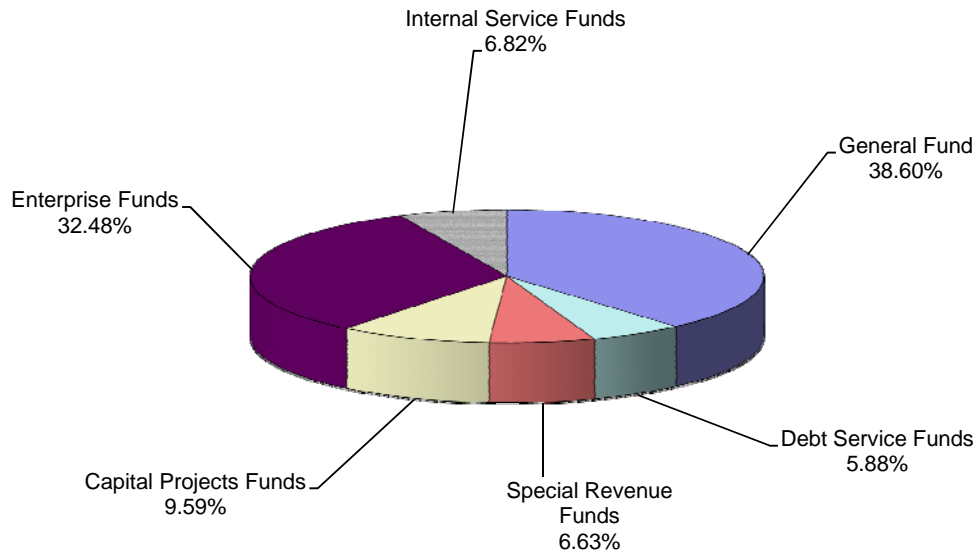


CITY OF APPLETON 2011 BUDGET

EXPENDITURE BY FUND GROUP

\$146,717,035



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

Joseph A. Martin

COUNCIL MEMBERS

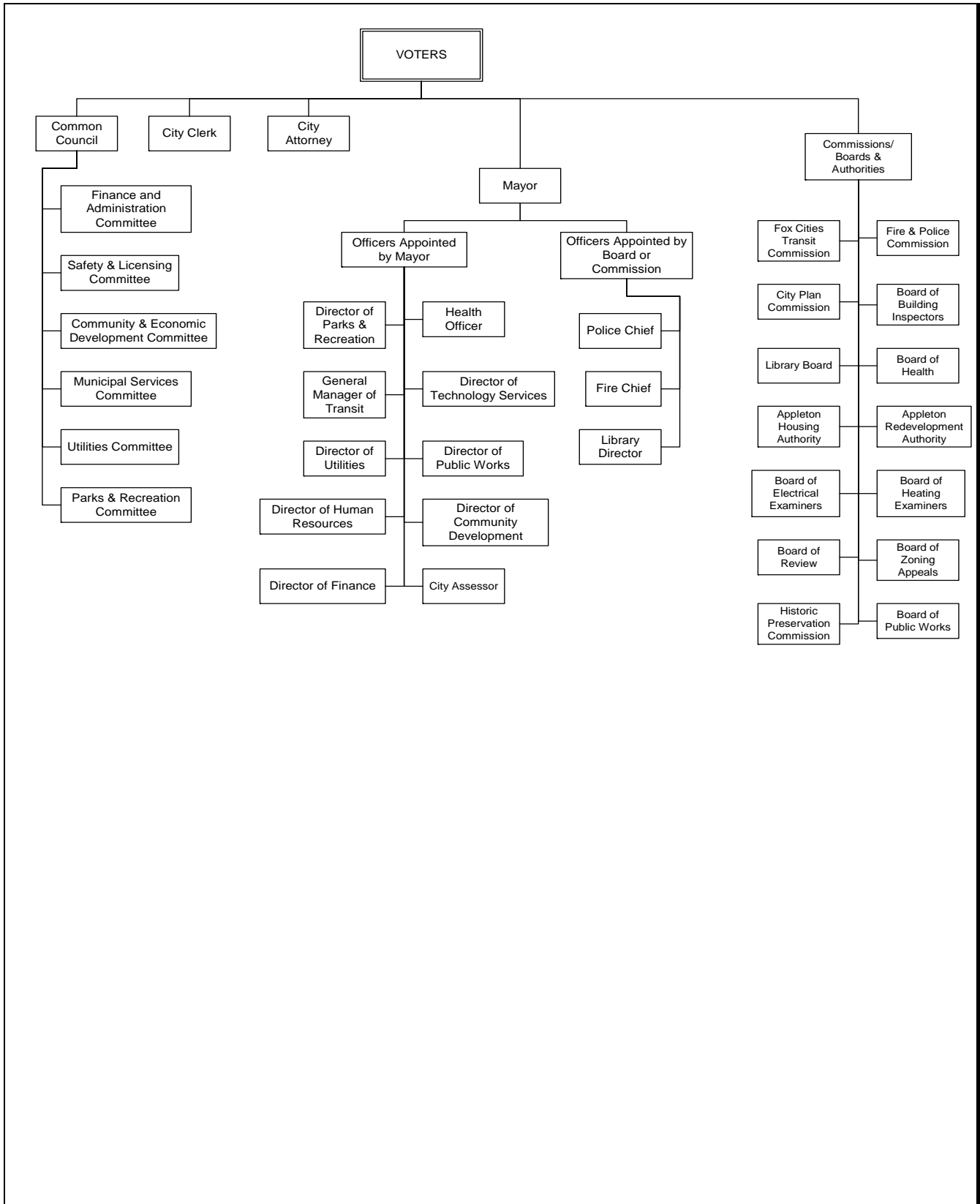
District 1:	Michael L. Meyer	District 9:	Peter J. Stueck
District 2:	John R. Hill	District 10:	Michael R. Smith
District 3:	Curt J. Konetzke	District 11:	Earl J. Brooker
District 4:	Jeffrey A. Lutz	District 12:	Cathy M. Spears
District 5:	Edward S. Baranowski	District 13:	James E. Clemons
District 6: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

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	Chris W. Shaw
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

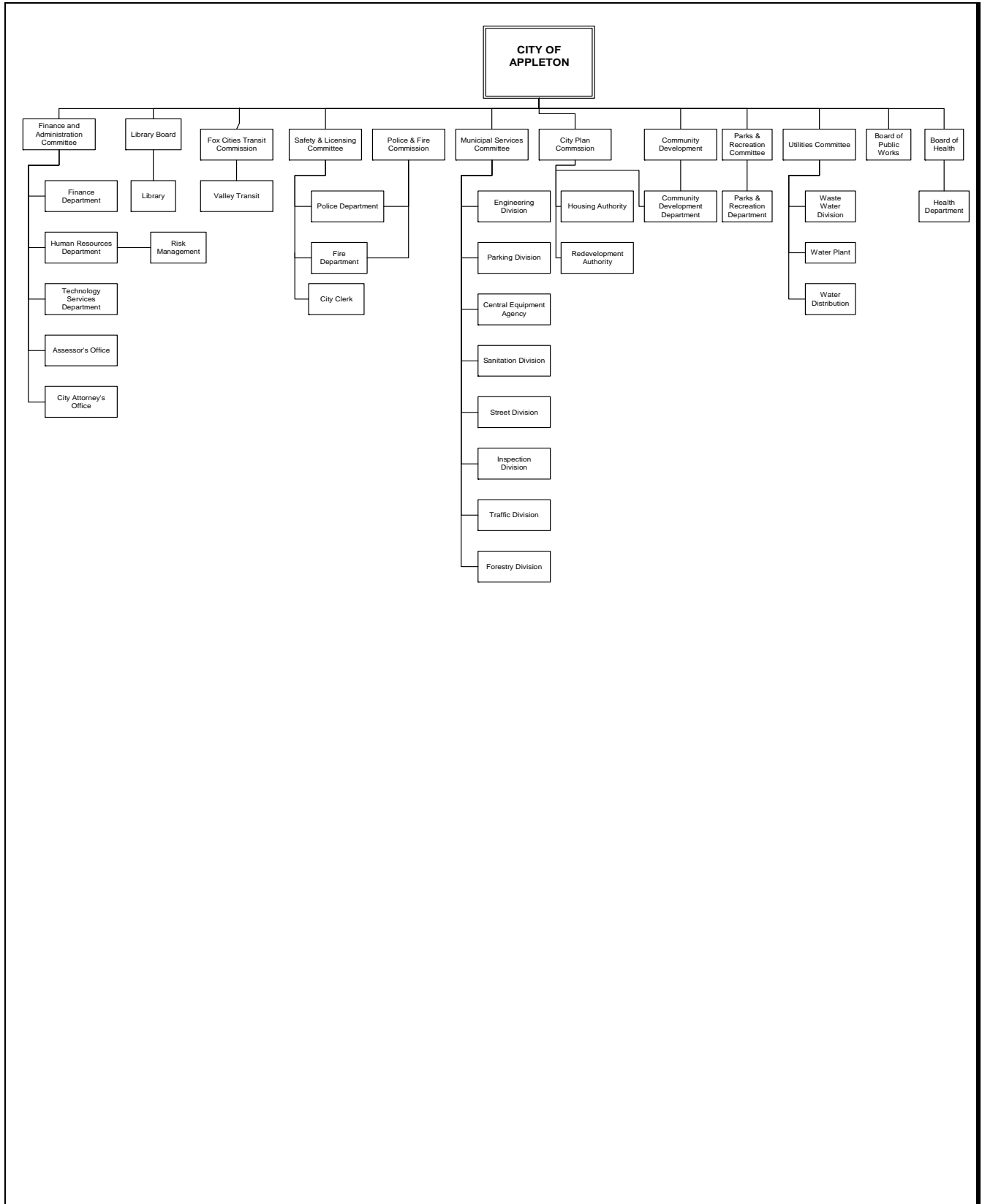
CITY OF APPLETON 2011 BUDGET

Structure by Voters



CITY OF APPLETON 2011 BUDGET

Organizational Structure by Committee



**CITY OF APPLETON
2011 BUDGET
STANDING COMMITTEES**

FINANCE and ADMINISTRATION

Edward S. Baranowski (C)
Earl J. Brooker (VC)
James E. Clemons
Curt J. Konetzke
Joseph A. Martin

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
Jeffrey M. Jirschele

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

COMMUNITY and ECONOMIC DEVELOPMENT

James E. Clemons (C)
Peter J. Stueck (VC)
Michael L. Meyer
Kole E. Oswald
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)
Christopher W. Croatt (VC)
John R. Hill
Kole E. Oswald
Peter J. Stueck

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
Kathy S. Plank
Greg E. Dannecker

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

**CITY OF APPLETON
2011 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
Alderson Kathy Plank

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
Alderson Jeffrey Lutz

Meets at the call of the Chair

LIBRARY BOARD

Terry Bergen (P)
Mary Willems (VP)
Pastor Willis Bloedow (S)
Terry Bergman
Sue Moua
Elizabeth Truesdale-Witek
Vacant
Alderson Kole Oswald
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)
Alderson 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, Grounds and Construction Management Dean Gazza
Alderson Edward Baranowski
Alderson Earl Brooker
Alderson James Clemons
Alderson Jeffrey Jirschele
Alderson 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
Alderson Greg Dannecker
Alderson Christopher Croatt
Alderson Peter Stueck
Eleanor Maloney

CITY OF APPLETON
2011 BUDGET
OTHER COMMITTEES AND BOARDS

BOARD OF HEALTH

Doug Nelson, D.D.S. (C)
Sally Mielke (VC)
Mayor Timothy Hanna
Aldersperson Cathy Spears
Lee Marie Vogel, M.D.
Vacant
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 Jeffrey Lutz
Inspection Supervisor Kurt Craanen
Fire Chief Len Vander Wyst

Meets at the call of the Chair

BOARD OF ZONING APPEALS

Jack Gillespie
Paul McCann
James Smith
Inspection Supervisor Kurt Craanen
Vacant
Vacant
Vacant
Vacant

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

**CITY OF APPLETON
2011 BUDGET
COMMISSIONS**

HISTORIC PRESERVATION COMMISSION

Nancy Peterson (C)
Laura Leimer (VC)
George Mattheis
Linda Muldoon
Thomas Werth
Christine Williams
Mayor Timothy Hanna
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)
Lisa Carpiaux
Chungyia Thao
Vacant
Aldersperson Peter Stueck
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 John Hill
George Dearborn
Lynn Erickson
Roger Kanitz
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 2011 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2010 TAX, COLLECTIBLE IN 2011**

District	Outagamie	Calumet	Winnebago	Total
City	\$ 31,856,081	\$ 4,579,565	\$ 568,880	\$ 37,004,526
WTCS	7,191,567	1,033,845	128,426	8,353,838
School - Appleton	36,210,451	5,064,222	127,290	41,401,963
School - Menasha	113	-	555,099	555,212
Schools - Freedom	520,801	-	-	520,801
Schools - Hortonville	103	-	-	103
School - Kimberly	-	240,594	-	240,594
County	17,942,420	2,563,102	410,991	20,916,513
State	697,484	113,332	12,529	823,345
TIF's # 2 - 8	1,589,755	2,089,076	41,295	3,720,126
TOTAL TAX	<u>\$ 96,008,775</u>	<u>\$ 15,683,736</u>	<u>\$ 1,844,510</u>	<u>\$113,537,021</u>
Less State Credits	5,280,816	805,692	99,924	6,186,432
NET TAX LEVY	<u><u>\$ 90,727,959</u></u>	<u><u>\$ 14,878,044</u></u>	<u><u>\$ 1,744,586</u></u>	<u><u>\$107,350,589</u></u>
CITY DISTRIBUTION:	Equalized Value w/o TID	Percent	City Tax	
Outagamie County	4,041,414,600	86.09%	31,856,081	
Calumet County	580,985,500	12.38%	4,579,565	
Winnebago County	72,170,800	1.54%	568,880	
TOTAL	<u><u>\$ 4,694,570,900</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 37,004,526</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 2011 BUDGET
ASSESSED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2009 Tax Rate (2010 Budget)	Assessed 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9463	\$ 8.0496	\$ 0.1033	1.30%
Public Schools	8.5013	9.2858	0.7845	9.23%
Technical College	1.7308	1.8172	0.0864	4.99%
County	4.4107	4.5338	0.1231	2.79%
State	0.1712	0.1733	0.0021	1.23%
GROSS TAX RATE	22.7603	23.8597	1.0994	4.83%
Less State Credits	1.2983	1.3121	0.0138	1.06%
NET TAX RATE	\$ 21.4620	\$ 22.5476	\$ 1.0856	5.06%

Outagamie County/ Menasha School Dist.	Assessed 2009 Tax Rate (2010 Budget)	Assessed 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9463	\$ 8.0496	\$ 0.1033	1.30%
Public Schools	9.4724	9.7259	0.2535	2.68%
Technical College	1.7308	1.8172	0.0864	4.99%
County	4.4107	4.5338	0.1231	2.79%
State	0.1712	0.1733	0.0021	1.23%
GROSS TAX RATE	23.7314	24.2998	0.5684	2.40%
State Credits	1.2983	1.3121	0.0138	1.06%
NET TAX RATE	\$ 22.4331	\$ 22.9877	\$ 0.5546	2.47%

Outagamie County/ Freedom School Dist.	Assessed 2009 Tax Rate (2010 Budget)	Assessed 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9463	\$ 8.0496	\$ 0.1033	1.30%
Public Schools	9.1898	8.9996	(0.1902)	-2.07%
Technical College	1.7308	1.8172	0.0864	4.99%
County	4.4107	4.5338	0.1231	2.79%
State	0.1712	0.1733	0.0021	1.23%
GROSS TAX RATE	23.4488	23.5735	0.1247	0.53%
State Credits	1.2983	1.3121	0.0138	1.06%
NET TAX RATE	\$ 22.1505	\$ 22.2614	\$ 0.1109	0.50%

Outagamie County/ Hortonville School Dist	Assessed 2009 Tax Rate (2010 Budget)	Assessed 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9463	\$ 8.0496	\$ 0.1033	1.30%
Public Schools	8.7530	9.3836	0.6306	7.20%
Technical College	1.7308	1.8172	0.0864	4.99%
County	4.4107	4.5338	0.1231	2.79%
State	0.1712	0.1733	0.0021	1.23%
GROSS TAX RATE	23.0120	23.9575	0.9455	4.11%
State Credits	1.2983	1.3121	0.0138	1.06%
NET TAX RATE	\$ 21.7137	\$ 22.6454	\$ 0.9317	4.29%

**CITY OF APPLETON 2011 BUDGET
ASSESSED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2009 Tax Rate (2010 Budget)	Assessed 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8706	\$ 8.0016	\$ 0.1310	1.66%
Public Schools	8.4203	9.2355	0.8152	9.68%
Technical College	1.7144	1.8068	0.0924	5.39%
County	4.1681	4.4795	0.3114	7.47%
State	0.1696	0.1723	0.0027	1.59%
GROSS TAX RATE	22.3430	23.6957	1.3527	6.05%
State Credits	1.2676	1.2247	(0.0429)	-3.38%
NET TAX RATE	\$ 21.0754	\$ 22.4710	\$ 1.3956	6.62%

Calumet County/ Kimberly School Dist.	Assessed 2009 Tax Rate (2010 Budget)	Assessed 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8706	\$ 8.0016	\$ 0.1310	1.66%
Public Schools	9.3854	10.0916	0.7062	7.52%
Technical College	1.7144	1.8068	0.0924	5.39%
County	4.1681	4.4795	0.3114	7.47%
State	0.1696	0.1723	0.0027	1.59%
GROSS TAX RATE	23.3081	24.5518	1.2437	5.34%
State Credits	1.2676	1.2247	(0.0429)	-3.38%
NET TAX RATE	\$ 22.0405	\$ 23.3271	\$ 1.2866	5.84%

**CITY OF APPLETON 2011 BUDGET
ASSESSED TAX RATES**

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2009 Tax Rate (2010 Budget)	Assessed 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8556	\$ 8.2512	\$ 0.3956	5.04%
Public Schools	8.4043	9.6659	1.2616	15.01%
Technical College	1.7111	1.8629	0.1518	8.87%
County	5.5406	5.9616	0.4210	7.60%
State	0.1693	0.1776	0.0083	4.90%
GROSS TAX RATE	23.6809	25.9192	2.2383	9.45%
State Credits	1.4487	1.4168	(0.0319)	-2.20%
NET TAX RATE	\$ 22.2322	\$ 24.5024	\$ 2.2702	10.21%

Winnebago County/ Menasha School Dist.	Assessed 2009 Tax Rate (2010 Budget)	Assessed 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8556	\$ 8.2512	\$ 0.3956	5.04%
Public Schools	9.3599	9.9532	0.5933	6.34%
Technical College	1.7111	1.8629	0.1518	8.87%
County	5.5406	5.9616	0.4210	7.60%
State	0.1693	0.1776	0.0083	4.90%
GROSS TAX RATE	24.6365	26.2065	1.5700	6.37%
State Credits	1.4487	1.4168	(0.0319)	-2.20%
NET TAX RATE	\$ 23.1878	\$ 24.7897	\$ 1.6019	6.91%

**CITY OF APPLETON 2011 BUDGET
EQUALIZED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2009 Tax Rate (2010 Budget)	Equalized 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8754	\$ 7.8824	\$ 0.0070	0.09%
Public Schools	8.4255	9.0937	0.6682	7.93%
Technical College	1.7154	1.7795	0.0641	3.74%
County	4.3714	4.4396	0.0682	1.56%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	22.5574	23.3649	0.8075	3.58%
Less State Credits	1.2867	1.2849	(0.0018)	-0.14%
NET TAX RATE	\$ 21.2707	\$ 22.0800	\$ 0.8093	3.80%

Outagamie County/ Menasha School Dist.	Equalized 2009 Tax Rate (2010 Budget)	Equalized 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8754	\$ 7.8824	\$ 0.0070	0.09%
Public Schools	9.3882	9.5465	0.1583	1.69%
Technical College	1.7154	1.7795	0.0641	3.74%
County	4.3714	4.4396	0.0682	1.56%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	23.5201	23.8177	0.2976	1.27%
State Credits	1.2867	1.2849	(0.0018)	-0.14%
NET TAX RATE	\$ 22.2334	\$ 22.5328	\$ 0.2994	1.35%

Outagamie County/ Freedom School Dist.	Equalized 2009 Tax Rate (2010 Budget)	Equalized 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8754	\$ 7.8824	\$ 0.0070	0.09%
Public Schools	9.1079	8.7576	(0.3503)	-3.85%
Technical College	1.7154	1.7795	0.0641	3.74%
County	4.3714	4.4396	0.0682	1.56%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	23.2398	23.0288	(0.2110)	-0.91%
State Credits	1.2867	1.2849	(0.0018)	-0.14%
NET TAX RATE	\$ 21.9531	\$ 21.7439	\$ (0.2092)	-0.95%

Outagamie County/ Hortonville School Dist.	Equalized 2009 Tax Rate (2010 Budget)	Equalized 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8754	\$ 7.8824	\$ 0.0070	0.09%
Public Schools	8.6753	9.0354	0.3601	4.15%
Technical College	1.7154	1.7795	0.0641	3.74%
County	4.3714	4.4396	0.0682	1.56%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	22.8072	23.3066	0.4994	2.19%
State Credits	1.2867	1.2849	(0.0018)	-0.14%
NET TAX RATE	\$ 21.5205	\$ 22.0217	\$ 0.5012	2.33%

**CITY OF APPLETON 2011 BUDGET
EQUALIZED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2009 Tax Rate (2010 Budget)	Equalized 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8754	\$ 7.8824	\$ 0.0070	0.09%
Public Schools	8.4255	9.0937	0.6682	7.93%
Technical College	1.7154	1.7795	0.0641	3.74%
County	4.1707	4.4116	0.2409	5.78%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	22.3567	23.3369	0.9802	4.38%
State Credits	1.2684	1.2065	(0.0619)	-4.88%
NET TAX RATE	\$ 21.0883	\$ 22.1304	\$ 1.0421	4.94%

Calumet County/ Kimberly School Dist.	Equalized 2009 Tax Rate (2010 Budget)	Equalized 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8754	\$ 7.8824	\$ 0.0070	0.09%
Public Schools	9.3912	9.9862	0.5950	6.34%
Technical College	1.7154	1.7795	0.0641	3.74%
County	4.1707	4.4116	0.2409	5.78%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	23.3224	24.2294	0.9070	3.89%
State Credits	1.2684	1.2065	(0.0619)	-4.88%
NET TAX RATE	\$ 22.0540	\$ 23.0229	\$ 0.9689	4.39%

**CITY OF APPLETON 2011 BUDGET
EQUALIZED TAX RATES**

WINNEBAGO COUNTY

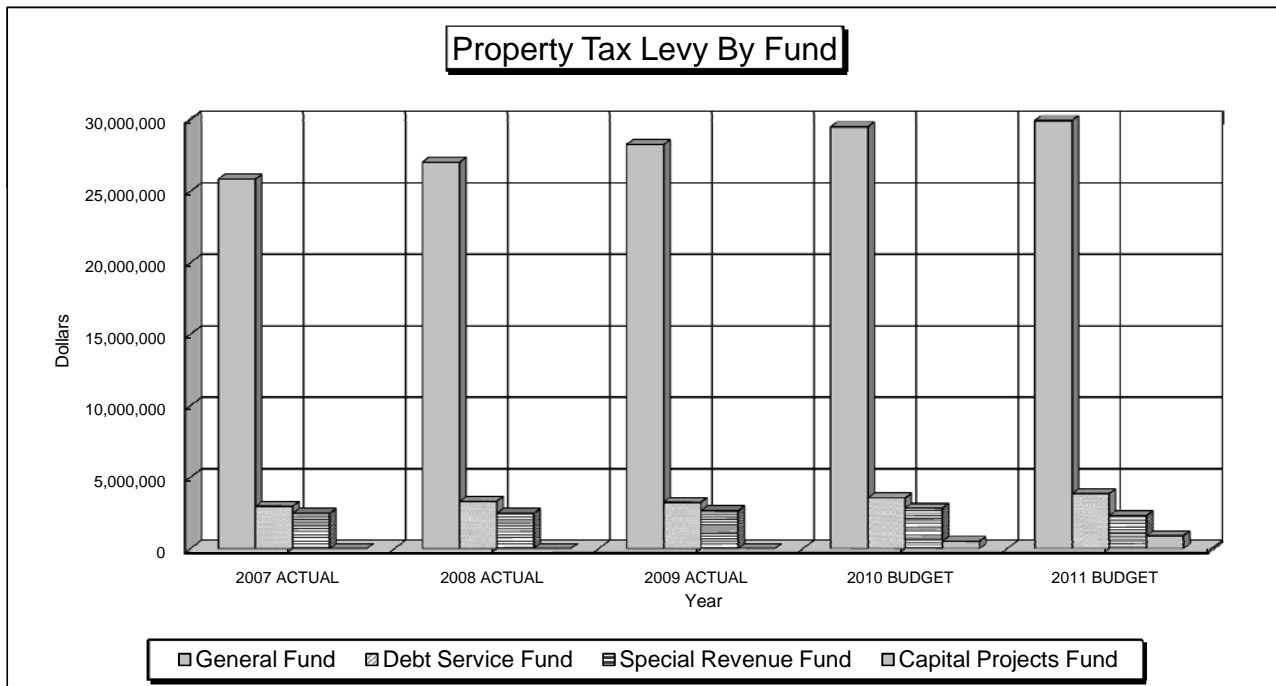
Winnebago County/ Appleton School District	Equalized 2009 Tax Rate (2010 Budget)	Equalized 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8754	\$ 7.8824	\$ 0.0070	0.09%
Public Schools	8.4255	9.0937	0.6682	7.93%
Technical College	1.7154	1.7795	0.0641	3.74%
County	5.5545	5.6947	0.1402	2.52%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	23.7405	24.6200	0.8795	3.70%
State Credits	1.4523	1.3534	(0.0989)	-6.81%
NET TAX RATE	\$ 22.2882	\$ 23.2666	\$ 0.9784	4.39%

Winnebago County/ Menasha School District	Equalized 2009 Tax Rate (2010 Budget)	Equalized 2010 Tax Rate (2011 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8754	\$ 7.8824	\$ 0.0070	0.09%
Public Schools	9.3882	9.5465	0.1583	1.69%
Technical College	1.7154	1.7795	0.0641	3.74%
County	5.5545	5.6947	0.1402	2.52%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.7032	25.0728	0.3696	1.50%
State Credits	1.4523	1.3534	(0.0989)	-6.81%
NET TAX RATE	\$ 23.2509	\$ 23.7194	\$ 0.4685	2.02%

**CITY OF APPLETON 2011 BUDGET
SUMMARY OF PROPERTY TAX LEVY BY FUND**

PROPERTY TAX LEVIES ⁽¹⁾	2007 ACTUAL	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2011 BUDGET
General Fund	\$ 25,839,080	\$ 27,022,848	\$ 28,262,192	\$ 29,497,878	\$ 29,942,415
Debt Service Funds	2,953,457	3,303,443	3,240,038	3,533,999	3,852,111
Special Revenue Funds					
Sanitation & Recycling	2,450,000	2,463,700	2,620,000	2,810,000	2,310,000
Forestry Fund	17,850	17,850	17,850	12,800	-
Safe Routes to Schools	-	-	10,000	-	-
Total Special Revenue Funds	2,467,850	2,481,550	2,647,850	2,822,800	2,310,000
Capital Project Funds					
Subdivision Development	-	-	-	500,000	900,000
TOTAL PROPERTY TAX LEVY:	\$ 31,260,387	\$ 32,807,841	\$ 34,150,080	\$ 36,354,677	\$ 37,004,526

(1) Excludes tax increment district revenues.



**CITY OF APPLETON 2011 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES**

REVENUES AND OTHER FINANCING SOURCES*	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 PROJECTED	2011 BUDGET
General Fund	\$ 56,099,289	\$ 54,062,707	\$ 57,423,818	\$ 57,212,437	\$ 56,638,598
Debt Service Funds	7,712,423	8,465,029	8,625,008	8,625,008	8,571,675
Special Revenue Funds					
Tax Increment District #1	2,110,422	-	-	-	-
Tax Increment District #2	274,722	288,020	288,660	305,187	314,915
Tax Increment District #3	2,263,610	2,345,932	2,333,902	2,392,370	2,007,254
Tax Increment District #4	4,058,193	4,727,094	-	-	-
Sanitation & Recycling	3,275,027	3,203,289	3,307,400	3,307,400	3,273,250
Hazardous Materials Level A	301,361	88,235	90,114	97,114	97,913
Police Grants	52,078	82,463	-	150,139	-
Health Services Grants	526,514	361,407	308,934	360,426	299,535
Forestry Fund	18,734	20,816	15,500	15,500	-
Housing & Community Development Grants	664,018	542,509	851,294	725,514	665,472
Housing, Homeless, & Block Grants	819,563	1,300,637	2,598,206	1,516,269	1,721,138
Room Tax Administration	350,382	293,379	280,000	315,000	294,000
Union Spring Park	122	27	50	80	80
Tuchscherer Disability Fund	4,132	849	3,500	2,500	2,500
Peabody Estate Trust	5,636	1,259	4,500	3,500	3,500
Balliet Locomotive	547	122	300	350	350
Lutz Park Trust	81,098	225,084	11,000	129,967	5,000
Park Open Space	18,849	4,335	16,000	10,000	8,500
City Park Project	281	64	100	200	200
Universal Playground	1,242	237	750	650	500
Miracle League Field	-	-	-	25,600	1,600
Safe Routes to Schools	-	26,952	-	13,418	-
Energy Efficiency and Conservation Grant	-	-	689,800	689,800	-
Total Special Revenue Funds	14,826,531	13,512,710	10,800,010	10,060,984	8,695,707
Capital Projects Funds					
Subdivision Development	1,012,694	1,356,425	1,720,000	2,111,239	1,980,000
Parks & Recreation Projects	142,228	10,472	20,663	32,561	20,000
Tax Increment District #5	160,338	177,110	219,365	212,498	200,417
Tax Increment District #6	2,044,324	1,919,992	2,406,103	2,121,263	2,215,665
Tax Increment District #7	1,124	64,351	91,612	177,382	169,386
Tax Increment District #8	-	213	-	1,000	21,733
Technology	11,408	2,514	1,229	375,594	3,000
Public Works	325,823	2,432,848	21,113	60,000	20,000
Industrial Park Land	161,097	25,230	106,240	99,232	183,232
Equipment Replacement	1,717,226	1,949,720	1,924,631	1,994,631	2,056,744
Community Development Projects	19,969	4,035	5,031	7,715	15,000
NE Business Park Escrow	-	-	-	4,500,000	63,200
Public Safety	27,056	2,152	2,972	5,000	6,285
Library	657	49	-	111,895	-
Facilities	5,031,651	80,911	283,679	975,980	10,405
Total Capital Projects Fund	10,655,595	8,026,022	6,802,638	12,785,990	6,965,067
Enterprise Funds					
Water Utility	18,771,025	18,992,269	20,039,044	20,070,976	20,946,906
Wastewater Utility	11,013,572	8,897,754	9,941,626	9,782,307	9,675,618
Stormwater Utility	7,140,361	6,382,032	7,319,686	7,976,400	7,797,750
Parking Utility	2,381,254	2,205,275	2,327,901	2,050,900	2,560,501
Golf Course	551,901	537,684	585,961	574,135	572,290
Valley Transit	7,646,131	7,373,135	8,173,866	7,888,188	8,336,300
Total Enterprise Funds	47,504,244	44,388,149	48,388,084	48,342,906	49,889,365
Internal Service Funds					
Facilities & Construction Management	2,197,973	2,170,176	2,181,366	2,197,786	3,969,861
Central Equipment Agency	2,900,133	2,644,530	2,814,444	2,897,444	2,979,173
Insurance	741,082	1,222,027	888,831	1,413,949	1,079,579
Other Post Employment Benefits	1,464,245	-	-	-	-
Total Internal Service Funds	7,303,433	6,036,733	5,884,641	6,509,179	8,028,613
Trust Funds					
Frank P. Young Memorial	2,203	997	800	600	800
Total Trust Funds	2,203	997	800	600	800
TOTAL REVENUES:	\$ 144,103,718	\$ 134,492,347	\$ 137,924,999	\$ 143,537,104	\$ 138,789,825

*Net of proceeds of debt and contributed capital

CITY OF APPLETON 2011 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

EXPENSES AND OTHER FINANCING USES	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 PROJECTED	2011 BUDGET
General Fund	\$ 57,653,577	\$ 56,254,069	\$ 57,423,818	\$ 60,504,508	\$ 56,638,598
Debt Service Funds	7,724,031	8,520,075	8,685,008	8,685,008	8,631,675
Special Revenue Funds					
Tax Increment District #1	97,357	-	-	-	-
Tax Increment District #2	101,255	89,372	98,009	97,809	89,758
Tax Increment District #3	2,251,399	2,291,372	2,354,186	2,389,743	2,975,852
Tax Increment District #4	1,715,433	624,005	11,626,489	11,914,142	-
Sanitation & Recycling	3,375,587	2,968,609	3,361,249	3,365,889	3,499,254
Hazardous Materials Level A	187,569	192,663	82,114	82,114	87,913
Police Grants	88,821	45,720	-	150,139	-
Health Services Grants	526,514	361,407	308,934	360,426	299,535
Forestry Fund	17,796	17,755	15,500	24,763	-
Housing & Community Development Grants	656,696	558,315	851,294	725,514	665,472
Housing, Homeless, & Block Grants	819,563	1,301,491	2,598,206	1,516,269	1,721,138
Room Tax Administration	350,490	295,863	285,000	320,000	299,000
Union Spring Park	60	-	462	462	500
Tuchscherer Disability Fund	6,391	6,391	6,391	6,391	6,391
Peabody Estate Trust	-	-	50,000	50,000	-
Balliet Locomotive	-	-	300	300	300
Lutz Park Trust	236,798	544,797	-	12,000	75,000
Park Open Space	9,530	1,495	207,000	175,000	-
City Park Project	-	-	200	200	200
Universal Playground Trust	4,157	945	3,000	3,000	7,500
Miracle League Field	-	-	-	-	1,000
Safe Routes to Schools	-	40,370	-	-	-
Energy Efficiency and Conservation Grant	-	-	689,800	689,800	-
Total Special Revenue Funds	10,445,416	9,339,570	22,538,134	21,883,961	9,728,813
Capital Projects Funds					
Subdivision Development	2,085,014	2,236,352	1,727,504	1,757,504	1,649,667
Parks & Recreation Projects	1,847,539	3,500	210,000	902,290	1,230,000
Tax Increment District #5	188,991	161,725	102,958	102,958	127,079
Tax Increment District #6	3,593,274	3,689,687	2,955,925	3,604,742	3,328,020
Tax Increment District #7	20,715	18,027	247,253	292,109	47,328
Tax Increment District #8	-	4,596	44,272	31,385	2,619
Public Works	2,098,355	4,552,901	320,919	696,187	280,452
Technology	370,047	345,514	113,000	644,195	70,000
Industrial Park Land	290,551	202,544	280,965	280,965	478,945
Equipment Replacement	2,036,203	2,033,984	1,612,702	1,592,702	2,266,251
Community Development Projects	46,369	52,036	550,000	276,595	850,000
NE Business Park Escrow	-	-	-	2,936,800	1,163,200
Public Safety	1,335,314	446,481	375,000	72,164	1,587,500
Library	121,482	-	114,000	114,000	408,800
Facilities	5,235,402	6,333,470	1,537,471	2,657,639	575,405
Total Capital Projects Fund	19,269,256	20,080,817	10,191,969	15,962,235	14,065,266
Enterprise Funds					
Water Utility	15,283,139	15,893,399	17,440,446	17,845,694	17,848,797
Wastewater Utility	11,226,733	11,108,986	11,900,956	11,570,100	11,492,348
Stormwater Utility	5,460,252	5,713,721	5,973,599	5,820,810	6,096,460
Parking Utility	3,047,342	2,650,193	3,195,624	2,902,139	2,876,216
Golf Course	582,194	541,224	585,071	585,071	561,809
Valley Transit	8,154,077	7,845,063	8,615,894	8,415,894	8,774,901
Total Enterprise Funds	43,753,737	43,752,586	47,711,590	47,139,708	47,650,531
Internal Service Funds					
Facilities & Construction Management	2,197,973	2,151,727	2,181,366	2,181,366	3,980,888
Central Equipment Agency	4,721,981	4,614,342	4,639,444	4,719,444	4,879,461
Insurance	1,276,400	2,087,248	1,103,831	1,318,831	1,128,556
Other Post Employment Benefits	55,548	34,626	-	27,585	12,697
Total Internal Service Funds	8,251,902	8,887,943	7,924,641	8,247,226	10,001,602
Trust Funds					
Frank P. Young Memorial	550	700	550	1,000	550
Total Trust Funds	550	700	550	1,000	550
TOTAL EXPENDITURES:	\$ 147,098,469	\$ 146,835,760	\$ 154,475,710	\$ 162,423,646	\$ 146,717,035

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 2011 BUDGET
COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2008 ACTUAL	2009 ACTUAL	2010 BUDGET	2010 PROJECTED	2011 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	34,951,762	33,397,474	31,206,112	31,206,112	27,914,041
Property Taxes	27,023,101	28,262,315	29,497,878	29,497,878	29,942,415
Other Revenue	29,076,188	25,800,392	27,925,940	27,714,559	26,696,183
Expenditures	57,653,577	56,254,069	57,423,818	60,504,508	56,638,598
FUND BALANCE - Ending (Dec. 31)	33,397,474	31,206,112	31,206,112	27,914,041	27,914,041
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	61,582	14,563	16,603	16,603	16,603
Property Taxes	3,303,443	3,240,038	3,533,999	3,533,999	3,852,111
Proceeds of Debt	(35,411)	57,086	60,000	60,000	60,000
Other Revenue	4,408,980	5,224,991	5,091,009	5,091,009	4,719,564
Expenditures	7,724,031	8,520,075	8,685,008	8,685,008	8,631,675
FUND BALANCE - Ending (Dec. 31)	14,563	16,603	16,603	16,603	16,603
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	(7,250,953) *	(2,869,838)	1,303,302	1,303,302	(10,519,675)
Property Taxes	9,462,391	8,686,539	4,402,317	4,460,730	3,592,696
Other Revenue	5,364,140	4,826,171	6,397,693	5,600,254	5,103,011
Expenditures	10,445,416	9,339,570	22,538,134	21,883,961	9,728,813
FUND BALANCE - Ending (Dec. 31)	(2,869,838)	1,303,302	(10,434,822)	(10,519,675)	(11,552,781)
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	12,064,905	14,640,588	8,696,508	8,696,508	5,825,307
Property Taxes	1,672,958	1,734,314	2,718,060	2,803,005	3,124,943
Contributed Capital	65,344	375,715	44,505	44,505	0
Proceeds of Debt	11,124,000	5,735,000	2,808,939	260,539	4,637,737
Other Revenue	8,982,637	6,291,708	4,084,578	9,982,985	3,840,124
Expenditures	19,269,256	20,080,817	10,191,969	15,962,235	14,065,266
FUND BALANCE - Ending (Dec. 31)	14,640,588	8,696,508	8,160,621	5,825,307	3,362,845
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	204,512,184	211,787,132	214,712,857	214,712,857	216,807,559
Property Taxes	-	-	-	-	-
Other Revenue	47,504,244	44,388,149	48,388,084	48,342,906	49,889,365
Contributed Capital	3,524,441	2,290,162	1,289,091	891,504	915,350
Expenditures	43,753,737	43,752,586	47,711,590	47,139,708	47,650,531
FUND BALANCE - Ending (Dec. 31)	211,787,132	214,712,857	216,678,442	216,807,559	219,961,743
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	12,472,030	13,674,741	13,256,882	13,256,882	13,131,537
Property Taxes	-	-	-	-	-
Other Revenue	7,303,433	6,036,733	5,884,641	6,509,179	8,028,613
Contributed Capital	2,151,180	2,433,351	1,612,702	1,612,702	2,266,251
Expenditures	8,251,902	8,887,943	7,924,641	8,247,226	10,001,602
FUND BALANCE - Ending (Dec. 31)	13,674,741	13,256,882	12,829,584	13,131,537	13,424,799
FIDUCIARY FUNDS					
FUND BALANCE - Beginning (Jan. 1)	32,093	33,746	34,043	34,043	33,643
Property Taxes	-	-	-	-	-
Other Revenue	2,203	997	800	600	800
Expenditures	550	700	550	1,000	550
FUND BALANCE - Ending (Dec. 31)	33,746	34,043	34,293	33,643	33,893
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	256,843,603 *	270,678,406	269,226,307	269,226,307	253,209,015
Property Taxes	41,461,893	41,923,206	40,152,254	40,295,612	40,512,165
Proceeds of Debt	11,088,589	5,792,086	2,868,939	320,539	4,697,737
Contributed Capital	5,740,965	5,099,228	2,946,298	2,548,711	3,181,601
Other Revenue	102,641,825	92,569,141	97,772,745	103,241,492	98,277,660
Expenditures	147,098,469	146,835,760	154,475,710	162,423,646	146,717,035
FUND BALANCE - Ending (Dec. 31)	270,678,406	269,226,307	258,490,833	253,209,015	253,161,143

* Beginning balance as restated

CITY OF APPLETON 2011 BUDGET
COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2010 BUDGET	2011 BUDGET
Property Tax	40,152,254	40,512,165
Other Tax	784,000	726,160
Intergovernmental	27,199,019	25,666,266
Licenses & Permits	860,849	861,740
Special Assessments	2,075,000	2,722,000
Charges for Service	46,706,381	50,584,747
Interest Income	3,866,209	4,163,342
Fines & Forfeitures	880,000	851,000
Other Revenues	4,893,391	4,540,194
Interfund Transfers	10,507,896	8,162,211
TOTAL REVENUES	\$ 137,924,999	\$ 138,789,825

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2010 BUDGET	2011 BUDGET
Personnel	56,401,723	56,148,200
Administrative ¹	52,365,127	44,232,376
Supplies & Materials	7,808,625	9,590,634
Purchased Services	12,785,022	9,480,348
Utilities	7,089,511	6,718,226
Repair & Maintenance	8,374,436	10,308,425
Capital Expense ²	9,651,266	10,238,826
TOTAL EXPENSE	\$ 154,475,710	\$ 146,717,035

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 2011:

05/10/10	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.
6/04/10 - 9/6/10	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.
9/6/10 - 10/06/10	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.
10/30/10	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.
11/03/10	A public hearing is held to seek property owner input prior to Council acceptance of the budget.
11/10/10	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 – 2010 tax roll:

Lien date and levy date	December, 2010
Tax bills mailed	December, 2010
Payment in full or 1 st installment due	January 31, 2011
2 nd installment due	March 31, 2011
3 rd installment due	May 31, 2011
4 th installment due	August 1, 2011

CAPITAL BUDGET POLICIES

- Funding for utility projects should be obtained through borrowing from:
 - Revenue Bonds
 - General Obligation Notes
 - Internal funds
- The City shall utilize available funding sources for capital improvements whenever practical and feasible:
 - Grant funds
 - Special assessments
 - Developer contributions
- The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for the adequate maintenance and the orderly replacement of the capital plant and equipment from current revenues when possible.
- The City will try to ensure that industrial acreage is available for development within the City and served with necessary infrastructure.

REVENUE POLICIES

- The City will try to maintain a diversified and stable revenue system to minimize short-run fluctuations in any one revenue source.
- The City will attempt to maximize benefits from major revenue sources as a way of maintaining a stable tax rate.
- The City will follow an aggressive policy of collecting revenues.
- The City will establish all user charges and fees at a level related to the full cost (operating, direct, and indirect) of providing the service, whenever practical.
- The City will attempt to review license fees/charges annually to determine if the revenues support the cost of providing the service.
- Wastewater, Stormwater, and Water Utility funds will be self-supporting through user fees.
 - 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 Wastewater Utilities will be submitted to the Common Council for review and approval.

RESERVE POLICIES

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

CITY OF APPLETON POLICIES

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

Wastewater Utility

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

General Fund

- All General Fund Unreserved Designations and related policy should be approved in advance of their creation/amendment by the Common Council.
- The amount to be retained in Designated for Health Insurance Cost Stabilization Unreserved Fund Balance be equal to the stop loss percentage.
- Interest income will not accrue in the Designated for Health Insurance Cost Stabilization Fund Balance account.
- Total Unreserved Fund Balances (excluding Designated for Debt Service) will be 25% of the following year's budgeted appropriations with the designation for Working Capital Reserve equal to 17% of the following year's budgeted appropriations.
- The City will maintain a Designated Fund Balance for Debt Service of 25% of ensuing 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 \$1,000 or less are due by January 31. For bills in excess of \$1,000, a five year payment plan is assumed. Deferred payments will bear an interest on the unpaid balance at the rate of 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 is actual cost for main. Reconstruction in an existing area or reconstruction or relining of sanitary sewers is \$32 per foot for mains and \$33 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 based on actual bid cost, except that credit will be given for the remaining useful life calculated on current cost of construction. For this purpose, the useful life of water main will be 75 years.
- 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:
 - 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:

CITY OF APPLETON POLICIES

- 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 \$1,000 but less than \$5,000 require that at least two formal or informal quotes be solicited. Purchases up to \$1,000 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 2011 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	6.5%	5.8%	4.8%	3.9%
City Contribution	5.1%	12.5%	15.8%	9.4%
Total	11.6%	18.3%	20.6%	13.3%

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 of \$175,000 per general, automobile, law enforcement or public officials' liability claim, to a maximum of \$700,000

CITY OF APPLETON POLICIES

per year. As of 1/1/11, the maximum will increase to \$200,000 per claim, to a maximum of \$800,000 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

2011 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

2011 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>
2009	N/A	N/A	N/A	N/A	N/A
2008	47,046	50,998	55,562	48,202	50,501
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

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, 2010	7.8 %	7.2 %	7.5 %	9.9 %
July, 2009	8.7	8.4	8.5	11.5
Average, 2009	8.5 %	8.1 %	8.3 %	10.7 %
Average, 2008	4.8	4.5	4.6	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

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

Building Permits - City of Appleton

<u>Year</u>	<u>Valuation</u>
2010	\$ 46,311,500 *
2009	85,047,445
2008	64,690,941
2007	90,504,161
2006	95,609,482

*As of September 17, 2010

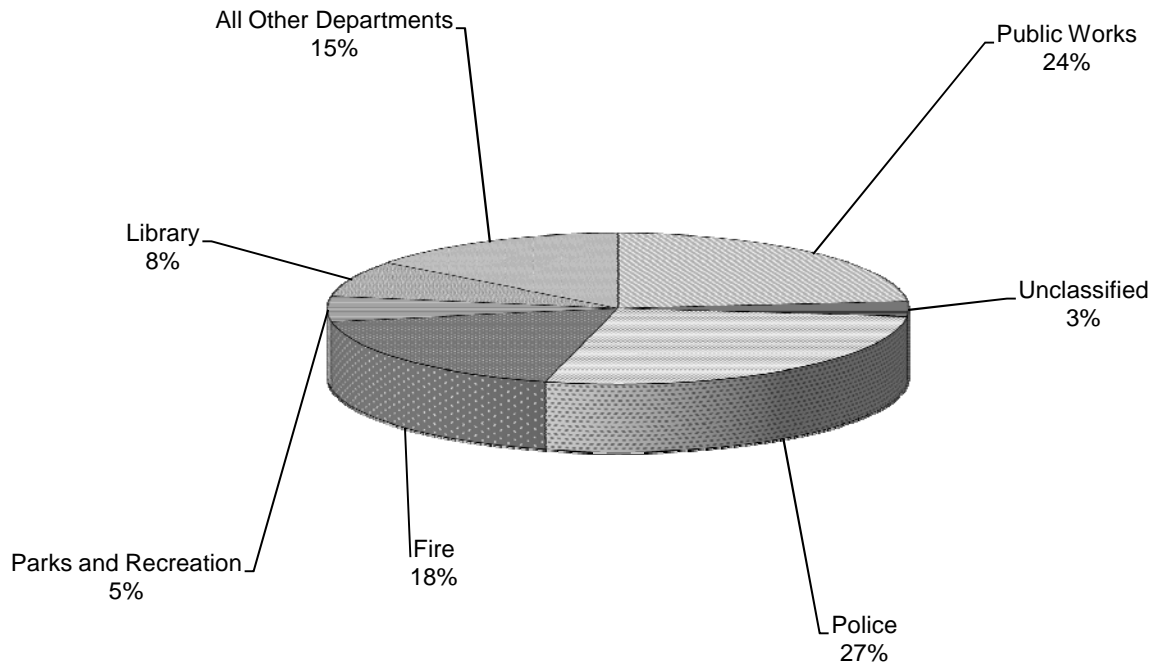
Source: City of Appleton Public Works Department

CITY OF APPLETON 2011 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.

2011 GENERAL FUND

\$56,638,598



CITY OF APPLETON 2011 BUDGET

GENERAL FUND

	Actual		Budget			%
	2008	2009	Adopted 2010	Projected 2010	2011	Change *
REVENUES						
Taxes	\$ 27,509,925	\$ 28,672,980	\$ 29,961,978	\$ 29,961,978	\$ 30,352,615	1.30%
Intergovernmental	17,282,395	17,159,402	16,696,935	16,696,935	16,891,348	1.16%
Licenses and Permits	809,008	823,787	840,349	840,349	841,240	0.11%
Special Assessments	857,493	1,554,695	950,000	950,000	1,697,000	78.63%
Charges for Services	1,408,620	1,377,532	1,503,053	1,391,672	1,258,670	-16.26%
Interest Income	4,865,143	804,849	1,524,422	1,524,422	1,677,798	10.06%
Fines and Forfeitures	346,338	342,923	300,000	300,000	325,000	8.33%
All Other Revenue	1,564,050	1,756,072	1,883,131	1,783,131	1,875,977	-0.38%
TOTAL REVENUES	54,642,972	52,492,240	53,659,868	53,448,487	54,919,648	2.35%
EXPENDITURES						
Common Council	121,461	122,786	124,193	124,921	106,035	-14.62%
Mayor	285,999	268,511	309,827	314,827	268,218	-13.43%
City Clerk	752,264	652,517	740,832	740,832	597,925	-19.29%
City Assessor	545,116	558,982	599,270	579,170	540,791	-9.76%
Finance	883,360	922,736	986,416	993,416	934,488	-5.26%
Technology Services	1,620,431	1,548,744	1,635,898	1,635,898	1,632,274	-0.22%
Human Resources	629,745	641,939	699,566	699,566	696,594	-0.42%
City Attorney	421,131	421,925	451,918	451,918	460,539	1.91%
Unclassified	1,337,750	1,445,117	1,925,115	4,058,102	1,820,787	-5.42%
Community Development	978,738	1,070,226	1,146,599	1,146,599	1,205,116	5.10%
Library	4,373,305	4,416,025	4,442,562	4,534,783	4,399,817	-0.96%
Parks & Recreation	3,693,600	3,686,885	3,728,890	3,728,890	3,052,427	-18.14%
Public Works	13,379,299	12,254,252	13,478,625	13,865,995	13,311,237	-1.24%
Health Services	1,134,001	1,144,480	1,219,384	1,241,461	1,222,659	0.27%
Police	14,507,870	14,868,113	15,092,949	15,108,617	15,455,180	2.40%
Fire	9,765,137	9,760,640	10,205,362	10,207,862	10,330,121	1.22%
TOTAL EXPENDITURES	54,429,207	53,783,878	56,787,406	59,432,857	56,034,208	-1.33%
REVENUES OVER EXPENDITURES	213,765	(1,291,638)	(3,127,538)	(5,984,370)	(1,114,560)	-64.36%
OTHER FINANCING SOURCES (USES)						
Sale of City Property	19,408	13,693	15,000	15,000	15,000	0.00%
Other Financing Sources	1,436,909	1,556,774	3,748,950	3,748,950	1,703,950	-54.55%
Other Financing Uses	(3,224,370)	(2,470,191)	(636,412)	(1,071,651)	(604,390)	-5.03%
TOTAL OTHER FINANCING	(1,768,053)	(899,724)	3,127,538	2,692,299	1,114,560	-64.36%
NET CHANGE IN EQUITY	(1,554,288)	(2,191,362)	-	(3,292,071)	-	N/A
FUND BALANCE - Beginning	34,951,762	33,397,474	31,206,112	31,206,112	27,914,041	-10.55%
FUND BALANCE - Ending	\$ 33,397,474	\$ 31,206,112	\$ 31,206,112	\$ 27,914,041	\$ 27,914,041	-10.55%

* % change from prior year adopted budget

With the 2011 budget, a number of functions have been consolidated or transferred to other departments. The GIS function has been transferred from Technology Services to Community Development and the Forestry function has moved from Parks & Recreation to Public Works. All prior years' data has been restated for comparison.

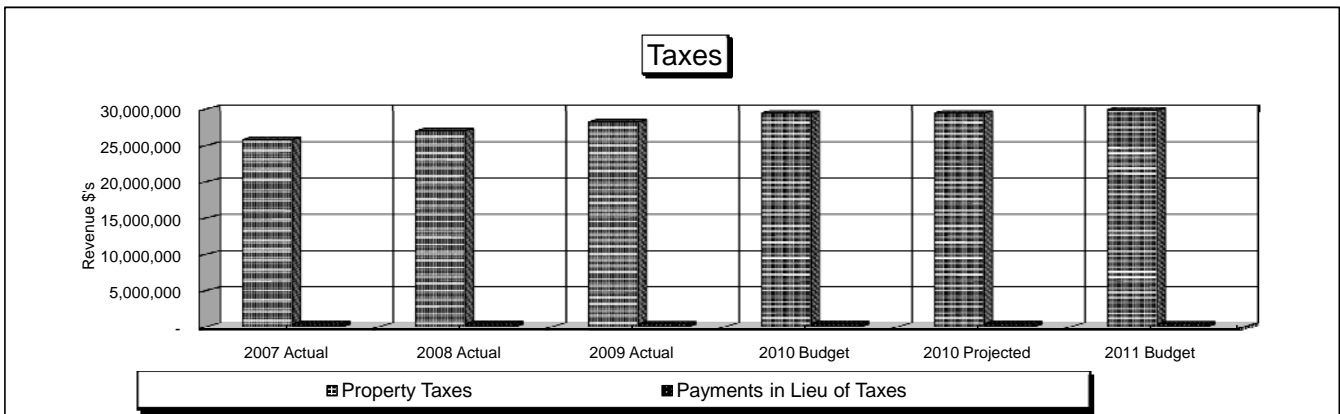
**CITY OF APPLETON 2011 BUDGET
GENERAL FUND BALANCE**

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/11	38	\$ 27,914,041
Less Reserved for:		
Inventories and Prepaid Items		(700,000)
Developer Loans		(1,423,313)
Advance to other Funds		(7,055,862)
Less Designations:		
Payments in Lieu of Taxes		(1,355,824)
Health Insurance Cost Stabilization*		(689,992)
Fire and Police Prior Pension		(330,691)
Working Capital - 25% of budgeted expenditures (25% * \$56,638,598, includes transfers)	38	(14,159,650)
Debt Service - 25% of ensuing year's debt service requirements (25% * (\$8,631,675 Debt Service Obligation))	511	<u>(2,157,919)</u>
Projected General Fund Balance in excess of the reserve policy @ 12/31/11		<u>\$ 40,790</u>
75% required to be used for reduction of long-term liabilities		<u>\$ 30,593</u>
25% subject to Finance and Administration Committee recommendation		<u>\$ 10,197</u>

* The City will not be purchasing aggregate stop loss insurance for 2011. 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.

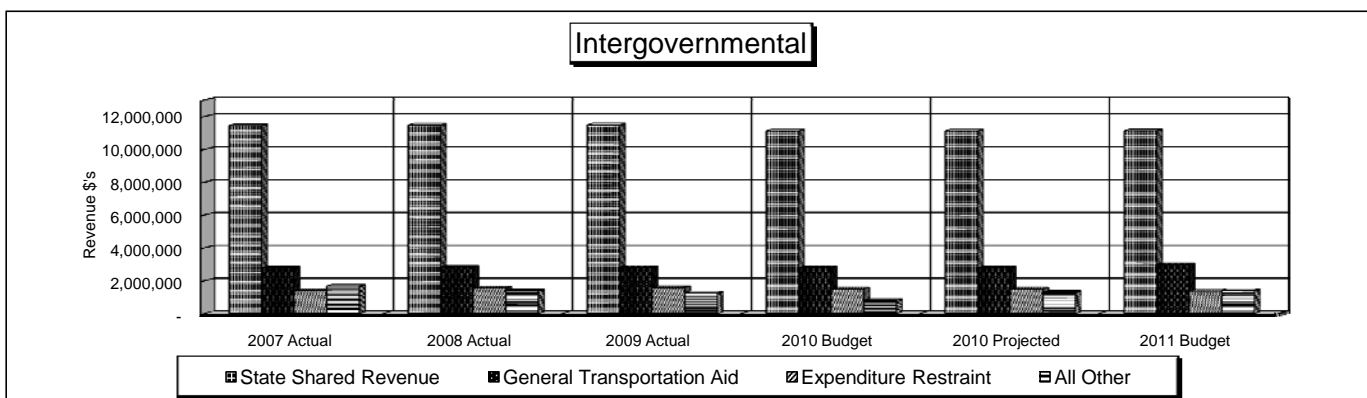
CITY OF APPLETON 2011 BUDGET GENERAL FUND REVENUES

<u>Taxes</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Budget</u>	<u>% Change</u>
Property Taxes	25,838,936	27,023,101	28,262,315	29,497,878	29,497,878	29,942,415	1.51%
Payment in Lieu of Taxes	477,709	486,824	410,665	464,100	464,100	410,200	-11.61%
Total Taxes	<u>26,316,645</u>	<u>27,509,925</u>	<u>28,672,980</u>	<u>29,961,978</u>	<u>29,961,978</u>	<u>30,352,615</u>	<u>1.30%</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 1.31% on an equalized basis in 2010, despite the current economic climate. 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 1.48% for the City in 2010. However, the restriction does provide allowances for debt issued after July 1, 2005 and any surplus capacity from 2007, which results in a total City constraint of \$39,219,215. The City levy is at \$37,004,526 (see page 21).

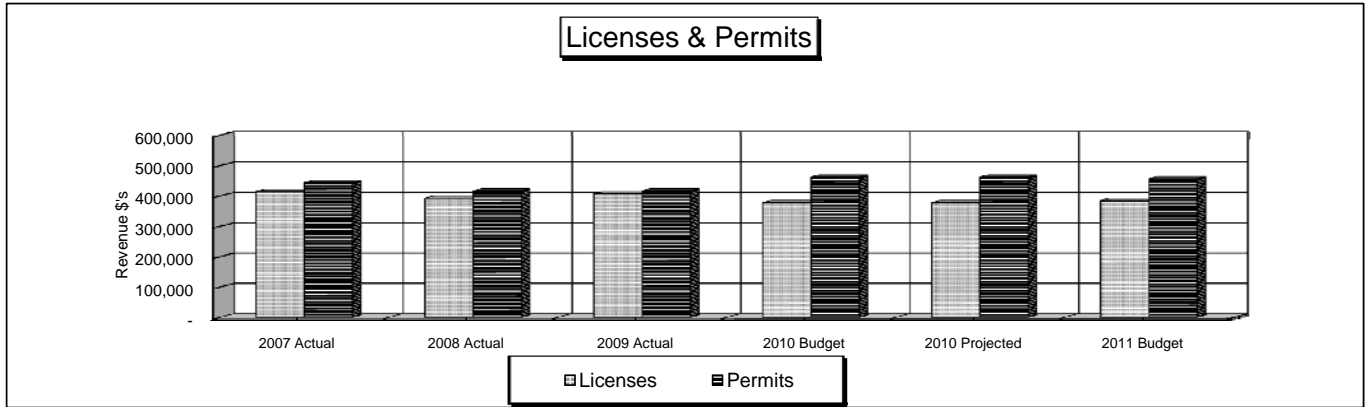
<u>Intergovernmental Revenue</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Budget</u>	<u>% Change</u>
State Shared Revenue	11,448,096	11,471,897	11,480,453	11,114,214	11,114,214	11,123,197	0.08%
General Transportation Aid	2,774,496	2,843,619	2,821,445	2,779,509	2,779,509	2,989,626	7.56%
Expenditure Restraint	1,396,352	1,558,309	1,596,740	1,500,191	1,500,191	1,357,573	-9.51%
Library Grants & Aids	649,915	675,904	700,009	806,517	806,517	860,252	6.66%
Other	1,031,653	732,666	560,755	496,504	496,504	560,700	12.93%
Total Intergovernmental	<u>17,300,512</u>	<u>17,282,395</u>	<u>17,159,402</u>	<u>16,696,935</u>	<u>16,696,935</u>	<u>16,891,348</u>	<u>1.16%</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 \$133,635, compared to the amount expected in 2010. The 2010 expected amount is, in turn, \$391,316 less than that received in 2009. This is a result of not levying up to our allowable maximum, as this formula for determination of aid works in contrast to the State levy restriction. 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 2011.

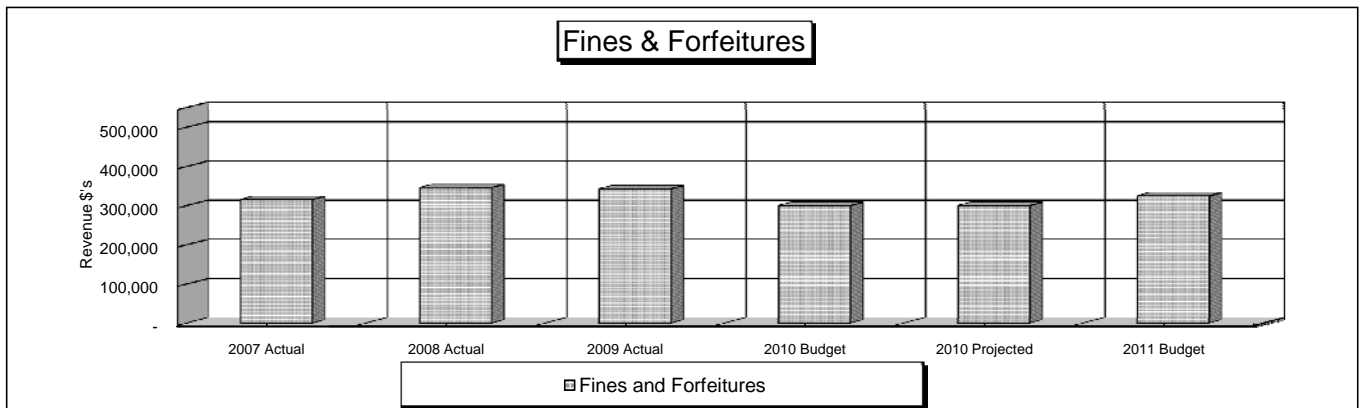
CITY OF APPLETON 2011 BUDGET GENERAL FUND REVENUES

<u>Licenses and Permits</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Budget</u>	%
Licenses	414,812	392,444	406,891	378,199	378,199	384,640	1.70%
Permits	443,949	416,564	416,896	462,150	462,150	456,600	-1.20%
Total Licenses and Permits	<u>858,761</u>	<u>809,008</u>	<u>823,787</u>	<u>840,349</u>	<u>840,349</u>	<u>841,240</u>	<u>0.11%</u>



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 decline in permit revenue since 2007 reflect a decrease in building permits related to the slow-down in new home construction, expected to moderate slightly in 2011.

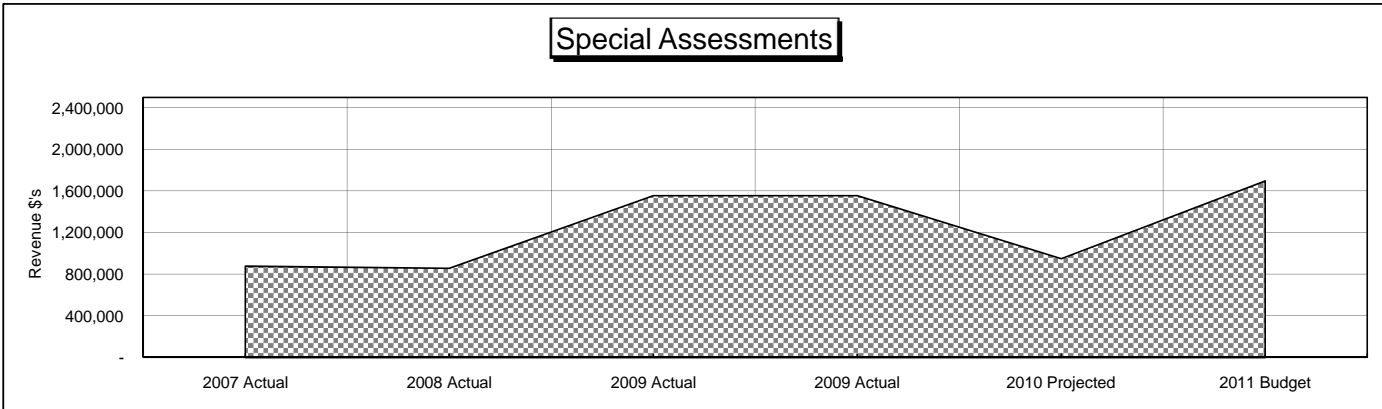
<u>Fines and Forfeitures</u>	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Budget</u>	%
	315,809	346,338	342,923	300,000	300,000	325,000	8.33%



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 2011 BUDGET GENERAL FUND REVENUES

	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Budget</u>	<u>% Change</u>
Special Assessments	877,012	857,493	1,554,695	950,000	950,000	1,697,000	78.63%



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:

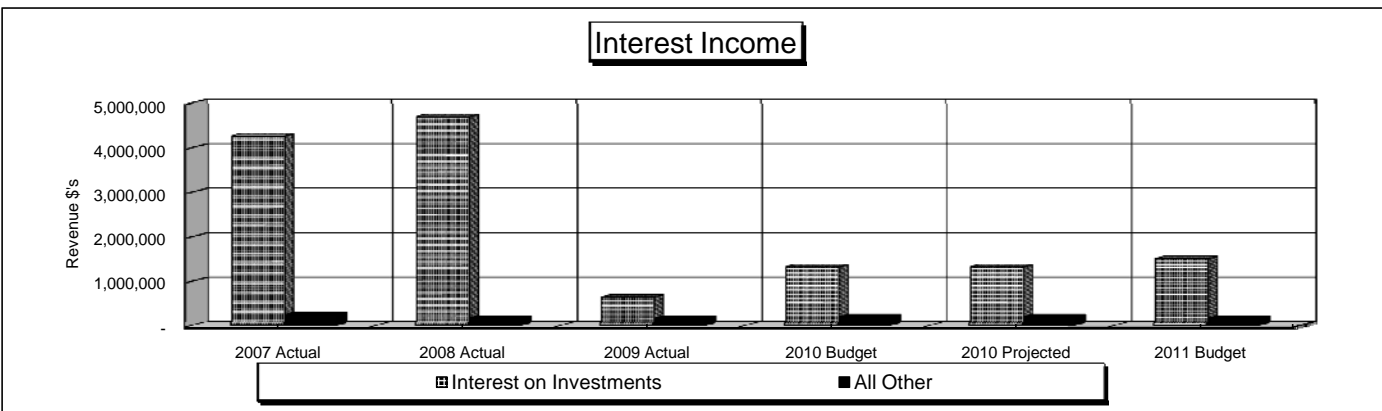
If the assessment is \$1,000 or less, it must be paid in one installment.

If the assessment is over \$1,000, 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.

There were more street projects in the 2010 budget compared to the previous year. There is typically a one year lag on the revenue impact.

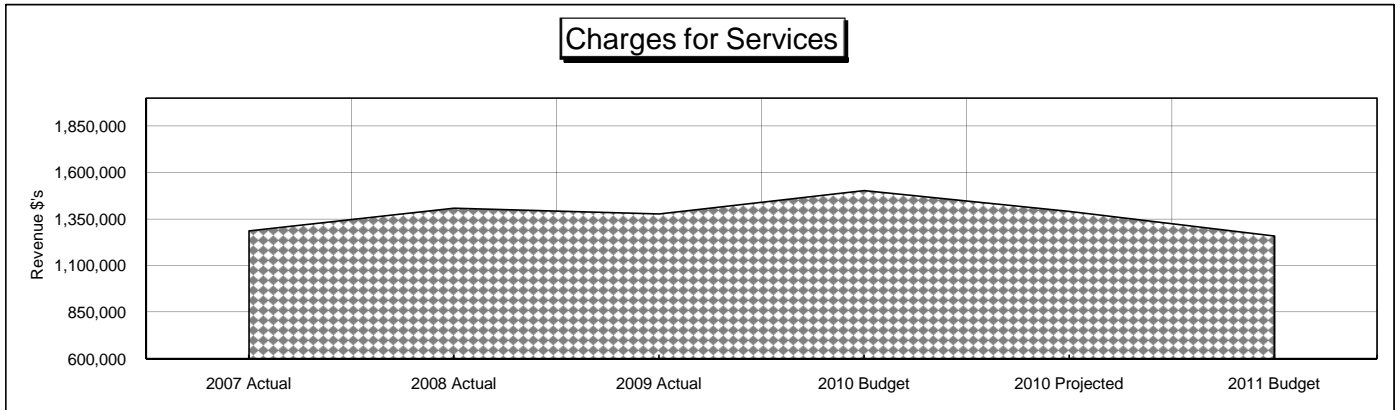
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Budget</u>	<u>% Change</u>
Interest Income							
Interest on Investments	4,260,878	4,695,717	643,894	1,324,422	1,324,422	1,507,798	13.85%
Interest on Delinquent Tax	116,876	99,305	95,594	100,000	100,000	105,000	5.00%
Interest - Deferred Specials	132,017	70,121	65,361	100,000	100,000	65,000	-35.00%
Total Interest Income	4,509,771	4,865,143	804,849	1,524,422	1,524,422	1,677,798	10.06%



This revenue source reflects interest earned on public funds being held until distributed to other taxing authorities, funds held until expended by the City, and interest income on advances to other funds or entities. Two factors which determine investment income are interest rates and the cash balances available for investment. Market place unrest allows us to forecast only a partial recovery in interest earnings from experience in 2010. A large portion of the interest income in 2007 and 2008 related to Tax Incremental District # 1 paying deferred interest on previous advances. TIF district # 2, the Reid Golf Course, and the condominium association are expected to make payments of \$115,000, \$24,000, and \$56,842, respectively, to the General Fund in 2011.

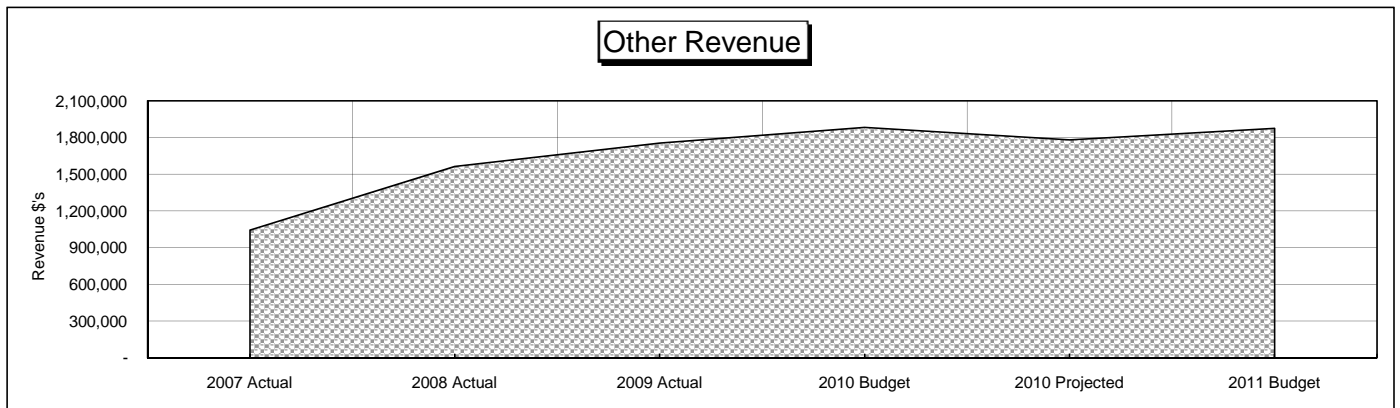
CITY OF APPLETON 2011 BUDGET GENERAL FUND REVENUES

	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Budget</u>	<u>% Change</u>
Charges for Services	<u>1,286,373</u>	<u>1,408,620</u>	<u>1,377,532</u>	<u>1,503,053</u>	<u>1,391,672</u>	<u>1,258,670</u>	<u>-9.56%</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 2010 budget 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 police department during the evaluation period of the potential merger (\$139,512 in 2009, \$141,105 in 2010). The reduction reflected in 2010 Projected is largely due to the elimination of the Grand Chute reimbursement as a result of the Town's decision to cease participation in the merger study. The decrease in 2011 reflects the continued move of recreation programs to other, private venues within the City.

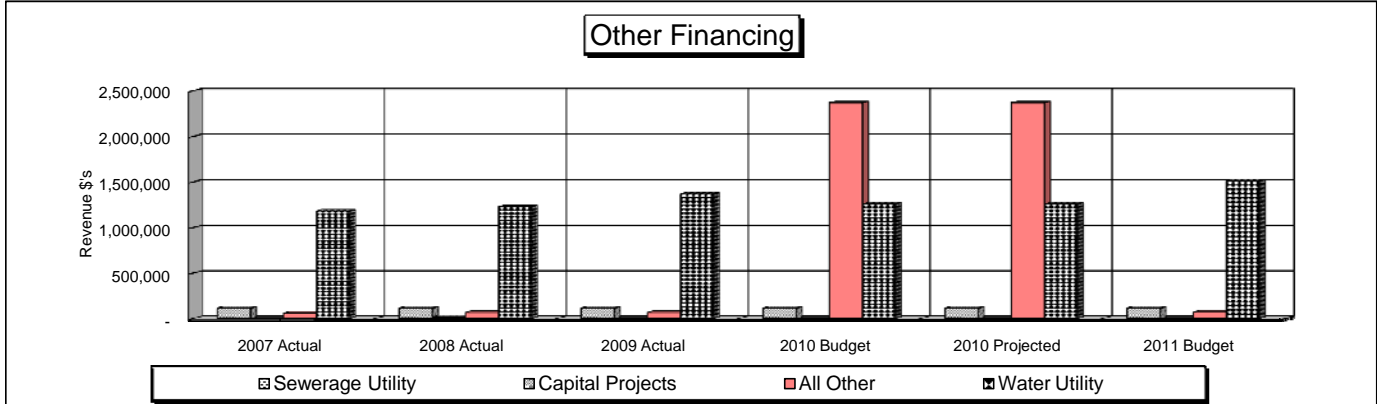
	<u>2007 Actual</u>	<u>2008 Actual</u>	<u>2009 Actual</u>	<u>2010 Budget</u>	<u>2010 Projected</u>	<u>2011 Budget</u>	<u>% Change</u>
Other Revenue							
Sales of City Property	25,171	19,408	13,693	15,000	15,000	15,000	0.00%
Other Revenue	1,044,790	1,564,050	1,756,072	1,883,131	1,783,131	1,875,977	5.21%
	<u>1,069,961</u>	<u>1,583,458</u>	<u>1,769,765</u>	<u>1,898,131</u>	<u>1,798,131</u>	<u>1,890,977</u>	<u>5.16%</u>



Other revenue includes fees, commissions, damage to City property and other reimbursements. The increase in 2010 was due to cable franchise fees and an expected \$466,600 payment from Calumet County as reimbursement for the county's portion of the construction costs of Midway Road (two year reimbursement, \$280,329 received in 2009). 2011 includes an expected one-time reimbursement of \$450,000 from the State of Wisconsin for right-of-way purchases required for the reconstruction of Wisconsin Avenue.

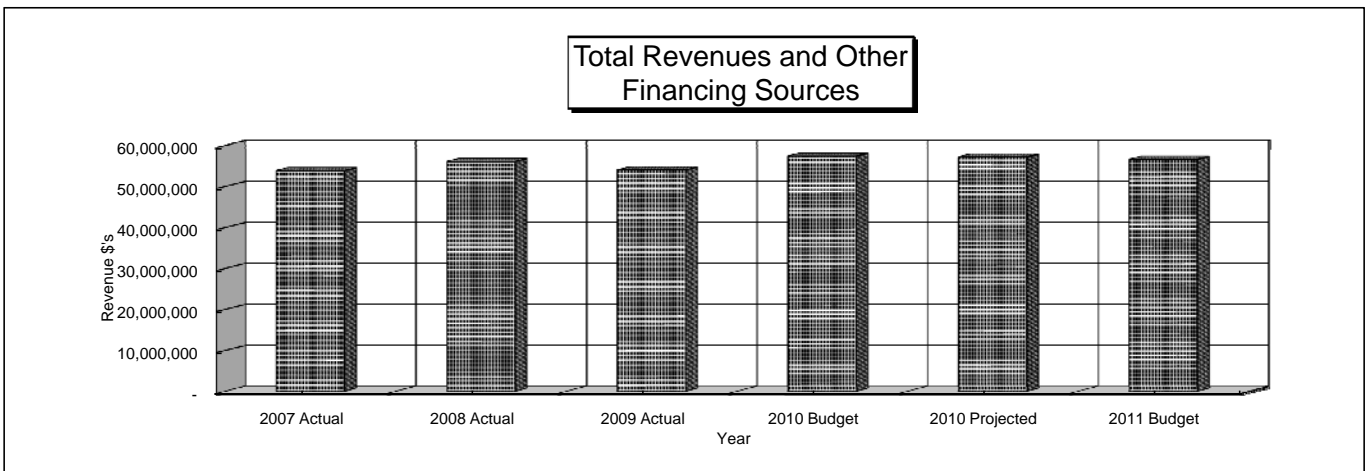
CITY OF APPLETON 2011 BUDGET GENERAL FUND REVENUES

Other Financing Sources	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget	% Change
Water Utility	1,181,545	1,231,051	1,369,624	1,261,300	1,261,300	1,513,800	20.02%
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	24,000	30,000	30,000	2,330,500	2,330,500	33,000	-98.58%
Capital Projects	-	18,708	-	-	-	-	N/A
Total Other Financing Sources	1,362,695	1,436,909	1,556,774	3,748,950	3,748,950	1,703,950	-54.55%



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 in 2010 was due to a one-time transfer of \$2,300,500 upon the closure of TIF # 4.

Total Revenues and Other Financing Sources	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget	% Change
	53,897,539	56,099,289	54,062,707	57,423,818	57,212,437	56,638,598	-1.00%



CITY OF APPLETON 2011 BUDGET

MAYOR'S OFFICE

Mayor: Timothy M. Hanna

CITY OF APPLETON 2011 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 2010 EVENTS

In 2010, 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 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 meet to provide a coordinated response to 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 taken the lead role in the efforts to develop a Regional Transit Authority to continue to provide regional transportation and minimize the impact of federal and state funding reductions expected to start in 2012.

In 2010, the City began to wholesale water to the Village of Sherwood. This was an important step in opening up the possibility of future water customers in this region. The City also continues its strong relationship with the Appleton Area School District (AASD) through its coordinated flu vaccine effort as well as an agreement that provides all middle and high school students a pass to use on Valley Transit buses. The Police Department finalized a new mutual aid agreement with Grand Chute and formalized specific partnerships in the areas of major crime investigations, VisionAir data sharing and the TRACS project. These partnerships are the result of the attempted merger of the Appleton and Grand Chute Police Departments. In 2010 the City also provided contract technology services to Grand Chute. Also in 2010, the Miracle Field in Memorial Park was completed, the result of an agreement and cooperative effort with Goodwill Industries. In the summer the City collaborated with the YMCA and the Building for Kids to provide an entire week of activities for Children's Week. Also, through an agreement with Sustainable Fox Cities, improvements were made to Arbutus Park with the help of the neighborhood. In addition, the Mayor continued to work with lobby groups and legislators from Madison to represent Appleton's best interests.

In 2010, the Diversity Coordinator collaborated with local businesses and organizations to host the City's inaugural Juneteenth celebration to commemorate the end of slavery and the signing of the Emancipation Proclamation. The event brought a diverse group of 1,500 citizens and visitors to downtown Appleton. Also, in 2010 the Diversity Coordinator began planning for the Welcoming and Inclusive campaign designed to help local businesses attract and retain a more diverse customer and employee base. The Coordinator also organized several meetings of the City's African American Advisory Committee and served as the City's representative on several existing interagency committees involving Hmong, Hispanic and LGBT populations.

The Mayor and department directors updated the City's Strategic Plan in 2010 and continued to work on the 2011 Budget to find greater ways to become more efficient in City operations.

2010 was the first year of the consolidated APPLESource/Parks and Recreation Activity Guide. The Mayor's Office collaborated with Parks and Recreation staff on this semi-annual publication.

CITY OF APPLETON 2011 BUDGET OFFICE OF THE MAYOR

MAJOR 2011 OBJECTIVES

- Work with department heads to prepare the Executive Budget and implement the City's vision
- Continue to work on improving the efficiency and effectiveness of City services in 2011
- 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
- Enhance the environment in Appleton to promote business and industry and attract investment
- Continue to meet the needs of a growing diverse population and further awareness and understanding of those needs
- Collaborate with other private, non-profit and local governments to provide networking opportunities for diverse populations within the Fox Valley
- Promote Appleton's interest through active participation on various boards, committees, and organizations
- Continue to build relationships between City staff and Council members
- Continue to pursue collaborative opportunities with regional partners in the areas of police, fire and public transportation
- Continue to 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	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ 10,000	N/A
Program Expenses							
10510	Administration	85,407	86,258	91,990	91,990	93,918	2.10%
10520	Citizen Outreach	162,848	147,261	181,237	181,237	131,282	-27.56%
10530	Intergovernmental	37,744	34,992	36,600	41,600	43,018	17.54%
TOTAL		\$ 285,999	\$ 268,511	\$ 309,827	\$ 314,827	\$ 268,218	-13.43%
Expenses Comprised Of:							
Personnel		243,520	225,055	261,416	261,416	198,330	-24.13%
Administrative Expense		23,976	20,913	23,194	23,194	29,816	28.55%
Supplies & Materials		8,165	10,738	13,389	13,389	28,272	111.16%
Purchased Services		10,040	11,540	11,540	16,540	11,540	0.00%
Utilities		298	265	288	288	260	-9.72%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		3.00	3.00	3.00	3.00	2.00	

* % change from prior year adopted budget
Mayor.xls

**CITY OF APPLETON 2011 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 2012 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 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Minimize tax levy impact					
% change in levy	4.95%	4.09%	6.46%	6.46%	1.70%
Average % change in City mill rate	3.07%	0.23%	-0.23%	-0.23%	1.40%
Strategic Outcomes					
Maximize non-residential tax base					
Commercial/industrial tax base; % of total	28.3%	28.3%	29.8%	30.0%	29.0%
Work Process Outputs					
% of staff and Council involved in scheduled public budget meetings	100%	100%	100%	100%	100%
# of departmental orientations for new Alderpersons	16	16	16	16	16

**CITY OF APPLETON 2011 BUDGET
OFFICE OF THE MAYOR**

Administration

Business Unit 10510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 57,618	\$ 58,890	\$ 60,309	\$ 60,309	\$ 61,936
6105 Overtime	-	115	-	-	-
6150 Fringes	23,712	22,966	25,896	25,896	26,221
6201 Training\Conferences	1,675	896	2,150	2,150	2,150
6206 Parking Permits	1,062	1,284	1,284	1,284	996
6301 Office Supplies	592	505	504	504	612
6302 Subscriptions	250	218	422	422	422
6305 Awards & Recognition	-	-	105	105	105
6320 Printing & Reproduction	200	1,119	1,032	1,032	1,216
6413 Utilities	298	265	288	288	260
Total Expense	<u>\$ 85,407</u>	<u>\$ 86,258</u>	<u>\$ 91,990</u>	<u>\$ 91,990</u>	<u>\$ 93,918</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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 the City Guide, 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 New north Diversity and Attract and Retain Diverse Talent Committees
- Continue to host diverse advisory committees and participate in existing interagency meetings
- Coordinate the City's Welcoming and Inclusive campaign to attract and retain diverse populations to our area

Major Program Changes:

This budget reflects the second year of the City publishing the consolidated APPLESource newsletter and Park and Recreation Department Activity Guide. The amount budgeted for printing expenses in 2010 included both the printing costs as well as anticipated advertising revenue to offset these costs. In order to better account for the actual expenses and revenues related to the publication, a separate advertising revenue account was established in 2010. Therefore, the 2011 budget shows increases in both printing costs and advertising revenue.

This budget also reflects the move of the Diversity Coordinator position to the Community Development department (\$65,697).

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Timely, accurate responses to requests for information					
% of phone & e-mail inquiries answered within 48 hours	95%	85%	95%	95%	95%
% of letters replied to within seven working days	90%	91%	90%	90%	90%
Strategic Outcomes					
Citizens have access to current City information					
# of visits to City of Appleton internet website	1,146,427	1,040,298	1,500,000	1,500,000	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)	7	13	8	8	8

**CITY OF APPLETON 2011 BUDGET
OFFICE OF THE MAYOR**

Citizen Outreach

Business Unit 10520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4877 Advertising/Promotion	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>
Expenses					
6101 Regular Salaries	\$ 91,396	\$ 86,151	\$ 96,768	\$ 96,768	\$ 55,957
6105 Overtime	381	261	-	-	-
6150 Fringes	44,003	30,023	50,709	50,709	25,558
6201 Training/Conferences	-	-	430	430	430
6301 Office Supplies	54	-	-	-	-
6303 Memberships & Licenses	200	215	200	200	715
6304 Postage/Freight	8,810	9,452	9,233	9,233	10,026
6316 Miscellaneous Supplies	390	390	390	390	500
6320 Printing & Reproduction	7,574	9,229	11,967	11,967	26,556
6599 Other Contracts/Obligations	10,040	11,540	11,540	11,540	11,540
Total Expense	<u>\$ 162,848</u>	<u>\$ 147,261</u>	<u>\$ 181,237</u>	<u>\$ 181,237</u>	<u>\$ 131,282</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Printing & Reproduction

Semi-annual publication of APPLESource/Park & Recreation Activity Guide	\$ 26,556
	<u>\$ 26,556</u>

Postage

Semi-annual publication of APPLESource/Park & Recreation Activity Guide	\$ 10,026
	<u>\$ 10,026</u>

Other Contracts/Obligations

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

CITY OF APPLETON 2011 BUDGET

OFFICE OF THE MAYOR

Intergovernmental

Business Unit 10530

PROGRAM MISSION

To maintain and further develop constructive (positive) relationships with other public and private entities in an effort to ensure that the best interests of the citizens of the City of Appleton are represented.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community.", #3: "Develop and implement effective communication strategies." and #7: "Continuously improve efficiency and effectiveness of City services."

Objectives:

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

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. Included in the 2010 Police Department budget was a contribution from AASD for 33% of the cost of the program which expands to 50% in 2011. Discussions will continue in 2011 related to the future of this program.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Appleton represented at State level					
# of State level meetings in which Appleton representatives participate directly	68	33	100	100	120
Strategic Outcomes					
# of implemented new collaborative and cooperative agreements:					
Other governments			39	39	45
School districts			9	9	15
Non-profit organizations			25	25	25
Other			10	10	10
# of implemented collaborative and cooperative agreements maintained:					
Other governments	48	118	39	78	90
School districts	7	36	9	18	20
Non-profit organizations	20	75	25	50	35
Other	2	40	10	20	20
Work Process Outputs					
# of meetings with other units of government	9/mo.	8/mo.	8/mo.	8/mo.	8/mo.

**CITY OF APPLETON 2011 BUDGET
OFFICE OF THE MAYOR**

Intergovernmental

Business Unit 10530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 18,989	\$ 19,459	\$ 19,703	\$ 19,703	\$ 20,437
6105 Overtime	9	5	-	-	-
6150 Fringes	7,413	7,185	8,031	8,031	8,221
6201 Training\Conferences	503	105	765	765	765
6302 Local Auto Expense	187	152	-	-	-
6303 Memberships & Licenses	10,643	8,086	8,101	8,101	13,595
6404 Consulting Services	-	-	-	5,000	-
Total Expense	<u>\$ 37,744</u>	<u>\$ 34,992</u>	<u>\$ 36,600</u>	<u>\$ 41,600</u>	<u>\$ 43,018</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Memberships & Licenses

League of Wisconsin Municipalities	\$ 11,013
Urban Alliance	2,203
Fox Cities Chamber of Commerce	379
	<u>\$ 13,595</u>

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Charges for Services	0	0	10,240	0	0	0	10,000
TOTAL REVENUES	0	0	10,240	0	0	0	10,000
EXPENSES BY LINE ITEM							
Regular Salaries	161,662	154,389	149,677	176,780	176,780	180,824	138,330
Overtime	375	382	886	0	0	0	0
Sick Pay	1,216	2,399	1,483	0	0	0	0
Vacation Pay	5,139	7,711	6,323	0	0	0	0
Fringes	75,128	60,175	69,748	84,636	84,636	84,160	60,000
Salaries & Fringe Benefits	243,520	225,056	228,117	261,416	261,416	264,984	198,330
Training & Conferences	2,178	1,001	1,549	3,345	3,345	3,345	3,345
Local Auto Expense	187	152	113	0	0	0	0
Parking Permits	1,062	1,284	960	1,284	1,284	960	996
Office Supplies	646	505	379	504	504	612	612
Subscriptions	250	218	418	422	422	422	422
Memberships & Licenses	10,843	8,301	8,286	8,301	8,301	14,729	14,310
Postage & Freight	8,810	9,452	9,974	9,233	9,233	10,026	10,026
Awards & Recognition	0	0	0	105	105	105	105
Administrative Expense	23,976	20,913	21,679	23,194	23,194	30,199	29,816
Miscellaneous Supplies	390	390	500	390	390	500	500
Printing & Reproduction	7,775	10,348	23,883	12,999	12,999	17,772	27,772
Supplies & Materials	8,165	10,738	24,383	13,389	13,389	18,272	28,272
Consulting Services	0	0	0	0	5,000	0	0
Other Contracts/Obligations	10,040	11,540	11,684	11,540	11,540	11,540	11,540
Purchased Services	10,040	11,540	11,684	11,540	16,540	11,540	11,540
Telephone	298	265	213	288	288	260	260
Utilities	298	265	213	288	288	260	260
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	285,999	268,512	286,076	309,827	314,827	325,255	268,218

CITY OF APPLETON 2011 BUDGET

**FACILITIES, GROUNDS, AND
AND CONSTRUCTION MANAGEMENT**

Director of Facilities, Grounds & Construction: Dean Gazza, CFM, PMP, LEED-AP

CITY OF APPLETON 2011 BUDGET FACILITIES, GROUNDS, 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 2010 EVENTS

The department managed approximately one million square feet of facilities at a cost of \$2.10/sq. ft. compared to the International Facilities Management Association's (IFMA) north central states benchmark for city/county facilities of \$3.20/sq. ft. This is a decrease of \$0.10/sq. ft. from 2009. 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 with a sense of ownership. Their productivity level is high and much work is completed in-house. These technicians, balanced with 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. Projects completed or in-progress during 2010 include an addition to the Lake Station facility, demolition of the former water plant, completion of the new Police Station, lighting upgrades at the Fire Station facilities, energy management digital controls and VFD upgrades at the Wastewater Facilities and the utilization of methane gas at the Wastewater plant. Significant site work to replace deteriorated pavement and concrete was also completed at the Municipal Services Building. Other projects completed included roof replacements at Fire Station 6 and the Parks and Recreation facility, significant painting, 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 10% by 2011. During 2009, \$296,000 less was spent on electricity and natural gas in the major facilities. Policies and operational practices focus on saving energy and eliminating waste. In addition, several energy efficiency initiatives were completed resulting in operational savings throughout the facilities. To prepare the former water plant for demolition, various items that could be used for reuse or recycling have been removed and sold totaling \$27,000. During demolition, this same practice continued to minimize any waste entering our landfills.

CITY OF APPLETON 2011 BUDGET FACILITIES, GROUNDS, AND CONSTRUCTION MANAGEMENT

MAJOR 2011 OBJECTIVES

Review the current grounds program and implement procedures to enhance the effectiveness and efficiency of available resources. Seek external groups, including educational entities that would be interested in donating time to care for City landscaping.

Provide construction oversight and representation for new facilities and remodeling projects. 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 while providing prescribed indoor air quality.

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.

Continue to develop a departmental GIS system to centralize data and to make it easily accessible to minimize operational costs for all departmental disciplines.

Note: The 2011 Budget reflects the addition of program 6332 for Grounds Maintenance. The Parks and Recreation Budget will include a facilities charge for these services and include the applicable historical costs in their respective budgets.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 2,197,973	\$ 2,170,176	\$ 2,181,366	\$ 2,181,366	\$ 3,969,861	81.99%
Program Expenses							
6330	Administration	236,117	256,697	220,509	220,509	325,552	47.64%
6331	Facilities Maintenance	1,961,856	1,895,028	1,960,857	1,960,857	2,328,438	18.75%
6332	Grounds Maintenance	-	-	-	-	1,326,898	N/A
Total Program Expenses		\$ 2,197,973	\$ 2,151,725	\$ 2,181,366	\$ 2,181,366	\$ 3,980,888	82.50%
Expenses Comprised Of:							
	Personnel	651,083	654,924	639,506	639,506	1,582,566	147.47%
	Administrative Expense	597,386	592,812	573,886	573,886	618,594	7.79%
	Supplies & Materials	42,818	47,898	59,200	59,200	207,400	250.34%
	Purchased Services	67,680	32,937	52,270	52,270	77,691	48.63%
	Utilities	3,149	3,204	3,200	3,200	343,771	10642.84%
	Repair & Maintenance	835,857	819,950	853,304	853,304	1,150,866	34.87%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	8.15	8.15	7.76	7.76	19.82	

**CITY OF APPLETON 2011 BUDGET
FACILITIES, GROUNDS, AND CONSTRUCTION MANAGEMENT**

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 increase in salaries is a result of a portion of the Director's time no longer being supplemented by the Energy Conservation Grant that funded approximately 39% in 2010 (+\$51,730). The grant is expected to close at the end of 2010. Other changes include moving the Maintenance Supervisor position to the Facilities Maintenance program (-\$103,799), and moving the .3 FTE Stock Clerk (+\$23,430) and .95 FTE Administrative Secretary (+\$60,560) positions to this program from the Facilities Maintenance program.

This budget also reflects additional costs in the areas of building maintenance supplies (\$11,912), collection services (\$1,554), utilities (\$49,357), janitorial services (\$9,377), building repairs (\$9,408) and other contracts/obligations (\$3,750) for expenses related to maintaining the former Park and Recreation building which, with the 2011 budget, will house the Facilities, Grounds, and Construction Management Department.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	100%	98%	90%	90%	90%
Strategic Outcomes					
Facilities projects completed in year scheduled	98%	98%	100%	95%	100%
Work Process Output					
# of projects completed	40	42	40	40	40

CITY OF APPLETON 2011 BUDGET

FACILITIES, GROUNDS, AND CONSTRUCTION MANAGEMENT

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Services	\$ 2,195,745	\$ 2,159,364	\$ 2,181,366	\$ 2,181,366	\$ 3,969,861
5035 Other Reimbursements	2,228	10,812	-	-	-
Total Revenue	<u>\$ 2,197,973</u>	<u>\$ 2,170,176</u>	<u>\$ 2,181,366</u>	<u>\$ 2,181,366</u>	<u>\$ 3,969,861</u>
Expenses					
6101 Regular Salaries	\$ 119,185	\$ 128,971	\$ 92,954	\$ 92,954	\$ 111,849
6108 Part-Time	4,426	-	7,000	7,000	6,992
6150 Fringes	46,388	44,409	38,113	38,113	51,609
6201 Training\Conferences	288	1,886	7,000	7,000	7,000
6206 Parking Permits	372	372	372	372	384
6301 Office Supplies	1,501	1,031	1,300	1,300	1,300
6302 Subscriptions	-	-	400	400	-
6303 Memberships & Licenses	1,024	1,037	600	600	600
6304 Postage\Freight	-	318	300	300	300
6305 Awards & Recognition	43	50	120	120	120
6306 Building Maint./Janitorial	-	1,781	-	-	11,912
6307 Food & Provisions	29	54	160	160	160
6315 Books & Library Material	1,261	493	500	500	500
6316 Miscellaneous Supplies	15	286	-	-	-
6320 Printing & Reproduction	512	742	1,000	1,000	1,000
6327 Miscellaneous Equipment	15,322	27,610	40,000	40,000	25,000
6401 Accounting/Audit	1,431	1,675	2,070	2,070	2,110
6404 Consulting Services	900	5,362	10,000	10,000	17,000
6405 Engineering Fees	3,015	-	7,500	7,500	-
6407 Collection Services	-	-	-	-	1,554
6409 Inspection Fees	25	185	-	-	-
6413 Utilities	3,149	3,204	3,200	3,200	52,557
6414 Janitorial Service	-	-	-	-	9,377
6416 Building Repairs & Maint.	-	-	-	-	9,408
6501 Insurance	5,256	5,256	7,920	7,920	11,070
6599 Other Contracts/Obligations	-	-	-	-	3,750
7914 Transfer out - Capital Projects	31,975	31,975	-	-	-
Total Expense	<u>\$ 236,117</u>	<u>\$ 256,697</u>	<u>\$ 220,509</u>	<u>\$ 220,509</u>	<u>\$ 325,552</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment

City furniture	\$ 20,000
GIS Technology Solution	5,000
	<u>\$ 25,000</u>

Consulting Services

Energy audits/initiatives	\$ 6,500
HVAC consulting	7,000
Boiler analysis	2,000
Facility documentation	1,500
	<u>\$ 17,000</u>

Building Maint./Janitorial Supplies

Building interior	\$ 1,900
Electrical	950
Fire/Safety	950
HVAC	1,900
Janitorial supplies	4,000
Painting	317
Plumbing	633
Security	633
Structural/windows/ext. doors	629
	<u>\$ 11,912</u>

CITY OF APPLETON 2011 BUDGET

FACILITIES, GROUNDS, 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 installed 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 including:

Carpentry	Fire protection	Locksmith	Security
Custodial services	Furniture	Pest control	Window
Electrical	HVAC	Plumbing	Cleaning
Elevator maintenance	Lighting maintenance	Refuse program	

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

Major program changes:

The increase in payroll expense in this program reflects the inclusion of the Maintenance Supervisor position (\$103,799, formerly budgeted in the Administration program) and the addition of 2.0 FTE Park Technician positions (\$143,212), partially offset by moving the .3 FTE Stock Clerk position (\$23,430) and Administrative Secretary position to the Administration program (2010 budget of \$17,179 (.25 FTE)).

Along with the addition of the Park Technician positions noted above, this budget also reflects the consolidation of Parks Department building maintenance expenses into the Facilities, Grounds and Construction Management Department. These expenses represent the costs of maintaining existing park buildings and shelters. As a result of this consolidation, the following expense accounts have increased for maintaining park facilities: maintenance/janitorial supplies \$11,300; shop supplies \$450; chemicals \$18,200; paint \$6,200; construction materials \$8,550; equipment parts \$4,000; miscellaneous equipment \$8,000; signs \$200; building repairs \$18,500; inspection fees \$250; utilities \$195,908; equipment repairs \$4,000, and CEA \$5,116.

Additionally, the budget has been reduced for concrete/asphalt maintenance (-\$22,000) and contracted snow removal services (-\$30,000) which have been transferred to the newly created Grounds Maintenance budget, and the elimination of the lawn/landscaping maintenance charge that previously had come from the Parks Department (2010 budget of \$34,056). Lease expense has been increased for the addition of space for health clinics at City Center to be leased from the Children's Museum.

Finally, this budget includes \$40,535 for the cost of expanding the card access system to all departments within City Hall and installing a security gate for the sixth floor customer service area. With the new customer service enhancements, all City Hall departments will have card access installed to control access to non-public areas. The security gate will provide security to the customer service area during off-hour public meetings.

PERFORMANCE INDICATORS

	Actual 2008	Actual 2009	Target 2010	Projected 2010	Target 2011
Client Benefits/Impacts					
Provide a proactive maintenance program					
% of satisfied customers	99%	99%	95%	99%	95%
Strategic Outcomes					
Services performed as scheduled:					
Cost per square foot maintained	New measure	—————>			\$2.35
Work completed in time scheduled	New measure	—————>			95%
Quantity of code, safety, etc. citations	New measure	—————>			0
Work Process Outputs					
Service Performed					
Square feet of facilities maintained	1,104,957	1,104,957	1,126,457	1,126,457	1,262,054
# of pavilions maintained	21	20	23	20	20

CITY OF APPLETON 2011 BUDGET

FACILITIES, GROUNDS, AND CONSTRUCTION MANAGEMENT

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 317,581	\$ 323,994	\$ 335,568	\$ 335,568	\$ 476,235
6104 Call Time	3,843	1,996	3,000	3,000	3,000
6105 Overtime	16,447	9,560	10,000	10,000	10,000
6108 Part-Time	1,689	8,976	-	-	-
6150 Fringes	141,524	137,018	152,871	152,871	217,537
6201 Training & Conference	4,065	3,126	-	-	-
6303 Memberships & Licenses	91	202	-	-	-
6305 Awards & Recognition	134	179	-	-	-
6306 Building Maint./Janitorial	284,263	271,349	277,464	277,464	284,888
6307 Food & Provisions	121	44	-	-	-
6309 Shop Supplies & Tools	10,301	6,173	6,500	6,500	6,950
6310 Chemicals	-	-	-	-	18,200
6311 Paint & Supplies	-	-	-	-	6,200
6321 Clothing	3,810	3,542	4,200	4,200	4,000
6323 Safety Supplies	2,649	1,381	2,000	2,000	2,000
6325 Construction Materials	-	-	-	-	8,550
6326 Equipment Parts	3,525	7,671	5,000	5,000	9,000
6327 Miscellaneous Equipment	5,423	-	-	-	8,000
6328 Signs	-	-	-	-	200
6409 Inspection Fees	-	60	-	-	250
6413 Utilities	-	-	-	-	195,908
6414 Janitorial Service	313,419	321,896	343,587	343,587	301,161
6416 Building Repairs & Maint.	449,851	394,474	420,088	420,088	433,038
6418 Equip Repairs & Maint	-	-	-	-	4,000
6425 CEA	32,390	34,254	33,573	33,573	40,311
6440 Snow Removal Services	62,277	25,655	32,700	32,700	-
6454 Grounds Repair & Maint.	40,197	69,326	56,056	56,056	-
6502 Leases	268,224	274,152	278,000	278,000	298,760
6503 Equipment Rental	-	-	250	250	250
6599 Other Contracts / Obligations	32	-	-	-	-
Total Expense	\$ 1,961,856	\$ 1,895,028	\$ 1,960,857	\$ 1,960,857	\$ 2,328,438

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Building Maint./Janitorial Supplies

Building interior	\$ 37,400
Electrical	29,758
Elevator	16,000
Fire/Safety	27,050
HVAC	57,100
Janitorial supplies	38,500
Painting	9,919
Plumbing	19,839
Security	19,839
Structural/windows/ext. doors	29,483
Total	\$ 284,888

Chemicals

Chemicals for pools	\$ 18,200
Total	\$ 18,200

Janitorial Service

Contracted janitorial service	\$ 301,161
Total	\$ 301,161

Building Repairs & Maintenance Services

Electrical	\$ 27,468
Elevator	37,099
Fire/safety	33,565
HVAC	163,356
Plumbing	11,300
Security	47,165
Structural/roof	37,520
Overhead Doors	14,200
Painting	7,100
Flooring	15,000
Chain gate 6th floor City Hall	7,500
Other: lifts, cranes, room set-ups, pest control, etc.	31,765
Total	\$ 433,038

Leases

City Hall condo agreement	\$ 286,110
Total	\$ 286,110

CITY OF APPLETON 2011 BUDGET

FACILITIES, GROUNDS, AND CONSTRUCTION MANAGEMENT

Grounds Maintenance

Business Unit 6332

PROGRAM MISSION

Manage and maintain park land, athletic fields, boulevards, triangles and other City property in an environmentally conscious manner to ensure safety, functionality and beautification for the benefit of the community.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Determine City-wide priorities and budget accordingly", # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", and # 5: "Encourage sustainability".

Objectives:

Proactively perform grounds preparation, planning and maintenance for open spaces, city-owned facilities, ball diamonds, trails, boulevards, triangles, ice rinks, playgrounds, etc. Services provided to internal and external customers include, but are not limited to:

Asphalt/concrete maintenance	Parking/sidewalks maintenance
Fence/gate maintenance	Signage
Fertilizing	Spring and fall cleanup
Graffiti Removal	Snow removal/ice control
Landscaping	Turf Management
Mowing	Weed control

Major program changes:

Grounds maintenance has previously been spread across several departments, including Facilities, Parks & Recreation, and various individual departments contracting for maintenance separately. This new program represents a centralization of the grounds maintenance responsibility to ensure that all City properties are maintained to the same standards.

As part of this consolidation, one Park Foreman and 7.97 FTE Park Technician and Park Caretaker positions have been moved from the Parks and Recreation department to this program. Along with the position transfers, all individual expenses related to grounds maintenance that were previously accounted for in the Park and Recreation Department 's budgets have been transferred to this budget.

Finally, this budget reflects the transfer of \$30,000 of contracted snow removal and \$22,000 of concrete/asphalt maintenance expenses from the Facilities Maintenance budget.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Provide a proactive grounds program					
% of internal satisfied customers	New measure	—————>			95%
% of external satisfied customers	New measure	—————>			95%
Strategic Outcomes					
Services performed as scheduled:					
Work completed in time scheduled	New measure	—————>			95%
Quantity of code, safety, etc. citations	New measure	—————>			0
Work Process Outputs					
City property maintained					
# of linear feet of trails	39,659	39,659	41,589	41,589	41,589
# of acres of park land	512	512	512	512	512
# of acres of boulevards & triangles	84	85	85	85	86
# of ice rinks maintained	4	4	3	4	4
# of ball diamonds maintained	17	17	15	15	16
# of park fields maintained	8	8	8	8	8

CITY OF APPLETON 2011 BUDGET

FACILITIES, GROUNDS, AND CONSTRUCTION MANAGEMENT

Grounds Maintenance

Business Unit 6332

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 435,652
6105 Overtime	-	-	-	-	9,277
6108 Part-Time	-	-	-	-	60,785
6150 Fringes	-	-	-	-	199,630
6201 Training & Conference	-	-	-	-	500
6303 Memberships & Licenses	-	-	-	-	350
6307 Food & Provisions	-	-	-	-	100
6308 Landscape Supplies	-	-	-	-	40,400
6309 Shop Supplies & Tools	-	-	-	-	3,500
6310 Chemicals	-	-	-	-	500
6316 Misc Supplies	-	-	-	-	5,500
6321 Clothing	-	-	-	-	1,700
6322 Gas Purchases	-	-	-	-	17,000
6323 Safety Supplies	-	-	-	-	1,600
6324 Medical/Lab Supplies	-	-	-	-	200
6325 Construction Materials	-	-	-	-	17,900
6326 Equipment Parts	-	-	-	-	4,200
6327 Miscellaneous Equipment	-	-	-	-	23,500
6328 Signs	-	-	-	-	1,800
6408 Contractor Fees	-	-	-	-	16,500
6413 Utilities	-	-	-	-	95,306
6415 Tipping Fees	-	-	-	-	600
6417 Vehicle Repairs & Maint	-	-	-	-	1,000
6418 Equip Repairs & Maint.	-	-	-	-	2,500
6419 Communication Eq Repairs	-	-	-	-	200
6425 CEA	-	-	-	-	318,871
6440 Snow Removal Services	-	-	-	-	30,000
6451 Laundry Services	-	-	-	-	5,472
6454 Grounds Repair & Maint.	-	-	-	-	31,000
6503 Equipment Rental	-	-	-	-	900
6599 Other Contracts / Obligations	-	-	-	-	455
Total Expense	\$ -	\$ -	\$ -	\$ -	\$ 1,326,898

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Landscape Supplies

Topsoil, sand, seed, fertilizer	\$ 22,900
Infield mix for ball diamonds	9,000
Plant material	4,600
Herbicides/pesticides	2,600
Mulch, chips and other supplies	1,300
Total	\$ 40,400

Gas Purchases

Fuel for small equipment	\$ 17,000
Total	\$ 17,000

Construction Materials

Lumber	\$ 4,000
Concrete	3,000
Asphalt	2,400
Electrical	2,000
Gravel	1,250
Plumbing/piping	1,400
Street lights	2,100
Other materials	1,750
Total	\$ 17,900

Miscellaneous Equipment

Replacement playground equipment	\$ 10,000
Misc. shop equipment	4,500
Lawn mowers and trimmers	4,000
Replacement picnic tables	3,000
Athletic field equipment	2,000
Total	\$ 23,500

Contractor Fees

Vandalism repairs	\$ 5,000
Asphalt repairs/crack filling	7,500
Minor construction projects	2,000
Maintenance projects	2,000
Total	\$ 16,500

Snow Removal Services

Contracted snow removal	\$ 30,000
Total	\$ 30,000

Grounds Repair & Maintenance

Concrete/asphalt maint.	22,000
Athletic fields	6,000
Medians, boulevards, etc.	3,000
Total	\$ 31,000

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Interest Income	0	145-	25	0	0	0	0
Charges for Services	2,195,745	2,159,364	1,683,370	2,181,366	2,181,366	0	3,969,861
Other Revenues	2,228	10,955	16,369	0	0	0	0
TOTAL REVENUES	2,197,973	2,170,174	1,699,764	2,181,366	2,181,366	0	3,969,861
EXPENSES BY LINE ITEM							
Regular Salaries	287,035	125,789	81,637	428,522	428,522	467,870	1,023,736
Labor Pool Allocations	110,046	283,383	280,286	0	0	0	0
Call Time	3,843	1,996	1,570	3,000	3,000	3,000	3,000
Overtime	16,447	9,561	5,953	10,000	10,000	10,000	19,277
Part-Time	6,115	8,976	6,168	7,000	7,000	6,992	67,777
Other Compensation	57	3,999	206	0	0	0	0
Shift Differential	53	14	7	0	0	0	0
Sick Pay	4,747	820	1,328	0	0	0	0
Vacation Pay	34,827	38,959	30,775	0	0	0	0
Fringes	187,912	181,427	167,347	190,984	190,984	205,699	468,776
Salaries & Fringe Benefits	651,082	654,924	575,277	639,506	639,506	693,561	1,582,566
Training & Conferences	4,353	5,012	5,752	7,000	7,000	7,000	7,500
Parking Permits	372	372	372	372	372	372	384
Office Supplies	1,501	1,031	480	1,300	1,300	1,300	1,300
Subscriptions	0	0	252	400	400	0	0
Memberships & Licenses	1,115	1,239	410	600	600	600	950
Postage & Freight	0	318	12	300	300	300	300
Awards & Recognition	176	229	141	120	120	120	120
Building Maintenance/Janitor.	284,263	273,130	195,552	277,464	277,464	285,500	296,800
Food & Provisions	150	98	182	160	160	160	260
Insurance	5,256	5,256	7,920	7,920	7,920	7,920	11,070
Leases	268,224	274,152	282,336	278,000	278,000	286,110	298,760
Rent	0	0	0	250	250	250	1,150
Trans Out - Capital Projects	31,975	31,975	0	0	0	0	0
Administrative Expense	597,385	592,812	493,409	573,886	573,886	589,632	618,594
Landscape Supplies	0	0	0	0	0	0	40,400
Shop Supplies & Tools	10,301	6,173	9,146	6,500	6,500	6,500	10,450
Chemicals	0	0	0	0	0	0	18,700
Paint & Supplies	0	0	0	0	0	0	6,200
Books & Library Materials	1,261	493	779	500	500	500	500
Miscellaneous Supplies	15	286	0	0	0	0	5,500
Printing & Reproduction	512	742	0	1,000	1,000	1,000	1,000
Clothing	3,810	3,542	3,936	4,200	4,200	4,000	5,700
Gas Purchases	0	0	0	0	0	0	17,000
Safety Supplies	2,649	1,381	1,072	2,000	2,000	2,000	3,600
Medical & Lab Supplies	0	0	0	0	0	0	200
Construction Materials	0	0	0	0	0	0	26,450
Vehicle & Equipment Parts	3,525	7,671	6,101	5,000	5,000	5,000	13,200
Miscellaneous Equipment	20,745	27,610	15,446	40,000	40,000	25,000	56,500
Signs	0	0	0	0	0	0	2,000
Supplies & Materials	42,818	47,898	36,480	59,200	59,200	44,000	207,400
Accounting/Audit	1,431	1,675	1,747	2,070	2,070	2,070	2,110
Consulting Services	900	5,362	25,197	10,000	10,000	9,500	17,000
Engineering Fees	3,015	0	9,146	7,500	7,500	7,500	0
Collection Services	0	0	0	0	0	0	1,554
Contractor Fees	0	0	360	0	0	0	16,500
Inspection Fees	25	245	0	0	0	0	250
Tipping Fees	0	0	0	0	0	0	600
Snow Removal Services	62,277	25,655	5,552	32,700	32,700	30,000	30,000
Laundry Services	0	0	0	0	0	0	5,472
Other Contracts/Obligations	32	0	2,201	0	0	0	4,205
Purchased Services	67,680	32,937	44,203	52,270	52,270	49,070	77,691
Electric	0	0	0	0	0	0	125,106
Gas	0	0	0	0	0	0	35,478
Water	0	0	0	0	0	0	48,213
Waste Disposal/Collection	0	0	0	0	0	0	15,535

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
Stormwater	0	0	0	0	0	0	112,108
Telephone	1,114	1,114	786	960	960	0	3,430
Cellular Telephone	2,035	2,090	2,377	2,240	2,240	3,200	3,901
Utilities	3,149	3,204	3,163	3,200	3,200	3,200	343,771
Janitorial Service	313,419	321,896	296,268	343,587	343,587	310,538	310,538
Building Repair & Maintenance	449,851	394,474	378,996	420,088	420,088	431,352	442,446
Vehicle Repair & Maintenance	0	0	0	0	0	0	1,000
Equipment Repair & Maintenan	0	0	0	0	0	0	6,500
Communications Equip. Repairs	0	0	0	0	0	0	200
CEA Equipment Rental	32,390	34,254	35,144	33,573	33,573	33,573	359,182
Grounds Repair & Maintenance	40,197	69,326	51,935	56,056	56,056	64,500	31,000
Repair & Maintenance	835,857	819,950	762,343	853,304	853,304	839,963	1,150,866
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	2,197,971	2,151,725	1,914,875	2,181,366	2,181,366	2,219,426	3,980,888

CITY OF APPLETON 2011 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Charges for Services	\$ 2,195,745	\$ 2,159,364	\$ 2,181,366	\$ 2,181,366	\$ 3,969,861
Other	-	-	-	-	-
Total Revenues	<u>2,195,745</u>	<u>2,159,364</u>	<u>2,181,366</u>	<u>2,181,366</u>	<u>3,969,861</u>
Expenses					
Operating Expenses	2,165,998	2,119,752	2,181,366	2,181,366	3,980,888
Depreciation	-	-	-	-	-
Total Expenses	<u>2,165,998</u>	<u>2,119,752</u>	<u>2,181,366</u>	<u>2,181,366</u>	<u>3,980,888</u>
Operating Loss	29,747	39,612	-	-	(11,027)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	-	-	-	50	-
Other Income	2,228	10,812	-	16,370	-
Total Non-Operating	<u>2,228</u>	<u>10,812</u>	<u>-</u>	<u>16,420</u>	<u>-</u>
Income (Loss) before Contributions and Transfers	31,975	50,424	-	16,420	(11,027)
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	<u>(31,975)</u>	<u>(31,975)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Assets	-	18,449	-	16,420	(11,027)
Net Assets - Beginning	-	-	18,449	18,449	34,869
Net Assets - Ending	<u>\$ -</u>	<u>\$ 18,449</u>	<u>\$ 18,449</u>	<u>\$ 34,869</u>	<u>\$ 23,842</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 76,803	\$ 93,223
+ Change in Net Assets	16,420	(11,027)
Working Cash - End of Year	<u>\$ 93,223</u>	<u>\$ 82,196</u>

**CITY OF APPLETON 2011 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:

Project	Amount	Page
MSB Concrete Pavement Improvements	\$ 100,000	Projects, Pg. 658
MSB Roof (Partial)	300,000	Projects, Pg. 661
Pierce Park Pavilion Improvements	145,000	Projects, Pg. 706
	<u>\$ 545,000</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.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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	2008	2009	Adopted 2010	Amended 2010	2011	
Program Revenues		\$ 2,646,599	\$ 80,912	\$ 283,679	\$ 283,679	\$ 10,405	-96.33%
Program Expenses		\$ 5,235,402	\$ 6,333,470	\$ 1,537,471	\$ 2,830,361	\$ 575,405	-62.57%
Expenses Comprised Of:							
	Personnel	47,621	49,819	52,471	52,471	30,405	-42.05%
	Administrative Expense	5,122	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	55,228	166,805	85,000	105,000	-	-100.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	5,127,431	6,116,846	1,400,000	2,672,890	545,000	-61.07%

* % change from prior year adopted budget
Facilities.xls

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	138,770	55,912	17,179	17,179	10,405
5005 Sales of City Property	-	-	266,500	266,500	-
5020 Donations & Memorials	10,000	25,000	-	-	-
5910 Proceeds of Long-term Debt	7,462,969	675,000	1,165,000	175,000	565,000
5921 Trans In - General Fund	2,497,829	-	-	-	-
5924 Trans In - Capital Projects	2,385,052	-	-	700,000	-
Total Revenue	\$ 12,494,620	\$ 755,912	\$ 1,448,679	\$ 1,158,679	\$ 575,405
Expenses					
6101 Regular Salaries	\$ 35,130	\$ 36,873	\$ 38,534	\$ 38,534	\$ 22,303
6150 Fringes	12,491	12,946	13,937	13,937	8,102
6404 Consulting	49,874	6,865	85,000	105,000	-
6406 Architect Fee	-	143,357	-	-	-
6501 Insurance	5,122	-	-	-	-
6599 Other Contracts/Obligations	5,354	16,583	-	-	-
6801 Land	-	-	800,000	800,000	-
6802 Land Improvements	-	-	-	-	100,000
6803 Buildings	5,127,431	5,450,197	350,000	1,416,098	445,000
6804 Machinery & Equipment	-	322,244	-	147,328	-
6809 Infrastructure Construction	-	344,405	250,000	309,464	-
Total Expense	\$ 5,235,402	\$ 6,333,470	\$ 1,537,471	\$ 2,830,361	\$ 575,405

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Land Improvements

MSB paving	\$ 100,000
	<u>\$ 100,000</u>

Buildings

MSB partial roof replacement	\$ 300,000
Pierce Park pavilion	145,000
	<u>\$ 445,000</u>

CITY OF APPLETON 2011 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Interest Income	\$ 138,770	\$ 55,911	\$ 17,179	\$ 29,980	\$ 10,405
Other	10,000	25,000	266,500	150,000	-
Total Revenues	<u>148,770</u>	<u>80,911</u>	<u>283,679</u>	<u>179,980</u>	<u>10,405</u>
Expenses					
Program Costs	<u>5,235,402</u>	<u>6,333,470</u>	<u>1,537,471</u>	<u>2,657,639</u>	<u>575,405</u>
Total Expenses	<u>5,235,402</u>	<u>6,333,470</u>	<u>1,537,471</u>	<u>2,657,639</u>	<u>575,405</u>
Revenues over (under) Expenses	(5,086,632)	(6,252,559)	(1,253,792)	(2,477,659)	(565,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	7,462,969	675,000	1,165,000	-	565,000
Operating Transfers In	4,882,881	-	-	796,000	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>12,345,850</u>	<u>675,000</u>	<u>1,165,000</u>	<u>796,000</u>	<u>565,000</u>
Net Change in Equity	7,259,218	(5,577,559)	(88,792)	(1,681,659)	-
Fund Balance - Beginning	<u>-</u>	<u>7,259,218</u>	<u>1,681,659</u>	<u>1,681,659</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 7,259,218</u>	<u>\$ 1,681,659</u>	<u>\$ 1,592,867</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2011 BUDGET

COMMON COUNCIL

Council President: Joe Martin

CITY OF APPLETON 2011 BUDGET COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2011 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 and 2011 budgets.

The Wisconsin Alliance of Cities, and the League of Wisconsin Municipalities are merging in 2010, and the City's membership in the merged organization for 2011 is budgeted in the Mayor's office. In prior years, the City's membership in the League has been recorded in this program, while the membership in the Alliance has been recorded in the Mayor's office.

The City is in the process of purchasing robotic cameras for the Council Chambers. Once installed, the new equipment will allow Council meetings to be videotaped at a much less costly hourly rate. Based on the estimated amount of annual meeting time, an approximate \$7,000 reduction in videotaping costs is anticipated. We expect to link the new system to an off-site internet-based video hosting service. Costs for the infrastructure needed will be paid for from the funds that were received and placed in contingency as part of the negotiated franchise fee settlement with Time Warner Cable. In addition, we propose to use the remaining balance over time to cover the costs of videotaping, hosting, ongoing maintenance or additional capital needs (\$242,672 available, see page 86).

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Work Process Outputs					
Percent of alderpersons attending at least 80% of Common Council and assigned committee meetings	94%	100%	100%	100%	100%
Overall average attendance	94%	92%	95%	93%	95%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
		2008	2009	Adopted 2010	Amended 2010	2011	
Unit	Title						
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses							
10000	Common Council	121,461	122,786	124,193	124,921	106,035	-14.62%
TOTAL		\$ 121,461	\$ 122,786	\$ 124,193	\$ 124,921	\$ 106,035	-14.62%
Expenses Comprised Of:							
	Personnel	97,862	99,563	99,985	99,985	99,985	0.00%
	Administrative Expense	11,969	11,180	11,608	11,608	400	-96.55%
	Supplies & Materials	390	725	600	600	650	8.33%
	Purchased Services	11,240	11,318	12,000	12,728	5,000	-58.33%
	Utilities	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Council Members:							
	# of Council Members	16.00	16.00	16.00	16.00	16.00	

**CITY OF APPLETON 2011 BUDGET
COMMON COUNCIL**

Common Council

Business Unit 10000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 90,567	\$ 92,489	\$ 92,880	\$ 92,880	\$ 92,880
6150 Fringes	7,295	7,074	7,105	7,105	7,105 *
6201 Training\Conferences	60	-	300	300	300
6206 Parking Permits	48	48	50	50	-
6303 Memberships & Licenses	11,643	10,947	10,908	10,908	-
6305 Awards & Recognition	65	53	100	100	100
6307 Food & Provisions	153	132	250	250	-
6316 Miscellaneous Supplies	-	158	100	100	150
6320 Printing & Reproduction	390	567	500	500	500
6599 Other Contracts/Obligations	11,240	11,318	12,000	12,728	5,000
Total Expense	<u>\$ 121,461</u>	<u>\$ 122,786</u>	<u>\$ 124,193</u>	<u>\$ 124,921</u>	<u>\$ 106,035</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

* Fringes consist of FICA at 6.2% and Medicare at 1.45%

Other Contracts & Obligations

UW Center Fox Valley taping of Council meetings	\$ 5,000
	<u>\$ 5,000</u>

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
TOTAL REVENUES	0	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	90,567	92,489	82,521	92,880	92,880	92,880	92,880
Fringes	7,295	7,074	6,313	7,105	7,105	7,105	7,105
Salaries & Fringe Benefits	97,862	99,563	88,834	99,985	99,985	99,985	99,985
Training & Conferences	60	0	60	300	300	300	300
Parking Permits	48	48	0	50	50	50	0
Memberships & Licenses	11,643	10,947	10,908	10,908	10,908	0	0
Awards & Recognition	65	53	104	100	100	100	100
Food & Provisions	153	132	0	250	250	250	0
Administrative Expense	11,969	11,180	11,072	11,608	11,608	700	400
Miscellaneous Supplies	0	158	0	100	100	100	150
Printing & Reproduction	390	567	339	500	500	500	500
Supplies & Materials	390	725	339	600	600	600	650
Other Contracts/Obligations	11,240	11,318	10,633	12,000	12,728	5,000	5,000
Purchased Services	11,240	11,318	10,633	12,000	12,728	5,000	5,000
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	121,461	122,786	110,878	124,193	124,921	106,285	106,035

CITY OF APPLETON 2011 BUDGET

FINANCE DEPARTMENT

Finance Director: Lisa A. Remiker, CPA, CPFO

Deputy Finance Director: Anthony D. Saucerman, CPA

CITY OF APPLETON 2011 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 2010 EVENTS

The City received an unqualified opinion on its 2009 financial audit with no audit findings

In the purchasing area, we continued to work with various City departments to realize cost saving opportunities where available. Additionally, as a result of the success of our Citywide purchasing card program, the City realized a rebate of over \$15,000 earlier this year, an increase of 41% over 2009

Continued to provide accounting and financial reporting support to Valley Transit management on a regular basis, including assistance in developing new cash handling procedures necessitated by the installation of new fare boxes

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

Completed the Water rate study, filed the application for a rate increase with the State Public Service Commission, replied to numerous questions, and agreed to revenue requirements.

Issued \$30 million Recovery Zone bonds for Foremost Farms expansion resulting in 20 new jobs for our community. This is the first and only Recovery Zone Bond Issue in the State.

Received bond rating upgrade from Moody's Investor Services from Aa1 to Aaa

Completed the closeout and audit of TIF #4

Began work on 2011 budget, including presentations by the Finance Director to other directors, staff and Council on the budget development process and the fiscal challenges the City faces for the future

Continued to oversee the funding, expenditures and compliance requirements related to federal stimulus grants received in the areas of energy efficiency, homeless prevention, housing and recovery

Implemented an online check intercept program with the City's bank to receive online check payments through an ACH process

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 system

Issue revenue bonds for Wastewater projects and prepare to issue General Obligation Notes for 2010 and 2011 projects in 2011 to save issuance costs

Continue to work with the Community Development Department, Mayor and Council to analyze the financial aspects of development projects throughout the City

Complete the 2011 City budget

Continue to work with Technology Services to expand use of the MetaFile archiving software into the accounts payable area and journal entries, retaining backup documentation in electronic format accessible from the general ledger inquiry screens, thus reducing staff time spent in both filing and retrieving documents

Continue water rate application process, including review of cost of service allocation and respond to PSC questions/comments; PSC approval of rates expected late 2010

CITY OF APPLETON 2011 BUDGET FINANCE DEPARTMENT

MAJOR 2011 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. Coordinate changes to the customer service area on the first floor insuring adequate training and staff involvement

Continue development of electronic payment options for City services concentrating on City Service invoice payment options

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

Work on implementation of more centralized purchasing procedures and policies in the areas of inventory and purchasing for the departments of Public Works, Utilities, Facilities and Valley Transit

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

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

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

Continue to work with Technology Services to expand use of the MetaFile archiving software

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

Proactively offer solutions to challenges that arise with centralized customer service areas in City Hall, keeping customer service the primary focus

DEPARTMENT BUDGET SUMMARY

Unit	Title	Actual		Budget			% Change *
		2008	2009	Adopted 2010	Amended 2010	2011	
Program Revenues		\$ 7,066	\$ 4,831	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
Program Expenses							
11510	Administration	166,234	173,815	161,281	164,281	158,934	-1.46%
11520	Billing & Collection Svc	108,907	106,942	106,908	106,908	99,925	-6.53%
11530	Support Services	608,219	641,979	718,227	722,227	675,629	-5.93%
TOTAL		\$ 883,360	\$ 922,736	\$ 986,416	\$ 993,416	\$ 934,488	-5.26%
Expenses Comprised Of:							
	Personnel	712,963	779,966	836,552	836,552	788,102	-5.79%
	Administrative Expense	28,430	26,816	29,509	32,509	29,173	-1.14%
	Supplies & Materials	11,397	13,805	11,915	11,915	11,500	-3.48%
	Purchased Services	126,903	97,066	103,300	107,300	101,829	-1.42%
	Utilities	1,832	1,944	1,680	1,680	1,284	-23.57%
	Repair & Maintenance	1,835	3,139	3,460	3,460	2,600	-24.86%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	9.85	9.85	9.85	9.85	8.85	

**CITY OF APPLETON 2011 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 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	92%	92%	100%	100%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	19	15	10	10	10
Work Process Outputs					
Training conducted					
Hours of training per employee	24	30	20	20	20
Procedures manuals updated					
% of manuals rated current	67%	68%	100%	75%	85%

**CITY OF APPLETON 2011 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4705 General Interest	\$ (11)	\$ (3)	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	6,709	4,875	4,000	4,000	4,000
5010 Misc Revenue - Nontax	209	45	-	-	-
5011 Misc Revenue - Tax	40	40	-	-	-
5085 Cash Short or Over	119	(126)	-	-	-
Total Revenue	\$ 7,066	\$ 4,831	\$ 4,000	\$ 4,000	\$ 4,000
Expenditures					
6101 Regular Salaries	\$ 110,443	\$ 117,312	\$ 104,869	\$ 104,869	\$ 105,224
6150 Fringes	38,170	38,746	37,557	37,557	37,301
6201 Training\Conferences	6,964	5,986	8,600	11,600	7,600
6206 Parking Permits	474	151	400	400	400
6301 Office Supplies	2,308	1,895	1,700	1,700	1,700
6303 Memberships & Licenses	2,108	2,563	2,000	2,000	2,000
6304 Postage\Freight	170	176	200	200	200
6305 Awards & Recognition	-	134	225	225	225
6307 Food & Provisions	-	-	250	250	-
6316 Miscellaneous Supplies	94	46	-	-	-
6320 Printing & Reproduction	3,671	4,862	3,800	3,800	3,000
6413 Utilities	1,832	1,944	1,680	1,680	1,284
Total Expense	\$ 166,234	\$ 173,815	\$ 161,281	\$ 164,281	\$ 158,934

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 BUDGET
FINANCE DEPARTMENT**

Billing & Collection Services

Business Unit 11520

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Strategic Plan:

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

Objectives:

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

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

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

- Maintaining a working knowledge of all City departments
- Updating the 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:

In order to improve customer service as well as decrease City-wide clerical expenses, it is anticipated that additional customer service staff from the Finance, as well as other select departments, will be moving to an expanded 1st floor customer service area. Our goal for 2011 will be to embrace the changes and proactively offer solutions to challenges that may arise throughout the year while keeping customer service our primary focus.

The reduction in personnel expense is due to the elimination of an Account Clerk II position (\$66,330), 12% of which was allocated to this program.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	975	1,123	1,100	1,100	1,100
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	85%	64%	85%	85%	85%
Service turnoffs	60	20	60	25	60
Work Process Outputs					
Financial transaction processing					
Receipts posted:					
Automated receipts, % of total	205,672	203,702	210,000	200,000	200,000
Information response	6.6%	6.7%	6.5%	9.0%	9.0%
% staff trained in customer svc.	100%	100%	100%	100%	100%

**CITY OF APPLETON 2011 BUDGET
FINANCE DEPARTMENT**

Billing & Collection Services

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenditures					
6101 Regular Salaries	\$ 41,833	\$ 56,219	\$ 60,473	\$ 60,473	\$ 56,188
6105 Overtime	1,073	283	2,732	2,732	1,000
6150 Fringes	16,473	25,518	26,892	26,892	25,223
6206 Parking Permits	1,297	1,296	1,296	1,296	1,164
6304 Postage\Freight	11,049	11,219	11,550	11,550	12,500
6320 Printing & Reproduction	2,705	4,254	2,115	2,115	3,000
6327 Miscellaneous Equipment	-	86	250	250	250
6411 Temporary Help	34,477	7,597	-	-	-
6418 Equip Repairs & Maint	-	470	1,600	1,600	600
Total Expense	<u>\$ 108,907</u>	<u>\$ 106,942</u>	<u>\$ 106,908</u>	<u>\$ 106,908</u>	<u>\$ 99,925</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Postage/Freight

Real estate tax bills & other postage	\$ 11,860
Mail delivery charges	640
	<u>\$ 12,500</u>

**CITY OF APPLETON 2011 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:

The reduction in personnel expense is due to the elimination of an Account Clerk II position (\$66,330), 83% of which was allocated to this program. The reduction in fringe benefits expense is partially offset by an increase due to two staff members opting for family coverage rather than single coverage as in previous periods.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Accurate and timely financial statements					
% months closed within 10 work days	92%	92%	100%	92%	92%
# of items received after cutoff	7	8	3	15	3
Strategic Outcomes					
Financial integrity of programs maintained					
# of auditor's compliance issues	0	0	0	0	0
Asset/resource safeguarding					
bond rating	Aa1	Aa1	Aa1	Aaa	Aaa
Work Process Outputs					
Financial transaction processing					
Avg. # journal entries made monthly	317	318	300	350	350
Avg. # of A/P checks issued monthly	838	826	900	800	800

**CITY OF APPLETON 2011 BUDGET
FINANCE DEPARTMENT**

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenditures					
6101 Regular Salaries	\$ 356,905	\$ 387,265	\$ 418,274	\$ 418,274	\$ 388,631
6105 Overtime	1,785	1,375	2,732	2,732	1,500
6150 Fringes	146,280	153,248	183,023	183,023	173,035
6201 Training\Conferences	772	107	-	-	-
6206 Parking Permits	3,288	3,288	3,288	3,288	3,384
6316 Miscellaneous Supplies	537	210	675	675	675
6320 Printing & Reproduction	4,391	4,347	4,325	4,325	4,325
6327 Miscellaneous Equipment	-	-	750	750	250
6401 Accounting/Audit	18,340	20,499	24,800	28,800	25,329
6403 Bank Services	71,029	64,289	75,000	75,000	73,000
6404 Consulting Services	-	1,740	-	-	-
6412 Advertising	486	628	1,000	1,000	1,000
6418 Equip Repairs & Maint	1,835	2,669	1,860	1,860	2,000
6599 Other Contracts/Obligations	2,571	2,314	2,500	2,500	2,500
Total Expense	<u>\$ 608,219</u>	<u>\$ 641,979</u>	<u>\$ 718,227</u>	<u>\$ 722,227</u>	<u>\$ 675,629</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Accounting/Audit

Annual financial audit	\$ 25,329
	<u>\$ 25,329</u>

Bank Services

Banking fees	\$ 14,000
Investment fees	59,000
	<u>\$ 73,000</u>

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Interest Income	11-	3-	276	0	0	0	0
Charges for Services	6,709	4,875	2,600	4,000	4,000	4,000	4,000
Other Revenues	368	41-	114-	0	0	0	0
TOTAL REVENUES	7,066	4,831	2,762	4,000	4,000	4,000	4,000
EXPENSES BY LINE ITEM							
Regular Salaries	456,583	500,737	354,643	583,616	583,616	592,288	550,043
Overtime	2,858	1,658	1,064	5,464	5,464	5,464	2,500
Other Compensation	58	26	10	0	0	0	0
Shift Differential	1	2	1	0	0	0	0
Sick Pay	7,481	12,411	5,143	0	0	0	0
Vacation Pay	45,059	47,620	36,892	0	0	0	0
Fringes	200,923	217,512	167,814	247,472	247,472	266,371	235,559
Salaries & Fringe Benefits	712,963	779,966	565,567	836,552	836,552	864,123	788,102
Training & Conferences	7,736	6,094	4,563	8,600	11,600	8,600	7,600
Parking Permits	5,059	4,735	4,305	4,984	4,984	4,948	4,948
Office Supplies	2,308	1,895	816	1,700	1,700	1,700	1,700
Memberships & Licenses	2,108	2,563	1,910	2,000	2,000	2,000	2,000
Postage & Freight	11,219	11,395	1,790	11,750	11,750	12,700	12,700
Awards & Recognition	0	134	0	225	225	225	225
Food & Provisions	0	0	0	250	250	250	0
Administrative Expense	28,430	26,816	13,384	29,509	32,509	30,423	29,173
Miscellaneous Supplies	631	256	0	675	675	675	675
Printing & Reproduction	10,766	13,463	6,265	10,240	10,240	10,960	10,325
Miscellaneous Equipment	0	86	0	1,000	1,000	1,000	500
Supplies & Materials	11,397	13,805	6,265	11,915	11,915	12,635	11,500
Accounting/Audit	18,340	20,499	68,201	24,800	28,800	25,329	25,329
Bank Services	71,029	64,289	48,952	75,000	75,000	75,000	73,000
Consulting Services	0	1,740	0	0	0	0	0
Temporary Help	34,477	7,597	107	0	0	0	0
Advertising	486	628	324	1,000	1,000	1,000	1,000
Other Contracts/Obligations	2,571	2,314	32	2,500	2,500	2,500	2,500
Purchased Services	126,903	97,067	117,616	103,300	107,300	103,829	101,829
Telephone	1,832	1,944	903	1,680	1,680	1,284	1,284
Utilities	1,832	1,944	903	1,680	1,680	1,284	1,284
Equipment Repair & Maintenan	1,835	3,139	1,820	3,460	3,460	3,460	2,600
Repair & Maintenance	1,835	3,139	1,820	3,460	3,460	3,460	2,600
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	883,360	922,737	705,555	986,416	993,416	1,015,754	934,488

**CITY OF APPLETON 2011 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	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 24,210,893	\$ 19,799,650	\$ 22,267,505	\$ 22,267,505	\$ 20,479,192	-8.03%
Program Expenses							
12020	Reserves & Conting.	-	-	593,270	2,346,257	-	-100.00%
12030	City Center	533,822	545,430	543,480	543,480	600,687	10.53%
12050	Miscellaneous	803,928	899,687	788,365	788,365	1,220,100	54.76%
12060	Transfers Out	3,224,370	2,470,191	636,412	1,071,651	604,390	-5.03%
TOTAL		\$ 4,562,120	\$ 3,915,308	\$ 2,561,527	\$ 4,749,753	\$ 2,425,177	-5.32%
Expenses Comprised Of:							
	Personnel	461,018	411,125	255,558	255,558	568,061	122.28%
	Administrative Expense	3,549,223	2,901,450	1,708,673	3,896,899	1,239,229	-27.47%
	Supplies & Materials	696	-	-	-	-	N/A
	Purchased Services	17,113	17,402	13,951	13,951	17,200	23.29%
	Utilities	360	272	350	350	250	-28.57%
	Repair & Maintenance	533,462	545,158	543,130	543,130	600,437	10.55%
	Capital Expenditures	248	39,901	39,865	39,865	-	-100.00%

* % change from prior year adopted budget
Unclassified.xls

**CITY OF APPLETON 2011 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 Finance and Administration 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 normally consist of General Fund non-represented staff performance adjustments and salary adjustments for any unsettled union contracts. Since the 2011 budget includes no cost of living increases or performance adjustments for any employees, no money is budgeted for the wage reserve in 2011. We will be requesting to carry over any available funds from 2010 to 2011 since all contracts are currently open and not settled.

The balance in the contingency fund is currently \$1,552,987, which includes:

- \$242,672 of deferred revenue from Time Warner Cable. This is the portion of the settlement to support public education and government ("PEG") access purposes and will be used to pay for equipment needed for videotaping of Council proceedings and for ongoing costs of videotaping, maintenance and video hosting
- \$600,000 State aid contingency
- \$573,000 one percent maximum of 2011 Budget according to policy
- \$137,315 fuel contingency

In accordance with the purpose of the funds obtained from the Time Warner Cable settlement described above, there is a proposal to spend approximately \$43,000 on recording equipment to be installed permanently in the council chambers to record Common Council meetings. Having permanently mounted cameras and mixing equipment allows the meetings to be recorded at a much less costly hourly rate (\$30/hr vs. \$175/hr) since the provider does not have to provide their own equipment and fewer people are needed. This equates to a savings of approximately \$7,000 annually. If approved by Council, it is anticipated that the funding for the equipment will come from this reserve.

It is assumed that the Council will carry over remaining contingency account funds from 2010 to 2011, therefore there are no new funds budgeted for 2011.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Provide funding for emergencies or opportunities					
# of cases funded	0	0	0	0	0
Strategic Outcomes					
Provide flexibility					
Contingency funds available	\$ 1,447,934	\$ 1,553,715	\$ 1,553,715	\$ 1,552,987	\$ 1,552,987
Contingency funds expended	\$ 0	\$ 0	\$ 0	\$ 43,000	\$ 0

**CITY OF APPLETON 2011 BUDGET
UNCLASSIFIED CITY HALL**

Reserves and Contingencies

Business Unit 12020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6640 Reserve for Contingencies	\$ -	\$ -	\$ -	\$ 1,552,987	\$ -
6641 Wage Reserve	-	-	593,270	793,270	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 593,270</u>	<u>\$ 2,346,257</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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:

Facilities charges include \$40,535 for the cost of expanding the card access system to all departments within City Hall and installing a security gate for the sixth floor customer service area. With the new customer service enhancements, all City Hall departments will have card access installed to control access to non-public areas. The security gate will provide security to the customer service area during off-hour public meetings. Facilities charges also includes \$12,650 for the lease of additional space at City Center from The Building for Kids (the Fox Cities childrens' museum). The space will be used for health clinics, which will be displaced by the conversion of the Health department space on the 1st floor of City Center to a customer service center.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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)	4.47	4.53	5.00	5.00	5.00
Strategic Outcomes					
Provision of reliable preventive and corrective maintenance with minimal disruptions Timely response - rating (5 pt. scale)	4.75	4.82	5.00	5.00	5.00
Quality of work - rating (5 pt. scale)	4.78	4.82	5.00	5.00	5.00

**CITY OF APPLETON 2011 BUDGET
UNCLASSIFIED CITY HALL**

City Center

Business Unit 12030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6413 Utilities	\$ 360	\$ 272	\$ 350	\$ 350	\$ 250
6420 Facilities Charges	533,462	545,158	543,130	543,130	600,437
Total Expense	<u>\$ 533,822</u>	<u>\$ 545,430</u>	<u>\$ 543,480</u>	<u>\$ 543,480</u>	<u>\$ 600,687</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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:

	2010	2011
Special Assessments for General Fund Properties	\$ 39,865	\$ -
Tax Adjustments	5,000	5,000
Employee Recognition	1,150	1,150
Retirees	192,000	509,120
Fire and Police Pension (old plan)	63,558	58,941
Insurance	472,841	628,689
Misc. licenses & fees	-	3,249
Property Annexation Agreement Payments	13,951	13,951
Total	\$ 788,365	\$ 1,220,100

Major Program Changes:

Severance pay for retirees and related fringe benefit costs have been increased to more closely reflect actual experience in prior years and anticipated retirements in 2011.

