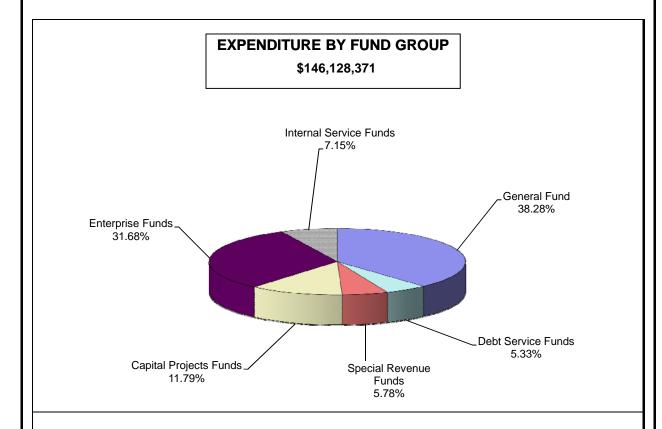
## **CITY OF APPLETON 2012 BUDGET**



**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 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

Cathy M. Spears

## **COUNCIL MEMBERS**

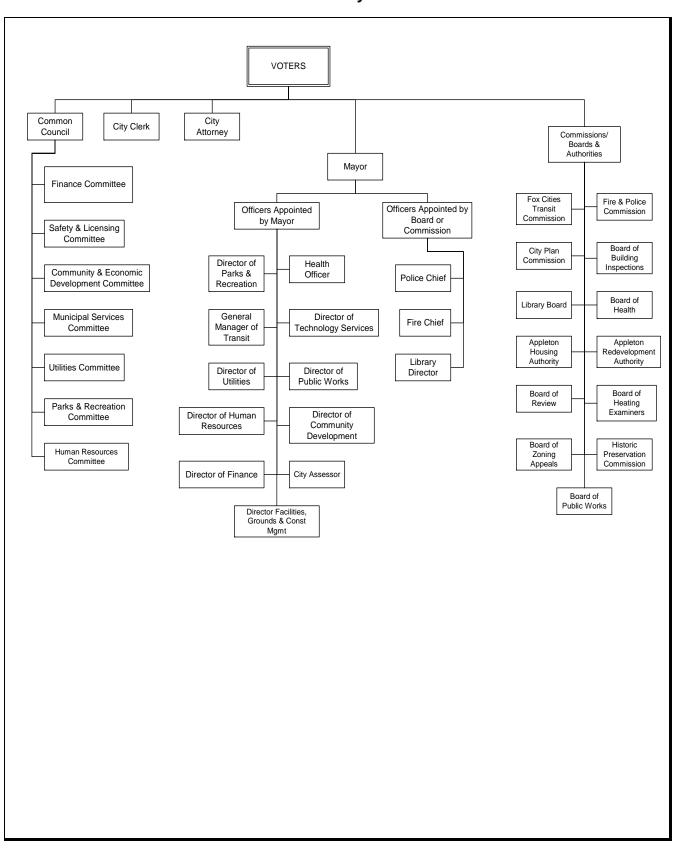
District 1:	Christoph B. Wahl	District 9:	Peter J. Stueck
District 2:	John R. Hill	District 10:	Michael R. Smith
District 3:	Curt J. Konetzke	District 11:	Teege I. Mettille
District 4:	Jeffery A. Lutz	District 12:	Cathy M. Spears
District 5:	Edward S. Baranowski	District 13:	James E. Clemons
District 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	Colleen T. Rortvedt
Director of Community Development	Karen E. Harkness
Director of Parks, Recreation &	
Facilities Management	Dean R. Gazza
City Clerk	Cynthia I. Hesse
Valley Transit General Manager	Deborah S. Wetter
Director of Utilities	Chris W. Shaw
Director of Technology Services	Vacant
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 2012 BUDGET**

# Structure by Voters



# **CITY OF APPLETON 2012 BUDGET Organizational Structure by Committee** CITY OF APPLETON Finance Committee Library Board Board of Public Works Fox Cities Transit Commission Municipal Services Committee City Plan Commssion Community Development Department Human Resources Department Library Valley Transit Water Plant Police & Fire Commission Redevelopment Authority Parking Division Parks & Recreation Department Assessor's Office Central Equipment Agency City Attorney's Office Sanitation Division City Clerk Street Division Inspection Division Forestry Division

# CITY OF APPLETON 2012 BUDGET STANDING COMMITTEES

#### **FINANCE**

Edward S. Baranowski (C) Christopher W. Croatt Greg Dannecker Curt J. Konetzke (VC) Joseph A. Martin

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

### SAFETY AND LICENSING

Kathy S. Plank (C) Jeff A. Lutz Teege Mettille Kole E. Oswald Michael R. Smith (VC)

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

### <u>COMMUNITY and ECONOMIC</u> <u>DEVELOPMENT</u>

Peter J. Stueck (C) James E. Clemons (VC) Jeffrey M. Jirschele Cathy M. Spears Christoph B. Wahl

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

#### PARKS AND RECREATION

Christopher W. Croatt (C) Teege Mettille Kole E. Oswald Michael R. Smith (VC) Christoph B. Wahl

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

#### **UTILITIES**

Jeffrey M. Jirschele (C) Edward S. Baranowski John Robin Hill Joseph A. Martin (VC) Cathy M. Spears

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

#### **MUNICIPAL SERVICES**

James E. Clemons (C) John Robin Hill Curt J. Konetzke Jeff A. Lutz (VC) Kathy S. Plank

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

### **HUMAN RESOURCES**

Curt J. Konetzke (C) Greg Dannecker John Robin Hill Jeffrey M. Jirschele Peter J. Stueck (VC)

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

# CITY OF APPLETON 2012 BUDGET OTHER COMMITTEES AND BOARDS

#### **APPLETON HOUSING AUTHORITY**

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

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

#### <u>APPLETON REDEVELOPMENT</u> AUTHORITY

Edward Klug (C)
Curt Detjen
Daniel Ferris
Gerald Fisher
Anne Higgins (VC)
Alderperson Christopher Croatt

Meets the 2<sup>nd</sup> TUESDAY of each month At 13:00 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 Alderperson Jeff Lutz

Meets at the call of the Chair

#### LIBRARY BOARD

Terry Bergen
Jean Detjen
Pastor Willis Bloedow
Terry Bergman
John Peterson
Elizabeth Truesdale-Witek
Sarah Long-Radloff
Alderperson Joe Martin
Don Hietpas, AASD Representative

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

#### **BOARD OF PUBLIC WORKS**

Mayor Timothy Hanna (C)
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
Alderperson Edward Baranowski (VC)
Alderperson James Clemons
Alderperson Christopher Croatt
Alderperson Jeffrey Jirschele
Alderperson Kathy Plank
Alderperson Peter Stueck

Meets WEDNESDAYof the week of Council at 6:00 P.M. in Committee Room "6D"

#### **BOARD OF REVIEW**

James Smith (C)
Linda Marx (VC)
Eleanor Maloney
Mayor Timothy Hanna
City Clerk Cynthia Hesse
Alderperson Greg Dannecker
Alderperson Jeff Lutz
Alderperson Michael Smith

# CITY OF APPLETON 2012 BUDGET OTHER COMMITTEES AND BOARDS

### **BOARD OF HEALTH**

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

Meets the 1<sup>st</sup> 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
Alderperson John Robin Hill
Inspection Supervisor Kurt Craanen
Fire Chief Len Vander Wyst

Meets at the call of the Chair

#### **BOARD OF ZONING APPEALS**

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

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

# CITY OF APPLETON 2012 BUDGET COMMISSIONS

#### HISTORIC PRESERVATION COMMISSION

Laura Leimer (C)
Mary Duba (VC)
Doug Marsh
Linda Muldoon
Nancy Peterson
Thomas Werth
Alderperson Teege Mettille
Mayor Timothy Hanna
Don Harp, Planning Representative

Meets the 3<sup>rd</sup> TUESDAY of the month at 4:00 p.m. in Committee Room "6A"

### **CITY PLAN COMMISSION**

Mayor Timothy Hanna (C)
Michael Potter (VC)
Lisa Carpiaux
Josh Dukelow
Jeannine Knapp
Alderperson Curt Konetzke
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)
Alderperson Joseph Martin
Alderperson Kole E. Oswald
George Dearborn
Lynn Erickson
Carol Kasimor

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)
Ronald Dunlap
Sharon Hulce
Barbara Luedtke

Meets at the call of the Chair

# CITY OF APPLETON 2012 BUDGET CERTIFIED APPORTIONMENT OF PROPERTY TAXES 2011 TAX, COLLECTIBLE IN 2012

District		Outagamie		Calumet	V	Vinnebago	Total
City WTCS School - Appleton School - Menasha Schools - Freedom	\$	32,416,215 7,149,196 36,055,268 114 561,198	\$	4,648,446 1,025,186 5,052,140	\$	546,628 120,555 119,420 531,223	\$ 37,611,289 8,294,937 41,226,828 531,337 561,198
Schools - Hortonville School - Kimberly County State TIF's # 2 - 8	\$	96 - 18,209,954 688,599 1,532,044 96,612,684 8,281,888 88,330,796		222,412 2,559,992 112,060 2,162,930 15,783,166 812,315 14,970,851	\$	381,383 13,439 300,699 2,013,347 103,190 1,910,157	96 222,412 21,151,329 814,098 3,995,673 \$114,409,197 9,197,393 \$105,211,804
CITY DISTRIBUTION: Outagamie County Calumet County Winnebago County TOTAL	3	ualized Value w/o TID 3,992,791,600 572,561,500 67,329,600 5,632,682,700	_	Percent 86.19% 12.36% 1.45% 100.00%		City Tax 32,416,215 4,648,446 546,628 37,611,289	

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 2012 BUDGET ASSESSED TAX RATES

### **OUTAGAMIE COUNTY**

Outagamie County/ Appleton School Dist.	Assessed 2010 Tax Rate (2011 Budget)		201	ssessed 1 Tax Rate 2 Budget)	 ncrease ecrease)	Percent Change	
City	\$	8.0496	\$	8.1510	\$ 0.1014	1.26%	
Public Schools	·	9.2858		9.2081	(0.0777)	-0.84%	
Technical College		1.8172		1.7977	(0.0195)	-1.07%	
County		4.5338		4.5789	0.0451	0.99%	
State		0.1733		0.1704	(0.0029)	-1.67%	
GROSS TAX RATE		23.8597		23.9061	0.0464	0.19%	
Less State Credits		1.3121		1.3069	(0.0052)	-0.40%	
NET TAX RATE	\$	22.5476	\$	22.5992	\$ 0.0516	0.23%	

Outagamie County/ Menasha School Dist.	Assessed 2010 Tax Rate (2011 Budget)		2011	ssessed Tax Rate 2 Budget)		crease ecrease)	Percent Change	
City	\$	8.0496	\$	8.1510	\$	0.1014	1.26%	
Public Schools	Ψ	9.7259	Ψ	9.8276	Ψ	0.1017	1.05%	
Technical College		1.8172		1.7977		(0.0195)	-1.07%	
County		4.5338		4.5789		0.0451	0.99%	
State		0.1733		0.1704		(0.0029)	-1.67%	
GROSS TAX RATE		24.2998		24.5256		0.2258	0.93%	
State Credits		1.3121		1.3069		(0.0052)	-0.40%	
NET TAX RATE	\$	22.9877	\$	23.2187	\$	0.2310	1.00%	

Outagamie County/ Freedom School Dist.	Assessed 2010 Tax Rate (2011 Budget)		2011	ssessed Tax Rate 2 Budget)		ncrease ecrease)	Percent Change	
City	\$	8.0496	\$	8.1510	\$	0.1014	1.26%	
Public Schools	Ť	8.9996	<b>•</b>	9.1513	Ť	0.1517	1.69%	
Technical College		1.8172		1.7977		(0.0195)	-1.07%	
County		4.5338		4.5789		0.0451	0.99%	
State		0.1733		0.1704		(0.0029)	-1.67%	
GROSS TAX RATE		23.5735		23.8493		0.2758	1.17%	
State Credits		1.3121		1.3069		(0.0052)	-0.40%	
NET TAX RATE	\$	22.2614	\$	22.5424	\$	0.2810	1.26%	

Outagamie County/ Hortonville School Dist	Assessed 2010 Tax Rate (2011 Budget)		2011	ssessed I Tax Rate 2 Budget)		ncrease ecrease)	Percent Change	
City	\$	8.0496	\$	8.1510	\$	0.1014	1.26%	
Public Schools	*	9.3836	*	9.2731	,	(0.1105)	-1.18%	
Technical College		1.8172		1.7977		(0.0195)	-1.07%	
County		4.5338		4.5789		0.0451	0.99%	
State		0.1733		0.1704		(0.0029)	-1.67%	
GROSS TAX RATE		23.9575		23.9711		0.0136	0.06%	
State Credits		1.3121	8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7	1.3069		(0.0052)	-0.40%	
NET TAX RATE	\$	22.6454	\$	22.6642	\$	0.0188	0.08%	

# CITY OF APPLETON 2012 BUDGET ASSESSED TAX RATES

### **CALUMET COUNTY**

Calumet County/ Appleton School Dist.	Assessed 2010 Tax Rate (2011 Budget)		2011	ssessed I Tax Rate 2 Budget)		ncrease ecrease)	Percent Change	
City	\$	8.0016	\$	8.1023	\$	0.1007	1.26%	
Public Schools	*	9.2355	<b>"</b>	9.1532	Ψ	(0.0823)	-0.89%	
Technical College		1.8068		1.7869		(0.0199)	-1.10%	
County		4.4795		4.4621		(0.0174)	-0.39%	
State		0.1723		0.1694		(0.0029)	-1.68%	
GROSS TAX RATE		23.6957		23.6739		(0.0218)	-0.09%	
State Credits		1.2247		1.2277		0.0030	0.24%	
NET TAX RATE	\$	22.4710	\$	22.4462	\$	(0.0248)	-0.11%	

Calumet County/ Kimberly School Dist.	2010	Assessed 2010 Tax Rate (2011 Budget)		ssessed 1 Tax Rate 12 Budget)		ncrease ecrease)	Percent Change	
City	\$	8.0016	\$	8.1023	\$	0.1007	1.26%	
Public Schools	*	10.0916	,	10.2177	,	0.1261	1.25%	
Technical College		1.8068		1.7869		(0.0199)	-1.10%	
County		4.4795		4.4621		(0.0174)	-0.39%	
State		0.1723		0.1694		(0.0029)	-1.68%	
GROSS TAX RATE		24.5518		24.7384		0.1866	0.76%	
State Credits		1.2247		1.2277		0.0030	0.24%	
NET TAX RATE	\$	23.3271	\$	23.5107	\$	0.1836	0.79%	

# CITY OF APPLETON 2012 BUDGET ASSESSED TAX RATES

#### **WINNEBAGO COUNTY**

Winnebago County/ Appleton School District	201	Assessed 2010 Tax Rate (2011 Budget)		Assessed 2011 Tax Rate (2012 Budget)		ncrease ecrease)	Percent Change	
City	\$	8.2512	\$	8.0574	\$	(0.1938)	-2.35%	
Public Schools	•	9.6659	Ψ	9.1025	Ψ	(0.5634)	-5.83%	
Technical College		1.8629		1.7770		(0.0859)	-4.61%	
County		5.9616		5.6216		(0.3400)	-5.70%	
State		0.1776		0.1684		(0.0092)	-5.18%	
GROSS TAX RATE		25.9192		24.7269		(1.1923)	-4.60%	
State Credits		1.4168		1.2932		(0.1236)	-8.72%	
NET TAX RATE	\$	24.5024	\$	23.4337	\$	(1.0687)	-4.36%	

Winnebago County/ Menasha School Dist.	201	Assessed 2010 Tax Rate (2011 Budget)		Assessed 2011 Tax Rate (2012 Budget)		ncrease ecrease)	Percent Change	
City	\$	8.2512	\$	8.0574	\$	(0.1938)	-2.35%	
Public Schools	'	9.9532		9.7076	·	(0.2456)	-2.47%	
Technical College		1.8629		1.7770		(0.0859)	-4.61%	
County		5.9616		5.6216		(0.3400)	-5.70%	
State		0.1776		0.1684		(0.0092)	-5.18%	
GROSS TAX RATE		26.2065		25.3320		(0.8745)	-3.34%	
State Credits		1.4168		1.2932		(0.1236)	-8.72%	
NET TAX RATE	\$	24.7897	\$	24.0388	\$	(0.7509)	-3.03%	

# CITY OF APPLETON 2012 BUDGET EQUALIZED TAX RATES

#### **OUTAGAMIE COUNTY**

Outagamie County/ Appleton School Dist.	201	Equalized 2010 Tax Rate 2011 Budget)		qualized 1 Tax Rate I2 Budget)		ncrease ecrease)	Percent Change
City	\$	7.8824	\$	8.1187	\$	0.2363	3.00%
Public Schools		9.0937		9.1717		0.0780	0.86%
Technical College		1.7795		1.7905		0.0110	0.62%
County		4.4396		4.5607		0.1211	2.73%
State		0.1697		0.1697		-	0.00%
GROSS TAX RATE		23.3649		23.8113		0.4464	1.91%
Less State Credits	111111111111111111111111111111111111111	1.2849		1.3017	# 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0.0168	1.31%
NET TAX RATE	\$	22.0800	\$	22.5096	\$	0.4296	1.95%

Outagamie County/ Menasha School Dist.			Equalized 2011 Tax Rate (2012 Budget)		Increase (Decrease)		Percent Change	
City	\$	7.8824	\$	8.1187	\$	0.2363	3.00%	
Public Schools	Ť	9.5465	Ť	9.7770	Ť	0.2305	2.41%	
Technical College		1.7795		1.7905		0.0110	0.62%	
County		4.4396		4.5607		0.1211	2.73%	
State		0.1697		0.1697		-	0.00%	
GROSS TAX RATE		23.8177		24.4166		0.5989	2.51%	
State Credits		1.2849		1.3017	<b>.</b> 0.0.0.0.0.00000000000000000000000000	0.0168	1.31%	
NET TAX RATE	\$	22.5328	\$	23.1149	\$	0.5821	2.58%	

Outagamie County/ Freedom School Dist.	2010	qualized ) Tax Rate 1 Budget)	201	qualized 1 Tax Rate 12 Budget)		icrease ecrease)	Percent Change
City	\$	7.8824	\$	8.1187	\$	0.2363	3.00%
Public Schools	•	8.7576	Ť	9.1045	Ť	0.3469	3.96%
Technical College		1.7795		1.7905		0.0110	0.62%
County		4.4396		4.5607		0.1211	2.73%
State		0.1697		0.1697		-	0.00%
GROSS TAX RATE		23.0288		23.7441		0.7153	3.11%
State Credits		1.2849		1.3017	•	0.0168	1.31%
NET TAX RATE	\$	21.7439	\$	22.4424	\$	0.6985	3.21%

Outagamie County/ Hortonville School Dist.	Equalized 2010 Tax Rate (2011 Budget)		Equalized 2011 Tax Rate (2012 Budget)		Increase (Decrease)		Percent Change	
City	\$	7.8824	\$	8.1187	\$	0.2363	3.00%	
Public Schools	Ť	9.0354	*	9.2261	,	0.1907	2.11%	
Technical College		1.7795		1.7905		0.0110	0.62%	
County		4.4396		4.5607		0.1211	2.73%	
State		0.1697		0.1697		-	0.00%	
GROSS TAX RATE		23.3066		23.8657		0.5591	2.40%	
State Credits		1.2849		1.3017		0.0168	1.31%	
NET TAX RATE	\$	22.0217	\$	22.5640	\$	0.5423	2.46%	

# CITY OF APPLETON 2012 BUDGET EQUALIZED TAX RATES

### **CALUMET COUNTY**

Calumet County/ Appleton School Dist.	Equalized 2010 Tax Rate (2011 Budget)		Equalized 2011 Tax Rate (2012 Budget)		Increase (Decrease)		Percent Change	
City	\$	7.8824	\$	8.1187	\$	0.2363	3.00%	
Public Schools		9.0937		9.1717	·	0.0780	0.86%	
Technical College		1.7795		1.7905		0.0110	0.62%	
County		4.4116		4.4711		0.0595	1.35%	
State		0.1697		0.1697		-	0.00%	
GROSS TAX RATE		23.3369		23.7217		0.3848	1.65%	
State Credits		1.2065		1.2302		0.0237	1.96%	
NET TAX RATE	\$	22.1304	\$	22.4915	\$	0.3611	1.63%	

Calumet County/ Kimberly School Dist.	2010	Equalized 2010 Tax Rate (2011 Budget)		Equalized 2011 Tax Rate (2012 Budget)		ncrease ecrease)	Percent Change	
City	\$	7.8824	\$	8.1187	\$	0.2363	3.00%	
Public Schools	'	9.9862		10.2384	,	0.2522	2.53%	
Technical College		1.7795		1.7905		0.0110	0.62%	
County		4.4116		4.4711		0.0595	1.35%	
State		0.1697		0.1697		-	0.00%	
GROSS TAX RATE		24.2294		24.7884		0.5590	2.31%	
State Credits		1.2065		1.2302	************	0.0237	1.96%	
NET TAX RATE	\$	23,0229	\$	23.5582	S	0.5353	2.32%	

# CITY OF APPLETON 2012 BUDGET EQUALIZED TAX RATES

### **WINNEBAGO COUNTY**

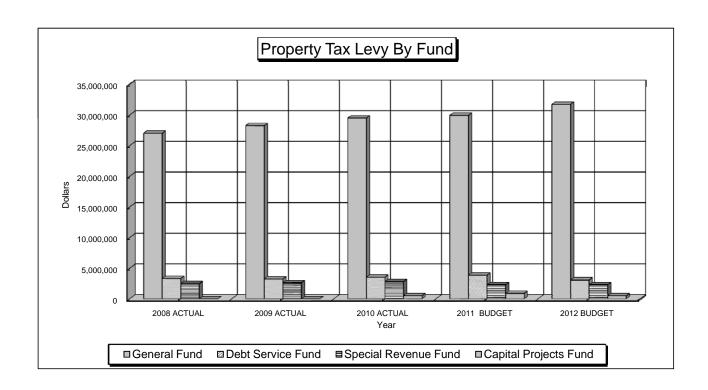
Winnebago County/ Appleton School District	Equalized 2010 Tax Rate (2011 Budget)	Equalized 2011 Tax Rate (2012 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.8824	\$ 8.1187	\$ 0.2363	3.00%
Public Schools	9.0937	9.1717	0.0780	0.86%
Technical College	1.7795	1.7905	0.0110	0.62%
County	5.6947	5.6644	(0.0303)	-0.53%
State	0.1697	0.1697		0.00%
GROSS TAX RATE	24.6200	24.9150	0.2950	1.20%
State Credits	1.3534	1.3031	(0.0503)	-3.72%
NET TAX RATE	\$ 23.2666	\$ 23.6119	\$ 0.3453	1.48%

Winnebago County/ Menasha School District	Equalized 2010 Tax Rate (2011 Budget)		Increase (Decrease)	Percent Change
City	\$ 7.882	4	\$ 0.2363	3.00%
Public Schools	9.546	*	0.2305	2.41%
Technical College	1.779			0.62%
County	5.694	5.6644	(0.0303)	-0.53%
State	0.169	7 0.1697	- 1	0.00%
GROSS TAX RATE	25.072	3 25.5203	0.4475	1.78%
State Credits	1.353	4 1.3031	(0.0503)	-3.72%
NET TAX RATE	\$ 23.719	4 \$ 24.2172	\$ 0.4978	2.10%

# CITY OF APPLETON 2012 BUDGET SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES (1)	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2012 BUDGET
General Fund	\$ 27,023,101	\$ 28,262,315	\$ 29,497,480	\$ 29,942,415	\$ 31,730,601
Debt Service Funds	3,303,443	3,240,038	3,533,999	3,852,111	3,070,688
Special Revenue Funds					
Sanitation & Recycling	2,463,700	2,620,000	2,810,000	2,310,000	2,310,000
Forestry Fund	17,850	17,850	12,800	-	-
Safe Routes to Schools	-	10,000	-	-	-
Total Special Revenue Funds	2,481,550	2,647,850	2,822,800	2,310,000	2,310,000
Capital Project Funds					
Subdivision Development		<u> </u>	500,000	900,000	500,000
TOTAL PROPERTY TAX LEVY:	\$ 32,808,094	\$ 34,150,203	\$ 36,354,279	\$ 37,004,526	\$ 37,611,289

<sup>(1)</sup> Excludes tax increment district revenues.



# **CITY OF APPLETON 2012 BUDGET**

#### **COMBINED SUMMARY OF REVENUES AND EXPENSES**

REVENUES AND OTHER FINANCING SOURCES*	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 PROJECTED	2012 BUDGET
General Fund	\$ 54,062,707	\$ 58,949,714	\$ 56,638,598	\$ 56,893,598	\$ 55,768,632
Debt Service Funds	8,465,029	8,625,008	8,571,675	8,571,675	7,722,441
Special Revenue Funds					
Tax Increment District #2	288,020	300,820	314,915	338,672	339,823
Tax Increment District #3	2,345,932	2,390,588	2,007,254	2,101,349	1,974,667
Tax Increment District #4	4,727,094	-	-	-	-
Sanitation & Recycling	3,203,289	3,326,388	3,273,250	3,273,450	3,321,400
Hazardous Materials Level A	88,235	116,604	97,913	126,978	10,000
Police Grants	82,463	186,110	200 525	125,585	90,000
Health Services Grants	361,407 20,816	325,301	299,535	296,313	183,469
Forestry Fund Housing & Community Development Grants		639,854	665,472	665,472	542,244
Housing & Community Development Grants  Housing, Homeless, & Block Grants	1,300,637	1,569,308	1,721,138	1,756,138	632,144
Room Tax Administration	293,379	354,737	294,000	354,375	357,000
Union Spring Park	27	59	80	80	60
Tuchscherer Disability Fund	849	1,754	2,500	2,100	2,100
Peabody Estate Trust	1,259	3,156	3,500	2,000	2,000
Balliet Locomotive	122	268	350	300	300
Lutz Park Trust	225,084	128,868	5,000	4,000	4,000
Park Open Space	4,335	7,762	8,500	7,000	3,500
City Park Project	64	143	200	150	150
Universal Playground	237	496	500	600	500
Miracle League Field	-	25,507	1,600	1,500	1,500
Safe Routes to Schools	26,952	· -	· -	38,958	· -
Energy Efficiency and Conservation Grant	-	270,012	-	419,788	-
Total Special Revenue Funds	13,512,710	9,647,735	8,695,707	9,514,808	7,464,857
Capital Projects Funds					
Subdivision Development	1,356,425	2,271,020	1,980,000	1,785,000	1,215,000
Parks & Recreation Projects	10,472	23,105	20,000	473,461	1,210,000
Tax Increment District #5	177,110	210,550	200,417	223,417	193,954
Tax Increment District #6	1,919,992	2,205,960	2,215,665	2,203,692	2,205,144
Tax Increment District #7	64,351	175,371	169,386	148,114	390,298
Tax Increment District #8	213	773	21,733	698,151	769,548
Technology	2,514	91,882	3,000	4,000	1,623
Public Works	2,432,848	692,667	20,000	70,000	· -
Industrial Park Land	25,230	54,047	183,232	53,232	133,232
Equipment Replacement	1,949,720	2,027,246	2,056,744	2,066,744	2,095,504
Community Development Projects	4,035	8,249	15,000	40,000	512,266
NE Business Park Escrow	-	4,418,599	63,200	40,000	40,000
Public Safety	2,152	3,512	6,285	1,763	2,000
Library	49	110,775	-	-	-
Facilities	80,911	1,138,083	10,405	628,056	5,590
Total Capital Projects Fund	8,026,022	13,431,839	6,965,067	8,435,630	7,564,159
Enterprise Funds					
Water Utility	18,992,269	19,263,225	20,946,906	20,327,590	20,427,350
Wastewater Utility	8,897,754	9,294,604	9,675,618	9,774,786	10,079,389
Stormwater Utility	6,382,032	7,482,776	7,797,750	7,865,250	7,819,600
Parking Utility	2,205,275	2,009,702	2,560,501	2,495,901	2,495,901
Golf Course	537,684	518,615	572,290	503,785	516,088
Valley Transit	7,373,135	7,815,305	8,336,300	8,336,300	7,994,169
Total Enterprise Funds	44,388,149	46,384,227	49,889,365	49,303,612	49,332,497
Internal Service Funds					
Facilities & Construction Management	2,170,176	2,166,692	3,969,861	3,969,861	4,052,827
Central Equipment Agency	2,653,043	2,822,664	2,979,173	3,127,500	3,143,560
Risk Management	1,222,027	1,041,711	1,204,579	1,318,576	1,318,903
Other Post Employment Benefits		106,127			
Total Internal Service Funds	6,045,246	6,137,194	8,153,613	8,415,937	8,515,290
Trust Funds					
Frank P. Young Memorial	997	609	800	900	600
Total Trust Funds	997	609	800	900	600
TOTAL REVENUES:	\$ 134,500,860	\$ 143,176,326	\$ 138,914,825	\$ 141,136,160	\$ 136,368,476

<sup>\*</sup>Net of proceeds of debt and contributed capital

# CITY OF APPLETON 2012 BUDGET COMBINED SUMMARY OF REVENUES AND EXPENSES

EXPENSES AND OTHER FINANCING USES	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 PROJECTED	2012 BUDGET
General Fund	\$ 56,254,069	\$ 57,358,211	\$ 56,638,598	\$ 58,898,356	\$ 55,937,332
Debt Service Funds	8,520,075	8,615,153	8,631,675	8,631,675	7,782,441
Special Revenue Funds					
Tax Increment District #2	89,372	97,756	89,758	89,758	7,685
Tax Increment District #3	2,291,372	2,389,733	2,975,852	2,975,715	3,000,605
Tax Increment District #4	624,005	11,914,142	- 400.054	0.400.054	0.470.050
Sanitation & Recycling Hazardous Materials Level A	2,968,609	3,416,599	3,499,254	3,499,254	3,472,253
Police Grants	192,663 45,720	56,668 237,695	87,913	87,913 74,000	137,913 90,000
Health Services Grants	361,407	325,301	299,535	296,313	183,469
Forestry Fund	16,755	-	-	9,263	-
Housing & Community Development Grants		623,077	665,472	665,472	542,244
Housing, Homeless, & Block Grants	1,301,491	1,569,302	1,721,138	1,756,138	632,144
Room Tax Administration	295,863	350,315	299,000	353,625	363,000
Union Spring Park	-	-	500	500	500
Tuchscherer Disability Fund	6,391	6,391	6,391	6,391	6,391
Peabody Estate Trust	-	48,968	-	-	-
Balliet Locomotive	-	-	300	300	300
Lutz Park Trust	544,797	888	75,000	75,000	-
Park Open Space	1,495	73,187	-	207,000	-
City Park Project	-	700	200	200	200
Universal Playground Trust	945	790	7,500	7,500	2,500
Miracle League Field Safe Routes to Schools	40,370	-	1,000	1,000 25,540	1,000
Energy Efficiency and Conservation Grant	40,370	270,012	_	419,788	-
Total Special Revenue Funds	9,339,570	21,380,824	9,728,813	10,550,670	8,440,204
Capital Projects Funds					
Subdivision Development	2,236,352	1,342,479	1,649,667	1,704,309	1,661,662
Parks & Recreation Projects	3,500	794,955	1,230,000	571,340	100,000
Tax Increment District #5	161,725	102,905	127,079	127,079	125,678
Tax Increment District #6	3,689,687	3,468,445	3,328,020	3,328,019	2,764,734
Tax Increment District #7	18,027	134,958	47,328	99,582	267,507
Tax Increment District #8	4,596	7,081	2,619	1,313,998	977,495
Technology	345,514	214,206	70,000	145,900	400,000
Public Works	4,552,901	672,972	280,452	1,453,213	1,334,024
Industrial Park Land	202,544	224,937	478,945	278,945	223,413
Equipment Replacement	2,033,984	1,426,080	2,266,251	2,400,000	1,759,027
Community Development Projects	52,036	5,180	850,000	351,215	5,260,679
NE Business Park Escrow	-	2,609,726	1,163,200	1,650,297	238,576
Public Safety Library	446,481	71,654 111,432	1,587,500 408,800	408,800	1,664,000
Facilities	6,333,470	2,079,440	575,405	1,368,358	445,590
Total Capital Projects Fund	20,080,817	13,266,450	14,065,266	15,201,055	17,222,385
Enterprise Funds		.0,200, .00	,000,200	.0,20.,000	,222,000
Water Utility	15,893,399	16,252,155	17,848,797	17,414,840	17,238,550
Wastewater Utility	11,108,986	11,131,634	11,492,348	11,393,339	11,134,109
Stormwater Utility	5,713,721	6,228,172	6,096,460	6,148,065	6,144,211
Parking Utility	2,650,193	2,764,760	2,876,216	2,876,216	2,785,825
Golf Course	541,224	554,149	561,809	564,809	549,118
Valley Transit	7,845,063	8,213,848	8,774,901	8,774,901	8,442,138
Total Enterprise Funds	43,752,586	45,144,718	47,650,531	47,172,170	46,293,951
Internal Service Funds					
Facilities & Construction Management	2,151,727	2,179,498	3,980,888	3,970,000	4,052,827
Central Equipment Agency	4,614,346	4,886,421	4,879,461	5,031,879	5,085,893
Risk Management	2,087,248	1,503,110	1,253,556	1,359,556	1,251,903
Other Post Employment Benefits	34,626		12,697	45,482	61,435
Total Internal Service Funds	8,887,947	8,569,029	10,126,602	10,406,917	10,452,058
Trust Funds					
Frank P. Young Memorial	700	1,000	550	900	
Total Trust Funds	700	1,000	550	900	
TOTAL EXPENDITURES:	\$ 146,835,764	\$ 154,335,385	\$ 146,842,035	\$ 150,861,743	\$ 146,128,371

<sup>&</sup>lt;sup>1.</sup> Expenditures/Expenses in excess of revenues are financed by existing fund balances or debt proceeds.

<sup>2.</sup> 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 2012 BUDGET COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2009 ACTUAL	2010 ACTUAL	2011 BUDGET	2011 PROJECTED	2012 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	33,397,474	31,206,112	32,797,615	32,797,615	30,792,857
Property Taxes	28,262,315	29,497,480	29,942,415	29,942,415	31,730,601
Other Revenue	25,800,392	29,452,234	26,696,183	26,951,183	24,038,031
Expenditures	56,254,069	57,358,211	56,638,598	58,898,356	55,937,332
FUND BALANCE - Ending (Dec. 31)	31,206,112	32,797,615	32,797,615	30,792,857	30,624,157
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	14,563	16,603	26,458	26,458	26,458
Property Taxes	3,240,038	3,533,999	3,852,111	3,852,111	3,070,688
Proceeds of Debt	57,086	0	60,000	60,000	60,000
Other Revenue	5,224,991	5,091,009	4,719,564	4,719,564	4,651,753
Expenditures	8,520,075	8,615,153	8,631,675	8,631,675	7,782,441
FUND BALANCE - Ending (Dec. 31)	16,603	26,458	26,458	26,458	26,458
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	(2,869,838)	1,303,302	(10,429,787)	(10,429,787)	(11,465,649)
Property Taxes	8,686,539	4,469,931	3,592,696	3,709,509	3,600,978
Other Revenue	4,826,171	5,177,804	5,103,011	5,805,299	3,863,879
Expenditures	9,339,570	21,380,824	9,728,813	10,550,670	8,440,204
FUND BALANCE - Ending (Dec. 31)	1,303,302	(10,429,787)	(11,462,893)	(11,465,649)	(12,440,996)
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	14,640,588	8,696,508	8,903,143	8,903,143	2,668,070
Property Taxes	1,734,314	2,877,763	3,125,357	3,290,265	3,032,835
Contributed Capital	375,715	41,246	0	23,000	0
Proceeds of Debt	5,735,000	0	4,637,737	507,352	8,823,703
Other Revenue	6,291,708	10,554,076	3,839,710	5,145,365	4,531,324
Expenditures FUND BALANCE - Ending (Dec. 31)	20,080,817 8,696,508	13,266,450 8,903,143	14,065,266 6,440,681	<u>15,201,055</u> 2,668,070	17,222,385 1,833,547
TOND BALANCE - Ending (Dec. 31)	0,090,300	0,903,143	0,440,001	2,000,070	1,000,047
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	211,787,132	214,712,857	219,875,903	219,875,903	223,055,768
Property Taxes	-	-	-	-	-
Other Revenue	44,388,149	46,384,227	49,889,365	49,303,612	49,332,497
Contributed Capital	2,290,162	3,923,537	915,350	1,048,423	408,850
Expenditures	43,752,586	45,144,718	47,650,531	47,172,170	46,293,951
FUND BALANCE - Ending (Dec. 31)	214,712,857	219,875,903	223,030,087	223,055,768	226,503,164
INTERNAL SERVICE FUNDS	10.071.711	10.005.004	40.070.000	40.070.000	10.540.000
FUND BALANCE - Beginning (Jan. 1)	13,674,741	13,265,391	12,272,992	12,272,992	12,548,263
Property Taxes Other Revenue	6,045,246	6,137,194	8,153,613	- 8,415,937	9 E1E 200
Contributed Capital	2,433,351	1,439,436	2,266,251	2,266,251	8,515,290 1,624,027
Expenditures	8,887,947	8,569,029	10,126,602	10,406,917	10,452,058
FUND BALANCE - Ending (Dec. 31)	13,265,391	12,272,992	12,566,254	12,548,263	12,235,522
FIDUCIARY FUNDS					
FUND BALANCE - Beginning (Jan. 1)	33,746	34,043	33,652	33,652	33,652
Property Taxes	33,740	34,043	33,032	33,032	33,032
Other Revenue	997	609	800	900	600
Expenditures	700	1,000	550	900	0
FUND BALANCE - Ending (Dec. 31)	34,043	33,652	33,902	33,652	34,252
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	270,678,406	269,234,816	263,479,976	263,479,976	257,659,419
Property Taxes	41,923,206	40,379,173	40,512,579	40,794,300	41,435,102
Proceeds of Debt	5,792,086	0	4,697,737	567,352	8,883,703
Contributed Capital	5,099,228	5,404,219	3,181,601	3,337,674	2,032,877
Other Revenue	92,577,654	102,797,153	98,402,246	100,341,860	94,933,374
Expenditures	146,835,764	154,335,385	146,842,035	150,861,743	146,128,371
FUND BALANCE - Ending (Dec. 31)	269,234,816	263,479,976	263,432,104	257,659,419	258,816,104

# CITY OF APPLETON BUDGET DEVELOPMENT PROCESS

The following calendar describes the process of developing the City's Annual Budget and Service Plan for 2012:

5/9/11	The Mayor requests a proposed budget from each 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.
6/03/11 - 9/05/11	Each department head submits a proposed budget based on the Department's Mission Statement and major objectives, including expenditures and applicable revenue projections. The Mayor and Finance Department staff meet with Departments to review their budget requests. Decisions are made on operating budget adjustments, program additions and deletions, and capital projects.
9/05/11 - 10/05/11	The Mayor and staff develop the Budget and Service Plan for submission to the Common Council. Copies of the document are made available for public review.
10/29/11	The Council's Finance and Administration Committee reviews the Budget and Service Plan in hearing with the Mayor and staff, and recommends a budget to the Council.
11/02/11	A public hearing is held to seek property owner input prior to Council acceptance of the budget.
11/09/11	The budget is adopted formally by resolution of the Common Council.

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#### **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.

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.

#### 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 – 2011 tax roll:

Lien date and levy date

Tax bills mailed

Payment in full or 1<sup>st</sup> installment due

2<sup>nd</sup> installment due

3<sup>rd</sup> installment due

4<sup>th</sup> installment due

December, 2011

January 31, 2012

April 2, 2012

May 31, 2012

July 31, 2012

#### **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.

- 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.

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

- 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.

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:

- Invitation for bids
- o Public notice
- o Bid opening
- o Bid acceptance and evaluation
- o 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. Sole source procurements with an anticipated cost of \$15,000 or more require the approval of the Committee of Jurisdiction and the Common Council. Reasons for sole source purchases must be documented and will expire on an annual basis. Emergency purchases, as defined in the Procurement 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 2012 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	5.9%	0%	0%	7.05%
City Contribution	<u>5.9%</u>	<u>18.3%</u>	<u>20.8%</u>	<u>7.05%</u>
Total	11.8%	18.3%	20.8%	14.1%

#### 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 \$200,000 per general, automobile, law enforcement or public officials' liability claim, to a maximum of \$800,000

per year. The mutual insurance is liable for any costs above these limits up to \$5 million per occurrence. In addition, the City of Appleton has a \$5 million excess insurance policy as part of the CVMIC group purchase program, thus providing total coverage of \$10 million per occurrence.

Additionally, the insurance fund provides coverage for:

\$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 2012 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 72,715) 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.

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# CITY OF APPLETON 2012 BUDGET DEMOGRAPHIC AND ECONOMIC INFORMATION

#### Per Return Adjusted Gross Income

	State of	Outagamie	Calumet	Winnebago	City of
	Wisconsin	County	County	County	Appleton
2010	\$ 46,958	\$ 50,195	\$ 54,458	\$ 49,181	\$ 50,653
2009	45,372	48,275	54,311	38,538	48,751
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

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

#### **Unemployment Rate**

	Appleton		
	Oshkosh		
State of	Neenah	Outagamie	City of
Wisconsin	MSA	County	Appleton
7.7 %	7.0 %	7.2 %	9.3 %
8.1	7.5	7.8	10.2
8.3 %	7.7 %	7.9 %	10.1 %
8.7	8.3	8.5	11.0
4.8	4.5	4.6	5.8
4.7	4.5	4.5	5.6
4.7	4.5	4.6	5.9
	Wisconsin 7.7 % 8.1  8.3 % 8.7 4.8 4.7	State of Wisconsin     Oshkosh Neenah MSA       7.7     %     7.0     %       8.1     7.5     %       8.3     %     7.7     %       8.7     8.3       4.8     4.5       4.7     4.5	State of Wisconsin         Neenah MSA         Outagamie County           7.7         %         7.0         %         7.2         %           8.1         7.5         7.8         %         7.9         %           8.3         %         7.7         %         7.9         %           8.7         8.3         8.5         4.6         4.6         4.6         4.7         4.5         4.5         4.5

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

#### **Building Permits - City of Appleton**

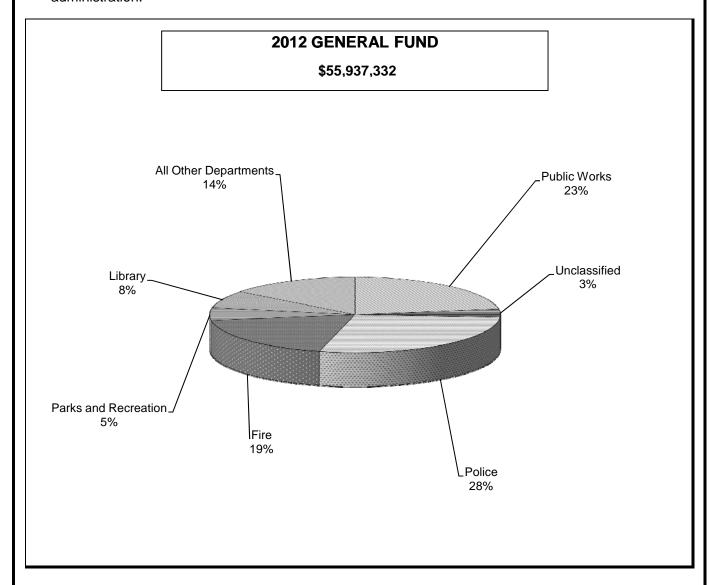
Year	Valuation
2011	\$ 37,772,787 *
2010	60,635,474
2009	104,045,127
2008	105,537,731
2007	90,504,161

\*As of September 30, 2011

Source: City of Appleton Public Works Department

# CITY OF APPLETON 2012 BUDGET GENERAL FUND

The General Fund is the general operating fund of the City. This fund accounts for the financial resources of the City which are not accounted for in any other fund. Principal sources of revenue are property taxes, state transportation aids, and state shared revenues. Primary expenditures are for police protection, fire protection, public works, maintenance of parks, and general administration.



# **CITY OF APPLETON 2012 BUDGET**

# **GENERAL FUND**

	ual		%			
	2009	2010	Adopted 2011	Budget Projected 2011	2012	Change *
REVENUES						
Taxes	\$ 28,672,980	\$ 29,909,926	\$ 30,352,615	\$ 30,352,615	\$ 32,122,601	5.83%
Intergovernmental	17,159,402	17,165,081	16,891,348	16,971,348	15,158,485	-10.26%
Licenses and Permits	823,787	990,827	841,240	841,240	860,925	2.34%
Special Assessments	1,554,695	1,014,114	1,697,000	1,697,000	948,900	-44.08%
Charges for Services	1,377,532	1,355,008	1,258,670	1,258,670	1,264,999	0.50%
Interest Income	804,849	1,532,028	1,677,798	1,777,798	1,813,483	8.09%
Fines and Forfeitures	342,923	356,971	325,000	350,000	350,000	7.69%
All Other Revenue	1,756,072	2,070,167	1,875,977	1,925,977	1,506,289	-19.71%
TOTAL REVENUES	52,492,240	54,394,122	54,919,648	55,174,648	54,025,682	-1.63%
EXPENDITURES						
Common Council	122,786	126,277	106,035	106,035	111,170	4.84%
Mayor	268,511	317,020	268,218	271,124	263,746	4.64% -1.67%
City Assessor	558,982	566,972	540,791	540,791	518,200	-1.07 % -4.18%
Finance				934,488		-4.16% -4.55%
	922,736	960,751	934,488		891,996	
Technology Services	1,570,644	1,642,249	1,653,974	1,577,702	1,629,895	-1.46%
Human Resources	641,939	667,353	696,594	696,594	668,979	-3.96%
City Attorney & Clerk	1,074,442	1,088,419	1,058,464	1,117,464	1,185,584	12.01%
Unclassified	1,445,117	1,721,800	1,820,787	3,897,906	1,981,298	8.82%
Community Development	1,048,326	1,049,501	1,183,416	1,171,454	1,115,406	-5.75%
Library	4,416,025	4,508,997	4,399,817	4,410,817	4,220,026	-4.09%
Parks & Recreation	3,686,885	3,520,097	3,052,427	3,052,702	2,981,047	-2.34%
Public Works	12,254,252	12,982,349	13,311,237	13,457,188	12,611,053	-5.26%
Health Services	1,144,480	1,156,911	1,222,659	1,194,381	1,150,573	-5.90%
Police	14,868,113	15,289,849	15,455,180	15,570,299	15,576,658	0.79%
Fire	9,760,640	10,102,713	10,330,121	10,295,021	10,468,231	1.34%
TOTAL EXPENDITURES	53,783,878	55,701,258	56,034,208	58,293,966	55,373,862	-1.18%
REVENUES OVER EXPENDITURES	(1,291,638)	(1,307,136)	(1,114,560)	(3,119,318)	(1,348,180)	20.96%
EXPENDITORES	(1,291,030)	(1,307,130)	(1,114,300)	(3,119,310)	(1,346,160)	20.90 /6
OTHER FINANCING SOURCES	-					
Sale of City Property	13,693	6,028	15,000	15,000	12,000	-20.00%
Other Financing Sources	1,556,774	4,549,564	1,703,950	1,703,950	1,730,950	1.58%
Other Financing Uses	(2,470,191)	(1,656,953)	(604,390)	(604,390)	(563,470)	-6.77%
TOTAL OTHER FINANCING	(899,724)	2,898,639	1,114,560	1,114,560	1,179,480	5.82%
NET CHANGE IN EQUITY	(2,191,362)	1,591,503	-	(2,004,758)	(168,700)	N/A
FUND BALANCE - Beginning	33,397,474	31,206,112	32,797,615	32,797,615	30,792,857	-6.11%
FUND BALANCE - Ending	\$ 31,206,112	\$ 32,797,615	\$ 32,797,615	\$ 30,792,857	\$ 30,624,157	-6.63%

<sup>\* %</sup> change from prior year adopted budget

With the 2011 budget, a number of functions were consolidated or transferred to other departments. The GIS function was transferred from Technology Services to Community Development and the Forestry function was moved from Parks & Recreation to Public Works. With the 2012 budget, the office of the City Clerk will combine with the office of the City Attorney. All prior years' data has been restated for comparison.

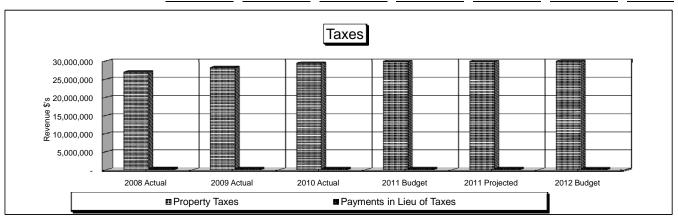
# CITY OF APPLETON 2012 BUDGET GENERAL FUND BALANCE

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/12	38	\$ 30,624,157
Less Reserved for: Inventories and Prepaid Items Developer Loans Advance to other Funds		(924,348) (1,361,514) (9,755,862)
Less Designations: Payments in Lieu of Taxes Health Insurance Cost Stabilization* Fire and Police Prior Pension		(1,543,337) (753,227) (285,526)
Working Capital - 25% of budgeted expenditures (25% * \$55,937,332, includes transfers)	38	(13,984,333)
Debt Service - 25% of ensuing year's debt service requirements		
(25% * (\$7,782,441 Debt Service Obligation ))	491	(1,945,610)
Projected General Fund Balance in excess of the reserve policy @ 12/	31/12	\$ 70,400
75% required to be used for reduction of long-term liabilities		\$ 52,800
25% subject to Finance and Administration Committee recommendation	n	\$ 17,600

<sup>\*</sup> The City will not be purchasing aggregate stop loss insurance for 2012, but does purchase individual excess loss insurance for claims over \$200,000 (\$185,000 in 2011). The amount designated for stabilization represents the expected total fixed administrative costs for 2012. Our exposure extends beyond this designation but a loss of that magnitude is not likely. The City has never had claims in excess of this in it's history.

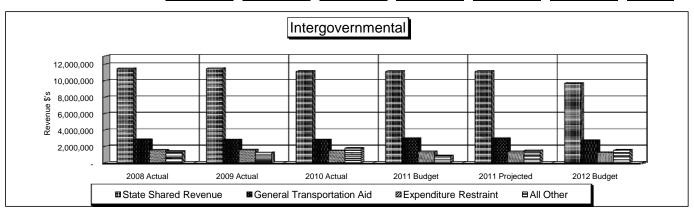
%

Taxes	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget	Change
Property Taxes	27,023,101	28,262,315	29,497,480	29,942,415	29,942,415	31,730,601	5.97%
Payment in Lieu of Taxes	486,824	410,665	412,446	410,200	410,200	392,000	-4.44%
Total Taxes	27,509,925	28,672,980	29,909,926	30,352,615	30,352,615	32,122,601	5.83%



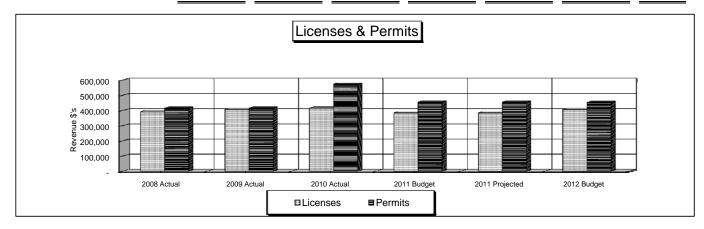
Taxes are derived from several sources. Property taxes now provide over 55% of our City general fund revenues. The tax base experienced a decrease of 1.12% on an equalized basis in 2011, due to the current economic climate. The City also collects "in lieu" payments from the water utility, as well as voluntary and contractual payments from other tax exempt entities. The State budget currently restricts growth in local property taxes to the amount of new construction, which was 1.22% for the City in 2011. 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 \$37,611,261. The City levy is at \$37,611,289 (see page 21).

							%
Intergovernmental Revenue	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget	Change
State Shared Revenue	11,471,897	11,480,453	11,126,034	11,123,197	11,123,197	9,694,935	-12.84%
General Transportation Aid	2,843,619	2,821,445	2,779,951	2,989,626	2,989,626	2,711,017	-9.32%
Expenditure Restraint	1,558,309	1,596,740	1,482,540	1,357,573	1,357,573	1,222,453	-9.95%
Library Grants & Aids	675,904	700,009	806,517	860,252	860,252	914,314	6.28%
Other	732,666	560,755	970,039	560,700	640,700	615,766	-3.89%
Total Intergovernmental	17,282,395	17,159,402	17,165,081	16,891,348	16,971,348	15,158,485	-10.68%

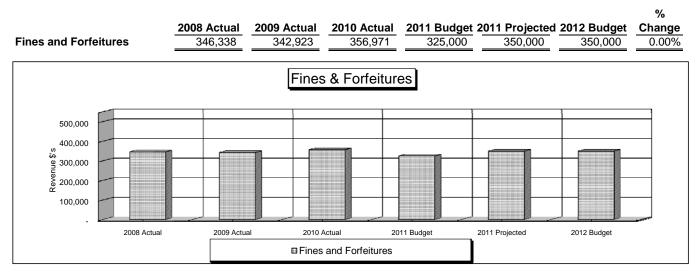


State shared revenues are state sales and income taxes that are returned to the City based on a complex formula that includes growth and the per capita tax burden. Prior to the nearly 13% reduction incorporated in the 2012 - 2013 State budget, this source of revenue for the City of Appleton had remained virtually unchanged since 2004. Expenditure Restraint is a State program which allocates funds to municipalities that hold to spending limits specified by the program. The City of Appleton will see an overall decrease in state aids from these sources of \$1,563,382, compared to the amount expected in 2011. The 2011 expected amount is, in turn, \$127,804 less than that received in 2010. Past reductions are 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 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 2012. 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, and various other miscellaneous items.

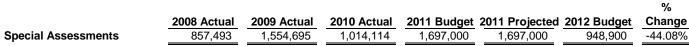
							%
Licenses and Permits	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget	Change
Licenses	392,444	406,891	416,571	384,640	384,640	406,650	5.72%
Permits	416,564	416,896	574,256	456,600	456,600	454,275	-0.51%
<b>Total Licenses and Permits</b>	809,008	823,787	990,827	841,240	841,240	860,925	2.34%

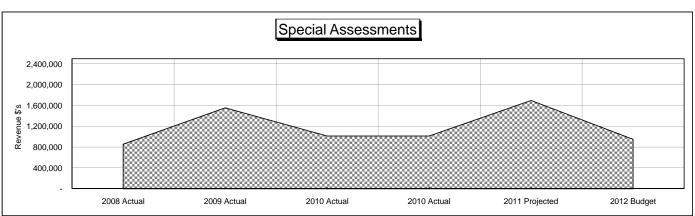


Licenses and permits are required for the privilege of carrying on a business or trade that is regulated by ordinance within the City and are renewed on an annual basis. The payment of all personal property taxes, room taxes, special assessments and other amounts due to the City imposed pursuant to Code, 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 increase in permit revenue in 2010 reflects an increase in building permits.



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.





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:

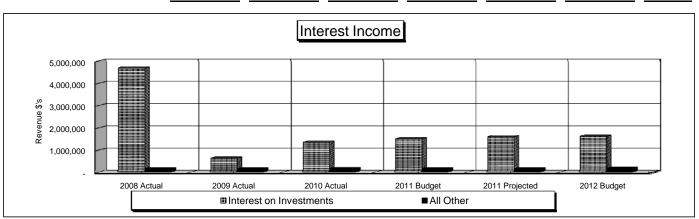
If the assessment is \$1,000 or less, it must be paid in one installment.

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.

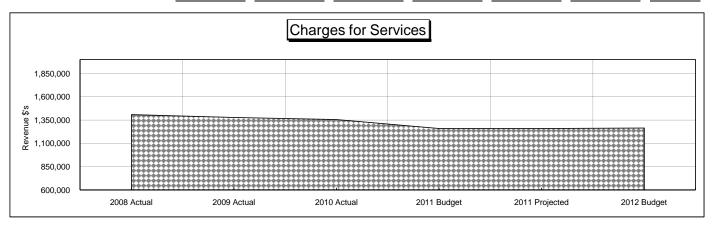
There were more street projects in the 2010 budget compared to 2011. There is typically a one year lag on the revenue impact.

							%
Interest Income	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget	Change
Interest on Investments	4,695,717	643,894	1,355,962	1,507,798	1,607,798	1,624,483	1.04%
Interest on Delinquent Tax	99,305	95,594	105,901	105,000	105,000	119,000	13.33%
Interest - Deferred Specials	70,121	65,361	70,165	65,000	65,000	70,000	7.69%
Total Interest Income	4,865,143	804,849	1,532,028	1,677,798	1,777,798	1,813,483	2.01%



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. Historically low interest rates and the prospect of their continuation allow us to forecast only a slight increase in interest earnings from experience in 2010. A large portion of the interest income in 2008 related to Tax Incremental District # 1 paying deferred interest on previous advances. TIF district # 2, TIF district # 8, the Reid Golf Course, and the condominium association are expected to make payments of \$251,288, \$15,000, \$24,000, and \$54,195, respectively, to the General Fund in 2012. In 2011 and 2012, the City and the Appleton Area School District (AASD) have entered into a cooperative venture in which the City loans short-term cash to AASD at a rate of 2% above the Federal Funds rate. This has been a very beneficial program for both entities.

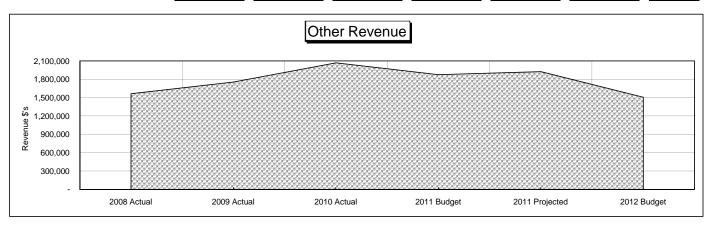
 2008 Actual Charges for Services
 2008 Actual 1,408,620
 2009 Actual 1,377,532
 2010 Actual 21,355,008
 2011 Budget 2011 Projected 1,258,670
 2012 Budget 2012 Budget 1,258,670
 Change 20,50%



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 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 2011 is largely due to the elimination of that reimbursement as a result of the Town's decision to cease participation in the merger study. The decrease in 2011 and essentially unchanged budget for 2012 reflect the continued move of recreation programs to other, private venues within the City.

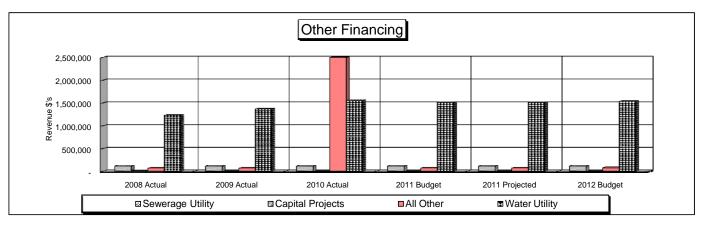
Other Revenue	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget	Change
Sales of City Property	19,408	13,693	6,028	15,000	15,000	12,000	-20.00%
Other Revenue	1,564,050	1,756,072	2,070,167	1,875,977	1,925,977	1,506,289	-21.79%
	1,583,458	1,769,765	2,076,195	1,890,977	1,940,977	1,518,289	-21.78%

%



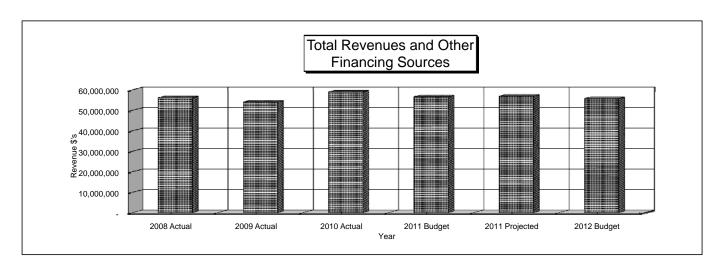
Other revenue includes fees, commissions, damage to City property and other reimbursements. The increase in 2010 was due to cable franchise fees and a \$466,600 payment from Calumet County as reimbursement for the county's portion of the construction costs of Midway Road (two year reimbursement, \$280,329 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.

Other Financing Sources	2008 Actual	2009 Actual	2010 Actual	2011 Budget 2	2011 Projected	2012 Budget	% Change
Water Utility	1,231,051	1,369,624	1,557,137	1,513,800	1,513,800	1,533,800	1.32%
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	30,000	30,000	2,835,277	33,000	33,000	40,000	21.21%
Capital Projects	18,708	-	-	-	-	-	N/A
Total Other Financing							
Sources	1,436,909	1,556,774	4,549,564	1,703,950	1,703,950	1,730,950	1.58%



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 \$2,805,277 upon the closure of TIF # 4.

 Total Revenues and Other Financing Sources
 56,099,289
 54,062,707
 58,949,714
 56,638,598
 56,893,598
 55,768,632
 -1.98%



CITY OF APPLETON 2012 BUDGET
MAYOR'S OFFICE
Mayor: Timothy M. Hanna

# CITY OF APPLETON 2012 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 2011 EVENTS**

In 2011, the Mayor and City staff continued to collaborate to meet the City's mission of meeting community needs and enhancing the quality of life for our residents and visitors. The department directors continued to focus on fostering and maintaining opportunities for collaboration with external organizations, including regional government, school districts, non-profit organizations and other entities to maximize community resources. Specific collaborative efforts included researching and pursuing discussions about a regional convention center and enhancing Houdini Plaza to continue to draw community members to downtown Appleton. The Mayor also worked with national, regional and local leaders to proactively address the anticipated reductions in Federal and State transportation aids by the end of 2012.

Internally, department directors continued to collaboratively implement the changes made in the 2011 Budget, including the transfer of labor to the Facilities, Grounds and Construction Management Department and newly created customer service centers in City Hall. 2011 was also the second year the Mayor's office and Parks and Recreation Department collaborated on the semi-annual City Guide publication.

One of the largest areas of focus during 2011 was the implementation of changes due to Act 10 of the State Budget. The Mayor appointed a transition team, including eight department directors and external consultant, to lead the effort. Part of the discussions included changes to our employee benefit structure. To ascertain employees' priorities in terms of what benefits we offer, the Mayor distributed an employee survey to all City employees, with more than 430 staff members providing input.

The transition team's proposal was approved by the Common Council on September 7. Every employee had the opportunity to attend a presentation on the proposed changes and ask questions about the proposal. In addition, five issues of Frequently Asked Questions were provided to all employees to address their concerns and issues. Staff now continues to implement changes based on Act 10 and the approved proposal, including creating a new grievance procedure, modifying internal policies, and educating employees on benefit plan changes.

# CITY OF APPLETON 2012 BUDGET OFFICE OF THE MAYOR

## **MAJOR 2012 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 2012

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

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	2009	2010	Adopted 2011	Amended 2011	2012	Change *				
Program Revenues	\$ -	\$ 10,240	\$ 10,000	\$ 10,000	\$ 15,000	50.00%				
Program Expenses										
10510 Administration	86,258	89,631	93,918	93,097	90,398	-3.75%				
10520 Citizen Outreach	147,261	190,567	131,282	130,637	132,783	1.14%				
10530 Intergovernmental	34,992	36,822	43,018	47,390	40,565	-5.70%				
TOTAL	\$ 268,511	\$ 317,020	\$ 268,218	\$ 271,124	\$ 263,746	-1.67%				
Expenses Comprised Of:										
Personnel	225,055	258,042	198,330	198,330	192,214	-3.08%				
Administrative Expense	20,913	21,922	29,816	28,350	26,188	-12.17%				
Supplies & Materials	10,738	24,652	28,272	28,272	33,544	18.65%				
Purchased Services	11,540	12,168	11,540	15,912	11,540	0.00%				
Utilities	265	236	260	260	260	0.00%				
Repair & Maintenance	-	-	-	-	-	N/A				
Capital Expenditures	-	-	-	-	-	N/A				
Full Time Equivalent Staff:	Full Time Equivalent Staff:									
Personnel allocated to programs	3.00	3.00	2.00	2.00	2.00					

<sup>\* %</sup> change from prior year adopted budget Mayor.xls

# CITY OF APPLETON 2012 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 2013 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.

	Actual 2009	Actual 2010	<b>Target 2011</b>	Projected 2011	<b>Target 2012</b>
Client Benefits/Impacts					
Minimize tax levy impact					
% change in levy	4.09%	6.46%	1.70%	1.76%	1.6%
Average % change in City mill rate	0.23%	-0.23%	1.05%	1.40%	1.3%
Strategic Outcomes					
Maximize non-residential tax base					
Commercial/industrial tax base;					
% of total	26.3%	26.7%	29.0%	29.0%	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 2012 BUDGET OFFICE OF THE MAYOR

Administration Business Unit 10510

# **PROGRAM BUDGET SUMMARY**

	Actual			Budget							
Description		2009		2010	Adopted 2011		Amended 2011			2012	
Expenses 6101 Regular Salaries 6105 Overtime 6150 Fringes 6201 Training\Conferences 6206 Parking Permits 6301 Office Supplies 6302 Subscriptions	\$	58,890 115 22,966 896 1,284 505 218	\$	60,676 133 24,643 1,038 960 489 473	\$	61,936 - 26,221 2,150 996 612 422	\$	61,936 - 26,221 1,700 660 612 422	\$	62,535 - 22,848 2,025 660 562 222	
6305 Awards & Recognition 6320 Printing & Reproduction		- 1,119		983		105 1.216		70 1.216		70 1,216	
6413 Utilities		265		236		260		260		260	
Total Expense	\$	86,258	\$	89,631	\$	93,918	\$	93,097	\$	90,398	

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

# CITY OF APPLETON 2012 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

#### **Major Program Changes:**

The increase in printing expense is based on actual expense incurred by the agency involved in layout of the City Guide and in selling advertising space in it. During the transition period to the current layout of the City Guide, the agency has been donating a portion of the labor involved. The increased expense is offset by higher projected advertising revenues, estimated at \$7,500 per issue.

	********************************* <del>***</del> ******	CE INDICATOR			
	<u> Actual 2009</u>	<u> Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<u>Target 2012</u>
Client Benefits/Impacts					
Timely, accurate responses to requests for	information				
% of phone & e-mail inquiries answered					
within 48 hours	85%	92%	95%	95%	95%
% of letters replied to within seven					
working days	91%	98%	90%	90%	90%
Strategic Outcomes					
Citizens have access to current City inform	ation				
# of visits to City of Appleton					
internet website	1,040,298	1,664,335	1,500,000	1,500,000	1,500,000
Work Process Outputs					
•	2	2	2	2	2
Publish City newsletter	40		12	40	
# of formal open hours	12	11	12	12	12
# of meetings per month with community		_	_		
or educational groups (average)	13	9	8	8	8

# CITY OF APPLETON 2012 BUDGET OFFICE OF THE MAYOR

Citizen Outreach Business Unit 10520

# **PROGRAM BUDGET SUMMARY**

Actual				Budget					
	2009		2010	Add	opted 2011	Am	ended 2011		2012
\$	<u>-</u>	\$	10,240 10,240	\$	10,000 10,000	\$	10,000 10,000	\$	15,000 15,000
\$	86,151 261 30,023 - 215 9,452 390 9,229 11,540	\$	97,671 796 46,463 240 13 200 9,974 500 23,170 11,540	\$	55,957 - 25,558 430 - 715 10,026 500 26,556 11,540	\$	55,957 - 25,558 - 500 10,026 500 26,556 11,540	\$	56,503 - 22,608 - - - 10,026 - 550 31,556 11,540
\$	147,261	\$	190,567	\$	131,282	\$	130,637	\$	132,783
	\$ \$	\$ - \$ - \$ 86,151 261 30,023 - - 215 9,452 390 9,229 11,540	\$ - \$ \$ - \$ \$ - \$ \$ 86,151 \$ 261 30,023 - - 215 9,452 390 9,229 11,540	\$ - \$ 10,240 \$ - \$ 10,240 \$ - \$ 10,240 \$ - \$ 10,240 \$ 86,151 \$ 97,671 261 796 30,023 46,463 - 240 - 13 215 200 9,452 9,974 390 500 9,229 23,170 11,540 11,540	\$ - \$ 10,240 \$ \$ \$ - \$ 10,240 \$ \$ \$ - \$ 10,240 \$ \$ \$ \$ \$ 10,240 \$ \$ \$ \$ \$ 10,240 \$ \$ \$ \$ \$ 10,240 \$ \$ \$ \$ \$ 10,240 \$ \$ \$ \$ \$ 10,240 \$ \$ \$ \$ \$ 10,240 \$ \$ \$ \$ 10,240 \$ \$ \$ \$ 10,240 \$ \$ \$ \$ 10,240 \$ \$ \$ \$ 10,240 \$ \$ \$ \$ 10,240 \$ \$ \$ 10,240 \$ \$ \$ 10,240 \$ \$ \$ 10,240 \$ \$ \$ 10,240 \$ \$ \$ 10,240 \$ \$ \$ 10,240 \$ \$ \$ 10,240 \$ \$ \$ 10,240 \$ \$ \$ 10,240	\$ - \$ 10,240 \$ 10,000 \$ - \$ 10,240 \$ 10,000 \$ - \$ 10,240 \$ 10,000 \$ - \$ 10,240 \$ 10,000 \$ - \$ 10,240 \$ 10,000 \$	\$ - \$ 10,240 \$ 10,000 \$ \$ - \$ 10,240 \$ 10,000 \$ \$ \$ - \$ 10,240 \$ 10,000 \$ \$ \$ - \$ 10,240 \$ 10,000 \$ \$ \$ - \$ 10,240 \$ 10,000 \$ \$ \$ - \$ 10,240 \$ 10,000 \$ \$ \$ \$ - \$ 10,240 \$ 10,000 \$ \$ \$ \$ - \$ 10,240 \$ 10,000 \$ \$ \$ \$ - \$ 10,240 \$ 10,000 \$ \$ \$ \$ 10,000 \$ \$ \$ 10,000 \$ \$ \$ 10,000 \$ \$ 10,000 \$ \$ 10,000 \$ 1	2009         2010         Adopted 2011         Amended 2011           \$ - \$ 10,240         \$ 10,000         \$ 10,000           \$ - \$ 10,240         \$ 10,000         \$ 10,000           \$ 86,151         \$ 97,671         \$ 55,957         \$ 55,957           261         796         -         -         -           30,023         46,463         25,558         25,558           -         240         430         -           -         13         -         -           215         200         715         500           9,452         9,974         10,026         10,026           390         500         500         500           9,229         23,170         26,556         26,556           11,540         11,540         11,540         11,540	2009         2010         Adopted 2011         Amended 2011           \$ - \$ 10,240         \$ 10,000         \$ 10,000         \$ 10,000           \$ - \$ 10,240         \$ 10,000         \$ 10,000         \$ 10,000           \$ 86,151         \$ 97,671         \$ 55,957         \$ 55,957         \$ 55,957         \$ 261           \$ 261         \$ 796

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

**Printing & Reproduction** 

Semi-annual publication of

APPLESource/Park & Recreation

Activity Guide

\$ 31,556 \$ 31,556

Postage

Semi-annual publication of

APPLESource/Park & Recreation

Activity Guide

\$ 10,026 \$ 10,026

Other Contracts/Obligations

Administration contract with Appleton

Downtown, Inc. for City

Parades

\$ 11,540 \$ 11,540

# CITY OF APPLETON 2012 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 address anticipated funding reductions in transportation aid Continue to work with lobby groups and legislators from Madison on issues that impact Appleton, including shared revenue

## **Major Program Changes:**

No major changes

	Actual 2009	<u>Actual 2010</u>	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Appleton represented at State level					
# of State level meetings in which App	leton				
representatives participate directly	33	208	120	120	120
Strategic Outcomes					
# of implemented new collaborative and	cooperative agree	ments:			
Other governments	New Measure	30	45	45	50
School districts	New Measure	14	15	15	15
Non-profit organizations	New Measure	22	25	25	25
Other	New Measure	9	10	10	10
# of implemented collaborative and coop	perative agreement	s maintained:			
Other governments	118	105	90	90	90
School districts	36	32	20	20	20
Non-profit organizations	75	77	35	35	35
Other	40	34	20	20	20
Work Process Outputs					
# of meetings with other units					
of government	8/mo.	6/mo.	8/mo.	8/mo.	8/mo.

# CITY OF APPLETON 2012 BUDGET OFFICE OF THE MAYOR

Intergovernmental

**Business Unit 10530** 

# **PROGRAM BUDGET SUMMARY**

	 Ac	tual		Budget					
Description	 2009		2010	Ad	opted 2011	Ame	ended 2011		2012
Expenses 6101 Regular Salaries	\$ 19,459	\$	19,950	\$	20,437	\$	20,437	\$	20,634
6105 Overtime 6150 Fringes 6201 Training\Conferences	5 7,185 105		27 7,682 336		- 8,221 765		8,221 765		7,086 440
6302 Local Auto Expense 6303 Memberships & Licenses 6404 Consulting Services	152 8,086		113 8,086 484		13,595 -		13,595 4.372		12,405
6599 Other Contracts/Obligations Total Expense	\$ - 34,992	\$	144 36,822	\$	- 43,018	\$	47,390	\$	- 40,565

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Memberships & Licenses

League of Wisconsin Municipalities Urban Alliance \$ 11,277 1,128 \$ 12,405

# City of Appleton 2012 Budget Revenue and Expense Summary

09/29/11 09:00:46

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Charges for Services	0	10,240	14.230	10,000	10.000	10,000-	15,000
TOTAL REVENUES	0	10,240	14,230	10,000	10.000	10,000-	15,000
EXPENSES BY LINE ITEM							
Regular Salaries Overtime Sick Pay Vacation Pay Fringes	154.389 382 2.399 7.711 60.175	169,884 955 1,787 6,627 78,788	96,669 70 117 4.118 45,387	138,330 0 0 0 60,000	138,330 0 0 0 0 60.000	0 0 0 0 0	139,672 0 0 0 52,542
Salaries & Fringe Benefits	225,056	258,041	146,361	198,330	198,330	0	192,214
Training & Conferences Local Auto Expense Parking Permits Office Supplies Subscriptions Memberships & Licenses Postage & Freight Awards & Recognition	1.001 152 1.284 505 218 8.301 9.452	1.614 113 960 502 473 8.286 9.974	436 77 660 89 418 13,595 5,143	3,345 0 996 612 422 14,310 10,026 105	2.465 0 660 612 422 14.095 10.026 70	2.465 660 0 562 0 12.784 10.026 70	2,465 660 0 562 0 12,405 10,026 70
Administrative Expense	20,913	21,922	20,418	29.816	28,350	26,567	26.188
Miscellaneous Supplies Printing & Reproduction	390 10.348	500 24,152	520 22,929	500 27,772	500 27,772	772 27,772	772 32,772
Supplies & Materials	10.738	24,652	23,449	28.272	28.272	28,544	33,544
Consulting Services Other Contracts/Obligations	0 11.540	484 11.684	0 11,540	0 11.540	4.372 11.540	0 11,540	0 11,540
Purchased Services	11.540	12,168	11,540	11.540	15.912	11,540	11,540
Telephone	265	236	176	260	260	260	260
Utilities	265	236	176	260	260	260	260
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	268,512	317,019	201.944	268,218	271,124	66,911	263.746

# **CITY OF APPLETON 2012 BUDGET**

# FACILITIES, GROUNDS, AND AND CONSTRUCTION MANAGEMENT

Director of Parks, Recreation
& Facilities Management: Dean R. Gazza, CFM, PMP, Leed-AP

Facilities Management.xls Page 55 12/8/2011

#### **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 2011 EVENTS**

The department manages 1.2 million square feet of facilities, 631 acres of grounds, 16 ball diamonds, 3 ice rinks, and 7.5 miles of paved trails. Additionally, the department maintains over 30 pieces of large playground equipment located in various parks throughout the City as well as pavilions and other properties such as water towers, lift stations, parking ramps, yard waste sites and other City owned properties. Our department focuses on proactive preventive and predictive maintenance with the goal of preserving and extending the useful life of facility and grounds assets.

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

With the consolidation of facilities and grounds maintenance crews in 2011, initiatives were taken to maximize the efficiencies, expertise and productivity of a combined work force. Facilities and grounds audits were performed and work was prioritized to ensure the most critical work is being completed first.

Significant management initiatives included the creation of a facilities master plan, updates to the 5-year facilities maintenance plan and continued implementation of energy conservation and sustainability plans. During 2011, the City of Appleton became one of only five communities participating in the State of Wisconsin Green Tier Program. Projects completed or in-progress during the year include demolition of the former water plant, upgrading energy management digital controls, and continuation of the bio-gas project for utilization of methane gas at the Wastewater plant. Other projects completed included the customer service renovations at City Hall, roof replacements at the Municipal Services Building, Mead Pool and Pierce Park, updates and repairs at the pool facilities, significant painting, parking lot and roof repairs, and furniture and flooring replacements.

As in the past, our department continues to work on "greening" the City facilities. Our initial goal was to reduce electric and natural gas consumption 10% by 2011. We accomplished this goal and are now working on new goals and initiatives to reduce consumption further. These reductions were accomplished through policies and operational practices focused on saving energy and eliminating waste. In addition, several energy efficiency initiatives were completed resulting in operational savings throughout the facilities.

Organizational changes have occurred this year that provided an opportunity to evaluate existing workload versus resources available. This evaluation has led to an organizational change in the department to better match these two factors. Specifically, the reorganization has replaced 4 nine-month park caretaker positions with 3 full-time caretaker positions, and converted an existing full-time caretaker position to a full-time record specialist position. Additionally, we have changed the job position titles for the park caretakers to "grounds coordinators" and downgraded the maintenance specialist position to a facilities worker position to better reflect the expectations of the positions. We feel these changes will position the department for long-term success utilizing the most cost effective options. The main objective is to establish high expectations for each position, eliminate the need to pay unemployment compensation for the nine month positions, compensate positions at market value, and maximize productivity.

#### **MAJOR 2012 OBJECTIVES**

Review the current grounds program and implement procedures to enhance the effectiveness and efficiency of available resources.

Provide construction oversight and representation related to 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.

Continue implementation of 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.

Research potential for naturalization of some grass areas to minimize operational expenses.

Work to incorporate management of the Parks and Recreation department and Reid Golf Course.

DEPARTMENT BUDGET SUMMARY											
	Programs	Actual					%				
Unit	Title		2009		2010	Ad	opted 2011	Amended 2011	2012	Change *	
Pi	rogram Revenues	\$	2,170,176	\$	2,166,692	\$	3,969,861	\$ 3,969,861	\$ 4,052,827	2.09%	
Pi	rogram Expenses										
6330	Administration		256,697		219,858		343,424	343,424	382,533	11.39%	
6331	Facilities Maintenance		1,895,028		1,959,640		2,332,988	2,332,988	2,381,690	2.09%	
6332	Grounds Maintenance		-		-		1,304,476	1,304,476	1,288,604	-1.22%	
Tota	l Program Expenses	\$	2,151,725	\$	2,179,498	\$	3,980,888	\$ 3,980,888	\$ 4,052,827	1.81%	
Expens	ses Comprised Of:										
Personn	nel		654,924		639,121		1,582,566	1,582,566	1,542,962	-2.50%	
Adminis	strative Expense		592,812		585,902		618,594	618,594	677,598	9.54%	
Supplies	s & Materials		47,898		53,415		207,400	207,400	180,934	-12.76%	
Purchas	sed Services		32,937		51,543		77,691	77,691	13,665	-82.41%	
Utilities			3,204		3,236		343,771	343,771	342,920	-0.25%	
Repair 8	& Maintenance		819,950		846,281		1,150,866	1,150,866	1,294,748	12.50%	
Capital	Expenditures		-		-		-	-	-	N/A	
Full Tin	ne Equivalent Staff:										
Personn	nel allocated to programs		8.15		7.76		19.82	19.82	19.88		

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
New construction project management
New construction project management
Move coordination

As well as performing a range of planning services, including:

Building assessment Environmental programs
Preventive maintenance programs Facility documentation
Energy programs Space allocation records

Monitor the timeliness, professionalism and efficiency of staff, and the overall satisfaction with our services as perceived by our internal customers. Also, provide education and training opportunities for our employees to promote personal and professional growth and to meet federal. State and local guidelines.

## Major changes in Revenue, Expenditures, or Programs:

This budget reflects the consolidation of administrative costs from the other two budgets into this budget to more accurately reflect the administrative costs of the department. Additionally, this budget reflects the consolidation of all costs related to the maintenance of the Facilities building into the facilities charges account. In the 2011 budget, these costs were individually stated in this budget. For 2012, these repair and maintenance expenses have been moved to the Facilities Maintenance budget (6331) and will be billed back through the monthly facilities charge. This allows the department to follow the same record keeping procedures for maintaining their own facility as they do for all other City facilities.

The increase in insurance costs (\$15,640) is due to the increased allocation of workers compensation, general liability and administrative costs to the Facilities Department. The allocation is based on the number of staff in the department. With the consolidation of the Parks staff into the Facilities Department late in the 2011 budget process, this allocation factor was not changed but is accurately reflected in the 2012 budget.

This budget also reflects the increase in salaries (\$49,088) and fringe benefits (\$22,874) related to the new records coordinator position created as part of the department reorganization discussed in the 2011 Significant Events section. This increase is partially offset by a reduction in consulting fees (-\$7,500) and part-time wages (-\$5,383) in this budget, as well as a reduction in salaries and fringe benefits related to the elimination of a parks caretaker position in the Grounds Maintenance budget. (continued on next page)

<u>A</u>	ctual 2009	<u>Actual 2010</u>	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts	_				
Timely and organized support of departments	;				
% of customers who were satisfied					
with the services provided	98%	98%	90%	90%	90%
Strategic Outcomes					
Facilities projects completed					
in year scheduled	98%	98%	100%	100%	100%
Work Process Output					
# of projects completed	42	44	40	40	50

Administration Business Unit 6330

## **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget*		
Description		2009		2010	Ac	dopted 2011	Am	ended 2011		2012
_										
Revenues	_		_		_		_		_	
4710 Interest on Investments	\$		\$	26	\$		\$	<u>-</u>	\$	
4801 Charges for Services		2,159,364		2,145,087		3,969,861		3,969,861		4,052,827
5035 Other Reimbursements	_	10,812	_	21,579	•	-	•	-	•	4.050.007
Total Revenue	\$	2,170,176	\$	2,166,692	\$	3,969,861	\$	3,969,861	\$	4,052,827
Expenses										
6101 Regular Salaries	\$	128,971	\$	95,414	\$	111,849	\$	111,849	\$	146,810
6108 Part-Time	Ψ		Ψ	6,361	Ψ	6,992	Ψ	6,992	Ψ	3,000
6150 Fringes		44,409		36,637		51,609		51,609		62,332
6201 Training\Conferences		1,886		4,131		7,500		7,500		7,500
6206 Parking Permits		372		372		384		384		384
6301 Office Supplies		1,031		496		1,300		1,300		1,300
6302 Subscriptions		-,00		251				-,000		100
6303 Memberships & Licenses		1,037		368		950		950		950
6304 Postage\Freight		318		12		300		300		300
6305 Awards & Recognition		50		-		120		120		330
6306 Building Maint./Janitorial		1,781		_		-		-		-
6307 Food & Provisions		54		_		260		260		400
6309 Shop Supplies & Tools		_		_		10,650		10,650		11,000
6315 Books & Library Material		493		779		500		500		500
6316 Miscellaneous Supplies		286		-		-		-		-
6320 Printing & Reproduction		742		-		1,000		1,000		1,000
6321 Clothing		_		_		11,172		11,172		11,172
6323 Safety Supplies		-		-		3,600		3,600		3,000
6327 Miscellaneous Equipment		27,610		27,790		25,000		25,000		21,062
6401 Accounting/Audit		1,675		1,747		2,110		2,110		2,215
6404 Consulting Services		5,362		25,197		8,500		8,500		228
6405 Engineering Fees		-		9,146		-		-		-
6409 Inspection Fees		185		-		-		-		-
6413 Utilities		3,204		3,237		52,557		52,557		50,107
6420 Facilities charges		-		-		32,251		32,251		28,383
6501 Insurance		5,256		7,920		11,070		11,070		26,710
6599 Other Contracts/Obligations		-		-		3,750		3,750		3,750
7914 Transfer out - Capital Projects		31,975		-		-		-		-
Total Expense	\$	256,697	\$	219,858	\$	343,424	\$	343,424	\$	382,533

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment		Clothing	
City furniture	\$ 16,062	Uniform services	\$ 5,700
Modeco Time Collection System	5,000	Laundry services	5,472
	\$ 21,062		\$ 11,172
Shop Supplies & Tools	 		 
Miscellaneous small tools and			
supplies	\$ 11,000		
	\$ 11,000		

# Major Changes in Revenue, Expenditures or Programs (continued):

When the department was housed at the Wastewater treatment plant, 30% of the Utilities stock clerk's time was allocated to the Facilities Department for purchasing and inventory services (\$22,618). With the move of the Facilities Department to it's own building in 2011, these duties were transferred to the department's administrative services clerk. Therefore, for the 2012 budget, this allocation has been transferred back to the Wastewater budget. Finally, this budget includes a reduction of \$3,978 in equipment purchases and \$772 in consulting related to various tax levy supported projects.

<sup>\*</sup> To facilitate comparison, the 2011 budgets have been restated to reflect administrative changes made in 2012

## **CITY OF APPLETON 2012 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:

CarpentryFire protectionLocksmithSecurityCustodial servicesFurniturePest controlWindow Clean

Electrical HVAC Plumbing
Elevator maintenance Lighting maintenance Refuse program

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

#### Major changes in Revenue, Expenditures, or Programs:

In 2011, parks asset maintenance was transferred to the Facilities, Grounds and Construction Management Department (FGCM). The Parks and Recreation Department utilized different line items than those used by FGCM. So in an effort to minimize and standardize line items, many of the individual supply line items previously used by the Parks and Recreation Department have been consolidated into the building maintenance supply account. Additionally, as noted in the Administration budget, administrative expenses previously budgeted in this budget have been transferred to the Administration budget.

Finally, to more accurately report facility maintenance expenses versus grounds maintenance or administration, part-time wages for seasonal staff cleaning park buildings and structures has been moved into this budget from the Grounds Maintenance budget. Also, \$8,500 for engineering services has been transferred into this budget from the Administration budget since these expenses are direct costs of maintaining City facilities.

The increase in building maintenance supplies (+\$11,250) and services (+\$15,554) is to address deferred maintenance needs at the park shelters and pools. This need was brought to the Finance Committee's attention in May, 2011. At that time, the decision was made to try and address these issues through the 2012 budget. These additional funds would be used to address immediate needs including exterior and interior painting, door replacements, roof repairs, pavement repairs, ADA non-compliance, lighting upgrades and mechanical upgrades.

The increase in janitorial services (\$32,000) is due mainly to the addition of the library building to the cleaning contract. The cleaning of the facility will be a joint effort between the cleaning contractor and library staff.

The interfund allocation (-\$28,383) represents the janitorial and maintenance costs of the FGCM building. These costs are accumulated in this budget and then charged to the Administration budget through the facilities charges account.

	PERFORMAN	CE INDICATOR	S		
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Provide a proactive maintenance program					
% of satisfied customers	99%	99%	95%	95%	95%
Strategic Outcomes					
Services performed as scheduled:					
Cost per square foot maintained	New measure	$\longrightarrow$	\$2.35	\$2.35	\$2.35
Work completed in time scheduled	New measure	$\longrightarrow$	95%	95%	95%
Quantity of code, safety, etc. citations	New measure	$\longrightarrow$	0	0	0
Work Process Outputs					
Service Performed					
Square feet of facilities maintained	1,104,957	1,104,957	1,262,054	1,262,054	1,262,054
# of pavilions maintained	20	20	20	20	20
# of aquatic facilities maintained	2	2	2	2	2

Facilities Maintenance Business Unit 6331

# **PROGRAM BUDGET SUMMARY**

		Act	tual					Budget*	
Description		2009		2010	Ac	dopted 2011	Am	ended 2011	2012
Expenses									
6101 Regular Salaries	\$	323,994	\$	343,939	\$	476,235	\$	476,235	\$ 474,259
6104 Call Time	·	1,996	•	2,068	·	3,000	·	3,000	3,000
6105 Overtime		9,560		9,128		10,000		10,000	7,500
6108 Part-Time		8,976		233		9,000		9,000	9,000
6150 Fringes		137,018		145,342		217,537		217,537	192,316
6201 Training & Conference		3,126		1,622		-		-	-
6303 Memberships & Licenses		202		41		-		-	-
6305 Awards & Recognition		179		141		-		-	-
6306 Building Maint./Janitorial		271,349		287,995		320,750		320,750	332,000
6307 Food & Provisions		44		216		-		-	
6309 Shop Supplies & Tools		6,173		9,948		-		-	-
6310 Chemicals		· -		· -		18,200		18,200	18,200
6321 Clothing		3,542		4,498		-		-	-
6323 Safety Supplies		1,381		1,433		-		-	-
6326 Equipment Parts		7,671		6,220		-		-	-
6327 Miscellaneous Equipment		-		2,746		8,000		8,000	6,000
6405 Engineering Services		-		-		8,500		8,500	8,500
6407 Collection Services		-		-		1,554		1,554	3,500
6408 Contractor Fees		-		360		-		-	_
6409 Inspection Fees		60		-		250		250	500
6413 Utilities		-		-		195,908		195,908	197,507
6414 Janitorial Service		321,896		321,158		310,538		310,538	346,290
6416 Building Repairs & Maint.		394,474		435,335		442,446		442,446	458,000
6418 Equip Repairs & Maint		_		-		4,000		4,000	4,000
6425 CEA		34,254		37,560		40,311		40,311	42,777
6429 Interfund Allocations		-		_		(32,251)		(32,251)	(28,383
6440 Snow Removal Services		25,655		12,892		-		_	-
6454 Grounds Repair & Maint.		69,326		52,228		-		-	-
6502 Leases		274,152		282,336		298,760		298,760	306,474
6503 Equipment Rental		-		-		250		250	250
6599 Other Contracts / Obligations		-		2,201		-		-	-
Total Expense	\$	1,895,028	\$	1,959,640	\$	2,332,988	\$	2,332,988	\$ 2,381,690

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Building Maint./Janitorial Supplies		Building Repairs & Maintenance	e Ser	vices
Building interior	\$ 34,298	Electrical	\$	43,426
Electrical	34,298	Elevator		39,445
Elevator	22,865	Fire/safety		39,091
Fire/Safety	22,865	HVAC		197,422
HVAC	62,879	Plumbing		6,500
Janitorial supplies	63,335	Security		17,678
Painting	11,433	Structural/roof		11,250
Plumbing	22,865	Overhead Doors		35,623
Security	22,865	Painting		42,225
Structural/windows/ext. doors	34,297	Flooring		7,721
	\$ 332,000	Other:		
		lifts, cranes, room set-ups,		
<u>Chemicals</u>		pest control, etc.		17,619
Chemicals for pools	\$ 18,200		\$	458,000
	\$ 18,200	<u>Leases</u>		
Janitorial Service		City Hall condo agreement	\$	293,184
Contracted janitorial service	\$ 346,290	First floor conference room		13,290
	\$ 346,290		\$	306,474

<sup>\*</sup> To facilitate comparison, the 2011 budgets have been restated to reflect administrative changes made in 2012

# CITY OF APPLETON 2012 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 and playgrounds. Services provided to internal and external customers include, but are not limited to:

<u>Recreational Maintenance</u> of playground equipment, ball fields, basketball courts, tennis courts, trails, x-country skiing and ice rink maintenance.

## Major changes in Revenue, Expenditures, or Programs:

In order to minimize and standardize line items used by the department, several individual supply line items from the 2011 budget have been combined into the landscape supply line item for the 2012 budget.

This budget also reflects a reduction in salaries (-\$44,866) and fringe benefits (-\$22,264) related to the elimination of a parks caretaker position (replaced with a records specialist position in the Administration budget), and an increase in salaries (+\$14,895) and fringe benefits (+\$7,392) related to the replacement of 4 nine month caretaker positions with 3 full-time caretakers as part of the department reorganization discussed in the 2011 Significant Events section. Also, as part of this reorganization, since staff will be available in the winter months, contracted snow removal services have been reduced.

		CE INDICATOR:			
	<u> Actual 2009</u>	<u> Actual 2010</u>	<b>Target 2011</b>	Projected 2011	Target 2012
Client Benefits/Impacts					
Provide a proactive grounds program					
% of internal satisfied customers	New measure	$\longrightarrow$	95%	95%	95%
% of external satisfied customers	New measure -	$\longrightarrow$	95%	95%	95%
Strategic Outcomes					
Services performed as scheduled:					
Work completed in time scheduled	New measure -	$\longrightarrow$	95%	95%	95%
Quantity of code, safety, etc. citations	New measure -	$\longrightarrow$	0	0	0
Work Process Outputs					
City property maintained					
# of linear feet of trails	39,659	39,659	41,589	64,602	64,602
# of acres of park land	512	512	512	611	611
# of acres of boulevards & triangles	85	85	86	86	86
# of ice rinks maintained	4	4	4	4	4
# of ball diamonds maintained	17	17	16	16	16
# of disc golf courses maintained	2	2	2	2	2

Grounds Maintenance Business Unit 6332

# **PROGRAM BUDGET SUMMARY**

	 Ac	tual			Budget*						
Description	2009		2010		Ad	opted 2011	Am	ended 2011	2012		
Expenses											
6101 Regular Salaries	\$ -	\$		-	\$	435,652	\$	435,652	\$	405,265	
6105 Overtime	-			-		9,277		9,277		7,500	
6108 Part-Time	-			-		51,785		51,785		51,000	
6150 Fringes	-			-		199,630		199,630		180,980	
6308 Landscape Supplies	-			-		70,300		70,300		65,000	
6322 Gas Purchases	-			-		17,000		17,000		17,000	
6327 Miscellaneous Equipment	-			-		23,500		23,500		27,000	
6413 Utilities	-			-		95,306		95,306		95,306	
6415 Tipping Fees	-			-		600		600		600	
6425 CEA	-			-		318,871		318,871		362,298	
6440 Snow Removal Services	-			-		30,000		30,000		22,300	
6454 Grounds Repair & Maint.	-			-		51,200		51,200		53,000	
6503 Equipment Rental	-			-		900		900		900	
6599 Other Contracts / Obligations	-			-		455		455		455	
Total Expense	\$ -	\$		-	\$	1,304,476	\$	1,304,476	\$	1,288,604	

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Landscape Supplies Topsoil, sand, seed, fertilizer, infield mix for ball diamonds, plant material herbicides/pesticides		Snow Removal Services Contracted snow removal \$ 22,300 \$ 22,300	
mulch, chips and other supplies	\$ 65,000	Grounds Repair & Maintenance	
	\$ 65,000	Asphalt maintenance \$ 23,500	
	<del></del>	Weed cutting 5,000	
Gas Purchases		Fencing repair 6,000	
Fuel for small equipment	\$ 17,000	Playground equip. 5,000	
	\$ 17,000	Courts/fields upkeep 5,000	
		Signage upkeep 2,500	
Miscellaneous Equipment		Repair of pole lighting 2,500	
Upkeep of playground equipment	\$ 15,000	Fountain maintenance 500	
Lawn mowers and trimmers	2,000	Other:	
Replacement picnic tables	2,500	Scoreboards, gates,	
Athletic field/court upkeep	7,500	trails, ice rinks 3,000	_
	\$ 27,000	\$ 53,000	=

<sup>\*</sup> To facilitate comparison, the 2011 budgets have been restated to reflect administrative changes made in 2012

			Expense Junine	-			10,00,01
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES Interest Income Charges for Services Other Revenues	145- 2.159,364 10,955	25 2,145,087 21,579	0 2,859,524 5,778	0 3,969,861 0	0	0 0 0	0 4,052,827 0
TOTAL REVENUES	2,170,174	2,166,691	2,865,302	3,969,861	3,969,861	0	4,052,827
EXPENSES BY LINE ITEM Regular Salaries Labor Pool Allocations Call Time Overtime Part-Time Other Compensation Shift Differential Sick Pay Vacation Pay Fringes Unemployment Compensation	125,789 283,383 1,996 9,561 8,976 3,999 14 820 38,959 181,427	88,985 304,772 2,068 9,128 6,594 261 12 3,329 41,992 181,980	199.002 544.569 3,711 24.357 78.202 0 20 7.668 68.299 391.294 18.496	1,023,736 0 3,000 19,277 67,777 0 0 0 468,776	1,023,736 0 3,000 19,277 67,777 0 0 0 468,776	0 0 0 0	1.026,334 0 3.000 15.000 63.000 0 0 435.628
Salaries & Fringe Benefits	654,924	639,121	1,335,618	1,582,566	1,582,566	1.599.012	1,542,962
Training & Conferences Parking Permits Office Supplies Subscriptions Memberships & Licenses Postage & Freight Awards & Recognition Building Maintenance/Janitor. Food & Provisions Insurance Leases Rent Trans Out - Capital Projects	5,012 372 1,031 0 1,239 318 229 273,130 98 5,256 274,152 0 31,975	5,752 372 496 252 410 12 141 287,995 216 7,920 282,336 0	3,651 384 2,871 0 1,709 1,521 92 238,020 308 10,148 277,556 1,526 0	7,500 384 1,300 0 950 300 120 296,800 260 11,070 298,760 1,150 0	7,500 384 1,300 0 950 300 120 296,800 260 11,070 298,760 1,150 0	7,500 768 1,300 100 950 300 330 358,926 440 11,070 298,760 1,150	7,500 384 1,300 100 950 300 332,000 400 26,710 306,474 1,150 0
Administrative Expense	592,812	585,902	537,786	618,594	618,594	681,594	677,598
Landscape Supplies Shop Supplies & Tools Chemicals Paint & Supplies Books & Library Materials Miscellaneous Supplies Printing & Reproduction Clothing Gas Purchases Safety Supplies Medical & Lab Supplies Construction Materials Vehicle & Equipment Parts Miscellaneous Equipment Signs	0 6.173 0 0 493 286 742 3.542 0 1.381 0 7.671 27.610	9.948 0 0 779 0 4.498 0 1.433 0 6.220 30.537 0	29,716 14,479 19,567 2,259 319 4,515 3,326 5,952 16,110 2,432 0 8,638 2,924 116,511 1,381	40,400 10,450 18,700 6,200 5,500 1,000 5,700 17,000 3,600 200 26,450 13,200 56,500 2,000	40.400 10.450 18.700 6.200 5.500 1.000 5.700 17.000 3.600 200 26.450 13.200 56.500 2.000	65,000 11,000 18,200 0 500 0 1,000 11,172 34,000 3,800 0 0 63,000	65,000 11,000 18,200 500 0 1,000 11,172 17,000 3,000 0 0 54,062
Supplies & Materials	47,898	53,415	228,129	207,400	207,400	207,672	180,934
Accounting/Audit Consulting Services Engineering Fees Collection Services Contractor Fees Inspection Fees Temporary Help Advertising Tipping Fees Interfund Allocations Snow Removal Services	1,675 5,362 0 0 245 0 0 0 0 25,655	1,747 25,197 9,146 0 360 0 0 0 0	1,933 9,982 0 984 18,832 150 11,666 428 624 0 14,120	2.110 17.000 0 1.554 16.500 250 0 600 0 30.000	2,110 17,000 0 1,554 16,500 250 0 600 0 30,000	2,110 8,500 17,000 3,500 0 500 0 600 0 30,000	2,215 228 8,500 3,500 0 500 0 600 28,383- 22,300
Laundry Services Other Contracts/Obligations	23.033 0 0	12,092 0 2,201	3,334 830	5,472 4,205	5,472 4,205	0 4,205	22,300 0 4,205
Purchased Services	32,937	51,543	62,883	77,691	77,691	66,415	13,665

# City of Appleton 2012 Budget Revenue and Expense Summary

2 11/14/11 14:01:27

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
Electric Gas Water Waste Disposal/Collection Stormwater Telephone Cellular Telephone	0 0 0 0 0 0 1.114 2.090	0 0 0 0 0 0 859 2,377	120.176 24.409 31.896 13.959 83.982 3.437 3.896	125.106 35.478 48.213 15.535 112.108 3.430 3.901	125.106 35.478 48.213 15.535 112.108 3.430 3.901	125,106 35,478 48,213 15,535 112,108 3,430 3,050	125.106 35.478 48.213 15.535 112.108 3.430 3.050
Utilities	3,204	3,236	281,755	343,771	343,771	342.920	342,920
Janitorial Service Building Repair & Maintenance Vehicle Repair & Maintenance Equipment Repair & Maintenanc Communications Equip. Repairs Facilities Charges CEA Equipment Rental Grounds Repair & Maintenance	321.896 394.474 0 0 0 0 34.254 69.326	321,158 435,335 0 0 0 0 37,560 52,228	271,816 381,049 0 2,832 0 0 284,097 38,719	310,538 442,446 1,000 6,500 200 0 359,182 31,000	310,538 442,446 1,000 6,500 200 0 359,182 31,000	323,436 519,937 0 4,000 0 0 359,182 86,794	346,290 458,000 0 4,000 28,383 405,075 53,000
Repair & Maintenance	819,950	846,281	978,513	1,150,866	1,150,866	1,293,349	1,294,748
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	2,151,725	2,179,498	3,424,684	3,980,888	3,980,888	4,190,962	4,052,827

# **CITY OF APPLETON 2012 BUDGET**

# FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
Charges for Services Other	\$ 2,159,364	\$ 2,145,087	\$ 3,969,861	\$ 3,969,861	\$ 4,052,827
Total Revenues	2,159,364	2,145,087	3,969,861	3,969,861	4,052,827
Expenses					
Operating Expenses	2,119,752	2,179,498	3,980,888	3,970,000	4,052,827
Depreciation Total Expenses	2,119,752	2,179,498	3,980,888	3,970,000	4,052,827
Operating Loss	39,612	(34,411)	(11,027)	(139)	-
Non-Operating Revenues (Expenses)					
Investment Income (Loss) Other Income	- 10,812	26 24 570	-	-	-
Total Non-Operating	10,812	21,579 21,605			
Income (Loss) before Contributions and Transfers	50,424	(12,806)	(11,027)	(139)	-
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	(31,975)				
Change in Net Assets	18,449	(12,806)	(11,027)	(139)	-
Net Assets - Beginning		18,449	5,643	5,643	5,504
Net Assets - Ending	\$ 18,449	\$ 5,643	\$ (5,384)	\$ 5,504	\$ 5,504
	SCHED	ULE OF CASH	FLOWS		
Cash - Beginning of Year				\$ 74,026	\$ 73,887
+ Change in Net Assets Working Cash - End of Year				(139) \$ 73,887	\$ 73,887

# **CAPITAL PROJECTS FUNDS** NOTES

**CITY OF APPLETON 2012 BUDGET** 

# CITY OF APPLETON 2012 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	<u>Amount</u>	<u>Page</u>
Appleton Memorial Park Improvements	\$ 85,000	Projects, Pg. 683
Flooring Replacements	30,000	Projects, Pg. 648
Grounds Improvements	25,000	Projects, Pg. 649
HVAC Upgrades	45,000	Projects, Pg. 650
Aquatics Maintenance	150,000	Projects, Pg. 690
Computer Room Upgrades	60,000	Projects, Pg. 646
	\$ 395,000	_

## Major changes in Revenue, Expenditures, or Programs:

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

#### 

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		Act	tual					Budget		%	
Unit Title		2009		2010	Ad	opted 2011	Change *				
Program Revenues	\$	80,912	\$	102,083	\$	10,405	\$	74,106	\$ 5,590	-46.28%	
Program Expenses	\$	6,333,470	\$	2,079,440	\$	575,405	\$	1,391,275	\$ 445,590	-22.56%	
Expenses Comprised Of:											
Personnel		49,819		49,098		30,405		30,405	50,590	66.39%	
Administrative Expense		-		-		-		-	-	N/A	
Supplies & Materials		-		-		-		-	-	N/A	
Purchased Services		166,805		185,331		-		-	75,000	N/A	
Utilities		-		-		-		-	-	N/A	
Repair & Maintenance		-		-		-		-	-	N/A	
Capital Expenditures		6,116,846		1,845,011	·	545,000		1,360,870	320,000	-41.28%	

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# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

# Facilities and Construction Management

**Business Unit 4350** 

# **PROGRAM BUDGET SUMMARY**

		Act	tual		Budget					
Description	2009			2010	Ac	dopted 2011	Amended 2011			2012
Revenues										
4710 Interest on Investments	\$	55,912	\$	31,806	\$	10,405	\$	10,405	\$	5,590
5005 Sales of City Property		-		27,277		-		-		-
5020 Donations & Memorials		25,000		-		-		-		-
5082 Insurance Proceeds		-		-		-		63,701		-
5910 Proceeds of Long-term Debt		675,000		40.000		565,000		-		440,000
5921 Trans In - General Fund		-		43,000		-		-		-
5924 Trans In - Capital Projects Total Revenue		755 040	т.	1,036,000	r	- 	r	548,000	r	445 500
rotal Revenue	Φ	755,912	\$	1,138,083	\$	575,405	\$	622,106	\$	445,590
Expenses										
6101 Regular Salaries	\$	36,873	\$	35,852	\$	22,303	\$	22,303	\$	38,788
6150 Fringes		12,946		13,246		8,102		8,102		11,802
6404 Consulting		6,865		37,140		-		-		-
6406 Architect Fees		143,357		34,123		-		-		-
6408 Contractor Fees		-		87,280						75,000
6599 Other Contracts/Obligations		16,583		26,789		-		-		-
6801 Land		-		5,381		-		733,440		-
6802 Land Improvements		-		-		100,000		100,000		25,000
6803 Buildings		5,450,197		1,074,897		445,000		445,000		115,000
6804 Machinery & Equipment		322,244		468,461		-		-		180,000
6809 Infrastructure Construction		344,405		296,271		-		82,430		
Total Expense	\$	6,333,470	\$	2,079,440	\$	575,405	\$	1,391,275	\$	445,590

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Contractor Fees Pool coating	\$ \$	75,000 75,000	Machinery & Equipment MSB HVAC Computer room upgrades	\$ 45,000 60,000
<u>Land Improvements</u> AMP walkway	\$ \$	25,000 25,000	Erb Pool - ADA access Mead Pool - ADA access	\$ 37,500 37,500 180,000
Buildings Dance studio floor replacement AMP building improvements	\$	30,000 85,000 115,000		

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

Revenues	 2009 Actual	2010 Actual	2011 Budget		2011 Projected			2012 Budget	
Interest Income Other	\$ 55,911 25,000	\$ 31,806 27,277	\$	10,405	\$	\$ 16,355 63,701		5,590 -	
Total Revenues	 80,911	59,083		10,405		80,056		5,590	
Expenses									
Program Costs	6,333,470	2,079,440		575,405		1,368,358	445,590		
Total Expenses	6,333,470	2,079,440		575,405		1,368,358		445,590	
Revenues over (under) Expenses  Other Financing Sources (Uses)	(6,252,559)	(2,020,357)		(565,000)	(	1,288,302)		(440,000)	
Proceeds of G.O. Debt	675,000	-		565,000		_		440,000	
Operating Transfers In - General Fund	-	43,000		-		-		-	
Operating Transfers In - Capital Proj	-	1,036,000		-		548,000		-	
Operating Transfers Out	 675,000	1 070 000		- FCF 000		- -		440.000	
Total Other Financing Sources (Uses)	 675,000	 1,079,000		565,000		548,000		440,000	
Net Change in Equity	(5,577,559)	(941,357)		-		(740,302)		-	
Fund Balance - Beginning	 7,259,218	 1,681,659		740,302		740,302			
Fund Balance - Ending	\$ 1,681,659	\$ 740,302	\$	740,302	\$		\$		

CITY OF APPLETON 2012 BUDGET
COMMON COUNCIL
Council President: Cathy Spears

# CITY OF APPLETON 2012 BUDGET COMMON COUNCIL

## MISSION STATEMENT

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

#### **MAJOR 2012 OBJECTIVES**

## Link to City Goals:

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

#### Objectives:

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

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

Provide constituent services and communicate via televised Council proceedings

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

Identify and participate in internal and external training opportunities

## Major changes in Revenue, Expenditures, or Programs:

In April of 2012, the number of districts in the City represented by alderpersons will decline by one to 15 as the result of redistricting. Because statues provide for elected representatives to serve their full terms, this may result in one district being represented by two alderpersons simultaneously. Therefore this budget shows no reduction in personnel expense.

The part-time personnel expense included in this budget is for an individual dedicated to taking minutes of committee and Council meetings. The total cost for 36 hours per month is estimated at \$7,697, including FICA, of which \$5,135 is included in this budget. The balance of \$2,562, representing 6 hours each per month for the Utilities Committee (allocated proportionally between Water, Wastewater and Stormwater) and Transit Commission, has been included in those budgets directly.

PERFORMANCE INDICATORS										
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012					
Work Process Outputs Percent of alderpersons attending at least 80% of Common Council and assigned										
committee meetings	100%	100%	100%	100%	100%					
Overall average attendance	92%	91%	95%	92%	95%					

			DEI	PAR	TMENT BU	DGE	T SUMMA	RY				
Programs		Actual			Budget					%		
Unit	Title		2009		2010	Add	pted 2011	Ame	ended 2011		2012	Change *
Progr	am Revenues	\$	-	\$	-	\$	-	\$	-	\$	-	N/A
	ram Expenses											
10000 Cor	mmon Council		122,786		126,277		106,035		106,035		111,170	4.84%
	TOTAL	\$	122,786	\$	126,277	\$	106,035	\$	106,035	\$	111,170	4.84%
Expenses Comprised Of:												
Personnel			99,563		100,370		99,985		99,985		105,120	5.14%
Administrati	ive Expense		11,180		11,240		400		400		400	0.00%
Supplies &	Materials		725		339		650		650		650	0.00%
Purchased :	Services		11,318		14,328		5,000		5,000		5,000	0.00%
Utilities			-		-		-		-		-	N/A
Capital Exp	enditures		-		-		-		-		-	N/A
Council Members:												
# of Council	Members		16.00		16.00		16.00		16.00		16.00	

### CITY OF APPLETON 2012 BUDGET COMMON COUNCIL

Common Council Business Unit 10000

### **PROGRAM BUDGET SUMMARY**

	Actual					Budget						
Description		2009		2010	Add	opted 2011	Ame	ended 2011		2012		
Expenses												
6101 Regular Salaries	\$	92,489	\$	93,237	\$	92,880	\$	92,880	\$	92,880		
6108 Part Time	,	-	•	-	,	-	•	-	•	4,769		
6150 Fringes		7,074		7,133		7,105		7,105		7,471		
6201 Training\Conferences		-		60		300		300		300		
6206 Parking Permits		48		-		-		-		-		
6303 Memberships & Licenses		10,947		10,908		-		-		-		
6305 Awards & Recognition		53		104		100		100		100		
6307 Food & Provisions		132		168		-		-		-		
6316 Miscellaneous Supplies		158		-		150		150		150		
6320 Printing & Reproduction		567		339		500		500		500		
6599 Other Contracts/Obligations		11,318		14,328		5,000		5,000		5,000		
Total Expense	\$	122,786	\$	126,277	\$	106,035	\$	106,035	\$	111,170		

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Other Contracts & Obligations

UW Center Fox Valley taping of
Council meetings

\$ 5,000 \$ 5,000 83500 TEACHERA LINE CNC

### City of Appleton 2012 Budget Revenue and Expense Summary

1 10/03/11 10:27:57

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
TOTAL REVENUES	0	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries Part-Time Fringes	92.489 0 7.074	93,238 0 7,133	68.024 0 5.204	92,880 0 7,105	92.880 0 7.105	0 0 0	92,880 4,769 7,471
Salaries & Fringe Benefits	99,563	100,371	73,228	99,985	99.985	0	105,120
Training & Conferences Parking Permits Memberships & Licenses Awards & Recognition Food & Provisions	0 48 10.947 53 132	60 0 10,908 104 168	54 0 0 63 0	300 0 0 100 0	300 0 0 100 0	0 0 0 0 0	300 0 0 100 0
Administrative Expense	11,180	11.240	117	400	400	0	400
Miscellaneous Supplies Printing & Reproduction	158 567	0 339	0 241	150 500	150 500	0 0	150 500
Supplies & Materials	725	339	241	650	650	0	650
Other Contracts/Obligations	11,318	14.328	1,575	5,000	5,000	0	5,000
Purchased Services	11,318	14,328	1,575	5,000	5,000	0	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	122.786	126,278	75,161	106,035	106.035	0	111,170

### **CITY OF APPLETON 2012 BUDGET**

### FINANCE DEPARTMENT

Finance Director: Lisa A. Remiker, CPA, CPFO

Deputy Finance Director: Anthony D. Saucerman, CPA

### **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 2011 EVENTS**

Completed the transition of combined Park and Recreation and Finance customer service staff to 1st floor to be more readily accessible to customers, and completed the move of other Park and Recreation Department staff to the 6th floor

Completed the 2010 financial audit and received an unqualified opinion with no audit findings; as part of the audit, implemented GASB 51 related to the recording of intangible assets and completed an update of the OPEB (employee post-employment benefits) study

Analyzed impacts of the State budget repair bill (Act 10) and the State 2012 – 2014 budget on City operations for the 2012 and future budgets

Implemented cash receipting system at 5<sup>th</sup> and 6<sup>th</sup> floor City Hall customer service areas allowing staff to process payments on the spot, improving customer service

Began managing transfers into and out of our checking account in order to maximize interest earnings and reduce bank fees

Redistributed job duties of the front desk Account Clerk to other staff members allowing the position to be eliminated in the 2011 Budget saving approximately \$66,000 annually

Prepared and successfully implemented the TIF 3 distressed designation project plan amendment in conjunction with the Community Development Department. The Director represented the City on the Joint Review Board

With assistance from the T/S Department, established an automated process to supply Calumet County with property tax payment data on a more timely basis; the County now receives weekly payment updates that are able to be uploaded into their tax system

Set up time codes in the time entry system for the Community Development department to allow them to track administrative time spent on grant activities

Worked with T/S Department to print billing and customer service information on back of utility invoices, allowing for updates as needed and avoiding the cost of pre-printed bill paper

Assisted the Department of Public Works in reaching a cooperative agreement with the Appleton School District related to Theodore Street stormwater management issues

Completed the RFP for audit services for the years 2011 - 2013

### **Primary Concentration for Remainder of Year:**

Evaluate the need for, and if necessary, issue General Obligation Notes for 2011 projects

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

Complete the 2012 City budget

Develop an RFP for banking and investment services

Develop and communicate new department work rules in light of collective bargaining law changes brought about by State Act 10

Work with financial advisor, bond counsel, room tax commission, Performing Arts Center, ARA and the Community

### **MAJOR 2012 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										
		Act	ual				%			
Unit Title		2009		2010	Adopted 2011	Amended 2011		2012	Change *	
Program Revenues	\$	4,831	\$	5,127	\$ 4,000	\$ 4,000	\$	4,500	12.50%	
Program Expenses										
11510 Administration		173,815		175,719	158,934	158,934		152,773	-3.88%	
11520 Billing & Collection Svc		106,942		92,441	99,925	99,925		96,833	-3.09%	
11530 Support Services		641,979		692,591	675,629	675,629		642,390	-4.92%	
TOTAL	\$	922,736	\$	960,751	\$ 934,488	\$ 934,488	\$	891,996	-4.55%	
Expenses Comprised Of:										
Personnel		779,966		824,395	788,102	788,102		758,840	-3.71%	
Administrative Expense		26,816		25,899	29,173	29,173		26,961	-7.58%	
Supplies & Materials		13,805		11,284	11,500	11,500		12,455	8.30%	
Purchased Services		97,066		96,109	101,829	101,829		89,868	-11.75%	
Utilities		1,944		1,244	1,284	1,284		1,272	-0.93%	
Repair & Maintenance		3,139		1,820	2,600	2,600		2,600	0.00%	
Capital Expenditures		-		-	-	-		-	N/A	
Full Time Equivalent Staff:										
Personnel allocated to programs		9.85		9.85	8.85	8.85		8.85		

10/6/2011

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 changes in Revenue, Expenditures, or Programs:

No major changes

2	Actual 2009	CE INDICATOR Actual 2010		Projected 2011	Target 2012
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	92%	87%	100%	95%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	15	12	10	10	10
Work Process Outputs					
Training conducted					
Hours of training per employee	30	27	20	20	20
Procedures manuals updated					
% of manuals rated current	68%	74%	85%	75%	85%

Administration Business Unit 11510

### **PROGRAM BUDGET SUMMARY**

	Actual					Budget					
Description		2009		2010	Ad	opted 2011	Am	ended 2011		2012	
Revenues											
4705 General Interest	\$	(3)	\$	(480)	\$	-	\$	-	\$	-	
4801 Charges for Serv Nontax		4,875		5,769		4,000		4,000		4,500	
5010 Misc Revenue - Nontax		45		45		-		-		-	
5011 Misc Revenue - Tax		40		-		-		-		-	
5085 Cash Short or Over		(126)		(207)		-		-			
Total Revenue	\$	4,831	\$	5,127	\$	4,000	\$	4,000	\$	4,500	
Expenditures											
6101 Regular Salaries	\$	117,312	\$	120,475	\$	105,224	\$	105,224	\$	105,200	
6150 Fringes		38,746		41,013		37,301		37,301		31,776	
6201 Training\Conferences		5,986		6,686		7,600		7,600		7,000	
6206 Parking Permits		151		450		400		400		400	
6301 Office Supplies		1,895		1,089		1,700		1,700		1,700	
6303 Memberships & Licenses		2,563		1,910		2,000		2,000		2,000	
6304 Postage\Freight		176		176		200		200		200	
6305 Awards & Recognition		134		-		225		225		225	
6316 Miscellaneous Supplies		46		-		-		-		-	
6320 Printing & Reproduction		4,862		2,676		3,000		3,000		3,000	
6413 Utilities		1,944		1,244		1,284		1,284		1,272	
Total Expense	\$	173,815	\$	175,719	\$	158,934	\$	158,934	\$	152,773	

### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

None

### **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 changes in Revenue, Expenditures, or Programs:

All Finance Department customer service staff have moved to an expanded 1st floor customer service area, making them more readily accessible to customers at our primary point of service.

PERFORMANCE INDICATORS											
Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012							
1,123	1,164	1,100	1,100	1,100							
64%	55%	85%	60%	70%							
20	14	60	30	30							
203,702	204,773	200,000	200,000	200,000							
6.7%	11.7%	9.0%	15.0%	15.0%							
100%	100%	100%	100%	100%							
•	Actual 2009  1,123  64% 20  203,702 6.7%	Actual 2009 Actual 2010  1,123 1,164  64% 55% 20 14  203,702 204,773 6.7% 11.7%	Actual 2009         Actual 2010         Target 2011           1,123         1,164         1,100           64%         55%         85%           20         14         60           203,702         204,773         200,000           6.7%         11.7%         9.0%	Actual 2009         Actual 2010         Target 2011         Projected 2011           1,123         1,164         1,100         1,100           64%         55%         85%         60%           20         14         60         30           203,702         204,773         200,000         200,000           6.7%         11.7%         9.0%         15.0%							

**Billing & Collection Services** 

**Business Unit 11520** 

### **PROGRAM BUDGET SUMMARY**

	Actual					Budget					
Description		2009		2010		Adopted 2011		Amended 2011		2012	
Expenditures											
6101 Regular Salaries	\$	56,219	\$	46,203	\$	56,188	\$	56,188	\$	56,129	
6105 Overtime	·	283	·	875	·	1,000		1,000	Ċ	1,000	
6150 Fringes		25,518		27,382		25,223		25,223		22,235	
6206 Parking Permits		1,296		1,116		1,164		1,164		1,164	
6304 Postage\Freight		11,219		11,700		12,500		12,500		11,500	
6320 Printing & Reproduction		4,254		3,667		3,000		3,000		3,955	
6327 Miscellaneous Equipment		86		-		250		250		250	
6411 Temporary Help		7,597		1,498		-		-		-	
6418 Equip Repairs & Maint		470		-		600		600		600	
Total Expense	\$	106,942	\$	92,441	\$	99,925	\$	99,925	\$	96,833	

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Postage/F	reid	ht
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Real estate tax bills & other postage Mail delivery charges

\$ 11,296 204 \$ 11,500

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

Provide departmental assistance in evaluating the financial implications of projects

### Major changes in Revenue, Expenditures, or Programs:

The reduction in bank investment fees is the result of the Accounting Manager taking on greater responsibility for management of short term investments. The breakdown between banking and investment fees has also changed since we are keeping more funds in our checking account because it is paying interest at a higher rate than either money market funds or the general investment account. We continue to monitor closely the effects of the Dodd-Frank Act on FDIC insurance costs.

		000000000000000000000000000000000000000		=
<u>Actual 2009</u>	<u>Actual 2010</u>	<u> 1 arget 2011</u>	Projected 2011	<u>Target 2012</u>
020/	020/	020/	020/	020/
				92%
8	14	3	15	10
0	0	0	0	0
Aa1	Aaa	Aaa	Aaa	Aaa
		350		350
826	855	800	800	800
	92% 8 0 Aa1	Actual 2009         Actual 2010           92%         92%           8         14           0         0           Aa1         Aaa           318         330	92% 92% 92% 8 14 3 0 0 0 0 Aa1 Aaa Aaa 318 330 350	Actual 2009         Actual 2010         Target 2011         Projected 2011           92%         92%         92%           8         14         3         15           0         0         0         0           Aa1         Aaa         Aaa         Aaa           318         330         350         350

Support Services Business Unit 11530

### **PROGRAM BUDGET SUMMARY**

		Act	tual		Budget					
Description		2009		2010	Ad	opted 2011	Ame	ended 2011		2012
Expenditures										
6101 Regular Salaries	\$	387,265	\$	411,186	\$	388,631	\$	388,631	\$	388,228
6105 Overtime	*	1,375	*	1.849	•	1,500	*	1,500	*	1,500
6150 Fringes		153,248		175,412		173,035		173,035		152,772
6201 Training\Conferences		107		· -		· -		· -		· -
6206 Parking Permits		3,288		2,772		3,384		3,384		2,772
6316 Miscellaneous Supplies		210		-		675		675		675
6320 Printing & Reproduction		4,347		4,941		4,325		4,325		4,325
6327 Miscellaneous Equipment		-		-		250		250		250
6401 Accounting/Audit		20,499		21,916		25,329		25,329		22,868
6403 Bank Services		64,289		72,090		73,000		73,000		64,000
6404 Consulting Services		1,740		-		-		-		-
6412 Advertising		628		573		1,000		1,000		1,000
6418 Equip Repairs & Maint		2,669		1,820		2,000		2,000		2,000
6599 Other Contracts/Obligations		2,314		32		2,500		2,500		2,000
Total Expense	\$	641,979	\$	692,591	\$	675,629	\$	675,629	\$	642,390

### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

Accounting/Audit	
Annual financial audit	\$ 21,868
Misc accounting services	1,000
_	\$ 22,868
Bank Services	
Banking fees	\$ 20,000
Investment fees	44,000
	\$ 64.000

### City of Appleton 2012 Budget Revenue and Expense Summary

09/20/11 15:31:38

C211C 1211		nevenue and	•				
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Interest Income Charges for Services Other Revenues	3- 4,875 41-	480- 5,769 162-	2.400 84	4.000 0	4.000 0	4.000 0	4,500 0
TOTAL REVENUES	4.831	5,127	2,484	4.000	4.000	4.000	4,500
EXPENSES BY LINE ITEM							
Regular Salaries Overtime Other Compensation Shift Differential Sick Pay Vacation Pay Fringes	500.737 1.658 26 2 12.411 47.620 217.512	518,710 2,723 21 1 7,919 51,213 243,807	330,660 847 11 0 10,568 36,159 169,531	550,043 2,500 0 0 0 0 0 235,559	550.043 2.500 0 0 0 0 235.559	549.557 2.500 0 0 0 0 206.783	549.557 2.500 0 0 0 0 206.783
Salaries & Fringe Benefits	779,966	824,394	547,776	788,102	788,102	758,840	758,840
Training & Conferences Parking Permits Office Supplies Memberships & Licenses Postage & Freight Awards & Recognition	6.094 4.735 1.895 2.563 11.395	6.686 4.338 1.089 1.910 11.876	1,919 36 2,460 1,920 1,090 27	7,600 4,948 1,700 2,000 12,700 225	7,600 4,948 1,700 2,000 12,700 225	7,600 4,336 1,700 1,800 11,700 225	7,000 4,336 1,700 2,000 11,700 225
Administrative Expense	26,816	25.899	7,452	29.173	29,173	27,361	26,961
Miscellaneous Supplies Printing & Reproduction Miscellaneous Equipment	256 13,463 86	528 10.756 0	9 5,756 2,722	675 10.325 500	675 10.325 500	675 11,280 500	675 11,280 500
Supplies & Materials	13,805	11.284	8,487	11.500	11.500	12,455	12,455
Accounting/Audit Bank Services Consulting Services Temporary Help Advertising Interpreter Services Other Contracts/Obligations	20,499 64,289 1,740 7,597 628 0 2,314	21,916 72,090 0 1,498 573 0 32	17,160 43,565 0 6,127 599 35 1,128	25.329 73.000 0 0 1.000 0 2.500	25,329 73,000 0 0 1,000 0 2,500	26.595 64.000 0 0 1.000 0 2.000	22,868 64,000 0 1,000 2,000
Purchased Services	97,067	96,109	68,614	101,829	101,829	93,595	89,868
Telephone	1,944	1.244	894	1,284	1.284	1,272	1,272
Utilities	1,944	1,244	894	1.284	1.284	1.272	1,272
Equipment Repair & Maintenanc	3,139	1,820	1.874	2,600	2.600	2.600	2,600
Repair & Maintenance	3,139	1,820	1.874	2.600	2.600	2.600	2,600
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	922,737	960.750	635.097	934 . 488	934.488	896.123	891.996

GRAM	

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.

		DEPA	RT	MENT BUDG	}Ε'	<b>SUMMARY</b>				
	Programs	Act	ua					Budget		%
Unit	Title	2009		2010	A	dopted 2011	Αn	nended 2011	2012	Change *
Prog	ram Revenues	\$ 19,799,650	\$	23,148,301	\$	20,479,192	\$	20,479,192	\$ 18,862,478	-7.89%
	ram Expenses									
12020 Re	serves & Conting.	-		-		-		2,144,797	-	N/A
12030 City	y Center	545,430		505,717		600,687		600,687	616,395	2.62%
12050 Mis	scellaneous	899,687		1,216,083		1,220,100		1,220,100	1,364,903	11.87%
12060 Tra	ansfers Out	2,470,191		1,656,953		604,390		604,390	563,470	-6.77%
	TOTAL	\$ 3,915,308	\$	3,378,753	\$	2,425,177	\$	4,569,974	\$ 2,544,768	4.93%
Expenses	Comprised Of:									
Personnel		411,125		712,486		568,061		568,061	669,452	17.85%
Administrati	ive Expense	2,901,450		2,106,595		1,239,229		3,384,026	1,241,413	0.18%
Supplies &	Materials	-		-		-		-	-	N/A
Purchased	Services	17,402		17,115		17,200		17,200	16,500	-4.07%
Utilities		272		227		250		250	220	-12.00%
Repair & Ma	aintenance	545,158		505,490		600,437		600,437	616,175	2.62%
Capital Exp	enditures	39,901		36,840		-		-	1.008	N/A

### **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 non-represented compensation plan performance increases, changes in pay grades that may occur during the year, changes in marital status that affect costs related to health and dental benefits plus any additional unexpected labor issues. It is distributed to the various general fund departments at the end of the year by the lesser of calculated need or budget shortfall.

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 changes in Revenue, Expenditures, or Programs:

Since the 2012 budget again includes no cost of living increases or performance adjustments for any employees other than Police and Fire, which are budgeted directly in those departments, no money is budgeted for the wage reserve in 2012. We will be requesting to carry over any available funds from 2011 to 2012 to provide for unforeseen changes in personnel cost.

The balance in the contingency fund is currently \$1,996,427, which includes:

- \$ 199,672 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
- \$1,086,440 State aid contingency (of which \$168,700 is planned for use in 2012 Budget)
- \$ 573,000 one percent maximum of 2011 Budget according to policy
- \$ 137,315 fuel contingency

It is assumed that the Council will carry over remaining contingency account funds from 2011 to 2012, therefore there are no new funds budgeted for 2012.

	PERF	DRMANC	E INDICATO	RS			
	Actual	2009	Actual 2010	T	arget 2011	Projected 2011	Target 2012
Client Benefits/Impacts			_			-	
Provide funding for emergencies or op	portunities						
# of cases funded		0	1		0	0	0
Strategic Outcomes							
Provide flexibility							
Contingency funds available	\$ 1,55	53,715	\$ 1,509,987	\$	1,552,987	\$ 1,996,427	\$ 917,740
Contingency funds expended	\$	0 5	\$ 43,728		0	\$ 0	0

**Reserves and Contingencies** 

**Business Unit 12020** 

### **PROGRAM BUDGET SUMMARY**

		Actua	ıl				Budget		
Description	2009	)	2010	Ado	pted 2011	Ame	ended 2011	2012	
Expenses 6640 Reserve for Contingencies 6641 Wage Reserve	\$	- \$ -		- \$ -	- -	\$	1,996,427 148,370	\$	- -
	\$	- \$		- \$	-	\$	2,144,797	\$	-

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

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 changes in Revenue, Expenditures, or Programs:

Included in the facilities charge is an \$8,000 increase in the condominium dues for City Center.

	Actual 2009	<u>Actual 2010</u>	Target 2011	Projected 2011	Target 2012
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)	4.53	4.48	5.00	5.00	5.00
, wg. callolaction (a.m.g (c p.: cca.c)			0.00	0.00	0.00
Strategic Outcomes					
Provision of reliable preventive and corrective maintenance with minimal disruptions	'e				
Timely response - rating (5 pt. scale)	4.82	4.84	5.00	5.00	5.00
Quality of work - rating (5 pt. scale)	4.82	4.90	5.00	5.00	5.00
					ļ

City Center Business Unit 12030

### **PROGRAM BUDGET SUMMARY**

	 Ac	tual					Budget	
Description	 2009		2010	Add	opted 2011	Ame	ended 2011	2012
Expenses 6413 Utilities 6420 Facilities Charges	\$ 272 545,158	\$	227 505,490	\$	250 600,437	\$	250 600,437	\$ 220 616,175
Total Expense	\$ 545,430	\$	505,717	\$	600,687	\$	600,687	\$ 616,395

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

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

2011

2012

### 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:

	_0	
Special Assessments for General Fund Properties	\$ -	\$ 1,008
Tax Adjustments	5,000	5,000
Employee Recognition	1,150	1,150
Retirees	509,120	630,000
Fire and Police Pension (old plan)	58,941	39,452
Insurance	628,689	671,793
Misc. licenses & fees	3,249	3,201
Property Annexation Agreement Payments	13,951	13,299
Total	\$ 1,220,100	\$ 1,364,903

### Major changes in Revenue, Expenditures, or Programs:

The general interest income consists of:

Interest on advance to TIF # 2	\$ 251,288
Interest on advance to TIF # 8	15,000
Interest due on advance to Reid Golf	24,000
Interest due on long-term receivable	54,195
Interest received on short-term loans with AASD	20,000
Penalty on delinquent invoices rolled to tax roll	100,000
Total	\$ 464,483

In relation to State Act 32, the City will receive \$1,428,262 less in shared revenues, \$279,790 less in transportation aids and \$135,120 less in expenditure restraint funds.

Risk management costs have increased due to losses experienced and no longer having excess fund balance to apply to offset the premiums charged to funds.

Severance pay for retirees and related fringe benefit costs have been increased to more closely reflect actual experience in current and prior years and anticipated retirements in 2012.

	<u>Actua</u>	l 2009	Act	tual 2010	<u>Ta</u>	rget 2011	<u>Proje</u>	ected 2011	Tar	get 2012
Client Benefits/Impacts										
Retiree (Police and Fire) pension benefits										
# of retirees in Fire and Police pension										
plan (old plan)		9		8		9		8		3
# of retirees		12		21		15		22		18
Average distribution*	\$	29,124	\$	31,204	\$	33,333	\$	37,289	\$	35,000

<sup>\*</sup> Includes related FICA tax and retirees' contribution to the PEHP plan

Miscellaneous Business Unit 12050

### **PROGRAM BUDGET SUMMARY**

	Ac	tual		Budget	
Description	2009	2010	Adopted 2011	Amended 2011	2012
Revenues					
4110 Property Taxes	\$ 28,262,315	\$ 29,497,480	\$ 29,942,415	\$ 29,942,415	\$ 31,730,350
4130 Pmt in Lieu of Taxes	410,665	412,446	410,200	410,200	392,000
4220 State Shared Revenues	11,480,453	11,126,034	11,123,197	11,123,197	9,694,93
4221 State Tax Disparity Act	1,596,740	1,482,540	1,357,573	1,357,573	1,222,453
4222 Highway Aids - Con. Streets	208,987	204,101	205,367	205,367	205,418
4223 State Aid - Local Streets	2,612,458	2,575,850	2,784,259	2,784,259	2,505,599
4224 Miscellaneous State Aid	10,843	10,823	10,800	10,800	7,90
4227 State Aid - Computers	274,772	354,751	354,700	354,700	365,100
4405 Trailer Parking	7.024	6,478	8,000	8.000	7.500
4614 Miscellaneous Specials	5,623	22,255	-	-	5,00
4705 General Interest	508,158	350,106	195,841	195,841	464,48
4710 Interest on Investments	135,736	1,006,337	1,311,957	1,311,957	1,160,000
4720 Interest on Delinguent Taxes	95,594	105,901	105,000	105,000	119,00
4730 Interest - Deferred Specials	65,361	70.165	65,000	65,000	70,00
5001 Fees & Commissions	715,078	768,598	750,000	750,000	830,00
5002 Zoning & Subdivision Fee	1,060	10,000	700,000	700,000	000,00
5003 Property Inquiry Fees	67,660	62,619	58,000	58,000	52,00
5004 Sale of City Prop - NonTax	4,030	397	5,000	5,000	2.00
5005 Sale of City Prop - Tax	3,268	4,107	5,000	5,000	5,00
5007 Exempt Property Fee		820	800	800	80
5010 Misc Revenue	18,700	5,387	5,000	5,000	2,50
5015 Rental of City Property	9,293	9,572	9,548	9,548	9,83
5035 Other Reimbursements	11,373	9,450	10,000	10,000	10,00
5922 Trans In - Special Revenue	30,000	30,000	33,000	33,000	40,00
5925 Trans In - Wastewater	117,450	117,450	117,450	117,450	117,45
5926 Trans In - Wastewater	1,369,624	1,557,137	1,513,800	1,513,800	1,533,80
5927 Trans In - Parking Utility	9,300	9,300	9,300	9,300	9,30
5928 Trans In - Golf Course	17,900	17,900	17,900	17,900	17,90
5933 Trans In - Stormwater	12,500	12,500	12,500	12,500	12,50
Total Revenue	\$ 48,061,965	\$ 49,840,504	\$ 50,421,607	\$ 50,421,607	\$ 50,592,82
	<u> </u>	<del>+</del> -,,	<del>, , , , , , , , , , , , , , , , , , , </del>	+, ,	+,,-
Expenses 6111 Severance Pay for Retirees	\$ 339.943	\$ 640.759	\$ 494,120	\$ 494,120	\$ 613,00
6150 Fringes	9,547	14,516	15,000	15,000	17,00
6152 Retirement	61,635	57,211	58,941	58,941	39,45
6305 Awards & Recognition	01,033	57,211	1,150	1,150	1,15
6501 Insurance	340,801	472.836	628,689	628,689	671,79
6599 Other Contracts/Obligations	17,402	17,115	17,200	17,200	16,50
6602 Tax Refunds	17,402	17,115	5,000	5,000	5,00
6603 Per Prop, Chargebacks	(14,805)	(22,822)	5,000	5,000	5,00
6604 Miscellaneous Expense	9,343	(22,022)	-	-	
•	,	-	-	-	
6609 Tax Adjustments	100,820	(10,616)	-	-	
6623 Uncollectible Accounts 6809 Infrastructure Construction	(4,900)	•	-	-	1 00
oods initiastructure Construction	39,901 \$ 899,687	36,840 \$ 1,216,083	\$ 1,220,100	\$ 1,220,100	1,00 \$ 1,364,90

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Other Contracts & Obligations	<u> </u>	nfrastructure Construction	
Annexation payments:		Paving at City properties:	
Freedom	\$ 12,500	Stargaze Drive:	
Buchanan	799	Street	744
Confidential shredding	540	Sidewalk	264
On-line auction fees	461		\$ 1,008
Music licenses	2,200		
	\$ 16,500		

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 as well as other transfers to or from the general fund .

### Major changes in Revenue, Expenditures, or Programs:

Due to the time recording system being out of service throughout the year, the 57% on-time performance indicated below is based on one week's analysis performed by the Operations Analysis consultants and is most likely not a true reflection of performance. However, due to increased ridership traffic and a larger number of customers in wheel chairs using the fixed route service, our routes have been pushed past their on-time limits. Valley Transit is making service change proposals to deal with the issue.

The Valley Transit budget includes a service reduction of one hour per night Monday through Friday and three hours on Saturday evening. This service reduction reflects a decrease of two full-time driver positions along with savings in maintenance and fuel. The proposed service reduction reduces the general fund support in this budget by \$62,243. Valley Transit has begun the federally mandated public hearing process which could change this proposal. The process should be completed prior to final action on the budget by the Common Council.

	Ac	tual 2009	Ac	tual 2010	Ta	rget 2011	Pro	<u>jected 2011</u>	I	arget 2012
Client Benefits/Impacts Support public transit Local share of Valley Transit	\$	407,986	\$	538,667	\$	604,390	\$	604,390	\$	554,920
Safe, reliable, convenient service % on-time performance		75%		N/A		93%	•	57%		75%
Strategic Outcomes  Cost effective service delivery  Cost per trip	\$	5.42	\$	5.50	\$	5.10	\$	5.70	\$	5.44
Work Process Outputs Service Provided Trips taken		909,109		956,086		974,118	;	974,118		974,118

Transfers Out Business Unit 12060

### **PROGRAM BUDGET SUMMARY**

	Act	tual						
Description	 2009		2010	A	dopted 2011	Am	ended 2011	2012
Revenues 5952 Trans In - Special Revenue Total Revenue	\$ <u>-</u> -	\$	2,805,277 2,805,277	\$	<u>-</u> -	\$	- \$ - \$	<u>-</u>
Expenses 7913 Trans Out - Debt Service 7914 Trans Out - Capital Projects 7920 Trans Out - Valley Transit Total Expense	\$ 284,058 1,778,147 407,986 2,470,191	\$	- 1,118,286 538,667 1,656,953	\$	- - 604,390 604,390	\$	604,390 604,390 \$	8,550 554,920 563,470

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>Transfers out - Capital Projects</u>

Police Dept. contribution to CEA for Ford Interceptor vehicles

\$ 8,550 \$ 8,550

<u>Transfers out - Valley Transit</u>
Appleton local share of Valley Transit operating budget

\$ 554,920 \$ 554,920

### City of Appleton 2012 Budget Revenue and Expense Summary

1 11/15/11 16:33:51

		•	•	•			
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							•
Non-Property Taxes Intergovernmental Revenues Permits Special Assessments Interest Income Other Revenues	410,665 16,184,252 7,024 5,623 804,849 2,387,238	412,446 15,754,099 6,478 22,255 1,532,509 5,420,514	379.052 6.390.328 6.223 3.835 1.326.383 2.093.773	410,200 15,835,896 8,000 0 1,677,798 2,547,298	410,200 15,835,896 8,000 0 1,677,798 2,547,298	409,800 14,004,254 7,500 0 1,787,195 2,636,584	392,000 14,001,411 7,500 5,000 1,813,483 2,643,084
TOTAL REVENUES	19,799,651	23,148,301	10,199,594	20,479,192	20,479,192	18,845,333	18.862.478
EXPENSES BY LINE ITEM							
Severance Pay for Retirees Fringes Retirement	339,943 9,547 61,635	640,759 14,516 57,211	769.594 21.709 34.712	494,120 15,000 58,941	494,120 15,000 58,941	485.000 15.000 53.192	613,000 17,000 39,452
Salaries & Fringe Benefits	411,125	712,486	826.015	568.061	568,061	553,192	669,452
Awards & Recognition Insurance Tax Refunds Per Prop. Chargebacks Miscellaneous Expense Tax Adjustments Uncollectible Accounts Reserve for Contingencies Wage Reserve Trans Out - Debt Service Trans Out - Capital Projects Trans Out - Valley Transit  Administrative Expense	0 340.800 0 14.805- 9.343 100.820 4.900- 0 284.058 1,778.147 407.986	0 472.836 0 22.822- 10 10.616- 10.234 0 0 0 1.118.286 538.667	0 576.301 0 6.756- 0 16.801 4.670- 0 0 0 2.270.972	1.150 628.689 5.000 0 0 0 0 0 0 0 604.390	1.150 628,689 5.000 0 0 0 1.996.427 148.370 0 604.390	1.150 671.793 5.000 0 0 0 0 0 0 0 638.283	1,150 671,793 5,000 0 0 0 0 0 0 0 8,550 554,920
Miscellaheous Supplies	0	0	479	0	0	0	0
Supplies & Materials	0	0	479	0	0	0	0
Other Contracts/Obligations	17,402	17,115	16.816	17,200	17.200	16.500	16,500
Purchased Services	17,402	17,115	16.816	17,200	17.200	16,500	16,500
Telephone	272	227	191	250	250	220	220
Utilities	272	227	191	250	250	220	220
Facilities Charges	545,158	505,490	605,926	600,437	600,437	616,690	616,175
Repair & Maintenance	545.158	505,490	605,926	600,437	600,437	616,690	616,175
Infrastructure Construction	39.901	36,840	31,131	0	0	0	1,008
Capital Expenditures	39,901	36,840	31,131	0	0	0	1,008
TOTAL EXPENSES	3,915,307	3,378,753	4.333.206	2.425.177	4,569,974	2,502,828	2,544,768

# **CITY OF APPLETON 2012 BUDGET** HOUSING, HOMELESS AND BLOCK GRANTS Finance Director: Lisa A. Remiker, CPA, CPFO

### 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 2011 EVENTS**

### Community Development Block Grant (CDBG)

The City of Appleton received an annual entitlement award of \$565,033 in 2011, which was distributed among 16 subrecipient programs. Despite the significant reduction in funding amount, these subrecipients utilized CDBG funding for the following activities: neighborhood revitalization; 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, domestic abuse prevention and emergency financial assistance. Three City programs -- the Homeowner Rehabilitation Loan Program (HRLP), the Neighborhood Revitalization Program (NRP), and the Eighth Street Pocket Park -- applied for and received CDBG funds to implement their respective activities on behalf of the Community Development and Public Works Departments. These programs continue to promote improved quality of life in Appleton's central city. Finally, during 2011, 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 the Fox Valley Warming Shelter, was successful in its application for ESG funds for the 2011 program year (July 2011 -- June 2012). The City received \$245,476, which is a 132% increase from the 2010 award of \$106,118. 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. Beginning in July 2011, the Housing Partnership of the Fox Cities stepped up to administer these funds for all six participating agencies. The City will no longer play a role in this administration.

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

In 2011, 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 2011 -- September 2012 for THP and January 2012-December 2012 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. 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. Beginning with the next grant application it is expected the City will no longer play a role in overall administration. It is anticipated that the Housing Partnership will take on this role.

### 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. Two of these grants will continue to be administered and/or expended during 2012:

- 1. 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. This program ends in February 2012.
- 2. 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. Projects must be completed by 2013.

### **MAJOR 2012 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 2012 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

### 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 2012)

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

### Neighborhood Stabilization Program (NSP)

(All funds to be expended by December 2012)

Revenue

Expense

- \*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

		Act	tual		Budget							
Discontinued Programs	2009 2010 Adopted 2011 Amended 2011 2								2012			
Emergency Shelter Grant/Transitio	nal H	ousing Pro	gran	n/Homeless	Pre	vention Prog	gram	(ESG/THP	/HPP) *			
Revenue	\$	195,819	\$	114,774	\$	165,000	\$	165,000	\$	-		
Expense	\$	195,819	\$	114,774	\$	165,000	\$	165,000	\$	-		
* Management of the Emergency Si	nelter (	Grant is movi	ng to	the Housing F	Partn	ership, which v	vill be	come the fisc	al agent.			
Homelessness Prevention and Rap	oid Re	housing P	rogra	am (HPRP)								
Revenue	\$	85,137	\$	247,487	\$	224,811	\$	224,811	\$	-		
Expense	\$	85,137	\$	247,487	\$	224,811	\$	224,811	\$	-		
Lead Hazard Control (LHC) Grant	*											

<sup>780</sup> \* The amounts shown above for the Lead Hazard Control Grant exclude the amounts expended as part of the Home Rental Rehab Loan and the Housing Rehab Loan programs. In 2012, a final \$48,112 award will be used entirely in the Housing Rehab Loan program.

783

109,578 \$

109,578

109,578 \$

109,578

Due to personnel changes during 2011, grants will be administered by a contracted agency with oversight from the Finance Department.

DEPARTMENT BUDGET SUMMARY												
	Programs		Ac	tual					Budget			%
Unit	Title		2009		2010	Ad	opted 2011	Am	ended 2011		2012	Change *
	Program Revenues	\$	1,019,681	\$	1,206,264	\$	1,221,749	\$	1,221,749	\$	632,144	-48.26%
	Program Expenses											
2100	Block Grant		440,422		400,027		388,241		388,241		327,868	-15.55%
2150	Continuum of Care		222,309		225,767		475,839		475,839		229,276	-51.82%
2300	Neighborhood Stabilization		357,804		580,467		357,669		357,669		75,000	-79.03%
	TOTAL	\$	1,301,491	\$	1,569,302	\$	1,721,138	\$	1,721,138	\$	632,144	-63.27%
Expens	ses Comprised Of:											
Person	nel		61,503		64,160		81,264		81,264		-	-100.00%
Adminis	strative Expense		1,237,692		1,480,786		1,637,044		1,637,044		581,801	-64.46%
	s & Materials		-						-			N/A
Purchas	sed Services		2,195		24,208		2,755		2,755		50,343	1727.33%
Utilities			101		148		75		75		-	-100.00%
	& Maintenance		-		-		-		-		-	N/A
	Expenditures		-				-		-		-	N/A
Full Tir	Full Time Equivalent Staff:											
Personr	nel allocated to programs		0.75		0.85		0.95		0.95		-	

<sup>\* %</sup> change from prior year adopted budget Block Grants.xls

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 changes in Revenue, Expenditures, or Programs:

The City received an unexpected decrease in its 2011 CDBG award of \$565,033; this was 16.45% less than the 2010 award. This lowered funding level is budgeted to remain steady in 2012, but there is a chance it may decrease, yet again in the coming years.

Furthermore, the CDBG allocation process, which usually occurs in the fall, was postponed this year due to staff turnover and uncertainty of funding levels. This process will occur at a later date, as our 2012 program year does not commence until April 1, 2012.

Amendments to the CDBG Policy may need to be considered under the lower funding amounts.

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.

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

PERFORMANCE INDICATORS												
Olient Benefite/Immedia	Ac	<u>tual 2009</u>	<u>A(</u>	tual 2010	<u>Target 2011</u>		Projected 2011		Ta	rget 2012		
Client Benefits/Impacts												
Funding for community programs	_		_		_				_			
Annual Entitlement Amount	\$	618,916	\$	676,262	\$	650,000	\$	565,000	\$	565,000		
Carryover from previous years	\$	21,821	\$	-	\$	-	\$	-	\$	-		
Reprogrammed CDBG Funds	\$	(2,067)	\$	4,172	\$	-	\$	-	\$	-		
CDBG-Recovery Funds	\$	-	\$	94,952	\$	19,052	\$	19,052	\$	-		
Percent of awards spent on projects		100.00%		94.00%		89.22%		89.22%		88.84%		
Average award (not including												
program income)	\$	41,123	\$	42,131	\$	41,815	\$	41,815	\$	41,833		
Strategic Outcomes												
Maintain integrity of programs												
# of single-audit findings		0		0		0		0		0		
# of HUD exceptions to												
annual action plan		0		0		0		0		0		
# of HUD CAPER findings		0		0		0		0		0		
Timely expenditure of funds												
Official HUD timeliness ratio (max. 1.5:1)												
Overall program		0.71:1		.74:1		1.1:1		1.1:1		1.1:1		
Work Process Outputs												
# of Block Grant awards made		15		15		16		16		12		

Community Development Block Grant

**Business Unit 2100** 

### **PROGRAM BUDGET SUMMARY**

	 Act	tual		Budget						
Description	2009		2010	Ad	dopted 2011	Am	ended 2011		2012	
Revenues 4210 Federal Grants 5035 Other Reimbursements	\$ 439,568	\$	400,027 3	\$	388,241	\$	388,241	\$	327,868	
Total Revenue	\$ 439,568	\$	400,030	\$	388,241	\$	388,241	\$	327,868	
Expenses										
6101 Regular Salaries 6150 Fringes	\$ 36,591 16,842	\$	21,786 9.757	\$	42,327 20,252	\$	42,327 20,252	\$	-	
6201 Training/Conferences	1,259		787		700		700		-	
6301 Office Supplies 6304 Postage/Freight	44		93		100		100		-	
6401 Accounting/Audit	1,498		1,545		2,575		2,575		-	
6404 Consulting 6412 Advertising	-		- 60		- 180		- 180		41,000	
6413 Utilities	101		148		75		75		-	
6599 Other Contracts/Obligations	<u>-</u>		21,573		<u>-</u>		<u>-</u>		<u>-</u>	
6608 Block Grant Payments Total Expense	\$ 384,087 440,422	\$	344,278 400,027	\$	322,032 388,241	S	322,032 388,241	S	286,868 327,868	
	 ,	7	::3,0=:	7		*		<u> </u>	5=: 1000	

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Consulting

External program management \$\\\41,000 \\\\$\\41.000

**Block Grant Payments** 

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

\$ 286,868 \$ 286,868

### **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. An administrative review will be performed on 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.

