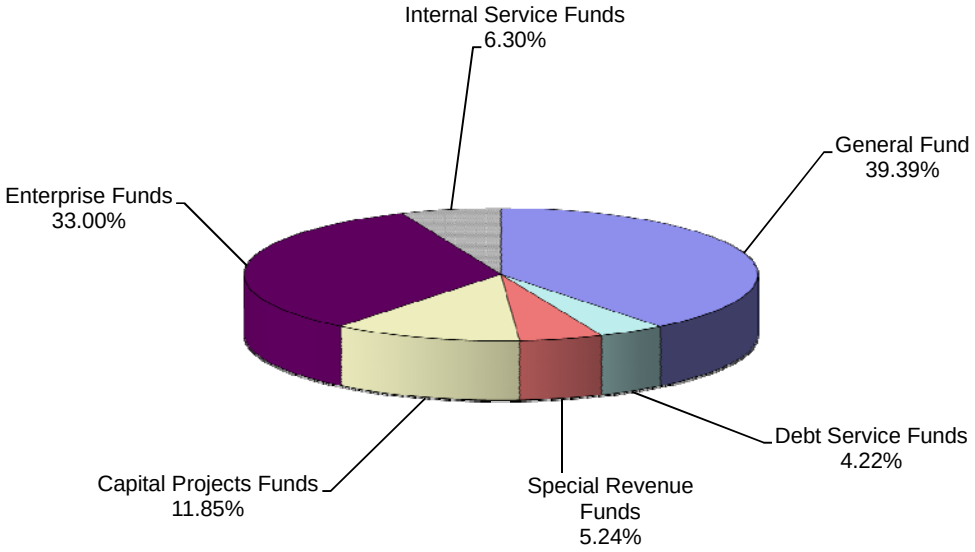
CITY OF APPLETON 2013 BUDGET

EXPENDITURE BY FUND GROUP

$145,937,476



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. Goods or services from such activities provided to outside parties are accounted for in enterprise funds.

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

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
Christopher W. Croatt

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:	Patti S. Coenen
District 4:	Joseph A. Martin	District 11:	Teege l. Mettille *
District 5:	Edward S. Baranowski	District 12:	Cathy M. Spears
District 6:	Greg E. Dannecker	District 13:	James E. Clemons
District 7:	Kathy S. Plank	District 14:	Christopher W. Croatt
District 8:	Kole E. Oswald	District 15:	Jeffrey M. Jirschele

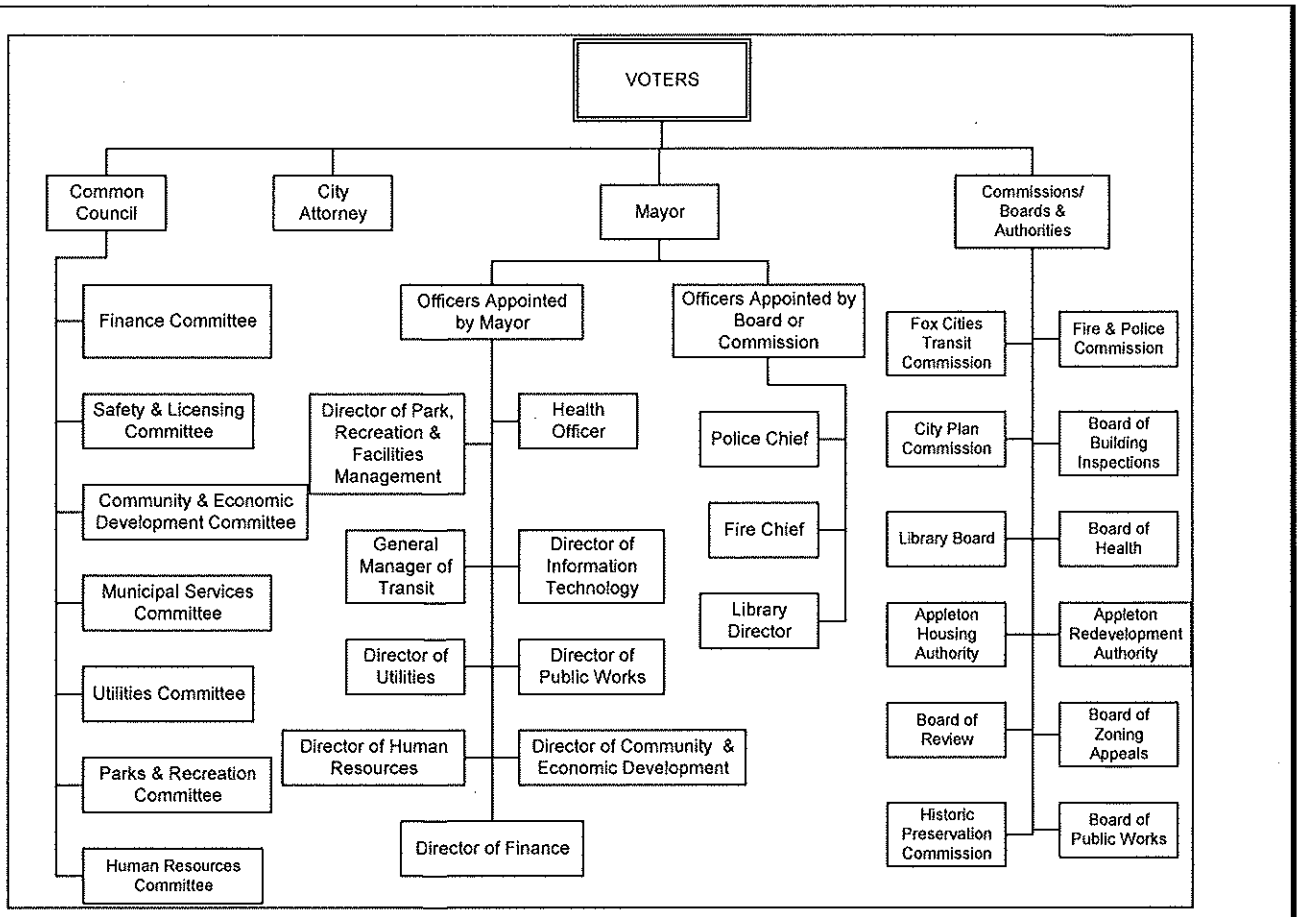
DEPARTMENT HEADS

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

* As a result of redistricting in 2012, the number of districts decreased by one to 15. Because State Statutes provide for elected officials to complete their full terms, this change will not be reflected until April, 2013 when the alderperson elected to represent the former district 11 will have completed his term.

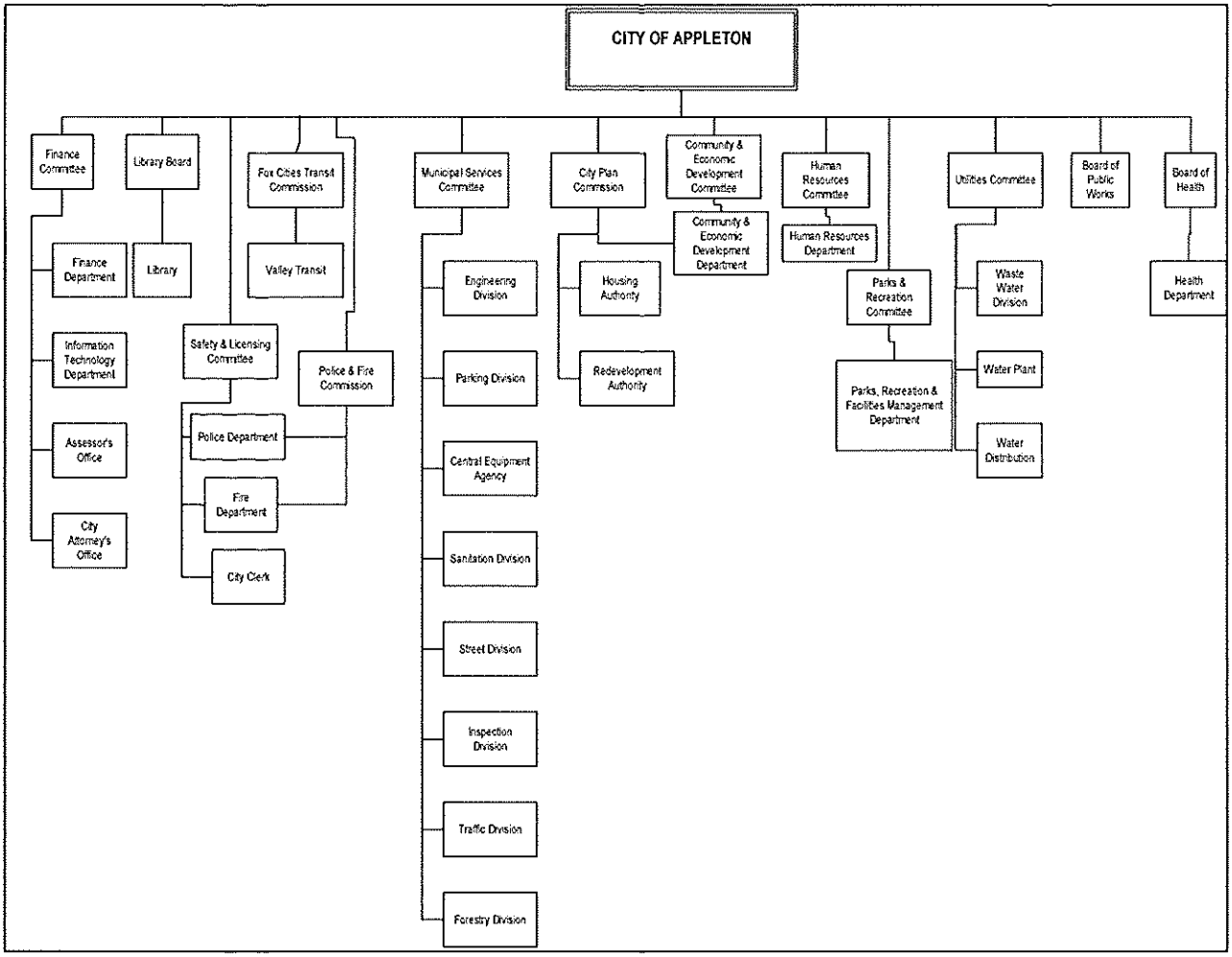
CITY OF APPLETON 2013 BUDGET

Structure by Voters



CITY OF APPLETON 2013 BUDGET

Organizational Structure by Committee



CITY OF APPLETON
2013 BUDGET
STANDING COMMITTEES

FINANCE
Edward S. Baranowski (C)
Greg E. Dannecker
Joseph A. Martin (VC)
Kathy S. Plank
Peter J. Stueck

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

SAFETY AND LICENSING
Kathy S. Plank (C)
James E. Clemons
Teege I. Mettille
Kole E. Oswald
Michael R. Smith (VC)

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

COMMUNITY and ECONOMIC DEVELOPMENT
Peter J. Stueck (C)
Patti S. Coenen
Jeffrey M. Jirschele
Curt J. Konetzke
Christoph B. Wahl (VC)

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

PARKS AND RECREATION
Christopher W. Croatt (C)
Kole E. Oswald (VC)
Michael R. Smith
Cathy M. Spears
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)
Patti S. Coenen
Greg E. Dannecker
Michael R. Smith (VC)
Christoph B. Wahl

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

HUMAN RESOURCES
Curt J. Konetzke (C)
Christopher W. Croatt
John Robin Hill
Teege I. Mettille
Kole E. Oswald (VC)

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

CITY OF APPLETON
2013 BUDGET
OTHER COMMITTEES AND BOARDS

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

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

APPLETON REDEVELOPMENT AUTHORITY
Edward Klug (C)
Curt Detjen
Daniel Ferris
Gerald Fisher
Sarah Garb
Anne Higgins (VC)
Alderperson Joseph Martin

Meets the 2nd TUESDAY of each month At 10:30 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 Patti Coenen

Meets at the call of the Chair

LIBRARY BOARD
Terry Bergen
Jean Detjen
Pastor Willis Bloedow
Terry Bergman
John Peterson
Elizabeth Truesdale-Witek
Alderperson Teege Mettille
Don Hietpas, AASD Representative
Vacant

Meets the 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 Charlene Peterson (S)
Director of Public Works Paula Vandehey
Director of Finance Lisa Remiker
City Attorney James Walsh
Director of Parks, Recreation & Facilities Management Dean Gazza
Alderperson Edward Baranowski
Alderperson James Clemons
Alderperson Christopher Croatt
Alderperson Jeffrey Jirschele
Alderperson Kathy Plank
Alderperson Peter Stueck (VC)

Meets 1st & 3rd WEDNESDAYof the month 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 Charlene Peterson
Alderperson Greg Dannecker
Alderperson John Robin Hill
Alderperson Peter Stueck

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

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 1st WEDNESDAY of each month at 7:00 a.m. in Committee Room “6A”

CITY OF APPLETON
2013 BUDGET
OTHER COMMITTEES AND BOARDS

BOARD OF HEATING EXAMINERS

Earl Christensen
William Christensen
Charles Fisher
Frank Koroch
Alderperson Michael Smith
Inspection Supervisor Kurt Craanen
Fire Chief Len Vander Wyst

Meets at the call of the Chair

BOARD OF ZONING APPEALS

Ray Brock
Jeff Lutz
Paul McCann
James Smith
Ken Joosten
Richard Schoenbohm
Jack Gillespie, 1st alternate
Eleanor Maloney, 2nd alternate
Inspection Supervisor Kurt Craanen

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

CITY OF APPLETON
2013 BUDGET
COMMISSIONS

HISTORIC PRESERVATION COMMISSION
Laura Leimer (C)
Mary Duba (VC)
Daniel Meissner
Linda Muldoon
Nancy Peterson
Peter Peregrin
Thomas Werth
Alderperson Patti Coenen
Mayor Timothy Hanna
Don Harp, Planning Representative

Meets the MONDAY before the 2nd Council meeting of the month at 4:00 p.m. in Committee Room "6A"

CITY PLAN COMMISSION
Mayor Timothy Hanna (C)
Lisa Carpiaux
Josh Dukelow (VC)
Jeannine Knapp
Mark Priddis
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 Jeff Jirschele
Alderperson Curt Konetzke
Lynn Erickson
Carol Kasimor
Kevin Vonck
Vacant

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 2013 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2012 TAX, COLLECTIBLE IN 2013

District	Outagamie	Calumet	Winnebago	Total
City	$ 32,049,352	$ 4,630,459	$ 580,860	$ 37,260,671
WTCS	7,614,848	1,100,186	138,011	8,853,045
School - Appleton	35,430,727	4,959,749	121,814	40,512,290
School - Menasha	111	-	561,516	561,627
Schools - Freedom	592,363	-	-	592,363
Schools - Hortonville	89	-	-	89
School - Kimberly	-	276,039	-	276,039
County	18,208,439	2,535,400	400,080	21,143,919
State	666,599	109,157	13,616	789,372
TIF's # 2 - 8	1,490,931	2,143,808	262,231	3,896,970
TOTAL TAX	$ 96,053,459	$ 15,754,798	$ 2,078,128	$113,886,385
Less State Credits	5,983,658	827,445	105,341	6,916,444
NET TAX LEVY	$ 90,069,801	$ 14,927,353	$ 1,972,787	$106,969,941

CITY DISTRIBUTION:	Equalized Value w/o TID	Percent	City Tax
Outagamie County	3,866,563,300	86.01%	32,049,352
Calumet County	558,637,300	12.43%	4,630,459
Winnebago County	70,077,300	1.56%	580,860
TOTAL	$ 4,495,277,900	100.00%	$ 37,260,671

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 2013 BUDGET
ASSESSED TAX RATES

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2011 Tax Rate (2012 Budget)	Assessed 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1510	$ 8.0241	$ (0.1269)	-1.56%
Public Schools	9.2081	9.0263	(0.1818)	-1.97%
Technical College	1.7977	1.9082	0.1105	6.15%
County	4.5789	4.5627	(0.0162)	-0.35%
State	0.1704	0.1644	(0.0060)	-3.52%
GROSS TAX RATE	23.9061	23.6857	(0.2204)	-0.92%
Less State Credits	1.3069	1.4760	0.1691	12.94%
NET TAX RATE	**$ 22.5992**	**$ 22.2097**	**$ (0.3895)**	-1.72%

Outagamie County/ Menasha School Dist.	Assessed 2011 Tax Rate (2012 Budget)	Assessed 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1510	$ 8.0241	$ (0.1269)	-1.56%
Public Schools	9.8276	9.5690	(0.2586)	-2.63%
Technical College	1.7977	1.9082	0.1105	6.15%
County	4.5789	4.5627	(0.0162)	-0.35%
State	0.1704	0.1644	(0.0060)	-3.52%
GROSS TAX RATE	24.5256	24.2284	(0.2972)	-1.21%
State Credits	1.3069	1.4760	0.1691	12.94%
NET TAX RATE	**$ 23.2187**	**$ 22.7524**	**$ (0.4663)**	-2.01%

Outagamie County/ Freedom School Dist.	Assessed 2011 Tax Rate (2012 Budget)	Assessed 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1510	$ 8.0241	$ (0.1269)	-1.56%
Public Schools	9.1513	9.0603	(0.0910)	-0.99%
Technical College	1.7977	1.9082	0.1105	6.15%
County	4.5789	4.5627	(0.0162)	-0.35%
State	0.1704	0.1644	(0.0060)	-3.52%
GROSS TAX RATE	23.8493	23.7197	(0.1296)	-0.54%
State Credits	1.3069	1.4760	0.1691	12.94%
NET TAX RATE	**$ 22.5424**	**$ 22.2437**	**$ (0.2987)**	-1.33%

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Outagamie County/ Hortonville School Dist	Assessed 2011 Tax Rate (2012 Budget)	Assessed 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1510	$ 8.0241	$ (0.1269)	-1.56%
Public Schools	9.2731	8.9220	(0.3511)	-3.79%
Technical College	1.7977	1.9082	0.1105	6.15%
County	4.5789	4.5627	(0.0162)	-0.35%
State	0.1704	0.1644	(0.0060)	-3.52%
GROSS TAX RATE	23.9711	23.5814	(0.3897)	-1.63%
State Credits	1.3069	1.4760	0.1691	12.94%
NET TAX RATE	**$ 22.6642**	**$ 22.1054**	**$ (0.5588)**	-2.47%

CITY OF APPLETON 2013 BUDGET
ASSESSED TAX RATES

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2011 Tax Rate (2012 Budget)	Assessed 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1023	$ 7.9915	$ (0.1108)	-1.37%
Public Schools	9.1532	8.9817	(0.1715)	-1.87%
Technical College	1.7869	1.8988	0.1119	6.26%
County	4.4621	4.3758	(0.0863)	-1.93%
State	0.1694	0.1636	(0.0058)	-3.42%
GROSS TAX RATE	23.6739	23.4114	(0.2625)	-1.11%
State Credits	1.2277	1.2403	0.0126	1.03%
NET TAX RATE	**$ 22.4462**	**$ 22.1711**	**$ (0.2751)**	-1.23%

Calumet County/ Kimberly School Dist.	Assessed 2011 Tax Rate (2012 Budget)	Assessed 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1023	$ 7.9915	$ (0.1108)	-1.37%
Public Schools	10.2177	10.1426	(0.0751)	-0.73%
Technical College	1.7869	1.8988	0.1119	6.26%
County	4.4621	4.3758	(0.0863)	-1.93%
State	0.1694	0.1636	(0.0058)	-3.42%
GROSS TAX RATE	24.7384	24.5723	(0.1661)	-0.67%
State Credits	1.2277	1.2403	0.0126	1.03%
NET TAX RATE	**$ 23.5107**	**$ 23.3320**	**$ (0.1787)**	-0.76%

CITY OF APPLETON 2013 BUDGET
ASSESSED TAX RATES

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2011 Tax Rate (2012 Budget)	Assessed 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.0574	$ 8.2874	$ 0.2300	2.85%
Public Schools	9.1025	9.3143	0.2118	2.33%
Technical College	1.7770	1.9691	0.1921	10.81%
County	5.6216	5.7081	0.0865	1.54%
State	0.1684	0.1697	0.0013	0.77%
GROSS TAX RATE	24.7269	25.4486	0.7217	2.92%
State Credits	1.2932	1.3127	0.0195	1.51%
NET TAX RATE	**$ 23.4337**	**$ 24.1359**	**$ 0.7022**	3.00%

Winnebago County/ Menasha School Dist.	Assessed 2011 Tax Rate (2012 Budget)	Assessed 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.0574	$ 8.2874	$ 0.2300	2.85%
Public Schools	9.7076	9.8492	0.1416	1.46%
Technical College	1.7770	1.9691	0.1921	10.81%
County	5.6216	5.7081	0.0865	1.54%
State	0.1684	0.1697	0.0013	0.77%
GROSS TAX RATE	25.3320	25.9835	0.6515	2.57%
State Credits	1.2932	1.3127	0.0195	1.51%
NET TAX RATE	**$ 24.0388**	**$ 24.6708**	**$ 0.6320**	2.63%

CITY OF APPLETON 2013 BUDGET
EQUALIZED TAX RATES

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2011 Tax Rate (2012 Budget)	Equalized 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1187	$ 8.2888	$ 0.1702	2.10%
Public Schools	9.1717	9.3159	0.1442	1.57%
Technical College	1.7905	1.9694	0.1789	9.99%
County	4.5607	4.7092	0.1485	3.26%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	23.8113	24.4530	0.6418	2.70%
Less State Credits	1.3017	1.5233	0.2216	17.02%
NET TAX RATE	**$ 22.5096**	**$ 22.9297**	**$ 0.4202**	1.87%

Outagamie County/ Menasha School Dist.	Equalized 2011 Tax Rate (2012 Budget)	Equalized 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1187	$ 8.2888	$ 0.1702	2.10%
Public Schools	9.7770	9.8509	0.0739	0.76%
Technical College	1.7905	1.9694	0.1789	9.99%
County	4.5607	4.7092	0.1485	3.26%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.4166	24.9880	0.5715	2.34%
State Credits	1.3017	1.5233	0.2216	17.02%
NET TAX RATE	**$ 23.1149**	**$ 23.4647**	**$ 0.3499**	1.51%

Outagamie County/ Freedom School Dist.	Equalized 2011 Tax Rate (2012 Budget)	Equalized 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1187	$ 8.2888	$ 0.1702	2.10%
Public Schools	9.1045	9.3613	0.2568	2.82%
Technical College	1.7905	1.9694	0.1789	9.99%
County	4.5607	4.7092	0.1485	3.26%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	23.7441	24.4984	0.7544	3.18%
State Credits	1.3017	1.5233	0.2216	17.02%
NET TAX RATE	**$ 22.4424**	**$ 22.9751**	**$ 0.5328**	2.37%

Outagamie County/ Hortonville School Dist.	Equalized 2011 Tax Rate (2012 Budget)	Equalized 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1187	$ 8.2888	$ 0.1702	2.10%
Public Schools	9.2261	9.2179	(0.0082)	-0.09%
Technical College	1.7905	1.9694	0.1789	9.99%
County	4.5607	4.7092	0.1485	3.26%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	23.8657	24.3550	0.4894	2.05%
State Credits	1.3017	1.5233	0.2216	17.02%
NET TAX RATE	**$ 22.5640**	**$ 22.8317**	**$ 0.2678**	1.19%

CITY OF APPLETON 2013 BUDGET
EQUALIZED TAX RATES

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2011 Tax Rate (2012 Budget)	Equalized 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1187	$ 8.2888	$ 0.1702	2.10%
Public Schools	9.1717	9.3159	0.1442	1.57%
Technical College	1.7905	1.9694	0.1789	9.99%
County	4.4711	4.5385	0.0674	1.51%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	23.7217	24.2823	0.5607	2.36%
State Credits	1.2302	1.2864	0.0562	4.57%
NET TAX RATE	**$ 22.4915**	**$ 22.9959**	**$ 0.5045**	2.24%

Calumet County/ Kimberly School Dist.	Equalized 2011 Tax Rate (2012 Budget)	Equalized 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1187	$ 8.2888	$ 0.1702	2.10%
Public Schools	10.2384	10.5199	0.2815	2.75%
Technical College	1.7905	1.9694	0.1789	9.99%
County	4.4711	4.5385	0.0674	1.51%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.7884	25.4863	0.6980	2.82%
State Credits	1.2302	1.2864	0.0562	4.57%
NET TAX RATE	**$ 23.5582**	**$ 24.1999**	**$ 0.6418**	2.72%

CITY OF APPLETON 2013 BUDGET
EQUALIZED TAX RATES

WINNEBAGO COUNTY

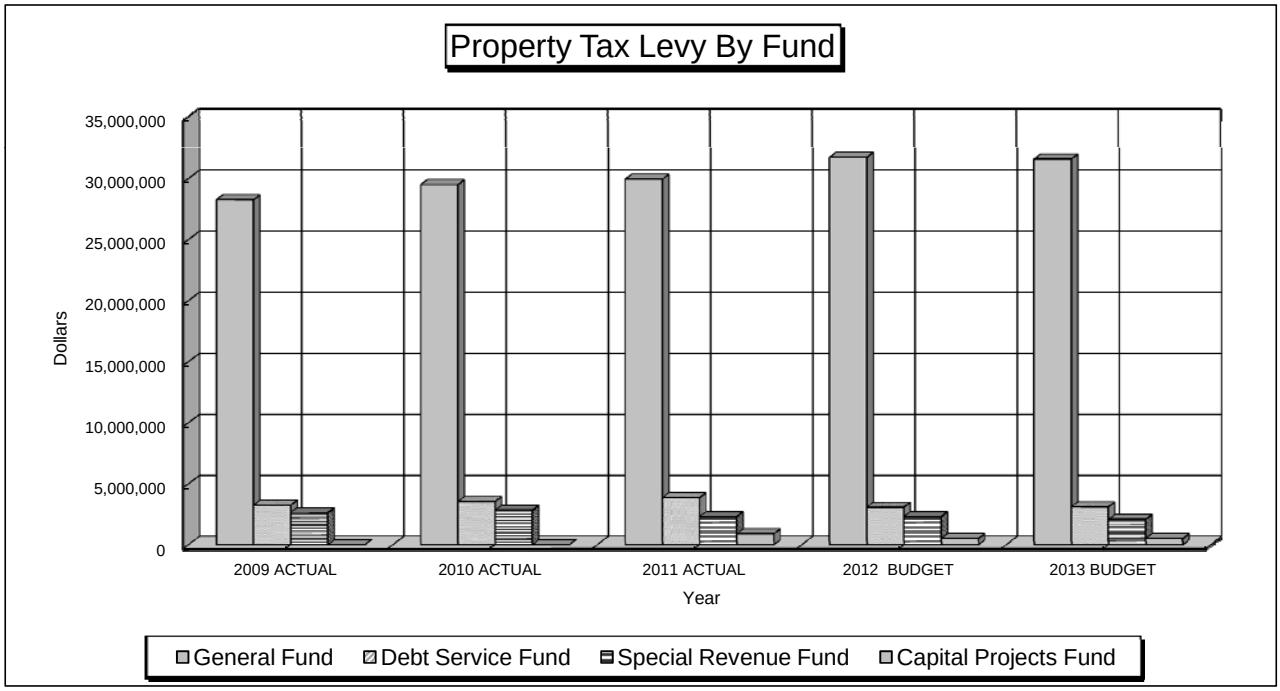
Winnebago County/ Appleton School District	Equalized 2011 Tax Rate (2012 Budget)	Equalized 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1187	$ 8.2888	$ 0.1702	2.10%
Public Schools	9.1717	9.3159	0.1442	1.57%
Technical College	1.7905	1.9694	0.1789	9.99%
County	5.6644	5.7091	0.0447	0.79%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.9150	25.4529	0.5380	2.16%
State Credits	1.3031	1.3129	0.0098	0.75%
NET TAX RATE	**$ 23.6119**	**$ 24.1400**	**$ 0.5282**	2.24%

Winnebago County/ Menasha School District	Equalized 2011 Tax Rate (2012 Budget)	Equalized 2012 Tax Rate (2013 Budget)	Increase (Decrease)	Percent Change
City	$ 8.1187	$ 8.2888	$ 0.1702	2.10%
Public Schools	9.7770	9.8509	0.0739	0.76%
Technical College	1.7905	1.9694	0.1789	9.99%
County	5.6644	5.7091	0.0447	0.79%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	25.5203	25.9879	0.4677	1.83%
State Credits	1.3031	1.3129	0.0098	0.75%
NET TAX RATE	**$ 24.2172**	**$ 24.6750**	**$ 0.4579**	1.89%

CITY OF APPLETON 2013 BUDGET
SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES [1]	2009 ACTUAL	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2013 BUDGET
General Fund	$ 28,262,315	$ 29,497,480	$ 29,942,488	$ 31,730,601	$ 31,584,761
Debt Service Funds	3,240,038	3,533,999	3,852,111	3,070,688	3,100,722
Special Revenue Funds					
Sanitation & Recycling	2,620,000	2,810,000	2,310,000	2,310,000	2,070,188
Continuum of Care	-	-	-	-	5,000
Forestry Fund	17,850	12,000	-	-	-
Safe Routes to Schools	10,000	-	-	-	-
Total Special Revenue Funds	2,647,850	2,822,000	2,310,000	2,310,000	2,075,188
Capital Project Funds					
Subdivision Development	-	-	900,000	500,000	500,000
TOTAL PROPERTY TAX LEVY:	**$ 34,150,203**	**$ 35,853,479**	**$ 37,004,599**	**$ 37,611,289**	**$ 37,260,671**

[1] Excludes tax increment district revenues.



CITY OF APPLETON 2013 BUDGET

COMBINED SUMMARY OF REVENUES AND EXPENSES

REVENUES AND OTHER FINANCING SOURCES*	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJECTED	2013 BUDGET
General Fund	$ 58,949,714	$ 57,413,890	$ 55,768,632	$ 55,491,630	$ 57,006,768
Debt Service Funds	8,625,008	8,571,676	7,722,441	7,722,441	6,092,608
Special Revenue Funds					
Tax Increment District #2	300,820	345,080	339,823	355,900	328,235
Tax Increment District #3	2,390,588	2,121,120	1,995,667	2,055,274	2,113,277
Tax Increment District #4	-	-	-	-	-
Sanitation & Recycling	3,326,388	3,407,417	3,321,400	3,356,400	3,488,488
Hazardous Materials Level A	116,604	80,159	10,000	117,117	72,321
Police Grants	186,110	129,576	90,000	113,681	109,500
Health Services Grants	325,301	282,395	180,469	228,314	162,016
Forestry Fund	-	-	-	-	-
Housing & Community Development Grants	1,039,122	1,029,972	829,112	882,662	714,066
Housing, Homeless, & Block Grants	1,170,040	587,314	345,276	395,278	309,276
Room Tax Administration	354,737	372,290	357,000	372,750	378,000
Union Spring Park	59	101	60	70	70
Tuchscherer Disability Fund	1,754	2,621	2,100	1,000	1,000
Peabody Estate Trust	3,156	2,625	2,000	1,800	1,800
Balliet Locomotive	268	456	300	300	300
Lutz Park Trust	128,868	11,809	4,000	5,500	5,000
Park Open Space	7,762	12,259	3,500	8,500	8,500
City Park Project	143	245	150	150	150
Universal Playground	496	758	500	350	300
Miracle League Field	25,507	1,089	1,500	700	700
Safe Routes to Schools	-	34,968	-	-	-
Energy Efficiency and Conservation Grant	270,012	419,788	-	-	-
Total Special Revenue Funds	9,647,735	8,842,042	7,482,857	7,895,746	7,692,999
Capital Projects Funds					
Subdivision Development	2,271,020	1,855,023	1,215,000	1,320,000	1,287,220
Parks & Recreation Projects	23,105	69,058	-	510	-
Tax Increment District #5	210,550	228,695	193,954	195,750	190,949
Tax Increment District #6	2,205,960	2,232,603	2,205,144	2,338,010	2,254,646
Tax Increment District #7	175,371	151,490	390,298	390,142	346,924
Tax Increment District #8	773	340,431	769,548	628,387	158,756
Information Services	91,882	5,243	1,623	435	-
Public Works	692,667	75,483	-	-	-
Industrial Park Land	54,047	69,240	133,232	53,232	118,232
Equipment Replacement	2,027,246	2,185,240	2,095,504	2,125,504	2,525,952
Community Development Projects	8,249	40,000	512,266	1,179,266	10,356
NE Business Park Escrow	4,418,599	51,335	40,000	7,800	-
Public Safety	3,512	2,190	2,000	273	75,000
Library	110,775	403,044	-	-	-
Facilities	1,138,083	619,932	5,590	5,590	127,000
Total Capital Projects Fund	13,431,839	8,329,007	7,564,159	8,244,899	7,095,035
Enterprise Funds					
Water Utility	19,263,225	21,257,026	20,427,350	21,655,815	21,249,854
Wastewater Utility	9,294,604	10,531,086	10,079,389	10,477,846	10,408,968
Stormwater Utility	7,482,776	8,008,567	7,819,600	7,834,835	9,111,905
Parking Utility	2,009,702	2,411,047	2,495,901	2,478,500	2,403,338
Golf Course	518,615	488,502	516,088	518,600	557,660
Valley Transit	7,815,305	7,866,065	7,994,169	8,279,269	8,566,279
Total Enterprise Funds	46,384,227	50,562,293	49,332,497	51,244,865	52,298,004
Internal Service Funds					
Facilities & Construction Management	2,166,692	3,967,785	2,476,813	2,486,062	2,456,150
Central Equipment Agency	2,822,664	3,217,434	3,143,560	3,173,560	3,202,821
Risk Management	1,041,711	1,488,641	1,318,903	2,175,550	1,455,077
Other Post Employment Benefits	106,127	-	-	-	-
Total Internal Service Funds	6,137,194	8,673,860	6,939,276	7,835,172	7,114,048
Trust Funds					
Frank P. Young Memorial	609	903	600	600	600
Total Trust Funds	609	903	600	600	600
TOTAL REVENUES:	**$ 143,176,326**	**$ 142,393,671**	**$ 134,810,462**	**$ 138,435,353**	**$ 137,300,062**

*Net of proceeds of debt and contributed capital

CITY OF APPLETON 2013 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

EXPENSES AND OTHER FINANCING USES	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJECTED	2013 BUDGET
General Fund	$ 57,358,211	$ 55,230,280	$ 55,937,332	$ 60,227,429	$ 57,489,592
Debt Service Funds	8,615,153	8,571,674	7,782,441	7,782,441	6,152,608
Special Revenue Funds					
Tax Increment District #2	97,756	89,616	7,685	7,685	788,694
Tax Increment District #3	2,389,733	2,976,210	3,000,605	2,995,605	1,654,505
Tax Increment District #4	11,914,142	-	-	-	-
Sanitation & Recycling	3,416,599	3,411,981	3,472,253	3,472,253	3,416,738
Hazardous Materials Level A	56,668	113,601	87,913	87,913	70,643
Police Grants	237,695	88,210	90,000	103,462	109,500
Health Services Grants	325,301	282,395	180,469	216,049	174,281
Forestry Fund	-	9,263	-	-	-
Housing & Community Development Grants	1,022,339	1,014,302	829,112	829,112	714,066
Housing, Homeless, & Block Grants	1,170,040	637,316	345,276	345,276	309,276
Room Tax Administration	350,315	369,731	363,000	377,250	382,000
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	888	-	-	75,000	13,400
Park Open Space	73,187	30	-	207,000	-
City Park Project	-	-	200	200	200
Universal Playground Trust	790	6,900	2,500	4,600	2,500
Miracle League Field	-	-	1,000	-	-
Safe Routes to Schools	51,468	34,968	-	-	-
Energy Efficiency and Conservation Grant	270,012	419,788	-	-	-
Total Special Revenue Funds	21,432,292	9,460,702	8,387,204	8,728,596	7,642,994
Capital Projects Funds					
Subdivision Development	1,342,479	1,364,806	1,661,662	1,661,662	2,017,675
Parks & Recreation Projects	794,955	140,447	100,000	100,000	-
Tax Increment District #5	102,905	126,937	125,678	125,678	37,115
Tax Increment District #6	3,468,445	2,530,366	2,764,734	2,802,577	2,577,171
Tax Increment District #7	134,958	71,267	267,507	305,258	285,086
Tax Increment District #8	7,081	875,793	977,495	3,006,911	108,983
Information Services	214,206	84,803	400,000	432,152	543,000
Public Works	672,972	1,284,278	1,334,000	1,450,292	2,383,975
Industrial Park Land	224,937	283,992	223,413	23,413	238,285
Equipment Replacement	1,426,080	2,166,453	1,759,027	1,911,972	2,495,633
Community Development Projects	5,180	329,800	5,260,679	1,571,415	2,823,356
NE Business Park Escrow	2,609,726	1,319,050	238,576	186,224	362,734
Public Safety	71,654	-	1,664,000	76,500	1,697,525
Library	111,432	404,492	-	-	55,000
Facilities	2,079,440	1,211,860	445,590	532,583	1,671,212
Total Capital Projects Fund	13,266,450	12,194,344	17,222,361	14,186,637	17,296,750
Enterprise Funds					
Water Utility	16,252,155	16,949,977	17,511,050	17,765,930	18,416,722
Wastewater Utility	11,131,634	10,937,113	11,134,109	10,049,335	10,871,676
Stormwater Utility	6,228,172	5,962,653	6,144,211	6,023,825	6,317,426
Parking Utility	2,764,760	2,728,871	2,785,825	2,785,825	2,964,566
Golf Course	554,149	770,565	549,118	534,438	549,585
Valley Transit	8,213,848	8,281,122	8,442,138	8,326,581	9,046,621
Total Enterprise Funds	45,144,718	45,630,301	46,566,451	45,485,934	48,166,596
Internal Service Funds					
Facilities & Construction Management	2,179,498	3,928,352	2,476,813	2,486,062	2,486,415
Central Equipment Agency	4,886,421	5,195,415	5,085,893	5,085,893	5,145,154
Risk Management	1,503,110	1,760,721	1,251,903	1,386,403	1,455,077
Other Post Employment Benefits	-	59,437	61,435	73,609	102,290
Total Internal Service Funds	8,569,029	10,943,925	8,876,044	9,031,967	9,188,936
Trust Funds					
Frank P. Young Memorial	1,000	900	-	-	-
Total Trust Funds	1,000	900	-	-	-
TOTAL EXPENDITURES:	**$ 154,386,853**	**$ 142,032,126**	**$ 144,771,833**	**$ 145,443,004**	**$ 145,937,476**

1. Expenditures/Expenses in excess of revenues are financed by existing fund balances or debt proceeds.
2. Expenditures/Expenses are shown net of residual equity transfers out and, for Enterprise and Internal Service funds, are shown net of capital expenditures and depreciation charged to contributed capital.

CITY OF APPLETON 2013 BUDGET

COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2010 ACTUAL	2011 ACTUAL	2012 BUDGET	2012 PROJECTED	2013 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	31,206,112	32,797,615	34,981,225	34,981,225	30,245,426
Property Taxes	29,497,480	29,942,488	31,730,601	31,730,601	31,584,761
Other Revenue	29,452,234	27,471,402	24,038,031	23,761,029	25,422,007
Expenditures	57,358,211	55,230,280	55,937,332	60,227,429	57,489,592
FUND BALANCE - Ending (Dec. 31)	32,797,615	34,981,225	34,812,525	30,245,426	29,762,602
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	16,603	26,458	26,460	26,460	26,460
Property Taxes	3,533,999	3,852,111	3,070,688	3,070,688	3,100,722
Proceeds of Debt	0	0	60,000	60,000	60,000
Other Revenue	5,091,009	4,719,565	4,651,753	4,651,753	2,991,886
Expenditures	8,615,153	8,571,674	7,782,441	7,782,441	6,152,608
FUND BALANCE - Ending (Dec. 31)	26,458	26,460	26,460	26,460	26,460
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	1,303,302	(10,481,255)	(11,099,915)	(11,099,915)	(11,932,765)
Property Taxes	4,448,385	3,669,321	3,600,978	3,651,954	3,295,808
Other Revenue	5,199,350	5,172,721	3,881,879	4,243,792	4,397,191
Expenditures	21,432,292	9,460,702	8,387,204	8,728,596	7,642,994
FUND BALANCE - Ending (Dec. 31)	(10,481,255)	(11,099,915)	(12,004,262)	(11,932,765)	(11,882,760)
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	8,696,508	8,903,143	5,537,806	5,537,806	4,041,742
Property Taxes	2,804,214	3,260,805	3,007,435	3,147,336	3,151,932
Contributed Capital	41,246	0	0	0	115,000
Proceeds of Debt	0	500,000	8,823,679	4,445,674	9,400,331
Other Revenue	10,627,625	5,068,202	4,556,724	5,097,563	3,943,103
Expenditures	13,266,450	12,194,344	17,222,361	14,186,637	17,296,750
FUND BALANCE - Ending (Dec. 31)	8,903,143	5,537,806	4,703,283	4,041,742	3,355,358
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	214,712,857	219,875,903	227,540,784	227,540,784	234,488,565
Property Taxes	-	-	-	-	-
Other Revenue	46,384,227	50,562,293	49,332,497	51,244,865	52,298,004
Contributed Capital	3,923,537	2,732,889	408,850	1,188,850	500,000
Expenditures	45,144,718	45,630,301	46,566,451	45,485,934	48,166,596
FUND BALANCE - Ending (Dec. 31)	219,875,903	227,540,784	230,715,680	234,488,565	239,119,973
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	13,265,391	12,272,992	12,169,301	12,169,301	12,596,533
Property Taxes	-	-	-	-	-
Other Revenue	6,137,194	8,673,860	6,939,276	7,835,172	7,114,048
Contributed Capital	1,439,436	2,166,374	1,624,027	1,624,027	2,095,576
Expenditures	8,569,029	10,943,925	8,876,044	9,031,967	9,188,936
FUND BALANCE - Ending (Dec. 31)	12,272,992	12,169,301	11,856,560	12,596,533	12,617,221
FIDUCIARY FUNDS					
FUND BALANCE - Beginning (Jan. 1)	34,043	33,652	33,655	33,655	34,255
Property Taxes	-	-	-	-	-
Other Revenue	609	903	600	600	600
Expenditures	1,000	900	-	-	-
FUND BALANCE - Ending (Dec. 31)	33,652	33,655	34,255	34,255	34,855
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	269,234,816	263,428,508	269,189,316	269,189,316	269,500,216
Property Taxes	40,284,078	40,724,725	41,409,702	41,600,579	41,133,223
Proceeds of Debt	0	500,000	8,883,679	4,505,674	9,460,331
Contributed Capital	5,404,219	4,899,263	2,032,877	2,812,877	2,710,576
Other Revenue	102,892,248	101,668,946	93,400,760	96,834,774	96,166,839
Expenditures	154,386,853	142,032,126	144,771,833	145,443,004	145,937,476
FUND BALANCE - Ending (Dec. 31)	263,428,508	269,189,316	270,144,501	269,500,216	273,033,709

CITY OF APPLETON 2013 BUDGET

COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2012 BUDGET	2013 BUDGET
Property Tax	41,409,702	41,133,223
Other Tax	795,400	768,300
Intergovernmental	22,555,041	22,896,487
Licenses & Permits	887,275	907,525
Special Assessments	1,598,900	1,851,000
Charges for Service	49,394,713	51,859,601
Interest Income	4,173,172	3,859,114
Fines & Forfeitures	870,000	860,000
Other Revenues	5,104,853	5,697,669
Interfund Transfers	8,021,406	7,467,143
TOTAL REVENUES	**$ 134,810,462** *	**$ 137,300,062** *

***** Does not include proceeds of debt or contributed capital.

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES		2012 BUDGET	2013 BUDGET
Personnel		53,926,380	54,813,397
Administrative	**1**	41,934,768	38,719,130
Supplies & Materials		7,459,711	10,813,099
Purchased Services		12,161,279	11,776,896
Utilities		6,542,973	6,888,983
Repair & Maintenance		10,655,919	9,578,211
Capital Expense	**2**	12,090,803	13,347,760
TOTAL EXPENSE		**$ 144,771,833**	**$ 145,937,476**

1 Includes debt service, interfund transfers, and depreciation expense.
2 Net of capitalized fixed assets.

BUDGET DEVELOPMENT PROCESS

The following calendar describes the process of developing the City's Annual Budget and Service Plan for 2013:

05/07/12	The Mayor requests a budget proposal from each department and Finance Department staff distributes budget forms and other materials to departments. Departments are required to develop an operating budget which represents full funding of all of the department's existing programs. Any proposed changes to programs, either additions or deletions and including all staff changes, changes in service levels, equipment acquisitions, etc. are required to be submitted separately from the operating budget request. Any capital project proposals are also required to be made separately from the operating budget.
6/08/12 - 9/14/12	Each department head submits a proposed budget as outlined above based on the department's mission statement and major objectives, including expenditures and applicable revenue projections. The Mayor and Finance Department staff review their budget requests. Decisions are made on operating budget adjustments, program additions and deletions, and capital projects.
9/14/12 - 10/03/12	The Mayor and Finance Department staff assemble the Budget and Service Plan for submission to the Common Council. Copies of the document are made available for public review.
10/27/12	The Council's Finance Committee reviews the Budget and Service Plan in hearing with the Mayor and staff, and recommends a budget to the Council.
11/07/12	A public hearing is held to seek property owner input prior to Council acceptance of the budget.
11/14/12	The budget is adopted formally by resolution of the Common Council.

CITY OF APPLETON POLICIES

FINANCIAL POLICIES

The City of Appleton's financial policies set forth the basic framework for the overall fiscal management of the City. Operating concurrently with changing circumstances and conditions, these policies assist the decision-making process of the Common Council. These policies provide guidelines for evaluating both current activities and proposals for future programs.

Most of the policies represent long-standing principles, traditions and practices and follow generally accepted accounting principles which have guided the City in the past and have helped maintain financial stability over the last several decades.

OPERATING BUDGET POLICIES

- Roles & Responsibilities: The Mayor, in conjunction with the Department Directors of the City, shall present an Executive Budget and Service Plan proposal to Council for its review, deliberation, amendment, and adoption. The Executive Budget shall include proposals for all operating and capital funds. Following Council approval, the Adopted Budget and Service Plan shall become the official budget for the following year.
- Fiscal Year: The Executive Budget and Service Plan for the City follows a calendar year. Each year the budget shall be presented to the Appleton Common Council no later than the first Wednesday in October. Budget deliberation and adoption shall take place no later than the second Wednesday in November, as prescribed by State statute.
- Budget Form: The City of Appleton's operating and capital budget shall be developed on an annual basis and shall be presented in a program budget format that includes program missions, objectives and performance measurements. The purpose of this format is to clearly outline the major service areas and their associated expenditures. A line item detail by program and summarized by major category of expenditure for the department as a whole shall also be presented for informational purposes. All non-personnel line items that exceed $15,000 are further delineated.

  The budget shall also include a transmittal letter from the Mayor summarizing the major issues in the budget; a summary of personnel changes; a summary of overall staffing levels; a listing of all property tax rates; and a budget resolution stating the total amounts of taxes levied for various purposes, the total amount of general obligation borrowing, and the total amount of revenue bond debt.

  The budget shall include a rolling five year Capital Improvement Plan (CIP) of which the first year's expenditures shall be appropriated, with years two through five included for planning purposes. Though expenditures for the first year of the CIP are appropriated, the City's Procurement Policy requires that any new contracts or agreements for services or equipment with an anticipated contract cost of $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.

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

- Contingency Account: A contingency account shall be maintained in the annual General Fund operating budget to provide for unanticipated expenditures of a nonrecurring nature or to meet unexpected increases in service delivery costs. A minimum of 0.5% and a maximum of 1.0% of the total fund budget shall be included in the adopted budget. If a sufficient unexpended balance remains in the current year's contingency account, this requirement may be met by a plan to carry over the balance.
- Budget Amendment:
  - Transfers and new appropriations – All budgets except the Appleton Public Library operating budget:
    - The following budget amendments require written approval by the Mayor and Finance Director and shall be reported to the 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 – 2012 tax roll:

Lien date and levy date	December, 2012
Tax bills mailed	December, 2012
Payment in full or 1st installment due	January 31, 2013
2nd installment due	April 1, 2013
3rd installment due	May 31, 2013
4th installment due	July 31, 2013

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 Finance Committee to be used for additional reduction of Long-Term liabilities or General Fund expenditures with final Common Council approval.

New Subdivision Fund

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

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 and Contract Management Policy.
- The methods of source selection are as follows:
  - Public Construction – Competitive Sealed Bidding must be used for purchases of $25,000 or greater in accordance with Wisconsin Statutes. This process shall consist of:

- Invitation for bids
- Public notice
- Bid opening
- Bid acceptance and evaluation
- Bid award-Common Council approval

- 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 and Contract Management Policy, may also be exempted from the competitive bidding process. Such emergency purchases must also be documented and approved by the Mayor.
- Purchases made using a City-issued procurement card are subject to the rules and restrictions of the City Procurement Card Policy.

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 2013 rate requirements for the Wisconsin Retirement System employees are estimated as follows:

	General	Police	Fire	Elected
Employee Contribution	6.65%	0%	0%	7.0%
City Contribution	6.65%	20.0%	22.6%	7.0%
Total	13.3%	20.0%	22.6%	14.0%

Note: Police and Fire protective personnel hired after July 1, 2011 are contributing to WRS at the same rate as general employees.

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).

CITY OF APPLETON POLICIES

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 45 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
2013 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 15 alderpersons elected for two-year terms and the mayor for a four-year term. It is also the Outagamie County seat, the largest city (population 72,810) in both Outagamie and Calumet Counties, and the designated Metropolitan Statistical Area “Center-City” of the Appleton-Oshkosh-Neenah urban area as defined by the Federal Office of Management and Budget, thus an “Entitlement City” under the federal block grant program.

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

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

CITY OF APPLETON
2013 BUDGET
DEMOGRAPHIC AND ECONOMIC INFORMATION

Per Return Adjusted Gross Income

	State of Wisconsin	Outagamie County	Calumet County	Winnebago County	City of Appleton
2011	N/A	N/A	N/A	N/A	N/A
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

Source: Wisconsin Department of Revenue, Division of Research and Analysis; 2011 report not yet published as of September 2012.

Unemployment Rate

	State of Wisconsin		Appleton MSA		Outagamie County		City of Appleton	
July, 2012	7.3	%	6.6	%	6.9	%	8.7	%
July, 2011	7.6		6.8		7.2		9.0	
Average, 2011	7.5	%	6.8	%	7.0	%	8.7	%
Average, 2010	8.5		7.8		8.1		10.2	
Average, 2009	8.7		8.3		8.5		11.0	
Average, 2008	4.8		4.5		4.6		5.9	
Average, 2007	4.8		4.6		4.5		5.7	

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

Building Permits - City of Appleton

Year	Valuation	
2012	$ 33,327,220	*
2011	46,054,400	
2010	58,369,200	
2009	101,957,400	
2008	102,632,900	

**As of September 15, 2012*

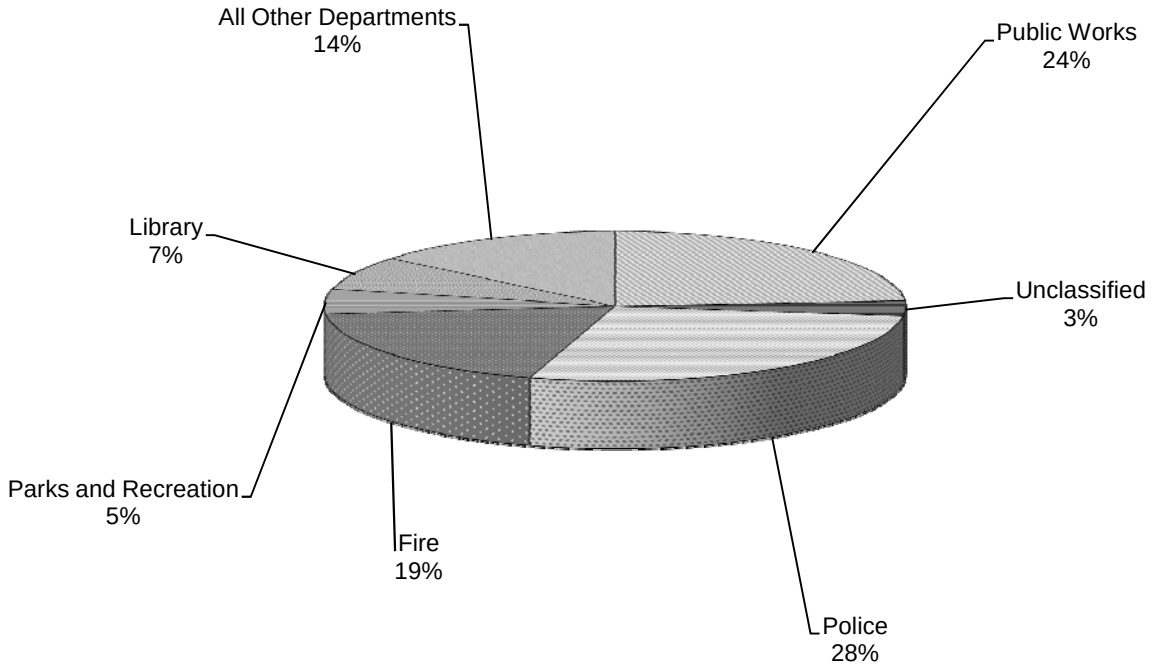
Source: City of Appleton Public Works Department

CITY OF APPLETON 2013 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.

2013 GENERAL FUND

$57,489,592



CITY OF APPLETON 2013 BUDGET

GENERAL FUND

	Actual		Budget			%
	2010	2011	Adopted 2012	Projected 2012	2013	Change *
REVENUES						
Taxes	$ 29,909,926	$ 30,340,877	$ 32,122,601	$ 32,122,601	$ 31,975,061	-0.46%
Intergovernmental	17,165,081	17,199,561	15,131,485	15,198,592	15,180,080	0.32%
Licenses and Permits	991,502	895,927	860,925	870,925	886,025	2.92%
Special Assessments	1,013,439	1,786,373	948,900	948,900	1,126,000	18.66%
Charges for Services	1,384,728	1,220,147	1,306,999	1,206,999	1,212,649	-7.22%
Interest Income	1,532,028	1,600,991	1,813,483	1,613,483	1,670,218	-7.90%
Fines and Forfeitures	356,971	359,662	350,000	350,000	370,000	5.71%
All Other Revenue	2,040,447	1,629,099	1,491,289	1,437,180	2,332,706	56.42%
TOTAL REVENUES	**54,394,122**	**55,032,637**	**54,025,682**	**53,748,680**	**54,752,739**	**1.35%**
EXPENDITURES						
Common Council	126,277	103,560	111,170	111,170	137,469	23.66%
Mayor	317,020	263,765	263,746	263,746	262,307	-0.55%
Finance	960,751	904,666	891,996	891,996	882,987	-1.01%
Information Services	1,642,249	1,381,127	1,629,895	1,810,895	1,637,108	0.44%
Human Resources	667,353	653,934	668,979	668,979	704,135	5.26%
Legal Services	1,088,419	1,106,909	1,185,584	1,185,584	1,074,414	-9.38%
Unclassified	1,721,800	2,314,714	1,981,298	4,664,745	1,858,618	-6.19%
Community Development	1,616,473	1,600,050	1,633,606	1,633,606	1,624,050	-0.58%
Library	4,508,997	4,193,046	4,220,026	4,270,856	4,195,449	-0.58%
Parks & Recreation	3,520,097	2,911,234	2,981,047	2,983,128	3,069,804	2.98%
Public Works	12,982,349	12,911,573	12,611,053	12,740,231	13,709,157	8.71%
Health Services	1,156,911	1,164,690	1,150,573	1,157,680	1,150,348	-0.02%
Police	15,289,849	15,250,205	15,576,658	15,663,175	15,894,399	2.04%
Fire	10,102,713	10,029,288	10,468,231	10,589,128	10,695,878	2.17%
TOTAL EXPENDITURES	**55,701,258**	**54,788,761**	**55,373,862**	**58,634,919**	**56,896,123**	**2.75%**
REVENUES OVER EXPENDITURES	**(1,307,136)**	**243,876**	**(1,348,180)**	**(4,886,239)**	**(2,143,384)**	**58.98%**
OTHER FINANCING SOURCES (USES)						
Sale of City Property	6,028	9,278	12,000	12,000	11,500	-4.17%
Other Financing Sources	4,549,564	2,371,975	1,730,950	1,730,950	2,242,529	29.55%
Other Financing Uses	(1,656,953)	(441,519)	(563,470)	(1,592,510)	(593,469)	5.32%
TOTAL OTHER FINANCING	**2,898,639**	**1,939,734**	**1,179,480**	**150,440**	**1,660,560**	**40.79%**
NET CHANGE IN EQUITY	**1,591,503**	**2,183,610**	**(168,700)**	**(4,735,799)**	**(482,824)**	186.20%
FUND BALANCE - Beginning	31,206,112	32,797,615	34,981,225	34,981,225	30,245,426	-13.54%
FUND BALANCE - Ending	**$ 32,797,615**	**$ 34,981,225**	**$ 34,812,525**	**$ 30,245,426**	**$ 29,762,602**	**-14.51%**

* % change from prior year adopted budget

With the 2011 budget, 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 was combined with that of the City Attorney. During 2012, the City Assessor's Office was merged with the Community and Economic Development Department. All prior years' data has been restated for comparison.

CITY OF APPLETON 2013 BUDGET
GENERAL FUND BALANCE

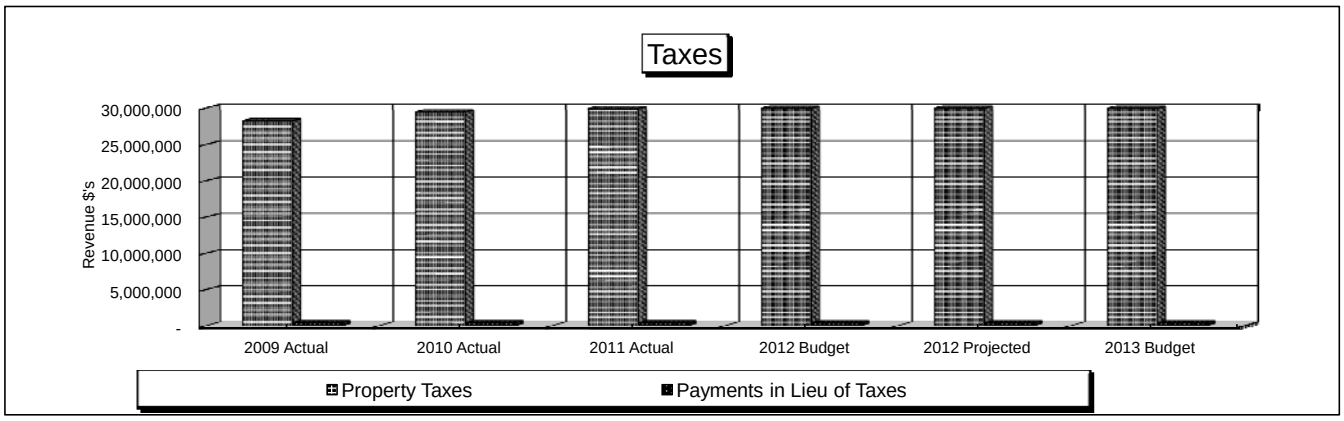
	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/13	38	$ 29,762,602
Less Non-spendable Fund Balance:		
Inventories and Prepaid Items		(950,000)
Developer Loans		(1,285,758)
Advance to other Funds **		(8,424,313)
Less Assigned Fund Balance:		
Payments in Lieu of Taxes		(1,678,832)
Health Insurance Cost Stabilization*		(850,000)
Fire and Police Prior Pension		(163,718)
Working Capital - 25% of budgeted expenditures (25% * $57,489,592, includes transfers)	38	(14,372,398)
Debt Service - 25% of ensuing year's debt service requirements		
(25% * ($6,152,608 Debt Service Obligation))	491	(1,538,152)
Projected General Fund Balance in excess of the reserve policy @ 12/31/13 **		$ 499,431
75% required to be used for reduction of long-term liabilities		$ 374,573
25% subject to Finance Committee recommendation		$ 124,858

* The City will not be purchasing aggregate stop loss insurance for 2013, 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 2013. Our exposure extends beyond this designation but a loss of that magnitude is not likely. The City has never had claims in excess of this in its history.

** Repayments to the General Fund from Tax Incremental District # 3 ($1,100,000), Tax Incremental District # 6 ($500,000) and the retroactive forgiveness of interest on the Reid Golf Course advance ($245,256) account for the increase in the unassigned fund balance. This will be evaluated for reduction of the debt issuance expected in 2013 (currently listed at $8,102,113; see page 513).

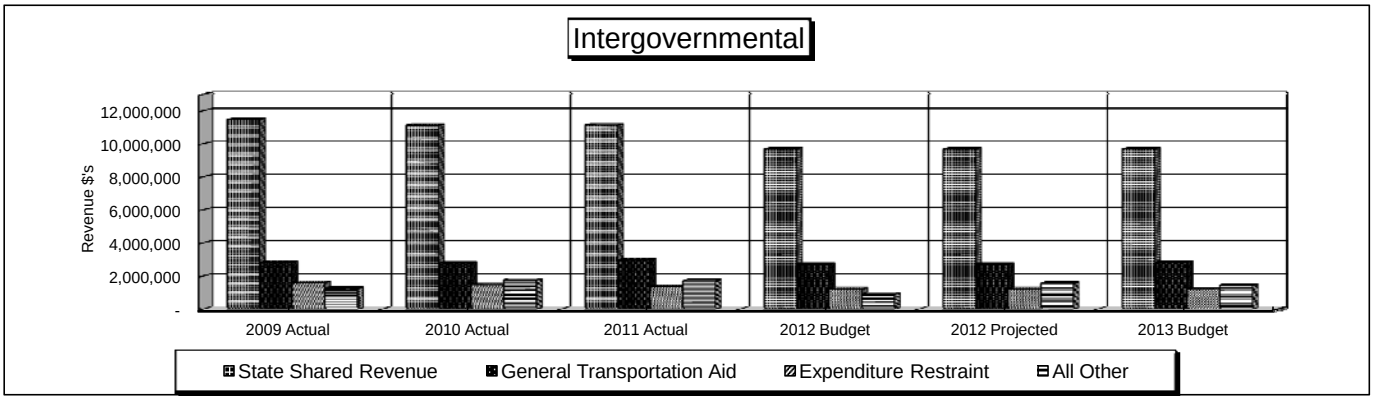
CITY OF APPLETON 2013 BUDGET
GENERAL FUND REVENUES

Taxes	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Change
Property Taxes	28,262,315	29,497,480	29,942,488	31,730,601	31,730,601	31,584,761	-0.46%
Payment in Lieu of Taxes	410,665	412,446	398,389	392,000	392,000	390,300	-0.43%
Total Taxes	**28,672,980**	**29,909,926**	**30,340,877**	**32,122,601**	**32,122,601**	**31,975,061**	**-0.46%**



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 3.04% on an equalized basis in 2012, 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 0.63% for the City in 2012. However, the restriction does provide allowances for debt issued after July 1, 2005 and any surplus capacity from previous years' unused levy, which results in a total City constraint of $37,270,671. The City levy is at $37,260,671 (see page 21). For constraint purposes, the Darboy Sanitary levy counts as a City levy so we need to make an estimate for this amount plus any over or under run on tax roll due to rounding.

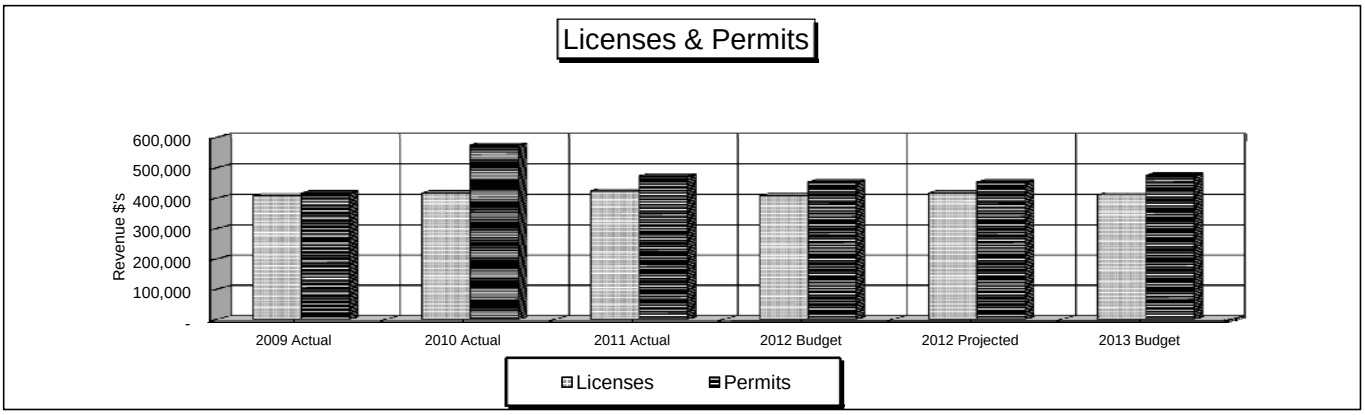
Intergovernmental Revenue	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Change
State Shared Revenue	11,480,453	11,126,034	11,137,356	9,694,935	9,694,935	9,702,850	0.08%
Expenditure Restraint	1,596,740	1,482,540	1,354,897	1,222,453	1,222,453	1,190,075	-2.65%
General Transportation Aid	2,821,445	2,779,951	2,988,506	2,711,017	2,711,017	2,835,747	4.60%
Library Grants & Aids	700,009	806,517	860,252	914,314	914,314	931,148	1.84%
Other	560,755	970,039	858,550	588,766	655,873	520,260	-20.68%
Total Intergovernmental	**17,159,402**	**17,165,081**	**17,199,561**	**15,131,485**	**15,198,592**	**15,180,080**	**-0.12%**



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 a slight overall decrease in state aids from these sources of $24,463, compared to the amount expected in 2012. The 2012 expected amount is, in turn, $1,574,865 less than that received in 2011. 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. LRIP funds are expected in 2013. 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.

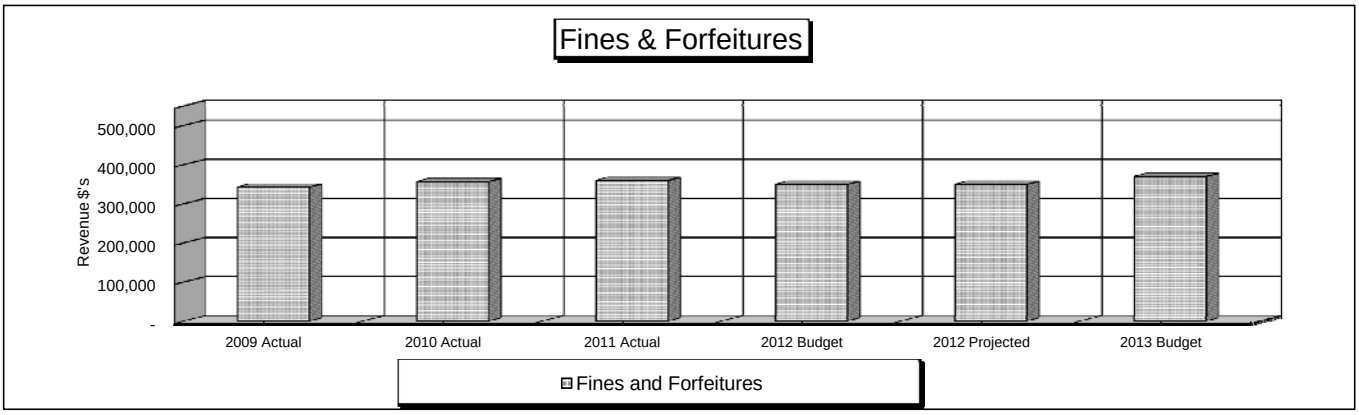
CITY OF APPLETON 2013 BUDGET
GENERAL FUND REVENUES

Licenses and Permits	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Change
Licenses	406,891	417,246	423,166	407,325	417,325	410,525	-1.63%
Permits	416,896	574,256	472,761	453,600	453,600	475,500	4.83%
Total Licenses and Permits	**823,787**	**991,502**	**895,927**	**860,925**	**870,925**	**886,025**	**1.73%**



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.

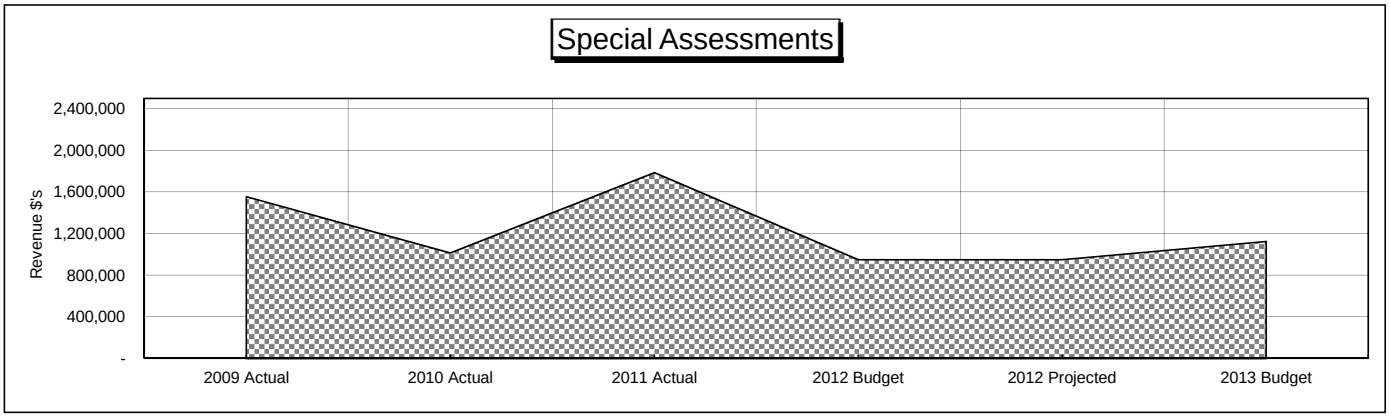
	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Change
Fines and Forfeitures	342,923	356,971	359,662	350,000	350,000	370,000	5.71%



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

CITY OF APPLETON 2013 BUDGET
GENERAL FUND REVENUES

	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Change
Special Assessments	1,554,695	1,013,439	1,786,373	948,900	948,900	1,126,000	18.66%



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:

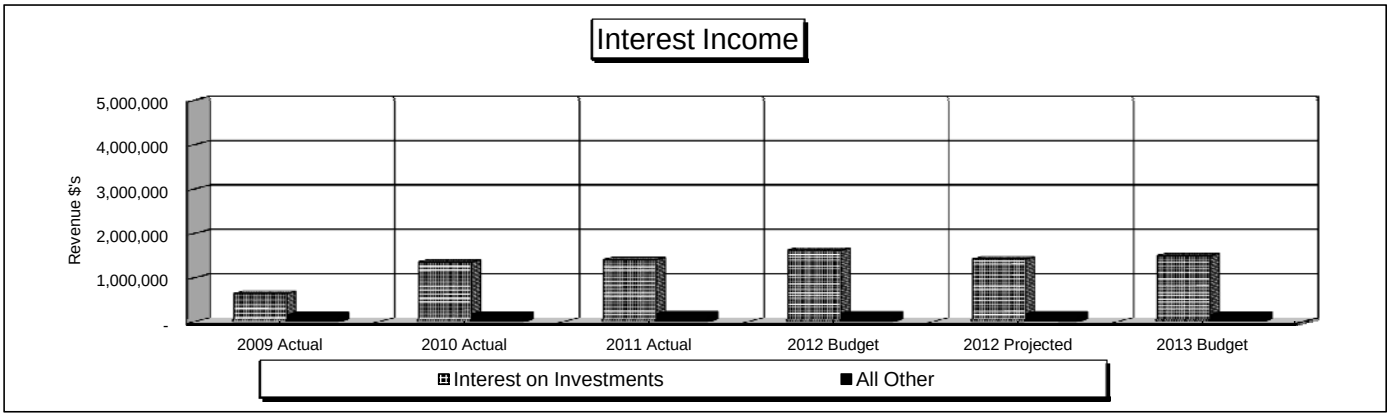
If the assessment is $1,000 or less, it must be paid in one installment.

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 at least one year lag on the revenue impact dependent upon how citizen elects to pay.

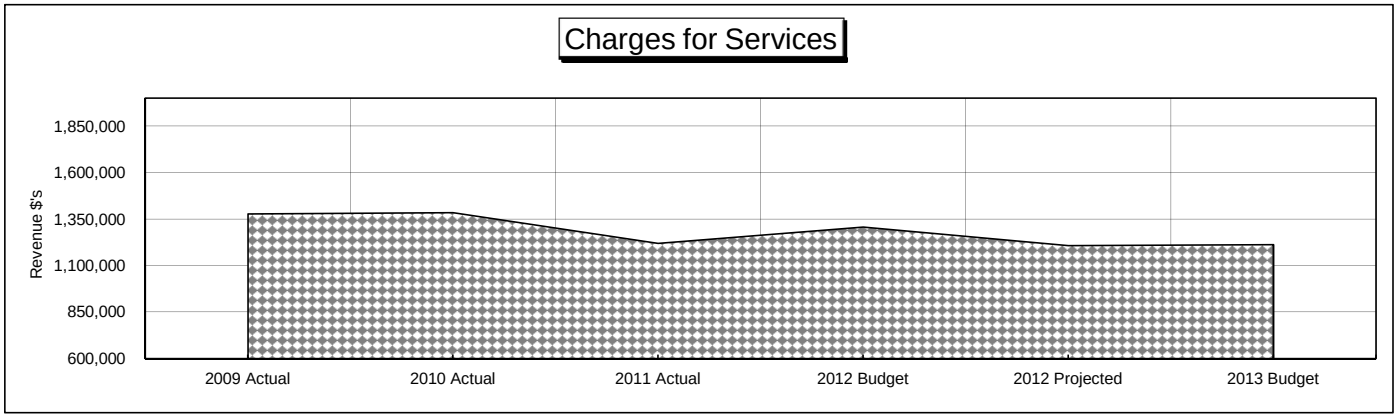
Interest Income	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Change
Interest on Investments	643,894	1,355,962	1,409,820	1,624,483	1,424,483	1,500,218	5.32%
Interest on Delinquent Tax	95,594	105,901	121,289	119,000	119,000	100,000	-15.97%
Interest - Deferred Specials	65,361	70,165	69,882	70,000	70,000	70,000	0.00%
Total Interest Income	**804,849**	**1,532,028**	**1,600,991**	**1,813,483**	**1,613,483**	**1,670,218**	**3.52%**



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 don't allow us to forecast an increase. Actually a decrease is expected since in 2012, we received $251,288 in interest from repayment of all TIF #2 general fund advances. The condominium association is expected to make payments of $50,218 interest payments in 2013 compared to $54,195 in 2012. A loan to the Reid Municipal Golf Course was made retroactively non-interest bearing by the Council in 2011. Beginning in 2011, the City and the Appleton Area School District (AASD) have had a cooperative agreement by 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, earning the City a better return than we could otherwise get for short-term investments and costing AASD less than it might to borrow from other institutions.

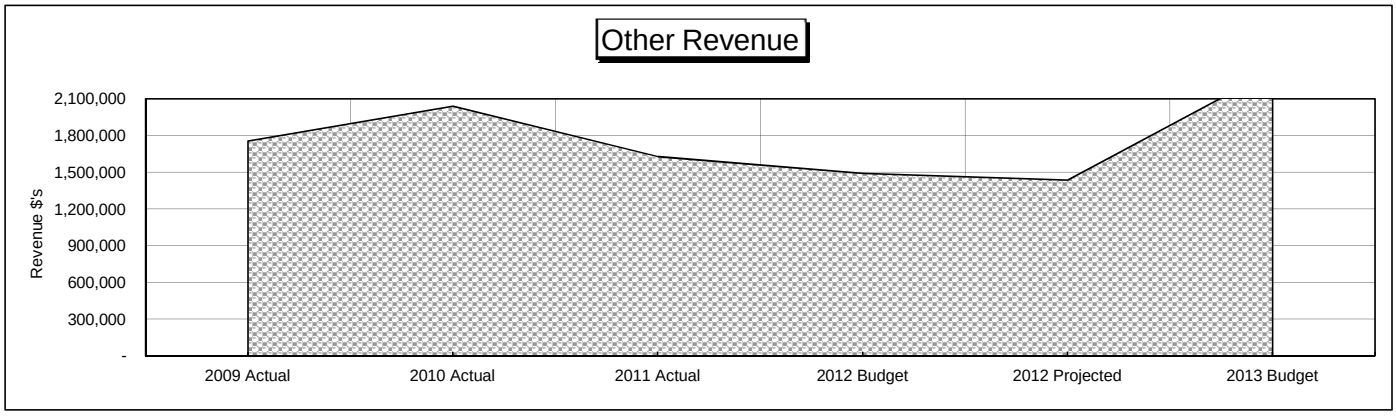
CITY OF APPLETON 2013 BUDGET
GENERAL FUND REVENUES

	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Change
Charges for Services	1,377,532	1,384,728	1,220,147	1,306,999	1,206,999	1,212,649	0.47%



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 reflected the move of recreation programs to other, private venues within the City.

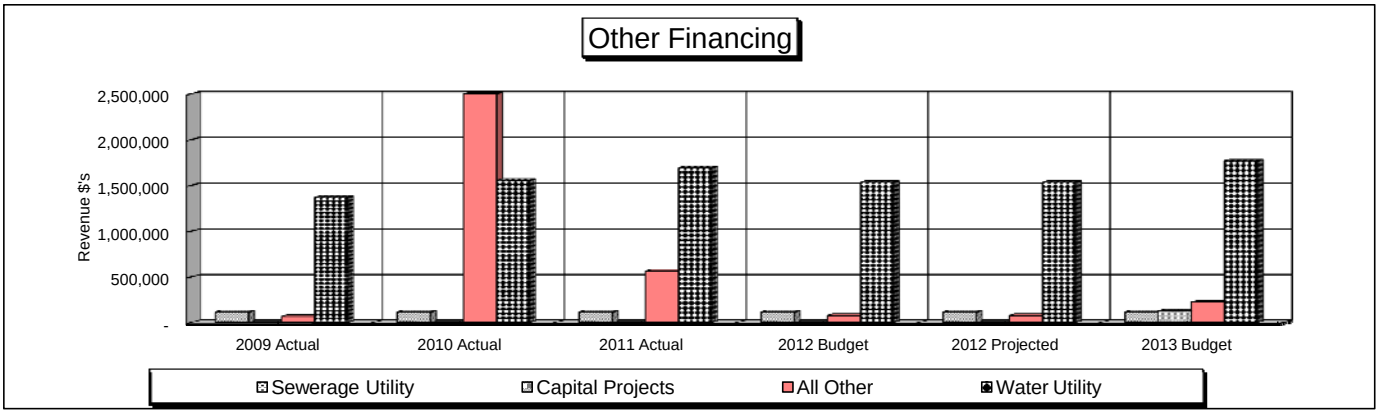
Other Revenue	**2009 Actual**	**2010 Actual**	**2011 Actual**	**2012 Budget**	**2012 Projected**	**2013 Budget**	**% Change**
Sales of City Property	13,693	6,028	9,278	12,000	12,000	11,500	-4.17%
Other Revenue	1,756,072	2,040,447	1,629,099	1,491,289	1,437,180	2,332,706	62.31%
	1,769,765	**2,046,475**	**1,638,377**	**1,503,289**	**1,449,180**	**2,344,206**	**61.76%**



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. In 2013, a payment from Outagamie County is expected for $875,334 for their share of the construction expense for Ballard Road.

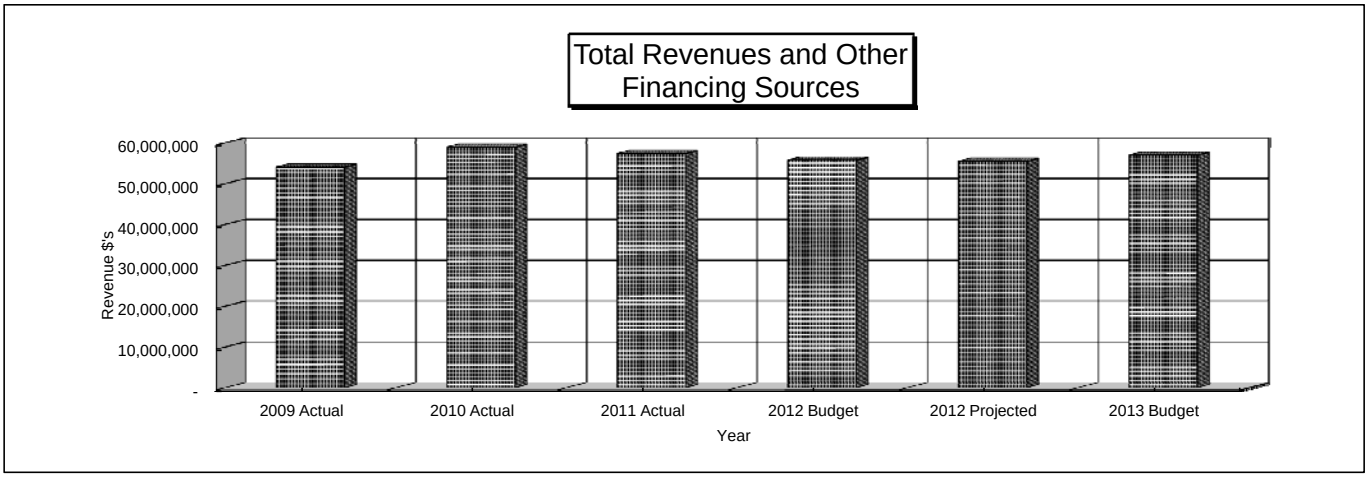
CITY OF APPLETON 2013 BUDGET
GENERAL FUND REVENUES

Other Financing Sources	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Change
Water Utility	1,369,624	1,557,137	1,692,632	1,533,800	1,533,800	1,769,800	15.39%
Golf Course Fund	17,900	17,900	497,900	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	2,835,277	42,193	40,000	40,000	185,357	363.39%
Capital Projects	-	-	-	-	-	130,222	N/A
Total Other Financing Sources	**1,556,774**	**4,549,564**	**2,371,975**	**1,730,950**	**1,730,950**	**2,242,529**	**29.55%**



Charges for administrative expenditures (centrally budgeted services such as personnel, accounting and technology services) incurred by the City on behalf of all funds are recovered by the General Fund through this charge. The increase in transfers from special revenue funds in 2010 was due to a one-time transfer of $2,805,277 upon the closure of TIF # 4. The increase in the transfer from the golf course is the result of Council's decision in 2011 to retroactively make the 2002 advance from the General Fund a non-interest bearing advance, which required an adjustment to apply all prior years' interest payments to the principal. The transfer from Capital Projects in 2013 is a result of releasing the remaining balance of the escrow fund that was established to pay for remaining eligible infrastructure projects when TIF District # 4 was closed. The remaining balance in the escrow fund will be distributed to all participating taxing entities, including the City, in the same proportions as the tax rate in 2009, the final year taxes were collected in the district and the basis for the first close. The increased transfer in from Special Revenue funds reflects the closeout and distribution of the remaining fund balance in TIF District # 2.

	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Change
Total Revenues and Other Financing Sources	**54,062,707**	**58,949,714**	**57,413,890**	**55,768,632**	**55,491,630**	**57,006,768**	**2.73%**



CITY OF APPLETON 2013 BUDGET

MAYOR'S OFFICE

Mayor: Timothy M. Hanna

CITY OF APPLETON 2013 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 2012 EVENTS

In 2012, 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 and refine the major operational changes that were approved in the 2011 Budget. This included the transfer of labor to the Facilities, Grounds and Construction Management Department and the implementation of newly created customer service centers in City Hall. These changes have continued to challenge us to find the most efficient ways to meet internal work load demands and ultimately the expectations of our customers.

The transition team's proposal that was presented and approved by Council in September 2011 was implemented in late 2011 and early 2012. Along with these changes, because of Act 10, we updated our departmental work rules and policies to reflect the new law. To ensure continual communications, we created and disseminated frequently asked questions to our staff and elected officials. In addition to implementing the Act 10 changes, the Council approved hiring an external consultant to work with our compensation team to implement a comprehensive compensation plan study in the second half of 2012.

2012 was the third year the Mayor's Office and Parks and Recreation Department collaborated on the semi-annual City Guide publication.

CITY OF APPLETON 2013 BUDGET
OFFICE OF THE MAYOR

MAJOR 2013 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 2013

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

Work with the new Information Services Director to create and implement a long-term strategy for the organization to meet internal and external customer needs

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	**Title**	**2010**	**2011**	**Adopted 2012**	**Amended 2012**	**2013**	**Change ***
Program Revenues		$ 10,240	$ 14,230	$ 15,000	$ 15,000	$ 12,500	-16.67%
Program Expenses							
10510	Administration	89,631	89,365	90,398	90,398	90,452	0.06%
10520	Citizen Outreach	190,567	132,901	132,783	132,783	130,766	-1.52%
10530	Intergovernmental	36,822	41,499	40,565	40,565	41,089	1.29%
TOTAL		$ 317,020	$ 263,765	$ 263,746	$ 263,746	$ 262,307	-0.55%
Expenses Comprised Of:							
Personnel		258,042	194,217	192,214	192,214	193,437	0.64%
Administrative Expense		21,922	25,977	26,188	26,188	27,304	4.26%
Supplies & Materials		24,652	31,792	33,544	33,544	29,766	-11.26%
Purchased Services		12,168	11,540	11,540	11,540	11,540	0.00%
Utilities		236	239	260	260	260	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		3.00	2.00	2.00	2.00	2.00	

* % change from prior year adopted budget

CITY OF APPLETON 2013 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 2014 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
Work with new Information Services Director to set and implement a new long-term techonology strategy for the organization

Major Program Changes:

No major changes.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Minimize tax levy impact					
% change in levy	6.46%	1.76%	1.64%	1.64%	-0.93%
Average % change in City mill rate	-0.23%	1.40%	1.30%	1.20%	-1.47%
Strategic Outcomes					
Maximize non-residential tax base					
Commercial/industrial tax base;					
% of total	26.7%	29.0%	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 2013 BUDGET
OFFICE OF THE MAYOR

Administration **Business Unit 10510**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 60,676	$ 62,073	$ 62,535	$ 62,535	$ 63,032
6105 Overtime	133	54	-	-	-
6150 Fringes	24,643	24,027	22,848	22,848	22,864
6201 Training\Conferences	1,038	751	2,025	2,025	1,500
6206 Parking Permits	960	660	660	660	660
6301 Office Supplies	489	210	562	562	562
6302 Subscriptions	473	418	222	222	288
6305 Awards & Recognition	-	-	70	70	70
6320 Printing & Reproduction	983	933	1,216	1,216	1,216
6413 Utilities	236	239	260	260	260
Total Expense	$ 89,631	$ 89,365	$ 90,398	$ 90,398	$ 90,452

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Timely, accurate responses to requests for information					
% of phone & e-mail inquiries answered within 48 hours	92%	87%	95%	95%	95%
% of letters replied to within seven working days	98%	84%	90%	90%	90%
Strategic Outcomes					
Citizens have access to current City information					
# of visits to City of Appleton internet website	1,664,335	1,925,317	1,500,000	2,000,000	1,500,000
Work Process Outputs					
Publish City newsletter	2	2	2	2	2
# of formal open hours	11	11	12	12	12
# of meetings per month with community or educational groups (average)	9	13	8	15	8

CITY OF APPLETON 2013 BUDGET
OFFICE OF THE MAYOR

Citizen Outreach **Business Unit 10520**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4877 Advertising/Promotion	$ 10,240	$ 14,230	$ 15,000	$ 15,000	$ 12,500
	$ 10,240	$ 14,230	$ 15,000	$ 15,000	$ 12,500
Expenses					
6101 Regular Salaries	$ 97,671	$ 55,981	$ 56,503	$ 56,503	$ 56,990
6105 Overtime	796	42	-	-	-
6150 Fringes	46,463	24,234	22,608	22,608	22,686
6201 Training\Conferences	240	12	-	-	-
6301 Office Supplies	13	-	-	-	-
6303 Memberships & Licenses	200	-	-	-	-
6304 Postage/Freight	9,974	10,234	10,026	10,026	11,000
6316 Miscellaneous Supplies	500	520	550	550	550
6320 Printing & Reproduction	23,170	30,338	31,556	31,556	28,000
6599 Other Contracts/Obligations	11,540	11,540	11,540	11,540	11,540
Total Expense	$ 190,567	$ 132,901	$ 132,783	$ 132,783	$ 130,766

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Printing & Reproduction	
Semi-annual publication of APPLESource/Park & Recreation Activity Guide	$ 28,000
	$ 28,000

CITY OF APPLETON 2013 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 long-term public transit funding issues
Continue to work with lobby groups and legislators from Madison on issues that impact Appleton, including shared revenue
Work with Outagamie County and other municipalities on the potential development of a regional exhibition center

Major Program Changes:

No major changes

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Appleton represented at State level					
# of State level meetings in which Appleton representatives participate directly	208	242	120	120	150
Strategic Outcomes					
# of implemented new collaborative and cooperative agreements:					
Other governments	30	34	50	50	55
School districts	14	16	15	16	15
Non-profit organizations	22	39	25	50	30
Other	9	17	10	22	10
# of implemented collaborative and cooperative agreements maintained:					
Other governments	105	133	90	143	100
School districts	32	40	20	49	30
Non-profit organizations	77	103	35	120	40
Other	34	46	20	56	40
Work Process Outputs					
# of meetings with other units of government	6/mo.	6/mo.	8/mo.	8/mo.	8/mo.