The general interest income consists of:

Interest on advance to TIF # 2	\$ 115,000
Interest due on advance to Reid Golf	24,000
Interest due on long-term receivable	56,841
Total	\$ 195,841

Nothing has been budgeted for tax adjustment expenses in 2011. The 2009 expense was unusually high due to a refund to Appleton Papers for a State over-assessment, of which the City portion was approximately \$40,000, the write-off of 2008 and 2009 delinquent personal property taxes of approximately \$36,000 and a refund to Parkview apartments for a local over-assessment of which the City portion was approximately \$11,000. These expenses are not expected to recur in 2011.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Retiree (Police and Fire) pension benefits					
# of retirees in Fire and Police pension plan (old plan)	11	9	10	9	9
# of retirees	18	12	8	17	15
Average distribution*	\$ 23,673	\$ 29,124	\$ 24,000	\$ 33,400	\$ 33,333

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

**CITY OF APPLETON 2011 BUDGET
UNCLASSIFIED CITY HALL**

Miscellaneous

Business Unit 12050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4110 Property Taxes	\$ 27,023,101	\$ 28,262,315	\$ 29,497,878	\$ 29,497,878	\$ 29,942,415
4130 Pmt in Lieu of Taxes	486,824	410,665	464,100	464,100	410,200
4220 State Shared Revenues	11,471,897	11,480,453	11,114,214	11,114,214	11,123,197
4221 State Tax Disparity Act	1,558,309	1,596,740	1,500,191	1,500,191	1,357,573
4222 Highway Aids - Con. Streets	216,425	208,987	204,488	204,488	205,367
4223 State Aid - Local Streets	2,627,194	2,612,458	2,575,021	2,575,021	2,784,259
4224 Miscellaneous State Aid	10,368	10,843	10,723	10,723	10,800
4227 State Aid - Computers	435,453	274,772	296,126	296,126	354,700
4405 Trailer Parking	8,325	7,024	8,000	8,000	8,000
4611 Service Connections	2,059	-	-	-	-
4614 Miscellaneous Specials	3,548	5,623	-	-	-
4705 General Interest	2,636,818	508,158	324,422	324,422	195,841
4710 Interest on Investments	2,058,912	135,736	1,000,000	1,000,000	1,311,957
4720 Interest on Delinquent Taxes	99,305	95,594	100,000	100,000	105,000
4730 Interest - Deferred Specials	70,121	65,361	100,000	100,000	65,000
5001 Fees & Commissions	996,472	715,078	720,000	720,000	750,000
5002 Zoning & Subdivision Fee	350	1,060	-	-	-
5003 Property Inquiry Fees	65,475	67,660	70,000	70,000	58,000
5004 Sale of City Prop - NonTax	3,950	4,030	5,000	5,000	5,000
5005 Sale of City Prop - Tax	7,969	3,268	5,000	5,000	5,000
5007 Exempt Property Fee	800	-	-	-	800
5010 Misc Revenue	1,184	18,700	12,000	12,000	5,000
5015 Rental of City Property	9,023	9,293	9,270	9,270	9,548
5017 Discounts	3,203	1,776	-	-	-
5035 Other Reimbursements	-	9,597	-	-	10,000
5922 Trans In - Special Revenue	30,000	30,000	2,330,500	2,330,500	33,000
5925 Trans In - Wastewater	117,450	117,450	117,450	117,450	117,450
5926 Trans In - Water Utility	1,231,051	1,369,624	1,261,300	1,261,300	1,513,800
5927 Trans In - Parking Utility	9,300	9,300	9,300	9,300	9,300
5928 Trans In - Golf Course	17,900	17,900	17,900	17,900	17,900
5933 Trans In - Stormwater	12,500	12,500	12,500	12,500	12,500
Total Revenue	\$ 51,215,286	\$ 48,061,965	\$ 51,765,383	\$ 51,765,383	\$ 50,421,607
Expenses					
6111 Severance Pay for Retirees	\$ 380,024	\$ 339,943	\$ 185,000	\$ 185,000	\$ 494,120
6150 Fringes	12,802	9,547	7,000	7,000	15,000
6152 Retirement	68,192	61,635	63,558	63,558	58,941
6305 Awards & Recognition	-	-	1,150	1,150	1,150
6316 Miscellaneous Supplies	696	-	-	-	-
6501 Insurance	340,800	340,801	472,841	472,841	628,689
6599 Other Contracts/Obligations	17,113	17,402	13,951	13,951	17,200
6602 Tax Refunds	8,952	-	5,000	5,000	5,000
6603 Per Prop, Chargebacks	(3,469)	(14,805)	-	-	-
6604 Miscellaneous Expense	268	9,343	-	-	-
6609 Tax Adjustments	(15,050)	100,820	-	-	-
6623 Uncollectible Accounts	(6,648)	(4,900)	-	-	-
6809 Infrastructure Construction	248	39,901	39,865	39,865	-
Total Expense	\$ 803,928	\$ 899,687	\$ 788,365	\$ 788,365	\$ 1,220,100

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Other Contracts & Obligations

Annexation payments:	
Freedom	\$ 12,500
Center (final payment)	1,065
Buchanan (final payment)	386
Confidential shredding	540
On-line auction fees	569
Music licenses	2,140
	<u>\$ 17,200</u>

**CITY OF APPLETON 2011 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 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Support public transit					
Local share of Valley Transit	\$ 643,591	\$ 407,986	\$ 636,412	\$ 583,754	\$ 604,390
Safe, reliable, convenient service					
% on-time performance	90%	78%	93%	93%	93%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 4.72	\$ 4.86	\$ 5.17	\$ 5.17	\$ 5.10
Work Process Outputs					
Service Provided					
Trips taken	1,001,325	909,109	962,680	962,680	974,118

**CITY OF APPLETON 2011 BUDGET
UNCLASSIFIED CITY HALL**

Transfers Out

Business Unit 12060

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
5929 Trans In - ARA	\$ 18,708	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 18,708</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
7912 Trans Out - Special Revenue	\$ 67,900	\$ -	\$ -	\$ -	\$ -
7913 Trans Out - Debt Service	-	284,058	-	-	-
7914 Trans Out - Capital Projects	2,512,879	1,778,147	-	435,239	-
7920 Trans Out - Valley Transit	643,591	407,986	636,412	636,412	604,390
Total Expense	<u>\$ 3,224,370</u>	<u>\$ 2,470,191</u>	<u>\$ 636,412</u>	<u>\$ 1,071,651</u>	<u>\$ 604,390</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Transfers out - Valley Transit

Appleton local share of Valley Transit operating budget	\$ 604,390
	<u>\$ 604,390</u>

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Non-Property Taxes	486,824	410,665	92,269	464,100	464,100	410,200	410,200
Intergovernmental Revenues	16,319,646	16,184,252	15,754,099	15,700,763	15,700,763	15,745,000	15,835,896
Permits	8,325	7,024	5,783	8,000	8,000	8,000	8,000
Special Assessments	5,608	5,623	235,428	0	0	0	0
Interest Income	4,865,156	804,849	1,503,051	1,524,422	1,524,422	2,040,841	1,677,798
Other Revenues	2,525,335	2,387,238	4,872,321	4,570,220	4,570,220	2,547,298	2,547,298
TOTAL REVENUES	24,210,894	19,799,651	22,462,951	22,267,505	22,267,505	20,751,339	20,479,192
EXPENSES BY LINE ITEM							
Severance Pay for Retirees	380,024	339,943	640,759	185,000	185,000	185,000	494,120
Fringes	12,802	9,547	14,516	7,000	7,000	7,000	15,000
Retirement	68,193	61,635	48,346	63,558	63,558	58,941	58,941
Salaries & Fringe Benefits	461,019	411,125	703,621	255,558	255,558	250,941	568,061
Awards & Recognition	0	0	0	1,150	1,150	1,150	1,150
Insurance	340,800	340,800	433,433	472,841	472,841	628,689	628,689
Tax Refunds	8,952	0	0	5,000	5,000	5,000	5,000
Per Prop. Chargebacks	3,469	14,805	22,822	0	0	0	0
Miscellaneous Expense	268	9,343	0	0	0	0	0
Tax Adjustments	15,050	100,820	526	0	0	0	0
Uncollectible Accounts	6,648	4,900	3,232	0	0	0	0
Reserve for Contingencies	0	0	0	0	1,552,987	0	0
Wage Reserve	0	0	0	593,270	793,270	0	0
Trans Out - Special Revenue	67,900	0	0	0	0	0	0
Trans Out - Debt Service	0	284,058	0	0	0	0	0
Trans Out - Capital Projects	2,512,879	1,778,147	435,239	0	435,239	0	0
Trans Out - Valley Transit	643,591	407,986	2,255,583	636,412	636,412	607,334	604,390
Administrative Expense	3,549,223	2,901,449	3,097,675	1,708,673	3,896,899	1,242,173	1,239,229
Miscellaneous Supplies	696	0	0	0	0	0	0
Supplies & Materials	696	0	0	0	0	0	0
Other Contracts/Obligations	17,113	17,402	16,956	13,951	13,951	17,200	17,200
Purchased Services	17,113	17,402	16,956	13,951	13,951	17,200	17,200
Telephone	360	272	208	350	350	250	250
Utilities	360	272	208	350	350	250	250
Facilities Charges	533,462	545,158	372,803	543,130	543,130	552,311	600,437
Repair & Maintenance	533,462	545,158	372,803	543,130	543,130	552,311	600,437
Infrastructure Construction	248	39,901	16,219	39,865	39,865	114,896	0
Capital Expenditures	248	39,901	16,219	39,865	39,865	114,896	0
TOTAL EXPENSES	4,562,121	3,915,307	4,207,482	2,561,527	4,749,753	2,177,771	2,425,177

CITY OF APPLETON 2011 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

Finance Director: Lisa A. Remiker, CPA, CPFO

Grant Administrator: Sarah A. Higgins

CITY OF APPLETON 2011 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 2010 EVENTS

Community Development Block Grant (CDBG)

The City of Appleton received an annual entitlement award of \$676,262 in 2010, which was distributed among 16 subrecipient programs. These subrecipients utilized CDBG funding for the following activities: neighborhood revitalization (including facade improvements, beautification projects, and special neighborhood initiatives); homeowner and rental housing rehabilitation; affordable housing acquisition/ construction; first time homebuyer assistance; public facilities improvements; and various public services relating to emergency shelter, fair housing, financial counseling, family support, domestic abuse prevention and emergency financial assistance. Three City programs -- the Homeowner Rehabilitation Loan Program (HRLP), the Rental Rehabilitation Loan Program (RRLP) and Neighborhood Revitalization Program (NRP) -- applied for and received CDBG funds to implement their respective activities on behalf of the Community Development Department. These programs continue to promote improved quality of life in Appleton's central city. Finally, during 2010, the City will continue to keep abreast of emerging housing, homeless, and community development issues by utilizing guidance from the 2010-2014 Consolidated Plan, which 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 2010 program year (July 2010 -- June 2011). The City received \$106,118, which is a decent-sized reduction from the 2009 award of over \$175,000. 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 2010, 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 2010 -- September 2011 for THP and January 2011-December 2011 for PSH). These funds (\$177,763 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. Also in 2010, the City learned that an application for a third COC/SHP grant to support the Fox Cities Housing First Program was successful. This award included \$739,688 over three years passed through to the Emergency Shelter of the Fox Valley for programming.

American Recovery and Reinvestment Act (ARRA) and Housing and Economic Recovery Act (HERA) Grants

In 2009, the City of Appleton was awarded three ARRA grants and one HERA grant under the housing, homeless and block grants category. Three of these grants will continue to be administered and/or expended during 2011:

1. Community Development Block Grant - Recovery (CDBG-R) -- The City was awarded \$161,702 in CDBG-R funds (same regulations as the annual CDBG award). An LED Streetlight Project in the central City will be fully completed in 2010, while the Urban Tree Planting project will close out during the spring of 2011.
2. Lead Hazard Control (LHC) Grant Program -- The City was awarded \$497,400 in late 2009 to fund lead hazard control/rehabilitation costs via various existing programs, including the City of Appleton Homeowner and Rental Rehabilitation Program and the Appleton Housing Authority's First Time Homebuyer Program.
3. Homelessness Prevention and Rapid Rehousing Program (HPRP) -- The City was awarded \$560,572 in 2009 to fund three subrecipients who will carry out various homelessness prevention and rapid rehousing activities that directly benefit those most affected by the economic recession.
4. Neighborhood Stabilization Program (NSP) -- The City was awarded \$1,210,382 in 2009 to fund four subrecipients who will carry out activities that involve acquisition, demolition, and rehabilitation/redevelopment activities that address foreclosed residential properties.

CITY OF APPLETON 2011 BUDGET HOUSING, HOMELESS AND BLOCK GRANTS

MAJOR 2011 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 2011 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
- *Provide for expansion and successful operation of Housing First programming

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

(All funds to be expended by December 2011)

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

Lead Hazard Control (LHC) Grant

(All funds to be expended by December 2012)

- *Address lead-based paint hazards in homeowner and rental units where children under the age of six reside

Homelessness Prevention and Rapid Rehousing Program (HPRP)

(All funds to be expended by December 2011)

- *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

Neighborhood Stabilization Program (NSP)

(All funds to be expended by December 2011)

- *Address blighted, foreclosed properties with demolition, rehabilitation and redevelopment activities
- *Create four new units of affordable rental housing and three new affordable single-family homes

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 819,563	\$ 1,300,637	\$ 2,598,206	\$ 1,516,269	\$ 1,721,138	-33.76%
Program Expenses							
2100	Block Grant	438,997	440,422	375,183	382,992	388,241	3.48%
2140	Emergency Shelter	121,943	195,819	171,629	106,118	165,000	-3.86%
2150	Continuum of Care	258,623	222,309	228,090	229,276	475,839	108.62%
2190	Lead Hazard	-	-	52,350	52,350	109,578	109.32%
2300	Neighborhood Stabilization	-	357,804	1,210,382	494,909	357,669	-70.45%
2400	Homeless Prevention	-	85,137	560,572	250,624	224,811	-59.90%
TOTAL		\$ 819,563	\$ 1,301,491	\$ 2,598,206	\$ 1,516,269	\$ 1,721,138	-33.76%
Expenses Comprised Of:		55					
Personnel		57,568	61,503	70,452	70,452	81,264	15.35%
Administrative Expense		759,468	1,237,692	2,524,924	1,442,987	1,637,044	-35.16%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		2,500	2,195	2,755	2,755	2,755	0.00%
Utilities		82	101	75	75	75	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		0.75	0.75	0.85	0.85	0.95	

**CITY OF APPLETON 2011 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 improvements, neighborhood revitalization projects, provision of public services and various other community development projects.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major program changes:

This budget takes into account a 9.27% increase in the CDBG federal grant award in 2010 and the remaining CDBG-R funds deriving from ARRA that will be fully expended in 2011, as the final round of tree-planting occurs. 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.

Carryover from 2009 resulted primarily from additional grant administration funds being available through the American Recovery and Reinvestment Act (ARRA); these funds will be fully expended for grants administration by the end of 2010. In addition, two sub recipients requested additional time to expend their funds.

Furthermore, the local funding allocation process related to CDBG changed for the 2011 program year. City-sponsored programs/projects provided proposals and were awarded funds up to 50 percent of the estimated total award amount. This included the Homeowner Rehabilitation Loan Program, Neighborhood Revitalization Program and DPW Eighth Street Pocket Park Project. Upon completion of this allocation, the remaining 50 percent of funds were allocated among outside agencies via a competitive application process. For more information, please see the local CDBG policy document.

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

Audit costs from COC were moved to this grant based on actual costs spent.

PERFORMANCE INDICATORS

	Actual 2008	Actual 2009	Target 2010	Projected 2010	Target 2011
Client Benefits/Impacts					
Funding for community programs					
Annual Entitlement Amount	\$ 596,347	\$ 618,916	\$ 613,502	\$ 676,262	\$ 650,000
Carryover from previous years	\$ 99,250	\$ 21,821	\$ -	\$ 17,838	\$ -
Reprogrammed CDBG Funds	\$ 161,900	\$ (2,067)	\$ -	\$ 4,172	\$ -
CDBG-Recovery Funds	\$ -	\$ -	\$ 44,951	\$ 142,650	\$ 19,052
Percent of awards spent on projects	70.61%	100.00%	70.00%	96.64%	89.22%
Average award (not including program income)	\$ 37,912	\$ 41,123	\$ 40,000	\$ 46,718	\$ 41,815
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	0.93:1	0.71:1	1.1:1	1.1:1	1.1:1
Work Process Outputs					
# of Block Grant awards made	20	15	16	18	16

**CITY OF APPLETON 2011 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4210 Federal Grants	\$ 438,997	\$ 439,568	\$ 375,183	\$ 382,992	\$ 388,241
Total Revenue	<u>\$ 438,997</u>	<u>\$ 439,568</u>	<u>\$ 375,183</u>	<u>\$ 382,992</u>	<u>\$ 388,241</u>
Expenses					
6101 Regular Salaries	\$ 28,977	\$ 36,591	\$ 18,138	\$ 18,138	\$ 42,327
6150 Fringes	12,048	16,842	8,644	8,644	20,252
6201 Training/Conferences	1,784	1,259	700	700	700
6301 Office Supplies	118	44	100	100	100
6304 Postage/Freight	-	-	50	50	-
6401 Accounting/Audit	1,498	1,498	1,545	1,545	2,575
6412 Advertising	-	-	180	180	180
6413 Utilities	82	101	75	75	75
6608 Block Grant Payments	394,490	384,087	345,751	353,560	322,032
Total Expense	<u>\$ 438,997</u>	<u>\$ 440,422</u>	<u>\$ 375,183</u>	<u>\$ 382,992</u>	<u>\$ 388,241</u>

DETAILED SUMMARY OF 2011 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	\$ 279,244
Eighth Street Pocket Park	27,788
Urban tree planting	15,000
	<u>\$ 322,032</u>

Summary of the Appleton CDBG Allocation Process

Each program year, an amount not to exceed 50 percent of the City's CDBG Entitlement Award will be available first to City of Appleton Departments that wish to competitively propose to undertake CDBG-funded programs or projects. The remaining funds – not less than 50 percent – will be distributed among community partners via a separate application process. Of this portion of funds, up to ten percent will be dedicated for public services activities.

City Department Subrecipients: each year in July, City of Appleton Departments will have the opportunity to submit CDBG funding proposals. The Grants Administrator will perform an administrative review of each proposal to ensure that both high priority needs and HUD requirements will be met if proposed activities are funded. Upon completion of the administrative review, the proposals will be presented to a committee of five that will review and make funding recommendations for each proposal, keeping in mind the 50 percent allotment. This committee will consist of the following members: 1. Mayor; 2. Common Council President; 3. Chairperson of the Community Development Committee (CDC) or committee designee; 4. Chairperson of the Appleton Redevelopment Authority (ARA) or committee designee; and 5. Representative from an Experienced Outside Funding Agency – on a rotating basis (i.e. United Way, Community Foundation, JJ Keller Foundation, U.S. Oil Basic Needs Partnership). Funding recommendations from this Committee will be presented as an Action Item to the Community Development Committee (CDC) in August. CDC's recommendation will then be presented to the Common Council for approval.

Community Partner Subrecipients: The community partner application process will begin in mid-August and end with recommended allocations being announced in mid-December. Applications will be made available in mid-late August and due back to the City by mid-late September. All applications must be received by the announced deadline; no exceptions will be made. The following components of application review will then occur: 1. Staff review of applications/Interviews with applicants (early October); 2. CDC interviews with applicants (late October); 3. CDC recommendations for funding (early November); and 4. Common Council review of CDC recommendations (mid November). The staff review team will consist of two groups – one assigned to public services applications and the other to non-public services applications. Common Council-approved recommended CDBG allocations to community partner subrecipients will be announced in December.

**CITY OF APPLETON 2011 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 and the greater Fox Cities region.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The purpose of this grant is to benefit persons in need of emergency shelter, transitional housing and homeless prevention services. Emergency 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 ESG/THP/HPP award amount changes greatly on an annual basis. Because of this, output figures vary greatly year to year. Furthermore, in 2009, COTS and Legal Action of WI were added as new partners under this collaborative grant venture.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
\$ Grant Award	\$ 168,343	\$ 172,004	\$ 171,629	\$ 106,118	\$ 165,000
Strategic Outcomes					
Expand the # of homeless persons served					
# of assisted in emergency shelter	800	862	840	750	800
# assisted in transitional housing	149	297	265	235	225
# assisted with prevention services	94	327	287	110	250
Work Process Outputs					
# grant applications prepared	1	1	1	1	1
# of contract period extensions requested	0	0	0	0	0

**CITY OF APPLETON 2011 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Emergency Shelter Grant (ESG)

Business Unit 2140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ 121,943	\$ 195,819	\$ 171,629	\$ 106,118	\$ 165,000
Total Revenue	\$ 121,943	\$ 195,819	\$ 171,629	\$ 106,118	\$ 165,000
Expenses					
6101 Regular Salaries	\$ 3,314	\$ 3,235	\$ 2,800	\$ 2,800	\$ 3,459
6150 Fringes	960	1,489	1,328	1,328	1,594
6630 Other Grant Payments	117,669	191,095	167,501	101,990	159,947
Total Expense	\$ 121,943	\$ 195,819	\$ 171,629	\$ 106,118	\$ 165,000

DETAILED SUMMARY OF 2011 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	\$ 28,666
Housing Partnership	28,631
ADVOCAP	28,694
Emergency Shelter	32,227
COTS	28,669
Legal Action of WI	13,060
Total	\$ 159,947

**CITY OF APPLETON 2011 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Supportive Housing Program (COC/SHP)

Business Unit 2150

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

Major program changes:

In 2011, the City of Appleton and partner agency Emergency Shelter of the Fox Valley will receive a third COC/SHP grant including three years of funding for the Fox Cities Housing First Program. At the end of the three year period, this grant will convert to a renewal, similar to the other two COC/SHP grants.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
\$ Annual Award (SHP 1)	\$ 176,577	\$ 176,577	\$ 176,577	\$ 176,577	\$ 177,763
\$ Annual Award (SHP 2)	\$ -	\$ 51,513	\$ 51,513	\$ 51,513	\$ 51,513
\$ New Award (Housing First - 3 years)	\$ -	\$ -	\$ -	\$ -	\$ 739,688
Strategic Outcomes					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	76%	68%	50%	50%	50%
% of participants who increased income	85%	82%	50%	50%	50%
Work Process Outputs					
# grants applications prepared	2-Renewal	2-Renewal	2-Renewal	3	2-Renewal
# of contract period extensions requested	1	0	0	0	0

**CITY OF APPLETON 2011 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

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

Business Unit 2150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ 258,623	\$ 222,309	\$ 228,090	\$ 229,276	\$ 475,839
Total Revenue	<u>\$ 258,623</u>	<u>\$ 222,309</u>	<u>\$ 228,090</u>	<u>\$ 229,276</u>	<u>\$ 475,839</u>
Expenses					
6101 Regular Salaries	\$ 7,326	\$ 2,275	\$ 2,213	\$ 2,213	\$ 7,635
6150 Fringes	4,944	1,071	1,050	1,050	3,519
6201 Training/Conferences	15	-	50	50	-
6401 Audit/Accounting	1,002	997	1,030	1,030	-
6630 Other Grant Payments	245,336	217,966	223,747	224,933	464,685
Total Expense	<u>\$ 258,623</u>	<u>\$ 222,309</u>	<u>\$ 228,090</u>	<u>\$ 229,276</u>	<u>\$ 475,839</u>

DETAILED SUMMARY OF 2011 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	Housing First	Total
ADVOCAP	\$ 71,654	\$ -	\$ -	\$ 71,654
Emergency Shelter	-	-	239,752	239,752
Housing Partnership	37,072	50,532	-	87,604
Salvation Army	65,675	-	-	65,675
	<u>\$ 174,401</u>	<u>\$ 50,532</u>	<u>\$ 239,752</u>	<u>\$ 464,685</u>

CITY OF APPLETON 2011 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:

Key Strategy # 2: "Pursue collaborative and cooperative agreements to meet the needs of the community"
Key Strategy # 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 (see *Community Development Grants* section)
- *City of Appleton Rental Rehabilitation Loan Program (see *Community Development Grants* section)
- *Appleton Housing Authority First Time Homebuyer Program (included below)

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. However, in 2011, LHC funds may be awarded as forgivable loans, in order to expedite spend down and eliminate as many lead hazards as possible.

Major program changes:

Lead Hazard Control (LHC) funds were awarded to the City through the State of Wisconsin Department of Commerce upon passage of the American Recovery and Reinvestment Act of 2009 (ARRA); funds will be available through March of 2012. This year, the Appleton Housing Authority will target more of their LHC funds to assist their landlords in addressing lead hazards. Funding for 2011 will be broken down as follows:

Homeowner Rehab Loan Program (City of Appleton)	\$	96,445
Rental Rehab Loan Program (City of Appleton)		32,427
First Time Homebuyer Program (Appleton Housing Authority)		91,200
Rental Rehab for Landlords (Appleton Housing Authority)		15,900
Administration (City of Appleton)		2,478
Total	\$	<u>238,450</u>

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
New LHC award	\$ -	\$ -	\$ 179,862	\$ 169,800	\$ 238,450
# of loans made	-	-	14	14	15
Average loan amount	\$ -	\$ -	\$ 10,974	\$ 12,129	\$ 15,897
Strategic Outcomes					
Improved LMI housing units					
# units rehabilitated	-	-	17	17	20
Amount spent on rehab activity	\$ -	\$ -	\$ 159,700	\$ 154,500	\$ 217,899
Work Process Outputs					
# of applications processed	-	-	14	19	23

**CITY OF APPLETON 2011 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Lead Hazard Control (LHC)

Business Unit 2190

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ 52,350	\$ 52,350	\$ 109,578
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 52,350</u>	<u>\$ 52,350</u>	<u>\$ 109,578</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ 1,947	\$ 1,947	\$ 1,689
6150 Fringes	-	-	603	603	789
6630 Other Grant Payments	-	-	49,800	49,800	107,100
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 52,350</u>	<u>\$ 52,350</u>	<u>\$ 109,578</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Other Grant Payments

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

Appleton Housing Authority	
Rental Rehab for Landlords	\$ 91,200
First Time Homebuyer Program	\$ 15,900
	<u>\$ 107,100</u>

**CITY OF APPLETON 2011 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 to moderate income families(LMI).

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

*WI Partnership for Housing Development: acquisition/rehabilitation of two single-family homes (workforce housing)

*Habitat for Humanity: acquisition for new construction of single-family homes for low to 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 were encouraged to expend funds as quickly and efficiently as possible, NSP funds will be available through 2013. Acquisitions were done in 2010 with work to continue on into 2011.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
\$ NSP Award Amount	\$ -	\$ 357,804	\$ 1,210,382	\$ 494,909	\$ 357,669
Avg Sub award	\$ -	\$ 89,451	\$ 302,596	\$ 123,727	\$ 89,417
Strategic Outcomes					
Acquisition activities	-	-	4	6	0
Demolition activities	-	-	2	2	1
Rental units created	-	-	6	4	4
Homeowner units created	-	-	3	2	3
Work Process Outputs					
# of sub awards made	-	-	4	4	4

**CITY OF APPLETON 2011 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Neighborhood Stabilization Program (NSP)

Business Unit 2300

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ 357,804	\$ 1,210,382	\$ 494,909	\$ 357,669
Total Revenue	\$ -	\$ 357,804	\$ 1,210,382	\$ 494,909	\$ 357,669
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ 15,622	\$ 15,622	\$ -
6150 Fringes	-	-	6,896	6,896	-
6630 Other Grant Payments	-	357,804	1,187,864	472,391	357,669
Total Expense	\$ -	\$ 357,804	\$ 1,210,382	\$ 494,909	\$ 357,669

DETAILED SUMMARY OF 2011 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	\$ 157,669
Habitat for Humanity	60,000
Housing Partnership	140,000
	<u>\$ 357,669</u>

**CITY OF APPLETON 2011 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 were encouraged to expend funds as quickly and efficiently as possible, HPRP funds are available through September of 2011.

2009 figures are based only on four months of the grant program, as funds became available in September.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
\$ HPRP Award Amount	\$ -	\$ 85,137	\$ 560,572	\$ 250,624	\$ 224,811
Avg Sub award	\$ -	\$ 28,379	\$ 183,120	\$ 83,541	\$ 74,937
Strategic Outcomes					
Number of clients receiving:					
Rent payment assistance	-	76	440	176	176
Security deposit assistance	-	8	15	6	6
Utility payment assistance	-	13	115	46	46
Case management	-	13	500	201	201
Legal services/mediation	-	4	50	20	20
Work Process Outputs					
# of sub awards made	-	3	3	3	3

**CITY OF APPLETON 2011 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Homeless Prevention & Rapid Rehousing Program (HPRP)

Business Unit 2400

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ 85,137	\$ 560,572	\$ 250,624	\$ 224,811
Total Revenue	\$ -	\$ 85,137	\$ 560,572	\$ 250,624	\$ 224,811
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ 7,592	\$ 7,592	\$ -
6150 Fringes	-	-	3,619	3,619	-
6630 Other Grant Payments	-	85,137	549,361	239,413	224,811
Total Expense	\$ -	\$ 85,137	\$ 560,572	\$ 250,624	\$ 224,811

DETAILED SUMMARY OF 2011 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	\$ 114,441
Legal Action of WI	34,961
Salvation Army	75,409
Total	\$ 224,811

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Intergovernmental Revenues	819,563	1,315,352	1,313,876	2,725,718	2,725,718	1,539,801	1,850,010
TOTAL REVENUES	819,563	1,315,352	1,313,876	2,725,718	2,725,718	1,539,801	1,850,010
EXPENSES BY LINE ITEM							
Regular Salaries	36,316	38,616	45,277	55,123	55,123	61,968	61,953
Sick Pay	1,267	818	363	0	0	0	0
Vacation Pay	2,034	2,668	3,070	0	0	0	0
Fringes	17,952	19,401	21,065	25,229	25,229	29,417	29,197
Salaries & Fringe Benefits	57,569	61,503	69,775	80,352	80,352	91,385	91,150
Training & Conferences	1,799	1,259	787	750	750	700	700
Office Supplies	118	44	93	100	100	100	100
Postage & Freight	0	0	0	50	50	0	0
CDBG Expenses	394,491	383,231	262,112	2,628,524	2,628,524	412,404	481,979
Block Grant Payments	363,005	865,695	1,017,286	0	38	1,019,013	1,270,773
Trans Out - Special Revenue	55	854	0	0	0	0	0
Administrative Expense	759,468	1,251,083	1,280,278	2,629,424	2,629,386	1,432,217	1,753,552
Supplies & Materials	0	0	0	0	0	0	0
Accounting/Audit	2,500	2,495	0	2,575	2,575	1,545	2,575
Advertising	0	0	60	180	180	180	180
Other Contracts/Obligations	0	5,110	29,724	13,112	13,112	14,399	2,478
Purchased Services	2,500	7,605	29,784	15,867	15,867	16,124	5,233
Telephone	82	101	141	75	75	75	75
Utilities	82	101	141	75	75	75	75
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	819,619	1,320,292	1,379,978	2,725,718	2,725,680	1,539,801	1,850,010

This report includes \$128,872 budgeted in business unit 2190 that is shown in the Community Development Grants budget pages.

CITY OF APPLETON 2011 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	819,563	1,300,637	2,598,206	1,516,269	1,721,138
Other	-	-	-	-	-
Total Revenues	<u>819,563</u>	<u>1,300,637</u>	<u>2,598,206</u>	<u>1,516,269</u>	<u>1,721,138</u>
Expenses					
Program Costs	819,563	1,301,491	2,598,206	1,516,269	1,721,138
Total Expenses	<u>819,563</u>	<u>1,301,491</u>	<u>2,598,206</u>	<u>1,516,269</u>	<u>1,721,138</u>
Revenues over (under) Expenses	-	(854)	-	-	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
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	-	(854)	-	-	-
Fund Balance - Beginning	(4,783)	(4,783)	(5,637)	(5,637)	(5,637)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ (4,783)</u>	<u>\$ (5,637)</u>	<u>\$ (5,637)</u>	<u>\$ (5,637)</u>	<u>\$ (5,637)</u>

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Room Tax Administration

Business Unit 2600

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The purpose of this fund is to account for 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	\$ 320,490	\$ 265,863	\$ 255,000	\$ 255,000	\$ 266,000
PAC debt retirement	\$ 285,000	\$ 310,000	\$ 335,000	\$ 335,000	\$ 365,000
PAC Operating Fund	\$ 110,314	\$ 85,908	\$ 85,000	\$ 95,000	\$ 88,668
Work Process Outputs					
# of quarterly settlement checks issued	4	4	4	4	4

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	
Program Revenues		\$ 350,382	\$ 293,379	\$ 280,000	\$ 280,000	\$ 294,000	5.00%
Program Expenses		\$ 350,490	\$ 295,863	\$ 285,000	\$ 285,000	\$ 299,000	4.91%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	350,490	295,863	285,000	285,000	299,000	4.91%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Room Tax Administration

Business Unit 2600

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4140 Room Taxes	\$ 350,382	\$ 293,379	\$ 280,000	\$ 280,000	\$ 294,000
Total Revenue	<u>\$ 350,382</u>	<u>\$ 293,379</u>	<u>\$ 280,000</u>	<u>\$ 280,000</u>	<u>\$ 294,000</u>
Expenses					
6606 Room Tax	\$ 320,490	\$ 265,863	\$ 255,000	\$ 255,000	\$ 266,000
7911 Trans Out - General Fund	30,000	30,000	30,000	30,000	33,000
Total Expense	<u>\$ 350,490</u>	<u>\$ 295,863</u>	<u>\$ 285,000</u>	<u>\$ 285,000</u>	<u>\$ 299,000</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 BUDGET
ROOM TAX ADMINISTRATION FUND
SOURCES AND USES OF FUNDS**

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Other	\$ 350,382	\$ 293,379	\$ 280,000	\$ 315,000	\$ 294,000
Total Revenues	<u>350,382</u>	<u>293,379</u>	<u>280,000</u>	<u>315,000</u>	<u>294,000</u>
Expenses					
Program Costs	320,490	265,863	255,000	285,000	266,000
Total Expenses	<u>320,490</u>	<u>265,863</u>	<u>255,000</u>	<u>285,000</u>	<u>266,000</u>
Revenues over (under) Expenses	29,892	27,516	25,000	30,000	28,000
Other Financing Sources (Uses)					
Operating Transfers Out - Other Funds	(30,000)	(30,000)	(30,000)	(35,000)	(33,000)
Total Other Financing Sources (Uses)	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(35,000)</u>	<u>(33,000)</u>
Net Change in Equity	(108)	(2,484)	(5,000)	(5,000)	(5,000)
Fund Balance - Beginning	<u>22,417</u>	<u>22,309</u>	<u>19,825</u>	<u>19,825</u>	<u>14,825</u>
Fund Balance - Ending	<u>\$ 22,309</u>	<u>\$ 19,825</u>	<u>\$ 14,825</u>	<u>\$ 14,825</u>	<u>\$ 9,825</u>

**CITY OF APPLETON 2011 BUDGET
INTERNAL SERVICE FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

The City is required to have an actuarial study every two years to update the OPEB calculation. City staff update the information in the off year.

Major program changes:

No interest income is allocated to this fund since it is funded at more than the required liability level.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	
	Program Revenues	\$ 1,464,245	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 55,548	\$ 34,626	\$ -	\$ 27,585	\$ 12,697	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	55,548	34,626	-	27,585	12,697	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
OPEB.xlsx

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -
4801 Charges for Service	1,464,245	-	-	-	-
Total Revenue	<u>\$ 1,464,245</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6153 Health Insurance	\$ 55,548	\$ 34,626	\$ -	\$ 27,585	\$ 12,697
6401 Accounting/Audit	-	-	-	-	-
Total Expense	<u>\$ 55,548</u>	<u>\$ 34,626</u>	<u>\$ -</u>	<u>\$ 27,585</u>	<u>\$ 12,697</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 BUDGET
OTHER POST EMPLOYMENT BENEFITS FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Charges for Service	1,464,245	-	-	-	-
Interest Income	-	-	-	-	-
Total Revenues	<u>1,464,245</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Administrative Expense	55,548	34,626	-	27,585	12,697
Total Expenses	<u>55,548</u>	<u>34,626</u>	<u>-</u>	<u>27,585</u>	<u>12,697</u>
Revenues over (under) Expenses	1,408,697	(34,626)	-	(27,585)	(12,697)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	1,408,697	(34,626)	-	(27,585)	(12,697)
Fund Balance (Deficit) - Beginning	-	1,408,697	1,374,071	1,374,071	1,346,486
Fund Balance (Deficit) - Ending	<u>\$ 1,408,697</u>	<u>\$ 1,374,071</u>	<u>\$ 1,374,071</u>	<u>\$ 1,346,486</u>	<u>\$ 1,333,789</u>

CITY OF APPLETON 2011 BUDGET

CITY CLERK

City Clerk: Cynthia I. Hesse

Deputy City Clerk: Mary E. Wendell

CITY OF APPLETON 2011 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 2010 EVENTS

Administered four elections in 2010: the February 16th spring primary, the April 6th spring election, the Sept 14th partisan primary and the November 4th general election. In February and April, we elected individuals to judicial, municipal and school board offices. The fall elections included candidates for federal, State and county offices.

Implemented the federally mandated MOVE program - Military and Overseas Voter Empowerment Act. This act requires that state and municipalities adopt procedures for electronic transmission of voter information and ballots.

Used the internet to report the April election results which allowed the results to be displayed shortly after the polls had closed.

Updated information on the city's new website to better reflect services provided.

Administered the 2010 Board of Review which included a revaluation of City property.

Held the 9th annual citizen information class in October.

Rewrote and amended the Special Events Policy, Special Events Manual, and Special Events License Application. An increase in the application fee was adopted along with modifications for the funding of event barricades.

Redesigned all license application forms to eliminate the need for outside printing.

Implemented the E-certified mailing software.

CITY OF APPLETON 2011 BUDGET CITY CLERK

MAJOR 2011 OBJECTIVES

Administer two scheduled elections; February 15th and April 5th.

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.

Will hold the 10th annual, "Citizen Information Session - How to be an Alderperson" in the fall.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 259,850	\$ 235,129	\$ 217,600	\$ 217,600	\$ 200,100	-8.04%
Program Expenses							
11010	Administration	112,607	109,574	117,303	117,303	118,209	0.77%
11020	Recordkeeping	121,145	117,492	114,715	114,715	113,616	-0.96%
11030	Licensing	81,422	65,638	61,830	61,830	61,781	-0.08%
11040	Elections	284,781	158,358	247,877	247,877	145,705	-41.22%
11050	Mail/Copy Services	152,309	201,455	199,107	199,107	158,614	-20.34%
TOTAL		\$ 752,264	\$ 652,517	\$ 740,832	\$ 740,832	\$ 597,925	-19.29%
Expenses Comprised Of:							
Personnel		431,751	388,207	456,444	456,444	421,464	-7.66%
Administrative Expense		131,062	154,816	133,278	133,278	85,314	-35.99%
Supplies & Materials		111,575	59,899	89,325	89,325	40,673	-54.47%
Purchased Services		63,553	36,431	45,250	45,250	33,600	-25.75%
Utilities		576	604	550	550	550	0.00%
Repair & Maintenance		13,747	12,560	15,985	15,985	16,324	2.12%
Capital Expenditures		-	-	-	-	-	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 2011 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 current 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:

- Eliminated all out of state travel (-\$2,400).
- All awards and recognition are being self-funded by the director and staff.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Satisfaction of service provided					
Positive survey response	99%	91%	100%	97%	100%
Strategic Outcomes					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	92%	100%	100%	100%
Work Process Outputs					
Staff training					
# of hours of staff training	102	135	200	150	150

CITY OF APPLETON 2011 BUDGET

CITY CLERK

Administration

Business Unit 11010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv.- Nontax	\$ 252	\$ -	\$ 200	\$ 200	\$ 200
Total Revenue	<u>\$ 252</u>	<u>\$ -</u>	<u>\$ 200</u>	<u>\$ 200</u>	<u>\$ 200</u>
Expenses					
6101 Regular Salaries	\$ 75,919	\$ 76,968	\$ 78,691	\$ 78,691	\$ 81,348
6150 Fringes	29,689	28,663	32,187	32,187	32,961
6201 Training\Conferences	2,838	880	3,300	3,300	900
6206 Parking Permits	1,431	1,455	1,600	1,600	1,550
6301 Office Supplies	437	531	500	500	500
6302 Subscriptions	200	(12)	-	-	-
6303 Memberships & Licenses	245	485	350	350	350
6305 Awards & Recognition	42	-	75	75	-
6320 Printing & Reproduction	553	-	-	-	-
6328 Signs	-	-	50	50	50
6413 Utilities	576	604	550	550	550
6418 Equip Repairs & Maint	677	-	-	-	-
Total Expense	<u>\$ 112,607</u>	<u>\$ 109,574</u>	<u>\$ 117,303</u>	<u>\$ 117,303</u>	<u>\$ 118,209</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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:

Reduced the quantity of printed Official City Directories as this information can now be found on the City's webpage (-\$655).

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Retrieval of information					
% same day responses	88%	95%	90%	95%	95%
1 week retrieval for detailed requests	12%	5%	10%	5%	5%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs maintaining records	1,486	1,566	1,500	1,500	1,500
# of requests for information	371	291	200	300	300
# of publication notices	416	454	400	400	400
# of ordinances adopted	181	194	150	175	175

CITY OF APPLETON 2011 BUDGET

CITY CLERK

Recordkeeping

Business Unit 11020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 49,107	\$ 51,629	\$ 52,482	\$ 52,482	\$ 52,832
6150 Fringes	24,018	23,402	26,483	26,483	26,089
6301 Office Supplies	1,710	508	1,500	1,500	1,500
6320 Printing & Reproduction	2,954	3,025	2,900	2,900	2,245
6327 Miscellaneous Equipment	114	7,101	-	-	-
6402 Legal Fees	248	292	400	400	300
6404 Consulting	-	-	950	950	650
6408 Contractor Fees	240	450	-	-	-
6412 Advertising	42,754	31,085	30,000	30,000	30,000
Total Expense	<u>\$ 121,145</u>	<u>\$ 117,492</u>	<u>\$ 114,715</u>	<u>\$ 114,715</u>	<u>\$ 113,616</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Advertising

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

CITY OF APPLETON 2011 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

Major Program Changes:

Eliminated all outside printing fees for 2011. All license application forms were redesigned and are now prepared in-house. License forms were purchased in 2010 in a quantity that saved printing costs and reduced the need to reorder until 2012.

PERFORMANCE INDICATORS

	Actual 2008	Actual 2009	Target 2010	Projected 2010	Target 2011
Client Benefits/Impacts					
Prompt application processing					
% processed on same day	95%	100%	100%	100%	100%
% issued within 90 days of application	100%	100%	100%	100%	100%
Strategic Outcomes					
Statutory and ordinance compliance of all licenses issued					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
License applications processed					
# of beer/liquor licenses issued	229	181	225	200	225
# of operator licenses issued	780	843	700	700	700
# of general licenses issued	599	419	550	300	400

CITY OF APPLETON 2011 BUDGET

CITY CLERK

Licensing

Business Unit 11030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4301 Amusements	\$ 8,200	\$ 8,000	\$ 8,500	\$ 8,500	\$ 8,000
4303 Cigarette	6,250	6,200	6,500	6,500	6,200
4306 Liquor	93,412	99,881	75,000	75,000	75,000
4307 Operators	52,133	46,940	50,000	50,000	50,000
4309 Sundry	5,275	4,847	4,000	4,000	4,800
4313 Special Events	13,375	12,390	10,000	10,000	12,000
4316 Second Hand/Pawnbroker	1,720	3,150	1,500	1,500	2,000
4317 Commercial Solicitation	9,375	9,635	9,000	9,000	9,000
4318 Christmas Tree	450	450	450	450	450
4319 Street & Sidewalk Cement	555	375	-	-	-
4320 Taxi Cab/Limousine	1,140	1,595	1,300	1,300	1,300
4321 Taxi Driver	2,200	2,750	2,000	2,000	2,000
4322 Special "B" Beer License	795	720	1,000	1,000	1,000
4324 Street Vendor	-	413	150	150	150
4411 Sundry Permits	2,075	2,425	2,000	2,000	2,000
5010 Misc. Revenue - Nontax	6,020	6,220	6,000	6,000	6,000
Total Revenue	\$ 202,975	\$ 205,991	\$ 177,400	\$ 177,400	\$ 179,900
Expenses					
6101 Regular Salaries	\$ 37,342	\$ 32,640	\$ 34,568	\$ 34,568	\$ 35,660
6105 Overtime	3,372	400	375	375	375
6150 Fringes	23,871	19,848	23,087	23,087	22,946
6301 Office Supplies	1,510	720	1,500	1,500	1,500
6320 Printing & Reproduction	4,092	2,030	1,000	1,000	-
6599 Other Contracts/Obligations	1,235	-	1,300	1,300	1,300
6630 Other Grant Payments	10,000	10,000	-	-	-
Total Expense	\$ 81,422	\$ 65,638	\$ 61,830	\$ 61,830	\$ 61,781

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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:

Two elections will be held in 2011 compared to four in 2010. Therefore, all election related costs and revenues have decreased proportionately. The major changes would include increases to wages, supplies, printing costs, temporary help, advertising, and rent, as well as intergovernmental revenue.

The PCMCIA cards (election tabulator coding cards) that were purchased in 2006 are now able to be erased and reused. This eliminates the purchase of new cards for a savings of \$3,040 in 2011.

Eliminated temporary assistance in 2011.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Accurate election roll					
# changes, add and deletes	10,530	7,288	5,000	5,000	5,000
# of voters purged (biannual)	2,445	3,286	0	0	0
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	71,688	16,427	55,000	47,250	15,000
# of registered voters	172,389	90,613	150,000	165,000	82,000
# of elections administered	4	2	4	4	2
# of candidates filing nomination papers	25	10	20	10	10
# of ballot styles	216	108	216	217	110
% of staff trained at each election	98%	98%	100%	100%	100%

CITY OF APPLETON 2011 BUDGET

CITY CLERK

Elections

Business Unit 11040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Misc. State Aids	\$ -	\$ 6,300	\$ -	\$ -	\$ -
4908 Misc. Intergov. Charges	56,623	22,838	40,000	40,000	20,000
Total Revenue	\$ 56,623	\$ 29,138	\$ 40,000	\$ 40,000	\$ 20,000
Expenses					
6101 Regular Salaries	\$ 124,603	\$ 76,728	\$ 121,055	\$ 121,055	\$ 82,486
6105 Overtime	5,198	1,139	3,023	3,023	1,804
6108 Part-Time	250	5,004	-	-	-
6150 Fringes	27,686	23,611	26,961	26,961	25,765
6201 Training\Conferences	48	80	-	-	-
6202 Local Auto Expense	70	52	85	85	50
6206 Parking Permits	146	94	150	150	45
6301 Office Supplies	10,155	4,866	8,000	8,000	4,000
6302 Subscriptions	350	350	350	350	350
6316 Miscellaneous Supplies	6,781	-	5,760	5,760	128
6320 Printing & Reproduction	72,766	30,667	56,680	56,680	18,250
6327 Miscellaneous Equipment	4,386	-	-	-	-
6328 Signs	267	-	500	500	-
6411 Temporary Help	17,610	5,249	10,000	10,000	-
6412 Advertising	1,383	(669)	2,500	2,500	1,250
6418 Equip Repairs & Maint	9,939	9,843	9,673	9,673	10,157
6420 Facilities Charges	414	-	400	400	-
6503 Rent	2,674	1,320	2,640	2,640	1,320
6599 Other Contracts/Obligations	55	24	100	100	100
Total Expense	\$ 284,781	\$ 158,358	\$ 247,877	\$ 247,877	\$ 145,705

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Printing & reproduction

Ballot printing and coding - 2 elections	\$ 18,250
	\$ 18,250

Equip Repairs & Maint

Voting machine maint contract	\$ 10,157
	\$ 10,157

CITY OF APPLETON 2011 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 electronic distribution of records and information

Major Program Changes:

Due to significant prepayments for postage in December, 2009, the postage costs for 2010 are expected to be approximately \$30,000 under budget at year end. These unexpended funds are anticipated to be carried over into 2011 to help fund the 2011 postage expenses. As a result of the availability of these additional funds, the 2011 request for postage has been reduced to \$60,000. This is a one-time reduction.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Prompt mail delivery					
Mail delivery on schedule	100%	100%	100%	100%	100%
Accurate photocopy services					
Remake of request	2%	1%	1%	1%	1%
Strategic Outcomes					
Efficient mail processing					
# of pcs of mail returned for correction from mailing service	212	13	100	100	50
Work Process Outputs					
# of pieces of outgoing mail	215,658	194,409	200,000	250,000	250,000
# of packages handled	509	526	500	500	500
# of copies made in Mail Center	1,646,580	1,412,047	1,500,000	2,000,000	1,500,000

CITY OF APPLETON 2011 BUDGET

CITY CLERK

Mail/Copy Services

Business Unit 11050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 18,255	\$ 28,610	\$ 34,148	\$ 34,148	\$ 35,842
6105 Overtime	584	315	375	375	375
6150 Fringes	11,858	19,250	23,009	23,009	22,981
6301 Office Supplies	940	996	1,000	1,000	1,000
6304 Postage\Freight	87,723	129,644	100,000	100,000	60,000
6316 Miscellaneous Supplies	16,072	11,300	16,743	16,743	15,000
6320 Printing & Reproduction	3,588	5,155	5,000	5,000	5,000
6327 Miscellaneous Equipment	-	620	692	692	-
6418 Equip Repairs & Maint	2,717	2,717	5,912	5,912	6,167
6503 Rent	10,543	2,848	12,228	12,228	12,249
6804 Equipment	29	-	-	-	-
Total Expense	<u>\$ 152,309</u>	<u>\$ 201,455</u>	<u>\$ 199,107</u>	<u>\$ 199,107</u>	<u>\$ 158,614</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Postage/Freight

United Mailing Service	\$ 13,000
UPS	7,000
US Postal Service	40,000
	<u>\$ 60,000</u>

Misc. Supplies

Paper cost for mail/copy center	\$ 15,000
	<u>\$ 15,000</u>

Rent

Copier charges	\$ 11,241
Meter and security rental	1,008
	<u>\$ 12,249</u>

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	6,300	0	0	0	0	0
Licenses	194,880	197,346	185,506	169,400	169,400	171,900	171,900
Permits	2,075	2,425	560	2,000	2,000	2,000	2,000
Charges for Services	252	0	17	200	200	200	200
Intergov. Charges for Service	56,623	22,838	14,980	40,000	40,000	20,000	20,000
Other Revenues	6,020	6,220	5,960	6,000	6,000	6,000	6,000
TOTAL REVENUES	259,850	235,129	207,023	217,600	217,600	160,100	200,100
EXPENSES BY LINE ITEM							
Regular Salaries	203,975	211,075	158,014	242,644	242,644	289,972	288,168
Overtime	9,154	1,854	1,285	3,773	3,773	2,554	2,554
Part-Time	250	5,004	105	0	0	0	0
Other Compensation	87,875	37,244	17,826	78,300	78,300	0	0
Shift Differential	27	7	7	0	0	0	0
Sick Pay	2,560	4,892	1,960	0	0	0	0
Vacation Pay	10,789	13,356	10,175	0	0	0	0
Fringes	117,121	114,775	85,852	131,727	131,727	132,500	130,742
Salaries & Fringe Benefits	431,751	388,207	275,224	456,444	456,444	425,026	421,464
Training & Conferences	2,887	960	816	3,300	3,300	900	900
Local Auto Expense	70	52	49	85	85	50	50
Parking Permits	1,577	1,549	1,460	1,750	1,750	1,437	1,595
Office Supplies	14,751	7,621	8,750	12,500	12,500	8,500	8,500
Subscriptions	550	337	350	350	350	350	350
Memberships & Licenses	245	485	345	350	350	350	350
Postage & Freight	87,723	129,644	29,359	100,000	100,000	80,000	60,000
Awards & Recognition	42	0	0	75	75	0	0
Rent	13,217	4,168	3,202	14,868	14,868	19,989	13,569
Block Grant Payments	10,000	10,000	0	0	0	0	0
Administrative Expense	131,062	154,816	44,331	133,278	133,278	111,576	85,314
Miscellaneous Supplies	22,854	11,300	8,126	22,503	22,503	15,128	15,128
Printing & Reproduction	83,953	40,877	45,054	65,580	65,580	25,495	25,495
Miscellaneous Equipment	4,501	7,722	0	692	692	0	0
Signs	267	0	318	550	550	50	50
Supplies & Materials	111,575	59,899	53,498	89,325	89,325	40,673	40,673
Legal Fees	248	292	105	400	400	300	300
Consulting Services	0	0	0	950	950	0	0
Contractor Fees	240	450	0	0	0	650	650
Temporary Help	17,610	5,249	3,134	10,000	10,000	0	0
Advertising	44,137	30,416	19,779	32,500	32,500	32,500	31,250
Other Contracts/Obligations	1,318	24	0	1,400	1,400	1,400	1,400
Purchased Services	63,553	36,431	23,018	45,250	45,250	34,850	33,600
Telephone	576	604	350	550	550	550	550
Utilities	576	604	350	550	550	550	550
Equipment Repair & Maintenance	13,333	12,560	15,926	15,585	15,585	16,010	16,324
Facilities Charges	414	0	0	400	400	0	0
Repair & Maintenance	13,747	12,560	15,926	15,985	15,985	16,010	16,324
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	752,264	652,517	412,347	740,832	740,832	628,685	597,925

CITY OF APPLETON 2011 BUDGET

CITY ASSESSOR

City Assessor: DeAnn L. Brosman

Deputy City Assessor: Timothy J. Smith

CITY OF APPLETON 2011 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 2010 EVENTS

A city-wide Revaluation of all residential property was completed in 2010. This included the review of 22,500 homes of three units and less. This last occurred in 2006. We reassess all property once in every four year period to keep assessments at 100% of fair market value and to provide for equity. This revaluation was completed in-house by city staff with no additional resources.

Our residential assessment level was close to market value at 101% prior to the revaluation, but it was necessary to re-establish equity between different price ranges and categories of homes (condos, duplexes, etc). The change in economic conditions since 2006 has affected certain price ranges and categories differently. Individual inspections were not done on all 22,500 homes because we try to inspect 1,500-2,000 homes annually to maintain our property database. A total of 12,000 assessment changes were made citywide. All home owners who received a change were mailed a notice on August 21st. Open Book was held August 23rd - September 3rd and the Board of Review on September 21st.

The 2010 total locally assessed value increased \$11,579,600 or 0.25% from 2009. This included: \$79,291,800 or 1.7% in new construction and higher land use, \$1,123,600 of real estate formerly tax exempt now being assessed, and \$950,300 in annexations. These increases were offset somewhat by decreases of \$46,707,300 in residential revaluation, \$26,364,400 in commercial revaluation, \$1,597,300 of formerly assessed property going tax exempt and other smaller changes. Property formerly exempt primarily included a building no longer used as a telephone utility. Property now exempt includes those purchased by the Housing Authority and the Appleton School District.

More efficiencies and updates were made to our computerized Assessment system including: The creation of an electronic Parcel Record Card (PRC) to meet the WI Assessor Manual requirements (this PRC can be printed in seconds to take out in the field or to provide to a customer); The addition of Multiple Owner Names & Multiple Property Addresses to the iSeries & intranet so other departments can view all owners of a property and all addresses posted on a building; The addition of Multiple Assessment Classes to the assessment roll as statutorily required for agricultural parcels; The addition of Dept of Revenue sales codes to our sales screen to allow for an annual download of sales data to the DOR (we no longer need to manually enter 1,000's of data fields into their website); Creation of a Personal Property history screen to quickly compare the newly reported value to the prior year value; and a new Assessor Sequel Dashboard providing fast user access to Sequel letters & reports.

The 2010 Equalized value changes are as follows (TIF included);

	2009 Value	2010 Value	Percent Increase
Outagamie County	\$ 4,060,502,600	\$ 4,109,952,700	1.22%
Calumet County	658,486,000	667,814,300	1.42%
Winnebago County	70,074,300	73,829,300	5.36%
Total City	\$ 4,789,062,900	\$ 4,851,596,300	1.31%

CITY OF APPLETON 2011 BUDGET

CITY ASSESSOR

MAJOR 2011 OBJECTIVES

In 2011, we will review assessments within the Central Business District (CBD). The CBD was last reviewed in 2007. Economic conditions have changed downtown since 2007, thus we expect an overall decrease in the CBD assessed value for 2011. We continue to reassess all property every 4 years to keep assessments near 100% of market value, to provide for small changes, and to maintain equity. Residential property was reviewed in 2010, commercial parcels (outside the CBD) were reviewed in 2009, and apartments were reviewed in 2008, completing the cycle.

The 2011 CBD review will include: analyzing assessment/sale ratios downtown to determine trends; inspecting recent sales and building permits and those not inspected in recent years; reviewing assessment data cards and computer data for accuracy; collecting and analyzing income/expense data; finding comparable sales; calculating a cost approach to value when applicable, etc.

We will focus on educating property owners on the revaluation process and providing good customer service. These elements are necessary for a successful revaluation and they help reduce the number of appeals. Our goal is to complete this CBD review by June, 2011 in addition to our normal annual duties. This review will be completed using existing staff and resources.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 1,335	\$ 968	\$ 1,500	\$ 1,500	\$ 1,200	-20.00%
Program Expenses							
13510	Administration	110,682	113,883	121,201	121,201	106,131	-12.43%
13520	Assessing	434,434	445,099	478,069	457,969	434,660	-9.08%
TOTAL		\$ 545,116	\$ 558,982	\$ 599,270	\$ 579,170	\$ 540,791	-9.76%
Expenses Comprised Of:							
	Personnel	517,492	528,619	565,156	545,056	509,925	-9.77%
	Administrative Expense	5,891	5,525	7,576	7,576	6,550	-13.54%
	Supplies & Materials	3,078	3,925	4,250	4,250	3,100	-27.06%
	Purchased Services	14,483	16,162	15,316	15,316	14,592	-4.73%
	Utilities	568	545	850	850	700	-17.65%
	Repair & Maintenance	3,604	4,206	6,122	6,122	5,924	-3.23%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	7.00	7.00	7.00	6.63	6.13	

* % change from prior year adopted budget
Assessor.xls

**CITY OF APPLETON 2011 BUDGET
CITY ASSESSOR**

Administration

Business Unit 13510

PROGRAM MISSION

The Assessor's 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 # 6: "Continuously improve efficiency and effectiveness of City Services"

Objectives:

- Stream-line procedures to be more efficient. We will review the procedures for reviewing individual assessments requested by owners throughout the year and the procedures for reviewing partial assessments.
- Continue to utilize technology improvements to create efficiencies and provide for accurate, equitable values.
- Thoroughly review all recent changes to the WI Assessor Manual to make sure all State requirements are met.
- Cost-effectively provide professional development to our staff so they remain knowledgeable and effective. The assessment field has become more challenging due to changing markets, more assessment appeals, leased fee valuation, etc. We will develop our staff by: providing more continuing education; encouraging assessor certification and advancement in certification; continuous internal training; etc.

Major Program Changes:

A Fifth Floor Customer Service Clerical Pool is being formed to enhance customer service, improve security and gain efficiencies by pooling standard customer service functions in one area. A 1.5 FTE reduction in clerical staff is reflected across the Assessor, Community Development, Health and Public Works budgets with this change.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Accurate, timely and easily accessible information					
Visitor Sessions per day on my.appleton.org website	202	242	250	250	260
Technology improvements made to database	21	15	10	12	10
Strategic Outcomes					
Well informed public on assessment procedures					
Articles in City Guide	2	2	2	1	2
Good customer service & professional staff					
Customer service complaints	1	0	0	0	0
Hours of classroom training/employee	19	19	20	14	20
Work Process Outputs					
Queries run for public	31	16	30	20	20
Reports filed with WI DOR timely	100%	100%	100%	100%	100%

**CITY OF APPLETON 2011 BUDGET
CITY ASSESSOR**

Administration

Business Unit 13510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv.- Nontax	\$ 1,335	\$ 968	\$ 1,500	\$ 1,500	\$ 1,200
Total Revenue	<u>\$ 1,335</u>	<u>\$ 968</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,200</u>
Expenses					
6101 Regular Salaries	\$ 71,843	\$ 75,440	\$ 77,295	\$ 77,295	\$ 69,302
6150 Fringes	32,495	31,919	36,130	36,130	30,079
6201 Training\Conferences	618	260	650	650	600
6206 Parking Permits	2,049	2,316	2,316	2,316	2,400
6301 Office Supplies	516	556	700	700	600
6302 Subscriptions	297	643	250	250	250
6305 Awards & Recognition	113	85	105	105	100
6307 Food & Provisions	96	97	105	105	100
6320 Printing & Reproduction	2,087	2,022	2,800	2,800	2,000
6413 Utilities	568	545	850	850	700
Total Expense	<u>\$ 110,682</u>	<u>\$ 113,883</u>	<u>\$ 121,201</u>	<u>\$ 121,201</u>	<u>\$ 106,131</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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:

- Successfully review all assessments in the Central Business District to continue our four year revaluation cycle.
- Inspect at least 10% of the homes in the city (2,250) to update property records.
- Proactively pursue businesses that are not reporting or under-reporting personal property value. (request asset listings, leasing company names, perform on-site inspections, etc).
- Continue to educate the property owners on the assessment process and provide excellent customer service.

Major Program Changes:

Due to the decline in real estate transactions (deeds) and land development (lot splits), along with recent improvements in technology, we were able to reduce our Real Estate Technician position from 1 FTE to .625 FTE. This occurred on April 1, 2010 following the retirement of this employee. Technology Services has helped us create many efficiencies in data entry and data retrieval for this position which has provided for this \$27,445/yr savings.

The State manufacturing assessment fee will be slightly lower in 2011 due to the State reducing the manufacturing values by another 5%. They revalue annually to full value and continue to reduce values statewide due to the lack of demand for special use manufacturing property. The fee is 50% of their cost to assess and is allocated to each municipality based on the equalized value of the manufacturing property.

A Fifth Floor Customer Service Clerical Pool is being formed to enhance customer service, improve security and gain efficiencies by pooling standard customer service functions in one area. A 1.5 FTE reduction in clerical staff is reflected across the Assessor, Community Development, Health and Public Works budgets with this change.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Equitable assessments and equitable distribution of tax levy:					
Residential Districts within 10% of market value	97%	100%	100%	100%	100%
Coefficient of dispersion	9%	8%	5%	5%	6%
Strategic Outcomes					
Assessments to accurately reflect market values:					
Residential class level of assessment	100%	100%	100%	98%	100%
Commercial class level of assessment	95%	96%	100%	98%	100%
Overall level of assessment	99%	99%	100%	98%	100%
Work Process Outputs					
% of buildings inspected to update records:					
Commercial new construction	100%	100%	100%	100%	100%
Residential new construction	95%	98%	99%	94%	95%
Recent Sales	44%	41%	50%	42%	45%
Total # of interior inspections	1,447	1,743	1,300	1,000	2,250
Property record maintenance:					
Deeds processed (ownership changes)	2,447	2,224	1,700	1,900	1,900
Lot splits, CSM's, & new platted parcels	302	300	325	310	300
Annexed parcels	8	7	7	5	5
Assessments updated	1,800	2,256	15,000	12,000	2,000

**CITY OF APPLETON 2011 BUDGET
CITY ASSESSOR**

Assessing

Business Unit 13520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 276,584	\$ 288,839	\$ 301,015	\$ 287,615	\$ 276,279
6105 Overtime	273	223	-	-	-
6150 Fringes	136,297	132,198	150,716	144,016	134,265
6201 Training/Conferences	1,045	892	1,500	1,500	1,500
6301 Office Supplies	811	118	450	450	400
6302 Subscriptions	91	287	1,150	1,150	250
6303 Memberships & Licenses	255	270	350	350	350
6320 Printing & Reproduction	-	-	400	400	-
6327 Miscellaneous Equipment	992	1,904	1,050	1,050	1,100
6425 CEA Equip. Rental	3,604	4,206	6,122	6,122	5,924
6599 Other Contracts/Obligations	14,482	16,162	15,316	15,316	14,592
Total Expense	<u>\$ 434,434</u>	<u>\$ 445,099</u>	<u>\$ 478,069</u>	<u>\$ 457,969</u>	<u>\$ 434,660</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations

State manufacturing assessment fee	\$ 14,592
	<u>\$ 14,592</u>

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Charges for Services	1,335	968	895	1,500	1,500	1,200-	1,200
TOTAL REVENUES	1,335	968	895	1,500	1,500	1,200-	1,200
EXPENSES BY LINE ITEM							
Regular Salaries	319,250	328,913	251,693	378,310	364,910	363,687	345,581
Labor Pool Allocations	365	0	0	0	0	0	0
Overtime	273	223	3,858	0	0	0	0
Part-Time	0	0	488	0	0	0	0
Sick Pay	4,084	7,555	2,606	0	0	0	0
Vacation Pay	24,728	27,811	10,583	0	0	0	0
Fringes	168,792	164,117	123,344	186,846	180,146	178,997	164,344
Salaries & Fringe Benefits	517,492	528,619	392,572	565,156	545,056	542,684	509,925
Training & Conferences	1,663	1,152	105	2,150	2,150	2,100	2,100
Parking Permits	2,049	2,316	2,316	2,316	2,316	2,400	2,400
Office Supplies	1,327	675	245	1,150	1,150	1,000	1,000
Subscriptions	388	930	1,093	1,400	1,400	500	500
Memberships & Licenses	255	270	350	350	350	350	350
Awards & Recognition	113	85	52	105	105	100	100
Food & Provisions	96	97	7	105	105	100	100
Administrative Expense	5,891	5,525	4,168	7,576	7,576	6,550	6,550
Printing & Reproduction	2,086	2,022	1,558	3,200	3,200	2,000	2,000
Miscellaneous Equipment	992	1,904	1,063	1,050	1,050	1,100	1,100
Supplies & Materials	3,078	3,926	2,621	4,250	4,250	3,100	3,100
Advertising	0	0	25	0	0	0	0
Other Contracts/Obligations	14,482	16,162	15,406	15,316	15,316	14,592	14,592
Purchased Services	14,482	16,162	15,431	15,316	15,316	14,592	14,592
Telephone	568	545	323	570	570	500	500
Cellular Telephone	0	0	52	280	280	200	200
Utilities	568	545	375	850	850	700	700
CEA Equipment Rental	3,603	4,206	4,375	6,122	6,122	5,924	5,924
Repair & Maintenance	3,603	4,206	4,375	6,122	6,122	5,924	5,924
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	545,114	558,983	419,542	599,270	579,170	573,550	540,791

CITY OF APPLETON 2011 BUDGET

TECHNOLOGY SERVICES

Technology Services Director: Scott J. Liske

CITY OF APPLETON 2011 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 of technology related hardware and services that are both cost effective and responsive to departmental needs.

DISCUSSION OF SIGNIFICANT 2010 EVENTS

Completed numerous software upgrades throughout the City

Upgraded 75 PC's per 2010 replacement plan

Upgraded 30 mobile data computers (MDC's) to meet 2010 designated standards

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

Completed upgrade of City's email system

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

Launched the updated City web site and continued support of the site

Worked with the Police Department to support new, as well as continued, connectivity during the building reconstruction

Implemented a career development plan for iSeries Programmer/Analysts

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

Migrated master street maintenance from the Community Development Department to GIS

Continued the utility billing system major upgrade project utilizing internal staff and resources

Completed an upgrade of all AutoCAD installations and assisted users with the transition

Completed numerous additional iSeries SEQUEL reporting projects

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

Provided technology support for Grand Chute per the pilot contract, and confirmed the original estimates were valid for the amount of time required to provide this support

Completed a Technology Services business process audit through the Government Finance Officer's Association (GFOA) to identify potential ways to further enhance the efficiency, effectiveness and perception of how the Technology Services Department operates

CITY OF APPLETON 2011 BUDGET TECHNOLOGY SERVICES

MAJOR 2011 OBJECTIVES

Continue in the development and support of additional client/server projects on the iSeries 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 continue to examine the costs and benefits of migrating from Novell systems to Microsoft server and email systems

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

Upgrade designated PC's, servers and laptops to meet 2011 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 the department's 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

Implement more mobility solutions in network and iSeries applications to allow for field access and entry

Note: The 2011 Technology Services budget reflects the move of the GIS program to Community Development. For comparison, all prior periods' data has been moved as well.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 7,556	\$ 13,639	\$ 49,132	\$ 49,132	\$ 25,000	-49.12%
Program Expenses							
13010	Administration	285,696	265,639	172,484	172,484	235,015	36.25%
13020	Mainframe	507,472	508,282	564,645	564,645	540,584	-4.26%
13030	Network	827,263	774,823	898,769	898,769	856,675	-4.68%
TOTAL		\$ 1,620,431	\$ 1,548,744	\$ 1,635,898	\$ 1,635,898	\$ 1,632,274	-0.22%
Expenses Comprised Of:							
Personnel		1,119,953	1,119,744	1,167,614	1,167,614	1,179,968	1.06%
Administrative Expense		51,918	45,999	37,884	37,884	27,064	-28.56%
Supplies & Materials		217,870	130,218	200,000	200,000	114,000	-43.00%
Purchased Services		11,500	23,394	9,500	9,500	18,700	96.84%
Utilities		6,165	7,025	7,700	7,700	6,900	-10.39%
Repair & Maintenance		213,025	222,364	213,200	213,200	285,642	33.98%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		12.40	12.40	12.00	12.00	12.00	

**CITY OF APPLETON 2011 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 of TS staff
- Provide workspace, parking and supplies to create a comfortable working environment that meets safety and environmental needs
- Provide resources including telephone and voicemail to enhance communication opportunities for staff
- Provide for opportunities to network with industry professionals through memberships and subscriptions to trade publications
- Continue to enhance the Voice over Internet Protocol (VoIP) telephone system

Major Program Changes:

The \$20,000 budgeted in charges for service assumes the continuation of the contract to provide network support to the Town of Grand Chute. The initial contract is set to expire in November, 2010 and will need to be renegotiated.

The decrease in miscellaneous revenue is due to the receipt of anti-trust settlement funds from Microsoft in 2010. The settlement is complete and all City claims were reimbursed, thus there is no corresponding revenue in 2011. The increase in salaries and fringe benefit represents the reallocation of budget funds related to staff training time. Since these costs are charged to the Administration budget regardless of the program in which the staff member resides, the budget has been adjusted to reflect this fact. This budget reallocation will bring the budget more in line with prior year actual charges.

Although staff training is an important aspect of maintaining an effective technology department, funds for training were reduced in 2011 to reflect the continued need to prioritize available funds. This reduction was also made possible by our Enterprise Agreement with Microsoft which offers 20 days of training at no additional charge and the elimination of funds for Technology Services to provide training for other City department staff. The elimination of this funding is expected to have a minimal impact on operations since training sessions budgeted for in the past were sparsely attended and those still requiring training can receive it under the enterprise agreement, or in some instances, through Outagamie County.

The decrease in printing and reproduction expense is due to the transfer of a color copier to the Community Development Department. Analysis had shown they were a primary user of this machine and could benefit more from its relocation.

The increase in other contracts is due to a change in how we obtain Internet service for the City. This access is provided through an agreement with Appleton Area Schools and previously, there was no cost. They have changed Internet Service providers and we will be required to pay an annual membership fee. The cost is still very reasonable since if we were to obtain this service on our own, we would need to budget over \$15,000 per year instead of \$8,000.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Satisfaction of service provided					
Positive survey responses	99%	98%	100%	98%	100%
Work Process Outputs					
Staff training provided (hrs)	763	570	400	400	400
Telephone numbers supported	726	742	760	760	770

**CITY OF APPLETON 2011 BUDGET
TECHNOLOGY SERVICES**

Administration

Business Unit 13010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv.- Nontax	\$ -	\$ 3,944	\$ 17,500	\$ 17,500	\$ 20,000
4802 Charges for Serv.- Taxable	95	143	-	-	-
5004 Sale of City Prop - Nontax	-	6,395	5,000	5,000	5,000
5010 Misc Revenue - Nontax	7,461	3,101	26,632	26,632	-
5011 Misc Revenue - Tax	-	56	-	-	-
Total Revenue	\$ 7,556	\$ 13,639	\$ 49,132	\$ 49,132	\$ 25,000
Expenses					
6101 Regular Salaries	\$ 172,127	\$ 158,065	\$ 102,066	\$ 102,066	\$ 147,752
6150 Fringes	66,377	55,024	35,934	35,934	55,699
6201 Training\Conferences	23,283	17,320	10,000	10,000	5,000
6206 Parking Permits	5,484	5,484	5,484	5,484	5,664
6301 Office Supplies	635	700	1,500	1,500	1,000
6303 Memberships & Licenses	195	200	200	200	200
6305 Awards & Recognition	389	535	200	200	200
6320 Printing & Reproduction	8,680	7,262	8,000	8,000	2,000
6327 Miscellaneous Equipment	2,500	2,500	2,000	2,000	2,000
6411 Temporary Help	-	11,894	-	-	-
6413 Utilities	3,526	4,155	4,600	4,600	3,800
6599 Other Contracts/Obligations	2,500	2,500	2,500	2,500	11,700
Total Expense	\$ 285,696	\$ 265,639	\$ 172,484	\$ 172,484	\$ 235,015

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations

WiscNet Internet Access	\$ 8,000
Other Contracts	3,700
	<u>\$ 11,700</u>

CITY OF APPLETON 2011 BUDGET

TECHNOLOGY SERVICES

Mainframe

Business Unit 13020

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Communicate on a regular basis with department liaisons to ascertain information needs
- Complete ongoing prioritization of all new and existing mainframe 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 of newly implemented technology including hardware, software and specialized systems through effective training programs
- Maintain availability of reliable computer hardware and software through a cost effective upgrade schedule
- Continue the development of new graphical user interfaces (GUI) for selected applications on the iSeries

Major Program Changes:

The decrease in salaries and fringe benefit represents the reallocation of budget funds related to staff training time. Since these costs are charged to the Administration budget (13010) regardless of the program in which the staff member resides, this budget has been reduced to reflect this fact. This budget reallocation will bring the budget more in line with prior year actual charges.

This budget also reflects the implementation of the career development plan for programmer/analysts which was previously approved by Council.

The office supply budget has been consolidated within the Administration budget.

The printing and reproduction expense line has been eliminated due to the department no longer needing to purchase paper and forms used by other departments, the move of the color copier to the Community Development Department, and the elimination of all but one of the Iseries line printers. All of these factors eliminate the need to purchase paper.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Rapid response to information needs					
# of requests over 6 months old	61	53	30	30	25
# of project requests outstanding	211	215	80	98	70
Strategic Outcomes					
# Printers Not IP Based	14	10	7	2	0
Sustain personnel resource allocation					
% of staff time allocated to new application development	51%	45%	40%	40%	40%
Work Process Outputs					
# of new requests received	506	442	400	450	400
# of user accounts supported	515	512	520	520	515

**CITY OF APPLETON 2011 BUDGET
TECHNOLOGY SERVICES**

Mainframe

Business Unit 13020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 294,910	\$ 312,047	\$ 354,050	\$ 354,050	\$ 344,263
6104 Call Time	3,004	3,292	3,455	3,455	-
6150 Fringes	122,280	120,923	150,540	150,540	140,679
6301 Office Supplies	7,000	7,000	500	500	-
6320 Printing & Reproduction	5,500	4,000	2,000	2,000	-
6327 Miscellaneous Equipment	20,178	17,000	10,000	10,000	10,000
6418 Equip Repairs & Maint	21,800	15,520	15,200	15,200	15,642
6424 Software Support	32,800	28,500	28,900	28,900	30,000
Total Expense	<u>\$ 507,472</u>	<u>\$ 508,282</u>	<u>\$ 564,645</u>	<u>\$ 564,645</u>	<u>\$ 540,584</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment

Equipment replacement (printers, peripherals, cables, etc.)

\$ 10,000
\$ 10,000

Equipment Repairs & Maint

IBM iSeries prepaid maintenance \$ 11,227
Pre-paid maintenance on UPS 2,642
Other repairs & parts 1,773

\$ 15,642

Software Support

JDEdwards \$ 18,880
Elite forms 1,200
ABSTRACT Support 1,300
Misc. software support 2,020
SEQUEL support 6,600

\$ 30,000

CITY OF APPLETON 2011 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. In 2008, the City entered into an Enterprise Agreement with Microsoft through a CIP. That CIP is now complete and, as noted in both the 2009 and 2010 CIP's, the on-going annual fees (\$32,000 in 2011) will be reflected in the operating budget moving forward. The Microsoft subscription allows the City to perform product upgrades as often as necessary without having to spend \$175,000+ per upgrade, as well as providing training days, higher levels of tech support, and home use rights of the products which further reduce training needs. We continue to maintain a 4 year replacement cycle for City PC's, however this budget item is being reduced in 2011 in order to implement a trial use of "thin-client" devices as alternate replacements. The intent is to place these devices in lower use areas, as the cost is about 1/2 that of a full PC and the life expectancy is greater than the 4 years we expect for PC's.

Increase in hardware maintenance reflects the cost to support a Storage Area Network (SAN) that was provided to the City by the Appleton Area School District. This device is providing substantial savings for our backup and disaster recovery programs by allowing us not to have to invest \$150,000 to \$200,000 on a separate backup storage system as well eliminating the need for tape based backups, courier services and off-site storage fees. This account also includes the cost of on-going annual support for a firewall that has passed its initial warranty period. This is one of the key devices used to protect and maintain the security for the entire City network.

The change in the 2011 target for "# of personnel trained" reflects the elimination of the TS Department funding training for City staff to attend specialized training for specific software. Over the years, the departments have assumed responsibility for funding this training, so funds for this purpose have been eliminated from this budget.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Quick problem resolution					
# of project requests outstanding	35	27	20	15	15
Strategic Outcomes					
Minimized disruption to City operations because of hardware/software issues					
Ratio of single printers to MFP's	68%	48%	30%	30%	20%
Informed citizens					
# of hits on web site home page	547,062	496,954	850,000	700,000	850,000
Work Process Outputs					
New systems implemented					
# of network accounts supported	560	562	570	570	560
# of computers maintained	424	420	420	420	420
# PC's replaced/upgraded - 4 yr cycle	98	75	100	75	100
Help Desk problems resolved					
# of calls handled by help desk	18,576	19,470	19,000	17,500	18,000
# personnel trained	362	75	120	120	10

**CITY OF APPLETON 2011 BUDGET
TECHNOLOGY SERVICES**

Network

Business Unit 13030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 307,569	\$ 321,860	\$ 345,694	\$ 345,694	\$ 333,746
6104 Call Time	5,112	5,871	5,790	5,790	-
6105 Overtime	3,371	1,605	3,538	3,538	3,538
6150 Fringes	145,203	141,058	166,547	166,547	154,291
6301 Office Supplies	14,932	14,760	20,000	20,000	15,000
6327 Miscellaneous Equipment	181,012	99,456	178,000	178,000	100,000
6404 Consulting Services	9,000	9,000	7,000	7,000	7,000
6413 Utilities	2,639	2,869	3,100	3,100	3,100
6418 Equip Repairs & Maint	19,360	32,550	21,550	21,550	35,000
6419 Communication Eq. Repairs	15,000	15,000	15,000	15,000	17,000
6424 Software Support	124,065	130,794	132,550	132,550	188,000
Total Expense	<u>\$ 827,263</u>	<u>\$ 774,823</u>	<u>\$ 898,769</u>	<u>\$ 898,769</u>	<u>\$ 856,675</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Office Supplies</u>		<u>Software Support</u>	
Network supplies - toner, ink, tapes	\$ 15,000	Novell support	\$ 46,000
	<u>\$ 15,000</u>	Mitel VoIP support	43,000
		Microsoft Agreement	32,000
<u>Miscellaneous Equipment</u>		Doc management support	14,000
Upgrade PC's and laptops	\$ 17,500	Anti-Virus subscription	4,500
Upgrade MDC's (Fire)	45,500	Spam filtering	1,000
Routers, controllers, misc	5,000	Sgt Labs support	3,200
Misc network hardware	17,000	DSMeter Software Support	1,000
Application and network management	5,000	SAN Backup support	2,500
Upgrade servers	10,000	Track-IT support	6,500
	<u>\$ 100,000</u>	AdventNet support	1,300
		Blackberry BES support	1,400
<u>Equip Repairs & Maint</u>		Faronics Power mgmt	1,000
NovaTime(Parks/Transit)	\$ 220	Miscellaneous software	4,510
Router maintenance	1,000	Shopkey (MSB/Transit)	1,700
SAN hardware support	9,500	SignCAD/SignCAM (MSB)	1,000
Other network equipment	3,980	PipeTech (MSB)	600
Tape backup support	1,200	ID networks (Police)	3,800
Porter Lee (Police Evidence System)	1,700	RecTrac support(Parks)	4,600
Core switch support	9,000	ID software support(Police)	2,500
Firewall support	8,400	WinWam (Health)	500
	<u>\$ 35,000</u>	AFIX Tracker support(Police)	5,600
		FaciliCAD support(Facilities)	800
<u>Communication Equip. Repair</u>		Insite Support (MSB/Transit)	1,000
Pro-rata share of fiber		Apex (Assessor)	1,100
network costs	\$ 17,000	IVIS1000 (Clerk)	600
	<u>\$ 17,000</u>	OPC-online pmts(Finance)	2,290
			<u>\$ 188,000</u>

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Charges for Services	95	4,087	27,517	17,500	17,500	0	20,000
Other Revenues	7,461	9,552	28,155	31,632	31,632	0	5,000
TOTAL REVENUES	7,556	13,639	55,672	49,132	49,132	0	25,000
EXPENSES BY LINE ITEM							
Regular Salaries	700,888	711,446	545,749	801,810	801,810	825,761	825,761
Call Time	8,116	9,163	7,020	9,245	9,245	10,997	0
Overtime	3,371	1,605	2,254	3,538	3,538	3,538	3,538
Other Compensation	893	0	0	0	0	0	0
Sick Pay	11,656	17,641	10,512	0	0	0	0
Vacation Pay	61,168	62,886	53,230	0	0	0	0
Fringes	333,860	317,005	249,664	353,021	353,021	360,166	350,669
Salaries & Fringe Benefits	1,119,952	1,119,746	868,429	1,167,614	1,167,614	1,200,462	1,179,968
Training & Conferences	23,283	17,320	4,863	10,000	10,000	5,000	5,000
Parking Permits	5,484	5,484	5,484	5,484	5,484	5,484	5,664
Office Supplies	22,567	22,460	13,429	22,000	22,000	16,000	16,000
Memberships & Licenses	195	200	170	200	200	200	200
Awards & Recognition	389	535	0	200	200	200	200
Administrative Expense	51,918	45,999	23,946	37,884	37,884	26,884	27,064
Printing & Reproduction	14,180	11,262	4,530	10,000	10,000	2,000	2,000
Miscellaneous Equipment	203,690	118,956	167,430	190,000	190,000	162,000	112,000
Supplies & Materials	217,870	130,218	171,960	200,000	200,000	164,000	114,000
Consulting Services	9,000	9,000	2,650	7,000	7,000	7,000	7,000
Temporary Help	0	11,894	0	0	0	0	0
Other Contracts/Obligations	2,500	2,500	765	2,500	2,500	11,700	11,700
Purchased Services	11,500	23,394	3,415	9,500	9,500	18,700	18,700
Telephone	4,189	4,628	2,211	4,900	4,900	4,900	4,900
Cellular Telephone	1,976	2,397	1,292	2,800	2,800	2,000	2,000
Utilities	6,165	7,025	3,503	7,700	7,700	6,900	6,900
Equipment Repair & Maintenan	41,160	48,070	25,753	36,750	36,750	48,000	50,642
Communications Equip. Repairs	15,000	15,000	0	15,000	15,000	17,000	17,000
Software Support	156,865	159,294	129,621	161,450	161,450	218,000	218,000
Repair & Maintenance	213,025	222,364	155,374	213,200	213,200	283,000	285,642
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,620,430	1,548,746	1,226,627	1,635,898	1,635,898	1,699,946	1,632,274

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

Lined area for notes.

**CITY OF APPLETON 2011 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>
Call Recording System	\$ 70,000	Projects, Pg. 678
	<u>\$ 70,000</u>	

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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	2008	2009	Adopted 2010	Amended 2010	2011	
	Program Revenues	\$ 11,408	\$ 2,514	\$ 1,229	\$ 1,229	\$ 2,204	79.33%
	Program Expenses	\$ 370,047	\$ 345,514	\$ 113,000	\$ 648,370	\$ 70,000	-38.05%
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	370,047	345,514	113,000	648,370	70,000	-38.05%

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

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Technology

Business Unit 4220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ 11,408	\$ 2,514	\$ 1,229	\$ 1,229	\$ 2,204
5010 Misc. Revenue - Nontax	-	-	-	-	-
5910 Proceeds of Long-term Debt	400,000	325,000	84,000	84,000	67,000
5925 Trans In - Wastewater	-	-	-	-	-
5926 Trans In - Water	-	-	-	-	-
5930 Trans In - Valley Transit	-	-	-	-	-
Total Revenue	\$ 411,408	\$ 327,514	\$ 85,229	\$ 85,229	\$ 69,204
Expenses					
6404 Consulting	\$ -	\$ -	\$ -	\$ -	\$ -
6804 Equipment	370,047	345,514	113,000	648,370	70,000
Total Expense	\$ 370,047	\$ 345,514	\$ 113,000	\$ 648,370	\$ 70,000

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Equipment

Call Recording System	\$ 70,000
	<u>\$ 70,000</u>

**CITY OF APPLETON 2011 BUDGET
TECHNOLOGY**

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

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Interest Income	\$ 11,408	\$ 2,514	\$ 1,229	\$ 11,204	\$ 3,000
Other	-	-	-	294,390	-
Total Revenues	<u>11,408</u>	<u>2,514</u>	<u>1,229</u>	<u>305,594</u>	<u>3,000</u>
Expenses					
Program Costs	370,047	345,514	113,000	644,195	70,000
Total Expenses	<u>370,047</u>	<u>345,514</u>	<u>113,000</u>	<u>644,195</u>	<u>70,000</u>
Revenues over (under) Expenses	(358,639)	(343,000)	(111,771)	(338,601)	(67,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	400,000	325,000	84,000	-	67,000
Operating Transfers In	-	-	-	70,000	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>400,000</u>	<u>325,000</u>	<u>84,000</u>	<u>70,000</u>	<u>67,000</u>
Net Change in Equity	41,361	(18,000)	(27,771)	(268,601)	-
Fund Balance - Beginning	<u>245,240</u>	<u>286,601</u>	<u>268,601</u>	<u>268,601</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 286,601</u>	<u>\$ 268,601</u>	<u>\$ 240,830</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2011 BUDGET

CITY ATTORNEY

City Attorney: James P. Walsh

Deputy City Attorney: Ellen L. Totzke

CITY OF APPLETON 2011 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 2010 EVENTS

Litigation:

The City was involved in a Worker's Compensation issue regarding an off-duty injury that the employee claimed was as a result of work-related requirements. That matter was tried before an administrative law judge and the decision of the judge was in favor of the City. The City continues to be involved in a small claims court action over damage to a house due to a fallen tree branch. The original decision was rendered by the Court Commissioner in favor of the claimant against the City of Appleton. That matter was appealed to the Circuit Court and the Circuit Court reversed the Court Commissioner and entered judgment in favor of the City of Appleton. The plaintiff appealed to the Court of Appeals and the City prevailed at that level as well. The plaintiff has subsequently filed an appeal with the Wisconsin Supreme Court on this issue. That matter has not yet been resolved. As part of the land acquisition process related to Conkey Pond, the City appeared before the County Condemnation Commission for the first time in over 10 years. While the City did not receive everything it was looking for, given the difficulties and challenges of presenting the case, a decision favorable to the City's position was obtained. The City continues to monitor rehab foreclosures, obtaining deficiency judgments where appropriate and filing any judgments obtained with the State of Wisconsin Tax Refund Intercept Program.

The Fox River clean up litigation continues, despite an original summary judgment order entered by the Federal Court in December. The Court ruled that the paper mills were not entitled to contribution from other defendants, when it was the mills who had knowledge of the PCB situation and did not provide that information to the City in a timely fashion. There are still some remaining motions to be addressed at the federal district court level before the matter is taken up on appeal to the 7th Circuit. Additionally, we anticipate the Environmental Protection Agency filing an action against the City of Appleton for clean up costs some time in the fall of this year.

The City Attorney's Office was involved in eminent domain actions involving Wisconsin Avenue, Evergreen Drive, Conkey Pond, Midway and Telulah Streets and South Island Street. Those actions involved obtaining Committee and Council approval, preparing the appropriate documentation which is time consuming and numerous phone contacts with property owners over details of the project and funding. Most of the takings were acquired through negotiation, with several requiring more extensive proceedings, including the Conkey Pond acquisition and the South Island Street acquisition.

When a lodging establishment suffered from the effects of the economic downturn, this office worked with the Finance Department in obtaining full payment of delinquent room taxes and other property taxes from the new property owner. The City was able to recover 100% of the sums owed to it.

This office is involved with grievance arbitrations involving the AFSCME unit at the Water Plant and the Teamster unit at Valley Transit. The Water grievance involves the use of temporary employees and the Valley Transit grievance involves scheduling and overtime issues.

**CITY OF APPLETON 2011 BUDGET
CITY ATTORNEY**

MAJOR 2011 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 through the process. We will prepare any necessary development agreements in a timely fashion.

Work with outside counsel for the Fox River clean up to reach a negotiated settlement if possible. Assist in trial preparation where necessary.

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

Continue involvement with the State and other parties on Green Tier initiatives in the City of Appleton. The Green Tier program is one that focuses on steps that municipalities are able to take which can be deemed environmentally friendly. Many of these items the City is already working on. The program would bring recognition to the City and could have some benefits in other areas the City is currently working on.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 2,165	\$ 1,374	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
Program Expenses							
14510	Administration	169,689	170,525	183,394	183,394	187,080	2.01%
14521	Litigation	208,792	208,463	223,079	223,079	227,476	1.97%
14522	Real Estate	42,650	42,937	45,445	45,445	45,983	1.18%
TOTAL		\$ 421,131	\$ 421,925	\$ 451,918	\$ 451,918	\$ 460,539	1.91%
Expenses Comprised Of:							
	Personnel	376,373	385,166	406,325	406,325	413,996	1.89%
	Administrative Expense	28,000	27,979	32,293	32,293	32,843	1.70%
	Supplies & Materials	2,864	1,534	2,000	2,000	2,000	0.00%
	Purchased Services	13,188	6,721	10,500	10,500	11,000	4.76%
	Utilities	533	418	600	600	500	-16.67%
	Repair & Maintenance	173	107	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 2011 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: "Continuously improve efficiency and effectiveness of City services."

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. Our subscription service runs from April to March every year. In 2011, we will have a 5% increase for the last eight months. This is shown in the subscriptions account.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	13	9	0	9	0
Work Process Outputs					
Written opinions issued	14	18	>20	>20	>20
Ordinances reviewed	177	235	100	100	100

**CITY OF APPLETON 2011 BUDGET
CITY ATTORNEY**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4802 Charges for Serv. - Tax	\$ 943	\$ 499	\$ 2,000	\$ 2,000	\$ 2,000
Total Revenue	<u>\$ 943</u>	<u>\$ 499</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>	<u>\$ 2,000</u>
Expenses					
6101 Regular Salaries	\$ 105,556	\$ 109,874	\$ 112,198	\$ 112,198	\$ 115,280
6105 Overtime	9	27	-	-	-
6150 Fringes	44,940	43,629	49,146	49,146	49,300
6201 Training\Conferences	4,306	3,855	7,000	7,000	6,000
6206 Parking Permits	1,408	1,404	1,400	1,400	1,450
6301 Office Supplies	325	439	450	450	450
6302 Subscriptions	7,853	7,422	8,500	8,500	10,000
6303 Memberships & Licenses	1,722	1,816	1,900	1,900	1,900
6320 Printing & Reproduction	2,864	1,534	2,000	2,000	2,000
6413 Utilities	533	418	600	600	500
6418 Equip Repairs & Maint	173	107	200	200	200
Total Expense	<u>\$ 169,689</u>	<u>\$ 170,525</u>	<u>\$ 183,394</u>	<u>\$ 183,394</u>	<u>\$ 187,080</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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 # 6: "Continuously improve efficiency and effectiveness of City services."

Objectives:

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

Major Program Changes:

As of June 25, 2010, the filing fee for the Register of Deeds increased to a flat rate of \$30 per item due to changes in State law.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	95	89	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements					
\$ value of settlements and judgments	\$15,468	\$43,662	<\$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 *	86%	100%	100%	100%	100%

* This measure does not include legal cases in the Risk Management Fund (Fox River) or any other cases specific to an Enterprise Fund (Water Plant).

**CITY OF APPLETON 2011 BUDGET
CITY ATTORNEY**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv.- Nontax	\$ 1,222	\$ 875	\$ 1,000	\$ 1,000	\$ 1,000
Total Revenue	<u>\$ 1,222</u>	<u>\$ 875</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
Expenses					
6101 Regular Salaries	\$ 133,896	\$ 140,508	\$ 144,523	\$ 144,523	\$ 148,345
6150 Fringes	49,322	48,191	55,013	55,013	55,088
6402 Legal Fees	3,290	2,633	3,000	3,000	4,000
6404 Consulting Services	9,898	4,088	7,500	7,500	7,000
6625 Disability Payments	12,386	13,043	13,043	13,043	13,043
Total Expense	<u>\$ 208,792</u>	<u>\$ 208,463</u>	<u>\$ 223,079</u>	<u>\$ 223,079</u>	<u>\$ 227,476</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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 # 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 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 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	1	0	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	1	0	0	0
Work Process Outputs					
# of real estate acquisitions	73	59	30	30	30

**CITY OF APPLETON 2011 BUDGET
CITY ATTORNEY**

Real Estate

Business Unit 14522

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 31,581	\$ 32,250	\$ 33,309	\$ 33,309	\$ 33,635
6150 Fringes	11,069	10,687	12,136	12,136	12,348
Total Expense	<u>\$ 42,650</u>	<u>\$ 42,937</u>	<u>\$ 45,445</u>	<u>\$ 45,445</u>	<u>\$ 45,983</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Charges for Services	2,166	1,374	2,135	3,000	3,000	3,000	3,000
TOTAL REVENUES	2,166	1,374	2,135	3,000	3,000	3,000	3,000
EXPENSES BY LINE ITEM							
Regular Salaries	251,547	260,052	185,615	290,030	290,030	297,260	297,260
Overtime	9	27	0	0	0	0	0
Sick Pay	1,540	2,810	1,830	0	0	0	0
Vacation Pay	17,946	19,770	16,497	0	0	0	0
Fringes	105,331	102,507	76,706	116,295	116,295	118,424	116,736
Salaries & Fringe Benefits	376,373	385,166	280,648	406,325	406,325	415,684	413,996
Training & Conferences	4,306	3,855	2,847	7,000	7,000	6,000	6,000
Parking Permits	1,408	1,404	1,380	1,400	1,400	1,400	1,450
Office Supplies	325	439	128	450	450	450	450
Subscriptions	7,853	7,422	5,845	8,500	8,500	10,000	10,000
Memberships & Licenses	1,722	1,816	1,878	1,900	1,900	1,900	1,900
Disability Payments	12,386	13,043	13,043	13,043	13,043	13,043	13,043
Administrative Expense	28,000	27,979	25,121	32,293	32,293	32,793	32,843
Printing & Reproduction	2,864	1,534	773	2,000	2,000	2,000	2,000
Supplies & Materials	2,864	1,534	773	2,000	2,000	2,000	2,000
Legal Fees	3,290	2,633	3,348	3,000	3,000	4,000	4,000
Consulting Services	9,898	4,088	6,557	7,500	7,500	7,000	7,000
Purchased Services	13,188	6,721	9,905	10,500	10,500	11,000	11,000
Telephone	533	418	274	600	600	500	500
Utilities	533	418	274	600	600	500	500
Equipment Repair & Maintenan	173	107	107	200	200	200	200
Repair & Maintenance	173	107	107	200	200	200	200
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	421,131	421,925	316,828	451,918	451,918	462,177	460,539

**CITY OF APPLETON 2011 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

	2008 Actual	2009 Actual	2010 Adopted Budget	2010 Projected	2011 Budget
Revenues					
Interest Income	\$ 4,132	\$ 849	\$ 3,500	\$ 2,500	\$ 2,500
Expenses					
Program Costs	6,391	6,391	6,391	6,391	6,391
Revenues over (under) Expenses	(2,259)	(5,542)	(2,891)	(3,891)	(3,891)
Fund Balance - Beginning	76,935	74,676	69,134	69,134	65,243
Fund Balance - Ending	\$ 74,676	\$ 69,134	\$ 66,243	\$ 65,243	\$ 61,352

CITY OF APPLETON 2011 BUDGET

HUMAN RESOURCES

Human Resources Director: Sandra A. Neisen

Deputy Director of Human Resources: Debra M. Shufelt

CITY OF APPLETON 2011 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 2010 EVENTS

This year continued to be a busy one for the Human Resources staff. In terms of general HR functions, we started the year with administering changes to our health insurance as union contracts were ratified. We updated our medical and dental summary plan descriptions and distributed the new books to all employees. We monitored the Patient Protection and Affordable Care Act as it related to changes to our policies and health plans as well as administered a number of new legal mandates (COBRA subsidy, mental health parity, etc...). Staff developed, revised and/or updated more than 9 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 280 employees participated in the health screening, with 192 participating in the follow-up personal coaching sessions. The Health Smart team also continued to promote healthy living programs which included a bi-monthly newsletter, a Fitness Bootcamp, Zumba class, starting right program, skin cancer screening and the Walk to Win program. Glance chart information (table of organizations, department staffing information and salary charts) was updated and distributed. The department also worked with the Technology Services Department to begin creating an electronic personnel filing system.

Our biggest achievement for recruitment was transitioning to an online application process through NEOGOV. Recruitment activities were ongoing throughout the year. The department completed several police officer and fire fighter processes filling multiple vacancies and continued ongoing recruitment processes for future promotional vacancies within the Police and Fire Departments. Staff worked on filling the vacant Director of Utilities position. 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 and an arbitration process for VT throughout the year. Staff obtained parameters from the Finance and Administration Committee and began negotiations with all of the 15 bargaining units for the 2011 contract year.

In the area of Staff Development and Training, the department completed training for all general and supervisory employees on legally mandated topics in 19 classes held throughout the year and provided required training to all seasonal employees during 5 seasonal classes. The staff conducted three new employee orientation programs. The department also facilitated, in conjunction with an employee committee, a very successful Administrative Professionals' recognition program. Staff also coordinated developmental training for the departments of Public Works, Utilities, Police, Fire, Health, Finance, Valley Transit and the department director team. We also updated the new employee orientation video, developed a recruitment video for the City, and implemented a new online training registration process for staff.

CITY OF APPLETON 2011 BUDGET HUMAN RESOURCES

MAJOR 2011 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 consultants
- 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 4 supervisory training classes
- Offer benefit training opportunities for City employees

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	
Program Revenues		\$ 47	\$ 161	\$ -	\$ -	\$ -	N/A
Program Expenses							
14010	Administration	253,880	263,405	285,759	285,759	265,100	-7.23%
14020	Recruitment	172,051	166,932	192,124	192,124	182,155	-5.19%
14030	Employee Relations	96,333	98,006	103,503	103,503	105,668	2.09%
14040	Staff Development	107,481	113,596	118,180	118,180	143,671	21.57%
TOTAL		\$ 629,745	\$ 641,939	\$ 699,566	\$ 699,566	\$ 696,594	-0.42%
Expenses Comprised Of:							
Personnel		540,441	561,215	596,659	596,659	605,116	1.42%
Administrative Expense		48,350	46,950	55,997	55,997	49,068	-12.37%
Supplies & Materials		4,736	4,541	4,600	4,600	4,100	-10.87%
Purchased Services		35,391	28,426	41,310	41,310	37,310	-9.68%
Utilities		827	807	1,000	1,000	1,000	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		5.95	5.95	6.15	6.15	6.15	

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

**CITY OF APPLETON 2011 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 \$500 decrease in office supplies is to bring it closer to prior year's actual expenditures incurred.
- The \$500 decrease in printing is due to the estimated decrease in costs due to the online application process (NEOGOV).
- The decrease in salaries is due to the reallocation of administrative support time to the Staff Development and Training budget (14040). With the implementation of the NEOGOV on-line application system, less time is needed processing paper applications allowing more time to be spent supporting staff training activities.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	2	0	0	0
Work Process Outputs					
Policy Implementation					
# of policies developed	1	0	0	0	0
# of policies updated	19	18	10	10	13
# of policy training sessions	245	224	200	200	200
Fringe Benefits					
# of new fringe benefits	0	1	0	0	0
# of modified fringe benefits	1	29	2	2	1
# of fringe benefit training sessions	3	16	20	20	20

**CITY OF APPLETON 2011 BUDGET
HUMAN RESOURCES**

Administration

Business Unit 14010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv.- Nontax	\$ 47	\$ 161	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 47</u>	<u>\$ 161</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 172,063	\$ 183,971	\$ 190,807	\$ 190,807	\$ 180,819
6105 Overtime	153	380	-	-	-
6150 Fringes	67,809	67,231	80,370	80,370	70,603
6201 Training/Conferences	37	-	-	-	-
6206 Parking Permits	1,791	1,887	2,064	2,064	2,160
6301 Office Supplies	2,594	1,005	2,000	2,000	1,500
6305 Awards & Recognition	194	232	89	89	89
6307 Food & Provisions	101	128	119	119	119
6320 Printing & Reproduction	4,015	3,299	4,100	4,100	3,600
6327 Miscellaneous Equipment	500	1,144	500	500	500
6404 Consulting Services	4,000	3,500	5,000	5,000	5,000
6413 Utilities	541	525	600	600	600
6599 Other Contracts/Obligations	82	103	110	110	110
Total Expense	<u>\$ 253,880</u>	<u>\$ 263,405</u>	<u>\$ 285,759</u>	<u>\$ 285,759</u>	<u>\$ 265,100</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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:

The decrease of \$6,000 in employee recruitment expenses was to bring the 2011 request closer to prior year's actual expenditures, offset by an expected increase in background check fees.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Staff Retention					
Regular employees on staff < 1 year	31	19	20	20	20
Regular employees on staff 1-5 years	106	147	125	125	130
Regular employees on staff 6-10 years	145	149	165	165	155
Regular employees on staff 10+ years	346	343	340	340	340
Strategic Outcomes					
City operates more efficiently					
# of open positions throughout year	56	24	55	55	30
# staff turnover non-union positions	9	13	10	10	10
# staff turnover union positions	24	17	30	30	20
Work Process Outputs					
Candidate recruitment					
# of positions posted internally	31	9	30	30	30
# of positions advertised externally	26	22	35	35	20
# of telephone interviews	32	0	15	15	10
# of face to face interviews	409	240	400	400	300
# of assessment centers	2	3	1	1	1
# of candidates tested	242	312	425	425	300

**CITY OF APPLETON 2011 BUDGET
HUMAN RESOURCES**

Recruitment and Selection

Business Unit 14020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 88,495	\$ 94,176	\$ 95,438	\$ 95,438	\$ 96,683
6105 Overtime	44	66	-	-	-
6150 Fringes	42,943	42,075	47,676	47,676	46,462
6205 Employee Recruitment	14,168	9,705	18,000	18,000	12,000
6303 Memberships & Licenses	50	210	210	210	210
6307 Food & Provisions	454	395	500	500	500
6320 Printing & Reproduction	214	97	-	-	-
6404 Consulting Services	17,066	13,239	20,000	20,000	20,000
6412 Advertising	8,402	6,758	10,000	10,000	6,000
6413 Utilities	215	211	300	300	300
Total Expense	<u>\$ 172,051</u>	<u>\$ 166,932</u>	<u>\$ 192,124</u>	<u>\$ 192,124</u>	<u>\$ 182,155</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Employee Recruitment

Background checks	\$ 7,000
Testing materials	5,000
	<u>\$ 12,000</u>

Consulting Services

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

**CITY OF APPLETON 2011 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 2011

Major Program Changes:

The \$595 increase in subscriptions is to purchase the Health Insurance Portability and Accountability Act (HIPAA) handbook to ensure that we stay in compliance with any law changes.

The \$260 increase in memberships is due to Wisconsin Public Employer Labor Relations Association (WPELRA) membership being included in 2011. Since both the 2009 and 2010 membership was paid in 2009, there was no corresponding payment in 2010. Due to the immaterial amount, no audit adjustments were made in 2009 to reclassify one of the payments to 2010.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Grievance resolution					
# of grievances	30	24	30	30	30
# of grievances sent to arbitration	1	1	0	2	0
Strategic Outcomes					
Sick leave frequency					
# regular sick hours used city wide	13,265	14,658	16,500	14,000	14,000
Avg. regular sick hours per employee	19.9	22.3	24.0	24.0	23.0
# FMLA sick hours used city wide	16,844	16,204	16,000	16,000	16,500
Avg. FMLA sick hours per employee	25.3	24.6	23.5	23.5	25.0
Work Process Outputs					
Labor contracts negotiated and administered					
# of contracts under negotiation	15	15	15	15	15
# of contracts sent to arbitration	1	0	0	0	0

**CITY OF APPLETON 2011 BUDGET
HUMAN RESOURCES**

Employee & Labor Relations

Business Unit 14030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 64,566	\$ 67,399	\$ 69,092	\$ 69,092	\$ 70,479
6105 Overtime	24	29	-	-	-
6150 Fringes	24,681	24,124	27,176	27,176	27,099
6302 Subscriptions	736	796	775	775	1,370
6303 Memberships & Licenses	380	705	60	60	320
6307 Food & Provisions	33	54	100	100	100
6404 Consulting Services	5,841	4,828	6,200	6,200	6,200
6413 Utilities	72	71	100	100	100
Total Expense	<u>\$ 96,333</u>	<u>\$ 98,006</u>	<u>\$ 103,503</u>	<u>\$ 103,503</u>	<u>\$ 105,668</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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 follow-up of strategic plan
- Coordinate and implement online training registration

Major Program Changes:

The increase in salaries is due to the reallocation of administrative support time from the Administration budget (14010). With the implementation of the NEOGOV on-line application system, less time is needed processing paper applications allowing more time to be spent supporting staff training activities.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Timely, resourceful training provided					
% employees reported very satisfied	69%	72%	70%	70%	70%
% employees reported satisfied	29%	28%	30%	30%	30%
% employees reported not satisfied	1%	0%	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	34	23	26	26	25
Avg. number participants per session	26	26	25	25	25

**CITY OF APPLETON 2011 BUDGET
HUMAN RESOURCES**

Staff Development & Training

Business Unit 14040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 56,458	\$ 59,091	\$ 60,551	\$ 60,551	\$ 77,435
6105 Overtime	3	3	-	-	-
6150 Fringes	23,202	22,670	25,549	25,549	35,536
6201 Training\Conferences	27,090	31,589	31,400	31,400	30,000
6206 Parking Permits	-	15	-	-	-
6303 Memberships & Licenses	340	180	180	180	200
6307 Food & Provisions	381	48	500	500	500
6320 Printing & Reproduction	7	-	-	-	-
Total Expense	<u>\$ 107,481</u>	<u>\$ 113,596</u>	<u>\$ 118,180</u>	<u>\$ 118,180</u>	<u>\$ 143,671</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Training and Conferences</u>	
HR professional/technical training	\$ 7,400
City-wide training:	
Organizational development	5,000
Supervisory	10,500
General	7,100
	<u>\$ 30,000</u>

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Charges for Services	47	161	16	0	0	0	0
Other Revenues	0	0	1,000	0	0	0	0
TOTAL REVENUES	47	161	1,016	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	346,484	364,338	261,499	415,888	415,888	425,416	425,416
Overtime	223	479	297	0	0	0	0
Sick Pay	2,636	2,881	2,000	0	0	0	0
Vacation Pay	32,462	37,418	29,593	0	0	0	0
Fringes	158,636	156,101	119,230	180,771	180,771	183,480	179,700
Salaries & Fringe Benefits	540,441	561,217	412,619	596,659	596,659	608,896	605,116
Training & Conferences	27,128	31,589	7,068	31,400	31,400	30,000	30,000
Employee Recruitment	14,168	9,705	9,090	18,000	18,000	12,000	12,000
Parking Permits	1,791	1,902	1,863	2,064	2,064	2,064	2,160
Office Supplies	2,594	1,006	620	2,000	2,000	1,500	1,500
Subscriptions	736	796	1,333	775	775	1,370	1,370
Memberships & Licenses	770	1,095	474	450	450	730	730
Awards & Recognition	194	232	60	89	89	89	89
Food & Provisions	969	625	616	1,219	1,219	1,219	1,219
Administrative Expense	48,350	46,950	21,124	55,997	55,997	48,972	49,068
Books & Library Materials	0	0	18	0	0	0	0
Printing & Reproduction	4,236	3,397	2,939	4,100	4,100	3,600	3,600
Miscellaneous Equipment	500	1,144	0	500	500	500	500
Supplies & Materials	4,736	4,541	2,957	4,600	4,600	4,100	4,100
Consulting Services	26,907	21,567	23,895	31,200	31,200	31,200	31,200
Advertising	8,401	6,758	3,895	10,000	10,000	10,000	6,000
Other Contracts/Obligations	83	103	92	110	110	110	110
Purchased Services	35,391	28,428	27,882	41,310	41,310	41,310	37,310
Telephone	827	807	485	1,000	1,000	1,000	1,000
Utilities	827	807	485	1,000	1,000	1,000	1,000
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	629,745	641,943	465,067	699,566	699,566	704,278	696,594

CITY OF APPLETON 2011 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Neisen

Deputy Director of Human Resources: Debra M. Shufelt

CITY OF APPLETON 2011 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 2010 EVENTS

The Risk staff again started off the year by completing annual insurance renewals and an analysis of current coverages. Additionally, builder's risk insurance was monitored for the lake station addition and the Wastewater Plant storage tank modification projects.

Several policies were modified including: Drugfree Workplace (general, CDL and VT), General Safety, and Accident Reporting and Investigation. We also created a Telecommuting Policy. Additionally, department staff created several documents for distribution including a "How to Report and Process a Claim from the Public" brochure, the "City's Property Insurance Summary" for supervisor training, and risk management "need assistance" magnets and business cards.

Evaluation of workers' compensation statistics was completed with follow-up departmental review and suggestions for improvements. Additionally, the department is working with local physicians on a possible discount for worker's compensation claims.

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

Continued the use of the Metafile scanning system for all approved certificates of insurance and material safety data sheets (MSDS).

Continued tracking all expenses related to charges for the Fox River cleanup.

Completed the CVMIC audit. The intensive audit is completed once every three years.

Completed all general, safety and supervisory required training on risk management topics, and developed a risk management survey used to develop future training.

Completed the respirator medical surveillance program and respirator fit testing for all required employees who wear respirators.

The annual hearing tests were done in the fall to ensure we are compliant with the hearing conservation program.

Completed the annual lead testing for range instructors and water construction employees.

CITY OF APPLETON 2011 BUDGET RISK MANAGEMENT

MAJOR 2011 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:

- 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 central safety training for field staff 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
- 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

Fund Balance

By 2000, due to years of favorable claims experience, a substantial fund balance had accumulated in this fund. Per governmental accounting standards, internal service funds were designed to break even each year so it was unusual to have substantial amounts in reserve. So a decision was made to systematically reduce the fund balance over a number of years. A portion of the excess fund balance was then applied each year to offset the insurance charges to the departments, thereby reducing the tax levy needs for those departments supported by property taxes, or user fees for the self-supporting departments. In 2004, an official fund balance policy was adopted which provided a calculation of the amount of excess fund balance that could be applied each year. From 2000 through 2010, the City enjoyed the benefits of utilizing a portion of these excess funds each year. Now, after 11 years, the fund balance has been decreased to the amount allowed by policy. To highlight the benefits of the use of these excess funds over the years, the total charges for services to the departments in 1997 was \$978,704. The total budgeted to be charged in 2011 is \$1,025,579; an increase of less than 5% over a 14 year time span. However, with the conclusion of this systematic drawdown of excess fund balance to offset departmental charges in 2010, there is a resultant increase in charges in 2011. Please see the Statement of Revenue, Expenses and Changes in Fund Net Assets for more detail.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 741,082	\$ 1,222,027	\$ 888,831	\$ 888,831	\$ 1,079,579	21.46%
Program Expenses							
6210	Property & Liability Mgt.	1,150,177	1,960,371	958,912	958,912	986,847	2.91%
6220	Loss Control	126,223	126,877	144,919	144,919	141,709	-2.22%
Total Program Expenses		\$ 1,276,400	\$ 2,087,248	\$ 1,103,831	\$ 1,103,831	\$ 1,128,556	2.24%
Expenses Comprised Of:							
Personnel		292,704	299,141	317,757	317,757	317,965	0.07%
Administrative Expense		965,548	1,765,274	767,354	767,354	784,131	2.19%
Supplies & Materials		3,222	2,377	3,150	3,150	2,850	-9.52%
Purchased Services		14,785	20,316	15,370	15,370	23,410	52.31%
Utilities		141	140	200	200	200	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

CITY OF APPLETON 2011 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 the consulting services account reflects having to contract out for the actuarial study. This needs to be done every other year and was last completed in 2009. The study performs an actuarial calculation that estimates the City's incurred but not reported claims. The City is then required to record a liability for these claims which were estimated to be \$150,000 at the end of 2009.

The decrease in insurance premiums is due to the decision to increase our self insured retention level from \$175,000 to \$200,000.

The decrease in the workers compensation uninsured losses is due to a reduction in our 7 year average of the actual claims history.

The spike in the value of claims paid (below) for 2009 was due mainly to workers compensation injuries and automobile liability claims. We experienced a number of shoulder surgeries at the Police Department related to workers compensation claims as well as numerous small dollar auto damage claims from various departments. We don't anticipate this pattern to continue as we are addressing the shoulder injuries and the driving errors.

The Fox River clean-up is a source of potential liability for the City. The City is currently working with the government agencies involved to reach an agreement which would resolve the City's liability and remove the City from further litigation. The majority of the litigation costs are being reimbursed by insurance carriers with 80% coming from CNA Insurance and 20% from Wausau Insurance. To date, \$1,023,840 in claims have been submitted and \$715,797 have been reimbursed. Reimbursement is slow but continues to be collected with \$308,043 currently outstanding. Included in the budget is \$50,000 of litigation costs for potential expenses that will not be reimbursed.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Insurance Costs					
Average worker's compensation costs per claim	\$ 3,668	\$ 3,885	\$ 4,000	\$ 4,000	\$ 4,000
Average cost per general liability claim	\$ 32	\$ 122	\$ 400	\$ 400	\$ 200
Average cost per auto liability claim	\$ 389	\$ 797	\$ 300	\$ 300	\$ 600
Strategic Outcomes					
Minimize claims expense					
\$ value of claims paid	\$ 265,139	\$ 427,703	\$ 280,000	\$ 280,000	\$ 280,000
\$ value of subrogation recovery	\$ 9,434	\$ 14,704	\$ 11,000	\$ 11,000	\$ 11,000
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	11	10	12	10
# of new insurance policies purchased	1	0	0	0	0
Claim processing					
# of claims filed	173	160	160	160	160

**CITY OF APPLETON 2011 BUDGET
RISK MANAGEMENT**

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ 52,061	\$ 2,589	\$ 35,000	\$ 35,000	\$ 1,000
4801 Charges for Serv.- Nontax	606,508	601,386	800,831	800,831	1,025,579
5035 Other Reimbursements	56,230	80,243	53,000	53,000	53,000
5082 Insurance Proceeds	26,283	537,809	-	-	-
Total Revenue	\$ 741,082	\$ 1,222,027	\$ 888,831	\$ 888,831	\$ 1,079,579
Expenses					
6101 Regular Salaries	\$ 133,507	\$ 139,011	\$ 142,896	\$ 142,896	\$ 142,656
6105 Overtime	62	78	-	-	-
6150 Fringes	51,075	49,633	55,885	55,885	55,983
6206 Parking Permits	1,116	1,116	1,116	1,116	1,116
6301 Office Supplies	2,303	969	2,000	2,000	1,500
6327 Miscellaneous Equipment	500	-	500	500	500
6401 Accounting/Audit	1,431	1,675	2,070	2,070	2,110
6403 Bank Services	999	276	800	800	800
6404 Consulting Services	-	7,487	-	-	8,000
6501 Insurance	366,115	378,814	392,145	392,145	386,782
6626 Uninsured Losses	229,656	896,058	43,500	43,500	93,400
6627 Uninsured Losses - WC	363,413	485,254	318,000	318,000	294,000
Total Expense	\$ 1,150,177	\$ 1,960,371	\$ 958,912	\$ 958,912	\$ 986,847

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Insurance

CVMIC Pool Coverage:

Liability	\$ 86,000
Excess liability	12,400
Employment practice	22,400
Automobile	13,000
Package property	187,350
Treasurer's bond	632
Worker's compensation	65,000
	<u>\$ 386,782</u>

Uninsured Losses

General liability	\$ 22,500
Automobile	20,900
Fox River litigation attorney fees	50,000
	<u>\$ 93,400</u>

Uninsured Losses - WC

Medical payments	\$ 224,000
Compensation - lost time	70,000
Other administrative expenses	12,000
Subrogation recovery	(12,000)
	<u>\$ 294,000</u>

CITY OF APPLETON 2011 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), CPR & first aid
- Conduct training with volunteers, seasonal and part-time employees in the areas of harassment and discrimination, workplace violence, bloodborne pathogens, Right to Know and drug free workplace policies
- 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 and new employees
- Attend departmental safety committee meetings
- Conduct fleet safety inspection programs
- Respond to and document ergonomic concerns and implement solutions
- Conduct annual hearing tests on required personnel
- Review and develop programs to promote safety, reduce injuries and reduce claims.
- Conduct annual lead testing
- Conduct respirator fit testing and obtain property medical clearance for respirator usage.

Major Program Changes:

Reduced the safety supplies account to better reflect our spending based on a 3 year average.

Membership fees have been reduced due to the cancellation of our membership in the Wisconsin Safety Council. We had maintained our membership to take advantage of member discounts for training opportunities. However, in recent years, we have rarely attended these training sessions so we felt there was no longer a need to continue the membership. If we do need to attend, we will just pay a slightly higher registration fee.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Safety and loss prevention knowledge					
# of attendees at safety sessions	2,826	2,618	2,500	2,500	2,500
Strategic Outcomes					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	126	71	130	130	125
# of safety problems	194	149	200	200	200
# of safety corrections	183	132	190	190	190
Work Process Outputs					
Employees Educated					
# of educational programs given	110	144	125	125	125
Avg employees per session	26	29	25	25	25

**CITY OF APPLETON 2011 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 75,844	\$ 79,313	\$ 82,785	\$ 82,785	\$ 83,251
6105 Overtime	7	24	-	-	-
6150 Fringes	32,209	31,082	36,191	36,191	36,075
6201 Training\Conferences	1,369	1,754	8,900	8,900	6,000
6303 Memberships & Licenses	210	70	500	500	140
6305 Awards & Recognition	519	142	140	140	140
6307 Food & Provisions	847	1,097	1,053	1,053	1,053
6315 Books & Library Materials	160	126	100	100	100
6320 Printing & Reproduction	1,483	1,566	1,800	1,800	1,800
6323 Safety Supplies	(23)	64	500	500	200
6327 Miscellaneous Equipment	1,102	621	250	250	250
6404 Consulting Services	12,355	10,878	12,500	12,500	12,500
6413 Utilities	141	140	200	200	200
Total Expense	<u>\$ 126,223</u>	<u>\$ 126,877</u>	<u>\$ 144,919</u>	<u>\$ 144,919</u>	<u>\$ 141,709</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Consulting Services

Hearing tests	\$ 4,000
Commercial driver's license program	4,500
Respirator tests	3,000
Safety consultants	1,000
	<u>\$ 12,500</u>

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Interest Income	52,057	2,589	327	35,000	35,000	0	1,000
Charges for Services	606,508	601,386	747,069	800,831	800,831	0	1,025,579
Other Revenues	82,514	618,052	329,610	53,000	53,000	0	53,000
TOTAL REVENUES	741,079	1,222,027	1,077,006	888,831	888,831	0	1,079,579
EXPENSES BY LINE ITEM							
Regular Salaries	186,414	195,531	179,697	225,681	225,681	225,907	225,907
Overtime	68	102	101	0	0	0	0
Sick Pay	5,737	3,056	2,289	0	0	0	0
Vacation Pay	17,199	19,737	17,143	0	0	0	0
Fringes	83,284	80,715	77,440	92,076	92,076	93,081	92,058
Salaries & Fringe Benefits	292,702	299,141	276,670	317,757	317,757	318,988	317,965
Training & Conferences	1,369	1,755	3,557	8,900	8,900	8,900	6,000
Parking Permits	1,116	1,116	1,116	1,116	1,116	1,116	1,116
Office Supplies	2,303	969	886	2,000	2,000	1,500	1,500
Memberships & Licenses	210	70	70	500	500	140	140
Awards & Recognition	519	141	0	140	140	140	140
Food & Provisions	847	1,097	855	1,053	1,053	1,053	1,053
Insurance	366,115	378,815	403,458	392,145	392,145	386,782	386,782
Uninsured Losses	229,656	896,058	206,469	43,500	43,500	43,400	93,400
Uninsured Losses - WC	363,413	485,254	381,011	318,000	318,000	294,000	294,000
Administrative Expense	965,548	1,765,275	997,422	767,354	767,354	737,031	784,131
Books & Library Materials	160	126	0	100	100	100	100
Printing & Reproduction	1,483	1,566	1,091	1,800	1,800	1,800	1,800
Safety Supplies	23	64	61	500	500	200	200
Miscellaneous Equipment	1,602	621	3,029	750	750	750	750
Supplies & Materials	3,222	2,377	4,181	3,150	3,150	2,850	2,850
Accounting/Audit	1,431	1,675	0	2,070	2,070	2,070	2,110
Bank Services	999	276	0	800	800	800	800
Consulting Services	12,355	18,365	9,935	12,500	12,500	20,500	20,500
Other Contracts/Obligations	0	0	92	0	0	0	0
Purchased Services	14,785	20,316	10,027	15,370	15,370	23,370	23,410
Telephone	141	140	101	200	200	200	200
Utilities	141	140	101	200	200	200	200
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,276,398	2,087,249	1,288,401	1,103,831	1,103,831	1,082,439	1,128,556

**CITY OF APPLETON 2011 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

Revenues	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Charges for Services	\$ 606,508	\$ 601,386	\$ 800,831	\$ 800,831	\$ 1,025,579
Other	56,230	80,243	53,000	53,000	53,000
Total Revenues	<u>662,738</u>	<u>681,629</u>	<u>853,831</u>	<u>853,831</u>	<u>1,078,579</u>
Expenses					
Litigation Fees	77,733	830,477	-	215,000	50,000
Other Operating Expenses	1,198,667	1,256,771	1,103,831	1,103,831	1,078,556
Total Expenses	<u>1,276,400</u>	<u>2,087,248</u>	<u>1,103,831</u>	<u>1,318,831</u>	<u>1,128,556</u>
Operating Income (Loss)	(613,662)	(1,405,619)	(250,000)	(465,000)	(49,977)
Non-Operating Revenues (Expenses)					
Investment Income	52,061	2,589	35,000	1,000	1,000
Other Non-Operating Income	26,283	537,809	-	559,118	-
Loss in investment in WMIC	-	-	-	-	-
Interest Expense	-	-	-	-	-
Total Non-Operating	<u>78,344</u>	<u>540,398</u>	<u>35,000</u>	<u>560,118</u>	<u>1,000</u>
Change in Net Assets	(535,318)	(865,221)	(215,000)	95,118	(48,977)
Fund Balance - Beginning	<u>1,903,987</u>	<u>1,368,669</u>	<u>503,448</u>	<u>503,448</u>	<u>598,566</u>
Fund Balance - Ending	<u>\$ 1,368,669</u>	<u>\$ 503,448</u>	<u>\$ 288,448</u>	<u>\$ 598,566</u>	<u>\$ 549,589</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ (48,582)	* \$ 46,536
+ Change in Net Assets	<u>95,118</u>	<u>(48,977)</u>
Working Cash - End of Year	<u>\$ 46,536</u>	<u>\$ (2,441)</u>

* Does not include accounts receivable of \$490,500 for reimbursement of Fox River litigation costs from the insurance companies that was outstanding at year end.

Allowable use of fund balance per reserve policy:

12/31/09 audited balance	\$ 503,448
Designated for debt service	-
Designated for working capital reserve	(387,360) **
Projected 2010 increase in fund balance	95,118
Amount available for 2011 budget	<u>\$ 211,206 ***</u>
20% of 2011 budgeted expenditures maximum	<u>\$ 225,711</u>

** Calculation excludes expenses associated with the Fox River litigation that were reimbursed by the insurance companies.

*** No use of fund balance is budgeted in 2011 due to slow reimbursement of litigation costs. Cash needs to be collected in order to offset expenses.

CITY OF APPLETON 2011 BUDGET

COMMUNITY DEVELOPMENT

Community Development Director: Karen E. Harkness

Deputy Director: Monica N. Klaeser

CITY OF APPLETON 2011 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, to engage in socio-cultural endeavors that impact the City and represent Appleton's interests accordingly 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 2010 EVENTS

In 2010, 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.

Following the final adoption of the 2010-2030 Comprehensive Plan in January, the Department began the implementation process by starting a comprehensive re-write of the Zoning Ordinance. This includes creating a new zoning ordinance timeframe of work including thorough analysis of each zoning district and the basic standards and regulations that the code contains. Staff developed a framework for the systematic completion of this updating process which is expected to be completed over a multi-year period. The basic tenets of the newly adopted Comprehensive Plan are applied to all developments reviewed by the Community Development Department. The Comprehensive Plan is a fluid document and will be reviewed and updated annually.

The creation of Tax Increment Financing District #8 (TIF District #8) in 2009 led to development work in 2010 for the elimination of blight at the RiverHeath property and former Foremost Farms property. Both developments incorporate greater public access to the river corridor in an area that lies just north and south of the new College Avenue Bridge. Staff also completed the amendment of TIF District #8 to incorporate the former Riverside Paper property to facilitate the phased redevelopment of the site for a mixed-use of residential and commercial uses along with additional public access to the Fox River.

Staff continued to work with Pierce Manufacturing representatives on their long-term use and plans for its plant at 315 South Pierce Avenue following the creation of Appleton Redevelopment District (ARP #22) in 2009. The City was awarded a \$100,000 Site Assessment Grant by the DNR for the demolition and site clearance of the property. 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.

The Zoning Ordinance and Subdivision Ordinance have continued to be reviewed and updated, including the Floodplain regulations of the Zoning Ordinance which were updated (Outagamie County portion) to meet FEMA and DNR regulations. Staff analyzed and updated the staff report format, content and layout for City Plan Commission items. The staff report was updated to create time savings and cost efficiencies through reduced paper use and mailing costs for the City. The revised staff report format eliminated listing duplicated language found in the Zoning Ordinance and replaced with clear, concise and specific operational details of each Plan Commission item in an easier to read report format. Staff also piloted the acceptance of site plans in an electronic format to reduce applicant printing costs for numerous plan sets.

Our core neighborhoods benefited from the Neighborhood Revitalization Program (NRP) and Homeowner & Rental Rehabilitation Loan programs. In 2010 the NRP began its first full year working in the North Central neighborhood. A significant project of note are the multi-faceted improvements to Arbutus Park. The NRP is collaborating with residents to lead the charge on creating social capital within the park and is partnering with other departments to implement physical change with an aim of improving safety and increasing park usership. In addition, eight Wisconsin Avenue businesses are making improvements through the Business Revitalization Program. Planning began as well with Columbus Elementary School (AASD) to identify ways to improve the exterior campus for the benefit of both the students and the residents of the neighborhood.

In 2010, the City of Appleton Homeowner Rehabilitation Loan Program rehabilitated twenty-six owner-occupied homes, while the Rental Rehabilitation Loan Program rehabilitated seven tenant-occupied units. There was a new Fund Balance Policy created in 2010, which allows the Homeowner Program to extend loan agreements above and beyond the CDBG annual award and program income available in an amount not to exceed \$150,000. This will benefit the City by maximizing the dollar amount of grant funds working in our community to enhance the quality of life and increase our tax base. 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 traditional marketing efforts and new social media efforts, and our regular business retention visits and partnerships with community organizations help build relationships that benefit the City. In June, Community Development launched our Facebook page.

CITY OF APPLETON 2011 BUDGET COMMUNITY DEVELOPMENT

MAJOR 2011 OBJECTIVES

Formulate and implement a marketing plan with an emphasis on social media that will result in development within targeted districts of the City. Initiate the formulation of an Economic Development Strategy Plan for the long-term growth of our community.

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 8 acres of business park land.

Continue to implement the City's 2010-2030 Comprehensive Plan providing direction and input to development proposals as well as initiating Code changes when necessary and in compliance with State statutes as identified by the Comprehensive Plan.

Continue the multi-year process of a comprehensive re-write of the Zoning Ordinance and amendments to the Official Zoning Map consistent with the direction provided by the Comprehensive Plan. The Zoning Ordinance will function as a major tool in carrying out the implementation of the Comprehensive Plan.

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

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

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

Initiate cooperative partnership with the Town of Grand Chute in the development of a West College Avenue Corridor Study to address significant vacancies and establish a vision for long-term viable redevelopment.

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.

Continue to collaborate with Appleton Downtown Incorporated (ADI) to obtain maximum efficiencies, leveraging dollars and resources in alignment with a new cooperation agreement between ADI and the City.

Develop a Strategic Marketing Plan which will create a management tool with an organized approach to communication with our audience.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 15,750	\$ 12,790	\$ 20,000	\$ 20,000	\$ 15,500	-22.50%
Program Expenses							
10550	Administration	223,794	246,055	253,448	253,448	315,083	24.32%
10551	Marketing	114,716	131,747	140,889	140,889	138,580	-1.64%
10553	New & Redevelopment	67,021	92,980	99,578	99,578	100,731	1.16%
10554	Business Park	67,059	72,759	76,615	76,615	76,709	0.12%
15020	Current Planning	188,962	194,130	204,701	204,701	208,317	1.77%
15030	Long Range Planning	56,530	58,038	61,138	61,138	62,226	1.78%
13040	GIS	260,656	274,517	310,230	310,230	303,470	-2.18%
TOTAL		\$ 978,738	\$ 1,070,226	\$ 1,146,599	\$ 1,146,599	1,205,116	5.10%
Expenses Comprised Of:							
	Personnel	896,971	984,230	1,053,388	1,053,388	1,105,510	4.95%
	Administrative Expense	44,149	47,285	48,536	48,536	27,081	-44.20%
	Supplies & Materials	5,395	4,896	4,475	4,475	16,275	263.69%
	Purchased Services	12,485	10,942	16,950	16,950	31,950	88.50%
	Utilities	1,238	973	1,150	1,150	2,500	117.39%
	Repair & Maintenance	18,500	21,900	22,100	22,100	21,800	-1.36%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	11.00	11.00	10.90	10.90	11.75	

CITY OF APPLETON 2011 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 eliminating the vacant administrative secretary position. A fifth floor customer service clerical pool is being formed to enhance customer service, improve security and gain efficiencies by pooling standard customer service functions in one area. A 1.5 FTE reduction in clerical is reflected across the Assessor, Community Development, Health and Public Works budget with this change. .75 FTE of clerical wages has been assigned to this budget.

The budget for printing costs has significantly increased due to the transfer of the color copier from Technology Services to Community Development. All departments can copy from this machine and the cost is not charged back to the respective departments per City policy so Community Development must absorb the entire cost.

The Community Development Technician's time (.1 FTE) towards support of two grant programs in 2010 was completed and the total FTE has been reincorporated into the 2011 budget. Also included in the 2011 budget is the Diversity Coordinator position, formerly budgeted in the Mayor's Office (\$65,697).

PERFORMANCE INDICATORS

	Actual 2008	Actual 2009	Target 2010	Projected 2010	Target 2011
Client Benefits/Impacts					
Employee retention					
% staff turnover	10%	0%	0%	10%	0%
Compliance with policies					
# violations	0	0	0	0	0
Strategic Outcomes					
Improve Community Economic Conditions					
# of meetings attended	328	504	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 2011 BUDGET
COMMUNITY DEVELOPMENT**

Administration

Business Unit 10550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 148,089	\$ 165,465	\$ 164,713	\$ 164,713	\$ 201,186
6105 Overtime	159	346	-	-	-
6150 Fringes	58,962	61,829	68,124	68,124	86,041
6201 Training/Conferences	2,732	5,302	5,200	5,200	5,200
6206 Parking Permits	3,336	3,348	3,336	3,336	3,456
6301 Office Supplies	1,183	1,334	1,300	1,300	1,300
6302 Subscriptions	505	578	600	600	600
6303 Memberships & Licenses	3,080	2,649	3,100	3,100	2,825
6304 Postage & Freight	-	625	100	100	-
6305 Awards & Recognition	150	198	150	150	150
6307 Food & Provisions	224	246	250	250	250
6315 Books & Library Materials	-	194	75	75	75
6320 Printing & Reproduction	1,724	1,961	1,600	1,600	10,000
6327 Miscellaneous Equipment	990	120	500	500	200
6411 Temporary Help	-	-	1,500	1,500	-
6412 Advertising	1,531	984	1,700	1,700	1,200
6413 Utilities	1,129	876	1,000	1,000	2,500
6418 Equip Repairs & Maint	-	-	200	200	100
Total Expense	<u>\$ 223,794</u>	<u>\$ 246,055</u>	<u>\$ 253,448</u>	<u>\$ 253,448</u>	<u>\$ 315,083</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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, outreach to the business community and prospects, 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:

Appleton Downtown Inc.'s contribution has been reduced by \$12,500, for a total contribution of \$12,500. Community Development and ADI have actively been working on a cooperative agreement that formally acknowledges the strong public-private partnership and defines the roles of each entity with regard to creating a safe and vibrant central business district. This agreement would create a clear and concise understanding of the responsibilities of each party with respect to maintenance, service, delivery, leveraging resources, cooperative arrangements, community beautification and economic development. The membership to the Fox Cities Economic Development Partnership (\$7,000) has been cancelled and these funds are being redirected to advertising for the City to use to promote Appleton for business and industry investment and development. The City of Appleton needs to develop a more deliberate, formal and conscious marketing approach. A City wide unified marketing message, involving our customers in a citizen-centered approach will assist us better in meeting our community's expectations. \$10,000 has been added to this budget to help develop a Strategic Marketing Plan.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Connection to source of issue resolution or resource					
# Existing businesses assisted	24	30	40	40	40
# Start-up businesses assisted	49	34	60	25	50
Information specific to development in Appleton					
# of prospects information deliveries	38	64	70	60	70
Strategic Outcomes					
Appleton's businesses grow or new businesses established					
# Expansions or new businesses	5	12	20	6	10
# Targeted buildings filled	5	10	10	2	5
Work Process Outputs					
Retention visit clients served					
# Business retention visits & follow-ups	27	26	40	40	40
Web pages revised or added					
# pages	99	71	25	25	25
Marketing initiatives completed					
# of plans and pieces developed	4	6	4	4	4
# of social media accounts					
(i.e., Face book, Linked In)					3
# of participants/fans/friends					250

**CITY OF APPLETON 2011 BUDGET
COMMUNITY DEVELOPMENT**

Marketing & Business Services

Business Unit 10551

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 51,214	\$ 65,513	\$ 67,297	\$ 67,297	\$ 68,734
6150 Fringes	19,367	22,950	26,092	26,092	26,046
6201 Training/Conferences	-	205	-	-	-
6303 Memberships & Licenses	32,000	32,000	33,000	33,000	12,500
6305 Awards & Recognition	-	-	700	700	500
6320 Printing & Reproduction	1,181	1,121	1,300	1,300	1,300
6404 Consulting Services	567	129	2,000	2,000	12,000
6412 Advertising	10,387	9,829	10,500	10,500	17,500
Total Expense	<u>\$ 114,716</u>	<u>\$ 131,747</u>	<u>\$ 140,889</u>	<u>\$ 140,889</u>	<u>\$ 138,580</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Memberships & Licenses
Appleton Downtown, Inc.

12,500
\$ 12,500

Advertising

Promotion of the City and business parks

\$ 17,500
\$ 17,500

Consulting Services

Facade
Strategic Marketing Plan

\$ 2,000
10,000
\$ 12,000

CITY OF APPLETON 2011 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 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Guidance rec'd to success in dev. in Appleton					
# projects consulted	13	24	15	12	15
Assist in land assembly, development incentives, or project management					
# developments generated via direct management	1	1	3	1	3
Strategic Outcomes					
Tax base enhanced					
\$ increase industrial/commercial	\$ 55 million	\$ 17.46 million	\$20 Million	\$10 Million	\$10 Million
\$ increase in target districts	\$ 52 million	\$6.7 million	\$10 Million	\$7 Million	\$7 Million
% increase in new equalized value	2.12%	1.81%	2.60%	1.75%	2.60%
Work Process Outputs					
# of real estate transactions completed	6	1	6	2	3
# of development agreements completed	1	4	2	2	2

**CITY OF APPLETON 2011 BUDGET
COMMUNITY DEVELOPMENT**

New and Redevelopment Projects

Business Unit 10553

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 49,049	\$ 69,047	\$ 71,167	\$ 71,167	\$ 72,409
6150 Fringes	17,972	23,933	27,161	27,161	27,072
6404 Consulting Services	-	-	1,250	1,250	1,250
Total Expense	<u>\$ 67,021</u>	<u>\$ 92,980</u>	<u>\$ 99,578</u>	<u>\$ 99,578</u>	<u>\$ 100,731</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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.

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:

The utility charges associated with the Northeast Business Park sign along Capital Drive have been moved to the Industrial Park Land Fund.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Variety of parcel options available					
# of improved acres	105	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	2	1	4	1	2
Strategic Outcomes					
Industrial portion of Appleton's tax base growth					
\$ industrial investment	\$ 41 million	\$ 1.54 million	\$ 5 million	\$ 1 million	\$ 2.5 million
Work Process Outputs					
Industrial/business park land plan developed					
# of illustrative/narrative plans	1	0	1	1	1
Land development					
# acres acquired	0	0	0	0	0
# acres sold	7.79	0	15.00	2.00	8.00

**CITY OF APPLETON 2011 BUDGET
COMMUNITY DEVELOPMENT**

Business Park

Business Unit 10554

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 48,440	\$ 53,503	\$ 54,880	\$ 54,880	\$ 55,316
6150 Fringes	18,510	19,160	21,585	21,585	21,393
6413 Utilities	109	96	150	150	-
Total Expense	<u>\$ 67,059</u>	<u>\$ 72,759</u>	<u>\$ 76,615</u>	<u>\$ 76,615</u>	<u>\$ 76,709</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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 Technical Review Group 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 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Efficient processing of applications & information requests					
Timeframe adhered to by staff	100%	100%	98%	100%	100%
# of maps produced	220	327	275	275	275
Technical assistance provided					
# pre-submittal meetings for current planning	362	286	250	250	250
Assist with historic recognition of stewardship/restorations/designations					
# of sites/structures/districts recognized	10	6	6	6	6
Strategic Outcomes					
Development is compatible with City plans and policies					
% of staff recommendations approved by committees	100%	100%	98%	98%	98%
% of complaints received per items processed	0%	0%	0%	0%	0%
Work Process Outputs					
# of applications processed	84	85	100	100	115

**CITY OF APPLETON 2011 BUDGET
COMMUNITY DEVELOPMENT**

Current & Historic Planning

Business Unit 15020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
5002 Zoning & Subdivision Fees	\$ 15,745	\$ 12,790	\$ 20,000	\$ 20,000	\$ 15,500
5011 Misc. Revenue - Nontax	5	-	-	-	-
Total Revenue	<u>\$ 15,750</u>	<u>\$ 12,790</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 15,500</u>
Expenses					
6101 Regular Salaries	\$ 131,910	\$ 138,409	\$ 141,781	\$ 141,781	\$ 145,604
6150 Fringes	57,052	55,571	62,620	62,620	62,413
6303 Memberships & Licenses	-	150	-	-	-
6305 Awards & Recognition	-	-	300	300	300
Total Expense	<u>\$ 188,962</u>	<u>\$ 194,130</u>	<u>\$ 204,701</u>	<u>\$ 204,701</u>	<u>\$ 208,317</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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:

Represent the principles and assure continuity with the newly adopted 2010-2030 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.