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

### Major changes in Revenue, Expenditures, or Programs:

In 2012, the partner agencies will play a larger role in non-accounting grant administration, but the City will maintain its role as fiscal administrator

PERFORMANCE INDICATORS											
	Ac	tual 2009	<u> Actual 2010</u>		<u>T</u> :	arget 2011	Projected 2011		Ta	arget 2012	
Client Benefits/Impacts											
\$ Annual Award (SHP 1)	\$	176,577	\$	176,577	\$	177,763	\$	177,763	\$	177,763	
\$ Annual Award (SHP 2)	\$	51,513	\$	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		68%		86%		50%		50%		50%	
% of participants who increased											
income		82%		67%		50%		50%		50%	
Work Process Outputs											
# grants applications prepared	1-New,	2-Renewal		2-Renewal		2-Renewal		2-Renewal		2-Renewal	
# of contract period											
extensions requested		0		0		0		0		0	

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

**Business Unit 2150** 

### **PROGRAM BUDGET SUMMARY**

	Actual					Budget				
Description		2009		2010	Ad	Adopted 2011		ended 2011		2012
Revenues 4224 Miscellaneous State Aids	\$	222,309	\$	225,767	\$	475,839	\$	475,839	\$	229,276
Total Revenue	\$	222,309	\$	225,767	\$	475,839	\$	475,839	\$	229,276
Expenses 6101 Regular Salaries 6150 Fringes 6401 Audit/Accounting 6404 Consulting 6630 Other Grant Payments	\$	2,275 1,071 997 - 217,966	\$	2,285 1,028 1,030 - 221,424	\$	7,635 3,519 - - 464,685	\$	7,635 3,519 - - 464,685	\$	- - 4,343 224,933
Total Expense	\$	222,309	\$	225,767	\$	475,839	\$	475,839	\$	229,276

### DETAILED SUMMARY OF 2012 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:

ADVOCAP

Housing Partnership Salvation Army

SH	P #1 - THP	SH	IP #2 - PSH	Total
\$	71,654	\$	-	\$ 71,654
	37,072		50,532	87,604
	65,675		-	65,675
\$	174,401	\$	50,532	\$ 224,933

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 subrecipient agencies have undertaken the following projects (work will continue on the Housing Partnership project in 2012):

\*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 changes in Revenue, Expenditures, or Programs:

No major changes will occur to this grant program in 2012. Projects will continue and must be completed by 2013.

	Ac	tual 2009	Actual 2010		Target 2011		Projected 2011		Target 2012	
Client Benefits/Impacts										
\$ NSP Award Amount	\$	357,804	\$	580,467	\$	357,669	\$	357,669	\$	75,000
Avg Sub award	\$	89,451	\$	193,487	\$	89,417	\$	89,417	\$	70,000
Strategic Outcomes										
Acquisition activities		0		5		0		0		1
Demolition activities		0		0		1		1		0
Rental units created		0		2		4		4		2
Homeowner units created		0		0		3		3		1
Work Process Outputs										
# of sub awards made		4		3		4		4		1

Neighborhood Stabilization Program (NSP)

**Business Unit 2300** 

### **PROGRAM BUDGET SUMMARY**

		Ac	tual		Budget					
Description		2009		2010	Ad	opted 2011	Am	ended 2011		2012
Revenues										
4224 Miscellaneous State Aids	\$	357,804	\$	580,467	\$	357,669	\$	357,669	\$	75,000
Total Revenue	\$	357,804	\$	580,467	\$	357,669	\$	357,669	\$	75,000
Expenses	ф.		¢	0.050	¢		ď		ď	
6101 Regular Salaries 6150 Fringes	\$	_	\$	9,059 3.748	\$	_	\$	_	\$	_
6404 Consulting		-		-		-		-		5,000
6630 Other Grant Payments Total Expense	2	357,804 357,804	\$	567,660 580,467	2	357,669 357,669	\$	357,669 357,669	Φ.	70,000 75,000
i otai Experise	Ψ	331,00 <del>4</del>	Ψ	300, <del>4</del> 07	Ψ	337,009	Ψ	337,009	Ψ	73,000

### DETAILED SUMMARY OF 2012 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:

Housing Partnership

\$ 70,000 \$ 70,000 83500 TEACHERA LINE BLK1

### City of Appleton 2012 Budget Revenue and Expense Summary

09/26/11 10:22:33

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Intergovernmental Revenues Other Revenues	1,315,352	1,696,744 3	655,476 0	1.850.010 0	1,885,010 0	582,846 0	679.070 0
TOTAL REVENUES	1,315,352	1,696,747	655,476	1.850,010	1,885,010	582,846	679.070
EXPENSES BY LINE ITEM							
Regular Salaries Sick Pay Vacation Pay Fringes	38,616 818 2,668 19,401	49,262 479 3,498 23,142	22,204 510 1,175 16,405	61,953 0 0 29,197	61.953 0 0 29.197	6,000 0 0 0	4.307 0 0 1.693
Salaries & Fringe Benefits	61,503	76,381	40,294	91,150	91,150	6,000	6,000
Training & Conferences Office Supplies CDBG Expenses Block Grant Payments Trans Out - Special Revenue	1,259 44 383,231 865,695 854	787 93 344.278 1.242.004	243 0 156.406 608.583 0	700 100 481.979 1.270.773	700 100 481,979 1,305,773	0 0 286,868 334,933 0	0 0 286.868 334.933 0
Administrative Expense	1,251,083	1.587,162	765,232	1,753,552	1.788,552	621,801	621.801
Supplies & Materials	0	0	0	0	0	0	0
Accounting/Audit Consulting Services Advertising Other Contracts/Obligations	2,495 0 0 5,110	2.575 0 60 30.416	2,575 0 90 8,272	2,575 0 180 2,478	2,575 0 180 2,478	49,157 0 2,112	0 49,157 0 2,112
Purchased Services	7,605	33,051	10,937	5,233	5,233	51,269	51,269
Telephone	101	148	- ~ 45	75	75	0	0
Utilities	101	148	45	75	75	0	0
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,320,292	1,696.742	816,508	1,850,010	1,885,010	679.070	679,070

# CITY OF APPLETON 2012 BUDGET HOUSING, HOMELESS AND BLOCK GRANTS SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2009 Actual	 2010 Actual	 2011 Budget	P	2011 rojected	2012 Budget
Property Taxes Intergovernmental Other Total Revenues	\$ 1,300,637 - 1,300,637	\$ 1,569,305 3 1,569,308	\$ 1,721,138 - 1,721,138		1,756,138 - 1,756,138	\$ 632,144 - 632,144
Expenses	 1,300,037	1,309,300	1,721,130		1,730,136	032,144
Program Costs Total Expenses	 1,300,637 1,300,637	1,569,302 1,569,302	1,721,138 1,721,138		1,756,138 1,756,138	 632,144 632,144
Revenues over (under) Expenses	-	6	-		-	-
Other Financing Sources (Uses)  Operating Transfers In Operating Transfers Out - Other Funds Operating Transfers Out - Debt Service Total Other Financing Sources (Uses)	 (854) - (854)	- - -	- - -		- - - -	 - - - -
Net Change in Equity	(854)	6	-		-	_
Fund Balance - Beginning Residual Equity Transfers Out	(4,783) -	(5,637)	(5,631) -		(5,631) -	 (5,631)
Fund Balance - Ending	\$ (5,637)	\$ (5,631)	\$ (5,631)	\$	(5,631)	\$ (5,631)

### CITY OF APPLETON 2012 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 changes in Revenue, Expenditures, or Programs:

In order to take advantage of lower interest rates on the debt related to the Performing Arts Center, the original 2001 Room Tax Bonds may be refinanced late in 2011 or early 2012. Continued analysis is being completed.

		RFORMAN		INDICATOR	<u> </u>	rgot 2011	Drai	octod 2011	Ta	raot 2012
Client Benefits/Impacts Timely remission of proceeds # quarters settled within 10 work days of hotels' due date	AC	<u>tual 2009</u>	AC	4	<u>18</u>	<u>irget 2011</u> 4	<u> </u>	<b>ected 2011</b> 4	<u>1a</u>	rget 2012 4
Strategic Outcomes Support \$ provided by room tax FCCVB PAC debt retirement PAC Operating Fund	\$ \$ \$	265,863 310,000 85,908	\$ \$ \$	320,315 335,000 104,803	\$ \$ \$	266,000 365,000 88,668	\$ \$ \$	320,625 365,000 106,875	\$ \$	323,000 395,000 107,667
Work Process Outputs # of quarterly settlement checks issued		4		4		4		4		4

DEPARTMENT BUDGET SUMMARY											
Programs	Actual					%					
Unit Title	2	2009		2010	Add	opted 2011	Ame	ended 2011		2012	Change *
Program Revenues	\$	293,379	\$	354,737	\$	294,000	\$	294,000	\$	357,000	21.43%
Program Expenses	\$	295,863	\$	350,315	\$	299,000	\$	299,000	\$	363,000	21.40%
Expenses Comprised Of:											
Personnel				-		-		-		-	N/A
Administrative Expense		295,863		350,315		299,000		299,000		363,000	21.40%
Supplies & Materials				-		-				-	N/A
Purchased Services				-		-				-	N/A
Utilities				-		-		-		-	N/A
Repair & Maintenance		-		-		-		-		-	N/A
Capital Expenditures		-		-		-		-		-	N/A

# CITY OF APPLETON 2012 BUDGET SPECIAL REVENUE FUNDS

Room Tax Administration

**Business Unit 2600** 

### **PROGRAM BUDGET SUMMARY**

	Actual					Budget							
Description	2009		2009		Adopted 2011		Amended 2011			2012			
Revenues													
4140 Room Taxes	\$	293,379	\$	354,737	\$	294,000	\$	294,000	\$	357,000			
Total Revenue	\$	293,379	\$	354,737	\$	294,000	\$	294,000	\$	357,000			
Expenses													
6606 Room Tax	\$	265,863	\$	320,315	\$	266,000	\$	266,000	\$	323,000			
7911 Trans Out - General Fund		30,000		30,000		33,000		33,000		40,000			
Total Expense	\$	295,863	\$	350,315	\$	299,000	\$	299,000	\$	363,000			

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

### CITY OF APPLETON 2012 BUDGET ROOM TAX ADMINISTRATION FUND SOURCES AND USES OF FUNDS

Revenues	2009 Actual		2010 Actual	2011 Budget	P	2011 rojected	2012 Budget		
Other	\$	293,379	\$ 354,737	\$ 294,000	\$	354,375	\$	357,000	
Total Revenues		293,379	354,737	294,000		354,375		357,000	
Expenses									
Program Costs		265,863	320,315	266,000		320,625		323,000	
Total Expenses		265,863	320,315	266,000		320,625		323,000	
Revenues over (under) Expenses		27,516	34,422	28,000		33,750		34,000	
Other Financing Sources (Uses)									
Operating Transfers Out - Other Funds Total Other Financing Sources (Uses)		(30,000)	 (30,000)	 (33,000)		(33,000)		(40,000) (40,000)	
Net Change in Equity		(2,484)	4,422	(5,000)		750		(6,000)	
Fund Balance - Beginning		22,309	 19,825	 24,247		24,247		24,997	
Fund Balance - Ending	\$	19,825	\$ 24,247	\$ 19,247	\$	24,997	\$	18,997	

# CITY OF APPLETON 2012 BUDGET INTERNAL SERVICE FUNDS

# Other Post Employment Benefits

**Business Unit 6410** 

### PROGRAM MISSION

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

# **PROGRAM NARRATIVE**

# Link to City Goals:

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

# Objectives:

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

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

The City is required to have an actuarial study every two years to update the OPEB calculation. City staff update the information in the off year. The last study was completed for the year ended December 31, 2010.

# Major program changes:

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

Assumed a \$160,000 contribution (actual claims less premiums received) for 2011 and 2012 that offsets the annual contribution of \$221,435 required.

We are required to update our actuarial study for the 2012 audit. Work will occur in January - March of 2013.

### 

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.

			)EP	ARTMENT E	BUDGET SUMI	MAF	₹Y		
Pi	rograms	Act	ual				Budget		%
Unit	Title	2009		2010	Adopted 2011	l Ar	mended 2011	2012	Change *
	am Revenues	\$ -	\$	106,127	\$ -	\$	-	\$ -	N/A
	am Expenses	\$ 34,626	\$	-	\$ 12,697	\$	12,697	\$ 61,435	383.85%
Expenses	Comprised Of:								
Personnel				-	-		-	-	N/A
Administra	ative Expense	34,626		-	12,697		12,697	61,435	383.85%
Supplies 8	& Materials			-	-		-	-	N/A
Purchased	d Services	-		-	-		-	-	N/A
Capital Ex	penditures			-			-	-	N/A

# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

Other Post Employment Benefits

**Business Unit 6410** 

# **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Ado	pted 2011	Ame	ended 2011		2012
Revenues 5035 Other Reimbursements Total Revenue	\$ \$	<u>-</u>	\$	106,127 106,127	\$	<u>-</u>	\$	-	\$ \$	<u>-</u>
Expenses 6153 Health Insurance 6401 Accounting/Audit Total Expense	\$	34,626 - 34,626	\$	- -	\$	12,697 - 12,697	\$	12,697 - 12,697	\$	61,435 - 61,435

# **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

<u>None</u>

# **CITY OF APPLETON 2012 BUDGET**

# OTHER POST EMPLOYMENT BENEFITS FUND

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

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
Property Taxes Other Interest Income Total Revenues	\$ - - - -	\$ - 106,127 - 106,127	\$ - - - -	\$ - - - -	\$ - - - -
Expenses					
Administrative Expense Total Expenses	34,626 34,626		12,697 12,697	45,482 45,482	61,435 61,435
Revenues over (under) Expenses	(34,626)	106,127	(12,697)	(45,482)	(61,435)
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>	- - -	- - -	- - -	- - -
Net Change in Fund Balances	(34,626)	106,127	(12,697)	(45,482)	(61,435)
Fund Balance (Deficit) - Beginning	1,408,697	1,374,071	1,480,198	1,480,198	1,434,716
Fund Balance (Deficit) - Ending	\$ 1,374,071	\$ 1,480,198	\$ 1,467,501	\$ 1,434,716	\$ 1,373,281

# **INTERNAL SERVICE FUNDS** NOTES

**CITY OF APPLETON 2012 BUDGET** 

# **CITY OF APPLETON 2012 BUDGET CITY ASSESSOR** City Assessor: DeAnn L. Brosman **Deputy City Assessor: Timothy J. Smith**

# **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 2011 EVENTS**

We completed a revaluation of the Central Business District (CBD) in 2011. All property in the City is revaluated once in every 4 year period to keep assessments at 100% of fair market value and to provide for equity. The CBD commercial values were reduced by 5.4% overall. Individual changes varied depending on the property use, physical condition, etc. The reduction was due to the change in market conditions since the 2007 CBD revaluation.

The total locally assessed value increased \$28,895,300 citywide or +.6% from 2010. Real estate value increased citywide by .7%, while personal property value of businesses declined by 3.9%. Included in the real estate increases were: \$49,193,400 or 1.1% of new construction and higher land use, \$754,500 of real estate formerly tax exempt now being assessed, and \$42,800 in annexations. These increases were offset somewhat by decreases of: \$3,009,600 in residential revaluation, \$14,867,500 in commercial revaluation, \$2,673,600 of formerly assessed property going tax exempt, and other smaller changes. Property formerly exempt primarily included residential properties sold by Habitat for Humanity or the Appleton Housing Authority to private owners. Property now exempt includes those purchased by the Appleton Housing Authority, Habitat for Humanity, Goodwill and the Appleton Area School District.

The 2011 Equalized value changes are as follows (TIF included);

	2010	2011	Percent
	Value	Value	Increase
Outagamie County	\$ 4,109,952,700	\$ 4,057,594,500	-1.27%
Calumet County	667,814,300	660,319,900	-1.12%
Winnebago County	73,829,300	79,189,100	7.26%
Total City	\$ 4,851,596,300	\$ 4,797,103,500	-1.12%

# **MAJOR 2012 OBJECTIVES**

Between now and the 2012 Board of Review, our office will be inspecting as many homes as possible for the next citywide Residential Revaluation planned for 2014. We plan on inspecting 4,000 homes by this January. The WI Assessor's Manual now requires that we perform a Full Revaluation of all property once every 10 years (effective 1/1/10). A Full Revaluation requires interior inspections of all buildings. The last Full Revaluation in the city occurred in 1995. To meet this manual requirement, we must request inspection on another 10,000 homes between 2012 - 2014. Typically 75% of owners respond to our request for entry, therefore another 7,500 home inspections will need to occur between 2012 – 2014.

We are continuing to collaborate with DPW's Building Inspections division to help us meet this manual requirement. One goal for 2012 is to combine the Clearwater/Driveway inspection with the Assessor's inspection on all home sales. Both departments are required to inspect recent home sales, but for different reasons. Our goal will be to send one employee to the home to perform both functions. Training and multilicensing of two field staff members (one from each department) will occur this fall. This collaboration will result in more home inspections, less CEA usage, and better customer service.

In August 2012, we will begin the a citywide Commercial Revaluation planned for 2013. Another objective for 2012 is to meet the new 2013 Department of Revenue requirements as stated on page 132. These projects will be completed in-house in addition to our regular duties (assessing new construction, assessing personal property, property listing, etc.).

		DEPA	<b>RT</b>	MENT BUDG	3ET	SUMMARY				
Programs		Act	tual			%				
Unit Title		2009		2010	Ad	opted 2011	Am	ended 2011	2012	Change *
Program Revenues	\$	968	\$	938	\$	1,200	\$	1,200	\$ 1,200	0.00%
Program Expenses										
13510 Administration		113,883		117,764		106,131		106,131	101,210	-4.64%
13520 Assessing		445,099		449,208		434,660		434,660	416,990	-4.07%
TOTAL	\$	558,982	\$	566,972	\$	540,791	\$	540,791	\$ 518,200	-4.18%
Expenses Comprised Of:										
Personnel		528,619		535,024		509,925		509,925	490,756	-3.76%
Administrative Expense		5,525		5,669		6,550		6,550	5,382	-17.83%
Supplies & Materials		3,925		4,012		3,100		3,100	3,100	0.00%
Purchased Services		16,162		15,431		14,592		14,592	12,680	-13.10%
Utilities		545		432		700		700	600	-14.29%
Repair & Maintenance		4,206		6,404		5,924		5,924	5,682	-4.09%
Capital Expenditures						-		-	-	N/A
Full Time Equivalent Staff:										
Personnel allocated to program	S	7.00		7.00		6.13		6.13	6.13	

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:

Continuously improve efficiency and effectiveness of City services. Also, proactively pursue collaborative and cooperative agreements to meet the needs of the community.

# Objectives:

- Prepare for the next Citywide Commercial & Residential revaluations planned for 2013 and 2014. This includes: Implementing technology improvements to create efficiencies; reviewing our reval procedures; work collaboratively to inspect homes for the reval as required by the WI Assessors Manual.
- Be USPAP (Uniform Standards of Professional Appraisal Practice) compliant by 2013. This is a new Dept of Revenue requirement to increase Assessor standards in Wisconsin. USPAP compliancy will require additional statistical analysis, modeling, and reporting. It will also require some technology improvements to our iSeries system.
- Meet the DOR's new requirement for electronic data. All property record card data must be electronic by 2013. Our property records are electronic, except for all the building sketches. We have created 16,500 electronic sketches in the last 9 years, but 7,600 still need to be created. We need to show the DOR that we are progressing towards this goal.
- -Assist with the defense of the Walgreens and CVS assessments as they proceed through the court system. These two owners are appealing throughout the State. The result of these cases will affect the future valuation of all commercial properties containing long-term leases.

# Major changes in Revenue, Expenditures, or Programs:

No major changes

<u> </u>	ctual 2009	Actual 2010	<b>Target 2011</b>	Projected 2011	Target 2012
Client Benefits/Impacts					
Accurate, timely and easily accessible information	ation_				
my.appleton.org - visitor sessions/day	242	200	208	208	220
Tech improvements made to database	15	9	10	10	10
Strategic Outcomes					
Well informed public on assessment procedu	res				
Media Articles including the City Guide		3	2	2	2
Good customer service & professional staff					
Customer service complaints	0	0	0	2	C
Hours of classroom training/employee	19	13	20	15	20
Work Process Outputs					
Queries run for public	16	16	20	12	12
Reports filed with WI DOR timely (29)	100%	100%	100%	100%	100%

Administration Business Unit 13510

# **PROGRAM BUDGET SUMMARY**

	Ac	tual					Budget		
Description	2009		2010	Ad	opted 2011	Amended 2011			2012
Revenues									
4801 Charges for Serv Nontax	\$ 968	\$	900	\$	1,200	\$	1,200	\$	1,200
5035 Other Reimbursements	 -		38		-		-		_
Total Revenue	\$ 968	\$	938	\$	1,200	\$	1,200	\$	1,200
Expenses									
6101 Regular Salaries	\$ 75,440	\$	77,919	\$	69,302	\$	69,302	\$	68,735
6150 Fringes	31,919		34,004		30,079		30,079		26,393
6201 Training\Conferences	260		162		600		600		400
6206 Parking Permits	2,316		2,316		2,400		2,400		2,232
6301 Office Supplies	556		503		600		600		500
6302 Subscriptions	643		99		250		250		150
6305 Awards & Recognition	85		93		100		100		100
6307 Food & Provisions	97		63		100		100		100
6320 Printing & Reproduction	2,022		2,148		2,000		2,000		2,000
6412 Advertising/Publication	-		25		-		-		-
6413 Utilities	545		432		700		700		600
Total Expense	\$ 113,883	\$	117,764	\$	106,131	\$	106,131	\$	101,210

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

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:

- Proactively pursue businesses that are not reporting or under-reporting personal property value. (request asset listings, leasing company names, perform on-site inspections, etc).
- In August 2012, begin the Citywide Revaluation of Commercial properties to be completed by June 2013. This reval will be completed in-house at no additional expense.
- Inspect as many homes as possible for the 2014 Residential Revaluation. Work collaboratively with DPW's Building Inspections division to meet the WI Assessor's manual requirements for interior home inspections.
- Discontinue automatically sending 2nd "reminders" letters requesting inspection to property owners to save up to \$1,000/year in postage. Revamp the 1st letter to get a better response rate. (currently at 50% +/-).

# Major changes in Revenue, Expenditures, or Programs:

The State manufacturing assessment fee will be lower again in 2012. The fee is based on the equalized value of all manufacturing properties which continues to decline.

We are reducing our CEA fleet by one vehicle to reduce expenses. In order to accommodate this without reducing fieldwork, we will schedule our inspections at certain times of the day (two appraisers will go out in the morning and two in the afternoon). CEA will provide us a loaner vehicle for January which is our peak month for fieldwork.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Equitable assessments and equitable distr	ibution of tax le	vy:			
Assessment districts within		_ <del>-</del> _			
10% of market value	100%	100%	100%	100%	100%
Coefficient of dispersion of					
assessment/sale ratios	8%	7%	6%	8%	8%
# Assessment errors resulting in					
inaccurate taxes	0	1	0	0	0
Strategic Outcomes					
Assessments to accurately reflect market v	/alues:				
Residential class level of assessment	100%	99%	100%	101%	100%
Commercial class level of assessment	96%	94%	100%	101%	100%
Overall level of assessment	99%	98%	100%	101%	100%
Work Process Outputs					
% of buildings inspected to update records	<u>:</u>				
Commercial new construction	100%	91%	100%	85%	100%
Residential new construction	98%	98%	95%	98%	100%
Recent sales	41%	40%	45%	45%	100%
Total # of interior inspections	1,743	743	2,250	4,000	2,400
Property record maintenance:					
Deeds processed (ownership changes)	2,224	2,280	1,900	2,000	2,000
Lot splits, CSM's, & new platted parcels	300	162	300	70	100
Annexed parcels	7	2	5	4	5
Assessments updated	2,256	11,590	2,000	1,105	1,000

Assessing Business Unit 13520

# **PROGRAM BUDGET SUMMARY**

	 Ac	tual					Budget	
Description	 2009		2010	Ad	opted 2011	Ame	ended 2011	2012
Expenses								
6101 Regular Salaries	\$ 288,839	\$	283,792	\$	276,279	\$	276,279	\$ 275,927
6105 Overtime	223		4,923		-		· -	-
6108 Part Time	-		487		-		-	-
6150 Fringes	132,198		133,899		134,265		134,265	119,701
6201 Training/Conferences	892		759		1,500		1,500	1,100
6301 Office Supplies	118		162		400		400	200
6302 Subscriptions	287		1,162		250		250	250
6303 Memberships & Licenses	270		350		350		350	350
6320 Printing & Reproduction	-		801		-		-	-
6327 Miscellaneous Equipment	1,904		1,063		1,100		1,100	1,100
6425 CEA Equip. Rental	4,206		6,404		5,924		5,924	5,682
6599 Other Contracts/Obligations	 16,162		15,406		14,592		14,592	12,680
Total Expense	\$ 445,099	\$	449,208	\$	434,660	\$	434,660	\$ 416,990

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations

State manufacturing assessment

tee

\$ 12,680

# City of Appleton 2012 Budget Revenue and Expense Summary

1 09/29/11 10:10:06

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Charges for Services Other Revenues	968 0	900 38	1.206 0	1.200	1,200 0	1,200 0	1.200 0
TOTAL REVENUES	968	938	1,206	1,200	1,200	1,200	1,200
EXPENSES BY LINE ITEM							
Regular Salaries Labor Pool Allocations Overtime Part-Time Sick Pay Vacation Pay Fringes	328.913 0 223 0 7.555 27.811 164.117	332,262 0 4,923 488 5,026 24,422 167,903	228,390 979 158 0 3,078 20,158 117,071	345,581 0 0 0 0 0 0 164,344	345.581 0 0 0 0 0 0 164.344	0 0 0 0 0	344,662 0 0 0 0 0 0 146,094
Salaries & Fringe Benefits	528,619	535,024	369,834	509,925	509,925	0	490.756
Training & Conferences Parking Permits Office Supplies Subscriptions Memberships & Licenses Postage & Freight Awards & Recognition Food & Provisions	1,152 2,316 675 930 270 0 85	921 2,316 664 1,262 350 0 93 63	1,125 2,400 304 130 330 20 100 77	2.100 2.400 1.000 500 350 0 100	2.100 2.400 1.000 500 350 0 100	1.500 2.064 700 400 350 0 100	1,500 2,232 700 400 350 0 100
Administrative Expense	5,525	5,669	4,486	6,550	6.550	5,214	5,382
Printing & Reproduction Miscellaneous Equipment	2,022 1,904	2,949 1,063	1.378 1.063	2,000 1,100	2.000 1.100	2,000 1,100	2,000 1,100
Supplies & Materials	3,926	4,012	2,441	3,100	3,100	3,100	3.100
Advertising Other Contracts/Obligations	0 16,162	25 15,406	0 13,247	0 14.592	0 14.592	0 12,680	0 12.680
Purchased Services	16,162	15,431	13,247	14.592	14,592	12,680	12.680
Telephone Cellular Telephone	545 0	366 66	320 82	500 200	500 200	400 200	400 200
Utilities	545	432	402	700	700	600	. 600
CEA Equipment Rental	4,206	6,404	3,167	5,924	5,924	0	5,682
Repair & Maintenance	4,206	6,404	3,167	5,924	5,924	0	5,682
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	558,983	566,972	393,577	540.791	540,791	21,594	518,200

CITY OF APPLETON 2012 BUDGET
TECHNOLOGY SERVICES
Technology Services Director: David J Walsh (Interim)

# **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 2011 EVENTS**

Today, more than ever, the City of Appleton depends on technology advancements to manage the City's information systems in an effective and efficient manner. One of the challenges in 2011 was to streamline processes to address computing and operational needs due to the change in staff and overall technology planning.

Essential functions were continued to ensure that resources were accessible, such as monitoring network and operating systems, ensuring the performance of backup, maintaining security procedures, and providing hardware and software technical support for all technology infrastructure components. Plans and strategies to improve technology systems as we move forward will continue to be evaluated.

The following summarizes significant events in 2011:

Upgrades in mobile data computers (MDC) for the Fire Department are anticipated to be completed by the end of the year. Other upgrades in PC's and laptops will continue as recommended or identified in the replacement cycle.

A JD Edwards graphical user interfaces (GUI) was installed on the I-Series. There is also a pending project to interface an Intranet date entry interface (GUI) to the I-Series training system. GUI is the graphical interface of a computer that allows users to click and drag objects with a mouse instead on entering text at a command line. Several announcements by IBM have prompted vendors to release new products that could be looked at for a Citywide implementation of browser based replacement for current I-Series screens.

Maintained connectivity for mobile data computers during the implementation of PremierOne CAD (computer aided dispatch) through Outagamie County. This project is in response to the mandate to transition from wideband to narrowband operations by January 1, 2013. Although the wireless project is completed in some areas of the City, aircards are used for connectivity of MDC and for other staff needing network access while working in remote locations.

A new call recording software will be implemented in 2011 that expands the call recording options to all City departments. The software will replace the current CallRex recording to improve the ability to record calls when needed.

A cost effective solution for replacement of the standard desktop is the thin client. This device has no hard drive and connects over a network to a server. This is under consideration as an alternate replacement for lower use areas with the City, which would be more cost effective to replace with a life cycle of approximately 5 years.

The plan to convert from Novell systems to a Microsoft server will be postponed and evaluated further in 2012. Current licensing for Novell and other programs were renewed to maintain current operations.

# **MAJOR 2012 OBJECTIVES**

Proactively finding opportunities to streamline processes and improve communications will continue to be the focus in 2012.

Migration from Novell systems to a Microsoft server was postponed until 2012 to evaluate the cost and benefits.

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

Continue support for Metafile and train departments to utilize this software.

Upgrade designated PC's, servers and laptops to meet 2012 established standards. Approximately 14 MDC's will also be replaced in 2012.

Review and analyze existing technical and system operations to improve effectiveness and keep pace with the technological environment.

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

Maintain communications with the County's computer systems and remote connections relating to information technology.

Develop and establish information technology-related goals and objectives.

Review and analyze existing technical and systems operations and procedures and make recommendations for

DEPARTMENT BUDGET SUMMARY Programs Actual Budget												
	Programs		Act	ual			%					
Unit	Title		2009		2010		opted 2011	Am	ended 2011		2012	Change *
Pr	ogram Revenues	\$	13,639	\$	63,038	\$	25,000	\$	25,000	\$	5,000	-80.00%
	ogram Expenses											
13010	Administration		265,639		246,641		235,015		233,743		230,262	-2.02%
13020	Mainframe		508,282		530,065		540,584		540,584		506,481	-6.31%
13030	Network		796,723		865,543		878,375		878,375		893,152	1.68%
	TOTAL	\$	1,570,644	\$	1,642,249	\$	1,653,974	\$	1,652,702	\$	1,629,895	-1.46%
Expense	es Comprised Of:											
Personn	el		1,119,744		1,163,115		1,179,968		1,179,968		1,137,577	-3.59%
Administ	trative Expense		45,999		33,207		27,064		25,792		26,762	-1.12%
Supplies	& Materials		130,218		197,579		114,000		114,000		124,000	8.77%
Purchase	ed Services		23,394		9,754		18,700		18,700		18,700	0.00%
Utilities			7,025		5,172		6,900		6,900		6,900	0.00%
Repair &	Maintenance		244,264		233,422		307,342		307,342		315,956	2.80%
Capital E	xpenditures		-		-		-		-		-	N/A
Full Tim	ne Equivalent Staff:											
Personn	el allocated to programs	ĺ	12.40		12.00		12.00		12.00		12.00	

# 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 changes in Revenue, Expenditures, or Programs:

This budget reflects a \$20,000 reduction in revenue due to the termination of contracted services with Grand Chute.

PERFORMANCE INDICATORS										
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012					
Client Benefits/Impacts					·					
Satisfaction of service provided										
Positive survey responses	98%	98%	100%	95%	100%					
Work Process Outputs										
Staff training provided (hrs)	570	545	400	250	300					
Telephone numbers supported	742	730	770	765	770					

Administration Business Unit 13010

# **PROGRAM BUDGET SUMMARY**

	Actual				Budget					
Description		2009		2010	Ad	opted 2011	Ame	ended 2011		2012
Revenues										
4801 Charges for Serv Nontax	\$	3,944	\$	34,787	\$	20,000	\$	20,000	\$	-
4802 Charges for Serv Taxable		143		95		-		-		-
5004 Sale of City Prop - Nontax		6,395		1,524		5,000		5,000		5,000
5010 Misc Revenue - Nontax		3,101		26,632		-		-		-
5011 Misc Revenue - Tax		56		-		-		-		
Total Revenue	\$	13,639	\$	63,038	\$	25,000	\$	25,000	\$	5,000
Expenses										
6101 Regular Salaries	\$	158,065	\$	161,721	\$	147,752	\$	147,752	\$	149,458
6150 Fringes	Ψ	55,024	Ψ	57,840	Ψ	55,699	Ψ	55,699	Ψ	50,542
6201 Training\Conferences		17,320		5,842		5,000		5,000		5,000
6206 Parking Permits		5,484		5,484		5,664		4,512		4,512
6301 Office Supplies		700		1,500		1,000		1,000		1,000
6303 Memberships & Licenses		200		170		200		80		50
6305 Awards & Recognition		535		200		200		200		200
6320 Printing & Reproduction		7,262		5,976		2,000		2,000		2,000
6327 Miscellaneous Equipment		2,500		1,908		2,000		2,000		2,000
6411 Temporary Help		11,894		-		-		-		-
6412 Advertising/Publication		-		254		-		-		-
6413 Utilities		4,155		3,246		3,800		3,800		3,800
6599 Other Contracts/Obligations		2,500		2,500		11,700		11,700		11,700
Total Expense	\$	265,639	\$	246,641	\$	235,015	\$	233,743	\$	230,262

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Other	Contracts/	'Oblic	ations

 WiscNet Internet Access
 \$ 8,000

 Other Contracts
 3,700

 \$ 11,700

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 changes in Revenue, Expenditures, or Programs:

No major changes.

	PERFORMAN	<b>CE INDICATOR</b>	S		
	Actual 2009	<u>Actual 2010</u>	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Rapid response to information needs					
# of requests over 6 months old	53	36	25	30	30
# of project requests outstanding	215	155	70	90	90
Strategic Outcomes					
# Printers Not IP Based	10	2	O	0	0
Sustain personnel resource allocation % of staff time allocated to new					
application development	45%	51%	40%	40%	40%
	.0,0	0.70	.070		.0,0
Work Process Outputs					
# of new requests received	442	559	400	425	425
# of user accounts supported	512	484	515	520	520

Mainframe Business Unit 13020

# **PROGRAM BUDGET SUMMARY**

	Actual					Budget					
Description		2009		2010	Ad	Adopted 2011		Amended 2011		2012	
Expenses											
6101 Regular Salaries	\$	312.047	\$	336,383	\$	344,263	\$	344,263	\$	331,138	
6104 Call Time	•	3,292	,	3,928	•	-	•	-	•	-	
6150 Fringes		120,923		133,154		140,679		140,679		119,701	
6301 Office Supplies		7,000		500		-		-		-	
6320 Printing & Reproduction		4,000		2,000		-		-		-	
6327 Miscellaneous Equipment		17,000		10,000		10,000		10,000		10,000	
6418 Equip Repairs & Maint		15,520		15,200		15,642		15,642		15,642	
6424 Software Support		28,500		28,900		30,000		30,000		30,000	
Total Expense	\$	508,282	\$	530,065	\$	540,584	\$	540,584	\$	506,481	

# **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

Miscellaneous Equipment Equipment replacement (printers, peripherals, cables, etc.)	\$ \$	10,000
Equipment Repairs & Maint IBM iSeries prepaid maintenance Pre-paid maintenance on UPS Other repairs & parts	\$	12,247 1,871 1,524 15,642
Software Support  JDEdwards Elite forms ABSTRACT Support Misc. software support SEQUEL support	\$	18,880 1,200 1,300 2,020 6,600 30,000

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 changes in Revenue, Expenditures, or Programs:

The increase in miscellaneous equipment is due to 14 Mobile Data Computers (MDC) scheduled for replacement in 2012 at a cost of \$4,000 per MDC.

Software support for Novell and Microsoft were combined and increased (\$9,000) for additional licenses purchased in 2011.

With the transition of the GIS position to the Community Development Department in 2011, the Technology Services budget was amended to include the GIS-DLT Solutions software support (\$21,700). The expense is included in this budget and all prior periods have been restated for comparison.

NEOGov (on-line employment application system), previously expensed in web site enhancements capital projects, has been added to the software support budget for 2012. The annual cost of the Insight enterprise user license is \$4,000.

	PERFORMAN	<b>CE INDICATOR</b>	:S		
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Quick problem resolution					
# of project requests outstanding	27	30	15	30	25
Strategic Outcomes					
Minimized disruption to City operations be	cause of hardwa	re/software issu	es		
Ratio of single printers to MFP's	48%	30%	20%	20%	20%
Informed citizens					
# of hits on web site home page	496,954	552,157	850,000	750,000	800,000
Work Process Outputs					
New systems implemented					
# of network accounts supported	562	543	560	560	560
# of computers maintained	420	421	420	420	420
# PC's replaced/upgraded - 4 yr cycle	75	92	100	100	150
Help Desk problems resolved					
# of calls handled by help desk	19,470	19,023	18,000	18,000	18,000
# personnel trained .	75	86	10	10	12

Network Business Unit 13030

# **PROGRAM BUDGET SUMMARY**

		Ac	tual		Budget					
Description		2009		2010	Ad	dopted 2011 Amended 2011			2012	
Expenses 6101 Regular Salaries	\$	321.860	\$	317.367	\$	333.746	\$	333.746	\$	245 622
6104 Call Time	Ф	5,871	Ф	5,788	Ф	333,740	Φ	333,740	Ф	345,622
6105 Overtime		1,605		4,261		3,538		3,538		3,538
6150 Fringes		141,058		142,672		154,291		154,291		137,578
6301 Office Supplies		14,760		19,511		15,000		15,000		16,000
6327 Miscellaneous Equipment		99,456		177,695		100,000		100,000		110,000
6404 Consulting Services		9,000		7,000		7,000		7,000		7,000
6413 Utilities		2,869		1,926		3,100		3,100		3,100
6418 Equip Repairs & Maint		32,550		21,561		35,000		35,000		35,000
6419 Communication Eq. Repairs		15,000		15,000		17,000		17,000		17,000
6424 Software Support		152,694		152,762		209,700		209,700		218,314
Total Expense	\$	796,723	\$	865,543	\$	878,375	\$	878,375	\$	893,152

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Office Supplies		;	Software Support		
Network supplies - toner, ink, tapes	\$	16,000	Microsoft Agreement	\$	87,500
	\$	16,000	Mitel VoIP support		38,850
			GIS - DLT Solutions		21,700
Miscellaneous Equipment			Doc management support		14,000
Upgrade PC's and laptops	\$	17,500	Anti-Virus subscription		4,500
Upgrade MDC's (14)		56,000	Spam filtering		1,000
Routers, controllers, misc		5,000	Sgt Labs support		3,200
Misc network hardware		16,500	DSMeter Software Support		1,000
Application and network management		5,000	SAN Backup support		2,500
Upgrade GIS server		10,000	Track-IT support		6,500
	\$	110,000	AdventNet support		1,250
			Blackberry BES support		1,440
Equip Repairs & Maint			Faronics Power mgmt		1,000
			Miscellaneous software		2,772
NovaTime(Parks/Transit)	\$	220	Shopkey (MSB/Transit)		1,700
Router maintenance		1,000	SignCAD/SignCAM (MSB)		1,000
SAN hardware support		9,500	RecTrac support (Parks)		4,600
Other network equipment		3,980	Forensic software (PD)		1,512
Tape backup support		1,200	ID networks (PD)		4,200
Porter Lee (Police Evidence System)		1,700	ID software support (PD)		2,200
Core switch support		9,000	AFIX Tracker support (PD)		5,550
Firewall support		8,400	WinWam (Health)		600
	\$	35,000	FaciliCAD support (FGCM)		750
			Insite Support (MSB/Transit)		1,000
Communication Equip. Repair			Apex (Assessor)		1,100
Pro-rata share of fiber	_		IVIS1000 (Clerk)		600
network costs	\$	17,000	OPC-online pmts (Finance)		2,290
	\$	17,000	NEOGOV		4,000
				Ф	218,314

# City of Appleton 2012 Budget Revenue and Expense Summary

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			•	•			
Description	. 2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Charges for Services Other Revenues	4.087 9.552	34,883 28,155	24,950 1,860	20,000 5,000	20,000 5,000	0 5,000-	0 5.000
TOTAL REVENUES	13,639	63,038	26,810	25,000	25,000	5,000-	5,000
EXPENSES BY LINE ITEM							
Regular Salaries Call Time Overtime Sick Pay Vacation Pay Fringes	711,446 9,163 1,605 17,641 62,886 317,005	726.570 9.716 4.261 17.877 71.024 333.667	447,500 0 1,326 5,624 47,439 209,156	825,761 0 3,538 0 0 350,669	825,761 0 3,538 0 0 350,669	0 0 0 0 0	826,218 0 3,538 0 0 307,821
Salaries & Fringe Benefits	1,119,746	1,163,115	711.045	1,179,968	1.179.968		1,137,577
Training & Conferences Parking Permits Office Supplies Memberships & Licenses Awards & Recognition	17.320 5.484 22.460 200 535	5,842 5,484 21,511 170 200	950 4,512 15,210 50 0	5,000 5,664 16,000 200 200	5.000 4.512 16.000 80 200	5,000 4,512 16,000 50 200	5,000 4,512 17,000 50 200
Administrative Expense	45,999	33,207	20,722	27,064	25,792	25,762	26,762
Printing & Reproduction Miscellaneous Equipment	11,262 118,956	7.976 189.604	878 60,312	2,000 112,000	2,000 112,000	2.000 122.000	2,000 122,000
Supplies & Materials	130,218	197,580	61,190	114,000	114,000	124,000	124,000
Consulting Services Temporary Help Advertising Other Contracts/Obligations	9.000 11.894 0 2.500	7.000 0 254 2.500	5,454 0 424 2,492	7,000 0 0 11,700	7.000 0 0 11.700	7,000 0 0 11,700	7,000 0 0 11,700
Purchased Services	23,394	9,754	8,370	18,700	18.700	18,700	18,700
Electric Telephone Cellular Telephone	0 4,628 2,397	0 2.924 2.248	0 2.194 1.462	0 4.900 2.000	0 4.900 2.000	3.100 3.800 0	3,100 3,800 0
Utilities	7,025	5,172	3,656	6,900	6.900	6,900	6,900
Equipment Repair & Maintenanc Communications Equip. Repairs Software Support	48.070 15,000 159,294	36,761 15,000 161,332	29,353 48 208,921	50,642 17,000 218,000	50.642 17.000 239.700	50,642 17,000 248,914	50.642 17,000 248,314
Repair & Maintenance	222,364	213,093	238,322	285,642	307,342	316,556	315,956
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,548,746	1.621.921	1.043.305	1.632.274	1.652.702	491,918	1.629.895

# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

NOTES

# CITY OF APPLETON 2012 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:

Project	<u>Amount</u>	<u>Page</u>
In-building wireless Field inspections equipment Storage Area Network (SAN)	\$ 75,000	Projects, Pg. 668 Projects, Pg. 668 Projects, Pg. 668
	\$ 400,000	

# Major changes in Revenue, Expenditures, or Programs:

No major changes.

### 

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		Act	Actual			Budget					%
Unit Title	2	009		2010	Adopte	ed 2011	Amend	ed 2011	2012		Change *
Program Revenues	\$	2,514	\$	91,882	\$	3,000	\$	3,000	\$ 1,6	523	-45.90%
Program Expenses	\$	345,514	\$	214,206	\$	70,000	\$ 1	65,282	\$ 400,0	000	471.43%
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		345,514	,	214,206		70,000	1	65,282	400,0	000	471.43%

<sup>\* %</sup> change from prior year adopted budget Technology Cap Proj Fund.xls

# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

Technology Business Unit 4220

# **PROGRAM BUDGET SUMMARY**

	Act	tual		Budget							
Description	 2009		2010	Ad	opted 2011	Am	ended 2011		2012		
Revenues 4710 Interest on Investments 5010 Misc. Revenue - Nontax 5910 Proceeds of Long-term Debt 5925 Trans In - Wastewater 5926 Trans In - Water 5930 Trans In - Valley Transit	\$ 2,514 - 325,000 - -	\$	6,896 84,986 - - -	\$	3,000 - 67,000 - -	\$	3,000 - 67,000 - -	\$	1,623 - 394,000 - -		
Total Revenue	\$ 327,514	\$	91,882	\$	70,000	\$	70,000	\$	395,623		
Expenses 6404 Consulting 6804 Equipment	\$ - 345,514	\$	- 214,206	\$	- 70,000	\$	- 165,282	\$	400,000		
Total Expense	\$ 345,514	\$	214,206	\$	70,000	\$	165,282	\$	400,000		

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

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In-building Wireless	\$ 250,000
Field inspections equipment	75,000
Storage Area Network	75,000
	\$ 400,000

# CITY OF APPLETON 2012 BUDGET TECHNOLOGY

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

Revenues	2009 Actual		 2010 Actual	 2011 Budget	P	2011 Projected	2012 Budget		
Interest Income Other	\$	2,514	\$ 6,896 84,986	\$ 3,000	\$	4,000	\$	1,623	
Total Revenues		2,514	91,882	3,000		4,000		1,623	
Expenses									
Program Costs		345,514	214,206	70,000		145,900		400,000	
Total Expenses		345,514	214,206	70,000		145,900		400,000	
Revenues over (under) Expenses		(343,000)	(122,324)	(67,000)		(141,900)		(398,377)	
Other Financing Sources (Uses)									
Proceeds of G.O. Debt Operating Transfers In		325,000	-	67,000		-		394,000	
Operating Transfers Out		-	-	-		-		-	
Total Other Financing Sources (Uses)		325,000	-	67,000		-		394,000	
Net Change in Equity		(18,000)	(122,324)	-		(141,900)		(4,377)	
Fund Balance - Beginning		286,601	 268,601	 146,277		146,277		4,377	
Fund Balance - Ending	\$	268,601	\$ 146,277	\$ 146,277	\$	4,377	\$		

# **CITY OF APPLETON 2012 BUDGET**

# **CITY ATTORNEY & CLERK**

City Attorney: James P. Walsh

Deputy City Attorney: Ellen L. Totzke

City Clerk: Cynthia I. Hesse

**Deputy City Clerk: Mary E. Wendell** 

### **MISSION STATEMENT**

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

# **DISCUSSION OF SIGNIFICANT 2011 EVENTS**

### City Attorney

- \* The City continues to be 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 was decided in favor of the City. This matter was appealed and overturned. The City now has an appeal pending in circuit court.
- \* The City is currently a party to two lawsuits between current or former employees and individuals who they claimed injured them. Because the City paid medical expenses in each case, it will attempt to recover all or part of the expenses it paid. Similarly, the City filed suit against an individual who injured a police officer and successfully recovered most of its costs earlier this year.
- \* The Fox River clean up litigation continues in Federal Court in Green Bay. The Court has ruled initially that the mills are not entitled to contribution from the municipalities for sums paid by the mills for the clean up and that the municipalities can recover from the mills any expenses they have paid for clean up. Both actions are favorable to the City but will certainly be appealed to the U.S. Court of Appeals and we continue to monitor the case. In addition, the Federal Government and State of Wisconsin have named the City in a lawsuit seeking damages for pollution caused in the river. While we continue to hope for a negotiated settlement, the City continues to prepare for litigation should settlement discussions be unsuccessful. This office is currently working with one of the insurance carriers who has been paying for litigation costs up to this point in finding additional insurance policies the City may have held prior to 1974.
- \* The City Attorney's Office was extensively involved in putting together the Eagle Flats Development Agreement, the Foremost Farms Brownfield acquisition, and the First Amendments to both the RiverHeath Development Agreement and the Emerald Valley Development Agreement.
- \* This office is defending grievance arbitrations involving scheduling and overtime with the Teamster unit at Valley Transit. A hearing is scheduled for late summer.
- \* A disability discrimination case filed against the City regarding a retired firefighter has gone to hearing before an administrative law judge, but briefing has not yet been completed.

### City Clerk

- \* Four elections were administered in the first half of 2011: the February 19th Spring Primary Election, the April 5th Spring Election, a special Recall Primary Election on July 12, and the Recall Election on August 9. We also participated in a state-wide recount for the position of Justice of the Supreme Court. The recount identified areas of needed improvement in processes and education programs related to election administration state-wide, which will be addressed in training programs in 2011 and 2012.
- \* In February, the Election Clerk and City Clerk conducted 16 separate training sessions for the Election Officials who staff each of the polling districts in the City.
- \* The 6th floor customer service area established in the 2011 budget has been created. This enables customers to pay their fees at the same location they complete their application, which has been very positively received.
- \* 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, especially on the election pages.
- \* Implemented the E-certified mailing software, allowing us to obtain delivery confirmation of certified mail via the internet. This both reduces paperwork and results in costs savings to the city.
- \* The City Clerk worked very closely with the Redistricting Committee and assisted with the Redistricting process for the City. The Aldermanic Districts were reduced to 15 from our current 16.
- \* The Official 2011-2012 Directory was prepared, printed and distributed. A reduction in the number of copies was made due to more people seeking information from the internet and we continue to seek ways to meet the demand for the information contained in the directory at the least cost.
- \* License renewal process completed for all licenses that expire on June 30. Safety & License Committee held 8 non-renewal hearings.
- \* Survey of special events was performed. Survey identified 6 largest events and 60% of costs provided by City.
- \* Updated waiting list for "Class B" beer/liquor licenses which currently stands at 16.
- \* Held Board of Review with only 7 objections presented.

# MAJOR 2012 OBJECTIVES

2012 will be a major transition year for the Office of the City Attorney and Clerk. The current Clerk will retire on April 30, 2012. The Office of the City Clerk will be incorporated into the Attorney's Office effective May 1, 2012. The position of City Clerk will continue to provide the statutorily required duties, but will no longer be a Director position and will report to the City Attorney. There will be no reduction of staff for this transition.

Specific objectives of the combined Office of City Attorney/City Clerk include:

- \* Continue to work with other City departments to ensure that any development moves smoothly through the process and that any necessary development agreements are prepared in a timely fashion.
- \* Work with outside counsel for the Fox River clean up to reach a negotiated settlement if possible and assist in trial preparation if necessary.
- \* Continue to work with other departments to ensure projects are proceeding in a timely manner and to find efficiencies and better ways to provide service for land acquisitions for public improvement projects and development projects. Timely and accurate reviews are critical so delays or additional costs can be avoided.
- \* Continue involvement with the State and other parties on Green Tier initiatives in the City of Appleton; the Green Tier program focuses on environmentally friendly initiatives.
- \* Increased role in grievance process, due to extensive changes in the employment area resulting from the State Budget Repair Bill. The City was required to establish a process by which employees could have an appeal avenue before an independent adjudicator. We have worked with neighboring municipalities to have other Attorneys hear cases in which we would represent the City and would serve in the same capacity for them for their cases. We anticipate increased work with HR in policy development and assisting staff and employees in understanding the impacts of the changes.
- \* Administer four regularly scheduled elections the Spring Primary Election, the Spring Election, the Partisan Primary and the General Election with the potential for two to three recall elections.
- \*Rewrite the election training manual and reprint all related forms to accommodate changes in election law and processes, including Voter ID legislation, a change in the residency requirement, elimination of the straight party ticket, major changes in late registration and absentee voting processes, and the elimination of a corroborator for voter registrations
- \*Due to the MOVE Act, the Military and Overseas Voter Empowerment Act, the federal government now requires all states to distribute an official ballot no less than 45 calendar days prior to the election. This will require a date change for the September Partisan Primary Election. The date change has not yet been voted on by the state legislature.
- \*Also, due to redistricting, all Wards and Districts are changed. There will be new polling locations, new signage

	DEPARTMENT BUDGET SUMMARY											
	Programs		Act	ual					Budget			%
Unit	Title		2009		2010		opted 2011	Am	ended 2011		2012	Change *
Pı	rogram Revenues	\$	236,503	\$	278,626	\$	203,100	\$	213,100	\$	253,850	24.99%
Pı	rogram Expenses											
14510	Administration		280,099		292,218		305,289		305,289		294,057	-3.68%
14521	Litigation		208,463		224,193		227,476		227,476		219,726	-3.41%
14522	Real Estate		42,937		44,561		45,983		45,983		45,180	-1.75%
11020	Recordkeeping		117,492		114,847		113,616		113,616		110,024	-3.16%
11030	Licensing		65,638		58,653		61,781		71,781		60,434	-2.18%
11040	Elections		158,358		218,403		145,705		145,705		272,342	86.91%
11050	Mail / Copy Center		201,455		135,544		158,614		207,614		183,821	15.89%
	TOTAL	\$	1,074,442	\$	1,088,419	\$	1,058,464	\$	1,117,464	\$	1,185,584	12.01%
Expens	es Comprised Of:											
Personn	nel		773,374		839,792		835,460		835,460		869,245	4.04%
Adminis	trative Expense		182,795		99,436		118,157		177,157		152,406	28.99%
Supplies	s & Materials		61,433		79,287		42,673		42,673		99,860	134.01%
Purchas	sed Services		43,152		53,037		44,600		44,600		46,500	4.26%
Utilities			1,021		834		1,050		1,050		1,050	0.00%
Repair 8	& Maintenance		12,667		16,033		16,524		16,524		16,523	-0.01%
Capital I	Expenditures		-		-		-		-		-	N/A
Full Tin	ne Equivalent Staff:											
Personn	nel allocated to programs		8.67		8.67		8.67		8.67		8.67	

Administration Business Unit 14510

# PROGRAM MISSION

We will provide legal services to City staff and Alderpersons in an efficient manner to assist them in making fully informed decisions. We will provide guidance, training and development of the departments employees keeping them well informed while increasing their potential and job satisfaction.

# **PROGRAM NARRATIVE**

# Link to City Goals:

Implements Key Strategies # 1: "Determine City-wide priorities and budget accordingly", # 3: "Develop and implement effective communication strategies", #4 "Develop our human resources to meet changing needs" and #6: "Continuously improve efficiency and effectiveness of City services."

# Objectives:

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

Administer cost effective management of department activities

Encourage employees to attend training in personal and professional development

Continue to review all department functions and strive for maximum efficiency utilizing current technologies Review all existing policies and processes and develop and implement new procedures when deemed necessary Administer the Board of Review

Continue involvement with State and national organizations associated with the professionalism of the Municipal Clerk

Provide customer service to both internal and external customers at a level of acceptable or higher

# Major Changes in Revenue, Expenditures or Programs:

Most of our research is done online through West Publications. Our subscription service runs from April to March every year. In 2012, we will have a 5% increase for the last eight months. This is shown in the subscriptions account.

The training budget will fund education through the University of Wisconsin Green Bay for certification classes for the new City Clerk. The personnel budget provides for one month's overlap between the retiring City Clerk and the new City Clerk to facilitate training.

PI	ERFORMAN	CE INDICATOR	S		
A	ctual 2009	Actual 2010	<b>Target 2011</b>	Projected 2011	Target 2012
Client Benefits/Impacts					
Timely legal information is provided upon which	h				
Alderpersons and staff members can make					
decisions					
Meet time-frame of requestor	100%	100%	100%	100%	100%
Contracts are reviewed in a timely manner to					
allow performances to proceed					
# of performances delayed due to review					
not being completed	0	0	0	0	0
Strategic Outcomes					
Prompt service					
% of external customers surveyed					
rating service acceptable or better	92%	100%	100%	100%	100%
# of surveys returned	105	85	95	75	90
Work Process Outputs					
Written opinions issued	18	3	>20	>20	>20
Ordinances reviewed	235	137	100	100	100
Staff training					
# of hours of staff training	135	92	150	75	150

Administration Business Unit 14510

# **PROGRAM BUDGET SUMMARY**

	Actual				Budget						
Description		2009		2010	Α	dopted 2011	Am	ended 2011		2012	
Revenues											
4801 Charges for Serv NonTax	\$	_	\$	46	\$	200	\$	200	\$	200	
4802 Charges for Serv Tax	*	499	•	1,251	•	2.000	*	2,000	*	2,000	
Total Revenue	\$	499	\$	1,297	\$	2,200	\$	2,200	\$	2,200	
Expenses											
6101 Regular Salaries	\$	186,842	\$	194,098	\$	196,628	\$	196,628	\$	196,597	
6105 Overtime		27		53		-		· -		· -	
6150 Fringes		72,292		77,570		82,261		82,261		70,797	
6201 Training\Conferences		4,735		3,933		6,900		6,900		7,000	
6206 Parking Permits		2,859		2,847		3,000		3,000		3,028	
6301 Office Supplies		970		716		950		950		950	
6302 Subscriptions		7,410		8,355		10,000		10,000		10,000	
6303 Memberships & Licenses		2,301		2,223		2,250		2,250		2,335	
6320 Printing & Reproduction		1,534		1,483		2,000		2,000		2,000	
6328 Signs		-		-		50		50		100	
6413 Utilities		1,022		833		1,050		1,050		1,050	
6418 Equip Repairs & Maint		107		107		200		200		200	
Total Expense	\$	280,099	\$	292,218	\$	305,289	\$	305,289	\$	294,057	

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

Litigation Business Unit 14521

# PROGRAM MISSION

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

# PROGRAM NARRATIVE

# Link to City Goals:

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

# Objectives:

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

# Major Changes in Revenue, Expenditures or Programs:

13 of the 14 lawsuits the City was involved in were for rehab foreclosures which is consistent with the last couple of years. Foreclosures are not traditional "litigation" in that there is no claim that the City did or did not do anything. We are involved as a person with a lien and are trying to protect the City's investment of funds.

For negligence actions, our goal is to have zero claims due to good training and early involvement so appropriate defenses can be asserted.

	PERFORMAN	CE INDICATOR	S		
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	89	75	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements \$ value of settlements and judgments	\$43,662	\$10,225	<\$20,000	<\$20,000	<\$20,000
Work Process Outputs  Most cases handled by this office will be handled by the City Attorney staff					
% of cases handled by staff *	100%	100%	100%	100%	100%
Dispute avoidance # of suits filed against City	9	14	O	0	0

<sup>\*</sup> 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).

Litigation Business Unit 14521

# **PROGRAM BUDGET SUMMARY**

	Actual					Budget						
Description	2009			2010		Adopted 2011		ended 2011		2012		
Revenues 4801 Charges for Serv Nontax 4802 Charges for Serv Tax	\$	875	\$	909 75	\$	1,000	\$	1,000	\$	1,000		
Total Revenue	\$	875	\$	984	\$	1,000	\$	1,000	\$	1,000		
Expenses 6101 Regular Salaries 6150 Fringes 6402 Legal Fees 6404 Consulting Services 6625 Disability Payments	\$	140,508 48,191 2,633 4,088 13,043	\$	147,321 52,331 5,502 5,996 13,043	\$	148,345 55,088 4,000 7,000 13,043	\$	148,345 55,088 4,000 7,000 13,043	\$	148,345 47,338 4,000 7,000 13,043		
Total Expense	\$	208,463	\$	224,193	<b>\$</b>	227,476	\$	227,476	<b>ð</b>	219,726		

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

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.

Work with other departments to find efficiencies and better ways to provide service.

# Major Changes in Revenue, Expenditures or Programs:

No major changes.

P	ERFORMAN	CE INDICATOR	S		
	<u>ctual 2009</u>	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<u>Target 2012</u>
Client Benefits/Impacts					
The City will acquire necessary real estate with	hin				
the time period requested by the department					
heads making the request. Projects will not be	Э				
delayed due to real estate acquisition					
issues		•		•	
# projects delayed	0	0	0	0	0
Strategic Outcomes					
Acquisitions are made in a manner acceptable	e to				
both the property owner and to the City					
% of contested condemnation cases	1	0	0	0	0
Work Process Outputs					
# of real estate acquisitions	59	91	30	15	30
,					

Real Estate Business Unit 14522

# **PROGRAM BUDGET SUMMARY**

	Act		Budget						
Description	2009		2010	Add	pted 2011	Ame	ended 2011		2012
Expenses 6101 Regular Salaries 6150 Fringes	\$ 32,250 10,687	\$	33,133 11,428	\$	33,635 12,348	\$	33,635 12,348	\$	34,632 10,548
Total Expense	\$ 42,937	\$	44,561	\$	45,983	\$	45,983	\$	45,180

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

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 Changes in Revenue, Expenditures or Programs:

The reduction in printing expense reflects continued efforts to reduce the quantity of printed Official City Directories along with printing in black & white, as this information can now be found on the City's web page.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Retrieval of information					
% same day responses	95%	94%	95%	92%	95%
1 week retrieval for detailed requests	5%	6%	5%	7%	5%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs maintaining records	1,566	1,638	1,500	1,500	1,500
# of requests for information	291	252	300	250	300
# of publication notices	454	430	400	400	400
# of ordinances adopted	194	187	175	175	175

**Business Unit 11020** Recordkeeping

### **PROGRAM BUDGET SUMMARY**

	 Ac	tual		Budget							
Description	 2009		2010	Add	opted 2011	Am	ended 2011		2012		
Expenses 6101 Regular Salaries 6150 Fringes 6301 Office Supplies 6320 Printing & Reproduction	\$ 51,629 23,402 508 3,025	\$	53,456 24,934 1,898 2,267	\$	52,832 26,089 1,500 2,245	\$	52,832 26,089 1,500 2,245	\$	52,832 23,392 1,500 1,200		
6327 Miscellaneous Equipment 6402 Legal Fees	7,101 292		- 225		300		300		300		
6404 Consulting 6408 Contractor Fees	450		810		650		650		800		
6411 Temporary Help 6412 Advertising	31,085		2,918 28,339		30,000		30,000		30,000		
Total Expense	\$ 117,492	\$	114,847	\$	113,616	\$	113,616	\$	110,024		

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Advertising Required legal publications 30,000

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 Changes in Revenue, Expenditures or Programs:

In 2011, the Operator's (bartender) License was changed to a one year license from a two year license and the fee increased to \$40 annually from \$50 for a two year license. 2012 will be the first full year to recognize the full impact of this change.

Liquor license revenue has fluctuated the past few years due to when a "Reserve Class B (\$10,000/license)" is issued. There is no way of knowing when we will issue a Reserve license.

Commercial solicitations revenue in 2010 was greatly increased due to the bad weather (hail damage, etc.) we had as the roofing companies accounted for this large amount of revenue.

	PERFORMAN Actual 2009	CE INDICATOR Actual 2010	S Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts	Actual 2005	Actual 2010	Target 2011	r rojecteu zorr	Target 2012
Prompt application processing					
% processed on same day	100%	95%	100%	100%	100%
% issued within 90 days of application	100%	100%	100%	100%	100%
Strategic Outcomes Statutory and ordinance compliance of all					
licenses issued # of legal challenges	0	0	0	0	0
Work Process Outputs					
License applications processed					
# of beer/liquor licenses issued	181	235	225	225	225
# of operator licenses issued	843	647	700	700	700
# of general licenses issued	419	571	400	400	400

Licensing Business Unit 11030

### **PROGRAM BUDGET SUMMARY**

	 Ac	tual					Budget	
Description	 2009		2010	Add	opted 2011	Ame	ended 2011	2012
Revenues								
4301 Amusements	\$ 8,000	\$	8,205	\$	8,000	\$	8,000	\$ 8,000
4303 Cigarette	6,200		5,290		6,200		6,200	5,50
4306 Liquor	99,881		90,652		75,000		85,000	75,00
4307 Operators	46,940		58,905		50,000		50,000	55,00
4309 Sundry	4,847		4,932		4,800		4,800	4,80
4313 Special Events	12,390		20,532		12,000		12,000	17,00
4316 Second Hand/Pawnbroker	3,150		2,100		2,000		2,000	2,00
4317 Commercial Solicitation	9,635		16,770		9,000		9,000	10,00
4318 Christmas Tree	450		405		450		450	45
4319 Street & Sidewalk Cement	375		-		-		-	
4320 Taxi Cab/Limousine	1,595		1,680		1,300		1,300	1,50
4321 Taxi Driver	2,750		2,255		2,000		2,000	2,00
4322 Special "B" Beer License	720		910		1,000		1,000	1,00
4324 Street Vendor	413		518		150		150	40
4411 Sundry Permits	2,425		1,760		2,000		2,000	2,00
5010 Misc. Revenue - Nontax	6,220		6,380		6,000		6,000	6,00
Total Revenue	\$ 205,991	\$	221,294	\$	179,900	\$	189,900	\$ 190,65
Expenses								
6101 Regular Salaries	\$ 32,640	\$	34,487	\$	35,660	\$	35,660	\$ 36,15
6105 Overtime	400		708		375		375	37
6150 Fringes	19,848		21,547		22,946		22,946	21,10
6301 Office Supplies	720		1,337		1,500		1,500	1,50
6320 Printing & Reproduction	2,030		574		-		-	
6599 Other Contracts/Obligations	-		-		1,300		1,300	1,30
6630 Other Grant Payments	10,000		-		-		10,000	•
Total Expense	\$ 65,638	\$	58,653	\$	61,781	\$	71,781	\$ 60,43

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

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 Changes in Revenue, Expenditures or Programs:

Four or more major elections will be held in 2012 compared to 2011. Therefore, all election related costs and revenues have increased. The major changes include increases to wages, supplies, printing costs, temporary help, advertising, and rent, as well as intergovernmental revenue. This budget only shows funds for only four elections. It is possible that more than four elections may be required due to recall elections. We will need to look to our contingency fund or prioritize City budget services to fund recall election costs should it become necessary.

Due to the increased number of elections, new PCMCIA cards (election tabulator coding cards) will need to be purchased. This will amount to \$2,880 for two elections.

This budget includes a pay increase for election workers (\$12,000).

		CE INDICATOR			
Olivert Day of the flavor and a	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<u>Target 2012</u>
Client Benefits/Impacts					
Accurate election roll	7.000	44.004	= 000	= 000	40.000
# changes, add and deletes	7,288	11,891	5,000	5,000	12,000
# of voters purged (biannual)	3,286	0	0	0	7,500
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	16,427	41,813	15,000	23,289	55,000
# of registered voters	90,613	125,721	82,000	84,202	116,000
# of elections administered	2	4	2	3	5
# of candidates filing nomination					
papers	10	20	10	10	25
# of ballot styles	108	220	110	110	235
% of staff trained at each election	98%	98%	100%	100%	100%

Elections Business Unit 11040

### **PROGRAM BUDGET SUMMARY**

		Actu	al					Budget		
Description		2009		2010	Add	opted 2011	Am	ended 2011		2012
Revenues										
4224 Misc. State Aids	\$	6,300	\$	-	\$	-	\$	-	\$	-
4908 Misc. Intergov. Charges	•	22,838	•	55,051	•	20,000	•	20,000	•	60,000
Total Revenue	\$	29,138	\$	55,051	\$	20,000	\$	20,000	\$	60,000
Expenses										
6101 Regular Salaries	\$	76,728	\$	102,496	\$	82,486	\$	82,486	\$	138,155
6105 Overtime	Ψ	1,139	Ψ	2,840	Ψ	1,804	Ψ	1,804	Ψ	3,108
6108 Part-Time		5,004		105						-
6150 Fringes		23,611		26,726		25,765		25,765		24,563
6201 Training\Conferences		80				_0,. 00				,000
6202 Local Auto Expense		52		76		50		50		100
6206 Parking Permits		94		99		45		45		150
6301 Office Supplies		4,866		5,003		4,000		4,000		10.000
6302 Subscriptions		350		350		350		350		350
6316 Miscellaneous Supplies		-		317		128		128		2,880
6320 Printing & Reproduction		30,667		58,569		18,250		18,250		74,180
6327 Miscellaneous Equipment		-		-		-, -		-		-
6328 Signs		-		318		-		-		2,000
6411 Temporary Help		5,249		8,427		-		-		· -
6412 Advertising		(669)		820		1,250		1,250		3,000
6418 Equip Repairs & Maint		9,843		10,157		10,157		10,157		10,156
6503 Rent		1,320		2,100		1,320		1,320		3,600
6599 Other Contracts/Obligations		24		-		100		100		100
Total Expense	\$	158,358	\$	218,403	\$	145,705	\$	145,705	\$	272,342

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Printing & reproduction

Ballot printing and coding -

4 elections \$ 74,180

Equip Repairs & Maint

Voting machine maintenance

contract \$ 10,156

**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:

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 Changes in Revenue, Expenditures or Programs:

Mail delivery within City Hall by the Office of the City Clerk was eliminated in April, 2011. All departments now pick up their own mail from the Mail Copy Center.

The postage expense for the 2011 budget had a one time reduction since we carried over \$49,000 available from 2010. Other efficiencies from electronic deliveries result in an overall reduction.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Prompt mail delivery					
Mail delivery on schedule	100%	100%	100%	N/A	N/A
Accurate photocopy services					
Remake of request	1%	1%	1%	1%	1%
Strategic Outcomes					
Efficient mail processing					
# of pcs of mail returned for					
correction from mailing service	13	25	50	50	50
Work Process Outputs					
# of pieces of outgoing mail	194,409	178,916	250,000	250,000	250,000
# of packages handled	526	467	500	500	500
# of copies made in Mail Center	1,646,580	1,259,319	1,500,000	1,500,000	1,500,000

### Mail/Copy Services

**Business Unit 11050** 

### **PROGRAM BUDGET SUMMARY**

		Act	tual					Budget		
Description		2009		2010	Add	opted 2011	Ame	ended 2011		2012
Expenses										
6101 Regular Salaries	\$	28.610	\$	34.344	\$	35,842	\$	35,842	\$	39,374
6105 Overtime	*	315	Ψ	673	Ψ	375	Ψ	375	Ψ	375
6150 Fringes		19,250		21,542		22,981		22,981		21,555
6301 Office Supplies		996		1,653		1,000		1,000		1,600
6304 Postage\Freight		129,644		50,890		60,000		109,000		85,000
6316 Miscellaneous Supplies		11,300		11,672		15,000		15,000		11,500
6320 Printing & Reproduction		5,155		4,087		5,000		5,000		6,000
6327 Miscellaneous Equipment		620		-		-		-		-
6418 Equip Repairs & Maint		2,717		5,770		6,167		6,167		6,167
6503 Rent		2,848		4,913		12,249		12,249		12,250
6804 Equipment		-		-		_		_		_
Total Expense	\$	201,455	\$	135,544	\$	158,614	\$	207,614	\$	183,821

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

\$ 13,000 7,000 65,000
\$ 85,000
\$ 11,500 11,500
\$  11,242 1,008 12,250
\$ \$

				· J			
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Intergovernmental Revenues Licenses Permits Charges for Services Intergov. Charges for Service Other Revenues	6,300 197,346 2,425 1,374 22,838 6,220	0 213,154 1,760 2,281 55,051 6,380	0 202,463 920 1,230 28,271 6,933	0 171,900 2,000 3,200 20,000 6,000	0 181,900 2,000 3,200 20,000 6,000	0 180.650 2.000 3,000 60,000 6.000	0 182,650 2,000 3,200 60,000 6,000
TOTAL REVENUES	236,503	278,626	239,817	203,100	213,100	251.650	253,850
EXPENSES BY LINE ITEM							
Regular Salaries Overtime Part-Time Other Compensation Shift Differential Sick Pay Vacation Pay Fringes	471.126 1.881 5.004 37.244 7 7.702 33.126 217.282	496.618 4.275 105 59.483 19 6.126 37.088 236.078	422,885 2,250 813 37,930 14 9,153 33,294 209,106	585,428 2,554 0 0 0 0 0 247,478	585.428 2.554 0 0 0 0 0 0 247.478	0 0 0 0 0 0	552.505 3.858 0 93.580 0 0 0 219.302
Salaries & Fringe Benefits	773,372	839,792	715,445	835,460	835,460	0	869,245
Training & Conferences Local Auto Expense Parking Permits Office Supplies Subscriptions Memberships & Licenses Postage & Freight Awards & Recognition Rent Disability Payments Block Grant Payments	4.815 52 2.953 8.060 7.759 2.301 129.644 0 4.168 13.043 10.000	3,933 76 2,946 10,607 8,705 2,223 50,890 0 7,013 13,043 0	5,292 42 2,902 3,993 6,749 2,372 91,099 16 11,217 13,043 20,000	6,900 50 3,045 8,950 10,350 2,250 60,000 0 13,569 13,043	6.900 50 3.045 8.950 10.350 2.250 109.000 0 13.569 13.043 10.000	7,500 100 3,178 15,550 10,350 2,335 85,000 0 18,010 13,043	7.000 100 3.178 15.550 10.350 2.335 85.000 0 15.850 13.043
Administrative Expense	182,795	99,436	156,725	118,157	177.157	155,066	152,406
Miscellaneous Supplies Printing & Reproduction Miscellaneous Equipment Signs	11,300 42,411 7,722 0	11,989 66,980 0 318	9,325 36,820 0 0	15.128 27.495 0 50	15.128 27.495 0 50	14.380 118.980 0 2.100	14.380 83.380 0 2.100
Supplies & Materials	61,433	79,287	46,145	42.673	42,673	135,460	99,860
Legal Fees Consulting Services Contractor Fees Temporary Help Advertising Other Contracts/Obligations	2.925 4.088 450 5.249 30,416 24	5,727 5,996 810 11,345 29,159 0	1,516 7,067 60 2,171 28,171	4,300 7,000 650 0 31,250 1,400	4.300 7.000 650 0 31.250 1.400	4,300 7,000 800 0 33,000 1,400	4,300 7,000 800 0 33,000 1,400
Purchased Services	43,152	53,037	38,985	44,600	44,600	46,500	46.500
Te l ephone	1,021	834	621	1,050	1,050	1.050	1,050
Utilities	1,021	834	621	1,050	1,050	1.050	1,050
Equipment Repair & Maintenanc	12,667	16,033	13.719	16,524	16,524	16,523	16,523
Repair & Maintenance						16,523	
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1.074.440	1,088,419	971,640	1,058,464	1,117,464	354,599	1,185,584

### CITY OF APPLETON 2012 BUDGET SPECIAL REVENUE FUNDS

**Tuchscherer Disability** 

**Business Unit 7120** 

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

### Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

### SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2009 Actual	2010 Actual	2011 Adopted Budget	2011 Projected	2012 Budget
Revenues					
Interest Income	\$ 849	\$ 1,754	\$ 2,500	\$ 2,100	\$ 2,100
Expenses					
Program Costs	 6,391	6,391	6,391	6,391	6,391
Revenues over (under) Expenses	(5,542)	(4,637)	(3,891)	(4,291)	(4,291)
Fund Balance - Beginning	74,676	69,134	64,497	64,497	60,206
Fund Balance - Ending	\$ 69,134	\$ 64,497	\$ 60,606	\$ 60,206	\$ 55,915

# **SPECIAL REVENUE FUNDS** NOTES

**CITY OF APPLETON 2012 BUDGET** 

# **CITY OF APPLETON 2012 BUDGET HUMAN RESOURCES** Human Resources Director: Sandra A. Neisen Deputy Director of Human Resources: Debra M. Shufelt

### 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 2011 EVENTS**

This year was like no other for the Human Resources staff because of the Governor's proposal to eliminate collective bargaining. In terms of general HR functions, we started the year with implementing changes to our health insurance as a result of the Health Care Reform enacted by Congress. We implemented changes to our dental insurance policy for non union staff as a part of the 2011 budget recommendations. We also implemented a carrier change for our Voluntary Benefit Products, Life and LTD. We began the process of scanning personnel files into the Metafile system. Staff developed, revised and/or updated at least 5 separate policies throughout the year. Staff worked on employment issues relating to the budget repair bill (BRB) and the impacts to City staff. A number of communications were done with employees to keep them informed on the status of the BRB and to answer frequently asked questions. Staff also worked with union staff to address labor issues as a result of the legislation. BRB training sessions were conducted for supervisors to educate and prepare them for changing responsibilities post BRB. We handled a higher than average number of retirements throughout the year due to affects of the BRB. Staff also worked through the many transitional issues such as fringe benefits, policy changes, creation of a grievance process to meet the new guidelines, and a myriad of other issues that will need to take place due to the BRB. 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. Finally, glance chart information (table of organizations, department staffing information and salary charts) was updated and distributed.

With the changes to the Park and Recreation (P&R) Department's table of organization, our department took over the recruitment process for the recreation division. This included all applications, background checks and preemployment processes which are administered by our department (along with working with recreation supervisors on mandatory requirements). Support staff also took over some P&R administrative functions to further support the Parks Department with the organizational change. Recruitment activities were heavy with the large amount of resignations and retirements 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 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 Valley Transit during the year. Staff obtained parameters from the HR Committee and began negotiations, completing them with many units prior to the state budget implementation.

In the area of staff development and training, the department completed training of 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 4 seasonal classes. The staff conducted three new employee orientation programs, 9 employee engagement programs collaborated with Outagamie County, 3 BRB seminars for supervisors, 6 LEAN processes, 2 mentoring programs and a new alderperson orientation. The department also facilitated, in conjunction with an employee committee, another very successful administrative professionals' recognition program. We finalized the new employee orientation video developed for recruitment for the City. We worked with a transition team to handle changes resulting from the state budget repair bill, created a frequently asked question form for employees and conducted a benefits survey to get employee input on possible benefit changes. We also worked with the Public Works, Health, Valley Transit, Utilities and Parks and Recreation Departments on departmental developmental programs.

### **MAJOR 2012 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 bi-annual benefit team meetings

Conduct a comprehensive compensation study

Update policies as needed to comply with changing regulations and environment

Update benefits and complete transition phase related to BRB changes

### 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:**

Work with individual departments on policy issues related to the elimination of collective bargaining

Work through implementation of transition team recommendations

Educate employees on benefit changes and policy changes as a result of BRB

Educate supervisors on changing roles and responsibilities post BRB

### 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	Ac	tual		Budget		%				
Unit Title	2009	2010	Adopted 2011	Amended 2011	2012	Change *				
Program Revenues	\$ 161	\$ 1,019	-	\$ -	\$ -	N/A				
Program Expenses										
14010 Administration	263,405	282,038	265,100	265,100	250,691	-5.44%				
14020 Recruitment	166,932	184,282	182,155	182,155	176,999	-2.83%				
14030 Employee Relations	98,006	97,255	105,668	105,668	101,695	-3.76%				
14040 Staff Development	113,596	103,778	143,671	143,671	139,594	-2.84%				
TOTAL	\$ 641,939	\$ 667,353	\$ 696,594	\$ 696,594	\$ 668,979	-3.96%				
Expenses Comprised Of:										
Personnel	561,215	596,758	605,116	605,116	583,111	-3.64%				
Administrative Expense	46,950	36,455	49,068	49,068	49,608	1.10%				
Supplies & Materials	4,541	4,125	4,100	4,100	4,100	0.00%				
Purchased Services	28,426	29,357	37,310	37,310	31,310	-16.08%				
Utilities	807	658	1,000	1,000	850	-15.00%				
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					

<sup>\* %</sup> change from prior year adopted budget Human Resources.xls

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 and conduct organizational benefit reviews

Coordinate and administer the employee compensation and classification system

Administer the performance and goal evaluation system

Educate employees on health insurance costs and issues

Maintain employment records

### Major Changes in Revenue, Expenditures or Programs:

A major program change will likely be the focus and training of employees and supervisors on the changing environment as a result of the budget repair bill. Rather than negotiating labor agreements, the department will be focused on benefit education and training of supervisors in a new era.

In 2012, a comprehensive compensation study is planned. The study will cover all non-represented positions including positions that were previously represented prior to the BRB. These former represented positions are currently being paid based on collective bargaining and comparisons with other municipalities rather than on a market/competitive basis. The completion of a comprehensive study will ensure positions are accurately and fairly compensated based on market conditions, allow the elimination of the two-tiered pay schedule we currently administer, and allow employees to be included in the analysis of their positions.

Additionally, staff will be working with our benefits consultant to have an actuarial study conducted that will help the City develop a strategy to comply with the requirements of the federal Health Care Reform Act. The goal of the

	PERFORMAN Actual 2009	CE INDICATOR		Projected 2011	Torget 2012
Client Denetite/Immedia	Actual 2009	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	Target 2012
Client Benefits/Impacts					
Timely and appropriate support of depart	ments				
% of departments who rated					
services as satisfactory overall	New measure	$\longrightarrow$	80%	80%	80%
Strategic Outcomes					
Consistent and understandable employm	ent policies and p	rocedures			
# of employment practices claims	2	1	0	0	0
Work Process Outputs					
Policy Implementation - # of policies:					
Developed	0	1	0	0	0
Updated	18	12	13	13	13
Reviewed in training sessions	224	193	200	200	200
Fringe Benefits					
# of new fringe benefits	1	0	0	0	0
# of modified fringe benefits	29	5	1	1	3
# of fringe benefit training sessions	16	32	20	20	30
" or mingo portone training occording	10	02	20	20	00

Administration Business Unit 14010

### **PROGRAM BUDGET SUMMARY**

	 Ac	tual							
Description	 2009		2010	Ad	lopted 2011	Am	ended 2011		2012
Revenues									
4801 Charges for Serv Nontax	\$ 161	\$	19	\$	-	\$	-	\$	-
6150 Fringes	-		1,000		-		-		
Total Revenue	\$ 161	\$	1,019	\$	-	\$	-	\$	-
Expenses									
6101 Regular Salaries	\$ 183,971	\$	193,451	\$	180,819	\$	180,819	\$	180,819
6105 Overtime	380		307		-		-		-
6150 Fringes	67,231		75,694		70,603		70,603		61,194
6201 Training/Conferences	-		1,000		-		-		-
6206 Parking Permits	1,887		1,875		2,160		2,160		2,160
6301 Office Supplies	1,005		1,012		1,500		1,500		1,500
6302 Subscriptions	-		367		-		-		-
6305 Awards & Recognition	232		118		89		89		89
6307 Food & Provisions	128		86		119		119		119
6320 Printing & Reproduction	3,299		3,608		3,600		3,600		3,600
6327 Miscellaneous Equipment	1,144		500		500		500		500
6404 Consulting Services	3,500		3,500		5,000		5,000		-
6413 Utilities	525		428		600		600		600
6599 Other Contracts/Obligations	103		92		110		110		110
Total Expense	\$ 263,405	\$	282,038	\$	265,100	\$	265,100	\$	250,691

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

### Major Changes in Revenue, Expenditures or Programs (continued from prior page)

Since both studies will benefit all departments City-wide, the cost of the studies (\$70,000 for the compensation plan and \$15,000 for the actuarial study) have been included in the employee benefit charge and is appropriated to each department across all funds.

### **Recruitment and Selection**

**Business Unit 14020** 

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

### Link to City Goals:

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

### Objectives:

Review and make recommendations on the filling of vacancies, reorganizations and other staffing changes Review and update job descriptions, and post or advertise vacant positions

Receive, enter Equal Employment Opportunity (EEO) information and screen applications

Administer selection process including: corresponding with applicants, maintaining recruitment data, testing, interviewing, performing background and reference checks, coordinating travel arrangements, assessment centers, medical, psychological and physical agility tests and documenting employment offers Maintain statistical data on applicant files

Outline and document all hiring processes and continue to explore online job posting opportunities

Evaluate the use of testing and employment related assessments

Develop and implement an online job application and automate recruitment letters

### Major Changes in Revenue, Expenditures or Programs:

The increase of \$1,000 in employee recruitment, and \$1,000 in advertising, is due to the expected increase in the amount of vacant positions. We expect the turnover to be a combination of retirements and resignations due to benefit changes mandated at the State level as well as changes to the City's benefit package which could negatively impact employee retention.

The decrease of \$2,000 from consulting services is to bring the account more in line with past years actual expenses.

The decrease of \$160 in membership and dues is due to taking advantage of 3 year deal on our SHRM membership.

		CE INDICATOR		Drainated 2011	Tornot 2012
Client Benefite/Imposts	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<u>Target 2012</u>
Client Benefits/Impacts					
Staff Retention	4.0			4-	
Regular employees on staff < 1 year	19	20	20	45	20
Regular employees on staff 1-5 years	147	138	130	130	130
Regular employees on staff 6-10 years	149	131	155	130	155
Regular employees on staff 10+ years	343	352	340	340	330
Strategic Outcomes					
City operates more efficiently					
# of open positions throughout year	24	29	30	80	75
# staff turnover non-union positions	13	9	10	25	10
# staff turnover union positions	17	27	20	40	20
Work Process Outputs					
Candidate recruitment					
# of positions posted internally	9	27	30	40	30
# of positions advertised externally	22	29	20	40	25
# of telephone interviews	0	13	10	25	10
# of face to face interviews	240	302	300	450	300
# of assessment centers	3	1	1	1	1
# of candidates tested	312	166	300	400	300
" or carranactor tottod	012	100	000	100	000

### Recruitment and Selection

**Business Unit 14020** 

### **PROGRAM BUDGET SUMMARY**

	 Ac	tual		Budget						
Description	2009		2010		Adopted 2011		ended 2011		2012	
Expenses										
6101 Regular Salaries	\$ 94,176	\$	99,032	\$	96,683	\$	96,683	\$	96,683	
6105 Overtime	66		70		-		-		-	
6150 Fringes	42,075		46,075		46,462		46,462		41,516	
6205 Employee Recruitment	9,705		12,707		12,000		12,000		13,000	
6303 Memberships & Licenses	210		275		210		210		50	
6307 Food & Provisions	395		387		500		500		500	
6320 Printing & Reproduction	97		-		-		-		-	
6404 Consulting Services	13,239		19,904		20,000		20,000		18,000	
6412 Advertising	6,758		5,663		6,000		6,000		7,000	
6413 Utilities	211		169		300		300		250	
Total Expense	\$ 166,932	\$	184,282	\$	182,155	\$	182,155	\$	176,999	

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Employee Recruitment Background checks Testing materials	\$ 8,000 5,000
3	\$ 13,000
Consulting Services Pre-employment physicals Pre-employment psychologicals	\$ 8,000 10,000 18,000

### **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/work through transition issues related to the BRB

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

### Major Changes in Revenue, Expenditures or Programs:

Based on the budget repair bill, the major focus in this program will shift from negotiating and resolution of labor issues to employee relations. Training employees on benefit changes and the work environment without a collective bargaining agreement will be the most immediate challenge. Another major focus will be on educating supervisors on their changing role as a result of the elimination of collective bargaining agreements.

For this budget, we are estimating that sick leave usage will stay stable in 2012 (below). However, we are hopeful that sick leave usage will drop next year as a result of the proposed changes of sick leave to paid time off (PTO). Unfortunately, at this point is too early to make a reasonable estimate.

	PERFORMAN	CE INDICATOR	S		
	Actual 2009	Actual 2010	<b>Target 2011</b>	Projected 2011	Target 2012
Client Benefits/Impacts					
Grievance resolution					
# of grievances	24	38	30	10	0
# of grievances sent to arbitration	1	1	0	0	0
Strategic Outcomes					
Sick leave frequency					
# regular sick hours used city wide	14,658	13,369	14,000	14,000	14,000
Avg. regular sick hours per employee	22.3	20.9	23.0	23.0	23.0
# FMLA sick hours used city wide	16,204	15,913	16,500	13,500	16,000
Avg. FMLA sick hours per employee	24.6	24.8	25.0	21.0	25.0
Work Process Outputs					
Labor contracts negotiated and administered	ed				
# of contracts under negotiation	15	2	15	3	0
# of contracts sent to arbitration	0	0	0	0	0

**Employee & Labor Relations** 

**Business Unit 14030** 

### **PROGRAM BUDGET SUMMARY**

	 Ac	tual		Budget							
Description	2009		2010	Ac	dopted 2011	Ame	ended 2011		2012		
Expenses											
6101 Regular Salaries	\$ 67,399	\$	70,235	\$	70,479	\$	70,479	\$	70,479		
6105 Overtime	29	-	38	•	-		· -		-		
6150 Fringes	24,124		25,697		27,099		27,099		23,426		
6302 Subscriptions	796		966		1,370		1,370		1,270		
6303 Memberships & Licenses	705		-		320		320		320		
6307 Food & Provisions	54		61		100		100		-		
6404 Consulting Services	4,828		197		6,200		6,200		6,200		
6413 Utilities	71		61		100		100		-		
Total Expense	\$ 98,006	\$	97,255	\$	105,668	\$	105,668	\$	101,695		

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

### **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 Changes in Revenue, Expenditures or Programs:

The main focus of this program will be on post BRB education of supervisors. Specifically, we will need to develop new tools and resources, and educate our supervisors on managing without a union contract.

This budget has kept the training line item the same as the 2011 budget. The reduction in expenditures in 2010 was due to our ability to use in-house speakers in the majority of our training programs saving us the cost of contracted presenters. However, in 2012, because of the affect the BRB has on the critical roles of our supervisors, we believe that this year and next year's training classes will be some of the most critical programs we offer. In recognition of this fact, we want to be able to make sure we can afford to bring in the most qualified presenters for this group.

	PERFORMAN	CE INDICATOR	S		
	<u>Actual 2009</u>	<u>Actual 2010</u>	<b>Target 2011</b>	Projected 2011	Target 2012
Client Benefits/Impacts					
Timely, resourceful training provided					
% employees reported very satisfied	72%	70%	70%	70%	70%
% employees reported satisfied	28%	30%	30%	30%	30%
% employees reported not satisfied	0%	0%	0%	0%	0%
Strategic Outcomes					
% of FT & PT employees trained					
on required topics	100%	97%	100%	100%	100%
Work Process Outputs					
Training programs conducted					
Number of training topics covered					
at required classes	23	36	25	25	32
Avg. number participants per session	26	25	25	25	25

Staff Development & Training

**Business Unit 14040** 

### **PROGRAM BUDGET SUMMARY**

	Ac	tual		Budget					
Description	 2009		2010	Ad	lopted 2011	Ame	Amended 2011		2012
Expenses 6101 Regular Salaries 6105 Overtime 6150 Fringes 6201 Training\Conferences 6206 Parking Permits 6303 Memberships & Licenses	\$ 59,091 3 22,670 31,589 15 180	\$	61,804 5 24,351 17,049 - 199	\$	77,435 - 35,536 30,000 - 200	\$	77,435 - 35,536 30,000 - 200	\$	77,435 - 31,559 30,000 - 200
6307 Food & Provisions 6320 Printing & Reproduction	48		352 18		500		500		400
Total Expense	\$ 113,596	\$	103,778	\$	143,671	\$	143,671	\$	139,594

### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

Training	and	Conferences

HR professional/technical training City-wide training

\$ 11,000
19,000
\$ 30,000

### City of Appleton 2012 Budget Revenue and Expense Summary

09/29/11 11:46:02

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Charges for Services Other Revenues	161 0	19 1,000	9 0	0 0	0	0 0	0
TOTAL REVENUES	161	1,019	9	0	0	0	0
EXPENSES BY LINE ITEM						•	
Regular Salaries Overtime Sick Pay Vacation Pay Fringes	364.338 479 2.881 37.418 156,101	381.540 420 2.841 40.141 171.817	277,028 236 2,939 30,505 129,382	425,416 0 0 0 179,700	425,416 0 0 0 0 179,700	0 0 0 0 0	425,416 0 0 0 0 157,695
Salaries & Fringe Benefits	561.217	596.759	440.090	605,116	605,116	0	583.111
Training & Conferences Employee Recruitment Parking Permits Office Supplies Subscriptions Memberships & Licenses Awards & Recognition Food & Provisions	31.589 9.705 1.902 1.006 796 1.095 232 625	18.049 12.707 1.875 1.013 1.333 474 117 887	15.813 8.021 2.029 297 816 1.039 72 1.376	30,000 12,000 2,160 1,500 1,370 730 89 1,219	30,000 12,000 2,160 1,500 1,370 730 89 1,219	32,500 13,000 2,160 1,500 1,270 570 89 1,019	30,000 13,000 2,160 1,500 1,270 570 89 1,019
Administrative Expense	46,950	36,455	29,463	49,068	49,068	52,108	49.608
Books & Library Materials Printing & Reproduction Miscellaneous Equipment	0 3,397 1,144	18 3,608 500	60 2.710 50	0 3,600 500	0 3.600 500	0 3,600 500	3.600 500
Supplies & Materials	4,541	4,126	2,820	4,100	4.100	4,100	4.100
Consulting Services Advertising Other Contracts/Obligations	21,567 6,758 103	23,602 5,663 92	19,190 6,848 0	31.200 6.000 110	31,200 6,000 110	29,200 7,000 110	24,200 7,000 110
Purchased Services	28,428	29,357	26,038	37,310	37.310	36,310	31,310
Telephone	807	658	479	1.000	1.000	850	850
Utilities	807	658	479	1,000	1.000	850	850
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	641.943	667,355	498.890	696.594	696,594	93,368	668.979

# **CITY OF APPLETON 2012 BUDGET RISK MANAGEMENT Human Resources Director: Sandra A. Neisen Deputy Director of Human Resources: Debra M. Shufelt**

### **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 2011 EVENTS**

The Risk Management staff again started off the year by completing annual insurance renewals and an analysis of current coverages. In addition to annual renewals, insurance was purchased for the Foremost Farms property. Staff also conducted a request for proposals for auto insurance for Valley Transit with a recommendation for no change at this time.

Several policies were modified, including: Ergonomic, Fall Protection, Valley Transit Drug Free Workplace Act of 1988, Automated External Defibrillator, Hearing Conservation, Aerial Bucket and Lead Policy.

Evaluation of workers' compensation statistics, and follow-up departmental review and suggestions for improvements were completed. Additionally, the department was successful in negotiating some discounts with local physicians for workers' compensation claims.

The HR Generalists have continued to attend departmental safety committee meetings, making suggestions for improvements when possible.

Continued the use of the Metafile scanning system for all approved certificates of insurance and material safety data sheets (MSDS). Started using the system for all claims so entire system is filed electronically now.

Completed all general, safety and supervisory required training on risk management topics. Built a large Jenga game which was utilized to keep the 2011 required safety training engaging.

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.

The claims handling procedures were reviewed and streamlined to gain efficiencies.

A short form was developed for accident reporting for property damage under \$500 and when no medical treatment was necessary to save staff time and gain efficiencies.

### **MAJOR 2012 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 the Attorney's Office on workers' compensation claims and other unresolved claims

Review all property, liability and workers' compensation insurance coverages

Look for increased efficiencies in the processing of claims

Develop a claims investigation and processing procedure cross training manual

Prepare and process an RFP for Valley Transit auto insurance

Evaluate funding source adequacy, including charges for service for workers' compensation and recovery of claims / legal defense fees paid out but not recovered on the Fox River clean-up

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 workers' compensation statistics and work with departments to develop appropriate courses of action Work with CVMIC to conduct mock Department of Commerce audits

DEPARTMENT BUDGET SUMMARY												
F	Programs		Act	tual					Budget			%
Unit	Title		2009		2010	Ad	opted 2011	Am	ended 2011		2012	Change *
Progr	am Revenues	\$	1,222,027	\$	1,041,712	\$	1,204,579	\$	1,204,579	\$	1,318,903	9.49%
	am Expenses											
6210 Pro	perty & Liability Mgt.		1,960,371		1,366,969		1,111,847		1,111,847		1,115,354	0.32%
6220 Los	s Control		126,877		136,141		141,709		141,709		136,549	-3.64%
Total Pro	ogram Expenses	\$	2,087,248	\$	1,503,110	\$	1,253,556	\$	1,253,556	\$	1,251,903	-0.13%
Expenses (	Comprised Of:											
Personnel			299,141		348,662		317,965		317,965		305,742	-3.84%
Administrati	ve Expense		1,765,274		1,136,921		909,131		909,131		928,591	2.14%
Supplies & N	<b>Vaterials</b>		2,377		4,384		2,850		2,850		2,650	-7.02%
Purchased S	Services		20,316		13,031		23,410		23,410		14,720	-37.12%
Utilities			140		112		200		200		200	0.00%
Repair & Ma	aintenance		-		-		-		-			N/A
Capital Expe	enditures				-		-		-		-	N/A
Full Time E	quivalent Staff:											
Personnel a	llocated to programs		2.98		2.98		2.98		2.98		2.98	

<sup>\* %</sup> change from prior year adopted budget Risk Management.xls

**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 changes in Revenue, Expenditures, or Programs:

The increase in the 2012 budget request for workers' compensation uninsured losses is due to an increase in our 7 year average based on actual claim history. We have experienced a number of higher dollar workers' compensation claims throughout the City as well as a couple of large auto liability claims. A 2006 back injury resulting from an employee lifting a rairoad tie has led to two surgeries and almost \$200,000 in costs. Another DPW employee injured his knee which led to three surgeries and finally a total knee replacement. Costs related to this claim have exceeded \$225,000 and are continuing. Additionally, the Police Department has experienced a number of shoulder injuries to their officers that resulted in surgeries.

Despite the large claims we've experienced recently, none of the individual claim amounts have reached our excess level, so our premiums have not been adversely affected. Additionally, CVMIC switched carriers for our employment practices liability insurance (EPLI) which provided a lower rate. We also increased our self-insured retention (SIR) level from \$300,000 to \$325,000 for our worker's compensation excess coverage, and our SIR for general liability from \$175,000 to \$200,000, which helped reduce premiums.

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 70% coming from CNA Insurance and 30% from Wausau Insurance. To date, \$1,214,446 in claims have been submitted and \$881,434 have been reimbursed. Reimbursement is slow but continues to be collected with \$333,012 currently outstanding. Included in the 2011 and 2012 budgets is an allowance for potential expenses that will not be reimbursed of \$50,000 and \$15,000, respectively.

	Ac	tual 2009	Ac	tual 2010	Ta	rget 2011	Pro	jected 2011	Ta	rget 2012
Client Benefits/Impacts										
Insurance Costs										
Average workers' compensation costs										
per claim*	\$	6,918	\$	3,315	\$	4,000	\$	4,000	\$	4,000
Average cost per general liability claim*	\$	515	\$	42	\$	200	\$	200	\$	200
Average cost per auto liability claim*	\$	1,008	\$	365	\$	600	\$	300	\$	600
Strategic Outcomes	•	,	•		•		•		•	
Minimize claims expense										
\$ value of claims paid*	\$	614,325	\$	222,376	\$	280,000	\$	200,000	\$	280,000
\$ value of subrogation recovery*	\$	14,704	\$	8,114	\$	11,000	\$	6,000	\$	11,000
Work Process Outputs	•	, -	•	-,	,	,	•	-,	,	,
Insurance Coverage Maintenance										
# of insurance policy renewals		11		10		10		10		10
# of new insurance policies purchased		0		2		0		0		0
Claim processing		-		_						_
# of claims filed		170		139		160		150		160

Property & Liability Management

**Business Unit 6210** 

### **PROGRAM BUDGET SUMMARY**

	_	Ac	tual					Budget		
Description		2009		2010	Ac	dopted 2011	Am	ended 2011		2012
Devenues										
Revenues 4710 Interest on Investments	\$	2,589	\$	329	\$	1,000	\$	1,000	\$	
4801 Charges for Serv Nontax	φ	601,386	Φ	813,804	Φ	1,000	Φ	1,000	φ	1,116,903
5035 Other Reimbursements		80,243		4,932		53,000		53,000		67,000
5082 Insurance Proceeds		537,809		222,647		125,000		125,000		135,000
Total Revenue	\$	1,222,027	\$	1,041,712	\$	1,204,579	\$	1,204,579	\$	1,318,903
		.,,		.,,.		1,=01,010		1,201,010		1,010,000
Expenses										
6101 Regular Salaries	\$	139,011	\$	173,959	\$	142,656	\$	142,656	\$	142,982
6105 Overtime		78		97		-		-		-
6150 Fringes		49,633		55,433		55,983		55,983		47,904
6206 Parking Permits		1,116		1,116		1,116		1,116		1,116
6301 Office Supplies		969		1,110		1,500		1,500		1,500
6327 Miscellaneous Equipment		-		3,029		500		500		500
6401 Accounting/Audit		1,675		1,747		2,110		2,110		2,220
6403 Bank Services		276		314		800		800		-
6404 Consulting Services		7,487		-		8,000		8,000		-
6501 Insurance		378,814		405,258		386,782		386,782		386,632
6599 Other Contracts/Obligations		-		92		-		-		-
6626 Uninsured Losses		896,058		235,208		218,400		218,400		192,000
6627 Uninsured Losses - WC		485,254		489,606		294,000		294,000		340,500
Total Expense	_\$_	1,960,371	\$	1,366,969	\$	1,111,847	\$	1,111,847	\$	1,115,354

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Insurance CVMIC Pool Coverage: Liability Excess liability Employment practice Automobile Package property Treasurer's bond Excess worker's compensation	\$ 87,500 10,500 18,500 14,000 191,500 632 64,000 386,632
Uninsured Losses General liability Automobile Fox River litigation attorney fees	\$ 23,000 19,000 150,000 192,000
Uninsured Losses - WC Medical payments Comp- lost time Other administrative expenses Subrogation	\$ 250,500 88,000 13,000 (11,000) 340,500

### 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, bullying, workplace violence, blood borne 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 blood borne 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 changes in Revenue, Expenditures, or Programs:

No major changes.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Safety and loss prevention knowledge					
# of attendees at safety sessions	2,618	3,405	2,500	3,000	2,800
Strategic Outcomes					
Convenient, understandable safety polici	es & procedures				
# of safety inspections conducted	· 71	126	125	125	125
# of safety problems	149	179	200	175	150
# of safety corrections	132	163	190	170	150
Work Process Outputs					
Employees Educated					
# of educational programs given	144	119	125	125	125
Avg employees per session	29	26	25	25	26
7.11g 0.11p.07000 por 00001011	20	20	20	20	20

### Safety/Loss Prevention

**Business Unit 6220** 

### **PROGRAM BUDGET SUMMARY**

	 Ac	tual					Budget	
Description	 2009		2010	Ad	opted 2011	Ame	ended 2011	2012
Expenses								
6101 Regular Salaries	\$ 79,313	\$	84,668	\$	83,251	\$	83,251	\$ 83,251
6105 Overtime	24		6		-		-	-
6150 Fringes	31,082		34,500		36,075		36,075	31,605
6201 Training\Conferences	1,754		3,698		6,000		6,000	5,500
6303 Memberships & Licenses	70		70		140		140	150
6305 Awards & Recognition	142		-		140		140	140
6307 Food & Provisions	1,097		855		1,053		1,053	1,053
6315 Books & Library Materials	126		-		100		100	100
6320 Printing & Reproduction	1,566		1,329		1,800		1,800	1,600
6323 Safety Supplies	64		25		200		200	200
6327 Miscellaneous Equipment	621		-		250		250	250
6404 Consulting Services	10,878		10,878		12,500		12,500	12,500
6413 Utilities	140		112		200		200	200
Total Expense	\$ 126,877	\$	136,141	\$	141,709	\$	141,709	\$ 136,549

### DETAILED SUMMARY OF 2012 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
	\$ 12,500

### City of Appleton 2012 Budget Revenue and Expense Summary

09/29/11 11:51:06

Description	. 2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Interest Income Charges for Services Other Revenues	2,589 601,386 618,052	327 813.804 227.579	0 782.177 216.219	1,000 1,025,579 53,000	1.000 1.025,579 53,000	0 0 0	0 1,116,903 202,000
TOTAL REVENUES	1,222,027	1,041,710	998.396	1,079,579	1,079,579	0	1,318,903
EXPENSES BY LINE ITEM							
Regular Salaries Overtime Part-Time Sick Pay Vacation Pay Fringes	195,531 102 0 3,056 19,737 80,715	202,238 103 0 33,912 22,477 89,932	147,378 66 30 2,721 15,447 66,738	225,907 0 0 0 0 92,058	225,907 0 0 0 0 0 92,058	0 0 0 0 0	226,233 0 0 0 0 0 79,509
Salaries & Fringe Benefits	299,141	348,662	232,380	317,965	317,965	0	305,742
Training & Conferences Parking Permits Office Supplies Memberships & Licenses Awards & Recognition Food & Provisions Insurance Uninsured Losses Uninsured Losses - WC Trans Out - Capital Projects	1.755 1.116 969 70 141 1.097 378.815 896.058 485,254	3,698 1,116 1,110 70 0 855 405,258 235,208 489,606 0	3.537 1,152 293 130 100 664 373,105 191,999 412,959 29,206	6,000 1,116 1,500 140 140 1,053 386,782 93,400 294,000	6,000 1,116 1,500 140 140 1,053 386,782 93,400 294,000	5.900 1.116 1.500 150 140 1.053 386.632 42.000 340.500	5.500 1.116 1.500 150 140 1.053 386.632 192.000 340.500
Administrative Expense	1,765,275	1,136,921	1.013.145	784.131	784,131	778,991	928,591
Books & Library Materials Printing & Reproduction Safety Supplies Miscellaneous Equipment	126 1,566 64 621	0 1,330 25 3,029	78 745 5 0	100 1,800 200 750	100 1.800 200 750	100 1,600 200 750	100 1.600 200 750
Supplies & Materials	2,377	4,384	828	2,850	2.850	2.650	2,650
Accounting/Audit Bank Services Consulting Services Other Contracts/Obligations	1,675 276 18,365 0	1.747 314 10.878 92	1.933 314- 15,509 0	2,110 800 20,500 0	2.110 800 20,500 0	0 0 12.500 0	2,220 0 12,500 0
Purchased Services	20,316	13,031	17,128	23,410	23,410	12,500	14,720
Telephone	140	112	81	200	200	200	200
Utilities	140	112	81	200	200	200	200
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	2,087,249	1.503,110	1,263,562	1,128,556	1,128,556	794,341	1,251,903

# CITY OF APPLETON 2012 BUDGET RISK MANAGEMENT FUND STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
Charges for Services Other Total Revenues	\$ 601,386 80,243 681,629	\$ 813,804 4,932 818,736	\$ 1,025,579 53,000 1,078,579	\$ 1,038,576 115,000 1,153,576	\$ 1,116,903 67,000 1,183,903
Expenses					
Litigation Fees Other Operating Expenses Total Expenses	830,477 1,256,771 2,087,248	196,021 1,307,089 1,503,110	175,000 1,078,556 1,253,556	175,000 1,184,556 1,359,556	150,000 1,101,903 1,251,903
Operating Income (Loss)	(1,405,619)	(684,374)	(174,977)	(205,980)	(68,000)
Non-Operating Revenues (Expenses)					
Investment Income Other Non-Operating Income Loss in investment in WMIC Interest Expense	2,589 537,809 - -	328 222,647 - -	1,000 125,000 - -	- 165,000 - -	135,000 - -
Total Non-Operating	540,398	222,975	126,000	165,000	135,000
Change in Net Assets	(865,221)	(461,399)	(48,977)	(40,980)	67,000
Fund Balance - Beginning	1,368,669	503,448	42,049	42,049	1,069
Fund Balance - Ending	\$ 503,448	\$ 42,049	\$ (6,928)	\$ 1,069	\$ 68,069
	SCHED	ULE OF CASH	FLOWS		
Cash - Beginning of Year + Change in Net Assets				\$ (426,968) <sup>1</sup> (40,980)	\$ (467,948) 67,000
Working Cash - End of Year				\$ (467,948)	\$ (400,948)

<sup>&</sup>lt;sup>1</sup> Does not include accounts receivable of \$319,072 for reimbursement of Fox River litigation costs from insurance companies that was outstanding at year end.

# **RISK MANAGEMENT** NOTES

**CITY OF APPLETON 2012 BUDGET** 

### **CITY OF APPLETON 2012 BUDGET**

### **COMMUNITY DEVELOPMENT**

**Community Development Director: Karen E. Harkness** 

**Deputy Director: Monica N. Klaeser** 

# CITY OF APPLETON 2012 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 2011 EVENTS**

In 2011, the Community Development Department continued its integrated efficient delivery of traditional planning and economic development services to the public while adding in the program areas of Geographic Information Systems (GIS) and Diversity.

The Department continues the comprehensive re-write process of the Zoning Ordinance which includes a thorough analysis of each zoning district and the basic standards and regulations that the code contains, which is expected to be completed over a multi-year period. Specific sections updated in 2011 included the Adult-Oriented Businesses and Parking regulations. Site plans are now submitted in an electronic format reducing applicant printing costs and allowing staff to perform the majority of the plan review electronically. Additionally, this format allows GIS to easily update lot lines and maps. The Certified Survey Map process is also managed electronically, once again reducing printing costs and shortening the plan review time frame. Staff also partnered with the Town of Grand Chute to perform a West College Avenue Corridor Study, addressing significant vacancies and establishing a vision for long-term viable redevelopment.

The creation of Tax Increment Financing District #8 (TIF #8) in 2009 led to pre-development work in 2010 for the elimination of blight at the RiverHeath property and former Foremost Farms property. Both developments will incorporate greater public access to the river corridor in an area that lies just north and south of the new College Avenue Bridge. The City agreed to purchase the former Foremost Farms in early 2011. RiverHeath amended their plan to add 7 townhomes on the southern point of the property. Staff also completed the amendment of TIF #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 known as Eagle Flats.

Appleton partnered with the Fox Cities Chamber of Commerce in the completion of an economic development strategic plan in 2011, which was Phase One of the City's Strategic Marketing Plan. This in depth analysis identifies our target markets, opportunities and challenges that will allow us to build a deliberate, and conscious marketing approach.

In 2011, the City's GIS was upgraded and expanded significantly from previous years. The purchase of the multi-year Enterprise License Agreement (ELA) allowed for enhancements to all components of GIS. Phase one of the implementation process was centralizing the data in an Enterprise database which created one location for all users to access. This expanded the number of users to the system and allowed for multiple users to access and edit data simultaneously, something that was previously not possible. The Enterprise database also allows GIS the capability to manage the user access and overall security of the database.

Phase two of the process provided the desktop software to GIS users who previously had none. Prior to the ELA the desktop software was only installed on 7 computers at the City and users had very limited access to data. In year 1 of the agreement the software has already been installed on 45 additional computers. During phase three of the process GIS staff provided training and support for this new group of users. Documentation was created showing different levels of users how best to use and implement the software into their current workflows. Group training classes were also scheduled with every new software user to help them understand and learn the core software capabilities.

Creating a fair, equitable, healthy and high-performing organization by encouraging and supporting diversity and inclusion in our organization continued to be a high priority in 2011. Staff also developed and implemented numerous community education programs about diversity issues through presentations, community awareness, prevention education and events. We continue to improve workplace and community diversity with outreach, recruitment efforts, training and communication.

Our neighborhoods benefited from the Homeowner & Rental Rehabilitation Loan programs and Neighborhood Revitalization Program (NRP) program. In 2011, the City of Appleton Homeowner Rehabilitation Loan Program rehabilitated twenty-four owner-occupied homes, while the Rental Rehabilitation Loan Program rehabilitated seven tenant-occupied units. In April 2011, the NRP Coordinator position was vacated due to a decrease in CDBG funding. Community Development is committed to neighborhood revitalization and continues to explore partnership opportunities to support physical and socio-cultural improvements in our neighborhoods.

Finally, the Department continues to work and communicate with the business community in Appleton and throughout the region with the traditional marketing efforts and continued social media efforts, and our regular business retention visits and partnerships with community organizations help build relationships that benefit the City.

## CITY OF APPLETON 2012 BUDGET COMMUNITY DEVELOPMENT

### **MAJOR 2012 OBJECTIVES**

Formulate and implement a marketing plan with an emphasis on social media that will result in development within targeted districts of the City

Contact 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 4 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 continue to function as the 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 2010-2030 Comprehensive Plan

Continued the 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

Use the results of the Economic Development Strategic Plan, which was phase I of the Strategic Marketing Plan, to continue with Phase II of the Strategic Marketing Plan, which will create a management tool with an organized approach to communicate with our audience

Foster a culture of economic development that produces jobs and encourages small business development by connecting entrepreneurs to resources, provide needed information and analysis and propose essential infrastructure

Continue to collaborate with diverse groups, both internally and externally, and community organizations to better understand how the City can serve their needs

Develop a strategic direction and implement initiatives to promote diversity and inclusion

Continue to deploy GIS Enterprise License Agreement (ELA) agreement by installing software and training new users; work with GIS team and software vendor to develop both a short and long range training plan for City staff keeping the City technologically appropriate

Develop & deploy an external GIS website for public use and develop a mobile application to improve staff efficiency in the field

Incorporate work flow manager application into our current parcel tracking process; create an application linking the iSeries Customer Service/Work Order systems with GIS

		DEPART	MEN	IT BUDGET	SUN	IMARY				
	Programs	Ac	tual					Budget		%
Unit	Title	2009		2010	Ad	opted 2011	An	nended 2011	2012	Change *
	Program Revenues	\$ 12,790	\$	18,540	\$	15,500	\$	15,500	\$ 15,500	0.00%
	Program Expenses									
10550	Administration	246,055		207,918		249,521		252,259	251,388	0.75%
10551	Marketing	131,747		136,734		138,580		138,580	116,652	-15.82%
10553	New & Redevelopment	92,980		98,526		100,731		100,731	93,037	-7.64%
10554	Business Park	72,759		75,888		76,709		76,709	62,091	-19.06%
15020	Current Planning	194,130		204,829		208,317		208,317	199,621	-4.17%
15030	Long Range Planning	58,038		61,282		62,226		62,226	59,676	-4.10%
13040	GIS	252,617		264,324		281,770		277,070	267,154	-5.19%
10555	Diversity	-		-		65,562		65,562	65,787	0.34%
	TOTAL	\$ 1,048,326	\$	1,049,501	\$	1,183,416	\$	1,181,454	1,115,406	-5.75%
Expense	es Comprised Of:			3						
Personn	el	984,230		984,875		1,105,510		1,105,510	1,056,713	-4.41%
Administ	trative Expense	47,285		43,555		27,081		29,819	17,768	-34.39%
Supplies	& Materials	4,896		5,906		16,275		11,575	7,475	-54.07%
Purchase	ed Services	10,942		13,309		31,950		31,950	30,950	-3.13%
Utilities		973		1,859		2,500		2,500	2,500	0.00%
Repair &	Maintenance	-		-		100		100	-	-100.00%
Capital E	Expenditures	-		-		-		-	-	N/A
Full Tim	e Equivalent Staff:					-		-	-	
Personn	el allocated to programs	11.00		10.90		11.75		11.75	12.00	

# CITY OF APPLETON 2012 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 changes in Revenue, Expenditures, or Programs:

During 2011, we have experienced growth and challenges in the customer service area. We continue to evaluate how to best meet the needs of our customers within tight financial constraints. For 2012, we will be making a change to the fifth floor customer service area. The Health Department will take back into its offices all customer service related to their department with a staff of 1.5 FTE (net reduction of .25 FTE from 2011 budget). The remainder of the departments on the 5th floor (Technology Services, Community Development, Assessor and Public Works) will continue to be supported by a central customer service area since there is a commonality with the services provided. This area will be served by 3.5 FTE (a net increase of .25 FTE from the 2011 budget for those departments combined overall). This will allow better management of the volume of workload experienced on the 5th floor. We will continue to monitor and evaluate to obtain optimal service level efficiencies.

	<del></del>	CE INDICATOR	<del></del>	Decised 2044	Tarret 2042
	<u>tual 2009</u>	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	Target 2012
Client Benefits/Impacts					
Employee retention					
% staff turnover	0%	10%	0%	8%	0%
Compliance with policies					
# violations	0	0	0	0	0
Strategic Outcomes					
Improve community economic conditions					
# of meetings attended	504	725	450	500	525
Work Process Outputs					
Annual performance evaluations completed					
% complete	100%	100%	100%	100%	100%
Annual goals & objectives mutually developed	10070	10070	10070	10070	10070
% complete	100%	100%	100%	100%	100%
Training courses completed	10070	10070	10070	10070	10070
% complete	100%	100%	100%	100%	100%
70 Complete	100 /6	100 /6	100 /6	10076	100 /0

Administration Business Unit 10550

#### **PROGRAM BUDGET SUMMARY**

	 Ac	tual		_					
Description	 2009		2010	Α	dopted 2011	Ame	ended 2011		2012
Expenses									
6101 Regular Salaries	\$ 165,465	\$	138,977	\$	158,692	\$	158,692	\$	164,639
6105 Overtime	346	·	· -	·	, -	·	· -	•	´ -
6150 Fringes	61,829		49,904		62,973		62,973		59,321
6201 Training\Conferences	5,302		2,777		5,200		6,080		6,080
6206 Parking Permits	3,348		3,336		3,456		4,944		4,608
6301 Office Supplies	1,334		1,301		1,300		1,300		1,300
6302 Subscriptions	578		206		600		600		635
6303 Memberships & Licenses	2,649		2,881		2,825		3,160		3,160
6304 Postage & Freight	625		16		-		-		-
6305 Awards & Recognition	198		178		150		185		180
6307 Food & Provisions	246		209		250		250		290
6315 Books & Library Materials	194		-		75		75		75
6320 Printing & Reproduction	1,961		4,474		10,000		10,000		7,200
6327 Miscellaneous Equipment	120		585		200		200		200
6412 Advertising	984		1,441		1,200		1,200		1,200
6413 Utilities	876		1,633		2,500		2,500		2,500
6418 Equip Repairs & Maint	-		-		100		100		
Total Expense	\$ 246,055	\$	207,918	\$	249,521	\$	252,259	\$	251,388

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

<sup>\*</sup> In 2011, the Diversity Coordinator position and program delivery was moved to Community Development and the associated budget items were originally folded into this Administration business unit. A new business unit was created for 2012 to better communicate the mission, objectives and performance indicators for this program area and we have restated the 2011 budget for comparative purposes.

#### 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 changes in Revenue, Expenditures, or Programs:

The membership funding has been reduced by \$12,500 since the City no longer provides a contribution to Appleton Downtown Inc.

Staff will use the results of the Economic Development Strategic Plan, which was Phase One of the Strategic Marketing Plan, to continue with Phase II of the Strategic Marketing Plan which will create a management tool with an organized approach to communicate with our audience. We recognize that for us to compete globally in a time of intense global competition, we need to look at our approach to economic development differently and objectively. (continued on page 183)

PERF	PERFORMANCE INDICATORS											
	<u> Actual 2009</u>	<u> Actual 2010</u>	Target 2011	Projected 2011	<u>Target 2012</u>							
Client Benefits/Impacts												
Connection to source of issue resolution o	r resource											
# Existing businesses assisted	30	40	40	32	40							
# Start-up businesses assisted	34	42	50	30	35							
Information specific to development in App	oleton											
# of prospects information deliveries	64	83	70	70	70							
Strategic Outcomes												
Appleton's businesses grow or new busine	esses established	b										
# Expansions or new businesses	12	13	10	5	5							
# Targeted buildings filled	10	0	5	1	1							
Work Process Outputs												
Retention visit clients served												
# Business retention visits & follow-ups	26	24	40	30	40							
Web pages revised or added												
# pages	71	122	25	25	40							
Marketing initiatives completed												
# of plans and pieces developed	6	9	4	4	4							
# of social media accounts												
(i.e., Face book, Linked In)	new measure	$\longrightarrow$	3	3	3							
# of participants/fans/friends	new measure	$\longrightarrow$	250	180	250							

Marketing & Business Services

**Business Unit 10551** 

#### **PROGRAM BUDGET SUMMARY**

	 Ac	tual					Budget	
Description	 2009		2010	Ad	lopted 2011	Am	ended 2011	2012
Expenses 6101 Regular Salaries 6150 Fringes 6201 Training\Conferences	\$ 65,513 22,950 205	\$	68,556 24,736	\$	68,734 26,046	\$	68,734 26,046	\$ 66,501 22,151
6303 Memberships & Licenses 6305 Awards & Recognition	32,000		32,000 90		12,500 500		12,500 500	- 500
6320 Printing & Reproduction	1,121		-		1,300		1,300	-
6404 Consulting Services	129		1,341		12,000		12,000	10,000
6412 Advertising	9,829		10,011		17,500		17,500	17,500
Total Expense	\$ 131,747	\$	136,734	\$	138,580	\$	138,580	\$ 116,652

#### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

Advertising

Promotion of the City and business parks \$ 17,500

Consulting Services

Strategic Marketing Plan - Phase II \$ 10,000

#### Major changes in Revenue, Expenditures, or Programs (continued)

We have partnered with the Fox Cities Chamber of Commerce and engaged the services of Garner Economics, a nationally known economic development strategy and site selection firm based in Atlanta, GA with offices in Germany and Seoul Korea. They work with states, regions and communities, urban and rural, large and small to help them craft innovative, yet realistic economic development strategies and they are able to apply their siting experience and knowledge of what companies are looking for in their work with us. In partnership, we will analyze our local economy and will undertake an Economic and Competitive Analysis, Labor Analysis, Assets and Challenges Assessment (SWOT) from the eyes of a site location consultant, and a Competitive Assessment of the Fox Cities area to other competitive locations, followed by Business Target Identification for our community (meaning what are the best types of businesses that will fit well here). They'll then incorporate the findings from these components of the work into the development of an overall plan with execution guidelines and assistance. In particular, the plan will address all economic development-marketing segments: Short and long term strategies (one through five-year strategies), product improvement needs and initiatives for the Fox Cities to sustain or grow a competitive advantage (community development recommendations as it relates to the promotion of economic development), business recruitment strategies, workforce development recommendations based on both the industry targets and growing industry sectors within your area, recommendations related to entrepreneurship (organizational recommendations for best practice service delivery in economic development and Smart Leads by Applied Marketing where they will give us actual qualified company names that may have an interest in the area).

#### **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

Explore the creation of a revolving loan fund or grant program to assist businesses in Appleton with making investments in their property

#### Major changes in Revenue, Expenditures, or Programs:

No major changes.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Guidance rec'd to success in dev. in App	oleton				
# projects consulted	24	12	15	15	15
Assist in land assembly, development in	centives,				
or project management					
# developments generated via					
direct management	1	3	3	2	2
Strategic Outcomes					
Tax base enhanced					
\$ increase industrial/commercial	\$ 17 46 million	\$19.58 million	\$10 Million	\$5 Million	\$5 Million
\$ increase in target districts	\$6.7 million	•	\$7 Million		\$2 million
% increase in new equalized value	1.81%	1.56%	2.60%	* -	2.60%
Work Process Outputs					
# of real estate transactions completed	1	0	3	2	3
# of development agreements completed	1 4	3	2	2	2

New and Redevelopment Projects

**Business Unit 10553** 

#### **PROGRAM BUDGET SUMMARY**

	 Ac	tual					Budget	
Description	 2009		2010	Add	opted 2011	Ame	ended 2011	2012
Expenses 6101 Regular Salaries 6150 Fringes 6404 Consulting Services	\$ 69,047 23,933 -	\$	72,201 25,809 516	\$	72,409 27,072 1,250	\$	72,409 27,072 1,250	\$ 68,973 22,814 1,250
Total Expense	\$ 92,980	\$	98,526	\$	100,731	\$	100,731	\$ 93,037

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

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 changes in Revenue, Expenditures, or Programs:

No major changes.

		ICE INDICATOR:			
	<u> Actual 2009</u>	<u> Actual 2010</u>	Target 2011	Projected 2011	Target 2012
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	1	3	2	. 2	2
Strategic Outcomes					
Industrial portion of Appleton's tax base	arowth				
\$ business park permits	\$ 1.54 million	\$5.53 million	\$ 2.5 million	\$1 million	\$1 million
Work Process Outputs					
Industrial/business park land plan devel	oped				
# of illustrative/narrative plans	. 0	0	1	0	1
Land development					
# acres acquired	0	0	0	0	0
# acres sold	0	0	8	3 2	4

Business Park Business Unit 10554

#### **PROGRAM BUDGET SUMMARY**

	 Act	tual					Budget	
Description	2009		2010	Add	pted 2011	Ame	ended 2011	2012
Expenses 6101 Regular Salaries 6150 Fringes 6413 Utilities	\$ 53,503 19,160 96	\$	55,182 20,480 226	\$	55,316 21,393	\$	55,316 21,393	\$ 45,007 17,084 -
Total Expense	\$ 72,759	\$	75,888	\$	76,709	\$	76,709	\$ 62,091

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

#### **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, including historic preservation activities, submitted for their review and approval

Review site plans and be site plan coordinator/liaison 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 changes in Revenue, Expenditures, or Programs:

No major changes.

	PERFORMAN Actual 2009	CE INDICATOR Actual 2010		Projected 2011	Target 2012
Client Benefits/Impacts	Actual 2005	Actual 2010	Target 2011	i rojecteu zori	Target 2012
Efficient processing of applications & inform	nation requests				
Timeframe adhered to by staff	100%	100%	100%	100%	100%
Technical assistance provided					
# pre-submittal meetings for					
current planning	286	281	250	250	275
Assist with historic recognition of stewardsh	nip/restorations/	designations			
# of sites/structures/districts recognized	6	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	85	96	115	115	100

**Current & Historic Planning** 

**Business Unit 15020** 

#### **PROGRAM BUDGET SUMMARY**

	 Ac	tual					Budget	
Description	 2009		2010	Add	opted 2011	Am	ended 2011	2012
Revenues								
5002 Zoning & Subdivision Fees	\$ 12,790	\$	18,540	\$	15,500	\$	15,500	\$ 15,500
Total Revenue	\$ 12,790	\$	18,540	\$	15,500	\$	15,500	\$ 15,500
Expenses 6101 Regular Salaries 6150 Fringes 6303 Memberships & Licenses 6305 Awards & Recognition	\$ 138,409 55,571 150	\$	145,183 59,586 - 60	\$	145,604 62,413 - 300	\$	145,604 62,413 - 300	\$ 145,604 53,717 - 300
Total Expense	\$ 194,130	\$	204,829	\$	208,317	\$	208,317	\$ 199,621

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

#### 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 changes in Revenue, Expenditures, or Programs:

No major changes.

		E INDICATORS			
	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<b>Target 2012</b>
Client Benefits/Impacts					
Projects utilizing long range planning philoso	ophy and concer	ots			
% of projects	100%	100%	100%	100%	100%
Strategic Outcomes					
Coordination of planning activities w/ adjacer	nt				
adopted Comprehensive Plans					
Projects reviewed and plan applied	New Measure	100%	100%	100%	100%
Education on the City's Comprehensive Plan	n process				
# of community contacts	New Measure	25	15	15	20
Work Process Outputs					
Implementing Comprehensive Plan					Į.
# of implementation strategies addressed	New Measure	3	3	3	3

#### Long Range Planning

**Business Unit 15030** 

#### **PROGRAM BUDGET SUMMARY**

	 Ac	tual					Budget	
Description	2009		2010	Ado	pted 2011	Am	ended 2011	2012
Expenses 6101 Regular Salaries 6150 Fringes	\$ 41,482 16,556	\$	43,511 17,771	\$	43,637 18,589	\$	43,637 18,589	\$ 43,637 16,039
Total Expense	\$ 58,038	\$	61,282	\$	62,226	\$	62,226	\$ 59,676

#### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

<u>None</u>

**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:

Continue ongoing prioritization of all new and existing tasks based on the impact and benefits to the City, available resources, and ensure 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

Foster a culture of economic development that produces jobs and encourages small business development by connecting entrepreneurs to resources, provide needed information and analysis and progress essential infrastructure

#### Major changes in Revenue, Expenditures, or Programs:

No major changes.

		CE INDICATOR	S		
	Actual 2009	<u> Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<b>Target 2012</b>
Client Benefits/Impacts					
Accurate and useful information					
# of supported map layers	150	160	175	225	235
Improve business and work flow # of users supported on new					
GIS software	new measure		<del></del>	45	55
Strategic Outcomes					
Integration of new GIS desktop software in	City				
% of departments utilizing software	new measure		$\longrightarrow$	29%	41%
Work Process Outputs Increase efficiency & effectiveness of City					
by using GIS					
# of projects completed for City users	new measure		<del></del>	400	425

**Geographic Information Systems (GIS)** 

**Business Unit 13040** 

#### **PROGRAM BUDGET SUMMARY**

	Act	tual						
Description	 2009		2010	Ad	opted 2011	Am	ended 2011	2012
Expenses 6101 Regular Salaries 6104 Call Time 6150 Fringes 6301 Office Supplies	\$ 177,665 1,304 71,498 650	\$	185,399 1,251 76,327 500	\$	192,296 - 84,774	\$	192,296 - 84,774 -	\$ 192,296 - 74,858
6327 Miscellaneous Equipment * 6424 Software Support *	1,500		847		4,700		-	-
Total Expense	\$ 252,617	\$	264,324	\$	281,770	\$	277,070	\$ 267,154

#### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

**None** 

<sup>\*</sup> The software support expenses for 2009 and 2010 and funding budgeted in 2011 was transferred to Technology Services as the department responsible for maintaining /supporting all City software.

Diversity Business Unit 10555

#### PROGRAM MISSION

For the benefit of City staff and the entire community, we are committed to fostering diversity through policies, processes, programs and educational opportunities that promote understanding and acceptance for all people while creating and supporting a culture of inclusion that celebrates and values our similarities and differences.

#### **PROGRAM NARRATIVE**

#### Link to City Goals:

Implements Key Strategy #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:

Create a fair, equitable, healthy and high-performing organization by encouraging and supporting diversity and inclusion in our organization so employees feel respected, engaged and motivated

Support recruitment of diverse employees to match community diversity

Develop and implement community education programs about diversity issues through presentations, community awareness, prevention education and events

Represent the City of Appleton on various committees and boards as they relate to diversity

#### Major changes in Revenue, Expenditures, or Programs:

No major changes.

	. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	CE INDICATOR		B	T1 0040
Client Benefits/Impacts	Actual 2009	<u>Actual 2010</u>	<u>1 arget 2011</u>	Projected 2011	<u>Target 2012</u>
% of City policies reflecting diversity and inclusion	new measure			<b></b>	4%
Facilitate diversity issue resolution # businesses, organizations and individuals assisted	new measure		<del></del>	50	50
Strategic Outcomes Improve & support community diversity # of meetings attended	new measure			280	340
Work Process Outputs  Marketing initiatives completed to support diversity					
# of plans and pieces developed # of participants/fans/friends	new measure new measure		→ →	20 300	25 350

Diversity Business Unit 10555

#### **PROGRAM BUDGET SUMMARY**

	Actual						Budget *							
Description		2009			2010		Ado	pted 2011	Ame	ended 2011		2012		
Expenses 6101 Regular Salaries 6150 Fringes 6303 Memberships & Licenses 6412 Advertising	\$			\$			\$	42,494 23,068 - -	\$	42,494 23,068 - -	\$	42,910 21,162 715 1,000		
Total Expense	\$		-	\$		-	\$	65,562	\$	65,562	\$	65,787		

#### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

**None** 

<sup>\*</sup> In 2011, the Diversity Coordinator position and program delivery was moved to Community Development and the associated budget items were originally folded into this Administration business unit. A new business unit was created for 2012 to better communicate the mission, objectives and performance indicators for this program area and we have restated the 2011 budget for comparative purposes.

#### City of Appleton 2012 Budget Revenue and Expense Summary

1 10/04/11 09:44:17

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Other Revenues	12,790	18,540	12.666	15,500	15.500	15,500-	15.500
TOTAL REVENUES	12,790	18,540	12.666	15,500	15.500	15,500-	15,500
EXPENSES BY LINE ITEM							
Regular Salaries Labor Pool Allocations Call Time Overtime Sick Pay Vacation Pay Fringes	637.110 0 1,305 346 13,537 60,437 271,497	633,013 0 1,251 19- 15,001 61,015 274,614	477,403 696 0 0 24,871 58,087 222,389	779.182 0 0 0 0 0 0 326.328	779.182 0 0 0 0 0 0 326.328	0 0 0 0 0 0	769.567 0 0 0 0 0 0 287.146
Salaries & Fringe Benefits	984.232	984,875	783,446	1.105,510	1,105,510	0	1,056,713
Training & Conferences Parking Permits Office Supplies Subscriptions Memberships & Licenses Postage & Freight Awards & Recognition Food & Provisions	5.507 3.348 1.984 578 34.799 625 198 246	2.777 3.336 1.801 206 34.881 16 328 209	1,935 4,608 577 634 15,184 0 0	5,200 3,456 1,300 600 15,325 0 950 250	6.080 4.944 1.300 600 15.660 985 250	6.080 4.608 1,300 635 3.160 0 980 290	6.080 4.608 1.300 635 3.875 0 980 290
Administrative Expense	47,285	43,554	23,154	27,081	29,819	17,053	17,768
Books & Library Materials Printing & Reproduction Miscellaneous Equipment	194 3,082 1,620	0 4.474 1.432	5,120 0	75 11,300 4,900	75 11.300 4,900	75 10,000 4,900	75 7,200 200
Supplies & Materials	4,896	5,906	5,120	16,275	16,275	14,975	7,475
Legal Fees Consulting Services Advertising	0 129 10,813	0 1.858 11.451	200 6.000 7.523	0 13.250 18.700	0 13,250 18,700	0 11.250 18.700	0 11.250 19.700
Purchased Services	10,942	13,309	13,723	31,950	31,950	29,950	30,950
Electric Telephone Cellular Telephone	96 797 80	226 554 1,079	0 430 1,179	0 1.000 1.500	0 1.000 1.500	0 1,000 1,500	0 1,000 1,500
Utilities	973	1,859	1,609	2.500	2,500	2,500	2,500
Equipment Repair & Maintenanc Software Support	0 21.900	0 20,329	0 1,567	100 21,700	100 0	0	0
Repair & Maintenance	21.900	20,329	1,567	21,800	100	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,070,228	1,069,832	828.619	1,205,116	1,186,154	64,478	1,115.406

#### **CITY OF APPLETON 2012 BUDGET**

## **HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Community Development Director: Karen E. Harkness** 

**Grant Administration: Finance Department** 

#### 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 2011 EVENTS**

#### **Housing Rehabilitation Loan Programs**

These programs benefited City of Appleton by improving residential properties where property owners were unable to obtain financing to make the improvements on their own. In 2011, the Homeowner Rehabilitation Loan Program rehabilitated twenty-four 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)

2011 will be the final full year of the Lead Hazard Control Grant, the grant ends in February 2012. The City may receive these funds again in the future if the State applies for the grant through HUD.

#### **Neighborhood Revitalization Program (NRP)**

The NRP, which utilizes CDBG grant funding, continued its proactive work efforts in the targeted North Central neighborhood in 2011. This area is 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 second phase of improvements in Arbutus Park were implemented with community outreach for the final park improvement plan and starting construction of the improvements. Two businesses on Wisconsin Avenue participated in business revitalization efforts with a wide range of exterior property improvements. Support continued for the Teaching Garden in the NRP. Implementation of the first phase of exterior campus improvements with Columbus Elementary School were also completed.

#### 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.

#### **MAJOR 2012 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.

#### **Neighborhood Revitalization Program (NRP)**

(Program Year: April 1 to March 31)

- \*Accomplish two public facilities/beautification projects within the targeted neighborhood revitalization area.
- \*Accomplish two special events/initiatives within the targeted neighborhood revitalization areas.
- \*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.

DEPARTMENT BUDGET SUMMARY													
	Programs		Act	ual					Budget			%	
Unit	Title		2009		2010	Add	pted 2011	Am	ended 2011		2012	Change *	
Р	rogram Revenues	\$	542,509	\$	639,855	\$	665,472	\$	665,472	\$	542,244	-18.52%	
Р	rogram Expenses												
2160	Homeowner Rehab Loan		338,596		462,225		465,066		465,066		450,244	-3.19%	
2180	Neighborhood Revit.		140,487		142,513		126,219		126,219		20,000	-84.15%	
2130	Rental Rehab.		79,232		18,339		74,187		74,187		72,000	-2.95%	
	TOTAL	\$	558,315	\$	623,077	\$	665,472	\$	665,472	\$	542,244	-18.52%	
Expens	ses Comprised Of:												
Personn	nel		162,790		185,680		185,772		185,772		87,922	-52.67%	
Adminis	trative Expense		388,374		426,471		477,850		477,850		447,610	-6.33%	
Supplies	s & Materials		-		1,938		-		-		-	N/A	
Purchas	sed Services		7,020		8,988		1,500		1,500		6,512	334.13%	
Utilities			131		-		350		350		200	-42.86%	
Repair 8	& Maintenance		-		-		-		-		-	N/A	
Capital	Expenditures		-		-	Ī	-		-		-	N/A	
Full Tin	ne Equivalent Staff:												
Personr	nel allocated to programs		2.00		2.00		2.00	·	2.00		1.00		

<sup>\* %</sup> change from prior year adopted budget Block Grants.xls

#### **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 to provide them with no interest/no monthly payment loans to make necessary repairs, eliminate lead-based paint hazards, increase the value and extend the life of their homes.

#### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

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

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.

#### Major changes in Revenue, Expenditures or Programs:

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 expensed 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 to a contract. 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 stage of the rehabilitation process.

	Ac	<u>Actual 2009</u>		tual 2010	Ta	rget 2011	Pro	ected 2011	Ta	rget 2012
Client Benefits/Impacts										
Funding for LMI homeowner										
rehabilitation projects										
CDBG funds award amount	\$	155,499	\$	127,109	\$	135,961	\$	200,000	\$	217,132
Lead Hazard Control grant	\$	-	\$	-	\$	96,445	\$	96,445	\$	48,112
Program income received (all grants)	\$	157,696	\$	178,492	\$	232,660	\$	60,000	\$	185,000
Unspent grant funds				,		•		·		,
Committed	\$	129,360	\$	79,881	\$	75,000	\$	75,000	\$	75,000
Uncommitted	\$	38,175	\$	57,790	\$	-	\$	-	\$	-
Strategic Outcomes										
Improved LMI single-family homes										
# of loans made		19		19		24		24		24
# units rehabilitated		20		20		24		24		24
# residents benefited	Nev	w measure		$\longrightarrow$		72		72		72
Average loan amount	\$	15,013	\$	15,345	\$	15,000	\$	15,000	\$	15,000
Amount committed to rehab activity	\$	285,249	\$	291,565	\$	360,000	\$	360,000	\$	360,000
Timely expenditure of funds										
Timeliness ratio (max. 1.5:1)		1.39:1		1.39:1		1.1:1		1.1:1		1.1:1
Work Process Outputs										
# of applications processed		64		47		33		33		33
# of applications approved		45		30		27		27		27

#### HOMEOWNER REHABILITATION PROGRAM

**Business Unit 2160/2170/2190** 

#### **PROGRAM BUDGET SUMMARY**

	Actual					Budget							
Description		2009		2010	Add	opted 2011	Am	ended 2011		2012			
Revenues													
4210 Federal Grants	\$	179,732	\$	125.386	\$	135.961	\$	135.961	\$	217,132			
4224 Miscellaneous State Aids	*	-	*	126,993	*	96,445	*	96,445	*	48,112			
5035 Other Reimbursements		612		403		-		-		-			
5050 Rehab Project Repayments		157,001		178,484		232,660		232,660		185,000			
Total Revenue	\$	337,345	\$	431,266	\$	465,066	\$	465,066	\$	450,244			
Expenses													
6101 Regular Salaries	\$	59,026	\$	64,793	\$	63,107	\$	63,107	\$	57,939			
6150 Fringes		25,565		27,526		28,067		28,067		22,783			
6201 Training\Conferences		1,090		300		1,000		1,000		750			
6413 Utilities		72		94		200		200		200			
6599 Other Contracts/Obligations		1,350		10,144		12,011		12,011		4,712			
6608 Block Grant Payments		248,342		223,201		276,600		276,600		313,860			
6630 Other Grant Payments		3,151		136,167		84,081		84,081		50,000			
Total Expense	\$	338,596	\$	462,225	\$	465,066	\$	465,066	\$	450,244			

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

#### **Block Grant Payments**

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

313,860

#### 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

50,000

**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 changes in Revenue, Expenditures or Programs:

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 reduction in staffing of this program from full-time to a limited amount of part-time hours is a result of the reduction in funding available. The projected 2011 and planned 2012 activities have been adjusted accordingly to reflect these changes.

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).

	PERFORMANC	E INDICATORS			
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
# of new partnerships/					
collaborations generated	2	4	2	1	1
# of neighborhood issues resolved/					
facilitated with city government	New Measure	20	20	10	10
Unspent grant funds					
Committed	\$32,086	\$38,089	\$29,127	\$10,000	\$20,000
Uncommitted	\$4,683	\$4,443	\$0	\$0	\$0
Strategic Outcomes					
Leveraged private investment value	\$53,042	\$49,639	\$45,700	\$20,000	\$20,000
Timely expenditure of funds					
Timeliness ratio (max. 1.5:1)	1.25:1	1.30:1	1.25:1	1.25:1	1.25:1
Work Process Outputs					
#/\$ business property/improvement value #/\$ of public facility & beautification	4(\$33,930)	6(\$37,661)	1(\$7,100)	1(\$7,100)	0(\$0)
projects completed	3(\$49,635)	4(\$41,378)	3(\$42,488)	2(\$28,000)	2(\$18,000)
#/special initiatives/events & participants Housing Improvements (NRP)	3(171)	5(418)	3(120)	•	2(60)
#City, private, not-for-profit, other	34	21	25	25	25

#### NEIGHBORHOOD REVITALIZATION PROGRAM (NRP)

**Business Unit 2180** 

#### **PROGRAM BUDGET SUMMARY**

	 Ac	tual				Budget		
Description	 2009		2010	Ad	opted 2011	Am	ended 2011	2012
Revenues 4210 Federal Grants	\$ 140.487	\$	142,513	\$	126,219	\$	126,219	\$ 20,000
Total Revenue	\$ 140,487	\$	142,513	\$	126,219	\$	126,219	\$ 20,000
Expenses 6101 Regular Salaries 6150 Fringes 6201 Training\Conferences 6413 Utilities 6608 Block Grant Payments	\$ 62,721 13,707 - 59 64,000	\$	65,794 27,567 363 52 48,737	\$	65,978 28,620 500 150 30,971	\$	65,978 28,620 500 150 30,971	\$ - - - - 20,000
Total Expense	\$ 140,487	\$	142,513	\$	126,219	\$	126,219	\$ 20,000

#### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

Block	grant	pay	/ments
-------	-------	-----	--------

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

Public facilities/beautification Special initiatives and programs

\$ 18,000 2,000 \$ 20,000

Rental Rehabilitation Business Unit 2130

#### 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 for the Rental Rehabilitation Loan Program. All funds loaned will assist landlords in rehabilitating their affordable rental units.

#### Major changes in Revenue, Expenditures or Programs:

In 2011, the business unit 2100 is no longer included as the program is not receiving new CDBG funds.

New Lead Hazard Control funds have not been calculated into the budget for 2012 since the last full year of the grant will be 2011.

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

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.

	Actual 2009		Act	<u>Actual 2010</u>		rget 2011	Proje	ected 2011	Tar	get 2012
	<del></del>									
Client Benefits/Impacts										
Funding for low income										
rental rehabilitation projects										
HOME rental rehab funds award	\$	-	\$	-	\$	30,000	\$	30,000	\$	-
Lead Hazard Control Grant	\$	-	\$	-	\$	32,427		32,427	\$	-
Program Income Rec'd (all grant)	\$	45,873	\$	65,630	\$	11,760	\$	11,760	\$	72,000
Unspent grant funds										
Committed	Nev	v Measure		<del></del>	<b>\$</b>	12,000	\$	12,000	\$	12,000
Uncommitted	New	v Measure	_	<del></del>	<b>\$</b>	-	\$	-	\$	-
Strategic Outcomes										
Improved low income rental property										
# of loans made		4		2		4		4		4
Average loan amount	\$	18,744	\$	26,480	\$	17,225	\$	17,225	\$	15,750
# units rehabilitated	·	6		9		7	•	7		7
# of residents benefited	New	Measure		<del>&gt;</del>	\$	21		21		21
Rehab activity (\$ committed)	\$	74,975	\$	52,959	\$	68,900	\$	68,900	\$	63,000
Timely expenditure of funds		•	·	•		,	•	,		•
Timeliness ratio (max. 1.5:1)		1.58:1		2.16:1		1.1:1		1.1:1		1.1:1
Work Process Outputs										
# of applications processed		4		2		8		8		8
# of applications approved		4		2		4		4		4

Rental Rehabilitation Business Unit 2130

#### **PROGRAM BUDGET SUMMARY**

	Actual									
Description		2009		2010	Ac	dopted 2011	Am	ended 2011		2012
Revenues										
4224 Miscellaneous State Aids	\$	18,803	\$	446	\$	62,427	\$	62,427	\$	-
5050 Rehab Project Repayments		45,874		65,630	·	11,760		11,760		72,000
Total Revenue	\$	64,677	\$	66,076	\$	74,187	\$	74,187	\$	72,000
Expenses										_
6101 Regular Salaries	\$	950	\$	-	\$	-	\$	-	\$	5,168
6150 Fringes		822		-		-		-		2,032
6599 Other Contracts/Obligations		5,370		636		1,360		1,360		1,800
6630 Other Grant Payments		72,090		17,703		72,827		72,827		63,000
Total Expense	\$	79,232	\$	18,339	\$	74,187	\$	74,187	\$	72,000

#### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

Other grant payments

Loans to individuals for

the rehabilitation of low income rental

\$ 63,000

83500 TEACHERA LINE BLOCK

#### City of Appleton 2012 Budget Revenue and Expense Summary

1 10/03/11 14:09:59

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
intergovernmental Revenues Other Revenues	301,806 206,838	267,899 244,517	136,964 153,879	292,180 244,420	292,180 244,420	217,132- 257,000-	237,132 257,000
TOTAL REVENUES	508,644	512,416	290,843	536,600	536,600	474.132-	494,132
EXPENSES BY LINE ITEM							
Regular Salaries Sick Pay Vacation Pay Fringes	95,624 5,297 9,356 37,471	107.606 1.816 12.439 51.599	55,890 1,852 4,963 28,279	122,242 0 0 53,644	122,242 0 0 53,644	57,715 0 0 28,067	58,800 0 0 23,122
Salaries & Fringe Benefits	147,748	173,460	90,984	175,886	175,886	85,782	81,922
Training & Conferences CDBG Expenses Block Grant Payments	1.090 312,342 61,547	663 271.938 47.494	482 168,702 29,209	1,500 307,571 40,400	1.500 307.571 40.400	750 310,000 73,000	750 333,860 73,000
Administrative Expense	374.979	320.095	198,393	349,471	349,471	383,750	407,610
Supplies & Materials	0	0	0	0	0	0	0
Other Contracts/Obligations	1,610	1.938	1,440	10,893	10.893	4.400	4,400
Purchased Services	1,610	1.938	1,440	10,893	10,893	4,400	4,400
Telephone	115	146	88	350	350	200	200
Utilities	115	146	88	350	350	200	200
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	524,452	495,639	290,905	536,600	536,600	474,132	494,132

# CITY OF APPLETON 2012 BUDGET HOUSING AND COMMUNITY DEVELOPMENT GRANTS SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues		2009 Actual	 2010 Actual	2011 Budget	2011 Projected		2012 Budget	
Property Taxes Intergovernmental	\$	336,522	\$ 395,338	\$ 421,052	\$	421,052	\$	- 542,244
Other Total Revenues		205,987 542,509	244,516 639,854	244,420 665,472		244,420 665,472		542,244
Expenses								
Program Costs		558,315	623,077	665,472		665,472		542,244
Total Expenses		558,315	623,077	665,472		665,472		542,244
Revenues over (under) Expenses  Other Financing Sources (Uses)		(15,806)	16,777	-		-		-
Operating Transfers In		-	-	-		-		-
Proceeds of Capital Lease		-	-	-		-		-
Operating Transfers Out - Other Funds		-	-	-		-		-
Operating Transfers Out - Debt Service Total Other Financing Sources (Uses)		<del></del>	<u> </u>	<u>-</u>		<del></del>		<del></del>
Total Other Financing Gources (G3e3)							-	
Net Change in Equity		(15,806)	16,777	-		-		-
Fund Balance - Beginning Residual Equity Transfers Out		93,312	77,506 -	94,283		94,283		94,283
Fund Balance - Ending	\$	77,506	\$ 94,283	\$ 94,283	\$	94,283	\$	94,283

# NOTES

CITY OF APPLETON 2012 BUDGET SPECIAL REVENUE FUNDS

# **CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS** NOTES

# CITY OF APPLETON 2012 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 2012 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. There are currently 12 parcels sold in the Northeast Business Park that remain undeveloped. The owners have one 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	<u>Amount</u>	<u>Page</u>
Southpoint Commerce Park	\$ 5,000	Projects, Pg. 607
Concrete Paving Program	5,213	Projects, Pg. 620
Total	\$ 10,213	<del>-</del>

#### Major changes in Revenue, Expenditures or Programs:

Land purchases are budgeted in 2012 to potentially repurchase lots in the Northeast Business Park that are not in compliance with the protective covenants for construction. No land was purchased in 2011 based on directive from Council.