CITY OF APPLETON 2013 BUDGET
OFFICE OF THE MAYOR

Intergovernmental **Business Unit 10530**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 19,950	$ 20,455	$ 20,634	$ 20,634	$ 20,788
6105 Overtime	27	3	-	-	-
6150 Fringes	7,682	7,349	7,086	7,086	7,077
6201 Training\Conferences	336	20	440	440	440
6302 Local Auto Expense	113	77	-	-	-
6303 Memberships & Licenses	8,086	13,595	12,405	12,405	12,784
6404 Consulting Services	484	-	-	-	-
6599 Other Contracts/Obligations	144	-	-	-	-
Total Expense	$ 36,822	$ 41,499	$ 40,565	$ 40,565	$ 41,089

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None.

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Charges for Services	10,240	14,230	13,710	15,000	15,000	12,500	12,500
TOTAL REVENUES	10,240	14,230	13,710	15,000	15,000	12,500	12,500
EXPENSES BY LINE ITEM							
Regular Salaries	169,884	131,863	92,543	139,672	139,672	0	140,810
Overtime	955	99	88	0	0	0	0
Sick Pay	1,787	562	0	0	0	0	0
Vacation Pay	6,627	6,084	4,066	0	0	0	0
Fringes	78,788	55,610	36,200	52,542	52,542	0	52,627
Salaries & Fringe Benefits	258,041	194,218	132,897	192,214	192,214	0	193,437
Training & Conferences	1,614	783	1,267	2,465	2,465	2,465	1,940
Local Auto Expense	113	77	0	660	660	0	0
Parking Permits	960	660	660	0	0	660	660
Office Supplies	502	210	216	562	562	562	562
Subscriptions	473	418	190	0	0	288	288
Memberships & Licenses	8,286	13,595	12,795	12,405	12,405	12,784	12,784
Postage & Freight	9,974	10,234	5,117	10,026	10,026	11,000	11,000
Awards & Recognition	0	0	0	70	70	70	70
Administrative Expense	21,922	25,977	20,245	26,188	26,188	27,829	27,304
Miscellaneous Supplies	500	520	500	772	772	550	550
Printing & Reproduction	24,152	31,272	13,281	32,772	32,772	29,216	29,216
Supplies & Materials	24,652	31,792	13,781	33,544	33,544	29,766	29,766
Consulting Services	484	0	0	0	0	0	0
Other Contracts/Obligations	11,684	11,540	11,540	11,540	11,540	0	11,540
Purchased Services	12,168	11,540	11,540	11,540	11,540	0	11,540
Telephone	236	239	168	260	260	260	260
Utilities	236	239	168	260	260	260	260
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	317,019	263,766	178,631	263,746	263,746	57,855	262,307

CITY OF APPLETON 2013 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

Director of Parks, Recreation

& Facilities Management: Dean R. Gazza, CFM, PMP, Leed-AP

CITY OF APPLETON 2013 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2012 EVENTS

The Parks and Recreation department was merged with Facilities and Construction Management department to form a new department called Parks, Recreation and Facilities Management. This merger improved short and long-term planning of the park facilities and grounds and helped contribute to an updated Parks Master Plan. In addition, the Capital Improvement Plan was updated to reflect the master plan's recommendations.

To capitalize on the wealth of grounds and turf knowledge the department has, the Golf Superintendant was reclassified as a Golf Course Specialist and placed under the direction of the Grounds Manager. Together, this team will use their expertise on all grounds and turf matters City-wide.

The department has experienced growth of the real estate assets it manages. In 2012, the assets increased to 1.2 million square feet of facilities including two aquatic facilities and 28 park pavilions. Additionally, the department maintains other properties such as water towers, lift stations, parking ramps, yard waste sites and other City owned properties. The department focuses on proactive preventive and predictive maintenance with the goal of preserving and extending the useful life of facility and grounds assets.

Projects initiated in 2011 and completed in 2012 included demolition of the former water plant, upgrading energy management digital controls, and completion of the bio-gas project at the Wastewater Plant. Other significant projects completed include roof replacements at Reid Golf Course and the Wastewater Plant, replacement of the dance studio hardwood floors, installation of an updated air conditioning unit in our computer center, construction of a new gazebo at Lutz Park, additions to the fire alarm system at the Wastewater Plant, renovations in the Human Resources Department, upgrades to the Reid clubhouse, ADA upgrades at both pool facilities, and ADA and field upgrades at Memorial Park.

Management initiatives included ongoing updates to the facilities master plan, updates to the 5-year facilities maintenance plan and continued implementation of energy conservation and sustainability plans. During 2012, the City of Appleton proudly participated and contributed to various sustainability efforts as one of only five communities participating in the State of Wisconsin Green Tier Program. In addition, we partnered with the Community Foundation and Riverview Gardens to obtain a nationwide grant.

CITY OF APPLETON 2013 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2013 OBJECTIVES

Update parks and recreation master plans on an ongoing basis to ensure parks are meeting our community's needs.

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. Various capital improvement plan projects were submitted for approval for 2013. Projects include a new restroom facility at Memorial Park as well as updates to the current facility, repair/replacement of the band shelter at Pierce Park, planning for Erb Park improvements, roof replacements at the Municipal Services Building and various others.

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.

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.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 2,166,692	$ 2,405,694	$ 2,476,813	$ 2,486,062	$ 2,456,150	-1.20%
Program Expenses							
6330	Administration	193,074	251,970	317,173	317,173	281,019	-11.40%
6331	Facilities Maintenance	1,986,424	2,114,291	2,159,640	2,168,889	2,205,396	1.68%
Total Program Expenses		$ 2,179,498	$ 2,366,261	$ 2,476,813	$ 2,486,062	$ 2,486,415	0.01%
Expenses Comprised Of:							
Personnel		639,121	811,618	829,429	829,429	793,546	-4.33%
Administrative Expense		585,902	598,784	673,283	673,283	685,698	1.84%
Supplies & Materials		53,415	132,832	52,234	52,234	38,500	-26.29%
Purchased Services		51,543	26,427	18,693	18,693	23,540	25.93%
Utilities		3,236	51,287	52,107	52,107	54,817	5.20%
Repair & Maintenance		846,281	745,313	851,067	860,316	890,314	3.49%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		7.76	10.45	10.78	10.78	10.23	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT

Administration **Business Unit 6330**

PROGRAM MISSION

In partnership with the Common Council and the Mayor, we will provide a safe and productive physical environment which supports the departments and community in a safe, accessible, sustainable and cost effective manner.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide quality cost-effective administrative management to support the internal and external services provided by the Facilities Management Department, including:

- Strategic facilities planning
- Office space & layout planning
- ADA analysis
- Major renovation project management
- New construction project management
- Move coordination

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

- Building assessment
- Preventive maintenance programs
- Energy programs
- Environmental programs
- Facility documentation
- 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:

The decrease in salaries and fringe benefits is the result of a reallocation of the Director's time. With the merger of the Parks and Recreation Department with the Facilities and Construction Management Department, a portion of the Director's time is now spent on Parks and Recreation and Golf Course administration. As a result, the percentage of his time (and associated personnel costs) allocated to this budget has been reduced from 60% to 25%.

The decrease in clothing expenses is due to a change in the uniform program which eliminates full uniforms for Facilities staff and replaces it with City provided vests and an annual clothing allowance.

The $5,265 transfer out to the capital projects fund represents the Facilities Department's contribution to the CEA Replacement Fund for a new 72" zero turn mower. The purchase was approved by the CEA committee in April, 2012.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	98%	95%	90%	90%	90%
Strategic Outcomes					
Facilities projects completed in year scheduled	98%	95%	100%	100%	100%
Work Process Output					
# of projects completed	44	50	50	50	50

CITY OF APPLETON 2013 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT

Administration **Business Unit 6330**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget* Adopted 2012	Budget* Amended 2012	Budget* 2013
Revenues					
4710 Interest on Investments	$ 26	$ 29	$ -	$ -	$ -
4801 Charges for Services	2,145,087	2,365,035	2,476,813	2,486,062	2,456,150
5035 Other Reimbursements	21,579	40,630	-	-	-
Total Revenue	$ 2,166,692	$ 2,405,694	$ 2,476,813	$ 2,486,062	$ 2,456,150
Expenses					
6101 Regular Salaries	$ 95,414	$ 96,701	$ 146,810	$ 146,810	$ 118,386
6108 Part-Time	6,361	5,368	3,000	3,000	-
6150 Fringes	36,637	40,586	62,332	62,332	42,622
6201 Training\Conferences	5,753	4,635	4,500	4,500	4,500
6206 Parking Permits	372	384	384	384	384
6301 Office Supplies	496	3,421	1,300	1,300	2,000
6302 Subscriptions	251	-	100	100	100
6303 Memberships & Licenses	409	1,592	750	750	750
6304 Postage\Freight	12	1,921	300	300	2,500
6305 Awards & Recognition	141	155	315	315	315
6307 Food & Provisions	216	211	200	200	200
6315 Books & Library Material	779	319	500	500	500
6320 Printing & Reproduction	-	4,406	1,000	1,000	4,500
6321 Clothing	4,498	6,303	11,172	11,172	1,000
6323 Safety Supplies	1,433	1,009	1,500	1,500	1,500
6401 Accounting/Audit	1,747	1,934	2,215	2,215	2,290
6404 Consulting Services	25,197	9,982	228	228	5,000
6411 Temporary Help	-	11,964	-	-	-
6412 Advertising	-	428	-	-	-
6413 Utilities	3,237	49,581	50,107	50,107	52,817
6501 Insurance	7,920	11,070	26,710	26,710	32,640
6599 Other Contracts/Obligations	2,201	-	3,750	3,750	3,750
7914 Transfer Out - Cap Projects	-	-	-	-	5,265
Total Expense	$ 193,074	$ 251,970	$ 317,173	$ 317,173	$ 281,019

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

* To facilitate comparison, 2011 actual and 2012 budget have been restated to reflect administrative changes made for 2013

CITY OF APPLETON 2013 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Facilities Maintenance **Business Unit 6331**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain mechanical, electrical and architectural systems including:

Carpentry	Fire protection	Locksmith	Security
Custodial services	Furniture	Pest control	Window 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:

The building repairs and maintenance expense for 2013 includes the addition of security upgrades at the park pavilions ($14,000), the replacement of cabinets at Fire Station #2 ($13,000), and the repainting of the shower/changing room areas at Mead Pool ($15,000).

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Provide a proactive maintenance program					
% of satisfied customers	99%	99%	95%	95%	100%
Strategic Outcomes					
Services performed as scheduled:					
Cost per square foot maintained	New measure	$1.82	$2.35	$2.35	$2.20
Work completed in time scheduled	New measure	97%	95%	95%	95%
Quantity of code, safety, etc. citations	New measure	0%	0	0	0
Work Process Outputs					
Service Performed					
Square feet of facilities maintained	1,104,957	1,262,054	1,262,054	1,262,054	1,262,054
# of pavilions maintained	20	20	20	20	20
# of pools maintained	2	2	2	2	2

CITY OF APPLETON 2013 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Facilities Maintenance **Business Unit 6331**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 343,939	$ 448,794	$ 427,937	$ 427,937	$ 434,350
6104 Call Time	2,068	2,672	3,000	3,000	3,000
6105 Overtime	9,128	15,192	7,500	7,500	10,000
6108 Part-Time	233	19,424	9,000	9,000	12,500
6150 Fringes	145,342	182,879	169,850	169,850	172,688
6306 Building Maint./Janitorial	294,215	284,299	332,000	332,000	325,000
6309 Shop Supplies & Tools	9,948	11,873	11,000	11,000	6,000
6327 Miscellaneous Equipment	30,536	96,990	27,062	27,062	25,000
6405 Engineering Services	9,146	-	8,500	8,500	8,500
6407 Collection Services	-	1,956	3,500	3,500	3,500
6408 Contractor Fees	360	14	-	-	-
6409 Inspection Fees	-	150	500	500	500
6413 Utilities	-	1,706	2,000	2,000	2,000
6414 Janitorial Service	321,158	296,992	346,290	346,290	365,000
6416 Building Repairs & Maint.	435,335	415,521	458,000	467,249	485,000
6418 Equip Repairs & Maint	-	2,855	4,000	4,000	4,000
6425 CEA	37,560	29,946	42,777	42,777	36,314
6440 Snow Removal Services	12,892	-	-	-	-
6454 Grounds Repair & Maint.	52,228	-	-	-	-
6502 Leases	282,336	303,004	306,474	306,474	311,794
6503 Equipment Rental	-	24	250	250	250
Total Expense	$ 1,986,424	$ 2,114,291	$ 2,159,640	$ 2,168,889	$ 2,205,396

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Building Maint./Janitorial Supplies	
Building interior	$ 34,298
Electrical	34,298
Elevator	22,865
Fire/Safety	22,865
HVAC	62,879
Janitorial supplies	63,335
Painting	11,433
Plumbing	22,865
Security	22,865
Structural/windows/ext. doors	27,297
	$ 325,000
Miscellaneous Equipment	
City Furniture/equipment	$ 25,000
	$ 25,000
Janitorial Service	
Contracted janitorial service	$ 335,988
Contracted pavilion cleaning	14,750
Special projects	14,262
	$ 365,000

Building Repairs & Maintenance Services	
Electrical	$ 42,426
Elevator	39,445
Fire/safety	39,091
HVAC	185,000
Plumbing	6,500
Security	17,678
Structural/roof	11,250
Overhead doors	35,623
Painting & pavilion staining	43,266
Flooring	22,721
Other: pest control, etc.	15,000
Pavilion auto locks	14,000
Fire Station #2 cabinets	13,000
Mead Pool interior painting	15,000
	$ 485,000
Leases	
City Hall condo agreement	$ 298,734
First floor conference room	13,060
	$ 311,794

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Interest Income	25	29	50	0	0	0	0
Charges for Services	2,145,087	3,927,126	2,410,534	4,052,827	4,066,236	0	2,456,150
Other Revenues	21,579	40,630	14,834	0	0	0	0
TOTAL REVENUES	2,166,691	3,967,785	2,425,418	4,052,827	4,066,236	0	2,456,150
EXPENSES BY LINE ITEM							
Regular Salaries	88,985	183,982	226,401	621,069	621,069	0	137,851
Labor Pool Allocations	304,772	313,735	160,275	0	0	0	414,885
Call Time	2,068	2,672	1,885	3,000	3,000	3,000	3,000
Overtime	9,128	15,192	6,599	7,500	9,100	10,000	10,000
Part-Time	6,594	24,793	16,707	12,000	12,000	12,500	12,500
Other Compensation	261	0	0	0	0	0	0
Shift Differential	12	18	0	0	0	0	0
Sick Pay	3,329	7,534	97	0	0	0	0
Vacation Pay	41,992	40,227	34,220	0	0	0	0
Fringes	181,980	223,465	162,298	254,648	254,648	0	215,310
Salaries & Fringe Benefits	639,121	811,618	608,482	898,217	899,817	25,500	793,546
Training & Conferences	5,752	4,635	5,996	7,500	7,500	4,500	4,500
Parking Permits	372	384	384	384	384	384	384
Office Supplies	496	3,421	1,362	1,300	1,300	3,000	2,000
Subscriptions	252	0	0	100	100	100	100
Memberships & Licenses	410	1,593	1,780	950	950	750	750
Postage & Freight	12	1,921	1,724	300	300	2,000	2,500
Awards & Recognition	141	154	0	330	330	315	315
Building Maintenance/Janitor.	287,995	272,367	242,242	332,000	332,000	325,000	325,000
Food & Provisions	216	211	595	400	400	200	200
Insurance	7,920	11,070	21,600	26,710	27,010	0	32,640
Leases	282,336	303,004	232,439	306,474	306,474	316,980	311,794
Rent	0	24	91	250	250	250	250
Trans Out - Capital Projects	0	0	0	0	0	0	5,265
Administrative Expense	585,902	598,784	508,213	676,698	676,998	653,479	685,698
Shop Supplies & Tools	9,948	11,873	7,601	11,000	11,000	6,000	6,000
Chemicals	0	19,548	21,622	18,200	18,200	22,000	0
Paint & Supplies	0	4,579	0	0	0	0	0
Books & Library Materials	779	319	822	500	500	500	500
Miscellaneous Supplies	0	3,965	0	0	0	0	0
Printing & Reproduction	0	4,406	4,363	1,000	1,000	4,500	4,500
Clothing	4,498	6,303	6,047	11,172	11,172	5,500	1,000
Safety Supplies	1,433	1,009	2,279	3,000	3,000	1,500	1,500
Construction Materials	0	622	0	0	1,500	0	0
Vehicle & Equipment Parts	6,220	2,698	0	0	0	0	0
Miscellaneous Equipment	30,537	96,990	26,566	27,062	27,062	25,000	25,000
Signs	0	68	0	0	0	0	0
Supplies & Materials	53,415	152,380	69,300	71,934	73,434	65,000	38,500
Accounting/Audit	1,747	1,933	0	2,215	2,215	2,290	2,290
Consulting Services	25,197	9,982	804	228	228	5,000	5,000
Engineering Fees	9,146	0	4,347	8,500	8,500	10,000	8,500
Collection Services	0	1,955	1,877	3,500	3,500	3,500	3,500
Contractor Fees	360	14	0	0	0	0	0
Inspection Fees	0	150	20	500	500	500	500
Temporary Help	0	11,964	0	0	0	0	0
Advertising	0	428	0	0	0	0	0
Interfund Allocations	0	0	0	28,383-	28,383-	0	0
Snow Removal Services	12,892	0	0	0	260	0	0
Other Contracts/Obligations	2,201	0	690	3,750	3,750	3,750	3,750
Purchased Services	51,543	26,426	7,738	9,690-	9,430-	25,040	23,540
Electric	0	139,192	107,292	121,077	121,077	144,203	19,475
Gas	0	28,152	18,385	35,478	35,478	29,164	10,344
Water	0	44,682	36,361	48,213	48,213	46,021	2,743
Waste Disposal/Collection	0	10,940	10,509	15,535	15,535	16,909	1,957
Stormwater	0	24,443	15,981	20,831	21,331	27,376	13,795
Telephone	859	3,858	3,775	3,430	3,430	4,762	3,612

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
Cellular Telephone	2,377	2,711	2,263	3,050	3,050	4,355	2,891
Utilities	3,236	253,978	194,566	247,614	248,114	272,790	54,817
Janitorial Service	321,158	296,991	284,365	346,290	346,290	365,000	365,000
Building Repair & Maintenance	435,335	415,521	325,292	458,000	467,249	485,459	485,000
Equipment Repair & Maintenanc	0	2,855	1,568	4,000	4,000	4,000	4,000
Facilities Charges	0	0	0	28,383	28,383	28,383	0
CEA Equipment Rental	37,560	29,946	12,673	42,777	42,777	0	36,314
Grounds Repair & Maintenance	52,228	0	0	0	0	0	0
Repair & Maintenance	846,281	745,313	623,898	879,450	888,699	882,842	890,314
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	2,179,498	2,588,499	2,012,197	2,764,223	2,777,632	1,924,651	2,486,415

CITY OF APPLETON 2013 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Charges for Services	$ 2,145,087	$ 2,365,035	$ 2,476,813	$ 2,486,062	$ 2,456,150
Other	-	29,589	-	-	-
Total Revenues	2,145,087	2,394,624	2,476,813	2,486,062	2,456,150
Expenses					
Operating Expenses	2,179,498	2,366,261	2,476,813	2,486,062	2,481,150
Depreciation	-	-	-	-	-
Total Expenses	2,179,498	2,366,261	2,476,813	2,486,062	2,481,150
Operating Loss	(34,411)	28,363	-	-	(25,000)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	26	28	-	-	-
Other Income	21,579	11,042	-	-	-
Total Non-Operating	21,605	11,070	-	-	-
Income (Loss) before Contributions and Transfers	(12,806)	39,433	-	-	(25,000)
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	-	-	-	(5,265)
Change in Net Assets	(12,806)	39,433	-	-	(30,265)
Net Assets - Beginning	18,449	5,643	45,076	45,076	45,076
Net Assets - Ending	$ 5,643	$ 45,076	$ 45,076	$ 45,076	$ 14,811

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 142,537	$ 142,537
+ Change in Net Assets	-	(30,265)
Working Cash - End of Year	$ 142,537	$ 112,272

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2013 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 Parks, Recreation and Facilities Managment Director, accounts for the expenditures related to City facility construction and major facilities improvements not accounted for separately in the City's enterprise funds. The projects anticipated for the upcoming year include the following:

Project	Amount	Page
Erb Pool/Pavilion	$ 185,000	Projects, Pg. 663
Pierce Park Band Shelter	150,000	Projects, Pg. 666
Appleton Memorial Park Upgrades	330,000	Projects, Pg. 662
Roof Replacement	340,000	Projects, Pg. 631
Grounds Improvements	100,000	Projects, Pg. 626
Fire Protection	35,000	Projects, Pg. 625
Tennis Courts	140,000	Projects, Pg. 672
HVAC Upgrades	45,000	Projects, Pg. 627
Library Security Upgrades	130,000	Projects, Pg. 628
Skate Park	35,000	Projects, Pg. 670
Facilities Master Planning/Construction	40,000	Projects, Pg. 624
Playground Equipment	90,000	Projects, Pg. 667
	$ 1,620,000	

Major changes in Revenue, Expenditures, or Programs:

Program revenues reflect $125,000 in private donations from the Miracle League Field program to help fund the cost of a new concession/restroom building and walkways adjacent to the field.

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

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 1,138,083	$ 619,932	$ 5,590	$ 5,590	$ 127,000	2171.91%
Program Expenses		$ 2,079,440	$ 1,211,860	$ 445,590	$ 532,583	$ 1,671,212	275.06%
Expenses Comprised Of:							
Personnel		49,098	32,172	50,590	50,590	51,212	1.23%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		185,331	726,469	75,000	75,000	150,000	100.00%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		1,845,011	453,219	320,000	406,993	1,470,000	359.38%

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Facilities and Construction Management **Business Unit 4350**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4710 Interest on Investments	$ 31,806	$ 13,866	$ 5,590	$ 5,590	$ 2,000
5005 Sales of City Property	27,277	-	-	-	-
5020 Donations & Memorials	-	-	-	-	125,000
5082 Insurance Proceeds	-	28,860	-	-	-
5910 Proceeds of Long-term Debt	-	-	440,000	440,000	1,482,831
5921 Trans In - General Fund	43,000	-	-	-	-
5924 Trans In - Capital Projects	1,036,000	548,000	-	-	-
5931 Trans In - Internal Service Fur	-	29,206	-	-	-
Total Revenue	$ 1,138,083	$ 619,932	$ 445,590	$ 445,590	$ 1,609,831
Expenses					
6101 Regular Salaries	$ 35,852	$ 24,916	$ 38,788	$ 38,788	$ 39,176
6150 Fringes	13,246	7,256	11,802	11,802	12,036
6404 Consulting	37,140	59,774	-	-	150,000
6406 Architect Fees	34,123	-	-	-	-
6408 Contractor Fees	87,280	666,695	75,000	75,000	-
6599 Other Contracts/Obligations	26,789	-	-	-	-
6801 Land	5,381	-	-	-	-
6802 Land Improvements	-	2,498	25,000	111,993	-
6803 Buildings	1,074,897	421,601	115,000	115,000	965,000
6804 Machinery & Equipment	468,461	25,429	180,000	180,000	265,000
6809 Infrastructure Construction	296,271	3,691	-	-	240,000
Total Expense	$ 2,079,440	$ 1,211,860	$ 445,590	$ 532,583	$ 1,671,212

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Consulting	
City Center, Library, Transit Center Master Plan	$ 40,000
AMP Jones building usage analysis	55,000
Skate Park design	35,000
Pierce Park band shelter analysis	20,000
	$ 150,000

Buildings	
Library meeting room wall	$ 35,000
MSB roof replacement	300,000
Concession/restroom building, Miracle League Field	275,000
Erb Pool/pavilion remodeling	185,000
Mead Pool pump house roof	40,000
Pierce Park band shell construction	130,000
	$ 965,000

Machinery & Equipment	
Fire protection, FS 2	$ 35,000
Security/PA system, Library	95,000
MSB boiler replacement	45,000
Playground equipment	90,000
	$ 265,000

Infrastructure Construction	
MSB paving, south side	$ 100,000
Tennis court removal (City Park) & repairs (Einstein, Green Meadows, Summit)	140,000
	$ 240,000

CITY OF APPLETON 2013 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Interest Income	$ 31,806	$ 13,866	$ 5,590	$ 5,590	$ 2,000
Other	27,277	28,860	-	-	125,000
Total Revenues	59,083	42,726	5,590	5,590	127,000
Expenses					
Program Costs	2,079,440	1,211,860	445,590	532,583	1,671,212
Total Expenses	2,079,440	1,211,860	445,590	532,583	1,671,212
Revenues over (under) Expenses	(2,020,357)	(1,169,134)	(440,000)	(526,993)	(1,544,212)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	440,000	440,000	1,482,831
Operating Transfers In - General Fund	43,000		-	-	-
Operating Transfers In - Capital Proj	1,036,000	548,000	-	-	-
Operating Transfers In - Internal Svc	-	29,206	-	-	-
Total Other Financing Sources (Uses)	1,079,000	577,206	440,000	440,000	1,482,831
Net Change in Equity	(941,357)	(591,928)	-	(86,993)	(61,381)
Fund Balance - Beginning	1,681,659	740,302	148,374	148,374	61,381
Fund Balance - Ending	$ 740,302	$ 148,374	$ 148,374	$ 61,381	$ -

CITY OF APPLETON 2013 BUDGET

COMMON COUNCIL

Council President: Christopher W. Croatt

Council Vice President: Kathy S. Plank

CITY OF APPLETON 2013 BUDGET
COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2013 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, 2012, the number of districts in the City represented by alderpersons declined by one to 15 as the result of redistricting. Because statutes provide for elected representatives to serve their full terms, this change is not reflected until April 2013, when the alderperson elected to serve the old district 11 will have completed his term.

This budget includes $5,000 for the cost of video recording City Council meetings and preparing those recordings for public access broadcast (average approximately 5 hours per meeting) in addition to the Finance Committee's day-long review of the budget and the budget adoption meeting (estimated at a total of 40 hours).

Additionally, this budget includes $36,000 (approximately $3,000/month) for the operational costs associated with the support, storage, training and use of a new Council/committee meeting recording system. The new system will record both audio and video of all committee and Council meetings. In addition, it will offer agenda and report management, and the ability to post the videos to the City's website. Citizens would then be able to view the video live or on demand. The video will also contain time stamps so only portions that interest people can be viewed rather than having to watch the entire meeting. Along with providing improved access and greater transparency to the citizens, the system will replace the need to record minutes manually which will save over $6,000 in part-time labor annually.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Work Process Outputs					
Percent of alderpersons attending at least 80% of Common Council and assigned committee meetings	100%	n/a*	100%	100%	100%
Overall average attendance	91%	n/a*	95%	95%	95%

*n/a - Due to turnover in the City Clerk's Office, this information is not available for 2011

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
	Program Revenues	$ -	$ -	$ -	$ -	$ -	N/A
	Program Expenses						
10000	Common Council	126,277	103,560	111,170	111,170	137,469	23.66%
	TOTAL	$ 126,277	$ 103,560	$ 111,170	$ 111,170	$ 137,469	23.66%
	Expenses Comprised Of:						
	Personnel	100,370	100,147	105,120	105,120	95,419	-9.23%
	Administrative Expense	11,240	117	400	400	400	0.00%
	Supplies & Materials	339	241	650	650	650	0.00%
	Purchased Services	14,328	3,055	5,000	5,000	41,000	720.00%
	Council Members:						
	# of Council Members	16.00	16.00	16.00	16.00	15.00	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
COMMON COUNCIL

Common Council **Business Unit 10000**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 93,237	$ 93,030	$ 92,880	$ 92,880	$ 88,638
6108 Part Time	-	-	4,769	4,769	-
6150 Fringes	7,133	7,117	7,471	7,471	6,781
6201 Training\Conferences	60	54	300	300	300
6206 Parking Permits	-	-	-	-	-
6303 Memberships & Licenses	10,908	-	-	-	-
6305 Awards & Recognition	104	63	100	100	100
6307 Food & Provisions	168	-	-	-	-
6316 Miscellaneous Supplies	-	-	150	150	150
6320 Printing & Reproduction	339	241	500	500	500
6599 Other Contracts/Obligations	14,328	3,055	5,000	5,000	41,000
Total Expense	$ 126,277	$ 103,560	$ 111,170	$ 111,170	$ 137,469

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations	
Council meeting broadcast - UW-Fox	$5,000
Council/committee meeting recording system	36,000
	$41,000

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

The costs associated with the system will be funded through the a contingency that originated from the Time Warner Cable settlement which established a reserve for public education and government ("PEG") access. Further information regarding this contingency fund can be found in the Reserves and Contingencies budget on page 84.

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
TOTAL REVENUES	0	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	93,238	93,030	67,762	92,880	92,880	88,638	88,638
Part-Time	0	0	950	4,769	4,769	4,769	0
Fringes	7,133	7,117	5,313	7,471	7,471	7,147	6,781
Salaries & Fringe Benefits	100,371	100,147	74,025	105,120	105,120	100,554	95,419
Training & Conferences	60	54	0	300	300	300	300
Memberships & Licenses	10,908	0	0	0	0	0	0
Awards & Recognition	104	63	76	100	100	100	100
Food & Provisions	168	0	0	0	0	0	0
Administrative Expense	11,240	117	76	400	400	400	400
Miscellaneous Supplies	0	0	0	150	150	150	150
Printing & Reproduction	339	241	0	500	500	500	500
Supplies & Materials	339	241	0	650	650	650	650
Other Contracts/Obligations	14,328	3,055	1,525	5,000	5,000	5,000	41,000
Purchased Services	14,328	3,055	1,525	5,000	5,000	5,000	41,000
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	126,278	103,560	75,626	111,170	111,170	106,604	137,469

CITY OF APPLETON 2013 BUDGET

FINANCE DEPARTMENT

Finance Director: Lisa A. Remiker, CPA, CPFO

Deputy Finance Director: Anthony D. Saucerman, CPA

CITY OF APPLETON 2013 BUDGET
FINANCE DEPARTMENT

MISSION STATEMENT

For the benefit of all City departments, the Common Council, and the Mayor, in order to assist them in meeting program delivery objectives, assure compliance with government policies, and safeguard the assets of the City, we will provide financial management, billing, and collection services.

DISCUSSION OF SIGNIFICANT 2012 EVENTS

Continued to integrate Park and Recreation and Finance customer service staffs to be more readily accessible to customers and provide backup support to each area during peak times

Completed the 2011 financial audit and received an unqualified opinion with no audit findings

Continued analysis of the impacts of the State budget repair bill (Act 10) and the State 2011 – 2013 budget on City operations for 2012 and future budgets

Solicited and evaluated proposals for banking and investment services; renewed contract for banking services with previous provider and initiated contract with new provider for investment services

Updated the City's purchasing card policy. Additionally, received rebate for purchasing card use that was 67% higher than the 2011 rebate due to increased card usage

Completed job questionnaires for all department staff as part of the City's compensation plan study

Established funding and employee distribution method for the City's new health savings account

In order to be in compliance with Wisconsin Retirement System reporting requirements, established procedures for accounting for employee's workers compensation payments made by a third party

In conjunction with the IS and HR Departments, expanded reporting capabilities for the City's section 457 deferred compensation plan to be able to include both traditional and roth contributions

In conjunction with the IS Department, upgraded the City's financial software program, JD Edwards World, to the latest version (A9.2)

Issued $3,655,000 of taxable general obligation refunding bonds, $13,405,000 of stormwater revenue and refunding bonds, and $2,475,000 of water revenue bonds

In the face of declining CDBG and other grant revenues, in cooperation with the Community Development Department, developed a plan to segregate responsibilities between the two departments in order to take advantage of applicable expertise and deliver services in the most effective and efficient manner

After working with the financial advisor, bond counsel, room tax commission, Performing Arts Center, ARA and the Community Development Department, completed the refinancing of the 2001 Room Tax Bonds saving approximately $1.6 million in interest costs

Primary Concentration for Remainder of Year:

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

Complete the 2013 City budget

Continue to investigate long-term options for replacing the I-series-based general ledger, utility billing and other financial systems

Issue anticipated $5.5 million general obligation notes

Address the grant administration duties for the City and work collaboratively with our non-profit agencies to maximize the services they provide to the community

CITY OF APPLETON 2013 BUDGET
FINANCE DEPARTMENT

MAJOR 2013 OBJECTIVES

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

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

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

Continue development of electronic payment options for City services, concentrating on utility invoice and departmental licensing and permit 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 the use of the document 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

Develop a plan to address grant administration duties to ensure compliance with grant covenants and single audit requirements

DEPARTMENT BUDGET SUMMARY

		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 5,127	$ 5,312	$ 4,500	$ 4,500	$ 4,500	0.00%
Program Expenses							
11510	Administration	175,719	169,524	152,773	152,773	153,125	0.23%
11520	Billing & Collection Svc	92,441	101,856	96,833	96,833	97,964	1.17%
11530	Support Services	692,591	633,286	642,390	642,390	631,898	-1.63%
TOTAL		$ 960,751	$ 904,666	$ 891,996	$ 891,996	$ 882,987	-1.01%
Expenses Comprised Of:							
Personnel		824,395	760,156	758,840	758,840	758,630	-0.03%
Administrative Expense		25,899	22,225	26,961	26,961	27,046	0.32%
Supplies & Materials		11,284	11,868	12,455	12,455	12,575	0.96%
Purchased Services		96,109	107,327	89,868	89,868	80,864	-10.02%
Utilities		1,244	1,216	1,272	1,272	1,272	0.00%
Repair & Maintenance		1,820	1,874	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	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
FINANCE DEPARTMENT

Administration **Business Unit 11510**

PROGRAM MISSION

We will provide training and supervision to the Finance Department in order to provide for the overall direction, coordination and support of the activities of Finance staff.

PROGRAM NARRATIVE

Link to City Strategic Plan:

Implements Key Strategies #4: "Develop our Human Resources to meet changing needs" and # 4: "Continuously improve efficiency and effectiveness of City services".

Objectives:

Provide cost-effective administrative management to support the activities of the Finance Department

Provide education and training opportunities for our employees to promote personal and professional growth and development

Initiate systematic changes by examining existing procedures and technological needs

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

Major changes in Revenue, Expenditures, or Programs:

No major changes

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	87%	87%	100%	100%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	12	9	10	10	10
Work Process Outputs					
Training conducted					
Hours of training per employee	27	28	20	20	20
Procedures manuals updated					
% of manuals rated current	74%	77%	85%	85%	85%

CITY OF APPLETON 2013 BUDGET
FINANCE DEPARTMENT

Administration **Business Unit 11510**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4705 General Interest	$ (480)	$ 374	$ -	$ -	$ -
4801 Charges for Serv.- Nontax	5,769	4,784	4,500	4,500	4,500
5010 Misc Revenue - Nontax	45	31	-	-	-
5085 Cash Short or Over	(207)	123	-	-	-
Total Revenue	$ 5,127	$ 5,312	$ 4,500	$ 4,500	$ 4,500
Expenditures					
6101 Regular Salaries	$ 120,475	$ 119,117	$ 105,200	$ 105,200	$ 106,252
6150 Fringes	41,013	35,897	31,776	31,776	31,991
6201 Training\Conferences	6,686	4,330	7,000	7,000	7,000
6206 Parking Permits	450	39	400	400	400
6301 Office Supplies	1,089	3,520	1,700	1,700	1,700
6303 Memberships & Licenses	1,910	2,694	2,000	2,000	2,100
6304 Postage\Freight	176	176	200	200	200
6305 Awards & Recognition	-	27	225	225	210
6307 Food & Provisions	-	13	-	-	-
6320 Printing & Reproduction	2,676	1,595	3,000	3,000	2,000
6412 Advertising	-	900	-	-	-
6413 Utilities	1,244	1,216	1,272	1,272	1,272
Total Expense	$ 175,719	$ 169,524	$ 152,773	$ 152,773	$ 153,125

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
FINANCE DEPARTMENT

Billing & Collection Services **Business Unit 11520**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Strategic Plan:

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

Objectives:

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

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

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

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

Provide professional and courteous service

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

Major changes in Revenue, Expenditures, or Programs:

First floor staff have taken on additional responsibilities in serving as backup to Parks and Recreation customer service needs and continue to cross-train in an effort to find efficiencies and provide comprehensive customer service.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	1,164	1,157	1,100	1,100	1,100
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	55%	56%	70%	70%	60%
Service turnoffs	14	17	30	30	20
Work Process Outputs					
Financial transaction processing					
Receipts posted:	204,773	213,098	200,000	200,000	200,000
Automated receipts, % of total	11.7%	20.3%	15.0%	15.0%	15.0%
Information response					
% staff trained in customer svc.	100%	100%	100%	100%	100%

CITY OF APPLETON 2013 BUDGET
FINANCE DEPARTMENT

Billing & Collection Services **Business Unit 11520**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenditures					
6101 Regular Salaries	$ 46,203	$ 48,067	$ 56,129	$ 56,129	$ 56,690
6105 Overtime	875	29	1,000	1,000	1,000
6150 Fringes	27,382	25,352	22,235	22,235	21,495
6206 Parking Permits	1,116	-	1,164	1,164	1,164
6304 Postage\Freight	11,700	11,426	11,500	11,500	11,500
6320 Printing & Reproduction	3,667	4,907	3,955	3,955	5,215
6327 Miscellaneous Equipment	-	2,180	250	250	250
6411 Temporary Help	1,498	9,860	-	-	-
6418 Equip Repairs & Maint	-	-	600	600	600
6431 Interpreter Services	-	35	-	-	50
Total Expense	$ 92,441	$ 101,856	$ 96,833	$ 96,833	$ 97,964

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

CITY OF APPLETON 2013 BUDGET
FINANCE DEPARTMENT

Support Services **Business Unit 11530**

PROGRAM MISSION

We will provide financial services and support to all City departments in order to assist them in meeting program delivery objectives, assure compliance with government policies, and safeguard the assets of the City.

PROGRAM NARRATIVE

Link to City Strategic Plan:

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

Objectives:

Serve as the collection point for all payroll data and process the City's payroll and complete related reports to ensure compliance with the City personnel policy and government regulations

Produce timely payments to employees and vendors for contracted obligations to maintain a high level of credibility

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

Provide administration of the City's accounts receivable and collection functions (NSF, collection agency, special assessments)

Provide accurate service invoices for the City and produce reminder notices for delinquent accounts to maintain an adequate cash flow

Provide financial reporting and coordinate the annual City audit

Actively identify and pursue local and regional cooperative purchasing opportunities

Provide departmental assistance in evaluating the financial implications of projects

Major changes in Revenue, Expenditures, or Programs:

The reduction in bank service charges is a result of the Accounting Supervisor taking on greater responsibility for management of short term investments as well as the banking contract being bid out in 2012 which resulted in lower contracted fees.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Accurate and timely financial statements					
% months closed within 10 work days	92%	92%	92%	92%	92%
# of items received after cutoff	14	19	10	10	10
Strategic Outcomes					
Financial integrity of programs maintained					
# of auditor's compliance issues	0	0	0	0	0
Asset/resource safeguarding					
bond rating	Aaa	Aaa	Aaa	Aaa	Aaa
Work Process Outputs					
Financial transaction processing					
Avg. # journal entries made monthly	330	305	350	350	350
Avg. # of A/P checks issued monthly	855	666	800	800	800

CITY OF APPLETON 2013 BUDGET
FINANCE DEPARTMENT

Support Services **Business Unit 11530**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenditures					
6101 Regular Salaries	$ 411,186	$ 378,437	$ 388,228	$ 388,228	$ 392,104
6105 Overtime	1,849	689	1,500	1,500	1,500
6150 Fringes	175,412	152,568	152,772	152,772	147,598
6206 Parking Permits	2,772	-	2,772	2,772	2,772
6316 Miscellaneous Supplies	-	47	675	675	575
6320 Printing & Reproduction	4,941	2,597	4,325	4,325	4,285
6327 Miscellaneous Equipment	-	542	250	250	250
6401 Accounting/Audit	21,916	24,050	22,868	22,868	23,314
6403 Bank Services	72,090	70,839	64,000	64,000	55,000
6412 Advertising	573	513	1,000	1,000	1,000
6418 Equip Repairs & Maint	1,820	1,874	2,000	2,000	2,000
6599 Other Contracts/Obligations	32	1,130	2,000	2,000	1,500
Total Expense	$ 692,591	$ 633,286	$ 642,390	$ 642,390	$ 631,898

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Accounting/Audit	
Annual financial audit	$ 22,314
Misc accounting services	1,000
	$ 23,314
Bank Services	
Banking fees	$ 15,000
Investment fees	40,000
	$ 55,000

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Interest Income	480-	374	40	0	0	0	0
Charges for Services	5,769	4,784	1,809	4,500	4,500	4,500	4,500
Other Revenues	162-	155	28	0	0	0	0
TOTAL REVENUES	5,127	5,313	1,877	4,500	4,500	4,500	4,500
EXPENSES BY LINE ITEM							
Regular Salaries	518,710	479,494	354,958	549,557	549,557	555,046	555,046
Overtime	2,723	718	662	2,500	2,500	2,500	2,500
Other Compensation	21	11	0	0	0	0	0
Shift Differential	1	0	0	0	0	0	0
Sick Pay	7,919	15,775	2,725	0	0	0	0
Vacation Pay	51,213	50,341	41,144	0	0	0	0
Fringes	243,807	213,817	143,367	206,783	206,783	200,400	201,084
Salaries & Fringe Benefits	824,394	760,156	542,856	758,840	758,840	757,946	758,630
Training & Conferences	6,686	4,330	3,998	7,000	7,000	7,000	7,000
Parking Permits	4,338	39	4,211	4,336	4,336	4,336	4,336
Office Supplies	1,089	3,520	1,445	1,700	1,700	1,700	1,700
Memberships & Licenses	1,910	2,694	2,115	2,000	2,000	2,100	2,100
Postage & Freight	11,876	11,602	987	11,700	11,700	11,700	11,700
Awards & Recognition	0	27	0	225	225	210	210
Food & Provisions	0	13	0	0	0	0	0
Administrative Expense	25,899	22,225	12,756	26,961	26,961	27,046	27,046
Miscellaneous Supplies	528	47	302	675	675	575	575
Printing & Reproduction	10,756	9,099	8,439	11,280	11,280	11,160	11,500
Miscellaneous Equipment	0	2,722	0	500	500	500	500
Supplies & Materials	11,284	11,868	8,741	12,455	12,455	12,235	12,575
Accounting/Audit	21,916	24,050	63,148	22,868	22,868	23,314	23,314
Bank Services	72,090	70,839	39,827	64,000	64,000	55,000	55,000
Temporary Help	1,498	9,860	0	0	0	0	0
Advertising	573	1,413	253	1,000	1,000	1,000	1,000
Interpreter Services	0	35	33	0	0	50	50
Other Contracts/Obligations	32	1,130	0	2,000	2,000	1,500	1,500
Purchased Services	96,109	107,327	103,261	89,868	89,868	80,864	80,864
Telephone	1,244	1,216	902	1,272	1,272	1,272	1,272
Utilities	1,244	1,216	902	1,272	1,272	1,272	1,272
Equipment Repair & Maintenanc	1,820	1,874	1,934	2,600	2,600	2,600	2,600
Repair & Maintenance	1,820	1,874	1,934	2,600	2,600	2,600	2,600
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	960,750	904,666	670,450	891,996	891,996	881,963	882,987

CITY OF APPLETON 2013 BUDGET
UNCLASSIFIED CITY HALL

PROGRAM NARRATIVE

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 23,148,302	$ 21,156,252	$ 18,862,478	$ 18,862,478	$ 19,143,293	1.49%
Program Expenses							
12020	Reserves & Conting.	-	-	-	2,130,337	122,200	N/A
12030	City Center	505,717	768,053	616,395	620,555	657,873	6.73%
12050	Miscellaneous	1,216,083	1,546,661	1,364,903	1,913,853	1,078,545	-20.98%
12060	Transfers Out	1,656,953	441,519	563,470	1,592,510	593,469	5.32%
TOTAL		$ 3,378,753	$ 2,756,233	$ 2,544,768	$ 6,257,255	$ 2,452,087	-3.64%
Expenses Comprised Of:							
Personnel		712,486	835,833	669,452	669,452	367,440	-45.11%
Administrative Expense		2,106,595	1,112,655	1,241,413	4,949,740	1,406,176	13.27%
Supplies & Materials		-	479	-	-	-	N/A
Purchased Services		17,115	17,196	16,500	16,500	16,650	0.91%
Utilities		227	208	220	220	220	0.00%
Repair & Maintenance		505,490	767,845	616,175	620,335	657,653	6.73%
Capital Expenditures		36,840	22,017	1,008	1,008	3,948	291.7%

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
UNCLASSIFIED CITY HALL

Reserves and Contingencies **Business Unit 12020**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

The 2013 budgets for each department include a 1% cost of living increase for all employees not covered by collective bargaining agreements. Employees may also earn up to an additional .5% for exceeding their goals or 1% for exceptional performance. These performance adjustments will paid in a lump sum and will not become part of base pay for the employee. The total cost of the increases for the general fund is planned to come from the existing balance in the wage reserve contingency fund ($148,370) which will again be requested to be carried over to 2013 for this purpose and other unanticipated changes such as changes in individual's health insurance plan status from single to family.

The other contingencies include:
- $59,585 is approved to be used in 2012 for purposes of recording and providing access to committee meeting minutes. This expense will be covered by the Time Warner Cable settlement which supports public education and government ("PEG") access. In 2013, $36,000 is expected to be used for operational costs associated with making minutes more accessible. This expense is explained in more detail in the Common Council budget on page 72. After these expenditures, the balance remaining will be approximately $104,000.

- $1,076,140 State aid contingency, of which $603,616 is expected to remain after planned 2013 use

- $ 574,900 one percent maximum of 2013 budget according to policy after expected 2012 uses and 2013 budgeted addition

- $ 137,315 fuel contingency

It is assumed that all available contingency funds will be carried over from 2012 to 2013.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Provide funding for emergencies or opportunities					
# of cases funded	1	0	0	1	0
Strategic Outcomes					
Provide flexibility					
Contingency funds available	$ 1,509,987	$ 1,996,427	$ 917,740	$ 1,986,127	$ 1,986,127
Contingency funds expended	$ 43,728	$ 0	0	$ 120,300	0

CITY OF APPLETON 2013 BUDGET
UNCLASSIFIED CITY HALL

Reserves and Contingencies **Business Unit 12020**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6640 Reserve for Contingencies	$ -	$ -	$ -	$ 1,981,967	$ 122,200
6641 Wage Reserve	-	-	-	148,370	-
	$ -	$ -	$ -	$ 2,130,337	$ 122,200

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
UNCLASSIFIED CITY HALL

City Center **Business Unit 12030**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
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)	4.48	4.52	5.00	4.85	5.00
Strategic Outcomes					
Provision of reliable preventive and corrective maintenance with minimal disruptions					
Timely response - rating (5 pt. scale)	4.84	4.87	5.00	4.85	5.00
Quality of work - rating (5 pt. scale)	4.90	4.90	5.00	4.85	5.00

CITY OF APPLETON 2013 BUDGET
UNCLASSIFIED CITY HALL

City Center **Business Unit 12030**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6413 Utilities	$ 227	$ 208	$ 220	$ 220	$ 220
6420 Facilities Charges	505,490	767,845	616,175	620,335	657,653
Total Expense	$ 505,717	$ 768,053	$ 616,395	$ 620,555	$ 657,873

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
UNCLASSIFIED CITY HALL

Miscellaneous **Business Unit 12050**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The following expenditures are provided for by this program:

	2012	2013
Special Assessments for General Fund Properties	$ 1,008	$ 3,948
Tax Adjustments	5,000	5,000
Employee Recognition	1,150	1,150
Retirees	630,000	335,000
Fire and Police Pension (old plan)	39,452	32,440
Insurance	671,793	684,357
Misc. licenses & fees	3,201	3,351
Property Annexation Agreement Payments	13,299	13,299
Total	$ 1,364,903	$ 1,078,545

Major changes in Revenue, Expenditures, or Programs:

The general interest income consists of:

Interest due on condo association loans	$ 50,218
Interest received on short-term loans with AASD	30,000
Penalty on delinquent invoices rolled to tax roll	120,000
Total	$ 200,218

The decrease in general interest from 2012 is due to the final payment from TIF #2 (budgeted at $251,288) for interest on the advance being received in 2012.

As a result of the changes to retirement contributions brought forth by State Act 10 in 2011, the number of retirees spiked in that year. Since then, the number of employees retiring annually has gradually decreased (see figures below). In the expectation that this trend will continue, the amount budgeted to fund retiree severance payments in 2013 was reduced significantly (-$295,000).

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Retiree (Police and Fire) pension benefits					
# of retirees in Fire and Police pension plan (old plan)	8	6	8	6	6
# of retirees	21	24	18	15	10
Average distribution*	$ 31,204	$ 33,042	$ 35,000	$ 23,549	$ 33,500

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

CITY OF APPLETON 2013 BUDGET
UNCLASSIFIED CITY HALL

Miscellaneous **Business Unit 12050**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4110 Property Taxes	$ 29,497,480	$ 29,942,488	$ 31,730,350	$ 31,730,350	$ 31,584,761
4130 Pmt in Lieu of Taxes	412,446	398,389	392,000	392,000	390,300
4220 State Shared Revenues	11,126,034	11,137,356	9,694,935	9,694,935	9,702,850
4221 State Tax Disparity Act	1,482,540	1,354,897	1,222,453	1,222,453	1,190,075
4222 Highway Aids - Con. Streets	204,101	204,507	205,418	205,418	223,746
4223 State Aid - Local Streets	2,575,850	2,783,999	2,505,599	2,505,599	2,456,275
4224 Miscellaneous State Aid	10,823	10,670	7,906	7,906	7,906
4227 State Aid - Computers	354,751	365,099	365,100	365,100	291,894
4405 Trailer Parking	6,478	4,736	7,500	7,500	5,000
4614 Miscellaneous Specials	22,255	4,662	5,000	5,000	5,000
4705 General Interest	350,106	126,470	464,483	464,483	200,218
4710 Interest on Investments	1,006,337	1,282,977	1,160,000	1,160,000	1,300,000
4720 Interest on Delinquent Taxes	105,901	121,289	119,000	119,000	100,000
4730 Interest - Deferred Specials	70,165	69,882	70,000	70,000	70,000
5001 Fees & Commissions	768,598	835,191	830,000	830,000	864,000
5002 Zoning & Subdivision Fee	10,000	-	-	-	-
5003 Property Inquiry Fees	62,619	54,093	52,000	52,000	60,000
5004 Sale of City Prop - NonTax	397	3,871	2,000	2,000	2,000
5005 Sale of City Prop - Tax	4,107	3,453	5,000	5,000	5,000
5007 Exempt Property Fee	820	-	800	800	1,000
5010 Misc Revenue	5,387	4,010	2,500	2,500	2,500
5015 Rental of City Property	9,572	9,859	9,834	9,834	10,000
5030 Damage to City Property	1	337	-	-	-
5035 Other Reimbursements	9,450	8,530	10,000	10,000	13,000
5922 Trans In - Special Revenue	30,000	33,000	40,000	40,000	33,000
5925 Trans In - Wastewater	117,450	117,450	117,450	117,450	117,450
5926 Trans In - Water Utility	1,557,137	1,692,632	1,533,800	1,533,800	1,769,800
5927 Trans In - Parking Utility	9,300	9,300	9,300	9,300	9,300
5928 Trans In - Golf Course	17,900	17,900	17,900	17,900	17,900
5933 Trans In - Stormwater	12,500	12,500	12,500	12,500	12,500
Total Revenue	$ 49,840,505	$ 50,609,547	$ 50,592,828	$ 50,592,828	$ 50,445,475
Expenses					
6111 Severance Pay for Retirees	$ 640,759	$ 775,023	$ 613,000	$ 613,000	$ 325,000
6150 Fringes	14,516	17,988	17,000	17,000	10,000
6152 Retirement	57,211	42,822	39,452	39,452	32,440
6305 Awards & Recognition	-	-	1,150	1,150	1,150
6316 Miscellaneous Supplies	-	479	-	-	-
6501 Insurance	472,836	628,692	671,793	1,220,743	684,357
6599 Other Contracts/Obligations	17,115	17,196	16,500	16,500	16,650
6602 Tax Refunds	-	-	5,000	5,000	5,000
6603 Per Prop, Chargebacks	(22,822)	(6,756)	-	-	-
6604 Miscellaneous Expense	10	20	-	-	-
6609 Tax Adjustments	(10,616)	15,583	-	-	-
6623 Uncollectible Accounts	10,234	33,597	-	-	-
6809 Infrastructure Construction	36,840	22,017	1,008	1,008	3,948
Total Expense	$ 1,216,083	$ 1,546,661	$ 1,364,903	$ 1,913,853	$ 1,078,545

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Other Contracts & Obligations	
Annexation payments:	
Freedom - year 10 of 20 (thru 2023)	$ 12,500
Buchanan - year 2 of 5 (thru 2016)	799
Confidential shredding	690
On-line auction fees	461
Music licenses	2,200
	$ 16,650

CITY OF APPLETON 2013 BUDGET
UNCLASSIFIED CITY HALL

Transfers **Business Unit 12060**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

TIF 2 Closeout
Advances from the General Fund were fully repaid, with interest, in 2012. In accordance with S66.1105(g) of WI State Statutes, the City will extend the life of the district up to one year. The City will use at least 75% of the increment received to benefit affordable housing in the City and remainder to improve the City's housing stock through improving streets and sidewalks in low to moderate income census tracts. The district will close in 2013 returning funds to taxing jurisdictions based on the 2012 tax rate. Since the rate is unknown at this time, the 2011 rate was preliminarily used as best estimate.

TIF 4 Escrow Closeout
It is expected all projects will be completed in 2012 and a final second close-out can be completed. Funds 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 and basis for first close.

Valley Transit Transfer
Combined State and Federal operating assistance is estimated at 56% of eligible expenses in 2013. If the actual level of support is less than the 56% estimate, Valley Transit will make operational adjustments in 2013 to reduce expenses by the appropriate amount. If the level of support is more than 56%, all of the funding partners will receive a larger reimbursement. The final determination of actual operating assistance will not be known until April, 2013.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Support public transit					
Local share of Valley Transit	$ 538,667	$ 441,519	$ 554,920	$ 564,920	$ 570,469
Safe, reliable, convenient service					
% on-time performance	N/A	57%	75%	86%	95%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	$ 5.50	$ 4.92	$ 5.44	$ 5.14	$ 4.99
Work Process Outputs					
Service Provided					
Trips taken	956,086	1,073,655	974,118	1,100,000	1,115,600

CITY OF APPLETON 2013 BUDGET
UNCLASSIFIED CITY HALL

Transfers **Business Unit 12060**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
5922 Trans In - Special Revenue	$ 2,805,277	$ 9,193	$ -	$ -	$ 152,357
5924 Trans In - Capital Projects	-	-	-	-	130,222
5928 Trans In - Golf Course	-	480,000	-	-	-
Total Revenue	$ 2,805,277	$ 489,193	$ -	$ -	$ 282,579
Expenses					
7914 Trans Out - Capital Projects	$ 1,118,286	$ -	$ 8,550	$ 1,027,590	$ 23,000
7920 Trans Out - Valley Transit	538,667	441,519	554,920	564,920	570,469
Total Expense	$ 1,656,953	$ 441,519	$ 563,470	$ 1,592,510	$ 593,469

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Transfers in - Special Revenue	
TIF 2 closeout	$ 152,357
	$ 152,357
Transfers in - Capital Projects	
TIF 4 escrow closeout	$ 130,222
	$ 130,222
Transfers out - Capital Projects	
Public Works Dept. contribution to CEA for front & wing plow	$ 23,000
	$ 23,000
Transfers out - Valley Transit	
Appleton local share of Valley Transit operating budget	$ 570,469
	$ 570,469

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Non-Property Taxes	412,446	398,389	367,764	392,000	392,000	390,300	390,300
Intergovernmental Revenues	15,754,099	15,856,528	5,766,884	14,001,411	14,001,411	14,007,706	13,872,746
Permits	6,478	4,736	7,776	7,500	7,500	7,500	5,000
Special Assessments	22,255	4,662	912	5,000	5,000	5,000	5,000
Interest Income	1,532,509	1,600,618	1,158,138	1,813,483	1,813,483	1,534,218	1,670,218
Other Revenues	5,420,514	3,291,318	2,049,003	2,643,084	2,643,084	2,690,450	3,200,029
TOTAL REVENUES	23,148,301	21,156,251	9,350,477	18,862,478	18,862,478	18,635,174	19,143,293
EXPENSES BY LINE ITEM							
Severance Pay for Retirees	640,759	775,023	294,701	613,000	613,000	613,000	325,000
Fringes	14,516	17,988	7,711	17,000	17,000	17,000	10,000
Retirement	57,211	42,822	24,330	39,452	39,452	32,440	32,440
Salaries & Fringe Benefits	712,486	835,833	326,742	669,452	669,452	662,440	367,440
Awards & Recognition	0	0	0	1,150	1,150	1,150	1,150
Insurance	472,836	628,692	1,082,874	671,793	1,220,743	684,357	684,357
Tax Refunds	0	0	0	5,000	5,000	5,000	5,000
Per Prop. Chargebacks	22,822-	6,756-	12,028-	0	0	0	0
Miscellaneous Expense	10	20	0	0	0	0	0
Tax Adjustments	10,616-	15,583	13,651-	0	0	0	0
Uncollectible Accounts	10,234	33,597	9,750-	0	0	0	0
Reserve for Contingencies	0	0	0	0	1,981,967	0	122,200
Wage Reserve	0	0	0	0	148,370	27,130	0
Trans Out - Capital Projects	1,118,286	0	1,019,040	8,550	1,027,590	0	23,000
Trans Out - Valley Transit	538,667	441,519	1,102,704	554,920	564,920	657,201	570,469
Administrative Expense	2,106,595	1,112,655	3,169,189	1,241,413	4,949,740	1,374,838	1,406,176
Miscellaneous Supplies	0	479	466	0	0	0	0
Supplies & Materials	0	479	466	0	0	0	0
Other Contracts/Obligations	17,115	17,196	16,910	16,500	16,500	16,650	16,650
Purchased Services	17,115	17,196	16,910	16,500	16,500	16,650	16,650
Telephone	227	208	188	220	220	220	220
Utilities	227	208	188	220	220	220	220
Facilities Charges	505,490	767,845	468,142	616,175	620,335	657,653	657,653
Repair & Maintenance	505,490	767,845	468,142	616,175	620,335	657,653	657,653
Infrastructure Construction	36,840	22,017	1,175	1,008	1,008	0	3,948
Capital Expenditures	36,840	22,017	1,175	1,008	1,008	0	3,948
TOTAL EXPENSES	3,378,753	2,756,233	3,982,812	2,544,768	6,257,255	2,711,801	2,452,087

CITY OF APPLETON 2013 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

Finance Director: Lisa A. Remiker, CPA, CPFO

CITY OF APPLETON 2013 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

MISSION STATEMENT

The primary goal of the City's Housing, Homeless and Block Grant programs is the creation of a thriving urban community through provision of assistance to low and moderate income (LMI) households in the forms of basic shelter, affordable housing opportunities, expanded economic opportunities, suitable living environments and supportive services related to residential, financial and social stability.

DISCUSSION OF SIGNIFICANT 2012 EVENTS

Community Development Block Grant (CDBG)
During 2012, the Council approved the Community & Economic Development Department as the lead on administering the programmatic portion of the CDBG program, while the Finance Department will be the lead on the single audit/financial administration. Please see the Housing and Community Development Grants section, page 188, for a more complete discussion of CDBG projects.

Community Development Block Grant - Recovery Funds (CDBG-R)
All funds for the streetlight upgrades and street tree plantings were expended by August 2012; this program has been accounted for with the CDBG program.

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 2012 -- September 2013 for THP and January 2013-December 2013 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.

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. One of these grants will continue to be administered during 2013:

1. 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.

2. Lead Hazard Control (LHC) Grant Program -- The City was awarded $497,400 in late 2009 to fund lead hazard control/rehabilitation costs via various existing programs, including the City of Appleton Homeowner and Rental Rehabilitation Program and the Appleton Housing Authority's First Time Homebuyer Program. This program ended in February 2012.

Neighborhood Stabilization Program
This program is designed to deal with blighted, foreclosed properties via demolition, rehabilitation and redevelopment activities, improving the availability of affordable rental housing and single-family homes. 2012 is the final year in which the City will receive grant money for this program. Beginning in 2013, the sole support for this program will be income generated from the sale of rehabilitated blighted properties, which will be distributed and used for further projects.

CITY OF APPLETON 2013 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

MAJOR 2013 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 2013 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

Neighborhood Stabilization Program (NSP)
(All grant funds to be expended by December 2012)
- *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

	Actual		Budget		
Discontinued Programs	**2010**	**2011**	**Adopted 2012**	**Amended 2012**	**2013**
Emergency Shelter Grant/Transitional Housing Program/Homeless Prevention Program (ESG/THP/HPP) *					
Revenue	$ 114,774	$ 30,495	$ -	$ -	$ -
Expense	$ 114,774	$ 30,495	$ -	$ -	$ -
Homelessness Prevention and Rapid Rehousing Program (HPRP)					
Revenue	$ 247,487	$ 117,630	$ -	$ -	$ -
Expense	$ 247,487	$ 117,630	$ -	$ -	$ -

* Management of the Emergency Shelter Grant is moving to the Housing Partnership, which will become the fiscal agent.

Due to personnel changes during 2011, grants have been administered by a contracted agency with oversight from the Finance Department. This program reflects hiring a .5 FTE Grant Accountant to insure compliance with state single audit guidelines and federal OMB Circular A-133, along with the requirements of the supportive housing rule codified at 24 CFR 583 and the HEARTH act. Grant administration dollars allowed do not cover the full cost of compliance requirements. The City has levied $5,000 as a leadership partner and is requesting funding agencies to contribute a total of $10,000. The City recognizes the significance of the supportive services provided by these agencies related to residential financial and social stability to insure Appleton is a thriving urban community.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	**Title**	**2010**	**2011**	**Adopted 2012**	**Amended 2012**	**2013**	**Change ***
	Program Revenues	$ 1,170,040	$ 587,314	$ 345,276	$ 345,276	$ 309,276	-10.43%
	Program Expenses						
2100	Block Grant	1,545	7,049	41,000	41,000	10,000	-75.61%
2150	Continuum of Care	225,767	211,253	229,276	229,276	244,276	6.54%
2300	Neighborhood Stabilization	580,467	270,889	75,000	75,000	55,000	-26.67%
	TOTAL	$ 1,170,040	$ 637,316	$ 345,276	$ 345,276	$ 309,276	-10.43%
Expenses Comprised Of:							
Personnel		16,120	8,033	-	-	32,843	N/A
Administrative Expense		1,151,345	620,852	294,933	294,933	274,933	-6.78%
Supplies & Materials		-	-			-	N/A
Purchased Services		2,575	8,431	50,343	50,343	1,500	-97.02%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		0.85	0.85	-	-	0.50	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

Community Development Block Grant (CDBG) **Business Unit 2100**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The City received a 2011 CDBG award of $565,033, which was an unexpected decrease of 16.45% from the 2010 award. The 2012 CDBG award is $486,053 (for the period April 1 2012 - March 31 2013), a further 13.97% reduction. Given this trend, this budget reflects a further 10% reduction projected for the 2013 grant year.

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.

During 2012, program administration moved to the Community and Economic Development Department, while the Finance Department will be responsible for the overall accounting/audit work, including the State single audit guidelines and compliance with OMB Circular A-133.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
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

CITY OF APPLETON 2013 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

Community Development Block Grant **Business Unit 2100**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4210 Federal Grants	$ 1,545	$ 7,049	$ 41,000	$ 41,000	$ 10,000
Total Revenue	$ 1,545	$ 7,049	$ 41,000	$ 41,000	$ 10,000
Expenses					
6101 Regular Salaries	$ -	$ -	$ -	$ -	$ 7,060
6150 Fringes	-	-	-	-	1,440
6401 Accounting/Audit	1,545	1,545	-	-	1,500
6404 Consulting	-	5,504	41,000	41,000	-
Total Expense	$ 1,545	$ 7,049	$ 41,000	$ 41,000	$ 10,000

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

Continuum of Care Supportive Housing Program (COC/SHP) **Business Unit 2150**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

In 2013, the partner agencies will continue their larger role in program administration, though the City will maintain its role as a pass-through fiscal administrator. The Grant Accountant, working with funded agencies, will also be responsible for Continuum of Care Supportive Housing Grant renewals and annual performance reports submissions in ESNAPS. Additionally, he/she will be responsible for approving grant reimbursement requests from funded agencies and processing draws from LOCCS to reimburse the City. Internal controls are strengthened by this collaborative approach, maximizing the overall aids available to our community by eligibility based on municipal versus individual agency status.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
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)	$ -	$ -	$ -	$ -	$ -
Strategic Outcomes					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	86%	86%	50%	50%	65%
% of participants who increased income	67%	67%	50%	50%	65%
Work Process Outputs					
# grants applications prepared	2-Renewal	2-Renewal	2-Renewal	2-Renewal	2-Renewal
# of contract period extensions requested	0	1	0	0	0

CITY OF APPLETON 2013 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

Continuum of Care Grant Supportive Housing Program (COC/SHP) **Business Unit 2150**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4110 Property Tax	$ -	$ -	$ -	$ -	$ 5,000
4224 Miscellaneous State Aids	225,767	211,253	229,276	229,276	229,276
5035 Other Reimbursements	-	-	-	-	10,000
Total Revenue	$ 225,767	$ 211,253	$ 229,276	$ 229,276	$ 244,276
Expenses					
6101 Regular Salaries	$ 2,285	$ 1,977	$ -	$ -	$ 16,067
6150 Fringes	1,028	984	-	-	3,276
6401 Audit/Accounting	1,030	1,030	-	-	-
6404 Consulting	-	352	4,343	4,343	-
6630 Other Grant Payments	221,424	206,910	224,933	224,933	224,933
Total Expense	$ 225,767	$ 211,253	$ 229,276	$ 229,276	$ 244,276

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $10,000

Other Grant Payments

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

	SHP #1 - THP	SHP #2 - PSH	Total
ADVOCAP	$ 71,654	$ -	$ 71,654
Housing Partnership	37,072	50,532	87,604
Salvation Army	65,675	-	65,675
	$ 174,401	$ 50,532	$ 224,933

CITY OF APPLETON 2013 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

Neighborhood Stabilization Program (NSP) **Business Unit 2300**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

More specifically, NSP funds secured by the City of Appleton were obtained via a competitive application process facilitated by the State of Wisconsin Department of Commerce. Appleton's four NSP 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:

Projects are continuing and must be completed by 2013. No further grant awards are expected for this program but program income generated from the sale of homes will continue to support a lower level of activity.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
$ NSP Award Amount	$ 580,467	$ 220,887	$ 75,000	$ 75,000	$ -
Avg Sub award	$ 193,487	$ 73,629	$ 70,000	$ 70,000	$ 50,000
Strategic Outcomes					
Acquisition activities	5	1	1	1	0
Demolition activities	0	0	0	0	0
Rental units created	2	4	2	2	0
Homeowner units created	0	1	1	1	1
Work Process Outputs					
# of sub awards made	3	3	1	1	1

CITY OF APPLETON 2013 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

Neighborhood Stabilization Program (NSP) **Business Unit 2300**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4224 Miscellaneous State Aids	$ 580,467	$ 220,887	$ 75,000	$ 75,000	$ -
5050 Project Repayments	-	-	-	-	55,000
Total Revenue	$ 580,467	$ 220,887	$ 75,000	$ 75,000	$ 55,000
Expenses					
6101 Regular Salaries	$ 9,059	$ 3,337	$ -	$ -	$ 4,153
6150 Fringes	3,748	1,735	-	-	847
6404 Consulting	-	-	5,000	5,000	-
6630 Other Grant Payments	567,660	265,817	70,000	70,000	50,000
Total Expense	$ 580,467	$ 270,889	$ 75,000	$ 75,000	$ 55,000

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $10,000

Other Grant Payments	
Eligible neighborhood home development	$ 50,000
	$ 50,000

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Intergovernmental Revenues	1,296,717	765,832	288,698	352,388	352,388	0	229,276
Other Revenues	0	0	12,775	0	0	0	65,000
TOTAL REVENUES	1,296,717	765,832	301,473	352,388	352,388	0	294,276
EXPENSES BY LINE ITEM							
Regular Salaries	28,657	12,879	1,022	4,307	4,307	0	16,067
Sick Pay	339	169	8	0	0	0	0
Vacation Pay	2,456	732	149	0	0	0	0
Fringes	13,386	7,290	457	1,693	1,693	0	3,276
Salaries & Fringe Benefits	44,838	21,070	1,636	6,000	6,000	0	19,343
Block Grant Payments	1,242,004	773,070	217,630	334,933	334,933	0	274,933
Administrative Expense	1,242,004	773,070	217,630	334,933	334,933	0	274,933
Supplies & Materials	0	0	0	0	0	0	0
Accounting/Audit	1,030	1,030	0	0	0	0	0
Consulting Services	0	896	3,841	9,343	9,343	0	5,000
Other Contracts/Obligations	8,843	19,766	457	2,112	2,112	0	0
Purchased Services	9,873	21,692	4,298	11,455	11,455	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	1,296,715	815,832	223,564	352,388	352,388	0	299,276

Note: This report does not include $10,000 in CDBG funds budgeted in this section for block grant administration.

CITY OF APPLETON 2013 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Property Taxes	$ -	$ -	$ -	$ -	$ 5,000
Intergovernmental	1,170,040	587,314	345,276	395,278	239,276
Other	-	-	-	-	65,000
Total Revenues	1,170,040	587,314	345,276	395,278	309,276
Expenses					
Program Costs	1,170,040	637,316	345,276	345,276	309,276
Total Expenses	1,170,040	637,316	345,276	345,276	309,276
Revenues over (under) Expenses	-	(50,002)	-	50,002	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	-	(50,002)	-	50,002	-
Fund Balance - Beginning	-	-	(50,002)	(50,002)	-
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ -	$ (50,002)	$ (50,002)	$ -	$ -

CITY OF APPLETON 2013 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 were refinanced in 2012 with a net present value savings of $1.6 million. Additional funds in excess of the required debt service reserve and redemption fund were used to lower the re-issuance size.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Timely remission of proceeds					
# quarters settled within 10 work days of hotels' due date	4	4	4	4	4
Strategic Outcomes					
Support $ provided by room tax					
FCCVB	$ 320,315	$ 336,731	$ 323,000	$ 337,250	$ 342,000
PAC debt retirement	$ 335,000	$ 365,000	$ 395,000	$ 945,000	$ 470,000
PAC Operating Fund	$ 104,803	$ 110,300	$ 107,667	$ 112,852	$ 113,000
Work Process Outputs					
# of quarterly settlement checks issued	4	4	4	4	4

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 354,737	$ 372,290	$ 357,000	$ 357,000	$ 378,000	5.88%
Program Expenses		$ 350,315	$ 369,731	$ 363,000	$ 363,000	$ 382,000	5.23%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		350,315	369,731	363,000	363,000	382,000	5.23%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Room Tax Administration **Business Unit 2600**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4140 Room Taxes	$ 354,737	$ 372,290	$ 357,000	$ 357,000	$ 378,000
Total Revenue	$ 354,737	$ 372,290	$ 357,000	$ 357,000	$ 378,000
Expenses					
6606 Room Tax	$ 320,315	$ 336,731	$ 323,000	$ 323,000	$ 342,000
7911 Trans Out - General Fund	30,000	33,000	40,000	40,000	40,000
Total Expense	$ 350,315	$ 369,731	$ 363,000	$ 363,000	$ 382,000

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2013 BUDGET
ROOM TAX ADMINISTRATION FUND
SOURCES AND USES OF FUNDS

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Other	$ 354,737	$ 372,290	$ 357,000	$ 372,750	$ 378,000
Total Revenues	354,737	372,290	357,000	372,750	378,000
Expenses					
Program Costs	320,315	336,731	323,000	337,250	342,000
Total Expenses	320,315	336,731	323,000	337,250	342,000
Revenues over (under) Expenses	34,422	35,559	34,000	35,500	36,000
Other Financing Sources (Uses)					
Operating Transfers Out - Other Funds	(30,000)	(33,000)	(40,000)	(40,000)	(40,000)
Total Other Financing Sources (Uses)	(30,000)	(33,000)	(40,000)	(40,000)	(40,000)
Net Change in Equity	4,422	2,559	(6,000)	(4,500)	(4,000)
Fund Balance - Beginning	19,825	24,247	26,806	26,806	22,306
Fund Balance - Ending	$ 24,247	$ 26,806	$ 20,806	$ 22,306	$ 18,306

CITY OF APPLETON 2013 BUDGET
INTERNAL SERVICE FUNDS

NOTES

CITY OF APPLETON 2013 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.

Actual claims less premiums received equaled $161,998 in 2011 and is estimated at $150,000 in 2012 and $125,000 in 2013. These amounts offset the annual required contribution of $221,435.

An actuarial study update will be completed in January - March of 2013 as required for the annual audit.

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 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.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 106,127	$ -	$ -	$ -	$ -	N/A
Program Expenses		$ -	$ 59,437	$ 61,435	$ 61,435	$ 102,290	66.50%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	59,437	61,435	61,435	102,290	66.50%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
INTERNAL SERVICE FUNDS

Other Post Employment Benefits **Business Unit 6410**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
5035 Other Reimbursements	$ 106,127	$ -	$ -	$ -	$ -
Total Revenue	$ 106,127	$ -	$ -	$ -	$ -
Expenses					
6153 Health Insurance	$ -	$ 59,437	$ 61,435	$ 61,435	$ 102,290
6401 Accounting/Audit	-	-	-	-	-
Total Expense	$ -	$ 59,437	$ 61,435	$ 61,435	$ 102,290

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
OTHER POST EMPLOYMENT BENEFITS FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Property Taxes	$ -	$ -	$ -	$ -	$ -
Other	106,127	-	-	-	-
Interest Income	-	-	-	-	-
Total Revenues	106,127	-	-	-	-
Expenses					
Administrative Expense	-	59,437	61,435	73,609	102,290
Total Expenses	-	59,437	61,435	73,609	102,290
Revenues over (under) Expenses	106,127	(59,437)	(61,435)	(73,609)	(102,290)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Fund Balances	106,127	(59,437)	(61,435)	(73,609)	(102,290)
Fund Balance (Deficit) - Beginning	1,374,071	1,480,198	1,420,761	1,420,761	1,347,152
Fund Balance (Deficit) - Ending	$ 1,480,198	$ 1,420,761	$ 1,359,326	$ 1,347,152	$ 1,244,862

CITY OF APPLETON 2013 BUDGET

INFORMATION SERVICES

Information Services Director: Dean Fox (Interim)

CITY OF APPLETON 2013 BUDGET
INFORMATION SERVICES

MISSION STATEMENT

The Information 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 2012 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 many challenges in 2012 was to purchase and implement a new storage area network (SAN) and virtual infrastructure to retire our aging equipment and build a foundation which can be expanded to meet the technology needs of the City. Virtual infrastructure refers to the ability to house numerous virtual servers on a single physical host. For example, this technology allows the City to host approximately 50 virtual servers on 3 physical hosts.

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

The following summarizes significant events in 2012:

Installed the new EMC / Cisco SAN and virtual environment to house 80 to 90% of the server needs of the City's technology. With the implementation of this equipment we have now grown from storage of 500 gigabytes (GB) in 2005 to potentially 80 terabytes (TB) including backup in 2012 with the possibility of expansion if needed.

Implemented 14 new mobile data computers (MDC's) for the Police Department along with the replacement of the ICOP in-car camera system with the Panasonics Arbitrator system. Along with this hardware upgrade, in conjunction with Outagamie County MIS staff, was the implementation of the NetMotion VPN system with the RSA token capabilities mandated by the state. In addition, the squad car MDC's contain new 4G bandwidth which has worked well and is becoming requested more often by other departments for their field work.

Updated the JD Edwards financial package on the iSeries to the latest version (A9.2).

Upgraded the City-wide camera system software to the latest version of Genetec Security Center allowing us to continue to expand our camera presence.

Continued the migration of the Novell network operating systems to Microsoft Active Directory and GroupWise email system to Microsoft Exchange 2010.

Upgraded the phone system, allowing us to replace the hardware for the first time since its implementation in 2005, giving even more virtualization capabilities.

Upgraded and installed the new Motorola wireless system in all City buildings, giving us greater security and management as well as greater bandwidth capabilities for all of our wireless networks.

Researched and implemented videoconferencing equipment for the Fire Department as well as other departments to replace the 12 year old Polycom system.

The name of the department has been changed from Technology Services to Information Services to better reflect the strategic importance of the department. The department is not just a service department for the City's technology, but a department with a plan to strategically manage a growing volume of information through new and emerging technology. Also, the title Information Services is more widely recognized in its field. This becomes important when recruiting to fill key positions in the department.

CITY OF APPLETON 2013 BUDGET
INFORMATION SERVICES

MAJOR 2013 OBJECTIVES

Proactively finding opportunities to streamline processes and improve communications will continue to be the focus in 2013 as it has been in 2012. Collaborative efforts with the Appleton School District along with Fox Valley Technical College on potential shared costs will always be explored when feasible.

Research and find ways of improving upon our document management, working toward a possible replacement or enhancement of Metafile. In addition, set in motion technology and plans to work toward the rebuilding of our Intranet as well as Internet.

Continue to enhance network security, disaster recovery and business continuity processes. Undergo a complete internal and external security penetration test in order to understand our vulnerabilities as well as our strengths and improve upon our security. Bring in new firewalls with increased manageability to give us better control over web content and security enhancements.

Upgrade designated PC's, servers and laptops to meet 2013 established standards. Approximately 14 MDC's will also be replaced in 2013. Continue down the path that all new servers must be built in our VM environment. It may be necessary to add additional capabilities to our virtual center system which will ensure us of gaining more strength toward a goal of 80% to 90% virtualization.

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

Research, plan and build a new routing and switching infrastructure which will enhance our ability to open up bandwidth to the desktop, allowing us the possibilities of Virtual Desktop Infrastructure and, over time, eliminate a substantial portion of our desktop purchases as well as keep pace with the bandwidth intensive applications on the market today.

Maintain communications with Outagamie County's computer systems and remote connections relating to information technology and continue our collaboration efforts with the County's Information Services Department.

Develop and establish information technology-related goals and objectives.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
	Program Revenues	$ 63,038	$ 26,840	$ 5,000	$ 5,000	$ 1,500	-70.00%
	Program Expenses						
13010	Administration	246,641	132,662	230,262	250,262	228,714	-0.67%
13020	Mainframe	530,065	480,689	506,481	506,481	494,774	-2.31%
13030	Network	865,543	767,776	893,152	1,054,152	913,620	2.29%
	TOTAL	$ 1,642,249	$ 1,381,127	$ 1,629,895	$ 1,810,895	$ 1,637,108	0.44%
Expenses Comprised Of:							
Personnel		1,163,115	914,855	1,137,577	1,137,577	1,111,738	-2.27%
Administrative Expense		33,207	32,586	26,762	46,762	33,570	25.44%
Supplies & Materials		197,579	103,819	124,000	194,000	130,000	4.84%
Purchased Services		9,754	9,007	18,700	29,700	10,700	-42.78%
Utilities		5,172	5,107	6,900	6,900	6,800	-1.45%
Repair & Maintenance		233,422	315,753	315,956	380,956	344,300	8.97%
Capital Expenditures		-	-	-	15,000	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		12.00	12.00	12.00	12.00	12.00	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
INFORMATION SERVICES

Administration **Business Unit 13010**

PROGRAM MISSION

To ensure that staff within the Information 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 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:

Due to the increase in demands for the various systems we support, along with technology advancements, funding for additional staff training is being requested in 2013 to allow us to operate as self sufficiently as possible. In the past, the training funding has been limited. The department is expected to come up with solutions to a multitude of software applications and projects on a daily basis. Phone calls from various supervisors and department heads are received continually asking if something can be done differently or if a process can be streamlined through a technological application. In most instances, the answer is yes. The problem is that without proper internal staff training and knowledge, we're continually relying on project consultants to do the work. This year, we will have used all of our Microsoft training vouchers that we received as part of the enterprise agreement. That is about $10,000 worth of training that we didn't have to fund. Those credits will be used up for 2013 and beyond. Therefore, in order to maintain this level of training, allow the staff to remain focused on what they do, and provide a high caliber of problem resolution services, a $5,000 increase in training is being requested, in addition to any 2012-2013 carryover request for anticipated unspent training dollars.

The decrease in other contracts and obligations is due to the removal of the payment to WiscNet for internet access services. The payment has not been required in the past, so it has been removed from the 2013 budget. If the payment would be necessary, contingency funds could potentially be requested in 2013, and the amount would be included in subsequent years' budgets.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Strategic Outcomes					
% of virtual vs physical servers	New measure →		60%	50%	85%
Work Process Outputs					
IS staff training (hrs)	545	400	300	675	640
Telephone numbers supported	770	770	770	770	770

CITY OF APPLETON 2013 BUDGET
INFORMATION SERVICES

Administration **Business Unit 13010**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4801 Charges for Serv.- Nontax	$ 34,787	$ 24,932	$ -	$ -	$ -
4802 Charges for Serv.- Taxable	95	48	-	-	-
5004 Sale of City Prop - Nontax	1,524	1,860	5,000	5,000	1,500
5010 Misc Revenue - Nontax	26,632	-	-	-	-
5011 Misc Revenue - Tax	-	-	-	-	-
Total Revenue	$ 63,038	$ 26,840	$ 5,000	$ 5,000	$ 1,500
Expenses					
6101 Regular Salaries	$ 161,721	$ 88,760	$ 149,458	$ 149,458	$ 150,460
6150 Fringes	57,840	23,311	50,542	50,542	51,184
6201 Training\Conferences	5,842	5,015	5,000	25,000	10,000
6205 Employee Recruitment	-	2,632	-	-	-
6206 Parking Permits	5,484	4,352	4,512	4,512	4,320
6301 Office Supplies	1,500	423	1,000	1,000	1,000
6303 Memberships & Licenses	170	50	50	50	50
6305 Awards & Recognition	200	-	200	200	200
6320 Printing & Reproduction	5,976	1,222	2,000	2,000	2,000
6327 Miscellaneous Equipment	1,908	151	2,000	2,000	2,000
6412 Advertising/Publication	254	1,061	-	-	-
6413 Utilities	3,246	3,193	3,800	3,800	3,800
6599 Other Contracts/Obligations	2,500	2,492	11,700	11,700	3,700
Total Expense	$ 246,641	$ 132,662	$ 230,262	$ 250,262	$ 228,714

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
INFORMATION SERVICES

Mainframe **Business Unit 13020**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

In order to ensure continued support of City-wide automated systems during non-business hours, and equity to staff tasked with providing that support, call time pay has been reinstated. As a result, $2,169 for call time has been budgeted in 2013.

As part of the long range goals of the Information Services Department, in early 2013, we will begin planning for the replacement of the iSeries with an ERP (enterprise resource planning) system that will run most, if not all, of the Finance related packages in the City along with many others. This process will need to be managed solely as an independent project. The intent will be to hire a part time project manager on a multi-year basis with the responsibility of putting the necessary individuals together from each department in the City, researching, designing, planning and then implementing this project to make the move a success. The life expectancy of our existing iSeries is approximately 5 years. The belief is that this project, once implementation begins on a department by department basis, will take that long to complete. The costs incurred in such a project will very likely run to seven figures between the necessary hardware, software, development and training costs. It will also completely change the way the City does business in many of the departmental areas. The reason for the replacement is due to aging hardware, the cost of that hardware, the available expertise in that area becoming harder to find, and fewer people are interested in, or learning the programming side of mainframes. The benefit of the new system is that it will allow plug in's from other vendor types which incorporate workflow and design enhancements.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Rapid response to information needs					
# of requests over 6 months old	36	25	30	30	30
# of project requests outstanding	155	70	90	90	90
Strategic Outcomes					
# Printers Not IP Based	2	1	0	1	0
Sustain personnel resource allocation					
% of staff time allocated to new application development	51%	50%	40%	40%	10%
Work Process Outputs					
# of new requests received	559	605	425	425	450
# of user accounts supported	484	515	520	520	520

CITY OF APPLETON 2013 BUDGET
INFORMATION SERVICES

Mainframe **Business Unit 13020**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 336,383	$ 319,814	$ 331,138	$ 331,138	$ 329,049
6104 Call Time	3,928	-	-	-	2,169
6150 Fringes	133,154	116,164	119,701	119,701	106,756
6301 Office Supplies	500	-	-	-	-
6320 Printing & Reproduction	2,000	-	-	-	-
6327 Miscellaneous Equipment	10,000	5,158	10,000	10,000	10,000
6418 Equip Repairs & Maint	15,200	14,889	15,642	15,642	16,400
6424 Software Support	28,900	24,664	30,000	30,000	30,400
Total Expense	$ 530,065	$ 480,689	$ 506,481	$ 506,481	$ 494,774

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Equipment Repairs & Maint

IBM iSeries prepaid maintenance	$ 12,300
Pre-paid maintenance on UPS	2,000
Other repairs and parts	2,100
	$ 16,400

Software Support

JDEdwards	$ 19,000
Elite forms	1,400
ABSTRACT support	1,400
Misc. software support	1,900
SEQUEL support	6,700
	$ 30,400

CITY OF APPLETON 2013 BUDGET
INFORMATION SERVICES

Network **Business Unit 13030**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

In order to ensure continued support of City-wide automated systems during non-business hours, and equity to staff tasked with providing that support, call time pay has been reinstated. As a result, $2,650 for call time has been budgeted in 2013.

With the ever increasing use of Verizon wireless 4G cards in tablet devices, an additional $6,000 is being requested in miscellaneous equipment to support this need.

