact on operating costs. In addition, employee and property safety is greatly improved over the current status.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Facilities Fire protection	50,000	-	-	-	-	\$ 50,000
Wastewater Facilities Capital Projects	50,000	-	-	-	-	\$ 50,000
Facilities Card Access	45,000	-	-	-	-	\$ 45,000
Water Plant Facilities Capital Projects	45,000	-	-	-	-	\$ 45,000
Total - Security Upgrades	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	95,000	-	-	-	-	\$ 95,000
Total	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Waste Gas Boiler Installation

PROJECT DESCRIPTION

Justification:

The Wastewater Treatment Plant's anaerobic digesters are a sludge stabilizing process that produce digester gas. The digester gas is made up of approximately 65% methane gas along with a variety of "contaminant gases" and materials. The Wastewater facility produces over 200,000 ft³ of digester gas daily. The gas has an energy value of 600 btu per cubic foot. Currently, the plant does not have a process to capture that energy value.

A study performed in 2009 identified using the waste methane gas to fuel new boilers to heat the facilities and digester process. The annual natural gas savings is estimated to be \$300,000. Engineering is being completed during 2009 with construction anticipated for 2010.

Discussion of operating cost impact:

The operating cost impact of this project will include maintenance of all waste gas recovery equipment, offset by reduced energy costs from use of captured gas or by revenues from its sale. The actual energy cost savings is anticipated to be \$300,000 annually at natural gas prices at the time of the study.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Facilities						
Construction	2,050,000	-	-	-	-	\$ 2,050,000
Total - Wastewater Capital Projects	\$ 2,050,000	\$ -	\$ -	\$ -	\$ -	\$ 2,050,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	2,050,000	-	-	-	-	\$ 2,050,000
Other	-	-	-	-	-	\$ -
Total	\$ 2,050,000	\$ -	\$ -	\$ -	\$ -	\$ 2,050,000
Operating Cost Impact	\$ -	\$ (300,000)	\$ (300,000)	\$ (300,000)	\$ (300,000)	N/Q*

N/Q = Not Quantifiable

CITY OF APPLETON 2010 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 resolution to investigate options to address the deficiency and comply with code NR 204 for 180 days of required biosolids storage. Within the last year the Utility has demonstrated that biosolids composting may be a feasible and cost effective alternative to increased biosolids storage. By year 2012 the Utility will determine the best option for compliance with DNR requirements for 180 day storage requirements and associated capital improvements.

Effective composting would alter the Appleton wastewater biosolids classification under NR 204 from a Class-B to a Class-A material. Diverting a portion of biosolids through successful composting would reduce storage needs and allow wastewater to meet the 180-day storage requirement. The class A biosolids material could eliminate long hauling to suitable farm fields for land application. By maximizing storage, the composting option would also allow greater flexibility in scheduling and land application of Class B biosolids, further reducing costs. Composting challenges include consistency in ingredients, size of rows, turning durations, moisture and temperature control.

The Appleton Department of Public Works and Wastewater Utility are working with Outagamie County Solid Waste Department to seek potential cooperative solutions to composting and landfill cover needs. A plan has been developed to seek DNR permit, and conduct pilot composting to demonstrate the feasibility and assess costs for a cooperative composting operation. It is the intent to complete the feasibility study by 2010.

\$75,000 will be applied in each year of the proposed pilot project at Outagamie County Landfill from 2009 through 2010. These costs will be associated with a large scale demonstration and feasibility determination of outdoor windrow composting. \$125,000 will be applied in 2011 to engineering of a full scale process facility for sustainable production if the pilot demonstration proves successful. Alternatively, if composting is not successful, funds will be used for design/architecture planning for a biosolids building expansion. 2012 budget allocation may be related to capital improvements for either of these options depending upon the outcome of the demonstration studies.

*The building expansion will require the full \$1,500,000 if that option is pursued; composting options will cost less.

Discussion of operating cost impact:

O&M costs for continued land application of biosolids will closely follow cost increases in fuel, and significant program cost increases would be expected with this option. Program costs should be reduced by the composting option as hauling and application costs would be reduced but any reductions will not be quantifiable until completion of the study.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012*	2013	2014	Total
Wastewater & Study	75,000	-	-	-	-	\$ 75,000
Facilities Engineering	-	125,000	-	-	-	\$ 125,000
Construction	-	-	1,500,000	-	-	\$ 1,500,000
Total - Wastewater Capital Projects	\$ 75,000	\$ 125,000	\$ 1,500,000	\$ -	\$ -	\$ 1,700,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Study and Demonstration Testing	75,000	-	-	-	-	\$ 75,000
Engineering	-	125,000	-	-	-	\$ 125,000
Construction	-	-	1,500,000	-	-	\$ 1,500,000
Other	-	-	-	-	-	\$ -
Total	\$ 75,000	\$ 125,000	\$ 1,500,000	\$ -	\$ -	\$ 1,700,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Reclamation and Demolition of Old Water Plant Facility

PROJECT DESCRIPTION

Justification:

The old Water Plant remains unused since the new plant was put on-line in 2001. The facility was abandoned and has a significant amount of valuable assets that can be reclaimed, reused or recycled. These assets are declining in value as they continue to be left to deteriorate. In addition, the facility is deteriorating at a rapid pace and continues to require ongoing maintenance to keep it safe and secure from potential trespassers.

Rather than simply demolishing the building, this request suggests hiring a deconstruction firm to identify, coordinate and manage the deconstruction to maximize the value of current assets and to ensure any items remaining are properly disposed of. This process includes evaluating the reuse of items, securing buyers, and, as a final resort, recycling material. Assets in the plant include switchgears, motors, overhead crane, generators, cabling and wire, brick, wood, stainless steel, aluminum, tanks and overhead doors.

The cost of deconstruction can vary greatly. It is difficult to estimate the cost since contractor estimates vary greatly depending on workload and salvage value at the time of deconstruction. Reclamation of the property can decrease demolition costs by 30% to 100%. We anticipate offsetting approximately one-third to one-half of demolition costs through the revenues gained through reclamation. Finally, reusing and recycling materials ensures that our waste is diverted from landfills.

Discussion of operating cost impact:

Will reduce the time needed to mow grass, provide snow removal and the cost and labor of ongoing upkeep.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Facilities	Architect/Engineer	85,000	-	-	-	-	\$ 85,000
	Reclamation	800,000	-	-	-	-	\$ 800,000
Total - Facilities Capital Projects Fund		<u>\$ 885,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 885,000</u>

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	85,000	-	-	-	-	\$ 85,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	800,000	-	-	-	-	\$ 800,000
Total	\$ 885,000	\$ -	\$ -	\$ -	\$ -	\$ 885,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Parking Utility Maintenance and Equipment

PROJECT DESCRIPTION

Justification:

Consultant - Parking Ramp Structural Evaluations - Prior to 2009, each of the four City-owned parking ramps were inspected by structural engineering consultants. Written reports were prepared by the consultants, including detailed recommendations for short-term and long-term maintenance activities. Beginning in 2009, we consolidated these inspections to include all ramps within the same year, with subsequent inspections occurring on a 3-year basis. The next round of inspections is programmed for 2012. 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 Maintenance - As a follow-up to the consultant's structural evaluations, the City has developed an annual program for structural maintenance to all City-owned ramps. The goal of this program is to budget adequate funds for structural maintenance to the City's four parking ramps in accordance with the consultant's prioritized recommendations. The repairs and maintenance will ensure a safe parking environment for our customers and prolong the useful life of the City's ramps.

Midtown Ramp Cashier Booth Reconstruction - As it has aged, the existing cashier booth at the Midtown Ramp has required increased annual maintenance on its heating, electrical and hardware components. We estimate that many of these items will need to be replaced within an approximate 5-year timeframe. This booth also lacks sufficient space for on-site secured money storage or toilet facilities. Cashiers working in this booth are required to leave the booth in order to utilize off-site secured money storage and restrooms. The proposed 2010 reconstruction would correct all of these existing deficiencies and reduce our annual maintenance costs. This reconstruction would also address current problems in providing adequate heat in the winter months and would allow us to meet current accessibility standards.

Parking Lot Repairs - We anticipate the need for asphalt surface repairs to existing City-owned parking lots (Library Plaza, Lot 9) beginning in approximately 2011 with a second project in approximately 2013. These repairs will prolong the useful life of the facilities as well as limit liability exposure for the City.

Discussion of operating cost impact:

There are no anticipated operating cost impacts for these projects.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Parking	Ramps:						
	Structural Eval.	-	-	40,000	-	-	\$ 40,000
	Structural Maint.	75,000	75,000	75,000	75,000	75,000	\$ 375,000
	Midtown Booth	25,000	-	-	-	-	\$ 25,000
	Lot Repairs	-	35,000	-	35,000	-	\$ 70,000
Total - Parking Utility Capital Projects		\$ 100,000	\$ 110,000	\$ 115,000	\$ 110,000	\$ 75,000	\$ 510,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	100,000	110,000	75,000	110,000	75,000	\$ 470,000
Other	-	-	40,000	-	-	\$ 40,000
Total	\$ 100,000	\$ 110,000	\$ 115,000	\$ 110,000	\$ 75,000	\$ 510,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Radio Infrastructure

PROJECT DESCRIPTION

Justification:

The City of Appleton is operating on a conventional, repeater radio system on frequencies in the VHF and UHF bands. This repeater system with separate channels will become more difficult to use in the future with the increased demands of multiple users and limited channels. This inefficiency has influenced the decision of the Federal Communication Commission (FCC) to mandate a transition from wideband to narrowband operations. This mandate takes effect on January 1, 2013. The radio communications needs for the city will outgrow the capabilities of its present VHF and UHF system and we will eventually have to convert to a narrowband operation.

An integrated trunked radio system is a small number of radio channels shared by a large number of users. It also has the capacity to handle and assign several thousand talkgroups with increased reliability compared to a conventional radio system. Priority levels can also be assigned to assure the most critical services are provided for and will be granted access to the system during very busy conditions or emergencies.

FoxComm, the regional communications initiative between Brown, Calumet, Outagamie, and Winnebago counties completed a study that recommends a trunked 700/800 MHz voice communication system. This system would use simulcast trunked technology and conform to the P25 standard. Two alternatives are suggested; one a FoxComm-wide system and the second, four individual county systems.

Should FoxComm move forward with the recommendation, significant infrastructure upgrades, i.e., additional towers and transmitter/receivers would be required in the City of Appleton. Costs are being included in the 2011, 2012, and 2013 fiscal years on the assumption that a regional approach will be adopted. Actual costs will

Discussion of operating cost impact:

Since this project entails the replacement of the City's existing radio infrastructure, it is not anticipated that it will incur any additional operating cost.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Police	Communication - Radio Infrastructure	-	1,000,000	1,000,000	1,000,000	-	\$ 3,000,000
Total - Public Safety Capital Projects Fund		\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 3,000,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	1,000,000	1,000,000	1,000,000	-	\$ 3,000,000
Total	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 3,000,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Water Plant Secondary Membrane Treatment

PROJECT DESCRIPTION

Justification:

Secondary membrane treatment is Phase II of Water Plant Cold Water improvements recommended by CDM in 2008 for implementation over 2010 to 2013. The plant currently has a reliable membrane capacity of 9.9 MGD with needs for 12.5 MGD reliable supply. This is a production deficiency of 2.6 MGD in cold water and there is no production deficiency in warm water. The plant has a high rate of waste washwater recycle up to 20%. A maximum of 10% is allowed by DNR for backwash recycle. The additional 10% must be discharged to the sanitary sewer or reduced by treatment. Secondary membrane treatment can reduce this stream to less than 10% by utilizing it as feed water for secondary membrane treatment and producing finished water of the same or higher quality than currently provided. State of the art membrane materials and systems have advanced since the original installation and are capable of secondary membrane treatment with better removal efficiency and tolerance for turbidity than the existing Koch Membrane system.

Secondary membrane treatment will increase cold water production, treat membrane wash water as forward flow, reduce foulants to the Koch membrane system, and provide regulatory compliance with the 10% recycle rule. A 3.5 MGD reliable supply addition is proposed that will result in a total reliable supply of 13.4 MGD and total gross supply of 15.8 MGD, meeting future supply needs. The system will treat a combination of membrane washwater (MWW) and contactor effluent (CFE). The system will include construction of a new train of membranes in a water plant building addition that may include three to four pressure membrane stages.