### PERFORMANCE INDICATORS Actual 2009 Actual 2010 Target 2011 Projected 2011 Target 2012

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	Act	tual		%						
Unit Title	2009	2010	Adopted 2011	Amended 2011	2012	Change *				
Program Revenues	\$ 25,230	\$ 54,047	\$ 183,232	\$ 183,232	\$ 133,232	-27.29%				
Program Expenses	\$ 202,544	\$ 224,937	\$ 478,945	\$ 478,945	\$ 223,413	-53.35%				
Expenses Comprised Of:										
Personnel	1,493	5,202	1,079	1,079	5,153	377.57%				
Administrative Expense	195,110	216,503	158,410	158,410	-	-100.00%				
Supplies & Materials	1	-	-	-	-	N/A				
Purchased Services	5,941	1,697	25,600	25,600	17,400	-32.03%				
Utilities	1	454	800	800	800	0.00%				
Repair & Maintenance	1	51	1,530	1,530	60	-96.08%				
Capital Expenditures	-	1,030	291,526	291,526	200,000	-31.40%				

# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

#### **Industrial Park Land**

Business Unit 4280/4281

#### **PROGRAM BUDGET SUMMARY**

	Act	tual		Budget					
Description	2009	2009		Ad	lopted 2011	Am	ended 2011		2012
Revenues									
4710 Interest on Investments	\$ 19,990	\$	45,815	\$	55,000	\$	55,000	\$	45,000
5004 Sale of City Prop - Nontax	-		-		120,000		120,000		80,000
5015 Rental of City Property	 5,240		8,232		8,232		8,232		8,232
Total Revenue	\$ 25,230	\$	54,047	\$	183,232	\$	183,232	\$	133,232
Expenses									
6102 Labor Pool Allocations	\$ 1,009	\$	3,701	\$	764	\$	764	\$	3,820
6105 Overtime	-		32		-		-		-
6108 Part Time	12		-		-		-		-
6150 Fringes	472		1,469		315		315		1,333
6404 Consulting Services	-		-		5,000		5,000		5,000
6413 Utilities	-		454		800		800		800
6425 CEA Equip. Rental	-		52		1,530		1,530		60
6599 Other Contract/Obligations	5,941		1,696		20,600		20,600		12,400
6801 Land	-		-		200,000		200,000		200,000
6809 Infrastructure Construction	-		1,030		91,526		91,526		-
7913 Trans Out - Debt Service	195,110		216,503		158,410		158,410		-
Total Expense	\$ 202,544	\$	224,937	\$	478,945	\$	478,945	\$	223,413

#### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

Other Contracts/Obligati	ions
--------------------------	------

Northeast Business Park:

Real estate commissions (2 acres)	\$ 6,400
Berm maintenance	4,000
Weed cutting	2,000
	\$ 12,400

<u>Land</u>

Re-purchase industrial park lots \$ 200,000

#### **CITY OF APPLETON 2012 BUDGET**

# INDUSTRIAL PARK LAND FUND SOURCES AND USES OF FUNDS

Revenues	2011 Actual		2010 Actual	2011 Budget	2011 Projected	2012 Budget	
Interest Income Other Total Revenues	\$ 19,99 5,24 25,23	0	45,815 8,232 54,047	\$ 55,000 8,232 63,232	\$ 45,000 8,232 53,232	\$ 45,000 8,232 53,232	
Expenses			_				
Program Costs Total Expenses	7,43 7,43		8,434 8,434	320,535 320,535	120,535 120,535	223,413 223,413	
Revenues over (under) Expenses	17,79	16	45,613	(257,303)	(67,303)	(170,181)	
Other Financing Sources (Uses)	(405.44	0)	(040 500)	(450,440)	(450,440)		
Operating Transfers Out Sale of City Property	(195,11	<u> </u>	(216,503)	(158,410) 120,000	(158,410)	80,000	
Total Other Financing Sources (Uses)	(195,11	0)	(216,503)	(38,410)	(158,410)	80,000	
Net Change in Equity	(177,31	4)	(170,890)	(295,713)	(225,713)	(90,181)	
Fund Balance - Beginning	1,889,97	<u>′6</u>	1,712,662	1,541,772	1,541,772	1,316,059	
Fund Balance - Ending	\$ 1,712,66	<u> </u>	1,541,772	\$ 1,246,059	\$ 1,316,059	\$ 1,225,878	

# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

NOTES	

# CITY OF APPLETON 2012 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 <u>Comprehensive Plan 2010-2030</u>, 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 they 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. Specific funding for 2012 will support asbestos removal, demolition, and site restoration for the Washington Place building, located downtown at the corner of Washington and Oneida Streets. The Appleton Housing Authority will transfer the property to the City at no cost, while the City will assume the expenses of clearing the site. The 70-units of senior housing will be transferred to the new River Walk Place building at Eagle Flats opening in Spring 2012.

This funding request also includes the renovation of Houdini Plaza in coordination with other scheduled repairs to Soldiers Square. The renovations are budgeted at \$1,500,000, of which 1/3 will be raised from various community organizations.

This funding request also includes the City's participation in development of a downtown exhibition center, participation that will include land acquisition and infrastructure improvements. The proposed center will house 30 - 35,000 sq. ft. of display space and is projected to generate \$8.4 million per year in economic activity.

This funding request includes the second year of 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	_	<u>Amount</u>	<u>Page</u>
Miscellaneous Site Acquisition	\$	512,560	Projects, Pg. 606
Houdini Plaza Renovation		1,500,000	Projects, Pg. 611
GIS Upgrade		50,000	Projects, Pg. 657
Exhibition Center		3,198,119	Projects, Pg. 610
	\$	5.260.679	-

#### Major changes in Revenue, Expenditures, or Programs:

If the Washington Place site restoration is not approved, funding for the staging area of Washington Street reconstruction must be added back into the 2012 budget.

#### PERFORMANCE INDICATORS

Actual 2009 Actual 2010 Target 2011 Projected 2011 Target 2012

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

DEPARTM Programs Actual							Budget		%			
Unit	Title		2009		2010	Ado	pted 2011	Ame	ended 2011	2012	Chanc	зе *
Progra	am Revenues	\$	4,035	\$	8,249	\$	15,000	\$	40,000	\$ 512,266	\$	
Progra	am Expenses	\$	52,036	\$	5,180	\$	850,000	\$	351,215	\$ 5,260,679	518	8.90%
Expenses Comprised Of:												
Personnel			-		-		-		-		N	I/A
Administra	ative Expense		-		-		-		-		N	I/A
Supplies 8	& Materials		-		-		-		-		N	I/A
Purchased	d Services		52,036		5,180		550,000		51,215	2,072,560	276	6.83%
Utilities			-		-		-		-		N	I/A
Repair & N	Maintenance		-		-		-		-	-	N	I/A
Capital Ex	penditures		-		-		300,000		300,000	3.188.119	962	2.71%

#### CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

#### COMMUNITY DEVELOPMENT

**Business Unit 4330** 

#### **PROGRAM BUDGET SUMMARY**

		Ac		Budget						
Description		2009		2010		opted 2011	Ame	ended 2011		2012
Revenues										
4710 Interest on Investments	\$	4,035	\$	8,249	\$	5,000	\$	5,000	\$	2,266
5020 Donations & Memorials		-		-		-		-		500,000
5035 Other Reimbursements		-		-		10,000		10,000		10,000
5910 Proceeds of Long-term Debt		-		-		793,000		-		4,745,679
5924 Trans In - Capital Proj.		-		-		-		25,000		-
Total Revenue	\$	4,035	\$	8,249	\$	808,000	\$	40,000	\$	5,257,945
Expenses										
6320 Printing & Reproduction	\$	1,655	\$	-	\$	-	\$	-	\$	-
6404 Consulting Services		50,381		5,180		50,000		51,215		60,000
6408 Contractor Fees		-		-		500,000		-		2,012,560
6801 Land Acquisition		-		-		250,000		-		2,025,619
6809 Infrastructure Construction		-		-		-		-		1,112,500
6815 Software Acquisition		-		-		50,000		50,000		50,000
7914 Trans Out - Capital Projects		-		-		-		250,000		
Total Expense	\$	52,036	\$	5,180	\$	850,000	\$	351,215	\$	5,260,679

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Contractor Fees Houdini Plaza construction Site preparation, infrastructure, and related costs - Washington Place	\$ 1,500,000 512,560 2,012,560
Software Acquisition GIS server software	\$ 50,000
Consulting Services Exposition Center	\$ 60,000
<u>Land Acquisition</u> Exposition Center	\$ 2,025,619
Infrastructure Construction Sewer lateral Street improvements Pedestrian bridge Stormwater Angle Parking - County Power Poles - County	\$ 2,500 195,000 368,000 130,000 250,000 167,000 1,112,500

#### **CITY OF APPLETON 2012 BUDGET**

# COMMUNITY DEVELOPMENT SOURCES AND USES OF FUNDS

Revenues	2009 Actual		2010 Actual		2011 Budget		2011 Projected		2012 Budget	
Interest Income Donations & Memorials Other Reimbursements	\$	4,035 - -	\$	8,249 - -	\$	5,000 - 10,000	\$	5,000 - 10,000	\$	2,266 500,000 10,000
Total Revenues  Expenses		4,035		8,249		15,000		15,000		512,266
Program Costs		52,036		5,180		850,000		101,215		5,260,679
Total Expenses		52,036		5,180		850,000		101,215		5,260,679
Revenues over (under) Expenses Other Financing Sources (Uses)		(48,001)		3,069		(835,000)		(86,215)		(4,748,413)
Proceeds of G.O. Debt		_		_		793,000		_		4,745,679
Operating Transfers In		-		-		-		25,000		-
Operating Transfers Out		-		-		-		(250,000)		-
Sale of City Property Total Other Financing Sources (Uses)			_	-		793,000	_	(225,000)		4,745,679
Net Change in Equity		(48,001)		3,069		(42,000)		(311,215)		(2,734)
Fund Balance - Beginning Residual Equity Transfers In (Out)		358,881 -		310,880		313,949		313,949		2,734
Fund Balance - Ending	\$	310,880	\$	313,949	\$	271,949	\$	2,734	\$	

#### Discussion of changes in fund balances:

The balance at the end of 2010 represented miscellaneous site acquisition funds (\$250,000) that have been allocated to the Eagle Flats Project (TIF 8) in 2011. The funds will be an advance from the general fund versus issuing external debt for TIF 8 represented by the Operating Transfer out above. The remaining fund balance represented funds carried over or design of Houdini Plaza (\$29,800) and Comprehensive Planning (\$21,415) and accumulated interest earnings (\$11,934).

### TAX INCREMENTAL FINANCING DISTRICTS

Finance Director: Lisa A. Remiker, CPA, CPFO

**Community Development Director: Karen E. Harkness** 

### CITY OF APPLETON 2012 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)
		2012	(245,305)
		12/31/12	
		Balance	\$ -

### Major changes in Revenue, Expenditures, or Programs:

The 2001 State Trust Fund Loan, which funded some of the projects in this TIF district, has been fully repaid, therefore no debt service transfer is budgeted for 2012. The General Fund will be paid back in full and this district will close in 2013 upon completion of a closeout audit.

### 

Note: Since this program exists solely to account for incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY									
Programs	Ac	Actual Budget							
Unit Title	2009	2010	Adopted 2011	Amended 2011	2012	Change *			
Program Revenues	\$ 8,778	\$ 7,383	\$ 9,050	\$ 9,050	\$ 14,535	60.61%			
Program Expenses	\$ 89,372	\$ 97,756	\$ 89,758	\$ 89,758	\$ 7,685	-91.44%			
Expenses Comprised Of:									
Personnel	-	-	-	-	-	N/A			
Administrative Expense	88,032	96,209	87,919	87,919	5,983	-93.19%			
Supplies & Materials	-	-	-	-	-	N/A			
Purchased Services	1,340	1,547	1,839	1,839	1,702	-7.45%			
Utilities	-	-	-	-	-	N/A			
Repair & Maintenance	-	-	-	-	-	N/A			
Capital Expenditures	-	-	-	-	-	N/A			

# CITY OF APPLETON 2012 BUDGET SPECIAL REVENUE FUNDS

Tax Incremental District # 2

**Business Unit 2030** 

### **PROGRAM BUDGET SUMMARY**

	Ac	tual					Budget		
Description	2009		2010	Ac	dopted 2011	Am	ended 2011		2012
Revenues				_				_	
4110 Property Taxes	\$ 279,242	\$	293,437	\$	305,865	\$	305,865	\$	325,288
4227 State Aid - Computers	4,766		3,750		3,750		3,750		2,535
4710 Interest on Investments	4,012		3,633		5,300		5,300		12,000
Total Revenue	\$ 288,020	\$	300,820	\$	314,915	\$	314,915	\$	339,823
Expenses									
6401 Accounting/Audit	\$ 1,340	\$	1,397	\$	1,689	\$	1,689	\$	1,552
6402 Legal Fees	_	-	150		150		150		150
6720 Interest Payments	28,532		19,209		14,419		14,419		5,983
7913 Trans Out - Debt Service	59,500		77,000		73,500		73,500		-
Total Expense	\$ 89,372	\$	97,756	\$	89,758	\$	89,758	\$	7,685

### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

None

### **TAX INCREMENTAL DISTRICT #2**

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

Revenues	2009 Actual	 2010 Actual	 2011 Budget	F	2011 Projected		2012 Budget
Property Taxes Intergovernmental Interest Income Total Revenues	\$ 279,242 4,766 4,012 288,020	\$ 293,437 3,750 3,633 300,820	\$ 305,865 3,750 5,300 314,915	\$	324,137 2,535 12,000 338,672	\$	325,288 2,535 12,000 339,823
Expenses							
Interest Expense Administrative Expenses Total Expenses	 28,532 1,340 29,872	 19,209 1,547 20,756	 14,419 1,839 16,258		14,419 1,839 16,258	_	5,983 1,702 7,685
Revenues over (under) Expenses	258,148	280,064	298,657		322,414		332,138
Other Financing Sources (Uses)							
Operating Transfers Out - Debt Service Total Other Financing Sources (Uses)	 (59,500) (59,500)	 (77,000) (77,000)	 (73,500) (73,500)		(73,500) (73,500)		-
Net Change in Fund Balances	198,648	203,064	225,157		248,914		332,138
Fund Balance - Beginning	(544,932)	 (346,284)	 (143,220)		(143,220)		105,694
Fund Balance - Ending	\$ (346,284)	\$ (143,220)	\$ 81,937	\$	105,694	\$	437,832

### Discussion of changes in fund balances:

TIF # 2 has closed for capital expenditures, therefore it is classified as a Special Revenue Fund.

# **SPECIAL REVENUE FUNDS** NOTES

**CITY OF APPLETON 2012 BUDGET** 

### CITY OF APPLETON 2012 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 was scheduled to close in 2021 but in 2011 was designated as distressed as allowed by Act 310. This designation allows the extension of the district's life by up to ten years beyond the original termination date.

	General Fund Advance	Parking Utility Advance		General Fund Advance	Parking Utility Advance
1993	\$ -	\$ 129,877	2003	1,498,145	1,892,733
1994	-	604,290	2004	1,575,103	1,338,592
1995	-	703,516	2005	393,108	800,000
1996	-	1,254,622	2006	207,763	900,000
1997	639,211	764,308	2007	423,151	900,000
1998	1,141,212	787,831	2008	239,309	900,000
1999	1,756,773	827,222	2009	(568,726)	1,000,000
2000	1,774,640	868,584	2010	222,838	1,000,000
2001	1,341,515	1,568,974	2011	643,980	1,000,000
2002	2,235,558	969,870	2012	881,179	1,000,000
			12/31/12		

Major changes in Revenue, Expenditures, or Programs:

Balance \$ 14,404,759 \$ 19,210,419

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 convened the Joint Review Board in 2011 and approved designating this district as distressed after suffering a reduction in valuation of \$15,445,800 due to state assessment procedure changes and decrease in value for Richmond Terrace. The values as of 1-1-11 included an additional decrease in value for Richmond Terrace but we hope this has stabilized with future potential increases as it nears full occupancy.

### PERFORMANCE INDICATORS

Actual 2009 Actual 2010 Target 2011 Projected 2011 Target 2012

Note: Since this program exists solely to account for incremental property tax receipts, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY										
Programs		Act	tual					Budget		%
Unit Title		2009		2010	Ac	lopted 2011	Αm	nended 2011	2012	Change *
Program Revenues	\$	33,393	\$	45,640	\$	30,423	\$	30,423	\$ 29,977	-1.47%
Program Expenses	\$	2,291,372	\$	2,389,733	\$	2,975,852	\$	2,975,852	\$ 3,000,605	0.83%
Expenses Comprised Of:										
Personnel		-		-		-		1	-	N/A
Administrative Expense		2,290,032		2,388,186		2,974,013		2,974,013	2,998,903	0.84%
Supplies & Materials		-				-		1		N/A
Purchased Services		1,340		1,547		1,839		1,839	1,702	-7.45%
Utilities		-		-		-		1		N/A
Repair & Maintenance		-		-		-		1	-	N/A
Capital Expenditures		-		-		-		-	-	N/A

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# CITY OF APPLETON 2012 BUDGET SPECIAL REVENUE FUNDS

Tax Incremental District # 3

**Business Unit 2040** 

### **PROGRAM BUDGET SUMMARY**

		Act	tual					Budget		
Description		2009		2010	Ac	lopted 2011	Am	ended 2011		2012
Revenues										
4110 Property Taxes	\$	1,312,539	\$	1,344,950	\$	976,831	\$	976,831	\$	965,690
4130 Payment in Lieu of Taxes	Ť	23,632	•	21,546	,	21,546	•	21,546	•	21,000
4227 State Aid - Computers		7,279		5,877		5,877		5,877		5,977
4710 Interest on Investments		2,482		18,217		3,000		3,000		3,000
5927 Transfer In - Parking Utility		1,000,000		1,000,000		1,000,000		1,000,000		1,000,000
Total Revenue	\$	2,345,932	\$	2,390,590	\$	2,007,254	\$	2,007,254	\$	1,995,667
Expenses										
6401 Accounting/Audit	\$	1,340	\$	1,397	\$	1,689	\$	1,689	\$	1,552
6402 Legal Fees		-		150		150		150		150
6720 Interest Payments		631,274		622,838		643,980		643,980		681,179
7913 Trans Out - Debt Service		1,658,758		1,765,348		2,330,033		2,330,033		2,317,724
Total Expense	\$	2,291,372	\$	2,389,733	\$	2,975,852	\$	2,975,852	\$	3,000,605

### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

<u>None</u>

### **TAX INCREMENTAL DISTRICT #3**

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

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget	
Property Taxes Intergovernmental Interest Income Total Revenues	\$ 1,336,171 7,279 2,482 1,345,932	\$ 1,366,494 5,877 18,217 1,390,588	\$ 998,377 5,877 3,000 1,007,254	\$ 1,075,372 5,977 20,000 1,101,349	\$ 965,690 5,977 3,000 974,667	
Expenses						
Interest Expense Administrative Expenses Total Expenses	631,274 1,340 632,614	622,838 1,547 624,385	643,980 1,839 645,819	643,980 1,702 645,682	681,179 1,702 682,881	
Revenues over (under) Expenses	713,318	766,203	361,435	455,667	291,786	
Other Financing Sources (Uses)						
Operating Transfers In - Other Funds Operating Transfers Out - Debt Service Total Other Financing Sources (Uses)	1,000,000 (1,658,758) (658,758)	1,000,000 (1,765,348) (765,348)	1,000,000 (2,330,033) (1,330,033)	1,000,000 (2,330,033) (1,330,033)	1,000,000 (2,317,724) (1,317,724)	
Revenues over (under) Expenses	54,560	855	(968,598)	(874,366)	(1,025,938)	
Fund Balance (Deficit)- Beginning	(12,452,335)	(12,397,775)	(12,396,920)	(12,396,920)	(13,271,286)	
Fund Balance (Deficit)- Ending	\$(12,397,775)	\$(12,396,920)	\$(13,365,518)	\$(13,271,286)	\$(14,297,224)	

### 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 2012 BUDGET TAX INCREMENTAL DISTRICT #3 LONG TERM DEBT

	1	1998A G.O. Refunding Bonds						
Year		Principal	Interest					
2012	\$	530,000	\$	40,850				
2013		595,000		14,131				
	\$	1,125,000	\$	54,981				

	2002B G.	O. No	otes		2005 Refunding Bonds					
Year	Principal		nterest	F	Principal	Interest				
2012	\$ 1,355,000	\$	38,956		245,000	\$	15,394			
2013	-		-		270,000		5,400			
	\$ 1,355,000	\$	38,956	\$	515,000	\$	20,794			

	2	003 State Tr	ust Fเ	und Loan		TOTAL	
Year	F	Principal		Interest	Principal	Interest	Total
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
	\$	650,000	\$	146,547	\$ 3,645,000	\$ 261,278	\$ 3,906,278

# **SPECIAL REVENUE FUNDS** NOTES

**CITY OF APPLETON 2012 BUDGET** 

# **CAPITAL PROJECTS FUNDS** NOTES

**CITY OF APPLETON 2012 BUDGET** 

### CITY OF APPLETON 2012 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 through 2012.

Summary of Advances		Seneral <u>Fund</u>
0000	•	0.045
2002	\$	8,815
2003		14,690
2004		30,183
2005		33,434
2006		4,356
2007		4,574
2008		4,803
2009		(76,957)
2010		(23,898)
12/31/10 Balance	\$	-

Major changes in Revenue, Expenditures, or Programs:

No major changes.

### PERFORMANCE INDICATORS Actual 2009 Actual 2010 Target 2011 Projected 2011 Target 2012

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	Ac	tual		Budget					
Unit Title	2009	2010	Adopted 2011	Amended 2011	2012	Change *			
Program Revenues	\$ 4,409	\$ 3,626	\$ 3,874	\$ 3,874	\$ 14,228	267.27%			
Program Expenses	\$ 161,725	\$ 102,905	\$ 127,079	\$ 127,079	\$ 125,678	-1.10%			
Expenses Comprised Of:									
Personnel	-	-	-	-	•	N/A			
Administrative Expense	160,385	101,358	125,240	125,240	123,976	-1.01%			
Supplies & Materials	-	-	-	-	-	N/A			
Purchased Services	1,340	1,547	1,839	1,839	1,702	-7.45%			
Utilities	-	-	-	-	-	N/A			
Repair & Maintenance	-	-	-	-	•	N/A			
Capital Expenditures	-	-	-	-	-	N/A			

### CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

Tax Incremental District # 5

**Business Unit 4080** 

### **PROGRAM BUDGET SUMMARY**

	Actual				Budget					
Description		2009		2010	Add	opted 2011	Ame	ended 2011		2012
Revenues										
4110 Property Taxes	\$	162,052	\$	206,924	\$	196,543	\$	196,543	\$	179,726
4130 Pmt in Lieu of Taxes		2,933	-	414		414		414		7,400
4227 State Aid - Computers		1,476		1,160		1,160		1,160		828
4710 Interest on Investments		-		2,052		2,300		2,300		6,000
5910 Proceeds of Long-term Debt		10,649		-		-		-		-
Total Revenue	\$	177,110	\$	210,550	\$	200,417	\$	200,417	\$	193,954
Expenses										
6401 Accounting/Audit	\$	1,340	\$	1,397	\$	1,689	\$	1,689	\$	1,552
6402 Legal Fees		-		150		150		150		150
6599 Other Contracts/Obligation		-		-		-		-		-
6720 Interest Payments		3,043		583		-		-		-
7913 Trans Out - Debt Service		157,342		100,775		125,240		125,240		123,976
Total Expense	\$	161,725	\$	102,905	\$	127,079	\$	127,079	\$	125,678

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

### **TAX INCREMENTAL DISTRICT #5**

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

Revenues	2010 Actual	2010 Actual	 2011 Budget	F	2011 Projected	 2012 Budget
Property Taxes Intergovernmental Interest Income	\$ 164,985 1,476 10,649	\$ 207,338 1,160 2,052	\$ 196,957 1,160 2,300	\$	216,589 828 6,000	\$ 187,126 828 6,000
Total Revenues  Expenses	 177,110	 210,550	 200,417		223,417	 193,954
Capital outlay	1,340	1,547	1,839		1,839	1,702
Interest Expense	 3,043	 583	 4 020		4 000	 1 700
Total Expenses	 4,383	 2,130	 1,839		1,839	 1,702
Revenues over (under) Expenses Other Financing Sources (Uses)	172,727	208,420	198,578		221,578	192,252
Proceeds of G.O. Debt Operating Transfers Out - Debt Service Total Other Financing Sources (Uses)	 (157,342) (157,342)	 (100,775) (100,775)	 (125,240) (125,240)		(125,240) (125,240)	 (123,976) (123,976)
Net Change in Fund Balances	15,385	107,645	73,338		96,338	68,276
Fund Balance (Deficit) - Beginning	 (2,684)	 12,701	 120,346		120,346	 216,684
Fund Balance (Deficit) - Ending	\$ 12,701	\$ 120,346	\$ 193,684	\$	216,684	\$ 284,960

### Discussion of changes in fund balances:

This fund has repaid all of the General Fund advances received in the early years of the TIF district with interest. As other capital projects are undertaken in the future, additional borrowing and advances from the General Fund may be required.

# CITY OF APPLETON 2012 BUDGET TAX INCREMENTAL DISTRICT #5 LONG TERM DEBT

		2002B G	.O. Not		2005B G.O. Notes					
Year	Р	rincipal	Ir	nterest	F	Principal	Interest			
2012	\$	90,000	\$	2,588	\$	25,000	\$	4,638		
2013		-		-		30,000		3,600		
2014		-		-		35,000		2,300		
2015		-		-		40,000		800		
	\$	90,000	\$	2,588	\$	130,000	\$	11,338		

2008A G.O. Notes						TOTAL							
Year	Р	rincipal	Ir	Interest		Principal	Interest			Total			
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			
	\$	50,000	\$	6,125	\$	270,000	\$	20,051	\$	290,051			

# CITY OF APPLETON 2012 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 2012 budget provides \$44,525 for Administration. Administration (other) costs include environmental engineering, wetland delineation, platting, and other elements associated with engineering of the Park. It also includes maintenance, real estate commissions, surveys, title insurance, and other costs associated with selling land.

Eligible expenditures may be made in this district until February 14, 2018.

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

Project			<u>Amount</u>	<u>Page</u>
Southpoint Comme	erce Park		\$ 44,525	Projects, Pg. 607
Concrete Paving P	rogram		560	Projects, Pg. 620
Total	-	•	\$ 45,085	- =
	Summary of Advances	Debt Service Fund	General <u>Fund</u>	

Summary of	υe	bt Service	General
Advances		<u>Fund</u>	<u>Fund</u>
2010	\$	-	\$ 1,025,000
2011		801,250	275,000
2012		-	617,563
12/31/12 Balance	\$	801,250	\$ 1,917,563

### Major changes in Revenue, Expenditures, or Programs:

Due to economic conditions, we are projecting minimal land sale revenue in 2012. Community Development continues to take a more 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 2009 Actual 2010 Target 2011 Projected 2011 Target 2012

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	Ac	tual		Budget		%				
Unit Title	2009	2010	Adopted 201	1 Amended 2011	2012	Change *				
Program Revenues	\$ 366,018	\$ 153,5	28 \$ 248,758	\$ 248,758	\$ 181,462	-27.05%				
Program Expenses	\$ 3,689,687	\$ 3,468,4	45 \$ 3,328,020	\$ 3,328,020	\$ 2,764,734	-16.93%				
Expenses Comprised Of:										
Personnel	53,564	3,4	15 612	612	560	-8.50%				
Administrative Expense	2,748,431	2,844,9	10 2,794,904	2,794,904	2,230,256	-20.20%				
Supplies & Materials	10,134	55	52 -	-	-	N/A				
Purchased Services	38,389	589,19	522,179	522,179	533,918	2.25%				
Utilities	2,778	40	)4 325	325	-	-100.00%				
Repair & Maintenance	1,569	8	- 34	-	-	N/A				
Other Capital Expenditures	834,822	29,88	10,000	10,000	-	-100.00%				

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# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

### Tax Incremental District # 6

**Business Unit 4090** 

### **PROGRAM BUDGET SUMMARY**

	 Actual				Budget					
Description	 2009		2010	Ac	dopted 2011	Am	ended 2011		2012	
Revenues										
4110 Property Taxes	\$ 1,553,974	\$	2,052,434	\$	1,966,907	\$	1,966,907	\$	2,023,682	
4130 Pmt in Lieu of Taxes	12,467		73,135		-		-		18,000	
4227 State Aid - Computers	29,388		41,673		41,673		41,673		66,404	
4710 Interest on Investments	2,569		19,272		5,000		5,000		5,000	
5004 Sale of City Prop - Nontax	-		-		200,000		200,000		90,000	
5015 Rental of City Property	1,310		2,058		2,085		2,085		2,058	
5035 Other Reimbursements	320,284		17,390		-		-		-	
5910 Proceeds of Long-term Debt	1,085,000		-		63,937		63,937		-	
Total Revenue	\$ 3,004,992	\$	2,205,962	\$	2,279,602	\$	2,279,602	\$	2,205,144	
Expenses										
6101 Regular Salaries	\$ 36,647	\$	2,328	\$	-	\$	-	\$	_	
6104 Call Time	88		_		-		-		-	
6105 Overtime	1,395		163		90		90		82	
6108 Part-Time	549		-		478		478		438	
6150 Fringes	14,885		924		44		44		40	
6308 Landscape Supplies	2,186		346		-		-		-	
6309 Shop Supplies & Tools	110		206		-		-		-	
6325 Construction Materials	2,449		-		-		-		-	
6328 Signs	5,389		-		-		-		-	
6401 Accounting/Audit	1,340		1,397		1,689		1,689		1,552	
6402 Legal Fees	-		150		150		150		150	
6404 Consulting Services	524		-		5,000		5,000		5,000	
6408 Contractor Fees	36,525		84,594		-		-		-	
6413 Utilities	2,778		404		325		325		-	
6425 CEA Equip. Rental	1,569		84		-		-		-	
6599 Other Contracts/Obligations	-		503,052		515,340		515,340		527,216	
6720 Interest Payments	-		25,000		76,250		76,250		117,563	
6801 Land	-		-		-		-		-	
6809 Infrastructure Construction	834,822		29,887		10,000		10,000		-	
7913 Trans Out - Debt Service	2,748,431		2,819,910		2,718,654		2,718,654		2,112,693	
Total Expense	\$ 3,689,687	\$	3,468,445	\$	3,328,020	\$	3,328,020	\$	2,764,734	

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations

Real estate commissions (2 acres)	\$ 7,200
Platting	20,000
Sign	325
Developer Funded Tax Incentive Payment	487,691
Weed cutting/debris clean up	12,000
	\$ 527,216

### **TAX INCREMENTAL DISTRICT #6**

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

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
Property Taxes Intergovernmental Interest Income Other Total Revenues	\$ 1,566,441 29,388 2,569 321,594 1,919,992	\$ 2,125,569 41,673 19,270 19,448 2,205,960	\$ 1,966,907 41,673 5,000 2,085 2,015,665	\$ 2,110,230 66,404 25,000 2,058 2,203,692	\$ 2,041,682 66,404 5,000 2,058 2,115,144
Expenses					
Capital Outlay Interest Expense Administrative Expense Total Expenses	939,916 - 1,340 941,256	621,988 25,000 1,547 648,535	531,277 76,250 1,839 609,366	531,414 76,250 1,702 609,366	532,776 117,563 1,702 652,041
Revenues over (under) Expenses	978,736	1,557,425	1,406,299	1,594,326	1,463,103
Other Financing Sources (Uses)					
Proceeds of G.O. Debt Operating Transfers Out - Debt Service Sale of City Property Total Other Financing Sources (Uses)	1,085,000 (2,748,431) 	(2,819,910) - - (2,819,910)	63,937 (2,718,654) * 200,000 (2,454,717)	(2,718,653) - (2,718,653)	(2,112,693) 90,000 (2,022,693)
Net Change in Equity	(684,695)	(1,262,485)	(1,048,418)	(1,124,327)	(559,590)
Fund Balance - Beginning Residual Equity Transfers Out	1,011,873	327,178	(935,307)	(935,307)	(2,059,634)
Fund Balance - Ending	\$ 327,178	\$ (935,307)	\$ (1,983,725)	\$ (2,059,634)	\$ (2,619,224)

<sup>\*</sup> 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 (advance) to meet the general obligation payments to outside note holders since there is not adequate cash in TIF #6 to do so.

## TAX INCREMENTAL DISTRICT # 6 LONG TERM DEBT

 Year
 Principal states
 Interest states

 2012
 \$ 840,000 states
 \$ 17,220 states

 \$ 840,000 states
 \$ 17,220 states

	2002 State Tr	ust Fund Loan	2003A G	.O. Notes	2003 State Trust Fund Loan			
Year	Principal	Interest	Principal	Interest	Principal	Interest		
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	<u> </u>	<u>-</u>			128,815	6,458		
	\$ 1,114,403	\$ 225,882	\$ 755,000	\$ 31,262	\$ 1,385,136	\$ 354,296		

	2005B G.O. Notes				2006A G	.O. No	otes	2007A G.O. Notes					
Year		Principal		Interest		Principal		Interest		Principal	Interest		
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		-		-		-		-		-		-	
	\$	1,605,000	\$	147,588	\$	1,935,000	\$	241,401	\$	1,150,000	\$	195,050	

	2008A G.O. Notes			2009A G.O. Notes				TOTAL						
Year		Principal		Interest	Principal		Interest		Principal		Interest		Total	
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	\$	255,231	\$	1,085,000	\$	215,643	\$	10,984,539	\$	1,683,573	\$	12,668,112

# CITY OF APPLETON 2012 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 changes in Revenue, Expenditures, or Programs:

Increased tax increment relates to the completion of the Copps Store.

### PERFORMANCE INDICATORS Actual 2009 Actual 2010 Target 2011 Projected 2011 Target 2012

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

DEPARTMENT BUDGET SUMMARY											
Programs	Actual				Budget						%
Unit Title		2009		2010	Adopte	d 2011	Ame	nded 2011		2012	Change *
Program Revenues	\$	64,351	\$	175,371	\$ 16	9,386	\$	169,386	\$	106,819	-36.94%
Program Expenses	\$	18,027	\$	134,958	\$ 4	17,328	\$	109,026	\$	267,507	465.22%
Expenses Comprised Of:											
Personnel		-		3,090		-		-		-	N/A
Administrative Expense		1,332		3,309		1,525		1,525		1,525	0.00%
Supplies & Materials		-		-		-		-		-	N/A
Purchased Services		16,695		44,857		1,839		1,839		1,702	-7.45%
Utilities		-		-		-		-		-	N/A
Repair & Maintenance		-		57		-		-		-	N/A
Capital Expenditures		-		83,645	4	13,964		105,662		264,280	501.13%

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### **CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS**

Tax Incremental District # 7

**Business Unit 4100** 

### **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Ad	lopted 2011	Ame	ended 2011		2012
Revenues										
4110 Property Taxes	\$	15,355	\$	44,856	\$	39,860	\$	39,860	\$	283,479
4227 State Aid - Computers		47,646		128,026		128,026		128,026		102,819
4710 Interest on Investments		1,350		2,489		1,500		1,500		4,000
5910 Proceeds of Long-term Debt		50,000		-		-		-		-
Total Revenue	\$	114,351	\$	175,371	\$	169,386	\$	169,386	\$	390,298
-										
Expenses	_		_		_		_		_	
6101 Regular Salaries	\$	953	\$	1,725	\$	-	\$	-	\$	-
6105 Overtime		-		232		-		-		-
6108 Part Time		-		274		-		-		-
6150 Fringes		379		860		-		-		-
6401 Accounting/Audit		1,340		1,397		1,689		1,689		1,552
6402 Legal Fees		-		150		150		150		150
6404 Consulting Services		-		-		-		-		-
6425 CEA Equip. Rental		-		57		-		-		-
6599 Other Contracts/Obligations		15,355		44,856		43,964		91,274		264,280
6809 Infrastructure Construction		-		83,645		-		14,388		_
7913 Trans Out - Debt Service		-		1,762		1,525		1,525		1,525
Total Expense	\$	18,027	\$	134,958	\$	47,328	\$	109,026	\$	267,507

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations
Developer Funded Tax Incentive \$264,280

### **TAX INCREMENTAL DISTRICT #7**

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

Revenues	 2009 Actual	2010 Actual	 2011 Budget	P	2011 rojected	!	2012 Budget
Property Taxes Intergovernmental Interest Income Other	\$ 15,355 47,646 1,350	\$ 44,856 128,026 2,489	\$ 39,860 128,026 1,500	\$	41,295 102,819 4,000	\$	283,479 102,819 4,000
Total Revenues	64,351	 175,371	169,386		148,114		390,298
Expenses							
Program Costs Total Expenses	 18,027 18,027	133,196 133,196	 45,803 45,803		98,057 98,057		265,982 265,982
Revenues over (under) Expenses	46,324	42,175	123,583		50,057		124,316
Other Financing Sources (Uses)							
Proceeds of G.O. Debt Operating Transfers In	50,000	-	-		-		-
Operating Transfers Out Total Other Financing Sources (Uses)	 50,000	 (1,762) (1,762)	 (1,525) (1,525)		(1,525) (1,525)		(1,525) (1,525)
Net Change in Equity	96,324	40,413	122,058		48,532		122,791
Fund Balance (Deficit) - Beginning Residual Equity Transfers In (Out)	777 -	97,101 <u>-</u>	 137,514 -		137,514 -		186,046
Fund Balance (Deficit) - Ending	\$ 97,101	\$ 137,514	\$ 259,572	\$	186,046	\$	308,837

# CITY OF APPLETON 2012 BUDGET TAX INCREMENTAL DISTRICT # 7 LONG TERM DEBT

	2009A G.O. Notes									
Year	F	Principal	lı	nterest						
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						
	\$	50,000	\$	10,088						

## CITY OF APPLETON 2012 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 changes in Revenue, Expenditures, or Programs:

Initial construction has started by developer on townhouses as a part of the Riverheath Project.

Remediation and demolition of 935 E. John Street has begun with funds from escrow and is expected to take nine months. The City also has a 0% interest loan with the DNR (\$300,000) and a Commerce Grant (\$600,000) for this project that is expected to be received during the remainder of 2011 and in 2012. The City also holds a \$500,000 escrow for Foremost Farms for the remediation of the site. The City obtained title to the property in 2011, but payment is not due until 2013.

### PERFORMANCE INDICATORS

Actual 2009 Actual 2010 Target 2011 Projected 2011 Target 2012

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						%			
Unit Title	Unit Title 2009 2010 Adopted 2011 Amended 2011 2012							Change *			
Program Revenues	\$	213	\$	773	\$	100	\$	662,100	\$	749,000	748900.00%
Program Expenses	\$	4,596	\$	7,082	\$	2,619	\$	1,310,248	\$	977,495	37223.21%
Expenses Comprised Of:											
Personnel		3,596		217		-		24,309		2,062	N/A
Administrative Expense		-		1,235		1,069		1,069		16,069	1403.18%
Supplies & Materials		-		-		-		-		-	N/A
Purchased Services		1,000		5,630		1,550		784,870		959,364	61794.45%
Utilities		-		-		-		-		-	N/A
Repair & Maintenance		-		-		-		-		-	N/A
Capital Expenditures		-		-		-		500,000		-	N/A

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### **CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

**Business Unit 4110** 

### **PROGRAM BUDGET SUMMARY**

	Act	tual					Budget		
Description	 2009		2010	Ad	lopted 2011	Am	ended 2011		2012
Revenues									
4110 Property Taxes	\$ -	\$	-	\$	21,633	\$	21,633	\$	20,548
4224 Miscellaneous State Aid	-		-		-	•	200,000	-	400,000
4710 Interest on Investments	213		773		100		100		11,000
5035 Other Reimbursements	-		-		-		162,000		338,000
5910 Proceeds of Long-term Debt	35,000		-		-		100,000		200,000
5924 Operating Transfers In	 					_	300,000		
Total Revenue	\$ 35,213	\$	773	\$	21,733	\$	783,733	\$	969,548
Expenses									
6401 Regular Salaries	\$ 2,724	\$	159	\$	-	\$	14,584	\$	1,528
6150 Fringes	872		58	-	-		9,725		534
6401 Accounting/Audit	-		-		1,400		1,400		1,552
6402 Legal Fees	1,000		5,150		150		150		150
6404 Consulting	-		480		-		-		-
6408 Contractor Fees	-		-		-		462,000		938,000
6599 Other Contracts/Obligations	-		-		-		321,320		19,662
6801 Land	-		-		-		500,000		
7913 Trans Out - Debt Service	 		1,235		1,069		1,069		16,069
Total Expense	\$ 4,596	\$	7,082	\$	2,619	\$	1,310,248	\$	977,495

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations
Developer Incentive Tax Payments \$ 19,662

Contractor Fees

Remediation on site 938,000

### **TAX INCREMENTAL DISTRICT #8**

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

Revenues	2009 Actual	 2010 Actual	 2011 Budget	F	2011 Projected		2012 Budget
Property Taxes Intergovernmental Revenue Other Reimbursements Interest Income Total Revenues	\$  213 213	\$ 773 773	\$ 21,633 - - 100 21,733	\$	22,151 200,000 162,000 14,000 398,151	\$	20,548 400,000 338,000 11,000 769,548
Expenses							
Program Costs Total Expenses	 4,596 4,596	 5,846 5,846	 1,550 1,550	_	1,309,179 1,309,179	_	961,426 961,426
Revenues over (under) Expenses	(4,383)	(5,073)	20,183		(911,028)		(191,878)
Other Financing Sources (Uses)							
Proceeds of G.O. Debt Operating Transfers In	35,000 -	-	-		100,000 300,000		200,000
Operating Transfers Out Total Other Financing Sources (Uses)	 35,000	 (1,235) (1,235)	 (1,069) (1,069)		(4,819) 395,181	_	(16,069) 183,931
Net Change in Equity	30,617	(6,308)	19,114		(515,847)		(7,947)
Fund Balance - Beginning Residual Equity Transfers In (Out)	-	30,617	24,309		24,309		(491,538) <u>-</u>
Fund Balance - Ending	\$ 30,617	\$ 24,309	\$ 43,423	\$	(491,538)	\$	(499,485)

Note: Negative fund balance represents the long term payable for \$500,000 for the payment on the purchase of the Foremost Farms site due in 2013.

### **CITY OF APPLETON 2012 BUDGET TAX INCREMENTAL DISTRICT #8 LONG TERM DEBT**

2009A G.O. Notes	
Interest	

			C.C. 110100	10100					
Year	Р	rincipal	Ir	nterest	Total				
2012	\$	-	\$	1,069	\$	1,069			
2013		-		1,069		1,069			
2014		-		1,069		1,069			
2015		-		1,069		1,069			
2016		-		1,069		1,069			
2017		10,000		918		10,918			
2018		10,000		618		10,618			
2019		15,000		234		15,234			
	\$	35,000	\$	7,115	\$	42,115			

2012 General Fund Advance

	2012	41100			
Year	Principal	Interest	Total		
2012	-	15,000	15,000		
2013	-	15,000	15,000		
2014	-	15,000	15,000		
2015	-	15,000	15,000		
2016	-	15,000	15,000		
2017	-	15,000	15,000		
2018	-	15,000	15,000		
2019	-	15,000	15,000		
2020	-	15,000	15,000		
2021	300,000	7,500	307,500		
	\$ 300,000	\$ 142,500	\$ 442,500		

	Total										
Year	Principal	Interest	Total								
2012	\$ -	\$ 16,069	\$ 16,069								
2013	-	16,069	16,069								
2014	-	16,069	16,069								
2015	-	16,069	16,069								
2016	-	16,069	16,069								
2017	10,000	15,918	25,918								
2018	10,000	15,618	25,618								
2019	15,000	15,234	30,234								
2020	-	15,000	15,000								
2021	300,000	7,500	307,500								
	\$ 335,000	\$ 149,615	\$ 484,615								

Note - There is no amortization schedule set up for the \$300,000, 0% loan from the DNR. This will be established late in 2012.

# CITY OF APPLETON 2012 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	<u>Amount</u>	<u>Page</u>
Concrete Paving Program	\$236,576	Projects, Pg. 620

### Major changes in Revenue, Expenditures, or Programs:

It is expected all projects will be completed in 2012 and a final close-out audit will be completed. If any funds remain, they will be allocated to all taxing entities based on their applicable share of overall tax rate in 2009, the final year taxes were collected in the district.

### PERFORMANCE INDICATORS Actual 2009 Actual 2010 Target 2011 Projected 2011 Target 2012

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

DEPARTMENT BUDGET SUMMARY													
Programs		%											
Unit Title	2009			2010	Ad	opted 2011	Am	ended 2011		2012	Change *		
Program Revenues	\$	-	\$	4,418,599	\$	63,200	\$	63,200	\$	40,000	-36.71%		
Program Expenses	\$	-	\$	2,609,726	\$	1,163,200	\$	1,808,873	\$	238,576	-79.49%		
Expenses Comprised Of:													
Personnel		-		164,898		114,177		114,177		971	-99.15%		
Administrative Expense				350		-		-		2,000	N/A		
Supplies & Materials				91,905		275,273		275,273		-	-100.00%		
Purchased Services				8,552		28,800		28,800		-	-100.00%		
Utilities		-		178		-		-		-	N/A		
Repair & Maintenance		-		5,046		-		-		-	N/A		
Capital Expenditures		-		2,338,797		744,950		1,390,623		235,605	-68.37%		

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# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECT FUNDS

Escrow (Tax Incremental District #4)

**Business Unit 4230** 

### **PROGRAM BUDGET SUMMARY**

		Act	tual					Budget	
Description	2009			2010	Ac	dopted 2011	Am	ended 2011	2012
Revenues 4710 Interest on Investments 5035 Other Reimbursements	\$	-	\$	283,019 35,580	\$	63,200	\$	63,200	\$ 40,000
5922 Trans In - Special Revenue		_		4,100,000		_		_	_
Total Revenue	\$	-	\$	4,418,599	\$	63,200	\$	63,200	\$ 40,000
Expenses									
6101 Regular Salaries	\$	-	\$	110,636	\$	78,624	\$	78,624	\$ -
6105 Overtime		-		1,341	•	666		666	464
6108 Part Time		-		3,912		2,713		2,713	438
6150 Fringes		-		49,009		32,174		32,174	69
6308 Landscape Supplies		-		28,963		5,000		5,000	-
6309 Shop Supplies & Tools		-		669		-		-	-
6325 Construction Materials		-		40,012		258,987		258,987	-
6326 Equipment Parts		-		3,203		-		-	-
6328 Signs		-		19,058		11,286		11,286	-
6401 Accounting/Audit		-		-		-		-	2,000
6404 Consulting Services		-		5,694		-		-	-
6408 Contractor Fees		-		2,858		28,800		28,800	-
6413 Utilities		-		178					-
6425 CEA Equip. Rental		-		5,046		-		-	5,815
6503 Rent		-		350		-		-	-
6801 Land		-		100,658		40,000		40,000	-
6809 Infrastructure Construction		-		2,238,139		704,950		1,350,623	229,790
Total Expense	\$ 	-	\$	2,609,726	\$	1,163,200	\$	1,808,873	\$ 238,576

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

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

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
Property Taxes Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	-	283,019	63,200	40,000	40,000
Other Total Revenues		35,580 318,599	63,200	40,000	40,000
Expenses					
Capital outlay	-	2,609,726	1,163,200	1,650,297	238,576
Administrative Expense Total Expenses		2,609,726	1,163,200	1,650,297	238,576
Revenues over (under) Expenses	-	(2,291,127)	(1,100,000)	(1,610,297)	(198,576)
Other Financing Sources (Uses)					
Operating Transfers In - Special Revenue Total Other Financing Sources (Uses)		<u>4,100,000</u> 4,100,000			
Net Change in Fund Balances	-	1,808,873	(1,100,000)	(1,610,297)	(198,576)
Fund Balance - Beginning			1,808,873	1,808,873	198,576
Fund Balance - Ending	\$ -	\$ 1,808,873	\$ 708,873	\$ 198,576	\$ -

# **CITY OF APPLETON 2012 BUDGET LIBRARY Library Director: Colleen T. Rortvedt** Deputy Director - Library: Tasha M. Saecker

### MISSION STATEMENT

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

### **DISCUSSION OF SIGNIFICANT 2011 EVENTS**

Maintain high quality library services

Instituted a major Library restructuring to improve public service, provide oversight in areas of priorities and streamline the creating of marketing materials

Completed radio frequency identification (RFID) tagging project - summer 2011

New self-checks and security gates installed - summer 2011

On track to complete automated materials handling (AMH) installation by year end

On track to circulate approximately 1.5 million items in 2011

Meeting room use increased 58% in 2010; 2011 use is up 11%

Nearly 49,000 patrons visited the library each month

Over 4,900 children and teens participated in last year's summer library program

2011 adult programming attendance is up 33% over previous year

2011 teen programming attendance is up 33% over previous year

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

Planning second annual "Book n' Bowl" with the Friends of the Library: a family-friendly fundraiser

Continued working with Washington Square group to improve neighborhood environment

Participated in the annual Library Legislative Day in Madison

Hosted a staff retreat in February 2011 that included teambuilding exercises, training on library issues and a poverty simulation

Hosted monthly staff trainings on ebooks, Wakanheza (an approach to create welcoming environments and diffuse tense situations), Library restructuring and working with senior citizens

Implemented a staff development wiki (website that allows content creation and editing by multiple people) to encourage staff to share knowledge and post information about trainings

Continued to participate in regional library marketing through OWLSnet

Worked with newly restructured Friends of the Appleton Public Library to increase support, promote volunteerism and improve marketing

Continue to explore facility needs and options

Painted first floor and replaced our community bulletin board

Continue cooperation with schools and other community organizations

Participated in programs with Appleton Parks and Recreation, Autism Society, The Building for Kids, FISC, Goodwill, 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, Appleton Downtown Inc., Boys and 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

Utilize volunteers more effectively.

Between January and June, 2011 we had 3,980 volunteer hours, up 31% from the previous year. In the Public Services program (formerly known as Circulation), volunteers accomplished \$30,180 worth of work calculated at a Library Page wage rate in 2010.

Implemented RFID project utilizing volunteers for tagging project. As of July, 2011 volunteers have tagged 1,700 hours accomplishing \$21,000 work of work calculated at a Library Page Clerk wage rate.

Presented Volunteers 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

Redesigned website to prioritize space for Library programs and resources using graphics, slideshows, blogs and stories

Implemented "APL's Staff Picks" a book review blog and display with materials recommended by Library staff Participated in DPI ebook summit resulting in recommendations statewide for collection development of ebooks Redesigned Library newsletter Fine Print to focus on web-based delivery of information

### **MAJOR 2012 OBJECTIVES**

Successfully implement new library organizational structure resulting in consistency and quality improvements in public services. Focus on efficiency and productivity through appropriate staff oversight, training and best practices.

Implement long range plan goals and strategies utilizing new library structure including:

- Fostering a lifelong love of reading and learning in children and young adults
- Fostering lifelong learning by providing resources and assistance for individuals seeking and evaluating information
- Providing access to current, popular materials and programs
- Providing dependable and reliable information
- Providing local information, local history, and cultural diversity resources
- Providing well-trained staff and volunteers sufficient to meet community needs and sustain quality service
- Ensuring adequate financial resources to meet community library service needs
- Evaluating coordination and management of inter-library loan services to library users
- Using appropriate technology to provide service, assist staff, and increase efficiency focusing on RFID and AMH

Continue to maintain current facility and library environment; continue to plan for future library needs including:

- •Developing recommendations from community conversations for new or remodeled library; work with Capital Facilities Committee to bring recommendations forward; work with the Friends of the Appleton Public Library to develop private community support
- •Working with the Facilities Management Department to evaluate timeline within current facility to determine if any building improvements are required in 2013
- Ensuring clean, safe, well-maintained and accessible facility with attention to library environment and neighborhood

Focus on playing a role in solving community problems and community engagement by:

- •Implementing services which address community issues and concerns by utilizing the newly formed Community Partnerships Section
- •Collaborating with schools and other community organizations, including book festival and community read projects
- Serving as a location for civic engagement and public meetings
- Using volunteers effectively
- •Working to enhance the effectiveness of the Friends of Appleton Public Library

Improve library identity and remote access to library resources including:

- •Continuing to improve websites and electronic services in the development of a "digital branch" to provide access to unique Appleton resources, maintain multilingual web pages, and seek to expand access to e-books
- •Working with OWLS and OWLSnet to improve service delivery including online patron registration and improvements in patron notification systems
- •Creating a modern APL brand resulting in improved library identity

			DEPA	RT	MENT BUDG	3ET	SUMMARY					
	Programs	Actual						%				
Unit	Title		2009		2010	Ad	opted 2011	Am	ended 2011		2012	Change *
Р	rogram Revenues	\$	994,312	\$	1,126,638	\$	1,014,132	\$	1,035,132	\$	1,092,454	7.72%
Р	rogram Expenses											
16010	Administration		506,549		521,806		492,328		492,328		453,791	-7.83%
16021	Children's Services		470,890		487,245		494,619		494,619		462,294	-6.54%
16023	Public Services		910,315		985,944		771,275		771,275		753,749	-2.27%
16024	Community Partnerships		800,442		766,007		551,736		551,736		486,948	-11.74%
16031	Building Operations		455,766		461,061		469,560		469,560		450,859	-3.98%
16032	Materials Management		1,064,644		1,055,132		1,393,592		1,414,592		1,380,790	-0.92%
16033	Network Services		207,419		231,802		226,707		226,707		231,595	2.16%
	TOTAL	\$	4,416,025	\$	4,508,997	\$	4,399,817	\$	4,420,817	\$	4,220,026	-4.09%
Expens	ses Comprised Of:											
Personr	nel		3,329,568		3,429,038		3,392,085		3,392,085		3,161,852	-6.79%
Adminis	strative Expens€		96,632		105,616		89,460		89,460		93,084	4.05%
Supplies	s & Materials		629,430		609,193		558,900		579,900		555,450	-0.62%
Purchas	sed Services		61,380		62,911		61,457		61,457		62,033	0.94%
Utilities			137,382		131,454		135,079		135,079		135,353	0.20%
Repair 8	& Maintenance		151,565		161,647		154,836		154,836		204,254	31.92%
Capital	Expenditures		10,068		9,138		8,000		8,000		8,000	0.00%
Full Tin	ne Equivalent Staff:											
Personr	nel allocated to programs		45.50		45.50		45.00		45.00		44.50	

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, Police, other City departments, businesses and Appleton Downtown Inc. to maintain a positive environment within and near the library

Continue to seek ways to increase use of volunteers

Provide training opportunities for library staff focusing on needs of new library restructuring

Utilize and explore new technologies for improved efficiency, service delivery and communication

Plan, organize, coordinate, and review library services and policies with the Library Board of Trustees

Work with City Departments in planning and coordination of City-wide policies

Continue collaboration with educational institutions and community organizations; seek opportunities to develop

new cooperative activities focusing on the library playing a role in solving community problems.

Maintain an operating budget that meets patron service needs, including utilizing access to grants Sustain the library's role as a community gathering place for individuals, families and community groups

Maintain library facility, including planning for appropriate funding for maintenance and repairs

Work with other libraries, OWLS, state agencies and library organizations for efficient coordination of services and equitable compensation

### Major changes in Revenue, Expenditures, or Programs

Installation of RFID and AMH will be complete by start of 2012. Staff will be overseeing public education and adoption of new technology to ensure patrons learn the new system.

Marketing will be guided by a development team. Creation of marketing will be consolidated under Library Administration to ensure efficient use of resources and consistent identity.

The increase in part-time wages (\$18,542) and other reimbursement revenue (\$19,960) is due to budgeting two grant funded positions. These positions have existed in past years but were not recognized in the budget until the funding was received. Since the funding is relatively certain in 2012, we have included both the personnel expense and revenue in the budget.

The decrease in regular salaries and fringe benefits is due to replacing the Marketing Development Coordinator position with a lesser pay grade Marketing Assistant position (\$24,982), and the replacement of the Library Director and Deputy Director in 2011 (\$24,339).

				DICATOR	7.7	4	D ' ( - 1 0044	T1 0040
	AC	<u>tual 2009</u>	Actu	<u>ıal 2010</u>	Target 201	<u>1</u>	Projected 2011	<u>Target 2012</u>
Client Benefits/Impacts								
Library activities, programs and service	s are re	sponsive to	comm	nunity nee	d:			
% of surveyed patrons who rate the li	brary							
as responsive or very responsive		99%		98%	98	3%	98%	98%
Strategic Outcomes								
A better educated community								
Collaborations with								
educational institutions		19		21	•	12	20	25
Work Process Outputs								
Grant funds awarded	\$	86,155	\$	72,432	\$ 90,00	00	\$ 69,000	\$ 67,600
State-level meetings attended		20		12	•	10	14	12
Surveys conducted		1		2		1	2	2
Walking books clients added		11		9	2	25	8	12
Hours worked by library volunteers		6,983		6,913	6,50	00	8,500	7,000
Press releases issued		109		127	15	50	130	150

Administration Business Unit 16010

### **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Add	opted 2011	Am	ended 2011		2012
Revenues										
4224 Miscellaneous State Aids	\$	-	\$	15,087	\$	-	\$	-	\$	-
4232 Library Grants & Aids		700,009		806,517		860,252		860,252		914,314
4801 Charges for Serv Nontax		78,607		80,701		80,000		80,000		80,000
5015 Rental of City Property		38,471		27,773		30,000		30,000		30,000
5020 Donations & Memorials		9,454		732		-		-		-
5035 Other Reimbursements		122,713		146,520		-		21,000		19,960
Total Revenue	\$	949,254	\$	1,077,330	\$	970,252	\$	991,252	\$	1,044,274
Expenses										
6101 Regular Salaries	\$	323.211	\$	335,411	\$	337,291	\$	337,291	\$	301,496
6108 Part-Time	Ψ.	37.928	٣	30,921	Ψ	-	*	-	Ψ	18,542
6150 Fringes		124,919		131,294		134,641		134,641		113,557
6201 Training\Conferences		3,987		7,735		3,800		3,800		3,800
6206 Parking Permits		1,437		1,536		1,596		1,596		1,696
6301 Office Supplies		3,338		5,239		4,500		4,500		4,500
6303 Memberships & Licenses		1,866		2,107		1,900		1,900		1,800
6305 Awards & Recognition		421		429		600		600		600
6307 Food & Provisions		471		736		850		850		750
6320 Printing & Reproduction		126		29		500		500		400
6324 Medical\Lab Supplies		158		77		100		100		100
6412 Advertising		1,305		732		750		750		750
6413 Utilities		5,923		5,444		5,300		5,300		5,300
6418 Equip Repairs & Maint		1,459		116		500		500		500
Total Expense	\$	506,549	\$	521,806	\$	492,328	\$	492,328	\$	453,791

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

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 32,000 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 to implement new self-checks and promote RFID usage 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 flyers, weekly website and social media promotions

Manage public access computing procedures and policies in the Children's Services area.

With the increased importance of library websites and social media, we will be providing a new children's book review blog as well as a specially designed section of our website specifically for children, parents and teachers.

### Major changes in Revenue, Expenditures, or Programs:

In 2011, 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.

Expand program offerings to special populations, for example children on the autism spectrum.

With the increased importance of library websites and social media, we will be providing a new children's book review blog as well as a specially designed section of our website specifically for children, parents and teachers.

RFID is in the process of being fully implemented in the library. In 2012, we anticipate doing promotions of our new self-checks and AMH equipment to patrons. This will include promoting self-check to our patrons of all ages and holding tours of our new AMH equipment for children and parents.

With a new Section Head for this Department, there are anticipated changes in the layout and programming. Our plan is to focus more on customer service, providing more services at the Children's desk, and expanding our outreach to community organizations and groups.

Due to the replacement of the Library Supervisor position at a lower rate, there is a decrease in salaries (\$13,396) and fringe benefits (\$2,578) in the 2012 budget.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Children have access to a wide range of q	uality programs				
Attendance at children's programs	27,706	31,097	33,000	33,000	35,000
Computer workstation sessions	51,870	45,050	50,000	50,000	50,000
Strategic Outcomes					
Children discover joy of reading & develop	love of learning				
Summer Library program participants	4,788	4,484	4,500	5,076	5,000
Work Process Outputs					
Reference transactions	24,047	25,774	26,000	26,000	26,000
Number of children's programs	953	992	860	860	900
Avg. number of attendance per program	29	26	38	38	3

Children's Services Business Unit 16021

## **PROGRAM BUDGET SUMMARY**

		Ac		Budget						
Description		2009		2010	Α	dopted 2011	Am	ended 2011		2012
Expenses	•		•	0.40.0=4	•		•		•	
6101 Regular Salaries 6108 Part-Time	\$	301,860 34,014	\$	312,271 29,923	\$	313,997 31,769	\$	313,997 31,769	\$	300,601 31,093
6150 Fringes		124,229		132,427		138,627		138,627		120,474
6201 Training\Conferences		3,920		3,981		3,500		3,500		3,500
6206 Parking Permits		1,584		1,644		1,776		1,776		1,776
6301 Office Supplies		2,588		2,125		2,400		2,400		2,400
6320 Printing & Reproduction		1,674		1,494		1,300		1,300		1,400
6327 Miscellaneous Equipment		293		2,368		350		350		250
6418 Equip Repairs & Maint		-		168		100		100		-
6599 Other Contracts/Obligations		728		844		800		800	_	800
Total Expense	\$	470,890	\$	487,245	\$	494,619	\$	494,619	\$	462,294

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

**Public Services (formerly Circulation)** 

**Business Unit 16023** 

#### PROGRAM MISSION

To ensure ready access to ideas and information, Public Services provides library users with instruction in the use of collections and guidance in evaluating information resources by offering check out, registration, and service at public desks.

## PROGRAM NARRATIVE

## Link to City Goals:

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

## Objectives:

Check out over 1.4 million items to library patrons

Answer reference, readers' advisory and directional questions in person, via phone, text and email

Register new patrons, re-register those whose registration have expired, maintain a database of over 80,000 users Process and check out over 200,000 reserved items

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

Select approximately 2,500 works of fiction to be added to the collection

Promote the use of the new RFID self-checkout machines increasing the use rate to 50% in 2012

Prepare and maintain displays of popular materials

Manage public access to computers

Work with local organizations to encourage library card signup by Hmong and Hispanic community members

Work to create consistent customer service levels at all service desks in the library

The Public Services supervisor will serve as the library lead for library training and knowledge management (retention) efforts

## Major changes in Revenue, Expenditures, or Programs

As part of the Library reorganization, this new department consists of clerks from the Circulation Department and Library Assistants from the Reference Department . It will work to provide consistent and exemplary service at all of the service points throughout the library. The staffing of the three adult service desks will be scheduled and managed by this department, helping to ensure quality service.

The new RFID implementation will change the workflow of the main service desk. Check out procedures will change due to RFID pads and new security gates. Additionally, this department will be responsible for promoting and encouraging use of the new self-check machines by patrons. The goal is to more than double the usage of self-check by patrons by the end of 2012.

As a result of library restructuring, marketing is overseen by Library Administration resulting in the elimination of .5 Library Assistant Graphics Generalist (recorded in the Reference budget in 2011) and adding 20 hours a week non-benefited sub time (\$20,623) for service desk coverage.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Convenient and fast access to accurat	e informatior				
Reference questions answered	91,203	92,169	92,000	92,000	92,000
E-mail requests for information	4,108	3,829	3,700	4,800	5,000
Strategic Outcomes					
Members of the Appleton community v	ho will use the libra	ry and encourag	e others to do s	;	
Number of registered patrons	87,470	86,939	87,000	87,000	87,000
Annual door coun	590,525	586,677	600,000	600,000	590,000
Work Process Outputs					
Adult materials circulation	963,122	960,348	990,000	920,000	960,000
Children's materials circulation	561,977	568,428	565,000	580,000	580,000
Reserves filled for APL patrons	206,754	198,310	200,000	200,000	200,000

Public Services (formerly Circulation)

**Business Unit 16023** 

## PROGRAM BUDGET SUMMARY

	Actual					Budget*						
Description		2009		2010	Α	dopted 2011	Am	ended 2011		2012		
Expenses												
6101 Regular Salaries	\$	545,849	\$	588,783	\$	465,587	\$	465,587	\$	459,305		
6108 Part-Time		110,073		123,196		83,062		83,062		101,677		
6150 Fringes		218,882		246,284		206,764		206,764		178,155		
6201 Training\Conferences		4,063		1,850		1,800		1,800		1,800		
6206 Parking Permits		4,752		4,752		3,312		3,312		3,312		
6301 Office Supplies		4,900		4,201		4,750		4,750		3,750		
6320 Printing & Reproduction		691		512		1,000		1,000		650		
6327 Miscellaneous Equipmen		-		-		500		500		500		
6418 Equip Repairs & Maint		21,105		16,366		4,500		4,500		4,600		
Total Expense	\$	910,315	\$	985,944	\$	771,275	\$	771,275	\$	753,749		

## **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

**None** 

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<sup>\*</sup> For comparison purposes, the 2011 budget amounts have been restated to reflect the library reorganizatio

**Community Partnerships (formerly Reference)** 

**Business Unit 16024** 

## PROGRAM MISSION

Community Partnerships focuses on overseeing partnerships, outreach, neighborhood services, special projects and services to special populations.

#### **PROGRAM NARRATIVE**

## Link to City Goals:

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

## Objectives:

Seek opportunities for cooperative services and programs in diverse cultures and on topics of current interest Plan and implement programming for adults and young adults

Give presentations to public groups to explore what solutions the library can offer

Seek opportunities to participate in local organizations through embedded librarians and community library programs

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

Select, maintain and preserve materials for the library media, young adult, non-fiction and reference collections Provide displays and exhibits on topics of current interest

## Major changes in Revenue, Expenditures, or Programs:

This new section is a result of the library restructuring with an emphasis on increasing community partnerships and collaborations, such as the embedded librarian programs, the Fox Cities Online (FOCOL) project, and Digital Branch Management. Staff within this section will continue to work on service desks and be part of a renewed emphasis on customer service at the library. The main emphasis of their jobs will be to look outside the library and find places where the library can make a difference for our community.

As a result of the library restructuring, this budget reflects the elimination of a .5 FTE Library Assistant Graphics Generalist position which results in a decrease in salaries and benefits of \$31,564.

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.

Efforts will be expanded 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. In addition to local merchants in general, we will look to expand our role as an asset to the local business community.

The increase in part-time wages (\$3,715) and fringe benefits (\$285), and other reimbursement revenue (\$4,000) is due to budgeting part-time labor hours for the FOCOL project which are funded by OWLS.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts	Actual 2005	Actual 2010	Target 2011	1 TOJCCICA ZOTI	Target 2012
People find programs that stimulate their the	ninkina				
% of attendees evaluating programs "goo					
Adult programs	95%	95%	90%	90%	95%
Young adult programs	92%	94%	90%	90%	95%
Strategic Outcomes					
People develop skills needed to seek & ev	aluate informatio	on			
Young adult program attendance	2,111	2,875	2,400	2,600	2,600
Adult program attendance	4,139	5,632	4,400	7,500	6,000
Work Process Outputs	•	·	·	,	·
Interloans obtained for patrons	129,963	144,901	125,000	172,000	150,000
Web page "hits" (page accesses)	3,004,784	2,987,950	3,600,000	3,600,000	3.000.000
Number of locally produced databases or	-,,-	, ,	-,,	-,,	-,,
digital collections available via web	11	10	12	10	11

Community Partnerships (formerly Reference)

**Business Unit 16024** 

## **PROGRAM BUDGET SUMMARY**

		Ac	tual		Budget*					
Description		2009		2010	Ad	opted 2011	Am	ended 2011		2012
Revenues	•		•		•		•		•	
5035 Other Reimbursements	\$	1,178	\$	958	\$	900	\$	900	\$	4,750
Total Revenue	\$	1,178	\$	958	\$	900	\$	900	\$	4,750
Expenses										
6101 Regular Salaries	\$	522,513	\$	483,775	\$	355,128	\$	355,128	\$	331,177
6108 Part-Time		55,484		58,545		9,786		9,786		13,501
6150 Fringes		207,500		200,022		178,264		178,264		134,188
6201 Training\Conferences		3,281		3,057		3,500		3,500		3,500
6206 Parking Permits		2,904		2,640		2,208		2,208		1,932
6301 Office Supplies		2,820		4,128		2,500		2,500		2,000
6320 Printing & Reproduction		617		642		250		250		650
6327 Miscellaneous Equipment		-		7,358		100		100		-
6418 Equip Repairs & Maint		5,323		4,212		-		_		-
6599 Other Contracts/Obligations		, -		1,628		-		-		-
Total Expense	\$	800,442	\$	766,007	\$	551,736	\$	551,736	\$	486,948

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

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<sup>\*</sup> For comparison purposes, the 2011 budget amounts have been restated to reflect the library reorganization

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 changes in Revenue, Expenditures, or Programs:

Due to a review of duties and responsibilities, the role of Lead Operations Clerk is being eliminated and replaced with a third Operations Clerk. This results in an approximate \$22,500 budgetary savings.

The library has decided to go with the City's contracted cleaning service which will not result in savings but will provide better cleaning coverage. The budget impact is an approximate \$30,000 decrease in part-time salary and fringe benefits with an offsetting increase in facilities charges. One part-time position who serves as fill in for the Operations Clerks will be retained in order to open and close the building, be available in the event of an emergency, and provide additional security presence.

The fees and commission revenue has increased due to a renegotiation with the service agreement.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons surveyed expressing satisfa	ctior				
with cleanliness and safety of facility	97%	95%	95%	95%	95%
Strategic Outcomes					
The community increasingly uses opportun	ities for meetings	, programs and o	discussion		
# of meetings and programs	2,215	3,495	2,500	3,000	3,000
Work Process Outputs					
Monthly checklists completed on time	12	12	12	12	12
Number of special needs and projects					
performed during the year	15	18	12	12	12
% of special service requests completed					
within 48 hours	92%	95%	90%	90%	90%

**Building Operations** 

**Business Unit 16031** 

## **PROGRAM BUDGET SUMMARY**

	 Ac	tual		Budget						
Description	2009		2010	A	dopted 2011	Am	ended 2011		2012	
Revenues										
5001 Fees & Commissions	\$ 952	\$	822	\$	750	\$	750	\$	1,200	
Total Revenue	\$ 952	\$	822	\$	750	\$	750	\$	1,200	
Expenses										
6101 Regular Salaries	\$ 109,247	\$	111,681	\$	114,420	\$	114,420	\$	91,915	
6108 Part-Time	31,283		24,162		32,433		32,433		5,000	
6150 Fringes	46,659		48,314		52,501		52,501		51,344	
6201 Training\Conferences	60		-		200		200		200	
6206 Parking Permits	792		792		828		828		828	
6306 Building Maint./Janitorial	5,449		7,635		5,500		5,500		6,000	
6308 Landscape Supplies	38		-		50		50		50	
6309 Shop Supplies & Tools	129		107		50		50		50	
6310 Chemicals	169		-		-		-		-	
6311 Paint & Supplies	195		52		100		100		100	
6323 Safety Supplies	-		63		50		50		50	
6327 Miscellaneous Equipment	4,640		280		250		250		250	
6407 Collection Services	1,968		1,754		1,375		1,375		1,950	
6413 Utilities	131,459		126,010		129,779		129,779		130,053	
6416 Build Repairs & Maint.	5,134		3,377		5,000		5,000		5,000	
6418 Equip Repairs & Maint	483		103		400		400		400	
6420 Facilities charges	118,061		136,731		126,624		126,624		157,669	
Total Expense	\$ 455,766	\$	461,061	\$	469,560	\$	469,560	\$	450,859	

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

## **CITY OF APPLETON 2012 BUDGET**

## **LIBRARY**

**Materials Management (formerly Technical Services)** 

**Business Unit 16032** 

#### PROGRAM MISSION

To ensure appropriate, accessible and well-organized materials for library users, Materials Management provides acquisition, cataloging, processing, check-in, sorting and shelving 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:

Coordinate selection activities of 24 selectors and acquisition of materials for collections within budget Create 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 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 circulation and storage

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

Seek to find new ways to use volunteers in more processes including the RFID conversion project

Re-shelve accurately and with greater efficiency all materials circulated, plus items used at the Library

Collect and route approximately 175,000 items to fill reserves at other OWLSnet libraries

Maintain the order of materials in stacks, prepare end signs, shift, pick up materials used in library

## Major changes in Revenue, Expenditures, or Programs:

Materials Management takes the backroom work of the previous Circulation Department and combines it with the previous Technical Services Department. This allows the library to have a section that focuses on the ordering, receiving, processing, sorting, and shelving of materials. It will allow input into processing decisions that impact shelving. It creates a section that handles materials from cradle to grave. The section also will work to establish new workflows and procedures with the RFID and AMH implementation. After the implementation has been completed, the section will examine existing workflow and look for new ways to save time, freeing staff to do work that will positively impact our patrons.

Increase in office supplies budget line is the result of increased costs of RFID tags over previous magnetic-strip security system.

Work with OWLS to beta test new services platform connecting users, content and services.

The decrease in titles owned is a result of the weeding process that was an integral part of the RFID implementation project.

The \$5,000 requested for miscellaneous equipment represents the cost to replace our old disc resurfacing machine which does not work with newer formats. The machine repairs damage that occurs on DVDs, music CDs, CD-roms, etc. and can resurface the discs multiple times. This is a much less expensive alternative than replacing the damaged discs.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
People can obtain the materials they need qu	uickly				
% of holds filled within 1 week	-				
of being placed	51%	51%	50%	53%	51%
Improved efficiencies in delivering service					
Number of volunteer hours					
in Materials Management	3,453	3,415	3,500	3,500	3,000
Strategic Outcomes					
People have reading, viewing and listening n	naterials that s	timulate their thir	nking,		
enhance their knowledge of the world, and in	nprove the qua	ality of their leisu	re time		
# of unique titles owned at end of year	316,182	298,221	320,000	300,000	300,000
Work Process Outputs					
# of volumes processed	39,104	39,052	37,000	35,000	39,000
# of volumes weeded	27,520	67,597	40,000	100,000	25,000

# **CITY OF APPLETON 2012 BUDGET**

## LIBRARY

Materials Management (formerly Technical Services)

**Business Unit 16032** 

## **PROGRAM BUDGET SUMMARY**

		Ac	tual		Budget*						
Description		2009		2010	Ac	dopted 2011	Am	nended 2011		2012	
Revenues 5035 Other Reimbursements Total Revenue	<u>\$</u>	26,774 26,774	\$ \$	30,665 30,665	\$	<u>-</u>	\$ \$	<u>-</u>	\$ \$		
Expenses			<u> </u>		<u>, , , , , , , , , , , , , , , , , , , </u>		<u> </u>		<u> </u>		
6101 Regular Salaries	\$	292,316	\$	301,773	\$	532,398	\$	532,398	\$	526,158	
6108 Part-Time 6150 Fringes		13,321 109,738		13,912 117,541		55,595 208,979		55,595 208,979		55,595 192,416	
6201 Training\Conferences		4,194		3,887		2,500		2,500		2,500	
6206 Parking Permits 6301 Office Supplies		1,320 26,650		1,320 28.804		3,588 30.000		3,588 30.000		3,588 35,000	
6315 Books & Library Materials		559,726		529,367		502,000		523,000		502,000	
6327 Miscellaneous Equipment		-		-		-		-		5,000	
6418 Equip Repairs & Maint 6599 Other Contracts/Obligations		57,379		575 57,953		58,532		- 58,532		- 58,533	
Total Expense	\$	1,064,644	\$	1,055,132	\$	1,393,592	\$	1,414,592	\$	1,380,790	

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Office Supplies			
General office supplies	\$ 2,200	<b>Books &amp; Library Materials</b>	
Material processing supplies (book		Children's materials	\$ 119,064
jackets, barcodes, cassette cases,		Adult materials	382,936
book labels, CD cases, etc.)	22,800		\$ 502,000
RFID supplies	10,000		 <del></del> -
	\$ 35,000	Other Contracts/Obligations	
	 	OWLSnet contract	\$ 58,533
			\$ 58,533

<sup>\*</sup> For comparison purposes, the 2011 budget amounts have been restated to reflect the library reorganization

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

Maintain RFID and AMH technology and its interface with the library's network

Assist staff in technical aspects of providing electronic services to the public

Provide support to, troubleshoot and assist library staff computer users

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 changes in Revenue, Expenditures, or Programs:

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, digital signage, 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 maintenance and integration of RFID systems into the library's network and workstations. 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.

The \$18,373 increase in equipment repairs and maintenance reflects the actual cost of the public photocopier lease and annual fees, as well as the cost of service contracts for RFID and AMH equipment.

<u>.</u>	Actual 2009	Actual 2010	<b>Target 2011</b>	Projected 2011	Target 2012
Client Benefits/Impacts					
People will have reliable access to up-to-date	technology				
% surveyed who have used library website	78%	86%	90%	90%	90%
Strategic Outcomes					
Hours of public internet computer use	77,117	75,759	85,000	85,000	80,000
Sessions on public computers	86,315	99,872	88,000	88,000	95,000
Community enjoys a high level of access to e	lectronic inforr	mation resource			
# of referrals to InfoSoup online catalog	348,928	351,101	357,000	357,000	355,000
Database sessions	155,350	105,503	110,000	120,000	120,000
Work Process Outputs					
PC workstations installed	42	42	35	35	35

Network Services Business Unit 16033

## **PROGRAM BUDGET SUMMARY**

	Ac	tual		Budget*					
Description	 2009		2010	Ad	opted 2011	Ame	ended 2011		2012
Revenues									
5035 Other Reimbursements	\$ 16,154	\$	16,863	\$	42,230	\$	42,230	\$	42,230
Total Revenue	\$ 16,154	\$	16,863	\$	42,230	\$	42,230	\$	42,230
Expenses									
6101 Regular Salaries	\$ 87,165	\$	99,566	\$	99,695	\$	99,695	\$	99,695
6150 Fringes	33,375		39,236		41,148		41,148		35,963
6201 Training\Conferences	2,240		1,828		2,300		2,300		2,300
6206 Parking Permits	528		528		552		552		552
6301 Office Supplies	13,067		14,660		5,000		5,000		5,000
6327 Miscellaneous Equipment	60,976		66,846		52,300		52,300		44,000
6418 Equip Repairs & Maint	-		-		17,712		17,712		36,085
6815 Software Acquisition	10,068		9,138		8,000		8,000		8,000
Total Expense	\$ 207,419	\$	231,802	\$	226,707	\$	226,707	\$	231,595

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipmen Workstation replacements Network hardware, wiring, etc.	\$ 34,000 10,000 44,000
Equipment Repairs and Maintenance <sup>3</sup> Public photocopier lease and annual fee Software license for print management Service contracts for automated material handling equipment Service contracts for self checks Service contract for security gates Service contracts for RFID related equipment	\$ 17,000 1,500 6,250 3,838 813 6,684 36,085

<sup>\*</sup>Service contracts for all RFID and AMH equipment is pro-rated for 2012 due to balance of first year warranties. In 2013, all service contracts will be paid at 100%

<sup>\*</sup> For comparison purposes, the 2011 budget amounts have been restated to reflect the library reorganizatio

			27,001.00	- 7			20.07.00
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES Intergovernmental Revenues Charges for Services Other Revenues	700,009 78,607 215,696	821,604 80,701 224,333	860,252 73,852 130,948	860,252 80,000 73,880	860,252 80,000 99,380	860,252 80,000 92,722	914,314 80,000 98,140
TOTAL REVENUES	994,312	1,126,638	1,065,052	1,014,132	1,039,632	1,032,974	1,092,454
EXPENSES BY LINE ITEM Regular Salaries Labor Pool Allocations Temp. Full-Time Part-Time Other Compensation Sick Pay Vacation Pay Fringes	1,751,688 0 192,122 282,104 65 24,433 213,855 865,300	1,785,517 0 201,866 280,659 151 36,546 209,182 915,117	1,402,112 242- 183,660 232,588 127 28,780 164,113 753,395	2,218,516 0 0 212,645 0 0 0 960,924	2,218,516 0 0 217,145 0 0 0 960,924	2,110,347 0 0 225,408 0 0 0 826,097	2,110,347 0 0 225,408 0 0 0 826,097
Salaries & Fringe Benefits	3,329,567	3,429,038	2,764,533	3,392,085	3,396,585	3,161,852	3,161,852
Training & Conferences Parking Permits Office Supplies Memberships & Licenses Awards & Recognition Building Maintenance/Janitor. Food & Provisions	21.745 13.317 53.363 1.866 421 5.449 471	22,339 13,212 59,158 2,107 429 7,635 736	9.571 14.050 48.266 2.192 219 6.629 391	17.600 13.860 49.150 1,900 600 5,500 850	17.600 13.860 49.150 1.900 600 5.500 850	17,600 13,684 17,650 1,800 600 6,000 750	17.600 13.684 52.650 1.800 600 6.000 750
Administrative Expense	96,632	105,616	81,318	89,460	89.460	58,084	93,084
Landscape Supplies Shop Supplies & Tools Paint & Supplies Books & Library Materials Printing & Reproduction Safety Supplies Medical & Lab Supplies Miscellaneous Equipment	38 129 169 559,725 3,107 195 158 65,909	0 107 53 529,367 2,677 62 77 76,851	0 302 415,335 1,560 99 52 20,862	50 50 100 502,000 3,050 50 100 53,500	50 50 100 523,000 3,050 50 100 53,500	50 50 100 0 3.100 50 100 6.000	50 50 100 502,000 3,100 50 100 50,000
Supplies & Materials	629,430	609,194	438,210	558,900	579,900	9.450	555,450
Collection Services Advertising Other Contracts/Obligations	1,968 1,305 58,107	1,754 732 60,425	2,180 826 58,533	1,375 750 59,332	1,375 750 59,332	1,950 750 800	1,950 750 59,333
Purchased Services	61,380	62,911	61.539	61.457	61,457	3,500	62,033
Electric Gas Water Waste Disposal/Collection Stormwater Telephone	94.587 28.595 4.551 2.027 1.699 5,923	97.379 20.319 4.537 1.998 1.777 5,444	90.775 18.251 3.529 1.448 1,458 4,851	96.787 23.052 7.173 125 2.642 5.300	96.787 23.052 7.173 125 2.642 5,300	98.872 20.896 6.270 1.777 2.238 5.300	98.872 20.896 6.270 1.777 2.238 5.300
Utilities	137,382	131,454	120,312	135.079	135.079	135,353	135,353
Building Repair & Maintenance Equipment Repair & Maintenanc Facilities Charges	5,134 28,370 118,061	3,377 21,539 136,731	3,269 20,229 59,761	5,000 23,212 126,624	5,000 23,212 126,624	5,000 5,500 126,000	5,000 41,585 157,669
Repair & Maintenance	151,565	161,647	83,259	154.836	154.836	136,500	204,254
Software Acquisition	10,068	9,138	5,448	8.000	8,000	8,000	8,000
Capital Expenditures	10,068	9,138	5.448	8.000	8,000	8,000	8,000
TOTAL EXPENSES	4.416,024	4,508,998	3,554,619	4,399,817	4.425.317	3,512,739	4,220,026

# CITY OF APPLETON 2012 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 12/31/10:

Unexpendable Trust Principal \$33,046
Designated for Future Awards 606
Total Fund Balance \$33,652

## Major changes in Revenue, Expenditures, or Programs:

Because investment earnings are so low, staff will recommend that no scholarship be given until interest income reaches a level significant enough to provide a meaningful scholarship.

## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

			2011		
	2009 Actual	2010 Actual	Adopted Budget	2011 Projected	2012 Budget
Revenues			<u> </u>	•	
Donations Interest Income	\$ 500 497	\$ 500 109	\$ 500 300	\$ 800 100	\$ 500 100
Total Revenues	997	609	800	900	600
Expenses					
Program Costs	700	1,000	550	900	
Revenues over (under) Expenses	297	(391)	250	-	600
Fund Balance - Beginning	33,746	34,043	33,652	33,652	33,652
Fund Balance - Ending	\$ 34,043	\$ 33,652	\$ 33,902	\$ 33,652	\$ 34,252

# **PERMANENT FUNDS** NOTES

**CITY OF APPLETON 2012 BUDGET** 

## **CITY OF APPLETON 2012 BUDGET**

# **PARKS & RECREATION DEPARTMENT**

Director of Parks, Recreation
& Facilities Management: Dean R. Gazza, CFM, PMP, Leed-AP

In adopting the 2012 budget, the Appleton Common Council approved a measure to merge the Parks & Recreation Department into the Facilities, Grounds, and Construction Management Department, eliminating the postion of Director of Parks & Recreation and creating that of Supervisor of Parks & Recreation. The 2011 budget transferred staff and responsibility for maintenance of parks structures and grounds to the Facilities, Grounds and Construction Management Department to consolidate all property maintenance and take better advantage of the synergies that existed between the two departments.

## **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 2011 EVENTS**

#### Administration:

Secured lease agreement with Bazils for use of Houdini Plaza for 2011

Secured agreement for Simply Teaching Garden Program in Pierce Park for 2011

Amended agreement with Three Brothers Hospitality, LLC for concession operations at Mead Pool

Coordinated use of Erb Pool and Telulah Park for 2011 Badger State Games

Continued to work with an interested community group on the development of a skate park in Appleton

Continued to work with community group to develop formal program and agreement to replace neighborhood tennis

Transitioned Operations staff to the Facilities, Grounds and Construction Management Department Moved Administrative staff to City Hall

Transitioned customer service activities into first floor customer service center in City Hall

Secured agreement with the Fox Valley Recreation Association for the operation of the adult softball program

Secured agreement with the Fox Valley Recreation Association for the operation of the AMP concessions

Secured agreement with the Friends of the Fox for installation of buoys in the Fox River

Secured extension of lease agreement with USA Youth, Inc. for the development and operations of USA Youth Sports Complex

Worked with Board of Directors for USA Youth, Gardens of the Fox Cities and Appleton Ice, Inc. to address on-going organizational challenges and issues

Worked with local organizations to address changing youth baseball needs of community, including facility use, organizational structure, etc.

Continued to work with the Town of Harrison and City of Menasha to acquire property for a joint community park **Athletic Fields, Parks and other City Properties:** 

Worked collaboratively with Facilities Management Department to coordinate the maintenance of athletic fields, parks and trail with recreation programs, community requests, etc.

Continued work with the Storm Water Utility to coordinate the construction of the Appleton Memorial Park south storm water pond with park programs, events, activities, etc.

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 with the City Center to secure long-term lease agreement for second floor studios

Worked collaboratively with Mayor's office to provide Department information for City Guide

Made necessary preparations for all programs

Continued development of programs to accommodate older, active adult programming

Secured lease agreement with FVL and St. Joseph Middle School for use of tennis courts for open tennis and program needs

## Aquatics:

Worked with various swim team programs to coordinate use of pools for practices during open lap swim times and on a rental basis

Coordinated use of Erb Pool by YMCA for Bird Bath Open and Badger State Games

Worked cooperatively with AASD to use high school pools for various programs

Worked with other municipalities to address increase in fees established by Red Cross for staff training, swim lessons, etc.

Explored opportunities to contract services to address continued reduction in Operations staff

Implemented new operational procedures for pool staff to monitor and maintain mechanical systems to address reductions in Operations staff

Made necessary preparations for all aquatic programs

## **Capital Projects:**

Installed new playground equipment at Lions, Mead and Highview Parks

Installed accessible walkways to playgrounds at Lions, Mead and Jaycee Parks

Secured Chapter 30 permit for construction of Lutz Park to Vulcan Heritage Park Riverfront Trail

Worked cooperatively with other City departments to secure Trolley Square and RiverHeath Trestles

#### **MAJOR 2012 OBJECTIVES**

Provide administrative services and support staff for the programming components related to parks and recreation services

Continue implementation of recommendations noted in the 2010-2014 Parks and Recreation Department Master Plan

Work with the Facilities, Grounds and Construction Management Department to coordinate the maintenance of parks and/or facilities with programs, activities, and events

Work with City Hall departments to address customer service needs in City Hall

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 the Board of Directors for USA Youth Sports, Gardens of the Fox Cites and Appleton Ice, Inc. to meet lease agreement responsibilities and assist with operational and organizational challenges and opportunities Work with various community groups 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 and other local municipalities and leisure service providers to meet the needs of the community and maximize resources

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 2012 Budget

Develop a Friends' Group to provide financial and community support for park and recreation programs and facilities

Develop and implement a strategic plan to address changing community park and recreation program needs while considering available resources and modifications to organizational structures

DEPARTMENT BUDGET SUMMARY											
Progran	ns		Act	ual				Budget	%		
Unit	Title	2009			2010	Add	opted 2011	Amended 2011		2012	Change *
P	rogram Revenues	\$ 633,8	322	\$	705,564	\$	558,656	\$ 558,656	\$	554,319	-0.78%
Р	rogram Expenses										
16510	Administration	505,6	552		451,545		261,918	261,918		208,330	-20.46%
16531	Athletic Field Maint	284,7	'29		212,907		264,655	264,655		218,581	-17.41%
16532	Park Maintenance	1,162,5	680		1,198,627		1,124,786	1,124,786		1,164,964	3.57%
16533	Other City Maintenance	273,8	358		297,893		233,893	234,168		211,266	-9.67%
16541	Recreation Programs	864,2	243		780,763		602,463	602,463		606,555	0.68%
16542	Aquatics	595,8	323		578,362		564,712	564,712		571,351	1.18%
	TOTAL	\$ 3,686,8	885	\$	3,520,097	\$	3,052,427	\$ 3,052,702	\$	2,981,047	-2.34%
Expens	ses Comprised Of:										
Personr	nel	2,378,6	97		2,185,856		943,110	943,110		878,285	-6.87%
Adminis	trative Expenses	162,0	)45		143,739		123,852	123,852		134,453	8.56%
Supplies	s & Materials	201,6	398		181,670		50,390	50,390		47,775	-5.19%
Purchas	sed Services	37,3	333		70,330		50,060	50,335		44,375	-11.36%
Utilities		329,7	'24		327,219		3,629	3,629		4,485	23.59%
Repair 8	& Maintenance	577,3	888		611,283		1,881,386	1,881,386		1,871,674	-0.52%
Capital	Expenditures		-		-			-		-	N/A
Full Tin	ne Equivalent Staff:										
Personr	nel allocated to programs	26.2	27		23.82		5.45	5.45		5.45	

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 and communications with program participants and staff

Work with other City departments to improve communications with citizens through various media

Work with the Facilities, Grounds and Construction Management Department to coordinate the maintenance of parks and/or facilities with programs, activities, and events

Work with City Hall departments to improve customer service activities at the customer service center on the first floor of City Hall and maximize available resources

Work closely with other City departments to explore, develop and implement operational efficiencies Administer the 2012 Budget and Service Plan

Work 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 local units of government to implement opportunities to increase non-motorized transportation

Work with Miracle League of the Fox Valley, USA Youth, Gardens of the FC, Appleton Ice Center and other organizations connected to the Department through park/facility use to ensure continued operations for the benefit of the community

Work with M.A.T.C.H. (Making Appleton Tennis Courts Happen) and Friends of ASP (Appleton Skate Park) to develop a skate park and renovate existing tennis courts.

## Major Changes in Revenue, Expenditures or Programs:

The expenses and revenues have been adjusted to reflect the move of Parks and Recreation Department administrative staff to City Hall. This budget also reflects the elimination of the position of Director of Parks & Recreation (.95 FTE, \$121,501 in this budget) and the creation of the position of Superintendent of Parks & Recreation (\$93,425) under the direction of the Director of Parks, Recreation & Facilities Mangement.

	PERFORMAN	CE INDICATOR	S		
	Actual 2009	Actual 2010	<b>Target 2011</b>	Projected 2011	Target 2012
Client Benefits/Impacts					
Functional facility for public access					
Staff to handle public demands	3.00	3.00	3.00	3.00	1.50
Strategic Outcomes					
# of households in data base	8,750	8,900	9,000	9,000	9,500
% of resident households in RecTrac	86%	85%	90%	90%	90%
% of households with email address	60%	85%	90%	90%	95%
% of online registrations	31%	40%	50%	50%	55%
Work Process Outputs					
# of personal counter contacts per day	27	27	20	20	20
# of telephone contacts per day	60	53	40	40	40
# of e-newsletters distributed annually	12	12	16	18	24
# of households receiving e-newsletter	5,234	6,200	6,000	6,000	6,500
# of work permits issued	203	262	225	225	275
% of annual budget expended	97.3%	94.9%	98.0%	98.0%	99.0%
% of budgeted revenues received	99.6%	103.8%	100.0%	100.0%	100.0%

Administration Business Unit 16510

## **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Add	opted 2011	Am	ended 2011		2012
Revenues										
4802 Charges for Serv Tax	\$	_	\$	_	\$	125	\$	125	\$	_
5001 Fees and Commissions	Ψ	2,478	Ψ	349	Ψ	2,500	Ψ	2,500	Ψ	_
5082 Insurance Proceeds		2, 0		-		_,000		_,000		_
5085 Cash Short or Over		_		(20)		_		_		_
Total Revenue	\$	2,478	\$	329	\$	2,625	\$	2,625	\$	-
Evnance										
Expenses 6101 Regular Salaries	\$	256,771	\$	204,267	\$	152,264	\$	152,264	\$	150,808
6105 Overtime	Φ	256,771	Φ	204,207	Φ	132,204	Φ	152,264	Φ	150,606
6108 Part-Time		_		2 600		2 727		2.727		2 116
		5,268		3,609		2,727		,		3,116
6150 Fringes 6201 Training/Conferences		83,021 1,290		78,327 1,082		68,629 3,000		68,629 3,000		53,196 1,200
						,				
6206 Parking Permits		744		744		696		696		936
6301 Office Supplies		3,686		3,232		2,000		2,000		1,500
6303 Memberships & Licenses		905		125		650		650		350
6305 Awards & Recognition		137		257		75		75		80
6307 Food & Provisions		193		154		100		100		110
6315 Books & Library Materials		25		30		50		50		50
6316 Miscellaneous Supplies		7		10		100		100		50
6320 Printing & Reproduction		5,718		6,955		7,000		7,000		5,000
6321 Clothing		50		-		-		-		-
6325 Construction Materials				146				<del>.</del>		<del>-</del>
6327 Miscellaneous Equipment		39		3,259		4,500		4,500		2,000
6328 Signs		19		129		50		50		50
6403 Bank Services		3,991		5,200		4,500		4,500		6,000
6404 Consulting Services		8,622		13,348		13,000		13,000		10,000
6407 Collection Services		1,646		1,217		-		-		-
6408 Contractor Fees		-		677		-		-		-
6412 Advertising		-		186		100		100		200
6413 Utilities		60,192		52,681		977		977		1,260
6416 Bldg. Repairs & Maint		-		273		-		-		-
6418 Equip Repairs & Maint		330		-		1,000		1,000		-
6420 Facilities Charges		66,894		68,656		-		-		-
6424 Software Support		-		500		500		500		500
6451 Uniform Services		2,683		2,682		-		-		-
6599 Other Contracts/Obligations		3,395		3,799		-		-		-
Total Expense	\$	505,652	\$	451,545	\$	261,918	\$	261,918	\$	236,406

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Consulting Services

Miscellaneous consulting on Parks and Recreation projects\*

\$ 10,000

<sup>\*</sup> Possible consulting services needed in 2012: M.A.T.C.H. proposed tennis court reconstruction projects, skate park, Arbutus Park landscape plans, Telulah Park future development, AMP playground landscape plans, cooperative playground projects at EinsteinPark/Ferber School and Woodland Park/Horizon School and future trail projects such as WE Energies Trail.

**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, 1 Miracle League Field, and 3 casual play diamonds

Work cooperatively with the Facilities, Grounds and Construction Management Department (FGCMD) to coordinate the maintenance of athletic facilities with programming needs

Work cooperatively with community organizations to provide athletic facilities that meet the needs of the community with the resources available

Work with interested organizations, groups, and/or individuals to schedule the Appleton Memorial Park ball diamond complex for tournament use that promote athletic events, community awareness and economic impact

Game prep facilities for APRD youth baseball and adult softball programs Coordinate use of Miracle League Field with other organizations and groups

## Major Changes in Revenue, Expenditures or Programs:

This budget reflects the elimination of any operational support to the USA Youth Sports Complex and maintenance on school ball diamonds for use by Appleton Little League (LL). The reduction in services is related to many systems in service that are beyond repair at the facility. USA Youth fiscal year runs from September 1 through August 31. USA Youth was made aware of this change in support from the FGCMD to the sports complex (particularly with start up, operation and winterization of the irrigation system and restroom/concession building) and their 2011-2012 budget includes funding to address support for these systems. The FGCMD also adjusted its maintenance on school diamonds for outside groups because of efficiencies gained having leagues use more of the City fields versus school sites. A meeting was held on May 12, 2011 between LL, Appleton Area School District (AASD) and City of Appleton to discuss utilization of fields for the LL programs. LL and AASD worked out an agreement where the AASD staff maintained the school diamonds and LL compensated the AASD for their services. FGCMD continues to maintain the park ball diamonds in city parks used by LL. Parks Director continues to serve on the board of directors of USA Youth and provide support and assistance as needed. Although the FGCMD has adjusted its operational support, staff continues to provide their assistance cleaning restroom facilities and providing managerial support (the restroom/concession building needed a new roof and painting, FGCMD staff used their contacts and expertise to assist with securing quotation for the project. USA Youth paid for the improvements). Despite changes in operational support there continues to be a strong partnership between the City and USA Youth that will allow us to address opportunities that arise to improve operations, programs and the facility.

	PERFORMANCE Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts	Actual 2009	Actual 2010	Target 2011	FTOJECTEU 2011	Target 2012
Safe and groomed ball diamonds					
# AMP diamonds available for use	7	8	8	8	8
# park fields available for use	8	8	8	8	8
# school ball diamonds for use	10	8	8	-	-
Strategic Outcomes					
Complex available for outside tourneys					
# of tournaments scheduled	10	11	12	10	10
# of tournament hours scheduled	440	536	500	400	400
Complex available for outside groups					
LL games scheduled at complex	64	88	100	90	90
Other games scheduled at complex	115	126	100	110	115
Work Process Outputs					
Number of games scheduled on City fields:					
Little League	285	290	300	300	300
Appleton Area School District	20	22	20	20	15
Pony League	12	22	25	30	35
Number of non-baseball games played					
at AMP ball diamond complex	120	136	135	135	140
Hours of support to ASC, LL, BR at USA	276	265	250	300	N/A

## **Athletic Field Maintenance**

**Business Unit 16531** 

## **PROGRAM BUDGET SUMMARY**

	 Ac	tual		Budget						
Description	 2009		2010	Add	opted 2011	Am	ended 2011		2012	
Revenues 4801 Charges for Serv Nontax 4802 Charges for Serv Tax 5016 Lease Revenue	\$ 7,601 5,552 28,156	\$	6,827 7,337 28,520	\$	10,000 3,000 28,896	\$	10,000 3,000 28,896	\$	6,500 7,000 29,283	
Total Revenue	\$ 41,309	\$	42,684	\$	41,896	\$	41,896	\$	42,783	
Expenses 6420 Facilities Charges **	\$ 284,729	\$	212,907	\$	264,655	\$	264,655	\$	218,581	
Total Expense	\$ 284,729	\$	212,907	\$	264,655	\$	264,655	\$	218,581	

## **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

<u>None</u>

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<sup>\*\*</sup> In 2011, the maintenance of athletic fields has been transferred to the Facilities, Grounds and Construction Management 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 ponds in AMP 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 with the Facilities, Grounds and Construction Management Department to coordinate the maintenance of parks and recreational facilities with programming needs and community expectations

## Major Changes in Revenue, Expenditures or Programs:

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 ponds.

The number of undeveloped parks and acres of green space is expected to increase during 2012 for a regional park in cooperation with the City of Menasha and the Town of Harrison in south east Appleton (\$100,000 was budgeted in the 2010 budget, carried over to 2011 and will be requested to carry over again to 2012 unless a purchase occurs prior to year end). The acres of green space increased from 2010 to 2011reflects the actual park acreage based on the CSM's completed by the City Surveyor to re-zone all parks to the PI zoning classifications.

	PERFORMAN	CE INDICATOR	S		
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Safe, clean parks					
# of developed City parks	28	28	28	28	28
# of undeveloped parks	2	3	4	3	4
Green space					
Acres of green space	512	512	537	521	547
Strategic Outcomes					
Healthy and productive community					
% of pavilion users who rated the appear	rance/maintenar	nce			
of parks good or excellent	95%	97%	95%	95%	95%
Clean and safe pavilions					
Refunds issued due					
to reduced services	5	3	5	5	3
Work Process Outputs					
# pavilions maintained and available	23	23	23	23	24
# pavilions reservations/year	589	576	575	575	585
% of tennis courts that meet min.					
surface requirements	26%	26%	26%	26%	43%
Sq. ft. of total accessible playgrounds	20,100 sq. ft.	20100 sq. ft.	20,100 sq. ft	. 20,100 sq. ft.	20,100 sq. ft.
# ice rinks maintained	4	3	4	4	3
# of parks that provide pedestrian access					
to pavilion/restrooms/playgrounds	13	13	14	14	15

## Park Maintenance

**Business Unit 16532** 

## **PROGRAM BUDGET SUMMARY**

		Ac	tual		Budget							
Description		2009		2010	Ac	lopted 2011	Am	ended 2011		2012		
Revenues 4801 Charges for Serv Nontax 4802 Charges for Serv Tax 5011 Misc Revenue - Tax 5016 Lease Revenue 5020 Donations & Memorials 5030 Damage to City Property	\$	34,040 70 2,260 3,449 20	\$	690 33,772 - 56,377 1,996 278	\$	200 33,598 - 42,750 500 500	\$	200 33,598 - 42,750 500 500	\$	500 33,750 - 43,000 500 250		
5035 Other Reimbursements		-		87		-		-		-		
Total Revenue	\$	39,839	\$	93,200	\$	77,548	\$	77,548	\$	78,000		
Expenses 6420 Facilities Charges ** Total Expense	\$	1,162,580 1,162,580	\$	1,198,627 1,198,627	\$	1,124,786 1,124,786	\$	1,124,786 1,124,786	\$	1,164,964 1,164,964		
Total Expense	Φ_	1,102,560	Φ	1,190,027	Φ	1,124,700	Φ	1,124,700	Φ	1,104,904		

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

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<sup>\*\*</sup> In 2011, the maintenance of parks has been transferred to the Facilities, Grounds and Construction Management Department.

**Other City Maintenance** 

**Business Unit 16533** 

## PROGRAM MISSION

Manage and maintain the City of Appleton's trail system and Houdini Plaza 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:

Manage and maintain Houdini Plaza for a variety of community activities

Manage and maintain approximately 7.9 miles of paved multi-purpose recreational trails

Maintain approximately 31 acres of City-owned/managed trail property

Work with Storm water Utility to manage storm water facilities in Appleton Memorial Park

Work with community groups, organizations and/or individuals to coordinate and program activities and events in

## Major Changes in Revenue, Expenditures or Programs:

Donations of \$4,500 from ADI for the purchase and maintenance of flowers on College Avenue has been transferred to the Department of Public Works.

The budget reflects the operational costs associated with the maintenance of recreational trails and Houdini Plaza that have been transferred to the Facilities, Grounds and Construction Management Department. The maintenance of other properties (Library, Police Department, Utility sites, boulevards and triangles, etc.) is reflected in the Facilities, Grounds and Construction Management Department.

There is no lease revenue budgeted for 2012 (Bazil's) due to the anticipated renovations to Houdini Plaza in which the area would not be available for lease. If renovation is not started or budgeted in 2012, lease revenue would be anticipated.

PERFORMANCE INDICATORS											
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012						
Client Benefits/Impacts											
Attractive City properties											
% of internal customers who rate	100%	100%	100%	100%	100%						
service at good or better											
% of internal customers who rate	100%	100%	100%	100%	100%						
service response at good or better											
Strategic Outcomes											
Attractive community											
% of category A properties that are											
mowed weekly	94%	90%	90%	90%	95%						
% of category B properties that are											
mowed on a 10 day cycle	90%	85%	90%	90%	95%						
Work Process Outputs											
Linear feet of trails maintained	39,659	41,589	41,589	41,589	41,589						
# of acres of trail corridors maintained	30.2	31.0	31.0	31.0	31.0						

Other City Maintenance

**Business Unit 16533** 

## **PROGRAM BUDGET SUMMARY**

	Actual									
Description		2009		2010	Add	opted 2011	Am	ended 2011		2012
Revenues 4801 Charges for Serv Nontax 4802 Charges for Serv Tax	\$	1,567 2,152	\$	1,663 2,019	\$	- 1,930	\$	- 1,930	\$	2,000
5016 Lease Revenue 5020 Donations & Memorials	_	350 2,885	•	375 4,885		350 4,995		350 4,995	•	385
Total Revenue	\$	6,954	\$	8,942	\$	7,275	\$	7,275	\$	2,385
Expenses 6420 Facilities Charges **		273,858	<u></u>	297,893	•	233,893	<u></u>	234,168	<u></u>	211,266
Total Expense	Ф	273,858	Ф	297,893	Ф	233,893	Ф	234,168	Ф	211,266

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

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<sup>\*\*</sup> In 2011, other City maintenance has been transferred to the Facilities, Grounds and Construction Management 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

Secure volunteers for a variety of opportunities, including youth sport coaches, Playground Fair, Children's Week activities, etc. 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 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 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. Worked with the Facilities, Grounds and Construction Management Department to coordinate facility maintenance with program needs

Offer administrative support to the Fox Valley Recreation Association (FVRA) as the adult softball program transitions to the FVRA.

Work with the FVRA to provide other adult sport programs such as kickball, basketball, flag football, etc.

Participate in community group to develop long term vision for youth baseball programs in community

## Major Changes in Revenue, Expenditures or Programs:

- -This budget continues to reflect the transition of the adult softball program to a non-profit organization. General program support will be provided in 2012 as the complete transition of this program to a non-profit organization 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.
- -This budget reflects an increase of \$5 in youth sport and Camp APRD program fees. These fee increases will generate an additional \$11,500 in revenues and increase the cost recovery of these programs to approximately 65 70% of operating costs. These fees are consistent with similar programs offered throughout the community and should not impact participation levels. Other minor changes in revenues and expenditures reflect adjustments to program offerings and participation levels.
- -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.
- -Facility rental costs have increased due to adjustments in the AASD's fee schedule and payment to USA Youth for rental of soccer fields vs. operational support.
- -Youth sports programs offered is decreasing by one due to a lacrosse program offered through a contractual agreement with an outside agency that is no longer available due to small participant numbers. No alternative will be sought.
- -Programs for older adults are adjusted due to the changing needs of the participants, other activities offered in the community and changing demographics of the participants.
- -The 2011 budget book showed proposed lease payments to City Center for the studios at \$32,000, when actual costs were \$34,211 same as 2009 & 2010. 2012 payments are scheduled to remain the same for the leasing of the dance studios. Fee adjustments for AASD facilities reflects adjustments in the number of hours school facilities are rented for programs that use school facilities and to accommodate changing participation levels.
- -Facilities charges have increased due to underbudgeting of utilities expenses in 2011. The 2012 budget reflect estimated

	Act	ual 2009	Act	ual 2010	Targ	et 2011	Projecte	d 2011	Tar	get 2012
Client Benefits/Impacts										
Provide opportunities to community										
Youth sport programs		5		6		6		5		5
Instructional programs		49		50		50		50		50
Special event days		41		40		45		45		45
Older adult programs		16		25		25		25		20
Strategic Outcomes										
Healthy lifestyle										
Program registrations		8,350		8,489		8,500		8,500		8,750
Inclusive program opportunities										
Fees waived	\$	22,869	\$	21,565	\$	22,500	\$	22,500	\$	23,000
Participants		774		868		850		850		875
Work Process Outputs										
Youth sport participants		2,208		2,284		2,000		2,000		2,300
Adult softball teams		222		210		200		200		210
Playground program participants		12,787		13,311		12,750		13,320		13,500
Dance program participants		580		625		600		600		650
New programs introduced		10		10		8		8		5
Older adult participants		9,500		9,405		10,000		10,000		10,000

Recreation Programs

**Business Unit 16541** 

## **PROGRAM BUDGET SUMMARY**

			tual		Budget						
Description		2009		2010	Ac	lopted 2011	Ame	ended 2011		2012	
Revenues											
4801 Charges for Serv Nontax	\$	128,931	\$	157,520	\$	137,954	\$	137,954	\$	157,34	
4802 Charges for Serv Tax		160,472		133,981		35,008		35,008		24,02	
5001 Fees & Commissions		8,913		2,188		8,750		8,750		1,75	
5010 Misc Revenue - Nontax		3,417		2,372		-		-			
5015 Rental of City Property		6,580		8,622		7,500		7,500		7,50	
5020 Donations & Memorials		1,675		1,900		1,500		1,500		1,50	
5085 Cash Short or Over		31		(6)		-		-			
Total Revenue	\$	310,019	\$	306,577	\$	190,712	\$	190,712	\$	192,11	
Expenses											
6101 Regular Salaries	\$	212,257	\$	200,982	\$	131,685	\$	131,685	\$	131,68	
6104 Call Time	Ψ	13	Ψ.	15	Ψ	-	Ψ	-	Ψ	,	
6105 Overtime		273		184		_		_			
6108 Part-Time		291,847		264,778		220,132		220,132		212,41	
6150 Fringes		110,601		113,488		74,027		74,027		66,63	
6201 Training/Conferences		3,093		792		2,000		2,000		1,75	
6206 Parking Permits		426		137		972		972		1,15	
6301 Office Supplies		894		401		1.500		1.500		1,15	
6302 Subscriptions		094		35		25		25		5	
6303 Memberships & Licenses		1,780		946		2,056		2,056		1,75	
6304 Postage/Freight		4,754		340		2,030		2,030		1,75	
6305 Awards & Recognition		3,657		7,072		1,813		1,813		1,88	
6306 Building Maint./Janitorial		446		144		250		250		25	
6307 Food & Provisions		4,088		1,937		2,450		2,450		2,00	
6314 Concession Supplies		,		•		3,125		3,125		3,20	
		24,160		3,843		•		,		,	
6315 Books & Library Materials		45 540				50		50		5	
6316 Miscellaneous Supplies		15,510		20,574		11,890		11,890		13,11	
6320 Printing & Reproduction		10,268		773		425		425		75	
6321 Clothing		12,606		14,039		11,100		11,100		11,57	
6324 Medical/Lab Supplies		384		293		50		50		10	
6327 Misc. Equipment		1,513		711		2,000		2,000		1,59	
6328 Signs		-		74		-		-			
6408 Contractor Fees		6,410		95		-		-			
6412 Advertising		<u>-</u>		<u>-</u>		150		150			
6413 Utilities		17,047		16,578		1,737		1,737		1,78	
6418 Equip Repairs & Maint		130		<del>-</del>		300		300			
6420 Facilities Charges **		10,007		9,877		15,564		15,564		31,18	
6424 Software Support		-		-		350		350			
6425 CEA Equip. Rental		24,949		23,793		17,052		17,052		11,04	
6431 Interpreter Services		-		-		100		100		10	
6451 Laundry Services		52		-		100		100			
6503 Rent		83,341		76,751		71,600		75,600		85,66	
6599 Other Contracts/Obligations		23,737		22,451		29,960		25,960		25,67	
Total Expense	\$	864,243	\$	780,763	\$	602,463	\$	602,463	\$	606,55	

## **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

Miscellaneous supplies			Rent	
Equipment for sports programs	\$	5,840	City Center Studios	\$ 34,211
Playground program supplies		1,500	Appleton Schools	36,452
Instructional program supplies		2,800	Reid Golf - winter programs	5,500
Arts & crafts supplies		2,700	USA Youth-soccer Field Use	5,500
	\$	12,840	Tennis court leases	4,000
				\$ 85,663
Clothing			Other Contracts/Obligations	
Youth sport t-shirts	\$	9,820	City Band	\$ 12,000
Staff clothing		1,750	Rec program contract help	12,175
	\$	11,570	On the Hill movies	 1,500
	·-			\$ 25,675

<sup>\*\*</sup> In 2011, recreation program maintenance has been transferred to the Facilities, Grounds and Construction Management 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

Coordinate maintenance of Erb and Mead swimming pool facilities by the Facilities, Grounds and Construction Management Department with program needs

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 Changes in Revenue or Expenditures:

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 pool facilities at the high schools. These adjustments include changes in swim lesson programs, changes in open swim hours at the high school pools due to maintenance operations and scheduling challenges, 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.

PERFORMANCE INDICATORS										
	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	Target 2012					
Client Benefits/Impacts										
Open swim/lap swim opportunities										
# of non-summer hours offered	486	500	500	500	450					
Affordable instructional opportunities										
# of different aquatic programs offered	18	18	16	16	16					
Strategic Outcomes										
Healthy lifestyle										
Resident participants (Instructional)	2,616	2,950	2,800	2,800	2,850					
Sale of annual swim passes	1,770	1,403	1,700	1,600	1,600					
Sale of annual non-resident swim passes	New measure -		$\longrightarrow$	100	100					
General attendance (Open Swim)	64,372	72,086	90,000	78,500	80,000					
Work Process Outputs										
Average daily attendance during open swim										
Mead Pool-Summer	524	561	600	550	575					
West-Fall/Winter/Spring	23	26	35	30	30					
Erb-Summer	281	336	325	300	300					

Aquatics Business Unit 16542

## **PROGRAM BUDGET SUMMARY**

		Ac	tual		Budget					
Description		2009		2010	Ad	lopted 2011	Am	ended 2011		2012
Revenues										
4801 Charges for Serv Nontax	\$	74,331	\$	78,612	\$	75,500	\$	75,500	\$	76,835
4802 Charges for Serv Tax	*	151,107	*	168.094	*	156,000	*	156,000	*	155,098
4850 Daily Entrance - Nontax		5,796		4.952		6,000		6,000		6,000
5001 Fees & Commissions		880		854		1,100		1,100		1,100
5011 Misc Revenue - Tax		846		1,403		-		-		-
5085 Cash Short or Over		263		(83)		-		-		-
Total Revenue	\$	233,223	\$	253,832	\$	238,600	\$	238,600	\$	239,033
Expenses										
6101 Regular Salaries **	\$	56.958	\$	60,066	\$	62,670	\$	62,670	\$	62,670
6108 Part-Time	Ψ	201,370	Ψ	189,739	Ψ	188,568	Ψ	188,568	Ψ	186,788
6150 Fringes **		38.030		40.354		42.408		42.408		39.044
6201 Training/Conferences		1,132		1,151		1,000		1.000		1.000
6301 Office Supplies		639		422		350		350		350
6303 Memberships & Licenses		3,256		2,844		3,000		3,000		2,588
6305 Awards & Recognition		225		182		225		225		275
6315 Books & Library Materials				550		400		400		650
6316 Miscellaneous Supplies		1,900		3,455		3,500		3,500		3,500
6320 Printing & Reproduction		814		745		800		800		750
6321 Clothing		3,257		2,801		3,000		3,000		3,000
6324 Medical/Lab Supplies		357		330		350		350		350
6327 Miscellaneous Equipment		15,034		9,716		2,000		2,000		2,000
6409 Inspection Fees		500		-		250		250		500
6413 Utilities **		1,120		1,224		915		915		1,440
6420 Facilities Charges **		231,689		233,452		223,286		223,286		234,135
6431 Interpreter Services		-		-		100		100		100
6503 Rent		37,088		29,616		30,090		30,090		30,411
6599 Other Contracts/Obligations		2,454		1,715		1,800		1,800		1,800
Total Expense	\$	595,823	\$	578,362	\$	564,712	\$	564,712	\$	571,351

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

 Rent
 \$ 30,411

<sup>\*\*</sup> Several line items in 2009 & 2010 have been reclassified to facilities charges to reflect comparative figures. In 2011, maintenance of the aquatics facilities has been transferred to the Facilities, Grounds and Construction Management Department.

LINE FILE		Revenue and	rybense animic	ii y			10.20.10
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Charges for Services Other Revenues	613,155 62,131	595,468 110,098	496.944 83,842	459,315 99,341	459,315 99,616	407,801- 11,850-	469,051 85,268
TOTAL REVENUES	675,286	705,566	580,786	558,656	558,931	419.651-	554,319
EXPENSES BY LINE ITEM							
Regular Salaries Labor Pool Allocations Unallocated Labor Call Time Overtime Part-Time Other Compensation	595,308 589,248 0 3,577 7,533 558,614 2,212	538,114 525,981 20- 3,177 5,179 531,431 8,064	266,349 0 0 0 110 380,058 0	346,619 0 0 0 0 0 411,427 0	346,619 0 0 0 0 0 411,427 0	0 0 0 0 0 0 402.320	320,502 0 0 0 0 0 402,320 0
Shift Differential Sick Pay Vacation Pay Fringes	18 27,952 122,598 589,337	15 24,452 104,692 564,848	0 2,850 26,921 153,119	0 0 0 185.064	0 0 0 185,064	0 0 0 30.825	0 0 0 155,463
Salaries & Fringe Benefits	2,496,397	2,305,933	829,407	943.110	943,110	433,145	878,285
Training & Conferences Parking Permits Office Supplies Subscriptions	6,675 1,170 5,219 0	3,599 881 4,054 35	1,373 1,330 1,985 0	6,000 1,668 3,850 25	6,000 1,668 3,850 25	3.950 1.704 3.000 50	3,950 2,088 3,000 50
Memberships & Licenses Postage & Freight Awards & Recognition Building Maintenance/Janitor.	6,237 4,754 4,019 11,698	4,180 0 7,511 11,584	3,250 818 1,610 0	5,706 0 2,113 250	5,706 0 2,113 250	5,019 0 2,243 250	4,688 0 2,243 250
Food & Provisions Leases Rent	4,378 0 120,686	2,170 500 106,719	2,132 0 88,373	2.550 0 101.690	2,550 0 101,690	2.560 0 112.074	2,110 0 116.074
Administrative Expense	164,836	141,233	100,871	123,852	123,852	130.850	134,453
Landscape Supplies Shop Supplies & Tools Chemicals Paint & Supplies Concession Supplies Books & Library Materials Miscellaneous Supplies Printing & Reproduction Clothing Gas Purchases Safety Supplies Medical & Lab Supplies Construction Materials	34,645 3,791 16,671 7,878 24,158 25 22,314 17,748 17,102 15,121 1,422 848 24,798	31,640 3,146 19,757 6,231 3,844 580 28,270 8,473 18,614 16,405 1,625 624 19,779	4,330 0 0 357- 3,378 0 12,274 4,114 12,614 0 146 287	0 0 0 3.125 500 15.490 8.225 14.100 0 400	0 0 0 0 3.125 500 15.490 8.225 14.100 0 400	0 0 0 0 3,200 750 16,660 6,500 14,570 0 455	0 0 0 3,200 750 16,660 6,500 14,570 0 455
Vehicle & Equipment Parts Miscellaneous Equipment Signs	5.363 34.549 1,573	8,334 41,528 2,447	0 3,776 0	0 8.500 50	8,500 50	0 5,590 50	0 5,590 50
Supplies & Materials	228,006	211,297	40,562	50,390	50.390	47.775	47,775
Bank Services Consulting Services Collection Services Contractor Fees Inspection Fees Advertising Tipping Fees Interfund Allocations Interpreter Services Laundry Services Other Contracts/Obligations	3,991 8,623 1,646 41,885 500 0 232 52,141 0 6,817 29,765	5,201 13,348 2,626 42,686 50 186 586 24,763- 0 6,171 29,700	5,373 7,500 0 4,740 0 124 0 0 0 104 21,515	4,500 13,000 0 250 250 250 0 200 100 31,760	4,500 13,000 0 275 250 250 0 0 200 100 31,760	6.000 15.000 0 500 200 0 200 0 31.475	6,000 10,000 0 500 200 0 200 0 27,475
Purchased Services	41,318	75,791	39,356	50,060	50.335	53,375	44,375
Electric	129,814	132,541	1,930	0	0	0	0

## City of Appleton 2012 Budget Revenue and Expense Summary

2 11/15/11 16:20:45

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
Gas Water Waste Disposal/Collection Stormwater Telephone Cellular Telephone	39.065 41.928 17.226 92.635 5.698 3.358	27,329 40,889 17,504 102,249 5,217 1,490	2,572 0 0 1,696 2,393	0 0 0 0 2,008 1,621	0 0 0 0 2,008 1,621	0 0 0 0 1,620 2,865	0 0 0 0 1,620 2,865
Utilities	329.724	327,219	8,591	3,629	3,629	4.485	4,485
Building Repair & Maintenance Vehicle Repair & Maintenance Equipment Repair & Maintenanc Communications Equip. Repairs Facilities Charges Software Support CEA Equipment Rental Grounds Repair & Maintenance	5.882 502 6.632 138 87.831 0 307.990 17.629	3,031 0 5,776 0 90,183 500 348,458 10,679	0 0 0 0 1,290,817 0 2,318 0	1,300 0 1,862,184 850 17,052 0	0 0 1,300 0 1,862,184 850 17,052	0 0 0 0 0 500 0	. 0 0 0 0 1,860,127 500 11,047
Repair & Maintenance	426,604	458,627	1,293,135	1,881,386	1,881,386	500	1,871,674
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,686,885	3,520,100	2,311,922	3,052,427	3,052,702	670,130	2,981,047

PARKS AND RECREATION DEPARTMENT									
NOTES									

**CITY OF APPLETON 2012 BUDGET** 

# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

NOTES	
	<u></u>

# CITY OF APPLETON 2012 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	 <u>Amount</u>	<u>Page</u>
Telulah Park - entrance road	\$ 100,000	Projects, Pg. 702

## Major changes in Revenue, Expenditures or Programs:

No major changes.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Safe, clean parks					
# of developed city parks	28	28	28	28	28
# of undeveloped parks	3	3	3	3	3
Green space					
acres of green space	512	512	512	512	512

DEPARTMENT BUDGET SUMMARY										
Programs		Act					%			
Unit Title		2009		2010	Ad	opted 2011	Am	ended 2011	2012	Change *
Program Revenues	\$	10,472	\$	23,104	\$	1,230,000	\$	20,000 \$	-	-100.00%
Program Expenses	\$	3,500	\$	794,954	\$	1,230,000	\$	1,230,000 \$	100,000	-91.87%
Expenses Comprised Of:										
Personnel		-		-		-		-	-	N/A
Administrative Expense		-		700,000		-		-	-	N/A
Supplies & Materials		-		-		-		-	-	N/A
Purchased Services		1,000		1,847		100,000		100,000	-	-100.00%
Utilities		-		-		-		-	-	N/A
Repair & Maintenance		-		-		-		-	-	N/A
Capital Expenditures		2,500		93,107		1,130,000		1,130,000	100,000	-91.15%

<sup>\* %</sup> change from prior year adopted budget Parks & Recreation Cap Proj Fund.xls

# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

Parks and Recreation

**Business Unit 4040** 

## **PROGRAM BUDGET SUMMARY**

	Actual				Budget						
Description		2009		2010		Adopted 2011		Amended 2011		2012	
Revenues 4710 Interest on Investments	\$	10,472	\$	23,104	\$	20,000	\$	20,000	\$		
5910 Proceeds of Long-term Debt	Ψ	10,472	Ψ	23,104	Ψ	1,210,000	Ψ	· -	Ψ	100,000	
5924 Trans In - Capital Projects Total Revenues	\$	10,472	\$	23,104	\$	1,230,000	\$	30,000 50,000	\$	100,000	
Expenses											
6404 Consulting Services	\$	1,000	\$	1,000	\$	-	\$	-	\$	-	
6405 Engineering Fees		-		-		100,000		100,000		-	
6408 Contractor Fees		-		847		-		-		-	
6804 Equipment		-		40,310		80,000		80,000		-	
6809 Infrastructure Construction		-		52,797		1,050,000		1,050,000		100,000	
6899 Other Capital Outlay		2,500		-		-		-		-	
7914 Trans Out - Capital Projects		-		700,000		-		-		-	
Total Expenses	\$	3,500	\$	794,954	\$	1,230,000	\$	1,230,000	\$	100,000	

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Infrastructure construction

Telulah Park entrance road

100,000 \$ 100,000

# **CITY OF APPLETON 2012 BUDGET**

## PARKS AND RECREATION PROJECT

## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	 2009 Actual		2010 Actual		2011 Budget		2011 Projected		2012 Budget	
Interest Income Other Revenue	\$ 10,472 -	\$	23,105	\$	20,000	\$	3,454 440,007	\$	- -	
Total Revenues	 10,472		23,105		20,000		443,461			
Expenses										
Program Costs	 3,500		94,955		1,230,000		571,340		100,000	
Total Expenses	 3,500		94,955		1,230,000		571,340		100,000	
Revenues over (under) Expenses  Other Financing Sources (Uses)	6,972		(71,850)	(	(1,210,000)		(127,879)		(100,000)	
Proceeds of G.O. Debt Operating Transfers In Operating Transfers Out Total Other Financing Sources (Uses)	 - - -		- (700,000) (700,000)		1,210,000		30,000		100,000	
Net Change in Equity	6,972		(771,850)		-		(97,879)		-	
Fund Balance - Beginning	 862,757		869,729		97,879		97,879			
Fund Balance - Ending	\$ 869,729	\$	97,879	\$	97,879	\$		\$		

Union Spring Park Business Unit 7110

# PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of the well at Union Spring Park and the corresponding expenditures.

# PROGRAM NARRATIVE

# Objectives:

Provide funds to make necessary minor repairs to the site as needed

# Major changes in Revenue, Expenditures or Program:

Minor repairs would be addressed at the park. Minor repairs may include new plant material, bench repairs, lighting repairs, etc.

			2011		
	2009 Actual	2010 Actual	Adopted Budget	2011 Projected	2012 Budget
Revenues					
Interest Income	\$ 27	\$ 59	\$ 80	\$ 80	\$ 60
Expenses					
Program Costs	 -	-	500	500	500
Revenues over (under) Expenses	27	59	(420)	(420)	(440)
Fund Balance - Beginning	 2,261	2,288	2,347	2,347	1,927
Fund Balance - Ending	\$ 2,288	\$ 2,347	\$ 1,927	\$ 1,927	\$ 1,487

Peabody Estate Business Unit 7130

# PROGRAM MISSION

To account for funding received from a private donation to finance the acquisition and development of Peabody Park and the corresponding expenditures for such purposes.

# PROGRAM NARRATIVE

# Objectives:

Provide funds to acquire land and/or develop facilities for Peabody Park

# Major changes in Revenue, Expenditures or Programs:

No projects are scheduled for 2012.

			2011			
	2009 Actual	2010 Actual	Adopted Budget	ı	2011 Projected	2012 Budget
Revenues						
Interest Income	\$ 1,259	\$ 3,156	\$ 3,500	\$	2,000 \$	2,000
Expenses						
Program Costs	-	48,968	-		-	
Revenues over (under) Expenses	1,259	(45,812)	3,500		2,000	2,000
Fund Balance - Beginning	105,285	106,544	60,732		60,732	62,732
Fund Balance - Ending	\$ 106,544	\$ 60,732	\$ 64,232	\$	62,732 \$	64,732

Balliet Locomotive Business Unit 7140

# PROGRAM MISSION

To account for funding provided by private donations to finance the maintenance of a locomotive located in Telulah Park, and the corresponding expenditures for such purposes.

# PROGRAM NARRATIVE Objectives:

Provide funds to make necessary minor repairs to the locomotive as needed

Major changes in Revenue, Expenditures or Programs:

No major changes.

			2011		
	2009 Actual	2010 Actual	Adopted Budget	2011 Projected	2012 Budget
Revenues					
Interest Income	\$ 122	\$ 268	\$ 350	\$ 300	\$ 300
Expenses					
Program Costs	 -		300	300	300
Revenues over (under) Expenses	122	268	50	-	-
Fund Balance - Beginning	 10,220	10,342	10,610	10,610	10,610
Fund Balance - Ending	\$ 10,342	\$ 10,610	\$ 10,660	\$ 10,610	\$ 10,610

Lutz Park Recreation Business Unit 7150

# PROGRAM MISSION

To account for funding received from private donations to finance the construction and preservation of the recreational facilities at Lutz Park, and the corresponding expenditures for such purposes.

# PROGRAM NARRATIVE

# Objectives:

Provide funds to finance major maintenance and development of Lutz Park

# Major changes in Revenue, Expenditures or Programs:

\$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. This was the last major component of the park master plan adopted in 2004. No other capital projects are scheduled at this time.

			2011			
	2009 Actual	2010 Actual	Adopted Budget	_	2011 Projected	2012 Budget
Revenues	 Actual	Actual	Buuget		Tojected	Budget
Interest Income Grant Income	\$ 7,059 218,025	\$ 4,600 124,268	\$ 5,000	\$	4,000	\$ 4,000
Total Revenue	225,084	128,868	5,000		4,000	4,000
Expenses						
Program Costs	 544,797	888	75,000		75,000	-
Revenues over (under) Expenses	(319,713)	127,980	(70,000)		(71,000)	4,000
Fund Balance - Beginning	 396,389	76,676	204,656		204,656	133,656
Fund Balance - Ending	\$ 76,676	\$ 204,656	\$ 134,656	\$	133,656	\$ 137,656

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 changes in Revenue, Expenditures and Programs:

\$100,000 was budgeted in 2010 for acquisition of land for an eventual park in the south east corner of the city. The acquisition was not completed in 2010 and if not completed prior to the end of year 2011 will be requested to carry over to 2012.

\$107,000 has been budgeted to re-acquire the WE Energies property adjacent to the former water treatment plant. The project has been budgeted for several years, but the DNR has not provided a closure letter to WE Energies. Reacquisition will occur as soon as closure is obtained.

	 2009 Actual	2010 Actual	Adopted Budget	F	2011 Projected	2012 Budget
Revenues  Charges for Services	\$ -	\$ -	\$ -	\$	-	\$ -
Donations	4 225	7 762	9 500		7 000	2 500
Interest Income Total Revenues	 4,335 4,335	7,762 7,762	8,500 8,500		7,000 7,000	3,500 3,500
Expenses						
Program Costs	 1,495	73,187	-		207,000	-
Revenues over (under) Expenses	2,840	(65,425)	8,500		(200,000)	3,500
Fund Balance - Beginning	 347,240	350,080	284,655		284,655	84,655
Fund Balance - Ending	\$ 350,080	\$ 284,655	\$ 293,155	\$	84,655	\$ 88,155

Project City Park Business Unit 7170

# PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of City Park and the corresponding expenditures.

# PROGRAM NARRATIVE

# Objectives:

Provide funds for major maintenance issues related to the central plaza in City Park donated by Appleton Papers in 2007.

# Major changes in Revenue, Expenditures or Programs:

Expenditures have been programmed to address maintenance issues anticipated in 2012.

	2009 Actual	2010 Actual	2011 Adopted Budget	2011 Projected	2012 Budget
Revenues					
Donations Interest Income	\$ - 64	\$ - 143	\$ 200	\$ - 150	\$ - 150
Total Revenues	\$ 64	\$ 143	\$ 200	\$ 150	\$ 150
Expenses					
Program Costs	 -	-	200	200	200
Revenues over (under) Expenses	64	143	-	(50)	(50)
Fund Balance - Beginning	 5,289	5,353	5,496	5,496	5,446
Fund Balance - Ending	\$ 5,353	\$ 5,496	\$ 5,496	\$ 5,446	\$ 5,396

**Universal Playground** 

**Business Unit 7180** 

# PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of the Universal Playground at Memorial Park and the corresponding expenditures.

# PROGRAM NARRATIVE

# Objectives:

Provide funds for major maintenance issues related to the Universal Playground at Appleton Memorial Park

# Major changes in Revenue, Expenditures or Programs:

\$7,500 was budgeted in 2011 to cover repairs associated with the playground surfacing. Additional maintenance will be addressed in 2012 since the playground is over 7 years.

			2011		
	2009	2010	Adopted	2011	2012
	 Actual	Actual	Budget	Projected	Budget
Revenues					
Interest Income	\$ 237	\$ 496	\$ 500	\$ 600	\$ 500
Expenses					
Program Costs	 945	790	7,500	7,500	2,500
Revenues over (under) Expenses	(708)	(294)	(7,000)	(6,900)	(2,000)
Fund Balance - Beginning	 20,276	19,568	19,274	19,274	12,374
Fund Balance - Ending	\$ 19.568	\$ 19.274	\$ 12.274	\$ 12.374	\$ 10.374

Miracle League Field

**Business Unit 7190** 

#### PROGRAM MISSION

To account for funding received from private donations to finance the maintenance and upgrade costs of the Miracle League Field and its associated amenities and the corresponding expenditures.

#### PROGRAM NARRATIVE

# Objectives:

Provide funds for major maintenance and/or upgrading of the Miracle League Field and its associated amenities. Examples include:

Equipment upgrades to meet code or safety guidelines outlined by the Consumer Product Safety Commission and/or American Society for Testing and Materials.

Repairs and/or replacement of existing facilities, materials, equipment damaged by storms or acts of vandalism not covered by insurance.

Repairs and/or replacement of resilient surfacing materials.

Future site grading, roadways, sidewalks, utilities, etc. not included in original construction, but identified in project plan.

Additional security and/or area lighting, accessible parking, etc. beyond current code requirements that directly or indirectly benefit the Miracle League Field and associated amenities.

Construction and/or renovations to shelters/restrooms and other park amenities in the immediate vicinity of the Miracle League Field for the benefit in part or whole to the Miracle League Field.

## Major changes in Revenue, Expenditures or Program:

The 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 2010. Limited expenditures are anticipated in 2012 due to the recent construction of the facility.

				2011		
	2009 Actual		2010 Actual	Adopted Budget	2011 Projected	2012 Budget
Revenues	710100.		, rotua.		···ojootou	
Donations Interest Income	\$	-	\$ 25,000 507	\$ 1,000 600	\$ 1,000 500	\$ 1,000 500
Total Revenues	\$	-	\$ 25,507	\$ 1,600	\$ 1,500	\$ 1,500
Expenses						
Program Costs		-		1,000	1,000	1,000
Revenues over (under) Expenses		-	25,507	600	500	500
Fund Balance - Beginning		-		25,507	25,507	26,007
Fund Balance - Ending	\$	-	\$ 25,507	\$ 26,107	\$ 26,007	\$ 26,507

# **CITY OF APPLETON 2012 BUDGET**

# **REID GOLF COURSE**

Director of Parks, Recreation
& Facilities Management: Dean R. Gazza, CFM, PMP, Leed-AP
Golf Course Superintendent: Douglas A. DeVries

## **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 2011 EVENTS**

Executed new three year agreement with current contractor for clubhouse operations

Implemented special rates to increase play, including spring, summer, fall, and outing rates

Continued adjustments to the course management to reflect the reduction of the Golf Course Superintendent position to a .7 FTE in 2009 and elimination of Deputy Director position in 2011

Worked cooperatively with the Facilities Management Department to develop long term plans to maintain and upgrade the clubhouse and maintenance facility

Worked cooperatively with the Stormwater Utility on plans for use of the golf course drainage corridor and adjacent property for two storm water ponds

Worked with the Golf Advisory Committee, Stormwater Utility and AECOM to develop plans for the stormwater ponds at Reid Golf Course

Met with the 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

Used an online survey mechanism to solicit feedback from golfers and implemented suggestions received during the survey

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

Secured a donation from the Support Reid Golf Course Fund at the Community Foundation to acquire "Fore! Reservation", an online tee-time registration program, for the clubhouse

Purchased, installed and implemented use of the "Fore! Reservation" software at the clubhouse

Utilized the electronic communication components of the "Fore! Reservation" system to inform golfers of specials, outings, on-line reservation capabilities, etc.

Developed and maintained Facebook page for golf course

# **MAJOR 2012 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

Expand use of Fore! Reservations system 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, the maintenance shop and 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 the development of storm water facilities at Reid Golf Course in 2013-2014 to address City's stormwater 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.

Expand market share of golfers through enhanced pass opportunities, specials, etc., targeting demographic groups that have not historically been strong participants

Develop additional lesson programs to attract new golfers

Provide to Council by June 30, 2012, a recommendation to address the long-term financial viability of the golf course, including existing debt service responsibilities, future capital needs, revenue/expense impacts related to the proposed stormwater pond project scheduled for 2013-2014 and operational adjustments.

		DEP/	۱RT	MENT BUD	GET	SUMMARY	1			
	Programs	Ac	tual					Budget		%
Unit	Title	2009		2010	Add	pted 2011	Ame	ended 2011	2012	Change *
Pı	rogram Revenues	\$ 537,684	\$	518,615	\$	572,290	\$	575,290	\$ 516,088	-9.82%
Pı	rogram Expenses									
5610	Administration	197,448		193,900		193,418		193,418	185,483	-4.10%
5620	Customer Service	21,613		20,382		23,384		26,384	24,378	4.25%
5630	Facilities Maintenance	322,163		339,867		345,007		345,007	389,257	12.83%
	TOTAL	\$ 541,224	\$	554,149	\$	561,809	\$	564,809	\$ 599,118	6.64%
Expens	ses Comprised Of:									
Personn	nel	196,233		196,592		184,379		184,379	175,753	-4.68%
Adminis	strative Expense	159,953		160,470		161,780		161,780	162,343	0.35%
Supplies	s & Materials	42,593		49,119		51,825		54,825	51,165	-1.27%
Purchas	sed Services	22,294		21,714		35,090		35,090	30,575	-12.87%
Utilities		35,521		33,070		36,955		36,955	34,900	-5.56%
Repair 8	& Maintenance	84,630		93,184		91,780		91,780	94,382	2.84%
Capital I	Expenditures	-		-		-		-	50,000	N/A
Full Tin	ne Equivalent Staff:									
Personn	nel allocated to programs	2.05		1.70		1.55		1.55	1.53	

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Administration Business Unit 5610

#### PROGRAM MISSION

Reid Golf Course will provide a quality and affordable municipal golf course within the framework of an enterprise operation 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 changes in Revenue, Expenditures, or Programs:

This budget continues to reflect the allocation from the Finance Department of 5% of the Accounting/Customer Service Supervisor's time (\$4788) to reflect Finance administrative support of the golf course.

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 continues to reflect a decrease in salary expense due to the elimination of the Administrative

Coordinator position in 2010 and the Deputy Director position in 2011 (.05 FTE allocation each).

Audit fees have decreased in 2012 due to a new contract with the City's auditors.

Clerical salaries and fringes have been reduced from .05 FTE to .025 FTE based on the number of hours worked in 2011. This budget also reflects the elimination of the position of Director of Parks & Recreation (.05 FTE, \$6,395 in this budget) and the creation of the position of Superintendent of Parks & Recreation (\$4,917) under the direction of the Director of Parks, Recreation & Facilities Management.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
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	3	5	5	5	6
# of promo rounds	3,462	1,923	1,500	1,500	1,500
Work Process Outputs					
% of operating budget expended	95.0%	94.7%	98%	98%	98%
% of budgeted revenues secured	95.9%	88.5%	100%	88%	100%
% of originally scheduled principal					
repayments made	0%	0%	0%	0%	0%
Average receipt per round	\$15.12/round	\$14.35/round	\$15.35/round	\$15.23/round	\$15.05/round
Average expense per round	\$15.28/round	\$17.47/round	\$15.30/round	\$19.21/round	\$19.64/round

Administration Business Unit 5610

# **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Ad	opted 2011	Ame	ended 2011		2012
Devenue										
Revenues 4710 Interest on Investments	\$	2,149	\$	4,167	\$	4,000	\$	4,000	\$	4,000
5004 Sale of City Prop - Nontax	Ψ	255	Ψ	4,107	Ψ	<del>-</del> ,000	Ψ	4,000	Ψ	<del>-</del> ,000
5016 Lease Revenue		200		19,800		19,800		19,800		19,800
5035 Other Reimbursements		-		54		-		-		-
Total Revenue	\$	2,404	\$	24,021	\$	23,800	\$	23,800	\$	23,800
_										
Expenses										
6101 Regular Salaries	\$	16,104	\$	14,247	\$	10,412	\$	10,412	\$	9,399
6150 Fringes		4,898		5,499		4,396		4,396		3,311
6401 Accounting/Audit		2,345		2,446		2,955		2,955		2,343
6403 Bank Services		93		175		150		150		150
6408 Contractor Fees		16,512		13,712		17,350		17,350		13,125
6501 Insurance		2,250		2,610		2,900		2,900		3,280
6599 Other Contracts/Obligations		35		-		50		50		50
6601 Depreciation Expense		77,885		77,886		77,880		77,880		77,880
6720 Interest Payments		59,426		59,425		59,425		59,425		59,523
7911 Trans Out - General Fund		17,900		17,900		17,900		17,900		17,900
Total Expense	\$	197,448	\$	193,900	\$	193,418	\$	193,418	\$	186,961

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Contractor Fees

Greens fee allocation to clubhouse contractor

\$ 13,125 \$ 13,125

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

Expand use of online registration programs, electronic marketing, increased website communication, etc. to expand customer service and increase revenues

Develop and implement daily fee and pass rates to a reflect changing consumer needs and interests, current market place, etc.

#### Major changes in Revenue, Expenditures, or Programs:

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 previous years. It is anticipated 2012 daily fee rates will be consistent with 2011 to remain competitive with other area public golf courses. Adjustments have been made to the annual pass structure to provide additional value such as inclusion of family members, guest pass opportunities, coordination with other local organizations for recreation services, etc. These adjustment have been made to promote additional annual sales by appealing to a broader audience, including young adults, couples, families, pass holders or members of other courses experiencing changes in operations, costs and/or services.

The golf course secured an online tee-time reservation system in 2011 that provides the opportunity to electronically market specials, promotions, etc. In 2012, the use of an intern to assist with the marketing and promotion of the golf course will be explored. This intern would be working approximately 400 hours during the golf season (10-20 hours per week depending on the time of year) to develop e-newsletters, promotions, flyers, specials, etc. to help increase revenues.

This budget reflects the addition of \$1,000 in software support for the Fore! Reservations online tee-time reservation system purchased in 2011. The system and equipment was purchased through a grant from the *Support Reid Golf Course Fund* at the Community Foundation. The online tee-time reservation system provides improved customer service and captures information from the users that allows the golf course to electronically market golf specials, outings, tournaments, course news, etc. The program also provides information on customer use patterns that can be used to establish golf specials, promotions, etc.

	Ac	tual 2009	Actual 2010	,	Target 2011	Projected 2011	Target 2012
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%	6	100%	100%	100%
Strategic Outcomes							
Positive public response to service							
% of golfers who rate clubhouse							
service at good or better		98%	98%	6	99%	99%	999
# of new outings held		5	(	3	5	5	
# of outings that return		10	10	)	12	12	1
Nork Process Outputs							
Revenue-daily fee rounds	\$	391,382	\$ 339,616	\$	\$ 395,200	\$ 337,000	\$ 349,312
Revenue-coupons and passes	\$	108,257	\$ 115,538	. \$	115,090	\$ 99,285	\$ 102,276
Revenues-Contractor payment	\$	23,870	\$ 24,580	\$	\$ 25,000	\$ 24,750	\$ 25,000
# Daily fee rounds		25,437	22,830		25,760	22,130	22,855
# Coupon books sold		74	56		55	33	43
# College/Junior annual passes sold		114	90		90	63	75
# Weekday passes sold		73	63		63	44	58
# Annual passes sold		67	91		91	80	90

Customer Service Business Unit 5620

# **PROGRAM BUDGET SUMMARY**

	 Ac	tual					Budget	
Description	 2009		2010	Ac	dopted 2011	Am	ended 2011	2012
Revenues								
4802 Charges for Serv Tax	\$ 498,911	\$	455,883	\$	510,290	\$	510,290	\$ 451,588
4850 Daily Entrance - Nontax	3,150	·	3,150	·	4,200	·	4,200	4,200
5010 Misc revenue - Non Tax	23,870		24,580		25,000		25,000	25,000
5020 Donations and Memorials	-		-		-		3,000	-
Total Revenue	\$ 525,931	\$	483,613	\$	539,490	\$	542,490	\$ 480,788
E								
Expenses	0.4							
6301 Office Supplies	84		-		400		400	-
6303 Memberships & Licenses	-		-		100		100	110
6306 Building Maint./Janitorial	502		902		700		700	1,000
6316 Miscellaneous Supplies	458		-		500		500	600
6320 Printing & Reproduction	1,420		-		1,200		1,200	1,000
6324 Medical/Lab Supplies	-		-		100		100	-
6327 Miscellaneous Equipment	-		-		-		3,000	-
6412 Advertising	-		448		1,000		1,000	1,000
6413 Utilities	18,835		19,032		19,584		19,584	19,468
6418 Equip Repairs & Maint	314		-		200		200	200
6424 Software Support	-		-		-		-	1,000
Total Expense	\$ 21,613	\$	20,382	\$	23,384	\$	26,384	\$ 24,378

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

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 Stormwater Utility to develop a facility at Reid Golf Course in 2013-2014 to address the City's stormwater management requirements, enhance the course and increase revenues

#### Major changes in Revenue, Expenditures, or Programs:

The average number of rounds played at Reid Golf Course has decreased for several years. This trend is consistent with national and local trends. Reductions in various operating expenses have been made in previous years to bring the expenditure budget in line with anticipated revenues. Greens fees are not scheduled to increase in 2012 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).

This budget continues to reflect the reduction of the Superintendent to .7 FTE in 2009 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.