The increase in software support is due to several reasons. The largest increase ($37,500) is due to ongoing licensing requirements related to our increased Microsoft SQL usage in City applications. A new agreement is currently being negotiated. NEOGov (on-line employment application system) is becoming an ever increasing presence as well. The annual support cost, due to it now being used for review purposes, has gone from $4,000 to $9,300 per year. Additionally, in past years, we have had no budgeted support for our camera system even though it is becoming a bigger part of how the City does business every day. More cameras are going on line with a potential 20 newly installed cameras this year. In order to remain under support, cameras require an SMA contract for problem resolution and to preserve upgrade capabilities. Additionally, new technologies coming online require ongoing support, and applications which didn't exist in the past or were not budgeted have been added to the budget including support for VMware, Commvault and Genetec applications.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Quick problem resolution					
# of project requests outstanding	30	15	25	25	25
Strategic Outcomes					
Minimized disruption to City operations because of hardware/software issues					
Ratio of single printers to MFP's	30%	30%	20%	20%	10%
Informed citizens					
# of hits on web site home page	552,157	749,000	800,000	800,000	800,000
Work Process Outputs					
New systems implemented					
# of network accounts supported	543	560	560	560	650
# of computers maintained	421	420	420	420	420
# PC's replaced/upgraded - 4 yr cycle	92	0	150	150	150
Help Desk problems resolved					
# of calls handled by help desk	19,023	11,000	18,000	18,000	18,000
# personnel trained	86	10	12	12	12

CITY OF APPLETON 2013 BUDGET
INFORMATION SERVICES

Network **Business Unit 13030**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	2013
Expenses					
6101 Regular Salaries	$ 317,367	$ 256,705	$ 345,622	$ 345,622	$ 332,724
6104 Call Time	5,788	-	-	-	2,650
6105 Overtime	4,261	1,389	3,538	3,538	-
6150 Fringes	142,672	108,712	137,578	137,578	136,746
6301 Office Supplies	19,511	20,114	16,000	16,000	18,000
6327 Miscellaneous Equipment	177,695	97,288	110,000	180,000	116,000
6404 Consulting Services	7,000	5,454	7,000	18,000	7,000
6413 Utilities	1,926	1,914	3,100	3,100	3,000
6418 Equip. Repairs & Maint	21,561	24,809	35,000	35,000	30,000
6419 Communication Eq. Repairs	15,000	17,726	17,000	17,000	17,300
6424 Software Support	152,762	233,665	218,314	283,314	250,200
6804 Equipment	-	-	-	15,000	-
Total Expense	$ 865,543	$ 767,776	$ 893,152	$ 1,054,152	$ 913,620

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Office Supplies

Network supplies - toner, ink, tapes	$ 18,000
	$ 18,000

Miscellaneous Equipment

Upgrade PC's and laptops	$ 30,000
Upgrade MDC's (14)	56,000
Misc. network hardware	20,000
Application and network management	10,000
	$ 116,000

Equip. Repairs & Maint.

NovaTime(Parks/Transit)	$ 1,300
Router maintenance	1,000
SAN hardware support	10,000
Porter Lee (Police Evidence System)	1,700
Core switch support	8,000
Firewall support	8,000
	$ 30,000

Communication Equip. Repair

Pro-rata share of fiber network costs	$ 17,300
	$ 17,300

Software Support

Microsoft agreement	$ 125,000
Mitel VoIP support	39,000
GIS - DLT solutions	17,500
Doc management support	14,000
Anti-Virus subscription	4,400
Spam filtering	1,000
Sgt. labs support	3,300
Commvault software support	4,500
SAN backup support	4,500
Track-IT support	3,000
Miscellaneous software	7,700
Shopkey (MSB/Transit)	1,700
SignCAD/SignCAM (MSB)	1,600
RecTrac support (Parks)	4,600
Forensic software (PD)	1,600
ID networks (PD)	4,200
Insite Support (MSB/Transit)	1,000
OPC-online pmts. (Finance)	2,300
NEOGOV	9,300
	$ 250,200

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Charges for Services	34,883	24,980	0	0	0	0	0
Other Revenues	28,155	1,860	101	5,000	5,000	0	1,500
TOTAL REVENUES	63,038	26,840	101	5,000	5,000	0	1,500
EXPENSES BY LINE ITEM							
Regular Salaries	726,570	597,779	356,351	826,218	826,218	0	812,233
Call Time	9,716	0	647	0	0	0	4,819
Overtime	4,261	1,389	844	3,538	3,538	0	0
Sick Pay	17,877	7,877	6,864	0	0	0	0
Vacation Pay	71,024	59,623	34,044	0	0	0	0
Fringes	333,667	248,187	141,913	307,821	307,821	0	294,686
Salaries & Fringe Benefits	1,163,115	914,855	540,663	1,137,577	1,137,577	0	1,111,738
Training & Conferences	5,842	5,015	6,589	5,000	25,000	20,000	10,000
Employee Recruitment	0	2,632	0	0	0	0	0
Parking Permits	5,484	4,352	3,240	4,512	4,512	3,600	4,320
Office Supplies	21,511	20,537	17,765	17,000	17,000	19,000	19,000
Memberships & Licenses	170	50	0	50	50	50	50
Awards & Recognition	200	0	99	200	200	200	200
Administrative Expense	33,207	32,586	27,693	26,762	46,762	42,850	33,570
Printing & Reproduction	7,976	1,222	1,492	2,000	2,000	2,000	2,000
Miscellaneous Equipment	189,604	102,597	78,438	122,000	192,000	128,000	128,000
Supplies & Materials	197,580	103,819	79,930	124,000	194,000	130,000	130,000
Consulting Services	7,000	5,454	0	7,000	18,000	7,000	7,000
Advertising	254	1,061	0	0	0	0	0
Other Contracts/Obligations	2,500	2,492	155	11,700	11,700	11,700	3,700
Purchased Services	9,754	9,007	155	18,700	29,700	18,700	10,700
Electric	0	0	0	3,100	3,100	3,000	3,000
Telephone	2,924	2,882	2,151	3,800	3,800	0	0
Cellular Telephone	2,248	2,225	1,332	0	0	3,800	3,800
Utilities	5,172	5,107	3,483	6,900	6,900	6,800	6,800
Equipment Repair & Maintenanc	36,761	39,699	34,782	50,642	50,642	53,400	46,400
Communications Equip. Repairs	15,000	17,726	85	17,000	17,000	17,300	17,300
Software Support	161,332	256,761	176,504	248,314	313,314	280,600	280,600
Repair & Maintenance	213,093	314,186	211,371	315,956	380,956	351,300	344,300
Machinery & Equipment	0	0	0	0	15,000	0	0
Capital Expenditures	0	0	0	0	15,000	0	0
TOTAL EXPENSES	1,621,921	1,379,560	863,295	1,629,895	1,810,895	549,650	1,637,108

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Information Services **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	Amount	Page
Firewall and Security	$ 40,000	Projects, Pg. 647
Phone system upgrade	35,000	Projects, Pg. 647
Camera system upgrade *	68,000	Projects, Pg. 647
Network infrastructure	400,000	Projects, Pg. 647
	$ 543,000	

* Note: The camera system upgrade project also includes replacement of the existing cameras at the Transit Center and the Valley Transit maintenance facility, which is shown in the Valley Transit budget.

Additionally, an internal security camera upgrade project is proposed at the Library. The project is budgeted in the Library Capital Projects fund because the system is housed separately from the City camera system due to the need to preserve Library patron privacy. The project will be managed by Library staff.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 91,882	$ 5,243	$ 1,623	$ 1,623	$ -	-100.00%
Program Expenses		$ 214,206	$ 84,803	$ 400,000	$ 462,340	$ 543,000	35.75%
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		214,206	84,803	400,000	462,340	543,000	35.75%

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Information Services

Business Unit 4220

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4710 Interest on Investments	$ 6,896	$ 5,243	$ 1,623	$ 1,623	$ -
5010 Misc. Revenue - Nontax	84,986	-	-	-	-
5910 Proceeds of Long-term Debt	-	-	394,000	394,000	543,000
5925 Trans In - Wastewater	-	-	-	-	-
5926 Trans In - Water	-	-	-	-	-
5930 Trans In - Valley Transit	-	-	-	-	-
Total Revenue	$ 91,882	$ 5,243	$ 395,623	$ 395,623	$ 543,000
Expenses					
6404 Consulting	$ -	$ -	$ -	$ -	$ -
6804 Equipment	214,206	84,803	400,000	462,340	543,000
Total Expense	$ 214,206	$ 84,803	$ 400,000	$ 462,340	$ 543,000

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Equipment

Firewall & Security	$ 40,000
Phone system upgrade	35,000
Camera system upgrade	68,000
Network infrastructure	400,000
	$ 543,000

CITY OF APPLETON 2013 BUDGET
INFORMATION SERVICES
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Interest Income	$ 6,896	$ 5,243	$ 1,623	$ 435	$ -
Other	84,986	-	-	-	-
Total Revenues	91,882	5,243	1,623	435	-
Expenses					
Program Costs	214,206	84,803	400,000	432,152	543,000
Total Expenses	214,206	84,803	400,000	432,152	543,000
Revenues over (under) Expenses	(122,324)	(79,560)	(398,377)	(431,717)	(543,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	394,000	365,000	543,000
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	394,000	365,000	543,000
Net Change in Equity	(122,324)	(79,560)	(4,377)	(66,717)	-
Fund Balance - Beginning	268,601	146,277	66,717	66,717	-
Fund Balance - Ending	$ 146,277	$ 66,717	$ 62,340	$ -	$ -

CITY OF APPLETON 2013 BUDGET

CITY ATTORNEY & CLERK

City Attorney: James P. Walsh

Deputy City Attorney: Ellen L. Totzke

City Clerk: Charlene M. Peterson

Deputy City Clerk: Mary E. Wendell

CITY OF APPLETON 2013 BUDGET
CITY ATTORNEY & CLERK

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 government.

DISCUSSION OF SIGNIFICANT 2012 EVENTS

City Attorney

* The City continues to work with outside counsel concerning a Worker's Compensation matter involving an off work time injury. This involves a question on which the City has received unfavorable rulings at several levels and has appealed the matter to the Wisconsin Supreme Court. The matter is currently waiting for a decision as to whether or not the Supreme Court will hear the case.
* The City is currently involved in an equal rights claim concerning the City of Appleton Police Department. This is a claim filed by an officer claiming the Police Chief's decision not to include him on the City of Appleton's tactical team was employment discrimination. That case is in its early stages.
* The Fox River clean up litigation continues in Federal Court in Green Bay. Numerous decisions have been rendered by Judge Griesbach in this case in an attempt to narrow down issues to be covered at trial. The next hearing is scheduled to begin in December of this year.
* This office was involved to a large degree in assisting the Finance Department and Bond Counsel in refinancing the Performing Arts Center bonds. This process involved redoing bond documents, reorganizing the Room Tax Commission, and obtaining updated information from the municipalities involved with the original room tax issues. This resulted in a savings over the life of the bonds of approximately $1.6 million dollars.
* The City was involved in several eminent domain cases due to construction in various parts of the City. At least one of the cases went to a mediation conducted by an outside mediator. This process gave valuable experience to members of City staff in evaluating such cases moving forward.
* In 2012, a civil rights case was filed against the City of Appleton and Appleton Police Department based on the claim of unlawful search. The claim was based on the search conducted by the City of Appleton Police Department, pursuant to a search warrant, which resulted in a criminal conviction and the incarceration of the defendant. The defendant has filed his claim seeking monetary damages.
* The City handled several personal injury cases and continues its involvement with foreclosures and other claims by the City.

City Clerk

* Six elections were administered in 2012 with the Presidential & two unprecedented special recall elections.
* In February, the Election Clerk & City Clerk conducted 15 separate training sessions for Election Officials who staff the polling districts in the City. The Election Training Manual was re-written & forms reprinted due to the high volume of legislative changes made to voter laws & election processes.
* The 6th floor customer service area in its second year enables customers to pay their fees at the same location they complete their application, which has been positively received.
* Utilized the internet to report April election results shortly after polls closed.
* Updated information on the City's website to reflect services provided, especially on the election pages.
* Implementation of E-certified mailing software, allows obtaining delivery confirmation of certified mail via the internet, which reduces paperwork & results in costs savings.
* The City Clerk worked with the Redistricting Committee on the Redistricting process. Aldermanic Districts were reduced from 16 to15; new lines had to be incorporated & verified in the Statewide Voter Registration System.
* The Official 2012-2013 Directory was prepared, printed & distributed. The number of copies was reduced due to more people utilizing the internet & we continue to seek ways to meet the demand for information contained in the directory at the least cost.
* License renewal process completed for all licenses expiring June 30 encompassing over 1,000 between operators licenses & liquor licenses. Safety & License Committee held two non-renewal hearings.
* Updated waiting list for "Class B" beer/liquor licenses which currently stands at 15.
* Held Board of Review with 22 objections presented.
* 2012 was a major transition year with the Clerk retiring 4/30/11 & hiring of new Clerk. The Office of the City Clerk was incorporated into the Attorney's Office effective May 1, 2012.

CITY OF APPLETON 2013 BUDGET
CITY ATTORNEY & CLERK

MAJOR 2013 OBJECTIVES

2013 will see the offices of the City Attorney and City Clerk continue the process of ensuring the smooth transition to a single department. 2012 saw the departments merge and work cooperatively on communication and assistance and cooperation on numerous election functions. We are also looking forward to efficiencies which can be obtained by coordinating such things as document recording, filing of City documents in a central location and efficient customer service.

* We will continue working with other departments in the City to ensure that City projects run smoothly and there is no delay in project completions.
* We will continue to work with outside counsel for the Fox River clean up to reach a negotiated settlement if possible and assist in trial preparation if necessary. Additionally, we will work with insurance counsel to make sure all invoices for services on the Fox River are properly and timely submitted and the City obtains reimbursement where appropriate.
* We will continue to work with other departments to ensure that City tasks are timely completed and work is not delayed. Such things as land acquisitions, and negotiated agreements will be completed pursuant to the departments requested deadline, whenever possible.
* The City will vigorously defend personal injury matters which may remain pending from the previous year.
* Administer two regularly scheduled elections - the Spring Primary Election & Spring General Election.
* Update the election training manual and reprint necessary forms to comply with legislative changes in election law and processes that continue to take place.
* Continue to find ways to streamline office efficiencies & reduce costs.
* Assist with new document management system for Council & Committee agendas, minutes, reports & video streaming.
* Look at new licensing software to manage all of our licenses to be more efficient saving time & money.
* Catch up in the aftermath of the six elections in 2012.
* Look at & plan for replacement of the folding machine/inserter.
* The current Deputy Clerk will be retiring in 2013 after 30 years of service. A lot of knowledge & expertise will be lost. Dependent upon how and who will fill this position will greatly determine the impact of this transition.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 278,108	$ 246,681	$ 253,450	$ 253,450	$ 223,450	-11.84%
Program Expenses							
14510	Administration	292,218	293,778	294,057	294,057	295,323	0.43%
14521	Litigation	224,193	216,146	219,726	219,726	222,071	1.07%
14522	Real Estate	44,561	44,705	45,180	45,180	45,655	1.05%
11020	Recordkeeping	114,847	126,545	110,024	110,024	99,063	-9.96%
11030	Licensing	58,653	92,158	60,434	70,434	60,594	0.26%
11040	Elections	218,403	149,357	272,342	282,642	182,522	-32.98%
11050	Mail / Copy Center	135,544	184,220	183,821	183,821	169,186	-7.96%
TOTAL		$ 1,088,419	$ 1,106,909	$ 1,185,584	$ 1,205,884	$ 1,074,414	-9.38%
Expenses Comprised Of:							
Personnel		839,792	812,672	869,245	879,545	815,789	-6.15%
Administrative Expense		99,436	173,636	152,406	162,406	134,366	-11.84%
Supplies & Materials		79,287	50,369	99,860	99,860	62,617	-37.30%
Purchased Services		53,037	55,758	46,500	46,500	43,740	-5.94%
Utilities		834	755	1,050	1,050	1,070	1.90%
Repair & Maintenance		16,033	13,719	16,523	16,523	16,832	1.87%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CITY ATTORNEY & CLERK

Administration **Business Unit 14510**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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 2013, we will have a 5% increase for the last eight months. This is shown in the subscriptions account.

The training budget will fund typical minimal training to education through the University of Wisconsin Green Bay for certification classes for the new Deputy City Clerk in addition to some additional training required for the current City Clerk.

With the planned retirement of the current Deputy City Clerk in 2013 and filling that position at an Administrative Clerk III level (see Recordkeeping program on page 134), another staff member will take on some of the non-supervisory responsibilities of the Deputy Clerk. $1,147 has been added to this budget for any needed pay adjustments.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Timely legal information is provided upon which Alderpersons and staff members can make decisions					
Meet time-frame of requestor	100%	100%	100%	100%	100%
Contracts are reviewed in a timely manner to allow performances to proceed					
# of performances delayed due to review not being completed	0	0	0	0	0
Strategic Outcomes					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
# of surveys returned	85	48	90	90	90
Work Process Outputs					
Written opinions issued	3	5	>20	>20	>20
Ordinances reviewed	137	241	100	100	100
Staff training					
# of hours of staff training	92	127	150	150	150

CITY OF APPLETON 2013 BUDGET
CITY ATTORNEY & CLERK

Administration **Business Unit 14510**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4801 Charges for Serv. - Nontax	$ 46	$ 70	$ 200	$ 200	$ 200
4802 Charges for Serv. - Tax	1,251	963	2,000	2,000	2,000
5035 Other Reimbursements	-	930	-	-	-
5085 Cash Short or Over	-	3	-	-	-
Total Revenue	$ 1,297	$ 1,966	$ 2,200	$ 2,200	$ 2,200
Expenses					
6101 Regular Salaries	$ 194,098	$ 196,946	$ 196,597	$ 196,597	$ 196,777
6105 Overtime	53	35	-	-	-
6150 Fringes	77,570	74,664	70,797	70,797	71,041
6201 Training\Conferences	3,933	4,814	7,000	7,000	7,800
6206 Parking Permits	2,847	3,029	3,028	3,028	3,050
6301 Office Supplies	716	653	950	950	950
6302 Subscriptions	8,355	8,812	10,000	10,000	10,000
6303 Memberships & Licenses	2,223	2,372	2,335	2,335	2,335
6305 Awards & Recognition	-	16	-	-	-
6320 Printing & Reproduction	1,483	1,346	2,000	2,000	2,000
6328 Signs	-	-	100	100	100
6413 Utilities	833	754	1,050	1,050	1,070
6418 Equip Repairs & Maint	107	337	200	200	200
Total Expense	$ 292,218	$ 293,778	$ 294,057	$ 294,057	$ 295,323

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
CITY ATTORNEY & CLERK

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:

No major changes.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	75	106	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements					
$ value of settlements and judgments	$10,225	$50,806	<$20,000	<$20,000	<$50,000
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	14	8	0	0	0

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

CITY OF APPLETON 2013 BUDGET
CITY ATTORNEY & CLERK

Litigation **Business Unit 14521**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4801 Charges for Serv.- Nontax	$ 909	$ 204	$ 1,000	$ 1,000	$ 1,000
4802 Charges for Serv. - Tax	75	-	-	-	-
Total Revenue	$ 984	$ 204	$ 1,000	$ 1,000	$ 1,000
Expenses					
6101 Regular Salaries	$ 147,321	$ 147,764	$ 148,345	$ 148,345	$ 149,828
6150 Fringes	52,331	46,016	47,338	47,338	48,200
6402 Legal Fees	5,502	2,256	4,000	4,000	4,000
6404 Consulting Services	5,996	7,067	7,000	7,000	7,000
6625 Disability Payments	13,043	13,043	13,043	13,043	13,043
Total Expense	$ 224,193	$ 216,146	$ 219,726	$ 219,726	$ 222,071

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
CITY ATTORNEY & CLERK

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.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
The City will acquire necessary real estate within the time period requested by the department heads making the request. Projects will not be delayed due to real estate acquisition issues					
# projects delayed	0	0	0	0	0
Strategic Outcomes					
Acquisitions are made in a manner acceptable to both the property owner and to the City					
% of contested condemnation cases	1	2	0	0	0
Work Process Outputs					
# of real estate acquisitions	91	5	30	30	12

CITY OF APPLETON 2013 BUDGET
CITY ATTORNEY & CLERK

Real Estate **Business Unit 14522**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 33,133	$ 33,997	$ 34,632	$ 34,632	$ 35,098
6150 Fringes	11,428	10,708	10,548	10,548	10,557
Total Expense	$ 44,561	$ 44,705	$ 45,180	$ 45,180	$ 45,655

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2012 BUDGET
CITY ATTORNEY & CLERK

Recordkeeping **Business Unit 11020**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

The continued effort to reduce printing expense reflects a reduction in 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. Eight pages were removed from the directory and 600 directories were printed instead of 765 over last year to provide this cost savings for 2012 over 2011. Actual expenses in 2012 were $1,700, budgeted amount for 2013 is $1,500.

The current Deputy Clerk will be retiring in 2013. This budget includes the replacement at an Administrative Clerk III level, with a reduction in salary and fringe expense of $9,885. A staff person, yet to be determined, will assume some of the Deputy Clerk responsibilities and will be compensated at an estimated one step pay increase. Funds for this have been included in the Administration program. The overall estimated savings will be approximately $8,700.

Additional funds have been budgeted for court reporting expected with Board of Appeals process for 2013.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Retrieval of information					
% same day responses	94%	94%	95%	95%	95%
1 week retrieval for detailed requests	6%	6%	5%	5%	5%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs maintaining records	1,638	398	1,500	1,500	1,500
# of requests for information	252	340	300	300	300
# of publication notices	430	466	400	400	400
# of ordinances adopted	187	243	175	175	175

CITY OF APPLETON 2012 BUDGET
CITY ATTORNEY & CLERK

Recordkeeping **Business Unit 11020**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 53,456	$ 53,127	$ 52,832	$ 52,832	$ 45,573
6108 Part Time	-	1,352	-	-	-
6150 Fringes	24,934	22,474	23,392	23,392	19,450
6301 Office Supplies	1,898	1,004	1,500	1,500	1,500
6320 Printing & Reproduction	2,267	1,999	1,200	1,200	1,500
6402 Legal Fees	225	420	300	300	-
6408 Contractor Fees	810	60	800	800	1,040
6411 Temporary Help	2,918	1,624	-	-	-
6412 Advertising	28,339	44,485	30,000	30,000	30,000
Total Expense	$ 114,847	$ 126,545	$ 110,024	$ 110,024	$ 99,063

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Advertising	
Required legal publications	$ 30,000

CITY OF APPLETON 2012 BUDGET
CITY ATTORNEY & CLERK

Licensing **Business Unit 11030**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Answer all inquiries 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 time lines established by State law or department policies
Generate more communication with applicants on pending license approvals
Work with Information Services to develop software to track, organize, and produce licenses issued by the City Clerk

Major Changes in Revenue, Expenditures or Programs:

2012 marks the first year the Operator's (bartender) License changed to a one year license with a fee change from $50 for a two-year license to $40 annually. The full impact of this change increased the number of annual operator licenses to be processed from an estimated 700 to 1,100 & office supplies expense for the cards, plastic holders, envelopes, postage and ink cartridges by an estimated $1,000. The change from a two-year to a one-year license is estimated to provide an additional $5,000 increase in revenue in 2013 over what was budgeted in 2012.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Prompt application processing					
% processed on same day	95%	95%	100%	100%	100%
% issued within 90 days of application	100%	100%	100%	100%	100%
Strategic Outcomes					
Statutory and ordinance compliance of all licenses issued					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
License applications processed					
# of beer/liquor licenses issued	235	224	225	225	225
# of operator licenses issued	647	923	700	700	1,100
# of general licenses issued	571	585	400	400	500

CITY OF APPLETON 2012 BUDGET
CITY ATTORNEY & CLERK

Licensing **Business Unit 11030**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4301 Amusements	$ 8,205	$ 8,467	$ 8,000	$ 8,000	$ 8,000
4303 Cigarette	5,290	5,500	5,500	5,500	5,500
4306 Liquor	90,652	100,893	75,000	75,000	80,000
4307 Operators	58,905	49,393	55,000	55,000	60,000
4309 Sundry	4,932	5,147	4,800	4,800	4,800
4313 Special Events	20,532	20,175	17,000	17,000	17,000
4316 Second Hand/Pawnbroker	2,100	2,242	2,000	2,000	2,000
4317 Commercial Solicitation	16,770	10,319	10,000	10,000	10,000
4318 Christmas Tree	405	450	450	450	450
4320 Taxi Cab/Limousine	1,680	1,500	1,500	1,500	1,500
4321 Taxi Driver	2,255	2,750	2,000	2,000	2,000
4322 Special "B" Beer License	910	1,094	1,000	1,000	1,000
4411 Sundry Permits	1,760	2,070	2,000	2,000	2,000
5010 Misc. Revenue - Nontax	6,380	6,240	6,000	6,000	6,000
Total Revenue	$ 220,776	$ 216,240	$ 190,250	$ 190,250	$ 200,250
Expenses					
6101 Regular Salaries	$ 34,487	$ 36,345	$ 36,150	$ 36,150	$ 36,512
6105 Overtime	708	331	375	375	375
6150 Fringes	21,547	23,693	21,109	21,109	21,207
6301 Office Supplies	1,337	1,199	1,500	1,500	2,500
6316 Miscellaneous Supplies	-	365	-	-	-
6320 Printing & Reproduction	574	225	-	-	-
6599 Other Contracts/Obligations	-	-	1,300	1,300	-
6630 Other Grant Payments	-	30,000	-	10,000	-
Total Expense	$ 58,653	$ 92,158	$ 60,434	$ 70,434	$ 60,594

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2012 BUDGET
CITY ATTORNEY & CLERK

Elections **Business Unit 11040**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

Two elections will be held in 2013 versus six in 2012. Therefore, all election related costs and revenues have decreased proportionately. The major changes include decreases to wages, fringe benefits, supplies, printing costs, temporary help, advertising, and rent, as well as intergovernmental revenue. The election inspectors wage was increased in 2012 so the 2013 wage is increased slightly to reflect this increase for two elections.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Accurate election roll					
# changes, add and deletes	11,891	5,940	12,000	12,000	6,000
# of voters purged (biannual)	0	2,562	7,500	7,500	7,500
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	41,813	23,327	55,000	55,000	23,000
# of registered voters	125,721	84,202	116,000	116,000	90,000
# of elections administered	4	4	5	6	2
# of candidates filing nomination papers	20	20	25	25	10
# of ballot styles	220	136	235	235	118
% of staff trained at each election	98%	98%	100%	100%	100%

CITY OF APPLETON 2012 BUDGET
CITY ATTORNEY & CLERK

Elections **Business Unit 11040**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4908 Misc. Intergov. Charges	55,051	28,271	60,000	60,000	20,000
Total Revenue	$ 55,051	$ 28,271	$ 60,000	$ 60,000	$ 20,000
Expenses					
6101 Regular Salaries	$ 102,496	$ 80,144	$ 138,155	$ 147,200	$ 92,873
6105 Overtime	2,840	1,825	3,108	3,108	2,804
6108 Part-Time	105	-	-	-	-
6150 Fringes	26,726	22,504	24,563	25,818	23,672
6201 Training\Conferences	-	488	-	-	-
6202 Local Auto Expense	76	42	100	100	-
6206 Parking Permits	99	15	150	150	150
6301 Office Supplies	5,003	1,117	10,000	10,000	5,000
6302 Subscriptions	350	-	350	350	350
6316 Miscellaneous Supplies	317	-	2,880	2,880	2,700
6320 Printing & Reproduction	58,569	31,271	74,180	74,180	40,817
6328 Signs	318	-	2,000	2,000	500
6411 Temporary Help	8,427	547	-	-	-
6412 Advertising	820	(701)	3,000	3,000	1,500
6418 Equip Repairs & Maint	10,157	10,665	10,156	10,156	10,156
6503 Rent	2,100	1,440	3,600	3,600	1,800
6599 Other Contracts/Obligations	-	-	100	100	200
Total Expense	$ 218,403	$ 149,357	$ 272,342	$ 282,642	$ 182,522

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Printing & Reproduction	
Ballot printing and coding - 2 elections	$ 40,817
Equip Repairs & Maint	
Voting machine maintenance contract	$ 10,156

CITY OF APPLETON 2012 BUDGET
CITY ATTORNEY & CLERK

Mail/Copy Services **Business Unit 11050**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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:

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.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
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	25	13	50	50	25
Work Process Outputs					
# of pieces of outgoing mail	178,916	149,848	250,000	250,000	225,000
# of packages handled	467	296	500	500	500
# of copies made in mail center	1,259,319	1,050,588	1,500,000	1,500,000	1,500,000

CITY OF APPLETON 2012 BUDGET
CITY ATTORNEY & CLERK

Mail/Copy Services **Business Unit 11050**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 34,344	$ 39,319	$ 39,374	$ 39,374	$ 39,766
6105 Overtime	673	362	375	375	375
6150 Fringes	21,542	21,068	21,555	21,555	21,681
6301 Office Supplies	1,653	432	1,600	1,600	1,600
6304 Postage\Freight	50,890	92,074	85,000	85,000	70,500
6316 Miscellaneous Supplies	11,672	9,976	11,500	11,500	11,500
6320 Printing & Reproduction	4,087	5,186	6,000	6,000	5,000
6418 Equip Repairs & Maint	5,770	2,717	6,167	6,167	6,476
6503 Rent	4,913	13,086	12,250	12,250	12,288
Total Expense	$ 135,544	$ 184,220	$ 183,821	$ 183,821	$ 169,186

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Postage/Freight	
United Mailing Service	$ 17,500
UPS	7,000
US Postal Service	46,000
	$ 70,500

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Licenses	213,154	208,463	239,637	182,650	192,650	187,250	192,250
Permits	1,760	2,070	585	2,000	2,000	2,000	2,000
Charges for Services	2,281	1,236	1,543	3,200	3,200	3,200	3,200
Intergov. Charges for Service	55,051	28,271	52,940	60,000	60,000	60,000	20,000
Other Revenues	6,380	7,173	6,540	6,000	6,000	6,000	6,000
TOTAL REVENUES	278,626	247,213	301,245	253,850	263,850	258,450	223,450
EXPENSES BY LINE ITEM							
Regular Salaries	496,618	500,231	393,503	552,505	561,550	0	548,057
Overtime	4,275	2,553	6,035	3,858	3,858	0	3,554
Part-Time	105	1,352	1,851	0	0	0	0
Other Compensation	59,483	37,930	99,520	93,580	93,580	0	48,370
Shift Differential	19	14	24	0	0	0	0
Sick Pay	6,126	10,838	127	0	0	0	0
Vacation Pay	37,088	38,627	30,345	0	0	0	0
Fringes	236,078	221,127	155,289	219,302	220,557	0	215,808
Salaries & Fringe Benefits	839,792	812,672	686,694	869,245	879,545	0	815,789
Training & Conferences	3,933	5,302	4,535	7,000	7,000	7,800	7,800
Local Auto Expense	76	42	200	100	100	0	0
Parking Permits	2,946	3,044	3,066	3,178	3,178	3,800	3,200
Office Supplies	10,607	4,405	22,217	15,550	15,550	11,550	11,550
Subscriptions	8,705	8,812	5,962	10,350	10,350	11,850	11,850
Memberships & Licenses	2,223	2,372	2,516	2,335	2,335	2,335	2,335
Postage & Freight	50,890	92,074	85,972	85,000	85,000	70,500	70,500
Awards & Recognition	0	16	0	0	0	0	0
Rent	7,013	14,526	13,699	15,850	15,850	14,088	14,088
Disability Payments	13,043	13,043	13,043	13,043	13,043	13,043	13,043
Block Grant Payments	0	30,000	20,000	0	10,000	0	0
Administrative Expense	99,436	173,636	171,210	152,406	162,406	134,966	134,366
Miscellaneous Supplies	11,989	10,342	8,531	14,380	14,380	14,200	14,200
Printing & Reproduction	66,980	40,027	139,329	83,380	83,380	47,817	47,817
Signs	318	0	0	2,100	2,100	600	600
Supplies & Materials	79,287	50,369	147,860	99,860	99,860	62,617	62,617
Legal Fees	5,727	2,676	990	4,300	4,300	4,000	4,000
Consulting Services	5,996	7,067	7,219	7,000	7,000	7,000	7,000
Contractor Fees	810	60	958	800	800	1,040	1,040
Temporary Help	11,345	2,171	0	0	0	18,127	0
Advertising	29,159	43,784	21,684	33,000	33,000	31,500	31,500
Other Contracts/Obligations	0	0	0	1,400	1,400	200	200
Purchased Services	53,037	55,758	30,851	46,500	46,500	61,867	43,740
Telephone	834	755	583	1,050	1,050	1,070	1,070
Utilities	834	755	583	1,050	1,050	1,070	1,070
Equipment Repair & Maintenanc	16,033	13,719	13,026	16,523	16,523	16,832	16,832
Repair & Maintenance	16,033	13,719	13,026	16,523	16,523	16,832	16,832
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,088,419	1,106,909	1,050,224	1,185,584	1,205,884	277,352	1,074,414

CITY OF APPLETON 2013 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

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Projected	2013 Budget
Revenues					
Interest Income	$ 1,754	$ 2,621	$ 2,500	$ 1,000	$ 1,000
Expenses					
Program Costs	6,391	6,391	6,391	6,391	6,391
Revenues over (under) Expenses	(4,637)	(3,770)	(3,891)	(5,391)	(5,391)
Fund Balance - Beginning	69,134	64,497	60,727	60,727	55,336
Fund Balance - Ending	$ 64,497	$ 60,727	$ 56,836	$ 55,336	$ 49,945

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2013 BUDGET

HUMAN RESOURCES

Human Resources Director: Sandra A. Behnke

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

CITY OF APPLETON 2013 BUDGET
HUMAN RESOURCES

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2012 EVENTS

In terms of general HR functions, we started the year with implementing benefit changes for all previous union employees to the non union employee fringe benefit level. This reflected changes in employee medical plan selections, creation of a new high deductible health plan with a health savings account for all non union employees, increases to employee medical plan cost share premiums, moved all employees to the non union dental plan benefit coverage, changed life insurance coverage and added LTD coverage. We continued planning for changes to our medical plan to remain in compliance with the Health Care Reform Act. We continued scanning personnel files into the Metafile system. Staff revised and/or updated 13 separate policies throughout the year. Staff also worked through transitional issues as a result of changing so many policies due to the budget repair bill (BRB). 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 278 employees participated in the health screening, with 157 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 Weight Watchers program, a starting right program, skin cancer screening, a fresh fruit at work program, and the Get Up and Ride biking program. The annual glance chart (table of organizations, department staffing information and salary charts) was updated and distributed.

Recruitment activities continued to be heavy since we were filling vacancies created in 2011 as well as new ones created in 2012 from retirements and terminations.

The department developed a layoff policy for the Public Works Department, and updated the tables of organization due to changes or reorganizations for the Police, DPW, Fire, Valley Transit, Assessor, Finance, Facilities Management, and Community Development departments.

We implemented a performance evaluation system creating competencies for organizational priorities.

We worked with NEOgov and purchased an online onboarding program to be used for all newly hired and existing employees as an access point for all City information and forms.

In the area of staff development and training, the department completed training of all general and supervisory employees on legally mandated topics in 20 classes held throughout the year and provided required training to all seasonal employees during 5 seasonal classes. The staff also conducted 4 new employee orientation programs and 4 new supervisory orientations, and assisted with a new alderperson orientation. The department coordinated numerous LEAN processes to explore ways to streamline City processes and find efficiencies. In addition, the department worked with City employee groups on team development to improve overall team performance. The department also facilitated, in conjunction with an internal employee committee, another very successful administrative professionals' recognition program in April.

The department oversaw the new compensation study. This involved reviewing every job questionnaire submitted and following up with supervisors on questions or inconsistencies. We worked with the consultant on all aspects of the process including internally completing the survey process for all public entities.

In the area of employee/labor relations, the department handled several grievances and employee issues and two arbitrations for the Appleton Professional Police Association during the year. Staff obtained parameters from the HR Committee and began negotiations for the Valley Transit union contract.

CITY OF APPLETON 2013 BUDGET
HUMAN RESOURCES

MAJOR 2013 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
Implement the comprehensive compensation study
Update policies as needed to comply with changing regulations and environment
Implement the performance management system
Implement the on-boarding system

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
Work through implementation of compensation plan recommendations
Educate employees on benefit changes and policy changes
Educate supervisors on changing roles and responsibilities

Staff Training and Development:
Offer 17 required general employee training sessions
Conduct new employee orientation sessions
Develop an on-line training program (reasonable suspicion)
Conduct seasonal employee training
Offer 4 supervisory training classes
Offer benefit training opportunities for City employees

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 1,019	$ 98	$ -	$ -	$ -	N/A
Program Expenses							
14010	Administration	282,038	272,876	250,691	250,691	283,455	13.07%
14020	Recruitment	184,282	178,890	176,999	176,999	178,372	0.78%
14030	Employee Relations	97,255	96,809	101,695	101,695	101,594	-0.10%
14040	Staff Development	103,778	105,359	139,594	139,594	140,714	0.80%
TOTAL		$ 667,353	$ 653,934	$ 668,979	$ 668,979	$ 704,135	5.26%
Expenses Comprised Of:							
Personnel		596,758	580,215	583,111	583,111	619,503	6.24%
Administrative Expense		36,455	37,897	49,608	49,608	49,572	-0.07%
Supplies & Materials		4,125	3,382	4,100	4,100	4,100	0.00%
Purchased Services		29,357	31,782	31,310	31,310	30,110	-3.83%
Utilities		658	658	850	850	850	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		5.95	6.15	6.15	6.15	6.15	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
HUMAN RESOURCES

Administration **Business Unit 14010**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Develop, implement, maintain and distribute policies and procedures applicable to City employees
Review policies and procedures
Serve as a resource for other agencies seeking employment and statistical data
Administer various policies and programs to comply with state and federal legislation
Administer fringe benefit programs and voluntary fringe benefit programs
Counsel employees on benefit related issues and conduct organizational benefit reviews
Coordinate and administer the employee compensation and classification system
Administer the performance and goal evaluation system
Educate employees on health insurance costs and issues
Educate employees on health initiatives as a result of the Strategic Impact Study and Health Care Reform
Continue with strategic planning on medical insurance to prepare for full impacts of Health Care Reform
Maintain employment records
Work with Diversity Coordinator on encouraging and supporting diversity and inclusion in our organization

Major Changes in Revenue, Expenditures or Programs:

Continued implementation of the new comprehensive compensation study. Another major program area will be the focus and training of employees and supervisors on the pending changes resulting from the Health Care Reform Act.

With the elimination of an administrative position in the Fire Department's 2012 budget along with the reorganization and elimination of positions in the customer service areas at City Hall, there are certain times during the year that additional help is needed in those areas. In order to address these needs, as well as others Citywide, $30,000 for part-time wages and benefits have been added to this budget in 2013. The H/R Department will monitor short-term departmental staffing needs (while also assessing the availability of light duty staffing which would be utilized first) and work with the departments to supply the necessary staff to meet their needs.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Timely and appropriate support of departments					
% of departments who rated					
services as satisfactory overall	New measure →		80%	80%	80%
Strategic Outcomes					
Consistent and understandable employment policies and procedures					
# of employment practices claims	1	0	0	0	0
Work Process Outputs					
Policy Implementation - # of policies:					
Developed	1	0	0	0	0
Updated	12	25	13	13	12
Reviewed in training sessions	193	225	200	200	200
Fringe Benefits					
# of new fringe benefits	0	0	0	0	0
# of modified fringe benefits	5	19	3	3	3
# of fringe benefit training sessions	32	33	30	30	30

CITY OF APPLETON 2013 BUDGET
HUMAN RESOURCES

Administration **Business Unit 14010**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4801 Charges for Serv.- Nontax	$ 19	$ 98	$ -	$ -	$ -
5035 Other Reimbursements	1,000	-	-	-	-
Total Revenue	$ 1,019	$ 98	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 193,451	$ 192,530	$ 180,819	$ 180,819	$ 182,624
6105 Overtime	307	286	-	-	-
6108 Part-time	-	-	-	-	26,000
6150 Fringes	75,694	68,668	61,194	61,194	66,189
6201 Training/Conferences	1,000	829	-	-	-
6206 Parking Permits	1,875	2,218	2,160	2,160	2,124
6301 Office Supplies	1,012	636	1,500	1,500	1,500
6302 Subscriptions	367	-	-	-	-
6305 Awards & Recognition	118	72	89	89	89
6307 Food & Provisions	86	337	119	119	119
6315 Books & Library Materials	-	60	-	-	-
6320 Printing & Reproduction	3,608	3,272	3,600	3,600	3,600
6327 Miscellaneous Equipment	500	50	500	500	500
6404 Consulting Services	3,500	3,500	-	-	-
6413 Utilities	428	418	600	600	600
6599 Other Contracts/Obligations	92	-	110	110	110
Total Expense	$ 282,038	$ 272,876	$ 250,691	$ 250,691	$ 283,455

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
HUMAN RESOURCES

Recruitment and Selection **Business Unit 14020**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Review and make recommendations on the filling of vacancies, reorganizations and other staffing changes
Review and update job descriptions, and post or advertise vacant positions
Receive, enter Equal Employment Opportunity (EEO) information and screen applications
Administer selection process including: corresponding with applicants, maintaining recruitment data, testing, interviewing, performing background and reference checks, coordinating travel arrangements, assessment centers, medical, psychological and physical agility tests and documenting employment offers
Maintain statistical data on applicant files. Process all recruitment for seasonal employees.
Outline and document all hiring processes and continue to explore online job posting opportunities
Evaluate the use of testing and employment related assessments

Major Changes in Revenue, Expenditures or Programs:

In an effort to take advantage of a pricing discount, a 3 year SHRM membership was paid in 2011. Therefore, membership expenses are down in 2012 and 2013 but will most likely increase again in 2014.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Staff Retention					
Regular employees on staff < 1 year	20	27	20	20	20
Regular employees on staff 1-5 years	138	118	130	130	130
Regular employees on staff 6-10 years	131	106	155	155	140
Regular employees on staff 10+ years	352	333	330	330	330
Strategic Outcomes					
City operates more efficiently					
# of open positions throughout year	29	81	75	75	50
# staff turnover non-union positions	9	22	10	10	30
# staff turnover union positions	27	48	20	20	10
Work Process Outputs					
Candidate recruitment					
# of positions posted internally	27	40	30	30	30
# of positions advertised externally	29	45	25	25	30
# of telephone interviews	13	44	10	10	20
# of face to face interviews	302	590	300	300	350
# of assessment centers	1	0	1	1	1
# of candidates tested	166	211	300	300	200

CITY OF APPLETON 2013 BUDGET
HUMAN RESOURCES

Recruitment and Selection **Business Unit 14020**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 99,032	$ 99,327	$ 96,683	$ 96,683	$ 97,650
6105 Overtime	70	64	-	-	-
6150 Fringes	46,075	42,127	41,516	41,516	41,922
6205 Employee Recruitment	12,707	10,770	13,000	13,000	13,000
6303 Memberships & Licenses	275	520	50	50	50
6307 Food & Provisions	387	731	500	500	500
6404 Consulting Services	19,904	17,486	18,000	18,000	18,000
6412 Advertising	5,663	7,687	7,000	7,000	7,000
6413 Utilities	169	178	250	250	250
Total Expense	$ 184,282	$ 178,890	$ 176,999	$ 176,999	$ 178,372

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Consulting Services	
Pre-employment physicals	$ 8,000
Pre-employment psychologicals	10,000
	$ 18,000

CITY OF APPLETON 2013 BUDGET
HUMAN RESOURCES

Employee & Labor Relations **Business Unit 14030**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Negotiate labor union contracts
Address employee issues and handle grievances as they occur
Investigate complaints and follow through to resolution
Provide intervention and conflict resolution services
Assist employees with issues or concerns
Assist and advise employees on employment related issues
Provide contract interpretation and training
Coordinate and participate in grievance and interest arbitrations
Monitor unemployment compensation
Educate employees and supervisors on the City's attendance policy
Work with union leadership on health insurance plan design options

Major Changes in Revenue, Expenditures or Programs:

Based on changes to the fringe benefits policy, we are seeing a decline in the average amount of regular sick and family sick leave usage. With the paid time off (PTO) leave replacing the sick leave benefit, we anticipate the trend to continue to decline over the next few years as employees make decisions on how to manage their paid time off benefits.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Grievance resolution					
# of grievances	38	25	0	5	0
# of grievances sent to arbitration	1	0	0	2	0
Strategic Outcomes					
Sick leave frequency					
Avg. regular sick hours per employee	20.9	20.2	8.0	7.0	8.0
Avg. FMLA sick hours per employee	24.8	21.5	13.0	13.0	12.0
Avg. PTO (sick) hours per employee	New measure	→	8.0	7.0	8.0
Work Process Outputs					
Labor contracts negotiated and administered					
# of contracts under negotiation	2	3	0	0	1
# of contracts sent to arbitration	0	0	0	0	0

CITY OF APPLETON 2013 BUDGET
HUMAN RESOURCES

Employee & Labor Relations **Business Unit 14030**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 70,235	$ 70,434	$ 70,479	$ 70,479	$ 71,183
6105 Overtime	38	44	-	-	-
6150 Fringes	25,697	22,025	23,426	23,426	23,821
6302 Subscriptions	966	815	1,270	1,270	1,270
6303 Memberships & Licenses	-	320	320	320	320
6307 Food & Provisions	61	-	-	-	-
6404 Consulting Services	197	3,109	6,200	6,200	5,000
6413 Utilities	61	62	-	-	-
Total Expense	$ 97,255	$ 96,809	$ 101,695	$ 101,695	$ 101,594

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
HUMAN RESOURCES

Staff Development & Training **Business Unit 14040**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Coordinate and conduct general employee training for all employees
Coordinate and conduct supervisory training
Maintain City-wide training/tracking database
Coordinate and implement online training registration
Facilitate team development, including conflict resolution and setting of communication expectations
Explore e-learning opportunities
Deliver organizational development training
Conduct new employee orientation
Facilitate new supervisor orientation
Coordinate and conduct seasonal training
Coordinate and manage process improvement facilitators and projects
Offer supervisory development programs to current and aspiring leaders
Coordinate and implement new online NEO.gov performance evaluation system
Update City workforce analysis to identify potential future 'gaps'
Revise and implement media relations policy
Assist in implementation and follow-up of strategic plan

Major Changes in Revenue, Expenditures or Programs:

Training employees and supervisors on all aspects of federal, state and employer regulations will continue to be a priority, along with development of current and aspiring leaders. Ability to bring in the most effective speakers is the reason for keeping the training budget the same.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Timely, resourceful training provided					
% employees reported very satisfied	70%	72%	70%	70%	70%
% employees reported satisfied	30%	28%	30%	30%	30%
% employees reported not satisfied	0%	0%	0%	0%	0%
Strategic Outcomes					
% of FT & PT employees trained					
on required topics	97%	99%	100%	100%	100%
Work Process Outputs					
Training programs conducted					
Number of training topics covered					
at required classes	36	29	32	32	30
Avg. number participants per session	25	23	25	25	25

CITY OF APPLETON 2013 BUDGET
HUMAN RESOURCES

Staff Development & Training **Business Unit 14040**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 61,804	$ 61,986	$ 77,435	$ 77,435	$ 78,207
6105 Overtime	5	4	-	-	-
6150 Fringes	24,351	22,720	31,559	31,559	31,907
6201 Training\Conferences	17,049	19,662	30,000	30,000	30,000
6303 Memberships & Licenses	199	199	200	200	200
6307 Food & Provisions	352	788	400	400	400
6315 Books & Library Materials	18	-	-	-	-
Total Expense	$ 103,778	$ 105,359	$ 139,594	$ 139,594	$ 140,714

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Training and Conferences	
HR professional/technical training	$ 11,000
City-wide training	19,000
	$ 30,000

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Charges for Services	19	98	13	0	0	0	0
Other Revenues	1,000	0	0	0	0	0	0
TOTAL REVENUES	1,019	98	13	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	381,540	377,591	266,964	425,416	425,416	0	429,664
Overtime	420	398	68	0	0	0	0
Part-Time	0	0	0	0	0	0	26,000
Sick Pay	2,841	4,346	939	0	0	0	0
Vacation Pay	40,141	42,341	42,953	0	0	0	0
Fringes	171,817	155,540	114,555	157,695	157,695	0	163,839
Salaries & Fringe Benefits	596,759	580,216	425,479	583,111	583,111	0	619,503
Training & Conferences	18,049	20,491	16,912	30,000	30,000	30,000	30,000
Employee Recruitment	12,707	10,770	8,198	13,000	13,000	13,000	13,000
Parking Permits	1,875	2,218	1,989	2,160	2,160	2,124	2,124
Office Supplies	1,013	636	696	1,500	1,500	1,500	1,500
Subscriptions	1,333	816	826	1,270	1,270	1,270	1,270
Memberships & Licenses	474	1,039	554	570	570	570	570
Awards & Recognition	117	72	0	89	89	89	89
Food & Provisions	887	1,856	785	1,019	1,019	1,019	1,019
Administrative Expense	36,455	37,898	29,960	49,608	49,608	49,572	49,572
Books & Library Materials	18	60	0	0	0	0	0
Printing & Reproduction	3,608	3,272	1,384	3,600	3,600	3,600	3,600
Miscellaneous Equipment	500	50	0	500	500	500	500
Supplies & Materials	4,126	3,382	1,384	4,100	4,100	4,100	4,100
Consulting Services	23,602	24,095	7,858	24,200	24,200	24,200	23,000
Advertising	5,663	7,687	4,106	7,000	7,000	7,000	7,000
Other Contracts/Obligations	92	0	79	110	110	110	110
Purchased Services	29,357	31,782	12,043	31,310	31,310	31,310	30,110
Telephone	658	658	477	850	850	850	850
Utilities	658	658	477	850	850	850	850
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	667,355	653,936	469,343	668,979	668,979	85,832	704,135

CITY OF APPLETON 2013 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Behnke

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

CITY OF APPLETON 2013 BUDGET
RISK MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2012 EVENTS

The Risk Management staff continues to manage organizational liability through a variety of efforts. In terms of insurance, the Risk Management staff started off the year analyzing our current coverages and completed our annual insurance renewals for 2012.

To help keep our staff safe while at work, we modified and distributed various Risk policies, including Evacuation Procedures, Fleet Safety, Lockout/Tag out, Personal Protective Equipment, Fall Protection and Respirator Protection. In addition, we continued to manage the Central Safety Committee, and worked with departments' safety committees to review current safety practices and make improvements as needed.

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

In addition, we continued to look for new, more efficient ways to manage our risk efforts. In a collaborative effort with other departments, we reviewed and updated the certificate of insurance process and the claims process to find ways to eliminate waste and streamline each process. We also continued to use the Metafile scanning system for all materials safety data sheets (MSDS). This will help us comply with the required change to the upcoming global harmonized system in 2013.

The staff continues to analyze workers' compensation statistics to find ways to proactively mitigate injuries in the future. Based on the analysis, we followed up with departments to provide suggestions for ways to improve safety for employees. In an effort to be even more fiscally responsible, the department was successful in negotiating additional discounts with local physicians for workers' compensation claims.

Due to unusually costly worker's compensation claims over the past several years which exceeded the amounts budgeted for such claims, a special one-time charge was approved in 2012. The charge was calculated based on a total of past five year's unfavorable variance for workers' compensation claims. As a result of the additional charge, the Risk Management Fund will move closer to complying with its fund balance policy.

Additionally, the staff completed annual requirements including the respirator medical surveillance program and respirator fit testing for all required employees who wear respirators. Annual hearing tests were completed in the Fall to ensure we are compliant with the hearing conservation program. Annual lead testing was also done for Police Department range instructors and water construction employees.

Administratively, we also created a risk management manual and updated the certificate of insurance manual, and cross-trained our HR Generalists in risk management topics in 2012.

2012 has been a very busy year concerning the Fox River clean up. Early in the year, the District Court discussed the issue of arranger liability. This is a theory under which the mills can be held liable for disposing of a hazardous substance. The Court ruled that, based on the information presented, the mills disposal of “broke” product did not constitute the disposal of a hazardous substance when the “broke” was sold to other mills which could then be reused. Discovery is ongoing, and is in fact increasing in scope, as the trial nears. Parties are looking for additional information from a greater period of time and covering a greater sphere of issues. The City has been involved in that document preparation and discovery and continues to review files from the 50’s and 60’s for additional information. Two issues remain for discussion this year, concerning whether or not the decision made for the clean-up remedy by the governments was arbitrary, and whether any harm caused to the river is divisible amongst the parties. Discovery will continue and additional depositions will be had by the end of the year.

CITY OF APPLETON 2013 BUDGET
RISK MANAGEMENT

MAJOR 2013 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
Develop a claims investigation and processing procedure cross training manual
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 (23 topics 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
Provide confined space entry training for employees in the Water, Wastewater, MSB, Facilities and Parks departments
Provide trenching and excavation training (classroom and field) for employees in the Public Works department
Update asset values by conducting property appraisals to ensure adequate insurance levels are maintained

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 1,041,712	$ 1,488,641	$ 1,318,903	$ 1,318,903	$ 1,455,077	10.32%
Program Expenses							
6210	Property & Liability Mgt.	1,366,969	1,624,548	1,115,354	1,115,354	1,317,292	18.11%
6220	Loss Control	136,141	136,173	136,549	136,549	137,785	0.91%
Total Program Expenses		$ 1,503,110	$ 1,760,721	$ 1,251,903	$ 1,251,903	$ 1,455,077	16.23%
Expenses Comprised Of:							
Personnel		348,662	306,935	305,742	305,742	309,278	1.16%
Administrative Expense		1,136,921	1,426,861	928,591	928,591	1,113,859	19.95%
Supplies & Materials		4,384	2,890	2,650	2,650	2,550	-3.77%
Purchased Services		13,031	23,926	14,720	14,720	29,190	98.30%
Utilities		112	109	200	200	200	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
RISK MANAGEMENT

Property & Liability Management **Business Unit 6210**

PROGRAM MISSION

For the financial benefit of our citizens, we will proactively administer and manage a fiscally responsible risk management program.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", and Key Strategy #6:

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 2013 budget request for consulting services reflects having to contract out for the actuarial study. This needs to be done every other year and was last completed in 2011. It also includes an increase for conducting a property appraisal. Previously the property appraisals had been provided as a value added service by the insurance agent. The appraisal will allow us to continue to verify that our properties are valued appropriately and are insured at an appropriate level.

Our premium increases are a result of expected increases in rates based on initial estimates from all our carriers.

The increases to our workers' compensation and 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 liability claims. One of the individual claims, from an accident in 2010, will likely reach our excess level of $175,000 during 2012. Due to these costly worker's compensation claims, a special one-time user charge ($729,834) was approved in 2012 to help recover a portion of these costs and bring the Risk Management Fund closer to complying with its fund balance policy.

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, $1,648,296 in claims have been submitted and $1,393,472 has been reimbursed. Reimbursement is slow but continues to be collected, with $254,824 currently outstanding. Included in the 2013 budget is an allowance for potential expenses that will not be reimbursed of $15,000.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Insurance Costs					
Average workers' compensation costs per claim*	$ 3,315	$ 4,454	$ 4,000	$ 4,000	$ 4,000
Average cost per general liability claim*	$ 42	$ 529	$ 200	$ 200	$ 300
Average cost per auto liability claim*	$ 365	$ 884	$ 600	$ 600	$ 600
Strategic Outcomes					
Minimize claims expense					
$ value of claims paid*	$ 222,376	$ 389,273	$ 280,000	$ 280,000	$ 300,000
$ value of subrogation recovery*	$ 8,114	$ 22,040	$ 11,000	$ 11,000	$ 11,000
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	10	10	10	10
# of new insurance policies purchased	2	1	0	0	0
Number of claims filed					
General liability	55	75	45	42	50
Auto liability	22	32	35	32	30
Worker's comp - lost time	13	11	7	6	7
Worker's comp - medical only	51	55	50	50	50

* Initial claims in year presented only

CITY OF APPLETON 2013 BUDGET
RISK MANAGEMENT

Property & Liability Management **Business Unit 6210**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4710 Interest on Investments	$ 329	$ -	$ -	$ -	$ -
4801 Charges for Serv.- Nontax	813,804	1,038,827	1,116,903	1,116,903	1,149,787
5035 Other Reimbursements	4,932	64,997	67,000	67,000	70,290
5082 Insurance Proceeds	222,647	384,817	135,000	135,000	235,000
Total Revenue	$ 1,041,712	$ 1,488,641	$ 1,318,903	$ 1,318,903	$ 1,455,077
Expenses					
6101 Regular Salaries	$ 173,959	$ 143,332	$ 142,982	$ 142,982	$ 144,531
6105 Overtime	97	136	-	-	-
6150 Fringes	55,433	47,917	47,904	47,904	48,655
6206 Parking Permits	1,116	1,152	1,116	1,116	1,152
6301 Office Supplies	1,110	702	1,500	1,500	1,500
6320 Printing & Reproduction	-	55	-	-	-
6327 Miscellaneous Equipment	3,029	1,780	500	500	500
6401 Accounting/Audit	1,747	1,933	2,220	2,220	2,290
6403 Bank Services	314	(314)	-	-	-
6404 Consulting Services	-	8,756	-	-	14,400
6501 Insurance	405,258	376,932	386,632	386,632	409,764
6599 Other Contracts/Obligations	92	-	-	-	-
6626 Uninsured Losses	235,208	384,185	192,000	192,000	300,500
6627 Uninsured Losses - WC	489,606	628,776	340,500	340,500	394,000
7914 Trans Out - Capital Project	-	29,206	-	-	-
Total Expense	$ 1,366,969	$ 1,624,548	$ 1,115,354	$ 1,115,354	$ 1,317,292

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Insurance

CVMIC Pool Coverage:	
Liability	$ 87,500
Excess liability	10,000
Employment practice	17,500
Automobile	15,400
Package property	206,700
Treasurer's bond	664
Excess worker's compensation	72,000
	$ 409,764

Uninsured Losses

General liability	$ 35,000
Automobile	15,500
Fox River litigation attorney fees	250,000
	$ 300,500

Uninsured Losses - WC

Medical payments	$ 285,017
Comp- lost time	106,700
Other administrative expenses	13,925
Subrogation	(11,642)
	$ 394,000

CITY OF APPLETON 2013 BUDGET
RISK MANAGEMENT

Safety/Loss Prevention **Business Unit 6220**

PROGRAM MISSION

For the benefit of City employees, we will identify, educate and promote loss prevention programs in order to provide a safe and healthy work environment.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #1: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", and # 4: "Develop our human resources to meet changing needs."

Objectives:

Explore 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, right to know, workplace violence, blood borne pathogens, and drug free workplace policies
Continue with safety day presentations to cover required safety policies and updates
Conduct bloodborne pathogen training for supervisors and new employees
Attend departmental safety committee meetings
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
Conduct confined space entry training

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Safety and loss prevention knowledge					
# of attendees at safety sessions	3,405	3,852	2,800	2,800	3,500
Strategic Outcomes					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	126	131	125	125	125
# of safety problems	179	242	150	150	200
# of safety corrections	163	206	150	150	175
Work Process Outputs					
Employees Educated					
# of educational programs given	119	133	125	125	125
Avg employees per session	26	28	26	26	26

CITY OF APPLETON 2013 BUDGET
RISK MANAGEMENT

Safety/Loss Prevention **Business Unit 6220**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 84,668	$ 83,340	$ 83,251	$ 83,251	$ 84,081
6105 Overtime	6	7	-	-	-
6108 Part Time	-	30	-	-	-
6150 Fringes	34,500	32,174	31,605	31,605	32,011
6201 Training\Conferences	3,698	5,014	5,500	5,500	5,500
6303 Memberships & Licenses	70	130	150	150	150
6305 Awards & Recognition	-	100	140	140	140
6307 Food & Provisions	855	664	1,053	1,053	1,153
6315 Books & Library Materials	-	78	100	100	100
6320 Printing & Reproduction	1,329	956	1,600	1,600	1,600
6323 Safety Supplies	25	21	200	200	100
6327 Miscellaneous Equipment	-		250	250	250
6404 Consulting Services	10,878	13,550	12,500	12,500	12,500
6413 Utilities	112	109	200	200	200
Total Expense	$ 136,141	$ 136,173	$ 136,549	$ 136,549	$ 137,785

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Consulting Services	
Hearing tests	$ 4,000
Commercial driver's license program	4,500
Respirator tests	3,000
Safety consultants	1,000
	$ 12,500

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Interest Income	327	0	0	0	0	0	0
Charges for Services	813,804	1,038,827	1,580,494	1,116,903	1,116,903	0	1,149,787
Other Revenues	227,579	449,814	332,610	202,000	202,000	0	305,290
TOTAL REVENUES	1,041,710	1,488,641	1,913,104	1,318,903	1,318,903	0	1,455,077
EXPENSES BY LINE ITEM							
Regular Salaries	202,238	200,171	141,370	226,233	226,233	0	228,612
Overtime	103	143	19	0	0	0	0
Part-Time	0	30	0	0	0	0	0
Sick Pay	33,912	5,584	1,352	0	0	0	0
Vacation Pay	22,477	20,916	22,762	0	0	0	0
Fringes	89,932	80,091	57,904	79,509	79,509	0	80,666
Salaries & Fringe Benefits	348,662	306,935	223,407	305,742	305,742	0	309,278
Training & Conferences	3,698	5,014	6,509	5,500	5,500	5,500	5,500
Parking Permits	1,116	1,152	1,152	1,116	1,116	1,152	1,152
Office Supplies	1,110	702	676	1,500	1,500	1,500	1,500
Memberships & Licenses	70	130	140	150	150	150	150
Awards & Recognition	0	100	98	140	140	140	140
Food & Provisions	855	664	1,092	1,053	1,053	1,153	1,153
Insurance	405,258	376,932	391,857	386,632	386,632	409,764	409,764
Uninsured Losses	235,208	384,185	342,588	192,000	192,000	50,500	300,500
Uninsured Losses - WC	489,606	628,776	225,105	340,500	340,500	394,000	394,000
Trans Out - Capital Projects	0	29,206	0	0	0	0	0
Administrative Expense	1,136,921	1,426,861	969,217	928,591	928,591	863,859	1,113,859
Books & Library Materials	0	78	0	100	100	100	100
Printing & Reproduction	1,330	1,011	814	1,600	1,600	1,600	1,600
Safety Supplies	25	21	13-	200	200	100	100
Miscellaneous Equipment	3,029	1,780	0	750	750	750	750
Supplies & Materials	4,384	2,890	801	2,650	2,650	2,550	2,550
Accounting/Audit	1,747	1,933	0	2,220	2,220	0	2,290
Bank Services	314	314-	0	0	0	0	0
Consulting Services	10,878	22,307	4,631	12,500	12,500	26,900	26,900
Other Contracts/Obligations	92	0	79	0	0	0	0
Purchased Services	13,031	23,926	4,710	14,720	14,720	26,900	29,190
Telephone	112	109	76	200	200	200	200
Utilities	112	109	76	200	200	200	200
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,503,110	1,760,721	1,198,211	1,251,903	1,251,903	893,509	1,455,077

CITY OF APPLETON 2013 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Charges for Services	$ 813,804	$ 1,038,827	$ 1,116,903	$ 1,846,743	$ 1,149,787
Other	4,932	64,957	67,000	138,807	70,290
Total Revenues	818,736	1,103,784	1,183,903	1,985,550	1,220,077
Expenses					
Litigation Fees	192,215	331,165	150,000	200,000	250,000
Other Operating Expenses	1,310,895	1,400,350	1,101,903	1,186,403	1,205,077
Total Expenses	1,503,110	1,731,515	1,251,903	1,386,403	1,455,077
Operating Income (Loss)	(684,374)	(627,731)	(68,000)	599,147	(235,000)
Non-Operating Revenues (Expenses)					
Investment Income	328	-	-	-	-
Other Non-Operating Income	222,647	384,857	135,000	190,000	235,000
Loss in investment in WMIC	-	-	-	-	-
Transfer Out - Capital Projects	-	(29,206)	-	-	-
Total Non-Operating	222,975	355,651	135,000	190,000	235,000
Change in Net Assets	(461,399)	(272,080)	67,000	789,147	-
Fund Balance - Beginning	503,448	42,049	(230,031)	(230,031)	559,116
Fund Balance - Ending	$ 42,049	$ (230,031)	$ (163,031)	$ 559,116	$ 559,116

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ (825,598) [1]	$ (36,451)
+ Change in Net Assets	789,147	-
Working Cash - End of Year	$ (36,451)	$ (36,451)

[1] Does not include accounts receivable of $333,760 for reimbursement of Fox River litigation costs from insurance companies that was outstanding at year end 2011.

CITY OF APPLETON 2013 BUDGET
RISK MANAGEMENT

NOTES

CITY OF APPLETON 2013 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT

Community Development Director: Karen E. Harkness

Deputy Director: Monica N. Klaeser

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

MISSION STATEMENT

The Community & Economic 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 2012 EVENTS

* In 2012, the Community & Economic Development Department continued to deliver planning, community and economic development services to the public with a focus on communication, effective and targeted delivery while identifying and meeting the community needs and enhancing quality of life.
* The Department continues the comprehensive multi-year re-write process of the Zoning Ordinance, including a thorough analysis of each zoning district and the basic standards and regulations that the code contains. Specific sections updated in 2012 included the Urban Farm, Historic Preservation and Flood Plain. Site plans and Certified Survey Maps continue to be submitted in an electronic format reducing applicant printing costs, allowing staff to perform the majority of the plan review electronically, reducing printing costs and shortening review time. The Planning and Zoning Application Fees were adjusted to recoup more of the processing costs the City incurs while keeping City fees in line with those of other municipalities in the area.
* Tax Increment Financing District #8, created in 2009, continues to see development in three core areas - RiverHeath, former Foremost Farms and Eagle Flats. RiverHeath completed the construction of three townhomes and will secure financing to construct the 'B4' building. The summer of 2012 saw the completion of the demolition of buildings on the former Foremost Farms property, mitigation of contamination on the site and decommissioning of the private dam (raceway). A request for proposals (RFP) for development of this site was issued and responses were received and reviewed by the Appleton Redevelopment Authority. February 2012 was the opening of The Landings at Eagle Flats (54 units); River Walk Place (70 units) opened in July .
* In 2012 the City transitioned from installation and training of the new Geographic Information System (GIS) software to growth and expansion of new technology driven tools and applications allowing City staff to be more effective and efficient. The development of an external website and increased interaction with the iSeries are two major examples of the work GIS has been able to accomplish this year. The GIS team partnered with the staff in Information Services to purchase, install, and transition the GIS data onto two new virtualized servers. A mobile GIS project was created for the Fire Department to enhance the efficiency of their smoke detector grant program. This project allows fire staff to plan, perform, and track the progress of their program in a totally paperless manner.
* 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 2012. In the fall of 2012, a staff diversity committee was developed to get the input from diverse perspectives on our diversity and inclusion programs. In 2012 we had a more concentrated focus on our internal diversity and inclusion goals, strategies, policies and trainings.
* In 2012, 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. The Neighborhood Revitalization Program (NRP) is in the process of being revamped. Staff continues to explore partnership opportunities and enhanced programs.
* Finally, the Department continues to work and communicate with the business community in Appleton and throughout the region with the efforts including social media, regular business retention visits and partnerships with community organizations help build relationships that benefit the City.
* On July, 18, 2012, Council approved the merger of the Assessor's Department with the Community & Economic Development Department.
* Focused efforts include home inspections in order to update property records and meet state requirements for the 2014 city-wide residential revaluation.
* The 3% reduction in the City's equalized value was caused by a 5% drop in residential sales prices during 2011. The Winnebago County portion of Appleton is made up mostly of commercial properties, so this economic change had little impact in that county.

The 2012 Equalized value changes are as follows (TIF included);

	2011 Value	2012 Value	Percent Increase
Outagamie County	$ 4,057,594,500	$ 3,927,960,600	-3.19%
Calumet County	660,319,900	643,213,900	-2.59%
Winnebago County	79,189,100	80,234,100	1.32%
Total City	$ 4,797,103,500	$ 4,651,408,600	-3.04%

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

MAJOR 2013 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, that will result in substantial tax base enhancement; target is 2.6% of new construction equalized value
* Sell 4 acres of business park land
* Implement the City's 2010-2030 Comprehensive Plan providing input to development proposals & initiating Code changes when necessary and in compliance with State statutes as identified by the Comprehensive Plan
* Continue multi-year process of a comprehensive re-write of the Zoning Ordinance and amendments to the Official Zoning Map
* Coordinate and increase communication and shared vision with the Technical Review Group, City departments, Plan Commission, Community & Economic Development Committee, Historic Preservation Commission, Neighborhood Committee, Appleton Redevelopment Authority and Common Council
* 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 Fox Cities Chamber of Commerce *Ignite Fox Cities* study as a foundation to develop the City of Appleton Economic Development Strategy
* Provide outreach to minority owned businesses to aid economic development
* Implement strategic direction and Diversity & Inclusion employee committee to promote diversity and inclusion within our organization to aid in recruiting and retention efforts
* Continue to deploy GIS Enterprise License Agreement (ELA) agreement by installing software and training new users; expanding use of City GIS to the public, develop additional mobile applications to add efficiency to employee workflow
* Develop an application to expand current parcel tracking process by incorporation the History of Planning Actions database and the City's Metafile document storage system
* A citywide revaluation of all Commercial property including apartments will be completed by June 2013. The state of the economy has affected property values within commercial sectors, therefore those assessments will need to be adjusted. Revaluation of these 1400 properties will require: determining current land values, analyzing all sales prices and assessment/sale ratios by use-type; collecting and analyzing income, expenses, and vacancies on investment property; calculating values using the three approaches to value; defending the assessments, etc. This revaluation will be performed in-house using existing staff & resources.
* Meeting new state requirements, which include: interior inspections of all property once every 10 years; full electronic access to all assessment records; and USPAP professional standards procedures and reports. We will continue to collaborate with other City departments
* Begin a Citywide revaluation of all 23,500 Residential property for 2014. By year-end 2013 we will have: entered the new land values; analyzed all sales; completed the neighborhood ratio analysis; collected and analyzed rents; and set approximately 25% of the new improvement values. This project is performed every four years and will be completed in-house with no outside help or additional staff added.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 19,478	$ 16,994	$ 16,700	$ 16,700	$ 19,600	17.37%
Program Expenses							
10550	Administration	213,759	283,530	257,470	248,611	240,651	-6.53%
10551	Marketing	136,734	123,828	116,652	116,652	118,190	1.32%
10553	New & Redevelopment	98,526	93,083	93,037	93,037	94,115	1.16%
10554	Business Park	75,888	70,996	62,091	62,091	62,763	1.08%
15020	Planning	266,111	259,990	259,297	259,297	264,701	2.08%
13040	GIS	264,324	265,036	267,154	267,154	269,997	1.06%
10555	Diversity	-	-	65,787	65,787	66,345	0.85%
13520	Assessing	561,131	503,587	512,118	520,977	507,288	-0.94%
TOTAL		$ 1,616,473	$ 1,600,050	$ 1,633,606	$ 1,633,606	1,624,050	-0.58%
Expenses Comprised Of:							
Personnel		1,519,897	1,506,094	1,547,469	1,547,469	1,531,670	-1.02%
Administrative Expense		49,223	34,259	23,150	23,150	26,268	13.47%
Supplies & Materials		9,918	10,430	10,575	10,575	11,575	9.46%
Purchased Services		28,740	39,122	43,630	43,630	43,850	0.50%
Utilities		2,291	2,572	3,100	3,100	4,540	46.45%
Repair & Maintenance		6,404	7,573	5,682	5,682	6,147	8.18%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		17.90	18.13	18.13	18.13	18.13	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

Administration **Business Unit 10550**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key 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:

Changes in Department staffing in 2012 continues to create additional need for training and development of our employees. The 2013 training budget reflects the level of investment needed to continue to support the needs of our employees to be as efficient and effective as possible.

An additional $1,440 has been added to our utilities budget for 4G aircard subscriptions needed to operate new tablet computers in the field for assessing. We plan to use tablets to collect property data instead of paper and pencil. This could save up to 300 labor hrs/yr in data entry time. Testing of various tablet computers will begin this summer.

This program reflects the merger of the Community & Economic Development Department with the City Assessor, which occurred in 2012.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Employee retention					
% staff turnover	10%	16%	0%	12%	0%
Compliance with policies					
# violations	0	0	0	0	0
Strategic Outcomes					
Improve community economic conditions					
# of meetings attended	725	802	525	525	650
Work Process Outputs					
Annual performance evaluations completed					
% complete	100%	100%	100%	100%	100%
Annual goals & objectives mutually developed					
% complete	100%	100%	100%	100%	100%
Training courses completed					
% complete	100%	100%	100%	100%	100%

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

Administration **Business Unit 10550**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4801 Charges for Serv. - Nontax	$ 900	$ 1,273	$ 1,200	$ 1,200	$ 1,100
5011 Misc. Revenue - Tax	-	11	-	-	-
5035 Other Reimbursements	38	-	-	-	-
Total Revenue	$ 938	$ 1,284	$ 1,200	$ 1,200	$ 1,100
Expenses					
6101 Regular Salaries	$ 138,977	$ 185,733	$ 164,639	$ 158,270	$ 149,010
6150 Fringes	49,904	65,878	59,321	56,831	54,523
6201 Training\Conferences	2,939	6,562	6,480	6,480	8,650
6206 Parking Permits	5,652	7,017	6,840	6,840	6,648
6301 Office Supplies	1,804	1,709	1,800	1,800	1,800
6302 Subscriptions	305	659	785	785	735
6303 Memberships & Licenses	2,881	2,866	3,160	3,160	3,200
6304 Postage & Freight	16	20	-	-	-
6305 Awards & Recognition	271	270	280	280	280
6307 Food & Provisions	272	368	390	390	390
6315 Books & Library Materials	-	112	75	75	75
6320 Printing & Reproduction	6,622	9,000	9,200	9,200	9,400
6327 Miscellaneous Equipment	585	-	200	200	200
6412 Advertising	1,466	765	1,200	1,200	1,200
6413 Utilities	2,065	2,571	3,100	3,100	4,540
Total Expense	$ 213,759	$ 283,530	$ 257,470	$ 248,611	$ 240,651

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

Marketing & Business Services **Business Unit 10551**

PROGRAM MISSION

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

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:

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. The $10,000 budgeted for 2012 for a strategic marketing plan plus $34,000 anticipated vacant salary dollars from 2012 will be requested for carry over to add to the $28,000 in the 2013 budget for the Fox Cities Chamber of Commerce *Ignite Fox Cities* study. A total of $72,000 is requested for this study, which is based on a $1 per capita contribution.

Additionally, staff will prepare an Economic Development Strategic Plan for the City (EDSP). The EDSP will assess existing conditions impacting the local economy and will assist local stakeholders and decision makers in implementing strategies that will contribute to the City's future economic and community health and growth by making strategic recommendations that will enhance the business climate, ensure the vibrancy and viability of the city and support economic growth consistent with the City's character and culture.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Connection to source of issue resolution or resource					
# Existing businesses assisted	40	37	40	40	40
# Start-up businesses assisted	42	21	35	25	35
Information specific to development in Appleton					
# of prospects information deliveries	83	28	70	35	70
Strategic Outcomes					
Appleton's businesses grow or new businesses established					
# Expansions or new businesses	13	2	5	5	5
# Targeted buildings filled	0	2	1	1	1
Work Process Outputs					
Retention visit clients served					
# Business retention visits & follow-ups	24	12	40	20	40
Web pages revised or added					
# pages	122	36	40	40	40
Marketing initiatives completed					
# of plans and pieces developed	9	9	4	4	4
# of social media accounts (i.e., Facebook, LinkedIn)	new measure	→	3	3	3
# of participants/fans/friends	new measure	→	250	250	260

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

Marketing & Business Services **Business Unit 10551**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013	
Expenses						
6101 Regular Salaries	$ 68,556	$ 65,417	$ 66,501	$ 66,501	$ 67,167	
6150 Fringes	24,736	20,823	22,151	22,151	22,523	
6301 Office Supplies	-	7	-	-	-	
6303 Memberships & Licenses	32,000	12,550	-	-	-	
6305 Awards & Recognition	90	-	500	500	500	
6320 Printing & Reproduction	-	223	-	-	-	
6404 Consulting Services	1,341	8,640	10,000	10,000	28,000	
6412 Advertising	10,011	16,168	17,500	17,500	-	*
Total Expense	$ 136,734	$ 123,828	$ 116,652	$ 116,652	$ 118,190	

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Consulting Services	
Ignite Fox Cities Campaign	$ 28,000

* Advertising has been appropriately budgeted in the Industrial Park Fund for 2013.

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

New and Redevelopment Projects **Business Unit 10553**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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 & Economic 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.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Guidance rec'd to success in dev. in Appleton					
# projects consulted	12	27	15	15	15
Assist in land assembly, development incentives, or project management					
# developments generated via direct management	3	3	2	2	2
Strategic Outcomes					
Tax base enhanced					
$ increase industrial/commercial	$19.58 million	$7.135 million	$5 million	3,964,900	$7 million
$ increase in target districts	$0.26 million	$4.194 million	$2 million	$2 million	$3 million
% increase in new equalized value	1.56%	1.16%	2.60%	0.30%	2.60%
Work Process Outputs					
# of real estate transactions completed	0	1	3	1	1
# of development agreements completed	3	3	2	2	1

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

New and Redevelopment Projects **Business Unit 10553**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 72,201	$ 71,374	$ 68,973	$ 68,973	$ 69,661
6150 Fringes	25,809	21,459	22,814	22,814	23,204
6404 Consulting Services	516	250	1,250	1,250	1,250
Total Expense	$ 98,526	$ 93,083	$ 93,037	$ 93,037	$ 94,115

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

Business Park **Business Unit 10554**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Provide ample and varied opportunities for the location of industrial and business activities in Appleton

Promote the City's industrial and business parks to those prospects fitting the desired economic profile

Properly maintain City-owned property in the business and industrial parks and enforce deed restrictions as appropriate

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
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	3	4	2	2	2
Strategic Outcomes					
Industrial portion of Appleton's tax base growth					
$ business park permits	$5.53 million	$1.871 million	$1 million	$1.5 million	$2 million
Work Process Outputs					
Industrial/business park land plan developed					
# of illustrative/narrative plans	0	0	1	0	0
Land development					
# acres acquired	0	0	0	0	0
# acres sold	0	0	4	4	4

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

Business Park **Business Unit 10554**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 55,182	$ 56,315	$ 45,007	$ 45,007	$ 45,457
6150 Fringes	20,480	14,681	17,084	17,084	17,306
6413 Utilities	226	-	-	-	-
Total Expense	$ 75,888	$ 70,996	$ 62,091	$ 62,091	$ 62,763

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

Planning **Business Unit 15020**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Key Strategies:

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

Objectives:

*Education, implementation, administration and monitoring of the Zoning Ordinance
*Provide professional, administrative support, and technical assistance to the Historic Preservation Commission in regard to the Appleton Historic Building Inventory update project. Also 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 Comm. 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
*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:

Planning and Zoning fees were adjusted in 2012 to better reflect staff time associated with each action. A modest increase in revenue from Planning and Zoning fees is projected for 2013.

The increase in payroll expense in this program reflects the allocation of the Lead Planner position created in 2012.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Efficient processing of applications & information requests					
Timeframe adhered to by staff	100%	100%	100%	100%	100%
Technical assistance provided					
# pre-submittal meetings for current planning	281	269	275	275	275
Assist with historic recognition of stewardship/restorations/designations					
# of sites/structures/districts recognized	6	2	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 on items processed	0%	0.01%	0%	0%	0%
Education on the City's Comprehensive Plan process					
# of community contacts	25	17	20	20	20
Work Process Outputs					
# of applications processed	96	86	100	100	100
Implementing Comprehensive Plan					
# of implementation strategies addressed	3	7	3	3	3

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

Planning **Business Unit 15020**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
5002 Zoning & Subdivision Fees	$ 18,540	$ 15,710	$ 15,500	$ 15,500	$ 18,500
Total Revenue	$ 18,540	$ 15,710	$ 15,500	$ 15,500	$ 18,500
Expenses					
6101 Regular Salaries	$ 188,694	$ 189,243	$ 189,241	$ 189,241	$ 190,521
6150 Fringes	77,357	70,715	69,756	69,756	73,880
6305 Awards & Recognition	60	-	300	300	300
6320 Printing & Reproduction	-	32	-	-	-
Total Expense	$ 266,111	$ 259,990	$ 259,297	$ 259,297	$ 264,701

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT
Geographic Information Systems (GIS) **Business Unit 13040**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

Track new measurements to enhance department and customer efficiency and effectiveness of projects and information.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Accurate and useful information					
# of supported map layers	160	244	235	235	N/A
# of layers edited	new measure	→	→	→	600
Improve business and work flow					
# of users supported on new GIS software	new measure	67	55	75	80
Strategic Outcomes					
Integration of new GIS desktop software in City					
% of departments utilizing software	new measure	31%	41%	38%	43%
Work Process Outputs					
Increase efficiency & effectiveness of City by using GIS					
# of projects completed for City users	new measure	416	425	425	N/A
# of projects	new measure	→	→	→	180
# of supported users	new measure	→	→	→	360

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT
Geographic Information Systems (GIS) **Business Unit 13040**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 185,399	$ 192,337	$ 192,296	$ 192,296	$ 194,219
6104 Call Time	1,251	-	-	-	-
6150 Fringes	76,327	72,699	74,858	74,858	75,778
6301 Office Supplies	500	-	-	-	-
6327 Miscellaneous Equipment	847	-	-	-	-
Total Expense	$ 264,324	$ 265,036	$ 267,154	$ 267,154	$ 269,997

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

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:

A. Create a fair, equitable, healthy and high-performing organization by encouraging and supporting diversity and inclusion (D&I) in our organization so employees feel respected, engaged and motivated.

1. Development/implementation of Strategic Directive for D&I. Help aid internal accountability.

2. Created/facilitated portion of D&I training for employees & supervisors. Two-thirds (400) completed by September, 2012. In 2013, we will create opportunities for more outreach/training (see training objective below).

3. Worked with 9 departments to provide outreach, new training and input (PR&F, HR, CD, DPW, Health, Library, APD, AFD, Clerk, VT, HR) on various diversity & inclusion issues, often several times over the year. Continue in 2013.

B. Support recruitment of diverse employees to match community diversity.

1. 2012 focused on working with HR team to review all policies to match D&I standards to aid in recruiting/retention efforts. Continue review of policies during 2013. Seek more diverse opportunities for recruiting, bigger distribution, fairs, etc.

Develop and implement community education programs about diversity issues through presentations, community awareness and prevention education. In 2012, staff was included with invitations. Goal for 2013 is development of fifty-five marketing pieces.

Represent the City of Appleton on various committees and boards as they relate to diversity, as schedule permits.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
% of City policies reflecting diversity and inclusion	new measure	→	4%	23%	24%
Facilitate diversity issue resolution # businesses, organizations and individuals assisted	new measure	→	50	75	80
Strategic Outcomes					
Improve & support community diversity # of meetings attended	new measure	→	340	340	350
Work Process Outputs					
Marketing initiatives completed to support diversity					
# of plans and pieces developed	new measure	→	25	45	55
# of participants/fans/friends	new measure	→	350	351	360

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

Diversity **Business Unit 10555**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget * Adopted 2012	Budget * Amended 2012	Budget * 2013
Expenses					
6101 Regular Salaries	$ -	$ -	$ 42,910	$ 42,910	$ 43,340
6150 Fringes	-	-	21,162	21,162	21,290
6303 Memberships & Licenses	-	-	715	715	715
6412 Advertising	-	-	1,000	1,000	1,000
Total Expense	$ -	$ -	$ 65,787	$ 65,787	$ 66,345

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

* 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 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

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:

Efficiently complete the Commercial revaluation in 2013 in order to limit overtime and to provide fair, accurate values in a timely manner. Prepare for the Residential revaluation to occur in 2014 and also prepare for the possibility of annual revaluations being required by the DOR in the near future. This prep work includes: Implementing technology improvements to create efficiencies; reviewing/streamlining our revaluation procedures; working collaboratively with other City departments to inspect homes for the revaluation, etc.

Assist the Attorney's office with the defense of our assessment appeals as they proceed through the court system. We have three retail owners who are appealing here and throughout the State. The result of these cases will affect the future valuation of all commercial properties containing long-term leases.

Streamline the note taking and data entry of field notes. Fifteen minutes of data entry is required to enter the data and notes collected on each home. Due to the large quantity of homes being inspected, we are behind on this data entry. Efficiencies will be made in this area by: Using tablet computers in the field which would eliminate the need to hand-write notes and then later type them in; Creating more data fields to eliminate the free-hand notes which take more time to enter; Eliminating data fields and notes that are not necessary in the valuation process, etc. We will identify and implement other solutions to reduce this data entry time to 0-10 minutes which could save an average 300 labor hrs/yr.

Perform on-site inspections of personal property when needed to reduce under-reporting. In 2012, we performed forty on-site audits on businesses that appeared to be under-reporting personal property assets. This resulted in additional value and additional accounts added to the assessment roll. Our personal property technician will accompany our commercial appraisers as needed during the commercial revaluation to pick up unreported value.

Major changes in Revenue, Expenditures, or Programs:

The following citywide revaluation costs have been added for 2013: $3,000 for an estimated ninety-four hours of total overtime to three staff appraisers; $600 for an MLS subscription for six months; and $600 for a new Marshall & Swift Commercial cost manual under miscellaneous equipment. These costs re-occur every four years when a citywide revaluation is performed.

Interior inspections are being performed in the Assessor's office and with the help of DPW Building Inspection Division. We are anticipating that the Building Inspection Division will perform about 400 inspections per year which is included in the total number of interior inspections within our performance measures.

This program reflects the merger of the Community & Economic Development Department with the City Assessor, which occurred in 2012. For the 2013 budget, the Deputy City Assessor position becomes an Assessor III position and both this position and the City Assessor are fully charged to this program.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Equitable assessments and equitable distribution of tax levy:					
Assessment districts within 10% of market value	100%	99%	100%	99%	100%
Coefficient of dispersion of assessment/sale ratios	7%	10%	8%	9%	9%
# Assessment errors resulting in inaccurate taxes	1	1	0	1	0
Strategic Outcomes					
Assessments to accurately reflect market values:					
Residential class level of assessment	99%	100%	100%	105%	100%
Commercial class level of assessment	94%	99%	100%	100%	100%
Overall level of assessment	98%	100%	100%	104%	100%
Work Process Outputs					
% of buildings inspected to update records:					
Commercial new construction	91%	100%	100%	100%	100%
Residential new construction	98%	90%	100%	95%	100%
Recent sales	40%	48%	100%	65%	65%
Total # of interior inspections	743	4,421	2,400	2,400	2,500
Property record maintenance:					
Deeds processed (ownership changes)	2,280	2,084	2,000	1,600	2,000
Lot splits, CSM's, & new platted parcels	162	95	100	75	100
Annexed parcel(s)	2	5	5	2	5
Assessments updated	11,590	1,100	1,000	892	2,000

CITY OF APPLETON 2013 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT

Assessing **Business Unit 13520**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 361,711	$ 340,982	$ 344,662	$ 351,031	$ 349,399
6105 Overtime	4,923	95	-	-	3,000
6108 Part Time	487	-	-	-	-
6150 Fringes	167,903	138,341	146,094	148,584	131,392
6201 Training/Conferences	759	1,397	1,100	1,100	1,400
6301 Office Supplies	162	382	200	200	400
6302 Subscriptions	1,162	105	250	250	850
6303 Memberships & Licenses	350	350	350	350	400
6320 Printing & Reproduction	801	-	-	-	-
6327 Miscellaneous Equipment	1,063	1,063	1,100	1,100	1,900
6425 CEA Equip. Rental	6,404	7,573	5,682	5,682	6,147
6599 Other Contracts/Obligations	15,406	13,299	12,680	12,680	12,400
Total Expense	$ 561,131	$ 503,587	$ 512,118	$ 520,977	$ 507,288

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Charges for Services	900	1,272	855	1,200	1,200	1,100	1,100
Other Revenues	18,578	15,721	10,469	15,500	15,500	18,500-	18,500
TOTAL REVENUES	19,478	16,993	11,324	16,700	16,700	17,400-	19,600
EXPENSES BY LINE ITEM							
Regular Salaries	965,275	961,331	664,885	1,114,229	1,114,229	0	1,107,024
Labor Pool Allocations	0	2,241	31,035	0	0	0	0
Call Time	1,251	0	0	0	0	0	0
Overtime	4,904	96	92	0	0	3,000	3,000
Part-Time	488	0	0	0	0	0	0
Other Compensation	0	0	0	0	0	0	1,750
Sick Pay	20,027	35,403	472	0	0	0	0
Vacation Pay	85,437	102,425	76,593	0	0	0	0
Fringes	442,517	404,597	281,672	433,240	433,240	0	419,896
Salaries & Fringe Benefits	1,519,899	1,506,093	1,054,749	1,547,469	1,547,469	3,000	1,531,670
Training & Conferences	3,698	7,958	7,126	7,580	7,580	10,050	10,050
Parking Permits	5,652	7,017	7,026	6,840	6,840	7,008	6,648
Office Supplies	2,466	2,097	788	2,000	2,000	2,200	2,200
Subscriptions	1,468	763	239	1,035	1,035	1,585	1,585
Memberships & Licenses	35,231	15,766	4,016	4,225	4,225	4,315	4,315
Postage & Freight	16	20	0	0	0	0	0
Awards & Recognition	421	270	39	1,080	1,080	1,080	1,080
Food & Provisions	271	368	399	390	390	390	390
Administrative Expense	49,223	34,259	19,633	23,150	23,150	26,628	26,268
Books & Library Materials	0	112	59	75	75	75	75
Printing & Reproduction	7,423	9,255	9,203	9,200	9,200	9,400	9,400
Miscellaneous Equipment	2,495	1,063	1,063	1,300	1,300	2,100	2,100
Supplies & Materials	9,918	10,430	10,325	10,575	10,575	11,575	11,575
Consulting Services	1,858	8,890	0	11,250	11,250	11,250	29,250
Advertising	11,476	16,933	13,405	19,700	19,700	20,200	2,200
Other Contracts/Obligations	15,406	13,299	12,528	12,680	12,680	12,400	12,400
Purchased Services	28,740	39,122	25,933	43,630	43,630	43,850	43,850
Electric	226	0	0	0	0	0	0
Telephone	920	1,055	775	1,400	1,400	1,600	1,600
Cellular Telephone	1,145	1,517	1,245	1,700	1,700	2,940	2,940
Utilities	2,291	2,572	2,020	3,100	3,100	4,540	4,540
Software Support	20,329	1,567	0	0	0	0	0
CEA Equipment Rental	6,404	7,573	4,711	5,682	5,682	0	6,147
Repair & Maintenance	26,733	9,140	4,711	5,682	5,682	0	6,147
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,636,804	1,601,616	1,117,371	1,633,606	1,633,606	89,593	1,624,050

CITY OF APPLETON 2013 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community & Economic Development Director: Karen E. Harkness

(Includes Program Administration of Community Development Block Grant Program for Policy Change in 2012)

Note: For single audit/financial administration of Community Development Block Grant, see the Unclassified Section

CITY OF APPLETON 2013 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MISSION STATEMENT

The primary goal of the City's Housing and Community Development Grant programs is the creation of a thriving urban community and improved quality of life in central city neighborhoods through provision of assistance to low-income households in the forms of affordable homeowner and rental housing opportunities, business revitalization and other public facilities and beautification projects.