Secondary membrane treatment requires pre-engineering that includes membrane pilot testing and secondary membrane system selection that is approved by WDNR. A selection process and piloting of secondary membrane systems would be done by vendors at the Appleton Water Treatment Plant during 2010 to 2011. Piloting is required by WDNR and phases of work include manufacturer pre-qualification, competitive qualification, and competitive final selection. The secondary membrane system found to be most suitable for the Plant and with the lowest capital and operating cost would be selected for construction in 2012 and 2013. The system would be constructed in a new building extension on the existing plant that is suited for a secondary membrane system. The building size would be approximately 65 x 70 feet. The available space in the existing primary membrane room could be utilized in future years should additional primary system capacity expansion be warranted by future customer demand. Waste from the secondary system was estimated to be up to 230,000 gallons per day.

Discussion of operating cost impact:

Operational costs will be increased for some items and reduced for others. The secondary membrane system will have additional pumping and membrane replacement operational costs. Approximately 1.0 MGD will be treated by secondary membranes rather than recycling to the head of the plant for repeat lime softening. This will reduce lime usage and lime solids disposal costs for the more expensive solids component. This will be a cost off-set to secondary membrane system pumping and membrane replacement operating costs. The system will serve to improve the water to the KMS system and improve performance resulting in longer backwash intervals and reduced cleaning.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Pre-Engineering and Pilot Testing						
Engineering	90,000	145,000	-	-	-	\$ 235,000
Equipment	70,000	90,000	-	-	-	\$ 160,000
Membrane System Construction						
Engineering	-	-	450,000	450,000	-	\$ 900,000
Construction	-	-	4,050,000	4,050,000	-	\$ 8,100,000
Total - Water Treatment Capital Projects	\$ 160,000	\$ 235,000	\$ 4,500,000	\$ 4,500,000	\$ -	\$ 9,395,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	160,000	235,000	450,000	450,000	-	\$ 1,295,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	4,050,000	4,050,000	-	\$ 8,100,000
Other	-	-	-	-	-	\$ -
Total	\$ 160,000	\$ 235,000	\$ 4,500,000	\$ 4,500,000	\$ -	\$ 9,395,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 200,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Water Tower Land Acquisition and Tower Construction

PROJECT DESCRIPTION

Justification:

This CIP includes water tower planning, site procurement, and tower construction based on the 2007 Water System master planning study that evaluated distribution system needs to year 2030. Towers at the following locations/pressure zones were identified in the study:

- 1) Main Pressure Zone (MPZ) Replacement of Oneida Tower - Located north of Fox River and South of Hwy 41
- 2) Main Pressure Zone (MPZ) Southeast Tower - Either a fire booster station or new tower are needed in the Southeast Industrial Park Area
- 3) North Pressure Zone (NPZ) Second Tower - Located in the Hwy JJ area

Focus in the next five to ten years should be on siting Items #1 and #2, both in the Main Pressure Zone (MPZ). Growth in the North Pressure Zone (NPZ) has been slow and Item #3 may not occur until after the 2030 planning period, and is not included in this CIP plan. Relocation of the Water Plant to the South side of the water service area has resulted in the need to establish a strong hydraulic grade line from south to north in the MPZ.

The 0.5 MG Oneida Tower was constructed in 1952 and will require replacement by year 2014 if major rehabilitation costs are to be avoided. The multilegged structure has shown significant corrosion based on the last inspection in 2008 and rehabilitation of this tower was estimated to cost over \$700,000. DNR is requiring major rehabilitation or replacement in the near future. Replacement of this tower (Item #1) with a 1.0 MG tower would better serve the water storage needs for water distribution north of the Fox River and south of Highway 41 in the MPZ. Six potential locations have been identified in this area based on an assessment by city staff. Final site selection is planned for 2010 based on an engineering analysis of the alternatives. An engineering firm will be hired to provide design, firm cost estimates, and site selection. The city owned hydraulic model will be used for site selection. Site purchase is also planned for 2010.

Low water pressure and inadequate tower supplied fire flow in the Southeast Industrial Park area of the city are an area identified in the Master Plan requiring improvement (Item #2). It is recommended that the engineering analysis in 2010 also include design, firm cost estimates, and site selection for this facility for planning purposes. Construction is planned for the 2015 to 2020 time period.

Discussion of operating cost impact:

Towers maintenance includes rehabilitation painting approximately every 15 to 20 years. In general, this cost is approximately \$20,000 per year for each tower in service. There would be no increase in these operational costs in the CIP plan since the new tower would replace Oneida tower in year 2014. New operating costs would be incurred with the new southeast fire pump station or tower. It is not included in this CIP because construction would be in the 2015 to 2020 time period.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Water	Site study	60,000	-	-	-	-	\$ 60,000
	Land Acquisition	120,000	-	-	-	-	\$ 120,000
	Construction	-	-	-	-	1,800,000	\$ 1,800,000
Total - Water Treatment Capital Projects		\$ 180,000	\$ -	\$ -	\$ -	\$ 1,800,000	\$ 1,980,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	60,000	-	-	-	-	\$ 60,000
Land Acquisition	120,000	-	-	-	-	\$ 120,000
Construction	-	-	-	-	1,800,000	\$ 1,800,000
Other	-	-	-	-	-	\$ -
Total	\$ 180,000	\$ -	\$ -	\$ -	\$ 1,800,000	\$ 1,980,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Additional Vehicle for Station Six

PROJECT DESCRIPTION

Justification:

Fire District Six is positioned in a high 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, a response vehicle is required.

It is anticipated that this unit could potentially be a quint-style apparatus providing aerial capability on the far north side of the community.

Discussion of operating cost impact:

The initial operating costs include salaries and fringe benefits for eight 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 and provide protective clothing for the eight additional employees.

DEPARTMENT PHASE	2010	2011	2012	2013	2013	Total
Fire Equipment	-	-	750,000	-	-	\$ 750,000
Total - Public Safety Capital Projects Fund	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ 750,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	750,000	-	-	\$ 750,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ 750,000
Operating Cost Impact	\$ -	\$ -	\$ 863,760	\$ 763,150	\$ 763,150	\$ 763,150

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Burners for Training Facility

PROJECT DESCRIPTION

Justification:

In 2001, the City of Appleton Fire Department constructed a fire training facility as part of the construction of Fire Station #6. A portion of the project that was critical to full effective use of the training structure was deleted as a result of concerns expressed by Fox Valley Technical College. That component was the installation of live fire props that allowed for gas-fueled fire scenarios to be installed. Since that time, there has been ongoing discussion with the FVTC staff and submittals for grant funding to implement the burners, though unsuccessful to date, with the support of FVTC.

The provision of live fire training for today's firefighters is absolutely critical. This is the most hazardous and time sensitive portion of the fire response activity and skill development is literally a matter of life and death for the responding firefighters. As we continue to be successful in preventing fires, the knowledge that was gained by experience years ago has now become negligible at best. While the preferred means of training is through the acquisition and burning of actual structures, this is a random event that is achieved on a very limited basis. Therefore, the best alternative we have is to implement controlled burn scenarios in a training structure. This approach would allow the department to train both new employees and existing staff in basic and advanced fire suppression skills and techniques on a regular basis. Given the low frequency of fires, it is inherently unsafe to expect that a fire officer is going to make the right decisions without live fire experience, either from actual incidents or developed through realistic training.

Discussion of operating cost impact:

This project would install live fire props in the training structure. There would need to be some adjustment in the operating budget to allow for gas usage and maintenance of the equipment.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Fire Equipment	-	275,000	-	-	-	\$ 275,000
Total - Public Safety Capital Projects Fund	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ 275,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	275,000	-	-	-	\$ 275,000
Total	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ 275,000
Operating Cost Impact	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Personal Protective Equipment

PROJECT DESCRIPTION

Justification:

A critical component for fire fighter safety is their personal protective equipment (PPE) (a.k.a. turnout coat and pants). Historically, the department budgeted replacement of PPE on a five-year cycle. As a result of budget reductions over the last five years, the replacement cycle has been increased significantly. The current National Fire Protection Association (NFPA) standard recommends that a primary set of PPE be no more than five years old. Additionally, the standard recommends that PPE five to ten years old can be retained and utilized for short periods of time while the primary set is being cleaned or repaired.

At our current funding level, it would take nine and a half years to replace the 95 sets of PPE currently in service. Based on this funding mechanism, our replacement cycle would expose firefighters to the hazards of firefighting with PPE outside of the recommendation by almost twice what is recommended.

In 2010, the department will have a total of 45 sets of PPE that will exceed the recommended five year primary set NFPA replacement recommendation. Of these 45 sets, 12 sets are six years old, 9 sets are seven years old, 20 sets are eight years old, 2 sets are nine years old, and 2 sets are ten years old. Additional funding options have been evaluated such as supplemental budget funding and grant funding with no success to date.

2010 = 45 @ \$1,500 = \$67,500
 2012 = 30 @ \$1,550 = \$46,500
 2014 = 20 @ \$1,600 = \$32,000

In addition to the increased age of our PPE, we have also seen an increasingly higher number of components that have failed or for which the repair cost exceeded the value of the component.

We seek CIP funding for these purchases because it a major expense and buying in bulk may have some purchasing advantages. Additionally, it is a scheduled expense. Based on NFPA standards, the protective gear has a lifespan of five years. Therefore, we are able to schedule out the replacement needs into the future, similar to other equipment.

Discussion of operating cost impact:

The current operating cost for personal protective equipment would remain the same to cover the cost of unforeseen repairs caused as a result of firefighting activities. In addition, the turnout coat and pants are only part of the components that come out of this operating line item. Boots, protective hoods, gloves, helmets, safety glasses, and miscellaneous PPE components are purchased to supplement the turnout coat and pants. The current line item is also used for the purchase of protective clothing for new employees. There is a grant submitted to help fund some of the cost of the protective gear.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Fire	Other	67,500	-	46,500	-	32,000	\$ 146,000
Total - Public Safety Capital Projects Fund		\$ 67,500	\$ -	\$ 46,500	\$ -	\$ 32,000	\$ 146,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	67,500	-	46,500	-	32,000	\$ 146,000
Total	\$ 67,500	\$ -	\$ 46,500	\$ -	\$ 32,000	\$ 146,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Rescue Boat Replacement

PROJECT DESCRIPTION

Justification:

The Fire Department's current rescue boat and motor is thirteen years old. The boat is a 19-foot aluminum John-style boat (with a six person capacity), with a Mercury 80 horsepower jet motor. Based on age and operational needs, the department is proposing to replace the current boat with a new style rescue boat.

The Appleton Fire Department has recognized the significant exposure that continues to expand with the on-going development of the Fox River throughout the City of Appleton and Fox Valley region. The Department trains and prepares for potential emergency responses along the waterway within the City limits. In addition, the department has also supported Sheriff's Department response when requested to provide additional assistance to safely perform rescue and/or recovery operations. With training and preparation comes the need to have the correct equipment to support rescue operations. This includes a watercraft that has versatility to operate in a wide range of changing water conditions, as well as a wide range of incident types (i.e. persons in the water, stranded boaters, fuel spills, fires along the waterway or on other watercraft, etc.). The section of the Fox River that runs through the City also poses the added challenge of having limited access (for trailered boats) to many of the sections of the river as a result of the three dams and four locks located within our response area.

Currently, the Fire Department has no capability of fighting a fire from the water should an incident occur with limited or no access from land. In addition, the current boat is heavy. Although it provides a stable platform in many conditions (including shallow water), it is limited in its abilities in strong currents (the downstream area of the dams). The jet motor allows for shallow water operations; however, it is heavy (120 hp power head for an 80 hp output) and has limited control (due to the nature of jet motors) in moving water conditions. The Fire Department requires a reliable watercraft and motor that is versatile and ready at a moment's notice as saving a life may depend upon it.

The replacement boat will be designed so it can meet the various challenges that the department encounters while working on the Fox River. In addition, it will provide additional capabilities for the department to conduct firefighting operations from the water, which we currently cannot perform. As a result of the opening of the Fox River navigational locks and the increased utilization of the riverfront throughout Appleton, we feel that these increased capabilities are warranted and necessary.