Continue implementation of the strategies identified by the 2010-2030 Comprehensive Plan.

Continue to improve the implementation matrix to guide implementation of the Comprehensive Plan.

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
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%	100%	100%
Education on the City's Comprehensive Plan process					
# of community contacts	New Measure	—————>	15	15	15
Work Process Outputs					
Implementing Comprehensive Plan					
# of implementation strategies addressed	New Measure	—————>	3	3	3

**CITY OF APPLETON 2011 BUDGET
COMMUNITY DEVELOPMENT**

Long Range Planning

Business Unit 15030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 39,534	\$ 41,482	\$ 42,492	\$ 42,492	\$ 43,637
6150 Fringes	16,996	16,556	18,646	18,646	18,589
Total Expense	<u>\$ 56,530</u>	<u>\$ 58,038</u>	<u>\$ 61,138</u>	<u>\$ 61,138</u>	<u>\$ 62,226</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 BUDGET

COMMUNITY DEVELOPMENT

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:

As indicated in 2010, the change to a subscription package for AutoCAD results in an increased annual support cost. This will eliminate the need, however, for the CIP's that had been done every three to five years to repurchase the entire set of licenses for all City AutoCAD users. Benefits of this model were agreed upon in approval of the 2010 budget and AutoCAD CIP.

Miscellaneous equipment expense has increased for the purchase of SQL software required to run the GIS database and existing DPW Sign Retro-reflectivity Program.

This program has been moved from the Technology Services department to Community Development. For comparison purposes, all prior years' data are presented here.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Accurate and useful information					
# of supported map layers	130	145	150	150	175
Improve business and work flow					
% positive survey responses	100%	99%	100%	100%	100%
# of project requests outstanding	11	2	5	5	5
Strategic Outcomes					
Sustain personnel resource allocation					
% of staff time allocated to application development	30%	35%	40%	40%	40%
Work Process Outputs					
New systems implemented					
# of new maps requested	200	225	350	350	200

**CITY OF APPLETON 2011 BUDGET
TECHNOLOGY SERVICES**

Geographic Information Systems (GIS)

Business Unit 13040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 166,274	\$ 177,665	\$ 197,247	\$ 197,247	\$ 192,296
6104 Call Time	1,967	1,304	2,139	2,139	-
6150 Fringes	71,476	71,498	87,444	87,444	84,774
6301 Office Supplies	939	650	500	500	-
6327 Miscellaneous Equipment	1,500	1,500	1,000	1,000	4,700
6424 Software Support	18,500	21,900	21,900	21,900	21,700
Total Expense	<u>\$ 260,656</u>	<u>\$ 274,517</u>	<u>\$ 310,230</u>	<u>\$ 310,230</u>	<u>\$ 303,470</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Software Support</u>	
AutoCAD support	\$ 21,700
	<u>\$ 21,700</u>

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Other Revenues	15,750	12,790	18,240	20,000	20,000	15,500	15,500
TOTAL REVENUES	15,750	12,790	18,240	20,000	20,000	15,500	15,500
EXPENSES BY LINE ITEM							
Regular Salaries	560,781	637,110	560,656	739,577	739,577	755,592	779,182
Call Time	1,967	1,305	1,251	2,139	2,139	0	0
Overtime	159	346	80	0	0	0	0
Sick Pay	17,915	13,537	12,850	0	0	0	0
Vacation Pay	55,813	60,437	53,172	0	0	0	0
Fringes	260,336	271,497	243,742	311,672	311,672	316,960	326,328
Salaries & Fringe Benefits	896,971	984,232	871,751	1,053,388	1,053,388	1,072,552	1,105,510
Training & Conferences	2,732	5,507	2,207	5,200	5,200	5,200	5,200
Parking Permits	3,336	3,348	3,336	3,336	3,336	3,336	3,456
Office Supplies	2,122	1,984	1,004	1,800	1,800	1,300	1,300
Subscriptions	505	578	206	600	600	600	600
Memberships & Licenses	35,080	34,799	34,881	36,100	36,100	22,825	15,325
Postage & Freight	0	625	16	100	100	0	0
Awards & Recognition	150	198	60	1,150	1,150	950	950
Food & Provisions	224	246	209	250	250	250	250
Administrative Expense	44,149	47,285	41,919	48,536	48,536	34,461	27,081
Books & Library Materials	0	194	0	75	75	75	75
Printing & Reproduction	2,905	3,082	2,839	2,900	2,900	11,300	11,300
Miscellaneous Equipment	2,490	1,620	1,046	1,500	1,500	1,200	4,900
Supplies & Materials	5,395	4,896	3,885	4,475	4,475	12,575	16,275
Consulting Services	567	129	1,458	3,250	3,250	3,250	13,250
Temporary Help	0	0	0	1,500	1,500	0	0
Advertising	11,918	10,813	7,289	12,200	12,200	18,700	18,700
Purchased Services	12,485	10,942	8,747	16,950	16,950	21,950	31,950
Electric	109	96	216	150	150	0	0
Telephone	954	797	507	1,000	1,000	1,000	1,000
Cellular Telephone	175	80	1,079	0	0	1,500	1,500
Utilities	1,238	973	1,802	1,150	1,150	2,500	2,500
Equipment Repair & Maintenance	0	0	0	200	200	100	100
Software Support	18,500	21,900	20,243	21,900	21,900	30,600	21,700
Repair & Maintenance	18,500	21,900	20,243	22,100	22,100	30,700	21,800
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	978,738	1,070,228	948,347	1,146,599	1,146,599	1,174,738	1,205,116

CITY OF APPLETON 2011 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community Development Director: Karen E. Harkness

Grant Administrator: Sarah A. Higgins

CITY OF APPLETON 2011 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 2010 EVENTS

Housing Rehabilitation Loan Programs

These programs, which utilize CDBG, Lead Hazard Control (LHC) and HOME Homeowner grant funds, benefited City of Appleton by improving residential properties where property owners were unable to obtain financing to make the improvements on their own. In 2010, the Homeowner Rehabilitation Loan Program rehabilitated twenty-six owner-occupied homes, while the Rental Rehabilitation Loan Program rehabilitated seven tenant-occupied units.

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)
- Community Development Block Grant (CDBG) from the U.S. Department of HUD (Business Unit 2100)

There was a new Fund Balance Policy created in 2010. This policy allows the Homeowner Rehabilitation Loan Program to extend loan agreements above and beyond the CDBG annual sub recipient award and program income available in an amount not to exceed \$150,000. This will benefit the City by maximizing the dollar amount of grant funds working in our community to enhance the quality of life and increase our tax base.

Neighborhood Revitalization Program (NRP)

The NRP, which utilizes CDBG grant funding, continued its proactive work efforts in the targeted North Central neighborhood in 2010 -- an area bounded by Richmond Street, Commercial Street, Oneida Street and Brewster Street.

Through a strong public private partnership including Parks & Recreation, Neighborhood Revitalization, and the Neighborhood Voice, the first phase of improvements in Arbutus Park were implemented including demolition of the home on Garfield Place, relocation of utilities and community outreach for the final park improvement plan. Eight businesses on Wisconsin Avenue participated in business revitalization efforts with a wide range of exterior property improvements. The fourth Teaching Garden was launched at Wilson Middle School. Another successful project was completed through a partnership with McMahon as part of Rebuilding Together Fox Valley's May Project Day. This was the second home that the NRP partnered with McMahon on. Initial planning/development took place with Columbus Elementary representatives regarding an exterior campus improvement project.

The research and development phase for evaluating and proposing a new NRP delivery aimed at greater effectiveness and efficiencies was completed and brought to the Common Council for approval. (Contingent on Council approval Fall 2010).

General Grants

The CDBG policy was amended to allow City programs to be allocated up to 50% of the new CDBG award through a competitive proposal process, which is approved by the Community & Economic Development Committee and Common Council.

CITY OF APPLETON 2011 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2011 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-four homes for LMI homeowners .

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.
- *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 one business revitalization project within the targeted neighborhood revitalization area.
- *Accomplish three public facilities/beautification projects within the targeted neighborhood revitalization area.
 - Phase 2 improvements to Arbutus Park
 - Improvements to Columbus Elementary School campus
 - Community Garden Partnership
- *Accomplish three special events/initiatives within the targeted neighborhood revitalization areas.
 - "Just Mulch It"
 - Wisconsin Yards & Neighborhoods Workshop
 - Energy Expo
- *Improve the vitality of central city areas by addressing needs/concerns in other NRP areas as applicable.
- *Formal planning/development of the NRP's new 3-Year Project timeline in order to facilitate more timely/effective improvements (contingent on Council approval in 2010).

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 664,018	\$ 542,507	\$ 723,782	\$ 725,514	\$ 665,472	-8.06%
Program Expenses							
2160	Homeowner Rehab Loan	400,518	338,596	489,969	483,469	465,066	-5.08%
2180	Neighborhood Revit.	123,960	140,487	149,661	146,161	126,219	-15.66%
2100	Rental Rehab.	132,218	79,232	84,152	95,884	74,187	-11.84%
TOTAL		\$ 656,696	\$ 558,315	\$ 723,782	\$ 725,514	\$ 665,472	-8.06%
Expenses Comprised Of:							
Personnel		168,840	162,790	185,620	185,620	185,772	0.08%
Administrative Expense		472,229	388,374	536,031	537,763	477,850	-10.85%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		15,504	7,020	1,781	1,781	1,500	-15.78%
Utilities		123	131	350	350	350	0.00%
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 2011 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

HOMEOWNER REHABILITATION PROGRAM

Business Unit 2160/2170/2190

PROGRAM MISSION

In order to assist low to moderate income (LMI) homeowners in protecting the investment in their single-family homes or owner-occupied duplex, the Homeowner Rehabilitation Loan Program will utilize CDBG funds, HOME Homeowner funds, and Lead Hazard Control funds (a new source of funding) 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

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.

The Homeowner Rehabilitation Loan Program is a revolving loan program that combines CDGB grant funds, HOME Homeowner grant funds, Lead Hazard Control grant funds, and program income from the repayment of loans to rehabilitate owner-occupied housing units. These funding sources include both new funds and program income for all sources.

Major program changes:

In 2010, the business units for this program (2160, 2170, and 2190) have been combined to reflect the entire program on one page (in previous budgets, the business units had been separated).

Lead Hazard Control funds have been calculated into the budget for 2011. However, the State of Wisconsin is currently under-performing for this grant and HUD anticipates eliminating unspent funds as of March 31, 2011. Therefore, the entire budgeted amount may not be available. The revenues and expenditures associated with this program are subject to the final entitlement award amount, based on Community and Economic Development Committee and City Council approved 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.

Committed funds are the portion of unspent grant funds that are currently under contract awaiting rehabilitation to be complete. Uncommitted funds are the portion of unspent grant funds that are not yet committed. Each month, the Housing Coordinator is in the various stages of committing up to \$90,000 (approximately 3 months of funding) Therefore, a large portion of uncommitted funds are on "reserve" for those projects in the inspection and/or bidding state of rehabilitation.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 77,867	\$ 155,499	\$ 133,609	\$ 127,109	\$ 135,961
Lead Hazard Control grant	\$ -	\$ -	\$ 63,360	\$ 63,360	\$ 96,445
HOME Homeowner funds	\$ 23,582	\$ -	\$ -	\$ -	\$ -
Program income received (all grants)	\$ 305,731	\$ 157,696	\$ 293,000	\$ 175,000	\$ 232,660
Unspent grant funds					
Committed	\$ 107,985	\$ 129,360	\$ 135,000	\$ 135,000	\$ 75,000
Uncommitted	\$ 56,893	\$ 38,175	\$ 60,000	\$ 60,000	\$ -
Strategic Outcomes					
Improved LMI single-family homes					
# of loans made	26	19	26	26	24
# units rehabilitated	26	20	26	26	24
# residents benefited	New measure			78	72
Average loan amount	\$ 14,294	\$ 15,013	\$ 13,558	\$ 15,000	\$ 15,000
Amount committed to rehab activity	\$ 371,638	\$ 285,249	\$ 352,500	\$ 352,500	\$ 360,000
Timely expenditure of funds					
Timeliness ratio (max. 1.5:1)	1.46:1	1.39:1	1.1:1	1.39:1	1.1:1
Work Process Outputs					
# of applications processed	31	64	35	35	33
# of applications approved	30	45	30	30	27

CITY OF APPLETON 2011 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
HOMEOWNER REHABILITATION PROGRAM **Business Unit 2160/2170/2190**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4210 Federal Grants	\$ 93,878	\$ 179,732	\$ 133,609	\$ 127,109	\$ 135,961
4224 Miscellaneous State Aids	23,582	-	63,360	63,360	96,445
5035 Other Reimbursements	13,393	612	8,000	8,000	-
5050 Rehab Project Repayments	305,731	157,000	285,000	285,000	232,660
Total Revenue	\$ 436,584	\$ 337,344	\$ 489,969	\$ 483,469	\$ 465,066
Expenses					
6101 Regular Salaries	\$ 53,298	\$ 59,026	\$ 62,682	\$ 62,682	\$ 63,107
6150 Fringes	24,194	25,565	28,427	28,427	28,067
6201 Training/Conferences	90	1,090	1,000	1,000	1,000
6413 Utilities	61	72	200	200	200
6599 Other Contracts/Obligations	3,404	1,350	7,660	7,660	12,011
6608 Block Grant Payments	319,471	248,342	352,500	346,000	276,600
6630 Other Grant Payments	-	3,151	37,500	37,500	84,081
Total Expense	\$ 400,518	\$ 338,596	\$ 489,969	\$ 483,469	\$ 465,066

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations

Grants for the risk assessments,
Clearance tests, and relocation
costs for the Lead projects.
Contracts

\$ 12,011

Block Grant Payments

Loans to Low and Moderate Income
households for the rehabilitation
of their homes using CDBG funds.
Rehab projects

\$ 276,600

Other Grant Payments

Loans to Low and Moderate Income
households for the rehabilitation
of their homes using Lead Hazard
Control and HOME Homeowner funds.
Rehab projects

\$ 84,081

**CITY OF APPLETON 2011 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 to moderate income residents by eliminating blight and addressing issues that negatively impact facilities and individuals.

Major program changes:

The NRP delivery will incorporate the use of multiple CDBG (HUD) National Objectives as a means of facilitating and completing projects in a more timely and effective manner. The NRP will also plan for its delivery using a 3-year window to determine projects, initiatives, etc. This will provide better continuity when partnering /budgeting with other City departments, ARA, AASD, businesses and multiple other organizations.

The revenues and expenditures associated with this program are subject to the final entitlement award amount, but based on the Community and Economic Development Committee and City Council approved CDBG sub awards proposed projects for 2011 have been reduced to reflect this funding award.

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 (March 31).

By 2011, the Business Revitalization Program will have captured the majority of interested businesses, therefore the last months in the targeted North Central NRP will culminate in the need for less funding for this portion of the Program.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
# of new partnerships/ collaborations generated	3	2	3	3	2
# of neighborhood issues resolved/ facilitated with city government	New Measure	60	20	20	20
Unspent grant funds					
Committed	\$44,134	\$32,086	\$25,992	\$36,769	\$29,127
Uncommitted	\$9,435	\$4,683	\$4,008	\$0	\$0
Strategic Outcomes					
Leveraged private investment value	New Measure	\$53,042	\$50,000	\$50,000	\$45,700
Timely expenditure of funds					
Timeliness ratio (max. 1.5:1)	1.41:1	1.25:1	1.30:1	1.25:1	1.25:1
Work Process Outputs					
#\$ business property/improvement value	2(\$12,000)	4(\$33,930)	6(\$50,400)	8(\$50,400)	1(\$7,100)
#\$ of public facility & beautification projects completed	4(\$26,280)	3(\$49,635)	3(\$35,000)	3(\$59,000)	3(\$42,488)
#/participants of/in special initiatives/events	2(61)	3(171)	3(100)	4(150)	3(120)
Housing Improvements (NRP)					
#City, private, not-for-profit, other	21	34	40	25	25

CITY OF APPLETON 2011 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
NEIGHBORHOOD REVITALIZATION PROGRAM (NRP) **Business Unit 2180**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4210 Federal Grants	\$ 123,960	\$140,487	\$ 149,661	\$ 146,161	\$ 126,219
Total Revenue	<u>\$ 123,960</u>	<u>\$ 140,487</u>	<u>\$ 149,661</u>	<u>\$ 146,161</u>	<u>\$ 126,219</u>
Expenses					
6101 Regular Salaries	\$ 59,783	\$ 62,721	\$ 65,539	\$ 65,539	\$ 65,978
6150 Fringes	25,969	13,707	28,972	28,972	28,620
6201 Training/Conferences	100	-	1,000	1,000	500
6413 Utilities	62	59	150	150	150
6608 Block Grant Payments	38,046	64,000	54,000	50,500	30,971
Total Expense	<u>\$ 123,960</u>	<u>\$ 140,487</u>	<u>\$ 149,661</u>	<u>\$ 146,161</u>	<u>\$ 126,219</u>

DETAILED SUMMARY OF 2011 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:

Public facilities/beautification

Arbutus Park	18,971
Columbus Elementary School	10,000
Community Garden Partnership	2,000
	<u>\$30,971</u>

Committed unspent grant funds will be used to successfully execute business revitalization projects and the Arbutus Park project.

**CITY OF APPLETON 2011 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Rental Rehabilitation

Business Unit 2100/2130/2190

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, Lead Hazard Control, and CDBG 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 (including program income), Lead Hazard Control funds, CDBG funds, and the corresponding program expenditures. All funds loaned will assist landlords in rehabilitating their affordable rental units.

Major program changes:

In 2010, the business units for this program (2100, 2130, and 2190) have been combined to reflect the entire program on one page.

Lead Hazard Control funds have been calculated into the budget for 2011. However, the State of Wisconsin is currently under-performing for this grant and HUD anticipates eliminating unspent funds as of March 31, 2011. Therefore, the entire budgeted amount may not be available.

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.

Committed funds are the portion of unspent grant funds that are currently under contract awaiting rehabilitation to be complete. Uncommitted funds are the portion of unspent grant funds that are not yet committed. Each month, the Housing Coordinator is in the various stages of committing up to \$20,000 (approximately three months of funding). Uncommitted funds are on "reserve" for those projects in the inspection and/or bidding stage of rehabilitation.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Funding for low income rental rehabilitation projects					
CDBG funds award	\$ -	\$ -	\$ 8,268	\$ 20,000	\$ -
HOME rental rehab funds award	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Lead Hazard Control Grant	\$ -	\$ -	\$ 64,152	\$ 64,152	\$ 32,427
Program Income Rec'd (all grant)	\$ 103,474	\$ 45,873	\$ 11,732	\$ 11,732	\$ 11,760
Unspent grant funds					
Committed		New Measure			\$ 12,000
Uncommitted		New Measure			\$ -
Strategic Outcomes					
Improved low income rental property					
# of loans made	3	4	4	4	4
Average loan amount	\$ 25,942	\$ 18,744	\$ 21,038	\$ 21,038	\$ 17,225
# units rehabilitated	16	6	7	7	7
# of residents benefited	New Measure			21	21
Rehab activity (\$ committed)	\$ 77,826	\$ 74,975	\$ 84,152	\$ 84,152	\$ 68,900
Timely expenditure of funds					
Timeliness ratio (max. 1.5:1)	1.43:1	1.58:1	1.1:1	1.23:1	1.1:1
Work Process Outputs					
# of applications processed	9	4	8	8	8
# of applications approved	3	4	4	4	4

**CITY OF APPLETON 2011 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Rental Rehabilitation

Business Unit 2100/2130/2190

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ 8,268	\$ 20,000	\$ -
4224 Miscellaneous State Aids	-	18,803	64,152	64,152	62,427
5035 Other Reimbursements	136	-	-	-	-
5050 Rehab Project Repayments	103,338	45,873	11,732	11,732	11,760
Total Revenue	\$ 103,474	\$ 64,676	\$ 84,152	\$ 95,884	\$ 74,187
Expenses					
6101 Regular Salaries	\$ 3,850	\$ 950	\$ -	\$ -	\$ -
6150 Fringes	1,746	822	-	-	-
6599 Other Contracts/Obligations	12,100	19,063	7,233	7,233	5,290
6630 Other Grant Payments	114,522	58,397	76,919	88,651	68,897
Total Expense	\$ 132,218	\$ 79,232	\$ 84,152	\$ 95,884	\$ 74,187

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Other grant payments

Loans to individuals for
the rehabilitation of low income rental
units.

\$ 68,897

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Intergovernmental Revenues	117,405	301,806	124,103	291,538	291,538	376,906	292,180
Interest Income	0	0	338	0	0	0	0
Other Revenues	422,653	206,838	219,915	304,732	304,732	240,760	244,420
TOTAL REVENUES	540,058	508,644	344,356	596,270	596,270	617,666	536,600
EXPENSES BY LINE ITEM							
Regular Salaries	50,468	95,624	78,879	121,410	121,410	122,228	122,242
Sick Pay	2,031	5,297	861	0	0	0	0
Vacation Pay	4,649	9,356	9,219	0	0	0	0
Fringes	25,940	37,471	37,568	54,310	54,310	54,789	53,644
Salaries & Fringe Benefits	83,088	147,748	126,527	175,720	175,720	177,017	175,886
Training & Conferences	90	1,090	513	2,000	2,000	1,500	1,500
CDBG Expenses	319,471	312,342	155,541	416,419	416,457	384,000	307,571
Block Grant Payments	114,522	61,547	21,667	0	0	49,400	40,400
Administrative Expense	434,083	374,979	177,721	418,419	418,457	434,900	349,471
Supplies & Materials	0	0	0	0	0	0	0
Other Contracts/Obligations	15,504	1,610	1,071	1,781	1,781	2,899	10,893
Purchased Services	15,504	1,610	1,071	1,781	1,781	2,899	10,893
Telephone	61	115	117	350	350	350	350
Utilities	61	115	117	350	350	350	350
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	532,736	524,452	305,436	596,270	596,308	615,166	536,600

This report does not include Business Unit 2190 - Lead Hazard Grant (\$128,872).
This business unit is included in the Housing, Homeless and Block Grants section,
beginning on page 95.

CITY OF APPLETON 2011 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	241,420	336,522	536,562	420,782	421,052
Other	422,598	205,987	314,732	304,732	244,420
Total Revenues	<u>664,018</u>	<u>542,509</u>	<u>851,294</u>	<u>725,514</u>	<u>665,472</u>
Expenses					
Program Costs	656,696	558,315	851,294	725,514	665,472
Total Expenses	<u>656,696</u>	<u>558,315</u>	<u>851,294</u>	<u>725,514</u>	<u>665,472</u>
Revenues over (under) Expenses	7,322	(15,806)	-	-	-
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	7,322	(15,806)	-	-	-
Fund Balance - Beginning	85,990	93,312	77,506	77,506	77,506
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 93,312</u>	<u>\$ 77,506</u>	<u>\$ 77,506</u>	<u>\$ 77,506</u>	<u>\$ 77,506</u>

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM MISSION

The Industrial Park Land Fund is the clearing house for the City's industrial and business park land sale revenue, acquisition of associated land, debt service from prior acquisition, and land development costs associated with industrial/business park infrastructures. This fund is utilized for these purposes exclusive of the industrial/business park areas developed and financed with tax incremental financing district(s).

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The 2011 budget includes 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. It also includes funds to cover the cost of lighting the two business park identification signs marking the main entrances to the Northeast Business Park and for utility installation in Southpoint for the extension of Quest Drive 400' south to Midway Road. There are currently 12 parcels sold in the Northeast Business Park that remain undeveloped. The owners have 1 year to develop. The City has first right of refusal on these properties.

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	\$ 31,400	Projects, Pg. 619
Grade & Gravel	67,735	Projects, Pg. 636
	<u>\$ 99,135</u>	

Major program changes:

The electricity costs for one of the Northeast Business Park signs that was previously covered in the Community Development operating budget will now be paid by the Industrial Park Land Fund.

The rental revenue that we receive from Maple Lawn Dairy has increased due to the lease being renegotiated during 2010.

Land purchases are budgeted in 2011 to repurchase lots in the Northeast Business Park that are not in compliance with the protective covenants for construction.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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	2008	2009	Adopted 2010	Amended 2010	2011	
Program Revenues		\$ 161,097	\$ 25,230	\$ 106,240	\$ 106,240	\$ 183,232	72.47%
Program Expenses		\$ 290,551	\$ 202,544	\$ 280,965	\$ 280,965	\$ 478,945	70.46%
Expenses Comprised Of:							
	Personnel	126	1,493	17,962	17,962	1,079	-93.99%
	Administrative Expense	177,348	195,110	216,503	216,503	158,410	-26.83%
	Supplies & Materials	93,438	-	-	-	-	N/A
	Purchased Services	2,695	5,941	27,000	27,000	25,600	-5.19%
	Utilities	-	-	-	-	800	N/A
	Repair & Maintenance	-	-	1,500	1,500	1,530	2.00%
	Capital Expenditures	16,944	-	18,000	18,000	291,526	1519.59%

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ 111,582	\$ 19,990	\$ 65,000	\$ 65,000	\$ 55,000
5004 Sale of City Prop - Nontax	-	-	36,000	36,000	120,000
5010 Misc Revenue - Nontax	44,050	-	-	-	-
5015 Rental of City Property	5,240	5,240	5,240	5,240	8,232
5035 Other Reimbursements	225	-	-	-	-
Total Revenue	\$ 161,097	\$ 25,230	\$ 106,240	\$ 106,240	\$ 183,232
Expenses					
6102 Labor Pool Allocations	\$ 89	\$ 1,009	\$ 11,659	\$ 11,659	\$ 764
6108 Part Time	-	12	-	-	-
6150 Fringes	37	472	6,303	6,303	315
6325 Construction Materials	93,438	-	-	-	-
6402 Legal Fees	225	-	-	-	-
6404 Consulting Services	-	-	5,000	5,000	5,000
6413 Utilities	-	-	-	-	800
6425 CEA Equip. Rental	-	-	-	-	1,530
6599 Other Contract/Obligations	2,470	5,941	22,000	22,000	20,600
6801 Land	-	-	-	-	200,000
6809 Infrastructure Construction	16,944	-	19,500	19,500	91,526
7913 Trans Out - Debt Service	177,348	195,110	216,503	216,503	158,410
Total Expense	\$ 290,551	\$ 202,544	\$ 280,965	\$ 280,965	\$ 478,945

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations

Northeast Business Park:

Real estate commissions	\$ 9,600
Berm maintenance	4,000
Yard drain at Zuehlke and Capitol	5,000
Weed cutting	2,000
	<u>\$ 20,600</u>

Infrastructure Construction

Southpoint Commerce Park:

Utility installation - 400' south of Quest Dr.

Street lights	\$ 10,000
Electric	9,200
Gas	4,400
Cable	2,800
Grade & gravel - Quest Dr.	65,126
	<u>\$ 91,526</u>

Land

Purchase of land from industrial park	<u>\$ 200,000</u>
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CITY OF APPLETON 2011 BUDGET
INDUSTRIAL PARK LAND FUND
SOURCES AND USES OF FUNDS

	2010 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Interest Income	\$ 111,582	\$ 19,990	\$ 65,000	\$ 55,000	\$ 55,000
Other	49,515	5,240	5,240	8,232	8,232
Total Revenues	<u>161,097</u>	<u>25,230</u>	<u>70,240</u>	<u>63,232</u>	<u>63,232</u>
Expenses					
Program Costs	113,203	7,434	64,462	64,462	320,535
Total Expenses	<u>113,203</u>	<u>7,434</u>	<u>64,462</u>	<u>64,462</u>	<u>320,535</u>
Revenues over (under)					
Expenses	47,894	17,796	5,778	(1,230)	(257,303)
Other Financing Sources (Uses)					
Operating Transfers Out	(177,348)	(195,110)	(216,503)	(216,503)	(158,410)
Sale of City Property	-	-	36,000	36,000	120,000
Total Other Financing Sources (Uses)	<u>(177,348)</u>	<u>(195,110)</u>	<u>(180,503)</u>	<u>(180,503)</u>	<u>(38,410)</u>
Net Change in Equity	(129,454)	(177,314)	(174,725)	(181,733)	(295,713)
Fund Balance - Beginning	<u>2,019,430</u>	<u>1,889,976</u>	<u>1,712,662</u>	<u>1,712,662</u>	<u>1,530,929</u>
Fund Balance - Ending	<u>\$ 1,889,976</u>	<u>\$ 1,712,662</u>	<u>\$ 1,537,937</u>	<u>\$ 1,530,929</u>	<u>\$ 1,235,216</u>

CITY OF APPLETON 2011 BUDGET
INDUSTRIAL PARK LAND
LONG TERM DEBT

<u>Year</u>	<u>2001A G.O. Notes</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2011	<u>\$ 155,000</u>	<u>\$ 3,410</u>	<u>\$ 158,410</u>

CITY OF APPLETON 2011 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 City's Comprehensive Plan 2010-2030, Downtown Plan, and the Focus Fox River: A Master Plan have identified areas where redevelopment may be appropriate. 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 has also opened the lock system in Appleton, which presents opportunities for redevelopment and public access. These monies would be allocated in support of the Comprehensive Plan thru site acquisition, river walk public improvements/amenities and the purchase of foreclosed properties.

This funding request also includes the coordination of the design and renovations of Houdini Plaza with Soldiers Square to promote connectivity to the riverfront while positively reflecting the 2010 property changes to the plaza. A public/private partnership with downtown groups/organizations was also established in 2010 to review the proposed renovations and secure approximately 30% of the 2012 expenditures for the project. The renovations are estimated at \$1,000,000, \$250,000 to be spent in 2011 for design and infrastructure. \$750,000 in 2012 with the expected outside support of \$225,000 for the project. This funding request includes an upgrade to the core Geographic Information Systems (GIS) server software. This project will implement a three-year enterprise license agreement with the GIS software 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
Miscellaneous Site Acquisition	\$ 550,000	Projects, Pg. 618
Houdini Plaza Renovation	250,000	Projects, Pg. 621
GIS Upgrade	50,000	Projects, Pg. 679
	\$ 850,000	

Major program changes:

The amount budgeted in 2010 for miscellaneous site acquisition was removed from the budget due to delays in project development. Those funds are re-budgeted in 2011.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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	2008	2009	Adopted 2010	Amended 2010	2011	
Program Revenues		\$ 13,081	\$ 4,035	\$ 5,031	\$ 5,031	\$ 15,000	198.15%
Program Expenses		\$ 46,369	\$ 52,036	\$ 550,000	\$ 276,595	\$ 850,000	54.55%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	26,595	-	N/A
	Purchased Services	46,369	52,036	300,000	-	50,000	-83.33%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	250,000	250,000	800,000	220.00%

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

COMMUNITY DEVELOPMENT

Business Unit 4330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ 13,081	\$ 4,035	\$ 5,031	\$ 5,031	\$ 5,000
5020 Donations & Memorials	-	-	-	-	-
5035 Other Reimbursements	-	-	-	-	10,000
5910 Proceeds of Long-term Debt	-	-	508,000	-	793,000
5921 Transfer In - General Fund	300,000	-	-	-	-
Total Revenue	\$ 313,081	\$ 4,035	\$ 513,031	\$ 5,031	\$ 808,000
Expenses					
6320 Printing & Reproduction	\$ -	\$ 1,655	\$ -	\$ -	\$ -
6404 Consulting Services	46,369	50,381	-	26,595	50,000
6408 Contractor Fees	-	-	300,000	-	500,000
6801 Land Acquisition	-	-	250,000	250,000	250,000
6815 Software Acquisition	-	-	-	-	50,000
Total Expense	\$ 46,369	\$ 52,036	\$ 550,000	\$ 276,595	\$ 850,000

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Contractor Fees

Houdini Plaza construction	\$ 200,000
Site preparation, infrastructure, and related costs ARP #22.	300,000
	<u>\$ 500,000</u>

Consulting Services

Final planning and design services for construction of Houdini Plaza	\$ 50,000
	<u>\$ 50,000</u>

Land Acquisition

Misc. land purchases	<u>\$ 250,000</u>
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Software Acquisition

GIS server software	<u>\$ 50,000</u>
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**CITY OF APPLETON 2011 BUDGET
COMMUNITY DEVELOPMENT
SOURCES AND USES OF FUNDS**

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Interest Income	\$ 19,969	\$ 4,035	\$ 5,031	\$ 7,715	\$ 5,000
Other Reimbursements	-	-	-	-	10,000
Total Revenues	<u>19,969</u>	<u>4,035</u>	<u>5,031</u>	<u>7,715</u>	<u>15,000</u>
Expenses					
Program Costs	46,369	52,036	550,000	276,595	850,000
Total Expenses	<u>46,369</u>	<u>52,036</u>	<u>550,000</u>	<u>276,595</u>	<u>850,000</u>
Revenues over (under) Expenses	(26,400)	(48,001)	(544,969)	(268,880)	(835,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	17,522	-	508,000	-	793,000
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>17,522</u>	<u>-</u>	<u>508,000</u>	<u>-</u>	<u>793,000</u>
Net Change in Equity	(8,878)	(48,001)	(36,969)	(268,880)	(42,000)
Fund Balance - Beginning	367,759	358,881	310,880	310,880	42,000
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ 358,881</u>	<u>\$ 310,880</u>	<u>\$ 273,911</u>	<u>\$ 42,000</u>	<u>\$ -</u>

CITY OF APPLETON 2011 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Finance Director: Lisa A. Remiker, CPA, CPFO

Community Development Director: Karen E. Harkness

**CITY OF APPLETON 2011 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	2011	(100,581)
		12/31/11	
		Balance	<u>\$ 245,305</u>

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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	2008	2009	Adopted 2010	Amended 2010	2011	
	Program Revenues	\$ 19,640	\$ 8,778	\$ 5,766	\$ 5,766	\$ 9,050	56.95%
	Program Expenses	\$ 101,255	\$ 89,372	\$ 98,009	\$ 98,009	\$ 89,758	-8.42%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	99,467	88,032	96,209	96,209	87,919	-8.62%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,788	1,340	1,800	1,800	1,839	2.17%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 2.xls

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 2

Business Unit 2030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4110 Property Taxes	\$ 255,082	\$ 279,242	\$ 282,894	\$ 282,894	\$ 305,865
4227 State Aid - Computers	5,304	4,766	4,766	4,766	3,750
4710 Interest on Investments	14,336	4,012	1,000	1,000	5,300
Total Revenue	\$ 274,722	\$ 288,020	\$ 288,660	\$ 288,660	\$ 314,915
Expenses					
6401 Accounting/Audit	\$ 1,788	\$ 1,340	\$ 1,800	\$ 1,800	\$ 1,689
6402 Legal Fees	-	-	-	-	150
6720 Interest Payments	37,434	28,532	19,209	19,209	14,419
7913 Trans Out - Debt Service	62,033	59,500	77,000	77,000	73,500
Total Expense	\$ 101,255	\$ 89,372	\$ 98,009	\$ 98,009	\$ 89,758

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 BUDGET

TAX INCREMENTAL DISTRICT # 2

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

Revenues	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Property Taxes	\$ 255,082	\$ 279,242	\$ 282,894	\$ 293,437	\$ 305,865
Intergovernmental	5,304	4,766	4,766	3,750	3,750
Interest Income	14,336	4,012	1,000	8,000	5,300
Total Revenues	<u>274,722</u>	<u>288,020</u>	<u>288,660</u>	<u>305,187</u>	<u>314,915</u>
Expenses					
Interest Expense	37,434	28,532	19,209	19,209	14,419
Administrative Expenses	1,788	1,340	1,800	1,600	1,839
Total Expenses	<u>39,222</u>	<u>29,872</u>	<u>21,009</u>	<u>20,809</u>	<u>16,258</u>
Revenues over (under) Expenses	235,500	258,148	267,651	284,378	298,657
Other Financing Sources (Uses)					
Operating Transfers Out - Debt Service	(62,033)	(59,500)	(77,000)	(77,000)	(73,500)
Total Other Financing Sources (Uses)	<u>(62,033)</u>	<u>(59,500)</u>	<u>(77,000)</u>	<u>(77,000)</u>	<u>(73,500)</u>
Net Change in Fund Balances	173,467	198,648	190,651	207,378	225,157
Fund Balance - Beginning	(718,399)	(544,932)	(346,284)	(346,284)	(138,906)
Fund Balance - Ending	<u>\$ (544,932)</u>	<u>\$ (346,284)</u>	<u>\$ (155,633)</u>	<u>\$ (138,906)</u>	<u>\$ 86,251</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 2011 BUDGET
TAX INCREMENTAL DISTRICT #2
LONG TERM DEBT**

Year	2001 Trust Fund Loan	
	Principal	Interest
2011	\$ 70,000	\$ 3,500

**CITY OF APPLETON 2011 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	(568,726)	1,000,000
2001	1,341,515	1,568,974	2010	222,838	1,000,000
			2011	643,980	1,000,000
			12/31/11		
			Balance	\$ 13,523,580	\$ 18,210,419

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. The City will seek to designate Tax Incremental District #3 as distressed as allowed by Act 310 that allows the extension of a district's maximum life by ten years beyond the original termination date.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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	2008	2009	Adopted 2010	Amended 2010	2011	
Program Revenues		\$ 115,492	\$ 33,393	\$ 37,279	\$ 37,279	\$ 30,423	-18.39%
Program Expenses		\$ 2,251,399	\$ 2,291,372	\$ 2,354,186	\$ 2,354,186	\$ 2,975,852	26.41%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		2,249,611	2,290,032	2,352,186	2,352,186	2,974,013	26.44%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,788	1,340	2,000	2,000	1,839	-8.05%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 3.xls

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 3

Business Unit 2040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4110 Property Taxes	\$ 1,248,118	\$ 1,312,539	\$ 1,296,623	\$ 1,296,623	\$ 976,831
4130 Payment in Lieu of Taxes	24,502	23,632	22,000	22,000	21,546
4227 State Aid - Computers	16,308	7,279	7,279	7,279	5,877
4710 Interest on Investments	74,682	2,482	8,000	8,000	3,000
5927 Transfer In - Parking Utility	900,000	1,000,000	1,000,000	1,000,000	1,000,000
Total Revenue	<u>\$ 2,263,610</u>	<u>\$ 2,345,932</u>	<u>\$ 2,333,902</u>	<u>\$ 2,333,902</u>	<u>\$ 2,007,254</u>
Expenses					
6401 Accounting/Audit	\$ 1,788	\$ 1,340	\$ 2,000	\$ 2,000	\$ 1,689
6402 Legal Fees	-	-	-	-	150
6720 Interest Payments	639,309	631,274	586,838	586,838	643,980
7913 Trans Out - Debt Service	1,610,302	1,658,758	1,765,348	1,765,348	2,330,033
Total Expense	<u>\$ 2,251,399</u>	<u>\$ 2,291,372</u>	<u>\$ 2,354,186</u>	<u>\$ 2,354,186</u>	<u>\$ 2,975,852</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 BUDGET
TAX INCREMENTAL DISTRICT # 3
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Property Taxes	\$ 1,272,620	\$ 1,336,171	\$ 1,318,623	\$ 1,366,493	\$ 998,377
Intergovernmental	16,308	7,279	7,279	5,877	5,877
Interest Income	74,682	2,482	8,000	20,000	3,000
Total Revenues	<u>1,363,610</u>	<u>1,345,932</u>	<u>1,333,902</u>	<u>1,392,370</u>	<u>1,007,254</u>
Expenses					
Interest Expense	639,309	631,274	586,838	622,838	643,980
Administrative Expenses	1,788	1,340	2,000	1,557	1,839
Total Expenses	<u>641,097</u>	<u>632,614</u>	<u>588,838</u>	<u>624,395</u>	<u>645,819</u>
Revenues over (under) Expenses	722,513	713,318	745,064	767,975	361,435
Other Financing Sources (Uses)					
Operating Transfers In - Other Funds	900,000	1,000,000	1,000,000	1,000,000	1,000,000
Operating Transfers Out - Debt Service	(1,610,302)	(1,658,758)	(1,765,348)	(1,765,348)	(2,330,033)
Total Other Financing Sources (Uses)	<u>(710,302)</u>	<u>(658,758)</u>	<u>(765,348)</u>	<u>(765,348)</u>	<u>(1,330,033)</u>
Revenues over (under) Expenses	12,211	54,560	(20,284)	2,627	(968,598)
Fund Balance (Deficit)- Beginning	<u>(12,464,546)</u>	<u>(12,452,335)</u>	<u>(12,397,775)</u>	<u>(12,397,775)</u>	<u>(12,395,148)</u>
Fund Balance (Deficit)- Ending	<u><u>\$ (12,452,335)</u></u>	<u><u>\$ (12,397,775)</u></u>	<u><u>\$ (12,418,059)</u></u>	<u><u>\$ (12,395,148)</u></u>	<u><u>\$ (13,363,746)</u></u>

Discussion of changes in fund balances:

TIF #3 closed for capital expenditures as of November 4, 2003, therefore it is classified as a Special Revenue Fund. The existence of a negative fund balance in this fund is the result of capital investments in the early years of the TIF district which continue to be funded by the inflows of incremental property taxes.

**CITY OF APPLETON 2011 BUDGET
TAX INCREMENTAL DISTRICT #3
LONG TERM DEBT**

Year	1998A G.O. Refunding Bonds		2001B G.O. Notes	
	Principal	Interest	Principal	Interest
2011	\$ 535,000	\$ 65,743	\$ 970,000	\$ 29,100
2012	530,000	40,850	-	-
2013	595,000	14,131	-	-
	<u>\$ 1,660,000</u>	<u>\$ 120,724</u>	<u>\$ 970,000</u>	<u>\$ 29,100</u>

Year	2001 State Trust Fund Loan		2002B G.O. Notes		2005 Refunding Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
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>\$ 9,038</u>	<u>\$ 1,455,000</u>	<u>\$ 119,669</u>	<u>\$ 765,000</u>	<u>\$ 45,469</u>

Year	2003 State Trust Fund Loan		TOTAL		
	Principal	Interest	Principal	Interest	Total
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>\$ 700,000</u>	<u>\$ 181,547</u>	<u>\$ 5,730,764</u>	<u>\$ 505,547</u>	<u>\$ 6,236,311</u>

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

NOTES

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2011 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 the community".

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, 2010, or 2011.

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	<u>\$ -</u>

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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	2008	2009	Adopted 2010	Amended 2010	2011	
	Program Revenues	\$ 14,280	\$ 4,409	\$ 19,876	\$ 19,876	\$ 3,874	-80.51%
	Program Expenses	\$ 188,991	\$ 161,725	\$ 102,958	\$ 102,958	\$ 127,079	23.43%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	137,203	160,385	101,358	101,358	125,240	23.56%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	51,788	1,340	1,600	1,600	1,839	14.94%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 5.xls

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 5

Business Unit 4080

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4110 Property Taxes	\$ 146,058	\$ 162,052	\$ 199,489	\$ 199,489	\$ 196,543
4130 Pmt in Lieu of Taxes	3,823	2,933	17,900	17,900	414
4227 State Aid - Computers	1,162	1,476	1,476	1,476	1,160
4710 Interest on Investments	9,295		500	500	2,300
5910 Proceeds of Long-term Debt	50,000	10,649	-	-	-
Total Revenue	\$ 210,338	\$ 177,110	\$ 219,365	\$ 219,365	\$ 200,417
Expenses					
6401 Accounting/Audit	\$ 1,788	\$ 1,340	\$ 1,600	\$ 1,600	\$ 1,689
6402 Legal Fees	-	-	-	-	150
6599 Other Contracts/Obligation	50,000	-	-	-	-
6720 Interest Payments	4,803	3,043	583	583	-
7913 Trans Out - Debt Service	132,400	157,342	100,775	100,775	125,240
Total Expense	\$ 188,991	\$ 161,725	\$ 102,958	\$ 102,958	\$ 127,079

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 BUDGET
TAX INCREMENTAL DISTRICT # 5
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Property Taxes	\$ 149,881	\$ 164,985	\$ 217,389	\$ 207,338	\$ 196,957
Intergovernmental	1,162	1,476	1,476	1,160	1,160
Interest Income	9,295	10,649	500	4,000	2,300
Total Revenues	<u>160,338</u>	<u>177,110</u>	<u>219,365</u>	<u>212,498</u>	<u>200,417</u>
Expenses					
Capital outlay	51,788	1,340	1,600	1,600	1,839
Interest Expense	4,803	3,043	583	583	-
Total Expenses	<u>56,591</u>	<u>4,383</u>	<u>2,183</u>	<u>2,183</u>	<u>1,839</u>
Revenues over (under) Expenses	103,747	172,727	217,182	210,315	198,578
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	50,000	-	-	-	-
Operating Transfers Out - Debt Service	(132,400)	(157,342)	(100,775)	(100,775)	(125,240)
Total Other Financing Sources (Uses)	<u>(82,400)</u>	<u>(157,342)</u>	<u>(100,775)</u>	<u>(100,775)</u>	<u>(125,240)</u>
Net Change in Fund Balances	21,347	15,385	116,407	109,540	73,338
Fund Balance (Deficit) - Beginning	<u>(24,031)</u>	<u>(2,684)</u>	<u>12,701</u>	<u>12,701</u>	<u>122,241</u>
Fund Balance (Deficit) - Ending	<u>\$ (2,684)</u>	<u>\$ 12,701</u>	<u>\$ 129,108</u>	<u>\$ 122,241</u>	<u>\$ 195,579</u>

Discussion of changes in fund balances:

The existence of a negative fund balance in this fund in 2008 was the result of capital investments in the early years of the TIF district that continue to be repaid by the inflows of incremental property taxes.

**CITY OF APPLETON 2011 BUDGET
TAX INCREMENTAL DISTRICT #5
LONG TERM DEBT**

Year	2001B G.O. Notes	
	Principal	Interest
2011	\$ 80,000	\$ 2,400

Year	2002B G.O. Notes		2005B G.O. Notes	
	Principal	Interest	Principal	Interest
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>\$ 120,000</u>	<u>\$ 8,603</u>	<u>\$ 130,000</u>	<u>\$ 16,413</u>

Year	2008A G.O. Notes		TOTAL		
	Principal	Interest	Principal	Interest	Total
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>\$ 7,875</u>	<u>\$ 380,000</u>	<u>\$ 35,291</u>	<u>\$ 415,291</u>

**CITY OF APPLETON 2011 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 2011 budget provides \$55,325 for Administration and \$10,000 for site grading. 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 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:

<u>Project</u>	<u>Amount</u>	<u>Page</u>
Southpoint Commerce Park	\$ 63,325	Projects, Pg. 619
Concrete Paving Program	612	Projects, Pg. 630
Total	<u>\$ 63,937</u>	

<u>Summary of Advances</u>	<u>Debt Service Fund</u>	<u>Post Employment Benefit Fund</u>
2010	\$ -	\$ 1,025,000
2011	801,250	275,000
12/31/11 Balance	<u>\$ 801,250</u>	<u>\$ 1,300,000</u>

Major program changes:

Due to economic conditions, we are projecting no land sale revenue in 2010. Community Development is making even more of a proactive approach to land sales via relationships with developers and real estate brokers, increased signage, and advertising. The increased marketing costs for this effort are paid by the Community Development operating budget. Advances from the Post Employment Benefit Fund and the Debt Service Fund have been established until sales rebound. Interest at 5%, as established by Council policy, will be charged on outstanding balances.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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	2008	2009	Adopted 2010	Amended 2010	2011	
	Program Revenues	\$ 517,424	\$ 366,018	\$ 430,698	\$ 430,698	\$ 248,758	-42.24%
	Program Expenses	\$ 3,593,274	\$ 3,689,687	\$ 2,955,925	\$ 3,605,242	\$ 3,328,020	12.59%
Expenses Comprised Of:							
	Personnel	74,536	53,564	44,499	44,499	612	-98.62%
	Administrative Expense	2,332,852	2,748,431	2,845,411	2,845,411	2,794,904	-1.78%
	Supplies & Materials	111,851	10,134	-	-	-	N/A
	Purchased Services	59,561	38,389	60,700	645,017	522,179	760.26%
	Utilities	379	2,778	315	315	325	3.17%
	Repair & Maintenance	4,751	1,569	5,000	5,000	-	-100.00%
	Other Capital Expenditures	1,009,344	834,822	-	65,000	10,000	N/A

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

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 6

Business Unit 4090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4110 Property Taxes	\$ 1,526,900	\$ 1,553,974	\$ 1,975,405	\$ 1,975,405	\$ 1,966,907
4130 Pmt in Lieu of Taxes	3,983	12,467	-	-	-
4227 State Aid - Computers	21,108	29,388	29,388	29,388	41,673
4710 Interest on Investments	134,448	2,569	-	-	5,000
5004 Sale of City Prop - Nontax	343,251	-	400,000	400,000	200,000
5015 Rental of City Property	1,310	1,310	1,310	1,310	2,085
5035 Other Reimbursements	13,324	320,284	-	-	-
5910 Proceeds of Long-term Debt	1,116,000	1,085,000	108,814	108,814	63,937
Total Revenue	\$ 3,160,324	\$ 3,004,992	\$ 2,514,917	\$ 2,514,917	\$ 2,279,602
Expenses					
6101 Regular Salaries	\$ 44,941	\$ 36,647	\$ 32,549	\$ 32,549	\$ -
6104 Call Time	-	88	-	-	-
6105 Overtime	4,478	1,395	222	222	90
6108 Part-Time	5,436	549	971	971	478
6150 Fringes	19,681	14,885	10,757	10,757	44
6308 Landscape Supplies	-	2,186	-	-	-
6309 Shop Supplies & Tools	221	110	-	-	-
6325 Construction Materials	110,336	2,449	-	-	-
6328 Signs	1,293	5,389	-	-	-
6401 Accounting/Audit	1,788	1,340	1,700	1,700	1,689
6402 Legal Fees	1,261	-	-	-	150
6404 Consulting Services	-	524	5,000	5,000	5,000
6408 Contractor Fees	32,132	36,525	6,000	91,000	-
6413 Utilities	379	2,778	315	315	325
6425 CEA Equip. Rental	4,752	1,569	5,000	5,000	-
6599 Other Contracts/Obligations	24,380	-	48,000	547,317	515,340
6720 Interest Payments	-	-	25,500	25,500	76,250
6801 Land	-	-	-	-	-
6809 Infrastructure Construction	1,009,344	834,822	-	65,000	10,000
7913 Trans Out - Debt Service	2,332,852	2,748,431	2,819,911	2,819,911	2,718,654
Total Expense	\$ 3,593,274	\$ 3,689,687	\$ 2,955,925	\$ 3,605,242	\$ 3,328,020

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations

Real estate commissions	\$ 16,000
Platting	20,000
Developer Funded Tax Incentive Payment	467,340
Weed cutting/debris clean up	12,000
	<u>\$ 515,340</u>

Infrastructure Construction

Site Grading adjacent to Quest Dr.	\$ 10,000
	<u>\$ 10,000</u>

CITY OF APPLETON 2011 BUDGET
TAX INCREMENTAL DISTRICT # 6
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Property Taxes	\$ 1,530,883	\$ 1,566,441	\$ 1,975,405	\$ 2,051,225	\$ 1,966,907
Intergovernmental	21,108	29,388	29,388	41,673	41,673
Interest Income	134,448	2,569	-	25,000	5,000
Other	14,634	321,594	1,310	3,365	2,085
Total Revenues	<u>1,701,073</u>	<u>1,919,992</u>	<u>2,006,103</u>	<u>2,121,263</u>	<u>2,015,665</u>
Expenses					
Capital Outlay	1,258,634	939,916	108,814	758,131	531,277
Interest Expense	-	-	25,500	25,000	76,250
Administrative Expense	1,788	1,340	1,700	1,700	1,839
Total Expenses	<u>1,260,422</u>	<u>941,256</u>	<u>136,014</u>	<u>784,831</u>	<u>609,366</u>
Revenues over (under) Expenses	440,651	978,736	1,870,089	1,336,432	1,406,299
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	1,116,000	1,085,000	108,814	108,814	63,937
Operating Transfers Out - Debt Service	(2,332,852)	(2,748,431)	(2,819,911)	(2,819,911)	(2,718,654) *
Sale of City Property	343,251	-	400,000	-	200,000
Total Other Financing Sources (Uses)	<u>(873,601)</u>	<u>(1,663,431)</u>	<u>(2,311,097)</u>	<u>(2,711,097)</u>	<u>(2,454,717)</u>
Net Change in Equity	(432,950)	(684,695)	(441,008)	(1,374,665)	(1,048,418)
Fund Balance - Beginning	1,444,823	1,011,873	327,178	327,178	(1,047,487)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 1,011,873</u>	<u>\$ 327,178</u>	<u>\$ (113,830)</u>	<u>\$ (1,047,487)</u>	<u>\$ (2,095,905)</u>

* The actual cash transfer out will be \$1,917,403. The debt obligation for the district is \$2,718,654, however the debt service fund includes \$781,707 levied to meet the general obligation payments to outside note holders since there is not adequate cash in TIF #6 to do so.

CITY OF APPLETON 2011 BUDGET
TAX INCREMENTAL DISTRICT # 6
LONG TERM DEBT

		2001A G.O. Notes							
Year	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2011	\$ 430,000	\$ 9,460							
		2001 State Trust Fund Loan		2005 Refunding Bonds		2002A G.O. Notes			
Year	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2011	\$ 417,875	\$ 20,894	\$ -	\$ -	\$ 700,000	\$ 48,440			
2012					840,000	17,220			
	\$ 417,875	\$ 20,894	\$ -	\$ -	\$ 1,540,000	\$ 65,660			
		2002 State Trust Fund Loan		2003A G.O. Notes		2003 State Trust Fund Loan			
Year	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
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			
	\$ 1,252,977	\$ 288,531	\$ 855,000	\$ 60,337	\$ 1,512,215	\$ 429,907			
		2005B G.O. Notes		2006A G.O. Notes		2007A G.O. Notes			
Year	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
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	-	-	-	-	-	-			
	\$ 1,890,000	\$ 215,351	\$ 1,935,000	\$ 321,584	\$ 1,150,000	\$ 243,925			
		2008A G.O. Notes		2009A G.O. Notes		TOTAL			
Year	Principal	Interest	Principal	Interest	Principal	Interest	Total	Total	
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		
	\$ 1,115,000	\$ 299,394	\$ 1,085,000	\$ 248,656	\$ 13,183,067	\$ 2,203,699	\$ 15,386,766		

**CITY OF APPLETON 2011 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 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. Major commercial projects which have occurred thus far include construction of a gas station/convenience store, renovation of a movie theater, and construction of a grocery store.

Major program changes:

No major changes.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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	2008	2009	Adopted 2010	Amended 2010	2011	
Program Revenues		\$ 1,124	\$ 64,351	\$ 91,612	\$ 91,612	\$ 169,386	84.89%
Program Expenses		\$ 20,715	\$ 18,027	\$ 247,253	\$ 247,253	\$ 47,328	-80.86%
Expenses Comprised Of:		49,000					
	Personnel	-	-	41,832	41,832	-	-100.00%
	Administrative Expense	20,715	1,332	1,762	1,762	1,525	-13.45%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	16,695	93,766	142,766	1,839	-98.04%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	5,500	5,500	-	-100.00%
	Capital Expenditures	-	-	104,393	104,393	43,964	-57.89%

* % change from prior year adopted budget
So. Memorial Drive.xls

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 7

Business Unit 4100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4110 Property Taxes	\$ -	\$ 15,355	\$ 43,166	\$ 43,166	\$ 39,860
4227 State Aid - Computers	-	47,646	47,646	47,646	128,026
4710 Interest on Investments	1,124	1,350	800	800	1,500
5910 Proceeds of Long-term Debt	-	50,000	200,725	151,725	-
Total Revenue	\$ 1,124	\$ 114,351	\$ 292,337	\$ 243,337	\$ 169,386
Expenses					
6101 Regular Salaries	\$ -	\$ 953	\$ 26,198	\$ 26,198	\$ -
6105 Overtime	-	-	2,000	2,000	-
6150 Fringes	-	379	13,634	13,634	-
6401 Accounting/Audit	715	1,340	1,600	1,600	1,689
6402 Legal Fees	-	-	-	-	150
6404 Consulting Services	-	-	14,000	-	-
6425 CEA Equip. Rental	-	-	5,500	5,500	-
6599 Other Contracts/Obligations	20,000	15,355	78,166	92,166	43,964
6809 Infrastructure Construction	-	-	104,393	104,393	-
7913 Trans Out - Debt Service	-	-	1,762	1,762	1,525
Total Expense	\$ 20,715	\$ 18,027	\$ 247,253	\$ 247,253	\$ 47,328

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations

Developer Funded Tax Incentive Payment	<u>\$ 43,964</u>
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CITY OF APPLETON 2011 BUDGET
TAX INCREMENTAL DISTRICT # 7
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Property Taxes	\$ -	\$ 15,355	\$ 43,166	\$ 44,856	\$ 39,860
Intergovernmental	-	47,646	47,646	128,026	128,026
Interest Income	1,124	1,350	800	4,500	1,500
Other	-	-	-	-	-
Total Revenues	<u>1,124</u>	<u>64,351</u>	<u>91,612</u>	<u>177,382</u>	<u>169,386</u>
Expenses					
Program Costs	<u>20,715</u>	<u>18,027</u>	<u>245,491</u>	<u>290,347</u>	<u>45,803</u>
Total Expenses	<u>20,715</u>	<u>18,027</u>	<u>245,491</u>	<u>290,347</u>	<u>45,803</u>
Revenues over (under) Expenses	(19,591)	46,324	(153,879)	(112,965)	123,583
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	50,000	200,725	151,725	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	(1,762)	(1,762)	(1,525)
Total Other Financing Sources (Uses)	<u>-</u>	<u>50,000</u>	<u>198,963</u>	<u>149,963</u>	<u>(1,525)</u>
Net Change in Equity	(19,591)	96,324	45,084	36,998	122,058
Fund Balance (Deficit) - Beginning	20,368	777	97,101	97,101	134,099
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance (Deficit) - Ending	<u>\$ 777</u>	<u>\$ 97,101</u>	<u>\$ 142,185</u>	<u>\$ 134,099</u>	<u>\$ 256,157</u>

**CITY OF APPLETON 2011 BUDGET
TAX INCREMENTAL DISTRICT # 7
LONG TERM DEBT**

Year	2009A G.O. Notes	
	Principal	Interest
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>\$ 11,613</u>

**CITY OF APPLETON 2011 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.

Major program changes:

There are no infrastructure or development projects planned for 2011.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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 *	
		2008	2009	Adopted 2010	Amended 2010		2011
	Program Revenues	\$ -	\$ 213	\$ -	\$ -	\$ 21,733	N/A
	Program Expenses	\$ -	\$ 4,596	\$ 44,272	\$ 74,676	\$ 2,619	-94.08%
Expenses Comprised Of:							
	Personnel	-	3,596	38,037	68,441	-	-100.00%
	Administrative Expense	-	-	2,235	2,235	1,069	-52.17%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	1,000	1,000	1,000	1,550	55.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	3,000	3,000	-	-100.00%
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 21,633
4710 Interest on Investments	-	213	-	-	100
5035 Other Reimbursements	-	-	-	-	-
5910 Proceeds of Long-term Debt	-	35,000	25,000	25,000	-
Total Revenue	\$ -	\$ 35,213	\$ 25,000	\$ 25,000	\$ 21,733
Expenses					
6401 Regular Salaries	\$ -	\$ 2,724	\$ 24,123	\$ 44,527	\$ -
6105 Overtime	-	-	2,000	2,000	-
6150 Fringes	-	872	11,914	21,914	-
6201 Training & Conferences	-	-	1,000	1,000	-
6401 Accounting/Audit	-	-	-	-	1,400
6402 Legal Fees	-	1,000	-	-	150
6412 Advertising	-	-	1,000	1,000	-
6425 CEA Equip. Rental	-	-	3,000	3,000	-
7913 Trans Out - Debt Service	-	-	1,235	1,235	1,069
Total Expense	\$ -	\$ 4,596	\$ 44,272	\$ 74,676	\$ 2,619

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 BUDGET
TAX INCREMENTAL DISTRICT # 8
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 21,633
Interest Income	-	213	-	1,000	100
Total Revenues	<u>-</u>	<u>213</u>	<u>-</u>	<u>1,000</u>	<u>21,733</u>
Expenses					
Program Costs	-	4,596	43,037	30,150	1,550
Total Expenses	<u>-</u>	<u>4,596</u>	<u>43,037</u>	<u>30,150</u>	<u>1,550</u>
Revenues over (under)					
Expenses	-	(4,383)	(43,037)	(29,150)	20,183
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	35,000	25,000	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	(1,235)	(1,235)	(1,069)
Total Other Financing Sources (Uses)	<u>-</u>	<u>35,000</u>	<u>23,765</u>	<u>(1,235)</u>	<u>(1,069)</u>
Net Change in Equity	-	30,617	(19,272)	(30,385)	19,114
Fund Balance - Beginning	-	-	30,617	30,617	232
Residual Equity Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ 30,617</u>	<u>\$ 11,345</u>	<u>\$ 232</u>	<u>\$ 19,346</u>

**CITY OF APPLETON 2011 BUDGET
TAX INCREMENTAL DISTRICT # 8
LONG TERM DEBT**

Year	2009A G.O. Notes	
	Principal	Interest
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>\$ 8,184</u>

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECT FUNDS**

Escrow (Tax Incremental District #4)

Business Unit 4230

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 was closed in January of 2010 with \$4,100,000 transferred in to this Capital Projects Fund to complete remaining projects outstanding. After projects are completed, any remaining funds will be dispersed to the participating taxing entities according to the applicable percentage of tax rate at the time the district was closed.

Project	Amount	Page
Concrete Paving Program	\$ 552,494	Projects, Pg. 630
Grade & Gravel Program	550,706	Projects, Pg. 636
Sidewalk Program	60,000	Projects, Pg. 638
Total	<u>\$ 1,163,200</u>	

Major program changes:

Capital projects accounted for in this fund will vary from year to year.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

Note: Since this program exists solely to account for capital investments, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ 63,200	N/A
	Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ 1,163,200	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	114,177	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	275,273	N/A
	Purchased Services	-	-	-	-	28,800	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	744,950	N/A

* % change from prior year adopted budget
NEBP Escrow.xls

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECT FUNDS**

Escrow (Tax Incremental District #4)

Business Unit 4230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ 63,200
5004 Sale of City Prop - Nontax	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 63,200
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 78,624
6105 Overtime	-	-	-	-	666
6108 Part Time	-	-	-	-	2,713
6150 Fringes	-	-	-	-	32,174
6308 Landscape Supplies	-	-	-	-	5,000
6309 Shop Supplies & Tools	-	-	-	-	-
6325 Construction Materials	-	-	-	-	258,987
6328 Signs	-	-	-	-	11,286
6401 Accounting/Audit	-	-	-	-	-
6402 Legal Fees	-	-	-	-	-
6404 Consulting Services	-	-	-	-	-
6408 Contractor Fees	-	-	-	-	28,800
6413 Utilities	-	-	-	-	-
6425 CEA Equip. Rental	-	-	-	-	-
6599 Other Contracts/Obligation	-	-	-	-	-
6801 Land	-	-	-	-	40,000
6809 Infrastructure Construction	-	-	-	-	704,950
7911 Trans Out - General Fund	-	-	-	-	-
7913 Trans Out - Debt Service	-	-	-	-	-
7914 Trans Out - Capital Projects	-	-	-	-	-
Total Expense	\$ -	\$ -	\$ -	\$ -	\$ 1,163,200

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 BUDGET
Escrow (Tax Incremental District #4)
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-	-
Interest Income	-	-	-	400,000	63,200
Other	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>400,000</u>	<u>63,200</u>
Expenses					
Capital outlay	-	-	-	2,936,800	1,163,200
Administrative Expense	-	-	-	-	-
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,936,800</u>	<u>1,163,200</u>
Revenues over (under) Expenses	-	-	-	(2,536,800)	(1,100,000)
Other Financing Sources (Uses)					
Operating Transfers Out - Debt Service	-	-	-	-	-
Operating Transfers In - Special Revenue	-	-	5,214,410	4,100,000	-
Sale of City Property	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>5,214,410</u>	<u>4,100,000</u>	<u>-</u>
Net Change in Fund Balances	-	-	5,214,410	1,563,200	(1,100,000)
Fund Balance - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,563,200</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,214,410</u>	<u>\$ 1,563,200</u>	<u>\$ 463,200</u>

CITY OF APPLETON 2011 BUDGET

LIBRARY

Library Director: Terry P. Dawson

Deputy Director - Library: Colleen T. Rortvedt

CITY OF APPLETON 2011 BUDGET LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2010 EVENTS

Maintain high quality library services

On track to circulate over 1.5 million items in 2010
Meeting room use increased 33% over 2009
Inter-library loans from other libraries increased 6% over 2009
Average of over 50,000 patrons visited the library each month
Over 4,700 children participated in summer library program
Internet and user instruction class attendance increased 25% over 2009
Adult programming attendance increased 38% over 2009
Teen programming attendance increased 117% over 2009

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 to install more new plantings
Participated in the annual Legislative Day in Madison
In 2010, all-staff training was redesigned to focus on public service to special users, public health issues and building safety/security. Staff have received training from Appleton Police Department, Appleton Health Department, ARC, Options for Independent Living, NAMI and the Wisconsin Office for the Deaf and Hard of Hearing
Increased participation in professional association activities with added cost controls
Continued to participate in regional library marketing through OWLSnet
Integrated Appleton Library Foundation and Friends of Appleton Library for efficiency, increased fundraising, volunteerism and marketing
Received summer volunteers via LEAP Summer Youth Program

Continue to explore facility needs and options

The request for proposal (RFP) for the radio frequency identification (RFID) project received nine submissions, with four vendors interviewed. A vendor was selected and conversion of the collection is underway using staff and volunteers
Completed new conference room that will streamline set up times for small groups and increase access to meeting rooms for patrons
The Outagamie Waupaca Library System (OWLS) received a Library Services and Technology (LSTA) grant and will be installing a hearing loop system in the lower level meeting room in August, 2010

Continue cooperation with schools and other community organizations

Participated in programs with Appleton Parks and Recreation, FISC, Outagamie County Master Gardeners, Appleton Area Schools, Voices of Men, Toward Community, Fox Cities Performing Arts Center, Washington Square, United Way, Fox Valley Symphony, FVTC, Multicultural Center, Appleton Downtown, Boys & Girls Club, Social Security Administration and Valley Transit
Participated as a major sponsor and participant in the Community Read & Book Festival: 14 sessions held at APL
Created the JobSpot @ APL - a workstation with special resources for jobseekers funded by an LSTA grant

Utilize volunteers more effectively.

Between January and June, 2010 we had 3,032 volunteer hours. In the Circulation Department alone, volunteers accomplished nearly \$30,000 worth of work in 2009
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 the Appleton Library annual meeting and the Celebrate Our Volunteers dinner

Continuously work to improve website and online service delivery

Implemented new online meeting room calendar which will increase quality of program information and provide efficiency in updating content; will launch online patron meeting room request feature in summer of 2010
Participated in City of Appleton website redesign process
Provided digitized local history resources on the web via OWLS' ContentDM

CITY OF APPLETON 2011 BUDGET LIBRARY

MAJOR 2011 OBJECTIVES

Undertake site selection process for new library facility; work with the Friends of the Appleton Library group to develop private community support.

Continue RFID implementation; begin implementing staffing and service economies.

Implement revised long range plan goals and strategies 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.
- Serve as a community gathering place.
- Provide local information, local history, and cultural diversity resources.
- Provide well-trained staff and volunteers sufficient to meet community needs and sustain quality service.
- Make appropriate use of volunteers in providing services and to engage community members.
- Implement library services which address community issues and concerns.
- Ensure adequate financial resources to meet community library service needs.
- Use appropriate technology to provide service, assist staff, and increase efficiency.
- Develop "virtual branch" to interactively deliver library services and materials.
- Ensure clean, safe, well-maintained and easily accessible facilities.

Focus on efficiency and productivity through training in technologies and best practices , Lean processes, marketing, advocacy, communication, fund development, online service delivery and staffing levels.

Continued attention to library environment and neighborhood.

Collaborate with schools and other community organizations, including book festival and community read projects.

Use volunteers more effectively; work to enhance the effectiveness of the Friends of Appleton Library.

Improve library websites, electronic services and online service delivery, together with OWLS and OWLSnet as well as for unique Appleton resources; maintain multilingual web pages, explore impact and potential of electronic books.

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	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 895,105	\$ 994,312	\$ 973,263	\$ 1,060,364	\$ 1,014,132	4.20%
Program Expenses							
16010	Administration	522,500	506,549	506,372	523,082	492,328	-2.77%
16021	Children's Services	467,952	470,890	490,008	491,418	494,619	0.94%
16023	Circulation	888,460	910,315	907,257	929,757	912,602	0.59%
16024	Reference Services	820,767	800,442	830,153	830,153	788,666	-5.00%
16031	Building Operations	461,152	455,766	491,434	491,693	469,560	-4.45%
16032	Technical Services	1,054,838	1,064,644	1,028,748	1,055,998	1,033,047	0.42%
16033	Network Services	157,636	207,419	188,590	212,682	208,995	10.82%
TOTAL		\$ 4,373,305	\$ 4,416,025	\$ 4,442,562	\$ 4,534,783	\$ 4,399,817	-0.96%
Expenses Comprised Of:							
Personnel		3,305,160	3,329,568	3,411,712	3,473,172	3,392,085	-0.58%
Administrative Expense		93,802	96,632	88,558	91,058	89,460	1.02%
Supplies & Materials		608,495	629,430	559,778	587,780	558,900	-0.16%
Purchased Services		59,239	61,380	61,128	61,128	61,457	0.54%
Utilities		153,143	137,382	157,335	157,335	135,079	-14.15%
Repair & Maintenance		142,595	151,565	155,051	155,310	154,836	-0.14%
Capital Expenditures		10,871	10,068	9,000	9,000	8,000	-11.11%
Full Time Equivalent Staff:							
Personnel allocated to programs		45.50	45.50	45.50	45.50	45.00	

CITY OF APPLETON 2011 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Work with staff, 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 appropriate 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:

Monitor positions (6108) have been eliminated with duties reassigned to Building Operations and Reference staff.

The increase in Library aids is due to the anticipated increase in support from Outagamie County; reimbursement is based on the use of the library by County residents who do not have a library in their hometown.

Work with the Mayor, Council, Friends of the Appleton Library, and other departments to coordinate efforts on facility changes, including site selection, program design and fundraising. Coordinate efforts to complete the implementation of the RFID system, assessing opportunities for service efficiencies. Work with the Park and Recreation Department to identify opportunities to collaborate on programs and program spaces.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	97%	99%	98%	98%	98%
Strategic Outcomes					
A better educated community					
Collaborations with educational institutions	14	19	12	12	12
Work Process Outputs					
Grant funds awarded	\$ 84,690	\$ 86,155	\$ 100,000	\$ 100,000	\$ 90,000
Meetings with community leaders	105	110	60	60	60
State-level meetings attendec	20	20	10	10	10
Surveys conducted	1	1	1	1	1
Walking books clients added	41	11	25	25	25
Number of reports for Library Board and Administration	41	41	40	40	40
Hours worked by library volunteers	4,623	6,983	6,000	6,000	6,500
Press releases issued	256	109	150	150	150

CITY OF APPLETON 2011 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4232 Library Grants & Aids	\$ 675,904	\$ 700,009	\$ 806,513	\$ 806,513	\$ 860,252
4801 Charges for Serv.- Nontax	83,296	78,607	88,000	88,000	80,000
5015 Rental of City Property	19,307	38,471	30,000	30,000	30,000
5020 Donations & Memorials	3,754	9,454	-	250	-
5035 Other Reimbursements	74,734	122,713	-	86,851	-
Total Revenue	\$ 856,995	\$ 949,254	\$ 924,513	\$ 1,011,614	\$ 970,252
Expenses					
6101 Regular Salaries	\$ 331,326	\$ 323,211	\$ 330,899	\$ 330,899	\$ 337,291
6108 Part-Time	32,216	37,928	18,035	33,495	-
6150 Fringes	138,955	124,919	136,635	136,635	134,641
6201 Training\Conferences	5,903	3,987	3,800	5,050	3,800
6206 Parking Permits	1,428	1,437	1,428	1,428	1,596
6301 Office Supplies	2,966	3,338	4,500	4,500	4,500
6303 Memberships & Licenses	1,197	1,866	2,100	2,100	1,900
6305 Awards & Recognition	370	421	600	600	600
6307 Food & Provisions	737	471	850	850	850
6320 Printing & Reproduction	116	126	750	750	500
6324 Medical\Lab Supplies	171	158	100	100	100
6412 Advertising	624	1,305	875	875	750
6413 Utilities	6,229	5,923	5,300	5,300	5,300
6418 Equip Repairs & Maint	262	1,459	500	500	500
Total Expense	\$ 522,500	\$ 506,549	\$ 506,372	\$ 523,082	\$ 492,328

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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 quality programs for 33,000 children and caregivers - focusing on increasing average attendance at programs and outreach rather than volume of programs.
- 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 4,500 children
- Develop a quality children's materials collection through selection, collection development and maintenance
- Work with administration and technical services on the RFID project
- 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 and weekly social media promotions
- Increase the use of volunteers
- Manage public access computing procedures and policies in the Children's Services area.

Major Program Changes:

The program objective is changed from the number of programs to number of attendees at programs. Program attendance is a criteria used in evaluation of program success and efficient use of staff and is a better measure of the use of children's services by the community than the number of programs planned. Therefore, the number of programs for 2010 and targets for 2011 will decrease and we will provide an average number of children per program.

Although the 2009 summer reading program had a larger than average increase, it is not anticipated that the number of participants will remain that high. In the summer of 2009, the library was provided a full-time AmeriCorps volunteer provided by stimulus funds that allowed the library to increase the summer library program (SLP) outreach and participation. In 2010, we have found staff reductions in school libraries in area schools have resulted in difficulty in getting our programming out to the schools, so the number of attendees at public library programs may be affected.

Increase in computer workstation sessions is attributed to six additional computers added in 2008 to the Children's area with educational games and software. We have found a way to track usage of these computers and include it in this statistic.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Children have access to a wide range of quality program:					
Attendance at children's programs	27,604	27,706	34,000	33,000	33,000
Computer workstation sessions	14,756	51,870	50,000	50,000	50,000
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library program participants	3,709	4,788	3,700	4,000	4,500
Work Process Outputs					
Reference transactions	22,972	24,047	25,000	25,000	26,000
Number of children's programs	979	953	1,100	860	860
Avg. number of attendance per program	28	29	31	38	38

CITY OF APPLETON 2011 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 284,389	\$ 301,860	\$ 309,548	\$ 309,548	\$ 313,997
6108 Part-Time	38,015	34,014	30,330	30,330	31,769
6150 Fringes	133,995	124,229	139,771	139,771	138,627
6201 Training\Conferences	3,830	3,920	3,500	4,000	3,500
6206 Parking Permits	1,584	1,584	1,584	1,584	1,776
6301 Office Supplies	2,629	2,588	2,400	2,400	2,400
6320 Printing & Reproduction	2,053	1,674	1,500	1,500	1,300
6327 Miscellaneous Equipment	457	293	350	1,260	350
6418 Equip Repairs & Maint	-	-	100	100	100
6599 Other Contracts/Obligations	1,000	728	925	925	800
Total Expense	<u>\$ 467,952</u>	<u>\$ 470,890</u>	<u>\$ 490,008</u>	<u>\$ 491,418</u>	<u>\$ 494,619</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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 whose registration has 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 overdue items
- 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 doubling the current 20% use rate
- 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:

Pending CIP approval, Circulation staff will continue the RFID project during the first half of 2011, working with volunteers and tagging all APL materials returned to the library to complete the conversion of the existing collection. In summer, 2011, new RFID self check out stations will begin to allow patrons increased independence. Circulation staff will be integral to ensuring patron "buy-in" to this new system by encouraging the public to use the new machines while ensuring that patrons who need assistance receive it. Finally, automated materials handling will provide efficiencies to the check-in process which will begin to realize savings projected in the RFID CIP. However, it is not anticipated that 2011 will be a year of significant savings as staff efforts will be needed to learn the new system, help us transition and ultimately train patrons to adopt to the new self-service system. Patron acceptance of the system is the only way to ensure that we maximize our savings. Therefore, we project a small reduction in personnel costs (- \$3,749) in 2011 as most of the saved staff time will be used to provide assistance and training at the self-checks and check in areas to ensure the highest level of patron participation.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Improved efficiencies in delivering service					
Number of volunteer hours in Circulation	2,001	3,453	3,200	3,200	3,500
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	84,005	87,470	85,000	87,000	87,000
Annual door count	554,125	590,525	600,000	600,000	600,000
Work Process Outputs					
Adult materials circulation	929,346	963,122	975,000	980,000	990,000
Children's materials circulation	556,240	561,977	565,000	565,000	565,000
Reserves filled for APL patrons	189,578	206,754	200,000	200,000	200,000

CITY OF APPLETON 2011 BUDGET

LIBRARY

Circulation

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 517,403	\$ 545,849	\$ 560,541	\$ 560,541	\$ 564,107
6108 Part-Time	114,898	110,073	72,266	94,266	72,208
6150 Fringes	224,458	218,882	244,918	244,918	246,357
6201 Training\Conferences	4,598	4,063	1,500	2,000	1,500
6206 Parking Permits	4,752	4,752	4,752	4,752	4,968
6301 Office Supplies	4,383	4,900	4,900	4,900	4,750
6320 Printing & Reproduction	485	691	1,200	1,200	1,000
6418 Equip Repairs & Maint	17,483	21,105	17,180	17,180	17,712
Total Expense	<u>\$ 888,460</u>	<u>\$ 910,315</u>	<u>\$ 907,257</u>	<u>\$ 929,757</u>	<u>\$ 912,602</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Equip Repairs & Maintenance

Service contracts - Self-check machines	\$ 15,362
3M security gate service contracts	1,850
Miscellaneous repairs	500
	<u>\$ 17,712</u>

CITY OF APPLETON 2011 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 in person, via phone, text and email
- Manage public access to computers and provide classroom and individual instruction to school groups and adults
- Develop and maintain the Library's digital initiatives including website and social media efforts
- 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
- Seek opportunities for cooperative services and programs in diverse cultures and on topics of current interest
- Provide displays and exhibits on topics of current interest

Major Program Changes:

Continue the development of our digital branch which will streamline processes for timely updates as well as providing a platform for developing and showcasing local information, databases and the library's digital collection.

We will expand our efforts to highlight the depth of the local community and collaborate to find efficiencies. This will include working with historical, recreational, educational and cultural agencies as well as working with local merchants through Appleton Downtown Inc.

The Library has stopped participating in a state-wide chat reference service. Although this was originally a part of our resource library agreement with OWLS, it became clear that the staffing cost per question was too high to justify and OWLS has been supportive of this change. Patrons can still access this service through a state consortium; however APL librarians do not assist in staffing this service .

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Patron questions answered	115,054	118,137	111,000	120,000	122,000
E-mail requests for information	6,217	4,108	3,700	3,700	3,700
People find programs that stimulate their thinking					
% of attendees evaluating programs "good" to "excellent"					
Adult programs	85%	95%	90%	90%	90%
Young adult programs	91%	92%	90%	90%	90%
Strategic Outcomes					
People have information to succeed at school, at work, and in their personal lives					
Sessions on public computers	75,554	86,315	88,000	88,000	88,000
People develop skills needed to seek & evaluate information					
Young adult program attendance	1,452	2,111	1,600	2,200	2,400
Adult program attendance	2,775	4,139	4,000	4,200	4,400
Work Process Outputs					
Reference questions answered	90,244	91,203	91,000	91,000	92,000
Informational handouts produced	283	324	180	275	180
Interloans obtained for patrons	113,411	129,963	110,000	120,000	125,000
Web page "hits" (page accesses)	2,492,053	3,004,784	2,400,000	3,300,000	3,600,000
Number of locally produced databases or digital collections available via web	10	11	11	12	12

CITY OF APPLETON 2011 BUDGET

LIBRARY

Reference and Information Services

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
5035 Other Reimbursements	\$ 1,214	\$ 1,178	\$ 1,000	\$ 1,000	\$ 900
Total Revenue	\$ 1,214	\$ 1,178	\$ 1,000	\$ 1,000	\$ 900
Expenses					
6101 Regular Salaries	\$ 527,089	\$ 522,513	\$ 524,012	\$ 524,012	\$ 487,613
6108 Part-Time	54,835	55,484	58,201	58,201	60,958
6150 Fringes	214,718	207,500	233,311	233,311	225,685
6201 Training\Conferences	2,818	3,281	3,800	3,800	3,800
6206 Parking Permits	2,904	2,904	2,904	2,904	2,760
6301 Office Supplies	4,295	2,820	2,300	2,300	2,500
6320 Printing & Reproduction	446	617	500	500	250
6327 Miscellaneous Equipment	9,400	-	625	625	600
6418 Equip Repairs & Maint	4,262	5,323	4,500	4,500	4,500
Total Expense	\$ 820,767	\$ 800,442	\$ 830,153	\$ 830,153	\$ 788,666

DETAILED SUMMARY OF 2011 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 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. This position currently handles design and publication of much of the library's in-house materials. Moving into 2011, we will look to develop project templates that can be used to reduce development time and remove the need for a specialized skill set. This also ties into our previously stated objective of reducing overall printing and focusing more on on-demand service. 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 2011 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM MISSION

To maintain a clean, safe, accessible and welcoming environment, Operations staff takes care of the library's physical facilities and provides assistance to patrons and staff.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "Develop human resources to meet changing needs" ; Key Strategy 5: "Encourage sustainability" ; and Key Strategy #6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

- Maintain a visible presence to assist and back up staff in enforcing policies and discipline
- 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
- 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:

Reduction in utilities is due to energy conservation practices employed over the past few years. For example, the new air conditioning unit, in addition to conservation measures such as motion sensitive lighting, has resulted in an ongoing and consistent electrical savings. In addition, the Library has used 24% fewer therms than in 2008/2009 resulting in an energy savings that should continue to increase with the installation of new boilers.

Two recent retirements in the cleaning staff has led to a restructuring of duties and priorities among cleaning staff resulting in a slight decrease in part-time wages.

Full time staff will begin assuming security and monitoring duties formerly held by monitors. The staff already make frequent rounds of the building, are known by many patrons, and offer a presence during all hours.

The reduction in fees and commission revenue is due to the continued decrease in commission from the vending machine provider.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons surveyed expressing satisfaction with cleanliness and safety of facility	97%	97%	95%	95%	95%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussion:					
# of meetings and programs	2,167	2,215	2,300	2,300	2,500
Work Process Outputs					
Monthly checklists completed on time	12	12	12	12	12
Number of special needs and projects performed during the year	16	15	12	12	12
% of special service requests completed within 48 hours	92%	92%	90%	90%	90%

CITY OF APPLETON 2011 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
5001 Fees & Commissions	\$ 940	\$ 952	\$ 750	\$ 750	\$ 750
Total Revenue	\$ 940	\$ 952	\$ 750	\$ 750	\$ 750
Expenses					
6101 Regular Salaries	\$ 102,242	\$ 109,247	\$ 111,897	\$ 111,897	\$ 114,420
6108 Part-Time	31,566	31,283	32,860	32,860	32,433
6150 Fringes	48,594	46,659	52,854	52,854	52,501
6201 Training\Conferences	-	60	200	200	200
6206 Parking Permits	792	792	792	792	828
6306 Building Maint./Janitorial	7,825	5,449	6,000	6,000	5,500
6308 Landscape Supplies	274	38	100	100	50
6309 Shop Supplies & Tools	73	129	150	150	50
6310 Chemicals	-	169	-	-	-
6311 Paint & Supplies	116	195	100	100	100
6323 Safety Supplies	-	-	50	50	50
6327 Miscellaneous Equipment	806	4,640	250	250	250
6407 Collection Services	1,362	1,968	1,375	1,375	1,375
6413 Utilities	146,915	131,459	152,035	152,035	129,779
6416 Build Repairs & Maint.	4,153	5,134	5,000	5,000	5,000
6418 Equip Repairs & Maint	247	483	400	400	400
6420 Facilities charges	116,187	118,061	127,371	127,630	126,624
Total Expense	\$ 461,152	\$ 455,766	\$ 491,434	\$ 491,693	\$ 469,560

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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:

- Complete conversion process for adding radio frequency identification (RFID) tags to existing library materials
- 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, RFID tags and jacket protectors to provide access and allow sustained patron use with minimal damage
- Receive and distribute mail and packages for the Library and 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 material purchases

Major Program Changes:

Staff will continue 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.

Despite inflationary pressure on the cost of materials and significant increases in material usage, the Library materials budget has remained flat. This reduction in purchasing power may not be immediately noticed by the public, though it could eventually result in deficient collections and reduced circulation. This reduced purchasing power will effect the work process output of "number of volumes processed" and the 2010 projection has been decreased. The 2011 target will remain flat in anticipation that this trend continues.

The decrease in other reimbursements is due to the correction of a budgeting error in 2010. This revenue represents amounts collected from patrons for materials that were lost. The funds are used to replace the lost items. Per Library Board finance policy, these funds are to be accounted for at the time the funds are collected. Thus, the budget is adjusted at the time the revenue is collected rather than in advance during initial budget preparation. In 2010, an amount was erroneously included in this account during initial budget preparation. For 2011, we are reverting back to not budgeting an amount initially, but adjusting the budget during the year as revenue is received.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within one week of being placed	49%	51%	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	307,777	316,182	320,000	320,000	320,000
Work Process Outputs					
# of volumes processed	41,069	39,104	45,000	37,000	37,000
# of volumes weeded	35,825	27,520	30,000	40,000	40,000

**CITY OF APPLETON 2011 BUDGET
LIBRARY**

Technical Services

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
5035 Other Reimbursements	\$ 26,751	\$ 26,774	\$ 30,000	\$ 30,000	\$ -
Total Revenue	<u>\$ 26,751</u>	<u>\$ 26,774</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 280,266	\$ 292,316	\$ 297,696	\$ 297,696	\$ 301,393
6108 Part-Time	12,351	13,321	14,586	14,586	15,277
6150 Fringes	112,243	109,738	122,890	122,890	121,965
6201 Training\Conferences	3,694	4,194	2,500	2,750	2,500
6206 Parking Permits	1,320	1,320	1,320	1,320	1,380
6301 Office Supplies	28,692	26,650	30,000	30,000	30,000
6315 Books & Library Materials	560,018	559,726	501,803	528,803	502,000
6599 Other Contracts/Obligations	56,254	57,379	57,953	57,953	58,532
Total Expense	<u>\$ 1,054,838</u>	<u>\$ 1,064,644</u>	<u>\$ 1,028,748</u>	<u>\$ 1,055,998</u>	<u>\$ 1,033,047</u>

DETAILED SUMMARY OF 2011 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	\$ 119,064
Adult materials	382,936
	<u>\$ 502,000</u>

Other Contracts/Obligations

OWLSnet contract	\$ 58,532
	<u>\$ 58,532</u>

CITY OF APPLETON 2011 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 online public access catalogs and public workstations
- Maintain and configure library audiovisual equipment and services for staff and public meeting areas
- Assist with the implementation and integration of RFID technology into the library's network and workstations
- Assist staff in technical aspects of providing electronic services to the public
- Provide support to, troubleshoot and assist 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
- Partner with OWLS (Outagamie Waupaca Library System) where possible to reduce costs and increase efficiencies when providing services to both public and library staff
- Seek out appropriate technologies that can be used to provide increased efficiencies for staff and operations

Major Program Changes:

To minimize costs, we will continue to retain 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. Our ideal workstation replacement remains at four years; however, Network Services plans to continue to delay scheduled replacements where possible in order to redirect resources to ongoing needs such as audiovisual upgrades and maintenance.

Network Services has been increasingly involved with many projects as more service solutions require computer or network platforms. We will be addressing security camera needs with an upgrade to the existing analog system, moving to a network based solution. The RFID project requires the use of computer and network resources so Network Services is necessarily included in the selection, planning, introduction and integration of RFID systems into the library's network and workstations to ensure optimal implementation of this technology. We continue to look for ways to team with OWLS to take advantage of our shared goals of providing improved service to library patrons and staff, e.g., we'll explore the feasibility of working with OWLS to reduce our software licensing costs through volume discount purchases by using the same software used by OWLS to secure public computers.

In 2009, Council approved increasing the Network Services Assistant position to full time (from half time, benefitted), contingent on the continuation of grant funding for the additional .5 FTE. Due to an oversight, that additional .5 FTE salary and benefits was not included in the 2010 budget and is incorporated via a budget adjustment. Since the grant funding is expected to continue, both the revenue and expense for 2011 have been included (\$25,230).

PERFORMANCE INDICATORS

	Actual 2008	Actual 2009	Target 2010	Projected 2010	Target 2011
Client Benefits/Impacts					
People will have reliable access to up-to-date technolog % of those surveyed who have used the library website	84%	78%	90%	87%	90%
Hours of public internet computer use	62,201	77,117	85,000	85,000	85,000
Strategic Outcomes					
Community enjoys a high level of access to electronic information resource					
# of referrals to InfoSoup online catalo	324,236	348,928	338,000	350,000	357,000
Database searches	42,748	53,338	50,000	52,000	55,000
Work Process Outputs					
PC workstations installlec	57	42	35	35	35

CITY OF APPLETON 2011 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
5035 Other Reimbursements	\$ 9,205	\$ 16,154	\$ 17,000	\$ 17,000	\$ 42,230
Total Revenue	<u>\$ 9,205</u>	<u>\$ 16,154</u>	<u>\$ 17,000</u>	<u>\$ 17,000</u>	<u>\$ 42,230</u>
Expenses					
6101 Regular Salaries	\$ 75,529	\$ 87,165	\$ 80,415	\$ 104,415	\$ 99,695
6150 Fringes	30,071	33,375	40,047	40,047	41,148
6201 Training/Conferences	-	2,240	2,300	2,300	2,300
6206 Parking Permits	528	528	528	528	552
6301 Office Supplies	6,557	13,067	4,000	4,000	5,000
6327 Miscellaneous Equipment	34,080	60,976	52,300	52,392	52,300
6815 Software Acquisition	10,871	10,068	9,000	9,000	8,000
Total Expense	<u>\$ 157,636</u>	<u>\$ 207,419</u>	<u>\$ 188,590</u>	<u>\$ 212,682</u>	<u>\$ 208,995</u>

DETAILED SUMMARY OF 2011 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
	<u>\$ 52,300</u>

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Intergovernmental Revenues	675,904	700,009	821,142	806,513	806,513	860,252	860,252
Charges for Services	83,296	78,607	73,523	88,000	88,000	80,000	80,000
Other Revenues	135,906	215,696	203,182	78,750	165,851	73,824	73,880
TOTAL REVENUES	895,106	994,312	1,097,847	973,263	1,060,364	1,014,076	1,014,132
EXPENSES BY LINE ITEM							
Regular Salaries	1,680,729	1,751,688	1,589,048	2,215,008	2,239,008	2,218,516	2,218,516
Temp. Full-Time	196,027	192,122	178,579	0	0	0	0
Part-Time	283,882	282,104	252,064	226,278	263,738	212,645	212,645
Other Compensation	0	65	151	0	0	0	0
Sick Pay	40,249	24,433	33,525	0	0	0	0
Vacation Pay	201,239	213,855	181,645	0	0	0	0
Fringes	903,034	865,300	814,463	970,426	970,426	961,852	960,924
Salaries & Fringe Benefits	3,305,160	3,329,567	3,049,475	3,411,712	3,473,172	3,393,013	3,392,085
Training & Conferences	20,844	21,745	19,901	17,600	20,100	17,600	17,600
Parking Permits	13,308	13,317	13,212	13,308	13,308	13,860	13,860
Office Supplies	49,521	53,363	51,854	48,100	48,100	49,150	49,150
Memberships & Licenses	1,197	1,866	2,107	2,100	2,100	1,900	1,900
Awards & Recognition	370	421	354	600	600	600	600
Building Maintenance/Janitor.	7,825	5,449	7,635	6,000	6,000	5,500	5,500
Food & Provisions	737	471	661	850	850	850	850
Administrative Expense	93,802	96,632	95,724	88,558	91,058	89,460	89,460
Landscape Supplies	274	38	0	100	100	50	50
Shop Supplies & Tools	73	129	107	150	150	50	50
Paint & Supplies	116	169	53	100	100	100	100
Books & Library Materials	560,018	559,725	455,902	501,803	528,803	502,000	502,000
Printing & Reproduction	3,100	3,107	2,282	3,950	3,950	3,050	3,050
Safety Supplies	0	195	50	50	50	50	50
Medical & Lab Supplies	171	158	77	100	100	100	100
Miscellaneous Equipment	44,744	65,909	63,929	53,525	54,527	53,500	53,500
Supplies & Materials	608,496	629,430	522,400	559,778	587,780	558,900	558,900
Collection Services	1,361	1,968	1,467	1,375	1,375	1,375	1,375
Advertising	624	1,305	406	875	875	750	750
Other Contracts/Obligations	57,254	58,107	60,425	58,878	58,878	59,332	59,332
Purchased Services	59,239	61,380	62,298	61,128	61,128	61,457	61,457
Electric	92,722	94,587	90,008	101,121	101,121	96,787	96,787
Gas	46,656	28,595	17,522	41,447	41,447	23,052	23,052
Water	5,842	4,551	4,537	7,132	7,132	7,173	7,173
Waste Disposal/Collection	0	2,027	1,998	280	280	125	125
Stormwater	1,694	1,699	1,777	2,055	2,055	2,642	2,642
Telephone	6,229	5,923	4,906	5,300	5,300	5,300	5,300
Utilities	153,143	137,382	120,748	157,335	157,335	135,079	135,079
Building Repair & Maintenance	4,153	5,134	3,054	5,000	5,000	5,000	5,000
Equipment Repair & Maintenan	22,255	28,370	20,938	22,680	22,680	23,212	23,212
Facilities Charges	116,187	118,061	122,143	127,371	127,630	126,624	126,624
Repair & Maintenance	142,595	151,565	146,135	155,051	155,310	154,836	154,836
Software Acquisition	10,871	10,068	7,876	9,000	9,000	8,000	8,000
Capital Expenditures	10,871	10,068	7,876	9,000	9,000	8,000	8,000
TOTAL EXPENSES	4,373,306	4,416,024	4,004,656	4,442,562	4,534,783	4,400,745	4,399,817

CITY OF APPLETON 2011 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:

Project	Amount	Page
Radio Frequency Identification (RFID) of Library Materials	\$ 408,800	Projects, pg. 671

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 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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	2008	2009	Adopted 2010	Amended 2010	2011	
Program Revenues		\$ 657	\$ 49	\$ -	\$ -	\$ -	N/A
Program Expenses		\$ 121,482	\$ -	\$ 114,000	\$ 114,000	\$ 408,800	258.60%
Expenses Comprised Of:							
	Personnel	-	-	5,000	5,000	5,000	0.00%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	109,000	109,000	43,800	-59.82%
	Purchased Services	121,482	-	-	-	2,000	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	358,000	N/A

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Library

Business Unit 4200

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ 657	\$ 49	\$ -	\$ -	\$ -
5910 Proceeds of Long-term Debt	25,000	-	111,900	111,900	408,800
5931 Transfer In - Internal Service	-	-	-	-	-
Total Revenue	\$ 25,657	\$ 49	\$ 111,900	\$ 111,900	\$ 408,800
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ 4,645	\$ 4,645	\$ 4,645
6150 Fringes	-	-	355	355	355
6327 Miscellaneous Equipment	-	-	109,000	109,000	43,800
6408 Contractor Fees	121,482	-	-	-	2,000
6804 Machinery & Equipment	-	-	-	-	358,000
Total Expense	\$ 121,482	\$ -	\$ 114,000	\$ 114,000	\$ 408,800

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment

RFID tags	\$ 43,800
	<u>\$ 43,800</u>

Machinery & Equipment

Circulation & Security equipment	\$ 148,000
Automated materials handling equipment	210,000
	<u>\$ 358,000</u>

CITY OF APPLETON 2011 BUDGET
LIBRARY CAPITAL PROJECTS FUND
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	657	49	-	195	-
Other	-	-	-	-	-
Total Revenues	<u>657</u>	<u>49</u>	<u>-</u>	<u>195</u>	<u>-</u>
Expenses					
Program Costs	121,482	-	114,000	114,000	408,800
Total Expenses	<u>121,482</u>	<u>-</u>	<u>114,000</u>	<u>114,000</u>	<u>408,800</u>
Revenues over (under) Expenses	(120,825)	49	(114,000)	(113,805)	(408,800)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	25,000	-	111,900	-	408,800
Operating Transfers In	-	-	-	111,700	-
Total Other Financing Sources (Uses)	<u>25,000</u>	<u>-</u>	<u>111,900</u>	<u>111,700</u>	<u>408,800</u>
Net Change in Equity	(95,825)	49	(2,100)	(2,105)	-
Fund Balance - Beginning	<u>97,881</u>	<u>2,056</u>	<u>2,105</u>	<u>2,105</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 2,056</u>	<u>\$ 2,105</u>	<u>\$ 5</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2011 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 current year's interest income can be awarded for scholarships. Additionally, amounts that were available to be awarded in prior years, but were not, are accumulated and designated for future awards. This designated amount can be awarded for scholarship upon a 3/4 vote of the Library Board. Following is a summary of fund balance at 12/31/09:

Unexpendable Trust Principal	\$32,546
Designated for Future Awards	1,497
Total Fund Balance	<u>\$34,043</u>

Major program changes:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008 Actual	2009 Actual	2010 Adopted Budget	2010 Projected	2011 Budget
Revenues					
Donations	\$ 591	\$ 500	\$ 500	\$ 500	\$ 500
Interest Income	1,612	497	300	100	300
Total Revenues	<u>2,203</u>	<u>997</u>	<u>800</u>	<u>600</u>	<u>800</u>
Expenses					
Program Costs	<u>550</u>	<u>700</u>	<u>550</u>	<u>1,000</u>	<u>550</u>
Revenues over (under) Expenses	1,653	297	250	(400)	250
Fund Balance - Beginning	<u>32,093</u>	<u>33,746</u>	<u>34,043</u>	<u>34,043</u>	<u>33,643</u>
Fund Balance - Ending	<u>\$ 33,746</u>	<u>\$ 34,043</u>	<u>\$ 34,293</u>	<u>\$ 33,643</u>	<u>\$ 33,893</u>

CITY OF APPLETON 2011 BUDGET

PARKS & RECREATION DEPARTMENT

Parks & Recreation Director: William N. Lecker

CITY OF APPLETON 2011 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 2010 EVENTS

Administration:

Submitted the following policies to the Parks and Recreation Committee and Council for approval:

- Operations, Rules and Regulations of Play for Reid Golf Course

- Park Pavilion and Special Areas Policies

- Military Family Support Policy

- Trail Reservation and Fee Policy

Secured lease agreement with Bazils for use of Houdini Plaza for 2010

Secured agreement for Simply Teaching Garden Program in Pierce Park for 2010

Secured 2-year agreement with Three Brothers Hospitality, LLC for concession operations at Appleton Memorial Park ball diamond complex and Mead Pool

Coordinated use of Appleton Memorial Park ball diamond complex, Erb Pool and Telulah Park for 2010 Badger State Games

Worked with a community group on the development of a Miracle League Field at Appleton Memorial Park (AMP) that was dedicated on June 5, 2010

Continued work with a community group on the development of a skate park in Appleton

Worked collaboratively with neighborhood group to address tennis courts at Summit and Kiwanis Parks

Worked collaboratively with Neighborhood Revitalization Program and Inspections Department on acquisition and development of property adjacent to Arbutus Park

Worked cooperatively with Technology Services Department on the website upgrade

Worked cooperatively with other departments on various development projects

Forestry:

Work with the Department of Public Works on 2010 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

Continued implementation of action plan to manage the impact of the Emerald Ash Borer on ash trees

Worked cooperatively with Community Block Grant Program to add approximately 500 new trees to central city

Athletic Fields, Parks and other City Properties:

Worked collaboratively with Facilities Management Department to coordinate the continued management of buildings relative to reduce staffing levels within the Parks and Recreation Department

Provided snow removal services for parking lots, sidewalks, trails, other city properties, etc.

Worked with the Storm water Utility on the construction of the Appleton Memorial Park south storm water pond

Implemented service and/or program adjustments to reflect reduction in permanent field staff

Recreation:

Provided the Dance Revue for all dance program participants at Xavier High School

Worked collaboratively with Mayor's office to develop new City Guide

Made necessary preparations for all programs

Continued development of programs to accommodate older, active adult programming

Worked with parochial schools to secure lease agreement for use of tennis courts

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:

Installed new roof and parking lot at APRD Office Building

Installed new playground equipment and walkways at Veterans Park

Installed new walkway to pavilion as part of the storm water pond project

Completed construction of Miracle League Field in Appleton Memorial Park

Completed construction of fishing pier at Lutz Park

Secured Chapter 30 permit for construction of Lutz Park to Vulcan Heritage Park Riverfront Trail

CITY OF APPLETON 2011 BUDGET PARKS AND RECREATION DEPARTMENT

MAJOR 2011 OBJECTIVES

Provide administrative services and support staff for the management of the recreation and parks.
 Implement recommendations noted in the 2010-2014 Parks and Recreation Department Master Plan
 Expand the utilization of the program registration software for marketing, cost recovery, program development, etc.
 Expand use of electronic media to improve marketing, communications with program participants and staff, record retention and cost accounting
 Work closely with USA Youth Sports and its member organizations to provide a quality sports complex for the community
 Secure extension of lease agreement with USA Youth, Inc. for operations of sports complex
 Work cooperatively with the Gardens of the Fox Cities and Appleton Family Ice Center to coordinate program and facility development
 Participate in community group to develop long term vision for youth baseball programs in community
 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 with available resources
 Work with other City departments to improve communications with citizens through various media
 Work cooperatively with neighborhood/community groups to enhance facilities and/or programs
 Implement personnel and program adjustments approved in the 2011 Budget

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 644,181	\$ 633,822	\$ 684,327	\$ 684,327	\$ 558,656	-18.36%
Program Expenses							
16510	Administration	505,552	505,652	474,858	474,858	261,918	-44.84%
16531	Athletic Field Maint	267,814	284,729	300,369	300,369	264,655	-11.89%
16532	Park Maintenance	1,173,575	1,162,580	1,202,726	1,202,726	1,124,786	-6.48%
16533	Other City Maintenance	268,223	273,858	297,326	297,326	233,893	-21.33%
16541	Recreation Programs	880,498	864,243	842,532	842,532	602,463	-28.49%
16542	Aquatics	597,938	595,823	611,079	611,079	564,712	-7.59%
TOTAL		\$ 3,693,600	\$ 3,686,885	\$ 3,728,890	\$ 3,728,890	\$ 3,052,427	-18.14%
Expenses Comprised Of:							
Personnel		2,496,066	2,496,397	2,478,442	2,478,442	943,110	-61.95%
Administrative Expenses		160,906	164,836	139,776	139,776	123,852	-11.39%
Supplies & Materials		265,161	228,006	227,100	227,100	50,390	-77.81%
Purchased Services		48,996	41,318	56,745	56,745	50,060	-11.78%
Utilities		309,966	329,724	369,179	369,179	3,629	-99.02%
Repair & Maintenance		412,505	426,604	457,648	457,648	1,881,386	311.10%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		26.27	26.27	23.82	23.82	5.45	

**CITY OF APPLETON 2011 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:

- Implement the recommendations noted in the 2010-2014 Parks and Recreation Department Master Plan
- Expand the utilization of the program registration software for marketing, cost recovery, program development, 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 2011 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 implement opportunities to increase non-motorized transportation
- Work with park property lessees to ensure continued operations for the benefit of the community

Major Program Changes:

This budget reflect the deletion of the Deputy Director position along with the transfer of the Administrative Clerk V to the Facilities Management Department. The budget includes 1.5 FTE Administrative Clerk IV that had previously been charged to the Recreation Programs business unit.

Building costs have been transferred to the Facilities Management Department.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
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	8,200	8,750	8,750	8,850	9,000
% of resident households in RecTrac	80%	86%	85%	88%	90%
% of households with email address	60%	60%	85%	85%	90%
% of online registrations	26%	31%	45%	45%	50%
Work Process Outputs					
# of personal counter contacts per day	25	27	22	22	20
# of telephone contacts per day	53	60	50	45	40
# of email contacts per day	New Measure	13	15	15	12
# of households receiving e-newsletter	4,300	5,234	5,500	5,500	6,000
# of work permits issued	260	203	250	225	225
% of annual budget expended	97.1%	97.3%	99.0%	97.0%	98.0%
% of budgeted revenues received	95.6%	99.6%	99.0%	99.0%	100.0%

**CITY OF APPLETON 2011 BUDGET
PARKS AND RECREATION DEPARTMENT**

Administration

Business Unit 16510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4802 Charges for Serv. - Tax	\$ 406	\$ -	\$ 125	\$ 125	\$ 125
5001 Fees and Commissions	3,098	2,478	3,000	3,000	2,500
5082 Insurance Proceeds	2,000	-	-	-	-
5085 Cash Short or Over	(4)	-	-	-	-
Total Revenue	\$ 5,500	\$ 2,478	\$ 3,125	\$ 3,125	\$ 2,625
Expenses					
6101 Regular Salaries	\$ 246,871	\$ 256,771	\$ 214,489	\$ 214,489	\$ 152,264
6105 Overtime	224	26	-	-	-
6108 Part-Time	3,208	5,268	2,567	2,567	2,727
6150 Fringes	97,014	83,021	87,981	87,981	68,629
6201 Training/Conferences	2,511	1,290	3,500	3,500	3,000
6206 Parking Permits	744	744	744	744	696
6301 Office Supplies	2,385	3,686	2,000	2,000	2,000
6303 Memberships & Licenses	665	905	650	650	650
6305 Awards & Recognition	50	137	563	563	75
6306 Building Maint./Janitorial	63	-	-	-	-
6307 Food & Provisions	97	193	264	264	100
6315 Books & Library Materials	95	25	50	50	50
6316 Miscellaneous Supplies	85	7	150	150	100
6320 Printing & Reproduction	9,350	5,718	6,800	6,800	7,000
6321 Clothing	431	50	-	-	-
6325 Construction Materials	220	-	100	100	-
6327 Miscellaneous Equipment	4,763	39	4,500	4,500	4,500
6328 Signs	-	19	50	50	50
6403 Bank Services	3,145	3,991	4,000	4,000	4,500
6404 Consulting Services	3,488	8,622	13,000	13,000	13,000
6407 Collection Services	2,266	1,646	2,050	2,050	-
6412 Advertising	-	-	100	100	100
6413 Utilities	64,743	60,192	67,000	67,000	977
6418 Equip Repairs & Maint	-	330	3,500	3,500	1,000
6420 Facilities Charges	57,265	66,894	54,450	54,450	-
6424 Software Support	565	-	400	400	500
6451 Uniform Services	2,183	2,683	2,200	2,200	-
6599 Other Contracts/Obligations	3,121	3,395	3,750	3,750	-
Total Expense	\$ 505,552	\$ 505,652	\$ 474,858	\$ 474,858	\$ 261,918

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Consulting Services

Miscellaneous Consulting on Parks and Recreation projects

\$ 13,000

**CITY OF APPLETON 2011 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
 Provide facilities for tournament use that promote athletic events, community awareness and economic impact
 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
 Work cooperatively with the Miracle League of the Fox Valley on maintaining and programming of the Miracle League Field in Appleton Memorial Park

Major Program Changes:

This budget reflects the deletion of the Parks Operations Manager and a Parks Leadman position.
 The maintenance of the athletic fields will be performed by the Facilities Management Department.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Safe and groomed ball diamonds					
# AMP diamonds available for use	7	7	7	7	8
# park fields available for use	8	8	8	8	8
# school ball diamonds for use	10	10	8	8	8
Strategic Outcomes					
Complex available for outside tourneys					
# of tournaments scheduled	10	10	10	10	12
# of tournament hours scheduled	218	244	240	240	300
Complex available for outside groups					
LL games scheduled at complex	45	64	90	90	100
Other games scheduled at complex	26	115	40	90	100
Work Process Outputs					
Number of games scheduled on City fields:					
Little League	281	285	270	270	300
Appleton Area School District	25	20	24	24	20
Pony League	16	12	15	15	25
Number of non-baseball games played					
at AMP ball diamond complex	108	120	125	125	135
Hours of support to ASC, LL, BR at USA	New Measure	276	200	250	250

**CITY OF APPLETON 2011 BUDGET
PARKS AND RECREATION DEPARTMENT**

Athletic Field Maintenance

Business Unit 16531

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv.- Nontax	\$ 8,545	\$ 7,601	\$ 11,500	\$ 11,500	\$ 10,000
4802 Charges for Serv. - Tax	2,747	5,552	3,000	3,000	3,000
5016 Lease Revenue	27,800	28,156	28,520	28,520	28,896
Total Revenue	\$ 39,092	\$ 41,309	\$ 43,020	\$ 43,020	\$ 41,896
Expenses					
6101 Regular Salaries	\$ 112,360	\$ 109,761	\$ 115,676	\$ 115,676	\$ -
6104 Call Time	759	543	-	-	-
6105 Overtime	3,729	2,635	3,981	3,981	-
6108 Part-Time	6,460	9,576	9,288	9,288	-
6150 Fringes	56,505	51,700	60,327	60,327	-
6201 Training/Conferences	-	-	200	200	-
6303 Memberships & Licenses	45	45	50	50	-
6306 Building Maint./Janitorial	678	380	500	500	-
6308 Landscape Supplies	17,672	17,419	17,600	17,600	-
6309 Shop Supplies & Tools	650	544	600	600	-
6311 Paint & Supplies	312	815	400	400	-
6316 Miscellaneous Supplies	6,355	4,757	5,000	5,000	-
6320 Printing & Reproduction	27	-	-	-	-
6321 Clothing	262	110	300	300	-
6323 Safety Supplies	-	60	100	100	-
6325 Construction Materials	4,714	3,812	3,700	3,700	-
6326 Vehicle & Equipment Parts	415	192	200	200	-
6327 Miscellaneous Equipment	353	1,155	2,000	2,000	-
6328 Signs	283	-	300	300	-
6408 Contractor Fees	1,688	1,921	1,500	1,500	-
6413 Utilities	11,349	31,961	28,416	28,416	-
6415 Tipping Fees	83	-	100	100	-
6416 Build Repairs & Maint	71	1,321	1,000	1,000	-
6418 Equip Repairs & Maint	55	-	500	500	-
6420 Facilities Charges	2,363	2,309	2,678	2,678	264,655
6425 CEA Equip. Rental	35,697	38,626	39,653	39,653	-
6454 Grounds Repair & Maint.	4,030	4,909	6,000	6,000	-
6503 Rent	899	178	300	300	-
Total Expense	\$ 267,814	\$ 284,729	\$ 300,369	\$ 300,369	\$ 264,655

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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 494 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, storm water management areas, and environmentally sensitive areas, with a particular effort to implement practices that positively impact storm water 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 Storm water Utility on the coordinated management of storm water pond in AMP
 Work with community groups to develop a skate park in Appleton
 Expand pedestrian/bicycle accessibility to parks and recreational facilities
 Utilize technological advances to assist with routine building opening/closings, security, energy cost controls, etc.
 Work cooperatively with Gardens of FC and Appleton Family Ice Center to establish stability and pursue growth and development

Major Program Changes:

This budget continues to show revenues of \$40,000 from the Storm water Utility for use of parkland in Appleton Memorial Park for storm water detention ponds.

This budget had included \$4,000 to lease tennis courts from parochial schools as courts in neighborhood parks reach the end of their useful life and funds are not available for replacement of the courts. This expense was transferred to the recreation programs business unit.

This budget reflects the deletion of the Parks Operations Manager, Parks Leadman and Parks Caretaker positions.

The maintenance of parks has been transferred to the Facilities Management Department.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Safe, clean parks					
# of developed City parks	28	28	28	28	28
# of undeveloped parks	2	2	3	3	4
Green space					
Acres of green space	494	494	521	494	521
Strategic Outcomes					
Healthy and productive community					
% of pavilion users who rated the appearance/maintenance of parks good or excellent	96%	95%	97%	95%	95%
Clean and safe pavilions					
Refunds issued due to reduced services	4	5	5	5	5
Work Process Outputs					
# pavilions maintained and available	21	20	23	20	20
# pavilions reservations/year	530	589	550	560	575
% of tennis courts that meet min. surface requirements	26%	26%	65%	26%	26%
Sq. ft. of total accessible playgrounds	20,100 sq. ft.	20,100 sq. ft.	20,100 sq. ft.	20,100 sq. ft.	20,100 sq. ft.
# ice rinks maintained	4	4	3	4	4
# of parks that provide pedestrian access to pavilion/restrooms/playgrounds	13	13	13	14	14

**CITY OF APPLETON 2011 BUDGET
PARKS AND RECREATION DEPARTMENT**

Park Maintenance

Business Unit 16532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv. - Nontax	\$ -	\$ -	\$ 200	\$ 200	\$ 200
4802 Charges for Serv. - Tax	27,978	34,040	33,500	33,500	33,598
5005 Sale of City Prop. - Tax	28	-	-	-	-
5011 Misc Revenue - Tax	1,138	70	-	-	-
5016 Lease Revenue	2,010	2,260	40,000	40,000	42,750
5020 Donations & Memorials	3,096	3,449	1,000	1,000	500
5030 Damage to City Property	2,851	20	500	500	500
Total Revenue	\$ 37,101	\$ 39,839	\$ 75,200	\$ 75,200	\$ 77,548
Expenses					
6101 Regular Salaries	\$ 452,686	\$ 472,637	\$ 437,294	\$ 437,294	\$ -
6104 Call Time	2,081	1,884	-	-	-
6105 Overtime	5,996	3,219	6,219	6,219	-
6108 Part-Time	37,523	34,789	38,645	38,645	-
6150 Fringes	201,418	194,943	197,601	197,601	-
6201 Training/Conferences	715	1,159	750	750	-
6303 Memberships & Licenses	170	250	300	300	-
6306 Building Maint./Janitorial	8,043	8,081	8,000	8,000	-
6307 Food & Provisions	73	97	100	100	-
6308 Landscape Supplies	21,516	12,232	19,000	19,000	-
6309 Shop Supplies & Tools	2,857	2,610	2,800	2,800	-
6310 Chemicals	512	524	300	300	-
6311 Paint & Supplies	2,451	3,195	3,500	3,500	-
6316 Miscellaneous Supplies	424	-	-	-	-
6320 Printing & Reproduction	1,220	948	500	500	-
6321 Clothing	1,771	1,080	1,800	1,800	-
6322 Gas	21,854	15,121	18,700	18,700	-
6323 Safety Supplies	1,383	1,362	1,500	1,500	-
6324 Medical/Lab Supplies	-	106	200	200	-
6325 Construction Materials	15,464	17,758	20,900	20,900	-
6326 Vehicle & Equipment Parts	1,653	1,733	4,000	4,000	-
6327 Miscellaneous Equipment	24,627	16,083	21,000	21,000	-
6328 Signs	406	1,493	1,000	1,000	-
6405 Engineering Fees	155	-	-	-	-
6407 Collection Services	1,774	-	1,800	1,800	-
6408 Contractor Fees	23,628	21,511	25,000	25,000	-
6409 Inspection Fees	35	-	250	250	-
6413 Utilities	116,266	132,012	145,967	145,967	-
6415 Tipping Fees	896	232	500	500	-
6416 Build Repairs & Maint	1,391	2,734	2,000	2,000	-
6417 Vehicle Repairs & Maint	763	502	1,500	1,500	-
6418 Equip Repairs & Maint	2,648	3,807	3,000	3,000	-
6419 Communication Eq. Repairs	115	138	200	200	-
6420 Facilities Charges	8,217	6,422	10,712	10,712	1,124,786
6425 CEA Equip. Rental	208,840	189,706	219,797	219,797	-
6451 Uniform Services	2,925	4,083	3,191	3,191	-
6454 Grounds Repair & Maint	-	9,870	-	-	-
6503 Rent	929	79	500	500	-
6599 Other Contracts/Obligations	150	180	4,200	4,200	-
Total Expense	\$ 1,173,575	\$ 1,162,580	\$ 1,202,726	\$ 1,202,726	\$ 1,124,786

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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 120 non-park sites (approx. 85.5 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 vegetation along rural sections of City streets recently annexed into the City
- 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 7.9 miles of paved multi-purpose recreational trails
- Maintain approximately 31 acres of City-owned/managed trail property
- Maintain flowers and shrubs on College Avenue
- Work with Storm water Utility to manage storm water facilities in Appleton Memorial Park

Major Program Changes:

This budget continues to include a \$2,000 donation in revenues to reflect the development of a partnership with ADI for the downtown planters.

Other City maintenance has been transferred to the Facilities Management Department.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	95%	94%	92%	92%	90%
% of category B properties that are mowed on a 10 day cycle	90%	90%	90%	90%	90%
Work Process Outputs					
Other City property maintained	18	19	18	19	19
Boulevards and triangles mowed	108 sites	115 sites	108 sites	120 sites	125 sites
# of acres of boulevards and triangles	84.3	85.5	85.5	85.5	86.0
Linear feet of trails maintained	39,659	39,659	41,589	41,589	41,589
# of acres of trail corridors maintained	30.2	30.2	31.0	31.0	31.0

**CITY OF APPLETON 2011 BUDGET
PARKS AND RECREATION DEPARTMENT**

Other City Maintenance

Business Unit 16533

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv. - Nontax	\$ -	\$ 1,567	\$ -	\$ -	\$ -
4802 Charges for Serv. - Tax	1,676	2,152	1,900	1,900	1,930
5016 Lease Revenue	350	350	350	350	350
5020 Donations & Memorials	455	2,885	4,955	4,955	4,995
Total Revenue	\$ 2,481	\$ 6,954	\$ 7,205	\$ 7,205	\$ 7,275
Expenses					
6101 Regular Salaries	\$ 146,239	\$ 150,950	\$ 154,718	\$ 154,718	\$ -
6104 Call Time	491	441	-	-	-
6105 Overtime	796	374	529	529	-
6108 Part-Time	11,148	15,763	14,664	14,664	-
6150 Fringes	75,805	73,042	82,626	82,626	-
6308 Landscape Supplies	5,466	4,539	4,900	4,900	-
6309 Shop Supplies & Tools	22	56	100	100	-
6311 Paint & Supplies	-	-	150	150	-
6316 Miscellaneous Supplies	491	140	500	500	-
6325 Construction Materials	541	1,411	2,550	2,550	-
6327 Miscellaneous Equipment	350	726	500	500	-
6328 Signs	464	60	500	500	-
6408 Contractor Fees	958	5,060	1,000	1,000	-
6413 Utilities	5,614	21,393	23,460	23,460	-
6420 Facilities Charges	246	1,060	1,785	1,785	233,893
6425 CEA Equip. Rental	43,792	48,134	49,845	49,845	-
6429 Interfund Allocations	(27,248)	(52,141)	(44,056)	(44,056)	-
6454 Grounds Repair & Maint.	2,448	2,850	3,000	3,000	-
6503 Rent	100	-	100	100	-
6599 Other Contracts/ Obligations	500	-	455	455	-
Total Expense	\$ 268,223	\$ 273,858	\$ 297,326	\$ 297,326	\$ 233,893

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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
- Participate in community group to develop long term vision for youth baseball programs in community
- Collaborate with emerging sports groups (lacrosse, rugby, etc.) to determine program direction, facility needs, etc.

Major Program Changes:

This budget reflects the reduction of part-time support as the adult softball program is transitioned to a non-profit organization. The complete transition of this program will take several years to complete and will result in reduced City expenses, increased participant and community support and revenue-generating opportunities for program development and capital improvements. Other budget adjustments associated with the adult softball program transition include the reduction in program revenues of \$104,000 and other program expenses totaling \$79,324.

The part time wage account (16541.6108) also reflects some minor staff reductions as the Department adjusted its programs for active, older adults.

This budget reflects the transfer of 1.5 FTE administrative clerks to the administrative business unit. This budget also reflects the deletion of a Parks Leadman position and the transfer of Parks Technicians and Parks Caretaker positions to the Facilities Management Department, portions of each of which had been allocated to this program in prior years.

This budget also reflects approximately \$6,000 reduction in revenues related to changes in older adult programs and minor revenue projections for other programs.

This budget continues to reflect the transfer of funding for the printing and distribution of the Activity Guide to the Mayor's office to support the development of a City Guide that includes all City information, including Parks and Recreation Department programs.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Provide opportunities to community					
Youth sport programs	5	5	6	6	6
Instructional programs	39	49	50	50	50
Special event days	38	41	40	40	45
Older adult programs	15	16	25	20	25
Strategic Outcomes					
Healthy lifestyle					
Program registrations	6,032	8,350	6,500	8,500	8,500
Inclusive program opportunities					
Fees waived	\$ 19,597	\$ 22,869	\$ 21,000	\$ 22,000	\$ 22,500
Participants	843	774	875	875	850
Work Process Outputs					
Youth sport participants	1,736	2,208	1,725	1,900	2,000
Adult softball teams	183	222	190	215	200
Playground program participants	10,901	12,787	12,500	12,500	12,750
Dance program participants	574	580	600	600	600
New programs introduced	8	10	10	10	8
Older adult participants	12,289	9,500	13,500	10,000	10,000

**CITY OF APPLETON 2011 BUDGET
PARKS AND RECREATION DEPARTMENT**

Recreation Programs

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv.- Nontax	\$ 106,102	\$ 128,931	\$ 109,000	\$ 109,000	\$ 137,954
4802 Charges for Serv. - Tax	178,653	160,472	174,477	174,477	35,008
5001 Fees & Commissions	8,714	8,913	9,200	9,200	8,750
5010 Misc Revenue - Nontax	2,350	3,417	-	-	-
5015 Rental of City Property	7,489	6,580	7,500	7,500	7,500
5020 Donations & Memorials	100	1,675	500	500	1,500
5085 Cash Short or Over	220	31	-	-	-
Total Revenue	\$ 303,628	\$ 310,019	\$ 300,677	\$ 300,677	\$ 190,712
Expenses					
6101 Regular Salaries	\$ 197,446	\$ 212,257	\$ 212,515	\$ 212,515	\$ 131,685
6104 Call Time	26	13	-	-	-
6105 Overtime	510	273	-	-	-
6108 Part-Time	311,294	291,847	298,672	298,672	220,132
6150 Fringes	111,079	110,601	120,206	120,206	74,027
6201 Training/Conferences	1,966	3,093	2,500	2,500	2,000
6206 Parking Permits	-	426	-	-	972
6301 Office Supplies	2,146	894	1,925	1,925	1,500
6302 Subscriptions	40	-	50	50	25
6303 Memberships & Licenses	3,877	1,780	2,110	2,110	2,056
6304 Postage/Freight	4,620	4,754	-	-	-
6305 Awards & Recognition	3,994	3,657	5,113	5,113	1,813
6306 Building Maint./Janitorial	433	446	280	280	250
6307 Food & Provisions	3,171	4,088	2,660	2,660	2,450
6314 Concession Supplies	21,636	24,160	750	750	3,125
6315 Books & Library Materials	216	-	175	175	50
6316 Miscellaneous Supplies	19,071	15,510	16,250	16,250	11,890
6320 Printing & Reproduction	11,017	10,268	-	-	425
6321 Clothing	13,114	12,606	13,425	13,425	11,100
6324 Medical/Lab Supplies	380	384	500	500	50
6327 Misc. Equipment	5,076	1,513	4,000	4,000	2,000
6408 Contractor Fees	1,672	6,410	-	-	-
6412 Advertising	75	-	150	150	150
6413 Utilities	18,196	17,047	18,319	18,319	1,737
6416 Building Repairs & Maint	2,544	-	1,000	1,000	-
6418 Equip Repairs & Maint	188	130	550	550	300
6420 Facilities Charges	10,656	10,007	17,852	17,852	15,564
6424 Software Support	-	-	350	350	350
6425 CEA Equip. Rental	20,365	24,949	23,793	23,793	17,052
6431 Interpreter Services	-	-	100	100	100
6451 Laundry Services	442	52	205	205	100
6503 Rent	94,710	83,341	72,082	72,082	71,600
6599 Other Contracts/Obligations	20,538	23,737	27,000	27,000	29,960
Total Expense	\$ 880,498	\$ 864,243	\$ 842,532	\$ 842,532	\$ 602,463

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Miscellaneous supplies</u>		<u>Rent</u>	
Equipment for sports programs	\$ 5,975	City Center Studios	\$ 32,000
Playground program supplies	1,500	Appleton Schools	33,000
Instructional program supplies	2,815	Players Choice	1,100
Arts & crafts supplies	1,600	Reid Golf - winter programs	5,500
	<u>\$ 11,890</u>		<u>\$ 71,600</u>
<u>Clothing</u>		<u>Other Contracts/Obligations</u>	
Youth sport t-shirts	\$ 9,225	City band	\$ 12,000
Staff clothing	1,875	Rec program contract help	13,760
	<u>\$ 11,100</u>	Rec program facilities	4,200
			<u>\$ 29,960</u>

**CITY OF APPLETON 2011 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
- 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 and availability of our pool facilities. These adjustments include changes in swim lesson programs, changes in open swim hours during the fall/winter/spring months at the high school pools, reduced open swim hours at the high school pools during summer hours due to maintenance operations, reduced 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.

Maintenance of the facilities has been transferred to the Facilities Management Department. This budget reflects the deletion of a Parks Leadman position and the transfer of Parks Technicians and the Parks Foreman positions to the Facilities Management Department, portions of each of which had been allocated to this program in prior years.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Open swim/lap swim opportunities					
# of non-summer hours offered	556	486	500	500	500
Affordable instructional opportunities					
# of different aquatic programs offered	16	18	16	16	16
Strategic Outcomes					
Healthy lifestyle					
Resident participants (Instructional)	2,750	2,616	2,900	2,800	2,800
Sale of annual swim passes	1,900	1,770	1,600	1,600	1,700
General attendance (Open Swim)	75,846	64,372	95,000	90,000	90,000
Work Process Outputs					
Average daily attendance during open swim					
Mead Pool-Summer	555	524	725	600	600
West-Fall/Winter/Spring	26	23	40	35	35
Erb-Summer	343	281	350	325	325

**CITY OF APPLETON 2011 BUDGET
PARKS AND RECREATION DEPARTMENT**

Aquatics

Business Unit 16542

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv.- Nontax	\$ 74,560	\$ 74,331	\$ 70,000	\$ 70,000	\$ 75,500
4802 Charges for Serv. - Tax	174,509	151,107	178,000	178,000	156,000
4850 Daily Entrance - Nontax	6,223	5,796	6,000	6,000	6,000
5001 Fees & Commissions	1,021	880	1,100	1,100	1,100
5020 Donations & Memorials	-	846	-	-	-
5085 Cash Short or Over	66	263	-	-	-
Total Revenue	\$ 256,379	\$ 233,223	\$ 255,100	\$ 255,100	\$ 238,600
Expenses					
6101 Regular Salaries	\$ 130,038	\$ 134,958	\$ 138,658	\$ 138,658	\$ 62,670
6104 Call Time	442	695	-	-	-
6105 Overtime	681	1,005	548	548	-
6108 Part-Time	204,631	201,370	198,496	198,496	188,568
6150 Fringes	78,607	76,030	82,742	82,742	42,408
6201 Training/Conferences	1,068	1,132	1,000	1,000	1,000
6301 Office Supplies	332	639	350	350	350
6303 Memberships & Licenses	2,870	3,256	2,800	2,800	3,000
6305 Awards & Recognition	287	225	225	225	225
6306 Building Maint./Janitorial	2,591	2,791	2,800	2,800	-
6308 Landscape Supplies	608	456	400	400	-
6309 Shop Supplies & Tools	549	581	450	450	-
6310 Chemicals	17,343	16,147	19,700	19,700	-
6311 Paint & Supplies	1,975	3,868	3,500	3,500	-
6315 Books & Library Materials	425	-	200	200	400
6316 Miscellaneous Supplies	3,261	1,900	3,500	3,500	3,500
6320 Printing & Reproduction	1,265	814	500	500	800
6321 Clothing	3,092	3,257	2,900	2,900	3,000
6324 Medical/Lab Supplies	251	357	400	400	350
6325 Construction Materials	2,885	1,818	1,900	1,900	-
6326 Vehicle & Equipment Parts	2,522	3,438	4,000	4,000	-
6327 Miscellaneous Equipment	10,799	15,034	10,000	10,000	2,000
6328 Signs	219	-	300	300	-
6407 Collection Services	80	-	100	100	-
6408 Contractor Fees	5,013	6,985	6,000	6,000	-
6409 Inspection Fees	-	500	250	250	250
6413 Utilities	93,795	67,120	86,017	86,017	915
6416 Build Repairs & Maint	640	1,827	2,000	2,000	-
6418 Equip Repairs & Maint	3,413	2,365	3,500	3,500	-
6420 Facilities Charges	426	1,138	1,785	1,785	223,286
6425 CEA Equip. Rental	5,768	6,575	6,798	6,798	-
6431 Interpreter Services	209	-	100	100	100
6503 Rent	20,633	37,088	27,360	27,360	30,090
6599 Other Contracts/Obligations	1,220	2,454	1,800	1,800	1,800
Total Expense	\$ 597,938	\$ 595,823	\$ 611,079	\$ 611,079	\$ 564,712

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Rent</u>	
AASD pools	<u>\$ 30,090</u>

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Charges for Services	621,230	613,155	553,747	587,702	587,702	477,316	459,315
Other Revenues	62,781	62,131	104,460	96,625	96,625	96,841	99,341
TOTAL REVENUES	684,011	675,286	658,207	684,327	684,327	574,157	558,656
EXPENSES BY LINE ITEM							
Regular Salaries	545,430	595,308	411,030	633,202	633,202	630,621	346,619
Labor Pool Allocations	575,471	589,248	406,333	537,223	537,223	547,880	0
Unallocated Labor	0	0	20-	102,925	102,925	96,684	0
Call Time	3,800	3,577	2,638	0	0	0	0
Overtime	11,936	7,533	4,252	11,277	11,277	11,277	0
Part-Time	574,263	558,614	484,248	562,332	562,332	472,212	411,427
Other Compensation	610	2,212	4,771	0	0	0	0
Shift Differential	0	18	15	0	0	0	0
Sick Pay	44,569	27,952	18,005	0	0	0	0
Vacation Pay	119,561	122,598	65,214	0	0	0	0
Fringes	620,428	589,337	432,645	631,483	631,483	632,454	185,064
Salaries & Fringe Benefits	2,496,068	2,496,397	1,829,131	2,478,442	2,478,442	2,391,128	943,110
Training & Conferences	6,260	6,675	1,721	7,950	7,950	6,750	6,000
Parking Permits	744	1,170	881	744	744	744	1,668
Office Supplies	4,864	5,219	3,058	4,275	4,275	3,850	3,850
Subscriptions	40	0	35	50	50	25	25
Memberships & Licenses	7,627	6,237	3,525	5,910	5,910	6,056	5,706
Postage & Freight	4,620	4,754	0	0	0	0	0
Awards & Recognition	4,330	4,019	6,291	5,901	5,901	2,601	2,113
Building Maintenance/Janitor.	11,808	11,698	9,672	11,580	11,580	11,550	250
Food & Provisions	3,342	4,378	1,967	3,024	3,024	2,814	2,550
Leases	0	0	500	0	0	0	0
Rent	117,271	120,686	83,178	100,342	100,342	102,590	101,690
Administrative Expense	160,906	164,836	110,828	139,776	139,776	136,980	123,852
Landscape Supplies	45,262	34,645	29,571	39,900	39,900	40,400	0
Shop Supplies & Tools	4,077	3,791	2,451	3,950	3,950	3,850	0
Chemicals	17,854	16,671	19,579	20,000	20,000	20,200	0
Paint & Supplies	4,739	7,878	3,165	7,550	7,550	6,300	0
Concession Supplies	21,636	24,158	3,413	750	750	3,125	3,125
Books & Library Materials	736	25	550	425	425	500	500
Miscellaneous Supplies	29,687	22,314	22,796	25,400	25,400	20,990	15,490
Printing & Reproduction	22,879	17,748	5,621	7,800	7,800	8,225	8,225
Clothing	18,670	17,102	10,131	18,425	18,425	15,800	14,100
Gas Purchases	21,854	15,121	12,103	18,700	18,700	17,000	0
Safety Supplies	1,383	1,422	1,545	1,600	1,600	1,600	0
Medical & Lab Supplies	631	848	624	1,100	1,100	600	400
Construction Materials	23,824	24,798	16,089	29,150	29,150	26,450	0
Vehicle & Equipment Parts	4,590	5,363	6,432	8,200	8,200	8,200	0
Miscellaneous Equipment	45,968	34,549	39,046	42,000	42,000	40,000	8,500
Signs	1,371	1,573	2,438	2,150	2,150	2,050	50
Supplies & Materials	265,161	228,006	175,554	227,100	227,100	215,290	50,390
Bank Services	3,145	3,991	4,220	4,000	4,000	4,500	4,500
Consulting Services	3,488	8,623	12,403	10,000	10,000	10,000	13,000
Engineering Fees	155	0	0	3,000	3,000	3,000	0
Collection Services	4,119	1,646	770	3,950	3,950	1,554	0
Contractor Fees	32,960	41,885	29,547	35,500	35,500	35,000	0
Inspection Fees	35	500	50	500	500	500	250
Advertising	75	0	186	250	250	250	250
Tipping Fees	979	232	491	600	600	600	0
Interfund Allocations	27,248	52,141	15,260	44,056	44,056	44,056	0
Interpreter Services	209	0	0	200	200	200	200
Laundry Services	5,550	6,817	4,523	5,596	5,596	5,572	100
Other Contracts/Obligations	25,529	29,765	27,403	37,205	37,205	35,965	31,760
Purchased Services	48,996	41,318	64,333	56,745	56,745	53,085	50,060

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
Electric	119,785	129,814	101,022	133,503	133,503	125,106	0
Gas	63,406	39,065	23,775	58,127	58,127	49,478	0
Water	39,952	41,928	30,631	40,851	40,851	48,213	0
Waste Disposal/Collection	8,371	17,226	13,415	8,316	8,316	15,535	0
Stormwater	67,903	92,635	68,386	118,580	118,580	112,108	0
Telephone	5,841	5,698	3,928	5,923	5,923	5,438	2,008
Cellular Telephone	4,708	3,358	1,255	3,879	3,879	2,715	1,621
Utilities	309,966	329,724	242,412	369,179	369,179	358,593	3,629
Building Repair & Maintenance	4,645	5,882	2,933	6,000	6,000	4,500	0
Vehicle Repair & Maintenance	763	502	0	1,500	1,500	1,000	0
Equipment Repair & Maintenance	6,304	6,632	4,436	11,050	11,050	7,800	1,300
Communications Equip. Repairs	115	138	0	200	200	200	0
Facilities Charges	79,174	87,831	72,533	89,262	89,262	93,800	1,862,184
Software Support	565	0	500	750	750	850	850
CEA Equipment Rental	314,461	307,990	252,101	339,886	339,886	341,039	17,052
Grounds Repair & Maintenance	6,478	17,629	9,779	9,000	9,000	9,000	0
Repair & Maintenance	412,505	426,604	342,282	457,648	457,648	458,189	1,881,386
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,693,602	3,686,885	2,764,540	3,728,890	3,728,890	3,613,265	3,052,427

CITY OF APPLETON 2011 BUDGET CAPITAL PROJECTS FUNDS

Parks and Recreation

Business Unit 4040

PROGRAM MISSION

This program accounts for funding sources and expenditures for various Parks and Recreation 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
Playground equipment	\$ 80,000	Projects, Pg. 704
Riverfront Trail - Vulcan to Lutz	950,000	Projects, Pg. 708
Riverfront trestles	100,000	Projects, Pg. 708
Telulah Park - entrance road	100,000	Projects, Pg. 712
	<u>\$ 1,230,000</u>	

Major program changes:

There was \$750,000 borrowed in 2008 for the Vulcan to Lutz trail development. Delays related to DNR approval have prolonged the start of the project. Due to spend down requirements on debt issues, we have reallocated \$700,000 of funds for 2010 projects to meet federal tax compliance. We are rebudgeting \$700,000 necessary for the remainder of the project pending grant funding or private partnership due to increased cost of construction.

PERFORMANCE INDICATORS

	Actual 2008	Actual 2009	Target 2010	Projected 2010	Target 2011
Client Benefits/Impacts					
Safe, clean parks					
# of developed city parks	28	28	28	28	28
# of undeveloped parks	1	3	3	3	3
Green space					
acres of green space	493	512	512	512	512

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
		2008	2009	Adopted 2010	Amended 2010	2011	
Unit	Title						
	Program Revenues	\$ 142,228	\$ 10,472	\$ 20,663	\$ 20,663	\$ 20,000	-3.21%
	Program Expenses	\$ 1,847,539	\$ 3,500	\$ 210,000	\$ 1,002,920	\$ 1,230,000	485.71%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	1,164,721	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	76,256	1,000	7,500	28,220	100,000	1233.33%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	606,562	2,500	202,500	974,700	1,130,000	458.02%

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Parks and Recreation

Business Unit 4040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ 57,228	\$ 10,472	\$ 20,663	\$ 20,663	\$ 20,000
5020 Donations & Memorials	85,000	-	-	-	-
5910 Proceeds of Long-term Debt	1,205,748	-	123,000	123,000	1,210,000
Total Revenues	\$ 1,347,976	\$ 10,472	\$ 143,663	\$ 143,663	\$ 1,230,000
Expenses					
6404 Consulting Services	\$ 25,124	\$ 1,000	\$ -	\$ -	\$ -
6405 Engineering Fees	55,529	-	7,500	7,500	100,000
6408 Contractor Fees	(4,397)	-	-	20,720	-
6802 Land Improvements	-	-	-	772,200	-
6803 Buildings	-	-	-	-	-
6804 Equipment	557,011	-	75,000	75,000	80,000
6809 Infrastructure Construction	638	-	127,500	127,500	1,050,000
6899 Other Capital Outlay	48,913	2,500	-	-	-
7914 Trans Out - Capital Projects	1,164,721	-	-	-	-
Total Expenses	\$ 1,847,539	\$ 3,500	\$ 210,000	\$ 1,002,920	\$ 1,230,000

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Engineering fees

Riverfront initiatives-trestles	\$ 100,000
	<u>\$ 100,000</u>

Equipment

Playground equipment, Mead & Lions	\$ 80,000
	<u>\$ 80,000</u>

Infrastructure construction

Lutz to Vulcan Trail	\$ 950,000
Telulah Park entrance road	100,000
	<u>\$ 1,050,000</u>

CITY OF APPLETON 2011 BUDGET
PARKS AND RECREATION PROJECT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Interest Income	\$ 57,228	\$ 10,472	\$ 20,663	\$ 32,561	\$ 20,000
Other Revenue	85,000	-	-	-	-
Total Revenues	<u>142,228</u>	<u>10,472</u>	<u>20,663</u>	<u>32,561</u>	<u>20,000</u>
Expenses					
Program Costs	682,818	3,500	210,000	202,290	1,230,000
Total Expenses	<u>682,818</u>	<u>3,500</u>	<u>210,000</u>	<u>202,290</u>	<u>1,230,000</u>
Revenues over (under)					
Expenses	(540,590)	6,972	(189,337)	(169,729)	(1,210,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	1,205,748	-	123,000	-	1,210,000
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(1,164,721)	-	-	(700,000)	-
Total Other Financing Sources (Uses)	<u>41,027</u>	<u>-</u>	<u>123,000</u>	<u>(700,000)</u>	<u>1,210,000</u>
Net Change in Equity	(499,563)	6,972	(66,337)	(869,729)	-
Fund Balance - Beginning	<u>1,362,320</u>	<u>862,757</u>	<u>869,729</u>	<u>869,729</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 862,757</u>	<u>\$ 869,729</u>	<u>\$ 803,392</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2011 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:

In order to be in compliance with Governmental Accounting Standards Board (GASB) newly released statement 54, the budget for this fund has been consolidated into the Forestry Division in the Department of Public Works. Therefore, all 2011 revenues, expenditures and performance indicators have been incorporated within that budget.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# of trees on City streets	29,000	29,815	30,000	30,000	n/a
Strategic Outcomes					
Positive community support					
Donations received from public	\$ 135	\$ 100	\$ 500	\$ 500	n/a
Stable funding source for tree planting					
Funds for tree planting	\$ 18,733	\$ 20,817	\$ 15,500	\$ 15,500	n/a
Work Process Outputs					
Purchase trees for planting requests	54	48	50	50	n/a
Purchase trees for replacements	950	975	950	950	n/a

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	
	Program Revenues	\$ 884	\$ 2,966	\$ 2,700	\$ 2,700	\$ -	-100.00%
	Program Expenses	\$ 17,796	\$ 16,755	\$ 15,500	\$ 15,500	\$ -	-100.00%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	17,796	16,755	15,500	15,500	-	-100.00%
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Forestry

Business Unit 2060

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4110 Property Taxes	\$ 17,850	\$ 17,850	\$ 12,800	\$ 12,800	\$ -
4710 Interest on Investments	492	305	200	200	-
4801 Charges for Serv. - Nontax	-	945	1,000	1,000	-
4802 Charges for Serv. - Tax	257	1,501	1,000	1,000	-
5005 Sale of City Prop - Tax	-	115	-	-	-
5020 Donations & Memorials	135	100	500	500	-
Total Revenue	<u>\$ 18,734</u>	<u>\$ 20,816</u>	<u>\$ 15,500</u>	<u>\$ 15,500</u>	<u>\$ -</u>
Expenses					
6308 Landscape Supplies	\$ 17,796	\$ 16,755	\$ 15,500	\$ 15,500	\$ -
Total Expense	<u>\$ 17,796</u>	<u>\$ 16,755</u>	<u>\$ 15,500</u>	<u>\$ 15,500</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

**CITY OF APPLETON 2011 BUDGET
FORESTRY FUND
SOURCES AND USES OF FUNDS**

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Property Taxes	\$ 17,850	\$ 17,850	\$ 12,800	\$ 12,800	\$ -
Interest Income	492	305	200	200	-
Charges for Services	257	2,446	2,000	2,000	-
Other	135	100	500	500	-
Total Revenues	<u>18,734</u>	<u>20,701</u>	<u>15,500</u>	<u>15,500</u>	<u>-</u>
Expenses					
Program Costs	17,796	16,755	15,500	15,500	-
Administrative Expenses	-	-	-	-	-
Total Expenses	<u>17,796</u>	<u>16,755</u>	<u>15,500</u>	<u>15,500</u>	<u>-</u>
Revenues over (under) Expenses	938	3,946	-	-	-
Other Financing Sources (Uses)					
Sale of City Property	-	115	-	-	-
Operating Transfers Out - General Fund	-	-	-	(9,263)	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>115</u>	<u>-</u>	<u>(9,263)</u>	<u>-</u>
Net Change in Equity	938	4,061	-	(9,263)	-
Fund Balance - Beginning	4,264	5,202	9,263	9,263	-
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 5,202</u>	<u>\$ 9,263</u>	<u>\$ 9,263</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2011 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. Minor repairs may include new plant material, bench repairs, lighting repairs, etc.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008 Actual	2009 Actual	2010 Adopted Budget	2010 Projected	2011 Budget
Revenues					
Interest Income	\$ 122	\$ 27	\$ 50	\$ 80	\$ 80
Expenses					
Program Costs	60	-	462	462	500
Revenues over (under) Expenses	62	27	(412)	(382)	(420)
Fund Balance - Beginning	2,199	2,261	2,288	2,288	1,906
Fund Balance - Ending	\$ 2,261	\$ 2,288	\$ 1,876	\$ 1,906	\$ 1,486

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Peabody Estate

Business Unit 7130

PROGRAM MISSION

To account for funding received from a private donation to finance the acquisition and development of Peabody Park and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to acquire land and/or develop facilities for Peabody Park

Major program changes:

No projects are scheduled for 2011. A project to install walkway lighting was completed in 2010.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008 Actual	2009 Actual	2010 Adopted Budget	2010 Projected	2011 Budget
Revenues					
Interest Income	\$ 5,636	\$ 1,259	\$ 4,500	\$ 3,500	\$ 3,500
Expenses					
Program Costs	-	-	50,000	50,000	-
Revenues over (under) Expenses	5,636	1,259	(45,500)	(46,500)	3,500
Fund Balance - Beginning	99,649	105,285	106,544	106,544	60,044
Fund Balance - Ending	\$ 105,285	\$ 106,544	\$ 61,044	\$ 60,044	\$ 63,544

**CITY OF APPLETON 2011 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

	2008 Actual	2009 Actual	2010 Adopted Budget	2010 Projected	2011 Budget
Revenues					
Interest Income	\$ 547	\$ 122	\$ 300	\$ 350	\$ 350
Expenses					
Program Costs	-	-	300	300	300
Revenues over (under) Expenses	547	122	-	50	50
Fund Balance - Beginning	9,673	10,220	10,342	10,342	10,392
Fund Balance - Ending	\$ 10,220	\$ 10,342	\$ 10,342	\$ 10,392	\$ 10,442

**CITY OF APPLETON 2011 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 second Stewardship Grant, in the amount of \$248,535, for the construction of fishing piers and shoreline stabilization at Lutz Park. 50% of the grant was advanced to the City in 2008 with the remainder to 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 contracting of the entire fishing pier and shoreline stabilization project. The Council approved additional spending authority of \$30,000 in 2009 to complete the fishing pier and shoreline stabilization project. The remaining \$124,267.50 from the Stewardship Grant was received in early 2010.