DISCUSSION OF SIGNIFICANT 2012 EVENTS

Housing Rehabilitation Loan Programs
These programs benefit the City of Appleton by improving residential properties where property owners were unable to obtain financing to make the improvements on their own. In 2012, 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)

The Lead Hazard Control Grant ended 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)
Mayor Hanna and the City Council have encouraged strengthening Appleton's neighborhoods by building strong bonds, engaging social capital, encouraging investment, and leveraging local resources. The Department of Community and Economic Development has spent several months reviewing neighborhood revitalization efforts and programs. In our effort to gather information, staff has met with or spoken to several groups and individuals such as Habitat for Humanity, Rebuilding Together, Community Garden Partnerships, and Sustainable Fox Valley. Building strong partnerships is important to the success of our Neighborhood Revitalization Program (NRP).

Another important component is the development and delivery of a meaningful neighborhood program. Staff presented a re-design of the NRP program to CEDC in late June, major components of which include a registration program for neighborhood groups, similar to the Neighborhood Watch program, and establishment of a neighborhood grant program. After evaluation and discussion over the summer, the proposal for a new NRP model was approved by CEDC in September and will be presented to the full Council in October.

General CDBG Grants
The CDBG policy was amended by the Community & Economic Development Committee and Common Council in December 2011 for the 2012 Program Year to allow City programs and administrative requirements to be allocated funding first. For the 2012-2013 award, the first $407,000 of CDBG funds was allocated as detailed below. The balance of $79,281 was awarded through the competitive application process, which is outlined in the Grants budget section.
- Housing Rehabilitation Loan Program $225,000
- Neighborhood Revitalization Program $40,000
- Appleton Housing Authority $60,000
- Fair Housing HUD Mandate Phase II $7,000
- Fair Housing Services $25,000
- CDBG Administration $50,000

CITY OF APPLETON 2013 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2013 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)
*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 program approach in order to facilitate more timely/effective improvements in our community by using both CDBG and general funds

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

In accordance with Council action, Community & Economic Development Department (CEDD) is now the lead on administering the programmatic portion of the CDBG program. CEDD will continue training staff and sub-recipients on the CDBG rules and regulations. Collaboration with the Finance Department will continue.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 1,037,891	$ 1,029,972	$ 829,112	$ 829,112	$ 714,066	-13.88%
Program Expenses							
2100	CDBG	398,482	385,185	286,868	286,868	155,000	-45.97%
2170	Homeowner Rehab Loan	463,451	543,536	450,244	450,244	446,000	-0.94%
2180	Neighborhood Revit.	142,513	43,754	20,000	20,000	40,000	100.00%
2130	Rental Rehab.	17,893	41,827	72,000	72,000	73,066	1.48%
TOTAL		$ 1,022,339	$ 1,014,302	$ 829,112	$ 829,112	$ 714,066	-13.88%
Expenses Comprised Of:							
Personnel		218,003	160,697	87,922	87,922	88,850	1.06%
Administrative Expense		771,536	790,524	734,478	734,478	618,950	-15.73%
Supplies & Materials		93	803	-	-	600	N/A
Purchased Services		32,413	62,112	6,512	6,512	5,466	-16.06%
Utilities		294	166	200	200	200	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.00	2.00	1.00	1.00	1.00	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

Community Development Block Grant (CDBG) **Business Unit 2100**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The City received a 2011 CDBG award of $565,033, which was an unexpected decrease of 16.45% from the 2010 award. The 2012 CDBG award is $486,053 (for the period April 1 2012 - March 31 2013), a further 13.97% reduction. Given this trend, this budget reflects a further 10% reduction projected for the 2013 grant year.

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 & Economic 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.

The projected award for City programs for 2013-2014 is $430,000. The allocation of these funds is detailed below:

CDBG - Community Development	$155,000*	Page 191
CDBG - Finance Administration	$ 10,000	Page 99
Housing Rehabilitation Loan Program	$225,000	Page 193
Neighborhood Revitalization Program	$ 40,000	Page 195

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

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Funding for community programs					
Annual Entitlement Amount	$ 676,262	$ 565,033	$ 565,000	$ 486,053	$ 430,000
Carryover from previous years	$ -	$ -	$ -	$ -	$ -
Reprogrammed CDBG Funds	$ 4,172	$ -	$ -	$ -	$ -
CDBG-Recovery Funds	$ 94,952	$ -	$ -	$ -	$ -
Percent of awards spent on projects	94.00%	87.95%	88.84%	88.84%	88.00%
Average award (not including program income)	$ 42,131	$ 35,500	$ 41,833	$ 41,833	$ 32,283
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	.74:1	1.1:1	1.1:1	1.1:1	1.1:1
Work Process Outputs					
# of Block Grant awards made	15	14	12	14	12

CITY OF APPLETON 2013 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS

Community Development Block Grant **Business Unit 2100**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4210 Federal Grants	$ 398,482	$ 372,714	$ 286,868	$ 286,868	$ 155,000
5035 Other Reimbursements	-	-	-	-	-
Total Revenue	$ 398,482	$ 372,714	$ 286,868	$ 286,868	$ 155,000
Expenses					
6101 Regular Salaries	$ 21,786	$ 20,563	$ -	$ -	$ -
6150 Fringes	9,757	17,429	-	-	-
6201 Training/Conferences	787	243	-	-	-
6301 Office Supplies	93	-	-	-	-
6325 Construction Materials	-	803	-	-	-
6412 Advertising	60	90	-	-	-
6413 Utilities	148	58	-	-	-
6425 CEA Equip. Rental	-	2,364	-	-	-
6599 Other Contracts/Obligations	21,573	-	-	-	-
6608 Block Grant Payments	344,278	343,635	286,868	286,868	155,000
Total Expense	$ 398,482	$ 385,185	$ 286,868	$ 286,868	$ 155,000

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $10,000

Block Grant Payments	
Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	$ 155,000
	$ 155,000

Summary of the Appleton CDBG Allocation Process

Each program year, administration costs plus fair housing requirements will be subtracted from the annual entitlement award amount to determine an adjusted dollar figure of CDBG funds available for subrecipient projects (adjusted award). The adjusted CDBG award will first be available to City of Appleton Departments/Programs and any component units of the City that wish to undertake non-public service programs or projects. After City subrecipient allocation process is complete, the remaining funds will be allocated for community partner and public service applicants.

CITY OF APPLETON 2013 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
HOMEOWNER REHABILITATION PROGRAM — Business Unit 2160/2170/2190

PROGRAM MISSION

In order to assist low to moderate income (LMI) homeowners in protecting the investment in their single-family homes or owner-occupied duplex, the Homeowner Rehabilitation Loan Program will utilize CDBG funds, HOME Homeowner funds, and Lead Hazard Control funds 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 Lead Hazard Control Grant ended in February 2012. The City may receive these funds again in the future if the State applies for the grant through HUD. The City may get program income in future years from these loans. No additional HOME funds are expected in 2013 to homeowner rehabilitation projects.

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.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	$ 127,109	$ 200,000	$ 217,132	$ 225,000	$ 225,000
Lead Hazard Control grant	$ -	$ 96,445	$ 48,112	$ 48,112	$ -
Program income received (all grants)	$ 178,492	$ 123,079	$ 185,000	$ 185,000	$ 221,000
Unspent grant funds					
Committed	$ 79,881	$ 79,492	$ 75,000	$ 75,000	$ 75,000
Uncommitted	$ 57,790	$ 18,363	$ -	$ -	$ -
Strategic Outcomes					
Improved LMI single-family homes					
# of loans made	19	20	24	24	24
# units rehabilitated	20	23	24	24	24
# residents benefited	New measure	70	72	72	72
Average loan amount	$ 15,345	$ 20,328	$ 15,000	$ 15,000	$ 15,000
Amount committed to rehab activity	$ 291,565	$ 406,567	$ 360,000	$ 360,000	$ 360,000
Timely expenditure of funds					
Timeliness ratio (max. 1.5:1)	1.39:1	1.1:1	1.1:1	1.1:1	1.1:1
Work Process Outputs					
# of applications processed	47	30	33	33	33
# of applications approved	30	15	27	27	27

CITY OF APPLETON 2013 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
HOMEOWNER REHABILITATION PROGRAM — Business Unit 2160/2170/2190

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4210 Federal Grants	$ 125,386	$ 196,571	$ 217,132	$ 217,132	$ 225,000
4224 Miscellaneous State Aids	128,222	185,566	48,112	48,112	-
5035 Other Reimbursements	405	345	-	-	-
5050 Rehab Project Repayments	178,484	124,941	185,000	185,000	221,000
Total Revenue	$ 431,266	$ 507,423	$ 450,244	$ 450,244	$ 446,000
Expenses					
6101 Regular Salaries	$ 65,339	$ 53,943	$ 57,939	$ 57,939	$ 58,600
6150 Fringes	27,760	22,885	22,783	22,783	23,089
6201 Training\Conferences	300	482	750	750	600
6404 Consulting	-	192	-	-	-
6413 Utilities	94	84	200	200	200
6599 Other Contracts/Obligations	10,590	58,696	4,712	4,712	4,311
6608 Block Grant Payments	223,201	250,159	313,860	313,860	349,700
6630 Other Grant Payments	136,167	157,095	50,000	50,000	9,500
Total Expense	$ 463,451	$ 543,536	$ 450,244	$ 450,244	$ 446,000

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Block Grant Payments

Loans to Low and Moderate Income households for the rehabilitation of their homes using CDBG funds.	
Rehab projects	$ 349,700

CITY OF APPLETON 2013 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

NEIGHBORHOOD REVITALIZATION PROGRAM (NRP) **Business Unit 2180**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major 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.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
# of new partnerships/ collaborations generated	4	4	1	1	1
# of neighborhood issues resolved/ facilitated with city government	20	3	10	10	10
Unspent grant funds					
Committed	$38,089	N/A	$20,000	$20,000	$40,000
Uncommitted	$4,443	N/A	$0	$0	$0
Strategic Outcomes					
Leveraged private investment value	$49,639	N/A	$20,000	$20,000	N/A
Timely expenditure of funds					
Timeliness ratio (max. 1.5:1)	1.30:1	N/A	1.25:1	1.25:1	1.25:1
Work Process Outputs					
#/$ business property/improvement value	6($37,661)	N/A	0($0)	0($0)	N/A
#/$ of public facility & beautification projects completed	4($41,378)	N/A	2($18,000)	1($19,800)	N/A
#/special initiatives/events & participants	5(418)	N/A	2(60)	N/A	N/A
Housing Improvements (NRP)					
#City, private, not-for-profit, other	21	N/A	25	N/A	N/A

CITY OF APPLETON 2013 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
NEIGHBORHOOD REVITALIZATION PROGRAM (NRP) Business Unit 2180

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4210 Federal Grants	$ 142,513	$ 43,754	$ 20,000	$ 20,000	$ 40,000
Total Revenue	$ 142,513	$ 43,754	$ 20,000	$ 20,000	$ 40,000
Expenses					
6101 Regular Salaries	$ 65,794	$ 21,570	$ -	$ -	$ -
6150 Fringes	27,567	10,339	-	-	-
6201 Training\Conferences	363	-	-	-	-
6413 Utilities	52	24	-	-	-
6608 Block Grant Payments	48,737	11,821	20,000	20,000	40,000
Total Expense	$ 142,513	$ 43,754	$ 20,000	$ 20,000	$ 40,000

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Block grant payments

Awards and loans to community/ neighborhood organizations and individuals for the benefit of low to moderate income (LMI) persons and to create strong neighborhoods:	$ 40,000
	$ 40,000

CITY OF APPLETON 2013 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Rental Rehabilitation **Business Unit 2110/2120/2130**

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 program income 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 (2110), WI Rental Rehabilitation program income (2120), HOME Rental Rehabilitation program income (2130), 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:

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

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

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Funding for low income rental rehabilitation projects					
HOME rental rehab funds award	$ -	$ -	$ -	$ -	$ -
Lead Hazard Control Grant	$ -	$ 32,427	$ -	$ -	$ -
Program income rec'd (all grants)	$ 65,630	$ 106,345	$ 72,000	$ 72,000	$ 72,939
Unspent grant funds					
Committed	New Measure	$ 62,213	$ 12,000	$ 12,000	$ 12,000
Uncommitted	New Measure	$ 68,862	$ -	$ -	$ -
Strategic Outcomes					
Improved low income rental property					
# of loans made	2	3	4	4	4
Average loan amount	$ 26,480	$ 22,824	$ 15,750	$ 15,750	$ 16,188
# units rehabilitated	9	10	7	7	7
# of residents benefited	New Measure	$ 22	$ 21	21	21
Rehab activity ($ committed)	$ 52,959	$ 68,473	$ 63,000	$ 63,000	$ 64,750
Timely expenditure of funds					
Timeliness ratio (max. 1.5:1)	2.16:1	2.83:1	1.1:1	1.1:1	1.1:1
Work Process Outputs					
# of applications processed	2	5	8	8	8
# of applications approved	2	3	4	4	4

CITY OF APPLETON 2013 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Rental Rehabilitation **Business Unit 2110/2120/2130**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4224 Miscellaneous State Aids	$ -	$ -	$ -	$ -	$ -
5050 Rehab Project Repayments	65,630	106,081	72,000	72,000	73,066
Total Revenue	$ 65,630	$ 106,081	$ 72,000	$ 72,000	$ 73,066
Expenses					
6101 Regular Salaries	$ -	$ 9,778	$ 5,168	$ 5,168	$ 5,137
6150 Fringes	-	4,190	2,032	2,032	2,024
6599 Other Contracts/Obligations	190	770	1,800	1,800	1,155
6630 Other Grant Payments	17,703	27,089	63,000	63,000	64,750
Total Expense	$ 17,893	$ 41,827	$ 72,000	$ 72,000	$ 73,066

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Other grant payments	
Loans to individuals for the rehabilitation of low income rental units.	$ 64,750

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Intergovernmental Revenues	667,925	620,088	270,954	565,000	565,000	265,000-	430,000
Interest Income	0	0	27	0	0	0	0
Other Revenues	244,520	222,417	128,016	257,000	257,000	303,939-	294,066
TOTAL REVENUES	912,445	842,505	398,997	822,000	822,000	568,939-	724,066
EXPENSES BY LINE ITEM							
Regular Salaries	128,211	81,552	39,943	58,800	58,800	0	63,737
Labor Pool Allocations	0	6,892	6,828	0	0	0	0
Sick Pay	1,956	2,390	143	0	0	0	0
Vacation Pay	13,481	7,590	5,191	0	0	0	0
Fringes	61,355	51,410	19,153	23,122	23,122	0	25,113
Salaries & Fringe Benefits	205,003	149,834	71,258	81,922	81,922	0	88,850
Training & Conferences	1,450	724	627	750	750	600	600
Office Supplies	93	0	0	0	0	0	0
Memberships & Licenses	0	0	75	0	0	0	0
CDBG Expenses	616,216	605,616	342,475	620,728	620,728	390,500	544,700
Block Grant Payments	47,494	29,439	59,302	73,000	73,000	84,250	74,250
Administrative Expense	665,253	635,779	402,479	694,478	694,478	475,350	619,550
Landscape Supplies	0	0	1,995	0	0	0	0
Construction Materials	0	803	0	0	0	0	0
Supplies & Materials	0	803	1,995	0	0	0	0
Accounting/Audit	1,545	1,545	0	0	0	0	1,500
Consulting Services	0	5,504	23,352	41,000	41,000	0	8,500
Contractor Fees	0	0	327	0	0	0	0
Advertising	60	90	28	0	0	0	0
Other Contracts/Obligations	23,510	39,700	14,202	4,400	4,400	5,466	5,466
Purchased Services	25,115	46,839	37,909	45,400	45,400	5,466	15,466
Telephone	294	167	98	200	200	200	200
Utilities	294	167	98	200	200	200	200
CEA Equipment Rental	0	2,364	4,640	0	0	0	0
Repair & Maintenance	0	2,364	4,640	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	895,665	835,786	518,379	822,000	822,000	481,016	724,066

Note: This report includes $10,000 of CDBG funds budgeted in Housing, Homeless and Block Grants (pg. 93) for administration.

CITY OF APPLETON 2013 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Intergovernmental	$ 794,603	$ 798,605	$ 572,112	$ 625,662	$ 420,000
Other	244,519	231,367	257,000	257,000	294,066
Total Revenues	1,039,122	1,029,972	829,112	882,662	714,066
Expenses					
Program Costs	1,022,339	1,014,302	829,112	829,112	714,066
Total Expenses	1,022,339	1,014,302	829,112	829,112	714,066
Revenues over (under) Expenses	16,783	15,670	-	53,550	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Proceeds of Capital Lease	-	-	-	-	-
Operating Transfers Out - Other Funds	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	16,783	15,670	-	53,550	-
Fund Balance - Beginning	71,869	88,652	104,322	104,322	157,872
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ 88,652	$ 104,322	$ 104,322	$ 157,872	$ 157,872

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2013 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 2013 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	Amount	Page
Concrete paving program	$ 2,085	Projects, Pg. 596
Total	$ 2,085	

Major changes in Revenue, Expenditures or Programs:

Land purchases are budgeted in 2013 to potentially repurchase lots in the Northeast Business Park that are not in compliance with the protective covenants for construction.

Advertising for industrial park land is now appropriately budgeted in this fund versus Community and Economic Development general fund budget.

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

Note: Since this program exists solely to account for business park land sale revenue, acquisition of associated land, debt service from prior acquisition, and land development costs associated with industrial/business park infrastructures, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 54,047	$ 69,240	$ 133,232	$ 133,232	$ 118,232	-11.26%
Program Expenses		$ 224,937	$ 283,993	$ 223,413	$ 223,413	$ 238,285	6.66%
Expenses Comprised Of:							
Personnel		5,202	8,384	5,153	5,153	2,085	-59.54%
Administrative Expense		216,503	158,410	-	-	-	N/A
Supplies & Materials		-	19,793	-	-	-	N/A
Purchased Services		1,697	25,033	17,400	17,400	35,400	103.45%
Utilities		454	596	800	800	800	0.00%
Repair & Maintenance		51	4,700	60	60	-	-100.00%
Capital Expenditures		1,030	67,077	200,000	200,000	200,000	0.00%

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Industrial Park Land **Business Unit 4280/4281**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4710 Interest on Investments	$ 45,815	$ 61,008	$ 45,000	$ 45,000	$ 30,000
5004 Sale of City Prop - Nontax	-	-	80,000	80,000	80,000
5015 Rental of City Property	8,232	8,232	8,232	8,232	8,232
Total Revenue	$ 54,047	$ 69,240	$ 133,232	$ 133,232	$ 118,232
Expenses					
6102 Labor Pool Allocations	$ 3,701	$ 5,841	$ 3,820	$ 3,820	$ 1,543
6105 Overtime	32	81	-	-	-
6108 Part Time	-	132	-	-	-
6150 Fringes	1,469	2,330	1,333	1,333	542
6404 Consulting Services	-	-	5,000	5,000	5,000
6309 Shop Supplies	-	38	-	-	-
6325 Construction Materials	-	19,547	-	-	-
6328 Signs	-	208	-	-	-
6408 Contractor Fees	-	9,931	-	-	-
6412 Advertsing	-	-	-	-	18,000
6413 Utilities	454	596	800	800	800
6425 CEA Equip. Rental	52	4,700	60	60	-
6599 Other Contract/Obligations	1,696	15,102	12,400	12,400	12,400
6801 Land	-	-	200,000	200,000	200,000
6809 Infrastructure Construction	1,030	67,077	-	-	-
7913 Trans Out - Debt Service	216,503	158,410	-	-	-
Total Expense	$ 224,937	$ 283,993	$ 223,413	$ 223,413	$ 238,285

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Land	
Re-purchase industrial park lots	$ 200,000
Advertsing	
Advertising for land sales	$ 18,000

CITY OF APPLETON 2013 BUDGET
INDUSTRIAL PARK LAND FUND
SOURCES AND USES OF FUNDS

Revenues	2012 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Interest Income	$ 45,815	$ 61,008	$ 45,000	$ 45,000	$ 30,000
Other	8,232	8,232	8,232	8,232	8,232
Total Revenues	54,047	69,240	53,232	53,232	38,232
Expenses					
Program Costs	8,434	125,582	223,413	23,413	238,285
Total Expenses	8,434	125,582	223,413	23,413	238,285
Revenues over (under) Expenses	45,613	(56,342)	(170,181)	29,819	(200,053)
Other Financing Sources (Uses)					
Operating Transfers Out	(216,503)	(158,410)	-	-	-
Sale of City Property	-	-	80,000	-	80,000
Total Other Financing Sources (Uses)	(216,503)	(158,410)	80,000	-	80,000
Net Change in Equity	(170,890)	(214,752)	(90,181)	29,819	(120,053)
Fund Balance - Beginning	1,712,662	1,541,772	1,327,020	1,327,020	1,356,839
Fund Balance - Ending	$ 1,541,772	$ 1,327,020	$ 1,236,839	$ 1,356,839	$ 1,236,786

NOTES

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS
Community & Economic Development — Business Unit 4330

PROGRAM MISSION

This fund provides for the City's investment in the redevelopment of the riverfront and targeted areas.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The City's Comprehensive Plan 2010-2030, Downtown Plan, 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 2013 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 30,000 - 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 third 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	Amount	Page
GIS Upgrade	50,000	Projects, Pg. 637
Exhibition Center	2,773,356	Projects, Pg. 586
	$ 2,823,356	

Major changes in Revenue, Expenditures, or Programs:

N/A

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 8,249	$ 40,000	$ 512,266	$ 1,531,306	$ 10,356	$ -
Program Expenses		$ 5,180	$ 329,800	$ 5,260,679	$ 5,282,094	$ 2,823,356	-46.33%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	250,000	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		5,180	29,800	2,072,560	2,093,975	60,000	-97.11%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	50,000	3,188,119	3,188,119	2,763,356	-13.32%

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS
COMMUNITY DEVELOPMENT — Business Unit 4330

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4710 Interest on Investments	$ 8,249	$ 10,119	$ 2,266	$ 2,266	$ 356
5020 Donations & Memorials	-	-	500,000	500,000	-
5035 Other Reimbursements	-	10,000	10,000	10,000	10,000
5910 Proceeds of Long-term Debt	-	-	4,745,679	3,726,639	2,813,000
5924 Trans In - Capital Proj.	-	19,881	-	1,019,040	-
Total Revenue	$ 8,249	$ 40,000	$ 5,257,945	$ 5,257,945	$ 2,823,356
Expenses					
6404 Consulting Services	$ 5,180	$ 29,800	$ 60,000	$ 81,415	$ 60,000
6408 Contractor Fees	-	-	2,012,560	2,012,560	-
6801 Land Acquisition	-	-	2,025,619	2,025,619	2,048,356
6809 Infrastructure Construction	-	-	1,112,500	1,112,500	665,000
6815 Software Acquisition	-	50,000	50,000	50,000	50,000
7914 Trans Out - Capital Projects	-	250,000	-	-	-
Total Expense	$ 5,180	$ 329,800	$ 5,260,679	$ 5,282,094	$ 2,823,356

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Software Acquisition	
GIS server software	$ 50,000
Consulting Services	
Exhibition Center	$ 60,000
Land Acquisition	
Exhibition Center	$ 2,025,619
Parking Utility - lot 9 to Outagamie County	22,737
	$ 2,048,356
Infrastructure Construction - Expo Center	
Stormwater on-site	$ 130,000
Pedestrian bridge	368,000
Power poles - County	167,000
	$ 665,000

CITY OF APPLETON 2013 BUDGET
COMMUNITY DEVELOPMENT
SOURCES AND USES OF FUNDS

Revenues	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Interest Income	$ 8,249	$ 10,119	$ 2,266	$ 226	$ 356
Donations & Memorials	-	-	500,000	150,000	-
Other Reimbursements	-	10,000	10,000	10,000	10,000
Total Revenues	8,249	20,119	512,266	160,226	10,356
Expenses					
Program Costs	5,180	79,800	5,260,679	1,571,415	2,823,356
Total Expenses	5,180	79,800	5,260,679	1,571,415	2,823,356
Revenues over (under) Expenses	3,069	(59,681)	(4,748,413)	(1,411,189)	(2,813,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	4,745,679	368,000	2,813,000
Operating Transfers In	-	19,881	-	1,019,040	-
Operating Transfers Out	-	(250,000)	-	-	-
Sale of City Property	-	-	-	-	-
Total Other Financing Sources (Uses)	-	(230,119)	4,745,679	1,387,040	2,813,000
Net Change in Equity	3,069	(289,800)	(2,734)	(24,149)	-
Fund Balance - Beginning	310,880	313,949	24,149	24,149	-
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	$ 313,949	$ 24,149	$ 21,415	$ -	$ -

CITY OF APPLETON 2013 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Finance Director: Lisa A. Remiker, CPA, CPFO

Community & Economic Development Director: Karen E. Harkness

CITY OF APPLETON 2013 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 but because all borrowing and advances have been repaid, the district will close early, in 2013 upon completion of a closeout audit.

	General Fund Advance		General Fund Advance
1992	$ 631,922	2003	55,825
1993	31,596	2004	58,616
1994	33,176	2005	(245,953)
1995	34,834	2006	(104,501)
1996	98,077	2007	(73,851)
1997	41,480	2008	(78,488)
1998	43,554	2009	(286,468)
1999	45,732	2010	(95,791)
2000	48,018	2011	(100,581)
2001	54,942	2012	(245,305)
2002	53,166	2013	-
		12/31/13 Balance	$ -

Major changes in Revenue, Expenditures, or Programs:

Advances from the General Fund were fully repaid, with interest, in 2012. In accordance with S66.1105(g) of WI State Statutes, the City will extend the life of the district up to one year. The City will use at least 75% of the increment received to benefit affordable housing in the City and remainder to improve the City's housing stock through improving streets and sidewalks in low to moderate income census tracts. The district will close in 2013 returning funds to taxing jurisdictions based on the 2012 tax rate. Since the rate is unknown at this time, the 2011 rate was preliminarily used as best estimate.

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 7,383	$ 20,943	$ 14,535	$ 14,535	$ 10,719	-26.25%
Program Expenses		$ 97,756	$ 89,616	$ 7,685	$ 7,685	$ 788,694	10162.77%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		96,209	87,919	5,983	5,983	783,044	12987.82%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,547	1,697	1,702	1,702	5,650	231.96%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Tax Incremental District # 2 **Business Unit 2030**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4110 Property Taxes	$ 293,437	$ 324,137	$ 325,288	$ 325,288	$ 317,516
4227 State Aid - Computers	3,750	2,535	2,535	2,535	2,719
4710 Interest on Investments	3,633	18,408	12,000	12,000	8,000
Total Revenue	$ 300,820	$ 345,080	$ 339,823	$ 339,823	$ 328,235
Expenses					
6401 Accounting/Audit	$ 1,397	$ 1,547	$ 1,552	$ 1,552	$ 5,500
6402 Legal Fees	150	150	150	150	150
6599 Other Contracts/Obligations	-	-	-	-	630,687
6720 Interest Payments	19,209	14,419	5,983	5,983	-
7911 Trans Out - General Fund	-	-	-	-	152,357
7913 Trans Out - Debt Service	77,000	73,500	-	-	-
Total Expense	$ 97,756	$ 89,616	$ 7,685	$ 7,685	$ 788,694

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $10,000

Other Contracts/Obligations	
Payout fund balance to other jurisdictions	
Appleton Area School District	$ 172,346
Fox Valley Technical College	33,759
Outagamie County	85,729
Harriman Street	87,800
Washington Street	198,104
Sidewalks	52,949
	$ 630,687

CITY OF APPLETON 2013 BUDGET
TAX INCREMENTAL DISTRICT # 2
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Property Taxes	$ 293,437	$ 324,137	$ 325,288	$ 338,853	$ 317,516
Intergovernmental	3,750	2,535	2,535	2,719	2,719
Interest Income	3,633	18,408	12,000	14,328	8,000
Total Revenues	300,820	345,080	339,823	355,900	328,235
Expenses					
Interest Expense	19,209	14,419	5,983	5,983	-
Administrative Expenses	1,547	1,697	1,702	1,702	636,337
Total Expenses	20,756	16,116	7,685	7,685	636,337
Revenues over (under) Expenses	280,064	328,964	332,138	348,215	(308,102)
Other Financing Sources (Uses)					
Operating Transfers Out - General Fund	-	-	-	-	(152,357)
Operating Transfers Out - Debt Service	(77,000)	(73,500)	-	-	-
Total Other Financing Sources (Uses)	(77,000)	(73,500)	-	-	(152,357)
Net Change in Fund Balances	203,064	255,464	332,138	348,215	(460,459)
Fund Balance - Beginning	(346,284)	(143,220)	112,244	112,244	460,459
Fund Balance - Ending	$ (143,220)	$ 112,244	$ 444,382	$ 460,459	$ -

NOTES

CITY OF APPLETON 2013 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	676,179	1,000,000
			2013	(417,512)	1,200,000
			12/31/13 Balance	$ 13,782,247	$ 20,410,419

Major changes in Revenue, Expenditures, or Programs:

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. Additional decreases were related to market valuation and two properties going tax exempt (Big Picture and Mission Church) but it is anticipated this will stabilize and valuations will hold moving forward.

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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

DEPARTMENT BUDGET SUMMARY

Programs	Actual		Budget			%
Unit Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues	$ 45,640	$ 85,936	$ 29,977	$ 29,977	$ 10,173	-66.06%
Program Expenses	$ 2,389,733	$ 2,976,210	$ 3,000,605	$ 3,000,605	$ 1,654,505	-44.86%
Expenses Comprised Of:						
Personnel	-	-	-	-	-	N/A
Administrative Expense	2,388,186	2,974,013	2,998,903	2,998,903	1,652,801	-44.89%
Supplies & Materials						N/A
Purchased Services	1,547	2,197	1,702	1,702	1,704	0.12%
Utilities	-	-				N/A
Repair & Maintenance	-	-	-	-	-	N/A
Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Tax Incremental District # 3 **Business Unit 2040**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4110 Property Taxes	$ 1,344,950	$ 1,035,184	$ 965,690	$ 965,690	$ 903,104
4130 Payment in Lieu of Taxes	21,546	40,189	21,000	21,000	-
4227 State Aid - Computers	5,877	5,977	5,977	5,977	7,173
4710 Interest on Investments	18,217	39,770	3,000	3,000	3,000
5927 Transfer In - Parking Utility	1,000,000	1,000,000	1,000,000	1,000,000	1,200,000
Total Revenue	$ 2,390,590	$ 2,121,120	$ 1,995,667	$ 1,995,667	$ 2,113,277
Expenses					
6401 Accounting/Audit	$ 1,397	$ 1,547	$ 1,552	$ 1,552	$ 1,615
6402 Legal Fees	150	650	150	150	150
6720 Interest Payments	622,838	643,980	681,179	681,179	682,488
7913 Trans Out - Debt Service	1,765,348	2,330,033	2,317,724	2,317,724	970,252
Total Expense	$ 2,389,733	$ 2,976,210	$ 3,000,605	$ 3,000,605	$ 1,654,505

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $10,000

None

CITY OF APPLETON 2013 BUDGET
TAX INCREMENTAL DISTRICT # 3
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Property Taxes	$ 1,366,494	$ 1,075,373	$ 986,690	$ 1,024,101	$ 903,104
Intergovernmental	5,877	5,977	5,977	7,173	7,173
Interest Income	18,217	39,770	3,000	24,000	3,000
Total Revenues	1,390,588	1,121,120	995,667	1,055,274	913,277
Expenses					
Interest Expense	622,838	643,980	681,179	676,179	682,488
Administrative Expenses	1,547	2,197	1,702	1,702	1,765
Total Expenses	624,385	646,177	682,881	677,881	684,253
Revenues over (under) Expenses	766,203	474,943	312,786	377,393	229,024
Other Financing Sources (Uses)					
Operating Transfers In - Other Funds	1,000,000	1,000,000	1,000,000	1,000,000	1,200,000
Operating Transfers Out - Debt Service	(1,765,348)	(2,330,033)	(2,317,724)	(2,317,724)	(970,252)
Total Other Financing Sources (Uses)	(765,348)	(1,330,033)	(1,317,724)	(1,317,724)	229,748
Revenues over (under) Expenses	855	(855,090)	(1,004,938)	(940,331)	458,772
Fund Balance (Deficit)- Beginning	(12,397,775)	(12,396,920)	(13,252,010)	(13,252,010)	(14,192,341)
Fund Balance (Deficit)- Ending	$(12,396,920)	$(13,252,010)	$(14,256,948)	$(14,192,341)	$(13,733,569)

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 2013 BUDGET
TAX INCREMENTAL DISTRICT #3
LONG TERM DEBT

Year	1998A Refunding Bonds		2005 Refunding Bonds	
	Principal	Interest	Principal	Interest
2013	$ 595,000	$ 14,131	$ 270,000	$ 5,400
	$ 595,000	$ 14,131	$ 270,000	$ 5,400

Year	2012B G.O Refunding Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Total
2013	$ 80,000	$ 5,721	$ 945,000	$ 25,252	$ 970,252
2014	90,000	4,870	90,000	4,870	94,870
2015	95,000	4,313	95,000	4,313	99,313
2016	100,000	3,555	100,000	3,555	103,555
2017	120,000	2,440	120,000	2,440	122,440
2018	125,000	875	125,000	875	125,875
	$ 610,000	$ 21,774	$ 1,475,000	$ 41,305	$ 1,516,305

NOTES

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2013 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 2013.

Summary of Advances	General Fund
2002	$ 8,815
2003	14,690
2004	30,183
2005	33,434
2006	4,356
2007	4,574
2008	4,803
2009	(76,957)
2010	(23,898)
12/31/13 Balance	$ -

Major changes in Revenue, Expenditures, or Programs:

No major changes.
There are currently no new projects in the planning stages for the district.

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 3,626	$ 20,412	$ 14,228	$ 14,228	$ 8,530	-40.05%
Program Expenses		$ 102,905	$ 126,937	$ 125,678	$ 125,678	$ 37,115	-70.47%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		101,358	125,240	123,976	123,976	35,350	-71.49%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,547	1,697	1,702	1,702	1,765	3.70%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 5 **Business Unit 4080**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4110 Property Taxes	$ 206,924	$ 208,283	$ 179,726	$ 179,726	$ 182,419
4130 Pmt in Lieu of Taxes	414	8,305	7,400	7,400	-
4227 State Aid - Computers	1,160	828	828	828	530
4710 Interest on Investments	2,052	11,279	6,000	6,000	8,000
Total Revenue	$ 210,550	$ 228,695	$ 193,954	$ 193,954	$ 190,949
Expenses					
6401 Accounting/Audit	$ 1,397	$ 1,547	$ 1,552	$ 1,552	$ 1,615
6402 Legal Fees	150	150	150	150	150
6720 Interest Payments	583	-	-	-	-
7913 Trans Out - Debt Service	100,775	125,240	123,976	123,976	35,350
Total Expense	$ 102,905	$ 126,937	$ 125,678	$ 125,678	$ 37,115

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
TAX INCREMENTAL DISTRICT # 5
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2011 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Property Taxes	$ 207,338	$ 216,588	$ 187,126	$ 187,220	$ 182,419
Intergovernmental	1,160	828	828	530	530
Interest Income	2,052	11,279	6,000	8,000	8,000
Total Revenues	210,550	228,695	193,954	195,750	190,949
Expenses					
Capital outlay	1,547	1,697	1,702	1,702	1,765
Interest Expense	583	-	-	-	-
Total Expenses	2,130	1,697	1,702	1,702	1,765
Revenues over (under) Expenses	208,420	226,998	192,252	194,048	189,184
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers Out - Debt Service	(100,775)	(125,240)	(123,976)	(123,976)	(35,350)
Total Other Financing Sources (Uses)	(100,775)	(125,240)	(123,976)	(123,976)	(35,350)
Net Change in Fund Balances	107,645	101,758	68,276	70,072	153,834
Fund Balance (Deficit) - Beginning	12,701	120,346	222,104	222,104	292,176
Fund Balance (Deficit) - Ending	$ 120,346	$ 222,104	$ 290,380	$ 292,176	$ 446,010

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 2013 BUDGET
TAX INCREMENTAL DISTRICT #5
LONG TERM DEBT

	2005B G.O. Notes	
Year	Principal	Interest
2013	$ 30,000	$ 3,600
2014	35,000	2,300
2015	40,000	800
	$ 105,000	$ 6,700

	2008A G.O. Notes		TOTAL		
Year	Principal	Interest	Principal	Interest	Total
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	$ 4,375	$ 155,000	$ 11,075	$ 166,075

CITY OF APPLETON 2013 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 2013 budget provides $25,525 for Administration. Administration (other) costs includes maintenance, real estate commissions, surveys, title insurance, and other costs associated with selling land and maintaining a high quality business park.

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

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

Project	Amount	Page
Concrete Paving Program	$ 6,359	Projects, Pg. 596

Summary of Advances	General Fund	
2010	$ 1,025,000	
2011	1,877,500	*
2012	145,125	
2013	(360,119)	
12/31/13 Balance	$ 2,687,506	

Major changes in Revenue, Expenditures, or Programs:

Due to economic conditions, we are projecting minimal land sale revenue in 2013. Community & Economic 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 & Economic Development operating budget. Development payments on the Eisenhower project began in 2012 since tax increment now exceeds the debt service on the development.

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

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 153,528	$ 143,527	$ 181,462	$ 181,462	$ 172,480	-4.95%
Program Expenses		$ 3,468,445	$ 2,530,365	$ 2,764,734	$ 2,764,734	$ 2,577,171	-6.78%
Expenses Comprised Of:							
Personnel		3,415	3,805	560	560	6,359	1035.54%
Administrative Expense		2,844,910	2,032,739	2,230,256	2,230,256	1,999,881	-10.33%
Supplies & Materials		552	-	-	-	-	N/A
Purchased Services		589,193	498,088	533,918	533,918	570,606	6.87%
Utilities		404	525	-	-	325	N/A
Repair & Maintenance		84	56	-	-	-	N/A
Other Capital Expenditures		29,887	(4,848)	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 6 **Business Unit 4090**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4110 Property Taxes	$ 2,052,434	$ 2,089,076	$ 2,023,682	$ 2,023,682	$ 2,082,166
4130 Pmt in Lieu of Taxes	73,135	21,155	18,000	18,000	-
4227 State Aid - Computers	41,673	66,404	66,404	66,404	50,422
4710 Interest on Investments	19,272	53,910	5,000	5,000	30,000
5004 Sale of City Prop - Nontax	-	-	90,000	90,000	90,000
5015 Rental of City Property	2,058	2,058	2,058	2,058	2,058
5035 Other Reimbursements	17,390	-	-	-	-
Total Revenue	$ 2,205,962	$ 2,232,603	$ 2,205,144	$ 2,205,144	$ 2,254,646
Expenses					
6101 Regular Salaries	$ 2,328	$ 2,704	$ -	$ -	$ 3,858
6105 Overtime	163	41	82	82	148
6108 Part-Time	-	-	438	438	918
6150 Fringes	924	1,060	40	40	1,435
6308 Landscape Supplies	346	-	-	-	-
6309 Shop Supplies & Tools	206	-	-	-	-
6401 Accounting/Audit	1,397	1,547	1,552	1,552	1,615
6402 Legal Fees	150	150	150	150	150
6404 Consulting Services	-	-	5,000	5,000	5,000
6408 Contractor Fees	84,594	-	-	-	-
6413 Utilities	404	525	-	-	325
6425 CEA Equip. Rental	84	56	-	-	-
6599 Other Contracts/Obligations	503,052	496,391	527,216	527,216	563,841
6720 Interest Payments	25,000	95,793	117,563	117,563	139,881
6809 Infrastructure Construction	29,887	(4,848)	-	-	-
7913 Trans Out - Debt Service	2,819,910	1,936,946	2,112,693	2,112,693	1,860,000
Total Expense	$ 3,468,445	$ 2,530,365	$ 2,764,734	$ 2,764,734	$ 2,577,171

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations	
Real estate commissions (2 acres)	$ 7,200
Weed cutting/debris clean up	13,000
Developer funded incentive -	
Time Warner Cable	492,515
Eisenhower Properties	51,126
	$ 563,841

CITY OF APPLETON 2013 BUDGET
TAX INCREMENTAL DISTRICT # 6
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Property Taxes	$ 2,125,569	$ 2,110,231	$ 2,041,682	$ 2,162,930	$ 2,082,166
Intergovernmental	41,673	66,404	66,404	50,422	50,422
Interest Income	19,270	53,910	5,000	65,000	30,000
Other	19,448	2,058	2,058	2,058	2,058
Total Revenues	2,205,960	2,232,603	2,115,144	2,280,410	2,164,646
Expenses					
Capital Outlay	621,988	495,930	532,776	570,619	575,525
Interest Expense	25,000	95,793	117,563	117,563	139,881
Administrative Expense	1,547	1,697	1,702	1,702	1,765
Total Expenses	648,535	593,420	652,041	689,884	717,171
Revenues over (under) Expenses	1,557,425	1,639,183	1,463,103	1,590,526	1,447,475
Other Financing Sources (Uses)					
Operating Transfers Out - Debt Service	(2,819,910)	(1,936,946) *	(2,112,693)	(2,112,693)	(1,860,000)
Sale of City Property	-	-	90,000	57,600	90,000
Total Other Financing Sources (Uses)	(2,819,910)	(1,936,946)	(2,022,693)	(2,055,093)	(1,770,000)
Net Change in Equity	(1,262,485)	(297,763)	(559,590)	(464,567)	(322,525)
Fund Balance - Beginning	327,178	(935,307)	(1,233,070)	(1,233,070)	(1,697,637)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	$ (935,307)	$ (1,233,070)	$ (1,792,660)	$ (1,697,637)	$ (2,020,162)

* The actual cash transfer out was $1,936,946. The debt obligation for the district was $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.

CITY OF APPLETON 2013 BUDGET
TAX INCREMENTAL DISTRICT # 6
LONG TERM DEBT

Year	2003A G.O. Notes		2005B G.O. Notes	
	Principal	Interest	Principal	Interest
2013	$ 475,000	$ 8,787	$ 285,000	$ 47,100
2014	-	-	485,000	31,700
2015	-	-	550,000	11,000
	$ 475,000	$ 8,787	$ 1,320,000	$ 89,800

Year	2006A G.O. Notes		2007A G.O. Notes		2008A G.O. Notes	
	Principal	Interest	Principal	Interest	Principal	Interest
2013	$ 480,000	$ 70,282	$ -	$ 48,875	$ -	$ 44,163
2014	485,000	50,379	270,000	43,138	-	44,162
2015	485,000	30,373	280,000	31,450	-	44,162
2016	485,000	10,185	295,000	16,231	175,000	40,881
2017	-	-	305,000	6,481	460,000	28,100
2018	-	-	-	-	480,000	9,600
	$ 1,935,000	$ 161,219	$ 1,150,000	$ 146,175	$ 1,115,000	$ 211,068

Year	2009A G.O. Notes		2012B G.O Refunding Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
2013	$ -	$ 33,012	$ 345,000	$ 22,781	$ 1,585,000	$ 275,000	$ 1,860,000
2014	-	33,012	350,000	19,355	1,590,000	221,746	1,811,746
2015	-	33,012	350,000	17,255	1,665,000	167,252	1,832,252
2016	-	33,012	355,000	14,521	1,310,000	114,830	1,424,830
2017	350,000	27,763	360,000	10,943	1,475,000	73,287	1,548,287
2018	365,000	17,038	255,000	7,087	1,100,000	33,725	1,133,725
2019	370,000	5,781	180,000	3,772	550,000	9,553	559,553
2020	-	-	115,000	1,121	115,000	1,121	116,121
	$ -	$ -	$ 2,310,000	$ 96,835	$ 9,390,000	$ 896,514	$ 10,286,514

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 7 **Business Unit 4100**

PROGRAM MISSION

This fund provides for commercial redevelopment of the area of South Memorial Drive from Calumet Street to Valley Road and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The area of South Memorial Drive from Calumet Street to State Highway 441 had deteriorated significantly over the last ten years. The abandonment of Valley Fair Mall and the under utilization of former retail and service buildings was cause for concern. The City created TIF District #7 in 2007 to provide targeted investments in this commercial corridor in conjunction with the private market while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22 year expenditure period 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 grocery store, a gas station/convenience store, and renovation of a movie theater. Three businesses also benefited from the creation of the TIF #7 Business Enhancement Grant program for the renovation of building facades, parking lots, landscaping and signage. No new funds are being requested for the program in 2013.

Major changes in Revenue, Expenditures, or Programs:

None

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 175,371	$ 151,490	$ 390,298	$ 390,298	$ 346,924	-11.11%
Program Expenses		$ 134,958	$ 71,266	$ 267,507	$ 294,867	$ 285,086	6.57%
Expenses Comprised Of:							
Personnel		3,090	42	-	-	-	N/A
Administrative Expense		1,762	1,525	1,525	1,525	1,765	15.74%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		46,404	62,941	265,982	293,342	283,321	6.52%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		57	-	-	-	-	N/A
Capital Expenditures		83,645	6,758	-	-	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 7 **Business Unit 4100**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4110 Property Taxes	$ 44,856	$ 41,295	$ 283,479	$ 283,479	$ 257,481
4227 State Aid - Computers	128,026	102,819	102,819	102,819	81,443
4710 Interest on Investments	2,489	7,376	4,000	4,000	8,000
5910 Proceeds of Long-term Debt	-	-	-	-	-
Total Revenue	$ 175,371	$ 151,490	$ 390,298	$ 390,298	$ 346,924
Expenses					
6101 Regular Salaries	$ 1,725	$ 27	$ -	$ -	$ -
6105 Overtime	232	-	-	-	-
6108 Part Time	274	-	-	-	-
6150 Fringes	860	14	-	-	-
6401 Accounting/Audit	1,397	1,547	1,552	1,552	1,615
6402 Legal Fees	150	150	150	150	150
6425 CEA Equip. Rental	57	-	-	-	-
6599 Other Contracts/Obligations	44,856	61,245	264,280	291,640	281,796
6809 Infrastructure Construction	83,645	6,758	-	-	-
7913 Trans Out - Debt Service	1,762	1,525	1,525	1,525	1,525
Total Expense	$ 134,958	$ 71,266	$ 267,507	$ 294,867	$ 285,086

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations

Developer Funded Tax Incentive	$281,796

CITY OF APPLETON 2013 BUDGET
TAX INCREMENTAL DISTRICT # 7
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Property Taxes	$ 44,856	$ 41,295	$ 283,479	$ 300,699	$ 257,481
Intergovernmental	128,026	102,819	102,819	81,443	81,443
Interest Income	2,489	7,376	4,000	8,000	8,000
Other	-	-	-	-	-
Total Revenues	175,371	151,490	390,298	390,142	346,924
Expenses					
Program Costs	133,196	69,742	265,982	303,733	283,561
Total Expenses	133,196	69,742	265,982	303,733	283,561
Revenues over (under) Expenses	42,175	81,748	124,316	86,409	63,363
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(1,762)	(1,525)	(1,525)	(1,525)	(1,525)
Total Other Financing Sources (Uses)	(1,762)	(1,525)	(1,525)	(1,525)	(1,525)
Net Change in Equity	40,413	80,223	122,791	84,884	61,838
Fund Balance (Deficit) - Beginning	97,101	137,514	217,737	217,737	302,621
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance (Deficit) - Ending	$ 137,514	$ 217,737	$ 340,528	$ 302,621	$ 364,459

CITY OF APPLETON 2013 BUDGET
TAX INCREMENTAL DISTRICT # 7
LONG TERM DEBT

	2009A G.O. Notes	
Year	Principal	Interest
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	$ 8,563

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 8 **Business Unit 4110**

PROGRAM MISSION

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of the river corridor in an area that lies just north and south of the College Avenue Bridge and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The City's Comprehensive Plan 2010-2030, Downtown Plan, and the Focus Fox River: A Master Plan have identified several redevelopment sites located along the banks of the Fox River, as well as the opportunities the opening of the Fox River Navigation System will provide the community. Several key sites include the former Foremost Dairy property (935 E. John Street) on the north side of the river and the RiverHeath on the south, and the Eagle Flats property up the Fox River between Lawe Street and Olde Oneida Street. These sites have been identified for future medium to high density residential development, neighborhood commercial and a priority in public access.

The City created Tax Increment Financing (TIF) District #8 in 2009 to provide targeted investments in this area, in conjunction with the private market, while recapturing the cost of participation through increased property tax revenues. The District was amended in 2011 to incorporate the Eagle Flats property, formerly Riverside Paper mill. The TIF District provides for a 22 year expenditure period to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of businesses, retaining businesses and attracting new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces.

Project	Amount	Page
Concrete Paving Program	$ 10,423	Projects, Pg. 596

Major changes in Revenue, Expenditures, or Programs:

Three townhomes were constructed by developer of the Riverheath Project. Two residential buildings were completed in 2012 by Eagle Flats, including the 54 unit workforce housing and 70 units for Appleton Housing Authority residents.

The remediation, demolition and decommissioning of the private dam (raceway) of 935 E. John Street was completed in 2012 with funds from a 0% interest loan with the DNR ($300,000), a Commerce Grant ($600,000) and the $500,000 escrow from Foremost Farms for the remediation of the site. A request for proposal was issued for the property with the goal of site transfer for redevelopment in 2013. While the City obtained title to the property in 2011, payment for the land is not due until 2013. Utilities, insurance and facilities charges are also budgeted for this property for 2013 until the property is sold.

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 773	$ 318,280	$ 749,000	$ 749,000	$ 28,890	-96.14%
Program Expenses		$ 7,082	$ 875,793	$ 977,495	$ 2,599,609	$ 108,983	-88.85%
Expenses Comprised Of:							
Personnel		217	133	2,062	24,176	10,423	405.48%
Administrative Expense		1,235	1,571	16,069	16,069	29,959	86.44%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		5,630	370,850	959,364	959,364	60,601	-93.68%
Utilities		-	1,616	-	-	5,000	N/A
Repair & Maintenance		-	-	-	-	3,000	N/A
Capital Expenditures		-	501,623	-	1,600,000	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Tax Incremental District # 8 **Business Unit 4110**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4110 Property Taxes	$ -	$ 22,151	$ 20,548	$ 20,548	$ 129,866
4224 Miscellaneous State Aid	-	-	400,000	400,000	-
4710 Interest on Investments	773	18,280	11,000	11,000	-
5035 Other Reimbursements	-	-	338,000	338,000	28,890
5910 Proceeds of Long-term Debt	-	500,000	200,000	1,800,000	500,000
5924 Operating Transfers In	-	300,000	-	-	-
Total Revenue	$ 773	$ 840,431	$ 969,548	$ 2,569,548	$ 658,756
Expenses					
6401 Regular Salaries	$ 159	$ 96	$ 1,528	$ 23,642	$ 7,716
6150 Fringes	58	36	534	534	2,707
6401 Accounting/Audit	-	-	1,552	1,552	1,615
6402 Legal Fees	5,150	1,150	150	150	150
6404 Consulting	480	-	-	-	-
6408 Contractor Fees	-	279,500	938,000	938,000	-
6413 Utilities	-	1,616	-	-	5,000
6420 Facilities charges	-	-	-	-	3,000
6501 Insurance	-	502	-	-	502
6599 Other Contracts/Obligations	-	90,201	19,662	19,662	58,334
6801 Land	-	500,000	-	-	-
6809 Infrastructure Construction	-	1,623	-	1,600,000	-
7913 Trans Out - Debt Service	1,235	1,069	16,069	16,069	29,959
Total Expense	$ 7,082	$ 875,793	$ 977,495	$ 2,599,609	$ 108,983

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations	
Tax Development Payment	
RiverHeath	$ 28,349
Eagle Flats	29,985
	$ 58,334

CITY OF APPLETON 2013 BUDGET
TAX INCREMENTAL DISTRICT # 8
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Property Taxes	$ -	$ 22,151	$ 20,548	$ 21,887	$ 129,866
Intergovernmental Revenue	-	-	400,000	600,000	-
Other Reimbursements	-	-	338,000	-	28,890
Interest Income	773	18,280	11,000	6,500	-
Total Revenues	773	40,431	3,000	628,387	158,756
Expenses					
Program Costs	5,846	874,724	961,426	3,005,842	79,024
Total Expenses	5,846	874,724	961,426	3,005,842	79,024
Revenues over (under) Expenses	(5,073)	(834,293)	20,183	(2,377,455)	79,732
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	200,000	1,900,000	500,000
Promissory Note Issued	-	500,000	-	-	-
Operating Transfers In	-	300,000	-	-	-
Operating Transfers Out	(1,235)	(1,069)	(16,069)	(1,069)	(29,959)
Total Other Financing Sources (Uses)	(1,235)	798,931	183,931	1,898,931	470,041
Net Change in Equity	(6,308)	(35,362)	-	(478,524)	549,773
Fund Balance - Beginning	30,617	24,309	(11,053)	(11,053)	(489,577)
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	$ 24,309	$ (11,053)	$ (11,053)	$ (489,577)	$ 60,196

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 2013 BUDGET
TAX INCREMENTAL DISTRICT # 8
LONG TERM DEBT

Year	2009A G.O. Notes Principal	2009A G.O. Notes Interest
2013	$ -	$ 1,069
2014	-	1,069
2015	-	1,069
2016	-	1,069
2017	10,000	918
2018	10,000	618
2019	15,000	234
	$ 35,000	$ 6,046

Year	2012 DNR Site Remediation Loan * Principal	2012 DNR Site Remediation Loan * Interest	2012A G.O. Notes	2012A G.O. Notes Interest
2013	$ -	$ -	$ -	$ 28,890
2014	5,000	-	-	32,100
2015	5,000	-	-	32,100
2016	15,000	-	-	32,100
2017	15,000	-	525,000	26,850
2018	25,000	-	535,000	16,250
2019	25,000	-	545,000	5,450
2020	35,000	-	-	-
2021	35,000	-	-	-
2022	45,000	-	-	-
2023	45,000	-	-	-
2024	50,000	-	-	-
	$ 300,000	$ -	$ 1,605,000	$ 173,740

Year	Total Principal	Total Interest	Total
2013	$ -	$ 29,959	$ 29,959
2014	5,000	33,169	38,169
2015	5,000	33,169	38,169
2016	15,000	33,169	48,169
2017	550,000	27,768	577,768
2018	570,000	16,868	586,868
2019	585,000	5,684	590,684
2020	35,000	-	35,000
2021	35,000	-	35,000
2021	45,000	-	45,000
2022	45,000	-	45,000
2023	50,000	-	50,000
2024	-	-	-
	$ 1,940,000	$ 179,786	$ 2,119,786

* The Redevelopment Authority issued a $300,000, 0% loan with the DNR for remediation of the 935 E. John Street site. TIF #8 will make all repayments on the issue.

CITY OF APPLETON 2013 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.

Major changes in Revenue, Expenditures, or Programs:

It is expected all projects will be completed in 2012 and a final second close-out can be completed. Funds 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 and basis for first close.

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 4,418,599	$ 51,335	$ 40,000	$ 40,000	$ -	-100.00%
Program Expenses		$ 2,609,726	$ 1,319,050	$ 238,576	$ 581,158	$ 362,734	52.04%
Expenses Comprised Of:							
Personnel		164,898	87,604	971	971	-	-100.00%
Administrative Expense		350	-	2,000	2,000	362,734	18036.70%
Supplies & Materials		91,905	149,122	-	-	-	N/A
Purchased Services		8,552	769	-	-	-	N/A
Utilities		178	-	-	-	-	N/A
Repair & Maintenance		5,046	14,577	-	-	-	N/A
Capital Expenditures		2,338,797	1,066,978	235,605	578,187	-	-100.00%

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECT FUNDS

Escrow (Tax Incremental District #4) **Business Unit 4230**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4710 Interest on Investments	$ 283,019	$ 51,335	$ 40,000	$ 40,000	$ -
5035 Other Reimbursements	35,580	-	-	-	-
5922 Trans In - Special Revenue	4,100,000	-	-	-	-
Total Revenue	$ 4,418,599	$ 51,335	$ 40,000	$ 40,000	$ -
Expenses					
6101 Regular Salaries	$ 110,636	$ 56,138	$ -	$ -	$ -
6105 Overtime	1,341	1,952	464	464	-
6108 Part Time	3,912	3,388	438	438	-
6150 Fringes	49,009	26,126	69	69	-
6308 Landscape Supplies	28,963	-	-	-	-
6309 Shop Supplies & Tools	669	912	-	-	-
6325 Construction Materials	40,012	140,362	-	-	-
6326 Equipment Parts	3,203	-	-	-	-
6328 Signs	19,058	7,848	-	-	-
6401 Accounting/Audit	-	-	2,000	2,000	-
6404 Consulting Services	5,694	454	-	-	-
6408 Contractor Fees	2,858	315	-	-	-
6413 Utilities	178	-	-	-	-
6425 CEA Equip. Rental	5,046	14,577	5,815	5,815	-
6503 Rent	350	-	-	-	-
6599 Other Contracts / Obligations	-	-	-	175,000	232,512
6801 Land	100,658	-	-	-	-
6809 Infrastructure Construction	2,238,139	1,066,978	229,790	397,372	-
7911 Transfer Out - General Fund	-	-	-	-	130,222
Total Expense	$ 2,609,726	$ 1,319,050	$ 238,576	$ 581,158	$ 362,734

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $10,000

Other Contracts/Obligations	
Payment to other taxing jurisdictions	
Appleton Area School District	$ 133,123
Fox Valley Technical College	27,931
Outagamie County	71,458
	$ 232,512

CITY OF APPLETON 2013 BUDGET

Escrow (Tax Incremental District #4)

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Property Taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	-	-	-	-	-
Interest Income	283,019	51,335	40,000	7,800	-
Other	35,580	-	-	-	-
Total Revenues	318,599	51,335	40,000	7,800	-
Expenses					
Capital outlay	2,609,726	1,319,050	238,576	186,224	-
Administrative Expense	-	-	-	-	232,512
Total Expenses	2,609,726	1,319,050	238,576	186,224	232,512
Revenues over (under) Expenses	(2,291,127)	(1,267,715)	(198,576)	(178,424)	(232,512)
Other Financing Sources (Uses)					
Operating Transfers In - Special Revenue	4,100,000	-	-	-	-
Operating Transfers Out - General Fund	-	-	-	-	(130,222)
Total Other Financing Sources (Uses)	4,100,000	-	-	-	(130,222)
Net Change in Fund Balances	1,808,873	(1,267,715)	(198,576)	(178,424)	(362,734)
Fund Balance - Beginning	-	1,808,873	541,158	541,158	362,734
Fund Balance - Ending	$ 1,808,873	$ 541,158	$ 342,582	$ 362,734	$ -

CITY OF APPLETON 2013 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Deputy Director - Library: Tasha M. Saecker

CITY OF APPLETON 2013 BUDGET
LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2012 EVENTS

Maintain high quality library services
Implemented planning process to ensure that library's strategic plan reflects modern library service and community vision
Rearranged service desks to encourage use of self-service machines. Self-checkout increased from 20-25% (pre-RFID) to over 60%
On track to circulate approximately 1.4 million items in 2012; Nearly 49,000 patrons visited the library each month
Meeting room use increased 58% in 2010; 3% in 2011; 2012 use is up 13%
Over 5,000 children and teens participated in last year's summer library program. 2012 teen summer program has highest registration in the history of the program
2012 adult programming attendance is up 16% over previous year; 2012 teen programming attendance is up 71% over previous year
Implemented technology one-on-one training for patrons who have specific needs (e-book readers, handheld devices)

Increase marketing and advocacy, fund development, technology for efficiency, staffing levels & training, library environment and neighborhood
Held a series of 9 public meetings on the Appleton Public Library (APL)
Increased marketing effectiveness. Began study for re-branding, redesigned library newsletter "Fine Print" with a focus of online delivery and created monthly electronic alerts of programming calendars
Friends of the Appleton Public Library hosted an annual "I Love My Library" fundraiser with a special focus on community partnerships
Continued working with Washington Square group to improve neighborhood environment
Hosted a staff retreat in February, 2012 including teambuilding exercises, training on library issues and security exercises with the Police Department
Hosted monthly staff trainings on topics including the summer reading programs, the Fox Cities LIFE Study and EAP Services
Continued to participate in regional library marketing and advocacy through OWLSNet and the Wisconsin Library Association Foundation. Participated in the annual Library Legislative Day in Madison
Worked with the Friends of the Appleton Public Library to increase awareness of 21st century library services and receive feedback about how APL can play a role in the community

Continue to explore facility needs and options
Painted second floor and created seating area for laptops; Created a new quiet reading area on the second floor with furniture provided by the Friends of the Appleton Public Library
Created an art exhibit area in the lower level where there were exhibits on the Green Bay Packers, the Fox River Locks, and the ethnic communities of China; created a small "library history" area with historic library furniture and photos
Created a new layout for the children's service desk creating a more welcoming, child-friendly environment

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, and Valley Transit
Completed third year of Prime Time Family Reading Program (with primary partners AASD and Evenstart) resulting in increased attendance all three years. All participants served were below poverty levels and 60% of adult and child participants demonstrated an increase in reading levels after participation in the program
Participated as a major sponsor, coordinator and event site for the Fox Cities Community Read and Book Festival with an increase in attendance at APL events of 25% over the previous year
Collaborated with Fox Valley Music Teachers Association in their efforts to donate a "Community Piano" to APL. Their goal is to complete fundraising, and donate a concert-quality grand piano (valued at $40,000) by 2013

Utilize volunteers more effectively
Between January and June, 2012 we had 3,379 volunteer hours. In the Materials Management division, volunteers accomplished $16,913 worth of work calculated at a Library Page wage rate in 2012
Presented Volunteers of the Year awards at several meetings and events throughout community. Featured volunteers throughout the year in newsletter and via Post-Crescent articles

Continuously work to improve website and online service delivery
Continued evolution of library's "digital branch" by providing access to valuable resources remotely: Redesigned website in a content management system platform providing easier administration and updates by staff. New site prioritizes space for Library programs and resources using graphics, slideshows and stories. Implemented staff blogs about technology and book reviews for children, teens and adults. APL's Facebook page has over 2,000 followers.
Implemented online registration, paperless registration and text message notifications for holds, and renewals through OWLS
Expanded access to e-books through collaboration with OWLSNet and Brown County Libraries

CITY OF APPLETON 2013 BUDGET
LIBRARY

MAJOR 2013 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 focusing on 21st century library service, serving as a community partner and participating in solving community problems.
- 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

Continue to maintain current facility and library environment including implementing improvements to building security. Continue to plan for future library needs including:
Develop recommendations from community conversations for new or remodeled library; work with the Library Board and Capital Facilities Committee to bring recommendations forward; work with the Friends of the Appleton Public Library to develop private community support
Work with the Facilities Management Department to determine if any building improvements are required in 2014
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:
Expanding services which address community issues and concerns by utilizing the 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 develop online "digital branch" to provide access to unique Appleton resources, maintain multilingual web pages, and continue to expand access to e-books and other digital resources.
Working with OWLS and OWLSNet to improve service delivery
Implement new APL brand identity, brand book and strategic communication plan

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 1,126,638	$ 1,092,477	$ 1,092,454	$ 1,137,104	$ 1,114,328	2.00%
Program Expenses							
16010	Administration	521,806	447,008	453,791	456,291	438,806	-3.30%
16021	Children's Services	487,245	438,505	462,294	462,294	459,958	-0.51%
16023	Public Services	985,944	855,799	753,749	753,749	732,708	-2.79%
16024	Community Partnerships	766,007	741,589	486,948	486,948	471,501	-3.17%
16031	Building Operations	461,061	429,983	450,859	450,859	447,686	-0.70%
16032	Materials Management	1,055,132	1,077,595	1,380,790	1,423,970	1,380,443	-0.03%
16033	Network Services	231,802	202,567	231,595	236,745	264,347	14.14%
TOTAL		$ 4,508,997	$ 4,193,046	$ 4,220,026	$ 4,270,856	$ 4,195,449	-0.58%
Expenses Comprised Of:							
Personnel		3,429,038	3,163,534	3,161,852	3,161,852	3,093,787	-2.15%
Administrative Expense		105,616	98,870	93,084	95,584	94,310	1.32%
Supplies & Materials		609,193	607,640	555,450	603,780	570,410	2.69%
Purchased Services		62,911	62,421	62,033	62,033	62,283	0.40%
Utilities		131,454	132,199	135,353	135,353	138,902	2.62%
Repair & Maintenance		161,647	122,584	204,254	204,254	227,757	11.51%
Capital Expenditures		9,138	5,798	8,000	8,000	8,000	0.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		45.50	45.00	44.50	44.50	44.50	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
LIBRARY

Administration **Business Unit 16010**

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" ; # 4: "Develop human resources to meet changing needs" and # 6: "Continuously improve the efficiency and effectiveness of City services".

Objectives:

Plan, organize, coordinate, and review library services and policies with the Library Board of Trustees
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
Provide training opportunities for library staff focusing on evolving role of 21st century libraries
Continue to work with local stakeholders to maintain a positive environment within and near the library
Continue to seek ways to increase use of volunteers
Utilize and explore new technologies for improved efficiency, service delivery and communication
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 library facility, including planning for appropriate funding for maintenance and repairs; identify changes required to respond to modern demands of library service
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 radio frequency identification (RFID) and automated materials handling (AMH) systems were completed by start of 2012. Maintenance/service contracts on equipment required only partial funding in 2012 and will require full funding in 2013. Staff will be overseeing continuous education with public to ensure maximum use of self-service equipment for routine tasks.

By 2013, a new comprehensive compensation plan will be completed. Part of this process will result in changes to the performance evaluation system including use of an online performance tracking system.

Implement a new brand identity including a new logo, creation of a brand book and a strategic communication plan

The Library will conduct a survey on a bi-annual basis. On alternating years, we will conduct surveys in specialized areas (technology, programs, etc...)

The reduction in fringe benefits expense reflects one employee's decision to opt out of health insurance coverage

Continue progressive agreement negotiated between OWLS and Outagamie County towards 100% reimbursement of eligible costs by 2014. In 2010, the reimbursement was 84.2%. Through the agreement, the requested reimbursement for 2013 is 96.1%. (continued next page)

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as responsive or very responsive	98%	98%	98%	99%	98%
Strategic Outcomes					
A better educated community					
Collaborations with educational institutions	21	21	25	25	30
Work Process Outputs					
Grant funds awarded	$ 72,432	$ 69,666	$ 67,600	$ 67,600	$ 65,000
State-level meetings attended	12	30	12	25	25
Surveys conducted	2	2	2	2	2
Hours worked by library volunteers	6,913	7,765	7,000	7,000	7,000

CITY OF APPLETON 2013 BUDGET
LIBRARY

Administration **Business Unit 16010**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4224 Miscellaneous State Aids	$ 15,087	$ -	$ -	$ -	$ -
4232 Library Grants & Aids	806,517	860,252	914,314	914,314	931,148
4801 Charges for Serv.- Nontax	80,701	84,346	80,000	80,000	85,000
5015 Rental of City Property	27,773	28,053	30,000	30,000	30,000
5020 Donations & Memorials	732	1,482	-	-	-
5035 Other Reimbursements	146,520	43,000	19,960	48,610	20,000
Total Revenue	$ 1,077,330	$ 1,017,133	$ 1,044,274	$ 1,072,924	$ 1,066,148
Expenses					
6101 Regular Salaries	$ 335,411	$ 299,151	$ 301,496	$ 301,496	$ 299,054
6108 Part-Time	30,921	23,371	18,542	18,542	27,912
6150 Fringes	131,294	103,802	113,557	113,557	91,568
6201 Training\Conferences	7,735	4,895	3,800	6,300	3,800
6206 Parking Permits	1,536	1,786	1,696	1,696	1,872
6301 Office Supplies	5,239	3,523	4,500	4,500	4,500
6303 Memberships & Licenses	2,107	2,252	1,800	1,800	1,800
6305 Awards & Recognition	429	448	600	600	600
6307 Food & Provisions	736	495	750	750	750
6320 Printing & Reproduction	29	60	400	400	300
6324 Medical\Lab Supplies	77	52	100	100	100
6412 Advertising	732	1,290	750	750	750
6413 Utilities	5,444	5,381	5,300	5,300	5,300
6418 Equip Repairs & Maint	116	502	500	500	500
Total Expense	$ 521,806	$ 447,008	$ 453,791	$ 456,291	$ 438,806

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

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

This budget contains $5,776 of additional funding to increase the Volunteer Coordinator position from .25 to .50 FTE (total cost of $10,776). In the 2012 Budget, the position was funded through a $9,000 grant from the Friends of the Library which equates to a .25 FTE. This grant funding will continue in 2013 and the remaining $5,000 needed to fund the position was obtained as a result of hiring a new Business Manager at a lower rate than the previous long-term employee. The position has demonstrated it's effectiveness by accomplishing the work of over 3 FTE's. Since the volume of work is at the capacity of what can be accomplished in the amount of time allotted, in order to expand our volunteer efforts, we are requesting the additional funding to bring this position to a benefited half-time position.

CITY OF APPLETON 2013 BUDGET
LIBRARY

Children's Services **Business Unit 16021**

PROGRAM MISSION

To enrich the lives of children and help them develop a love of learning, Children's Services provides access to quality children's materials and makes information and cultural opportunities available to children and people involved in children's lives.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Develop and provide quality programs for more than 32,000 children and caregivers, focusing on quality of programming. This will be done by adding literature components to those programs that currently do not have it (Craft Time for Kids and Lego Club) as well as aligning school field trips with state teaching standards and integrating *Every Child Ready to Read* into programs that do not already do that.

Develop and provide a summer reading program for 5,000 children.
Maintain a quality children's materials collection through selection, collection development and maintenance
Work with administration and technical services to continue to promote new self-checks and 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.
Continue to provide a 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:

By changing the current pre-school programming schedule and shifting staff assignments, we will be able to expand program offerings to children on the autism spectrum. The Shining Star Storytime program coordinator, who serves children on the autism spectrum, will reach out to school specialists to bring this program to the schools, in order to bring more children with this disorder to the library.

Additionally, we will be able to expand outreach to children at risk of becoming struggling readers. Librarians will work to expand current relationships with local Title 1, Headstart and Evenstart programs.

More opportunities for school fieldtrips and school age programming are also made possible by these changes.

The section will update Prime Time into a program that will be more flexible, friendly, and local, directed at children and families who struggle with English reading proficiency.

Children's Services staff now issue new library cards and replacement cards, as well as check out material at the Children's Service Desk. In 2013, we anticipate continued promotion of these expanded services.

The new layout of Children's Services has shown a vast improvement in the quality of this space for patrons. Collections have been moved to areas that make more sense to the flow of the section and collections now have adequate shelving space. New signs are brightly colored and easy to see. Larger spaces have been also been created to provide more space for patrons to read alone, or gather with others.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Children have access to a wide range of quality program					
Attendance at children's programs	31,097	32,980	35,000	35,000	35,000
Computer workstation sessions	45,050	47,672	50,000	50,000	50,000
Strategic Outcomes					
Children discover joy of reading & develop love of learnir					
Summer Library program participants	4,484	5,009	5,000	5,000	5,100
Work Process Outputs					
Reference transactions	25,774	24,542	26,000	26,000	25,500
Number of children's programs	992	1,025	900	900	1,100
Avg. number of attendance per progran	26	32	35	35	35

CITY OF APPLETON 2013 BUDGET
LIBRARY

Children's Services **Business Unit 16021**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 312,271	$ 280,998	$ 300,601	$ 300,601	$ 303,608
6108 Part-Time	29,923	33,167	31,093	31,093	30,181
6150 Fringes	132,427	113,691	120,474	120,474	116,043
6201 Training\Conferences	3,981	4,013	3,500	3,500	3,500
6206 Parking Permits	1,644	1,776	1,776	1,776	1,776
6301 Office Supplies	2,125	3,053	2,400	2,400	2,400
6320 Printing & Reproduction	1,494	1,253	1,400	1,400	1,400
6327 Miscellaneous Equipment	2,368	308	250	250	250
6418 Equip Repairs & Maint	168	246	-	-	-
6599 Other Contracts/Obligations	844	-	800	800	800
Total Expense	$ 487,245	$ 438,505	$ 462,294	$ 462,294	$ 459,958

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
LIBRARY

Public Services **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, technological and directional questions in person, via phone email, and online social media
Register new patrons, re-register those whose registration have expired, maintain a database of over 80,000 users
Work in cooperation with Materials Management department to process and check out over 200,000 reserved items (holds).
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 and genre fiction to be added to the collection
Promote the use of the new RFID self-checkout machines increasing the use rate to 75% in 2013
Prepare and maintain displays of new and/or popular materials
Manage public access to computers
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 training retention. The position also takes lead on scheduling and staffing adult service desks (circulation, information) and shares scheduling and staffing duties at the adult reference desk (with Community Partnerships) in the library.

Major changes in Revenue, Expenditures, or Programs

The Library's cooperative circulation system, OWLsnet, is moving towards a new integrated library system (ILS) for checking in and out library materials. The new ILS, Sierra, will be installed in the fall 2012/winter of 2013 and will necessitate updating procedures, and staff training to fully utilize the new system. The continued use of RFID technology combined with the new ILS will change the workflow of the circulation desk and may also change workflow at other service points in the library.

Additionally, the Public Services Division will continue to promote the use of the self-check machines by library patrons. Our goal is to consistently have an average of 70-80% of library materials check out via self-check each month.

In addition to technology changes, the Public Services Division will continue to provide consistent and exemplary customer service at all service points in the library. The department will continue to cross-train clerks and library assistants to provide expanded services at all the different service points of the library and to share updated training and procedures with other departments to ensure the same quality of service throughout the library building and community.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Convenient and fast access to accurate informatio					
Reference questions answere	92,169	89,676	92,000	92,000	92,000
E-mail requests for informatior	3,829	4,163	5,000	5,000	4,500
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do					
Number of registered patrons	86,939	91,066	87,000	87,000	92,000
Annual door coun	586,677	569,898	590,000	590,000	590,000
Work Process Outputs					
Adult materials circulatior	960,348	903,155	960,000	960,000	925,000
Children's materials circulatior	568,428	570,835	580,000	580,000	580,000
Reserves filled for APL patrons	198,310	175,219	200,000	200,000	200,000

CITY OF APPLETON 2013 BUDGET
LIBRARY

Public Services **Business Unit 16023**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget* Adopted 2012	Budget* Amended 2012	2013
Expenses					
6101 Regular Salaries	$ 588,783	$ 522,967	$ 459,305	$ 459,305	$ 452,733
6108 Part-Time	123,196	117,701	101,677	101,677	98,699
6150 Fringes	246,284	189,906	178,155	178,155	166,264
6201 Training\Conferences	1,850	1,653	1,800	1,800	1,800
6206 Parking Permits	4,752	4,968	3,312	3,312	3,312
6301 Office Supplies	4,201	3,273	3,750	3,750	3,750
6320 Printing & Reproduction	512	258	650	650	650
6327 Miscellaneous Equipmen	-	-	500	500	500
6418 Equip Repairs & Maint	16,366	15,073	4,600	4,600	5,000
Total Expense	$ 985,944	$ 855,799	$ 753,749	$ 753,749	$ 732,708

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
LIBRARY

Community Partnerships **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:

Continue to develop and add cooperative services and programs in diverse cultures and on topics of current interest
Plan and implement programming for adults and young adults including ongoing series as well as one off programs
Maintain and continuously develop summer reading programs for teens, adults and families in conjunction with the Children's Section
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

Major changes in Revenue, Expenditures, or Programs:

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. This includes transitioning to our new Drupal based website and the continued development of locally created content such as the Post Crescent Obituary Index, Content DM materials and staff blogs. Work with local groups and organizations to ensure online catalog meets the needs of community members.

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. We will continue to refine and add ongoing community based programs like "Walk A Mile In My Shoes" and the Fox Cities Book Festival.

Community Partnerships Division staff will continue to lead the library's efforts to stay on the forefront of information technology. This includes continuing to develop our ability to serve our community members as information navigators as well as our ability to teach digital literacy skills to our patrons. In addition this includes teaching patrons how to utilize e-book technologies and the continued expansion of electronic titles for download by our patrons.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
People find programs that stimulate their thinking					
% of attendees evaluating programs "good" to "excellent"					
Adult programs	95%	98%	95%	95%	95%
Young adult programs	94%	100%	95%	95%	95%
Strategic Outcomes					
People develop skills needed to seek & evaluate information					
Young adult program attendance	2,875	2,110	2,600	2,600	2,600
Adult program attendance	5,632	5,993	6,000	6,000	6,000
Work Process Outputs					
Interloans obtained for patrons	144,901	170,076	150,000	150,000	170,000
Web page "hits" (page accesses)	2,987,950	2,701,913	3,000,000	3,000,000	3,000,000
Number of locally produced databases or digital collections available via web	10	10	11	11	11

CITY OF APPLETON 2013 BUDGET
LIBRARY

Community Partnerships **Business Unit 16024**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget* Adopted 2012	Budget* Amended 2012	Budget* 2013
Revenues					
5035 Other Reimbursements	$ 958	$ 840	$ 4,750	$ 4,750	$ 4,750
Total Revenue	$ 958	$ 840	$ 4,750	$ 4,750	$ 4,750
Expenses					
6101 Regular Salaries	$ 483,775	$ 474,274	$ 331,177	$ 331,177	$ 325,855
6108 Part-Time	58,545	66,311	13,501	13,501	13,215
6150 Fringes	200,022	188,419	134,188	134,188	124,625
6201 Training\Conferences	3,057	2,046	3,500	3,500	3,500
6206 Parking Permits	2,640	2,760	1,932	1,932	1,656
6301 Office Supplies	4,128	2,838	2,000	2,000	2,000
6320 Printing & Reproduction	642	306	650	650	650
6327 Miscellaneous Equipment	7,358	189	-	-	-
6418 Equip Repairs & Maint	4,212	4,446	-	-	-
6599 Other Contracts/Obligations	1,628	-	-	-	-
Total Expense	$ 766,007	$ 741,589	$ 486,948	$ 486,948	$ 471,501

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
LIBRARY

Building Operations **Business Unit 16031**

PROGRAM MISSION

To maintain a clean, safe, accessible and welcoming environment, Operations staff takes care of the library's physical facilities and provides assistance to patrons and staff.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 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:

Building monitoring and security continues to grow as a priority service. With the addition of a cleaning service, the Building Operations staff has more time available for monitoring the building, responding to immediate clean up needs, and taking care of meeting room set ups. Monitoring the building has become such an important responsibility that it figured prominently in a recent hiring, a qualification that will continue into the foreseeable future.

Meeting room use has increased over 13% from last year which places more demand on staff time. Especially with the precarious status of the meeting room wall, more time is spent on meeting room set up than would be necessary with a fully functional wall arrangement. This situation draws time away from more central duties, especially building monitoring, which given the changing nature of library patronage is becoming more problematic and necessary.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons surveyed expressing satisfactio					
with cleanliness and safety of facilit	95%	95%	95%	95%	95%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussion					
# of meetings and programs	3,495	3,591	3,000	3,000	3,500
Work Process Outputs					
Monthly checklists completed on time	12	12	12	12	12
Number of special needs and projects performed during the year	18	18	12	12	12
% of special service requests completed within 48 hours	95%	90%	90%	90%	90%

CITY OF APPLETON 2013 BUDGET
LIBRARY

Building Operations **Business Unit 16031**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
5001 Fees & Commissions	$ 822	$ 1,653	$ 1,200	$ 1,200	$ 1,200
Total Revenue	$ 822	$ 1,653	$ 1,200	$ 1,200	$ 1,200
Expenses					
6101 Regular Salaries	$ 111,681	$ 114,745	$ 91,915	$ 91,915	$ 92,918
6108 Part-Time	24,162	25,070	5,000	5,000	4,932
6150 Fringes	48,314	49,250	51,344	51,344	51,569
6201 Training\Conferences	-	-	200	200	200
6206 Parking Permits	792	828	828	828	828
6301 Office Supplies	-	7	-	-	-
6306 Building Maint./Janitorial	7,635	7,439	6,000	6,000	6,000
6308 Landscape Supplies	-	-	50	50	50
6309 Shop Supplies & Tools	107	-	50	50	50
6310 Chemicals	-		-	-	-
6311 Paint & Supplies	52	302	100	100	100
6323 Safety Supplies	63	99	50	50	50
6327 Miscellaneous Equipment	280	510	250	250	250
6407 Collection Services	1,754	2,599	1,950	1,950	2,200
6413 Utilities	126,010	126,818	130,053	130,053	133,602
6416 Build Repairs & Maint.	3,377	3,531	5,000	5,000	5,000
6418 Equip Repairs & Maint	103	239	400	400	400
6420 Facilities charges	136,731	98,546	157,669	157,669	149,537
Total Expense	$ 461,061	$ 429,983	$ 450,859	$ 450,859	$ 447,686

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
LIBRARY

Materials Management **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 39,000 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
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:

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, including revamping workflow to improve space use, which should have a positive impact on requiring less staff to sort items from bins to carts. Move the media replacement pieces from Technical Services to the returns workroom so items can be returned to public shelves within the day instead of taking an extra day or two to send to Technical Services for repair. Also, hopefully, move the optical disc repair equipment to the returns workroom which should also improve the turnaround time items are out of the collection for review.

Work with OWLS to beta test new services platform connecting users, content and services. Assist with the testing and implementation of the new Sierra ILS platform. Assist with the local and system staff training of Sierra.

Through the benefit of automated materials handling (AMH), the Materials Management section is able to change roles of two positions by eliminating one half-time benefitted Page-clerk and replacing it with 20 hours/week of non-benefitted Page (Shelvers). This work distribution more appropriately fits the existing needs of the section through the benefits provided by the AMH System and results in a significant savings ($11,975).

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed	51%	53%	51%	51%	51%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	3,415	4,726	3,000	3,000	3,000
Strategic Outcomes					
People have reading, viewing and listening materials that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time					
# of unique titles owned at end of year	298,221	273,951	300,000	300,000	310,000
Work Process Outputs					
# of volumes processed	39,052	38,100	39,000	39,000	39,000
# of volumes weeded	67,597	73,652	25,000	25,000	25,000

CITY OF APPLETON 2013 BUDGET
LIBRARY

Materials Management **Business Unit 16032**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget* Adopted 2012	Budget* Amended 2012	Budget* 2013
Revenues					
5035 Other Reimbursements	$ 30,665	$ 30,603	$ -	$ 16,000	$ -
Total Revenue	$ 30,665	$ 30,603	$ -	$ 16,000	$ -
Expenses					
6101 Regular Salaries	$ 301,773	$ 304,872	$ 526,158	$ 526,158	$ 520,110
6108 Part-Time	13,912	14,029	55,595	55,595	64,665
6150 Fringes	117,541	106,929	192,416	192,416	172,661
6201 Training\Conferences	3,887	2,290	2,500	2,500	2,500
6206 Parking Permits	1,320	1,380	3,588	3,588	3,864
6301 Office Supplies	28,804	32,852	35,000	35,000	36,050
6315 Books & Library Materials	529,367	556,710	502,000	545,180	517,060
6327 Miscellaneous Equipment	-	-	5,000	5,000	5,000
6418 Equip Repairs & Maint	575	-	-	-	-
6599 Other Contracts/Obligations	57,953	58,533	58,533	58,533	58,533
Total Expense	$ 1,055,132	$ 1,077,595	$ 1,380,790	$ 1,423,970	$ 1,380,443

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Office Supplies

General office supplies	$ 2,200
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	24,350
RFID supplies	9,500
	$ 36,050

Books & Library Materials

Children's materials	$ 122,636
Adult materials	394,424
	$ 517,060

Other Contracts/Obligations

OWLSNet contract	$ 58,533
	$ 58,533

CITY OF APPLETON 2013 BUDGET
LIBRARY

Network Services **Business Unit 16033**

PROGRAM MISSION

To provide access to electronic information for Library users and useful technology tools for staff, Network Services plans, implements, develops and maintains the Library's internal technological infrastructure, integrates technology into services and supports the development of electronic and web based services.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Replace 25% of staff and public computers annually to maintain reasonable levels of usability.
Maintain and update the network servers and software to insure responsiveness to patron and staff needs
Maintain online public access catalogs and public workstations
Maintain and configure library audiovisual equipment and services for staff and public meeting areas
Maintain RFID and AMH equipment and ensure communication with the library's and OWLS' networks
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 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 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 network maintenance.

In addition to supporting the network and workstations for staff and public computing, audio-visual equipment, AMH and RFID equipment, and other network devices, we will be addressing security camera needs with an upgrade to the existing analog system, moving to a network based solution. We plan to upgrade the servers on the public network as well as implementing wireless printing for patrons who bring their own computers to the library. 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 increase in service contracts is due to the full cost of service in 2013. 2012 service contracts, such as those for RFID-related equipment were prorated at 50%, and automated material handling equipment contracts were prorated at 25% of total cost. This was due to the timing of the installation and takes into account all contracts being due at 100% in 2013.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
People will have reliable access to up-to-date technology					
% suveyed who have used library websit	86%	85%	90%	90%	90%
Strategic Outcomes					
Hours of public internet computer use	75,759	72,614	80,000	80,000	80,000
Sessions on public computers	99,872	95,443	95,000	95,000	95,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	351,101	324,508	355,000	355,000	350,000
Database sessions	105,503	121,513	120,000	120,000	120,000
Work Process Outputs					
PC workstations installed	42	20	35	35	35

CITY OF APPLETON 2013 BUDGET
LIBRARY

Network Services **Business Unit 16033**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget* Adopted 2012	Budget* Amended 2012	Budget* 2013
Revenues					
5035 Other Reimbursements	$ 16,863	$ 42,248	$ 42,230	$ 42,230	$ 42,230
Total Revenue	$ 16,863	$ 42,248	$ 42,230	$ 42,230	$ 42,230
Expenses					
6101 Regular Salaries	$ 99,566	$ 99,519	$ 99,695	$ 99,695	$ 100,691
6150 Fringes	39,236	35,364	35,963	35,963	36,484
6201 Training\Conferences	1,828	-	2,300	2,300	2,300
6206 Parking Permits	528	552	552	552	552
6301 Office Supplies	14,660	13,742	5,000	5,000	5,000
6327 Miscellaneous Equipment	66,846	47,592	44,000	49,150	44,000
6418 Equip Repairs & Maint	-	-	36,085	36,085	67,320
6815 Software Acquisition	9,138	5,798	8,000	8,000	8,000
Total Expense	$ 231,802	$ 202,567	$ 231,595	$ 236,745	$ 264,347

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment

Workstation replacements	$ 34,000	
Network hardware, wiring, etc.	10,000	
	$ 44,000	

Equipment Repairs and Maintenance*

Public photocopier lease and annual fee	$ 17,000	
Software license for print management	1,500	
Service contracts for automated material handling equipment	25,000	(compared to $6,250 (25%) in 2012)
Service contracts for self checks	9,210	(compared to $4,605 (50%) in 2012)
Service contract for security gates	1,625	(compared to $ 813 (50%) in 2012)
Service contracts for RFID related equipment	12,985	(compared to $5,917 (50%) in 2012)
	$ 67,320	

*Service contracts for all RFID and AMH equipment were pro-rated for 2012 due to balance of first year warranties. In 2013, all service contracts will be paid at 100%.