Discussion of operating cost impact:

Current operating costs include: fuel, routine maintenance, and potential repairs, due to the obstacles associated with water response in the Fox River throughout Appleton. The above-mentioned operating costs are currently captured within the fire department budget. No increase in operating cost is envisioned based on the replacement of the existing boat.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Fire	Other	-	-	-	-	27,000	\$ 27,000
Total - Public Safety Capital Projects Fund		\$ -	\$ -	\$ -	\$ -	\$ 27,000	\$ 27,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	27,000	\$ 27,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 27,000	\$ 27,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Self-Contained Breathing Apparatus and Spare Bottles

PROJECT DESCRIPTION

Justification:

The Appleton Fire Department has established a 10-year replacement cycle for the inventory of self-contained breathing apparatus (SCBA's). Since the current inventory of SCBA's was purchased in 2000, they will be due for replacement in 2011. The department has approximately 63 SCBA units currently in service at a replacement cost of \$7,300 per unit. Plus, there are 50 air bottles in service at a replacement cost of \$1,000 per bottle. In addition, the six supplied air breathing apparatus (SABA's) will also need to be replaced at a cost of \$3,000 per unit. This project recognizes the changing standards related to this type of equipment.

Discussion of operating cost impact:

This equipment will replace existing equipment; therefore, there is no expected operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Fire Equipment	-	527,900	-	-	-	\$ 527,900
Total - Public Safety Capital Projects Fund	\$ -	\$ 527,900	\$ -	\$ -	\$ -	\$ 527,900

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	527,900	-	-	-	\$ 527,900
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	\$ -	\$ 527,900	\$ -	\$ -	\$ -	\$ 527,900
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Radio Frequency Identification (RFID) conversion

PROJECT DESCRIPTION

Justification:

Radio frequency identification (RFID) technology is being increasingly used in libraries as a cost saving and productivity enhancing method. An advance over using barcodes on library materials, RFID tags can radically redesign how library materials are handled. Tags inserted in materials, when near an RFID scanner, can interact with the database, checking on or changing an item's status. This significantly reduces the need for materials to be individually held under a laser or for bar codes to be manually input. From checkout and check in to collection inventory and management, RFID can reduce the need for staff intervention.

Full implementation of RFID within the library will not only help patrons be more self-sufficient through more efficient self check systems, cut loss rates of stolen materials and reduce the volume of repetitive scanning and sorting, but also impact health care costs by reducing repetitive stress injuries. This process will require tags and conversion equipment to be purchased in the first year, additional tags in year two and in the third year purchasing new self check stations, staff checkout and checkin stations and security gates the library can go live with RFID.

RFID has been recommended by the Library's facility study. Full implementation of the material sorting components cannot be implemented without facility changes; however the tagging, checkout, check in and security advantages could be realized even in the current facility. Consultants estimated costs for conversion varies per item in the collection, with the cost depending on the options selected for self-check, security, etc. Costs projected here are estimated at less than \$.83 per item. APL currently has about 405,000 items. While much of the conversion work will be done utilizing volunteers, we have included funds for part time unbenefitted temporary staff to work with volunteers to complete the tagging process in first 2 years. OWLS has agreed to work together in developing and implementing standards for this technology.

There are several areas of impact: inventory control, security and improved self-checks and automated materials handling. Except for automated materials handling, we would begin to see some efficiencies in 2 years. We are also expecting reductions in lost or stolen items, improved and faster self-check and reduced health care costs. Costs and timing for check-in and sorting equipment are estimates and will be modified in any building project. Technology improvements will likely reduce costs, and scale of implementation is a future decision.

Discussion of operating cost impact:

Conversion to RFID should save staff (and patron) time checking materials in and out. With current growth of use, this would not reduce current staff, but would reduce the need for additional staff. Additionally, it will reduce repetitive stress injuries and resultant health care costs. Inventory control and materials security will be substantially enhanced and shelving delays reduced.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Library	Tags	100,000	100,000	-	-	-	\$ 200,000
Library	Conversion Equipment	9,000	-	-	-	-	\$ 9,000
Library	Circulation/Security Equipment	-	-	114,500	-	-	\$ 114,500
Library	Staff to convert	5,000	5,000	-	-	-	\$ 10,000
Library	Check-in equipmt.	-	-	-	200,000	-	\$ 200,000
Total - Library Capital Projects Fund		\$ 114,000	\$ 105,000	\$ 114,500	\$ 200,000	\$ -	\$ 533,500

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	114,000	105,000	114,500	200,000	-	\$ 533,500
Total	\$ 114,000	\$ 105,000	\$ 114,500	\$ 200,000	\$ -	\$ 533,500
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Portable Radios

PROJECT DESCRIPTION

Justification:

As the radio spectrum becomes more congested, there has been a significant increase in interference between repeaters and radio communications, as well as a decrease in roaming capacity and channel reuse. To improve spectrum efficiency and provide secure communication for public safety, the Federal Communications Commission (FCC) has mandated that all public safety users migrate to narrowband technology by 2013.

The Association of Public Safety Communications Officials (APCO) developed the Project 25 (P25) standards that enable changes from existing analog systems to narrowband public safety digital P25 systems. The existing wideband portable radios used extensively by the Police Department have exceeded their life expectancy and cannot be improved through modifications.

Changes to the radio infrastructure under consideration by FoxComm would have a significant impact on our selection of portable radios. With the pending decision by FoxComm, our request to replace 123 portable radios to comply with FCC mandates and P25 standards will be postponed until 2010

The estimated cost is \$2,500 per radio.

	Number	Amount
Operations (sworn staff)	77	\$ 192,500
Support Services (sworn staff)	31	77,500
Community Service Officers	15	37,500
Total	123	\$ 307,500

The Fire Department's portable radios will need to be brought into compliance with APCO 25 by 2012. Therefore it is requested they be replaced in 2011.

Discussion of operating cost impact:

Since we currently include maintenance of portable radios in our budget, no additional operating cost will be incurred.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Police	Portable Radios	307,500	-	-	-	-	\$ 307,500
Fire	Portable Radios	-	280,000	-	-	-	\$ 280,000
Total - Public Safety Capital Projects Fund		\$ 307,500	\$ 280,000	\$ -	\$ -	\$ -	\$ 587,500

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	307,500	280,000	-	-	-	\$ 587,500
Total	\$ 307,500	\$ 280,000	\$ -	\$ -	\$ -	\$ 587,500
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Engineering Administration

PROJECT DESCRIPTION

Justification:

Survey Instrument Replacement/Upgrade - Robotic Total Station or GPS Unit (2014)

This survey instrument would be a replacement for our only remaining standard(non-robotic) Total Station that would be approximately 15 years old at it's proposed time of replacement (2014). A Robotic Total Station provides 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 dictated. 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 spacially 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 best meet the needs of the City prior to making any purchase.

Discussion of operating cost impact:

This survey instrument would allow us to more efficiently utilize existing staff to complete a larger volume of work without the need for additional survey staff.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
DPW	Robotic Total Station / GPS	-	-	-	-	35,000	\$ 35,000
Total - Public Works		\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000
Capital Projects Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	35,000	\$ 35,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Equipment (Under jurisdiction of Department of Public Works)

PROJECT DESCRIPTION

Justification:

High Efficiency Sweeper Upgrade (\$60,000) - Based on information received during the development of the stormwater management plan, it is the recommendation of our consultant and the department to purchase a high-efficiency vacuum sweeper in 2011 and 2012, when the respective mechanical sweepers are up for replacement, and to purchase an additional new high-efficiency vacuum sweeper in 2013. This is consistent with the Council approved City-wide stormwater management plan. The City purchased its first high-efficiency sweeper in 2009, also per the City-wide stormwater management plan.

Changing 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 and aid in the reduction of nonpoint source pollution.

Sweeper Upgrade – 2011 (\$50,000)

The existing parking ramp sweeper is scheduled for replacement in 2010. While evaluating available equipment options, we identified advanced technology sweepers that are able to provide a much wider variety of uses. Beyond the current use in the City's four public parking ramps, this unit would be available for cleaning numerous other City owned facilities in the downtown area including Houdini Plaza, Soldier's Square, other City parking ramps and surface lots, as well as sidewalks along College Avenue and surrounding areas. This particular unit has vacuum capability for large diameter debris as well as a much higher rate of travel which will aid in efficient travel throughout and between facilities. Changing 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 and aid in the reduction of nonpoint source pollution. We are proposing to delay the scheduled 2010 replacement of our existing ramp sweeper with this high-efficiency upgrade in 2011.

New Sweeper Purchase - 2014 (\$25,000)

In conjunction with the 2011 sweeper upgrade described above, an additional vacuum sweeper is proposed for purchase in 2014. This second sweeper will provide for the increased frequency of sweeping needed to help meet the stormwater quality requirements for our parking facilities. It would offer many similar features the proposed 2011 sweeper upgrade, but would be a smaller and more maneuverable to better reach the more confined areas of our ramps. This unit would also be available for use by other City Departments at appropriate City of Appleton facilities in the downtown area.

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	2010	2011	2012	2013	2014	Total
Stormwater Sweeper Upgrades Stormwater Capital Projects	-	110,000	60,000	250,000	25,000	\$ 445,000
Total - Public Works Equipment	\$ -	\$ 110,000	\$ 60,000	\$ 250,000	\$ 25,000	\$ 445,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	110,000	60,000	250,000	25,000	\$ 445,000
Total	\$ -	\$ 110,000	\$ 60,000	\$ 250,000	\$ 25,000	\$ 445,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	\$ -

* NQ = Not Quantifiable

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Replacement of Radio Read System for Water Meters

PROJECT DESCRIPTION

Justification:

The current radio read system (TRACE) for water meters was installed over an eight (8) year period starting in 1999. This technology sold to the City by Badger Meter Company is no longer available. Technical support for the reading units are no longer covered by a service contract and have to be repaired on a time and material basis as long as the company is willing to support this technology. We have enough TRACE units to keep our system going for the next 5 to 8 years. However, the City needs to start planning for a new system within the next 5 years.

Discussion of operating cost impact:

Since this project represents the replacement of existing equipment, there is no expected operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
DPW Replacement of Automated Meter Reading system Planning	-	-	-	-	500,000	\$ 500,000
Total - Water Utility Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	500,000	\$ 500,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Technology Upgrades

PROJECT DESCRIPTION

Justification:

Video Conference - Since 2002, the Fire Department has utilized a video conferencing system in an effort to reduce travel time and increase efficiency in delivering classroom-style training and conducting common meetings. The system has provided significant benefits in these areas but the current equipment is now showing itself to be limited in utility and we have seen increasing challenges as the controlling equipment ages. Several equipment failures have occurred that have been costly to repair due to this age of the system. Our current system is not adequate to effectively implement the option of connecting with outside agencies. The intent here is to expand the capabilities and use of the system to benefit Fire, Police, Health and others to reduce travel requirements for meetings and training. This also provides for an updated system that will allow the addition of sites within the City, which could be utilized as part of the emergency management coordination system with or without full implementation of the Emergency Operations Center. This would improve critical information sharing during emergency events and allow participation from critical members of the emergency management team in a way that would minimize impact to staffing during a critical event. It is anticipated that the system would also allow remote meetings with partners in State government (WEM, Div. of Health, etc) that would have significant value to other city departments. In addition, this could be a tool for any City employee who can schedule remote meetings including the Health Officer, Mayor, Community Development, DPW, etc.

AutoCAD - We utilize AutoCAD as the main City drafting program for DPW engineers as well as in other City departments. Our current version (AutoCAD 2007) will no longer be supported by the vendor after early 2010. This request will incorporate the costs to upgrade the current seats to the latest available version and put us in a subscription model that will provide all future upgrades through our payment of annual support fees through the operational budget beginning in 2011.

Microsoft Office 2007 - With Council approval in 2008, we entered into a three year Enterprise Agreement with Microsoft which included payments of \$70,656/year plus any new licenses for the subsequent 2 years (2009 and 2010). This CIP item reflects that decision with estimated requirements for new licensing included. Beginning in 2011, the operating budget will include the annual support payments to keep current on these products.