\$75,000 has been budgeted in 2011 to construct an open air shelter in the park to replace the old pavilion that was removed in 2009. The open air pavilion 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. Please also see the project description on page 702 in the capital projects section.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008 Actual	2009 Actual	2010 Adopted Budget	2010 Projected	2011 Budget
Revenues					
Interest Income	\$ 32,348	\$ 7,059	\$ 11,000	\$ 5,700	\$ 5,000
Grant Income	48,750	218,025	-	124,267	-
Total Revenue	81,098	225,084	11,000	129,967	5,000
Expenses					
Program Costs	236,798	544,797	-	12,000	75,000
Revenues over (under) Expenses	(155,700)	(319,713)	11,000	117,967	(70,000)
Fund Balance - Beginning	552,089	396,389	76,676	76,676	194,643
Fund Balance - Ending	\$ 396,389	\$ 76,676	\$ 87,676	\$ 194,643	\$ 124,643

**CITY OF APPLETON 2011 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 projected \$175,000 in 2010 includes \$50,000 for the acquisition of the Boldt property at Houdini Plaza, \$100,000 for acquisition of land for an eventual park in the south east corner of the city, and \$25,000 for acquisition of the property adjacent to Arbutus Park and demolition of the house on the property.

WE Energies has indicated that the DNR has not provided them with a closure letter for the site adjacent to the former water treatment plant. They do not expect to get a closure letter for a couple of years. This information is also noted in the CIP narrative for Riverfront development.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008 Actual	2009 Actual	2010 Adopted Budget	2010 Projected	2011 Budget
Revenues					
Charges for Services	\$ -	\$ -	\$ 5,000	\$ -	\$ -
Donations	-	-	-	-	-
Interest Income	18,849	4,335	11,000	10,000	8,500
Total Revenues	18,849	4,335	16,000	10,000	8,500
Expenses					
Program Costs	9,530	1,495	207,000	175,000	-
Revenues over (under) Expenses	9,319	2,840	(191,000)	(165,000)	8,500
Fund Balance - Beginning	337,921	347,240	350,080	350,080	185,080
Fund Balance - Ending	\$ 347,240	\$ 350,080	\$ 159,080	\$ 185,080	\$ 193,580

**CITY OF APPLETON 2011 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 2011.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008 Actual	2009 Actual	2010 Adopted Budget	2010 Projected	2011 Budget
Revenues					
Donations	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	281	64	100	200	200
Total Revenues	\$ 281	\$ 64	\$ 100	\$ 200	\$ 200
Expenses					
Program Costs	-	-	200	200	200
Revenues over (under) Expenses	281	64	(100)	-	-
Fund Balance - Beginning	5,008	5,289	5,353	5,353	5,353
Fund Balance - Ending	\$ 5,289	\$ 5,353	\$ 5,253	\$ 5,353	\$ 5,353

**CITY OF APPLETON 2011 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 \$7,500 to cover repairs associated with the playground surfacing. The request is based on a quotation received in late 2010 for repairs to the rubberized surfacing. The surfacing is 6 years old and these repairs are needed to maintain the integrity of the surfacing and provide for the appropriate surface for continued use by the community.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008 Actual	2009 Actual	2010 Adopted Budget	2010 Projected	2011 Budget
Revenues					
Interest Income	\$ 1,242	\$ 237	\$ 750	\$ 650	\$ 500
Expenses					
Program Costs	4,157	945	3,000	3,000	7,500
Revenues over (under) Expenses	(2,915)	(708)	(2,250)	(2,350)	(7,000)
Fund Balance - Beginning	23,191	20,276	19,568	19,568	17,218
Fund Balance - Ending	\$ 20,276	\$ 19,568	\$ 17,318	\$ 17,218	\$ 10,218

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Miracle League Field

Business Unit 7190

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance and upgrade costs of the Miracle League Field and its associated amenities and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance and/or upgrading of the Miracle League Field and its associated amenities.

Examples include:

Equipment upgrades to meet code or safety guidelines outlined by the C.P.S.C. and/or A.S.T.M.

Repairs and/or replacement of existing facilities, materials, equipment damaged by storms or acts of vandalism not covered by insurance.

Repairs and/or replacement of resilient surfacing materials.

Future site grading, roadways, sidewalks, utilities, etc. not included in original construction, but identified in project plan

Additional security and/or area lighting, accessible parking, etc. beyond current code requirements that directly or indirectly benefit the Miracle League Field and associated amenities.

Construction and/or renovations to shelters/restrooms and other park amenities in the immediate vicinity of the Miracle League Field for the benefit in part or whole to the Miracle League Field.

Major program changes:

The Miracle League Field was available in June 2010 for the initial season. Installation of the rubberized playing surfacing and final landscaping were completed in September, after the summer program had ended. Limited expenditures are anticipated in 2011 due to the recent construction of the facility.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2008 Actual	2009 Actual	2010 Adopted Budget	2010 Projected	2011 Budget
Revenues					
Donations	\$ -	\$ -	\$ -	\$ 25,000	\$ 1,000
Interest Income	-	-	-	600	600
Total Revenues	\$ -	\$ -	\$ -	\$ 25,600	\$ 1,600
Expenses					
Program Costs	-	-	-	-	1,000
Revenues over (under) Expenses	-	-	-	25,600	600
Fund Balance - Beginning	-	-	-	-	25,600
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ 25,600	\$ 26,200

CITY OF APPLETON 2011 BUDGET

REID GOLF COURSE

Parks & Recreation Director: William N. Lecker

Golf Course Superintendent: Douglas A. DeVries

CITY OF APPLETON 2011 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 2010 EVENTS

Executed new 3 year agreement with current contractor for clubhouse operations

Implemented special rates to increase play, including spring and fall rates, outing rates, and corporate promotions

Continued adjustments to the course management to reflect the reduction of the Golf Course Superintendent position to a .7 FTE in 2009

Updated the Operations, Rules and Regulations of Play Policy to reflect current golf operations

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 storm water 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 sponsors for annual tournaments

Developed an online survey mechanism to solicit feedback from golfers and implemented suggestions received during the survey

Worked with Cingular/AT&T to complete the installation of flagpole and wireless communication equipment at Reid Golf Course

Secured agreement with Lawrence University to host cross country meet in October

Worked cooperatively with the Recreation Division to expand use of the clubhouse during the off-season for active, older adult programs

Utilized donation of Milorganite received late in 2009 to reduce fertilizer costs in 2010

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

Assisted Golf Advisory Committee to establish necessary board to distribute funds in the Reid Golf Course fund at the Community Foundation. The fund allows for disbursements to Reid Golf Course to support major capital improvements, marketing and programming to improve youth involvement at the golf course and technical advancements such as online tee-time registration systems. Fund raising efforts have raised approximately \$6,900 for the fund.

CITY OF APPLETON 2011 BUDGET REID GOLF COURSE

MAJOR 2011 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.
- Market the golf course through available media and with limited resources
- Implement use of electronic software programs for online tee time reservations, direct marketing, etc.
- 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
- Work cooperatively with the Stormwater Utility on development of a storm water facility at Reid Golf Course to address City's storm water management requirements, enhance golf course and increase revenues.
- Explore options to secure additional revenues for golf course, including advertising, expanded use of clubhouse and/or course during golf and non-golf season for other programs/activities, land sales, etc.
- Continue to evaluate all golf course operations relative to current local and national trends and make recommendations to Council as needed

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 551,901	\$ 537,684	\$ 585,961	\$ 585,961	\$ 572,290	-2.33%
Program Expenses							
5610	Administration	198,908	197,448	196,921	196,921	193,418	-1.78%
5620	Customer Service	21,600	21,613	23,886	23,886	23,384	-2.10%
5630	Facilities Maintenance	361,686	322,163	364,264	364,264	345,007	-5.29%
TOTAL		\$ 582,194	\$ 541,224	\$ 585,071	\$ 585,071	\$ 561,809	-3.98%
Expenses Comprised Of:							
	Personnel	224,400	196,233	201,952	201,952	184,379	-8.70%
	Administrative Expense	160,586	159,953	162,070	162,070	161,780	-0.18%
	Supplies & Materials	60,498	42,593	56,790	56,790	51,825	-8.74%
	Purchased Services	25,473	22,294	27,153	27,153	35,090	29.23%
	Utilities	31,868	35,521	35,937	35,937	36,955	2.83%
	Repair & Maintenance	79,369	84,630	101,169	101,169	91,780	-9.28%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	2.05	2.05	1.70	1.70	1.55	

* % change from prior year adopted budget
Reid.xls

**CITY OF APPLETON 2011 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 (\$5,010) to reflect Finance administrative support of the golf course.
- *This budget continues to reflect the reduction of 5% of the Administrative Coordinator position formerly allocated to the golf course for administrative support. The remaining 95% was eliminated from the Parks and Recreation Department Administration business unit in 2010.
- *This budget identifies lease revenue of \$19,800 from the agreement reached with AT&T/Cingular Wireless for the flagpole constructed in 2010 to house wireless communication equipment.
- *This budget does not reflect any principal payment on the current debt responsibilities for the golf course.
- *This budget shows a decrease in salary expense due to the reduction of the deputy director position.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	2	3	2	4	5
# of promo rounds	1,561	3,462	1,500	1,600	1,500
Work Process Outputs					
# of monthly mtgs. held with contractor	8	8	9	9	9
% of operating budget expended	98.5%	95.0%	100%	96%	98%
% of budgeted revenues secured	101.5%	95.9%	100%	95%	100%
% of originally scheduled principal repayments made	0%	0%	0%	0%	0%
Average receipt per round	\$15.92/round	\$15.12/round	\$17.24/round	\$15.20/round	\$15.35/round
Average expense per round	\$16.74/round	\$15.28/round	\$17.21/round	\$15.20/round	\$15.30/round

**CITY OF APPLETON 2011 BUDGET
REID GOLF COURSE**

Administration

Business Unit 5610

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ 4,417	\$ 2,149	\$ 600	\$ 600	\$ 4,000
5004 Sale of City Prop - Nontax	1,251	255	-	-	-
5016 Lease Revenue	-	-	19,800	19,800	19,800
Total Revenue	\$ 5,668	\$ 2,404	\$ 20,400	\$ 20,400	\$ 23,800
Expenses					
6101 Regular Salaries	\$ 16,095	\$ 16,104	\$ 14,971	\$ 14,971	\$ 10,412
6105 Overtime	12	-	-	-	-
6150 Fringes	5,718	4,898	4,585	4,585	4,396
6401 Accounting/Audit	2,146	2,345	1,700	1,700	2,955
6403 Bank Services	54	93	200	200	150
6408 Contractor Fees	17,482	16,512	17,350	17,350	17,350
6501 Insurance	2,250	2,250	2,910	2,910	2,900
6599 Other Contracts/Obligations	46	35	-	-	50
6601 Depreciation Expense	77,473	77,885	77,880	77,880	77,880
6720 Interest Payments	59,732	59,426	59,425	59,425	59,425
7911 Trans Out - General Fund	17,900	17,900	17,900	17,900	17,900
Total Expense	\$ 198,908	\$ 197,448	\$ 196,921	\$ 196,921	\$ 193,418

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Contractor Fees

Greens fee allocation to clubhouse contractor	\$ 17,350
	<u>\$ 17,350</u>

**CITY OF APPLETON 2011 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
- Implement online registration programs, electronic marketing, increased website communication, etc. to expand customer service 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 2010. It is anticipated 2011 rates will be consistent with 2010 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.

The Junior/College Pass (June - Aug.) instituted in 2009 was very successful as 114 passes were sold that year. The annual and weekday prices for passes for juniors were reduced in 2010 to remain competitive with other golf courses and resulted in less Junior/College passes being sold in 2010, but more Junior Annual passes were sold as noted in the performance indicators.

A new 3 year contract extension will be executed with the Clubhouse Manager prior to year end and includes participation in a software program for online tee time reservations, direct marketing, etc.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Functional clubhouse					
# of months clubhouse open	10	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	97%	98%	98%	98%	99%
# of new outings held	3	5	5	4	5
# of outings that return	3	10	10	15	12
Work Process Outputs					
Revenue-daily fee rounds	\$ 406,232	\$ 391,382	\$ 412,271	\$ 395,200	\$ 395,200
Revenue-coupons and passes	\$ 99,751	\$ 108,257	\$ 115,510	\$ 114,355	\$ 115,090
Revenues-food concessions & carts	\$ 23,175	\$ 23,870	\$ 24,580	\$ 24,580	\$ 25,000
# Daily fee rounds	26,709	26,042	26,700	25,760	25,760
# Coupon books sold	82	74	72	50	55
# College/Junior passes sold	N/A	114	115	90	90
# Weekday passes sold	105	73	75	63	63
# Annual passes sold	56	67	71	91	91

**CITY OF APPLETON 2011 BUDGET
REID GOLF COURSE**

Customer Service

Business Unit 5620

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
5010 Misc revenue - Non Tax	\$ 23,175	\$ 23,870	\$ 24,580	\$ 24,580	\$ 25,000
Total Revenue	<u>\$ 23,175</u>	<u>\$ 23,870</u>	<u>\$ 24,580</u>	<u>\$ 24,580</u>	<u>\$ 25,000</u>
Expenses					
6301 Office Supplies	\$ -	\$ 84	\$ -	\$ -	\$ -
6303 Memberships & Licenses	100	-	100	100	100
6306 Building Maint./Janitorial	689	502	785	785	700
6316 Miscellaneous Supplies	316	458	500	500	500
6320 Printing & Reproduction	985	1,420	1,200	1,200	1,200
6324 Medical/Lab Supplies	-	-	100	100	100
6412 Advertising	1,990	-	1,000	1,000	1,000
6413 Utilities	17,648	18,835	20,001	20,001	19,584
6418 Equip Repairs & Maint	(128)	314	200	200	200
Total Expense	<u>\$ 21,600</u>	<u>\$ 21,613</u>	<u>\$ 23,886</u>	<u>\$ 23,886</u>	<u>\$ 23,384</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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 to meet 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
- Work cooperatively with the Storm water Utility to develop a facility at Reid Golf Course to address the City's storm water management requirements, enhance the course and increase revenues

Major program changes:

- *The average number of rounds played at Reid Golf Course has decreased for several years, but the decline appears to have leveled off. 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 2011 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). Staffing adjustments have limited some work outputs as noted in the performance indicators.
- *This budget continues to reflect the reduction of the superintendent to a .7 FTE to address current participation levels at the golf course, its impact on revenues, and the ability of the golf course to sustain itself as an enterprise fund. The total compensation package for the superintendent has been reduced in 2011(\$10,680) to reflect the superintendent not taking health insurance coverage.
- *Facilities Management expenses are reduced due to a parking lot repair included in the 2010 budget.
- *Salary expense has also decreased due to moving a .1 FTE Arborist to the Forestry program. These charges are now shown in Contractor fees expense.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Quality 18 hole course					
Meets USGA standards	100%	95%	90%	90%	90%
Recreational opportunities					
Rounds of golf played annually	34,666	35,545	33,996	33,996	34,000
Strategic Outcomes					
Positive public response to customer service					
% of golfers who rate course conditions at good or better	98%	97%	97%	97%	97%
Work Process Outputs					
% of time:					
Greens are mowed daily	100%	85%	100%	70%	70%
Tees and fairways - mowed 2 times per week (May-Aug.)	100%	100%	100%	80%	75%
Rough - mowed weekly	100%	100%	100%	100%	100%
Bunkers - raked weekly (Summer)	100%	95%	100%	100%	100%
Tees and fairways - mowed 2 times per week (Spring/Fall)	95%	90%	90%	90%	90%

**CITY OF APPLETON 2011 BUDGET
REID GOLF COURSE**

Facilities Maintenance

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv.- Nontax	\$ 7,375	\$ 3,849	\$ 3,500	\$ 3,500	\$ 3,500
4802 Charges for Serv. - Tax	505,983	498,911	527,781	527,781	510,290
4850 Daily Entrance - Nontax	4,200	3,150	4,200	4,200	4,200
5015 Rental of City Property	5,500	5,500	5,500	5,500	5,500
Total Revenue	\$ 523,058	\$ 511,410	\$ 540,981	\$ 540,981	\$ 523,490
Expenses					
6101 Regular Salaries	\$ 108,286	\$ 93,084	\$ 92,345	\$ 92,345	\$ 88,306
6104 Call Time	6	86	-	-	-
6105 Overtime	967	1,166	1,883	1,883	1,883
6108 Part-Time	45,383	40,890	40,508	40,508	40,947
6150 Fringes	47,933	40,005	47,660	47,660	38,435
6201 Training/Conferences	957	565	1,000	1,000	1,000
6301 Office Supplies	141	164	100	100	100
6303 Memberships & Licenses	470	580	450	450	450
6306 Building Maint./Janitorial	430	273	945	945	750
6307 Food & Provisions	35	-	25	25	25
6308 Landscape Supplies	31,366	30,150	30,665	30,665	30,665
6309 Shop Supplies & Tools	116	221	350	350	350
6311 Paint & Supplies	179	219	400	400	400
6316 Miscellaneous Supplies	2,236	1,558	3,000	3,000	3,000
6321 Clothing	431	80	160	160	160
6322 Gas Purchases	16,940	6,995	17,665	17,665	12,700
6323 Safety Supplies	142	-	150	150	150
6324 Medical/Lab Supplies	-	40	100	100	100
6325 Construction Materials	-	614	1,000	1,000	1,000
6326 Vehicle & Equipment Parts	1,149	497	1,500	1,500	1,500
6327 Miscellaneous Equipment	6,638	295	-	-	-
6328 Signs	-	47	-	-	-
6404 Consulting Services	-	-	1,650	1,650	1,650
6407 Collection Services	562	637	753	753	483
6408 Contractor Fees	2,442	1,561	4,000	4,000	10,794
6413 Utilities	14,219	16,685	15,936	15,936	17,371
6415 Tipping Fees	-	17	-	-	-
6416 Build. Repairs & Maint	75	391	1,800	1,800	1,000
6418 Equip. Repairs & Maint	7,238	3,566	5,000	5,000	5,000
6420 Facilities Charges	10,017	11,702	20,495	20,495	12,134
6425 CEA Equip. Rental	62,167	68,658	73,674	73,674	73,446
6451 Uniform Services	601	914	500	500	508
6503 Rent	410	323	550	550	550
6599 Other Contracts/Obligations	150	180	-	-	150
Total Expense	\$ 361,686	\$ 322,163	\$ 364,264	\$ 364,264	\$ 345,007

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Landscape supplies

Topsoil, sand & gravel	\$ 2,000
Seed & fertilizers	6,000
Pesticides/herbicides	22,665
	<u>\$ 30,665</u>

Description	20089 Actual	2008 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Interest Income	4,417	2,151	6,084	600	600	2,950	4,000
Charges for Services	517,558	505,910	457,084	535,481	535,481	510,480	517,990
Other Revenues	29,926	29,625	52,434	49,880	49,880	50,300	50,300
TOTAL REVENUES	551,901	537,686	515,602	585,961	585,961	563,730	572,290
EXPENSES BY LINE ITEM							
Regular Salaries	77,567	64,625	60,444	70,471	70,471	70,897	66,293
Labor Pool Allocations	28,072	31,170	32,384	31,318	31,318	31,527	31,527
Unallocated Labor	0	0	0	5,527	5,527	5,564	898
Call Time	6	86	102	0	0	0	0
Overtime	979	1,166	1,442	1,883	1,883	1,883	1,883
Part-Time	45,383	40,890	37,406	40,508	40,508	40,944	40,947
Other Compensation	0	2	11	0	0	0	0
Shift Differential	0	3	4	0	0	0	0
Sick Pay	2,965	2,067	646	0	0	0	0
Vacation Pay	15,778	11,321	11,100	0	0	0	0
Fringes	53,650	35,568	36,708	49,245	49,245	39,805	36,331
Unemployment Compensation	0	9,335	7,452	3,000	3,000	0	6,500
Salaries & Fringe Benefits	224,400	196,233	187,699	201,952	201,952	190,620	184,379
Training & Conferences	957	565	245	1,000	1,000	1,000	1,000
Office Supplies	141	249	349	100	100	100	100
Memberships & Licenses	570	580	470	550	550	550	550
Building Maintenance/Janitor.	1,119	775	1,303	1,730	1,730	1,450	1,450
Food & Provisions	35	0	0	25	25	25	25
Insurance	2,250	2,250	2,393	2,910	2,910	2,900	2,900
Rent	411	323	260	550	550	550	550
Depreciation Expense	77,473	77,885	71,390	77,880	77,880	77,880	77,880
Interest Payments	59,732	59,426	32,473	59,425	59,425	59,425	59,425
Trans Out - General Fund	17,900	17,900	16,408	17,900	17,900	17,900	17,900
Administrative Expense	160,588	159,953	125,291	162,070	162,070	161,780	161,780
Landscape Supplies	31,366	30,150	29,530	30,665	30,665	30,665	30,665
Shop Supplies & Tools	116	221	186	350	350	350	350
Paint & Supplies	179	219	146	400	400	400	400
Miscellaneous Supplies	2,552	2,016	1,611	3,500	3,500	3,500	3,500
Printing & Reproduction	985	1,420	0	1,200	1,200	1,200	1,200
Clothing	431	80	44	160	160	160	160
Gas Purchases	16,940	6,995	12,367	17,665	17,665	15,000	12,700
Safety Supplies	142	0	75	150	150	150	150
Medical & Lab Supplies	0	40	0	200	200	200	200
Construction Materials	0	614	416	1,000	1,000	1,000	1,000
Vehicle & Equipment Parts	1,149	497	4,609	1,500	1,500	1,500	1,500
Miscellaneous Equipment	6,638	295	0	0	0	0	0
Signs	0	46	0	0	0	0	0
Supplies & Materials	60,498	42,593	48,984	56,790	56,790	54,125	51,825
Accounting/Audit	2,146	2,345	0	1,700	1,700	2,000	2,955
Bank Services	54	93	139	200	200	150	150
Consulting Services	0	0	1,856	1,650	1,650	1,650	1,650
Collection Services	562	637	395	753	753	483	483
Contractor Fees	19,924	18,073	14,632	21,350	21,350	21,350	28,144
Advertising	1,990	0	449	1,000	1,000	1,000	1,000
Tipping Fees	0	17	0	0	0	0	0
Laundry Services	601	914	619	500	500	508	508
Other Contracts/Obligations	196	215	205	0	0	200	200
Purchased Services	25,473	22,294	18,295	27,153	27,153	27,341	35,090
Electric	15,853	17,275	15,895	16,991	16,991	18,534	18,534
Gas	6,906	7,842	5,474	8,244	8,244	7,288	7,288
Water	1,746	2,007	1,258	1,737	1,737	2,230	2,230
Waste Disposal/Collection	452	1,792	1,427	1,252	1,252	1,614	1,614
Stormwater	5,242	5,019	3,939	6,087	6,087	5,763	5,763

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	20089 Actual	2008 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
Telephone	1,375	1,352	1,297	1,370	1,370	1,357	1,357
Cellular Telephone	294	234	94	256	256	169	169
Utilities	31,868	35,521	29,384	35,937	35,937	36,955	36,955
Building Repair & Maintenance	75	391	58	1,800	1,800	1,000	1,000
Equipment Repair & Maintenanc	7,110	3,879	3,853	5,200	5,200	5,200	5,200
Facilities Charges	10,017	11,702	24,846	20,495	20,495	12,134	12,134
CEA Equipment Rental	62,167	68,658	57,107	73,674	73,674	73,446	73,446
Repair & Maintenance	79,369	84,630	85,864	101,169	101,169	91,780	91,780
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	582,196	541,224	495,517	585,071	585,071	562,601	561,809

CITY OF APPLETON 2011 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Charges for Services	\$ 523,058	\$ 525,931	\$ 540,981	\$ 525,255	\$ 523,490
Miscellaneous	23,175	9,349	24,580	24,580	25,000
Lease Revenue	-	-	19,800	19,800	19,800
Total Revenues	<u>546,233</u>	<u>535,280</u>	<u>585,361</u>	<u>569,635</u>	<u>568,290</u>
Expenses					
Operation and Maintenance	427,089	386,013	429,866	429,866	406,604
Depreciation	77,473	77,885	77,880	77,880	77,880
Total Expenses	<u>504,562</u>	<u>463,898</u>	<u>507,746</u>	<u>507,746</u>	<u>484,484</u>
Operating Income (Loss)	41,671	71,382	77,615	61,889	83,806
Nonoperating Revenues (Expenses)					
Interest Income	4,417	2,149	600	4,500	4,000
Interest Expense	(59,732)	(59,426)	(59,425)	(59,425)	(59,425)
Other	1,251	255	-	-	-
Total Non-Operating	<u>(54,064)</u>	<u>(57,022)</u>	<u>(58,825)</u>	<u>(54,925)</u>	<u>(55,425)</u>
Net Income (Loss) Before Transfers	(12,393)	14,360	18,790	6,964	28,381
Contributions and Transfers In (Out)					
Operating Transfers in	-	-	-	-	-
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	(30,293)	(3,540)	890	(10,936)	10,481
Net Assets - Beginning	<u>881,626</u>	<u>851,333</u>	<u>847,793</u>	<u>847,793</u>	<u>836,857</u>
Net Assets - Ending	<u>\$ 851,333</u>	<u>\$ 847,793</u>	<u>\$ 848,683</u>	<u>\$ 836,857</u>	<u>\$ 847,338</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 122,311	\$ 189,255
+ Net Income	(10,936)	10,481
+ Depreciation	77,880	77,880
+ Long Term Debt	-	-
- Fixed Assets	-	-
- Principal Repayment	-	-
Working Cash - End of Year	<u>\$ 189,255</u>	<u>\$ 277,616</u>

**CITY OF APPLETON 2011 BUDGET
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2010 Budget	2010 Projected	2011 Budget	2012 Projected	2013 Projected	2014 Projected	2015 Projected
Revenues							
Charges for Services	\$ 540,981	\$ 525,255	\$ 523,490	\$ 533,960	\$ 544,639	\$ 555,532	\$ 566,643
Miscellaneous	24,580	24,580	25,000	25,500	26,010	26,530	27,061
Lease Revenue	19,800	19,800	19,800	19,800	19,800	19,800	22,770
Total Revenues	<u>585,361</u>	<u>569,635</u>	<u>568,290</u>	<u>579,260</u>	<u>590,449</u>	<u>601,862</u>	<u>616,474</u>
Expenses							
Operating Expenses	429,866	429,866	406,604	418,802	431,366	444,307	457,636
Depreciation	77,880	77,880	77,880	78,825	78,825	78,825	78,825
Total Expenses	<u>507,746</u>	<u>507,746</u>	<u>484,484</u>	<u>497,627</u>	<u>510,191</u>	<u>523,132</u>	<u>536,461</u>
Operating Income	77,615	61,889	83,806	81,633	80,258	78,730	80,013
Non-Operating Revenues (Expenses)							
Interest Income	600	4,500	4,000	4,000	4,000	4,000	4,000
Interest Expense	(59,425)	(59,425)	(59,425)	(59,523)	(59,425)	(59,425)	(34,473)
Other	-	-	-	-	-	-	-
Total Non-Operating	<u>(58,825)</u>	<u>(54,925)</u>	<u>(55,425)</u>	<u>(55,523)</u>	<u>(55,425)</u>	<u>(55,425)</u>	<u>(30,473)</u>
Net Income Before Transfers	18,790	6,964	28,381	26,110	24,833	23,305	49,540
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	890	(10,936)	10,481	8,210	6,933	5,405	31,640
Total Net Assets - Beginning	<u>847,793</u>	<u>847,793</u>	<u>836,857</u>	<u>847,338</u>	<u>855,548</u>	<u>862,481</u>	<u>867,886</u>
Total Net Assets - Ending	<u>\$ 848,683</u>	<u>\$ 836,857</u>	<u>\$ 847,338</u>	<u>\$ 855,548</u>	<u>\$ 862,481</u>	<u>\$ 867,886</u>	<u>\$ 899,525</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 122,311	\$ 189,255	\$ 277,616	\$ 339,651	\$ 425,409	\$ 490,592
+ Net Income	(10,936)	10,481	8,210	6,933	5,405	31,640
+ Depreciation	77,880	77,880	78,825	78,825	78,825	78,825
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	-	-	(25,000)	-	-	-
- Principal Repayment	-	-	-	-	(19,047)	(49,250)
Working Cash - End of Year	<u>\$ 189,255</u>	<u>\$ 277,616</u>	<u>\$ 339,651</u>	<u>\$ 425,409</u>	<u>\$ 490,592</u>	<u>\$ 551,806</u>
25% Working Capital Reserve (prior year's audited expenses)	\$ 126,798	\$ 120,982	\$ 124,056	\$ 127,173	\$ 130,408	
Coverage Ratio	1.33	1.56	1.54	1.53	1.51	1.53

ASSUMPTIONS:

Rounds of golf played to stay constant, with prices increasing 2% in 2012-2015 for rounds of golf, passes & coupons.

Operating expenses to increase 3.0% per year after 2011.

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 2014 through 2026.

No additional debt is projected.

**CITY OF APPLETON 2011 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

2002 General Fund Advance			
Year	Principal *	Interest	Total
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>\$ 96,000</u>	<u>\$ 576,000</u>

2005 State Fund Trust Loan			
Year	Principal	Interest	Total
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>\$ 359,458</u>	<u>\$ 1,067,966</u>

Total			
Year	Principal	Interest	Total
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>\$ 455,458</u>	<u>\$ 1,643,966</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 2011 BUDGET

VALLEY TRANSIT

General Manager: Deborah S. Wetter

Assistant General Manager: Salvatore LaPuma

CITY OF APPLETON 2011 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 2010 EVENTS

Ridership increased during first four months of 2010

Fixed route ridership increased 3.3% in the first four months of 2010. The trend of riders switching from cash to tickets and passes continues. Paid rides (does not include transfers or free rides) has increased steadily since 2005. Revenue, while down 5.9% in the first four months from 2009, was higher than in the prior four years.

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 second quarter of 2010. The Fox Cities RTA bill passed in the State Assembly but not in time to be voted on in the State Senate. At the federal level, two bills were introduced allowing cities with populations of 200,000 to 1 million to continue to receive some federal operating funds. To date, neither has been passed. 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.

Valley Transit Successfully Utilizes Social Media

In an effort to reach out to younger potential riders, Valley Transit launched a Facebook Fan Page in September 2009 with positive results. In November 2009, Valley Transit began using Twitter which has been most useful in providing service related updates to the media and the public. Route delay information related to winter storms was sent through Twitter, and was put directly on media websites.

Revised Carry-On Policy

In an ongoing effort to make using Valley Transit more convenient, the Carry-On Policy was made less restrictive, allowing larger shopping carts and strollers on the bus.

Revised Transfer Policy

In a further effort to improve transit convenience, the Transfer Policy was revised and made less restrictive by allowing people to transfer anywhere along a route as long as their transfer is still valid. Previously, riders were only allowed to transfer at one of five transfer points in the system.

ARRA Federal Funding

Valley Transit was awarded \$1,477,900 of ARRA funds to replace the roof on the Whitman Avenue facility, buy new registering fareboxes, improve route signage, buy two smaller hybrid buses and purchase an Intelligent Transportation System for the buses. The roof was completed in 2009. In May, registering fareboxes were installed, providing better ridership data and reducing the staff time required to enter data. A request for proposal was issued in July, 2010 to create and install new bus stop signs along all bus routes. The new signs will indicate routes that use the stop and scheduled bus arrival times at the stop.

Other Federal Capital Funds Used

Valley Transit made improvements using \$362,000 of existing federal capital funds including: replacing obsolete asset management software, upgrading paratransit scheduling software, replacing inefficient lighting and HVAC at the Whitman Avenue facility with more energy efficient systems, replacing lighting at the Transit Center, repairing insulation on the Transit Center roof to increase energy efficiency, making the Transit Center fully ADA accessible, and replacing old benches and trash containers at the Transit Center.

AASD Pilot Project

In January, Valley Transit and Appleton Area School District launched a pilot project that allowed Appleton area public and parochial middle school and high school students to ride any Valley Transit buses any time they operated by showing their student identification card. Over 38,000 rides were taken from January through April. The program will continue during the 2010/2011 school year (Sept 1 – June 3) due to the pilot's success.

Transition to Family Care from Counties

Valley Transit staff worked with the counties to transition clients and local share costs from counties to family care organizations. New agreements, new ticket types, and additional record-keeping were required, with the result that the local share of paratransit services should continue at the same level.

CITY OF APPLETON 2011 BUDGET VALLEY TRANSIT

MAJOR 2011 OBJECTIVES

Valley Transit will continue to strengthen partnerships with community and municipal organizations. Valley Transit will pursue additional municipal partners and school districts for fixed route and paratransit services, with the goal of increasing service to the citizens of the Fox Cities. Family Care legislation created three new partners for Valley Transit; IRIS, Community Care and Lakeland Care District. Staff will continue to strengthen the relationship with them and work on ways to streamline paperwork and record-keeping.

Valley Transit is experiencing some increased ridership in 2010 due to a slight improvement in the local economy. The focus of the marketing/communication efforts will continue to 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 refine and improve the communication tools used to give potential riders information on how to use the system. As part of the effort to increase ridership, Valley Transit will be looking for ways to increase communication with the Hmong community. We will be working with the Hmong American Partnership, the Hmong community leaders and working closely with Appleton's Intercultural Relations Coordinator to find opportunities for communication and partnership in the Hmong community.

Staff will continue to review the Valley Transit operation, with assistance from peer transit properties and the Operations Analysis study, 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 late 2012.

Staff will work with Human Resources and our labor union to find ways to improve the efficiency and cost effectiveness of the fixed route operation.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 7,147,320	\$ 7,258,048	\$ 7,537,454	\$ 7,537,454	\$ 7,731,910	2.58%
Program Expenses							
5810	Administration	1,111,582	1,141,903	1,209,142	1,269,472	1,236,235	2.24%
5820	Vehicle Maint.	653,870	572,472	656,805	1,970,448	577,070	-12.14%
5830	Facilities Maint.	140,445	134,816	121,417	246,873	120,259	-0.95%
5840	Operations	3,327,020	3,080,836	3,567,538	3,605,038	3,626,508	1.65%
5850	ADA Paratransit	1,428,629	1,427,154	1,554,417	1,554,417	1,641,868	5.63%
5860	Ancillary Paratransit	1,508,538	1,488,932	1,506,575	1,506,575	1,572,961	4.41%
TOTAL		\$ 8,170,084	\$ 7,846,113	\$ 8,615,894	\$ 10,152,823	\$ 8,774,901	1.85%
Expenses Comprised Of:							
Personnel		3,511,141	3,513,990	3,770,121	3,770,121	3,730,136	-1.06%
Administrative Expense		674,059	724,872	788,487	788,487	819,648	3.95%
Supplies & Materials		773,840	450,295	801,768	812,098	801,976	0.03%
Purchased Services		2,952,436	2,897,762	3,002,770	3,052,770	3,174,326	5.71%
Utilities		101,888	100,963	114,343	114,343	105,270	-7.93%
Repair & Maintenance		156,720	158,231	138,405	138,405	143,545	3.71%
Capital Expenditures		-	-	-	1,476,599	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		53.03	53.03	52.65	52.65	52.65	

* % change from prior year adopted budget
Valley Transit.xls

**CITY OF APPLETON 2011 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 \$10,833 because of general industry trends. Valley Transit will be working with City staff to put out a request for proposal for insurance services. The change, if warranted, can't happen until 2012 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. The remainder of the increased insurance charge stems from the cost allocation from the Risk Management fund. For several years, charges by the Risk Management fund have been artificially low, reflecting the use of available fund balance in that fund to offset charges to the various other departments / funds. Since the fund balance in the Risk Management fund has now been brought to the planned level, no further credits are available to offset charges to departments.

Combined State and Federal operating assistance is estimated at 58.5% of eligible expenses. The budget presentation shows the total assistance split 50/50 between State and Federal funding since the actual allocation will not be known until late in the year.

Donations for 2011 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 4 review/audit findings in 2010 noted below represent one item from the annual audit and three items from the triennial review. All four findings have been addressed and controls put in place to ensure they do not recur.

The increase in the number of grievances filed in 2010 (below) is due to management's decision to change the drivers' bid to allow less people off on Saturdays. The current collective bargaining agreement allows 10 drivers off on Saturdays during the summer months and 5 off on Saturdays during the rest of the year. The prior bid allowed an additional 7 drivers off on Saturdays which resulted in 47% of the drivers off on Saturdays in the summer. This schedule caused excessive overtime during the summer and excessive guarantee time paid during the remainder of the year. The union was unhappy with the new scheduling and has filed many grievances based on overtime scheduling. The Human Resources Department has been working with us to resolve the issues.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Regional transit service					
# municipalities served	10	10	12	12	10
# members of Fox Cities Transit Com'n.	8	9	9	9	9
Stable work environment					
# full-time jobs	50	50	49	50	50
Strategic Outcomes					
Regulatory compliance					
Timely reporting	80%	90%	100%	100%	100%
# review/audit findings	1	1	0	4	0
Work Process Outputs					
Reporting and recordkeeping:					
Contract negotiating & monitoring					
# employee grievances filed	1	9	6	20	6
Public information					
# public presentations	71	75	65	65	65

**CITY OF APPLETON 2011 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 5810

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4210 Federal Grants	\$ 2,186,580	\$ 2,916,450	\$ 2,206,690	\$ 2,206,690	\$ 2,391,880
4224 Miscellaneous State Aids	1,972,839	1,612,854	2,255,990	2,255,990	2,391,880
4230 Miscellaneous Local Aids	444,464	282,616	442,856	442,856	419,140
4710 Interest on Investments	-	14,974	50,000	50,000	50,000
4877 Advertising/Promotional	89,177	46,592	55,000	55,000	55,000
5001 Fees & Commissions	976	6,141	-	-	-
5010 Misc Revenue - Nontax	200	1	-	-	-
5020 Donations & Memorials	2,500	-	8,500	8,500	8,500
5021 Capital Contributions	141,319	-	-	-	-
5035 Other Reimbursements	-	1,635	-	-	-
5921 Trans In - General Fund	663,849	407,986	636,412	636,412	604,390
Total Revenue	\$ 5,501,904	\$ 5,289,249	\$ 5,655,448	\$ 5,655,448	\$ 5,920,790
Expenses					
6101 Regular Salaries	\$ 215,817	\$ 229,795	\$ 234,638	\$ 234,638	\$ 236,100
6105 Overtime	4,987	54	5,184	5,184	5,184
6108 Part Time	2,538	-	-	-	-
6150 Fringes	71,078	67,540	86,600	86,600	77,767
6201 Training/Conferences	5,814	5,820	4,244	4,244	1,987
6205 Employee Recruitment	85	681	1,530	1,530	1,530
6206 Parking	-	152	240	240	360
6301 Office Supplies	3,465	3,226	3,861	3,861	3,176
6302 Subscriptions	466	352	334	334	454
6303 Memberships & Licenses	1,692	3,278	3,065	3,065	3,453
6304 Postage & Freight	2,598	2,656	3,501	3,501	3,459
6305 Awards & Recognition	722	242	765	765	200
6307 Food & Provisions	1,596	1,571	1,000	1,000	500
6316 Miscellaneous Supplies	556	2,463	-	-	-
6320 Printing & Reproduction	16,578	15,988	18,877	18,877	18,647
6323 Safety Supplies	519	71	600	600	200
6327 Miscellaneous Equipment	355	1,514	1,500	11,830	1,000
6401 Accounting/Audit	11,467	11,605	8,564	8,564	9,079
6403 Bank Services	2,868	2,396	3,100	3,100	2,300
6404 Consulting**	9,240	-	-	50,000	-
6411 Temporary Help	-	14,761	-	-	-
6412 Advertising	40,536	25,777	29,766	29,766	29,404
6413 Utilities	87,034	85,254	94,094	94,094	85,811
6418 Equip Repairs & Maint	926	949	1,609	1,609	1,302
6424 Software Support	54	273	775	775	2,275
6430 Health Services	-	402	-	-	-
6501 Insurance	122,465	130,814	108,325	108,325	139,161
6599 Other Contracts/Obligations	180	-	-	-	12,775
6601 Depreciation Expense	507,946	534,269	596,970	596,970	600,111
Total Expense	\$ 1,111,582	\$ 1,141,903	\$ 1,209,142	\$ 1,269,472	\$ 1,236,235

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Printing & Reproduction</u>		<u>Advertising</u>	
Fare material	\$ 6,944	Events	\$ 11,144
Rider's guides & maps	7,000	Print	7,885
Public Information materials	1,400	Broadcast	7,110
Forms	1,200	Legal ads	3,265
City copy charges	2,103		
	<u>\$ 18,647</u>		<u>\$ 29,404</u>

** The \$50,000 increase in consulting fees in the 2010 budget represents the cost of an operations analysis of our system. The State grant funded project will be completed in late 2010.

**CITY OF APPLETON 2011 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:

70% of the Maintenance Supervisor's time has been allocated to Operations to better reflect this position's responsibilities (\$74,538).

\$94,000 has been budgeted for vehicle parts. The new buses are past the warranty period, so an increase in repair parts costs is anticipated in 2011.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Safe, reliable service					
# road calls	25	16	15	28	15
# customer complaints	0	0	0	0	0
Strategic Outcomes					
Avg. vehicle age - years	7.33	8.3	9.3	9.3	9.97
Avg. vehicle mileage	291,458	321,229	352,000	352,000	372,660
Vehicles that meet service obligations					
% of scheduled trips completed	99.9%	99.0%	98.0%	98.0%	99.0%
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	30	30	30	30	29
Miles operated	895,165	893,130	883,700	883,700	883,700
# inspections completed	309	335	300	302	300
Clean buses					
# exterior cleanings	5,900	6,200	6,400	6,400	6,400
# interior cleanings	840	844	700	750	700
Fleet records management					
# work orders processed	1,656	1,421	1,700	1,450	1,500

**CITY OF APPLETON 2011 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 5820

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4210 Federal Grants	\$ 2,520	\$ -	\$ -	\$ -	\$ -
5011 Misc Revenue - Tax	216	304	-	-	-
5030 Damage to City Property	16,009	1,050	-	-	-
	<u>\$ 18,745</u>	<u>\$ 1,354</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 351,228	\$ 336,666	\$ 349,555	\$ 349,555	\$ 292,476
6104 Call Time	3,975	979	340	340	-
6105 Overtime	19,717	14,681	12,539	12,539	12,539
6150 Fringes	136,719	131,261	146,012	146,012	120,964
6309 Shop Supplies & Tools	23,495	18,349	17,460	17,460	15,960
6316 Miscellaneous Supplies	-	20	-	-	-
6321 Clothing	219	55	-	-	-
6322 Gas Purchases	6,367	4,386	5,857	5,857	5,857
6326 Vehicle & Equipment Parts	76,934	30,722	90,400	90,400	94,000
6327 Miscellaneous Equipment	1,123	-	-	-	-
6417 Vehicle Repairs & Maint	-	-	5,600	5,600	5,600
6418 Equip Repairs & Maint	5,391	7,558	900	900	900
6430 Health Services	1,109	714	875	875	875
6451 Laundry Services	3,341	2,403	3,400	3,400	1,700
6501 Insurance	24,252	24,318	23,867	23,867	26,199
6599 Other Contracts/Obligations	-	360	-	-	-
6804 Equipment **	-	-	-	1,313,643	-
	<u>\$ 653,870</u>	<u>\$ 572,472</u>	<u>\$ 656,805</u>	<u>\$ 1,970,448</u>	<u>\$ 577,070</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Shop Supplies & Tools

Janitorial supplies	\$ 6,048
Cleaning supplies & chemicals	3,552
Miscellaneous shop supplies	6,360
	<u>\$ 15,960</u>

Vehicle & Equipment Parts

Misc parts (doors, windows, etc)	\$ 11,500
Brake system parts	18,000
Electrical system parts	6,000
Wheelchair ramp parts	4,000
Heating/cooling system parts	5,000
Transmission parts	12,000
Engine parts	20,000
PM's and oil changes	17,500
	<u>\$ 94,000</u>

** The \$1,313,643 increase in equipment costs in the 2010 budget represent the cost of new equipment funded by ARRA funds including new fareboxes, hybrid buses, and AVL equipment.

**CITY OF APPLETON 2011 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 and 2010, 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 2011.

Snow removal expense as a separate contracted item has been removed with service instead provided by the Facilities Department. The cost of snow removal is included as part of the facilities charge in this budget.

The increase in collection services is due to a change in State statutes that prohibits used oil dry and used oil filters from being disposed of in local landfills. Beginning in 2011, a vendor will need to be contracted with to properly dispose of the used oil products.

The two "minor facilities" added in 2011 below represent two new bus shelters.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Clean, safe, protection from the elements					
# claims related to passenger facilities	1	0	0	0	0
Clean, safe working environment for employees					
# workplace injuries	0	0	0	0	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	0	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	37	37	37	37	39
Maintenance schedule					
# cleanings major facilities	562	565	568	568	565
# cleanings minor facilities	706	659	500	600	600
# inspections	12	12	12	12	12

**CITY OF APPLETON 2011 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 5830

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4802 Charges for Serv. - Tax	\$ 4,282	\$ -	\$ -	\$ -	\$ -
5015 Facility Rent	6,000	6,500	6,000	6,000	6,000
	<u>\$ 10,282</u>	<u>\$ 6,500</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
Expenses					
6306 Building Maint./Janitorial	\$ -	\$ 210	\$ -	\$ -	\$ -
6308 Landscape Supplies	1,056	530	-	-	-
6309 Shop Supplies & Tools	-	13	-	-	-
6327 Miscellaneous Equipment	680	693	1,200	1,200	1,000
6407 Collection Services	-	649	725	725	2,076
6416 Building Repairs & Maint	-	968	-	-	-
6420 Facilities charges	124,835	126,215	108,581	108,581	105,061
6440 Snow Removal Services	13,202	3,687	-	-	-
6451 Laundry Services	672	1,851	654	654	2,300
6501 Insurance	-	-	10,257	10,257	9,822
6803 Buildings	-	-	-	53,518	-
6804 Equipment	-	-	-	71,938	-
	<u>\$ 140,445</u>	<u>\$ 134,816</u>	<u>\$ 121,417</u>	<u>\$ 246,873</u>	<u>\$ 120,259</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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 is budgeted at \$3.25 per gallon once again for 2011. Valley Transit is not subject to federal or State fuel taxes and achieves bulk purchasing rates. We are exploring the possibility of further reducing costs by combining our purchases with those of the Department of Public Works. The \$3.25 rate is the rate the State Department of Transportation has informed us they will use to calculate 2011 support.

Valley Transit is working with a transportation consultant 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 and to those routes that are losing ridership. We are looking at the entire system and will propose changes to meet the demands, eliminate the areas where there is low demand, and accomplish this all in a cost-efficient manner. We hope to have the planning phase completed in August, 2010 and to begin implementing changes by the end of the calendar year.

70% of the Maintenance Supervisor's time has been allocated to Operations to better reflect this position's responsibilities (\$74,538).

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Safe, reliable, convenient service					
# pay out accidents	4	1	4	4	1
% on-time performance	89.9%	75.4%	93.0%	93.0%	93.0%
Half-hour peak headways	9	9	8	8	8
Helpful, friendly employees					
# customer complaints	17	103	12	90	90
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 4.72	\$ 4.86	\$ 5.17	\$ 5.17	\$ 5.10
Efficient service delivery					
Trips per hour	16.7	15.4	17.1	17.1	17.2
Work Process Outputs					
Service Provided					
Hours of service	60,698	58,903	56,398	56,398	56,398
Miles of service	895,168	869,611	867,417	867,417	867,417
Trips taken	1,001,325	909,109	962,680	962,680	974,118

**CITY OF APPLETON 2011 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 5840

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
4875 Farebox Revenue	721,213	827,179	856,785	856,785	834,538
4876 Special Transit Revenues	15,248	12,124	10,000	10,000	10,000
5085 Cash Short or Over	(539)	644	-	-	-
	<u>\$ 735,922</u>	<u>\$ 839,947</u>	<u>\$ 866,785</u>	<u>\$ 866,785</u>	<u>\$ 844,538</u>
Expenses					
6101 Regular Salaries	\$ 1,765,635	\$ 1,809,348	\$ 1,899,081	\$ 1,899,081	\$ 1,931,294
6104 Call Time	3,899	2,550	2,507	2,507	-
6105 Overtime	83,208	68,306	58,580	58,580	58,580
6150 Fringes	820,524	824,706	922,139	922,139	945,042
6309 Shop Supplies & Tools	-	308	-	-	-
6316 Miscellaneous Supplies	-	774	-	-	-
6321 Clothing	4,275	3,083	6,180	6,180	6,180
6322 Gas Purchases	578,212	318,433	609,375	609,375	609,375
6325 Construction Materials	-	2,325	-	-	-
6326 Vehicle & Equipment Parts	52,025	45,011	37,208	37,208	41,944
6327 Miscellaneous Equipment	6,150	445	1,500	1,500	1,500
6404 Consulting Services	4,540	-	-	-	-
6430 Health Services	6,648	4,332	5,975	5,975	5,975
6501 Insurance	-	-	24,093	24,093	23,218
6599 Other Contracts/Obligations	1,904	1,215	900	900	3,400
6804 Equipment	-	-	-	37,500	-
	<u>\$ 3,327,020</u>	<u>\$ 3,080,836</u>	<u>\$ 3,567,538</u>	<u>\$ 3,605,038</u>	<u>\$ 3,626,508</u>

DETAILED SUMMARY OF 2011 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	10,000
New tires and tire repairs & retreads	31,944
	<u>\$ 41,944</u>

* Valley Transit does not pay federal gas tax or State tax and attains bulk purchasing rates.

**CITY OF APPLETON 2011 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 ridership increase for the first six months of 2010 is back to the pace of recent years after a temporary slow down due to the fare increase put in place for 2009. We expect that 2011 will see increases comparable to those experienced in 2007 and 2008 as there continues to be more people in the region, both seniors and disabled, who qualify for ADA paratransit services. The contract cost per trip for 2011 is budgeted at an average of \$17.71 per trip, including fuel escalator, a decrease from the 2009 average of \$17.82 per trip. The primary reasons for the decrease are a shift from premium to basic trips (premium trips cost \$17.00 vs basic trips costing \$15.75) and a lower cost of the contractor's fuel escalator.

The contract with the current service provider for the ADA and Connector service does not expire until April of 2012.

Family Care legislation continues to affect this program. Family Care is Wisconsin's Medicaid risk-based long-term care program that ensures access to a defined benefit package including transportation to eligible frail elders and adults with disabilities who need long-term care services and are eligible for Medicaid. With the phase-in of Family Care, some of the ancillary paratransit services provided by the counties either went away or were taken over by the Family Care provider. Some trips are being provided by long-term care facilities and Family Care is paying us to provide some of the trips. Although we have had negotiations with the Family Care providers and are close to having agreements with them, there is still the possibility of overuse of the system by these agencies and a loss of revenue due to this legislation. Valley Transit continues to work with these agencies and the Counties to ensure that there is no loss of service, and that we continue to collect the revenue as we always have.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	1	4	1	1	1
% on-time performance	95.3%	94.5%	90-95%	90-95%	90-95%
Helpful, friendly employees					
# customer complaints	98	124	75	75	75
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 20.53	\$ 17.82	\$ 21.50	\$ 18.45	\$ 17.71
Efficient service delivery					
Trips per hour	2.1	1.6	2.4	2.4	2.6
Work Process Outputs					
Service Provided					
Hours of service/yr	35,634	46,556	35,000	35,000	35,000
Miles of service/yr	481,946	547,544	480,000	480,000	480,000
Trips taken/yr	74,336	73,449	84,205	84,205	92,222

**CITY OF APPLETON 2011 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 5850

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4230 Miscellaneous Local Aids	\$ 253,939	\$ 172,034	\$ 201,586	\$ 201,586	\$ 243,408
4875 Farebox Revenue	288,727	351,336	390,040	390,040	391,150
	<u>\$ 542,666</u>	<u>\$ 523,370</u>	<u>\$ 591,626</u>	<u>\$ 591,626</u>	<u>\$ 634,558</u>
Expenses					
6101 Regular Salaries	\$ 19,407	\$ 19,649	\$ 35,494	\$ 35,494	\$ 34,666
6105 Overtime	2,630	-	-	-	-
6150 Fringes	9,778	8,457	17,452	17,452	15,524
6201 Training & Conferences	1,092	15,300	1,032	1,032	513
6301 Office Supplies	651	636	939	939	820
6303 Memberships & Licenses	318	647	745	745	892
6304 Postage\Freight	798	699	851	851	894
6306 Building Maint./Janitorial	286	-	-	-	-
6308 Landscape Supplies	-	104	-	-	-
6320 Printing & Reproduction	4,592	4,022	4,588	4,588	4,818
6322 Gas Purchases	1,196	865	1,423	1,423	1,495
6401 Accounting/Audit	2,155	4,126	2,081	2,081	2,346
6404 Consulting Services	1,511	3,255	-	-	-
6408 Contractor Fees	1,296,729	1,290,347	1,392,061	1,392,061	1,481,939
6411 Temporary Help	-	(342)	-	-	-
6412 Advertising	7,967	8,650	7,234	7,234	7,596
6413 Utilities	14,854	15,711	20,249	20,249	19,459
6418 Equip Repairs & Maint	2,475	1,083	391	391	306
6420 Facilities Charges	13,748	11,893	16,669	16,669	17,181
6424 Software Support	9,291	9,292	9,480	9,480	10,920
6440 Snow Removal Services	2,481	728	-	-	-
6501 Insurance	-	-	2,868	2,868	2,899
6599 Other Contracts/Obligations	36,670	32,032	40,860	40,860	39,600
	<u>\$ 1,428,629</u>	<u>\$ 1,427,154</u>	<u>\$ 1,554,417</u>	<u>\$ 1,554,417</u>	<u>\$ 1,641,868</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Contractor Fees

Purchased transportation:
Valley Transit II - Disabled,
92,222 trips

\$ 1,481,939
\$ 1,481,939

Other Contracts/Obligations

ADA certifications

\$ 39,600
\$ 39,600

**CITY OF APPLETON 2011 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 cost of providing the various ancillary paratransit services has increased 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 has dramatically reduced the scope of the Temporary Assistance for Needy Families (TANF) service and Winnebago County has eliminated its mealsite service and reduced the scope of service to Lakeside Packaging. Additionally, many individuals supported in the Outagamie County support employment and Calumet County New Hope programs have been transitioned over to the Family Care program which are using alternate modes of transportation.

A number of contracts will expire in January 2011, including; Outagamie County Fixed Route, Lakeside Packaging, Rural Service, and New Hope. By opening up a competitive bid process for these contracts we hope to lower costs.

Valley Transit will explore the possibility of allowing ancillary paratransit providers and funders access to our scheduling software, with the goal of coordinating trips and resources for more efficient and effective use of transportation funds.

The decrease in 2010 in the trips per hour indicated below is due to a reduction in ridership on the "fixed route" paratransit. These are the contracted buses that travel to the sheltered workshops which began to fall to Family Care during the second half of 2010. Additionally, some group homes have independently began providing transportation for their residents. (continued next page)

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	0	0	0	0	0
Strategic Outcomes					
Cost effective Service Delivery					
Cost per trip	\$ 7.28	\$ 10.78	\$ 9.37	\$ 9.37	\$ 9.79
Efficient Service Delivery					
Trips per hour	4.4	4.6	4.1	4.1	4.8
Work Process Outputs					
Service provided - Trips taken by contract					
Outagamie TANF	1,613	359	535	535	500
Outagamie/Calumet elderly	2,962	2,919	3,259	3,259	3,314
Outagamie rural	4,794	4,705	5,183	5,183	5,458
Outagamie support employment	73,876	73,292	50,359	50,359	74,168
Northern Winnebago Dial-A-Ride	12,159	10,422	11,862	11,862	12,729
Lakeside Packaging Plus	26,218	29,156	18,124	18,124	27,830
Winnebago mealsite	1,649	1,785	-	-	-
Calumet New Hope Center	21,712	20,689	26,425	26,425	17,416
Calumet rural	2,672	2,773	3,975	3,975	2,465

**CITY OF APPLETON 2011 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 5860

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ 91,453	\$ 171,651	\$ 171,497	\$ 171,497	\$ -
4230 Miscellaneous Local Aids	639,823	532,100	587,794	587,794	618,486
4875 Farebox Revenue	182,185	200,135	203,450	203,450	186,590
5020 Donations & Memorials	88,189	101,728	91,266	91,266	125,338
	<u>\$ 1,001,650</u>	<u>\$ 1,005,614</u>	<u>\$ 1,054,007</u>	<u>\$ 1,054,007</u>	<u>\$ 930,414</u>
Expenses					
6320 Printing & Reproduction	\$ -	\$ 120	\$ -	\$ -	\$ -
6408 Contractor Fees	1,490,835	1,488,685	1,506,075	1,506,075	1,572,461
6430 Health Services	478	127	500	500	500
6599 Other Contracts/Obligations	17,225	-	-	-	-
	<u>\$ 1,508,538</u>	<u>\$ 1,488,932</u>	<u>\$ 1,506,575</u>	<u>\$ 1,506,575</u>	<u>\$ 1,572,961</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 54,240
Developmentally disabled transportation - VP	424,962
Outagamie County - demand response - rural	194,768
Outagamie County - temporary assistance for needy families	10,930
Lakeside Packaging Plus	80,333
Town of Menasha - Dial-a-Ride	26,250
Neenah - Dial-A-Ride	132,863
Darboy - Call-A-Ride	17,870
New Hope Center	129,792
Calumet County - rural service	79,999
Late evening Call-A-Ride service (Connector)	288,267
Call-A-Ride service beyond current fixed route service boundaries	106,427
Trolley service - downtown	25,760
	<u>\$ 1,572,461</u>

Major program changes (continued):

The \$171,497 budgeted in miscellaneous state aids in 2010 represent grant funds from the Wisconsin Employment Transportation Assistance (WETAP) and Job Access Reverse Commute (JARC) programs. This support is not secured for 2011.

Farebox revenue in this program is expected to decrease in 2011 due to the transition to the Family Care program which provides alternate means of transportation other than Valley Transit.

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Intergovernmental Revenues	5,591,618	5,687,704	5,735,167	5,866,413	5,916,413	6,057,540	6,064,794
Interest Income	0	14,974	68,489	50,000	50,000	50,000	50,000
Charges for Services	1,211,655	1,390,774	1,134,227	1,460,275	1,460,275	1,422,278	1,422,278
Capital Contributions	141,319	0	0	0	0	0	0
Other Revenues	202,729	164,595	88,210	160,766	160,766	194,838	194,838
Transfers In	663,849	407,986	2,255,583	636,412	636,412	596,318	604,390
TOTAL REVENUES	7,811,170	7,666,033	9,281,676	8,173,866	8,223,866	8,320,974	8,336,300
EXPENSES BY LINE ITEM							
Regular Salaries	1,786,355	1,886,444	1,634,178	1,898,805	1,898,805	1,935,532	1,911,048
Labor Pool Allocations	148,304	142,635	134,375	172,079	172,079	174,019	174,019
Call Time	7,874	3,529	4,008	2,847	2,847	0	0
Overtime	110,542	83,041	142,593	76,303	76,303	76,303	76,303
Part-Time	2,538	0	1,189	0	0	0	0
Incentive Pay	2,980	2,917	268	3,400	3,400	3,400	3,400
Other Compensation	35,091	2,995	6,784	39,950	39,950	2,825	2,825
Sick Pay	99,445	72,643	76,644	76,496	76,496	70,920	76,652
Vacation Pay	178,369	195,054	156,312	211,840	211,840	198,400	209,760
Holiday Pay	101,544	92,768	63,633	118,848	118,848	109,440	116,832
Fringes	1,038,099	1,027,283	908,080	1,169,553	1,169,553	690,229	664,505
FICA	0	0	0	0	0	195,641	195,641
Retirement	0	0	0	0	0	299,151	299,151
Unemployment Compensation	0	4,681	5,937	0	0	0	0
Salaries & Fringe Benefits	3,511,141	3,513,990	3,134,001	3,770,121	3,770,121	3,755,860	3,730,136
Training & Conferences	6,906	21,120	7,501	5,276	5,276	2,500	2,500
Employee Recruitment	85	681	1,267	1,530	1,530	1,530	1,530
Parking Permits	0	152	67	240	240	360	360
Office Supplies	4,116	3,862	2,118	4,800	4,800	3,996	3,996
Subscriptions	466	352	533	334	334	454	454
Memberships & Licenses	2,010	3,925	4,345	3,810	3,810	4,345	4,345
Postage & Freight	3,397	3,355	717	4,352	4,352	4,354	4,353
Awards & Recognition	722	242	80	765	765	200	200
Building Maintenance/Janitor.	98	211	0	0	0	0	0
Food & Provisions	1,596	1,571	802	1,000	1,000	500	500
Insurance	146,717	155,132	164,428	169,410	169,410	186,352	201,299
Depreciation Expense	507,946	534,269	470,490	596,970	596,970	536,168	600,111
Administrative Expense	674,059	724,872	652,348	788,487	788,487	740,759	819,648
Landscape Supplies	0	634	564	0	0	0	0
Shop Supplies & Tools	23,495	18,671	17,187	17,460	17,460	15,960	15,960
Miscellaneous Supplies	556	3,257	837	0	0	0	0
Printing & Reproduction	21,170	20,130	18,010	23,465	23,465	23,465	23,465
Clothing	4,493	3,138	2,499	6,180	6,180	6,180	6,180
Gas Purchases	585,776	323,684	351,424	616,655	616,655	616,655	616,727
Safety Supplies	519	71	63	600	600	200	200
Construction Materials	0	2,325	0	0	0	0	0
Vehicle & Equipment Parts	128,959	75,733	102,087	133,208	133,208	135,944	135,944
Miscellaneous Equipment	8,872	2,652	4,224	4,200	14,530	3,500	3,500
Signs	0	0	98	0	37,500	0	0
Supplies & Materials	773,840	450,295	496,993	801,768	849,598	801,904	801,976
Accounting/Audit	13,622	15,731	10,114	10,645	10,645	12,097	11,425
Bank Services	2,868	2,396	2,549	3,100	3,100	2,300	2,300
Consulting Services	15,291	3,255	60,931	0	50,000	0	0
Collection Services	680	649	1,169	725	725	2,076	2,076
Contractor Fees	2,787,564	2,779,032	2,349,903	2,898,136	2,898,136	3,054,400	3,054,400
Temporary Help	0	14,419	0	0	0	0	0
Advertising	48,503	34,427	30,288	37,000	37,000	37,000	37,000
Health Services	8,235	5,575	4,687	7,350	7,350	7,350	7,350
Snow Removal Services	15,682	4,415	2,391	0	0	0	0
Laundry Services	4,012	4,254	3,598	4,054	4,054	4,000	4,000
Other Contracts/Obligations	55,979	33,607	27,292	41,760	41,760	40,500	55,775

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
Purchased Services	2,952,436	2,897,760	2,492,922	3,002,770	3,052,770	3,159,723	3,174,326
Electric	49,253	50,340	42,603	47,155	47,155	49,442	49,442
Gas	34,230	29,703	17,197	45,000	45,000	33,413	33,413
Water	6,018	6,123	5,214	6,500	6,500	7,293	7,293
Waste Disposal/Collection	2,364	4,616	3,928	4,575	4,575	4,616	4,616
Stormwater	5,625	5,628	4,746	6,203	6,203	5,874	5,874
Telephone	4,398	4,553	3,533	4,910	4,910	4,632	4,632
Utilities	101,888	100,963	77,221	114,343	114,343	105,270	105,270
Building Repair & Maintenance	0	968	109	0	0	0	0
Vehicle Repair & Maintenance	0	0	6,599	0	0	5,600	5,600
Equipment Repair & Maintenance	8,792	9,590	2,325	2,900	2,900	2,508	2,508
Facilities Charges	138,583	138,108	103,498	125,250	125,250	126,792	122,242
Software Support	9,345	9,565	9,901	10,255	10,255	13,195	13,195
Repair & Maintenance	156,720	158,231	122,432	138,405	138,405	148,095	143,545
Buildings	0	0	144,176	0	53,518	0	0
Machinery & Equipment	0	0	503,974	0	1,079,581	0	0
Vehicles	0	0	0	0	306,000	0	0
Software Acquisition	0	0	14,360	0	0	0	0
Capital Expenditures	0	0	662,510	0	1,439,099	0	0
TOTAL EXPENSES	8,170,084	7,846,111	7,638,427	8,615,894	10,152,823	8,711,611	8,774,901

CITY OF APPLETON 2011 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Charges for Services	\$ 1,207,374	\$ 1,390,774	\$ 1,460,275	\$ 1,374,597	\$ 1,422,278
Miscellaneous	102,813	61,814	160,766	160,766	194,838
Total Revenues	<u>1,310,187</u>	<u>1,452,588</u>	<u>1,621,041</u>	<u>1,535,363</u>	<u>1,617,116</u>
Expenses					
Operating Expenses	7,646,131	7,310,794	8,018,924	7,818,924	8,174,790
Depreciation	507,946	534,269	596,970	596,970	600,111
Total Expenses	<u>8,154,077</u>	<u>7,845,063</u>	<u>8,615,894</u>	<u>8,415,894</u>	<u>8,774,901</u>
Revenues over (under) Expenses	(6,843,890)	(6,392,475)	(6,994,853)	(6,880,531)	(7,157,785)
Non-Operating Revenues (Expenses)					
Investment Income	165,573	13,387	50,000	60,000	50,000
Operating & Capital Subsidies	5,526,780	5,499,174	5,866,413	5,709,071	6,064,794
Total Non-Operating	<u>5,692,353</u>	<u>5,512,561</u>	<u>5,916,413</u>	<u>5,769,071</u>	<u>6,114,794</u>
Income (Loss) Before Contributions and Transfers	(1,151,537)	(879,914)	(1,078,440)	(1,111,460)	(1,042,991)
Contributions and Transfers In (Out)					
General Fund	643,591	407,986	636,412	583,754	604,390
Capital Projects	-	-	-	-	-
Net Income (Loss)	(507,946)	(471,928)	(442,028)	(527,706)	(438,601)
Capital Contributions	<u>149,030</u>	<u>291,845</u>	<u>1,063,500</u>	<u>665,913</u>	<u>806,000</u>
Change in Net Assets	(358,916)	(180,083)	621,472	138,207	367,399
Total Net Assets - Beginning	<u>6,679,481</u>	<u>6,320,565</u>	<u>6,140,482</u>	<u>6,140,482</u>	<u>6,278,689</u>
Total Net Assets - Ending	<u>\$ 6,320,565</u>	<u>\$ 6,140,482</u>	<u>\$ 6,761,954</u>	<u>\$ 6,278,689</u>	<u>\$ 6,646,088</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 482,381	\$ 551,645
+ Change in Net Assets	138,207	367,399
+ Depreciation	596,970	600,111
- Fixed Assets	(692,505)	(806,000)
+ F/A Funded by Restricted Cash	26,592	-
Working Cash - End of Year	<u>\$ 551,645</u>	<u>\$ 713,155</u>

CITY OF APPLETON 2011 BUDGET

PUBLIC WORKS DEPARTMENT

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Nathan D. Loper

CITY OF APPLETON 2011 BUDGET PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2010 EVENTS

Salt prices on the State bid increased \$19.49 per ton for the 2009/2010 winter season

Created a program using our new epoxy patch machine to better maintain our pavements over their useful life

Expanded our concrete grinding program to eliminate trip hazards on sidewalks within our epoxy patch program area

Celebrated National Public Works Week

Installed Wayfinding signage using a Fox Cities Convention & Visitors Bureau grant

Installed GPS vehicle tracking system on 10 city vehicles

Adopted a City-wide on-street bike lane plan

Hired a consultant to establish a database and associated GIS platform for a federally required traffic sign retro - reflectivity program

Streamlined our street excavation permit process while significantly reducing the length a temporary patch exists prior to a permanent patch being applied

Painted the Meade Street overpass railing using in-house staff

Developed departmental succession plan to ensure continuity of service following employee retirements

With the retirement of a building inspector in April, the Department implemented a pilot program utilizing two existing labor pool positions to fill the nuisance complaint responsibilities of the position. All other responsibilities of the position are being shared among the remaining building inspectors.

CITY OF APPLETON 2011 BUDGET PUBLIC WORKS DEPARTMENT

MAJOR 2011 OBJECTIVES

- Monitor, review and respond 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
- Work with the Technology Services Department to improve the DPW web page to provide better information to our customers
- Begin implementation of adopted City-wide on-street bike lane plan
- Work with the Wisconsin Department of Transportation to reconstruct Wisconsin Avenue from Erb Street to Lorna Lane
- Implement new street excavation permit process requiring majority of temporary patches to be permanently repaired in the same year
- Work with Forestry Division staff to ensure a smooth transition of forestry services into the department. Note: for budget comparison purposes, the prior year budget and actual expenses of the Forestry Division have been consolidated into this budget as well as the full time equivalent staff count shown below.
- A fifth floor customer service clerical pool is being formed to enhance customer service, improve security, and gain efficiencies by pooling standard customer service functions in one area. This consolidation allowed a 1.5 FTE reduction in clerical support reflected across the Assessor, Community Development, Health and Public Works Department budgets.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 1,572,722	\$ 2,591,702	\$ 2,244,135	\$ 2,244,135	\$ 2,987,620	33.13%
Program Expenses							
17011	Administrative Service	1,374,663	1,422,463	1,371,323	1,383,173	1,320,540	-3.70%
17014	Concrete Reconstruction	2,405,696	1,682,988	2,664,621	2,915,621	1,907,295	-28.42%
17015	Sidewalk Reconstruction	585,234	591,036	615,179	703,179	729,593	18.60%
17016	Asphalt Reconstruction	1,182,983	968,720	948,744	960,744	1,524,883	60.73%
17022	Traffic - Control	733,179	803,004	876,294	891,927	902,648	3.01%
17023	Street Lighting	1,312,921	1,246,500	1,410,884	1,410,884	1,508,444	6.91%
17031	MSB Administration	1,166,317	1,165,817	1,324,793	1,324,793	1,150,425	-13.16%
17032	Street Repair	1,388,675	1,636,813	1,707,567	1,716,454	1,637,681	-4.09%
17033	Snow & Ice Control	1,872,297	1,333,314	1,187,027	1,187,027	1,255,940	5.81%
17034	Forestry	696,044	709,019	763,570	763,570	819,951	7.38%
15520	Inspections	661,290	694,578	608,623	608,623	553,837	-9.00%
TOTAL		\$ 13,379,299	\$ 12,254,252	\$ 13,478,625	\$ 13,865,995	\$ 13,311,237	-1.24%
Expenses Comprised Of:							
	Personnel	5,363,283	5,353,458	5,442,508	5,442,508	5,346,883	-1.76%
	Administrative Expense	52,226	56,986	66,281	66,281	60,152	-9.25%
	Supplies & Materials	1,042,384	805,098	1,156,956	1,184,439	2,202,634	90.38%
	Purchased Services	622,542	974,775	529,953	593,840	674,002	27.18%
	Utilities	1,507,149	1,402,754	1,599,939	1,599,939	1,671,051	4.44%
	Repair & Maintenance	1,487,364	1,400,618	1,462,746	1,462,746	1,385,465	-5.28%
	Capital Expenditures	3,304,351	2,260,563	3,220,242	3,516,242	1,971,050	-38.79%
Full Time Equivalent Staff:							
	Personnel allocated to programs	64.62	64.62	63.22	63.22	62.01	

* % change from prior year adopted budget
Public Works.xls

**CITY OF APPLETON 2011 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 provide quality, cost-effective public works services for our customers"
- Review services, and work with other departments, to improve efficiency and effectiveness of City services
- Begin implementation of City-wide on-street bike lane plan

Major Program Changes:

Reductions in salaries and benefits are due to the customer service clerical pool formed (\$22,160) and the allocation of a records technician position to the various funds this year's projects entail (\$37,917). However, the benefit decrease is offset by the cost of two staff members opting for family health plan coverage in 2011.

This budget includes 25% of the cost of two laptop computers to be used for utility locators in two vehicles. The other 75% of the cost is funded by the utilities. The cost of the related ArcInfo software necessary to run the system is included in a separate GIS capital improvement project request.

The 2009 one-time grant for wayfinding signs was fully expended over 2009 and 2010 exhausting the total grant dollars allotted, thus there is a large reduction in sign costs in 2011.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Ordinance compliance					
Construction permits sold	621	401	625	600	600
Recovery of project costs					
# of assessment bills prepared	2,402	2,010	2,400	2,400	2,400
Compliance with city regulations					
# of site plans reviewed	36	26	40	35	35
Strategic Outcomes					
Effective use of budgeted funds					
% of budget dollars obligated	104%	94%	100%	100%	100%
Consistent & current information					
Policies reviewed and updated	3	5	5	6	6
Work Process Outputs					
Service provided					
# of agenda items prepared	281	266	300	300	300
Improvements/additions to infrastructure					
\$ of projects bid for all funds	\$ 23,595,018	\$ 13,142,446	\$ 20,000,000	\$ 35,506,815	\$ 14,460,000

**CITY OF APPLETON 2011 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4408 Sidewalk	\$ 3,535	\$ 3,760	\$ 5,000	\$ 5,000	\$ 4,500
4409 Street Occupancy	3,057	2,755	3,000	3,000	2,800
4410 Street Excavation	8,050	5,555	6,000	6,000	6,000
4801 Charges for Serv. - Nontax	5	-	-	-	-
5001 Fees & Commissions	48	-	-	-	-
5010 Misc Revenue - Nontax	6,390	5,860	6,000	6,000	6,000
5011 Misc Revenue - Tax	-	95	100	100	100
5035 Other Reimbursements	-	17,188	500	500	500
Total Revenue	\$ 21,085	\$ 35,213	\$ 20,600	\$ 20,600	\$ 19,900
Expenses					
6101 Regular Salaries	\$ 852,612	\$ 891,437	\$ 838,164	\$ 838,164	\$ 779,526
6104 Call Time	4,681	2,063	1,500	1,500	1,500
6105 Overtime	9,873	11,163	9,500	9,500	9,500
6108 Part-Time	996	1,615	3,110	3,110	3,209
6150 Fringes	351,745	346,158	348,783	348,783	354,640
6201 Training\Conferences	10,804	11,481	14,000	14,000	14,000
6206 Parking Permits	12,471	10,945	12,720	12,720	11,316
6301 Office Supplies	6,233	5,798	6,300	6,300	6,200
6302 Subscriptions	50	-	100	100	50
6303 Memberships & Licenses	2,679	3,565	3,500	3,500	3,800
6304 Postage\Freight	2,190	1,329	550	550	1,300
6305 Awards & Recognition	916	918	1,250	1,250	1,000
6309 Shop Supplies & Tools	7,285	5,745	7,700	7,700	7,300
6315 Books & Library Materials	558	233	600	600	550
6320 Printing & Reproduction	20,819	19,108	18,800	18,800	18,800
6321 Clothing	2,321	2,573	2,740	2,740	2,550
6323 Safety Supplies	325	466	400	400	400
6324 Medical/Lab Supplies	23	13	-	-	-
6327 Miscellaneous Equipment	3,390	1,686	1,900	1,900	2,300
6328 Signs	-	23,172	-	11,850	-
6402 Legal Fees	188	476	175	175	175
6404 Consulting Services	1,559	4,090	1,560	1,560	1,600
6408 Contractor Fees	100	3,600	-	-	-
6412 Advertising/Publication	1,858	2,041	2,000	2,000	2,400
6413 Utilities	12,382	11,042	11,506	11,506	11,514
6418 Equip Repairs & Maint	2,762	6,223	7,800	7,800	6,700
6425 CEA Equip. Rental	49,036	38,771	60,665	60,665	64,210
6430 Health Services	38	89	-	-	-
6431 Interpreter Services	-	65	100	100	100
6451 Laundry Services	3,853	3,881	4,600	4,600	3,900
6599 Other Contracts/Obligations	12,916	12,717	11,300	11,300	12,000
Total Expense	\$ 1,374,663	\$ 1,422,463	\$ 1,371,323	\$ 1,383,173	\$ 1,320,540

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Training/Conferences</u>		<u>Other Contracts/Obligations</u>	
General staff training	\$ 2,500	Digger's hotline	\$ 12,000
Professional License CEU's	5,000		\$ 12,000
Technical training	6,500		
	<u>\$ 14,000</u>		
<u>Printing & Reproduction</u>			
Bid documents/copier chgs	13,000		
Inspections Division forms	5,800		
	<u>\$ 18,800</u>		

**CITY OF APPLETON 2011 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 2011 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:

The \$450,000 included in other reimbursements represent reimbursements from the State for right-of-way land purchased for the Wisconsin Avenue reconstruction project.

Two major projects planned include the reconstruction of Wisconsin Avenue from Erb Street to Ballard Road and the reconstruction of French Road from Evergreen Drive to CTH JJ including a roundabout at the intersection of French Road and Evergreen Drive.

Please see Projects, pages 630 and 636 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	26.23	25.14	28.00	28.00	25.00
Miles of street under min. rideability	18.67	13.62	22.00	22.00	14.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets	337.89	339.52	339.57	339.57	339.87
Total miles in concrete	218.84	221.16	225.29	225.29	228.11
% of total miles reconstructed (concrete to concrete)	0.46%	0.81%	0.56%	0.56%	0.83%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed (asphalt or concrete to concrete)	1.56	2.76	1.89	1.89	2.84
Expansion of street system					
Miles of new grade & gravel streets	2.65	1.16	0.06	0.06	0.30

**CITY OF APPLETON 2011 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aid	\$ 11,206	\$ -	\$ -	\$ -	\$ -
4602 Concrete Paving	297,193	1,004,445	400,000	400,000	1,100,000
4603 Curb & Gutter	-	345	-	-	-
4615 Grade & Gravel	4,814	210	10,000	10,000	40,000
5035 Other Reimbursements	66,586	280,329	600,000	600,000	450,000
Total Revenue	\$ 379,799	\$ 1,285,329	\$ 1,010,000	\$ 1,010,000	\$ 1,590,000
Expenses					
6101 Regular Salaries	\$ 95,024	\$ 97,533	\$ 146,322	\$ 146,322	\$ 145,524
6104 Call Time	77	-	-	-	-
6105 Overtime	3,462	720	4,500	4,500	3,500
6108 Part-Time	4,013	6,738	7,237	7,237	7,366
6150 Fringes	39,939	38,622	63,852	63,852	58,733
6308 Landscape Supplies	8,506	5,068	2,350	2,350	10,700
6325 Construction Materials	77,151	27,134	182,763	182,763	829,924
6328 Signs	31,633	4,977	7,698	7,698	43,386
6404 Consulting Services	84,202	159,139	-	55,000	50,000
6408 Contractor Fees	20,256	148,853	17,638	17,638	31,010
6413 Utilities	2,774	999	-	-	-
6425 CEA Equip. Rental	5,544	2,203	6,000	6,000	6,090
6599 Other Contracts/Obligations	-	435	-	-	-
6801 Land	586,648	356,488	259,000	475,000	20,000
6809 Infrastructure Construction	1,446,467	834,079	1,967,261	1,947,261	701,062
Total Expense	\$ 2,405,696	\$ 1,682,988	\$ 2,664,621	\$ 2,915,621	\$ 1,907,295

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

2011	Street	From	To	General Fund
Labor Pool				194,623
CEA				6,090
Land	Midway Rd	at Quest Dr (land acq)		10,000
	Midway Rd	at Solitude Ln (land acq)		10,000
	Subtotal			20,000
Consulting	Ballard Rd	Wisconsin Ave	Longview Dr	25,000
	CTH JJ	corridor design	study	25,000
	Subtotal			50,000
Reconstruction	Alley s/o College	Memorial Dr (47)	State St	-
	Alley s/o College	State St	Walnut St	-
	College Ave	Kensington Dr	left turn lanes	268,800
	Eisenhower Dr	500' s/o Calumet	800' s/o Calumet St	24,100
	South Island St	Olde Oneida St	Lawe St - 530' W/O	214,310
	Wisconsin Ave	Richmond St (47)	Ballard Rd (CTH E)	630,800
	Subtotal			1,138,010
Total Concrete Paving				\$ 1,408,723

Labor Pool				20,500
Grade & Gravel	French Rd	630' s/o Glory Ln	Edgewood Dr (JJ)	266,786
	Subtotal			266,786
Asphalt following G&G	French Rd	630' s/o Glory Ln	Edgewood Dr (JJ)	195,058
	Providence Ave	Edgewood Dr (JJ)	300' north	16,228
	Subtotal			211,286
Total Grade & Gravel				\$ 498,572

* No funding is included for the reconstruction of the alleys. However, the projects will be let as an alternate add-on when the concrete work is bid. If the bids come in favorably, the alley(s) will be reconstructed utilizing positive bid variances.

**CITY OF APPLETON 2011 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:

Budget includes sidewalk on the west side of French Road between Evergreen Drive and Ashbury Drive and the northside of Prospect Avenue from Carriage Lane to Seminole Road.

The \$40,000 included in consulting fees represent the cost to design a retaining wall which will allow sidewalk to be installed on Water Street.

Please see Projects, page 638 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Safe pedestrian walkways					
# of defective sidewalk related accidents	3	0	1	1	0
Strategic Outcomes					
Policy decision					
% of total contract assessable	0.0%	0.0%	1.0%	1.0%	0.5%
Minimize liability					
# of insurance claims from defective sidewalks	3	5	2	2	1
Work Process Outputs					
Defective sidewalks					
Miles of green dot	5.2	2.1	5.4	5.4	5.0
Request for replacement					
Miles	0.5	0.4	0.6	0.6	0.5
Expansion of pedestrian walkways					
Miles of new sidewalks	0.3	0.4	0.4	0.4	1.0

**CITY OF APPLETON 2011 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4607 Sidewalks	\$ 15,406	\$ 48,785	\$ 20,000	\$ 20,000	\$ 12,000
4801 Charges for Serv.- Nontax	6,256	4,753	15,000	15,000	-
Total Revenue	<u>\$ 21,662</u>	<u>\$ 53,538</u>	<u>\$ 35,000</u>	<u>\$ 35,000</u>	<u>\$ 12,000</u>
Expenses					
6101 Regular Salaries	\$ 40,688	\$ 34,293	\$ 62,974	\$ 62,974	\$ 64,097
6105 Overtime	2,978	1,636	3,500	3,500	3,000
6108 Part-Time	1,738	8,117	4,808	4,808	4,961
6150 Fringes	18,573	15,571	23,789	23,789	23,885
6309 Shop Supplies	41	36	-	-	-
6325 Construction Materials	-	851	-	-	-
6328 Signs	73	241	-	-	-
6404 Consulting Services	30	30	-	-	40,000
6408 Contractor Fees	37,471	83,137	80,000	80,000	80,000
6425 CEA Equip. Rental	2,537	2,559	2,600	2,600	2,650
6429 Interfund Allocations	(21,559)	(18,837)	(50,000)	(50,000)	-
6599 Other Contracts/Obligations	-	100	-	-	-
6809 Infrastructure Construction	502,664	463,302	487,508	575,508	511,000
Total Expense	<u>\$ 585,234</u>	<u>\$ 591,036</u>	<u>\$ 615,179</u>	<u>\$ 703,179</u>	<u>\$ 729,593</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

2011	General Fund
Labor Pool	95,943
Consulting	
Retaining wall on Water Street	40,000
Sidewalk Construction	
Green Dot	200,000
General	40,000
Patch Contract	30,000
Arterial Sidewalk - Prospect Ave	25,000
Arterial Sidewalk - French Rd	25,000
Reconstruction - Concrete	144,500
Reconstruction - Asphalt	129,150
Subtotal	593,650
Total	\$ 729,593

**CITY OF APPLETON 2011 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 2011 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:

This budget includes the cost of paving the parking lots at the USA Youth Sports Complex. The project is a joint effort between the City and USA Youth. The City will provide the labor and machinery to do the paving while USA Youth will fund the cost of the asphalt. The total cost of the project is estimated to be \$158,560 with USA Youth paying \$130,560 for the material and the City contributing \$28,000 in labor and machinery costs.

Please see Projects, page 626 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	26.85	27.94	28.00	28.00	28.00
Miles under minimum rideability	29.62	33.11	33.00	33.00	33.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets in city	337.89	339.52	339.57	339.57	339.87
Total miles in asphalt	94.14	94.85	94.40	94.40	94.40
% of total miles reconstructed	0.54%	0.42%	0.29%	0.29%	0.42%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed	1.81	1.42	1.00	1.00	1.44

**CITY OF APPLETON 2011 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4601 Asphalt Paving	\$ 360,021	\$ 320,848	\$ 350,000	\$ 350,000	\$ 370,000
5035 Other Reimbursements	-	-	-	-	130,560
Total Revenue	\$ 360,021	\$ 320,848	\$ 350,000	\$ 350,000	\$ 500,560
Expenses					
6101 Regular Salaries	\$ 87,631	\$ 98,036	\$ 98,779	\$ 98,779	\$ 112,898
6105 Overtime	2,803	2,399	4,500	4,500	4,000
6108 Part-Time	4,053	5,847	3,680	3,680	4,861
6150 Fringes	39,796	43,330	47,121	47,121	52,258
6308 Landscape Supplies	4,050	2,730	6,647	6,647	7,175
6316 Miscellaneous Supplies	-	36	-	-	-
6325 Construction Materials	217,569	168,256	228,634	228,634	507,013
6328 Signs	6,883	3,235	5,950	5,950	7,675
6404 Consulting Services	1,428	809	-	-	-
6408 Contractor Fees	2,475	38	7,469	7,469	36,295
6425 CEA Equip. Rental	47,723	37,312	39,491	39,491	53,720
6809 Infrastructure Construction	768,572	606,692	506,473	518,473	738,988
Total Expense	\$ 1,182,983	\$ 968,720	\$ 948,744	\$ 960,744	\$ 1,524,883

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

2011	Street	From	To	General Fund Asphalt
Labor Pool				159,617
Asphalt Overlay	Capitol Dr	McDonald St	Ballard Rd	206,043
		USA Youth Sports Complex	Parking Lots	158,560
	Subtotal			364,603
Partial Reconstruction (bike widening)	Edgewood Dr	500' e/o Ballard	east city limits	30,000
	Subtotal			30,000
Total Reconstruction	Cedar St	Douglas St	Mason St	170,893
	Douglas St	Highland Ave	Packard St	128,876
	Franklin St	Rankin St	Catherine St	66,287
	Lorain Ct	Linwood Ave	Outagamie St	158,046
	Pierce Ave	Eighth St	Spencer St	64,849
	Pierce Ave	RR tracks	Lawrence St	30,692
	Washington St	Rankin St	Catherine St	64,522
	Winnebago St	Meade St	Rankin St	70,904
	Woodland Ave	Viola St	Kenilworth Ave	215,596
	Subtotal			970,663
Total Asphalt Pavement				\$ 1,524,883

CITY OF APPLETON 2011 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:

This budget includes the cost (\$38,800) to provide signage and pavement marking for on-street bike lanes. This is the first step in implementing a City-wide on-street bike lane plan. The 2011 cost represents the cost to provide signage and/or markings to some of the easier-to-implement segments of the plan.

PERFORMANCE INDICATORS

	Actual 2008	Actual 2009	Target 2010	Projected 2010	Target 2011
Client Benefits/Impacts					
Safe, reliable traffic control					
# of changes to traffic controls	18	14	30	30	25
# of changes to parking restrictions	29	110	60	60	60
% of signs installed or replaced	1.96%	4.8%	2.25%	2.25%	2.25%
Intersections in the City					
# of controlled intersections	1,359	1,392	1,390	1,390	1,410
# of uncontrolled intersections	701	690	730	730	672
Strategic Outcomes					
Effective traffic control devices					
# of accidents per street mile	3.46	3.29	3.30	3.30	3.28
Efficient use of staff					
# of signals maintained for other municipalities	26	27	28	28	27
Work Process Outputs					
Service provided					
# of traffic control signs & signals repaired from knockdowns	66 signals 67 signs	50 Signals 160 Signs	68 signals 125 signs	55 signals 125 signs	55 signals 150 signs
Respond to system demands					
# of responses for traffic & parking related changes	66	79	70	70	75

CITY OF APPLETON 2011 BUDGET

PUBLIC WORKS DEPARTMENT

Traffic Control and Maintenance

Business Unit 17022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv.- Nontax	\$ 660	\$ -	\$ 600	\$ 600	\$ 400
4802 Charges for Serv.- Tax	-	9,769	-	-	6,500
4908 Misc. Intergov.Charges	109,279	73,290	80,000	80,000	72,625
5010 Misc Revenue - Nontax	1,543	1,221	3,550	3,550	1,250
5030 Damage to City Property	50,119	42,033	52,000	52,000	45,000
Total Revenue	<u>\$ 161,601</u>	<u>\$ 126,313</u>	<u>\$ 136,150</u>	<u>\$ 136,150</u>	<u>\$ 125,775</u>
Expenses					
6102 Labor Pool Allocations	\$ 221,157	\$ 259,873	\$ 279,453	\$ 279,453	\$ 282,201
6104 Call Time	8,335	5,914	8,500	8,500	8,500
6105 Overtime	14,409	12,268	12,000	12,000	12,000
6108 Part-Time	13,295	16,090	23,053	23,053	23,053
6150 Fringes	103,105	115,473	132,178	132,178	132,158
6301 Office Supplies	-	15	-	-	-
6309 Shop Supplies & Tools	3,949	4,625	5,235	5,235	5,250
6311 Paint & Supplies	211	182	160	160	175
6323 Safety Supplies	-	300	-	-	-
6325 Construction Materials	116,377	110,770	104,500	117,109	114,500
6327 Miscellaneous Equipment	9,010	7,132	4,300	4,300	2,500
6328 Signs	30,472	68,603	60,000	63,024	79,461
6408 Contractor Fees	84,556	91,124	99,000	99,000	117,000
6413 Utilities	64,561	58,224	68,316	68,316	57,750
6418 Equip Repairs & Maint	1,933	9,221	10,000	10,000	11,600
6424 Software Support	-	-	-	-	-
6425 CEA Equip. Rental	64,021	50,868	72,614	72,614	60,910
6429 Interfund Allocations	(2,212)	(7,678)	(3,015)	(3,015)	(4,410)
Total Expense	<u>\$ 733,179</u>	<u>\$ 803,004</u>	<u>\$ 876,294</u>	<u>\$ 891,927</u>	<u>\$ 902,648</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Construction Materials		Contractor Fees	
Knockdowns - Appleton	\$ 27,000	Cross walks/stoplines - 1/3	
Knockdowns - Grand Chute/Outagamie	10,000	Pavement marking	\$ 27,000
LED Replacements	29,000	Maintenance of long-line	
Replace failed equipment	18,000	including retrace, reconfig	
Misc projects, upgrades & expenses	17,000	& special projects	60,000
Communication grid maint/upgrades	10,000	On-street bike lane marking	\$ 30,000
Painted hardware removal	3,500		<u>\$ 117,000</u>
	<u>\$ 114,500</u>		
Signs		Equip Repair & Maint	
Green dot	\$ 15,500	Annual preventative maint.	
Ordinance change	13,200	contract - signals & monitors	\$ 9,000
School zone upgrades	13,000	Repairs to traffic cameras &	
Knockdowns	14,800	signal controllers	2,300
Special events	3,161	Repairs to 2-way radios	300
Vandalism	7,000		<u>\$ 11,600</u>
On-street bike lane	8,800		
Other projects	4,000		
	<u>\$ 79,461</u>		

**CITY OF APPLETON 2011 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:

Construction materials costs include an additional \$6,750 to relamp the College Avenue street lights.

The utility cost increase represents an anticipated 3% increase in electricity charges as well as the expiration of a three year credit (2008-2010) received from WE Energies for the sale of the Point Beach nuclear power plant.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Cost of street lighting					
Avg. monthly cost of power per light	\$ 14.11	\$ 14.59	\$ 15.03	\$ 15.03	\$ 15.48
Strategic Outcomes					
Safety provided by street lighting					
Number of street lights in the system					
City owned	585	649	638	638	684
Utility owned	7,427	7,425	7,475	7,475	7,475
Work Process Outputs					
Responses to unsafe lighting conditions					
# of street lights repaired because of accidents, acts of nature, or equipment failures	51	32	65	60	40

**CITY OF APPLETON 2011 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Lighting

Business Unit 17023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4612 Street Lights	\$ 57,228	\$ 59,208	\$ 60,000	\$ 60,000	\$ 60,000
5010 Misc. Revnue - Nontax	-	674	-	-	-
5030 Damage to City Proprty	-	646	-	-	-
Total Revenue	<u>\$ 57,228</u>	<u>\$ 60,528</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>
Expenses					
6102 Labor Pool Allocations	\$ 6,577	\$ 4,872	\$ 10,023	\$ 10,023	\$ 10,614
6104 Call Time	159	80	150	150	150
6105 Overtime	296	158	200	200	200
6108 Part-Time	951	35	-	-	-
6150 Fringes	3,020	2,015	3,059	3,059	3,230
6325 Construction Materials	16,584	15,927	7,500	7,500	14,250
6408 Contractor Fees	(152)	6,090	5,000	5,000	6,000
6413 Utilities	1,285,486	1,215,486	1,384,952	1,384,952	1,474,000
6425 CEA Equip. Rental	-	1,837	-	-	-
Total Expense	<u>\$ 1,312,921</u>	<u>\$ 1,246,500</u>	<u>\$ 1,410,884</u>	<u>\$ 1,410,884</u>	<u>\$ 1,508,444</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Construction Materials

General maintenance material	\$ 7,500
Relamp MH lights on College (need to be replace every 3 yrs)	6,750
	<u>\$ 14,250</u>

CITY OF APPLETON 2011 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 City Guide 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

Major Program Changes:

This budget includes 20% of the cost of a projector and laminator which are in need of costly repairs at the Municipal Services Building. The other 80% of the cost is being shared by the utilities.

PERFORMANCE INDICATORS

	Actual 2008	Actual 2009	Target 2010	Projected 2010	Target 2011
Client Benefits/Impacts					
Assure safe working conditions					
# of in-house safety training programs conducted	21	22	30	30	30
# of equipment/vehicle accidents	46	26	12	12	10
Preventable	27	16	4	4	4
Non-preventable	19	10	8	8	6
# of employee injury accidents	18	15	9	9	9
Annual # of violations found during monthly building inspections	65	64	40	40	40
Strategic Outcomes					
Safeguard Assets					
\$ adjustment of inventory at year end	\$ 58	\$ 3,570	\$ 500	\$ 500	\$ 500
Turnover ratio of inventory	0.76	0.86	0.85	0.85	0.87
# of work days lost due to injuries	39	43	15	59	30
Work Process Outputs					
Efficient purchasing and inventory management					
# of purchase orders generated	567	609	600	600	606
\$ value of items issued from inventory	\$ 362,843	\$ 432,687	\$ 385,000	\$ 385,000	\$ 388,850
# of shipments received	6,891	6,761	6,850	6,850	6,920

CITY OF APPLETON 2011 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
5010 Misc Revenue - Nontax	\$ 50	\$ 218	\$ 300	\$ 300	\$ 300
Total Revenue	<u>\$ 50</u>	<u>\$ 218</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 300</u>
Expenses					
6101 Regular Salaries	\$ 440,067	\$ 475,128	\$ 536,304	\$ 536,304	\$ 479,290
6104 Call Time	362	433	300	300	300
6105 Overtime	1,128	1,291	2,050	2,050	1,900
6108 Part-Time	20,888	22,560	11,699	11,699	11,700
6150 Fringes	184,358	179,856	235,329	235,329	210,839
6201 Training\Conferences	1,322	5,341	6,500	6,500	6,500
6301 Office Supplies	2,138	2,001	2,200	2,200	2,200
6302 Subscriptions	2,892	3,222	2,892	2,892	3,225
6303 Memberships & Licenses	678	1,440	1,385	1,385	1,686
6304 Postage\Freight	625	616	444	444	585
6305 Awards & Recognition	323	804	1,190	1,190	1,190
6306 Building Maint./Janitor	4,392	4,730	6,000	6,000	5,500
6309 Shop Supplies & Tools	1,671	1,908	1,550	1,550	1,600
6311 Paint & Supplies	4	-	-	-	-
6315 Books & Library Materials	335	359	275	275	500
6316 Miscellaneous Supplies	-	31	-	-	-
6320 Printing & Reproduction	3,904	3,901	3,764	3,764	3,750
6321 Clothing	3,066	2,872	2,850	2,850	2,940
6323 Safety Supplies	5,638	5,106	5,500	5,500	5,500
6324 Medical\Lab Supplies	145	336	200	200	240
6325 Construction Materials	6,447	121	3,000	3,000	1,000
6327 Miscellaneous Equipment	10,221	8,727	12,250	12,250	11,645
6328 Sign Materials	-	151	-	-	-
6404 Consulting Services	110	-	-	-	-
6407 Collection Services	1,040	1,471	1,040	1,040	1,180
6408 Contractor Fees	-	3,016	-	-	-
6409 Inspection Fees	400	780	350	350	1,250
6413 Utilities	136,956	112,229	127,204	127,204	119,950
6414 Janitorial Services	-	2,627	2,630	2,630	2,630
6415 Tipping Fees	246	-	-	-	1,705
6418 Equip Repairs & Maint	3,377	1,390	2,500	2,500	2,500
6419 Communication Eq Repair	140	2,949	300	300	300
6420 Facilities charges	303,292	279,336	327,320	327,320	233,357
6425 CEA Equip. Rental	18,411	29,432	15,595	15,595	23,050
6430 Health Services	-	-	100	100	100
6451 Laundry Services	11,381	11,200	12,072	12,072	12,313
6503 Rent	-	28	-	-	-
6599 Other Contracts/Obligations	360	425	-	-	-
Total Expense	<u>\$ 1,166,317</u>	<u>\$ 1,165,817</u>	<u>\$ 1,324,793</u>	<u>\$ 1,324,793</u>	<u>\$ 1,150,425</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment	
Storage bins	\$ 450
Laminator 20% (80% utilities)	80
Projector 20% (80% utilities)	200
Security camera @ yard site	6,540
Traffic furniture & monitor upgrades	4,000
Misc traffic counter equip	375
	<u>\$ 11,645</u>

**CITY OF APPLETON 2011 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:

This budget includes an additional \$50,000 for asphalt patches associated with private utility excavation and a corresponding revenue increase of \$40,000. In 2011, permanent patches on asphalt streets will be performed by City staff in the same year as the utility excavation. This differs from past years in which the utility work was completed in one year with a temporary patch and the permanent patch was not done until the following year. So in order to "catch up" in 2011, City staff will be performing permanent patches on both 2010 and 2011 utility excavations. Thus the increase in asphalt costs as well as a corresponding increase in revenue when the work is billed back to the utility. The \$10,000 difference is to cover the cost of material for maintenance areas that are near the utility patches that we want to repair while in the area.

The number of hazardous sidewalk repairs in 2010 (below) will show a significant increase because we are now recording all hazardous walk repairs not just the repairs performed in response to hazardous walk complaints.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Safety of event participants					
# of civic events supported	42	51	45	4	4
Strategic Outcomes					
Preventive maintenance					
Total miles of streets serviced	337.89	339.52	339.57	339.57	339.87
# of hazardous sidewalk locations repaired	48	17	35	300	300
Miles of asphalt streets resurfaced	<1.0	0	<1.0	<1.0	<1.0
Work Process Outputs					
Repair materials					
Tons of cold patch asphalt applied	400	250	200	200	200
Cubic yards of concrete used for repair	5	0	15	100	100
Pounds of crack filler applied	12,416	23,302	20,000	23,500	20,000

**CITY OF APPLETON 2011 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Repair

Business Unit 17032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aid	\$ -	\$ 40,114	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	28,226	120,929	50,000	50,000	90,000
4908 Misc. Intergov.Charges	2,180	752	5,000	5,000	5,000
5010 Misc Revenue - Nontax	3,951	1,829	2,500	2,500	2,000
5030 Damage to City Property	575	1,416	-	-	-
Total Revenue	\$ 34,932	\$ 165,040	\$ 57,500	\$ 57,500	\$ 97,000
Expenses					
6101 Regular Salaries	\$ 501,264	\$ 521,566	\$ 555,073	\$ 555,073	\$ 534,432
6104 Call Time	774	455	700	700	700
6105 Overtime	20,232	16,591	20,500	20,500	20,500
6108 Part-Time	2,950	3,589	3,285	3,285	3,450
6150 Fringes	243,692	240,002	285,971	285,971	280,602
6304 Postage & Freight	30	-	-	-	-
6308 Landscape Supplies	-	235	-	-	-
6309 Shop Supplies & Tools	4,851	9,786	9,000	9,000	9,000
6311 Paint & Supplies	381	598	400	400	400
6321 Clothing	30	29	-	-	-
6322 Gas Purchases	933	1,845	1,500	1,500	1,500
6325 Construction Materials	138,069	105,755	117,000	117,000	167,000
6327 Miscellaneous Equipment	8,239	11,989	4,000	4,000	4,000
6328 Signs	1,084	202	700	700	700
6404 Consulting Services	15,279	23,909	13,000	21,887	5,000
6408 Contractor Fees	377,909	557,846	1,097,900	1,097,900	228,800
6413 Utilities	4,738	4,581	7,729	7,729	5,977
6415 Tipping Fees	2,927	601	1,900	1,900	1,900
6418 Equip Repairs & Maint	71	1,120	1,000	1,000	1,000
6420 Facilities charges	1,319	-	1,000	1,000	1,000
6425 CEA Equip. Rental	350,649	361,034	376,809	376,809	368,420
6429 Interfund Allocations	(289,091)	(228,266)	(800,200)	(800,200)	-
6503 Rent	24	2,478	5,000	5,000	-
6599 Other Contracts/Obligations	2,321	868	5,300	5,300	3,300
Total Expense	\$ 1,388,675	\$ 1,636,813	\$ 1,707,567	\$ 1,716,454	\$ 1,637,681

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Asphalt	\$ 80,000	Contractor equip rental	\$ 15,000
Cold patch/crackfiller	35,000	Bascule bridge pest control	
Concrete	15,000	maintenance	800
Flags	5,000	Lawe St expansion joints	10,000
Material for epoxy patch program	30,000	Annual bridge maintenance	
Misc guard rail repairs	2,000	program	5,000
	<u>\$ 167,000</u>	Surface restoration contract	160,000
		Olde Oneida St over power	
		canal	5,000
		Wisconsin Ave retaining wall	
		surface rep. & crack injection	33,000
			<u>\$ 228,800</u>

**CITY OF APPLETON 2011 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:

This budget includes an increase of \$20,000 for snow removal services for neglected, main, and arterial sidewalks and priority crosswalks. The 2011 budget request more closely resembles the actual costs incurred in current and prior years.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Timely service provided					
# of major plowing events	17	10	5	5	6
# of other minor plow/salt events	52	58	35	35	35
# of days hauling designated priority snow routes	36	29	20	25	25
Strategic Outcomes					
Efficiency of Program					
# of citizen contacts	229	383	175	200	200
# of miles of sidewalks cleared by:					
Contractor	7.0	13.1	7.5	7.5	7.5
City crews	11.4	12.0	11.4	11.4	11.4
\$ contracted to clear sidewalks	\$ 189,899	\$ 119,610	\$ 60,000	\$ 60,000	\$ 80,000
Work Process Outputs					
Volume of work done					
# of tons of salt used	7,166	4,484	6,000	5,500	5,500
# of miles of streets maintained	338	340	340	340	340
# of miles of sidewalk maintained	18.4	25.0	18.9	18.9	19.9

**CITY OF APPLETON 2011 BUDGET
PUBLIC WORKS DEPARTMENT**

Snow and Ice Control

Business Unit 17033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4608 Snow Removal	\$ 76,931	\$ 87,191	\$ 75,000	\$ 75,000	\$ 80,000
5010 Misc. Revenue - Nontax	18,473	-	14,345	14,345	14,345
Total Revenue	<u>\$ 95,404</u>	<u>\$ 87,191</u>	<u>\$ 89,345</u>	<u>\$ 89,345</u>	<u>\$ 94,345</u>
Expenses					
6101 Regular Salaries	\$ 365,277	\$ 309,452	\$ 192,479	\$ 192,479	\$ 232,426
6104 Call Time	66,532	43,878	40,000	40,000	40,000
6105 Overtime	125,701	80,692	65,000	65,000	65,000
6108 Part-Time	-	70	-	-	-
6150 Fringes	218,077	169,915	116,958	116,958	138,704
6308 Landscape Supplies	72	303	500	500	500
6309 Shop Supplies & Tools	623	281	500	500	500
6325 Construction Materials	287,235	165,394	334,490	334,490	313,000
6326 Vehicle & Equipment Parts	1,277	723	600	600	600
6408 Contractor Fees	107,227	9,188	5,000	5,000	5,000
6425 CEA Equip. Rental	507,830	430,931	380,000	380,000	386,710
6429 Interfund Allocations	-	(623)	(10,000)	(10,000)	(8,000)
6440 Snow Removal Services	189,899	119,610	60,000	60,000	80,000
6450 Repairs to Private Property	2,547	3,500	1,500	1,500	1,500
Total Expense	<u>\$ 1,872,297</u>	<u>\$ 1,333,314</u>	<u>\$ 1,187,027</u>	<u>\$ 1,187,027</u>	<u>\$ 1,255,940</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Construction Materials

Salt (5,000 tons)	\$ 300,000
Brine (15,000 gal)	3,000
Calcium chloride (5,000 gal)	4,000
Ice melter (600 bags)	6,000
	<u>\$ 313,000</u>

Interfund Allocations

Water Utility - Snow removal services at Water Plant	\$ (8,000)
	<u>\$ (8,000)</u>

Snow Removal Services

Snow removal services for neglected, main, and arterial sidewalks and priority crosswalks	\$ 80,000
	<u>\$ 80,000</u>

CITY OF APPLETON 2011 BUDGET

PUBLIC WORKS DEPARTMENT

Forestry Services

Business Unit 17034 (formerly 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 31,000 trees on City terraces and boulevards
- Prune trees to provide proper growth structure, maintain proper clearances for vehicles, signs, and pedestrians, and remove dead/diseased limbs
- Respond to storm damage situations
- Plant trees in new subdivisions 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
- Continue implementation of the action plan developed in 2009 to address the Emerald Ash Borer situation and make the necessary program adjustments as the impact of the insect is realized in the community
- Coordinate labor pool with operations staff to maximize available resources
- Coordinate equipment use and purchases 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
- Increase the diversity of species in the urban forest to minimize the impact of disease/insects on single tree species
- Work with the GIS Division of the Technology Services Department to develop systems to accurately track tree inventory information

Major Program Changes:

In order to gain efficiencies from combining staff and other resources, the forestry division, formerly in the Park and Recreation Department, has been consolidated into the Department of Public Works. This consolidation provides efficiencies in staffing as well as better utilization of existing equipment between programs.

Additionally, in order to be in compliance with the Government Accounting Standards Board's (GASB) recently issued Statement 54, the Forestry Special Revenue fund, which was previously accounted for as a separate fund, has been merged into this program bringing all forestry revenues and expenses into a single program. (continued on next page)

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# trees on City streets	29,000	29,815	30,000	30,000	31,000
Strategic Outcomes					
Satisfied community					
% of planting spaces in new subdivisions planted on annual basis	95%	100%	95%	95%	90%
% of customers who accept new trees on new and/or reconstructed streets	94%	95%	94%	94%	100%
Street tree to Arborist ratio	3,867 to 1	3,975 to 1	4,000 to 1	4,000 to 1	4,133 to 1
Diverse urban forest					
# of tree species with more than 1000	6	9	8	8	9
Work Process Outputs					
% of trees < 6" diameter pruned annually	50%	60%	45%	45%	50%
Pruning cycle of trees > 6" diameter	7.85 years	7.5	9 years	8.5	8.5
# of Ash trees replaced	New measure	505	1,000	750	1,000
Total number of tree species on streets	19	21	22	22	23
Treat all City properties with Gypsy Moth egg mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

CITY OF APPLETON 2011 BUDGET

PUBLIC WORKS DEPARTMENT

Forestry Services

Business Unit 17034 (formerly 16520)

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ 23,190	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	-	4,250	-	-	1,000
4802 Charges for Serv. - Tax	-	1,333	-	-	1,000
5020 Donations & Memorials	-	-	-	-	500
Total Revenue	\$ -	\$ 28,773	\$ -	\$ -	\$ 2,500
Expenses					
6101 Regular Salaries	\$ 402,066	\$ 418,659	\$ 434,774	\$ 434,774	\$ 461,110
6104 Call Time	5,110	3,047	-	-	-
6105 Overtime	5,594	1,460	5,808	5,808	3,808
6108 Part-Time	3,655	4,731	3,784	3,784	3,623
6150 Fringes	170,799	167,224	192,636	192,636	209,182
6201 Training/Conferences	3,934	2,040	1,500	1,500	1,000
6302 Subscriptions	85	-	100	100	100
6303 Memberships & Licenses	440	235	650	650	500
6308 Landscape Supplies	3,755	4,475	2,600	2,600	18,100
6309 Shop Supplies & Tools	1,855	2,464	2,250	2,250	2,050
6310 Chemicals	-	48	-	-	-
6311 Paint & Supplies	50	-	50	50	-
6320 Printing & Reproduction	142	69	150	150	50
6321 Clothing	635	635	850	850	600
6323 Safety Supplies	1,198	1,022	1,000	1,000	1,000
6324 Medical/Lab Supplies	-	48	100	100	50
6326 Vehicle & Equipment Parts	71	112	1,000	1,000	500
6327 Miscellaneous Equipment	1,734	2,473	2,000	2,000	1,500
6328 Signs	1,491	-	1,000	1,000	500
6408 Contractor Fees	11,678	11,996	5,000	5,000	10,000
6413 Utilities	253	191	232	232	155
6418 Equip Repairs & Maint	-	-	200	200	-
6425 CEA Equip. Rental	128,718	142,816	156,222	156,222	160,618
6429 Interfund Allocations	(48,658)	(56,429)	(50,000)	(50,000)	(56,184)
6430 Health Services	-	210	-	-	-
6451 Uniform Services	1,439	1,493	1,664	1,664	1,689
Total Expense	\$ 696,044	\$ 709,019	\$ 763,570	\$ 763,570	\$ 819,951

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Landscape Supplies

Trees	\$ 15,500
Misc landscape supplies	2,600
	<u>\$ 18,100</u>

Interfund Allocations

Allocation to Subdivision Fund of charges for tree planting in new subdivisions	\$ 50,000
Reid forestry services	6,184
	<u>\$ 56,184</u>

Contractor Fees

Contract services for gypsy moth control	\$ 5,000
Disposal of trees	5,000
	<u>\$ 10,000</u>

Major Program Changes (continued):

Contractor fees have increased to address the disposal costs associated with the action plan developed for the Emerald Ash Borer issue. A new performance indicator established in 2010 identifies the number of ash trees being removed to address this problem and the number of trees will continue to rise in the coming years. CEA costs show a slight increase in 2011 based on actual maintenance costs incurred in previous years and continued preventive maintenance that is projected to minimize future expenses. The increased number of streets and the static work force continues to increase the tree to Arborist ratio, creating longer pruning cycles.

**CITY OF APPLETON 2011 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:

In 2010, after the retirement of a building inspector, the Department implemented a pilot program utilizing two labor pool positions to fill nuisance complaint responsibilities and sharing the remaining duties of the position among the other building inspectors. As a result of the program, the vacant position was eliminated. The associated reduction in personnel costs are reflected in this budget.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Customer knowledge of ordinances					
Customer generated violation reports	1,694	1,533	1,500	1,600	1,600
Effectiveness of plan review					
# of onsite consultations prior to plan submittal	142	123	200	150	150
Strategic Outcomes					
Availability of staff					
% of total inspector hours spent on inspections	49.0%	48.0%	50.0%	50.0%	50.0%
Consistency of information					
# of policies/ordinances reviewed/updated	3/3	4/4	4/4	4/4	1/1
Work Process Outputs					
Availability of service					
# of inspections performed	11,628	11,721	12,000	12,000	13,000
# of re-inspections performed	466	767	500	500	600
# of notices issued	1,749	1,377	1,600	1,600	1,500
# of permits issued	3,273	3,279	3,500	3,500	3,800
# of plans reviewed	265	189	300	300	300

CITY OF APPLETON 2011 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 15520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4304 Electricians	\$ 3,190	\$ 6,420	\$ 3,840	\$ 3,840	\$ 3,840
4308 Heating	120	1,550	400	400	400
4401 Building	174,269	173,615	200,000	200,000	200,000
4402 Electrical	84,794	88,888	90,000	90,000	90,000
4403 Heating	55,437	46,003	63,600	63,600	63,600
4404 Plumbing, Sewer	42,407	47,201	50,000	50,000	50,000
4406 State Building	1,830	2,340	3,000	3,000	3,000
4407 Signs	2,940	4,000	4,000	4,000	4,000
4609 Weed Cutting	37,640	27,528	35,000	35,000	35,000
4614 Miscellaneous Specials	2,653	512	-	-	-
4801 Charges for Serv.- Nontax	31,750	27,764	32,000	32,000	32,000
5040 Board of Appeals	3,910	2,890	3,400	3,400	3,400
Total Revenue	<u>\$ 440,940</u>	<u>\$ 428,711</u>	<u>\$ 485,240</u>	<u>\$ 485,240</u>	<u>\$ 485,240</u>
Expenses					
6101 Regular Salaries	\$ 451,027	\$ 475,562	\$ 406,899	\$ 406,899	\$ 368,056
6104 Call Time	1,421	595	500	500	500
6105 Overtime	4,125	2,374	5,000	5,000	5,000
6150 Fringes	196,197	192,268	186,724	186,724	170,197
6404 Consulting Services	-	590	-	-	-
6408 Contractor Fees	8,394	23,189	9,500	9,500	10,084
6412 Advertising	126	-	-	-	-
Total Expense	<u>\$ 661,290</u>	<u>\$ 694,578</u>	<u>\$ 608,623</u>	<u>\$ 608,623</u>	<u>\$ 553,837</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Contractor Fees

Weed contractor	\$ 8,200
Board-up contractor	1,700
Interpreter	184
	<u>\$ 10,084</u>

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Executive Budget
REVENUES							
Intergovernmental Revenues	11,206	63,304	161,499	0	0	0	0
Licenses	3,310	7,970	6,895	4,240	4,240	4,240	4,240
Permits	376,319	374,117	505,370	424,600	424,600	423,900	423,900
Special Assessments	851,887	1,549,072	385,057	950,000	950,000	175,000	1,697,000
Charges for Services	66,897	168,798	37,508	97,600	97,600	128,900	130,900
Intergov. Charges for Service	111,459	74,042	10,878	85,000	85,000	77,625	77,625
Other Revenues	151,645	354,400	522,050	682,695	682,695	72,895	653,955
TOTAL REVENUES	1,572,723	2,591,703	1,629,257	2,244,135	2,244,135	882,560	2,987,620
EXPENSES BY LINE ITEM							
Regular Salaries	344,310	367,677	272,727	489,735	489,735	467,210	448,698
Labor Pool Allocations	2,622,885	2,707,008	2,165,061	3,003,816	3,003,816	3,005,677	2,957,355
Unallocated Labor	0	0	0	51,380	51,380	51,808	51,808
Call Time	87,450	56,466	18,837	51,650	51,650	51,650	51,650
Overtime	190,602	130,752	47,766	132,558	132,558	130,408	128,408
Temp. Full-Time	32,860	52,584	49,357	56,872	56,872	55,150	55,150
Part-Time	19,678	16,808	16,745	3,784	3,784	7,073	7,073
Other Compensation	22,101	18,808	14,237	14,865	14,865	15,365	10,865
Shift Differential	1,511	1,518	506	1,448	1,448	1,448	1,448
Sick Pay	90,776	82,331	76,216	0	0	0	0
Vacation Pay	381,807	409,071	296,633	0	0	0	0
Fringes	1,569,303	1,510,435	1,234,522	1,636,400	1,636,400	1,684,470	1,634,428
Salaries & Fringe Benefits	5,363,283	5,353,458	4,192,607	5,442,508	5,442,508	5,470,259	5,346,883
Training & Conferences	16,060	18,862	17,830	22,000	22,000	21,500	21,500
Parking Permits	12,471	10,945	10,875	12,720	12,720	11,316	11,316
Office Supplies	8,371	7,813	7,459	8,500	8,500	8,400	8,400
Subscriptions	3,027	3,222	3,240	3,092	3,092	3,375	3,375
Memberships & Licenses	3,797	5,240	6,053	5,535	5,535	5,986	5,986
Postage & Freight	2,845	1,945	1,130	994	994	1,885	1,885
Awards & Recognition	1,239	1,723	2,181	2,440	2,440	2,190	2,190
Building Maintenance/Janitor.	4,392	4,730	4,146	6,000	6,000	5,500	5,500
Rent	24	2,506	2,333	5,000	5,000	0	0
Administrative Expense	52,226	56,986	55,247	66,281	66,281	60,152	60,152
Landscape Supplies	16,383	12,810	7,916	12,097	12,097	20,975	36,475
Shop Supplies & Tools	20,275	24,845	25,646	26,235	26,235	25,700	25,700
Chemicals	0	48	0	0	0	0	0
Paint & Supplies	646	780	1,037	610	610	575	575
Books & Library Materials	893	592	318	875	875	1,050	1,050
Miscellaneous Supplies	0	67	16	0	0	0	0
Printing & Reproduction	24,865	23,078	11,728	22,714	22,714	22,600	22,600
Clothing	6,052	6,109	6,378	6,440	6,440	6,090	6,090
Gas Purchases	933	1,846	1,036	1,500	1,500	1,500	1,500
Safety Supplies	7,160	6,894	4,787	6,900	6,900	6,900	6,900
Medical & Lab Supplies	168	396	197	300	300	290	290
Construction Materials	859,431	594,209	979,531	977,887	990,496	1,189,335	1,946,687
Vehicle & Equipment Parts	1,348	835	474	1,600	1,600	1,100	1,100
Miscellaneous Equipment	32,594	32,008	17,450	24,450	24,450	24,445	21,945
Signs	71,636	100,581	89,713	75,348	90,222	122,922	131,722
Supplies & Materials	1,042,384	805,098	1,146,227	1,156,956	1,184,439	1,423,482	2,202,634
Legal Fees	188	476	240	175	175	175	175
Consulting Services	102,607	188,567	93,827	14,560	78,447	92,895	132,895
Collection Services	1,040	1,471	1,656	1,040	1,040	1,180	1,180
Contractor Fees	649,915	938,079	282,815	1,326,507	1,326,507	457,894	487,894
Inspection Fees	400	780	1,230	350	350	1,250	1,250
Advertising	1,984	2,041	2,192	2,000	2,000	2,400	2,400
Tipping Fees	3,173	601	3,452	1,900	1,900	1,900	1,900
Interfund Allocations	361,519	311,833	8,746	913,215	913,215	62,410	68,594
Health Services	38	299	34	100	100	100	100
Interpreter Services	0	65	0	100	100	100	100
Snow Removal Services	189,899	119,610	52,335	60,000	60,000	60,000	80,000
Repairs to Private Property	2,547	3,500	1,009	1,500	1,500	1,500	1,500

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Executive Budget
Laundry Services	16,673	16,574	14,242	18,336	18,336	17,902	17,902
Other Contracts/Obligations	15,597	14,545	13,641	16,600	16,600	17,300	15,300
Purchased Services	622,542	974,775	457,927	529,953	593,840	592,186	674,002
Electric	1,393,127	1,309,274	1,348,705	1,493,095	1,493,095	1,522,772	1,570,772
Gas	60,535	44,616	28,092	54,443	54,443	56,076	46,600
Water	8,895	6,896	5,692	5,393	5,393	6,040	6,040
Waste Disposal/Collection	3,352	2,963	2,902	2,801	2,801	2,889	2,889
Stormwater	19,316	19,369	17,745	23,430	23,430	24,042	24,042
Telephone	9,154	8,736	6,147	9,161	9,161	9,169	9,169
Cellular Telephone	12,770	10,900	9,053	11,616	11,616	11,539	11,539
Utilities	1,507,149	1,402,754	1,418,336	1,599,939	1,599,939	1,632,527	1,671,051
Janitorial Service	0	2,627	1,977	2,630	2,630	2,630	2,630
Building Repair & Maintenance	0	0	936	0	0	0	0
Equipment Repair & Maintenanc	8,143	17,955	6,371	21,500	21,500	21,800	21,800
Communications Equip. Repairs	140	2,949	140	300	300	300	300
Facilities Charges	304,611	279,336	196,064	328,320	328,320	296,322	234,357
CEA Equipment Rental	1,174,471	1,097,763	788,662	1,109,996	1,109,996	1,126,378	1,126,378
Repair & Maintenance	1,487,365	1,400,630	994,150	1,462,746	1,462,746	1,447,430	1,385,465
Land	586,648	356,488	494,589	259,000	475,000	60,000	20,000
Infrastructure Construction	2,717,703	1,904,075	2,290,494	2,961,242	3,041,242	2,890,810	1,951,050
Capital Expenditures	3,304,351	2,260,563	2,785,083	3,220,242	3,516,242	2,950,810	1,971,050
TOTAL EXPENSES	13,379,300	12,254,264	11,049,577	13,478,625	13,865,995	13,576,846	13,311,237

CITY OF APPLETON 2011 BUDGET

SANITATION

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Nathan D. Loper

**CITY OF APPLETON 2011 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 2010 EVENTS

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. In 2010, Outagamie County built an asphalt pad to accommodate the project.

Contracted with an outside vendor to dispose of our yard waste materials at no cost to the City.

Decrease in the commodities market has adversely affected the revenue from the sale of metal.

Educated customers on new monthly overflow collection schedule.

Developed policy for handling electronics recycling.

Held a meeting with Outagamie County regarding the proposed \$3 per ton tipping fee increase for 2011. After a lengthy discussion, the County agreed to a more equitable increase of \$1 per ton.

2009 financial results came in under budget due mainly to the elimination of the commercial refuse program which resulted in a 9% savings in personnel costs and a 20% savings in equipment charges. So far in 2010, expenses are on track with budget with some savings expected in the Recycling budget due to the change in late 2009 to single stream recycling. Efficiencies were gained in making just one trip to collect recyclables versus two trips (one for paper and one for co-mingled). We are monitoring closely our 2010 Budget especially the impact of a late tipping fee increase imposed by Outagamie County that was not budgeted. However, it is anticipated that budget savings in other accounts, mainly equipment (CEA) charges, will cover any overage in tipping fees. If a budget adjustment is necessary, the savings from 2009 that increased the fund balance would be available.

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS
SANITATION**

MAJOR 2011 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, the 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. In 2011, DPW will provide an estimated 4,300 cubic yards of mixed yard waste and leaves from our fall collection for the project.

Implement the new refuse container fee schedule with the objective to encourage more recycling which would result in less volume of waste going to the county landfill. This, in turn, would reduce tipping fee costs. Exchange 60 gallon containers for 35 gallon containers as requested by citizens as a result of the new container fee schedule.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
		2008	2009	Adopted 2010	Amended 2010	2011	
Unit	Title						
Program Revenues		\$ 811,327	\$ 583,294	\$ 497,400	\$ 497,400	\$ 963,250	93.66%
Program Expenses							
2210	Administration	204,715	237,563	229,791	229,791	244,320	6.32%
2221	Recycling	170,996	156,261	175,419	175,419	169,716	-3.25%
2223	Solid Waste	2,895,121	2,500,712	2,889,059	2,889,059	2,998,312	3.78%
2230	Landfill Maint.	104,755	74,073	66,980	71,620	86,906	29.75%
TOTAL		\$ 3,375,587	\$ 2,968,609	\$ 3,361,249	\$ 3,365,889	\$ 3,499,254	4.11%
Expenses Comprised Of:							
Personnel		1,501,814	1,388,680	1,476,806	1,476,806	1,424,327	-3.55%
Administrative Expense		35,862	30,545	40,080	40,080	58,798	46.70%
Supplies & Materials		64,797	54,616	55,950	55,950	133,480	138.57%
Purchased Services		887,454	781,983	890,730	895,370	958,659	7.63%
Utilities		57,584	51,605	64,495	64,495	56,561	-12.30%
Repair & Maintenance		828,076	661,180	833,188	833,188	867,429	4.11%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to prog		22.69	22.69	19.79	19.79	18.89	

**CITY OF APPLETON 2011 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
- Increase in customer contacts due to educational information delivered to residents who put overflow curbside on non-overflow collection weeks

Major Program Changes:

- New overflow process has resulted in many more customer contacts than in previous years.
- Utilize labor pool employees to perform property inspections as a result of the elimination of a building inspector position.
- This budget reflects an additional \$500,000 in revenue associated with the adjusted refuse container fee schedule. The new rate structure eliminates the \$.50/wk credit for the 35 gallon container and adds a \$.50/wk charge for the 60 gallon container. The 90 gallon container charge stays the same at \$1.30/wk.
- This budget also reflects the allocation of facilities charges related to Sanitation's portion of the municipal services building (MSB). These costs were entirely budgeted in the MSB budget in past years.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Public Information					
# of information announcements / brochures	25	25	25	25	25
Strategic Outcomes					
Consistency of information					
# of policies reviewed	2	1	1	1	1
Quality of service					
# of contacts received	795	671	825	8,000	6,000
# of labor pool hours shared outside of DPW	585	693	800	800	800
Work Process Outputs					
Changes in customer service					
# of policies revised	2	1	1	1	1

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4110 Property Taxes	\$ 2,463,700	\$ 2,620,000	\$ 2,810,000	\$ 2,810,000	\$ 2,310,000
4705 General Interest	338	342	-	-	-
4710 Interest on Investments	57,599	30,970	45,000	45,000	12,000
4801 Charges for Serv.- Nontax	146,208	159,329	150,000	150,000	650,000
5004 Sale of City Property - Nontax	-	451	-	-	-
5005 Sale of City Property - Tax	214	76,145	500	500	500
5016 Lease Revenue	400	400	400	400	400
5030 Damage to City Property	112	112	-	-	-
5071 Customer Penalty	1,780	2,428	-	-	1,400
5921 Trans In - General Fund	60,000	-	-	-	-
Total Revenue	\$ 2,730,351	\$ 2,890,177	\$ 3,005,900	\$ 3,005,900	\$ 2,974,300
Expenses					
6101 Regular Salaries	\$ 64,389	\$ 89,080	\$ 74,268	\$ 74,268	\$ 71,974
6104 Call Time	121	166	100	100	100
6105 Overtime	147	164	250	250	250
6108 Part-Time	1,424	846	-	-	-
6150 Fringes	28,439	30,515	32,620	32,620	31,747
6201 Training\Conferences	872	670	1,000	1,000	1,000
6301 Office Supplies	854	912	825	825	825
6302 Subscriptions	99	-	-	-	-
6303 Memberships & Licenses	691	143	150	150	145
6304 Postage\Freight	15,054	11,104	15,500	15,500	15,500
6305 Awards & Recognition	1,015	968	1,015	1,015	980
6320 Printing & Reproduction	2,066	3,972	3,050	3,050	3,600
6321 Clothing	2,123	2,369	2,000	2,000	2,000
6323 Safety Supplies	1,324	1,332	1,250	1,250	1,250
6324 Medical\Lab Supplies	72	143	100	100	100
6327 Miscellaneous Equipment	-	776	-	-	280
6403 Bank Services	3,479	4,250	4,500	4,500	4,500
6412 Advertising/Publication	200	775	300	300	300
6413 Utilities	51,985	46,053	57,985	57,985	49,983
6420 Facilities Charges	-	-	-	-	18,939
6425 CEA Equip. Rental	6,119	14,646	5,000	5,000	5,070
6430 Health Services	70	54	50	50	50
6451 Laundry Services	7,632	7,938	7,958	7,958	8,077
6501 Insurance	16,272	16,272	21,170	21,170	26,950
6599 Other Contracts/Obligations	-	4,258	700	700	700
6623 Uncollectible Accounts	268	157	-	-	-
Total Expense	\$ 204,715	\$ 237,563	\$ 229,791	\$ 229,791	\$ 244,320

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Postage/Freight

City service invoice postage allocation	\$ 15,300
Other shipping	200
	<u>\$ 15,500</u>

**CITY OF APPLETON 2011 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	5,375	5,375	5,300	5,300	5,300
Cost effective commercial recycling					
Cost/ton	\$ 135.24	\$ 117.08	\$ 145.00	\$ 125.00	\$ 100.00
Strategic Outcomes					
Sources of additional revenue					
# of commercial recycling customers	367	342	346	346	355
\$ of revenue from chipper rental	\$ 27,597	\$ 31,816	\$ 15,000	\$ 20,000	\$ 25,000
# of violations from Outagamie County Landfill	0	0	0	0	0
Work Process Outputs					
Material diverted from the landfill					
Tons of material collected					
Residential - co-mingled	6,061	5,584	6,700	6,700	6,700
Commercial - total	643	226	720	720	720
Hours chipping material	556	365	600	600	600
Avg # of users of the sites - weekday	275	350	325	325	325
Avg # of users of the sites - weekend	700	450	575	600	600

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Recycling

Business Unit 2221

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv.- Nontax	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
4802 Charges for Serv. - Tax	60,484	21,077	10,000	10,000	15,000
4872 Commercial Recycling	126,403	99,127	100,000	100,000	100,000
5010 Misc Revenue - Nontax	40	-	-	-	-
5011 Misc Revenue - Tax	11,124	5,125	10,000	10,000	10,000
Total Revenue	\$ 248,051	\$ 175,329	\$ 170,000	\$ 170,000	\$ 175,000
Expenses					
6101 Regular Salaries	\$ 48,950	\$ 46,859	\$ 57,920	\$ 57,920	\$ 54,007
6104 Call Time	316	310	400	400	400
6105 Overtime	128	18	150	150	150
6108 Part Time	45	40	-	-	-
6150 Fringes	23,551	21,710	31,449	31,449	28,721
6201 Training\Conferences	40	-	-	-	-
6303 Memberships & Licenses	100	100	100	100	100
6308 Landscape Supplies	266	864	1,000	1,000	850
6309 Shop Supplies & Tools	1,822	1,608	2,000	2,000	2,000
6320 Printing & Reproduction	1,249	-	-	-	-
6327 Miscellaneous Equipment	10,262	9,122	6,500	6,500	6,500
6328 Signs	-	357	300	300	300
6407 Collection Services	10,063	9,999	11,000	11,000	11,000
6408 Contractor Fees	-	6,380	-	-	-
6413 Utilities	1,428	1,609	1,600	1,600	1,648
6415 Tipping Fees	6,812	6,815	-	-	-
6425 CEA Equip. Rental	65,366	50,628	63,000	63,000	64,040
6429 Interfund Allocations	-	(158)	-	-	-
6503 Rent	598	-	-	-	-
Total Expense	\$ 170,996	\$ 156,261	\$ 175,419	\$ 175,419	\$ 169,716

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Collection Services

Freon appliance collection	\$ 11,000
	<u>\$ 11,000</u>

**CITY OF APPLETON 2011 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

Major Program Changes:

Overflow is collected free 1 time per month for a total of 12 free collections a year.

The decrease in tons of refuse collected (below) is based on actual 2009 results.

The cost per ton of overflow collections will be affected due to costs associated with notifying residents when overflow is put out on the wrong week.

Miscellaneous equipment costs increased due to the purchase of an additional 2,000 - 35 gallon containers (approximately \$88,000). The additional containers are expected to be needed in response to customers switching to the "free" smaller container once the new rates are put in place. The cost of the containers will be funded by a reserve established for that purpose. See page 380 for more details.

The 2010 budget did not reflect a \$4.70 increase in the residential waste tipping fee Outagamie County assessed in late 2009 for 2010. The effect of this increase is estimated to be approximately \$71,000. Additionally, the County is proposing a \$1 per ton increase for 2011 which will add another \$21,000 of expense to the 2011 budget. So, in total, we expect tipping fee costs to increase approximately \$92,000 between the 2010 and 2011 budgets. This increase is expected to be partially offset by a reduction in tonnage being disposed of due to the increase in container fees which may push some customers to opt to a smaller container, thus reducing the amount of waste transported to the landfill. The decision to no longer accept concrete at the yard waste sites will also decrease tonnage as the concrete will no longer need to be disposed.

PERFORMANCE INDICATORS

Client Benefits/Impacts	Actual 2008	Actual 2009	Target 2010	Projected 2010	Target 2011
Service area					
# of automated stops/day	5,120	5,153	5,150	5,000	5,030
Additional services provided					
# special collections					
Storm	0	0	0	0	0
Move outs	154	150	170	170	170
Bulky overflow collection	26	26	-	-	-
Free overflows	4	4	4	12	12
Strategic Outcomes					
Additional revenue sources					
Cost effective service provided					
Cost/ton of overflow collections	\$ 136.84	\$ 128.26	\$ 120.00	\$ 120.00	\$ 120.00
Cost/ton of residential automated pickup	\$ 67.47	\$ 71.21	\$ 73.00	\$ 74.50	\$ 74.50
Work Process Outputs					
City cleanliness and public health benefits					
# of tons of refuse collected	29,301	22,126	23,500	21,000	19,700

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv.- Nontax	\$ 912	\$ -	\$ -	\$ -	\$ -
4870 Commercial Refuse	144,984	4,698	-	-	-
4873 Container Leasing	24,042	4,244	-	-	-
4908 Misc. Intergov. Charges	15,279	22,298	10,000	10,000	15,000
5030 Damage to City Property	-	111	-	-	-
5055 Appliance Tags	35,337	35,714	40,000	40,000	35,000
5056 Tire Tags	1,141	1,651	1,500	1,500	1,450
5057 Grass Clipping	16,151	12,977	20,000	20,000	17,500
5058 Overflow	58,660	56,030	60,000	60,000	55,000
5085 Cash Short or Over	119	65	-	-	-
Total Revenue	\$ 296,625	\$ 137,788	\$ 131,500	\$ 131,500	\$ 123,950
Expenses					
6101 Regular Salaries	\$ 859,558	\$ 779,481	\$ 820,923	\$ 820,923	\$ 790,080
6104 Call Time	4,349	4,432	4,750	4,750	4,750
6105 Overtime	32,999	23,399	33,990	33,990	30,000
6108 Part-Time	16,596	15,493	20,698	20,698	20,474
6150 Fringes	413,221	369,052	390,618	390,618	386,418
6304 Postage\Freight	-	196	320	320	320
6309 Shop Supplies & Tools	484	96	-	-	-
6311 Paint & Supplies	20	48	150	150	100
6322 Gas Purchases	1,864	1,220	1,700	1,700	1,500
6327 Miscellaneous Equipment	42,851	32,650	37,400	37,400	114,500
6328 Signs	-	60	-	-	-
6407 Collection Services	950	1,132	1,022	1,022	1,320
6408 Contractor Fees	1,609	408	1,000	1,000	2,500
6415 Tipping Fees	782,355	704,355	827,200	827,200	883,600
6425 CEA Equip. Rental	750,582	592,316	761,288	761,288	774,750
6429 Interfund Allocations	(12,317)	(23,651)	(12,000)	(12,000)	(12,000)
6503 Rent	-	25	-	-	-
Total Expense	\$ 2,895,121	\$ 2,500,712	\$ 2,889,059	\$ 2,889,059	\$ 2,998,312

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Miscellaneous Equipment</u>	
New automated containers	\$ 97,600
Replacement automated containers	14,400
Replacement parts	2,500
	<u>\$ 114,500</u>
<u>Tipping Fees</u>	
Residential	\$ 786,350
Rubbish disposal	97,250
	<u>\$ 883,600</u>
<u>Interfund Allocations</u>	
Chipping services	\$ (12,000)
	<u>\$ (12,000)</u>

**CITY OF APPLETON 2011 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:

This budget includes \$7,000 for the replacement of a malfunctioning monitoring well as required by the Department of Natural Resources.