This budget includes the replacement of the roof on the clubhouse (\$50,000). Please see page 651 in the Projects section for a discussion of the overall roof replacement program.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Quality 18 hole course					
Meets USGA standards	95%	95%	90%	90%	90%
Recreational opportunities					
Rounds of golf played annually	35,732	31,721	34,000	30,200	34,500
Strategic Outcomes					
Positive public response to customer service	e				
% of golfers who rate course					
conditions at good or better	97%	97%	97%	97%	95%
Work Process Outputs					
% of time:					
Greens are mowed daily	85%	75%	70%	70%	75%
Tees and fairways - mowed 2 times					
per week (May-Aug.)	100%	75%	75%	75%	75%
Rough - mowed weekly	100%	96%	100%	100%	95%
Bunkers - raked weekly (Summer)	95%	98%	100%	100%	95%
Tees and fairways - mowed 2 times					
per week (Spring/Fall)	90%	90%	90%	90%	90%

# Facilities Maintenance

Business Unit 5630

# PROGRAM BUDGET SUMMARY

	Actual Budget										
Description		2009		2010	Add	opted 2011	Ame	ended 2011		2012	
Revenues											
4801 Charges for Serv Nontax	\$	3,849	\$	2,981	\$	3,500	\$	3,500	\$	3,500	
5015 Rental of City Property		5,500	_	8,000		5,500		5,500	_	8,000	
Total Revenue	\$	9,349	\$	10,981	\$	9,000	\$	9,000	\$	11,500	
Expenses											
6101 Regular Salaries	\$	93,084	\$	93,660	\$	88,306	\$	88,306	\$	88,292	
6104 Call Time		86		169		-		-		-	
6105 Overtime		1,166		1,687		1,883		1,883		1,883	
6108 Part-Time		40,890		37,406		40,947		40,947		40,947	
6150 Fringes		40,005		43,925		38,435		38,435		33,399	
6201 Training/Conferences		565		268		1,000		1,000		750	
6301 Office Supplies		164		349		100		100		100	
6303 Memberships & Licenses		580		470		450		450		475	
6306 Building Maint./Janitorial		273		400		750		750		750	
6307 Food & Provisions		_		_		25		25		25	
6308 Landscape Supplies		30,150		29,530		30,665		30,665		30,665	
6309 Shop Supplies & Tools		221		242		350		350		350	
6311 Paint & Supplies		219		146		400		400		300	
6316 Miscellaneous Supplies		1,558		1,612		3,000		3,000		2,500	
6321 Clothing		80		44		160		160		100	
6322 Gas Purchases		6,995		12,367		12,700		12,700		13,000	
6323 Safety Supplies		-		75		150		150		100	
6324 Medical/Lab Supplies		40		-		100		100		50	
6325 Construction Materials		614		471		1,000		1,000		1,000	
6326 Vehicle & Equipment Parts		497		4,632		1,500		1,500		1,500	
6327 Miscellaneous Equipment		295		1,002		1,000		1,000		1,000	
6328 Signs		47		_		_		-			
6404 Consulting Services		-		1,856		1,650		1,650		1,650	
6407 Collection Services		637		459		483		483		483	
6408 Contractor Fees		1,561		1,719		4,580		4,580		4,580	
6413 Utilities		16,685		14,037		17,371		17,371		15,432	
6415 Tipping Fees		17		· -		´ -		, <u>-</u>		,	
6416 Build. Repairs & Maint		391		525		1,000		1,000		600	
6418 Equip. Repairs & Maint		3,566		3,852		5,000		5,000		4,000	
6420 Facilities Charges		11,702		25,564		12,134		12,134		14,356	
6425 CEA Equip. Rental		68,658		63,243		73,446		73,446		74,220	
6426 Other Interfund Charges		-		-		6,214		6,214		6,214	
6451 Uniform Services		914		694		508		508		650	
6503 Rent		323		260		550		550		550	
6599 Other Contracts/Obligations		180		205		150		150		330	
6803 Buildings		-		-		-		.50		50,000	
Total Expense	\$	322,163	\$	339,867	\$	345,007	\$	345,007	\$	389,257	

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Landscape supplies	
Topsoil, sand & gravel	\$ 2,000
Seed & fertilizers	6,000
Pesticides/herbicides	22,665
	\$ 30,665
Buildings	
Roof replacement	\$ 50,000
	\$ 50,000
	\$ 50,000

ETHE GOL		revenue and	expense sunna	ır y			15,47,15
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES						•	
Interest Income Charges for Services Other Revenues	2,151 505,910 29,625	4,168 462,014 52,434	6.760 402.710 55.673	4.000 517.990 50.300	4,000 517,990 53,300	0 0 0	4,000 459,288 52,800
TOTAL REVENUES	537,686	518,616	465.143	572,290	575,290	0	516,088
EXPENSES BY LINE ITEM							
Regular Salaries Labor Pool Allocations Unallocated Labor Call Time Overtime	64,625 31,170 0 86 1,166	61,431 36,839 0 169 1,687	52,753 21,065 0 0 356	66,293 31,527 898 0 1,883	66.293 31,527 898 0 1,883	0 0 0 0	63.982 32.411 0 0 1.883
Part-Time Other Compensation Shift Differential Sick Pay Vacation Pay	40,890 2 3 2,067 11,321	37.406 11 4 1.067 8,555	35.564 0 0 734 9.175	40.947 0 0 0 0	40.947 0 0 0 0	0 0 0 0	40.947 0 0 0 0
Fringes Unemployment Compensation	35,568 9,335	39,625 9,798	34,945 5,093	36,331 6,500	36.331 6.500	0	36.530 0
Salaries & Fringe Benefits	196,233	196,592	159,685	184,379	184,379	0	175,753
Training & Conferences Office Supplies Memberships & Licenses Building Maintenance/Janitor. Food & Provisions	565 249 580 775 0	268 349 470 1,303 0	276 0 320 1.180 0	1,000 100 550 1,450 25	1,000 100 550 1,450 25	0 0 0 0	750 100 585 1,750 25
Insurance Rent Depreciation Expense Interest Payments Trans Out - General Fund	2,250 323 77,885 59,426 17,900	2,610 260 77,885 59,425 17,900	2,650 684 64,900 29,521 14,917	2,900 550 77,880 59,425 17,900	2,900 550 77,880 59,425 17,900	· 0 0 0 0 0	3,280 550 77,880 59,523 17,900
Administrative Expense	159,953	160,470	114,448	161,780	161.780	0	162,343
Landscape Supplies Shop Supplies & Tools Paint & Supplies Miscellaneous Supplies Printing & Reproduction Clothing Gas Purchases Safety Supplies Medical & Lab Supplies Construction Materials Vehicle & Equipment Parts Miscellaneous Equipment Signs	30.150 221 219 2.016 1.420 80 6.995 0 40 614 497 295 46	29.530 242 146 1.612 0 44 12.367 75 0 471 4.632 0	29,380 163 67 3,761 914 0 18,252 39 0 698 3,730 3,685 0	30.665 350 400 3.500 1.200 160 12.700 150 200 1.000 1.500 0	30.665 350 400 3.500 1.200 160 12.700 150 200 1.000 1.500 3.000 0	0 0 0 0 0 0 0 0 0	30,665 350 300 3,100 1,000 100 13,000 100 50 1,000 1,500 0
Supplies & Materials	42,593	49,119	60.689	51,825	54.825	0	51,165
Accounting/Audit Bank Services Consulting Services Collection Services Contractor Fees Advertising Tipping Fees Other Interfund Charges Laundry Services Other Contracts/Obligations	2.345 93 0 637 18.073 0 17 0 914 215	2.446 175 1.856 459 15.431 449 0 0 693 205	2,707 159 1,608 271 11,538 421 0 0 564 530	2.955 150 1.650 483 28.144 1.000 0 508 200	2,955 150 1,650 483 28,144 1,000 0 0 508 200	0 0 0 0 0 0 0 0	2,343 150 1,650 483 17,705 1,000 0 6,214 650 380
Purchased Services	22,294	21,714	17,798	35,090	35,090	0	30,575
Electric Gas Water Waste Disposal/Collection	17.275 7.842 2.007 1.792	16,899 5,800 1,780 1,689	16,164 5,460 1,408 1,413	18,534 7,288 2,230 1,614	18.534 7.288 2.230 1.614	0 0 0 0	17.754 6.111 1.993 1.772

# City of Appleton 2012 Budget Revenue and Expense Summary

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
Stormwater Telephone Cellular Telephone	5.019 1.352 234	5,397 1,411 94	4,392 1,196 83	5.763 1.357 169	5,763 1,357 169	0 0 0	5,763 1,357 150
Utilities	35.521	33,070	30,116	36,955	36,955	0	34,900
Building Repair & Maintenance Equipment Repair & Maintenanc Communications Equip. Repairs Facilities Charges Software Support CEA Equipment Rental	391 3,879 0 11,702 0 68,658	526 3,853 0 25,564 0 63,243	565 4,516 151 14,920 0 31,588	1.000 5.200 0 12.134 0 73.446	1,000 5,200 0 12,134 0 73,446	0 0 0 0 0	600 4,200 0 14,356 1,000 74,226
Repair & Maintenance	84.630	93,186	51,740	91,780	91,780	0	94,382
Buildings	0	0	0	0	0	50,000	50,000
Capital Expenditures	0	0	0	0	0	50,000	50,000
TOTAL EXPENSES	541,224	554,151	434,476	561.809	564,809	50,000	599,118

# **CITY OF APPLETON 2012 BUDGET**

# **REID GOLF COURSE**

# STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
Charges for Services Miscellaneous Lease Revenue Total Revenues	\$ 525,931 9,349 - 535,280	\$ 486,594 8,054 19,800 514,448	\$ 523,490 25,000 19,800 568,290	\$ 454,985 25,000 19,800 499,785	\$ 467,288 25,000 19,800 512,088
Expenses					
Operation and Maintenance Depreciation Total Expenses	386,013 77,885 463,898	398,939 77,885 476,824	406,604 77,880 484,484	409,604 77,880 487,484	393,815 77,880 471,695
Operating Income (Loss)	71,382	37,624	83,806	12,301	40,393
Nonoperating Revenues (Expenses)					
Interest Income Interest Expense Other	2,149 (59,426) 255	4,167 (59,425)	4,000 (59,425)	4,000 (59,425)	4,000 (59,523)
Total Non-Operating	(57,022)	(55,258)	(55,425)	(55,425)	(55,523)
Net Income (Loss) Before Transfers	14,360	(17,634)	28,381	(43,124)	(15,130)
Contributions and Transfers In (Out)					
Operating Transfers out	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	(3,540)	(35,534)	10,481	(61,024)	(33,030)
Net Assets - Beginning	851,333	847,793	812,259	812,259	751,235
Net Assets - Ending	\$ 847,793	\$ 812,259	\$ 822,740	\$ 751,235	\$ 718,205
	SCHEDUL	E OF CASH FL	ows		
Cash - Beginning of Year + Net Income + Depreciation + Long Term Debt - Fixed Assets				\$ 162,527 (61,024) 77,880	\$ 179,383 (33,030) 77,880 - (50,000)
- Principal Repayment					
Working Cash - End of Year				\$ 179,383	\$ 174,233

# **CALCULATION OF RATE INCREASE DOCUMENTATION**

Revenues		2011 udget	P	2011 rojected		2012 Budget	Р	2013 rojected	P	2014 rojected	F	2015 Projected	Р	2016 rojected
Charges for Services Miscellaneous Lease Revenue Total Revenues		523,490 25,000 19,800 568,290	\$	454,985 25,000 19,800 499,785	\$	467,288 25,000 19,800 512,088	\$	476,634 25,500 19,800 521,934	\$	486,167 26,010 19,800 531,977	\$	495,890 26,530 19,800 542,220	\$	505,808 27,061 22,770 555,639
Expenses														
Operating Expenses Depreciation Total Expenses		406,604 77,880 484,484		409,604 77,880 487,484		393,815 77,880 471,695		405,630 78,825 484,455		417,799 78,825 496,624		430,333 78,825 509,158		443,243 78,825 522,068
Operating Income		83,806		12,301		40,393		37,479		35,353		33,062		33,571
Non-Operating Revenues (Expenses)														
Interest Income Interest Expense Other		4,000 (59,425)		4,000 (59,425)		4,000 (59,523)		4,000 (59,425)		4,000 (59,425)		4,000 (34,473)		4,000 (32,098)
Total Non-Operating		(55,425)		(55,425)		(55,523)		(55,425)		(55,425)		(30,473)		(28,098)
Net Income Before Transfers		28,381		(43,124)		(15,130)		(17,946)		(20,072)		2,589		5,473
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		10,481		(61,024)		(33,030)		(35,846)		(37,972)		(15,311)		(12,427)
Total Net Assets - Beginning	8	812,259		812,259		751,235		718,205		682,359		644,386		629,075
Total Net Assets - Ending	\$ 8	822,740	\$	751,235	\$	718,205	\$	682,359	\$	644,386	\$	629,075	\$	616,648
				SCHED	ULE	OF CAS	H FL	ows						
Cash - Beginning of the Year + Net Income + Depreciation + Long Term Debt			\$	162,527 (61,024) 77,880	\$	179,383 (33,030) 77,880	\$	174,233 (35,846) 78,825	\$	192,212 (37,972) 78,825	\$	214,017 (15,311) 78,825	\$	228,281 (12,427) 78,825
<ul><li>Fixed Assets</li><li>Principal Repayment</li></ul>				<u>-</u>		(50,000)		(25,000)		(19,047)		(49,250)		(50,453)
Working Cash - End of Year			\$	179,383	\$	174,233	\$	192,212	\$	214,017	\$	228,281	\$	244,226
25% Working Capital Reserve (p	rior ye	ear's audite	ed e	xpenses)	\$	121,732	\$	117,810	\$	120,739	\$	123,781	\$	120,677
Coverage Ratio				0.80		1.10		1.08		1.06		1.03		1.04

# **ASSUMPTIONS:**

Rounds of golf played to stay constant, with prices increasing 2% in 2013-2016 for rounds of golf, passes & coupons. Operating expenses to increase 3.0% per year after 2012.

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 2012 BUDGET REID GOLF COURSE LONG-TERM DEBT

2002 General Fund Advance

Year	Р	rincipal *	Interest		Total
2012	\$	24,000	\$ _	\$	24,000
2013		24,000	-		24,000
2014		21,744	-		21,744
2015		15,000	-		15,000
2016		15,000	-		15,000
2017		15,000	-		15,000
2018		15,000	-		15,000
2019		15,000	-		15,000
2020		-	-		-
2021		-	-		-
2022		-	-		-
2023		-	-		-
2024		-	-		-
2025		60,000	-		60,000
2026		30,000	 		30,000
	\$	234,744	\$ _	\$	234,744
	_			_	

2005 State Fund Trust Loan

		310	ale F	una musi Li	Jan	
Year	F	Principal		Interest		Total
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
	\$	708,509	\$	324,032	\$	1,032,541

			Total	
Year	F	Principal	Interest	Total
2012	\$	24,000	\$ 35,523	\$ 59,523
2013		24,000	35,425	59,425
2014		40,791	35,425	76,217
2015		64,250	34,473	98,723
2016		65,453	32,098	97,552
2017		69,685	29,488	99,173
2018		69,919	26,754	96,673
2019		70,165	24,008	94,173
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		87,767	1,752	89,519
2026		37,267	363	37,630
	\$	943,253	\$ 324,032	\$ 1,267,285

 $<sup>^{\</sup>star}$  General Fund advance recorded at 0% interest retroactively, resulting in a balance due of \$237,744 as of 12/31/11.

# **CITY OF APPLETON 2012 BUDGET VALLEY TRANSIT** General Manager: Deborah S. Wetter **Assistant General Manager: Salvatore LaPuma**

## 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 2011 EVENTS**

#### Ridership increased during first five months of 2011

Fixed route ridership increased 13.2% in the first five months of 2011 which is the highest ridership in six years. 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 is up 6.7% in the first five months of 2011.

## Legislative Issues

Valley Transit faces a number of funding challenges in the future and continues to actively seek and implement solutions to these challenges.

Federal Funding and the 2010 Census - When the 2010 Census is processed, Valley Transit's urbanized area will likely exceed 200,000 population. Under the current language of the authorization bill, this will lead to Valley Transit losing most federal operating support except for preventive maintenance. Due to levy limits and budget constraints, local municipalities and counties do not have the resources to make up the projected \$1.5 million shortfall. If Valley Transit has to absorb the entire loss, it will eliminate or drastically reduce fixed-route and paratransit services in the Fox Valley.

Act 10 - A significant amount of time was spent during the first quarter of 2011 on finding a solution for transit in the Budget Repair Bill (now known as Act 10). Section 13(c) of the Urban Mass Transportation Act of 1964 guarantees the preservation of rights, privileges and benefits under existing collective bargaining agreements and the protection of individual employees against a worsening of their employment conditions. Act 10 substantially reduced the collective bargaining rights of transit employees. Unless a solution for transit was found in the new legislation that the Department of Labor ruled did not violate 13(c), the Federal Transit Administration would not have been allowed to give Valley Transit its federal funding. In March, the Common Council approved a union contract through December 2012. Subsequently, the state legislature approved an exemption for transit in Act 10, thereby preserving transit union employee's rights under 13(c).

<u>State Budget</u> - The 2012/2013 budget calls for a 10% cut to transit in 2012 with no increase in 2013. In addition, local municipalities and counties are seeing their budgets cut which could impact Valley Transit local funding. The Governor's original budget proposal included moving transit out of the segregated Transportation Fund and into the General Fund. The state legislature voted against this move in the final passing of the budget allowing transit to remain in the Transportation Fund.

## Valley Transit Launches Free Wi-Fi

Valley Transit and Open Range Communications formed a public/private partnership to provide free Wi-Fi on most bus routes and in the Downtown Appleton Transit Center. Valley Transit is the first transit system in Wisconsin to have their entire fleet enabled for Wi-Fi and to the best of our knowledge, the first in the nation to have the Wi-Fi technology provided free of charge by a wireless communications company allowing Valley Transit to provide an improved service without increasing Valley Transit's or taxpayer's costs.

# **AASD Student ID Ride Program**

Valley Transit's partnership with the Appleton Area School District (AASD) allows 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. AASD pays Valley Transit a fixed amount each semester for the rides. Since beginning as a pilot project January 2010, the program has been very successful. Over 117,000 rides were taken during 2010 and ridership from January - May 2011 was up 79% over the same period in 2010. Students, parents and school officials have repeatedly shared their appreciation for the program. School Prinicipals have reported it has allowed their students to participate in a number of after-school tutoring programs and other educational programming.

# Valley Transit Debuts Two ARRA-Funded Hybrid Buses

Valley Transit was able to purchase two ARBOC Mobility 20-passenger hybrid buses with American Reinvestment and Recovery Act funding. The buses use innovative technology to build up energy as they are coasting that is then used to power the bus upon starting from a stop which will increase fuel efficiency 60%.

# Valley Transit Forms Relationships with Local Advocacy Groups

Valley Transit has established new relationships with a number of local advocacy groups who have designated transit as a key issue in the Fox Cities.

#### **MAJOR 2012 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 2011 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 strengthening the partnership with advocacy groups in the Fox Cities and continue 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 working on partnerships with area businesses to increase ridership by their employees.

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.

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.

We will continue to work on establishing an RTA in the Fox Cities and finding alternate/sustainable sources of funding for both fixed route and paratransit services in light of the possible loss of federal funds in 2013.

This budget includes a service reduction of one hour per night Monday through Friday and three hours on Saturday evening. This service reduction reflects a decrease of two full-time driver positions along with savings in maintenance and fuel. Valley Transit has begun the federally mandated public hearing process which could change this proposal. The process should be completed prior to final action on the budget by the Common Council.

		DEPA	<b>RT</b>	MENT BUDG	3ET	SUMMARY				
	Programs	Act	tual					Budget		%
Unit	Title	2009		2010	Ad	opted 2011	Αm	ended 2011	2012	Change *
Р	rogram Revenues	\$ 7,258,048	\$	7,912,381	\$	7,731,910	\$	7,731,910	\$ 7,439,249	-3.79%
P	rogram Expenses									
5810	Administration	1,141,903		1,227,936		1,235,235		1,235,235	1,112,578	-9.93%
5820	Vehicle Maint.	572,472		639,105		578,070		1,387,293	550,966	-4.69%
5830	Facilities Maint.	134,816		102,223		120,259		120,259	116,144	-3.42%
5840	Operations	3,080,836		3,289,761		3,626,508		3,664,008	3,409,979	-5.97%
5850	ADA Paratransit	1,427,154		1,491,377		1,641,868		1,641,868	1,784,693	8.70%
5860	Ancillary Paratransit	1,488,932		1,463,451		1,572,961		1,572,961	1,467,778	-6.69%
	TOTAL	\$ 7,846,113	\$	8,213,853	\$	8,774,901	\$	9,621,624	\$ 8,442,138	-3.79%
Expens	ses Comprised Of:									
Personr		3,513,990		3,681,486		3,730,136		3,730,136	3,509,010	-5.93%
Adminis	strative Expense	724,872		735,930		819,648		819,648	709,156	-13.48%
Supplie	s & Materials	450,295		586,102		801,976		801,976	783,866	-2.26%
Purchas	sed Services	2,897,762		2,992,200		3,174,326		3,174,326	3,192,026	0.56%
Utilities		100,963		84,673		105,270		105,270	111,112	5.55%
Repair 8	& Maintenance	158,231		131,614		143,545		143,545	136,968	-4.58%
Capital	Expenditures			1,848		-		846,723		N/A
Full Tin	ne Equivalent Staff:									
Personr	nel allocated to programs	53.03		52.65		52.65		52.65	52.05	

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 changes in Revenue, Expenditures, or Programs:

Combined State and Federal operating assistance is estimated at the reduced level of 55% of eligible expenses in 2012; the estimate for 2011 was 58.5%. If the actual level of support is less than the 55% estimate, Valley Transit will make operational adjustments in 2012 to reduce expenses by the appropriate amount. If the level of support is more than 55%, all of the funding partners will receive a larger reimbursement. The final determination of actual operating assistance will not be known until April, 2012.

Miscellaneous State aids also includes a special support payment from the State of Wisconsin for \$84,300.

The part-time personnel expense reflects Valley Transit's allocation of the employee dedicated to taking Commission minutes.

The increase in software support is due to Valley Transit's share (\$2,500) of an upgrade to the City's GIS system. The new system centralizes data on an enterprise database allowing the City to have an organization-wide solution that simplifies data management, provides more access to current information, supports interoffice workflows, and increases staff productivity. The system also provides Automatic Vehicle Locator (AVL) capabilities, which will support Valley Transit's implementation of AVL on buses without a separate server.

The decrease in insurance expense shown for 2012 is due to a payment from Transit Mutual Insurance Company (TMI) of a portion of Valley Transit's surplus funds resulting from an excellent claims record and an actuarial valuation completed that frames appropriate levels of reserve to be retained.

	 RFORMAN ual 2009	 ual 2010	. 1. <sup>77</sup> 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	Projected 2011	Target 2012
Client Benefits/Impacts	 	 			
Regional transit service					
# municipalities served	10	10	10	10	10
Stable work environment					
# full-time equivalent jobs	53.03	52.65	52.65	52.65	52.65
Strategic Outcomes					
Regulatory compliance					
# review/audit findings	1	4	0	0	0
Expense per revenue hour	\$ 74.40	\$ 79.29	\$ 82.56	\$ 82.56	\$ 80.01
Expense per revenue mile	\$ 5.54	\$ 5.59	\$ 6.20	\$ 6.20	\$ 6.03
Work Process Outputs					
Reporting and recordkeeping:					
Contract negotiating & monitoring					
# employee grievances filed	9	25	6	6	6
Public information					
# public presentations	75	70	65	65	65

Administration Business Unit 5810

# **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Ac	dopted 2011	Am	ended 2011		2012
Revenues										
4210 Federal Grants	\$	2,916,450	\$	3,198,916	\$	2,391,880	\$	2,391,880	\$	2,071,640
4224 Miscellaneous State Aids		1,612,854		1,936,798		2,391,880		2,391,880		2,092,760
4230 Miscellaneous Local Aids		282,616		92,726		419,140		419,140		399,474
4710 Interest on Investments		14,974		36,011		50,000		50,000		50,000
4877 Advertising/Promotional		46,592		41,345		55,000		55,000		55,000
5001 Fees & Commissions		6,141		5,514		· -		, <u>-</u>		· -
5006 Gain (Loss) on Asset Disposa	I	- ,		1,534		_		-		-
5010 Misc Revenue - Nontax		1		7		_		_		-
5011 Misc Revenue - Tax		_		1,058		_		_		_
5020 Donations & Memorials		_		-,,,,,		8,500		8,500		8,500
5021 Capital Contributions		_		_				-		
5035 Other Reimbursements		1,635		824		_		_		_
5921 Trans In - General Fund		407,986		538,667		604,390		604,390		554,920
Total Revenue	\$	5,289,249	\$	5,853,400	\$	5,920,790	\$	5,920,790	\$	5,232,294
Total Novellad	<u>Ψ</u>	0,200,240	Ψ	0,000,100	Ψ	0,020,700	Ψ	0,020,700	Ψ	0,202,201
Expenses										
6101 Regular Salaries	\$	229,795	\$	241,924	\$	236,100	\$	236,100	\$	244,726
6105 Overtime		54		148		5,184		5,184		2,751
6108 Part Time		-		1,189		-		-		1,190
6150 Fringes		67,540		71,865		77,767		77,767		74,925
6201 Training\Conferences		5,820		4,891		1,987		1,987		1,711
6205 Employee Recruitment		681		1,267		1,530		1,530		2,550
6206 Parking		152		67		360		360		360
6301 Office Supplies		3,226		2,249		3,176		3,176		3,095
6302 Subscriptions		352		573		454		454		454
6303 Memberships & Licenses		3,278		3,608		3,453		3,453		3,563
6304 Postage & Freight		2,656		678		3,459		3,459		3,372
6305 Awards & Recognition		242		10		200		200		300
6307 Food & Provisions		1,571		833		500		500		500
6316 Miscellaneous Supplies		2,463		899		-		-		-
6320 Printing & Reproduction		15,988		13,701		18,647		18,647		18,176
6323 Safety Supplies		71		64		200		200		500
6327 Miscellaneous Equipment		1,514		1.757		1,000		1,000		1,000
6401 Accounting/Audit		11,605		9,729		9,079		9,079		7,259
6403 Bank Services		2.396		3,245		2,300		2,300		3,000
6404 Consulting**		2,390		63,085		2,300		2,300		3,000
		11761		03,065		-		-		-
6411 Temporary Help		14,761		22 774		20 404		20.404		20 650
6412 Advertising		25,777		33,771		29,404		29,404		28,659
6413 Utilities		85,254		71,320		85,811		85,811		88,989
6418 Equip Repairs & Maint		949		905		1,302		1,302		194
6424 Software Support		273		16		1,275		1,275		2,500
6430 Health Services		402		551		-		-		40
6501 Insurance		130,814		159,757		139,161		139,161		10,719
6599 Other Contracts/Obligations		-		509		12,775		12,775		-
6601 Depreciation Expense	_	534,269	_	539,325	•	600,111	•	600,111	_	612,085
Total Expense	\$	1,141,903	\$	1,227,936	\$	1,235,235	\$	1,235,235	\$	1,112,578

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Printing & Reproduction		Advertising	
Fare material	\$ 8,000	Events	\$ 10,000
Rider's guides & maps	6,000	Print	8,500
Public Information materials	1,400	Broadcast	7,000
Forms	1,200	Legal ads	3,159
City copy charges	1,576	_	\$ 28,659
	\$ 18,176		

 <sup>2010</sup> consulting fees represents the cost of an operations analysis of our system.
 The State grant funded project was completed in late 2010.

Vehicle Maintenance Business Unit 5820

# **PROGRAM MISSION**

We will provide safe, reliable, and environmentally-friendly service by maintaining our vehicle fleet to minimize service delays due to breakdowns and sustain a quality fleet that benefits our bus drivers, passengers and the general public.

#### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies #3: "Develop and implement effective communication strategies", #4: "Develop our human resources to meet changing needs", and #6: "Continuously improve efficiency and effectiveness of City services".

#### Objectives:

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

To maintain the vehicle fleet in a manner that minimizes the number of road calls that require a replacement bus or cause a trip to be significantly delayed or missed

To maintain the vehicle fleet in a manner that ensures that there are no vehicle accidents due to mechanical failure

# Major changes in Revenue, Expenditures, or Programs:

The reduction in personnel expense for 2012 reflects the conversion of a vacant Lead Mechanic position to a Mechanic I position to better reflect the work load and needs of the maintenance program. The filling of this position, along with a change in the overtime schedule, is expected to reduce overtime in 2012 as well.

	PERFORMAN	CE INDICATOR	S		
	Actual 2009	Actual 2010	\text{\tint{\text{\tint{\text{\tint{\text{\tint{\text{\tint{\text{\text{\text{\text{\text{\tint{\text{\tint{\text{\tint{\text{\text{\text{\text{\text{\tint{\text{\tint{\text{\tint{\text{\tint{\text{\tint{\text{\tint{\tint{\tint{\tint{\tint{\tint{\tint{\text{\tint{\text{\tint{\tint{\tint{\tint{\tint{\tint{\tint{\text{\tint{\tint{\text{\ti}\text{\tint{\tint{\text{\tint{	Projected 2011	Target 2012
Customer Benefits/Impacts					
Safe, reliable service					
Miles between road calls	59,562	30,865	44,000	35,600	44,000
Lift failures/miles traveled	New measure	<b>→</b>	12,000	10,000	18,000
Strategic Outcomes					
Avg. vehicle age for active fleet - years	8.36	8.57	8.98	8.98	9.98
Avg. vehicle mileage for active fleet	321,229	334,042	364,514	364,514	395,000
Maintenance cost/bus	20,462	25,154	21,195		20,888
Spare ratio	66%	50%	61%	61%	45%
Vehicles that meet service obligations					
% of scheduled trips completed	99%	99%	99%	99%	99%
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	30	27	29	29	29
Miles operated	893,426	895,071	883,700	883,700	883,700
# inspections completed	335	297	300	300	300
Clean buses					
# exterior cleanings	6,200	6,375	6,400	6,400	6,400
# interior cleanings	844	793	700	600	700
Fleet records management					
# work orders processed	1421	1473	1500	1600	1500
Inventory					
Inventory turnover *  * Excl. fluids	New measure		<b>→</b>	0.58	0.65

Vehicle Maintenance Business Unit 5820

# **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Ac	dopted 2011	Amended 2011			2012
Revenues										
4210 Federal Grants	\$	-	\$	-	\$	-	\$	-	\$	-
5011 Misc Revenue - Tax		304		-		-		-		-
5030 Damage to City Property		1,050		4,769		-		-		-
	\$	1,354	\$	4,769	\$	-	\$	-	\$	-
Expenses										
6101 Regular Salaries	\$	336,666	\$	346,400	\$	292,476	\$	292,476	\$	273,305
6104 Call Time	*	979	•	1,862	*	,	*		*	
6105 Overtime		14,681		13,137		12,539		12,539		5,915
6150 Fringes		131,261		137,546		120,964		120,964		114,156
6201 Training		, -		· -		· -		· -		1,000
6309 Shop Supplies & Tools		18,349		18,768		15,960		15,960		15,960
6316 Miscellaneous Supplies		20		24		-		· -		_
6321 Clothing		55		110		-		-		275
6322 Gas Purchases		4,386		4,284		5,857		5,857		7,605
6326 Vehicle & Equipment Parts		30,722		87,016		94,000		94,000		101,000
6327 Miscellaneous Equipment		-		507		-		-		-
6417 Vehicle Repairs & Maint		-		6,599		5,600		5,600		1,500
6418 Equip Repairs & Maint		7,558		1,310		900		900		900
6424 Software Support		-		-		1,000		1,000		1,000
6430 Health Services		714		574		875		875		875
6451 Laundry Services		2,403		1,349		1,700		1,700		1,700
6501 Insurance		24,318		19,619		26,199		26,199		25,775
6599 Other Contracts/Obligations		360		-		-		-		-
6804 Equipment **								809,223		
	\$	572,472	\$	639,105	\$	578,070	\$	1,387,293	\$	550,966

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Shop Supplies & Tools Janitorial supplies Cleaning supplies & chemicals Miscellaneous shop supplies	\$	6,048 3,552 6,360 15,960
Vehicle & Equipment Parts		
Misc parts (doors, windows, etc)	\$	11,500
Brake system parts	Ψ	18,000
Electrical system parts		7.000
Wheelchair ramp parts		4,500
• •		,
Heating/cooling system parts		7,500
Transmission parts		15,000
Engine parts		20,000
PM's and oil changes		17,500
· ·	\$	101,000

<sup>\*\*</sup> The \$809,223 increase in equipment costs in the 2011 budget represent the cost of new equipment funded by ARRA funds including hybrid buses and AVL equipment.

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 changes in Revenue, Expenditures, or Programs:

No major changes.

	Actual 2009	<u> Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<b>Target 2012</b>
Client Benefits/Impacts					
Clean, safe, protection from the elements					
# claims related to passenger facilities	0	0	0	0	0
Clean, safe working environment for employe	es				
# workplace injuries	0	1	0	0	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	0	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	37	37	39	39	39
Maintenance schedule					
# cleanings major facilities	565	565	565	565	565
# cleanings minor facilities	659	600	600	600	600
# inspections	12	12	12	12	12

Facilities Maintenance Business Unit 5830

# **PROGRAM BUDGET SUMMARY**

		Ac	tual			Budget						
Description		2009		2010	Ad	opted 2011	Am	ended 2011		2012		
Revenues												
4802 Charges for Serv Tax	\$	_	\$	_	\$	_	\$	_	\$	_		
5015 Facility Rent	Ψ	6,500	Ψ	6,000	Ψ	6,000	Ψ	6.000	Ψ	6,000		
or to the state of	\$	6,500	\$	6,000	\$	6,000	\$	6,000	\$	6,000		
Evnonoo												
Expenses 6306 Building Maint./Janitorial	\$	210	Ф	_	\$	_	\$	_	\$			
6308 Landscape Supplies	Ψ	530	Ψ	413	Ψ	_	Ψ	_	Ψ	_		
6309 Shop Supplies & Tools		13		<del>-</del> 113		_		_		_		
6327 Miscellaneous Equipment		693		749		1.000		1,000		1,000		
6407 Collection Services		649		1,288		2,076		2,076		2,076		
6416 Building Repairs & Maint		968		109		2,070		2,070		2,070		
6420 Facilities charges		126,215		93,768		105,061		105,061		101,194		
6440 Snow Removal Services		3,687		1.985		103,001		103,001		101,134		
6451 Laundry Services		1,851		2,821		2,300		2,300		2,300		
6501 Insurance		1,001		2,021		9,822		9,822		9,574		
6803 Buildings		_		1,090		3,022		3,022		3,374		
6804 Equipment		_		1,030		_		_		_		
0004 Equipment	\$	134,816	\$	102,223	\$	120,259	\$	120,259	\$	116,144		

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

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, and to provide cost effective fixed-route service where the density of development indicates that this is the appropriate delivery system

# Major changes in Revenue, Expenditures, or Programs:

The \$17,000 increase in special transit revenue is due to anticipated additional tripper service.

The decrease in fringe benefit expense is due mainly to State Act 10 and a change in the collective bargaining agreement which requires employees to pay the employee share of pension contributions. In past years, the employer has paid this share.

Diesel fuel is budgeted at \$3.15 per gallon for 2012. Valley Transit is not subject to Federal or State fuel taxes and achieves bulk purchasing rates.

Due to the time recording system being out of service throughout the year, the 57% on-time performance indicated below is based on one week's analysis performed by the Operations Analysis consultants and is most likely not a true reflection of performance. However, due to increased ridership traffic and a larger number of customers in wheel chairs using the fixed route service, our routes have been pushed past their on-time limits. We are making some service change proposals to deal with the issue. (continued on next page)

	PERFORMAN	ICE INDICATO	RS		
	<u>Actual 2009</u>	<u>Actual 2010</u>	Target 2011	Projected 2011	<b>Target 2012</b>
Client Benefits/Impacts					
Safe, reliable, convenient service					
Preventable accidents per 100,000 mi	1.57	1.12	2 1.10	1.00	1.00
Preventable accidents per employee	0.26	0.19	0.19	0.17	0.17
On-time performance percentage	75.4%	N/A	* 93.0%	57.0%	75.0%
Helpful, friendly employees					
# customer complaints	103	153	90	140	110
Strategic Outcomes					
Cost effective service delivery					
Expense per passenger trip	\$ 5.42	\$ 5.50	\$ 5.10	\$ 5.70	\$ 5.44
Efficient service delivery					
Trips per revenue hour	15.4	16.3	3 17.2	2 17.2	17.3
Trips per revenue mile	1.05	1.09	9 1.12	1.12	1.12
Farebox recovery	16.8%	14.7%	15.0%	15.0%	15.4%
Work Process Outputs					
Service Provided					
Hours of service	58,903	58,598	3 56,398	56,398	56,398
Miles of service	869,611	876,760	867,417	867,417	867,417
Trips taken	909,109	956,086	974,118	974,118	974,118

<sup>\*</sup> Information not available for 2010 due to malfunction in recording equipment. Equipment to be replaced in 2011.

Operations Business Unit 5840

# **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Ac	dopted 2011	Am	ended 2011		2012
Revenues										
4210 Federal Grants	\$	-	\$	-	\$	-	\$	-	\$	-
4875 Farebox Revenue		827,179		772,091		834,538		834,538		834,541
4876 Special Transit Revenues		12,124		2,774		10,000		10,000		27,000
5085 Cash Short or Over		644		216		-		-		-
	\$	839,947	\$	775,081	\$	844,538	\$	844,538	\$	861,541
Expenses										
6101 Regular Salaries	\$	1,809,348	\$	1,815,573	\$	1,931,294	\$	1,931,294	\$	1,872,782
6104 Call Time	•	2,550	•	3,055	•	-	•	-	•	3,000
6105 Overtime		68,306		154,739		58,580		58,580		57,390
6150 Fringes		824,706		858,205		945,042		945,042		808,676
6201 Training\Conferences				150		-		-		-
6307 Food & Provisions		_		19		_		-		_
6309 Shop Supplies & Tools		308		-		_		_		_
6316 Miscellaneous Supplies		774		_		_		_		_
6321 Clothing		3,083		2,548		6,180		6,180		5,905
6322 Gas Purchases		318,433		402,520		609,375		609,375		590,631
6325 Construction Materials		2,325		-		-		-		-
6326 Vehicle & Equipment Parts		45,011		43,647		41,944		41,944		33,530
6327 Miscellaneous Equipment		445		685		1,500		1,500		1,500
6328 Signs		-		98		,		-,000		-,000
6404 Consulting Services		_		1,650		_		_		_
6430 Health Services		4,332		4,869		5,975		5,975		5,975
6501 Insurance		-,002		-,,,,,,		23,218		23,218		27,190
6599 Other Contracts/Obligations		1,215		1,245		3,400		3,400		3,400
6804 Equipment		.,		758		-		37,500		-
	\$	3,080,836	\$	3,289,761	\$	3,626,508	\$	3,664,008	\$	3,409,979

# **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

# Gas Purchases \*

Diesel fuel 187,502 gal. est. @ \$3.15/gal	\$ 590,631
	\$ 590,631
Vehicle & Equipment Parts Lubricants New tires and tire repairs & retreads	\$ 10,000 23,530 33,530

<sup>\*</sup> Valley Transit does not pay Federal or State fuel taxes and attains bulk purchasing rates.

# Major Changes in Revenue, Expenditures, or Programs: (continued)

This budget reflects the elimination of one full-time driver position as the result of route restructuring recommended by the consultant that reviewed the structure of the entire fixed route system.

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 changes in Revenue, Expenditures, or Programs:

ADA ridership continues to increase in 2011 as there continues to be more people in the region, both seniors and disabled, who qualify for ADA paratransit services. Additionally, fuel costs continue to escalate which increase the cost of this service. The combination of these factors has led to an increase in the anticipated outside contracted cost of providing this service in 2012. The contract cost per trip for 2012 is \$15.75 for basic trips, \$17.00 for premium trips plus a fuel escalator with a \$3.00 per gallon base. The fuel escalator is included in the contractor fees account because it is a direct payment to the provider as we are not purchasing fuel. Valley Transit secured a new provider in April of 2009, with a lower price per ride, resulting in a savings during 2010. The contract with the current service provider for the ADA and Connector service expires in April, 2012.

The increase in farebox revenue is due to the expected increase in ridership (9%).

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 were discontinued or were taken over by the Family Care provider. Some trips are being provided by long-term care facilities and Family Care is paying Valley Transit to provide some of the trips. Although we have negotiated agreements with the Family Care providers, there is still the possibility of overuse of the system by these agencies and a loss of revenue due to this legislation. Logistic Care is a new provider of ADA services that may also have an affect on this service. 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 our share of revenue as we have in the past.

	PE	RFORMAN	CE IN	DICATOR	RS.			
	Ac	ual 2009	Actu	ial 2010	T	arget 2011	Projected 2011	Target 2012
Client Benefits/Impacts								
Safe, reliable, convenient mobility								
# reportable accidents		4		0		1	1	1
% on-time performance		94.5%		89.5%		90-95%	91.5%	95.0%
Helpful, friendly employees								
# customer complaints		124		27		75	20	18
Strategic Outcomes								
Cost effective service delivery								
Cost per trip	\$	17.57	\$	16.72	\$	17.71	\$ 17.80	\$ 18.59
Cost per mile	\$	2.61	\$	2.52	\$	2.99	\$ 2.99	\$ 3.24
Trips per hour		1.6		1.8		1.8	1.8	1.9
Work Process Outputs								
Service Provided								
Hours of service/yr		46,556		45,000		50,000	50,000	50,000
Miles of service/yr		547,544		592,180		550,000	550,000	550,000
Trips taken/yr		73,449		81,236		92,222	92,222	96,000

ADA Paratransit Business Unit 5850

# **PROGRAM BUDGET SUMMARY**

		Act	tual		Budget						
Description		2009		2010		Adopted 2011		ended 2011	2012		
Revenues											
4230 Miscellaneous Local Aids	\$	172,034	\$	527,728	\$	243,408	\$	243,408	\$	375,529	
4875 Farebox Revenue		351,336	·	359,328		391,150		391,150		427,680	
	\$	523,370	\$	887,056	\$	634,558	\$	634,558	\$	803,209	
Expenses											
6101 Regular Salaries	\$	19,649	\$	25,832	\$	34,666	\$	34,666	\$	34,933	
6105 Overtime	Ψ		Ψ		Ψ		Ψ		Ψ		
6150 Fringes		8,457		10,011		15,524		15,524		15,261	
6201 Training & Conferences		15,300		1,526		513		513		789	
6301 Office Supplies		636		460		820		820		901	
6303 Memberships & Licenses		647		737		892		892		1,037	
6304 Postage\Freight		699		138		894		894		981	
6306 Building Maint./Janitorial		-		-		-		-		-	
6308 Landscape Supplies		104		85		-		-		_	
6320 Printing & Reproduction		4,022		6,404		4,818		4,818		5,289	
6322 Gas Purchases		865		875		1,495		1,495		1,495	
6401 Accounting/Audit		4,126		1,988		2,346		2,346		2,113	
6404 Consulting Services		3,255		-		-		-		-	
6408 Contractor Fees		1,290,347		1,358,322		1,481,939		1,481,939		1,628,550	
6411 Temporary Help		(342)		-		-		-		-	
6412 Advertising		8,650		6,899		7,596		7,596		8,341	
6413 Utilities		15,711		13,352		19,459		19,459		22,123	
6418 Equip Repairs & Maint		1,083		185		306		306		306	
6420 Facilities Charges		11,893		17,929		17,181		17,181		17,374	
6424 Software Support		9,292		10,793		10,920		10,920		12,000	
6440 Snow Removal Services		728		406		-		-		-	
6501 Insurance		-		-		2,899		2,899		3,200	
6599 Other Contracts/Obligations		32,032		35,435		39,600		39,600		30,000	
	\$	1,427,154	\$	1,491,377	\$	1,641,868	\$	1,641,868	\$	1,784,693	

# **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

Contractor Fees

Purchased transportation: Valley Transit II - Disabled,

99,000 trips \$ 1,628,550 \$ 1,628,550

Other Contracts/Obligations

ADA certifications \$ 30,000 \$ 30,000

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 changes in Revenue, Expenditures, or Programs:

The cost of providing the various ancillary paratransit services has decreased with the advent of Family Care. The local share of all ancillary paratransit services is paid by the three counties and the cities of Appleton, Neenah, and Menasha and the towns of Buchanan, Harrison and Menasha and the Family Care providers. The people who are paying for the local share determine what the fare and operating rules will be for each of the services. 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 both its mealsite service and Lakeside Packaging service. 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 is using alternate modes of transportation.

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 decline in 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 and began to be taken on by Family Care during the second half of 2010. Additionally, some group homes have independently begun providing transportation for their residents.

The increase in farebox revenue is due to an expected slight increase in ridership on the services that collect fares.

	Act	ual 2009	Act	ual 2010	Ta	rget 2011	Pro	ected 2011	Ta	rget 2012
Client Benefits/Impacts										
Safe, reliable, convenient mobility										
# reportable accidents		0		0		0		0		
Strategic Outcomes										
Cost effective Service Delivery										
Cost per trip	\$	10.78	\$	12.96	\$	11.61	\$	11.61	\$	10.23
Efficient Service Delivery										
Trips per hour		4.6		4.3		4.3		4.3		4.2
Work Process Outputs										
Service provided - Trips taken by contract										
Outagamie TANF*		359		-		500		-		500
Outagamie/Calumet elderly		2,919		3,558		3,314		3,177		3,500
Outagamie rural		4,705		5,416		5,458		5,458		5,600
DD support employment		73,292		37,154		74,168		74,168		74,168
Northern Winnebago Dial-A-Ride		10,422		10,522		12,729		12,729		12,729
Lakeside Packaging Plus		29,156		16,425		-		-		
Winnebago mealsite		1,785		-		-		-		
Calumet New Hope Center		20,689		20,419		17,416		17,416		23,870

# **CITY OF APPLETON 2012 BUDGET VALLEY TRANSIT**

# **Ancillary Paratransit**

**Business Unit 5860** 

# **PROGRAM BUDGET SUMMARY**

	Actual				Budget					
Description		2009		2010		Adopted 2011		Amended 2011		2012
Revenues 4224 Miscellaneous State Aids 4230 Miscellaneous Local Aids 4875 Farebox Revenue 5020 Donations & Memorials	\$	171,651 532,100 200,135 101,728	\$	174,091 499,956 190,637 60,058 924,742	\$	- 618,486 186,590 125,338 930,414	\$	618,486 186,590 125,338 930,414	\$	243,545 535,688 217,350 94,542 1,091,125
_	<u> </u>	1,000,011	Ψ	02 1,7 12	Ψ	000,111	Ψ	000,111	Ψ	1,001,120
Expenses 6301 Office Supplies 6320 Printing & Reproduction 6408 Contractor Fees	\$	- 120 1,488,685	\$	22 950 1,462,194	\$	- - 1,572,461	\$	- - 1,572,461	\$	- - 1,467,278
6430 Health Services	\$	1,488,932	\$	285 1,463,451	\$	500 1,572,961	\$	500 1,572,961	\$	500 1,467,778

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Contractor	Fees
------------	------

Purchased	transportation:	
Valley Tra	ansit İl - elderly	,

Valley Transit II - elderly purchased transportation - optional	\$	57,170
Developmentally disabled transportation - VP	Ψ	424.963
· · · · · · · · · · · · · · · · · · ·		,
Outagamie County - demand response - rural		167,127
Outagamie County - temporary assistance for needy families		10,930
Town of Menasha - Dial-a-Ride		28,750
Neenah - Dial-A-Ride		121,250
Heritage		8,750
Darboy - Call-A-Ride		17,870
New Hope Center		129,792
Calumet County - rural service		79,999
Late evening Call-A-Ride service (Connector)		259,710
Call-A-Ride service beyond current fixed route service boundaries		132,547
Trolley service - downtown		28,420
	\$	1,467,278

# Major program changes (continued):

The \$243,545 budgeted in miscellaneous state aids in 2012 represent grant funds from the Wisconsin Employment Transportation Assistance (WETAP) and Job Access Reverse Commute (JARC) programs. This support is not secured for 2012.

LIME ALV		Revenue and	Exheuse animic	ii y			11.59.15
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Intergovernmental Revenues Interest Income Charges for Services Other Revenues Transfers In	5,687,704 14,974 1,390,774 164,595 407,986	6,430,214 36,011 1,324,831 121,326 538,667	6,326,402 100,023 1,196,484 108,180 2,270,972	6,064,794 50,000 1,422,278 194,838 604,390	6.064.794 50.000 1.422.278 194.838 604.390	5,885,028 105,000 1,489,568 107,902 646,233	5.718.636 50.000 1.506.571 164.042 554.920
TOTAL REVENUES	7,666,033	8.451.049	10,002,061	8,336,300	8,336,300	8,233,731	7,994,169
EXPENSES BY LINE ITEM							
Regular Salaries Labor Pool Allocations Call Time Overtime Temp. Full-Time Part-Time	1.886.444 142.635 3.529 83.041 0	1,900,252 160,647 4,917 168,024 0 1,189	1.616.038 150.141 12 96.776 2.013	1.911.048 174.019 0 76.303	1,911,048 174,019 0 76,303 0	1.899.189 174.105 0 75.281 0	1,850,361 174,105 3,000 66,056 0 1,190
Incentive Pay Other Compensation Sick Pay Vacation Pay Holiday Pay Fringes FICA Retirement Unemployment Compensation	2.917 2.995 72.643 195.054 92.768 1.027.283 0 0 4.681	2,268 7,120 77,127 187,731 94,584 1,071,690 0 0 5,937	60 2,151 140,011 173,166 20,480 965,096 0 0 5,521	3,400 2,825 76,652 209,760 116,832 664,505 195,641 299,151	3.400 2.825 76.652 209.760 116.832 664.505 195.641 299.151	2,500 0 77,450 203,669 119,525 1,036,073 0 0	2.500 0 77.256 202.580 118.944 1.013.018 0
Salaries & Fringe Benefits	3,513,990	3,681,486	3,172,039	3,730,136	3,730,136	3,587,792	3,509,010
Training & Conferences Employee Recruitment Parking Permits Office Supplies Subscriptions Memberships & Licenses Postage & Freight Awards & Recognition Building Maintenance/Janitor.	21,120 681 152 3,862 352 3,925 3,355 242 211	6,567 1,267 67 2,731 573 4,345 816 10	4.619 1.405 0 2.080 500 4.700 1.482 77	2,500 1,530 360 3,996 454 4,345 4,353 200 0	2,500 1,530 360 3,996 454 4,345 4,353 200 0	3,500 2,550 360 3,996 454 4,600 4,353 300	3,500 2,550 360 3,996 454 4,600 4,353 300 0
Food & Provisions Insurance Rent	1,571 155,132 0	853 179,376 0	1,102 195,827 57	500 201,299 0	500 201,299 0	500 201,299 0	500 76,458 0
Depreciation Expense	534,269	539,325	544,505	600,111	600,111	633,747	612,085
Administrative Expense	724,872	735,930	756,354	819,648	819.648	855.659	709,156
Landscape Supplies Shop Supplies & Tools Miscellaneous Supplies Printing & Reproduction Clothing Gas Purchases	634 18.671 3.257 20.130 3.138 323.684	498 18,768 922 21,055 2,658 407,679	1,135 18,827 457 15,533 4,017 491,362	0 15,960 0 23,465 6,180 616,727	0 15.960 0 23.465 6.180 616,727	0 15.960 0 23.465 6.180 599.725	0 15,960 0 23,465 6,180 599,731
Safety Supplies Construction Materials Vehicle & Equipment Parts Miscellaneous Equipment Signs	71 2,325 75,733 2,652 0	63 0 130,663 3,698 98	547 0 107,906 583 1,713	200 0 135.944 3.500 0	200 0 135.944 3.500 0	500 0 134,530 3,500 0	500 0 134,530 3,500 0
Supplies & Materials	450.295	586,102	642,080	801,976	801.976	783,860	783,866
Accounting/Audit Bank Services Consulting Services Collection Services Contractor Fees Temporary Help Advertising Health Services Snow Removal Services	15,731 2,396 3,255 649 2,779,032 14,419 34,427 5,575 4,415	11.717 3.245 64.735 1.288 2.820.516 0 40.670 6.279 2.391	10.847 3.585 6.396 2.610 2.408.876 0 33.940 5.017 9.287	11,425 2,300 0 2,076 3,054,400 0 37,000 7,350	11,425 2,300 0 2,076 3,054,400 0 37,000 7,350	11,425 2,300 0 2,076 3,095,828 0 37,000 7,350	9,372 3,000 0 2,076 3,095,828 0 37,000 7,350
Laundry Services Other Contracts/Obligations	4.254 33.607	4,170 37,189	3,396 35,320	4.000 55.775	4.000 55.775	4,000 33,400	4,000 33,400

# City of Appleton 2012 Budget Revenue and Expense Summary

2 11/16/11 12:00:35

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
Purchased Services	2,897,760	2,992,200	2,519,274	3,174,326	3,174,326	3.193.379	3,192,026
Electric Gas Water Waste Disposal/Collection Stormwater Telephone	50,340 29,703 6,123 4,616 5,628 4,553	46,102 18,194 6,159 4,423 5,956 3,839	48,616 17,966 4,712 2,192 4,856 3,213	49,442 33,413 7,293 4,616 5,874 4,632	49,442 33,413 7,293 4,616 5,874 4,632	50.925 34.416 8.169 6.847 6.123 4.632	50,925 34,416 8,169 6,847 6,123 4,632
Utilities	100,963	84,673	81,555	105,270	105,270	111,112	111,112
Building Repair & Maintenance Vehicle Repair & Maintenance Equipment Repair & Maintenanc Communications Equip. Repairs Facilities Charges Software Support	968 0 9,590 0 138,108 9,565	109 6,599 2,400 0 111,697 10,809	0 2,107 2,324 264 74,946 12,195	5,600 2,508 0 122,242 13,195	0 5.600 2.508 0 122.242 13.195	0 1,500 1,400 0 122,242 16,275	1,500 1,400 0 118,568 15,500
Repair & Maintenance	158,231	131,614	91,836	143,545	143.545	141.417	136,968
Buildings Machinery & Equipment Vehicles	0 0 0	1.090 758 0	0 19,325 342,472	0 0 0	0 504.863 341.860	0 0 0	0 0 0
Capital Expenditures	0	1,848	361.797	0	846.723	0	0
TOTAL EXPENSES	7,846,111	8,213.853	7,624,935	8.774,901	9.621.624	8,673,219	8.442.138

# CITY OF APPLETON 2012 BUDGET VALLEY TRANSIT STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
Charges for Services Miscellaneous Total Revenues	\$ 1,390,774 61,814 1,452,588	\$ 1,324,831 58,909 1,383,740	\$ 1,422,278 194,838 1,617,116	\$ 1,422,278 194,838 1,617,116	\$ 1,506,571 164,042 1,670,613
Expenses					
Operating Expenses Depreciation Total Expenses	7,310,794 534,269 7,845,063	7,674,523 539,325 8,213,848	8,174,790 600,111 8,774,901	8,174,790 600,111 8,774,901	7,830,053 612,085 8,442,138
Revenues over (under) Expenses	(6,392,475)	(6,830,108)	(7,157,785)	(7,157,785)	(6,771,525)
Non-Operating Revenues (Expenses)					
Investment Income Operating & Capital Subsidies Total Non-Operating	13,387 5,499,174 5,512,561	36,011 5,856,887 5,892,898	50,000 6,064,794 6,114,794	50,000 6,064,794 6,114,794	50,000 5,718,636 5,768,636
Income (Loss) Before Contributions and Transfers	(879,914)	(937,210)	(1,042,991)	(1,042,991)	(1,002,889)
Contributions and Transfers In (Out)					
General Fund Capital Projects	407,986	538,667	604,390	604,390	554,920 
Net Income (Loss)	(471,928)	(398,543)	(438,601)	(438,601)	(447,969)
Capital Contributions	291,845	635,743	806,000	846,723	
Change in Net Assets	(180,083)	237,200	367,399	408,122	(447,969)
Total Net Assets - Beginning	6,320,565	6,140,482	6,377,682	6,377,682	6,785,804
Total Net Assets - Ending	\$ 6,140,482	\$ 6,377,682	\$ 6,745,081	\$ 6,785,804	\$ 6,337,835
	SCHEDUL	E OF CASH FL	.ows		
Working Cash - Beginning + Change in Net Assets + Depreciation - Fixed Assets + F/A Funded by Restricted Cash				\$ 112,356 408,122 600,111 (846,723)	\$ 273,866 (447,969) 612,085
Working Cash - End of Year				\$ 273,866	\$ 437,982

# **CITY OF APPLETON 2012 BUDGET**

# **PUBLIC WORKS DEPARTMENT**

Public Works Director: Paula A. Vandehey

**Deputy Director/City Engineer: Ross M. Buetow** 

**Deputy Director of Operations: Nathan D. Loper** 

#### **MISSION STATEMENT**

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

#### **DISCUSSION OF SIGNIFICANT 2011 EVENTS**

Celebrated National Public Works Week

Completed a database and associated GIS platform for a federally required traffic sign retro-reflectivity program

Painted the Meade Street overpass railing using in-house staff

Revised the weed process to shorten the time from complaint to resolution improving neighborhood satisfaction

Implemented first year of City-wide bike lane plan

Transitioned the Forestry Division into the Department of Public Works

Created a Winter Page quick link on the City Webpage

Implemented new street excavation permit process requiring majority of temporary patches to be permanently patched in the same year

Implemented new sidewalk shoveling process using LEAN to reduce steps and improve customer satisfaction

During 2011, we have experienced growth and challenges in the customer service area. We continue to evaluate how to best meet the needs of our customers within tight fiscal constraints. For 2012, we will be making a staffing change to the fifth floor customer service area. The Health Department will take back into their offices all customer service responsibilities related to their department. The remainder of the departments on the 5th floor, including the Department of Public Works, will continue to be supported by a central customer service area (3.5 FTE's). This change is expected to allow better management of the workload experienced on the 5th floor. As we move into 2012 and beyond, we will continue to monitor and evaluate the customer service area to assure we are achieving optimal service level efficiencies.

## **MAJOR 2012 OBJECTIVES**

Monitor, review and respond to input from customers by tracking all customer service requests and providing appropriate follow-up

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

Implement second year of adopted City-wide on-street bike lane plan

Complete closures at three railroad crossings

Reconstruct Washington Street and Soldiers Square

Continue to review processes using LEAN initiative

Use new policies and procedures to manage staff previously governed by union contracts

DEPARTMENT BUDGET SUMMARY									
	Programs	Act	tual		Budget				
Unit	Title	2009	2010	Adopted 2011	Amended 2011	2012	Change *		
	rogram Revenues	\$ 2,591,702	\$ 2,664,221	\$ 2,987,620	\$ 3,004,870	\$ 1,785,500	-40.24%		
Р	rogram Expenses								
17011	Administrative Service	1,422,463	1,409,676	1,320,540	1,320,540	1,247,197	-5.55%		
17014	Concrete Reconstruction	1,682,988	2,954,965	1,907,295	2,143,415	1,925,646	0.96%		
17015	Sidewalk Reconstruction	591,036	563,413	729,593	714,227	599,675	-17.81%		
17016	Asphalt Reconstruction	968,720	838,873	1,524,883	1,425,048	870,459	-42.92%		
17022	Traffic - Control	803,004	747,424	902,648	972,925	908,474	0.65%		
17023	Street Lighting	1,246,500	1,413,759	1,508,444	1,508,444	1,522,270	0.92%		
17031	MSB Administration	1,165,817	1,074,069	1,150,425	1,150,425	1,167,187	1.46%		
17032	Street Repair	1,636,813	1,606,804	1,637,681	1,692,436	1,778,608	8.61%		
17033	Snow & Ice Control	1,333,314	932,370	1,255,940	1,255,940	1,268,018	0.96%		
17034	Forestry	709,019	751,714	819,951	819,951	791,552	-3.46%		
15520	Inspections	694,578	689,282	553,837	553,837	531,967	-3.95%		
	TOTAL	\$ 12,254,252	\$ 12,982,349	\$ 13,311,237	\$ 13,557,188	\$ 12,611,053	-5.26%		
Expens	ses Comprised Of:								
Personr	nel	5,353,458	5,084,465	5,346,883	5,346,883	5,107,508	-4.48%		
Adminis	strative Expense	56,986	58,546	60,152	60,152	59,882	-0.45%		
Supplies	s & Materials	805,098	1,004,344	2,202,634	2,234,304	1,092,729	-50.39%		
Purchas	sed Services	974,775	643,352	674,002	720,027	1,080,463	60.31%		
Utilities		1,402,754	1,574,587	1,671,051	1,671,051	1,703,767	1.96%		
Repair 8	& Maintenance	1,400,618	1,300,837	1,385,465	1,392,967	1,432,306	3.38%		
	Expenditures	2,260,563	3,316,218	1,971,050	2,131,804	2,134,398	8.29%		
Full Tin	ne Equivalent Staff:						-		
Personr	nel allocated to programs	64.62	63.22	62.01	62.01	62.49			

#### **Administrative Services**

**Business Unit 17011** 

#### PROGRAM MISSION

To provide supervision, training and leadership in all department functions and activities.

#### PROGRAM NARRATIVE

#### Link to City Goals:

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

## Objectives:

Work with the 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 Continue implementation of City-wide on-street bike lane plan

# Major Changes in Revenue, Expenditures, or Programs:

This budget reflects the transition of (2) full-time Engineering Technician positions to (2) eight month positions.

The increase in utilities expense is mainly due to the addition of 3 blackberries for the Director, Deputy Director and Engineering Technician Supervisor. Also, 3 aircards were added for the locator's laptops which allow them full access in the field making them more efficient.

PERFORMANCE INDICATORS									
	Actual 2009	<u>Actual 2010</u>	<b>Target 2011</b>	Projected 2011	Target 2012				
Client Benefits/Impacts					_				
Ordinance compliance									
Construction permits sold	401	459	600	500	500				
Recovery of project costs									
# of assessment bills prepared	2,010	2,693	2,400	2,400	2,400				
Compliance with city regulations									
# of site plans reviewed	26	25	35	30	30				
Strategic Outcomes									
Effective use of budgeted funds									
% of budget dollars obligated	94%	100%	100%	100%	100%				
Consistent & current information									
Policies reviewed and updated	5	2	6	6	6				
Work Process Outputs									
Service provided									
# of agenda items prepared	266	276	300	290	290				
Improvements/additions to infrastructure									
\$ of projects bid for all funds	\$ 13,142,446	\$ 22,674,657	\$ 14,460,000	\$ 14,460,000	\$ 21,350,000				

Administrative Services

**Business Unit 17011** 

PR	OGR/	M BU	JDGE <sup>1</sup>	T SUMI	MARY
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		Ac	tual			Budget					
Description		2009		2010		Adopted 2011		Amended 2011		2012	
Revenues											
4319 Street & Sidewalk Cement	\$	-	\$	675	\$	-	\$	-	\$	675	
4408 Sidewalk		3,760		1,695		4,500		4,500		4,000	
4409 Street Occupancy		2,755		2,965		2,800		2,800		4,000	
4410 Street Excavation		5,555		7,165		6,000		6,000		6,500	
5010 Misc Revenue - Nontax		5,860		3,996		6,000		6,000		2,500	
5011 Misc Revenue - Tax		95		-		100		100		50	
5035 Other Reimbursements		17,188		3,555		500		500			
Total Revenue	\$	35,213	\$	20,051	\$	19,900	\$	19,900	\$	17,72	
Evnances											
Expenses 6101 Regular Salaries	\$	891,437	\$	879,065	\$	779,526	\$	779,526	\$	761,64°	
6104 Call Time	Ψ	2,063	Ψ	135	Ψ	1,500	Ψ	1,500	Ψ	1,00	
6105 Overtime		11,163		7,404		9,500		9,500		7,50	
6108 Part-Time		1,615		1,613		3,209		3,209		2,82	
6150 Fringes		346,158		353,627		354,640		354,640		296,51	
6201 Training\Conferences		11,481		15,714		14,000		14,000		14,01	
6206 Parking Permits		10,945		10,908		11,316		11,316		10,72	
6301 Office Supplies		5,798		6,464		6,200		6,200		6,20	
6302 Subscriptions		<del>-</del>		<del>-</del>		50		50			
6303 Memberships & Licenses		3,565		4,741		3,800		3,800		5,10	
6304 Postage\Freight		1,329		329		1,300		1,300		50	
6305 Awards & Recognition		918		1,257		1,000		1,000		50	
6309 Shop Supplies & Tools		5,745		5,973		7,300		7,300		6,20	
6315 Books & Library Materials		233		-		550		550		40	
6320 Printing & Reproduction		19,108		11,419		18,800		18,800		17,80	
6321 Clothing		2,573		2,400		2,550		2,550		2,70	
6323 Safety Supplies		466		534		400		400		45	
6324 Medical/Lab Supplies		13		-		-		-			
6327 Miscellaneous Equipment		1,686		971		2,300		2,300		2,30	
6328 Signs		23,172		15,472		-		-			
6402 Legal Fees		476		297		175		175		17	
6404 Consulting Services		4,090		2,506		1,600		1,600		1,70	
6408 Contractor Fees		3,600		· -		-		· -			
6412 Advertising/Publication		2,041		2,310		2,400		2,400		2,40	
6413 Utilities		11,042		9,148		11,514		11,514		13,32	
6418 Equip Repairs & Maint		6,223		3,144		6,700		6,700		5,50	
6425 CEA Equip. Rental		38,771		57,779		64,210		64,210		71,18	
6430 Health Services		89		-		0.,2.0				,.0	
6431 Interpreter Services		65		_		100		100		5	
6451 Laundry Services		3,881		3,853		3,900		3,900		3,90	
6599 Other Contracts/Obligations		12,717		12,613		12,000		12,000		12,60	
Total Expense	\$	1,422,463	\$	1.409.676	\$	1,320,540	\$	1,320,540	\$	1,247,19	

Training/Conferences		Other Contracts/Obligation	S	
General staff training	\$ 1,000	Digger's hotline	\$	12,600
Professional License CEU's	9,500		\$	12,600
Technical training	 3,515			
	\$ 14,015			
Printing & Reproduction	 			
Bid documents/copier chgs	12,000			
Inspections Division forms	5,800			
	\$ 17,800			

#### **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 2012 concrete reconstruction program

Identify streets that are below standards and incorporate them into our five-year plan

Coordinate street reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience

Coordinate current and future paving projects with affected municipal and governmental agencies

Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of the city streets

#### Major Changes in Revenue, Expenditures, or Programs:

Two major projects planned include the reconstruction of Washington Street from Division Street to Drew Street and Soldiers Square from Oneida Street to Morrison Street, both of which are in the downtown area. Due to the anticipated demolition of the Washington Place building in 2012, the Washington Street project will be completed in two phases. The first phase will be completed in 2012 and will include the reconstruction of Washington Street from Division Street to east of Appleton Street, and from Morrison Street to Drew Street. This will allow a portion of Washington Street to remain open and serve as a demolition area for the Washington Place building and also keep Oneida Street open for a trucking route. This will enable approximately 70% of the project to be completed in 2012.

Then in 2013, the remaining portion of Washington Street in front of the Washington Place building will be reconstructed. This plan is contingent on the Council approving the plan to demolish the Washington Place building in 2012. If Council chooses not to demolish the building, the entire road construction project would be completed in 2012 which would require \$175,000 of funding being moved from 2013 into the 2012 budget along with other applicable adjustments to special assessment revenues in the general fund and charges in Valley Transit and the Parking fund. This budget does not include funding for colored concrete in crosswalks, terrace areas, etc.

The \$155,000 of other reimbursement revenue represents \$110,000 reimbursement from Lawrence University for the crosswalk project (total cost of project is \$150,000) and \$45,000 reimbursement from the railroad for the closing of three railroad crossings in the City. Currently, Council has approved the closing of two crossings and discussions for the third are underway. If a third crossing is not approved, the revenue and expense would be reduced accordingly.

		CE INDICATOR		B : 1 10011	
	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<u>Target 2012</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100	- 0, 0 best)				
Average condition rating	25.14	24.96	25.00	25.00	25.00
Miles of street under min. rideability	13.62	14.23	14.00	14.00	14.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets	339.52	340.27	339.87	341.06	341.46
Total miles in concrete	221.16	225.67	228.11	227.40	229.79
% of total miles reconstructed					
(concrete to concrete)	0.81%	0.56%	0.83%	0.75%	0.16%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed					
(asphalt or concrete to					
concrete)	2.76	1.89	2.84	2.57	0.55
Expansion of street system					
Miles of new grade & gravel streets	1.16	0.00	0.30	0.30	0.00

# Concrete Reconstruction

**Business Unit 17014** 

# **PROGRAM BUDGET SUMMARY**

		А	ctua	1				Budget		
Description		2009		2010	Ac	dopted 2011	An	nended 2011		2012
Revenues										
4224 Miscellaneous State Aid	\$	-	\$	384,335	\$	-	\$	-	\$	-
4602 Concrete Paving		1,004,445		424,234		1,100,000		1,100,000		400,000
4603 Curb & Gutter		345		-		-		-		_
4615 Grade & Gravel		210		6,621		40,000		40,000		5,000
5035 Other Reimbursements		280,329		519,613		450,000		450,000		155,000
Total Revenue	\$	1,285,329	\$	1,334,803	\$	1,590,000	\$	1,590,000	\$	560,000
Expenses										
6101 Regular Salaries	\$	97,533	\$	137,103	\$	145,524	\$	145,524	\$	138,928
6104 Call Time	*	-	*	-	*	-	•	-	*	-
6105 Overtime		720		4.461		3.500		3,500		3,500
6108 Part-Time		6,738		8,078		7,366		7,366		7,001
6150 Fringes		38,622		59,420		58,733		58,733		47,806
6308 Landscape Supplies		5,068		2,395		10,700		10,700		2,500
6325 Construction Materials		27,134		301,116		829,924		829,924		49,000
6327 Miscellaneous Equipment		-		1,025		-		-		· -
6328 Signs		4,977		20,474		43,386		43,386		22,825
6404 Consulting Services		159,139		67,544		50,000		50,000		27,500
6408 Contractor Fees		148,853		20,843		31,010		31,010		446,000
6413 Utilities		999		-		-		-		· -
6425 CEA Equip. Rental		2,203		4,414		6,090		6,090		5,117
6599 Other Contracts/Obligations		435		1,945		-		-		_
6801 Land		356,488		705,445		20,000		20,000		124,980
6809 Infrastructure Construction		834,079		1,620,702		701,062		937,182		1,050,489
Total Expense	\$	1,682,988	\$	2,954,965	\$	1,907,295	\$	2,143,415	\$	1,925,646

# **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

2012	Street	From	То	General Fund				
Labor Pool				197,235				
CEA				5,117				
Land	Ballard Rd	Wisconsin Ave (land)	Longview Dr	50,000				
	Capitol Dr	Capitol Dr at Ballard Rd (land)						
	Misc Land acquisi	tion for street project		25,000				
	Subtotal			124,980				
Consulting	Calumet St	at Coop Rd (design)	HSIP project**	10,000				
	Richmond St	CTH OO (design)	HSIP project**	17,500				
	Subtotal			27,500				
Reconstruction	College Ave	at Lawrence Univ	crosswalks	150,000				
	Railroad closures	3 locations		90,000				
	Soldiers Square	Oneida St	Morrison St	219,739				
	Washington St	Division St	Drew St	1,111,075				
	Subtotal			1,570,814				
Total Concrete Paving				\$ 1,925,646				

<sup>\*</sup> There are no Grade & Gravel projects planned for 2012.

Please see Projects, pages 620 and 626 for further detail about this program

<sup>\*\*</sup> Highway Safety Improvement Program project. Amount budgeted is City share of the project only since State will be holding the contracts.

## **Sidewalk Construction**

**Business Unit 17015** 

#### PROGRAM MISSION

To provide a safe pedestrian transportation system throughout the City.

## PROGRAM NARRATIVE

# Link to City Goals:

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

## Objectives:

Monitor the impact of the sidewalk policy

Improve public awareness of the sidewalk policy

Investigate equipment alternatives to best address hazardous sidewalk locations

## Major Changes in Revenue, Expenditures, or Programs:

Budget reflects a decrease in Green Dot sidewalk replacement and an increase in the safestep sidewalk saw cutting program. Approximately 3 sidewalk hazards can be addressed through the sawcutting program for every one addressed through the Green Dot Program.

Please see Projects, page 628 for further detail about this program.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Safe pedestrian walkways					
# of defective sidewalk related accidents	0	0	0	0	0
Strategic Outcomes					
Policy decision					
% of total contract assessable	0.0%	0.0%	0.5%	0.5%	0.5%
Minimize liability					
# of insurance claims from defective					
sidewalks	5	5	1	1	1
Work Process Outputs					
Defective sidewalks					
Miles of green dot	2.1	1.7	5.0	2.1	1.8
Request for replacement					
Miles	0.38	0.03	0.5	0.3	0.3
Expansion of pedestrian walkways					
Miles of new sidewalks	0.35	0.03	1.0	1.0	1.0

# Sidewalk Construction

**Business Unit 17015** 

# **PROGRAM BUDGET SUMMARY**

		Act	tual					Budget	
Description		2009		2010	Add	opted 2011	Ame	ended 2011	2012
Revenues									
4607 Sidewalks	\$	48,785	\$	15,658	\$	12,000	\$	12,000	\$ 10,000
4801 Charges for Serv Nontax	•	4,753	•	5,011	,	-	•	-	-
Total Revenue	\$	53,538	\$	20,669	\$	12,000	\$	12,000	\$ 10,000
Expenses									
6101 Regular Salaries	\$	34,293	\$	29,750	\$	64,097	\$	64,097	\$ 50,191
6105 Overtime		1,636		904		3,000		3,000	1,000
6108 Part-Time		8,117		3,090		4,961		4,961	4,410
6150 Fringes		15,571		14,071		23,885		23,885	20,374
6309 Shop Supplies		36		106		-		-	-
6325 Construction Materials		851		-		-		-	-
6328 Signs		241		69		-		-	-
6404 Consulting Services		30		-		-		-	-
6408 Contractor Fees		83,137		20,074		80,000		80,000	-
6425 CEA Equip. Rental		2,559		3,992		2,650		2,650	6,420
6429 Interfund Allocations		(18,837)		-		-		-	-
6599 Other Contracts/Obligations		100		-		-		-	-
6809 Infrastructure Construction		463,302		491,357		551,000		535,634	517,280
Total Expense	\$	591,036	\$	563,413	\$	729,593	\$	714,227	\$ 599,675

2012	General Fund
Labor Pool	75,975
CEA	6,420
Sidewalk Construction Green Dot	170,000
General	30,000
Patch Contract	30,000
Safestep sawcutting	30,000
Sidewalk Stairway repairs	30,000
Reconstruction - Concrete	120,000
Reconstruction - Asphalt	107,280
Subtotal	517,280
Total	\$ 599,675

## 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 2012 asphalt reconstruction program

Identify streets that are below standard and incorporate their reconstruction into our five-year plan

Coordinate reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience

Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of city streets

Coordinate current and future paving projects with affected municipal and governmental agencies

#### Major Changes in Revenue, Expenditures, or Programs:

In 2011, we completed phase one of a joint parking lot pavement project at the USA Youth Sports Complex in which the City provided the labor and machinery, and USA Youth funded the cost of the asphalt. The project was broken down into two phases when USA Youth fund raising efforts were not able to raise enough money to complete the entire project. The second phase of the project will occur in 2013.

Please see Projects, page 616 for further detail about this program.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Condition of roadway surfaces (scale 1	00 - 0, 0 best)				
Average condition rating	27.94	29.09	28.00	28.00	29.00
Miles under minimum rideability	33.11	35.58	33.00	33.00	35.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets in city	339.52	340.27	339.87	341.06	341.46
Total miles in asphalt	94.85	94.29	94.40	94.87	94.87
% of total miles reconstructed	0.42%	0.29%	0.42%	0.42%	0.34%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed	1.42	1.00	1.44	1.44	1.16

# Asphalt Reconstruction

**Business Unit 17016** 

# **PROGRAM BUDGET SUMMARY**

	 Ac	tual		Budget				
Description	2009		2010	Ac	lopted 2011	Am	ended 2011	2012
Revenues								
4601 Asphalt Paving 5035 Other Reimbursements	\$ 320,848	\$	353,346	\$	370,000 130,560	\$	370,000 90,725	\$ 300,000
Total Revenue	\$ 320,848	\$	353,346	\$	500,560	\$	460,725	\$ 300,000
Expenses								
6101 Regular Salaries	\$ 98,036	\$	71,425	\$	112,898	\$	112,898	\$ 103,051
6105 Overtime	2,399		2,352		4,000		4,000	4,000
6108 Part-Time	5,847		2,606		4,861		4,861	2,674
6150 Fringes	43,330		33,231		52,258		52,258	37,780
6308 Landscape Supplies	2,730		2,345		7,175		7,175	5,960
6316 Miscellaneous Supplies	36		-		-		-	-
6325 Construction Materials	168,256		172,738		507,013		467,178	208,044
6328 Signs	3,235		3,389		7,675		7,675	5,600
6404 Consulting Services	809		594		-		-	-
6408 Contractor Fees	38		4,653		36,295		36,295	8,210
6425 CEA Equip. Rental	37,312		46,677		53,720		53,720	52,181
6599 Other Contracts/Obligations	-		150		-		-	-
6809 Infrastructure Construction	 606,692		498,713		738,988		678,988	442,959
Total Expense	\$ 968,720	\$	838,873	\$	1,524,883	\$	1,425,048	\$ 870,459

2012	Street	From	То	General Fund Asphalt
Labor Pool				147,505
CEA				52,181
Partial Reconstruction				
	Lawe St	Hoover St	Taft Ave	51,303
	Summit St	Winnebago St	Wisconsin Ave	87,182
	Subtotal			138,485
Total Reconstruction				
	Adams St	Seymour St	Foster St	185,344
	Brewster St	Clark St	Oneida St	129,944
	Fourth St	Memorial Dr	State St	52,720
	Rogers Ave	Prospect Ave	Herbert St	164,280
	Subtotal			532,288
Total Asphalt Pavement				\$ 870,459

## **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 Changes in Revenue, Expenditures, or Programs:

This budget includes the cost (\$40,000) to provide signage and pavement marking for on-street bike lanes. This represents the second year of implementing the adopted City-wide on-street bike lane plan. The 2012 budget represents the cost to provide signage and/or markings to some of the easier-to-implement segments of the plan.

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.

	PERFORMAN	CE INDICATORS	S		
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Safe, reliable traffic control					
# of changes to traffic controls	14	17	25	25	25
# of changes to parking restrictions	110	77	60	60	60
% of signs installed or replaced	4.80%	*See Note	2.25%	2.25%	14.30%
Intersections in the City					
# of controlled intersections	1,392	1,392	1,410	1,410	1,420
# of uncontrolled intersections	690	690	672	672	675
Strategic Outcomes					
Effective traffic control devices					
# of accidents per street mile	3.29	3.27	3.28	3.28	3.27
Efficient use of staff					
# of signals maintained for					
other municipalities	27	27	27	27	29
Work Process Outputs					
Service provided					
# of traffic control signs & signals	50 Signals	38 Signals	55 Signals	55 Signals	45 Signals
repaired from knockdowns	160 Signs	*See Note	150 Signs	150 Signs	150 Signs
Respond to system demands					
# of responses for traffic & parking					
related changes	79	68	75	75	75
* This data temporarily unavailable due to transition to	to new Sign Inventory	System			

Traffic Control and Maintenance

**Business Unit 17022** 

# PROGRAM BUDGET SUMMARY

		Act	tual		Budget					
Description		2009		2010	Ad	dopted 2011	Am	ended 2011		2012
Revenues										
4801 Charges for Serv Nontax	\$	-	\$	-	\$	400	\$	400	\$	300
4802 Charges for Serv Tax		9,769		11,231		6,500		6,500		10,000
4908 Misc. Intergov. Charges		73,290		63,253		72,625		72,625		61,500
5010 Misc Revenue - Nontax		1,221		7,217		1,250		1,250		1,275
5030 Damage to City Property		42,033		23,627		45,000		45,000		40,000
5035 Other Reimbursements		-		2,092		-		2,330		-
Total Revenue	\$	126,313	\$	107,420	\$	125,775	\$	128,105	\$	113,075
Expenses										
6102 Labor Pool Allocations	\$	259.873	\$	251,762	\$	282,201	\$	282,201	\$	281,907
6104 Call Time	•	5,914	•	5,198	•	8,500	,	8,500	•	7,500
6105 Overtime		12,268		9,815		12,000		12,000		11,000
6108 Part-Time		16,090		19,405		23,053		23,053		23,053
6150 Fringes		115,473		116,612		132,158		132,158		115,560
6301 Office Supplies		15		114				-		-
6309 Shop Supplies & Tools		4,625		5,893		5,250		5,250		5,860
6311 Paint & Supplies		182		348		175		175		100
6323 Safety Supplies		300		4		-		-		-
6325 Construction Materials		110,770		93,670		114,500		162,945		117,000
6327 Miscellaneous Equipment		7,132		3,325		2,500		2,500		2,500
6328 Signs		68,603		53,083		79,461		81,791		75,660
6408 Contractor Fees		91,124		73,253		117,000		129,000		122,000
6413 Utilities		58,224		56,881		57,750		57,750		76,197
6418 Equip Repairs & Maint		9,221		4,075		11,600		19,102		12,000
6425 CEA Equip. Rental		50,868		59,757		60,910		60,910		62,837
6429 Interfund Allocations		(7,678)		(5,771)		(4,410)		(4,410)		(4,700)
Total Expense	\$	803,004	\$	747,424	\$	902,648	\$	972,925	\$	908,474

Construction Materials Knockdowns - Appleton Knockdowns - Grand Chute/Outagamie LED replacements Replace failed equipment Misc projects, upgrades & expenses Communication grid maint/upgrades Painted hardware removal	\$	23,000 10,000 29,000 18,000 17,000 10,000 2,500	Contractor Fees Cross walks/stoplines-1/3 Pavement marking Maintenance of long-line including retrace, reconfig and special projects On-street bike lane marking	\$  27,000 60,000 35,000 122,000
Traffic camera system maintenance		7,500		 <u> </u>
·	\$	117,000		
			Equip Repair & Maint	
<u>Signs</u>	_		Annual preventive maint.	
Green dot	\$	15,500	contract-signals & monitors	\$ 9,100
Ordinance change		13,200	Repairs to traffic cameras &	
School zone upgrades		13,000	signal controllers	2,600
Knockdowns		14,800	Repairs to 2-way radios	300
Special events		3,160		\$ 12,000
Vandalism		7,000		 
On-street bike lane		5,000		
Other projects		4,000		
	\$	75,660		

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 Changes in Revenue, Expenditures, or Programs:

The number of City-owned street lights will have increased by approximately 40% between 2008 and 2012. While this shift away from leased lights saves money overall (in the form of reduced leased lighting costs), it will require gradual increase in maintenance funding and electrical costs.

				IDICATOR	· ***					
Client Benefits/Impacts	Actu	<u>ıal 2009</u>	Actu	ual 2010	<u>Targ</u>	get 2011	Proje	ected 2011	<u>Tar</u>	get 2012
Cost of street lighting Avg. monthly cost of power per light	\$	14.59	\$	15.29	\$	15.48	\$	15.48	\$	15.94
Strategic Outcomes										
Safety provided by street lighting Number of street lights in the system City owned Utility owned Work Process Outputs		649 7,425		718 7,445		684 7,475		775 7,475		800 7,480
Responses to unsafe lighting conditions # of street lights repaired because of accidents, acts of nature, or equipment failures		32		70		40		40		50

Street Lighting Business Unit 17023

# **PROGRAM BUDGET SUMMARY**

		Actual Budget								
Description		2009		2010	Adopted 2011		Am	ended 2011		2012
Revenues										
4612 Street Lights	\$	59,208	\$	68,299	\$	60,000	\$	60,000	\$	69,000
5010 Misc. Revenue - Nontax	φ	674	φ	00,299	φ	60,000	Φ	60,000	Φ	09,000
		646		-		-		-		-
5030 Damage to City Property Total Revenue	•	60,528	\$	68,299	\$	60,000	\$	60,000	\$	69,000
Total Nevertue	Ψ	00,520	Ψ	00,299	Ψ	00,000	Ψ	00,000	Ψ	09,000
Expenses										
6102 Labor Pool Allocations	\$	4,872	\$	5,336	\$	10,614	\$	10,614	\$	10,614
6104 Call Time		80		84		150		150		135
6105 Overtime		158		106		200		200		175
6108 Part-Time		35		51		-		-		-
6150 Fringes		2,015		2,348		3,230		3,230		2,603
6325 Construction Materials		15,927		4,936		14,250		14,250		12,000
6408 Contractor Fees		6,090		-		6,000		6,000		6,000
6413 Utilities		1,215,486		1,400,673		1,474,000		1,474,000		1,490,743
6425 CEA Equip. Rental		1,837		225		-		-		-
Total Expense	\$	1,246,500	\$	1,413,759	\$	1,508,444	\$	1,508,444	\$	1,522,270

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Construction M	laterials
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General maintenance material \$ 9,500
Relamp metal halide lights on College
(Drew St to John/Walter St) 2,500
\$ 12,000

# **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 Changes in Revenue, Expenditures, or Programs:

This budget includes the cost of additional racking and shelving in the stock room and stockade areas. Also includes purchase of dry erase board/cabinet for new MSB conference room and new employee mailboxes.

	PE	RFORMAN	CE	INDICATOR	S					
	Act	ual 2009	Ac	tual 2010	Ta	rget 2011	Proj	ected 2011	Ta	rget 2012
Client Benefits/Impacts		_			-	<u> </u>		_		-
Assure safe working conditions # of in-house safety training programs										
conducted		22		22		30		30		30
# of equipment/vehicle accidents		26		14		10		10		13
Preventable		16		7		4		4		5
Non-preventable		10		7		6		6		8
# of employee injury accidents Annual # of violations found during		15		14		9		9		10
monthly building inspections		64		36		40		40		50
Strategic Outcomes										
Safeguard Assets										
\$ adjustment of inventory at year end	\$	3,570	\$	450	\$	500	\$	500	\$	500
Turnover ratio of inventory		0.86		0.88		0.87		0.87		0.89
# of work days lost due to injuries		43		82		30		65		40
Work Process Outputs										
Efficient purchasing and inventory manage	emen	t								
# of purchase orders generated		609		592		606		606		618
\$ value of items issued from inventory	\$	432,687	\$	455,123	\$	388,850	\$	430,000	\$	430,000
# of shipments received		6,761		7,038		6,920		6,920		7,000

Municipal Services Building Administration

**Business Unit 17031** 

# PROGRAM BUDGET SUMMARY

	 Ac	tual					Budget	
Description	 2009		2010	Ad	lopted 2011	Am	ended 2011	2012
Revenues								
5010 Misc Revenue - Nontax	\$ 218	\$	-	\$	300	\$	300	\$
5035 Other reimbursements	-		-		-		54,755	
Total Revenue	\$ 218	\$	-	\$	300	\$	55,055	\$
Expenses								
6101 Regular Salaries	\$ 475,128	\$	413,296	\$	463,283	\$	463,283	\$ 507,60
6104 Call Time	433		239		300		300	30
6105 Overtime	1,291		1,139		1,900		1,900	1,35
6108 Part-Time	22,560		25,149		27,707		27,707	27,70
6150 Fringes	179,856		174,326		210,839		210,839	198,46
6201 Training\Conferences	5,341		1,688		6,500		6,500	6,50
6301 Office Supplies	2,001		1,805		2,200		2,200	2,20
6302 Subscriptions	3,222		3,240		3,225		3,225	3,47
6303 Memberships & Licenses	1,440		1,609		1,686		1,686	1,74
6304 Postage/Freight	616		890		585		585	63
6305 Awards & Recognition	804		1,283		1,190		1,190	1,19
6306 Building Maint./Janitor	4,730		4,746		5,500		5,500	5,50
6309 Shop Supplies & Tools	1,908		1,953		1,600		1,600	1,75
6311 Paint & Supplies	-,000		9		- 1,000		-,000	.,,,
6315 Books & Library Materials	359		318		500		500	30
6316 Miscellaneous Supplies	31		16		500		-	30
6320 Printing & Reproduction	3,901		4,077		3,750		3,750	4,02
6321 Clothing	2,872		4,150		2,940		2,940	3,20
6323 Safety Supplies	5,106		3,111		5,500		5,500	5,50
6324 Medical\Lab Supplies	336		237		240		240	2,30
6325 Construction Materials	121		1,002		1,000		1,000	1.00
6327 Miscellaneous Equipment	8,727		8,372		11,645		11,645	11,57
	0,727 151		0,372		11,645		11,645	11,57
6328 Sign Materials	151		_		-		-	
6404 Consulting Services	4 474		900		4 400		4 400	0.50
6407 Collection Services	1,471		2,072		1,180		1,180	2,58
6408 Contractor Fees	3,016		4 000		4 050		4 050	4.00
6409 Inspection Fees	780		1,230		1,250		1,250	1,25
6413 Utilities	112,229		102,853		119,950		119,950	116,96
6414 Janitorial Services	2,627		1,977		2,630		2,630	2,00
6415 Tipping Fees	-				1,705		1,705	
6416 Build Repairs & Maint			937		<del>-</del>			
6418 Equip Repairs & Maint	1,390		2,229		2,500		2,500	4,50
6419 Communication Eq Repair	2,949		140		300		300	30
6420 Facilities charges	279,336		262,207		233,357		233,357	215,58
6425 CEA Equip. Rental	29,432		35,704		23,050		23,050	28,24
6430 Health Services	-		-		100		100	10
6451 Laundry Services	11,200		11,149		12,313		12,313	11,39
6503 Rent	28		-		-		-	
6599 Other Contracts/Obligations	 425							 
Total Expense	\$ 1,165,817	\$	1,074,069	\$	1,150,425	\$	1,150,425	\$ 1,167,18

Miscellaneous Equipment	
Replace employee mailboxes	\$ 400
Dry eraser board	1,000
New Stock room shelving	1,000
Cold storage racking	4,500
Replace one intersection traffic counter	1,150
Replace two roadway traffic counters	3,000
Misc traffic counter equip	525
	\$ 11,575

Street Repair Business Unit 17032

#### PROGRAM MISSION

To plan and implement a preventative maintenance and repair program to keep the streets in a safe and serviceable condition

#### **PROGRAM NARRATIVE**

#### Link to City Goals:

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

#### Objectives:

Provide temporary traffic control barricades and display street decorations in support of City sponsored civic events and celebrations in the City

Maintain City streets by patching potholes, sealing cracks, replacing defective concrete and resurfacing asphalt streets

Provide residents with timely and cost-effective maintenance patches

Monitor the effectiveness of the epoxy patch program to preserve the rideability of our streets

Continue the program of grinding hazardous sidewalks to reduce the potential for trip and falls

## Major Changes in Revenue, Expenditures, or Programs:

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.

The fence replacement project will include the replacement of the existing fences along the north side of S.T.H. 441, in the neighborhoods immediately east and west of Telulah Avenue. These wood fences were installed at the time of the original highway construction and have deteriorated to a point where it is no longer cost-effective to repair them. The replacements are being coordinated by the Wisconsin Department of Transportation (WDOT) and are tentatively scheduled for completion in 2012. The proposed replacement is consistent with an approved 1993 agreement between the City and the WDOT. The estimated cost of the project is \$1,167,700 of which the City will be billed \$111,800 from the WDOT. Approximately 31% of this cost (\$34,900) will be recouped through special assessments.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Safety of event participants					
# of civic events supported	51	21	4	3	3
Strategic Outcomes					
Preventive maintenance					
Total miles of streets serviced	339.52	340.27	339.87	341.06	341.46
# of hazardous sidewalk locations					
repaired	17	285	300	300	300
Miles of asphalt streets resurfaced	0.00	<1.0	<1.0	<1.0	<1.0
Work Process Outputs					
Repair materials					
Tons of cold patch asphalt applied	250	250	200	200	200
Cubic yards of concrete used for repair	0	121	100	100	100
Pounds of crack filler applied	23,302	23,649	20,000	20,000	20,000

Street Repair Business Unit 17032

# PROGRAM BUDGET SUMMARY

		Ac	tual					Budget		
Description		2009		2010	Ad	opted 2011	Am	ended 2011		2012
Revenues										
4224 Miscellaneous State Aid	\$	40,114	\$	_	\$	-	\$	-	\$	
4613 Freeway Fence	·	· -	·	-	·	-	·	-		34,90
4801 Charges for Serv Nontax		120,929		43,613		90,000		90,000		90,00
4908 Misc. Intergov. Charges		752		57		5,000		5,000		•
5010 Misc Revenue - Nontax		1,829		4,390		2,000		2,000		2,00
5015 Rental of City Property		· -		194		´ -		· -		•
5030 Damage to City Property		1,416		882		-		-		
Total Revenue	\$	165,040	\$	49,136	\$	97,000	\$	97,000	\$	126,90
Expenses										
6101 Regular Salaries	\$	521,566	\$	521,379	\$	534,432	\$	534,432	\$	561,20
6104 Call Time	*	455	*	1,015	•	700	*	700	*	70
6105 Overtime		16,591		13,519		20.500		20.500		17.00
6108 Part-Time		3,589		5,056		3,450		3,450		1,60
6150 Fringes		240,002		255,238		280,602		280,602		259,54
6308 Landscape Supplies		235		64						3
6309 Shop Supplies & Tools		9.786		10.115		9.000		9.000		12.00
6311 Paint & Supplies		598		751		400		400		4(
6321 Clothing		29		21		-		-		
6322 Gas Purchases		1,845		1,174		1,500		1,500		1,50
6325 Construction Materials		105,755		104,489		167,000		187,730		164,00
6327 Miscellaneous Equipment		11,989		4,831		4,000		4,000		4,00
6328 Signs		202		1,097		700		700		70
6404 Consulting Services		23,909		27,552		5,000		5,000		30,50
6408 Contractor Fees		557,846		276,824		228,800		228,800		320,4
6413 Utilities		4,581		4,923		5,977		5,977		5,67
6415 Tipping Fees		601		1,645		1,900		1,900		1,90
6418 Equip Repairs & Maint		1,120		365		1,000		1,000		1,00
6420 Facilities charges		-		-		1,000		1,000		1,30
6425 CEA Equip. Rental		361,034		373,468		368,420		368,420		392,78
6429 Interfund Allocations		(228, 266)		(640)		-		-		
6530 Health Services		-		34		-		-		
6503 Rent		2,478		2,333		-		-		
6599 Other Contracts/Obligations		868		1,551		3,300		37,325		2,00
Total Expense	\$	1,636,813	\$	1,606,804	\$	1,637,681	\$	1,692,436	\$	1,778,60

Construction Materials		Contractor Fees	
Asphalt	\$ 85,000	Contractor equip rental	\$ 15,000
Cold patch/crackfiller	30,000	Bascule bridge pest control	
Concrete	15,000	maintenance	700
Gravel	5,000	Deck sealing	135,000
Material for epoxy patch program	25,000	Annual bridge maintenance	
Misc materials	4,000	program	5,000
	\$ 164,000	Surface restoration contract	50,000
		Olde Oneida bascule bridge	
		replace apparatus & motor	1,950
Consulting Services		Lawe St bascule bridge	
Memorial bridge - infrared testing	\$ 12,000	electrical platform	1,000
Biennial bridge inspection program	16,000	DOT fence replacement	111,800
Miscellaneous consulting	2,500		\$ 320,450
	\$ 30,500	Shop Supplies & Tools	 
		Shop supplies - increase in	
		Water patches	\$ 6,000
		Tools and instruments	\$ 6,000
			\$ 12,000

**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

investigate and expand contractual services when necessary to meet current revers 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 Changes in Revenue, Expenditures, or Programs:

This budget includes an increase of \$40,000 for snow removal services for neglected, main, and arterial sidewalks and priority crosswalks. The 2012 budget request more closely resembles the actual costs incurred in current and prior years.

Reduction in call time reflects new policy to pay call time once per snow emergency event.

The reduction in overtime is due to the changes related to State Act 10 regarding collective bargaining which allow more flexibility in staff scheduling for snow/ice events.

The City has an 8,000 ton salt shed with the philosophy that snow/ice control is one of the essential services provided by the City. Salt is a key component in providing safe driving conditions. Prior to this, we have run out of salt and were not able to purchase any additional salt during peak usage because the supply was depleted. This material is not always readily available at the docks, so we may have had to wait weeks before the next delivery. Because it is so difficult to predict what a winter season is going to be like, it is difficult to determine the proper inventory.

	PE	RFORMAN	CE I	NDICATOR	S					
	Ac	tual 2009	Ac	tual 2010	Ta	rget 2011	Pro	jected 2011	Ta	rget 2012
Client Benefits/Impacts										
Timely service provided										
# of major plowing events		10		10		6		6		6
# of other minor plow/salt events		58		33		35		35		35
# of days hauling designated priority										
snow routes		29		24		25		25		25
Strategic Outcomes										
Efficiency of Program										
# of citizen contacts		383		191		200		200		200
# of miles of sidewalks cleared by:										
Contractor		13.1		13.3		7.5		13.8		13.8
City crews		12.0		12.5		11.4		12.5		12.5
\$ contracted to clear sidewalks	\$	119,610	\$	72,534	\$	80,000	\$	100,000	\$	120,000
Work Process Outputs										
Volume of work done										
# of tons of salt used		4,484		3,349		5,500		5,500		5,500
# of miles of streets maintained		340		340		340		341		341
# of miles of sidewalk maintained		25.0		25.8		19.9		26.3		26.3

Snow and Ice Control Business Unit 17033

# **PROGRAM BUDGET SUMMARY**

	Actual					Budget						
Description		2009		2010	Ac	dopted 2011	Ame	ended 2011		2012		
Revenues			_				_					
4608 Snow Removal	\$	87,191	\$	80,802	\$	80,000	\$	80,000	\$	90,000		
4801 Charges for Service - Nontax		-		540						-		
5010 Misc. Revenue - Nontax	_	-	Δ.	14,345	Φ.	14,345	_	14,345	_	14,000		
Total Revenue	\$	87,191	\$	95,687	\$	94,345	\$	94,345	\$	104,000		
Expenses												
6101 Regular Salaries	\$	309,452	\$	205,480	\$	232,426	\$	232,426	\$	234,329		
6104 Call Time		43,878		24,255		40,000		40,000		20,000		
6105 Overtime		80,692		28,218		65,000		65,000		49,300		
6108 Part-Time		70		148		-		-		-		
6150 Fringes		169,915		112,228		138,704		138,704		119,844		
6308 Landscape Supplies		303		280		500		500		500		
6309 Shop Supplies & Tools		281		1,145		500		500		500		
6325 Construction Materials		165,394		145,685		313,000		313,000		310,390		
6326 Vehicle & Equipment Parts		723		-		600		600		3,600		
6408 Contractor Fees		9,188		20,406		5,000		5,000		14,500		
6415 Tipping Fees		-		1,807		-		_		-		
6425 CEA Equip. Rental		430,931		284,998		386,710		386,710		398,555		
6429 Interfund Allocations		(623)		(2,550)		(8,000)		(8,000)		(5,000)		
6440 Snow Removal Services		119,610		108,610		80,000		80,000		120,000		
6450 Repairs to Private Property		3,500		1,660		1,500		1,500		1,500		
Total Expense	\$	1,333,314	\$	932,370	\$	1,255,940	\$	1,255,940	\$	1,268,018		

Construction Materials Salt (5,500 tons) Brine (35,000 gal) Calcium chloride (4,500 gal) Ice melt (500 bags) Calcium chloride (100 bags)	\$	294,250 7,700 3,240 3,200 2,000 310,390
Interfund Allocations Water Utility - Snow removal services at Water Plant	\$	(5,000) (5,000)
Snow Removal Services Snow removal services for neglected, main, and arterial sidewalks and priority crosswalks	\$	120,000 120,000
Contractor Fees Snow hauling - Outagamie Co.	\$ \$	14,500 14,500

## **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 Street Division to minimize the impact of street reconstruction projects on street trees Continue to address gypsy moth situation and coordinate suppression programs with the Department of Natural Resources as needed

Secure grants through the Department of Natural Resources as opportunities arise

Continue implementation of the action plan developed in 2009 to address the emerald ash borer situation and make the necessary program adjustments as the impact of the insect is realized in the community

Coordinate labor pool with operations staff to maximize available resources

Coordinate equipment use and purchases 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 Community Development Department to develop systems to accurately track tree inventory information

#### Major Changes in Revenue, Expenditures, or Programs:

The increase in part time labor reflects the inclusion of two summer seasonal laborers inadvertently budgeted in Facilities Department grounds maintenance budget in 2011. These seasonal laborers maintain various plantings around the City under the direction of the City Forester.

The decrease in salary expense reflects the conversion of an existing, vacant Arborist position to a Laborer with commercial drivers license position (\$10,586).

	<b>PERFORMAN</b>	CE INDICATOR	S		
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# trees on City streets	29,815	29,500	31,000	31,000	31,000
Strategic Outcomes					
Satisfied community					
% of planting spaces in new subdivisions					
planted on annual basis	100%	100%	90%	90%	90%
% of customers who accept new trees					
on new and/or reconstructed streets	95%	100%	100%	100%	100%
Street tree to Arborist ratio	3,975 to 1	3,975 to 1	4,133 to 1	4,133 to 1	4,770 to 1
Diverse urban forest					
# of tree species with more than 1,000	9	9	9	9	9
Work Process Outputs					
% of trees < 6" diameter pruned annually	60%	60%	50%	50%	50%
Pruning cycle of trees > 6" diameter	7.5	7.5	8.5	8.5	8.5
# of Ash trees replaced	505	505	1,000	1,000	500
Total number of tree species on streets	21	21	23	23	25
Treat all City properties with Gypsy Moth eg	g				
mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

Forestry Services Business Unit 17034

# **PROGRAM BUDGET SUMMARY**

		Ac	tual		Budget						
Description		2009		2010	Add	Adopted 2011		ended 2011		2012	
Revenues											
4224 Miscellaneous State Aids	\$	23,190	\$	4,638	\$	_	\$	_	\$	_	
4801 Charges for Serv Nontax	Ψ	4,250	Ψ		Ψ	1,000	Ψ	1,000	Ψ	1,000	
4802 Charges for Serv Tax		1,333		_		1,000		1,000		.,000	
5020 Donations & Memorials		-,		_		500		500			
Total Revenue	\$	28,773	\$	4,638	\$	2,500	\$	2,500	\$	1,000	
Expenses											
6101 Regular Salaries	\$	418,659	\$	427,272	\$	461,110	\$	461,110	\$	447,280	
6104 Call Time	,	3,047	•	4,926	•	-	,	- , -	•	1,200	
6105 Overtime		1,460		4,944		3,808		3,808		3,808	
6108 Part-Time		4,731		4,126		3,623		3,623		11,138	
6150 Fringes		167,224		176,005		209,182		209,182		181,196	
6201 Training/Conferences		2,040		1,047		1,000		1,000		1,000	
6301 Office Supplies		· -		18		· -		´ -		,	
6302 Subscriptions		-		-		100		100		10	
6303 Memberships & Licenses		235		360		500		500		50	
6308 Landscape Supplies		4,475		3,316		23,100		23,100		23,10	
6309 Shop Supplies & Tools		2,464		2,285		2,050		2,050		2,25	
6310 Chemicals		48		-		_		_			
6311 Paint & Supplies		-		-		-		-		5	
6320 Printing & Reproduction		69		70		50		50		5	
6321 Clothing		635		1,083		600		600		60	
6323 Safety Supplies		1,022		1,468		1,000		1,000		1,20	
6324 Medical/Lab Supplies		48		-		50		50		5	
6326 Vehicle & Equipment Parts		112		474		500		500		50	
6327 Miscellaneous Equipment		2,473		990		1,500		1,500		2,00	
6328 Signs		-		42		500		500		50	
6408 Contractor Fees		11,996		5,000		5,000		5,000		5,00	
6413 Utilities		191		109		155		155		86	
6425 CEA Equip. Rental		142,816		158,749		160,618		160,618		171,48	
6429 Interfund Allocations		(56,429)		(42,030)		(56,184)		(56,184)		(63,87	
6430 Health Services		210		-		-		-			
6451 Uniform Services		1,493		1,460		1,689		1,689		1,56	
Total Expense	\$	709,019	\$	751,714	\$	819,951	\$	819,951	\$	791,552	

Landscape Supplies		Interfund Allocations		
Trees	\$ 20,500	Allocation to Subdivision Fu	und	
Misc landscape supplies	2,600	of charges for tree planting	in new	
	\$ 23,100	subdivisions	\$	(57,664)
		Reid forestry services		(6,214)
		•	\$	(63,878)

# 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: The Inspection Division continues to provide property data to the Assessor's Office which saves time and resources. In 2012, this cooperation will expand. Certain inspectors will obtain basic certifications in order to complete final assessments while performing final inspections. This will allow the Assessor's employees to concentrate their resources on required revaluation efforts.

## Major Changes in Revenue, Expenditures, or Programs:

No Major Changes.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Customer knowledge of ordinances					
Customer generated violation reports	1,533	1,514	1,600	1,700	1,700
Effectiveness of plan review					
# of onsite consultations prior to					
plan submittal	123	173	150	150	150
Strategic Outcomes					
Availability of staff					
% of total inspector hours spent					
on inspections	48.0%	50.1%	50.0%	50.0%	50.0%
Consistency of information					
# of policies/ordinances					
reviewed/updated	4/4	2/3	1/1	2/2	2/2
Work Process Outputs					
Availability of service					
# of inspections performed	11,721	12,282	13,000	13,000	13,000
# of re-inspections performed	767	828	600	600	600
# of notices issued	1,377	1,017	1,500	1,500	1,500
# of permits issued	3,279	3,636	3,800	3,800	3,800
# of plans reviewed	189	211	300	300	300

Inspections/Licensing & Plan Review

**Business Unit 15520** 

# **PROGRAM BUDGET SUMMARY**

	Actual					Budget						
Description		2009		2010	Add	Adopted 2011		Amended 2011		2012		
Revenues												
4304 Electricians	\$	6,420	\$	6,100	\$	3,840	\$	3,840	\$	6,000		
4308 Heating		1,550		200		400		400		400		
4401 Building		173,615		253,697		200,000		200,000		200,000		
4402 Electrical		88,888		140,329		90,000		90,000		90,000		
4403 Heating		46,003		70,236		63,600		63,600		60,000		
4404 Plumbing, Sewer		47,201		58,386		50,000		50,000		50,000		
4406 State Building		2,340		2,490		3,000		3,000		3,000		
4407 Signs		4,000		4,170		4,000		4,000		4,000		
4609 Weed Cutting		27,528		42,224		35,000		35,000		35,000		
4614 Miscellaneous Specials		512		-		-		-		-		
4801 Charges for Serv Nontax		27,764		27,790		32,000		32,000		32,000		
5040 Board of Appeals		2,890		4,550		3,400		3,400		3,400		
Total Revenue	\$	428,711	\$	610,172	\$	485,240	\$	485,240	\$	483,800		
Expenses												
6101 Regular Salaries	\$	475,562	\$	467,242	\$	368,056	\$	368,056	\$	369,549		
6104 Call Time		595		376		500		500		500		
6105 Overtime		2,374		2,563		5,000		5,000		5,000		
6150 Fringes		192,268		197,273		170,197		170,197		146,143		
6309 Shop Supplies & Tools		-		19		_		-		-		
6404 Consulting Services		590		-		-		-		-		
6408 Contractor Fees		23,189		21,809		10,084		10,084		10,775		
Total Expense	\$	694,578	\$	689,282	\$	553,837	\$	553,837	\$	531,967		

Contractor Fees	
Weed contractor	\$ 9,000
Board-up contractor	1,700
Interpreter	75
	\$ 10,775

LINE DEM		nevenue anu	Expense Sulina	ii y			12.11.33
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Intergovernmental Revenues Licenses Permits Special Assessments Charges for Services Intergov. Charges for Service Other Revenues	63.304 7.970 374.117 1.549.072 168.798 74.042 354.400	388,973 6,975 541,134 991,183 88,186 63,310 584,430	14 .123 7 .135 433 .604 825 .413 116 .315 28 .431 188 .408	4,240 423,900 1,697,000 130,900 77,625 653,955	4.240 423.900 1.697.000 130.900 77.625 711.040	7,075 421,500 712,200 227,300 61,500 218,725	7.075 421,500 943,900 133,300 61,500 218,225
TOTAL REVENUES	2.591.703	2,664,191	1,613,429	2,987,620	3.044.705	1,648,300	1,785.500
EXPENSES BY LINE ITEM							
Regular Salaries Labor Pool Allocations Unallocated Labor Call Time Overtime Temp. Full-Time Part-Time Other Compensation Shift Differential Sick Pay Vacation Pay Fringes		325,329 2,583,660 0 36,227 75,426 50,535 18,787 18,873 1,238 88,077 391,933 1,494,379	263,881 2,451,385 0 51,365 88,756 30,448 42,639 21,290 2,139 62,807 334,661 1,457,801	448.698 2.957.355 51.808 51.650 128.408 55.150 7.073 10.865 1.448 0	448.698 2.957.355 51.808 51.650 128.408 55.150 7.073 10.865 1.448 0	324,292 176,587 0 31,685 123,183 23,053 14,588 3,165 2,815 0 0	451,933 3,008,386 0 31,335 103,633 23,053 57,356 3,165 2,815 0 0
Salaries & Fringe Benefits	5,353,458	5.084.464	4,807,172	5,346,883	5,346,883	699,368	5,107,508
Training & Conferences Parking Permits Office Supplies Subscriptions Memberships & Licenses Postage & Freight Awards & Recognition Building Maintenance/Janitor. Rent	18.862 10.945 7.813 3.222 5.240 1.945 1.723 4.730 2.506	18.450 10.908 8.400 3.240 6.710 1.219 2.540 4.746 2.333	14.042 10.674 5.813 3.962 5.856 832 1.460 3.991	21,500 11,316 8,400 3,375 5,986 1,885 2,190 5,500	21.500 11.316 8.400 3.375 5.986 1.885 2.190 5.500	21.515 10.722 8.400 3.575 7.345 1.135 1.690 5.500	21,515 10,722 8,400 3,575 7,345 1,135 1,690 5,500
Administrative Expense	56,986	58,546	46,630	60,152	60.152	59,882	59,882
Landscape Supplies Shop Supplies & Tools Chemicals Paint & Supplies Books & Library Materials Miscellaneous Supplies Printing & Reproduction Clothing Gas Purchases Safety Supplies Medical & Lab Supplies Construction Materials Vehicle & Equipment Parts Miscellaneous Equipment Signs	12.810 24.845 48 780 592 67 23.078 6.109 1.846 6.894 396 594.209 835 32.008 100.581	8,401 27,489 0 1,107 318 16 15,565 7,654 1,174 5,117 237 823,637 474 19,513 93,642	27.716 25.519 0 4.721 1.158 73 15.083 6.379 893 3.339 487 1.377.878 71 19.785 70.893	36.475 25.700 0 575 1.050 0 22.600 6.090 1.500 6.900 290 1.946.687 1.100 21.945	36.475 25.700 0 575 1.050 0 22.600 6.090 1.500 6.900 290 2.015.862 1.100 21.945	36,700 28,560 0 550 700 0 21,875 6,500 1,500 7,150 290 862,434 4,100 22,375 108,503	32,410 28,560 0 550 700 21,875 6,500 1,500 7,150 290 861,434 4,100 22,375 105,285
Supplies & Materials	805,098	1,004,344	1,553,995	2.202.634	2.274.139	1,101,237	1,092,729
Legal Fees Consulting Services Collection Services Contractor Fees Inspection Fees Advertising Tipping Fees Interfund Allocations Health Services Interpreter Services Snow Removal Services Repairs to Private Property	476 188.567 1.471 938.079 780 2.041 601 311.833- 299 65 119.610 3.500	297 99.096 2.072 442.862 1.230 2.310 3.452 50.991 34 0 108,610 1,660	87 36,131 1,845 299,125 750 2,123 0 15,901- 51 0 166,271 1,910	175 132,895 1,180 487,894 1,250 2,400 1,900 68,594- 100 100 80,000 1,500	175 132.895 1.180 499.894 1.250 2.400 1.900 68.594- 100 100 80.000 1.500	175 59,700 2,580 997,785 1,250 2,400 1,900 74,539- 100 50 120,000 1,500	175 59,700 2,580 932,935 1,250 2,400 1,900 73,578- 100 50 120,000 1,500

# City of Appleton 2012 Budget Revenue and Expense Summary

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
Laundry Services Other Contracts/Obligations	16.574 14,545	16,461 16,259	10,979 47,799	17,902 15,300	17,902 49,325	16,851 14,600	16,851 14,600
Purchased Services	974,775	643,352	459,129	674,002	720.027	1,144.352	1.080.463
Electric Gas Water Waste Disposal/Collection Stormwater Telephone Cellular Telephone	1.309.274 44.616 6.896 2.963 19.369 8.736 10.900	1.495.967 36.114 5.726 2.915 17,745 6.850 9.270	1,154,606 25,325 4,345 2,039 15,291 5,058 10,617	1,570,772 46,600 6,040 2,889 24,042 9,169 11,539	1.570.772 46.600 6.040 2.889 24.042 9.169 11.539	1.609.685 36.579 6.414 3.066 24.043 7.630 16.350	1,609,685 36,579 6,414 3,066 24,043 7,630 16,350
Utilities	1,402,754	1,574,587	1,217,281	1,671,051	1,671,051	1,703,767	1,703,767
Janitorial Service Building Repair & Maintenance Equipment Repair & Maintenanc Communications Equip. Repairs Facilities Charges CEA Equipment Rental	2,627 0 17,955 2,949 279,336 1,097,763	1,977 936 9,814 140 262,207 1,025,761	0 0 3,224 53 139,978 899,622	2,630 0 21,800 300 234,357 1,126,378	2,630 0 29,302 300 234,357 1,126,378	2.000 0 23.000 300 1,000 44,935	2.000 0 23.000 300 218,195 1.188,811
Repair & Maintenance	1,400,630	1,300,835	1.042.877	1,385,465	1.392.967	71,235	1,432,306
Land Infrastructure Construction	356,488 1,904,075	705,445 2,610,772	16.782 1.895.799	20.000 1,951.050	20.000 2.111,804	199,980 2.800,994	124,980 2,052,028
Capital Expenditures	2,260,563	3,316,217	1,912,581	1.971.050	2.131.804	3,000,974	2.177,008
TOTAL EXPENSES	12,254,264	12,982,345	10.224.017	13.311,237	13,597,023	7,780,815	12,653,663

# **PUBLIC WORKS DEPARTMENT** NOTES

**CITY OF APPLETON 2012 BUDGET** 

# **CITY OF APPLETON 2012 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 2012 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 2011 EVENTS**

Continued participation in a compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department. The program is evaluating the feasibility of local composting of biosolids with other biodegradable products such as leaves and wood chips at a local site. The goal of the project is to reduce biosolids trucking costs for land application and provide a continuous beneficial outlet of biosolids. With a compost outlet, the current biosolids storage volume available would better allow for meeting the 180 day regulatory limit. Active composting began in October, 2010 and is to resume intermittently through 2012 based upon technical report findings, economic feasibility report, and wastewater biosolids storage needs. Outlets for finished compost will be thoroughly evaluated in 2012 which could include compost giveaways and field demonstration/research plots. Assessment of local compost demand and uses will be used to validate economic feasibility findings and establish a timeline for design and future construction of a permitted facility.

Contracted with an outside vendor to dispose of our yard waste materials at no cost to the City.

Educated customers on new monthly overflow collection schedule.

Developed policy for handling non compliance brush and yard waste collection.

Worked with staff to modify yard waste site hours and fees in 2012 as a way to reduce future operating budgets.

Implemented new refuse container fee schedule with the objective to encourage more recycling, resulting in less volume of waste going to county landfill. This, in turn would reduce tipping fee costs. Exchanged 60 gallon containers for 35 gallon containers as requested by citizens as a result of new container fee schedule.

# CITY OF APPLETON 2012 BUDGET SPECIAL REVENUE FUNDS SANITATION

## **MAJOR 2012 OBJECTIVES**

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 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 the Public Works Department . This pilot program is seeking a long term, cost effective and environmentally sound alternative for management of organic waste materials. In 2012, DPW will provide an estimated 4,300 cubic yards of mixed yard waste and leaves from our fall collection for the project. A more detailed description of the project is included on the prior page.

Implement new yard site hours and fees.

	DEPARTMENT BUDGET SUMMARY											
	Programs		Act	tual			Budget					%
Unit	Title		2009		2010	Ad	opted 2011	Am	ended 2011		2012	Change *
Pro	gram Revenues	\$	583,294	\$	516,387	\$	963,250	\$	963,250	\$	1,011,400	5.00%
Program Expenses												
2210	Administration		237,563		243,139		244,320		244,320		242,855	-0.60%
2221	Recycling		156,261		101,560		169,716		169,716		142,146	-16.24%
2223	Solid Waste		2,500,712		2,990,775		2,998,312		3,002,184		3,000,116	0.06%
2230	Landfill Maint.		74,073		81,124		86,906		86,906		87,136	0.26%
	TOTAL	\$	2,968,609	\$	3,416,598	\$	3,499,254	\$	3,503,126	\$	3,472,253	-0.77%
Expens	ses Comprised Of:											
Personr	nel		1,388,680		1,459,347		1,424,327		1,424,327		1,309,000	-8.10%
Adminis	trative Expense		30,545		54,731		58,798		58,798		60,753	3.32%
Supplie	s & Materials		54,616		51,061		133,480		137,352		67,750	-49.24%
Purchas	sed Services		781,983		1,010,343		958,659		958,659		1,065,618	11.16%
Utilities			51,605		52,344		56,561		56,561		58,640	3.68%
Repair 8	& Maintenance		661,180		788,772		867,429		867,429		910,492	4.96%
Capital	Expenditures		-		-		-		-		-	N/A
Full Tin	ne Equivalent Staff.	:			·						·	
Personr	nel allocated to progr		22.69		19.79		18.89		18.89		17.89	

<sup>\* %</sup> change from prior year adopted budget Sanitation.xls

# CITY OF APPLETON 2012 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:

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 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 customer contacts by delivering educational information to residents who put overflow curbside on non-overflow collection weeks

#### Major changes in Revenue, Expenditures, or Programs:

New overflow process has resulted in many more customer contacts in 2010 and 2011 than in previous years.

The decrease in the number of labor pool hours shared outside of the Department of Public Works (below) in 2011 and 2012 reflects the merger of the Forestry Division into the Department in 2011.

		NCE INDICATO			
	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<b>Target 2012</b>
Client Benefits/Impacts					
Public Information					
# of information announcements /					
brochures	25	35	25	25	25
Strategic Outcomes					
Consistency of information					
# of policies reviewed	1	1	1	1	1
Quality of service					
# of contacts received	671	7.048	6,000	2.750	2,500
# of labor pool hours shared	_	,	-,	,	,
outside of DPW	693	937	800	0	0
Work Process Outputs					
Changes in customer service					
# of policies revised	1	2	1	1	1
,, or beneate to thou	•	_	·		'

### Sanitation - Administration

**Business Unit 2210** 

#### **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Ac	dopted 2011	Am	ended 2011		2012
Revenues										
4110 Property Taxes	\$	2,620,000	\$	2,810,000	\$	2,310,000	\$	2,310,000	\$	2,310,000
4705 General Interest		342		478		-		-		-
4710 Interest on Investments		30,970		19,572		12,000		12,000		25,000
4801 Charges for Serv Nontax		159,329		146,841		650,000		650,000		650,000
5004 Sale of City Property - Nontax		451		254		-		-		_
5005 Sale of City Property - Tax		76,145		1,295		500		500		500
5016 Lease Revenue		400		400		400		400		400
5030 Damage to City Property		112		212		-		-		-
5071 Customer Penalty		2,428		2,477		1,400		1,400		2,500
5921 Trans In - General Fund		´ -		´ -		, -		, -		· .
Total Revenue	\$	2,890,177	\$	2,981,529	\$	2,974,300	\$	2,974,300	\$	2,988,400
Expenses										
6101 Regular Salaries	\$	89,080	\$	96,514	\$	71,974	\$	71,974	\$	72,244
6104 Call Time	Ψ	166	Ψ	234	Ψ	100	Ψ	100	Ψ	100
6105 Overtime		164		33		250		250		175
6108 Part-Time		846		936		230		230		170
6150 Fringes		30,515		35,625		31,747		31,747		28,012
6201 Training\Conferences		670		510		1,000		1,000		800
6301 Office Supplies		912		672		825		825		825
6302 Subscriptions		912		072		023		023		020
6303 Memberships & Licenses		143		145		145		145		150
6304 Postage\Freight		11,104		17,386		15,500		15,500		16,000
6305 Awards & Recognition		968		1,015		980		980		10,000
6320 Printing & Reproduction		3,972		3,316		3.600		3.600		3.600
6321 Clothing						2,000		2,000		-,
6323 Safety Supplies		2,369 1,332		2,183 1,059		1,250		1,250		2,200 1,250
6324 Medical\Lab Supplies						•				
		143 776		68 226		100 280		100 280		100
6327 Miscellaneous Equipment		_								4.500
6403 Bank Services		4,250 775		3,629 287		4,500 300		4,500 300		4,500 300
6412 Advertising/Publication		-		-				49,983		
6413 Utilities		46,053		45,660		49,983				51,289
6420 Facilities Charges		44040		0.445		18,939		18,939		17,865
6425 CEA Equip. Rental		14,646		3,415		5,070		5,070		5,103
6430 Health Services		54 7 000		34		50		50		50 7.050
6451 Laundry Services		7,938		7,963		8,077		8,077		7,952
6501 Insurance		16,272		21,168		26,950		26,950		29,130
6599 Other Contracts/Obligations		4,258		759		700		700		760
6623 Uncollectible Accounts		157	r	302	<sub>C</sub>	-	r	-	r	400
Total Expense	\$	237,563	\$	243,139	\$	244,320	\$	244,320	\$	242,855

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Postage/Freight
City service invoice postage allocation
Other shipping 450 15,550 \$ 16,000

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 Facilities Department to provide playground quality chips Grind brush for Outagamie County

Work with Outagamie County on single stream recycling which should increase tons collected Continue to seek out interested parties to haul yard materials from City sites eliminating the need for City crews to haul materials long distances

#### Major changes in Revenue, Expenditures, or Programs:

Implement new yard site hours and fees approved by Council beginning January 1, 2012. The new hours of operation will be:

Summer hours (April - Sept) Glendale and Whitman sites; 9 am - 7 pm; Friday, Saturday, Sunday and Monday. Winter hours (Oct - March) Glendale Site only; 9 am - 5 pm; Friday, Saturday, Sunday and Monday.

Anticipate increase in the number of customers visiting our yard sites daily as a result of being open 4 days/week instead of 7 days/week.

				NDICATOR						
	Act	<u>ual 2009</u>	<u>Ac</u>	<u>tual 2010</u>	Ta	rget 2011	<u>Proj</u>	<u>jected 2011</u>	<u>Ta</u>	rget 2012
Client Benefits/Impacts Convenient access to drop-off centers # of hours/year yard waste sites										
are open  Cost effective commercial recycling		5,375		5,375		5,300		5,300		3,100
Cost/ton	\$	117.08	\$	101.88	\$	100.00	\$	100.00	\$	102.00
Strategic Outcomes										
Sources of additional revenue # of commercial recycling customers \$ of revenue from chipper rental # of violations from Outagamie	\$	342 31,816	\$	345 16,272	\$	355 25,000	\$	345 20,000	\$	345 20,000
County Landfill		0		0		0		0		0
Work Process Outputs  Material diverted from the landfill  Tons of material collected										
Residential - co-mingled		5,584		4,888		6,700		5,000		5,000
Commercial - total		226		480		720		500		500
Hours chipping material		365		737		600		700		700
Avg # of users per day - weekday		350		325		325		325		550
Avg # of users per day - weekend		450		625		600		600		850

Sanitation - Recycling

**Business Unit 2221** 

#### **PROGRAM BUDGET SUMMARY**

		Act	tual					Budget		
Description		2009		2010	Ad	opted 2011	Am	ended 2011		2012
Revenues										
4801 Charges for Serv Nontax	\$	50.000	\$	50,000	\$	50,000	\$	50,000	\$	50,000
4802 Charges for Serv Tax	•	21,077	•	35,774	,	15,000	•	15,000	•	35,000
4872 Commercial Recycling		99,127		89,204		100,000		100,000		90,000
5010 Misc Revenue - Nontax		· -		86		-		-		-
5011 Misc Revenue - Tax		5,125		2,535		10,000		10,000		2,500
Total Revenue	\$	175,329	\$	177,599	\$	175,000	\$	175,000	\$	177,500
Expenses										
6101 Regular Salaries	\$	46,859	\$	30,410	\$	54,007	\$	54,007	\$	53,992
6104 Call Time	Ψ	310	Ψ	30,410	Ψ	400	Ψ	400	Ψ	400
6105 Overtime		18		301		150		150		150
6108 Part Time		40		63		100		-		-
6150 Fringes		21,710		14,504		28,721		28,721		25,865
6303 Memberships & Licenses		100		100		100		100		100
6308 Landscape Supplies		864		616		850		850		-
6309 Shop Supplies & Tools		1.608		1,638		2.000		2.000		1,750
6327 Miscellaneous Equipment		9,122		5,573		6,500		6,500		6,500
6328 Signs		357		50		300		300		250
6404 Consulting Services		-		1,252		-		-		-
6407 Collection Services		9,999		10,377		11,000		11,000		11,000
6408 Contractor Fees		6,380		-		-		-		-
6413 Utilities		1,609		1,778		1,648		1,648		1,939
6415 Tipping Fees		6,815		79		-		-		-
6425 CEA Equip. Rental		50,628		34,819		64,040		64,040		40,200
6429 Interfund Allocations		(158)								-
Total Expense	\$	156,261	\$	101,560	\$	169,716	\$	169,716	\$	142,146

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>Collection Services</u> Freon appliance collection \$ 10,500 Anti-freeze disposal 500 11,000

#### 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 changes in Revenue, Expenditures, or Programs:

The increase in grass clipping and overflow revenues is due to increases in rates from \$2/bag to \$4/bag for grass clippings, and from a \$10 minimum to a \$15 minimum for overflow refuse. The increase in rates were approved by the Common Council on May 4, 2011 to be implemented on January 1, 2012.

Overflow is collected free one time per month for a total of 12 free collections a year.

The increase in tons of refuse collected (below) is based on actual 2010 results.

The cost per ton of overflow collections increased based on actual costs associated with notifying residents when overflow is put out on the wrong week.

The reduction in personnel expense reflects the elimination of a laborer position as a result of the changes in operating hours at the yard waste sites that will begin in 2012.

The increase in tipping fees is due to a \$2.00/ton increase in the recycling fee (\$10 to \$12) while the landfill tipping fee will remain constant (\$32.20/ton). The total tipping fee for both recycling and landfilling proposed by Outagamie County for 2012 is \$44.20/ton. As a culmination of Department of Solid Waste planning over several years, Outagamie County is initiating procedures in 2012 to establish a Recycling Stabilization Account. Its purpose will be to hold recycling monies to serve as a buffer against fluctuating commodity prices and unpredictable funding decisions by elected officials in Madison.

	PER	FORMAN	CE II	NDICATOR	S					
Client Benefits/Impacts	Actu	ıal 2009	Act	ual 2010	Target	2011	Project	ed 2011	Targ	et 2012
Service area										
# of automated stops/day		5,153		5,071		5,030		5,080		5,080
Additional services provided										
# special collections										
Storm		0		1		0		1		0
Move outs		150		138		170		140		140
Bulky overflow collection		26		-		-		-		-
Free overflows		4		12		12		12		12
Strategic Outcomes										
Additional revenue sources										
Cost effective service provided										
Cost/ton of overflow collections	\$	128.26	\$	143.25	\$ 1	20.00	\$	145.00	\$	145.00
Cost/ton of residential automated										
pickup	\$	71.21	\$	82.20	\$	74.50	\$	83.00	\$	83.00
Work Process Outputs										
City cleanliness and public health benefits										
# of tons of refuse collected		22,126		22,214	1	9,700		22,200		22,200

### Sanitation - Solid Waste Collection

**Business Unit 2223** 

#### **PROGRAM BUDGET SUMMARY**

		Ac	tual		Budget						
Description		2009		2010	Ac	dopted 2011	Am	ended 2011		2012	
Revenues											
4801 Charges for Serv Nontax	\$	-	\$	121	\$	-	\$	-	\$	_	
4870 Commercial Refuse	·	4,698	·	-	·	-		-	·	_	
4873 Container Leasing		4,244		-		-		-		_	
4908 Misc. Intergov. Charges		22,298		32,094		15,000		15,000		15,000	
5030 Damage to City Property		111		,		· -		, -		, <u> </u>	
5055 Appliance Tags		35,714		32,468		35,000		35,000		30,000	
5056 Tire Tags		1,651		1,394		1,450		1,450		4,000	
5057 Grass Clipping		12,977		29,474		17,500		17,500		31,500	
5058 Overflow		56,030		71,681		55,000		55,000		75,000	
5085 Cash Short or Over		65		27		· -		, -		,	
Total Revenue	\$	137,788	\$	167,259	\$	123,950	\$	123,950	\$	155,500	
Expenses											
6101 Regular Salaries	\$	779,481	\$	844,312	\$	790,080	\$	790,080	\$	752,369	
6104 Call Time	Ψ	4,432	Ψ	3,600	Ψ	4,750	Ψ	4,750	Ψ	4,500	
6105 Overtime		23,399		19,455		30,000		30,000		22,000	
6108 Part-Time		15,493		7,434		20.474		20,474		15,000	
6150 Fringes		369,052		398,229		386,418		386,418		329,131	
6304 Postage\Freight		196		456		320		320		320	
6309 Shop Supplies & Tools		96		19		020		020		020	
6311 Paint & Supplies		48		-		100		100		100	
6322 Gas Purchases		1.220		1,463		1.500		1.500		1.500	
6327 Miscellaneous Equipment		32,650		34,405		114,500		118,372		50,000	
6328 Signs		60		-				- 10,012		-	
6407 Collection Services		1,132		1,318		1,320		1,320		1,420	
6408 Contractor Fees		408		3,249		2,500		2,500		2,500	
6415 Tipping Fees		704,355		948,668		883,600		883,600		993,900	
6418 Equip Repairs & Maint				1,470		-		-		-	
6425 CEA Equip. Rental		592,316		744,412		774,750		774,750		842,376	
6429 Interfund Allocations		(23,651)		(17,715)		(12,000)		(12,000)		(15,000)	
6503 Rent		25		(,. 10)		(.2,000)		(.2,000)		(.5,500)	
Total Expense	\$	2,500,712	\$	2,990,775	\$	2,998,312	\$	3,002,184	\$	3,000,116	

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment Replacement automated containers Replacement parts Tire chains Replace 2 roll-off boxes @ sites Gas blowers	\$ 35,750 2,000 1,750 10,000 500 50,000
<u>Tipping Fees</u> Residential Rubbish disposal	\$ 981,240 12,660 993,900
Interfund Allocations Chipping services	\$ (15,000) (15,000)

#### **Sanitation - Landfill Maintenance**

**Business Unit 2230** 

#### PROGRAM MISSION

Maintain and monitor the condition of this site to insure compliance with Department of Natural Resources requirements

#### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", and #5: "Encourage sustainability".

#### Objectives:

Perform routine inspections of the landfill site to monitor the overall condition and provide the necessary maintenance to prevent site deterioration

Comply with mandated Department of Natural Resources regulations

Work with Valley Aero Modelers (VAM) to make the site usable for their club and community events

#### Major changes in Revenue, Expenditures, or Programs:

No major changes.

	PERFORMAN	CE INDICATOR	S		
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts Safety of the surrounding environment # of private wells showing impact					
from landfill	0	0	0	0	0
Strategic Outcomes Preventive maintenance # of DNR non-compliance notices					
received	0	0	0	0	0
# of surface soil failures (erosion)	0	0	0	0	0
Work Process Outputs					
Regulatory compliance Reporting to the DNR	2	2	2	2	2
Corrective actions generated from quarterly inspections	3	2	2	2	2

#### Sanitation - Landfill Maintenance

**Business Unit 2230** 

#### **PROGRAM BUDGET SUMMARY**

		Ac	Actual Budget					Budget	, ,			
Description	2009		2010		Adopted 2011		Amended 2011		2012			
Expenses												
6101 Regular Salaries	\$	4,949	\$	5,528	\$	3,740	\$	3,740	\$	3,740		
6105 Overtime		124		-		-		-		-		
6108 Part-Time		68		-		-		-		-		
6150 Fringes		1,972		2,169		1,516		1,516		1,322		
6325 Construction Materials		-		445		500		500		500		
6404 Consulting Services		59,055		50,071		58,240		58,240		57,864		
6413 Utilities		3,943		4,906		4,930		4,930		5,412		
6418 Equip Repairs & Maint		-		43		-		-		-		
6420 Facilities charges		1,547		1,496		1,500		1,500		1,500		
6425 CEA Equip. Rental		563		1,636		1,530		1,530		1,848		
6454 Grounds Repair & Maint.		1,480		1,480		1,600		1,600		1,600		
6501 Insurance		-		12,978		12,978		12,978		12,978		
6599 Other Contracts/Obligations		372		372		372		372		372		
Total Expense	\$	74,073	\$	81,124	\$	86,906	\$	86,906	\$	87,136		

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Consulting	Services
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Consultant to perform sampling and reporting (sediment, gas and water) \$ 50,264
Replace 5 gas collection system master control valves & one monitoring well \$ 7,600
\$ 57,864

#### Insurance

Risk management - 3rd yr amortization of a 5 year plan \$ 12,978 \$ 12,978

22772 3777		THE TOTAL CONTROL	Expense sonala	,, ,			12, 10, 12
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Interest Income Charges for Services Intergov. Charges for Service Other Revenues	31,313 338,474 22,298 191,210	20,050 321,940 32,094 142,303	59,077 522,052 448- 99,201	12.000 815.000 15.000 121.250	12.000 815.000 15.000 121.250	12,000 855,000 15,000 146,400	25.000 825.000 15.000 146.400
TOTAL REVENUES	583,295	516,387	679,882	963,250	963,250	1,028,400	1.011.400
EXPENSES BY LINE ITEM							
Regular Salaries Labor Pool Allocations Call Time Overtime Temp. Full-Time Part-Time	16.978 764.717 4.909 23.706 15.699 748	9,583 820,584 4,134 19,488 7,536 897	8,062 567,319 2,741 11,300 3,290 7,201	13,326 887,960 5,250 30,400 20,474	13.326 887,960 5.250 30.400 20.474	0 0 5.000 22.325 15.000 0	13,592 840,803 5,000 22,325 15,000
Incentive Pay Other Compensation Shift Differential Sick Pay Vacation Pay Fringes	17,500 4,273 421 29,057 87,424 423,250	17.500 19.213 485 27.811 81.589 450.527	0 6,785 433 10,742 53,090 325,242	17.500 615 400 0 0 448.402	17.500 615 400 0 0 448.402	17.500 10.000 450 0 0	17.500 10.000 450 0 0 384.330
Salaries & Fringe Benefits	1,388,682	1,459,347	996,205	1,424,327	1.424.327	70,275	1,309,000
Training & Conferences Office Supplies Memberships & Licenses Postage & Freight Awards & Recognition Insurance Rent	670 912 243 11.299 968 16.272 25	510 672 245 17.841 1.015 34.146 0	510 513 249 9.959 0 33.192	1.000 825 245 15.820 980 39,928	1.000 825 245 15.820 980 39.928	800 825 250 16,320 50 39,928	800 825 250 16.320 50 42.108
Uncollectible Accounts	157	302	357	0	0	400	400
Administrative Expense	30.546	54,731	44,780	58,798	58,798	58,573	60,753
Landscape Supplies Shop Supplies & Tools Paint & Supplies Printing & Reproduction Clothing Gas Purchases Safety Supplies Medical & Lab Supplies Construction Materials Miscellaneous Equipment Signs	864 1.704 48 3.972 2.369 1.220 1.331 143 0 42.548 417	616 1,657 0 3,316 2,183 1,463 1,059 68 445 40,204 50	236 1,613 15 1,892 1,462 733 632 63 0 47,016 45	850 2,000 100 3,600 2,000 1,500 1,250 100 500 121,280 300	850 2,000 100 3,600 2,000 1,500 1,250 100 500 125,152 300	1,750 100 3,600 2,200 1,500 1,250 100 500 56,500 250	0 1.750 100 3.600 2.200 1.500 1.250 100 500 56.500 250
Supplies & Materials	54,616	51.061	53.707	133,480	137,352	67.750	67,750
Bank Services Consulting Services Collection Services Contractor Fees Advertising Tipping Fees Interfund Allocations Health Services Laundry Services Other Contracts/Obligations	4,250 59,055 11,131 6,788 775 711,170 23,808- 54 7,938 4,630	3.629 51.323 11.695 3.249 287 948.747 17.715- 34 7.963 1,131	3.134 28.802 5.053 316 511 593.370 3.233- 0 5.344 789	4,500 58,240 12,320 2,500 300 883,600 12,000- 50 8,077 1,072	4,500 58,240 12,320 2,500 300 883,600 12,000- 50 8,077 1,072	4,500 57,864 12,420 2,500 300 949,500 15,000- 50 7,952 1,132	4,500 57,864 12,420 2,500 300 993,900 15,000- 50 7,952 1,132
Purchased Services	781,983	1,010,343	634,086	958.659	958,659	1,021,218	1,065,618
Electric Gas Water Waste Disposal/Collection Stormwater Telephone Cellular Telephone	20,032 12,739 3,270 1,500 13,499 411 154	22.299 10.320 3.330 1.503 14.237 453 202	18,315 7,188 2,531 1,054 11,564 356 369	21.346 15.750 3.360 1.785 13.750 430 140	21,346 15,750 3,360 1,785 13,750 430 140	24.182 12.360 3.730 1.839 15.460 470 599	24,182 12,360 3,730 1,839 15,460 470 599

83500 TEACHERA LINE SAN

### City of Appleton 2012 Budget Revenue and Expense Summary

2 10/04/11 12:45:22

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
Utilities	51,605	52,344	41.377	56,561	56,561	58,640	58,640
Equipment Repair & Maintenanc Facilities Charges CEA Equipment Rental Grounds Repair & Maintenance	0 1.547 658.153 1,480	1,513 1,496 784,283 1,480	0 10.618 592.648 490	0 20,439 845,390 1,600	20,439 845,390 1,600	0 1.500 . 0 1.600	0 19,365 889,527 1,600
Repair & Maintenance	661,180	788,772	603,756	867,429	867,429	3:100	910,492
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	2,968,612	3,416,598	2.373.911	3,499,254	3,503,126	1.279,556	3,472,253

#### **SANITATION FUND**

#### SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
Property Taxes Interest Income Charges for Services Sale of City Property	\$ 2,620,000 31,305 470,151 76,596	\$ 2,810,000 20,051 492,041 1,549	\$ 2,310,000 12,000 938,950 500	\$ 2,310,000 55,000 898,950 500	\$ 2,310,000 25,000 980,500 500
Other Total Revenues	5,237 3,203,289	2,747 3,326,388	11,800 3,273,250	9,000 3,273,450	5,400 3,321,400
Expenses					
Program Costs	2,968,609	3,416,599	3,499,254	3,499,254	3,472,253
Other Financing Sources (Uses)					
Operating Transfers In					
Net Change in Equity	234,680	(90,211)	(226,004)	(225,804)	(150,853)
Fund Balance - Beginning	789,001	1,023,681	933,470	933,470	707,666
Fund Balance - Ending	\$ 1,023,681	\$ 933,470	\$ 707,466	\$ 707,666	\$ 556,813

#### 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. \$35,750 of the projected cost budgeted for 2012 is due to the purchase of replacement containers. The history of the use of the container replacement balance is presented below:

Year	Amount	Balance
		774,755
2000	(16,674)	758,081
2001	(18,209)	739,872
2002	(33,778)	706,094
2003	(25,977)	680,117
2004	(20,250)	659,867
2005	(21,650)	638,217
2006	(32,850)	605,367
2007	(27,325)	578,042
2008	(20,000)	558,042
2009	(13,300)	544,742
2010	(28,866)	515,876
2011 Projected	(42,238)	473,638
2012 Budgeted	(35,750)	437,888

CAPITAL PROJECTS FUNDS								
NOTES								

# CITY OF APPLETON 2012 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

 New Concrete Paving
 1,507,160
 Projects, Pg. 620

 Sidewalks
 154,502
 Projects, Pg. 628

154,502 Projects, Pg. 628 \$ 1,661,662

Major changes in Revenue, Expenditures, or Programs:

No major changes.

# PERFORMANCE INDICATORS Actual 2009 Actual 2010 Target 2011 Projected 2011 Target 2012

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		Act	ual					Budget			%
Unit Title		2009		2010	Ad	lopted 2011	Am	ended 2011		2012	Change *
Program Revenues	\$	1,734,140	\$	1,812,265	\$	1,080,000	\$	1,080,000	\$	715,000	-33.80%
Program Expenses	\$	2,236,352	\$	1,342,479	\$	1,649,667	\$	1,704,309	\$	1,661,662	0.73%
Expenses Comprised Of:											
Personnel		199,043		86,483		234,116		234,116		179,645	-23.27%
Administrative Expense		-		-		-		-		-	N/A
Supplies & Materials		350,881		60,352		117,022		130,722		42,785	-63.44%
Purchased Services		1,456		-		-		-		6,000	N/A
Utilities		999		-		-		-		-	N/A
Repair & Maintenance		58,780		6,981		35,480		35,480		7,913	-77.70%
Capital Expenditures		1,625,193		1,188,663		1,263,049		1,303,991		1,425,319	12.85%

\* % change from prior year adopted budget Subdivision Devel Fund.xls

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# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

Subdivision Business Unit 4010

### **PROGRAM BUDGET SUMMARY**

	Actual				Budget					
Description		2009		2010	Ac	dopted 2011	Am	nended 2011		2012
Davanuas										
Revenues 4110 Property Taxes	\$	_	\$	500,000	\$	900,000	\$	900,000	\$	500,000
4614 Miscellaneous Specials	Ψ	788,118	Ψ	654,414	Ψ	1,025,000	Ψ	1,025,000	Ψ	650,000
4710 Interest on Investments		790,110		272		5,000		5,000		20,000
4730 Interest - Deferred Specials		47.017		41.047		50,000		50,000		45,000
5021 Capital Contributions		375.715		41,246		30,000		50,000		+3,000
5921 Trans In - General Fund		522,500		1,075,286		_		_		_
Total Revenue	\$	1,734,140	\$	2,312,265	\$	1,980,000	\$	1,980,000	\$	1,215,000
								•		
Expenses										
6101 Regular Salaries	\$	137,590	\$	56,102	\$	152,355	\$	152,355	\$	121,935
6104 Call Time		-		-		-		-		-
6105 Overtime		1,779		2,764		4,010		4,010		4,677
6108 Part-Time		3,505		2,617		3,352		3,352		3,518
6150 Fringes		56,171		25,000		74,399		74,399		49,515
6308 Landscape Supplies		62,479		41,153		16,454		30,154		20,285
6309 Shop Supplies & Tools		821		367		-		-		-
6325 Construction Materials		283,662		15,652		94,568		94,568		17,000
6328 Signs		3,917		3,180		6,000		6,000		5,500
6404 Consulting Services		1,456		-		-		-		-
6408 Contractor Fees		-		-		-		-		6,000
6413 Utilities		999		-		-		-		-
6425 CEA Equip. Rental		58,780		6,981		35,480		35,480		7,913
6809 Infrastructure Construction	_	1,625,193	_	1,188,663	_	1,263,049	_	1,303,991	_	1,425,319
Total Expense	\$	2,236,352	\$	1,342,479	\$	1,649,667	\$	1,704,309	\$	1,661,662

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

2012	Street	From	То	4010
Labor Pool				179,645
CEA				7,913
Sidewalk - new				101,254
Sidewalk - 6 month waivers				30,000
	Subtotal			131,254
Misc. Repairs				10,000
New Concrete	Applebend Dr	Ashbury Dr	Braeburn Dr	128,923
	Braeburn Dr	Applebend Dr	Fuji Dr	229,544
	Fuji Ct	Braeburn Dr	cds	42,974
	Fuji Dr	Ashbury Dr	Braeburn Dr	123,876
	Gala Ct	Braeburn Dr	cds	42,974
	Glory La	French Rd	Sourapple Dr	223,218
	Greenleaf Dr	Lightning Dr	Stargaze Dr	142,786
	Snowden PI	Greenleaf Dr	Stargaze Dr	80,304
	Sourapple Dr	Glory La	Ashbury Dr	36,391
	Stargaze Dr	Greenleaf Dr	Snowden Pl	170,006
	Sundance Dr	Snowden PI	Stargaze Dr	111,854
	Subtotal			1,332,850
Total Concrete Paving				\$ 1,661,662

## SUBDIVISION DEVELOPMENT FUND

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

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
Property Taxes Special Assessments Interest Income Other Total Revenues	\$ - 786,118 47,807 375,715 1,209,640	\$ 500,000 654,414 41,320 41,246 1,236,980	\$ 900,000 1,025,000 55,000 - 1,980,000	\$ 900,000 800,000 85,000 23,000 1,808,000	\$ 500,000 650,000 65,000 - 1,215,000
Expenses					
Program Costs Total Expenses	2,236,352 2,236,352	1,342,479 1,342,479	1,649,667 1,649,667	1,704,309 1,704,309	1,661,662 1,661,662
Revenues over (under) Expenses	(1,026,712)	(105,499)	330,333	103,691	(446,662)
Other Financing Sources (Uses)					
Operating Transfers In Total Other Financing Sources (Uses)	522,500 522,500	1,075,286 1,075,286	<u>-</u>	-	-
Net Change in Equity	(504,212)	969,787	330,333	103,691	(446,662)
Fund Balance - Beginning	351,672	(152,540)	817,247	817,247	920,938
Fund Balance - Ending	\$ (152,540)	\$ 817,247	\$ 1,147,580	\$ 920,938	\$ 474,276
Unreserved Designated Fund Balance	Policy Compliand	<b>2€</b>			
Minimum -Three months operating expen	ditures based on p	orior year's audited	l expenditures		335,620
Maximum (80% of the most recent five ye 2012 budgeted 2011 budgeted plus 100% carryover fro 2010 actual 2009 actual 2008 actual	•	division developme 1,661,662 1,649,667 1,342,479 2,236,352 2,085,014	ent expenditures,		
					1,436,028

# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

NOTES	

# CITY OF APPLETON 2012 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		<u>Amount</u>	<u>Page</u>
Traffic camera program / signal battery backup	\$	56.000	Projects, Pg. 614
Bridge improvements	•	,	Projects, Pg. 619
Traffic signal comm grid and equip replacement/upgrade		,	Projects, Pg. 613
Street lighting improvements		50,000	Projects, Pg. 612
Traffic sign retro-reflectivity mandate		300,000	Projects, Pg. 615
Portable radios		25,000	Projects, Pg. 663
Prentice loader replacement		225,000	Projects, Pg. 666
	\$	1,334,000	_

#### Major program changes:

Since the prentice loader (above) was part of the Park and Recreation Department budget in the past, the replacement was never planned in this budget. With the merger of the Forestry Division into the Department of Public Works, this budget became responsible for funding the replacement (the loader was never part of CEA, so no CEA funding is available).

There are proposed legislative changes to the traffic sign retro-reflectivity mandate to lessen the financial burden on local governments. If the changes are approved in 2012, the timeline for completing the project will be modified in the 2013 budget.

#### 

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	Ac	tual		Budget		%			
Unit Title	2009	2010	Adopted 2011	Amended 2011	2012	Change *			
Program Revenues	\$ 2,432,848	\$ 169,411	\$ 20,000	\$ 20,000	\$ -	-100.00%			
Program Expenses	\$ 4,552,901	\$ (90,283)	\$ 280,452	\$ 467,795	\$ 1,334,000	375.66%			
Expenses Comprised Of:									
Personnel	71,016	14,499	18,029	18,029	8,668	-51.92%			
Supplies & Materials	194,628	98,854	-	42,201	75,000	N/A			
Purchased Services	286,161	82,313	148,920	222,423	13,000	-91.27%			
Repair & Maintenance	476	-	2,503	2,503	-	-100.00%			
Capital Expenditures	4,000,620	(285,949)	111,000	182,639	1,237,332	1014.71%			

# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

Public Works Business Unit 4240

#### **PROGRAM BUDGET SUMMARY**

	Actual					Budget					
Description	2009			2010		Adopted 2011		Amended 2011		2012	
Revenues											
4224 Miscellaneous State Aids	\$	97,716	\$	-	\$	-	\$	-	\$	-	
4710 Interest on Investments		18,906		55,082		20,000		20,000		-	
50004 Sale of City Property		3,000		-		-		-		-	
5065 Other Reimbursements		1,057,579		114,329		-		-		-	
5910 Proceeds of Long-term Debt		3,545,000		-		-		-		1,334,000	
5921 Trans In - General Fund		1,255,647		-		-		-		-	
Total Revenue	\$	5,977,848	\$	169,411	\$	20,000	\$	20,000	\$	1,334,000	
Expenses											
6102 Labor Pool Allocations	\$	50,640	\$	10,289	\$	13,279	\$	13,279	\$	6,802	
6105 Overtime		40		_		-		_		-	
6108 Part Time		927		184		-		-		-	
6150 Fringes		19,409		4,026		4,813		4,813		1,866	
6308 Landscape Supplies		-		2,890		-		-		-	
6325 Construction Materials		172,419		92,232		-		18,256		50,000	
6327 Miscellaneous Equipment		-		3,632		-		23,945		25,000	
6328 Signs		22,129		100		-		-		-	
6404 Consulting Services		105,355		(36,764)		148,920		148,920		13,000	
6408 Contractor Fees		162,805		119,077		-		73,503		-	
6413 Utilities		18,001		-		-		-		-	
6425 CEA Equipment Rental		476		-		2,440		2,440		-	
6503 Rent		80		-		-		-		-	
6801 Land		11,638				-					
6804 Equipment		84,083		21,850		-		18,750		225,000	
6809 Infrastructure Construction		3,904,899		(515,499)		111,000		163,889		1,012,332	
7914 Trans Out - Capital Projects	<u> </u>	- 4 FF0 004	<sub>C</sub>	207,700	ጥ	-	<b>ጥ</b>	467.705	r	1 224 000	
Total Expense	Φ_	4,552,901	\$	(90,283)	\$	280,452	\$	467,795	\$	1,334,000	

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Construction materials LED Street Light Retrofits	\$	50,000 50,000
Consulting Services Design - Lawe Street over the power canal	\$	13,000
	\$	13,000
Miscellaneous Equipment Portable Radios	<u>\$</u>	25,000 25,000
	_	
Equipment Prentice Loader - Replacement	\$	225,000
	\$	225,000
Infrastructure Construction Traffic camera installation Olde Oneida St. bridge over Fox River Traffic signal grid Traffic sign retro-reflectivity upgrade	\$	54,750 623,682 35,150 298,750
	\$	1,012,332

#### **PUBLIC WORKS PROJECTS**

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

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget	
Intergovernmental Interest Income Other Total Revenues	\$ 97,716 18,906 1,057,579 1,174,201	\$ 55,082 637,585 692,667	\$ - 20,000 - 20,000	\$ - 70,000 - 70,000	\$ - - - -	
Expenses						
Program Costs Total Expenses	4,552,901 4,552,901	225,272 225,272	280,452 280,452	467,795 467,795	1,334,000 1,334,000	
Revenues over (under) Expenses	(3,378,700)	467,395	(260,452)	(397,795)	(1,334,000)	
Other Financing Sources (Uses)						
Proceeds of G.O. Debt Sale of City Property Operating Transfers In Operating Transfers Out Total Other Financing Sources (Uses)	3,545,000 3,000 1,255,647 - 4,803,647	(447,700) (447,700)	- - - - -	(985,418) (985,418)	1,334,000	
Net Change in Equity	1,424,947	19,695	(260,452)	(1,383,213)	-	
Fund Balance - Beginning	(61,429)	1,363,518	1,383,213	1,383,213		
Fund Balance - Ending	\$ 1,363,518	\$ 1,383,213	\$ 1,122,761	\$ -	\$ -	

#### Discussion of changes in fund balances:

Additional revenues were 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, as well as to allocate funds to other City projects in 2010 and 2011 that met the debt purpose specification of the 2009 borrowing.

# **PARKING UTILITY**

**Public Works Director: Paula A. Vandehey** 

**Deputy Director/City Engineer: Ross M. Buetow** 

**Deputy Director of Operations: Nathan D. Loper** 

#### **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 2011 EVENTS**

Replaced existing ramp sweeper with high-efficiency model capable of use on City sidewalks and other City facilities

Implemented revised parking ramp and parking meter rate structure per 2010 Council action

Installed improved ramp entry signage

Performed roof repairs to the Red (Midtown) Ramp skywalk and the Blue (City Center) Ramp stairwell

Continued ongoing program of meter mechanism and housing replacement

Continued ongoing program of line painting of ramp and on-street parking stalls

Completed concrete and brick repairs at the Blue (City Center) Ramp

Completed Phase V of the Red (Midtown) Ramp lighting upgrades

Sealed concrete decks of the Red (Midtown) Ramp

Reconstructed cashier booth at the Red (Midtown) Ramp

Relocated Office of Parking Supervisor from the Green (Washington) Ramp to the Blue (City Center) Ramp

Continued working with Appleton Downtown Incorporated and downtown parking users to seek ways to improve the parking system

Conducted Ad Hoc Parking Committee meetings to develop a marketing plan for the Parking Utility

Conducted end-of-life study for the Blue (City Center) Ramp

#### **MAJOR 2012 OBJECTIVES**

Complete ramp repairs in accordance with consultant reports and end-of -life study for the Blue (City Center) Ramp

Continue to work with Appleton Downtown Incorporated and downtown parking users to seek ways to improve the parking system

Complete Phase VI of the Red (Midtown) Ramp lighting fixture replacement program

Complete the Parking Pay Center pilot project in Soldiers Square

Perform line painting of ramp and on-street parking stalls

Seal concrete decks of the Green (Washington) Ramp

Complete next phase of parking ramp security camera installations

Phase II installation of LED informational signs at entrances to City Ramps

Install colored accent lighting to correspond to new color-based ramp names

Perform surface repairs to the Library Plaza Parking Lot

Replace light bulbs in parking ramp light fixtures (done once every 3 years)

DEPARTMENT BUDGET SUMMARY Programs Actual Budget														
	Programs	Actual					Budget							
Unit	Title		2009		2010	Ad	opted 2011	Am	ended 2011		2012	Change *		
	gram Revenues	\$	2,205,275	\$	2,012,544	\$	2,560,501	\$	2,560,501	\$	2,495,901	-2.52%		
Pro	gram Expenses													
5110 A	dministration		1,626,577		1,631,220		1,695,092		1,695,092		1,712,144	1.01%		
5120 C	Operations & Maint.		848,486		954,521		1,010,307		1,052,474		1,043,376	3.27%		
5130 E	Inforcement		175,130		181,862		195,817		195,817		185,305	-5.37%		
	TOTAL	\$	2,650,193	\$	2,767,603	\$	2,901,216	\$	2,943,383	\$	2,940,825	1.37%		
Expenses Comprised Of:														
Personne	l		653,420		673,183		710,434		710,434		676,592	-4.76%		
Administra	ative Expense		1,535,950		1,525,490		1,591,168		1,591,168		1,579,830	-0.71%		
Supplies 8	& Materials		28,998		50,495		58,005		58,005		47,600	-17.94%		
Purchase	d Services		121,093		74,366		121,834		125,120		147,100	20.74%		
Utilities			202,237		203,046		212,895		212,895		237,592	11.60%		
Repair & I	Maintenance		84,545		73,016		86,880		94,848		97,111	11.78%		
Capital Ex	kpenditures		23,950		168,007		120,000		150,913		155,000	29.17%		
Full Time	Equivalent Staff:													
Personne	I allocated to programs		11.47		11.47		11.47		11.47		11.17			

<sup>\* %</sup> change from prior year adopted budget Parking Utility.xls

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 collections

#### Major changes in Revenue, Expenditures, or Programs:

The following change to the Parking Table of Organization was approved in 2011:

- Decrease in Part-Time Cashier and ramp attendant staff from 4 FTE positions to 3.95 FTE positions.
- Decrease in advertising expense for 2012 is due to prioritizing other areas of expenditures planned for 2012 such as new signage, lighting, etc. which are budgeted in other accounts. The Parking Marketing Ad Hoc Committee decided that these expenditures are the way to "advertise" the ramps.
- Increase in depreciation expense reflects new and upgraded ramp and meter equipment and special assessments related to utility and road work on Washington Street. Some of these projects were started in 2010 and completed during 2011.