Discussion of operating cost impact:

Video Conferencing carries an approx. \$15,000/year support cost beginning in 2012. MS Office support cost will impact the operating budget beginning in 2011 with the annual cost dropping to approx. \$32,000/year for the subsequent three years. Annual AutoCAD subscriptions costs will increase by approx. \$9,000/year beginning in 2011, however all future upgrades will be included in this model without additional cost.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Tech. Services Video Conference	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$ 165,000
AutoCAD	41,500	-	-	-	-	41,500
MS Office	71,500	-	-	-	-	71,500
Total - Technology Capital Projects Fund	\$ 113,000	\$ 165,000	\$ -	\$ -	\$ -	\$ 278,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	113,000	165,000	-	-	-	278,000
Total	\$ 113,000	\$ 165,000	\$ -	\$ -	\$ -	\$ 278,000
Operating Cost Impact	\$ -	\$ 41,000	\$ 56,000	\$ 56,000	\$ 56,000	\$ 209,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Wireless Broadband Access

PROJECT DESCRIPTION

Justification:

Wireless Access - In 2007, a resolution was passed by Common Council to proceed with the planning and piloting of wireless broadband access for the City. In 2008, a feasibility study was completed which indicated this project was feasible and could provide substantial benefit to member agencies. While there have been press reports about some other communities' failed attempts at this, there have been just as many success stories. The study indicated we were approaching this through the model that has been shown to be successful. An RFP was completed in June 2008 and we are in the process of coordinating the build out of the initial pilot project along College Ave from STH 441 to the Fox River Mall. Municipal wireless networks are designed to improve government effectiveness, broaden digital inclusion and support economic development.

We recognize that growth of the wireless network will be inevitable, but initially it will have to provide:

- a. Secondary connection services for Public safety personnel on a private network.
- b. Real time, secure access to information that City staff currently have to go back to office to retrieve.
- c. Access to video services from certain sites that are currently outside of fiber or radio connectivity.

The wireless network should be able to expand and partner with municipal services, utilities or Internet providers to offer potential services such as the following:

- a. Data collection from utilities' meters.
- b. Transmission of video or security information from schools to emergency or safety personnel.
- c. Wireless Internet access; fees to be paid by users but there should be reduced fees for low income households or users.
- d. Coordination with business development plans to establish core locations of Internet access for planned business growth.

This request is for funding to continue the process of expanding this technology to allow for fuller implementation through a partnership with INFOCIS (City of Appleton, Outagamie County, Winnebago County, City of Neenah, Grand Chute, FVTC and Appleton Area Schools). The City is deemed as the fiscal agent, budgeting for the full cost and then recovering portions of the cost from the member agencies in a manner to be approved by all participant jurisdictions. It is estimated the City's final portion would be approximately 40% of the total cost. Since the pilot project is being implemented in 2009, it is anticipated that the current approved/amended CIP for 2009 would be carried over into 2010 to fund expansion of the system in that year. Additional expansion is planned for 2011 and 2012.

Discussion of operating cost impact:

Operating cost impact for these projects are expected to be minimal and limited to the maintenance of any systems put in place. It is also expected that these enhancements will result in an increase in labor efficiency but that impact is not currently quantifiable. That impact is to be part of the pilot project analysis once implemented.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Tech. Services Wireless Access	\$ -	\$ 475,000	\$ 250,000	\$ -	\$ -	\$ 725,000
Total - Technology Capital Projects Fund	\$ -	\$ 475,000	\$ 250,000	\$ -	\$ -	\$ 725,000

COST ANALYSIS

Components	Estimated Cash Flows					
	2010	2011	2012	2013	2014	Total
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	-	475,000	250,000	-	-	725,000
Other	-	-	-	-	-	-
Total	\$ -	\$ 475,000	\$ 250,000	\$ -	\$ -	\$ 725,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

*N/Q - Not quantifiable

CITY OF APPLETON 2010 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 and identified a need for installation of 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 of 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 boil water orders in the event of a tower outage or large water main break or fire. The three pressure zones include: A) Primary Pressure Zone, B) Ridgeway Pressure Zone, and C) North Pressure Zone. Two PRVs are needed between the North Pressure Zone / Ridgeway Zone, with the first under construction in 2009 at Richmond St and Crossing Meadows Ln. (Station No.1). The second station is recommended at Knollwood at Highview Park (Stations No. 2). Installation of a station between North Pressure Zone / Main Zone (Station No. 3) is recommended at Edgewood Ln. and Apple Creek Rd, and a station between Ridgeway Zone / Main Zone (Station No. 4) is recommended at Meade St. and Castlebury Ln.

Station No. 1 constructed in 2009 is an above ground structure. Future stations may be above or below ground depending on the site characteristics and restrictions. 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 at rates ranging from 100 to 2500 gallons per minute.

Station No. 3 at Applecreek Ln. and Edgewood Dr. is planned in year 2011 and Station No. 4 at Meade St. and Castlebury Ln. is planned in year 2014. Station No. 2 is planned during the 2015-2019 period.

Discussion of operating cost impact:

The three pressure zone control valve stations are new facilities that will require upkeep and periodic SCADA upgrade. The ongoing operating cost is estimated to be \$2,500 annually at each station.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Water Utility	Engineering	-	29,000	-	-	32,000	\$ 61,000
	Land + Station	-	201,000	-	-	218,000	\$ 419,000
Total - Water Treatment Capital Projects		\$ -	\$ 230,000	\$ -	\$ -	\$ 250,000	\$ 480,000

COST ANALYSIS

Components	Estimated Cash Flows						Total
	2010	2011	2012	2013	2014		
Planning	-	29,000	-	-	32,000	\$ 61,000	
Land Acquisition	-	25,000	-	-	40,000	\$ 65,000	
Construction	-	176,000	-	-	178,000	\$ 354,000	
Other	-	-	-	-	-	\$ -	
Total	\$ -	\$ 230,000	\$ -	\$ -	\$ 250,000	\$ 480,000	
Operating Cost Impact	\$ -	\$ 1,250	\$ 2,500	\$ 2,500	\$ 5,000	\$ 11,250	

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lake Station Traveling Screen Replacement

PROJECT DESCRIPTION

Justification:

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 from the Lake Station to the Water Treatment Facility. The existing traveling screen was installed in 1969 and has a thirty year life expectancy. It has a rotating screen with screen washing mechanism. The traveling screen is planned for replacement to provide reliability for this essential component of the raw water intake system.

An evaluation of traveling screen alternatives was provided by CDM as Phase 3 of recommended Cold Water Capacity Study improvements. It was determined that two major improvements should be made in the replacement screen. The first improvement was to incorporate a finer screen section that could be implemented during periods Lake Winnebago algae bloom in order to remove some algae mechanically and reduce some the potassium permanganate dosages. Potassium permanganate is a high cost chemical that is currently applied at high dosages during algae blooms to oxidize and destroy algae cells for settling in the water plant lime softening process. The second improvement was to provide a conveyance system for the wastes to be collected and disposed. Currently there is no removal system and any large objects need to be manually removed from the screen and finer wastes are recycled by gravity flow back to the intake line. The intake screen may also have a heating capability so that it can pass any ice jams from intake icing.

The traveling screen replacement is scheduled for year 2014 at a cost of \$800,000.

Discussion of operating cost impact:

Some operating costs may increase and some may decrease. Cost decrease would be due to reduced potassium permanganate usage. Cost increase would be due to disposal of screenings from a conveyor to a roll-off box similar to the system for wastewater treatment plant disposal of grit and screenings. An estimate of O&M costs at this time would be no net change.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Water Utility	-	-	-	-	800,000	\$ 800,000
Total - Water Treatment Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	800,000	\$ 800,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Aeration Tank Diffuser Replacement

PROJECT DESCRIPTION

Justification:

The wastewater treatment plant air production, distribution, and dispersion systems are essential components of the activated sludge process. The process is energy intensive for electrical use and life cycle replacements have focused on maximizing systems efficiency. Large sections of corroded and leaking air distribution piping were replaced with stainless steel in 2008. Blowers for air production will include variable frequency drives installation in 2009.

Air diffusers, which dispense air in the activated sludge process were installed in 1992 and had a life expectancy of 10 years and are now in need of replacement. Presently, in order to perform maintenance on the diffusers, large process tanks need to be placed out of service to repair or replace a single diffuser. Due to the life of the diffusers, air is currently being over applied due to the loss of oxygen transfer efficiency of the diffusers over time. The 2009 Aeration Variable Frequency Drive (VFD) CIP Project will specify the type and manufacturer for the 2011 diffuser replacement. New efficient VFD blowers will then be matched with efficient air diffusers and equipment will be less likely to fail. In addition, equal air distribution equates to a better environment for introducing dissolved oxygen that the process microlife need in order to respire and consume waste. Air distribution will occur more evenly without short-circuiting.

Discussion of operating cost impact:

Maintenance costs will be reduced, with a new air diffuser installation. O&M savings are not quantifiable at this time for the individual components that will add efficiency to the air production, distribution and dispersion systems. An overall 10% reduction in electrical use is anticipated.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Wastewater	Equipment	-	230,000	-	-	-	\$ 230,000
	Engineering	-	20,000	-	-	-	\$ 20,000
Total - DNR Replacement Fund		\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000

COST ANALYSIS

Components	Estimated Cash Flows					
	2010	2011	2012	2013	2014	Total
Planning	-	20,000	-	-	-	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	230,000	-	-	-	\$ 230,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
Operating Cost Impact	\$ -	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bar Screen Replacements

PROJECT DESCRIPTION

Justification:

Bar Screens are a vital "first step" in removing large solids and debris from the waste stream. Three Bar Screen systems are located in the Grit and Screen Building including #1, #2 and #3. #1 and #2 installations are 2" and 3/4" screens respectively that pass an excessive amount of solids, especially during high flow events. #3 Screen was replaced in 2008 with 1/4" and has performed very well, reducing maintenance needs in downstream processes. This project will minimize the amount of undesirable material (trash and debris) in downstream processes and the biosolids product and will ensure operational reliability at the critical headworks of the plant. The additional equipment will also augment the current process and reduce manpower requirements during high flow conditions.

A bar screen fine screen capacity of over 100 MGD is desired to meet screening needs during high flow events that traditionally are a source of many fouling materials introduced into down stream processes. The #3 Bar Screen installed in 2008 has a capacity of approximately 50 MGD. The conversion of Bar Screen #2 to 1/4 screen and the addition of screenings handling equipment would effectively double the fine screen capacity. Bar Screen #1 would continue as an emergency screening system and would not be recommended for fine screen replacement in the near future.

This Capital Improvement Project would include the removal of the existing #2 Bar Screen equipment and the installation of a fine screen similar or equal to the #3 screen. Current treatment technology also includes screening washers and compactors. This project would also include conveying equipment from screens to compactors and from compactors to a roll-off box.

Discussion of operating cost impact:

This project will allow manpower savings related to extra operations and maintenance during and after high flow events. This staff time can be better used for scheduled maintenance activities such as preventative maintenance programs. Some higher costs in additional screenings disposal would be offset by reduced maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Wastewater	Engineering	-	-	-	85,000	-	\$ 85,000
	Construction	-	-	-	850,000	-	\$ 850,000
Total - DNR Replacement Fund		\$ -	\$ -	\$ -	\$ 935,000	\$ -	\$ 935,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	85,000	-	\$ 85,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	850,000	-	\$ 850,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 935,000	\$ -	\$ 935,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Effluent Flow Meter Improvements

PROJECT DESCRIPTION

Justification:

Accurate influent and effluent flow metering is required to identify input, sidestreams both in and out, and effluent discharge to the Fox River. The Wastewater Treatment Plant currently has metered influent but does not have metered effluent flow. Department of Natural Resources (DNR) requires effluent flow metering to accurately report the effluent leaving the wastewater treatment plant. DNR has mandated that the Utility install this capability for effluent flow pollutant loadings to the Fox River which is now an estimate based on influent flow metering.

The AWWTP has attempted to meet DNR's effluent flow measuring requirements. A meter installation was completed during the plant expansion in the early 1990s and was not successful. Another meter trial was conducted with a similar technology in 2001 without success. Both of these meter technologies relied on using the wastewater effluent solids as an indicator of velocity and flow. The AWWTP has excellent solids removal rates (e.g., 98 - 100%) and therefore the flow could not be measured accurately with these devices. Staff have recently piloted new meters and have little confidence that these meters have advanced to overcome this limitation.