Insurance costs of \$12,978 represents the 2nd year's amortization of the cost of a five-year coverage policy. The first year's expense was inadvertently omitted in the preparation of the 2010 budget, however, the actual expenses will reflect the change.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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)	1	0	0	0	0
Work Process Outputs					
Regulatory compliance					
Reporting to the DNR	2	2	2	2	2
Corrective actions generated from quarterly inspections	4	3	0	2	2

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 5,459	\$ 4,949	\$ 5,904	\$ 5,904	\$ 3,740
6105 Overtime	6	124	-	-	-
6108 Part-Time	111	68	-	-	-
6150 Fringes	2,006	1,972	2,766	2,766	1,516
6325 Construction Materials	393	-	500	500	500
6404 Consulting Services	86,485	59,055	48,800	53,440	58,240
6413 Utilities	4,171	3,943	4,910	4,910	4,930
6420 Facilities charges	3,015	1,547	-	-	1,500
6425 CEA Equip. Rental	1,593	563	1,500	1,500	1,530
6454 Grounds Repair & Maint.	1,400	1,480	2,400	2,400	1,600
6501 Insurance	-	-	-	-	12,978
6599 Other Contracts/Obligations	116	372	200	200	372
Total Expense	\$ 104,755	\$ 74,073	\$ 66,980	\$ 71,620	\$ 86,906

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Consulting Services

Consultant to perform sampling and reporting (sediment, gas and water)	\$ 51,240
Replace a monitoring well at Mackville landfill site - DNR required	7,000
	<u>\$ 58,240</u>

Insurance

Risk management - 2nd yr amortization of a 5 year plan	\$ 12,978
	<u>\$ 12,978</u>

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Interest Income	57,938	31,313	24,429	45,000	45,000	12,000	12,000
Charges for Services	553,032	338,474	206,566	310,000	310,000	815,000	815,000
Intergov. Charges for Service	15,280	22,298	13,053	10,000	10,000	10,000	15,000
Other Revenues	185,076	191,210	116,014	132,400	132,400	121,250	121,250
TOTAL REVENUES	811,326	583,295	360,062	497,400	497,400	958,250	963,250
EXPENSES BY LINE ITEM							
Regular Salaries	20,666	16,978	6,835	15,569	15,569	13,326	13,326
Labor Pool Allocations	844,699	764,717	608,721	924,931	924,931	890,176	887,960
Call Time	4,786	4,909	3,081	5,250	5,250	5,250	5,250
Overtime	33,280	23,706	14,558	34,390	34,390	30,400	30,400
Temp. Full-Time	3,777	15,699	7,536	20,698	20,698	20,474	20,474
Part-Time	14,399	748	582	0	0	0	0
Incentive Pay	0	17,500	0	17,500	17,500	17,500	17,500
Other Compensation	10,739	4,273	8,065	615	615	615	615
Shift Differential	250	421	421	400	400	400	400
Sick Pay	18,405	29,057	23,340	0	0	0	0
Vacation Pay	83,597	87,424	51,621	0	0	0	0
Fringes	467,216	423,250	327,811	457,453	457,453	462,599	448,402
Salaries & Fringe Benefits	1,501,814	1,388,682	1,052,571	1,476,806	1,476,806	1,440,740	1,424,327
Training & Conferences	912	670	460	1,000	1,000	1,000	1,000
Office Supplies	853	912	392	825	825	825	825
Subscriptions	99	0	0	0	0	0	0
Memberships & Licenses	791	243	245	250	250	245	245
Postage & Freight	15,054	11,299	11,397	15,820	15,820	15,820	15,820
Awards & Recognition	1,015	968	1,015	1,015	1,015	980	980
Insurance	16,272	16,272	28,854	21,170	21,170	12,978	39,928
Rent	598	25	0	0	0	0	0
Uncollectible Accounts	268	157	242	0	0	0	0
Administrative Expense	35,862	30,546	42,605	40,080	40,080	31,848	58,798
Landscape Supplies	266	864	432	1,000	1,000	850	850
Shop Supplies & Tools	2,306	1,704	1,021	2,000	2,000	2,000	2,000
Paint & Supplies	20	48	0	150	150	100	100
Printing & Reproduction	3,315	3,972	2,770	3,050	3,050	3,600	3,600
Clothing	2,123	2,369	1,518	2,000	2,000	2,000	2,000
Gas Purchases	1,864	1,220	1,194	1,700	1,700	1,500	1,500
Safety Supplies	1,324	1,331	776	1,250	1,250	1,250	1,250
Medical & Lab Supplies	72	143	57	100	100	100	100
Construction Materials	393	0	0	500	500	500	500
Miscellaneous Equipment	53,113	42,548	31,582	43,900	43,900	121,280	121,280
Signs	0	417	50	300	300	300	300
Supplies & Materials	64,796	54,616	39,400	55,950	55,950	133,480	133,480
Bank Services	3,479	4,250	2,225	4,500	4,500	4,500	4,500
Consulting Services	86,485	59,055	30,560	48,800	53,440	58,240	58,240
Collection Services	11,013	11,131	8,493	12,022	12,022	12,320	12,320
Contractor Fees	1,609	6,788	2,932	1,000	1,000	2,500	2,500
Advertising	200	775	0	300	300	300	300
Tipping Fees	789,167	711,170	691,381	827,200	827,200	811,640	883,600
Interfund Allocations	12,317	23,808	8,322	12,000	12,000	12,000	12,000
Health Services	70	54	0	50	50	50	50
Laundry Services	7,632	7,938	5,811	7,958	7,958	8,077	8,077
Other Contracts/Obligations	116	4,630	605	900	900	1,072	1,072
Purchased Services	887,454	781,983	733,685	890,730	895,370	886,699	958,659
Electric	23,447	20,032	16,955	20,724	20,724	21,346	21,346
Gas	17,342	12,739	7,646	25,000	25,000	25,750	15,750
Water	3,378	3,270	2,462	3,000	3,000	3,360	3,360
Waste Disposal/Collection	1,649	1,500	1,109	1,700	1,700	1,785	1,785
Stormwater	11,165	13,499	9,789	13,543	13,543	13,750	13,750
Telephone	384	411	338	388	388	430	430

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
Cellular Telephone	219	154	177	140	140	140	140
Utilities	57,584	51,605	38,476	64,495	64,495	66,561	56,561
Equipment Repair & Maintenance	0	0	1,513	0	0	0	0
Facilities Charges	3,015	1,547	747	0	0	1,500	20,439
CEA Equipment Rental	823,661	658,153	531,237	830,788	830,788	845,390	845,390
Grounds Repair & Maintenance	1,400	1,480	240	2,400	2,400	1,600	1,600
Repair & Maintenance	828,076	661,180	533,737	833,188	833,188	848,490	867,429
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,375,586	2,968,612	2,440,474	3,361,249	3,365,889	3,407,818	3,499,254

CITY OF APPLETON 2011 BUDGET
SANITATION FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Property Taxes	\$ 2,463,700	\$ 2,620,000	\$ 2,810,000	\$ 2,810,000	\$ 2,310,000
Interest Income	57,938	31,305	45,000	45,000	12,000
Charges for Services	681,940	470,151	452,400	452,400	935,750
Sale of City Property	11,449	76,596	-	-	500
Other	-	5,237	-	-	15,000
Total Revenues	<u>3,215,027</u>	<u>3,203,289</u>	<u>3,307,400</u>	<u>3,307,400</u>	<u>3,273,250</u>
Expenses					
Program Costs	<u>3,375,587</u>	<u>2,968,609</u>	<u>3,361,249</u>	<u>3,365,889</u>	<u>3,499,254</u>
Other Financing Sources (Uses)					
Operating Transfers In	<u>60,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	(100,560)	234,680	(53,849)	(58,489)	(226,004)
Fund Balance - Beginning	<u>889,561</u>	<u>789,001</u>	<u>1,023,681</u>	<u>1,023,681</u>	<u>965,192</u>
Fund Balance - Ending	<u>\$ 789,001</u>	<u>\$ 1,023,681</u>	<u>\$ 969,832</u>	<u>\$ 965,192</u>	<u>\$ 739,188</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. \$14,400 of the projected cost budgeted for 2011 is due to the purchase of replacement containers. Additionally, for 2011, \$88,000 is expected to be spent on 2,000 - 35 gallon containers which are expected to replace the larger 60 gallon containers. Thus, a total of \$102,400 is anticipated being spent for replacement containers in 2011. 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	(13,300)	544,742
2010 Projected	(22,400)	522,342
2011 Budgeted	(102,400)	419,942

CITY OF APPLETON 2011 BUDGET CAPITAL PROJECTS FUNDS

Subdivision

Business Unit 4010

PROGRAM MISSION

This program accounts for funding sources and expenditures for various infrastructure projects.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

This fund is utilized for new subdivision work only, including administration, engineering, street lights, street signs, and temporary asphalt streets within the subdivision. This fund will not be utilized to refurbish an existing roadway.

Effective January 1, 2004, the City no longer advances money for new subdivision development. The developer is required to obtain a standby line of credit from which the City will have exclusive rights to draw all applicable costs. Upon completion of contracts and any other outstanding issues, the City will release the 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)	\$ 49,368	Projects, Pg. 626
New Concrete Paving	1,206,945	Projects, Pg. 630
Grade & Gravel	140,200	Projects, Pg. 636
Sidewalks	143,804	Projects, Pg. 638
Storm sewer Program	90,000	Projects, Pg. 640
Water main Program	19,350	Projects, Pg. 646
	<u>\$ 1,649,667</u>	

Major program changes:

The number of people electing five year plans to pay special assessments has increased, thereby reducing cash flow in this fund.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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	2008	2009	Adopted 2010	Amended 2010	2011	
	Program Revenues	\$ 1,078,038	\$ 1,734,140	\$ 1,264,505	\$ 1,699,744	\$ 1,080,000	-14.59%
	Program Expenses	\$ 2,085,014	\$ 2,236,352	\$ 1,727,504	\$ 1,757,504	\$ 1,649,667	-4.51%
Expenses Comprised Of:							
	Personnel	206,162	199,043	231,842	231,842	234,116	0.98%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	85,853	350,881	36,918	66,918	117,022	216.98%
	Purchased Services	201	1,456	-	-	-	N/A
	Utilities	-	999	-	-	-	N/A
	Repair & Maintenance	16,233	58,780	30,000	30,000	35,480	18.27%
	Capital Expenditures	1,776,565	1,625,193	1,428,744	1,428,744	1,263,049	-11.60%

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Subdivision

Business Unit 4010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 900,000
4614 Miscellaneous Specials	954,194	788,118	1,125,000	1,125,000	1,025,000
4710 Interest on Investments	10,900	790	45,000	45,000	5,000
4730 Interest - Deferred Specials	47,600	47,017	50,000	50,000	50,000
5021 Capital Contributions	65,344	375,715	44,505	44,505	-
5921 Trans In - General Fund	-	522,500	-	435,239	-
Total Revenue	\$ 1,078,038	\$ 1,734,140	\$ 1,764,505	\$ 2,199,744	\$ 1,980,000
Expenses					
6101 Regular Salaries	\$ 130,064	\$ 137,590	\$ 151,645	\$ 151,645	\$ 152,355
6104 Call Time	90	-	-	-	-
6105 Overtime	6,166	1,779	4,010	4,010	4,010
6108 Part-Time	13,514	3,505	2,803	2,803	3,352
6150 Fringes	56,329	56,171	73,384	73,384	74,399
6308 Landscape Supplies	68,635	62,479	24,918	54,918	16,454
6309 Shop Supplies & Tools	635	821	-	-	-
6325 Construction Materials	10,014	283,662	5,000	5,000	94,568
6328 Signs	6,568	3,917	7,000	7,000	6,000
6402 Legal Fees	27	-	-	-	-
6404 Consulting Services	30	1,456	-	-	-
6408 Contractor Fees	144	-	-	-	-
6413 Utilities	-	999	-	-	-
6425 CEA Equip. Rental	16,233	58,780	30,000	30,000	35,480
6809 Infrastructure Construction	1,776,565	1,625,193	1,428,744	1,428,744	1,263,049
Total Expense	\$ 2,085,014	\$ 2,236,352	\$ 1,727,504	\$ 1,757,504	\$ 1,649,667

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

2011	Street	From	To	4010
Labor Pool				234,116
CEA				35,480
Sidewalk - 6 month waivers, Unit D-11				40,000
	Subtotal			40,000
Repair and Maintenance				10,000
	Subtotal			10,000
New Concrete	Apple Rd	Ashbury Dr	Appleseed Dr	115,802
	Appleseed Dr	Apple Rd	Fuji Dr	221,611
	Benview Ct	Glory La	CDS	92,262
	Daybreak Dr	Lourdes Dr	Forest St	118,572
	Fuji Dr	Ashbury Dr	Appleseed Dr	83,312
	Pondview Ct	Meade St	CDS	166,540
	Schuh Rd	Sierra La	CDS	98,319
	Sierra La	Schuh Rd	Meade St	59,218
	Sunshine Dr	Lourdes Dr	Forest St	75,517
	Subtotal			1,031,153
Grade & Gravel	Lourdes Dr	Kensington Dr	Aurora Dr	140,200
	Subtotal			140,200
Asphalt following Grade & Gravel	Lourdes Dr	Kensington Dr	Aurora Dr	49,368
				49,368
Storm Sewer	Lourdes Dr	Kensington Dr	Aurora Dr	90,000
	Subtotal			90,000
Watermain	Lourdes Dr	Kensington Dr	Aurora Dr	19,350
				19,350
Total Concrete Paving				\$ 1,649,667

**CITY OF APPLETON 2011 BUDGET
SUBDIVISION DEVELOPMENT FUND**

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

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 900,000
Special Assessments	954,194	786,118	1,125,000	1,125,000	1,025,000
Interest Income	58,500	47,807	95,000	51,000	55,000
Other	65,344	375,715	44,505	44,505	-
Total Revenues	<u>1,078,038</u>	<u>1,209,640</u>	<u>1,764,505</u>	<u>1,720,505</u>	<u>1,980,000</u>
Expenses					
Program Costs	<u>2,085,014</u>	<u>2,236,352</u>	<u>1,727,504</u>	<u>1,757,504</u>	<u>1,649,667</u>
Total Expenses	<u>2,085,014</u>	<u>2,236,352</u>	<u>1,727,504</u>	<u>1,757,504</u>	<u>1,649,667</u>
Revenues over (under) Expenses	(1,006,976)	(1,026,712)	37,001	(36,999)	330,333
Other Financing Sources (Uses)					
Operating Transfers In	-	522,500	-	435,239	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>522,500</u>	<u>-</u>	<u>435,239</u>	<u>-</u>
Net Change in Equity	(1,006,976)	(504,212)	37,001	398,240	330,333
Fund Balance - Beginning	<u>1,358,648</u>	<u>351,672</u>	<u>(152,540)</u>	<u>(152,540)</u>	<u>245,700</u>
Fund Balance - Ending	<u>\$ 351,672</u>	<u>\$ (152,540)</u>	<u>\$ (115,539)</u>	<u>\$ 245,700</u>	<u>\$ 576,033</u>

Unreserved Designated Fund Balance Policy Compliance

<i>Minimum - Three months operating expenditures based on prior year's audited expenditures:</i>	<u><u>559,088</u></u>
<i>Maximum (80% of the most recent five year average of subdivision development expenditures,</i>	
2010 budgeted	1,649,667
2009 budgeted plus 100% carryover from 2008	1,727,504
2008 actual	2,236,352
2007 actual	2,085,014
2006 actual	1,726,072
2005 actual	1,755,096
	<u><u>1,507,937</u></u>

CITY OF APPLETON 2011 BUDGET CAPITAL PROJECTS FUNDS

Public Works

Business Unit 4240

PROGRAM MISSION

This program accounts for funding sources and expenditures for various public works projects.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

This fund provides for a variety of Public Works capital needs.

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

Project	Amount	Page
Traffic Camera Program / Signal Battery Backup	\$ 28,599	Projects, Pg. 624
Bridge Improvements	71,799	Projects, Pg. 629
Traffic Grid Expansion / Signal Equip Improvements	64,146	Projects, Pg. 623
Street Lighting Improvements	75,134	Projects, Pg. 622
Fuel Containment Upgrade	40,774	Projects, Pg. 676
	<u>\$ 280,452</u>	

Major program changes:

There were additional revenues received in 2009, including reimbursements from the State and Outagamie County for the College Avenue bridge project, that were not accounted for when the debt issue size was determined. The combination of these revenue sources has allowed a sufficient balance to accumulate in this fund to pay for both the 2010 and 2011 projects eliminating the need for additional borrowings in those years. The 2009 general obligation purpose language allows funding for all of these projects as they fall within the parameters designated for use of these funds. Additionally, in order to meet spend down requirements on the debt issue, \$277,700 has been allocated to other City projects that also meet the debt purpose language thus eliminating the need for any tax supported debt issue in 2010.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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	2008	2009	Adopted 2010	Amended 2010	2011	
Program Revenues		\$ 325,823	\$ 2,432,848	\$ 21,113	\$ 21,113	\$ 20,000	-5.27%
Program Expenses		\$ 2,098,355	\$ 4,552,901	\$ 320,919	\$ 556,695	\$ 280,452	-12.61%
Expenses Comprised Of:							
Personnel		47,525	71,016	12,519	12,519	18,029	44.01%
Administrative Expense		-	80	-	-	-	N/A
Supplies & Materials		17,602	194,548	-	-	-	N/A
Purchased Services		619,613	268,160	306,000	437,365	148,920	-51.33%
Utilities		195	18,001	-	-	-	N/A
Repair & Maintenance		54	476	2,400	2,400	2,503	4.29%
Capital Expenditures		1,413,366	4,000,620	-	104,411	111,000	N/A

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Public Works

Business Unit 4240

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ 97,716	\$ -	\$ -	\$ -
4710 Interest on Investments	43,677	18,906	21,113	21,113	20,000
50004 Sale of City Property	-	3,000	-	-	-
5065 Other Reimbursements	282,146	1,057,579	-	-	-
5910 Proceeds of Long-term Debt	416,960	3,545,000	240,000	240,000	-
5921 Trans In - General Fund	-	1,255,647	-	-	-
Total Revenue	\$ 742,783	\$ 5,977,848	\$ 261,113	\$ 261,113	\$ 20,000
Expenses					
6102 Labor Pool Allocations	\$ 32,183	\$ 50,640	\$ 9,459	\$ 9,459	\$ 13,279
6105 Overtime	414	40	-	-	-
6108 Part Time	1,431	927	-	-	-
6150 Fringes	13,497	19,409	3,060	3,060	4,813
6325 Construction Materials	7,998	172,419	-	-	-
6328 Signs	9,604	22,129	-	-	-
6404 Consulting Services	608,002	105,355	306,000	437,365	148,920
6408 Contractor Fees	11,610	162,805	-	-	-
6413 Utilities	195	18,001	-	-	-
6425 CEA Equipment Rental	54	476	2,400	2,400	2,440
6503 Rent	-	80	-	-	-
6801 Land	253,217	11,638	-	-	-
6804 Equipment	15,057	84,083	-	40,600	-
6809 Infrastructure Construction	1,145,093	3,904,899	-	63,811	111,000
Total Expense	\$ 2,098,355	\$ 4,552,901	\$ 320,919	\$ 556,695	\$ 280,452

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Consulting Services

Traffic Grid Expansion / Signal Replace	55,000
Traffic Camera Program	26,244
Bridge Improvements	67,676
Total	\$ 148,920

**CITY OF APPLETON 2011 BUDGET
PUBLIC WORKS PROJECTS**

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

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Intergovernmental	\$ -	\$ 97,716	\$ -	\$ -	\$ -
Interest Income	43,677	18,906	21,113	60,000	20,000
Other	282,146	1,057,579	-	-	-
Total Revenues	<u>325,823</u>	<u>1,174,201</u>	<u>21,113</u>	<u>60,000</u>	<u>20,000</u>
Expenses					
Program Costs	2,098,355	4,552,901	320,919	418,487	280,452
Total Expenses	<u>2,098,355</u>	<u>4,552,901</u>	<u>320,919</u>	<u>418,487</u>	<u>280,452</u>
Revenues over (under) Expenses	(1,772,532)	(3,378,700)	(299,806)	(358,487)	(260,452)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	416,960	3,545,000	240,000	-	-
Sale of City Property	-	3,000	-	-	-
Operating Transfers In	-	1,255,647	-	-	-
Operating Transfers Out	-	-	-	(277,700)	-
Total Other Financing Sources (Uses)	<u>416,960</u>	<u>4,803,647</u>	<u>240,000</u>	<u>(277,700)</u>	<u>-</u>
Net Change in Equity	(1,355,572)	1,424,947	(59,806)	(636,187)	(260,452)
Fund Balance - Beginning	<u>1,294,143</u>	<u>(61,429)</u>	<u>1,363,518</u>	<u>1,363,518</u>	<u>727,331</u>
Fund Balance - Ending	<u>\$ (61,429)</u>	<u>\$ 1,363,518</u>	<u>\$ 1,303,712</u>	<u>\$ 727,331</u>	<u>\$ 466,879</u>

CITY OF APPLETON 2011 BUDGET

PARKING UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Nathan D. Loper

CITY OF APPLETON 2011 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 2010 EVENTS

Continued ongoing program of meter mechanism and housing replacement

Continued ongoing program of line painting of ramp and on-street parking stalls

Improved handicap access to City Center Parking Ramp per recommendation from 2009 consultant ADA Compliance Survey

Completed ramp repairs for City Center and East Parking Ramps

Completed Phase IV of Midtown Ramp lighting upgrades

Completed installation of upgrades to Hamilton ramp entry machines

Sealed concrete decks of the East Parking Ramp

Reconstructed cashier booth at Midtown Ramp

Relocated Office of Parking Supervisor from Washington Ramp to City Center Ramp

Continued working with Appleton Downtown Incorporated and downtown parking users to seek ways to improve the parking system

Implemented ScanNet permit billing System. This is a third party software that interfaces with our current ScanNet software to track parking permit sales and history

Completed lighting upgrade in City Center Ramp stairwells

Adopted new parking ramp and parking meter rate structure to be implemented in January of 2011

Create an Ad Hoc Parking Committee to develop a marketing plan for the Parking Utility

CITY OF APPLETON 2011 BUDGET PARKING UTILITY

MAJOR 2011 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 V 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 Midtown Parking Ramp
- Replace and upgrade existing ramp sweeper with high-efficiency model capable of use on city sidewalks and other City facilities
- Implement revised parking ramp and parking meter rate structure per 2010 Council action
- Install improved ramp entry signage
- Perform roof repairs to Midtown Ramp skywalk to Radisson Hotel

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 2,381,277	\$ 2,205,275	\$ 2,327,901	\$ 2,327,901	\$ 2,560,501	9.99%
Program Expenses							
5110	Administration	2,026,457	1,626,577	2,183,247	2,183,247	1,695,092	-22.36%
5120	Operations & Maint.	842,366	848,486	924,767	1,058,032	1,010,307	9.25%
5130	Enforcement	178,540	175,130	187,610	187,610	195,817	4.37%
TOTAL		\$ 3,047,363	\$ 2,650,193	\$ 3,295,624	\$ 3,428,889	\$ 2,901,216	-11.97%
Expenses Comprised Of:							
	Personnel	640,080	653,420	700,767	700,767	710,434	1.38%
	Administrative Expense	1,923,081	1,535,950	2,041,808	2,041,808	1,591,168	-22.07%
	Supplies & Materials	39,994	28,998	50,450	50,450	58,005	14.98%
	Purchased Services	111,608	121,093	80,463	88,588	121,834	51.42%
	Utilities	208,400	202,237	244,510	244,510	212,895	-12.93%
	Repair & Maintenance	79,200	84,545	77,626	82,766	86,880	11.92%
	Capital Expenditures	45,000	23,950	100,000	220,000	120,000	20.00%
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 2011 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 2010 Common Council action, the following parking rate and fine structure will go into effect on January 1, 2011:

Parking Ramp Pay-as-enter - \$2 (24/7); Meter Rate - \$.75/hour; Meter Hours - 9 a.m. to 9 p.m.; Permit Rate - \$32/mo City Center, \$28/mo Deluxe, \$23/mo Economy; Meter Fines - 1 & 2 = \$5, 3 - 5 = \$10, 6 & up = \$50; Time Limit Fines = \$20; Select Library Meters = 3-hour limit.

Budget includes \$10,000 for marketing/education of the Parking Utility. An Ad Hoc Parking Committee has been formed to develop and implement a marketing plan for a customer service based Downtown parking system. The Committee consists of a diverse cross-section of downtown businesses and customers. A draft plan is anticipated to be presented to the Municipal Services Committee in January, 2011.

Reduction in depreciation expense reflects an adjustment made in 2009 to the depreciable lives of the various ramps, establishing the same useful life for all ramps.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Effective rate structure policy					
% change in operating revenue received	-2.4%	-3.9%	-1.93%	-1.93%	13.20%
Community events supported	10	14	9	9	9
Strategic Outcomes					
Efficiency of operations					
% change in operating costs	12.3%	-22.6%	-1.12%	-1.12%	-0.50%
Work Process Outputs					
Expansion of customer base					
YTD avg active permits/ total permit stalls	2,089/2,333	2,137/2,343	2,150/2,323	2,100/2,323	2,100/2,323
# of daily meter bags sold	1,236	4,844	1,200	900	1,000

**CITY OF APPLETON 2011 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ 109,309	\$ 23,943	\$ 55,000	\$ 55,000	\$ 35,000
5006 Gain (Loss) on Asset Disp.	(12,483)	-	-	-	-
5010 Misc Revenue - Nontax	39,996	39,996	1	1	1
5035 Other Reimbursements	88	-	-	-	-
Total Revenue	\$ 136,910	\$ 63,939	\$ 55,001	\$ 55,001	\$ 35,001
Expenses					
6101 Regular Salaries	\$ 65,265	\$ 65,071	\$ 93,398	\$ 93,398	\$ 93,607
6105 Overtime	75	-	-	-	-
6108 Part-Time	174	139	-	-	-
6150 Fringes	27,252	26,117	41,192	41,192	40,642
6201 Training\Conferences	1,200	-	-	-	-
6301 Office Supplies	692	459	500	500	800
6303 Memberships & Licenses	520	-	550	550	550
6304 Postage/Freight	6,720	5,497	6,500	6,500	6,500
6305 Awards & Recognition	350	289	350	350	350
6309 Shop Supplies & Tools	309	649	1,500	1,500	1,500
6320 Printing & Reproduction	23	259	-	-	-
6321 Clothing	1,115	702	1,150	1,150	900
6323 Safety Supplies	64	5	100	100	100
6327 Misc. Equipment	1,578	-	1,000	1,000	800
6401 Accounting/Audit	2,146	2,345	2,763	2,763	2,955
6403 Bank Services	7,542	6,986	8,000	8,000	8,000
6404 Consulting Services	-	798	-	-	-
6407 Collection Services	2,384	2,421	2,200	2,200	2,400
6412 Advertising	456	-	-	-	10,000
6413 Utilities	2,390	2,313	2,568	2,568	2,568
6418 Equip Repairs & Maint	545	3,311	2,068	2,068	2,100
6420 Facilities Charges	24	-	-	-	-
6451 Laundry Services	1,469	1,529	1,500	1,500	1,500
6501 Insurance	32,076	32,076	39,220	39,220	42,520
6601 Depreciation Expense	962,788	466,311	969,388	969,388	468,000
7911 Trans Out - General Fund	9,300	9,300	9,300	9,300	9,300
7912 Trans Out - Special Revenue	900,000	1,000,000	1,000,000	1,000,000	1,000,000 *
Total Expense	\$ 2,026,457	\$ 1,626,577	\$ 2,183,247	\$ 2,183,247	\$ 1,695,092

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Advertising

Marketing/Education	\$ 10,000
	<u>\$ 10,000</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 2011 BUDGET
PARKING UTILITY**

Operations and Maintenance

Business Unit 5120

PROGRAM MISSION

The Parking Utility maintains a safe, clean and reliable parking system.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Pressure clean the decks and stairwells in all ramps twice a year
- Identify and complete maintenance projects in a timely manner
- Investigate ways to reduce operating expenses without reducing current maintenance and service standards
- Focus on aesthetics of ramps to encourage ramp usage
- Enhance preventive maintenance of meters to reduce malfunctions
- Perform structural repairs in all City ramps in accordance with the consultant's recommendations. The following repairs are scheduled to be completed; see the capital project request on page 663 for further detail:
 1. Stair repairs - all ramps
 2. Concrete patching - all ramps
 3. Crack filling/joint repair - all ramps
 4. Corbel repairs - Washington ramp
 5. Drainage system repairs/maintenance - all ramps

Any new/priority repairs beyond those identified in the 2009 Structural Inspections Report could bump some of the work listed above.

Major Program Changes:

The proposed ramp sweeper replacement/upgrade will improve the efficiency and overall effectiveness of our ramp sweeping operations. The new high-efficiency sweeper will eliminate much of the dust associated with our current sweeper and will allow for use in other City facilities such as the College Avenue sidewalks.

The Miscellaneous Equipment budget includes the purchase of additional bill and coin vaults to accommodate better security control of cash and additional cash collections in ramps on weekends; and coupon scanners to properly verify coupons. The Printing & Reproduction budget includes the purchase of thermo receipt paper; the new ramp entry machines issues receipts, previous machines did not issue receipts to enter ramp.

The total number of reports of facility damages and graffiti reports has not shown a clear picture of the severity, scope and number of incidents in the past. In 2010, the performance indicator was changed to count actual incidences. Overall staff time required for these incidents has remained fairly consistent.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Reliability of the system					
# of broken meters reported	336	483	300	350	350
% fixed within 24 hours	98%	98%	99%	99%	99%
Strategic Outcomes					
Efficiency of staff management					
Maintenance staff size to # of meters	3 / 1,000	2 / 996	2 / 996	2 / 996	2 / 996
Maintenance staff size to # of unmetered stalls	3 / 4,216	3 / 3,162	3 / 3,132	3 / 3,132	3 / 3,132
Structural inspections performed	0	4	0	0	0
Work Process Outputs					
Customer services provided					
# of meter batteries changed	1,050	996	996	996	996
# of Powerflushes per Ramp	2	2	2	2	2
# of facility property damages reported	23	26	75	75	75
# of broken gate arms reported/ repaired	18	24	25	25	15

**CITY OF APPLETON 2011 BUDGET
PARKING UTILITY**

Operations and Maintenance

Business Unit 5120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4841 Meters - Tax	\$ 546,700	\$ 524,606	\$ 559,000	\$ 559,000	\$ 649,000
4842 Short-term Parking - Nontax	3,981	5,142	4,000	4,000	7,600
4843 Short-term Parking - Tax	440,690	434,873	452,000	452,000	700,000
4844 Permit Parking - Nontax	173,669	168,573	160,000	160,000	166,000
4845 Permit Parking - Tax	503,346	444,159	505,000	505,000	464,000
4846 Parking Meter Hood - Nontax	46	19,143	1,000	1,000	2,000
4847 Parking Meter Hood - Tax	7,015	8,518	11,000	11,000	10,000
5030 Damage to City Property	238	49	-	-	-
5085 Cash Short or Over	79	151	-	-	-
Total Revenue	\$ 1,675,764	\$ 1,605,214	\$ 1,692,000	\$ 1,692,000	\$ 1,998,600
Expenses					
6101 Regular Salaries	\$ 234,897	\$ 252,505	\$ 237,377	\$ 237,377	\$ 238,959
6104 Call Time	540	83	300	300	300
6105 Overtime	5,888	3,551	1,700	1,700	3,200
6108 Part-Time	22,541	23,866	29,632	29,632	29,828
6150 Fringes	131,857	129,755	139,508	139,508	138,631
6306 Building Maint./Janitorial	9,435	22,018	16,000	16,000	11,000
6311 Paint & Supplies	949	261	1,000	1,000	1,000
6320 Printing & Reproduction	5,804	2,217	3,250	3,250	6,225
6325 Construction Materials	9,800	5,828	6,000	6,000	6,000
6326 Equipment Parts	12,621	12,026	12,250	12,250	11,250
6327 Miscellaneous Equipment	2,562	-	15,500	15,500	21,730
6328 Signs	219	-	1,300	1,300	500
6404 Consulting Services	4,253	30,875	-	8,125	-
6407 Collection Services	302	215	400	400	400
6408 Contractor Fees	5,509	19,480	14,000	14,000	11,000
6409 Inspection Fees	1,492	2,529	3,600	3,600	3,600
6413 Utilities	206,011	199,924	241,942	241,942	210,327
6416 Build Repairs & Maint	26,061	30,192	21,000	26,140	23,000
6418 Equip Repairs & Maint	38,158	31,981	35,500	35,500	35,500
6425 CEA Equip. Rental	14,412	17,915	16,508	16,508	23,730
6440 Snow Removal Services	63,915	39,315	28,000	28,000	28,000
6599 Other Contracts / Obligations	140	-	-	-	33,979
6803 Buildings	45,000	23,950	100,000	220,000	120,000
7921 Trans Out - Internal Serv Fund	-	-	-	-	52,148
Total Expense	\$ 842,366	\$ 848,486	\$ 924,767	\$ 1,058,032	\$ 1,010,307

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Building Maintenance & Janitorial</u>		<u>Building Repairs & Maintenance</u>	
Building maintenance	\$ 2,000	Midtown lighting	\$ 10,000
Cleaning supplies	4,000	Misc ramp repairs	7,500
Deck sealer (Midtown)	5,000	Ramp window washing	2,000
	<u>\$ 11,000</u>	Pest control services	1,500
		Door replacement - Midtown	2,000
			<u>\$ 23,000</u>
<u>Equipment Parts</u>		<u>Equipment Repairs & Maintenance</u>	
Misc repair parts	\$ 4,000	Elevator repairs - maintenance agreements	\$ 28,000
Permit cards	1,250	Meter Mech repair	500
Batteries - Lithium	6,000	Electrical repairs/ TAPCO	7,000
	<u>\$ 11,250</u>		<u>\$ 35,500</u>
<u>Miscellaneous Equipment</u>		<u>Snow Removal Services</u>	
Coin vaults (12)	\$ 2,340	All ramps	\$ 28,000
Bill vaults (12)	3,540		<u>\$ 28,000</u>
Coupon Scanners (3)	5,850		
Meter mech & housing upgrade	10,000		
	<u>\$ 21,730</u>		
<u>Contractor Fees</u>		<u>Buildings</u>	
Relocate Parking Supervisor's office to City Center Ramp (Final Phase)	\$ 2,000	Ramp repairs	\$ 75,000
Line painting	9,000	Superior Street Skywalk	20,000
	<u>\$ 11,000</u>	New ramp entry signage	25,000
			<u>\$ 120,000</u>
<u>Trans Out - Internal Serv Fund</u>		<u>Other Contracts/Obligations</u>	
Up-grade sweeper	\$ 52,148	Special Assessment	\$ 12,797
	<u>\$ 52,148</u>	East Ramp	12,062
		Washington Ramp	9,120
		Library Plaza Parking Lot	33,979
			<u>\$ 33,979</u>

CITY OF APPLETON 2011 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:

Based on 2010 Common Council action, the following parking enforcement changes will go into effect on January 1, 2011:

Meter Rate - \$.75/hour; Meter Hours – 9 a.m. to 9 p.m.; Meter Fines – 1 & 2 = \$5, 3 – 5 = \$10, 6 & up = \$50; Time Limit Fines = \$20; Select Library Meters = 3-hour limit.

The trend over the past few years has shown a steady decline in parking enforcement revenue, as well as the number of tickets issued. We estimate 2010 revenue to be \$80,000 less than budgeted. The 2011 budget amount shows an adjustment for this trend using a base of \$500,000 plus the projected \$26,000 increase due to the change in the parking fine rates.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Customer service					
Meter stall turnover					
# of citations/meter/month	2.03	1.81	2.1	2.1	2.0
Strategic Outcomes					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	51	43	45	45	45
# of notices sent	14,878	13,716	14,000	14,000	14,000
# of state suspensions sent	3,626	2,773	2,900	2,900	2,800
Work Process Outputs					
Enforcement provided					
# of citations issued	26,012	22,859	26,500	21,500	21,500
# of meter violation citations issued	24,330	21,670	24,500	20,200	20,200
# of citations reviewed by Parking Manager	676	845	900	900	950

**CITY OF APPLETON 2011 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4520 Parking Violations	\$ 567,807	\$ 535,246	\$ 580,000	\$ 580,000	\$ 526,000
5035 Other Reimbursements	796	876	900	900	900
Total Revenue	<u>\$ 568,603</u>	<u>\$ 536,122</u>	<u>\$ 580,900</u>	<u>\$ 580,900</u>	<u>\$ 526,900</u>
Expenses					
6101 Regular Salaries	\$ 112,202	\$ 114,388	\$ 116,699	\$ 116,699	\$ 117,479
6105 Overtime	502	659	100	100	100
6150 Fringes	38,885	37,286	40,861	40,861	47,688
6320 Printing & Reproduction	4,195	6,645	7,000	7,000	7,200
6321 Clothing	756	406	400	400	400
6326 Equipment Parts	-	-	-	-	400
6404 Consulting Services	-	600	-	-	-
6418 Equipment Repairs & Maint.	-	1,146	2,550	2,550	2,550
6599 Other Contracts/Obligations	22,000	14,000	20,000	20,000	20,000
Total Expense	<u>\$ 178,540</u>	<u>\$ 175,130</u>	<u>\$ 187,610</u>	<u>\$ 187,610</u>	<u>\$ 195,817</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Other Contracts & Obligations</u>	
DMV support services	\$ 20,000
	<u>\$ 20,000</u>

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Fines and Forfeitures	567,807	535,246	474,301	580,000	580,000	586,000	526,000
Interest Income	109,309	23,943	64,502	55,000	55,000	55,000	35,000
Charges for Services	1,675,446	1,605,012	1,269,378	1,692,000	1,692,000	2,008,600	1,998,600
Other Revenues	28,714	41,072	606	901	901	901	901
TOTAL REVENUES	2,381,276	2,205,273	1,808,787	2,327,901	2,327,901	2,650,501	2,560,501
EXPENSES BY LINE ITEM							
Regular Salaries	56,068	56,043	45,541	63,829	63,829	63,274	63,274
Labor Pool Allocations	295,745	314,700	275,260	383,245	383,245	386,371	386,371
Call Time	540	83	511	300	300	300	300
Overtime	6,466	4,210	5,750	1,800	1,800	3,300	3,300
Part-Time	22,715	24,005	20,197	29,632	29,632	29,828	29,828
Other Compensation	393	136	1,811	0	0	0	0
Shift Differential	265	180	190	400	400	400	400
Sick Pay	15,159	15,730	6,305	0	0	0	0
Vacation Pay	44,735	45,175	34,753	0	0	0	0
Fringes	197,994	193,158	175,754	221,561	221,561	231,955	226,961
Salaries & Fringe Benefits	640,080	653,420	566,072	700,767	700,767	715,428	710,434
Training & Conferences	1,200	0	134	0	0	0	0
Office Supplies	692	459	1,634	500	500	800	800
Memberships & Licenses	520	0	0	550	550	550	550
Postage & Freight	6,720	5,497	3,527	6,500	6,500	6,500	6,500
Awards & Recognition	350	289	125	350	350	350	350
Building Maintenance/Janitor.	9,435	22,018	12,676	16,000	16,000	11,000	11,000
Insurance	32,076	32,076	35,948	39,220	39,220	0	42,520
Depreciation Expense	962,788	466,311	498,065	969,388	969,388	0	468,000
Trans Out - General Fund	9,300	9,300	8,525	9,300	9,300	9,300	9,300
Trans Out - Special Revenue	900,000	1,000,000	0	1,000,000	1,000,000	1,000,000	1,000,000
Trans Out - Internal Svc.	0	0	0	0	0	0	52,148
Administrative Expense	1,923,081	1,535,950	560,634	2,041,808	2,041,808	1,028,500	1,591,168
Shop Supplies & Tools	309	649	781	1,500	1,500	1,500	1,500
Paint & Supplies	949	261	525	1,000	1,000	1,000	1,000
Printing & Reproduction	10,022	9,121	14,526	10,250	10,250	13,425	13,425
Clothing	1,871	1,108	772	1,550	1,550	1,300	1,300
Safety Supplies	64	5	220	100	100	100	100
Construction Materials	9,800	5,828	5,550	6,000	6,000	6,000	6,000
Vehicle & Equipment Parts	12,621	12,026	9,618	12,250	12,250	11,650	11,650
Miscellaneous Equipment	4,139	0	8,901	16,500	16,500	22,530	22,530
Signs	219	0	1,118	1,300	1,300	500	500
Supplies & Materials	39,994	28,998	42,011	50,450	50,450	58,005	58,005
Accounting/Audit	2,146	2,345	0	2,763	2,763	2,800	2,955
Bank Services	7,542	6,986	6,604	8,000	8,000	8,000	8,000
Consulting Services	4,253	32,273	1,625	0	8,125	0	0
Collection Services	2,686	2,635	2,493	2,600	2,600	2,800	2,800
Contractor Fees	5,509	19,480	9,336	14,000	14,000	11,000	11,000
Inspection Fees	1,492	2,529	1,305	3,600	3,600	3,600	3,600
Advertising	456	0	0	0	0	10,000	10,000
Health Services	0	0	17	0	0	0	0
Snow Removal Services	63,915	39,315	15,830	28,000	28,000	28,000	28,000
Laundry Services	1,469	1,529	1,498	1,500	1,500	1,500	1,500
Other Contracts/Obligations	22,140	14,000	9,002	20,000	20,000	20,000	53,979
Purchased Services	111,608	121,092	47,710	80,463	88,588	87,700	121,834
Electric	183,138	176,104	160,711	214,722	214,722	221,164	181,545
Gas	1,419	1,731	1,308	2,500	2,500	2,575	2,575
Water	3,480	3,548	2,551	2,925	2,925	3,276	3,276
Waste Disposal/Collection	779	1,782	1,489	1,549	1,549	1,626	1,626
Stormwater	14,494	14,222	12,517	17,581	17,581	18,640	18,640
Telephone	3,701	3,524	2,830	3,849	3,849	3,849	3,849
Cellular Telephone	1,389	1,326	1,291	1,384	1,384	1,384	1,384

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
Utilities	208,400	202,237	182,697	244,510	244,510	252,514	212,895
Building Repair & Maintenance	26,061	30,192	13,576	21,000	26,140	23,000	23,000
Equipment Repair & Maintenance	38,703	36,438	31,099	40,118	40,118	40,150	40,150
Facilities Charges	24	0	2,842	0	0	0	0
CEA Equipment Rental	14,412	17,915	10,376	16,508	16,508	23,730	23,730
Repair & Maintenance	79,200	84,545	57,893	77,626	82,766	86,880	86,880
Buildings	45,000	23,950	125,689	100,000	220,000	140,000	120,000
Infrastructure Construction	0	0	0	0	0	35,000	0
Capital Expenditures	45,000	23,950	125,689	100,000	220,000	175,000	120,000
TOTAL EXPENSES	3,047,363	2,650,192	1,582,706	3,295,624	3,428,889	2,404,027	2,901,216

CITY OF APPLETON 2011 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Charges for Services	\$ 1,716,293	\$ 1,646,037	\$ 1,692,001	\$ 1,505,000	\$ 1,998,601
Other	567,807	535,246	580,900	510,900	526,900
Total Revenues	<u>2,284,100</u>	<u>2,181,283</u>	<u>2,272,901</u>	<u>2,015,900</u>	<u>2,525,501</u>
Expenses					
Operating Expenses	1,175,254	1,174,582	1,216,936	1,425,201	1,346,768
Depreciation	962,788	466,311	969,388	467,638	468,000
Total Expenses	<u>2,138,042</u>	<u>1,640,893</u>	<u>2,186,324</u>	<u>1,892,839</u>	<u>1,814,768</u>
Operating Income (Loss)	146,058	540,390	86,577	123,061	710,733
Non-Operating Revenues (Expenses)					
Interest Income	96,828	23,943	55,000	35,000	35,000
Other	326	49	-	-	-
Total Non-Operating	<u>97,154</u>	<u>23,992</u>	<u>55,000</u>	<u>35,000</u>	<u>35,000</u>
Net Income (Loss) Before Transfers	243,212	564,382	141,577	158,061	745,733
Transfers In (Out)					
Capital Contributions	-	-	-	-	-
Special Revenue	(900,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
Internal Service					(52,148)
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	(666,088)	(444,918)	(867,723)	(851,239)	(315,715)
Total Net Assets - Beginning	<u>13,315,402</u>	<u>12,649,314</u>	<u>12,204,396</u>	<u>12,204,396</u>	<u>11,353,157</u>
Total Net Assets - Ending	<u>\$ 12,649,314</u>	<u>\$ 12,204,396</u>	<u>\$ 11,336,673</u>	<u>\$ 11,353,157</u>	<u>\$ 11,037,442</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,487,687	\$ 1,079,086
+ Net Income	158,061	745,733
+ Depreciation	467,638	468,000
- Fixed Assets	(25,000)	(25,000)
- Transfers Out	(9,300)	(61,448)
- Advance to TIF # 3 *	<u>(1,000,000)</u>	<u>(1,000,000)</u>
Working Cash - End of Year	<u>\$ 1,079,086</u>	<u>\$ 1,206,371</u>

WORKING CAPITAL RESERVE REQUIREMENT

Prior Year Audited Expenditures	\$ 1,640,893
- Depreciation	(466,311)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	<u>\$ 1,183,882</u>
25 % Working Capital Reserve Requirement	<u>\$ 295,971</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 2011 BUDGET

CENTRAL EQUIPMENT AGENCY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Nathan D. Loper

CITY OF APPLETON 2011 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 2010 EVENTS

Continued to borrow from and loan refuse trucks to Little Chute as emergency replacements

Purchased E-85 fuel compatible vehicles

Worked with Traffic Division staff to ensure that equipment is meeting current City lighting and traffic requirements

Held cooperative training for mechanics from the City as well as neighboring communities

Monitored and revised the CEA monthly billings as necessary

Celebrated National Public Works Week with the following events:

Training for mechanics ;

Department-wide breakfast celebrating with DPW employees;

Lunch for mechanics where we went over our mission, goals and objectives. Discussion on where improvements/efficiencies could be made and areas where things are being done well

Relocated Police Department Mechanic back to Police Station and set up the shop area

Experienced more emergency breakdowns in the first quarter of the year due to bad winter weather. This caused the number of hours equipment was used on the road to increase

Started annual bridge maintenance program to keep bridges operational

Implemented fire extinguisher inspection program - inspecting all vehicle fire extinguishers annually

Changed police car design inside and out adding consoles, new cameras and enhanced lighting on unmarked cars

Developed vehicle leasing agreement and associated rate structure for lending equipment to other communities

CITY OF APPLETON 2011 BUDGET CENTRAL EQUIPMENT AGENCY

MAJOR 2011 OBJECTIVES

- Loan equipment to and borrow equipment from neighboring communities in emergency situations
- Advise user groups about making good equipment choices to do their work, lowering fuel costs and decreasing the carbon foot print for the fleet
- Work with Traffic Division staff to insure that equipment lighting meets current City standards
- Hold cooperative training for mechanics from the City as well as neighboring communities
- Investigate opportunities for purchasing vehicles that are alternative fuel compatible
- Monitor and revise the CEA monthly billings as necessary
- Celebrate National Public Works Week
- Evaluate the 10 new GPS units that were installed in 2010
- Implement succession plan for CEA staff

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 5,051,313	\$ 5,086,392	\$ 4,427,146	\$ 4,427,146	\$ 5,245,424	18.48%
Program Expenses							
6110	Administration	2,273,349	2,655,966	2,416,856	2,416,856	2,550,882	5.55%
6121	Maintenance	2,448,632	1,958,376	2,222,588	2,222,588	2,328,579	4.77%
Total Program Expenses		\$ 4,721,981	\$ 4,614,342	\$ 4,639,444	\$ 4,639,444	\$ 4,879,461	5.17%
Expenses Comprised Of:							
Personnel		1,078,648	1,103,259	1,210,736	1,210,736	1,218,908	0.67%
Administrative Expense		1,796,222	2,131,493	1,946,495	1,946,495	2,073,649	6.53%
Supplies & Materials		1,569,734	1,129,377	1,193,995	1,193,995	1,285,517	7.67%
Purchased Services		12,649	11,642	19,760	19,760	17,886	-9.48%
Utilities		48,227	38,418	44,758	44,758	46,060	2.91%
Repair & Maintenance		216,501	200,153	223,700	223,700	237,441	6.14%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		14.11	14.11	15.11	15.11	15.11	

* % change from prior year adopted budget
CEA.xls

**CITY OF APPLETON 2011 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM MISSION

The Central Equipment Agency establishes overhead rates, evaluates vehicle replacement schedules and works with the users to meet their operational needs.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Evaluate the billing process and reports for timeliness, accuracy and clarity; minimize increases to CEA billing rate by reviewing budget requests and non-billable hours

Review and revise equipment replacement policies; provide detailed information on replacement equipment and requests for changes in replacement life

Continue to find ways to improve communications with all agencies and investigate opportunities to share vehicles among departments

Major program changes:

The increase in training costs is due largely to the fire extinguisher training (\$750) needed to continue the in-house testing program, emergency vehicle training (\$900) required for our fire equipment mechanic, and APWA Fleet Managers Certification training (\$800) to allow succession planning and leadership development in the department.

The increase in chemical costs (+\$2,500) is due to the change of suppliers. The vendor who had supplied chemicals in the past went out of business. Multiple bids were then solicited and the lowest bid came in higher than we had experienced in the past.

State statutes have changed regarding disposal of used oil dry and used oil filters. Beginning on January 1, 2011 the City will no longer be allowed to dispose of these items at the landfill. We will need to contract with a vendor for proper disposal. This cost has been absorbed in the Equipment Repairs expense line item.

The decrease in fleet size below represents the elimination of two Street Division trucks as a result of combining a plow truck and roll-off truck into one unit, and combining two mini dump trucks into one truck that will plow in winter. Both changes were approved by the CEA Review Committee in 2010.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Cost effective service					
Overhead rate	\$ 55.95	\$ 63.79	\$ 66.64	\$ 66.64	\$ 69.12
Billable hours	17,996	18,768	19,600	19,600	19,600
Strategic Outcomes					
Operational requirements of users					
Size of authorized fleet	391	390	388	388	386
Consistent and current information					
# Policies reviewed/revised	0	1	1	1	1
Work Process Output					
Customer service					
Requests for additions to fleet	1	3	0	0	0

* Please note performance indicator data excludes Valley Transit activity

**CITY OF APPLETON 2011 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ 19,157	\$ 4,011	\$ 7,000	\$ 7,000	\$ 10,000
4801 Charges for Svc - Nontax	-	104	-	-	-
4865 CEA Operational Revenue	2,559,719	2,389,755	2,605,664	2,605,664	2,745,173
4908 Misc. Intergov.Charges	60,947	36,049	36,780	36,780	40,000
5004 Sale of City Property	230,012	206,284	140,000	140,000	160,000
5011 Misc. Revenue - Tax	-	1,277	-	-	-
5021 Capital Contributions	2,151,180	2,433,351	1,612,702	1,612,702	2,266,251
5030 Damage to City Property	704	-	500	500	-
5035 Other Reimbursements	20,872	8,511	16,500	16,500	16,500
5082 Insurance Proceeds	8,722	7,050	8,000	8,000	7,500
Total Revenue	\$ 5,051,313	\$ 5,086,392	\$ 4,427,146	\$ 4,427,146	\$ 5,245,424
Expenses					
6101 Regular Salaries	\$ 235,225	\$ 293,963	\$ 223,826	\$ 223,826	\$ 221,887
6104 Call Time	475	245	575	575	575
6105 Overtime	1,333	2,430	300	300	300
6108 Part-Time	6,222	5,320	-	-	-
6150 Fringes	105,535	111,194	102,202	102,202	101,194
6201 Training\Conferences	1,757	2,619	2,250	2,250	4,150
6301 Office Supplies	804	877	775	775	800
6302 Subscriptions	332	118	-	-	-
6303 Memberships & Licenses	432	563	930	930	1,190
6305 Awards & Recognition	420	433	420	420	420
6309 Shop Supplies & Tools	36,017	37,879	44,650	44,650	42,000
6310 Chemicals	5,715	4,090	7,500	7,500	10,000
6311 Paint & Supplies	36	54	-	-	-
6315 Books & Library Material	-	173	200	200	200
6320 Printing & Reproduction	209	273	800	800	600
6321 Clothing	1,160	1,102	1,525	1,525	1,525
6323 Safety Supplies	583	1,277	615	615	615
6324 Medical\Lab Supplies	43	85	50	50	50
6326 Equipment Parts	-	13	-	-	-
6327 Miscellaneous Equipment	11,420	5,260	5,250	5,250	6,300
6401 Accounting/Audit	1,431	1,675	2,070	2,070	2,110
6403 Bank Services	300	391	350	350	350
6413 Utilities	48,228	38,418	44,758	44,758	46,060
6418 Equip Repairs & Maint	3,028	3,622	5,100	5,100	5,100
6420 Facilities charges	12,406	6,365	18,500	18,500	26,191
6451 Laundry Services	4,416	4,537	5,740	5,740	5,826
6501 Insurance	9,192	9,192	13,070	13,070	19,460
6503 Rent	2,584	709	400	400	400
6599 Other Contracts/Obligations	3,642	6,574	6,700	6,700	6,700
6601 Depreciation Expense	1,780,404	1,891,127	1,785,000	1,785,000	1,884,924
6720 Interest Payments	-	3,391	3,300	3,300	1,955
7914 Transfer Out - Capital Projects	-	221,997	140,000	140,000	160,000
Total Expense	\$ 2,273,349	\$ 2,655,966	\$ 2,416,856	\$ 2,416,856	\$ 2,550,882

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Shop Supplies & Tools</u>		<u>Transfer Out - Capital Projects</u>	
Consumable shop supplies	\$ 25,500	Proceeds from sale of	
Small shop tools	13,350	vehicles	\$ 160,000
Fire shop supplies & tools	3,150		<u>\$ 160,000</u>
	<u>\$ 42,000</u>		

**CITY OF APPLETON 2011 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 fuel costs (approximately \$79,000) is due to a projected increase in gas prices from what was budgeted in 2010. The 2010 budget was prepared based on estimates of \$2.45 and \$2.49 per gallon for gasoline and diesel fuel, respectively. The 2011 budget is based on estimates of \$2.63 and \$2.83 respectively for each type. This is an approximate 7.5% increase in the per gallon cost of gasoline and a 13.7% increase in the cost of diesel.

Labor pool employees will perform inspections of our fuel pumps and will get certified as soon as classes are available.

The Department has started to service some City aerial lift trucks that were outsourced in the past.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Response to customer needs					
Number of vehicles not available for use within 24 hours	61	63	62	62	62
Equipment available for operational readiness					
# of emergency breakdowns (hours)	407	369	340	340	340
# of service calls	282	268	265	265	265
Strategic Outcomes					
Safe reliable maintenance program					
Preventive maintenance hours	8,634	9,773	8,300	10,000	10,100
Corrective downtime hours	7,995	7,407	7,600	7,800	7,900
Accidents caused by mechanical failure	0	0	0	0	0
Work Process Outputs					
Service Performed					
# of changeovers performed	128	134	120	120	130

* Please note performance indicator data excludes Valley Transit activity

**CITY OF APPLETON 2011 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 495,447	\$ 457,969	\$ 592,226	\$ 592,226	\$ 595,363
6104 Call Time	1,863	1,800	1,400	1,400	1,400
6105 Overtime	13,471	12,601	11,330	11,330	11,330
6108 Part-time	-	9,978	-	-	-
6109 Incentive Pay	-	-	-	-	-
6150 Fringes	219,076	207,762	278,877	278,877	286,859
6304 Postage/Freight	297	296	350	350	350
6309 Shop Supplies & Tools	387	-	-	-	-
6322 Gas Purchases	1,145,791	673,763	739,605	739,605	818,613
6326 Vehicle & Equipment Parts	368,373	405,408	393,800	393,800	405,614
6409 Inspection Fees	6,069	6,239	7,900	7,900	7,900
6417 Vehicle Repairs & Maint	201,067	190,165	200,100	200,100	206,150
6429 Interfund Allocations	(3,209)	(7,775)	(3,000)	(3,000)	(5,000)
6503 Rent	-	170	-	-	-
Total Expense	<u>\$ 2,448,632</u>	<u>\$ 1,958,376</u>	<u>\$ 2,222,588</u>	<u>\$ 2,222,588</u>	<u>\$ 2,328,579</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Gas Purchases *

Fuel for vehicles & equipment:

Unleaded gasoline: 142,240 gallons @ \$2.63/gallon	\$ 374,091
Diesel fuel: 157,075 gallons @ \$2.83/gallon	444,522
	<u>\$ 818,613</u>

Vehicle & Equipment Parts

Operational (engine, drive train, main body, etc.)	280,500
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	103,614
Fire vehicle parts	21,500
	<u>\$ 405,614</u>

Vehicle Repairs & Maint.

Tire service	\$ 120,400
Vehicle alignments	2,900
Towing services	1,850
Vehicle cleaning/upholstery	4,600
Body shop work	46,500
Painting	10,400
Outside fire vehicle maintenance	19,500
	<u>\$ 206,150</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	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Interest Income	19,157	4,011	14,539	7,000	7,000	0	10,000
Charges for Services	2,559,719	2,389,859	2,001,374	2,605,664	2,605,664	0	2,745,173
Intergov. Charges for Service	60,947	36,049	36,309	36,780	36,780	37,000	40,000
Other Revenues	2,411,489	2,656,473	295,650	1,777,702	1,777,702	2,007,251	2,450,251
TOTAL REVENUES	5,051,312	5,086,392	2,347,872	4,427,146	4,427,146	1,970,251	5,245,424
EXPENSES BY LINE ITEM							
Regular Salaries	16,308	20,738	11,808	17,156	17,156	813,791	15,033
Labor Pool Allocations	630,867	660,321	618,666	795,915	795,915	0	799,167
Call Time	2,337	2,045	413	1,975	1,975	1,975	1,975
Overtime	14,804	15,031	2,732	11,630	11,630	11,630	11,630
Temp. Full-Time	0	13,092	0	0	0	0	0
Part-Time	6,222	2,205	548	0	0	0	0
Other Compensation	50	658	1,033	450	450	450	450
Shift Differential	1,838	2,519	2,815	2,531	2,531	2,600	2,600
Sick Pay	24,282	13,540	14,047	0	0	0	0
Vacation Pay	57,326	54,155	43,789	0	0	0	0
Fringes	324,611	318,956	305,591	381,079	381,079	395,459	388,053
Salaries & Fringe Benefits	1,078,645	1,103,260	1,001,442	1,210,736	1,210,736	1,225,905	1,218,908
Training & Conferences	1,757	2,619	3,488	2,250	2,250	4,150	4,150
Office Supplies	804	878	638	775	775	800	800
Subscriptions	332	118	0	0	0	0	0
Memberships & Licenses	432	564	1,056	930	930	1,190	1,190
Postage & Freight	297	296	527	350	350	350	350
Awards & Recognition	420	433	420	420	420	420	420
Insurance	9,192	9,192	11,968	13,070	13,070	0	19,460
Rent	2,584	879	0	400	400	400	400
Depreciation Expense	1,780,404	1,891,127	1,719,513	1,785,000	1,785,000	0	1,884,924
Discounts Available	0	0	166	0	0	0	0
Interest Payments	0	3,391	0	3,300	3,300	3,000	1,955
Trans Out - Capital Projects	0	221,997	0	140,000	140,000	160,000	160,000
Administrative Expense	1,796,222	2,131,494	1,737,444	1,946,495	1,946,495	170,310	2,073,649
Shop Supplies & Tools	36,404	37,879	34,332	44,650	44,650	44,500	42,000
Chemicals	5,715	4,090	6,655	7,500	7,500	10,000	10,000
Paint & Supplies	36	54	8	0	0	0	0
Books & Library Materials	0	173	0	200	200	200	200
Printing & Reproduction	209	273	827	800	800	600	600
Clothing	1,160	1,102	1,326	1,525	1,525	1,525	1,525
Gas Purchases	1,145,791	673,763	677,654	739,605	739,605	825,636	818,613
Safety Supplies	583	1,277	463	615	615	615	615
Medical & Lab Supplies	43	85	38	50	50	50	50
Vehicle & Equipment Parts	368,373	405,421	306,576	393,800	393,800	405,614	405,614
Miscellaneous Equipment	11,420	5,260	3,509	5,250	5,250	6,300	6,300
Supplies & Materials	1,569,734	1,129,377	1,031,388	1,193,995	1,193,995	1,295,040	1,285,517
Accounting/Audit	1,431	1,675	0	2,070	2,070	0	2,110
Bank Services	300	391	354	350	350	0	350
Inspection Fees	6,069	6,239	6,285	7,900	7,900	7,900	7,900
Interfund Allocations	3,209	7,775	9,635	3,000	3,000	5,000	5,000
Laundry Services	4,416	4,537	4,492	5,740	5,740	5,826	5,826
Other Contracts/Obligations	3,642	6,575	5,258	6,700	6,700	6,700	6,700
Purchased Services	12,649	11,642	6,754	19,760	19,760	15,426	17,886
Electric	11,384	9,257	9,195	9,539	9,539	9,825	9,825
Gas	28,014	20,579	12,910	25,361	25,361	26,120	26,120
Water	1,996	1,867	1,863	1,753	1,753	1,975	1,975
Waste Disposal/Collection	974	860	846	1,032	1,032	1,090	1,090
Stormwater	5,707	5,723	5,243	6,923	6,923	6,900	6,900
Cellular Telephone	152	132	191	150	150	150	150
Utilities	48,227	38,418	30,248	44,758	44,758	46,060	46,060

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
Vehicle Repair & Maintenance	201,067	190,166	165,407	200,100	200,100	206,150	206,150
Equipment Repair & Maintenanc	3,028	3,622	4,447	5,100	5,100	5,100	5,100
Communications Equip. Repairs	0	0	53	0	0	0	0
Facilities Charges	12,406	6,365	4,058	18,500	18,500	15,000	26,191
Repair & Maintenance	216,501	200,153	173,965	223,700	223,700	226,250	237,441
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	4,721,978	4,614,344	3,981,241	4,639,444	4,639,444	2,978,991	4,879,461

CITY OF APPLETON 2011 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Charges for Services	\$ 2,641,538	\$ 2,425,908	\$ 2,642,444	\$ 2,642,444	\$ 2,785,173
Other	9,426	8,327	25,000	25,000	24,000
Total Revenues	<u>2,650,964</u>	<u>2,434,235</u>	<u>2,667,444</u>	<u>2,667,444</u>	<u>2,809,173</u>
Expenses					
Operating Expenses	2,941,577	2,497,827	2,711,144	2,711,144	2,832,582
Depreciation	1,780,404	1,891,127	1,785,000	1,785,000	1,884,924
Total Expenses	<u>4,721,981</u>	<u>4,388,954</u>	<u>4,496,144</u>	<u>4,496,144</u>	<u>4,717,506</u>
Operating Loss	(2,071,017)	(1,954,719)	(1,828,700)	(1,828,700)	(1,908,333)
Non-Operating Revenues (Expenses)					
Investment Income	19,157	4,011	7,000	10,000	10,000
Sale of City Property	223,773	201,420	140,000	220,000	160,000
Other Revenue	6,239	4,864	-	-	-
Interest Expense	-	(3,391)	(3,300)	(3,300)	(1,955)
Total Non-Operating	<u>249,169</u>	<u>206,904</u>	<u>143,700</u>	<u>226,700</u>	<u>168,045</u>
Income (Loss) before Contributions and Transfers	(1,821,848)	(1,747,815)	(1,685,000)	(1,602,000)	(1,740,288)
Contributions and Transfers In (Out)					
Capital Contributions	2,151,180	2,433,351	1,612,702	1,612,702	2,266,251
Transfers Out	-	(221,997)	(140,000)	(220,000)	(160,000)
Change in Net Assets	329,332	463,539	(212,298)	(209,298)	365,963
Net Assets - Beginning	<u>10,568,043</u>	<u>10,897,375</u>	<u>11,360,914</u>	<u>11,360,914</u>	<u>11,151,616</u>
Net Assets - Ending	<u>\$ 10,897,375</u>	<u>\$ 11,360,914</u>	<u>\$ 11,148,616</u>	<u>\$ 11,151,616</u>	<u>\$ 11,517,579</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 383,645	\$ 336,645
+ Change in Net Assets	(209,298)	365,963
+ Long Term Debt	-	-
- Capital Contributions	(1,612,702)	(2,266,251)
- Principal Repayment	(10,000)	(7,667)
- Fixed Assets	-	-
+ Depreciation	1,785,000	1,884,924
Working Cash - End of Year	<u>\$ 336,645</u>	<u>\$ 313,614</u>

**CITY OF APPLETON 2011 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT**

Year	2008 G.O. Notes	
	Principal	Interest
2011	7,667	1,955
2012	7,667	1,792
2013	7,667	1,619
2014	7,668	1,418
2015	7,668	1,207
2016	7,668	971
2017	11,501	661
2018	11,501	230
	\$ 69,007	\$ 9,853

Note: Schedule is based on accrual method of accounting.

**CITY OF APPLETON 2011 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>Parking Utility</u>	<u>Wastewater Utility</u>	<u>Total Cost</u>
Car	Fire	\$ 24,000			\$ 24,000
Greens Mower	Golf	21,791			21,791
Landscape Truck	Forestry	82,000			82,000
Tractor/hydraulics	Park	53,800			53,800
Pickup, 2x4 Crew Cab	Park	29,480			29,480
Mini Pickup 4x4 Crew Cab	Park	23,990			23,990
Mower 72"	Park	34,950			34,950
Mower 72"	Park	34,950			34,950
Mini Dump	Park	39,800			39,800
Suv/Van	Engineering	28,920			28,920
Van	Engineering	32,900			32,900
Squad - Unmarked (3)	Police	90,825			90,825
Squad - Marked (11)	Police	428,450			428,450
Squad - Unmarked Used	Police	18,152			18,152
Mini Dump	Sanitation	67,200			67,200
Hooklift	Sanitation	224,000			224,000
Sweeper	Parking	32,835	52,148		84,983
Pickup, 4x4 Crew Cab	Parking	29,280			29,280
Tri axle	Street	188,250			188,250
Tri axle	Street	188,250			188,250
Roll Off	Street	218,000			218,000
Service Truck	Street	41,830			41,830
Plow (2)	Street	26,000			26,000
Concrete Road Saw	Street	20,000			20,000
Hot Patch Trailer	Street	40,000			40,000
Car	Traffic	24,000			24,000
Service Truck	Wastewater	41,830			41,830
Pickup 4x4 Ext Cab	Wastewater	26,830		15,000	41,830
Triaxle Dump - Box Only	Water Distribution	30,000			30,000
Pickup 4x4 Ext Cab	Water Distribution	31,790			31,790
Van, Full Size	Water Meter	25,000			25,000
		\$ 2,199,103	\$ 52,148	\$ 15,000	\$ 2,266,251

Major Program Changes:

In 2010, the CEA Review Committee approved the following equipment transactions which are included in this budget: eliminating two dump trucks; not replacing a roller; purchasing a new concrete saw; upgrading a new roll-off truck with a wing plow and sander; replacing and upgrading a hot patch trailer; and upgrading a container truck and a second roll-off truck with a total cost savings of \$125,996.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Cost effective service					
# of vehicles retained one year	38	30	34	34	37
# of vehicles replaced early	0	0	0	1	1

DEPARTMENT BUDGET SUMMARY

<u>Programs</u>		<u>Actual</u>		<u>Budget</u>			<u>%</u>
<u>Unit</u>	<u>Title</u>	<u>2008</u>	<u>2009</u>	<u>Adopted 2010</u>	<u>Amended 2010</u>	<u>2011</u>	<u>Change *</u>
	Program Revenues	\$ 1,717,226	\$ 1,949,720	\$ 1,924,631	\$ 1,924,631	\$ 2,056,744	6.86%
	Program Expenses	\$ 2,036,203	\$ 2,033,984	\$ 1,612,702	\$ 1,612,702	\$ 2,266,251	40.53%
Expenses Comprised Of:							
	Administrative Expense	5	447	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Capital Expenditures	2,036,198	2,033,537	1,612,702	1,612,702	2,266,251	40.53%

* % change from prior year adopted budget
CEA Replacement Fund.xls

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ 106,946	\$ 16,995	\$ 70,000	\$ 70,000	\$ 70,000
4866 CEA Replacement Revenue	1,563,255	1,618,753	1,714,631	1,714,631	1,759,596
5926 Trans In - Wastewater Utility	-	-	-	-	15,000
5926 Trans In - Water Utility	15,050	-	-	-	-
5927 Trans In - Parking Utility	-	-	-	-	52,148
5931 Trans In - Internal Service	31,975	253,972	140,000	140,000	160,000
5933 Trans In - Stormwater Utility	-	60,000	-	-	-
Total Revenue	<u>\$ 1,717,226</u>	<u>\$ 1,949,720</u>	<u>\$ 1,924,631</u>	<u>\$ 1,924,631</u>	<u>\$ 2,056,744</u>
Expenses					
6303 Memberships & Licenses	\$ 5	\$ 447	\$ -	\$ -	\$ -
6804 Equipment	2,036,198	2,033,537	1,612,702	1,612,702	2,266,251
7915 Trans Out - Enterprise Fund	-	-	-	-	-
Total Expense	<u>\$ 2,036,203</u>	<u>\$ 2,033,984</u>	<u>\$ 1,612,702</u>	<u>\$ 1,612,702</u>	<u>\$ 2,266,251</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Trans In - Wastewater Utility

Wastewater Utility contribution for a hydraulic lift crane for pick-up truck	\$ 15,000
	<u>\$ 15,000</u>

Trans In - Parking Utility

Parking Utility share of sweeper	\$ 52,148
	<u>\$ 52,148</u>

Trans In - Internal Service

Proceeds from sale of vehicles	\$ 160,000
	<u>\$ 160,000</u>

Equipment

Replacement vehicles & equipment (see list, previous page)	\$ 2,266,251
	<u>\$ 2,266,251</u>

**CITY OF APPLETON 2011 BUDGET
CEA REPLACEMENT
SOURCES AND USES OF FUNDS**

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Interest Income	\$ 106,946	\$ 16,995	\$ 70,000	\$ 60,000	\$ 70,000
Charges for Services	1,563,255	1,618,753	1,714,631	1,714,631	1,759,596
Total Revenues	<u>1,670,201</u>	<u>1,635,748</u>	<u>1,784,631</u>	<u>1,774,631</u>	<u>1,829,596</u>
Expenses					
Program Costs	2,036,203	2,033,984	1,612,702	1,592,702	2,266,251
Total Expenses	<u>2,036,203</u>	<u>2,033,984</u>	<u>1,612,702</u>	<u>1,592,702</u>	<u>2,266,251</u>
Revenues over (under) Expenses	(366,002)	(398,236)	171,929	181,929	(436,655)
Other Financing Sources (Uses)					
Transfers In - Water Utility	-	-	-	-	15,000
Transfers In - Water Utility	15,050	-	-	-	-
Transfers In - Parking Utility	-	-	-	-	52,148
Transfers In - Internal Service	31,975	253,972	140,000	220,000 *	160,000
Transfers In - Stormwater Fund	-	60,000	-	-	-
Transfers Out - Enterprise Fund	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>47,025</u>	<u>313,972</u>	<u>140,000</u>	<u>220,000</u>	<u>227,148</u>
Net Change in Equity	(318,977)	(84,264)	311,929	401,929	(209,507)
Fund Balance - Beginning	<u>2,457,159</u>	<u>2,138,182</u>	<u>2,053,918</u>	<u>2,053,918</u>	<u>2,455,847</u>
Fund Balance - Ending	<u>\$ 2,138,182</u>	<u>\$ 2,053,918</u>	<u>\$ 2,365,847</u>	<u>\$ 2,455,847</u>	<u>\$ 2,246,340</u>

* The \$220,000 transfer-in from the internal service fund represents proceeds from the sale of vehicles, transferred in from the CEA operating fund. Due to the sale of two large pieces of Fire Department apparatus this year (1997 tanker and 1989 pumper), the proceeds projected to be received in 2010 are \$80,000 higher than originally budgeted

CITY OF APPLETON 2011 BUDGET

HEALTH SERVICES DEPARTMENT

Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2011 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 2010 EVENTS

In 2010 we continued to respond to and offer public H1N1 influenza clinics providing more than 4,000 doses of vaccine in the first quarter of the year. These clinics were held at Northland Mall and at our clinic at City Hall. This H1N1 response provided an opportunity to review our planning strategies and to strengthen our many partnerships which we can build upon in the future. Our partnerships with the public and private schools, health care and private companies such as Thrivent Financial for Lutherans played an important role in our response efforts.

Department staff continue to meet with area healthcare providers and surrounding public health departments to explore common areas of concern and interest such as 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. Providers and health departments have begun to fully utilize a new electronic reporting process which is designed to reduce paper and improve the timeliness of reporting communicable 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 2010, 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.

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. Last year we replaced our test prover trailer which provides greater efficiency in the field and this past year we replaced our truck allowing for efficient delivery of services.

Health Department staff recognizes their role as a collaborative one within the community. As such, staff participate in more than three dozen different agency boards and community and professional organizations. This cooperation is critical to identify and address local and state-wide health and environmental issues.

Appleton Health Department continues to provide staff support to the Northeast Wisconsin Public Health Preparedness Consortium comprised of 25 public health departments and tribal health departments. This year emphasis has been placed on staff development and competency training.

Department staff have served in an advisory role to the L.I.F.E. (Local Indicators for Excellence) study. The purpose of this community assessment is to describe what "excellence" for the Fox Cities looks like and the communities' progress toward this "excellence"- strengths, challenges, and priorities. In 2011 this report will be completed and reported to the community. The L.I.F.E. study is coordinated by United Way Fox Cities, Community Foundation for the Fox Valley Region and the Fox Cities Chamber of Commerce & Industry.

CITY OF APPLETON 2011 BUDGET HEALTH SERVICES DEPARTMENT

MAJOR 2011 OBJECTIVES

Public health preparedness issues will continue to be a priority for the department. This planning will take an all hazards approach, meaning this response planning can be applied to a variety of Public Health challenges the City may face. Re-emerging communicable diseases 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, Northeast Wisconsin 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 2011, our department will once again support the Fox Cities L.I.F.E. (Local Indicators For Excellence). Partnering with other Fox Cities health departments and health care system partners Affinity and Thedacare we will conduct a phone based Behavioral Risk Factor Surveillance Survey. This community needs assessment provides an opportunity to draw attention to health behaviors which impacts our communities' health status. Identifying and measuring the underlying determinants of health allows for targeted interventions which will impact the communities' health.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 293,065	\$ 311,548	\$ 291,113	\$ 313,190	\$ 315,732	8.46%
Program Expenses							
12510	Administration	165,962	175,511	188,044	188,044	170,667	-9.24%
12520	Nursing	456,473	454,850	480,094	502,171	504,153	5.01%
12530	Environmental Health	326,127	344,214	366,327	366,327	368,575	0.61%
12540	Weights & Measures	185,439	169,905	184,919	184,919	179,264	-3.06%
TOTAL		\$ 1,134,001	\$ 1,144,480	\$ 1,219,384	\$ 1,241,461	\$ 1,222,659	0.27%
Expenses Comprised Of:							
	Personnel	1,060,833	1,058,292	1,123,302	1,134,379	1,119,554	-0.33%
	Administrative Expense	14,331	14,822	18,014	18,014	17,015	-5.55%
	Supplies & Materials	17,761	22,050	22,800	33,800	32,850	44.08%
	Purchased Services	25,742	31,752	34,435	34,435	32,335	-6.10%
	Utilities	1,647	1,731	2,010	2,010	2,010	0.00%
	Repair & Maintenance	13,687	15,833	18,823	18,823	18,895	0.38%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	12.85	12.85	12.86	12.86	12.61	

* % change from prior year adopted budget
Health.xls

**CITY OF APPLETON 2011 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 (\$27,353) 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.

A Fifth Floor Customer Service Clerical Pool is being formed to enhance customer service, improve security and gain efficiencies by pooling standard customer service functions in one area. A 1.5 FTE reduction in clerical staff is reflected across the Assessor, Community Development, Health and Public Works budgets with this change.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	42	38	42	42	42
Staff assessments					
% done within 10 days of due date	100%	100%	100%	100%	100%
Collaboration with health care providers					
# meetings	87	98	80	80	80
Prepare annual report					
Completed by 120th day of following year	4/24/2008	4/29/2009	4/30/2010	4/23/2010	4/30/2011

* 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 2011 BUDGET
HEALTH SERVICES DEPARTMENT**

Administration

Business Unit 12510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv. - Nontax	\$ -	\$ 8	\$ 40	\$ 40	\$ 40
4802 Charges for Serv. - Tax	-	3	-	-	-
5010 Misc Revenue - Nontax	-	7	-	-	-
Total Revenue	<u>\$ -</u>	<u>\$ 18</u>	<u>\$ 40</u>	<u>\$ 40</u>	<u>\$ 40</u>
Expenses					
6101 Regular Salaries	\$ 109,839	\$ 115,930	\$ 119,224	\$ 119,224	\$ 110,168
6105 Overtime	670	606	281	281	281
6150 Fringes	46,266	46,465	52,370	52,370	46,004
6201 Training\Conferences	472	971	750	750	750
6206 Parking Permits	1,344	1,344	1,164	1,164	1,212
6301 Office Supplies	1,206	1,883	2,700	2,700	2,000
6303 Memberships & Licenses	895	700	900	900	900
6305 Awards & Recognition	293	-	195	195	192
6307 Food & Provisions	240	197	260	260	260
6316 Miscellaneous Supplies	190	378	400	400	400
6320 Printing & Reproduction	3,912	6,499	5,500	5,500	5,500
6327 Miscellaneous Equipment	114	-	3,000	3,000	2,000
6413 Utilities	521	538	700	700	700
6418 Equip Repairs & Maint	-	-	600	600	300
Total Expense	<u>\$ 165,962</u>	<u>\$ 175,511</u>	<u>\$ 188,044</u>	<u>\$ 188,044</u>	<u>\$ 170,667</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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 (\$26,956) 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.

Charge for services revenue and medical/lab supplies expense increases are due to additional purchase of flu vaccine for City employees, City family members/retirees and Appleton School District employees. AASD will in turn be billed for vaccine costs and nursing hours.

The increase in fringe benefits expense reflects the decision of a .6 FTE employee to participate as eligible in City-provided health insurance. The City's cost is pro-rated based on her FTE status.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
TB disease resolved					
3 negative tests, completion of treatment, improved clinical status	No cases	No cases	100%	100%	100%
Occupational health initiatives					
Annual tuberculosis (TB) training and testing Police, Fire, and Health	95%	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%	94.2%	99.5%	94.8%	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	19	9	10	10	10
TB skin tests: Police, Fire, and Health					
# of TB skin tests	105	86	125	125	100

**CITY OF APPLETON 2011 BUDGET
HEALTH SERVICES DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4225 Health Grants & Aids	\$ 12,018	\$ 18,406	\$ -	\$ 22,077	\$ -
4801 Charges for Serv.- Nontax	7,497	5,972	6,800	6,800	26,800
5035 Other Reimbursements	52,797	55,762	57,764	57,764	58,292
Total Revenue	<u>\$ 72,312</u>	<u>\$ 80,140</u>	<u>\$ 64,564</u>	<u>\$ 86,641</u>	<u>\$ 85,092</u>
Expenses					
6101 Regular Salaries	\$ 307,475	\$ 307,394	\$ 326,847	\$ 336,487	\$ 332,550
6108 Part-Time	19,771	19,830	9,987	9,987	10,100
6150 Fringes	91,074	86,770	99,136	100,573	109,295
6201 Training\Conferences	1,376	713	1,200	1,200	1,200
6202 Local Auto Expense	2,824	2,427	3,000	3,000	3,000
6206 Parking Permits	2,232	2,604	2,604	2,604	2,688
6302 Subscriptions	-	-	80	80	80
6303 Memberships & Licenses	195	15	195	195	195
6324 Medical\Lab Supplies	9,017	10,501	10,000	21,000	20,000
6327 Miscellaneous Equipment	-	225	-	-	-
6413 Utilities	655	640	710	710	710
6429 Interfund Allocations	-	-	(365)	(365)	(365)
6430 Health Services	9,950	12,500	12,500	12,500	12,500
6431 Interpreter Services	11,748	11,215	14,000	14,000	12,000
6432 Lab. Services	156	16	200	200	200
Total Expense	<u>\$ 456,473</u>	<u>\$ 454,850</u>	<u>\$ 480,094</u>	<u>\$ 502,171</u>	<u>\$ 504,153</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Medical/Lab Supplies

Flu vaccine & flu clinic supplies	\$ 17,950
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>\$ 20,000</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	\$ 12,000
	<u>\$ 12,000</u>

**CITY OF APPLETON 2011 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 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Fair and consistent inspection process					
Positive triennial survey results	N/A	NA	97%	97%	97%
Health hazards identified and corrected					
Inspection reports	100%	100%	100%	100%	100%
Strategic Outcomes					
Voluntary compliance improved					
# critical violations on inspection report	326	280	400	350	350
Minimize human cases of rabies					
# of cases	0	0	0	0	0
Minimize food-borne outbreaks					
# outbreaks related to special events	0	0	0	0	0
# of food establishment outbreaks	1	1	0	0	0
Work Process Outputs					
Annual inspections and follow ups					
# of inspections	592	600	600	600	600
# follow up inspections	146	159	170	170	170
Response to complaints					
# of complaints/follow ups	233/253	190/181	220/100	220/100	220/100
Initial response within 3 business days	96%	99%	90%	90%	95%
Immediate response for animal bite complaints					
% response within 4 hours	100%	100%	100%	100%	100%
Education session for non-profit vendors					
# of vendors participating	343	374	325	325	350

**CITY OF APPLETON 2011 BUDGET
HEALTH SERVICES DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4305 Health	\$ 112,957	\$ 114,068	\$ 117,000	\$ 117,000	\$ 116,000
Total Revenue	<u>\$ 112,957</u>	<u>\$ 114,068</u>	<u>\$ 117,000</u>	<u>\$ 117,000</u>	<u>\$ 116,000</u>
Expenses					
6101 Regular Salaries	\$ 220,699	\$ 231,122	\$ 240,325	\$ 240,325	\$ 242,276
6104 Call Time	156	510	-	-	-
6105 Overtime	3,131	4,185	2,889	2,889	2,889
6150 Fringes	87,766	89,312	102,004	102,004	101,620
6201 Training\Conferences	331	954	1,000	1,000	1,000
6206 Parking Permits	1,296	1,296	1,296	1,296	1,344
6302 Subscriptions	213	95	220	220	220
6303 Memberships & Licenses	95	213	100	100	100
6304 Postage\Freight	-	-	50	50	50
6316 Miscellaneous Supplies	518	374	900	900	750
6324 Medical\Lab Supplies	514	231	250	250	250
6327 Miscellaneous Equipment	374	281	400	400	400
6413 Utilities	394	460	500	500	500
6418 Equip Repairs & Maint	668	668	700	700	700
6425 CEA Equip. Rental	6,084	6,493	7,493	7,493	8,376
6431 Interpreter Services	-	56	200	200	100
6432 Lab. Services	3,888	7,964	8,000	8,000	8,000
Total Expense	<u>\$ 326,127</u>	<u>\$ 344,214</u>	<u>\$ 366,327</u>	<u>\$ 366,327</u>	<u>\$ 368,575</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Reduce price scanning errors					
Error trend reporting compliance	95.7%	96.6%	96.0%	96.0%	96.0%
Accurate informative labeling					
Positive triennial consumer survey responses	N/A	99.5%	98.0%	98.0%	98.0%
Accurate measuring devices					
% of devices that measure accurately	93.5%	96.1%	94.0%	94.0%	95.0%
Strategic Outcomes					
Improved system of price control					
Error trend reporting compliance	96.0%	93.9%	96.0%	96.0%	96.0%
Reduced short weight and measure sales					
Error trend reporting compliance	93.1%	93.4%	92.0%	92.0%	92.0%
Confidence of businesses in system integrity					
Positive triennial consumer survey responses	N/A	82.6%	98.0%	98.0%	98.0%
Work Process Outputs					
Price scanning inspections					
# of annual and reinspections	111	123	100	100	100
Commodity inspections					
# of inspections	3,518	9,379	5,500	5,500	6,000
Device inspections					
# of inspections	1,608 *	1,633	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 2011 BUDGET
HEALTH SERVICES DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4312 Weights & Measures	\$ 45,951	\$ 51,271	\$ 47,559	\$ 47,559	\$ 52,500
4801 Charges for Serv.- Nontax	61,845	66,051	61,950	61,950	62,100
Total Revenue	\$ 107,796	\$ 117,322	\$ 109,509	\$ 109,509	\$ 114,600
Expenses					
6101 Regular Salaries	\$ 119,146	\$ 110,601	\$ 100,944	\$ 100,944	\$ 104,984
6104 Call Time	91	27	-	-	-
6105 Overtime	2,537	339	3,119	3,119	3,119
6108 Part Time	-	-	11,008	11,008	10,972
6150 Fringes	52,213	45,203	55,168	55,168	45,296
6201 Training\Conferences	330	674	1,500	1,500	1,000
6206 Parking Permits	839	585	600	600	624
6302 Subscriptions	-	-	50	50	50
6303 Memberships & Licenses	150	150	150	150	150
6316 Miscellaneous Supplies	1,091	225	350	350	350
6327 Miscellaneous Equipment	2,030	3,336	2,000	2,000	3,200
6413 Utilities	77	93	100	100	100
6418 Equip Repairs & Maint	28	165	600	600	600
6425 CEA Equip. Rental	6,907	8,507	9,430	9,430	8,919
6429 Interfund Allocations	-	-	(100)	(100)	(100)
Total Expense	\$ 185,439	\$ 169,905	\$ 184,919	\$ 184,919	\$ 179,264

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Charges for Service - Nontax

Charges for sealer's services @ \$414/day	# of Days	Charge
New London	17	\$ 7,038
Waupaca	20	8,280
Kaukauna	14	5,796
Kimberly	7	2,898
Little Chute	12	4,968
Ashwaubenon	47	19,458
Ripon	20	8,280
Berlin	13	5,382
	150	\$ 62,100

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Intergovernmental Revenues	12,018	18,406	4,231	0	22,077	0	0
Licenses	158,908	165,339	121,360	164,559	164,559	168,500	168,500
Charges for Services	69,342	72,034	60,740	68,790	68,790	88,790	88,940
Other Revenues	52,797	55,769	52,961	57,764	57,764	58,172	58,292
TOTAL REVENUES	293,065	311,548	239,292	291,113	313,190	315,462	315,732
EXPENSES BY LINE ITEM							
Regular Salaries	666,192	689,190	579,226	787,340	796,980	819,120	789,978
Call Time	247	537	467	0	0	0	0
Overtime	6,337	5,130	2,706	6,289	6,289	6,289	6,289
Part-Time	19,771	19,830	19,286	20,995	20,995	32,361	21,072
Other Compensation	0	8	0	0	0	0	0
Shift Differential	0	3	0	0	0	0	0
Sick Pay	18,184	11,872	16,486	0	0	0	0
Vacation Pay	72,783	63,975	67,116	0	0	0	0
Fringes	277,319	267,750	236,331	308,678	310,115	309,769	302,215
Salaries & Fringe Benefits	1,060,833	1,058,295	921,618	1,123,302	1,134,379	1,167,539	1,119,554
Training & Conferences	2,509	3,313	2,295	4,450	4,450	3,950	3,950
Local Auto Expense	2,824	2,427	1,854	3,000	3,000	3,000	3,000
Parking Permits	5,711	5,829	5,887	5,664	5,664	5,664	5,868
Office Supplies	1,206	1,883	1,655	2,700	2,700	2,000	2,000
Subscriptions	213	95	40	350	350	350	350
Memberships & Licenses	1,335	1,078	1,415	1,345	1,345	1,345	1,345
Postage & Freight	0	0	0	50	50	50	50
Awards & Recognition	293	0	100	195	195	192	192
Food & Provisions	240	197	263	260	260	260	260
Administrative Expense	14,331	14,822	13,509	18,014	18,014	16,811	17,015
Miscellaneous Supplies	1,800	976	1,369	1,650	1,650	1,500	1,500
Printing & Reproduction	3,912	6,499	2,603	5,500	5,500	5,500	5,500
Medical & Lab Supplies	9,532	10,733	17,438	10,250	21,250	20,250	20,250
Miscellaneous Equipment	2,518	3,842	2,059	5,400	5,400	5,600	5,600
Supplies & Materials	17,762	22,050	23,469	22,800	33,800	32,850	32,850
Interfund Allocations	0	0	0	465	465	465	465
Health Services	9,950	12,500	12,500	12,500	12,500	12,500	12,500
Interpreter Services	11,748	11,271	6,972	14,200	14,200	12,100	12,100
Lab Fees	4,045	7,981	17	8,200	8,200	8,200	8,200
Purchased Services	25,743	31,752	19,489	34,435	34,435	32,335	32,335
Waste Disposal/Collection	95	117	129	400	400	0	0
Telephone	1,552	1,614	1,174	1,610	1,610	2,010	2,010
Utilities	1,647	1,731	1,303	2,010	2,010	2,010	2,010
Equipment Repair & Maintenance	696	833	536	1,900	1,900	1,600	1,600
CEA Equipment Rental	12,991	15,000	17,386	16,923	16,923	16,923	17,295
Repair & Maintenance	13,687	15,833	17,922	18,823	18,823	18,523	18,895
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,134,003	1,144,483	997,310	1,219,384	1,241,461	1,270,068	1,222,659

CITY OF APPLETON 2011 BUDGET

HEALTH GRANTS SPECIAL REVENUE FUNDS

Health Officer: Kurt D. Eggebrecht

**CITY OF APPLETON 2011 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 2010 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 2011 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MAJOR 2011 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 Plan Grant-

Ensure that 91% of all two year olds served by the department will have completed their primary vaccine series.

Bioterrorism/Public Health Preparedness Grant-

Provide plan development and training opportunities for public health staff and key community leaders and first responders in a seventeen county region.

Discontinued Programs	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
TB Grant					
Revenue	\$ 1,832	\$ 104	\$ -	\$ -	\$ -
Expense	\$ 1,832	\$ 104	\$ -	\$ -	\$ -
Tobacco Grant					
Revenue	\$ 906	\$ -	\$ -	\$ -	\$ -
Expense	\$ 906	\$ -	\$ -	\$ -	\$ -

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	
Program Revenues		\$ 526,514	\$ 361,407	\$ 308,934	\$ 360,426	\$ 299,535	-3.04%
Program Expenses							
2011	MCH Grant	33,596	29,630	35,951	32,354	28,042	-22.00%
2013	Prevention Grant	12,554	4,954	21,124	10,560	19,637	-7.04%
2014	CDC Lead Grant	12,514	10,557	10,185	12,120	14,251	39.92%
2015	Immunization Grant	19,248	25,213	23,674	32,441	26,330	11.22%
2018	Bioterrorism Grant	445,864	290,949	218,000	272,951	211,275	-3.08%
	Discontinued Programs	2,738	104	-	-	-	N/A
TOTAL		\$ 526,514	\$ 361,407	\$ 308,934	\$ 360,426	\$ 299,535	-3.04%
Expenses Comprised Of:							
	Personnel	223,585	286,945	283,130	304,011	277,661	-1.93%
	Administrative Expense	264,209	10,287	11,413	14,963	9,548	-16.34%
	Supplies & Materials	17,423	15,482	2,183	11,864	2,500	14.52%
	Purchased Services	11,327	43,217	5,708	23,088	5,826	2.07%
	Utilities	9,970	5,476	6,500	6,500	4,000	-38.46%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	4.40	4.40	3.34	3.34	3.39	

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

**CITY OF APPLETON 2011 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 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Access to prenatal care # of women served	17	2	8	8	15
Strategic Outcomes					
Non-Medical Assistance eligible women who receive prenatal care coordination services will have positive birth outcomes % of births with positive outcomes	90%	**	90%	90%	90%
Work Process Outputs					
# of clients served who receive Ages and Stages assessment and education	96	103	100	100	100
Attend community meetings	95%	80%	95%	95%	95%

** Due to moving unable to track this indicator.

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Health Services Grants - MCH Grant

Business Unit 2011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4225 Health Grants & Aids	\$ 33,596	\$ 29,630	\$ 35,951	\$ 32,354	\$ 28,042
	<u>\$ 33,596</u>	<u>\$ 29,630</u>	<u>\$ 35,951</u>	<u>\$ 32,354</u>	<u>\$ 28,042</u>
Expenses					
6101 Regular Salaries	\$ 16,925	\$ 13,386	\$ -	\$ -	\$ -
6108 Part-Time	10,078	10,920	30,448	27,076	23,152
6150 Fringes	4,105	3,566	4,003	3,778	3,334
6201 Training/Conferences	164	529	-	-	-
6202 Local Auto Expense	52	63	500	500	500
6206 Parking Permits	372	-	-	-	-
6324 Medical/Lab Supplies	658	551	-	-	-
6431 Interpreter Services	1,242	615	1,000	1,000	1,056
	<u>\$ 33,596</u>	<u>\$ 29,630</u>	<u>\$ 35,951</u>	<u>\$ 32,354</u>	<u>\$ 28,042</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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 L.I.F.E. (Local Indicators For Excellence) study.

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Kick off "Walk to Win" campaign	August-08	August-09	August-10	August-10	August-11
Strategic Outcomes					
# of participants enrolled in "Walk to Win" campaign	5,943	4,289	10,000	7,500	7,500
Work Process Outputs					
# of participants in "Walk to Win" who met goal	4,912	3,571	7,000	5,000	5,000

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Health Services Grants - Prevention Grant

Business Unit 2013

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4225 Health Grants & Aids	\$ 12,554	\$ 4,954	\$ 21,124	\$ 7,760	\$ 19,637
5035 Other Reimbursements	-	-	-	2,800	-
	<u>\$ 12,554</u>	<u>\$ 4,954</u>	<u>\$ 21,124</u>	<u>\$ 10,560</u>	<u>\$ 19,637</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ 14,771	\$ 5,201	\$ 14,435
6150 Fringes	-	-	4,353	1,559	4,289
6201 Training/Conferences	204	4,944	2,000	3,800	913
6316 Miscellaneous Supplies	12,350	10	-	-	-
	<u>\$ 12,554</u>	<u>\$ 4,954</u>	<u>\$ 21,124</u>	<u>\$ 10,560</u>	<u>\$ 19,637</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	2	3	3	3
# of EBLs 10-19	2	3	5	5	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	70	40	40	40	40

CITY OF APPLETON 2011 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - CDC Lead Grant

Business Unit 2014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4225 Health Grants & Aids	\$ 12,514	\$ 10,557	\$ 10,185	\$ 12,120	\$ 14,251
	<u>\$ 12,514</u>	<u>\$ 10,557</u>	<u>\$ 10,185</u>	<u>\$ 12,120</u>	<u>\$ 14,251</u>
Expenses					
6108 Part-Time	\$ 10,114	\$ 8,850	\$ 8,159	\$ 9,744	\$ 11,413
6150 Fringes	1,862	1,678	1,721	2,071	2,473
6201 Training & Conferences	29	29	-	-	-
6202 Local Auto Expense	18	-	-	-	-
6324 Medical / Lab Supplies	61	-	-	-	-
6431 Interpreter Services	430	-	305	305	365
	<u>\$ 12,514</u>	<u>\$ 10,557</u>	<u>\$ 10,185</u>	<u>\$ 12,120</u>	<u>\$ 14,251</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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:

The large # of clients served in 2009 and projected in 2010 & 2011 is due to H1N1 immunizations.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Access to immunization # of clients served	1,786	10,945	1,400	3,500	2,400
Strategic Outcomes					
Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age					
# of cases	29	23	25	25	25
# cases statewide	670	426	1,550	750	750
Work Process Outputs					
Internal case audit by 12/31	12/31/2008	12/31/2009	12/31/2010	12/31/2010	12/31/2011
# of tracking contacts	2,774	4,317	1,500	1,500	2,000

CITY OF APPLETON 2011 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Vaccine Improvement Grant

Business Unit 2015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4225 Health Grants & Aids	\$ 19,248	\$ 25,213	\$ 23,674	\$ 32,441	\$ 26,330
	<u>\$ 19,248</u>	<u>\$ 25,213</u>	<u>\$ 23,674</u>	<u>\$ 32,441</u>	<u>\$ 26,330</u>
Expenses					
6101 Regular Salaries	\$ 3,043	\$ 6,236	\$ -	\$ -	\$ -
6108 Part-Time	8,958	12,023	17,670	17,030	19,794
6150 Fringes	1,981	3,128	3,146	3,053	3,676
6201 Training & Conferences	-	37	-	-	-
6324 Medical\Lab Supplies	50	35	-	9,500	-
6430 Health Services	523	449	780	780	860
6431 Interpreter Services	4,693	3,305	2,078	2,078	2,000
	<u>\$ 19,248</u>	<u>\$ 25,213</u>	<u>\$ 23,674</u>	<u>\$ 32,441</u>	<u>\$ 26,330</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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 (\$27,353) 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 (\$26,414) and .05 FTE of the City Grants Administrator (\$4,286) 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 health services expenses are to pay our health care partners (vaccinators) for H1N1 clinics. We are not anticipating a need to do this in 2011, thus no expenses are budgeted.

The Public Health Preparedness funding for consortia within the State has been significantly reduced in 2009 and 2010. Our expenses also reflect this reduction. Due to continuing reductions, it is anticipated that in 2010 the three consortia within Northeast Wisconsin (Brown County, Fond du lac, and City of Appleton) will blend into one consortium serving 28 agency members. Up until 2010, we were fiscal agents of the former three consortia. Now Brown County is the fiscal agent of the one larger Northeast Wisconsin consortia and pays us a monthly sum for one (1) FTE to support the consortia. Our workload and support is the same even if we are no longer the fiscal agent. The State has indicated that we needed to reduce the number of consortia through out the State due to anticipated funding cuts, the reduction in 2011 will be much smaller than we were told. The 2011 budget reflects this. We will continue to monitor and update the Council as changes occur.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
# of trainings available	5	15	6	6	15
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 2011 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Bioterrorism Grant

Business Unit 2018

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4225 Health Grants & Aids	\$ 445,864	\$ 290,949	\$ 218,000	\$ 272,951	\$ 211,275
	<u>\$ 445,864</u>	<u>\$ 290,949</u>	<u>\$ 218,000</u>	<u>\$ 272,951</u>	<u>\$ 211,275</u>
Expenses					
6101 Regular Salaries	\$ 123,477	\$ 165,529	\$ 143,277	\$ 166,366	\$ 140,154
6105 Overtime	335	307	-	2,886	-
6150 Fringes	42,706	61,323	55,582	65,247	54,941
6201 Training\Conferences	5,339	3,615	5,669	5,058	5,343
6202 Local Auto Expense	-	43	1,500	1,500	1,500
6206 Parking Permits	777	744	744	744	792
6301 Office Supplies	172	283	1,000	1,191	500
6305 Awards & Recognition	-	-	-	2,170	-
6316 Miscellaneous Supplies	1,254	2,235	-	181	-
6320 Printing & Reproduction	1,950	2,868	2,183	2,183	2,500
6327 Miscellaneous Equipment	1,100	9,782	-	-	-
6401 Accounting\Audit	1,500	1,500	1,545	1,545	1,545
6404 Consulting Services	425	-	-	-	-
6412 Advertising/Publication	683	-	-	-	-
6413 Utilities	9,970	5,476	6,500	6,500	4,000
6430 Health Services	-	37,177	-	15,380	-
6431 Interpreter Services	-	67	-	-	-
6630 Other Grant Payments	256,176	-	-	2,000	-
	<u>\$ 445,864</u>	<u>\$ 290,949</u>	<u>\$ 218,000</u>	<u>\$ 272,951</u>	<u>\$ 211,275</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Intergovernmental Revenues	526,514	361,408	457,233	308,934	357,626	308,312	299,535
Other Revenues	0	0	2,800	0	2,800	0	0
TOTAL REVENUES	526,514	361,408	460,033	308,934	360,426	308,312	299,535
EXPENSES BY LINE ITEM							
Regular Salaries	128,608	167,738	130,600	158,048	171,567	160,953	154,589
Overtime	335	307	207	0	0	0	0
Part-Time	28,487	31,174	32,348	56,277	56,736	56,738	54,359
Sick Pay	3,200	4,397	3,260	0	0	0	0
Vacation Pay	12,301	13,633	13,836	0	0	0	0
Fringes	50,654	69,696	55,890	68,805	75,708	70,968	68,713
Salaries & Fringe Benefits	223,585	286,945	236,141	283,130	304,011	288,659	277,661
Training & Conferences	6,642	9,155	7,001	7,669	8,858	4,800	6,256
Local Auto Expense	70	105	11	2,000	2,000	2,000	2,000
Parking Permits	1,149	744	801	744	744	768	792
Office Supplies	172	283	313	1,000	1,191	500	500
Awards & Recognition	0	0	2,170	0	2,170	0	0
Block Grant Payments	256,176	0	0	0	0	0	0
Administrative Expense	264,209	10,287	10,296	11,413	14,963	8,068	9,548
Miscellaneous Supplies	13,604	2,246	286	0	181	0	0
Printing & Reproduction	1,950	2,868	1,023	2,183	2,183	2,500	2,500
Medical & Lab Supplies	769	586	1,327	0	0	0	0
Miscellaneous Equipment	1,100	9,782	8,174	0	9,500	0	0
Supplies & Materials	17,423	15,482	10,810	2,183	11,864	2,500	2,500
Accounting/Audit	1,500	1,500	0	1,545	1,545	1,500	1,545
Consulting Services	425	0	0	0	0	0	0
Advertising	682	0	0	0	0	0	0
Health Services	2,355	37,729	15,905	780	16,160	780	860
Interpreter Services	6,365	3,988	3,820	3,383	3,383	3,305	3,421
Other Contracts/Obligations	0	0	2,000	0	2,000	0	0
Purchased Services	11,327	43,217	21,725	5,708	23,088	5,585	5,826
Telephone	259	245	231	0	0	0	0
Cellular Telephone	9,711	5,231	2,578	6,500	6,500	4,000	4,000
Utilities	9,970	5,476	2,809	6,500	6,500	4,000	4,000
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	526,514	361,407	281,781	308,934	360,426	308,812	299,535

CITY OF APPLETON 2011 BUDGET
HEALTH SERVICES GRANT FUND
SOURCES AND USES OF FUNDS

Revenues	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	526,514	361,407	308,934	360,426	299,535
Total Revenues	<u>526,514</u>	<u>361,407</u>	<u>308,934</u>	<u>360,426</u>	<u>299,535</u>
Expenses					
Program Costs	526,514	361,407	308,934	360,426	299,535
Total Expenses	<u>526,514</u>	<u>361,407</u>	<u>308,934</u>	<u>360,426</u>	<u>299,535</u>
Revenues over (under) Expenses	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2011 BUDGET

POLICE DEPARTMENT

Police Chief: David J. Walsh

Deputy Police Chief: Robert M. Kavanaugh

Deputy Police Chief: Peter J. Helein

CITY OF APPLETON 2011 BUDGET POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2010 EVENTS

The year in review proved to be a dynamic and productive one in which significant events aimed at improving services, providing advanced technology, and raising the profile of police in the community were achieved. The following are significant events identified in 2010:

Providing suitable police facilities for police operations and good customer service culminated with the dedication of the Police Department building in July. The innovative design not only increases the efficiency and effectiveness of police programs, but also embraces our community policing philosophy with public areas accessible to visitors, such as the convenient lobby interview rooms, and larger meeting rooms for police/community events. The new facility also features an updated vehicle maintenance area, larger identification and evidence storage section, state-of-the-art indoor range, more training and conference rooms, and much needed space to accommodate the various programs within the department.

With the opening of the indoor firing range, it was important that a balance was maintained between fiscal responsibility for all aspects of cleaning and maintenance and the obligation to maintain a safe environment. Committed to providing the healthiest and safest environment for all staff, the department outsourced the cleaning of the range to be performed by personnel who have special training and equipment to deal with the hazardous materials. This budget includes the annual maintenance cost of \$7,783 which is offset with reductions in other line items including the decrease use of the outdoor range.

One of the primary objectives in 2010 was to increase efficiency in patrol staffing and implement changes that reflect the department priorities, such as an emphasis on neighborhood, business and entertainment area safety issues. An analysis of staffing resulted in the restructuring of field operations from 4 districts to 3 districts to ensure core services were met. Reinforcement of patrol strength is also incorporated in this budget with the redeployment of manpower including the transfer of an officer position in support services to patrol. These changes in police staffing better promote the goals of the department and focus on improving our services in the community.

2010 also marked the finalization of a number of technology projects and the continuation of others. We were successful in improving technology with the installation of the ICOP digital cameras in squads, implementation of the Traffic and Criminal Software (TraCS) that allows officers to run a driver and/or a vehicle and electronically transfer information from the Department of Transportation (DOT), replacement of the obsolete data modems with air cards that are more efficient for accessing information, and the addition of wireless access points for downloading data. As a result of the building renovation, communication enhancements include equipment and software upgrades for monitoring 50+ cameras, door alarms, and fire alarms.

Taking advantage of greater technology also means training objectives must keep pace with technology development, which is a critical and significant function of this department. One of these advanced technologies implemented in 2010 was BlueboardIT, a web-based training module that provides our department with a greater resource of material that is designed specific to our training needs. This technology can improve the quality of training, increase productivity of service, and provide more efficient use of resources.

The Police School Liaison unit concluded its first academic year with the truancy court in the four public high schools. After resolving issues between the various agencies involved in this project, there seems to be a solid process in place that will serve us for as long as judges are willing to give their time to the cause. The next process is to consider bringing the truancy court process to the middle schools in the Appleton Area School District.

The district's continued efforts on *fighting crime and solving problems* is a key objective where utilizing the targeted repeat offender list to target repeat offenders has lead to several significant arrests. As in previous years, the school liaison officers supported the downtown district during the summer months, with a focus on problems with drug and gang activity.

CITY OF APPLETON 2011 BUDGET POLICE DEPARTMENT

MAJOR 2011 OBJECTIVES

Senior commanders hold a weekly Crime Council, chaired by the Police Chief. This meeting serves as a detailed examination of crime, problem trends, investigation progress and prevention efforts.

Strengthening partnerships, addressing communication technology advancements, and ensuring quality of police service will be the continued focus in 2011.

In preparation of the 2013 mandate by the Federal Communications Commission (FCC) to convert to the digital frequency, we will continue to evaluate our radio equipment and radio infrastructure to improve communication within the City and with other agencies.

Continue to develop community policing efforts through partnerships, monitor new law enforcement trends, improve communication and develop collaborative efforts with businesses in districts, explore joint taskforce operations to reduce drug and gang activity, and increase calls for service through increased police visibility coupled with community interaction and persistent patrols.

Collaborate with the District Attorney's offices to explore ways to maximize efficiency in discovery requests.

Continue to pursue grants and external funding to pay for overtime, equipment, training, and supplies. These funds come from various sources, including state and federal agencies and local sources, and increase the Department's efficiency.

Allocate resources in a manner that is consistent with the department's vision, goals, strategies, and priority projects.

Please note: In comparing the personnel costs from the adopted 2010 budget to the 2011 budget, salary increases of approximately \$373,000 were not included in the Police budgets in 2010 due to an unsettled labor contract. Instead, this amount was included in the wage reserve in the Unclassified section of the budget. If this amount had been included in the Police budgets, the personnel cost change between the 2010 adopted budget and the 2011 budget would be a .5% reduction versus the 2.28% increase shown below.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 811,292	\$ 909,910	\$ 926,011	\$ 844,830	\$ 843,597	-8.90%
Program Expenses							
17511	Executive Management	560,935	618,871	658,768	547,387	526,949	-20.01%
17512	Administrative Services	1,004,544	1,041,718	1,111,865	1,111,865	1,126,180	1.29%
17513	Support Services	569,001	623,549	763,343	774,102	596,085	-21.91%
17514	Public Communication	752,243	771,343	786,687	786,687	790,000	0.42%
17520	Community Resource	554,601	656,155	732,392	734,582	767,348	4.77%
17522	Crossing Guards	167,967	168,795	189,486	189,486	178,722	-5.68%
17524	Community Services	313,424	300,859	362,141	362,141	364,598	0.68%
17531	PSL	1,208,603	1,287,812	1,283,255	1,283,553	1,352,214	5.37%
17532	Adult Investigations	1,288,774	1,244,443	1,233,821	1,235,694	1,285,709	4.21%
17541	Field Operations	8,087,778	8,154,568	7,971,191	8,083,120	8,467,375	6.22%
TOTAL		\$ 14,507,870	\$ 14,868,113	\$ 15,092,949	\$ 15,108,617	\$ 15,455,180	2.40%
Expenses Comprised Of:							
	Personnel	13,018,970	13,357,099	13,473,086	13,367,374	13,770,409	2.21%
	Administrative Expense	105,384	95,234	114,560	125,319	111,576	-2.60%
	Supplies & Materials	203,947	182,626	232,910	343,531	218,925	-6.00%
	Purchased Services	80,348	69,487	99,384	99,384	91,458	-7.98%
	Utilities	146,699	171,902	183,138	183,138	177,315	-3.18%
	Repair & Maintenance	935,422	991,765	989,871	989,871	1,085,497	9.66%
	Capital Expenditures	17,100	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	135.00	135.00	135.50	135.50	134.00	

**CITY OF APPLETON 2011 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:

With the conclusion of merger discussion with the Grand Chute Police Department (GCPD), the agreement for assignment of a Deputy Chief to oversee this process was terminated. This budget includes a reduction of \$141,105 in revenue and expenditures for the Deputy Chief position.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Increase community partnerships					
# of new collaborative efforts explored or initiated	5	5	3	4	3
Strategic Outcomes					
Provide effective and efficient police services					
Annual review of department policies	100%	100%	100%	100%	100%
Work Process Outputs					
Enhance community relations					
% of responses to correspondence	100%	100%	100%	100%	100%
# of community involvement meetings	227	118	110	110	110
Improve internal communications					
% of employee evaluations reviewed	100%	100%	100%	100%	100%
# of acts of employee recognition	881	931	400	600	450
# of relationship/team building meetings with directors	107	120	55	55	55
Provide program efficiency					
Diversity initiatives/meetings	New measure	32	12	12	12

**CITY OF APPLETON 2011 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4210 Federal Grants	\$ 10,395	\$ 4,675	\$ 6,855	\$ 6,855	\$ 7,700
4230 Miscellaneous Local Aids	-	1,000	-	-	-
4325 Bow Hunting	390	330	-	-	-
4510 Court Fines & Fees	346,338	342,923	300,000	300,000	325,000
4801 Charges for Serv.- Nontax	16,729	15,796	20,000	20,000	20,000
4806 False Alarm Fees	15,008	9,600	20,000	20,000	20,000
4904 Grand Chute Reimbursement	69,403	139,512	141,105	29,724	-
4906 Mental Transports	565	-	-	-	-
5010 Misc Revenue - Nontax	7,892	4,979	6,000	11,772	6,000
5011 Misc Revenue - Tax	62	-	500	500	500
5020 Donations & Memorials	36,747	31,625	25,600	33,600	22,000
5035 Other Reimbursements	5,672	41,797	6,000	11,669	6,000
Total Revenue	\$ 509,201	\$ 592,237	\$ 526,060	\$ 434,120	\$ 407,200
Expenses					
6101 Regular Salaries	\$ 353,082	\$ 407,081	\$ 420,894	\$ 343,014	\$ 332,133
6105 Overtime	503	15	762	762	762
6108 Part-time	14,870	15,830	16,258	16,258	15,974
6150 Fringes	150,194	161,343	185,212	151,711	144,279
6206 Parking Permits	372	372	372	372	384
6302 Subscriptions	1,883	1,862	2,240	2,240	2,000
6303 Memberships & Licenses	2,823	3,146	3,362	3,362	2,842
6304 Postage/Freight	36	100	50	50	50
6307 Food & Provisions	2,767	2,984	3,000	3,000	2,700
6315 Books & Library Materials	308	481	850	850	325
6316 Miscellaneous Supplies	539	653	800	800	800
6321 Clothing	29,984	20,595	20,210	20,210	21,900
6327 Miscellaneous Equipment	1,400	-	-	-	-
6402 Legal Fees	1,057	-	100	100	100
6599 Other Contracts/Obligations	1,117	4,409	4,658	4,658	2,700
Total Expense	\$ 560,935	\$ 618,871	\$ 658,768	\$ 547,387	\$ 526,949

DETAILED SUMMARY OF 2011 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 18 @ approx. \$858	15,400
	<u>\$ 21,900</u>

**CITY OF APPLETON 2011 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:

This budget includes a reduction of \$3,000 in equipment (6327) to offset the cost of maintenance for the indoor firing range in the Support Services budget (17513).

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Process requests for information					
% of open records request processed within 10 working days	95%	95%	95%	95%	90%
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	14,493	14,743	14,500	14,700	15,000
Avg. pages for taped offense reports	2.6	2.6	2.5	2.5	2.5
Avg. taped offense reports completed weekly	117	107	117	110	115

**CITY OF APPLETON 2011 BUDGET
POLICE DEPARTMENT**

Administrative Services Unit

Business Unit 17512

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 475,599	\$ 497,895	\$ 511,023	\$ 511,023	\$ 517,586
6104 Call Time	117	-	-	-	-
6105 Overtime	14,976	4,503	13,950	13,950	13,950
6150 Fringes	224,755	210,438	239,186	239,186	239,065
6301 Office Supplies	15,460	11,260	14,175	14,175	14,175
6316 Miscellaneous Supplies	93	1,450	550	550	550
6320 Printing & Reproduction	18,823	16,309	23,000	23,000	21,000
6327 Miscellaneous Equipment	4,866	12,258	9,000	9,000	6,000
6407 Collection Services	3,728	4,714	4,276	4,276	4,200
6409 Inspection Fees	-	-	100	100	-
6413 Utilities	87,969	114,319	122,058	122,058	121,815
6418 Equip Repairs & Maint	3,461	2,098	2,600	2,600	1,600
6420 Facilities Charges	146,373	161,348	163,947	163,947	178,239
6599 Other Contracts/Obligations	8,324	5,126	8,000	8,000	8,000
Total Expense	<u>\$ 1,004,544</u>	<u>\$ 1,041,718</u>	<u>\$ 1,111,865</u>	<u>\$ 1,111,865</u>	<u>\$ 1,126,180</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Printing & Reproduction

City copy charges	\$ 4,000
Citizen contacts, summons	2,000
Parking Tickets	2,400
Offense reports (records management)	3,000
TraCS printed materials	4,000
Letterhead/envelopes	1,500
Traffic citations, warrant cards, citizen contacts, ledgers, etc.	1,500
Evidence, animal control, investigative, etc.	1,600
Miscellaneous forms	1,000
	<u>\$ 21,000</u>

**CITY OF APPLETON 2011 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:

This program reflects a restructuring within the Police Department, with the transfer of an officer position to Field Operations (17541), for an estimated reduction in salaries and benefits of \$84,677. It also reflects the conversion of a Captain position in this program to an officer position in Field Operations. This change will be made with the expected retirement of the Captain in July and will provide more patrol staff while resulting in a net reduction in personnel expense of \$19,639 (\$61,978 reduction from this program, partially offset by a \$42,339 increase in Field Operations).

The 2010 budget included the sharing of the Public Safety Education Specialist position between the Fire and Police Departments. In 2011, by re-allocating the remaining job tasks and responsibilities to existing staff members in both departments, we are proposing the elimination of this position. This budget reflects the reduction, which results in a decrease of approximately \$42,000 (50% of total position cost) in personnel costs.

This budget also includes \$7,783 in other contracts/obligations for maintenance of the indoor firing range. The cost is offset through a reduction of expenses in Administrative Services (\$3,000), Investigative Services (\$3,000), and Support Services outdoor firing range (\$1,300) and award budgets (\$483).

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Increase public safety and awareness					
# of news releases distributed	76	45	75	75	75
# of active Neighborhood Watch Groups	216	160	236	160	160
Increase Department proficiency					
Avg. training hours p/sworn employee	140	106	100	100	100
Avg. training hours p/civilian employee	30	30	30	30	30
% of policies revised	62%	37%	60%	50%	50%
% 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	8	8	6	11	9
# of policies reviewed	205	39	100	50	50
# of internal training sessions	142	131	70	70	70

**CITY OF APPLETON 2011 BUDGET
POLICE DEPARTMENT**

Support Services Unit

Business Unit 17513

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ 7,600	\$ -	\$ 7,000	\$ 17,759	\$ 7,000
5020 Donations & Memorials	1,467	-	-	-	-
Total Revenue	<u>\$ 9,067</u>	<u>\$ -</u>	<u>\$ 7,000</u>	<u>\$ 17,759</u>	<u>\$ 7,000</u>
Expenses					
6101 Regular Salaries	\$ 270,645	\$ 334,468	\$ 411,174	\$ 411,174	\$ 298,087
6104 Call Time	1,974	2,337	-	-	-
6105 Overtime	28,624	20,524	8,067	8,067	8,067
6108 Part-time	18,524	19,058	20,128	20,128	15,933
6150 Fringes	132,425	142,651	196,924	196,924	143,165
6201 Training\Conferences	68,881	63,415	66,750	77,509	66,750
6204 Tuition Fees	4,700	5,435	15,000	15,000	15,000
6205 Employee Recruitment	1,731	1,496	3,500	3,500	3,500
6305 Awards & Recognition	3,835	2,005	3,000	3,000	2,000
6312 Unified Tactics	20,111	22,369	22,750	22,750	22,750
6316 Miscellaneous Supplies	6,237	4,971	4,750	4,750	4,750
6327 Miscellaneous Equipment	3,018	175	3,000	3,000	3,000
6328 NHW/Speed Watch Signs	2,000	1,967	2,000	2,000	1,000
6404 Consulting Services	3,625	-	-	-	-
6418 Equip Repairs & Maint	893	1,095	1,000	1,000	1,000
6430 Health Services	1,106	264	1,500	1,500	1,500
6599 Other Contracts/Obligations	672	1,319	3,800	3,800	9,583
Total Expense	<u>\$ 569,001</u>	<u>\$ 623,549</u>	<u>\$ 763,343</u>	<u>\$ 774,102</u>	<u>\$ 596,085</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Training/Conferences

Supervisory/management leadership	\$ 10,000
Recertification (TIME, CPR, AED, etc.)	5,000
Investigative services/sensitive crime	15,750
Legal updates	8,000
Executive conferences	6,000
Community problem solving policing	7,000
Special Weapons & Response Team	5,000
Defense-arrest tactics/firearms	3,500
Canine recertification	1,000
Exec. Dev (EDI), Reid Interview, RUSH	3,000
Travel unrelated to training	2,500
	<u>\$ 66,750</u>

Unified Tactics

Ammunition/XREP rounds	\$ 15,250
Range supplies, targets, firearms accessories	1,000
Less Lethal Ammo/XREP	1,000
Protective equipment	2,500
Taser cartridges & supplies	3,000
	<u>\$ 22,750</u>

Tuition Fees

Continuing education reimbursements, five @ \$3,000	\$ 15,000
	<u>\$ 15,000</u>

**CITY OF APPLETON 2011 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 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Maintain responsiveness to public					
Average # of phone calls / week	3,427	3,256	3,211	3,200	3,200
# of 2-5 parking requests processed	12,771	12,321	13,155	13,000	13,000
Strategic Outcomes					
Support services provided					
Completion of warrant process within mandated time limit	100%	98%	100%	100%	100%
Work Process Outputs					
Provide quality support service					
# of TIME System entries	2,319	2,645	2,250	2,250	2,250
# of Criminal history queries	10,954	51,075	12,500	12,500	12,500
# of citizen contacts entered	17,792	17,303	18,000	18,000	18,000
Avg. # of cash register trans./week	223	219	250	230	240
# of training hours p/employee	18	19	20	15	16

**CITY OF APPLETON 2011 BUDGET
POLICE DEPARTMENT**

Public Communication

Business Unit 17514

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 455,453	\$ 471,384	\$ 456,652	\$ 456,652	\$ 463,165
6104 Call Time	1,066	1,204	1,993	1,993	1,993
6105 Overtime	48,434	48,281	54,237	54,237	54,237
6150 Fringes	185,727	192,936	210,605	210,605	211,605
6316 Miscellaneous Supplies	87	175	200	200	200
6320 Printing & Reproduction	1,818	1,772	1,800	1,800	1,800
6327 Miscellaneous Equipment	-	368	500	500	500
6413 Utilities	56,447	54,904	58,500	58,500	55,500
6418 Equip Repairs & Maint	665	138	1,000	1,000	1,000
6599 Other Contracts/Obligations	2,546	181	1,200	1,200	-
Total Expense	<u>\$ 752,243</u>	<u>\$ 771,343</u>	<u>\$ 786,687</u>	<u>\$ 786,687</u>	<u>\$ 790,000</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Identify and minimize crime # of bi-weekly intelligence - target area reports	24	26	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	37	40	35	35	35

**CITY OF APPLETON 2011 BUDGET
POLICE DEPARTMENT**

Community Resource

Business Unit 17520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 345,350	\$ 407,901	\$ 464,965	\$ 464,965	\$ 485,793
6104 Call Time	2,977	1,453	-	-	-
6105 Overtime	39,150	46,902	37,345	39,535	39,267
6150 Fringes	162,614	189,636	221,782	221,782	235,988
6316 Miscellaneous Supplies	3,586	1,271	7,300	7,300	4,800
6599 Other Contracts/Obligations	924	8,992	1,000	1,000	1,500
Total Expense	<u>\$ 554,601</u>	<u>\$ 656,155</u>	<u>\$ 732,392</u>	<u>\$ 734,582</u>	<u>\$ 767,348</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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 continued negotiating with representatives from the Appleton Area School District (AASD) to transition funding and administration of the crossing guard program to AASD. This budget includes the contribution from the AASD of one-half of the cost to support the Crossing Guard Program. The estimated contribution for salaries and benefits is \$91,157.

This budget also reflects the elimination of one Crossing Guard, at the Oneida Street/Northland Avenue intersection. The Town of Grand Chute and Aces/Xavier Education System were expected to provide \$3,876 in revenue to offset the salary expenses associated with this crossing guard position but Aces/Xavier has recently concluded that too few of their students use this crossing to justify their continued contribution to the cost. Since the position was initially added at their request, it has been eliminated.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Promote safety at guarded crossings					
# of crossing guard complaint forms processed for moving violations and parking violations	39	17	45	40	40
Strategic Outcomes					
Safety awareness in school zones					
# of accidents at guarded crossings	0	1	0	0	0
Work Process Outputs					
Provide safety education at busy intersections					
# of classes given to students	5	1	12	12	12
# of students in attendance	253	50	400	400	400
Provide assistance at controlled intersections					
Avg. # of students crossing at guarded intersections p/day	2,372	2,482	3,100	3,100	3,100

**CITY OF APPLETON 2011 BUDGET
POLICE DEPARTMENT**

Crossing Guards

Business Unit 17522

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
5035 Other Reimbursements	\$ 4,400	\$ 3,600	\$ 65,295	\$ 65,295	\$ 91,157
Total Revenue	<u>\$ 4,400</u>	<u>\$ 3,600</u>	<u>\$ 65,295</u>	<u>\$ 65,295</u>	<u>\$ 91,157</u>
Expenses					
6108 Part Time	\$ 147,331	\$ 150,300	\$ 166,195	\$ 166,195	\$ 155,874
6150 Fringes	19,872	18,495	22,491	22,491	22,048
6323 Safety Supplies	764	-	800	800	800
Total Expense	<u>\$ 167,967</u>	<u>\$ 168,795</u>	<u>\$ 189,486</u>	<u>\$ 189,486</u>	<u>\$ 178,722</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Provide greater access to police services					
Avg. # of CSO hours p/month	1,706	1,142	1,700	1,200	1,200
Strategic Outcomes					
Reduced cost of providing police services					
CSO vs. officer for special events	\$ 9,651	\$ 6,081	\$ 11,500	\$ 7,000	\$ 7,000
Work Process Outputs					
Increase number of patrols					
# of ramp patrols	283	537	450	475	500
# of park patrols	2,089	3,133	4,000	4,250	4,500
Service provided by CSO vs. Officer					
# of offenses - animal	1,775	2,161	2,250	2,150	2,000
# of offenses - parking	2,107	1,928	2,150	2,000	2,250
# of offenses - bike	65	45	350	250	350
# of abandoned vehicle complaints	209	142	250	225	200

**CITY OF APPLETON 2011 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4310 Dog Licenses	\$ 23,293	\$ 24,065	\$ 30,000	\$ 30,000	\$ 30,000
4311 Cat Licenses	11,664	11,842	10,000	10,000	10,000
Total Revenue	<u>\$ 34,957</u>	<u>\$ 35,907</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>
Expenses					
6101 Regular Salaries	\$ 38,801	\$ 42,533	\$ 43,524	\$ 43,524	\$ 44,338
6105 Overtime	15,559	9,340	11,591	11,591	11,970
6108 Part-Time	193,392	189,758	225,812	225,812	236,829
6150 Fringes	43,076	39,567	51,064	51,064	45,311
6316 Miscellaneous Supplies	591	357	800	800	800
6320 Printing & Reproduction	1,493	1,622	1,500	1,500	-
6321 Clothing	1,660	673	2,000	2,000	2,000
6323 Safety Supplies	300	89	350	350	350
6327 Miscellaneous Equipment	74	114	1,500	1,500	1,500
6412 Advertising	-	633	500	500	500
6599 Other Contracts/Obligations	18,478	16,173	23,500	23,500	21,000
Total Expense	<u>\$ 313,424</u>	<u>\$ 300,859</u>	<u>\$ 362,141</u>	<u>\$ 362,141</u>	<u>\$ 364,598</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations

Fox Valley Humane Association	\$ 20,000
Wild animal service	1,000
	<u>\$ 21,000</u>

**CITY OF APPLETON 2011 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 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Provide youth services					
# of youth with PSL mentors	210	276	250	250	250
Strategic Outcomes					
Increase quality of life for youth					
% of mentored youth that achieve positive outcomes	92%	89%	95%	90%	90%
Work Process Outputs					
Promote safety at schools					
# of assigned investigations	1,451	1,472	1,500	1,500	1,500
Provide law enforcement resources					
# of school committees with PSL's	74	72	80	75	75
# of social service comm. with PSL's	54	57	60	60	60
# of educational presentations to students/parents/school staff	353	212	375	350	350

**CITY OF APPLETON 2011 BUDGET
POLICE DEPARTMENT**

Police School Liaison

Business Unit 17531

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv. - Nontax	\$ 21,775	\$ 21,422	\$ 25,000	\$ 25,000	\$ 25,000
4905 PSL Reimbursement	218,262	252,744	262,656	262,656	273,240
Total Revenue	<u>\$ 240,037</u>	<u>\$ 274,166</u>	<u>\$ 287,656</u>	<u>\$ 287,656</u>	<u>\$ 298,240</u>
Expenses					
6101 Regular Salaries	\$ 781,584	\$ 829,600	\$ 817,092	\$ 817,092	\$ 881,099
6104 Call Time	2,185	1,215	-	-	-
6105 Overtime	57,257	82,477	52,029	52,327	56,141
6150 Fringes	367,223	373,857	413,184	413,184	414,024
6316 Miscellaneous Supplies	354	663	950	950	950
Total Expense	<u>\$ 1,208,603</u>	<u>\$ 1,287,812</u>	<u>\$ 1,283,255</u>	<u>\$ 1,283,553</u>	<u>\$ 1,352,214</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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:

This budget includes a reduction of \$3,000 in investigative costs (6443) to offset the cost of maintenance for the indoor firing range in the Support Services budget (17513).

The \$1,500 requested in printing expense represents the cost of two printers that were added to this area in 2010. One printer was transferred in from the Community Services (17524) budget while a smaller printer was installed in the ID area.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Provide requests for information					
% of discovery requests processed within 10 work days	99%	100%	100%	100%	100%
Strategic Outcomes					
Compliance with professional standards					
# of audits completed	2	2	2	2	2
% of evidence & property maintained appropriately	100%	100%	100%	100%	100%
Work Process Outputs					
Improve process time of information					
# of discovery requests	393	537	700	800	1,000
# of evidence & property maintained	16,034	20,658	20,000	21,000	23,000
# of digital folders maintained	new	1,163	1,200	1,200	1,250
Provide investigative forensic analysis to officers					
# of crime lab submissions	158	423	250	250	300

**CITY OF APPLETON 2011 BUDGET
POLICE DEPARTMENT**

Adult Investigations

Business Unit 17532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 751,262	\$ 755,032	\$ 732,030	\$ 732,030	\$ 777,253
6104 Call Time	2,018	3,054	-	-	-
6105 Overtime	88,347	83,394	49,574	51,447	52,391
6108 Part-Time	20,787	20,025	20,629	20,629	21,382
6150 Fringes	376,239	353,403	381,188	381,188	390,783
6304 Postage\Freight	-	207	100	100	100
6316 Miscellaneous Supplies	1,252	1,092	1,500	1,500	1,500
6320 Printing & Reproduction	-	-	-	-	1,500
6324 Medical\Lab Supplies	12,746	12,918	13,300	13,300	13,300
6327 Miscellaneous Equipment	10,005	10,604	16,500	16,500	14,600
6404 Consulting Services	2,383	550	3,100	3,100	-
6418 Equip Repairs & Maint	1,800	1,199	1,500	1,500	1,500
6443 Investigative Costs	683	845	4,000	4,000	1,000
6599 Other Contracts/Obligations	4,152	2,120	10,400	10,400	10,400
6804 Capital equipment	17,100	-	-	-	-
Total Expense	<u>\$ 1,288,774</u>	<u>\$ 1,244,443</u>	<u>\$ 1,233,821</u>	<u>\$ 1,235,694</u>	<u>\$ 1,285,709</u>

DETAILED SUMMARY OF 2011 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

Computer analysis equipment	\$ 6,100
Digital evidentiary cameras	8,500
	<u>\$ 14,600</u>

Other Contracts/Obligations

LEADS OnLine	\$ 4,900
Towing	3,400
GPS	600
Entersect Police Online (EPO)	1,500
	<u>\$ 10,400</u>

**CITY OF APPLETON 2011 BUDGET
POLICE DEPARTMENT**

Field Operations

Business Unit 17541

PROGRAM MISSION

Provide excellence in police service by working in partnership with our community and other government agencies to identify and resolve problems and improve the quality of life in our community through innovative and refined problem solving methods.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Be visible and accessible within our community and our department.
- Facilitate the development of collaborative efforts between police and community partners by encouraging officers to apply the philosophy of problem oriented policing as part of their everyday work experience.
- Adapt quickly to changing conditions and constantly examine current operating practices to improve process.
- Encourage community participation in crime prevention strategies.
- Create partnerships in the community to identify and solve reoccurring problems.

Major Program Changes:

This budget includes the combined revenue and expenditures of 17521 (Operations) and 17541 (Patrol). This program also reflects a restructuring within the Police Department, with the transfer of an officer position from Support Services (17513) for an estimated increase in salaries and benefits of \$84,677. It also reflects the conversion of a Captain position in the Support Services program to an officer position in Field Operations. This change will be made with the expected retirement of the Captain in July and will provide more patrol staff while resulting in a net reduction in personnel expense of \$19,639 (\$61,978 reduction from Support Services, partially offset by a \$42,339 increase in this program). In response to difficult economic times, the department evaluated current operations and processes to determine a balance in providing services while keeping pace with the ever-changing environment. The results of this assessment in workflow resulted in a redistribution of tasks that allowed for a reduction of an equivalent .5 FTE of part-time clerical assistance. This budget reflects this reduction. The decrease in utility expense and leases is due to the discontinuation of the lease of the COP Shop at the Northland Mall. The increase in CEA costs is due mainly to an anticipated increase in fuel prices and increases in vehicle replacement costs.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Increase community education in crime prevention issues					
# of community meetings held	7	46	10	20	25
# of interagency neighborhood teams	10	5	5	5	5
Strategic Outcomes					
Reduce crime through crime prevention strategies					
# of reported Group A crimes *	2,824	4,370	5,400	5,600	5,500
# of reported Group B crimes **	14,515	7,650	9,600	8,200	8,300
\$ value of stolen/damaged property	\$ 1,878,085	\$ 1,387,879	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
\$ value of recovered property	\$ 499,541	\$ 395,632	\$ 300,000	\$ 375,000	\$ 375,000
Work Process Outputs					
Improve enforcement and response to crime					
# of citizen contacts	New measure	—————>	17,000	25,108	25,100
# of adult arrests ***	7,338	6,566	6,000	6,000	6,100
# of juvenile arrests ***	1,750	1,540	1,400	1,400	1,500

* 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 2011 BUDGET
POLICE DEPARTMENT**

Field Operations

Business Unit 17541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ 7,880	\$ 4,000	\$ -	\$ -	\$ -
5020 Donations & Memorials	5,750	-	-	-	-
Total Revenue	<u>\$ 13,630</u>	<u>\$ 4,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 4,563,442	\$ 4,718,266	\$ 4,559,873	\$ 4,559,873	\$ 4,922,144
6104 Call Time	26,110	24,178	-	-	-
6105 Overtime	425,537	368,568	205,174	206,482	217,314
6108 Part-Time	5,215	3,720	8,358	8,358	-
6150 Fringes	2,166,675	2,114,477	2,242,121	2,242,121	2,300,459
6312 Guns & Ammunition	5,514	6,500	6,500	6,500	6,500
6316 Miscellaneous Supplies	13,241	15,207	19,100	19,100	19,100
6320 Printing & Reproduction	1,377	1,240	1,400	1,400	1,400
6327 Miscellaneous Equipment	61,707	46,732	70,000	180,621	65,250
6404 Consulting Services	1,000	-	1,000	1,000	1,000
6413 Utilities	2,282	2,678	2,580	2,580	-
6418 Equip Repairs & Maint	13,819	17,293	17,750	17,750	17,800
6425 CEA Equip. Rental	768,410	808,594	802,074	802,074	884,358
6431 Interpreter Services	1,211	412	1,950	1,950	1,950
6444 Witness Fees	638	955	1,025	1,025	1,025
6502 Leases	2,896	2,953	3,011	3,011	2,075
6599 Other Contracts/Obligations	28,704	22,795	29,275	29,275	27,000
Total Expense	<u>\$ 8,087,778</u>	<u>\$ 8,154,568</u>	<u>\$ 7,971,191</u>	<u>\$ 8,083,120</u>	<u>\$ 8,467,375</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Miscellaneous equipment</u>		<u>Equipment Repairs & Maint.</u>	
Operational Services		Speed detection devices	\$ 2,000
Communications upgrades	\$ 30,000	Radios, antennas, etc.	7,000
Bike patrol, accident investigation	2,000	PBTs, SWAT, SMART,	
XREP Duty Rounds/MyClyns spray	1,000	tasers	2,000
Preliminary Breath Test units (PBT)	3,000	ICOP/TraCS	2,500
Taser replacements/supplies	10,000	Radar certification	4,300
Laser speed detection	6,700		<u>\$ 17,800</u>
Radio auxiliary batteries	3,000		
EOC, misc.	1,550	<u>Other Contracts & Obligations</u>	
Special Weapons and Response Team		OMVWI blood draws	\$ 24,000
Helmets, vests, firearms	8,000	Incarceration fees	1,000
	<u>\$ 65,250</u>	Records requests	1,000
		Biohazard cleaning	1,000
			<u>\$ 27,000</u>
<u>Miscellaneous supplies</u>			
ICOP, TraCS, taser	\$ 6,150		
Explorers, speedwatch	1,850		
SWAT, crash, bike teams	3,200		
AED, first responder	2,000		
Flares, traffic supplies	1,200		
Bloodborne pathogens, misc.	4,700		
	<u>\$ 19,100</u>		

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Intergovernmental Revenues	25,875	9,675	17,007	13,855	24,614	14,700-	14,700
Licenses	35,346	36,237	46,146	40,000	40,000	40,000-	40,000
Fines and Forfeitures	346,338	342,923	314,768	300,000	300,000	325,000-	325,000
Charges for Services	53,513	46,817	36,770	65,000	65,000	65,000-	65,000
Intergov. Charges for Service	288,229	392,256	292,404	403,761	292,380	273,240-	273,240
Other Revenues	61,990	82,000	115,543	103,395	122,836	129,533-	125,661
TOTAL REVENUES	811,291	909,908	822,638	926,011	844,830	847,473-	843,601
EXPENSES BY LINE ITEM							
Regular Salaries	7,673,865	8,057,975	6,732,834	8,342,087	8,264,207	8,693,530	8,647,118
Call Time	36,447	33,441	29,394	1,993	1,993	0	1,993
Overtime	718,387	664,003	392,765	432,729	438,398	454,099	454,099
Temp. Full-Time	147,331	150,300	123,127	166,195	166,195	163,800	155,874
Part-Time	252,788	248,391	222,572	291,185	291,185	306,248	290,118
Other Compensation	193,546	202,815	208,305	75,140	75,140	74,480	74,480
Shift Differential	14,215	14,974	14,039	0	0	0	0
Sick Pay	17,336	29,621	24,370	0	0	0	0
Vacation Pay	136,256	158,775	117,018	0	0	0	0
Fringes	3,828,799	3,796,804	3,320,748	4,163,757	4,130,256	4,238,884	4,146,727
Salaries & Fringe Benefits	13,018,970	13,357,099	11,185,172	13,473,086	13,367,374	13,931,041	13,770,409
Training & Conferences	68,881	63,415	49,587	66,750	77,509	66,750	66,750
Tuition Fees	4,700	5,435	14,533	15,000	15,000	15,000	15,000
Employee Recruitment	1,731	1,496	2,087	3,500	3,500	3,500	3,500
Parking Permits	372	372	372	372	372	384	384
Office Supplies	15,460	11,260	13,156	14,175	14,175	14,175	14,175
Subscriptions	1,883	1,862	1,870	2,240	2,240	2,000	2,000
Memberships & Licenses	2,823	3,146	2,689	3,362	3,362	2,842	2,842
Postage & Freight	36	306	31	150	150	150	150
Awards & Recognition	3,835	2,005	970	3,000	3,000	2,000	2,000
Food & Provisions	2,767	2,984	1,445	3,000	3,000	2,700	2,700
Leases	2,896	2,953	1,842	3,011	3,011	2,075	2,075
Administrative Expense	105,384	95,234	88,582	114,560	125,319	111,576	111,576
Guns & Ammunition	25,624	28,869	25,635	29,250	29,250	29,250	29,250
Books & Library Materials	308	481	248	850	850	325	325
Miscellaneous Supplies	25,980	25,838	12,135	35,950	35,950	33,450	33,450
Printing & Reproduction	23,511	20,942	13,333	27,700	27,700	25,700	25,700
Clothing	31,644	21,268	22,127	22,210	22,210	23,900	23,900
Safety Supplies	1,064	89	418	1,150	1,150	1,150	1,150
Medical & Lab Supplies	12,746	12,918	7,381	13,300	13,300	13,300	13,300
Miscellaneous Equipment	81,070	70,251	96,945	100,500	211,121	90,850	90,850
Signs	2,000	1,967	1,999	2,000	2,000	1,000	1,000
Supplies & Materials	203,947	182,623	180,221	232,910	343,531	218,925	218,925
Legal Fees	1,057	0	0	100	100	100	100
Consulting Services	7,008	550	4,920	4,100	4,100	1,000	1,000
Collection Services	3,728	4,714	3,460	4,276	4,276	4,200	4,200
Inspection Fees	0	0	0	100	100	0	0
Advertising	0	633	213	500	500	500	500
Health Services	1,106	264	157	1,500	1,500	1,500	1,500
Interpreter Services	1,211	412	1,643	1,950	1,950	1,950	1,950
Investigative Costs	683	845	290	4,000	4,000	1,000	1,000
Witness Fees	638	955	563	1,025	1,025	1,025	1,025
Other Contracts/Obligations	64,917	61,114	60,860	81,833	81,833	82,683	80,183
Purchased Services	80,348	69,487	72,106	99,384	99,384	93,958	91,458
Electric	62,781	73,096	77,115	81,207	81,207	79,101	79,101
Gas	17,991	32,506	24,697	30,931	30,931	33,637	33,637
Water	4,338	5,827	2,951	6,557	6,557	4,254	4,254
Waste Disposal/Collection	1,919	2,203	1,063	2,034	2,034	1,457	1,457
Stormwater	3,223	3,366	2,609	3,909	3,909	3,366	3,366
Telephone	23,471	24,124	20,989	25,000	25,000	23,000	23,000

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
Cellular Telephone	32,976	30,780	29,718	33,500	33,500	32,500	32,500
Utilities	146,699	171,902	159,142	183,138	183,138	177,315	177,315
Equipment Repair & Maintenance	20,639	21,823	9,367	23,850	23,850	22,900	22,900
Facilities Charges	146,373	161,348	198,042	163,947	163,947	178,239	178,239
CEA Equipment Rental	768,410	808,594	685,548	802,074	802,074	884,358	884,358
Repair & Maintenance	935,422	991,765	892,957	989,871	989,871	1,085,497	1,085,497
Machinery & Equipment	17,100	0	0	0	0	0	0
Capital Expenditures	17,100	0	0	0	0	0	0
TOTAL EXPENSES	14,507,870	14,868,110	12,578,180	15,092,949	15,108,617	15,618,312	15,455,180

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

NOTES

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**CITY OF APPLETON 2011 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:

The Police Department will continue to pursue grants to supplement costs for equipment, training, supplies and services. These funds come from a variety of sources including state and federal agencies.

Major program changes:

There are no grants included for 2011. The grants accounted for in this budget are not guaranteed from one year to the next. However, we have received indications that the City would be eligible for approximately \$35,000 of alcohol enforcement and \$35,000 of speed enforcement grants in 2011. If awarded, appropriate budget adjustments will be brought forth in 2011 to record the grant award and related expenditures.