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Intergovernmental Revenues	821,604	860,252	914,314	914,314	914,314	931,148	931,148
Charges for Services	80,701	84,346	62,708	80,000	80,000	85,000	85,000
Other Revenues	224,333	147,879	160,205	98,140	142,790	98,180	98,180
TOTAL REVENUES	1,126,638	1,092,477	1,137,227	1,092,454	1,137,104	1,114,328	1,114,328
EXPENSES BY LINE ITEM							
Regular Salaries	1,785,517	1,649,696	1,175,171	2,110,347	2,110,347	0	2,094,969
Labor Pool Allocations	0	242-	0	0	0	0	0
Call Time	0	0	20	0	0	0	0
Overtime	0	0	250	0	0	0	0
Temp. Full-Time	201,866	215,710	154,298	0	0	0	0
Part-Time	280,659	279,649	188,927	225,408	225,408	0	239,604
Other Compensation	151	127	0	0	0	0	0
Sick Pay	36,546	32,837	14,287	0	0	0	0
Vacation Pay	209,182	198,398	164,493	0	0	0	0
Fringes	915,117	787,359	534,318	826,097	826,097	0	759,214
Salaries & Fringe Benefits	3,429,038	3,163,534	2,231,764	3,161,852	3,161,852	0	3,093,787
Training & Conferences	22,339	14,897	12,051	17,600	20,100	17,600	17,600
Parking Permits	13,212	14,050	13,308	13,684	13,684	13,860	13,860
Office Supplies	59,158	59,289	40,125	52,650	52,650	53,700	53,700
Memberships & Licenses	2,107	2,252	1,390	1,800	1,800	1,800	1,800
Awards & Recognition	429	448	273	600	600	600	600
Building Maintenance/Janitor.	7,635	7,439	8,103	6,000	6,000	6,000	6,000
Food & Provisions	736	495	670	750	750	750	750
Administrative Expense	105,616	98,870	75,920	93,084	95,584	94,310	94,310
Landscape Supplies	0	0	10	50	50	50	50
Shop Supplies & Tools	107	0	0	50	50	50	50
Paint & Supplies	53	302	146	100	100	100	100
Books & Library Materials	529,367	556,710	388,431	502,000	545,180	517,060	517,060
Printing & Reproduction	2,677	1,878	812	3,100	3,100	3,000	3,000
Safety Supplies	62	99	0	50	50	50	50
Medical & Lab Supplies	77	52	108	100	100	100	100
Miscellaneous Equipment	76,851	48,599	46,842	50,000	55,150	50,000	50,000
Supplies & Materials	609,194	607,640	436,349	555,450	603,780	570,410	570,410
Collection Services	1,754	2,598	1,491	1,950	1,950	2,200	2,200
Contractor Fees	0	0	0	0	0	800	800
Advertising	732	1,290	510	750	750	750	750
Other Contracts/Obligations	60,425	58,533	58,871	59,333	59,333	58,533	58,533
Purchased Services	62,911	62,421	60,872	62,033	62,033	62,283	62,283
Electric	97,379	97,369	80,971	98,872	98,872	102,197	102,197
Gas	20,319	20,734	13,049	20,896	20,896	20,319	20,319
Water	4,537	4,783	3,699	6,270	6,270	5,905	5,905
Waste Disposal/Collection	1,998	1,971	1,542	1,777	1,777	2,435	2,435
Stormwater	1,777	1,961	1,480	2,238	2,238	2,746	2,746
Telephone	5,444	5,381	5,244	5,300	5,300	5,300	5,300
Utilities	131,454	132,199	105,985	135,353	135,353	138,902	138,902
Building Repair & Maintenance	3,377	3,531	2,719	5,000	5,000	5,000	5,000
Equipment Repair & Maintenanc	21,539	20,507	22,182	41,585	41,585	73,220	73,220
Facilities Charges	136,731	98,546	84,867	157,669	157,669	157,669	149,537
Repair & Maintenance	161,647	122,584	109,768	204,254	204,254	235,889	227,757
Software Acquisition	9,138	5,798	2,377	8,000	8,000	8,000	8,000
Capital Expenditures	9,138	5,798	2,377	8,000	8,000	8,000	8,000
TOTAL EXPENSES	4,508,998	4,193,046	3,023,035	4,220,026	4,270,856	1,109,794	4,195,449

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Library **Business Unit 4200**

PROGRAM MISSION

This program accounts for funding sources and expenditures for various capital needs related to the Appleton Public Library.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Project	Amount	Page
Security Cameras	$ 55,000	Projects, Pg. 629
	$ 55,000	

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.

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ -	$ 104	$ -	$ -	$ -	N/A
Program Expenses		$ 111,432	$ 404,493	$ -	$ -	$ 55,000	N/A
Expenses Comprised Of:							
Personnel		4,430	4,516	-	-	-	N/A
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		107,002	399,977	-	-	55,000	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Library **Business Unit 4200**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4710 Interest on Investments	$ -	$ 104	$ -	$ -	$ -
5910 Proceeds of Long-term Debt	-	-	-	-	55,000
5924 Transfer In - Capital Projects	110,775	402,940	-	-	-
Total Revenue	$ 110,775	$ 403,044	$ -	$ -	$ 55,000
Expenses					
6108 Part-Time	$ 4,115	$ 4,338	$ -	$ -	$ -
6150 Fringes	315	178	-	-	-
6327 Miscellaneous Equipment	107,002	399,977	-	-	-
6408 Contractor Fees	-	-	-	-	-
6804 Machinery & Equipment	-	-	-	-	55,000
Total Expense	$ 111,432	$ 404,493	$ -	$ -	$ 55,000

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Equipment	
Camera system upgrade	$ 55,000
	$ 55,000

CITY OF APPLETON 2013 BUDGET
LIBRARY CAPITAL PROJECTS FUND
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

Revenues	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Intergovernmental	$ -	$ -	$ -	$ -	$ -
Interest Income	-	104	-	-	-
Other	-	-	-	-	-
Total Revenues	-	104	-	-	-
Expenses					
Program Costs	111,432	404,492	-	-	55,000
Total Expenses	111,432	404,492	-	-	55,000
Revenues over (under) Expenses	(111,432)	(404,388)	-	-	(55,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	55,000
Operating Transfers In	110,775	402,940	-	-	-
Total Other Financing Sources (Uses)	110,775	402,940	-	-	55,000
Net Change in Equity	(657)	(1,448)	-	-	-
Fund Balance - Beginning	2,105	1,448	-	-	-
Fund Balance - Ending	$ 1,448	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 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 12/31/11:

Unexpendable Trust Principal	$33,046
Designated for Future Awards	609
Total Fund Balance	$33,655

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

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Projected	2013 Budget
Revenues					
Donations	$ 500	$ 800	$ 500	$ 500	$ 500
Interest Income	109	103	100	100	100
Total Revenues	609	903	600	600	600
Expenses					
Program Costs	1,000	900	500	-	-
Revenues over (under) Expenses	(391)	3	100	600	600
Fund Balance - Beginning	34,043	33,652	33,655	33,655	34,255
Fund Balance - Ending	$ 33,652	$ 33,655	$ 33,755	$ 34,255	$ 34,855

CITY OF APPLETON 2013 BUDGET
PERMANENT FUNDS

NOTES

CITY OF APPLETON 2013 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT

Director of Parks, Recreation & Facilities Management:

Dean R. Gazza, CFM, PMP, CPM, LEED-AP

CITY OF APPLETON 2013 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

Appleton Parks, Recreation and Facilities Management Department will be a recognized leader in the delivery of leisure recreation services to establish and maintain quality of life, ensure health of all citizens, and contribute to the economic and environmental well-being of our community.

DISCUSSION OF SIGNIFICANT 2012 EVENTS

2012 was another active year for recreation. Approximately 8,750 persons registered for programs, 350 baseball games were played on City fields, ten tournaments were scheduled and general attendance at the pools reached nearly 80,000. In addition, our email list continued to grow and 6,500 households received the e-newsletter.

A new web-site is expected to be launched on 1/1/13 for Parks and Recreation at www.appletonparkandrec.org. The site provides a vast amount of information about recreational programming, event schedules, park information, galleries of pictures and the ability to monitor Facebook communications.

Various organizational changes occurred this past year. The position of Recreation Manager was created to oversee the recreational programming as well as work with the Superintendent towards continuous improvement of long-range plans, community relations, marketing and collaborations.

Parks and Recreation continues to be both a provider of recreation services as well as a facilitator by collaborating with many outside organizations. During 2012, existing collaborations were renewed and strengthened. In addition, the department collaborated with Lawrence University and the Appleton Area School District for shared use of tennis courts and open space for public use.

The grounds division of the department manages 631 acres of grounds, 16 ball diamonds, 19 tennis courts, 11 basketball courts, 3 ice rinks,7.5 miles of paved trails, an archery range and 20,100 sq. ft. of accessible playgrounds. Projects completed included repairs and resurfacing of the tennis court at Linwood park, construction of a gazebo at Lutz park, conversion of basketball court to a children's play area at Arbutus park and improvements to the bleacher and dugout areas at the ball complex at Memorial Park. In addition, two casual play soccer fields were installed and maintained during the summer months.

An updated Parks and Recreation Master Plan was completed. This plan includes the 5-year capital improvement plan for the improvement and development of current and future parks and trails. The philosophy used is to ensure our current assets are well maintained and compliant as well as to develop strategies for new developments.

CITY OF APPLETON 2013 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2013 OBJECTIVES

Implement a new organizational structure for part-time employees in the recreation division.

Initiate an Adopt-A-Park program.

Implement the 2013-2018 Parks and Recreation Master Plan. Monitor trends in the community, changes in the parks and recreational industry and solicit and implement feedback to update the 5-Year Plan annually.

Initiate a Parks Planning program that will update park layouts every 10 years.

Create a conceptual design for a potential skateboard park.

Complete a conceptual design for Erb Park and Pool towards the renovation of both .

Perform engineering and design for Pierce Park bandstand structural repairs.

Complete Memorial Park ball diamond project to address stormwater and maintenance issues.

Perform a Recreational Program Assessment. Plan and direct an expanding flexible program of recreational and park activities for all segments, groups, ages, and interest levels of the community.

Represent the City for new facilities expansion, remodeling and capital improvement projects. Work with architects, consultants, construction managers, general contractors, and appropriate City personnel to establish schedules and manage the project budget and timelines. Complete the Capital Improvement Projects outlined in this budget within time and budget.

Perform updated ADA assessments of parks.

Serve as the City's Sustainability Director and represents the City as a liaison with the Green Tier Program, maintain a city-wide sustainability plan and work with the community to promote sustainability. Monitor energy usage and provide strategies for energy reduction.

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.

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

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 705,565	$ 600,293	$ 554,319	$ 554,319	$ 578,416	4.35%
Program Expenses							
16532	Grounds Maintenance	1,709,427	1,441,674	1,594,811	1,594,811	1,593,414	-0.09%
16541	Recreation Programs	1,810,670	1,469,560	1,386,236	1,388,317	1,476,390	6.34%
Total Program Expenses		$ 3,520,097	$ 2,911,234	$ 2,981,047	$ 2,983,128	$ 3,069,804	2.91%
Expenses Comprised Of:							
Personnel		2,305,932	1,605,858	1,591,818	1,591,818	1,672,576	5.07%
Administrative Expense		130,229	125,874	138,818	138,818	150,870	8.68%
Supplies & Materials		200,477	156,112	186,975	189,056	169,184	-10.51%
Purchased Services		60,874	62,830	67,730	67,730	44,055	-34.95%
Utilities		327,219	205,160	295,298	295,298	307,438	4.11%
Repair & Maintenance		495,366	755,400	700,408	700,408	725,681	3.61%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		23.82	14.42	14.75	14.75	15.05	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT
Parks and Grounds Management **Business Unit 16532**

PROGRAM MISSION

Develop, manage and maintain a high quality, diverse system of park land, athletic facilities, trails, open spaces and other City property in an environmentally conscious manner for the enjoyment and healthful recreation for generations to come.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

To provide park acreage based on national guidelines as published by the National Recreation and Parks Association. Current guidelines are eight acres per 1,000 residents (Community Parks) and 2.5 acres per 1,000 residents (Neighborhood Parks).

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

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

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

Major changes in Revenue, Expenditures, or Programs:

This budget reflects the merger of business units 16531 Athletic Field Maintenance, 16532 - Park Maintenance and 16533 - Other City Maintenance. These business units were combined under the umbrella of parks and grounds management. Prior periods have been restated for comparison.
Other contracts/obligations expense increased $7,500 due to soil testing required in all City parks by NR151 to determine the level of phosphorous in the soil.
This budget includes a payment of $3,500 to Reid Golf Course for use of maintenance building to cover utility costs.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Provide a proactive grounds program					
% of internal satisfied customers	New measure	99%	95%	95%	99%
% of external satisfied customers	New measure	99%	95%	95%	99%
Strategic Outcomes					
Services performed as scheduled:					
Work completed in time scheduled	New measure	95%	95%	95%	99%
Quantity of code, safety, etc. citations	New measure	0%	0	0	0
Work Process Outputs					
Cost of service (Population 72,563)					
Per Capita	$23.56	$18.52	$17.76	$17.76	$18.00
Quantity of Park Acreage					
Community parks acres/1,000	4.8	4.8	4.8	4.8	4.8
Neighborhood parks acres/1,000	2.4	2.4	2.4	2.4	2.4

CITY OF APPLETON 2013 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT
Parks and Grounds Management **Business Unit 16532**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4801 Charges for Serv.- Nontax	$ 9,180	$ 8,006	$ 7,000	$ 7,000	$ 7,000
4802 Charges for Serv. - Tax	43,128	39,160	42,750	42,750	42,750
5011 Misc Revenue - Tax	-	119	-	-	-
5016 Lease Revenue	85,272	72,008	72,283	72,283	72,000
5020 Donations & Memorials	6,881	823	885	885	500
5030 Damage to City Property	279	391	250	250	250
5035 Other Reimbursements	87	-	-	-	-
Total Revenue	$ 144,827	$ 120,507	$ 123,168	$ 123,168	$ 122,500
Expenses					
6101 Regular Salaries	$ 655,982	$ 434,123	$ 451,587	$ 451,587	$ 458,936
6104 Call Time	2,668	1,462	-	-	-
6105 Overtime	4,410	8,841	7,500	7,500	7,500
6108 Part-Time	73,306	55,021	51,000	51,000	55,000
6150 Fringes	293,680	208,742	203,446	203,446	209,755
6201 Training\Conferences	574	133	3,000	3,000	1,750
6303 Memberships & Licenses	265	271	265	265	750
6305 Awards & Recognition	-	-	-	-	315
6307 Food & Provisions	79	96	200	200	220
6308 Landscape Supplies	69,749	60,787	65,000	65,000	49,500
6309 Shop Supplies & Tools	2,695	3,556	5,000	5,000	5,165
6321 Clothing	5,264	4,686	5,500	5,500	5,500
6322 Gas Purchases	16,405	19,997	17,000	17,000	20,000
6323 Safety Supplies	1,625	1,783	1,500	1,500	1,500
6327 Miscellaneous Equipment	29,903	24,448	27,000	27,000	12,000
6413 Utilities	189,233	94,930	202,835	202,835	209,489
6415 Tipping Fees	586	737	600	600	750
6420 Facilities Charges	10,871	97,606	114,425	114,425	107,949
6425 CEA Equipment Rental	318,083	337,141	362,298	362,298	364,335
6429 Interfund Allocations	(24,763)	-	-	-	(30,000)
6440 Snow Removal Services	-	14,638	22,300	22,300	15,000
6454 Grounds Repair & Maint.	56,225	70,292	53,000	53,000	84,500
6503 Facility/Equipment Rental	852	1,554	900	900	5,000
6599 Other Contracts / Obligations	1,735	830	455	455	8,500
Total Expense	$ 1,709,427	$ 1,441,674	$ 1,594,811	$ 1,594,811	$ 1,593,414

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Landscape Supplies

Topsoil, sand, seed, fertilizer, infield mix for ball diamonds, plant material, herbicides/pesticides, mulch, chips and other supplies	$ 49,500
	$ 49,500

Gas Purchases

Fuel for small equipment	$ 20,000
	$ 20,000

Miscellaneous Equipment

Lawn mowers and trimmer replacement	$ 2,000
Replacement picnic tables	2,500
Concrete pads	5,000
Snow blower replacement	2,500
	$ 12,000

Snow Removal Services

Contracted snow removal	$ 15,000
	$ 15,000

Grounds Repair & Maintenance

Asphalt maintenance	$ 50,000
Weed cutting	5,000
Fencing repair	6,000
Weed control	5,000
Playground equip.	5,000
Courts/fields upkeep	5,000
Signage upkeep	2,500
Exterior lighting repair	2,500
Fountain maintenance	500
Other:	
Scoreboards, gates, trails, ice rinks, goose mgmt.	3,000
	$ 84,500

CITY OF APPLETON 2013 BUDGET

PARKS, RECREATION AND FACILITIES MANAGEMENT

Recreation Services **Business Unit 16541**

PROGRAM MISSION

Provide recreational, educational and health style opportunities that enhance the quality of life in our community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide exceptional customer service through:
- Online registration opportunities.
- Effective and efficient person to person customer service contacts.
- Complete and timely presentation of program information.
- Well trained staff and volunteers.

Provide quality, cost-effective recreational opportunities for youth and adults (pre-school through older adult):

Active Adult Program	Youth sports programs	Drop-in
Pre-school	Adult and older instructional programs	Special Event Trips
Youth instructional		

Coordinate delivery of recreation programs, activities and facilities by:
- Administration of agreements with existing partners.
- Collaboration with other government agencies.
- Coordination with community groups and organizations.

Maximize utilization of recreational facilities through:
- Department programming of pools, athletic fields, tennis courts, studios, pavilions, etc.
- Policies that promote and monitor community use.
- Customer friendly registration and reservation methods.
- Coordination of programs by community groups and other leisure service providers.

Recognize changing landscape of parks and recreation services in community by:
- Developing strategic plan for delivery of recreation services.
- Annually updating the 5 year comprehensive plan.
- Engaging in community activities, groups and organizations.

Major Changes in Revenue, Expenditures or Programs:

This budget reflects the merger of business units 16510 - Administration, 16541 - Recreation Programs and 16542 - Aquatics. These business units were combined under the umbrella of Recreation Services. Prior periods have been restated.

The increase in salaries and fringe benefits is due to the allocation of 30% of the Director of Parks, Recreation and Facilities Management's time to this budget.

Miscellaneous equipment includes $8,000 to allow for card swipe check-in at the pools. Currently, this is an manual process and no data can be collected as to the demographics of the customers. This system would eliminate lines and improve customer service.

Consulting services includes park planning on the future needs for a park on the Southside. Telulah Park developments with RiverHeath, skateboard park, Prospect Park, and erosion issues

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Timely and organized program delivery					
% of customers who were satisfied with the services provided	98%	98%	90%	90%	95%
Strategic Outcomes					
Customer Experience					
% of program with >80% enrollment	98%	98%	90%	90%	95%
# of new programs offered	7	7	10	8	10
Work Process Outputs					
Number of recreational opportunities:					
# of programs offered	121	124	120	120	125
# of collaborations	New Measure	→	→	57	57
Cost of service (Population 72,563)					
Aquatics (per capita)	$4.47	$4.49	$4.58	$4.58	$4.60
Recreation (per capita)	$5.71	$5.67	$6.55	$6.55	$6.75

CITY OF APPLETON 2013 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT
Recreation Services **Business Unit 16541**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4801 Charges for Serv.- Nontax	$ 236,132	$ 240,030	$ 234,175	$ 234,175	$ 247,560
4802 Charges for Serv. - Tax	302,076	224,326	179,126	179,126	192,006
4850 Daily Entrance - Nontax	4,952	4,439	6,000	6,000	6,000
5001 Fees & Commissions	3,391	914	2,850	2,850	2,850
5010 Misc Revenue - Nontax	2,372	(675)	-	-	-
5011 Misc Revenue - Tax	1,403	-	-	-	
5015 Rental of City Property	8,622	8,766	7,500	7,500	7,500
5020 Donations & Memorials	1,900	2,000	1,500	1,500	-
5085 Cash Short or Over	(110)	(14)	-	-	-
Total Revenue	$ 560,738	$ 479,786	$ 431,151	$ 431,151	$ 455,916
Expenses					
6101 Regular Salaries	$ 546,593	$ 349,332	$ 320,502	$ 320,502	$ 355,151
6108 Part-Time	458,125	400,892	402,320	402,320	418,660
6150 Fringes	271,168	147,445	155,463	155,463	167,574
6201 Training/Conferences	3,025	2,498	3,950	3,950	3,250
6206 Parking Permits	881	1,330	2,088	2,088	2,088
6301 Office Supplies	4,054	2,060	3,000	3,000	2,500
6302 Subscriptions	35	-	50	50	50
6303 Memberships & Licenses	3,915	4,348	4,688	4,688	5,710
6304 Postage & Freight	-	818	-	-	-
6305 Awards & Recognition	7,511	1,733	2,243	2,243	2,393
6306 Building Maint./Janitorial	2,651	125	250	250	250
6307 Food & Provisions	2,091	2,279	2,110	2,110	2,560
6310 Chemicals	19,508	19,548	18,200	18,200	20,000
6314 Concession Supplies	3,843	3,388	3,200	3,200	3,950
6315 Books & Library Materials	580	102	750	750	620
6316 Miscellaneous Supplies	27,303	13,653	16,660	18,741	14,790
6320 Printing & Reproduction	8,473	5,091	6,500	6,500	6,500
6321 Clothing	19,521	13,507	14,570	14,570	15,289
6324 Medical/Lab Supplies	624	287	455	455	530
6327 Misc. Equipment	20,907	3,854	5,640	5,640	13,840
6403 Bank Services	5,201	5,953	6,000	6,000	7,000
6404 Consulting Services	14,674	8,989	10,000	10,000	15,000
6408 Contractor Fees	7,296	4,573	-	-	-
6409 Inspection Fees	-	-	500	500	500
6412 Advertising	186	124	200	200	400
6413 Utilities	137,986	110,230	92,463	92,463	97,949
6420 Facilities Charges	79,312	231,997	159,138	159,138	159,035
6424 Software Support	500	-	500	500	-
6425 CEA Equip. Rental	30,375	3,726	11,047	11,047	9,862
6431 Interpreter Services	-	-	200	200	200
6503 Rent	106,367	108,652	116,074	116,074	124,034
6599 Other Contracts/Obligations	27,965	23,026	27,475	27,475	26,705
Total Expense	$ 1,810,670	$ 1,469,560	$ 1,386,236	$ 1,388,317	$ 1,476,390

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Clothing		Rent	
Youth sport t-shirts	$ 13,249	City Center Studios	$ 34,553
Staff clothing	2,040	Appleton Schools	30,906
	$ 15,289	Appleton Schools (pools)	34,575
		Reid Golf - winter programs	8,500
Other Contracts/Obligations		USA Youth-soccer field use	5,500
City Band	$ 12,000	Tennis court leases	4,000
Playground fair rentals, Camp APRD		Equipment rental	6,000
trips, instructors contracts	13,205		$ 124,034
On the Hill movies	1,500		
	$ 26,705	Consulting Services	
Chemicals		Park planning	$ 15,000
Chlorine - Mead/Erb	$ 20,000		

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Charges for Services	595,468	515,961	513,431	469,051	469,051	495,316-	495,316
Other Revenues	110,098	84,333	52,457	85,268	85,268	83,100-	83,100
TOTAL REVENUES	705,566	600,294	565,888	554,319	554,319	578,416-	578,416
EXPENSES BY LINE ITEM							
Regular Salaries	538,114	381,016	260,467	725,767	725,767	0	430,738
Labor Pool Allocations	525,981	314,422	251,028	0	0	0	380,109
Unallocated Labor	20-	0	0	0	0	0	0
Call Time	3,177	1,462	1,785	0	0	1,500	0
Overtime	5,179	8,952	4,201	7,500	7,500	7,500	7,500
Part-Time	531,431	455,913	406,843	453,320	453,320	490,000	473,660
Other Compensation	8,064	0	0	0	0	0	3,240
Shift Differential	15	2	1	0	0	0	0
Sick Pay	24,452	8,565	593	0	0	0	0
Vacation Pay	104,692	79,339	54,881	0	0	0	0
Fringes	564,848	337,690	269,173	336,443	336,443	0	377,329
Unemployment Compensation	0	18,496	0	0	0	0	0
Salaries & Fringe Benefits	2,305,933	1,605,857	1,248,972	1,523,030	1,523,030	499,000	1,672,576
Training & Conferences	3,599	2,631	404	3,950	3,950	7,250	5,000
Parking Permits	881	1,330	2,088	2,088	2,088	2,088	2,088
Office Supplies	4,054	2,060	1,859	3,000	3,000	2,500	2,500
Subscriptions	35	0	0	50	50	50	50
Memberships & Licenses	4,180	4,619	7,213	4,688	4,688	6,460	6,460
Postage & Freight	0	818	0	0	0	0	0
Awards & Recognition	7,511	1,733	1,962	2,243	2,243	2,708	2,708
Building Maintenance/Janitor.	11,584	332	0	250	250	415	250
Food & Provisions	2,170	2,376	2,128	2,110	2,110	2,780	2,780
Leases	500	0	0	0	0	0	0
Rent	106,719	110,205	79,569	116,974	116,974	125,534	129,034
Administrative Expense	141,233	126,104	95,223	135,353	135,353	149,785	150,870
Landscape Supplies	31,640	39,475	65,218	65,000	65,000	52,000	49,500
Shop Supplies & Tools	3,146	3,556	0	0	0	5,000	5,165
Chemicals	19,757	51	0	0	0	20,000	20,000
Paint & Supplies	6,231	701	0	0	0	0	0
Concession Supplies	3,844	3,388	4,030	3,200	3,200	3,950	3,950
Books & Library Materials	580	102	42	750	750	620	620
Miscellaneous Supplies	28,270	18,683	20,706	16,660	18,741	14,790	14,790
Printing & Reproduction	8,473	5,091	6,036	6,500	6,500	9,000	6,500
Clothing	18,614	14,356	14,620	14,570	14,570	20,789	20,789
Gas Purchases	16,405	19,997	12,431	17,000	17,000	20,000	20,000
Safety Supplies	1,625	1,929	20	0	0	1,500	1,500
Medical & Lab Supplies	624	315	485	455	455	530	530
Construction Materials	19,779	12,046	22	0	0	0	0
Vehicle & Equipment Parts	8,334	3,103	4	0	0	0	0
Miscellaneous Equipment	41,528	26,915	31,348	32,590	32,590	48,840	25,840
Signs	2,447	1,387	142	50	50	0	0
Supplies & Materials	211,297	151,095	155,104	156,775	158,856	197,019	169,184
Bank Services	5,201	5,953	5,294	6,000	6,000	7,000	7,000
Consulting Services	13,348	8,989	6,131	10,000	10,000	10,000	15,000
Collection Services	2,626	0	0	0	0	0	0
Contractor Fees	42,686	24,139	2,928	0	0	0	0
Inspection Fees	50	0	0	500	500	500	500
Advertising	186	124	891	200	200	400	400
Tipping Fees	586	737	382	600	600	750	750
Interfund Allocations	24,763-	0	0	0	0	0	30,000-
Interpreter Services	0	0	0	200	200	200	200
Snow Removal Services	0	14,638	5,093	22,300	22,300	22,300	15,000
Laundry Services	6,171	3,837	174	0	0	0	0
Other Contracts/Obligations	29,700	23,856	18,278	27,930	27,930	38,705	35,205
Purchased Services	75,791	82,273	39,171	67,730	67,730	79,855	44,055

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
Electric	132,541	1,930	0	4,029	4,029	500	125,228
Gas	27,329	2,572	0	0	0	0	18,820
Water	40,889	0	89	0	0	0	37,000
Waste Disposal/Collection	17,504	5,475	4,157	0	0	0	17,500
Stormwater	102,249	87,939	62,840	91,277	91,277	98,491	103,500
Telephone	5,217	1,753	495	1,620	1,620	1,640	2,540
Cellular Telephone	1,490	4,146	3,874	2,865	2,865	2,850	2,850
Utilities	327,219	103,815	71,455	99,791	99,791	103,481	307,438
Building Repair & Maintenance	3,031	1,050	0	0	0	0	0
Equipment Repair & Maintenanc	5,776	557	156	0	0	0	0
Facilities Charges	90,183	1,790,349	1,197,806	1,860,127	1,860,127	0	266,984
Software Support	500	0	0	500	500	0	0
CEA Equipment Rental	348,458	340,867	244,426	373,345	373,345	0	374,197
Grounds Repair & Maintenance	10,679	49,119	44,401	53,000	53,000	71,400	84,500
Repair & Maintenance	458,627	2,181,942	1,486,789	2,286,972	2,286,972	71,400	725,681
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,520,100	4,251,086	3,096,714	4,269,651	4,271,732	1,100,540	3,069,804

Note: Report combines General Fund Parks & Recreation department with Facilites' Grounds program for 2013 presentation; therefore prior periods do not match restated budget presentation.

CITY OF APPLETON 2013 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT

NOTES

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Union Spring Park **Business Unit 7110**

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of the well at Union Spring Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds to make necessary minor repairs to the site as needed

Major changes in Revenue, Expenditures or Program:

Minor repairs would be addressed at the park. Minor repairs may include new plant material, bench repairs, lighting repairs, etc.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Projected	2013 Budget
Revenues					
Interest Income	$ 59	$ 101	$ 60	$ 70	$ 70
Expenses					
Program Costs	-	-	500	500	500
Revenues over (under) Expenses	59	101	(440)	(430)	(430)
Fund Balance - Beginning	2,288	2,347	2,448	2,448	2,018
Fund Balance - Ending	$ 2,347	$ 2,448	$ 2,008	$ 2,018	$ 1,588

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Peabody Estate **Business Unit 7130**

PROGRAM MISSION

To account for funding received from a private donation to finance the acquisition and development of Peabody Park and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to acquire land and/or develop facilities for Peabody Park

Major changes in Revenue, Expenditures or Programs:

No projects are scheduled for 2013.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Projected	2013 Budget
Revenues					
Interest Income	$ 3,156	$ 2,625	$ 2,000	$ 1,800	$ 1,800
Expenses					
Program Costs	48,968	-	-	-	-
Revenues over (under) Expenses	(45,812)	2,625	2,000	1,800	1,800
Fund Balance - Beginning	106,544	60,732	63,357	63,357	65,157
Fund Balance - Ending	$ 60,732	$ 63,357	$ 65,357	$ 65,157	$ 66,957

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Balliet Locomotive **Business Unit 7140**

PROGRAM MISSION

To account for funding provided by private donations to finance the maintenance of a locomotive located in Telulah Park, and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to make necessary minor repairs to the locomotive as needed

Major changes in Revenue, Expenditures or Programs:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Projected	2013 Budget
Revenues					
Interest Income	$ 268	$ 456	$ 300	$ 300	$ 300
Expenses					
Program Costs	-	-	300	300	300
Revenues over (under) Expenses	268	456	-	-	-
Fund Balance - Beginning	10,342	10,610	11,066	11,066	11,066
Fund Balance - Ending	$ 10,610	$ 11,066	$ 11,066	$ 11,066	$ 11,066

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Lutz Park Recreation **Business Unit 7150**

PROGRAM MISSION

To account for funding received from private donations to finance the construction and preservation of the recreational facilities at Lutz Park, and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

Provide funds to finance major maintenance and development of Lutz Park

Major changes in Revenue, Expenditures or Programs:

$75,000 was budgeted in 2011 to construct an open air shelter in the park to replace the old pavilion that was removed in 2009. Due to construction delays, this expense was carried over to 2012 and the project is expected to be completed by year-end. This was the last major component of the park master plan adopted in 2004.

This budget includes funds to reconstruct the Lutz Park bio-filter since the design is not functioning in a manner that meets the water quality requirements.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Projected	2013 Budget
Revenues					
Grant Income	$ 124,268	$ -	$ -	$ -	$ -
Interest Income	4,600	8,809	4,000	5,500	5,000
Donations & Memorials	-	3,000	-	-	-
Total Revenue	128,868	11,809	4,000	5,500	5,000
Expenses					
Program Costs	888	-	-	75,000	13,400
Revenues over (under) Expenses	127,980	11,809	4,000	(69,500)	(8,400)
Fund Balance - Beginning	76,676	204,656	216,465	216,465	146,965
Fund Balance - Ending	$ 204,656	$ 216,465	$ 220,465	$ 146,965	$ 138,565

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Park Open Space **Business Unit 7160**

PROGRAM MISSION

Provide funding mechanism to account for moneys received from subdivision developers to finance acquisition of new park land and development of new parks and facilities.

PROGRAM NARRATIVE

Objectives:

Acquisition of park land and/or trail corridors identified in the Parks and Recreation Department Comprehensive Plan.

Development of new parks and trails that would include: expenses associated with appraisals; title searches; surveys; wetland delineation; environmental impact studies; legal fees; counsel fees; and debt issuance costs.

Development of recreation facilities and associated facilities identified in the approved master plan for the new park or trail.

Major changes in Revenue, Expenditures and Programs:

$100,000 was budgeted in 2010 for acquisition of land for an eventual park in the southeast corner of the city. The acquisition was not completed in either 2010 or 2011 and is not likely to be in 2012. The acquisition will be requested to be carried over to 2013 if not complete.

$107,000 has been budgeted to re-acquire the WE Energies property adjacent to the former water treatment plant. The project has been carried over for several years, as the DNR has not provided a closure letter to WE Energies. Re-acquisition will occur as soon as closure is obtained. If not completed in 2012, we will request to carry this over to 2013.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Projected	2013 Budget
Revenues					
Charges for Services	$ -	$ -	$ -	$ -	$ -
Donations	-	-	-	-	-
Interest Income	7,762	12,259	3,500	8,500	8,500
Total Revenues	7,762	12,259	3,500	8,500	8,500
Expenses					
Program Costs	73,187	30	-	207,000	-
Revenues over (under) Expenses	(65,425)	12,229	3,500	(198,500)	8,500
Fund Balance - Beginning	350,080	284,655	296,884	296,884	98,384
Fund Balance - Ending	$ 284,655	$ 296,884	$ 300,384	$ 98,384	$ 106,884

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Project City Park **Business Unit 7170**

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of City Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance issues related to the central plaza in City Park donated by Appleton Papers in 2007.

Major changes in Revenue, Expenditures or Programs:

Expenditures have been programmed to address maintenance issues anticipated in 2013.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Projected	2013 Budget
Revenues					
Donations	$ -	$ -	$ -	$ -	$ -
Interest Income	143	245	150	150	150
Total Revenues	$ 143	$ 245	$ 150	$ 150	$ 150
Expenses					
Program Costs	-	-	200	200	200
Revenues over (under) Expenses	143	245	(50)	(50)	(50)
Fund Balance - Beginning	5,353	5,496	5,741	5,741	5,691
Fund Balance - Ending	$ 5,496	$ 5,741	$ 5,691	$ 5,691	$ 5,641

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Universal Playground **Business Unit 7180**

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance of the Universal Playground at Memorial Park and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance issues related to the Universal Playground at Appleton Memorial Park

Major changes in Revenue, Expenditures or Programs:

$7,500 was budgeted in 2011 to cover repairs associated with the playground surfacing. $4,600 will be spent in 2012 for repairs to the rubber surface. Additional maintenance will be addressed in 2013 since the playground is over 7 years old.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Projected	2013 Budget
Revenues					
Interest Income	$ 496	$ 758	$ 500	$ 350	$ 300
Expenses					
Program Costs	790	6,900	2,500	4,600	2,500
Revenues over (under) Expenses	(294)	(6,142)	(2,000)	(4,250)	(2,200)
Fund Balance - Beginning	19,568	19,274	13,132	13,132	8,882
Fund Balance - Ending	$ 19,274	$ 13,132	$ 11,132	$ 8,882	$ 6,682

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Miracle League Field **Business Unit 7190**

PROGRAM MISSION

To account for funding received from private donations to finance the maintenance and upgrade costs of the Miracle League Field and its associated amenities and the corresponding expenditures.

PROGRAM NARRATIVE

Objectives:

Provide funds for major maintenance and/or upgrading of the Miracle League Field and its associated amenities. Examples include:
Equipment upgrades to meet code or safety guidelines outlined by the Consumer Product Safety Commission and/or American Society for Testing and Materials.
Repairs and/or replacement of existing facilities, materials, equipment damaged by storms or acts of vandalism not covered by insurance.
Repairs and/or replacement of resilient surfacing materials.
Future site grading, roadways, sidewalks, utilities, etc. not included in original construction, but identified in project plan.
Additional security and/or area lighting, accessible parking, etc. beyond current code requirements that directly or indirectly benefit the Miracle League Field and associated amenities.
Construction and/or renovations to shelters/restrooms and other park amenities in the immediate vicinity of the Miracle League Field for the benefit in part or whole to the Miracle League Field.

Major changes in Revenue, Expenditures or Program:

The 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 beginning in 2012 due to the recent construction of the facility.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2010 Actual	2011 Actual	2012 Adopted Budget	2012 Projected	2013 Budget
Revenues					
Donations	$ 25,000	$ -	$ 1,000	$ -	$ -
Interest Income	507	1,089	500	700	700
Total Revenues	$ 25,507	$ 1,089	$ 1,500	$ 700	$ 700
Expenses					
Program Costs	-	-	1,000	-	-
Revenues over (under) Expenses	25,507	1,089	500	700	700
Fund Balance - Beginning	-	25,507	26,596	26,596	27,296
Fund Balance - Ending	$ 25,507	$ 26,596	$ 27,096	$ 27,296	$ 27,996

CITY OF APPLETON 2013 BUDGET

REID GOLF COURSE

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

Golf Course Specialist:
Doug DeVries

CITY OF APPLETON 2013 BUDGET
REID GOLF COURSE

MISSION STATEMENT

Reid Golf Course will be operated as a quality municipal golf course that provides a leisure benefit for the community and its visitors.

DISCUSSION OF SIGNIFICANT 2012 EVENTS

Represented golf course at local Golf Expo

Replaced the existing roof. Added an entrance canopy

Renovated pro shop, replaced counter and carpeting and painted walls

Replaced carpeting in club house and painted walls

Implemented special rates to increase play, including spring, summer, fall, and outing rates

Changed Golf Superintendent position to Golf Specialist position; goal was to concentrate this person's responsibilities to the golf course turf and to transfer other responsibilities for facilities maintenance and marketing to other positions in the newly formed department

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 rates for 2013 and 2014 during the stormwater project construction and after grand opening

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

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

CITY OF APPLETON 2013 BUDGET
REID GOLF COURSE

MAJOR 2013 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! Reservation" 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 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

Investigate the potential for being a First Tee golf site

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 518,615	$ 488,503	$ 516,088	$ 516,088	$ 577,660	11.93%
Program Expenses							
5630	Operations	554,149	770,563	599,118	614,118	587,585	-1.92%
TOTAL		$ 554,149	$ 770,563	$ 599,118	$ 614,118	$ 587,585	-1.92%
Expenses Comprised Of:							
Personnel		196,592	180,351	175,753	175,753	175,227	-0.30%
Administrative Expense		160,470	395,809	162,343	162,343	128,197	-21.03%
Supplies & Materials		49,119	60,607	51,165	51,165	50,765	-0.78%
Purchased Services		21,714	23,865	30,575	30,575	54,679	78.84%
Utilities		33,070	36,064	34,900	34,900	37,016	6.06%
Repair & Maintenance		93,184	73,867	94,382	109,382	103,701	9.87%
Capital Expenditures		-	-	50,000	50,000	38,000	-24.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		1.70	1.55	1.53	1.53	1.73	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
REID GOLF COURSE

Operations **Business Unit 5630**

PROGRAM MISSION

Manage and maintain the Reid Golf Course facilities and grounds in a fiscally and environmentally responsible manner, consistent with quality municipal golf courses, for the benefit of the users.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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
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:

* A portion of the course will be unavailable for play during 2013 due to the construction of stormwater ponds, thus revenues will decrease. The golf course has entered into an agreement with the stormwater utility that will compensate the golf course for lost revenue. The enterprise agreement specifies that the golf course will be compensated by the utility for net loss of revenue for the 2013 golf season, estimated to be $200,000, will provide $15,000 for staffing and marketing efforts, and will provide an estimated $25,000 to pay the clubhouse manager for net loss of revenue during 2013. The utility will also re-construct a rain shelter removed by the project (approximately $20,000). We are projecting that the revenue received from the schools (4850) will decrease due to the schools using a different course during the year of construction. The Golf Course Specialist will be working an additional .15 FTE to assist the stormwater utility in construction management. Salary and fringes for this expense (approximately $16,000) will be charged directly to the Stormwater capital budget.
* Rental of City property revenue consists of $8,500 from recreation programs for use of the clubhouse for the sledding hill and other recreational programs and $3,500 from parks ground maintenance for gas and electric costs of the maintenance shop.
* Lease revenue is increasing due to a new antenna lease agreement signed in 2012 for $6,000 and $15,210 from the stormwater utility as an annual payment for use of the golf course stormwater ponds.
* Operational expenses were maintained at a similar level to last year. Though only nine to thirteen holes of the golf course will be available for play, the other tee boxes, fairways and greens will require regular maintenance in the areas not disturbed. This includes mowing, pesticide and herbicide applications and watering.
* It is critical that the clubhouse and the course both be well maintained and necessary improvements made in preparation for a re-opening of all 18 holes in 2014. Our goal is to retain and attract new golfers. It is expected some golfers and leagues will leave Reid during the construction phase in favor of a full 18 hole course and we understand the importance of getting that business back in 2014.
* The increase in personnel expense is the result of a Parks, Recreation & Facilities Management department reorganization in 2012 that increased the Golf Course Specialist position from .7 to .85 FTE and to the allocation of 5% of the Director's time to the golf course, partially offset by lower unemployment compensation expense for the Specialist. This program also includes $38,000 in various capital expenditures. Please see page 661 in the capital projects section for a detailed discussion.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Quality 18 hole course					
Meets USGA standards	95%	90%	90%	90%	90%
Recreational opportunities					
Rounds of golf played annually	31,721	30,200	34,500	34,500	20,000
Strategic Outcomes					
Positive public response to service					
% of golfers who rate clubhouse service at good or better	98%	99%	99%	99%	99%
% of golfers who rate course conditions at good or better	97%	97%	95%	95%	95%
Work Process Outputs					
% of time:					
Greens are mowed daily	75%	70%	75%	75%	75%
Tees and fairways - mowed 2 times per week (May-Aug.)	75%	75%	75%	75%	75%
Rough - mowed weekly	96%	100%	95%	95%	95%
Bunkers - raked weekly (Summer)	98%	100%	95%	95%	95%
Tees and fairways - mowed 2 times per week (Spring/Fall)	90%	90%	90%	90%	90%

CITY OF APPLETON 2013 BUDGET
REID GOLF COURSE

Operations **Business Unit 5630**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	2013
Revenues					
4710 Interest on Investments	$ 4,167	$ 8,790	$ 4,000	$ 4,000	$ 2,400
4801 Charges for Serv.- Nontax	2,981	4,967	3,500	3,500	1,750
4802 Charges for Serv. - Tax	455,883	415,922	451,588	451,588	250,000
4850 Daily Entrance - Nontax	3,150	3,150	4,200	4,200	-
5010 Misc revenue - Non Tax	24,580	24,750	25,000	25,000	10,500
5015 Rental of City Property	8,000	8,000	8,000	8,000	12,000
5016 Lease Revenue	19,800	19,800	19,800	19,800	41,010
5020 Donations and Memorials	-	3,077	-	-	-
5021 Capital Contributions	-	-	-	-	20,000
5035 Other Reimbursements	54	47	-	-	240,000
Total Revenue	$ 518,615	$ 488,503	$ 516,088	$ 516,088	$ 577,660
Expenses					
6101 Regular Salaries	$ 107,907	$ 98,801	$ 96,393	$ 96,393	$ 102,315
6104 Call Time	169	-	-	-	-
6105 Overtime	1,687	356	1,883	1,883	500
6108 Part-Time	37,406	37,183	40,947	40,947	40,947
6150 Fringes	49,423	44,011	36,530	36,530	31,465
6201 Training/Conferences	268	414	750	750	750
6301 Office Supplies	349	-	100	100	100
6303 Memberships & Licenses	470	320	585	585	585
6306 Building Maint./Janitorial	8,481	9,726	8,150	8,150	8,150
6307 Food & Provisions	-	-	25	25	35
6308 Landscape Supplies	29,530	29,392	30,665	30,665	33,165
6320 Printing & Reproduction	-	914	1,000	1,000	1,500
6321 Clothing	44	-	100	100	100
6322 Gas Purchases	12,367	18,070	13,000	13,000	10,000
6327 Miscellaneous Equipment	-	3,685	-	-	6,000
6401 Accounting/Audit	2,446	2,707	2,343	2,343	2,372
6403 Bank Services	175	222	150	150	100
6404 Consulting Services	1,856	1,608	1,650	1,650	1,650
6407 Collection Services	459	415	483	483	483
6408 Contractor Fees	15,431	13,700	17,705	17,705	37,100
6412 Advertising	448	4,017	1,000	1,000	6,000
6413 Utilities	33,069	36,064	34,900	34,900	37,016
6416 Build. Repairs & Maint	525	565	600	600	-
6418 Equip. Repairs & Maint	3,852	10,124	4,200	4,200	5,200
6419 Communications Equip. Repair	-	151	-	-	-
6420 Facilities Charges	25,564	20,645	14,356	29,356	23,275
6424 Software Support	-	-	1,000	1,000	1,000
6425 CEA Equip. Rental	63,243	42,382	74,226	74,226	74,226
6426 Other Interfund Charges	-	-	6,214	6,214	5,944
6451 Uniform Services	694	649	650	650	650
6501 Insurance	2,610	3,180	3,280	3,280	3,680
6503 Rent	260	684	550	550	550
6599 Other Contracts/Obligations	205	547	380	380	380
6601 Depreciation Expense	77,886	77,885	77,880	77,880	80,385
6720 Interest Payments	59,425	(185,754)	59,523	59,523	16,038
6730 Debt Issuance Costs	-	-	-	-	24
6803 Buildings	-	-	50,000	50,000	25,000
6804 Furniture & Fixtures	-	-	-	-	13,000
7911 Trans Out - General Fund	17,900	497,900	17,900	17,900	17,900
Total Expense	$ 554,149	$ 770,563	$ 599,118	$ 614,118	$ 587,585

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Landscape Supplies	
Topsoil, sand & gravel	$ 2,000
Seed & fertilizers	8,500
Pesticides/herbicides	22,665
	$ 33,165

Contractor Fees	
Green fees allocation	$ 32,250
Outside services	4,850
	$ 37,100
Buildings	
Clubhouse flooring	$ 15,000
Counter	10,000
	$ 25,000

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Interest Income	4,168	8,791	3,764	4,000	4,000	4,000-	2,400
Charges for Services	462,014	424,039	417,123	459,288	459,288	250,000-	251,750
Other Revenues	52,434	55,673	788,197	52,800	52,800	408,903-	323,510
TOTAL REVENUES	518,616	488,503	1,209,084	516,088	516,088	662,903-	577,660
EXPENSES BY LINE ITEM							
Regular Salaries	61,431	57,878	37,247	63,982	63,982	106,393	102,315
Labor Pool Allocations	36,839	30,341	20,029	32,411	32,411	0	0
Call Time	169	0	0	0	0	0	0
Overtime	1,687	356	0	1,883	1,883	1,883	500
Part-Time	37,406	37,183	38,033	40,947	40,947	49,290	40,947
Other Compensation	11	0	0	0	0	0	0
Shift Differential	4	0	0	0	0	0	0
Sick Pay	1,067	752	0	0	0	0	0
Vacation Pay	8,555	9,830	2,963	0	0	0	0
Fringes	39,625	37,704	19,299	36,530	36,530	36,530	31,465
Unemployment Compensation	9,798	6,307	3,630	0	0	0	0
Salaries & Fringe Benefits	196,592	180,351	121,201	175,753	175,753	194,096	175,227
Training & Conferences	268	414	355	750	750	1,600	750
Office Supplies	349	0	172	100	100	100	100
Memberships & Licenses	470	320	490	585	585	585	585
Building Maintenance/Janitor.	1,303	1,180	0	1,750	1,750	8,150	8,150
Food & Provisions	0	0	0	25	25	35	35
Insurance	2,610	3,180	4,841	3,280	3,280	3,280	3,680
Rent	260	684	0	550	550	550	550
Depreciation Expense	77,885	77,885	58,410	77,880	77,880	77,880	80,385
Interest Payments	59,425	185,754-	42,875	59,523	59,523	59,425	16,038
Debt Issuance Costs	0	0	0	0	0	0	24
Trans Out - General Fund	17,900	497,900	13,425	17,900	17,900	17,900	17,900
Administrative Expense	160,470	395,809	120,568	162,343	162,343	169,505	128,197
Landscape Supplies	29,530	29,392	25,642	30,665	30,665	33,165	33,165
Shop Supplies & Tools	242	186	487	350	350	0	0
Paint & Supplies	146	67	212	300	300	0	0
Miscellaneous Supplies	1,612	3,792	4,755	3,100	3,100	0	0
Printing & Reproduction	0	914	1,135	1,000	1,000	1,500	1,500
Clothing	44	0	0	100	100	100	100
Gas Purchases	12,367	18,070	15,053	13,000	13,000	10,000	10,000
Safety Supplies	75	39	59	100	100	0	0
Medical & Lab Supplies	0	0	0	50	50	0	0
Construction Materials	471	714	3	1,000	1,000	0	0
Vehicle & Equipment Parts	4,632	3,748	5,452	1,500	1,500	0	0
Miscellaneous Equipment	0	3,685	0	0	0	6,000	6,000
Supplies & Materials	49,119	60,607	52,798	51,165	51,165	50,765	50,765
Accounting/Audit	2,446	2,707	0	2,343	2,343	2,372	2,372
Bank Services	175	222	102	150	150	225	100
Consulting Services	1,856	1,608	2,190	1,650	1,650	1,650	1,650
Collection Services	459	415	239	483	483	483	483
Contractor Fees	15,431	13,700	10,599	17,705	17,705	43,044	37,100
Advertising	449	4,017	2,372	1,000	1,000	6,000	6,000
Tipping Fees	0	0	25	0	0	0	0
Other Interfund Charges	0	0	1,167	6,214	6,214	0	0
Interfund Allocations	0	0	0	0	0	0	5,944
Laundry Services	693	649	435	650	650	650	650
Other Contracts/Obligations	205	547	391	380	380	380	380
Purchased Services	21,714	23,865	17,520	30,575	30,575	54,804	54,679
Electric	16,899	19,000	17,017	17,754	17,754	19,112	19,112
Gas	5,800	5,949	4,317	6,111	6,111	6,177	6,177
Water	1,780	2,051	1,348	1,993	1,993	1,993	1,993
Waste Disposal/Collection	1,689	1,682	1,363	1,772	1,772	1,772	1,772

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
Stormwater	5,397	5,850	4,375	5,763	5,763	6,455	6,455
Telephone	1,411	1,442	1,195	1,357	1,357	1,357	1,357
Cellular Telephone	94	90	71	150	150	150	150
Utilities	33,070	36,064	29,686	34,900	34,900	37,016	37,016
Building Repair & Maintenance	526	565	0	600	600	0	0
Equipment Repair & Maintenanc	3,853	10,124	4,254	4,200	4,200	5,200	5,200
Communications Equip. Repairs	0	151	565	0	0	0	0
Facilities Charges	25,564	20,645	44,086	14,356	29,356	20,000	23,275
Software Support	0	0	1,000	1,000	1,000	1,000	1,000
CEA Equipment Rental	63,243	42,382	39,122	74,226	74,226	0	74,226
Grounds Repair & Maintenance	0	0	0	0	0	7,000	0
Repair & Maintenance	93,186	73,867	89,027	94,382	109,382	33,200	103,701
Land Improvements	0	0	0	0	0	6,000	0
Buildings	0	0	49,682	50,000	50,000	60,000	25,000
Machinery & Equipment	0	0	0	0	0	0	13,000
Furniture & Fixtures	0	0	0	0	0	26,000	0
Capital Expenditures	0	0	49,682	50,000	50,000	92,000	38,000
TOTAL EXPENSES	554,151	770,563	480,482	599,118	614,118	631,386	587,585

CITY OF APPLETON 2013 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Charges for Services	$ 486,594	$ 443,822	$ 467,288	$ 460,000	$ 491,750
Miscellaneous	8,054	13,013	25,000	25,000	22,500
Lease Revenue	19,800	19,800	19,800	24,500	41,010
Total Revenues	514,448	476,635	512,088	509,500	555,260
Expenses					
Operation and Maintenance	398,939	380,534	393,815	410,000	435,262
Depreciation	77,885	77,885	77,880	77,880	80,385
Total Expenses	476,824	458,419	471,695	487,880	515,647
Operating Income (Loss)	37,624	18,216	40,393	21,620	39,613
Nonoperating Revenues (Expenses)					
Interest Income	4,167	8,790	4,000	5,000	2,400
Interest Expense	(59,425)	185,754	(59,523)	(28,658)	(16,038)
Other	-	3,077	-	4,100	-
Total Non-Operating	(55,258)	197,621	(55,523)	(19,558)	(13,638)
Net Income (Loss) Before Transfers	(17,634)	215,837	(15,130)	2,062	25,975
Contributions and Transfers In (Out)					
Operating Transfers out	(17,900)	(497,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	(35,534)	(282,063)	(33,030)	(15,838)	8,075
Net Assets - Beginning	847,793	812,259	530,196	530,196	514,358
Net Assets - Ending	$ 812,259	$ 530,196	$ 497,166	$ 514,358	$ 522,433

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 190,083	$ 228,616
+ Net Income	(15,838)	8,075
+ Depreciation	77,880	80,385
+ Long Term Debt	735,000	-
- Fixed Assets	(50,000)	(38,000)
- Principal Repayment	(708,509)	(34,000)
Working Cash - End of Year	$ 228,616	$ 245,076

CITY OF APPLETON 2013 BUDGET
REID GOLF COURSE
CALCULATION OF RATE INCREASE DOCUMENTATION

Revenues	2012 Budget	2012 Projected	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Charges for Services	$ 467,288	$ 460,000	$ 491,750	$ 501,585	$ 511,617	$ 521,849	$ 532,286
Miscellaneous	25,000	25,000	22,500	22,950	23,409	23,877	24,355
Lease Revenue	19,800	24,500	41,010	25,800	25,800	25,800	25,800
Total Revenues	512,088	509,500	555,260	550,335	560,826	571,526	582,441
Expenses							
Operating Expenses	393,815	410,000	435,262	448,320	461,770	475,623	489,892
Depreciation	77,880	77,880	80,385	80,385	58,385	58,385	58,385
Total Expenses	471,695	487,880	515,647	528,705	520,155	534,008	548,277
Operating Income	40,393	21,620	39,613	21,630	40,671	37,518	34,164
Non-Operating Revenues (Expenses)							
Interest Income	4,000	5,000	2,400	2,500	2,500	2,500	2,500
Interest Expense	(59,523)	(28,658)	(16,038)	(14,670)	(14,385)	(13,920)	(13,320)
Other	-	4,100	-	-	-	-	-
Total Non-Operating	(55,523)	(19,558)	(13,638)	(12,170)	(11,885)	(11,420)	(10,820)
Net Income Before Transfers	(15,130)	2,062	25,975	9,460	28,786	26,098	23,344
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	(33,030)	(15,838)	8,075	(8,440)	10,886	8,198	5,444
Total Net Assets - Beginning	530,196	530,196	514,358	522,433	513,993	524,879	533,077
Total Net Assets - Ending	$ 497,166	$ 514,358	$ 522,433	$ 513,993	$ 524,879	$ 533,077	$ 538,521

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	$ 190,083	$ 228,616	$ 245,076	$ 222,477	$ 172,248	$ 138,831
+ Net Income	(15,838)	8,075	(8,440)	10,886	8,198	5,444
+ Depreciation	77,880	80,385	80,385	58,385	58,385	58,385
+ Long Term Debt	735,000	-	-	-	22,000	37,500
- Fixed Assets	(50,000)	(38,000)	(42,800)	(44,500)	(47,000)	(37,500)
- Principal Repayment	(708,509)	(34,000)	(51,744)	(75,000)	(75,000)	(75,000)
Working Cash - End of Year	$ 228,616	$ 245,076	$ 222,477	$ 172,248	$ 138,831	$ 127,660
25% Working Capital Reserve (prior year's audited expenses)		$ 114,140	$ 117,300	$ 120,223	$ 123,514	$ 126,861
Coverage Ratio	1.01	1.17	0.97	0.94	0.90	0.86

ASSUMPTIONS:

Rounds of golf played to stay constant, with prices increasing 2% in 2015-2017 for rounds of golf, passes & coupons.
Operating expenses to increase 3.0% per year after 2013.
Strive to maintain a level of 25% working capital reserve and 1.25 coverage ratio.
No additional debt is projected.

CITY OF APPLETON 2013 BUDGET
REID GOLF COURSE
LONG-TERM DEBT

2002
General Fund Advance

Year	Principal	Interest	Total
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
	$ 210,744	$ -	$ 210,744

2012
Taxable General Obligation Refunding Bonds

Year	Principal	Interest	Total
2013	$ 10,000	$ 16,038	$ 26,038
2014	30,000	14,670	44,670
2015	60,000	14,385	74,385
2016	60,000	13,920	73,920
2017	60,000	13,320	73,320
2018	60,000	12,556	72,556
2019	60,000	11,625	71,625
2020	70,000	10,432	80,432
2021	75,000	8,625	83,625
2022	80,000	6,300	86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	20,000	300	20,300
	$ 735,000	$ 127,871	$ 862,871

Total

Year	Principal	Interest	Total
2013	$ 34,000	$ 16,038	$ 50,038
2014	51,744	14,670	66,414
2015	75,000	14,385	89,385
2016	75,000	13,920	88,920
2017	75,000	13,320	88,320
2018	75,000	12,556	87,556
2019	75,000	11,625	86,625
2020	70,000	10,432	80,432
2021	75,000	8,625	83,625
2022	80,000	6,300	86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	80,000	300	80,300
2026	30,000	-	30,000
	$ 945,744	$ 127,871	$ 1,073,615

CITY OF APPLETON 2013 BUDGET

VALLEY TRANSIT

General Manager: Deborah S. Wetter

Assistant General Manager: Salvatore LaPuma

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT

MISSION STATEMENT

Valley Transit exists to meet community mobility needs and enhance quality of life by providing options for efficient and reliable transportation.

DISCUSSION OF SIGNIFICANT 2012 EVENTS

Ridership increased during first five months of 2012
Fixed route ridership increased 5.7% in the first five months of 2012. Year to date ridership through May is the highest it has been since 2005. Total paid rides (does not include transfers or free rides) has increased steadily since 2005. Revenue was down 4% in the first five months of 2012 due to fewer tickets and passes purchased to date in 2012 than in the first five months of 2011.

Legislative Issues
Valley Transit continues to face significant funding challenges every year and continues to actively seek and implement solutions to the challenges.

Federal Funding and the 2010 Census – Due to the efforts of Valley Transit, the Mayor and Congressman Ribble, a two year Federal Surface Transportation bill, MAP-21, was passed by the U.S. Congress on June 30, 2012. It includes language that allows Valley Transit as a public transit system operating fewer than 100 buses to continue to receive federal transit operating funds even though the urban area has exceeded 200,000 population as of the 2010 Census.

State Budget – The State budget for 2012 included a 10% decrease in transit funding which will continue into 2013.

RTA – Valley Transit was unsuccessful in the efforts to get a Regional Transit Authority bill for the Fox Cities passed in 2012. The effort will continue in 2013.

Service Changes Implemented - As a result of recommendations made in the Valley Transit Operations Analysis Plan completed at the end of 2010 and the need to balance the 2012 budget in light of funding cuts from the State, Valley Transit staff proposed a number of service changes which would still provide service to the existing service areas and during existing hours but would do so more efficiently. Valley Transit used some of the savings to implement service to Encircle Health and the northeast area of Appleton. The implementation went smoothly as of the first five months of 2012, the ridership was higher on the newly configured routes than it was on the old routes. Ridership on these routes as well as many other routes in the system was affected during the summer of 2012 due to the large numbers of construction detours. Valley Transit staff will continue to monitor the ridership on the routes to determine if the changes will be permanent.

Route 9 – The Link Bus Service Inaugurated - The City of Appleton and the Appleton Housing Authority made the decision to move 70 low income seniors from an outdated and uncomfortable building across from the Transit Center in Downtown Appleton to a new well-designed building in the Flats area of Appleton. No bus service existed in that area and many of the low income seniors who were being moved there had no mode of transportation other than transit. Valley Transit, through a partnership with Outagamie County and with contributions from the City of Appleton, the State and Federal transit funds, was able to institute a bus route to serve the Eagle Flats area every thirty minutes, connecting with all other Valley Transit routes at the Transit Center. The bus route also provided a circulator for downtown businesses, residents and visitors.

Intelligent Transit System Installed - The Intelligent Transit System was installed in March. The ITS system gives significantly improved information about the system and provides live data about locations, on time performance, and detours by route and system wide. Because it is integrated with the fareboxes, we can track boarding information by fare type by location boarded which will be beneficial in route planning and service improvements. This system was purchased with funding from an ARRA (American Reinvestment and Recovery Act) grant received in 2011.

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT

MAJOR 2013 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 2012 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.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 7,912,381	$ 8,029,346	$ 7,439,249	$ 7,714,349	$ 7,995,810	7.48%
Program Expenses							
5810	Administration	1,227,936	1,219,093	1,112,578	1,118,578	1,222,175	9.85%
5820	Vehicle Maint.	639,105	521,099	550,966	849,043	555,405	0.81%
5830	Facilities Maint.	102,223	107,144	116,144	252,144	114,495	-1.42%
5840	Operations	3,289,761	3,432,482	3,409,979	3,540,279	3,639,766	6.74%
5850	ADA Paratransit	1,491,377	1,612,891	1,784,693	1,784,693	1,986,340	11.30%
5860	Ancillary Paratransit	1,463,451	1,387,701	1,467,778	1,467,778	1,573,440	7.20%
TOTAL		$ 8,213,853	$ 8,280,410	$ 8,442,138	$ 9,012,515	$ 9,091,621	7.69%
Expenses Comprised Of:							
Personnel		3,681,486	3,505,608	3,509,010	3,573,410	3,671,040	4.62%
Administrative Expense		735,930	782,987	709,156	709,156	745,231	5.09%
Supplies & Materials		586,102	780,587	783,866	820,766	1,032,400	31.71%
Purchased Services		2,992,200	2,998,708	3,192,026	3,195,026	3,316,386	3.90%
Utilities		84,673	91,134	111,112	111,112	104,613	-5.85%
Repair & Maintenance		131,614	121,386	136,968	136,968	176,951	29.19%
Capital Expenditures		1,848	-	-	466,077	45,000	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		52.65	52.65	51.83	54.45	53.83	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT

Administration **Business Unit 5810**

PROGRAM MISSION

We will equitably allocate federal, state, and local resources among a variety of transportation services and we will provide management, oversight, planning, and marketing information for and about our services for the benefit of our employees, passengers and participating governmental units.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

To provide administrative support to ensure that local funding from the municipalities and counties is equitable
To monitor all services to ensure cost effectiveness and efficiency and to avoid duplication of services
To reach out to riders and non-riders alike to demonstrate that Valley Transit provides low cost, safe, reliable, friendly public transportation that directly improves the quality of life for everyone

Major changes in Revenue, Expenditures, or Programs:

Combined State and Federal operating assistance is estimated at 56% of eligible expenses in 2013. If the actual level of support is less than the 56% estimate, Valley Transit will make operational adjustments in 2013 to reduce expenses by the appropriate amount. If the level of support is more than 56%, all of the funding partners will receive a larger reimbursement. The final determination of actual operating assistance will not be known until April, 2013.

Miscellaneous State aids also includes a special support payment from the State of Wisconsin for $84,300 and a payment from Outagamie County for $91,000.

The increase in software support is due to the maintenance charge for Valley Transit's new ITS software. 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 supports Valley Transit's implementation of AVL on buses without a separate server.

The $45,000 budgeted in equipment expense represents Valley Transit's share of a Citywide upgrade to the aging security camera system. Transit's share represents the installation of 30 new cameras at the office building and Transit Center. Please see page 647 for additional information on the project.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Regional transit service					
# municipalities served	10	10	10	10	10
Stable work environment					
# full-time equivalent jobs	52.65	52.65	52.65	53.83	53.83
Strategic Outcomes					
Regulatory compliance					
# review/audit findings	4	0	0	0	0
Expense per revenue hour	$ 89.33	$ 112.56	$ 116.93	$ 112.35	$ 106.73
Expense per revenue mile	$ 5.59	$ 7.59	$ 7.22	$ 7.07	$ 6.56
Work Process Outputs					
Reporting and recordkeeping:					
Contract negotiating & monitoring					
# employee grievances filed	25	7	6	6	6
Public information					
# public presentations	70	65	65	65	75

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT

Administration **Business Unit 5810**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4210 Federal Grants	$ 3,198,916	$ 2,769,303	$ 2,071,640	$ 2,281,126	$ 2,234,160
4224 Miscellaneous State Aids	1,936,798	2,235,654	2,092,760	2,121,446	2,385,860
4230 Miscellaneous Local Aids	92,726	318,954	399,474	430,775	349,710
4710 Interest on Investments	36,011	123,432	50,000	50,000	50,000
4877 Advertising/Promotional	41,345	44,817	55,000	55,000	55,000
5001 Fees & Commissions	5,514	6,406	-	-	-
5006 Gain (Loss) on Asset Disposal	1,534	(712)	-	-	-
5010 Misc Revenue - Nontax	7	22	-	-	-
5011 Misc Revenue - Tax	1,058	-	-	-	-
5020 Donations & Memorials	-	4,804	8,500	8,500	-
5035 Other Reimbursements	824	2,070	-	-	-
5921 Trans In - General Fund	538,667	441,519	554,920	564,920	570,469
Total Revenue	$ 5,853,400	$ 5,946,269	$ 5,232,294	$ 5,511,767	$ 5,645,199
Expenses					
6101 Regular Salaries	$ 241,924	$ 250,640	$ 244,726	$ 244,726	$ 230,217
6105 Overtime	148	534	2,751	2,751	2,751
6108 Part Time	1,189	574	1,190	1,190	-
6150 Fringes	71,865	65,290	74,925	74,925	68,508
6201 Training\Conferences	4,891	4,055	1,711	1,711	2,396
6205 Employee Recruitment	1,267	1,405	2,550	2,550	2,550
6206 Parking	67	-	360	360	360
6301 Office Supplies	2,249	2,714	3,095	3,095	3,046
6302 Subscriptions	573	591	454	454	686
6303 Memberships & Licenses	3,608	3,860	3,563	3,563	3,506
6304 Postage & Freight	678	1,236	3,372	3,372	3,318
6305 Awards & Recognition	10	117	300	300	600
6307 Food & Provisions	833	1,179	500	500	500
6316 Miscellaneous Supplies	899	425	-	-	-
6320 Printing & Reproduction	13,701	11,180	18,176	21,176	17,884
6323 Safety Supplies	64	455	500	500	500
6327 Miscellaneous Equipment	1,757	-	1,000	1,000	1,000
6401 Accounting/Audit	9,729	9,588	7,259	7,259	7,294
6403 Bank Services	3,245	4,626	3,000	3,000	3,000
6404 Consulting	63,085	5,579	-	-	2,000
6411 Temporary Help	-	-	-	3,000	-
6412 Advertising	33,771	30,874	28,659	28,659	35,059
6413 Utilities	71,320	75,882	88,989	88,989	83,126
6418 Equip Repairs & Maint	905	149	194	194	381
6424 Software Support	16	591	2,500	2,500	44,552
6430 Health Services	551	530	-	-	-
6501 Insurance	159,757	172,089	10,719	10,719	12,295
6503 Rent	-	57	-	-	-
6599 Other Contracts/Obligations	509	3,167	-	-	-
6601 Depreciation Expense	539,325	571,706	612,085	612,085	651,646
6804 Equipment	-	-	-	-	45,000
Total Expense	$ 1,227,936	$ 1,219,093	$ 1,112,578	$ 1,118,578	$ 1,222,175

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Printing		Advertising	
Fare material	$ 7,935	Events	$ 10,000
Riders guides & maps	5,000	Print	7,500
Public Information materials	1,400	Broadcast	7,000
Forms	1,200	Legal ads	3,191
City copy charges	2,349	Route 9 surveys & mkting	$ 7,368
	$ 17,884		$ 35,059

Software Support		Equipment	
ITS software maintenance fee	$ 44,552	Security cameras	$ 45,000
	$ 44,552		$ 45,000

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT
Vehicle Maintenance **Business Unit 5820**

PROGRAM MISSION

We will provide safe, reliable, and environmentally-friendly service by maintaining our vehicle fleet to minimize service delays due to breakdowns and sustain a quality fleet that benefits our bus drivers, passengers and the general public.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #3: “Develop and implement effective communication strategies”, #4: "Develop our human resources to meet changing needs”, and #6: “Continuously improve efficiency and effectiveness of City services".

Objectives:

To maintain the vehicle fleet in a manner that will ensure that all service requirements are met
To maintain the vehicle fleet in a manner that minimizes the number of road calls that require a replacement bus or cause a trip to be significantly delayed or missed
To maintain the vehicle fleet in a manner that ensures that there are no vehicle accidents due to mechanical failure

Major changes in Revenue, Expenditures, or Programs:

Air conditioning maintenance will be performed in-house.

Budget reflects CEA charges related to CEA maintaining Valley Transit's staff vehicles in 2013.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Customer Benefits/Impacts					
Safe, reliable service					
Miles between road calls	30,865	25,000	44,000	35,600	44,000
Lift failures/miles traveled	New measure	→	18,000	10,000	18,000
Strategic Outcomes					
Avg. vehicle age for active fleet - years	8.57	8.98	9.98	9.98	10.98
Avg. vehicle mileage for active fleet	334,042	341,835	395,000	364,514	364,514
Maintenance cost/bus	25,154	19,403	20,888	19,945	19,507
Spare ratio	50%	45%	45%	45%	45%
Vehicles that meet service obligations					
% of scheduled trips completed	99%	99%	99%	99%	99%
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	27	29	29	29	29
Miles operated	895,071	891,688	883,700	883,700	905,404
# inspections completed	297	306	300	290	300
Clean buses					
# exterior cleanings	6,375	6,390	6,400	6,000	6,400
# interior cleanings	793	597	700	700	700
Fleet records management					
# work orders processed	1473	1503	1500	1300	1500
Inventory					
Inventory turnover *	New measure	→	0.65	0.65	0.65
* Excl. fluids					

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT

Vehicle Maintenance **Business Unit 5820**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4210 Federal Grants	$ -	$ -	$ -	$ -	$ -
5011 Misc Revenue - Tax	-	468	-	-	-
5030 Damage to City Property	4,769	16,543	-	-	-
	$ 4,769	$ 17,011	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 346,400	$ 220,065	$ 273,305	$ 273,305	$ 279,624
6104 Call Time	1,862	(89)	-	-	-
6105 Overtime	13,137	39,733	5,915	5,915	6,092
6150 Fringes	137,546	112,160	114,156	114,156	113,253
6201 Training	-	125	1,000	1,000	500
6309 Shop Supplies & Tools	18,768	22,367	15,960	15,960	16,510
6316 Miscellaneous Supplies	24	-	-	-	-
6321 Clothing	110	162	275	275	275
6322 Gas Purchases	4,284	5,518	7,605	7,605	6,851
6326 Vehicle & Equipment Parts	87,016	95,340	101,000	106,500	106,000
6327 Miscellaneous Equipment	507	-	-	-	-
6417 Vehicle Repairs & Maint	6,599	2,107	1,500	1,500	1,500
6418 Equip Repairs & Maint	1,310	1,992	900	900	900
6424 Software Support	-	1,500	1,000	1,000	1,000
6425 CEA Equipment Rental	-	-	-	-	5,000
6430 Health Services	574	329	875	875	875
6451 Laundry Services	1,349	1,364	1,700	1,700	2,000
6501 Insurance	19,619	18,196	25,775	25,775	15,025
6599 Other Contracts/Obligations	-	230	-	-	-
6804 Equipment	-	-	-	292,577	-
	$ 639,105	$ 521,099	$ 550,966	$ 849,043	$ 555,405

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Shop Supplies & Tools	
Janitorial supplies	$ 6,048
Cleaning supplies & chemicals	3,552
Miscellaneous shop supplies	6,910
	$ 16,510

Vehicle & Equipment Parts	
Misc parts (doors, windows, etc)	$ 11,500
Brake system parts	18,000
Electrical system parts	7,000
Wheelchair ramp parts	4,500
Heating/cooling system parts	10,000
Transmission parts	15,000
Engine parts	22,500
PM's and oil changes	17,500
	$ 106,000

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT

Facilities Maintenance **Business Unit 5830**

PROGRAM MISSION

We will provide a clean and safe working environment by purchasing, cleaning, maintaining and repairing the Operations and Maintenance facility, the Transit Center and the passenger shelters located throughout the Fox Cities that benefits our employees, passengers and the general public.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

To provide clean, safe shelter for passengers waiting to board the bus
To provide a clean, safe working environment for employees
To maintain facilities that enhance the beauty of the community

Major changes in Revenue, Expenditures, or Programs:

Budget reflects an increase of $3,000 in snow removal to pay a contractor to remove snow from the City's bus shelters.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Clean, safe, protection from the elements					
# claims related to passenger facilities	0	0	0	0	0
Clean, safe working environment for employees					
# workplace injuries	1	1	0	1	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	1	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	37	37	39	39	41
Maintenance schedule					
# cleanings major facilities	565	565	565	565	565
# cleanings minor facilities	600	396	600	600	600
# inspections	12	6	12	6	12

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT

Facilities Maintenance **Business Unit 5830**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
5015 Facility Rent	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ 6,000
	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ 6,000
Expenses					
6308 Landscape Supplies	$ 413	$ 932	$ -	$ -	$ -
6327 Miscellaneous Equipment	749	169	1,000	1,000	1,000
6407 Collection Services	1,288	3,031	2,076	2,076	2,847
6416 Building Repairs & Maint	109	-	-	-	-
6420 Facilities charges	93,768	92,665	101,194	101,194	95,453
6440 Snow Removal Services	1,985	7,627	-	-	3,000
6451 Laundry Services	2,821	2,720	2,300	2,300	2,600
6501 Insurance	-	-	9,574	9,574	9,595
6803 Buildings	1,090	-	-	-	-
6804 Equipment	-	-	-	136,000	-
	$ 102,223	$ 107,144	$ 116,144	$ 252,144	$ 114,495

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT

Operations **Business Unit 5840**

PROGRAM MISSION

We will provide safe and reliable transportation to the residents of the Fox Cities that improves the quality of life for everyone by enhancing access to jobs, school and entertainment.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

To provide safe, reliable, convenient, and friendly bus service to the Fox Cities urbanized area

To meet the needs of the transit dependent population, including outreach efforts to Valley Packaging, Goodwill Industries, Lakeside Packaging Plus, elderly homes and support agencies and W-2 agencies, 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:

Due to the time recording system being out of service throughout 2011, 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 constantly review possible service changes to deal with the issue.

During 2012, a new route ("The Link") was added to serve the downtown area and developments along the river, including the Eagle Flats housing development, adding one part time and two full time drivers. As this route is also served by the Downtown Trolley during its operating season, the hours of operation for "The Link" have been modified and the part time driver position added in 2012, which is currently vacant, has been eliminated (-$23,883).

The $15,000 budgeted in contractor fees represents Valley Transit's contribution to the cost of security patrol services for areas surrounding and including the Transit Center.

Valley Transit's expense per passenger trip is targeted to decrease in 2013 because of increased ridership.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Safe, reliable, convenient service					
Preventable accidents per 100,000 mi	1.12	1.20	1.00	1.10	1.00
Preventable accidents per employee	0.19	0.20	0.17	0.19	0.17
On-time performance percentage	N/A*	57.0%	95.0%	86.0%	95.0%
Helpful, friendly employees					
# customer complaints	153	187	110	140	110
Strategic Outcomes					
Cost effective service delivery					
Expense per passenger trip	$ 5.50	$ 4.92	$ 5.44	$ 5.14	$ 4.99
Efficient service delivery					
Trips per revenue hour	16.3	19.0	17.3	18.8	18.0
Trips per revenue mile	1.09	1.22	1.12	1.23	1.19
Farebox recovery	14.7%	16.2%	15.4%	17.9%	15.2%
Work Process Outputs					
Service Provided					
Hours of service	58,598	56,398	56,398	58,398	61,260
Miles of service	876,760	876,760	867,417	893,417	921,185
Trips taken	956,086	1,073,655	974,118	1,100,000	1,115,600

* Information not available for 2010 due to malfunction in recording equipment. Equipment has been replaced in 2012.

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT

Operations **Business Unit 5840**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4875 Farebox Revenue	$ 772,091	$ 854,649	$ 834,541	$ 840,168	$ 852,541
4876 Special Transit Revenues	2,774	639	27,000	27,000	9,000
5085 Cash Short or Over	216	89	-	-	-
	$ 775,081	$ 855,377	$ 861,541	$ 867,168	$ 861,541
Expenses					
6101 Regular Salaries	$ 1,815,573	$ 1,851,197	$ 1,872,782	$ 1,911,422	$ 2,007,548
6104 Call Time	3,055	101	3,000	3,000	3,090
6105 Overtime	154,739	84,645	57,390	57,390	59,112
6150 Fringes	858,205	845,663	808,676	834,436	823,247
6201 Training\Conferences	150	3,075	-	-	-
6307 Food & Provisions	19	-	-	-	-
6316 Miscellaneous Supplies	-	251	-	-	-
6320 Printing & Reproduction	-	60	-	-	-
6321 Clothing	2,548	4,429	5,905	5,905	6,100
6322 Gas Purchases	402,520	582,884	590,631	619,031	641,704
6323 Safety Supplies	-	92	-	-	-
6326 Vehicle & Equipment Parts	43,647	47,074	33,530	33,530	39,000
6327 Miscellaneous Equipment	685	44	1,500	1,500	1,500
6328 Signs	98	1,713	-	-	-
6404 Consulting Services	1,650	817	-	-	-
6408 Contractor Fees	-	-	-	-	15,000
6412 Advertising	-	1,160	-	-	-
6413 Utilities	-	154	-	-	-
6419 Communications Eq Repairs	-	264	-	-	-
6430 Health Services	4,869	5,376	5,975	5,975	5,975
6501 Insurance	-	-	27,190	27,190	31,590
6599 Other Contracts/Obligations	1,245	3,483	3,400	3,400	5,900
6804 Equipment	758	-	-	37,500	-
	$ 3,289,761	$ 3,432,482	$ 3,409,979	$ 3,540,279	$ 3,639,766

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Gas Purchases *	
Hybrid Fuel 15,000 gal. est. @ $3.21/gal	$ 48,150
Diesel fuel 185,486 gal. est. @ $3.20/gal	593,554
	$ 641,704
Vehicle & Equipment Parts	
Lubricants	$ 11,000
New tires and tire repairs & retreads	28,000
	$ 39,000
Contractor Fees	
Transit Center security	$ 15,000
	$ 15,000

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

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT

ADA Paratransit **Business Unit 5850**

PROGRAM MISSION

We will provide specialized curb-to-curb advance reservation demand response transportation for people with disabilities who are unable to use the fixed route bus system.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

To comply with the requirements of the Americans with Disabilities Act

To provide safe, reliable, convenient, and friendly specialized transportation

To meet the needs of the transit dependent population including outreach efforts to agencies and companies like Valley Packaging, Goodwill Industries, Lakeside Packaging Plus and W-2 support agencies

Major changes in Revenue, Expenditures, or Programs:

ADA ridership continues to increase as there continue to be more people in the region, both seniors and disabled, who qualify for ADA paratransit services. Additionally, fuel costs continue to escalate, which increases the cost of this service. The combination of these factors has led to a revision of the contract with the provider of this service. 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. As the cost of fuel exceeds $3.00 per gallon, the contractor receives a supplemental payment for the difference. Beginning in 2012, Valley Transit is purchasing fuel directly for use by the contractor at a lower cost than the contractor is able to (since Valley Transit is exempt from both State and Federal fuel taxes), which results in a $0.75 reduction in the per ride cost and avoidance of the supplemental fuel escalator payment.

The increase in farebox revenue is due to the expected increase in ridership (5%).

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	0	1	1	1	1
% on-time performance	89.5%	90-95%	90-95%	91.5%	95.0%
Helpful, friendly employees					
# customer complaints	27	15	20	20	15
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	$ 18.36	$ 19.03	$ 19.35	$ 19.35	$ 19.15
Cost per mile	n/a	$ 7.54	$ 4.87	$ 4.87	$ 3.86
Trips per hour	n/a	4.9	4.7	4.7	5.2
Work Process Outputs					
Service Provided					
Hours of service/yr	n/a	17,166	19,788	19,788	20,000
Miles of service/yr	n/a	213,969	366,314	366,314	400,000
Trips taken/yr	81,236	84,739	92,222	92,222	103,950

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT

ADA Paratransit **Business Unit 5850**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4230 Miscellaneous Local Aids	$ 527,728	$ 256,838	$ 375,529	$ 375,529	$ 424,920
4875 Farebox Revenue	359,328	397,669	427,680	427,680	449,060
	$ 887,056	$ 654,507	$ 803,209	$ 803,209	$ 873,980
Expenses					
6101 Regular Salaries	$ 25,832	$ 24,030	$ 34,933	$ 34,933	$ 55,707
6105 Overtime	-	142	-	-	-
6150 Fringes	10,011	10,924	15,261	15,261	21,891
6201 Training & Conferences	1,526	882	789	789	904
6301 Office Supplies	460	591	901	901	950
6303 Memberships & Licenses	737	840	1,037	1,037	1,094
6304 Postage\Freight	138	269	981	981	1,035
6308 Landscape Supplies	85	203	-	-	-
6320 Printing & Reproduction	6,404	6,089	5,289	5,289	5,581
6322 Gas Purchases	875	1,200	1,495	1,495	156,495
6401 Accounting/Audit	1,988	2,086	2,113	2,113	2,277
6408 Contractor Fees	1,358,322	1,481,622	1,628,550	1,628,550	1,646,178
6412 Advertising	6,899	6,717	8,341	8,341	10,941
6413 Utilities	13,352	15,098	22,123	22,123	21,487
6418 Equip Repairs & Maint	185	33	306	306	119
6420 Facilities Charges	17,929	11,280	17,374	17,374	16,046
6424 Software Support	10,793	10,805	12,000	12,000	12,000
6430 Health Services	-	268	-	-	-
6440 Snow Removal Services	406	1,660	-	-	-
6501 Insurance	-	-	3,200	3,200	3,635
6599 Other Contracts/Obligations	35,435	38,152	30,000	30,000	30,000
	$ 1,491,377	$ 1,612,891	$ 1,784,693	$ 1,784,693	$ 1,986,340

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Gas Purchases

Fuel for contractor's vehicles, approx. 48,750 gallons unleaded fuel @ 3.21 / gallon	$ 156,495
	$ 156,495

Contractor Fees

Purchased transportation: Valley Transit II - Disabled, 103,950 trips	$ 1,646,178
	$ 1,646,178

Other Contracts/Obligations

ADA certifications	$ 30,000
	$ 30,000

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT

Ancillary Paratransit **Business Unit 5860**

PROGRAM MISSION

We will coordinate a broad range of contracted specialized services that maximizes transportation funding and benefits older adults, people with disabilities and participating local governments.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

To provide a transportation alternative to older adults for whom fixed route bus service is difficult
To provide employment transportation, access to mealsites and limited Sunday service to people with disabilities
To coordinate transportation services to maximize the effectiveness of each local dollar spent

Major 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 . 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. Family Care is paying for the specialized employment transportation route 100% as of 2012.

As noted in the ADA Paratransit budget, fuel costs continue to escalate, which increases the cost of these services. In order to combat the increases, beginning in 2012, Valley Transit began purchasing fuel directly for use by the primary contractor at a lower cost than the contractor was able (since Valley Transit is exempt from both State and Federal fuel taxes), which resulted in a in a reduction in the per ride cost and avoidance of the supplemental fuel escalator payment. The $32,000 budgeted in the gas purchase account represents the expected fuel costs in 2013.

The $289,900 budgeted in miscellaneous state aids in 2013 represent grant funds from the Wisconsin Employment Transportation Assistance (WETAP) and Job Access Reverse Commute (JARC) programs. This support is not secured for 2013. If Federal, State, or local funding is not secured for the Connector, the service will be either reduced or discontinued.

The increase in farebox revenue is due to an expected slight increase in ridership on the services that collect fares.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	0	0	0	0	0
Strategic Outcomes					
Cost effective Service Delivery					
Cost per trip	$ 12.96	$ 15.10	$ 15.03	$ 15.03	$ 15.03
Efficient Service Delivery					
Trips per hour	4.3	3.1	3.5	3.5	3.5
Work Process Outputs					
Service provided - Trips taken by contract					
Outagamie TANF*	-	-	500	500	-
Outagamie/Calumet elderly	3,558	3,143	3,500	3,500	2,465
Outagamie rural	5,416	6,119	5,600	6,000	6,800
DD support employment	37,154	30,733	34,000	34,000	34,000
Northern Winnebago Dial-A-Ride	10,522	11,886	12,729	12,729	13,060
Calumet New Hope Center	20,419	23,130	23,870	23,870	23,870

* Program not used in 2010 or 2011, but believe it will be used in 2012.