The plant uses parshall flumes at the plant headworks. These flumes have a proven track record and are proposed for an effluent installation. Parshall flumes accurately measure flow based on the hydraulic properties of water and this method is proposed for installation in the two final effluent channels that feed the three plant outfalls. This project will include professional services for design, bidding and construction administration. Construction will include two parshall flumes, controls equipment, as well as SCADA and PLC integration. With the installation of parshall flumes and completion of this project, the AWWTP will return to full regulatory compliance.

Discussion of operating cost impact:

The wastewater plant will pay accurate NR 101 discharge fees due to accurate effluent metering. The current protracted compliance schedule will end with DNR. Potential fines or growth restrictions could result if this compliance requirement is not met.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Wastewater	Engineering	-	-	-	-	110,000	\$ 110,000
	Flume Construction	-	-	-	-	1,090,000	\$ 1,090,000
Total - Wastewater Capital Projects		\$ -	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	110,000	\$ 110,000
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	-	1,090,000	\$ 1,090,000
Other	-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000
Operating Cost Impact	-	-	-	-	-	-

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lift Station Renovations

PROJECT DESCRIPTION

Justification:

The Northwest Lift Station was installed in 1959 and rebuilt with new pumps in 1977. The lift station is located in Kiwanis Park and is the second largest lift station of the fifteen lift stations in the city with a pump capacity of 1.87 MGD. The station includes a 38,000 gallon wet well with two 850 gpm pumps, and an emergency generator. The station pumps and controls have reached their useful life and no longer keep up with high flow events increasing the potential for sanitary sewer bypasses and basement backups. A recent moderate rain event in the spring of 2009 nearly resulted in a sanitary sewer overflow within the service area of the station.

The current pump conditions create excessive pump run times which increases electrical costs. New pumps will be installed with energy efficient motors and variable frequency drives to reduce station electrical costs. The new pumps will be designed to address infiltration and inflow during rain events. The current controls use instruments that contain hazardous elemental mercury. The mercury system will be taken out of service and disposed of appropriately as part of this project. Other station upgrades include flow monitoring, wet well controls, and pump programming. Station telemetry has also become obsolete and an upgrade is required for continued station communication to the wastewater plant. This project will require professional service to conduct a Sewer System Evaluation Survey and engineering services to prepare bidding documents. The project also requires Wisconsin Department of Natural Resources authorization.

Discussion of operating cost impact:

Installing newer and/or correctly sized pumps with variable frequency drives will restore proper function to the station and reduce electrical costs. The design engineering report will quantify electrical savings.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Wastewater	Engineering	79,000	-	-	-	-	\$ 79,000
	Construction	450,000	-	-	-	-	\$ 450,000
Wastewater Capital Projects		<u>\$ 529,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 529,000</u>

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	79,000	-	-	-	-	\$ 79,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	450,000	-	-	-	-	\$ 450,000
Other	-	-	-	-	-	\$ -
Total	\$ 529,000	\$ -	\$ -	\$ -	\$ -	\$ 529,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Receiving Station Improvements

PROJECT DESCRIPTION

Justification:

The AWWTP began accepting hauled wastes from out of the Appleton sewer service area in 1999. Since that time the program has expanded and a second receiving tank was created. The current annual revenue from this program is approximately \$500,000. Tanker trucks deliver waste to one of two receiving station tanks. Haulers are currently billed by the Utilities based on volumes discharged. The program intent is to use available treatment capacity to offset community treatment expenses with the acceptance of wastes. The majority of the wastes are from food based industries and some wastes are high in salts (chlorides). Some of the metal and concrete structures and equipment have been degraded or corroded due to exposure to aggressive wastes over time.

This project would include the equipment and labor to prepare equipment and tank surfaces and coat them with an epoxy protective coating. The tanks also require trap modifications and sample taps to be fabricated and installed. Trap modification would remove undesirable material prior to discharge to the tanks. Sample taps would allow for a sample to be taken while the waste is being discharged. The analyzed sample will be used for billing and verification of waste discharged according to the hauler's permit.

Discussion of operating cost impact:

Project will extend the life of equipment and tanks reducing future capital costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Wastewater	Engineering	-	-	20,000	-	-	\$ 20,000
	Construction	-	-	155,000	-	-	\$ 155,000
Total - Wastewater Capital Projects		\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	20,000	-	-	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	155,000	-	-	\$ 155,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: SpectraLink Phone System for Wastewater Treatment Plant

PROJECT DESCRIPTION

Justification:

For safety (man-down), security, efficiency and response reasons, the Wastewater Treatment Plant has maintained 100% wireless phone coverage throughout the interior and outdoor areas of their campus since 2000. The system that was installed at that time utilized a now obsolete analog technology to connect with SpectraLink wireless telephones. The company that did the installation no longer supports this technology and the computer that manages it has long outlived its anticipated life. Should a failure occur with any critical portion of the current system, the plant would no longer have full communication coverage. Other available options, such as cell phones do not operate well due to the tunnels and construction materials that block these signals.

In 2004, the City replaced the majority of phone systems with a VoIP (voice over internet protocol) system. All wired (office) phones at Wastewater were replaced at that time. Consideration was also given to replacing this wireless system at that time, but the budget for the phone system replacement did not support the costs required and it was determined an alternative at that point was to bridge the two systems together. It was understood at that time that the wireless system would need to be replaced, or an alternative found within a few years of the VoIP project completion.

In 2008 a survey was completed to determine the scope of work that would be required to replace the current system. That survey indicated 154 access points would need to be installed throughout the plant to obtain the 100% coverage needed. With the recent development of the Interactive Network of the Fox Cities (INFOCIS) outdoor wireless project, we have determined the external coverage can be provided through that method which will allow the number of additional access points to be reduced to 136.

Costs for this entire project would be expected to be approximately \$150,000. This includes the recabling of all internal buildings and tunnels, purchase and installation of access points, switches, licensing as well as the cost for replacement SpectraLink phones that utilize the newer technology. Completion of this project will also allow other wireless devices (such as laptops) to connect to the City network for data as well as the voice communications. It will minimize or eliminate the need for any additional cabling to move or install new computers anywhere in the plant and will result in this system being compatible with other wireless systems throughout the City. The new SpectraLink phones could be used anywhere there is City wireless coverage. With a minor change at the new Water plant, this will enable the wireless phones to be interchangeable between the plants.

We have attempted to look at other options for this, but the current system is outdated, and no one could be found who was familiar with this older system. Parts and original software are no longer available. It is critical that a plan be implemented to replace this system now in order to mitigate the risk of a certain failure sometime in the future, or minimize the time the plant is without full communications should a failure occur before project completion. The proposed new system utilizes industry standard equipment and protocols which would be expected to remain supportable for a minimum of 15 or more years.

Discussion of operating cost impact:

Operating expense is consistent with the existing system and includes expense to replace batteries, fix damaged phones and replace lost and damaged phones.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Wastewater Phone System	-	150,000	-	-	-	\$ 150,000
	-	-	-	-	-	-
Total - Wastewater Capital Projects	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	150,000	-	-	-	\$ 150,000
Total	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Operating Cost Impact	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 6,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: TMDL Related Wastewater Facility Planning

PROJECT DESCRIPTION

Justification:

Total Maximum Daily Load (TMDL) regulations will lower effluent standards for phosphorus and total suspended solids discharges of the Appleton Wastewater Treatment Plant (AWWTP) in the future. The Wisconsin Department of Natural Resources (WDNR) implements point source load allocations through permits issued under the Wisconsin Pollutant Discharge Elimination System (WPDES) program. The WDNR has selected an advisory committee and a suggested an effluent limit of 0.1 mg/l or less be imposed for point sources with WPDES permits on the Lower Fox River (LFR). This proposed limit is substantially lower than the 1.0 mg/l current limit. The current treatment plant processes were not designed to remove phosphorous or suspended solids to these levels and cannot meet these new limits as they have been proposed.

As TMDL limits become established for the LFR and the AWWTP in the future, it is expected that new limits will be in a future WPDES permit. A five year estimate was used as the next WPDES permit cycle is 2009-2013. A Facilities Study of TMDL related AWWTP improvements will be an important planning basis for capital planning that will result in future regulatory compliance. It is likely that advanced treatment beyond the current secondary treatment will be needed. These processes could include advanced wastewater treatment processes such as biological phosphorus removal, or tertiary treatment such as filtration or membrane bioreactors. In addition to phosphorus and solids TMDLs, compliance with other new standards such as mercury and ammonia will be evaluated. The study would assess the existing facility for the most cost effective improvements that meet new regulatory standards. The economic portion of the study would define capital costs, operating and maintenance costs into a present worth analysis for comparison. Other non-economic impacts will also be reported as well as process reliability to determine the best improvement solutions. The study will also provide preliminary design for future capital planning. Improvements may be large scale on the order of the major capital improvement work done in the early 1990s that provided excellent regulatory compliance and operations since this time with current regulations.

Discussion of operating cost impact:

This study will evaluate treatment options that will allow the AWWTP to meet the TMDL and other regulatory standards in compliance with the WPDES permit. 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 study.

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Wastewater TMDL Study	-	-	-	125,000	-	\$ 125,000
Total - Wastewater Capital Projects	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ 125,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	125,000	-	\$ 125,000
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other - Equipment	-	-	-	-	-	-
Total	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ 125,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Reid Golf Course - Course Improvements

PROJECT DESCRIPTION

Justification:

In 1988 a master plan was developed for Reid Golf Course. The master plan was initiated to address the following concerns: maintenance facilities, clubhouse facilities, parking, safety issues on course (driving range), and course improvements. Since that time, the maintenance facilities have been significantly upgraded and the clubhouse was remodeled in the mid-1990's. In 2002, a Golf Advisory Committee was formed to provide user input. The Golf Advisory Committee focused initially on capital improvements needed at the golf course.

Desired improvements for 2011 include improvements and surfacing to golf cart paths on tees #1 and #10.

Discussion of operating cost impact:

The improvements to the cart paths on #1 and #10 tees would not have a significant impact on operational costs, but would provide a more stable surface to better handle the traffic at these tees.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Cart path improv.	-	25,000	-	-	-	\$ 25,000
Total - Reid Municipal Golf Course Capital Projects	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	25,000	-	-	-	\$ 25,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Operating Cost Impact	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Appleton Memorial Park - Athletic Field Renovations

PROJECT DESCRIPTION

Justification:

In 2001, the Parks and Recreation Department commissioned a study of the athletic facilities at Appleton Memorial Park. The study became necessary because of the aging condition of the softball complex and baseball diamond, the development of diamonds #4 - #6, concession opportunities, press boxes, utility areas and possible irrigation to maintain turf standards. The study was also commissioned to review the need for athletic facilities at Appleton Memorial Park relative to the current development of USA Youth Sports Complex and other athletic facilities. 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 has developed a program to address those improvements. A concept plan for future improvements to the athletic complex was approved by the Council in 2004.

In 2008, the following improvements were made to the complex: new field lights on five (5) diamonds, the conversion of the baseball diamond to a softball diamond, scoreboards for four (4) diamonds, irrigation to fields #2 and #4, water availability to ball diamonds and improved spectator seating.

In 2009, the concept of developing a Miracle League Field, an accessible field for individuals with special needs, was approved by the Parks and Recreation Committee and Council for the west end of the ball diamond complex. The Parks and Recreation Department is currently working with a group on the development and construction of this facility. Future improvements at the complex will compliment this facility and complete the master plan adopted in 2004.

This project request identifies the various projects outlined below:

- 2011 Construct restroom/concession building, irrigation/water system and pedestrian walkways
- 2013 Construct parking and service areas

Discussion of operating cost impact:

The upgrade of the facilities will impact operational costs because of increased use. There would be additional costs for irrigation when installed as part of the project. Some of the increased costs will be recovered from increased revenues from concession sales and rental of the facilities to outside agencies and groups.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec.						
West restroom concession, walks lighting, etc.	-	300,000	-	-	-	\$ 300,000
Parking constr.	-	-	-	250,000	-	\$ 250,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ 300,000	\$ -	\$ 250,000	\$ -	\$ 550,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	15,000	-	20,000	-	\$ 35,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	285,000	-	230,000	-	\$ 515,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 300,000	\$ -	\$ 250,000	\$ -	\$ 550,000
Operating Cost Impact	\$ -	\$ 7,000	\$ 10,500	\$ 10,500	\$ 10,500	\$ 38,500

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Appleton Memorial Park Renovations

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department has been cooperating with the Stormwater Utility to address current and future stormwater management issues in the Appleton Memorial Park area. Preliminary studies indicate a need to utilize portions of Appleton Memorial Park for additional ponds to assist with stormwater management in northeast Appleton.