	PERFORMAN	CE INDICATOR:	S		
	<u>Actual 2009</u>	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Effective rate structure policy % change in operating revenue					
received	-3.90%	-9.59%	13.20%	24.67%	0.00%
Community events supported	14	13	9	11	11
Strategic Outcomes					
Efficiency of operations					
% change in operating costs	-22.6%	2.9%	-0.50%	3.38%	-1.29%
Work Process Outputs					
Expansion of customer base					
YTD avg active permits/					
total permit stalls	2,137/2,343	2,143/2,343	2,100/2,323	2,100/2,323	2,100/2,323
# of daily meter bags sold	4,844	1,511	1,000	800	800

Administration Business Unit 5110

#### **PROGRAM BUDGET SUMMARY**

		Ac	tual							
Description		2009		2010	Ac	lopted 2011	An	nended 2011		2012
Davis										
Revenues	Φ	00.040	Φ	40.740	Φ	05.000	Φ	05.000	Φ	45.000
4710 Interest on Investments	\$	23,943	\$	43,719	\$	35,000	\$	35,000	\$	45,000
5010 Misc Revenue - Nontax		39,996		5		1		1		1
5035 Other Reimbursements	Φ.		Φ.	37	Φ.	25 004	<b>ጥ</b>	25.004	Φ.	45.004
Total Revenue	\$	63,939	\$	43,761	\$	35,001	\$	35,001	\$	45,001
Expenses										
6101 Regular Salaries	\$	65,071	\$	66,456	\$	93,607	\$	93,607	\$	93,019
6108 Part-Time	Ψ	139	Ψ	421	Ψ	-	Ψ	-	Ψ	-
6150 Fringes		26,117		25,881		40,642		40,642		35,707
6201 Training\Conferences		20,117		244		10,012		10,012		-
6301 Office Supplies		459		2,546		800		800		600
6303 Memberships & Licenses		-		2,010		550		550		550
6304 Postage/Freight		5,497		5,218		6,500		6,500		6,500
6305 Awards & Recognition		289		131		350		350		350
6306 Building Maint./Janitorial		-		59		-		-		-
6309 Shop Supplies & Tools		649		883		1,500		1,500		1,500
6320 Printing & Reproduction		259		1,546				-,000		-,000
6321 Clothing		702		810		900		900		900
6323 Safety Supplies		5		221		100		100		400
6327 Misc. Equipment		-		174		800		800		800
6401 Accounting/Audit		2.345		2,446		2,955		2,955		2,328
6403 Bank Services		6,986		8,257		8,000		8,000		8,000
6404 Consulting Services		798				-		-		-
6407 Collection Services		2,421		2,542		2,400		2,400		2,622
6412 Advertising		_,		_,		10,000		10,000		5,000
6413 Utilities		2,313		2,235		2,568		2,568		2,748
6418 Equip Repairs & Maint		3,311		2,102		2,100		2,100		2,100
6420 Facilities Charges		-		2,842		_,		_,		2,500
6430 Health Services		_		17		_		_		_,000
6451 Laundry Services		1,529		1,720		1,500		1,500		1,690
6501 Insurance		32,076		39,216		42,520		42,520		44,540
6601 Depreciation Expense		466,311		455,953		468,000		468,000		490,990
7911 Trans Out - General Fund		9,300		9,300		9,300		9,300		9,300
7912 Trans Out - Special Revenue		1,000,000		1,000,000		1,000,000		1,000,000		1,000,000
Total Expense	\$	1,626,577	\$	1,631,220	\$	1,695,092	\$	1,695,092	\$	1,712,144

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

<sup>\*</sup> 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.

#### **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 654 for further detail:

- 1. Stair repairs all ramps
- 2. Concrete patching all ramps
- 3. Crack filling/joint repair all ramps
- 4. ADA Compliance improvements Blue (City Center) Ramp (pending results of end-of-life study)
- 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 changes in Revenue, Expenditures, or Programs:

Budget includes \$10,000 for ramp LED information signage and \$20,000 for decorative lighting based upon recommendations from the City's Ad Hoc Parking Committee. Much of this money will be used to promote better recognition and access to the City's four ramps related to the new ramp identities (Red=Midtown, Green=Washington, Yellow=East, Blue=City Center)

Budget includes \$20,000 for the next phase of security camera installations in City parking ramps

Budget includes \$30,000 for the pilot project installation of Parking Pay Centers in Soldiers Square

Budget includes an increase of \$13,000 in building maintenance & janitorial expense for light bulb replacement which is done every three years.

Budget includes \$59,860 in other contracts/obligations for special assessments due to the Washington Street reconstruction.

Budget includes an increase of \$12,000 for snow removal based on actual history of expenses incurred.

The total number of reports of facility damages and graffiti reports continues to increase. Overall staff time required for these incidents has seen a corresponding increase.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts		·			
Reliability of the system					
# of broken meters reported	483	496	350	475	400
% fixed within 24 hours	98%	98%	99%	98%	99%
Strategic Outcomes					
Efficiency of staff management					
Maintenance staff size to # of meters	2/996	2 / 996	2 / 996	2/996	2 / 996
Maintenance staff size to # of					
unmetered stalls	3 / 3,162	3 / 3,132	3 / 3,132	3 / 3,132	3 / 3,132
Structural inspections performed	4	0	0	0	0
Work Process Outputs					
Customer services provided					
# of meter batteries changed	996	996	996	996	996
# of Power flushes per ramp	2	2	2	2	2
# of facility property damages reported	26	78	75	100	100
# of broken gate arms reported/					
repaired	24	22	15	15	15

Operations and Maintenance

**Business Unit 5120** 

#### PROGRAM BUDGET SUMMARY

		Ac	tual		Budget					
Description		2009		2010	Ad	dopted 2011	Am	ended 2011		2012
Revenues										
4841 Meters - Tax	\$	524,606	\$	538,237	\$	649,000	\$	649,000	\$	608,000
4842 Short-term Parking - Nontax		5,142		3,193		7,600		7,600		5,80
4843 Short-term Parking - Tax		434,873		527,224		700,000		700,000		570,00
4844 Permit Parking - Nontax		168,573		125,732		166,000		166,000		166,00
4845 Permit Parking - Tax		444,159		247,680		464,000		464,000		570,00
4846 Parking Meter Hood - Nontax		19,143		484		2,000		2,000		50
4847 Parking Meter Hood - Tax		8,518		8,599		10,000		10,000		10,00
5030 Damage to City Property		49		-		-		-		-
5085 Cash Short or Over		151		94		-		-		
Total Revenue	\$	1,605,214	\$	1,451,243	\$	1,998,600	\$	1,998,600	\$	1,930,30
Expenses										
6101 Regular Salaries	\$	252,505	\$	252,874	\$	238,959	\$	238,959	\$	230,55
6104 Call Time	Ψ	83	Ψ	604	Ψ	300	Ψ	300	Ψ	_00,00
6105 Overtime		3,551		6.249		3,200		3,200		3.00
6108 Part-Time		23,866		22,888		29,828		29,828		35,79
6150 Fringes		129,755		136,850		138,631		138,631		119,9
6306 Building Maint./Janitorial		22,018		12,822		11,000		11,000		27,00
6311 Paint & Supplies		261		525		1,000		1,000		1,50
6320 Printing & Reproduction		2.217		7.849		6.225		6.225		5,2
6325 Construction Materials		5,828		5,550		6,000		6,000		6,00
6326 Equipment Parts		12,026		13,011		11,250		11,250		11,2
6327 Miscellaneous Equipment		-		11,418		21,730		21,730		12,00
6328 Signs		-		1.359		500		500		,-
6404 Consulting Services		30,875		6,440		-		-		
6407 Collection Services		215		215		400		400		40
6408 Contractor Fees		19,480		9,336		11,000		14,286		9.00
6409 Inspection Fees		2,529		1,555		3,600		3,600		2,20
6413 Utilities		199,924		200,810		210,327		210,327		234,84
6416 Build Repairs & Maint		30,192		20,617		23,000		30,968		30,00
6418 Equip Repairs & Maint		31,981		30,356		35,500		35,500		35,50
6425 CEA Equip. Rental		17,915		14,349		23,730		23,730		24,26
6440 Snow Removal Services		39,315		30,837		28,000		28,000		40,00
6599 Other Contracts / Obligations		-		-		33,979		33.979		59,86
6803 Buildings		23,950		168,007		120,000		150,913		125,00
6804 Machinery and Equipment		-,		,		-,				30,00
7921 Trans Out - Internal Serv Fund		-		-		52,148		52,148		22,00
Total Expense	\$	848,486	\$	954,521	\$	1,010,307	\$	1,052,474	\$	1,043,37

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Building Maintenance & Janitorial Building maintenance Cleaning supplies Deck sealer (City Center)	\$ 15,000 4,000 8,000 27,000	Equipment Repairs & Maintena Elevator repairs - maintenanc agreements Meter Mech repair Electrical repairs/ TAPCO	 28,000 500 7,000 35,500
Equipment Parts Misc repair parts Permit cards Batteries - Lithium	\$ 4,000 1,250 6,000 11,250	Snow Removal Services All ramps	\$ 40,000 40,000
Miscellaneous Equipment Meter brackets Midtown exit gate Card reader/Scanner upgrade	\$ 2,000 3,000 7,000 12,000	Other Contracts/Obligations Special Assessment Washington Ramp Library Plaza Parking Lot	\$ 32,760 27,100 59,860
Building Repairs & Maintenance Midtown lighting (upgrade yr. 4 of 5) Misc ramp repairs Ramp window washing Pest control services Door replacement - East Ramp	\$ 10,000 7,500 2,000 1,500 4,000	Buildings Ramp repairs Ramp security cameras LED information signs for ramp entrances Decorative lighting	\$ 75,000 20,000 10,000 20,000 125,000
Library Lot repairs	\$ 5,000 30,000	Machinery and Equipment Pay Center Pilot machine	\$ 30,000

Enforcement Business Unit 5130

#### PROGRAM MISSION

The Parking Utility enforces City parking ordinances to promote the safety and availability of parking spaces for the benefit of our customers and downtown guests.

#### **PROGRAM NARRATIVE**

#### Link to City Goals:

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

#### Objectives:

Educate and inform customers on parking policies and assist with directions and questions about the City Maintain all parking control devices within the City

Provide timely reviews and responses to parking citation review forms

Continue to investigate ways to reduce the number of citation review forms received that do not meet submittal criteria

#### Major changes in Revenue, Expenditures, or Programs:

The following change to the Parking Table of Organization was approved in 2011:

Decrease in Parking Enforcement staff from 2.0 FTE positions to 1.5 FTE positions came as a result of a trial period for a few months during 2011. Overall, there was no decrease in enforcement but will be more efficiency of the staff that is patrolling. There will be a ramp attendant who will issue tickets in the ramp for a few hours which will help alleviate and keep the Enforcement staff walking the streets.

The increase in fringes is due to the change from two single health care plans to two family plans.

		ICE INDICATOR		Projected 2044	Toward 2012
Client Benefits/Impacts	Actual 2009	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<u>Target 2012</u>
Customer service					
Meter stall turnover					
# of citations/meter/month	1.81	1.90	2.0	2.0	2.0
Strategic Outcomes					
Effectiveness of revenue source and collective	ctions				
Average # of days to pay ticket	43	39	45	45	45
# of notices sent	13,716	11,448	14,000	14,000	14,000
# of state suspensions sent	2,773	2,490	2,800	2,800	2,800
Work Process Outputs					
Enforcement provided					
# of citations issued	22,859	23,741	21,500	22,000	22,500
# of meter violation citations issued # of citations reviewed by	21,670	22,426	20,200	20,200	21,000
Parking Manager	845	927	950	950	950

**Business Unit 5130 Enforcement** 

#### **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Ac	dopted 2011	Am	ended 2011		2012
Revenues										
4520 Parking Violations	\$	535.246	\$	517,040	\$	526,000	\$	526,000	\$	520,000
5035 Other Reimbursements	•	876	•	500	•	900	Ť	900	•	600
Total Revenue	\$	536,122	\$	517,540	\$	526,900	\$	526,900	\$	520,600
Expenses										
6101 Regular Salaries	\$	114,388	\$	114,921	\$	117,479	\$	117,479	\$	102,617
6105 Overtime		659		501		100		100		100
6150 Fringes		37,286		45,538		47,688		47,688		55,838
6320 Printing & Reproduction		6,645		6,726		7,200		7,200		7,200
6321 Clothing		406		424		400		400		400
6326 Equipment Parts		-		-		400		400		400
6404 Consulting Services		600		-		-		-		-
6418 Equipment Repairs & Maint.		1,146		2,750		2,550		2,550		2,750
6599 Other Contracts/Obligations		14,000		11,002		20,000		20,000		16,000
Total Expense	\$	175,130	\$	181,862	\$	195,817	\$	195,817	\$	185,305

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Other Contracts & Obligations
DMV support services

16,000 16,000

### City of Appleton 2012 Budget Revenue and Expense Summary

LINE PAR		Revenue and	exheuse animic	iry			19:45:14
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES		·					
Fines and Forfeitures Interest Income Charges for Services Other Revenues	535,246 23,943 1,605,012 41,072	517,040 43,719 1,451,148 636	374,667 56,449 1,378,028 247	526,000 35,000 1,998,600 901	526,000 35,000 1,998,600 901	535,000 35,000 1,975,300 601	520,000 45,000 1,930,300 601
TOTAL REVENUES	2,205,273	2,012,543	1,809,391	2,560,501	2,560,501	2,545,901	2,495.901
EXPENSES BY LINE ITEM							
Regular Salaries Labor Pool Allocations Call Time Overtime Part-Time Other Compensation Shift Differential Sick Pay Vacation Pay Fringes	56.043 314.700 83 4.210 24.005 136 180 15.730 45.175 193.158	54,361 320,592 604 6,749 23,309 1,811 223 8,602 48,662 208,270	36,701 220,984 133 3,702 16,482 0 91 8,856 46,247 154,527	63,274 386,371 300 3,300 29,828 0 400 0 226,961	63.274 386.371 300 3.300 29.828 0 400 0 226.961	0 0 0 100 0 0 400 0 0	62,362 363,430 300 3,100 35,793 0 100 0 211,507
Salaries & Fringe Benefits	653,420	673.183	487,723	710.434	710.434	500	676,592
Training & Conferences Office Supplies Memberships & Licenses Postage & Freight Awards & Recognition Building Maintenance/Janitor. Insurance Depreciation Expense Trans Out - General Fund Trans Out - Special Revenue Trans Out - Capital Projects Trans Out - Internal Svc.	0 459 0 5.497 289 22,018 32,076 466,311 9,300 1,000,000 0	244 2.546 0 5.218 131 12,882 39,216 455,953 9,300 1,000,000 0	0 646 0 100 0 2,935 31,883 337,167 6,975 0 52,148	0 800 550 6.500 350 11,000 42,520 468,000 9,300 1,000,000 0 52,148	0 800 550 6.500 350 11.000 42.520 468.000 9.300 1.000.000 0 52.148	0 600 550 6,500 350 27,000 42,521 449,556 9,300 1,000,000	0 600 550 6,500 350 27,000 44,540 490,990 9,300 1,000,000
Administrative Expense	1,535,950	1,525,490	431.854	1.591.168	1,591,168	1,536,377	1,579,830
Shop Supplies & Tools Paint & Supplies Printing & Reproduction Clothing Safety Supplies Construction Materials Vehicle & Equipment Parts Miscellaneous Equipment Signs	649 261 9,121 1,108 5 5,828 12,026 0	883 525 16,121 1,234 221 5,550 13,011 11,591 1,359	863 934 4.447 1.236 142 0 12.646 22.159	1.500 1.000 13.425 1.300 100 6.000 11.650 22.530 500	1.500 1.000 13.425 1.300 100 6.000 11.650 22.530 500	1.500 1.500 12.450 1.300 400 6.000 11.650 42.800 10,000	1,500 1,500 12,450 1,300 400 6,000 11,650 12,800
Supplies & Materials	28,998	50,495	42,427	58,005	58,005	87,600	47,600
Accounting/Audit Bank Services Consulting Services Collection Services Contractor Fees Inspection Fees Advertising Health Services Snow Removal Services Laundry Services Other Contracts/Obligations	2,345 6,986 32,273 2,635 19,480 2,529 0 0 39,315 1,529 14,000	2.446 8.257 6.440 2.756 9.336 1.555 0 17 30.837 1.720	2,707 5,377 3,085 1,866 8,861 0 1,543 0 62,036 1,207 10,350	2,955 8,000 0 2,800 11,000 3,600 10,000 0 28,000 1,500 53,979	2,955 8,000 0 2,800 14,286 3,600 10,000 0 28,000 1,500 53,979	2,650 8,400 0 3,022 9,000 2,200 5,000 0 36,000 1,690 100,000	2,328 8,000 0 3,022 9,000 2,200 5,000 0 40,000 1,690 75,860
Purchased Services	121 092	74.366	97.032	121,834	125.120	167,962	147.100
Electric Gas Water Waste Disposal/Collection Stormwater Telephone	176,104 1,731 3,548 1,782 14,222 3,524	177 .131 1 .572 3 .171 1 .671 15 .126 3 .084	151,888 1,621 1,565 1,176 9,658 2,271	181,545 2,575 3,276 1,626 18,640 3,849	181 .545 2 .575 3 .276 1 .626 18 .640 3 .849	208,589 1,979 3,552 1,834 16,640 3,174	208.589 1.979 3.552 1.834 16.640 3.174

83500 TEACHERA LINE PAR

### City of Appleton 2012 Budget Revenue and Expense Summary

2 09/29/11 19:44:47

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
Cellular Telephone	1.326	1,291	1,347	1,384	1,384	1,824	1,824
Utilities	202,237	203,046	169,526	212,895	212,895	237,592	237,592
Building Repair & Maintenance Equipment Repair & Maintenanc Facilities Charges CEA Equipment Rental	30.192 36.438 0 17.915	20,617 35,208 2,842 14,349	16,521 31,568 1,471 11,120	23,000 40,150 0 23,730	30,968 40,150 0 23,730	45,000 40,350 0 0	30,000 40,350 2,500 24,261
Repair & Maintenance	84.545	73,016	60,680	86,880	94,848	85,350	97,111
Buildings Machinery & Equipment Infrastructure Construction	23,950 0 0	168,007 0 0	8.072 0 0	120.000 0 0	150.913 0 0	95,000 0 5,000	125,000 30,000 0
Capital Expenditures	23,950	168,007	8.072	120,000	150.913	100.000	155,000
TOTAL EXPENSES	2,650,192	2,767,603	1,297,314	2,901,216	2,943,383	2,215,381	2,940,825

### **PARKING UTILITY**

#### STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget				
Charges for Services Other Total Revenues	\$ 1,646,037 535,246 2,181,283	\$ 1,448,943 517,040 1,965,983	\$ 1,998,601 526,900 2,525,501	\$ 1,930,301 520,600 2,450,901	\$ 1,930,301 520,600 2,450,901				
Expenses									
Operating Expenses Depreciation Total Expenses	1,174,582 466,311 1,640,893	1,299,507 455,953 1,755,460	1,346,768 468,000 1,814,768	1,346,768 468,000 1,814,768	1,285,535 490,990 1,776,525				
Operating Income (Loss)	540,390	210,523	710,733	636,133	674,376				
Non-Operating Revenues (Expenses)									
Interest Income Other	23,943 49	43,719	35,000	45,000	45,000				
Total Non-Operating	23,992	43,719	35,000	45,000	45,000				
Net Income (Loss) Before Transfers	564,382	254,242	745,733	681,133	719,376				
Transfers In (Out)									
Special Revenue Internal Service General Fund	(1,000,000) - (9,300)	(1,000,000) - (9,300)	(1,000,000) (52,148) (9,300)	(1,000,000) (52,148) (9,300)	(1,000,000) - (9,300)				
Change in Net Assets	(444,918)	(755,058)	(315,715)	(380,315)	(289,924)				
Total Net Assets - Beginning	12,649,314	12,204,396	11,449,338	11,449,338	11,069,023				
Total Net Assets - Ending	\$ 12,204,396	\$ 11,449,338	\$ 11,133,623	\$ 11,069,023	\$ 10,779,099				
SCHEDULE OF CASH FLOWS									
Cash - Beginning of Year + Net Income + Depreciation - Fixed Assets - Transfers Out - Advance to TIF # 3 *  Working Cash - End of Year				\$ 1,211,568 681,133 468,000 (150,913) (61,448) (1,000,000) \$ 1,148,340	\$ 1,148,340 719,376 490,990 (155,000) (9,300) (1,000,000) \$ 1,194,406				

#### **WORKING CAPITAL RESERVE REQUIREMENT**

Prior Year Audited Expenditures	\$ 1,755,460
- Depreciation	(455,953)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	\$ 1,308,807
25 % Working Capital Reserve Requirement	\$ 327,202

<sup>\*</sup> To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortizatior obtained with outside bond holders.

# **CENTRAL EQUIPMENT AGENCY**

Public Works Director: Paula A. Vandehey

**Deputy Director/City Engineer: Ross M. Buetow** 

**Deputy Director of Operations: Nathan D. Loper** 

#### 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 2011 EVENTS**

Purchased E-85 fuel compatible vehicles

Worked with the Traffic Division staff to ensure 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

Hired new CEA Fleet Foreman (Bruce Brazee) as a result of the retirement of Earl Schroeder

Updated the CEA Policy and Procedure Manual. These changes were approved by CEA Review Committee in 2011

Purchased a new wheel balancer to do new tire installs to reduce cost and to start a snow tire pilot program on the Police Department intensive use vehicles

Added two more mechanics to the fire extinguisher program - inspecting all vehicle fire extinguishers annually

Installed and tested new Panasonic-Arbitrator video camera in Police vehicles

Tested a Precise brand GPS unit and met with other vendors to see other options of equipment

Implemented new, web-based car and light truck training program through Factory Motor Parts at no cost due to the volume of parts purchased through them

Reviewed sweeper/vacuum options for parking ramp, put together specifications and purchased machine

#### **MAJOR 2012 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

Continue to evaluate the 10 GPS units that were installed in 2010

Implement succession plan for CEA staff

Investigate options to find different vendors for shop supplies and parts to reduce costs

Investigate options for initial setup of police vehicles

Investigate possible mechanic staff sharing with other communities and the school district

DEPARTMENT BUDGET SUMMARY											
Programs	Ac	tual		%							
Unit Title	2009	2010	Adopted 2011	Amended 2011	2012	Change *					
Program Revenues	\$ 5,086,392	\$ 4,262,099	\$ 5,245,424	\$ 5,245,424 \$	4,767,587	-9.11%					
Program Expenses											
6110 Administration	2,655,968	2,765,699	2,550,882	2,550,882	2,580,109	1.15%					
6121 Maintenance	1,958,378	2,120,722	2,328,579	2,328,579	2,505,784	7.61%					
Total Program Expenses	\$ 4,614,346	\$ 4,886,421	\$ 4,879,461	\$ 4,879,461 \$	5,085,893	4.23%					
Expenses Comprised Of:											
Personnel	1,103,262	1,184,863	1,218,908	1,218,908	1,109,793	-8.95%					
Administrative Expense	2,131,494	2,237,618	2,073,649	2,073,649	2,149,242	3.65%					
Supplies & Materials	1,129,377	1,215,863	1,285,517	1,285,517	1,533,370	19.28%					
Purchased Services	11,642	8,321	17,886	17,886	16,963	-5.16%					
Utilities	38,418	34,787	46,060	46,060	38,234	-16.99%					
Repair & Maintenance	200,153	204,969	237,441	237,441	238,291	0.36%					
Capital Expenditures	-	-	-	-	-	N/A					
Full Time Equivalent Staff:											
Personnel allocated to programs	14.11	15.11	15.11	15.11	15.11						

Administration Business Unit 6110

#### PROGRAM MISSION

The Central Equipment Agency establishes overhead rates, evaluates vehicle replacement schedules and works with the users to meet their operational needs.

#### **PROGRAM NARRATIVE**

#### Link to City Goals:

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

#### Objectives:

Evaluate the billing process and reports for timeliness, accuracy and clarity; minimize increases to CEA billing rate by reviewing budget requests and non-billable hours

Review and revise equipment replacement policies; provide detailed information on replacement equipment and requests for changes in replacement life

Continue to find ways to improve communications with all agencies and investigate opportunities to share vehicles among departments

#### Major changes in Revenue, Expenditures, or Programs:

The increase in training costs is due to the emergency vehicle training (\$900) required for our fire equipment mechanic, increase in cost of the ASE testing (\$1,250), training for new Fleet Foreman and new shop lead (\$900) and APWA Fleet Managers Certification training (\$800) to allow succession planning and leadership development in the department.

The decrease in fleet size below represents the elimination of one Street Division truck and one Water Division air compressor. Both changes were approved by the CEA Review Committee in 2011.

The decrease in salaries is due to the retirement of the fleet maintenance foreman and the subsequent replacement of the position at a lower rate.

	Actual 2009		Actual 2010		Target 2011		Projected 2011		Target 2012	
Client Benefits/Impacts										
Cost effective service										
Overhead rate	\$	63.79	\$	66.78	\$	69.12	\$	69.12	\$	65.80
Billable hours		18,768		18,555		19,600		19,600		19,600
Strategic Outcomes										
Operational requirements of users										
Size of authorized fleet		390		389		386		386		384
Consistent and current information										
# Policies reviewed/revised		1		0		1		1		,
Work Process Output										
Customer service										
Requests for additions to fleet		3		1		0		1		

Administration Business Unit 6110

### **PROGRAM BUDGET SUMMARY**

	Actual					Budget					
Description		2009		2010	Ac	lopted 2011	Am	ended 2011		2012	
Revenues											
4710 Interest on Investments 4801 Charges for Svc - Nontax	\$	4,011 104	\$	9,292	\$	10,000	\$	10,000	\$	10,000	
4865 CEA Operational Revenue		2,389,755		2,538,759		2,745,173		2,745,173		2,889,460	
4908 Misc. Intergov. Charges		36,049		45,132		40,000		40,000		48,000	
5004 Sale of City Property		206,284		200,824		160,000		160,000		170,000	
5011 Misc. Revenue - Tax		1,277		736		-		-		600	
5021 Capital Contributions		2,433,351		1,439,436		2,266,251		2,266,251		1,624,027	
5035 Other Reimbursements		8,511		21,361		16,500		16,500		18,000	
5082 Insurance Proceeds		7,050		6,559		7,500		7,500		7,500	
Total Revenue	\$	5,086,392	\$	4,262,099	\$	5,245,424	\$	5,245,424	\$	4,767,587	
Expenses											
6101 Regular Salaries	\$	293,963	\$	287,977	\$	221,887	\$	221,887	\$	202,410	
6104 Call Time		245		51	-	575		575		500	
6105 Overtime		2,430		591		300		300		300	
6108 Part-Time		5,320		886		-		-			
6150 Fringes		111,194		124,487		101,194		101,194		86,729	
6201 Training\Conferences		2,619		3,544		4,150		4,150		4,440	
6301 Office Supplies		878		798		800		800		800	
6302 Subscriptions		118		-		-		-			
6303 Memberships & Licenses		564		1,056		1,190		1,190		1,000	
6305 Awards & Recognition		433		420		420		420		420	
6309 Shop Supplies & Tools		37,879		43,856		42,000		42,000		44,000	
6310 Chemicals		4,090		7,585		10,000		10,000		9,200	
6311 Paint & Supplies		54		8		-		-			
6315 Books & Library Material		173		-		200		200		200	
6320 Printing & Reproduction		273		856		600		600		600	
6321 Clothing		1,102		1,444		1,525		1,525		1,52	
6323 Safety Supplies		1,277		557		615		615		61	
6324 Medical\Lab Supplies		85		40		50		50		50	
6326 Equipment Parts		13		7		- 0.000		- 0.000		0.50	
6327 Miscellaneous Equipment		5,260		3,509		6,300		6,300		6,500	
6401 Accounting/Audit		1,675		1,747		2,110		2,110		2,21	
6403 Bank Services		391		437		350		350		450	
6413 Utilities		38,418		34,787		46,060		46,060		38,234	
6418 Equip Repairs & Maint		3,622		4,537		5,100		5,100		5,100	
6420 Facilities charges		6,365		4,403		26,191		26,191		21,19	
6451 Laundry Services 6501 Insurance		4,537 9,192		5,224 13,056		5,826 19,460		5,826 19,460		4,898	
6503 Rent		709		13,056		400		400		20,440	
6599 Other Contracts/Obligations		6,574		5,658		6,700		6,700		6,500	
6601 Depreciation Expense		1,891,127		1,944,588		1,884,924		1,884,924		1,950,000	
6720 Interest Payments		3,391		1,944,366		1,004,924		1,004,924		1,950,000	
7914 Transfer Out - Capital Projects		221.997		271.640		160.000		160.000		170.000	
Total Expense	2.	2,655,968	\$	2,765,699	\$	2,550,882	\$	2,550,882	\$	2,580,109	
Total Expense	Ψ	2,000,000	Ψ	2,100,000	Ψ	2,000,002	Ψ	2,000,002	Ψ	2,000,108	

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Shop Supplies & Tools		Transfer Out - Capital Projects	
Consumable shop supplies	\$ 26,750	Proceeds from sale of	
Small shop tools	14,150	vehicles	\$ 170,000
Fire shop supplies & tools	3,100	<del>-</del>	\$ 170,000
	\$ 44,000	=	

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 changes in Revenue, Expenditures, or Programs:

The increase in fuel costs (approximately \$177,129) is due to a projected increase in gas prices from what was budgeted in 2011. The 2011 budget was prepared based on estimates of \$2.63 and \$2.83 per gallon for gasoline and diesel fuel, respectively. The 2012 budget is based on estimates of \$3.29 and \$3.36 respectively for each type. This is an approximate 25% increase in the per gallon cost of gasoline and a 19% increase in the cost of diesel. Also, included is \$30,000 for oil costs which have been charged to this account historically, but never separately stated in the budget.

Public Works Department supervisors will perform inspections of our fuel pumps to meet new inspection and reporting requirements. CEA mechanics will also need to get trained and certified as soon as possible to assist with inspections emergency response.

New tire installs will be done in-house on the light truck and car fleet.

As a trial for 2012, funding for CEA staffing will include 1.5 FTE Serviceman II (vs 2.0 per the table of organization). No request is made at this time to change the table of organization but may be in the future, pending evaluation of the trial period.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Response to customer needs					
Number of vehicles not available					
for use within 24 hours	63	64	62	62	65
Equipment available for operational readir	ness				
# of emergency breakdowns (hours)	369	359	340	340	340
# of service calls	268	243	265	265	265
Strategic Outcomes					
Safe reliable maintenance program					
Preventive maintenance hours	9,773	10,160	10,100	10,100	9,950
Corrective downtime hours	7,407	8,253	7,900	7,900	7,900
Accidents caused by mechanical					
failure	0	0	0	0	0
Work Process Outputs					
Service Performed					
# of changeovers performed	134	132	130	130	130

# CITY OF APPLETON 2012 BUDGET CENTRAL EQUIPMENT AGENCY

Maintenance Business Unit 6121

#### **PROGRAM BUDGET SUMMARY**

	Actual				Budget					
Description		2009		2010	A	dopted 2011	Am	ended 2011		2012
Expenses										
6101 Regular Salaries	\$	457.970	\$	531,315	\$	595,363	\$	595,363	\$	571,837
6104 Call Time	•	1,800	,	747	•	1,400	•	1,400	•	1,400
6105 Overtime		12,601		3,077		11,330		11,330		11,200
6108 Part-time		9,978		· -		· -		· -		· -
6150 Fringes		207,762		235,732		286,859		286,859		235,417
6304 Postage/Freight		296		566		350		350		350
6309 Shop Supplies & Tools		-		346		-		-		-
6322 Gas/Oil Purchases		673,763		783,648		818,613		818,613		1,060,680
6326 Vehicle & Equipment Parts		405,408		374,007		405,614		405,614		410,000
6409 Inspection Fees		6,239		7,106		7,900		7,900		7,900
6417 Vehicle Repairs & Maint		190,166		196,029		206,150		206,150		212,000
6429 Interfund Allocations		(7,775)		(11,851)		(5,000)		(5,000)		(5,000)
6503 Rent		170		-		-		-		-
Total Expense	\$	1,958,378	\$	2,120,722	\$	2,328,579	\$	2,328,579	\$	2,505,784

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Gas/Oil Purchases * Fuel for vehicles & equipment: Unleaded gasoline: 142,240 gallons @ \$3.29/gallon Diesel fuel: 167,473 gallons @ \$3.36/gallon Oil	\$ 467,970 562,710 30,000 1,060,680
Vehicle & Equipment Parts Operational (engine, drive train, main body, etc.) Non-operational (add-ons to chassis; e.g. packer, dump box, etc.) Fire vehicle parts	\$ 283,900 104,700 21,400 410,000
Vehicle Repairs & Maint. Tire service Vehicle alignments Towing services Vehicle cleaning/upholstery Body shop work Painting Outside fire vehicle maintenance	\$ 120,000 3,000 1,700 4,800 52,000 10,000 20,500 212,000

<sup>\*</sup> The City does not pay federal gas tax (currently \$0.184/gal unleaded and \$0.244/gal diesel) and attains bulk purchasing rates.

LINE CEA		Revenue and	exherize animic	ıry			19:00:40
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Interest Income Charges for Services Intergov. Charges for Service Other Revenues	4.011 2,389.859 36.049 2,656,473	9,291 2,538,759 45,132 1,668,916	8,439 1,730,014 38,686 185,639	10,000 2,745,173 40,000 2,450,251	10.000 2,745.173 40.000 2,450.251	10,000- 0 48,000- 1,820,127-	10,000 2,889,460 48,000 1,820,127
TOTAL REVENUES	5,086,392	4,262,098	1,962,778	5,245.424	5.245.424	1,878,127-	4.767.587
EXPENSES BY LINE ITEM							
Regular Salaries Labor Pool Allocations Call Time Overtime Temp. Full-Time Part-Time Other Compensation Shift Differential Sick Pay Vacation Pay Fringes	20.738 660.321 2.045 15.031 13.092 2.205 658 2.519 13.540 54.155 318.956	13,241 719,275 798 3,668 0 886 1,058 3,237 27,444 55,036 360,219	10.153 510.709 981 9.352 0 2.516 586 2.357 45.401 30.124 274.854	15,033 799,167 1,975 11,630 0 450 2,600 0 388,053	15.033 799.167 1.975 11.630 0 450 2.600 0 0 388.053	0 0 1,900 13,800 0 0 450 2,600 0	15,366 755,831 1,900 11,500 0 450 2,600 0 322,146
Salaries & Fringe Benefits	1.103.260	1,184,862	887,033	1,218,908	1,218.908	18,750	1,109,793
Training & Conferences Office Supplies Subscriptions	2.619 878 118	3.544 798 0	3,607 499 0	4.150 800 0	4,150 800 0	4.440 800 0	4,440 800 0
Memberships & Licenses Postage & Freight Awards & Recognition Insurance Rent	564 296 433 9,192 879	1.056 566 420 13.056 0	917 365 58 14,598	1,190 350 420 19,460 400	1,190 350 420 19,460 400	1,000 350 420 19,460 0	1,000 350 420 20,440 0
Depreciation Expense Discounts Available Interest Payments Trans Out - Capital Projects	1,891,127 0 3,391 221,997	1.944.588 178- 2,128 271,640	1.413.692 12- 978 0	1,884,924 0 1,955 160,000	1,884,924 0 1,955 160,000	1,884,923 0 1,792 170,000	1,950,000 0 1,792 170,000
Administrative Expense	2,131,494	2,237,618	1.434.702	2.073,649	2,073,649	2,083,185	2,149,242
Shop Supplies & Tools Chemicals Paint & Supplies	37,879 4,090 54	44,202 7,585 8	30,861 3,531 22	42.000 10.000 0	42.000 10.000 0	44.000 9.200 0	44,000 9,200 0
Books & Library Materials Printing & Reproduction Clothing Gas Purchases Safety Supplies	173 273 1,102 673,763 1,277	0 856 1,444 783,648 565	0 528 1,233 764,080 395	200 600 1,525 818,613 615	200 600 1,525 818,613 615	200 600 1.525 995.742 615	200 600 1,525 1,060,680 615
Medical & Lab Supplies Vehicle & Equipment Parts Miscellaneous Equipment	85 405,421 5,260	40 374,006 3,509	37 306,870 3,933	50 405,614 6,300	50 405,614 6,300	50 410,000 6,500	50 410,000 6,500
Supplies & Materials	1,129,377	1,215,863	1,111,490	1,285,517	1,285,517	1,468,432	1,533,370
Accounting/Audit Bank Services Inspection Fees Interfund Allocations Laundry Services Other Contracts/Obligations	1,675 391 6,239 7,775- 4,537 6,575	1,747 437 7,106 11,851- 5,224 5,658	1,933 176 6,460 3,699- 3,045 4,051	2.110 350 7.900 5.000- 5.826 6.700	2,110 350 7,900 5,000- 5,826 6,700	2,037 450 7,900 5,000- 4,898 6,500	2,215 450 7,900 5,000- 4,898 6,500
Purchased Services	11,642	8,321	11.966	17,886	17,886	16.785	16,963
Electric Gas Water Waste Disposal/Collection Stormwater Cellular Telephone	9,257 20,579 1,867 860 5,723 132	9,950 16,671 1,863 846 5,243 214	8.092 11.611 1,411 590 4,518 611	9,825 26,120 1,975 1,090 6,900 150	9,825 26,120 1,975 1,090 6,900	11,201 17,304 2,087 888 5,933 821	11,201 17,304 2,087 888 5,933 821
Utilities	38,418	34,787	26,833	46,060	46,060	38.234	38,234

83500 TEACHERA LINE CEA

#### City of Appleton 2012 Budget Revenue and Expense Summary

2 09/29/11 19:53:24

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
Vehicle Repair & Maintenance Equipment Repair & Maintenanc Communications Equip. Repairs Facilities Charges	190,166 3,622 0 6,365	195,976 4,537 53 4,403	90,938 4,237 378 13,698	206.150 5.100 0 26.191	206.150 5.100 0 26,191	212.000 5.100 0 21.191	212,000 5,100 0 21,191
Repair & Maintenance	200,153	204,969	109,251	237,441	237 , 441	238,291	238.291
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	4,614,344	4,886,420	3,581,275	4,879,461	4,879,461	3,863,677	5.085,893

#### **CITY OF APPLETON 2012 BUDGET**

#### CENTRAL EQUIPMENT AGENCY

#### STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget					
Charges for Services Other Total Revenues	\$ 2,434,419 8,328 2,442,747	\$ 2,605,252 7,295 2,612,547	\$ 2,785,173 24,000 2,809,173	\$ 2,935,000 24,000 2,959,000	\$ 2,937,460 26,100 2,963,560					
Expenses										
Operating Expenses Depreciation Total Expenses	2,497,831 1,891,127 4,388,958	2,668,065 1,944,588 4,612,653	2,832,582 1,884,924 4,717,506	2,985,000 1,884,924 4,869,924	2,964,101 1,950,000 4,914,101					
Operating Loss	(1,946,211)	(2,000,106)	(1,908,333)	(1,910,924)	(1,950,541)					
Non-Operating Revenues (Expenses)										
Investment Income Sale of City Property Other Revenue	4,012 201,420 4,864	9,293 200,824 -	10,000 160,000	8,500 160,000 -	10,000 170,000					
Interest Expense Total Non-Operating	(3,391) 206,905	<u>(2,128)</u> 207,989	(1,955) 168,045	(1,955) 166,545	(1,792) 178,208					
Income (Loss) before Contributions and Transfers	(1,739,306)	(1,792,117)	(1,740,288)	(1,744,379)	(1,772,333)					
Contributions and Transfers In (Out)										
Capital Contributions Transfers Out	2,433,351 (221,997)	1,439,436 (271,640)	2,266,251 (160,000)	2,266,251 (160,000)	1,624,027 (170,000)					
Change in Net Assets	472,048	(624,321)	365,963	361,872	(318,306)					
Net Assets - Beginning	10,897,375	11,369,423	10,745,102	10,745,102	11,106,974					
Net Assets - Ending	\$ 11,369,423	\$ 10,745,102	\$ 11,111,065	\$ 11,106,974	\$ 10,788,668					
SCHEDULE OF CASH FLOWS										
Cash - Beginning of Year + Change in Net Assets - Capital Contributions - Principal Repayment + Depreciation				\$ 317,749 361,872 (2,266,251) (10,000) 1,884,924	\$ 288,294 (318,306) (1,624,027) (7,667) 1,950,000					
Working Cash - End of Year				\$ 288,294	\$ 288,294					

#### CITY OF APPLETON 2012 BUDGET CENTRAL EQUIPMENT AGENCY LONG TERM DEBT

		2008 G.O. Notes							
Year	P	rincipal	Ir	nterest					
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					
	\$	61,340	\$	7,898					

Note: Schedule is based on accrual method of accounting.

# **CENTRAL EQUIPMENT AGENCY** NOTES

**CITY OF APPLETON 2012 BUDGET** 

# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

NOTES	

# CITY OF APPLETON 2012 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:

	Home		General	Total
<u>Equipment</u>	<u>Department</u>	<u>CEA</u>	<u>Fund</u>	Cost
Pickup/Gator	Facilities/Grounds	\$ 20,000		\$ 20,000
Pickup	Facilities/Grounds	28,980		28,980
Mini Pickup	Facilities/Grounds	22,630		22,630
Mini Pickup/Gator	Facilities/Grounds	20,000		20,000
Tractor	Facilities/Grounds	58,523		58,523
Forklift	DPW-MSB	29,700		29,700
Loader	Wastewater	190,500		190,500
Workman/Sprayer	Golf	44,000		44,000
Mower	Golf	64,008		64,008
Front End Loader	Sanitation	235,000		235,000
Dump Trailer	Sanitation	49,630		49,630
Car	Engineering	21,300		21,300
Squad - Marked (12)	Police	332,650	2,450	335,100
Squad - Unmarked	Police	30,375		30,375
SUV	Police	27,925	6,100	34,025
Sweeper	Stormwater	175,000		175,000
Air Compressor	Street	15,000		15,000
Sidewalk Tractor (2)	Street	285,967		285,967
Backhoe	Water Distribution	99,289		99,289
		\$ 1,750,477	\$ 8,550	\$ 1,759,027

#### Major changes in Revenue, Expenditures, or Programs:

In 2011, the CEA Review Committee approved the following equipment transactions which are included in this budget: eliminating a single axle truck from the fleet but keeping it as a spare; eliminating an air compressor; upgrading two mowers; transferring several vehicles from Park and Rec/FMD to other departments where they are are needed; replacing 3 full size trucks with two utility vehicles and a 2x4 pick-up truck; and purchasing a new sidewalk tractor. Also approved was the purchase of a Ford Police Interceptor AWD sedan and a Ford Interceptor Utility SUV for the Police Department. The \$8,550 transfer from the general fund above represents the Police Department's contribution (amount above what was already in reserve) for this purchase.

	<u>Actual 2009</u>	<u>Actual 2010</u>	<b>Target 2011</b>	Projected 2011	<b>Target 2012</b>
Client Benefits/Impacts					
Cost effective service - # of vehicles:					
Retained an additional year*	30	34	37	37	31
Replaced early	0	1	1	1	0

DEPARTMENT	BUDGET SUN	MMARY				
Programs		Actual		Budget		%
Unit Title	2009	2010	Adopted 2011	Amended 2011	2012	Change *
Program Revenues	\$ 1,949,720	\$ 2,027,245	\$ 2,056,744	\$ 2,056,744	\$ 2,095,504	1.88%
Program Expenses	\$ 2,033,984	\$ 1,426,080	\$ 2,266,251	\$ 2,419,196	\$ 1,759,027	-22.38%
Expenses Comprised Of:						
Administrative Expense	447	964	•	-	-	N/A
Supplies & Materials	-	-	•	-	-	N/A
Capital Expenditures	2,033,537	1,425,116	2,266,251	2,419,196	1,759,027	-22.38%

# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

#### CEA REPLACEMENT FUND

**Business Unit 4320** 

#### **PROGRAM BUDGET SUMMARY**

	Actual				Budget					
Description	2009		2010	Ac	dopted 2011	Am	nended 2011		2012	
Revenues										
4710 Interest on Investments	\$ 16,99	5 \$	35,557	\$	70,000	\$	70,000	\$	70,000	
4866 CEA Replacement Revenue	1,618,75	3	1,720,048		1,759,596		1,759,596		1,846,954	
5921 Trans In - General Fund		-	-		-		-		8,550	
5926 Trans In - Wastewater Utility		-	-		15,000		15,000		-	
5927 Trans In - Parking Utility		-	-		52,148		52,148		-	
5931 Trans In - Internal Service	253,97	2	271,640		160,000		160,000		170,000	
5933 Trans In - Stormwater Utility	60,00	0	-		_		-		-	
Total Revenue	\$ 1,949,72	0 \$	2,027,245	\$	2,056,744	\$	2,056,744	\$	2,095,504	
Expenses										
6303 Memberships & Licenses	\$ 44	7 \$	964	\$	-	\$	-	\$	-	
6804 Equipment	2,033,53	7	1,425,116		2,266,251		2,419,196		1,759,027	
Total Expense	\$ 2,033,98	4 \$	1,426,080	\$	2,266,251	\$	2,419,196	\$	1,759,027	

#### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

Trans In - Internal Service

Proceeds from sale of vehicles \$ 170,000 \$ 170,000

Equipment

Replacement vehicles &

equipment (see list, previous page) \$ 1,759,027 \$ 1,759,027

#### **CITY OF APPLETON 2012 BUDGET**

### CEA REPLACEMENT SOURCES AND USES OF FUNDS

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
Interest Income Charges for Services Total Revenues	\$ 16,995 1,618,753 1,635,748	\$ 35,558 1,720,048 1,755,606	\$ 70,000 1,759,596 1,829,596	\$ 80,000 1,759,596 1,839,596	\$ 70,000 1,846,954 1,916,954
Expenses					
Program Costs Total Expenses	2,033,984 2,033,984	1,426,080 1,426,080	2,266,251 2,266,251	2,400,000 2,400,000	1,759,027 1,759,027
Revenues over (under) Expenses	(398,236)	329,526	(436,655)	(560,404)	157,927
Other Financing Sources (Uses)					
Transfers In - General Fund Transfers In - Wastewater Utility Transfers In - Parking Utility Transfers In - Internal Service Transfers In - Stormwater Fund Total Other Financing Sources (Uses)	253,972 60,000 313,972	271,640 - 271,640	15,000 52,148 * 160,000 - 227,148	15,000 52,148 160,000 - 227,148	8,550 - - 170,000 - - 178,550
Net Change in Equity	(84,264)	601,166	(209,507)	(333,256)	336,477
Fund Balance - Beginning	2,138,182	2,053,918	2,655,084	2,655,084	2,321,828
Fund Balance - Ending	\$ 2,053,918	\$ 2,655,084	\$ 2,445,577	\$ 2,321,828	\$ 2,658,305

<sup>\*</sup> The transfer-in from the internal service fund represents proceeds from the sale of vehicles by the CEA operating fund. The relatively large transfer-in for 2010 is due to the sale of two large pieces of Fire Department apparatus that year (1997 tanker and 1989 pumper).

CITY OF APPLETON 2012 BUDGET
HEALTH SERVICES DEPARTMENT
Health Officer: Kurt D. Eggebrecht

#### **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 2011 EVENTS**

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.

Health Department staff continues 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 2011, 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 in school and worksite locations 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.

Health Department staff recognizes their role as a collaborative one within the community. As such, staff participates in more than three dozen different agency boards and community and professional organizations. This cooperation is critical to identify and address local and state-wide health and environmental issues. Special emphasis has been on our most vulnerable populations including the homeless and victims of abuse.

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. Midyear the State no longer funded the regional consortia. As a result, the counties of Marquette, Waushara, and Waupaca have contracted with Appleton for services.

Department staff has 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 a collaborative study commissioned by Community Foundation for the Fox Valley Region, Fox Cities Chamber of Commerce and Industry, Fox Cities Economic Development Partnership and the United Way Fox Cities.

#### **MAJOR 2012 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 and sexually transmitted diseases will also be a priority for the department. We will continue to strengthen our disease surveillance and communication with health care partners.

As a department, we place a high value on our collaborative partnerships throughout the region and will continue to strengthen these relationships. Examples of these partnerships include the East Central Weights and Measures Consortium, Fox Valley Mental Health Preparedness Consortium, Northeast Wisconsin Immunization Coalition, and Fox Valley Healthcare Forum, to name a few.

Also in 2012, our department will continue to work with our partners to meet the public health needs of the community, with special focus on the most vulnerable.

In 2012, we will be migrating to an electronic reporting of our environmental health inspections. This will result in efficiencies both for the department and for establishment owners. Instead of completing paper records on site, we will be entering data electronically that can then be downloaded into summary reports to meet all State reporting requirements.

In August 2011, our Northeast WI Public Health Preparedness consortia funding ended, resulting in a significant change. Since 2002 local health departments were encouraged through the support of federal funds, passed through the state, to prepare plans and exercise these plans regionally through the development of a consortium consisting of public health departments in the northeast region. Through this period of time, Appleton provided leadership and staff support to these efforts. Now moving forward several health departments have asked to maintain working relationships and have chosen to enter into a contractual relationship with the Appleton Health Department to share services.

DEPARTMENT BUDGET SUMMARY											
Programs		Act	tual					Budget			%
Unit Title		2009		2010	Ad	Adopted 2011 Amended 20		nended 2011		2012	Change *
Program Revenues	\$	311,548	\$	296,219	\$	315,732	\$	327,454	\$	327,870	3.84%
Program Expenses											
12510 Administration		175,511		179,697		170,667		170,667		149,906	-12.16%
12520 Nursing		454,850		449,846		504,153		515,875		510,464	1.25%
12530 Environmental Health		344,214		350,102		368,575		368,575		327,891	-11.04%
12540 Weights & Measures		169,905		177,266		179,264		179,264		162,312	-9.46%
TOTAL	\$	1,144,480	\$	1,156,911	\$	1,222,659	\$	1,234,381	\$	1,150,573	-5.90%
Expenses Comprised Of:											
Personnel		1,058,292		1,074,469		1,119,554		1,130,855		1,048,796	-6.32%
Administrative Expense		14,822		14,479		17,015		17,197		16,634	-2.24%
Supplies & Materials		22,050		16,353		32,850		32,850		28,550	-13.09%
Purchased Services		31,752		28,727		32,335		32,574		30,335	-6.19%
Utilities		1,731		1,596		2,010		2,010		3,930	95.52%
Repair & Maintenance		15,833		21,287		18,895		18,895		22,328	18.17%
Capital Expenditures		-		-		-		-		-	N/A
Full Time Equivalent Staff:											
Personnel allocated to programs		12.85		12.86		12.61		12.61		12.36	

Administration Business Unit 12510

#### PROGRAM MISSION

Through management activities, enforcement, and collaboration, the Health Officer assures public health services to the City of Appleton.

#### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

- -Provide long range planning, policy development, fiscal supervision, personnel management and general clerical support to program areas.
- -Enforce local and state laws regarding public health and consumer issues.
- -Collaborate with community health care providers and agencies to improve the public's health and well-being.

#### Major Changes in Revenue, Expenditures or Programs:

- -This budget reflects the allocation of 20% of the Health Officer's position to the Public Health Preparedness grant (Bioterrorism) for administrative time. This allocation has been made in previous years. It is with the understanding that when the public health preparedness funds are dissolved, this allocation of the Health Officer's salary would be brought back into this program's budget.
- -During 2011, we have experienced growth and challenges in the customer service area. We continue to evaluate how to best meet the needs of our customers within tight financial constraints. For 2012, we will be making a change to the fifth floor customer service area. The Health Department will take back into its offices all customer service related to their department with a staff of 1.5 FTE (net reduction of .25 FTE from 2011 budget). The remainder of the departments on the 5th floor (Technology Services, Community Development, Assessor and Public Works) will continue to be supported by a central customer service area since there is a commonality with the services provided. This area will be served by 3.5 FTE (a net increase of .25 FTE from the 2011 budget for those departments combined overall). This will allow better management of the volume of workload experienced on the 5th floor. We will continue to monitor and evaluate to obtain optimal service level efficiencies.
- -The utilities increase reflects the reduction of the Public Health Preparedness grant in which the cell phone charges were previously charged.

PERFORMANCE INDICATORS										
	<u>Actual 2009</u>	<u>Actual 2010</u>	<b>Target 2011</b>	Projected 2011	<b>Target 2012</b>					
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					
Work Process Outputs										
Training										
Hours of training per employee	38	44	42	42	40					
Staff assessments										
% done within 10 days of due date	100%	100%	100%	100%	100%					
Collaboration with health care providers										
# meetings	98	84	80	80	80					
Prepare annual report										
Completed by 120th day of										
following year	4/29/2009	4/23/2010	4/30/2011	4/30/2011	4/30/2012					

<sup>\*</sup> 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.

Administration Business Unit 12510

#### **PROGRAM BUDGET SUMMARY**

	 Ac	tual		_	Budget							
Description	2009		2010	Ad	opted 2011	Am	ended 2011		2012			
Revenues												
4801 Charges for Serv Nontax	\$ 8	\$	-	\$	40	\$	40	\$	40			
4802 Charges for Serv Tax	3		-		-		-		-			
5010 Misc Revenue - Nontax	 7		10		-		-		-			
Total Revenue	\$ 18	\$	10	\$	40	\$	40	\$	40			
Expenses												
6101 Regular Salaries	\$ 115,930	\$	119,074	\$	110,168	\$	110,168	\$	101,551			
6105 Overtime	606		533		281		281		-			
6150 Fringes	46,465		49,515		46,004		46,004		34,950			
6201 Training\Conferences	971		1,408		750		750		750			
6206 Parking Permits	1,344		1,344		1,212		1,212		867			
6301 Office Supplies	1,883		1,805		2,000		2,000		2,000			
6303 Memberships & Licenses	700		1,090		900		900		900			
6305 Awards & Recognition	-		135		192		192		218			
6307 Food & Provisions	197		263		260		260		290			
6316 Miscellaneous Supplies	378		242		400		400		400			
6320 Printing & Reproduction	6,499		3,600		5,500		5,500		4,500			
6327 Miscellaneous Equipment	-		-		2,000		2,000		2,000			
6413 Utilities	538		590		700		700		1,180			
6418 Equip Repairs & Maint	 -		98		300		300		300			
Total Expense	\$ 175,511	\$	179,697	\$	170,667	\$	170,667	\$	149,906			

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

#### **Public Health Nursing**

**Business Unit 12520** 

#### PROGRAM MISSION

The nursing program prevents disease and promotes health through epidemiology, collaboration, consultation, assessment, intervention, and case management, to citizens and health care providers of Appleton.

#### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

Prevent the occurrence and spread of disease in the community through disease investigation, intervention, and partner notification; immunization against vaccine preventable diseases; investigation of elevated childhood blood lead levels; data collection; coordination with other area providers and the State; and public education.

Promote citizen health through assessment, intervention, case management, and education for high risk families and adults.

#### Major Changes in Revenue, Expenditures or Programs:

This budget reflects the increased allocation of the administrative support (.5 FTE, \$31,836) to the General Fund from the Public Health Preparedness grant which ended August 2011.

The utilities increase reflects the reduction of the Public Health Preparedness grant in which the cell phone charges were previously charged.

Charge for services revenue and medical/lab supplies expense 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.

We currently cannot charge for vaccines provided but we do ask for a voluntary donation. Beginning in 2012 we will increase the suggested donation from \$2 /vaccine administered to \$5.

We are currently in a contractual arrangement with Oneida Heights to provide on-site nursing services. This program keeps individuals healthy and allows them to remain independent. The ROSS Service grant for the Appleton Housing Authority that supports Oneida Heights will support increased hours to four days per week between 9/12/11 - 12/31/11. However, in 2012 due to higher costs of the program exceeding the grant award, hours will be reduced back down to three days per week.

	PERFORMANCE INDICATORS											
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012							
Client Benefits/Impacts												
TB disease resolved												
3 negative tests, completion of treatment,												
improved clinical status	No cases	100%	100%	100%	100%							
Occupational health initiatives												
Annual tuberculosis (TB) training and												
testing Police, Fire, and Health	95%	100%	100%	100%	100%							
Strategic Outcomes												
Minimize epidemiologically linked TB cases												
# of cases based on data review	0	0	0	0	0							
Increased vaccine coverage												
% of school aged children vaccinated	94.2%	94.8%	99.5%	95.0%	95.0%							
City of Appleton meets COM regulations												
% of required participants	100%	100%	100%	100%	100%							
Work Process Outputs												
Case management of TB clients												
# of home visits	9	129	10	10	10							
TB skin tests: Police, Fire, and Health												
# of TB skin tests	86	91	100	100	100							

#### **Public Health Nursing**

**Business Unit 12520** 

#### **PROGRAM BUDGET SUMMARY**

		Act	tual		Budget					
Description		2009		2010	Add	opted 2011	Am	ended 2011		2012
<b>D</b>										
Revenues 4225 Health Grants & Aids	\$	10 106	\$	9.070	<b>d</b>		\$	26 900	\$	27.000
	Ф	18,406	Ф	8,079	\$	26 900	Ф	26,800	Ф	27,000
4801 Charges for Serv Nontax		5,972		4,389		26,800		6,699		5,000
5035 Other Reimbursements	Ф.	55,762	<b>ው</b>	57,764	<b></b>	58,292	<b></b>	63,315	<b>ው</b>	55,706
Total Revenue	\$	80,140	\$	70,232	\$	85,092	\$	96,814	\$	87,706
Expenses										
6101 Regular Salaries	\$	307,394	\$	306,588	\$	332,550	\$	339,221	\$	351,669
6108 Part-Time	•	19,830	•	15,147	,	10,100	•	12,576	•	10,100
6150 Fringes		86,770		92,218		109,295		111,449		100,327
6201 Training\Conferences		713		602		1,200		1,382		1,000
6202 Local Auto Expense		2,427		2,072		3,000		3,000		3,000
6206 Parking Permits		2,604		2,604		2,688		2,688		2,688
6302 Subscriptions		-		-		80		80		80
6303 Memberships & Licenses		15		175		195		195		195
6324 Medical\Lab Supplies		10,501		9,056		20,000		20,000		18,000
6327 Miscellaneous Equipment		225		· -		· -		, <u> </u>		· -
6413 Utilities		640		530		710		710		1,070
6429 Interfund Allocations		-		-		(365)		(365)		(365)
6430 Health Services		12,500		12,500		12,500		12,500		12,500
6431 Interpreter Services		11,215		8,317		12,000		12,000		10,000
6432 Lab. Services		16		37		200		200		200
6599 Other Contracts / Obligations		-		-		-		239		-
Total Expense	\$	454,850	\$	449,846	\$	504,153	\$	515,875	\$	510,464

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Medical/	<u>Lab </u> ٤	<u>Supp</u>	<u>olies</u>
Flu va	ccine	& fl	u clini

Flu vaccine & flu clinic supplies	\$ 15,950
TB skin testing	500
Home visit client education materials	600
Other home visit medical supplies	300
Personal protective equipment	400
Drug reference books	250
	\$ 18,000

#### **Health Services**

STD testing and treatment, incl. medical history screening, education, counseling, treatment,

and reporting \$ 12,500 \$ 12,500

Interpreter Services

Interpreters \$ 10,000 \$ 10,000

#### **Environmental Health**

**Business Unit 12530** 

#### PROGRAM MISSION

The Environmental Health program ensures safe food handling practices and protects the health and safety of Appleton residents and visitors through annual licensed establishment inspections, nuisance complaint investigations and communicable disease epidemiology.

#### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### **Objectives:**

Prevent the occurrence and spread of disease in the community through regulatory activities in public eating/drinking establishments, retail food establishments, recreational facilities, and body art establishments.

Assess, consult, and correct human health hazards including those associated with lead paint, solid waste, housing sanitation, potential rabies exposure and vector control.

Provide public education and act as a referral mechanism to other state and local agencies for information on environmental and safety hazards.

#### Major Changes in Revenue, Expenditures or Programs:

The utilities increase reflects the reduction of the Public Health Preparedness grant in which the cell phone charges were previously charged.

In 2011, environmental health annual license fee increased by 5% (except for swimming pool fees) which resulted in anticipated revenue increases of \$4,600.

As a result of the budget repair bill this budget shows a reduction of overtime. It also shows a net reduction of a .4 FTE (0.5 FTE elimination and .1 FTE reallocation to this program from Weights & Measures) due to additional efficiencies resulting from the implementation of electronic reporting.

		CE INDICATOR			
	tual 2009	<u> Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<u>Target 2012</u>
Client Benefits/Impacts					
Fair and consistent inspection process					
Positive triennial survey results	NA	98%	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	280	264	350	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	600	614	600	600	600
# follow up inspections	159	112	170	150	150
Response to complaints					
# of complaints/follow ups	190/181	220/150	220/100	220/100	220/150
Initial response within 3 business days	99%	98%	95%	95%	95%
Immediate response for animal bite complaints			, , , ,		
% response within 4 hours	100%	100%	100%	100%	100%
Education session for non-profit vendors					
# of vendors participating	374	344	350	350	350

#### **Environmental Health**

**Business Unit 12530** 

#### **PROGRAM BUDGET SUMMARY**

		Ac	tual		Budget						
Description		2009		2010	Ad	lopted 2011	Am	ended 2011		2012	
Revenues											
4305 Health	Ф	114,068	\$	115,520	\$	116,000	\$	116,000	\$	121,700	
Total Revenue	<u>φ</u>	114,068	\$	115,520	\$	116,000	\$	116,000	\$	121,700	
Total Neverlue	Ψ	114,000	Ψ	110,020	Ψ	110,000	Ψ	110,000	Ψ	121,700	
Expenses											
6101 Regular Salaries	\$	231,122	\$	234,072	\$	242,276	\$	242,276	\$	216,913	
6104 Call Time		510		444		-		-		<u>-</u>	
6105 Overtime		4,185		2,861		2,889		2,889		500	
6150 Fringes		89,312		92,966		101,620		101,620		86,313	
6201 Training\Conferences		954		227		1,000		1,000		1,000	
6206 Parking Permits		1,296		1,305		1,344		1,344		1,344	
6302 Subscriptions		95		215		220		220		220	
6303 Memberships & Licenses		213		95		100		100		100	
6304 Postage\Freight		-		-		50		50		50	
6316 Miscellaneous Supplies		374		900		750		750		750	
6324 Medical\Lab Supplies		231		233		250		250		250	
6327 Miscellaneous Equipment		281		-		400		400		300	
6413 Utilities		460		394		500		500		1,040	
6418 Equip Repairs & Maint		668		538		700		700		800	
6425 CEA Equip. Rental		6,493		7,979		8,376		8,376		10,211	
6431 Interpreter Services		56		-		100		100		100	
6432 Lab. Services		7,964		7,873		8,000		8,000		8,000	
Total Expense	\$	344,214	\$	350,102	\$	368,575	\$	368,575	\$	327,891	

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

#### 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,

#### Major Changes in Revenue, Expenditures or Programs:

The utilities increase reflects the reduction of the Public Health Preparedness grant in which the cell phone charges were previously charged.

Weights and measures revenue has increased due to 2011 base licensing processing going from \$35 to \$40, increase petroleum pump from \$15 to \$17 and increase retail price scanner by \$1.50. These changes result in a estimated \$3,400 increase.

Overtime was reduced based on negotiation of new hire that no overtime would be earned and the reallocation of .1 FTE environmentalist previously utilized in this program.

Charges for service revenue decreased slightly due to a change in rates (\$414 to \$406) reflecting employee contribution to the Wisconsin Retirement System. There was a slight increase in the number of service days (150 to 154) with our contracted communities.

Salaries and fringes decreased by .1 FTE for labor allocated to the Environmental business unit.

	PERFORMAN	CE INDICATOR	S		
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Reduce price scanning errors					
Error trend reporting compliance	96.6%	96.0%	96.0%	96.0%	96.0%
Accurate informative labeling					
Positive triennial consumer					
survey responses	99.5%	96.8%	98.0%	98.0%	98.0%
Accurate measuring devices					
% of devices that measure accurately	96.1%	94.4%	95.0%	95.0%	95.0%
Strategic Outcomes					
Improved system of price control					
Error trend reporting compliance	93.9%	95.7%	96.0%	96.0%	96.0%
Reduced short weight and measure sales					
Error trend reporting compliance	93.4%	92.9%	92.0%	92.0%	92.0%
Confidence of businesses in system integrit	У				
Positive triennial consumer					
survey responses	82.6%	100.0%	98.0%	98.0%	98.0%
Work Process Outputs					
Price scanning inspections					
# of annual and reinspections	123	143	100	110	110
Commodity inspections					
# of inspections	9,379	10,372	6,000	9,000	9,000
Device inspections					
# of inspections	1,633 *	1,686	1,700	1,700	1,700
* Pharmacy weight sets and graduates ar			their scales ar	d pill count	·
systems are done every 2 yrs.		• •		•	

#### Weights & Measures

**Business Unit 12540** 

#### **PROGRAM BUDGET SUMMARY**

	 Ac	tual		Budget							
Description	 2009		2010	Ad	opted 2011	Am	ended 2011		2012		
Revenues											
4312 Weights & Measures	\$ 51,271	\$	48,507	\$	52,500	\$	52,500	\$	55,900		
4801 Charges for Serv Nontax	66,051		61,950		62,100		62,100		62,524		
Total Revenue	\$ 117,322	\$	110,457	\$	114,600	\$	114,600	\$	118,424		
Expenses											
6101 Regular Salaries	\$ 110,601	\$	118,166	\$	104,984	\$	104,984	\$	98,841		
6104 Call Time	27		23				-		-		
6105 Overtime	339		126		3,119		3,119		-		
6108 Part Time	-		-		10,972		10,972		10,972		
6150 Fringes	45,203		42,736		45,296		45,296		36,660		
6201 Training\Conferences	674		295		1,000		1,000		1,000		
6206 Parking Permits	585		653		624		624		732		
6302 Subscriptions	-		40		50		50		50		
6303 Memberships & Licenses	150		150		150		150		150		
6316 Miscellaneous Supplies	225		264		350		350		350		
6327 Miscellaneous Equipment	3,336		2,059		3,200		3,200		2,000		
6413 Utilities	93		81		100		100		640		
6418 Equip Repairs & Maint	165		438		600		600		600		
6425 CEA Equip. Rental	8,507		12,235		8,919		8,919		10,417		
6429 Interfund Allocations	 				(100)		(100)		(100)		
Total Expense	\$ 169,905	\$	177,266	\$	179,264	\$	179,264	\$	162,312		

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>Charges for Service - Nontax</u> Charges for sealer's services	# of Days	Charge
@ \$406/day		
New London	17 \$	6,902
Waupaca	21	8,526
Kaukauna	14	5,684
Kimberly	7	2,842
Little Chute	12	4,872
Ashwaubenon	50	20,300
Ripon	20	8,120
Berlin	13	5,278
	154 \$	62,524

#### City of Appleton 2012 Budget Revenue and Expense Summary

LINE UL!		Revenue and	Expense Summe	ar y			10.21.30
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Intergovernmental Revenues Licenses Charges for Services Other Revenues	18,406 165,339 72,034 55,769	8.080 164.027 66.338 57,774	6.699 125.480 48.282 43.719	0 168,500 88,940 58,292	6,699 168,500 88,940 63,315	27.000- 177.600- 68.796- 0	27,000 177,600 67,564 55,706
TOTAL REVENUES	311,548	296,219	224.180	315,732	327,454	273,396-	327,870
EXPENSES BY LINE ITEM							
Regular Salaries Call Time Overtime Part-Time Other Compensation Shift Differential Sick Pay	689,190 537 5,130 19,830 8 3 11,872	679,265 467 3,520 15,147 0 0 18,145	495.041 176 1.890 11.932 0 0	789.978 0 6.289 21.072 0 0	796.649 0 6.289 23.548 0 0	0 0 500 0 0 0	768.974 0 500 21.072 0 0
Vacation Pay Fringes	63,975 267,750	80,491 277,435	59.826 219.708	0 302,215	0 304,369	0	0 258,250
Salaries & Fringe Benefits	1,058,295	1,074,470	800,097	1,119,554	1,130,855	500	1,048,796
Training & Conferences Local Auto Expense Parking Permits Office Supplies Subscriptions Memberships & Licenses Postage & Freight Awards & Recognition Food & Provisions	3.313 2.427 5.829 1.883 95 1.078 0 0	2,532 2,072 5,906 1,805 256 1,510 0 135 263	1.833 1.564 5.718 453 0 1.320 0 49	3.950 3.000 5.868 2,000 350 1.345 50 192 260	4.132 3.000 5.868 2.000 350 1.345 50 192 260	3.750 3.000 5.424 2.000 350 1.345 50 218 290	3,750 3,000 5,631 2,000 350 1,345 50 218 290
Administrative Expense	14,822	14,479	10,937	17,015	17,197	16,427	16,634
Miscellaneous Supplies Printing & Reproduction Medical & Lab Supplies Miscellaneous Equipment	976 6,499 10,733 3,842	1,406 3,600 9,288 2,059	660 2,492 13,080 1,716	1,500 5,500 20,250 5,600	1,500 5,500 20,250 5,600	1,500 4,500 20,250 4,300	1,500 4,500 18,250 4,300
Supplies & Materials	22,050	16,353	17.948	32,850	32,850	30.550	28,550
Advertising Interfund Allocations Health Services Interpreter Services Lab Fees Other Contracts/Obligations	0 0 12.500 11.271 7.981 0	0 0 12,500 8,317 7,910 0	135 0 12.500 4.908 0	0 465- 12,500 12,100 8,200 0	0 465- 12,500 12,100 8,200 239	0 465- 12,500 10,100 8,200 0	0 465- 12.500 10.100 8.200 0
Purchased Services	31,752	28,727	17,543	32,335	32.574	30,335	30,335
Waste Disposal/Collection Telephone Cellular Telephone	117 1,614 0	247 1.349 0	102 929 0	2,010 0	2.010 0	0 2,490 1,440	0 2.490 1.440
Utilities	1,731	1.596	1.031	2.010	2,010	3,930	3,930
Equipment Repair & Maintenanc CEA Equipment Rental	833 15,000	1,074 20,213	0 13,550	1.600 17.295	1,600 17,295	1,700	1.700 20,628
Repair & Maintenance	15,833	21,287		18.895	18,895	1,700	22,328
Capital Expenditures	0					0	
TOTAL EXPENSES	1,144,483	1,156,912	861,106	1,222,659	1,234,381	83.442	1.150.573

# **CITY OF APPLETON 2012 BUDGET HEALTH GRANTS SPECIAL REVENUE FUNDS Health Officer: Kurt D. Eggebrecht**

#### CITY OF APPLETON 2012 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 2011 EVENTS**

#### Maternal/Child Health (MCH) Grant

In 2011, the grant objectives required a systems approach using the Life Course Model. Focus areas included: networks of early childhood services addressing family supports, child development, mental health, and safety and injury prevention; and Child Death Review team and Fetal Infant Mortality Review team implementation on a local level.

#### **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. We were notified midyear that this funding will be eliminated as of October 2011.

#### 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 10 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 Northeast Wisconsin Public Health Preparedness Consortium. In 2012, the consortia will no longer be funded but local preparedness planning will continue. It is our intent to explore shared service opportunities with various health departments in Northeast Wisconsin including Waushara, Marquette, and Waupaca counties.

#### CITY OF APPLETON 2012 BUDGET SPECIAL REVENUE FUNDS HEALTH GRANTS

#### **MAJOR 2012 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. This federal funding was discontinued in October 2011.

#### 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.

	Ac		Budget							
Discontinued Programs	2009		2010	Add	pted 2011	Ame	ended 2011		2012	
TB Grant										
Revenue	\$ 104	\$	209	\$	-	\$	-	\$		-
Expense	\$ 104	\$	209	\$	-	\$	-	\$		-
Prevention Grant										
Revenue	\$ 4,954	\$	18,485	\$	19,637	\$	19,637	\$		-
Expense	\$ 4,954	\$	18,485	\$	19,637	\$	19,637	\$		-

DEPARTMENT BUDGET SUMMARY												
	Programs		Act	ual					Budget			%
Unit	Title		2009		2010	Add	pted 2011	Ame	nded 2011		2012	Change *
Р	rogram Revenues	\$	361,407	\$	328,102	\$	299,535	\$	296,313	\$	180,469	-39.75%
Р	rogram Expenses											
2011	MCH Grant		29,630		27,271		28,042		28,042		28,042	0.00%
2014	CDC Lead Grant		10,557		11,036		14,251		14,251		14,251	0.00%
2015	Immunization Grant		25,213		33,939		26,330		26,330		26,330	0.00%
2018	Bioterrorism Grant		290,949		237,161		211,275		208,053		111,846	-47.06%
	Discontinued Programs		5,058		18,694		19,637		19,637		-	-100.00%
	TOTAL	\$	361,407	\$	328,101	\$	299,535	\$	296,313	\$	180,469	-39.75%
Expens	ses Comprised Of:											
Personr	nel		286,945		278,813		277,661		274,439		166,280	-40.11%
Adminis	strative Expense		10,287		10,682		9,548		9,548		3,393	-64.46%
Supplie	s & Materials		15,482		11,247		2,500		2,500		2,500	0.00%
Purchas	sed Services		43,217		24,273		5,826		5,826		6,296	8.07%
Utilities			5,476		3,086		4,000		4,000		2,000	-50.00%
Repair	& Maintenance		-				-		-		-	N/A
	Expenditures		-		-		-		-		-	N/A
Full Tir	ne Equivalent Staff:											
Person	nel allocated to programs		4.40		3.34		3.39		3.39		1.84	

<sup>\* %</sup> change from prior year adopted budget Health Grants.xls

#### **Health Services Grants - MCH Grant**

**Business Unit 2011** 

#### PROGRAM MISSION

The Maternal Child Health (MCH) grant program ensures universal access to MCH Public Health Services for eligible Appleton residents.

#### **PROGRAM NARRATIVE**

#### Link to City Goals:

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

#### Objectives:

Work with community partners to build an integrated system that promotes optimal physical, social, emotional, and developmental health of children, mothers, fathers, and their families.

Participate in Outagamie and Calumet County Child Death Review Teams and Prevention Action Teams to address prevention of unintentional injuries and death identified through reviews.

#### Major changes in Revenue, Expenditures or Programs:

With the systems focus in 2011 and 2012 most of the performance indicators, except community meetings, are funded through general public health nursing.

Ni t Danaditallusus ta	Actual 2009	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<u>Target 2012</u>
Client Benefits/Impacts					
Access to prenatal care					
# of women served	2	22	15	15	15
Strategic Outcomes					
Reduce # of deaths of children from birth to	1				
due to unsafe sleep environments					
# of infant / toddler deaths	3	3	0	0	(
Nork Process Outputs					
# of clients served who receive Ages and					
Stages assessment and education	103	82	100	60	60
Attend community meetings	80%	95%	95%	95%	95%

**Health Services Grants - MCH Grant** 

**Business Unit 2011** 

#### **PROGRAM BUDGET SUMMARY**

		Actual			Budget					
Description		2009		2010	Ad	opted 2011	Am	ended 2011		2012
Revenues 4225 Health Grants & Aids	\$ \$	29,630 29,630	\$ \$	27,271 27,271	\$ \$	28,042 28,042	\$ \$	28,042 28,042	\$	28,042 28,042
Expenses 6101 Regular Salaries 6108 Part-Time 6150 Fringes 6201 Training/Conferences 6202 Local Auto Expense 6324 Medical\Lab Supplies 6431 Interpreter Services	\$	13,386 10,920 3,566 529 63 551 615	\$	9,656 12,578 2,872 179 10 1,886 90	\$	23,152 3,334 - 500 - 1,056	\$	23,152 3,334 - 500 - 1,056	\$	23,152 3,317 - 500 - 1,073
·	\$	29,630	\$	27,271	\$	28,042	\$	28,042	\$	28,042

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

**Health Services Grants - CDC Lead Grant** 

**Business Unit 2014** 

#### PROGRAM MISSION

Provide lead poisoning prevention services to high-risk children in the City of Appleton.

#### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

The Lead Poisoning Prevention Program is intended to:

Assure screening for elevated blood lead levels in children at risk for lead poisoning.

Decrease identified lead hazards in the environment.

Increase awareness of lead poisoning, prevention, and control among community stakeholders.

Link lead poisoned children and families to appropriate medical, housing, and support services.

#### Major changes in Revenue, Expenditures or Programs:

No major changes.

		CE INDICATOR	······································		
Client Benefits/Impacts	Actual 2009	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	Target 2012
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%	o 100%	100%
Strategic Outcomes					
Decrease the incidence of elevated blood lead levels (EBLs) # of EBLs >19 # of EBLs 10-19	2 3	0	3 5		3 5
Work Process Outputs					
Children with EBLs will be contacted with test results, recommendations for further screening, and information on lead hazard reduction.	et				
# of environmental inspections/ educational sessions	40	30	40	40	35

**Health Services Grants - CDC Lead Grant** 

**Business Unit 2014** 

#### **PROGRAM BUDGET SUMMARY**

	Actual								
Description	2009		2010	Ad	opted 2011	Am	ended 2011		2012
Revenues									
4225 Health Grants & Aids	\$ 10,557	\$	11,037	\$	14,251	\$	14,251	\$	14,251
	\$ 10,557	\$	11,037	\$	14,251	\$	14,251	\$	14,251
Expenses 6108 Part-Time 6150 Fringes 6201 Training & Conferences 6324 Medical / Lab Supplies 6431 Interpreter Services	\$ 8,850 1,678 29 -	\$	9,079 1,750 - 57 150	\$	2,473 - - 365	\$	11,413 2,473 - - 365	\$	11,413 1,836 - - 1,002
	\$ 10,557	\$	11,036	\$	14,251	\$	14,251	\$	14,251

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

**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 changes in Revenue, Expenditures or Programs:

Lower immunization client #'s reflect completion of H1N1 vaccine in 2010 and completion of catch up to target groups for HPV, Menatra, Tdap, and Varicella vaccines.

	PERFORMAN	CE INDICATOR	S		
Client Benefits/Impacts	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<u>Target 2012</u>
Access to immunization # of clients served	10,945	6,147	2,400	1,000	1,000
Strategic Outcomes					
Minimize the incidence of vaccine prevent in children 1 - 18 years of age	table disease				
# of cases	23	8	25	20	20
# cases statewide	546	607	750	-	700
Work Process Outputs					
Internal case audit by 2/15 # of tracking contacts	12/31/2009 4,317	2/15/2011 3,029	2/15/2012 2,000	_,	2/15/2013 2,000

**Health Services Grants - Vaccine Improvement Grant** 

**Business Unit 2015** 

#### **PROGRAM BUDGET SUMMARY**

	 Actual				Budget					
Description	 2009		2010	Add	pted 2011	Ame	ended 2011		2012	
Revenues										
4225 Health Grants & Aids	\$ 25,213	\$	33,939	\$	26,330	\$	26,330	\$	26,330	
	\$ 25,213	\$	33,939	\$	26,330	\$	26,330	\$	26,330	
Expenses										
6101 Regular Salaries	\$ 6,236	\$	5,626	\$	-	\$	-	\$	-	
6108 Part-Time	12,023		13,327		19,794		19,794		19,794	
6150 Fringes	3,128		3,305		3,676		3,676		2,815	
6201 Training & Conferences	37		39		-		-		-	
6324 Medical\Lab Supplies	35		22		-		-		-	
6327 Miscellaneous Equipment	-		6,722		-		-		-	
6430 Health Services	449		501		860		860		860	
6431 Interpreter Services	3,305		4,397		2,000		2,000		2,861	
	\$ 25,213	\$	33,939	\$	26,330	\$	26,330	\$	26,330	

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

**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).

Establish and maintain 24/7 response capacity.

Encourage and support a regional response to communicable disease prevention, response and recovery.

#### Major changes in Revenue, Expenditures or Programs:

Due to significant funding cuts at the State level, this budget no longer reflects the allocation of .5 FTE clerical support staff (\$31,836) and .05 FTE of the City Grants Administrator (\$4,248) but retains 20% of the Health Officer's salary for administrative support for the preparedness consortium.

The Public Health Preparedness funding for consortia within the State has been eliminated and instead the City receives funds directly. Local governments were encouraged to seek out opportunities for shared service. We have agreements with Waushara, Marquette, and Waupaca counties and the Cities of Oshkosh, Manitowoc and Neenah to provide staff support for preparedness planning related activities for a total of \$61,500. We are assuming that those contracts will be renewed in August, 2012. The new grant from 8/1/11 - 7/31/12 is \$56,327 and it is assumed this will be renewed in August 2012, as this begins a new five year funding cycle.

	PERFORMAN	CE INDICATOR	S		
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
# of trainings available	15	13	15	8	7
Strategic Outcomes					
Active regional coalition					
# of meetings / year	11	11	11	11	5
Work Process Outputs					
% of coalition meetings attended	100%	100%	100%	100%	100%

**Health Services Grants - Bioterrorism Grant** 

**Business Unit 2018** 

#### **PROGRAM BUDGET SUMMARY**

	Actual					Budget						
Description		2009		2010	Ac	lopted 2011	Am	ended 2011		2012		
Revenues 4225 Health Grants & Aids	\$	290,949	\$	237,161	\$	211,275	\$	188,469	\$	50,346		
4801 Charges for Serv Nontax	Ψ	200,040	Ψ	207,101	Ψ	211,270	Ψ	19,584	Ψ	61,500		
Too Forlanges for Corv. Homax	\$	290,949	\$	237,161	\$	211,275	\$	208,053	\$	111,846		
Expenses												
6101 Regular Salaries	\$	165,529	\$	148,753	\$	140,154	\$	137,154	\$	74,364		
6105 Overtime		307		335		· -		´ -		, -		
6108 Part-Time		-		2,886		-		-		-		
6150 Fringes		61,323		55,089		54,941		54,719		29,589		
6201 Training\Conferences		3,615		2,329		5,343		5,343		500		
6202 Local Auto Expense		43		-		1,500		1,500		1,500		
6206 Parking Permits		744		819		792		792		384		
6301 Office Supplies		283		313		500		500		509		
6305 Awards & Recognition		-		2,170		-		-		-		
6316 Miscellaneous Supplies		2,235		181		-		-		-		
6320 Printing & Reproduction		2,868		822		2,500		2,500		2,500		
6327 Miscellaneous Equipment		9,782		1,453		-		-		-		
6401 Accounting\Audit		1,500		1,545		1,545		1,545		500		
6413 Utilities		5,476		3,086		4,000		4,000		2,000		
6430 Health Services		37,177		15,380		-		-		-		
6431 Interpreter Services		67		-		-		-		-		
6599 Other Contracts/Obligations		-		2,000		-		-		-		
_	\$	290,949	\$	237,161	\$	211,275	\$	208,053	\$	111,846		

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

#### City of Appleton 2012 Budget Revenue and Expense Summary

09/29/11 20:14:24

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Атеnded Budget	2012 Requested Budget	2012 Adopted Budget	
REVENUES								
Intergovernmental Revenues Charges for Services Other Revenues	361.408 0 0	325,301 0 2,800	268,905 6,167 0	299,535 0 0	299,535 0 0	0 0 0	118.969 61,500 0	
TOTAL REVENUES	361,408	328,101	275,072	299,535	299,535	0	180,469	
EXPENSES BY LINE ITEM								
Regular Salaries Overtime Part-Time Sick Pay Vacation Pay Fringes	167,738 307 31,174 4,397 13,633 69,696	153,885 335 37,105 5,887 15,476 66,125	93.354 161 31.248 1.979 13.791 47.391	154,589 0 54,359 0 0 68,713	154,589 0 54,359 0 0 68,713	54,919 0 54,359 0 0 36,431	74,364 0 54,359 0 0 37,557	
Salaries & Fringe Benefits	286,945	278,813	187,924	277,661	277,661	145,709	166,280	
Training & Conferences Local Auto Expense Parking Permits Office Supplies Awards & Recognition	9.155 105 744 283 0	7.348 11 840 313 2,170	3,535 191 795 340 0	6,256 2,000 792 500 0	6,256 2,000 792 500 0	500 500 384 50 0	500 2,000 384 509 0	
Administrative Expense	10,287	10,682	4,861	9,548	9,548	1,434	3,393	
Miscellaneous Supplies Printing & Reproduction Medical & Lab Supplies Miscellaneous Equipment	2,246 2,868 586 9,782	286 822 1,965 8,174	0 827 854 29,542	2.500 0 0	2,500 0 0	0 100 0 0	2,500 0 0	
Supplies & Materials	15,482	11,247	31,223	2,500	2,500	100	2,500	
Accounting/Audit Consulting Services Health Services Interpreter Services Other Contracts/Obligations	1,500 0 37,729 3,988 0	1,545 0 16,090 4,638 2,000	1,545 13,850 271 2,023 0	1.545 0 860 3.421 0	1,545 0 860 3,421 0	0 0 860 3.421 0	500 0 860 4.936 0	
Purchased Services	43,217	24,273	17,689	5,826	5,826	4,281	6,296	
Telephone Cellular Telephone	245 5.231	277 2,809	191 1,834	0 4,000	0 4.000	0 480	520 1,480	
Utilities	5,476	3.086	2,025	4.000	4.000	480	2,000	
Repair & Maintenance	0	0	0	0	0	0	0	
Capital Expenditures	0	0	0	0	0	0	0	
TOTAL EXPENSES	361,407	328,101	243,722	299,535	299,535	152.004	180,469	

#### **CITY OF APPLETON 2012 BUDGET**

# HEALTH SERVICES GRANT FUND SOURCES AND USES OF FUNDS

Revenues	2009 Actual		2010 Actual		2011 Budget		2011 Projected		2012 Budget	
Intergovernmental Charges for Service Total Revenues	\$	361,407 - 361,407	\$	325,301 - 325,301	\$	299,535 - 299,535	\$	296,313 - 296,313	\$	121,969 61,500 183,469
Expenses										
Program Costs Total Expenses		361,407 361,407		325,301 325,301		299,535 299,535		296,313 296,313		183,469 183,469
Revenues over (under) Expenses		-		-		-		-		-
Fund Balance - Beginning		<u> </u>				<u>-</u>				
Fund Balance - Ending	\$	-	\$	_	\$		\$		\$	

# **SPECIAL REVENUE FUNDS** NOTES

**CITY OF APPLETON 2012 BUDGET** 

#### **CITY OF APPLETON 2012 BUDGET**

#### POLICE DEPARTMENT

Police Chief: David J. Walsh

Deputy Police Chief: Robert M. Kavanaugh

Deputy Police Chief: Peter J. Helein

#### MISSION STATEMENT

Excellence in Police Service

#### **DISCUSSION OF SIGNIFICANT 2011 EVENTS**

The current economic situation has had a significant impact on citizens and businesses within the City of Appleton and within the State of Wisconsin. With anticipated collective bargaining changes presented by Governor Walker early in the year, the Appleton Police Department responded to a request to provide mutual aid at the State Capitol in Madison. Twenty seven officers provided 252 hours of police security in February.

With the retirement of an Investigator in early 2011, a Police School Liaison (PSL) officer was assigned to the Police Department's Sex Offender Registry Program (SORP) that was previously overseen by the Investigative Unit. This position will continue to work in the PSL Program, but will also handle investigations involving pre-school age children and adults.

With the ever increasing problem of gang violence locally and nationwide, the Community Resource Unit (CRU) has found it necessary to continue Gang Suppression Team (GST) activities at key events, such as the Hmong Soccer Tournaments that take place on Labor Day and Memorial Day weekends.

The CAPSIT program, a master scheduling program used to track officers' schedules electronically, was implemented in January. The new program provides staff up-to-date schedules, and schedule changes, and is accessible from both office and remote computers. This also was the beginning of an 8hr/12hr schedule for patrol officers as a one year trial to optimize scheduling needs and to determine any cost savings in other areas.

Patrol district community policing involves enforcement, problem solving, and relationship building within the community. Some of these activities and significant events in 2011 include:

- > Multiple agencies, including the APD, will continue to work on issues in the Washington Square area. Many clients of the warming shelter and other transients congregate in the Washington Square area. The APD will continue to monitor behavior and enforce the laws to keep this area safe for those using the Library and Valley Transit.
- > 2011 will prove to be another busy year for special events. The downtown farmer's market will expand by a block, which will add to the police responsibilities. Those wishing to have events that close roadways will be required to provide their own barricades.
- > The Wisconsin Avenue reconstruction project started in April of 2011, and will continue throughout the summer and fall. The repaving will take place in phases, which will minimize the disruption to businesses as much as possible.
- > The northern district will continue to proactively deal with crime issues, trying to prevent them before they occur. After they occur, vigorous investigations will continue to be the norm, and if abatement criteria is met, violators will be abated from their residences.
- > Initiate a City-wide targeted neighborhood initiative in the area of Sylvan and Kernan Avenues. The project is directed at neighborhood clean-up, nuisance abatement, and crime reduction. District personnel will work closely with the internal leadership team to respond to feedback from a comprehensive citizen survey that will be conducted. Each problem/concern will be entered into a database and officers will be assigned to develop a plan to address the specific problems.
- > Maximize the continued utilization of chronic nuisance abatement, crime free housing and landlord notification/education programs to enhance efforts of maintaining safe neighborhoods and reducing drug activity.
- > Utilize the district neighborhood watch groups, social networking sites, and other public information tools to educate the public in effective crime prevention strategies.

#### **MAJOR 2012 OBJECTIVES**

Maintain staffing levels through ongoing hiring processes for sworn staff in anticipation of retirements/terminations.

Continue evaluating police fleet and establish replacements that will reduce cost and maintain performance. These cost-saving efforts were seen in 2011 with the purchase of the Ford Fusion Hybrid. In 2012, the budget includes replacement of two squads with a Ford Police Interceptor AWD Sedan and a Ford Interceptor Utility SUV that are specifically designed and equipped for law enforcement deployment.

Plan for radio infrastructure upgrade. Evaluate towers, transmitters/receivers, portable radios, and mobile radios to ensure we can communicate within our jurisdiction and with other public safety partners.

The selection of a vendor by FoxComm concluded an extensive evaluation to convert to digital frequency by 2013 as mandated by the Federal Communications Commission (FCC). Based on the current timeline for Outagamie County to transition to the 700 MHz trunked digital module, APD had postponed the purchase of portable radios until 2012.

Provide quality law enforcement services by working with neighborhoods to identify and abate conditions in the city that contribute to the occurrence of crime.

Collaborate with other City agencies, other law enforcement agencies and the community to address drug and gang related activity.

Pursue grant opportunities to purchase equipment and supplies which provide critical support to the department mission *fighting crime and solving problems*.

Continue partnerships with neighborhood watch groups and continue to make advances towards greater community and citizen participation.

Continue to evaluate technology to keep pace with the change in systems and processes designed to improve police officer efficiency.

		DEPA	RTMENT BUDG	GET SUMMARY			
	Programs	Ac	tual		Budget		%
Unit	Title	2009	2010	Adopted 2011	Amended 2011	2012	Change *
	rogram Revenues	\$ 909,910	\$ 891,443	\$ 843,601	\$ 889,182	\$ 872,260	3.40%
	rogram Expenses						
17511	Executive Management	618,871	532,020	526,949	526,949	564,505	7.13%
17512	Administrative Services	1,041,718	1,169,618	1,126,180	1,126,180	1,122,496	-0.33%
17513	Support Services	623,549	667,185	596,085	615,165	531,282	-10.87%
17514	Public Communication	771,343	803,849	790,000	790,000	687,840	-12.93%
17520	Community Resource	656,155	761,919	767,348	770,074	787,859	2.67%
17522	Crossing Guards	168,795	172,032	178,722	178,722	173,132	-3.13%
17524	Community Services	300,859	312,608	364,598	364,598	371,465	1.88%
	PSL	1,287,812	1,319,022	1,352,214	1,355,782	1,391,394	2.90%
17532	Adult Investigations	1,244,443	1,287,608	1,285,709	1,287,292	1,277,810	-0.61%
17541	Field Operations	8,154,568	8,263,988	8,467,375	8,575,537	8,668,875	2.38%
	TOTAL	\$ 14,868,113	\$ 15,289,849	\$ 15,455,180	\$ 15,590,299	\$ 15,576,658	0.79%
Expens	ses Comprised Of:						
Personr		13,357,099	13,640,528	13,770,409	13,787,463	13,819,133	0.35%
Adminis	strative Expense	95,234	98,953	111,576	130,656	128,813	15.45%
Supplie	s & Materials	182,626	213,521	218,925	317,910	192,428	-12.10%
Purchas	sed Services	69,487	80,546	91,458	91,458	112,100	22.57%
Utilities		171,902	175,353	177,315	177,315	181,832	2.55%
	& Maintenance	991,765	1,080,948	1,085,497	1,085,497	1,142,352	5.24%
Capital	Expenditures	-	-	-	-	-	N/A
Full Tir	ne Equivalent Staff:						
Personr	nel allocated to programs	135.00	135.50	134.00	134.00	134.00	

#### **Executive Management**

**Business Unit 17511** 

#### PROGRAM MISSION

The mission of the Executive Management team is to lead and support Department members to meet the City of Appleton mission and the Appleton Police Department mission of *Excellence in Police Services*.

#### **PROGRAM NARRATIVE**

#### Link to City Goals:

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

#### **Objectives:**

Provide leadership and oversight to the community to support community partnerships Coordinate inter/intra departmental activities and solicit employee participation in department programs Support employees with resources for development and growth

#### Major Changes in Revenue, Expenditures or Programs:

This budget reflects a restructuring of civilian staff to provide greater efficiency and more integration in support service functions. The net result spread over all the Police budgets is a \$69,467 savings in salaries and fringe benefits. Personnel changes include the elimination of the full-time Police Communications Supervisor position (-\$88,207) in the Public Communications budget; the elimination of a part-time (.5) support services assistant (-\$18,092) in the Support Services budget; and the elimination of a part-time (.5) payroll assistant (-\$18,316) coupled with the addition of a full-time Administrative Support Assistant (\$55,148) in this budget.

The increase in revenue for court fines and fees is to bring the 2012 budgeted amount more in line with previous years' actual revenues received.

The Appleton Police K9 Program fund through the Community Foundation of the Fox Valley Region has supported the Canine Program since 2006 with the purchase of the first canine, Mato. The 2012 budget anticipates the depletion of available donated funds for this project that are expected to cover only through mid-year. Thereafter, Canine Program expenses will be funded completely from tax dollars.

An increase in clothing expense reflects the adjustment for the number of sworn staff eligible for vest replacement in 2012.

	PERFORMAN Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts	- 10 taran 0 0 0	- 1010.0 <u>- 0 1 0</u>	go:		<u>govo</u>
Increase community partnerships					
# of new collaborative efforts explored					
or initiated	5	5	3	3	3
Strategic Outcomes					
Provide effective and efficient police service	es				
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	118	194	110	110	110
Improve internal communications					
% of employee evaluations reviewed	100%	100%	100%	100%	100%
# of acts of employee recognition	931	892	450	700	500
# of relationship/team building					
meetings with directors	120	80	55	60	55
Provide program efficiency					
Diversity initiatives/meetings	32	22	12	12	12

#### **Executive Management**

**Business Unit 17511** 

#### **PROGRAM BUDGET SUMMARY**

		Act	ual Budget							
Description		2009		2010	Ad	opted 2011	Am	ended 2011		2012
Revenues										
4210 Federal Grants	\$	4,675	\$	6,581	\$	7,700	\$	7,700	\$	8,800
4224 Miscellaneous State Aids	Ψ	-	Ψ		Ψ	7,700	Ψ	17,054	Ψ	-
4230 Miscellaneous Local Aids		1,000		_		_				_
4325 Bow Hunting		330		240		_		_		_
4510 Court Fines & Fees		342.923		356.971		325.000		325.000		350.000
4801 Charges for Serv Nontax		15,796		15,009		20,000		20,000		20,000
4806 False Alarm Fees		9,600		9,000		20,000		20,000		20,000
4904 Grand Chute Reimbursement		139,512		29,724		, -		´ -		, <u>-</u>
5010 Misc Revenue - Nontax		4,979		25,936		6,000		9,447		6,000
5011 Misc Revenue - Tax		-		16		500		500		-
5020 Donations & Memorials		31,625		24,855		22,000		28,000		9,000
5035 Other Reimbursements		41,797		23,964		6,000		6,000		6,000
Total Revenue	\$	592,237	\$	492,296	\$	407,200	\$	433,701	\$	419,800
Expenses										
6101 Regular Salaries	\$	407,081	\$	347,924	\$	332,133	\$	332,133	\$	366,453
6105 Overtime	Ψ	15	Ψ	(217)	Ψ	762	Ψ	762	Ψ	762
6108 Part-time		15,830		8,912		15,974		15,974		-
6150 Fringes		161,343		143,459		144,279		144,279		158,194
6206 Parking Permits		372		372		384		384		384
6302 Subscriptions		1,862		1,870		2,000		2,000		550
6303 Memberships & Licenses		3,146		2,724		2,842		2,842		2,734
6304 Postage/Freight		100		26		50		50		50
6307 Food & Provisions		2,984		1,741		2,700		2,700		2,700
6315 Books & Library Materials		481		267		325		325		327
6316 Miscellaneous Supplies		653		636		800		800		800
6321 Clothing		20,595		21,173		21,900		21,900		28,851
6402 Legal Fees		-		-		100		100		-
6599 Other Contracts/Obligations		4,409		3,133		2,700		2,700		2,700
Total Expense	\$	618,871	\$	532,020	\$	526,949	\$	526,949	\$	564,505

#### DETAILED SUMMARY OF 2012 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 28 @ approx. \$798	22,351
	\$ 28,851

#### **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 Changes in Revenue, Expenditures or Programs:

The change in printing forms for FormDocs, Tracs, warnings, traffic citations, city summonses and incident reports is reflected as a reduction in printing expense and an increase in office (paper) supplies. The forms are printed on plain paper versus ordering NCR forms from the State or a printer.

The decrease in miscellaneous equipment (\$3,500) and other contracts/obligations (\$8,000) is due to the department's use of metafile for record storage versus sending out documents to be microfilmed. The use of the metafile software eliminates the need to replace microfilm reading equipment.

	Actual 2009	CE INDICATOR: Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts Process requests for information % of open records request processed within 10 working days	95%	95%	90%	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 Avg. pages for taped offense reports Avg. taped offense reports	14,743 2.6	16,917 2.5	15,000 2.5	16,000 2.5	16,000 2.5
completed weekly	107	103	115	108	110

#### Administrative Services Unit

**Business Unit 17512** 

#### **PROGRAM BUDGET SUMMARY**

		Ac	tual		Budget							
Description	2009			2010	Adopted 2011		Amended 2011			2012		
Expenses												
6101 Regular Salaries	\$	497,895	\$	513,770	\$	517,586	\$	517,586	\$	501,429		
6105 Overtime		4,503		581	·	13,950		13,950		13,950		
6150 Fringes		210,438		224,066		239,065		239,065		247,957		
6301 Office Supplies		11,260		14,032		14,175		14,175		17,000		
6316 Miscellaneous Supplies		1,450		549		550		550		550		
6320 Printing & Reproduction		16,309		11,191		21,000		21,000		15,500		
6327 Miscellaneous Equipment		12,258		7,342		6,000		6,000		2,500		
6407 Collection Services		4,714		4,041		4,200		4,200		4,300		
6413 Utilities		114,319		119,522		121,815		121,815		127,332		
6418 Equip Repairs & Maint		2,098		1,133		1,600		1,600		1,450		
6420 Facilities Charges		161,348		263,521		178,239		178,239		190,528		
6599 Other Contracts/Obligations		5,126		9,870		8,000		8,000				
Total Expense	\$	1,041,718	\$	1,169,618	\$	1,126,180	\$	1,126,180	\$	1,122,496		

#### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

Printing & Reproduction	
City copy charges	\$ 4,000
Offense reports (records management)	3,000
Letterhead/envelopes	1,500
Victim Information	500
Case assignments	1,000
Recruitment	1,000
Leave request forms	1,000
Accident forms	500
investigative, etc.	1,500
Miscellaneous forms	1,500
	\$ 15,500

#### **Support Services Unit**

**Business Unit 17513** 

#### PROGRAM MISSION

The Support Services Unit, in conjunction with the Human Resource Department, exists to provide organizational development by seeking out the best practices available within the human resources function.

#### **PROGRAM NARRATIVE**

#### **Link to City Goals:**

Implements Key Strategy # 4: "Develop our human resources to meet changing needs."

#### Objectives:

Continue recruitment of candidates for police officer positions

Provide and coordinate quality training opportunities

Create and update Police Department policies

#### Major Changes in Revenue, Expenditures or Programs:

An increase in revenue, training expenses and equipment reflect the allocation of training funds through the Wisconsin Department of Justice. The funds support the 24 hours of recertification of officers as required by the Training and Standards Bureau. The inclusion of the funds and related expenses in the budget are a result of the change in the Department of Justice policy from direct payment to vendors to a lump sum payment to agencies. The amount allotted per State statute is \$160 per officer (\$180 per officer was reimbursed in 2011 for 2010). The budget is based on 106 officers at \$160 each which equals \$16,960 total.

There is a decrease in wages and fringe benefits due to the conversion of a Captain position in this program to an officer position in the Field Operations budget (17541) in mid 2011. The conversion was discussed in the 2011 budget and approximately a half year of Captain's wages and fringe benefits were budgeted in this budget while the other half was budgeted in the Field Operations budget at the officer rate. For the 2012 budget, the Captain position no longer exists so no wages or fringe benefits are budgeted.

Additionally, this budget reflects the elimination of a .5 support services assistant (-\$18,092) as part of the department reorganization discussed in the Executive Management budget.

PERFORMANCE INDICATORS											
	Actual 2009	<u>Actual 2010</u>	Target 2011	Projected 2011	Target 2012						
Client Benefits/Impacts											
Increase public safety and awareness											
# of news releases distributed	45	68	75	75	75						
# of active Neighborhood Watch											
Groups	160	143	160	160	160						
Increase Department proficiency											
Avg. training hours p/sworn employee	106	97	100	76	80						
Avg. training hours p/civilian employee	30	21	30	32	30						
% of policies revised	37%	20%	50%	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	11	9	10	9						
# of policies reviewed	39	20	50	50	50						
# of internal training sessions	131	82	70	70	70						

#### **Support Services Unit**

**Business Unit 17513** 

#### **PROGRAM BUDGET SUMMARY**

	 Ac	tual				Budget			
Description	2009		2010	A	dopted 2011	Am	ended 2011		2012
Revenues									
4224 Miscellaneous State Aids	\$ _	\$	10,759	\$	7,000	\$	26,080	\$	16,960
Total Revenue	\$ -	\$	10,759	\$	7,000	\$	26,080	\$	16,960
Expenses									
6101 Regular Salaries	\$ 334,468	\$	355,621	\$	298,087	\$	298,087	\$	252,247
6104 Call Time	2,337		2,702		-		-		-
6105 Overtime	20,524		20,374		8,067		8,067		8,835
6108 Part-time	19,058		15,827		15,933		15,933		-
6150 Fringes	142,651		162,798		143,165		143,165		119,907
6201 Training\Conferences	63,415		51,391		66,750		85,830		82,710
6204 Tuition Fees	5,435		21,043		15,000		15,000		15,000
6205 Employee Recruitment	1,496		2,087		3,500		3,500		3,500
6305 Awards & Recognition	2,005		1,651		2,000		2,000		2,000
6312 Unified Tactics	22,369		19,223		22,750		22,750		22,750
6316 Miscellaneous Supplies	4,971		3,645		4,750		4,750		4,250
6327 Miscellaneous Equipment	175		2,857		3,000		3,000		8,000
6328 NHW/Speed Watch Signs	1,967		1,999		1,000		1,000		500
6404 Consulting Services	-		4,150		-		-		-
6418 Equip Repairs & Maint	1,095		233		1,000		1,000		1,000
6430 Health Services	264		577		1,500		1,500		1,000
6599 Other Contracts/Obligations	 1,319		1,007		9,583		9,583		9,583
Total Expense	\$ 623,549	\$	667,185	\$	596,085	\$	615,165	\$	531,282

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Training/Conferences DOJ training and standards	\$ 16,960	<u>Unified Tactics</u> Ammunition/XREP rounds	\$	15,250
Supervisory/management leadership Recertification (TIME, CPR, AED, etc.)	10,000 5,000	Range supplies, targets, firearms accessories		1,000
Investigative services/sensitive crime Legal updates	15,750 8,000	Less lethal ammo/XREP Protective equipment		1,000 2,500
Executive conferences Community problem solving policing	6,000 7,000	Taser cartridges & supplies	\$	3,000 22,750
Special weapons and response team	5,000		Ψ	22,100
Defense-arrest tactics/firearms Canine recertification	3,500 1,000			
Exec. Dev (EDI), Reid interview, RUSH Travel unrelated to training	3,000 1,500			
	\$ 82,710			
<u>Tuition Fees</u> Continuing education reimbursements,				
five @ \$3,000	\$ 15,000 15,000			

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 Changes in Revenue, Expenditures or Programs:

With the implementation of the trunked 700 MHz voice communication system there is an additional cost to support the required secondary security for mobile data computers (MDC). This budget includes an increase in Other Contracts/Obligations (\$33,707) for the support of the secondary security and aircards required for MDC wireless connectivity. The use of aircards initially was temporary to resolve issues with radio connectivity in anticipation of the City wireless project completion. However, with the County's recent upgrade to CAD Premier One and Premier Mobile, we will continue to use aircards permanently. The expenses for support of the secondary security and aircards, as well as other communication related costs, have been consolidated in this budget in 2012.

The increase in equipment repairs and maintenance expense is due to the CAD maintenance license for the aircards (53 X \$80 = \$4,240).

Additionally, this budget reflects the elimination of a full-time Communications Supervisor position (-\$88,207) as part of the department reorganization discussed in the Executive Management budget. Also, a reduction of approximately \$30,000 in personnel costs has been incorporated in the 2012 budget to reflect a change in the compensation schedule for the Communication Technicians as a result of the elimination of the collective bargaining agreement.

	PERFORMAN Actual 2009	CE INDICATOR Actual 2010	S Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts	Actual 2009	Actual 2010	Target 2011	Frojected 2011	Target 2012
Maintain responsiveness to public	0.050			0.000	0.050
Average # of phone calls / week	3,256	3,225	3,200	3,230	3,250
# of 2-5 parking requests processed	12,321	15,151	13,000	14,256	14,000
Strategic Outcomes					
Support services provided					
Completion of warrant process					
within mandated time limit	98%	100%	100%	100%	100%
Work Process Outputs					
Provide quality support service					
# of TIME System entries	2,645	2.415	2.250	2,250	2,300
# of Criminal history gueries	51,075	12,775	12,500	12,500	12,750
# of citizen contacts entered	17,303	17,639	18.000	18.454	18,250
Avg. # of cash register trans./week	219	237	240	245	250
# of training hours p/employee	19	18	16	13	12
" or training floats promptoyee	10	10	10	10	12

#### **Public Communication**

**Business Unit 17514** 

#### **PROGRAM BUDGET SUMMARY**

	Actual				Budget						
Description		2009		2010	Ad	Adopted 2011		Amended 2011		2012	
Expenses 6101 Regular Salaries	\$	471.384	\$	486.378	\$	463.165	\$	463.165	\$	373.141	
6104 Call Time	Ψ	1,204	Ψ	625	Ψ	1,993	Ψ	1,993	Ψ	1,993	
6105 Overtime		48,281		52,580		54,237		54,237		54,304	
6150 Fringes		192,936		207,474		211,605		211,605		163,955	
6316 Miscellaneous Supplies		175		100		200		200		200	
6320 Printing & Reproduction		1,772		1,523		1,800		1,800		1,800	
6327 Miscellaneous Equipment		368		-		500		500		-	
6413 Utilities		54,904		54,825		55,500		55,500		54,500	
6418 Equip Repairs & Maint		138		-		1,000		1,000		4,240	
6599 Other Contracts/Obligations		181		344		-		-		33,707	
Total Expense	\$	771,343	\$	803,849	\$	790,000	\$	790,000	\$	687,840	

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Other C	Contracts &	Obligations
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Aircards (53 squads)
MDC Secondary Security

\$ 22,000 11,707 \$ 33,707

**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 Changes in Revenue, Expenditures or Programs:

No major changes.

	PERFORMANI Actual 2009	CE INDICATORS Actual 2010		Projected 2011	Target 2012
Client Benefits/Impacts	Motuu. 2000	<u> </u>	rango: zc	110,00000 2011	raigot 20:2
Identify and minimize crime # of bi-weekly intelligence - target area reports	26	26	26	30	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	40	40	35	40	35
# of community projects	40	40	35	40	35

#### Community Resource

**Business Unit 17520** 

#### **PROGRAM BUDGET SUMMARY**

	Actual				Budget						
Description		2009		2010	Add	opted 2011	Am	ended 2011		2012	
Expenses											
6101 Regular Salaries	\$	407,901	\$	480,777	\$	485,793	\$	485,793	\$	496,479	
6104 Call Time		1,453		3,178		-		-		-	
6105 Overtime		46,902		49,805		39,267		41,432		40,889	
6150 Fringes		189,636		225,861		235,988		236,549		244,491	
6316 Miscellaneous Supplies		1,271		707		4,800		4,800		4,500	
6599 Other Contracts/Obligations		8,992		1,591		1,500		1,500		1,500	
Total Expense	\$	656,155	\$	761,919	\$	767,348	\$	770,074	\$	787,859	

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

Crossing Guards Business Unit 17522

#### PROGRAM MISSION

For the benefit of elementary school children and their parents, we will provide assistance at busy city intersections, so that elementary school children can travel safely to and from school.

#### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

Assist elementary school children in safely crossing designated intersections

Increase motorists' awareness of school zones via speed monitoring awareness radar trailer (SMART) unit deployments

#### Major Changes in Revenue, Expenditures or Programs:

This budget includes the contribution from the Appleton Area School District for one-half of the cost to support the crossing guard program. The estimated contribution for salaries and benefits in 2012 is \$86,316.

	PERFORMAN Actual 2009	CE INDICATOR Actual 2010		Projected 2011	Target 2012
Client Benefits/Impacts  Promote safety at guarded crossings # of crossing guard complaint forms processed for moving violations and parking violations	17	24	40	30	45
Strategic Outcomes Safety awareness in school zones # of accidents at guarded crossings	1	0	0	1	0
Work Process Outputs Provide safety education at busy intersection # of classes given to students # of students in attendance	ns 1 50	21 653	12 400	15 450	20 500
Provide assistance at controlled intersections Avg. # of students crossing at guarded intersections p/day	s 2,482	2,363	3,100	2,400	2,500

Crossing Guards Business Unit 17522

#### **PROGRAM BUDGET SUMMARY**

		Actual				Budget						
Description		2009		2010	Add	opted 2011	Am	ended 2011		2012		
Revenues 5035 Other Reimbursements	¢	3.600	\$	64.125	\$	91,161	\$	91.161	\$	86,316		
Total Revenue	\$	3,600	\$	64,125	\$	91,161	\$	91,161	\$	86,316		
Expenses												
6108 Part Time	\$	150,300	\$	152,735	\$	155,874	\$	155,874	\$	156,552		
6150 Fringes		18,495		18,790		22,048		22,048		16,080		
6323 Safety Supplies		-		507		800		800		500		
Total Expense	\$	168,795	\$	172,032	\$	178,722	\$	178,722	\$	173,132		

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

**Community Services** 

**Business Unit 17524** 

#### PROGRAM MISSION

For the benefit of citizens, visitors, and City departments, in order to provide a timely response to requests for service, we will provide services in non-violent, non-critical situations.

#### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

Provide support services to patrol officers by having Community Service Officers (CSOs) complete those operational tasks that do not require a sworn officer

Increase the number and effectiveness of proactive patrols and activities (City parks, parking ramps, special events, etc.)

#### Major Changes in Revenue, Expenditures or Programs:

No major changes

	PERFORMAN Actual 2009	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<b>Target 2012</b>
Client Benefits/Impacts					
Provide greater access to police services Avg. # of CSO hours p/month	1,142	1,271	1,200	1,400	1,500
Strategic Outcomes					
Reduced cost of providing police services					
CSO vs. officer for special events	\$ 6,081	\$ 5,494	\$ 7,000	\$ 7,000	\$ 7,000
Work Process Outputs					
Increase number of patrols					
# of ramp patrols	537	713	500	600	600
# of park patrols	3,133	4,207	4,500	4,500	4,500
Service provided by CSO vs. Officer					
# of offenses - animal	2,161	1,991	2,000	2,000	2,000
# of offenses - parking	1,928	1,505	2,250	2,250	2,250
# of offenses - bike	45	43	350	150	150
# of abandoned vehicle complaints	142	142	200	200	200

**Community Services** 

**Business Unit 17524** 

#### **PROGRAM BUDGET SUMMARY**

		Ac	tual		Budget					
Description		2009		2010	Add	opted 2011	Am	ended 2011		2012
Revenues										
4310 Dog Licenses	\$	24.065	\$	22.407	\$	30,000	\$	30,000	\$	30,000
4311 Cat Licenses	,	11,842	,	10,443	•	10,000	,	10,000	•	10,000
Total Revenue	\$	35,907	\$	32,850	\$	40,000	\$	40,000	\$	40,000
Expenses										
6101 Regular Salaries	\$	42,533	\$	43,467	\$	44,338	\$	44,338	\$	44,338
6105 Overtime		9,340	•	6,539		11,970	•	11,970		11,991
6108 Part-Time		189,758		200,048		236,829		236,829		237,689
6150 Fringes		39,567		42,594		45,311		45,311		53,297
6316 Miscellaneous Supplies		357		535		800		800		800
6320 Printing & Reproduction		1,622		2,148		-		-		-
6321 Clothing		673		1,011		2,000		2,000		2,000
6323 Safety Supplies		89		68		350		350		350
6327 Miscellaneous Equipment		114		858		1,500		1,500		1,500
6412 Advertising		633		213		500		500		500
6599 Other Contracts/Obligations		16,173		15,127		21,000		21,000		19,000
Total Expense	\$	300,859	\$	312,608	\$	364,598	\$	364,598	\$	371,465

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Other Contracts/Obligations
Fox Valley Humane Association Wild animal service

\$ 18,000 1,000 19,000

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

#### Major Changes in Revenue, Expenditures or Programs:

No major changes.

		CE INDICATOR			
	Actual 2009	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<u>Target 2012</u>
Client Benefits/Impacts Provide youth services # of youth with PSL mentors	276	261	250	255	250
Strategic Outcomes Increase quality of life for youth % of mentored youth that achieve positive outcomes	89%	94%	90%	90%	90%
Work Process Outputs Promote safety at schools # of assigned investigations	1,472	1,439	1,500	1,450	1,500
Provide law enforcement resources # of school committees with PSL's # of social service comm. with PSL's # of educational presentations to	72 57	75 58	75 60		75 60
students/parents/school staff	212	198	350	300	350

Police School Liaison Business Unit 17531

#### **PROGRAM BUDGET SUMMARY**

	 Ac	tual		Budget					
Description	 2009		2010	Ac	dopted 2011	Am	ended 2011		2012
Revenues									
4801 Charges for Serv Nontax	\$ 21,422	\$	24,679	\$	25,000	\$	25,000	\$	25,000
4905 PSL Reimbursement	252,744		262,680		273,240		273,240		284,184
Total Revenue	\$ 274,166	\$	287,359	\$	298,240	\$	298,240	\$	309,184
Expenses									
6101 Regular Salaries	\$ 829,600	\$	857,683	\$	881,099	\$	881,099	\$	893,467
6104 Call Time	1,215		1,740		-		-		-
6105 Overtime	82,477		64,673		56,141		58,974		56,934
6150 Fringes	373,857		394,528		414,024		414,759		440,043
6316 Miscellaneous Supplies	663		398		950		950		950
Total Expense	\$ 1,287,812	\$	1,319,022	\$	1,352,214	\$	1,355,782	\$	1,391,394

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

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 Changes in Revenue, Expenditures or Programs:

No major changes.

	PERFORMAN Actual 2009	CE INDICATOR Actual 2010		Projected 2011	Target 2012
Client Benefits/Impacts	Actual 2005	Actual 2010	raiget 2011	110jected 2011	Target 2012
Provide requests for information % of discovery requests processed within 10 work days	100%	100%	100%	100%	100%
Strategic Outcomes					
Compliance with professional standards					
# of audits completed	2	2	2	2	2
% of evidence & property maintained appropriately	100%	99%	100%	100%	100%
Work Process Outputs					
Improve process time of information					
# of discovery requests	537	666	1,000	750	800
# of evidence & property maintained	20,658	24,816	23,000	25,000	26,000
# of digital folders maintained	1,163	1,544	1,250	1,600	1,700
Provide investigative forensic analysis to o	fficers				
# of crime lab submissions	423	151	300	200	300

#### Adult Investigations

**Business Unit 17532** 

#### **PROGRAM BUDGET SUMMARY**

	 Act	tual		Budget					
Description	 2009		2010	Ac	dopted 2011	Am	ended 2011		2012
Expenses									
6101 Regular Salaries	\$ 755,032	\$	771,565	\$	777,253	\$	777,253	\$	767,495
6104 Call Time	3,054		3,136		-		-		-
6105 Overtime	83,394		76,466		52,391		53,648		52,138
6108 Part-Time	20,025		20,230		21,382		21,382		21,382
6150 Fringes	353,403		375,598		390,783		391,109		392,585
6304 Postage\Freight	207		5		100		100		50
6316 Miscellaneous Supplies	1,092		1,483		1,500		1,500		1,500
6320 Printing & Reproduction	-		1,103		1,500		1,500		1,500
6324 Medical\Lab Supplies	12,918		12,175		13,300		13,300		13,300
6327 Miscellaneous Equipment	10,604		15,812		14,600		14,600		14,600
6404 Consulting Services	550		220		-		-		-
6418 Equip Repairs & Maint	1,199		650		1,500		1,500		1,500
6443 Investigative Costs	845		290		1,000		1,000		1,000
6599 Other Contracts/Obligations	2,120		8,875		10,400		10,400		10,760
Total Expense	\$ 1,244,443	\$	1,287,608	\$	1,285,709	\$	1,287,292	\$	1,277,810

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Medical/Lab Supplies Photo processing Camera, video, barcoding supplies Lab safety/processing supplies Evidence collection supplies	\$ 1,000 2,000 5,300 5,000 13,300
Miscellaneous Equipment Computer analysis equipment Digital evidentiary cameras	\$ 6,100 8,500 14,600
Other Contracts/Obligations LEADS OnLine Towing GPS FTK/Mobile phone examiner	\$ 5,000 3,400 960 1,400

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 Changes in Revenue, Expenditures or Programs:

The increase in wages and fringe benefits is due to the conversion of a Captain's position in the Support Services budget (17513) to an officer position in this budget in mid 2011. Due to the midyear conversion, approximately a half year's wages and benefits were budgeted in this program in 2011. In 2012, a full year's wages and fringe benefits are budgeted.

The reduction in miscellaneous equipment expense (\$30,000) is due mainly to communication system upgrades that were budgeted and completed in 2011. Offsetting some of this decrease is the cost of protective clothing budgeted in 2012. Establishing a 5-year rotation for SWAT vests and helmets is critical to the safety of the SWAT officers. Therefore, an increase of \$7,600 is included in the miscellaneous equipment line item to replace 4 vests and helmets in 2012.

	P	ERFORMAN	CE	INDICATOR	S					
	A	ctual 2009	<u>A</u>	ctual 2010	T	arget 2011	Pro	jected 2011	T	arget 2012
Client Benefits/Impacts										
Increase community education in crime pre	ver	ntion issues								
# of community meetings held		46		50		25		35		35
# of interagency neighborhood teams		5		12		5		5		5
Strategic Outcomes										
Reduce crime through crime prevention str	ate	gies								
# of reported Group A crimes *		4,370		4,194		5,500		4,500		4,500
# of reported Group B crimes **		7,650		7,213		8,300		7,600		7,800
\$ value of stolen/damaged property	\$	1,387,879	\$	1,583,398	\$	1,400,000	\$	1,500,000	\$	1,500,000
\$ value of recovered property	\$	395,632	\$	341,470	\$	375,000	\$	375,000	\$	375,000
Work Process Outputs										
Improve enforcement and response to crim	e									
# of citizen contacts	Ν	ew measure		29,649		25,100		27,000		27,000
# of adult arrests ***		6,566		6,588		6,100		6,250		6,250
# of juvenile arrests ***		1,540		1,260		1,500		1,500		1,500

<sup>\*</sup> Group A - major crimes - homicide, rape, assault, burglary, theft, fraud, motor vehicle theft, arson, drugs, etc.

<sup>\*\*</sup> Group B - vandalism, bad checks, disorderly conduct, OWI, window peeping, liquor law violations, etc.

<sup>\*\*\*</sup> Measures combine arrests for ordinance violations and those for violations of state law

Field Operations Business Unit 17541

#### **PROGRAM BUDGET SUMMARY**

	 Act	tual					Budget		
Description	 2009		2010	Ac	dopted 2011	Amended 2011			2012
Revenues									
4224 Miscellaneous State Aids	\$ 4,000	\$	-	\$	_	\$	-	\$	-
5020 Donations & Memorials	· -	Ċ	4,054	·	-		-		-
Total Revenue	\$ 4,000	\$	4,054	\$	-	\$	-	\$	-
Expenses									
6101 Regular Salaries	\$ 4,718,266	\$	4,775,350	\$	4,922,144	\$	4,922,144	\$	5,015,701
6104 Call Time	24,178		25,381		-		-		-
6105 Overtime	368,568		284,073		217,314		224,600		221,439
6108 Part-Time	3,720		14,572		-		-		-
6150 Fringes	2,114,477		2,208,865		2,300,459		2,302,350		2,393,016
6312 Guns & Ammunition	6,500		6,500		6,500		6,500		6,500
6316 Miscellaneous Supplies	15,207		13,203		19,100		19,100		19,000
6320 Printing & Reproduction	1,240		105		1,400		1,400		1,400
6327 Miscellaneous Equipment	46,732		86,404		65,250		164,235		38,000
6404 Consulting Services	-		550		1,000		1,000		1,000
6413 Utilities	2,678		1,006		-		-		-
6418 Equip Repairs & Maint	17,293		7,860		17,800		17,800		13,000
6425 CEA Equip. Rental	808,594		807,550		884,358		884,358		930,634
6431 Interpreter Services	412		2,688		1,950		1,950		2,000
6444 Witness Fees	955		618		1,025		1,025		1,000
6502 Leases	2,953		2,011		2,075		2,075		2,135
6599 Other Contracts/Obligations	 22,795		27,252		27,000		27,000		24,050
Total Expense	\$ 8,154,568	\$	8,263,988	\$	8,467,375	\$	8,575,537	\$	8,668,875

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Miscellaneous equipment Bike patrol, accident investigation MyClyns spray/EOC Preliminary breath test units (PBT) Taser replacements/supplies Laser speed detection SWAT equipment SWAT vests	\$ 1,400 2,000 2,000 10,000 7,000 8,000 7,600	Equipment Repairs & Maint. Speed detection devices Radios, antennas, etc. PBTs, SWAT, SMART Tasers Digital cameras	\$ 1,000 7,000 1,000 2,000 2,000 13,000
	\$ 38,000	•	
Miscellaneous supplies TraCS, taser, digital cameras Explorers, speedwatch SWAT, crash, bike teams Bloodborne pathogens, AED Flares, traffic supplies Stinger spike system Radios, misc.	\$ 4,700 2,600 1,700 2,000 2,000 3,000 3,000 19,000	Other Contracts & Obligations OMVWI blood draws Incarceration fees Records requests Biohazard cleaning CAPSIT, Intranet license SWAT telemessaging	\$ 20,000 1,100 500 750 1,200 500 24,050

EINE FOL		nevenue and	EXPENSE JUILL	ai y			10.11.00
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Intergovernmental Revenues Licenses Fines and Forfeitures Charges for Services Intergov. Charges for Service Other Revenues	9,675 36,237 342,923 46,817 392,256 82,000	17,340 33,090 356,971 48,688 292,404 142,950	54.824 44.053 316.371 50.931 133.920 136.596	14,700 40,000 325,000 65,000 273,240 125,661	50.834 40.000 325.000 65.000 273.240 136.108	25,760- 40,000- 340,000- 65,000- 284,184- 112,161-	25,760 40,000 350,000 65,000 284,184 107,316
TOTAL REVENUES	909,908	891,443	736,695	843,601	890,182	867,105-	872,260
EXPENSES BY LINE ITEM							
Regular Salaries Labor Pool Allocations Call Time Overtime Temp. Full-Time Part-Time Other Compensation Shift Differential Sick Pay Vacation Pay Fringes	8.057.975 0 33.441 664.003 150.300 248.391 202.815 14.974 29.621 158.775 3.796.804	8.240,360 0 36,763 554,873 152,735 259,589 208,561 16,453 27,399 139,762 4,004,032	6.616.107 264 30.183 401.365 116.251 195.751 207.371 12.176 28.318 120.455 3.575.903	8.647.118 0 1.993 454.099 155.874 290.118 74.480 0 0 4.146.727	8.647.118 0 1.993 467.640 155.874 290.118 74.480 0 0 4.150.240	0 0 0 0 0 0 0	8,627,323 0 1,993 461,242 156,552 259,071 73,280 10,147 0 4,229,525
Salaries & Fringe Benefits	13,357,099	13,640,527	11,304,144	13,770,409	13,787,463	0	13,819,133
Training & Conferences Tuition Fees Employee Recruitment Parking Permits Office Supplies Subscriptions Memberships & Licenses Postage & Freight Awards & Recognition Food & Provisions Leases	63,415 5,435 1,496 372 11,260 1,862 3,146 306 2,005 2,984 2,953	51 .391 21 .043 2 .087 372 14 .032 1 .870 2 .724 31 1 .651 1 .741 2 .011	46.315 12.687 1.975 384 8.520 313 2.239 42 2.023 1.282 1.898	66.750 15.000 3.500 384 14.175 2.000 2.842 150 2.000 2.700 2.075	85.830 15.000 3.500 384 14.175 2.000 2.842 150 2.000 2.700 2.075	82,710 15,000 3,500 384 17,000 550 2,734 100 2,000 2,700 2,135	82,710 15,000 3,500 384 17,000 550 2,734 100 2,000 2,700 2,135
Administrative Expense	95,234	98.953	77 .678	111.576	130.656	128.813	128,813
Guns & Ammunition Books & Library Materials Miscellaneous Supplies Printing & Reproduction Clothing Safety Supplies Medical & Lab Supplies Miscellaneous Equipment Signs	28.869 481 25.838 20.942 21.268 89 12.918 70.251 1.967	25,723 267 21,255 16,070 22,184 575 12,175 113,273 1,999	19.042 414 11.096 7.854 21.175 753 8.023 82.637	29.250 325 33.450 25.700 23.900 1.150 13.300 90.850 1.000	29.250 325 33.450 25.700 23.900 1.150 13.300 189.835 1.000	29,250 32,7 32,550 20,200 30,851 850 13,300 68,100 500	29,250 327 32,550 20,200 30,851 850 13,300 64,600 500
Supplies & Materials	182,623	213,521	150,994	218,925	317,910	195,928	192,428
Legal Fees Consulting Services Collection Services Advertising Health Services Interpreter Services Investigative Costs Witness Fees Other Contracts/Obligations	0 550 4.714 633 264 412 845 955 61.114	0 4,920 4,041 213 577 2,688 290 618 67,199	42 5,552 3,747 432 187 564 1,210 784 60,156	100 1.000 4.200 500 1.500 1.950 1.000 1.025 80.183	100 1.000 4.200 500 1.500 1.950 1.000 1.025 80.183	0 1,000 4,300 500 1,000 2,000 1,000 1,000 119,800	1,000 4,300 500 1,000 2,000 1,000 1,000 101,300
Purchased Services	69,487	80,546	72,674	91,458	91,458	130,600	112,100
Electric Gas Water Waste Disposal/Collection Fuel Oil Stormwater	73,096 32,506 5,827 2,203 0 3,366	82,951 28,766 3,850 1,386 0 3,575	83.129 29.896 3.085 1.070 443 2.909	79.101 33.637 4.254 1.457 0 3.366	79.101 33.637 4.254 1.457 0 3.366	84.124 33.922 4.254 1.457 0 3.575	84,124 33,922 4,254 1,457 0 3,575

83500 TEACHERA LINE POL

#### City of Appleton 2012 Budget Revenue and Expense Summary

2 11/15/11 16:42:46

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
Telephone Cellular Telephone	24,124 30,780	21.917 32.908	20.390 26.692	23,000 32,500	23,000 32,500	24,000 30,500	24.000 30.500
Utilities	171.902	175,353	167.614	177,315	177,315	181.832	181.832
Equipment Repair & Maintenanc Facilities Charges CEA Equipment Rental	21,823 161,348 808,594	9.877 263,521 807,550	8,801 137,607 687,396	22,900 178,239 884,358	22.900 178.239 884.358	21,190 178,239 0	21.190 190.528 930.634
Repair & Maintenance	991,765	1,080,948	833,804	1,085,497	1.085.497	199,429	1,142,352
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	14.868.110	15,289,848	12,606,908	15,455,180	15,590,299	836,602	15,576,658

# **POLICE DEPARTMENT** NOTES

**CITY OF APPLETON 2012 BUDGET** 

# CITY OF APPLETON 2012 BUDGET SPECIAL REVENUE FUNDS

#### **Police Grants**

NOTES

# CITY OF APPLETON 2012 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 changes in Revenue, Expenditures, or Programs:

Grants are awarded through Federal and State agencies that further the Police Department's ability to provide a safer and more crime-free community. The 2012 grant budget includes anticipated funding through the Wisconsin Department of Transportation Highway Safety Grant, the Wisconsin Alcohol, Tobacco, Firearms and Explosives, and the Federal Department of Justice Byrne Grant.

## PERFORMANCE INDICATORS Actual 2009 Actual 2010 Target 2011 Projected 2011 Target 2012

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		Act	ual			Budget					
Unit Title		2009		2010	Adopted 2011	Αı	mended 2011	2012	Change *		
Program Revenues	\$	82,463	\$	186,110	\$ -	\$	85,332	\$ 90,000	N/A		
Program Expenses	\$	45,720	\$	237,695	\$ -	\$	85,332	\$ 90,000	N/A		
Expenses Comprised Of:											
Personnel		26,594		54,614	ı		74,000	68,000	N/A		
Administrative Expense		-		-	1		-	-	N/A		
Supplies & Materials		19,126		183,081	-		11,332	22,000	N/A		
Purchased Services		-		-	ı		-	-	N/A		
Utilities		-		-	ı		-	-	N/A		
Repair & Maintenance		-		-	-		-	-	N/A		
Capital Expenditures		-		-	-		-	-	N/A		

# CITY OF APPLETON 2012 BUDGET SPECIAL REVENUE FUNDS

Police Grants Business Unit 2250

#### **PROGRAM BUDGET SUMMARY**

	 Ac <sup>-</sup>	tual					Budget	
Description	 2009		2010	Adopt	ed 2011	Ame	ended 2011	2012
Revenues								
4210 Federal Grants	\$ 17,176	\$	32,341	\$	-	\$	11,332	\$ 12,000
4224 State Grants	65,287		153,769		-		74,000	78,000
Total Revenue	\$ 82,463	\$	186,110	\$	-	\$	85,332	\$ 90,000
Expenses								
6105 Overtime	\$ 26,594	\$	54,614	\$	-	\$	74,000	\$ 68,000
6327 Miscellaneous Equipment	19,126		183,081		-		11,332	22,000
Total Expense	\$ 45,720	\$	237,695	\$	-	\$	85,332	\$ 90,000

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment
-------------------------

Traffic safety equipment
Crime prevention equipment

\$ 10,000
12,000
\$ 22,000

# CITY OF APPLETON 2012 BUDGET POLICE GRANTS

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

Revenues		2009 Actual		2010 Actual		2011 Budget	F	2011 Projected	2012 Budget	
Intergovernmental Total Revenues	\$	82,463 82,463	\$	186,110 186,110	\$	-	\$	125,585 125,585	*_\$	90,000
Expenses										
Program Costs Total Expenses		45,720 45,720		237,695 237,695		-		74,000 74,000		90,000
Revenues over (under) Expenses		36,743		(51,585)		-		51,585		-
Fund Balance - Beginning		(36,743)				(51,585)		(51,585)		
Fund Balance - Ending	\$		\$	(51,585)	\$	(51,585)	\$		\$	-

<sup>\*</sup> 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, \$51,585 of the revenue to be recorded in 2011 is actually reimbursement for expenditures incurred and recorded in 2010.

# CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

NOTES	

# CITY OF APPLETON 2012 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:

ProjectAmountPageRadio Infrastructure (Police)\$ 1,000,000Projects, Pg. 664Portable radios (Police and Fire)587,500Projects, Pg. 663Fire Personal Protective Equipment46,500Projects, Pg. 660Firefighting Hose Replacement30,000Projects, Pg. 659Total\$ 1,664,000

#### Major changes in Revenue, Expenditures, or Programs:

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.

The radio infrastructure and portable radios noted above were initially included in the 2011 budget. However, the projects were not undertaken, nor were funds borrowed to finance them, so the projects are budgeted again in 2012.

### PERFORMANCE INDICATORS Actual 2009 Actual 2010 Target 2011 Projected 2011 Target 2012

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	rams Actual				Budget						
Unit Title		2009		2010	Ad	lopted 2011	Am	ended 2011		2012	Change *
Program Revenues	\$	2,152	\$	3,512	\$	6,285	\$	6,285	\$	2,000	-68.18%
Program Expenses	\$	446,481	\$	71,654	\$	1,587,500	\$	1,587,500	\$	1,664,000	4.82%
Expenses Comprised Of:											
Personnel		-		-		-		-		-	N/A
Administrative Expense		-		-		-		-		-	N/A
Supplies & Materials		-		-		587,500		587,500		587,500	0.00%
Purchased Services		-		-		-		-		-	N/A
Utilities		-		-		-		-		-	N/A
Repair & Maintenance		-		-		-		-		-	N/A
Capital Expenditures		446,481		71,654		1,000,000		1,000,000		1,076,500	7.65%

#### CITY OF APPLETON 2012 BUDGET CAPITAL PROJECTS FUNDS

Public Safety Business Unit 4210

#### **PROGRAM BUDGET SUMMARY**

	Actual					Budget							
Description		2009	2010		Adopted 2011		Amended 2011			2012			
Revenues 4710 Interest on Investments 5910 Proceeds of Long-term Debt Total Revenue	\$	2,152 20,000 22,152	\$	3,512 - 3,512	\$	6,285 1,530,000 1,536,285	\$	6,285 1,530,000 1,536,285	\$	2,000 1,610,000 1,612,000			
Expenses 6327 Miscellaneous Equipment 6804 Equipment Total Expense	\$	- 446,481 446,481	\$	71,654 71,654	\$	587,500 1,000,000 1,587,500	\$	587,500 1,000,000 1,587,500	\$	587,500 1,076,500 1,664,000			

#### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

 Fire portable radios
 \$ 280,000

 Police portable radios
 307,500

 \$ 587,500

#### **Equipment**

Radio communications infrastructure Fire Personal Protective Equipment Firefighting Hose Replacement \$ 1,000,000 46,500 30,000 \$ 1,076,500

# CITY OF APPLETON 2012 BUDGET PUBLIC SAFETY

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

Revenues		2009 Actual	 2010 Actual	2011 Budget		2011 ojected	2012 Budget	
Interest Income	\$	2,152	\$ 3,512	\$	6,285	\$ 1,763	\$	2,000
Total Revenues  Expenses		2,152	 3,512		6,285	 1,763		2,000
Program Costs Total Expenses		446,481 446,481	 71,654 71,654		1,587,500 1,587,500	 <u>-</u>		1,664,000 1,664,000
Revenues over (under) Expenses Other Financing Sources (Uses)		(444,329)	 (68,142)		(1,581,215)	 1,763		(1,662,000)
Proceeds of G.O. Debt Total Other Financing Sources (Uses)		20,000	 <u>-</u>		1,530,000 1,530,000	 <u>-</u>		1,610,000 1,610,000
Net Change in Equity		(424,329)	(68,142)		(51,215)	1,763		(52,000)
Fund Balance - Beginning		542,708	 118,379		50,237	 50,237		52,000
Fund Balance - Ending	\$	118,379	\$ 50,237	\$	(978)	\$ 52,000	\$	_

# **CITY OF APPLETON 2012 BUDGET** FIRE DEPARTMENT Fire Chief: Len R. Vander Wyst Deputy Chief: Eugene R. Reece, Jr.

#### 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 2011 EVENTS**

The department has had four retirements in early 2011 from the following positions: two battalion chiefs, a lieutenant, and an administrative clerk. As part of the implementation of the reorganization, one vacant battalion chief position was replaced with an internal promotion to captain. The remaining battalion chief position and lieutenant position were filled through internal promotions. The workload of the administrative clerk position is being accomplished through modifications to systems and processes, evaluation of necessary tasks, and reassignment of duties and responsibilities to existing administrative staff members. This position will be eliminated with the 2012 budget; however, funds for overtime and temporary help need to remain to assist with peak workload timeframes.

The department formally began managing mutual aid response by implementing the State of Wisconsin Mutual Aid Box Alarm System (MABAS). MABAS is a systematic method for coordinating response from multiple agencies. Not only does this allow the department to better utilize and manage mutual aid response, it also provides a wealth of additional resources as the mutual aid extends beyond our previous individual department mutual aid agreements and provides access to resources from throughout the State of Wisconsin.

The department implemented closest unit dispatching based on the exact location of the vehicle. When a call is received, the computer aided dispatch (CAD) selects the appropriate type of fire apparatus that is closest to the scene. Previously, units were selected by pre-established geographic fire districts. With CAD recommending the vehicle that is closest to the incident, the department is experiencing a decrease in the time it takes to get a vehicle to the scene. The department is also participating in a pre-alert initiative for response to medical calls as a result of concerns relating to the amount of time that it took to process medical call information. With pre-alert, the Fire Department is notified of the incident upon the initial identification of a medical emergency. The department begins its response while additional call information is gathered from dispatchers and forwarded to responders. Thus far, the department has experienced a significant improvement from the time the call was received in the dispatch center to the time the Fire Department was dispatched. The department continues to build partnerships with area fire departments by developing a final automatic aid agreement with Neenah-Menasha Fire and Rescue in providing automatic response to each other's communities in designated areas.

The Prevention Division worked closely with Lawrence University and contractors to modify existing facilities to house an additional ninety students in a fire safe manner this school year. In addition, the Prevention Division reviewed the listing of almost 2,500 properties currently inspected. They identified close to 800 properties that can have their inspection frequency modified to annually; thus, reducing the annual inspection workload by 800 inspections.

The Resource Development Division conducted several training classes to increase the number of personnel trained at a higher level of technical rescue including confined space, hazardous categorization, swift water technician and boat operator, and structural collapse operations. In April, the department signed a contract to provide personnel trained in collapse rescue for the WisconsinTask Force-1 Team. The department was notified by Wisconsin Emergency Management (WEM) that they would only be providing a six-month extension for the Regional Hazardous Materials Team contract pending further review of the capacity of hazardous materials response services in the state. The department responded to three structural collapse incidents as a result of motor vehicle crashes within the City of Appleton.

The Public Education Team hosted an open house at Fire Station #1 after the Appleton Flag Day parade in June, which provided fire safety education to the attendees. Team members are working with members of the community to form a 'Friends of the Appleton Fire Department' foundation. Public Information Officers (PIOs) have been identified and trained on each shift as media contacts. Partnering with UW-Oshkosh, Fox Valley Technical College, and area fire departments, the Appleton Fire Department assisted in providing various fire science exploration camps. These camps consisted of an advanced 'girls only' camp, a basic girls' camp, and a general fire science exploration camp. The Public Education Team and administrative staff have managed all public education programming since the elimination of the Public Education Specialist in the 2011 budget.

#### **MAJOR 2012 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 2012, 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

		DEPA	<b>RT</b>	MENT BUDG	3E1	SUMMARY			
	Programs	Act	tua	l			Budget		%
Unit	Title	2009		2010	Ac	dopted 2011	Amended 2011	2012	Change *
	rogram Revenues	\$ 249,079	\$	242,351	\$	238,450	\$ 240,850	\$ 248,100	4.05%
Р	rogram Expenses								
	Administration	562,897		545,989		585,533	585,533	529,216	-9.62%
18021	Fire Suppression	7,524,810		7,834,282		8,271,584	8,274,084	8,405,359	1.62%
18022	Special Operations	118,444		123,248		132,924	132,924	134,376	1.09%
18023	Resource Devel.	260,472		344,687		249,539	249,539	264,461	5.98%
18031	Public Education	185,555		148,043		114,176	116,576	115,510	1.17%
18032	Fire Prevention	656,896		661,425		557,236	557,236	584,056	4.81%
18033	Technical Services	451,566		445,039		419,129	419,129	435,253	3.85%
	TOTAL	\$ 9,760,640	\$	10,102,713	\$	10,330,121	\$ 10,335,021	\$ 10,468,231	1.34%
Expens	ses Comprised Of:								
Personr	nel	8,895,751		9,181,969		9,385,159	9,385,159	9,476,243	0.97%
Adminis	strative Expense	52,804		55,957		58,050	58,050	57,550	-0.86%
Supplie	s & Materials	107,757		93,604		120,455	125,355	112,150	-6.89%
Purchas	sed Services	33,389		38,062		38,900	38,900	21,800	-43.96%
Utilities		135,021		127,937		154,824	154,824	166,606	7.61%
Repair	& Maintenance	535,918		605,184		572,733	572,733	623,882	8.93%
Capital	Expenditures	-		-		-	-	10,000	N/A
Full Tir	ne Equivalent Staff:								
Personr	nel allocated to programs	101.00		98.50		97.00	97.00	96.00	

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 changes in Revenue, Expenditures, or Programs:

This program budget reflects the elimination of one administrative clerk position along with an increase in temporary help to assist with coverage of peak workload time frames and vacations (net reduction \$63,433).

	PERFORMAN	CE INDICATOR	S		
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Staff and schedule to provide consistent					
emergency response within the					
community.					
Avg first-in response time (minutes)	4.4	4.4	4.0	4.4	4.0
Strategic Outcomes					
Lives and property protected					
Fires per 1,000 residents	1.8	1.9	0.0	1.3	0.0
% of \$ loss in:					
inspected vs.	80%	9%	25%		25%
non-inspected	20%	91%	75%	40%	75%
Work Process Outputs					
Enhance internal communications					
# of employee, department,					
union-management meetings	79	181	100	120	100
Enhance regional relationships					
# of meetings and activities with		0=	0.5		0.5
regional partners	8	27	25	25	25

Administration Business Unit 18010

# **PROGRAM BUDGET SUMMARY**

		Act	tual					Budget		
Description		2009		2010	Add	opted 2011	Ame	ended 2011		2012
Б										
Revenues 4226 Fire Insurance Dues	Φ	142 620	φ	151 201	σ	150,000	¢.	150,000	Φ	160,000
	\$	143,628	\$	151,384 550	\$	150,000	\$	150,000	\$	160,000
4801 Charges for Serv Nontax		2,921 45		550		-		-		-
4802 Charges for Serv Tax 5011 Misc Revenue - Tax		45 656		-		-		-		-
5011 MISC Revenue - Tax 5020 Donations & Memorials		250		-		-		-		-
5085 Cash Short or Over		250 106		- (E)		-		-		-
Total Revenue	\$	147,606	\$	(5) 151,929	\$	150,000	\$	150,000	\$	160,000
Total Neverlue	Ψ	147,000	φ	151,929	φ	150,000	φ	150,000	φ	100,000
Expenses										
6101 Regular Salaries	\$	278,879	\$	263,752	\$	265,144	\$	265,144	\$	221,634
6105 Overtime	•	611	•	4	,	568	•	568	•	987
6150 Fringes		110,560		110,315		118,127		118,127		88,906
6201 Training\Conferences		1.857		6,512		5,000		5,000		5,000
6205 Employee Recruitment		5,054		-		-		-		-
6301 Office Supplies		4,413		4,653		4,750		4,750		4,750
6302 Subscriptions		68		· -		150		150		· -
6303 Memberships & Licenses		699		661		700		700		700
6304 Postage\Freight		125		14		100		100		100
6305 Awards & Recognition		842		839		1,000		1,000		1,000
6307 Food & Provisions		995		1,160		1,000		1,000		1,000
6315 Books & Library Materials		396		174		400		400		300
6316 Miscellaneous Supplies		324		395		500		500		500
6320 Printing & Reproduction		7,257		7,121		7,500		7,500		7,500
6321 Clothing		· -		36		· -		, <u>-</u>		· -
6327 Miscellaneous Equipment		6,299		7,036		9,000		9,000		9,000
6404 Consulting Services		1,460		5,399		2,000		2,000		2,000
6407 Collection Services		2,212		1,619		2,000		2,000		2,000
6408 Contractor Fees		598		159		1,000		1,000		500
6411 Temporary Help		-		_		· -		, <u>-</u>		5,000
6412 Advertising/Publication		-		37		-		_		· -
6413 Utilities		135,022		127,937		154,824		154,824		166,606
6425 CEA Equip. Rental		5,226		8,166		11,770		11,770		11,733
Total Expense	\$	562,897	\$	545,989	\$	585,533	\$	585,533	\$	529,216

## **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

<u>None</u>

Fire Suppression Business Unit 18021

#### PROGRAM MISSION

To meet the needs of our community and enhance the quality of life of our citizens and visitors by providing a safe, healthy, and accepting environment through emergency and non-emergency response.

#### **PROGRAM NARRATIVE**

#### Link to City Goals:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", 4: "Develop our human resources to meet changing needs" and # 6: "Continuously improve efficiency and effectiveness of City services".

#### Objectives:

Utilize data gathered through mobile data computers and department records to monitor response times and staffing levels to emergency and non-emergency calls for service

Identify and develop pre-fire plans for new structures and update pre-fire plans for existing structures, and develop emergency response plans for special events which present potential risks within the community

Proactively pursue, with our regional partners, the enhancement of our current mutual aid agreements and potential automatic aid agreements, evaluation of shared resources, updating of emergency management planning, and cooperative training exercises to help reduce the threats to our regional security and economy

Utilize data gathered from department records, automated external defibrillator (AED) information, Gold Cross Ambulance records, and hospital information to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital

Identify and develop employee safety programs, practices, and training for reducing the impact of lost time work-related injuries

#### Major changes in Revenue, Expenditures, or Programs:

Due to a scheduling change, the annual physicals will be scheduled in the first quarter of 2012 versus the last quarter of 2011. The department will request to carry over the 2011 funds for the 2012 physicals versus budgeting for them again. There are minimal funds budgeted in health services expenses in 2012. These funds cover other services such as duty evaluations. In 2013, the full amount will be budgeted again.

The increase in training/conferences (\$1,000) represents a transfer of funds from the Technical Services budget (18033) for equipment repair training.

	A	ctual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts						
Qualified, quick response to request	or servic	es				
Response to emergency calls for se	ervice					
within four minutes		66%	66%	90%	65%	90%
Strategic Outcomes						
Enhance community safety						
Fire loss	\$	2,196,757	\$ 1,178,818	\$ 500,000	\$ 750,000	\$ 500,000
# of fire-related deaths		0	0	0	0	0
Work Process Outputs						
Calls responded to						
# of emergency calls		2,721	2,953	2,725	2,700	2,725
# of non-emergency calls		498	570	300	500	300
Reduction in lost time work-related in	juries					
# of lost time days	=	46	4	0	0	0

Fire Suppression Business Unit 18021

## **PROGRAM BUDGET SUMMARY**

	Act	tual		Budget						
Description	 2009		2010	Ac	dopted 2011	Am	ended 2011		2012	
Revenues										
4224 Miscellaneous State Aids	\$ 10,000	\$	-	\$	_	\$	-	\$	-	
4801 Charges for Serv Nontax	3,000	•	3,065		3,000		3,000		500	
4802 Charges for Serv Tax	-		1,123		-		-		-	
Total Revenue	\$ 13,000	\$	4,188	\$	3,000	\$	3,000	\$	500	
Expenses										
6101 Regular Salaries	\$ 4,935,050	\$	5,075,093	\$	5,372,077	\$	5,372,077	\$	5,424,092	
6104 Call Time	2,908		2,762		-		-		-	
6105 Overtime	207,626		224,011		61,636		61,636		62,840	
6150 Fringes	1,979,025		2,109,558		2,413,420		2,413,420		2,483,160	
6201 Training\Conferences	16,208		16,114		16,500		16,500		17,500	
6204 Tuition Fees	2,091		2,259		1,500		1,500		1,500	
6303 Memberships & Licenses	15		-		-		-		-	
6306 Building Maint./Janitorial	1,749		3,816		3,300		3,300		3,300	
6309 Shop Supplies & Tools	-		(15)		-		-		-	
6316 Miscellaneous Supplies	1,300		406		2,500		2,500		2,500	
6321 Clothing	33,985		19,072		20,000		20,000		20,000	
6324 Medical\Lab Supplies	2,935		946		3,000		3,000		2,000	
6327 Miscellaneous Equipment	-		-		-		2,500		-	
6425 CEA Equip. Rental	320,408		358,520		352,651		352,651		385,467	
6430 Health Services	21,510		21,740		25,000		25,000		3,000	
Total Expense	\$ 7,524,810	\$	7,834,282	\$	8,271,584	\$	8,274,084	\$	8,405,359	

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Training/Conferences First responder recertification Advanced driver training Officer and command staff training Fire Department instructor's training Fire equipment repair training General firefighting training	\$ 4,000 2,000 5,000 3,000 1,500 2,000 17,500
Clothing Protective clothing (turnout repair, boots, helmets, gloves) Dress uniforms and intern clothing Badges, hardware, etc.	\$ 16,500 * 2,000 1,500 20,000

<sup>\*</sup> The \$16,500 represents the cost to repair existing sets of protective gear and purchase replacement gloves, helmets, and boots.