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT

Ancillary Paratransit **Business Unit 5860**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4224 Miscellaneous State Aids	$ 174,091	$ 259,145	$ 243,545	$ 243,545	$ 289,900
4230 Miscellaneous Local Aids	499,956	469,288	535,688	535,688	577,269
4875 Farebox Revenue	190,637	183,432	217,350	217,350	231,290
5020 Donations & Memorials	60,058	79,836	94,542	94,542	81,100
	$ 924,742	$ 991,701	$ 1,091,125	$ 1,091,125	$ 1,179,559
Expenses					
6301 Office Supplies	$ 22	$ -	$ -	$ -	$ -
6320 Printing & Reproduction	950	-	-	-	-
6322 Gas Purchases	-	-	-	-	32,000
6408 Contractor Fees	1,462,194	1,387,701	1,467,278	1,467,278	1,540,940
6430 Health Services	285	-	500	500	500
	$ 1,463,451	$ 1,387,701	$ 1,467,778	$ 1,467,778	$ 1,573,440

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	$ 54,451
Specialized employment transportation - VP	419,118
Outagamie County - demand response - rural	211,692
Town of Menasha - Dial-a-Ride	30,550
Neenah - Dial-A-Ride	130,000
Heritage	9,230
Darboy - Call-A-Ride	17,870
New Hope Center	146,450
Calumet County - rural service	79,999
Late evening Call-A-Ride service (Connector)	286,000
Call-A-Ride service beyond current fixed route service boundaries	126,000
Trolley service - downtown	29,580
	$ 1,540,940

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Intergovernmental Revenues	6,430,214	6,309,182	4,894,151	5,718,636	5,988,109	6,225,387	6,261,819
Interest Income	36,011	123,432	34,219	50,000	50,000	50,000	50,000
Charges for Services	1,324,831	1,436,390	954,020	1,506,571	1,512,198	1,513,149	1,541,891
Other Revenues	121,326	160,343	83,931	164,042	164,042	111,000	142,100
Transfers In	538,667	441,519	1,643,085	554,920	564,920	657,201	570,469
TOTAL REVENUES	8,451,049	8,470,866	7,609,406	7,994,169	8,279,269	8,556,737	8,566,279
EXPENSES BY LINE ITEM							
Regular Salaries	1,900,252	1,887,875	1,430,711	1,850,361	1,889,001	1,998,521	1,936,770
Labor Pool Allocations	160,647	178,154	110,161	174,105	174,105	179,328	188,721
Call Time	4,917	12	0	3,000	3,000	3,090	3,090
Overtime	168,024	125,054	71,815	66,056	66,056	67,955	67,955
Temp. Full-Time	0	2,013	0	0	0	0	0
Part-Time	1,189	574	0	1,190	1,190	0	0
Incentive Pay	2,268	2,385	0	2,500	2,500	2,500	2,500
Other Compensation	7,120	2,151	2,048	0	0	0	0
Sick Pay	77,127	58,443	111,671	77,256	77,256	79,681	104,989
Vacation Pay	187,731	192,520	191,083	202,580	202,580	209,318	214,260
Holiday Pay	94,584	22,391	7,898	118,944	118,944	122,742	125,856
Fringes	1,071,690	1,026,568	694,436	1,013,018	1,038,778	1,086,856	1,026,899
Unemployment Compensation	5,937	7,468	2,337	0	0	0	0
Salaries & Fringe Benefits	3,681,486	3,505,608	2,622,160	3,509,010	3,573,410	3,749,991	3,671,040
Training & Conferences	6,567	8,137	1,843	3,500	3,500	3,800	3,800
Employee Recruitment	1,267	1,405	0	2,550	2,550	2,500	2,550
Parking Permits	67	0	3	360	360	360	360
Office Supplies	2,731	3,305	2,113	3,996	3,996	3,996	3,996
Subscriptions	573	591	877	454	454	686	686
Memberships & Licenses	4,345	4,700	4,562	4,600	4,600	4,600	4,600
Postage & Freight	816	1,505	853	4,353	4,353	4,353	4,353
Awards & Recognition	10	117	453	300	300	600	600
Building Maintenance/Janitor.	0	0	454	0	0	0	0
Food & Provisions	853	1,179	258	500	500	500	500
Insurance	179,376	190,285	97,436	76,458	76,458	134,250	72,140
Rent	0	57	74	0	0	0	0
Depreciation Expense	539,325	571,706	459,064	612,085	612,085	648,472	651,646
Administrative Expense	735,930	782,987	567,990	709,156	709,156	804,117	745,231
Landscape Supplies	498	1,135	566	0	0	0	0
Shop Supplies & Tools	18,768	22,367	15,136	15,960	15,960	16,510	16,510
Miscellaneous Supplies	922	676	704	0	0	0	0
Printing & Reproduction	21,055	17,329	20,490	23,465	26,465	23,465	23,465
Clothing	2,658	4,592	1,877	6,180	6,180	6,375	6,375
Gas Purchases	407,679	589,602	382,598	599,731	628,131	656,496	837,050
Safety Supplies	63	547	32	500	500	500	500
Vehicle & Equipment Parts	130,663	142,414	118,470	134,530	140,030	145,000	145,000
Miscellaneous Equipment	3,698	213	3,927	3,500	3,500	3,500	3,500
Signs	98	1,713	1,105	0	0	0	0
Supplies & Materials	586,102	780,588	544,905	783,866	820,766	851,846	1,032,400
Accounting/Audit	11,717	11,674	9,473	9,372	9,372	9,571	9,571
Bank Services	3,245	4,626	2,313	3,000	3,000	3,000	3,000
Consulting Services	64,735	6,396	2,386	0	0	2,000	2,000
Collection Services	1,288	3,031	2,535	2,076	2,076	2,847	2,847
Contractor Fees	2,820,516	2,869,324	1,922,292	3,095,828	3,095,828	3,386,528	3,202,118
Temporary Help	0	0	4,690	0	3,000	0	0
Advertising	40,670	38,751	28,591	37,000	37,000	46,000	46,000
Health Services	6,279	6,503	4,977	7,350	7,350	7,350	7,350
Snow Removal Services	2,391	9,287	845	0	0	3,000	3,000
Laundry Services	4,170	4,084	3,721	4,000	4,000	4,600	4,600
Other Contracts/Obligations	37,189	45,032	25,597	33,400	33,400	46,175	35,900
Purchased Services	2,992,200	2,998,708	2,007,420	3,192,026	3,195,026	3,511,071	3,316,386

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
Electric	46,102	52,944	41,038	50,925	50,925	57,709	57,709
Gas	18,194	18,883	10,799	34,416	34,416	22,007	22,007
Water	6,159	6,420	4,574	8,169	8,169	6,122	6,122
Waste Disposal/Collection	4,423	2,864	1,617	6,847	6,847	2,233	2,233
Stormwater	5,956	6,484	4,861	6,123	6,123	7,242	7,242
Telephone	3,839	3,539	5,693	4,632	4,632	9,300	4,500
Cellular Telephone	0	0	0	0	0	0	4,800
Utilities	84,673	91,134	68,582	111,112	111,112	104,613	104,613
Building Repair & Maintenance	109	0	0	0	0	0	0
Vehicle Repair & Maintenance	6,599	2,107	5,757	1,500	1,500	6,500	1,500
Equipment Repair & Maintenanc	2,400	2,174	2,317	1,400	1,400	1,400	1,400
Communications Equip. Repairs	0	264	634	0	0	0	0
Facilities Charges	111,697	103,945	66,631	118,568	118,568	115,567	111,499
Software Support	10,809	12,896	9,625	15,500	15,500	60,052	57,552
CEA Equipment Rental	0	0	1,228	0	0	0	5,000
Repair & Maintenance	131,614	121,386	86,192	136,968	136,968	183,519	176,951
Buildings	1,090	0	11,998	0	136,000	0	0
Machinery & Equipment	758	0	203,565	0	240,077	0	45,000
Vehicles	0	0	0	0	90,000	0	0
Capital Expenditures	1,848	0	215,563	0	466,077	0	45,000
TOTAL EXPENSES	8,213,853	8,280,411	6,112,466	8,442,138	9,012,515	9,205,157	9,091,621

CITY OF APPLETON 2013 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Charges for Services	$ 1,324,831	$ 1,436,390	$ 1,506,571	$ 1,512,198	$ 1,596,891
Miscellaneous	58,909	75,702	164,042	164,042	87,100
Total Revenues	1,383,740	1,512,092	1,670,613	1,676,240	1,683,991
Expenses					
Operating Expenses	7,674,523	7,708,704	7,830,053	7,714,496	8,394,975
Depreciation	539,325	571,706	612,085	612,085	651,646
Total Expenses	8,213,848	8,280,410	8,442,138	8,326,581	9,046,621
Revenues over (under) Expenses	(6,830,108)	(6,768,318)	(6,771,525)	(6,650,341)	(7,362,630)
Non-Operating Revenues (Expenses)					
Investment Income	36,011	-	50,000	50,000	50,000
Operating & Capital Subsidies	5,856,887	5,911,742	5,718,636	5,988,109	6,261,819
Total Non-Operating	5,892,898	5,911,742	5,768,636	6,038,109	6,311,819
Income (Loss) Before Contributions and Transfers	(937,210)	(856,576)	(1,002,889)	(612,232)	(1,050,811)
Contributions and Transfers In (Out)					
General Fund	538,667	441,519	554,920	564,920	570,469
Capital Projects	-	-	-	-	-
Net Income (Loss)	(398,543)	(415,057)	(447,969)	(47,312)	(480,342)
Capital Contributions	635,743	605,512	-	-	-
Change in Net Assets	237,200	190,455	(447,969)	(47,312)	(480,342)
Total Net Assets - Beginning	6,140,482	6,377,682	6,568,137	6,568,137	6,520,825
Total Net Assets - Ending	$ 6,377,682	$ 6,568,137	$ 6,120,168	$ 6,520,825	$ 6,040,483

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	$ 234,177	$ 113,016
+ Change in Net Assets	(47,312)	(480,342)
+ Depreciation	612,085	651,646
- Fixed Assets	(685,934)	(45,000)
+ F/A Funded by Restricted Cash	-	45,000
Working Cash - End of Year	$ 113,016	$ 284,320

CITY OF APPLETON 2013 BUDGET

PUBLIC WORKS DEPARTMENT

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Nathan D. Loper

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2012 EVENTS

Celebrated National Public Works Week

Implemented second year of City-wide bike lane plan

Implemented changes to 5th floor customer service area including Health Department responsibilities returning to the Health Office. Remainder of the fifth floor departments continued to be serviced by this customer service team.

Reconstructed Washington Street and Soldier Square

Developed new departmental policies and procedures to manage staff previously governed by union contracts

Completed Eighth Street pocket park in conjunction with railroad closure

Implemented joint program with the Assessor's Office to conduct clearwater/assessment inspections collaboratively reducing average inspection time by 15 minutes

Resealed the beautification strip and street light poles on College Avenue between Drew Street and Richmond Street

Completed 1,881 building sketches for the Assessor's Office to help them meet Wisconsin Department of Revenue requirements

The reconstruction of Wisconsin Avenue won a national award from the American Concrete Pavement Association

Contracted with Valley Transit to remove snow from 11 of their bus shelters, allowing their mechanics to focus on equipment maintenance

Promoted the Public Works Department by participating in public events, including "Things That Go" and "Paper Discovery"

Hosted the APWA 2012 State Conference for the first time since 2002

Customer service staff participated in a LEAN review team to streamline collection of certificates of insurance

Created an "equipment training tracker" with the help of the Information Services Department to track all employees' equipment training, upgrading the process from manual to electronic

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

MAJOR 2013 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 Information Services Department to improve the DPW web page to provide better information to our customers

Implement third year of adopted City-wide on-street bike lane plan

Continue to review processes using LEAN initiative

Work with Outagamie County to reconstruct Ballard Road from Wisconsin Avenue to Longview Drive

Implement new employee uniform and clothing policies

Work with WisDOT to complete the HWY 41/HWY 47 interchange improvements

Work with Outagamie and Calumet Counties to install signals at the Coop Road/CTH KK intersection

Complete the GPS pilot program. GPS units will be added to replacement vehicles (new) when requested by department heads. Some of the benefits from using GPS units include: increased safety in knowing where vehicles are at all times; increased efficiency in enabling staff to take the most direct route to and from job sites; decreased costs through improved routing and dispatching; decreased costs throught the elimination of idle time and unauthorized travel; and, improved productivity through monitoring the start and end of the work day.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 2,664,739	$ 2,752,244	$ 1,785,900	$ 1,785,900	$ 2,884,312	61.50%
Program Expenses							
17011	Administrative Service	1,409,676	1,328,170	1,247,197	1,247,197	1,128,019	-9.56%
17014	Concrete Reconstruction	2,954,965	1,953,433	1,925,646	2,006,138	2,738,403	42.21%
17015	Sidewalk Reconstruction	563,413	596,994	599,675	608,801	661,101	10.24%
17016	Asphalt Reconstruction	838,873	1,297,506	870,459	870,459	1,280,817	47.14%
17022	Traffic - Control	747,424	826,473	908,474	948,034	942,248	3.72%
17023	Street Lighting	1,413,759	1,463,196	1,522,270	1,522,270	1,552,912	2.01%
17031	MSB Administration	1,074,069	1,027,550	1,167,187	1,167,187	1,139,538	-2.37%
17032	Street Repair	1,606,804	1,234,906	1,778,608	1,778,608	1,556,435	-12.49%
17033	Snow & Ice Control	932,370	1,622,193	1,268,018	1,268,018	1,206,094	-4.88%
17034	Forestry	751,714	1,018,582	791,552	791,552	972,357	22.84%
15520	Inspections	689,282	542,570	531,967	531,967	531,233	-0.14%
TOTAL		$ 12,982,349	$ 12,911,573	$ 12,611,053	$ 12,740,231	$ 13,709,157	8.71%
Expenses Comprised Of:							
Personnel		5,084,465	5,161,692	5,107,508	5,107,508	5,019,087	-1.73%
Administrative Expense		58,546	49,709	59,882	59,882	58,233	-2.75%
Supplies & Materials		1,004,344	1,753,789	1,092,729	1,149,289	1,488,873	36.25%
Purchased Services		643,352	705,477	1,080,463	1,117,463	934,348	-13.52%
Utilities		1,574,587	1,631,368	1,703,767	1,703,767	1,714,784	0.65%
Repair & Maintenance		1,300,837	1,506,763	1,430,996	1,430,996	1,530,181	6.93%
Capital Expenditures		3,316,218	2,102,775	2,135,708	2,171,326	2,963,651	38.77%
Full Time Equivalent Staff:							
Personnel allocated to programs		63.22	62.01	62.49	62.49	62.08	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Administrative Services **Business Unit 17011**

PROGRAM MISSION

To provide supervision, training and leadership in all department functions and activities.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Work with the Information 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:

In 2011, the street excavation permit process changed to include sidewalk permits. Due to the change, revenues increased substantially between 2010 and 2011, and continue in 2012. The 2013 budget reflects this increase.

The decrease in personnel expenses is a result of allocating a portion of the Assistant City Engineer, Records Technician and Engineering Tech Foreman positions to the Utilities funds to better reflect their daily duties.

Miscellaneous equipment expense includes 25% ($2,500) of the cost of a new plotter to be used for large design drawings as well as larger copies. The other 75% of the cost will be funded from the Utilities budgets. Additionally, $2,520 is included for the cost of 5 new aircards for the inspector laptops. The cards will allow them full access in the field making them more efficient.

The $1,650 budgeted in software support represents maintenance costs for the Eagle Point software used by the surveyor and engineering techs, and data storage and support for the software associated with the GPS units.

(continued next page)

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Ordinance compliance					
Construction permits sold	459	561	500	550	550
Recovery of project costs					
# of assessment bills prepared	2,693	2,272	2,400	2,400	2,400
Compliance with city regulations					
# of site plans reviewed	25	29	30	32	35
Strategic Outcomes					
Effective use of budgeted funds					
% of budget dollars obligated	100%	101%	100%	100%	100%
Consistent & current information					
Policies reviewed and updated	2	4	6	6	5
Work Process Outputs					
Service provided					
# of agenda items prepared	276	242	290	275	275
Improvements/additions to infrastructure					
$ of projects bid for all funds	$ 22,674,657	$ 23,150,537	$ 21,350,000	$ 21,350,000	$ 21,782,171

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Administrative Services **Business Unit 17011**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4319 Street & Sidewalk Cement	$ 675	$ 645	$ 675	$ 675	$ 675
4324 Street Vendor	518	533	400	400	-
4408 Sidewalk	1,695	40	4,000	4,000	2,000
4409 Street Occupancy	2,965	7,446	4,000	4,000	5,000
4410 Street Excavation	7,165	25,618	6,500	6,500	18,000
5010 Misc Revenue - Nontax	3,996	2,510	2,500	2,500	3,000
5011 Misc Revenue - Tax	-	115	50	50	50
5035 Other Reimbursements	3,555	-	-	-	-
Total Revenue	$ 20,569	$ 36,907	$ 18,125	$ 18,125	$ 28,725
Expenses					
6101 Regular Salaries	$ 879,065	$ 844,839	$ 761,641	$ 761,641	$ 703,957
6104 Call Time	135	-	1,000	1,000	100
6105 Overtime	7,404	4,761	7,500	7,500	5,500
6108 Part-Time	1,613	1,641	2,826	2,826	1,109
6150 Fringes	353,627	312,767	296,514	296,514	251,777
6201 Training\Conferences	15,714	9,444	14,015	14,015	14,000
6206 Parking Permits	10,908	10,782	10,722	10,722	11,058
6301 Office Supplies	6,464	4,745	6,200	6,200	5,600
6303 Memberships & Licenses	4,741	4,159	5,100	5,100	4,100
6304 Postage\Freight	329	39	500	500	400
6305 Awards & Recognition	1,257	615	500	500	1,000
6309 Shop Supplies & Tools	5,973	5,982	6,200	6,200	6,200
6315 Books & Library Materials	-	591	400	400	400
6320 Printing & Reproduction	11,419	15,218	17,800	17,800	15,800
6321 Clothing	2,400	2,753	2,700	2,700	400
6323 Safety Supplies	534	373	450	450	400
6327 Miscellaneous Equipment	971	4,024	2,300	2,300	9,570
6328 Signs	15,472	-	-	-	-
6402 Legal Fees	297	95	175	175	175
6404 Consulting Services	2,506	2,954	1,700	1,700	2,100
6412 Advertising/Publication	2,310	2,351	2,400	2,400	2,450
6413 Utilities	9,148	10,358	13,324	13,324	13,148
6418 Equip Repairs & Maint	3,144	3,592	5,500	5,500	4,000
6424 Software support	-	-	-	-	1,650
6425 CEA Equip. Rental	57,779	64,633	71,180	71,180	72,325
6431 Interpreter Services	-	-	50	50	-
6451 Laundry Services	3,853	3,375	3,900	3,900	800
6599 Other Contracts/Obligations	12,613	18,079	12,600	12,600	-
Total Expense	$ 1,409,676	$ 1,328,170	$ 1,247,197	$ 1,247,197	$ 1,128,019

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Printing & Reproduction

Bid documents/copier chgs	$ 11,000
Inspection forms	4,800
	$ 15,800

Major Changes in Revenue, Expenditures or programs (continued)

This budget shows a reduction in laundry service and clothing reflecting the policy change for uniform and clothing allowance. Clothing allowance will now become a fringe benefit paid through payroll.

In the past, Digger's Hotline costs were being expensed in this budget (other contracts/obligations). For 2013, they are moved to the Utilities budgets since the costs are associated with locating utility lines.

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Concrete Reconstruction **Business Unit 17014**

PROGRAM MISSION

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Implement the 2013 concrete reconstruction program

Identify streets that are below standards and incorporate them into our five-year plan

Coordinate street reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience

Coordinate current and future paving projects with affected municipal and governmental agencies

Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of the city streets

Major Changes in Revenue, Expenditures, or Programs:

The $875,334 of other reimbursement revenue represents Outagamie County's share of the Ballard Road reconstruction project in which the City is the lead agency.

The remaining portion of Washington Street in front of the former Washington Place building will be reconstructed in 2013. The cost of the project will be recorded in the Tax Incremental District #2 budget (page 210) in accordance with provisions of the Wisconsin Statutes. Wisconsin Statutes allow the Tax Incremental District to remain open and use the increment to fund affordable housing and other items which would improve the City's housing stock. This can include projects which enhance the conditions in the neighborhood.

Please see Projects, page 596 for further detail about this program.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	24.96	23.40	25.00	23.00	23.00
Miles of street under min. rideability	14.23	12.20	14.00	12.00	12.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets	340.27	342.18	341.46	342.13	342.13
Total miles in concrete	225.67	227.57	229.79	229.60	231.81
% of total miles reconstructed (concrete to concrete)	0.56%	0.77%	0.16%	0.21%	0.65%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed (asphalt or concrete to concrete)	1.89	2.62	0.55	0.71	2.24
Expansion of street system					
Miles of new grade & gravel streets	0.00	0.47	0.00	0.00	0.00

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Concrete Reconstruction **Business Unit 17014**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4224 Miscellaneous State Aid	$ 384,335	$ 169,970	$ -	$ -	$ -
4602 Concrete Paving	424,234	1,060,199	400,000	400,000	575,000
4615 Grade & Gravel	6,621	39,516	5,000	5,000	12,000
5035 Other Reimbursements	519,613	42,564	155,000	155,000	875,334
Total Revenue	$ 1,334,803	$ 1,312,249	$ 560,000	$ 560,000	$ 1,462,334
Expenses					
6101 Regular Salaries	$ 137,103	$ 197,611	$ 138,928	$ 138,928	$ 170,491
6105 Overtime	4,461	2,063	3,500	3,500	3,852
6108 Part-Time	8,078	9,625	7,001	7,001	4,542
6150 Fringes	59,420	79,350	47,806	47,806	66,340
6308 Landscape Supplies	2,395	1,722	2,500	2,500	9,118
6325 Construction Materials	302,141	567,487	49,000	63,000	261,000
6328 Signs	20,474	27,893	22,825	37,825	28,372
6404 Consulting Services	67,544	32,054	27,500	52,500	105,000
6408 Contractor Fees	20,843	32,525	446,000	446,000	301,875
6425 CEA Equip. Rental	4,414	21,243	5,117	5,117	6,000
6599 Other Contracts/Obligations	1,945	455	-	-	-
6801 Land	705,445	18,190	124,980	137,992	25,000
6809 Infrastructure Construction	1,620,702	963,215	1,050,489	1,063,969	1,756,813
Total Expense	$ 2,954,965	$ 1,953,433	$ 1,925,646	$ 2,006,138	$ 2,738,403

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

2013	Street	From	To	General Fund
Labor Pool				**245,225**
CEA				**6,000**
Land	Misc Land acquisition for street project			25,000
	Subtotal			**25,000**
Consulting	Misc Consultant Design			25,000
	E. South River St.	Retaining wall design		30,000
	Calumet St / Coop	Intersection design analysis		50,000
	Subtotal			**105,000**
Reconstruction				
	Ballard Rd	Wisconsin Ave	Longview St	1,620,988
	Calumet St	at Coop Rd	HSIP Funds **	83,539
	Capitol Dr	at Ballard Rd	widen east leg	381,950
	Olde Oneida St	South Island St	South Island St	270,701
	Subtotal			**2,357,178**
Total Concrete Paving				**$ 2,738,403**

** Highway Safety Improvement Program project. Amount budgeted is City share of the project only since State will be holding the contracts.

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Sidewalk Construction **Business Unit 17015**

PROGRAM MISSION

To provide a safe pedestrian transportation system throughout the City.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Monitor the impact of the sidewalk policy

Improve public awareness of the sidewalk policy

Investigate equipment alternatives to best address hazardous sidewalk locations

Major Changes in Revenue, Expenditures, or Programs:

The cost of the sidewalk reconstruction on Washington Street in front of the former Washington Place building, on one block of Harriman Street, and in qualifying neighborhoods within the Green Dot program totaling $52,949 will be recorded in the Tax Incremental District #2 budget (page 210). Wisconsin Statutes allow the District to remain open and use the increment to fund affordable housing and other items which would improve the City's housing stock. This can include projects which enhance the conditions in the neighborhood.

Please see Projects, page 604 for further detail about this program.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
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%	0.1%	0.5%	0.1%	0.1%
Minimize liability					
# of insurance claims from defective sidewalks	5	6	1	0	0
Work Process Outputs					
Defective sidewalks					
Miles of green dot	1.7	6.8	1.8	1.8	1.8
Request for replacement					
Miles	0.03	0.06	0.3	0.3	0.3
Expansion of pedestrian walkways					
Miles of new sidewalks	0.03	0.43	1.0	1.0	1.0

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Sidewalk Construction **Business Unit 17015**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4607 Sidewalks	$ 15,658	$ 50,827	$ 10,000	$ 10,000	$ 3,000
4801 Charges for Serv.- Nontax	5,011	2,808	-	-	-
Total Revenue	$ 20,669	$ 53,635	$ 10,000	$ 10,000	$ 3,000
Expenses					
6101 Regular Salaries	$ 29,750	$ 54,282	$ 50,191	$ 50,191	$ 50,112
6105 Overtime	904	798	1,000	1,000	1,100
6108 Part-Time	3,090	3,473	4,410	4,410	601
6150 Fringes	14,071	22,642	20,374	20,374	16,963
6309 Shop Supplies	106	541	-	-	-
6328 Signs	69	176	-	-	-
6408 Contractor Fees	20,074	23,051	-	-	-
6425 CEA Equip. Rental	3,992	2,203	6,420	6,420	2,500
6809 Infrastructure Construction	491,357	489,828	517,280	526,406	589,825
Total Expense	$ 563,413	$ 596,994	$ 599,675	$ 608,801	$ 661,101

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

2013	General Fund
Labor Pool	68,776
CEA	2,500
Sidewalk Construction	
Green Dot	159,701
General	30,000
Patch Contract	15,000
Safestep sawcutting	30,000
New Concrete	36,450
Sidewalk Stairway repairs	-
Reconstruction - Concrete	199,600
Reconstruction - Asphalt	119,074
Subtotal	**589,825**
Total	**$ 661,101**

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Asphalt Reconstruction **Business Unit 17016**

PROGRAM MISSION

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Implement the 2013 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. The $93,827 in other reimbursements noted on the following page represents the asphalt reimbursement.

Local Road Improvement Project funds (LRIP), received every two to three years, are anticipated to be $155,726 in 2013. Since the reimbursement is for the anticipated reconstruction of Atlantic, Roosevelt, Tonka and Harriman Streets, which are all asphalt streets, the reimbursement is budgeted here. LRIP funds received in the recent past have been for concrete streets and thus were recorded in the Concrete Reconstruction (17014) budget.

The cost of the asphalt reconstruction for one block of Harriman Street totaling $87,800 will be recorded in the Tax Incremental District #2 budget (page 210). Wisconsin Statutes allow the District to remain open and use the increment to fund affordable housing and other items which would improve the City's housing stock. This can include projects which enhance the conditions of the neighborhood.

The increase in sign costs is related to the type of street being reconstructed. With more asphalt streets being worked on, which are typically narrower, more "No Parking" signs are needed.

Please see Projects, page 592 for further detail about this program.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	29.09	26.85	29.00	27.00	27.00
Miles under minimum rideability	35.58	29.62	35.00	30.00	30.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets in city	340.27	342.18	341.46	342.13	342.13
Total miles in asphalt	94.29	94.53	94.87	94.47	94.47
% of total miles reconstructed	0.29%	0.48%	0.34%	0.22%	0.41%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed	1.00	1.63	1.16	0.76	1.40

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Asphalt Reconstruction **Business Unit 17016**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4224 Miscellaneous State Aid	$ -	$ -	$ -	$ -	$ 155,726
4601 Asphalt Paving	353,346	435,934	300,000	300,000	330,000
5035 Other Reimbursements	-	90,725	-	-	93,827
Total Revenue	$ 353,346	$ 526,659	$ 300,000	$ 300,000	$ 579,553
Expenses					
6101 Regular Salaries	$ 71,425	$ 137,909	$ 103,051	$ 103,051	$ 153,106
6104 Call Time	-	356	-	-	-
6105 Overtime	2,352	3,388	4,000	4,000	4,301
6108 Part-Time	2,606	4,993	2,674	2,674	1,536
6150 Fringes	33,231	63,080	37,780	37,780	60,885
6308 Landscape Supplies	2,345	3,651	5,960	5,960	8,633
6316 Miscellaneous Supplies	-	72	-	-	-
6325 Construction Materials	172,738	357,305	208,044	208,044	377,570
6328 Signs	3,389	3,645	5,600	5,600	10,500
6404 Consulting Services	594	1,399	-	-	-
6408 Contractor Fees	4,653	36,590	8,210	8,210	15,843
6425 CEA Equip. Rental	46,677	53,325	52,181	52,181	56,430
6599 Other Contracts/Obligations	150	150	-	-	-
6809 Infrastructure Construction	498,713	631,643	442,959	442,959	592,013
Total Expense	$ 838,873	$ 1,297,506	$ 870,459	$ 870,459	$ 1,280,817

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

2013	Street	From	To	General Fund Asphalt
Labor Pool				**219,828**
CEA				**56,430**
Partial Reconstruction				
	USA Youth parking lots			93,827
	CTH JJ (County prog.	Richmond St	Ballard Rd	10,000
	Heritage Woods Dr	Valley Rd	1390' north	88,722
	Subtotal			**192,549**
Total Reconstruction				
	Atlantic St	Rankin St	Tonka St	94,818
	Douglas St	Spencer St	College Ave	151,883
	Gunn St	Walter Ave	Telulah Ave	85,289
	Harriman St	Wisconsin Ave	Parkway Blvd	164,185
	Outagamie St	Spencer St	College Ave	151,533
	Roosevelt St	Alvin St	Clark St	73,010
	Tonka St	North St	Atlantic St	91,292
	Subtotal			**812,010**
Total Asphalt Pavement				**$ 1,280,817**

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT
Traffic Control and Maintenance **Business Unit 17022**

PROGRAM MISSION

To maintain and install the appropriate traffic control devices to provide a safe and efficient transportation system throughout the City.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Respond to requests for special studies from alderpersons, citizens and City staff for all traffic related issues
Work with the engineering staff and developers to design streets for safety and efficiency
Improve safety within the public right-of-way by analyzing recommendations from traffic accident analysis and annual sign visibility surveys
Ensure traffic control signage is highly visible both during daylight and night time hours and is installed in accordance with prescribed standards and guidelines

Major Changes in Revenue, Expenditures, or Programs:

Included in contractor fees is $49,000 to install bike lanes on 4.2 miles of roadway (if parking is removed from both sides of the street). This is more than twice the length that was completed in 2012. This represents the third year of implementing the adopted City-wide on-street bike lane plan. The 2013 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 3.6% increase in electricity charges.

This budget also includes the replacement of a 13 yr old cutter plotter (used by the sign shop to make customized signs) and the upgrade of electrical truck #495, approved by the CEA Review Committee in April.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Safe, reliable traffic control					
# of changes to traffic controls	17	13	25	25	25
# of changes to parking restrictions	77	139	60	60	70
% of signs installed or replaced	*See note	4.01%	14.30%	14.30%	12.00%
Intersections in the City					
# of controlled intersections	1,392	1,432	1,420	1,432	1,440
# of uncontrolled intersections	690	704	675	704	710
Strategic Outcomes					
Effective traffic control devices					
# of accidents per street mile	3.27	3.43	3.27	3.37	3.30
Efficient use of staff					
# of signals maintained for other municipalities	27	27	29	28	29
Work Process Outputs					
Service provided					
# of traffic control signs & signals	38 Signals	40 Signals	45 Signals	40 Signals	40 Signals
repaired from knockdowns	*See note	> 98 Signs *	150 Signs	125 Signs	125 Signs
Respond to system demands					
# of responses for traffic & parking related changes	68	74	75	65	65

* This data unavailable due to transition to new sign inventory system

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT
Traffic Control and Maintenance **Business Unit 17022**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4801 Charges for Serv.- Nontax	$ -	$ 8,107	$ 300	$ 300	$ 300
4802 Charges for Serv.- Tax	11,231	13,248	10,000	10,000	13,000
4908 Misc. Intergov.Charges	63,253	29,408	61,500	61,500	61,500
5010 Misc Revenue - Nontax	7,217	1,416	1,275	1,275	1,400
5030 Damage to City Property	23,627	21,117	40,000	40,000	35,000
5035 Other Reimbursements	2,092	4,685	-	-	-
Total Revenue	$ 107,420	$ 77,981	$ 113,075	$ 113,075	$ 111,200
Expenses					
6102 Labor Pool Allocations	$ 251,762	$ 231,974	$ 281,907	$ 281,907	$ 287,931
6104 Call Time	5,198	5,773	7,500	7,500	6,500
6105 Overtime	9,815	10,948	11,000	11,000	11,000
6108 Part-Time	19,405	15,150	23,053	23,053	23,584
6150 Fringes	116,612	103,596	115,560	115,560	121,076
6309 Shop Supplies & Tools	6,007	6,039	5,860	5,860	6,160
6311 Paint & Supplies	352	309	100	100	200
6325 Construction Materials	93,670	131,622	117,000	144,560	117,000
6327 Miscellaneous Equipment	3,325	3,355	2,500	2,500	12,400
6328 Signs	53,083	63,593	75,660	75,660	73,000
6408 Contractor Fees	73,253	111,120	122,000	134,000	136,000
6413 Utilities	56,881	73,062	76,197	76,197	73,872
6418 Equip Repairs & Maint	4,075	9,413	12,000	12,000	11,700
6425 CEA Equip. Rental	59,757	65,192	62,837	62,837	66,525
6429 Interfund Allocations	(5,771)	(4,673)	(4,700)	(4,700)	(4,700)
Total Expense	$ 747,424	$ 826,473	$ 908,474	$ 948,034	$ 942,248

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Construction Materials	
Knockdowns - Appleton	$ 21,000
Knockdowns - Grand Chute/Outagamie	9,000
LED replacements	32,000
Replace failed equipment	18,000
Misc projects, upgrades & expenses	17,000
Communication grid maint/upgrades	10,000
Painted hardware removal	2,500
Traffic camera system maintenance	7,500
	$ 117,000

Signs	
Green dot	$ 15,500
Ordinance change	13,200
School zone upgrades	12,000
Knockdowns	14,800
Special events	3,160
Vandalism	7,000
On-street bike lane	5,000
Other projects	2,340
	$ 73,000

Contractor Fees	
Cross walks/stoplines-1/3 Pavement marking	$ 30,000
Maintenance of long-line including retrace, reconfig and special projects	57,000
On-street bike lane marking	49,000
	$ 136,000

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Street Lighting **Business Unit 17023**

PROGRAM MISSION

To provide and maintain consistent quality street lighting throughout the City.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain consistent street lighting throughout the City by performing routine maintenance, replacing malfunctioning lights and repairing lights when damaged.

Initiate installation and maintenance of street lights along all new City streets and in those areas that do not meet our current lighting standard

Major 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.

Included in this budget is the addition of street lighting on Banta Court under the College Ave bridge ($20,000).

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Cost of street lighting					
Avg. monthly cost of power per light	$ 15.29	$ 16.36	$ 15.94	$ 15.94	$ 16.41
Strategic Outcomes					
Safety provided by street lighting					
Number of street lights in the system	8,163	8,260	8,280	8,280	8,300
City owned	718	780	800	800	810
Utility owned	7,445	7,480	7,480	7,480	7,490
Work Process Outputs					
Responses to unsafe lighting conditions					
# of street lights repaired because of accidents, acts of nature, or equipment failures	70	56	50	50	45

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Street Lighting **Business Unit 17023**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4612 Street Lights	$ 68,299	$ 71,291	$ 69,000	$ 69,000	$ 71,000
Total Revenue	$ 68,299	$ 71,291	$ 69,000	$ 69,000	$ 71,000
Expenses					
6102 Labor Pool Allocations	$ 5,336	$ 8,004	$ 10,614	$ 10,614	$ 10,717
6104 Call Time	84	170	135	135	150
6105 Overtime	106	-	175	175	125
6108 Part-Time	51	1,449	-	-	-
6150 Fringes	2,348	3,359	2,603	2,603	2,678
6325 Construction Materials	4,936	10,169	12,000	12,000	10,000
6408 Contractor Fees	-	5,047	6,000	6,000	26,000
6413 Utilities	1,400,673	1,434,716	1,490,743	1,490,743	1,503,242
6425 CEA Equip. Rental	225	282	-	-	-
Total Expense	$ 1,413,759	$ 1,463,196	$ 1,522,270	$ 1,522,270	$ 1,552,912

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Contractor Fees

Additions/modifications to 7,500+ street lights leased from WE Energies	$ 6,000
Add street lighting on Banta Court	-
under College Ave bridge	$ 20,000
	$ 26,000

CITY OF APPLETON 2013 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration **Business Unit 17031**

PROGRAM MISSION

To provide administration and support services to meet the operational requirements of the Department of Public Works

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Improve the efficiency and effectiveness of the inventory handling procedures and employ practices to minimize out of stock items and inventory count discrepancies
Improve training to create a safe workplace and minimize employee and equipment accidents and damage
Monitor and review invoice processing procedures to minimize past due invoices and improve budget variance reports
Educate the citizens on the services provided through phone calls, walk-ins, the City Guide newsletter, new resident mailings, web page, and the Department of Public Works information line
Coordinate in-house training programs so that more topics are covered during Safety Day training, reducing the number of single topic training sessions
Change how the number of equipment/vehicle accidents are recorded (below). To date, only accidents involving Street, Sanitation, Water Distribution, Traffic, and CEA have been reported out in this indicator. Beginning in 2012, accidents involving the following groups will also be incorporated into the performance indicator: Engineering, Inspections, Parking, and Forestry.

Major Changes in Revenue, Expenditures, or Programs:

This budget includes the cost of additional racking and shelving in the cold storage building areas and stock room. Also included is a Wi-Fi Hub antenna and stockroom improvements. Additionally, the budget includes $5,000 for the purchase of two semi-ruggedized laptops for the Traffic Division to be used by the electricians. The computers will be used for utility locates, plan reviews, as-builts, inventory, etc. while in the field, saving staff time, equipment and fuel in not having to return to the office multiple times per day.

The crews out at the Municipal Service Building (MSB) will be doing our annual spring cleaning prior to National Public Works Week eliminating the $2,000 cost for this service.

Clothing and laundry service expenses declined with the change to an employee clothing allowance rather than City provided uniforms.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Assure safe working conditions					
# of in-house safety training programs conducted	22	22	30	30	30
# of equipment/vehicle accidents	14	45	13	25	25
Preventable	7	24	5	10	8
Non-preventable	7	21	8	15	15
# of employee injury accidents	14	22	10	6	6
Annual # of violations found during monthly building inspections	36	56	50	50	50
Strategic Outcomes					
Safeguard Assets					
$ adjustment of inventory at year end	$ 5,150	$ 2,603	$ 500	$ 1,000	$ 1,000
Turnover ratio of inventory	0.88	0.89	0.89	0.89	0.89
# of work days lost due to injuries	82	97	40	20	30
Work Process Outputs					
Efficient purchasing and inventory management					
# of purchase orders generated	592	503	618	580	600
$ value of items issued from inventory	$ 455,123	$ 486,517	$ 430,000	$ 458,800	$ 460,000
# of shipments received	7,038	6,885	7,000	6,800	6,800

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT
Municipal Services Building Administration **Business Unit 17031**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
5035 Other reimbursements	$ -	$ 58,431	$ -	$ -	$ -
Total Revenue	$ -	$ 58,431	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 413,296	$ 424,343	$ 507,606	$ 507,606	$ 518,614
6104 Call Time	239	211	300	300	300
6105 Overtime	1,139	3,771	1,350	1,350	1,300
6108 Part-Time	25,149	25,643	27,707	27,707	11,706
6150 Fringes	174,326	164,616	198,468	198,468	180,972
6201 Training\Conferences	1,688	2,947	6,500	6,500	5,500
6301 Office Supplies	1,805	2,082	2,200	2,200	2,150
6302 Subscriptions	3,240	3,914	3,475	3,475	3,475
6303 Memberships & Licenses	1,609	1,618	1,745	1,745	1,865
6304 Postage/Freight	890	917	635	635	795
6305 Awards & Recognition	1,283	1,190	1,190	1,190	1,190
6306 Building Maint./Janitor	4,746	4,518	5,500	5,500	5,500
6309 Shop Supplies & Tools	1,978	2,923	1,750	1,750	1,900
6315 Books & Library Materials	318	567	300	300	400
6320 Printing & Reproduction	4,077	3,535	4,025	4,025	4,000
6321 Clothing	4,150	3,036	3,200	3,200	1,400
6322 Gas Purchases	-	128	-	-	125
6323 Safety Supplies	3,111	2,555	5,500	5,500	5,500
6324 Medical\Lab Supplies	237	374	240	240	300
6325 Construction Materials	1,018	431	1,000	1,000	1,000
6327 Miscellaneous Equipment	8,372	9,757	11,575	11,575	19,100
6407 Collection Services	2,072	2,460	2,580	2,580	2,580
6408 Contractor Fees	900	1,146	-	-	-
6409 Inspection Fees	1,230	750	1,250	1,250	1,250
6413 Utilities	102,853	107,783	116,967	116,967	118,427
6414 Janitorial Services	1,977	-	2,000	2,000	-
6418 Equip Repairs & Maint	3,166	1,986	4,500	4,500	1,000
6419 Communication Eq Repair	140	53	300	300	300
6420 Facilities charges	262,207	216,889	215,585	215,585	215,839
6425 CEA Equip. Rental	35,704	26,918	28,249	28,249	31,500
6430 Health Services	-	34	100	100	100
6451 Laundry Services	11,149	10,455	11,390	11,390	1,450
Total Expense	$ 1,074,069	$ 1,027,550	$ 1,167,187	$ 1,167,187	$ 1,139,538

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment

Wi-Fi Hub for the radios	$ 1,500
Stockroom bench, fan, & ladders	1,250
New Stock room shelving	1,750
Cold storage racking	3,900
Replace one intersection traffic counter	1,150
Replace two roadway traffic counters	1,500
Misc traffic counter equip	450
Semi-rugged laptops (2)	5,000
Purchase one SignCAD license	2,600
	$ 19,100

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Street Repair **Business Unit 17032**

PROGRAM MISSION

To plan and implement a preventative maintenance and repair program to keep the streets in a safe and serviceable condition

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide temporary traffic control barricades and display street decorations in support of City sponsored civic events and celebrations in the City
Maintain City streets by patching potholes, sealing cracks, replacing defective concrete and resurfacing asphalt streets
Provide residents with timely and cost-effective maintenance patches
Monitor the effectiveness of the epoxy patch program to preserve the rideability of our streets
Continue the program of grinding hazardous sidewalks to reduce the potential for trip and falls

Major Changes in Revenue, Expenditures, or Programs:

The number of hazardous walk locations repaired in 2012 was reduced due to a change in how the sidewalk program is managed. The sidewalk replacement program and the sidewalk grinding program have been addressing many of the trip hazards throughout the city. That means that there are less trip hazards reported, resulting in a reduced number of hazards being repaired.

As more and more street reconstruction is delayed, the need to increase the street repair budget is eminent. The City has 342 miles of street to maintain. In the past 5 years, only 1 to 5 miles were being reconstructed annually. This pushes streets way past their useful lives which increases the need for maintenance. At the current rate of reconstruction, each street will be replaced about once every 100 years.

Miscellaneous equipment includes purchasing six new GPS units ($6,300) for snow plow and street division vehicles. Also includes $3,500 for replacement saw blades as we are using many more to saw the concrete water patches.

Included in this budget is the cost of data storage and support for the GPS units that will be in eight of the street vehicles ($2,160).

This budget shows an increase in landscape supplies ($2,000) due to no longer having access to topsoil from the Southeast Industrial Park.

The reduction in construction materials is due to less cold patch being used now that we have the new hot patch machine that uses recycled asphalt and produces a longer lasting patch.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Safety of event participants					
# of civic events supported	21	4	3	3	3
Strategic Outcomes					
Preventive maintenance					
Total miles of streets serviced	340.27	342.17	341.46	342.18	342.18
# of hazardous sidewalk locations repaired	285	71	300	50	50
Miles of asphalt streets resurfaced	<1.0	<1.0	<1.0	<1.0	<1.0
Work Process Outputs					
Repair materials					
Tons of cold patch asphalt applied	250	100	200	150	150
Cubic yards of concrete used for repair	121	20	100	100	100
Pounds of crack filler applied	23,649	22,032	20,000	20,000	20,000

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Street Repair **Business Unit 17032**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4613 Freeway Fence	$ -	$ -	$ 34,900	$ 34,900	$ -
4801 Charges for Serv.- Nontax	43,613	11,233	90,000	90,000	20,000
4908 Misc. Intergov.Charges	57	2,295	-	-	3,000
5010 Misc Revenue - Nontax	4,390	4,426	2,000	2,000	4,000
5015 Rental of City Property	194	-	-	-	-
5030 Damage to City Property	882	11,588	-	-	-
Total Revenue	$ 49,136	$ 29,542	$ 126,900	$ 126,900	$ 27,000
Expenses					
6101 Regular Salaries	$ 521,379	$ 398,109	$ 561,203	$ 561,203	$ 521,441
6104 Call Time	1,015	627	700	700	700
6105 Overtime	13,519	21,929	17,000	17,000	15,657
6108 Part-Time	5,056	3,438	1,600	1,600	1,600
6150 Fringes	255,238	190,399	259,544	259,544	235,255
6308 Landscape Supplies	64	367	350	350	2,350
6309 Shop Supplies & Tools	10,115	13,410	12,000	12,000	12,000
6311 Paint & Supplies	751	3,856	400	400	2,000
6321 Clothing	21	92	-	-	-
6322 Gas Purchases	1,174	539	1,500	1,500	1,500
6325 Construction Materials	104,489	58,427	164,000	164,000	155,500
6327 Miscellaneous Equipment	4,831	7,737	4,000	4,000	13,300
6328 Signs	1,097	131	700	700	700
6404 Consulting Services	27,552	347	30,500	30,500	15,000
6408 Contractor Fees	276,824	207,491	320,450	320,450	205,850
6413 Utilities	4,923	4,632	5,672	5,672	4,207
6415 Tipping Fees	1,645	798	1,900	1,900	1,900
6418 Equip Repairs & Maint	365	304	1,000	1,000	1,000
6420 Facilities charges	-	4,338	1,300	1,300	1,300
6424 Software support	-	-	-	-	2,160
6425 CEA Equip. Rental	373,468	278,559	392,789	392,789	381,190
6429 Interfund Allocations	(640)	-	-	-	(21,575)
6530 Health Services	34	-	-	-	-
6503 Rent	2,333	-	-	-	-
6599 Other Contracts/Obligations	1,551	39,376	2,000	2,000	3,400
Total Expense	$ 1,606,804	$ 1,234,906	$ 1,778,608	$ 1,778,608	$ 1,556,435

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Construction Materials	
Asphalt	$ 65,000
Cold patch/crackfiller	15,000
Concrete	15,000
Gravel	5,000
Material for epoxy patch program	50,000
Misc materials	5,500
	$ 155,500

Consulting Services	
Quadrennial Stairs/Railings/Retaining Wall Inspections - Every 4 yrs	$ 10,000
Miscellaneous consulting	5,000
	$ 15,000

Contractor Fees	
Contractor equip rental	$ 15,000
Bascule bridge pest control	850
Annual bridge maintenance program	5,000
Retaining walls, stairs, end walls maint program - phase 1	50,000
Olde Oneida St over Power Canal - painting & maint	60,000
Patch program	75,000
	$ 205,850

Interfund Allocations	
Hauling biosolids from WWTP to compost site	$ (21,575)
	$ (21,575)

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Snow and Ice Control **Business Unit 17033**

PROGRAM MISSION

To provide snow and ice control for safe travel throughout the City

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain traffic movement on all collector and arterial streets during a storm
Plow all streets within 12 hours of a snowstorm and remove accumulated snow from designated haul routes
Investigate and expand contractual services when necessary to meet current levels of service
Perform an annual review of regional snow plowing agreements to insure they are current and equitable
Monitor sidewalk removal contract to insure quality and timeliness of services
Review snow plow routes and make necessary changes to gain efficiencies
Investigate mailbox damage caused by plows and enforce per City policy
Evaluate use of salt brine and other pre-wetting liquids for snow and ice control

Major Changes in Revenue, Expenditures, or Programs:

The salt budget was reduced by $25,000 in 2013 due to having an adequate supply of salt as a result of the mild 2011-2012 winter. 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.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Timely service provided					
# of major plowing events	10	12	6	6	6
# of other minor plow/salt events	33	39	35	35	35
# of days hauling designated priority snow routes	24	33	25	25	25
Strategic Outcomes					
Efficiency of Program					
# of citizen contacts	191	451	200	200	200
# of miles of sidewalks cleared by:					
Contractor	13.3	13.8	13.8	13.8	13.8
City crews	12.5	12.5	12.5	12.5	12.5
$ contracted to clear sidewalks	$ 72,534	$ 159,719	$ 120,000	$ 120,000	$ 120,000
Work Process Outputs					
Volume of work done					
# of tons of salt used	3,349	4,205	5,500	4,750	5,500
# of miles of streets maintained	340	342	341	341	341
# of miles of sidewalk maintained	25.8	26.3	26.3	26.3	26.3

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Snow and Ice Control **Business Unit 17033**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4608 Snow Removal	$ 80,802	$ 94,897	$ 90,000	$ 90,000	$ 90,000
5010 Misc. Revenue - Nontax	14,885	14,890	14,000	14,000	14,000
Total Revenue	$ 95,687	$ 109,787	$ 104,000	$ 104,000	$ 104,000
Expenses					
6101 Regular Salaries	$ 205,480	$ 301,519	$ 234,329	$ 234,329	$ 215,715
6104 Call Time	24,255	42,444	20,000	20,000	20,000
6105 Overtime	28,218	36,083	49,300	49,300	42,000
6108 Part-Time	148	91	-	-	-
6150 Fringes	112,228	166,634	119,844	119,844	92,767
6308 Landscape Supplies	280	1,493	500	500	500
6309 Shop Supplies & Tools	1,145	558	500	500	500
6325 Snow/Ice Control Materials	145,685	407,940	310,390	310,390	285,300
6326 Vehicle & Equipment Parts	-	330	3,600	3,600	600
6408 Contractor Fees	22,213	8,977	14,500	14,500	15,000
6425 CEA Equip. Rental	284,998	484,084	398,555	398,555	417,212
6429 Interfund Allocations	(2,550)	-	(5,000)	(5,000)	(5,000)
6440 Snow Removal Services	108,610	170,066	120,000	120,000	120,000
6450 Repairs to Private Property	1,660	1,974	1,500	1,500	1,500
Total Expense	$ 932,370	$ 1,622,193	$ 1,268,018	$ 1,268,018	$ 1,206,094

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Snow/Ice Control Materials	
Salt (4,400 tons)	$ 264,000
Brine (35,000 gal)	7,700
Calcium chloride (9,000 gal)	8,100
Ice melt (500 bags)	3,500
Calcium chloride (100 bags)	2,000
	$ 285,300
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.	$ 15,000
	$ 15,000

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Forestry Services **Business Unit 17034**

PROGRAM MISSION

Manage the urban forest to enhance the current and future environmental quality, safety and aesthetics for the benefit of the community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Replenish and maintain approximately 31,000 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

Major Changes in Revenue, Expenditures, or Programs:

The increase in salaries is due to the change of six Arborist positions to Operator II positions in 2012 ($13,978) plus an additonal .20 FTE allocation of a laborer position ($7,563) in 2013. The remaining increase is due to additional clothing allowance (with the elimination of City provided uniforms), longevity, and general pay increases.

The increase in utility expense reflects the expected charges from the Water Utility with the installation of a water hydrant on the lot where all forestry's trees are stored. The hydrant will also be use to fill the water tank.

Reduction in interfund allocations is due to using the project work order which eliminates the need to chargeback any work done for a different business unit or department. It will be directly charged to the project workorder in order to capture all costs. The change was actually made in 2012, but the interfund allocation account in the 2012 budget was inadvertently not reduced to reflect the change.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# trees on City streets	29,500	30,083	31,000	30,900	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	100%	100%	100%	100%	100%
Street tree to Arborist ratio	3,975 to 1	4,800 to 1	4,770 to 1	4,770 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%	50%	50%	50%	50%
Pruning cycle of trees > 6" diameter	7.5	7.5	8.5	8.5	8.5
# of ash trees replaced	505	250	500	200	100
Total number of tree species on streets	21	31	25	25	32
Treat all City properties with gypsy moth egg mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Forestry Services **Business Unit 17034**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4224 Miscellaneous State Aids	$ 4,638	$ -	$ -	$ -	$ -
4801 Charges for Serv.- Nontax	-	2,902	1,000	1,000	1,000
Total Revenue	$ 4,638	$ 2,902	$ 1,000	$ 1,000	$ 1,000
Expenses					
6101 Regular Salaries	$ 427,272	$ 503,677	$ 447,280	$ 447,280	$ 477,330
6104 Call Time	4,926	2,994	1,200	1,200	1,200
6105 Overtime	4,944	9,159	3,808	3,808	3,808
6108 Part-Time	4,126	10,657	11,138	11,138	11,138
6150 Fringes	176,005	198,515	181,196	181,196	188,318
6201 Training/Conferences	1,047	1,944	1,000	1,000	1,000
6302 Subscriptions	-	48	100	100	100
6303 Memberships & Licenses	360	648	500	500	500
6308 Landscape Supplies	3,334	21,890	23,100	23,100	26,000
6309 Shop Supplies & Tools	2,285	3,344	2,250	2,250	2,500
6311 Paint & Supplies	-	13	50	50	50
6320 Printing & Reproduction	70	208	50	50	125
6321 Clothing	1,083	859	600	600	500
6322 Gas Purchases	-	275	-	-	-
6323 Safety Supplies	1,468	855	1,200	1,200	1,000
6324 Medical/Lab Supplies	-	-	50	50	-
6326 Vehicle & Equipment Parts	474	-	500	500	500
6327 Miscellaneous Equipment	990	1,654	2,000	2,000	3,000
6328 Signs	42	83	500	500	500
6408 Contractor Fees	5,000	324	5,000	5,000	5,000
6413 Utilities	109	818	864	864	1,888
6424 Software support	-	-	-	-	270
6425 CEA Equip. Rental	158,749	273,749	171,483	171,483	257,280
6429 Interfund Allocations	(42,030)	(14,540)	(63,878)	(63,878)	(10,000)
6451 Uniform Services	1,460	1,408	1,561	1,561	350
Total Expense	$ 751,714	$ 1,018,582	$ 791,552	$ 791,552	$ 972,357

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Landscape Supplies	
Topsoil / sand / gravel	$ 4,000
Seed / fertilizer	1,000
Plant material	20,000
Herbicides / Pesticides	1,000
	$ 26,000

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

Inspections/Licensing **Business Unit 15520**

PROGRAM MISSION

To provide building inspection services to insure public health and safety.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Investigate and respond to complaints from the public, other departments and alderpersons in a timely and professional manner and take the necessary enforcement steps to achieve compliance
Improve the level of inspection services offered to the community by thorough review and discussion of current practices and procedures
Provide inspection services in a timely and effective manner
Perform site plan reviews to insure compliance with established City codes
Monitor compliance of approved building plans and applicable codes on construction projects and provide feedback to the inspectors and the public
Utilize code enforcement procedures that are more streamlined and efficient due to an increase use of technology
Work cooperatively with the Assessor's Office. The Inspection Division continues to provide property data to the Assessor's Office which saves time and resources. In 2012, two inspectors obtained assessment technician certification and are routinely collecting information during inspections that is utilized by the Assessor's office. This saves time and money because the Assessor's office does not need to schedule these inspections.

Major Changes in Revenue, Expenditures, or Programs:

In 2013, the Inspection Division will be conducting an official plan review for commercial projects that are under 50,000 cu. ft. Fees will be charged for this plan review. Additional revenue is estimated to be between $10,000 and $20,000.

In 2013, the State will begin issuing Statewide electrical licenses which explains the decrease in electrical revenue.

Two building inspectors are now cross-trained as assessment technicians and will be conducting assessment inspections at the same time clearwater, remodel, and final building inspections are being done.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Customer knowledge of ordinances					
Customer generated violation reports	1,514	1,430	1,700	1,700	1,600
Effectiveness of plan review					
# of onsite consultations prior to plan submittal	173	214	150	160	170
Strategic Outcomes					
Availability of staff					
% of total inspector hours spent on inspections	50.1%	45.4%	50.0%	47.0%	47.0%
Consistency of information					
# of policies/ordinances reviewed/updated	2/3	4/4	2/2	4/4	4/4
Work Process Outputs					
Availability of service					
# of inspections performed	12,282	9,245	13,000	13,000	13,000
# of re-inspections performed	828	560	600	600	600
# of notices issued	1,017	870	1,500	1,000	1,000
# of permits issued	3,636	3,377	3,800	3,500	3,500
# of plans reviewed	211	197	300	200	225

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT
Inspections/Licensing & Plan Review **Business Unit 15520**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4304 Electricians	$ 6,100	$ 6,780	$ 6,000	$ 6,000	$ -
4308 Heating	200	-	400	400	-
4401 Building	253,697	221,993	200,000	200,000	220,000
4402 Electrical	140,329	93,419	90,000	90,000	90,000
4403 Heating	70,236	52,253	60,000	60,000	53,600
4404 Plumbing, Sewer	58,386	34,577	50,000	50,000	50,000
4406 State Building	2,490	930	3,000	3,000	3,000
4407 Signs	4,170	5,890	4,000	4,000	4,500
4609 Weed Cutting	42,224	28,555	35,000	35,000	40,000
4614 Miscellaneous Specials	-	492	-	-	-
4801 Charges for Serv.- Nontax	27,790	24,866	32,000	32,000	32,000
5040 Board of Appeals	4,550	3,105	3,400	3,400	3,400
Total Revenue	$ 610,172	$ 472,860	$ 483,800	$ 483,800	$ 496,500
Expenses					
6101 Regular Salaries	$ 467,242	$ 379,531	$ 369,549	$ 369,549	$ 376,068
6104 Call Time	376	477	500	500	500
6105 Overtime	2,563	2,813	5,000	5,000	3,000
6150 Fringes	197,273	150,007	146,143	146,143	139,665
6408 Contractor Fees	21,828	9,742	10,775	10,775	12,000
Total Expense	$ 689,282	$ 542,570	$ 531,967	$ 531,967	$ 531,233

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Intergovernmental Revenues	388,973	169,970	0	0	0	155,726	155,726
Licenses	6,975	7,425	5,730	7,075	7,075	675	675
Permits	541,134	442,165	392,300	421,500	421,500	446,100	446,100
Special Assessments	991,183	1,781,711	143,626	943,900	943,900	201,000	1,121,000
Charges for Services	88,186	63,165	63,701	133,300	133,300	66,300	66,300
Intergov. Charges for Service	63,310	31,702	46,558	61,500	61,500	64,500	64,500
Other Revenues	584,430	255,572	180,738	218,225	218,225	1,030,011	1,030,011
TOTAL REVENUES	2,664,191	2,751,710	832,653	1,785,500	1,785,500	1,964,312	2,884,312
EXPENSES BY LINE ITEM							
Regular Salaries	325,329	298,486	213,855	451,933	451,933	0	421,566
Labor Pool Allocations	2,583,660	2,683,823	2,020,608	3,008,386	3,008,386	495,068	3,033,671
Call Time	36,227	53,098	16,448	31,335	31,335	32,450	29,450
Overtime	75,426	95,714	37,107	103,633	103,633	92,133	91,643
Temp. Full-Time	50,535	31,843	10,340	23,053	23,053	47,537	47,537
Part-Time	18,787	44,316	54,370	57,356	57,356	4,187	8,279
Other Compensation	18,873	22,651	7,710	3,165	3,165	9,110	28,275
Shift Differential	1,238	2,169	429	2,815	2,815	1,970	1,970
Sick Pay	88,077	71,026	9,959	0	0	0	0
Vacation Pay	391,933	403,599	318,844	0	0	0	0
Fringes	1,494,379	1,454,965	982,456	1,425,832	1,425,832	0	1,356,696
Salaries & Fringe Benefits	5,084,464	5,161,690	3,672,126	5,107,508	5,107,508	682,455	5,019,087
Training & Conferences	18,450	14,335	7,242	21,515	21,515	20,500	20,500
Parking Permits	10,908	10,782	11,118	10,722	10,722	11,058	11,058
Office Supplies	8,400	6,843	3,332	8,400	8,400	7,750	7,750
Subscriptions	3,240	3,962	732	3,575	3,575	3,575	3,575
Memberships & Licenses	6,710	6,425	6,364	7,345	7,345	6,465	6,465
Postage & Freight	1,219	956	345	1,135	1,135	1,195	1,195
Awards & Recognition	2,540	1,805	726	1,690	1,690	2,190	2,190
Building Maintenance/Janitor.	4,746	4,601	3,210	5,500	5,500	5,500	5,500
Food & Provisions	0	0	170	0	0	0	0
Rent	2,333	0	0	0	0	0	0
Administrative Expense	58,546	49,709	33,239	59,882	59,882	58,233	58,233
Landscape Supplies	8,401	29,107	15,793	32,410	32,410	46,601	46,601
Shop Supplies & Tools	27,489	32,159	22,259	28,560	28,560	29,260	29,260
Paint & Supplies	1,107	4,903	2,514	550	550	2,250	2,250
Books & Library Materials	318	1,158	582	700	700	800	800
Miscellaneous Supplies	16	73	7	0	0	0	0
Printing & Reproduction	15,565	18,960	10,432	21,875	21,875	19,925	19,925
Clothing	7,654	6,741	1,583	6,500	6,500	2,300	2,300
Gas Purchases	1,174	942	62	1,500	1,500	1,625	1,625
Safety Supplies	5,117	3,669	4,504	7,150	7,150	6,900	6,900
Medical & Lab Supplies	237	510	119	290	290	300	300
Construction Materials	823,637	1,532,836	968,479	861,434	902,994	1,197,370	1,207,370
Vehicle & Equipment Parts	474	330	1,796	4,100	4,100	1,100	1,100
Miscellaneous Equipment	19,513	26,527	20,618	22,375	22,375	54,850	57,370
Signs	93,642	95,874	66,895	105,285	120,285	113,072	113,072
Supplies & Materials	1,004,344	1,753,789	1,115,643	1,092,729	1,149,289	1,476,353	1,488,873
Legal Fees	297	95	103	175	175	175	175
Consulting Services	99,096	40,288	34,695	59,700	84,700	54,100	134,100
Collection Services	2,072	2,460	1,983	2,580	2,580	2,580	2,580
Contractor Fees	442,862	432,477	185,253	932,935	944,935	705,568	705,568
Inspection Fees	1,230	750	1,529	1,250	1,250	1,250	1,250
Advertising	2,310	2,351	1,071	2,400	2,400	2,450	2,450
Tipping Fees	3,452	798	7,320	1,900	1,900	1,900	1,900
Other Interfund Charges	0	0	0	0	0	10,000-	10,000-
Interfund Allocations	50,991-	19,214-	33,918-	73,578-	73,578-	17,700-	31,275-
Health Services	34	51	0	100	100	100	100
Interpreter Services	0	0	0	50	50	0	0
Snow Removal Services	108,610	170,066	52,477	120,000	120,000	120,000	120,000
Repairs to Private Property	1,660	1,974	278	1,500	1,500	1,500	1,500

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
Laundry Services	16,461	15,221	10,878	16,851	16,851	2,600	2,600
Other Contracts/Obligations	16,259	58,160	11,221	14,600	14,600	3,400	3,400
Purchased Services	643,352	705,477	272,890	1,080,463	1,117,463	867,923	934,348
Electric	1,495,967	1,548,452	1,168,814	1,609,685	1,609,685	1,619,028	1,619,028
Gas	36,114	34,000	14,803	36,579	36,579	36,793	36,793
Water	5,726	5,944	5,096	6,414	6,414	7,451	7,451
Waste Disposal/Collection	2,915	2,810	2,280	3,066	3,066	3,088	3,088
Stormwater	17,745	20,556	15,515	24,043	24,043	23,184	23,184
Telephone	6,850	6,712	4,973	7,630	7,630	7,142	7,142
Cellular Telephone	9,270	12,894	11,545	16,350	16,350	20,618	18,098
Utilities	1,574,587	1,631,368	1,223,026	1,703,767	1,703,767	1,717,304	1,714,784
Janitorial Service	1,977	0	0	2,000	2,000	0	0
Building Repair & Maintenance	936	0	292	0	0	0	0
Equipment Repair & Maintenanc	9,814	15,295	5,593	23,000	23,000	17,700	17,700
Communications Equip. Repairs	140	53	0	300	300	300	300
Facilities Charges	262,207	221,227	108,706	216,885	216,885	1,300	217,139
Software Support	0	0	1,577	0	0	1,110	4,080
CEA Equipment Rental	1,025,761	1,270,188	770,403	1,188,811	1,188,811	64,930	1,290,962
Repair & Maintenance	1,300,835	1,506,763	886,571	1,430,996	1,430,996	85,340	1,530,181
Land	705,445	18,190	51,614	124,980	137,992	25,000	25,000
Infrastructure Construction	2,610,772	2,084,585	1,657,934	2,010,728	2,033,334	3,834,579	2,938,651
Capital Expenditures	3,316,217	2,102,775	1,709,548	2,135,708	2,171,326	3,859,579	2,963,651
TOTAL EXPENSES	12,982,345	12,911,571	8,913,043	12,611,053	12,740,231	8,747,187	13,709,157

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS DEPARTMENT

NOTES

CITY OF APPLETON 2013 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 2013 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 2012 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 bio-solids with other bio-degradable products such as leaves and wood chips at a local site. The goal of the project is to reduce bio-solids trucking costs for land application and provide a continuous beneficial outlet of bio-solids. With a compost outlet, the current bio-solids 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 bio-solids 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.

Worked to bring commercial refuse program fee structure in line with residential fees. Commercial customers cannot have more than 3 - 90 gallon containers. Program emphasizes a volume based fee structure and encourages more recycling.

Council adopted the elimination of the monthly "free overflow" collection in 2013. Bulky overflow in 2013 will now be collected opposite residents recycling day. The program will lend a more consistent service to our customers. Extra bags of garbage will encourage residents to have the proper size container to meet their needs, as opposed to saving bagged trash and purging once a month.

Evaluated and changed refuse and recycling routes to increase efficiency.

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS
SANITATION

MAJOR 2013 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 provided 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.

Monitor new overflow, commercial refuse fees and move out policies

The 2013 budget includes a CIP requesting the purchase of 25,250 automated residential recycling carts to be distributed to residents to encourage more recycling. The industry belief is using single stream automated recycling carts makes recycling easier and therefore increases consumer recycling, thus diverting material away from the landfill. The carts will be owned and maintained by the City.

GPS units will be added to several sanitation trucks in 2013. These units have the ability for the driver to push a button while driving to be able to identify when a garbage can is not out, when overflow refuse is at the curb, when a garbage can needs maintenance, or to note a pothole that needs attention. These units will have preprogrammed buttons so drivers will no longer have to look for an address and stop to log it or to call it in, making them more efficient.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 516,387	$ 1,097,419	$ 1,011,400	$ 1,011,400	$ 1,418,300	40.23%
Program Expenses							
2210	Administration	243,139	277,914	242,855	242,855	244,638	0.73%
2221	Recycling	101,560	88,653	142,146	142,146	138,761	-2.38%
2223	Solid Waste	2,990,775	2,954,601	3,000,116	3,000,116	2,942,837	-1.91%
2230	Landfill Maint.	81,124	90,813	87,136	87,136	90,502	3.86%
TOTAL		$ 3,416,598	$ 3,411,981	$ 3,472,253	$ 3,472,253	$ 3,416,738	-1.60%
Expenses Comprised Of:							
Personnel		1,459,347	1,338,977	1,309,000	1,309,000	1,225,865	-6.35%
Administrative Expense		54,731	59,842	60,753	60,753	61,958	1.98%
Supplies & Materials		51,061	57,650	67,750	67,750	96,050	41.77%
Purchased Services		1,010,343	1,029,306	1,065,618	1,065,618	1,066,804	0.11%
Utilities		52,344	55,749	58,640	58,640	60,842	3.76%
Repair & Maintenance		788,772	870,457	910,492	910,492	905,219	-0.58%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to progr		19.79	19.79	17.89	17.89	16.99	

* % change from prior year adopted budget

CITY OF APPLETON 2013 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-

Major changes in Revenue, Expenditures, or Programs:

Commercial refuse customers will be charged the same fees as residential customers beginning in 2013 generating an estimated increase in charges for services of $125,000. Additionally, with the elimation of "free overflow" pickup, it is anticipated that some residential customers will move to a larger can size resulting in an estimated $25,000 increase in revenue.

Budgeted expenditures for awards and recognition increased in 2013 due to it being budgeted in the General Fund in 2012.

This budget shows a reduction in laundry service reflecting the policy change for uniform and clothing allowance. Clothing allowance will now become a fringe benefit paid through payroll. With the elimination of uniforms for the sanitation employees, there will no longer be a need for laundry services; however there is a small amount still budgeted in 2013 to pay for any damaged uniforms when returned in January.

There will be an annual software support charge for the new GPS units being install in several of the sanitation vehicles in 2013.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Public Information					
# of information announcements / brochures	35	26	25	25	26
Strategic Outcomes					
Consistency of information					
# of policies reviewed	1	1	1	1	1
Quality of service					
# of contacts received	7,048	2,602	2,500	2,500	2,700
# of labor pool hours shared outside of DPW	937	0*	0	0	0
Work Process Outputs					
Changes in customer service					
# of policies revised	2	1	1	1	1

* No labor hours shared due to Forestry merge with DPW

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Administration **Business Unit 2210**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4110 Property Taxes	$ 2,810,000	$ 2,310,000	$ 2,310,000	$ 2,310,000	$ 2,070,188
4705 General Interest	478	346	-	-	-
4710 Interest on Investments	19,572	70,587	25,000	25,000	55,000
4801 Charges for Serv.- Nontax	146,841	691,603	650,000	650,000	800,000
5004 Sale of City Property - Nontax	254	2,490	-	-	-
5005 Sale of City Property - Tax	1,295	194	500	500	500
5016 Lease Revenue	400	400	400	400	400
5030 Damage to City Property	212	367	-	-	-
5071 Customer Penalty	2,477	4,687	2,500	2,500	4,900
Total Revenue	$ 2,981,529	$ 3,080,674	$ 2,988,400	$ 2,988,400	$ 2,930,988
Expenses					
6101 Regular Salaries	$ 96,514	$ 84,517	$ 72,244	$ 72,244	$ 72,976
6104 Call Time	234	42	100	100	360
6105 Overtime	33	221	175	175	175
6108 Part-Time	936	1,057	-	-	-
6150 Fringes	35,625	26,159	28,012	28,012	28,406
6201 Training\Conferences	510	724	800	800	800
6301 Office Supplies	672	927	825	825	850
6303 Memberships & Licenses	145	149	150	150	150
6304 Postage\Freight	17,386	16,426	16,000	16,000	16,000
6305 Awards & Recognition	1,015	980	50	50	980
6320 Printing & Reproduction	3,316	3,778	3,600	3,600	3,600
6321 Clothing	2,183	1,895	2,200	2,200	1,000
6323 Safety Supplies	1,059	735	1,250	1,250	1,250
6324 Medical\Lab Supplies	294	121	100	100	100
6403 Bank Services	3,629	5,053	4,500	4,500	4,740
6412 Advertising/Publication	287	1,033	300	300	300
6413 Utilities	45,660	48,680	51,289	51,289	52,786
6420 Facilities Charges	-	22,442	17,865	17,865	21,500
6424 Software support	-	-	-	-	1,080
6425 CEA Equip. Rental	3,415	27,148	5,103	5,103	5,600
6430 Health Services	34	-	50	50	50
6451 Laundry Services	7,963	7,423	7,952	7,952	1,250
6501 Insurance	21,168	26,952	29,130	29,130	29,130
6599 Other Contracts/Obligations	759	860	760	760	905
6623 Uncollectible Accounts	302	592	400	400	650
Total Expense	$ 243,139	$ 277,914	$ 242,855	$ 242,855	$ 244,638

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Postage/Freight

City service invoice postage allocation	$ 15,550
Other shipping	450
	$ 16,000

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Recycling **Business Unit 2221**

PROGRAM MISSION

Implement and maintain a cost effective residential recycling program to reduce the amount of solid waste entering the landfill

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Work with Outagamie County to educate and update the citizens on proper recycling practices
Continue to grind large logs for the 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:

The City plans to convert to an automated recycling cart system in 2013. As part of the conversion, approximately 25,000 carts will need to be purchased for approximately $1,375,000. In order to fund the cost of the new carts, as well as ongoing maintenance expenses, customers will be charged $3/quarter estimated to begin the 2nd quarter of 2013. This will increase the charges for services an estimated $225,000 that will be used initially to pay the debt service associated with purchasing the recycling carts. Please see page 645 in the Projects section for further information.

Budget includes $1,650 for a new GPS unit for the recycling collection truck.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	5,375	5,375	3,100	3,100	3,100
Cost effective commercial recycling					
Cost/ton	$ 101.88	$ 103.27	$ 102.00	$ 102.00	$ 103.00
Strategic Outcomes					
Sources of additional revenue					
# of commercial recycling customers	345	338	345	345	345
$ of revenue from chipper rental	$ 16,272	$ 35,016	$ 20,000	$ 20,000	$ 20,000
# of violations from Outagamie County Landfill	0	0	0	0	0
Work Process Outputs					
Material diverted from the landfill					
Tons of material collected					
Residential - co-mingled	4,888	3,909	5,000	5,000	5,000
Commercial - total	480	496	500	500	500
Hours chipping material	737	722	700	700	700
Avg # of users per day - weekday	325	325	550	550	550
Avg # of users per day - weekend	625	625	850	850	850

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Sanitation - Recycling **Business Unit 2221**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4801 Charges for Serv.- Nontax	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 275,000
4802 Charges for Serv. - Tax	35,774	36,172	35,000	35,000	40,000
4872 Commercial Recycling	89,204	91,577	90,000	90,000	90,000
5011 Misc Revenue - Tax	2,621	5,128	2,500	2,500	5,000
Total Revenue	$ 177,599	$ 182,877	$ 177,500	$ 177,500	$ 410,000
Expenses					
6101 Regular Salaries	$ 30,410	$ 25,590	$ 53,992	$ 53,992	$ 54,556
6104 Call Time	301	479	400	400	400
6105 Overtime	-	49	150	150	150
6108 Part Time	63	89	-	-	-
6150 Fringes	14,504	12,310	25,865	25,865	26,108
6303 Memberships & Licenses	100	100	100	100	100
6308 Landscape Supplies	616	236	-	-	300
6309 Shop Supplies & Tools	1,638	1,693	1,750	1,750	2,250
6327 Miscellaneous Equipment	5,573	2,819	6,500	6,500	8,650
6328 Signs	50	45	250	250	250
6404 Consulting Services	1,252	-	-	-	-
6407 Collection Services	10,456	7,388	11,000	11,000	10,000
6413 Utilities	1,778	1,836	1,939	1,939	1,951
6425 CEA Equip. Rental	34,819	36,019	40,200	40,200	34,046
Total Expense	$ 101,560	$ 88,653	$ 142,146	$ 142,146	$ 138,761

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS
Sanitation - Solid Waste Collection **Business Unit 2223**

PROGRAM MISSION

Provide regularly scheduled and special collections of solid waste

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Evaluate the operations of the automated collection routes for efficiencies
Assess the needs of the community and maintain a level of equipment necessary to improve customer service

Major changes in Revenue, Expenditures, or Programs:

Eliminate free overflow in 2013. Will provide free "bulky" overflow collection opposite of customers recycling week (26x/year).

Increase extra bag charges from $2 to $4 per bag and increase move-out fee from $40 to $75 in 2013.

Commercial refuse customers will be charged same fees as residential customers beginning in 2013.

The reduction in personnel expense reflects the elimination of an Operator I position as a result of the changes in overflow collection that will begin in 2013.

Budget includes $3,300 for the purchase of 2 GPS units for the new automated trucks.

Budget includes $7,500 to replace four College Avenue decorative garbage containers as part of a nine year replacement schedule.

Budget increased for the potential purchase of additional larger containers needed as a result of the elimination of free overflow.

PERFORMANCE INDICATORS

Client Benefits/Impacts	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Service area					
# of automated stops/day	5,071	5,097	5,080	5,080	5,100
Additional services provided					
# special collections (annual)					
Storm	1	0	0	0	0
Move outs	138	118	140	140	140
Bulky overflow collection	New measure	→	→	→	26
Free overflows	12	12	12	12	0
Strategic Outcomes					
Additional revenue sources					
Cost effective service provided					
Cost/ton of overflow collections	$ 143.25	$ 126.56	$ 145.00	$ 145.00	$ 145.00
Cost/ton of residential automated pickup	$ 82.20	$ 83.34	$ 83.00	$ 83.00	$ 85.00
Work Process Outputs					
City cleanliness and public health benefits					
# of tons of refuse collected	22,214	22,085	22,200	22,200	22,200

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS
Sanitation - Solid Waste Collection **Business Unit 2223**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4908 Misc. Intergov. Charges	$ 32,215	$ 32,786	$ 15,000	$ 15,000	$ 10,000
5055 Appliance Tags	32,468	26,208	30,000	30,000	30,000
5056 Tire Tags	1,394	1,985	4,000	4,000	4,000
5057 Grass Clipping	29,474	23,700	31,500	31,500	28,500
5058 Overflow	71,681	59,199	75,000	75,000	75,000
5085 Cash Short or Over	27	(10)	-	-	-
Total Revenue	$ 167,259	$ 143,868	$ 155,500	$ 155,500	$ 147,500
Expenses					
6101 Regular Salaries	$ 844,312	$ 797,974	$ 752,369	$ 752,369	$ 700,510
6104 Call Time	3,600	3,709	4,500	4,500	4,000
6105 Overtime	19,455	12,148	22,000	22,000	20,000
6108 Part-Time	7,434	9,536	15,000	15,000	13,000
6150 Fringes	398,229	361,554	329,131	329,131	300,105
6304 Postage\Freight	456	13	320	320	320
6311 Paint & Supplies	19	490	100	100	100
6322 Gas Purchases	1,463	1,662	1,500	1,500	1,500
6327 Miscellaneous Equipment	34,405	44,176	50,000	50,000	76,550
6407 Collection Services	1,318	1,554	1,420	1,420	1,569
6408 Contractor Fees	3,249	1,972	2,500	2,500	2,500
6415 Tipping Fees	948,668	941,062	993,900	993,900	992,240
6425 CEA Equip. Rental	745,882	781,984	842,376	842,376	838,443
6429 Interfund Allocations	(17,715)	(3,233)	(15,000)	(15,000)	(8,000)
Total Expense	$ 2,990,775	$ 2,954,601	$ 3,000,116	$ 3,000,116	$ 2,942,837

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment	
Replacement automated containers	$ 53,250
Replacement parts	2,500
Two GPS units (Truck 54 & 55)	3,300
Replace 2 roll-off boxes @ sites	10,000
Replace 4 College Ave decorative cans	7,500
	$ 76,550
Tipping Fees	
Residential/curbside pickup	$ 981,240
Rubbish disposal	11,000
	$ 992,240

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS
Sanitation - Landfill Maintenance **Business Unit 2230**

PROGRAM MISSION

Maintain and monitor the condition of this site to insure compliance with Department of Natural Resources requirements

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", #3: "Develop and implement effective communication strategies", and #5: "Encourage sustainability".

Objectives:

Perform routine inspections of the landfill site to monitor the overall condition and provide the necessary maintenance to prevent site deterioration

Comply with mandated Department of Natural Resources regulations

Work with Valley Aero Modelers (VAM) to make the site usable for their club and community events

Major changes in Revenue, Expenditures, or Programs:

The landfill is experiencing subsurface movement of the soil and waste. This is expected based on the age, soil type, and make up of the waste. The components used in the remediation efforts in the mid 1990's, such as pipes and monitoring wells, are experiencing these movements. As a result of the subsurface movement, monitoring efforts have documented failures in various components every year for the past several years. Also, through landfill gas removal monitoring for several years, the hours of operation associated with the gas blower system have been established. After two unexpected failures of the system, this budget proposes replacing the blower system just prior to the expected maximum hours of operation. The budget also proposes to increase annual budgets by a small amount to replace one monitoring well per year.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Safety of the surrounding environment					
# of private wells showing impact from landfill	0	0	0	0	0
Strategic Outcomes					
Preventive maintenance					
# of DNR non-compliance notices received	0	0	0	0	0
# of surface soil failures (erosion)	0	0	0	0	0
Work Process Outputs					
Regulatory compliance					
Reporting to the DNR	2	2	2	2	2
Corrective actions generated from quarterly inspections	2	2	2	2	2

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 5,528	$ 2,631	$ 3,740	$ 3,740	$ 3,777
6150 Fringes	2,169	913	1,322	1,322	1,342
6325 Construction Materials	445	-	500	500	500
6404 Consulting Services	50,071	65,464	57,864	57,864	60,510
6413 Utilities	4,906	5,231	5,412	5,412	6,105
6420 Facilities charges	1,496	356	1,500	1,500	1,500
6425 CEA Equip. Rental	1,636	1,138	1,848	1,848	1,450
6454 Grounds Repair & Maint.	1,523	1,370	1,600	1,600	1,600
6501 Insurance	12,978	12,978	12,978	12,978	12,978
6599 Other Contracts/Obligations	372	732	372	372	740
Total Expense	$ 81,124	$ 90,813	$ 87,136	$ 87,136	$ 90,502

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Consulting Services

Consultant to perform sampling and reporting (sediment, gas and water)	$ 51,770
Replace blower	2,300
Replace well locks	640
Replace monitoring well	5,800
	$ 60,510

Insurance

Risk management - 4th yr amortization of a 5 year policy	$ 12,978
	$ 12,978

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Interest Income	20,050	70,933	31,673	25,000	25,000	25,000	55,000
Charges for Services	321,940	869,351	520,946	825,000	825,000	980,000	1,205,000
Intergov. Charges for Service	32,094	32,786	41,136	15,000	15,000	10,000	10,000
Other Revenues	142,303	124,348	83,000	146,400	146,400	148,300	148,300
TOTAL REVENUES	516,387	1,097,418	676,755	1,011,400	1,011,400	1,163,300	1,418,300
EXPENSES BY LINE ITEM							
Regular Salaries	9,583	11,213	9,605	13,592	13,592	0	13,728
Labor Pool Allocations	820,584	771,712	538,126	840,803	840,803	0	799,576
Call Time	4,134	4,230	3,091	5,000	5,000	4,760	4,760
Overtime	19,488	12,418	5,379	22,325	22,325	20,325	20,325
Temp. Full-Time	7,536	3,290	0	15,000	15,000	13,000	13,000
Part-Time	897	7,411	5,256	0	0	0	0
Incentive Pay	17,500	17,500	0	17,500	17,500	0	0
Other Compensation	19,213	7,373	0	10,000	10,000	9,000	18,030
Shift Differential	485	550	383	450	450	475	485
Sick Pay	27,811	13,089	3,245	0	0	0	0
Vacation Pay	81,589	89,258	69,399	0	0	0	0
Fringes	450,527	400,935	266,118	384,330	384,330	0	355,961
Salaries & Fringe Benefits	1,459,347	1,338,979	900,602	1,309,000	1,309,000	47,560	1,225,865
Training & Conferences	510	510	409	800	800	800	800
Employee Recruitment	0	214	0	0	0	0	0
Office Supplies	672	927	650	825	825	850	850
Memberships & Licenses	245	249	233	250	250	250	250
Postage & Freight	17,841	16,440	10,166	16,320	16,320	16,320	16,320
Awards & Recognition	1,015	980	0	50	50	980	980
Insurance	34,146	39,930	60,729	42,108	42,108	42,108	42,108
Rent	0	0	24	0	0	0	0
Uncollectible Accounts	302	592	523	400	400	650	650
Administrative Expense	54,731	59,842	72,734	60,753	60,753	61,958	61,958
Landscape Supplies	616	236	503	0	0	300	300
Shop Supplies & Tools	1,657	2,168	1,092	1,750	1,750	2,250	2,250
Paint & Supplies	0	15	31	100	100	100	100
Printing & Reproduction	3,316	3,778	3,124	3,600	3,600	3,600	3,600
Clothing	2,183	1,895	644	2,200	2,200	1,000	1,000
Gas Purchases	1,463	1,662	512	1,500	1,500	1,500	1,500
Safety Supplies	1,059	735	441	1,250	1,250	1,250	1,250
Medical & Lab Supplies	68	75	60	100	100	100	100
Construction Materials	445	0	0	500	500	500	500
Miscellaneous Equipment	40,204	47,041	17,400	56,500	56,500	85,200	85,200
Signs	50	45	665	250	250	250	250
Supplies & Materials	51,061	57,650	24,472	67,750	67,750	96,050	96,050
Bank Services	3,629	5,053	3,314	4,500	4,500	4,740	4,740
Consulting Services	51,323	65,464	27,496	57,864	57,864	60,510	60,510
Collection Services	11,695	8,728	4,253	12,420	12,420	11,569	11,569
Contractor Fees	3,249	1,972	194	2,500	2,500	2,500	2,500
Advertising	287	1,247	0	300	300	300	300
Tipping Fees	948,747	941,063	604,490	993,900	993,900	992,240	992,240
Interfund Allocations	17,715-	3,233-	3,985-	15,000-	15,000-	8,000-	8,000-
Health Services	34	0	90	50	50	50	50
Laundry Services	7,963	7,422	5,091	7,952	7,952	1,250	1,250
Other Contracts/Obligations	1,131	1,592	930	1,132	1,132	1,645	1,645
Purchased Services	1,010,343	1,029,308	641,873	1,065,618	1,065,618	1,066,804	1,066,804
Electric	22,299	24,100	17,996	24,182	24,182	25,039	25,039
Gas	10,320	9,710	4,216	12,360	12,360	10,826	10,826
Water	3,330	3,472	2,778	3,730	3,730	3,660	3,660
Waste Disposal/Collection	1,503	1,457	1,187	1,839	1,839	1,644	1,644
Stormwater	14,237	16,078	11,670	15,460	15,460	18,234	18,234
Telephone	453	479	415	470	470	840	840

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
Cellular Telephone	202	453	427	599	599	599	599
Utilities	52,344	55,749	38,689	58,640	58,640	60,842	60,842
Equipment Repair & Maintenanc	1,513	0	0	0	0	0	0
Facilities Charges	1,496	22,798	14,448	19,365	19,365	1,500	23,000
Software Support	0	0	218	0	0	0	1,080
CEA Equipment Rental	784,283	846,289	593,729	889,527	889,527	0	879,539
Grounds Repair & Maintenance	1,480	1,370	50	1,600	1,600	1,600	1,600
Repair & Maintenance	788,772	870,457	608,445	910,492	910,492	3,100	905,219
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,416,598	3,411,985	2,286,815	3,472,253	3,472,253	1,336,314	3,416,738

CITY OF APPLETON 2013 BUDGET

SANITATION FUND

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Property Taxes	$ 2,810,000	$ 2,310,000	$ 2,310,000	$ 2,310,000	$ 2,070,188
Interest Income	20,051	70,933	25,000	60,000	55,000
Charges for Services	492,041	902,137	980,500	980,500	1,352,500
Sale of City Property	1,549	2,684	500	500	500
Other	2,747	121,663	5,400	5,400	10,300
Total Revenues	3,326,388	3,407,417	3,321,400	3,356,400	3,488,488
Expenses					
Program Costs	3,416,599	3,411,981	3,472,253	3,472,253	3,416,738
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Net Change in Equity	(90,211)	(4,564)	(150,853)	(115,853)	71,750
Fund Balance - Beginning	1,023,681	933,470	928,906	928,906	813,053
Fund Balance - Ending	$ 933,470	$ 928,906	$ 778,053	$ 813,053	$ 884,803

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. $53,250 of the projected cost budgeted for 2013 is due to the purchase of replacement containers. The history of the use of the container replacement balance is presented below:

In 2013, the City will be converting to an automated recycling cart system budgeting $1,375,000 for purchase of the new carts. The debt service on the new carts along with continuing maintenance costs will be funded by a $3/quarter charge to customers. The history of the collections and debt service payments are presented below:

	Refuse Can Replacement		Recycling Cart Debt Service		
Year	Amount	Balance	Collected	Transferred to Debt Service	Balance
		774,755			-
2000	(16,674)	758,081	-	-	-
2001	(18,209)	739,872	-	-	-
2002	(33,778)	706,094	-	-	-
2003	(25,977)	680,117	-	-	-
2004	(20,250)	659,867	-	-	-
2005	(21,650)	638,217	-	-	-
2006	(32,850)	605,367	-	-	-
2007	(27,325)	578,042	-	-	-
2008	(20,000)	558,042	-	-	-
2009	(13,300)	544,742	-	-	-
2010	(28,866)	515,876	-	-	-
2011	(44,042)	471,834	-	-	-
2012 Projected	(35,750)	436,084	-	-	-
2013 Budgeted	(53,250)	382,834	225,000	- *	225,000

*One year lag in debt service, so first payment will not be due until 2014.

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2013 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. For developments already approved prior to the policy change in 2004, the City will continue to advance money for development and recoup it via special assessments to the developers.

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	$ 1,501,508	Projects, Pg. 596
Sidewalks	142,991	Projects, Pg. 604
Grade & Gravel - Temporary surface	373,176	Projects, Pg. 602
	$ 2,017,675	

Major changes in Revenue, Expenditures, or Programs:

The Cherryvale Avenue grade, gravel and asphalt projects are contingent upon $115,000 of revenue from other non-City sources and an Appleton Common Council approved development agreement.