The Parks and Recreation Department, in cooperation with the Stormwater Utility and the Gardens of the Fox Cities, developed a master plan for Appleton Memorial Park in 2005. The plan identified future development opportunities in the park. In coordination with the development of stormwater ponds in Appleton Memorial Park and changing community needs, the plan recognized a need to refocus park activities so they would not conflict with the continued growth of activities and programs at the Gardens of the Fox Cities. This included the construction of a park pavilion near the west entrance to the Appleton Ice Center parking lot to provide improved access for general park patrons, improve the availability of restrooms to the popular Universal Playground, and address the continued growth of the Gardens of the Fox Cities. This pavilion location will better serve the public and create greater opportunities for public use and increased programming by the Gardens. To facilitate the construction of the pavilion, the stormwater channel will be relocated and naturalized in 2010 as part of the construction of the stormwater pond south of the existing pond. The relocation of the channel will require the removal of the tennis courts that have deteriorated past their useful life expectancy.

This request identifies the various projects outlined below:

- | | |
|------|---|
| 2010 | Re-construction of the walkway from the Appleton Ice Center parking lot to the Universal Playground and amphitheater. |
| 2015 | Plans and specifications for the pavilion. |
| 2015 | Construction of the pavilion. |

Discussion of operating cost impact:

Minimal cost increases are anticipated since the project involves renovation, replacement of, and/or reconstruction of existing facilities.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Walkways	35,000	-	-	-	-	\$ 35,000
Total - Parks & Recreation Capital Projects Fund	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	35,000	-	-	-	-	\$ 35,000
Other	-	-	-	-	-	\$ -
Total	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Operating Cost Impact	-	-	-	-	-	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Apple Creek Trail Connections

PROJECT DESCRIPTION

Justification:

This project is to address a resolution passed by the City Council in 2005. The intent of this project is to provide safe passage from the Apple Creek Trail to Player's Choice, a private, for profit indoor sports facility.

The project originally submitted in the 2006 capital budget addressed the linking of the Apple Creek Trail to the Player's Choice recreational complex as directed by a resolution passed by the City Council in 2005. Upon additional review and comments from the community, the project has been adjusted to include the creation of a loop around the entire Holland Pond to provide additional recreational opportunities, a possible connection to Player's Choice, and a trail loop for the Apple Creek Trail. The continued growth of the residential subdivision to the west and additional commercial development in the Players Choice area make this trail development a unique opportunity for additional recreational opportunities. The construction of the Holland Pond loop is scheduled for 2014.

Another connection to the Apple Creek Trail includes a pedestrian bridge from Providence Park to the Apple Creek Trail that would connect the Providence Trail with the Apple Creek Trail. This connection has been tentatively scheduled for 2015.

Discussion of operating cost impact:

The City may wish to pursue a partnership with Player's Choice that would allow Player's Choice to submit an annual payment towards maintenance and long term repair of the trail section. Naming rights for the trail section could off-set the original development cost. Additional commercial development near Player's Choice may also provide additional funding sources for annual and/or capital development costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Holland Pond Loop	-	-	-	-	150,000	\$ 150,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	10,000	\$ 10,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	140,000	\$ 140,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Apple Hill Trail

PROJECT DESCRIPTION

Justification:

The Apple Hill Farms development in northeast Appleton has seen a slowdown in development that is consistent with the local and national housing market. Because of the slowdown in the housing market, the project has been moved from 2010 to 2013.

This trail segment will eventually connect with a segment to the west that will lead through the Glacier Ridge subdivision and into Plamann Park. The Apple Hill Trail will extend to the east end to the Town of Freedom and is scheduled to connect with trails leading to Green Bay.

With the current development of the Apple Hill Farms development, the Apple Hill Trail is scheduled for construction in 2013. The trail is approximately 4,000 linear feet and extends from Ballard Road to French Road.

Discussion of operating cost impact:

Additional maintenance costs will be incurred because of the trail. Maintenance includes mowing, litter, signage, etc.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks and Rec. Trail construction	-	-	-	150,000	-	\$ 150,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	-	-	10,000	-	\$ 10,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	140,000	-	\$ 140,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 3,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Colony Oaks Tennis Courts

PROJECT DESCRIPTION

Justification:

It had been the practice of the City of Appleton to provide tennis courts in neighborhood and community parks as a regular facility in park development. This practice has been adjusted in recent years with the development of Derks, Highview and Vosters Parks where tennis courts are not part of the neighborhood park design. Many of the tennis courts in the City of Appleton constructed in the 1970's and 1980's have reached the end of their life expectancy and are in need of renovation and/or reconstruction.

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.

It was the recommendation of the study to concentrate tennis courts in community parks and eliminate tennis courts in neighborhood parks to reflect current financial conditions and demands. Facilities in community parks would generally consist of three to four courts that may include lights, depending on the proximity of other tennis courts and anticipated demand. The master plan for Telulah Park adopted by the City Council in 2004 did not include any tennis courts in this community park. However, there is a need for tennis courts in this section of Appleton. This project request includes the construction of four courts at Colony Oaks Park in 2011. The construction of the four courts would replace the two courts currently at Colony Oaks Park that are reaching the end of their useful life.

Discussion of operating cost impact:

Routine maintenance costs will be minimal.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Court construction	-	195,000	-	-	-	\$ 195,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ 195,000	\$ -	\$ -	\$ -	\$ 195,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	10,000	-	-	-	\$ 10,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	185,000	-	-	-	\$ 185,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 195,000	\$ -	\$ -	\$ -	\$ 195,000
Operating Cost Impact	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Einstein Park Renovations

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department and Appleton Area School District (AASD) jointly developed a master plan for the Einstein Park/Einstein Middle School/Ferber Elementary School campus in 2000. This joint effort was needed to address traffic concerns and facility needs that were impacting both schools and the park. The original master plan identified bus drop-off areas, consolidation of parking and athletic facilities, and expanded play areas. The implementation of the master plan was expected to be a joint venture between the City of Appleton and the AASD.

Shortly after the completion of the master plan, the AASD purchased the Alliance Church property to address some overcrowding issues. This site is currently the Classical Charter School, adding approximately 350 more students to this park/school campus. The acquisition of the church property made the master plan obsolete.

Some of the issues and concerns identified in the first master planning process still exist and need to be addressed. It is anticipated the AASD will continue to cooperate with the City of Appleton to address this site.

This project includes the removal of the parking lot near the ball diamond and utilizing the parking lot for Einstein Middle School. It also provides funding to work cooperatively with the AASD to consolidate the ball diamonds and address the shortage of playground area and open space to meet the needs of the AASD and the community.

Discussion of operating cost impact:

The impact on operational costs will be minimal.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks and Rec. Park renovations	-	-	-	50,000	-	\$ 50,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	50,000	-	\$ 50,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Erb Park Renovations

PROJECT DESCRIPTION

Justification:

A master plan for the renovation of Erb Park was adopted by the Common Council in 1998. The master plan identifies the relocation of the main parking lot closer to the center of the park for improved access to the main pavilion, swimming pool and playground equipment. The plan also identified the construction of walkways which lead through the park to improve pedestrian access from the surrounding neighborhoods into the park. The restrooms in the pavilion are small and do not meet accessibility requirements under the Americans with Disabilities Act (ADA) and contain fixtures which are rusted, obsolete, and difficult to maintain. The electrical system in the pavilion is old and needs to be upgraded.

The master plan for Erb Park was re-visited in 2008 and involved considerable public input. The master plan process was necessary to ensure the focus of the plan developed in 1998 is still consistent with the needs of the community. The reconfiguration of the parking areas, the renovation of the pavilion and the construction of a new restroom building are the primary developments noted in the earlier master plan. A recent Safe Routes to School planning process also identified additional pedestrian sidewalks in the park to connect the neighborhood with the park and local schools. Construction of the parking lot and walkways throughout the park are scheduled in 2012. It is anticipated that a separate restroom facility would be constructed to replace the current restrooms housed in the pavilion. This restroom facility is scheduled for 2013, with renovations to the pavilion scheduled for 2014.

Discussion of operating cost impact:

The proposed changes to the park, including a new restroom facility, pavilion upgrade and development of parking lots and walkways would have minimal impact on the budget. The Department is currently spending money on the maintenance of an old pavilion. Renovation of the pavilion will reduce maintenance costs. The parking lot will involve some additional costs. Costs such as daily inspections, sweeping, lighting costs and maintenance will be incurred. Additional costs will arise from the additional use of the park as a result of the improvements, although additional revenues may be realized from a renovated pavilion, upgraded restrooms and improved parking.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec.						
Parking and walks	-	-	200,000	-	-	\$ 200,000
Restroom building	-	-	-	250,000	-	\$ 250,000
Pavilion renovation:	-	-	-	-	50,000	\$ 50,000
Total - Parks & Recreation Capital	\$ -	\$ -	\$ 200,000	\$ 250,000	\$ 50,000	\$ 500,000
Projects Fund						

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	15,000	15,000	5,000	\$ 35,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	185,000	235,000	45,000	\$ 465,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 200,000	\$ 250,000	\$ 50,000	\$ 500,000
Operating Cost Impact	\$ -	\$ -	\$ 1,000	\$ 5,500	\$ 5,500	\$ 12,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Erb Pool Remodeling

PROJECT DESCRIPTION

Justification:

Erb Pool was constructed in 1979. The mechanical components of the pool are now 30 years old and will need to be addressed at some point in the future. The pool was originally constructed to serve as a competitive pool, but the public currently enjoys and uses more family-oriented aquatic centers like Mead Pool. Some changes and upgrades have already been made to the pool over the last few years to keep the pool functional, but other major mechanical changes will be needed to maintain operations.

Upgrades to the chemical feeder systems to maintain water quality were completed in 2002. These upgrades will hopefully buy enough time to allow the proposed facility renovation to be completed as scheduled. A master plan for Erb Park was adopted in 2008 to determine the appropriate direction to pursue for Erb Park. A feasibility study has been scheduled for 2011 to determine the direction for Erb Pool and explore opportunities for other pool facilities in the community. The remodeling of Erb Pool has been tentatively scheduled for 2013 with the development of the plans and specifications for the renovations. The first phase of the renovations are scheduled for 2014 and the second phase in 2015. Phase I renovations would tentatively include upgrades to the pool tank, mechanical systems, deck, etc. and Phase II renovations would include upgrades to the bathhouse. It is anticipated the remodeling would provide some of the same facilities and experiences as Mead Pool, subject to a recommendation received from the study scheduled for 2011.

Discussion of operating cost impact:

The changes proposed would increase operational costs of the pool, but the changes would also increase attendance and revenues. It is difficult at this time to project operating costs when it is unknown exactly what changes will be incorporated in the final design.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Pool reconstruction:						
Feasibility Study	-	50,000	-	-	-	\$ 50,000
Renovations						
Design Services	-	-	-	100,000	-	\$ 100,000
Phase 1 Ren.	-	-	-	-	1,000,000	\$ 1,000,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ 50,000	\$ -	\$ 100,000	\$ 1,000,000	\$ 1,150,000

COST ANALYSIS

Components	Estimated Cash Flows					
	2010	2011	2012	2013	2014	Total
Planning	-	50,000	-	100,000	-	\$ 150,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	1,000,000	\$ 1,000,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 50,000	\$ -	\$ 100,000	\$ 1,000,000	\$ 1,150,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Foremost Site Park/Trail

PROJECT DESCRIPTION

Justification:

The development of the former Foremost site on the Fox River is being explored by a group of investors. Preliminary discussions have indicated an opportunity for the development of a park and trail connection on the south end of the development that will address the "access" initiative identified in the "Focus Fox River: A Master Plan" section of the City of Appleton's Vision 20/20: Comprehensive Plan. The proposed trail on this development will connect with the Lawe Street trestle and expand the trail corridors along the Fox River as identified in the Riverfront Trail Connection Study.