PERFORMANCE INDICATORS

Actual 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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	2008	2009	Adopted 2010	Amended 2010	2011	
	Program Revenues	\$ 52,078	\$ 82,463	\$ -	\$ 150,139	\$ -	N/A
	Program Expenses	\$ 88,821	\$ 45,720	\$ -	\$ 150,139	\$ -	N/A
Expenses Comprised Of:							
	Personnel	13,000	26,594	-	46,052	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	75,821	19,126	-	104,087	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Unit 2250

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4210 Federal Grants	\$ 6,179	\$ 17,176	\$ -	\$ -	\$ -
4224 State Grants	37,999	65,287	-	150,139	-
5921 Transfer In - General Fund	7,900	-	-	-	-
Total Revenue	<u>\$ 52,078</u>	<u>\$ 82,463</u>	<u>\$ -</u>	<u>\$ 150,139</u>	<u>\$ -</u>
Expenses					
6105 Overtime	\$ 13,000	\$ 26,594	\$ -	\$ 46,052	\$ -
6201 Training & Conferences	-	-	-	-	-
6327 Miscellaneous Equipment	75,821	19,126	-	104,087	-
6599 Other Contracts/Obligations	-	-	-	-	-
6803 Buildings	-	-	-	-	-
Total Expense	<u>\$ 88,821</u>	<u>\$ 45,720</u>	<u>\$ -</u>	<u>\$ 150,139</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 BUDGET
POLICE GRANTS**

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

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	44,178	82,463 *	-	150,139	-
Interest Income	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other	-	-	-	-	-
Total Revenues	<u>44,178</u>	<u>82,463</u>	<u>-</u>	<u>150,139</u>	<u>-</u>
Expenses					
Program Costs	<u>88,821</u>	<u>45,720</u>	<u>-</u>	<u>150,139</u>	<u>-</u>
Total Expenses	<u>88,821</u>	<u>45,720</u>	<u>-</u>	<u>150,139</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>7,900</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	(36,743)	36,743	-	-	-
Fund Balance - Beginning	-	(36,743)	-	-	-
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ (36,743)</u>	<u>\$ -</u>	<u>\$ -</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 2011 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:

<u>Project</u>	<u>Amount</u>	<u>Page</u>
Radio Infrastructure (Police)	\$ 1,000,000	Projects, Pg. 673
Portable radios (Police and Fire)	<u>587,500</u>	Projects, Pg. 672
Total	<u>\$ 1,587,500</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 2008 Actual 2009 Target 2010 Projected 2010 Target 2011

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	
Program Revenues		\$ 27,056	\$ 2,152	\$ 2,972	\$ 2,972	\$ 6,285	111.47%
Program Expenses		\$ 1,335,314	\$ 446,481	\$ 375,000	\$ 375,000	\$ 1,587,500	323.33%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	1,220,331	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	114,983	446,481	375,000	375,000	1,587,500	323.33%

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

**CITY OF APPLETON 2011 BUDGET
CAPITAL PROJECTS FUNDS**

Public Safety

Business Unit 4210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ 27,056	\$ 2,152	\$ 2,972	\$ 2,972	\$ 6,285
5910 Proceeds of Long-term Debt	429,801	20,000	242,500	242,500	1,530,000
Total Revenue	<u>\$ 456,857</u>	<u>\$ 22,152</u>	<u>\$ 245,472</u>	<u>\$ 245,472</u>	<u>\$ 1,536,285</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6406 Architect Fees	-	-	-	-	-
6803 Buildings	-	-	-	-	-
6804 Equipment	114,983	446,481	375,000	375,000	1,587,500
7914 Transfer Out - Capital Proj.	1,220,331	-	-	-	-
Total Expense	<u>\$ 1,335,314</u>	<u>\$ 446,481</u>	<u>\$ 375,000</u>	<u>\$ 375,000</u>	<u>\$ 1,587,500</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Equipment</u>	
Fire portable radios	\$ 280,000
Police portable radios	307,500
Radio communications infrastructure	1,000,000
	<u>\$ 1,587,500</u>

**CITY OF APPLETON 2011 BUDGET
PUBLIC SAFETY**

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

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Interest Income	\$ 27,056	\$ 2,152	\$ 2,972	\$ 5,000	\$ 6,285
Other	-	-	-	-	-
Total Revenues	<u>27,056</u>	<u>2,152</u>	<u>2,972</u>	<u>5,000</u>	<u>6,285</u>
Expenses					
Program Costs	114,983	446,481	375,000	72,164	1,587,500
Total Expenses	<u>114,983</u>	<u>446,481</u>	<u>375,000</u>	<u>72,164</u>	<u>1,587,500</u>
Revenues over (under) Expenses	(87,927)	(444,329)	(372,028)	(67,164)	(1,581,215)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	429,801	20,000	242,500	-	1,530,000
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(1,220,331)	-	-	-	-
Total Other Financing Sources (Uses)	<u>(790,530)</u>	<u>20,000</u>	<u>242,500</u>	<u>-</u>	<u>1,530,000</u>
Net Change in Equity	(878,457)	(424,329)	(129,528)	(67,164)	(51,215)
Fund Balance - Beginning	<u>1,421,165</u>	<u>542,708</u>	<u>118,379</u>	<u>118,379</u>	<u>51,215</u>
Fund Balance - Ending	<u>\$ 542,708</u>	<u>\$ 118,379</u>	<u>\$ (11,149)</u>	<u>\$ 51,215</u>	<u>\$ -</u>

CITY OF APPLETON 2011 BUDGET

FIRE DEPARTMENT

Fire Chief: Len R. Vander Wyst

Deputy Chief: Eugene R. Reece, Jr.

CITY OF APPLETON 2011 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 2010 EVENTS

During the first half of the year, the department reviewed existing staffing, operations, and vehicle placement. This review resulted in a reorganization jointly approved by the Finance and Administration Committee and Safety and Licensing Committee and; ultimately, the Common Council. The reorganization provides a captain to oversee each fire station and be responsible for training, inspection coordination, pre-incident plans, and station maintenance. A captain on each shift will also be assigned to Fire Station #1 to assist the battalion chief with daily operations and provide vacation coverage for the battalion chief position. The reorganization includes the creation of six shift inspector/investigator positions from existing personnel. The shift inspectors/investigators would be available to respond to emergencies and train with their crews, but would have the ability to "break away" from their crew to conduct inspections, complete fire investigations, or manage special events. This change will reduce overtime currently associated with calling in inspectors. The department is confident that we will be able to distribute the inspection workload to allow for the elimination of one fire inspector position. In addition, the reorganization includes the creation of a Public Education Team to assist with managing and developing public education efforts. Administrative staff members will manage scheduling and administrative tasks associated with our Public Education Division. The fire protection engineer will take on additional responsibilities and oversight of the Fire Prevention Division. The deputy chief of operations will become the department deputy chief.

The department had three retirements in 2010 from the following positions: a fire inspector, a fire captain, and a driver/engineer. As part of the implementation of the reorganization, the fire inspector position will not be filled and the funding for that position has been eliminated from the 2011 budget. The department has filled the Battalion Chief of Training position from within the department. With three vacant firefighter positions, an entry-level process was held and three firefighters started on shifts in September. This year, the Appleton Fire Department has worked with Fox Valley Technical College and surrounding fire departments to develop a regional hiring process for the position of firefighter. It is expected that this process will save costs for all departments involved without modifying individual hiring standards.

The Fire Department had some significant incidents thus far in 2010 including a number of dumpster fires on Northland Avenue which eventually led to the arrest of the person responsible for starting the fires. In addition, there was a house fire on Rosemary Drive resulting in significant damage to the property; fortunately, no injuries occurred due to the quick actions of the homeowners.

On-going discussions with the Cities of Neenah, Menasha, and Grand Chute are occurring to discuss the potential of automatic aid. The department has also received approval to participate in the Mutual Aid Box Alarm System (MABAS). The MABAS is a mutual aid measure that may be used for deploying fire, rescue, and emergency medical services personnel in a multi-jurisdictional and/or multi-agency response.

The department identified the need to purchase personal protective clothing in the 2010 Capital Improvement budget. Staff members researched protective clothing available along with existing NFPA standards and made purchase recommendations. A protective clothing order has been received, replacing approximately 45 sets of protective clothing.

The Resource Development Division has conducted joint training with the arborists from the Park and Recreation Department's Forestry Division on rescue techniques for trapped or injured workers in trees. In addition, the department conducted annual joint training with the Outagamie County Sheriff Boat Patrol and Dive Team. The department also conducted a training session with Outagamie County EMS Association members on "ChemPack", a medical stockpile of antidotes for WMD/chemical emergencies.

The Public Education Division has worked with the Technology Services Department on updating the Fire Department's content on the new City website. Annual Neighborhood Watch training was held in April. The department also conducted home fire safety training for the new Habitat for Humanity homeowners and their children. The department participated in the Hmong Education Conference with the Appleton Area School District.

CITY OF APPLETON 2011 BUDGET FIRE DEPARTMENT

MAJOR 2011 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 2011, 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 as well as supporting efficient work processes and sustainability

Continue to enhance the department's capability to respond to routine and non-routine emergencies. This includes addressing response capabilities necessary based upon projected risks developed by the Department of Homeland Security and the State of Wisconsin

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

Utilize existing staff to deliver public education programs and continue to enhance our fire prevention efforts

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 315,540	\$ 249,079	\$ 244,350	\$ 244,350	\$ 238,450	-2.41%
Program Expenses							
18010	Administration	644,680	562,897	557,705	557,705	585,533	4.99%
18021	Fire Suppression	7,584,135	7,524,810	7,932,706	7,935,206	8,271,584	4.27%
18022	Special Operations	81,909	118,444	136,982	136,982	132,924	-2.96%
18023	Resource Devel.	245,873	260,472	259,645	259,645	249,539	-3.89%
18031	Public Education	137,461	185,555	153,693	153,693	114,176	-25.71%
18032	Fire Prevention	541,665	656,896	725,981	725,981	557,236	-23.24%
18033	Technical Services	529,414	451,566	438,650	438,650	419,129	-4.45%
TOTAL		\$ 9,765,137	\$ 9,760,640	\$ 10,205,362	\$ 10,207,862	\$ 10,330,121	1.22%
Expenses Comprised Of:							
Personnel		8,922,638	8,895,751	9,278,382	9,278,382	9,385,159	1.15%
Administrative Expense		43,168	52,804	59,546	59,546	58,050	-2.51%
Supplies & Materials		158,197	107,757	123,955	126,455	120,455	-2.82%
Purchased Services		30,781	33,389	41,650	41,650	38,900	-6.60%
Utilities		146,685	135,021	148,004	148,004	154,824	4.61%
Repair & Maintenance		463,668	535,918	553,825	553,825	572,733	3.41%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		101.00	101.00	98.50	98.50	97.00	

* % change from prior year adopted budget

**CITY OF APPLETON 2011 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Staff and schedule to provide consistent emergency response within the community.					
Avg first-in response time (minutes)	4.3	4.4	4.0	4.4	4.0
Strategic Outcomes					
Lives and property protected					
Fires per 1,000 residents	2.0	1.8	0.0	1.3	0.0
% of \$ loss in:					
inspected vs.	24%	80%	25%	10%	25%
non-inspected	76%	20%	75%	90%	75%
Work Process Outputs					
Enhance internal communications					
# of employee, department, union-management meetings	51	79	50	120	100
Enhance regional relationships					
# of meetings and activities with regional partners	63	8	25	25	25

**CITY OF APPLETON 2011 BUDGET
FIRE DEPARTMENT**

Administration

Business Unit 18010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4226 Fire Insurance Dues	\$ 140,676	\$ 143,628	\$ 143,500	\$ 143,500	\$ 150,000
4801 Charges for Serv. - Nontax	2,799	2,921	-	-	-
4802 Charges for Serv. - Tax	-	45	-	-	-
5011 Misc Revenue - Tax	-	656	-	-	-
5020 Donations & Memorials	500	250	-	-	-
5085 Cash Short or Over	1	106	-	-	-
Total Revenue	\$ 143,976	\$ 147,606	\$ 143,500	\$ 143,500	\$ 150,000
Expenses					
6101 Regular Salaries	\$ 325,542	\$ 278,879	\$ 249,101	\$ 249,101	\$ 265,144
6105 Overtime	1,444	611	558	558	568
6150 Fringes	137,090	110,560	113,473	113,473	118,127
6201 Training\Conferences	1,414	1,857	5,000	5,000	5,000
6205 Employee Recruitment	-	5,054	-	-	-
6301 Office Supplies	4,634	4,413	5,000	5,000	4,750
6302 Subscriptions	71	68	300	300	150
6303 Memberships & Licenses	545	699	700	700	700
6304 Postage\Freight	10	125	200	200	100
6305 Awards & Recognition	989	842	1,000	1,000	1,000
6307 Food & Provisions	993	995	1,000	1,000	1,000
6315 Books & Library Materials	142	396	400	400	400
6316 Miscellaneous Supplies	454	324	500	500	500
6320 Printing & Reproduction	7,185	7,257	7,500	7,500	7,500
6327 Miscellaneous Equipment	8,931	6,299	9,000	9,000	9,000
6404 Consulting Services	-	1,460	2,500	2,500	2,000
6407 Collection Services	1,677	2,212	1,750	1,750	2,000
6408 Contractor Fees	648	598	1,000	1,000	1,000
6413 Utilities	146,685	135,022	148,004	148,004	154,824
6425 CEA Equip. Rental	6,226	5,226	10,719	10,719	11,770
Total Expense	\$ 644,680	\$ 562,897	\$ 557,705	\$ 557,705	\$ 585,533

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 BUDGET

FIRE DEPARTMENT

Fire Suppression

Business Unit 18021

PROGRAM MISSION

To meet the needs of our community and enhance the quality of life of our citizens and visitors by providing a safe, healthy, and accepting environment through emergency and non-emergency response.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", 4: "Develop our human resources to meet changing needs" and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

Utilize data gathered through mobile data computers and department records to monitor response times and staffing levels to emergency and non-emergency calls for service
 Identify and develop pre-fire plans for new structures and update pre-fire plans for existing structures, and develop emergency response plans for special events which present potential risks within the community
 Proactively pursue, with our regional partners, the enhancement of our current mutual aid agreements and potential automatic aid agreements, evaluation of shared resources, updating of emergency management planning, and cooperative training exercises to help reduce the threats to our regional security and economy
 Utilize data gathered from department records, automated external defibrillator (AED) information, Gold Cross Ambulance records, and hospital information to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital
 Identify and develop employee safety programs, practices, and training for reducing the impact of lost time work-related injuries

Major Program Changes:

In 2011, the Fire Suppression Division will take on additional tasks and responsibilities to deliver both public education programs and to enhance our fire prevention efforts. This program reflects changes in the reorganization that includes the shift of FTE's from the Fire Prevention budget as well as the funding of a Battalion Chief. This change, along with the effect of salary increases scheduled for the fall of 2010 and step increases for union staff, account for the increase in personnel costs.

The increase in CEA costs is to provide a better estimate of actual charges based on current and previous years. CEA began maintaining Fire Department vehicles 2 years ago. At the time, it was uncertain what the CEA charges were going to be on an annual basis since the Fire Department had maintained the vehicles in the past. Now, two years later, we have a better idea what these charges are going to be. The 2011 budget reflects this experience.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Qualified, quick response to request for services					
Response to emergency calls for service within four minutes	67%	66%	90%	62%	90%
Strategic Outcomes					
Enhance community safety					
Fire loss	\$ 1,580,469	\$ 2,196,757	\$ 500,000	\$ 750,000	\$ 500,000
# of fire-related deaths	0	0	0	0	0
Work Process Outputs					
Calls responded to					
# of emergency calls	2,991	2,721	2,725	2,700	2,725
# of non-emergency calls	535	498	300	500	300
Reduction in lost time work-related injuries					
# of lost time days	10	46	0	0	0

**CITY OF APPLETON 2011 BUDGET
FIRE DEPARTMENT**

Fire Suppression

Business Unit 18021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ 25,301	\$ 10,000	\$ -	\$ -	\$ -
4230 Misc. Local Aids	26,068	-	-	-	-
4801 Charges for Serv. - Nontax	5,000	3,000	3,000	3,000	3,000
4802 Charges for Serv. - Tax	20	-	-	-	-
Total Revenue	\$ 56,389	\$ 13,000	\$ 3,000	\$ 3,000	\$ 3,000
Expenses					
6101 Regular Salaries	\$ 4,961,687	\$ 4,935,050	\$ 5,178,470	\$ 5,178,470	\$ 5,372,077
6104 Call Time	3,874	2,908	-	-	-
6105 Overtime	248,169	207,626	60,570	60,570	61,636
6150 Fringes	2,121,803	1,979,025	2,300,891	2,300,891	2,413,420
6201 Training\Conferences	11,459	16,208	16,325	16,325	16,500
6204 Tuition Fees	1,126	2,091	2,000	2,000	1,500
6303 Memberships & Licenses	-	15	-	-	-
6306 Building Maint./Janitorial	2,791	1,749	3,300	3,300	3,300
6316 Miscellaneous Supplies	1,087	1,300	2,500	2,500	2,500
6321 Clothing	20,699	33,985	20,000	20,000	20,000
6324 Medical\Lab Supplies	544	2,935	1,500	1,500	3,000
6327 Miscellaneous Equipment	-	-	-	2,500	-
6425 CEA Equip. Rental	191,847	320,408	320,150	320,150	352,651
6430 Health Services	19,049	21,510	27,000	27,000	25,000
Total Expense	\$ 7,584,135	\$ 7,524,810	\$ 7,932,706	\$ 7,935,206	\$ 8,271,584

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Training/Conferences

First responder recertification	\$ 4,000
Advanced driver training	2,000
Officer and command staff training	5,000
Fire department instructor's training	3,000
General firefighting training	2,500
Total	\$ 16,500

Clothing

Protective clothing (turnout repair, boots, helmets, gloves)	\$ 16,500 *
Dress uniforms and intern clothing	2,000
Badges, hardware, etc.	1,500
Total	\$ 20,000

Health Services

NFPA-compliant physicals	\$ 22,000
Duty evaluations	3,000
Total	\$ 25,000

* The \$16,500 represents the cost to repair existing sets of protective gear and purchase replacement gloves, helmets, and boots.

**CITY OF APPLETON 2011 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:

The State of Wisconsin has reduced their general purpose revenue appropriation for this grant so the budget in this program has been adjusted accordingly.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	10	4	10	10	10
# of assists given	5	3	10	10	10
# of specialty training hours	5,871	5,513	3,800	6,000	3,800
Program funding					
# of grant applications completed	5	4	2	3	4
# of grants received	3	4	2	2	2

**CITY OF APPLETON 2011 BUDGET
FIRE DEPARTMENT**

Special Operations

Business Unit 18022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ 29,495	\$ 9,037	\$ 20,000	\$ 20,000	\$ 16,000
4230 Miscellaneous Local Aids	7,500	7,500	7,500	7,500	7,500
4807 Incineration Fees	20,448	16,601	20,000	20,000	18,000
Total Revenue	<u>\$ 57,443</u>	<u>\$ 33,138</u>	<u>\$ 47,500</u>	<u>\$ 47,500</u>	<u>\$ 41,500</u>
Expenses					
6101 Regular Salaries	\$ 35,281	\$ 65,886	\$ 67,906	\$ 67,906	\$ 68,430
6104 Call Time	-	58	-	-	-
6105 Overtime	1,474	3,220	5,416	5,416	5,452
6150 Fringes	14,842	26,833	31,160	31,160	32,042
6327 Miscellaneous Equipment	24,123	16,071	25,000	25,000	20,000
6407 Collection Services	6,189	6,376	7,500	7,500	7,000
Total Expense	<u>\$ 81,909</u>	<u>\$ 118,444</u>	<u>\$ 136,982</u>	<u>\$ 136,982</u>	<u>\$ 132,924</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment

Authorized Equipment (protective clothing, monitoring equipment, research equipment, etc.) through the:

Outagamie County Grant	\$ 10,000
Calumet County Grant	10,000
	<u>\$ 20,000</u>

**CITY OF APPLETON 2011 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Trained personnel that meet requirements					
% of employees					
trained as required	100%	100%	100%	100%	100%
by classification					
Firefighter:	100%	100%	100%	100%	100%
Driver:	100%	100%	100%	100%	100%
Officer:	100%	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety					
% of fires contained to room/area of origin					
in residential structures	70%	65%	90%	60%	90%
Work Process Outputs					
Educational programs delivered					
Average # of hours of training					
per employee	142	132	130	150	130

**CITY OF APPLETON 2011 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 153,806	\$ 167,223	\$ 164,831	\$ 164,831	\$ 155,641
6105 Overtime	15,055	15,776	7,122	7,122	6,722
6150 Fringes	62,839	63,031	68,486	68,486	67,471
6201 Training\Conferences	1,393	3,021	4,000	4,000	4,000
6315 Books & Library Materials	1,026	1,929	1,500	1,500	1,500
6316 Miscellaneous Supplies	1,475	685	2,250	2,250	2,250
6323 Safety Supplies	667	652	750	750	750
6327 Miscellaneous Equipment	6,444	5,265	5,200	5,200	5,200
6425 CEA Equip. Rental	3,168	2,890	5,506	5,506	6,005
Total Expense	<u>\$ 245,873</u>	<u>\$ 260,472</u>	<u>\$ 259,645</u>	<u>\$ 259,645</u>	<u>\$ 249,539</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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:

In 2010, a Public Education Team was developed with existing Fire Department staff. Team members and administrative staff will take on additional responsibilities to deliver public education programs to the City of Appleton. Due to this change, the Public Safety Education Specialist position, funded 50/50 between the Fire and Police Departments, was able to be eliminated, resulting in an approximate \$42,000 savings in personnel costs in this budget.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	96%	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety					
Number of participants in educational programs	17,367	10,097	12,000	7,000	10,000
Number of special events	49	57	45	50	50
Work Process Outputs					
Juvenile Firesetter Program					
% of children referred to program who complete the program	96%	100%	100%	100%	100%

**CITY OF APPLETON 2011 BUDGET
FIRE DEPARTMENT**

Public Education

Business Unit 18031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 86,215	\$ 118,093	\$ 95,457	\$ 95,457	\$ 68,430
6104 Call Time	-	230	-	-	-
6105 Overtime	1,357	6,318	4,661	4,661	4,835
6150 Fringes	39,100	50,854	44,500	44,500	31,906
6201 Training\Conferences	271	569	775	775	1,000
6301 Office Supplies	441	-	-	-	-
6302 Subscriptions	38	-	125	125	-
6303 Memberships & Licenses	40	39	170	170	-
6315 Books & Library Materials	483	247	185	185	185
6316 Miscellaneous Supplies	730	782	320	320	320
6320 Printing & Reproduction	740	649	500	500	500
6323 Safety Supplies	6,895	6,298	6,000	6,000	6,000
6327 Miscellaneous Equipment	-	242	-	-	-
6412 Advertising/Publication	1,151	1,234	1,000	1,000	1,000
Total Expense	<u>\$ 137,461</u>	<u>\$ 185,555</u>	<u>\$ 153,693</u>	<u>\$ 153,693</u>	<u>\$ 114,176</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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
- Implement pre-plan incident reports utilizing the Premise (inspections) module of the records management system

Major Program Changes:

As part of the 2010 reorganization, this program budget reflects the elimination of a full-time fire inspector position. The workload of the eliminated position will be distributed among existing fire inspectors, shift inspectors, and line fire crews.

The reduction in burning permit revenue is a result of Council action reducing the seasonal burn permit fees from \$50 to \$30 annually.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Enhanced community safety					
% of citizens surveyed receiving fire department services that indicate satisfied or very satisfied	98%	100%	100%	100%	100%
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded					
\$ amount of losses for year	\$ 1,580,469	\$ 2,196,757	\$ 500,000	\$ 750,000	\$ 500,000
Losses as % of assets protected	0.035%	0.047%	0.012%	0.016%	0.012%
Citizens with safer City environment					
% of schools meeting evacuation requirements	73%	83%	100%	100%	100%
Work Process Outputs					
Permit and license applications processed					
# of permits processed	754	771	700	700	700
# of licenses processed	231	250	250	250	250
% processed within 7 work days	92%	99%	100%	100%	100%
Fire detection and suppression plan review					
# of plans processed	216	168	180	180	200

**CITY OF APPLETON 2011 BUDGET
FIRE DEPARTMENT**

Fire Prevention

Business Unit 18032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ 8,706	\$ 7,290	\$ 4,800	\$ 4,800	\$ 7,000
4412 Tent Permits	1,135	1,700	1,250	1,250	1,000
4413 Burning Permits	25,455	29,160	25,000	25,000	20,000
4414 Firework Permits	900	500	100	100	100
4415 Tank Installation Permits	60	490	100	100	250
4416 Tank Removal Permits	880	400	250	250	250
4417 Storage of Flammable Liquids	400	-	100	100	100
4418 Plan Review Permit	1,015	1,080	750	750	1,000
4801 Charges for Serv. - Nontax	-	50	-	-	-
4805 Fire Extinguisher Training	805	540	500	500	250
4806 False Alarm Fees	10,400	8,500	10,000	10,000	9,000
4908 Misc. Intergov. Charges	7,976	5,625	7,500	7,500	5,000
Total Revenue	\$ 57,732	\$ 55,335	\$ 50,350	\$ 50,350	\$ 43,950
Expenses					
6101 Regular Salaries	\$ 350,649	\$ 435,429	\$ 466,795	\$ 466,795	\$ 367,126
6104 Call Time	1,611	1,035	-	-	-
6105 Overtime	19,044	25,886	18,721	18,721	9,033
6150 Fringes	152,830	179,439	210,810	210,810	158,806
6201 Training\Conferences	2,128	1,512	3,350	3,350	3,250
6301 Office Supplies	21	-	-	-	-
6302 Subscriptions	716	788	725	725	800
6303 Memberships & Licenses	425	475	475	475	500
6315 Books & Library Materials	120	295	300	300	300
6316 Miscellaneous Supplies	113	252	200	200	200
6320 Printing & Reproduction	566	61	900	900	250
6327 Miscellaneous Equipment	1,679	444	950	950	1,600
6425 CEA Equip. Rental	11,763	11,280	22,755	22,755	15,371
Total Expense	\$ 541,665	\$ 656,896	\$ 725,981	\$ 725,981	\$ 557,236

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM MISSION

For the benefit of the Fire Department and community, we will purchase vehicles and equipment and ensure that it is maintained in a condition that safely meets the operational needs of the Department.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 7: "Work to continuously improve the efficiency and effectiveness of City services....".

Objectives:

- Provide and track all preventive, scheduled, and emergency maintenance on all non-motorized equipment to meet applicable standards
- Research, purchase, and distribute equipment needed by the department
- Provide ongoing technical training for department personnel

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Fire equipment that meet customer needs					
% of hose lengths passing annual testing	New measure	—————>		95%	100%
Strategic Outcomes					
Responsiveness to equipment and facilities maintenance					
CEA work orders processed	New measure	—————>		700	675
FMD work orders processed	New measure	—————>		450	420
Work Process Outputs					
Equipment records database management					
Number of ladders tested	New measure	—————>		40	45
Number of fire extinguishers serviced	New measure	—————>		400	425

**CITY OF APPLETON 2011 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 126,798	\$ 151,027	\$ 127,160	\$ 127,160	\$ 117,259
6104 Call Time	-	108	-	-	-
6105 Overtime	6,115	6,514	3,260	3,260	3,013
6150 Fringes	56,014	64,132	59,034	59,034	58,021
6201 Training\Conferences	269	1,000	1,000	1,000	1,000
6303 Memberships & Licenses	-	35	-	-	-
6306 Building Maint./Janitorial	13,392	11,249	14,101	14,101	13,500
6308 Landscape Supplies	108	219	500	500	500
6309 Shop Supplies & Tools	2,573	886	1,750	1,750	1,500
6310 Chemicals	1,518	2,246	2,250	2,250	2,250
6316 Miscellaneous Supplies	1,187	1,978	1,750	1,750	2,000
6322 Gas Purchases	1,152	648	-	-	-
6325 Construction Materials	126	416	750	750	750
6326 Vehicle & Equipment Parts	35,100	(3,797)	6,500	6,500	6,500
6327 Miscellaneous Equipment	32,331	18,794	25,000	25,000	25,000
6409 Inspection Fees	2,067	-	900	900	900
6417 Vehicle Repairs & Maint	32,121	23,842	9,500	9,500	9,500
6418 Equip Repairs & Maint	9,496	5,364	8,500	8,500	8,500
6419 Communication Eq. Repairs	5,528	7,924	9,000	9,000	9,000
6420 Facilities charges	199,077	154,949	160,602	160,602	154,478
6425 CEA Equip. Rental	4,442	4,032	7,093	7,093	5,458
Total Expense	<u>\$ 529,414</u>	<u>\$ 451,566</u>	<u>\$ 438,650</u>	<u>\$ 438,650</u>	<u>\$ 419,129</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Building Maintenance/Janitorial</u>		<u>Miscellaneous Equipment</u>	
Station cleaning supplies	\$ 5,000	Preemption equipment	\$ 5,000
Vehicle wash supplies	2,500	Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	15,500
Cleaning equipment	1,000	Miscellaneous station equipment	4,500
Paper products	2,500		
Textiles contract	2,500		
	<u>\$ 13,500</u>		<u>\$ 25,000</u>

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Intergovernmental Revenues	237,747	177,455	169,476	175,800	175,800	182,300-	180,500
Permits	29,845	33,330	24,785	27,550	27,550	20,700-	22,700
Charges for Services	39,452	31,657	29,171	33,500	33,500	28,250-	30,250
Intergov. Charges for Service	7,976	5,625	7,363	7,500	7,500	5,000-	5,000
Other Revenues	521	1,012	5-	0	0	0	0
TOTAL REVENUES	315,541	249,079	230,790	244,350	244,350	236,250-	238,450
EXPENSES BY LINE ITEM							
Regular Salaries	5,867,613	5,980,127	4,967,724	6,349,720	6,349,720	6,462,107	6,414,107
Call Time	5,485	4,339	3,290	0	0	0	0
Overtime	292,658	265,952	233,689	100,308	100,308	101,258	91,259
Other Compensation	64,335	39,184	45,788	0	0	0	0
Sick Pay	11,884	18,121	13,744	0	0	0	0
Vacation Pay	96,146	114,155	56,272	0	0	0	0
Fringes	2,584,517	2,473,873	2,169,789	2,828,354	2,828,354	2,960,622	2,879,793
Salaries & Fringe Benefits	8,922,638	8,895,751	7,490,296	9,278,382	9,278,382	9,523,987	9,385,159
Training & Conferences	16,935	24,168	27,732	30,450	30,450	30,750	30,750
Tuition Fees	1,126	2,091	1,506	2,000	2,000	1,500	1,500
Employee Recruitment	0	5,054	0	0	0	0	0
Office Supplies	5,096	4,413	3,368	5,000	5,000	4,750	4,750
Subscriptions	824	855	940	1,150	1,150	950	950
Memberships & Licenses	1,010	1,263	1,028	1,345	1,345	1,200	1,200
Postage & Freight	11	125	23	200	200	100	100
Awards & Recognition	989	842	216	1,000	1,000	1,000	1,000
Building Maintenance/Janitor.	16,184	12,998	12,879	17,401	17,401	16,800	16,800
Food & Provisions	993	995	1,112	1,000	1,000	1,000	1,000
Administrative Expense	43,168	52,804	48,804	59,546	59,546	58,050	58,050
Landscape Supplies	108	219	20	500	500	500	500
Shop Supplies & Tools	2,573	885	1,052	1,750	1,750	1,500	1,500
Chemicals	1,517	2,246	2,236	2,250	2,250	2,250	2,250
Books & Library Materials	1,771	2,867	1,912	2,385	2,385	2,385	2,385
Miscellaneous Supplies	5,047	5,319	3,695	7,520	7,520	7,770	7,770
Printing & Reproduction	8,491	7,967	6,611	8,900	8,900	8,250	8,250
Clothing	20,699	33,984	16,745	20,000	20,000	20,000	20,000
Gas Purchases	1,152	648	0	0	0	0	0
Safety Supplies	7,562	6,950	6,635	6,750	6,750	6,750	6,750
Medical & Lab Supplies	544	2,938	742	1,500	1,500	3,000	3,000
Construction Materials	126	416	682	750	750	750	750
Vehicle & Equipment Parts	35,100	3,797-	1,947	6,500	6,500	6,500	6,500
Miscellaneous Equipment	73,508	47,115	39,417	65,150	67,650	65,800	60,800
Supplies & Materials	158,198	107,757	81,694	123,955	126,455	125,455	120,455
Consulting Services	0	1,460	5,399	2,500	2,500	2,000	2,000
Collection Services	7,866	8,587	7,577	9,250	9,250	9,000	9,000
Contractor Fees	648	598	159	1,000	1,000	1,000	1,000
Inspection Fees	2,067	0	1,250	900	900	900	900
Advertising	1,151	1,234	862	1,000	1,000	1,000	1,000
Health Services	19,049	21,510	2,963	27,000	27,000	25,000	25,000
Purchased Services	30,781	33,389	18,210	41,650	41,650	38,900	38,900
Electric	60,030	59,897	61,880	62,080	62,080	70,429	70,429
Gas	54,418	45,148	28,233	53,034	53,034	51,909	51,909
Water	8,840	8,263	7,333	8,785	8,785	10,256	10,256
Waste Disposal/Collection	2,512	2,498	2,327	2,675	2,675	2,538	2,538
Stormwater	7,733	8,225	7,946	9,380	9,380	9,463	9,463
Telephone	7,256	7,013	5,813	7,250	7,250	6,229	6,229
Cellular Telephone	5,896	3,977	2,371	4,800	4,800	4,000	4,000
Utilities	146,685	135,021	115,903	148,004	148,004	154,824	154,824
Vehicle Repair & Maintenance	32,121	23,841	4,613	9,500	9,500	9,500	9,500

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
Equipment Repair & Maintenanc	9,496	5,364	7,811	8,500	8,500	8,500	8,500
Communications Equip. Repairs	5,528	7,924	3,274	9,000	9,000	9,000	9,000
Facilities Charges	199,077	154,949	144,710	160,602	160,602	165,391	154,478
CEA Equipment Rental	217,446	343,835	344,444	366,223	366,223	391,255	391,255
Repair & Maintenance	463,668	535,913	504,852	553,825	553,825	583,646	572,733
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	9,765,138	9,760,635	8,259,759	10,205,362	10,207,862	10,484,862	10,330,121

**CITY OF APPLETON 2011 BUDGET
FIRE DEPARTMENT**

NOTES

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**CITY OF APPLETON 2011 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 Northeast Wisconsin Regional Hazardous Materials Response 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:

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, has finalized contracts with two regional hazardous materials teams to provide radiological field survey team services. The department is one of those teams and attended initial training in June. 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 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	9	4	10	10	10
# of sub-grant applications completed	4	2	2	2	2
# of sub-grants received	2	2	2	2	1

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	
Program Revenues		\$ 301,361	\$ 88,235	\$ 90,114	\$ 90,114	\$ 97,913	8.65%
Program Expenses		\$ 187,569	\$ 192,663	\$ 82,114	\$ 82,114	\$ 87,913	7.06%
Expenses Comprised Of:							
	Personnel	35,505	26,786	8,800	8,800	35,000	297.73%
	Administrative Expense	4,174	3,021	31,614	31,614	11,213	-64.53%
	Supplies & Materials	13,028	13,036	21,700	21,700	20,200	-6.91%
	Purchased Services	4,507	8,357	10,500	10,500	14,000	33.33%
	Utilities	2,614	2,433	2,500	2,500	2,500	0.00%
	Repair & Maintenance	4,008	2,158	7,000	7,000	5,000	-28.57%
	Capital Expenditures	123,733	136,872	-	-	-	N/A

**CITY OF APPLETON 2011 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Level "A"

Business Unit 2090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4210 Federal Grants	\$ 32,673	\$ -	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	238,329	79,627	82,114	82,114	87,913
4710 Interest on Investments	18,157	5,848	8,000	8,000	10,000
5004 Sale of City Property	12,202	2,760	-	-	-
Total Revenue	\$ 301,361	\$ 88,235	\$ 90,114	\$ 90,114	\$ 97,913
Expenses					
6101 Regular Salaries	\$ 29,792	\$ 8,140	\$ 29,120	\$ 29,120	\$ 9,000
6105 Overtime	-	14,350	-	-	20,000
6150 Fringes	5,712	4,296	5,080	5,080	6,000
6201 Training/Conferences	4,164	2,954	6,000	6,000	11,000
6301 Office Supplies	-	-	64	64	63
6307 Food & Provisions	10	67	150	150	150
6309 Shop Supplies & Tools	5,757	4,633	1,500	1,500	1,500
6310 Chemicals	1,488	97	1,000	1,000	1,000
6315 Books & Library Materials	35	533	500	500	500
6316 Miscellaneous Supplies	451	3,751	1,500	1,500	1,500
6321 Clothing	3,403	-	1,500	1,500	1,500
6322 Gas Purchases	18	569	500	500	500
6326 Vehicle & Equipment Parts	-	2,953	-	-	2,500
6327 Miscellaneous Equipment	1,877	499	16,700	16,700	13,700
6404 Consulting Services	270	3,775	4,000	4,000	4,000
6413 Utilities	2,615	2,433	2,500	2,500	2,500
6417 Vehicle Repairs & Maint	888	98	1,500	1,500	1,500
6418 Equip Repairs & Maint	410	975	1,000	1,000	1,000
6419 Communication Eq. Repairs	-	465	-	-	-
6425 CEA Equip. Rental	2,709	621	3,000	3,000	3,000
6430 Health Services	4,237	4,582	6,500	6,500	7,000
6804 Equipment	123,733	136,872	-	-	-
Total Expense	\$ 187,569	\$ 192,663	\$ 82,114	\$ 82,114	\$ 87,913

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Training and Conferences

Radiological field survey team training	\$ 5,000
Haz-Mat operations training	3,000
Technical and specialty training	3,000
	<u>\$ 11,000</u>

Miscellaneous Equipment

Plugging and patching equipment	\$ 3,700
Decontamination equipment	3,000
Communication equipment	1,000
Meter and detection	6,000
	<u>\$ 13,700</u>

CITY OF APPLETON 2011 BUDGET

HAZARDOUS MATERIAL LEVEL A

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

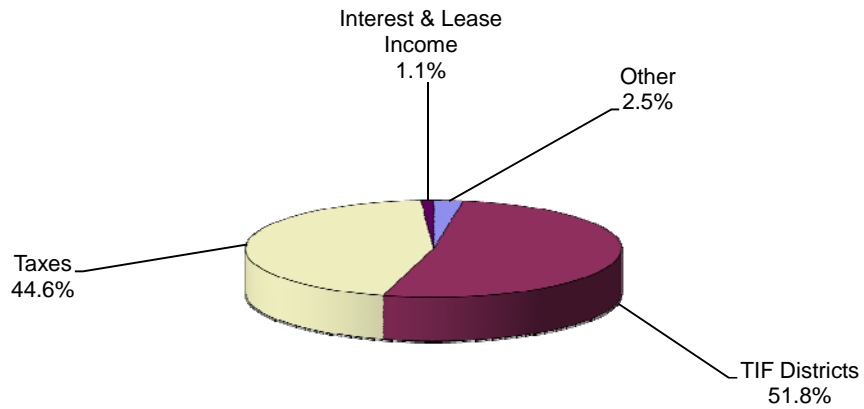
Revenues	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Intergovernmental	\$ 271,002	\$ 79,627	\$ 82,114	\$ 82,114	\$ 87,913
Interest Income	18,157	5,848	8,000	15,000	10,000
Charges for Services	-	-	-	-	-
Other	12,202	2,760	-	-	-
Total Revenues	<u>301,361</u>	<u>88,235</u>	<u>90,114</u>	<u>97,114</u>	<u>97,913</u>
Expenses					
Program Costs	187,569	192,663	82,114	82,114	87,913
Administrative Expenses	-	-	-	-	-
Total Expenses	<u>187,569</u>	<u>192,663</u>	<u>82,114</u>	<u>82,114</u>	<u>87,913</u>
Revenues over (under) Expenses	113,792	(104,428)	8,000	15,000	10,000
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	113,792	(104,428)	8,000	15,000	10,000
Fund Balance - Beginning	372,650	486,442	382,014	382,014	397,014
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 486,442</u>	<u>\$ 382,014</u>	<u>\$ 390,014</u>	<u>\$ 397,014</u>	<u>\$ 407,014</u>

CITY OF APPLETON 2011 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 2011 Debt Service

\$8,631,675



General Obligation Rating:

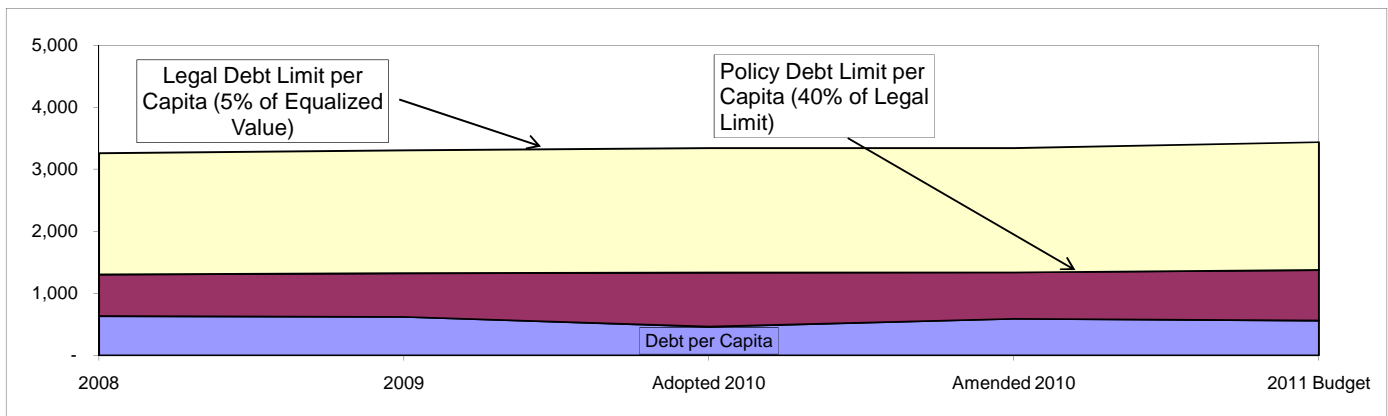
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**CITY OF APPLETON 2011 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

Revenues	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Taxes	\$ 3,303,443	\$ 3,240,038	\$ 3,533,999	\$ 3,533,999	\$ 3,852,111
Other	93,390	121,792	107,475	107,475	92,841
Interest Income	655	-	1,000	1,000	-
Total Revenues	3,397,488	3,361,830	3,642,474	3,642,474	3,944,952
Expenditures					
Debt Service:					
Principal	5,944,027	6,578,288	6,763,003	6,763,003	7,021,625
Interest and Fees	1,780,004	1,941,787	1,922,005	1,922,005	1,610,050
Total Expenditures	7,724,031	8,520,075	8,685,008	8,685,008	8,631,675
Excess Revenues (Expenditures)	(4,326,543)	(5,158,245)	(5,042,534)	(5,042,534)	(4,686,723)
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	(35,411)	57,086	60,000	60,000	60,000
Operating Transfers In	4,314,935	5,103,199	4,982,534	4,982,534	4,626,723
Total Other Financing Sources	4,279,524	5,160,285	5,042,534	5,042,534	4,686,723
Net Change in Fund Balance	(47,019)	2,040	-	-	-
Fund Balance, Beginning	61,582	14,563	16,603	16,603	16,603
Fund Balance - Ending	\$ 14,563	\$ 16,603	\$ 16,603	\$ 16,603	\$ 16,603

DEBT LIMIT ANALYSIS *

Equalized value	4,711,007,500	4,789,062,900	4,851,596,300	4,851,596,300	4,997,144,200
Legal Debt Limit	235,550,375	239,453,145	242,579,815	242,579,815	249,857,210
Outstanding Debt	45,662,445	44,890,325	33,668,047	42,719,323	40,735,781
Population	72,297	72,400	72,600	72,563	72,665
Debt per capita					
Legal Limit	3,258	3,307	3,341	3,343	3,438
Policy Limit	1,303	1,323	1,337	1,337	1,375
Actual	632	620	464	589	561



* Please see page 613 for a combined illustration of G.O. debt and revenue bond debt.

CITY OF APPLETON 2011 BUDGET

DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
1998A Refunding Bonds	\$ 535,000	\$ 65,743	\$ 600,743
2001 State Trust Fund	668,639	33,432	702,071
2001A G.O. Notes	585,000	12,870	597,870
2001B G.O. Notes	1,050,000	31,500	1,081,500
2002A G.O. Notes	700,000	48,440	748,440
2002 State Trust Fund	138,574	62,649	201,223
2002B G.O. Notes	130,000	86,728	216,728
2003A G.O. Notes	100,000	29,075	129,075
2003 State Trust Fund	177,079	110,611	287,690
2005 Refunding G.O. Notes	250,000	24,675	274,675
2005B G.O. Notes	800,000	151,250	951,250
2006A G.O. Notes	550,000	141,383	691,383
2007A G.O. Notes	375,000	169,256	544,256
2008A G.O. Notes	342,333	112,232	454,565
2008B G.O. Notes	255,000	330,500	585,500
2009A G.O. Notes	365,000	139,706	504,706
Debt Issuance Cost	-	60,000	60,000
Total Debt Service Obligation	<u>\$ 7,021,625</u>	<u>\$ 1,610,050</u>	<u>\$ 8,631,675</u>

DEBT SERVICE FUNDING SOURCES

Operating Transfers:

Capital Project Funds:

Tax Incremental District #2	\$ 73,500
Tax Incremental District #3	2,330,033
Tax Incremental District #5	125,240
Tax Incremental District #6	1,936,946
Tax Incremental District #7	1,525
Tax Incremental District #8	1,069
Industrial Park	158,410

Revenue:

Taxes	3,852,111
Lease Revenue	92,841

Borrowing:

Proceeds of General Obligation Notes	<u>60,000</u>
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Total Funding Sources	<u>\$ 8,631,675</u>
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NOTE: There will be no general obligation borrowing in 2010 due to available funds for the small capital improvements plan for 2010. Several of the 2010 projects have been delayed until 2011. Due to cash flow issues in Tax Incremental District #6, 781,707 has been levied to fund debt service requirements. This has been included in the Debt Service Fund Advance of \$801,250 on page 238 (includes interest at 5%).

CITY OF APPLETON 2011 BUDGET
DEBT SERVICE OBLIGATION

Year	1998A G.O. Refunding Bonds		
	Obligation		Funding Source
	Principal	Interest	TIF #3
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>\$1,660,000</u>	<u>\$ 120,724</u>	<u>\$ 1,780,724</u>

Year	2001 State Trust Fund Loan				
	Obligation		Funding Sources		
	Principal	Interest	TIF #2	TIF #3	TIF #6
2011	\$ 668,639	\$ 33,432	\$ 73,500	\$ 189,802	\$ 438,769
2012	-	-	-	-	-
2013	-	-	-	-	-
2014	-	-	-	-	-
2015	-	-	-	-	-
2016	-	-	-	-	-
2017	-	-	-	-	-
2018	-	-	-	-	-
2019	-	-	-	-	-
2020	-	-	-	-	-
	<u>\$ 668,639</u>	<u>\$ 33,432</u>	<u>\$ 73,500</u>	<u>\$ 189,802</u>	<u>\$ 438,769</u>

CITY OF APPLETON 2011 BUDGET
DEBT SERVICE OBLIGATION

2011A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	Ind. Park	TIF #6
2011	\$ 585,000	\$ 12,870	\$ 158,410	\$ 439,460
2012	-	-	-	-
2013	-	-	-	-
2014	-	-	-	-
2015	-	-	-	-
2016	-	-	-	-
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
2020	-	-	-	-
	<u>\$ 585,000</u>	<u>\$ 12,870</u>	<u>\$ 158,410</u>	<u>\$ 439,460</u>

2011B G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	TIF #3	TIF #5
2011	\$1,050,000	\$ 31,500	\$ 999,100	\$ 82,400
2012	-	-	-	-
2013	-	-	-	-
2014	-	-	-	-
2015	-	-	-	-
2016	-	-	-	-
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
2020	-	-	-	-
	<u>\$1,050,000</u>	<u>\$ 31,500</u>	<u>\$ 999,100</u>	<u>\$ 82,400</u>

CITY OF APPLETON 2011 BUDGET
DEBT SERVICE OBLIGATION

Year	2002A G.O. Notes		
	Obligation		Funding Source
	Principal	Interest	TIF #6
2011	\$ 700,000	\$ 48,440	\$ 748,440
2012	840,000	17,220	857,220
2013	-	-	-
2014	-	-	-
2015	-	-	-
2016	-	-	-
2017	-	-	-
2018	-	-	-
2019	-	-	-
2020	-	-	-
	<u>\$1,540,000</u>	<u>\$ 65,660</u>	<u>\$ 1,605,660</u>

Year	2002 State Trust Fund Loan		
	Obligation		Funding Source
	Principal	Interest	TIF #6
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
2020	-	-	-
	<u>\$1,252,977</u>	<u>\$ 288,531</u>	<u>\$ 1,541,508</u>

CITY OF APPLETON 2011 BUDGET
DEBT SERVICE OBLIGATION

2002B G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	TIF #3	TIF #5
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>\$1,575,000</u>	<u>\$ 128,272</u>	<u>\$1,574,669</u>	<u>\$ 128,603</u>

2003 State Trust Fund Loan				
Year	Obligation		Funding Sources	
	Principal	Interest	TIF #3	TIF #6
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>\$2,212,215</u>	<u>\$ 611,454</u>	<u>\$ 881,547</u>	<u>\$1,942,122</u>

CITY OF APPLETON 2011 BUDGET
DEBT SERVICE OBLIGATION

2003A G.O. Notes			
Year	Obligation		Funding Source
	Principal	Interest	TIF #6
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>\$ 855,000</u>	<u>\$ 60,337</u>	<u>\$ 915,337</u>

2005 G.O. Refunding Bonds			
Year	Obligation		Funding Sources
	Principal	Interest	TIF #3
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>\$ 765,000</u>	<u>\$ 45,469</u>	<u>\$ 810,469</u>

CITY OF APPLETON 2011 BUDGET
DEBT SERVICE OBLIGATION

2005B G.O. Notes

Year	Obligation		Funding Sources		
	Principal	Interest	TIF #5	TIF #6	Taxes & Int.
2011	\$ 800,000	\$ 151,250	\$ 5,075	\$ 352,763	\$ 593,412
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>\$4,335,000</u>	<u>\$ 439,275</u>	<u>\$ 146,413</u>	<u>\$2,105,351</u>	<u>\$ 2,522,512</u>

2006A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	TIF #6	Taxes & Int.
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>\$3,690,000</u>	<u>\$ 478,850</u>	<u>\$2,256,584</u>	<u>\$1,912,266</u>

CITY OF APPLETON 2011 BUDGET
DEBT SERVICE OBLIGATION

2007A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	TIF #6	Taxes & Int.
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>\$4,170,000</u>	<u>\$ 718,888</u>	<u>\$1,396,925</u>	<u>\$ 3,491,963</u>

2008A G.O. Notes					
Year	Obligation		Funding Sources		
	Principal	Interest	TIF # 5	TIF # 6	Taxes & Int.
2011	\$ 342,333	\$ 112,232	\$ 1,750	\$ 44,163	\$ 408,652
2012	357,333	101,214	1,750	44,163	412,634
2013	372,333	89,280	1,750	44,163	415,700
2014	387,333	76,394	1,750	44,162	417,815
2015	427,333	62,080	50,875	44,162	394,376
2016	442,333	46,270	-	215,881	272,722
2017	463,499	28,638	-	488,400	3,737
2018	483,499	9,670	-	489,600	3,569
2019	-	-	-	-	-
2020	-	-	-	-	-
	<u>\$3,275,996</u>	<u>\$ 525,778</u>	<u>\$ 57,875</u>	<u>\$ 1,414,694</u>	<u>\$2,329,205</u>

CITY OF APPLETON 2011 BUDGET
DEBT SERVICE OBLIGATION

Year	2008B G.O. Notes		
	Obligation		Funding Source
	Principal	Interest	Taxes & Int.
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>\$3,647,371</u>	<u>\$10,972,371</u>

Year	2009A G.O. Notes						
	Obligation		Funding Sources				
	Principal	Interest	TIF # 6	TIF # 7	TIF # 8	Ice Center *	Taxes & Int.
2011	\$ 365,000	\$ 139,706	\$ 33,012	\$ 1,525	\$ 1,069	\$ 92,841	\$ 376,259
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>\$4,960,000</u>	<u>\$ 804,910</u>	<u>\$ 1,333,656</u>	<u>\$ 61,613</u>	<u>\$ 43,184</u>	<u>\$717,559</u>	<u>\$ 3,608,898</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 2011 BUDGET

DEBT SERVICE OBLIGATION

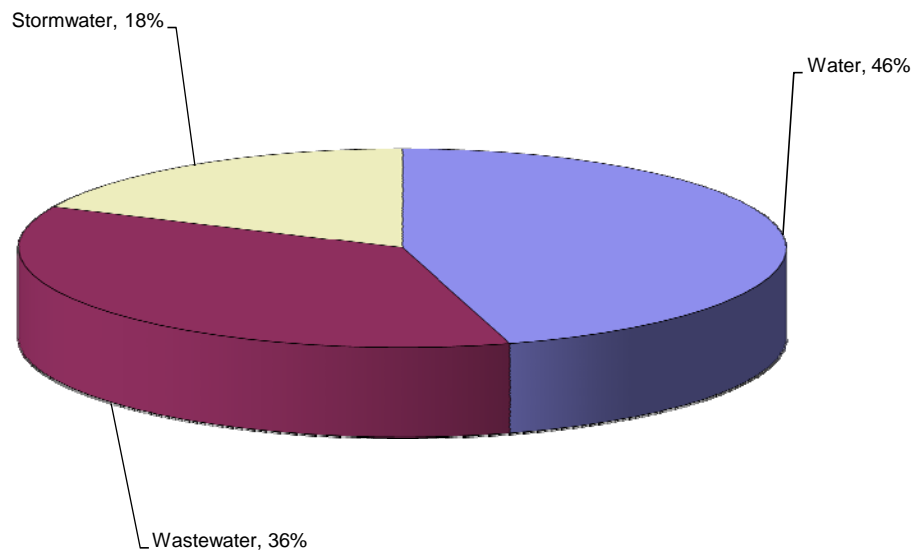
	Principal	Interest	Total	Less Revenues	Less Interest Income & Fund Balance	Tax Supported Debt
2011	\$ 7,021,625	\$ 1,550,050	\$ 8,571,675	\$ 5,501,271	-	\$ 3,070,404
2012	6,480,926	1,241,515	7,722,441	4,651,753	-	3,070,688
2013	4,620,199	1,010,016	5,630,215	3,012,908	-	2,617,307
2014	3,694,842	844,489	4,539,331	2,087,041	-	2,452,290
2015	3,885,217	692,987	4,578,204	2,169,746	-	2,408,458
2016	3,091,183	552,744	3,643,927	1,676,514	-	1,967,413
2017	2,899,470	432,581	3,332,051	1,833,266	-	1,498,785
2018	2,097,707	332,431	2,430,138	1,395,307	-	1,034,831
2019	1,474,843	259,492	1,734,335	632,854	-	1,101,481
2020	523,815	217,958	741,773	135,273	-	606,500
2021	420,000	192,900	612,900	-	-	612,900
2022	450,000	172,500	622,500	-	-	622,500
2023	475,000	150,531	625,531	-	-	625,531
2024	500,000	126,750	626,750	-	-	626,750
2025	525,000	101,125	626,125	-	-	626,125
2026	555,000	74,126	629,126	-	-	629,126
2027	585,000	45,626	630,626	-	-	630,626
2028	620,000	15,500	635,500	-	-	635,500
	<u>\$39,919,827</u>	<u>\$ 8,013,321</u>	<u>\$47,933,148</u>	<u>\$23,095,933</u>	<u>\$ -</u>	<u>\$24,837,215</u>

CITY OF APPLETON 2011 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.

2011 UTILITIES EXPENDITURES

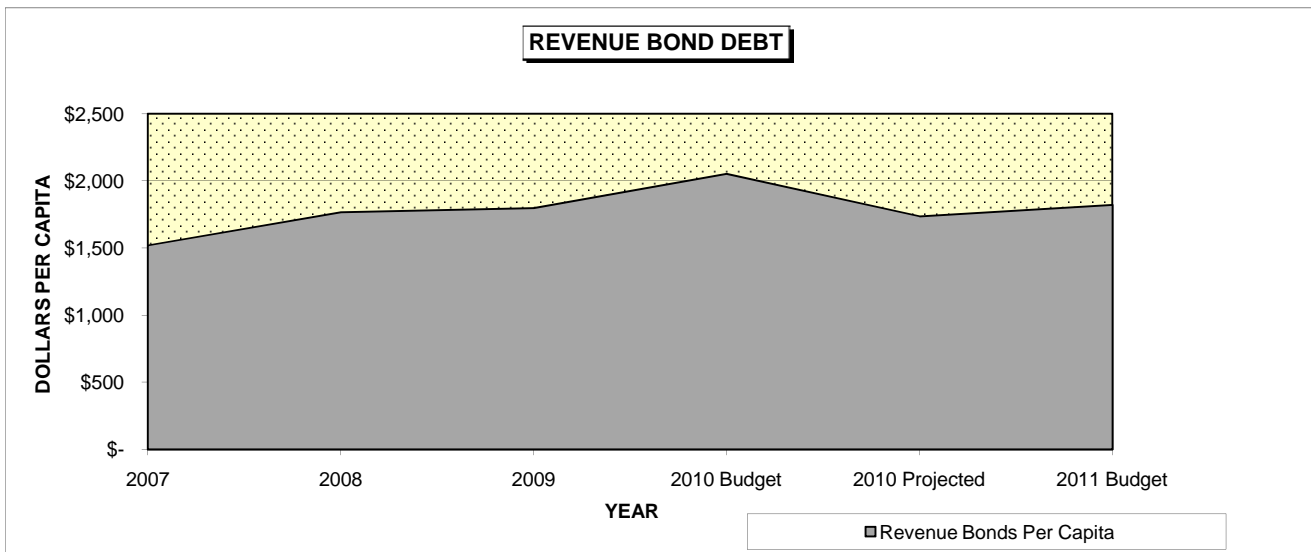
\$45,917,886



CITY OF APPLETON 2011 BUDGET UTILITIES

Revenue Bond Debt Summary

	2007	2008	2009	2010 Budget	2010 Projected	2011 Budget
Revenue Bonds Outstanding	#####	\$ 127,713,993	\$ 130,113,990	\$ 148,919,003	\$ 126,039,003	\$ 132,293,021
Population	72,158	72,297	72,400	72,500	72,563	72,665
Revenue Bonds Per Capita	\$ 1,520	\$ 1,767	\$ 1,797	\$ 2,054	\$ 1,737	\$ 1,821



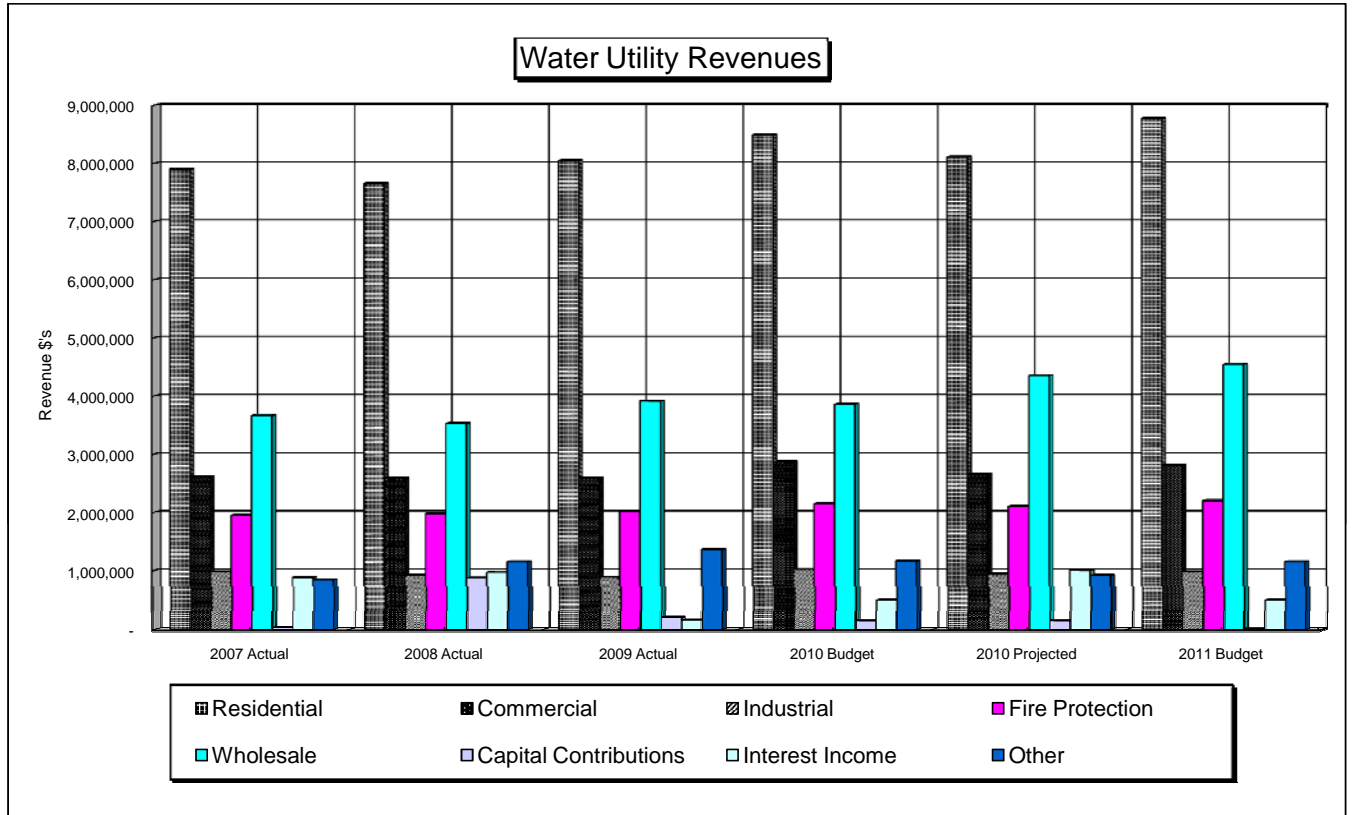
Revenue Bond Ratings:

Water	Aa2
Wastewater	Aa2
Stormwater	Aa2

**CITY OF APPLETON 2011 BUDGET
UTILITY REVENUES**

WATER UTILITY

Sources of Revenue	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget	% Change
Residential Water Service	\$ 7,899,945	\$ 7,652,293	\$ 8,048,095	\$ 8,490,000	\$ 8,109,662	\$ 8,775,000	8.20%
Commercial Water Service	2,612,972	2,589,029	2,584,529	2,865,000	2,658,624	2,808,000	5.62%
Industrial Water Service	975,368	917,854	886,270	1,018,000	933,583	975,000	4.44%
Municipal Water Service	364,027	354,464	358,975	395,000	364,632	390,000	6.96%
Fire Protection	1,946,471	1,971,409	2,012,043	2,142,700	2,105,971	2,199,400	4.44%
Wholesale Water Service	3,660,325	3,524,425	3,913,755	3,859,400	4,349,059	4,542,000	4.44%
Other	473,588	793,945	999,052	768,944	549,445	757,506	37.87%
Interest Income	875,460	967,606	166,720	500,000	1,000,000	500,000	-50.00%
Contributed Capital	35,442	865,631	213,330	152,492	152,492	19,350	-87.31%
Total Water Utility	\$ 18,843,598	\$ 19,636,656	\$ 19,182,769	\$ 20,191,536	\$ 20,223,468	\$ 20,966,256	3.67%

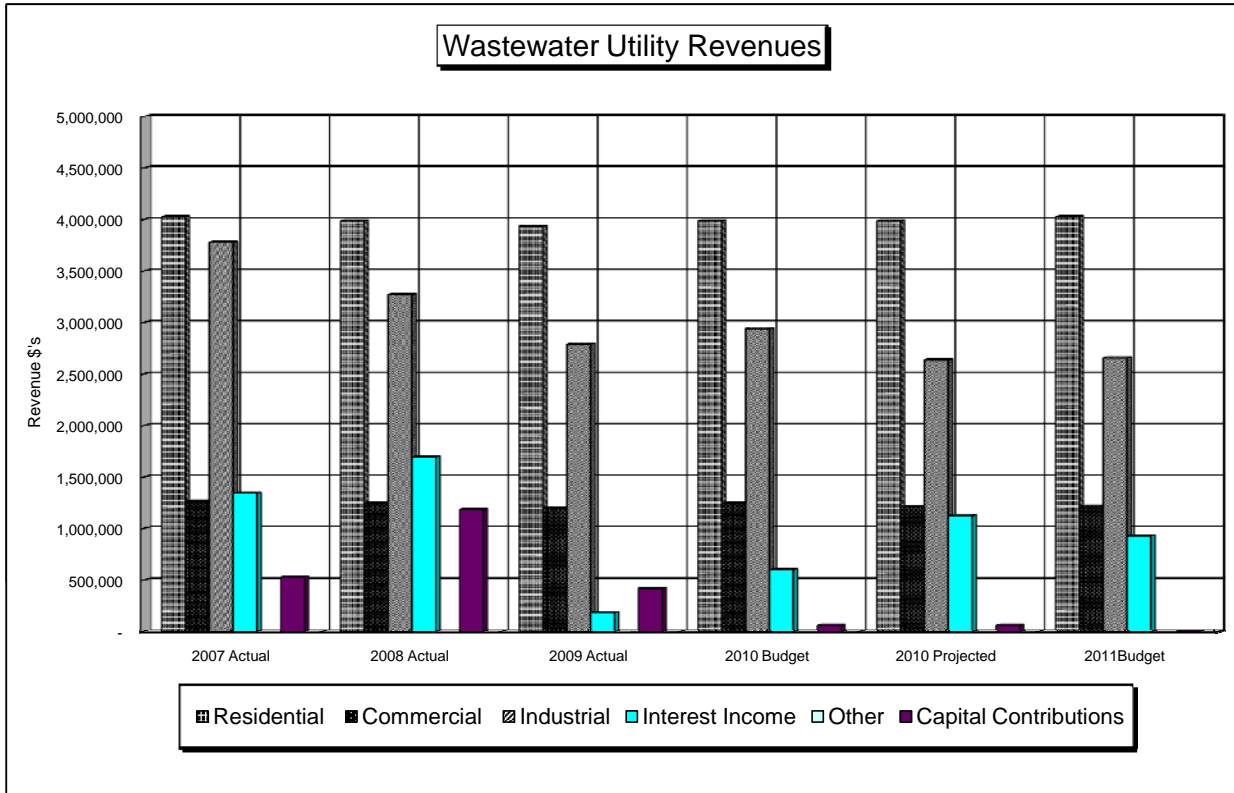


Residential water sales makes up the largest portion of Water Utility revenues, more than commercial, industrial, municipal, and wholesale sales combined. Fire protection revenues include charges for private, public, Town of Grand Chute, Waverly Sanitary District and Village of Sherwood fire protection. Average residential water consumption continues to decline. Interest income is earnings on available working cash and required reserve accounts invested in various short- and longer-term investments. Fluctuations in interest income varies from year to year based on results from the investment of funds borrowed for construction pending their expenditure on construction and from interest earnings. Other revenues come from ancillary or nonrecurring activities, including standby charges, revenues from leasing access to city property, customer penalties, and gains or losses on the sale of fixed assets. A 6% rate increase was implemented on January 1, 2009. A rate study has been completed and is under consideration by the PSC and it is expected that the PSC will take action by year-end 2010. A rate increase of 9.5% 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 2011 BUDGET
UTILITY REVENUES**

WASTEWATER UTILITY

Sources of Revenue	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011Budget	% Change
Residential Sewer Service	\$ 4,025,073	\$ 3,984,845	\$ 3,934,316	\$ 3,985,000	\$ 3,985,000	\$ 4,025,000	1.00%
Commercial Sewer Service	1,262,705	1,249,083	1,200,387	1,248,000	1,209,000	1,215,000	0.50%
Industrial Sewer Service	3,778,979	3,270,220	2,788,888	2,940,000	2,635,000	2,655,000	0.76%
Municipal Sewer Service	178,248	170,308	164,523	168,000	160,000	162,000	1.25%
Interest Income	1,342,821	1,694,051	184,219	600,000	1,125,000	930,000	-17.33%
Other	849,135	645,065	625,421	610,626	668,307	688,618	3.04%
Capital Contributions	529,547	1,184,454	418,615	58,487	58,487	-	N/A
Total Wastewater Utility	\$ 11,966,508	\$ 12,198,026	\$ 9,316,369	\$ 9,610,113	\$ 9,840,794	\$ 9,675,618	-1.68%

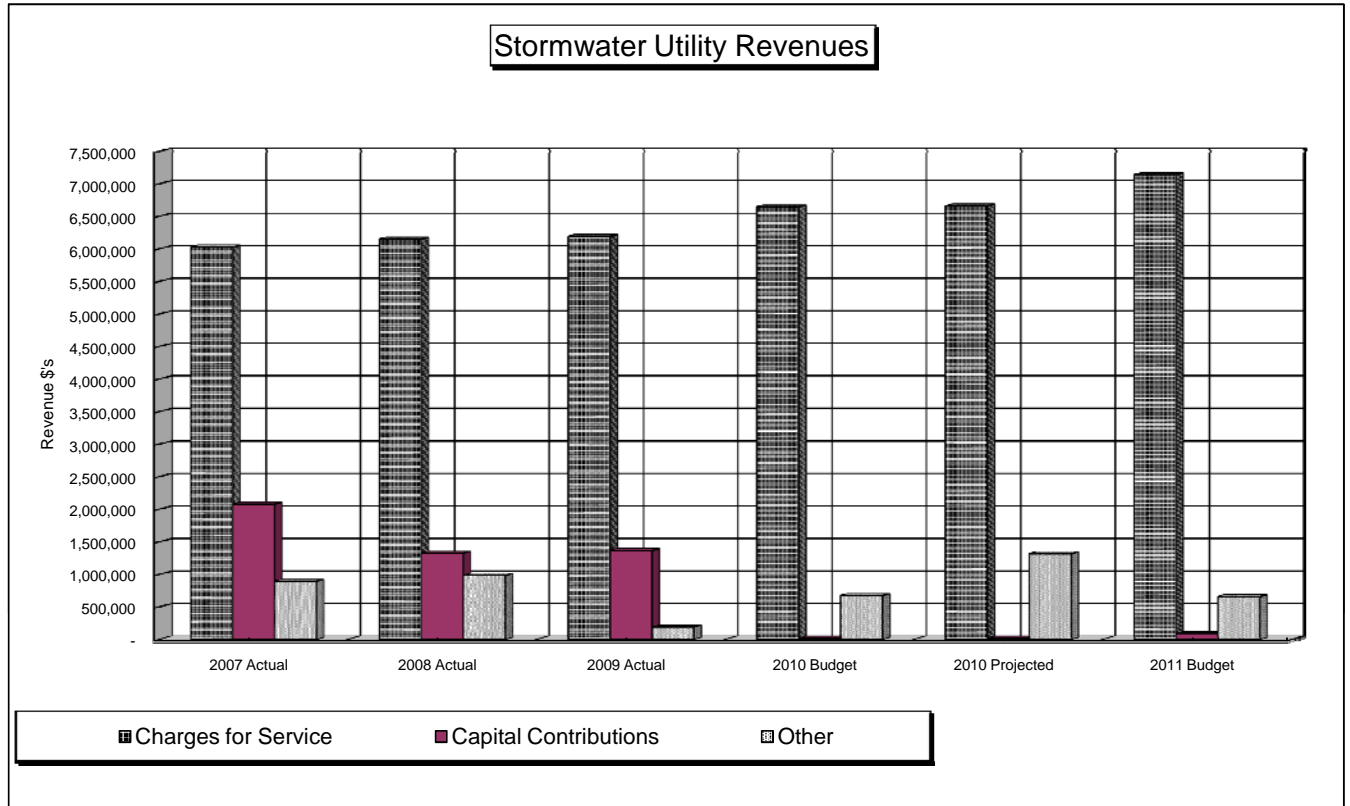


Charges for services include charges for wastewater treatment for various categories of customers - residential, commercial, industrial, and municipal - as well as charges for special services such as industrial pre-treatment. The decrease in industrial revenue beginning in 2009 reflects the impact of the current economic slowdown and the closing of several local manufacturers. In addition, the Water Utility lime disposals to the Wastewater Treatment Plant have also decreased from previous years. The relatively high levels of interest income in 2007 and 2008 resulted 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 2011 budget includes a rate increase of 5%, effective July 1, 2011. A rate increase for special hauled waste from outside the service area went into effect January 1, 2010.

**CITY OF APPLETON 2011 BUDGET
UTILITY REVENUES**

STORMWATER UTILITY

Sources of Revenue	2007 Actual	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget	% Change
Charges for Service	\$ 6,025,226	\$ 6,151,106	\$ 6,191,132	\$ 6,645,000	\$ 6,660,000	\$ 7,140,000	7.21%
Interest Income	626,534	797,892	84,585	300,000	800,000	600,000	-25.00%
Intergovernmental	25,500	115,962	11,300	319,500	460,000	-	N/A
Capital Contributions	2,077,326	1,325,326	1,366,372	14,612	14,612	90,000	515.93%
Other	241,287	69,016	95,015	55,186	56,400	57,750	2.39%
Total Stormwater Utility	\$ 8,995,873	\$ 8,459,302	\$ 7,748,404	\$ 7,334,298	\$ 7,991,012	\$ 7,887,750	-1.29%



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. 2007 through 2010 revenues reflect \$108.88 / ERU, which took effect March 1, 2006 and remained in effect through June 30, 2010. A 15% increase, to \$125.00 per ERU took effect July 1, 2010. Based on current year projections for revenues, expenditures, and the five year capital plan, the next increase is projected for 2013, at a rate of approximately 9%.

CITY OF APPLETON 2011 BUDGET
WATER UTILITY
RATE DETAIL

The rates detailed below are the current rates, which went into effect on January 1, 2009. A rate study has been completed and is under consideration by the PSC. It is expected that the PSC will take action by year-end 2010. The proposed rates are for illustration only and will be based upon the cost of service allocation that is currently being completed by the PSC to determine how the increase is spread across the various classes of customers and rate types. For simplistic illustrative measures, the proposed quarterly rates shown here are based on an approved evenly spread 9.5% increase. The final results will definitely vary from the information presented below.

<u>Quarterly Water Rates</u>				<u>Proposed Quarterly Rates</u>		
Retail Water:						
Meter (Inches)	Water Service	Public Fire	Total	Water Service	Public Fire	Total
5/8	\$ 19.35	\$ 14.58	\$ 33.93	\$ 21.20	\$ 15.97	\$ 37.17
3/4	19.35	14.58	33.93	21.20	15.97	37.17
1	30.00	36.45	66.45	32.90	39.91	72.81
1 1/4	42.00	54.00	96.00	46.00	59.13	105.13
1 1/2	54.00	72.90	126.90	59.10	79.83	138.93
2	84.00	116.70	200.70	92.00	127.79	219.79
3	135.00	218.70	353.70	147.80	239.48	387.28
4	210.00	364.50	574.50	230.00	399.13	629.13
6	390.00	729.10	1,119.10	427.10	798.36	1,225.46
8	609.00	1,167.00	1,776.00	666.90	1,277.87	1,944.77
10	900.00	1,752.00	2,652.00	985.50	1,918.44	2,903.94
12	1,191.00	2,334.00	3,525.00	1,304.10	2,555.73	3,859.83
Volume Charge *						
	Quarterly Use (Ccf)		Quarterly Charge	Proposed Quarterly Charge		
First	500		\$ 4.07	\$ 4.46		
Next	4,500		3.65	4.00		
Over	5,000		3.15	3.45		
Private Fire Protection Rates:						
Connection Size (")		Quarterly Charge	Proposed Quarterly Charge			
1		\$ 8.40	\$ 9.20			
1 1/4		11.10	12.15			
1 1/2		14.10	15.44			
2		16.80	18.40			
3		31.65	34.66			
4		52.80	57.82			
6		105.00	114.98			
8		168.90	184.95			
10		252.00	275.94			
12		336.00	367.92			
14		420.00	459.90			
16		504.00	551.88			
Wholesale Water Rates:						
	Quarterly Charge			Proposed Quarterly Charge		
Meter (Inches)	Town of Grand Chute	Waverly Sanitary District	Town of of Sherwood	Town of Grand Chute	Waverly Sanitary District	Town of Sherwood
6	\$ 390.00	\$390.00	\$390.00	\$ 427.05	\$ 427.05	\$ 427.05
8	609.00	609.00		666.86	666.86	
Volume Charge *	\$ 3.15	\$ 3.19	\$ 2.65	\$ 3.45	\$ 3.49	\$ 2.90

* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY
RATE DETAIL**

The current 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. A subsequent rate study was completed in 2009 by Baker Tilly Virchow Krause, LLP. Based on this study no increase was implemented in 2010, but the rate increase of 5% will now be implemented effective on July 1, 2011.

The rate increase is based on the change to the percentage method of calculating the Equipment Replacement Fund Requirement (approved by the Common Council on November 4, 2009). As a result the total costs allocated to the demand component decreased. Because demand costs are allocated based on equivalent meters this reduced the fixed quarterly charge for customers with larger meters. This decrease would be offset by the increase in volume charges as shown below.

Quarterly Sanitary Sewer Rates

Meter (Inches)	Type	Current Charge	New Charge
5/8		\$ 13.10	\$ 13.60
3/4		13.10	13.60
1		26.00	25.00
1 1/4		36.00	34.00
1 1/2		47.00	44.00
2		72.00	68.00
3		131.00	121.00
4		215.00	199.00
6		426.00	391.00
8		678.00	622.00
9	Parshall Flume	846.00	776.00
17	V-Notch Weir	678.00	622.00

Volume Charge *

Quarterly

Use (Ccf)	Charge	
All	\$ 1.93	\$ 2.04

Rates for Quantity/Quality Discharge:

	Current Charge	New Charge
Flow	\$1.55 / 1,000 gallons	\$1.73 / 1,000 gallons
Biochemical Oxygen Demand (BOD)	\$37.92 / 100 pounds	\$35.48 / 1,000 gallons
Total Suspended Solids (TSS)	\$10.38 / 100 pounds	\$11.26 / 1,000 gallons

Sanitary Waste Hauler Fees:

Septic Tank/Portable Toilet Waste	\$4.19 / ton	\$4.40 / ton
Holding Tank Waste	\$4.19 / ton	\$4.40 / ton
Analytical Charge	\$9.00 / load	\$9.45 / load
Customer Charge	\$15.00 / quarter	\$15.75 / quarter

* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

**CITY OF APPLETON 2011 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	\$ 99.61
Average	17	\$ 103.12	\$ 112.99
Large	20	\$ 115.33	\$ 126.37

Quarterly Wastewater Charges: **

Residential Users	Average Use (Ccf)	Current Charge	Proposed Charge
Small	14	\$ 40.12	\$ 42.16
Average	17	\$ 45.91	\$ 48.28
Large	20	\$ 51.70	\$ 54.40

Quarterly Stormwater Charges: ***

Residential Users	ERU's	Current Charge
N/A	1	\$ 31.25
N/A	1	\$ 31.25
N/A	1	\$ 31.25

Total:

Residential Users	Average Use (Ccf)	Current Charge	Proposed Charge
Small	14	\$ 162.28	\$ 173.02
Average	17	\$ 180.28	\$ 192.52
Large	20	\$ 198.28	\$ 212.02

* The quarterly water charges shown here are based on a 9.5% increase and are included for illustration only. A cost of service allocation is in progress but not expected to be acted upon by the PSC until late 2010.

** The quarterly wastewater charges shown here are based on 5% increase. This increase will be effective July 1, 2011.

*** Annual rate of \$125.00 / ERU took effect July 1, 2010. The next rate increase at this time is projected to be 9% approximately in 2013.

CITY OF APPLETON 2011 BUDGET

WATER UTILITY

Director of Utilities: Chris W. Shaw

Deputy Director of Utilities: pending new hire

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Nathan D. Loper

CITY OF APPLETON 2011 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 2010 EVENTS

WATER TREATMENT

Water Plant Cold Water Capacity Phase 1a Installations

Project reached final completion, construction included installation of dual media in GAC contactors and chemical feed systems that deliver citric acid and aluminum chlorohydrate to ultrafiltration processes.

Water Plant Cold Water Capacity Phase 1b Installations

Improved ultrafiltration performance with the installation of valving and programming including membrane backwash to contactor wash water basin. Increased membrane feed well capacity and improved contactor performance and flow with installation of membrane feed wet well steel weirs. Reduced membrane fiber breakage with the installation of valving that redirects air entrained water to the plant clearwells. Fabrication of a lime mixing system for the #4 Softener. Installation of software programming that derives log removal values of cryptosporidium for reporting to WDNR.

Softener #1 and #2 Rehabilitation

Completed the project that was started in 2009 to sand blast and re-coat Softener #1 & #2. Metal surfaces were prepared by media blasting to remove surface corrosion. Minor repairs and improvements were made to the access points. The existing trough weirs that were carbon steel were changed out to fiberglass to reduce maintenance.

Pressure Reducing Valve Station

Project reached final completion, PRV station allows for an interconnect between the Ridgeway and North Pressure Zones. The installation allows for the maintenance of Ridgeway and North Towers. The PRV station provides for uninterrupted service in pressure and volume.

Water Plant Corrosion Settlement

Insurer completed pipe corrosion tasks at no cost to the Utility that included repairs or replacements to: main raw water line, retentate piping, retentate cleaning piping, permeate cleaning piping, channel agitation piping, north and south discharge headers. Venting was improved from the individual membrane stage drains and from the CIP waste tanks.

DNR Triennial Water Utility Audit

The annual contact visit was completed in August. This contact visit reviewed the status of planned improvements to the existing lake intake. The project has developed concept plans that are the basis for further developing project plans and specifications.

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 construction issues.

WATER ADMINISTRATION

The Water Utility will complete a water rate study that was filed with Public Service Commission in April. The current estimate is for a 9.5% increase to be effective within 30 days of the approval of the PSC.

CITY OF APPLETON 2011 BUDGET WATER UTILITY

MAJOR 2011 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 necessary corrections.

Complete Water Plant projects including completing Phase 1b of the Cold Water Capacity Projects (CWCP) that increase process reliability and performance.

Begin CWCP Phase 2 improvements that focus on membrane system additions that would increase the cold water reliable capacity to 13.4 MGD with a gross capacity of 17 MGD. Secondary membrane treatment was recommended by CDM for Phase 2 membrane improvements. The 2010 AECOM LRV Study will supplement the CDM study and will recognize consideration of an additional primary membrane stages instead of a secondary membrane system. This improvement will also provide future compliance with the EPA Long Term 2 Enhanced Surface Water Treatment Rule (LT2) requiring 4.0 Log Cryptosporidium reduction, and the Filter Backwash Recycle Rule requiring a maximum of 10% recycle flow. In order to plan for this project, membrane pilot testing and analysis as well as cost analysis will need to be reported. This work will start in 2011 with a pilot study before a recommendation will be made for membrane improvements. DNR requires a minimum of 9 months pilot testing for any new membrane improvements.

The Water Distribution Master Plan identifies a need for installation of a Pressure Reducing Valve (PRV) control stations between water distribution system pressure zones. Station No.3 at Applecreek Lane and Edgewood Drive is planned for land acquisition.

Planning and construction of improvements to the lake intake will be necessary as WDNR has identified the intake for correction. An improved intake will reduce the potential for intake icing that limits water to the treatment facility.

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.

WATERMAIN COMPARISONS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Total Miles	365.63	369.58	356.37	356.37	357.94
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%	1.62%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 19,636,656	\$ 19,182,769	\$ 20,191,536	\$ 20,191,536	\$ 20,966,256	3.84%
Program Expenses							
5310	Administration	8,073,775	8,721,544	9,140,380	9,140,380	9,984,322	9.23%
5321	Treatment Admin	446,794	323,719	438,460	438,460	384,721	-12.26%
5323	Treatment Operations	5,148,642	5,239,362	6,085,268	6,250,360	5,733,801	-5.78%
5351	Distribution Admin	356,405	358,838	356,858	356,858	387,378	8.55%
5352	Customer Service	200,844	205,350	232,619	232,619	219,323	-5.72%
5353	Distribution Operations	968,117	931,485	1,186,861	1,186,861	1,139,252	-4.01%
5325	Treatment Capital	28,032	197	1,535,000	2,965,214	320,000	-79.15%
5370	Distribution Capital	60,530	90,073	4,790,870	6,997,627	2,721,702	-43.19%
TOTAL		\$ 15,283,139	\$ 15,870,568	\$ 23,766,316	\$ 27,568,379	\$ 20,890,499	-12.10%
Expenses Comprised Of:							
Personnel		2,410,260	2,441,111	2,995,031	2,995,031	2,952,519	-1.42%
Administrative Expense		7,806,218	8,454,709	8,886,133	8,886,133	9,723,188	9.42%
Supplies & Materials		1,555,413	1,779,662	2,144,985	2,144,985	2,101,676	-2.02%
Purchased Services		410,419	296,410	1,142,528	2,544,121	618,890	-45.83%
Utilities		2,660,321	2,349,222	2,718,826	2,718,826	2,527,181	-7.05%
Repair & Maintenance		437,613	548,727	646,208	787,268	695,142	7.57%
Capital Expenditures		2,895	727	5,232,605	7,492,015	2,271,903	-56.58%
Full Time Equivalent Staff:							
Personnel allocated to programs		36.92	36.42	37.76	37.76	36.51	

**CITY OF APPLETON 2011 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:

The revenue rates reflect the estimated increase of 9.5% from the current rate application that was filed with the Public Service Commission in April. The final increase is not approved at this time, but is expected to be ratified prior to year end.

Depreciation expense reflects an increase in PSC approved depreciation rates for water treatment equipment.

Utility expense reflects stormwater fees on the Old Water Plant only being paid during the first half of 2011 as building is to be razed.

The increased insurance expense stems from the cost allocation from the Risk Management fund. For several years, charges by the Risk Management fund have been artificially low, reflecting the use of available fund balance in that fund to offset charges to the various other departments / funds. Since the fund balance in the Risk Management fund has now been brought to the planned level, no further balances are available to offset charges to department.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	92%	92%	100%	100%	100%
Strategic Outcomes					
Maintain compliance with GAAP & PSC					
# of audit compliance issues not raised by staff	0	0	0	0	0
Work Process Outputs					
# of monthly bills processed	109,028	109,342	109,350	109,350	109,350

**CITY OF APPLETON 2011 BUDGET
WATER UTILITY**

Finance Administration

Business Unit 5310

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4411 Sundry Permits	\$ 665	\$ 700	\$ 500	\$ 500	\$ 500
4710 Interest on Investments	966,988	166,466	500,000	500,000	500,000
4730 Interest - Deferred Special	618	254	-	-	-
4820 Unmetered Water Sales	34,645	65,792	32,000	32,000	55,000
4821 Water Service - Residential	7,652,293	8,048,095	8,490,000	8,490,000	8,775,000
4822 Water Service - Commercial	2,589,029	2,584,529	2,865,000	2,865,000	2,808,000
4823 Water Service - Industrial	917,854	886,270	1,018,000	1,018,000	975,000
4824 Water Service - Municipal	354,464	358,975	395,000	395,000	390,000
4825 Private Fire Protection	227,013	236,939	263,000	263,000	249,000
4826 Public Fire Protection	1,703,227	1,733,005	1,835,000	1,835,000	1,902,000
4827 Fire Protection Wholesale	41,169	42,099	44,700	44,700	48,400
4829 Sales for Resale GC	3,524,425	3,913,755	3,859,400	3,859,400	4,542,000
5004 Sale of City Prop - Nontax	-	700	-	-	-
5006 Gain (Loss) on Asset Disposal	-	(22,829)	-	-	-
5016 Lease Revenue	208,250	228,155	222,375	222,375	230,000
5021 Capital Contributions	865,630	213,330	152,492	152,492	19,350
5030 Damage to City Property	9,555	8,738	8,000	8,000	8,000
5035 Other Reimbursements	5,819	8,234	-	-	-
5070 WTR Other Sales Flushing	3,579	3,373	3,300	3,300	3,500
5071 Customer Penalty	66,349	77,518	65,000	65,000	70,000
5072 WTR Misc Revenue (turn-on)	9,703	6,163	5,500	5,500	6,000
5073 Other WTR Rev-Sewer Billing	96,591	80,253	97,000	97,000	75,000
5074 Other WTR Rev-Hydrant Test	100	975	-	-	-
5077 Income from Admin Fee	5,893	5,666	6,000	6,000	5,700
5082 Insurance Proceeds	-	200,000	-	-	-
5086 Premium on Debt Issuance	352,797	335,614	329,269	329,269	303,806
Total Revenue	\$ 19,636,656	\$ 19,182,769	\$ 20,191,536	\$ 20,191,536	\$ 20,966,256
Expenses					
6101 Regular Salary	\$ 96,417	\$ 99,425	\$ 104,906	\$ 104,906	\$ 106,558
6105 Overtime	683	252	-	-	-
6150 Fringes	38,500	37,090	42,313	42,313	44,461
6304 Postage\Freight	14,899	12,351	16,000	16,000	17,000
6320 Printing and Reproduction	1,849	2,929	2,500	2,500	2,500
6401 Accounting/Audit	32,075	27,052	11,840	11,840	12,665
6402 Legal Fees	18,252	14,412	20,800	20,800	18,500
6403 Bank Services	16,883	26,318	25,000	25,000	25,000
6404 Consulting Services	18,205	-	-	-	-
6408 Contractor Fees	-	800	-	-	-
6413 Utilities	64,884	74,541	67,400	67,400	69,775
6501 Insurance - Property	62,640	62,640	77,480	77,480	91,010
6601 Depreciation Expense	2,916,104	2,987,196	3,404,000	3,404,000	4,216,000
6623 Uncollectible Accounts	4,743	6,193	5,500	5,500	9,500
6721 Bond Interest Payments	3,228,266	3,689,366	3,747,096	3,747,096	3,531,461
6750 Amortization of Debt Disc	112,946	114,443	126,187	126,187	124,078
6751 Gain/Loss on refund Amort.	260,776	243,883	228,058	228,058	202,014
7911 Trans Out - Gen Fund	1,185,653	1,322,653	1,261,300	1,261,300	1,513,800
Total Expense	\$ 8,073,775	\$ 8,721,544	\$ 9,140,380	\$ 9,140,380	\$ 9,984,322

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Legal Fees

PSC assessment	\$ 18,500
	<u>\$ 18,500</u>

CITY OF APPLETON 2011 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:

Salary expense is reduced due to the elimination of the Utilities Secretary. The Utilities Administrative Secretary will complete all Water and Wastewater utility administrative functions. The change reflects the reduction of the .5 FTE to this business unit for administrative support to the Water Utility and Water Filtration Plant.

The decrease in fringe expense also reflects the change in one employee from family status to single status.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp claims/year	3	1	0	0	0
# of first aid entries per year	10	17	18	12	12
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget obligated	87.0%	79.5%	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 2011 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salary	\$ 203,290	\$ 194,064	\$ 251,279	\$ 251,279	\$ 229,291
6104 Call Time	10	32	-	-	-
6105 Overtime	718	340	2,188	2,188	2,188
6108 Part-Time	-	284	-	-	-
6150 Fringes	78,139	70,068	99,819	99,819	86,470
6201 Training\Conferences	3,602	4,318	4,500	4,500	4,500
6301 Office Supplies	4,273	1,838	3,500	3,500	3,000
6302 Subscriptions	20	20	100	100	-
6303 Memberships & Licenses	3,184	4,316	4,500	4,500	4,400
6304 Postage/Freight	5,990	1,413	3,950	3,950	2,000
6305 Awards & Recognition	136	-	210	210	210
6306 Building Maint / Janitorial	-	135	-	-	-
6307 Food & Provisions	108	172	280	280	280
6320 Printing & Reproduction	10,306	9,629	10,050	10,050	10,300
6321 Clothing	1,279	389	350	350	300
6327 Miscellaneous Equipment	-	627	1,500	1,500	1,500
6404 Consulting Services	122,307	22,394	40,000	40,000	25,000
6408 Contractor Fees	3,570	3,383	4,275	4,275	4,275
6411 Temporary Help	112	305	150	150	-
6412 Advertising	348	619	600	600	600
6413 Utilities	9,402	9,373	10,300	10,300	9,650
6425 CEA Equip. Rental	-	-	909	909	757
Total Expense	\$ 446,794	\$ 323,719	\$ 438,460	\$ 438,460	\$ 384,721

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Printing & Reproduction

Consumer Confidence Report	\$ 7,800
Internal printing & copier costs	2,500
	<u>\$ 10,300</u>

Consulting Services

Legal fees	\$ 20,000
Miscellaneous Consulting	5,000
	<u>\$ 20,000</u>

CITY OF APPLETON 2011 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 material budget reflects a decrease in the amount of corrective maintenance required in recent years. This in turn is the result of projects undertaken to improve the plant's capacity and reliability, some of which are paid for by the settlement of litigation over the plant's construction. It also reflects moving the expense of chemical reagents used in the lab to the Lab Supplies expense item and further reducing the Materials line item.

The Utilities budget reflects a \$30,000 decrease in electrical expense due to shifting more water production during off-peak hours. This was previously discussed with the Utilities Committee in the Spring of 2010. This budget also reflects the elimination of the Point Beach credit that was previously received on electrical accounts at the Lake Station and within the distribution system.

There continues to be membrane breakage. This breakage is primarily due to the age of the membranes and continued exposure to cleaning chemicals. The last new cartridges were purchased in 2008 when the 10 inch skid was installed.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	3,139 MG	3,163	3,200 MG	3,100 MG	3,100 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	98.2%	100.0%	100%	100%	100%
Average # of hours training per employee	38	40	32	25	30
Work Process Outputs					
Efficient Plant Operation					
# of work days lost due to injuries	0	0	0	0	0
# of work orders closed	750	896	800	750	800
# of open work orders*	57	124	75	75	100
Average # of days to close preventive work orders	48	62	40	40	50
# of reservoirs maintaining pressure per year	6	6	6	6	6
# of membrane repairs	3,842	5,701	4,800	6,000	7,250
Water towers					
# inspected / painted per year	2 / 0	1 / 0	2 / 0	2 / 0	1 / 0
* corrective work orders only, water preventive work orders included with wastewater work orders					

**CITY OF APPLETON 2011 BUDGET
WATER UTILITY**

Treatment Operations

Business Unit 5323

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salary	\$ 485,153	\$ 537,991	\$ 560,800	\$ 560,800	\$ 564,933
6104 Call Time	2,013	2,864	2,400	2,400	2,400
6105 Overtime	114,025	88,420	78,000	78,000	78,000
6108 Part-Time	-	213	10,359	10,359	10,359
6150 Fringes	254,626	247,369	290,054	290,054	286,549
6306 Building Maint./Janitorial	1,022	2,086	1,250	1,250	1,300
6309 Shop Supplies & Tools	13,502	6,088	15,000	15,000	15,000
6310 Chemicals	947,369	1,294,571	1,348,545	1,348,545	1,395,000
6316 Miscellaneous Supplies	200	200	-	-	-
6318 Materials	350,991	269,477	464,000	464,000	326,000
6321 Clothing	3,323	4,284	3,850	3,850	3,700
6322 Gas Purchases	17,899	4,898	22,365	22,365	23,700
6323 Safety Supplies	7,107	7,086	7,500	7,500	7,500
6324 Medical/Lab Supplies	54,850	40,942	61,000	61,000	54,150
6327 Miscellaneous Equipment	15,411	14,072	50,100	50,100	30,300
6404 Consulting Services	-	28,704	7,500	16,788	10,000
6407 Collection Services	-	652	-	-	1,000
6408 Contractor Fees	69,406	77,373	93,850	108,594	52,910
6413 Utilities	2,509,491	2,192,469	2,575,272	2,575,272	2,379,013
6414 Janitorial Service	-	-	-	-	-
6416 Build Repairs & Maint	-	165,013	135,000	276,060	150,000
6418 Equip Repairs & Maint	551	7,707	30,000	30,000	33,000
6420 Facilities Charges	280,754	230,875	273,779	273,779	265,032
6424 Software Support	-	-	-	-	10,000
6425 CEA Equip. Rental	20,259	13,922	17,454	17,454	17,625
6440 Snow Removal Services	-	-	10,000	10,000	7,500
6599 Other Contracts/Obligations	690	2,086	27,190	27,190	8,830
Total Expense	\$ 5,148,642	\$ 5,239,362	\$ 6,085,268	\$ 6,250,360	\$ 5,733,801

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Chemicals</u>		<u>Miscellaneous Equipment</u>	
GAC	\$ 184,044	PC's & monitors	4,000
Ammonia	13,020	CFE Laser Turbidimeters	12,000
Carbon dioxide	34,234	Radio Equipment	1,800
Caustic soda	30,654	I/O Cards, PLC & radios	7,500
Chlorine	74,170	Cathodic Protection	5,000
Ferric sulfate	153,634		<u>\$ 30,300</u>
Fluoride	62,462		
Lime	341,601	<u>Contractor Fees</u>	
Poly phosphate	42,949	SCADA support	7,500
Permanganate	299,892	Instrumentation support	6,000
Powder carbon	44,074	Antenna support & repair	3,000
Softener Polymer LT 25	15,000	Annual hoist inspections	360
Membrane cleaning acids	99,266	Annual CSE inspections	650
	<u>\$ 1,395,000</u>	Generator inspections	9,000
		Lab Equipment inspections	3,100
<u>Materials</u>		UPS inspection	5,500
Valves & actuators	\$ 10,000	Radio antenna lease	5,300
Pumps & parts for pump repairs	15,000	Lake intake inspection	5,500
Piping, hoses & tubing	10,000	Tower cleaning & inspection	3,500
Filters & lubricants	5,000	Tower cathodic protection	3,500
Miscellaneous parts	15,000		<u>\$ 52,910</u>
Koch parts, domes, piks, support	8,000		
Koch Membrane Agreement	240,000	<u>Medical/Lab Supplies</u>	
Stage 2100 parts for maintenance	10,000	Required DNR Testing	\$ 6,620
Batteries	1,000	Process Testing for GAC	900
Tower maintenance parts	6,000	Quality Testing	400
Compressor parts	1,000	Lab supplies	32,000
Electrical equipment & parts	5,000	Lab equipment supplies	14,230
	<u>\$ 326,000</u>		<u>\$ 54,150</u>
<u>Shop Supplies & Tools</u>		<u>Building Repairs & Maintenance</u>	
Miscellaneous hardware & supplies	\$ 14,000	Recoating softener #3	\$ 150,000
Small hand tools	1,000		<u>\$ 150,000</u>
	<u>\$ 15,000</u>		
		<u>Equipment Repairs & Maintenance</u>	
<u>Consulting</u>		Sludge Pump repair	8,000
Miscellaneous treatment needs	\$ 5,000	Pump & motor repairs	25,000
Softener Cleaning/Inspection	5,000		<u>\$ 33,000</u>
	<u>\$ 10,000</u>		
		<u>Software Support</u>	
		RS View up-grade	\$ 10,000
			<u>\$ 10,000</u>

**CITY OF APPLETON 2011 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 2011 capital projects:

	<u>2011 Budget</u>	<u>Page</u>
Secondary Membrane Treatment	\$ 160,000	Projects, Pg. 654
PRV Station Land Acquisition	35,000	Projects, Pg. 684
Hot Water System upgrades	125,000	Projects, Pg. 659
	<u>\$ 320,000</u>	

Major Program Changes:

This budget reflects rescheduling a number of CIP projects to future years due to staffing changes and the need to complete current projects before planning can be started on future projects. The Lake Intake and Secondary Membrane projects have been moved out to future years. The final components for the Water Plant Process Enhancements will also be completed in 2011.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	7	4	4	5	7
# of CIP's in five-year plan	10	8	10	9	8
Strategic Outcomes					
Water rate changes					
% per year	6%	0%	10%	12%	0%
Work Process Outputs					
Project Management					
% of projects completed at year end	14%	25%	100%	40%	100%

**CITY OF APPLETON 2011 BUDGET
WATER UTILITY**

Treatment Capital Improvements

Business Unit 5325

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6404 Consulting Services	\$ 28,032	\$ (197)	\$ 150,000	\$ 614,999	\$ 90,000
6408 Contractor Fees	-	247	-	864,187	70,000
6801 Land	-	-	120,000	120,000	35,000
6803 Buildings	-	-	45,000	71,028	-
6804 Equipment	-	147	1,220,000	1,295,000	125,000
Total Expense	<u>\$ 28,032</u>	<u>\$ 197</u>	<u>\$ 1,535,000</u>	<u>\$ 2,965,214</u>	<u>\$ 320,000</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Consulting Services

Secondary Membrane Treatment	\$ 90,000
	<u>\$ 90,000</u>

Land

PRV Station	\$ 35,000
	<u>\$ 35,000</u>

Contractor Fees

Secondary Membrane Treatment	70,000
	<u>\$ 70,000</u>

Equipment

Hot Water Systems upgrades	\$ 125,000
	<u>\$ 125,000</u>

**CITY OF APPLETON 2011 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:

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.

Budget includes \$1,000 for cross connection pamphlets associated with new program.

Budget includes \$18,078 of Facilities charges for the water portion of the charges for the Municipal Services Building (MSB). This expense was previously paid entirely by the MSB Administration business unit. Costs will also be shared with CEA and Sanitation, as these departments are also located at MSB.

Miscellaneous Equipment expense reflects the purchase of a replacement projector and laminator for the Municipal Services Building and two locator laptops; costs of this equipment will be shared by those departments that use the equipment. It also includes the Water Utility's participation in the GIS upgrade capital project (\$2,500; see page 679 in the Projects section for a complete description of the upgrade).

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Efficient customer service					
# certified mail requests sent	493	544	500	500	500
# of telephone requests for service	4,396	5,625	4,400	4,450	4,500
Strategic Outcomes					
Consistent & current information					
Policies reviewed/updated	1	2	1	1	1
Turnover ratio of inventory	0.61	0.60	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 2011 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
5004 Sale of City Prop - Nontax	\$ -	\$ -	\$ -	\$ -	\$ -
5005 Sale of City Prop - Tax	-	-	-	-	-
5010 Misc Revenue - Nontax	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 177,607	\$ 192,238	\$ 174,956	\$ 174,956	\$ 181,299
6104 Call Time	94	657	1,000	1,000	1,000
6105 Overtime	2,315	1,825	2,500	2,500	2,000
6108 Part-Time	3,687	3,875	-	-	-
6150 Fringes	73,762	74,796	80,303	80,303	77,962
6201 Training\Conferences	286	380	1,200	1,200	1,200
6301 Office Supplies	1,123	973	1,000	1,000	1,000
6302 Subscriptions	-	-	-	-	-
6303 Memberships & Licenses	2,970	123	560	560	560
6304 Postage\Freight	210	177	200	200	200
6305 Awards & Recognition	595	585	560	560	525
6306 Building Maint./Janitorial	1,882	2,021	2,200	2,200	2,200
6309 Shop Supplies & Tools	-	62	50	50	50
6315 Books & Library Materials	-	-	-	-	-
6320 Printing & Reproduction	5,297	5,518	5,400	5,400	6,400
6321 Clothing	1,526	1,371	1,400	1,400	1,421
6323 Safety Supplies	1,789	1,207	900	900	900
6324 Medical\Lab Supplies	69	137	100	100	100
6327 Miscellaneous Equipment	2,085	776	-	-	4,780
6404 Consulting Services	-	996	5,413	5,413	5,400
6411 Temporary Help	-	-	-	-	-
6412 Advertising/Publication	824	1,608	1,540	1,540	1,540
6413 Utilities	70,359	59,017	65,854	65,854	68,743
6414 Janitorial Service	-	-	800	800	800
6420 Facilities Charges	-	-	-	-	18,078
6425 CEA Equip. Rental	5,887	6,463	5,200	5,200	5,550
6429 Interfund Allocations	-	(274)	-	-	-
6430 Health Services	38	171	170	170	170
6451 Laundry Services	3,948	3,656	4,500	4,500	4,500
6503 Rent	52	59	52	52	-
6599 Other Contracts/Obligations	-	421	1,000	1,000	1,000
Total Expense	\$ 356,405	\$ 358,838	\$ 356,858	\$ 356,858	\$ 387,378

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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:

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:

The 2011 budget reflects a change in staffing levels with the elimination of 1.0 FTE meter tech position and the change in insurance coverage from single to family for 2 employees.

The 2011 budget includes \$14,875 for frost free vacuum breakers and \$3,425 for inside vacuum breakers as DNR's requirement to monitor connections to the last flowing tap.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Reliable, accurate water usage					
# of large meters replaced	31	4	5	5	0
# of meters tested	2,724	2,818	2,700	2,700	2,700
# of defective meters replaced	263	228	325	325	300
# of meters in service	26,575	26,788	26,710	26,710	27,000
Strategic Outcomes					
Implementation of system upgrade					
# of trace batteries replaced	2,581	2,747	2,700	2,700	2,700
Work Process Outputs					
Service provided					
# of service calls	1,312	1,364	1,325	1,325	1,350
System growth					
# new services installed	134	151	140	140	135

**CITY OF APPLETON 2011 BUDGET
WATER UTILITY**

Customer Service

Business Unit 5352

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6102 Labor Pool Allocations	\$ 112,961	\$ 114,380	\$ 123,163	\$ 123,163	\$ 99,331
6104 Call Time	267	373	300	300	700
6105 Overtime	1,151	726	1,100	1,100	1,000
6150 Fringes	51,340	52,467	54,281	54,281	50,247
6304 Postage/Freight	-	2	25	25	25
6306 Building Maint./Janitorial	132	101	125	125	125
6309 Shop Supplies	12,994	14,895	13,125	13,125	31,425
6311 Paint & Supplies	90	100	150	150	150
6326 Equipment Parts	9,056	9,878	10,500	10,500	10,500
6327 Misc. Equipment	1,607	2,206	17,400	17,400	12,500
6408 Contractor Fees	262	212	500	500	500
6413 Utilities	-	3	-	-	-
6418 Equipment Repairs & Maint.	605	1,141	2,550	2,550	2,800
6425 CEA Equip. Rental	10,379	8,866	9,400	9,400	10,020
Total Expense	\$ 200,844	\$ 205,350	\$ 232,619	\$ 232,619	\$ 219,323

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Equipment Parts

Meter repair parts	\$ 10,500
	<u>\$ 10,500</u>

Misc. Equipment

Trace & meters	12,500
	<u>\$ 12,500</u>

Shop Supplies

Trace batteries	12,500
Pliers, couplings, batteries, connectors	625
Frost Free Vac Breakers	14,875
Inside Vac Breakers	3,425
	<u>\$ 31,425</u>

CITY OF APPLETON 2011 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:

- This budget reflects using contractor service to complete some of the hydrant sandblasting, priming and painting that was previously done by City staff.
- This budget reflects the change in water patch restoration work now being performed by City staff which reduces contractor fees and increases construction materials and tipping fees to a local concrete recycling contractor.
- Water distribution will now be testing private fire hydrants at the request of the Appleton Fire Department; pending ordinance changes.
- Water distribution will be replacing more curb boxes in 2011 in areas with corrosive soils.
- Budget includes replacing old hydraulic compactor to ensure proper compaction prior to pavement repair.
- Budget includes replacing old hydrant steamer to thaw frozen hydrants.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Reliable source at adequate pressure					
Hydrants					
Replace/Upgrade	3	2	5	5	5
% of hydrants flushed	100%	100%	100%	100%	100%
Water loss reported	7%	9%	7%	7%	7%
Strategic Outcomes					
Reliability of the system					
# water main breaks	90	69	90	75	75
Work Process Outputs					
Preventive maintenance					
# services replaced	15	12	20	20	20
# valves exercised	1,538	1,619	2,500	2,500	2,500
# valves replaced	2	5	5	5	5
# curb boxes repaired	360	293	300	300	300
# joint leaks fixed	4	5	5	5	5
# of service leaks	5	15	15	10	10

**CITY OF APPLETON 2011 BUDGET
WATER UTILITY**

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 398,907	\$ 412,317	\$ 465,322	\$ 465,322	\$ 468,014
6104 Call Time	17,023	12,409	14,000	14,000	14,000
6105 Overtime	45,230	32,335	40,500	40,500	38,000
6150 Fringes	201,527	198,920	238,423	238,423	246,648
6308 Landscape Supplies	442	332	1,000	1,000	800
6309 Shop Supplies & Tools	8,622	6,310	7,950	7,950	7,950
6311 Paint & Supplies	1,119	1,216	1,150	1,150	1,150
6322 Gas Purchases	173	111	100	100	100
6323 Safety Supplies	15	178	-	-	-
6325 Construction Materials	26,835	16,949	25,000	25,000	75,000
6326 Equipment Parts	45,507	46,744	61,000	61,000	59,000
6327 Miscellaneous Equipment	1,656	9,248	8,500	8,500	15,500
6328 Signs	6,570	1,082	-	-	-
6408 Contractor Fees	90,842	74,560	153,000	153,000	18,000
6415 Tipping Fees	4,470	3,683	10,000	10,000	24,000
6418 Equip Repairs & Maint	80	115	400	400	400
6425 CEA Equip. Rental	119,099	114,626	159,716	159,716	169,890
6503 Rent	-	350	800	800	800
Total Expense	<u>\$ 968,117</u>	<u>\$ 931,485</u>	<u>\$ 1,186,861</u>	<u>\$ 1,186,861</u>	<u>\$ 1,139,252</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Construction Materials

Cold Patch	\$ 10,000
Gravel	7,000
Slurry	2,000
Stone	3,000
Concrete	53,000
	<u>\$ 75,000</u>

Contractor Fees

Surface restoration	\$ 10,000
Contractor services for main/valve break & repair	3,000
Hydrant painting	5,000
	<u>\$ 18,000</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	21,000
	<u>\$ 59,000</u>

Tipping Fees

Water main breaks	\$ 10,000
Pavement removal from in-house patch program	14,000
	<u>\$ 24,000</u>

Miscellaneous Equipment

Barricades	\$ 4,000
Hydraulic Tamper	6,000
Hydrant Steamer	5,500
	<u>\$ 15,500</u>

CITY OF APPLETON 2011 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 2011 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:

Water mains reconstructed shall have improved fire flows in the range of 40% to 200% for 2011 to bring flows within conformance of current ISO and FMMU fire flow standards for residential, commercial and industrial zoning/use.

Please see page 646 in the Projects section for further information about the watermain program.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	100.0%	10% - 125%	10% - 200%	10% - 200%	40% - 200%
# of low flow hydrants eliminated	5	3	8	8	5
Strategic Outcomes					
System size					
Miles of mains	365.63	369.58	356.37	356.37	357.94
% of total miles of mains reconstructed	1.67%	2.15%	1.63%	1.63%	0.88%
# of hydrants in the City	3,212	3,272	3,270	3,270	3,314
# of low flow hydrants in the City	125	122	113	113	108
Work Process Outputs					
System expansion and improvement					
Miles of transmission lines added	1.00	2.38	0.00	0.00	1.02
Miles of existing mains relaid	6.12	7.86	5.80	5.80	3.15

**CITY OF APPLETON 2011 BUDGET
WATER UTILITY**

Distribution Capital Improvements

Business Unit 5370

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 31,360	\$ 39,504	\$ 244,326	\$ 244,326	\$ 251,909
6104 Call Time	-	277	-	-	-
6105 Overtime	5,728	8,415	5,700	5,700	5,700
6108 Part-Time	2,523	3,802	3,198	3,198	3,187
6150 Fringes	11,204	13,381	103,841	103,841	100,313
6308 Landscape Supplies	-	384	-	-	-
6309 Shop Supplies & Tools	164	353	-	-	-
6326 Equipment Parts	(1,839)	-	-	-	-
6328 Signs	2,156	2,601	-	-	-
6404 Consulting	-	1,159	-	41,760	-
6408 Contractor Fees	154	5,796	575,200	581,815	225,000
6413 Utilities	6,185	13,821	-	-	-
6425 CEA Equipment Rental	-	-	11,000	11,000	11,190
6809 Infrastructure Construction	2,895	580	3,847,605	6,005,987	2,124,403
Total Expense	\$ 60,530	\$ 90,073	\$ 4,790,870	\$ 6,997,627	\$ 2,721,702

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

2011	Street	From	To	Water Utility
Labor Pool				361,109
Miscellaneous	Permit and			
	Misc. Fees	NOI, Railroad, Water Usage, County		12,500
Construction	Surface Restoration due to 2010 Water CIP Excav.			225,000
	Subtotal			237,500
New Construction	Holiday Dr (Town of Grand Chute)	Melody Lane	Edgewood Dr (JJ)	65,375
	Subtotal			65,375
Reconstruction (not related to paving)	Bates St	Pacific St	end of cul-de-sac	14,400
	Drew St	McArthur St	Byrd St	64,600
	Easement	Lawe St	Fairway Ct.	30,000
	Fremont St	Oneida St	Jackson St	205,103
	Pacific St	Superior St	Morrison St	110,000
	Prospect Ave	Elm St	Sixth St - 500' e/o	97,000
	Ridgeway Zone expansion	s/o Wisconsin	Winnebago St.	65,000
	Shaw St	Carpenter St	Fairway Ct.	25,025
	Taylor St	Nicholas St	Gillett St	23,650
	Subtotal			634,778
Reconstruction (prior to next year's paving)	Capitol Dr	McDonald St	Ballard Rd	27,500
	Fourth St	Memorial Dr	State St	34,265
	French Rd & Evergreen Roundabout			12,500
	Washington St	Division St	Durkee St	336,350
	Bid contingency			178,950
	Subtotal			589,565
Transmission Lines	Edgewood Dr (JJ)	Apple Creek Rd	Ballard Rd (400'w)	231,000
	Pressure Vault	Apple Creek Rd @	Edgewood Dr	15,000
	Union St	Commercial St	College Ave	587,375
	Subtotal			833,375
Total Water Construction				\$ 2,721,702

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Permits	665	700	140	500	500	0	500
Interest Income	967,606	166,720	1,033,325	500,000	500,000	0	500,000
Charges for Services	17,044,119	17,869,458	13,024,289	18,802,100	18,802,100	0	19,744,400
Other Revenues	1,624,266	1,145,890	556,353	888,936	888,936	0	721,356
TOTAL REVENUES	19,636,656	19,182,768	14,614,107	20,191,536	20,191,536	0	20,966,256
EXPENSES BY LINE ITEM							
Regular Salaries	270,734	273,311	251,465	362,010	362,010	625,983	580,566
Labor Pool Allocations	1,032,852	1,068,534	1,193,436	1,555,422	1,555,422	1,283,323	1,315,569
Call Time	19,406	16,613	10,922	17,700	17,700	18,100	18,100
Overtime	169,851	132,314	111,428	129,988	129,988	126,888	126,888
Temp. Full-Time	2,523	3,802	1,929	3,198	3,198	3,187	3,187
Part-Time	3,687	4,372	10,365	10,359	10,359	12,359	10,359
Other Compensation	9,690	11,677	8,359	6,900	6,900	6,900	3,900
Shift Differential	2,258	2,440	2,541	420	420	1,300	1,300
Sick Pay	39,382	83,435	40,827	0	0	0	0
Vacation Pay	150,779	150,522	124,944	0	0	0	0
Fringes	709,098	694,091	730,890	909,034	909,034	917,220	892,650
Salaries & Fringe Benefits	2,410,260	2,441,111	2,487,106	2,995,031	2,995,031	2,995,260	2,952,519
Training & Conferences	3,888	4,698	4,228	5,700	5,700	5,700	5,700
Subscriptions	20	20	0	100	100	0	0
Memberships & Licenses	6,155	4,439	4,173	5,060	5,060	4,960	4,960
Postage & Freight	21,099	13,943	16,597	20,175	20,175	2,225	19,225
Awards & Recognition	731	585	455	770	770	735	735
Building Maintenance/Janitor.	3,036	4,343	3,688	3,575	3,575	3,625	3,625
Food & Provisions	108	172	29	280	280	280	280
Interfund Allocations	0	274	0	0	0	0	0
Insurance	62,640	62,640	71,027	77,480	77,480	91,010	91,010
Rent	52	409	409	852	852	800	800
Depreciation Expense	2,916,104	2,987,196	3,065,632	3,404,000	3,404,000	0	4,216,000
Uncollectible Accounts	4,743	6,193	7,702	5,500	5,500	0	9,500
Interest Payments	0	0	0	3,747,096	3,747,096	0	0
Bond Interest Payments	3,228,267	3,689,366	3,387,177	0	0	0	3,531,461
Amortization of Debt Disc.	112,946	114,443	105,156	126,187	126,187	0	124,078
Gain/Loss on Refund Amort.	260,776	243,883	210,372	228,058	228,058	0	202,014
Trans Out - General Fund	1,185,653	1,322,653	1,232,393	1,261,300	1,261,300	0	1,513,800
Administrative Expense	7,806,218	8,454,709	8,109,038	8,886,133	8,886,133	109,335	9,723,188
Landscape Supplies	442	716	1,380	1,000	1,000	800	800
Shop Supplies & Tools	35,282	27,708	26,291	36,125	36,125	54,425	54,425
Chemicals	947,369	1,294,571	681,026	1,348,545	1,348,545	1,404,081	1,395,000
Treatment Chemicals	5,396	2,811	1,583	4,500	4,500	4,000	4,000
Paint & Supplies	1,209	1,317	401	1,300	1,300	1,300	1,300
Miscellaneous Supplies	200	200	0	0	0	0	0
Materials	350,991	269,477	220,892	464,000	464,000	326,000	326,000
Printing & Reproduction	17,451	18,076	15,296	17,950	17,950	16,700	19,200
Clothing	6,127	6,045	4,513	5,600	5,600	5,421	5,421
Gas Purchases	18,072	5,009	11,814	22,465	22,465	23,800	23,800
Safety Supplies	8,911	8,471	4,822	8,400	8,400	8,400	8,400
Medical & Lab Supplies	54,919	41,079	32,137	61,100	61,100	54,250	54,250
Construction Materials	26,835	16,949	80,641	25,000	25,000	75,000	75,000
Vehicle & Equipment Parts	52,724	56,622	62,422	71,500	71,500	71,500	69,500
Miscellaneous Equipment	20,759	26,928	46,784	77,500	77,500	64,580	64,580
Signs	8,726	3,683	0	0	0	0	0
Supplies & Materials	1,555,413	1,779,662	1,190,002	2,144,985	2,144,985	2,110,257	2,101,676
Accounting/Audit	32,075	27,052	8,366	11,840	11,840	12,665	12,665
Legal Fees	18,252	14,412	19,525	20,800	20,800	0	18,500
Bank Services	16,883	26,318	19,030	25,000	25,000	0	25,000
Consulting Services	168,544	53,056	191,202	202,913	718,960	130,400	130,400
Collection Services	0	652	558	0	0	1,000	1,000

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
Contractor Fees	164,235	162,371	678,725	826,825	1,712,371	370,685	370,685
Temporary Help	112	305	10	150	150	0	0
Advertising	1,172	2,227	4,482	2,140	2,140	2,140	2,140
Tipping Fees	4,470	3,683	2,788	10,000	10,000	24,000	24,000
Health Services	38	171	0	170	170	170	170
Snow Removal Services	0	0	2,550	10,000	10,000	7,500	7,500
Laundry Services	3,948	3,656	2,804	4,500	4,500	4,500	4,500
Other Contracts/Obligations	690	2,507	7,102	28,190	28,190	22,330	22,330
Purchased Services	410,419	296,410	937,142	1,142,528	2,544,121	575,390	618,890
Electric	627,259	667,283	581,106	658,852	658,852	869,972	879,972
Gas	266,049	192,214	137,866	235,000	235,000	41,860	41,860
Water	102,406	119,733	74,236	98,332	98,332	3,172	68,272
Waste Disposal/Collection	9,296	8,264	9,323	8,920	8,920	42,180	42,180
Fuel Oil	1,617,572	1,318,276	851,966	1,670,000	1,670,000	1,450,000	1,450,000
Stormwater	18,750	24,862	21,576	28,683	28,683	21,283	25,958
Telephone	14,735	14,916	13,177	14,798	14,798	14,698	14,698
Cellular Telephone	4,254	3,674	2,179	4,241	4,241	4,241	4,241
Utilities	2,660,321	2,349,222	1,691,429	2,718,826	2,718,826	2,447,406	2,527,181
Janitorial Service	0	0	650	800	800	800	800
Building Repair & Maintenance	0	165,013	264,168	135,000	276,060	150,000	150,000
Equipment Repair & Maintenance	1,236	8,962	20,716	32,950	32,950	36,200	36,200
Facilities Charges	280,754	230,875	167,186	273,779	273,779	271,236	283,110
Software Support	0	0	583	0	0	10,000	10,000
CEA Equipment Rental	155,623	143,877	207,527	203,679	203,679	215,032	215,032
Repair & Maintenance	437,613	548,727	660,830	646,208	787,268	683,268	695,142
Land	0	0	31,774	120,000	120,000	35,000	35,000
Buildings	0	0	33,976	45,000	71,028	0	0
Machinery & Equipment	0	147	0	1,220,000	1,295,000	125,000	125,000
Infrastructure Construction	2,895	580	3,801,652	3,847,605	6,005,987	2,111,903	2,111,903
Capital Expenditures	2,895	727	3,867,402	5,232,605	7,492,015	2,271,903	2,271,903
TOTAL EXPENSES	15,283,139	15,870,568	18,942,949	23,766,316	27,568,379	11,192,819	20,890,499

CITY OF APPLETON 2011 BUDGET
WATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Charges for Services	\$ 17,044,119	\$ 17,869,460	\$ 18,802,100	\$ 18,353,007	\$ 19,744,400
Miscellaneous	400,610	614,109	401,675	393,000	393,000
Total Revenues	<u>17,444,729</u>	<u>18,483,569</u>	<u>19,203,775</u>	<u>18,746,007</u>	<u>20,137,400</u>
Expenses					
Operation and Maintenance	7,533,995	7,466,058	8,673,805	8,423,805	8,513,944
Depreciation	2,916,104	2,987,196	3,404,000	4,135,000	4,216,000
Total Expenses	<u>10,450,099</u>	<u>10,453,254</u>	<u>12,077,805</u>	<u>12,558,805</u>	<u>12,729,944</u>
Operating Income (Loss)	6,994,630	8,030,315	7,125,970	6,187,202	7,407,456
Non-Operating Revenues (Expenses)					
Investment Income	967,606	166,720	500,000	1,000,000	500,000
Interest Expense	(3,228,267)	(3,689,366)	(3,747,096)	(3,620,471)	(3,531,461)
Gain/Loss on Refunding	(112,946)	(114,443)	(228,058)	(215,933)	(202,014)
Gain/Loss on Asset Disposal	-	(22,829)	-	-	-
Amortization of Premium on Debt	352,797	335,614	329,269	319,269	303,806
Amortization of Debt Expense	(260,776)	(243,883)	(126,187)	(126,785)	(124,078)
Other	5,893	6,366	6,000	5,700	5,700
Total Non-Operating	<u>(2,275,693)</u>	<u>(3,561,821)</u>	<u>(3,266,072)</u>	<u>(2,638,220)</u>	<u>(3,048,047)</u>
Net Income Before Contributions and Transfers	4,718,937	4,468,494	3,859,898	3,548,982	4,359,409
Contributions and Transfers In (Out)					
Capital Contributions	865,631	213,330	152,492	152,492	19,350
General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	<u>(1,217,251)</u>	<u>(1,355,824)</u>	<u>(1,247,500)</u>	<u>(1,309,900)</u>	<u>(1,247,500)</u>
Change in Net Assets	4,353,517	3,312,200	2,751,090	2,377,774	3,117,459
Net Assets - Beginning	<u>48,028,596</u>	<u>52,382,113</u>	<u>55,694,313</u>	<u>55,694,313</u>	<u>58,072,087</u>
Net Assets - Ending	<u>\$ 52,382,113</u>	<u>\$ 55,694,313</u>	<u>\$ 58,445,403</u>	<u>\$ 58,072,087</u>	<u>\$ 61,189,546</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	\$ 5,719,479	\$ (385,266)
+ Change in Net Assets	2,377,774	3,117,459
- Capital Contributions	152,492	19,350
+ Depreciation	4,135,000	4,216,000
+ Long Term Debt	-	3,500,000
- Fixed Assets	(8,170,011)	(3,041,702)
- Principal Repayment	<u>(4,600,000)</u>	<u>(4,775,000)</u>
Working Cash - End of Year	<u>\$ (385,266)</u>	<u>\$ 2,650,841</u>

**CITY OF APPLETON 2011 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
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>\$48,635,000</u>	<u>\$14,175,205</u>	<u>\$1,070,000</u>	<u>\$29,425</u>	<u>\$11,640,000</u>	<u>\$4,535,067</u>

	2008 A		TOTAL		
	Revenue Bonds		Principal	Interest	Total
	Principal	Interest			
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	-	1,215,000
2029	-	-	-	-	-
2030	-	-	-	-	-
2031	-	-	-	-	-
	<u>\$14,680,000</u>	<u>\$7,409,066</u>	<u>76,025,000</u>	<u>26,148,763</u>	<u>102,173,763</u>

Note: Schedule is based on accrual method of accounting. Debt was issued late in 2008 for 2008 and 2009 projects. Revenue bonds will not be issued in 2010 for 2010 projects due to debt proceeds from the 2008 issue being available from positive bid variance and elimination of a project. Revenue bonds in the amount of \$3,500,000 will be issued in 2011. Expected interest expense of the issue for 2011 is \$96,250 at 5.5%.

CITY OF APPLETON 2011 BUDGET

WASTEWATER UTILITY

Director of Utilities: Chris W. Shaw

Deputy Director of Utilities: Vacant pending new hire

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Nathan D. Loper

CITY OF APPLETON 2011 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 2010 EVENTS

WASTEWATER TREATMENT

Aeration Blower Variable Frequency Drive (VFD) Installation

Completed the design and creation of bidding documents for the installation of an energy efficient blower and dissolved oxygen sensing system. The new process is estimated to conserve as much as \$150,000 in electrical costs per year. The project also specifies a replacement for the existing aeration diffusers which have reached their useful life.

Digester Maintenance Project

Operations and Maintenance project that removed #1 Primary Digester, blending tank, and heat exchanger process from service. The digester was cleaned and inspected for structural and mechanical condition. A report detailing necessary maintenance provided a budget plan for maintenance repairs.

Biosolids Composting Project

The composting pad and stormwater basin construction occurred in 2010. Full scale yard waste/biosolids co-composting occurred in the fourth quarter. The compost created is a Class A biosolid that has the potential to resolve existing limited regulatory storage issues at the wastewater plant.

Brown County Waste Transformation Project (BCWTP)

The BCWTP analyzed the AWWTP biosolids for acceptability into the potential manufacture of blends with other organic streams creating pelletized fertilizer and soil conditioning products. The study concluded that the AWWTP biosolids was compatible as an input if Appleton so chose.

Kiwanis Park Lift Station Upgrade

Kiwanis Park Lift Station engineering was completed in 2010. The engineering phase of the project included a sanitary sewer evaluation and increased the design capacity of the lift station service area. The construction phase will be scheduled in 2011.

Screw Pump and Concrete Heave Repairs

The 3 Archimedes Screw Pumps were removed from service for required maintenance. The pump grout bases were removed and reconstructed and the pump flights were media blasted and recoated to protect the carbon steel surfaces. Completed heaved concrete repairs 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 similar areas.

Facilities Project

Completed waste gas utilization engineering in support of the planned 2010 construction project to utilize 200,000 cubic feet per day of digester gas. The Facilities Management Project utilizes digester gas produced for boiler fuel in a boiler specifically designed for the lower grade gas.

WASTEWATER COLLECTION

Completed the final phase of the Post Office Interceptor Sewer Project, which eliminated existing sewer routes through private property easements, and relocated them into the Public right-of-way.

Performed capacity study to determine feasibility of providing gravity wastewater collection and treatment to 462 properties in the Town of Grand Chute, currently served by a lift station. Parameters of service will be defined through an Inter-governmental Cooperative Agreement.

Purchased root cutting tool for use by City Crews to remove roots, mineral deposits and grease from City sewer lines. Prior to this purchase, we hired contractors to perform all of this work.

WASTEWATER ADMINISTRATION

Completed an inter-governmental agreement with the Town of Grand Chute to provide wastewater collection and treatment to 462 town properties. It is estimated that this will generate an additional \$112,000 in annual revenue for the Wastewater Utility.

CITY OF APPLETON 2011 BUDGET WASTEWATER UTILITY

MAJOR 2011 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Wastewater Utility to:

Provide treatment that meets or exceeds state and federal water quality standards that were established in the 2010 reissuance of the WPDES permit. More stringent discharge limits were applied to ammonia and mercury. The new limits increase the environmental protection of the Fox River and Great Lakes.

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 product that is of beneficial use as an agricultural soil supplement and continue to explore biosolids composting opportunities

The following projects will enhance longevity of wastewater treatment plant infrastructure : Biosolids Compost Pilot Study, Kiwanis Lift Station improvements, Anaerobic Digester cleaning and inspection, aeration diffuser replacement, plant sanitary sewer capacity upgrade, emergency portable generator for lift stations and a phone system replacement

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 City's sewer truck camera to identify problem areas and address them accordingly

Continue to update the City Sanitary Sewer database

Use our televising software to assist in the programming of sewer spot repairs, protruding taps and mineral deposits

Provide residential wastewater treatment to 462 new customers from the Town of Grand Chute

WASTEWATER COMPARISONS

	Actual 2008	Actual 2009	Target 2010	Projected 2010	Target 2011
Total Miles of Mains (Jan. 1)	326.81	328.06	328.52	328.52	328.52
Additional Miles of Main	1.41	0.77	0.76	0.76	-
Reconstructed	1.50	1.09	1.64	1.64	2.33
% of Total Reconstructed	0.46%	0.33%	0.50%	0.50%	0.71%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 12,084,536	\$ 9,292,665	\$ 10,000,113	\$ 10,000,113	\$ 9,675,618	-3.24%
Program Expenses							
5411	Utility Administration	218,969	225,550	268,446	268,446	244,401	-8.96%
5412	Finance Administration	5,550,852	5,754,076	5,894,454	5,894,454	5,970,980	1.30%
5422	Treatment	3,435,300	3,220,706	4,032,327	4,099,265	3,683,477	-8.65%
5423	Biosolids Management	417,629	376,292	501,150	469,150	404,288	-19.33%
5424	Lab/Pre-Treatment	268,134	272,998	298,433	298,433	287,279	-3.74%
5425	Lift Stations	69,140	97,098	77,425	77,425	88,761	14.64%
5427	Collection Systems	560,294	746,910	828,721	851,721	813,162	-1.88%
5431	Public Works Capital	573,850	387,723	4,933,885	6,294,133	4,499,888	-8.80%
5432	Utility Capital	19,074	3,928	2,854,000	4,035,446	690,000	-75.82%
Total Program Expenses		\$ 11,113,242	\$ 11,085,281	\$ 19,688,841	\$ 22,288,473	\$ 16,682,236	-15.27%
Expenses Comprised Of:							
	Personnel	2,071,329	2,077,808	2,514,293	2,514,293	2,514,678	0.02%
	Administrative Expense	5,301,119	5,448,807	5,619,382	5,619,382	5,706,522	1.55%
	Supplies & Materials	313,528	286,530	516,878	516,878	418,151	-19.10%
	Purchased Services	832,185	1,011,652	1,595,333	2,692,200	1,829,944	14.71%
	Utilities	1,455,156	1,311,880	1,375,475	1,375,475	1,221,325	-11.21%
	Repair & Maintenance	597,559	595,020	644,525	644,525	589,663	-8.51%
	Capital Expenditures	542,366	353,584	7,422,955	8,925,720	4,401,953	-40.70%
Full Time Equivalent Staff:							
	Personnel allocated to programs	27.32	27.32	29.28	29.28	29.42	

CITY OF APPLETON 2011 BUDGET

WASTEWATER UTILITY

Utility Administration

Business Unit 5411

PROGRAM MISSION

For the benefit of the Wastewater Utility staff, managers will administer the Wastewater facility, while supporting and mentoring operations, biosolids, laboratory, and maintenance staff to ensure that all administrative business functions are completed accurately, timely, and professionally.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

- Continue to comply with all statutory requirements, filing all reports accurately and on a timely basis
- Continue to provide support in developing capital improvement projects, budgets, and process analysis
- Identify cost efficient technologies to assist in taking a proactive approach to administration
- Maintain a safe and healthy work environment for divisional employees
- Provide leadership in the coordination of community relations

Major Program Changes:

The budget reflects a rate increase of 5% on July 1, 2011. The rate increase is needed to meet debt coverage ratio and work cash requirements (see page 579).

Salary expense is reduced due to the elimination of the Utilities Secretary. The Utilities Administrative Secretary will complete all Water and Wastewater utility administrative functions. The change reflects the reduction of the .25 FTE to this business unit for administrative support to the Wastewater Utility and Wastewater Treatment Plant. The Utilities Administrative Secretary position was previously allocated between the Wastewater Utility and the Facilities and Construction Management Department.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp. claims / year	0	2	0	2	0
# of first aid entries per year	19	19	25	13	25
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget for plant & lift stations obligated	95%	82%	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	2	2	1	1	2
Discharge Report (DMAR)	12	12	12	12	12

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4710 Interest on Investments	\$ 1,659,079	\$ 138,082	\$ 990,000	\$ 990,000	\$ 900,000
4730 Interest - Deferred Specials	34,972	46,137	10,000	10,000	30,000
4810 Sewer Service - Residential	3,984,845	3,934,316	3,985,000	3,985,000	4,025,000
4811 Sewer Service - Commercial	1,249,083	1,200,387	1,248,000	1,248,000	1,215,000
4812 Sewer Service - Industrial	3,270,220	2,788,888	2,940,000	2,940,000	2,655,000
4813 Sewer Service - Municipal	170,308	164,523	168,000	168,000	162,000
5015 Rental of City Property	-	55,244	82,500	82,500	68,000
5021 Capital Contributions	1,184,454	418,615	58,487	58,487	-
5030 Damage to City Property	384	-	-	-	-
5035 Other Reimbursements	5,367	30,660	-	-	-
5071 Customer Penalty	36,196	42,706	34,500	34,500	45,000
5077 Income from Admin Fee	(1,631)	-	-	-	-
Total Revenue	\$ 11,593,277	\$ 8,819,558	\$ 9,516,487	\$ 9,516,487	\$ 9,100,000
Expenses					
6101 Regular Salaries	\$ 116,782	\$ 129,095	\$ 143,259	\$ 143,259	\$ 131,427
6104 Call Time	16	32	300	300	300
6105 Overtime	728	319	3,758	3,758	2,258
6108 Part-Time	1,231	929	-	-	-
6150 Fringes	49,941	50,978	62,537	62,537	55,297
6201 Training\Conferences	6,750	2,478	6,750	6,750	6,000
6301 Office Supplies	3,674	3,258	4,000	4,000	3,800
6302 Subscriptions	74	74	100	100	100
6303 Memberships & Licenses	1,656	2,437	2,000	2,000	2,200
6304 Postage\Freight	1,286	838	1,400	1,400	1,400
6305 Awards & Recognition	349	222	300	300	300
6306 Janitorial Supplies	5,765	4,610	6,000	6,000	6,000
6307 Food & Provisions	72	124	400	400	400
6320 Printing & Reproduction	2,481	2,650	3,000	3,000	3,000
6321 Clothing	572	720	700	700	715
6323 Safety Supplies	5,431	1,886	5,500	5,500	5,500
6327 Misc. Equipment	950	1,701	2,500	2,500	1,500
6407 Collection Services	1,211	2,778	2,600	2,600	2,850
6408 Contractor Fees	2,985	3,757	3,750	3,750	3,450
6411 Temporary Help	-	-	150	150	-
6412 Advertising/Publications	260	103	1,500	1,500	600
6413 Utilities	15,295	14,861	16,300	16,300	15,800
6425 CEA Equip. Rental	1,460	1,700	1,642	1,642	1,504
Total Expense	\$ 218,969	\$ 225,550	\$ 268,446	\$ 268,446	\$ 244,401

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2011 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:

The increased insurance expense stems from the cost allocation from the Risk Management fund. For several years, charges by the Risk Management fund have been artificially low, reflecting the use of available fund balance in that fund to offset charges to the various other departments / funds. Since the fund balance in the Risk Management fund has now been brought to the planned level, no further balances are available to offset charges to department.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	100%	100%	100%	100%	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	107,892	108,265	108,000	108,000	108,000

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY**

Finance Administration

Business Unit 5412

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
5006 Gain (Loss) Asset Disposal	\$ (113,491)	\$ (56,549)	\$ -	\$ -	\$ -
5086 Premium on Debt Issue	13,092	8,319	4,026	4,026	2,518
	<u>\$ (100,399)</u>	<u>\$ (48,230)</u>	<u>\$ 4,026</u>	<u>\$ 4,026</u>	<u>\$ 2,518</u>
Expenses					
6101 Regular Salaries	\$ 93,188	\$ 95,759	\$ 101,421	\$ 101,421	\$ 103,037
6105 Overtime	683	252	-	-	-
6150 Fringes	37,596	36,075	41,336	41,336	43,481
6304 Postage\Freight	14,880	13,579	16,000	16,000	17,000
6320 Printing & Reproduction	1,849	2,554	2,500	2,500	2,700
6401 Accounting/Audit	10,731	31,450	11,840	11,840	12,665
6403 Bank Services	26,259	25,312	28,000	28,000	28,000
6437 Billing Services	78,299	78,216	88,000	88,000	83,000
6501 Insurance	83,520	83,520	101,320	101,320	110,690
6599 Other Contracts/Obligations	22,029	49,922	23,500	23,500	28,000
6601 Depreciation Expense	3,967,618	4,049,452	4,135,000	4,135,000	4,135,000
6623 Uncollectable Accounts	2,302	3,170	3,000	3,000	5,000
6631 Meter Expense	567,488	557,328	578,000	578,000	573,535
6650 Discounts Available	-	-	-	-	-
6720 Interest Payments	477,766	571,768	628,895	628,895	693,852
6730 Debt Issuance Costs	14,200	18,355	13,168	13,168	17,570
6751 Gain/Loss on refund Amort.	34,994	19,914	5,024	5,024	-
7911 Trans Out - General Fund	117,450	117,450	117,450	117,450	117,450
Total Expense	<u>\$ 5,550,852</u>	<u>\$ 5,754,076</u>	<u>\$ 5,894,454</u>	<u>\$ 5,894,454</u>	<u>\$ 5,970,980</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Postage/Freight</u>		<u>Other Contracts/Obligations</u>	
Allocation of postage expense for mailing City services invoices	\$ 17,000	Tax levies from other sanitation districts for Appleton residences served	\$ 28,000
	<u>\$ 17,000</u>		<u>\$ 28,000</u>
<u>Bank Services</u>		<u>Meter Expense</u>	
Banking & Investment Fees	\$ 28,000	Allocation from Water	221,535
	<u>\$ 28,000</u>	Meter depreciation	225,000
<u>Billing Services</u>		Meter payment in lieu of tax	47,000
Sewer charges from other sanitation districts for Appleton residences served	\$ 83,000	Return on investment in net fixed assets - meters	80,000
	<u>\$ 83,000</u>		<u>\$ 573,535</u>
<u>Accounting/Audit</u>			
Annual financial audit	\$ 12,665		
	<u>\$ 12,665</u>		

**CITY OF APPLETON 2011 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 2009 and 2010 approximately one half of the needed supply was purchased.

The utility budget reflects the following utility changes: use of digester gas for the entire year for the heating system at the WWTP upon completion of Digester Utilization CIP project in 2010 (decrease of \$200,000 for gas), decreased electrical use due to the installation of energy efficient high pressure blower (decrease of \$75,000 for electrical) and the elimination of the Point Beach credit for electrical use (increase of \$100,000 for electrical).

The Contractor Fee budget includes \$325,000 for the second of a two year project to clean and inspect the primary digesters. The first digester has been cleaned and inspected; the conditions report has advised on improvements to the cladding and seams that should be completed in 2012 for an estimated cost of \$270,000 upon completion of the cleaning and inspection of both digesters.

The overtime budget reflects an \$8,500 decrease due to scheduling and decreased needs for overtime in the solids operation.

The Miscellaneous Equipment expense reflect the replacement of a digester gas mix compressor that was purchased in 1992 and the purchase of the three SCADA computers that need to be replaced.

The Other Contracts/Obligations expense reflects the correct account recording of the railroad crossing leases at the Wastewater Treatment Plant (\$2,750) from contractor fees expense.