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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 Unit	Title	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013	% Change *
Program Revenues		$ 1,812,265	$ 955,023	$ 715,000	$ 715,000	$ 902,220	26.18%
Program Expenses		$ 1,342,479	$ 1,364,806	$ 1,661,662	$ 1,661,662	$ 2,017,675	21.43%
Expenses Comprised Of:							
Personnel		86,483	83,936	179,645	179,645	139,120	-22.56%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		60,352	45,215	42,785	42,785	135,404	216.48%
Purchased Services		-	21,035	6,000	6,000	37,000	516.67%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		6,981	8,253	7,913	7,913	15,000	89.56%
Capital Expenditures		1,188,663	1,206,367	1,425,319	1,425,319	1,691,151	18.65%

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Subdivision **Business Unit 4010**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4110 Property Taxes	$ 500,000	$ 900,000	$ 500,000	$ 500,000	$ 500,000
4630 Miscellaneous Local Aids	-	16,433	-	-	-
4614 Miscellaneous Specials	654,414	832,617	650,000	650,000	725,000
4710 Interest on Investments	272	45,782	20,000	20,000	17,220
4730 Interest - Deferred Specials	41,047	30,009	45,000	45,000	45,000
5021 Capital Contributions	41,246	30,182	-	-	115,000
5921 Trans In - General Fund	1,075,286	-	-	-	-
Total Revenue	$ 2,312,265	$ 1,855,023	$ 1,215,000	$ 1,215,000	$ 1,402,220
Expenses					
6101 Regular Salaries	$ 56,102	$ 56,178	$ 121,935	$ 121,935	$ 102,472
6105 Overtime	2,764	1,595	4,677	4,677	2,937
6108 Part-Time	2,617	3,533	3,518	3,518	2,199
6150 Fringes	25,000	22,630	49,515	49,515	31,512
6308 Landscape Supplies	41,153	5,961	20,285	20,285	20,142
6309 Shop Supplies & Tools	367	475	-	-	-
6325 Construction Materials	15,652	37,520	17,000	17,000	107,062
6328 Signs	3,180	1,259	5,500	5,500	8,200
6408 Contractor Fees	-	21,035	6,000	6,000	37,000
6425 CEA Equip. Rental	6,981	8,253	7,913	7,913	15,000
6809 Infrastructure Construction	1,188,663	1,206,367	1,425,319	1,425,319	1,691,151
Total Expense	$ 1,342,479	$ 1,364,806	$ 1,661,662	$ 1,661,662	$ 2,017,675

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

2013	Street	From	To	4010
Labor Pool				**139,120**
CEA				**15,000**
Sidewalk - new				119,791
Sidewalk - 6 month waivers				10,000
	Subtotal			**129,791**
Grade & Gravel	Cherryvale Ave	Ashbury Dr	south City limits	232,167
	Subtotal			**232,167**
Asphalt following Grade & Gravel	Cherryvale Ave	Ashbury Dr	south City limits	111,009
	Subtotal			**111,009**
New Concrete	Applecart Dr	Ashbury Dr	Benvalley Dr	38,927
	Appleview Dr	Applebend Dr	Fuji Dr	229,607
	Ashbury Dr	French Rd	Cherryvale Ln	355,651
	Aurora Dr	Forest St	cds	128,948
	Benvalley Dr	Applebend Dr	Sourapple Dr	184,314
	Cherryvale Ave	Ashbury Dr	Edgewood Dr	204,868
	Solitude La	Tahoe La	Midway Rd	210,139
	Sourapple Dr	Ashbury Dr	Benvalley Dr	38,134
	Subtotal			**1,390,588**
Total Concrete Paving				**$ 2,017,675**

CITY OF APPLETON 2013 BUDGET
SUBDIVISION DEVELOPMENT FUND
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

Revenues	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Property Taxes	$ 500,000	$ 900,000	$ 500,000	$ 500,000	$ 500,000
Special Assessments	654,414	832,617	650,000	750,000	725,000
Interest Income	41,320	75,791	65,000	70,000	62,220
Other	41,246	46,615	-	-	115,000
Total Revenues	1,236,980	1,855,023	1,215,000	1,320,000	1,402,220
Expenses					
Program Costs	1,342,479	1,364,806	1,661,662	1,661,662	2,017,675
Total Expenses	1,342,479	1,364,806	1,661,662	1,661,662	2,017,675
Revenues over (under) Expenses	(105,499)	490,217	(446,662)	(341,662)	(615,455)
Other Financing Sources (Uses)					
Operating Transfers In	1,075,286	-	-	-	-
Total Other Financing Sources (Uses)	1,075,286	-	-	-	-
Net Change in Equity	969,787	490,217	(446,662)	(341,662)	(615,455)
Fund Balance - Beginning	(152,540)	817,247	1,307,464	1,307,464	965,802
Fund Balance - Ending	$ 817,247	$ 1,307,464	$ 860,802	$ 965,802	$ 350,347

Unreserved Designated Fund Balance Policy Compliance

Minimum -Three months operating expenditures based on prior year's audited expenditures		341,202
Maximum (80% of the most recent five year average of subdivision development expenditures)		
2013 budgeted	2,017,675	
2012 budgeted plus 100% carryover from 2011	1,661,662	
2011 actual	1,364,806	
2010 actual	1,342,479	
2009 actual	2,236,352	
		1,379,676

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Public Works **Business Unit 4240**

PROGRAM MISSION

This program accounts for funding sources and expenditures for various public works projects.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

This fund provides for a variety of Public Works capital needs.

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

Project	Amount	Page
Traffic camera program / signal battery backup	$ 58,614	Projects, Pg. 589
Bridge improvements	221,895	Projects, Pg. 591
Traffic signal comm grid and equip replacement/upgrade	31,824	Projects, Pg. 588
Street lighting improvements	62,256	Projects, Pg. 587
Concrete Paving Program	634,386	Projects, Pg. 596
Residential recycling containers	1,375,000	Projects, Pg. 645
	$ 2,383,975	

Major program changes:

The Lawe street bridge over the power canal was deferred until 2014 as the Federal funding was not approved for 2013.

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 169,411	$ 75,483	$ -	$ -	$ -	N/A
Program Expenses		$ 149,717	$ 1,284,278	$ 1,334,000	$ 1,507,071	$ 2,383,975	78.71%
Expenses Comprised Of:							
Personnel		14,499	27,068	8,668	8,668	87,128	905.17%
Supplies & Materials		98,854	93,178	75,000	125,486	1,511,121	1914.83%
Purchased Services		82,313	45,820	13,000	23,000	159,605	1127.73%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		(45,949)	1,118,212	1,237,332	1,349,917	626,121	-49.40%

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Public Works **Business Unit 4240**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4224 Miscellaneous State Aids	$ -	$ -	$ -	$ -	$ -
4710 Interest on Investments	55,082	63,413	-	-	-
50004 Sale of City Property	-	-	-	-	-
5065 Other Reimbursements	114,329	12,070	-	-	-
5910 Proceeds of Long-term Debt	-	-	1,334,000	1,334,000	2,383,975
5921 Trans In - General Fund	-	-	-	-	-
Total Revenue	$ 169,411	$ 75,483	$ 1,334,000	$ 1,334,000	$ 2,383,975
Expenses					
6102 Labor Pool Allocations	$ 10,289	$ 19,841	$ 6,802	$ 6,802	$ 65,691
6105 Overtime	-	62	-	-	-
6108 Part Time	184	167	-	-	-
6150 Fringes	4,026	6,998	1,866	1,866	21,437
6308 Landscape Supplies	2,890	-	-	-	-
6325 Construction Materials	92,232	73,618	50,000	100,486	135,000
6327 Miscellaneous Equipment	3,632	19,560	25,000	25,000	1,376,121
6328 Signs	100	-	-	-	-
6404 Consulting Services	(36,764)	(16,909)	13,000	13,000	159,605
6408 Contractor Fees	119,077	62,729	-	10,000	-
6413 Utilities	-	-	-	-	-
6425 CEA Equipment Rental	-	-	-	-	-
6503 Rent	-	-	-	-	-
6801 Land	-	-	-	-	-
6804 Equipment	21,850	18,750	225,000	225,000	-
6809 Infrastructure Construction	(515,499)	52,473	1,012,332	1,124,917	626,121
7914 Trans Out - Capital Projects	447,700	1,046,989	-	-	-
Total Expense	$ 149,717	$ 1,284,278	$ 1,334,000	$ 1,507,071	$ 2,383,975

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Construction materials	
LED street light retrofits	$ 50,000
Traffic camera installation	30,000
Traffic signal grid	30,000
Signal power backup	25,000
	$ 135,000

Infrastructure Construction	
Concrete pavement work	$ 626,121
	$ 626,121

Consulting Services	
Design -	
Prospect Ave over Jackman St	$ 115,405
Lawe St. over Power Canal	15,000
S. Island St. over Power Canal	29,200
	$ 159,605

Miscellaneous Equipment	
Residential recycling automated pickup containers	$ 1,375,000
Traffic camera materials	1,121
	$ 1,376,121

CITY OF APPLETON 2013 BUDGET
PUBLIC WORKS PROJECTS
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

Revenues	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Intergovernmental	$ -	$ -	$ -	$ -	$ -
Interest Income	55,082	63,413	-	-	-
Other	637,585	12,070	-	-	-
Total Revenues	692,667	75,483	-	-	-
Expenses					
Program Costs	225,272	237,288	1,334,000	1,450,292	2,383,975
Total Expenses	225,272	237,288	1,334,000	1,450,292	2,383,975
Revenues over (under) Expenses	467,395	(161,805)	(1,334,000)	(1,450,292)	(2,383,975)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	1,334,000	1,275,874	2,383,975
Sale of City Property	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(447,700)	(1,046,990)	-	-	-
Total Other Financing Sources (Uses)	(447,700)	(1,046,990)	1,334,000	1,275,874	2,383,975
Net Change in Equity	19,695	(1,208,795)	-	(174,418)	-
Fund Balance - Beginning	1,363,518	1,383,213	174,418	174,418	-
Fund Balance - Ending	$ 1,383,213	$ 174,418	$ 174,418	$ -	$ -

CITY OF APPLETON 2013 BUDGET

PARKING UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Nathan D. Loper

CITY OF APPLETON 2013 BUDGET
PARKING UTILITY

MISSION STATEMENT

To provide clean, safe on-and-off street downtown parking using managerial and financial practices that maintain the financial solvency of the Parking Utility.

To professionally enforce downtown parking ordinances while maintaining a customer friendly environment.

DISCUSSION OF SIGNIFICANT 2012 EVENTS

Completed repairs to Green Ramp deck joints

Completed miscellaneous concrete repairs at the Blue and Green Parking Ramps

Completed Phase I of installing colored accent lighting to correspond to new color-based ramp names

Installed LED Informational signage at the entrances to City parking ramps

Installed the City's first two Parking Pay Stations (pilot project) at Soldier's Square

Completed next phase of parking ramp security camera upgrades/installations

Continued ongoing program of meter mechanism and housing replacement

Continued ongoing program of line painting of ramp and on-street parking stalls

Completed final phase of Red Ramp lighting upgrades

Sealed concrete decks of the Red Ramp

Replaced light bulbs in parking ramp light fixtures (done once every 3 years)

Performed miscellaneous repairs to the Library Plaza Parking Lot

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

CITY OF APPLETON 2013 BUDGET
PARKING UTILITY

MAJOR 2013 OBJECTIVES

Complete ramp repairs in accordance with consultant reports and end-of -life study for the Blue Ramp

Continue to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system

Seal concrete decks of the Green Ramp

Perform lighting fixture upgrades at the Yellow and Green Ramps

Complete Phase II installation of colored accent lighting to correspond to new color-based ramp names

Install on-street way finding signage for the City's Parking Ramps

Continue to hold Ad Hoc Parking Committee meetings to implement a marketing plan for the Parking Utility

Continue ongoing program of meter mechanism/housing/bracket replacement

Continue ongoing program of line painting of ramp and on-street parking stalls

Conduct a Structural Condition Analysis of the City's parking ramps (done once every three years)

Continue to analyze parking changes coinciding with the future plans of the Exhibition Center

Implement and conduct a pilot program to evaluate the feasibility of credit card use in the Red parking ramp. Requests from business owners and customers have prompted this study. The study will monitor and evaluate the demand, cost, and any impact credit card use may have on revenue.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 2,009,701	$ 2,411,047	$ 2,495,901	$ 2,495,901	$ 2,403,338	-3.71%
Program Expenses							
5110	Administration	1,679,238	1,692,428	1,712,144	1,712,144	1,896,452	10.76%
5120	Operations & Maint.	915,975	894,722	1,043,376	1,085,279	920,600	-11.77%
5130	Enforcement	169,547	141,721	185,305	185,305	167,514	-9.60%
TOTAL		$ 2,764,760	$ 2,728,871	$ 2,940,825	$ 2,982,728	$ 2,984,566	1.49%
Expenses Comprised Of:							
Personnel		673,183	607,295	676,592	676,592	635,387	-6.09%
Administrative Expense		1,525,490	1,583,955	1,579,830	1,583,830	1,750,960	10.83%
Supplies & Materials		50,495	58,785	47,600	47,600	56,850	19.43%
Purchased Services		74,366	126,273	147,100	147,100	121,228	-17.59%
Utilities		200,203	224,077	237,592	237,592	230,177	-3.12%
Repair & Maintenance		73,016	95,669	97,111	97,111	169,964	75.02%
Capital Expenditures		168,007	32,817	155,000	192,903	20,000	-87.10%
Full Time Equivalent Staff:							
Personnel allocated to programs		11.47	11.47	11.17	11.17	11.18	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
PARKING UTILITY

Administration **Business Unit 5110**

PROGRAM MISSION

The Parking Utility uses sound managerial and financial practices to achieve financial solvency of the Parking Utility and independence from City tax levy funding.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Review existing parking policies against current and future requirements

Explore ways to improve customer service and contain operating costs

Research additional ways to compile, review, and disseminate parking statistical data

Identify technology that will assist in monitoring customer usage

Refine procedures for reconciling permit sales to collections

Major changes in Revenue, Expenditures, or Programs:

Based upon 2012 Council action, future maintenance activities in the City's Blue Ramp will be targeted towards a remaining useful life of eight years (planned end of life in 2020).

A complete structural condition analysis will be performed at each of the City's four parking ramps in 2013. These condition analyses are conducted every three years and the results are used to program maintenance activities in subsequent years.

Changes in the clothing allowance policy has moved the expense to be considered a fringe benefit as it will be paid out through payroll rather than from accounts payable.

The decrease in regular salaries from 2010 - 2013 relates to staffing changes (accounting coordinator and clerical) hired at different pay ranges.

This budget includes expenses for a pilot project to evaluate the feasibility of credit card use at entrances into the City's parking ramps and possibly future use in parking pay centers in Soldier's Square. Requests from business owners and customers to be able to use a credit card to gain entrance into the parking ramps have prompted this pilot study. This study will allow credit cards to be used at the booth entrance to the Red Ramp only.

The estimated cost of this study is as follows:

$ 550	Ingenico Hardware & Payment Tech Software
30	Set up costs
120	$10 monthly fee
4,060	$.35 per transaction - Estimated use 11,600 entries (20% of 2011's 58,000 entries)
$4,760	

This study will monitor and evaluate the demand, cost, and any impact credit card use may have on revenue.

This budget also includes a transfer in from capital projects for the release of Lot 9 to Outagamie County in relation to the agreement proposed for the construction of the Fox Cities Exhibition Center ($22,737).

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Effective rate structure policy					
% change in operating revenue received	-9.59%	19.21%	4.57%	3.40%	-3.21%
Community events supported	13	11	11	11	11
Strategic Outcomes					
Efficiency of operations					
% change in operating costs	2.90%	-5.01%	6.54%	6.54%	2.23%
Work Process Outputs					
Expansion of customer base					
YTD avg active permits/ total permit stalls	2,143/2,343	2,205/2,323	2,100/2,323	2,200/2,323	2,100/2,323
# of daily meter bags sold	1,511	986	800	1,000	1,000

CITY OF APPLETON 2013 BUDGET
PARKING UTILITY

Administration **Business Unit 5110**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013	
Revenues						
4710 Interest on Investments	$ 43,719	$ 67,377	$ 45,000	$ 45,000	$ 35,000	
5010 Misc Revenue - Nontax	5	1	1	1	1	
5035 Other Reimbursements	37	39	-	-	-	
5924 Trans In - Capital Projects	-	-	-	-	22,737	
Total Revenue	$ 43,761	$ 67,417	$ 45,001	$ 45,001	$ 57,738	
Expenses						
6101 Regular Salaries	$ 100,129	$ 97,627	$ 93,019	$ 93,019	$ 94,481	
6108 Part-Time	421	212	-	-	-	
6150 Fringes	40,226	38,207	35,707	35,707	34,685	
6201 Training\Conferences	244	-	-	-	-	
6301 Office Supplies	2,546	2,207	600	600	600	
6303 Memberships & Licenses	-	-	550	550	-	
6304 Postage/Freight	5,218	4,843	6,500	6,500	5,500	
6305 Awards & Recognition	131	350	350	350	350	
6306 Building Maint./Janitorial	59	-	-	-	-	
6309 Shop Supplies & Tools	883	1,680	1,500	1,500	1,500	
6320 Printing & Reproduction	1,546	101	-	-	100	
6321 Clothing	810	1,160	900	900	200	
6323 Safety Supplies	221	142	400	400	400	
6327 Misc. Equipment	174	3,286	800	800	1,350	
6401 Accounting/Audit	2,446	2,707	2,328	2,328	2,372	
6403 Bank Services	8,257	10,019	8,000	8,000	11,710	
6407 Collection Services	2,542	2,419	2,622	2,622	2,856	
6412 Advertising	-	1,710	5,000	5,000	-	
6413 Utilities	2,235	2,513	2,748	2,748	2,548	
6418 Equip Repairs & Maint	2,102	2,120	2,100	2,100	2,100	
6420 Facilities Charges	2,842	1,860	2,500	2,500	2,500	
6430 Health Services	17	15	-	-	-	
6451 Laundry Services	1,720	1,596	1,690	1,690	1,690	
6501 Insurance	39,216	42,510	44,540	44,540	46,280	
6601 Depreciation Expense	455,953	465,844	490,990	490,990	475,930	
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	1,200,000	*
Total Expense	$ 1,679,238	$ 1,692,428	$ 1,712,144	$ 1,712,144	$ 1,896,452	

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

***** To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

CITY OF APPLETON 2013 BUDGET
PARKING UTILITY

Operations and Maintenance **Business Unit 5120**

PROGRAM MISSION

The Parking Utility maintains a safe, clean and reliable parking system.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Pressure clean the decks and stairwells in all ramps twice a year
Identify and complete maintenance projects in a timely manner
Investigate ways to reduce operating expenses without reducing current maintenance and service standards
Focus on aesthetics of ramps to encourage ramp usage
Enhance preventive maintenance of meters to reduce malfunctions
Perform structural repairs in all City ramps in accordance with the consultant's recommendations. The following repairs are scheduled to be completed; see the capital project request on page 633 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 $20,000 for on-street way finding signage for the City's four parking ramps and $20,000 for completion of decorative lighting based upon recommendations from the City's Ad Hoc Parking Committee. 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 an increase of $40,000 in consulting fees for structural conditional analysis at the City's four ramps which is done every three years.

The total number of reports of facility damages continued to increase in the previous year, however the instances of graffiti have decreased. Overall staff time required to address these issues is expected to remain relatively unchanged for 2013.

The increase in miscellaneous equipment is due to purchasing $8,500 meter mechanism & meter housing upgrades.

The fluctuation in regular salaries and part-time relates to employees hired at lower wage rates than originally budgeted.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Reliability of the system					
# of broken meters reported	496	563	400	650	650
% fixed within 24 hours	98%	98%	99%	99%	99%
Strategic Outcomes					
Efficiency of staff management					
Maintenance staff size to # of meters	2 / 996	2 / 996	2 / 996	2 / 962	2 / 962
Maintenance staff size to # of unmetered stalls	3 / 3,132	3 / 3,132	3 / 3,132	3 / 3,132	3 / 3,132
Structural inspections performed	0	1	0	0	4
Stalls monitored by pay machines	New Measure	→	→	34	34
Work Process Outputs					
Customer services provided					
# of meter batteries changed	996	996	996	962	962
# of power flushes per ramp	2	2	2	2	2
# of facility property damages reported	78	120	100	100	100
# of broken gate arms reported/ repaired	22	24	15	25	20

CITY OF APPLETON 2013 BUDGET
PARKING UTILITY

Operations and Maintenance **Business Unit 5120**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4841 Meters - Tax	$ 535,394	$ 616,062	$ 608,000	$ 608,000	$ 634,000
4842 Short-term Parking - Nontax	3,193	5,401	5,800	5,800	7,000
4843 Short-term Parking - Tax	527,224	557,489	570,000	570,000	520,000
4844 Permit Parking - Nontax	125,732	110,355	166,000	166,000	145,000
4845 Permit Parking - Tax	247,680	527,426	570,000	570,000	540,000
4846 Parking Meter Hood - Nontax	484	3,108	500	500	1,000
4847 Parking Meter Hood - Tax	8,599	7,302	10,000	10,000	8,000
5030 Damage to City Property	-	232	-	-	-
5085 Cash Short or Over	94	(109)	-	-	-
Total Revenue	$ 1,448,400	$ 1,827,266	$ 1,930,300	$ 1,930,300	$ 1,855,000
Expenses					
6101 Regular Salaries	$ 227,834	$ 206,042	$ 230,556	$ 230,556	$ 209,185
6104 Call Time	604	337	-	-	300
6105 Overtime	6,249	6,370	3,000	3,000	6,200
6108 Part-Time	22,888	24,550	35,793	35,793	27,496
6150 Fringes	126,187	111,474	119,962	119,962	115,776
6306 Building Maint./Janitorial	12,822	6,753	27,000	31,000	13,000
6311 Paint & Supplies	525	945	1,500	1,500	1,500
6320 Printing & Reproduction	7,849	3,947	5,250	5,250	5,250
6325 Construction Materials	5,550	5,113	6,000	6,000	6,000
6326 Equipment Parts	13,011	17,410	11,250	11,250	13,250
6327 Miscellaneous Equipment	11,418	19,352	12,000	12,000	20,000
6328 Signs	1,359	155	-	-	800
6404 Consulting Services	6,440	13,423	-	-	40,000
6407 Collection Services	215	214	400	400	400
6408 Contractor Fees	9,336	8,861	9,000	9,000	9,000
6409 Inspection Fees	1,555	1,889	2,200	2,200	2,200
6413 Utilities	197,967	221,564	234,844	234,844	227,629
6416 Build Repairs & Maint	20,617	24,580	30,000	30,000	100,000
6418 Equip Repairs & Maint	30,356	44,528	35,500	35,500	37,000
6424 Software support	-	-	-	-	120
6425 CEA Equip. Rental	14,349	19,831	24,261	24,261	25,494
6440 Snow Removal Services	30,837	62,955	40,000	40,000	40,000
6599 Other Contracts / Obligations	-	9,464	59,860	59,860	-
6803 Buildings	168,007	32,817	125,000	162,903	20,000
6804 Machinery and Equipment	-	-	30,000	30,000	-
7921 Trans Out - Internal Serv Fund	-	52,148	-	-	-
Total Expense	$ 915,975	$ 894,722	$ 1,043,376	$ 1,085,279	$ 920,600

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Building Maintenance & Janitorial	
Building maintenance	$ 1,000
Cleaning supplies	4,000
Deck sealer	8,000
	$ 13,000
Equipment Parts	
Misc repair parts	$ 6,000
Permit cards	1,250
Batteries - Lithium	6,000
	$ 13,250
Miscellaneous Equipment	
Meter brackets	$ 1,500
Red exit gate	3,000
Meter mech & housings upgrades	8,500
Card reader/scanner upgrade	7,000
	$ 20,000
Building Repairs & Maintenance	
Lighting repairs - Yellow Ramp	$ 10,000
Misc ramp repairs	59,000
Ramp window washing	2,000
Pest control services	1,500
Door replacement - Yellow Ramp	2,500
On-street way finding	20,000
Lot repairs	5,000
	$ 100,000

Equipment Repairs & Maintenance	
Elevator repairs - maintenance agreements	$ 28,000
Meter mech repair	500
Electrical repairs/ TAPCO	8,500
	$ 37,000
Snow Removal Services	
All ramps	$ 40,000
	$ 40,000
Buildings	
Colored LED lighting	$ 20,000
	$ 20,000
Consulting Services	
Parking ramps - structural analysis Every 3 yrs.	$ 40,000
	$ 40,000

CITY OF APPLETON 2013 BUDGET
PARKING UTILITY

Enforcement **Business Unit 5130**

PROGRAM MISSION

The Parking Utility enforces City parking ordinances to promote the safety and availability of parking spaces for the benefit of our customers and downtown guests.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Educate and inform customers on parking policies and assist with directions and questions about the City

Maintain all parking control devices within the City

Provide timely reviews and responses to parking citation review forms

Continue to investigate ways to reduce the number of citation review forms received that do not meet submittal criteria

Major changes in Revenue, Expenditures, or Programs:

2013 will be the first full year of operation for the City's parking pay station pilot project at Soldier's Square. The two pay stations replaced 34 conventional parking meters and were brought into operation in August of 2012. Depending upon the success of the pilot project, additional parking pay stations are tentatively programmed for installation at the Library Plaza lot in 2015.

The decrease in regular salaries in 2011 relates to a vacant enforcement position for part of the year. The decrease in fringes from 2012 - 2013 is due to an employee not taking health insurance.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Customer service					
Meter stall turnover					
# of citations/meter/month	1.90	1.80	2.0	2.0	2.0
Strategic Outcomes					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	39	44	45	43	43
# of notices sent	11,448	10,633	14,000	10,000	10,000
# of state suspensions sent	2,490	2,402	2,800	2,400	2,400
Work Process Outputs					
Enforcement provided					
# of citations issued	23,741	22,622	22,500	23,000	23,000
# of meter violation citations issued	22,426	21,148	21,000	21,000	21,000
# of citations reviewed by Parking Manager	927	842	950	850	850

CITY OF APPLETON 2013 BUDGET
PARKING UTILITY

Enforcement **Business Unit 5130**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4520 Parking Violations	$ 517,040	$ 515,864	$ 520,000	$ 520,000	$ 490,000
5035 Other Reimbursements	500	500	600	600	600
Total Revenue	$ 517,540	$ 516,364	$ 520,600	$ 520,600	$ 490,600
Expenses					
6101 Regular Salaries	$ 106,288	$ 86,269	$ 102,617	$ 102,617	$ 104,090
6105 Overtime	501	816	100	100	600
6150 Fringes	41,856	35,391	55,838	55,838	42,574
6320 Printing & Reproduction	6,726	5,405	7,200	7,200	6,000
6321 Clothing	424	90	400	400	100
6326 Equipment Parts	-	-	400	400	400
6418 Equipment Repairs & Maint.	2,750	2,750	2,750	2,750	2,750
6599 Other Contracts/Obligations	11,002	11,000	16,000	16,000	11,000
Total Expense	$ 169,547	$ 141,721	$ 185,305	$ 185,305	$ 167,514

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Fines and Forfeitures	517,040	515,864	338,527	520,000	520,000	520,000	490,000
Interest Income	43,719	67,377	33,806	45,000	45,000	45,000	35,000
Charges for Services	1,451,148	1,827,143	1,434,929	1,930,300	1,930,300	1,925,500	1,855,000
Other Revenues	636	663	4,412-	601	601	601	23,338
TOTAL REVENUES	2,012,543	2,411,047	1,802,850	2,495,901	2,495,901	2,491,101	2,403,338
EXPENSES BY LINE ITEM							
Regular Salaries	54,361	50,423	39,034	62,362	62,362	0	63,344
Labor Pool Allocations	320,592	294,672	181,890	363,430	363,430	0	341,237
Call Time	604	337	339	300	300	300	300
Overtime	6,749	7,186	6,929	3,100	3,100	6,800	6,800
Part-Time	23,309	24,763	34,972	35,793	35,793	0	27,496
Other Compensation	1,811	0	668	0	0	0	2,965
Shift Differential	223	106	32	100	100	200	210
Sick Pay	8,602	9,854-	1,503	0	0	0	0
Vacation Pay	48,662	54,591	29,453	0	0	0	0
Fringes	208,270	185,072	119,563	211,507	211,507	0	193,035
Salaries & Fringe Benefits	673,183	607,296	414,383	676,592	676,592	7,300	635,387
Training & Conferences	244	0	0	0	0	0	0
Office Supplies	2,546	2,207	346	600	600	600	600
Memberships & Licenses	0	0	0	550	550	0	0
Postage & Freight	5,218	4,843	50	6,500	6,500	5,500	5,500
Awards & Recognition	131	350	0	350	350	350	350
Building Maintenance/Janitor.	12,882	6,753	21,543	27,000	31,000	13,000	13,000
Insurance	39,216	42,510	47,237	44,540	44,540	44,544	46,280
Depreciation Expense	455,953	465,844	342,775	490,990	490,990	466,272	475,930
Trans Out - General Fund	9,300	9,300	6,975	9,300	9,300	9,300	9,300
Trans Out - Special Revenue	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,200,000
Trans Out - Internal Svc.	0	52,148	0	0	0	0	0
Administrative Expense	1,525,490	1,583,955	1,418,926	1,579,830	1,583,830	1,539,566	1,750,960
Shop Supplies & Tools	883	1,680	1,587	1,500	1,500	1,500	1,500
Paint & Supplies	525	946	0	1,500	1,500	1,500	1,500
Printing & Reproduction	16,121	9,453	4,320	12,450	12,450	11,350	11,350
Clothing	1,234	1,249	83	1,300	1,300	300	300
Safety Supplies	221	142	1,297	400	400	400	400
Construction Materials	5,550	5,113	5,113	6,000	6,000	6,000	6,000
Vehicle & Equipment Parts	13,011	17,410	8,754	11,650	11,650	13,650	13,650
Miscellaneous Equipment	11,591	22,637	558	12,800	12,800	20,800	21,350
Signs	1,359	155	93	0	0	800	800
Supplies & Materials	50,495	58,785	21,805	47,600	47,600	56,300	56,850
Accounting/Audit	2,446	2,707	0	2,328	2,328	2,372	2,372
Bank Services	8,257	10,019	6,989	8,000	8,000	10,044	11,710
Consulting Services	6,440	13,423	901	0	0	40,000	40,000
Collection Services	2,756	2,634	2,395	3,022	3,022	3,256	3,256
Contractor Fees	9,336	8,861	7,072	9,000	9,000	9,000	9,000
Inspection Fees	1,555	1,889	0	2,200	2,200	2,200	2,200
Advertising	0	1,710	410	5,000	5,000	0	0
Health Services	17	15	0	0	0	0	0
Snow Removal Services	30,837	62,955	16,133	40,000	40,000	40,000	40,000
Laundry Services	1,720	1,596	707	1,690	1,690	1,690	1,690
Other Contracts/Obligations	11,002	20,464	7,000	75,860	75,860	36,900	11,000
Purchased Services	74,366	126,273	41,607	147,100	147,100	145,462	121,228
Electric	177,131	196,336	151,886	208,589	208,589	199,970	199,970
Gas	1,572	1,804	538	1,979	1,979	1,979	1,979
Water	3,171	3,231	2,177	3,552	3,552	3,310	3,310
Waste Disposal/Collection	1,671	1,717	1,125	1,834	1,834	1,794	1,794
Stormwater	15,126	16,433	10,424	16,640	16,640	18,476	18,476
Telephone	3,084	2,944	2,367	3,174	3,174	3,036	3,036
Cellular Telephone	1,291	1,612	1,205	1,824	1,824	1,612	1,612

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
Utilities	203,046	224,077	169,722	237,592	237,592	230,177	230,177
Building Repair & Maintenance	20,617	24,580	18,997	30,000	30,000	30,000	100,000
Equipment Repair & Maintenanc	35,208	49,398	28,194	40,350	40,350	41,850	41,850
Facilities Charges	2,842	1,860	456	2,500	2,500	0	2,500
Software Support	0	0	0	0	0	0	120
CEA Equipment Rental	14,349	19,831	16,407	24,261	24,261	0	25,494
Repair & Maintenance	73,016	95,669	64,054	97,111	97,111	71,850	169,964
Buildings	168,007	32,817	37,208	125,000	162,903	90,000	20,000
Machinery & Equipment	0	0	1,497	30,000	30,000	0	0
Capital Expenditures	168,007	32,817	38,705	155,000	192,903	90,000	20,000
TOTAL EXPENSES	2,767,603	2,728,872	2,169,202	2,940,825	2,982,728	2,140,655	2,984,566

CITY OF APPLETON 2013 BUDGET

PARKING UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Charges for Services	$ 1,448,943	$ 1,827,143	$ 1,930,301	$ 1,902,900	$ 1,855,001
Other	517,040	516,527	520,600	520,600	490,600
Total Revenues	1,965,983	2,343,670	2,450,901	2,423,500	2,345,601
Expenses					
Operating Expenses	1,299,507	1,201,579	1,285,535	1,285,535	1,279,336
Depreciation	455,953	465,844	490,990	490,990	475,930
Total Expenses	1,755,460	1,667,423	1,776,525	1,776,525	1,755,266
Operating Income (Loss)	210,523	676,247	674,376	646,975	590,335
Non-Operating Revenues (Expenses)					
Interest Income	43,719	67,377	45,000	55,000	35,000
Other	-	-	-	-	22,737
Total Non-Operating	43,719	67,377	45,000	55,000	57,737
Net Income (Loss) Before Transfers	254,242	743,624	719,376	701,975	648,072
Transfers In (Out)					
Special Revenue	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,200,000)
Internal Service	-	(52,148)	-	-	-
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Change in Net Assets	(755,058)	(317,824)	(289,924)	(307,325)	(561,228)
Total Net Assets - Beginning	12,204,396	11,449,338	11,131,514	11,131,514	10,824,189
Total Net Assets - Ending	$ 11,449,338	$ 11,131,514	$ 10,841,590	$ 10,824,189	$ 10,262,961

SCHEDULE OF CASH FLOWS

	2012 Projected	2013 Budget
Cash - Beginning of Year	$ 1,352,338	$ 1,343,100
+ Net Income	701,975	648,072
+ Depreciation	490,990	475,930
- Fixed Assets	(192,903)	(20,000)
- Transfers Out	(9,300)	(9,300)
- Advance to TIF # 3 *	(1,000,000)	(1,200,000)
Working Cash - End of Year	$ 1,343,100	$ 1,237,802

WORKING CAPITAL RESERVE REQUIREMENT

Prior Year Audited Expenditures	$ 1,667,423
- Depreciation	(465,844)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	$ 1,210,879
25 % Working Capital Reserve Requirement	$ 302,720

* To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

CITY OF APPLETON 2013 BUDGET

CENTRAL EQUIPMENT AGENCY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Nathan D. Loper

CITY OF APPLETON 2013 BUDGET
CENTRAL EQUIPMENT AGENCY

MISSION STATEMENT

The Central Equipment Agency (CEA) exists to maintain the City fleet and to provide timely cost effective replacement of vehicles as they reach the end of their useful service lives.

DISCUSSION OF SIGNIFICANT 2012 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
- Breakfast for mechanics where we went over our mission, goals and objectives
- Discussion on where improvements/efficiencies could be made and areas where things are being done well

Continued annual bridge maintenance program to keep bridges operational

Updated the CEA Policy and Procedure Manual; these changes were approved by CEA Review Committee in 2012

Purchased a new 12,000 lb above ground symmetrical hoist to improve efficiencies in the preventive maintenance of the light and medium duty fleet (the previous hoist did not accommodate this task)

Continued to test 1.5 FTE Service Person position

Added two more mechanics to the fire extinguisher program - inspecting all vehicle fire extinguishers annually (this training can now be obtained online for a reduced amount of money)

Worked with Technology Services to purchase and install twelve new Panasonic Arbitrator video cameras for the intensive use fleet of the squad cars and start to phase out the I-cop camera system

Purchased two new Ford Interceptor model squad cars for a test pilot program

Installed ten Precise brand GPS units in various DPW pieces of equipment

Implemented new, web-based medium and heavy duty truck training program through Packer City at no cost due to the volume of parts purchased through them

Worked with different vendors to comply with the 2013 narrow band radio deadline

Tested 7 digital radios from Nielsen Communications with GPS and GPS Software

Started a cooperative maintenance program with Valley Transit on their administrative vehicles

Purchased a second sidewalk tractor to better meet the City's winter sidewalk cleaning policy

Investigated issues with the interstitial sensor for number two diesel tank

Completed Job Questionnaires for CEA employees

Met with all CEA employees to discuss City expectations and set goals

CITY OF APPLETON 2013 BUDGET
CENTRAL EQUIPMENT AGENCY

MAJOR 2013 OBJECTIVES

Rent or loan equipment to, and borrow equipment from, neighboring communities in emergency situations

Advise user groups about making good equipment choices to do their work, lowering fuel costs and decreasing the carbon foot print 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 2012 and install 13 more units in new equipment

Investigate/implement succession plan for CEA staff

Investigate options to find different vendors for shop supplies and parts to reduce costs

Investigate options for initial setup of police vehicles

Investigate possible mechanic staff sharing with other communities, Valley Transit, and the school district

Work with the Police and Fire Departments to come up with a list of accessories that are installed in their equipment and funded by their department

Work with a consulting firm to put together a fuel site upgrade plan (investigate CNG fueled trucks)

Continue to meet with employees throughout the year to evaluate performance and review goals

Continue the cooperative maintenance program with Valley Transit on their administrative vehicles

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 4,262,099	$ 5,383,808	$ 4,767,587	$ 4,767,587	$ 5,298,397	11.13%
Program Expenses							
6110	Administration	2,765,699	2,816,448	2,580,109	2,580,109	2,692,074	4.34%
6121	Maintenance	2,120,722	2,378,967	2,505,784	2,505,784	2,453,080	-2.10%
Total Program Expenses		$ 4,886,421	$ 5,195,415	$ 5,085,893	$ 5,085,893	$ 5,145,154	1.17%
Expenses Comprised Of:							
Personnel		1,184,863	1,111,269	1,109,793	1,109,793	1,121,419	1.05%
Administrative Expense		2,237,618	2,300,649	2,149,242	2,149,242	2,170,877	1.01%
Supplies & Materials		1,215,863	1,550,544	1,533,370	1,533,370	1,565,003	2.06%
Purchased Services		8,321	8,587	16,963	16,963	15,355	-9.48%
Utilities		34,787	35,974	38,234	38,234	38,559	0.85%
Repair & Maintenance		204,969	188,392	238,291	238,291	233,941	-1.83%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		15.11	15.11	15.11	15.11	15.01	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CENTRAL EQUIPMENT AGENCY

Administration **Business Unit 6110**

PROGRAM MISSION

The Central Equipment Agency establishes overhead rates, evaluates vehicle replacement schedules and works with the users to meet their operational needs.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Evaluate the billing process and reports for timeliness, accuracy and clarity; minimize increases to CEA billing rate by reviewing budget requests and non-billable hours

Review and revise equipment replacement policies; provide detailed information on replacement equipment and requests for changes in replacement life

Continue to find ways to improve communications with all agencies and investigate opportunities to share vehicles among departments

Major changes in Revenue, Expenditures, or Programs:

The increase in intergovernmental revenue is due to a joint agreement with the Appleton Area School District to use the car wash bay at $7 per wash estimating 500 washes in the first year. Additionally, revenue increased due to an expected increase in the gallons of fuel purchased by the District in 2013.

Increase in miscellaneous equipment is due to the purchase of a plasma cutter with consumables which will replace one in poor condition, and a shop air compressor to replace a 1966 model.

Reduction in budgeted clothing is a result of change in policy eliminating reimbursement for safety shoes.

Increase in equipment repairs and maintenance in 2013 is due to moving the budgeted maintenance ($4,500) for the fuel containment system to this budget (formerly in the DPW-MSB general fund budget). It was determined that maintenance of the system is more a CEA responsibility than a general fund expense.

The increase in the number of authorized fleet vehicles (below) is due to the addition of the Prentice Loader for Forestry.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Cost effective service					
Overhead rate	$ 66.78	$ 69.12	$ 69.34	$ 69.34	$ 71.86
Billable hours	18,555	17,687	18,600	17,600	17,800
Strategic Outcomes					
Operational requirements of users					
Size of authorized fleet	389	388	384	385	385
Consistent and current information					
# Policies reviewed/revised	0	1	1	1	1
Work Process Output					
Customer service					
Requests for additions to fleet	1	0	1	1	0

CITY OF APPLETON 2013 BUDGET
CENTRAL EQUIPMENT AGENCY

Administration **Business Unit 6110**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4710 Interest on Investments	$ 9,292	$ 11,526	$ 10,000	$ 10,000	$ 10,000
4865 CEA Operational Revenue	2,538,759	2,843,383	2,889,460	2,889,460	2,927,981
4908 Misc. Intergov. Charges	45,132	61,845	48,000	48,000	57,340
5004 Sale of City Property	200,824	285,747	170,000	170,000	190,000
5011 Misc. Revenue - Tax	736	1,280	600	600	1,200
5021 Capital Contributions	1,439,436	2,166,374	1,624,027	1,624,027	2,095,576
5030 Damage to City Property	-	369	-	-	-
5035 Other Reimbursements	21,361	11,512	18,000	18,000	11,300
5082 Insurance Proceeds	6,559	1,772	7,500	7,500	5,000
Total Revenue	$ 4,262,099	$ 5,383,808	$ 4,767,587	$ 4,767,587	$ 5,298,397
Expenses					
6101 Regular Salaries	$ 287,977	$ 268,988	$ 202,410	$ 202,410	$ 264,232
6104 Call Time	51	45	500	500	500
6105 Overtime	591	693	300	300	600
6108 Part-Time	886	3,437	-	-	-
6150 Fringes	124,487	110,563	86,729	86,729	107,607
6201 Training\Conferences	3,544	3,607	4,440	4,440	4,000
6301 Office Supplies	798	913	800	800	850
6303 Memberships & Licenses	1,056	1,041	1,000	1,000	918
6304 Postage/Freight	-	43	-	-	-
6305 Awards & Recognition	420	420	420	420	420
6309 Shop Supplies & Tools	43,856	40,943	44,000	44,000	44,000
6310 Chemicals	7,585	5,368	9,200	9,200	9,483
6311 Paint & Supplies	8	8	-	-	-
6315 Books & Library Material	-	187	200	200	210
6320 Printing & Reproduction	856	1,164	600	600	865
6321 Clothing	1,444	1,519	1,525	1,525	980
6323 Safety Supplies	557	604	615	615	615
6324 Medical\Lab Supplies	40	44	50	50	50
6326 Equipment Parts	7	-	-	-	-
6327 Miscellaneous Equipment	3,509	5,044	6,500	6,500	8,000
6401 Accounting/Audit	1,747	1,933	2,215	2,215	2,290
6403 Bank Services	437	305	450	450	450
6413 Utilities	34,787	35,974	38,234	38,234	38,559
6418 Equip Repairs & Maint	4,537	7,908	5,100	5,100	9,750
6420 Facilities charges	4,403	22,015	21,191	21,191	22,191
6451 Laundry Services	5,224	4,397	4,898	4,898	4,715
6501 Insurance	13,056	19,464	20,440	20,440	22,670
6599 Other Contracts/Obligations	5,658	5,132	6,500	6,500	6,500
6601 Depreciation Expense	1,944,588	1,977,850	1,950,000	1,950,000	1,950,000
6720 Interest Payments	1,950	1,852	1,792	1,792	1,619
7914 Transfer Out - Capital Projects	271,640	294,987	170,000	170,000	190,000
Total Expense	$ 2,765,699	$ 2,816,448	$ 2,580,109	$ 2,580,109	$ 2,692,074

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Shop Supplies & Tools	
Consumable shop supplies	$ 26,775
Small shop tools	14,075
Fire shop supplies & tools	3,150
	$ 44,000

Transfer Out - Capital Projects	
Proceeds from sale of vehicles	$ 190,000
	$ 190,000

CITY OF APPLETON 2013 BUDGET
CENTRAL EQUIPMENT AGENCY

Maintenance **Business Unit 6121**

PROGRAM MISSION

The Central Equipment Agency performs repairs, preventive maintenance, new vehicle preparation, seasonal change-overs and other special projects as necessary to insure safe and reliable vehicles and equipment.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #7: "Continuously improve efficiency and effectiveness of City services".

Objectives:

Minimize downtime of vehicles and equipment
Monitor equipment service calls, evaluate condition of the equipment against the estimated remaining life, and alert departments of possible extensive repairs or early equipment replacements
Maintain a clean, safe work environment
Consolidate maintenance repairs with preventive maintenance work when possible
Inspect all vehicles of 26,000 pounds gross vehicle weight to comply with Dept. of Transportation requirements
Evaluate major repairs and research options to minimize out of service time and costs
Perform seasonal change-over on all departments' equipment in a timely manner to meet their needs
Continue cleaning debris from radiators for better performance and longer radiator life
Continue to implement extended preventive maintenance schedules (where feasible) to reduce cost

Major changes in Revenue, Expenditures, or Programs:

The increase in fuel costs (approximately $25,120) is due to a projected increase in gas prices from what was budgeted in 2012. The 2012 budget was prepared based on estimates of $3.29 and $3.36 per gallon for gasoline and diesel fuel, respectively. The 2013 budget is based on estimates of $3.29 and $3.51 respectively for each type. This shows no increase in the per gallon cost of gasoline and a 4.5% increase in the cost of diesel. The budgeted amount also includes $30,000 for oil costs.

Public Works Department supervisors will perform inspections of our fuel pumps to meet new inspection and reporting requirements. This will require continued training of all CEA mechanics to assist with inspections and emergency response for fuel site repairs.

Continue to assess funding the CEA Serviceman II positions at 1.5 FTE's (vs 2.0 in the table of organization (TO)). No request is being made at this time to change the TO but may be made in the future, pending the results of the evaluation period.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Response to customer needs					
Number of vehicles not available for use within 24 hours	64	68	65	65	65
Equipment available for operational readiness					
# of emergency breakdowns (hours)	359	319	340	295	325
# of service calls	243	258	265	210	240
Strategic Outcomes					
Safe reliable maintenance program					
Preventive maintenance hours	10,160	7,971	9,950	9,400	9,400
Corrective downtime hours	8,253	7,607	7,900	7,900	7,900
Accidents caused by mechanical failure	0	0	0	0	0
Work Process Outputs					
Service Performed					
# of changeovers performed	132	139	130	130	130

CITY OF APPLETON 2013 BUDGET
CENTRAL EQUIPMENT AGENCY

Maintenance **Business Unit 6121**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 531,315	$ 502,872	$ 571,837	$ 571,837	$ 516,221
6104 Call Time	747	935	1,400	1,400	1,400
6105 Overtime	3,077	7,601	11,200	11,200	11,200
6150 Fringes	235,732	216,135	235,417	235,417	219,659
6304 Postage/Freight	566	472	350	350	400
6309 Shop Supplies & Tools	346	-	-	-	-
6311 Paint & Supplies	-	22	-	-	-
6322 Gas/Oil Purchases	783,648	1,041,478	1,060,680	1,060,680	1,085,800
6326 Vehicle & Equipment Parts	374,007	454,163	410,000	410,000	415,000
6409 Inspection Fees	7,106	8,298	7,900	7,900	8,400
6417 Vehicle Repairs & Maint	196,029	158,469	212,000	212,000	202,000
6429 Interfund Allocations	(11,851)	(11,478)	(5,000)	(5,000)	(7,000)
Total Expense	$ 2,120,722	$ 2,378,967	$ 2,505,784	$ 2,505,784	$ 2,453,080

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Gas/Oil Purchases *	
Fuel for vehicles & equipment:	
Unleaded gasoline: 142,240 gallons @ $3.29/gallon	$ 467,970
Diesel fuel: 167,473 gallons @ $3.51/gallon	587,830
Oil	30,000
	$ 1,085,800
Vehicle & Equipment Parts	
Operational (engine, drive train, main body, etc.)	288,900
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	104,700
Fire vehicle parts	21,400
	$ 415,000
Vehicle Repairs & Maint.	
Tire service	$ 110,000
Vehicle alignments	3,000
Towing services	1,700
Vehicle cleaning/upholstery	4,800
Body shop work	52,000
Painting	10,000
Outside fire vehicle maintenance	20,500
	$ 202,000

* The City does not pay federal gas tax (currently $0.184/gal unleaded and $0.244/gal diesel) and attains bulk purchasing rates.

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Interest Income	9,291	11,525	3,651	10,000	10,000	10,000	10,000
Charges for Services	2,538,759	2,843,383	1,812,037	2,889,460	2,889,460	0	2,927,981
Intergov. Charges for Service	45,132	61,845	44,195	48,000	48,000	53,840	57,340
Other Revenues	1,668,916	2,467,054	188,292	1,820,127	1,820,127	2,281,197	2,303,076
TOTAL REVENUES	4,262,098	5,383,807	2,048,175	4,767,587	4,767,587	2,345,037	5,298,397
EXPENSES BY LINE ITEM							
Regular Salaries	13,241	14,345	11,051	15,366	15,366	0	15,519
Labor Pool Allocations	719,275	680,013	464,659	755,831	755,831	0	761,884
Call Time	798	981	663	1,900	1,900	1,900	1,900
Overtime	3,668	8,294	2,171	11,500	11,500	11,800	11,800
Part-Time	886	3,437	1,067	0	0	0	0
Other Compensation	1,058	2,477	0	450	450	450	450
Shift Differential	3,237	2,813	1,251	2,600	2,600	2,600	2,600
Sick Pay	27,444	11,913	662	0	0	0	0
Vacation Pay	55,036	60,299	41,734	0	0	0	0
Fringes	360,219	326,697	209,650	322,146	322,146	0	327,266
Salaries & Fringe Benefits	1,184,862	1,111,269	732,908	1,109,793	1,109,793	16,750	1,121,419
Training & Conferences	3,544	3,607	932	4,440	4,440	4,000	4,000
Office Supplies	798	913	536	800	800	850	850
Memberships & Licenses	1,056	1,041	1,071	1,000	1,000	918	918
Postage & Freight	566	515	222	350	350	400	400
Awards & Recognition	420	420	0	420	420	420	420
Insurance	13,056	19,464	16,533	20,440	20,440	20,500	22,670
Rent	0	0	12	0	0	0	0
Depreciation Expense	1,944,588	1,977,849	1,413,692	1,950,000	1,950,000	1,950,000	1,950,000
Discounts Available	178-	46-	0	0	0	0	0
Interest Payments	2,128	1,898	1,466	1,792	1,792	1,619	1,619
Trans Out - Capital Projects	271,640	294,987	0	170,000	170,000	175,000	190,000
Administrative Expense	2,237,618	2,300,648	1,434,464	2,149,242	2,149,242	2,153,707	2,170,877
Shop Supplies & Tools	44,202	40,943	26,588	44,000	44,000	44,000	44,000
Chemicals	7,585	5,368	7,003	9,200	9,200	8,369	9,483
Paint & Supplies	8	30	0	0	0	0	0
Books & Library Materials	0	187	0	200	200	210	210
Printing & Reproduction	856	1,164	343	600	600	865	865
Clothing	1,444	1,519	560	1,525	1,525	980	980
Gas Purchases	783,648	1,041,478	714,452	1,060,680	1,060,680	1,085,800	1,085,800
Safety Supplies	565	604	377	615	615	615	615
Medical & Lab Supplies	40	44	35	50	50	50	50
Vehicle & Equipment Parts	374,006	454,163	276,401	410,000	410,000	0	0
Miscellaneous Equipment	3,509	5,044	6,500	6,500	6,500	423,000	423,000
Supplies & Materials	1,215,863	1,550,544	1,032,259	1,533,370	1,533,370	1,563,889	1,565,003
Accounting/Audit	1,747	1,933	0	2,215	2,215	2,290	2,290
Bank Services	437	305	117	450	450	450	450
Inspection Fees	7,106	8,298	6,356	7,900	7,900	8,400	8,400
Interfund Allocations	11,851-	11,478-	3,383-	5,000-	5,000-	7,000-	7,000-
Laundry Services	5,224	4,397	2,986	4,898	4,898	4,715	4,715
Other Contracts/Obligations	5,658	5,132	1,245	6,500	6,500	6,500	6,500
Purchased Services	8,321	8,587	7,321	16,963	16,963	15,355	15,355
Electric	9,950	10,709	8,084	11,201	11,201	11,470	11,470
Gas	16,671	15,685	6,782	17,304	17,304	17,198	17,198
Water	1,863	1,932	1,542	2,087	2,087	2,012	2,012
Waste Disposal/Collection	846	814	662	888	888	901	901
Stormwater	5,243	6,073	4,584	5,933	5,933	6,090	6,090
Cellular Telephone	214	761	620	821	821	888	888
Utilities	34,787	35,974	22,274	38,234	38,234	38,559	38,559
Vehicle Repair & Maintenance	195,976	158,091	121,388	212,000	212,000	202,000	202,000

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
Equipment Repair & Maintenanc	4,537	7,908	1,071	5,100	5,100	9,750	9,750
Communications Equip. Repairs	53	378	0	0	0	0	0
Facilities Charges	4,403	22,015	11,157	21,191	21,191	22,191	22,191
Repair & Maintenance	204,969	188,392	133,616	238,291	238,291	233,941	233,941
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	4,886,420	5,195,414	3,362,842	5,085,893	5,085,893	4,022,201	5,145,154

CITY OF APPLETON 2013 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Charges for Services	$ 2,605,252	$ 2,916,741	$ 2,937,460	$ 2,937,460	$ 2,985,321
Other	7,295	3,420	26,100	26,100	17,500
Total Revenues	2,612,547	2,920,161	2,963,560	2,963,560	3,002,821
Expenses					
Operating Expenses	2,668,065	2,920,680	2,964,101	2,964,101	3,003,535
Depreciation	1,944,588	1,977,850	1,950,000	1,950,000	1,950,000
Total Expenses	4,612,653	4,898,530	4,914,101	4,914,101	4,953,535
Operating Loss	(2,000,106)	(1,978,369)	(1,950,541)	(1,950,541)	(1,950,714)
Non-Operating Revenues (Expenses)					
Investment Income	9,293	11,526	10,000	10,000	10,000
Sale of City Property	200,824	285,747	170,000	200,000	190,000
Other Revenue	-	-	-	-	-
Interest Expense	(2,128)	(1,898)	(1,792)	(1,792)	(1,619)
Total Non-Operating	207,989	295,375	178,208	208,208	198,381
Income (Loss) before Contributions and Transfers	(1,792,117)	(1,682,994)	(1,772,333)	(1,742,333)	(1,752,333)
Contributions and Transfers In (Out)					
Capital Contributions	1,439,436	2,166,374	1,624,027	1,624,027	2,095,576
Transfers Out	(271,640)	(294,987)	(170,000)	(170,000)	(190,000)
Change in Net Assets	(624,321)	188,393	(318,306)	(288,306)	153,243
Net Assets - Beginning	11,369,423	10,745,102	10,933,495	10,933,495	10,645,189
Net Assets - Ending	$ 10,745,102	$ 10,933,495	$ 10,615,189	$ 10,645,189	$ 10,798,432

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	$ 270,738	$ 300,738
+ Change in Net Assets	(288,306)	153,243
- Capital Contributions	(1,624,027)	(2,095,576)
- Principal Repayment	(7,667)	(7,667)
+ Depreciation	1,950,000	1,950,000
Working Cash - End of Year	$ 300,738	$ 300,738

CITY OF APPLETON 2013 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT

Year	2008 G.O. Notes Principal	Interest
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
	$ 53,673	$ 6,106

Note: Schedule is based on accrual method of accounting.

CITY OF APPLETON 2013 BUDGET
CENTRAL EQUIPMENT AGENCY

NOTES

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

NOTES

CITY OF APPLETON 2013 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:

		Funding Source			
Equipment	Home Department	CEA	Other	Source	Total Cost
72" Mower	Facilities	$ 40,009	$ 5,265	Facilities Management Fund	$ 45,274
Mini Dump/Plow	Facilities	53,910	-		53,910
Aerial Lift	Wastewater	-	21,000	Wastewater Utility	21,000
Car	Wastewater	20,600	-		20,600
Aerial Bucket	Traffic	260,862	-		260,862
Side load Automated (3)	Sanitation	735,000	-		735,000
Mini Van/Small Pickup	Engineering	27,000	-		27,000
Pickup 4x4 Crew Cab	Engineering	37,000	-		37,000
Pickup 4x4 Reg Cab/Plow	Fire	43,135	-		43,135
Squad - Marked (11)	Police	370,634	-		370,634
Squad - Unmarked (3)	Police	91,695	-		91,695
Squad - K-9 Unit	Police	39,294	-		39,294
Vans (3)	Police	82,404	-		82,404
Mobile Radios	Police	61,000	295,057	Public Safety Capital Projects	356,057
Front Wing & Plow	Street	-	23,000	General Fund	23,000
Single axle	Street	174,504	-		174,504
Skid Steer	Street	38,500	-		38,500
Pickup (2)	Street	61,230	-		61,230
Plow	Street	14,534	-		14,534
		$ 2,151,311	$ 344,322		$ 2,495,633

Major changes in Revenue, Expenditures, or Programs:

In 2012, the CEA Review Committee approved the following equipment transactions which are included in this budget: The upgrade of one 72" front mount mower to a 72" zero turn mower with polar tracks and attachments ($5,265 uprade); The upgrade of the Traffic Division's aerial bucket truck to include a factory built cab chassis (non-custom built chassis). The savings from going with a factory built cab chassis will be used to offset the cost of a chassis mounted crane, backup camera and boom latch system. The committee also approved the elimination of front load refuse truck 51 from the CEA fleet but keeping it as a spare.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Cost effective service - # of vehicles:					
Retained an additional year*	34	34	31	31	21
Replaced early	1	1	0	0	0

* 18 of the 21 vehicles retained in 2013 are actually being retained for a second year

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 2,027,245	$ 2,185,239	$ 2,095,504	$ 2,095,504	$ 2,525,952	20.54%
Program Expenses		$ 1,426,080	$ 2,166,453	$ 1,759,027	$ 1,911,972	$ 2,495,633	41.88%
Expenses Comprised Of:							
Administrative Expense		964	79	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Capital Expenditures		1,425,116	2,166,374	1,759,027	1,911,972	2,495,633	41.88%

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

CEA REPLACEMENT FUND **Business Unit 4320**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4710 Interest on Investments	$ 35,557	$ 108,484	$ 70,000	$ 70,000	$ 70,000
4866 CEA Replacement Revenue	1,720,048	1,714,620	1,846,954	1,846,954	1,921,630
5921 Trans In - General Fund	-	-	8,550	8,550	23,000
5924 Trans In - Capital Projects	-	-	-	-	295,057
5926 Trans In - Wastewater Utility	-	15,000	-	-	21,000
5927 Trans In - Parking Utility	-	52,148	-	-	-
5931 Trans In - Internal Service	271,640	294,987	170,000	170,000	195,265
5933 Trans In - Stormwater Utility	-	-	-	-	-
Total Revenue	$ 2,027,245	$ 2,185,239	$ 2,095,504	$ 2,095,504	$ 2,525,952
Expenses					
6303 Memberships & Licenses	$ 964	$ 79	$ -	$ -	$ -
6804 Equipment	1,425,116	2,166,374	1,759,027	1,911,972	2,495,633
Total Expense	$ 1,426,080	$ 2,166,453	$ 1,759,027	$ 1,911,972	$ 2,495,633

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Trans In - Internal Service	
Proceeds from sale of vehicles	$ 190,000
Facilities Dept share of new mower	5,265
	$ 195,265
Equipment	
Replacement vehicles & equipment (see list, previous page)	$ 2,495,633
	$ 2,495,633

CITY OF APPLETON 2013 BUDGET
CEA REPLACEMENT
SOURCES AND USES OF FUNDS

Revenues	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Interest Income	$ 35,558	$ 108,485	$ 70,000	$ 70,000	$ 70,000
Charges for Services	1,720,048	1,714,620	1,846,954	1,846,954	1,921,630
Total Revenues	1,755,606	1,823,105	1,916,954	1,916,954	1,991,630
Expenses					
Program Costs	1,426,080	2,166,453	1,759,027	1,911,972	2,495,633
Total Expenses	1,426,080	2,166,453	1,759,027	1,911,972	2,495,633
Revenues over (under) Expenses	329,526	(343,348)	157,927	4,982	(504,003)
Other Financing Sources (Uses)					
Transfers In - General Fund	-	-	8,550	8,550	23,000
Transfers In - Capital Projects	-	-	-	-	295,057
Transfers In - Wastewater Utility	-	15,000	-	-	21,000
Transfers In - Parking Utility	-	52,148	-	-	-
Transfers In - Internal Service	271,640	294,987	170,000	200,000	195,265
Transfers In - Stormwater Fund	-	-	-	-	-
Total Other Financing Sources (Uses)	271,640	362,135	178,550	208,550	534,322
Net Change in Equity	601,166	18,787	336,477	213,532	30,319
Fund Balance - Beginning	2,053,918	2,655,084	2,673,871	2,673,871	2,887,403
Fund Balance - Ending	$ 2,655,084	$ 2,673,871	$ 3,010,348	$ 2,887,403	$ 2,917,722

CITY OF APPLETON 2013 BUDGET

HEALTH SERVICES DEPARTMENT

Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2013 BUDGET
HEALTH SERVICES DEPARTMENT

MISSION STATEMENT

The mission of the Appleton Health Department is to safeguard the environment, promote public health, and protect consumers in the community by providing high quality services responsive to the needs of the people. Our belief is that prevention is the most effective public health strategy.

DISCUSSION OF SIGNIFICANT 2012 EVENTS

This has been a challenging year as we continue to respond to a pertussis (whooping cough) outbreak. We have experienced numbers of ill children that we have not seen in decades. Hundreds of lab confirmed and clinically diagnosed cases have been investigated and provided follow up education. Working with area school districts, more than 16,000 parent notifications have been sent via phone and web postings. In addition we have worked closely with area physicians in identifying youth at risk and facilitating treatment as deemed appropriate.

This year we have also responded to several TB cases including an active case in a high school aged child. Working closely with the State TB program we identified more than 300 at risk students and faculty. We provided on site (two step) TB skin tests to determine if others exposed had contracted the disease. We received support from the school administration including staff support from school nursing services. No additional testing was required beyond this cohort. Efforts to clearly communicate with the community at large were an important component of our response.

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 Fox Valley Healthcare Forum has been well received and has enhanced communication and collaboration on a regional basis.

As part of the new health care reform legislation, nonprofit hospitals are required to conduct a community needs assessment and also provide written plans of chosen community intervention strategies. This effort is required to be conducted with public health input and support. Appleton Health Department staff continues to collaborate with representatives from local health care providers and Fox Valley health departments, including those in Calumet, Manitowoc, Outagamie and Winnebago counties and the cities of Oshkosh, Menasha and Neenah on health promotion programs. In 2012, we continued to focus our efforts on increasing community awareness of healthy lifestyle issues, including exercise, diet and proper weight management. This will become a major focus in 2013.

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 in 2012 has been on our most vulnerable populations including the homeless and victims of abuse.

In 2012, Appleton Health Department continues to provide public health preparedness staff support to the cities of Neenah, Oshkosh (thru 5/1/12) and counties Marquette, Waushara, and Waupaca. These communities have contracted with Appleton for services. Working together brings value through regional planning and response capacity.

In 2012, we have implemented our electronic filing of establishment inspections. Although the inspection process takes a bit longer with entering data in the field, the overall efficiencies gained in terms of fewer visits to the establishment outweigh this and is more user friendly to the establishment owners.

In 2012, we adapted to a reduction of staffing in Administrative Assistance support (.5 FTE) and Environmental Health (.5 FTE). While we found efficiencies through the use of automated call triage and electronic establishment inspection reports we have been challenged at times to cover walk in traffic and have utilized our management team to provide this coverage.

CITY OF APPLETON 2013 BUDGET
HEALTH SERVICES DEPARTMENT

MAJOR 2013 OBJECTIVES

The obesity epidemic demands everyone's attention. Obesity contributes to five of the ten leading causes of death in Appleton, including heart disease, type 2 diabetes, cancer and stroke. More than three in ten children and adolescents, and more than two of every three adults, are overweight or obese. In 2013, our department will collaborate with community partners to implement community intervention strategies to slow this trend.

As a department, we place a high value on our collaborative partnerships throughout the region and will continue to strengthen these existing relationships. Examples of these partnerships include the East Central Weights and Measures Consortium, Northeast Wisconsin Mental Health Connection, Northeast Wisconsin Immunization Coalition, and Fox Valley Healthcare Forum, and our Northeast Wisconsin Public Health Preparedness Partnership to name a few.

Public health preparedness issues will continue to be a priority for the department. This planning will take an all hazards approach, meaning this response planning can be applied to a variety of Public Health challenges the City may face. Re-emerging communicable diseases, like what we experienced in 2012, such as TB and pertussis and sexually transmitted diseases will remain a priority for the department. We will continue to strengthen our disease surveillance and communication with health care partners.

Also in 2013, 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.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 296,219	$ 335,799	$ 327,870	$ 334,977	$ 309,659	-5.55%
Program Expenses							
12510	Administration	179,697	195,390	149,906	152,406	150,734	0.55%
12520	Nursing	449,846	471,222	510,464	515,071	503,294	-1.40%
12530	Environmental Health	350,102	325,101	327,891	327,891	320,604	-2.22%
12540	Weights & Measures	177,266	172,977	162,312	162,312	175,716	8.26%
TOTAL		$ 1,156,911	$ 1,164,690	$ 1,150,573	$ 1,157,680	$ 1,150,348	-0.02%
Expenses Comprised Of:							
Personnel		1,074,469	1,079,871	1,048,796	1,053,403	1,057,687	0.85%
Administrative Expense		14,479	12,887	16,634	16,634	16,545	-0.54%
Supplies & Materials		16,353	23,310	28,550	31,050	20,550	-28.02%
Purchased Services		28,727	26,700	30,335	30,335	28,835	-4.94%
Utilities		1,596	2,059	3,930	3,930	3,930	0.00%
Repair & Maintenance		21,287	19,863	22,328	22,328	22,801	2.12%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		12.86	12.61	12.36	12.36	12.36	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
HEALTH SERVICES DEPARTMENT

Administration **Business Unit 12510**

PROGRAM MISSION

Through management activities, enforcement, and collaboration, the Health Officer assures public health services to the City of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

-Provide long range planning, policy development, fiscal supervision, personnel management and general clerical support to program areas.
-Enforce local and state laws regarding public health and consumer issues.
-Collaborate with community health care providers and agencies to improve the public's health and well-being.

Major Changes in Revenue, Expenditures or Programs:

This budget reflects the allocation of 20% of the Health Officer's position to the Public Health Preparedness grant (Bioterrorism) representing overall City administrative support provided. This allocation has been made in previous years. It is with the understanding that when the public health preparedness funds are reduced or dissolved, this allocation of the Health Officer's salary would be brought back into this program's budget.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
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	44	32	40	40	40
Staff assessments					
% done within 10 days of due date	100%	100%	100%	100%	100%
Collaboration with health care providers					
# meetings	84	78	80	80	80
Prepare annual report					
Completed by 120th day of following year	4/23/2010	4/25/2011	4/30/2012	4/30/2012	4/26/2013

* Each health department in the State is evaluated annually for quality standards and level of service provided. Level III is the highest level of service/quality.

CITY OF APPLETON 2013 BUDGET
HEALTH SERVICES DEPARTMENT

Administration **Business Unit 12510**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4225 Health Grants & Aids	$ -	$ -	$ -	$ 2,500	$ -
4801 Charges for Serv. - Nontax	-	-	40	40	40
4802 Charges for Serv. - Tax	-	177	-	-	-
5010 Misc Revenue - Nontax	10	-	-	-	-
Total Revenue	$ 10	$ 177	$ 40	$ 2,540	$ 40
Expenses					
6101 Regular Salaries	$ 119,074	$ 132,875	$ 101,551	$ 101,551	$ 102,567
6105 Overtime	533	451	-	-	-
6150 Fringes	49,515	53,728	34,950	34,950	35,515
6201 Training\Conferences	1,408	356	750	750	750
6206 Parking Permits	1,344	1,088	867	867	936
6301 Office Supplies	1,805	1,556	2,000	2,000	2,000
6303 Memberships & Licenses	1,090	495	900	900	1,378
6305 Awards & Recognition	135	49	218	218	218
6307 Food & Provisions	263	259	290	290	290
6316 Miscellaneous Supplies	242	260	400	2,900	400
6320 Printing & Reproduction	3,600	3,287	4,500	4,500	4,500
6327 Miscellaneous Equipment	-	147	2,000	2,000	700
6412 Advertising / Publication	-	135	-	-	-
6413 Utilities	590	704	1,180	1,180	1,180
6418 Equip Repairs & Maint	98	-	300	300	300
Total Expense	$ 179,697	$ 195,390	$ 149,906	$ 152,406	$ 150,734

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
HEALTH SERVICES DEPARTMENT

Public Health Nursing **Business Unit 12520**

PROGRAM MISSION

The nursing program prevents disease and promotes health through epidemiology, collaboration, consultation, assessment, intervention, and case management, to citizens and health care providers of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Prevent the occurrence and spread of disease in the community through disease investigation, intervention, and partner notification; immunization against vaccine preventable diseases; investigation of elevated childhood blood lead levels; data collection; coordination with other area providers and the State; and public education.

Promote citizen health through assessment, intervention, case management, and education for high risk families and adults.

Major Changes in Revenue, Expenditures or Programs:

We are currently in a contractual arrangement with Oneida Heights to provide on-site nursing services. This program keeps individuals healthy and allows them to remain independent. The ROSS Service grant for the Appleton Housing Authority that supports Oneida Heights will support increased hours to four days per week between 6/1/12 - 12/31/12. However, in 2013 due to higher costs of the program exceeding the grant award, hours will be reduced back down to three days per week.

AASD insurance provider now is requiring their flu vaccine be given at their primary care provider or pharmacy thus we no longer collaborate on the Flu vaccine program, so there is a decrease in charges for services (4801) and medical/lab supplies (6324).

Upon request, annual TB testing for Police and Fire in 2011 was postponed until February 2012. Police are no longer required to be tested but we continue to offer to those who do.

Increase in number of home visits in 2012 is due to active TB cases.

The increase in fringe benefits expense in this program reflects both higher Wisconsin Retirement contribution rates and one staff person opting for family health and dental coverage, where the prior occupant of that position had opted out of coverage.

The personnel budget for this program reflects the planned retirement of the Public Health Nurse Supervisor in early April and a two week overlap with her successor.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
TB disease resolved					
3 negative tests, completion of treatment, improved clinical status	100%	100%	100%	100%	100%
Occupational health initiatives					
Annual tuberculosis (TB) training and testing Police, Fire, and Health	100%	20%	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	94.8%	97.1%	95.0%	99.1%	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	129	128	100	190	100
TB skin tests: Police, Fire, and Health					
# of TB skin tests	91	23	100	100	90

CITY OF APPLETON 2013 BUDGET
HEALTH SERVICES DEPARTMENT

Public Health Nursing **Business Unit 12520**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4225 Health Grants & Aids	$ 8,079	$ 11,057	$ -	$ 4,607	$ -
4801 Charges for Serv.- Nontax	4,389	23,536	32,000	32,000	12,000
5035 Other Reimbursements	57,764	63,315	55,706	55,706	56,314
Total Revenue	$ 70,232	$ 97,908	$ 87,706	$ 92,313	$ 68,314
Expenses					
6101 Regular Salaries	$ 306,588	$ 316,345	$ 351,669	$ 352,069	$ 341,146
6105 Overtime	-	130	-	-	-
6108 Part-Time	15,147	18,002	10,100	13,687	8,582
6150 Fringes	92,218	95,150	100,327	100,947	114,198
6201 Training\Conferences	602	808	1,000	1,000	1,000
6202 Local Auto Expense	2,072	2,161	3,000	3,000	3,000
6206 Parking Permits	2,604	2,592	2,688	2,688	2,688
6302 Subscriptions	-	-	80	80	80
6303 Memberships & Licenses	175	-	195	195	195
6324 Medical\Lab Supplies	9,056	16,104	18,000	18,000	10,000
6327 Miscellaneous Equipment	-	150	-	-	-
6413 Utilities	530	582	1,070	1,070	1,070
6429 Interfund Allocations	-	-	(365)	(365)	(365)
6430 Health Services	12,500	12,500	12,500	12,500	12,500
6431 Interpreter Services	8,317	6,698	10,000	10,000	9,000
6432 Lab. Services	37	-	200	200	200
Total Expense	$ 449,846	$ 471,222	$ 510,464	$ 515,071	$ 503,294

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
HEALTH SERVICES DEPARTMENT

Environmental Health **Business Unit 12530**

PROGRAM MISSION

The Environmental Health program ensures safe food handling practices and protects the health and safety of Appleton residents and visitors through annual licensed establishment inspections, nuisance complaint investigations and communicable disease epidemiology.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Prevent the occurrence and spread of disease in the community through regulatory activities in public eating/drinking establishments, retail food establishments, recreational facilities, and body art establishments.

Assess, consult, and correct human health hazards including those associated with lead paint, solid waste, housing sanitation, potential rabies exposure and vector control.

Provide public education and act as a referral mechanism to other state and local agencies for information on environmental and safety hazards.

Major Changes in Revenue, Expenditures or Programs:

The decrease in fringe benefits expense in this program reflects a part time staff person's decision to opt out of health and dental coverage.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Fair and consistent inspection process					
Positive triennial survey results	98%	99%	97%	97%	97%
Health hazards identified and corrected					
Inspection reports	100%	100%	100%	100%	100%
Strategic Outcomes					
Voluntary compliance improved					
# critical violations on inspection report	264	256	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	0	0	0	0
Work Process Outputs					
Annual inspections and follow ups					
# of inspections	614	630	600	600	600
# follow up inspections	112	88	150	150	150
Response to complaints					
# of complaints/follow ups	226/207	187/112	220/150	220/150	200/125
Initial response within 3 business days	98%	99%	95%	95%	95%
Immediate response for animal bite complaints					
% response within 4 hours	100%	100%	100%	100%	100%
Education session for non-profit vendors					
# of vendors participating	344	326	350	350	325

CITY OF APPLETON 2013 BUDGET
HEALTH SERVICES DEPARTMENT

Environmental Health **Business Unit 12530**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4305 Health	$ 115,520	$ 123,265	$ 121,700	$ 121,700	$ 121,700
Total Revenue	$ 115,520	$ 123,265	$ 121,700	$ 121,700	$ 121,700
Expenses					
6101 Regular Salaries	$ 234,072	$ 223,872	$ 216,913	$ 216,913	$ 219,076
6104 Call Time	444	335	-	-	-
6105 Overtime	2,861	1,301	500	500	500
6150 Fringes	92,966	81,671	86,313	86,313	78,137
6201 Training\Conferences	227	355	1,000	1,000	800
6206 Parking Permits	1,305	1,344	1,344	1,344	1,008
6302 Subscriptions	215	216	220	220	220
6303 Memberships & Licenses	95	95	100	100	100
6304 Postage\Freight	-	-	50	50	50
6316 Miscellaneous Supplies	900	597	750	750	850
6324 Medical\Lab Supplies	233	172	250	250	250
6327 Miscellaneous Equipment	-	-	300	300	300
6413 Utilities	394	558	1,040	1,040	1,040
6418 Equip Repairs & Maint	538	537	800	800	750
6425 CEA Equip. Rental	7,979	6,681	10,211	10,211	9,923
6431 Interpreter Services	-	-	100	100	100
6432 Lab. Services	7,873	7,367	8,000	8,000	7,500
Total Expense	$ 350,102	$ 325,101	$ 327,891	$ 327,891	$ 320,604

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
HEALTH SERVICES DEPARTMENT

Weights & Measures **Business Unit 12540**

PROGRAM MISSION

The program educates, consults, inspects, and enforces to ensure the delivery of full quantity and fair, equitable trade practices between the Appleton business community and the consumer.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide consumer protection through complaint investigation, measurement and weighing device testing, price scanning device testing, product check weighing and label verification.

Monitor business methods to prevent fraudulent advertising and trade practices.

Provide investigative services for the City Clerk's Office in licensing and regulating going out of business sales, commercial solicitors, salvage dealers and taxi cab/limousine service firms.

Major Changes in Revenue, Expenditures or Programs:

Due to growth in establishments we have increased one service day in Waupaca.

The increase in fringe benefits expense in this program reflects both higher Wisconsin Retirement contribution rates and one staff person switching to family health and dental coverage from single.

The increase in miscellaneous equipment expenses is due to the requirement to certify all of our scales at the State Weights and Measures laboratory.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Reduce price scanning errors					
Error trend reporting compliance	96.0%	98.4%	96.0%	96.0%	96.0%
Accurate informative labeling					
Positive triennial consumer survey responses	96.8%	94.6%	98.0%	98.0%	98.0%
Accurate measuring devices					
% of devices that measure accurately	94.4%	96.5%	95.0%	95.0%	95.0%
Strategic Outcomes					
Improved system of price control					
Error trend reporting compliance	95.7%	96.9%	96.0%	96.0%	96.0%
Reduced short weight and measure sales					
Error trend reporting compliance	92.9%	92.8%	92.0%	92.0%	92.0%
Confidence of businesses in system integrity					
Positive triennial consumer survey responses	100.0%	97.4%	98.0%	98.0%	98.0%
Work Process Outputs					
Price scanning inspections					
# of annual and reinspections	143	147	110	110	115
Commodity inspections					
# of inspections	10,372	12,178	9,000	11,000	11,000
Device inspections					
# of inspections	1,686 *	1,667	1,700	1,700	1,700

* Pharmacy weight sets and graduates are no longer routinely inspected; their scales and pill count systems are done every 2 yrs.

CITY OF APPLETON 2013 BUDGET
HEALTH SERVICES DEPARTMENT

Weights & Measures **Business Unit 12540**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4312 Weights & Measures	$ 48,507	$ 52,329	$ 55,900	$ 55,900	$ 55,900
4801 Charges for Serv.- Nontax	61,950	62,120	62,524	62,524	63,705
Total Revenue	$ 110,457	$ 114,449	$ 118,424	$ 118,424	$ 119,605
Expenses					
6101 Regular Salaries	$ 118,166	$ 117,146	$ 98,841	$ 98,841	$ 99,830
6104 Call Time	23	18	-	-	-
6105 Overtime	126	80	-	-	-
6108 Part Time	-	-	10,972	10,972	11,082
6150 Fringes	42,736	38,767	36,660	36,660	47,054
6201 Training\Conferences	295	612	1,000	1,000	900
6206 Parking Permits	653	751	732	732	732
6302 Subscriptions	40	-	50	50	50
6303 Memberships & Licenses	150	150	150	150	150
6316 Miscellaneous Supplies	264	175	350	350	350
6327 Miscellaneous Equipment	2,059	2,419	2,000	2,000	3,200
6413 Utilities	81	215	640	640	640
6418 Equip Repairs & Maint	438	155	600	600	600
6425 CEA Equip. Rental	12,235	12,489	10,417	10,417	11,228
6429 Interfund Allocations	-	-	(100)	(100)	(100)
Total Expense	$ 177,266	$ 172,977	$ 162,312	$ 162,312	$ 175,716

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Charges for Service - Nontax

Charges for sealer's services @ $411/day	# of Days	Charge
New London	17	$ 6,987
Waupaca	22	9,042
Kaukauna	14	5,754
Kimberly	7	2,877
Little Chute	12	4,932
Ashwaubenon	50	20,550
Ripon	20	8,220
Berlin	13	5,343
	155	$ 63,705

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Intergovernmental Revenues	8,080	11,057	7,107	0	7,107	0	0
Licenses	164,027	175,594	124,959	177,600	177,600	177,600	177,600
Charges for Services	66,338	85,833	48,389	94,564	94,564	74,890	75,745
Other Revenues	57,774	63,315	47,969	55,706	55,706	0	56,314
TOTAL REVENUES	296,219	335,799	228,424	327,870	334,977	252,490	309,659
EXPENSES BY LINE ITEM							
Regular Salaries	679,265	692,057	471,906	768,974	769,374	0	762,619
Call Time	467	353	0	0	0	0	0
Overtime	3,520	1,962	455	500	500	500	500
Part-Time	15,147	18,002	9,453	21,072	24,659	0	19,664
Sick Pay	18,145	15,207	3,185	0	0	0	0
Vacation Pay	80,491	82,974	58,148	0	0	0	0
Fringes	277,435	269,316	188,711	258,250	258,870	0	274,904
Salaries & Fringe Benefits	1,074,470	1,079,871	731,858	1,048,796	1,053,403	500	1,057,687
Training & Conferences	2,532	2,131	2,370	3,750	3,750	3,450	3,450
Local Auto Expense	2,072	2,161	1,110	3,000	3,000	3,000	3,000
Parking Permits	5,906	5,775	5,379	5,631	5,631	5,364	5,364
Office Supplies	1,805	1,556	434	2,000	2,000	2,000	2,000
Subscriptions	256	216	0	350	350	350	350
Memberships & Licenses	1,510	740	2,163	1,345	1,345	1,823	1,823
Postage & Freight	0	0	0	50	50	50	50
Awards & Recognition	135	49	0	218	218	218	218
Food & Provisions	263	259	44	290	290	290	290
Administrative Expense	14,479	12,887	11,500	16,634	16,634	16,545	16,545
Miscellaneous Supplies	1,406	1,031	2,946	1,500	4,000	1,600	1,600
Printing & Reproduction	3,600	3,287	2,495	4,500	4,500	4,500	4,500
Medical & Lab Supplies	9,288	16,276	6,918	18,250	18,250	10,250	10,250
Miscellaneous Equipment	2,059	2,716	1,434	4,300	4,300	4,200	4,200
Supplies & Materials	16,353	23,310	13,793	28,550	31,050	20,550	20,550
Advertising	0	135	0	0	0	0	0
Interfund Allocations	0	0	0	465-	465-	465-	465-
Health Services	12,500	12,500	12,500	12,500	12,500	12,500	12,500
Interpreter Services	8,317	6,698	3,765	10,100	10,100	9,100	9,100
Lab Fees	7,910	7,367	0	8,200	8,200	7,700	7,700
Purchased Services	28,727	26,700	16,265	30,335	30,335	28,835	28,835
Waste Disposal/Collection	247	102	476	0	0	0	0
Telephone	1,349	1,255	944	2,490	2,490	1,180	1,180
Cellular Telephone	0	702	1,119	1,440	1,440	2,750	2,750
Utilities	1,596	2,059	2,539	3,930	3,930	3,930	3,930
Equipment Repair & Maintenanc	1,074	692	450	1,700	1,700	1,650	1,650
CEA Equipment Rental	20,213	19,171	8,826	20,628	20,628	0	21,151
Repair & Maintenance	21,287	19,863	9,276	22,328	22,328	1,650	22,801
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,156,912	1,164,690	785,231	1,150,573	1,157,680	72,010	1,150,348

CITY OF APPLETON 2013 BUDGET

HEALTH GRANTS SPECIAL REVENUE FUNDS

Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2013 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 2012 EVENTS

Maternal/Child Health (MCH) Grant

In 2012, 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 supported a collaborative initiative between seven area Health Departments, Affinity Health System, ThedaCare, YMCA of the Fox Cities, and several community partners to implement a preventive health program titled "WALK to WIN". Community members were encouraged to walk 100 miles in a three month time frame. These funds will also support conducting the Behavioral Risk Factor Surveillance Survey, which will once again be used in the L.I.F.E. (Local Indicators for Excellence) study.

Vaccine Improvement Plan Grant

These grant dollars support our goal of having more than 90% of Appleton children aged 19-35 months receive age appropriate immunizations. This grant also supports a 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 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. Several area Health departments contracted with Appleton to provide shared service opportunities including Waushara, Marquette, Manitowoc and Waupaca counties and the cities of Oshkosh (thru 5/1/12) and Neenah.

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS

MAJOR 2013 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 for the prevention grant has not yet been determined by congress. If funding does reach the local level we would use it to support collaborative efforts with local area Health Departments, Affinity Health System, ThedaCare and several community partners to implement preventive health programs

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.
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	Actual		Budget		
Discontinued Programs	**2010**	**2011**	**Adopted 2012**	**Amended 2012**	**2013**
TB Grant					
Revenue	$ 209	$ 87	$ -	$ 1,921	$ -
Expense	$ 209	$ 87	$ -	$ 1,921	$ -
Prevention Grant					
Revenue	$ 18,485	$ 15,550	$ -	$ 5,651	$ -
Expense	$ 18,485	$ 15,550	$ -	$ 5,651	$ -

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	**Title**	**2010**	**2011**	**Adopted 2012**	**Amended 2012**	**2013**	**Change ***
	Program Revenues	$ 328,102	$ 282,395	$ 180,469	$ 216,048	$ 162,016	-10.23%
	Program Expenses						
2011	MCH Grant	27,271	33,885	28,042	42,132	34,114	21.65%
2014	CDC Lead Grant	11,036	14,074	14,251	15,050	10,337	-27.46%
2015	Immunization Grant	33,939	22,066	26,330	30,341	21,830	-17.09%
2018	Bioterrorism Grant	237,161	196,733	111,846	120,953	108,000	-3.44%
	Discontinued Programs	18,694	15,637	-	7,572	-	N/A
	TOTAL	$ 328,101	$ 282,395	$ 180,469	$ 216,048	$ 174,281	-3.43%
Expenses Comprised Of:							
Personnel		278,813	224,378	166,280	192,753	166,609	0.20%
Administrative Expense		10,682	6,257	3,393	12,500	1,884	-44.47%
Supplies & Materials		11,247	30,815	2,500	2,500	681	-72.76%
Purchased Services		24,273	18,719	6,296	6,295	4,227	-32.86%
Utilities		3,086	2,226	2,000	2,000	880	-56.00%
Repair & Maintenance			-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		3.34	3.34	1.84	1.84	1.64	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - MCH Grant **Business Unit 2011**

PROGRAM MISSION

The Maternal Child Health (MCH) grant program ensures universal access to MCH Public Health Services for eligible Appleton residents.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Work with community partners to build an integrated system that promotes optimal physical, social, emotional, and developmental health of children, mothers, fathers, and their families.

Participate in Outagamie 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:

None

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Access to prenatal care					
# of women served	22	21	15	15	15
Strategic Outcomes					
Reduce # of deaths of children from birth to 1 due to unsafe sleep environments					
# of infant / toddler deaths	3	0	0	1	0
Work Process Outputs					
# of clients served who receive Ages and Stages assessment and education	82	46	60	50	50
Attend community meetings	95%	95%	95%	95%	95%

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - MCH Grant **Business Unit 2011**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4225 Health Grants & Aids	$ 27,271	$ 33,885	$ 28,042	$ 42,132	$ 34,114
	$ 27,271	$ 33,885	$ 28,042	$ 42,132	$ 34,114
Expenses					
6101 Regular Salaries	$ 22,234	$ 27,842	$ 23,152	$ 36,152	$ 27,479
6150 Fringes	2,872	3,868	3,317	4,407	4,654
6201 Training/Conferences	179	1,057	-	-	-
6202 Local Auto Expense	10	264	500	500	500
6324 Medical\Lab Supplies	1,886	854	-	-	481
6431 Interpreter Services	90	-	1,073	1,073	1,000
	$ 27,271	$ 33,885	$ 28,042	$ 42,132	$ 34,114

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - CDC Lead Grant **Business Unit 2014**

PROGRAM MISSION

Provide lead poisoning prevention services to high-risk children in the City of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The Lead Poisoning Prevention Program is intended to:

Assure screening for elevated blood lead levels in children at risk for lead poisoning.
Decrease identified lead hazards in the environment.
Increase awareness of lead poisoning, prevention, and control among community stakeholders.
Link lead poisoned children and families to appropriate medical, housing, and support services.

Major changes in Revenue, Expenditures or Programs:

Anticipate funding decrease in 2013 which will decrease the FTE count for the grant programs.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Treatment for elevated blood levels Children with elevated blood lead levels (EBLs) will show a progressive decline in blood lead levels in the 12 months following home visit	100%	100%	100%	100%	100%
Strategic Outcomes					
Decrease the incidence of elevated blood lead levels (EBLs)					
# of EBLs >19	0	2	3	3	3
# of EBLs 10-19	1	0	5	5	4
Work Process Outputs					
Children with EBLs will be contacted with test results, recommendations for further screening, and information on lead hazard reduction. # of environmental inspections/ educational sessions	30	36	35	25	25

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - CDC Lead Grant **Business Unit 2014**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4225 Health Grants & Aids	$ 11,037	$ 14,074	$ 14,251	$ 15,050	$ 10,337
	$ 11,037	$ 14,074	$ 14,251	$ 15,050	$ 10,337
Expenses					
6101 Regular Salaries	$ 9,079	$ 11,583	$ 11,413	$ 12,212	$ 8,848
6150 Fringes	1,750	2,038	1,836	1,836	1,489
6201 Training & Conferences	-	295	-	-	
6320 Printing & Reproduction	-	106	-	-	-
6324 Medical / Lab Supplies	57	52	-	-	
6431 Interpreter Services	150		1,002	1,002	-
	$ 11,036	$ 14,074	$ 14,251	$ 15,050	$ 10,337

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Vaccine Improvement Grant **Business Unit 2015**

PROGRAM MISSION

Provide immunization to children from the ages of 2 months to 18 years, without barriers, in order to prevent disease.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The department's immunization program is expected to administer vaccines primarily to children from 2 months through 18 years of age and assist in developing the immunization infrastructure necessary to raise immunization levels and prevent vaccine preventable diseases such as diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, haemophilus influenza B, varicella, rotavirus, and hepatitis B.