The initial phase of development scheduled for 2013 includes basic grading, landscaping, trail development and the construction of a boat landing to provide emergency access to the Fox River.

Discussion of operating cost impact:

Will require additional resources for the operation of another small park and trail connection.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Park/trail development	-	-	-	200,000	-	\$ 200,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	-	-	15,000	-	\$ 15,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	185,000	-	\$ 185,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 5,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Houdini Plaza

PROJECT DESCRIPTION

Justification:

Houdini Plaza was initially developed in the mid 1980's under the direction of the City Planning Department. Although it was designed as a green space and passive area for downtown, its design has encouraged vehicle traffic, including large garbage trucks, patron parking, uncontrolled access, etc. Because of its proximity to College Avenue, Houdini Plaza has become an extension of College Avenue and is currently serving as programmable space for community activities such as the weekly Farm Market, concert series, Oktoberfest, etc.

A concept plan was adopted in early 2007 by the City Council that provided the direction for the renovations to Houdini Plaza. The master plan was developed cooperatively with the City of Appleton, adjacent property owners, ADI, Oktoberfest representatives and other local interests. Funding was approved in the 2008 budget to complete the first phase of renovations to the plaza. Bids for Phase I were rejected in 2008 due to concerns about the total project cost, lack of coordination with Soldiers Square, and City ownership of a portion of the plaza.

This project request includes the coordination of the design and renovations of Houdini Plaza with Soldiers Square and other unspecified developments adjacent to Houdini Plaza in 2011. The project request also includes developing a public/private partnership with downtown groups/organizations to secure the necessary funding for the project. The budget request for this project reflects support from this public/private partnership to assist with the renovations to Houdini Plaza in 2011.

Discussion of operating cost impact:

Operational costs will be minimal despite the focus of the plaza changing to a more "hardscape" design. This proposed design will more adequately meet the current programs and reduce the efforts currently being expended by the Parks and Recreation Department to maintain green space that conflicts with current uses.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec.						
Houdini Plaza Renovations	-	450,000	-	-	-	\$ 450,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ 450,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	50,000	-	-	-	\$ 50,000
Land Acquisition	-	-	-	-	-	-
Construction	-	400,000	-	-	-	\$ 400,000
Other	-	-	-	-	-	-
Total	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ 450,000
Operating Cost Impact		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lions Park

PROJECT DESCRIPTION

Justification:

Lions Park was purchased by the City of Appleton in the mid 1960's to address the development of Appleton in the East High School area. The pavilion was constructed in 1971.

The pavilion is almost 40 years old and shows signs of deterioration. The restrooms do not meet the accessibility requirements of the Americans with Disabilities Act (ADA). This facility is reaching the end of its intended useful life. This project would include renovations and/or new construction to take place in 2013.

Discussion of operating cost impact:

Net impact on the operational budget will be negligible if square footage and existing amenities are not changed. Increases in operational costs will be directly proportionate to facility enhancements to meet ADA and building requirements at the time of remodeling or reconstruction.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Pavilion renovation	-	-	-	200,000	-	\$ 200,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	-	-	20,000	-	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	180,000	-	\$ 180,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 2,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lutz Park Restorations

PROJECT DESCRIPTION

Justification:

This project involves the restoration of Lutz Park based on the master plan adopted in 2004.

The development and adoption of the master plan for Lutz Park involved input from the public, the Appleton Yacht Club, the Riverfront Action Committee and other interested groups/organizations. Issues and concerns that were addressed included the trail connection between Vulcan Heritage Park and Lutz Park and the impact on the park and Yacht Club, boat launch renovations, shoreline stabilization, riverfront enhancements and the future of the pavilion and restrooms.

In 2006, the City was awarded a Wisconsin Department of Natural Resources (WDNR) Urban Waters Grant of \$285,015 to fund work on the boat landing and construction of new restroom building. Construction of the boat landing and restroom building was completed in the spring of 2008.

In May 2008, the City was awarded a Wisconsin Department of Natural Resources (WDNR) Stewardship Grant of \$248,535 for the development of fishing piers and shoreline protection. Construction on this project began in the summer of 2009 and is scheduled for completion in the fall of 2009.

The last phase of the renovations to Lutz Park includes the construction of an open air pavilion near the fishing pier that would replace the pavilion scheduled for demolition in late 2009. This project was originally scheduled for 2009, but the funds were re-allocated in June 2009 to allow the fishing pier and shoreline stabilization work to be completed in 2009. Funding for this project has been proposed in 2011 and would come from the Lutz Park Special Revenue Fund.

Discussion of operating cost impact:

The new open air pavilion would incur minimal operating expenses.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec.						
Pavilion construction	-	75,000	-	-	-	\$ 75,000
Total - Lutz Park Trust Fund	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	5,000	-	-	-	\$ 5,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	70,000	-	-	-	\$ 70,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
Operating Cost Impact	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: North Side Park/Fire Station/School Site Development

PROJECT DESCRIPTION

Justification:

The Appleton Area School District (AASD), the Fire Department, and the Parks and Recreation Department jointly purchased land east of Appleton North High School in 1999. Fire Station #6 was completed in 2001 and a neighborhood park and a possible elementary school were scheduled for the future. It was originally anticipated the park would develop in concert with the construction of the elementary school. However, the AASD does not have any definite plans for the development of the school property and the slowed development of the residential neighborhood has pushed the park development back.

This project includes the development of the park in 2013 and will consist of grading and landscaping of the site and the installation of playground equipment and other park amenities. The development of this park has been adjusted to reflect potential development of the school site and may be adjusted in future years to coincide with the school development.

Discussion of operating cost impact:

The park will be scheduled for regular maintenance including mowing, plant care, playground equipment inspections and maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Parks & Rec.	Initial development	-	-	-	60,000	-	\$ 60,000
	Construction of playground equip. and landscaping	-	-	-	125,000	-	\$ 125,000
Total - Parks & Recreation Capital Projects Fund		\$ -	\$ -	\$ -	\$ 185,000	\$ -	\$ 185,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	15,000	-	\$ 15,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	170,000	-	\$ 170,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 185,000	\$ -	\$ 185,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 4,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Parks - Playground Equipment

PROJECT DESCRIPTION

Justification:

Playgrounds - This project will continue to improve accessibility to playgrounds through the addition of walkways, poured-in place resilient surfacing and upgrades to equipment to meet Consumer Product Safety Commission guidelines and the Americans with Disabilities Act (ADA) requirements.

2010 projects are planned to address the upgrade of the playground equipment at Veterans Park.

Discussion of operating cost impact:

There are some minor operating cost savings from the purchase and installation of poured-in place resilient surfacing.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Playground equip.	75,000	80,000	85,000	90,000	90,000	\$ 420,000
Total - Parks & Recreation Capital Projects Fund	\$ 75,000	\$ 80,000	\$ 85,000	\$ 90,000	\$ 90,000	\$ 420,000

COST ANALYSIS

Components	Estimated Cash Flows					
	2010	2011	2012	2013	2014	Total
Planning	-	5,000	7,000	7,500	7,500	\$ 27,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	75,000	75,000	78,000	82,500	82,500	\$ 393,000
Other	-	-	-	-	-	\$ -
Total	\$ 75,000	\$ 80,000	\$ 85,000	\$ 90,000	\$ 90,000	\$ 420,000
Operating Cost Impact	\$ (500)	\$ (500)	\$ (500)	\$ (500)	\$ (500)	\$ (2,500)

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Peabody Park

PROJECT DESCRIPTION

Justification:

Peabody Park is one of several City of Appleton parks built into a ravine that served as a drainage corridor during the early years of Appleton. The development of the park in the ravine provides a unique park setting, but also creates some difficult management challenges because of limited access and visibility. The current park development provides a walkway into the ravine and under the Pacific Street bridge that leads away from Green Bay Road, the only public street adjacent to the park. This is a popular walkway because of its natural beauty and access through the park to Rankin Street. The park currently does not have any security lighting outside of the limited exterior lighting on the park pavilion that is set off the walkway. The lack of lighting along the walkway limits use of the park in the evening and provides an environment for undesirable activity. The installation of lights along the walkway is consistent with other park development that uses walkway lighting to promote extended use of the park in the evening and year round. The project will include poles and fixtures that meet all City codes (full cut-off lights, metal halide lamps for true color renditions, etc.) Funding for this project will come from the Peabody Park Special Revenue Fund.

The pavilion in Peabody Park was constructed in 1968. The pavilion does not meet the accessibility requirements of the Americans with Disabilities Act (ADA) and the building is also beyond its useful life expectancy. Regular maintenance has been performed on the building that has allowed for continued use of the pavilion, but significant accessibility issues and structural concerns dictate a need to upgrade and/or replace this pavilion. This project would include a feasibility study, design and building specifications, and building renovations and/or construction.

Discussion of operating cost impact:

Net impact on the operational budget will be impacted modestly by the installation of new lighting fixtures. Cost savings may be realized by reduced vandalism in the park due to improved security lighting. Operational costs for the pavilion will be negligible if square footage and existing amenities are not changed. Increases in operational costs will be directly proportionate to facility enhancements to meet ADA and building requirements at the time of remodeling or reconstruction.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2010	2011	2012	2013	2014	Total
Parks & Rec.	Security Lighting	50,000	-	-	-	-	\$ 50,000
	Pavilion:						
	Design	-	-	-	-	25,000	\$ 25,000
	Construction	-	-	-	-	250,000	\$ 250,000
Total - Peabody Park Special Revenue Fund		\$ 50,000	\$ -	\$ -	\$ -	\$ 275,000	\$ 325,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	25,000	\$ 25,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	50,000	-	-	-	-	\$ 50,000
Other	-	-	-	-	250,000	\$ 250,000
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ 275,000	\$ 325,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Pierce Park Renovation

PROJECT DESCRIPTION

Justification:

A master plan for the renovation of the grounds at Pierce Park was adopted by the Common Council in 1999. The major components of this master plan included renovation of the park pavilion, re-construction of the tennis courts, the construction of a parking lot and walkways, and construction of a pedestrian bridge over the railroad tracks. A study of the pavilion was completed in 1999. The study recommended improvements to include updated utilities, new restrooms and kitchen and upgrading the pavilion's exterior appearance. To date, a new restroom facility has been constructed, utilities upgraded and all renovations to the pavilion have been completed. The final work on the pavilion includes a new roof on the pavilion and adjustments to the stage area that improve accessibility and increase the space available for the City Band and other users. This work has been scheduled for 2013.

The development and adoption of the Lutz Park Master Plan in 2004 identified a trail/walkway connection from Lutz Park to Pierce Park. This connection included a trail/walkway from Lutz Drive to Mason Street on the south side of the railroad tracks and also a pedestrian bridge over the railroad tracks that allows for access into Pierce Park. These connections were identified as opportunities to expand access to the river with Pierce Park and its associated neighborhoods. The trail development and pedestrian bridge are currently scheduled for 2015 and are not identified below.

Discussion of operating cost impact:

Proposed improvements will include additional operational costs, particularly the trails and pedestrian bridge that are maintained on a year-round basis.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Stage renovations	-	-	-	100,000	-	\$ 100,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	7,500	-	\$ 7,500
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	92,500	-	\$ 92,500
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2009 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Prospect Avenue Park Acquisition

PROJECT DESCRIPTION

Justification:

A resolution submitted in 2007 by the late Alderperson Walter Kalata requested the triangular piece of property on the corner of Prospect and Walnut Streets be dedicated as park property since this property was no longer needed by the Water Utility. The resolution was presented to the Board of Public Works, and the Parks and Recreation and Utilities Committees. Discussion on this resolution was generally focused on the cost of removing the existing abandoned underground filter backwash water tank, identifying appropriate funding sources for this work, and final disposition of the property. In 2008, the Appleton Common Council approved a resolution to demolish the tank and convert the property to a city park.

Based on an analysis completed in April 2009 by Donohue and Associates, this project includes removal of the tank's roof deck, columns, and upper walls and burial of the concrete and debris on site, with the remainder of the needed earthen fill coming from another City project. This option was approved by the Appleton Common Council for work in 2011 for planning purposes. An alternative, which included burial of the concrete and debris from the tank off-site and using granular fill to restore the site, was considered but rejected as too expensive (\$590,000 vs the proposed \$250,000).