The Trans-Out expense is for the purchase of a Hoist Crane to be added to a vehicle that is scheduled for replacement in 2011. The hydraulic hoist crane will be faster, easier and safer to use than the existing crane that is located on the vehicle to be replaced.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	4,800 MG	4,060 MG	4,400 MG	4,500 MG	4,450 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	96%	98%	100%	100%	100%
Average # of hours training per employee	37	27	32	26	
High Wastewater treatment standards					
CMAR GPA for ten categories	A - 3.75	A 3.75	A 4.00	A 3.86	A 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	0	0	0	0	0
# of work orders closed	1,442	1,364	1,800	1,800	1,800
# of open work orders*	349	172	258	258	225
Average # of days to close preventive work orders	49	40	35	35	35
* includes preventive work orders at the Water Plant					

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY**

Treatment

Business Unit 5422

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 703,439	\$ 672,223	\$ 703,411	\$ 703,411	\$ 710,129
6104 Call Time	3,664	3,312	8,900	8,900	8,900
6105 Overtime	78,726	81,143	93,228	93,228	82,228
6108 Part-Time	7,282	6,148	8,774	8,774	8,774
6150 Fringes	328,312	320,924	368,964	368,964	373,198
6309 Shop Supplies & Tools	7,743	6,222	10,000	10,000	8,000
6310 Chemicals	241,698	220,872	412,000	412,000	305,000
6321 Clothing	5,903	5,177	5,000	5,000	5,200
6322 Gas Purchases	3,015	4,032	4,200	4,200	3,500
6327 Miscellaneous Equipment	32	2,024	-	-	15,500
6402 Legal Fees	26,562	28,022	33,800	33,800	32,000
6404 Consulting Services	62,253	13,916	9,800	22,935	9,500
6408 Contractor Fees	49,917	80,033	527,140	580,943	445,499
6413 Utilities	1,402,979	1,256,224	1,317,285	1,317,285	1,161,000
6416 Building Repairs & Maint	269	-	-	-	-
6418 Equipment Repairs & Maint	132,199	87,517	143,500	143,500	111,250
6420 Facilities Charges	369,072	418,200	371,285	371,285	369,002
6425 CEA Equip. Rental	9,875	12,242	12,590	12,590	14,472
6599 Other Contracts/Obligations	2,360	2,475	2,450	2,450	5,325
7914 Trans-Out Internal Service	-	-	-	-	15,000
Total Expense	<u>\$ 3,435,300</u>	<u>\$ 3,220,706</u>	<u>\$ 4,032,327</u>	<u>\$ 4,099,265</u>	<u>\$ 3,683,477</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Legal Fees

NR 101 Wastewater fee (discharge permit)	\$ 29,750
Ground water fee	1,250
LFRDA Fees	1,000
	<u>\$ 32,000</u>

Chemicals

Iron salts	\$ 36,000
DAF polymer	22,275
BFP coagulant	160,125
Sodium hypochlorite	40,780
Sodium bisulfite	39,820
Other chemicals	6,000
	<u>\$ 305,000</u>

Contractor Fees

T. of Menasha (Garden Ct) Digester Maintenance	\$ 5,000
MK Tunnel Maintenance	325,000
FCC Radio Programming	60,000
Struit removal	2,000
CSE service	5,000
Grit removal	2,500
Various repair	8,500
Various annual service contract fees	25,000
	12,499
	<u>\$ 445,499</u>

Equipment Repairs & Maintenance

Batteries	\$ 500
Dissolved oxygen cartridges	2,250
Valves	10,000
Pump & motor parts	30,000
Filters, belts, gaskets & bearings	20,000
Small parts needed for maintenance	5,000
Electrical Parts	5,000
Meters	8,500
Piping	20,000
Receiving station repairs	10,000
	<u>\$ 111,250</u>

Miscellaneous Equipment

Air Compressor	12,500
SCADA Computer Desk sets	3,000
	<u>\$ 15,500</u>

Trans-Out Internal Service

Hoist Crane for Truck #192	15,000
	<u>\$ 15,000</u>

**CITY OF APPLETON 2011 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 deposition 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 conditioner.

Major Program Changes:

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 2011. The goal of the project is to reduce biosolids trucking costs for land application and provide a continuous beneficial outlet of biosolids. With a compost outlet the current biosolids storage volume available would better allow for meeting the 180 day regulatory limit. Active composting is expected to begin mid-October and will be completed by year end 2011. The contracted engineer is to provide a technical report and economic analysis at the projects conclusion which will be used to assess the viability of a future full-scale co-composting facility.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</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	19,518	20,000	19,750	18,572	19,500
Wet tons landfilled	0	0	1,250	0	0
Work Process Outputs					
Biosolids production and storage					
Tons of biosolids produced	19,258	18,883	21,000	15,258	19,500
CMAR Compliance					
# of site monitorings completed	30	24	18	18	24

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 44,644	\$ 40,433	\$ 50,345	\$ 50,345	\$ 51,127
6104 Call Time	65	-	-	-	-
6105 Overtime	3,924	2,721	6,372	6,372	6,372
6150 Fringes	21,876	18,283	24,775	24,775	25,250
6316 Miscellaneous Supplies	63	-	200	200	-
6321 Clothing	228	233	350	350	325
6322 Gas Purchases	3,241	76	1,478	1,478	2,181
6408 Contractor Fees	334,207	304,569	402,857	370,857	308,155
6412 Advertising	366	-	-	-	-
6425 CEA Equip. Rental	9,015	9,977	14,773	14,773	10,878
Total Expense	<u>\$ 417,629</u>	<u>\$ 376,292</u>	<u>\$ 501,150</u>	<u>\$ 469,150</u>	<u>\$ 404,288</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Contractor Fees

Software maintenance agreement	\$ 1,500
Bio-solids transport / application	270,477
Analysis/Lab Fees	8,100
Soil analysis	2,500
Research	5,000
Storage building repairs	5,000
Site management	3,000
Bio-solids incorporation	12,578
	<u>\$ 308,155</u>

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY**

Laboratory & Pretreatment

Business Unit 5424

PROGRAM MISSION

For the benefit of the wastewater treatment facility, we will provide process support by conducting physical, chemical, and biological analysis so that the highest standards of wastewater treatment are met in conjunction with government compliance.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

- Maintain all program parameters within federal and state regulatory compliance
- Provide process control information to optimize wastewater treatment strategies
- Develop analytical criteria for process compatibility with a special waste program
- Build a customer base for a special waste revenue program to reduce the community user costs

Major Program Changes:

The budget includes a change in rates for the hauled waste customers. Effective January 1, 2010 a tiered-rate system was 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 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Environmental safety					
# of industrial clients	10	10	10	10	10
# of clients in significant non-compliance	1	2	0	0	0
Increase revenue sources					
# of permitted haulers	12	12	8	9	10
\$ received from other sources	\$ 569,607	\$ 498,094	\$ 500,000	\$ 515,000	\$ 550,000
Strategic Outcomes					
Public Outreach Initiatives					
# of pollution minimization initiatives	2	6	3	3	3
Work Process Outputs					
Record maintenance - Discharge Monitoring Report (DMR)					
# DMR - QA/QC samples completed	5,690	5,547	3,914	6,684	6,265
Improve treatment processes					
# process samples analyzed annually	4,639	4,721	5,905	5,035	5,010
Maintain industrial pretreatment compliance					
# of inspections	10	10	10	10	10
# of sampling events	20	20	20	20	20
# of billable samples for other City departments	New Measure	383	720	615	620
* includes all compliance, process and billing samples					

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY**

Laboratory & Pretreatment

Business Unit 5424

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4814 Industrial Pre-Treatment	\$ 12,569	\$ 8,747	\$ 8,500	\$ 8,500	\$ 8,500
5001 Fees & Commissions	3,888	7,964	8,000	8,000	8,000
5010 Misc Revenue - Nontax	4,734	4,353	4,000	4,000	4,500
5084 Special Hauled Waste	569,632	498,089	457,000	457,000	550,000
Total Expense	\$ 590,823	\$ 519,153	\$ 477,500	\$ 477,500	\$ 571,000
Expenses					
6101 Regular Salaries	\$ 139,529	\$ 148,633	\$ 149,786	\$ 149,786	\$ 151,028
6104 Call Time	-	-	-	-	-
6105 Overtime	7,041	6,277	8,493	8,493	8,493
6108 Part Time	-	106	-	-	-
6150 Fringes	69,978	68,235	76,869	76,869	76,151
6309 Tools & Instruments	10,501	5,835	11,000	11,000	7,100
6310 Chemicals	6,627	8,744	8,900	8,900	8,900
6321 Clothing	1,333	1,139	1,200	1,200	1,200
6324 Medical/Lab Supplies	8,246	4,503	8,250	8,250	7,500
6404 Consulting Service	-	789	1,000	1,000	1,000
6408 Contractor Fees	22,674	25,804	29,900	29,900	23,050
6418 Equip Repairs & Maint	783	642	-	-	-
6425 CEA Equip. Rental	470	634	535	535	357
6432 Lab Fees	952	1,657	2,500	2,500	2,500
Total Expense	\$ 268,134	\$ 272,998	\$ 298,433	\$ 298,433	\$ 287,279

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Contractor Fees

Pretreatment testing	\$ 5,500
Wastewater testing	9,000
Sodium digester & volatile acids	1,500
Auto Clave testing	550
Cylinder Lease	200
Maintenance plan for TOC equipment	800
Receiving Station Monitoring	5,500
Total	\$ 23,050

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM MISSION

For the benefit of the Appleton sewer consumers, we will operate, monitor, and maintain the lift stations throughout the City to ensure consistent and reliable conveyance of sewage to the wastewater treatment facility.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

Convey the city's industrial, commercial, and residential wastewater that cannot flow by gravity to one of the 14 lift stations where sewage is pumped to the wastewater plant for processing.

Major Program Changes:

This budget reflects the need for a multi-year up-grade of radio equipment at lift stations. Three lift stations will be completed in 2011. The radio systems in 12 of the 14 city lift stations were obsoleted in 2008 due to Federal changes. The existing equipment will be serviced by the current manufacturers for the next five years. This project will take a total of four years to complete all needed changes. The last two lift stations added to the system have the up-graded radio systems.

The Utilities budget reflects the elimination of the Point Beach credit for electrical use (increase of \$2,000 for electrical).

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Sewage bypasses / backups # per year attributed to lift stations	1.00	0	1.00	1.00	1.00
Strategic Outcomes					
Integrity of lift stations maintained # of emergency calls required	16.00	15.00	15.00	16.00	16.00
Work Process Outputs					
Response to work orders # of preventive work orders	133.00	206.00	168.00	168.00	168.00
# of corrective work orders	58.00	12.00	75.00	75.00	83.00

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 13,453	\$ 17,138	\$ 15,564	\$ 15,564	\$ 15,744
6104 Call Time	1,461	864	-	-	-
6105 Overtime	1,758	1,327	-	-	-
6108 Part Time	-	275	-	-	-
6150 Fringes	7,815	8,572	7,871	7,871	7,992
6327 Miscellaneous Equipment	-	-	-	-	10,500
6404 Consulting Services	-	18,263	-	-	-
6408 Contractor Fees	(10,260)	30,805	6,500	6,500	6,000
6413 Utilities	27,689	17,681	36,890	36,890	38,925
6418 Equip Repairs & Maint	27,224	-	10,600	10,600	9,600
6599 Other Contracts/Obligations	-	2,173	-	-	-
Total Expense	<u>\$ 69,140</u>	<u>\$ 97,098</u>	<u>\$ 77,425</u>	<u>\$ 77,425</u>	<u>\$ 88,761</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment

ACE 3600 Radio Conversion	\$ 10,500
	<u>\$ 10,500</u>

**CITY OF APPLETON 2011 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:

	2011 Budget	Page
VOIP Telephone System at Wastewater Plant	\$ 210,000	Projects, Pg. 692
Wastewater Sludge Storage Options	100,000	Projects, Pg. 662
Plant Sanitary Sewer Capacity	125,000	Projects, Pg. 656
Aeration Tank Diffuser Replacement - DNR Replacement Fund	250,000	Projects, Pg. 686
Receiving Station Improvements	5,000	Projects, Pg. 691
	<u>\$ 690,000</u>	

Major Program Changes:

The Waste Gas Boiler construction has begun with the completion of the project scheduled for March 31, 2011. The treatment budget reflects the use of the digester gas upon the completion of the project.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Cost effective treatment processes					
# of CIP's in budget year	11	4	4	6	5
# of CIP's in five-year plan	16	15	14	15	10
Strategic Outcomes					
Sewer Rate changes					
% per year	0%	0%	0%	0%	0%
Work Process Outputs					
Project Management					
% of projects completed at year-end	27%	25%	100%	83%	100%

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6404 Consulting Services	\$ 19,074	\$ 3,928	\$ 154,000	\$ 396,651	\$ 145,000
6408 Contractor Fees	-	-	-	764,210	335,000
6803 Buildings	(7,453)	-	-	-	-
6804 Equipment	7,453	-	2,700,000	2,874,585	210,000
Total Expense	<u>\$ 19,074</u>	<u>\$ 3,928</u>	<u>\$ 2,854,000</u>	<u>\$ 4,035,446</u>	<u>\$ 690,000</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Consulting Services

Receiving Station Improvements	\$ 5,000
Plant Sanitary Sewer Capacity	20,000
Aeration Tank Diffuser Replacement	20,000
Wastewater Sludge Storage Options	100,000
	<u>\$ 145,000</u>

Contractor Fees

Plant Sanitary Sewer Capacity	\$ 105,000
Aeration Tank Diffuser Replacement	230,000
	<u>\$ 335,000</u>

Equipment

Telephone System	\$ 210,000
	<u>\$ 210,000</u>

**CITY OF APPLETON 2011 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 conversion of our existing sanitary records to GIS are on track to be complete by the end of 2010 or the beginning of 2011. This conversion means that both our existing AutoCAD and Excel information will be stored in one new location, therefore will only need to be updated once. This will save time for DPW staff and increase record accuracy when changes are made to our infrastructure. Accessing our records will be much easier for all employees. The GIS program will be able to make maps for the sewer maintenance programs. As maintenance programming is completed in GIS, those lines can be printed out on a map with very little effort, where we currently have a technician create the map in AutoCAD which can take up to a few days per map. The budget reflects .15 FTE of the records technician position being allocated to the utility.

In 2010 we purchased a root cutter; this piece of equipment helps reduce contractor, overtime and call time expenses. The root cutter can also be used for removing grease and descaling pipes. We will continue to utilize this equipment to help reduce the backlog of pipe problems that exist today.

The interfund allocations budget reflects sewer pit cleaning service performed by Public Works 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. This amount is increased due to work to be performed at the Water Treatment Facility that was previously contracted by the Utility to a private contractor.

The Contractor Fees budget includes funds for root control; this is an alternating year project to be completed in 2011.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Benefit of inspection program					
# defects identified from TV report	20	27	20	20	20
Compliance with regulation					
# of protruding taps identified	10	9	8	8	8
# of cross connections identified	124	121	125	125	115
Strategic Outcomes					
Reliability of system maintenance program					
# of trouble calls	47	54	65	65	60
# of system blockages removed	3	3	7	7	5
% of total system televised	8.8%	11.1%	12.0%	11.0%	11.0%
Work Process Outputs					
Maintenance performed					
% of total system cleaned	47%	58%	45%	45%	40%
# of spot repairs made	0	17	20	30	15
Safeguarding health and safety					
# of protruding taps removed	3	10	5	6	5

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4908 Intergovernmental Charges	\$ 835	\$ 2,184	\$ 2,100	\$ 2,100	\$ 2,100
Total Revenue	<u>\$ 835</u>	<u>\$ 2,184</u>	<u>\$ 2,100</u>	<u>\$ 2,100</u>	<u>\$ 2,100</u>
Expenses					
6101 Regular Salaries	\$ 210,741	\$ 250,575	\$ 293,366	\$ 293,366	\$ 291,275
6104 Call Time	3,221	2,833	3,850	3,850	3,200
6105 Overtime	6,780	5,208	5,450	5,450	5,400
6108 Part-Time	-	250	-	-	-
6150 Fringes	82,990	88,481	129,734	129,734	121,102
6201 Training\Conferences	1,225	180	500	500	1,150
6303 Memberships & Licenses	50	50	75	75	75
6309 Shop Supplies & Tools	2,089	1,923	2,100	2,100	2,100
6320 Printing & Reproduction	22	-	-	-	-
6325 Construction Materials	5,878	12,960	30,000	30,000	20,600
6327 Miscellaneous Equipment	5,625	2,109	8,000	8,000	6,130
6404 Consulting Services	106,741	185,196	149,663	149,663	150,000
6408 Contractor Fees	80,771	145,886	118,000	141,000	145,000
6413 Utilities	4,721	5,891	5,000	5,000	5,600
6415 Tipping Fees	2,248	1,868	3,233	3,233	3,000
6418 Equip Repairs & Maint	-	-	100	100	50
6424 Software Support	500	-	500	500	500
6425 CEA Equip. Rental	46,692	46,428	84,000	84,000	66,630
6429 Interfund Allocations	-	(2,928)	(5,000)	(5,000)	(8,800)
6430 Health Services	-	-	150	150	150
Total Expense	<u>\$ 560,294</u>	<u>\$ 746,910</u>	<u>\$ 828,721</u>	<u>\$ 851,721</u>	<u>\$ 813,162</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

Construction Materials

Castings	\$ 14,500
Concrete	6,100
	<u>\$ 20,600</u>

Consulting Services

Sewer TV & cleaning	\$ 135,000
Aerial Topography	12,000
Flow monitoring	3,000
	<u>\$ 150,000</u>

Contractor Fees

Root Control	\$ 25,000
Surface restoring -prior year repairs	\$ 25,000
Protruding taps/mineral deposits	30,000
Spot repair liners	60,000
Unanticipated failures	5,000
	<u>\$ 145,000</u>

**CITY OF APPLETON 2011 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:

Projects in 2011 include more lining projects instead of complete rebuilds than in prior years.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Reduction of wastewater treatment cost					
# of manholes - rehab/rebuilt	35	31	51	51	22
I & I section rating from CMAR	A	B	A	A	A
# of laterals replaced	297	181	316	316	158
Strategic Outcomes					
Improvements to the sanitary sewer system					
Total miles of sanitary sewer	326.81	328.06	328.52	328.52	328.52
% of total miles of sanitary sewer reconstructed	0.46%	0.33%	0.50%	0.50%	0.71%
Work Process Outputs					
Restoration of sanitary sewers					
Miles of existing sanitary sewer reconstruction	1.50	1.09	1.64	1.64	0.86
Expansion of sanitary sewer system					
Miles of new sanitary sewer added	1.41	1.25	0.46	0.46	0.00
Reduction of treatment costs					
# of seals installed (I&I)	176	99	100	100	121

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY**

Public Works Capital Improvements

Business Unit 5431

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 18,141	\$ 7,411	\$ 140,485	\$ 140,485	\$ 152,955
6104 Call Time	74	\$ -			-
6105 Overtime	5,132	5,428	5,200	5,200	5,200
6108 Part-Time	1,298	1,972	3,198	3,198	3,187
6150 Fringes	9,820	5,595	57,047	57,047	71,173
6325 Construction Materials	-	383	-	-	-
6404 Consulting Services	-	-	-	32,068	-
6408 Contractor Fees	-	8,401	-	-	70,000
6413 Utilities	4,472	4,099	-	-	-
6425 CEA Equip. Rental	-	-	5,000	5,000	5,420
6599 Other Contracts/Obligations	-	850	-	-	-
6809 Infrastructure Construction	534,913	353,584	4,722,955	6,051,135	4,191,953
Total Expense	\$ 573,850	\$ 387,723	\$ 4,933,885	\$ 6,294,133	\$ 4,499,888

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

2011	Street	From	To	Waste-water Utility	
Labor Pool				233,670	
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2010 Asphalt Paving (B-11)			20,370	
	Sanitary Laterals & Manholes Prior To 2010 Concrete Paving (A-11)			55,786	
	Structure Rehabilitation / Sewer Cut repairs from 2010 (E-11)			45,000	
	Werner Road trench cap			25,000	
	Subtotal			146,156	
New Construction				-	
Reconstruction	Subtotal			-	
	Division St (liner)	Marquette St	Marquette St (255'	13,608	
	Interceptor - Fox River north side			1,731,280	
	Interceptor - northeast phase 1(liner)			710,000	
	Interceptor - northeast phase 1A(liner)			821,000	
	Jardin St (liner)	Rankin St	Jardin Ct (135 e/o)	57,024	
	Morrison St (liner)	Glendale Ave	Frances St	16,470	
	Morrison St (liner)	Roosevelt St, north	Roosevelt St, south	7,500	
	Pacific St (liner)	Leminwah St	Winona Way	45,000	
	Subtotal			3,401,882	
	Reconstruction (on streets to be paved)	Adams St	Seymour St	Verbrick St - s/o	195,600
		Brewster St	Clark St	Oneida St	29,900
Fourth St		Memorial Dr	State St	22,500	
Rogers Ave		Prospect Ave	Herbert St	166,045	
Washington St		Division St	Durkee St	197,595	
Bid contingency				106,540	
Subtotal			718,180		
Total				\$ 4,499,888	

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Interest Income	1,694,051	184,219.27	1,027,842	1,000,000	1,000,000	0	930,000
Charges for Services	8,674,456	8,088,113.19	5,846,151	8,341,000	8,341,000	0	8,057,000
Intergov. Charges for Service	835	2,184.49	3,140	2,100	2,100	2,100	2,100
Other Revenues	1,715,193	1,018,147.31	1,243,907	657,013	831,598	0	686,518
TOTAL REVENUES	12,084,535	9,292,664.26	8,121,040	10,000,113	10,174,698	2,100	9,675,618
EXPENSES BY LINE ITEM							
Regular Salaries	291,876	303,566.75	276,616	397,225	397,225	386,980	385,929
Labor Pool Allocations	840,960	881,918.15	925,415	1,200,287	1,200,287	1,210,965	1,220,643
Call Time	8,501	7,042.44	7,689	13,050	13,050	12,400	12,400
Overtime	104,771	102,674.34	64,460	122,501	122,501	112,451	109,951
Temp. Full-Time	1,285	2,222.46	6,847	3,198	3,198	3,187	3,187
Part-Time	8,527	7,458.22	10,261	8,774	8,774	8,774	8,774
Other Compensation	192	219.39	322	100	100	100	100
Shift Differential	3,175	3,175.29	2,621	25	25	50	50
Sick Pay	73,069	47,493.22	31,226	0	0	0	0
Vacation Pay	130,645	124,893.84	98,373	0	0	0	0
Fringes	608,329	597,143.74	588,258	769,133	769,133	777,241	773,644
Salaries & Fringe Benefits	2,071,330	2,077,807.84	2,012,088	2,514,293	2,514,293	2,512,148	2,514,678
Training & Conferences	7,975	2,658.37	2,983	7,250	7,250	7,150	7,150
Office Supplies	3,674	3,257.96	1,453	4,000	4,000	3,800	3,800
Subscriptions	74	74.00	74	100	100	100	100
Memberships & Licenses	1,706	2,487.00	1,359	2,075	2,075	2,275	2,275
Postage & Freight	16,167	14,417.03	16,196	17,400	17,400	1,400	18,400
Awards & Recognition	349	221.56	21	300	300	300	300
Building Maintenance/Janitor.	5,765	4,609.48	4,528	6,000	6,000	6,000	6,000
Food & Provisions	72	124.01	45	400	400	400	400
Insurance	83,520	83,520.00	92,884	101,320	101,320	110,690	110,690
Depreciation Expense	3,967,618	4,049,452.34	3,582,941	4,135,000	4,135,000	0	4,135,000
Uncollectible Accounts	2,302	3,170.09	4,184	3,000	3,000	0	5,000
Meter Expense	567,488	557,327.97	129,117	578,000	578,000	0	573,535
Interest Payments	477,766	571,767.93	477,068	628,895	628,895	0	693,852
Debt Issuance Costs	14,200	18,354.96	12,119	13,168	13,168	0	17,570
Gain/Loss on Refund Amort.	34,994	19,914.36	5,846	5,024	5,024	0	0
Trans Out - General Fund	117,450	117,450.00	107,663	117,450	117,450	117,450	117,450
Trans Out - Capital Projects	0	.00	0	0	0	0	15,000
Administrative Expense	5,301,120	5,448,807.06	4,438,481	5,619,382	5,619,382	249,565	5,706,522
Shop Supplies & Tools	20,333	13,980.00	12,042	23,100	23,100	17,200	17,200
Chemicals	248,325	229,615.75	197,805	420,900	420,900	385,350	313,900
Miscellaneous Supplies	63	.00	0	200	200	0	0
Printing & Reproduction	4,352	5,203.66	4,638	5,500	5,500	5,700	5,700
Clothing	8,037	7,267.55	6,724	7,250	7,250	7,440	7,440
Gas Purchases	6,256	4,108.75	1,916	5,678	5,678	5,681	5,681
Safety Supplies	5,431	1,886.25	4,330	5,500	5,500	5,500	5,500
Medical & Lab Supplies	8,246	4,502.80	5,154	8,250	8,250	7,500	7,500
Construction Materials	5,878	13,342.28	27,086	30,000	30,000	20,600	20,600
Miscellaneous Equipment	6,607	5,833.87	4,086	10,500	10,500	33,630	33,630
Signs	0	.00	660	0	0	0	0
Supplies - Benchware	0	789.30	0	0	0	1,000	1,000
Supplies & Materials	313,528	286,530.21	264,441	516,878	516,878	489,601	418,151
Accounting/Audit	10,731	31,450.29	0	11,840	11,840	12,665	12,665
Legal Fees	26,562	28,021.55	28,709	33,800	33,800	32,000	32,000
Bank Services	26,259	25,312.43	18,162	28,000	28,000	0	28,000
Consulting Services	188,068	203,040.02	363,665	314,463	602,317	424,500	304,500
Collection Services	1,211	2,777.87	2,167	2,600	2,600	2,850	2,850
Contractor Fees	472,841	586,713.19	401,980	1,088,147	1,897,160	1,363,904	1,336,154
Temporary Help	0	.00	0	150	150	0	0
Advertising	627	102.96	544	1,500	1,500	600	600
Tipping Fees	2,248	1,868.17	5,121	3,233	3,233	3,000	3,000

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
Interfund Allocations	0	2,927.87-	6,337-	5,000-	5,000-	8,800-	8,800-
Health Services	0	.00	0	150	150	150	150
Lab Fees	952	1,657.50	969	2,500	2,500	2,500	2,500
Billing Services	78,299	78,216.10	61,542	88,000	88,000	0	83,000
Other Contracts/Obligations	24,389	55,420.15	10,909	25,950	25,950	5,325	33,325
Purchased Services	832,187	1,011,652.36	887,431	1,595,333	2,692,200	1,838,694	1,829,944
Electric	810,045	763,287.81	751,483	815,250	815,250	642,000	819,000
Gas	522,824	438,065.99	253,443	453,250	453,250	285,150	285,150
Water	69,638	69,718.33	45,747	62,315	62,315	72,000	72,000
Fuel Oil	14,917	3,363.00	4,320	3,200	3,200	3,300	3,300
Stormwater	22,438	22,584.02	17,508	25,160	25,160	26,075	26,075
Telephone	12,884	12,785.48	10,244	13,700	13,700	13,700	13,700
Cellular Telephone	2,411	2,075.51	1,127	2,600	2,600	2,100	2,100
Utilities	1,455,157	1,311,880.14	1,083,872	1,375,475	1,375,475	1,044,325	1,221,325
Building Repair & Maintenance	269	.00	0	0	0	0	0
Equipment Repair & Maintenanc	160,206	105,839.17	148,168	154,200	154,200	120,900	120,900
Facilities Charges	369,072	418,200.00	269,612	371,285	371,285	384,888	369,002
Software Support	500	.00	583	500	500	500	500
CEA Equipment Rental	67,512	70,981.16	85,241	118,540	118,540	98,061	99,261
Repair & Maintenance	597,559	595,020.33	503,604	644,525	644,525	604,349	589,663
Land	0	.00	21,774	0	0	0	0
Machinery & Equipment	7,453	.00	134,510	2,700,000	2,874,585	210,000	210,000
Infrastructure Construction	534,913	353,584.18	3,722,554	4,722,955	6,051,135	4,191,953	4,191,953
Capital Expenditures	542,366	353,584.18	3,878,838	7,422,955	8,925,720	4,401,953	4,401,953
TOTAL EXPENSES	11,113,247	11,085,282.12	13,068,755	19,688,841	22,288,473	11,140,635	16,682,236

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Revenues					
Charges for Services	\$ 8,687,025	\$ 8,096,860	\$ 8,341,000	\$ 7,989,000	\$ 8,057,000
Miscellaneous	619,404	608,356	596,600	665,700	686,100
Total Revenues	<u>9,306,429</u>	<u>8,705,216</u>	<u>8,937,600</u>	<u>8,654,700</u>	<u>8,743,100</u>
Expenses					
Operation and Maintenance	6,501,214	6,275,498	7,118,119	6,876,057	6,513,476
Depreciation	3,967,618	4,049,452	4,018,300	3,985,000	4,135,000
Total Expenses	<u>10,468,832</u>	<u>10,324,950</u>	<u>11,136,419</u>	<u>10,861,057</u>	<u>10,648,476</u>
Operating Income (Loss)	(1,162,403)	(1,619,734)	(2,198,819)	(2,206,357)	(1,905,376)
Non-Operating Revenues (Expenses)					
Interest Income	1,694,051	184,219	1,000,000	1,125,000	930,000
Interest Expense	(477,766)	(571,768)	(628,895)	(579,840)	(693,852)
Gain/Loss on Refunding	(14,200)	(19,914)	(5,024)	-	-
Gain/Loss on Asset Disposal	(113,491)	(56,549)	-	-	-
Amortization of Premium on Debt Issue	13,092	8,319	4,026	2,607	2,518
Amortization of Debt Expense	(34,994)	(18,355)	(13,168)	(11,753)	(17,570)
Other	-	-	-	-	-
Total Non-Operating	<u>1,066,692</u>	<u>(474,048)</u>	<u>356,939</u>	<u>536,014</u>	<u>221,096</u>
Net Income Before Contributions and Transfers	(95,711)	(2,093,782)	(1,841,880)	(1,670,343)	(1,684,280)
Contributions and Transfers In (Out)					
Capital Contributions	1,184,454	418,615	58,487	58,487	-
Capital Projects Funds	-	-	-	-	(15,000)
General Fund	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>
Change in Net Assets	971,293	(1,792,617)	(1,900,843)	(1,729,306)	(1,816,730)
Net Assets - Beginning	<u>90,406,303</u>	<u>91,377,596</u>	<u>89,584,979</u>	<u>89,584,979</u>	<u>87,855,673</u>
Net Assets - Ending	<u>\$ 91,377,596</u>	<u>\$ 89,584,979</u>	<u>\$ 87,684,136</u>	<u>\$ 87,855,673</u>	<u>\$ 86,038,943</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	7,662,684	4,035,325
+ Change in Net Assets	(1,729,306)	(1,816,730)
+ Depreciation	3,985,000	4,135,000
+ Long Term Debt	4,935,000	3,500,000
- Contributed Capital	(58,487)	-
- Fixed Assets	(9,929,579)	(5,189,888)
- Principal Repayment	(1,279,987)	(1,320,982)
+ Fixed Assets funded by DNR Replacement Fund	450,000	250,000
Working Cash - End of Year	<u>\$ 4,035,325</u>	<u>\$ 3,592,725</u>

RESERVE REQUIREMENTS

Working Capital		DNR Fund	
Prior Year Audited Expenditures	\$ 10,324,950	Fixed Asset Balance 12/31/09	\$ 18,043,018
- Depreciation	(4,049,452)	10% Requirement	<u>1,804,302</u>
+ Transfer to General Fund	117,450		
Net Prior Year Cash Expenditures	<u>\$ 6,392,948</u>	DNR Fund Balance 12/31/10	<u>\$ 3,880,335</u>
25 % Working Capital Reserve Requirement	<u>\$ 1,598,237</u>		

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2010 Budget	2010 Projected	2011 Budget	2012 Projected	2013 Projected	2014 Projected	2015 Projected
Revenues							
Charges for Services	\$ 8,341,000	\$ 7,989,000	\$ 8,057,000	\$ 8,258,425	\$ 8,299,717	\$ 8,963,694	\$ 9,008,513
Miscellaneous	596,600	665,700	686,100	720,405	721,306	722,207	723,110
Total Revenues	<u>8,937,600</u>	<u>8,654,700</u>	<u>8,743,100</u>	<u>8,978,830</u>	<u>9,021,023</u>	<u>9,685,902</u>	<u>9,731,623</u>
Expenses							
Operating Expenses	7,118,119	6,876,057	6,513,476	6,653,880	6,953,497	7,287,102	7,505,715
Depreciation	4,018,300	3,985,000	4,135,000	4,185,000	4,235,000	4,290,000	4,345,000
Total Expenses	<u>11,136,419</u>	<u>10,861,057</u>	<u>10,648,476</u>	<u>10,838,880</u>	<u>11,188,497</u>	<u>11,577,102</u>	<u>11,850,715</u>
Operating Income	(2,198,819)	(2,206,357)	(1,905,376)	(1,860,050)	(2,167,474)	(1,891,200)	(2,119,092)
Non-Operating Revenues (Expenses)							
Interest Income	1,000,000	1,125,000	930,000	500,000	500,000	500,000	500,000
Interest Expense	(628,895)	(579,840)	(693,852)	(815,796)	(995,020)	(1,209,688)	(1,438,966)
Gain/Loss on Refunding	(5,024)	-	-	-	-	-	-
Premium on Debt Issue	4,026	2,607	2,518	2,517	2,422	2,321	2,215
Amortization of Debt Expense	(13,168)	(11,753)	(17,570)	(19,102)	(25,712)	(32,288)	(38,660)
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	<u>356,939</u>	<u>536,014</u>	<u>221,096</u>	<u>(332,381)</u>	<u>(518,310)</u>	<u>(739,655)</u>	<u>(975,411)</u>
Net Income Before Transfers	(1,841,880)	(1,670,343)	(1,684,280)	(2,192,431)	(2,685,784)	(2,630,855)	(3,094,503)
Contributions and Transfers In (Out)							
Capital Contributions	58,487	58,487	-	132,810	61,150	95,650	-
Capital Projects	-	-	(15,000)	-	-	-	-
General Fund	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)
Change in Net Assets	(1,900,843)	(1,729,306)	(1,816,730)	(2,177,071)	(2,742,084)	(2,652,655)	(3,211,953)
Total Net Assets - Beginning	<u>89,584,979</u>	<u>89,584,979</u>	<u>87,855,673</u>	<u>86,038,943</u>	<u>83,861,872</u>	<u>81,119,788</u>	<u>78,467,133</u>
Total Net Assets - Ending	<u>\$ 87,684,136</u>	<u>\$ 87,855,673</u>	<u>\$ 86,038,943</u>	<u>\$ 83,861,872</u>	<u>\$ 81,119,788</u>	<u>\$ 78,467,133</u>	<u>\$ 75,255,180</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	7,662,684	4,035,325	3,592,725	3,250,723	3,452,029	3,040,243	
+ Change in Net Assets	(1,729,306)	(1,816,730)	(2,177,071)	(2,742,084)	(2,652,655)	(3,211,953)	
+ Depreciation	3,985,000	4,135,000	4,185,000	4,235,000	4,290,000	4,345,000	
+ Long Term Debt	4,935,000	3,500,000	3,000,000	5,200,000	3,600,000	6,800,000	
- Contributed Capital	(58,487)	-	(132,810)	(61,150)	(95,650)	-	
- Fixed Assets	(9,929,579)	(5,189,888)	(3,849,101)	(6,550,460)	(4,513,481)	(7,681,788)	
- Principal Repayment	(1,279,987)	(1,320,982)	(1,368,020)	(815,000)	(1,040,000)	(1,245,000)	
+ Fixed Assets funded by DNR Rplcmnt Fund	450,000	250,000	-	935,000	-	500,000	
Working Cash - End of Year	<u>\$ 4,035,325</u>	<u>\$ 3,592,725</u>	<u>\$ 3,250,723</u>	<u>\$ 3,452,029</u>	<u>\$ 3,040,243</u>	<u>\$ 2,546,502</u>	
25% Working Capital Reserve (prior year's audited expenses)		1,893,337	1,831,195	1,896,782	2,016,492	2,153,560	
Coverage Ratio		1.47	1.56	2.02	1.55	1.58	1.29

ASSUMPTIONS:

Borrow 80% of capital expenditures as detailed in the five year plan for years 2011-2015
Interest rate at 5.5%, twenty year term
Revenue to increase 5% on January 1, 2011 and 1/2% per year after 2012 from customer base growth
Operating expenses to increase 3.0% per year after 2011, also adjusted for specific known projects
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 5% included as of July 1, resulting in meeting the debt coverage ratio and working cash reserve requirements through 2013. Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. Next rate increase of 8% is expected January 1, 2014.

**CITY OF APPLETON 2011 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS**

Year	1993		2006		2007	
	Clean Water Fund Bond		Refunding Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2011	950,982	43,797	125,000	130,515	85,000	97,485
2012	983,020	11,039	130,000	125,060	90,000	93,731
2013	-	-	135,000	119,281	95,000	89,765
2014	-	-	150,000	112,938	100,000	85,585
2015	-	-	150,000	106,250	100,000	81,335
2016	-	-	155,000	99,350	105,000	76,944
2017	-	-	160,000	92,225	110,000	72,340
2018	-	-	175,000	84,575	115,000	67,427
2019	-	-	175,000	76,700	120,000	62,250
2020	-	-	185,000	68,525	125,000	56,333
2021	-	-	195,000	59,250	135,000	49,750
2022	-	-	200,000	49,333	140,000	42,833
2023	-	-	215,000	38,833	145,000	35,667
2024	-	-	225,000	27,750	155,000	28,083
2025	-	-	235,000	16,167	160,000	20,167
2026	-	-	245,000	4,083	170,000	11,833
2027	-	-	-	-	180,000	3,000
	<u>\$ 1,934,002</u>	<u>\$ 54,836</u>	<u>\$ 2,855,000</u>	<u>\$ 1,210,835</u>	<u>\$ 2,130,000</u>	<u>\$ 974,528</u>

	2008		2010		TOTAL		Total
	Revenue Bonds		Revenue Bonds		Principal	Interest	
	Principal	Interest	Principal	Interest	Principal	Interest	
2011	160,000	164,303	-	177,252	1,320,982	613,352	1,934,334
2012	165,000	159,403	-	165,313	1,368,020	554,546	1,922,566
2013	175,000	153,669	210,000	162,513	615,000	525,228	1,140,228
2014	175,000	147,544	215,000	158,246	640,000	504,313	1,144,313
2015	175,000	141,419	220,000	153,879	645,000	482,883	1,127,883
2016	190,000	134,628	225,000	149,413	675,000	460,335	1,135,335
2017	200,000	126,919	230,000	144,079	700,000	435,563	1,135,563
2018	200,000	118,919	235,000	137,854	725,000	408,775	1,133,775
2019	215,000	110,519	245,000	130,800	755,000	380,269	1,135,269
2020	220,000	101,786	250,000	123,350	780,000	349,994	1,129,994
2021	230,000	92,336	260,000	114,783	820,000	316,119	1,136,119
2022	240,000	81,638	270,000	105,450	850,000	279,254	1,129,254
2023	255,000	70,013	280,000	95,300	895,000	239,813	1,134,813
2024	265,000	57,845	290,000	84,067	935,000	197,745	1,132,745
2025	275,000	45,213	300,000	72,200	970,000	153,747	1,123,747
2026	290,000	32,250	315,000	59,800	1,020,000	107,966	1,127,966
2027	305,000	18,750	325,000	46,933	810,000	68,683	878,683
2028	315,000	4,725	340,000	33,533	655,000	38,258	693,258
2029	-	-	355,000	19,533	355,000	19,533	374,533
2030	-	-	370,000	4,933	370,000	4,933	374,933
	<u>\$ 4,050,000</u>	<u>\$ 1,761,879</u>	<u>\$ 4,935,000</u>	<u>\$ 2,114,765</u>	<u>\$ 15,904,002</u>	<u>\$ 6,141,309</u>	<u>\$ 22,045,311</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$3,500,000 will be issued in 2011. Expected interest expense on the issue for 2011 is \$80,500 at 5.5%.

CITY OF APPLETON 2011 BUDGET

STORMWATER UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Nathan D. Loper

CITY OF APPLETON 2011 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 2010 EVENTS

Monitored and participated in WDNR update of NR151 and Lower Fox River TMDL stormwater regulations

Completed analysis of Pierce Park stormwater quality pond alternatives toward meeting the City's NR216 Permit goals. Project was not pursued at this time by Council action

Constructed the Conkey Pond and Northland Creek floodplain lowering projects toward meeting the Northland Creek Area Drainage Study and the City's NR216 Permit goals

Completed final design, permitting, land acquisition and contract award for the CTH JJ stream relocation and associated bridge structures

Completed construction of the South Island Street area stormwater quality practices

Completed final design of the Bellaire Ravine Erosion Mitigation Project

Completed construction of 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

Adopted floodplain ordinance revisions per the FEMA Outagamie County floodplain remapping process

Implemented the first year of On-going Field Screening Program for the Illicit Discharge requirements of the City's NR216 Permit

Continued implementing the following programs as required by the City's NR216 permit: Public Education, Public Participation, Erosion Control, Pollution Prevention, Illicit Discharge Detection/Elimination, and Post-Construction Site Plans

Prepared detailed drainage studies for the following areas: AMC Area, Leonard Street Area, Reid Golf Course Area

Continued to improve practices for inspecting and maintaining City stormwater facilities by using available technology such as GIS mapping and stormwater permit tracking software

Constructed the Cedar Ridge Estates 1st Addition relief sewer project to address drainage concerns within the subdivision

Completed Preliminary Design of the Appleton East Underground Storage Projects and began the Final Design of the Phase I Project per the Southeast/Theodore Street Area Drainage Study updates

Contracted for leaves and debris to be hauled from sites at no City cost

Participated in Red Oak Ravine study update with the Town of Menasha to address erosion concerns in the ravine

Completed preliminary design of the Reid Golf Course detention pond(s)

Monitored development of Lower Fox River Total Maximum Daily Loads (TMDL)

Monitored and participated in Wisconsin DNR update of NR151

Updated City Stormwater Management Ordinance

CITY OF APPLETON 2011 BUDGET STORMWATER

MAJOR 2011 OBJECTIVES

Construct the CTH JJ stream relocation and associated bridge structures to facilitate future widening of CTH JJ and increase developable land area by managing floodplain

Construct the Bellaire Ravine Erosion Mitigation Project

Continue implementing the following programs as required by the City's NR216 permit: Public Education, Public Participation, Erosion Control, Pollution Prevention, Illicit Discharge Detection/Elimination, Post-Construction Site Plans, Ongoing Field Screening

Prepare detailed drainage studies for the following areas: Xavier Drainage Area, Manitowoc Road Drainage Area, Northland Avenue Drainage Area (Update)

Begin preparing a Citywide Stormwater Management Plan Update including new NR151 and TMDL requirements from Wisconsin Department of Natural Resources

Continue to improve practices for inspecting and maintaining City stormwater facilities by using available technology such as GIS mapping and stormwater permit tracking software

Begin final design of the Phase I Appleton East Underground Storage Project and begin final design of the Phase II project, per the Southeast/Theodore Street Area Drainage Study update

Contract to haul leaves and debris from sites at no City cost

Participate in Red Oak Ravine Project design with the Town of Menasha to address erosion concerns in the ravine

Complete final design and permitting of the Reid Golf Course detention pond(s)

Construct new storm sewer system in French Road from Evergreen Drive to CTH JJ as part of the French Road construction project

Perform water quality modeling for WDNR permits associated with reconstruction projects on East South River Drive, Olde Oneida Street, Outagamie Street, Douglas Street, and Bellaire Ravine Area streets

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2008	2009	Adopted 2010	Amended 2010	2011	Change *
Program Revenues		\$ 8,465,686	\$ 7,748,404	\$ 7,334,298	\$ 7,334,298	\$ 7,887,750	7.55%
Program Expenses							
5210	Administration	3,388,517	3,581,897	4,322,647	4,375,716	4,385,085	1.44%
5220	Facility Maintenance	1,023,111	1,207,357	1,313,032	1,359,419	1,361,495	3.69%
5225	Leaf Collection	343,509	331,260	337,920	337,920	349,880	3.54%
5230	Capital Construction	705,115	593,207	8,995,012	12,623,518	2,248,691	-75.00%
TOTAL		\$ 5,460,252	\$ 5,713,721	\$ 14,968,611	\$ 18,696,573	\$ 8,345,151	-44.25%
Expenses Comprised Of:							
	Personnel	1,129,333	1,201,262	1,421,576	1,421,576	1,533,500	7.87%
	Administrative Expense	2,718,588	2,960,803	3,693,744	3,693,744	3,559,775	-3.63%
	Supplies & Materials	82,242	59,563	89,105	89,105	80,235	-9.95%
	Purchased Services	643,355	752,001	1,214,932	1,745,706	1,229,664	1.21%
	Utilities	10,837	9,784	4,254	4,254	4,606	8.27%
	Repair & Maintenance	333,306	287,229	383,488	383,488	391,930	2.20%
	Capital Expenditures	542,591	443,079	8,161,512	11,358,700	1,545,441	-81.06%
Full Time Equivalent Staff:							
	Personnel allocated to programs	16.92	17.32	17.75	17.75	18.73	

CITY OF APPLETON 2011 BUDGET

STORMWATER

Administration

Business Unit 5210

PROGRAM MISSION

To provide administrative and planning support to insure safe, reliable and environmentally sound stormwater management.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Continue to educate the community on stormwater issues and assessment billing policies
- Insure that all construction and repair 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:

Pending TMDL stormwater regulations by Wisconsin DNR are anticipated. Additionally, new NR151 changes will need to be addressed to go into effect in 2011. These regulations will add to, rather than replace, existing NR151 requirements.

Salary expense reflects an increase of .15 FTE reallocation of Public Works staff to better reflect actual administration work completed by staff. The entire Stormwater budget reflects four employees moving from single to family insurance coverage and one employee that is partially allocated to the Stormwater utility who had elected to not participate now has family coverage.

Special assessment increased due to the street projects being done adjacent to the Meade/JJ pond (\$3,500), the Apple Creek corridor and French Road Swale (\$64,000), and the Kensington Pond (\$27,000).

This budget also includes the Stormwater Utility's participation in the GIS upgrade capital project (\$2,500; see page 679 in the Projects section for a complete description of the upgrade).

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Economic development					
Master plans completed	1	3	3	3	4
Strategic Outcomes					
Alternative sources of revenue					
# of grants applied for	3	2	2	2	0
Value of grant dollars awarded or applied for future reimbursement	\$ 240,000	\$ 471,273	\$ 300,000	\$ 300,000	\$ -
Safe, reliable future level of service					
Acre feet of storage identified for future use	0.0	2.0	2.0	4.0	1.0
# of DNR non-compliance notices received	0	0	0	0	0
Work Process Outputs					
Preventive maintenance of system					
Erosion control plans reviewed (permits)	76	62	70	70	75

CITY OF APPLETON 2011 BUDGET

STORMWATER

Administration

Business Unit 5210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4224 Miscellaneous State Aids	\$ 115,962	\$ 11,300	\$ 319,500	\$ 319,500	\$ -
4411 Sundry Permits	25	25	-	-	-
4418 Plan Review Permit	32,196	19,959	15,000	15,000	15,000
4420 Erosion Control	5,685	7,440	5,000	5,000	5,000
4710 Interest on Investments	793,507	78,422	300,000	300,000	600,000
4730 Interest - Deferred Special	4,385	6,163	-	-	-
4801 Charges for Serv. - Nontax	176	200	-	-	-
4880 Stormwater Revenue	6,151,106	6,191,132	6,645,600	6,645,600	7,140,000
5010 Misc Revenue - Nontax	75	-	-	-	-
5021 Capital Contributions	1,325,326	1,366,372	14,612	14,612	90,000
5035 Other Reimbursements	7,982	36,057	-	-	-
5071 Customer Penalty	22,876	25,168	23,000	23,000	26,000
5086 Premium of Debt Issue	6,385	5,774	11,586	11,586	11,750
Total Revenue	\$ 8,465,686	\$ 7,748,012	\$ 7,334,298	\$ 7,334,298	\$ 7,887,750
Expenses					
6101 Regular Salaries	\$ 259,271	\$ 248,488	\$ 266,517	\$ 266,517	\$ 275,681
6104 Call Time	471	194	750	750	750
6105 Overtime	2,244	1,592	2,500	2,500	2,000
6108 Part-Time	-	1,662	-	-	-
6150 Fringes	102,183	92,747	107,870	107,870	115,802
6201 Training\Conferences	3,595	3,244	5,200	5,200	5,150
6206 Parking Permits	267	264	270	270	270
6301 Office Supplies	79	42	-	-	40
6303 Memberships & Licenses	12,740	12,936	13,550	13,550	13,650
6304 Postage\Freight	14,881	12,373	16,000	16,000	16,000
6305 Awards & Recognition	35	-	35	35	35
6309 Shop Supplies & Tools	43	-	-	-	-
6315 Books & Library Materials	-	-	100	100	100
6320 Printing & Reproduction	1,891	3,262	3,200	3,200	3,200
6321 Clothing	235	200	255	255	255
6327 Miscellaneous Equipment	8,405	930	-	-	4,780
6401 Accounting\Audit	7,154	7,370	8,682	8,682	10,976
6402 Legal Fees	865	644	-	-	300
6403 Bank Services	14,079	14,916	15,000	15,000	15,000
6404 Consulting Services	268,920	245,758	245,413	298,482	335,000
6413 Utilities	1,303	1,202	1,316	1,316	1,316
6424 Software Support	1,470	5,880	6,000	6,000	6,000
6425 CEA Equip. Rental	2,873	2,396	3,600	3,600	3,650
6430 Health Services	-	19	-	-	-
6501 Insurance	11,460	11,460	16,000	16,000	22,940
6599 Other Contracts/Obligations	-	235	7,700	7,700	94,500
6601 Depreciation Expense	1,473,677	1,552,427	1,750,000	1,750,000	1,770,000
6623 Uncollectable Accounts	1,528	980	1,200	1,200	1,900
6720 Interest Payments	1,140,153	1,232,278	1,771,989	1,771,989	1,608,290
6730 Debt Issuance Costs	46,195	55,898	67,000	67,000	65,000
7911 Trans Out - General Fund	12,500	12,500	12,500	12,500	12,500
7914 Trans Out - Capital Projects	-	60,000	-	-	-
Total Expense	\$ 3,388,517	\$ 3,581,897	\$ 4,322,647	\$ 4,375,716	\$ 4,385,085

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Memberships & Licenses</u>		<u>Consulting Services</u>	
NR216 annual permit fee	\$ 8,000	Stormwater management	
NEWSC Dues	4,000	plan reviews	\$ 50,000
Municipal Environmental Group	1,000	Xavier Area Study	30,000
Professional memberships	650	CTH OO Area Study	10,000
	<u>\$ 13,650</u>	General update & TMDL	150,000
		Water Quality in Study Areas	30,000
<u>Postage & Freight</u>		NR 216 Permitting	43,000
City Service Invoice postage allocation	\$ 16,000	Wetland studies	10,000
	<u>\$ 16,000</u>	Aerial topography	12,000
			<u>\$ 335,000</u>
<u>Other Contracts/Obligations</u>			
Special Assessments	\$ 94,500	<u>Bank Services</u>	
	<u>\$ 94,500</u>	Banking & Investment Service	\$ 15,000
			<u>\$ 15,000</u>

CITY OF APPLETON 2011 BUDGET

STORMWATER

Facility Maintenance

Business Unit 5220

PROGRAM MISSION

To plan and implement a maintenance program that keeps the stormwater system in a safe and environmentally sound condition.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Continue to have a proactive maintenance program to identify major repair areas
- Reduce the number of failures and insure the system is operating properly
- Encourage good housekeeping practices on private developments, which will reduce the City's maintenance cost and improve water quality
- Reduce the response time per facility through an effective maintenance program
- Implement adaptive management plans for stormwater facilities to improve management techniques and response times for facilities maintenance

Major program changes:

Salary expense reflects a .4 FTE reallocation of Public Works staff (from the Wastewater Utility) to the Stormwater Utility to provide additional storm system cleaning to help reduce localized street flooding. Fringe expense reflects two employees moving from single to family insurance coverage. Salary expense reflects a .2 FTE reallocation of the Horticulturist position due to the realignment of City forestry services; this change will result in a decrease in consulting expense for vegetation work to be completed by the Horticulturist.

Tipping fees have increased due to all debris from sweeping being disposed at the County Landfill. In prior years the debris from the first sweeping each year was disposed of at the Mackville land site.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Benefit of inspection program					
# of spot repairs identified from TV reports	29	23	20	20	20
Compliance with regulation					
# of protruding taps identified	18	6	20	20	12
# of cross connections identified	0	1	0	0	0
Strategic Outcomes					
Effectiveness of maintenance program					
# of trouble calls	8	3	10	10	10
% of total system televised	9%	10%	12%	12%	12%
Work Process Outputs					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	3,351	3,367	3,500	3,500	3,500
% of total storm sewer system cleaned	10%	10%	14%	14%	28%
Safeguarding health and safety					
# of protruding taps removed	0	20	10	10	10
# of spot repairs made	0	27	15	15	15

**CITY OF APPLETON 2011 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
4801 Charges for Serv.- Nontax	\$ -	\$ 176	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 176	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 326,021	\$ 384,878	\$ 413,948	\$ 413,948	\$ 445,257
6104 Call Time	2,676	1,534	1,825	1,825	1,825
6105 Overtime	9,491	7,732	9,050	9,050	9,050
6108 Part-Time	1,787	3,760	-	-	-
6150 Fringes	155,301	173,133	173,634	173,634	208,943
6308 Landscape Supplies	210	2,576	1,450	1,450	2,350
6309 Shop Supplies & Tools	2,319	3,352	2,500	2,500	2,600
6325 Construction Materials	58,777	46,759	74,600	74,600	61,600
6327 Miscellaneous Equipment	9,513	2,419	7,000	7,000	5,350
6402 Legal Fees	150	-	200	200	200
6404 Consulting Services	202,071	238,383	215,500	215,500	194,220
6408 Contractor Fees	36,070	134,169	107,500	153,887	105,500
6413 Utilities	2,785	3,310	2,788	2,788	3,122
6415 Tipping Fees	25,409	38,077	35,937	35,937	44,568
6424 Software Support	500	-	500	500	500
6425 CEA Equip. Rental	188,415	163,966	224,600	224,600	228,410
6429 Interfund Allocations	-	(359)	-	-	-
6454 Grounds Repair & Maint.	1,566	3,168	2,000	2,000	4,000
6503 Rent	-	500	40,000	40,000	44,000
6599 Other Contracts / Obligations	50	-	-	-	-
Total Expense	\$ 1,023,111	\$ 1,207,357	\$ 1,313,032	\$ 1,359,419	\$ 1,361,495

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

<u>Construction Materials</u>		<u>Tipping Fees</u>	
Castings	\$ 32,600	Disposal costs of cleaning: \$33 per ton	
Concrete	15,000	Streets - 1,212 tons	\$ 40,000
Gravel	8,300	Stormsewers - 139 tons	4,568
Piping	100		\$ 44,568
Clear Stone	2,000		
Other materials	3,600	<u>Rent</u>	
	\$ 61,600	Land for detention ponds: \$2,800/acre	
		Memorial Park - North	
<u>Consulting Services</u>		7.28 acres	\$ 24,400
Ecologist for prairie & wetlands	\$ 83,220	Memorial Park - South	
Stormsewer TV & cleaning	97,500	7 acres	19,600
Ecologist for ditches & ravines	13,500		\$ 44,000
	\$ 194,220		
<u>Contractor Fees</u>			
Surface restoration	\$ 30,000		
Protruding tap	20,000		
Spot repairs	31,000		
Animal control	5,000		
Non-native mowing	3,500		
N.E. Bus Park Westend ditch	10,000		
Emergency Repairs	5,000		
Misc Streets	1,000		
	\$ 105,500		

**CITY OF APPLETON 2011 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM MISSION

Collect leaves from city streets and dispose of them in a safe and environmentally productive manner

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Continually search for ways to improve communication with the public on leaf collection schedules
- Research and evaluate alternative methods of leaf collection and long term disposal
- Adjust leaf collection routes to avoid picking up leaves on the same day as collecting refuse
- Minimize secondary hauling costs of leaves, transporting to Outagamie County and Mackville, and grinding into mulch by working with a composting company

Major Program Changes:

- Actual leaf collections vary from year to year depending on the weather. It is projected to complete three cycles per year.
- Fringe expense reflects one employee moving from single to family insurance coverage.
- Staff will continue to work with the Wastewater Utility staff on use of the leaves at the pilot composting site at the County Landfill. Leaves will be used when piloting begins at the end of 2010.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Service provided					
Number of collection cycles	5	4	3	3	3
Strategic Outcomes					
Cost effective service provided					
Cost/cubic yard collected	\$ 7.81	\$ 8.78	\$ 7.80	\$ 7.80	\$ 8.00
Work Process Outputs					
Safer streets and cleaner storm water system					
Cubic yards of leaves collected	40,250	39,770	30,000	35,000	35,000

**CITY OF APPLETON 2011 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Expenses					
6101 Regular Salaries	\$ 128,491	\$ 136,427	\$ 126,153	\$ 126,153	\$ 126,933
6104 Call Time	339	209	250	250	250
6105 Overtime	7,308	8,419	6,500	6,500	6,500
6150 Fringes	62,325	64,131	61,079	61,079	69,389
6408 Contractor Fees	4,604	4,266	4,000	4,000	4,400
6413 Utilities	490	109	150	150	168
6425 CEA Equip. Rental	139,952	117,699	139,788	139,788	142,240
Total Expense	<u>\$ 343,509</u>	<u>\$ 331,260</u>	<u>\$ 337,920</u>	<u>\$ 337,920</u>	<u>\$ 349,880</u>

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2011 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 / WDNR Phase II Stormwater permit requirements
- Continue implementing the citywide stormwater management plan and regional flood studies selected alternatives

Major program changes:

The capital budget is lower this year in anticipation of significant project for 2012 (Theodore Street Phase 1 Flood Storage) and the completion of some existing projects in 2010 that will carryover into 2011.

PERFORMANCE INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Target 2010</u>	<u>Projected 2010</u>	<u>Target 2011</u>
Client Benefits/Impacts					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints: *					
Solved	106	130	100	100	100
Outstanding	495	385	500	500	400
Strategic Outcomes					
Improvements to the stormwater system					
Total miles of storm sewer in the City	281.57	282.74	283.02	283.02	284.24
% of total miles reconstructed	1.00%	0.35%	0.07%	0.07%	0.58%
Acres of new land available	0	0	40	40	0
Integrity and growth of the system					
Acre feet of storage developed	38.0	20.0	42.0	42.0	0.0
Work Process Outputs					
Restoration of storm sewers					
Miles of storm sewer reconstructed	2.85	1.00	0.21	0.21	1.65
Expansion of storm sewer system					
Miles of new storm sewer added	1.39	0.08	0.28	0.28	1.22

* Order of resolution of residential drainage complaints is dependent on severity of problem and ability/timing preference of project coordinator to schedule.

**CITY OF APPLETON 2011 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2008	2009	Adopted 2010	Amended 2010	2011
Revenues					
5010 Misc Revenue - Nontax	\$ -	\$ 216	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 216	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 46,802	\$ 49,953	\$ 176,394	\$ 176,394	\$ 189,721
6105 Overtime	4,116	3,853	7,500	7,500	7,500
6108 Part-Time	2,034	3,735	4,337	4,337	4,342
6150 Fringes	18,473	18,818	63,269	63,269	69,557
6301 Office Supplies	8	-	-	-	-
6304 Postage\Freight	-	20	-	-	-
6325 Construction Materials	-	65	-	-	-
6327 Miscellaneous Equipment	850	-	-	-	-
6402 Legal Fees	470	(248)	-	-	-
6404 Consulting Services	40,589	23,782	490,000	921,318	355,000
6408 Contractor Fees	42,923	44,722	85,000	85,000	70,000
6412 Advertising	-	24	-	-	-
6413 Utilities	6,259	5,163	-	-	-
6415 Tipping Fees	-	(308)	-	-	-
6425 CEA Equip. Rental	-	-	7,000	7,000	7,130
6599 Other Contracts / Obligations	-	550	-	-	-
6801 Land	-	-	50,000	524,488	-
6809 Infrastructure Construction	542,591	443,078	8,111,512	10,834,212	1,545,441
Total Expense	\$ 705,115	\$ 593,207	\$ 8,995,012	\$ 12,623,518	\$ 2,248,691

DETAILED SUMMARY OF 2011 PROPOSED EXPENDITURES > \$10,000

2011	Street	From	To	Storm-water Utility
Labor Pool				271,120
Consulting Services	Construction Services			75,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			75,000
	Design & Permitting:			
	Edgewood Dr CTH JJ (bike widening)			10,000
	Glendale Ave Water Quality Device			10,000
	South Oneida Relief Sewer			100,000
	Theodore Study Storage at AEHS - Phase II			75,000
	Subtotal			355,000
Land Acquisition	Subtotal			-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			70,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to Asphalt Paving			67,900
	Storm Laterals, Manholes, Inlets, Mini's Prior to Concrete Paving			95,485
	Bellaire Ravine Erosion Mitigation			300,000
	Native Landscaping			125,000
	Subtotal			858,385
New Construction	French Rd	USH 41	Edgewood Dr (JJ)	420,000
	Subtotal			420,000
Reconstruction	Cherry Ct ravine	Memorial Dr, 350' w	Hawes St	20,000
	Marquette St (liner)	Alvin St	Harriman St	16,092
	Prospect Ave (liner)	Mason St, 300' w/o	Mason St	5,208
	Richmond St (liner)	Bell Ave	Hawes St	25,753
	Richmond St (liner)	Glendale Ave	300' s/o	29,302
	Richmond St (liner)	Lindbergh St, 151' n	Marquette St	43,516
	Subtotal			139,871
Reconstruction (on streets to be paved in 2011)	Adams St	Seymour St	Verbrick St - s/o	79,815
	Brewster St	Clark St	Oneida St	21,950
	Rogers Ave	Prospect Ave	Herbert St	14,700
	Washington St	Division St	Durkee St	87,850
	Subtotal			204,315
Total				\$ 2,248,691

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
REVENUES							
Intergovernmental Revenues	115,962	11,300	0	319,500	319,500	0	0
Permits	37,906	27,424	15,873	20,000	20,000	20,000	20,000
Interest Income	797,892	84,585	902,166	300,000	300,000	0	600,000
Charges for Services	6,151,282	6,191,508	4,796,859	6,645,600	6,645,600	7,113,750	7,140,000
Other Revenues	1,362,644	1,433,587	206,640	49,198	49,198	23,000	127,750
TOTAL REVENUES	8,465,686	7,748,404	5,921,538	7,334,298	7,334,298	7,156,750	7,887,750
EXPENSES BY LINE ITEM							
Regular Salaries	93,771	92,258	80,955	118,369	118,369	105,613	117,951
Labor Pool Allocations	581,971	625,773	672,259	862,332	862,332	885,737	917,746
Call Time	3,485	1,937	2,043	2,825	2,825	2,825	2,825
Overtime	23,159	21,593	16,711	25,550	25,550	25,050	25,050
Temp. Full-Time	2,491	9,157	8,370	4,337	4,337	4,342	4,342
Part-Time	1,331	0	0	0	0	0	0
Other Compensation	2,141	1,251	721	375	375	875	875
Shift Differential	1,219	1,833	1,759	1,936	1,936	1,020	1,020
Sick Pay	14,492	25,720	29,926	0	0	0	0
Vacation Pay	66,991	72,911	58,633	0	0	0	0
Fringes	338,281	348,829	370,173	405,852	405,852	451,224	463,691
Salaries & Fringe Benefits	1,129,332	1,201,262	1,241,550	1,421,576	1,421,576	1,476,686	1,533,500
Training & Conferences	3,595	3,244	1,706	5,200	5,200	5,150	5,150
Parking Permits	267	264	264	270	270	270	270
Office Supplies	87	42	16	0	0	40	40
Subscriptions	1,470	1,470	0	0	0	0	0
Memberships & Licenses	12,740	17,347	12,205	13,550	13,550	13,650	13,650
Postage & Freight	14,881	12,393	15,803	16,000	16,000	16,000	16,000
Awards & Recognition	35	0	35	35	35	35	35
Insurance	11,460	11,460	14,663	16,000	16,000	18,200	22,940
Rent	0	500	53,867	40,000	40,000	44,000	44,000
Depreciation Expense	1,473,677	1,552,427	1,458,141	1,750,000	1,750,000	1,750,000	1,770,000
Uncollectible Accounts	1,528	980	2,634	1,200	1,200	1,900	1,900
Interest Payments	1,140,153	1,232,278	1,430,727	1,771,989	1,771,989	1,184,620	1,608,290
Debt Issuance Costs	46,195	55,898	54,823	67,000	67,000	0	65,000
Trans Out - General Fund	12,500	12,500	11,458	12,500	12,500	12,500	12,500
Trans Out - Capital Projects	0	60,000	0	0	0	0	0
Administrative Expense	2,718,588	2,960,803	3,056,342	3,693,744	3,693,744	3,046,365	3,559,775
Landscape Supplies	210	2,576	669	1,450	1,450	2,350	2,350
Shop Supplies & Tools	2,362	3,352	1,089	2,500	2,500	2,600	2,600
Books & Library Materials	0	0	0	100	100	100	100
Printing & Reproduction	1,891	3,262	2,601	3,200	3,200	3,200	3,200
Clothing	235	200	255	255	255	255	255
Construction Materials	58,777	46,824	60,354	74,600	74,600	61,600	61,600
Miscellaneous Equipment	18,767	3,349	4,802	7,000	7,000	10,130	10,130
Signs	0	0	32	0	0	0	0
Supplies & Materials	82,242	59,563	69,802	89,105	89,105	80,235	80,235
Accounting/Audit	7,154	7,370	0	8,682	8,682	8,700	10,976
Legal Fees	1,485	396	346	200	200	500	500
Bank Services	14,079	14,917	19,911	15,000	15,000	15,000	15,000
Consulting Services	511,580	507,923	817,179	950,913	1,435,300	906,000	884,220
Contractor Fees	83,598	183,157	151,194	196,500	242,887	179,900	179,900
Advertising	0	24	0	0	0	0	0
Tipping Fees	25,409	37,769	40,798	35,937	35,937	44,568	44,568
Other Interfund Charges	0	0	247	0	0	0	0
Interfund Allocations	0	359	0	0	0	0	0
Health Services	0	19	0	0	0	0	0
Other Contracts/Obligations	50	785	8,699	7,700	7,700	109,013	94,500
Purchased Services	643,355	752,001	1,037,880	1,214,932	1,745,706	1,263,681	1,229,664
Electric	0	0	261	0	0	0	0
Water	9,534	8,582	1,324	2,938	2,938	3,290	3,290

City of Appleton
2011 Budget
Revenue and Expense Summary

Description	2008 Actual	2009 Actual	2010 YTD Actual	2010 Adopted Budget	2010 Amended Budget	2011 Requested Budget	2011 Adopted Budget
Telephone	1,303	1,202	665	1,316	1,316	1,316	1,316
Utilities	10,837	9,784	2,250	4,254	4,254	4,606	4,606
Software Support	500	0	4,993	6,500	6,500	6,500	6,500
CEA Equipment Rental	331,240	284,061	204,733	374,988	374,988	381,430	381,430
Grounds Repair & Maintenance	1,566	3,168	1,241	2,000	2,000	4,000	4,000
Repair & Maintenance	333,306	287,229	210,967	383,488	383,488	391,930	391,930
Land	0	0	666,789	50,000	524,488	0	0
Infrastructure Construction	542,591	443,079	3,977,710	8,111,512	10,834,212	1,549,291	1,545,441
Capital Expenditures	542,591	443,079	4,644,499	8,161,512	11,358,700	1,549,291	1,545,441
TOTAL EXPENSES	5,460,251	5,713,721	10,263,290	14,968,611	18,696,573	7,812,794	8,345,151

CITY OF APPLETON 2011 BUDGET
STORMWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2008 Actual	2009 Actual	2010 Budget	2010 Projected	2011 Budget
Charges for Services	\$ 6,151,106	\$ 6,191,132	\$ 6,645,600	\$ 6,660,000	\$ 7,140,000
Miscellaneous	184,978	100,541	362,500	506,000	46,000
Total Revenues	<u>6,336,084</u>	<u>6,291,673</u>	<u>7,008,100</u>	<u>7,166,000</u>	<u>7,186,000</u>
Expenses					
Operating Expenses	2,787,726	2,800,619	2,372,110	2,448,110	2,640,670
Depreciation	1,473,677	1,552,427	1,750,000	1,625,000	1,770,000
Total Expenses	<u>4,261,403</u>	<u>4,353,046</u>	<u>4,122,110</u>	<u>4,073,110</u>	<u>4,410,670</u>
Operating Income (Loss)	2,074,681	1,938,627	2,885,990	3,092,890	2,775,330
Non-Operating Revenues (Expenses)					
Interest Income	797,892	84,585	300,000	800,000	600,000
Interest Expense	(1,140,153)	(1,232,278)	(1,771,989)	(1,675,000)	(1,608,290)
Amortization of Premium on Debt Issue	6,385	5,774	11,586	10,400	11,750
Amortization of Debt Expense	(46,196)	(55,897)	(67,000)	(60,200)	(65,000)
Other	-	-	-	-	-
Total Non-Operating	<u>(382,072)</u>	<u>(1,197,816)</u>	<u>(1,527,403)</u>	<u>(924,800)</u>	<u>(1,061,540)</u>
Income (Loss) Before Contributions and Transfers	1,692,609	740,811	1,358,587	2,168,090	1,713,790
Contributions and Transfers In (Out)					
Capital Contributions	1,325,326	1,366,372	14,612	14,612	90,000
Capital Projects	-	(60,000)	-	-	-
General Fund	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>
Change in Net Assets	3,005,435	2,034,683	1,360,699	2,170,202	1,791,290
Total Net Assets - Beginning	<u>45,200,776</u> *	<u>48,206,211</u>	<u>50,240,894</u>	<u>50,240,894</u>	<u>52,411,096</u>
Total Net Assets - Ending	<u>\$ 48,206,211</u>	<u>\$ 50,240,894</u>	<u>\$ 51,601,593</u>	<u>\$ 52,411,096</u>	<u>\$ 54,202,386</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	15,736,526	6,333,598
+ Net Income	2,170,202	1,791,290
+ Depreciation	1,625,000	1,770,000
+ Long Term Debt	-	-
- Contributed Capital	(14,612)	(90,000)
- Fixed Assets	(11,623,518)	(2,248,691)
- Principal Repayment	(1,560,000)	(1,825,000)
Working Cash - End of Year	<u>\$ 6,333,598</u>	<u>\$ 5,731,197</u>

The current annual rate of \$125.00 per ERU was effective July 1, 2010.

* Beginning as restated

**CITY OF APPLETON 2011 BUDGET
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2010 Budget	2010 Projected	2011 Budget	2012 Projected	2013 Projected	2014 Projected	2015 Projected
Revenues							
Charges for Services	\$ 6,645,600	\$ 6,660,000	\$ 7,140,000	\$ 7,152,500	\$ 7,874,187	\$ 7,952,929	\$ 8,032,458
Miscellaneous	362,500	506,000	46,000	46,000	50,000	55,000	57,000
Total Revenues	<u>7,008,100</u>	<u>7,166,000</u>	<u>7,186,000</u>	<u>7,198,500</u>	<u>7,924,187</u>	<u>8,007,929</u>	<u>8,089,458</u>
Expenses							
Operating Expenses	2,372,110	2,448,110	2,640,670	2,719,890	2,801,487	2,885,531	2,972,097
Depreciation	1,750,000	1,625,000	1,770,000	1,860,000	1,950,000	2,040,000	2,130,000
Total Expenses	<u>4,122,110</u>	<u>4,073,110</u>	<u>4,410,670</u>	<u>4,579,890</u>	<u>4,751,487</u>	<u>4,925,531</u>	<u>5,102,097</u>
Operating Income	2,885,990	3,092,890	2,775,330	2,618,610	3,172,700	3,082,398	2,987,361
Non-Operating Revenues (Expenses)							
Interest Income	300,000	800,000	600,000	300,000	300,000	300,000	300,000
Interest Expense	(1,771,989)	(1,675,000)	(1,608,290)	(1,538,716)	(1,877,374)	(1,957,936)	(2,026,123)
Premium on Debt Issue	11,586	10,400	11,750	11,473	11,183	10,857	10,505
Amortization of Debt Expense	(67,000)	(60,200)	(65,000)	(64,383)	(68,178)	(71,562)	(71,267)
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	<u>(1,527,403)</u>	<u>(924,800)</u>	<u>(1,061,540)</u>	<u>(1,291,626)</u>	<u>(1,634,369)</u>	<u>(1,718,641)</u>	<u>(1,786,885)</u>
Net Income Before Transfers	1,358,587	2,168,090	1,713,790	1,326,984	1,538,331	1,363,757	1,200,476
Contributions and Transfers In (Out)							
Capital Contributions	14,612	14,612	90,000	225,950	27,500	189,500	-
Capital Projects	-	-	-	(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	1,360,699	2,170,202	1,791,290	1,480,434	1,493,331	1,290,757	1,187,976
Total Net Assets - Beginning	50,240,894	50,240,894	52,411,096	54,202,386	55,682,820	57,176,152	58,466,908
Total Net Assets - Ending	<u>\$ 51,601,593</u>	<u>\$ 52,411,096</u>	<u>\$ 54,202,386</u>	<u>\$ 55,682,820</u>	<u>\$ 57,176,152</u>	<u>\$ 58,466,908</u>	<u>\$ 59,654,884</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	15,736,526	6,333,598	5,731,197	4,638,696	4,440,009	3,360,724	
+ Net Income	2,170,202	1,791,290	1,480,434	1,493,331	1,290,757	1,187,976	
+ Depreciation	1,625,000	1,770,000	1,860,000	1,950,000	2,040,000	2,130,000	
+ Long Term Debt	-	-	7,200,000	3,000,000	3,000,000	3,000,000	
- Contributed Capital	(14,612)	(90,000)	(225,950)	(27,500)	(189,500)	-	
- Fixed Assets	(11,623,518)	(2,248,691)	(9,511,985)	(4,344,519)	(4,765,541)	(4,135,469)	
- Principal Repayment	(1,560,000)	(1,825,000)	(1,895,000)	(2,270,000)	(2,455,000)	(2,635,000)	
Working Cash - End of Year	<u>\$ 6,333,598</u>	<u>\$ 5,731,197</u>	<u>\$ 4,638,696</u>	<u>\$ 4,440,009</u>	<u>\$ 3,360,724</u>	<u>\$ 2,908,231</u>	
25% Working Capital Reserve (prior year's audited expenses)		1,033,903	1,065,365	1,067,777	1,172,840	1,213,992	
Coverage Ratio		1.59	1.50	1.29	1.37	1.33	1.31

ASSUMPTIONS:

Borrow approximately 75% of capital expenditures as detailed in the five year plan for years 2011-2015
Interest rate at 5.75%, twenty year term
ERU's to increase at a rate of 1% per year after 2011
Operating expenses to increase 3.0% per year after 2011
Maintain a level of 25% working capital reserve and 1.25 coverage ratio as required by bond covenants

RESULTS:

The current annual rate of \$125 per ERU became effective July 1, 2010. Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. Next rate increase of approximately 9% would be projected for 2013.

**CITY OF APPLETON 2011 BUDGET
STORMWATER UTILITY
LONG TERM DEBT**

Year	2001		2002		2003		2004		2006		2007		2008		2009		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			
2011	240,000	157,410	115,000	74,713	175,000	114,781	155,000	112,988	530,000	288,838	185,000	210,897	225,000	224,993	200,000	423,670	1,825,000	1,608,290	3,433,290
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	210,000	419,520	1,895,000	1,538,716	3,433,716
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	235,000	414,064	1,970,000	1,463,374	3,433,374
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	250,000	406,970	2,055,000	1,382,936	3,437,936
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	275,000	398,908	2,135,000	1,298,748	3,433,748
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	300,000	389,533	2,220,000	1,209,595	3,429,595
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	315,000	378,826	2,320,000	1,114,841	3,434,841
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	355,000	365,420	2,425,000	1,012,448	3,437,448
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	360,000	351,070	2,535,000	904,182	3,439,182
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	605,000	329,320	2,645,000	790,316	3,435,316
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	710,000	301,970	2,600,000	674,523	3,274,523
2022	-	-	185,000	2,313	270,000	16,005	240,000	26,398	225,000	48,811	305,000	92,313	240,000	26,398	225,000	48,811	305,000	92,313	92,313
2023	-	-	-	-	285,000	3,242	250,000	15,166	250,000	37,913	320,000	76,500	250,000	15,166	250,000	37,913	320,000	76,500	76,500
2024	-	-	-	-	-	-	265,000	3,081	250,000	26,663	335,000	59,938	265,000	3,081	250,000	26,663	335,000	59,938	59,938
2025	-	-	-	-	-	-	-	-	260,000	15,075	355,000	42,438	-	-	260,000	15,075	355,000	42,438	42,438
2026	-	-	-	-	-	-	-	-	270,000	3,038	370,000	24,125	-	-	270,000	3,038	370,000	24,125	24,125
2027	-	-	-	-	-	-	-	-	-	-	390,000	4,875	-	-	-	-	390,000	4,875	4,875
	<u>\$ 3,445,000</u>	<u>\$ 973,552</u>	<u>\$ 1,745,000</u>	<u>\$ 507,550</u>	<u>\$ 2,900,000</u>	<u>\$ 845,210</u>	<u>\$ 2,830,000</u>	<u>\$ 907,454</u>	<u>\$ 7,165,000</u>	<u>\$ 2,002,719</u>	<u>\$ 4,645,000</u>	<u>\$ 2,098,175</u>	<u>\$ 5,595,000</u>	<u>\$ 2,400,926</u>	<u>\$ 10,720,000</u>	<u>\$ 5,364,351</u>	<u>\$ 39,045,000</u>	<u>\$ 15,099,937</u>	<u>\$ 54,144,937</u>

Note: Schedule is based on accrual method of accounting. No revenue bonds will issued in 2011.

CITY OF APPLETON 2011 BUDGET RESOLUTION

Resolved,

The 2011 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 \$29,942,415 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 \$3,852,111 for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$2,310,000 for Special Revenue Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$900,000 for Capital Projects Funds;

The Department of Finance be authorized to sell general obligation promissory notes and/or bonds in the amount of \$5,010,000 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.

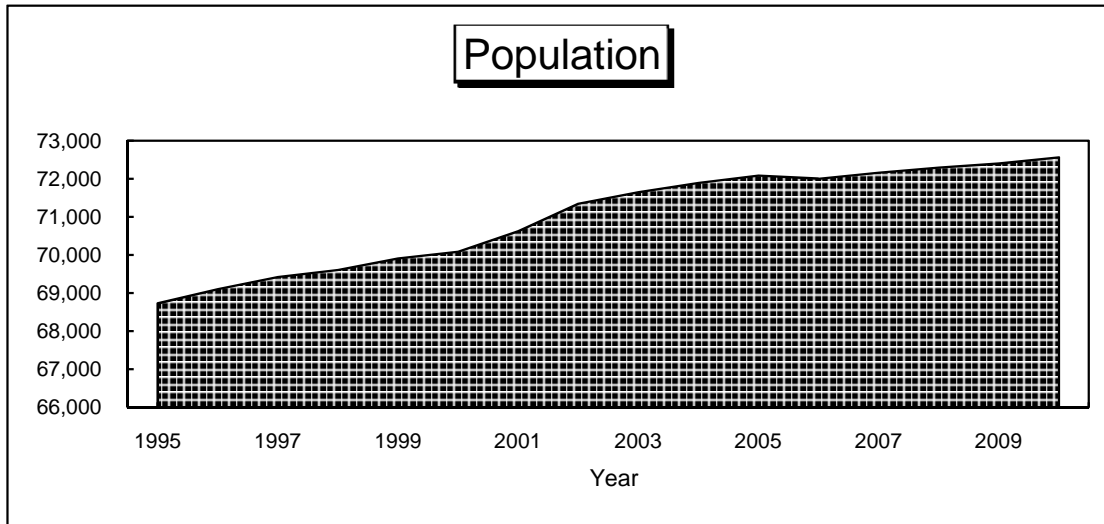
The Director of Finance be authorized to sell water, sewer, or stormwater revenue supported bonds in the amount of \$7,000,000 including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an Official Statement be prepared and distributed by the Director of Finance in support of the sale.

Be it further resolved,

That all projects included herein are not appropriated or authorized to proceed until non-tax funding sources are committed without recourse.

CITY OF APPLETON 2011 BUDGET POPULATION ESTIMATES

<u>Year</u>		<u>Outagamie County</u>	<u>Calumet County</u>	<u>Winnebago County</u>	<u>Total</u>
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
2010	Census	60,300	11,300	963	72,563



**CITY OF APPLETON
2011 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions**

DEPARTMENT	2008	2009	2010	2011
Assessor's Office	7.00	7.00	6.63 *	6.13
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	8.85
Homeless & Block Grants	0.75	0.76	0.85	0.95
Fire Department	101.00	101.00	98.50	97.00
Health Department	12.85	12.85	12.86	12.61
Health Grants	4.40	3.40	3.34	3.39
Technology Services	15.40	15.00	15.00	12.00
Library	45.50	45.50	45.50	45.00
Mayor's Office	3.00	3.00	3.00	2.00
Facilities Management	8.15	8.15	7.76	19.82
Facilities Capital	0.40	0.40	1.00	0.40
Parks & Recreation	34.67	34.67	32.22	5.45
Reid Golf Course	2.05	1.75	1.70	1.55
Human Resources	5.95	6.15	6.15	6.15
Risk Management	2.98	2.98	2.98	2.98
Community Development	8.00	8.00	7.90	11.75
Housing & Community Devel.	2.00	2.00	2.00	2.00
Police Department	135.00	136.00	134.50 **	134.00
Public Works	55.32	57.81	53.92	62.01
Sanitation	22.69	21.29	19.79	18.89
CEA	14.11	14.11	15.11	15.11
Parking	11.47	11.47	11.47	11.47
Capital (TIF, Subdivision, etc.)	8.31	6.32	5.98	4.16
Stormwater Utility	16.92	17.32	17.75	18.73
Water Utility	36.92	36.42	37.76	36.51
Wastewater Utility	27.32	28.32	29.28	29.42
Valley Transit	53.03	53.03	52.65	52.65
Total Regular Employees	<u><u>653.70</u></u>	<u><u>653.21</u></u>	<u><u>644.09</u></u>	<u><u>629.64</u></u>

* 2010 FTEs include the effect of a change made after adoption of the 2010 budget, a .375 FTE reduction of the Assessment Technician position.

** 2010 Police FTE reflects the elimination of the 3rd Deputy Chief position. This position was dedicated to the Town of Grand Chute police department and was reimbursed by the town. With the cessation of merger discussions, the position was eliminated.

**CITY OF APPLETON 2011 BUDGET
PERSONNEL ADDITIONS/DELETIONS**

	Dept. Request		Exec. Budget		Adopted Budget	
	No.	Amount	No.	Amount	No.	Amount
GENERAL FUND						
MAYOR						
Diversity Coordinator					(1.00)	(65,697)
ASSESSOR						
Account Clerk II			(0.50)	(29,596)	(0.50)	(29,596)
FINANCE						
Account Clerk II			(1.00)	(66,330)	(1.00)	(66,330)
HEALTH						
Public Health Nurse			(0.50)	(36,036)		
Secretary IV			(0.25)	(15,741)	(0.25)	(15,741)
TECHNOLOGY SERVICES						
GIS Supervisor			(1.00)	(110,149)	(1.00)	(110,149)
GIS Programmer			(2.00)	(179,149)	(2.00)	(179,149)
LIBRARY						
Library Assistant - Reference	(0.50)	(31,581)	(0.50)	(31,581)	(0.50)	(31,581)
PARKS & RECREATION						
Deputy Director			(0.95)	(119,441)	(0.95)	(119,441)
Operations Supervisor			(1.00)	(115,681)	(1.00)	(115,681)
Administrative Clerk V			(0.95)	(60,560)	(0.95)	(60,560)
Administrative Clerk II			(0.50)	(29,559)	(0.50)	(29,559)
Parks Leadman			(2.00)	(146,258)	(2.00)	(146,258)
Parks Foreman			(1.00)	(105,163)	(1.00)	(105,163)
Parks Caretaker			(7.67)	(500,584)	(7.67)	(500,584)
Parks Technician			(3.30)	(236,549)	(3.30)	(236,549)
City Forester			(1.00)	(107,322)	(1.00)	(107,322)
Arborist			(6.90)	(467,691)	(6.90)	(467,691)
Horticulturist			(1.00)	(73,158)	(1.00)	(73,158)
Sanitation Laborer (allocated to Forestry)			(0.50)	(29,349)	(0.50)	(29,349)
COMMUNITY DEVELOPMENT						
GIS Supervisor			1.00	110,149		
GIS Specialist			2.00	179,149	3.00	277,070
Secretary IV			0.25	15,741	0.25	15,741
Administrative Clerk III			(0.50)	(30,504)	(0.50)	(30,504)
Diversity Coordinator					1.00	65,697
PUBLIC WORKS						
Inspector			(1.00)	(84,907)	(1.00)	(84,907)
City Forester			1.00	107,322	1.00	107,322
Arborists			7.00	473,875	7.00	473,875
Horticulturist			0.80	58,526	0.80	58,526
Administrative Clerk II			0.50	29,559	0.50	29,559
Administrative Clerk III			(1.00)	(48,881)	(1.00)	(48,881)
POLICE						
Captain / Officer Conversion	0.00	(19,639)	0.00	(19,639)	0.00	(19,639)
Public Education Specialist			(0.50)	(41,894)	(0.50)	(41,894)
FIRE						
Fire Inspector	A		(1.00)	(55,770)	(1.00)	(55,770)
Public Education Specialist			(0.50)	(41,894)	(0.50)	(41,894)
Total General Fund:	(0.50)	\$ (51,220)	(24.47)	\$ (1,809,065)	(23.97)	\$ (1,785,257)

**CITY OF APPLETON 2011 BUDGET
PERSONNEL ADDITIONS/DELETIONS**

	Dept. Request		Exec. Budget		Adopted Budget		
	No.	Amount	No.	Amount	No.	Amount	
SPECIAL REVENUE FUNDS							
SANITATION							
Equipment Operator			(1.00)	(71,086)	(1.00)	(71,086)	
Sanitation Laborer (allocated to Forestry)			0.50	29,349	0.50	29,349	
HEALTH GRANTS							
Public Health Nurse			0.05	3,261	0.05	3,261	
Total Special Revenue Fund:	0.00	\$ -	(0.45)	\$ (38,476)	(0.45)	\$ (38,476)	
ENTERPRISE FUNDS							
VALLEY TRANSIT							
Lead Mechanic			(1.00)	(76,903)			
Mechanic			(3.00)	(213,843)			
Service Person			(0.75)	(34,918)			
WATER							
Water Meter Operations Technician	(1.00)	(73,540)	(1.00)	(73,250)	(1.00)	(73,250)	
Secretary - Utilities			(1.00)	(58,944)	(1.00)	(58,944)	
Administrative Secretary			0.50	34,384	0.50	34,384	
WASTEWATER							
Administrative Secretary			(0.25)	(17,191)	(0.25)	(17,191)	
STORMWATER							
Horticulturist			0.20	14,632	0.20	14,632	
REID GOLF COURSE							
Golf Course Superintendant	B	0.07	6,677	0.00	0	0.00	
Deputy Director			(0.05)	(6,286)	(0.05)	(6,286)	
Arborist			(0.10)	(6,184)	(0.10)	(6,184)	
Total Internal Service Fund:		(0.93)	\$ (66,863)	(6.45)	\$ (438,503)	(1.70)	\$ (112,839)
INTERNAL SERVICE FUNDS							
CEA							
Lead Mechanic			1.00	76,903			
Mechanic			3.00	213,843			
Service Person			0.75	34,918			
FACILITIES & CONSTRUCTION MANAGEMENT							
Administrative Secretary			(0.25)	(17,191)	(0.25)	(17,191)	
Administrative Clerk V			0.95	60,560	0.95	60,560	
Parks Foreman			1.00	105,163	1.00	105,163	
Parks Caretaker	(1.00)	(69,994)	6.67	431,128	6.67	431,128	
Parks Technician			3.30	286,423	3.30	286,423	
Total Internal Service Fund:		(1.00)	\$ (69,994)	16.42	\$ 1,191,747	11.67	\$ 866,083
TOTAL CITY:		(2.43)	\$ (188,077)	(14.95)	\$ (1,094,297)	(14.45)	\$ (1,070,489)

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 Performance Adjustments, which are budgeted as \$0 for 2011 in the Unclassified section.

A. Position reduction of \$87,359 partially offset by \$31,589 shift inspector/investigator premium.

B. Restoration of position to .77 FTE without eligibility for City-provided health care benefits.

**CITY OF APPLETON 2011 BUDGET
ASSESSED PROPERTY VALUES**

	01/01/09	01/01/10	Change in Dollars	Change in Percent
Tax Increment Districts # 2 - 8	\$ 172,173,433	\$ 154,233,129	\$ (17,940,304)	-10.42%
Outagamie County				
Real Estate	3,900,241,907	3,899,544,700	(697,207)	-0.02%
Personal Property	124,066,493	125,018,200	951,707	0.77%
Total With TID:	4,024,308,400	4,024,562,900	254,500	0.01%
Total Without TID:	3,942,618,455	3,957,449,703	14,831,248	0.38%
Calumet County				
Real Estate	645,077,136	645,030,500	(46,636)	-0.01%
Personal Property	13,815,264	12,837,200	(978,064)	-7.08%
Total With TID:	658,892,400	657,867,700	(1,024,700)	-0.16%
Total Without TID:	570,242,221	572,332,148	2,089,927	0.37%
Winnebago County				
Real Estate	66,084,681	67,318,300	1,233,619	1.87%
Personal Property	4,166,219	3,211,500	(954,719)	-22.92%
Total With TID:	70,250,900	70,529,800	278,900	0.40%
Total Without TID:	68,417,591	68,945,420	527,829	0.77%
All Counties With TIDs:	\$ 4,753,451,700	\$ 4,752,960,400	\$ (242,371)	-0.01%
All Counties Without TIDs:	\$ 4,581,278,267	\$ 4,598,727,271	\$ 17,449,004	0.38%

CITY OF APPLETON 2011 BUDGET EQUALIZED PROPERTY VALUES

	01/01/09	01/01/10	Change in Dollars	Change in Percent
TID # 2 Gross	\$ 17,157,900	\$ 18,025,200	\$ 867,300	5.05%
Base (1991)	(4,050,900)	(4,050,900)	-	0.00%
Increment	13,107,000	13,974,300	867,300	6.62%
TID # 3 Gross	79,015,800	63,570,000	(15,445,800)	-19.55%
Base (1993)	(18,940,800)	(18,940,800)	-	0.00%
Increment	60,075,000	44,629,200	(15,445,800)	-25.71%
TID # 5 Gross	13,912,200	13,649,100	(263,100)	-1.89%
Base (1999)	(4,669,500)	(4,669,500)	-	0.00%
Increment	9,242,700	8,979,600	(263,100)	-2.85%
TID # 6 Gross	100,737,100	98,970,400	(1,766,700)	-1.75%
Base (2000)	(12,141,600)	(12,141,600)	-	0.00%
Increment	88,595,500	86,828,800	(1,766,700)	-1.99%
TID # 7 Gross	27,485,700	27,315,500	(170,200)	-0.62%
Base (2007)	(25,657,000)	(25,657,000)	-	0.00%
Increment	1,828,700	1,658,500	(170,200)	-9.31%
TID # 8 Gross	2,693,100	3,648,100	955,000	35.46%
Base (2009)	(2,693,100)	(2,693,100)	-	0.00%
Increment	-	955,000	955,000	100.00%
Total All Increments:	\$ 172,848,900	\$ 157,025,400	\$ (15,823,500)	-9.15%
Outagamie County				
Real Estate	3,935,322,000	3,985,361,300	50,039,300	1.27%
Personal Property	125,180,600	124,591,400	(589,200)	-0.47%
Total With TID:	4,060,502,600	4,109,952,700	49,450,100	1.22%
Total Without TID:	3,978,077,900	4,041,414,600	63,336,700	1.59%
Calumet County				
Real Estate	644,680,400	654,977,000	10,296,600	1.60%
Personal Property	13,805,600	12,837,300	(968,300)	-7.01%
Total With TID:	658,486,000	667,814,300	9,328,300	1.42%
Total Without TID:	569,890,500	580,985,500	11,095,000	1.95%
Winnebago County				
Real Estate	65,919,300	70,587,700	4,668,400	7.08%
Personal Property	4,155,000	3,241,600	(913,400)	-21.98%
Total With TID:	70,074,300	73,829,300	3,755,000	5.36%
Total Without TID:	68,245,600	72,170,800	3,925,200	5.75%
All Counties With TIDs:	\$ 4,789,062,900	\$ 4,851,596,300	\$ 62,533,400	1.31%
All Counties Without TIDs:	\$ 4,616,214,000	\$ 4,694,570,900	\$ 78,356,900	1.70%

CITY OF APPLETON

2011 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.

BOND FUND: A fund established to receive and disburse the proceeds of a governmental bond issue.

CITY OF APPLETON

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GLOSSARY

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.

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

CITY OF APPLETON

2011 BUDGET

GLOSSARY

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.

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.

CITY OF APPLETON

2011 BUDGET

GLOSSARY

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.

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.

CITY OF APPLETON

2011 BUDGET

GLOSSARY

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.

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).

CITY OF APPLETON

2011 BUDGET

GLOSSARY

LEVY: (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MA: Medical Assistance, a program funded by the State of Wisconsin to help provide necessary medical care and vaccinations to persons in need.

MODIFIED ACCRUAL: Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., when they are both measurable and available and expenditures are recorded when the related fund liability is incurred.

MUNICIPAL CORPORATION: A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population and usually is organized with the consent of its residents.

NONEXPENDABLE TRUST FUND: A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

OPERATING BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

PERFORMANCE MEASUREMENT/PERFORMANCE OBJECTIVES: Various criteria for evaluating the outcomes of various programs, often non-financial measures. General categories include outcomes from the perspective of the direct recipient of the service (client benefits), outcomes from the broader perspective of the City (strategic outcomes), and volume measures or outputs (work process outputs) and efficiency measures (cost per unit).

PROGRAM: A logical grouping of department activities, which serve the same broad objective. Program structure may be distinguished from organization structure because a program concerns objectives, while an organization concerns administration. The program structure, from lowest to highest level, is activity - sub program - program - major program.

PROJECT: A special activity involving expenditures and revenues from State and Federal agencies, e.g., Public Works construction projects.

PROPRIETARY FUND TYPES: The classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

RESERVES: A segregation of a portion of the unappropriated fund balance for a definite purpose.

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.

CITY OF APPLETON

2011 BUDGET

GLOSSARY

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.

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

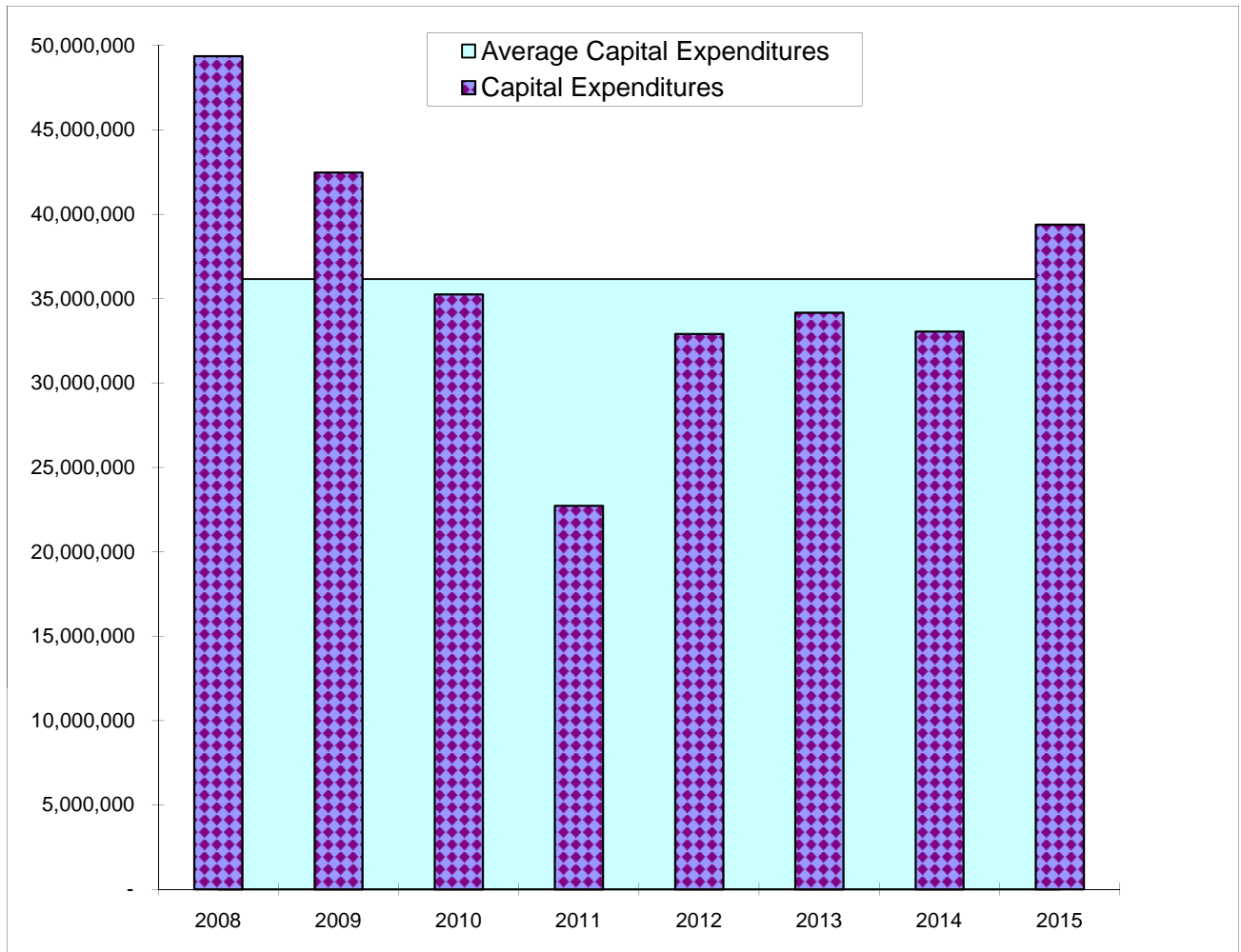
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy.

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.

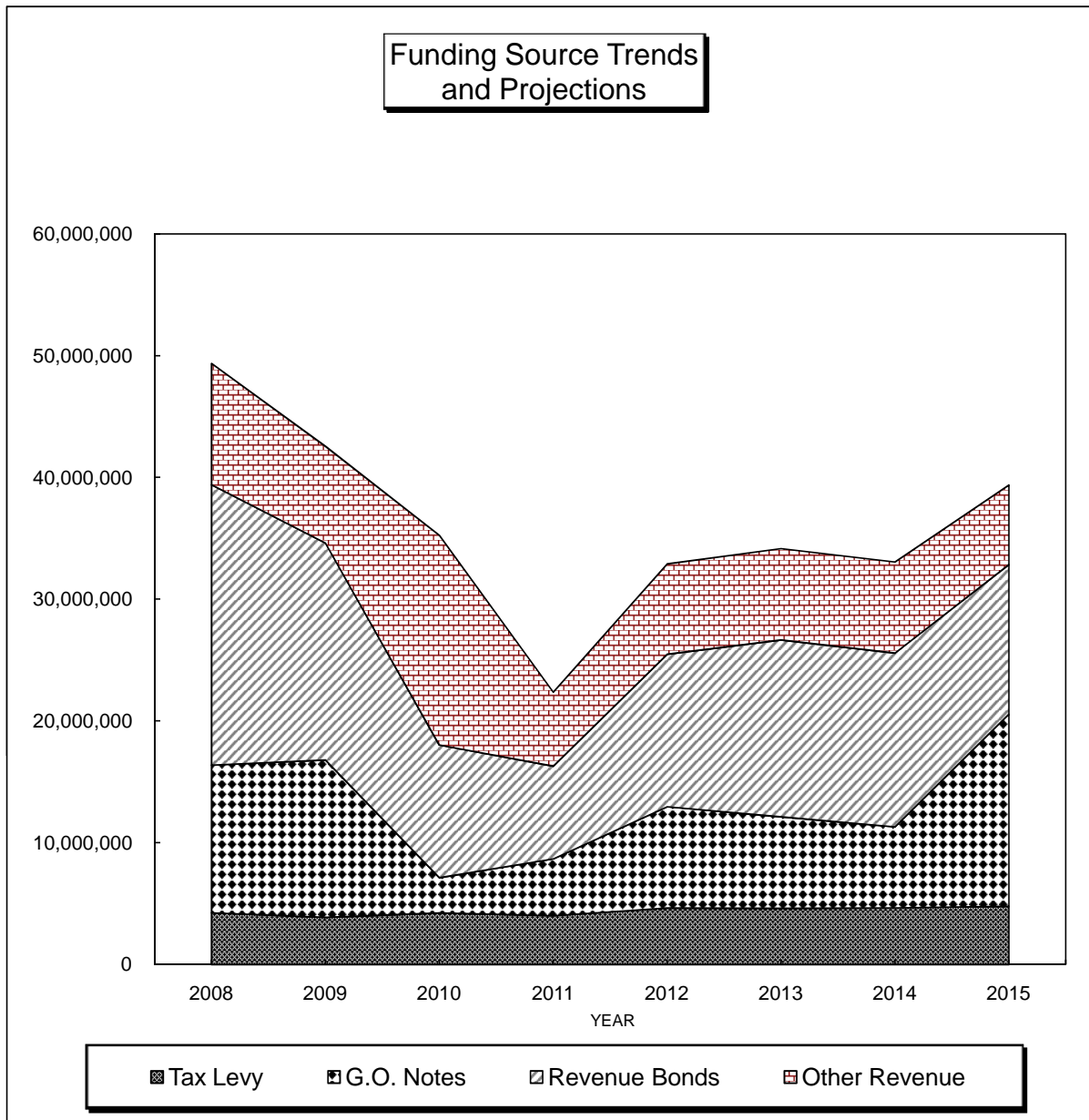
Other: Funds provided by the State of Wisconsin and/or the U.S. Federal Government (grants), contributions by developers to finance their projects, donations or interjurisdictional payments (contractual agreement to provide services to other jurisdictions who then share in the cost of the project, thus reducing the cost to the City).

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM 2008 - 2015



The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2008 - 2015. The total for 2008 - 2009 includes the cost of a major renovation and expansion of the Police station. 2008, 2009, 2013, and 2014 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 included the construction of a stormwater detention pond and major work on two drainage streams necessary to meet the requirements of NR 151/216. 2012 - 2015 include two additional stormwater detention facilities and significant work to resolve long-standing flooding problems adjacent to a ravine on the city's south side. 2015 includes funds to address space needs and community growth for the Library.

**CITY OF APPLETON 2011 BUDGET
CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES**



This graph represents how the capital improvements program budget is financed. The total for revenue bonds for 2008 - 2015 includes funding for additional water transmission lines, as well as projects related to addressing water plant capacity issues in 2008, 2009, 2013, and 2014. Significant Stormwater management infrastructure is required to meet NR 151/216 regulations in all five years, including three retention ponds in 2010 and 2015. 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. 2015 includes funds to address space needs and community growth at the Library.

City of Appleton 2011 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2011 - 2015
PROJECT CATEGORY LIST FOR 2011

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
618	Miscellaneous Site Acquisition	CD	-	550,000	-	-	550,000
619	TIF District # 6 - Southpoint Commerce Park	CD	-	63,325	- o	31,400	94,725
621	Houdini Plaza Renovations	CD	-	250,000	-	-	250,000
622	Street Lighting Improvements	PW	-	75,134	-	-	75,134
623	Traffic Grid Expansion / Signal Improvements	PW	-	64,146	-	-	64,146
624	Traffic Camera Program / Signal Battery Backup	PW	-	28,599	-	-	28,599
626	Asphalt Paving Program	PW	1,524,883	-	- sd	49,368	1,574,251
629	Bridge Improvements	PW	-	71,799	-	-	71,799
630	Concrete Paving Program	PW	1,408,723	612	- o	1,759,439	3,168,774
636	Grade & Gravel Program	PW	498,572	-	- o	758,641	1,257,213
638	Sidewalk Program	PW	729,593	-	- o	203,804	933,397
640	Stormwater Program	SW	-	-	- o	2,338,691	2,338,691
646	Water Main Program	WD	-	-	2,700,000 o	41,052	2,741,052
651	Sanitary Sewer Program	WW	-	-	3,500,000 o	999,888	4,499,888
656	Wastewater Plant Sanitary Sewer Capacity Imp.	WW	-	-	- s	125,000	125,000
Facilities							
658	Grounds Improvements	FMD	-	100,000	-	-	100,000
659	HVAC Upgrades	FMD	-	-	- w	125,000	125,000
706	Pierce Park Renovations	FMD	-	145,000	-	-	145,000
661	Roof Replacement	FMD	-	300,000	-	-	300,000
662	Wastewater Sludge Storage Building Expansion	FMD	-	-	- s	100,000	100,000
663	Parking Utility - Ramp Maintenance	PAR	-	-	- o	120,000	120,000
664	Water Plant Secondary Membrane Treatment	WF	-	-	- w	160,000	160,000
Equipment							
671	Radio Frequency Identification Conversion	LIB	-	408,800	-	-	408,800
672	Portable Radios	PD/FD	-	587,500	-	-	587,500
673	Radio Infrastructure	PD	-	1,000,000	-	-	1,000,000
676	Fuel Containment Upgrade	PW	-	40,774	-	-	40,774
678	Call Recording System	TS	-	70,000	-	-	70,000
679	GIS Upgrade	CD	-	40,000	- o	10,000	50,000
684	Pressure Zone Control Valve Stations	WF	-	-	- w	35,000	35,000
686	Aeration Tank Diffuser Replacement	WW	-	-	- o	250,000	250,000
691	Receiving Station Improvements	WW	-	-	- s	5,000	5,000
692	SpectraLink Phone System for Wastewater Plant	WW	-	-	- s	210,000	210,000
Quality of Life							
702	Lutz Park Renovations	PR	-	-	- o	75,000	75,000
704	Parks - Playground Equipment	PR	-	80,000	-	-	80,000
708	Riverfront Initiatives	PR	-	1,050,000	-	-	1,050,000
712	Telulah Park Improvements	PR	-	100,000	-	-	100,000
	Available Funds Applied net of Issue Costs	PR	-	(325,228)	-	-	(325,228)
			4,161,771	4,700,461	6,200,000	7,397,283	22,459,515

Other Supplemental Information:

Sewer User Fees (s):	*	1,427,500
Water User Fees (w):		344,202
Stormwater User Fees (st):	**	2,251,191
Subdivision (sd):		1,664,555
Other (o):		1,709,835

7,397,283

* Sewer user fees do not include any use of the DNR Replacement Fund.

** The total Water Utility revenue bond issue will be \$3,500,000 as the issue will also include \$800,000 for 2010 projects on a reimbursement basis. The total general obligation debt issue will be \$5,010,000 and will include \$309,539 of 2010 projects on a reimbursement basis. This was done to save issuance costs with one sale for two years' projects.

City of Appleton 2011 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2011 - 2015
PROJECT CATEGORY LIST FOR 2012

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
618	Miscellaneous Site Acquisition	CD	-	300,000	-	-	300,000
619	TIF District # 6 - Southpoint Commerce Park	CD	-	356,925	- o	55,000	411,925
620	TIF District # 7 - South Memorial Drive	CD	-	50,000	-	-	50,000
621	Houdini Plaza Renovations	CD	-	750,000	-	-	750,000
622	Street Lighting Improvements	PW	-	80,000	-	-	80,000
623	Traffic Grid Expansion / Signal Improvements	PW	-	182,070	-	-	182,070
624	Traffic Camera Program / Signal Battery Backup	PW	-	53,724	-	-	53,724
625	Traffic Sign Retroreflectivity Mandate	PW	-	465,000	-	-	465,000
626	Asphalt Paving Program	PW	764,604	-	-	-	764,604
629	Bridge Improvements	PW	-	580,820	-	-	580,820
630	Concrete Paving Program	PW	2,807,463	158,532	- sd	1,611,262	4,577,257
636	Grade & Gravel Program	PW	-	376,967	- sd	12,012	388,979
638	Sidewalk Program	PW	803,352	-	- sd	240,140	1,043,492
640	Stormwater Program	SW	-	76,500	7,200,000 o	2,465,285	9,741,785
646	Water Main Program	WD	-	253,400	2,500,000 w	266,146	3,019,546
651	Sanitary Sewer Program	WW	-	132,810	3,000,000 s	539,101	3,671,911
Facilities							
658	Grounds Improvements	FMD	-	100,000	- s	35,000	135,000
659	HVAC Upgrades	FMD	-	50,000	-	-	50,000
661	Roof Replacement	FMD	-	-	- o	150,000	150,000
662	Wastewater Sludge Storage Building Expansion	FMD	-	-	- s	125,000	125,000
663	Parking Utility - Ramp Maintenance	PAR	-	-	- o	115,000	115,000
664	Water Plant Secondary Membrane Treatment	WF	-	-	- w	235,000	235,000
Equipment							
667	Burners for Training Facility	FD	-	275,000	-	-	275,000
668	Personal Protective Equipment	FD	-	46,500	-	-	46,500
673	Radio Infrastructure	PD	-	1,000,000	-	-	1,000,000
675	Public Works Equipment Replacement	PW	-	-	- st	60,000	60,000
679	GIS Upgrade	CD	-	40,000	- o	10,000	50,000
680	In-Building Wireless	TS	-	110,000	-	-	110,000
681	Video Conferencing System	TS	-	165,000	-	-	165,000
682	Wireless Broadband Access	TS	-	250,000	-	-	250,000
683	Wireless Inspection System	TS	-	35,100	-	-	35,100
684	Pressure Zone Control Valve Stations	WF	-	-	- w	215,000	215,000
685	Lake Station Traveling Screen Replacement	WF	-	-	- w	800,000	800,000
689	Lift Station Trailer-Mounted Emergency Generator	WW	-	-	- s	60,000	60,000
693	Total Maximum Daily Load Wastewater Planning	WW	-	-	- s	125,000	125,000
Quality of Life							
694	Reid Golf Course Improvements	PR	-	-	0 o	25,000	25,000
695	AMP - Athletic Fields Renovations	PR	-	200,000	-	-	200,000
700	Erb Park Renovations	PR	-	200,000	-	-	200,000
701	Erb Pool Remodeling	PR	-	50,000	-	-	50,000
704	Parks - Playground Equipment	PR	-	85,000	-	-	85,000
708	Riverfront Initiatives	PR	-	1,615,000	- o	107,000	1,722,000
712	Telulah Park Improvements	PR	-	270,000	-	-	270,000
			4,375,419	8,308,348	12,700,000	7,250,946	32,634,713

Other Supplemental Information:

Sewer User Fees (s):	986,601
Water User Fees (w):	* 1,518,646
Stormwater User Fees (st):	2,378,335
Subdivision (sd):	1,863,414
Other (o):	503,950
	<u>7,250,946</u>

* Sewer user fees includes the use of \$250,000 from the DNR Replacement Fund.

City of Appleton 2011 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2011 - 2015
PROJECT CATEGORY LIST FOR 2013

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
618	Miscellaneous Site Acquisition	CD	-	250,000	-	-	250,000
619	TIF District # 6 - Southpoint Commerce Park	CD	-	92,209	- o	95,239	187,448
622	Street Lighting Improvements	PW	-	135,000	-	-	135,000
623	Traffic Grid Expansion / Signal Improvements	PW	-	63,070	-	-	63,070
624	Traffic Camera Program / Signal Battery Backup	PW	-	56,121	-	-	56,121
625	Traffic Sign Retroreflectivity Mandate	PW	-	465,000	-	-	465,000
626	Asphalt Paving Program	PW	1,800,966	163,034	-	-	1,964,000
629	Bridge Improvements	PW	-	229,340	-	-	229,340
630	Concrete Paving Program	PW	1,921,098	889,597	- o	1,965,898	4,776,593
636	Grade & Gravel Program	PW	-	205,109	- o	82,633	287,742
638	Sidewalk Program	PW	883,322	120,005	- sd	194,612	1,197,939
640	Stormwater Program	SW	-	-	3,000,000 o	1,372,019	4,372,019
646	Water Main Program	WD	-	-	2,000,000 o	1,711,145	3,711,145
651	Sanitary Sewer Program	WW	-	-	3,700,000 o	530,650	4,230,650
Facilities							
657	Future Fire Stations/Relocations	FMD	-	350,000	-	-	350,000
658	Grounds Improvements	FMD	-	50,000	-	-	50,000
659	HVAC Upgrades	FMD	-	25,000	-	-	25,000
660	Library	FMD	-	75,000	-	-	75,000
661	Roof Replacement	FMD	-	300,000	- s	145,000	445,000
662	Wastewater Sludge Storage Building Expansion	FMD	-	-	1,500,000	-	1,500,000
663	Parking Utility - Ramp Maintenance	PAR	-	-	- o	110,000	110,000
664	Water Plant Secondary Membrane Treatment	WF	-	-	4,500,000	-	4,500,000
Equipment							
666	Additional Vehicle, Station # 6	FD	-	750,000	-	-	750,000
670	Self Contained Breathing Apparatus Replacement	FD	-	527,900	-	-	527,900
673	Radio Infrastructure	PD	-	1,000,000	-	-	1,000,000
675	Public Works Equipment Replacement	PW	-	-	- st	60,000	60,000
679	GIS Upgrade	CD	-	40,000	- o	10,000	50,000
680	In-Building Wireless	TS	-	65,000	-	-	65,000
682	Wireless Broadband Access	TS	-	250,000	-	-	250,000
687	Bar Screen Replacement	WW	-	-	- o	935,000	935,000
691	Receiving Station Improvements	WW	-	-	- s	52,500	52,500
Quality of Life							
695	AMP - Athletic Fields Renovations	PR	-	250,000	-	-	250,000
697	Apple Hill Trail	PR	-	150,000	-	-	150,000
699	Einstein Park Renovations	PR	-	50,000	-	-	50,000
700	Erb Park Renovations	PR	-	250,000	-	-	250,000
703	North Side Park / Fire Station # 6 / School Site	PR	-	125,000	-	-	125,000
704	Parks - Playground Equipment	PR	-	90,000	-	-	90,000
707	Prospect Avenue Park Acquisition	PR	-	-	- w	250,000	250,000
708	Riverfront Initiatives	PR	-	250,000	-	-	250,000
709	Schaefer Park Renovations	PR	-	260,000	-	-	260,000
710	Southeast Park	PR	-	-	- o	100,000	100,000
			4,605,386	7,526,385	14,700,000	7,614,696	34,446,467

Other Supplemental Information:

Sewer User Fees (s):	669,500
Water User Fees (w):	* 1,898,395
Stormwater User Fees (st):	1,407,019
Subdivision (sd):	1,863,978
Other (o):	1,775,804
	<u>7,614,696</u>

* Sewer user fees do not include any use of the DNR Replacement Fund.

City of Appleton 2011 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2011 - 2015
PROJECT CATEGORY LIST FOR 2014

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
619	TIF District # 6 - Southpoint Commerce Park	CD	-	73,325	- o	271,729	345,054
622	Street Lighting Improvements	PW	-	50,000	-	-	50,000
623	Traffic Grid Expansion / Signal Improvements	PW	-	63,070	-	-	63,070
624	Traffic Camera Program / Signal Battery Backup	PW	-	56,542	-	-	56,542
625	Traffic Sign Retroreflectivity Mandate	PW	-	465,000	-	-	465,000
626	Asphalt Paving Program	PW	1,855,933	24,770	-	-	1,880,703
629	Bridge Improvements	PW	-	379,600	-	-	379,600
630	Concrete Paving Program	PW	2,305,307	2,497,672	- sd	1,590,454	6,393,433
636	Grade & Gravel Program	PW	-	32,202	- o	242,438	274,640
638	Sidewalk Program	PW	752,124	385,110	- sd	293,882	1,431,116
640	Stormwater Program	SW	-	-	3,000,000 o	1,955,041	4,955,041
646	Water Main Program	WD	-	-	2,700,000 o	968,220	3,668,220
651	Sanitary Sewer Program	WW	-	-	3,600,000 o	259,131	3,859,131
Facilities							
657	Future Fire Stations/Relocations	FMD	-	200,000	-	-	200,000
658	Grounds Improvements	FMD	-	-	- s	100,000	100,000
659	HVAC Upgrades	FMD	-	50,000	- w	50,000	100,000
660	Library	FMD	-	750,000	-	-	750,000
661	Roof Replacement	FMD	-	50,000	- s	75,000	125,000
663	Parking Utility - Ramp Maintenance	PAR	-	-	- o	120,000	120,000
664	Water Plant Secondary Membrane Treatment	WF	-	-	4,500,000	-	4,500,000
Equipment							
668	Personal Protective Equipment	FD	-	32,000	-	-	32,000
669	Rescue Boat Replacement	FD	-	27,000	-	-	27,000
674	Engineering/Survey Equipment Replacement	PW	-	35,000	-	-	35,000
675	Public Works Equipment Replacement	PW	-	-	- st	250,000	250,000
677	Water Meter Radio Read System Replacement	WD	-	-	- w	500,000	500,000
684	Pressure Zone Control Valve Stations	WF	-	-	- w	250,000	250,000
691	Receiving Station Improvements	WW	-	-	- s	750,000	750,000
Quality of Life							
698	Colony Oaks Park	PR	-	195,000	-	-	195,000
700	Erb Park Renovations	PR	-	50,000	-	-	50,000
701	Erb Pool Remodeling	PR	-	100,000	-	-	100,000
704	Parks - Playground Equipment	PR	-	90,000	-	-	90,000
705	Peabody Park	PR	-	-	- o	275,000	275,000
707	Prospect Avenue Park Acquisition	PR	-	253,050	-	-	253,050
708	Riverfront Initiatives	PR	-	800,000	-	-	800,000
			4,913,364	6,659,341	13,800,000	7,950,895	33,323,600

Other Supplemental Information:	
Sewer User Fees (s):	* 1,088,481
Water User Fees (w):	1,538,470
Stormwater User Fees (st):	2,015,541
Subdivision (sd):	1,884,336
Other (o):	1,424,067
	<u>7,950,895</u>

* Sewer user fees includes the use of \$935,000 from the DNR Replacement Fund.

City of Appleton 2011 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2011 - 2015
PROJECT CATEGORY LIST FOR 2015

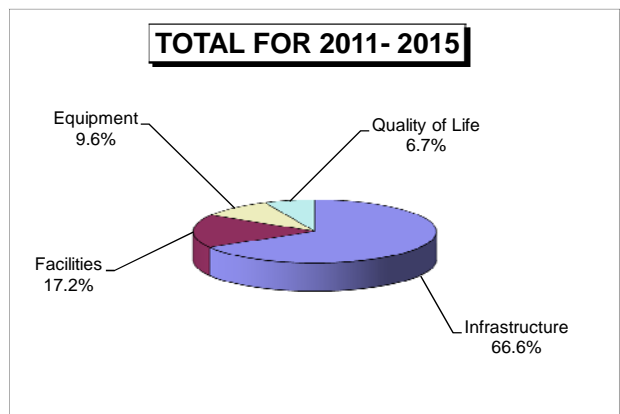
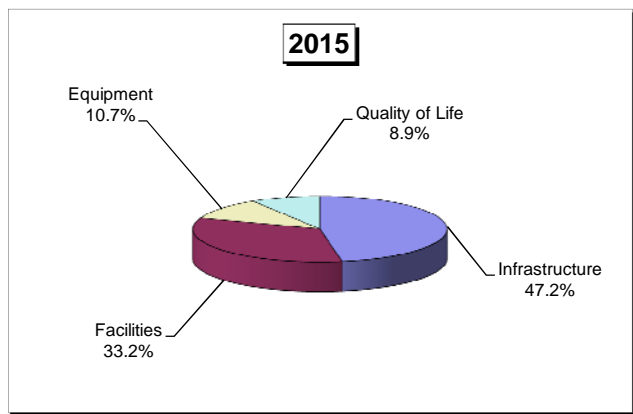
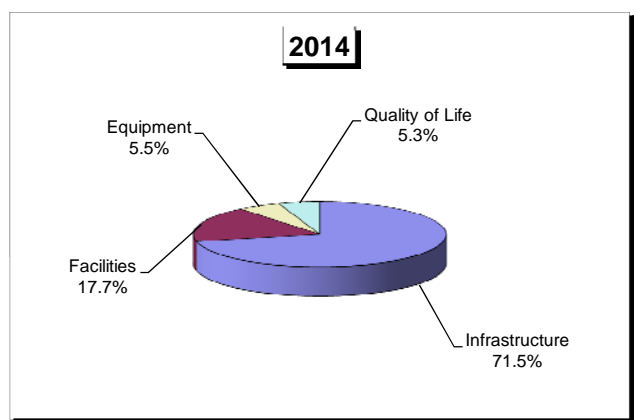
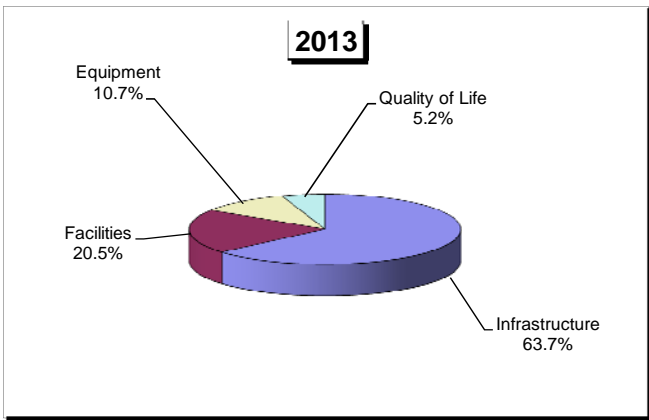
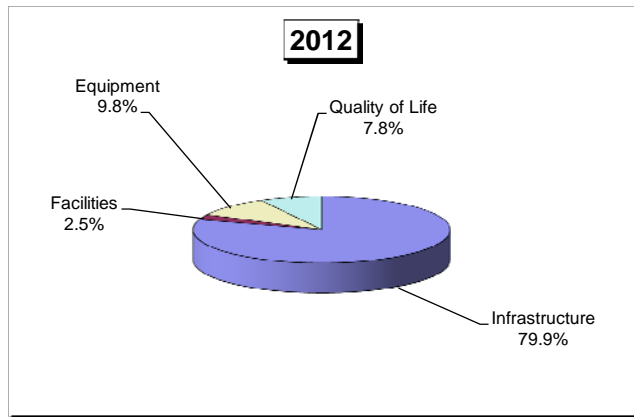
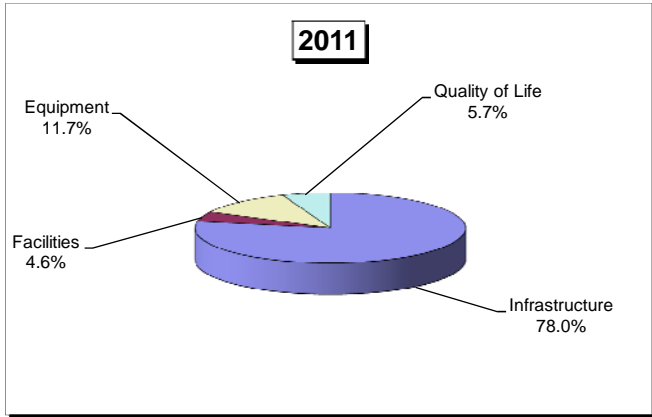
Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
619	TIF District # 6 - Southpoint Commerce Park	CD	-	62,325	- o	91,000	153,325
622	Street Lighting Improvements	PW	-	50,000	-	-	50,000
623	Traffic Grid Expansion / Signal Improvements	PW	-	183,070	-	-	183,070
624	Traffic Camera Program / Signal Battery Backup	PW	-	59,650	-	-	59,650
625	Traffic Sign Retroreflectivity Mandate	PW	-	465,000	-	-	465,000
626	Asphalt Paving Program	PW	958,957	115,112	-	-	1,074,069
629	Bridge Improvements	PW	-	44,804	-	-	44,804
630	Concrete Paving Program	PW	2,367,089	-	- sd	1,619,510	3,986,599
636	Grade & Gravel Program	PW	811,336	115,112	-	-	926,448
638	Sidewalk Program	PW	643,542	-	- sd	271,456	914,998
640	Stormwater Program	SW	-	-	3,000,000 o	1,135,469	4,135,469
646	Water Main Program	WD	-	-	1,500,000 w	1,624,080	3,124,080
651	Sanitary Sewer Program	WW	-	-	2,500,000 s	981,788	3,481,788
Facilities							
657	Future Fire Stations/Relocations	FMD	-	1,700,000	-	-	1,700,000
660	Library	FMD	-	9,175,000	-	-	9,175,000
661	Roof Replacement	FMD	-	300,000	-	-	300,000
663	Parking Utility - Ramp Maintenance	PAR	-	-	- o	115,000	115,000
665	Water Tower Construction	WF	-	-	1,800,000	-	1,800,000
Equipment							
688	Influent / Effluent Flow Meter Improvements	WW	-	-	1,200,000	-	1,200,000
690	PLC Replacement / SCADA Upgrade	WW	-	-	- o	500,000	500,000
693	Total Maximum Daily Load Wastewater Planning	WW	-	-	2,500,000	-	2,500,000
Quality of Life							
696	AMP - Park Renovations	PR	-	330,000	-	-	330,000
701	Erb Pool Remodeling	PR	-	1,250,000	-	-	1,250,000
704	Parks - Playground Equipment	PR	-	90,000	-	-	90,000
708	Riverfront Initiatives	PR	-	1,350,000	-	-	1,350,000
711	Summit Park Pavilion / Restroom	PR	-	200,000	-	-	200,000
713	Vulcan Heritage Park	PR	-	275,000	-	-	275,000
			4,780,924	15,765,073	12,500,000	6,338,303	39,384,300

Other Supplemental Information:

Sewer User Fees (s):	* 981,788
Water User Fees (w):	1,624,080
Stormwater User Fees (st):	1,135,469
Subdivision (sd):	1,890,966
Other (o):	706,000
	<u>6,338,303</u>

* Sewer user fees do not include any use of the DNR Replacement Fund.

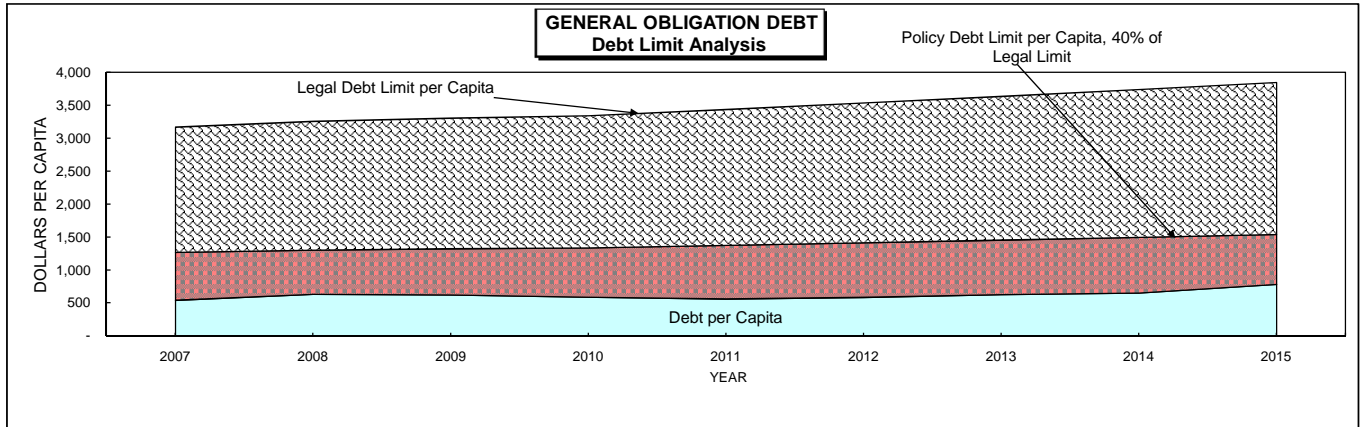
**CITY OF APPLETON 2011 BUDGET
CAPITAL IMPROVEMENTS PROGRAM 2011 - 2015
CAPITAL PROJECTS BY CATEGORY**



CITY OF APPLETON 2011 BUDGET

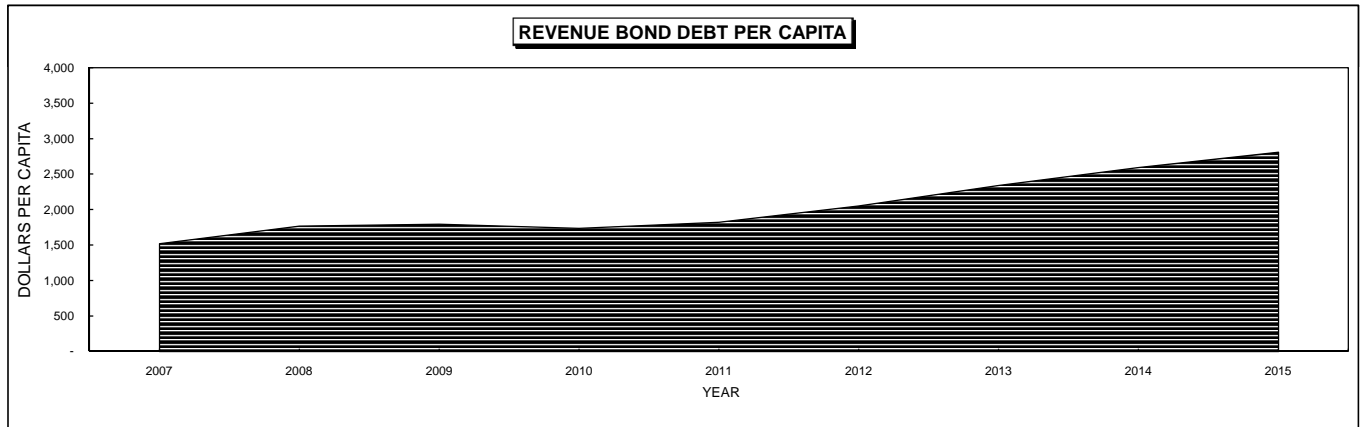
Outstanding Debt

	2007	2008	2009	2010	2011	2012	2013	2014	2015
Equalized value	4,575,642,000	4,711,007,500	4,789,062,900	4,851,596,300	4,997,144,200	5,147,058,500	5,301,470,300	5,460,514,400	5,624,329,800
Legal G.O. Debt Limit	228,782,100	235,550,375	239,453,145	242,579,815	249,857,210	257,352,925	265,073,515	273,025,720	281,216,490
Outstanding G.O. Debt	39,037,242	45,662,445	44,890,325	42,719,323	40,735,781	42,575,512	45,504,754	47,441,974	57,112,112
Population	72,158	72,297	72,400	72,563	72,665	72,767	72,869	72,971	73,073
G.O. Debt per capita									
Legal Limit	3,171	3,258	3,307	3,343	3,438	3,537	3,638	3,742	3,848
Policy Limit	1,268	1,303	1,323	1,337	1,375	1,415	1,455	1,497	1,539
Actual	541	632	620	589	561	585	624	650	782
Revenue Bonds									
Outstanding Bonds	109,669,989	127,713,993	130,113,990	126,039,003	132,293,021	149,355,001	170,555,001	189,320,001	205,295,001
Revenue Bonds per capita	1,520	1,767	1,797	1,737	1,821	2,053	2,341	2,594	2,809

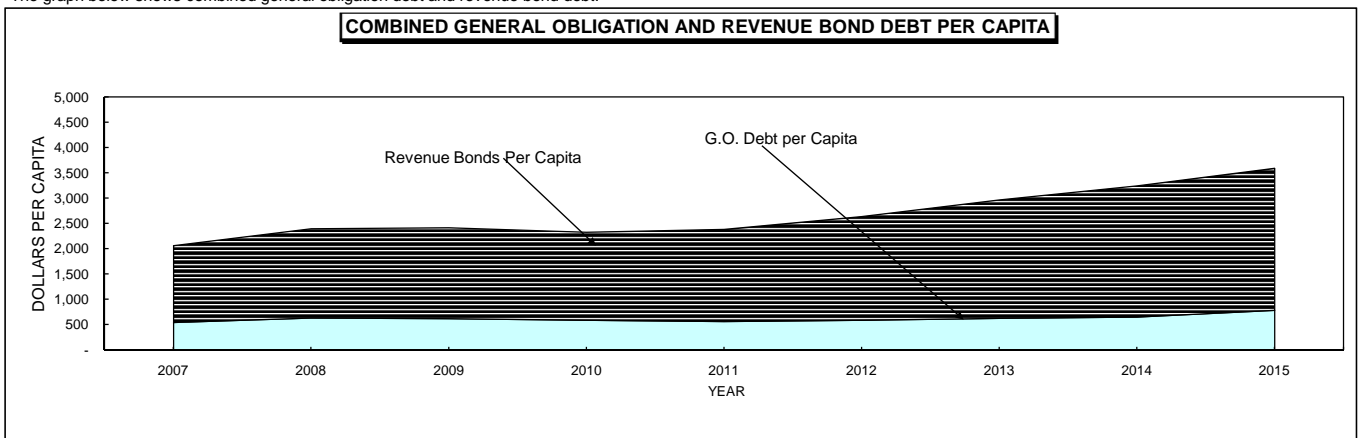


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2012- 2015 include estimates for population and equalized valuation figures based on the actual increase experienced from 2007 to 2009.

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 CAPITAL IMPROVEMENTS PROGRAM 2011 - 2015 PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2011 - 2015 Capital Improvements Program are included in this section.

**CITY OF APPLETON 2011 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2011-2015
PROJECT CATEGORY LIST**

Page	Project	Dept Code	2011	2012	2013	2014	2015
Infrastructure							
618	Miscellaneous Site Acquisition	CD	550,000	300,000	250,000	-	-
619	TIF District # 6 - Southpoint Commerce Park	CD	94,725	411,925	187,448	345,054	153,325
620	TIF District # 7 - South Memorial Drive	CD	-	50,000	-	-	-
621	Houdini Plaza Renovations	CD	250,000	750,000	-	-	-
622	Street Lighting Improvements / LEDs	PW	75,134	80,000	135,000	50,000	50,000
623	Traffic Grid Expansion / Signal Improvements	PW	64,146	182,070	63,070	63,070	183,070
624	Traffic Camera Program / Signal Battery Backup	PW	28,599	53,724	56,121	56,542	59,650
625	Traffic Sign Retroreflectivity Mandate	PW	-	465,000	465,000	465,000	465,000
626	Asphalt Paving Program	PW	1,574,251	764,604	1,964,000	1,880,703	1,074,069
629	Bridge Improvements	PW	71,799	580,820	229,340	379,600	44,804
630	Concrete Paving Program	PW	3,168,774	4,577,257	4,776,593	6,393,433	3,986,599
636	Grade & Gravel Program	PW	1,257,213	388,979	287,742	274,640	926,448
638	Sidewalk Program	PW	933,397	1,043,492	1,197,939	1,431,116	914,998
640	Stormwater Program	SW	2,338,691	9,741,785	4,372,019	4,955,041	4,135,469
646	Water Main Program	WD	2,741,052	3,019,546	3,711,145	3,668,220	3,124,080
651	Sanitary Sewer Program	WW	4,499,888	3,671,911	4,230,650	3,859,131	3,481,788
656	Wastewater Plant Sanitary Sewer Capacity Improv.	WW	125,000	-	-	-	-
Facilities							
657	Future Fire Stations/Relocations	FMD	-	-	350,000	200,000	1,700,000
658	Grounds Improvements	FMD	100,000	135,000	50,000	100,000	-
659	HVAC Upgrades	FMD	125,000	50,000	25,000	100,000	-
660	Library	FMD	-	-	75,000	750,000	9,175,000
706	Pierce Park Renovations	FMD	145,000	-	-	-	-
661	Roof Replacement	FMD	300,000	150,000	445,000	125,000	300,000
662	Wastewater Sludge Storage Building Expansion	FMD	100,000	125,000	1,500,000	-	-
663	Parking Utility - Ramp Maintenance	PAR	120,000	115,000	110,000	120,000	115,000
664	Water Plant Secondary Membrane Treatment	WF	160,000	235,000	4,500,000	4,500,000	-
665	Water Tower Land Acquisition	WF	-	-	-	-	1,800,000
Equipment							
666	Additional Vehicle for Station # 6	FD	-	-	750,000	-	-
667	Burners for Training Facility	FD	-	275,000	-	-	-
668	Personal Protective Equipment	FD	-	46,500	-	32,000	-
669	Rescue Boat Replacement	FD	-	-	-	27,000	-
670	Self Contained Breathing Apparatus Replacement	FD	-	-	527,900	-	-
671	Radio Frequency Identification Conversion	LIB	408,800	-	-	-	-
672	Portable Radios	PD/FD	587,500	-	-	-	-
673	Radio Infrastructure	PD	1,000,000	1,000,000	1,000,000	-	-

**CITY OF APPLETON 2011 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2011-2015
PROJECT CATEGORY LIST**

Page	Project	Dept Code	2011	2012	2013	2014	2015
Equipment - Continued							
674	Engineering/Survey Equipment Replacement	PW	-	-	-	35,000	-
675	Public Works Equipment Replacement	PW	-	60,000	60,000	250,000	-
676	Fuel Containment Upgrade	PW	40,774	-	-	-	-
677	Radio-Read System for Water Meters	PW	-	-	-	500,000	-
678	Call Recording System	TS	70,000	-	-	-	-
679	GIS Upgrades	CD	50,000	50,000	50,000	-	-
680	In-Building Wireless	TS	-	110,000	65,000	-	-
681	Video Conferencing System	TS	-	165,000	-	-	-
682	Wireless Broadband Access	TS	-	250,000	250,000	-	-
683	Wireless Fire Inspection System	TS	-	35,100	-	-	-
684	Pressure Zone Control Valve Stations	WF	35,000	215,000	-	250,000	-
685	Lake Station Traveling Screen Replacement	WF	-	800,000	-	-	-
686	Aeration Tank Diffuser Replacement	WW	250,000	-	-	-	-
687	Bar Screen Replacements	WW	-	-	935,000	-	-
688	Influent / Effluent Flow Meter Improvements	WW	-	-	-	-	1,200,000
689	Lift Station Trailer-Mounted Emergency Generator	WW	-	60,000	-	-	-
690	Programmable Logic Controller Replacement	WW	-	-	-	-	500,000
691	Receiving Station Improvements	WW	5,000	-	52,500	750,000	-
692	SpectraLink Phone System	WW	210,000	-	-	-	-
693	Total Max. Daily Load Facility Planning	WW	-	125,000	-	-	2,500,000
Quality of Life							
694	Reid Golf Course Improvements	GOL	-	25,000	-	-	-
695	AMP - Athletic Fields Renovations	PR	-	200,000	250,000	-	-
696	AMP - Other Renovations	PR	-	-	-	-	330,000
697	Apple Hill Trail	PR	-	-	150,000	-	-
698	Colony Oaks Tennis Courts	PR	-	-	-	195,000	-
699	Einstein Park Renovations	PR	-	-	50,000	-	-
700	Erb Park Renovations	PR	-	200,000	250,000	50,000	-
701	Erb Pool Remodeling	PR	-	50,000	-	100,000	1,250,000
702	Lutz Park Renovations	PR	75,000	-	-	-	-
703	North Side Park/Fire Station #6/School Site	PR	-	-	125,000	-	-
704	Parks - Playground Equipment	PR	80,000	85,000	90,000	90,000	90,000
705	Peabody Park	PR	-	-	-	275,000	-
707	Prospect Ave Park Acquisition	PR	-	-	250,000	253,050	-
708	Riverfront Initiatives	PR	1,050,000	1,722,000	250,000	800,000	1,350,000
709	Schaefer Park Renovations	PR	-	-	260,000	-	-
710	Southeast Park	PR	-	-	100,000	-	-
711	Summit Park Restroom / Pavilion Building	PR	-	-	-	-	200,000
712	Telulah Park Improvements	PR	100,000	270,000	-	-	-
713	Vulcan Heritage Park	PR	-	-	-	-	275,000
			<u>\$22,784,743</u>	<u>\$32,634,713</u>	<u>\$34,446,467</u>	<u>\$33,323,600</u>	<u>\$39,384,300</u>
Available Funds Applied net of Issue Costs			(325,228)				
Net			<u>\$22,459,515</u>				

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Miscellaneous Site Acquisition

PROJECT DESCRIPTION

Justification:

The City's Comprehensive Plan 2010-2030, 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. These monies would be allocated in support of the Comprehensive Plan through site acquisition, river walk public improvements/amenities and the purchase of foreclosed properties.

Discussion of operating cost impact:

The final impact on operating costs is undetermined at this time since the properties to be acquired and their final use have not been defined.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2011	2012	2013	2014	2015	Total
Comm Dev	Site Acquisition	250,000	-	250,000	-	-	\$ 500,000
Comm Dev	Demolition / Site Preparation / Infrastructure	300,000	300,000	-	-	-	\$ 600,000
Total - Community Development Capital Projects Fund		\$ 550,000	\$ 300,000	\$ 250,000	\$ -	\$ -	\$ 1,100,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	250,000	-	250,000	-	-	\$ 500,000
Construction	300,000	300,000	-	-	-	\$ 600,000
Other	-	-	-	-	-	\$ -
Total	\$ 550,000	\$ 300,000	\$ 250,000	\$ -	\$ -	\$ 1,100,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2011 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 2011 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 selling land. Funds are also included in 2011 for the extension of Quest Drive 400' south to Midway Road.