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 changes in Revenue, Expenditures, or Programs:

No major program changes.

	Actual 2009	CE INDICATOR Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					<u>-</u>
Provisions of appropriate hazardous					
materials response service					
% of satisfactory post-incident					
critiques	100%	100%	100%	100%	100%
Strategic Outcomes					
Lives and property protected					
# of civilian injuries	0	0	0	0	0
Work Process Outputs					
Educational programs delivered					
# of outreach programs delivered	4	6	10	10	10
# of assists given	3	3	10	5	10
# of specialty training hours	5,513	6,007	3,800	6,000	6,000
Program funding					
# of grant applications completed	4	3	4	3	3
# of grants received	4	2	2	3	3

**Business Unit 18022 Special Operations** 

## **PROGRAM BUDGET SUMMARY**

	Actual				Budget					
Description		2009		2010	Add	pted 2011	Ame	ended 2011		2012
Revenues										
4224 Miscellaneous State Aids	\$	9,037	\$	9,586	\$	16,000	\$	16,000	\$	16,000
4230 Miscellaneous Local Aids		7,500	•	7,500	•	7,500	·	7,500		7,500
4807 Incineration Fees		16,601		19,503		18,000		18,000		18,500
Total Revenue	\$	33,138	\$	36,589	\$	41,500	\$	41,500	\$	42,000
Expenses										_
6101 Regular Salaries	\$	65,886	\$	68,299	\$	68,430	\$	68,430	\$	69,112
6104 Call Time		58		62		-		-		-
6105 Overtime		3,220		4,607		5,452		5,452		5,507
6150 Fringes		26,833		28,871		32,042		32,042		32,757
6327 Miscellaneous Equipment		16,071		14,377		20,000		20,000		20,000
6407 Collection Services		6,376		7,032		7,000		7,000		7,000
Total Expense	\$	118,444	\$	123,248	\$	132,924	\$	132,924	\$	134,376

#### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

Miscellaneous Equipment
Authorized Equipment (protective clothing, monitoring equipment, research equipment, etc.) through the:

Outagamie County Grant Calumet County Grant

\$ 10,000 10,000 20,000

#### **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

#### Major changes in Revenue, Expenditures, or Programs:

No major changes.

	<u>A</u>	ctual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts	_					
Trained personnel that me	et requirements					
% of employees	Firefighter:	100%	100%	100%	100%	100%
trained as required	Driver:	100%	100%	100%	100%	100%
by classification	Officer:	100%	100%	100%	100%	100%
Strategic Outcomes						
Enhanced community safe	ety					
% of fires contained to re						
in residential structures	-	65%	65%	90%	90%	90%
Work Process Outputs						
Educational programs deli	ivered					
Average # of hours of tra						ļ
nivolugo n ol liculo ol lic	211 III 19		131	130	130	130

Resource Development

**Business Unit 18023** 

## **PROGRAM BUDGET SUMMARY**

		Ac	tual		Budget						
Description	2009			2010	Adopted 2011		Amended 2011			2012	
Expenses											
6101 Regular Salaries	\$	167,223	\$	223,088	\$	155,641	\$	155,641	\$	167,586	
6105 Overtime		15,776		18,437		6,722		6,722		7,242	
6150 Fringes		63,031		86,810		67,471		67,471		71,574	
6201 Training\Conferences		3,021		4,051		4,000		4,000		4,000	
6315 Books & Library Materials		1,929		1,486		1,500		1,500		1,500	
6316 Miscellaneous Supplies		685		2,186		2,250		2,250		2,250	
6323 Safety Supplies		652		722		750		750		750	
6327 Miscellaneous Equipment		5,265		4,510		5,200		5,200		5,200	
6425 CEA Equip. Rental		2,890		3,397		6,005		6,005		4,359	
Total Expense	\$	260,472	\$	344,687	\$	249,539	\$	249,539	\$	264,461	

# **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

None

Public Education Business Unit 18031

#### PROGRAM MISSION

For the benefit of the Appleton community, in order to enhance their quality of life, we will plan, develop, and implement fire and life safety educational programs through partnerships with community public safety agencies.

#### **PROGRAM NARRATIVE**

#### Link to City Goals:

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

#### Objectives:

Develop, implement, coordinate, and evaluate life safety programs designed to meet the needs of our community's diverse populations

Serve as department liaison/coordinator between schools, community organizations, and Fire Department staff

Provide public information at emergency incidents and throughout the year

Define media relationship strategy as method/vehicle to communicate prevention messages

Enhance smoke detector awareness in the City of Appleton

#### Major changes in Revenue, Expenditures, or Programs:

No major changes.

	PERFORMAN Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
trategic Outcomes					
Enhanced community safety					
Number of participants in					
educational programs	10,097	8,595	10,000	7,000	9,000
Number of special events	57	74	50	50	50
Jork Process Outputs Juvenile Firesetter Program % of children referred to program who complete the program	100%	100%	100%	91%	100%

Public Education Business Unit 18031

# **PROGRAM BUDGET SUMMARY**

		Act	tual					Budget	
Description		2009		2010	Ad	opted 2011	Am	ended 2011	2012
Revenues									
5020 Donations & Memorials	\$	-	\$	550	\$	-	\$	2,400	\$ -
Total Revenue	<u>\$</u>		<b></b>	550	\$		<b></b>	2,400	\$ 
Expenses									
6101 Regular Salaries	\$	118,093	\$	92,940	\$	68,430	\$	68,430	\$ 69,112
6104 Call Time		230		129		-		-	-
6105 Overtime		6,318		5,280		4,835		4,835	4,882
6150 Fringes		50,854		40,371		31,906		31,906	32,616
6201 Training\Conferences		569		640		1,000		1,000	1,000
6301 Office Supplies		-		-		-		_	-
6302 Subscriptions		-		40		-		-	-
6303 Memberships & Licenses		39		-		-		_	-
6315 Books & Library Materials		247		46		185		185	150
6316 Miscellaneous Supplies		782		217		320		320	250
6320 Printing & Reproduction		649		514		500		500	500
6323 Safety Supplies		6,298		7,041		6,000		6,000	6,000
6327 Miscellaneous Equipment		242		· -		-		2,400	-
6412 Advertising/Publication		1,234		825		1,000		1,000	1,000
Total Expense	\$	185,555	\$	148,043	\$	114,176	\$	116,576	\$ 115,510

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

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 Implement civilian inspector concept as part of the ongoing implementation of the reorganization

#### Major changes in Revenue, Expenditures, or Programs:

No major program changes.

	PERFORMAN Actual 2009	CE INDICATOR Actual 2010	S Target 2011	Projected 2011	Target 2012
Strategic Outcomes Assets/resources for businesses and homeowners safeguarded \$ amount of losses for year Losses as % of assets protected	\$ 2,196,757 0.047%	\$ 1,178,818 0.024%	\$ 500,000 0.012%	,	\$ 500,000 0.010%
Citizens with safer City environment % of schools meeting evacuation requirements	83%	93%	100%	100%	100%
Work Process Outputs  Permit and license applications processed # of permits processed # of licenses processed % processed within 7 work days	771 250 99%	917 232 100%	700 250 100%	700 250 100%	700 250 100%
Fire detection and suppression plan review # of plans processed	168	203	200	180	200

Fire Prevention Business Unit 18032

# **PROGRAM BUDGET SUMMARY**

Revenues         Revenues           4224 Miscellaneous State Aids         \$ 7,290         \$ 6,515         \$ 7,000         \$ 7,000         \$ 6,500           4412 Tent Permits         1,700         1,765         1,000         1,000         1,500           4413 Burning Permits         29,160         21,920         20,000         20,000         20,000           4414 Firework Permits         500         300         100         100         300           4415 Tank Installation Permits         490         60         250         250         100           4416 Tank Removal Permits         490         180         250         250         100           4417 Storage of Flammable Liquids         -         180         100         100         100           4418 Plan Review Permit         1,080         480         1,000         1,000         500           4805 Fire Extinguisher Training         540         50         -         -         -           4805 Fire Extinguisher Training         540         700         250         250         500           4908 Misc. Intergov. Charges         5,625         7,885         5,000         5,000         7,000           Total Revenue         1,533         <			Act	tual					Budget		
4224 Miscellaneous State Aids         7,290         6,515         7,000         7,000         6,500           4412 Tent Permits         1,700         1,765         1,000         1,000         1,500           4413 Burning Permits         29,160         21,920         20,000         20,000         20,000           4414 Firework Permits         500         300         100         100         300           4415 Tank Installation Permits         490         60         250         250         100           4416 Tank Removal Permits         400         180         250         250         100           4417 Storage of Flammable Liquids         -         180         100         100         100           4418 Plan Review Permit         1,080         480         1,000         1,000         500           4805 Fire Extinguisher Training         540         700         250         250         500           4806 False Alarm Fees         8,500         9,050         9,000         9,000         9,000           4908 Misc. Intergov. Charges         5,625         7,895         5,000         5,000         7,000           Total Revenue         1,035         1,666         -         -         -	Description		2009		2010	Ad	opted 2011	Am	ended 2011		2012
4412 Tent Permits         1,700         1,765         1,000         1,000         1,500           4413 Burning Permits         29,160         21,920         20,000         20,000         20,000           4414 Firework Permits         500         300         100         100         300           4415 Tank Installation Permits         490         60         250         250         100           4416 Tank Removal Permits         400         180         250         250         100           4417 Storage of Flammable Liquids         -         180         100         100         100           4418 Plan Review Permit         1,080         480         1,000         1,000         500           4801 Charges for Serv Nontax         50         50         -         -         -           4805 Fire Extinguisher Training         540         700         250         250         500           4806 False Alarm Fees         8,500         9,050         9,000         9,000         9,000           4908 Misc. Intergov. Charges         5,625         7,895         5,000         5,000         7,000           Total Revenue         1,035         1,666         -         -         -         -	Revenues										
4413 Burning Permits         29,160         21,920         20,000         20,000         20,000           4414 Firework Permits         500         300         100         100         300           4415 Tank Installation Permits         490         60         250         250         100           4416 Tank Removal Permits         400         180         250         250         100           4417 Storage of Flammable Liquids         -         180         100         100         100           4418 Plan Review Permit         1,080         480         1,000         1,000         500           4801 Charges for Serv Nontax         50         50         -         -         -           4805 Fire Extinguisher Training         540         700         250         250         500           4806 False Alarm Fees         8,500         9,050         9,000         9,000         9,000           4908 Misc. Intergov. Charges         5,625         7,895         5,000         5,000         7,000           Expenses         6101 Regular Salaries         \$ 435,429         \$ 435,346         \$ 367,126         \$ 388,922           6104 Call Time         1,035         1,066         -         -         -<	4224 Miscellaneous State Aids	\$	7,290	\$	6,515	\$	7,000	\$	7,000	\$	6,500
4414 Firework Permits         500         300         100         100         300           4415 Tank Installation Permits         490         60         250         250         100           4416 Tank Removal Permits         400         180         250         250         100           4417 Storage of Flammable Liquids         -         180         100         100         100           4418 Plan Review Permit         1,080         480         1,000         1,000         500           4801 Charges for Serv Nontax         50         50         -         -         -           4805 Fire Extinguisher Training         540         700         250         250         500           4806 False Alarm Fees         8,500         9,050         9,000         9,000         9,000           4908 Misc. Intergov. Charges         5,625         7,895         5,000         5,000         7,000           Total Revenue         1,035         1,066         -         -         -         -           Expenses         6101 Regular Salaries         \$ 435,429         \$ 435,346         \$ 367,126         \$ 388,922           6104 Call Time         1,035         1,066         -         -         -	4412 Tent Permits		1,700		1,765		1,000		1,000		1,500
4415 Tank Installation Permits         490         60         250         250         100           4416 Tank Removal Permits         400         180         250         250         100           4417 Storage of Flammable Liquids         -         180         100         100         100           4418 Plan Review Permit         1,080         480         1,000         1,000         500           4801 Charges for Serv Nontax         50         50         -         -         -           4805 Fire Extinguisher Training         540         700         250         250         500           4806 False Alarm Fees         8,500         9,050         9,000         9,000         9,000           4908 Misc. Intergov. Charges         5,625         7,895         5,000         5,000         7,000           Expenses         6101 Regular Salaries         \$ 435,429         \$ 435,346         \$ 367,126         \$ 388,922           6104 Call Time         1,035         1,066         -         -         -           6105 Overtime         25,886         19,212         9,033         9,033         9,148           6150 Fringes         179,439         182,553         158,806         158,806         162,954	4413 Burning Permits		29,160		21,920		20,000		20,000		20,000
4416 Tank Removal Permits         400         180         250         250         100           4417 Storage of Flammable Liquids         -         180         100         100         100           4418 Plan Review Permit         1,080         480         1,000         1,000         500           4801 Charges for Serv Nontax         50         50         -         -         -           4805 Fire Extinguisher Training         540         700         250         250         500           4806 False Alarm Fees         8,500         9,050         9,000         9,000         9,000           4908 Misc. Intergov. Charges         5,625         7,895         5,000         5,000         7,000           Total Revenue         5,5335         49,095         43,950         43,950         45,600           Expenses         6101 Regular Salaries         435,429         435,346         367,126         367,126         388,922           6104 Call Time         1,035         1,066         -         -         -         -           6105 Overtime         25,886         19,212         9,033         9,033         9,148           6105 Fringes         179,439         182,553         158,806         <	4414 Firework Permits		500		300		100		100		300
4417 Storage of Flammable Liquids         -         180         100         100         100           4418 Plan Review Permit         1,080         480         1,000         1,000         500           4801 Charges for Serv Nontax         50         50         -         -         -           4805 Fire Extinguisher Training         540         700         250         250         500           4806 False Alarm Fees         8,500         9,050         9,000         9,000         9,000           4908 Misc. Intergov. Charges         5,625         7,895         5,000         5,000         7,000           Total Revenue         555,335         49,095         43,950         43,950         45,600           Expenses         6101 Regular Salaries         435,429         435,346         367,126         367,126         388,922           6104 Call Time         1,035         1,066         -         -         -         -         -           6105 Overtime         25,886         19,212         9,033         9,033         9,148           615 Fringes         179,439         182,553         158,806         158,806         162,954           6201 Training\Conferences         1,512         2,648	4415 Tank Installation Permits		490		60		250		250		100
4418 Plan Řeview Permit         1,080         480         1,000         1,000         500           4801 Charges for Serv Nontax         50         50         -         -         -           4805 Fire Extinguisher Training         540         700         250         250         500           4806 False Alarm Fees         8,500         9,050         9,000         9,000         9,000           4908 Misc. Intergov. Charges         5,625         7,895         5,000         5,000         7,000           Expenses           6101 Regular Salaries         \$ 435,429         \$ 435,346         \$ 367,126         \$ 388,922           6104 Call Time         1,035         1,066         -         -         -         -           6105 Overtime         25,886         19,212         9,033         9,033         9,148           6150 Fringes         179,439         182,553         158,806         158,806         162,954           6201 Training\Conferences         1,512         2,648         3,250         3,250         3,250           6302 Subscriptions         788         900         800         800         950           6303 Memberships & Licenses         475         395	4416 Tank Removal Permits		400		180		250		250		100
4801 Charges for Serv Nontax         50         50         -	4417 Storage of Flammable Liquids		-		180		100		100		100
4805 Fire Extinguisher Training         540         700         250         250         500           4806 False Alarm Fees         8,500         9,050         9,000         9,000         9,000           4908 Misc. Intergov. Charges         5,625         7,895         5,000         5,000         7,000           Expenses           6101 Regular Salaries         \$ 435,429         \$ 435,346         \$ 367,126         \$ 388,922           6104 Call Time         1,035         1,066         -         -         -         -           6105 Overtime         25,886         19,212         9,033         9,033         9,148           6150 Fringes         179,439         182,553         158,806         158,806         162,954           6201 Training\Conferences         1,512         2,648         3,250         3,250         3,250           6302 Subscriptions         788         900         800         800         950           6315 Books & Library Materials         295         320         300         300         325           6316 Miscellaneous Supplies         252         -         200         200         175           6320 Printing & Reproduction         61         - <td< td=""><td>4418 Plan Review Permit</td><td></td><td>1,080</td><td></td><td>480</td><td></td><td>1,000</td><td></td><td>1,000</td><td></td><td>500</td></td<>	4418 Plan Review Permit		1,080		480		1,000		1,000		500
4806 False Alarm Fees         8,500         9,050         9,000         9,000         9,000           4908 Misc. Intergov. Charges         5,625         7,895         5,000         5,000         7,000           Expenses           6101 Regular Salaries         \$ 435,429         \$ 435,346         \$ 367,126         \$ 388,922           6104 Call Time         1,035         1,066         -         -         -           6105 Overtime         25,886         19,212         9,033         9,033         9,148           6150 Fringes         179,439         182,553         158,806         158,806         162,954           6201 Training\Conferences         1,512         2,648         3,250         3,250         3,250           6302 Subscriptions         788         900         800         800         950           6303 Memberships & Licenses         475         395         500         500         500           6315 Books & Library Materials         295         320         300         300         325           6316 Miscellaneous Supplies         252         -         200         200         175           6320 Printing & Reproduction         61         -         250         2	4801 Charges for Serv Nontax		50		50		-		-		
4908 Misc. Intergov. Charges         5,625         7,895         5,000         5,000         7,000           Expenses           6101 Regular Salaries         \$ 435,429         \$ 435,346         \$ 367,126         \$ 388,922           6104 Call Time         1,035         1,066         -         -         -         -           6105 Overtime         25,886         19,212         9,033         9,033         9,148           6150 Fringes         179,439         182,553         158,806         158,806         162,954           6201 Training\Conferences         1,512         2,648         3,250         3,250         3,250           6302 Subscriptions         788         900         800         800         950           6303 Memberships & Licenses         475         395         500         500         500           6315 Books & Library Materials         295         320         300         300         325           6316 Miscellaneous Supplies         252         -         200         200         175           6327 Miscellaneous Equipment         444         465         1,600         1,600         1,500           6425 CEA Equip. Rental         11,280         18,520         <	4805 Fire Extinguisher Training		540		700		250		250		500
Total Revenue         \$ 55,335 \$ 49,095 \$ 43,950 \$ 43,950 \$ 45,600           Expenses           6101 Regular Salaries         \$ 435,429 \$ 435,346 \$ 367,126 \$ 367,126 \$ 388,922           6104 Call Time         1,035 1,066	4806 False Alarm Fees		8,500		9,050		9,000		9,000		9,000
Expenses 6101 Regular Salaries \$ 435,429 \$ 435,346 \$ 367,126 \$ 367,126 \$ 388,922 6104 Call Time	4908 Misc. Intergov. Charges		5,625		7,895		5,000		5,000		7,000
6101 Regular Salaries         \$ 435,429         \$ 435,346         \$ 367,126         \$ 388,922           6104 Call Time         1,035         1,066         -         -         -           6105 Overtime         25,886         19,212         9,033         9,033         9,148           6150 Fringes         179,439         182,553         158,806         158,806         162,954           6201 Training\Conferences         1,512         2,648         3,250         3,250         3,250           6302 Subscriptions         788         900         800         800         950           6303 Memberships & Licenses         475         395         500         500         500           6315 Books & Library Materials         295         320         300         300         325           6316 Miscellaneous Supplies         252         -         200         200         175           6320 Printing & Reproduction         61         -         250         250         250           6327 Miscellaneous Equipment         444         465         1,600         1,600         1,500           6425 CEA Equip. Rental         11,280         18,520         15,371         15,371         16,082	Total Revenue	\$	55,335	\$	49,095	\$	43,950	\$	43,950	\$	45,600
6101 Regular Salaries         \$ 435,429         \$ 435,346         \$ 367,126         \$ 388,922           6104 Call Time         1,035         1,066         -         -         -           6105 Overtime         25,886         19,212         9,033         9,033         9,148           6150 Fringes         179,439         182,553         158,806         158,806         162,954           6201 Training\Conferences         1,512         2,648         3,250         3,250         3,250           6302 Subscriptions         788         900         800         800         950           6303 Memberships & Licenses         475         395         500         500         500           6315 Books & Library Materials         295         320         300         300         325           6316 Miscellaneous Supplies         252         -         200         200         175           6320 Printing & Reproduction         61         -         250         250         250           6327 Miscellaneous Equipment         444         465         1,600         1,600         1,500           6425 CEA Equip. Rental         11,280         18,520         15,371         15,371         16,082	Expenses										
6104 Call Time       1,035       1,066       - <td>•</td> <td>\$</td> <td>435.429</td> <td>\$</td> <td>435.346</td> <td>\$</td> <td>367.126</td> <td>\$</td> <td>367.126</td> <td>\$</td> <td>388.922</td>	•	\$	435.429	\$	435.346	\$	367.126	\$	367.126	\$	388.922
6105 Overtime       25,886       19,212       9,033       9,033       9,148         6150 Fringes       179,439       182,553       158,806       158,806       162,954         6201 Training\Conferences       1,512       2,648       3,250       3,250       3,250         6302 Subscriptions       788       900       800       800       950         6303 Memberships & Licenses       475       395       500       500       500         6315 Books & Library Materials       295       320       300       300       325         6316 Miscellaneous Supplies       252       -       200       200       175         6320 Printing & Reproduction       61       -       250       250       250         6327 Miscellaneous Equipment       444       465       1,600       1,600       1,500         6425 CEA Equip. Rental       11,280       18,520       15,371       15,371       16,082		*	,	*		*	-	*	-	*	-
6150 Fringes       179,439       182,553       158,806       158,806       162,954         6201 Training\Conferences       1,512       2,648       3,250       3,250       3,250         6302 Subscriptions       788       900       800       800       950         6303 Memberships & Licenses       475       395       500       500       500         6315 Books & Library Materials       295       320       300       300       325         6316 Miscellaneous Supplies       252       -       200       200       175         6320 Printing & Reproduction       61       -       250       250       250         6327 Miscellaneous Equipment       444       465       1,600       1,600       1,500         6425 CEA Equip. Rental       11,280       18,520       15,371       15,371       16,082	6105 Overtime						9.033		9.033		9.148
6201 Training\Conferences       1,512       2,648       3,250       3,250       3,250         6302 Subscriptions       788       900       800       800       950         6303 Memberships & Licenses       475       395       500       500       500         6315 Books & Library Materials       295       320       300       300       325         6316 Miscellaneous Supplies       252       -       200       200       175         6320 Printing & Reproduction       61       -       250       250       250         6327 Miscellaneous Equipment       444       465       1,600       1,600       1,500         6425 CEA Equip. Rental       11,280       18,520       15,371       15,371       16,082	6150 Fringes		,				,		,		
6302 Subscriptions       788       900       800       800       950         6303 Memberships & Licenses       475       395       500       500       500         6315 Books & Library Materials       295       320       300       300       325         6316 Miscellaneous Supplies       252       -       200       200       175         6320 Printing & Reproduction       61       -       250       250       250         6327 Miscellaneous Equipment       444       465       1,600       1,600       1,500         6425 CEA Equip. Rental       11,280       18,520       15,371       15,371       16,082	3		,		,		,		,		
6303 Memberships & Licenses       475       395       500       500       500         6315 Books & Library Materials       295       320       300       300       325         6316 Miscellaneous Supplies       252       -       200       200       175         6320 Printing & Reproduction       61       -       250       250       250         6327 Miscellaneous Equipment       444       465       1,600       1,600       1,500         6425 CEA Equip. Rental       11,280       18,520       15,371       15,371       16,082			,		,		,		,		,
6315 Books & Library Materials       295       320       300       300       325         6316 Miscellaneous Supplies       252       -       200       200       175         6320 Printing & Reproduction       61       -       250       250       250         6327 Miscellaneous Equipment       444       465       1,600       1,600       1,500         6425 CEA Equip. Rental       11,280       18,520       15,371       15,371       16,082	•		475		395		500		500		500
6316 Miscellaneous Supplies       252       -       200       200       175         6320 Printing & Reproduction       61       -       250       250       250         6327 Miscellaneous Equipment       444       465       1,600       1,600       1,500         6425 CEA Equip. Rental       11,280       18,520       15,371       15,371       16,082	· · · · · · · · · · · · · · · · · · ·		295		320		300		300		325
6327 Miscellaneous Equipment 444 465 1,600 1,600 1,500 6425 CEA Equip. Rental 11,280 18,520 15,371 15,371 16,082			252		-		200		200		175
6327 Miscellaneous Equipment 444 465 1,600 1,600 1,500 6425 CEA Equip. Rental 11,280 18,520 15,371 15,371 16,082	6320 Printing & Reproduction		61		-		250		250		250
6425 CEA Equip. Rental 11,280 18,520 15,371 15,371 16,082			444		465		1,600		1,600		1,500
Total Expense \$ 656,896 \$ 661,425 \$ 557,236 \$ 557,236 \$ 584,056			11,280		18,520		15,371				16,082
	Total Expense	\$	656,896	\$	661,425	\$	557,236	\$	557,236	\$	584,056

# DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

None

Technical Services Business Unit 18033

#### PROGRAM MISSION

For the benefit of the Fire Department and community, we will purchase vehicles and equipment and ensure that it is maintained in a condition that safely meets the operational needs of the Department.

#### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategy # 7: "Work to continuously improve the efficiency and effectiveness of City services...".

#### Objectives:

Provide and track all preventive, scheduled, and emergency maintenance on all non-motorized equipment to meet applicable standards

Research, purchase, and distribute equipment needed by the department

Provide ongoing technical training for department personnel

#### Major changes in Revenue, Expenditures, or Programs:

In 2012, \$10,000 has been requested for the replacement of a thermal imaging camera. The cameras are a vital tool in searching for lost victims and hidden fire during structural firefighting operations. The cameras are used by company officers during the size up component of structural firefighting in making critical decisions regarding entering a structure and placing fire department personnel in a hazardous environment. The cameras are vital during overhaul operations in identifying hidden fire and allow crews to locate and extinguish fire with minimal damage to the structure. The existing cameras are eight to nine years old and would have a significant impact on victim and firefighter safety and survival if they fail on-scene.

	PERFORMAN	ICE INDICATOR	S		
	<u>Actual 2009</u>	<u>Actual 2010</u>	Target 2011	Projected 2011	<b>Target 2012</b>
Client Benefits/Impacts					
Fire equipment that meet customer needs					
% of hose lengths passing annual					
testing	New measure	95%	100%	98%	100%
Strategic Outcomes					
Responsiveness to equipment and					
facilities maintenance					
CEA work orders processed	New measure	710	675	700	675
FMD work orders processed	New measure	421	420	700	600
Work Process Outputs					
Equipment records database managemen	t				
	New measure	39	45	40	40

Technical Services Business Unit 18033

# **PROGRAM BUDGET SUMMARY**

	Act	ual				Budget		
Description	 2009		2010	Add	opted 2011	Amended 2011		2012
Expenses								
6101 Regular Salaries	\$ 151,027	\$	130,080	\$	117,259	\$ 117,259	\$	115,814
6104 Call Time	108	·	57	·	· -	-		, -
6105 Overtime	6,514		3,923		3,013	3,013		2,974
6150 Fringes	64,132		55,346		58,021	58,021		54,424
6201 Training\Conferences	1,000		280		1,000	1,000		-
6303 Memberships & Licenses	35		34		-	-		-
6304 Postage\Freight	-		9		-	-		-
6306 Building Maint./Janitorial	11,249		10,932		13,500	13,500		13,000
6308 Landscape Supplies	219		20		500	500		500
6309 Shop Supplies & Tools	886		2,037		1,500	1,500		1,500
6310 Chemicals	2,246		2,410		2,250	2,250		2,250
6316 Miscellaneous Supplies	1,978		2,537		2,000	2,000		2,000
6322 Gas Purchases	648		-		-	-		-
6325 Construction Materials	416		682		750	750		750
6326 Vehicle & Equipment Parts	(3,797)		2,649		6,500	6,500		4,500
6327 Miscellaneous Equipment	18,794		16,213		25,000	15,000		20,000
6409 Inspection Fees	-		1,250		900	900		1,300
6418 Equip Repairs & Maint	29,206		14,252		18,000	18,000		15,000
6419 Communication Eq. Repairs	7,924		7,135		9,000	9,000		8,000
6420 Facilities charges	154,949		175,604		154,478	154,478		178,014
6425 CEA Equip. Rental	4,032		19,589		5,458	5,458		5,227
6804 Machinery & Equipment	 					10,000		10,000
Total Expense	\$ 451,566	\$	445,039	\$	419,129	\$ 419,129	\$	435,253

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Building Maintenance/Janitorial Station cleaning supplies Vehicle wash supplies Cleaning equipment Paper products Textiles contract	\$ 4,750 2,250 1,000 2,500 2,500 13,000	Miscellaneous Equipment Preemption equipment Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.) Miscellaneous station equipment	\$ <u>\$</u>	5,000 10,500 4,500 20,000
Equipment Repairs/Maintenance Air compressor service SCBA maintenance Extrication equipment maintenance Ground ladder testing Hose testing Repairs to appliances	\$ 4,500 6,500 2,000 500 500 1,000	Machinery & Equipment Thermal imaging camera	\$	10,000 10,000

		nerchae and	Expense summe	., ,			10.07.00
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Intergovernmental Revenues Permits Charges for Services Intergov. Charges for Service Other Revenues	177, 455 33, 330 31,657 5,625 1,012	174,985 24,885 32,919 7,895 1,668	213,140 23,635 21,558 4,855 3-	180,500 22,700 30,250 5,000	180.500 22,700 30,250 5,000 2,400	190,000- 22,600- 28,500- 7,000- 0	190,000 22,600 28,500 7,000
TOTAL REVENUES	249,079	242,352	263,185	238,450	240,850	248,100-	248,100
EXPENSES BY LINE ITEM							
Regular Salaries Call Time Overtime Other Compensation Sick Pay Vacation Pay Fringes	5.980.127 4,339 265.952 39.184 18.121 114.155 2.473.873	6.123.005 4.074 275.474 77.472 15.690 72.430 2.613.825	4.916.474 3.322 285.720 24.333 3.613 49.955 2.416.634	6.414.107 91.259 0 0 0 2.879.793	6,414,107 0 91,259 0 0 0 2,879,793	0 0 0 0 0 0	6,456,272 93,580 0 0 0 0 2,926,391
Salaries & Fringe Benefits	8,895,751	9,181,970	7,700,051	9,385,159	9,385,159	0	9,476,243
Training & Conferences Tuition Fees Employee Recruitment Office Supplies Subscriptions Memberships & Licenses Postage & Freight Awards & Recognition Building Maintenance/Janitor. Food & Provisions	24,168 2,091 5,054 4,413 855 1,263 125 842 12,998 995	30,245 2,259 0 4,653 940 1,090 23 839 14,748	28.067 2.518 0 1.460 925 1.124 68 606 11.388 1.096	30,750 1,500 0 4,750 950 1,200 100 1,000 16,800 1,000	30,750 1,500 0 4,750 950 1,200 100 1,000 16,800 1,000	30.750 1.500 0 4.750 950 1.200 1.000 16.300 1.000	30.750 1.500 0 4.750 950 1.200 100 1.000 16.300 1.000
Administrative Expense	52,804	55,957	47,252	58,050	58.050	57,550	57,550
Landscape Supplies Shop Supplies & Tools Chemicals Books & Library Materials Miscellaneous Supplies Printing & Reproduction Clothing Gas Purchases Safety Supplies Medical & Lab Supplies Construction Materials Vehicle & Equipment Parts Miscellaneous Equipment	219 885 2.246 2.867 5.319 7.967 33.984 648 6.950 2.938 416 3.797- 47.115	20 2.023 2.410 2.026 5.742 7.635 19.108 0 7.763 946 682 2.648 42,601	331 1.220 0 1.108 3.971 3.357 17.971 0 2.733 1.049 475 4.474 20.159	500 1,500 2,250 2,385 7,770 8,250 20,000 0 6,750 3,000 750 6,500 60,800	500 1,500 2,250 2,385 7,770 8,250 20,000 0 6,750 3,000 750 6,500 65,700	500 1.500 2.250 2.275 7.675 8.250 20.000 0 6.750 2.000 750 4.500 60.700	500 1,500 2,250 2,275 7,675 8,250 20,000 0 6,750 2,000 750 4,500 55,700
Supplies & Materials	107,757	93,604	56,848	120,455	125,355	117.150	112,150
Consulting Services Collection Services Contractor Fees Inspection Fees Temporary Help Advertising Health Services	1,460 8,587 598 0 0 1,234 21,510	5,399 8,652 159 1,250 0 862 21,740	592 4.903 454 2.215 0 557 3.579	2,000 9,000 1,000 900 0 1,000 25,000	2.000 9.000 1.000 900 0 1.000 25.000	2.000 9.000 500 1.300 5.000 1.000 3.000	2.000 9.000 500 1.300 5.000 1.000 3.000
Purchased Services	33,389	38.062	12,300	38,900	38,900	21,800	21,800
Electric Gas Water Waste Disposal/Collection Stormwater Telephone Cellular Telephone	59.897 45.148 8.263 2.498 8.225 7.013 3.977	67.625 31.951 8.313 2.516 8.672 6.337 2.523	65,393 31,227 6,944 1,916 7,085 5,326 2,882	70.429 51.909 10.256 2.538 9.463 6.229 4.000	70,429 51,909 10,256 2,538 9,463 6,229 4,000	77.300 57.983 9.310 2.550 9.463 6.500 3.500	77.300 57,983 9.310 2,550 9,463 6,500 3,500
Utilities	135,021	127,937	120,773	154,824	154,824	166,606	166,606

## City of Appleton 2012 Budget Revenue and Expense Summary

2 11/15/11 15:38:15

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
Vehicle Repair & Maintenance Equipment Repair & Maintenanc Communications Equip. Repairs Facilities Charges CEA Equipment Rental	23,841 5,364 7,924 154,949 343,835	4.658 9.594 7.135 175.604 408.193	5,189 5,988 897 133,803 304,056	9.500 8.500 9.000 154.478 391.255	9.500 8.500 9.000 154.478 391.255	15.000 8.000 0	15.000 8.000 178.014 422.868
Repair & Maintenance	535,913	605,184	449,933	572,733	572,733	23,000	623,882
Machinery & Equipment	0	0	0	. 0	0	10,000	10.000
Capital Expenditures	0	0	0	0	0	10,000	10,000
TOTAL EXPENSES	9,760,635	10,102,714	8,387,157	10.330.121	10,335,021	396,106	10,468,231

# FIRE DEPARTMENT NOTES

**CITY OF APPLETON 2012 BUDGET** 

# CITY OF APPLETON 2012 BUDGET SPECIAL REVENUE FUNDS

Hazardous Materials. Level "A"

NOTES	

# CITY OF APPLETON 2012 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 changes in Revenue, Expenditures, or Programs:

Wisconsin Emergency Management, which is the state agency responsible for planning and responding to support hazardous materials incidents, has finalized contract extensions with the regional hazardous materials teams through December 31, 2011. Thereafter, regional hazardous materials teams throughout the State have been tasked to evaluate the current capacity and recommend changes to the existing structure. Hence, the future of the Northeast Regional Hazardous Materials Response Team is unclear at this time. Due to this uncertainty, it is not clear whether new funds will be provided to fund the program in 2012. However, there is accumulated fund balance available to fund 2012 operations. We will continue to provide services with these funds as that is the intended purpose of the original grant dollars. Fund balance is a result of not spending all grant proceeds in past years. These funds can be used for no other purpose. If new funds are subsequently approved for this program, a budget adjustment will be requested to recognize the revenue at that time.

	PERFORMAN	<b>CE INDICATOR</b>	S		
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Protect life and property against the dang	ers of emergenci	es including haza	ardous materia	ls	
% of responses adequately staffed,	_	_			
as defined above	100%	100%	100%	100%	100%
Strategic Outcomes					
Protect life and property against the dang	ers of emergenci	es including haza	ardous materia	ls	
# of civilian injuries	0	0	C	0	0
Work Process Outputs					
# of responses	0	0	C	0	0
# of outreach programs delivered	4	6	10	10	10
# of sub-grant applications completed	2	3	2	2 3	2
# of sub-grants received	2	2	1	3	1

		)EP	ARTMENT E	3UE	OGET SUMM	AR	Υ		
Programs	Act	ual					Budget		%
Unit Title	2009		2010	Ac	lopted 2011	Αm	nended 2011	2012	Change *
Program Revenues	\$ 88,235	\$	116,604	\$	97,913	\$	97,913 \$	10,000	-89.79%
Program Expenses	\$ 192,663	\$	56,668	\$	87,913	\$	87,913 \$	87,913	0.00%
Expenses Comprised Of:									
Personnel	26,786		14,517		35,000		35,000	35,000	0.00%
Administrative Expense	3,021		7,642		11,213		11,213	11,400	1.67%
Supplies & Materials	13,036		21,402		20,200		20,200	23,750	17.57%
Purchased Services	8,357		4,823		14,000		14,000	8,263	-40.98%
Utilities	2,433		2,576		2,500		2,500	2,500	0.00%
Repair & Maintenance	2,158		5,708		5,000		5,000	7,000	40.00%
Capital Expenditures	136,872		-		-		-	-	N/A

# CITY OF APPLETON 2012 BUDGET SPECIAL REVENUE FUNDS

Hazardous Materials, Level "A"

**Business Unit 2090** 

## **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Add	opted 2011	Ame	ended 2011		2012
Revenues										
4210 Federal Grants	\$	_	\$	_	\$	_	\$	_	\$	_
4224 Miscellaneous State Aids	Ψ.	79.627	Ψ	106,613	Ψ	87.913	Ψ	87.913	Ψ	_
4710 Interest on Investments		5.848		9,991		10,000		10,000		10,000
5004 Sale of City Property		2,760		-		-		-		-
Total Revenue	\$	88,235	\$	116,604	\$	97,913	\$	97,913	\$	10,000
Expenses										
6101 Regular Salaries	\$	8,140	\$	-	\$	9,000	\$	9,000	\$	9,000
6105 Overtime	•	14,350	·	12,081	·	20,000	·	20,000	Ċ	20,000
6150 Fringes		4,296		2,436		6,000		6,000		6,000
6201 Training\Conferences		2,954		7,558		11,000		11,000		11,000
6301 Office Supplies		-		-		63		63		250
6307 Food & Provisions		67		84		150		150		150
6309 Shop Supplies & Tools		4,633		11,676		1,500		1,500		5,000
6310 Chemicals		97		2,760		1,000		1,000		3,000
6315 Books & Library Materials		533		407		500		500		500
6316 Miscellaneous Supplies		3,751		1,659		1,500		1,500		2,000
6321 Clothing		_		774		1,500		1,500		1,000
6322 Gas Purchases		569		2,179		500		500		2,000
6324 Medical/Lab Supplies		-		159		-		-		250
6326 Vehicle & Equipment Parts		2,953		55		2,500		2,500		1,000
6327 Miscellaneous Equipment		499		1,734		13,700		13,700		9,000
6404 Consulting Services		3,775		1,012		4,000		4,000		4,000
6413 Utilities		2,433		2,576		2,500		2,500		2,500
6417 Vehicle Repairs & Maint		98		4,543		1,500		1,500		5,000
6418 Equip Repairs & Maint		975		842		1,000		1,000		1,000
6419 Communication Eq. Repairs		465		190		_		-		-
6425 CEA Equip. Rental		621		133		3,000		3,000		1,000
6430 Health Services		4,582		3,810		7,000		7,000		4,263
6804 Equipment		136,872								
Total Expense	\$	192,663	\$	56,668	\$	87,913	\$	87,913	\$	87,913

## **DETAILED SUMMARY OF 2012 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
	\$ 11,000

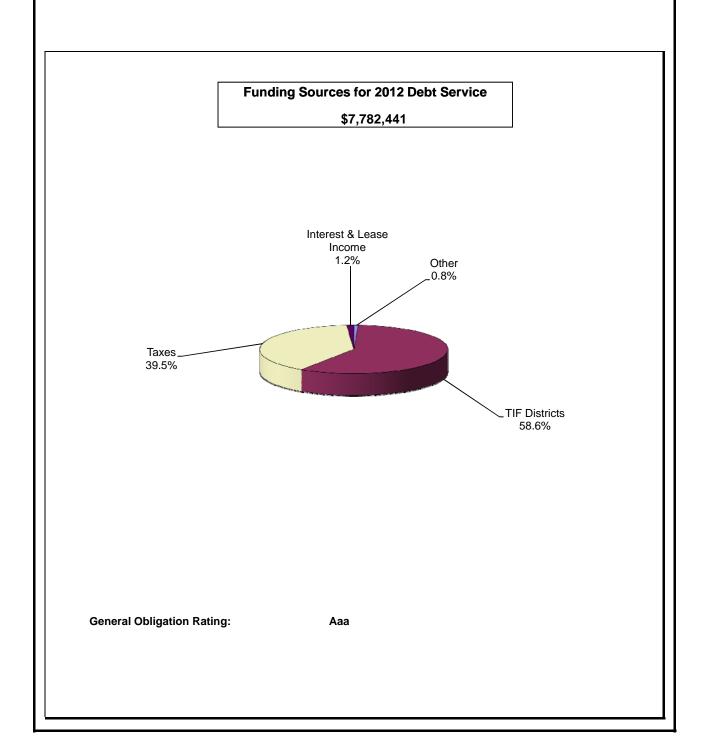
# CITY OF APPLETON 2012 BUDGET HAZARDOUS MATERIAL LEVEL A

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

Revenues	2009 Actual		2010 Actual		2011 Budget		2011 Projected		2012 Budget	
Intergovernmental Interest Income Other Total Revenues	\$	79,627 5,848 2,760 88,235	\$	106,613 9,991 - 116,604	\$	87,913 10,000 - 97,913	\$	111,978 15,000 - 126,978	\$	10,000
Expenses Program Costs		192,663		56,668		87,913		87,913		87,913
Total Expenses  Revenues over (under)  Expenses		192,663		56,668 59,936		87,913 10,000		87,913 39,065		87,913 (77,913)
Fund Balance - Beginning		486,442		382,014		441,950		441,950		481,015
Fund Balance - Ending	\$	382,014	\$	441,950	\$	451,950	\$	481,015	\$	403,102

# CITY OF APPLETON 2012 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.



# CITY OF APPLETON 2012 BUDGET DEBT SERVICE FUNDS

## STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Revenues   2009   2010   Adopted 2011   Amended 2011   2012
Other Interest Income         121,792         94,100         92,841         92,841         94,763           Total Revenues         3,361,830         3,642,475         3,944,952         3,944,952         3,165,453           Expenditures           Debt Service:
Expenditures  Debt Service:
Debt Service:
Principal 6,578,288 6,755,336 7,021,625 7,021,625 6,480,926
Interest and Fees 1,941,787 1,859,817 1,610,050 1,610,050 1,301,519
Total Expenditures 8,520,075 8,615,153 8,631,675 8,631,675 7,782,44
Excess Revenues (Expenditures) (5,158,245) (4,972,678) (4,686,723) (4,686,723) (4,616,986)
Other Financing Sources (Uses)
Proceeds of General Obligation Notes 57,086 - 60,000 60,000 60,000
Operating Transfers In 5,103,199 4,982,533 4,626,723 4,626,723 4,556,986
Tatal Other Financian Courses
Total Other Financing Sources <u>5,160,285</u> <u>4,982,533</u> <u>4,686,723</u> <u>4,686,723</u> <u>4,686,723</u> <u>4,616,986</u>
Net Change in Fund Balance 2,040 9,855
Fund Balance, Beginning 14,563 16,603 26,458 26,458 26,458
Fund Balance - Ending \$ 16,603 \$ 26,458 \$ 26,458 \$ 26,458 \$ 26,458
DEBT LIMIT ANALYSIS *
Equalized value 4,789,062,900 4,851,596,300 4,797,103,500 4,797,103,500 4,869,060,100
Legal Debt Limit 239,453,145 242,579,815 239,855,175 239,855,175 243,453,009
Outstanding Debt 44,890,325 38,354,552 40,735,781 31,332,927 31,605,070
Population 72,400 72,623 72,665 72,715 72,820
Debt per capita Legal Limit 3,307 3,340 3,301 3,299 3,343
Policy Limit 1,323 1,336 1,320 1,320 1,337
Actual 620 528 561 431 434
5,000
Legal Debt Limit per Capita (5% of Equalized Value)  Policy Debt Limit per Capita (40% of Legal Limit)
3,000
2,000

2010

1,000

2009

Debt per Capita

Adopted 2011

Amended 2011

2012 Budget

<sup>\*</sup> Please see page 613 for a combined illustration of G.O. debt and revenue bond debt.

#### **DEBT SERVICE OBLIGATION**

#### DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
1998A Refunding Bonds	\$ 530,000	\$ 40,850	\$ 570,850
2002A G.O. Notes	840,000	17,220	857,220
2002 State Trust Fund	145,350	55,873	201,223
2002B G.O. Notes	1,445,000	41,544	1,486,544
2003A G.O. Notes	280,000	22,475	302,475
2003 State Trust Fund	193,243	102,035	295,278
2005 Refunding G.O. Notes	245,000	15,394	260,394
2005B G.O. Notes	830,000	122,725	952,725
2006A G.O. Notes	575,000	118,179	693,179
2007A G.O. Notes	395,000	152,894	547,894
2008A G.O. Notes	357,333	101,214	458,547
2008B G.O. Notes	270,000	320,656	590,656
2009A G.O. Notes	375,000	130,456	505,456
Debt Issuance Cost		60,000	60,000
Total Debt Service Obligation	\$ 6,480,926	\$ 1,301,515	\$ 7,782,441

#### DEBT SERVICE FUNDING SOURCES

Operating Transfers: Capital Project Funds:	
Tax Incremental District #3	\$ 2,317,724
Tax Incremental District #5	123,976
Tax Incremental District #6	2,112,693
Tax Incremental District #7	1,525
Tax Incremental District #8	1,069
Revenue:	
Taxes	3,070,688
Lease Revenue	94,767
Borrowing:	
Proceeds of General Obligation Notes	60,000
Total Funding Sources	\$ 7,782,441

NOTE: There was no general obligation borrowing in 2010 or 2011, due to the availability of funds, the small capital improvements plan for both years, and delays of some projects until 2012. Due to cash flow issues in Tax Incremental District #6, \$781,707 was levied to fund debt service requirements in 2011. This has been included in the Debt Service Fund Advance of \$801,250 on page 232 (includes interest at 5%).

The City did take out a \$300,000, 0% loan with the DNR for remediation of the 935 E. John Street site. No amortization schedule is available at this time since draws will occur in 2012. Once remediation is complete, a schedule for repayment will be established. This loan is the responsibility of TIF #8.

# **DEBT SERVICE OBLIGATION**

	1998A G.O. Refunding Bonds								
	Oblig	Obligation							
Year	Principal	Interest		TIF #3					
2012	\$ 530,000	\$ 40,850	\$	570,850					
2013	595,000	14,131		609,131					
2014	-	-		-					
2015	=	=		-					
2016	=	-		-					
2017	=	=		-					
2018	-	-		-					
2019	-	-		-					
2020				-					
	\$1,125,000	\$ 54,981	\$	1,179,981					

		2002A G.O. Notes								
		Oblig	ation			Fun	ding Source			
Year	F	Principal		nterest			TIF #6			
2012	\$	840,000	\$ 17,220			\$	857,220			
2013		-		-			-			
2014		-		-			-			
2015		-		-			-			
2016		-		-			-			
2017		-		-			-			
2018		-		-			-			
2019		-		-			-			
2020		-		-						
	\$	840,000	\$	17,220		\$	857,220			

#### **DEBT SERVICE OBLIGATION**

\$ 1,340,285

2002 State Trust Fund Loan Obligation Funding Source TIF #6 Year Principal Interest \$ 2012 \$ 145,350 55,873 201,223 201,224 201,223 2013 152,771 48,453 2014 160,409 40,814 168,430 176,784 2015 32,794 201,224 2016 24,439 201,223 2017 185,690 15,533 201,223 96,661 2018 90,413 6,248 2019 34,556 1,728 36,284 2020

\$ 225,882

\$1,114,403

	2002B G.O. Notes										
	Oblig	Obligation					Funding Sources				
Year	Principal		nterest		TIF #3			TIF #5			
2012	\$1,445,000	\$	41,544		\$	1,393,956	\$	92,588			
2013	=		-			=		=			
2014	-		-			-		-			
2015	-		-			-		-			
2016	=		=			=		=			
2017	-		-			-		-			
2018	=		=			=		=			
2019	=		-			=		=			
2020						-					
	\$1,445,000	\$	41.544		\$	1.393.956	\$	92.588			

# **DEBT SERVICE OBLIGATION**

2003 State Trust Fund Loan

	2000 01010 110011 0110 20011									
	Oblig	ation	Funding	ng Sources						
Year	Principal	Interest	TIF #3	TIF #6						
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						
	\$2,035,136	\$ 500,843	\$ 796,547	\$1,739,432						

2003A G.O. Notes

	Oblig	Funding Source	
Year	Principal	Interest	TIF #6
2012	\$ 280,000	\$ 22,475	\$ 302,475
2013	475,000	8,787	483,787
2014	=	-	-
2015	=	-	=
2016	-	-	-
2017	=	-	=
2018	=	-	=
2019	=	-	=
2020	-	-	=
	\$ 755,000	\$ 31,262	\$ 786,262
	\$ 755,000	Φ 31,202	\$ 700,202

## **DEBT SERVICE OBLIGATION**

2005 G.O. Refunding Bonds Obligation **Funding Sources** TIF #3 260,394 275,400 Interest 5,400 Year Principal \$ 245,000 270,000 2012 2013 2014 2015 2016 2017 2018 2019 2020 \$ 535,794 \$ 515,000 \$ 20,794

200	5R	G	$\cap$	Not	tes

	Obligation				Funding Sources						
Year	Principal	Interest			TIF #5		TIF #6	Ta	ixes & Int.		
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	-	=			-		-		-		
	\$ 3,535,000	\$ 288,025		\$	141,338	\$	1,752,588	\$	1,929,100		

# **DEBT SERVICE OBLIGATION**

2006A G.O. Notes

	2000/1 0.0. 110100							
	Oblig	ation	Funding	Sources				
Year	Principal	Interest	TIF #6	Taxes & Int.				
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> </u>					
		· · · · · · · · · · · · · · · · · · ·						
	\$3,140,000	\$ 337,467	\$2,176,401	\$1,301,066				

2007A G.O. Notes

	Oblig	ation	Funding	Sources
Year	Principal	Interest	TIF #6	Taxes & Int.
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	-	-	-	-
	\$3,795,000	\$ 549,632	\$1,348,050	\$2,996,582

# **DEBT SERVICE OBLIGATION**

2008A G.O. Notes

	Obligation			Funding Sources						
Year	Principal	Interest		TIF # 5		TIF # 6		Ta	Taxes & Int.	
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	=	=			-		=		=	
	<b>*</b> • • • • • • • • • • • • • • • • • • •	<b>*</b> 440.540	-	¢	50.405		4.070.504	•	1 000 550	
	\$2,933,663	\$ 413,546	=	\$	56,125	\$	1,370,531	\$	1,920,553	

2008B G.O. Notes

	2000D G.O. Notes							
	Oblig	ation	Funding Source					
Year	Principal	Interest	Taxes & Int.					
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					
	\$7.070.000	\$3.316.871	\$10.386.871					

## **DEBT SERVICE OBLIGATION**

2009A G.O. Notes

	Oblig	gation Funding Sources						-	
Year	Principal	Interest	TIF # 6		TIF # 7	TIF # 8	Ice Center *	T	axes & Int.
2012	\$ 375,000	\$ 130,456	\$ 33,01	3 \$	1,525	\$ 1,069	\$ 94,767	\$	375,082
2013	390,000	120,894	33,01	2	1,525	1,069	94,800		380,488
2014	400,000	110,019	33,01	3	1,525	1,069	93,092		381,320
2015	415,000	97,794	33,01	2	1,525	1,069	94,567		382,621
2016	435,000	85,044	33,01	3	1,525	1,069	94,150		390,287
2017	825,000	66,144	377,76	2	16,300	10,918	91,992		394,172
2018	860,000	40,869	382,03	8	15,850	10,618	61,350		431,013
2019	895,000	13,984	375,78	1	20,313	15,234	=		497,656
2020	=	-		-	-	-	=		-
		<u> </u>					·		
	\$4,595,000	\$ 665,204	\$ 1,300,64	4 \$	60,088	\$ 42,115	\$624,718	\$	3,232,639

<sup>\*</sup> 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 this general obligation note.

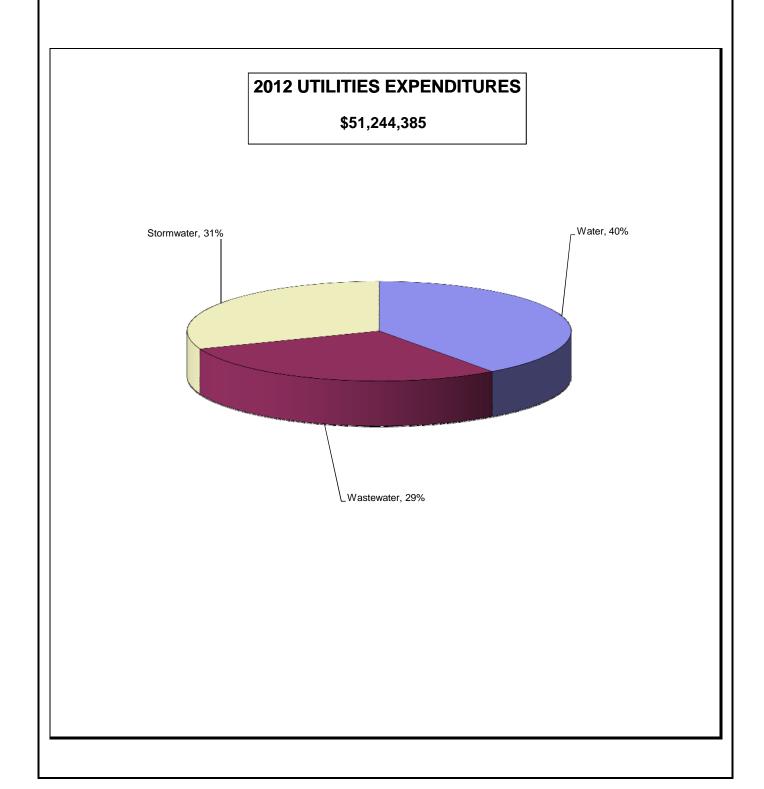
# CITY OF APPLETON 2012 BUDGET DEBT SERVICE OBLIGATION

2012	Principal \$ 6,480,926	Interest \$ 1,241,515	Total \$ 7,722,441	Less Revenues \$ 4,651,753	Tax Supported Debt \$ 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
	\$32,898,202	\$ 6,463,271	\$39,361,473	\$17,594,662	\$21,766,811

CITY OF APPLETON 2012 BUDGET  DEBT SERVICE OBLIGATION						
NOTES						

# CITY OF APPLETON 2012 BUDGET UTILITIES

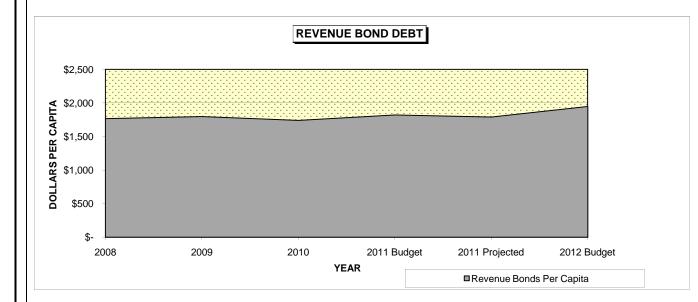
Enterprise funds are funds used to account for activities that are financed and operated in a manner similar to that found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities provided to outside parties are accounted for in enterprise funds, which include Appleton's Water, Wastewater and Stormwater Utilities.



# CITY OF APPLETON 2012 BUDGET UTILITIES

## Revenue Bond Debt Summary

	2008	2009	2010	2011 Budget	2011 Projected	2012 Budget
Revenue Bonds Outstanding	###########	\$130,113,990	\$126,374,002	\$ 132,293,021	\$ 130,133,020	\$ 141,787,038
Population	72,297	72,400	72,623	72,665	72,715	72,820
Revenue Bonds Per Capita	\$ 1,767	\$ 1,797	\$ 1,740	\$ 1,821	\$ 1,790	\$ 1,947



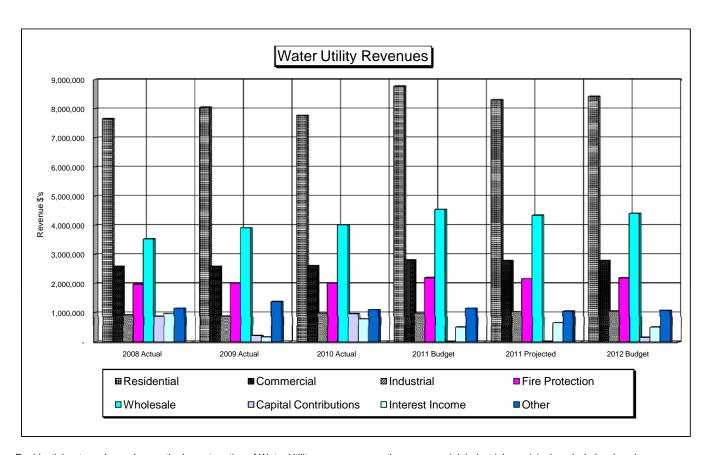
# **Revenue Bond Ratings:**

Water Aa2 Wastewater Aa2 Stormwater Aa2

# CITY OF APPLETON 2012 BUDGET UTILITY REVENUES

### **WATER UTILITY**

							70
Sources of Revenue	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget	Change
Residential Water Service	\$ 7,652,293	\$ 8,048,095	\$ 7,774,873	\$ 8,775,000	\$ 8,303,000	\$ 8,420,000	1.41%
Commercial Water Service	2,589,029	2,584,529	2,607,515	2,808,000	2,790,000	2,790,000	0.00%
Industrial Water Service	917,854	886,270	975,658	975,000	1,035,000	1,045,000	0.97%
Municipal Water Service	354,464	358,975	343,465	390,000	357,000	355,000	-0.56%
Fire Protection	1,971,409	2,012,043	2,008,441	2,199,400	2,161,584	2,193,500	1.48%
Wholesale Water Service	3,524,425	3,913,755	4,015,861	4,542,000	4,342,000	4,403,000	1.40%
Other	793,945	1,021,882	755,395	757,506	689,006	720,850	4.62%
Interest Income	967,606	166,720	782,017	500,000	650,000	500,000	-23.08%
Contributed Capital	865,631	213,330	962,248	19,350	20,850	148,050	610.07%
Total Water Utility	\$ 19,636,656	\$ 19,205,599	\$ 20,225,473	\$ 20,966,256	\$ 20,348,440	\$ 20,575,400	1.12%

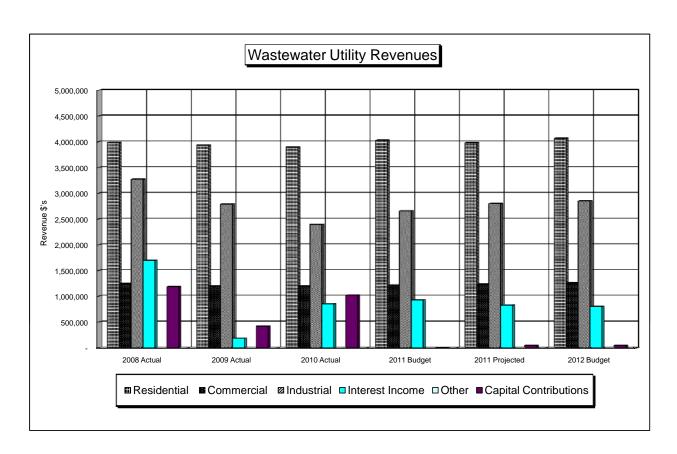


Residential water sales makes up the largest portion of Water Utility revenues, more than commercial, industrial, municipal, and wholesale sales combined. Fire protection revenues include charges for private, public, Town of Grand Chute, Waverly Sanitary District and Village of Sherwood fire protection. 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 10% rate increase was implemented on December 31, 2010. The water utility will submit to the Public Service Commission for an inflationary increase of approximately 3%, if the utility's rate of return is below the PSC approved benchmark. Prior benchmark rates have averaged between 6% and 6.5% and the city's rate of return as of December 31, 2010 was 6.27%. The inflationary rate application will be filed shortly upon completion of the annual report to the PSC that is due on April 1, 2012 as long as the City's rate of return is below the approved target rate. A public notice will be given at the time of application with an approved rate increase effective at least 45 days from the notice.

# CITY OF APPLETON 2012 BUDGET UTILITY REVENUES

### **WASTEWATER UTILITY**

							%
Sources of Revenue	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget	Change
Residential Sewer Service	\$ 3,984,845	\$ 3,934,316	\$ 3,898,146	\$ 4,025,000	\$ 3,980,000	\$ 4,065,000	2.14%
Commercial Sewer Service	1,249,083	1,200,387	1,201,955	1,215,000	1,230,000	1,260,000	2.44%
Industrial Sewer Service	3,270,220	2,788,888	2,396,156	2,655,000	2,795,000	2,850,000	1.97%
Municipal Sewer Service	170,308	164,523	163,797	162,000	167,000	270,000	61.68%
Interest Income	1,694,051	184,219	850,848	930,000	825,000	800,000	-3.03%
Other	645,065	625,421	783,702	688,618	777,786	834,389	7.28%
Capital Contributions	1,184,454	418,615	1,016,775	-	40,850	40,300	-1.35%
Total Wastewater Utility	\$ 12,198,026	\$ 9,316,369	\$ 10,311,379	\$ 9,675,618	\$ 9,815,636	\$ 10,119,689	3.10%

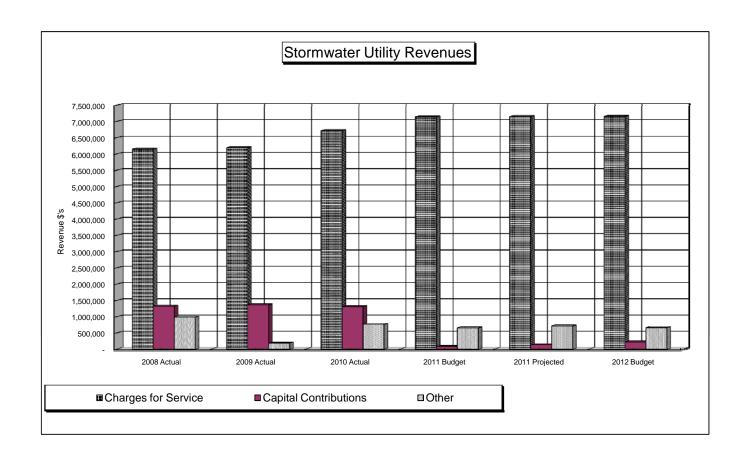


Charges for services include charges for wastewater treatment for various categories of customers - residential, commercial, industrial, and municipal - as well as charges for special services such as industrial pre-treatment. Other revenues come from ancillary or nonrecurring activities, and include income from sales of city property, customer penalties, leasing access to City property, and special hauled waste charges. The 2011 budget includes a rate increase of 5%, effective July 1, 2011. A tiered rate system for special hauled waste from outside the service area went into effect January 1, 2010. No further rate increase is expected until 2014, when a rate increase of approximately 8% is projected to go into effect.

# CITY OF APPLETON 2012 BUDGET UTILITY REVENUES

### STORMWATER UTILITY

Sources of Revenue	2008 Actual	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget	Change
Charges for Service	\$ 6,151,106	\$ 6,191,132	\$ 6,716,402	\$ 7,140,000	\$ 7,150,000	\$ 7,155,125	0.07%
Interest Income	797,892	84,585	695,623	600,000	650,000	600,000	-7.69%
Intergovernmental	115,962	11,300	-	-	-	-	N/A
Capital Contributions	1,325,326	1,366,372	1,308,771	90,000	140,000	220,500	57.50%
Other	75,401	95,015	70,751	57,750	65,250	64,475	-1.19%
<b>Total Stormwater Utility</b>	\$ 8,465,687	\$ 7,748,404	\$ 8,791,547	\$ 7,887,750	\$ 8,005,250	\$ 8,040,100	0.44%



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. 2008 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 July 1, 2013, at a rate of approximately 24%.

# CITY OF APPLETON 2012 BUDGET WATER UTILITY RATE DETAIL

The rates detailed below are the current rates, which went into effect December 31, 2010. An inflationary rate increase request to the Public Service Commission is planned for mid-year 2012. The proposed rates are for illustration only. A public notice will be issued if the rate increase is submitted.

	Quarterly Water Rates			Proposed Quarterly Rates			
Retail Water	er:						
Meter	Water	Public		Water	Public		
(Inches)	Service	Fire	Total	Service	Fire	Total	
5/8	\$ 21.90	\$ 14.58	\$ 36.48	\$ 22.56	\$ 15.02	\$ 37.58	
3/4	21.90	14.58	36.48	22.56	15.02	37.58	
1	32.70	36.45	69.15	33.68	37.54	71.22	
1 1/4	45.90	54.00	99.90	47.28	55.62	102.90	
1 1/2	59.10	72.90	132.00	60.87	75.09	135.96	
2	91.80	116.70	208.50	94.55	120.20	214.75	
3	147.30	218.70	366.00	151.72	225.26	376.98	
4	231.00	364.50	595.50	237.93	375.44	613.37	
6	426.00	729.00	1,155.00	438.78	750.87	1,189.65	
8	666.00	1,167.00	1,833.00	685.98	1,202.01	1,887.99	
10	981.00	1,752.00	2,733.00	1,010.43	1,804.56	2,814.99	
12	1,299.00	2,334.00	3,633.00	1,337.97	2,404.02	3,741.99	
	Vo	olume Charge	*	Proposed			
	Quarterly		Quarterly	Quarterly			
	Use (Ccf)		Charge	Charge			
First	500	_	\$ 4.55	\$ 4.69			
Next	4,500		4.11	4.23			
Over	5,000		3.50	3.61			

### Private Fire Protection Rates:

		Proposed
Connection	Quarterly	Quarterly
Size (")	Charge	Charge
1	\$ 8.40	\$ 8.65
1 1/4	11.10	11.43
1 1/2	14.10	14.52
2	17.00	17.51
3	32.00	32.96
4	53.00	54.59
6	105.00	108.15
8	169.00	174.07
10	252.00	259.56
12	336.00	346.08
14	420.00	432.60
16	504.00	519.12

### Wholesale Water Rates:

	Quarterly Charge			Proposed Quarterly Charge			
	Town of	Waverly	Town	Town of	Waverly	Town	
Meter	Grand	Sanitary	of	Grand	Sanitary	of	
(Inches)	Chute	District	Sherwood	Chute	District	Sherwood	
6	\$ 426.00	\$426.00	\$426.00	\$ 438.78	\$ 438.78	\$ 438.78	
8	666.00			685.98			
Volume Charge *	\$ 3.28	\$ 3.53	\$ 3.56	\$ 3.38	\$ 3.64	\$ 3.67	

<sup>\*</sup> Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

# CITY OF APPLETON 2012 BUDGET WASTEWATER UTILITY RATE DETAIL

The current rates detailed below are from the rate study completed in 2009 by Baker Tilly Virchow Krause, LLP. Based on this study, no increase was implemented in 2010 and a rate increase of 5% was implemented effective on July 1, 2011. The next projected rate increase is expected to occur in January 1, 2014 and is currently projected at approximately 8%.

### **Quarterly Sanitary Sewer Rates**

Meter		Current
(Inches)	Type	Charge
5/8		\$ 13.60
3/4		13.60
1		25.00
1 1/4		34.00
1 1/2		44.00
2		68.00
3		121.00
4		199.00
6		391.00
8		622.00

# Volume Charge \* Quarterly

### Rates for Quantity/Quality Discharge: <u>Current Charge</u>

Flow	\$1.73 / 1,000 gallons
Biochemical Oxygen Demand (BOD)	\$35.48 / 1,000 gallons
Total Suspended Solids (TSS)	\$11.26 / 1.000 gallons

### **Sanitary Waste Hauler Fees:**

Septic Tank/Portable Toilet Waste	\$4.40 / ton
Holding Tank Waste	\$4.40 / ton
Analytical Charge	\$9.45 / load
Customer Charge	\$15.75 / quarter

<sup>\*</sup> Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

### **CITY OF APPLETON 2012 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	Average	Current	Pı	roposed
Users	Use (Ccf)	Charge	(	Charge
Small	14	\$ 100.18	\$	103.24
Average	17	\$ 113.83	\$	117.31
Large	20	\$ 127.48	\$	131.38

### **Quarterly Wastewater Charges: \*\***

Residential	Average	Current
Users	Use (Ccf)	Charge
Small	14	\$ 42.16
Average	17	\$ 48.28
Large	20	\$ 54.40

### **Quarterly Stormwater Charges: \*\*\***

	(	Current
ERU's		Charge
1	\$	31.25
1	\$	31.25
1	\$	31.25
	ERU's 1 1 1	

### Total:

Residential	Average	Current	Pr	oposed
Users	Use (Ccf)	Charge	C	harge
Small	14	\$ 173.59	\$	176.65
Average	17	\$ 193.36	\$	196.84
Large	20	\$ 213.13	\$	217.03

<sup>\*</sup> The proposed quarterly water charges shown here are based on a 3% increase and are included for illustration only. An inflationary increase request is expected to be filed with the PSC in 2012 upon completion of the annual report, if rate of return is under the approved rate.

Utility revenue.xls Page 510 10/6/2011

<sup>\*\*</sup> The quarterly wastewater charges shown are the current rates as of July 1, 2011. No further increase is expected until an approximate 8% increase 2014.

 $<sup>^{\</sup>star\star\star}$  Annual rate of \$125.00 / ERU took effect July 1, 2010. The next rate increase at this time is projected to be approximately 24% and take effect in 2013.

### **CITY OF APPLETON 2012 BUDGET**

## **WATER UTILITY**

Director of Utilities: Chris W. Shaw

**Deputy Director of Utilities: Christopher F. Stempa** 

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

**Deputy Director of Operations: Nathan D. Loper** 

### 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 2011 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. Reduced membrane fiber breakage with the installation of valving that redirects air entrained water from 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.

### 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, Venting was improved from the individual membrane stage drains and from the CIP waste tanks.

### Fluoride Concentration

The Wisconsin Department of Natural Resources in concert with the Department of Health reduced the recommended concentration of fluoride for community water systems. Adopting the recommendations, the AWTF reduced fluoride in the city's drinking water to the lower end of the recommended range.

### Lake Intake Project

The lake intake has been compromised by icing events in both 2004 and 2007. These events led to a WDNR significant deficiency in the 2009 AWTF sanitary survey. The regulatory corrective action was to construct an additional intake. The AWTF requested authorization to increase portable pump capacity at the lake shore rather than constructing an additional intake.

### **Electrical Consumption Reduction**

AWTF staff inventoried plant process equipment and reviewed power company requirements for on-peak and off-peak rates. Process changes and pumping rates were modified at the lake station, membrane feed wet well, and high service pumps. Operators have been successful and reduced power costs by approximately \$30,000.

### WATER DISTRIBUTION

The Water Distribution Study was updated to include the improvements completed in the past four years.

Celebrated National Public Works Week with the following events:

Open house at the Municipal Service Building

Department-wide breakfast for Public Works employees

The Lawe Street Watermain River Crossing Project was completed providing the distribution system with a sixth river crossing.

### **WATER ADMINISTRATION**

The Water Utility completed a transition of new rates that were effective on December 31, 2010. Reviewed Public Service Instruction for future inflationary rate increases. See page 526 for details on future increases.

### **MAJOR 2012 OBJECTIVES**

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Water Utility in order to:

Provide water that meets all State and Federal water quality standards and regulations; continue to meet WDNR requirements for annual inspection and make necessary corrections.

Complete Water Plant projects including completing Phase 1b of the Cold Water Capacity Projects (CWCP) The CWCP 1b project includes a regulatory component (i.e., LRV Study) that identifies new state and federal standards and what facility process changes need to be made in order to comply. The alternatives identified were evaluated for water quality, regulatory compliance, and capital costs.

Begin CWCP Phase 2 improvements that focus on these improvements that meet new requirements for surface water treatment facilities. The AECOM LRV study identifies specific process changes that meet the new EPA Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR) as well as WDNR NR 810. Plant improvements will need to be engineered that increase hydraulic capacity through the plant. All improvements will ensure compliance with LT2ESWTR requiring 4.0 Log cryptosporidium and giardia reduction, and also meet the Filter Backwash Recycle Rule requiring a maximum of 10% recycle flow. In order to plan for this project, pilot testing and analysis as well as cost analysis will need to be reported. DNR requires a pilot testing schedule for any new facility process improvements of this kind. This work will start in 2012 with a pilot study before a recommendation will be made for improvements.

The Water Distribution Master Plan identifies a need for installation of Pressure Reducing Valve (PRV) control stations between water distribution system pressure zones. Station No.3 was identified at Applecreek Lane and Edgewood Drive unless another more appropriate site can be identified during engineering in 2012.

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.

Select a new water meter system and corresponding billing system to replace the current Badger Trace System and the City designed and maintained Utility Billing System over the next 5 years.

Complete inflationary rate increase request to the Public Service Commisstion, if eligible. See page 526 for complete details of this process.

### WATERMAIN COMPARISONS

	Actual	Actual	Target	Projected	Target
	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2011</u>	<u>2012</u>
Total Miles	369.58	365.20	357.94	366.54	366.66
Additional Miles	3.70	0.50	0.38	0.38	0.12
Reconstructed Miles % of Total Reconstructed	6.12	6.38	3.10	2.20	2.40
	1.67%	1.77%	0.87%	0.60%	0.66%

	Programs	Ac	tual		Budget	·	%
Unit	Title	2009	2010	Adopted 2011	Amended 2011	2012	Change *
Р	rogram Revenues	\$ 19,182,769	\$ 20,193,924	\$ 20,966,256	\$ 20,966,256	\$ 20,575,400	-1.86%
P	rogram Expenses						
5310	Administration	8,721,544	9,643,286	9,984,322	9,984,322	9,886,567	-0.98%
5321	Treatment Admin	323,719	305,081	384,721	384,721	373,726	-2.86%
5323	Treatment Operations	5,239,362	4,644,028	5,733,801	5,944,128	5,285,842	-7.81%
5351	Distribution Admin	360,134	397,416	405,678	405,678	400,416	-1.30%
5352	Customer Service	204,054	185,200	201,023	201,023	159,772	-20.52%
5353	Distribution Operations	931,485	973,503	1,139,252	1,139,252	1,132,227	-0.62%
5325	Treatment Capital	197	-	320,000	2,513,036	960,000	200.00%
5370	Distribution Capital	90,073	72,092	2,721,702	3,277,715	2,304,260	-15.34%
	TOTAL	\$ 15,870,568	\$ 16,220,606	\$ 20,890,499	\$ 23,849,875	\$ 20,502,810	-1.86%
Expens	ses Comprised Of:						
Person	nel	2,441,111	2,475,943	2,952,519	2,952,519	2,853,553	-3.35%
Adminis	strative Expense	8,454,709	9,357,972	9,723,188	9,723,188	9,629,078	-0.97%
Supplie	s & Materials	1,779,662	1,350,135	2,101,676	2,309,123	1,866,455	-11.19%
Purcha	sed Services	296,410	203,432	618,890	1,748,934	1,371,575	121.62%
Utilities		2,349,222	2,034,428	2,527,181	2,527,181	2,422,655	-4.14%
Repair	& Maintenance	548,727	798,696	695,142	695,142	588,204	-15.38%
Capital	Expenditures	727	-	2,271,903	3,893,788	1,771,290	-22.03%
Full Tir	ne Equivalent Staff:						
Person	nel allocated to programs	36.42	37.76	36.51	36.51	36.64	

Finance Administration Business Unit 5310

### PROGRAM MISSION

For the benefit of Appleton water consumers, customer billing and financial systems will be maintained in a manner consistent with Wisconsin Public Service Commission (PSC) regulations and generally accepted accounting principles.

### **PROGRAM NARRATIVE**

### Link to City Goals:

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

### Objectives:

To account for water revenues from various sources, and administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses.

Maintain customer records and accounting information in compliance with PSC regulations and generally accepted accounting principles.

### Major changes in Revenue, Expenditures or Programs:

The revenue rates reflect a projected increase for a planned submission for an inflationary rate increase. The water utility will submit to the Public Service Commission for an inflationary increase of approximately 3%, if the utility's rate of return is below the PSC approved benchmark. Prior benchmark rates have averaged between 6% and 6.5% and the city's rate of return as of December 31, 2010 was 6.27%. The inflationary rate application will be filed shortly after the completion of the annual report to the PSC that is due on April 1, 2012 as long as the City's rate of return is below the approved target rate. A public notice will be given at the time of application with an approved rate increase effective at least 45 days from the notice. Residential, Commercial and Municipal consumption continues to decline from 2010 rates.

Depreciation expense reflects an increase in PSC approved depreciation rates for water treatment equipment. The increase in depreciation rates was approved with last rate study.

Reduction in printing is due to the elimination of providing utility customers remit envelopes with quarterly billing. This reduction was previously approved by Council on April 20, 2011.

Private Hydrant Testing completed by Water Distribution staff began in 2011. Revenue reflects fees charged to complete testing.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Timely and accurate posting of overhead % of months posted within 10 days of end of month	expenses 92%	92%	100%	92%	92%
Strategic Outcomes  Maintain compliance with GAAP & PSC  # of audit compliance issues  not raised by staff	0	0	0	0	0
Work Process Outputs # of monthly bills processed	109,342	110,027	109,350	110,030	110,030

**Business Unit 5310** Finance Administration

### PROGRAM BUDGET SUMMARY

		Ac	tual					Budget		
Description		2009		2010	Ac	dopted 2011	An	nended 2011		2012
Revenues										
4411 Sundry Permits	\$	700	\$	350	\$	500	\$	500	\$	350
4710 Interest on Investments	Ψ	166,466	Ψ	781,952	Ψ	500,000	Ψ	500,000	Ψ	500,000
4730 Interest - Deferred Special		254		65		300,000		500,000		300,000
4820 Unmetered Water Sales		65,792		27,974		55,000		55,000		30,000
4821 Water Service - Residential		8,048,095		7,774,873		•				8,420,000
						8,775,000		8,775,000		
4822 Water Service - Commercial		2,584,529		2,607,515		2,808,000		2,808,000		2,790,000
4823 Water Service - Industrial		886,270		975,658		975,000		975,000		1,045,000
4824 Water Service - Municipal		358,975		343,466		390,000		390,000		355,000
4825 Private Fire Protection		236,939		225,071		249,000		249,000		235,000
4826 Public Fire Protection		1,733,005		1,731,136		1,902,000		1,902,000		1,759,000
4827 Fire Protection Wholesale		42,099		52,234		48,400		48,400		199,500
4829 Sales for Resale GC		3,913,755		4,015,861		4,542,000		4,542,000		4,403,000
5004 Sale of City Prop - Nontax		700		767		-		-		-
5006 Gain (Loss) on Asset Disposal	l	(22,829)		(31,549)		-		-		-
5016 Lease Revenue		228,155		227,368		230,000		230,000		230,000
5021 Capital Contributions		213,330		962,248		19,350		19,350		148,050
5030 Damage to City Property		8,738		10,977		8,000		8,000		8,000
5035 Other Reimbursements		8,234		5,034		-		-		-
5070 WTR Other Sales Flushing		3,373		4,823		3,500		3,500		5,000
5071 Customer Penalty		77,518		85,464		70,000		70,000		80,000
5072 WTR Misc Revenue (turn-on)		6,163		6,534		6,000		6,000		6,000
5073 Other WTR Rev-Sewer Billing		80,253		53,402		75,000		75,000		56,000
5074 Other WTR Rev-Hydrant Test		975		625		-		-		-
5075 Other WTR Rev-Misc-Lab, etc	:	-		7,019		_		_		_
5077 Income from Admin Fee		5,666		5,736		5,700		5,700		5,700
5079 Private Hydrant Testing		0,000		0,700		0,700		0,700		4,500
5082 Insurance Proceeds		200,000		_		_		_		-,500
5086 Premium on Debt Issuance		335,614		319,269		303,806		303,806		295,300
Total Revenue	\$	19,182,769	\$	20,193,872	\$	20,966,256	\$	20,966,256	\$	20,575,400
Fyrances										
Expenses 6101 Regular Salary	\$	99,425	\$	106,089	\$	106,558	\$	106,558	\$	105,881
6105 Overtime	Ψ	252	Ψ	224	Ψ	100,000	Ψ	100,550	Ψ	100,001
6150 Fringes		37,090		42,785		44,461		44,461		42,231
		12,351		18,040		•				18,000
6304 Postage\Freight						17,000		17,000		•
6320 Printing and Reproduction		2,929		2,303		2,500		2,500		2,000
6401 Accounting/Audit		27,052		18,847		12,665		12,665		9,372
6402 Legal Fees		14,412		19,524		18,500		18,500		21,000
6403 Bank Services		26,318		23,362		25,000		25,000		25,000
6404 Consulting Services		<u>-</u>		11,408		-		-		-
6408 Contractor Fees		800		-		-		-		-
6412 Advertising		-		320		-		-		-
6413 Utilities		74,541		75,742		69,775		69,775		71,000
6501 Insurance - Property		62,640		77,484		91,010		91,010		95,890
6599 Other Contracts/Obligations		-		9		-		-		-
6601 Depreciation Expense		2,987,196		3,876,413		4,216,000		4,216,000		4,267,000
ooo i Debiedialioti Exhelise				10,090		9,500		9,500		12,000
6623 Uncollectible Accounts		6,193		10,030				0,000		
		6,193 3,689,366		3,509,953		3,531,461		3,531,461		3,379,446
6623 Uncollectible Accounts		3,689,366		3,509,953		3,531,461		3,531,461		3,379,446 106,000
6623 Uncollectible Accounts 6721 Bond Interest Payments		3,689,366 114,443		3,509,953 114,660		3,531,461 124,078		3,531,461 124,078		106,000
6623 Uncollectible Accounts 6721 Bond Interest Payments 6750 Amortization of Debt Disc		3,689,366		3,509,953		3,531,461		3,531,461		

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Legal Fees

PSC assessment

21,000 21,000

### Treatment Administration

**Business Unit 5321** 

### PROGRAM MISSION

For the benefit of the Water Filtration Operations Staff, Water Utility managers will provide administrative support and mentoring to employees so that all aspects of water treatment will meet state and federal compliance.

### **PROGRAM NARRATIVE**

### **Link to City Goals:**

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

### Objectives:

Maintain records necessary for compliance with state and federal organizations

Maintain maintenance records for equipment, procurement of chemicals, training and safety schedules, operating expenses and project status

Maintain financial records as they apply to the treatment plant

### Major changes in Revenue, Expenditures or Programs:

Clothing budget reflects the elimination of uniforms for the Operations Manager.

The decrease in fringe expense also reflects the change in one employee from family status to single status.

Legal fees are related to the corrosion mitigation agreement that was approved in 2009. Work continues to be completed and reviewed by legal consultants. Currently there is about 20% of the project left to complete. There had been some mitigation approaches contested in 2011, with the possibility of some additional review needed in 2012 until the entire project is completed.

The part-time personnel expense reflects the Water Utility allocation for the employee dedicated to taking committee minutes.

The salary budget reflects the allocation of .15 FTE of the Utility Stock Clerk back to the Water Utility from Facilities, Grounds and Construction Management. This was part of the Facilities, Grounds and Construction Management reogranization that was approved on September 21, 2011.

	<u> Actual 2009</u>	<u>Actual 2010</u>	<b>Target 2011</b>	Projected 2011	<b>Target 2012</b>
Client Benefits/Impacts	· · · · · · · · · · · · · · · · · · ·				
Safe work environment					
# of workers comp claims/year	1	2	0	0	0
# of first aid entries per year	17	8	12	12	12
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget obligated	79.5%	81.0%	100%	100%	100%
Work Process Outputs					
Government reports prepared					
# and names of regular reports					
PSC Annual Report	1	1	1	1	1
CCR Report	1	1	1	1	1
DNR Reports	12	12	12	12	12
SARA Report	1	1	1	1	1

### Treatment Administration

**Business Unit 5321** 

### **PROGRAM BUDGET SUMMARY**

	 Act	tual					Budget	
Description	2009		2010	Ad	opted 2011	Ame	ended 2011	2012
Expenses								
6101 Regular Salary	\$ 194,064	\$	191,132	\$	229,291	\$	229,291	\$ 230,068
6104 Call Time	32		105				· -	· -
6105 Overtime	340		2,378		2,188		2,188	2,188
6108 Part-Time	284		· -		· -		· -	394
6150 Fringes	70,068		66,687		86,470		86,470	76,838
6201 Training\Conferences	4,318		3,934		4,500		4,500	4,500
6301 Office Supplies	1,838		1,185		3,000		3,000	2,500
6302 Subscriptions	20		-		_		_	_
6303 Memberships & Licenses	4,316		3,868		4,400		4,400	4,580
6304 Postage/Freight	1,413		431		2,000		2,000	2,000
6305 Awards & Recognition	-		21		210		210	210
6306 Building Maint / Janitorial	135		195		-		-	-
6307 Food & Provisions	172		82		280		280	280
6320 Printing & Reproduction	9,629		9,709		10,300		10,300	9,900
6321 Clothing	389		-		300		300	-
6327 Miscellaneous Equipment	627		819		1,500		1,500	1,500
6404 Consulting Services	22,394		10,127		25,000		25,000	25,500
6408 Contractor Fees	3,383		3,459		4,275		4,275	3,000
6411 Temporary Help	305		10		-		-	-
6412 Advertising	619		2,537		600		600	600
6413 Utilities	9,373		7,425		9,650		9,650	8,920
6425 CEA Equip. Rental	 		977		757		757	748
Total Expense	\$ 323,719	\$	305,081	\$	384,721	\$	384,721	\$ 373,726

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Printing & Reproduction	
Consumer Confidence Report	\$ 7,900
Internal printing & copier costs	2,000
	\$ 9,900
Consulting Services Legal fees Utility Department staff team training Miscellaneous Consulting	\$ 20,000 500 5,000
	\$ 25,500

Treatment Operations Business Unit 5323

### PROGRAM MISSION

For the benefit of Appleton water consumers, we will provide potable water so that customers are furnished an adequate volume of the safest, highest quality water available.

### PROGRAM NARRATIVE

### Link to City Goals:

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

### Objectives:

Comply with all Federal and State standards

Supply the public with safe, high quality water in sufficient quantities to support the needs of our customers Develop the full potential of all employees through seminars, training programs, and continuing education

### Major changes in Revenue, Expenditures or Programs:

This budget reflects planned maintenance projects on the aqua ammonia system, lake intake diffuser, replacement of obsolete pump drives at the Lindbergh pump station that have exceeded their useful life, and the continuation of sludge pump rebuilds; these costs are included in contractor fees and equipment repairs and maintenance

The Utilities budget reflects a 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.

The Chemical budget reflects a 30% decrease in the cost of fluoride due to approval to reduce the level of fluoride in the water from 1.0 mg/l to .7 mg/l and no planned GAC change out in 2012.

The plant has now reached ten years of life on the existing equipment. When the plant was new there was not a great deal of corrective maintenance due to wear and tear. The Material expense budget reflects the increased need for maintenance on plant equipment.

A membrane project change out occurred in late 2007 and early 2008. The cartridges have a life of anywhere from three to five years. The membrane maintenance to date has had more to do with a post acid/caustic cleaning process. While the chemical cleaning is an ongoing process, the cartridges have also been aging and reaching a point of replacement (i.e. 50 breaks per cartridge). We had predicted this occurrence and that the

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts	7.000.01. = 000		<u> </u>	,	
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	3,163 MG	3,086 MG	3,100 MG	3,100 MG	3,124 MG
Strategic Outcomes	-,	-,	-,	-,	-,
Trained Staff					
% of staff adequately trained	100.0%	99.5%	100%	100%	100%
Average # of hours training per					
employee	40	18	30	30	30
Work Process Outputs					
Efficient Plant Operation					
# of work days lost due to injuries	0	0	0	0	0
# of work orders closed	896	585	800	800	660
# of open work orders*	124	190	100	100	160
Average # of days to close preventive					
work orders	62	49	50	50	50
# of reservoirs maintaining pressure per					
year	6	6	6	6	6
# of membrane repairs	5,701	7,445	7,250	7,250	15,000
Water towers					
# inspected / painted per year	1/0	2/0	1/0	1/0	1/0

Treatment Operations Business Unit 5323

### PROGRAM BUDGET SUMMARY

	 Ac	tual					Budget	
Description	2009		2010	Ac	dopted 2011	Am	nended 2011	2012
Expenses								
6101 Regular Salary	\$ 537,991	\$	527,192	\$	564,933	\$	564,933	\$ 560,669
6104 Call Time	2,864		3,167		2,400		2,400	2,40
6105 Overtime	88,420		92,215		78,000		78,000	75,50
6108 Part-Time	213		7,243		10,359		10,359	10,35
6150 Fringes	247,369		255,369		286,549		286,549	252,92
6306 Building Maint./Janitorial	2,086		2,229		1,300		1,300	2,00
6309 Shop Supplies & Tools	6,088		8,692		15,000		15,000	9,50
6310 Chemicals	1,294,571		830,482		1,395,000		1,588,125	1,156,66
6316 Miscellaneous Supplies	200		-		-		-	
6318 Materials	269,477		287,467		326,000		340,322	344,00
6321 Clothing	4,284		3,967		3,700		3,700	3,50
6322 Gas Purchases	4,898		11,659		23,700		23,700	17,47
6323 Safety Supplies	7,086		4,312		7,500		7,500	6,20
6324 Medical\Lab Supplies	40,942		36,477		54,150		54,150	55,90
6326 Equipment Parts	-		(2,552)		-		-	
6327 Miscellaneous Equipment	14,072		4,803		30,300		30,300	32,80
6404 Consulting Services	28,704		7,278		10,000		12,880	7,50
6407 Collection Services	652		750		1,000		1,000	2,00
6408 Contractor Fees	77,373		20,827		52,910		52,910	86,02
6413 Utilities	2,192,469		1,895,950		2,379,013		2,379,013	2,281,61
6416 Build Repairs & Maint	165,013		396,775		150,000		150,000	
6418 Equip Repairs & Maint	7,707		22,559		33,000		33,000	68,00
6420 Facilties Charges	230,875		202,199		265,032		265,032	274,06
6424 Software Support	-		-		10,000		10,000	
6425 CEA Equip. Rental	13,922		16,107		17,625		17,625	17,79
6440 Snow Removal Services	-		2,550		7,500		7,500	5,00
6599 Other Contracts/Obligations	2,086		6,311		8,830		8,830	13,95
Total Expense	\$ 5,239,362	\$	4,644,028	\$	5,733,801	\$	5,944,128	\$ 5,285,84

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Chemicals Ammonia Carbon dioxide Caustic soda Chlorine Ferric sulfate Fluoride Lime Poly phosphate	\$	14,513 34,966 35,707 71,208 157,299 53,585 335,238 44,492	Miscellaneous Equipment Titrator for Lab SCADA Computers, Monitors & other equipment I/O Cards, PLC & radios Ph Analyzers Cathodic Protection	\$	8,000 7,500 7,300 5,000 5,000 32,800
Permanganate			Contractor Fees	_	
Powder carbon		38,764	SCADA support	\$	10,000
Softener Polymer LT 25 Other chemicals		15,000			5,000 760
Membrane cleaning acids		2,000 97,000			760
Membrane cleaning acids	\$	1,156,668			35,000
	Ψ	1,100,000	Annual CSE inspections		650
Materials			Generator inspections		9,000
Valves & actuators	\$	10,000	UPS inspection		-
Pumps & parts for pump repairs	*	15,000	Radio antenna lease		5,618
Piping, hoses & tubing		10,000	Lake intake inspection		5,500
Filters & lubricants		5,000	Tower cleaning & inspection		11,000
Miscellaneous parts		15,000	Tower cathodic protection		3,500
Ph Probes		3,000		\$	86,028
Koch parts, domes, piks, support		8,000			
Koch Membrane Agreement			Medical/Lab Supplies	_	
Batteries		1,000	Lab Fees	\$	8,600
Tower maintenance parts		6,000	Process Testing for GAC		2,000
Compressor parts		1,000			9,900
Electrical equipment & parts	-\$	5,000			31,850
	Ф	344,000			0.550
Shop Supplies & Tools			maintenance support	\$	3,550 52,350
Miscellaneous hardware & supplies	\$	14,000		Ψ	32,330
Small hand tools	Ψ		Equipment Repairs & Maintena	ance	
Citiali fiaria todio	\$	15,000		\$	8,000
		-,	Diffuser repair at lake intake	•	10,000
Other Contracts/Obligations			Replace frequency drives		20,000
DNR Water User Fee	\$	9,625	Pump & motor repairs		30,000
Emergency Management Fees		650	•	\$	68,000
DATCP Lab Fee		680			
Softener Cleaning by Public Works	_	3,000	<u>-</u>		
	\$	13,955	<b>=</b>		

### **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 2012 capital projects:

Pressure Zone Control Valve Stations \$ 2012 Budget \$ Page \$ 215,000 Projects, Pg. 672 Secondary Membrane Treatment \$ 500,000 Projects, Pg. 655 Diesel Generator Emissions Upgrade \$ 245,000 Projects, Pg. 670

\$ 960,000

### Major changes in Revenue, Expenditures or Programs:

This budget reflects delaying the start of Secondary Membrane project to the future due to management staffing changes and the need to complete current projects before additional projects can be started. The Lake Intake project's scope was repurposed through WDNR at a much lower capital cost. This project will be completed near year end. The Cold Water Capacity Projects, both piping and process should be completed by year end as well.

	<u> Actual 2009</u>	<u> Actual 2010</u>	<u> Target 2011</u>	Projected 2011	<u>Target 2012</u>
enefits/Impacts	<u> </u>				
ate water pressure					
tests having adequate pressure	100%	100%	100%	100%	100%
fective treatment processes					
CIP's in budget year	4	6	7	7	6
CIP's in five-year plan	8	9	8	8	9
Outcomes					
ate changes					
r year	0%	10%	0%	0%	3%
ocess Outputs					
•					
	25%	0%	100%	100%	100%
ocess Outputs Management projects completed at year end	25%	0%	100%		100%

Treatment Capital Improvements

**Business Unit 5325** 

### **PROGRAM BUDGET SUMMARY**

		Act	ual						Budget	
Description	2	2009		2010		Add	opted 2011	Am	nended 2011	2012
Expenses										
6404 Consulting Services	\$	(197)	\$		-	\$	90,000	\$	489,669	\$ 475,000
6408 Contractor Fees		247			-		70,000		797,495	395,000
6801 Land		-			-		35,000		155,000	-
6803 Buildings		-			-		-		20,872	-
6804 Equipment		147			-		125,000		1,050,000	90,000
Total Expense	\$	197	\$		-	\$	320,000	\$	2,513,036	\$ 960,000

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Consulting Services Pressure Control Valve Stations Secondary Membrane Treatment Generator Emissions Upgrade	\$ 35,000 410,000 30,000 475,000
Contractor Fees Pressure Control Valve Stations Generator Emissions Upgrade	\$ 180,000 215,000 395,000
Equipment Secondary Membrane Treatment	\$ 90,000

### **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 changes in Revenue, Expenditures or Programs:

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 \$3,000 for a new ruggedized laptop for the water construction service truck that has the capabilities to run GIS mapping software.

Elimination of overtime and call time is due to change in Emergency Locating Process for watermain breaks.

Material expense is the full cost of the vacuum breakers needed for cross-connection control. This cost was previously part of the Customer Service budget.

The 2011 Consulting Service expense reflects costs related to a 5-year up-date to the Water Distribution model, further updates will not be completed until 2016.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Efficient customer service					
# certified mail requests sent	544	459	500	500	500
# of telephone requests for service	5,625	6,904	4,500	4,500	4,500
Strategic Outcomes					
Consistent & current information					
Policies reviewed/updated	2	1	1	1	1
Turnover ratio of inventory	0.60	0.60	0.80	0.80	0.80
Work Process Outputs					
Reporting & record keeping					
# of reports generated for PSC	1	1	1	1	1

### **Distribution Administration**

**Business Unit 5351** 

### **PROGRAM BUDGET SUMMARY**

	 Act	tual					Budget	
Description	 2009		2010	Add	opted 2011	Ame	ended 2011	2012
Revenues								
5004 Sale of City Prop - Nontax	\$ -	\$	-	\$	-	\$	-	\$ -
5005 Sale of City Prop - Tax	-		52		-		-	-
5010 Misc Revenue - Nontax	-		-		-		-	-
Total Revenue	\$ -	\$	52	\$	-	\$	-	\$ -
Expenses								
6101 Regular Salaries	\$ 192,238	\$	215,831	\$	181,299	\$	181,299	\$ 180,692
6104 Call Time	657		1,308		1,000		1,000	-
6105 Overtime	1,825		1,810		2,000		2,000	-
6108 Part-Time	3,875		5,057		· -		· -	-
6150 Fringes	74,796		94,130		77,962		77,962	67,960
6201 Training\Conferences	380		484		1,200		1,200	1,200
6301 Office Supplies	973		728		1,000		1,000	1,000
6302 Subscriptions	-		-		· -		· -	-
6303 Memberships & Licenses	123		434		560		560	800
6304 Postage\Freight	177		403		200		200	200
6305 Awards & Recognition	585		560		525		525	50
6306 Building Maint./Janitorial	2,021		2,035		2,200		2,200	2,200
6309 Shop Supplies & Tools	62		, -		50		50	· -
6318 Materials	1,296		-		18,300		18,300	36,600
6320 Printing & Reproduction	5,518		4,368		6,400		6,400	6,400
6321 Clothing	1,371		1,521		1,421		1,421	1,400
6323 Safety Supplies	1,207		642		900		900	900
6324 Medical\Lab Supplies	137		81		100		100	100
6327 Miscellaneous Equipment	776		41		4,780		4,780	3,000
6404 Consulting Services	996		1,695		5,400		5,400	· -
6412 Advertising/Publication	1,608		1,649		1,540		1,540	1,700
6413 Utilities	59,017		55,311		68,743		68,743	61,122
6414 Janitorial Service	,		650		800		800	800
6418 Equip Repairs & Maint	-		147		-		-	-
6420 Facilities Charges	-		-		18,078		18,078	17,053
6424 Software Support	-		583		· -		, <u>-</u>	3,583
6425 CEA Equip. Rental	6,463		4,271		5,550		5,550	5,236
6429 Interfund Allocations	(274)		,		· -		, <u>-</u>	· -
6430 Health Services	`171 <sup>′</sup>		-		170		170	170
6451 Laundry Services	3,656		3,268		4,500		4,500	4,000
6503 Rent	59		59		-		, = 3 -	-
6599 Other Contracts/Obligations	421		350		1,000		1,000	4,250
Total Expense	\$ 360,134	\$	397,416	\$	405,678	\$	405,678	\$ 400,416

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

**Materials** 

 Frost Free Vac Breakers
 \$ 29,750

 Inside Vac Breakers
 6,850

 \$ 36,600

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 as required

Continue to insure commercial meters are the proper size and type

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 changes in Revenue, Expenditures or Programs:

The budget reflects a change in staffing levels with the reallocation of .5 FTE meter tech position to .5 FTE Distribution Operations & Maintenance to increase number of valves operated and hydrant repairs as they have fallen slightly behind due to watermain breaks.

The number of meters tested and batteries replaced in 2012 is reduced to meet the minimum PSC 10 year requirement with plans to replace residential meters, batteries and meter reading equipment between 2013-2016.

	PERFORMAN	<b>CE INDICATOR</b>	S		
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Reliable, accurate water usage					
# of large meters replaced	4	36	0	0	0
# of meters tested	2,818	2,908	2,700	1,500	1,400
# of defective meters replaced	228	133	300	300	200
# of meters in service	26,788	26,850	27,000	27,000	27,000
Strategic Outcomes Implementation of system upgrade # of trace batteries replaced	2.747	2,754	2,700	1,500	1,400
'	2,171	2,754	2,700	1,500	1,400
Work Process Outputs					
Service provided	4.004	4.005	4.050	4.050	4.050
# of service calls	1,364	1,225	1,350	1,350	1,350
System growth	454	4.40	405	7-	7.5
# new services installed	151	140	135	75	75

Customer Service Business Unit 5352

### **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Ad	opted 2011	Ame	ended 2011		2012
Expenses										
6102 Labor Pool Allocations	\$	114,380	\$	97,021	\$	99,331	\$	99,331	\$	86,134
6104 Call Time	*	373	*	426	•	700	*	700	*	350
6105 Overtime		726		605		1,000		1,000		800
6150 Fringes		52,467		47,165		50,247		50,247		40,177
6304 Postage/Freight		2		56		25		25		50
6306 Building Maint./Janitorial		101		156		125		125		125
6309 Shop Supplies		13,599		11,866		13,125		13,125		2,325
6311 Paint & Supplies		100		37		150		150		90
6326 Equipment Parts		9,878		8,966		10,500		10,500		8,000
6327 Misc. Equipment		2,206		4,604		12,500		12,500		5,000
6408 Contractor Fees		212		302		500		500		500
6413 Utilities		3		-		-		-		-
6418 Equipment Repairs & Maint.		1,141		2,014		2,800		2,800		2,850
6425 CEA Equip. Rental		8,866		11,982		10,020		10,020		13,371
Total Expense	\$	204,054	\$	185,200	\$	201,023	\$	201,023	\$	159,772

**DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000** 

### **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 changes in Revenue, Expenditures or Programs:

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.

Water distribution will be replacing more curb boxes in 2012 in areas with corrosive soils.

Budget includes the purchase of one automatic hydrant flusher to increase residual chlorine levels and improve circulation in low consumption/dead end areas.

Budget includes replacing one old RP valve that is in poor working condition.

The budget reflects a change in staffing levels with the reallocation of .5 FTE meter tech position to .5 FTE Distribution Operations & Maintenance to increase number of valves operated and hydrant repairs as they have fallen slightly behind due to watermain breaks.

	<u>Actual 2009</u>	<u>Actual 2010</u>	<b>Target 2011</b>	Projected 2011	<b>Target 2012</b>
Client Benefits/Impacts					
Reliable source at adequate pressure					
Hydrants					
Replace/Upgrade	2	6	5	5	5
% of hydrants flushed	100%	100%	100%	100%	100%
Water loss reported	9%	7%	7%	7%	7%
Strategic Outcomes					
Reliability of the system					
# water main breaks	69	20	75	75	75
Work Process Outputs					
Preventive maintenance					
# services replaced	12	20	20	20	20
# valves exercised	1,619	1,072	2,500	1,000	1,000
# valves replaced	5	2	5	5	5
# curb boxes repaired	293	414	300	300	300
# joint leaks fixed	5	4	5	5	5
# of service leaks	15	13	10	10	15

### **Distribution Operations and Maintenance**

**Business Unit 5353** 

### **PROGRAM BUDGET SUMMARY**

	 Ac	tual					Budget	
Description	 2009		2010	Ac	dopted 2011	Am	ended 2011	2012
Expenses								
6101 Regular Salaries	\$ 412,317	\$	407,380	\$	468,014	\$	468,014	\$ 485,671
6104 Call Time	12,409		10,414		14,000		14,000	13,500
6105 Overtime	32,335		29,688		38,000		38,000	33,700
6150 Fringes	198,920		205,421		246,648		246,648	223,938
6308 Landscape Supplies	332		280		800		800	800
6309 Shop Supplies & Tools	6,310		5,312		7,950		7,950	7,950
6311 Paint & Supplies	1,216		342		1,150		1,150	1,250
6321 Clothing	-		9		-		-	-
6322 Gas Purchases	111		154		100		100	200
6323 Safety Supplies	178		1		-		-	-
6325 Construction Materials	16,949		40,186		75,000		75,000	75,000
6326 Equipment Parts	46,744		59,174		59,000		59,000	59,000
6327 Miscellaneous Equipment	9,248		11,647		15,500		15,500	15,500
6328 Signs	1,082		-		-		-	-
6408 Contractor Fees	74,560		59,220		18,000		18,000	18,000
6415 Tipping Fees	3,683		3,493		24,000		24,000	24,000
6418 Equip Repairs & Maint	115		80		400		400	400
6425 CEA Equip. Rental	114,626		140,352		169,890		169,890	172,518
6503 Rent	350		350		800		800	800
Total Expense	\$ 931,485	\$	973,503	\$	1,139,252	\$	1,139,252	\$ 1,132,227

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Construction Materials Cold Patch Gravel Slurry Stone Concrete	\$ 50,000 6,000 1,500 1,000 16,500 75,000	Contractor Fees Surface restoration Contractor services for main/valve break & repair Hydrant painting	\$ 3,000 10,000 5,000 18,000
Equipment Parts Fittings, clamps, pipe, etc. for main/valve break repair Valves, sleeves, boxes, pipe & connectors for service laterals/curbs Hydrant repair parts	\$ 19,000 19,000 21,000 59,000	Tipping Fees Water main breaks Pavement removal from in-house patch program	\$ 10,000 14,000 24,000
Miscellaneous Equipment Barricades Hydraulic Steamer Trailer Automatic Hydrant Flusher RP Valve (replacement)	\$ 4,000 4,000 3,500 4,000 15,500		

### **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 2012 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 planned storage facilities for recent and future growth in northeast Appleton

Replace some undersized 4 inch mains per DNR water audit

Implement pressure reducing valve station - Ridgeway pressure zone to Main pressure zone to improve "water age" and tower cycling.

### Major changes in Revenue, Expenditures or Programs:

Water mains reconstructed shall have improved fire flows to bring flows within conformance of current ISO and FMMU fire flow standards for residential, commercial and industrial zoning/use.

Please see page 636 in the Projects section for further information about the watermain program.

		NCE INDICATOR	₹S		
	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<u>Target 2012</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	10% - 125%	10% - 140%	40% - 200%	40% - 200%	0% - 200%
# of low flow hydrants eliminated	3	5	5	5	7
Strategic Outcomes					
System size					
Miles of mains	369.58	365.20	357.94	366.54	366.66
% of total miles of mains reconstructed	2.15%	1.77%	0.88%	0.87%	0.66%
# of hydrants in the City	3,272	3,312	3,314	3,333	3,336
# of low flow hydrants in the City	122	117	108	108	101
Work Process Outputs					
System expansion and improvement					
Miles of transmission lines added	2.38	0.50	1.02	1.02	0.00
Miles of existing mains relaid	7.86	6.38	3.15	2.20	2.40

### Distribution Capital Improvements

**Business Unit 5370** 

### **PROGRAM BUDGET SUMMARY**

	 Ac	tual					Budget	
Description	 2009		2010	Ac	dopted 2011	Am	ended 2011	2012
Expenses								
6101 Regular Salaries	\$ 39,504	\$	33,221	\$	251,909	\$	251,909	\$ 255,759
6104 Call Time	277		72		-		_	-
6105 Overtime	8,415		12,627		5,700		5,700	6,164
6108 Part-Time	3,802		1,913		3,187		3,187	2,345
6150 Fringes	13,381		17,272		100,313		100,313	96,914
6308 Landscape Supplies	384		292		-		-	-
6309 Shop Supplies & Tools	353		355		-		-	-
6325 Construction Materials	-		137		-		-	-
6326 Equipment Parts	-		66		-		-	-
6328 Signs	2,601		-		-		-	-
6404 Consulting	1,159		5,987		-		-	-
6408 Contractor Fees	5,796		-		225,000		225,000	235,000
6413 Utilities	13,821		-		-		-	-
6425 CEA Equipment Rental	-		-		11,190		11,190	11,788
6599 Other Contracts/Obligations	-		150		12,500		12,500	15,000
6809 Infrastructure Construction	 580		-		2,111,903		2,667,916	1,681,290
Total Expense	\$ 90,073	\$	72,092	\$	2,721,702	\$	3,277,715	\$ 2,304,260

### DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

	Street	From	То	
				Water
2012				Utility
Labor Pool				361,182
CEA				11,788
Miscellaneous	Permit and			
	Misc. Fees			15,000
Construction	Surface Restoration	on due to 2011 Wate	er CIP Excav.	235,000
	Subtotal			250,000
Reconstruction				
(not related to paving)	Exhibition Center			185,000
	Subtotal	-		185,000
Reconstruction	Atlantic St	Rankin St	Tonka St	88,550
(prior to next year's paving)	Ballard Rd	Wisconsin Ave	Longview St	625,086
	E. South River St	Olde Oneida St	Madison St	79,500
	Easement	Pine St (e/o Bartel	Haskell St	187,550
	Gunn St	Walter Ave	Telulah Ave	81,979
	Harriman St	Wisconsin Ave	Parkway Blvd	196,620
	Outagamie St	Spencer St	College Ave	89,440
	Roosevelt St	Alvin St	Clark St	75,115
	Tonka St	North St	Atlantic St	72,450
	Subtotal			1,496,290
Total Water Construction	I	1	ı	\$ 2,304,260

LINE WAT		kevenue and	Exheuse 2011111	ar y			12:09:40
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Intergovernmental Revenues Permits Interest Income Charges for Services Other Revenues	0 700 166.720 17.869.458 1.145.890	0 350 782,017 17,753,788 1,657,768	14,123 455 683,691 13,582,494 443,031	0 500 500,000 19,744,400 721,356	0 500 500,000 19,744,400 721,356	0 0 0 0 0	0 350 500,000 19,236,500 838,550
TOTAL REVENUES	19.182.768	20,193,923	14,723,794	20,966,256	20,966,256	0	20,575,400
EXPENSES BY LINE ITEM							
Regular Salaries Labor Pool Allocations Call Time Overtime Temp. Full-Time Part-Time Other Compensation Shift Differential Sick Pay Vacation Pay Fringes	273.311 1.068.534 16.613 132.314 3.802 4.372 11.677 2.440 83.435 150.522 694.091	282,276 1.091,073 15,491 139,547 1,929 12,283 8,680 3,040 52,162 140,634 728,828	209.800 1.060.654 11.595 105.489 533 9.326 346 2.346 87.272 111.892 687.721	580.566 1.315.569 18.100 126.888 3.187 10.359 3.900 1.300 0 892.650	580,566 1,315,569 18,100 126,888 3,187 10,359 3,900 1,300 0 892,650	0 0 13.850 34.500 0 0 4.400 800 0 0	334,815 1,564,855 16,250 118,352 2,345 10,753 4,400 800 0 0
Salaries & Fringe Benefits	2,441,111	2,475,943	2,286,974	2,952.519	2.952.519	53,550	2,853,553
Training & Conferences Subscriptions Memberships & Licenses Postage & Freight Awards & Recognition Building Maintenance/Janitor. Food & Provisions Interfund Allocations Insurance Rent	4.698 20 4.439 13.943 585 4.343 172 274- 62.640 409	4,419 0 4,302 18,930 581 4,616 82 0 77,484 409	2,963 23 4,659 10,791 525 2,495 45 0 68,261	5,700 0 4,960 19,225 735 3,625 280 91,010 800	5,700 0 4,960 19,225 735 3,625 280 91,010 800	5.700 0 5.380 2.250 260 4,325 280 0 0	5.700 0 5.380 20.250 260 4.325 280 0 95.890
Depreciation Expense Uncollectible Accounts Bond Interest Payments Amortization of Debt Disc. Gain/Loss on Refund Amort. Trans Out - General Fund	2,987,196 6,193 3,689,366 114,443 243,883 1,322,653	3.876.413 10.090 3.509.953 114.660 228.058 1.507.975	2.531,135 8.649 2.599,256 81,064 161,225 1,027,218	4.216.000 9.500 3.531.461 124.078 202.014 1.513.800	4.216.000 9.500 3.531.461 124.078 202.014 1.513.800	0 0 0 0 0	4,267,000 12,000 3,379,446 106,000 197,947 1,533,800
Administrative Expense	8,454,709	9,357,972	6,498,362	9,723,188	9.723.188	18.995	9,629,078
Landscape Supplies Shop Supplies & Tools Chemicals Treatment Chemicals Paint & Supplies Books & Library Materials	716 27.708 1,294.571 2,811 1,317	572 26,225 830,482 1,913 379 0	380 21,115 680,418 1,116 694 53	800 54.425 1.395.000 4.000 1.300	800 54.425 1.588,125 4.000 1.300 0	800 43,575 1,372,634 3,500 1,340 0	800 19,775 1,156,668 3,500 1,340 0
Miscellaneous Supplies Materials Printing & Reproduction Clothing Gas Purchases Safety Supplies Medical & Lab Supplies Construction Materials Vehicle & Equipment Parts Miscellaneous Equipment Signs	200 269.477 18.076 6.045 5.009 8.471 41.079 16.949 56.622 26.928 3.683	0 287.467 16.381 5.497 11.814 4.955 36.559 40.324 65.654 21.914	0 246.877 4.398 3.303 8.346 2.169 22.705 42.297 74.193 26.042	0 326.000 19.200 5.421 23.800 8.400 54.250 75.000 69.500 64,580	0 340,322 19,200 5,421 23,800 8,400 54,250 75,000 69,500 64,580	0 344,000 16,300 4,900 17,672 8,400 56,000 75,000 67,000 57,800	0 380,600 18,300 4,900 17,672 7,100 56,000 75,000 67,000 57,800
Supplies & Materials	1,779,662	1,350,136	1,134,106	2,101,676	2,309,123	2,068,921	1,866.455
Accounting/Audit Legal Fees Bank Services Consulting Services	27,052 14,412 26,318 53,056	18,847 19,525 23,362 36,495	11,600 0 12,265 45,557	12,665 18,500 25,000 130,400	12,665 18,500 25,000 532,949	0 0 0 508,000	9,372 21,000 25,000 508,000

### City of Appleton 2012 Budget Revenue and Expense Summary

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
Collection Services Contractor Fees Temporary Help	652 162,371 305	750 83,807 10	212.356 0	1,000 370,685 0	1,000 1,098,180	2,000 502,528 0	2.000 737.528 0
Advertising Tipping Fees Health Services Snow Removal Services Laundry Services	2,227 3,683 171 0 3,656 2,507	4,506 3,493 0 2,550 3,268 6,820	226 3.287 0 0 2,505	2,140 24,000 170 7,500 4,500	2,140 24,000 170 7,500 4,500	2,300 24,000 170 0 4,000	2.300 24.000 170 5.000 4.000
Other Contracts/Obligations Purchased Services	2,507	203,433	15,159 302,955	22,330 618,890	22,330  1,748,934	18,205  1,061,203	33,205 1,371,575
Electric Gas Water Waste Disposal/Collection Fuel Oil Stormwater Telephone Cellular Telephone	667.283 192.214 119.733 8.264 1.318.276 24.862 14.916 3.674	686,520 159,922 104,400 10,422 1,030,619 25,731 14,426 2,388	472,441 127,178 60,887 6,651 1,063,810 16,062 11,008 2,416	694.572 215.660 68.272 53.780 1.450.000 25.958 14.698 4.241	694.572 215.660 68.272 53.780 1.450.000 25.958 14.698 4.241	687.390 167.506 43.848 11.381 1.400.000 22.333 15.389 3.808	687,390 167,506 114,848 11,381 1,400,000 22,333 15,389 3,808
Utilities	2,349,222	2.034.428	1,760,453	2,527,181	2,527,181	2,351,655	2,422,655
Janitorial Service Building Repair & Maintenance Equipment Repair & Maintenanc Facilities Charges Software Support CEA Equipment Rental	0 165.013 8.962 230.875 0 143.877	650 396.775 24.800 202.199 583 173.689	0 1.770 1.560 108.972 583 156.498	800 150,000 36,200 283,110 10,000 215,032	800 150.000 36.200 283.110 10.000 215.032	800 0 71.250 0 3.583 0	800 0 71,250 291,119 3,583 221,452
Repair & Maintenance	548,727	798,696	269,383	695,142	695,142	75,633	588,204
Land Buildings Machinery & Equipment Infrastructure Construction	0 0 147 580	0 0 0 0	0 4,384- 0 1,505,552	35,000 0 125,000 2,111,903	155,000 20,872 1,050,000 2,667,916	90,000 0	0 0 90,000 1,681,290
Capital Expenditures	727	0	1,501,168	2.271.903	3,893,788	90,000	1,771,290
TOTAL EXPENSES	15,870,568	16,220,608	13.753.401	20.890.499	23,849.875	5,719,957	20,502,810

### **CITY OF APPLETON 2012 BUDGET**

### **WATER UTILITY**

### STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
Charges for Services Miscellaneous Total Revenues	\$ 17,869,460 614,109 18,483,569	\$ 17,753,788 401,596 18,155,384	\$ 19,744,400 <u>393,000</u> 20,137,400	\$ 18,988,584 379,500 19,368,084	\$ 19,236,500 <u>389,850</u> 19,626,350
Expenses					
Operation and Maintenance Depreciation Total Expenses	7,466,058 2,987,196 10,453,254	6,934,385 3,876,413 10,810,798	8,513,944 4,216,000 12,729,944	8,347,102 4,205,000 12,552,102	8,026,857 4,267,000 12,293,857
Operating Income (Loss)	8,030,315	7,344,586	7,407,456	6,815,982	7,332,493
Non-Operating Revenues (Expenses)					
Investment Income Interest Expense Gain/Loss on Refunding Gain/Loss on Asset Disposal Amortization of Premium on Debt Amortization of Debt Expense	166,720 (3,689,366) (114,443) (22,829) 335,614 (243,883)	782,017 (3,509,953) (228,058) (31,549) 319,269 (114,660)	500,000 (3,531,461) (202,014) - 303,806 (124,078)	650,000 (3,280,844) (213,331) - 303,806 (107,263)	500,000 (3,379,446) (197,947) - 295,300 (106,000)
Other Total Non-Operating	(3,561,821)	6,555 (2,776,379)	5,700 (3,048,047)	5,700 (2,641,932)	5,700 (2,882,393)
Net Income Before Contributions and Transfers	4,468,494	4,568,207	4,359,409	4,174,050	4,450,100
Contributions and Transfers In (Out)					
Capital Contributions General Fund Tax Equivalent	213,330 (13,800) (1,355,824)	962,248 (13,800) (1,543,337)	19,350 (13,800) (1,247,500)	20,850 (13,800) (1,247,500)	148,050 (13,800) (1,247,500)
Change in Net Assets	3,312,200	3,973,318	3,117,459	2,933,600	3,336,850
Net Assets - Beginning	52,382,113	55,694,313	59,667,631	59,667,631	62,601,231
Net Assets - Ending	\$ 55,694,313	\$ 59,667,631	\$ 62,785,090	\$ 62,601,231	\$ 65,938,081
	COUEDIN		LOWG		
	SCHEDU	LE OF CASH F	LOWS		
Working Cash - Beginning of Year + Change in Net Assets - Capital Contributions + Depreciation + Long Term Debt - Fixed Assets - Principal Repayment				\$ 3,257,649 2,933,600 20,850 4,205,000 3,170,000 (5,790,751) (4,775,000)	\$ 3,021,348 3,336,850 148,050 4,267,000 2,500,000 (3,264,260) (5,135,000)
Working Cash - End of Year				\$ 3,021,348	\$ 4,873,988

# CITY OF APPLETON 2012 BUDGET WATER UTILITY LONG TERM DEBT

	200		200				2007 C				
		funding Bonds		Revenue Refu	undin	g Bonds	Reveni			ue Bonds	
	Principal	Interest	F	Principal		Interest	Principal			Interest	
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> </u>			
	\$45,625,000	\$11,955,192	\$	550,000	\$		\$ 1	1,120,000	\$	4,036,104	

		08 A	201			TOTAL			
		e Bonds	Revenue		TOTAL				
	Principal	Interest	Principal	Interest	Principal	Interest	Total		
2012	\$ 570,000	\$ 666,860	\$ -	\$ 116,810	\$ 4,775,000	\$ 3,356,446	\$ 8,131,446		
2013	590,000	646,210	120,000	114,410	5,135,000	3,117,746	8,252,746		
2014	615,000	623,148	125,000	110,660	5,365,000	2,865,534	8,230,534		
2015	635,000	599,335	130,000	106,760	5,175,000	2,621,896	7,796,896		
2016	660,000	572,935	130,000	102,860	5,425,000	2,364,608	7,789,608		
2017	690,000	540,985	135,000	98,810	5,700,000	2,089,846	7,789,846		
2018	720,000	509,485	140,000	94,610	5,970,000	1,803,821	7,773,821		
2019	755,000	471,735	145,000	90,260	5,760,000	1,524,121	7,284,121		
2020	795,000	431,985	150,000	84,260	6,045,000	1,225,258	7,270,258		
2021	835,000	390,235	155,000	78,060	6,025,000	939,795	6,964,795		
2022	880,000	345,135	160,000	71,660	6,315,000	639,445	6,954,445		
2023	925,000	296,573	170,000	64,860	2,380,000	524,083	2,904,083		
2024	975,000	243,435	175,000	57,860	2,495,000	401,133	2,896,133		
2025	1,030,000	187,300	180,000	50,660	2,320,000	285,460	2,605,460		
2026	1,090,000	130,075	190,000	43,060	2,280,000	173,135	2,453,135		
2027	1,150,000	66,825	195,000	35,260	1,345,000	102,085	1,447,085		
2028	1,215,000		205,000	27,060	1,420,000	27,060	1,447,060		
2029			215,000	18,460	215,000	18,460	233,460		
2030			220,000	9,660	220,000	9,660	229,660		
2031			230,000	<u> </u>	230,000	<u> </u>	230,000		
	\$14,130,000	\$ 6,722,256	\$ 3,170,000	\$ 1,376,040	74,595,000	24,089,592	98,684,592		

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$2,500,000 will be issued late in 2012 as we will issue after the 2013 Budget is approved to have one issue for two years . Expected interest expense of the issue for 2012 is \$23,000 at 5.5%.

# **WATER UTILITY** NOTES

**CITY OF APPLETON 2012 BUDGET** 

### **CITY OF APPLETON 2012 BUDGET**

### **WASTEWATER UTILITY**

Director of Utilities: Chris W. Shaw

**Deputy Director of Utilities: Christopher Stempa** 

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

**Deputy Director of Operations: Nathan D. Loper** 

### **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 2011 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. The project is anticipated to be completed in early 2012.

### Diffuser Replacement Project

Project consisted of the purchase of 1,600 fine bubble diffusers for the activated sludge process. The diffusers will deliver oxygen at a lower electrical cost when compared to the prior installed diffusers.

### 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. The blending tank was reconstructed and repairs were made to the digester.

### **Biosolids Composting Project**

Full scale yard waste/biosolids co-composting occurred in the fourth quarter. The compost created met Class A requirements under NR 204. The project will continue into 2012 with a potential to resolve existing limited regulatory storage issues at the wastewater plant.

### Kiwanis Park Lift Station Upgrade

Kiwanis Park Lift Station engineering was completed in 2011. The engineering phase of the project included a sanitary sewer evaluation and increasing the design capacity of the lift station that services that collection area. The construction phase was scheduled to begin in 2011 as well.

### Screw Pump 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.

### Plant Sanitary Sewer Upgrade

The sanitary sewer in the upper plant was separated from the water treatment residuals side stream. The change was necessary to avoid back ups into the wastewater treatment plant tunnel system. The construction phase is projected to start in early 2012.

### **Facilities Project**

Completed waste gas utilization project to utilize 200,000 cubic feet per day of digester gas. The project utilizes digester gas produced for boiler fuel in a boiler specifically designed for the lower grade gas.

### **WASTEWATER COLLECTION**

Completed the Reid Drive Interceptor Sewer Relocation Project, which eliminated existing sewer routes along steep river banks and private property easements and relocated them into the public right-of-way.

Completed project to provide gravity wastewater collection and treatment to 462 properties in the Town of Grand Chute, previously served by a lift station within Grand Chute's system.

### **WASTEWATER ADMINISTRATION**

Implemented an inter-governmental agreement with the Town of Grand Chute to provide wastewater collection and treatment to 462 town properties. It is estimated this will generate an additional \$112,000 in annual revenue for the Wastewater Utility.

### **MAJOR 2012 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. This permit includes more stringent discharge limits for effluent 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

Investigate regulatory implications due to the passage of NR 102 and NR 217. These rules will reduce the future amount of phosphorous and solids the wastewater plant can discharge into the Fox River. Preliminary studies have indicated that capital construction costs could be as high as \$40 million.

The following projects will enhance longevity of wastewater treatment plant infrastructure: Biosolids Compost Pilot Study, Kiwanis Lift Station improvements, #2 Anaerobic Digester cleaning, inspection and repair, acquisition of a portable emergency generator for a lift station 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

### WASTEWATER COMPARISONS

	Actual <u>2009</u>	Actual <u>2010</u>	Target <u>2011</u>	Projected <u>2011</u>	Target <u>2012</u>
Total Miles of Mains (Jan. 1)	328.06	328.95	328.52	328.52	328.52
Additional Miles of Main	0.77	0.43	-	-	-
Reconstructed % of Total Reconstructed	1.09	3.02	2.33	2.33	1.75
	0.33%	0.92%	0.71%	0.71%	0.53%

	DEPARTMENT BUDGET SUMMARY Programs Actual Budget									
	Programs			A 1 4 10044	%					
Unit	Title	2009	2010		Amended 2011	2012	Change *			
	rogram Revenues	\$ 9,294,244	\$ 10,315,061	\$ 9,684,418	\$ 9,684,418	\$ 10,119,689	4.49%			
P	rogram Expenses									
5411	Utility Administration	225,550	212,033	244,401	244,401	239,981	-1.81%			
5412	Finance Administration	5,754,076	5,605,922	5,970,980	5,970,980	5,904,902	-1.11%			
5422	Treatment	3,220,706	3,388,394	3,683,477	4,209,336	3,248,253	-11.82%			
5423	Biosolids Management	376,292	272,594	404,288	404,288	429,116	6.14%			
5424	Lab/Pre-Treatment	272,998	269,895	287,279	287,279	283,704	-1.24%			
5425	Lift Stations	97,098	65,535	88,761	88,761	92,990	4.76%			
5427	Collection Systems	749,838	660,123	821,962	829,438	935,163	13.77%			
5431	Public Works Capital	387,723	660,820	4,499,888	4,920,866	3,381,131	-24.86%			
5432	Utility Capital	3,928	-	690,000	3,609,818	425,000	-38.41%			
Tota	I Program Expenses	\$ 11,088,209	\$ 11,135,316	\$ 16,691,036	\$ 20,565,167	\$ 14,940,240	-10.49%			
Expens	ses Comprised Of:									
Personr	nel	2,077,808	2,183,398	2,514,678	2,514,678	2,440,037	-2.97%			
Adminis	strative Expense	5,448,807	5,335,263	5,706,522	5,706,522	5,635,592	-1.24%			
Supplie	s & Materials	286,530	269,934	418,151	418,151	346,308	-17.18%			
Purchas	sed Services	1,014,580	924,873	1,838,744	3,253,061	1,393,571	-24.21%			
Utilities		1,311,880	1,257,837	1,221,325	1,221,325	1,078,650	-11.68%			
Repair 8	& Maintenance	595,020	569,518	589,663	690,521	599,506	1.67%			
Capital	Expenditures	353,584	594,493	4,401,953	6,760,909	3,446,576	-21.70%			
	ne Equivalent Staff:						-			
	nel allocated to programs	27.32	29.28	29.42	29.42	29.93				

**Utility Administration** 

**Business Unit 5411** 

### PROGRAM MISSION

For the benefit of the Wastewater Utility staff, managers will administer the Wastewater facility, while supporting and mentoring operations, biosolids, laboratory, and maintenance staff to ensure that all administrative business functions are completed accurately, timely, and professionally.

### **PROGRAM NARRATIVE**

### Link to City Key Strategies:

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

### Objectives:

Continue to comply with all statutory requirements, filing all reports accurately and on a timely basis Continue to provide support in developing capital improvement projects, budgets, and process analysis Identify cost efficient technologies to assist in taking a proactive approach to administration Maintain a safe and healthy work environment for divisional employees Provide leadership in the coordination of community relations

### Major changes in Revenue, Expenditures or Programs:

The revenue budget reflects the 5% rate increase in 2011 and the addition of municipal sewer service to an area of the Town of Grand Chute.

The part-time personnel expense reflects the Wastewater Utility allocation for the employee dedicated to taking committee minutes.

The salary budget reflects the allocation of .15 FTE of the Utility Stock Clerk back to the Wastewater Utility from Facilities, Grounds and Construction Management. This was part of the Facilities, Grounds and Construction Management reogranization that was approved on September 21, 2011.

		CE INDICATOR			
	<u>Actual 2009</u>	<u> Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<u>Target 2012</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp. claims / year	2	5	0	0	0
# of first aid entries per year	19	16	25	25	25
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget for plant & lift					
stations obligated	82%	75%	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	2	2	2
Discharge Report (DMAR)	12	12	12	12	12
3 3 (=)					

**Utility Administration** 

**Business Unit 5411** 

### **PROGRAM BUDGET SUMMARY**

	Actual				Budget					
Description		2009		2010	Ac	lopted 2011	Am	ended 2011		2012
Revenues										
4710 Interest on Investments	\$	138,082	\$	812,227	\$	900,000	\$	900,000	\$	800,000
4730 Interest - Deferred Specials	•	46,137	·	38,621	·	30,000		30,000		30,000
4810 Sewer Service - Residential		3,934,316		3,898,146		4,025,000		4,025,000		4,065,000
4811 Sewer Service - Commercial		1,200,387		1,201,955		1,215,000		1,215,000		1,260,000
4812 Sewer Service - Industrial		2,788,888		2,396,156		2,655,000		2,655,000		2,850,000
4813 Sewer Service - Municipal		164,523		163,797		162,000		162,000		270,000
5010 Misc Revenue - Nontax		-		583		-		-		-
5015 Rental of City Property		55,244		67,541		68,000		68,000		68,000
5021 Capital Contributions		418,615		1,016,775		-		-		40,300
5035 Other Reimbursements		30,660		424		-		-		-
5071 Customer Penalty		42,706		45,322		45,000		45,000		46,000
Total Revenue	\$	8,819,558	\$	9,641,547	\$	9,100,000	\$	9,100,000	\$	9,429,300
Expenses										
6101 Regular Salaries	\$	129,095	\$	116,890	\$	131,427	\$	131,427	\$	131,497
6104 Call Time	Ψ	32	Ψ	105	Ψ	300	Ψ	300	Ψ	300
6105 Overtime		319		335		2,258		2,258		2.258
6108 Part-Time		929		708		_,		_,		394
6150 Fringes		50,978		46.800		55,297		55,297		50,727
6201 Training\Conferences		2,478		3,009		6,000		6,000		6,000
6301 Office Supplies		3,258		1,681		3,800		3,800		3,800
6302 Subscriptions		74		74		100		100		100
6303 Memberships & Licenses		2,437		1,531		2,200		2,200		2,200
6304 Postage\Freight		838		409		1,400		1,400		1,000
6305 Awards & Recognition		222		21		300		300		300
6306 Janitorial Supplies		4,610		5,437		6,000		6,000		5,500
6307 Food & Provisions		124		96		400		400		400
6320 Printing & Reproduction		2,650		3,209		3,000		3,000		3,000
6321 Clothing		720		611		715		715		700
6323 Safety Supplies		1,886		4,801		5,500		5,500		5,500
6327 Misc. Equipment		1,701		1,150		1,500		1,500		1,500
6404 Consulting Services				2,255				-		500
6407 Collection Services		2,778		2,474		2,850		2,850		2,755
6408 Contractor Fees		3,757		3,250		3,450		3,450		3,050
6412 Advertising/Publications		103		1,073		600		600		1,000
6413 Utilities		14,861		12,439		15,800		15,800		15,700
6425 CEA Equip. Rental	Φ.	1,700	Φ	3,675	Φ.	1,504	Φ	1,504	Φ	1,800
Total Expense	\$	225,550	\$	212,033	\$	244,401	\$	244,401	\$	239,981

### **DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000**

<u>None</u>

Finance Administration Business Unit 5412

### PROGRAM MISSION

Customer billing and financial system maintenance to be in compliance with generally accepted accounting principles (GAAP).

### PROGRAM NARRATIVE

### Link to City Goals:

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

### **Objectives:**

Administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses are accounted for in this program.

### Major changes in Revenue, Expenditures or Programs:

Reduction in printing is due to the elimination of providing utility customers remit envelopes with quarterly billing. This reduction was previously approved by Council on April 20, 2011.

Meter expense reflects the reallocation of .5 FTE Meter Team member to other areas in the Water Utility and the proper handling of expenses related to cross-connection inspections. Meter Team expense is shared jointly with the Water Utility. Meter expense also reflects the reduction to the PSC approved rate of return on investments to the Water Utility.

	PERFORMAN	CE INDICATOR	S		
	<u> Actual 2009</u>	<u>Actual 2010</u>	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Timely and accurate posting of overhea	id expenses				
% of months posted within 10 days	•				
of end of month	100%	92%	100%	92%	92%
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	108,265	108,812	108,000	108,000	109,000

Finance Administration Business Unit 5412

## **PROGRAM BUDGET SUMMARY**

		Act	ual					Budget		
Description		2009		2010	Ac	dopted 2011	Am	ended 2011		2012
Revenues										
5006 Gain (Loss) Asset Disposal	\$	(56,549)	Ф		\$		\$		\$	
5086 Premium on Debt Issue	φ	8,319	φ	4.026	φ	2,518	φ	2,518	φ	22,589
3000 Fleillium on Debt Issue	\$	(48,230)	\$	4,026	\$	2,518	\$	2,518	\$	22,589
	<u> </u>	(10,200)	Ψ_	1,020	Ψ	2,010	Ψ	2,010	Ψ	22,000
Expenses										
6101 Regular Salaries	\$	95,759	\$	100,456	\$	103,037	\$	103,037	\$	102,360
6105 Overtime		252		224		-		-		-
6150 Fringes		36,075		40,890		43,481		43,481		40,940
6304 Postage\Freight		13,579		18,040		17,000		17,000		17,000
6320 Printing & Reproduction		2,554		2,068		2,700		2,700		2,300
6401 Accounting/Audit		31,450		10,481		12,665		12,665		7,810
6403 Bank Services		25,312		22,023		28,000		28,000		26,000
6404 Consulting Services		-		(361)		_		-		-
6437 Billing Services		78,216		80,108		83,000		83,000		83,000
6501 Insurance		83,520		101,328		110,690		110,690		116,030
6599 Other Contracts/Obligations		49,922		27,194		28,000		28,000		29,000
6601 Depreciation Expense		4,049,452		4,080,028		4,135,000		4,135,000		4,135,000
6623 Uncollectable Accounts		3,170		5,937		5,000		5,000		7,500
6631 Meter Expense		557,328		511,534		573,535		573,535		490,000
6720 Interest Payments		571,768		470,790		693,852		693,852		709,612
6730 Debt Issuance Costs		18,355		12,708		17,570		17,570		20,900
6751 Gain/Loss on refund Amort.		19,914		5,024		-		-		-
7911 Trans Out - General Fund		117,450		117,450		117,450		117,450		117,450
Total Expense	\$	5,754,076	\$	5,605,922	\$	5,970,980	\$	5,970,980	\$	5,904,902

Postage/Freight Allocation of postage expense for mailing City services invoices	\$ \$	17,000 17,000	Other Contracts/Obligations Tax levies from other sanitatio districts for Appleton residence served		29,000 29,000
Bank Services			=	•	
Banking & Investment Fees	\$	26,000	Meter Expense		
•	\$	26,000	Allocation from Water		160,000
	·		Meter depreciation		225,000
Billing Services			Meter payment in lieu of tax		50,000
Sewer charges from other sanitation			Return on investment in net		
districts for Appleton residences			fixed assets - meters		55,000
served	\$	83,000	<del>-</del>	\$	490,000
	\$	83,000	=		

Treatment Business Unit 5422

## PROGRAM MISSION

For the benefit of the community, we will provide essential services to process wastewater so that an effluent suitable for discharge to the Fox River and a biosolids component suitable for agriculture beneficial reuse is achieved.

### **PROGRAM NARRATIVE**

### Link to City Key Strategies:

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

## Objectives:

Meet or exceed all state and federal regulatory agency requirements

Monitor and evaluate all operating systems to ensure the most efficient and cost-effective treatment methods are being applied to current operations, and to support future special revenue programs

Maintain an effective relationship with all City departments, public officials, and the community

### Major changes in Revenue, Expenditures or Programs:

The budget reflects the costs to purchase ferrous chloride when the iron salt industrial waste is not available at no cost. Ferrous chloride purchases continue to be very low in 2011 due to an abundance of iron salt industrial waste and the decreased phosphorous load to the facility.

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 2011 (decrease of \$150,000 for gas), decreased electrical use due to the installation of energy efficient high pressure blower in 2011 (decrease of \$150,000 for electrical).

The Contractor Fee budget includes \$150,000 for exterior maintenance of both primary digesters as reported in the conditions report from the inspection completed on the digester #1. Internal maintenance of digester #2 was part of the 2011 budget with the maintenance project continuing into 2012. Exterior maintenance will begin on both digesters upon the completion of internal maintenance on digester #2.

The tipping fee expense reflects the tipping fee assessment that is charged for grit box removal.

The overtime expense reflects a reduction due to changes of rules related to rates paid for hours worked and rules related to scheduling.

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Environmental Safety					
# of Discharge Monthly Report (DMR)					
permit exceedance/violations	0	1	0	0	C
Essential services provided					
# of gallons of influent treated					
annually	4,060 MG	4,490 MG	4,450 MG	4,450 MG	4,400 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	98%	100%	100%	100%	100%
Average # of hours training					
per employee	27	24	25	20	25
High Wastewater treatment standards					
CMAR GPA for ten categories	Α	Α	Α	Α	Α
	3.75	4.00	4.00	4.00	4.00
# of categorical grades of C or below	0	0	0	0	0
Work Process Outputs					
Efficient plant operation					
# of work days lost due to injuries	0	0	0	0	0
# of work orders closed	1,364	1,100	1,800	1,800	1,300
# of open work orders*	172	303	225	225	275
Average # of days to close preventive					
work orders * includes preventive work orders at the	40	35	35	35	35

Treatment Business Unit 5422

## **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget	
Description		2009		2010	Ac	dopted 2011	Am	ended 2011	2012
E									
Expenses	•	.=	•	== 4 400	•	710 100	•	<b>-</b> 40 400	
6101 Regular Salaries	\$	672,223	\$	754,492	\$	710,129	\$	710,129	\$ 711,152
6104 Call Time		3,312		3,020		8,900		8,900	8,900
6105 Overtime		81,143		50,626		82,228		82,228	74,893
6108 Part-Time		6,148		9,501		8,774		8,774	8,774
6150 Fringes		320,924		346,111		373,198		373,198	323,658
6309 Shop Supplies & Tools		6,222		9,562		8,000		8,000	8,200
6310 Chemicals		220,872		198,270		305,000		305,000	250,000
6321 Clothing		5,177		5,609		5,200		5,200	5,500
6322 Gas Purchases		4,032		2,084		3,500		3,500	3,000
6327 Miscellaneous Equipment		2,024		2,491		15,500		15,500	3,000
6402 Legal Fees		28,022		28,674		32,000		32,000	32,000
6404 Consulting Services		13,916		158,019		9,500		222,523	9,500
6408 Contractor Fees		80,033		110,029		445,499		657,477	296,400
6413 Utilities		1,256,224		1,207,243		1,161,000		1,161,000	1,012,700
6415 Tipping Fees		-		4,819		-		-	5,500
6418 Equipment Repairs & Maint		87,517		147,575		111,250		212,108	106,500
6420 Facilities Charges		418,200		331,520		369,002		369,002	366,078
6425 CEA Equip. Rental		12,242		12,897		14,472		14,472	16,458
6599 Other Contracts/Obligations		2,475		5,852		5,325		5,325	6,040
7914 Trans-Out Internal Service		-		-		15,000		15,000	-
Total Expense	\$	3,220,706	\$	3,388,394	\$	3,683,477	\$	4,209,336	\$ 3,248,253

Legal Fees  NR 101 Wastewater fee (discharge permit) Ground water fee LFRDA Fees	\$ 31,700 100 200 32,000	Chemicals Iron salts DAF polymer BFP coagulant Sodium hypochlorite Sodium bisulfite	\$	34,000 21,000 120,000 34,180 34,820
Contractor Fees		Other chemicals	ς	6,000 250,000
T. of Menasha (Garden Ct) Digester Exterior Maintenance Painting Carbon Steel	\$ 5,500 150,000 85,000	Equipment Repairs & Maintenan Batteries	υ nce \$	500
Struit removal CSE service Grit removal	5,000 2,500 8,000	Valves Pump & motor parts Filters, belts, gaskets &		10,000 30,000
Various repair Various annual service contract	25,000	bearings Small parts needed for		20,000
fees	\$ 15,400 296,400	maintenance Electrical Parts		7,000 5,000
		Piping Effluent Probe & Controller Final Effluent Sampler	\$	15,000 7,000 12,000 106,500

## **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 changes in Revenue, Expenditures or Programs:

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 continued into 2011 and will continue into 2012. 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 began in October 2010 and is to resume intermittently through 2012 based upon technical report findings, economic feasibility report, and wastewater biosolids storage needs. Outlets for finished compost will be thoroughly evaluated in 2012 which could include compost giveaways and field demonstration/research plots. Assessment of local compost demand and uses will be used to validate economic feasibility findings and establish a timeline for design and future construction of a permitted facility.

Clothing budget reflects the elimination of uniforms for the Biosolids & Pre-treatment Manager.

	PERFORMAN	CE INDICATOR	S		
	Actual 2009	<u>Actual 2010</u>	<b>Target 2011</b>	Projected 2011	Target 2012
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	20,000	16,827	19,500	19,500	15,800
Wet tons landfilled	0	0	0	0	0
Wet tons composted	New Measure	1,400	0	2,800	4,200
Work Process Outputs					
Biosolids production and storage					
Tons of biosolids produced	18,883	17,258	19,500	19,500	20,000
CMAR Compliance	,	·	,	,	·
# of site monitorings completed	24	24	24	24	24

## **Biosolids Management**

**Business Unit 5423** 

## **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Ad	lopted 2011	Am	ended 2011		2012
Expenses	ď	40 422	¢	20,000	¢	E4 407	ď	E4 407	¢.	47.004
6101 Regular Salaries 6104 Call Time	\$	40,433 -	\$	38,809 68	\$	51,127 -	\$	51,127 -	\$	47,804 -
6105 Overtime		2,721		1,932		6,372		6,372		6,372
6108 Part Time		-		18		-		-		-
6150 Fringes		18,283		17,125		25,250		25,250		21,165
6321 Clothing		233		339		325		325		-
6322 Gas Purchases		76		-		2,181		2,181		2,720
6408 Contractor Fees		304,569		190,777		308,155		308,155		334,666
6413 Utilities		-		26		-		_		500
6425 CEA Equip. Rental		9,977		18,500		10,878		10,878		15,889
6599 Other Contracts/Obligations		-		5,000		-		-		-
Total Expense	\$	376,292	\$	272,594	\$	404,288	\$	404,288	\$	429,116

Contractor Fees	
Software maintenance agreement	\$ 2,000
Bio-solids transport / application	298,120
Analysis/Lab Fees	6,500
Soil analysis	2,500
Research	5,000
Storage building repairs	5,000
Site management	1,500
Bio-solids incorporation	14,046
	\$ 334,666

## **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 changes in Revenue, Expenditures or Programs:

A new five year Wisconsin Pollution Discharge Elimination System (WPDES) permit was issued. This is the seventh re-issuance of the Appleton permit. Compliance testing will continue to support the physical, chemical, and biological processes of the wastewater treatment facility.

The Department continues to charge receiving station haulers on the tiered-rate system that is based on the characteristics of the waste. Changes for 2012 budget include additional flow monitoring and waste sampling to ensure waste received from industrial clients is within regulatory guidelines and flow volume is consistent with self-reported data.

Clothing budget reflects the elimination of uniforms for the Technical Service Manager.

Fluctuations with the maintenance plan for the TOC will occur until more experience with this instrument will provide reliable data for planning the frequency of future preventive maintenance.

The Contractor Fees budget reflects additional fees for mercury monitoring that is required as part of the WPDES permit and first year of a two year project for flow monitoring testing of Q/Q industrial customers.

	PE	RFORMAN	CE	INDICATOR	S					
	Ac	tual 2009	Ac	tual 2010	Ta	rget 2011	Pro	<u>jected 2011</u>	Ta	rget 2012
Client Benefits/Impacts										
Environmental safety										
# of industrial clients		10		10		10		10		10
# of clients in significant										
non-compliance		2		0		0		0		0
Increase revenue sources										
# of permitted haulers		12		9		10		10		11
\$ received from other sources	\$	498,094	\$	643,222	\$	550,000	\$	550,000	\$	550,000
Strategic Outcomes										
Public Outreach Initiatives										
# of pollution minimization initiatives		6		5		3		3		3
Work Process Outputs										
Record maintenance - Discharge Monitorir	na Re	eport (DMR)	)							
# DMR - QA/QC samples completed	3	5,547		6,321		6,265		6,265		6,110
Improve treatment processes		- , -		-,-		-,		-,		-, -
# process samples analyzed annually		4,721		4,968		5,010		5,010		4,880
Maintain industrial pretreatment compliand	e	,		,		-,-		-,-		,
# of inspections		10		10		10		10		10
# of sampling events		20		20		20		20		20
# of billable samples for other										
City departments		383		593		620		620		550
* includes all compliance, process and b	illing	samples				0_0		0_0		333

Laboratory & Pretreatment

**Business Unit 5424** 

## **PROGRAM BUDGET SUMMARY**

		Ac	tual					Budget		
Description		2009		2010	Ad	opted 2011	Am	ended 2011		2012
Revenues										
4814 Industrial Pre-Treatment	\$	8,747	\$	3,184	\$	8,500	\$	8,500	\$	8,500
5001 Fees & Commissions	•	7,964	*	7,873	*	8,000	*	8,000	*	8,000
5010 Misc Revenue - Nontax		4,353		4,420		4,500		4,500		4,500
5084 Special Hauled Waste		498,089		643,217		550,000		550,000		635,000
Total Expense	\$	519,153	\$	658,694	\$	571,000	\$	571,000	\$	656,000
						-				
Expenses										
6101 Regular Salaries	\$	148,633	\$	154,353	\$	151,028	\$	151,028	\$	149,921
6104 Call Time		-		22		-		-		-
6105 Overtime		6,277		5,423		8,493		8,493		8,493
6108 Part Time		106		64		-		-		-
6150 Fringes		68,235		72,627		76,151		76,151		67,705
6309 Tools & Instruments		5,835		4,836		7,100		7,100		5,750
6310 Chemicals		8,744		8,930		8,900		8,900		8,900
6321 Clothing		1,139		1,095		1,200		1,200		1,000
6324 Medical\Lab Supplies		4,503		5,705		7,500		7,500		7,500
6334 Supplies - Benchware		789		-		1,000		1,000		1,000
6408 Contractor Fees		25,804		14,446		23,050		23,050		30,350
6418 Equip Repairs & Maint		642		114		_		-		-
6425 CEA Equip. Rental		634		631		357		357		585
6432 Lab Fees		1,657		1,649		2,500		2,500		2,500
Total Expense	\$	272,998	\$	269,895	\$	287,279	\$	287,279	\$	283,704

Contractor Fees	
Pretreatment testing	\$ 12,500
Wastewater testing	7,300
Sodium digester & volatile acids	1,500
Cylinder lease	400
Maintenance plan for TOC equipment	1,650
Mercury influent & effluent monitoring	1,500
Receiving station monitoring	5,500
	\$ 30,350

Lift Stations Business Unit 5425

### PROGRAM MISSION

For the benefit of the Appleton sewer consumers, we will operate, monitor, and maintain the lift stations throughout the City to ensure consistent and reliable conveyance of sewage to the wastewater treatment facility.

## PROGRAM NARRATIVE

## Link to City Key Strategies:

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

## Objectives:

Convey the city's industrial, commercial, and residential wastewater that cannot flow by gravity to one of the 14 lift stations where sewage is pumped to the wastewater plant for processing.

## Major changes in Revenue, Expenditures or Programs:

This budget continues to reflect the need for a multi-year up-grade of radio equipment at lift stations. Three lift stations will be completed in 2012. 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 that was eliminated at the end of 2010.