The Utilities Department and Department of Public Works will oversee the project. In addition the Department of Public Works will coordinate obtaining fill from another city project (e.g., stormwater pond construction).

Discussion of operating cost impact:

The property is currently maintained by the Parks and Recreation Department, but the maintenance costs are charged to Utilities Department. If this property is acquired for park purposes, the annual maintenance costs would be included in the Parks and Recreation Department operational budgets.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Water Utility Tank demolition	-	250,000	-	-	-	\$ 250,000
Water Utility						
Parks and Rec Land acquisition	-	-	253,050	-	-	\$ 253,050
Parks & Recreation Capital Projects						
Total - Prospect Avenue Park Land Projects	\$ -	\$ 250,000	\$ 253,050	\$ -	\$ -	\$ 503,050

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	253,050	-	-	\$ 253,050
Construction	-	175,000	-	-	-	\$ 175,000
Other	-	75,000	-	-	-	\$ 75,000
Total	\$ -	\$ 250,000	\$ 253,050	\$ -	\$ -	\$ 503,050
Operating Cost Impact	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 7,500

CITY OF APPLETON 2010 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. This project request includes funding for the development along the Fox River to address the strategies and objectives of the Riverfront Master Plan and the Riverfront Trail Connection Study.

The plan and study identify opportunities for trail development along the entire river corridor, redevelopment of the old Water Treatment Plant site and the adjacent WE Energies property, and connectivity to the downtown and surrounding neighborhoods through Jones Park. Significant momentum has developed along the Fox River with the development of Vulcan Heritage Park, Fratellos Restaurant, Paper Discovery Center, Trolley Square and the renovations to the four (4) navigational locks in Appleton. The development of a master plan for the Jones Park/WE Energies/old Water Treatment Plant properties was completed in 2006 and provides the direction for future development opportunities.

The demolition of the former Water Treatment Plant was originally scheduled for completion in 2007, but delayed by delays in obtaining the necessary permits, is scheduled for 2010 (see Facilities capital project, page 678. The reacquisition of the WE Energies property, also originally scheduled to be completed in 2007 but delayed pending clearance by the DNR, is expected to occur during 2009 and is budgeted in the Parks and Open Space Capital Projects Fund.

This CIP request also includes the following elements:

- 2011 Engineering services for phase II of Jones Park/WE Energies/Water Treatment Plant site, following building demolition in 2010
- 2011 Construction of phase I of Jones Park/WE Energies/Water Treatment Plant site
- 2012 Engineering services for the Trestle Trail from FWTP to Trolley Square
- 2012 Construction of phase II of Jones Park/WE Energies/Water Treatment Plant site
- 2012 Construction of the Trestle Trail project
- 2013 Engineering services for phase III of Jones Park/WE Energies/Water Treatment Plant site
- 2014 Construction of phase III of Jones Park/WE Energies/Water Treatment Plant site
- 2014 Engineering services for the Trestle Trail project east of Lawe Street
- 2015 Construction of Lawe Street trestle

The development of the individual segments may need to be reprioritized depending on other riverfront development

Discussion of operating cost impact:

Until a detailed development plan for Jones Park and the riverfront property that currently consists of the old Water Treatment Plant and the WE Energies property has been created, it is difficult to determine the operating cost impact of the improvements. However, it is anticipated additional development will incur additional operational costs such as regular inspections, mowing, lighting, waste collection, maintenance, etc.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Trail Development						
Engineering Svcs	-	-	50,000	-	50,000	\$ 100,000
Trestle Trail	-	-	500,000	-	-	\$ 500,000
Engineering Svcs	-	65,000	-	70,000	-	\$ 135,000
Phase I Develop.	-	750,000	-	-	-	\$ 750,000
Phase II Develop.	-	-	-	750,000	-	\$ 750,000
Phase III Develop.	-	-	-	-	750,000	\$ 750,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ 815,000	\$ 550,000	\$ 820,000	\$ 800,000	\$ 2,985,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	65,000	50,000	70,000	50,000	\$ 235,000
Land Acquisition	-	-	-	-	-	\$ -
Construction/Demolition	-	750,000	500,000	750,000	750,000	\$ 2,750,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 815,000	\$ 550,000	\$ 820,000	\$ 800,000	\$ 2,985,000
Operating Cost Impact	\$ -	\$ 10,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 60,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Schaefer Park

PROJECT DESCRIPTION

Justification:

The pavilion in Schaefer Park was constructed over 40 years ago. There are accessibility requirements of the Americans with Disabilities Act (ADA) that need addressing, as well as the overall condition of the building, which has deteriorated beyond modern day expectations. This facility is reaching the end of its intended useful life. This project would include a feasibility study, design and building specifications and pavilion renovations and/or construction.

Discussion of operating cost impact:

Net impact on the operational budget will be negligible if square footage and existing amenities are not changed. Increases in operational costs will be directly proportionate to facility enhancements to meet ADA and building requirements at the time of remodeling or reconstruction.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Pavilion upgrades:						
Design services	-	-	-	25,000	-	\$ 25,000
Construction	-	-	-	235,000	-	\$ 235,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ -	\$ 260,000	\$ -	\$ 260,000

COST ANALYSIS

Components	Estimated Cash Flows					
	2010	2011	2012	2013	2014	Total
Planning	-	-	-	25,000	-	\$ 25,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	235,000	-	\$ 235,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 260,000	\$ -	\$ 260,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 1,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Southeast Park

PROJECT DESCRIPTION

Justification:

In 1989, the Appleton City Council designated 53 acres in southeast Appleton for a community park. Efforts were made in the late 1990's to purchase the property. Those efforts were not successful because of lack of funding, unwilling seller, lack of grant opportunities, etc. In recent years, the annexation into the City of Appleton of residential development in this area has been sporadic. There are currently residential developments in the Town of Harrison, others in the City of Appleton and still others in the City of Menasha, all intermingled with one another. The inability of the area to be completely annexed into the City of Appleton has made it difficult to justify the financial commitment needed to purchase, develop and maintain parkland for this area.

This capital project request would provide the City of Appleton's share for the joint purchase and development of a regional park with the Town of Harrison and City of Menasha in the southeast area of Appleton. Initial discussions were held in early 2008 with the Town of Harrison and City of Menasha on this project. Representatives from the three governmental units reviewed some general site locations and also discussed opportunities for connection of the park site to current and future recreational trails, schools, neighborhoods, etc. in the area. Grant opportunities are being explored that would provide financial assistance on this joint purchase of parkland. The three governmental agencies have identified the major areas of focus for agreements needed to move this proposed partnership forward, including land acquisition, park development and maintenance. The concept of a joint regional park was presented to the appropriate jurisdictional bodies of all three governmental agencies in early 2008, including the Appleton Parks and Recreation Committee on May 28, 2008. A resolution supporting the concept of a regional park was approved by the Appleton City Council, Menasha City Council and Harrison Town Board in January 2009.

Funding for this project would come from the Park and Open Space Special Revenue Fund. Grant opportunities

Discussion of operating cost impact:

Will require additional resources for the operation of another park.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Regional park						
Land Acquisition	100,000	-	-	-	-	\$ 100,000
Development	-	100,000	-	-	-	50,000
Total - Park & Open Space Special Revenue Fund	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 150,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	5,000	-	-	-	\$ 5,000
Land Acquisition	100,000	-	-	-	-	\$ 100,000
Construction	-	95,000	-	-	-	\$ 95,000
Other	-	-	-	-	-	\$ -
Total	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 200,000
Operating Cost Impact	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 12,000

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Summit Park Restroom/Pavilion Building

PROJECT DESCRIPTION

Justification:

Summit Park is a 5.5 acre neighborhood park located east of Mason Street, on the northwest corner of Summit and Lindbergh Streets. In 1975, a neighborhood meeting was held to discuss the development of Summit Park. The park had been left undeveloped for several years and there was considerable input from the neighbors to have the park developed for community use. Based on feedback received from the neighborhood meeting, a master plan was developed and included the following facilities: tennis courts, hard-surface multi-purpose courts (basketball, volleyball, etc.), ball diamond, playground equipment, and open play area.

As noted above, the initial development of the park did not include a restroom/pavilion building. In recent years, the Parks and Recreation Department has received numerous inquiries/requests for restroom facilities at Summit Park. Summit Park is similar in size to other neighborhood parks that include restroom/pavilion buildings. These other similar sized parks include Einstein, Green Meadows, Jaycee, Jones, Kiwanis, Lions, Lutz, and Schaefer. Neighborhood parks that do not have restroom/pavilion buildings include: Arbutus (3.4 acres); Providence (3.3 acres); Veterans (2.0 acres); and Woodland (8.7 acres, adjacent to Horizons School).

The construction of a restroom/pavilion facility has been scheduled for 2014. This facility will provide additional support and comfort for the patrons of the park and allow for future consideration of recreation programs being scheduled at Summit Park that require restrooms/pavilion (i.e., playground program, etc.).

Discussion of operating cost impact:

This project will require additional resources for the operation of a restroom/pavilion facility.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Pavilion/restroom	-	-	-	-	200,000	\$ 200,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000

COST ANALYSIS

Components	Estimated Cash Flows					
	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	15,000	\$ 15,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	185,000	\$ 185,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000

CITY OF APPLETON 2010 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 the 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.

As noted in the 2004 master plan, the proposed RiverHeath project will impact Telulah Park. The extension of Newberry Street through Telulah Park will require the removal of the skateboard park, relocation of the park entrance road, adjustments to the disc golf course and construction of new trail connections for Newberry Trail. The proposed improvements to Telulah Park will be coordinated with the proposed RiverHeath development and include construction of the park entrance road and trail connections in 2010. Construction of the lower level will include trail connections to RiverHeath, picnic areas, lighting, and parking lot and is scheduled for 2012.

Discussion of operating cost impact:

Additional operational costs will be incurred with additional parking lots. Costs will also be incurred when the lower level is developed and additional useable park space is realized as a result of the park upgrades.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks & Rec. Entrance road & trail connections	100,000	-	-	-	-	\$ 100,000
River level dev.	-	-	270,000	-	-	\$ 270,000
Total - Parks & Recreation Capital Projects Fund	\$ 100,000	\$ -	\$ 270,000	\$ -	\$ -	\$ 370,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	7,500	-	20,000	-	-	\$ 27,500
Land Acquisition	-	-	-	-	-	\$ -
Construction	92,500	-	250,000	-	-	\$ 342,500
Other	-	-	-	-	-	\$ -
Total	\$ 100,000	\$ -	\$ 270,000	\$ -	\$ -	\$ 370,000
Operating Cost Impact	\$ 500	\$ 500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 8,500

CITY OF APPLETON 2010 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Vulcan Heritage Park

PROJECT DESCRIPTION

Justification:

Initial development of Vulcan Heritage Park began in 2001 with the construction of the parking lot and some landscaping around the perimeter of the parking lot. This project was the first component of the master plan developed for Vulcan Heritage Park in 2000. In 2003, the Supple Restaurant Group received ownership of the Vulcan Building and developed a restaurant. Parking lot and walkway lighting was completed in 2004 and the installation of walkways and boardwalks was completed in 2005.

The final phase of development for Vulcan Heritage Park as outlined in the master plan includes the development of an open area on the west side of the park. This development includes an open-air shelter with visual access to the water, walkways and signage that connect to the current walkways and the trail segment between Vulcan Heritage Park and Lutz Park. The proposed development also included the relocation of the Vulcan Hydroelectric Replica Building in the park as approved by the Council in 2006. \$75,000 is scheduled to come from private donations to assist with the relocation of the Vulcan Hydroelectric Replica Building. This development activity is scheduled for 2011.

Discussion of operating cost impact:

The development of Vulcan Heritage Park will result in additional maintenance and operational costs. The park will be a rather high-end maintenance facility because of its design and development.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2010	2011	2012	2013	2014	Total
Parks and Rec.						
Park development	-	275,000	-	-	-	\$ 275,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ 275,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2010	2011	2012	2013	2014	
Planning	-	20,000	-	-	-	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	255,000	-	-	-	\$ 255,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ 275,000
Operating Cost Impact	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 6,000