City infrastructure not included in cost summary below for 2011 includes:

	TIF # 6	Industrial Park Land Fund	Project Page
Grade and Gravel Program	\$ -	\$ 67,735	636
Concrete Paving Program	612		630
	\$ 612	\$ 67,735	

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 2011. Any cost impacts for 2012 and beyond are unknown at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Comm Dev Non-City Improvements	26,400	-	11,239	151,800	-	\$ 189,439
Comm Dev Site Grading/Prep	-	-	-	10,000	-	\$ 10,000
Comm Dev Administration	5,000	55,000	84,000	66,000	91,000	\$ 301,000
Comm Dev San. Area Assess.	-	-	-	43,929	-	\$ 43,929
Industrial Park Land Fund	31,400	55,000	95,239	271,729	91,000	\$ 544,368
Comm Dev Non-City Improvements	-	221,100	23,884	-	-	\$ 244,984
Comm Dev Site Grading/Prep	10,000	30,000	-	-	-	\$ 40,000
Comm Dev Administration	53,325	68,325	68,325	73,325	62,325	\$ 325,625
Comm Dev San. Area Assess.	-	37,500	-	-	-	\$ 37,500
TIF # 6	63,325	356,925	92,209	73,325	62,325	\$ 648,109
Total - Southpoint Commerce Park Capital Projects	\$ 94,725	\$ 411,925	\$ 187,448	\$ 345,054	\$ 153,325	\$ 1,192,477

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	36,400	251,100	35,123	161,800	-	\$ 484,423
Other	58,325	160,825	152,325	183,254	153,325	\$ 708,054
Total	\$ 94,725	\$ 411,925	\$ 187,448	\$ 345,054	\$ 153,325	\$ 1,192,477
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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 2006 purchase of the abandoned Valley Fair Mall by an investor group and that group's commitment to reinvigorating that property, along with concern over the under utilization of former retail and service buildings, led to the creation of TIF District # 7 in 2007. Noticeable improvements have already been made to the Mall property, including the recent opening of a new Copps Grocery store, renovation of the Marcus Cinema as a stand alone theater, demolition of obsolete structures and infrastructure upgrades to support future business development. The investor group also facilitated the construction of a 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 creation of TIF District # 7 provides for 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 2012 CIP funds will be used to continue to award revitalization grants through the program created in 2010. This also includes architect/engineering fees 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 and valued business corridor.

There are no City infrastructure projects planned for 2011.

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	2011	2012	2013	2014	2015	Total
Comm. Dev. Revitalization Grants	-	50,000	-	-	-	\$ 50,000
Total - TIF District # 7 Capital Projects Fund	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning		-	-	-	-	\$ -
Design		-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other: Grants & Incentives	-	50,000	-	-	-	\$ 50,000
Total	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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, the design 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. 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.

In 2010, the City of Appleton completed the acquisition of the property on the corner of College Avenue and Appleton Street from the Boldt Company. The City also transferred a strip of property approximately 30' x 100' to the Appleton Art Center to accommodate a new entrance to their building. Additionally, a Community Committee was formed with the goal of re-evaluating the design of the Plaza to meet community needs and enhance the quality of life by improving the use of downtown urban spaces for recreational, cultural, educational and economic purposes.

This project request includes the coordination of the design and renovations of Houdini Plaza with Soldiers Square to promote connectivity to the riverfront while positively reflecting the 2010 property changes to the plaza. A public/private partnership with downtown groups/organizations was also established in 2010 to review the proposed renovations and secure approximately 30% of the funding for the project. \$250,000 is budgeted in 2011 to develop final plans and specifications and perform the necessary infrastructure improvements, including water, electricity, stormwater management, etc. \$750,000 has been budgeted in 2012 to complete the renovations to Houdini Plaza, including the performance area, plaza surfacing and landscaping, lighting, etc. The work in 2012 would be coordinated with the renovations proposed for Soldiers Square.

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	2011	2012	2013	2014	2015	Total
Parks & Rec. Houdini Plaza Renovations						
Plans/Design	50,000	-	-	-	-	\$ 50,000
Infrastructure	200,000	750,000	-	-	-	\$ 950,000
Total - Community Development Capital Projects Fund	\$ 250,000	\$ 750,000	\$ -	\$ -	\$ -	\$ 1,000,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	50,000	-	-	-	-	\$ 50,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	200,000	750,000	-	-	-	\$ 950,000
Other	-	-	-	-	-	\$ -
Total	\$ 250,000	\$ 750,000	\$ -	\$ -	\$ -	\$ 1,000,000
Operating Cost Impact	\$ 1,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 13,500

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Street Lighting Improvements

PROJECT DESCRIPTION

Justification:

LED Street Lighting Retrofits

This project would replace all remaining City-owned cobra-style high pressure sodium (HPS) street lights with energy efficient LED street light fixtures over a 5-year period (2012-2016). 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 3 to 8 years). The payback period for LED fixtures is 4 to 10 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 (\$75,134, City-owned)
-Meade Street (Evergreen Dr to Bellevue Pl N)	2012 (\$10,000, We Energies)
-Plank Rd (Eisenhower Dr to Lakeland Dr)	2012 (\$10,000, We Energies)
-Calumet St (John St to Schaefer St)	2012 (\$10,000, We Energies)
-College Av (Lynndale Av to RR viaduct)	2013 (\$85,000, City Owned)

Discussion of operating cost impact:

In general, operating costs are driven downward when existing street lights are retrofitted with LED technology. Conversely, the addition of *new* street lights increases operating costs. Breakdowns for years where both projects are proposed to take place concurrently are shown below.

Project	<u>Operating Cost Impact</u>			
	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
LED Retrofits	(1,600)	(1,600)	(1,600)	(1,600)
Misc Street Light Improvements	5,500	1,200	-	-
Total	<u>3,900</u>	<u>(400)</u>	<u>(1,600)</u>	<u>(1,600)</u>

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Public Works LED Street Lighting Retrofits	-	50,000	50,000	50,000	50,000	\$ 200,000
Misc Street Lighting Improvements	75,134	30,000	85,000	-	-	\$ 190,134
Total - Public Works Cap Projects Fund	<u>\$ 75,134</u>	<u>\$ 80,000</u>	<u>\$ 135,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 390,134</u>

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	71,000	80,000	135,000	50,000	50,000	386,000
Other	4,134	-	-	-	-	-
Total	<u>\$ 75,134</u>	<u>\$ 80,000</u>	<u>\$ 135,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 386,000</u>
Operating Cost Impact	<u>\$ 1,000</u>	<u>\$ 3,900</u>	<u>\$ (400)</u>	<u>\$ (1,600)</u>	<u>\$ (1,600)</u>	<u>\$ (3,200)</u>

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Signal Equipment Improvements

PROJECT DESCRIPTION

Justification:

Unnamed New Traffic Signal(s)

Based on current and future growth, we anticipate that one additional location will meet traffic signal warrants in years 2011 through 2015. While several intersections are being closely monitored and are nearing the traffic/crash levels which would satisfy warrants, it is not possible to program specific intersections for specific years at this time. Based on available information at the time this request was prepared, it appears likely no new signals will be installed in 2011.

Traffic Control Communications Grid Expansion/Upgrade

This project includes an expansion/upgrade of the traffic communications and traffic management grid on Ballard Road and Northland Avenue. We will look to utilize technologies from the wireless mesh network which is being deployed along College Avenue as part of the InFOCUS wireless project when possible and cost effective. This will greatly enhance our remote diagnostic capabilities, resulting in improved response times and service to the public, and reduced liability potential. These upgrades will provide higher bandwidth 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. 2011 would be the second year of scheduled replacements.

Discussion of operating cost impact:

Unnamed New Traffic Signal: Total cost including electrical and maintenance is \$3,500 per year.

Traffic Control Comm Grid: Over time, the hardware associated with this system will require maintenance and eventual replacement. Maintenance costs are anticipated to average ~\$100 per location per year. We anticipate that replacement of the hardware occur in conjunction with normal intersection reconstruction CIP projects. As such, it would not have an operating cost impact.

Traffic Signal Equipment Replacement: This project will reduce our operating costs by replacing functionally obsolete and outdated equipment in a planned fashion, rather than allowing them to fail randomly. We anticipate savings of ~\$5,000 per year for equipment costs and ~\$2,500 per year for labor costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Public Works Unnamed New Traffic Signal	-	120,000	-	-	120,000	\$ 240,000
Traffic communications Grid expansion	30,471	34,734	35,906	36,083	36,265	\$ 173,458
Traffic Signal Equipment Replacement	33,675	27,336	27,396	27,417	27,461	\$ 143,286
Total - Public Works Cap Projects Fund	\$ 64,146	\$ 182,070	\$ 63,302	\$ 63,500	\$ 183,726	\$ 556,744

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	55,000	175,000	56,000	56,000	176,000	518,000
Other	9,146	7,070	7,302	7,500	7,726	38,744
Total	\$ 64,146	\$ 182,070	\$ 63,302	\$ 63,500	\$ 183,726	\$ 556,744
Operating Cost Impact	\$ -	\$ (4,000)	\$ (4,000)	\$ (4,000)	\$ (4,000)	\$ (16,000)

CITY OF APPLETON 2011 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/generator backup systems to allow traffic signals to continue functioning during planned or emergency power outages. 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 *Manual on Uniform Traffic Control Devices* (MUTCD) requires battery backups at all railroad-interconnected crossings and strongly advises their use at high volume intersections. By the end of 2010, 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 a more feasible option to keep signals functioning for several hours without power. This project includes increasing our battery backup systems by the installation of four backups per year, beginning with the highest volume traffic signals.

Traffic Camera Program

In June, 2008, a report was provided to the Municipal Services Committee and Safety and Licensing Committee 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 demonstrated that there are extensive operational efficiencies and additional capabilities associated with their 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 Council, and the Public Works and Appleton Police Departments were tasked with developing a program for an expanded application of traffic cameras.

From what we learned through the pilot test, DPW and APD staff quantitatively identified locations where expansion of cameras would provide the best return on investment. A total of 45 traffic camera sites were 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 the Police Department has jurisdiction. This program began in 2010 and is proposed to continue thru 2016 (four cameras will be installed as a part of this program in 2010). Beyond 2016, funding would shift from expansion to maintenance, including equipment replacements and upgrades.

Discussion of operating cost impact:

Battery Backup Systems: Initially, this program will have negligible operating cost impact. However, batteries will need to be replaced every 5 years at a cost of approximately \$300 per location. Additionally, the control unit will need to be replaced every 15 years at an anticipated cost of \$5,000 per location.

Traffic Camera Program: Initially, this program will have negligible operating cost impact. However, over time the equipment will require maintenance and eventual replacement. Maintenance costs are anticipated to average \$250 per location per year. Replacement of the cameras and other appurtenant hardware will need to occur approximately every 15 years, at an anticipated cost of \$3,000 per location.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Public Works Battery Backup Systems	-	25,000	25,000	25,000	25,000	\$ 100,000
Traffic Camera Program	28,599	28,724	31,121	31,542	34,650	\$ 154,636
Total - Public Works Capital Projects Fund	\$ 28,599	\$ 53,724	\$ 56,121	\$ 56,542	\$ 59,650	\$ 254,636

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	26,244	53,724	56,121	56,542	59,650	252,281
Other	2,355	-	-	-	-	2,355
Total	\$ 28,599	\$ 53,724	\$ 56,121	\$ 56,542	\$ 59,650	\$ 254,636
Operating Cost Impact	\$ -	\$ -	\$ -	\$ 550	\$ 1,450	\$ 2,000

CITY OF APPLETON 2011 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 20,000 traffic signs and implementation of a GIS-based inventory and assessment program (including needed hardware and ArcGIS server upgrades), which will allow us to: 1) identify deficient signs, 2) develop a replacement program and 3) efficiently maintain the City's sign inventory. While the majority of this project was funded in 2010, additional hardware and software is necessary for completion. Please see the Technology Services request for GIS upgrade, page 679.

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 large portion of traffic signs, approximately 9,000 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. In order to comply with the federal mandate, the plan is to contract uniformly over the years 2012-2015.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2011	2012	2013	2014	2015	Total
Public Works	Sign Retroreflectivity Mandate (Contracted)	-	465,000	465,000	465,000	465,000	\$ 1,860,000
Total - Public Works Capital Projects Fund		\$ -	\$ 465,000	\$ 465,000	\$ 465,000	\$ 465,000	\$ 1,860,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	-	465,000	465,000	465,000	465,000	1,860,000
Other	-	-	-	-	-	-
Total	\$ -	\$ 465,000	\$ 465,000	\$ 465,000	\$ 465,000	\$ 1,860,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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	2011	2012	2013	2014	2015	Total
Public Works - Reconstruction General Fund	1,524,883	764,604	1,800,966	1,855,933	958,957	\$ 6,905,343
Public Works - Reconstruction TIF # 6	-	-	163,034	24,770	115,112	\$ 302,916
Public Works - Reconstruction NE Business Park Escrow	-	-	-	-	-	\$ -
Public Works - Reconstruction Industrial Park Land Fund	-	-	-	-	-	\$ -
Public Works - Construction	49,368	-	-	-	-	\$ 49,368
Public Works - Developer Escrow Subdivision	-	104,867	213,767	-	-	\$ 318,634
	49,368	104,867	213,767	-	-	\$ 368,002
Total - Asphalt Paving - City	\$ 1,574,251	\$ 764,604	\$ 1,964,000	\$ 1,880,703	\$ 1,074,069	\$ 7,257,627
Total - Asphalt Paving Program	\$ 1,574,251	\$ 869,471	\$ 2,177,767	\$ 1,880,703	\$ 1,074,069	\$ 7,576,261

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2011	2012	2013	2014	2015	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,414,634	639,241	1,950,257	1,625,668	838,894	\$ 6,468,694
Other	159,617	230,230	227,510	255,035	235,175	\$ 1,107,567
Total	\$ 1,574,251	\$ 869,471	\$ 2,177,767	\$ 1,880,703	\$ 1,074,069	\$ 7,576,261
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2011	Street	From	To	General Fund Asphalt	Sub-division Fund	Industrial Park Land Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool				159,617	-	-	-	159,617	-
Following Grade and Gravel	Lourdes Dr	Kensington Dr	Aurora Dr		49,368			49,368	-
	Subtotal			-	49,368	-	-	49,368	-
Overlay	Capitol Dr	McDonald St	Ballard Rd	206,043				206,043	
	USA Youth Sports Complex parking lots			158,560				158,560	
	Subtotal			364,603	-	-	-	364,603	-
Partial Reconstruction	Edgewood Dr CTH JJ (bike widening)	Ballard Rd, 500' e/o	east city limits	30,000				30,000	
	Subtotal			30,000	-	-	-	30,000	-
Total Reconstruction	Cedar St	Douglas St	Mason St	170,893				170,893	
	Douglas St	Highland Ave	Packard St	128,876				128,876	
	Franklin St	Rankin St	Catherine St	66,287				66,287	
	Lorain Ct	Linwood Ave	Outagamie St	158,046				158,046	
	Pierce Ave	Eighth St	Spencer St	64,849				64,849	
	Pierce Ave	RR tracks	Lawrence St	30,692				30,692	
	Washington St	Rankin St	Catherine St	64,522				64,522	
	Winnebago St	Meade St	Rankin St	70,904				70,904	
	Woodland Ave	Viola St	Kenilworth Ave	215,596				215,596	
	Subtotal			970,663	-	-	-	970,663	-
Total Asphalt Pavement				\$ 1,524,883	\$ 49,368	\$ -	\$ -	\$ 1,574,251	\$ -

2012	Street	From	To	General Fund Asphalt	Sub-division Fund	Industrial Park Land Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool				230,230	-	-	-	230,230	-
Following Grade and Gravel	New Subdivisions	escrowed funding except for labor						-	104,867
	Subtotal			-	-	-	-	-	104,867
Partial Reconstruction	Lawe St	Hoover St	Taft Ave	51,976				51,976	
	Subtotal			51,976	-	-	-	51,976	
Total Reconstruction	Adams St	Seymour St	Foster St	186,442				186,442	
	Brewster St	Clark St	Oneida St	130,707				130,707	
	Rogers Ave	Prospect Ave	Herbert St	165,249				165,249	
	Subtotal			482,398	-	-	-	482,398	
Total Asphalt Pavement				\$ 764,604	\$ -	\$ -	\$ -	\$ 764,604	\$ 104,867

2013	Street	From	To	General Fund Asphalt	Sub-division Fund	Industrial Park Land Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool				227,510	-	-	-	227,510	-
Following Grade and Gravel	New Subdivisions	escrowed funding except for labor						-	213,767
	Milis Dr	Alliance Dr	Eisenhower Dr				65,763	65,763	
	Road H	Vantage Dr	Milis Dr				51,032	51,032	
	Vantage Dr	Lakeland Dr	Eisenhower Dr				46,239	46,239	
	Subtotal			-	-	-	163,034	163,034	213,767
Partial Reconstruction	Franklin St	Linwood Ave	Douglas St	46,851				46,851	
	French Rd	Applecreek Rd (CTH E)	Lochbur Lane	125,946				125,946	
	Heritage Woods Dr	Valley Rd	1390' north	112,591				112,591	
	Summit St	Winnebago St	Wisconsin Ave	89,980				89,980	
	Subtotal			375,368	-	-	-	375,368	-
Total Reconstruction	Ashbrook St	Shasta La	Juniper La	43,327				43,327	
	Douglas St	Spencer St	College Ave	159,752				159,752	
	Eldorado St	Union St	Meade St	117,344				117,344	
	Friendly St	Shasta La	Juniper La	40,515				40,515	
	Harriman St	Wisconsin Ave	Parkway Blvd	265,087				265,087	
	Ivy St	Shasta La	Juniper La	40,515				40,515	
	Juniper La	Ashbrook St	Vermillion St	100,239				100,239	
	Outagamie St	Spencer St	College Ave	159,402				159,402	
	Primrose La	Oneida St	Friendly La	55,112				55,112	
	Roosevelt St	Alvin St	Clark St	76,391				76,391	
	Shasta La	Ashbrook St	Vermillion St	100,239				100,239	
	Vermillion St	Shasta La	Juniper La	40,165				40,165	
	Subtotal			1,198,088	-	-	-	1,198,088	
Total Asphalt Pavement				\$ 1,800,966	\$ -	\$ -	\$ 163,034	\$ 1,964,000	\$ 213,767

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2014	Street	From	To	General Fund Asphalt	Sub-division Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool				255,035	-	-	255,035	-
Following Grade and Gravel	Endeavor Dr	Eisenhower Dr	cds	-	-	24,770	24,770	-
	Subtotal			-	-	24,770	24,770	-
Total Reconstruction	Atlantic St	Rankin St	Tonka St	101,528			101,528	
	Byrd St	Oneida St	Jarchow St	108,429			108,429	
	Fifth St	Mueller St	Story St	83,894			83,894	
	Fifth St	Story St	Memorial Dr	184,345			184,345	
	Gunn St	Walter Ave	Telulah Ave	91,449			91,449	
	Lindbergh St	Oneida St	Drew St	193,228			193,228	
	Summer St	Gillett St	Story St	328,550			328,550	
	Summer St	Morrison St	Union St	226,127			226,127	
	Summer St	Story St	Richmond St	185,961			185,961	
	Tonka St	North St	Atlantic St	97,387			97,387	
	Subtotal			1,600,898	-	-	1,600,898	-
Total Asphalt Pavement				\$ 1,855,933	\$ -	\$ 24,770	\$ 1,880,703	\$ -

2015	Street	From	To	General Fund Asphalt	Sub-division Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool				235,175	-	-	235,175	-
Following Grade and Gravel	Road J	Eisenhower Dr	Eisenhower Dr	-	-	115,112	115,112	-
	Subtotal			-	-	115,112	115,112	-
Total Reconstruction	Catherine St	Washington St	North St	218,550			218,550	
	Douglas St	College Ave	Packard St	212,370			212,370	
	McKinley St	Jackson St	Lawe St	68,125			68,125	
	McKinley St	Oneida St	Jefferson, e/o	196,800			196,800	
	McKinley St	w/o Ritger St	Ritger St	27,938			27,938	
	Subtotal			723,782	-	-	723,782	-
Total Asphalt Pavement				\$ 958,957	\$ -	\$ 115,112	\$ 1,074,069	\$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bridge Improvements

PROJECT DESCRIPTION

Justification:

Lawe Street over the Fox River (\$506,165)

The existing concrete deck is partially delaminated and will require replacement in the next 8 years. The existing expansion joints are in need of immediate repair and \$10,000 has been budgeted in the 2011 maintenance budget. It is anticipated that this future project will receive 80% cost sharing from the state. The cost summary reflects the anticipated cost share. The costs of \$44,804 reflect the design work that will take place, while the anticipated future construction costs of \$461,361 are beyond the scope of this 5-year plan.

Olde Oneida Street over the Fox River (\$592,548)

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 however construction funding was not. We will re-apply for construction funding in 2010 with the intent of construction taking place in 2012.

Prospect Avenue over Jackman Street (\$456,626)

The existing structure currently has a weight limit posted and is in a generally degraded condition and should be replaced. Delay of replacement will result in increased maintenance costs 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 2010. Tentatively, design is set for 2011 and construction for 2014. The 2010 emergency repairs that were performed due to heavy rainfall washing out one side were needed to restore the bridge to it's previous condition. This emergency repair had no impact on this project.

Lawe Street & South Island Street over the Power Canal (\$192,918 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 2010 for the Lawe Street and South Island Street bridges. We will apply for construction funding in 2010 and construction funding in 2013 for the South Island Street bridge. Anticipated future costs of \$252,638 are beyond the scope of the 5-year plan.

Discussion of operating cost impact:

There is no operating cost impact to these projects.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Public Works Fox River:						
Lawe St.	-	-	-	-	44,804	\$ 44,804
Olde Oneida St.	11,728	580,820	-	-	-	\$ 592,548
Jackman St.:						
Prospect Ave.	40,526	-	36,500	379,600	-	\$ 456,626
Power Canal:						
Lawe St.	19,545	-	173,373	-	-	\$ 192,918
S. Island St.	-	-	19,467	-	-	\$ 19,467
Total - Public Works Capital Projects Fund	<u>\$ 71,799</u>	<u>\$ 580,820</u>	<u>\$ 229,340</u>	<u>\$ 379,600</u>	<u>\$ 44,804</u>	<u>\$ 1,306,363</u>

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	67,676	-	55,967	-	44,804	\$ 168,447
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	580,820	173,373	379,600	-	\$ 1,133,793
Other	4,123	-	-	-	-	\$ 4,123
Total	<u>\$ 71,799</u>	<u>\$ 580,820</u>	<u>\$ 229,340</u>	<u>\$ 379,600</u>	<u>\$ 44,804</u>	<u>\$ 1,306,363</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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	2011	2012	2013	2014	2015	Total
Public Works - Reconstruction General Fund	1,408,723	2,807,463	1,921,098	2,305,307	2,367,089	\$ 10,809,680
Public Works - Reconstruction NE Business Park Escrow	552,494	-	-	-	-	\$ 552,494
Public Works - Reconstruction TIF # 6	612	158,532	889,597	2,497,672	-	\$ 3,546,413
Public Works - Reconstruction IPLF	-	-	296,532	-	-	\$ 296,532
Public Works - Construction	1,206,945	1,611,262	1,669,366	1,590,454	1,619,510	\$ 7,697,537
Public Works - Developer Escrow Subdivision	-	2,072,130	-	-	-	\$ 2,072,130
	1,206,945	3,683,392	1,669,366	1,590,454	1,619,510	\$ 9,769,667
Total - Concrete - City	\$ 3,168,774	\$ 4,577,257	\$ 4,776,593	\$ 6,393,433	\$ 3,986,599	\$ 22,902,655
Total - Concrete Paving Program	\$ 3,168,774	\$ 6,649,387	\$ 4,776,593	\$ 6,393,433	\$ 3,986,599	\$ 24,974,786

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Design	50,000	115,000	25,000	50,000	175,000	\$ 415,000
Land Acquisition	60,000	139,980	25,000	50,000	100,000	\$ 374,980
Construction	2,577,793	5,962,211	4,350,573	5,726,096	3,502,188	\$ 22,118,861
Other	480,981	432,196	376,020	567,337	209,411	\$ 2,065,945
Total	\$ 3,168,774	\$ 6,649,387	\$ 4,776,593	\$ 6,393,433	\$ 3,986,599	\$ 24,974,786
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2011	Street	From	To	General Fund	Sub-division Fund	TIF # 6	NE Business Park Escrow	Total Cost
Labor Pool				194,623	220,712	612	28,544	444,491
CEA				6,090	30,400			36,490
Land	French Rd	Evergreen Dr (land acq)	CTH JJ	-			40,000	40,000
	Midway Rd	at Quest Dr (land acq)		10,000				10,000
	Midway Rd	at Solitude Ln (land acq)		10,000				10,000
	Subtotal			20,000	-	-	40,000	60,000
Design	Ballard Rd	Wisconsin Ave (Design)	Longview Dr	25,000				25,000
	CTH JJ	corridor design study		25,000				25,000
	Subtotal			50,000				50,000
Misc Repairs				-	10,000	-	-	10,000
New Concrete (New Subdivisions non escrowed)								-
	Apple Rd	Ashbury Dr	Appleseed Dr		115,802			115,802
	Appleseed Dr	Apple Rd	Fuji Dr		221,611			221,611
	Benview Ct	Glory La	cds		89,762			89,762
	Daybreak Dr	Lourdes Dr	Forest St		98,572			98,572
	Fuji Dr	Ashbury Dr	Appleseed Dr		82,312			82,312
	Pondview Ct	Meade St	cds		147,640			147,640
	Schuh Rd	Sierra La	CDS		76,319			76,319
	Sierra La	Schuh Rd	Meade St		49,218			49,218
	Sunshine Dr	Lourdes Dr	Forest St		64,597			64,597
	Subtotal			-	945,833	-	-	945,833
New Concrete (Not in New Subdivisions)								-
	Subtotal			-	-	-	-	-
New Concrete (TIF)								-
	Subtotal			-	-	-	-	-
Reconstruction	Alley s/o College Ave	Memorial Dr (STH 47)	State St	- *				-
	Alley s/o College Ave	State St	Walnut St	- *				-
	College Ave	Kensington Dr	left turn lanes	268,800				268,800
	Eisenhower Dr	500' s/o Calumet St	800' s/o Calumet St	24,100				24,100
	French Rd	Evergreen Dr (full roundabout)					483,950	483,950
	South Island St	Olde Oneida St	Lawe St - 530' W/O	214,310				214,310
	Wisconsin Ave	Richmond St (STH 47)	Ballard Rd (CTH E)	630,800				630,800
	Subtotal			1,138,010	-	-	483,950	1,621,960
Total Concrete Paving				\$ 1,408,723	\$ 1,206,945	\$ 612	\$ 552,494	\$ 3,168,774

* No amounts are included for the reconstruction of the alleys. However, the projects will be included as an alternate bid when the concrete work is bid. If the bids come in favorably, the alley(s) will be repaved with funding coming from the positive bid variances.

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2012	Street	From	To	General Fund	Sub-division Fund	TIF # 6	Total Cost	Developer Escrow Account
Labor Pool				176,587	151,077	98,532	426,196	-
CEA				6,000			6,000	
Land	Ballard Rd	Wisconsin Ave (Land)	Longview Dr	15,000			15,000	
	Capitol Dr	at Ballard Road (land)		49,980			49,980	
	Misc Land acquisition for street projects			25,000			25,000	
	Richmond St	CTH OO (land)	HSIP funds	50,000			50,000	
	Subtotal			139,980	-	-	139,980	-
Design	Ballard Rd	Wisconsin Ave (Design)	Longview Dr	15,000			15,000	
	Midway Rd	at Eisenhower (Design)	roundabout	-		60,000	60,000	
	Northland Ave	at Meade St (design study)		25,000			25,000	
	Richmond St	CTH OO (design)	HSIP funds	15,000			15,000	
	Subtotal			55,000	-	60,000	115,000	-
New Concrete (New Subdivisions Escrowed)								
	Aquamarine Ave	Calmes Dr, 130' w/o	French Rd				-	180,649
	Bluewater Way	Haymeadow Ave	Summerland Dr				-	109,342
	Calmes Dr	Aquamarine Ave	Rubyred Dr, 575' s/o				-	146,049
	Canyon Ct	Headwall Circle	cds				-	53,777
	Canyon Lane	Blackstone Place (150' e/o)	Kurey Rd				-	25,244
	Canyon Lane	Kurey Rd	Headwall Circle				-	48,695
	Haymeadow Ave	Morningsun Way	Bluewater Way (181' n/o)				-	151,179
	Headwall Circle	Canyon Lane	Kurey Rd				-	214,141
	Kurey Rd	Broadway Dr	Werner Rd				-	441,285
	Marble Lane	Graphite Dr (600' e/o)	Moonstone Dr				-	25,406
	Midsummer Ct	Bluewater Way	cds				-	68,147
	Rosemary Dr	Morningsun Way	Summerland Dr				-	126,647
	Rubyred Dr	Calmes Dr	French Rd				-	120,627
	Summerland Dr	Morningsun Way	cds n/o Rosemary Dr				-	186,486
	Werner Rd	Kurey Rd	Kurey Rd (1000' e/o)				-	174,458
	Subtotal			-	-	-	-	2,072,130
New Concrete (New Subdivisions non escrowed)								
	Applebend Dr	Ashbury Dr	Braeburn Dr		126,464		126,464	
	Appleview Dr	Applebend Dr	Fuji Dr		216,166		216,166	
	Aurora Dr	Forest St	cds		115,773		115,773	
	Braeburn Dr	Applebend Dr	Fuji Dr		219,259		219,259	
	Fuji Ct	Braeburn Dr	cds		19,617		19,617	
	Fuji Dr	Ashbury Dr	Braeburn Dr		121,515		121,515	
	Gala Ct	Braeburn Dr	cds		19,617		19,617	
	Glory La	French Rd	Sourapple Dr		223,218		223,218	
	Snowden Pl	Greenleaf Dr	Stargaze Dr		80,304		80,304	
	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	
	Subtotal			-	1,460,185	-	1,460,185	-
New Concrete (Not in New Subdivisions)								
	Meade St	Applecreek Rd, s/o	CTH JJ	525,403			525,403	
	Meade St	CTH JJ	Bellevue Pl (north leg)	297,373			297,373	
	Subtotal			822,776	-	-	822,776	-
Reconstruction	Fourth St	Memorial Dr	State St	74,170			74,170	
	Washington St	Division St	Durkee St	1,317,175			1,317,175	
	Soldiers Square	Oneida St	Morrison St	215,775			215,775	
	Subtotal			1,607,120	-	-	1,607,120	-
Total Concrete Paving				\$ 2,807,463	\$ 1,611,262	\$ 158,532	\$ 4,577,257	\$ 2,072,130

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2013	Street	From	To	General Fund	Sub-division Fund	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool				195,460	174,560	-	-	370,020
CEA				6,000	-	-	-	6,000
Land	Misc Land acquisition for street projects			25,000				25,000
	Subtotal			25,000	-	-	-	25,000
Design	Misc Consultant design			25,000				25,000
	Subtotal			25,000	-	-	-	25,000
New Concrete (New Subdivisions Escrowed)								-
New Concrete (New Subdivisions non escrowed)								-
	Applecourt Dr	Ashbury Dr	Benvally Dr		38,213			38,213
	Ashbury Dr	French Rd	Cherryvale Ln		355,651			355,651
	Benvally Dr	Applebend Dr	Sourapple Dr		177,117			177,117
	Cherryvale Ave	Ashbury Dr	Edgewood Dr (CTH JJ)		204,868			204,868
	Greenleaf Dr	Lightning Dr	Stargaze Dr		145,586			145,586
	Gullwing Ct	Stirling Pkwy	cds		74,977			74,977
	Solitude La	Tahoe La	Midway Rd (future)		200,835			200,835
	Sourapple Dr	Ashbury Dr	Benvally Dr		37,456			37,456
	Steamboat La	Tahoe La	Tahoe La (150' e/o)		20,424			20,424
	Tahoe La	Plank Rd	Solitude La		221,273			221,273
	Vail La	Solitude La	Solitude La (134' w/o)		18,406			18,406
	Subtotal				1,494,806	-	-	1,494,806
New Concrete (TIF)	Eisenhower Dr	Plank Rd	Midway Rd			889,597	296,532	1,186,129
	Subtotal			-	-	889,597	296,532	1,186,129
Reconstruction	Capitol Dr	at Ballard Road	widen east leg	123,699				123,699
	E. South River St	Olde Oneida St	Madison St	184,904				184,904
	Olde Oneida St	Oneida St	E. South River St	164,224				164,224
	Olde Oneida St	South Island St (610' s/o)	South Island St (170' n/o)	335,730				335,730
	Richmond St	CTH OO	HSIP funds	118,262				118,262
	Ballard Rd	Wisconsin Ave	Longview St	742,820				742,820
	Subtotal			1,669,638	-	-	-	1,669,638
Total Concrete Paving				\$ 1,921,098	\$ 1,669,366	\$ 889,597	\$ 296,532	\$ 4,776,593

**CITY OF APPLETON 2011 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				199,560	162,354	199,423	561,337
CEA				6,000			6,000
Land	Misc Land acquisition for street projects			50,000			50,000
	Subtotal			50,000	-	-	50,000
Design	Misc Consultant design			50,000			50,000
	Subtotal			50,000	-	-	50,000
New Concrete (New Subdivisions non escrowed)							
	Barton Ct	Highpond Tr	cds		44,315		44,315
	Celtic Crossing	Purdy Pkwy	Downs Ridge		92,580		92,580
	Highpond Tr	Smoketree Tr	Purdy Pkwy		168,352		168,352
	Incline Way	Palladium Ct	Applehill Blvd		204,758		204,758
	Palladium Ct	Applehill Blvd	cds		115,673		115,673
	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
	Thomas Ct	Purdy Pkwy	cds		44,886		44,886
	Trinity Ct	Downs Ridge	cds		69,290		69,290
	Subtotal			-	1,428,100	-	1,428,100
New Concrete (Not in New Subdivision)							
	Glory La	Providence Ave	French Rd	182,026			182,026
	Intertech Ct	Enterprise Ave	cds	74,770			74,770
	Lilas Dr	Second St	Everett St	148,147			148,147
	Plank Rd	Midway Rd	Lake Park Rd	532,150			532,150
	Subtotal			937,092	-	-	937,092
New Concrete (TIF 2014)							
	Alliance Dr	Milis Dr	Vantage Dr			197,493	197,493
	Endeavor Dr	Lakeland Dr	Eisenhower Dr			209,033	209,033
	Lakeland Dr	Endeavor Dr	Vantage Dr			184,836	184,836
	Lakeland Dr	Plank Rd	Endeavor Dr			172,738	172,738
	Milis Dr	Quest Dr	Alliance Dr			133,651	133,651
	Plank Rd	Lake Park Rd	Lakeland Dr			536,632	536,632
	Quest Dr	Milis Dr	Midway Rd			214,617	214,617
	Quest Dr	Plank Rd	Vantage Dr			234,160	234,160
	Quest Dr	Vantage Dr	Milis Dr			199,168	199,168
	Vantage Dr	Quest Dr	Lakeland Dr			215,920	215,920
	Subtotal			-	-	2,298,249	2,298,249
Concrete Reconstruction							
	Alley n/o College	Division St	Superior St	58,430			58,430
	Alley n/o Spencer St	Linwood Ave	Victoria St	39,186			39,186
	Alley w/o Appleton St	Commercial St	Spring St	23,251			23,251
	Alley w/o Appleton St	Spring St	Summer St	23,251			23,251
	Cotter St	Haskell St	Second St	122,012			122,012
	Fremont St	Kernan Ave	Telulah Ave	197,030			197,030
	Haskell St	Cotter St	Grider St	87,109			87,109
	Lynndale Dr	Fourth St	Everett St	512,386			512,386
	Subtotal			1,062,654	-	-	1,062,654
Total Concrete Paving				\$ 2,305,307	\$ 1,590,454	\$ 2,497,672	\$ 6,393,433

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2015	Street	From	To	General Fund	Sub-division Fund	Total Cost
Labor Pool				203,411	-	203,411
CEA				6,000	-	6,000
Land	Misc Land acquisition for street projects			100,000		100,000
	Subtotal			100,000	-	100,000
Design	Ballard Rd	Edgewood Dr - 400' n/o (Design)	Apple Creek Rd - 300' n/o	50,000		50,000
	Edgewood Dr (CTH JJ)	Ballard Rd (Design)	French Rd	50,000		50,000
	Misc Consultant design			75,000		75,000
	Subtotal			175,000	-	175,000
New Concrete (New Subdivisions Escrowed)						
New Concrete (New Subdivisions non escrowed)						-
	Applehill Blvd	Ballard Rd	Purdy Pkwy		298,844	298,844
	Applehill Blvd	Purdy Pkwy	Applecreek Rd		588,330	588,330
	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
	Downs Ridge	Smoketree Ps	Celtic Crossing		258,608	258,608
	Subtotal			-	1,619,510	1,619,510
Reconstruction	Alley s/o College Ave	Badger Ave	Locust St	42,900		42,900
	Alley s/o College Ave	Morrison St	Durkee St	44,127		44,127
	Alley w/o Richmond St	Washington St	Washington St , n/o	18,807		18,807
	Glendale Ave	Ballard Rd	Roemer Rd	494,792		494,792
	Pershing St	McDonald St	Ballard Rd	735,981		735,981
	Pershing St	Meade St	McDonald St	546,070		546,070
	Subtotal			1,882,678	-	1,882,678
						-
						-
Total Concrete Paving				\$2,367,089	\$ 1,619,510	\$3,986,599

CITY OF APPLETON 2011 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	2011	2012	2013	2014	2015	Total
Public Works - Grade & Gravel General Fund	498,572	-	-	-	811,336	\$ 1,309,908
Public Works - Grade & Gravel	140,200	12,012	24,486	-	-	\$ 176,698
Public Works - Developer Escrow New Subdivision	-	18,113	36,923	-	-	\$ 55,036
	140,200	30,125	61,409	-	-	\$ 231,734
Public Works - Grade & Gravel NE Business Park Escrow	550,706	-	-	-	-	\$ 550,706
Public Works - Grade & Gravel TIF # 6	-	376,967	205,109	32,202	115,112	\$ 729,390
Public Works - Grade & Gravel Industrial Park Land Fund	67,735	-	58,147	242,438	-	\$ 368,320
Total - Grade & Gravel - City	\$ 1,257,213	\$ 388,979	\$ 287,742	\$ 274,640	\$ 926,448	\$ 3,135,022
Total - Grade & Gravel Program	\$ 1,257,213	\$ 407,092	\$ 324,665	\$ 274,640	\$ 926,448	\$ 3,190,058

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,150,001	322,830	268,610	224,337	907,948	\$ 2,873,726
Other	107,212	84,262	56,055	50,303	18,500	\$ 316,332
Total	\$ 1,257,213	\$ 407,092	\$ 324,665	\$ 274,640	\$ 926,448	\$ 3,190,058
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM**

2011	Street	From	To	General Fund	NE Business Park Escrow	Industrial Park Land Fund	Subdivision Fund	Total Cost	Developer Escrow Account
Labor Pool				20,500	85,633	1,079	-	107,212	-
Grade & Gravel	French Rd	Glory Lane (630' s/o)	Edgewood Dr (CTH JJ)	266,786				266,786	
	French Rd	USH 41	Glory Lane (630' s/o)		274,786			274,786	
	Lourdes Dr	Kensington Dr	Aurora Dr				140,200	140,200	
	Quest Dr	Milis Dr	Midway Rd			35,450	-	35,450	
	Subtotal			266,786	274,786	35,450	140,200	717,222	-
Temporary Surface Following Grade & Gravel	French Rd	Glory Lane (630' s/o)	Edgewood Dr (CTH JJ)	195,058				195,058	
	Providence Ave	Edgewood Dr (CTH JJ)	Edgewood Dr (CTH JJ) 300' n/d	16,228				16,228	
	French Rd	USH 41	Glory Lane (630' s/o)		190,287			190,287	
	Quest Dr	Milis Dr	Midway Rd			31,206		31,206	
	Subtotal			211,286	190,287	31,206	-	432,779	-
Total				\$ 498,572	\$ 550,706	\$ 67,735	\$ 140,200	\$ 1,257,213	\$ -

2012	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Subdivision Fund	Total Cost	Developer Escrow Account
Labor Pool				-	72,250	-	12,012	84,262	-
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	New Subdivisions	escrowed funding except for labor & CEA		-	-	-	-	-	18,113
	Subtotal			-	-	-	-	-	18,113
Total				\$ -	\$ 376,967	\$ -	\$ 12,012	\$ 388,979	\$ 18,113

2013	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Subdivision Fund	Total Cost	Developer Escrow Account
Labor Pool				-	42,075	13,980	24,486	80,541	-
Grade & Gravel	Endeavor Dr	Eisenhower Dr	culdesac			44,167		44,167	
		Subtotal		-	-	44,167	-	44,167	-
Temporary Surface Following Grade & Gravel	New Subdivisions	escrowed funding except for labor & CEA						-	36,923
	Milis Dr	Alliance Dr	Eisenhower Dr		65,763			65,763	
	Road H	Vantage Dr	Milis Dr		51,032			51,032	
	Vantage Dr	Lakeland Dr	Eisenhower Dr		46,239			46,239	
	Subtotal			-	163,034	-	-	163,034	36,923
Total				\$ -	\$ 205,109	\$ 58,147	\$ 24,486	\$ 287,742	\$ 36,923

2014	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Subdivision Fund	Total Cost	Developer Escrow Account
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		24,770			24,770	
	Subtotal			-	24,770	-	-	24,770	-
Total				\$ -	\$ 32,202	\$ 242,438	\$ -	\$ 274,640	\$ -

2015	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Subdivision Fund	Total Cost	Developer Escrow Account
Labor Pool				18,500	-	-	-	18,500	-
Grade & Gravel	Coop Rd	Calumet St (950' s/o)	Midway Rd	428,422				428,422	
		Subtotal		428,422	-	-	-	428,422	-
Temporary Surface Following Grade & Gravel	Coop Rd	Calumet St (950' s/o)	Midway Rd	364,414				364,414	
	Road J	Eisenhower Dr	Eisenhower Dr		115,112			115,112	
		Subtotal		364,414	115,112	-	-	479,526	-
Total				\$ 811,336	\$ 115,112	\$ -	\$ -	\$ 926,448	\$ -

CITY OF APPLETON 2011 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	2011	2012	2013	2014	2015	Total
Public Works Sidewalks General Fund	729,593	803,352	883,322	752,124	643,542	\$ 3,168,391
Public Works Sidewalks NE Business Park Escrow	60,000	-	-	-	-	\$ 60,000
Public Works Sidewalks TIF # 6	-	-	120,005	385,110	-	\$ 505,115
Public Works - Construction	143,804	240,140	194,612	293,882	271,456	\$ 872,438
Public Works - Developer Escrow	-	-	-	-	-	\$ -
Subdivisions	143,804	240,140	194,612	293,882	271,456	\$ 872,438
Total - Sidewalk - City	\$ 933,397	\$ 1,043,492	\$ 1,197,939	\$ 1,431,116	\$ 914,998	\$ 4,605,944
Total - Sidewalk Program	\$ 933,397	\$ 1,043,492	\$ 1,197,939	\$ 1,431,116	\$ 914,998	\$ 4,605,944

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	824,050	923,834	1,058,556	1,286,673	758,356	\$ 4,093,113
Other	109,347	119,658	139,383	144,443	156,642	\$ 512,831
Total	\$ 933,397	\$ 1,043,492	\$ 1,197,939	\$ 1,431,116	\$ 914,998	\$ 4,605,944
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program**

2011	General Fund	Subdivision Fund	NE Business Park Escrow	Total Cost
Labor Pool	95,943	13,404		109,347
Sidewalk Construction				
Green Dot	200,000			200,000
General	40,000			40,000
Patch Contract	30,000			30,000
retaining wall - Water St	40,000			40,000
Reconstruction - Concrete	144,500			144,500
Reconstruction - Asphalt	129,150			129,150
Subtotal	583,650	-	-	583,650
New Sidewalk Construction				
New Concrete			60,000	60,000
New Subdivision		90,400		90,400
New Subdivision - 6 Month		40,000		40,000
Arterial Street	50,000			50,000
Subtotal	50,000	130,400	60,000	240,400
Total	\$ 729,593	\$ 143,804	\$ 60,000	\$ 933,397

2014	General Fund	Subdivision Fund	TIF # 6	Total Cost
Labor Pool	94,570	27,523	22,350	144,443
Sidewalk Construction				
Green Dot	220,000			220,000
General	50,000			50,000
Patch Contract	30,000			30,000
Sidewalk Stairway repairs	-			-
Reconstruction - Concrete	49,230			49,230
Reconstruction - Asphalt	169,884			169,884
Subtotal	519,114	-	-	519,114
New Sidewalk Construction				
New Concrete	138,440		362,760	501,200
New Subdivision		226,359		226,359
New Subdivision - 6 Month		40,000		40,000
Arterial Street	-			-
Subtotal	138,440	266,359	362,760	767,559
Total	\$ 752,124	\$ 293,882	\$ 385,110	\$ 1,431,116

2012	General Fund	Subdivision Fund	TIF # 6	Total Cost
Labor Pool	95,062	24,596	-	119,658
Sidewalk Construction				
Green Dot	210,000			210,000
General	50,000			50,000
Patch Contract	30,000			30,000
Sidewalk Stairway repairs	30,000			30,000
Reconstruction - Concrete	276,330			276,330
Reconstruction - Asphalt	111,960			111,960
Subtotal	708,290	-	-	708,290
New Sidewalk Construction				
New Concrete			-	-
New Subdivision		175,544		175,544
New Subdivision - 6 Month		40,000		40,000
Arterial Street	-			-
Subtotal	-	215,544	-	215,544
Total	\$ 803,352	\$ 240,140	\$ -	\$ 1,043,492

2015	General Fund	Subdivision Fund	TIF # 6	Total Cost
Labor Pool	127,542	29,100	-	156,642
Sidewalk Construction				
Green Dot	220,000			220,000
General	50,000			50,000
Patch Contract	30,000			30,000
Sidewalk Stairway repairs	-			-
Reconstruction - Concrete	126,630			126,630
Reconstruction - Asphalt	89,370			89,370
Subtotal	516,000	-	-	516,000
New Sidewalk Construction				
New Concrete			-	-
New Subdivision		202,356		202,356
New Subdivision - 6 Month		40,000		40,000
Arterial Street	-			-
Subtotal	-	242,356	-	242,356
Total	\$ 643,542	\$ 271,456	\$ -	\$ 914,998

2013	General Fund	Subdivision Fund	TIF # 6	Total Cost
Labor Pool	102,138	28,750	8,495	139,383
Sidewalk Construction				
Green Dot	210,000			210,000
General	50,000			50,000
Patch Contract	30,000			30,000
Sidewalk Stairway repairs	-			-
Reconstruction - Concrete	189,240			189,240
Reconstruction - Asphalt	222,444			222,444
Subtotal	701,684	-	-	701,684
New Sidewalk Construction				
New Concrete			111,510	111,510
New Subdivision		125,862		125,862
New Subdivision - 6 Month		40,000		40,000
Arterial Street	79,500			79,500
Subtotal	79,500	165,862	111,510	356,872
Total	\$ 883,322	\$ 194,612	\$ 120,005	\$ 1,197,939

CITY OF APPLETON 2011 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	2011	2012	2013	2014	2015	Total
Stormwater Construction Stormwater Utility	2,248,691	9,515,835	4,344,519	4,765,541	4,135,469	\$ 25,010,055
Stormwater Construction New Subdivision	90,000	-	-	-	-	\$ 90,000
Stormwater Construction TIF # 6	-	76,500	-	-	-	\$ 76,500
Stormwater Construction Industrial Park Land Fund	-	149,450	27,500	189,500	-	\$ 366,450
Total - Stormwater Program	\$ 2,338,691	\$ 9,741,785	\$ 4,372,019	\$ 4,955,041	\$ 4,135,469	\$ 25,543,005

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	355,000	185,000	335,000	50,000	10,000	\$ 935,000
Land Acquisition	-	-	-	250,000	-	\$ 250,000
Construction	1,712,571	9,418,055	3,934,634	4,509,891	3,873,969	\$ 23,449,120
Other	271,120	138,730	102,385	145,150	251,500	\$ 908,885
Total	\$ 2,338,691	\$ 9,741,785	\$ 4,372,019	\$ 4,955,041	\$ 4,135,469	\$ 25,543,005
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2011	Street	From	To	Storm-water Utility	New Subdivision	Total Cost
Labor Pool				271,120		271,120
Consulting Services	Construction Services			75,000		75,000
	Edgewood Dr CTH JJ (bike widening)	Design & Permitting		10,000		10,000
	Glendale Ave Water Quality Device	Design & Permitting		10,000		10,000
	Land Acquisition Services			10,000		10,000
	Modeling for Storm Sewer Const Projects			75,000		75,000
	South Oneida Relief Sewer	Design & Permitting		100,000		100,000
	Theodore Study Storage at AEHS - Phase	Design & Permitting		75,000		75,000
	Subtotal			355,000		355,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			70,000		70,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2011 Asphalt Paving (B-11)			67,900		67,900
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2011 New Concrete Paving (A-11)			95,485		95,485
	Bellaire Ravine Erosion Mitigation			300,000		300,000
	Native Landscaping			125,000		125,000
	Subtotal			858,385		858,385
New Storm Sewers	French Rd	USH 41	Edgewood Dr (CTH JJ)	420,000		420,000
	Lourdes Dr	Kensington Dr	Aurora Dr		90,000	90,000
	Subtotal			420,000	90,000	510,000
Reconstruction	Cherry Ct ravine, spot repair	Memorial Dr, 350' w/o	Hawes St	20,000		20,000
	Marquette St (liner)	Alvin St	Harriman St	16,092		16,092
	Prospect Ave (liner)	Mason St, 300' w/o	Mason St	5,208		5,208
	Richmond St (liner)	Bell Ave	Hawes St	25,753		25,753
	Richmond St (liner)	Glendale Ave	Glendale Ave, 300' s/o	29,302		29,302
	Richmond St (liner)	Lindbergh St, 151' n/o	Marquette St	43,516		43,516
	Subtotal			139,871		139,871
Reconstruction (on streets to be paved in 2012)	Adams St	Seymour St	Verbrick St - s/o	79,815		79,815
	Brewster St	Clark St	Oneida St	21,950		21,950
	Rogers Ave	Prospect Ave	Herbert St	14,700		14,700
	Washington St	Division St	Durkee St	87,850		87,850
	Subtotal			204,315		204,315
Total				\$ 2,248,691	\$ 90,000	\$ 2,338,691

**CITY OF APPLETON 2011 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	Ballard Rd/Lightning Drive n/o CTH JJ -	Design & Permitting		75,000			75,000
	Construction Services			50,000			50,000
	Land Acquisition Services			10,000			10,000
	Modeling for Storm Sewer Const Projects		Edgewood Dr (CTH JJ) n/o	20,000			20,000
	Opportunity Water Quality Devices	Design & Permitting		25,000			25,000
	Reid Golf Course Pond	Final Design & Permitting		50,000			50,000
	Xavier Area Study Project	Design & Permitting		25,000			25,000
	Subtotal			255,000			255,000
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)			62,200			62,200
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2012 New Concrete Paving (A-12)			102,340			102,340
	Glendale Avenue Water Quality Device			40,000			40,000
	High-efficiency sweeper upgrade			60,000			60,000
	Native Landscaping			200,000			200,000
	NR 216 (High-efficiency sweeper upgrad			60,000			60,000
	Red Oak Ravine Phase II construction			1,000,000			1,000,000
	Theodore Study Storage at AEHS - Phase IA			5,600,000			5,600,000
	Subtotal			7,414,540			7,414,540
New Storm Sewers	Milis Dr	Alliance Dr	Eisenhower Dr			63,250	63,250
	Road H	Vantage Dr	Milis Dr		57,750		57,750
	Vantage Dr	Lakeland Dr	Eisenhower Dr			48,950	48,950
	Subtotal				57,750	112,200	169,950
Reconstruction (on streets to be paved in 2013)	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
	E. South River St	Olde Oneida St	Madison St	52,500			52,500
	Eldorado St	Union St	Meade St	1,000			1,000
	Friendly St	Shasta La	Juniper La	22,500			22,500
	Harriman St	Wisconsin Ave	Parkway Blvd	160,650			160,650
	Ivy St	Shasta La	Juniper La	22,500			22,500
	Juniper La	Ashbrook St	Vermillion St	56,250			56,250
	Lilas Dr	Everett St	Second St	85,400			85,400
	Olde Oneida St	Oneida St	E. South River St	90,000			90,000
	Outagamie St	Spencer St	College Ave	228,420			228,420
	Primrose La	Oneida St	Friendly La	29,250			29,250
	Roosevelt St	Alvin St	Clark St	81,000			81,000
	Shasta La	Ashbrook St	Vermillion St	56,250			56,250
	Vermillion St	Shasta La	Juniper La	22,500			22,500
	Subtotal			1,763,565			1,763,565
Total				\$ 9,515,835	\$ 76,500	\$ 149,450	\$ 9,741,785

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2013	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				102,385		102,385
Consulting Services	Construction Services			50,000		50,000
	Land Acquisition Services			10,000		10,000
	Modeling for Storm Sewer Const Projects			20,000		20,000
	Opportunity Stormwater Treatment Devices - Design & Permitting			50,000		50,000
	Subtotal			130,000		130,000
Land Acquisition						-
	Subtotal			-		-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			90,000		90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2013 Asphalt Paving (B-13)			123,580		123,580
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2013 New Concrete Paving (A-13)			133,635		133,635
	Native Vegetation			40,000		40,000
	Opportunity Stormwater Treatment Devices			250,000		250,000
	Reid Golf Course Pond			1,000,000		1,000,000
	Theodore Study Storage at AEHS - Phase IB			900,000		900,000
	Xavier Area Study Project			100,000		100,000
	Subtotal			2,837,215		2,837,215
New Storm Sewers	Endeavor Dr	Eisenhower Dr	cul de sac		27,500	27,500
	Subtotal			-	27,500	27,500
Reconstruction	Parkway Blvd (liner)	Appleton St	Superior St	31,374		31,374
	Rogers Ave (liner)	Prospect Ave	Outagamie St	9,135		9,135
	Subtotal			40,509		40,509
Reconstruction (on streets to be paved in 2014)	Alley n/o College	Division St	Superior St	43,200		43,200
	Atlantic St	Rankin St	Tonka St	79,925		79,925
	Byrd St	Oneida St	Jarchow St	56,250		56,250
	Cotter St	Haskell St	Second St	75,525		75,525
	Fremont St	Kernan Ave	Telulah Ave	31,400		31,400
	Gunn St	Walter Ave	Telulah Ave	49,450		49,450
	Haskell St	Cotter St	Grider ST	35,960		35,960
	Lindbergh St	Oneida St	Drew St	99,750		99,750
	Lynndale Dr	Fourth St	Everett St	259,700		259,700
	Summer St	Gillett St	Story St	184,000		184,000
	Summer St	Morrison St	Lawe St	138,750		138,750
	Summer St	Story St	Richmond St	104,000		104,000
	Tonka St	North St	Atlantic St	76,500		76,500
	Subtotal			1,234,410		1,234,410
Total				\$ 4,344,519	\$ 27,500	\$ 4,372,019

**CITY OF APPLETON 2011 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	Construction Services			50,000		50,000
	Coop Road Urbanization s/o CTH KK	Design & Permitting		10,000		10,000
	Land Acquisition Services			10,000		10,000
	Modeling for Storm Sewer Const Projects			20,000		20,000
	Subtotal			90,000		90,000
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)			94,380		94,380
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2014 New Concrete Paving (A-14)			186,015		186,015
	Theodore Study Storage at AEHS - Phase IIA			2,800,000		2,800,000
	Subtotal			3,370,395		3,370,395
New Storm Sewers	Road J	Eisenhower Dr	Eisenhower Dr		161,000	161,000
	Subtotal			-	161,000	161,000
Reconstruction	Green Bay Road area storm sewer	in conjunction with Catherine St lift station		300,000		300,000
	McKinley St (liner)	Lawe St	Jackson St	59,915		59,915
	Winnebago St (liner)	Mason St	Mason St (341 w/o)	39,556		39,556
	Subtotal			399,471		399,471
Reconstruction (on streets paved in 2015)	Catherine St	Washington St	North St	112,500		112,500
	Douglas St	College Ave	Packard St	108,750		108,750
	Easement n/o Washington St	Catherine St	Green Bay Rd	37,500		37,500
	Glendale Ave	Ballard Rd	Roemer Rd	50,000		50,000
	McKinley St	Jackson St	Lawe St	41,850		41,850
	McKinley St	Oneida St	Jefferson, e/o	121,500		121,500
	McKinley St	w/o Ritger St	Ritger St	18,000		18,000
	Pershing St	McDonald St	Ballard Rd	172,425		172,425
	Pershing St	Meade St	McDonald St	126,500		126,500
	Subtotal			789,025		789,025
Total				\$ 4,765,541	\$ 189,500	\$ 4,955,041

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2015	Street	From	To	Storm-water Utility
Labor Pool				251,500
Consulting Services	Construction Services			50,000
	Land Acquisition Services			10,000
	Lightning Dr bridge @ CTH JJ	Bridge @ design	Edgewood Dr (CTH JJ) n/o	50,000
	Modeling for Storm Sewer Const Projects			20,000
	Opportunity Water Quality Devices	Design & Permitting		25,000
	Reid Golf Course Area Study Project	Design & Permitting		50,000
	Subtotal			205,000
Land Acquisition				
	Subtotal			-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2015 Asphalt Paving (B-15)			49,650
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2015 New Concrete Paving (A-15)			131,010
	Native Landscaping			50,000
	Opportunity Stormwater Treatment Devices			125,000
	Theodore Study Storage at AEHS - Phase IIB			1,300,000
	Subtotal			1,940,660
New Construction				-
	Subtotal			-
Reconstruction	Glendale Ave (liner)	Drew St	Union St	49,360
	Meade St (liner)	Minor St	Pacific St	18,396
	Subtotal			67,756
Reconstruction (on streets to be paved in 2016)	Coop Rd	Calumet St (950' s/o)	Midway Rd	495,950
	Douglas St	Badger Ave	Wisconsin Ave	102,900
	Douglas St	Pine St	Haskell St	45,000
	E. South River St	Kernan Ave	John St	7,285
	Eldorado St	Catherine St	Wood St	67,125
	Harriman St	Atlantic St	Winnebago St	36,000
	John St (CTH KK)	Banta Court	E South River St	56,578
	John St (CTH KK)	E. South River St	Fidelis St	360,000
	Madison St (partial recon only)	Fremont St - 285' s/o	Calumet St	145,665
	Mary St	North St	Pacific St	49,500
	Peabody St	Verbrick St	Seymour St	29,150
	Sampson St	North St	Atlantic St	76,050
	Verbrick St	Bouten St	Wilkie St	112,500
	Winona Ct	Nawada St	Nawada St	58,500
		Eldorado St	North St	28,350
	Subtotal			1,670,553
Total				\$ 4,135,469

CITY OF APPLETON 2011 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		2011	2012	2013	2014	2015	Total
Water Dist.	Construction	2,721,702	2,766,146	3,645,895	3,438,470	3,124,080	\$ 15,696,293
Water Utility							
Water Dist.	Construction	19,350	-	-	-	-	\$ 19,350
Subdivision							
Water Dist.	Construction	-	253,400	-	-	-	\$ 253,400
TIF # 6							
Water Dist.	Construction	-	-	65,250	229,750	-	\$ 295,000
IPLF							
Total - Watermain Program		\$ 2,741,052	\$ 3,019,546	\$ 3,711,145	\$ 3,668,220	\$ 3,124,080	\$ 16,264,043

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	2,379,943	2,651,796	3,423,395	3,389,720	2,863,215	\$ 14,708,069
Other	361,109	367,750	287,750	278,500	260,865	\$ 1,555,974
Total	\$ 2,741,052	\$ 3,019,546	\$ 3,711,145	\$ 3,668,220	\$ 3,124,080	\$ 16,264,043
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2011	Street	From	To	Water Utility	4010	Total Cost
Labor Pool				361,109	-	361,109
Miscellaneous Construction	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		12,500		12,500
	Surface Restoration	Due to 2010 Water CIP Excav.	(Unit E-11)	225,000		225,000
	Subtotal			237,500		237,500
New Construction	Holiday Drive (Town Grand Chute)	Melody Lane	Edgewood Dr (CTH "JJ")	65,375		65,375
	Lourdes Dr	Kensington Dr	Aurora Dr	-	19,350	19,350
	Subtotal			65,375	19,350	84,725
Reconstruction (not related to paving)	Bates St	Pacific St	end of cul-de-sac	14,400		14,400
	Drew St	McArthur St	Byrd St	64,600		64,600
	Easement	Lawe St	Fairway Ct.	30,000		30,000
	Fremont St	Oneida St	Jackson St	205,103		205,103
	Pacific St	Superior St	Morrison St	110,000		110,000
	Prospect Ave	Elm St	Sixth St - 500' e/o	97,000		97,000
	Ridgeway Zone expansion	s/o Wisconsin	Winnepago St.	65,000		65,000
	Shaw St	Carpenter St	Fairway Ct.	25,025		25,025
	Taylor St	Nicholas St	Gillett St	23,650		23,650
	Subtotal			634,778	-	634,778
Reconstruction (prior to next year's paving)	Capitol Dr	McDonald St	Ballard Rd	27,500		27,500
	Fourth St	Memorial Dr	State St	34,265		34,265
	French Rd & Evergreen Roundabout			12,500		12,500
	Lawe St (partial recon)	Hoover St	Taft Ave	-		-
	Rogers Ave	Prospect Ave	Herbert St	-		-
	Washington St	Division St	Durkee St	336,350		336,350
	Bid contingency			178,950		178,950
	Subtotal			589,565	-	589,565
WATER MAIN	Edgewood Dr (CTH JJ)	Apple Creek Rd	Ballard Rd (700' w/o)	231,000		231,000
(Transmission Line) 2011	Pressure Reduction Vault	Apple Creek Rd - Intersection with	Edgewood Dr (CTH "JJ")	15,000		15,000
	Union St	Commercial St	College Ave	587,375		587,375
	Subtotal			833,375	-	833,375
Total Water Main Construction				\$ 2,721,702	\$ 19,350	\$ 2,741,052

**CITY OF APPLETON 2011 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 Construction	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000		10,000
	Surface Restoration	Due to 2011 Water CIP Excav.	(Unit E-12)	296,900		296,900
	Subtotal			306,900	-	306,900
New Construction	Green Grove Rd	Hammond Ave	Wisconsin Ave	125,000		125,000
	Hammond Ave (easement)	Ballard Rd (1200' east of)	Green Grove Rd	66,250		66,250
	Marion St	Kernan Ave	Walden Ave	31,400		31,400
	Millis Dr	Alliance Dr	Ike Dr		87,750	87,750
	Road H	Vantage Dr	Millis Dr		71,400	71,400
	Sunshine Dr	Lourdes Dr - 150' n/o (fut.)	Lourdes Dr (future)	12,000		12,000
	Vantage Dr	Lakeland Dr	Ike Dr		61,750	61,750
	Wisconsin Ave	Leona St	Green Grove Rd	109,625		109,625
	Subtotal			344,275	220,900	565,175
Reconstruction (not related to paving)	Rec "C" of 2007 Wtr Dist Study	Outagamie St, 2nd to	Spencer St	120,000		120,000
	Rec "G" of 2007 Wtr Dist Study	Commercial St, Sharon St to	Badger Ave	105,840		105,840
	Rec "G" of 2007 Wtr Dist Study	Highland St, Linwood (640' w/o)	Linwood Ave	67,001		67,001
	Rec "G" of 2007 Wtr Dist Study	Sharon St, Badger Ave to	Winnebago St	133,705		133,705
	Rec "G" of 2007 Wtr Dist Study	Spring St, Sharon St to	Badger Ave	54,850		54,850
	Subtotal			481,396	-	481,396
(prior to next year's paving)	Ballard Rd	Wisconsin Ave	Longview St	592,200		592,200
Reconstruction (prior to next year's paving)	E. South River St	Olde Oneida St	Madison St	59,500		59,500
	Easement	Pine St (e/o Bartell Dr)	Haskell St	152,500		152,500
	Eldorado St	Union St	Meade St	103,750		103,750
	Franklin St (partial recon only)	Linwood Ave	Douglas St	5,440		5,440
	Harriman St	Wisconsin Ave	Parkway Blvd	170,100		170,100
	Olde Oneida St	Oneida St	E. South River St	56,250		56,250
	Outagamie St	Spencer St	College Ave	83,586		83,586
	Roosevelt St	Alvin St	Clark St	75,000		75,000
	Subtotal			1,298,326	-	1,298,326
Total Water Main Construction				\$ 2,766,146	\$ 253,400	\$ 3,019,546

2013	Street	From	To	Water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				265,000	22,750	287,750
Miscellaneous Construction	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000		10,000
	Surface Restoration	Due to 2012 Water CIP Excav.	(Unit E-13)	219,000		219,000
	Subtotal			229,000	-	229,000
New Construction	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	293,250		293,250
	Endeavor Dr	Eisenhower Dr	culdesac	-	42,500	42,500
	Moss Rose La	Crossing Meadows La. (150' n/o)	Edgewood Dr (CTH JJ)	382,500		382,500
	Subtotal			675,750	42,500	718,250
Reconstruction (not related to paving)	Allen St	Lawrence St	Kimball St	27,450		27,450
	Crestview Dr	Lynn	Crestview Dr	95,950		95,950
	Jackman St (Hill)	Water St	Prospect St	75,625		75,625
	Locust St	Wisconsin Ave	Marquette St	368,550		368,550
	Lynn Dr	Crestview Dr	Newberry Dr	135,850		135,850
	Prospect Ave	Jackman St (Hill)	State St	30,250		30,250
	Subtotal			733,675	-	733,675
Reconstruction (prior to next year's paving)	Atlantic St	Rankin St	Tonka St	32,400		32,400
	Byrd St	Oneida St	Jarchow St	67,500		67,500
	Cotter St	Haskell St	Second St	88,665		88,665
	Fifth St	Mueller St	Story St	55,950		55,950
	Fifth St	Story St	Memorial Dr	123,000		123,000
	Fourth St	Lynndale Dr	Lynndale Dr (530' e/o)	37,100		37,100
	Fremont St	Kernan Ave	Telulah Ave	110,185		110,185
	Gunn St	Walter Ave	Telulah Ave	60,610		60,610
	Haskell St	Cotter St	Grider St	84,575		84,575
	Lindbergh St	Oneida St	Jarchow St	90,160		90,160
	Lynndale Dr	Fourth St	Everett St	231,875		231,875
	Summer St	Gillett St	Story St	103,530		103,530
	Summer St	Morrison St	Lawe St	220,000		220,000
	Tonka St	North St	Atlantic St	91,320		91,320
	Subtotal			1,396,870	-	1,396,870
Transmission - New	Edgewood Dr (CTH JJ)	Richmond St (STH 47)	Haymeadow Ave	345,600		345,600
	Subtotal			345,600	-	345,600
Total Water Main Construction				\$ 3,645,895	\$ 65,250	\$ 3,711,145

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

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)	175,000		175,000
	Subtotal			185,000		185,000
New Construction	Road J	Eisenhower Dr	Eisenhower Dr	-	207,000	207,000
	Subtotal				207,000	207,000
Reconstruction (not related to paving)	Commercial St	Fair St	Morrison St	315,400		315,400
	Glendale Ave	Roemer Rd	Sandra St	275,000		275,000
	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
	Sandra St	Glendale Ave	Pershing St	275,000		275,000
	Sixth St	Memorial Dr	Elm St	169,950		169,950
	Subtotal			1,776,445		1,776,445
Reconstruction (prior to next year's paving)	Catherine St	Washington St	North St	142,500		142,500
	Douglas St	College Ave	Packard St	130,500		130,500
	Glendale Ave	Ballard Rd	Roemer Rd (1000' e/o)	218,750		218,750
	McKinley St	Jackson St	Lawe St	58,125		58,125
	McKinley St	Oneida St	Jefferson, e/o	168,750		168,750
	McKinley St	w/o Ritger St	Ritger St	25,000		25,000
	Pershing St	McDonald St	Ballard Rd	282,150		282,150
	Pershing St	Meade St	McDonald St	195,500		195,500
	Subtotal			1,221,275		1,221,275
Total Water Main Construction				\$ 3,438,470	\$ 229,750	\$ 3,668,220

2015	Street	From	To	Water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				260,865	-	260,865
Miscellaneous Construction	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		7,500		7,500
	Surface Restoration	Due to 2014 Water CIP Excav.		80,085		80,085
	Subtotal			87,585	-	87,585
New Construction	Apple Creek Rd	Edgewood Dr (CTH JJ)	Ballard Rd	456,500		456,500
	Lightning Dr	Edgewood Dr (CTH JJ)	Broadway Dr	638,000		638,000
	Subtotal			1,094,500	-	1,094,500
Reconstruction (not related to paving)	Brewster St	Meade St	Rankin St	41,800		41,800
	Subtotal			41,800	-	41,800
Reconstruction (prior to next year's paving)	Calumet St	Jefferson St	Lawe St	112,500		112,500
	Douglas St	Badger Ave	Wisconsin Ave	123,480		123,480
	Douglas St	Pine St	Haskell St	25,500		25,500
	Eldorado St	Catherine St	Wood St	76,075		76,075
	Harriman St	Atlantic St	Winnebago St	43,200		43,200
	John St (CTH KK)	E. South River St	Fidelis St	432,000		432,000
	Madison St (partial asp recon only)	Fremont St	Calumet St	258,875		258,875
	Mary St	North St	Pacific St	68,750		68,750
	Peabody St	Verbrick St	Seymour St	45,050		45,050
	Sampson St	North St	Atlantic St	105,625		105,625
	Sanders St (partial asp recon only)	Seymour St	Verbrick St	71,400		71,400
	Verbrick St	Bouten St	Wilkie St	156,250		156,250
	Winona Ct	Nawada St	Nawada St	81,250		81,250
	Wood St	Eldorado St	North St	39,375		39,375
	Subtotal			1,639,330	-	1,639,330
Total Water Main Construction				\$ 3,124,080	\$ -	\$ 3,124,080

CITY OF APPLETON 2011 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	2011	2012	2013	2014	2015	Total
Wastewater Construction Wastewater Utility	4,499,888	3,539,101	4,169,500	3,763,481	3,481,788	\$ 19,453,758
Wastewater Construction TIF # 6	-	132,810	-	-	-	\$ 132,810
Wastewater Construction Industrial Park Land Fund	-	-	61,150	95,650	-	\$ 156,800
Total - Sanitary Sewer Program	\$ 4,499,888	\$ 3,671,911	\$ 4,230,650	\$ 3,859,131	\$ 3,481,788	\$ 19,743,368

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2011	2012	2013	2014	2015	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	4,266,218	3,460,984	4,025,432	3,660,627	3,292,138	\$ 18,705,399
Other	233,670	210,927	205,218	198,504	189,650	\$ 1,037,969
Total	\$ 4,499,888	\$ 3,671,911	\$ 4,230,650	\$ 3,859,131	\$ 3,481,788	\$ 19,743,368
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2011	Street	From	To	Waste-water Utility
Labor Pool				233,670
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2011 Asphalt Paving (B-11)			20,370
	Sanitary Laterals & Manholes Prior To 2011 Concrete Paving, new & recon (A-11)			55,786
	Structure Rehabilitation / Sewer Cut repairs from 2010 (E-11)			45,000
	Werner Road trench cap	Kurey Rd	Ballard Rd	25,000
	Subtotal			146,156
New Construction				-
Reconstruction	Subtotal			-
	Division St (liner)	Marquette St	Marquette St (255' s/o)	13,608
	Interceptor - Fox River north side	Reid Ct	Hillcrest Dr	1,731,280
	Interceptor - northeast phase 1(liner)	Fox River (MH 1-21)	Green Grove Rd (MH 1-124)	710,000
	Interceptor - northeast phase 1A(liner)	Green Grove Rd (MH 1-124)	Wisconsin Ave (MH 1-128)	821,000
	Jardin St (liner)	Rankin St	Jardin Ct (135 e/o)	57,024
	Morrison St (liner)	Glendale Ave	Frances St	16,470
	Morrison St (liner)	Roosevelt St, north	Roosevelt St, south	7,500
	Pacific St (liner)	Leminwah St	Winona Way	45,000
	Subtotal			3,401,882
Reconstruction (on streets to be paved in 2012)	Adams St	Seymour St	Verbrick St - s/o	195,600
	Brewster St	Clark St	Oneida St	29,900
	Fourth St	Memorial Dr	State St	22,500
	Rogers Ave	Prospect Ave	Herbert St	166,045
	Washington St	Division St	Durkee St	197,595
	Bid contingency			106,540
	Subtotal			718,180
	Total			

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2012	Street	From	To	Waste-water Utility	TIF # 6	Waste-water Utility
Labor Pool				189,367	21,560	210,927
Miscellaneous Construction	Edgewood Dr (CTH JJ)	Melmar (400' w/o) (sanit. trench cap)	Melmar St 400' e/o (County)	70,841		70,841
	Sanitary Laterals & Manholes Prior To 2012 Asphalt Paving (B-12)			19,815		19,815
	Sanitary Laterals & Manholes Prior To 2012 Concrete Paving, new & recon (A-12)			64,608		64,608
	Subtotal			155,264		155,264
New Construction	Milis Dr	Alliance Dr	Eisenhower Dr		44,400	44,400
	Road H	Vantage Dr	Milis Dr		38,850	38,850
	Vantage Dr	Lakeland Dr	Eisenhower Dr		28,000	28,000
	Subtotal				111,250	111,250
Reconstruction	Harriman St (liner)	Glendale Ave	Marquette St (255' s/o)	19,125		19,125
	Interceptor - northeast phase 4A(liner)	STH 441 - Glendale (MH 48-80)	Winslow Ave (MH 48-103)	505,000		505,000
	Subtotal			524,125		524,125
Reconstruction (on streets to be paved in 2013)	Ballard Rd	Wisconsin Ave	Longview St	1,980,000		1,980,000
	Douglas St	Spencer St	College Ave	130,525		130,525
	E. South River St	Olde Oneida St	Madison St	80,500		80,500
	Eldorado St	Union St	Meade St	43,900		43,900
	Harriman St	Wisconsin Ave	Parkway Blvd	213,570		213,570
	Olde Oneida St	Oneida St	E. South River St	33,750		33,750
	Outagamie St	Spencer St	College Ave	120,600		120,600
	Roosevelt St	Alvin St	Clark St	67,500		67,500
	Subtotal			2,670,345		2,670,345
Total				\$ 3,539,101	\$ 132,810	\$ 3,671,911

**CITY OF APPLETON 2011 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				162,568	42,650	205,218	
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2013 Asphalt Paving (B-13)			37,074		37,074	
	Sanitary Laterals & Manholes Prior To 2013 Concrete Paving, new & recon (A-13)			61,555		61,555	
	Subtotal			98,629		98,629	
New Construction	Edgewood Dr (CTH JJ) san forcema	Melmar St (400' w/o)	Melmar St (400' e/o)	40,000		40,000	
	Endeavor Dr	Eisenhower Dr	cul de sac		18,500	18,500	
	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	
	Northwest Lift Station	1800' north of Edgewood Dr	1200' west of Haymeadow Ave	550,000		550,000	
		Subtotal			760,000	18,500	778,500
Reconstruction	Clark St (liner)	Marquette St, 260' n/o	Marquette St, 250' s/o	28,560		28,560	
	Glendale Ave (liner)	Drew St	Union St, 333' w/o	16,390		16,390	
	Interceptor - northeast phase 2(liner)	Wisconsin Ave	Glendale	1,608,922		1,608,922	
	Seminole Rd	Prospect Ave	Cherokee Dr	49,701		49,701	
	Subtotal			1,703,573		1,703,573	
Reconstruction (on streets to be paved in 2014)	Atlantic St	Rankin St	Tonka St	79,925		79,925	
	Byrd St	Oneida St	Jarchow St	84,750		84,750	
	Cotter St	Haskell St	Second St	67,100		67,100	
	Fifth St	Mueller St	Story St	40,350		40,350	
	Fifth St	Story St	Memorial Dr	66,190		66,190	
	Gunn St	Walter Ave	Telulah Ave	82,350		82,350	
	Haskell St	Cotter St	Grider St	47,850		47,850	
	Lindbergh St	Oneida St	Drew St	150,290		150,290	
	Lynndale Dr	Fourth St	Everett St	139,125		139,125	
	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	
	Tonka St	North St	Atlantic St	63,750		63,750	
		Subtotal			1,444,730		1,444,730
	Total				\$ 4,169,500	\$ 61,150	\$ 4,230,650

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2014	Street	From	To	Waste-water Utility	IPLF	Total Cost
Labor Pool				187,954	10,550	198,504
Miscellaneous	Sanitary Manhole adjustments and seals Prior To 2014 Asphalt Paving (B-14)			28,314		28,314
Construction	Sanitary Manhole adjustments and seals Prior To 2014 Concrete Paving, new & recon (A-14)			76,805		76,805
	Subtotal			105,119		105,119
New Construction	Road J	Eisenhower Dr	Milis Dr	0	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
	Reeve St (liner)	Linwood Ave	Linwood Ave (w/o)	17,280		17,280
	Subtotal			2,418,280		2,418,280
Reconstruction (on streets to be paved in 2015)	Douglas St	College Ave	Packard St	163,850		163,850
	Glendale Ave	Ballard Rd	Roemer Rd	121,533		121,533
	McKinley St	Jackson St	Lawe St	34,875		34,875
	McKinley St	Oneida St	Jefferson, e/o	101,250		101,250
	McKinley St	w/o Ritger St	Ritger St	15,000		15,000
	Pershing St	McDonald St	Ballard Rd	351,120		351,120
	Pershing St	Meade St	McDonald St	264,500		264,500
	Subtotal			1,052,128		1,052,128
Total				\$ 3,763,481	\$ 95,650	\$ 3,859,131

**CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2015	Street	From	To	Waste-water Utility	Industrial Park Land Fund	Waste-water Utility
Labor Pool				189,650	-	189,650
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2015 Asphalt Paving (B-15)			14,895		14,895
	Sanitary Laterals & Manholes Prior To 2015 Concrete Paving, new & recon (A-15)			23,949		23,949
	Subtotal			38,844		38,844
New Construction	Subtotal				-	-
Reconstruction	Grant St (liner)	Union St, 318' w/o	Lawe St	38,752		38,752
	Interceptor - Fox River south side	Oneida St - w/o	Oneida - e/o	1,096,000		1,096,000
	Interceptor - northeast phase 4B(line	STH 441 - Glendale	Winslow Ave	580,000		580,000
	Lawe St (liner)	Alice St, 320' n/o	Alice St	16,320		16,320
	Oneida St (liner)	Byrd St	Frances St	30,210		30,210
	Subtotal			1,761,282		1,761,282
Reconstruction (on streets to be paved in 2016)	Douglas St	Badger Ave	Wisconsin Ave	155,036		155,036
	Douglas St	Pine St	Haskell St	34,500		34,500
	E. South River St	Kernan Ave	John St	22,475		22,475
	Eldorado St	Catherine St	Wood St	102,925		102,925
	Harriman St	Atlantic St	Winnebago St	54,240		54,240
	John St (CTH KK)	Banta Court	E South River St	73,300		73,300
	John St (CTH KK)	E. South River St	Fidelis St	552,000		552,000
	Madison St	Fremont St - 940' S/O	Calumet St	165,836		165,836
	Mary St	North St	Pacific St	41,250		41,250
	Peabody St	Verbrick St	Seymour St	60,950		60,950
	Sampson St	North St	Atlantic St	63,375		63,375
	Verbrick St	Bouten St	Wilkie St	93,750		93,750
	Winona Ct	Nawada St	Nawada St	48,750		48,750
	Wood St	Eldorado St	North St	23,625		23,625
	Subtotal			1,492,012		1,492,012
Total				\$ 3,481,788	\$ -	\$ 3,481,788

CITY OF APPLETON 2011 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 and Isco sampler relocation. The existing Mag Meter will be used to pace the Sampler that will be relocated from T Building to B Building for the line 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		2011	2012	2013	2014	2015	Total
Wastewater	Engineering	20,000	-	-	-	-	\$ 20,000
	Construction	105,000	-	-	-	-	\$ 105,000
Total - Wastewater Capital Projects		\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	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 2011 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. 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		2011	2012	2013	2014	2015	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	2011	2012	2013	2014	2015	Total
Planning	-	-	-	200,000	-	\$ 200,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	350,000	-	1,700,000	\$ 2,050,000
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 2011 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. 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.

Site Fencing: Replacement of fencing that is old and failing on-site.

Wastewater Plant Driveway/Roads: Replacement of deteriorated roadway; including areas of concrete and pavement. The roadways are mostly 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		2011	2012	2013	2014	2015	Total
Facilities	MSB (Site)	100,000	100,000	-	-	-	\$ 200,000
	MSB Fencing	-	-	50,000	-	-	\$ 50,000
	Facilities Capital Projects	100,000	100,000	50,000	-	-	\$ 250,000
Facilities	Wastewater Roads	-	35,000	-	100,000	-	\$ 135,000
	Wastewater Utility	-	35,000	-	100,000	-	\$ 135,000
Total - Grounds Improvements		\$ 100,000	\$ 135,000	\$ 50,000	\$ 100,000	\$ -	\$ 385,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	100,000	135,000	50,000	100,000	-	\$ 385,000
Total	\$ 100,000	\$ 135,000	\$ 50,000	\$ 100,000	\$ -	\$ 385,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: HVAC Upgrades

PROJECT DESCRIPTION

Justification:

HVAC Upgrades: Upgrades are performed for three reasons; the current equipment has reached its expected life, the equipment is not energy efficient compared with current models, or there is a new need because of a change in use in the space it serves.

Equipment Replacement: Note that the current equipment is functioning properly. These requests are for anticipated needs due to aging equipment.

Fire - replace obsolete air handling unit at Fire Station #4.

Municipal Services Building - replace obsolete roof top units.

Equipment (New need): Utilities has added additional equipment which has expanded the need for additional hot water heating and space cooling.

Water Plant - (2011) 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, and (2014) add additional cooling to the MCC room as a result of the addition of equipment in the recent past.

Discussion of operating cost impact:

It is expected that the improvements will reduce energy consumption and increase comfort due to more efficient operations. However, the actual energy cost impact will depend on variations in electric and gas rates.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2011	2012	2013	2014	2015	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	Water Plant	125,000	-	-	50,000	-	\$ 175,000
	Water Capital Projects						
Total - HVAC Upgrades		\$ 125,000	\$ 50,000	\$ 25,000	\$ 100,000	\$ -	\$ 300,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	60,646	-	-	-	-	\$ 60,646
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	64,354	50,000	25,000	100,000	-	\$ 239,354
Total	\$ 125,000	\$ 50,000	\$ 25,000	\$ 100,000	\$ -	\$ 300,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Library Construction/Renovation

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. The Capital Facilities Committee is currently working to provide a recommendation of renovation or new construction to the City Council for consideration. Until further decisions are made, monies have been placed in this CIP as placeholders. The numbers will be updated to reflect decisions made.

During 2013, monies have been allocated for the potential need to consider such things as the following:

- 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.

During 2014, monies are allocated for design. Note it is estimated that any design costs will be 6-8% of the total estimated renovation/construction cost, therefore this number would fluctuate based on future decisions.

During 2015, monies are allocated for construction costs. The 2010 Facilities Master Plan indicates \$6,000,000 if the facility is renovated and \$10,000,000 if new construction were chosen. This represents the potential contribution by the City of Appleton to the project. It is anticipated that the difference between the City's investment and the actual construction cost will be made up through contributions, grants and other sources as they may become available.

Discussion of operating cost impact:

Increasing the size of the library, either by expanding the existing building or by constructing a new, larger facility, will increase maintenance and utility expense. Those increases, however, will be at least partially offset by more efficient mechanical systems, lighting, and general building design. The net impact on operating expenses is therefore not presently quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Facilities						
Library						
Site selection	-	-	75,000	-	-	\$ 75,000
Construction	-	-	-	750,000	9,175,000	\$ 9,925,000
Total - Facilities Capital Projects	\$ -	\$ -	\$ 75,000	\$ 750,000	\$ 9,175,000	\$ 10,000,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	75,000	-	-	\$ 75,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	750,000	9,175,000	\$ 9,925,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 75,000	\$ 750,000	\$ 9,175,000	\$ 10,000,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

* N/Q = Not Quantifiable

CITY OF APPLETON 2011 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 2011, we moved up our plans for the Municipal Services Building roof replacement. The entire roof area totals 140,000 sq. ft. consisting of roof areas from 1989, 1990, 1991, 1994 and 1997. Some of the roof areas are reaching their expected life expectancy and are in need of replacement. Our approach is to replace one-fourth of the roof every other year until completed. Some roof areas still have some life and rather than requesting the whole roof get replaced at once, it would be prudent to get the remaining life out of them.

2011	Municipal Services Building (Partial)	\$ 300,000
2012	Wastewater (Sludge Thickener) Building L	100,000
2012	Golf Course Clubhouse	50,000
2013	Wastewater Building B	145,000
2013	Municipal Services Building (Partial)	300,000
2014	Wastewater Buildings A, M & V	75,000
2014	Fire Stations #4	50,000
2015	Municipal Services Building (Partial)	300,000

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		2011	2012	2013	2014	2015	Total
Facilities	Wastewater	-	100,000	145,000	75,000	-	\$ 320,000
Wastewater Capital Projects							
Facilities	MSB	300,000	-	300,000	-	300,000	\$ 900,000
Facilities	Fire Station #4	-	-	-	50,000	-	\$ 50,000
Facilities	Fire Station #6	-	-	-	-	-	\$ -
Facilities Capital Projects		300,000	-	300,000	50,000	300,000	\$ 950,000
Facilities	Golf Course	-	50,000	-	-	-	\$ 50,000
Golf Course Capital Projects							
Total - Roof Replacement		\$ 300,000	\$ 150,000	\$ 445,000	\$ 125,000	\$ 300,000	\$ 1,320,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Construction	300,000	150,000	445,000	125,000	300,000	\$ 1,320,000
Other	-	-	-	-	-	\$ -
Total	\$ 300,000	\$ 150,000	\$ 445,000	\$ 125,000	\$ 300,000	\$ 1,320,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Wastewater Sludge Storage Options

PROJECT DESCRIPTION

Justification:

Wastewater plant biosolids storage deficiencies have occurred over the past several years. This deficiency has triggered the need for Appleton City Council resolutions to investigate options to address the deficiency and comply with code NR 204 for 180 days of required biosolids storage. More recently the Wisconsin Department of Natural Resources has proposed more stringent agricultural nutrient management standards for land which biosolids are applied. These new standards could have significant implications to municipal biosolids management programs.

Each of the aforementioned have caused the Utility to consider various treatment options that could provide cost effective storage options and end-use diversification for AWWTP biosolids. In 2007 the Utility successfully demonstrated the feasibility of small-scale outdoor biosolids composting as a viable option to storage and end-use. Effective composting alters Appleton wastewater biosolids classification under NR 204 from a Class-B to a Class-A material. Successful composting would reduce storage needs and allow the wastewater facility to meet the 180-day storage requirement while generating a product that is appealing to a number of markets including residents, nurseries, and commercial landscapers. The composting option would provide greater flexibility in scheduling and land application of Class B biosolids by maximizing available storage, further reducing costs.

Since 2008 the Appleton Department of Public Works and Wastewater Utility have worked with the Outagamie County Solid Waste Department to seek potential cooperative solutions to AWWTP biosolids, curbside leaf / yardwaste materials, and landfill cover needs. The Utility received authorization from Common Council in 2009 to begin the engineering phase of a large-scale compost pilot project at the Outagamie County Landfill.

A compost facility plan has been developed by the contracted engineer and approved by the DNR which provides operational guidelines to demonstrate the feasibility and assess costs for a cooperative composting operation. Compost pad construction is to be completed by July 2010 with outdoor windrow composting beginning by early fall 2010. It is the intent to complete composting operations and the feasibility study by year end 2011. \$100,000 has been applied to 2011 to cover costs associated with the outdoor windrow composting operations. \$125,000 will be applied in 2012 for the 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.

Discussion of operating cost impact:

O&M costs for continued land application of biosolids will closely follow cost increases in fuel and viable application sites. Significant program cost increases would be expected with the traditional land application 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	2011	2012	2013	2014	2015	Total
Wastewater & Study	100,000	-	-	-	-	\$ 100,000
Facilities Engineering	-	125,000	-	-	-	\$ 125,000
Construction	-	-	1,500,000	-	-	\$ 1,500,000
Total - Wastewater Capital Projects	\$ 100,000	\$ 125,000	\$ 1,500,000	\$ -	\$ -	\$ 1,725,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2011	2012	2013	2014	2015	
Study and Demonstration Testing	100,000	-	-	-	-	\$ 100,000
Engineering	-	125,000	-	-	-	\$ 125,000
Construction	-	-	1,500,000	-	-	\$ 1,500,000
Other	-	-	-	-	-	\$ -
Total	\$ 100,000	\$ 125,000	\$ 1,500,000	\$ -	\$ -	\$ 1,725,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2011 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.

Parking Lot Repairs - The existing Library Plaza asphalt parking lot is in need of significant surface repairs. Maintenance costs have been increasing over the past several years and will continue to increase unless a larger scale rehabilitation is performed. For 2012 we are proposing comprehensive surface repairs to curtail the escalating maintenance costs. We also anticipate the need for similar asphalt surface repairs to Lot 9 in approximately 2013. These repairs will prolong the useful life of the facilities as well as limit liability exposure for the City.

Superior Skywalk - The existing membrane roof is nearing the end of its useful life and is in need of rehabilitation. For 2011 we propose to solicit input from roofing experts and the City's Director of Facilities and Construction to perform appropriate repairs with the goal of prolonging the useful life of the structure as well as limit liability exposure for the City.

Ramp Entry Signage - An ad hoc Downtown marketing group comprised of city staff, business representatives and other interested parties is currently developing a comprehensive wayfinding and ramp signage plan in an effort to aid navigation through downtown Appleton to the City's four public parking ramps. Recommendations from this group later in 2010 will be used to facilitate installation of appropriate wayfinding signage throughout downtown and at each of the city's four ramps in 2011.

Ramp Security Cameras - Installation of cameras at the entrances and exits of our parking ramps has provided added safety for City ramp personnel as well as ramp users. These cameras also provide a means to monitor ramp activities in the event that no ramp personnel are available. This is an ongoing program that has been budgeted over several years and is part of the City's overall security enhancements. The next two phases are planned for 2012 (\$20,000) and 2014 (\$20,000)

New Sweeper Purchase

In conjunction with a proposed 2011 sweeper upgrade, 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:

There are no anticipated operating cost impacts for these projects.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2011	2012	2013	2014	2015	Total
Parking	Ramps:						
	Structural Evaluation	-	40,000	-	-	40,000	\$ 80,000
	Structural Maint.	75,000	75,000	75,000	75,000	75,000	\$ 375,000
	Lot Repairs	-	35,000	35,000	-	-	\$ 70,000
	Superior St Skywalk	20,000	-	-	-	-	\$ 20,000
	Entry Signage	25,000	-	-	-	-	\$ 25,000
	Security Cameras	-	20,000	-	20,000	-	\$ 40,000
	New Sweeper	-	-	-	25,000	-	\$ 25,000
Total - Parking Utility Capital Projects		\$ 120,000	\$ 170,000	\$ 110,000	\$ 120,000	\$ 115,000	\$ 635,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	95,000	110,000	110,000	75,000	75,000	\$ 465,000
Other	25,000	60,000	-	45,000	40,000	\$ 170,000
Total	\$ 120,000	\$ 170,000	\$ 110,000	\$ 120,000	\$ 115,000	\$ 635,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Water Plant Secondary Membrane Treatment

PROJECT DESCRIPTION

Justification:

Phase 1 Water Plant improvements will be complete at 2010 year end. The cold and warm water plant reliable capacity is approximately 11 MGD cold water and 20 MGD warm water. Phase 2 Water Plant improvements focusing on membrane system additions would increase the cold water capacity to the 16 to 18 MGD range. This improvement would also provide future compliance with the EPA Long Term 2 Enhanced Surface Water Treatment Rule (LT2) requiring 4.0 Log Cryptosporidium reduction, and the Filter Backwash recycle rule requiring a maximum of 10% recycle flow back to the head of the plant.

Secondary membrane treatment was recommended by the 2008 CDM Cold Water Capacity Study for Phase 2 membrane improvements. The 2010 AECOM LRV Study will supplement the CDM study and will recognize consideration of an additional primary membrane stages instead of a secondary membrane system. Either option requires the same approach of membrane pilot testing and analysis of regulatory compliance and cost benefits. This work will start in 2011 for two budget years of pilot study before a recommendation will be made for membrane improvements. DNR requires a minimum of 9 months pilot testing for any new membrane improvements.

The membrane piloting will include manufacturers other than the existing Koch Membrane Systems technology. The city will continue to get value and regulatory compliance from the existing Koch membrane system while looking to newer membrane technologies from other manufacturers for the future. Piloting work includes manufacturer pre-qualification, competitive qualification, and competitive final selection. The piloting approach will include hiring an engineer for membrane piloting procurement and results analysis. Other costs will include pilot system rentals, equipment procurement, and laboratory testing. The results of the Phase 2 work will include demonstration of the most effective membrane system technology for city needs. The new system would be selected for construction in 2013 and 2014. The system will likely include a new train of membranes consisting of several stages of cartridges. An addition to the existing building will be required for this improvement and cost estimates include building construction and a complete membrane system.

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		2011	2012	2013	2014	2015	Total
Water Utility	Pre-Engineering and Pilot Testing						
	Engineering	90,000	145,000	-	-	-	\$ 235,000
	Equipment	70,000	90,000	-	-	-	\$ 160,000
Water Utility	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

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	90,000	145,000	450,000	450,000	-	\$ 1,135,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	4,050,000	4,050,000	-	\$ 8,100,000
Other	70,000	90,000	-	-	-	\$ 160,000
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 2011 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 years should be on construction of the Oneida tower replacement, item #1 in the Main Pressure Zone (MPZ). Construction of items #2 and #3 will be planned for the 2016 to 2025 time frame.

The 0.5 MG Oneida Tower was constructed in 1952 and will require replacement by year 2015 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. An engineering firm will be hired to provide design-bidding and construction services.

Discussion of operating cost impact:

Tower 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 2015.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2011	2012	2013	2014	2015	Total
Water Utility	Site study	-	-	-	-	-	\$ -
	Land Acquisition	-	-	-	-	-	\$ -
	Design	-	-	-	-	200,000	\$ 200,000
	Construction	-	-	-	-	1,600,000	\$ 1,600,000
Total - Water Treatment Capital Projects		\$ -	\$ -	\$ -	\$ -	\$ 1,800,000	\$ 1,800,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	200,000	\$ 200,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	1,600,000	\$ 1,600,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000	\$ 1,800,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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	2011	2012	2013	2014	2015	Total
Fire Equipment	-	-	750,000	-	-	\$ 750,000
Total - Public Safety Capital Projects Fund	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ 750,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	750,000	-	-	\$ 750,000
Total	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ 750,000
Operating Cost Impact	\$ -	\$ -	\$ 865,723	\$ 765,123	\$ 765,123	\$ 765,123

CITY OF APPLETON 2011 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 crucial to full effective use of the training structure was the installation of live fire props that allow for gas-fueled fire scenarios. Unfortunately, that portion of the project was deleted as a result of concerns expressed by Fox Valley Technical College as it relates to common usages and duplication of taxpayer supported entities.

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.

Since the time of construction, the City of Appleton and Fox Valley Technical College have worked together to develop a 'memorandum of understanding' that they first consider the utilization of the facility at FS # Six for live fire training technologies should FVTC seek to expand their technology for live fire training. Based on their recent announcement to add a facility near the airport, these discussions will resume. This project request will remain intact until those details are finalized.

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		2011	2012	2013	2014	2015	Total
Fire	Equipment	-	275,000	-	-	-	\$ 275,000
Total - Public Safety Capital Projects Fund		\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ 275,000

COST ANALYSIS

Estimated Cash Flows							
Components	2011	2012	2013	2014	2015	Total	
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	\$ 2,500	\$ 10,000

CITY OF APPLETON 2011 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) (i.e. 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.

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 2012, the department will have a total of 30 sets of PPE that will exceed the recommended five year primary set NFPA replacement recommendation. Additional funding options have been evaluated such as supplemental budget funding and grant funding with no success to date.

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 exceeds the value of the component.

These purchases are 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.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2011	2012	2013	2014	2015	Total
Fire	Other	-	46,500	-	32,000	-	\$ 78,500
Total - Public Safety Capital Projects Fund		\$ -	\$ 46,500	\$ -	\$ 32,000	\$ -	\$ 78,500

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	46,500	-	32,000	-	\$ 78,500
Total	\$ -	\$ 46,500	\$ -	\$ 32,000	\$ -	\$ 78,500
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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 and will continue to discuss these joint efforts. 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		2011	2012	2013	2014	2015	Total
Fire	Other	-	-	-	27,000	-	\$ 27,000
Total - Public Safety Capital Projects Fund		\$ -	\$ -	\$ -	\$ 27,000	\$ -	\$ 27,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	-	27,000	-	27,000
Total	\$ -	\$ -	\$ -	\$ 27,000	\$ -	\$ 27,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Self-Contained Breathing Apparatus and Spare Bottles

PROJECT DESCRIPTION

Justification:

The Appleton Fire Department has established a 10-year replacement cycle for the inventory of self-contained breathing apparatus (SCBAs). Since the current inventory of SCBAs was purchased in 2000, they will be due for replacement in 2011. The department has approximately sixty three 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 (SABAs) will also need to be replaced at a cost of \$3,000 per unit. Due to an expected revision of the standards related to this type of equipment, replacement of this equipment is being delayed until 2013.

Discussion of operating cost impact:

This equipment will replace existing equipment; therefore, there is no expected operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Fire Equipment	-	-	527,900	-	-	\$ 527,900
Total - Public Safety Capital Projects Fund	\$ -	\$ -	\$ 527,900	\$ -	\$ -	\$ 527,900

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	527,900	-	-	\$ 527,900
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 527,900	\$ -	\$ -	\$ 527,900
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Radio Frequency Identification (RFID) Conversion

PROJECT DESCRIPTION

Justification:

RFID is a proven, reliable technology used to increase staff efficiencies, provide improved patron privacy, improve security and inventory gathering capabilities and when used in conjunction with Automated Materials Handling (AMH) libraries can realize significant savings by automating many of the repetitive functions in the check-in and check-out process. RFID works by inserting a tag that holds a small computer chip that includes the barcode of an item, a security bit and an antenna.

With the approval of a CIP in the 2010 budget, the library has issued a request for proposals, interviewed and selected a vendor that has been endorsed by the Library Board of Trustees. Conversion of the collection started in August, 2010 using primarily volunteers coordinated through a non-benefited, part-time position funded through the 2010 CIP. This CIP will allow us to complete the tagging process, implement self-checkout systems that can unlock security cases and collect fines and fees, thereby reducing the need for human intervention on most check-out processes and improving the check-in processes through AMH. Using AMH systems, materials are checked in and rough sorted into major formats and/or genre categories through a system of conveyors and bins. Small systems can be expanded to accommodate growth without the need to repurchase new systems and can be transferred or reconfigured in the event of a new or remodeled library facility.

Our 2010 CIP timeline is being condensed - we had initially spread the conversion process out over two years to accommodate for using volunteers and planned on transitioning to self checks and AMH over the next two years. Because tag costs have come down and we are confident in the success we will have using volunteers, the conversion process will be completed by August, 2011. We will be able to go forward with RFID enabled self checks and AMH by the end of 2011 if funding is approved; thereby realizing savings sooner.

Discussion of operating cost impact:

Return on investment relies on the extent and quality of the implementation. We currently accomplish 20-25% of transactions on existing non RFID self-checks because of the need for human intervention to unlock security cases, collect fines and deal with problems on patron cards. Patron acceptance of this system is the only way to ensure that we maximize our savings. Therefore, we project no significant savings in 2011 as we plan to use the saved staff time to provide assistance and training at the self-checks and check in areas to ensure the highest levels of patron adoption. In 2012, patrons will be more independent and we will begin to see savings in staff time dedicated to the check-in and check-out process; however that savings is offset by necessary increased costs in maintenance contracts and supplies. In 2012 the equipment maintenance account will require an increase of \$25,000 to accommodate for increases in maintenance contracts. The office supply account will require an increase in \$20,000 to include costs of RFID tags. Once patrons are more self-sufficient, in 2013, we would seek ways to reduce the number of service points on the first floor, which is where we will begin to see operating cost benefits. The operating cost impact below factors in the difference in the necessary increased costs and a conservative estimate of staff savings. Not factored into the operating cost impact is savings provided through improved inventory features as we feel this is not accurately quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2011	2012	2013	2014	2015	Total
Library	Tags	43,800	-	-	-	-	\$ 43,800
Library	Security equip.	148,000	-	-	-	-	\$ 148,000
Library	Staff to convert	5,000	-	-	-	-	\$ 5,000
Library	AMH	210,000	-	-	-	-	\$ 210,000
Library	Electrical work	2,000	-	-	-	-	\$ 2,000
Total -Library Capital Projects Fund		\$ 408,800	\$ -	\$ -	\$ -	\$ -	\$ 408,800

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	2,000	-	-	-	-	\$ 2,000
Other	406,800	-	-	-	-	\$ 406,800
Total	\$ 408,800	\$ -	\$ -	\$ -	\$ -	\$ 408,800
Operating Cost Impact	\$ -	\$ -	\$ (28,500)	\$ (28,500)	\$ (28,500)	\$ (85,500)

CITY OF APPLETON 2011 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 Fire and Police Departments 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, the Police request to replace 123 portable radios to comply with FCC mandates and P25 standards has been postponed until 2011.

In May 2010, the Appleton Fire Department served as host agency and applied for a county-wide regional grant to fund a portion of this radio project through the Assistance to Firefighters Grant. This application is currently pending; however, plans for the radio purchases in 2011 should continue due to the critical nature of fire ground communications. Should the county receive this grant, a portion of this request would be needed to meet the grant match requirement and fulfill the project requirements.

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		2011	2012	2013	2014	2015	Total
Police	Portable Radios	307,500	-	-	-	-	\$ 307,500
Fire	Portable Radios	280,000	-	-	-	-	\$ 280,000
Total - Public Safety Capital Projects Fund		\$ 587,500	\$ -	\$ -	\$ -	\$ -	\$ 587,500

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2011	2012	2013	2014	2015	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	587,500	-	-	-	-	\$ 587,500
Total	\$ 587,500	\$ -	\$ -	\$ -	\$ -	\$ 587,500
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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 Calumet, Outagamie, and Winnebago counties completed a study that recommends a trunked 700 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, three individual county systems.

Per the latest meetings with the Fiscal Advisory Board, the counties have been moving toward developing an RFP for a FoxComm-wide 700 MHz radio system. However, one of the participating counties is hesitant to move forward due to the potential cost of the system. Therefore, the future of the project is uncertain at this point.

However, we do know that by the end of 2012, the City will have to have narrow band radios and the infrastructure to support them. Should FoxComm move forward with their recommendation, that will give the City the necessary direction at which point significant infrastructure upgrades, i.e., additional towers and transmitter/receivers would be required in the City. 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 vary due to system design and complexity, and whether or not the regional plan is implemented.

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	2011	2012	2013	2014	2015	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	2011	2012	2013	2014	2015	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 2011 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, which will 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 dictate. Our current robotic stations have provided numerous opportunities for one-person survey work, which has allowed us to reduce our survey backlog as well as reduce our need for overtime. A GPS Unit would also allow for single user operation and would primarily be used for field data collection. Unlike typical survey instruments, the GPS uses satellite links to provide spatially accurate data collection with high degrees of accuracy. The GPS unit would provide a much more efficient method for collection of widespread infrastructure data, which could be used for verification and updates to City records as well as incorporation into the City's expanding GIS program. We will utilize input from various City staff to evaluate which type of instrument will best meet the needs of the City prior to making any purchase.

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		2011	2012	2013	2014	2015	Total
DPW	Robotic Total Station / GPS	-	-	-	35,000	-	\$ 35,000
Total - Public Works Capital Projects Fund		\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	35,000	-	\$ 35,000
Total	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Equipment

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 2012 and 2013 when the respective mechanical sweepers are up for replacement and purchase an additional new high-efficiency vacuum sweeper in 2014. 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.

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		2011	2012	2013	2014	2015	Total
Stormwater	Sweeper Upgrades	-	60,000	60,000	250,000	-	\$ 370,000
Total - Stormwater Capital Projects		\$ -	\$ 60,000	\$ 60,000	\$ 250,000	\$ -	\$ 370,000

COST ANALYSIS

Estimated Cash Flows						
Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	60,000	60,000	250,000	-	\$ 370,000
Total	\$ -	\$ 60,000	\$ 60,000	\$ 250,000	\$ -	\$ 370,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	\$ -

* NQ = Not Quantifiable

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Fuel Containment upgrade

PROJECT DESCRIPTION

Justification:

To meet the laws governing fuel dispensing systems, we will need to upgrade the fuel site at the Municipal Service Building to continue to fuel vehicles at this site.

The fuel Islands need containment tubs under the fuel pumps with sensors to detect leaks. The current tank monitoring system is not large enough to monitor the additional sensors and will also need to be replaced. The trade-in value for the existing fuel monitoring system, which is 12 years old, is included in the quotes received for the upgrade to meet federal compliance.

Work will include removing the fuel dispensers, replacing the concrete islands with new islands containing the spill containment devices and monitors, replacing the existing fuel monitoring system with the new unit, reinstalling the fuel dispensers and wiring the system.

Work will include all permits, testing, certification and training needed for operation of the system.

The City uses the fuel system to generate reports for preventive maintenance of vehicles. We have tried using other fueling sites in the past, but the lag time between receiving the data from an outside vendor made it hard to manage. Chargebacks were higher for departments and, with no cost savings, there was reluctance to use an off-site system. Many of the retail sites are not large enough for our trucks and have a high volume of traffic. When at their sites, we would block vision to pumps causing complaints from owners and requests we only use outside islands, which at times would keep us waiting for a free pump.

Discussion of operating cost impact:

Because this equipment replaces an existing installation, there is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2011	2012	2013	2014	2015	Total
DPW	Fuel Containment upgrade	40,774	-	-	-	-	\$ 40,774
Total - Public Works Capital Projects Fund		\$ 40,774	\$ -	\$ -	\$ -	\$ -	\$ 40,774

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	40,000	-	-	-	-	\$ 40,000
Other	774	-	-	-	-	\$ 774
Total	\$ 40,774	\$ -	\$ -	\$ -	\$ -	\$ 40,774
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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 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 supplier of the units 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	2011	2012	2013	2014	2015	Total
Public Works Replacement of Automated Meter Reading system	-	-	-	500,000	-	\$ 500,000
Total - Water Distribution Capital Projects	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2010	2011	2012	2013	2014	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Call Recording System

PROJECT DESCRIPTION

Justification:

When the City's Voice Over Internet Protocol (VoIP) system was installed in 2004 there was a mandatory requirement for a call recording system to serve Police and Valley Transit needs. Previously these departments used analog, tape driven systems to record voice and radio calls they are required to maintain and have access to. The VoIP technology, which is digital, would not work with the older analog recording devices, but there were limited options available at that time for the newer VoIP recording requirements that met the City's needs. A product was selected from the small pool of options, and was implemented. This product (CallRex) has marginally met the needs over the past six years, but the functionality is extremely limited and the lack of reliability increasingly problematic.

Call recording is a critical need for public safety work, and is a very desirable function for other departments such as Human Resources, Health and the Mayor's office. The CallRex system cannot be expanded to other departments without duplicating the system at each physical location, which would require redundant equipment and decentralized management at costs exceeding the replacement of this system with one that is now available and designed for larger systems such as ours. CallRex also has become very unreliable, often shutting down and missing the recording of calls for extended periods of time. We have worked with the product vendor repeatedly and the issues are not able to be corrected since we are taxing the existing system beyond the small business enterprise limits it is designed to support.

This request is to implement a centralized call recording system that is fully compatible and supported by the phone system vendor we are using. The advantages would be that all calls from the outside which utilize our VoIP servers as well as internal calls could be recorded as needed and accessed through protected and secure means. This would allow for a reliable means to ensure voice calls are being recorded as required for public safety, and could be recorded on-demand as desired by other departments. I believe this project has reached the level of being critical to find a solution for. There are many examples of issues such as the following received from Bob Kavanaugh at Police on 5/26/10: "CallRex was down for over 24 hours and no alarm alerted staff to the problem. Sara Derks discovered the problem after it was down for over 24 hours. This is a worrisome problem for us and it is ongoing. The confidence in the CallRex system is long gone. Perhaps it is time to replace the system with something more dependable." I fully agree and support that suggestion, and this CIP request is intended to provide a resolution to this on-going issue by implementing a centralized system that has proven reliability and greater flexibility as well as one which could be used by any City department.

Discussion of operating cost impact:

There would be no operating cost impact since the support fees we now pay for the CallRex system would be used for the newer system going forward.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Tech Services Call Recording	70,000	-	-	-	-	\$ 70,000
Total - TS Capital Projects	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	70,000	-	-	-	-	\$ 70,000
Total	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: GIS Upgrade

PROJECT DESCRIPTION

Justification:

In an effort to support the increase in demand for Geographic Information Systems (GIS) access, there is a need to upgrade the core GIS server software. This project will implement a three-year enterprise license agreement with the GIS software vendor. The upgrade will enhance all components of the GIS system including data management, GIS applications, and field workflows that support multiple City departments. By centralizing data on an Enterprise database, the City will have an organization-wide solution that simplifies data management, provides more access to current information, supports interoffice workflows, and increases staff productivity. The enterprise database will provide a more scalable, higher performance environment by removing database size restrictions, concurrent user limits, and the single core server restrictions that exist with the current software. The enterprise database software will also provide more flexibility in managing access and overall security and provide unlimited access to server, desktop, and mobile applications software.

Immediate field needs include support of 2 locator vehicles, 5 field tech positions, 4 users in Traffic (federally mandated sign inventory), and 4 Forestry (tree inventory) in Public Works and 3 users in Utilities. Future applications include 3-4 more users in Utilities and 16 inspector positions. The alternative to this proposal would be to purchase individual licenses (\$1,350 each, recurring maintenance \$300). Additional management licenses to perform manual data check-in/check-out and quality control processes would also be required (\$9,900 each, recurring maintenance \$1,200 per license).

The upgrade provides unlimited use of any GIS desktop software license and all non-royalty extensions from the vendor at no extra cost and includes a training credit of \$10,000 annually for remote learning via the vendor's "Virtual Campus". These extensions support advanced analysis capabilities such as analyzing and modeling terrain, subsurface features, and atmospheric events; optimal facility placement; flow studies; and route and service optimization. The system also provides AVL capabilities, which will allow viewing of crew locations from our existing viewers and support Valley Transit's future implementation of AVL on buses without a separate server.

Discussion of operating cost impact:

Maintenance costs are included for the term of the agreement, eliminating the need for an \$8,900 / year maintenance contract. This covers the entire support cost for the upgraded database, server extensions, and unlimited simultaneous mobile connections. It is also anticipated that this enhancement and new tools will result in an increase in labor efficiency and reduce duplication of work (staff no longer having to re-enter work completed and paper forms) and savings of paper and printed forms, but that impact is currently not quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Comm. Dev. GIS Upgrade Community Development Capital Projects Fund	40,000	40,000	40,000	-	-	\$ 120,000
Comm. Dev. GIS Upgrade Water Distribution	2,500	2,500	2,500	-	-	\$ 7,500
Comm. Dev. GIS Upgrade Wastewater Collection	2,500	2,500	2,500	-	-	\$ 7,500
Comm. Dev. GIS Upgrade Stormwater Utility	2,500	2,500	2,500	-	-	\$ 7,500
Comm. Dev. GIS Upgrade Valley Transit	2,500	2,500	2,500	-	-	\$ 7,500
Total - GIS Upgrade Capital Project	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	50,000	50,000	50,000	-	-	\$ 150,000
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 150,000
Operating Cost Impact	\$ (8,900)	\$ (8,900)	\$ (8,900)	\$ -	\$ -	\$ (26,700)

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: In-Building Wireless

PROJECT DESCRIPTION

Justification:

Wireless access is becoming, and in many cases has become a requirement for efficiently providing access to internal networks as well as the Internet. A solid wireless system greatly reduces the need for, and cost of recabling network connections during remodeling or addition of workstations. It also creates the ability to instantly provide access as needed for special circumstances such as outside vendor work, auditor access, Council access and allows staff to be more mobile instead of being restricted to a specific desk to complete their work. We have implemented partial in-building wireless access in locations such as City Hall and the Fire stations. This has proven to be actively used by many departments and has successfully demonstrated the benefits outlined. In order to fully reap the benefits of a centralized wireless system that can be controlled by a single administrator, as well as implement the most current technology that will provide the greatest possible bandwidth, it will be necessary to install access points in all buildings that are compatible with the recently ratified 802.11n standard.

This CIP includes anticipated costs to fully implement such a system in all City buildings except for the Wastewater treatment plant, for which a separate CIP is being submitted. and the Public Library which maintains its own system. It includes the costs of switches, servers, software and access points that would all work together to create a unified in-building wireless system. This would allow any City employee to be in any City building supported by this system and have consistent wireless access to the internal network and Internet as allowed through his/her account and from City provided wireless devices. The bandwidth made available in this way would provide the best options available for allowing systems that require high bandwidth, such as transferring video from squad cars at Police, to operate in an efficient and acceptable manner.

Implementing internal wireless systems on a piecemeal basis is not cost effective or maintainable since in that way, each of the several hundred access points may have to be individually managed. This proposal allows for an interoperable City-wide system that can be monitored and managed from a single point, greatly reducing the administrative overhead and staff time required for these tasks.

The project will be completed over a two year period. In 2012, the new system will be implemented in locations that already have wireless capabilities in order to standardize their access points. Then in 2013, the system will be expanded to those locations that currently do not have wireless access but demonstrate such a need.

Discussion of operating cost impact:

Operating costs would be limited to the ongoing support of the systems put in place, but partially offset by a decrease in costs for new cabling projects to add or move network connections.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Tech Services Internal Wireless	-	110,000	65,000	-	-	\$ 175,000
	-	-	-	-	-	-
Total - Technology Capital Projects	\$ -	\$ 110,000	\$ 65,000	\$ -	\$ -	\$ 175,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	110,000	65,000	-	-	\$ 175,000
Total	\$ -	\$ 110,000	\$ 65,000	\$ -	\$ -	\$ 175,000
Operating Cost Impact	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 8,000

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Video Conferencing System

PROJECT DESCRIPTION

Justification:

Video Conference - Since 2002, the Fire Department has utilized a video conferencing system in an effort to reduce travel time, conduct weekly department meetings without having to remove firefighters from their designated stations, and increase efficiency in delivering classroom-style training. The system was purchased through grant funding and no on-going support or maintenance has ever been budgeted for. It has provided significant benefits in the intended areas but the current equipment is now obsolete and has shown itself to be limited in utility as it cannot be upgraded to provide the benefits of current technologies. 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, and we have had to resort to replacing some components through eBay since it is no longer manufactured or supported by the vendor. Our current system is not adequate to effectively implement the option of connecting with outside agencies which could provide substantial benefits. Should any critical component of this system now fail, Fire would have to substantially change how they plan for and conduct weekly meetings, which may negatively impact their operational costs.

The intent of this CIP is to implement a video conferencing system that will expand the capabilities and use of video conferencing to benefit Fire, Police, Health and others to reduce travel requirements for meetings and training and improve the ability of the City to provide training, collaboration and discussions with outside organizations, many of which have utilized this type of technology for some time and have demonstrated the benefits. 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 as well as provide the capability for citizen participation from designated remote sites for overflow attendance at large events and meetings. 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 internal remote meetings including the Health Officer, Mayor, Community Development, DPW, etc.

Discussion of operating cost impact:

Video Conferencing carries an approx. \$15,000/year support cost beginning in 2013.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Tech. Services Video Conference	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$ 165,000
Total - Technology Capital Projects Fund	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$ 165,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	165,000	-	-	-	165,000
Total	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$ 165,000
Operating Cost Impact	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000

CITY OF APPLETON 2011 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. An RFP was completed in June 2008 and we have completed the build out of the initial pilot project along College Ave from STH 441 to the Fox River Mall. This pilot project was funded through a partnership between the City of Appleton, Appleton Area Schools and the Town of Grand Chute. We are currently involved in testing the network with production applications to determine best methods to expand or enhance the services wireless access will provide. Municipal wireless networks are designed to improve government effectiveness, broaden digital inclusion and support economic development. Appleton Schools and Grand Chute have continued interest in participating in this process to find the most cost effective means to provide broadband wireless access over a wide geographical area. We recognize that growth of the wireless network will be inevitable, but the technology to provide this connectivity is rapidly evolving. Initially it is intended 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 pilot wireless network must be able to expand and integrate with newer technologies as they become available in order to provide a cost effective way for City field staff including public safety to work with internal computer, voice and video systems in real time no matter where they are in the City. These newer technologies will become part of this project as they are shown to be cost effective in continuing toward the goal of city-wide wireless access for mobile workers. They can include a combination of consortium owned services, partnership agreements between governments and private providers, and leased wireless services.

This request is for funding to continue the process of expanding this technology to allow for fuller implementation through continued partnership with INFOCIS members (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 based on benefits each can receive. Additional expansion is planned for 2011 with funds anticipated to be carried over from those available from 2010 as the testing phase continues. Additional enhancements are being considered through 2013 with requests for additional CIP funds in later years should this continued process be deemed in the best interests of the City and INFOCIS.

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 ongoing project analysis.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Tech. Services Wireless Access	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 500,000
Total - Technology Capital Projects Fund	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 500,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2011	2012	2013	2014	2015	
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	-	-	-	-	-	-
Construction	-	250,000	250,000	-	-	500,000
Other	-	-	-	-	-	-
Total	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 500,000
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

*N/Q - Not quantifiable

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Tablet Computers for Fire Inspections

PROJECT DESCRIPTION

Justification:

This proposal is to implement paperless fire inspections, thereby improving productivity and efficiency of fire crews. This technology will allow fire crews and fire inspection staff to review inspection history, research fire codes, etc. while conducting an inspection. When the inspection is completed and the vehicle returns to the station, the tablet computer will synchronize with the fire records management database, providing an immediate update. This allows for immediate access to emergency contact information or occupancy hazards, which becomes crucial information during an emergency response.

Currently, fire crews complete a hand-written fire inspection form in the field. The inspection forms are brought back to the station, and an administrative clerk completes the data entry of the inspections into the records management system. With the elimination of the public education specialist position, the administrative clerks will be tasked with several additional responsibilities. Therefore, transferring this task to inspection crews will assist with maintaining our existing service levels. This request is for thirteen tablet pc's and associated printers.

Discussion of operating cost impact:

There is no immediate operating cost impact for this request, though they will become part of the City's installed base of computers needing periodic replacement. The City is currently using an approximate four year replacement cycle for PCs and similar equipment.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Tech. Services Tablet Computers	-	35,100	-	-	-	\$ 35,100
Total - Technology Capital Projects Fund	\$ -	\$ 35,100	\$ -	\$ -	\$ -	\$ 35,100

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	35,100	-	-	-	\$ 35,100
Total	\$ -	\$ 35,100	\$ -	\$ -	\$ -	\$ 35,100
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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 at Mossrose Lane completed in 2010 (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 is an above ground structure, and 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 for land acquisition in year 2011 and construction in 2012. Station No. 4 at Meade St. and Castlebury Ln. is planned in year 2014. Station No. 4 would provide a secondary emergency source of supply to the Ridgeway zone in addition to Station No. 1. 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 system upgrade. The ongoing operating cost is estimated to be \$2,500 annually at each station.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Water Utility Station # 3						
Land	35,000	-	-	-	-	\$ 35,000
Engineering	-	35,000	-	-	-	\$ 35,000
Construction	-	180,000	-	-	-	\$ 180,000
Water Utility Station # 4						
Land	-	-	-	35,000	-	\$ 35,000
Engineering	-	-	-	35,000	-	\$ 35,000
Construction	-	-	-	180,000	-	\$ 180,000
Total - Water Treatment Capital Projects	\$ 35,000	\$ 215,000	\$ -	\$ 250,000	\$ -	\$ 500,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2011	2012	2013	2014	2015	
Planning	-	35,000	-	35,000	-	\$ 70,000
Land Acquisition	35,000	-	-	35,000	-	\$ 70,000
Construction	-	180,000	-	180,000	-	\$ 360,000
Other	-	-	-	-	-	\$ -
Total	\$ 35,000	\$ 215,000	\$ -	\$ 250,000	\$ -	\$ 500,000
Operating Cost Impact	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 5,000	\$ 10,000

CITY OF APPLETON 2011 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 an outside engineering firm 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 is to incorporate a finer screen section that could be implemented during periods of Lake Winnebago algae bloom in order to remove some algae mechanically and reduce the required 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. The second improvement is 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 2012 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. Our estimate of O&M costs at this time is that there will be no net change.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Water Utility	-	800,000	-	-	-	\$ 800,000
Total - Water Treatment Capital Projects	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	800,000	-	-	-	\$ 800,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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. A high efficiency blower and motor were designed in 2010, with an installation date in 2011.

Air diffusers, which dispense air in the activated sludge process were installed in 1992, 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 specified the type and manufacturer for the 2011 diffuser replacement. The new, efficient blower 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:

A new air diffuser will require less maintenance than the existing unit, allowing maintenance staff time to be reallocated to other projects. It is expected that electrical use will be reduced as well, though that reduction is not currently quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2011	2012	2013	2014	2015	Total
Wastewater	Equipment	230,000	-	-	-	-	\$ 230,000
	Engineering	20,000	-	-	-	-	\$ 20,000
Total - DNR Replacement Fund		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	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 *

* N/Q = Not Quantifiable

CITY OF APPLETON 2011 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. Bar Screens #1 and #2 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" screen and has performed very well, reducing maintenance needs in downstream processes.

A fine screen capacity of 102 MGD is needed to meet screening needs during high flow events. These events are a source of fouling materials that are introduced into down stream processes. The #3 Bar Screen has a capacity of approximately 50 MGD. 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. The conversion of Bar Screen #2 to 1/4" screen and the addition of the 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 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.

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		2011	2012	2013	2014	2015	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	2011	2012	2013	2014	2015	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 2011 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 mandates 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.

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. Due to excellent solids removal rates (e.g., 98 - 100%) the flow could not be measured accurately with these devices. Staff had piloted new meters and had 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 Appleton wastewater treatment plant will return to full regulatory compliance. This is not an immediate need, but parshall flume installation, or a reliable alternative should be planned as part of the next facility study.

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 with the DNR will end. Potential fines or growth restrictions could result if this compliance requirement is not met.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2011	2012	2013	2014	2015	Total
Wastewater	Engineering	-	-	-	-	110,000	\$ 110,000
	Construction	-	-	-	-	1,090,000	\$ 1,090,000
Total - Wastewater Capital Projects		\$ -	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	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 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lift Station Trailer Mounted Emergency Generator

PROJECT DESCRIPTION

Justification:

The City of Appleton Wastewater collection system includes 14 raw sewage lift stations that convey sewage to interceptor sewers for gravity flow to the Wastewater Treatment Plant . Failure of lift stations pose the immediate risk of sanitary sewer back-ups into residential basements, businesses, and industries served in these areas. 30% of collection system sanitary service flows through these lift stations. The lift stations are a critical component of the sewerage system, and it is vital that their operational integrity be maintained at all times to prevent sanitary sewer overflows. Three of the largest lift stations include permanent emergency engine generators . The other eleven lift stations have no permanent emergency power back-up in the event of power outages. A single portable engine generator provides back-up power to run the pumps at these remaining eleven lift stations.

The Wisconsin Department of Natural Resources (WDNR) Municipal Code strongly recommends that at least one emergency generator be available for each three lift stations that do not have on-site permanent generator power. To meet this level of service would require the purchase of three more generators, as well as the level of staffing necessary to transport and power up this equipment in time of need. Of the current eleven lift stations, five run one hour per day or less, three run three hours per day, and three run more than four hours per day. The procurement of a second mobile trailer mounted generator would reduce the ratio to one generator for each five lift stations without on-site generator back-up. This improvement will provide significantly greater protection from sewer back-ups during emergencies.

Discussion of operating cost impact:

Fuel and maintenance costs are projected to be \$500 per year per mobile generator.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2011	2012	2013	2014	2015	Total
Wastewater	Engineering	-	5,000	-	-	-	\$ 5,000
	Equipment	-	55,000	-	-	-	\$ 55,000
Total - Wastewater Capital Projects		\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2011	2012	2013	2014	2015	
Planning	-	5,000	-	-	-	\$ 5,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	55,000	-	-	-	\$ 55,000
Total	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
Operating Cost Impact	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Programmable Logic Controller (PLC) Replacement and SCADA Upgrade

PROJECT DESCRIPTION

Justification:

The Supervisory Control and Data Acquisition (SCADA) system software was installed in 2005-2006. This system is integrated with the Programmable logic Control (PLC) equipment and controls vital wastewater plant functions such as pumps and aerator blower controls. The key functions of the integrated system are equipment control data retrieval and process monitoring on the 38 acre facility. This function is essential in maintaining plant operations within Wisconsin Pollution Discharge Elimination System Permit (WPDES) limits. The system cannot be operated without integration of both the PLC equipment and the software that operates and gathers data.

SCADA controls require replacement at approximately seven year intervals to keep the operating platform up to date with PLC control standards. Replacement of the SCADA system significantly reduces the risk of a hardware or software malfunction or "crash" and conflicts causing loss of data and / or monitoring capabilities.

Discussion of operating cost impact:

Since this project replaces existing equipment, there is no impact on operating expense.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2011	2012	2013	2014	2015	Total
Wastewater	System Assessment	-	-	-	-	500,000	\$ 500,000
Total - DNR Replacement Fund		\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	500,000	\$ 500,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Receiving Station Improvements

PROJECT DESCRIPTION

Justification:

The AWWTP began accepting hauled wastes from out of the Appleton sewer service area in 1999. The program intent is to use available treatment capacity to offset community treatment expenses with the acceptance of wastes. The current annual revenue from this program is approximately \$500,000. Since January 1, 2010 authorized haulers are billed by the Utilities based on tier rate system determined by each wastes strength and volumes discharged. Wastes were formally charged a flat rate based on volume only. The tier rate structure is designed to more effectively cover the costs of treatment, overhead, repair, and future improvements.

Authorized haulers deliver waste to the AWWTP receiving station via tanker truck, then discharge to one (1) of two (2) locations depending upon the waste characteristics or strength. Wastes defined as "low strength" are discharged to the treatment headworks. Wastes characterized as "high strength" are required to discharge to receiving station tanks located inside of L-Building. Wastes from the receiving station tanks are fed directly to the anaerobic digesters where they are more cost effectively treated and provide the opportunity for methane gas production and future utilization. Nearly all high strength wastes are from food based industries located from outside the Appleton sewer service area.

The current receiving station program is limited in waste capacity, surveillance, sampling, and provides few options to fully optimize digester gas production from various waste substrates. A CIP has been identified to evaluate these deficiencies beginning in 2011 and the ability to increase revenues through tipping fees and enhanced biogas utilization.

Discussion of operating cost impact:

Project will increase capacity and revenues through tipping fees and expanded biogas utilization.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2011	2012	2013	2014	2015	Total
Wastewater	Engineering	5,000	-	52,500	-	-	\$ 57,500
	Construction	-	-	-	750,000	-	\$ 750,000
Total - Wastewater Capital Projects		\$ 5,000	\$ -	\$ 52,500	\$ 750,000	\$ -	\$ 807,500

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	5,000	-	52,500	-	-	\$ 57,500
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	750,000	-	\$ 750,000
Other	-	-	-	-	-	\$ -
Total	\$ 5,000	\$ -	\$ 52,500	\$ 750,000	\$ -	\$ 807,500
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: SpectraLink Phone System for Wastewater Treatment Plant

PROJECT DESCRIPTION

Justification:

For safety, 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.

Costs for this entire project would be expected to be approximately \$210,000. 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 10 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	2011	2012	2013	2014	2015	Total
Wastewater Phone System	210,000	-	-	-	-	\$ 210,000
	-	-	-	-	-	\$ -
Total - Wastewater Capital Projects	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ 210,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	210,000	-	-	-	-	\$ 210,000
Total	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ 210,000
Operating Cost Impact	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: TMDL Related Wastewater Facility Planning

PROJECT DESCRIPTION

Justification:

Total Maximum Daily Load (TMDL) or a revision to NR 217 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 has suggested an effluent limit of 0.2 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. From a preliminary study, the costs to construct processes to meet the proposed phosphorous rules are estimated at \$40,000,000.

As TMDL or NR 217 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 2010-2014. A Facilities Study of phosphorous 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 with filtration or membrane technologies. In addition to phosphorus compliance, 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.

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 Facilities Study.

DEPARTMENT PHASE		2011	2012	2013	2014	2015	Total
Wastewater	TMDL Study	-	125,000	-	-	-	\$ 125,000
	Design	-	-	-	-	2,500,000	\$ 750,000
Total - Wastewater Capital Projects		\$ -	\$ 125,000	\$ -	\$ -	\$ 2,500,000	\$ 2,625,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	125,000	-	-	2,500,000	\$ 2,625,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other - Equipment	-	-	-	-	-	\$ -
Total	\$ -	\$ 125,000	\$ -	\$ -	\$ 2,500,000	\$ 2,625,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Reid Golf Course - Course Improvements

PROJECT DESCRIPTION

Justification:

A master plan was developed for Reid Golf Course in 1988. The master plan was initiated to address the following concerns: maintenance facilities, clubhouse facilities, parking, safety issues on course (driving range), and course improvements. A new maintenance facility was completed in the early 1990's, the clubhouse was remodeled in the mid-1990's and a new irrigation system was installed in 2005.

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. The decline in the number of rounds played at Reid Golf Course has impacted the revenues received and limited the ability of the course to address current debt payments from previous capital improvements. The reduction in revenues significantly impacts the ability of the course to pursue additional capital improvements necessary for the course to remain competitive.

Desired improvements for 2012 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	2011	2012	2013	2014	2015	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	2011	2012	2013	2014	2015	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 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Appleton Memorial Park - Athletic Field Renovations

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department commissioned a study of the athletic facilities at Appleton Memorial Park in 2001. The study became necessary because of the aging condition of the softball complex and baseball diamond, the development of diamonds #4 - #6, increased demand for concession opportunities, press boxes, utility areas and irrigation to maintain turf standards. The study was also commissioned to review the need for athletic facilities at Appleton Memorial Park relative to the current development of USA Youth Sports Complex and other athletic facilities in the community. The study involved soliciting feedback from the various user groups. The improvements suggested by the user groups were noted in the study and the Department 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.

The following improvements were made to the complex in 2008: 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.

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 in 2009. Private funding was secured and the construction of the Miracle League Field was completed in 2010. The project also included the installation of playground equipment. Future improvements include completion of the playground on the west end of the ball diamond complex and construction of a restroom/concession building that will serve the four ball diamonds on the west end of the complex, including the Miracle League Field.

This project request identifies the various projects outlined below:

- 2012 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	2011	2012	2013	2014	2015	Total
Parks & Rec.						
West restroom concession, walks lighting, etc.	-	200,000	-	-	-	\$ 200,000
Parking constr.	-	-	250,000	-	-	\$ 250,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ 200,000	\$ 250,000	\$ -	\$ -	\$ 450,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	10,000	20,000	-	-	\$ 30,000
Land Acquisition	-	-	-	-	-	-
Construction	-	190,000	230,000	-	-	\$ 420,000
Other	-	-	-	-	-	-
Total	\$ -	\$ 200,000	\$ 250,000	\$ -	\$ -	\$ 450,000
Operating Cost Impact	\$ -	\$ 5,500	\$ 6,000	\$ 6,000	\$ 6,000	\$ 23,500

CITY OF APPLETON 2011 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 was relocated and naturalized in 2010 as part of the construction of the stormwater pond south of the existing pond.

This request identifies the various projects outlined below:

- 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	2011	2012	2013	2014	2015	Total
Parks & Rec. Park Pavilion	-	-	-	-	330,000	\$ 330,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ 330,000	\$ 330,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	30,000	\$ 30,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	300,000	\$ 300,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 330,000	\$ 330,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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.

This project has been moved out beyond 2015 due to the backlog of projects. It will be included in future capital improvement plans.

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	2011	2012	2013	2014	2015	Total
Parks & Rec. Holland Pond Loop	-	-	-	-	-	\$ -
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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 and will be coordinated with the new concrete street construction of Apple Hill Boulevard.

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.

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	2011	2012	2013	2014	2015	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
	2011	2012	2013	2014	2015	
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	\$ 1,500	\$ 4,500

CITY OF APPLETON 2011 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 2014. 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	2011	2012	2013	2014	2015	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					
	2011	2012	2013	2014	2015	Total
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	\$ 1,000	\$ 5,000

CITY OF APPLETON 2011 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	2011	2012	2013	2014	2015	Total
Parks and Rec. Park renovations	-	-	50,000	-	-	\$ 50,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	50,000	-	-	\$ 50,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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 was 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	2011	2012	2013	2014	2015	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 Projects Fund	\$ -	\$ 200,000	\$ 250,000	\$ 50,000	\$ -	\$ 500,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	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	\$ 5,500	\$ 17,500

CITY OF APPLETON 2011 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 fund request for the feasibility study includes the City's share of the study. The City would anticipate cooperating with other agencies to expand funding for the study to include a comprehensive approach to addressing aquatic facilities for the northside of Appleton. Other agencies may include the YMCA, AASD and county. 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 2012.

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	2011	2012	2013	2014	2015	Total
Parks & Rec. Pool reconstruction:						
Feasibility Study	-	50,000	-	-	-	\$ 50,000
Renovations						
Design Services	-	-	-	100,000	-	\$ 100,000
Phase 1 Ren.	-	-	-		1,250,000	\$ 1,250,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ 50,000	\$ -	\$ 100,000	\$ 1,250,000	\$ 1,400,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	50,000	-	100,000	-	\$ 150,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	1,250,000	\$ 1,250,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 50,000	\$ -	\$ 100,000	\$ 1,250,000	\$ 1,400,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000

CITY OF APPLETON 2011 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 was completed in 2010.

The last phase of the renovations to Lutz Park includes the construction of an open air pavilion that would replace the pavilion razed in 2009. The open air pavilion 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	2011	2012	2013	2014	2015	Total
Parks & Rec.						
Pavilion construction	75,000	-	-	-	-	\$ 75,000
Total - Lutz Park Trust Fund	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	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	\$ 500	\$ 2,500

CITY OF APPLETON 2011 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.

The Parks and Recreation Department worked cooperatively with the Stormwater Utility in 2010 to use fill from the Appleton Memorial Park South Pond for this park. The fill was used to create the topography for the future park and eliminate this expense from future development costs. This project includes the development of the park in 2014 and will consist of final 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	2011	2012	2013	2014	2015	Total
Parks & Rec. Construction of playground equip. and landscaping	-	-	125,000	-	-	\$ 125,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	5,000	-	-	\$ 5,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	120,000	-	-	\$ 120,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
Operating Cost Impact	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 6,000

CITY OF APPLETON 2011 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.

2011 projects are planned to address the upgrade of the playground equipment at Mead and Lions Parks.

Discussion of operating cost impact:

There are some minor operating cost savings from the purchase and installation of new and improved equipment that is more vandal resistant and requires less maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Parks & Rec. Playground equip.	80,000	85,000	90,000	90,000	90,000	\$ 435,000
Total - Parks & Recreation Capital Projects Fund	\$ 80,000	\$ 85,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 435,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	5,000	5,000	5,000	5,000	5,000	\$ 25,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	75,000	80,000	85,000	85,000	85,000	\$ 410,000
Other	-	-	-	-	-	\$ -
Total	\$ 80,000	\$ 85,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 435,000
Operating Cost Impact	\$ (500)	\$ (500)	\$ (500)	\$ (500)	\$ (500)	\$ (2,500)

CITY OF APPLETON 2011 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	2011	2012	2013	2014	2015	Total
Parks & Rec. Pavilion:						
Design	-	-	-	25,000	-	\$ 25,000
Construction	-	-	-	250,000	-	\$ 250,000
Total - Peabody Park Special Revenue Fund	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ 275,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	25,000	-	\$ 25,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	250,000	-	\$ 250,000
Total	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ 275,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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 renovations to the pavilion have been completed. The final work on the pavilion includes a new roof on the pavilion and minor adjustments to the stage area to improve accessibility. This work had been scheduled for 2013, but has been moved up to 2011 because of the continued deterioration of the roof.

Discussion of operating cost impact:

The new roof will minimally reduce operational costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Facilities Pavilion roof	145,000	-	-	-	-	\$ 145,000
Total - Facilities Capital Projects Fund	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 145,000

COST ANALYSIS

Estimated Cash Flows

Components	2011	2012	2013	2014	2015	Total
Planning	7,500	-	-	-	-	\$ 7,500
Land Acquisition	-	-	-	-	-	\$ -
Construction	137,500	-	-	-	-	\$ 137,500
Other	-	-	-	-	-	\$ -
Total	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 145,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2011 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 an outside engineering firm, 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	2011	2012	2013	2014	2015	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
	2011	2012	2013	2014	2015	
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	\$ 5,000

CITY OF APPLETON 2011 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, 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 completed in 2010. 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 2012 and is budgeted in the Parks and Open Space Capital Projects Fund. Acquisition and development of three abandoned railroad trestles along the Fox River are also included, including additional funding for the Vulcan to Lutz Riverfront Trail in 2011. Improvements to the Foremost Park site are scheduled to coincide with development of the Foremost Farms development project.

This CIP request also includes the following elements:

- 2011 Vulcan to Lutz Riverfront Trail
- 2011 Acquisition of trestles and engineering services for development of Trolley Square Trestle
- 2012 Engineering services for phase II of Jones Park/WE Energies/Water Treatment Plant site, following building demolition in 2010
- 2012 Construction of phase I of Jones Park/WE Energies/Water Treatment Plant site
- 2012 Re-acquisition of the WE Energies property
- 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 Initial development of Foremost Site Park - grading, landscaping, trail development, emergency boat launch
- 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

Supersceded by Riverfront Initiative - Revised.xlsx

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		2011	2012	2013	2014	2015	Total
Parks & Rec.	Vulcan to Lutz Trail	950,000	-	-	-	-	\$ 950,000
	R/R Trestles	100,000	-	-	-	-	\$ 100,000
	Trolley Sq. Trestle	-	800,000	-	-	-	\$ 800,000
	WE Eneriges Acq.	-	107,000	-	-	-	\$ 107,000
	RiverHeath Trestle	-	-	250,000	-	-	\$ 250,000
	Foremost Trestle	-	-	-	-	550,000	\$ 550,000
	Phase I Develop.	-	815,000	-	-	-	\$ 815,000
	Phase II Develop.	-	-	-	800,000	-	\$ 800,000
	Phase III Develop.	-	-	-	-	800,000	\$ 800,000
Total - Parks & Recreation Capital Projects Fund		\$ 1,050,000	\$ 1,722,000	\$ 250,000	\$ 800,000	\$ 1,350,000	\$ 5,172,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	100,000	115,000	25,000	50,000	100,000	\$ 390,000
Land Acquisition	100,000	107,000	-	-	-	\$ 207,000
Construction/Demolition	500,000	1,500,000	225,000	750,000	1,250,000	\$ 4,225,000
Other	-	-	-	-	-	\$ -
Total	\$ 700,000	\$ 1,722,000	\$ 250,000	\$ 800,000	\$ 1,350,000	\$ 4,822,000
Operating Cost Impact	\$ 10,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 80,000

CITY OF APPLETON 2011 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	2011	2012	2013	2014	2015	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

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	-	25,000	-	-	\$ 25,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	235,000	-	-	\$ 235,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 260,000	\$ -	\$ -	\$ 260,000
Operating Cost Impact	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 1,500

CITY OF APPLETON 2011 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.

An appraisal for a parcel was completed in 2009. The appraisal was used to generate an offer the parcel in early 2010. The offer was rejected by the property owner and the three municipalities continue to explore alternative offers and/or parcels for the regional park.

Funding for this project would come from the Park and Open Space Special Revenue Fund. Grant opportunities would also be pursued to assist with the land acquisition.

Discussion of operating cost impact:

Will require additional resources for the operation of another park.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2011	2012	2013	2014	2015	Total
Parks & Rec. Regional park Development	-	-	100,000	-	-	\$ 100,000
Total - Park & Open Space Special Revenue Fund	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2011	2012	2013	2014	2015	
Planning	-	-	7,500	-	-	\$ 7,500
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	92,500	-	-	\$ 92,500
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000
Operating Cost Impact	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000

CITY OF APPLETON 2011 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. The 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 2015. 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	2011	2012	2013	2014	2015	Total
Parks & Rec. Pavilion/restroom	-	-	-	-	200,000	\$ 200,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	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 2011 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. Newberry Trail through Telulah Park was closed in 2009 and used as temporary access to the RiverHeath site. The temporary access required the removal of the skateboard park and some minor adjustments to the disc golf course. The re-located entrance road to the pavilion was originally scheduled for construction in 2010 to coincide with the construction of the Newberry Street extension through Telulah Park. However, this project was not completed due to delays in the development of RiverHeath and the street construction project and has been re-scheduled for 2011. 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	2011	2012	2013	2014	2015	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	2011	2012	2013	2014	2015	Total
Planning	-	20,000	-	-	-	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	100,000	250,000	-	-	-	\$ 350,000
Other	-	-	-	-	-	\$ -
Total	\$ 100,000	\$ 270,000	\$ -	\$ -	\$ -	\$ 370,000
Operating Cost Impact	\$ 500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,500

CITY OF APPLETON 2011 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 were completed in 2004 and the installation of walkways and boardwalks were 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 2015.

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	2011	2012	2013	2014	2015	Total
Parks and Rec.						
Park development	-	-	-	-	275,000	\$ 275,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ 275,000

COST ANALYSIS

Estimated Cash Flows						
Components	2011	2012	2013	2014	2015	Total
Planning	-	-	-	-	20,000	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	255,000	\$ 255,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ 275,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500