	<u> Actual 2009</u>	<u> Actual 2010</u>	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Sewage bypasses / backups					
# per year attributed to lift stations	0	0	1	1	(
Strategic Outcomes					
Integrity of lift stations maintained					
# of emergency calls required	15	19	16	16	16
Work Process Outputs					
Response to work orders					
# of preventive work orders	206	185	168	168	175
# of corrective work orders	12	71	83	83	70
" of corrective work orders	12	, ,	00	00	, ,

Lift Stations Business Unit 5425

## **PROGRAM BUDGET SUMMARY**

	Actual					Budget						
Description		2009		2010	Adopted 2011		Amended 2011			2012		
Expenses												
6101 Regular Salaries	\$	17,138	\$	12,775	\$	15,744	\$	15,744	\$	15,744		
6104 Call Time		864		1,849		-		-		-		
6105 Overtime		1,327		1,773		-		-		-		
6108 Part Time		275		174		-		-		-		
6150 Fringes		8,572		7,427		7,992		7,992		6,996		
6327 Miscellaneous Equipment		-		-		10,500		10,500		10,500		
6404 Consulting Services		18,263		-		-		-		-		
6408 Contractor Fees		30,805		-		6,000		6,000		6,000		
6413 Utilities		17,681		34,097		38,925		38,925		44,150		
6418 Equip Repairs & Maint		-		4,805		9,600		9,600		9,600		
6420 Facilities Charges		-		2,595		-		-		-		
6599 Other Contracts/Obligations		2,173		40		-		-		-		
Total Expense	\$	97,098	\$	65,535	\$	88,761	\$	88,761	\$	92,990		

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

Miscellaneous Equipment

ACE 3600 Radio Conversion

## **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 2012 CIP's:

	20	12 Duaget	i age
Wastewater Sludge Storage Options	\$	100,000	Projects, Pg. 653
Lift Station Emergency Generator		60,000	Projects, Pg. 676
Receiving Station Improvements		5,000	Projects, Pg. 678
Fire Protection		125,000	Projects, Pg. 652
Roof Replacement		100,000	Projects, Pg. 651
WWTP Road Improvements		35,000	Projects, Pg. 649
	\$	425,000	

2012 Rudget

Dage

### Major changes in Revenue, Expenditures or Programs:

The 2011 budget included funding to replace the Spectralink phone system at the Wastewater Treatment Plant, which was delayed due to changes within the Technology Services Department. The project will be completed in 2012 ,possibly in conjunction with the Fire Protection CIP in the 2012 budget.

The 2011 budget included funding for sanitary sewer project at the Wastewater Treatment Plant. This project was started later in 2011 due to departmental staffing changes. WDNR is reviewing the completed drawings for project classification and authorization.

## Note for future capital planning:

The new NR 217 and the proposed Phosphorous TMDL have significant implications to the wastewater utility. In 2012 the Phosphorous TMDL project will recommend one of two courses of action. One course is to make facility process improvements to reduce phosphorous in the treatment train. The second course includes creating and engaging in a nutrient trading program where the utility would purchase phosphorous credits from the agricultural community. Either alternative will result in tens of millions of dollars being added to future wastewater treatment budgets.

PERFORMANCE INDICATORS										
	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012					
Client Benefits/Impacts										
Cost effective treatment processes										
# of CIP's in budget year	4	6	5	5	6					
# of CIP's in five-year plan	15	15	10	10	8					
Strategic Outcomes										
Sewer Rate changes										
% per year	0%	0%	0%	5%	0%					
Work Process Outputs										
Project Management										
% of projects completed at year-end	25%	0%	100%	100%	100%					

## **Utility Capital Improvements**

**Business Unit 5432** 

## **PROGRAM BUDGET SUMMARY**

	 Actual					Budget				
Description	 2009		2010		Add	opted 2011	Am	ended 2011		2012
Expenses										
6404 Consulting Services	\$ 3,928	\$		-	\$	145,000	\$	303,092	\$	110,000
6408 Contractor Fees	_			-		335,000		1,166,224		-
6802 Land Improvements	-			-		_		-		35,000
6803 Buildings	-			-		-		11,541		100,000
6804 Equipment	-			-		210,000		2,128,961		180,000
Total Expense	\$ 3,928	\$		-	\$	690,000	\$	3,609,818	\$	425,000

Consulting Services Receiving Station Improvements Lift Station Emergency Generator Wastewater Sludge Storage Options	\$	5,000 5,000 100,000
	\$	110,000
<u>Land Improvements</u> WWTP Road Improvements	\$	35,000 35,000
Buildings Roof Replacement	\$ \$	100,000
Equipment Lift Station Emergency Generator Fire Protection	\$	55,000 125,000 55,000

Collection Systems Business Unit 5427

### PROGRAM MISSION

Maintain the sanitary sewer system for the health and safety of the community.

### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### **Objectives**

Complete the annual sewer cleaning program and identify those areas with improper connections and defects Reduce the amount of inflow and infiltration into the sanitary sewer system

### Major changes in Revenue, Expenditures or Programs:

The conversion of our existing sanitary records to GIS is complete. This conversion means that both our existing AutoCAD and Excel information are now stored in one new location, therefore changes 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.

As part of the City's annual CMAR report, required by the DNR, the City is required to provide documentation of efforts to reduce/eliminate clear water inflow/infiltration into our sanitary sewer system. The city-wide flow monitoring project is one means to achieve that goal. This project would target approximately 30 areas throughout the City to measure actual flows in our sanitary system over a period of time to determine those locations where significant flow increases occur in conjunction with rain events. Any areas identified would be further investigated for possible corrective actions. The Kiwanis Lift Station exceeds its capacity during severe rain events. The upgrade alternatives range from \$600,000 to \$2.4 million. Before the City determines the most cost-effective alternative, an investigation of inflow and infiltration within this lift station area should be completed. By monitoring flow at strategic locations, we may pin-point problems that can be remedied more economically than building a new lift station or forcemain.

The fluctuation in contractor fees from year to year is the result of the root control program. Because Appleton does not have an extensive root problem, we are able to conduct this program every other year, which also results

	Actual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts					
Benefit of inspection program					
# defects identified from TV report	27	2	20	20	18
Compliance with regulation					
# of protruding taps identified	9	1	8	8	8
# of cross connections identified	121	121	115	80	90
Strategic Outcomes					
Reliability of system maintenance program					
# of trouble calls	54	28	60	48	40
# of system blockages removed	3	4	5	5	5
% of total system televised	11.1%	12.0%	11.0%	11.0%	11.1%
Work Process Outputs					
Maintenance performed					
% of total system cleaned	58%	53%	40%	40%	45%
# of spot repairs made	17	30	15	15	14
Safeguarding health and safety					
# of protruding taps removed	10	1	5	5 5	5

Collection Systems Business Unit 5427

## **PROGRAM BUDGET SUMMARY**

		Ac	ctual Budget							
Description		2009		2010	Ac	dopted 2011	Am	ended 2011		2012
Revenues										
4801 Charges for Serv Nontax	\$	2,928	\$	7,537	\$	8,800	\$	8,800	\$	8,800
4908 Intergovernmental Charges	Ψ.	835	Ψ	3,257	Ψ	2,100	Ψ	2,100	Ψ	3,000
Total Revenue	\$	3,763	\$	10,794	\$	10,900	\$	10,900	\$	11,800
Expenses										
6101 Regular Salaries	\$	250,575	\$	236,752	\$	291,275	\$	291,275	\$	317,449
6104 Call Time		2,833		3,570		3,200		3,200		3,000
6105 Overtime		5,208		5,958		5,400		5,400		4,000
6108 Part-Time		250		5,497		-		-		-
6150 Fringes		88,481		91,310		121,102		121,102		120,686
6201 Training\Conferences		180		116		1,150		1,150		2,725
6303 Memberships & Licenses		50		50		75		75		75
6309 Shop Supplies & Tools		1,923		489		2,100		2,100		2,100
6325 Construction Materials		12,960		8,816		20,600		20,600		20,600
6327 Miscellaneous Equipment		2,109		6,048		6,130		6,130		3,538
6404 Consulting Services		185,196		146,640		150,000		150,000		255,500
6408 Contractor Fees		145,886		101,210		145,000		145,000		125,000
6413 Utilities		5,891		4,032		5,600		5,600		5,600
6415 Tipping Fees		1,868		919		3,000		3,000		2,000
6418 Equip Repairs & Maint		-		62		50		50		100
6424 Software Support		-		583		500		500		3,283
6425 CEA Equip. Rental		46,428		46,562		66,630		66,630		69,507
6430 Health Services		-		-		150		150		-
6599 Other Contracts/Obligations		-		1,509		-		-		-
6809 Infrastructure Construction								7,476		
Total Expense	\$	749,838	\$	660,123	\$	821,962	\$	829,438	\$	935,163

Construction Materials Castings Concrete Other Materials	\$ 9,400 10,000 1,200 20,600
Consulting Services Sewer TV & cleaning Aerial Topography Flow monitoring - Kensington Flow monitoring City-Wide I&I Study	\$ 140,000 12,000 3,500 100,000 255,500
Contractor Fees Surface restoring -prior year repairs Protruding taps/mineral deposits Spot repair liners Unanticipated failures	\$ 25,000 35,000 55,000 10,000 125,000

**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 640)

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 changes in Revenue, Expenditures or Programs:

No major program changes.

PERFORMANCE INDICATORS											
	<u>Actual 2009</u>	<u> Actual 2010</u>	<u>Target 2011</u>	Projected 2011	Target 2012						
Client Benefits/Impacts											
Reduction of wastewater treatment cost											
# of manholes - rehab/rebuilt	31	62	22	22	25						
I & I section rating from CMAR	В	Α	Α	Α Α	Α						
# of laterals replaced	181	281	158	158	214						
Strategic Outcomes											
Improvements to the sanitary sewer system	ì										
Total miles of sanitary sewer	328.06	328.95	328.52	328.52	328.52						
% of total miles of sanitary sewer											
reconstructed	0.33%	0.92%	0.71%	0.71%	0.53%						
Work Process Outputs											
Restoration of sanitary sewers											
Miles of existing sanitary sewer											
reconstruction	1.09	3.02	0.86	0.86	1.75						
Expansion of sanitary sewer system											
Miles of new sanitary sewer added	1.25	0.43	0.00	0.00	0.00						
Reduction of treatment costs											
# of seals installed (I&I)	99	86	121	121	100						
` '											

**Public Works Capital Improvements** 

**Business Unit 5431** 

## **PROGRAM BUDGET SUMMARY**

		Act	tual		Budget					
Description	2009			2010	Ac	Adopted 2011		Amended 2011		2012
Expenses										
6101 Regular Salaries	\$	7.411	\$	30,198	\$	152,955	\$	152,955	\$	154,922
6105 Overtime	*	5,428	*	7,869	*	5,200	*	5,200	*	4,059
6108 Part-Time		1,972		1,350		3.187		3,187		1,611
6150 Fringes		5,595		16,295		71,173		71,173		54,257
6325 Construction Materials		383		698		, -		· -		· -
6328 Signs		-		3,124		-		-		-
6402 Legal Fees		-		35		-		-		-
6404 Consulting Services		-		6,608		-		-		-
6408 Contractor Fees		8,401		-		70,000		70,000		25,000
6413 Utilities		4,099		-		-		-		-
6425 CEA Equip. Rental		-		-		5,420		5,420		9,706
6599 Other Contracts/Obligations		850		150		-		-		-
6809 Infrastructure Construction		353,584		594,493		4,191,953		4,612,931		3,131,576
Total Expense	\$	387,723	\$	660,820	\$	4,499,888	\$	4,920,866	\$	3,381,131

				Waste- water					
2012	Street	From	То	Utility					
Labor Pool				214,849					
CEA				9,706					
Miscellaneous	Sanitary Laterals & Mar	I I Sanitary Laterals & Manholes Prior To 2012 Asphalt Paving (B-12)							
Construction	Sanitary Laterals & Mar	holes Prior To 2012 Co	oncrete Paving (A-12)	27,072					
	Sanitary Lateral - Exhib	ition Center		2,500					
	Structure Rehabilitation	/ Sewer Cut repairs fro	m 2011 (E-12)	25,000					
	Subtotal			75,642					
Reconstruction (on	Atlantic St	Rankin St	Tonka St	19,600					
streets to be paved)	Ballard Rd	Wisconsin Ave	Longview St	2,335,034					
	Douglas St	Spencer St	College Ave	129,400					
	E. South River St	Olde Oneida St	Madison St	8,900					
	Gunn St	Walter Ave	Telulah Ave	89,025					
	Harriman St	Wisconsin Ave	Parkway Blvd	216,380					
	Harriman St (liner)	Wisconsin Ave	Brewster St	97,295					
	Outagamie St	Spencer St	College Ave	133,000					
	Roosevelt St	Alvin St	Clark St	12,675					
	Tonka St	North St	Atlantic St	39,625					
	Subtotal			3,080,934					
Total				\$ 3,381,131					

CINC WM		Revenue and i	xperise sulmar	У			14:25:14
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Interest Income Charges for Services Intergov. Charges for Service Other Revenues	184,219 8,088,113 2,184 1,018,147	850,847.53 7,660,053.17 3,257.61 1,800,902.48	595,816 5,968,481 1,390 736,645	930,000 8,057,000 2,100 686,518	930.000 8,057,000 2,100 686,518	0 0 3.000 8.800	830,000 8,445,000 3,000 841,689
TOTAL REVENUES		10,315,060.79		9,675,618	9.675.618	11.800	10,119,689
EXPENSES BY LINE ITEM							
Regular Salaries Labor Pool Allocations Call Time Overtime Temp. Full-Time Part-Time Other Compensation Shift Differential Sick Pay Vacation Pay Fringes Unemployment Compensation	303.567 881.918 7.042 102.674 2.222 7.458 219 3.175 47.493 124.894 597.144	309.086.16 948.757.70 8.634.59 74.138.27 6.847.33 10.465.13 331.58 3.066.27 49.610.34 133.873.37 638.587.63	261,158 722,094 6,340 49,656 205 8,494 1,778 2,205 50,715 92,238 533,329 1,811	385,929 1,220,643 12,400 109,951 3,187 8,774 100 50 0 773,644	385.929 1.220.643 12.400 109.951 3.187 8.774 100 50 0 773,644	189.367 0 3.000 4.000 0 0 50 0 0	373,227 1.257,572 12.200 100,075 0 10.779 0 50 0 686.134
Salaries & Fringe Benefits	2,077,806	2,183,398.37	1,730,023	2,514,678	2,514.678	196.417	2.440,037
Training & Conferences Office Supplies Subscriptions Memberships & Licenses Postage & Freight Awards & Recognition Building Maintenance/Janitor. Food & Provisions Insurance Depreciation Expense Uncollectible Accounts Meter Expense Interest Payments Debt Issuance Costs Gain/Loss on Refund Amort. Trans Out - General Fund Trans Out - Capital Projects	2.658 3.258 74 2.487 14.417 222 4.609 1.24 83.520 4.049.452 3.170 557.328 571.768 18.355 19.914 117.450	3,125.07 1,680.98 74.00 1,581.00 18,448.45 21.00 5,436.94 96.43 101,328.00 4,080.027.88 5,936.61 511,533.85 470,790.39 12,707.75 5,024.27 117,450.00	1,452 1,401 0 1,533 11,599 179 4,527 83,016 2,939,541 4,895 0 460,499 12,217 1,256 88,088 15,000	7,150 3,800 100 2,275 18,400 300 6,000 400 110,690 4,135,000 5,000 573,535 693,852 17,570 0 117,450 15,000	7,150 3,800 100 2,275 18,400 300 6,000 410,690 4,135,000 5,000 573,535 693,852 17,570 0 117,450 15,000	8,725 3,800 100 2,275 1,400 300 5,500 400 0 0 0	8,725 3,800 100 2,275 18,000 300 5,500 400 116,030 4,135,000 7,500 490,000 709,612 20,900 0 117,450
Administrative Expense	5,448,806	5,335,262.62	3,625,282	5,706,522	5,706,522	22,500	5,635,592
Shop Supplies & Tools Chemicals Paint & Supplies Printing & Reproduction Clothing Gas Purchases Safety Supplies Medical & Lab Supplies Construction Materials Miscellaneous Equipment Signs Supplies - Benchware	13.980 229.616 0 5.204 7.268 4.109 1.886 4.503 13.342 5.834 0 789	14,886.95 207,199.67 .00 5,276.87 7,654.53 2,084.30 4,800.70 5,704.78 9,514.09 9,688.70 3,123.56 .00	8,720 169,965 31 4,783 5,054 3,339 1,833 3,656 21,802 7,877 23 378	17,200 313,900 0 5,700 7,440 5,681 5,500 7,500 20,600 33,630 0 1,000	17.200 313.900 0 5.700 7.440 5.681 5.500 7.500 20.600 33.630 0	16.050 313.900 0 3.200 7.200 5.720 5.500 7.500 20.600 18.538 0	16.050 258.900 0 5.300 7.200 5.720 5.500 7.500 20.600 18.538 0
Supplies & Materials	286.531	269,934.15	227 ,461	418,151	418.151	399,208	346,308
Accounting/Audit Legal Fees Bank Services Consulting Services Collection Services Contractor Fees Advertising Tipping Fees	31,450 28,022 25,312 203,040 2,778 586,713 103 1,868	10.480.79 28.708.98 22.022.62 313.161.15 2.474.12 419.712.04 1.073.00 5.738.48	11,600 28,989 13,744 191,070 1,783 531,913 551 3,780	12,665 32,000 28,000 304,500 2,850 1,336,154 600 3,000	12,665 32,000 28,000 675,615 2,850 2,379,356 600 3,000	32,000 0 375,500 2,755 820,466 1,000 7,500	7.810 32.000 26.000 375.500 2.755 820.466 1.000 7.500

## City of Appleton 2012 Budget Revenue and Expense Summary

Description	2009 Actual	2010 Actual	2011 YTO Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
Interfund Allocations Health Services Lab Fees Billing Services Other Contracts/Obligations	2.928- 0 1.658 78.216 55.420	.00 .00 1,649.00 80,108.20 39,744.87	0 0 918 54,637 7,262	8,800- 150 2,500 83,000 33,325	150	0 0 2,500 0 6,040	0 0 2,500 83,000 35,040
Purchased Services	1,011,652	924.873.25	846,247	1.829.944	3,244,261	1,247,761	1,393,571
Electric Gas Water Fuel Oil Stormwater Telephone Cellular Telephone	763,288 438,066 69,718 3,363 22,584 12,785 2,076	815.223.41 341.105.89 60.758.95 4.319.50 23.989.78 11.195.23 1.243.84	653.394 214.470 27.174 2.026 12.964 8.692 1.025	819.000 285.150 72.000 3.300 26.075 13.700 2.100	819.000 285.150 72.000 3.300 26.075 13.700 2.100	764.900 195.375 71.600 5.000 26.075 13.600 2.100	764.900 195.375 71,600 5.000 26.075 13.600 2,100
Utilities	1,311.880	1,257,836.60	919,745	1,221,325	1,221,325	1,078,650	1.078,650
Building Repair & Maintenance Equipment Repair & Maintenanc Facilities Charges Software Support CEA Equipment Rental	0 105,839 418,200 0 70,981	.12- 152.555.89 334.114.95 583.33 82.264.12	0 73.141 163.705 583 51.461	0 120,900 369,002 500 99,261	0 221.758 369.002 500 99.261	0 116,200 0 583 5,000	0 116,200 366,078 3,283 113,945
Repair & Maintenance	595,020	569,518.17	288,890	589,663	690,521	121,783	599,506
Land Improvements Buildings Machinery & Equipment Infrastructure Construction	0 0 0 353,584	.00 .00 .01- 594,493.23	0 11.540 669.580 3.103.884	0 0 210,000 4,191,953	0 11.541 2.128.961 4.620.407	35,000 100,000 180,000 3,147,523	35,000 100,000 180,000 3,131,576
Capital Expenditures	353,584	594,493.22	3,785,004	4,401,953	6,760,909	3,462,523	3,446,576
TOTAL EXPENSES	11,085,279	11,135,316.38	11,422,652	16.682.236	20,556,367	6,528,842	14.940.240

## **CITY OF APPLETON 2012 BUDGET**

## **WASTEWATER UTILITY**

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget
Charges for Services Miscellaneous Total Revenues	\$ 8,096,860 608,356 8,705,216	\$ 7,663,237 776,493 8,439,730	\$ 8,057,000 686,100 8,743,100	\$ 8,172,000 764,000 8,936,000	\$ 8,453,800 773,000 9,226,800
Expenses			· · ·		
Operation and Maintenance Depreciation Total Expenses	6,275,498 4,049,452 10,324,950	6,445,634 4,080,028 10,525,662	6,513,476 4,135,000 10,648,476	6,468,476 4,115,000 10,583,476	6,151,147 4,135,000 10,286,147
Operating Income (Loss)	(1,619,734)	(2,085,932)	(1,905,376)	(1,647,476)	(1,059,347)
Non-Operating Revenues (Expenses)					
Interest Income Interest Expense Gain/Loss on Refunding Gain/Loss on Asset Disposal	184,219 (571,768) (19,914) (56,549)	850,848 (470,790) (5,024)	930,000 (693,852) -	825,000 (660,676) -	830,000 (709,612) -
Amortization of Premium on Debt Issue Amortization of Debt Expense Other	8,319 (18,355)	4,026 (12,708)	2,518 (17,570)	13,786 (16,737)	22,589 (20,900)
Total Non-Operating	(474,048)	366,352	221,096	161,373	122,077
Net Income Before Contributions and Transfers	(2,093,782)	(1,719,580)	(1,684,280)	(1,486,103)	(937,270)
Contributions and Transfers In (Out)					
Capital Contributions Capital Projects Funds	418,615	1,016,775	- (15,000)	40,850 (15,000)	40,300
General Fund	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)
Change in Net Assets	(1,792,617)	(820,255)	(1,816,730)	(1,577,703)	(1,014,420)
Net Assets - Beginning	91,377,596	89,584,979	88,764,724	88,764,724	87,187,021
Net Assets - Ending	\$ 89,584,979	\$ 88,764,724	\$ 86,947,994	\$ 87,187,021	\$ 86,172,601
	SCHEDUI	LE OF CASH F	Lows		
Working Cash - Beginning of Year + Change in Net Assets + Depreciation + Long Term Debt - Contributed Capital - Fixed Assets - Principal Repayment + Fixed Assets funded by DNR Replan	cement Fund			7,562,982 (1,577,703) 4,115,000 3,735,000 (40,859) (8,530,684) (1,320,982) 250,000	4,192,754 (1,014,420) 4,135,000 (40,300) (3,806,131) (1,368,020)
Working Cash - End of Year				\$ 4,192,754	\$ 2,098,883
	RESERV	/E REQUIREMI	ENTS		
Working Capital				DNR Fund	
or Year Audited Expenditures Depreciation Transfer to General Fund	\$ 10,525,662 (4,080,028) 117,450		Fixed Asset Bal 10% Requireme		\$ 18,113,472 1,811,347
t Prior Year Cash Expenditures % Working Capital Reserve Requirement	\$ 6,563,084 \$ 1,640,771		DNR Fund Bala	nce 12/31/10	\$ 3,745,042

## **CALCULATION OF RATE INCREASE DOCUMENTATION**

Revenues	2011 Budget	2011 Projected	2012 Budget	2013 Projected	2014 Projected	2015 Projected	2016 Projected
Charges for Services Miscellaneous	\$ 8,057,000 686,100	\$ 8,172,000 764,000	\$ 8,453,800 773,000	\$ 8,496,069 773,966	\$ 9,175,755 774,934	\$ 9,221,633 775,902	\$ 9,267,741 776,872
Total Revenues	8,743,100	8,936,000	9,226,800	9,270,035	9,950,688	9,997,536	10,044,614
Expenses							
Operating Expenses	6,513,476	6,468,476	6,151,147	6,280,681	6,569,102	6,891,175	7,097,910
Depreciation	4,135,000	4,115,000	4,135,000	4,170,000	4,205,000	4,240,000	4,275,000
Total Expenses	10,648,476	10,583,476	10,286,147	10,450,681	10,774,102	11,131,175	11,372,910
Operating Income	(1,905,376)	(1,647,476)	(1,059,347)	(1,180,646)	(823,414)	(1,133,639)	(1,328,296)
Non-Operating Revenues (Expenses)							
Interest Income	930,000	825,000	830,000	500,000	500,000	500,000	500,000
Interest Expense	(693,852)	(660,676)	(709,612)	(917,978)	(949,605)	(1,179,016)	(1,378,285)
Gain/Loss on Refunding		-	-	<del>-</del>	<del>-</del>		
Premium on Debt Issue Amortization of Debt Expense	2,518	13,786	22,589	21,859	21,242	20,615	19,980
Intergovernmental	(17,570)	(16,737)	(20,900)	(29,864)	(35,806)	(40,991)	(43,647)
Total Non-Operating	221,096	161,373	122,077	(425,982)	(464,169)	(699,392)	(901,952)
Net Income Before Transfers	(1,684,280)	(1,486,103)	(937,270)	(1,606,628)	(1,287,583)	(1,833,032)	(2,230,248)
Contributions and Transfers In (Out)							
Capital Contributions	_	40,850	40,300	153,900	-	97,100	_
Capital Projects	(15,000)	(15,000)	-	-	-	-	-
General Fund	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)
Change in Net Assets	(1,816,730)	(1,577,703)	(1,014,420)	(1,570,178)	(1,405,033)	(1,853,382)	(2,347,698)
Total Net Assets - Beginning	88,764,724	88,764,724	87,187,021	86,172,601	84,602,422	83,197,390	81,344,008
Total Net Assets - Ending	\$86,947,994	\$87,187,021	\$86,172,601	\$ 84,602,422	\$ 83,197,390	\$ 81,344,008	\$ 78,996,310
		SCHED	ULE OF CASI	I FLOWS			
		0022					
Cash - Beginning of the Year		7,562,982	4,192,754	2,098,883	3,220,419	4,336,387	4,619,666
+ Change in Net Assets		(1,577,703)	(1,014,420)	(1,570,178)	(1,405,033)	(1,853,382)	(2,347,698)
+ Depreciation		4,115,000	4,135,000	4,170,000	4,205,000	4,240,000	4,275,000
<ul><li>+ Long Term Debt</li><li>-Contributed Capital</li></ul>		3,735,000	(40.200)	4,000,000 (153,900)	5,500,000	5,000,000 (97,100)	3,000,000
- Fixed Assets		(40,859) (8,530,684)	(40,300) (3,806,131)	(4,856,365)	(6,369,000)	(5,966,239)	(3,735,913)
- Principal Repayment		(1,320,982)	(1,368,020)	(1,368,020)	(815,000)	(1,040,000)	(1,245,000)
+ Fixed Assets funded by DNR	Rplcmnt Fund	250,000		900,000	-	-	500,000
Working Cash - End of Year		\$ 4,192,754	\$ 2,098,883	\$ 3,220,419	\$ 4,336,387	\$ 4,619,666	\$ 5,066,055
25% Working Capital Reserve (p	rior year's audite	ed expenses)	1,811,651	1,744,552	1,829,027	1,909,039	2,046,910
Coverage Ratio		1.54	1.84	2.43	2.34	1.98	1.65

## **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 increased 5% on July 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:**

Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. Next projected rate increase is 8% on January 1, 2014.

# CITY OF APPLETON 2012 BUDGET WASTEWATER UTILITY LONG TERM DEBT - REVENUE BONDS

1993

	Clean Water Fund Bond										
Year	F	Principal		Interest							
2012		983,020	· <u> </u>	11,039							
	\$	983,020	\$	11,039							

	20	06	20	07		20	2008		
	Refundir	ng Bonds	Revenu	e Boi	nds	Revenu	е Во	nds	
	Principal	Interest	Principal		Interest	Principal		Interest	
2012	130,000	125,060	90,000		93,731	165,000		159,403	
2013	135,000	119,281	95,000		89,765	175,000		153,669	
2014	150,000	112,938	100,000		85,585	175,000		147,544	
2015	150,000	106,250	100,000		81,335	175,000		141,419	
2016	155,000	99,350	105,000		76,944	190,000		134,628	
2017	160,000	92,225	110,000		72,340	200,000		126,919	
2018	175,000	84,575	115,000		67,427	200,000		118,919	
2019	175,000	76,700	120,000		62,250	215,000		110,519	
2020	185,000	68,525	125,000		56,333	220,000		101,786	
2021	195,000	59,250	135,000		49,750	230,000		92,336	
2022	200,000	49,333	140,000		42,833	240,000		81,638	
2023	215,000	38,833	145,000		35,667	255,000		70,013	
2024	225,000	27,750	155,000		28,083	265,000		57,845	
2025	235,000	16,167	160,000		20,167	275,000		45,213	
2026	245,000	4,083	170,000		11,833	290,000		32,250	
2027	-	-	180,000		3,000	305,000		18,750	
2028		0		0		 315,000		4,725	
	\$ 2,730,000	\$ 1,080,320	\$ 2,045,000	\$	877,043	\$ 3,890,000	\$	1,597,576	

	20	10	20	11								
	Revenu	e Bonds	Revenu	e Bonds		TOTAL						
	Principal	Interest	Principal	Interest	Principal	Interest	Total					
2012	-	165,313	-	155,066	1,368,020	709,612	2,077,632					
2013	210,000	162,513	140,000	136,083	755,000	661,311	1,416,311					
2014	215,000	158,246	145,000	132,250	785,000	636,563	1,421,563					
2015	220,000	153,879	150,000	127,800	795,000	610,683	1,405,683					
2016	225,000	149,413	155,000	123,200	830,000	583,535	1,413,535					
2017	230,000	144,079	160,000	118,450	860,000	554,013	1,414,013					
2018	235,000	137,854	165,000	113,550	890,000	522,325	1,412,325					
2019	245,000	130,800	165,000	108,600	920,000	488,869	1,408,869					
2020	250,000	123,350	175,000	102,283	955,000	452,277	1,407,277					
2021	260,000	114,783	180,000	95,150	1,000,000	411,269	1,411,269					
2022	270,000	105,450	190,000	87,683	1,040,000	366,937	1,406,937					
2023	280,000	95,300	195,000	79,950	1,090,000	319,763	1,409,763					
2024	290,000	84,067	205,000	71,883	1,140,000	269,628	1,409,628					
2025	300,000	72,200	210,000	63,550	1,180,000	217,297	1,397,297					
2026	315,000	59,800	220,000	54,883	1,240,000	162,849	1,402,849					
2027	325,000	46,933	230,000	45,817	1,040,000	114,500	1,154,500					
2028	340,000	33,533	240,000	36,350	895,000	74,608	969,608					
2029	355,000	19,533	250,000	26,483	605,000	46,016	651,016					
2030	370,000	4,933	260,000	16,217	630,000	21,150	651,150					
			300,000	4,250	300,000	4,250	304,250					
	\$ 4,935,000	\$ 1,937,513	\$ 3,735,000	\$ 1,652,548	\$ 18,318,020	\$ 7,227,455	\$ 25,545,475					
	Ψ 1,000,000	Ψ 1,007,010	Ψ 0,700,000	Ψ 1,002,040	Ψ 10,010,020	Ψ 1,221,400	Ψ 20,040,470					

Note: Schedule is based on accrual method of accounting. Revenue bonds will not be issued in 2012.

## **CITY OF APPLETON 2012 BUDGET**

## **STORMWATER UTILITY**

Public Works Director: Paula A. Vandehey

**Deputy Director/City Engineer: Ross M. Buetow** 

**Deputy Director of Operations: Nathan D. Loper** 

## **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 2011 EVENTS**

Constructed the CTH JJ stream relocation and associated bridge structures to facilitate future widening of CTH JJ and increase developable land area by managing floodplain

Bid out the Bellaire Ravine Erosion Mitigation Project for planned 2012 construction

Prepared detailed drainage studies for the following areas: Xavier Drainage Area, Manitowoc Road Drainage Area, Northland Avenue (CTH OO) Drainage Area, and Ballard Road north of Wisconsin Avenue

Began the Citywide Stormwater Management Plan Update including proposed TMDL requirements by Wisconsin Department of Natural Resources

Continued to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the new DPW horticulturist position

Bid out the Appleton East Underground Storage Project for construction in 2012 (Phase 1) and 2014 (Phase II), per the Southeast/Theodore Street Area Drainage Study update

Hauled leaves and debris to the Outagamie County pilot compost site to reduce haul distances and associated costs

Participated in Red Oak Ravine Project design with the Town of Menasha to address erosion concerns in the ravine

Completed final design and permit applications for the Reid Golf Course detention pond(s) for proposed 2013 construction

Completed the associated Reid Golf Course area drainage study to address flooding concerns within the watershed

Constructed new storm sewer system in French Road from Evergreen Drive to CTH JJ as part of the French Road construction project

Performed water quality modeling for WDNR permits associated with reconstruction projects on East South River Drive, Olde Oneida Street, Outagamie Street, and Douglas Street

Updated the City Stormwater Management Ordinance and the Erosion and Sediment Control Ordinance to reflect revisions to NR151 stormwater regulations

Updated the City Stormwater Management Ordinance to provide for a pass-through fee structure and decrease allowable review time

Completed construction of 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 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

Implemented the second 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

Updated the Citywide Pollution Prevention Program

### **MAJOR 2012 OBJECTIVES**

Begin design of the stormwater management practices required for the planned reconstruction of Ballard Road north of CTH JJ and new construction of Lightning Drive north of CTH JJ

Amend flood plain zoning ordinance to reflect floodplain modifications per the CTH JJ stream relocation project

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

Perform preliminary design of proposed improvements in the West Wisconsin Avenue Area Drainage Study to help reduce flooding in the drainage area

Complete the Citywide Stormwater Management Plan Update including pending TMDL requirements by Wisconsin Department of Natural Resources

Continue to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the new DPW horticulturist position

Construct Phase 1 of the Appleton East Underground Storage Project, per the Southeast/Theodore Street Area Drainage Study update

Continue to haul leaves and debris to the Outagamie County pilot compost site to reduce haul distances and associated costs

Participate in Red Oak Ravine Project construction with the Town of Menasha to address erosion concerns in the ravine

Obtain permits to construct the Reid Golf Course detention ponds in 2013

Implement the third year of on-going Field Screening Program for the Illicit Discharge requirements of the City's NR216 Permit

DEPARTMENT BUDGET SUMMARY												
	Programs		Act	tual					Budget			%
Unit	Title		2009		2010	Ad	lopted 2011	Ame	nded 2011		2012	Change *
	rogram Revenues	\$	7,748,404	\$	8,791,548	\$	7,887,750	\$	7,887,750	\$	8,040,100	1.93%
Р	rogram Expenses											
5210	Administration		3,581,897		4,026,001		4,385,085		4,441,790		4,363,941	-0.48%
5220	Facility Maintenance		1,207,357		1,189,826		1,361,495		1,361,495		1,405,211	3.21%
5225	Leaf Collection		331,260		402,402		349,880		349,880		375,059	7.20%
5230	Capital Construction		593,207		609,941		2,248,691		8,576,669		9,657,124	329.46%
	TOTAL	\$	5,713,721	\$	6,228,170	\$	8,345,151	\$ 1	4,729,834	\$	15,801,335	89.35%
Expens	ses Comprised Of:											
Personr			1,201,262		1,276,616		1,533,500		1,533,500		1,522,679	-0.71%
Adminis	strative Expense		2,960,803		3,416,960		3,559,775		3,559,775		3,789,033	6.44%
Supplies	s & Materials		59,563		55,836		80,235		80,235		86,135	7.35%
Purchas	sed Services		752,001		696,939		1,229,664		1,704,451		680,868	-44.63%
Utilities			9,784		2,515		4,606		4,606		2,945	-36.06%
Repair 8	& Maintenance		287,229		337,026		391,930		391,930		454,578	15.98%
	Expenditures		443,079		442,278		1,545,441		7,455,337		9,265,097	499.51%
Full Tin	ne Equivalent Staff:											
Personr	nel allocated to programs		17.32		17.75		18.73		18.73		18.98	·

<sup>&#</sup>x27; % change from prior year adopted budget

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:

Resources regulations

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

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 changes in Revenue, Expenditures, or Programs:

Pending TMDL stormwater regulations by Wisconsin DNR are anticipated. These regulations will add to, rather than replace, existing NR151 requirements.

Citywide stormwater management plan update will be completed in 2012.

Increase in the training budget and software support will allow for some stormwater modeling to be done inhouse, reducing consulting fees (\$187,300) but requiring greater City staff time (.25 FTE allocation increase). This varies year to year based on the number and type of stormwater projects.

Reduction in printing is due to the elimination of providing utility customers remit envelopes with quarterly billing. This reduction was previously approved by Council on April 20th.

Parking Permit expense reflects the need for a permit for the Horticulturist who works part of his time at City Hall.

The increase in depreciation expense is due to 8,550 feet more of managed streams/channels, two additional biofilters and three ponds additions.

The part-time personnel expense reflects the Stormwater Utility allocation for the employee dedicated to taking committee minutes.

	Ac	tual 2009	Actual 2010	Target 2011	Projected 2011	Target 2012
Client Benefits/Impacts						
Economic development						
Master plans completed		3	2	4	3	1
Strategic Outcomes						
Alternative sources of revenue						
# of grants applied for		2	0	0	0	1
Value of grant dollars awarded or						
applied for future reimbursement	\$	471,273	0	0	0	\$ 150,000
Safe, reliable future level of service						
Acre feet of storage identified for						
future use		2.0	0.0	1.0	1.0	2.0
# of DNR non-compliance notices						
received		0	0	0	0	0
Work Process Outputs						
Preventive maintenance of system						
Erosion control plans						
reviewed (permits)		62	54	75	75	75

Administration Business Unit 5210

## PROGRAM BUDGET SUMMARY

			tual		_			Budget		
escription		2009		2010	A	dopted 2011	Am	ended 2011		2012
Revenues										
4224 Miscellaneous State Aids	\$	11,300	\$	-	\$	-	\$	-	\$	
4411 Sundry Permits		25		-		-		-		
4418 Plan Review Permit		19,959		11,795		15,000		15,000		20,00
4420 Erosion Control		7,440		6,690		5,000		5,000		6,00
4710 Interest on Investments		78,422		691,116		600,000		600,000		600,00
4730 Interest - Deferred Special		6,163		4,507		-		-		
4801 Charges for Serv Nontax		200		-		-		-		
4880 Stormwater Revenue		6,191,132		6,716,402		7,140,000		7,140,000		7,155,12
5010 Misc Revenue - Nontax		-		8,700		-		-		
5021 Capital Contributions		1,366,372		1,308,771		90,000		90,000		220,50
5035 Other Reimbursements		36,057		4,438		-		-		
5071 Customer Penalty		25,168		28,480		26,000		26,000		27,00
5086 Premium on Debt Issue		5,774		10,387		11,750		11,750		11,47
Total Revenue	\$	7,748,012	\$	8,791,286	\$	7,887,750	\$	7,887,750	\$	8,040,10
Expenses										
6101 Regular Salaries	\$	248,488	\$	288,412	\$	275,681	\$	275,681	\$	287,27
6104 Call Time	Ψ	194	Ψ	927	Ψ	750	Ψ	750	Ψ	7:
6105 Overtime		1,592		1,542		2,000		2,000		1,5
6108 Part-Time		1,662		77		2,000		2,000		3:
6150 Fringes		92,747		111,066		115,802		115,802		109,7
6201 Training\Conferences		3.244		1.747		5,150		5,150		7,3
6206 Parking Permits		264		311		270		270		6
6301 Office Supplies		42		242		40		40		Ŭ,
6303 Memberships & Licenses		12,936		12,205		13,650		13,650		14,0
6304 Postage\Freight		12,373		18.040		16,000		16,000		16,0
6305 Awards & Recognition		12,070		35		35		35		10,0
6315 Books & Library Materials		_		-		100		100		1
6320 Printing & Reproduction		3,262		2,723		3,200		3,200		2,70
6321 Clothing		200		255		255		255		2,7
6327 Miscellaneous Equipment		930		19		4,780		4,780		۷.
6401 Accounting/Audit		7,370		7,686		10,976		10,976		7,8
6402 Legal Fees		644		436		300		300		7,6 40
6403 Bank Services		14,916		24,296		15,000		15,000		23,00
6404 Consulting Services		245,758		212,273		335,000		391,705		147,70
6413 Utilities		1,202		733		1,316		1,316		9
6424 Software Support		5,880		6,463		6,000		6,000		25,50
6425 CEA Equip. Rental		2,396		6,000		3,650		3,650		6,89
6430 Health Services		2,390		5,000		3,030		5,050		0,08
6501 Insurance		11,460		15,996		22,940		22,940		27,37
6599 Other Contracts/Obligations		235		10,090		94,500		94,500		۱,۵۱
6601 Depreciation Expense		1,552,427		1,656,122		1,770,000		1,770,000		1,900,00
6623 Uncollectable Accounts		980		3,237		1,770,000		1,770,000		3,00
6720 Interest Payments		1,232,278		1,582,460		1,608,290		1,608,290		3,00 1,711,2
6730 Debt Issuance Costs		55,898		60,198		65,000		65,000		56,90
7911 Trans Out - General Fund		12,500		12,500		12,500		12,500		12,50
		60,000		12,500		12,500		12,500		12,30
7914 Trans Out - Capital Projects										

Memberships & Licenses NR216 annual permit fee	\$	8,000	Consulting Services Stormwater management	
NEWSC Dues		4,000	plan reviews	\$ 51,500
Municipal Environmental Group		1,000	Water Quality in Study Areas	30,900
Professional memberships		1,060	NR 216 Permitting	43,000
	\$	14,060	Wetland studies	10,300
			Aerial topography	12,000
Postage & Freight				\$ 147,700
City Service Invoice postage allocation	\$	16,000		
	\$	16,000	Software Support	
			Permittracker	\$ 6,000
Bank Services			XP-SWMM	16,000
Banking & Investment Service	<u>\$</u> \$	23,000	AcrInfo	2,500
	\$	23,000	SLAMM	500
		<del>-</del>	Eagle Point	500
			-	\$ 25,500

Facility Maintenance Business Unit 5220

## PROGRAM MISSION

To plan and implement a maintenance program that keeps the stormwater system in a safe and environmentally sound condition.

## PROGRAM NARRATIVE

#### Link to City Goals:

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

## Objectives:

Continue to have a proactive maintenance program to identify major repair areas

Reduce the number of failures and insure the system is operating properly

Encourage good housekeeping practices on private developments, which will reduce the City's maintenance cost and improve water quality

Reduce the response time per facility through an effective maintenance program

Implement adaptive management plans for stormwater facilities to improve management techniques and response times for facilities maintenance

## Major changes in Revenue, Expenditures, or Programs:

Most city stormwater ponds have frontage along City streets, many of the street terraces were mowed by the Park & Rec Department in the past with no charge back to the Utility. These terraces are now being mowed by Facilities & Grounds which will be appropriately charging back their mowing costs.

The shift of labor dollars are required to manage the additional facilities in inventory which include: 8,550' more of managed streams/channels, two additional biofilters and three ponds added since 2010. Currently doing more storm sewer cleaning this year and cleaning will continue in 2012.

Number of trouble calls has increased due to better tracking and clarification of the definition of a trouble call.

The increase in construction materials results from more rip rap, silt fence and erosion material needed for the Gabion Channel Phase II repair and Ditch/Ravine maintenance program.

		CE INDICATOR		B!1-10044	T
Client Benefite/Immedia	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Target 2011</u>	Projected 2011	<u>Target 2012</u>
Client Benefits/Impacts					
Benefit of inspection program					
# of spot repairs identified from TV					
reports	23	1	20	20	20
Compliance with regulation					
# of protruding taps identified	6	41	12	12	12
# of cross connections identified	1	2	0	0	0
Strategic Outcomes					
Effectiveness of maintenance program					
# of trouble calls	3	0	10	14	20
% of total system televised	10%	10%	12%	12%	12%
Work Process Outputs					
Preventive maintenance					
Cubic yards of material collected from					
street sweeping operations	3,367	3.130	3,500	3,500	3,500
% of total storm sewer system cleaned	10.4%	15.6%	28.0%	,	28.0%
Safeguarding health and safety					
# of protruding taps removed	20	26	10	10	10
# of spot repairs made	27	22	15	15	15
5. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5.			.0		.0

Facility Maintenance Business Unit 5220

## **PROGRAM BUDGET SUMMARY**

	A						Budget							
Description		2009		2010	Ac	dopted 2011	Am	ended 2011		2012				
Revenues														
4801 Charges for Serv Nontax	\$	176	\$	262	\$	-	\$	-	\$	-				
Total Revenue	\$	176	\$	262	\$	-	\$	-	\$	-				
Expenses														
6101 Regular Salaries	\$	384,878	\$	369,560	\$	445,257	\$	445,257	\$	475,115				
6104 Call Time	Ψ	1.534	Ψ	1,286	Ψ	1,825	Ψ	1,825	Ψ	1,825				
6105 Overtime		7,732		7,007		9,050		9,050		7,000				
6108 Part-Time		3,760		2,102		-		-		- ,,,,,,				
6150 Fringes		173,133		173,509		208,943		208,943		211,610				
6308 Landscape Supplies		2,576		814		2.350		2,350		2,420				
6309 Shop Supplies & Tools		3,352		1,089		2,600		2,600		2,612				
6325 Construction Materials		46,759		44,003		61,600		61,600		71,390				
6327 Miscellaneous Equipment		2,419		6,733		5,350		5,350		6,658				
6402 Legal Fees		· -		,		200		200		200				
6404 Consulting Services		238,383		214,011		194,220		194,220		197,120				
6408 Contractor Fees		134,169		109,333		105,500		105,500		105,655				
6413 Utilities		3,310		1,676		3,122		3,122		1,865				
6415 Tipping Fees		38,077		40,798		44,568		44,568		44,583				
6420 Facility Charges		-		-		-		_		18,000				
6424 Software Support		-		-		500		500		583				
6425 CEA Equip. Rental		163,966		163,044		228,410		228,410		214,575				
6429 Interfund Allocations		(359)		(247)		-		-		-				
6454 Grounds Repair & Maint.		3,168		1,241		4,000		4,000		4,000				
6503 Rent		500		53,867		44,000		44,000		40,000				
Total Expense	\$	1,207,357	\$	1,189,826	\$	1,361,495	\$	1,361,495	\$	1,405,211				

Construction Materials Castings	\$	22,000	<u>Tipping Fees</u> Disposal costs of cleaning: S	\$33 per	ton
Concrete		20,000	Streets - 1,212 tons	\$	39,996
Gravel		500	Stormsewers - 139 tons		4,587
Piping		500		\$	44,583
Clear Stone		500			
Other materials	_	27,890		0.000/	
	\$	71,390	Land for detention ponds: \$2	2,800/a	cre
O a manufillia a O a maio a a			Memorial Park - North	Φ.	00.400
Consulting Services	\$	05 700	7.28 acres Memorial Park - South	\$	20,400
Ecologist for prairie & wetlands	Ф	85,720 97,500	7 acres		19,600
Stormsewer TV & cleaning Ecologist for ditches & ravines		13,900	7 acres	\$	40,000
Ecologist for alteries a ravines	\$	197,120		Ψ	+0,000
	<u> </u>	107,120			
Contractor Fees					
Surface restoration	\$	30,000			
Protruding tap	Ψ	20,000			
Spot repairs		31,000			
Animal control		8,755			
Gabion Channel		10,000			
Emergency Repairs		5,000			
Misc Streets		900			
	\$	105,655			

Leaf Collection Business Unit 5225

### PROGRAM MISSION

Collect leaves from city streets and dispose of them in a safe and environmentally productive manner

### **PROGRAM NARRATIVE**

## Link to City Goals:

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

## Objectives:

Continually search for ways to improve communication with the public on leaf collection schedules

Research and evaluate alternative methods of leaf collection and long term disposal

Adjust leaf collection routes to avoid picking up leaves on the same day as collecting refuse

Minimize secondary hauling costs of leaves, transporting to Outagamie County and Mackville, and grinding into mulch by working with a composting company

## Major changes in Revenue, Expenditures, or Programs:

Actual leaf collections vary from year to year depending on the weather. It is projected to complete three cycles per year.

Staff will continue to work with the Wastewater Utility staff on use of the leaves at the pilot composting site at the County Landfill.

		RFORMAN ual 2009	SECTION SECTION	INDICATOR tual 2010		arget 2011	Dro	ected 2011	<b>T</b>	arget 2012
Client Benefits/Impacts	ACI	uai 2005	AU	<u>.tuai 2010</u>	16	irget 2011	FIU	ecteu 2011	10	arget 2012
Service provided Number of collection cycles		4		4		3		3		3
Strategic Outcomes										
Cost effective service provided Cost/cubic yard collected	\$	8.78	\$	8.89	\$	8.00	\$	8.00	\$	8.00
Work Process Outputs										
Safer streets and cleaner storm water sys Cubic yards of leaves collected	stem	39,770		38,055		35,000		35,000		35,000

Leaf Collection Business Unit 5225

## **PROGRAM BUDGET SUMMARY**

	Actual				Budget				
Description	 2009		2010	Ad	lopted 2011	Am	ended 2011		2012
Expenses									
6101 Regular Salaries	\$ 136,427	\$	152,436	\$	126,933	\$	126,933	\$	126,933
6104 Call Time	209		307		250		250		250
6105 Overtime	8,419		8,618		6,500		6,500		6,500
6150 Fringes	64,131		75,498		69,389		69,389		62,655
6408 Contractor Fees	4,266		5,158		4,400		4,400		4,400
6413 Utilities	109		106		168		168		168
6425 CEA Equip. Rental	117,699		160,279		142,240		142,240		174,153
Total Expense	\$ 331,260	\$	402,402	\$	349,880	\$	349,880	\$	375,059

## DETAILED SUMMARY OF 2012 PROPOSED EXPENDITURES > \$10,000

<u>None</u>

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 changes in Revenue, Expenditures, or Programs:

preference of project coordinator to schedule.

The capital budget was lower in 2011 in anticipation of significant project for 2012 (Theodore Street Phase 1 Flood Storage) and the completion of some existing projects in 2010 that were carried over into 2011. No land will be purchased; however the JJ Ditch Relocation Project reduced the area of flood plain, making the adjacent land buildable. Please see the Stormwater 5-year capital improvement plan on page 630 for further details.

115 440 283.79 0.36% 0	100 400 284.24 0.58% 0	100 400 284.24 0.58% 0	115 400 284.24 0.83% 56
283.79 0.36%	284.24 0.58%	284.24 0.58%	400 284.24 0.83%
283.79 0.36%	284.24 0.58%	284.24 0.58%	400 284.24 0.83%
283.79 0.36%	284.24 0.58%	284.24 0.58%	400 284.24 0.83%
283.79 0.36%	284.24 0.58%	284.24 0.58%	400 284.24 0.83%
283.79 0.36%	284.24 0.58%	284.24 0.58%	400 284.24 0.83%
283.79 0.36%	284.24 0.58%	284.24 0.58%	284.24 0.83%
0.36%	0.58%	0.58%	0.83%
0.36%	0.58%	0.58%	0.83%
0.36%	0.58%	0.58%	0.83%
0	0	0	56
45.0	0	0	29.1
1.02	1.65	1.65	2.37
0.77	1.22	1.22	0.00

Stormwater.xls Page 570 10/6/2011

**Capital Construction** 

**Business Unit 5230** 

## PROGRAM BUDGET SUMMARY

	 Act		Budget						
Description	 2009		2010	A	dopted 2011	Am	nended 2011		2012
Revenues 5010 Misc Revenue - Nontax Total Revenue	\$ 216 216	\$	<u>-</u>	\$	-	\$	<u>-</u>	\$	<u>-</u>
Expenses 6101 Regular Salaries 6104 Call Time	\$ 49,953	\$	51,419	\$	189,721	\$	189,721	\$	154,002 250
6105 Overtime 6108 Part-Time 6150 Fringes	3,853 3,735 18,818		4,383 6,192 22,275		7,500 4,342 69,557		7,500 4,342 69,557		10,654 5,353 60,891
6304 Postage\Freight 6325 Construction Materials 6328 Signs	20 65		168 32		-		-		-
6402 Legal Fees 6404 Consulting Services 6408 Contractor Fees	(248) 23,782 44,722		20,144 63,050		355,000 70,000		773,082 70,000		80,000 70,000
6413 Utilities 6415 Tipping Fees	24 5,163 (308)		-		-				
6425 CEA Equip. Rental 6599 Other Contracts / Obligations 6809 Infrastructure Construction	(508) - 550 443,078		- - - 442,278		7,130 - 1,545,441		7,130 - 7,455,337		10,877 - 9,265,097
Total Expense	\$ 593,207	\$	609,941	\$	2,248,691	\$	8,576,669	\$	9,657,124

				Storm- water				
2012	Street	From	То	Utility				
Labor Pool				231,150				
CEA				10,877				
Consulting Services	Construction Service	50,000						
-	Land Acquisition Ser	vices		10,00				
	Modeling for Storm S	3	20,00					
	Design & Permitting:							
	Subtotal			80,000				
Land Acquisition								
	Subtotal							
Miscellaneous Construction	Sump Pump Storm S	200,000						
	Surface restoration for	or mini sewer from p	revious year	70,000				
	Storm Laterals, Mani	noles, Inlets, Mini's F	Prior to Asphalt Paving	62,00				
	Storm Laterals, Mani	noles, Inlets, Mini's F	Prior to Concrete Paving	59,54				
	Flood Reports			200,00				
	Native Landscaping			100,00				
	Red Oak Ravine Pha	se II construction		1,000,00				
	Theodore Study Stor	Theodore Study Storage at AEHS - Phase One						
	Subtotal			7,691,54				
New Construction								
	Subtotal							
Reconstruction	Atlantic St	Rankin St	Tonka St	1,00				
	Ballard Rd	Wisconsin Ave	Longview St	900,90				
	Douglas St	Spencer St	College Ave	91,800				
	E. South River St	Olde Oneida St	Madison St	171,77				
	Gunn St	Walter Ave	Telulah Ave	52,350				
Reconstruction (on streets to be	Harriman St	Wisconsin Ave	Parkway Blvd	140,600				
paved in 2013)	Lawe	Hoover St	Taft St	10,75				
	Outagamie St	Spencer St	College Ave	229,92				
	Roosevelt St (laterals		Clark St	3,050				
	Roosevelt St (liner)	Division	Clark St	17,62				
	Tonka St	North St	Atlantic St	23,78				
	Subtotal			1,643,55				
Total	J	1	1	\$ 9,657,12				

LINE 21K		Revenue anu	exheuse annue	ir y			20.02.10
Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
REVENUES							
Intergovernmental Revenues Permits Interest Income Charges for Services Other Revenues	11,300 27,424 84,585 6,191,508 1,433,587	18,485 695,624 6,716,663 1,360,775	14,123 27,117 641,031 4,895,285 180,541	20,000 600,000 7,140,000 127,750	20,000 600,000 7,140,000 127,750	0 26.000 0 7.139.813 27.000	26,000 600,000 7,155,125 258,975
TOTAL REVENUES	7,748,404	8,791,547	5,758.097	7,887,750	7.887.750	7,192.813	8,040,100
EXPENSES BY LINE ITEM							
Regular Salaries Labor Pool Allocations Call Time Overtime Temp. Full-Time Part-Time Other Compensation Shift Differential Sick Pay Vacation Pay Fringes	92,258 625,773 1,937 21,593 9,157 0 1,251 1,833 25,720 72,911 348,829	95.161 642.804 2.521 21.550 8.370 0 2.757 2.032 35.118 83.954 382.349	80.974 448.687 1.647 16.342 9.395 2.291 0 1.080 39.687 49.176 271.088	117,951 917,746 2,825 25,050 4,342 0 875 1,020 0 463,691	117.951 917.746 2.825 25.050 4.342 0 875 1.020 0 463.691	0 82,730 2,825 17,000 0 875 1,521 0	117.617 922.568 3.075 25.654 0 5.747 1.125 2.011 0 0 444.882
Salaries & Fringe Benefits	1,201,262	1,276,616	920,367	1,533,500	1,533,500	104,951	1,522,679
Training & Conferences Parking Permits Office Supplies Subscriptions Memberships & Licenses Postage & Freight Awards & Recognition Insurance Rent Depreciation Expense Uncollectible Accounts Interest Payments Debt Issuance Costs Trans Out - General Fund Trans Out - Capital Projects	3.244 264 42 1.470 17.347 12.393 0 11.460 5.500 1.552.427 980 1.232.278 55.898 12.500 60.000	1.747 311 242 0 12.205 18.040 35 15.996 53.867 1.656.122 3.237 1.582.460 60.198 12.500	1,663 612 0 12,050 9,811 0 17,208 40,000 1,208,867 2,457 1,215,298 40,505 9,375	5.150 270 40 0 13.650 16.000 35 22.940 44.000 1.770.000 1.900 1.608.290 65.000 12.500	5.150 270 40 0 13.650 16.000 35 22.940 44.000 1.770.000 1.900 1.608.290 65.000 12.500	7.300 612 40 0 14,060 35 25.000 44.000 1.611.822 3.000 1.638.942 70.000 12.500	7,300 612 40 0 14,060 16,000 35 27,370 40,000 1,900,000 3,000 1,711,216 56,900 12,500
Administrative Expense	2,960,803	3,416,960	2.557.846	3,559,775	3,559,775	3,443,311	3,789,033
Landscape Supplies Shop Supplies & Tools Books & Library Materials Miscellaneous Supplies Printing & Reproduction Clothing Construction Materials Miscellaneous Equipment Signs	2.576 3.352 0 0 3.262 200 46.824 3.349 0	814 1.089 0 0 2.723 255 44.171 6.752 32	420 657 0 51 1.650 197 21.352 6.969	2.350 2,600 100 0 3.200 255 61.600 10.130	2.350 2,600 100 0 3.200 255 61,600 10.130	2,420 2,612 100 0 3,300 255 71,390 9,158 0	2.420 2.612 100 0 2.700 255 71.390 6.658 0
Supplies & Materials	59,563	55,836	31,296	80.235	80,235	89,235	86,135
Accounting/Audit Legal Fees Bank Services Consulting Services Contractor Fees Advertising Tipping Fees Other Interfund Charges Interfund Allocations	7,370 396 14,917 507,923 183,157 24 37,769 0	7,686 436 24,296 446,429 177,541 0 40,798 247- 0	10.054 60 13.160 482.440 27.619 0 27.894	10.976 500 15.000 884.220 179.900 0 44.568	10.976 500 15.000 1.359.007 179.900 0 44.568	9.700 600 21.180 424.820 180.055 0 44.583 0	7.810 600 23.000 424.820 180.055 0 44.583 0
Health Services Other Contracts/Obligations	0 359- 19 785	0	0 2,495	Ď	0 94,500	0 54,400	0 0
Purchased Services	752,001	696,939	563.722	1,229,664			680,868
Electric	0	283	204	0	0	305	305

## City of Appleton 2012 Budget Revenue and Expense Summary

2 09/29/11 20:52:42

Description	2009 Actual	2010 Actual	2011 YTD Actual	2011 Adopted Budget	2011 Amended Budget	2012 Requested Budget	2012 Adopted Budget
Water Telephone	8.582 1.202	1,498 734	574 641	3,290 1,316	3,290 1,316	1,728 912	1,728 912
Utilities	9.784	2,515	1,419	4,606	4.606	2,945	2,945
Equipment Repair & Maintenanc Facilities Charges Software Support CEA Equipment Rental Grounds Repair & Maintenance	0 0 0 284.061 3.168	0 0 6.463 329.322 1.241	115 839 3.523 110.979 990	0 0 6,500 381,430 4,000	0 0 6.500 381,430 4.000	0 0 23.083 7.000 4.000	18,000 26,083 406,495 4,000
Repair & Maintenance	287,229	337,026	116,446	391,930	391,930	34,083	454,578
Infrastructure Construction	443.079	442,278	2.424.958	1.545.441	7,455,337	9,295,842	9,265,097
Capital Expenditures	443.079	442,278	2,424,958	1.545.441	7,455,337	9,295,842	9,265,097
TOTAL EXPENSES	5,713,721	6,228,170	6,616,054	8,345,151	14,729,834	13.705,705	15,801,335

## **CITY OF APPLETON 2012 BUDGET**

## **STORMWATER UTILITY**

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2009 Actual	2010 Actual	2011 Budget	2011 Projected	2012 Budget					
Charges for Services Miscellaneous Total Revenues	\$ 6,191,132 100,541 6,291,673	\$ 6,716,402 60,364 6,776,766	\$ 7,140,000 46,000 7,186,000	\$ 7,150,000 53,500 7,203,500	\$ 7,155,125 53,000 7,208,125					
Expenses										
Operating Expenses Depreciation Total Expenses	2,800,619 1,552,427 4,353,046	2,916,892 1,656,122 4,573,014	2,640,670 1,770,000 4,410,670	2,697,375 1,770,000 4,467,375	2,463,595 1,900,000 4,363,595					
Operating Income (Loss)	1,938,627	2,203,752	2,775,330	2,736,125	2,844,530					
Non-Operating Revenues (Expenses)										
Interest Income Interest Expense Amortization of Premium on Debt Issue Amortization of Debt Expense Other	84,585 (1,232,278) 5,774 (55,897)	695,623 (1,582,460) 10,387 (60,198)	600,000 (1,608,290) 11,750 (65,000)	650,000 (1,608,290) 11,750 (59,900)	600,000 (1,711,216) 11,475 (56,900)					
Total Non-Operating	(1,197,816)	(936,648)	(1,061,540)	(1,006,440)	(1,156,641)					
Income (Loss) Before Contributions and Transfers	740,811	1,267,104	1,713,790	1,729,685	1,687,889					
Contributions and Transfers In (Out)										
Capital Contributions Capital Projects General Fund	1,366,372 (60,000) (12,500)	1,308,771 - (12,500)	90,000 - (12,500)	140,000 - (12,500)	220,500 - (12,500)					
Change in Net Assets	2,034,683	2,563,375	1,791,290	1,857,185	1,895,889					
Total Net Assets - Beginning	48,206,211	50,240,894	52,804,269	52,804,269	54,661,454					
Total Net Assets - Ending	\$ 50,240,894	\$ 52,804,269	\$ 54,595,559	\$ 54,661,454	\$ 56,557,343					
SCHEDULE OF CASH FLOWS										
Cash - Beginning of the Year + Net Income + Depreciation + Long Term Debt - Contributed Capital - Fixed Assets - Principal Repayment				11,789,246 1,857,185 1,770,000 - (140,000) (8,576,669) (1,560,000)	5,139,762 1,895,889 1,900,000 7,200,000 (220,500) (9,657,124) (1,895,000)					
Working Cash - End of Year				\$ 5,139,762	\$ 4,363,027					

The current annual rate of \$125.00 per ERU became effective July 1, 2010.

<sup>\*</sup> Beginning as restated

## **CITY OF APPLETON 2012 BUDGET CALCULATION OF RATE INCREASE DOCUMENTATION**

Revenues	2011 Budget	2011 Projected	2012 Budget	2013 Projected	2014 Projected	2015 Projected	2016 Projected			
Charges for Services Miscellaneous Total Revenues	\$ 7,140,000 46,000 7,186,000	\$ 7,150,000 53,500 7,203,500	\$ 7,155,125 53,000 7,208,125	\$ 8,013,740 53,000 8,066,740	\$ 8,872,355 53,000 8,925,355	\$ 8,961,079 55,000 9,016,079	\$ 9,050,689 57,000 9,107,689			
Expenses										
Operating Expenses Depreciation Total Expenses	2,640,670 1,770,000 4,410,670	2,697,375 1,770,000 4,467,375	2,463,595 1,900,000 4,363,595	2,537,503 1,990,000 4,527,503	2,613,628 2,080,000 4,693,628	2,692,037 2,170,000 4,862,037	2,772,798 2,260,000 5,032,798			
Operating Income	2,775,330	2,736,125	2,844,530	3,539,237	4,231,727	4,154,042	4,074,891			
Non-Operating Revenues (Expenses)										
Interest Income Interest Expense Premium on Debt Issue Amortization of Debt Expense Intergovernmental Total Non-Operating	600,000 (1,608,290) 11,750 (65,000) - (1,061,540)	650,000 (1,608,290) 11,750 (59,900) - (1,006,440)	600,000 (1,711,216) 11,475 (56,900) - (1,156,641)	300,000 (1,877,374) 11,183 (62,178) - (1,628,369)	300,000 (2,130,436) 10,857 (61,062) (1,880,641)	300,000 (2,253,248) 10,505 (59,605) - (2,002,348)	300,000 (2,362,470) 10,129 (57,970) 			
Net Income Before Transfers	1,713,790	1,729,685	1,687,889	1,910,868	2,351,086	2,151,694	1,964,581			
Contributions and Transfers In (Out)										
Capital Contributions Capital Projects	90,000	140,000	220,500	189,950	-	181,000 (60,000)	(250,000)			
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)			
Change in Net Assets	1,791,290	1,857,185	1,895,889	2,088,318	2,338,586	2,260,194	1,702,081			
Total Net Assets - Beginning	52,804,269	52,804,269	54,661,454	56,557,343	58,645,661	60,984,247	63,244,441			
Total Net Assets - Ending	\$ 54,595,559	\$ 54,661,454	\$ 56,557,343	\$ 58,645,661	\$ 60,984,247	\$ 63,244,441	\$ 64,946,522			
SCHEDULE OF CASH FLOWS										
Cash - Beginning of the Year + Net Income + Depreciation + Long Term Debt - Contibuted Capital - Fixed Assets - Principal Repayment		11,789,246 1,857,185 1,770,000 - (140,000) (8,576,669) (1,560,000)	5,139,762 1,895,889 1,900,000 7,200,000 (220,500) (9,657,124) (1,895,000)	4,363,027 2,088,318 1,990,000 6,000,000 (189,950) (9,043,309) (2,270,000)	2,938,086 2,338,586 2,080,000 4,000,000 (6,308,321) (2,655,000)	2,393,351 2,260,194 2,170,000 4,000,000 (181,000) (5,445,439) (2,935,000)	2,262,106 1,702,081 2,260,000 8,500,000 - (10,226,474) (3,220,000)			
Working Cash - End of Year		\$ 5,139,762	\$ 4,363,027	\$ 2,938,086	\$ 2,393,351	\$ 2,262,106	\$ 1,277,713			
25% Working Capital Reserve (p	orior year's audite	ed expenses)	1,079,541	1,046,828	1,106,844	1,189,141	1,239,446			
Coverage Ratio		1.52	1.60	1.53	1.51	1.44	1.28			

### **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 2012 Operating expenses to increase 3.0% per year after 2012

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 24% would be projected for July 1, 2013.

## **CITY OF APPLETON 2012 BUDGET**

## **STORMWATER UTILITY**

## **LONG TERM DEBT**

	20	001	2002		20	003	
		e Bonds		e Bonds		e Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	
2012	\$ 255,000	\$ 146,104	\$ 120,000	\$ 69,850	\$ 180,000	\$ 107,964	
2013	265,000	134,291	125,000	64,816	185,000	100,670	
2014	280,000	121,650	130,000	59,504	195,000	93,336	
2015	295,000	108,031	135,000	53,852	200,000	85,733	
2016	305,000	93,585	140,000	47,824	210,000	77,665	
2017	325,000	77,981	145,000	41,453	220,000	69,018	
2018	340,000	61,250	150,000	34,721	230,000	59,745	
2019	360,000	43,500	160,000	27,435	240,000	49,828	
2020	380,000	24,750	165,000	19,697	250,000	39,245	
2021	400,000	5,000	175,000	11,372	260,000	27,978	
2022 2022	-	-	185,000	2,313	270,000 285,000	16,005	
2022					205,000	3,242	
	\$ 3,205,000	\$ 816,142	\$ 1,630,000	\$ 432,837	\$ 2,725,000	\$ 730,429	
	20	004	20	06	20	007	
		e Bonds		e Bonds	Revenu	e Bonds	
Year	Principal	Interest	Principal	Interest	Principal	Interest	
2012	\$ 160,000	\$ 107,281	\$ 550,000	\$ 267,038	\$ 195,000	\$ 202,716	
2013	165,000	101,191	555,000	243,847	205,000	194,109	
2014	175,000	94,558	565,000	219,941	215,000	185,078	
2015	180,000	87,800	580,000	195,450	220,000	175,781	
2016	185,000	80,701	590,000	170,481	230,000	166,113	
2017	195,000	73,048	610,000	145,341	240,000	156,019	
2018	200,000	64,948	625,000	119,128	250,000	145,031	
2019	210,000	56,283	640,000	92,088	265,000	133,523	
2020	220,000	46,983	450,000	70,522	275,000	121,344	
2021	230,000	37,028	215,000	58,545	290,000	107,375	
2022	240,000	26,398 45,466	225,000	48,811	305,000	92,313	
2023 2024	250,000 265,000	15,166 3,081	250,000 250,000	37,913	320,000 335,000	76,500 59,938	
2024	265,000	3,001	260,000	26,663 15,075		42,438	
2026	_	_	270,000	3,038	355,000 370,000	24,125	
2027	_	_	270,000	5,030	390,000	4,875	
2021							
	\$ 2,675,000	\$ 794,466	\$ 6,635,000	\$ 1,713,881	\$ 4,460,000	\$ 1,887,278	
	20	008	20	09			
		e Bonds		e Bonds		TOTAL	
Year	Principal	Interest	Principal	Interest	Principal	Interest	Total
2012	\$ 225,000	\$ 218,243	\$ 210,000	\$ 419,520	\$ 1,895,000	\$ 1,538,716	\$ 3,433,716
2013	235,000	210,386	235,000	414,064	1,970,000	1,463,374	3,433,374
2014	245,000	201,899	250,000	406,970	2,055,000	1,382,936	3,437,936
2015	250,000	193,193	275,000	398,908	2,135,000	1,298,748	3,433,748
2016	260,000	183,693	300,000	389,533	2,220,000	1,209,595	3,429,595
2017	270,000	173,155	315,000	378,826	2,320,000	1,114,841	3,434,841
2018	275,000	162,205	355,000	365,420	2,425,000	1,012,448	3,437,448
2019	300,000	150,455	360,000	351,070	2,535,000	904,182	3,439,182
2020	300,000	138,455	605,000	329,320	2,645,000	790,316 674,523	3,435,316
2021 2022	320,000 335,000	125,255 111,177	710,000 740,000	301,970 269,895	2,600,000 2,300,000	566,912	3,274,523 2,866,912
2022	350,000	95,411	740,000 775,000	238,320	2,300,000	466,552	2,696,552
2023	365,000	78,613	805,000	206,420	2,020,000	374,715	2,394,715
2024	380,000	61,118	840,000	172,225	1,835,000	290,856	2,125,856
2026	400,000	43,200	875,000	135,619	1,915,000	205,982	2,120,982
2027	420,000	24,525	915,000	96,471	1,725,000	125,871	1,850,871
2028	440,000	4,950	955,000	55,005	1,395,000	59,955	1,454,955
2028	- 10,000	-	1,000,000	11,125	1,000,000	11,125	1,011,125
			.,,	,0	.,500,000	,5	.,,0

Note: Schedule is based on accrual method of accounting. Revenue bonds in amount of \$7,200,000 will be issued in 2012. Expected interest expense of the issue in 2012 is \$172,500 as 5.75%.

\$ 13,491,647 \$ 50,711,647

 \$ 5,370,000
 \$ 2,175,933
 \$ 10,520,000
 \$ 4,940,681
 \$ 37,220,000

# CITY OF APPLETON 2012 BUDGET RESOLUTION

Resolved,

The 2012 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 \$31,730,601 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 \$3,070,688 for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$2,310,000 for Special Revenue Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$500,000 for Capital Projects Funds;

The Department of Finance be authorized to sell general obligation promissory notes and/or bonds in the amount of \$8,683,679, 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.

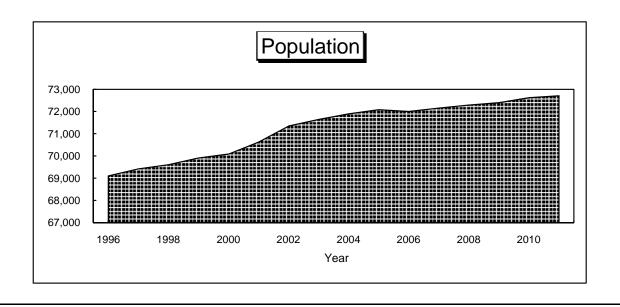
The Director of Finance be authorized to sell water, sewer, or stormwater revenue supported bonds in the amount of \$9,700,000, including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an Official Statement be prepared and distributed by the Director of Finance in support of the sale.

Be it further resolved.

That all projects included herein are not appropriated or authorized to proceed until nontax funding sources are committed without recourse.

#### CITY OF APPLETON 2012 BUDGET POPULATION ESTIMATES

	Vaar		Outagamie	Calumet	Winnebago	Total
_	Year		County	County	County	Total
	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	60,045	11,088	1,490	72,623
	2011	Est.	60,130	11,095	1,490	72,715



# CITY OF APPLETON 2012 BUDGET Budgeted Full-Time-Equivalent Personnel Positions

DEPARTMENT	2009	2010	2011	2012
Assessor's Office	7.00	6.63 *	6.13	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	8.85	8.85
Homeless & Block Grants	0.76	0.85	0.95	0.95
Fire Department	101.00	98.50	97.00	96.00
Health Department	12.85	12.86	12.61	12.36
Health Grants	3.40	3.34	3.39	1.89
Technology Services	15.00	15.00	12.00	12.00
Library	45.50	45.50	45.00	44.50
Mayor's Office	3.00	3.00	2.00	2.00
Facilities Management	8.15	7.76	19.82	19.88
Facilities Capital	0.40	1.00	0.40	0.40
Parks & Recreation	34.67	32.22	5.45	5.45
Reid Golf Course	1.75	1.70	1.55	1.53
Human Resources	5.95	6.35	6.15	6.15
Risk Management	2.98	2.98	2.98	2.98
Community Development	8.00	7.90	11.75	12.00
Housing & Community Devel.	2.00	2.00	2.00	1.00
Police Department	136.00	134.50 **	134.00	134.00
Public Works	57.81	53.92	62.01	62.49
Sanitation	21.29	19.79	18.89	17.89
CEA	14.11	15.11	15.11	15.11
Parking	11.47	11.47	11.47	11.17
Capital (TIF, Subdivision, etc.)	6.32	5.98	4.16	2.42
Stormwater Utility	17.32	17.75	18.73	18.98
Water Utility	36.42	37.76	36.51	36.64
Wastewater Utility	28.32	29.28	29.42	29.93
Valley Transit	53.03	52.65	52.65	52.05
Total Regular Employees	653.01	644.29	629.63	623.40

<sup>\* 2010</sup> FTEs include the effect of a change made after adoption of the 2010 budget, a .375 FTE reduction of the Assessment Technician position.

<sup>\*\* 2010</sup> 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 2012 BUDGET PERSONNEL ADDITIONS/DELETIONS

		Dept. Request		Exec	. Budget	Adopted Budget		
		No.	Amount	No.	Amount	No.	Amount	
GENERAL FUND								
COMMUNITY DEVELOPMENT Administrative Secretary IV		0.25	13,017	0.25	13,017	0.25	13,017	
HEALTH Administrative Secretary IV Administrative Secretary IV Environmentalist I		(0.25) 0.50 (0.50)	(14,332) 31,836 (34,692)	(0.25) 0.50 (0.50)	(14,332) 31,836 (34,692)	(0.25) 0.50 (0.50)	(14,332 31,836 (34,692	
LIBRARY Library Assistant Lead Operations Clerk Operations Clerk Marketing & Development Coordinator Marketing Assistant	A A A A	(0.50) (1.00) 1.00 (1.00) 1.00	(31,564) (69,266) 46,766 (71,843) 58,724	(0.50) (1.00) 1.00 (1.00) 1.00	(31,564) (69,266) 46,766 (71,843) 58,724	(0.50) (1.00) 1.00 (1.00) 1.00	(31,564 (69,266 46,766 (71,843 58,724	
PARKS & RECREATION Director Superintendent						(0.95) 0.95	(121,501 93,425	
PUBLIC WORKS Arborist Laborer with CDL Engineering Technicians Engineering Technicians	A A A	(1.00) 1.00 (2.00) 1.33	(69,261) 58,675 (132,270) 88,171	(1.00) 1.00 (2.00) 1.33	(69,261) 58,675 (132,270) 88,171	(1.00) 1.00 (2.00) 1.33	(69,261 58,675 (132,270 88,171	
POLICE Communications Supervisor Administrative Support Assistant		(1.00) 1.00	(88,207) 55,148	(1.00) 1.00	(88,207) 55,148	(1.00) 1.00	(88,207 55,148	
FIRE Administrative Clerk IV		(1.00)	(68,433)	(1.00)	(68,433)	(1.00)	(68,433	
Total General Fund:		(2.17)	(227,531)	(2.17)	(227,531)	(2.17)	(255,607	
SPECIAL REVENUE FUNDS								
SANITATION Laborer	Α	(1.00)	(64,785)	(1.00)	(64,785)	(1.00)	(64,785	
HOUSING & COMMUNITY DEVELOPMENT B Neighborhood Revitalization Coordinator	BLOC A	K GRANT: (1.00)	S (91,191)	(1.00)	(91,191)	(1.00)	(91,191	
HEALTH GRANTS Administrative Secretary IV Education Specialist	A A	(0.50) (1.00)	(31,836) (71,794)	(0.50) (1.00)	(31,836) (71,794)	(0.50) (1.00)	(31,836 (71,794	
Total Special Revenue Fund:		(3.50)	(259,606)	(3.50)	(259,606)	(3.50)	(259,606	

## CITY OF APPLETON 2012 BUDGET PERSONNEL ADDITIONS/DELETIONS

	Dept. Request		Exec.	Budget	Adopted Budget	
	No.	Amount	No.	Amount	No.	Amount
ENTERPRISE FUNDS						
VALLEY TRANSIT						
Lead Mechanic A	(1.00)	(74,518)	(1.00)	(74,518)	(1.00)	(74,518
Mechanic I A	1.00	57,145	1.00	57,145	1.00	57,145
Driver - Full Time A	(1.00)	(54,281)	(1.00)	(54,281)	(1.00)	(54,28
Driver - Part Time A	1.40	55,214	1.40	55,214	1.40	55,214
Driver - Full Time	(2.00)	(108,562)	(2.00)	(108,562)	(1.00)	(53,022
WATER						
Stock Clerk	0.15	11,309	0.15	11,309	0.15	11,309
WASTEWATER						
Stock Clerk	0.15	11,309	0.15	11,309	0.15	11,309
PARKING						
Parking Enforcement A	(0.50)	(28,781)	(0.50)	(28,781)	(0.50)	(28,78
Part-time Ramp Cashier A	0.20	6,758	0.20	6,758	0.20	6,758
Reid Golf Course						
Administrative Services Coordinator	(0.03)	(1,527)	(0.03)	(1,527)	(0.03)	(1,52
Director	, ,	,	, ,		(0.05)	(6,39
Superintendent					0.05	4,91
Total Internal Service Fund:	(1.63)	(125,934)	(1.63)	(125,934)	(0.63)	(71,872
NTERNAL SERVICE FUNDS						
FACILITIES & CONSTRUCTION MANAGEMENT						
Administrative Services Coordinator	0.03	1,527	0.03	1,527	0.03	1,52
Stock Clerk	(0.30)	(22,618)	(0.30)	(22,618)	(0.30)	(22,61
Convert 4 8 mo. Groundskeepers to 3 FT A	0.33	22,287	0.33	22,287	0.33	22,28
Groundskeeper A	(1.00)	(67,130)	(1.00)	(67,130)	(1.00)	(67,13
Records Technician A	1.00	71,962	1.00	71,962	1.00	71,96
Total Internal Service Fund:	0.06	6,028	0.06	6,028	0.06	6,02
TOTAL OITV	(7.00)	(607.646)	/7 co\	(607.046)	(0.00)	/F04.5=
TOTAL CITY:	(7.23)	(607,043)	(7.23)	(607,043)	(6.23)	(581,05

**NOTE:** All dollar figures are for salaries and benefits; unfunded positions are not shown in departments' FTE headcount.

<sup>(</sup>A) Personnel addition / deletion has previously been approved by Council during 2011 or were grant funded positions for which the funding has declined.

# CITY OF APPLETON 2012 BUDGET ASSESSED PROPERTY VALUES

	01/01/10	01/01/11	Change in Dollars	Change in Percent
Tax Increment Districts # 2 - 8	\$ 154,395,261	\$ 164,432,801	\$ 10,037,540	6.50%
Outagamie County Real Estate Personal Property Total With TID:	3,899,544,700 125,018,200 4,024,562,900	3,919,417,300 122,087,700 4,041,505,000	19,872,600 (2,930,500) 16,942,100	0.51% -2.34% 0.42%
Total Without TID:	3,957,442,648	3,976,957,916	19,515,268	0.49%
Calumet County Real Estate Personal Property Total With TID: Total Without TID:	645,030,500 12,837,200 657,867,700 572,182,700	650,079,600 11,576,500 661,656,100 573,720,114	5,049,100 (1,260,700) 3,788,400 1,537,414	0.78% -9.82% 0.58% 0.27%
Winnebago County Real Estate Personal Property Total With TID:	67,318,300 3,211,500 70,529,800	74,533,000 5,258,600 79,791,600	7,214,700 2,047,100 9,261,800	10.72% 63.74% 13.13%
Total Without TID:	68,939,791	67,841,869	(1,097,922)	-1.59%
All Counties With TIDs:	\$ 4,752,960,400	\$ 4,782,952,700	\$ 29,992,300	0.63%
All Counties Without TIDs:	\$ 4,598,565,139	\$ 4,618,519,899	\$ 19,954,760	0.43%

# CITY OF APPLETON 2012 BUDGET EQUALIZED PROPERTY VALUES

	01/01/10	01/01/11	Change in Dollars	Change in Percent
TID # 0 0	<b>40.005.000</b>	Φ 40.000.000	Φ 050.000	4.000/
TID # 2 Gross	\$ 18,025,200	\$ 18,383,800	\$ 358,600	1.99%
Base (1991)	(4,050,900)	(4,050,900)	250,600	0.00%
Increment	13,974,300	14,332,900	358,600	2.57%
TID # 3 Gross	63,570,000	60,565,900	(3,004,100)	-4.73%
Base (1993)	(18,940,800)	(18,940,800)	-	0.00%
Increment	44,629,200	41,625,100	(3,004,100)	-6.73%
TID # 5 Gross	13,649,100	12,588,600	(1,060,500)	-7.77%
Base (1999)	(4,669,500)	(4,669,500)	-	0.00%
Increment	8,979,600	7,919,100	(1,060,500)	-11.81%
TID # 6 Gross	98,970,400	99,900,000	929,600	0.94%
Base (2000)	(12,141,600)	(12,141,600)	-	0.00%
Increment	86,828,800	87,758,400	929,600	1.07%
TID # 7 Gross	27,315,500	37,516,500	10,201,000	37.35%
Base (2007)	(25,657,000)	(25,657,000)	-	0.00%
Increment	1,658,500	11,859,500	10,201,000	615.07%
TID # 8 Gross	3,648,100	3,618,900	(29,200)	-0.80%
Base (2009)	(2,693,100)	(2,693,100)	(23,200)	0.00%
Increment	955,000		(20.200)	
increment	955,000	925,800	(29,200)	100.00%
Total All Increments:	\$ 157,025,400	\$ 164,420,800	\$ 7,395,400	4.71%
Outagamie County				
Real Estate	3,985,361,300	3,935,398,000	(49,963,300)	-1.25%
Personal Property	124,591,400	122,196,500	(2,394,900)	-1.92%
Total With TID:	4,109,952,700	4,057,594,500	(52,358,200)	-1.27%
Total Without TID:	4,041,414,600	3,992,791,600	(48,623,000)	-1.20%
Calumet County				
Real Estate	654,977,000	648,743,400	(6,233,600)	-0.95%
Personal Property	12,837,300	11,576,500	(1,260,800)	-9.82%
Total With TID:	667,814,300	660,319,900	(7,494,400)	-1.12%
Total Without TID:	580,985,500	572,561,500	(8,424,000)	-1.45%
Winnebago County				
Real Estate	70,587,700	73,960,600	3,372,900	4.78%
Personal Property	3,241,600	5,228,500	1,986,900	61.29%
Total With TID:	73,829,300	79,189,100	5,359,800	7.26%
Total Without TID:	72,170,800	67,329,600	(4,841,200)	-6.71%
All Counties With TIDs:				
All Counties with Tibs:	\$ 4,851,596,300	\$ 4,797,103,500	\$ (54,492,800)	-1.12%

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.

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

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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.

**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 it 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.

**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).

**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.

**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.

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## 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.

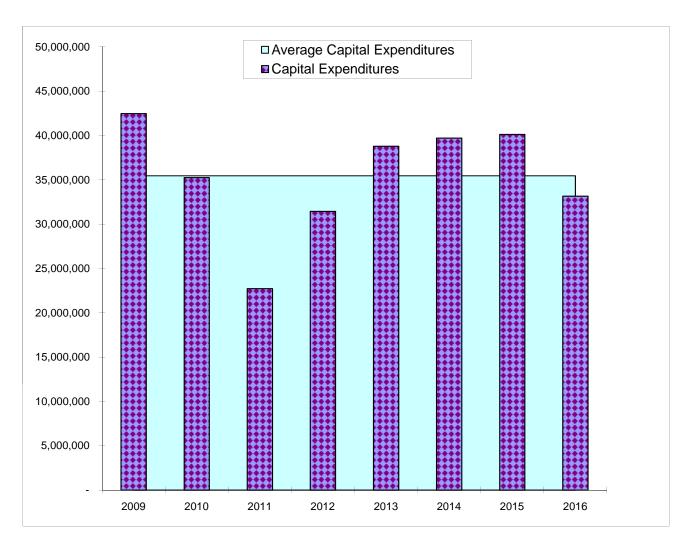
Note/Bond: This source of funding is generated through the borrowing of funds (principal) at a cost (interest). General Obligation Notes and Revenue Bonds are the main instruments used. The City typically sells 5-8 year serial notes and pays off a portion of the principal each year. In general, the City 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).

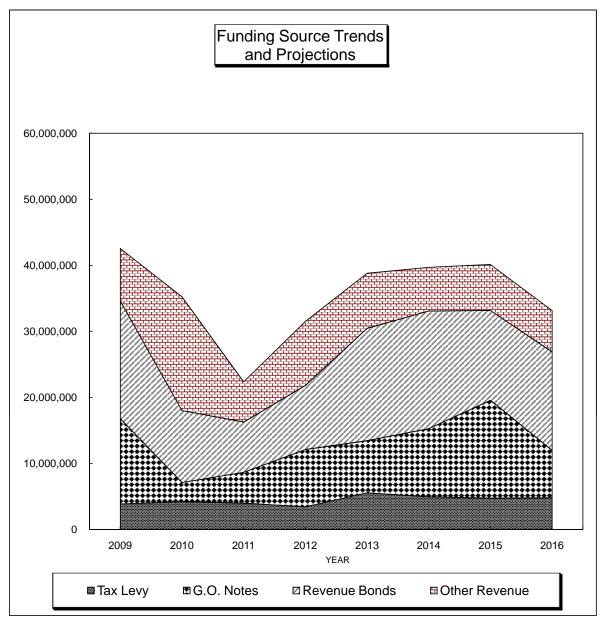
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## CITY OF APPLETON 2012 BUDGET CAPITAL IMPROVEMENTS PROGRAM 2009 - 2016



The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2009 - 2016. The total for 2009 includes the cost of a major renovation and expansion of the Police station. 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. 2014 - 2016 includes funds to address space needs and community growth for the Library and security, access, and space needs for City Hall.

## CITY OF APPLETON 2012 BUDGET CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES



This graph represents how the capital improvements program budget is financed. The total for revenue bonds for 2009 - 2016 includes funding for additional water transmission lines, as well as projects related to addressing water plant capacity issues in 2009, 2013, and 2014. Significant Stormwater management infrastructure is required to meet NR 151/216 regulations in all five years, including retention ponds in 2010 and in each year from 2012 to 2016. The total for general obligation debt for 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 security, access, and space needs for City Hall and space needs and community growth at the Library.

		Dept			Project		
Page	Project	<u>Code</u>	Tax Levy	G.O. Notes	ding Source Rev. Bonds	<u>Other</u>	<u>Total</u>
	Infrastructure						
606	Miscellaneous Site Acquisition	CD	-	512,560	-		512,560
607	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	o 49,525	49,525
610	Exhibition Center	CD	-	3,198,119	-	-	3,198,119
611	Houdini Plaza Renovations	CD	-	1,000,000	-	o 500,000	1,500,000
	5 5 1	PW PW	-	50,000 37,000	-	-	50,000
613 614	Traffic Grid Expansion / Signal Improvements Traffic Camera Program / Signal Battery Backup	PW	-	56,000	-	-	37,000 56,000
615	Traffic Sign Retroreflectivity Mandate	PW	-	300,000	-	-	300,000
616	Asphalt Paving Program	PW	870,459	300,000	-	-	870,459
619	Bridge Improvements	PW	070,433	641,000	_	_	641,000
620	Concrete Paving Program	PW	1,925,646	041,000	_	o 1,749,509	3,675,155
628	Sidewalk Program	PW	599,675	_		sd 154,502	754,177
630	Stormwater Program	SW	-	_	7,200,000		9,657,124
636	Water Main Program	WD	-	_	2,000,000		2,304,260
640	Sanitary Sewer Program	WW	-	-		o 3,383,631	3,383,631
	Facilities	1					
	i aciities						
646	Computer Room Upgrades	FMD	-	60,000	-	-	60,000
648	Flooring Replacements	FMD	-	30,000	-	-	30,000
649	Grounds Improvements	FMD	-	25,000	-	s 35,000	60,000
650	HVAC Upgrades	FMD	-	45,000	-	-	45,000
651	Roof Replacement	FMD	-	-	-	o 150,000	150,000
652	Wastewater Sludge Storage Building Expansion	FMD	-	-	-	*	100,000
653	Wastewater Plant Fire Protection	FMD	-	-	-	s 125,000	125,000
654	Parking Utility - Ramp Maintenance	PAR	-	-		o 155,000	155,000
655	Water Plant Secondary Membrane Treatment	WF	-	-	500,000	-	500,000
	Equipment						
657	GIS Upgrade	CD	-	40,000	-	o 10,000	50,000
659	Firefighting Hose	FD	-	30,000	-	-	30,000
660	Personal Protective Equipment	FD	-	46,500	-	-	46,500
663	Portable Radios	PD/FD/PW	-	612,500	-	-	612,500
664	Radio Infrastructure	PD	-	1,000,000	-	-	1,000,000
666	Prentice Loader Replacement	PW	-	225,000	-	-	225,000
668	Technology Equipment & Infrastrucure	TS	-	400,000	-	-	400,000
670	Diesel Generator Emissions Upgrade	WF	-	-	-	w 245,000	245,000
	Pressure Zone Control Valve Stations	WF	-	-	-	w 215,000	215,000
676	Lift Station Trailer-Mounted Emergency Generator	WW	-	-		s 60,000	60,000
678	Receiving Station Improvements	WW	-	-	-	s 5,000	5,000
	Quality of Life						
683	AMP - Park Renovations	FMD	_	85,000	-	-	85,000
690	Aquatics Maintenance	FMD	-	150,000	-	-	150,000
702	Telulah Park Improvements	PR	-	100,000	-	-	100,000
	Issue Costs net of Available Funds Applied	PR	-	40,000	-	-	40,000
		-	3,395,780	8,683,679	9,700,000	9,698,551	31,478,010

	Other	Supp	lemental	Information
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Sewer User Fees (s):	*	5,315,791
Water User Fees (w):		766,760
Stormwater User Fees (st):		2,459,624
Subdivision (sd):		154,502
Other (o):		1,001,874

9,698,551

<sup>\*</sup> Sewer user fees includes no use of the DNR Replacement Fund.

		Dept		Fund	ling Source		Project
Page	Project	<u>Code</u>	Tax Levy	G.O. Notes	Rev. Bonds	<u>Other</u>	<u>Total</u>
	Infrastructure	Ī					
	Illiastructure						
607	TIF District # 6 - Southpoint Commerce Park	CD	-	297,059	- 0	66,239	363,298
608	TIF District # 7 - South Memorial Drive	CD	-	50,000	-	-	50,000
609	TIF District # 8 - Riverfront Redevelopment	CD	-	500,000	-	-	500,000
612	Street Lighting Improvements	PW	-	50,000	-	-	50,000
613	Traffic Grid Expansion / Signal Improvements	PW PW	-	37,000	-	-	37,000 56,131
614 615	Traffic Camera Program / Signal Battery Backup Traffic Sign Retroreflectivity Mandate	PW	-	56,121 300,000	-	-	56,121 300,000
616	Asphalt Paving Program	PW	1,371,020	300,000	-	-	1,371,020
619	Bridge Improvements	PW		229,340	-	-	229,340
620	Concrete Paving Program	PW	3,218,700	760,520	- 0	1,811,223	5,790,443
626	Grade & Gravel Program	PW	-	441,817	-	-	441,817
628	Sidewalk Program	PW	974,447	119,495	- sd		1,272,233
630	Stormwater Program	SW	-	-	6,000,000 o	3,043,309	9,043,309
636	Water Main Program	WD	-	-	2,500,000 o	71,717	2,571,717
640	Sanitary Sewer Program	WW	-		3,000,000 o	266,312	3,266,312
	Facilities	Ī					
640	Electing Replacements	EMD		35,000			35.000
648 649	Flooring Replacements	FMD FMD	-	35,000 125,000	-	30,000	35,000 155,000
650	Grounds Improvements HVAC Upgrades	FMD	-	160,000	- S - S	50,000	155,000 210,000
651	Roof Replacement	FMD	_	300,000	- s	145,000	445,000
652	Wastewater Plant Fire Protection	FMD	_	-	- s	125,000	125,000
653	Wastewater Sludge Storage Building Expansion	FMD	_	_	- s	75,000	75,000
54	Parking Utility - Ramp Maintenance	PAR	-	-	- 0	155,000	155,000
655	Water Plant Secondary Membrane Treatment	WF	-	-	4,500,000	, -	4,500,000
	<u></u>						
	Equipment						
657	GIS Upgrade	CD	-	40,000	- 0	10,000	50,000
662	Self Contained Breathing Apparatus Replacement	FD	-	527,900	-	-	527,900
664	Radio Infrastructure	PD	-	1,000,000	-	-	1,000,000
668	Technology Equipment & Infrastrucure	TS	-	500,000	-		500,000
669	Water Meter Radio Read System Replacement	WD	-	-	- W	1,500,000	1,500,000
674	Bar Screen Replacement	WW WW	-	-	1,000,000	- F2 F00	1,000,000
678 679	Receiving Station Improvements Sewer Camera Replacement / Upgrade	WW	-	-	- s - o	52,500 56,000	52,500 56,000
680	Total Maximum Daily Load Wastewater Planning	WW	-	-	- o	125,000	125,000
000					9	120,000	120,000
	Quality of Life						
682	AMP - Athletic Fields Renovations	PR	-	150,000	- 0	125,000	275,000
683	AMP - Park Renovations	FMD	-	100,000	-	-	100,000
686	Arbutus Park Walkway	FMD		75,000			75,000
688	Einstein Park Renovations	PR	-	50,000	-	-	50,000
689	Erb Park Renovations	FMD	-	200,000	-	-	200,000
690	Aquatics Maintenance	FMD	-	60,000	-	-	60,000
691	Erb Pool Remodeling	FMD	-	50,000	-	-	50,000
692	Joint Community Park	PR	-	405.000	- 0	150,000	150,000
694	North Side Park / Fire Station # 6 / School Site	PR	-	125,000	-	-	125,000
695 696	Parks - Playground Equipment	FMD PR	-	90,000 100,000	-	50,000	90,000
698	Parks - Skate Park Equipment Prospect Avenue Park Acquisition	PR	-	100,000	- 0 - W	50,000 250,000	150,000 250,000
699	Riverfront Initiatives	PR	_	1,100,000	- vv	200,000	1,100,000
702	Telulah Park Improvements	PR	-	270,000	-	-	270,000
		_	5,564,167	7,899,252	17,000,000	8,335,591	38,799,010
		=			Other Supplement	intal Information:	<del></del>
					Other Suppleme Sewer User Fee		745,412
					Water User Fee	` '	1,503,017
					Stormwater Use	` '	2.883.859

Subdivision (sd):

Stormwater User Fees (st): 2,883,859 1,726,674 Other (o): 1,476,629 8,335,591

<sup>\*</sup> Sewer user fees includes the use of \$1,000,000 from the DNR Replacement Fund.

		Dept		Fund	ling Source		Project
Page	Project	Code	Tax Levy	G.O. Notes	Rev. Bonds	<u>Other</u>	<u>Total</u>
	Infra atrustura	1					
	Infrastructure	J					
607	TIF District # 6 - Southpoint Commerce Park	CD	_	68,325	- 0	84,000	152,325
612	Street Lighting Improvements	PW	_	50,000	-	-	50,000
613	Traffic Grid Expansion / Signal Improvements	PW	_	147,000	_	_	147,000
614	Traffic Camera Program / Signal Battery Backup	PW	_	56,542	_	_	56,542
615	Traffic Sign Retroreflectivity Mandate	PW	_	300,000	_	_	300,000
616	Asphalt Paving Program	PW	1,305,348	240,771	_	_	1,546,119
619	Bridge Improvements	PW	-	397,600	_	_	397,600
620	Concrete Paving Program	PW	2,861,763	2,503,463	- sd	1,505,833	6,871,059
626	Grade & Gravel Program	PW	_,00.,.00	210,772	-	-,000,000	210,772
628	Sidewalk Program	PW	800,640	374,610	- sd	267,708	1,442,958
630	Stormwater Program	SW	-	-	4,000,000 st	2,308,321	6,308,321
636	Water Main Program	WD	_		1,800,000 w	1,170,894	2,970,894
640	Sanitary Sewer Program	WW	_	_	3,444,000	-,,	3,444,000
0.0	Jamai, John Hogiani				3,,000		3,,000
	Facilities						
647	Facilities Master Planning & Construction	FMD		950,000	_	_	950,000
648	Flooring Replacements	FMD	_	30,000	<u>-</u>	_	30,000
649	Grounds Improvements	FMD	-	80,000	- s	50,000	130,000
650	HVAC Upgrades	FMD	_	50,000	- S	50,000	50,000
651	Roof Replacement	FMD	-	50,000	- s	75,000	125,000
653	Wastewater Sludge Storage Building Expansion	FMD	_	50,000	1,500,000	75,000	1,500,000
654	Parking Utility - Ramp Maintenance	PAR	_		- 0	120,000	120,000
655	Water Plant Secondary Membrane Treatment	WF	_	_	4,500,000	120,000	4,500,000
000	water Flam Secondary Wellibrane Treatment	**1			4,500,000		4,500,000
	Equipment						
660	Personal Protective Equipment	FD	-	32,000	-	_	32,000
661	Rescue Boat Replacement	FD	_	27,000	-	-	27,000
664	Radio Infrastructure	PD	_	1,000,000	_	_	1,000,000
665	Engineering/Survey Equipment Replacement	PW	-	35,000	-	-	35,000
668	Technology Equipment & Infrastrucure	TS	_	500,000	_	_	500,000
669	Water Meter Radio Read System Replacement	WD	_	· -	2,000,000	_	2,000,000
672	Pressure Zone Control Valve Stations	WF	_	-	- w	250,000	250,000
673	SCADA Reporting Software	WF	_	-	- W	70,000	70,000
678	Receiving Station Improvements	WW	-	-	556,000 s	694,000	1,250,000
	Overline of Life	7					
	Quality of Life	J					
681	Reid Golf Course Improvements	FMD	-	-	- 0	25,000	25,000
683	AMP - Park Renovations	FMD	-	200,000	-	-	200,000
689	Erb Park Renovations	FMD	-	250,000	-	-	250,000
690	Aquatics Maintenance	FMD	-	50,000	-	-	50,000
691	Erb Pool Remodeling	FMD	-	100,000	-	-	100,000
693	Lions Park Renovations	FMD	-	275,000	-	-	275,000
695	Parks - Playground Equipment	FMD	-	90,000	-	-	90,000
698	Prospect Avenue Park Acquisition	PR	-	253,050	-	-	253,050
699	Riverfront Initiatives	PR	-	1,800,000	-	-	1,800,000
700	Schaefer Park Renovations	FMD	-	260,000	-	-	260,000
		=	4,967,751	10,381,133	17,800,000	6,620,756	39,769,640
		_			Other Supplemen	ntal Information:	
					Sewer User Fees		819,000
					Water User Fees		1,490,894

 Sewer User Fees (s):
 \* 819,000

 Water User Fees (w):
 1,490,894

 Stormwater User Fees (st):
 2,308,321

 Subdivision (sd):
 1,773,541

 Other (o):
 229,000

 6,620,756

<sup>\*</sup> Sewer user fees includes no use of the DNR Replacement Fund.

	Dept Funding Source					Project	
Page	Project	•	Tax Levy	G.O. Notes	Rev. Bonds	Other	
		-					
	Infrastructure						
007	TIE D: . : . # 0 0 # : . 0	0.0		70.005		044.000	007.554
	TIF District # 6 - Southpoint Commerce Park	CD	-	73,325	-	o 214,229	
612	Street Lighting Improvements	PW	-	50,000	-		- 50,000
613	Traffic Grid Expansion / Signal Improvements	PW	-	37,000	-	•	37,000
614	Traffic Camera Program / Signal Battery Backup	PW	1 700 100	59,650	-		- 59,650
616	Asphalt Paving Program Bridge Improvements	PW PW	1,760,400	-	-	•	- 1,760,400
619 620	• .	PW	2 240 256	60,000	-	sd 1,533,126	60,000 3,852,482
626	Concrete Paving Program Grade & Gravel Program	PW	2,319,356	-		sd 1,533,126 o 279,367	
628	Sidewalk Program	PW	682,622	-		sd 256,951	·
630	Stormwater Program	SW	002,022	_	4,000,000	,	
636	Water Main Program	WD	_	_	800,000	, ,	
640	Sanitary Sewer Program	WW	_	_	2,500,000		
040	Sanitary Sewer Frogram	V V V	_	_	2,300,000	0 901,238	3,401,239
	Facilities	]					
647	Facilities Master Planning & Construction	FMD	_	11,000,000	_		- 11,000,000
648	Flooring Replacements	FMD	_	150,000	_		- 150,000
649	Grounds Improvements	FMD	_	30,000	-		30,000
650	HVAC Upgrades	FMD	_	-	-	o 100,000	•
651	Roof Replacement	FMD	_	300,000	-	.00,000	300,000
654	Parking Utility - Ramp Maintenance	PAR	_	-	-	o 110,000	•
656	Water Tower Construction	WF	-	_	1,800,000	,	- 1,800,000
		■			,,		,,
	Equipment	ļ					
667	Public Works Equipment Replacement	PW	-	-	-	st 60,000	60,000
668	Technology Equipment & Infrastrucure	TS	-	700,000	-		- 700,000
669	Water Meter Radio Read System Replacement	WD	-	-	2,000,000		2,000,000
676	Lift Station Trailer-Mounted Emergency Generator	WW	-	-	-	s 65,000	65,000
680	Total Maximum Daily Load Wastewater Planning	WW	-	-	2,500,000		- 2,500,000
	Quality of Life	]					
605	Apple Hill Trail	PR		150,000			150,000
685 687	Apple Hill Trail Colony Oaks Park	FMD	-	150,000 195,000	-	•	- 150,000 - 195,000
689	Erb Park Renovations	PR	-	50,000	-		- 50,000
690	Aquatics Maintenance	FMD	_	25,000			- 25,000
691	Erb Pool Remodeling	FMD	_	650,000	_		- 650,000
695	Parks - Playground Equipment	FMD	_	90,000	_		90,000
697	Peabody Park	PR	_	-	_	o 275,000	
699	Riverfront Initiatives	PR	_	800,000	_	2,0,000	800,000
701	Summit Park Pavilion / Restroom	PR	_	200,000	_		200,000
	Vulcan Heritage Park	PR	-	200,000	-		200,000
	raisais.iiage i aii		4,762,378	14,819,975	13,600,000	6,948,657	
			1,1 02,010	1 1,0 10,010	, ,		10,101,010
						mental Information:	
					Sewer User F	( )	* 919,139
					Water User F	·ees (w): Jser Fees (st):	1,522,984 1,324,439
					Subdivision (		1,790,077
					Other (e):	ouj.	1,790,077

Other (o):

1,392,018 6,948,657

<sup>\*</sup> Sewer user fees includes no use of the DNR Replacement Fund.

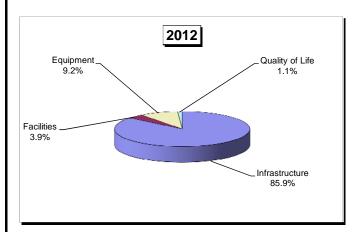
		Dept		Fund	ding Source		Project
<u>Page</u>	Project	Code	Tax Levy	G.O. Notes	Rev. Bonds	<u>Other</u>	<u>Total</u>
	Infrastructure	1					
	illiastiuctule						
607	TIF District # 6 - Southpoint Commerce Park	CD	_	62,325	_	o 91,000	153,325
612	Street Lighting Improvements	PW	-	100,000	-	-	100,000
613	Traffic Grid Expansion / Signal Improvements	PW	-	37,000	-	-	37,000
614	Traffic Camera Program / Signal Battery Backup	PW	_	34,650	_	_	34,650
616	Asphalt Paving Program	PW	1,406,888	253,874	-	-	1,660,762
619	Bridge Improvements	PW	-	425,363	_	_	425,363
620	Concrete Paving Program	PW	2,699,162		_	sd 1,560,550	4,259,712
626	Grade & Gravel Program	PW	_,000,.02	223,874	_	-	223,874
628	Sidewalk Program	PW	708,780		_	sd 268,234	977,014
630	Stormwater Program	SW		-	8,500,000		10,226,474
636	Water Main Program	WD	_	_	2,400,000		3,053,938
640	Sanitary Sewer Program	WW	-	-	1,800,000		2,035,913
					,,		,,-
	Facilities						
647	Facilities Master Planning & Construction	FMD	-	1,500,000	_	-	1,500,000
648	Flooring Replacements	FMD	-	200,000	-	-	200,000
649	Grounds Improvements	FMD	-	30,000	-	-	30,000
650	HVAC Upgrades	FMD	-	50,000	-	w 50,000	100,000
651	Roof Replacement	FMD	_	200,000	_	-	200,000
654	Parking Utility - Ramp Maintenance	PAR	-	-	-	o 135,000	135,000
	Equipment	1					
		<u>.</u> g					
658	Additional Vehicle, Station # 6	FD	-	750,000	-	-	750,000
667	Public Works Equipment Replacement	PW	-	-	-	st 250,000	250,000
668	Technology Equipment & Infrastrucure	TS	-	700,000	-	-	700,000
669	Water Meter Radio Read System Replacement	WD	-	-	1,000,000	-	1,000,000
671	Lake Station Traveling Screen Replacement	WF	-	-	-	w 800,000	800,000
675	Influent / Effluent Flow Meter Improvements	WW	-	-	1,200,000	-	1,200,000
677	PLC Replacement / SCADA Upgrade	WW	-	-	-	s 500,000	500,000
	Quality of Life	]					
685	Apple Creek Trail	PR	-	150,000	-	-	150,000
690	Aquatics Maintenance	FMD	-	25,000	-	-	25,000
691	Erb Pool Remodeling	FMD	-	600,000	-	-	600,000
695	Parks - Playground Equipment	FMD	-	90,000	-	-	90,000
699	Riverfront Initiatives	PR	-	1,500,000	-	-	1,500,000
703	Vosters Park	PR	-	245,000	-	-	245,000
		:	4,814,830	7,177,086	14,900,000	6,271,109	33,163,025
					Other Supple	mental Information	

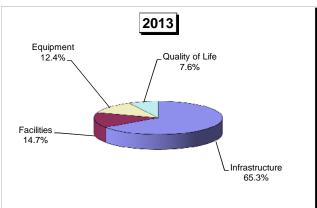
#### Other Supplemental Information:

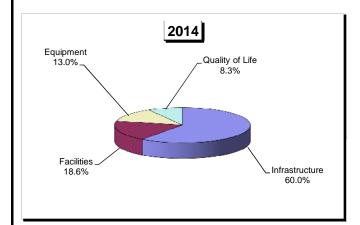
• •		
Sewer User Fees (s):	*	735,913
Water User Fees (w):		1,503,938
Stormwater User Fees (st):		1,976,474
Subdivision (sd):		1,828,784
Other (o):		226,000
		6,271,109

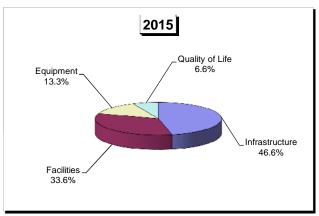
<sup>\*</sup> Sewer user fees includes the use of \$500,000 from the DNR Replacement Fund.

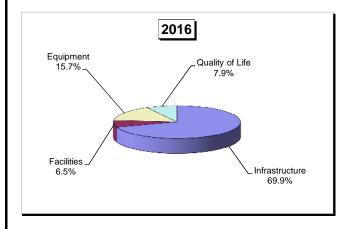
# CITY OF APPLETON 2012 BUDGET CAPITAL IMPROVEMENTS PROGRAM 2012 - 2016 CAPITAL PROJECTS BY CATEGORY

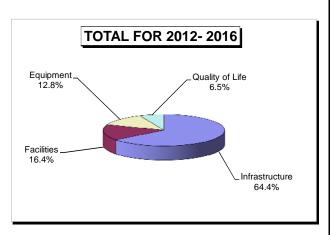








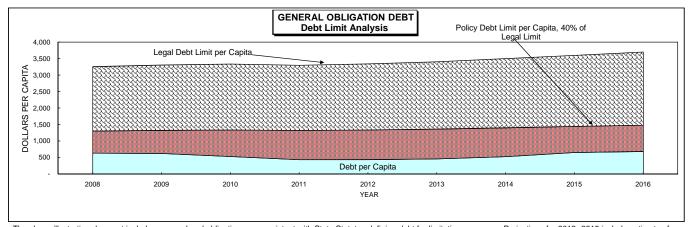




#### **CITY OF APPLETON 2012 BUDGET**

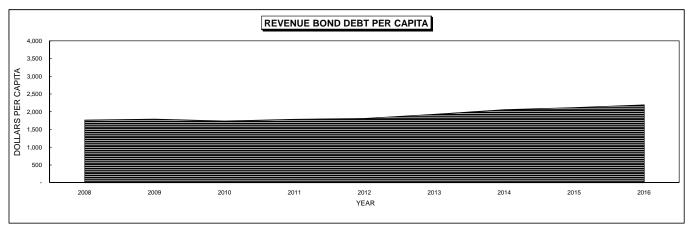
#### **Outstanding Debt**

	2008	2009	2010	2011	2012	2013	2014	2015	2016
Equalized value	4,711,007,500	4,789,062,900	4,851,596,300	4,797,103,500	4,869,060,100	4,966,441,300	5,115,434,500	5,268,897,500	5,426,964,400
Legal G.O. Debt Limit	235,550,375	239,453,145	242,579,815	239,855,175	243,453,005	248,322,065	255,771,725	263,444,875	271,348,220
Outstanding G.O. Debt	45,662,445	44,890,325	38,354,552	31,332,927	31,605,070	33,276,569	38,371,112	47,561,319	49,936,241
Population	72,297	72,400	72,623	72,715	72,820	72,925	73,030	73,136	73,242
G.O. Debt per capita									
Legal Limit	3,258	3,307	3,340	3,299	3,343	3,405	3,502	3,602	3,705
Policy Limit	1,303	1,323	1,336	1,319	1,337	1,362	1,401	1,441	1,482
Actual	632	620	528	431	434	456	525	650	682
Revenue Bonds									
Outstanding Bonds	127,713,993	130,113,990	126,374,002	130,133,020	132,087,038	140,749,018	150,349,018	155,114,018	160,989,018
Revenue Bonds per capita	1,767	1,797	1,740	1,790	1,814	1,930	2,059	2,121	2,198

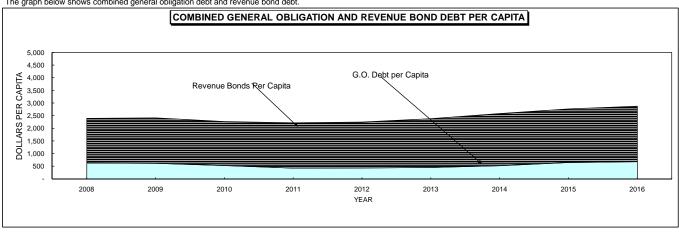


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2012- 2015 include estimates for population and equalized valuation figures based on the actual increase experienced from 2007 to 2009.

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.



# **CAPITAL IMPROVEMENTS PROGRAM** NOTES

**CITY OF APPLETON 2012 BUDGET** 

# CITY OF APPLETON CAPITAL IMPROVEMENTS PROGRAM 2012 - 2016 PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2012 - 2016 Capital Improvements Program are included in this section.

# CITY OF APPLETON 2012 BUDGET CAPITAL IMPROVEMENTS PROGRAM, 2012-2016 PROJECT CATEGORY LIST

		Dept					
Page	Project	Code	2012	2013	2014	<u>2015</u>	2016
		_					
	Infrastructure	]					
606	Miscellaneous Site Acquisition	CD	512,560	-	-	-	-
607	TIF District # 6 - Southpoint Commerce Park	CD	49,525	363,298	152,325	287,554	153,325
608	TIF District # 7 - South Memorial Drive	CD	-	50,000	-	-	-
609	TIF District # 8 - Riverfront Development	CD	-	500,000	-	-	-
610	Exhibition Center	CD	3,198,119	-	-	-	-
611	Houdini Plaza Renovations	CD	1,500,000	-	-	-	-
612	0 0 1	PW	50,000	50,000	50,000	50,000	100,000
613	Traffic Grid Expansion / Signal Improvements	PW	37,000	37,000	147,000	37,000	37,000
614	Traffic Camera Program / Signal Battery Backup	PW	56,000	56,121	56,542	59,650	34,650
615	Traffic Sign Retroreflectivity Mandate	PW	300,000	300,000	300,000	-	-
616	Asphalt Paving Program	PW	870,459	1,371,020	1,546,119	1,760,400	1,660,762
619	Bridge Improvements	PW	641,000	229,340	397,600	60,000	425,363
620	Concrete Paving Program	PW	3,675,155	5,790,443	6,871,059	3,852,482	4,259,712
626	Grade & Gravel Program	PW	-	441,817	210,772	279,367	223,874
628	Sidewalk Program	PW	754,177	1,272,233	1,442,958	939,573	977,014
630	Stormwater Program	SW	9,657,124	9,043,309	6,308,321	5,445,439	10,226,474
636	Water Main Program	WD	2,304,260	2,571,717	2,970,894	2,508,306	3,053,938
640	Sanitary Sewer Program	WW	3,383,631	3,266,312	3,444,000	3,401,239	2,035,913
			-,,	-,,	-, ,	-,,	_,,,
	Facilities	1					
	T domino						
646	Computer Room Upgrades	FMD	60,000	-	-	-	_
647	Facilities Master Planning & Construction	FMD	-	_	950,000	11,000,000	1,500,000
648	Flooring Replacements	FMD	30,000	35,000	30,000	150,000	200,000
649	Grounds Improvements	FMD	60,000	155,000	130,000	30,000	30,000
650	HVAC Upgrades	FMD	45,000	210,000	50,000	100,000	100,000
651	Roof Replacement	FMD	150,000	445,000	125,000	300,000	200,000
652	Wastewater Plant Fire Protection	FMD	125,000	125,000	120,000	-	200,000
653	Wastewater Sludge Storage Building Expansion	FMD	100,000	75,000	1,500,000	_	_
654	Parking Utility - Ramp Maintenance	PAR	155,000	155,000	120,000	110,000	135,000
655	Water Plant Secondary Membrane Treatment	WF	500,000	4,500,000	4,500,000	110,000	100,000
656	Water Tower Construction	WF	500,000	4,300,000	4,300,000	1,800,000	
030	Water Tower Construction	VVI				1,000,000	
	Equipment	1					
	Equipment						
657	GIS Upgrades	CD	50,000	50,000	-	-	-
658	Additional Vehicle for Station # 6	FD	-	-	_	_	750,000
659	Firefighting Hose Replacement	FD	30,000	_	_	_	-
660	Personal Protective Equipment	FD	46,500	_	32,000	-	_
661	Rescue Boat Replacement	FD	-	_	27,000	-	_
662	Self Contained Breathing Apparatus Replacement		_	527,900		_	_
663	Portable Radios	PD/FD/PW	612,500	-	-	-	-
	Radio Infrastructure	PD PD	1,000,000	1,000,000	1,000,000	_	_
00-7	radio illiadi doldio		1,000,000	1,000,000	1,000,000		

# CITY OF APPLETON 2012 BUDGET CAPITAL IMPROVEMENTS PROGRAM, 2012-2016

#### PROJECT CATEGORY LIST

		Dept					
<u>Page</u>	Project	Code	2012	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
	Equipment - Continued	]					
665	Engineering/Survey Equipment Replacement	PW	_	-	35,000	-	-
	Forestry Equipment Replacement	PW	225,000	-	· -	-	-
	Public Works Equipment Replacement	SW	-	_	-	60,000	250,000
	Technology Equipment & Infrastructure	TS	400,000	500,000	500,000	700,000	700,000
	Radio-Read System for Water Meters	WD	-	1,500,000	2,000,000	2,000,000	1,000,000
670	Diesel Generator - Emissions Upgrade	WF	245,000	-	-	-	-
671	Lake Station Traveling Screen Replacement	WF	, -	_	-	-	800,000
672	Pressure Zone Control Valve Stations	WF	215,000	-	250,000	-	-
673	SCADA Reporting Software	WF	-	-	70,000	-	-
674	Bar Screen Replacements	WW	-	1,000,000	-	-	-
	Effluent Flow Meter Improvements	WW	-	-	-	-	1,200,000
676	Lift Station Trailer-Mounted Emergency Generator	WW	60,000	-	-	65,000	-
677	Programmable Logic Controller Replacement	WW	-	-	-	-	500,000
	Receiving Station Improvements	WW	5,000	52,500	1,250,000	-	-
679	Sewer Camera Replacement / Upgrade	WW/SW	-	56,000	-	-	-
680	Total Max. Daily Load Facility Planning	WW	-	125,000	-	2,500,000	-
	Quality of Life	l					
601	Reid Golf Course Improvements	GOL			25,000		
	·	PR	-	275,000	25,000	-	-
	AMP - Athletic Fields Renovations AMP - Other Renovations	FMD	95 000	,	200.000	-	-
684	Apple CreekTrail	PR	85,000	100,000	200,000	-	150,000
	• •	PR	-	-	-	150,000	150,000
	Apple Hill Trail Arbutus Park	FMD	-	75,000	-	150,000	-
	Colony Oaks Tennis Courts	FMD	-	75,000	-	195,000	-
688	•	PR	-	50,000	-	193,000	-
	Erb Park Renovations	PR	-	200,000	250,000	50,000	-
	Aquatics Maintenance	FMD	150,000	60,000	50,000	25,000	25,000
	Erb Pool Remodeling	FMD	150,000	50.000	100,000	650,000	600,000
	Joint Community Park	PR	_	150,000	100,000	030,000	000,000
	Lions Park	FMD	_	130,000	275,000	_	
	North Side Park/Fire Station #6/School Site	PR	_	125,000	273,000		_
	Parks - Playground Equipment	FMD	_	90,000	90,000	90,000	90,000
	Parks - Skate Park Equipment	PR		150,000	30,000	30,000	30,000
	Peabody Park	FMD	-	150,000	-	275,000	-
	Prospect Ave Park Acquisition	PR	-	250,000	253,050	275,000	-
	Riverfront Initiatives	PR	-	1,100,000	1,800,000	800,000	1,500,000
	Schaefer Park Renovations	FMD	-	1,100,000	260,000	800,000	1,500,000
	Summit Park Restroom / Pavilion Building	PR	-	-	260,000	200,000	-
	Telulah Park Improvements	PR	100,000	270,000	-	200,000	-
	Vosters Park	PR PR	100,000	210,000	-	-	245,000
	Vulcan Heritage Park	PR	-	-	-	200,000	245,000
704	vulcan Hentage Faik	ΓN	\$31,438,010	\$38,799,010	\$39,769,640	\$40,131,010	\$33,163,025
	Issue Costs net of Available Funds Applied		40,000				
	Net		\$31,478,010				

## CITY OF APPLETON 2012 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

#### IDENTIFICATION

Project Title: Miscellaneous Site Acquisition

#### PROJECT DESCRIPTION

#### Justification:

The City's <u>Comprehensive Plan 2010-2030</u>, 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 for funding is 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 also supports demolition and site preparation activities, including infrastructure improvements, to support redevelopment projects.

Specific funding for 2012 would support asbestos removal, demolition, and site restoration for the Washington Place building, located downtown at the corner of Washington and Oneida Streets. The Appleton Housing Authority would transfer the property to the City at no cost, while the City would assume the expenses of clearing the site. The 70-units of senior housing will be transferred to the new River Walk Place building at Eagle Flats opening in Spring 2012.

#### Discussion of operating cost impact:

The final impact on operating costs is undetermined at this time but will include snow clearance from the sidewalks surrounding the property, weed control/mowing for what ever length of time ownership is retained prior to a developer taking over, and possibly installation and maintenance of security fencing. It is expected that transfer of the property and demolition of the building would occur late in 2012, so 2012 operating cost impact will be minimal.

DEPARTMENT	PHASE	2012	2013	2014		2015	2016		Total
Comm Dev	Site Acquisition	<del>-</del>	-		-	-	-	\$	
	Demolition Site Restoration	337,560 75,000	-		-	-	-	\$ \$	337,560 75,000
	Asbestos Removal	100,000	-		-	-	-	\$	100,000
	nity Development	\$ 512,560	\$ -	\$	- \$	- (	5 -	\$	512,560
Total - Commur Capital Project		\$ 512,560	\$ -	\$	- \$	- (	\$		- \$

		COST ANAL	YSIS										
Estimated Cash Flows													
components 2012 2013 2014 2015 2015 Total													
Planning	-	-	-	-	-	\$ -							
Land Acquisition	-		-	-	-	\$ -							
Construction	512,560	-	-	-	-	\$ 512,560							
Other	-	-	-	-	-	\$ -							
Total \$ 512,560 \$ - \$ - \$ - \$ 512													
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	\$ -							

N/Q = Not Quantifiable

#### **CITY OF APPLETON 2012 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 2013 and 2015 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 2015 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 2014 to fund these costs.

The 2012 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.

City infrastructure not included in cost summary below for 2012 includes:

**Industrial Park** 

Concrete Paving Program

Land Fund Project Page

5,213

#### 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 2012. Any cost impacts for 2013 and beyond are unknown at this time.

		DEPA	RTMENT CO	ST SUN	/MARY	•			
DEPARTMEN	IT PHASE	2012	2013	20	)14	2	015	2016	Total
Comm Dev	Non-City								
	Improvements	-	11,239		-		94,300	-	\$ 105,539
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 F	Park Land Fund	5,000	66,239		84,000	2	214,229	91,000	\$ 460,468
Comm Dev	Non-City								
	Improvements	-	161,234		-		-	-	\$ 161,234
Comm Dev	Site Grading/Prep	-	30,000		-		-	-	\$ 30,000
Comm Dev	Administration	44,525	68,325		68,325		73,325	62,325	\$ 316,825
Comm Dev	San. Area Assess.	· -	37,500		-		· -	-	\$ 37,500
TIF#6	_	44,525	297,059	(	68,325		73,325	62,325	\$ 545,559
	point Commerce Park _	49,525	\$ 363,298	\$ 1	52,325	\$ 2	287,554	\$ 153,325	\$ 1,006,027
Capital Project	cts ==								

			C	OST ANA	LYS	SIS								
Estimated Cash Flows														
Components 2012 2013 2014 2015 2016 Total														
Planning		-		-		-		-		-	\$	-		
Land Acquisition		-		-		-		-		-	\$	-		
Construction		-		202,473		-		104,300		-	\$	306,773		
Other		49,525		160,825		152,325		183,254		153,325	\$	699,254		
Total	\$	49,525	\$	363,298	\$	152,325	\$	287,554	\$	153,325	\$	1,006,027		
Operating Cost Impact	\$	-	\$	-	\$	-	\$	_	\$	-	\$	-		

## CITY OF APPLETON 2012 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 2010 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. There is no funding requested in 2012. The 2013 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 2012.

Discussion of operating cost impact:

No operating cost impact is anticipated for this project as this is an existing developed area.

	DEP.	ARTMENT	COST SU	MMARY				
DEPARTMENT PHASE	2012	2013	3 2	2014	2015	2016		Total
Comm. Dev. Revitalization Grants		- 50	,000	-	-		- \$	50,000
Total - TIF District # 7 Capital Projects Fund	5	- \$ 50	,000 \$	- \$	<del>-</del>	\$	- \$	50,000

			COST ANAL	YSIS								
Estimated Cash Flows												
Components 2012 2013 2014 2015 2016 Total												
Planning		-	•	-	-	-	\$	-				
Design		-	1	-	-	-	\$	-				
Construction		-	ı	-	-	-	\$	-				
Other: Grants & Incentives		-	50,000	-	-	-	\$	50,000				
Total	\$	-	\$ 50,000	\$ -	\$ -	\$ -	\$	50,000				
Operating Cost Impact	\$	-	\$ -	\$ -	- \$	- \$	\$	-				

## CITY OF APPLETON 2012 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

#### IDENTIFICATION

Project Title: TIF District #8 - Riverfront Redevelopment

#### PROJECT DESCRIPTION

#### Justification:

The City of Appleton's <u>2010-2030 Comprehensive Plan</u> identifies several key redevelopment sites located along the banks of the Fox River, as well as the opportunities the opening of the Fox River Navigation System and designation of the National Heritage Parkway will continue to provide the community. Three key sites include the former Foremost Dairy property located on the north side of the river, the RiverHeath/Kaukauna Utility property located to the south, and the Eagle Flats/former Riverside Paper Property located between Lawe Street and Olde Oneida Street along the navigation canal. All sites have been identified for residential development and public access, with added commercial uses on the RiverHeath site in conjunction with a secondary access and public improvements in Telulah Park and mixed uses at Eagle Flats.

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. This TIF District was amended in 2010 to include the Eagle Flats area. 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.

This CIP outlines the anticipated 5-year plan of investments to rejuvenate this riverfront corridor based on the TIF District #8 Project Plan, as amended. The 2013 CIP funds will be used to pay the acquisition costs for the Foremost Dairy Site, which was acquired by the City in 2011.

There are no City infrastructure projects planned for 2012.

Discussion of operating cost impact:

No measurable operating cost impact is expected as a result of this project.

	DI	PART	MENT CO	ST SUMMA	\RY				
DEPARTMENT PHASE	2012		2013	2014		2015	2016		Total
Comm. Dev. Site acquisition	on	-	500,000		-	-		- \$	500,000
Total - TIF #8 Capital Projects Fund	\$	- \$	500,000	\$	- \$	<u>-</u>	\$	- \$	500,000

			COST ANA	<del></del> <del></del>				
		Е	stimated Cas	sh Flow	S			
Components	2012		2013	20	)14	2015	2016	Total
Planning		-	-			-	-	\$ -
Design		-	-			-	-	\$ -
Construction		-	-			-	-	\$ -
Other: Acquisition		-	500,000			-	-	\$ 500,000
Total	\$	- 3	500,000	\$	-	\$ -	-	\$ 500,000
Operating Cost Impact	\$	- 3	-	\$	-	\$ -	\$ -	\$ -

### CITY OF APPLETON 2012 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

	IDENTIFICATION
Project Title:	Exhibition Center

#### PROJECT DESCRIPTION

#### Justification:

In 2008 the Fox Cities Chamber of Commerce and the Fox Cities Convention and Visitors Bureau sponsored a Convention Center feasibility study. The main conclusions of the feasibility study were:

- \* Strong market demand for a Fox Cities full service Convention Center
- \* Downtown Appleton site to tie to available facilities and optimize Fox Valley features
- \* Partner with existing hotel for management and operations
- \* 30,000-35,000 sq. ft of exhibit space plus more for support
- \* \$8.4 million annual economic impact of a full service facility addition
- \* Attract new visitation to area and events
- \* Will promote spin-off development and additions to tax base
- \* Reduction in lost local impact

On December 1, 2010, the Convention Center Community Coalition (CCCC), a broad based community group appointed by Mayor Hanna to expand on the feasibility study, presented their findings to the community. In January 2011, Fox Cities Exhibition Center, Inc. (FCEC) was formed to pursue development of an exhibit space that, when combined with existing facilities and services, will result in a prominent and competitive convention facility that will serve the entire Fox Valley.

There are many components to this ambitious project and the FCEC is currently working with several entities to move it forward. In June, 2011, Outagamie Co. passed a resolution of conceptual support for the release of the County owned land identified as the exhibition center site. This resolution supported by the Outagamie Co. Board included four contingencies:

- (1) FCEC secures a binding commitment from the Radisson Paper Valley to operate and staff the exhibition center;
- (2) FCEC secures the support of surrounding municipalities to impose a room tax to assist in funding of the exhibition center;
- (3) FCEC secures a commitment from the City of Appleton to support financing and infrastructure needs of the project;
- (4) the County negotiates an acceptable sales price and terms and obtains an acceptable solution for replacing county parking and addressing future space needs.

With the addition of the Exhibition Center, the Fox Cities will have a full service convention center that will attract and retain conventions and tradeshows that won't come now because of the lack of exhibit space. This will position the Fox Cities to once again be a top tier Midwest market site for regional conventions.

City infrastructure not included in cost summary below for 2012 includes:

 Project
 Project Page

 Water Main Construction Program
 \$ 185,000
 636

 Sanitary Sewer Laterals
 2,500
 640

 Total
 \$ 187,500

Discussion of operating cost impact:

Operating expenses will be borne by the Radisson Paper Valley Hotel.

DEPARTMENT	PHASE	2012	2013	2014	2015	2016	Total
Community	Land - County	2,025,619	-	_	-	-	\$ 2,025,619
Development	Sewer Lateral	2,500	-	-	-	-	\$ 2,500
'	Stormwater Design /						
	Site Plan	60,000	-	-	-	-	\$ 60,000
	Street Improvements	195,000	-	-	-	-	\$ 195,000
	Pedestrian Bridge (1/2)	368,000	-	-	-	-	\$ 368,000
	Stormwater On-site	130,000	-	-	-	-	\$ 130,000
	Angle Parking - County	250,000	-	-	-	-	\$ 250,000
	Power Poles - County	167,000	-	_	_	_	\$ 167,000

	COST A	NALYSIS									
Estimated Cash Flows											
Components	2012	2013	2014	2015	2016	Total					
Planning	60,000	-	-	-	-	\$ 60,000					
Land Acquisition	2,025,619	-	-	-	-	\$ 2,025,619					
Construction	1,112,500	-	-	-	-	\$ 1,112,500					
Other	-	-	•	-	-	\$ -					
Total	\$ 3,198,119	\$ -	\$ -	\$ -	\$ -	\$ 3,198,119					
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					

## CITY OF APPLETON 2012 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

		ICA		

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, Octoberfest, 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 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 established in 2010 to review the proposed renovations and secure approximately 30% of the funding for the project. \$1,500,000, of which \$500,000 is projected to be community support for the project, has been budgeted in 2012 to complete the renovations to Houdini Plaza, including the performance/event area, plaza surfacing and landscaping, lighting, any necessary infrastructure improvements, 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 Facilities, Grounds & Construction Management Department to maintain green space that conflicts with current uses.

	DEPA	RTMENT CO	OST SUMMA	NRY		
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Parks & Rec. Houdini Plaza Renovations and Construction	d 1,500,000					- \$ 1,500,000
Total - Community Development Capital Projects Fund	\$ 1,500,000	\$ -	- \$	- \$ -	\$	- \$ 1,500,000

		COST ANA	LYSIS									
	Estimated Cash Flows											
Components	2012	2013	2014	2015	2016	Total						
Planning	-	-	-	-	-	\$ -						
Land Acquisition	-	-	-	-	-	\$ -						
Construction	1,500,000	-	-	-	-	\$ 1,500,000						
Other	-	-	-	-	-	\$ -						
Total	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000						
Operating Cost Impact	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000						

## CITY OF APPLETON 2012 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

			IC/		

Project Title: Street Lighting Improvements

#### PROJECT DESCRIPTION

Justification:

#### **LED Street Lighting Retrofits - Cobra Style Fixtures**

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 \$35,000 per year in electrical costs and will reduce the associated CO<sub>2</sub> emissions by approximately 460,000 pounds per year.

#### **Energy Saving Technology Retrofit - Decorative Street Light Fixtures**

This project would retrofit existing City-owned decorative street light fixture circuits in an effort to reduce electrical usage and costs. Due to the fluidity of this ever-evolving market, it is unclear exactly which technology will prove to the best choice for the City in 2016, but this could include LED fixture replacement, voltage reduction devices or the like.

Discussion of operating cost impact:

Operating costs are driven downward when existing street lights are retrofitted with LED (or similar) technology.

**Operating Cost Impact** 2012 Project 2014 <u> 2015</u> 2016 2013 (21,300)LED Retrofits - Cobra (7,100)(14,200)(28,400)(35,500)**Energy Saving Tech Retrofits** (7,100)Total (7,100)(14,200)(21,300)(28,400)(42,600)

	DEPARTMENT COST SUMMARY											
DEPARTMEN	T PHASE	2012	2013	2014	2015	2016		Total				
Public Works	LED Street Light Retrofits - Cobra	50,000	50,000	50,000	50,000	50,000	\$	250,000				
	Energy Saving Tech Retrofits	-	-	-	-	50,000	\$	50,000				
Total - Public \	Works Cap Projects	\$ 50,000 \$	50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$	300,000				

			CO	ST ANA	LYS	is						
Estimated Cash Flows												
Components		2012	2	013		2014		2015		2016		Total
Planning		-		-		-		-		-		-
Land Acquisition		-		-		-		-		-		-
Construction		50,000		50,000		50,000		50,000		100,000		300,000
Other		-		-		-		-		-		-
Total	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	100,000	\$	300,000
Operating Cost Impact	\$	(7,100)	\$ (	14,200)	\$	(21,300)	\$	(28,400)	\$	(42,600)	\$	(113,600)

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 2012 through 2016. 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 2012.

### Traffic Signal Comm Grid and Equipment Replacement / Upgrade

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. 2012 would be the third year of scheduled replacements. This project would also fund expansion/upgrade of the traffic communications and traffic management grid. This system has proven to 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.

#### 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 approximately \$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 approximately \$5,000 per year for equipment costs and \$2,500 per year for labor costs.

		DEPAR	RTMENT COS	T SUMMARY			
DEPARTMENT	ΓPHASE	2012	2013	2014	2015	2016	Total
Public Works	New Traffic Signal	-	-	110,000	-	- \$	110,000
	Traffic Signal Equipme Replcmt/Upgrades	ent 37,000	37,000	37,000	37,000	37,000 \$	185,000
Total - Public V Fund	Vorks Cap Projects \$	37,000	37,000	\$ 147,000	\$ 37,000 \$	37,000 \$	295,000

	COST ANALYSIS										
Estimated Cash Flows											
Components	2012	2013	2014	2015	2016	Total					
Planning	-	-	-	-	-	-					
Land Acquisition	-	-	-	-	-	-					
Construction	35,150	35,000	132,000	35,000	35,000	272,150					
Other	1,850	2,000	15,000	2,000	2,000	22,850					
Total	\$ 37,000	\$ 37,000	\$ 147,000	\$ 37,000	\$ 37,000	\$ 295,000					
Operating Cost Impact	\$ (4,000)	\$ (4,000)	\$ (4,000)	\$ (4,000)	\$ (4,000)	\$ (20,000)					

#### IDENTIFICATION

Project Title: Traffic Camera Program / Signal Battery Backup

### PROJECT DESCRIPTION

Justification:

### **Traffic Signal Power 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. We recently completed installation of 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 installation of battery backup systems/generator bypass switches, 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 various departments. The pilot test demonstrated 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. Beyond 2016, funding would shift from expansion to maintenance, including equipment replacements

### Discussion of operating cost impact:

Traffic Signal Power Backup Systems: Initially, this program will have negligible operating cost impact. However, batteries (when used) will need to be replaced every 5 years at a cost of approximately \$300 per location. Additionally, battery backup control units will need to be replaced every approx. 15 years at an anticipated cost of \$4,000 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 \$2,000 per location.

		DEPAR	RTMENT COS	I SUMMART			
DEPARTMEN	T PHASE	2012	2013	2014	2015	2016	Total
Public Works	Signal Power Backu Systems Traffic Camera	p 25,000	25,000	25,000	25,000	- 9	100,000
	Program	31,000	31,121	31,542	34,650	34,650	162,963
Total - Public \ Projects Fund	Works Capital	\$ 56,000 \$	56,121	\$ 56,542	59,650	\$ 34,650	262,963

			COST ANA	LYSIS							
Estimated Cash Flows											
Components		2012	2013	20	)14	201	15		2016		Total
Planning		-	-		-		-		-		-
Land Acquisition		-	=		-		-		-		-
Construction		54,750	56,121		56,542	5	9,650		34,650		261,713
Other		1,250	-		-		-		-		1,250
Total	\$	56,000	\$ 56,121	\$	56,542	\$ 5	9,650	\$	34,650	\$	262,963
Operating Cost Impact	\$	-	\$ -	\$	550	\$	1,450	\$	1,450	\$	3,450

IDENTIFICATION

Project Title: Traffic Sign Retro-reflectivity Mandate

### PROJECT DESCRIPTION

### Justification:

### Traffic Sign Replacement due to FHWA Minimum Retro-reflectivity Mandate

On January 22, 2008, the Federal Highway Administration enacted federal legislation mandating minimum retro-reflectivity levels for most traffic-related signs (while quantitative minimum retro-reflectivity 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.

<u>Inventory System:</u> The mandate requires that all agencies establish and implement a sign assessment or management method to maintain minimum levels of sign retro-reflectivity. Funding provided in 2010/2011 has allowed us to develop a GIS-based inventory system which complies with this mandate. Based on this, we are now able to: 1) identify deficient signs, 2) develop a replacement program and 3) efficiently maintain the City's sign inventory.

<u>Sign Replacement:</u> The mandate requires that all substandard traffic signs be brought into compliance (replaced) by 2015 (certain types do not need to be replaced until 2017). Due to the existing condition of our signs, we anticipate this will involve replacement of large portion of traffic signs, approximately 48% of our signs (~8,200). Since we are able to replace approximately 900 signs per year with our current staffing level in the sign shop, approximately 50% 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 2012-2014.

Discussion of operating cost impact:

Fund

There is no operating cost impact to this project.

		DEPAR	RTMENT COS	ST SUMMARY			
DEPARTMENT	T PHASE	2012	2013	2014	2015	2016	Total
Public Works	Sign Retro-reflectivity Mandate (Contracted)	300,000	300,000	300,000	-	-	\$ 900,000
Total - Public V	Works Capital Projects <sup>=</sup>	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 900,000

		COST ANAI	LYSIS							
Estimated Cash Flows										
Components	2012	2013	2014	2015	2016	Total				
Planning	-	-	-	-	-	-				
Land Acquisition	-	-	-	-	-	-				
Construction	298,750	298,000	298,000	-	-	894,750				
Other	1,250	2,000	2,000	-	-	5,250				
Total	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ 900,000				
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				

### 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.

The asphalt paving plan includes paving the parking lot at USA Youth in 2013. The property on which USA Youth is located is City-owned and designated as park land. USA Youth will pay the full cost of materials for the project.

### 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.

	DEPA	ARTMENT CO	ST SUMMARY	1		
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Public Works - Reconstruction General Fund	 870,459	1,371,020	1,305,348	1,760,400	1,406,888	\$ 6,714,114
Public Works - Reconstruction TIF # 6	 -		240,771		253,874	\$ 494,645
Public Works - Construction	_	-	-	-	-	\$ -
Public Works - Developer Escrow	-	73,788	-	-	-	\$ 73,788
Subdivision	-	73,788	-	-	-	\$ 73,788
Total - Asphalt Paving - City	\$ 870,459	\$ 1,371,020	\$ 1,546,119	\$ 1,760,400	\$ 1,660,762	\$ 7,208,760
Total - Asphalt Paving Program	\$ 870,459	\$ 1,444,808	\$ 1,546,119	\$ 1,760,400	\$ 1,660,762	\$ 7,282,548

		COST ANA	LYSIS							
Estimated Cash Flows										
Components	2012	2013	2014	2015	2016		Total			
Planning	-	-	-	-	-	\$	-			
Land Acquisition	-	-	-	1	-	\$	-			
Construction	670,773	1,217,298	1,261,119	1,525,225	1,375,762	\$	6,050,177			
Other	199,686	227,510	285,000	235,175	285,000	\$	1,232,371			
Total	\$ 870,459	\$ 1,444,808	\$ 1,546,119	\$ 1,760,400	\$ 1,660,762	\$	7,282,548			
Operating Cost Impact	\$ -	- \$	- \$	\$ -	- \$	\$	-			

				General Fund	TIF	Total	Developer Escrow
2012	Street	From	То	Asphalt	#6	Cost	Account
Labor Pool				147,505	-	147,505	-
CEA				52,181	-	52,181	
Following Grade and Gravel	New Subdivisions	escrowed funding except for lab	l or			-	-
	Subtotal				-	-	-
Partial Reconstruction	Lawe St	Hoover St	Taft Ave	51,302		51,302	
	Summit St	Winnebago St	Wisconsin Ave	87,182		87,182	
	Subtotal			138,484	-	138,484	
Total Reconstruction	Adams St	Seymour St	Foster St	185,344		185,344	
	Brewster St	Clark St	Oneida St	129,944		129,944	
	Fourth St	Memorial Dr	State St	52,720		52,720	
	Rogers Ave	Prospect Ave	Herbert St	164,280		164,280	
	Subtotal			532,289		532,289	
Total Asphalt Pavement				\$ 870,459	\$ -	\$ 870,459	\$ -

				General			Developer
				Fund	TIF	Total	Escrow
2013	Street	From	То	Asphalt	#6	Cost	Account
Labor Pool				227,510	-	227,510	-
_ , , , , , , , ,							
Following Grade and Gravel		escrowed funding except for labo	r •				73,788
	Subtotal			-	-	-	73,788
Overlay	USA Youth parking lots			91,920	*	91,920	
•				· · · · · · · · · · · · · · · · · · ·			
	Subtotal			91,920	-	91,920	-
Partial Reconstruction	Heritage Woods Dr	Valley Rd	1390' north	111,379		111,379	
	Subtotal			111,379	-	111,379	-
T	A.I: O.	D 1: 0:	T O.	00.075		00.075	
Total Reconstruction	Atlantic St	Rankin St	Tonka St	99,075		99,075	
	Douglas St	Spencer St	College Ave	158,836		158,836	
	Gunn St	Walter Ave	Telulah Ave	89,197		89,197	
	Harriman St	Wisconsin Ave	Parkway Blvd	263,561		263,561	
	Outagamie St	Spencer St	College Ave	158,486		158,486	
	Roosevelt St	Alvin St	Clark St	75,999		75,999	
	Tonka St	North St	Atlantic St	95,057		95,057	
	Subtotal			940,210	-	940,210	
Total Asphalt Pavement				\$ 1,371,020	\$ -	\$ 1,371,020	\$ 73,788
Total Aspiral Favernerit				Ψ 1,3/1,020	Ψ -	Ψ 1,571,020	Ψ 73,700

	_			General Fund	TIF	Total	Developer Escrow
2014	Street	From	То	Asphalt	#6	Cost	Account
Labor Pool				235,000	50,000	285,000	-
						-	
Following Grade and Gravel	Milis Dr	Alliance Dr	Eisenhower Dr	-	76,941	76,941	
	Road H	Vantage Dr	Milis Dr		59,726	59,726	
	Vantage Dr	Lakeland Dr	Eisenhower Dr		54,105	54,105	
	Subtotal			-	190,771	190,771	-
Partial Reconstruction	Franklin St	Linwood Ave	Douglas St	47,129		47,129	
	French Rd	Applecreek Rd (CTH E)	Lochbur Lane	125,946		125,946	
	Subtotal			173,075	-	173,075	-
Total Reconstruction	Byrd St	Oneida St	Jarchow St	107,824		107,824	
	Circle St	Drew St	Meade St	201,176		201,176	
	Eldorado St	Union St	Meade St	118,933		118,933	
	Fifth St	Mueller St	Story St	86,691		86,691	
	Fifth St	Story St	Memorial Dr	190,494		190,494	
	Lindbergh St	Oneida St	Drew St	192,154		192,154	
	Subtotal			897,273	-	897,273	-
Total Asphalt Pavement				\$ 1,305,348	\$ 240,771	\$ 1,546,119	\$ -

<sup>\*</sup> The property on which USA Youth is located is City-owned and designated as parkland. Materials for paving of the parking lot will be paid for by USA Youth.

				General Fund	TIF	Total
2015	Street	From	То	Asphalt	# 6	Cost
Labor Pool				235,175	-	235,175
Following Grade and Gravel					-	-
	Subtotal			-	-	-
Partial Reconstruction	Coop Rd	Midway Rd	Lorna Lane	179,760		179,760
	Subtotal			179,760		179,760
Total Reconstruction	Catherine St	Washington St	North St	217,339		217,339
	McKinley St	Jackson St	Lawe St	67,749		67,749
	McKinley St	Oneida St	Jefferson, e/o	195,710		195,710
	McKinley St	w/o Ritger St	Ritger St	27,799		27,799
	Reeve St	Linwood Ave	Badger Ave	86,123		86,123
	Summer St	Gillett St	Story St	333,042		333,042
	Summer St	Morrison St	Union St	229,203		229,203
	Summer St	Story St	Richmond St	188,500		188,500
	Subtotal			1,345,465	-	1,345,465
Total Asphalt Pavement				\$ 1,760,400	\$ -	\$ 1,760,400

	_			General Fund	TIF	Total
2016	Street	From	То	Asphalt	# 6	Cost
Labor Pool				235,000	50,000	285,000
Following Grade and Gravel	Road J	Eisenhower Dr	Eisenhower Dr		203,874	203,874
_	Subtotal			-	203,874	203,874
Overlay						-
	Subtotal			-	-	-
Partial Reconstruction	Madison St	Fremont St - 940' s/o	Calumet St	80,270		80,270
	Sanders St	Seymour St	Verbrick St	63,908		63,908
	Subtotal			144,178	-	144,178
Total Reconstruction	Douglas St	College Ave	Packard St	220,258		220,258
	Eldorado St	Catherine St	Wood St	132,608		132,608
	Harriman St	Atlantic St	Winnebago St	71,256		71,256
	Mary St	North St	Pacific St	81,346		81,346
	Peabody St	Verbrick St	Seymour St	78,956		78,956
	Sampson St	North St	Atlantic St	120,328		120,328
	Verbrick St	Bouten St	Wilkie St	184,790		184,790
	Winona Ct	Nawada St	Nawada St	91,995		91,995
	Wood St	Eldorado St	North St	46,173		46,173
	Subtotal			1,027,710		1,027,710
Total Asphalt Pavement				\$ 1,406,888	\$ 253,874	\$ 1,660,762

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Project Title: Bridge Improvements

### PROJECT DESCRIPTION

Justification:

### Lawe Street over the Fox River (\$572,016)

The existing concrete deck is partially delaminated and will require replacement in the next 7 years. 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 \$68,363 reflect the design work that will take place, while the anticipated future construction costs of \$503,653 are beyond the scope of this 5-year plan.

### Olde Oneida Street over the Fox River (\$628,000)

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. Construction funding was approved by the state for 2010 with the agreement with the County and State that construction would take place in 2012.

### Prospect Avenue over Jackman Street (\$416,100)

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 construction funding in 2011. Design is set for 2011 with utility relocates in 2013, while construction is tentatively set for 2014.

### Lawe Street & South Island Street over the Power Canal (\$186,373 and \$19,467 respectively)

The existing structures have deteriorated wearing surfaces, spalling, and delamination of the prestressed concrete box-girders. We received design funding for both structures in 2010. Design for Lawe Street will take place in 2011 and 2012 and South Island in 2013. These design projects are receiving 80% cost sharing from the state. We will apply for construction funding in 2011 for both bridges and are anticipating a 80% cost share from the state. Anticipated future costs of \$252,637 are beyond the scope of the 5-year plan.

### Roemer Road over Drainage Ditch (\$435,000)

This structure recently was rehabilitated in 2010 to address immediate structural deficiencies and to postpone it's replacement for approximately five years. The construction date of 2016 may be adjusted as needed to reflect the condition of the structure. This replacement will not receive state financial support because it is under 20' in length.

### Discussion of operating cost impact:

There is no operating cost impact to these projects.

DEPARTMEN	T PHASE	2012	2013	ST SUMMARY 2014	2015	2016		Total
Public Works	Fox River:							
	Lawe St.	-	-	18,000	-	50,363	\$	68,363
	Olde Oneida St.	628,000	-	-	-	-	\$	628,000
	Jackman St.:							
	Prospect Ave.	-	36,500	379,600	-	-	\$	416,100
	Power Canal:							
	Lawe St.	13,000	173,373	-	-	-	\$	186,373
	S. Island St.	-	19,467	-	-	-	\$	19,467
	Roemer Rd	-	-	-	60,000	375,000	\$	435,000
Γotal - Public \	Works Capital	\$ 641,000	\$ 229,340	\$ 397,600	\$ 60,000	\$ 425,363	\$	1,753,303
Projects Fund	d							

		C	OST ANA	LYS	is			
		Est	imated Cas	sh F	lows			
Components	2012		2013		2014	2015	2016	Total
Planning	13,000		19,467		18,000	60,000	50,363	\$ 160,830
Land Acquisition	-		-		-	-	-	\$ -
Construction	623,682		209,873		379,600	-	375,000	\$ 1,588,155
Other	4,318		-		-	-	-	\$ 4,318
Total	\$ 641,000	\$	229,340	\$	397,600	\$ 60,000	\$ 425,363	\$ 1,753,303
Operating Cost Impact	\$ _	\$	-	\$	_	-	\$ _	\$ -

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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.

	DEPA	ARTMENT CO	ST SUMMARY	1		
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Public Works - Reconstruction General Fund	1,925,646	3,218,700	2,861,763	2,319,356	2,699,162	\$ 13,024,627
Public Works - Reconstruction TIF # 6	560	760,520	2,503,463	-	-	\$ 3,264,543
Public Works - Reconstruction  NEBP Escrow Fund	236,576	-	-	-	-	\$ 236,576
Public Works - Reconstruction	5,213	262,840		-	-	\$ 268,053
Public Works - Construction	1,507,160	1,548,383	1,505,833	1,533,126	1,560,550	\$ 7,655,052
Public Works - Developer Escrow <b>Subdivision</b>	616,667 2,123,827	1,548,383	1,505,833	2,072,132 3,605,258	1,560,550	\$ 2,688,799 \$ 10,343,851
Total - Concrete - City	\$ 3,675,155	\$ 5,790,443	\$ 6,871,059	\$ 3,852,482	\$ 4,259,712	\$ 24,448,851
Total - Concrete Paving Program	\$ 4,291,822	\$ 5,790,443	\$ 6,871,059	\$ 5,924,614	\$ 4,259,712	\$ 27,137,650

		COST ANA	LYSIS							
Estimated Cash Flows										
Components	2012	2013	2014	2015	2016	Total				
Design	27,500	50,000	22,000	25,000	80,000	\$ 204,500				
Land Acquisition	124,980	25,000	100,000	270,000	226,000	\$ 745,980				
Construction	3,143,454	5,243,483	6,144,006	3,150,360	3,546,286	\$ 21,227,589				
Other	379,221	471,960	605,053	407,122	407,426	\$ 2,270,782				
Total	\$ 3,675,155	\$ 5,790,443	\$ 6,871,059	\$ 3,852,482	\$ 4,259,712	\$ 24,448,851				
Operating Cost Impact	\$ -	- \$	\$ -	\$ -	\$ -	-				

						Sub-	NE Bus.	Industrial		eveloper
				General	TIF	division	Park	Park	Total	Escrow
2012	Street	From	То	Fund	# 6	Fund	Escrow	Land Fund	Cost	 Account
Labor Pool				197,235	560	157,190	971	5,153	361,109	
CEA				5,117		7,120	5,815	60	18,112	
Land	Ballard Rd	Wisconsin Ave (Land)	Longview Dr	50,000					50,000	
	Capitol Dr	at Ballard Road (land)		49,980					49,980	
	Misc Land acquisition for street	projects		25,000					25,000	
	Subtotal			124,980	-	-	-	-	124,980	
Design				-					-	
				-					-	
	Calumet St	at Coop Rd (Design)	HSIP funds	10,000					10,000	
		CTH OO (design)	HSIP funds	17,500					17,500	
	Subtotal			27,500	-	-	-	-	27,500	
New Concrete (New	Subdivisions Escrowed)									
	Subtotal			-	-	-	-	-	-	
Misc. Repairs				_		10,000			10,000	
	Subtotal			-	-	10,000	-	-	10,000	
						,,,,,,			,,,,,	
	Subdivisions non escrowed)									
		Ashbury Dr	Braeburn Dr			128,923			128,923	 
	Braeburn Dr	Applebend Dr	Fuji Dr			229,544			229,544	
	French Road	NE Business Park					229,790		229,790	 
		Braeburn Dr	cds			42,974			42,974	
	Fuji Dr	Ashbury Dr	Braeburn Dr			123,876			123,876	 
		Braeburn Dr	cds			42,974 223,218			42,974 223,218	 
	Glory La Greenleaf Dr	French Rd Lightning Dr	Sourapple Dr Stargaze Dr			142,786			142,786	 
	Snowden Pl					80,304			80,304	 
	Sourapple Dr	Greenleaf Dr Glory La	Stargaze Dr Ashbury Dr			36,391			36,391	 
		Greenleaf Dr	Snowden PI			170,006			170,006	 
	Stargaze Dr Sundance Dr	Snowden Pl	Stargaze Dr			111,854			111,854	 
	Suridance Di	Silowdell I	Stargaze Di			111,034			111,034	
	Subtotal			-	-	1,332,850	229,790	-	1,562,640	
New Concrete (Not ir	New Subdivisions)									
				-					-	
	Subtotal			-	-	-	-	-		
Reconstruction	College Ave	at Lawrence Univ	crosswalk	150,000					150,000	
		Division St	Drew St	1,111,075					1,111,075	
	Soldiers Square	Oneida St	Morrison St	219,739					219,739	
	Railroad closures	3 locations		90,000					90,000	
	· · · · · · · · · · · · · · · · · · ·	Banta Court	Newberry St							 462,50
		Riverheath Way	Newberry St							 154,16
	Subtotal			1,570,814	-	-	-	-	1,570,814	616,66
Total Concrete Pavi				\$ 1,925,646	\$ 560	\$ 1,507,160	\$ 236,576	\$ 5,213	\$ 3,675,155	\$ 616,66

					Sub-		Industrial	
				General	division	TIF	Park	Total
2013	Street	From	То	Fund	Fund	# 6	Land Fund	Cost
Labor Pool				195,460	178,500	50,000	25,000	448,960
CEA				6,000	12,000	3,000	2,000	23,000
Land	Misc Land acquisition for street projects			25,000				25,000
	Subtotal			25,000	-	-	-	25,000
Design	Misc Consultant design			25,000				25,000
	Northland Ave	at Meade St (design study)		25,000				25,000
	Subtotal	,		50,000	-	-	-	50,000
New Concrete (New S	ubdivisions Escrowed)							-
New Concrete (New S	ubdivisions non escrowed) Applecart Dr	Ashbury Dr	Benvalley Dr		38,213			38,213
	Appleview Dr	Applebend Dr	Fuji Dr		220,390			220,390
	Ashbury Dr	French Rd	Cherryvale Ln		355,651			355,651
	Aurora Dr	Forest St	cds		123,353			123,353
	Benvalley Dr	Applebend Dr	Sourapple Dr		177,117			177,117
	Cherryvale Ave	Ashbury Dr	Edgewood Dr (CTH JJ)		204,868			204,868
	Solitude La	Tahoe La	Midway Rd (future)		200,835			200,835
	Sourapple Dr	Ashbury Dr	Benvalley Dr		37,456			37,456
	Subtotal	Ashbury Di	Berivalley Di		1,357,883	-	-	1,357,883
New Concrete (Not in	New Subdivisions)							
rtew Conorcie (rtot iii	Meade St	Applecreek Rd, s/o	CTH JJ	596.302				596.302
	Meade St	CTH JJ	Bellvue PI (north leg)	307,237				307,237
	Subtotal	011100	Delivae 11 (noran leg)	903,539				903,539
New Concrete (TIF)								
Tion concide (Till)	Eisenhower Dr	Plank Rd	Midway Rd			707,520	235,840	943,360
	Subtotal			•	•	707,520	235,840	943,360
Reconstruction	Calumet Street	at Coop Rd	HSIP funds	83,039				83,039
	Capitol Dr	at Ballard Road	widen east leg	254,499				254,499
	E. South River St	Olde Oneida St	Madison St	223,904				223,904
	Northland Ave	at Conkey St	signal installation	218,399				218,399
	Olde Oneida St	South Island St (610' s/o)	South Island St (170' n/o)	280,730				280,730
	Richmond St	CTH OO	HSIP funds	127,528				127,528
	Washington St	Appleton St	Durkee St	160,000				
	Ballard Rd - (County share)	Wisconsin Ave	Longview St	(810,709)				(810,709
	Ballard Rd	Wisconsin Ave	Longview St	1,501,312				1,501,312
	Subtotal			2,038,701	-	-	-	2,038,701
Total Concrete Pavin	ng			\$ 3,218,700	\$ 1,548,383	\$ 760,520	\$ 262,840	\$ 5,710,443
	-	ı	1					. , .

					Sub-		
				General	division	TIF	Total
2014	Street	From	То	Fund	Fund	# 6	Cost
Labor Pool				199,560	182,070	199,423	581,053
CEA				6,000	12,000	6,000	24,000
Land	Misc Land acquisition for			25,000			25,000
	Richmond St	CTH OO (land)	HSIP funds	75,000			75,000
	Subtotal			100,000	-	-	100,000
							-
Design	Misc Consultant design			22,000			22,000
	Subtotal			22,000	-	-	22,000
							-
New Concrete (Ne	w Subdivisions non escrow	i'					-
	Barton Ct	Highpond Tr	cds		44,315		44,315
	Gullwing Ct	Stirling Pkwy	cds		76,426		76,426
	Highpond Tr	Smoketree Tr	Purdy Pkwy		168,352		168,352
	Purdy Pkwy	Applehill Blvd	cds s/o Stirling Pkwy		234,475		234,475
	Smoketree Ps	Applehill Blvd	cds		310,247		310,247
	Steamboat La	Tahoe La	Tahoe La (150' e/o)		20,797		20,797
	Stirling Pkwy	Smoketree Ps	Purdy Pkwy		143,524		143,524
	Tahoe La	Plank Rd	Solitude La		225,599		225,599
	Trinity Ct	Downs Ridge	cds		69,290		69,290
	Vail La	Solitude La	Solitude La (134' w/o)		18,738		18,738
	Subtotal			-	1,311,763	-	1,311,763
New Concrete (No	t in New Subdivision)						
	Ashbury Dr	Providence Ave	French Rd	179,254			179,254
	Glory La	Providence Ave	French Rd	182,026			182,026
	Intertech Ct	Enterprise Ave	cds	74,770			74,770
	Lake Park Rd	Plank Rd (s/o roundabout)	Midway Rd (n/o roundabout	378,738			378,738
	Lilas Dr	Second St	Everett St	148,147			148,147
	Plank Rd	Midway Rd	Lake Park Rd	429,868			429,868
	Subtotal			1,392,803	-	-	1,392,803
							-
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			536,423	536,423
	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			-	-	2,298,040	2,298,040
						, ,	-
Concrete Reconstr	uction						-
	Alley n/o Amelia St	Woodmere St	Ballard Rd	98,020			98,020
	Alley n/o College	Division St	Superior St	70,033			70,033
	Alley s/o College Ave	Morrison St	Durkee St	51,833			51,833
	Cotter St	Haskell St	Second St	122,012			122,012
	Fremont St	Kernan Ave	Telulah Ave	200,545			200,545
	Haskell St	Cotter St	Grider St	87,109			87,109
	Lynndale Dr	Fourth St	Everett St	511,846			511,846
	Subtotal			1,141,400	-	-	1,141,400
Total Concrete Pa	iving			\$ 2,861,763	\$ 1,505,833	2,503,463	\$ 6,871,059

					Sub-				Developer
				General	division	TIF		Total	Escrow
2015	Street	From	То	Fund	Fund	#6		Cost	Account
Labor Pool				203,411	185,711	-	-	389,122	
CEA				6,000	12,000	-	-	18,000	
Land	Misc Land acquisition for	I street projects		32,000				32,000	
				238,000				238,000	
	Subtotal			270,000	-	-	-	270,000	
Design	Misc Consultant design			25,000				25,000	
	Subtotal			25,000	-	-	-	25,000	
New Concrete (Ne	ew 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								
	Werner Rd	Morningsun Way	cds n/o Rosemary Dr						186,486
	Subtotal	Kurey Rd	Kurey Rd (1000' e/o)		-	-	-	-	174,458 <b>2,072,132</b>
New Concrete (Ne	ew Subdivisions non escrow	ed) Ballard Rd	Donato Diamo		212,971			212,971	
	Applehill Blvd Applehill Blvd	Purdy Pkwy	Purdy Pkwy Applecreek Rd		418.854			418.854	
	Canvasback Circle	Ashbury Dr	Canvasback Circle		363,862			363,862	
	Canvasback Lane	Providence Ave	Canvasback Circle		13,044			13,044	
	Incline Way	Palladium Ct	Applehill Blvd		208,760			208,760	
	Palladium Ct	Applehill Blvd	cds		117.924			117.924	
	Subtotal	г другонні 2170	040	-	1,335,415	-	-	1,335,415	-
1									
Reconstruction	Alley n/o Spencer St	Linwood Ave	Victoria St	46,922			1	46,922	
	Badger Ave	Mason St	Wisconsin Ave	1,143,412				1,143,412	
	Glendale Ave	Ballard Rd	Roemer Rd	624,611				624,611	
	Subtotal			1,814,945	-	-	-	1,814,945	-
T / 10	1			A 00405==	A 1 500 155				4.0.070 :::
Total Concrete P	aving			\$ 2,319,356	\$ 1,533,126	\$ -	\$ -	\$ 3,852,482	\$ 2,072,132

				General	Sub- division	Total
2016	Street	From	То	Fund	Fund	Cost
Labor Pool				200,000	189,426	389,42
CEA				6,000	12,000	18,000
Land	Misc Land acquisition for street proj	ects		30,000		30,00
	Oneida St	Foster St (land)	Murray St	196,000		196,000
	Subtotal			226,000	-	226,000
Design	Ballard Rd	Edgewood Dr - 400' n/o (Design)	Apple Creek Rd - 300' n/o	25,000		25,000
	Edgewood Dr (CTH JJ)	Ballard Rd (Design)	French Rd	25,000		25,000
	Misc Consultant design			30,000		30,000
	Subtotal			80,000		80,000
New Concrete (New	Subdivisions non escrowed)					
	Ashford Ct	Celtic Crossing	cds		98,703	98,703
	Celtic Crossing	Purdy Pkwy	Downs Ridge		96,203	96,203
	Downs Ridge	Smoketree Ps	Celtic Crossing		263,672	263,672
	Mackville Rd	Ballard Rd	Purdy Pkwy		45,641	45,641
	Purdy Pkwy	Celtic Crossing	Applehill Blvd		162,147	162,147
	Purdy Pkwy	Mackville Rd	Celtic Crossing		322,526	322,526
	Ravenswood Ct	Ballard Rd	CDS		47,746	47,746
	Smoketree Ps	Applehill Blvd	Downs Ridge		125,363	125,363
	Smoketree Ps	Downs Ridge	Purdy Pkwy		150,510	150,510
	Thomas Ct	Purdy Pkwy	cds		46,614	46,614
	Subtotal			-	1,359,124	1,359,124
New Concrete (Not in	I n New Subdivisions) I					
	Subtotal			-	-	
New Concrete (TIF)						
,	Subtotal			-	-	
Reconstruction	Alley s/o College Ave	Badger Ave	Locust St	50,389		50,389
	Alley w/o Appleton St	Commercial St	Spring St	27,783		27,783
	Alley w/o Appleton St	Spring St	Summer St	27,783		27,783
	E. South River St	Kernan Ave	John St.	50,777		50,77
	John St (CTH KK)	Banta Court	Walden Ave	245,694		245,69
	John St (CTH KK)	Walden Ave	Matthias Ave	1,362,547		1,362,54
	John St (CTH KK) (County Share)	Walden Ave	Matthias Ave	(884,532)		(884,53
	Pershing St	McDonald St	Ballard Rd	750,211		750,21
	Pershing St	Meade St	McDonald St	556,510		556,51
	Subtotal			2,187,162	-	2,187,16
Total Concrete Pavi	 ing			\$ 2,699.162	\$ 1,560,550	\$ 4,259,712

IDF			

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.

	DE	EPAF	RTME	NT CO	ST S	SUMMARY				
DEPARTMENT PHASE	2012		2	013		2014	2015	2016		Total
Public Works - Grade & Gravel Public Works - Developer Escrow		-		- 73.788		-	-	-	\$ \$	- 73,788
New Subdivision		-		73,788		-	-	-	\$	73,788
Public Works - Grade & Gravel TIF # 6		-	4	41,817		210,772		223,874	\$	876,463
Public Works - Grade & Gravel Industrial Park Land Fund		-		-			279,367	-	\$	279,367
Total - Grade & Gravel - City	\$	-	\$ 4	41,817	\$	210,772	\$ 279,367	\$ 223,874	\$	1,155,830
Total - Grade & Gravel Program	\$	-	\$ 5	15,605	\$	210,772	\$ 279,367	\$ 223,874	\$	1,229,618

COST ANALYSIS											
Estimated Cash Flows											
Components	2012		2013		2014		2015		2016		Total
Planning	-		-		-		-		-	\$	-
Land Acquisition	ı		-		1		-		-	65	-
Construction	-		459,550		190,772		259,367		203,874	\$	1,113,563
Other	ı		56,055		20,000		20,000		20,000	\$	116,055
Total	\$ -		\$ 515,605	\$	210,772	\$	279,367	\$	223,874	\$	1,229,618
Operating Cost Impact	N/Q*		N/Q*		N/Q*		N/Q*		N/Q*		N/Q*

N/Q = Not Quantifiable

### **CITY OF APPLETON 2012 BUDGET DEPARTMENT OF PUBLIC WORKS GRADE & GRAVEL PROGRAM**

2012	Street	From	То	TIF 6	Industrial Park Land Fund	Subdivision Fund	Total Cost	Deve Esc Acc
Labor Pool				=	-	-	-	
Grade & Gravel	Subtotal			-	-	-	-	
	New Subdivisions Subtotal	escrowed funding except for	labor & CEA	-	-	<u>-</u>	- -	
Total				\$ -	\$ -	\$ -	\$ -	\$

Developer Escrow Account
-
-
- \$ -

2013	Street	From	То	TIF # 6	Industrial Park Land Fund	Subdivision Fund	Total Cost
Labor Pool				50,000	-	-	50,000
Grade & Gravel	Milis Dr	Alliance Dr	Eisenhower Dr	155,150	-		155,150
	Road H	Vantage Dr	Milis Dr	124,025			124,025
	Vantage Dr	Lakeland Dr	Eisenhower Dr	112,642			112,642
	Subtotal			391,817	-	-	391,817
Temporary Surface	New Subdivisions	escrowed funding except for	labor & CEA				-
Following Grade & Gravel				-			-
	Subtotal			-	•	-	-
Total				\$ 441,817	\$ -	\$ -	\$ 441,817

Developer Escrow Account
-
73,788
<b>73,788</b> \$ 73,788

2014	Street	From	То	TIF # 6	Industrial Park Land Fund	Subdivision Fund	Total Cost
Labor Pool				20,000	-	-	20,000
Grade & Gravel					_		-
	Subtotal			-	-	-	-
Temporary Surface	Milis Dr	Alliance Dr	Eisenhower Dr	76,941			76,941
Following Grade & Gravel	Road H	Vantage Dr	Milis Dr	59,726			59,726
-	Vantage Dr	Lakeland Dr	Eisenhower Dr	54,105			54,105
	Subtotal			190,772	-	-	190,772
Total				\$ 210,772	\$ -	\$ -	\$ 210,772

Developer Escrow Account	l
-	
-	
-	
¢	ı

2015	Street	From	То	TIF # 6	Industrial Park Land Fund	Subdivision Fund	Total Cost
Labor Pool				-	20,000	-	20,000
Grade & Gravel	Road J	Eisenhower Dr	Eisenhower Dr		259,367		259,367
	Subtotal			-	259,367	-	259,367
Temporary Surface							-
Following Grade & Gravel				-			-
	Subtotal			-	-	-	-
Total				\$ -	\$ 279,367	\$ -	\$ 279,367

	Developer Escrow Account	
0	-	
7		
-		
-		
-	-	
7	\$ -	

2016	Street	From	То	TIF # 6	Industrial Park Land Fund	Subdivision Fund	Total Cost
Labor Pool	0001	110		20,000			20,000
Grade & Gravel							-
							-
							-
	Subtotal			-	-	-	-
Temporary Surface	Road J	Eisenhower Dr	Eisenhower Dr	203,874			203,874
Following Grade & Gravel							
	Subtotal			203,874		-	203,874
Total				\$ 223,874	\$ -	\$ -	\$ 223,874

### 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.

	DEPA	RTMENT CO	ST SUMMARY			
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Public Works Sidewalks General Fund	 599,675	974,447	800,640	682,622	708,780	\$ 3,766,164
Public Works Sidewalks TIF # 6		119,495	374,610			\$ 494,105
Public Works - Construction Public Works - Developer Escrow Subdivisions	 154,502 - 154,502	178,291 - 178,291	267,708 - 267,708	256,951 - 256,951	268,234 - 268,234	\$ 1,125,686 \$ - \$ 1,125,686
Total - Sidewalk - City	\$ 754,177	\$ 1,272,233	\$ 1,442,958	\$ 939,573	\$ 977,014	\$ 5,385,955
Total - Sidewalk Program	\$ 754,177	\$ 1,272,233	\$ 1,442,958	\$ 939,573	\$ 977,014	\$ 5,385,955

COST ANALYSIS									
Estimated Cash Flows									
Components		2012	2013	2014	2015		2016		Total
Planning		-	-	-	-		-	\$	-
Land Acquisition		-	-	-	-		-	\$	-
Construction		648,534	1,136,100	1,300,028	785,501		849,953	\$ 4	1,720,116
Other		105,643	136,133	142,930	154,072		127,061	\$	665,839
Total	\$	754,177	\$ 1,272,233	\$ 1,442,958	\$ 939,573	\$	977,014	\$ 5	5,385,955
Operating Cost Impact	\$	-	\$ -	\$ -	- \$	\$	-	\$	-

### CITY OF APPLETON 2012 BUDGET DEPARTMENT OF PUBLIC WORKS

### **Sidewalk Construction Capital Improvement Program**

	ı	ı		
	General	Subdivision	TIF	Total
2012	Fund	Fund	#6	Cost
=			# 0	
Labor Pool	75,975	22,455	-	98,430
CEA	6,420	793		7,213
Sidewalk Construction				
Green Dot	170,000			170,000
General	30,000			30,000
Patch Contract	30,000			30,000
Safestep sawcutting	30,000			30,000
Sidewalk Stairway repairs	30,000			30,000
Reconstruction - Concrete	120,000			120,000
Reconstruction - Asphalt	107,280			107,280
Subtotal	517,280	-	-	517,280
New Sidewalk Construction				
New Concrete				
New Subdivision	-	101,254		101,254
New Subdivision - 6 Month		30,000		30,000
Arterial Street	-			-
Subtotal	-	131,254	-	131,254
Total	\$ 599,675	\$ 154,502	\$ -	\$ 754,177

	General	Subdivision	TIF	Total
2015	Fund	Fund	#6	Cost
Labor Pool	127,542	26,530	-	154,072
CEA	3,000	3,000		6,000
Sidewalk Construction				-
Green Dot	170,000			170,000
General	30,000			30,000
Patch Contract	30,000			30,000
Safestep sawcutting	30,000			30,000
Sidewalk Stairway repairs	-			-
Reconstruction - Concrete	125,040			125,040
Reconstruction - Asphalt	167,040			167,040
Subtotal	552,080	-	-	552,080
New Sidewalk Construction New Concrete			-	_
New Subdivision		197,421		197,421
New Subdivision - 6 Month		30,000		30,000
Arterial Street	-			-
Subtotal	-	227,421	-	227,421
Total	\$ 682,622	\$ 256,951	\$ -	\$ 939,573

	General	Subdivision	TIF	Total
2013	Fund	Fund	# 6	Cost
Labor Pool	102,138	25,500	8,495	136,133
CEA	3,000	3,000		6,000
Sidewalk Construction				
Green Dot	170,000			170,000
General	30,000			30,000
Patch Contract	30,000			30,000
Safestep sawcutting	30,000			30,000
Reconstruction - Concrete	226,140			226,140
Reconstruction - Asphalt	155,394			155,394
Subtotal	641,534	-	-	641,534
New Sidewalk Construction				
New Concrete	148,275		111,000	259,275
New Subdivision		119,791		119,791
New Subdivision - 6 Month		30,000		30,000
Arterial Street	79,500			79,500
Subtotal	227,775	149,791	111,000	488,566
Total	\$ 974,447	\$ 178,291	\$ 119,495	\$1,272,233

2016	General Fund	Subdivision Fund	TIF # 6	Total Cost
Labor Pool	100,000	27,061		127,061
CEA	3,000	3,000		6,000
	-			
Sidewalk Construction				
Green Dot	170,000			170,000
General	30,000			30,000
Patch Contract	30,000			30,000
Safestep sawcutting	30,000			30,000
Reconstruction - Concrete	199,890			199,890
Reconstruction - Asphalt	145,890			145,890
Subtotal	605,780	-	-	605,780
New Sidewalk Construction				
New Concrete				-
New Subdivision		208,173		208,173
New Subdivision - 6 Month		30,000		30,000
Arterial Street				-
Subtotal	-	238,173	-	238,173
Total	\$ 708,780	\$ 268,234	\$ -	\$ 977,014

	,				
2014		eneral Fund	 odivision Fund	TIF # 6	Total Cost
Labor Pool		94,570	26,010	22,350	142,930
CEA		3,000	3,000	22,000	6,000
Sidewalk Construction					
Green Dot		170,000			170,000
General		30,000			30,000
Patch Contract		30,000			30,000
Safestep sawcutting		30,000			30,000
Reconstruction - Concrete		49,230			49,230
Reconstruction - Asphalt		125,100			125,100
Subtotal		434,330	-	-	434,330
New Sidewalk Construction					
New Concrete		268,740		352,260	621,000
New Subdivision			208,698		208,698
New Subdivision - 6 Month			30,000		30,000
Arterial Street		-			-
Subtotal		268,740	238,698	352,260	859,698
Total	\$	800,640	\$ 267,708	\$ 374,610	\$1,442,958

### 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.

	DEPA	ARTMENT CO	ST SUMMARY			
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Stormwater Construction Stormwater Utility	9,657,124	8,853,359	6,308,321	5,264,439	10,226,474	\$40,309,717
Stormwater Construction Stormwater Developer Escrow New Subdivision	220,500	- -	- -		-	\$ - \$ 220,500
Stormwater Construction Industrial Park Land Fund		189,950	-	181,000	-	\$ 370,950
Total - Stormwater - City	\$ 9,657,124	\$ 9,043,309	\$ 6,308,321	\$ 5,445,439	\$10,226,474	\$40,680,667
Total - Stormwater Program	\$ 9,877,624	\$ 9,043,309	\$ 6,308,321	\$ 5,445,439	\$10,226,474	\$40,901,167

COST ANALYSIS							
		Estimated Cas	sh Flows				
Components	2012	2013	2014	2015	2016	Total	
Planning	185,000	335,000	50,000	10,000	-	\$ 580,000	
Land Acquisition	-	-	250,000	-	-	\$ 250,000	
Construction	9,450,597	8,585,924	5,891,671	5,183,939	9,974,974	\$39,087,105	
Other	242,027	122,385	116,650	251,500	251,500	\$ 984,062	
Total	\$ 9,877,624	\$ 9,043,309	\$ 6,308,321	\$ 5,445,439	\$10,226,474	\$40,901,167	
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

2012	Street	From	То	Storm- water Utility	Developer Escrow Account
Labor Pool	<u> </u>			231,150	-
Labor 1 doi				10,877	
				10,011	
Consulting Services	Construction Services			50,000	
	Land Acquisition Services			10,000	
	Modeling for Storm Sewer Const Projects			20,000	
	Subtotal			80,000	
				33,333	
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backy	। /ard Drainage Problem	s	200,000	
	Surface restoration for mini sewer from pro			70,000	
	Storm Laterals, Manholes, Inlets, Mini's Pr	ior to 2012 Asphalt Pa	ving (B-12)	62,000	
	Storm Laterals, Manholes, Inlets, Mini's Pr	ior to 2012 New Concr	rete Paving (A-12)	59,545	
	Flood reports			200,000	
	Native Landscaping			100,000	
	Red Oak Ravine Phase II construction			1,000,000	
	Theodore Study Storage at AEHS - Phase	One		6,000,000	
	Subtotal			7,691,545	
New Storm Sewers	Riverheath Way	Banta Ct	Newberry St		220,500
	Subtotal				220,500
Reconstruction (on streets to	Atlantic St	Rankin St	Tonka St	1,000	
be paved in 2013)	Ballard Rd	Wisconsin Ave	Longview St	900,900	
	Douglas St	Spencer St	College Ave	91,800	
	E. South River St	Olde Oneida St	Madison St	171,777	
	Gunn St	Walter Ave	Telulah Ave	52,350	
	Harriman St	Wisconsin Ave	Parkway Blvd	140,600	
	Lawe	Hoover St	Taft St	10,750	
	Outagamie St	Spencer St	College Ave	229,920	
	Roosevelt St (laterals)	Alvin St	Clark St	3,050	
	Roosevelt St (liner)	Division	Clark St	17,620	
	Tonka St	North St	Atlantic St	23,785	
	Subtotal			1,643,552	
Total				\$ 9,657,124	\$ 220,500

		1		T -		ı
				Storm-	Industrial	
		_	_	water	Park Land	Total
2013	Street	From	То	Utility	Fund	Cost
Labor Pool				102,385	20,000	122,385
Carantina Carriaga	Ballard Rd - 2 ponds	CTU II to Appleareak B	annoliminan, anginagring	00,000		60,000
Consulting Services	Construction Services	CTH 33 to Applecieek K	preliminary engineering	60,000		,
	Land Acquisition Services			50,000		50,000
		CTH JJ to Broadway	proliminary opginaaring	10,000		10,000
	Lightning Dr south pond  Modeling for Storm Sewer Const Project		preliminary engineering	40,000		40,000
	,			20,000		20,000
	West Wisconsin Area Flood Control	Design and Permitting		150,000		150,000
	Subtotal			330,000	-	330,000
Land Acquisition	Ballard Rd - 2 ponds	CTH JJ to Applecreek R	l d	300,000		300,000
Land Acquisition	Lightning Dr south pond	CTH JJ to Broadway	u 	200,000		200,000
	Subtotal	C11133 to bloadway			_	
	Subtotal			500,000	_	500,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Ba	l ackvard Drainage Problems	 	200,000		200,000
iviiscentificous construction	Surface restoration for mini sewer from			90,000		90,000
	Storm Laterals, Manholes, Inlets, Mini	•	ving (B-13)	86,330		86,330
	Storm Laterals, Manholes, Inlets, Mini			185,950		185,950
	Flood Reports	31 Hor to 2013 New Corle	Lite 1 aving (A 15)	200,000		200,000
	Native Vegetation			40,000		40,000
	Reid Golf Course Pond			4,000,000		4,000,000
	Theodore Study Storage at AEHS - Pl	hase 2		2,400,000		2,400,000
	Subtotal	lase z		7,202,280	_	7,202,280
	Cubicial			7,202,200		7,202,200
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			-	169,950	169,950
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	Byrd St	Oneida St	Jarchow St	56,250		56,250
be paved in 2014)	Circle St	Drew St	Meade St	106,125		106,125
	Cotter St	Haskell St	Second St	77,225		77,225
	Eldorado St	Union St	Meade St	1,200		1,200
	Fremont St	Kernan Ave	Telulah Ave	40,650		40,650
	Haskell St	Cotter St	Grider ST	37,285		37,285
	Lindbergh St	Oneida St	Drew St	99,750		99,750
	Lynndale Dr	Fourth St	Everett St	259,700		259,700
	Subtotal			678,185	-	678,185
Total			1	\$ 8,853,359	\$ 189,950	\$ 9,043,309

				Storm-
				water
2014	Street	From	То	Utility
Labor Pool				116,650
Consulting Services	Construction Services			50,000
	Coop Road Urbanization s/o CTH KK -	model Design & Permitting		10,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Proje	cts		20,000
	Subtotal			90,000
Land Acquisition	Out to to I			-
	Subtotal			-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Ba	  ckvard Drainage Problems		200,000
Wildelianeous Construction	Surface restoration for mini sewer from	· · · · · · · · · · · · · · · · · · ·		90,000
	Storm Laterals, Manholes, Inlets, Mini'	•	I	72,300
	Storm Laterals, Manholes, Inlets, Mini'			200,800
	Flood Reports		1	200,000
	Native Vegetation			100,000
	Theodore Study Storage at AEHS - Ph	ase 3		1,500,000
	West Wisconsin Flood Control - Phase			2,000,000
	Subtotal			4,363,100
				1,000,100
New Storm Sewers				
	Subtotal			-
Reconstruction	Green Bay Road area storm sewer	with Catherine St lift stn		300,000
	McKinley St (liner)	Lawe St	Jackson St	59,915
	Winnebago St (liner)	Mason St	Mason St (341 w/o)	39,556
	Subtotal			399,471
Reconstruction (on streets paved in	Alley n/o Amelia St	Woodmere (with paving)	Ballard Rd	-
2015)	Alley n/o College	Division St (with paving)	Superior St	43,200
	Badger Ave	Mason St	Wisconsin Ave	434,700
	Catherine St	Washington St	North St	112,500
	Easement n/o Washington St	Catherine St	Green Bay Rd	37,500
	Glendale Ave	Ballard Rd	Roemer Rd	50,000
	McKinley St	Jackson St	Lawe St	41,850
	McKinley St	Oneida St	Jefferson, e/o	121,500
	McKinley St	w/o Ritger St	Ritger St	18,000
	Reeve St	Linwood Ave	Badger Ave	53,100
	Summer St	Gillett St	Story St	184,000
	Summer St	Morrison St	Lawe St	138,750
	Summer St	Story St	Richmond St	104,000
	Subtotal			1,339,100
Total				\$ 6,308,321
				+ 3,000,021

2015	Street	From	То	Storm- water Utility	Industrial Park Land Fund	Total Cost
Labor Pool	Street	FIOIII	10	251,500	20,000	271,500
Labor Fooi				251,500	20,000	271,500
Consulting Services	Ballard Rd - 2 culverts	CTH JJ to Applecreek R	design and permitting	75,000		75,000
Consulting Convinces	Ballard Rd - 2 ponds	- ''	Final design and permitting	80,000		80,000
	Construction Services	- 1111	,gg	50,000		50,000
	Land Acquisition Services			10,000		10,000
	Lightning Dr culvert	at CTH JJ	design and permitting	50,000		50,000
	Lightning Dr south bridge	CTH JJ to Broadway	design and permitting	50,000		50,000
	Lightning Dr south pond	CTH JJ to Broadway	Final design and permitting	40,000		40,000
	Modeling for Storm Sewer Const Proje		3	20,000		20,000
	Subtotal			375,000	_	375,000
				0.0,000		0.0,000
Land Acquisition				_		_
	Subtotal			-	-	-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Ba	ा ackvard Drainage Problem	I S	200,000		200,000
Wilderland Contraction	Surface restoration for mini sewer from	<u> </u>		90,000		90,000
	Storm Laterals, Manholes, Inlets, Mini	· · · · · · · · · · · · · · · · · · ·	l vina (B-15)	92,800		92,800
	Storm Laterals, Manholes, Inlets, Mini'			110,005		110,005
	Flood Reports	31 1101 to 2013 140 W Oorlor	Licit aving (A 10)	200,000		200,000
	Native Landscaping			50,000		50,000
	NR 216 (High-efficiency sweeper upgr	ada)		60,000		60,000
	West Wisconsin Flood Control - Phase			2,000,000		2,000,000
	Subtotal	; <u> </u>			_	
	Subtotal			2,802,805	-	2,802,805
New Construction	Road J	Eisenhower Dr	Eisenhower Dr		161,000	161,000
New Construction	Subtotal	Liseillower Di	Liserinower Di		161,000	161,000
	Subtotal			_	101,000	101,000
Reconstruction	Glendale Ave (liner)	Drew St	Union St	49,360		49,360
TCCOTISTI detion	Meade St (liner)	Minor St	Pacific St	18,396		18,396
	Subtotal	IVIII OI OI	i dollo ot	67,756	_	67,756
	Gustotal			07,730	_	07,730
Reconstruction (on streets to	Douglas St	College Ave	Packard St	108,750		108,750
be paved in 2016)	E. South River St	Kernan Ave	John St	7,285		7,285
paved in 2010)	Eldorado St	Catherine St	Wood St	67,125		67,125
	Harriman St	Atlantic St	Winnebago St	36,000		36,000
	John St (CTH KK)	Banta Court	E South River St	56,578		56,578
	John St (CTH KK)	E. South River St	Fidelis St	360,000		360,000
	Madison St (partial asp recon only)	Fremont St - 285' s/o	Calumet St	145,665		145,665
	Mary St	North St	Pacific St	49,500		49,500
	Peabody St	Verbrick St	Seymour St	29,150		29,150
	Pershing St	McDonald St	Ballard Rd	172,425		172,425
	Pershing St	Meade St	McDonald St	126,500		126,500
	Sampson St	North St	Atlantic St	76,050		76,050
	Telulah Ave	Calumet St	John St	333,000		333,000
	Verbrick St	Bouten St	Wilkie St	112,500		112,500
	Winona Ct	Nawada St	Nawada St	58,500		58,500
	Wood St	Eldorado St	North St	28,350	1 1	28,350
	Subtotal		2-	1,767,378	-	1,767,378
Total				\$ 5,264,439	\$ 181,000	\$ 5,445,439

				Storm-
				water
2016	Street	From	То	Utility
Labor Pool				251,500
Consulting Services	Construction Services			75,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			25,000
	Spencer Street Underground Storage	Design & Permitting		50,000
	Subtotal			160,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backy	ard Drainage Problems		200,000
	Surface restoration for mini sewer from pre			85,000
	Storm Laterals, Manholes, Inlets, Mini's Pr	•	(R-15)	86,550
	Storm Laterals, Manholes, Inlets, Mini's Pr			169,915
			· · · ·	500,000
	Ballard Rd - 2 culverts w/ paving	Edgewood Dr (CTH JJ)	Applecreek Rd	· · · · · ·
	Ballard Rd - 2 ponds	Edgewood Dr (CTH JJ) n	/0 	1,000,000
	Flood Reports	0.10	5 L LD (07LLL) /	200,000
	Lightning Dr culvert@ CTH JJ	Culvert @	Edgewood Dr (CTH JJ) n/o	150,000
	Lightning Dr south bridge	Edgewood Dr (CTH JJ) n		250,000
	Lightning Dr south pond	Edgewood Dr (CTH JJ) n	/o T	650,000
	Lightning Drive Stormwater Pond			1,000,000
	Native Landscaping			50,000
	NR 216 (High-efficiency sweeper new)			60,000
	Subtotal			4,401,465
New Storm Sewers	Lightning Dr	CTH JJ	CTH JJ, 200' n/o	400,000
	Subtotal			400,000
Reconstruction	Spring St	Drew St	Lawe St	784,557
reconstruction	Subtotal	Diew ot	Lawe St	784,557
	Subiolai			104,331
Reconstruction (on streets to	Bateman St	Pacific St	Hancock St	47,250
be paved in 2017)	Calumet St	Oneida St	Jefferson St	88,200
	Douglas St	Badger Ave	Wisconsin Ave	102,900
	Douglas St	Pine St	Haskell St	45,000
	Fair St	Franklin St	south end	46,000
	Grant St	Nicholas St	Mason St	141,450
	Olde Oneida St	Oneida St	E. South River St	267,400
	Oneida St	Foster St	Skyline Bridge	2,443,307
	Oneida St	Murray St	Foster St	932,350
	Rocky Bleier Run	Water St	park	29,970
	Sanders St (partial asp recon only)	Seymour St	Verbrick St	-
	Summit St	Spencer St	College Ave	85,125
	Subtotal			4,228,952
Total	l	<u> I</u>	L	\$ 10,226,474

Stormwater 5-year plan.xls Page 635 9/28/2011

### 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		2012	2013	2014	2015	2016		Total	
Water Dist. Water Utilit	Construction (	2,304,260	2,250,517	2,970,894	2,272,984	3,053,938	\$	12,852,592	
	Construction Developer Escrow vision	148,050 148,050	- -	-	- -	- -	\$	148,050 148,050	
Water Dist. IPLF	Construction	-	321,200	-	235,322	-	\$	556,522	
Total - Waterma	ain - City	\$ 2,304,260	\$ 2,571,717	\$ 2,970,894	\$ 2,508,306	\$ 3,053,938	\$	13,409,114	
Total - Waterma	ain Program	\$ 2,452,310	\$ 2,571,717	\$ 2,970,894	\$ 2,508,306	\$ 3,053,938	\$	27,114,328	

COST ANALYSIS								
Estimated Cash Flows								
Components	2012	2013	2014	2015	2016	Total		
Planning	-	-	-	-	-	\$ -		
Land Acquisition	-	-	-	-	-	\$ -		
Construction	2,091,128	2,283,967	2,715,144	2,227,441	2,787,856	\$ 12,105,535		
Other	361,182	287,750	255,750	280,865	266,082	\$ 1,451,629		
Total	\$ 2,452,310	\$ 2,571,717	\$ 2,970,894	\$ 2,508,306	\$ 3,053,938	\$ 13,557,164		
Operating Cost Impact	\$ -	\$ -	- \$	\$ -	- \$	\$ -		

## CITY OF APPLETON 2012 BUDGET DEPARTMENT OF PUBLIC WORKS WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

					Industrial		Developer
				Water	Park Land	Total	Escrow
2012	Street	From	То	Utility	Fund	Cost	Account
Labor Pool				361,182	-	361,182	-
CEA				11,788		11,788	
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		15,000		15,000	
Construction	Surface Restoration	Due to 2011 Water CIP Excav.	(Unit E-12)	235,000		235,000	
	Subtotal			250,000	-	250,000	-
New Construction	Riverheath Way	Banta Ct	Newberry St				148,050
New Construction	Subtotal	Banta Ct	Newberry St		-	_	148,050
	Subtotal				-	_	140,030
Reconstruction				_		-	
(not related to paving)	Exhibition Center			185,000		185,000	
	Subtotal			185,000	•	185,000	-
Reconstruction	Atlantic St	Rankin St	Tonka St	88,550		88,550	
(prior to next year's paving)	Ballard Rd	Wisconsin Ave	Longview St	625,086		625,086	
	E. South River St	Olde Oneida St	Madison St	79,500		79,500	
	Easement	Pine St (e/o Bartell Dr)	Haskell St	187,550		187,550	
	Gunn St	Walter Ave	Telulah Ave	81,979		81,979	
	Harriman St	Wisconsin Ave	Parkway Blvd	196,620		196,620	
	Outagamie St	Spencer St	College Ave	89,440		89,440	
	Roosevelt St	Alvin St	Clark St	75,115		75,115	
	Tonka St	North St	Atlantic St	72,450		72,450	
	Subtotal			1,496,290	•	1,496,290	-
Total Water Main Construction				\$ 2,304,260	\$ -	\$ 2,304,260	\$ 148,050

					Industrial		Developer
				Water	Park Land	Total	Escrow
2013	Street	From	То	Utility	Fund	Cost	Account
Labor Pool				265,000	22,750	287,750	-
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		15,000		15,000	
Construction	Surface Restoration	Due to 2012 Water CIP Excav.	(Unit E-13)	20,000		20,000	
	Subtotal			35,000	-	35,000	
							-
New Construction	Milis Dr	Alliance Dr	Eisenhower Dr	-	109,200	109,200	
	Road H	Vantage Dr	Millis Dr	-	101,850	101,850	
	Vantage Dr	Lakeland Dr	Eisenhower Dr	-	87,400	87,400	-
	Subtotal			-	298,450	298,450	
						-	
Reconstruction	Circle St	Morrison St	Durkee St	57,475		57,475	
(not related to paving)	Commercial St - Rec "G" of 2007 Stu	Sharon St (245' w/o)	Badger Ave	137,970		137,970	-
	Lawe St	S. Island St	s/end Lawe St Power Canal	56,785		56,785	
	Outagamie St - Rec "G" of 2007 Stud	Second St	Spencer St	184,140		184,140	
	Sharon St - Rec "G" of 2007 Study	Badger Ave	Winnebago St	140,220		140,220	
	Spring St - Rec "G" of 2007 Study	Sharon St	Badger Ave	81,250		81,250	
	Winnebago St - Rec : "G" of 2007 Stu	Sharon St (245' w/o)	Linwood Ave	81,795		81,795	
	Subtotal			739,635	-	739,635	
Reconstruction	Byrd St	Oneida St	Jarchow St	76,590		76,590	
(prior to next year's paving)	Eldorado St	Union St	Meade St	94,864		94,864	
	Fifth St	Mueller St	Story St	74,750		74,750	
	Fifth St	Story St	Memorial Dr	147,870		147,870	
	Fourth St	Lynndale Dr	Lynndale Dr (530' e/o)	71,690		71,690	
	Fremont St	Kernan Ave	Telulah Ave	15,015		15,015	
	Haskell St	Cotter St	Grider St	68,460		68,460	
	Lindbergh St	Oneida St	Jarchow St	117,450		117,450	
	Lynndale Dr	Fourth St	Everett St	247,869		247,869	
	Reeve St	Linwood Ave	Badger Ave	56,430		56,430	
	Subtotal			970,988	-	970,988	
Transmission - New	Richmond St (Intersection w/)	CTH OO	HSIP funds	239,894		239,894	
	Subtotal			239,894	-	239,894	-
Total Water Main Construction				\$ 2,250,517	\$ 321,200	\$ 2,571,717	\$ -

## CITY OF APPLETON 2012 BUDGET DEPARTMENT OF PUBLIC WORKS WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2014	Street	From	То	Water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				255,750		255,750
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000		10,000
Construction	Surface Restoration	Due to 2013 Water CIP Excav.	(Unit E-14)	180.000		180,000
Construction	Subtotal	Due to 2013 Water CIF Excav.	(Offic E-14)	190,000		190,000
New Construction				_		_
Tion Condition	Subtotal					-
Reconstruction	Allen St	Lawrence St	Kimball St	27,734		27,734
(not related to paving)	Durkee St	Lawrence St	end of cul-de-sac	25,000		25,000
	Greenview St	Taft Ave	Sylvan Ave	171,540		171,540
	Lawrence St	Elm St	Durkee St	235,815		235,815
	Prospect Ave	State St	Walnut St	95,120		95,120
	Racine St	Randall St	Grant St	162,500		162,500
	State St	Fourth St	Prospect Ave	20,400		20,400
	Union St	Wisconsin Ave	Summer St	24,375		24,375
	Subtotal			762,486		762,486
Reconstruction	Badger Ave	Mason St	Wisconsin Ave	61,910		61,910
(prior to next year's paving)	Catherine St	Washington St	North St	117,810		117,810
	Glendale Ave	Ballard Rd	Roemer Rd	290,700		290,700
	McKinley St	Jackson St	Lawe St	28,830		28,830
	McKinley St	Oneida St	Jefferson, e/o (Jackson St ad	263,795		263,795
	Summer St	Gillett St	Story St	112,649		112,649
	Summer St	Morrison St	Lawe St	235,605		235,605
	Subtotal			1,111,299		1,111,299
Transmission - New	Glendale Ave	Roemer Rd	Sandra St	486,360		486,360
	Sandra St	Glendale Ave	Pershing St	165,000		165,000
	Subtotal			651,360		651,360
Total Water Main Construction	ו	<del></del>		\$ 2,970,894		\$ 2,970,894

					Industrial	
				Water	Park Land	Total
2015	Street	From	То	Utility	Fund	Cost
Labor Pool				260,865	20,000	280,865
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10.000		10.000
Construction	Surface Restoration	Due to 2014 Water CIP Excav.		150,000		150,000
Construction	Subtotal	Due to 2014 Water Oil Excav.		160,000	_	160,000
	Cubicital			100,000		100,000
New Construction	Road J	Eisenhower Dr	Eisenhower Dr	-	215,322	215,322
	Subtotal			-	215,322	215,322
Reconstruction	Alexander St	Pershing St	Lindbergh St	24,226		24,226
(not related to paving)	Sampson St	Pacific St	Atlantic St	27,426		27,426
	Wood St	North St	Eldorado St	29,151		29,151
	Subtotal			80,802	-	80,802
Reconstruction	Douglas St	College Ave	Packard St	59,500		59,500
(prior to next year's paving)	Eldorado St	Catherine St	Wood St	97,347		97,347
	John St (CTH KK)	E. South River St (690' s/o Arlington a	Fidelis St (Matthias St actually	241,196		241,196
	Madison St	Fremont St	Calumet St	240,544		240,544
	Mary St	North St	Pacific St	60,998		60,998
	Peabody St	Verbrick St	Seymour St	62,723		62,723
	Pershing St	McDonald St	Ballard Rd	405,610		405,610
	Pershing St	Meade St	McDonald St	298,215		298,215
	Sampson St	North St	Atlantic St	57,046		57,046
	Verbrick St	Bouten St (Adams actually)	Wilkie St	130,910		130,910
	Winona Ct	Nawada St	Nawada St	77,517		77,517
	Wood St	Eldorado St	North St	39,712		39,712
	Subtotal			1,771,316	-	1,771,316
Total Water Main Construction	1			\$ 2,272,984	\$ 235,322	\$ 2,508,306

# CITY OF APPLETON 2012 BUDGET DEPARTMENT OF PUBLIC WORKS WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2016	Street	From	То	Water Utility
Labor Pool		-	-	266,082
Miscellaneous	Permit; Misc.Fees; Training; Testing	NOI, Railroad, Water Usage, County		10,000
Construction	Surface Restoration	Due to 2015 Water CIP Excav.		40,000
	Subtotal		-	50,000
New Construction				
	Subtotal			-
Reconstruction	Calumet St	Jefferson St	Lawe St	95,175
(not related to paving)	Cass St - Rec "E" 2007 Study	Walter Ave	w/end street	38,080
	Douglas St	CN Rail way	Haskell St	53,820
	Durkee St	Brewster St	Circle St	54,720
	Graceland Ave	Randall St	Woodland Ave	118,190
	Hall Ave	Randall St	Woodland Ave	79,883
	Harriet St - Rec "E" 2007 Study	Walter Ave	w/end street	41,113
	Henry St	Warner Rd (100' w/o)	Telulah Ave	54,625
	Kay St	Viola St	Racine St	67,670
	Kenilworth Ave	Wisconsin Ave	Woodland Ave	158,188
	Lee St	Fremont St	Robin Way	203,308
	Madison St	Calumet St	Hoover Ave	136,971
	Minor St	Meade St	Rankin St	62,814
	N. Island St	Vulcan St	Vulcan St (300' w/o)	43,180
	Newberry St - Rec "E" 2007 Study	Walter Ave	w/end street	32,640
	Pacific St	Wisconsin Central Ltd.	Ida St	47,250
	Viola St	Grant St	Randall Ave	159,100
	Vulcan St	N. Island St	S. Island St	82,998
	Warner St	College Ave	Henry St	23,920
	Subtotal		,	1,553,644
Reconstruction	Bateman St	Pacific St	Hancock St	59,655
(prior to next year's paving)	Calumet St	Oneida St	Jefferson St	15,000
. , , , ,	Douglas St	Badger Ave	Wisconsin Ave	92,160
	Douglas St	Pine St	Haskell St	25,500
	Fair St	Franklin St	south end	46,860
	Grant St	Nicholas St	Mason St	74,080
	Madison St	Intersection with	Calumet St	12,050
	Olde Oneida St	Oneida St (Orange St actually)	E. South River St	61,731
	Oneida St	Foster St	Skyline Bridge	348,850
	Oneida St	Murray St	Foster St	148,125
	Rocky Bleir Run	Water St	Jones Park	96,595
	Sanders St	Seymour St	Verbrick St	95,450
	Summit St	Spencer St	College Ave	108,155
	Subtotal	,		1,184,212
Total Water Main Construction		<u> </u>		\$ 3,053,938

### 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.

	DEP	ARTMENT CO	ST SUMMARY	*		
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Wastewater Construction Wastewater Utility	3,381,131	3,112,412	3,444,000	3,304,139	2,035,913	\$ 15,277,595
Wastewater Construction Community Development P	2,500 rojects	<u>-</u>	<u>-</u>		<u>-</u>	\$ 2,500
Wastewater Construction Wastewater Developer Escrot New Subdivision	w37,800	- -	- -	- -	- -	\$ - \$ 37,800
Wastewater Construction Industrial Park Land Fund		153,900	<u>-</u>	97,100	<u>-</u>	\$ 251,000
Total - Sanitary Sewer - City	\$ 3,383,631	\$ 3,266,312	\$ 3,444,000	\$ 3,401,239	\$ 2,035,913	\$ 15,528,595
Total - Sanitary Sewer Program	\$ 3,421,431	\$ 3,266,312	\$ 3,444,000	\$ 3,401,239	\$ 2,035,913	\$ 15,566,395

COST ANALYSIS								
Estimated Cash Flows								
Components	2012	2013	2014	2015	2016	Total		
Planning	-	-	-	-	-	\$ -		
Land Acquisition	-	-	-	-	-	\$ -		
Construction	3,206,582	3,061,094	3,256,046	3,199,589	1,846,263	\$ 14,569,574		
Other	214,849	205,218	187,954	201,650	189,650	\$ 999,321		
Total	\$ 3,421,431	\$ 3,266,312	\$ 3,444,000	\$ 3,401,239	\$ 2,035,913	\$ 15,568,895		
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

				Waste- water	Community Developmt	Total	Developer Escrow
2012	Street	From	То	Utility	Fund	Cost	Account
Labor Pool				214,849	-	214,849	-
CEA				9,706		9,706	
Miscellaneous	Sanitary Laterals & Manholes Prior T	I o 2012 Asphalt Paving (B-12)		21,070		21,070	
Construction	Sanitary Laterals & Manholes Prior T	o 2012 Concrete Paving, new & reco	n (A-12)	27,072		27,072	
	Sanitary Lateral - Exhibition Center			2,500	2,500	5,000	
	Structure Rehabilitation / Sewer Cut	repairs from 2011 (E-12)		25,000		25,000	
	Subtotal			75,642	2,500	78,142	-
New Construction	Riverheath Way	Banta Ct	Newberry St			_	37,800
	Subtotal				-	-	37,800
Reconstruction				_	_		
110001101110011011	Subtotal			-	-	-	-
					-	-	
Reconstruction (on		Rankin St	Tonka St	19,600	-	19,600	
streets to be paved	Ballard Rd	Wisconsin Ave	Longview St	2,335,034	-	2,335,034	
in 2013)	Douglas St	Spencer St	College Ave	129,400		129,400	
	E. South River St	Olde Oneida St	Madison St	8,900		8,900	
	Gunn St	Walter Ave	Telulah Ave	89,025		89,025	
	Harriman St	Wisconsin Ave	Parkway Blvd	216,380		216,380	
	Harriman St (liner)	Wisconsin Ave	Brewster St	97,295		97,295	
	Outagamie St	Spencer St	College Ave	133,000		133,000	
	Roosevelt St	Alvin St	Clark St	12,675		12,675	
	Tonka St	North St	Atlantic St	39,625		39,625	
	Subtotal			3,080,934	-	3,080,934	-
Total	<u> </u>	<u> </u>	<u> </u>	\$ 3,381,131	\$ 2,500	\$ 3,383,631	\$ 37,800

				Waste- water	Industrial Park Land	Total
2013	Street	From	То	Utility	Fund	Cost
Labor Pool				162,568	42,650	205,218
Miscellaneous	Edgewood Dr (CTH JJ)	Melmar (400'w/o) (sanitary trench cap	Melmar St 400'e/o(County)	70,841		70,841
Construction	Sanitary Laterals & Manholes Prior To	2013 Asphalt Paving (B-13)		25,899		25,899
	Sanitary Laterals & Manholes Prior To	2013 Concrete Paving, new & recon	(A-13)	82,250		82,250
	Structure Rehabilitation / Sewer Cut re	epairs from 2012 (E-13)		25,000		25,000
	Subtotal			203,990		203,990
New Construction	Edgewood Dr (CTH JJ) san forcemai	Melmar St (400' w/o)	Melmar St (400' e/o)	40,000		40,000
	Future ROW - 1800' n/o CTH JJ	Clearwater Creek 2 -temp Lift Station	NW Lift Station	80,000	-	80,000
	Future ROW - 400' w/o Melmar (force	Edgewood Dr (CTH JJ)	CTH JJ (1800' n/o)	90,000		90,000
	Milis Dr	Alliance Dr	Eisenhower Dr		44,400	44,400
	Northwest Lift Station	1800' north of Edgewood Dr	1200' west of Haymeadow Ave	550,000		550,000
	Road H	Vantage Dr	Milis Dr	-	38,850	38,850
	Vantage Dr	Lakeland Dr	Eisenhower Dr	-	28,000	28,000
	Subtotal			760,000	111,250	871,250
Reconstruction	Clark St (liner)	Marquette St, 260' n/o	Marquette St, 250' s/o	28,560		28,560
	Division St (liner)	Marquette St, 253' s/o	Glendale Ave	14,336		14,336
	Glendale Ave (liner)	Drew St	Union St, 333' w/o	16,390		16,390
	Grant St (liner)	Union St, 318' w/o	Lawe St	38,752		38,752
	Harriman St (liner)	Glendale Ave	Marquette St (255' s/o)	19,125		19,125
	Interceptor - northeast phase 2(liner)	Wisconsin Ave	Glendale	700,750		700,750
	Interceptor - northeast phase 4A(liner	Northland (MH 48-81)	Winslow Ave (MH 48-82)	148,800		148,800
	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
	Reeve St (liner)	Linwood Ave	Linwood Ave (w/o)	17,280		17,280
	Sandra St (liner)	Glendale Ave	350' n/o Glendale	35,000		35,000
	Seminole Rd	Prospect Ave	Cherokee Dr	49,701		49,701
	Telulah Ave (liner)	College Ave	Gunn St	20,580		20,580
	Ullman St (liner)	Amelia St	Randall Ave	31,860		31,860
	Subtotal			1,167,664		1,167,664
Reconstruction (on	Byrd St	Oneida St	Jarchow St	84,750		84,750
streets to be paved	Circle St	Drew St	Meade St	159,895		159,895
in 2014)	Cotter St	Haskell St	Second St	67,100		67,100
,	Eldorado St	Union St	Meade St	50,990		50,990
	Fifth St	Mueller St	Story St	42,250		42,250
	Fifth St	Story St	Memorial Dr	69,190		69,190
	Fremont St	Kernan Ave (no work needed)	Telulah Ave	6,750		6,750
	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
	Subtotal			818,190		818,190
Total				\$ 3,112,412	\$ 153,900	\$ 3,266,312

2014	Street	From	То	Waste- water Utility
Labor Pool				187,954
Miscellaneous	Sanitary Manhole adjustments and	seals Prior To 2014 Asphalt Pay	/ing (B-14)	24,060
Construction	Sanitary Manhole adjustments and	seals Prior To 2014 Concrete Pa	aving, new & recon (A-14)	72,328
	Structure Rehabilitation / Sewer Cu	it repairs from 2013 (E-14)	, , , , , , , , , , , , , , , , , , ,	25,000
	Subtotal			121,388
New Construction				_
	Subtotal			-
Reconstruction	Catherine St lift station removal	Franklin to Eldorado	Green Bay Rd	1,760,000
	Subtotal			1,760,000
Reconstruction (on	Badger Ave	Mason St	Wisconsin Ave	434,700
streets to be paved	Glendale Ave	Ballard Rd	Roemer Rd	121,533
in 2015)	McKinley St	Jackson St	Lawe St	34,875
,	McKinley St	Oneida St	Jefferson, e/o	101,250
	McKinley St	w/o Ritger St	Ritger St	15,000
	Reeve St	Linwood Ave	Badger Ave	44,250
	Summer St	Gillett St	Story St	264,500
	Summer St	Morrison St	Lawe St	209,050
	Summer St	Story St	Richmond St	149,500
	Subtotal			1,374,658
Total				\$ 3,444,000

2015	Street	From	То	Waste- water Utility	Industrial Park Land Fund	Waste- water Utility
Labor Pool	Jueer	110111	10	189,650	12,000	201,650
2000. 1 00.				100,000	.2,000	201,000
Miscellaneous	Sanitary Laterals & Manholes Prior T	o 2015 Asphalt Paving (B-15)		27,840		27,840
Construction	Sanitary Laterals & Manholes Prior T	o 2015 Concrete Paving, new & i	recon (A-15)	46,203		46,203
	Structure Rehabilitation / Sewer Cut i	epairs from 2014 (E-15)		40,000		40,000
	Subtotal			114,043		114,043
New Construction	Road J	Eisenhower Dr	Milis Dr		85,100	85,100
New Construction	Subtotal	Liseriilowei Di	IVIIIIS DI		85,100	85,100
	Subtotal				65,100	03,100
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
	Subtotal			641,000		641,000
Reconstruction (on	Douglas St	College Ave	Packard St	163.850		163,850
streets to be paved		Kernan Ave	John St	22,475		22,475
in 2016)	Eldorado St	Catherine St	Wood St	102,925		102,925
111 2010)	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 (partial asp recon only)	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
	Pershing St	McDonald St	Ballard Rd	351,120		351,120
	Pershing St	Meade St	McDonald St	264,500		264,500
	Sampson St	North St	Atlantic St	63,375		63,375
	Telulah Ave	Calumet St	John St	277,500		277,500
	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			2,359,446		2,359,446
Total				\$ 3,304,139	\$ 97,100	\$ 3,401,239

2016	Street	From	То	Waste- water Utility
Labor Pool				189,650
Miscellaneous	Sanitary Laterals & Manholes Prior	   To 2017 Asphalt Paving (B-16)		24,315
Construction	Sanitary Laterals & Manholes Prior	To 2017 Concrete Paving, new	& recon (A-16)	69,344
	Structure Rehabilitation / Sewer Cut	repairs from 2015 (E-16)		40,000
	Subtotal			133,659
New Construction				
	Subtotal			-
Reconstruction	Interceptor - Fox River south side	Oneida St - w/o	Oneida - e/o	278,600
	Subtotal			278,600
Reconstruction (on	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300'	32,000
streets to be paved	Bateman St	Pacific St	Hancock St	71,190
in 2017	Douglas St	Badger Ave	Wisconsin Ave	155,036
	Douglas St	Pine St	Haskell St	34,500
	Fair St	Franklin St	south end	46,000
	Grant St	Nicholas St	Mason St	141,450
	Olde Oneida St	Oneida St	E. South River St	277,400
	Oneida St	Foster St	Skyline Bridge	256,960
	Oneida St	Murray St	Foster St	263,968
	Rocky Bleier Run	Water St	park	24,975
	Summit St	Spencer St	College Ave	130,525
	Subtotal			1,434,004
Total		1	1	\$ 2,035,913

			CI		

Project Title: Computer Room Upgrades

### PROJECT DESCRIPTION

### Justification:

**Computer Room Upgrades:** An audit was conducted of the computer room in July of 2011 as a result of an incident that could have resulted in damage to critical computer equipment. More specifically, the room lost cooling for a brief period. Had the cooling been out for a longer period of time, the risk of failure and heat-related damage to critical equipment would have been significant.

### **Recommendations:**

**Computer Room Heat Load -** add another cooling unit. The existing air conditioner is near, if not over, it's rated capacity.

**Computer Room Air Flow -** reposition computer room equipment to increase the efficiency of the air flow in the room.

**Server Rack Layout -** reposition server racks. Will address issues that will increase air flow efficiency. **Surge Protection -** add a surge suppression device. The current equipment is not protected by an external surge protective device, which is recommended by IEEE.

**Maintenance By-pass -** add a device that allow manual UPS bypass to perform maintenance. Prevents need to shut down equipment for maintenance.

### Discussion of operating cost impact:

It is expected that the improvements will reduce energy consumption slightly and, more importantly, will minimize the risk of costly heat-related equipment failure.

uter room								
des	60,000		-	-	-	-	\$	60,000
al <u>\$</u>	60,000	\$	- \$	- \$	_	\$ .	\$	60,000
а	I <u>\$</u>	l <u>\$ 60,000</u>	I \$ 60,000 \$	\$ 60,000 \$ - \$	I \$ 60,000 \$ - \$ - \$	\$ 60,000 \$ - \$ - \$ -	S 60,000 \$ - \$ - \$ - \$ -	\$ 60,000 \$ - \$ - \$ - \$

**DEPARTMENT COST SUMMARY** 

		COST ANAL	YSIS.			
		Estimated Cas	h Flows			
Components	2012	2013	2014	2015	2016	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	60,000	-	-	-	-	\$ 60,000
Total	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Operating Cost Impact	\$ -	-	-	-	-	\$ -

#### IDENTIFICATION

Project Title: Facilities Master Planning/Construction

### PROJECT DESCRIPTION

#### Justification:

The Facilities Masterplan is a long-term guide for City facility needs over the next 20+ years. A major goal is to maximize the use of existing City of Appleton facilities and to identify the physical resources which will be required to support City of Appleton programs as needed, including the development, purchase, sale, renovation, construction and lease of facilities.

In 2009-2011, various planning scenarios were considered and presented to the Common Council. These scenarios were based on current and projected needs. The adopted Facilities Master Plan did not bind funding, but instead provided direction for long-term planning. This plan also allows us to weigh the costs and benefits of continuing maintenance projects on our existing facilities. The investments proposed below indicate the current direction but may be adjusted based on the changing environment our City faces.

The plan seeks to capitalize on available resources to form a campus in the area of City Center, Library and Transit Center. The Library and Transit center are part of an area known as Washington Square. Potential opportunities include:

- a City Hall that improves identity, security, flexibility and customer service access.
- a campus that would allow various departments to share common resources such as conference rooms, computer rooms, mail/copy centers, delivery docks, etc.
- an urban place maker, creating a public square and enhancing the identity and image of Washington Square.
- creates a good balance of public/private occupancy in this area.
- utilizes existing structures and resources to be better stewards of the environment.
- lowers expense through remodeling versus all new construction.

Note that the budgeted dollars and concept may change with our changing political and economic environment. The Facilities Master Plan is a living document that requires ongoing monitoring and updates.

### Discussion of operating cost impact:

Constructing larger facilities may increase maintenance and utility expense, but those increases 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.

		DEP	ARTMENT	COST S	JMMARY	7		
DEPARTME	NT PHASE	2012	2013	2	014	2015	2016	Total
Facilities	City Hall Library	-		- -	950,000	11,000,000	1,500,000	\$ 11,950,000 \$ 1,500,000
Total - Facili Fund	ities Capital Projects	\$ -	\$	- \$	950,000	\$11,000,000	\$ 1,500,000	\$ 13,450,000

			COST AN	ALYSIS							
Estimated Cash Flows											
Components	2012		2013	2014	2015	2016	Total				
Planning		-	-	950,000	-	1,500,000	\$ 2,450,000				
Land Acquisition		-	-	-	-	-	\$ -				
Construction		-	-	-	11,000,000	-	\$ 11,000,000				
Other		-	-	-	-	-	\$ -				
Total	\$	-	\$ -	\$ 950,000	\$11,000,000	\$ 1,500,000	\$ 13,450,000				
Operating Cost Impact	NQ *		NQ *	NQ *	NQ *	NQ *	NQ *				

<sup>\*</sup> N/Q = Not Quantifiable

#### IDENTIFICATION

Project Title: Flooring Replacements

### PROJECT DESCRIPTION

### Justification:

**City Hall**: Construction of the City Center was completed in 1995 and carpeting and has not been replaced since. Some areas have been updated during smaller renovations, but much of the carpet in the common hallways and large workareas have surpassed their expected life and are in need of replacement in the upcoming future. Note that the Council Chambers would not be replaced at this time as the condition of the carpeting is good.

The Dance Studio at City Center has become a safety hazard and has jeopardized program usage throughout the last years. Repairs have been made, but the floor requires replacement as soon as possible. These floors are wood floors used for various activities within two Dance Studios.

**Fire Stations:** Carpeting has reached its expected life at various fire stations. Replacement is needed at stations #1, #3 and #5.

**Municipal Services Building:** Areas of floor coverings at this facility are near replacement need. Replacements will include more durable surfaces able to withstand the more demanding environment at this location.

**Library:** During the renovation in 1995 carpeting was replaced and has not been replaced since. The average life of carpeting is 10-12 years, but tends to be much lower in areas of heavy traffic. The replacement of carpeting in this facility has been deferred as a result of renovation/construction discussions. If neither were to take place in the next five years it is inevitable that the carpet be replaced by then.

### 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.

		DEPAR	TMENT COS	ISUMMARY				
DEPARTME	NT PHASE	2012	2013	2014	2015	2016		Total
Facilities	City Hall Fire Stations Muncipal Services Library	30,000	35,000 - -	30,000 -	150,000 - - -	- - - 200,000	\$ \$ \$ \$	180,000 35,000 30,000 200,000

Total - Facilities Capital \$ 30,000 \$ 35,000 \$ 30,000 \$ 150,000 \$ 200,000 \$ 445,000 Projects Fund

	COST ANALYSIS											
Estimated Cash Flows												
Components	2012		2013		2014		2015		2016		Total	
Planning		-	-		-		-		-	\$		
Land Acquisition		-	-		-		-		-	\$	-	
Construction		-	-		-		-		-	\$	1	
Other	30,000	)	35,000		30,000		150,000		200,000	\$	445,000	
Total	\$ 30,000	) {	35,000	\$	30,000	\$	150,000	\$	200,000	\$	445,000	
Operating Cost Impact	\$	-   9	-	\$	-	\$	-	\$	-	\$	-	

			IC/			

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 2013, 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. The wastewater plant requires replacement and repair of the substation area.

**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.

**Park Site Parking Lots and Trails:** Replacement and repair of deteriorated asphalt pavement. Annual allocation are anticipated expenses per industry standards and will be adjusted and/or deferred annually.

# 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.

DEPARTME	NT PHASE	2012	2013	2014	2015	2016	 Total
Facilities	MSB (Site)	-	100,000	-	-	-	\$ 100,000
	MSB Fencing	-	-	50,000	-	-	\$ 50,000
	Parks Locations	25,000	25,000	30,000	30,000	30,000	\$ 140,000
Facilities	Capital Projects	25,000	125,000	80,000	30,000	30,000	\$ 290,000
Facilities	Wastewater Fencing		30,000				\$ 30,00
	Wastewater Roads	35,000	-	50,000	-	-	\$ 85,000
Wastewat	er Utility	35,000	30,000	50,000	-	-	\$ 115,000

			C	COST ANA	LYS	IS								
	Estimated Cash Flows													
Components		2012		2013		2014		2015		2016		Total		
Planning		-		-		-		-		-	\$	-		
Land Acquisition		-		-		-		-		-	\$	-		
Construction		-		-		-		-		-	\$	-		
Other		60,000		155,000		130,000		30,000		30,000	\$	405,000		
Total	\$	60,000	\$	155,000	\$	130,000	\$	30,000	\$	30,000	\$	405,000		
Operating Cost Impact	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		

#### 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 - (2013) replace obsolete air handling unit at Fire Station #4.

Library - (2013) replace obsolete boilers.

Municipal Services Building - (2014) replace obsolete roof top units.

Water Plant - (2015/2016) replacement of ageing equipment. May be able to be deferred based on results of ongoing audits of equipment.

Wastewater Plant - (2013/2015) replace obsolete roof top units and A/C condensers.

## Equipment (New need):

<u>Municipal Services Building</u> - (2012) As a result of various building reconfigurations over the years, the women's locker room area has no airflow and it is not possible to re-direct airflow from other parts of the building. This request is to replace the obsolete and ineffective roof top unit above the men's locker room area with a more efficient unit that will serve both areas.

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.

DEPARTME	NT PHASE	2012	2013	2014	2015	2016	Total
Facilities	Fire	-	35,000	-	-	-	\$ 35,000
	Library	-	125,000	-	-	-	\$ 125,000
	MSB	45,000	-	50,000	-	50,000	\$ 145,000
Facilities	Capital Projects Fund	45,000	160,000	50,000	-	50,000	\$ 305,000
Facilities	Water Plant	-	-	-	50,000	50,000	\$ 100,000
	Wastewater Plant	-	50,000	-	50,000	-	\$ 100,000
Utilities C	apital Projects	-	50,000	-	100,000	50,000	\$ 200,000
Total - HVA	C Upgrades	\$ 45,000	\$ 210,000 \$	\$ 50,000	100,000	\$ 100,000	\$ 505,000

			CC	OST ANAL	YSI	S							
Estimated Cash Flows													
Components	2012	-		2013		2014		2015		2016		Total	
Planning				-		-		-		-	\$	-	
Land Acquisition				-		-		-		-	\$	-	
Construction				-		-		-		-	\$	-	
Other	45,	,000		210,000		50,000		100,000		100,000	\$	505,000	
Total	\$ 45.	000	\$	210,000	\$	50,000	\$	100,000	\$	100,000	\$	505,000	
Operating Cost Impact	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	

#### **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 lives 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.

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.

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
2016	Erb Pool	200,000

Discussion of operating cost impact:

No overall impact on operating costs is expected from roof replacements.

		DEPA	RTI	MENT CO	ST S	SUMMARY			
DEPARTME	NT PHASE	2012		2013		2014	2015	2016	Total
Facilities	Wastewater	100,000		145,000		75,000	_	-	\$ 320,000
Wastewat	er Capital Projects	-							
Facilities	MSB	_		300,000		_	300,000	_	\$ 600,000
Facilities	Fire Station #4	-		-		50,000	-	-	\$ 50,000
Facilities	Erb Pool	-		-		-	-	200,000	\$ 200,000
Facilities (	Capital Projects	-		300,000		50,000	300,000	200,000	\$ 850,000
Facilities	Golf Course	50,000		-		-	_	-	\$ 50,000
Golf Cours	se Capital Projects								
Total - Roof	Replacement	\$ 150,000	\$	445,000	\$	125,000	\$ 300,000	\$ 200,000	\$ 1,220,000

			COST ANA	LYS	SIS								
	Estimated Cash Flows												
Components		2012	2013		2014	2015	2016	Total					
Planning		-	-		-	-	-	\$ -					
Land Acquisition		_	-		-	-	-	\$ -					
Construction		150,000	445,000		125,000	300,000	200,000	\$ 1,220,000					
Other		_	-		_	-	-	\$ -					
Total	\$	150,000	\$ 445,000	\$	125,000	\$ 300,000	\$ 200,000	\$ 1,220,000					
Operating Cost Impact	\$	-	\$ -	\$	-	\$ -	\$ -	\$ -					

## IDENTIFICATION

Project Title: Wastewater Plant Fire Protection

# PROJECT DESCRIPTION

### Justification:

**Wastewater Fire Protection:** The Wastewater Plant was constructed without a fire protection system. Though one is still not required by code it still is justified. Without a notification system no person is alerted to a fire until it is too late. To protect the safety of our employees and to protect the continuity of operations it is critical that a basic notification system be installed.

During 2010, Phase I of three phases was completed which added fire protection to the administration and maintenance buildings. Phase II and III will provide fire protection throughout the multiple operations buildings. Phase II would be completed in 2012 and Phase III in 2013.

Discussion of operating cost impact:

The fire alarm systems require annual inspections and testing. This is performed by an outside vendor.

		DEPAR	TMENT COS	TSUMMARY			
DEPARTME	ENT PHASE	2012	2013	2014	2015	2016	Total
Facilities	Wastewater plant	125,000	125,000	-	-	-	\$ 250,000

Total - Wastewater Capital \$ 125,000 \$ 125,000 \$ - \$ - \$ 250,000 Projects

			C	OST ANA	LYS	SIS								
	Estimated Cash Flows													
Components		2012		2013		2014	2	2015	20	)16		Total		
Planning		-		-		-		-		-	\$	-		
Land Acquisition		-		-		-		-		-	\$	-		
Construction		125,000		125,000		-		-		-	\$	250,000		
Other		-		-		-		-		-	\$	-		
Total	\$	125,000	\$	125,000	\$	-	\$	-	\$	-	\$	250,000		
Operating Cost Impact	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		

### 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 was completed in September 2010 with outdoor windrow composting beginning by late October 2010. \$100,000 has been applied to 2011 to cover costs associated with the outdoor windrow composting operations. An additional \$100,000 will be applied in 2012 to continue to cover these costs. If composting is not successful, funds will be used for design/architecture planning for a biosolids building expansion. 2012 budget allocation may be related to capital improvements for either of these options depending upon the outcome of the demonstration studies.

\*The building expansion will require the full \$1,500,000 if that option is pursued; composting options will cost less.

### Discussion of operating cost impact:

O&M costs for continued land application of biosolids will closely follow cost increases in fuel and 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.

		DEPAR	TMENT CO	ST SUMMARY			
DEPARTMENT	Γ PHASE	2012	2013	2014	2015	2016	Total
Wastewater & Facilities	Study Engineering Construction	100,000 - -	75,000 -	1,500,000	- - -		- \$ 100,000 - \$ 75,000 - \$ 1,500,000
Total - Wastew Projects	ater Capital	\$ 100,000 \$	75,000	\$ 1,500,000	\$ -	\$	- \$ 1,675,000

	COST ANALYSIS												
		Estimated Cas	h Flows										
Components	2012	2013	2014	2015	2016	Total							
Study and Demonstration Testing	100,000	-	-	-	-	\$ 100,000							
Engineering	-	75,000	1	-	-	\$ 75,000							
Construction	-	ı	1,500,000	-	-	\$ 1,500,000							
Other	-	•	ı	-	-	\$ -							
Total	\$ 100,000	\$ 75,000	\$ 1,500,000	\$ -	\$ -	\$ 1,675,000							
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	-							

N/Q = Not Quantifiable

#### IDENTIFICATION

Project Title: Parking Utility Maintenance and Equipment

### PROJECT DESCRIPTION

#### Justification:

<u>Consultant - Parking Ramp Structural Evaluations</u> - The City has established a program where every three years, all four Cityowned parking ramps are inspected by a structural engineering consultants. Written reports are prepared by the consultant, including detailed recommendations for short-term and long-term maintenance activities. The next round of inspections is programmed for 2013. 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.

<u>Parking Ramp Structural Maintenance</u> - 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 isolated surface repairs of \$5,000 included in the 2012 operations budget. Maintenance costs have been increasing over the past several years and will continue to increase unless a larger scale rehabilitation is performed. We anticipate the need for larger scale repairs within the next 10 years. Similar large scale asphalt surface repairs to Lot 9 will be needed in approximately 2015. These repairs will prolong the useful life of the facilities as well as limit liability exposure for the City.

Ramp Security Cameras - Installation of cameras at the entrances and exits of our parking ramps has provided added safety for City ramp personnel as well as ramp users. These cameras also provide a means to monitor ramp activities in the event that no ramp personnel are available. This is an ongoing program that has been budgeted over several years and is part of the City's overall security enhancements. The next three phases are planned for 2012 (\$20,000), 2014 (\$20,000) and 2016 (\$20,000).

Pay Center Pilot Project (Soldier's Square - 2012)- As an alternative to standard parking meters, the Parking Utility will be undertaking a pilot project to install two parking pay centers and accompanying signage in Soldier's Square as part of the planned 2012 pavement reconstruction. These two pay stations will provide more payment options to our customers and also improve the efficiency of the City's enforcement, collection and reporting processes.

Ramp Signage (2012-2013)- This project constitutes Phases II and III of the Marketing & Education campaign which was initiated in 2011 under the direction of the Ad Hoc Parking Committee. Phase II (2012) includes \$10,000 for LED informational signs at entrance points to the ramps and \$20,000 for colored LED identification lighting to match the new color designations assigned to each of the four City-owned ramps. Phase III (2013) includes an additional \$20,000 for completion of LED Identification lighting and \$20,000 for enhancements to on-street way finding signage for each of the ramps. The ultimate objective for all of these projects is to promote ease of access and improved customer service for our ramp users.

# Discussion of operating cost impact:

The Parking Pay Centers will initially have negligible cost impact. Over time, the operating costs for these two stations will be less that the 35 parking meters that they are replacing.

	DEPA	١RT	MENT CC	ST	SUMMARY	<b>(</b>			
DEPARTMENT PHASE	2012		2013		2014		2015	2016	Total
Parking									
Ramp structural evaluations	-		40,000		-		-	40,000	\$ 80,000
Ramp structural maintenance	75,000		75,000		100,000		75,000	75,000	\$ 400,000
Lot repairs	-		-		-		35,000	-	\$ 35,000
Security cameras	20,000		-		20,000		-	20,000	\$ 60,000
Pay Center Pilot Project	30,000		-		_		-	_	\$ 30,000
Ramp signage	30,000		40,000		-		-	-	\$ 70,000
Total - Parking Utility Capital	\$ 155,000	\$	155,000	\$	120,000	\$	110,000	\$ 135,000	\$ 675,000
Projects									

		 COST ANA timated Ca		7. 1. 1. 1. <del>7. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.</del>			
Components	2012	2013	3111	2014	2015	2016	Total
Planning	-	-		-	-	-	\$ -
Land Acquisition	-	-		-	-	_	\$ -
Construction	75,000	75,000		100,000	110,000	75,000	\$ 435,000
Other	80,000	80,000		20,000	-	60,000	\$ 240,000
Total	\$ 155,000	\$ 155,000	\$	120,000	\$ 110,000	\$ 135,000	\$ 675,000
Operating Cost Impact	\$ -	\$ -	\$	-	\$ -	\$ -	\$ -

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 prequalification, 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.

			DEPA	RTMENT CO	ST SUMMARY				
DEPARTMEN	IT PHASE		2012	2013	2014	2015	20	16	Total
Water Utility	Pre-Engineering a	nd Pilo	ot Testing						
	Engineering		410,000	-	-		-	-	\$ 410,000
	Equipment		90,000	-	-		-	-	\$ 90,000
Water Utility	Membrane System	Cons	struction						
	Engineering		-	450,000	450,000		-	-	\$ 900,000
	Construction		-	4,050,000	4,050,000		-	-	\$ 8,100,000
Total - Water	Treatment Capital	\$	500,000	\$ 4,500,000	\$ 4,500,000	\$	- \$	-	\$ 9,500,000
Projects				•	•	•			•

		Estimated Cas	sh Flows			
Components	2012	2013	2014	2015	2016	Total
Planning	410,000	450,000	450,000		-	\$ 1,310,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	4,050,000	4,050,000	1	-	\$ 8,100,000
Other	90,000	-	-	1	-	\$ 90,000
Total	\$ 500,000	\$ 4,500,000	\$ 4,500,000	\$ -	\$ -	\$ 9,500,000
Operating Cost Impact	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000

### IDENTIFICATION

Project Title: Water Tower Construction

### PROJECT DESCRIPTION

#### Justification:

This CIP is for 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.

		J	DEPAR	FMENT C	OST	SUMMAR	Υ			
DEPARTMEN	IT PHASE	2012	2	2013		2014	2015	2016	;	Total
Water Utility	Design		-		-		200,000		-	\$ 200,000
	Construction		-		-	-	1,600,000		-	\$ 1,600,000
			-		-	-	-		-	\$
			-		-	-	-		-	\$ -
Total - Water Projects	Treatment Capital	\$	- \$		- \$	-	\$ 1,800,000	\$	-	\$ 1,800,000

		COST A	NALY	SIS			
		Estimated (	Cash I	Flows			
Components	2012	2013		2014	2015	2016	Total
Planning		-	-	-	200,000	-	\$ 200,000
Land Acquisition		-	-	-	ı	1	\$ -
Construction		-	-	1	1,600,000	1	\$ 1,600,000
Other		-	-		-	-	\$ -
Total	\$	. \$	- \$	-	\$ 1,800,000	\$ -	\$ 1,800,000
Operating Cost Impact	\$ .	·   \$	-   \$	-	\$ -	\$ -	\$ -

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			ICA		

Project Title: GIS Upgrade

## PROJECT DESCRIPTION

#### Justification:

In an effort to support the increase in demand for Geographic Information Systems (GIS) access, there was a need to upgrade the core GIS server software. This project began in 2011, 2012 is the second year of the initial 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.

This program 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 Automatic Vehicle Locator (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 the \$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.

		DEPAR*	MENT COST	SUMMARY			
DEPARTMENT P	HASE	2012	2013	2014	2015	2016	Total
	IS Upgrade velopment Capita	40,000 al Projects Fund	40,000	-	-	-	\$ 80,000
Comm. Dev. G Water Distribut	ilS Upgrade	2,500	2,500	-	-	-	\$ 5,000
Comm. Dev. G Wastewater Co	IS Upgrade	2,500	2,500	-	-	-	\$ 5,000
Comm. Dev. G Stormwater Uti	ilS Upgrade	2,500	2,500	-	-	-	\$ 5,000
Comm. Dev. G Valley Transit	IS Upgrade	2,500	2,500	-	-	-	\$ 5,000
Total - GIS Upgra Project	de Capital	\$ 50,000 \$	50,000	- \$	- \$	-	\$ 100,000

	COST ANAL	YSIS.			
	<b>Estimated Cas</b>	h Flows			
2012	2013	2014	2015	2016	Total
-	-	-	-	-	\$
-	-	-	-	-	\$
-	-	-	-	-	\$
50,000	50,000	-	-	-	\$ 100,00
\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 100,00
\$ (8,900)	\$ (8,900)	\$ (8,900)	\$ (8,900)	\$ (8,900)	\$ (44,50
	2012 - - - 50,000	Estimated Cas  2012 2013   50,000 50,000  50,000 \$ 50,000	Estimated Cash Flows  2012 2013 2014   50,000 50,000 -  \$ 50,000 \$ 50,000 \$ -	Estimated Cash Flows    2012   2013   2014   2015	Estimated Cash Flows   2012   2013   2014   2015   2016

	ITIF		

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 nine additional employees along with funding for repair, maintenance, and replacement costs of the vehicle. In the first year, the operating costs also include funds to equip the vehicle and provide protective clothing for the nine additional employees.

DEPARTI	MENT PHASE	2012		2013	201	4	2015		2016	Total
Fire	Equipment		-	-		-		-	750,000	\$ 750,000
Total - Pul Projects	blic Safety Capital Fund	\$	- \$	-	\$	- \$		- \$	750,000	\$ 750,000

		COST ANA	LYSIS			
		Estimated Cas	sh Flows			
Components	2012	2013	2014	2015	2016	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-		-	-	750,000	\$ 750,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ 750,000
Operating Cost Impact	\$ -	- \$	\$ -	-	\$ 959,955	\$ 878,752

IDENTIFICAT	

Project Title: Firefighting Hose

## PROJECT DESCRIPTION

## Justification:

The Appleton Fire Department has established a twenty-year replacement cycle for the inventory of firefighting hose. Firefighting hose is tested annually to confirm safe operation. As hose reaches twenty years of age, we begin observing failures during the testing process. In addition, some hose fails annual testing regardless of age. A failure in a hose during emergency operations can be a significant safety issue for firefighters since the hoseline is the firefighter's direct source of protection.

At present, the department is significantly behind on routine replacement of ageing hose. Specifically, we have the following:

123 sections of 1 - 3/4" hose, 20% of which is currently 19 years old 166 sections of 2 - 1/2" hose, 60% of which is currently 19 years old

This CIP will replace all of the 19 year old hose sections plus those that have failed recent tests. In the future, all hose associated with each piece of fire apparatus will be replaced with that piece of equipment and sections that fail annual testing regardless of age will be replaced through the department's operating budget.

Discussion of operating cost impact:

This equipment will replace existing equipment; therefore, there is no expected operating cost impact.

			DEPAR	TMENT	COSTS	UMMAF	RY					
DEPARTI	MENT PHASE	2	012	2013		2014		2015	2	2016		Total
Fire	Equipment		30,000		-		-	-		-	. \$	30,000
Total - Pu Projects	blic Safety Capital Fund	\$	30,000	5	- \$		- \$	-	\$		\$	30,000

		COST ANA	LYSIS			
		Estimated Ca				
Components	2012	2013	2014	2015	2016	Total
Planning		-	-	-	-	\$ -
Land Acquisition		-	-	-	-	\$ -
Construction		-	-	-	-	\$ -
Other	30,000	-	-	-	-	\$ 30,000
Total	\$ 30,000	- \$	-	\$ -	\$ -	\$ 30,000
Operating Cost Impact	\$	- \$ -	\$ -	\$ -	-	\$ -

#### IDENTIFICATION

Project Title: Personal Protective Equipment

## PROJECT DESCRIPTION

#### Justification:

A critical component for a fire fighter's safety is his/her personal protective equipment (PPE - i.e. turnout coat and pants). The current National Fire Protection Association (NFPA) standard recommends that a primary set of PPE be no more than five years old but allows PPE five to ten years old to be retained and utilized for short periods of time while the primary set is being cleaned or repaired. Since PPE is employee-specific, it is not operationally feasible to have generic backup sets.

Historically, the Appleton Fire Department budgeted replacement of PPE on a five-year cycle from the operations budget. As a result of budget reductions over the last five years, the replacement cycle has lengthened significantly and, in 2010, the department developed a plan to return to the recommended replacement cycle. In 2010, 45 primary sets ranging in age from six to ten years were replaced via a capital projects expenditure. In 2012, the department will have another 30 sets that will exceed five years of age, followed by another 20 sets in 2014.

In 2016, the department plans to resume funding replacement sets from the operating budget, beginning with those sets that were purchased in 2010. Those 45 sets would then become the employees' secondary sets and their current secondary sets would be taken out of service. 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. Additional funding options have been evaluated such as grant funding, though with no success to date, therefore the department proposes the following capital expenditures:

2012 = 30 @ \$1,550 = \$46,500 2014 = 20 @ \$1,600 = \$32,000

These purchases are a major expense and buying in bulk may have some purchasing advantages.

### 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. With a return to purchasing replacement primary sets for all employees from the operating budget in 2016, operating costs will increase by the cost of replacing the 45 sets purchased in 2010.

		DEPAR	TMENT CO	ST SUMMARY				
DEPART	MENT PHASE	2012	2013	2014	2015	2016		Total
Fire	Other	46,500	-	32,000	-		- \$	78,500
Total - Pu Projects	ublic Safety Capital Fund	\$ 46,500 \$	-	\$ 32,000	\$ -	\$	- \$	78,500

		COST A	NA	LYS	IS				
		Estimated	Cas	h Fl	ows				
Components	2012	2013			2014	2015		2016	Total
Planning	-		-		-		-	-	\$ -
Land Acquisition	-		-		-		-	-	\$ -
Construction	-				-		-	-	\$ -
Other	46,500				32,000		-	-	\$ 78,500
Total	\$ 46,500	\$	-	\$	32,000	\$	-	\$ -	\$ 78,500
Operating Cost Impact	\$ -	\$	-	\$	-	\$	-	\$ 67,500	\$ 67,500

#### IDENTIFICATION

Project Title: Rescue Boat Replacement

## PROJECT DESCRIPTION

#### Justification:

The Fire Department's current rescue boat and motor is fourteen years old. The boat is a 19-foot aluminum Johnstyle 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 ongoing 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 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 such as the downstream areas of dams. The jet motor allows for shallow water operations but is heavy (120 hp power head for an 80 hp output) and has limited control in moving water. 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's CEA budget. No increase in operating cost is envisioned based on the replacement of the existing boat.

		DEPA	RTMENT CO	OST SUMMARY				
DEPARTI	MENT PHASE	2012	2013	2014	2015	2016		Total
Fire	Equipment	-	-	27,000	-		- \$	27,000
Total - Pu Projects	ıblic Safety Capital Fund	\$ -	\$ -	\$ 27,000	\$ -	\$	- \$	27,000

			COST ANA	LYSIS			
			Estimated Cas	sh Flows			,
Components	2012		2013	2014	2015	2016	Total
Planning		-	-	-	-	-	\$ -
Land Acquisition		-	-	-	-	-	\$ -
Construction		-	-	-	-	-	\$ -
Other		-	-	27,000	-	-	\$ 27,000
Total	\$	-	\$ -	\$ 27,000	\$ -	\$ -	\$ 27,000
Operating Cost Impact	\$	-	\$ -	\$ -	-	-	\$ -

### 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 were due for replacement in 2011. However, there is an expected revision of the standards related to this type of equipment so the replacement of this equipment is being delayed until 2013. 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.

It is important to replace all SCBAs at the same time to ensure model consistency. The breathing apparatus is a critical piece of equipment during a fire incident, so it is essential that all firefighters have the same equipment during an emergency to ensure no confusion over different model types, location of valves, etc. Additionally, having consistent parts and fittings facilitates efficient maintenance of the equipment.

## Discussion of operating cost impact:

This equipment will replace existing equipment; therefore, there is no expected operating cost impact.

		DEPA	RTMENT COS	T SUMMARY			
DEPART	MENT PHASE	2012	2013	2014	2015	2016	Total
Fire	Equipment	-	527,900	-	-	-	\$ 527,900

Total - Public Safety Capital \$ - \$ 527,900 \$ - \$ - \$ 527,900

Projects Fund

		COST ANA	LYSIS			
		Estimated Cas	sh Flows			
Components	2012	2013	2014	2015	2016	Total
Planning	-	527,900	-	-	-	\$ 527,900
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 527,900	\$ -	\$ -	\$ -	\$ 527,900
Operating Cost Impact	\$ -	-	\$ -	\$ -	\$ -	\$ -

#### 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 (APSCO) 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 2012.

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 2012 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.

The FCC radio frequency regulations will also apply to all desktop, mobile and portable radios used by the Department of Public Works (DPW), requiring replacement of all the department's existing wideband radios with narrowband, as well as replacing one repeater at the Facilities building. DPW has been installing narrow band radios in all new vehicles over the last few years but still has 70 mobile (truck unit) radios to be replaced. If these radios are not replaced by 1/1/2013 we will no longer be able to communicate with our field staff and/or could face penalties of up to \$10,000 per day.

## Discussion of operating cost impact:

Since we currently include maintenance of portable radios in our budget, no additional operating cost will be incurred.

		DEPAR	TMENT CO	ST SUMMARY				
DEPARTM	IENT PHASE	2012	2013	2014	2015	2016		Total
Police Fire	Portable Radios Portable Radios	307,500 280,000	- -	- -	- -	- -	\$ \$	307,500 280,000
Subtotal Projects	- Public Safety Capital Fund	587,500	-	-	-	-	\$	587,500
Public Wor Subtotal	rks Portable Radios - Public Works Capital P	25,000 rojects Fund					\$	25,000
Total - Rad Project	dio Replacement	\$ 612,500	-	\$ -	\$ -	\$ -	\$	612,500

			COST ANA	LYSIS								
Estimated Cash Flows												
Components		2012	2013	2014	2015	2016	Total					
Planning		-	-	-	-	-	\$ -					
Land Acquisition		-	-	-	-	-	\$ -					
Construction		-	-	-	-	-	\$ -					
Other		612,500	1	-	-	-	\$ 612,500					
Total	\$	612,500	\$ -	\$ -	\$ -	\$ -	\$ 612,500					
Operating Cost Impact	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -					

#### 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.

The FoxComm User Technical Committee is currently working on the RFP and vendor selection process for a 700 MHz system, which includes the involvement and approval of the FoxComm Fiscal Advisory Board. Though this has been an extensive process due to multi-agency involvement, FoxComm continues to work toward obtaining an equitable system agreement. FoxComm is further confident a system decision will be made by 2012 to allow for the necessary radio infrastructure purchases to be made in order to meet the January 1, 2013 deadline

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 2012, 2013 and 2014 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.

		DEPA	RTMENT CO	ST SUMMARY			
DEPARTME	ENT PHASE	2012	2013	2014	2015	2016	Total
Police	Communication - Infrastructure	Radio 1,000,000	1,000,000	1,000,000	-		- \$ 3,000,000
Total - Publ Projects F	ic Safety Capital	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$	- \$ 3,000,000

		COST ANA	LYSIS										
Estimated Cash Flows													
Components	2012	2013	2014	2015	2016	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							

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	2012	20	013	2014	2015	2016		Total
DPW	Robotic Total Station / GPS		-	-	35,000	-		- \$	35,000
Total - Public W Capital F	orks Projects Fund	\$	- \$	- \$	35,000	\$ -	\$	- \$	35,000

			COST ANAL Estimated Cas	, , , , , , , , <del>, ,</del> , , , , , <del>, ,</del> , , , ,			
Components	2012		2013	2014	2015	2016	Total
Planning		-	-	-	-	-	\$ -
Land Acquisition		-	-	-	-	-	\$ -
Construction		-	-	-	-	-	\$ -
Other		-	-	35,000	-	-	\$ 35,000
Total	\$	-	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000
Operating Cost Impact	\$	-	\$ -	\$ -	-	-	\$ -

			<b>^</b>			

Project Title: Prentice Loader Replacement

### PROJECT DESCRIPTION

### Justification:

The existing Prentice Loader was purchased in 1990, prior to CEA and is now 21 years old and well beyond its expected life. Since this vehicle was not purchased through the CEA there are no replacement reserve funds available to pay for the replacement.

The Prentice Loader is a very critical piece of equipment in the Forestry fleet. It is used daily in tree removal operations and is the only storm damage recovery piece of equipment the City owns. Without this piece of equipment all tree removals would be much more dangerous and time consuming, especially in situations where the tree is lying on a home, vehicle and/or power lines.

The existing Prentice Loader has several mechanical issues that need to be addressed. Some of the major issues are as follows:

- Stabilizer pads are weakened
- Lifting boom mounts (attach the lifting arm to the frame) are loose and cannot be tightened
- Frame rails are corroded resulting in gaps between steel frame pieces
- Engine showing signs of weakening due to mechanical failure
- Transmission shift linkage needs to be replaced
- Lifting claw is loose and cannot be tightened

The maintenance and repair costs from 2003 to date have totaled over \$79,000, not including the transmission, rear-end and fiberglass body replacements. If this vehicle is not replaced soon we can expect to incur greater repair costs to address the items mentioned above.

The Prentice Loader is a very specialized piece of equipment and not readily available to rent or borrow. The rental rate for this unit would be \$6,800 per month with a minimum one (1) year lease agreement, compared to the projected CEA rate of \$1,507 per month. Renting this equipment over the 12 year life would cost the City an additional \$979,200

### Discussion of operating cost impact:

This equipment purchase represents the replacement of existing equipment so there is no operating cost impact.

	DEPAR	TMENT COS	ST SUMMARY			
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
DPW-Forestry Prentice Loader	225,000	-	-	-	-	\$ 225,000

Total - Public Works Capital	3	\$ 225,000 \$	- \$	- \$	- \$	- \$ 225,000
Projects Fund						

			COST ANA	LYSIS											
	Estimated Cash Flows														
Components		2012	2013	2014	2015	2016		Total							
Planning		-	-	-	-	-	\$	-							
Land Acquisition		-	-	-	-	-	\$	-							
Construction		-	-	-	-	-	\$	-							
Other		225,000	-	-	-	-	\$	225,000							
Total	\$	225,000	\$ -	\$ -	\$ -	\$ -	\$	225,000							
Operating Cost Impact	\$	=	\$ -	\$ -	\$ -	\$ -	\$	-							

#### IDENTIFICATION

Project Title: DPW Equipment - Sweeper Replacement

## PROJECT DESCRIPTION

#### Justification:

<u>High Efficiency Sweeper Upgrade (\$60,000)</u> -- Based on information received during the development of the stormwater management plan, it was the recommendation of our consultant and the department to purchase high-efficiency vacuum sweepers in 2012 and 2013 when the respective mechanical sweepers were up for replacement. 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.

However, due to pending changes in the State and Federal Stormwater rules, staff recommends postponing any additional sweeper upgrades until such time as the rules have been finalized and an updated evaluation of sweeper performance in meeting the rules has been completed. Therefore, staff proposes that the 2012 sweeper replacement be an in-kind mechanical sweeper and has moved the proposed 2012 and 2013 upgrades to one upgrade in 2015.

New High Efficiency Street Sweeper (\$250,000) The adopted City-wide stormwater management plan calls for adding High Efficiency Street Sweepers to the fleet to meet the water quality requirements in the State Stormwater Permit. However, due to pending changes in the State and Federal Stormwater rules, staff recommends postponing any additional sweeper purchases until such time as the rules have been finalized and an updated evaluation of sweeper performance in meeting the rules has been completed. Therefore, staff has moved the proposed 2014 purchase to 2016.

### 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.

		DEPA	ARTMENT	COST:	SUMMAR'	Y		
DEPARTMEN	IT PHASE	2012	2013		2014	2015	2016	 Total
Stormwater	Sweeper Upgrades	-		-	-	60,000	250,000	\$ 310,000
Total - Stormv	vater Capital Projects \$	-	\$	- \$	-	\$ 60,000	\$ 250,000	\$ 310,000

			COST ANA	LYS	IS								
Estimated Cash Flows													
Components	2012		2013		2014		2015		2016		Total		
Planning		-	-			-	-		-	\$	-		
Land Acquisition		-	-			-	-		-	\$	-		
Construction		-	-			-	-		-	\$	-		
Other		-	-			-	60,000		250,000	\$	310,000		
Total	\$	-	\$ -	\$		-	\$ 60,000	\$	250,000	\$	310,000		
Operating Cost Impact	NQ *		NQ *		NQ *		NQ *		NQ *	\$	-		

<sup>\*</sup> NQ = Not Quantifiable

#### IDENTIFICATION

Project Title: Technology Equipment and Infrastructure

## PROJECT DESCRIPTION

#### Justification:

Providing technology solutions through improved communication is the primary objective as we re-evaluate existing process and systems to increase technology efficiency. This CIP is a proactive plan that allows the City to take advantage of emerging technologies, capitalize on investments already made, and provide for improvements to increase efficiencies.

This CIP includes \$250,000 in 2012 to fully implement a wireless access system in all City buildings. 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.

Service enhancements for inspectors in the field in Public Works, Fire and Health will also be addressed in 2012 with technology solutions that expedite and improve access to information electronically. Specific needs for the individual departments will be determined by the new TS Director. In addition, \$75,000 to purchase a Storage Area Network (SAN) device is included in 2012 to meet the City's storage and backup needs, and to provide server support to GIS operations.

The proposed plan for ongoing technology advancement includes funds for: video conferencing system to increase efficiency in delivering classroom-style training throughout the City and replace equipment currently used, such as at Fire that is now obsolete and has shown itself to be limited in utility as it cannot be upgraded to provide the benefits of current technologies; evaluate replacement of City financial software and ongoing support for greater accountability and more efficiency; and expand technology systems to ensure the City continues to meet technology needs of the future.

The continued momentum to strategically improve technology infrastructure through 2016 will be evaluated by the new TS Director and subject to final review and determination of funding through appropriate committees.

# Discussion of operating cost impact:

Operating costs would be limited to the ongoing support of the systems put in place.

012		2013		2014		2015		2016		T-1-1
						2013		2016		Total
50,000		-		-		-		-	\$	250,000
75,000		-		-		-		-	\$	75,000
75,000		500,000		500,000		700,000		700,000	\$	2,400,000
00,000	\$	500,000	\$	500,000	\$	700,000	\$	700,000	\$	2,800,000
	75,000	75,000 -	75,000 - 500,000	75,000 - 500,000	75,000 - 500,000 500,000	75,000 - 500,000 500,000	75,000 - 500,000 500,000 700,000	75,000 - 500,000 500,000 700,000	75,000 - 500,000 500,000 700,000 700,000	75,000 - 500,000 500,000 700,000 700,000 \$

			C	OST ANA	LYS	SIS								
	Estimated Cash Flows													
Components														
Planning		-		-		-		-		-	\$	-		
Land Acquisition		-		-		-		-		-	\$	-		
Construction		-		-		-		-		-	\$	-		
Other		325,000		500,000		500,000		700,000		700,000	\$	2,725,000		
Total	\$	325,000	\$	500,000	\$	500,000	\$	700,000	\$	700,000	\$	2,725,000		
Operating Cost Impact	\$	2,000	\$	2,000	\$	2,000	\$	2,000	\$	2,000	\$	10,000		

		F			

Project Title: Replacement of Radio Read System for Water Meters

### PROJECT DESCRIPTION

#### Justification:

The City of Appleton currently has 27,738 remote read water meters. These meters were first installed beginning in 1999, with installation completed in 2005. Because technology has advanced so far beyond our current system, replacement parts are no longer available from the manufacturers. In the interim, staff has worked innovatively with other communities to acquire their obsolete meter parts. However, we are now at a critical stage to evaluate our options.

Replacement of our current system provides us an opportunity to gain some efficiencies to our meter reading/billing system while improving customer service. Customer service improvements that are now standard to available systems include:

Daily or weekly review of high/low readings by staff and explore options for customers to review as well.

Easily accessible on-line, including usage, billing and payment options with historical data.

Conversion of cubic feet to gallons.

Opportunity to explore costs and options for monthly billing.

Hourly consumption data available for use during billing dispute investigations.

Improved account information.

Reduced costs for reading meters for final billings.

Based on the investigation done so far, we will be requesting to include \$500,000 in the 2013 Capital Improvement Plan for new billing software and \$6 million dollars in years 2013 – 2016 for this new meter system.

## Discussion of operating cost impact:

In the RFP, three options for installation will be looked at including full installation by the vendor, internal installation, and a combination of both. If done internally, during the 4 years of installation (2013-2016) there would be need of an additional meter tech (\$75,440) to implement all 27,738 meters. Once the installation is completed it is highly likely an additional meter tech's position would be reduced or eliminated with the efficiencies gained.

		DEPA	RTMENT CO	ST SUMMARY			
DEPARTMEN'	T PHASE	2012	2013	2014	2015	2016	Total
Public Works	Replacement of Aut Reading system Billing Software	omated Meter - -	1,000,000 500,000	2,000,000	2,000,000	1,000,000	\$ 6,000,000 \$ 500,000
Total - Water D	Distribution Capital	\$ -	\$ 1,500,000	\$ 2,000,000	\$ 2,000,000	\$ 1,000,000	\$ 6,500,000

		COST ANA	LYSIS									
Estimated Cash Flows												
Components	2012	2013	2014	2015	2016	Total						
Planning	-	-	-	-	-	\$ -						
Land Acquisition	-	1	1	-	•	\$ -						
Construction	-	ı	ı	-	ı	\$ -						
Other	-	1,500,000	2,000,000	2,000,000	1,000,000	\$ 6,500,000						
Total	\$ -	\$ 1,500,000	\$ 2,000,000	\$ 2,000,000	\$ 1,000,000	\$ 6,500,000						
Operating Cost Impact	\$ -	\$ 75,440	\$ 76,949	\$ 78,488	\$ 80,058	\$ 310,934						

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#### IDENTIFICATION

Project Title: Diesel Generator Emissions Upgrade

# PROJECT DESCRIPTION

### Justification:

The Appleton Water Treatment Facility (AWTF) has two 1.85 mega watt stand-by generators that are used to power the AWTF during power outages. The generators are also utilized for capacity purposes under contract with WPPI Energy. The WPPI contract is a ten year contract that currently has annual revenues of \$100,000. The U.S. Environmental Protection Agency (EPA) has promulgated rules that apply to the AWTF standby generators. The EPA national emission standard – referred to as the RICE rule (for reciprocating internal combustion engines) – is intended to reduce emissions of toxic air pollutants from "non-emergency" engines. EPA cites that engines "...used to supply power to an electric grid or that supply non-emergency power as part of a financial arrangement with another entity are not considered to be emergency engines." Since the AWTF is contracted for non-emergency, the regulations will apply to the diesel engines and we will be required to limit carbon monoxide and other hazardous air emissions using an oxidation catalyst technology or similar retrofit control system. The details of the RICE rule are codified as 40 CFR 63, Subpart ZZZZ. Improvements to the generators must be in accordance with EPA RICE and be completed by May 3, 2013.

If modifications are not made to the AWTF generators, the City will no longer be able to contract with WPPI Energy to augment their electrical generating capacity and the revenue from that agreement will be lost. Current contract revenue is approximately \$100,000 annually. A cancellation clause in the current WPPI contract requires ten years' notice or repayment of 50% of the previous ten years' revenue, an amount of approximately \$250,000, though WPPI has offered to waive the cancellation penalty if the city files notice that it will not continue in the contract program.

### Discussion of operating cost impact:

Annual monitoring and testing of the emissions control equipment will be required to be performed by a certified inspector. That cost is estimated at \$5,000 per year, pending design of the emissions controls.

		DEPA	RTI	MENT CO	ST	SUMMAR	Y					
DEPARTMEN	IT PHASE	2012		2013		2014		2015	2016			Total
Water Utility	Site study Land Acquisition	-		-		-		-		-	\$ \$	-
	Design Construction	30,000 215,000		-		-		-		-	\$ \$	30,000 215,000
Total - Water Projects	Treatment Capital	\$ 245,000	\$	-	\$	-	\$	- (	\$	-	\$	245,000

		(	COST ANA	LYS	SIS			
		Est	timated Cas	sh F	lows			
Components	2012		2013		2014	2015	2016	Total
Planning	30,000		-		-		-	\$ 30,000
Land Acquisition	-		-		-		-	\$ -
Construction	215,000		-		-		-	\$ 215,000
Other	-		-		-	-	-	\$ -
Total	\$ 245,000	\$	-	\$	-	\$ -	\$ -	\$ 245,000
Operating Cost Impact	\$ 5,000	\$	5,000	\$	5,000	\$ 5,000	\$ 5,000	\$ 25,000

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### 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 2016 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.

	DEP	ARTMENT (	COST S	UMMARY	,			
DEPARTMENT PHASE	2012	2013		2014	2015		2016	Total
Water Utility	-		-	-		-	800,000	\$ 800,000
Total - Water Treatment Capital Projects	\$ -	\$	- \$	-	\$	- \$	800,000	\$ 800,000

		COST ANA	LYSIS			
		Estimated Cas	sh Flows			
Components	2012	2013	2014	2015	2016	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	800,000	\$ 800,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### 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. Two PRVs are identified in this plan (i.e., Station #3 and Station #4).

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.

Station No. 4 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 .

# 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.

DEPARTMEN	IT PHASE	2012	2013	2014	2015	2016		Total
Water Utility	Station # 3							
,	Land	-	-	-	-	-	\$	
	Engineering	35,000	-	-	-	-	\$	35,00
	Construction	180,000	-	-	-	-	\$	180,00
	Station # 4	,						,
	Land	-	-	35,000	-	-	\$	35,00
	Engineering	-	-	35,000	-	-	\$	35,00
	Construction	-	-	180,000	-	-	\$	180,00
Total - Water	Treatment Capital	\$ 215,000 \$	- (	250,000	\$ - \$	-	\$	465,00
Projects			-	-			,	

		COST	NAL	YS	IS					
		Estimated	Cash	h Fl	ows					
Components	2012	2013			2014	20	15	2	016	Total
Planning	35,000		-		35,000		-		-	\$ 70,000
Land Acquisition	-		-		35,000		-		-	\$ 35,000
Construction	180,000		-		180,000		-		-	\$ 360,000
Other	-		-		-		-		-	\$ -
Total	\$ 215,000	\$	-	\$	250,000	\$	-	\$	-	\$ 465,000
Operating Cost Impact	\$ -	\$ 2,	500	\$	2,500	\$	5,000	\$	5,000	\$ 15,000

### IDENTIFICATION

Project Title: SCADA Reporting Software

## PROJECT DESCRIPTION

#### Justification:

The Supervisory Control and Data Acquisition (SCADA) system software was installed in 2000-2001. This plant-wide system controls and monitors in-plant processes, remote pump stations, and water towers. The key functions of the integrated system are equipment control, process monitoring, data retrieval, process and compliance reporting for the water plant. These functions are essential in maintaining plant operations within State of Wisconsin and Federal Safe Drinking Water Act (SDWA) limits. The current reporting software is an "open architecture" design which is prone to manual error. The plant is relying upon an unsupported (obsoleted by the manufacturer) software program (OpsWin). Reports generated by the integrated system are used for operational control validation to the SDWA limits and to improve operational and maintenance efficiency. Installation of the reporting software system significantly reduces the risk of a hardware or software malfunction or "crash" and conflicts causing loss of data and / or monitoring capabilities. The department seeks consistency of the reporting systems for both plants to retrieve data and generate reports. This will benefit the department in that Instrumentation staff will have one software platform/manufacturer to master/learn. In addition, staff and management will have a consistent platform/manufacturer to master in generating operational and regulatory reports.

### Discussion of operating cost impact:

Operational needs for consistent report information have begun to outpace the in-house developed spreadsheet reporting system used to ensure compliance with the federal and state water quality requirements. Periodic software system evaluations are performed to maintain regulatory reporting standards. Typical reporting software life-cycles range from seven (7) to ten (10) years. The annual service contract to maintain the software is estimated at \$3,750.00.

	DEPA	RTMENT CO	ST SUMMARY			
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Water Utility Software	-	-	70,000	-	-	\$ 70,000
Total - Water Capital Projects	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ 70,000

		COST ANA	LYSI	S				
		Estimated Cas	sh Flo	ows				
2012		2013		2014	2015	2016		Total
		-		-	-	-	\$	-
		1		-	-	-	\$	-
		-		-	-	-	\$	-
		•		70,000	-	-	\$	70,000
\$	-	\$ -	\$	70,000	\$ -	\$ -	\$	70,000
\$	-	\$ -	\$	3,750	\$ 3,750	\$ 3,750	\$	11,250
			Estimated Cas	Estimated Cash Flo	Estimated Cash Flows  2012 2013 2014    - 70,000	Estimated Cash Flows  2012 2013 2014 2015   70,000 -	Estimated Cash Flows  2012 2013 2014 2015 2016	Estimated Cash Flows    2012

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#### 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 be dismantled and replaced with 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.

		DEPA	RTMENT COS	TSUMMARY			
DEPARTMEN	IT PHASE	2012	2013	2014	2015	2016	Total
Wastewater	Engineering Construction	-	100,000 900,000	-	-	-	\$ 100,000 \$ 900,000

Total - DNR Replacement Fund \$ - \$ 1,000,000 \$ - \$ - \$ - \$ 1,000,000

		COST A	NALYSIS										
	Estimated Cash Flows												
Components	2012	2013	20	14	2015	2016	Total						
Planning		- 100,0	00	-	-	-	\$ 100,000						
Land Acquisition		-	-	-	-	-	\$ -						
Construction		- 900,0	00	-	-	-	\$ 900,000						
Other		-	-	-	-	•	\$ -						
Total	\$	- \$ 1,000,0	00 \$	-	\$ -	\$ -	\$ 1,000,000						
Operating Cost Impact	\$	- \$	- \$	-	\$ -	\$ -	\$ -						

#### 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.

		DEP/	ARTMENT C	OST SUMMAR	Y		
DEPARTMEN	IT PHASE	2012	2013	2014	2015	2016	Total
Wastewater	Engineering Construction	- -			. <u>-</u>	110,000 1,090,000	\$ 110,000 \$ 1,090,000
Total - Waste	water Capital	\$ -	\$	- \$ -	- \$ -	\$ 1,200,000	\$ 1,200,000

		COST ANA	LYSIS							
Estimated Cash Flows										
Components	2012	2013	2014	2015	2016	Total				
Planning	-	-	-	-	110,000	\$ 110,000				
Land Acquisition	-	-	-	-	1	\$ -				
Construction	-	-	-	-	1,090,000	\$ 1,090,000				
Other	-	-	-	-	ı	\$ -				
Total	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000	\$ 1,200,000				
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				

			CA		

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, four run one hour per day or less, four run less than four 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.

DEPARTMEN	IT DUASE		2012	2013		2014		2015	2016		<u> </u>	Total
DEFARTMEN	II FHASE		2012	2013		2014		2013	2010			TOlai
Wastewater	Engineering		5,000		-		-	5,000		-	\$	10,000
	Equipment		55,000		-		-	60,000		-	\$	115,000
Total - Waster	water Capital	\$	60,000	\$	- \$		-	\$ 65,000	\$	-	\$	125,000
Projects		-	•		`	·						

COST ANALYSIS											
Estimated Cash Flows											
Components	2012	2013	2014	2015	2016		Total				
Planning	5,000	-	-	5,000	-	\$	10,000				
Land Acquisition	-	-	-	-	-	\$	-				
Construction	-	-	-	-	-	\$	-				
Other	55,000	-	-	60,000	-	\$	115,000				
Total	\$ 60,000	\$ -	\$ -	\$ 65,000	-	\$	125,000				
Operating Cost Impact	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$	2,500				

#### 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.

	DEPA	RTMENT C	OST SUM	MARY			
DEPARTMENT PHASE	2012	2013	20	14	2015	2016	Total
Wastewater System Assessment	-		-	-	-	500,000	\$ 500,000
Total - DNR Replacement Fund	\$ -	\$	- \$	- 3	5 -	\$ 500,000	\$ 500,000

			ST ANAL'	<del></del>						
Estimated Cash Flows										
Components	2012		2013	2014	2015	2016		Total		
Planning		-	-	-	-	-	\$	-		
Land Acquisition		-	-	-	-	-	\$	-		
Construction		-	-	-		500,000	\$	500,000		
Other		-	-	•	-	-	\$	-		
Total	\$	- \$	-	\$ -	\$ -	\$ 500,000	\$	500,000		
Operating Cost Impact	\$	- \$	-	\$ -	-	- \$		·		

#### 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 waste's strength and volumes discharged. Wastes were formerly charged a flat rate based on volume only. The tier rate structure is designed to more effectively cover the costs of treatment, overhead, repair, and future improvements.

Authorized haulers deliver waste to the AWWTP receiving station via tanker truck, then discharge to one (1) of two (2) locations depending upon the waste characteristics or strength. Wastes defined as "low strength" are discharged to the treatment headworks. Wastes characterized as "high strength" are required to discharge to receiving station tanks located inside of L-Building. Wastes from the receiving station tanks are fed directly to the anaerobic digesters where they are more cost effectively treated and provide the opportunity for methane gas production and biogas utilization. Nearly all 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 and the ability to increase revenues through tipping fees and enhanced biogas utilization that is scheduled to begin in mid-2011. As AWWTP proves out gas utilization, the potential need to increase biogas generation to reduce energy expenditures in addition to increasing associated revenues from

## Discussion of operating cost impact:

Project will increase capacity and revenues through tipping fees and expanded biogas utilization that is scheduled to begin in mid-2011.

DEPARTMEN	DEPARTMENT PHASE		2012	2013	2014	2015	2016	Total
Wastewater	Engineering Construction		5,000	52,50	00 - - 1,250,000		-	- \$ 57,500 - \$ 1,250,000
Total - Waster Projects	water Capital	\$	5,000	\$ 52,50	00 \$ 1,250,000	\$	- \$	- \$ 1,307,500

**DEPARTMENT COST SUMMARY** 

	COST ANALYSIS										
Estimated Cash Flows											
Components	2012	2013	2014	2015	2016	Total					
Planning	5,000	52,500	-	-	-	\$ 57,500					
Land Acquisition	-	-	1	-	-	\$ -					
Construction	-	-	1,250,000	-	-	\$ 1,250,000					
Other	-	-	•	-	-	\$ -					
Total	\$ 5,000	\$ 52,500	\$ 1,250,000	\$ -	\$ -	\$ 1,307,500					
Operating Cost Impact	\$ -	- \$	\$ -	- \$	- \$	- \$					

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Project Title: Sewer Camera Replacement/Upgrade

## PROJECT DESCRIPTION

#### Justification:

The existing sewer camera was purchased in 2007, prior to then, we did not have a sewer camera. The camera purchased in 2007 cost \$10,000, and we purchased it knowing that it was a "low-end" camera that would satisfy our current needs. Since then, our needs and our dependency on the camera have increased. We use the camera almost daily during the construction season and close to weekly in the off season. There are many benefits to having the camera in-house. Sewer cameras can inspect and find the problem without digging or destructing the street, lawn, or landscaping. Sewer cameras can find out most of the problems that are occurring in lines, such as cracks, tree roots, grease build ups, or faulty/failing installations. Determining sewer problems with a camera is less invasive and it can also speed up the entire repair job.

The existing camera has several issues that cannot be resolved. The three main issues are:

- The optic wire is small and continues to break during routine use. This wire is one of three wires inside one cable and cannot be retrofitted with a larger wire.
- The picture produced from the camera is very poor quality. The clarity of the picture cannot be repaired, because it is only as good as the camera.
  - The camera doesn't have the ability to swivel and look in the laterals connecting to the main sewer line.

In addition, the repair costs (parts and labor) associated with the current camera has cost over \$6,880 since its purchase which doesn't include crew down time. When the camera is down it also inconveniences the crews that need to know the information and can lead to additional costs such as:

- Hiring a contractor to televise the sewer line
- Digging a hole in the street, terrace, or boulevard to find what the problem is
- Digging a much larger hole, because we weren't able to pinpoint the problem

The groups within the city that benefit from having a camera in-house are:

- Engineering Division, Operation Division, Facility and Grounds Department and the Wastewater Utility

To replace the current camera with a "pan/tilt/zoom" camera that is more durable, will show a clearer picture and is able to look into laterals is estimated at \$56,000

## Discussion of operating cost impact:

This camera replacement/upgrade would allow us to more efficiently utilize existing staff to complete larger volume of work without having to wait for an outside service that has the capabilities of panning the whole sewer pipe. It would prevent some unnecessary digging of holes in streets, terraces or boulevard to find the problem and be able to pin point the exact area which will save staff & equipment time.

	DEPA	RTMENT COST	SUMMARY			
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Wastewater Sewer Camera	-	28,000	-	-	-	\$ 28,000
Wastewater Utility		28,000	-	-	-	\$ 28,000
Stormwater Sewer Camera	-	28,000	-	-	-	\$ 28,000
Stormwater Utility		28,000	-	-	-	\$ 28,000
Total - Wastewater & Stormwate	er					
Sewer Camera Project	\$ -	\$ 56,000 \$	- (	5 - 9	-	\$ 56,00

		COST ANA	LYSIS								
Estimated Cash Flows											
Components	2012	2013	2014	2015	2016	Total					
Planning	-	-	-	-	-	\$ -					
Land Acquisition	-	-	-	-	-	\$ -					
Construction	-	-	-	-	-	\$ -					
Other	-	56,000	-	-	-	\$ 56,000					
Total	\$ -	\$ 56,000	\$ -	\$ -	\$ -	\$ 56,000					
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					

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.

DEPARTMEN	IT PHASE	2012	2013	2014	2015	2016	Total
Wastewater	TMDL Study Design	:	125,000	-	2,500,000		- \$ 125,000 - \$ 2,500,000
Total - Waste Projects	water Capital	\$ -	\$ 125,000	\$ -	\$ 2,500,000	\$	- \$ 2,625,000

			COST ANA	LYSIS							
Estimated Cash Flows											
Components	2012		2013	2014		2015	2016	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 *			

<sup>\*</sup> N/Q = Not Quantifiable

### 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 include surfacing to golf cart paths on tees #1 and #10 and has been scheduled for 2014 to coincide with the final restoration of the course related to the proposed stormwater pond construction project.

## 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.

	DEPA	RTMENT CO	ST SUMMARY			
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Parks & Rec. Cart path improv.	-	-	25,000	-	-	\$ 25,000

Total - Reid Municipal Golf Course S - \$ - \$ 25,000 \$ - \$ - \$ 25,000 Capital Projects

		COST ANA	LYSIS	3									
		Estimated Ca	sh Flo	WS									
Components 2012 2013 2014 2015 2016 Total													
Planning	-	-			-	-	\$ -						
Land Acquisition					-	-	\$ -						
Construction		-		25,000	-	-	\$ 25,000						
Other	-	-			•	-	\$ -						
Total	\$ -	- \$	\$	25,000	\$ -	\$ -	\$ 25,000						
Operating Cost Impact	\$ -	.   \$ -	\$	250	\$ 250	\$ 250	\$ 750						

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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 Miracle League Field, an accessible field for individuals with special needs, was constructed in 2010 on the west end of the ball diamond complex. 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 includes the construction of restroom/concession building and pedestrian walkways that service the building. This project will include financial support of \$125,000 from the Miracle League Field program and other major users of the athletic facilities.

## Discussion of operating cost impact:

The additional restroom facility will impact operational costs. Some of the increased costs will be recovered from increased revenues from concession sales and rental of the facilities to outside agencies and groups.

		***************************************	 MENT CO								
DEPARTMEN <sup>*</sup>	T PHASE	2012	2013	2	014		2015		2016		Total
Parks & Rec.	West restroom concession, walks	-	275,000			-		-		-	\$ 275,000
Total - Parks & Projects Fund	Recreation Capital	\$ -	\$ 275,000	\$		- \$		-	\$	-	\$ 275,000

	COST ANALYSIS												
Estimated Cash Flows													
Components	2012	2013	2014	2015	2016		Total						
Planning	-	25,000	1	-	-	\$	25,000						
Land Acquisition	-	-	-	-	-	\$	-						
Construction	-	250,000	-	-	-	\$	250,000						
Other	-	-	•	-	-	\$	-						
Total	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$	275,000						
Operating Cost Impact	\$ -	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$	22,000						

	IDENTIFICATION	
Project Title:	Appleton Memorial Park	

### 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.

Various improvements have been completed 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. In 2010 the Miracle League Field was completed. Future improvements have been planned.

## This project request includes:

2012

- Paved walk-way from Jones Building to Miracle Field.
- ADA Upgrades to entry doors to Jones building and replace various doors.
- Replacement of old bleachers for ADA compatibility and to place concrete underneath them.
- Relocate maintenance shed and replace.
- Add signage and (3) flagpoles at entry of complex.

2013 2014

- Construct parking and service area.
- Add irrigation to remaining fields.
  - Repair irrigation issues with fields higher than facility. Requires retaining wall and new walk-way.

# 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.

		D	EPARTN	MENT CO	ST S	UMMARY						
DEPARTME	NT PHASE	2012		2013		2014	2015		2016			Total
Facilities	Restroom/ADA Parking Irrigation	85,C	000	100,000		200,000		-			\$ \$ \$	85,000 100,000 200,000
Total - Facili Fund	ties Capital Projects	\$ 85,0	000 \$	100,000	\$	200,000	\$	- (	5	-	\$	385,000

		COST ANA	LYSIS									
Estimated Cash Flows												
Components 2012 2013 2014 2015 2016 Total												
Planning	-	-	-	-	-	\$ -						
Land Acquisition	-	-	-	-	-	\$ -						
Construction	85,000	100,000	200,000	-	-	\$ 385,000						
Other	-	-	-	-	-	\$ -						
Total	\$ 85,000	\$ 100,000	\$ 200,000	\$ -	-	\$ 385,000						
Operating Cost Impact	\$ -	- \$	-	\$ -	- \$	\$ -						

### 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 2016.

## Discussion of operating cost impact:

The City may wish to pursue a partnership with the businesses in the Player's Choice area to assist with maintenance and long term repair of the trail section. Naming rights for the trail section could also be pursued to off-set the original development cost. Additional commercial development in the Player's Choice area may also provide additional funding sources for annual and/or capital development costs.

	DEP/	ARTMENT CO	ST SUMMARY	(		
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Parks & Rec. Holland Pond Loop	-	-	-		150,000	\$ 150,000

Total - Parks & Recreation Capital <u>\$ - \$ - \$ - \$ 150,000 \$ 150,000</u>

Projects Fund

			COST ANAI	_YSIS								
Estimated Cash Flows												
Components	201	2	2013	2014	2015	2016		Total				
Planning		-	-	-	-	12,500	\$	12,500				
Land Acquisition		-	-	•	-	-	\$	-				
Construction		-	-	-	-	137,500	\$	137,500				
Other		-	-	•	-	-	\$	-				
Total	\$	-	\$ -	\$ -	-	\$ 150,000	\$	150,000				
Operating Cost Impact	\$	-	\$ -	\$ -	- \$	\$ 1,000	\$	1,000				

Apple Hill Trail	

### PROJECT DESCRIPTION

#### Justification:

Project Title:

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 2015 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.

	DE	PARTMI	ENT COS	TSUMMA	RY				
DEPARTMENT PHASE	2012	2	2013	2014		2015	2016		Total
Parks and Rec. Trail construction		-	-		-	150,000		- \$	150,000
Total - Parks & Recreation Capital Projects Fund	\$	- \$	-	\$	- \$	150,000	\$	- \$	150,000

	COST ANALYSIS												
		Е	stimated Cas	sh F	lows								
Components	2012		2013		2014		2015		2016		Total		
Planning		-	-		-		-		-	\$	-		
Land Acquisition		-	-		-		-		-	\$	-		
Construction		-	-		-		150,000		-	\$	150,000		
Other		-	-		-		-		-	\$	-		
Total	\$	-	-	\$	-	\$	150,000	\$	-	\$	150,000		
Operating Cost Impact	\$	-   9	1,500	\$	1,500	\$	1,500	\$	1,500	\$	6,000		

## IDENTIFICATION

Project Title: Arbutus Park-Pedestrian Access from Garfield Place

## PROJECT DESCRIPTION

### Justification:

In 2010, the City of Appleton acquired a parcel at 537 N. Garfield Place that bordered Arbutus Park. The parcel was purchase to provide additional pedestrian and visual access to the park. The residence on the property was condemned and razed by the City in 2010.

Limited funding was available in 2011 through the Neighborhood Revitalization Program to provide preliminary site preparation for the pedestrian access from the Garfield Place property to the lower level of the park. This project request includes funding to complete the pedestrian access into the park from the Garfield Place property. Landscaping necessary to properly maintain the hillside and lighting are also included in the project. The development will provide improved visibility into the central area of the park and allow both the Garfield Place residents and the Police Department to better monitor park activities and create a safe and inviting environment for the neighborhood and community.

Discussion of operating cost impact:

Cost would include maintenance of trail and surrounding landscape.

		DEPA	RTMENT COS	T SUMMARY			
DEPARTME	ENT PHASE	2012	2013	2014	2015	2016	Total
Facilities	Walkway and lighting	-	75,000	-	-	-	\$ 75,000
Total - Facili Projects Fu		\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000

			COST ANA	LY:	SIS			
		Es	stimated Cas	sh F	lows			
Components	2012		2013		2014	2015	2016	Total
Planning	-		-		-	-	-	\$ -
Land Acquisition	-		-		-	-	-	\$ -
Construction			75,000		-	-	-	\$ 75,000
Other	-		-		-	-	-	\$ -
Total	\$ -	\$	75,000	\$	-	\$ -	\$ -	\$ 75,000
Operating Cost Impact	\$ -	\$	500	\$	500	\$ 500	\$ 500	\$ 2,000

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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 2015. 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.

		DEPA	ARTMENT CO	ST SUMMAR	Y		
DEPARTMEN	NT PHASE	2012	2013	2014	2015	2016	Total
Facilities	Court construction	-	-	-	195,000	-	\$ 195,000
Total - Facilit Projects Fu	ties Capital	\$ -	\$ -	\$ -	\$ 195,000	\$ -	\$ 195,000

		COST ANA	LYSIS			
		Estimated Cas	sh Flows			
Components	2012	2013	2014	2015	2016	Total
Planning	-	-	-	10,000	-	\$ 10,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	185,000	-	\$ 185,000
Other	-	-	-	-	-	\$ -
Total	\$ -	-	\$ -	\$ 195,000	\$ -	\$ 195,000
Operating Cost Impact	\$ -	- \$	-	-	-	\$ -

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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 Classical Charter School property on the corner of Durkee Street and Capitol Drive to address some overcrowding issues. The Classical Charter School added approximately 350 more students to this park/school campus. The acquisition of this property and addition of the Classical Charter School made the master plan obsolete and therefore the plan was not implemented.

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.

	DEF	PARTM	ENT CO	ST SUMMA	ARY				
DEPARTMENT PHASE	2012	:	2013	2014		2015	201	6	Total
Parks and Rec. Park renovations		-	50,000		-	-		-	\$ 50,000
Total - Parks & Recreation Capital Projects Fund	\$	- \$	50,000	\$	- \$		\$	-	\$ 50,000

			COST ANAI	_YSIS							
Estimated Cash Flows											
Components	2012		2013	2014		2015	2016		Total		
Planning			-			-	-	\$	-		
Land Acquisition			-		1	-	-	\$	-		
Construction			50,000			-	-	\$	50,000		
Other			-		-	•	-	\$	-		
Total	\$	-	\$ 50,000	\$	-	\$ -	\$ -	\$	50,000		
Operating Cost Impact	\$	-	\$ -	\$	-	\$ -	- \$	\$	-		

### 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 2013. 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 2014, with renovations to the pavilion scheduled for 2015.

### 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.

		DE	PARTI	MENT COS	ST S	SUMMARY							
DEPARTMENT	PHASE	2012		2013		2014	2	2015	2	2016			Total
Facilities	Parking and walks Restroom building Pavilion		-	200,000		250,000		- -			-	\$ \$	200,000 250,000
	renovations		-	-				50,000			-	\$	50,000
Total - Facilities Projects Fund		\$	- \$	200,000	\$	250,000	\$	50,000	\$		-	\$	500,000

			C	OST ANA	_YS	IS				
			Esti	mated Cas	sh F	lows				
Components	2012			2013		2014	2015		2016	Total
Planning				15,000		15,000	5,000	1	-	\$ 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	\$	-	\$	5,500	\$	5,500	\$ 5,500	\$	5,500	\$ 22,000

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Project Title: Aquatics Maintenance

### PROJECT DESCRIPTION

### Justification:

#### **ADA Upgrades**

By March 15, 2012, all existing public pools must be updated to meet the 2010 ADA Standards for Accessibility. The requirement states all public pools must have a sloped entry or a lift. In addition, any commercial pool measuring more than 300 perimeter feet must have a second means of entry. In wading pools, the sloped entry and landings must end at the deepest part of the vessel. Newly constructed pools must comply by March 15, 2011 and existing facilities must be updated by one year later, March 15, 2012, though there has been some flexibility for those who do not possess the funds to do the upgrades right away. Therefore we budgeted the upgrades over a two year period.

### **Pool Coatings**

The City of Appleton operates four swimming pools at Erb and Mead Parks. The average life of these pool coatings is five years. Refinishing of these pools is a delicate balance between doing them too often versus waiting too long, therefore it is recommended each pool get recoated once every five years. This plan seeks to recoat one pool per year to flatten the expense annually.

The main floors throughout Erb Pool, including the lobby and locker rooms, are in need of recoating. Many areas have bare spots and/or are flaking.

Discussion of operating cost impact:

None

		DEPA	RTM	ENT CO	ST S	SUMMARY			
DEPARTME	NT PHASE	2012		2013		2014	2015	2016	 Total
Facilities	ADA Upgrades Pool Coatings	75,000 75,000		60,000		50,000	- 25,000	- 25,000	\$ 75,000 235,000
Total - Facilit		\$ 150,000	\$	60,000	\$	50,000	\$ 25,000	\$ 25,000	\$ 310,000

			COST ANA	LYS	SIS				
			Estimated Cas	sh F	lows				
Components	2012		2013		2014	2015		2016	Total
Planning			-				-	-	\$ -
Land Acquisition			ı		-		-	-	\$ -
Construction			ı		1		-	-	\$ -
Other	150,	000	60,000		50,000	25,00	00	25,000	\$ 310,000
Total	\$ 150,	000	\$ 60,000	\$	50,000	\$ 25,00	00	\$ 25,000	\$ 310,000
Operating Cost Impact	\$	-	\$ -	\$	-	\$	-	\$ -	\$ -

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 is planned for 2013 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 first phase of the renovations is tentatively planned to begin with design work in 2014, followed by construction in 2015 and would include upgrades to the pool tank, mechanical systems, deck, etc. Phase II renovations, expected to be done in 2016, 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 feasibility study.

### 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.

DEPARTMEN <sup>*</sup>	T PHASE	2012	2013	2014	2015	2016	Total
Parks & Rec.	Pool reconstruction: Feasibility Study Renovations	-	50,000	100,000	-	-	\$ 50,000 \$ 100,000
	Design Services Construction	-	-	100,000	650,000	600,000	\$ 1,250,000

	COST ANALYSIS														
			Estimated Cas	sh Flows											
Components	201	2	2013	2014	2015	2016	Total								
Planning			50,000	100,000	-	-	\$ 150,000								
Land Acquisition		-	-	-	-	-	\$ -								
Construction		-	1	-	650,000	600,000	\$ 1,250,000								
Other		-	-	-	-	-	\$ -								
Total	\$	-	\$ 50,000	\$ 100,000	\$ 650,000	\$ 600,000	\$ 1,400,000								
Operating Cost Impact	\$	-	\$ -	\$ -	- \$	\$ -	\$ -								

IDENTIFICATION

Project Title: Joint Community 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 development of a community 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 community 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 for 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 joint community park. Funding has been allocated from the Park and Open Space Special Revenue Fund in 2011 for land acquisition. The funding request of \$150,000 in 2013 for development of the regional community park would also come from the Park and Open Space Special Revenue Fund. Grant opportunities would also be pursued to assist with the development.

Discussion of operating cost impact:

Will require additional resources for the operation of another park.

		DE	PART	MENT CO	ST SUM	MARY					
DEPARTMENT	PHASE	2012		2013	20	14	2015		2016		Total
Parks & Rec.	Regional park Development		-	150,000		-		-		-	\$ 150,000
Total - Park & C Revenue Fund	Open Space Special	\$	- \$	150,000	\$	-	\$	- \$		-	\$ 150,000

		COST ANA	LYSIS			
		Estimated Cas	sh Flows			
Components	2012	2013	2014	2015	2016	Total
Planning	-	10,000	-	-	-	\$ 10,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	140,000	-	-	-	\$ 140,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Operating Cost Impact	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000

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Project Title: Lions Park

### PROJECT DESCRIPTION

#### Justification:

The pavilion in Lions Park 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:

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.

		DEPA	RTMENT CO	ST SUMMARY	7			
DEPARTME	NT PHASE	2012	2013	2014	2015	2016		Total
Facilities	Pavilion: Design Construction	- -	- -	25,000 250,000	-	- -	φ	25,000 250,000
Total - Facili Projects Fur	ties Capital nd	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$	275,000

	COST ANALYSIS														
		Estimated Cas	sh Flows												
Components	2012	2013	2014	2015	2016	Total									
Planning	-	-	25,000	-	-	\$ 25,000									
Land Acquisition	-	-	-	-	-	\$ -									
Construction	-	-	-	-	-	\$ -									
Other	-	-	250,000	-	-	\$ 250,000									
Total	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ 275,000									
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									

## 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 to improve this property. 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 2013 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.

		DE	PARTI	MENT COS	ST SUMMA	RY				
DEPARTMEN <sup>*</sup>	T PHASE	2012		2013	2014		2015	2016		Total
Parks & Rec.	Construction of playground equip. and landscaping		-	125,000		-	-		- \$	125,000
Total - Parks & Projects Fund	Recreation Capital	\$	- \$	125,000	\$	- \$	-	\$	- \$	125,000

COST ANALYSIS											
Estimated Cash Flows											
Components	2012		2013	201	14	2015	2016		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	\$ 2,000	\$	8,000		

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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.

### 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.

	DE	PARTMENT C	OST SUMMARY	,		
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Facilities Playground 6	equip.	- 90,00	0 90,000	90,000	90,000	\$ 360,000
Total - Facilities Capital Projects Fund	\$	- \$ 90,00	0 \$ 90,000	\$ 90,000	\$ 90,000	\$ 360,000

	COST ANALYSIS										
Estimated Cash Flows											
Components	2012		2013	2014	2015	2016		Total			
Planning			5,000	5,000	5,000	5,000	\$	20,000			
Land Acquisition		-	-	-	-	-	\$	-			
Construction			85,000	85,000	85,000	85,000	\$	340,000			
Other		-	-	•	-	-	\$	-			
Total	\$	-	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$	360,000			
Operating Cost Impact			\$ (500)	\$ (500)	\$ (500)	\$ (500)	\$	(2,000)			

IDENTIFICATION

Project Title: Parks - Skate Park Equipment

### PROJECT DESCRIPTION

#### Justification:

In 2009, the Council approved a resolution that directed the Parks and Recreation Department to work with Friends of Appleton Skate Park to develop and construction a skate park in Appleton. The Department met regularly in 2009 and early 2010 to develop criteria used to evaluate the various park and city sites available for a skate park. A non-city site was identified and several attempts were made to pursue an agreement for the purchase of the property for a skate park. Several active members of the Friends of Appleton Skate Park became less involved and the Parks and Recreation Department staff was re-configured due to budget adjustments, so the project saw little activity during the later part of 2010 and early 2011. Efforts to revitalize the group in mid-2011 were implemented in mid-2011 and focused on re-visiting the expectations of the park and its location.

This project would provide funding for skate park amenities to replace the skate area that was removed from Telulah Park to accommodate the RiverHeath Development project and accommodate the current need for a skate park facility in Appleton. The equipment would be reconfigurable, easily upgraded over the years, and able to be moved to different locations if needed. The funding level being proposed would identify a commitment by the City of Appleton to address this growing need in the community, but also require support from the skate park participants. Skate park participant support is needed to identify an acceptable level of skate park equipment, site location, operational methods, and fund-raising.

Funding is being requested in 2013 to identify the City's support for this facility, but will require financial support from the skate park community of \$50,000.

Discussion of operating cost impact:

Skate park equipment will require a rigorous inspection and repair program.

	DEP.	ARTMENT COST	SUMMARY			
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Parks & Rec. Skate Park Equip.	-	150,000	-	-	-	\$ 150,000
Total - Parks & Recreation Department	\$ -	\$ 150,000 \$	S - S	\$ <u>-</u>	\$ -	\$ 150,000

			COST ANAI	LYS	IS						
Estimated Cash Flows											
Components	2012		2013		2014	201	5		2016		Total
Planning	-		10,000		-				-	\$	10,000
Land Acquisition	-		-		-		-		-		
Construction	-		140,000		-				-	\$	140,000
Other			-		-		-		-	\$	-
Total	\$ -	\$	150,000	\$	-	\$	-	\$	-	\$	150,000
Operating Cost Impact	\$ -	\$	2,000	\$	2,000	\$ 2	2,000	\$	2,000	\$	8,000

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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 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.

			DEPAR'	TMENT	COST	SUMMA	RY				
DEPARTMENT	PHASE	201	2	2013		2014		2015	2016		Total
Facilities	Pavilion: Design Construction		- -		-		-	25,000 250,000		- \$ - \$	25,000 250,000
Total - Peabody Revenue Fund		\$	- \$		- \$		- \$	275,000	\$	- \$	275,000

	COST ANALYSIS											
Estimated Cash Flows												
Components	2012	2013	2014	2015	2016	Total						
Planning	-	-	-	25,000	-	\$ 25,000						
Land Acquisition	-	-	-	-	-	\$ -						
Construction	-	-	-	-	-	\$ -						
Other	-	-	-	250,000	-	\$ 250,000						
Total	\$ -	-	\$ -	\$ 275,000	\$ -	\$ 275,000						
Operating Cost Impact	\$ -	-	- \$	- \$	- \$	\$ -						

#### 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 in 2010 for planning purposes. An alternative, which included burial of the concrete and debris from the tank offsite and using granular fill to restore the site, was considered but rejected as too expensive (\$590,000 vs. the proposed \$250,000). The removal of the tank would be the responsibility of the Utilities Department and the acquisition for park purposes would be funded through the Parks and Recreation Department Capital Improvement Program. Any improvements to the property for park purposes would also be funded through the Parks and Recreation Department Capital Improvement Program.

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., storm water pond construction).

### Discussion of operating cost impact:

The property is currently maintained by the Facilities, Grounds and Construction Management 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 Facilities, Grounds and Construction Management Department operational budgets.

	DEPA	RTMENT COS	TSUMMARY			
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Water Utility Tank demolition	-	250,000	-	-	-	\$ 250,000
Parks and Rec Land acquisition Parks & Recreation Capital Proj	ects	-	253,050	-	-	\$ 253,050

<u> </u>									
Total - Prospect Avenue Park Land	S -	S.	250.000	S	253.050	S	- S	- S	503.050
	Ψ	Ψ	200,000	Ψ	200,000	Ψ	Ψ	Ψ	000,000
Projects									

			COST ANA	LYS	IS						
Estimated Cash Flows											
Components	2012		2013		2014	2015		2016		Total	
Planning	-		-		-	-		-	\$	-	
Land Acquisition	-		-		253,050	-		-	\$	253,050	
Construction	-		175,000		-	-		-	\$	175,000	
Other	-		75,000		-	-		-	\$	75,000	
Total	\$ -	\$	250,000	\$	253,050	\$ -	\$	-	\$	503,050	
Operating Cost Impact	\$ -	\$	-	\$	2,500	\$ 2,500	\$	2,500	\$	7,500	

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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 2011. The reacquisition of the WE Energies property, which has been delayed several years pending final clearance by the DNR, 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. The Canadian National Railroad has agreed to turn over the Trolley Square Trestle to the City at no cost. The City would be required to secure the trestle until the trail is developed. Grants and other outside funding sources will be pursued. 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:

2013 Construction of a bicycle/pedestrian trail on the Trolley Square Trestle

2014 Construction of bicycle/pedestrian trail between Vulcan Heritage Park and Lutz Park

2015 Construction of a bicycle/pedestrian trail on the Foremost Trestle (east of Lawe Street)

2015 Initial development of Foremost Site Park - grading, landscaping, trail development, emergency boat launch

2016 Construction of park on the FWTP site, including landscaping, trails, parking, pavilion, etc.

2017 Construction of a bicycle/pedestrian trail on the RiverHeath trestle

The development of the individual segments may need to be reprioritized depending on other riverfront development opportunities, funding sources, etc.

### Discussion of operating cost impact:

Additional operating costs will be incurred as additional bicycle/pedestrian trail segments are added and additional parkland is developed.

	I.	EPART	TMENT CO	ST SUMMARY			
DEPARTMENT PHASE	2012		2013	2014	2015	2016	Total
Parks & Rec. Trolley Sq. Trestle		-	1,100,000	-	-	-	\$ 1,100,000
Lutz to Vulcan Tr.		-	-	1,800,000	-	-	\$ 1,800,000
Foremost Trestle		-	-	-	600,000	-	\$ 600,000
Foremost Park		-	-		200,000	-	\$ 200,000
FWTP Park Dev.		-	-	-	-	1,500,000	\$ 1,500,000
Park & Rec Capital Projects Fund		-	1,100,000	1,800,000	800,000	1,500,000	\$ 5,200,000
Total - Riverfront Capital Projects	\$	- \$	1,100,000	\$ 1,800,000	\$ 800,000	\$ 1,500,000	\$ 5,200,000

				COST ANA	LY:	SIS			
			E	<b>Estimated Ca</b>	sh l	Flows			
Components	20	12		2013		2014	2015	2016	Total
Planning		-		115,000		25,000	50,000	150,000	\$ 340,000
Land Acquisition		-		-		-	-	-	\$ -
Construction/Demolition		-		985,000		1,775,000	750,000	1,350,000	\$ 4,860,000
Other		-		-		-	-	-	\$ -
Total	\$	-	\$	1,100,000	\$	1,800,000	\$ 800,000	\$ 1,500,000	\$ 5,200,000
Operating Cost Impact	\$	-	\$	15,000	\$	20,000	\$ 20,000	\$ 20,000	\$ 75,000

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Project Title: Schaefer Park

### PROJECT DESCRIPTION

#### Justification:

The pavilion in Schaefer Park was constructed in 1966. 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 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.

		DE	PARTME	ENT COST	SUMMARY				
DEPARTMEN <sup>T</sup>	T PHASE	2012	2	2013	2014	2015	2016		Total
Parks & Rec.	Pavilion upgrades: Design services Construction		<del>-</del> -	- -	25,000 235,000	-		- \$ - \$	25,000 235,000
Total - Facilitie Projects Fund		\$	- \$	- (	260,000	\$ -	\$	- \$	260,000

			COST ANA	LYS	IS			
			Estimated Cas	sh F	lows			
Components	2012		2013		2014	2015	2016	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

### 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.

	DEPA	RTMENT C	OST SUMMA	<b>NRY</b>				
DEPARTMENT PHASE	2012	2013	2014		2015	2016		Total
Parks & Rec. Pavilion/restroom	-		-	-	200,000		- \$	200,000
Total - Parks & Recreation Capital Projects Fund	\$ -	\$	- \$	- \$	200,000	\$	- \$	200,000

		COST ANA	LYSIS			
		Estimated Cas	sh Flows			
Components	2012	2013	2014	2015	2016	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	\$ 6,000

### 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 relocated entrance road to the pavilion was originally scheduled for construction in 2010 and then 2011 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 has been rescheduled for 2012. Construction of the lower level will include trail connections to RiverHeath, picnic areas, lighting, and parking lot and is scheduled for 2013.

### 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.

		DEPA	\RTN	MENT CO	ST S	SUMMARY					
DEPARTMENT	ΓPHASE	2012		2013		2014	2015	2016			Total
Parks & Rec.	Entrance road & trail connections River level dev.	100,000		270,000		-	- -		-	\$ \$	100,000 270,000
Total - Parks & Projects Fund	Recreation Capital	\$ 100,000	\$	270,000	\$	-	\$ -	\$	_	\$	370,000

		(	COST ANAI	LYS	SIS			
		Est	imated Cas	sh F	lows			
Components	2012		2013		2014	2015	2016	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	\$ -	\$	2,500	\$	2,500	\$ 2,500	\$ 2,500	\$ 10,000

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Project Title: Vosters Park

### PROJECT DESCRIPTION

#### Justification:

Vosters Park was acquired by the City of Appleton through parkland dedication during the development of the Apple Creek Estates subdivision, a residential development area located south of Highway JJ and east of French Road.

The initial development of this park occurred in the latter part of 2006 and included general landscaping, utilities, etc. Playground equipment was installed in 2007 in accordance with the Master Plan adopted in 2006 by the Council. The Master Plan also included a restroom/pavilion building that is scheduled for construction in 2016. The inclusion of a restroom/pavilion in Vosters Park is consistent with other City of Appleton neighborhood parks of similar size and facilities.

## Discussion of operating cost impact:

The construction of a restroom/pavilion will require additional resources to operate the facility.

Parks & Rec. Pavilion/restroom 245,000	
	\$ 245,0

Total - Parks & Recreation Capital	\$ - \$	- \$	- \$	-	\$ 245,000	\$ 245,000
Projects Fund						

			COST ANAI	_YSIS					
Estimated Cash Flows									
Components	201	2	2013	2014	2015	2016		Total	
Planning		-	-	-	-	20,000	\$	20,000	
Land Acquisition		-	-	-	-	-	\$	-	
Construction		-	-	-	-	225,000	\$	225,000	
Other		-	-	•	-	-	\$	-	
Total	\$	-	\$ -	\$ -	\$ -	\$ 245,000	\$	245,000	
Operating Cost Impact	\$	-	\$ -	\$ -	- \$	\$ -	\$	-	

### 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.

## 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.

	<u> </u>	RIMENI CO:	<del></del>	<u> </u>		
DEPARTMENT PHASE	2012	2013	2014	2015	2016	Total
Parks and Rec.						
Park development	-	-	-	200,000		- \$ 200,000

DEDARTMENT COOT CUMMARY

Total - Parks & Recreation Capital \$ - \$ - \$ - \$ 200,000 \$ - \$ 200,000

Projects Fund

		COST ANAI	LYSIS						
Estimated Cash Flows									
Components	2012	2013	2014	2015	2016	Total			
Planning	-	-	-	15,000	-	\$ 15,000			
Land Acquisition	-	-	-	-	-	\$ -			
Construction	-	-	-	185,000	-	\$ 185,000			
Other	-	-	-	-	-	\$			
Total	\$ -	-	\$ -	\$ 200,000	\$ -	\$ 200,000			
Operating Cost Impact	\$ -	- \$	\$ -	\$ 2,500	\$ 2,500	\$ 5,000			