Major changes in Revenue, Expenditures or Programs:

Lower immunization client #'s reflect completion of H1N1 vaccine in early 2011 and completion of catch up to target groups for HPV, Menatra, Tdap, and Varicella vaccines.

Pertussis outbreak statewide began 4th quarter of 2011 and continued into 2012 with significant number of cases.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Access to immunization					
# of clients served	6,147	2,239	1,000	1,000	1,000
Strategic Outcomes					
Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age					
# of cases	8	40	20	225	20
# cases statewide	607	949	700	2,000	700
Work Process Outputs					
Internal case audit by 2/15	2/15/2011	2/15/2012	2/15/2013	2/15/2013	2/15/2014
# of tracking contacts	3,029	2,425	2,000	2,000	2,000

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - Vaccine Improvement Grant **Business Unit 2015**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4225 Health Grants & Aids	$ 33,939	$ 22,066	$ 26,330	$ 30,341	$ 21,830
	$ 33,939	$ 22,066	$ 26,330	$ 30,341	$ 21,830
Expenses					
6101 Regular Salaries	$ 5,626	$ 4,209	$ 15,424	$ 19,435	$ 12,275
6108 Part-Time	13,327	11,827	4,370	4,370	4,415
6150 Fringes	3,305	2,845	2,815	2,815	2,404
6201 Training & Conferences	39	-	-	-	-
6324 Medical\Lab Supplies	22	-	-	-	-
6327 Miscellaneous Equipment	6,722	-	-	-	-
6430 Health Services	501	435	860	860	800
6431 Interpreter Services	4,397	2,750	2,861	2,861	1,936
	$ 33,939	$ 22,066	$ 26,330	$ 30,341	$ 21,830

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Bioterrorism Grant **Business Unit 2018**

PROGRAM MISSION

Provide regional approach to terrorism preparedness. Appleton provides staff support to the NEW (Northeast Wisconsin) Public Health Preparedness Partners, comprised of seven 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:

Grant award is expected to decrease for 2012-2013 award so applicable reductions made to supplies and services as position critical to work that needs to be performed.

This grant reflects 20% of the Health Officer's position representing overall City administrative support provided. This allocation has been made in previous years. It is with the understanding that when the public health preparedness funds are reduced and/or dissolved, this allocation of the Health Officer's salary would be brought back into the City program budget.

In an effort to pursue collaborative and cooperative agreements to meet the needs of the community, in 2012 we entered into agreements with Waushara, Marquette, Manitowoc and Waupaca counties and the cities of Oshkosh (thru 5/1/12) and Neenah to provide staff support for preparedness planning related activities for a total of $61,500. In the past few months, Oshkosh and Neenah have merged with the Winnebago County Health Department. The new grant period is from 8/1/12 - 6/30/13. We have received contracts from Marquette ($6,000), Waushara ($6,000), Waupaca ($8,000), Winnebago ($32,500) and Manitowoc ($7,000) counties to continue into this upcoming contract year. It is also assumed these contracts will be renewed in July 2013.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
# of trainings available	13	14	7	7	7
Strategic Outcomes					
Active regional coalition # of meetings / year	11	11	5	5	5
Work Process Outputs					
% of coalition meetings attended	100%	100%	100%	100%	100%

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS
Health Services Grants - Bioterrorism Grant **Business Unit 2018**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4225 Health Grants & Aids	$ 237,161	$ 170,645	$ 50,346	$ 59,453	$ 41,923
4801 Charges for Serv. - Nontax	-	26,088	61,500	61,500	53,812
	$ 237,161	$ 196,733	$ 111,846	$ 120,953	$ 95,735
Expenses					
6101 Regular Salaries	$ 148,753	$ 113,236	$ 74,364	$ 74,364	$ 75,108
6105 Overtime	335	132	-	-	-
6108 Part-Time	2,886	-	-	-	-
6150 Fringes	55,089	46,798	29,589	29,589	29,937
6201 Training\Conferences	2,329	2,349	500	9,607	500
6202 Local Auto Expense	-	-	1,500	1,500	-
6206 Parking Permits	819	834	384	384	384
6301 Office Supplies	313	340	509	509	500
6303 Memberships & Licenses	-	580	-	-	-
6305 Awards & Recognition	2,170	-	-	-	-
6316 Miscellaneous Supplies	181	-	-	-	-
6320 Printing & Reproduction	822	-	2,500	2,500	200
6327 Miscellaneous Equipment	1,453	28,694	-	-	-
6401 Accounting\Audit	1,545	1,545	500	500	491
6413 Utilities	3,086	2,225	2,000	2,000	880
6430 Health Services	15,380	-	-	-	-
6599 Other Contracts/Obligations	2,000	-	-	-	-
	$ 237,161	$ 196,733	$ 111,846	$ 120,953	$ 108,000

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Intergovernmental Revenues	325,301	256,307	103,621	118,969	121,748	121,748	108,204
Charges for Services	0	26,088	36,174	61,500	61,500	54,000	53,812
Other Revenues	2,800	0	0	0	0	0	0
TOTAL REVENUES	328,101	282,395	139,795	180,469	183,248	175,748	162,016
EXPENSES BY LINE ITEM							
Regular Salaries	153,885	108,854	54,426	74,364	84,758	0	123,710
Overtime	335	132	0	0	0	0	0
Part-Time	37,105	43,559	35,769	54,359	65,926	0	4,415
Sick Pay	5,887	2,303	92	0	0	0	0
Vacation Pay	15,476	13,981	8,601	0	0	0	0
Fringes	66,125	55,550	27,945	37,557	38,924	0	38,484
Salaries & Fringe Benefits	278,813	224,379	126,833	166,280	189,608	0	166,609
Training & Conferences	7,348	4,239	1,203	500	10,881	2,000	500
Local Auto Expense	11	264	549	2,000	2,000	2,000	500
Parking Permits	840	834	393	384	384	384	384
Office Supplies	313	340	0	509	509	500	500
Memberships & Licenses	0	580	0	0	0	0	0
Awards & Recognition	2,170	0	0	0	0	0	0
Food & Provisions	0	0	0	0	27	0	0
Administrative Expense	10,682	6,257	2,145	3,393	13,801	4,884	1,884
Miscellaneous Supplies	286	0	0	0	0	0	0
Printing & Reproduction	822	827	0	2,500	2,500	200	200
Medical & Lab Supplies	1,965	960	2,438	0	6,118	500	481
Miscellaneous Equipment	8,174	29,029	0	0	0	0	0
Supplies & Materials	11,247	30,816	2,438	2,500	8,618	700	681
Accounting/Audit	1,545	1,545	0	500	500	100	491
Consulting Services	0	13,850	1,600	0	0	0	0
Health Services	16,090	522	851	860	800	800	800
Interpreter Services	4,638	2,803	1,353	4,936	3,501	3,800	2,936
Other Contracts/Obligations	2,000	0	0	0	0	0	0
Purchased Services	24,273	18,720	3,804	6,296	4,801	4,700	4,227
Telephone	277	245	165	520	520	0	0
Cellular Telephone	2,809	1,980	291	1,480	1,480	1,000	880
Utilities	3,086	2,225	456	2,000	2,000	1,000	880
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	328,101	282,397	135,676	180,469	218,828	11,284	174,281

CITY OF APPLETON 2013 BUDGET
HEALTH SERVICES GRANT FUND
SOURCES AND USES OF FUNDS

Revenues	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Intergovernmental	$ 325,301	$ 282,395	$ 118,969	$ 187,009	$ 108,204
Charges for Service	-	-	61,500	41,305	53,812
Total Revenues	325,301	282,395	180,469	228,314	162,016
Expenses					
Program Costs	325,301	282,395	180,469	216,049	174,281
Total Expenses	325,301	282,395	180,469	216,049	174,281
Revenues over (under) Expenses	-	-	-	12,265	(12,265)
Fund Balance - Beginning	-	-	-	-	12,265
Fund Balance - Ending	$ -	$ -	$ -	$ 12,265	* $ -

* Represents expected carryover of Bioterrorism grant dollars received but not expended at year end since runs on a July-June fiscal yea

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

NOTES

CITY OF APPLETON 2013 BUDGET

POLICE DEPARTMENT

Police Chief: Peter J. Helein

Deputy Police Chief: Robert M. Kavanaugh

Deputy Police Chief: Todd D. Olm

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2012 EVENTS

The Appleton canine program has been an integral part of the department for over six years combining efforts of officer and canine. It has been an effective investigative and productive program resulting in the apprehension of suspects, locating missing persons, detecting illegal drugs and performing other tasks leading to arrests. With the retirement of canine Mato in 2012, the department sought a replacement through donations for the purchase of a canine and training of the canine and handler at an estimated cost of $22,000. This program will continue to be a valuable resource in keeping Appleton a safe city.

The Appleton Police Department has been the recipient of multiple grants related to safety through the Wisconsin Department of Transportation. One of the grants awarded in 2012 was to fund a collaborative effort creating a multi-jurisdictional alcohol enforcement task force in Outagamie County. The police departments worked diligently to bring a new perspective on the issues of over consumption of alcohol within Outagamie County. The concentrated efforts of this task force have been very successful in counteracting drunk driving in a unique way by combining forces to work on a targeted area.

The U.S. Department of Justice Byrne Memorial Justice Assistance Grant Program awarded funds for a collaboration of law enforcement personnel participating in crisis intervention team (CIT) training. The Appleton Police Department partnered with National Alliance for the Mentally Ill (NAMI) Fox Valley in conducting the CIT initiative for the twelve law enforcement agencies attending from Green Bay to Fond du Lac. The outcome of the CIT training program will provide law enforcement agencies basic information about mental illness and how to recognize those suffering from it, information about the local mental health system and local laws, first hand learning from consumers and family members about their experiences, and verbal de-escalation training and role-playing.

Crime prevention cannot be achieved by the Police alone. For ten years, WeTip was used as an anonymous tip line for individuals to provide information regarding gangs, drugs, or other violent offenses. It has been a great resource for Appleton Police, however new technology and programs have advanced considerably in this area of crime prevention. The innovative ways to further reduce violence is seen in other web-based programs that go beyond sending an anonymous tip through landlines. Tips can be sent securely from mobile phones, text messages, and websites. More importantly, the tip data is analyzed to provide crime reports and statistics that are automatically updated providing critical information when mapping reported crimes. This integrated on-line program is envisioned as an important crime prevention tool. For this reason, we will transition from WeTip to another program that offers this mapping and crime analysis information.

Over the past year, changes in the Police Department civilian staffing have resulted in reassignments to mitigate service impact. A priority in 2012 was to review the positions and processes for efficiencies. The evaluation prioritized responsibilities and incorporated support services, court functions, and discovery requests within the Administrative Service Unit. The evaluation also realized changes for other civilian positions, providing an opportunity to cross-train in other positions.

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

MAJOR 2013 OBJECTIVES

Maintain staffing levels through ongoing hiring processes for sworn staff in anticipation of retirements/terminations.

Become paperless in the Records Unit with entry of documents into VISION, TraCS and FormDocs.

Evaluate the false alarm program as a Lean process for better efficiency.

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.

Continue to explore ways to streamline the discovery process.

The Police School Liaison Division will implement the use of threat assessment teams, which will gauge the validity of threats made in the school setting.

Continue to improve the Junior Achievement, truancy court, and the registrant tracking programs.

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 *"excellence in police service".*

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.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 891,443	$ 931,598	$ 872,260	$ 873,501	$ 885,549	1.52%
Program Expenses							
17511	Executive Management	532,020	537,542	564,505	564,505	559,767	-0.84%
17512	Administrative Services	1,169,618	1,096,672	1,272,505	1,272,505	1,245,222	-2.14%
17513	Support Services	667,185	623,269	381,273	381,273	397,204	4.18%
17514	Public Communication	803,849	778,559	687,840	687,840	689,720	0.27%
17522	Crossing Guards	172,032	158,422	173,132	173,132	166,702	-3.71%
17524	Community Services	312,608	296,532	371,465	371,465	349,340	-5.96%
17531	PSL	1,319,022	1,358,467	1,391,394	1,391,394	1,407,102	1.13%
17532	Adult Investigations	1,287,608	1,330,396	1,277,810	1,277,810	1,362,604	6.64%
17541	Field Operations	9,025,907	9,070,346	9,456,734	9,543,251	9,716,738	2.75%
TOTAL		$ 15,289,849	$ 15,250,205	$ 15,576,658	$ 15,663,175	$ 15,894,399	2.04%
Expenses Comprised Of:							
Personnel		13,640,528	13,574,492	13,819,133	13,819,133	14,084,889	1.92%
Administrative Expense		98,953	101,641	128,813	128,813	126,537	-1.77%
Supplies & Materials		213,521	192,760	192,428	278,945	202,687	5.33%
Purchased Services		80,546	87,852	112,100	112,100	123,517	10.18%
Utilities		175,353	183,239	181,832	181,832	188,663	3.76%
Repair & Maintenance		1,080,948	1,110,221	1,142,352	1,142,352	1,168,106	2.25%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		135.50	134.00	134.00	134.00	134.00	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Executive Management **Business Unit 17511**

PROGRAM MISSION

The mission of the Executive Management team is to lead and support Department members to meet the City of Appleton mission and the Appleton Police Department mission of *Excellence in Police Services.*

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide leadership and oversight to the community to support community partnerships
Coordinate inter/intra departmental activities and solicit employee participation in department programs
Support employees with resources for development and growth

Major Changes in Revenue, Expenditures or Programs:

Revenue changes in this budget include an increase in court fines and fees reflecting the change in the bond schedule for ordinance violations that was approved in the fall of 2011. Since payments are made at various intervals, we may not realize the full increase in revenue until the 2nd or 3rd year after the change.

There is a decrease in federal grant revenue due to reduced funding from the Federal Government for bulletproof vests, and a decrease in participation of the Alcohol, Tobacco, and Firearms gang task force program.

Finally, there is a decrease in donations due to the completion of the canine program contributions.

This budget also reflects an improvement in tip line service that provides crime analysis statistics and reports as well as anonymous tip leads. The increase of $2,434 in the other contracts/obligations account will provide for the continual update of critical data and mapping through a web-based analytical program that pulls information from the Vision Records Management Program.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Increase community partnerships					
# of new collaborative efforts explored or initiated	5	1	3	10	5
Strategic Outcomes					
Provide effective and efficient police services					
Annual review of department policies	100%	13%	100%	100%	100%
Work Process Outputs					
Enhance community relations					
% of responses to correspondence	100%	100%	100%	100%	100%
# of community involvement meetings	194	123	110	150	150
Improve internal communications					
% of employee evaluations reviewed	100%	100%	100%	100%	100%
# of acts of employee recognition	892	853	500	550	550
# of relationship/team building meetings with directors	80	85	55	50	75
Provide program efficiency					
Diversity initiatives/meetings	22	15	12	20	20

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Executive Management **Business Unit 17511**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4210 Federal Grants	$ 6,581	$ 5,624	$ 8,800	$ 8,800	$ 5,000
4224 Miscellaneous State Aids	-	30,119	-	-	-
4325 Bow Hunting	240	420	-	-	-
4510 Court Fines & Fees	356,971	359,662	350,000	350,000	370,000
4801 Charges for Serv.- Nontax	15,009	18,963	20,000	20,000	20,000
4806 False Alarm Fees	9,000	24,685	20,000	20,000	20,000
4904 Grand Chute Reimbursement	29,724	-	-	-	-
5010 Misc Revenue - Nontax	25,952	22,001	6,000	7,241	10,000
5020 Donations & Memorials	24,855	24,944	9,000	9,000	-
5030 Damage to City Property	-	2,279	-	-	-
5035 Other Reimbursements	23,964	4,577	6,000	6,000	-
Total Revenue	$ 492,296	$ 493,274	$ 419,800	$ 421,041	$ 425,000
Expenses					
6101 Regular Salaries	$ 347,924	$ 355,730	$ 366,453	$ 366,453	$ 367,790
6105 Overtime	(217)	-	762	762	775
6108 Part-time	8,912	8,060	-	-	-
6150 Fringes	143,459	141,874	158,194	158,194	150,942
6206 Parking Permits	372	384	384	384	384
6302 Subscriptions	1,870	313	550	550	758
6303 Memberships & Licenses	2,724	2,389	2,734	2,734	2,897
6304 Postage/Freight	26	58	50	50	50
6307 Food & Provisions	1,741	2,133	2,700	2,700	2,700
6315 Books & Library Materials	267	415	327	327	327
6316 Miscellaneous Supplies	636	874	800	800	800
6321 Clothing	21,173	22,465	28,851	28,851	27,210
6402 Legal Fees	-	147	-	-	-
6599 Other Contracts/Obligations	3,133	2,700	2,700	2,700	5,134
Total Expense	$ 532,020	$ 537,542	$ 564,505	$ 564,505	$ 559,767

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Clothing

New officer issue 3 @$1,000	$ 3,000
Badges, patches, bars, etc.	1,800
Replacement of damaged items	700
Protective vests 26 @ approx. $835	21,710
	$ 27,210

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Administrative Services Unit **Business Unit 17512**

PROGRAM MISSION

For the benefit of the community, City operating departments, law enforcement agencies, and other governmental offices, we will process and maintain police records and prepare documentation for prosecution, so that the quality of life and community safety is ensured.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Supply accurate and timely information to police officers, City departments, and other external agencies

Provide a centralized repository for all field reports created by law enforcement personnel

Maintain a working relationship with surrounding communities and counties that allow the sharing of law enforcement records

Major Changes in Revenue, Expenditures or Programs:

The decrease in payroll expense is due to the retirement of the former Justice System Coordinator and the redefinition of that position as an Administrative Support Assistant at a lower pay grade (-$13,862), and the decision of three of the records technicians to opt for single health insurance coverage in lieu of family coverage (-$30,171). This budget also reflects a restructuring of civilian staff to provide greater efficiency and more integration in clerical support functions.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Process requests for information					
% of open records request processed within 10 working days	95%	95%	90%	98%	98%
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	16,917	11,736	16,000	10,000	10,000
Avg. pages for taped offense reports	2.5	2.5	2.5	2.5	2.5
Avg. taped offense reports completed weekly	103	104	110	113	113

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Administrative Services Unit **Business Unit 17512**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 513,770	$ 511,368	$ 604,950	$ 604,950	$ 590,389
6105 Overtime	581	2,568	13,950	13,950	16,800
6150 Fringes	224,066	223,729	294,445	294,445	264,724
6301 Office Supplies	14,032	12,810	17,000	17,000	15,000
6316 Miscellaneous Supplies	549	289	550	550	550
6320 Printing & Reproduction	11,191	14,305	15,500	15,500	15,000
6327 Miscellaneous Equipment	7,342	5,788	2,500	2,500	3,600
6407 Collection Services	4,041	4,478	4,300	4,300	4,400
6413 Utilities	119,522	132,740	127,332	127,332	135,863
6418 Equip Repairs & Maint	1,133	1,184	1,450	1,450	1,350
6420 Facilities Charges	263,521	187,413	190,528	190,528	197,546
6599 Other Contracts/Obligations	9,870	-	-	-	-
Total Expense	$ 1,169,618	$ 1,096,672	$ 1,272,505	$ 1,272,505	$ 1,245,222

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Office Supplies	
General office supplies	$ 8,000
Paper supplies	7,000
	$ 15,000
Printing & Reproduction	
City copy charges	$ 4,000
Offense reports	3,000
Letterhead & envelopes	1,500
Case assignments	1,000
Recruitment	1,000
Leave/overtime request forms	1,000
Investigation, accident forms	2,000
Miscellaneous printing	1,500
	$ 15,000

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Support Services Unit **Business Unit 17513**

PROGRAM MISSION

The Support Services Unit, in conjunction with the Human Resource Department, exists to provide organizational development by seeking out the best practices available within the human resources function.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "Develop our human resources to meet changing needs."

Objectives:

Continue recruitment of candidates for police officer positions

Provide and coordinate quality training opportunities

Create and update Police Department policies

Major Changes in Revenue, Expenditures or Programs:

The increase in training expenses in 2012 and 2013 compared to prior years is due to a change in the Department of Justice (DOJ) policy from direct payment to vendors to a lump sum payment to agencies. Previous to 2011 and part of 2010, the DOJ paid vendors directly for training costs. The 2012 and 2013 budgets reflect the additional training costs assumed by the Police Department as well as the DOJ reimbursements (recorded in miscellaneous state aid revenue).

This budget reflects an increase of $10,000 in Other Contracts/Obligations for the PD indoor range lead mining. This process is recommended every three years to optimize range performance.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Increase public safety and awareness					
# of news releases distributed	68	98	75	80	75
# of active Neighborhood Watch Groups	143	144	160	144	148
Increase Department proficiency					
Avg. training hours p/sworn employee	97	87	80	96	80
Avg. training hours p/civilian employee	21	32	30	32	30
% of policies revised	20%	24%	50%	25%	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	11	9	9	9	9
# of policies reviewed	20	25	50	25	50
# of internal training sessions	82	77	70	70	70

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Support Services Unit **Business Unit 17513**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4224 Miscellaneous State Aids	$ 10,759	$ 19,080	$ 16,960	$ 16,960	$ 16,960
Total Revenue	$ 10,759	$ 19,080	$ 16,960	$ 16,960	$ 16,960
Expenses					
6101 Regular Salaries	$ 355,621	$ 310,688	$ 148,726	$ 148,726	$ 153,680
6104 Call Time	2,702	2,499	-	-	-
6105 Overtime	20,374	20,323	8,835	8,835	6,176
6108 Part-time	15,827	14,564	-	-	-
6150 Fringes	162,798	155,174	73,419	73,419	76,065
6201 Training\Conferences	51,391	61,978	82,710	82,710	82,000
6204 Tuition Fees	21,043	14,922	15,000	15,000	15,000
6205 Employee Recruitment	2,087	2,559	3,500	3,500	3,500
6305 Awards & Recognition	1,651	2,024	2,000	2,000	2,000
6312 Guns & Ammunition	19,223	17,704	22,750	22,750	22,750
6316 Miscellaneous Supplies	3,645	3,440	4,250	4,250	4,250
6327 Miscellaneous Equipment	2,857	3,099	8,000	8,000	8,000
6328 Signs	1,999	-	500	500	200
6404 Consulting Services	4,150	4,402	-	-	2,500
6418 Equip Repairs & Maint	233	935	1,000	1,000	1,000
6430 Health Services	577	187	1,000	1,000	500
6599 Other Contracts/Obligations	1,007	8,771	9,583	9,583	19,583
Total Expense	$ 667,185	$ 623,269	$ 381,273	$ 381,273	$ 397,204

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Training/Conferences	
DOJ training and standards	$ 17,280
Supervisory/management leadership	10,000
Recertification (TIME, CPR, AED, etc.)	5,000
Investigative services/sensitive crime	15,750
Legal updates	8,000
Executive conferences	5,500
Community problem solving policing	6,470
Special weapons and response team	5,000
Defense-arrest tactics/firearms	3,500
Canine recertification	1,000
Exec. Dev (EDI), Reid interview, RUSH	3,000
Travel unrelated to training	1,500
	$ 82,000

Tuition Fees	
Continuing education reimbursements, five @ $3,000	$ 15,000
	$ 15,000

Unified Tactics	
Ammunition/XREP rounds	$ 15,250
Range supplies, targets, firearms accessories	1,000
Less lethal ammo/XREP	1,000
Protective equipment	2,500
Taser cartridges & supplies	3,000
	$ 22,750

Other Contracts/Obligations	
Background / credit checks	$ 500
Outdoor range rental	1,300
Indoor range maintenance	7,783
Indoor range lead mining	10,000
	$ 19,583

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Public Communication **Business Unit 17514**

PROGRAM MISSION

For the benefit of the community and City operating departments, we will answer questions, provide information, refer customers to the appropriate department, maintain records, and provide dependable, consistent communications support, to ensure that City business runs smoothly and effectively.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide access to services and information

Improve quality of customer service

Continue Police Communications Technician (PCT) training and certifications

Major Changes in Revenue, Expenditures or Programs:

The decrease in equipment maintenance is due to the change in CAD maintenance and license fees that were not obligated as anticipated in 2012 budget.

The decrease in other contracts/obligations is due to mobile data computer secondary security being purchased in 2012 with three years of support.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Maintain responsiveness to public					
Average # of phone calls / week	3,225	4,550	3,250	4,074	4,500
# of 2-5 parking requests processed	15,151	15,339	14,000	15,000	15,000
Strategic Outcomes					
Support services provided					
Completion of warrant process within mandated time limit	100%	100%	100%	100%	100%
Work Process Outputs					
Provide quality support service					
# of TIME System entries	2,415	2,630	2,300	2,600	2,650
# of criminal history queries	12,775	8,814	12,750	9,460	9,000
# of citizen contacts entered	17,639	16,436	18,250	17,644	17,500
# of training hours p/employee	18	18	12	18	18

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Public Communication **Business Unit 17514**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 486,378	$ 474,656	$ 373,141	$ 373,141	$ 401,909
6104 Call Time	625	769	1,993	1,993	1,993
6105 Overtime	52,580	63,559	54,304	54,304	54,315
6150 Fringes	207,474	187,345	163,955	163,955	151,003
6316 Miscellaneous Supplies	100	22	200	200	-
6320 Printing & Reproduction	1,523	1,579	1,800	1,800	1,700
6327 Miscellaneous Equipment	-	48	-	-	-
6413 Utilities	54,825	50,500	54,500	54,500	52,800
6418 Equip Repairs & Maint	-	42	4,240	4,240	-
6599 Other Contracts/Obligations	344	39	33,707	33,707	26,000
Total Expense	$ 803,849	$ 778,559	$ 687,840	$ 687,840	$ 689,720

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Other Contracts & Obligations	
Aircards (54 squads)	$ 26,000
	$ 26,000

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Crossing Guards **Business Unit 17522**

PROGRAM MISSION

For the benefit of elementary school children and their parents, we will provide assistance at busy city intersections, so that elementary school children can travel safely to and from school.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Assist elementary school children in safely crossing designated intersections

Increase motorists' awareness of school zones via speed monitoring awareness radar trailer (SMART) unit deployments

Major Changes in Revenue, Expenditures or Programs:

This budget includes the contribution from the Appleton Area School District for one-half of the cost of the crossing guard program.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Promote safety at guarded crossings					
# of crossing guard complaint forms processed for moving violations and parking violations	24	50	45	40	50
Strategic Outcomes					
Safety awareness in school zones					
# of accidents at guarded crossings	0	0	0	0	0
Work Process Outputs					
Provide safety education at busy intersections					
# of classes given to students	21	8	20	10	20
# of students in attendance	653	400	500	450	500
Provide assistance at controlled intersections					
Avg. # of students crossing at guarded intersections p/day	2,363	2,053	2,500	2,100	2,200

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Crossing Guards **Business Unit 17522**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
5035 Other Reimbursements	$ 64,125	$ 88,961	$ 86,316	$ 86,316	$ 83,101
Total Revenue	$ 64,125	$ 88,961	$ 86,316	$ 86,316	$ 83,101
Expenses					
6108 Part Time	$ 152,735	$ 146,589	$ 156,552	$ 156,552	$ 151,305
6150 Fringes	18,790	11,080	16,080	16,080	14,897
6323 Safety Supplies	507	753	500	500	500
Total Expense	$ 172,032	$ 158,422	$ 173,132	$ 173,132	$ 166,702

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Community Services **Business Unit 17524**

PROGRAM MISSION

For the benefit of citizens, visitors, and City departments, in order to provide a timely response to requests for service, we will provide services in non-violent, non-critical situations.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide support services to patrol officers by having Community Service Officers (CSOs) complete those operational tasks that do not require a sworn officer

Increase the number and effectiveness of proactive patrols and activities (City parks, parking ramps, special events, etc.)

Major Changes in Revenue, Expenditures or Programs:

This budget reflects a $4,000 increase in other contracts/obligations due to an increase in charges from the Fox Valley Humane Association attributable to the escalation in feral unclaimed cats during the summer months.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Provide greater access to police services					
Avg. # of CSO hours p/month	1,271	1,385	1,500	1,511	1,500
Strategic Outcomes					
Increased security at community events					
% of time working special events	59%	55%	46%	47%	47%
Work Process Outputs					
Increase number of patrols					
# of ramp patrols	713	923	600	1,000	1,000
# of park patrols	4,207	2,589	4,500	3,000	3,250
Service provided by CSO vs. Officer					
# of offenses - animal	1,991	2,239	2,000	2,300	2,400
# of offenses - parking	1,505	1,615	2,250	1,800	2,000
# of offenses - bike	43	147	150	175	200
# of abandoned vehicle complaints	142	151	200	150	150

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Community Services **Business Unit 17524**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4310 Dog Licenses	$ 22,407	$ 21,585	$ 30,000	$ 30,000	$ 30,000
4311 Cat Licenses	10,443	9,678	10,000	10,000	10,000
Total Revenue	$ 32,850	$ 31,263	$ 40,000	$ 40,000	$ 40,000
Expenses					
6101 Regular Salaries	$ 43,467	$ 43,907	$ 44,338	$ 44,338	$ 44,922
6105 Overtime	6,539	6,339	11,991	11,991	8,000
6108 Part-Time	200,048	181,338	237,689	237,689	221,142
6150 Fringes	42,594	38,154	53,297	53,297	47,126
6316 Miscellaneous Supplies	535	480	800	800	800
6320 Printing & Reproduction	2,148	-	-	-	-
6321 Clothing	1,011	1,908	2,000	2,000	2,000
6323 Safety Supplies	68	300	350	350	350
6327 Miscellaneous Equipment	858	823	1,500	1,500	1,500
6412 Advertising	213	432	500	500	500
6599 Other Contracts/Obligations	15,127	22,851	19,000	19,000	23,000
Total Expense	$ 312,608	$ 296,532	$ 371,465	$ 371,465	$ 349,340

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Other Contracts/Obligations	
Fox Valley Humane Association	$ 22,000
Wild animal service	1,000
	$ 23,000

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Police School Liaison **Business Unit 17531**

PROGRAM MISSION

For the benefit of the youth in our community so they may fully develop into productive adult citizens who positively contribute to the high quality of life in our City, we will divert and intervene in juvenile matters in order to encourage constructive growth and development.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Be proactive in working with youth at risk of delinquent behavior
Improve programs and services available to youth
Continue to mentor high-risk youth and serve as a positive role model
Investigate sensitive crimes involving juveniles and adults

Major Changes in Revenue, Expenditures or Programs:

The current contract with the Appleton Area School District expires in June, 2013, but negotiations are in process. This budget reflects a 4% increase over the current contract.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Provide youth services					
# of students crises/mental health issues requiring informal PSL intervention	New measure	→			500
# of other complaint resolutions/diversions made through informal means	New measure	→			750
Strategic Outcomes					
Increase quality of life for youth					
% of time mentoring and/or socializing with youth	New measure	→			20%
Work Process Outputs					
Promote safety at schools					
# of assigned investigations	1,439	1,333	1,500	1,450	1,500
Provide law enforcement resources					
# of educational presentations to students/parents/school staff	198	190	350	200	200
# of referrals to intake/CPS/agencies	New measure	→			150
# of truancy issues addressed	New measure	→			120

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Police School Liaison **Business Unit 17531**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4801 Charges for Serv. - Nontax	$ 24,679	$ 25,780	$ 25,000	$ 25,000	$ 25,000
4905 PSL Reimbursement	262,680	273,240	284,184	284,184	295,488
Total Revenue	$ 287,359	$ 299,020	$ 309,184	$ 309,184	$ 320,488
Expenses					
6101 Regular Salaries	$ 857,683	$ 879,674	$ 893,467	$ 893,467	$ 911,991
6104 Call Time	1,740	2,465	-	-	-
6105 Overtime	64,673	63,288	56,934	56,934	58,716
6150 Fringes	394,528	412,225	440,043	440,043	435,445
6316 Miscellaneous Supplies	398	815	950	950	950
Total Expense	$ 1,319,022	$ 1,358,467	$ 1,391,394	$ 1,391,394	$ 1,407,102

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Adult Investigations **Business Unit 17532**

PROGRAM MISSION

We develop crime prevention strategies, investigate major crimes and arrest suspects who commit crimes in support of the criminal justice system, the community, and victims, in order to prevent and/or minimize the impact of major crimes.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide major case investigative support to the districts
Conduct investigations in high tech crimes
Evaluate investigator's case review and reporting procedures
Support investigations with qualified forensic recovery and analysis

Major Changes in Revenue, Expenditures or Programs:

The increase in salaries and fringe benefits is due to a vacant position in 2012 that was budgeted at a partial year rate assuming a mid-year start date. The position was subsequently filled and is included at a full year rate in 2013.

When the new radio system is implemented in 2013, the voice-activated radio-dispatched alarm (VARDA) equipment (a type of burglar alarm that, when activated, broadcasts the location of the alarm over the police radio frequency) used by investigators will need to be replaced. The budget reflects an increase in equipment expense of $6,300 for this equipment.

In addition, we have limited storage capacity for property and evidence and have experienced a significant increase in maintaining related items. The volume of evidence indicates a need for additional storage that is easily secured, yet accommodates the space needs of the evidence area. Therefore, $9,600 has been included in this budget for an approximate 40 foot long mobile shelving unit, partially offset by a decrease of $2,000 in camera equipment.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Provide requests for information					
% of discovery requests processed within 10 work days	100%	97%	100%	100%	100%
Strategic Outcomes					
Compliance with professional standards					
# of audits completed	2	2	2	2	2
% of evidence & property maintained appropriately	99%	99%	100%	100%	100%
Work Process Outputs					
Improve process time of information					
# of discovery requests	666	859	800	1,000	1,050
# of evidence & property maintained	24,816	27,051	26,000	29,000	30,000
# of digital folders maintained	1,544	1,715	1,700	1,900	2,000
Provide investigative forensic analysis to officers					
# of crime lab submissions	151	203	300	225	250

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Adult Investigations **Business Unit 17532**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 771,565	$ 782,881	$ 767,495	$ 767,495	$ 812,678
6104 Call Time	3,136	4,654	-	-	-
6105 Overtime	76,466	93,826	52,138	52,138	55,282
6108 Part-Time	20,230	21,436	21,382	21,382	19,191
6150 Fringes	375,598	391,608	392,585	392,585	417,003
6304 Postage\Freight	5	-	50	50	50
6316 Miscellaneous Supplies	1,483	797	1,500	1,500	1,500
6320 Printing & Reproduction	1,103	1,974	1,500	1,500	2,000
6324 Medical\Lab Supplies	12,175	11,058	13,300	13,300	13,300
6327 Miscellaneous Equipment	15,812	12,236	14,600	14,600	28,500
6404 Consulting Services	220	-	-	-	-
6418 Equip Repairs & Maint	650	466	1,500	1,500	1,500
6443 Investigative Costs	290	1,210	1,000	1,000	1,000
6599 Other Contracts/Obligations	8,875	8,250	10,760	10,760	10,600
Total Expense	$ 1,287,608	$ 1,330,396	$ 1,277,810	$ 1,277,810	$ 1,362,604

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment	
Computer analysis equipment	$ 6,100
Digital evidentiary cameras	6,500
Varda Replacements (3)	6,300
Compact Storage (1 unit)	9,600
	$ 28,500

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Field Operations **Business Unit 17541**

PROGRAM MISSION

Provide excellence in police service by working in partnership with our community and other government agencies to identify and resolve problems and improve the quality of life in our community through innovative and refined problem solving methods.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Be visible and accessible within our community and our department
Facilitate the development of collaborative efforts between police and community partners by encouraging officers to apply the philosophy of problem oriented policing as part of their everyday work experience
Adapt quickly to changing conditions and constantly examine current operating practices to improve process
Encourage community participation in crime prevention strategies
Create partnerships in the community to identify and solve recurring problems

Major Changes in Revenue, Expenditures or Programs:

This budget combines the Community Resource Unit (17520) and Field Operations (17541) as they bridge various functions in a collaborative effort to maximize resources within the police department and the community.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Increase community education in crime prevention issues					
# of community meetings held	50	45	35	40	35
# of interagency neighborhood teams	12	10	5	10	5
Strategic Outcomes					
Reduce crime through crime prevention strategies					
# of reported Group A crimes *	4,194	4,032	4,500	4,200	4,500
# of reported Group B crimes **	7,213	6,981	7,800	7,100	7,700
$ value of stolen/damaged property	$ 1,583,398	$ 1,855,569	$ 1,500,000	$ 1,500,000	$ 1,600,000
$ value of recovered property	$ 341,470	$ 180,377	$ 375,000	$ 375,000	$ 400,000
Work Process Outputs					
Improve enforcement and response to crime					
# of citizen contacts	29,649	29,723	27,000	30,000	28,000
# of adult arrests ***	6,588	6,151	6,250	6,150	6,250
# of juvenile arrests ***	1,260	1,003	1,500	1,100	1,500

* Group A - major crimes - homicide, rape, assault, burglary, theft, fraud, motor vehicle theft, arson, drugs, etc.
** Group B - vandalism, bad checks, disorderly conduct, OWI, window peeping, liquor law violations, etc.
*** Measures combine arrests for ordinance violations and those for violations of state law

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

Field Operations **Business Unit 17541**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
5020 Donations & Memorials	$ 4,054	$ -	$ -	$ -	$ -
Total Revenue	$ 4,054	$ -	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 5,256,127	$ 5,229,825	$ 5,512,180	$ 5,512,180	$ 5,678,269
6104 Call Time	28,559	27,840	-	-	-
6105 Overtime	333,878	334,465	262,328	262,328	285,419
6108 Part-Time	14,572	-	-	-	-
6150 Fringes	2,434,726	2,429,992	2,637,507	2,637,507	2,686,942
6312 Guns & Ammunition	6,500	6,789	6,500	6,500	7,500
6316 Miscellaneous Supplies	13,910	11,701	23,500	23,500	20,000
6320 Printing & Reproduction	105	1,203	1,400	1,400	1,400
6327 Miscellaneous Equipment	86,404	71,894	38,000	124,517	38,000
6404 Consulting Services	550	2,500	1,000	1,000	1,200
6413 Utilities	1,006	-	-	-	-
6418 Equip Repairs & Maint	7,860	9,467	13,000	13,000	11,500
6425 CEA Equip. Rental	807,550	910,714	930,634	930,634	955,210
6431 Interpreter Services	2,688	704	2,000	2,000	1,500
6444 Witness Fees	618	885	1,000	1,000	1,000
6502 Leases	2,011	2,072	2,135	2,135	2,198
6599 Other Contracts/Obligations	28,843	30,295	25,550	25,550	26,600
Total Expense	$ 9,025,907	$ 9,070,346	$ 9,456,734	$ 9,543,251	$ 9,716,738

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $10,000

Miscellaneous supplies	
TraCS, taser, radio supplies	$ 2,000
Explorers, speedwatch	2,000
Crash, bike teams	2,500
Bloodborne pathogens, 1st responder	2,500
Flares, traffic supplies	1,000
Command vehicle	2,000
Batteries, cords, etc.	2,000
K9 Program	2,000
Community Resource/Intervention	1,000
MVC Video cameras	2,000
MSB supplies, misc.	1,000
	$ 20,000

Miscellaneous equipment	
MyClyns spray/EOC	$ 2,000
Preliminary breath test units	2,000
Taser replacements/supplies	10,000
Laser speed detection	7,000
Radio equip	1,400
SWAT equipment	8,000
SWAT vests	7,600
	$ 38,000

Other Contracts & Obligations	
OMVWI blood draws	$ 21,200
Incarceration fees	1,000
Records requests	500
Biohazard cleaning	700
K9 Program	2,000
CAPSIT, intranet license	1,200
	$ 26,600

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Intergovernmental Revenues	17,340	54,824	19,120	25,760	25,760	21,960-	21,960
Licenses	33,090	31,683	41,257	40,000	40,000	40,000-	40,000
Fines and Forfeitures	356,971	359,662	290,008	350,000	350,000	370,000-	370,000
Charges for Services	48,688	69,428	33,750	65,000	65,000	65,000-	65,000
Intergov. Charges for Service	292,404	273,240	143,692	284,184	284,184	295,488-	295,488
Other Revenues	142,950	142,761	104,366	107,316	108,557	96,316-	93,101
TOTAL REVENUES	891,443	931,598	632,193	872,260	873,501	888,764-	885,549
EXPENSES BY LINE ITEM							
Regular Salaries	8,240,360	8,149,469	5,742,943	8,627,323	8,627,323	0	8,876,851
Labor Pool Allocations	0	157	0	0	0	0	0
Call Time	36,763	38,228	27,243	1,993	1,993	0	1,993
Overtime	554,873	584,368	290,209	461,242	461,242	0	485,483
Temp. Full-Time	152,735	146,589	97,193	156,552	156,552	0	151,305
Part-Time	259,589	225,399	139,710	259,071	259,071	0	240,333
Other Compensation	208,561	208,535	141,181	73,280	73,280	0	74,630
Shift Differential	16,453	14,181	9,422	10,147	10,147	0	10,147
Sick Pay	27,399	30,895	6,319	0	0	0	0
Vacation Pay	139,762	185,492	119,938	0	0	0	0
Fringes	4,004,032	3,991,180	2,846,726	4,229,525	4,229,525	0	4,244,147
Salaries & Fringe Benefits	13,640,527	13,574,493	9,420,884	13,819,133	13,819,133	0	14,084,889
Training & Conferences	51,391	61,978	66,614	82,710	82,710	82,000	82,000
Tuition Fees	21,043	14,922	4,718	15,000	15,000	15,000	15,000
Employee Recruitment	2,087	2,559	2,602	3,500	3,500	3,500	3,500
Parking Permits	372	384	0	384	384	384	384
Office Supplies	14,032	12,810	9,218	17,000	17,000	17,000	15,000
Subscriptions	1,870	313	647	550	550	758	758
Memberships & Licenses	2,724	2,389	1,700	2,734	2,734	2,897	2,897
Postage & Freight	31	58	38	100	100	100	100
Awards & Recognition	1,651	2,023	1,543	2,000	2,000	2,000	2,000
Food & Provisions	1,741	2,133	1,937	2,700	2,700	2,700	2,700
Leases	2,011	2,072	1,775	2,135	2,135	2,198	2,198
Administrative Expense	98,953	101,641	90,792	128,813	128,813	128,537	126,537
Guns & Ammunition	25,723	24,493	19,204	29,250	29,250	30,250	30,250
Books & Library Materials	267	414	432	327	327	327	327
Miscellaneous Supplies	21,255	18,418	18,286	32,550	32,550	30,850	28,850
Printing & Reproduction	16,070	19,063	11,938	20,200	20,200	20,100	20,100
Clothing	22,184	24,373	30,463	30,851	30,851	29,210	29,210
Safety Supplies	575	1,053	15	850	850	850	850
Medical & Lab Supplies	12,175	11,058	4,056	13,300	13,300	13,300	13,300
Miscellaneous Equipment	113,273	93,888	74,474	64,600	151,117	79,600	79,600
Signs	1,999	0	0	500	500	200	200
Supplies & Materials	213,521	192,760	158,868	192,428	278,945	204,687	202,687
Legal Fees	0	148	281	0	0	0	0
Consulting Services	4,920	6,902	7,605	1,000	1,000	3,700	3,700
Collection Services	4,041	4,478	2,915	4,300	4,300	4,400	4,400
Advertising	213	432	0	500	500	500	500
Health Services	577	187	0	1,000	1,000	500	500
Interpreter Services	2,688	704	441	2,000	2,000	1,500	1,500
Investigative Costs	290	1,210	193	1,000	1,000	1,000	1,000
Witness Fees	618	885	518	1,000	1,000	1,000	1,000
Other Contracts/Obligations	67,199	72,906	73,946	101,300	101,300	110,917	110,917
Purchased Services	80,546	87,852	85,899	112,100	112,100	123,517	123,517
Electric	82,951	89,428	68,591	84,124	84,124	92,862	92,862
Gas	28,766	33,524	18,756	33,922	33,922	32,371	32,371
Water	3,850	4,063	3,248	4,254	4,254	4,286	4,286
Waste Disposal/Collection	1,386	1,407	1,153	1,457	1,457	1,516	1,516
Fuel Oil	0	443	0	0	0	500	500
Stormwater	3,575	3,875	2,898	3,575	3,575	4,328	4,328

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
Telephone	21,917	21,179	15,891	24,000	24,000	21,800	21,800
Cellular Telephone	32,908	29,320	26,479	30,500	30,500	31,000	31,000
Utilities	175,353	183,239	137,016	181,832	181,832	188,663	188,663
Equipment Repair & Maintenanc	9,877	12,094	8,232	21,190	21,190	15,350	15,350
Facilities Charges	263,521	187,413	108,428	190,528	190,528	0	197,546
CEA Equipment Rental	807,550	910,714	590,108	930,634	930,634	0	955,210
Repair & Maintenance	1,080,948	1,110,221	706,768	1,142,352	1,142,352	15,350	1,168,106
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	15,289,848	15,250,206	10,600,227	15,576,658	15,663,175	660,754	15,894,399

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

NOTES

CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

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CITY OF APPLETON 2013 BUDGET
POLICE DEPARTMENT

NOTES

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Police Grants

NOTES

CITY OF APPLETON 2013 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 2013 grant budget includes anticipated funding through the Wisconsin Department of Transportation Highway Safety Grant and the Federal Department Office of Justice Assistance Byrne Memorial Grant.

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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 Unit	Title	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013	% Change *
Program Revenues		$ 186,110	$ 129,577	$ 90,000	$ 103,462	$ 109,500	21.67%
Program Expenses		$ 237,695	$ 88,210	$ 90,000	$ 103,462	$ 109,500	21.67%
Expenses Comprised Of:			1				
Personnel		54,614	60,258	68,000	81,462	81,500	19.85%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		183,081	27,953	22,000	22,000	28,000	27.27%
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Police Grants **Business Unit 2250**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4210 Federal Grants	$ 32,341	$ 54,811	$ 12,000	$ 21,462	$ 17,000
4224 State Grants	153,769	74,766	78,000	82,000	92,500
Total Revenue	$ 186,110	$ 129,577	$ 90,000	$ 103,462	$ 109,500
Expenses					
6105 Overtime	$ 54,614	$ 60,258	$ 68,000	$ 81,462	$ 81,500
6327 Miscellaneous Equipment	183,081	27,952	22,000	22,000	28,000
Total Expense	$ 237,695	$ 88,210	$ 90,000	$ 103,462	$ 109,500

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment	
Traffic safety equipment	$ 18,000
Crime prevention equipment	10,000
	$ 28,000

CITY OF APPLETON 2013 BUDGET
POLICE GRANTS
Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Intergovernmental	$ 186,110	$ 129,576	$ 90,000	$ 113,681	$ 109,500
Total Revenues*	186,110	129,576	90,000	113,681	109,500
Expenses					
Program Costs	237,695	88,210	90,000	103,462	109,500
Total Expenses	237,695	88,210	90,000	103,462	109,500
Revenues over (under) Expenses	(51,585)	41,366	-	10,219	-
Fund Balance - Beginning	-	(51,585)	(10,219)	(10,219)	-
Fund Balance - Ending	$ (51,585)	$ (10,219)	$ (10,219)	$ -	$ -

* 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.

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

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CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Public Safety **Business Unit 4210**

PROGRAM MISSION

This program accounts for funding sources and expenditures for various public safety investments.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Project	Amount	Page
Communication equipment & radios (Police and Fire)	1,169,625	Projects, Pg. 642
Fire SCBA equipment replacement	527,900	Projects, Pg. 641
Total	$ 1,697,525	

Major changes in Revenue, Expenditures, or Programs:

The radio infrastructure and communication equipment/portable radios noted above were initially included in the 2012 budget. However, the projects were not undertaken, nor were funds borrowed to finance them, so the projects are budgeted again in 2013.

The cost of the police portable radios has increased from the 2012 budget due to a change in the scope of the project. It was initially anticipated that the department would move from analog to narrowband radios and estimated the cost at $2,500 per radio. However, with Outagamie County changing to 800 MHz radio infrastructure while Calumet County remained at a VHF frequency, there may be a need to purchase dual band radios in order to communicate with both counties, raising the cost to approximately $4,000 per radio. If Calumet County connects to a gateway, narrowband radios will be able to be purchased at the lesser cost. The 2013 budget estimate reflects the worst case scenario.

The police mobile radios were not included as a 2012 capital request due to a misunderstanding in how the radios would be funded. The Police Department believed the CEA fund would be responsible for purchasing the radios as part of the cost of the police vehicles. However, it was later determined that the initial purchase of the new radios would be the responsibility of the Police Department.

The $75,000 federal grant revenue noted on the next page relates to grant funding from FEMA to fund a portion of the Fire Department communication equipment.

PERFORMANCE INDICATORS

Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 3,512	$ 2,190	$ 2,000	$ 2,000	$ 75,000	3650.00%
Program Expenses		$ 71,654	$ -	$ 1,664,000	$ 1,664,000	$ 1,697,525	2.01%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	-	-	-	295,057	N/A
Supplies & Materials		-	-	587,500	587,500	874,568	48.86%
Purchased Services		-	-	-	-	-	N/A
Capital Expenditures		71,654	-	1,076,500	1,076,500	527,900	-50.96%

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
CAPITAL PROJECTS FUNDS

Public Safety **Business Unit 4210**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4210 Federal grants	$ -	$ -	$ -	$ -	$ 75,000
4710 Interest on Investments	3,512	2,190	2,000	2,000	-
5910 Proceeds of Long-term Debt	-	-	1,610,000	1,610,000	1,622,525
Total Revenue	$ 3,512	$ 2,190	$ 1,612,000	$ 1,612,000	$ 1,697,525
Expenses					
6327 Miscellaneous Equipment	$ -	$ -	$ 587,500	$ 587,500	$ 874,568
6804 Equipment	71,654	-	1,076,500	1,076,500	527,900
7914 Transfer Out - CEA	-	-	-	-	295,057
Total Expense	$ 71,654	$ -	$ 1,664,000	$ 1,664,000	$ 1,697,525

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment		
Fire communication equip/radios	$ 343,005	
Police portable radios	531,563	
	$ 874,568	
Equipment		
Fire SCBA equipment replacement	$ 527,900	
	$ 527,900	
Transfer Out - CEA		
Police mobile radios	$ 295,057	*
	$ 295,057	

* Total estimated cost of the radios is $356,057; however $61,000 has already been paid into CEA for radio replacement.

CITY OF APPLETON 2013 BUDGET
PUBLIC SAFETY
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Federal Grants	$ -	$ -	$ -	$ -	$ 75,000
Interest Income	3,512	2,190	2,000	273	-
Total Revenues	3,512	2,190	2,000	273	75,000
Expenses					
Program Costs	71,654	-	1,664,000	76,500	1,402,468
Total Expenses	71,654	-	1,664,000	76,500	1,402,468
Revenues over (under) Expenses	(68,142)	2,190	(1,662,000)	(76,227)	(1,327,468)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	1,610,000	23,800	1,622,525
Transfer Out - CEA	-	-	-	-	(295,057)
Total Other Financing Sources (Uses)	-	-	1,610,000	23,800	1,327,468
Net Change in Equity	(68,142)	2,190	(52,000)	(52,427)	-
Fund Balance - Beginning	118,379	50,237	52,427	52,427	-
Fund Balance - Ending	$ 50,237	$ 52,427	$ 427	$ -	$ -

CITY OF APPLETON 2013 BUDGET

FIRE DEPARTMENT

Fire Chief: Len R. Vander Wyst

Deputy Chief: Eugene R. Reece, Jr.

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

MISSION STATEMENT

In partnership with the community, the Appleton Fire Department protects and preserves lives and property from the adverse effects of fires and dangerous conditions through prevention, education, rescue, and response.

DISCUSSION OF SIGNIFICANT 2012 EVENTS

In 2012, both a captain and lieutenant retired from the Appleton Fire Department. The positions were filled through internal promotions. The Training Officer position was filled through an internal promotion. A recruit class was held in April for two recruit firefighters. The workload of the administrative clerk position that was eliminated with the 2012 budget is becoming more challenging as we haven't been able to make the planned system and process modifications (i.e. electronic permitting, automated public education event scheduling, etc.) due to shortage of Information Services Department staff members. The 2013 budget reflects funds for part-time, non-benefited temporary help until these items can be addressed and to assist with peak workload timeframes.

Staff members are working on three FEMA Assistance to Firefighters Grant projects including: thermal imaging cameras for all front line fire apparatus, a smoke detector program which provides a ten-year, tamperproof lithium battery powered smoke detector to low to moderate income homeowners, and a $1 million regional radio grant project for Outagamie County fire departments which is being administered by the Appleton Fire Department.

The department has been operating under 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. To date, it has proven to be an effective means of coordinating resources.

In addition, the department continues to utilize the closest unit dispatching concept 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. The department continues to participate 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. 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.

Fire department personnel continue to expand the records management system through the use of the Premise module of the software and the mobile data computers (MDC) in the fire apparatus. Pertinent premise information (i.e. hazards, contacts, water supply, response notes, etc.) is updated daily and readily available on the MDC at an incident providing critical information to fire suppression personnel.

The Prevention Division works closely with contractors on significant projects throughout the City including Thrivent, WE Energies, St. Elizabeth Hospital and Eagle Flats, to name a few. In addition, the division continues to serve as an agent of the state for plan review processing close to 200 plans in 2011. Outreach and education continue to have favorable results with a 100% compliance rate for the 2011-2012 school year for fire drills. The Fire Department is working with the Water Department to ensure the annual flushing, flow testing, and color coding of more than 150 private hydrants throughout the city is completed.

The Resource Development Division conducted several training sessions on various topics including rope rescue, large vehicle rescue, unified command, structural collapse, firefighting operations, and driver operator training. Training has also taken place with our MABAS and automatic aid partners.

The Public Education Team has been working with members of the community on the "Friends of the Appleton Fire Department" foundation. A significant project that is underway is the return and restoration of a 1925 Seagrave firetruck - a.k.a. "Save the Seagrave" project. Partnering with UW-Oshkosh, Fox Valley Technical College, and area fire departments, the Appleton Fire Department assisted in providing various fire science exploration camps including a basic and advanced camp for area youth.

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

MAJOR 2013 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 2013, the department will strive to meet the following goals:

Improve an awareness of changing community needs and diverse community populations and their effect on our levels of service and programs

Maintain identified levels of service in a cost-effective manner by providing quality programs to our community

Provide a quality work environment which both encourages and enhances employee participation and growth as well as supporting efficient work processes and sustainability

Continue to enhance the department's capability to respond to routine and non-routine emergencies. This includes addressing response capabilities necessary based upon projected risks developed by the Department of Homeland Security and the State of Wisconsin

Continue the implementation of the records management system as provided by Outagamie County

Implement the strategic initiatives identified in the department strategic plan

Maintain and enhance existing regional relationships

Utilize existing staff to deliver public education programs and continue to enhance our fire prevention efforts

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 242,351	$ 292,585	$ 248,100	$ 308,100	$ 244,900	-1.29%
Program Expenses							
18010	Administration	545,989	484,212	529,216	529,216	512,655	-3.13%
18021	Fire Suppression	7,834,282	7,975,251	8,338,585	8,361,802	8,553,382	2.58%
18022	Special Operations	123,248	117,532	134,376	134,376	148,777	10.72%
18023	Resource Devel.	344,687	290,936	264,461	264,461	268,636	1.58%
18031	Public Education	148,043	101,899	115,510	153,190	119,472	3.43%
18032	Fire Prevention	661,425	605,870	630,880	630,880	634,871	0.63%
18033	Technical Services	445,039	453,588	455,203	515,203	458,085	0.63%
TOTAL		$ 10,102,713	$ 10,029,288	$ 10,468,231	$ 10,589,128	$ 10,695,878	2.17%
Expenses Comprised Of:							
Personnel		9,181,969	9,126,175	9,476,243	9,476,243	9,702,948	2.39%
Administrative Expense		55,957	54,764	57,550	57,550	58,100	0.96%
Supplies & Materials		93,604	88,342	112,150	152,330	124,625	11.12%
Purchased Services		38,062	15,774	21,800	42,517	45,250	107.57%
Utilities		127,937	136,249	166,606	166,606	144,339	-13.37%
Repair & Maintenance		605,184	607,984	623,882	623,882	620,616	-0.52%
Capital Expenditures		-	-	10,000	70,000	-	-100.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		98.50	97.00	96.00	96.00	96.00	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Administration **Business Unit 18010**

PROGRAM MISSION

For the benefit of the Appleton community and Fire Department employees, so that they are protected from the effects of fire and other hazards, we will set community-wide fire protection goals and establish necessary direction, policies, and procedures to meet them.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Identify currently provided service levels and evaluate their effectiveness and customer value
Address service needs created by continued growth north of U.S. Hwy. 41 and south of CTH KK
Plan and prepare operational and capital budgets
Maintain staffing levels as detailed in the table of organization and approved by the Common Council
Continue the development of joint service opportunities and regional relationships with neighboring fire departments
Enhance internal and external communications and working relationships
Continue to implement the records management system for improved reporting capabilities.

Major changes in Revenue, Expenditures, or Programs:

Due to the elimination of an administrative position in the 2012 budget, there are times throughout the year that additional clerical help is needed to meet the workload. Similarly, with the reorganization and elimination of positions in the customer service areas at City Hall in 2012, there are certain times during the year that additional help is needed in those areas. In order to address these needs Citywide, additional funds for temporary help have been added to the Human Resources Administration budget in 2013. The H/R Department will then monitor short-term staffing needs (while also assessing the availability of light duty staffing which would be utilized first) and work with the departments to supply the necessary staff to meet their fluctuating needs.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
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	1.9	1.7	0.0	1.5	0.0
% of $ loss in:					
inspected vs.	9%	70%	25%	25%	25%
non-inspected	91%	30%	75%	75%	75%
Work Process Outputs					
Enhance internal communications # of employee, department, union-management meetings	181	154	100	100	100
Enhance regional relationships # of meetings and activities with regional partners	27	42	25	25	25

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Administration **Business Unit 18010**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4210 Federal Grants	$ -	$ -	$ -	$ 60,000	$ -
4226 Fire Insurance Dues	151,384	159,736	160,000	160,000	170,000
4801 Charges for Serv. - Nontax	550	-	-	-	-
5010 Misc Revenue - NonTax	-	17	-	-	-
5035 Other Reimbursements	-	350	-	-	-
5085 Cash Short or Over	(5)	(20)	-	-	-
Total Revenue	$ 151,929	$ 160,083	$ 160,000	$ 220,000	$ 170,000
Expenses					
6101 Regular Salaries	$ 263,752	$ 226,217	$ 221,634	$ 221,634	$ 225,671
6105 Overtime	4	-	987	987	990
6150 Fringes	110,315	85,217	88,906	88,906	91,675
6201 Training\Conferences	6,512	2,782	5,000	5,000	4,000
6301 Office Supplies	4,653	2,979	4,750	4,750	3,750
6303 Memberships & Licenses	661	569	700	700	700
6304 Postage\Freight	14	176	100	100	250
6305 Awards & Recognition	839	776	1,000	1,000	1,250
6307 Food & Provisions	1,160	1,252	1,000	1,000	1,500
6315 Books & Library Materials	174	191	300	300	300
6316 Miscellaneous Supplies	395	477	500	500	500
6320 Printing & Reproduction	7,121	4,574	7,500	7,500	6,000
6321 Clothing	36	15	-	-	-
6327 Miscellaneous Equipment	7,036	8,620	9,000	9,000	10,000
6404 Consulting Services	5,399	592	2,000	2,000	1,500
6407 Collection Services	1,619	1,754	2,000	2,000	2,000
6408 Contractor Fees	159	1,076	500	500	1,000
6411 Temporary Help	-	-	5,000	5,000	5,000
6412 Advertising/Publication	37	-	-	-	-
6413 Utilities	127,937	136,249	166,606	166,606	144,339
6418 Equip Repairs & Maint	-	124	-	-	-
6425 CEA Equip. Rental	8,166	10,572	11,733	11,733	12,230
Total Expense	$ 545,989	$ 484,212	$ 529,216	$ 529,216	$ 512,655

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Fire Suppression **Business Unit 18021**

PROGRAM MISSION

To meet the needs of our community and enhance the quality of life of our citizens and visitors by providing a safe, healthy, and accepting environment through emergency and non-emergency response.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community", 4: "Develop our human resources to meet changing needs" and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

Utilize data gathered through mobile data computers and department records to monitor response times and staffing levels to emergency and non-emergency calls for service

Identify and develop pre-fire plans for new structures and update pre-fire plans for existing structures, and develop emergency response plans for special events which present potential risks within the community

Proactively pursue, with our regional partners, the enhancement of our current mutual aid agreements and potential automatic aid agreements, evaluation of shared resources, updating of emergency management planning, and cooperative training exercises to help reduce the threats to our regional security and economy

Utilize data gathered from department records, automated external defibrillator (AED) information, Gold Cross Ambulance records, and hospital information to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital

Identify and develop employee safety programs, practices, and training for reducing the impact of lost time work-related injuries

Major changes in Revenue, Expenditures, or Programs:

Physicals were completed in 2010. In 2011, a decision was made to move the physicals to the winter months and during the first quarter to assist with scheduling needs. Funds were carried over from 2011 into 2012. The full amount for the annual physicals is budgeted in 2013 and scheduling will be completed within the first quarter.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Qualified, quick response to request for services					
Response to emergency calls for service within four minutes	66%	64%	90%	65%	90%
Strategic Outcomes					
Enhance community safety					
Fire loss	$ 1,178,818	$ 846,668	$ 500,000	$ 500,000	$ 500,000
# of fire-related deaths	0	0	0	0	0
Work Process Outputs					
Calls responded to					
# of emergency calls	2,953	3,026	2,725	3,000	3,000
# of non-emergency calls	570	490	300	500	500
Reduction in lost time work-related injuries					
# of lost time days	4	0	0	0	0

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Fire Suppression **Business Unit 18021**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4224 Miscellaneous State Aids	$ -	$ 20,026	$ -	$ -	$ -
4801 Charges for Serv. - Nontax	3,065	-	500	500	500
4802 Charges for Serv. - Tax	1,123	-	-	-	-
Total Revenue	$ 4,188	$ 20,026	$ 500	$ 500	$ 500
Expenses					
6101 Regular Salaries	$ 5,075,093	$ 5,074,232	$ 5,386,050	$ 5,386,050	$ 5,520,802
6104 Call Time	2,762	2,991	-	-	-
6105 Overtime	224,011	248,098	62,840	62,840	64,852
6150 Fringes	2,109,558	2,234,084	2,454,428	2,454,428	2,517,657
6201 Training\Conferences	16,114	19,109	17,500	17,500	17,500
6204 Tuition Fees	2,259	2,518	1,500	1,500	2,500
6306 Building Maint./Janitorial	3,816	2,684	3,300	3,300	3,250
6309 Shop Supplies & Tools	(15)	64	-	-	-
6316 Miscellaneous Supplies	406	128	2,500	2,500	2,500
6321 Clothing	19,072	18,320	20,000	20,000	20,000
6324 Medical\Lab Supplies	946	2,345	2,000	2,000	2,500
6327 Miscellaneous Equipment	-	-	-	2,500	-
6425 CEA Equip. Rental	358,520	366,395	385,467	385,467	376,821
6430 Health Services	21,740	4,283	3,000	23,717	25,000
Total Expense	$ 7,834,282	$ 7,975,251	$ 8,338,585	$ 8,361,802	$ 8,553,382

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Training/Conferences	
First responder recertification	$ 4,000
Advanced driver training	2,000
Officer and command staff training	5,000
Fire Department instructor's training	3,000
Fire equipment repair training	1,500
General firefighting training	2,000
	$ 17,500
Clothing	
Protective clothing (turnout repair, boots, helmets, gloves)	$ 16,500
Dress uniforms and intern clothing	2,000
Badges, hardware, etc.	1,500
	$ 20,000
Health Services	
NFPA-compliant physicals	$ 22,000
Duty evaluations	3,000
	$ 25,000

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Special Operations **Business Unit 18022**

PROGRAM MISSION

For the benefit of the Appleton community, contracted jurisdictions, and our environment, we will protect life and property by promoting educational and preventive measures and respond to situations that require specialty skilled services.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide for local and county hazardous materials response in jurisdictions as defined by the contract

Seek grant opportunities for equipment and training available through local and State organizations

Maintain necessary equipment and skill levels for local and county incidents

Participate on the county Local Emergency Planning Committee

Continue the partnership with Winnebago County (Oshkosh Fire Department) and establish a partnership with Brown County (Green Bay Fire Department)

Provide specialized emergency response to include: emergency medical care, local hazardous materials response, confined space rescue, water rescue, structural collapse response, and trench rescue

Major changes in Revenue, Expenditures, or Programs:

As new members are trained on urban search and rescue, they need their own set of urban search and rescue protective clothing. An ensemble includes a coat, pants, boots, and helmet and costs approximately $2,000 per set. The increase in this program budget is to provide three sets of protective clothing for new members (there are currently 19 members but only 16 sets of clothing) as well as two replacement sets for existing members. We anticipate replacing four to five sets over the next three years which will bring us up to date. The expected life of the clothing is 10 years.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Provisions of appropriate hazardous materials response service					
% of satisfactory post-incident critiques	100%	100%	100%	100%	100%
Strategic Outcomes					
Lives and property protected					
# of civilian injuries	0	0	0	0	0
Work Process Outputs					
Educational programs delivered					
# of outreach programs delivered	6	7	10	10	10
# of assists given	3	0	5	5	5
# of specialty training hours	6,007	5,909	6,000	6,000	6,000
Program funding					
# of grant applications completed	3	2	3	2	2
# of grants received	2	2	3	2	2

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Special Operations **Business Unit 18022**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4224 Miscellaneous State Aids	$ 9,586	$ 21,360	$ 16,000	$ 16,000	$ 16,000
4230 Miscellaneous Local Aids	7,500	7,500	7,500	7,500	7,500
4807 Incineration Fees	19,503	5,433	18,500	18,500	7,500
Total Revenue	$ 36,589	$ 34,293	$ 42,000	$ 42,000	$ 31,000
Expenses					
6101 Regular Salaries	$ 68,299	$ 66,910	$ 69,112	$ 69,112	$ 71,737
6104 Call Time	62	-	-	-	-
6105 Overtime	4,607	3,292	5,507	5,507	5,718
6150 Fringes	28,871	28,580	32,757	32,757	34,322
6321 Protective Clothing	-	-	-	-	10,000
6327 Miscellaneous Equipment	14,377	13,728	20,000	20,000	20,000
6407 Collection Services	7,032	5,022	7,000	7,000	7,000
Total Expense	$ 123,248	$ 117,532	$ 134,376	$ 134,376	$ 148,777

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment

Equipment, protective clothing, monitoring equipment, & research equipment authorized through the State EPCRA grant (80/20 match)	
Outagamie County	$ 10,000
Calumet County	10,000
	$ 20,000

Protective Clothing

Urban search and rescue suits	$ 10,000
	$ 10,000

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Resource Development **Business Unit 18023**

PROGRAM MISSION

To enhance the safety and performance of employees and assure the effectiveness of response to the community, we will provide a variety of appropriate training programs.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 4: "Develop our Human Resources to meet changing needs" and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

Provide 100% of federal and state mandatory classes that apply to the department

Investigate and encourage attendance at specialized training to expand personal growth and development

Facilitate and coordinate the Safety Committee meetings for the department to promote health and safety among the department employees

Provide training for all personnel on assessing fire conditions through smoke development and color change

Provide advanced driver training

Provide initial tactical decision-making training

Major changes in Revenue, Expenditures, or Programs:

This program is responsible for health and wellness of all personnel, and this budget reflects a continued commitment to health and wellness. Maintaining proper physical fitness is a key component to effective firefighter performance and avoiding work-related injuries. The department requires employees participate in a physical fitness program; however, the department has not been able to maintain all of its fitness equipment in proper working condition. This program budget reflects an increase ($3,000) to allow for the allocation of appropriate, working fitness equipment at the fire stations.

PERFORMANCE INDICATORS

		Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts						
Trained personnel that meet requirements						
% of employees	Firefighter:	100%	100%	100%	100%	100%
trained as required	Driver:	100%	100%	100%	100%	100%
by classification	Officer:	100%	100%	100%	100%	100%
Strategic Outcomes						
Enhanced community safety						
% of fires contained to room/area of origin						
in residential structures		65%	72%	90%	75%	90%
Work Process Outputs						
Educational programs delivered						
Average # of hours of training						
per employee		131	101	130	130	130

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Resource Development **Business Unit 18023**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 223,088	$ 190,014	$ 167,586	$ 167,586	$ 166,343
6105 Overtime	18,437	13,101	7,242	7,242	6,972
6150 Fringes	86,810	73,134	71,574	71,574	73,796
6201 Training\Conferences	4,051	3,984	4,000	4,000	4,000
6315 Books & Library Materials	1,486	279	1,500	1,500	1,200
6316 Miscellaneous Supplies	2,186	1,820	2,250	2,250	2,250
6323 Safety Supplies	722	161	750	750	750
6327 Miscellaneous Equipment	4,510	3,470	5,200	5,200	8,200
6425 CEA Equip. Rental	3,397	4,973	4,359	4,359	5,125
Total Expense	$ 344,687	$ 290,936	$ 264,461	$ 264,461	$ 268,636

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Public Education **Business Unit 18031**

PROGRAM MISSION

For the benefit of the Appleton community, in order to enhance their quality of life, we will plan, develop, and implement fire and life safety educational programs through partnerships with community public safety agencies.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Develop, implement, coordinate, and evaluate life safety programs designed to meet the needs of our community's diverse populations

Serve as department liaison/coordinator between schools, community organizations, and Fire Department staff

Provide public information at emergency incidents and throughout the year

Define media relationship strategy as method/vehicle to communicate prevention messages

Enhance smoke detector awareness in the City of Appleton

Major changes in Revenue, Expenditures, or Programs:

In 2011, the department received $33,280 through FEMA's Assistance to Firefighter's Grant program. These funds were used to develop a smoke detector program within the City of Appleton. A ten-year lithium battery operated smoke detector was provided to low to moderate income homeowners through this program. Grant funds may continue to be sought to fund this program.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Strategic Outcomes					
Enhanced community safety					
Number of participants in educational programs	8,595	7,728	9,000	6,500	7,000
Number of special events	74	95	50	75	80
Work Process Outputs					
Juvenile Firesetter Program					
% of children referred to program who complete the program	100%	100%	100%	100%	100%

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Public Education **Business Unit 18031**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4210 Federal Grants	$ -	$ 33,280	$ -	$ -	$ -
5020 Donations & Memorials	550	-	-	-	-
Total Revenue	$ 550	$ 33,280	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 92,940	$ 66,910	$ 69,112	$ 69,112	$ 71,737
6104 Call Time	129	62	-	-	-
6105 Overtime	5,280	1,889	4,882	4,882	5,069
6150 Fringes	40,371	31,344	32,616	32,616	34,166
6201 Training\Conferences	640	120	1,000	1,000	1,000
6302 Subscriptions	40	-	-	-	-
6315 Books & Library Materials	46	-	150	150	-
6316 Miscellaneous Supplies	217	39	250	250	-
6320 Printing & Reproduction	514	-	500	500	-
6323 Safety Supplies	7,041	3,436	6,000	6,000	6,000
6327 Miscellaneous Equipment	-	(2,733)	-	37,680	-
6412 Advertising/Publication	825	832	1,000	1,000	1,500
Total Expense	$ 148,043	$ 101,899	$ 115,510	$ 153,190	$ 119,472

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Fire Prevention **Business Unit 18032**

PROGRAM MISSION

For the preservation of lives and property in our community, we will provide fire inspection, education, code development, and fire and life safety plan review.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Perform all state-mandated fire and life safety inspections in all buildings
Perform all plan reviews of state and local required fire protection systems
Process all license applications for compliance with the provisions of the Fire Prevention Code
Continue proactive involvement with all City departments, as well as surrounding community departments to create a more consistent and cohesive code enforcement process throughout our community
Implement pre-plan incident reports utilizing the Premise (inspections) module of the records management system
Implement civilian inspector concept as part of the ongoing implementation of the reorganization

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded					
$ amount of losses for year	$ 1,178,818	$ 846,668	$ 500,000	$ 750,000	$ 500,000
Losses as % of assets protected	0.024%	0.018%	0.010%	0.010%	0.010%
Citizens with safer City environment					
% of schools meeting evacuation requirements	93%	100%	100%	100%	100%
Work Process Outputs					
Permit and license applications processed					
# of permits processed	917	864	700	700	700
# of licenses processed	232	289	250	250	250
% processed within 7 work days	100%	99.7%	100%	100%	100%
Fire detection and suppression plan review					
# of plans processed	203	195	200	200	200

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Fire Prevention **Business Unit 18032**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4224 Miscellaneous State Aids	$ 6,515	$ 5,018	$ 6,500	$ 6,500	$ 5,000
4412 Tent Permits	1,765	1,675	1,500	1,500	1,500
4413 Burning Permits	21,920	21,235	20,000	20,000	20,000
4414 Firework Permits	300	400	300	300	500
4415 Tank Installation Permits	60	-	100	100	100
4416 Tank Removal Permits	180	480	100	100	100
4417 Storage of Flammable Liquids	180	-	100	100	100
4418 Plan Review Permit	480	-	500	500	100
4801 Charges for Serv. - Nontax	50	-	-	-	-
4805 Fire Extinguisher Training	700	1,300	500	500	1,000
4806 False Alarm Fees	9,050	8,850	9,000	9,000	9,000
4908 Misc. Intergov. Charges	7,895	5,945	7,000	7,000	6,000
Total Revenue	$ 49,095	$ 44,903	$ 45,600	$ 45,600	$ 43,400
Expenses					
6101 Regular Salaries	$ 435,346	$ 398,024	$ 414,131	$ 414,131	$ 415,348
6104 Call Time	1,066	621	-	-	-
6105 Overtime	19,212	18,962	9,148	9,148	9,582
6150 Fringes	182,553	163,241	184,569	184,569	184,165
6201 Training\Conferences	2,648	3,125	3,250	3,250	3,250
6302 Subscriptions	900	925	950	950	950
6303 Memberships & Licenses	395	555	500	500	700
6315 Books & Library Materials	320	756	325	325	250
6316 Miscellaneous Supplies	-	164	175	175	175
6320 Printing & Reproduction	-	-	250	250	-
6327 Miscellaneous Equipment	465	132	1,500	1,500	1,500
6425 CEA Equip. Rental	18,520	19,365	16,082	16,082	18,951
Total Expense	$ 661,425	$ 605,870	$ 630,880	$ 630,880	$ 634,871

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Technical Services **Business Unit 18033**

PROGRAM MISSION

For the benefit of the Fire Department and community, we will purchase vehicles and equipment and ensure that it is maintained in a condition that safely meets the operational needs of the Department.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 7: "Work to continuously improve the efficiency and effectiveness of City services….".

Objectives:

Provide and track all preventive, scheduled, and emergency maintenance on all non-motorized equipment to meet applicable standards
Research, purchase, and distribute equipment needed by the department
Provide ongoing technical training for department personnel

Major changes in Revenue, Expenditures, or Programs:

In 2012, the Appleton Fire Department received a grant through the Assistance to Firefighters Grant program with the Federal Emergency Management Agency for $60,000 to replace all of the thermal imaging cameras in our front line fire apparatus. This equipment replacement would normally be funded through this program budget. Therefore, you will note a reduction of $10,000 in 2013 in machinery and equipment expense since all of the cameras were replaced in 2012 with grant proceeds.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Fire equipment that meet customer needs					
% of hose lengths passing annual testing	95%	98%	100%	98%	100%
Strategic Outcomes					
Responsiveness to equipment and facilities maintenance					
CEA work orders processed	710	669	675	700	700
FMD work orders processed	421	653	600	625	625
Work Process Outputs					
Equipment records database management					
Number of ladders tested	39	41	40	41	40

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

Technical Services **Business Unit 18033**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 130,080	$ 131,203	$ 128,647	$ 128,647	$ 134,359
6104 Call Time	57	62	-	-	-
6105 Overtime	3,923	10,634	2,974	2,974	3,453
6150 Fringes	55,346	57,353	61,541	61,541	64,534
6201 Training\Conferences	280	-	-	-	-
6303 Memberships & Licenses	34	-	-	-	-
6304 Postage\Freight	9	-	-	-	-
6306 Building Maint./Janitorial	10,932	13,210	13,000	13,000	13,500
6308 Landscape Supplies	20	331	500	500	500
6309 Shop Supplies & Tools	2,037	1,461	1,500	1,500	1,500
6310 Chemicals	2,410	1,176	2,250	2,250	2,250
6316 Miscellaneous Supplies	2,537	2,100	2,000	2,000	2,000
6325 Construction Materials	682	533	750	750	750
6326 Vehicle & Equipment Parts	2,649	5,516	4,500	4,500	5,500
6327 Miscellaneous Equipment	16,213	21,239	20,000	20,000	20,000
6409 Inspection Fees	1,250	2,215	1,300	1,300	2,250
6417 Vehicle Repairs & Maint	4,658	5,221	-	-	-
6418 Equip Repairs & Maint	9,594	9,329	15,000	15,000	15,000
6419 Communication Eq. Repairs	7,135	6,799	8,000	8,000	8,000
6420 Facilities charges	175,604	180,918	178,014	178,014	178,437
6425 CEA Equip. Rental	19,589	4,288	5,227	5,227	6,052
6804 Machinery & Equipment	-	-	10,000	70,000	-
Total Expense	$ 445,039	$ 453,588	$ 455,203	$ 515,203	$ 458,085

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Miscellaneous Equipment	
Preemption equipment	$ 2,500
Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	13,000
Miscellaneous station equipment	4,500
	$ 20,000

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Intergovernmental Revenues	174,985	246,930	193,736	190,000	250,000	202,500-	198,500
Permits	24,885	23,790	24,540	22,600	22,600	22,400-	22,400
Charges for Services	32,919	15,572	18,309	28,500	28,500	18,000-	18,000
Intergov. Charges for Service	7,895	5,945	2,574	7,000	7,000	6,000-	6,000
Other Revenues	1,668	347	5,058	0	0	0	0
TOTAL REVENUES	242,352	292,584	244,217	248,100	308,100	248,900-	244,900
EXPENSES BY LINE ITEM							
Regular Salaries	6,123,005	6,047,649	4,339,107	6,456,272	6,456,272	0	6,605,997
Labor Pool Allocations	0	0	123	0	0	0	0
Call Time	4,074	3,735	2,784	0	0	0	0
Overtime	275,474	295,976	289,533	93,580	93,580	0	96,636
Other Compensation	77,472	34,966	45,129	0	0	0	0
Sick Pay	15,690	4,095	3,212	0	0	0	0
Vacation Pay	72,430	66,801	53,908	0	0	0	0
Fringes	2,613,825	2,672,954	2,049,856	2,926,391	2,926,391	0	3,000,315
Salaries & Fringe Benefits	9,181,970	9,126,176	6,783,652	9,476,243	9,476,243	0	9,702,948
Training & Conferences	30,245	29,120	18,701	30,750	30,750	29,750	29,750
Tuition Fees	2,259	2,518	1,124	1,500	1,500	2,500	2,500
Office Supplies	4,653	2,979	1,808	4,750	4,750	3,750	3,750
Subscriptions	940	925	855	950	950	950	950
Memberships & Licenses	1,090	1,124	819	1,200	1,200	1,400	1,400
Postage & Freight	23	176	7	100	100	250	250
Awards & Recognition	839	776	221	1,000	1,000	1,250	1,250
Building Maintenance/Janitor.	14,748	15,894	8,581	16,300	16,300	16,750	16,750
Food & Provisions	1,160	1,252	661	1,000	1,000	1,500	1,500
Administrative Expense	55,957	54,764	32,777	57,550	57,550	58,100	58,100
Landscape Supplies	20	331	176	500	500	500	500
Shop Supplies & Tools	2,023	1,525	864	1,500	1,500	1,500	1,500
Chemicals	2,410	1,176	957	2,250	2,250	2,250	2,250
Books & Library Materials	2,026	1,226	248	2,275	2,275	1,750	1,750
Miscellaneous Supplies	5,742	4,727	2,813	7,675	7,675	7,425	7,425
Printing & Reproduction	7,635	4,574	3,268	8,250	8,250	7,250	6,000
Clothing	19,108	18,335	13,364	20,000	20,000	30,000	30,000
Safety Supplies	7,763	3,597	3,124	6,750	6,750	6,750	6,750
Medical & Lab Supplies	946	2,345	1,751	2,000	2,000	2,500	2,500
Construction Materials	682	533	423	750	750	750	750
Vehicle & Equipment Parts	2,648	5,516	2,487	4,500	4,500	5,500	5,500
Miscellaneous Equipment	42,601	44,456	38,842	55,700	95,880	61,250	59,700
Supplies & Materials	93,604	88,341	68,317	112,150	152,330	127,425	124,625
Consulting Services	5,399	592	700	2,000	2,000	1,500	1,500
Collection Services	8,652	6,776	5,289	9,000	9,000	9,000	9,000
Contractor Fees	159	1,076	0	500	500	1,000	1,000
Inspection Fees	1,250	2,215	0	1,300	1,300	2,250	2,250
Temporary Help	0	0	0	5,000	5,000	15,000	5,000
Advertising	862	832	68	1,000	1,000	1,500	1,500
Health Services	21,740	4,283	24,827	3,000	23,717	25,000	25,000
Purchased Services	38,062	15,774	30,884	21,800	42,517	55,250	45,250
Electric	67,625	71,414	52,812	77,300	77,300	71,656	71,656
Gas	31,951	34,507	18,673	57,983	57,983	37,348	37,348
Water	8,313	9,381	6,271	9,310	9,310	8,810	8,810
Waste Disposal/Collection	2,516	2,525	1,840	2,550	2,550	2,400	2,400
Stormwater	8,672	9,498	6,641	9,463	9,463	9,457	9,457
Telephone	6,337	5,819	4,505	6,500	6,500	6,072	6,072
Cellular Telephone	2,523	3,105	2,628	3,500	3,500	8,596	8,596
Utilities	127,937	136,249	93,370	166,606	166,606	144,339	144,339
Vehicle Repair & Maintenance	4,658	5,221	0	0	0	0	0

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
Equipment Repair & Maintenanc	9,594	9,453	10,075	15,000	15,000	15,000	15,000
Communications Equip. Repairs	7,135	6,799	3,733	8,000	8,000	8,000	8,000
Facilities Charges	175,604	180,918	99,505	178,014	178,014	178,014	178,437
CEA Equipment Rental	408,193	405,593	241,011	422,868	422,868	422,868	419,179
Repair & Maintenance	605,184	607,984	354,324	623,882	623,882	623,882	620,616
Machinery & Equipment	0	0	0	10,000	70,000	0	0
Capital Expenditures	0	0	0	10,000	70,000	0	0
TOTAL EXPENSES	10,102,714	10,029,288	7,363,324	10,468,231	10,589,128	1,008,996	10,695,878

CITY OF APPLETON 2013 BUDGET
FIRE DEPARTMENT

NOTES

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Hazardous Materials, Level "A"

NOTES

CITY OF APPLETON 2013 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 June 30, 2013. Thereafter, regional hazardous materials teams throughout the State have been tasked to evaluate their 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 after June 30, 2013. However, there is accumulated fund balance available to fund operations during the second half of 2013. 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. If new funds are subsequently approved for this program, a budget adjustment will be requested to recognize the revenue at that time. However, as in past years, approximately $25,000 is expected to be received to support the Radiological Field Services Team in both 2013 and 2014.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Protect life and property against the dangers of emergencies including hazardous materials					
% of responses adequately staffed, as defined above	100%	100%	100%	100%	100%
Strategic Outcomes					
Protect life and property against the dangers of emergencies including hazardous materials					
# of civilian injuries	0	0	0	0	0
Work Process Outputs					
# of responses	0	0	0	1	0
# of outreach programs delivered	6	7	10	10	10
# of sub-grant applications completed	3	2	2	2	2
# of sub-grants received	2	2	1	2	2

DEPARTMENT BUDGET SUMMARY

Programs	Actual		Budget			%
Unit Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues	$ 116,604	$ 80,159	$ 10,000	$ 10,000	$ 72,321	623.21%
Program Expenses	$ 56,668	$ 113,601	$ 87,913	$ 408,508	$ 70,643	-19.64%
Expenses Comprised Of:						
Personnel	14,517	40,246	35,000	35,000	24,193	-30.88%
Administrative Expense	7,642	4,976	11,400	11,400	10,600	-7.02%
Supplies & Materials	21,402	55,546	23,750	23,750	12,050	-49.26%
Purchased Services	4,823	-	8,263	8,263	7,300	-11.65%
Utilities	2,576	1,822	2,500	2,500	2,000	-20.00%
Repair & Maintenance	5,708	11,011	7,000	7,000	14,500	107.14%
Capital Expenditures	-	-	-	320,595	-	N/A

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
SPECIAL REVENUE FUNDS

Hazardous Materials, Level "A" **Business Unit 2090**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4210 Federal Grants	$ -	$ -	$ -	$ -	$ -
4224 Miscellaneous State Aids	106,613	60,362	-	-	60,321
4710 Interest on Investments	9,991	19,797	10,000	10,000	12,000
5004 Sale of City Property	-	-	-	-	-
Total Revenue	$ 116,604	$ 80,159	$ 10,000	$ 10,000	$ 72,321
Expenses					
6101 Regular Salaries	$ -	$ 6,760	$ 9,000	$ 9,000	$ 7,000
6105 Overtime	12,081	28,462	20,000	20,000	10,193
6150 Fringes	2,436	5,024	6,000	6,000	7,000
6201 Training\Conferences	7,558	4,783	11,000	11,000	10,000
6301 Office Supplies	-	12	250	250	250
6307 Food & Provisions	84	181	150	150	350
6309 Shop Supplies & Tools	11,676	7,281	5,000	5,000	500
6310 Chemicals	2,760	1,079	3,000	3,000	1,000
6315 Books & Library Materials	407	118	500	500	300
6316 Miscellaneous Supplies	1,659	465	2,000	2,000	1,000
6321 Clothing	774	-	1,000	1,000	5,000
6322 Gas Purchases	2,179	-	2,000	2,000	500
6324 Medical/Lab Supplies	159	-	250	250	250
6326 Vehicle & Equipment Parts	55	-	1,000	1,000	500
6327 Miscellaneous Equipment	1,734	46,603	9,000	9,000	3,000
6404 Consulting Services	1,012	-	4,000	4,000	3,000
6413 Utilities	2,576	1,821	2,500	2,500	2,000
6417 Vehicle Repairs & Maint	4,543	8,082	5,000	5,000	10,500
6418 Equip Repairs & Maint	842	2,807	1,000	1,000	4,000
6419 Communication Eq. Repairs	190	123	-	-	-
6425 CEA Equip. Rental	133	-	1,000	1,000	-
6430 Health Services	3,810	-	4,263	4,263	4,300
6804 Equipment	-	-	-	320,595	-
Total Expense	$ 56,668	$ 113,601	$ 87,913	$ 408,508	$ 70,643

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

CITY OF APPLETON 2013 BUDGET
HAZARDOUS MATERIAL LEVEL A
Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

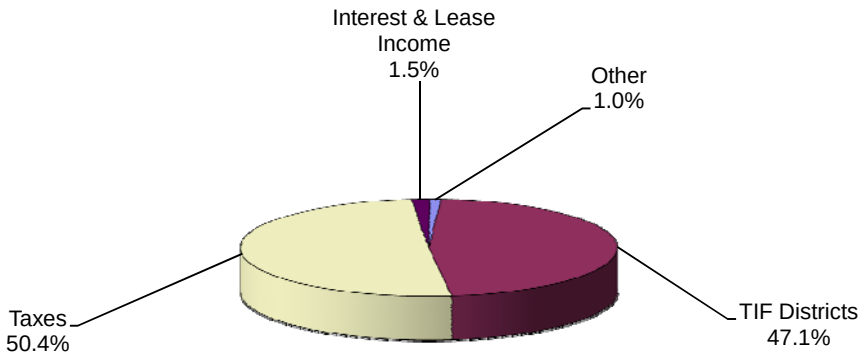
	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Intergovernmental	$ 106,613	$ 60,362	$ -	$ 95,684	$ 60,321
Interest Income	9,991	19,797	10,000	12,000	12,000
Other	-	-	-	9,433	-
Total Revenues	116,604	80,159	10,000	117,117	72,321
Expenses					
Program Costs	56,668	113,601	87,913	87,913	70,643
Total Expenses	56,668	113,601	87,913	87,913	70,643
Revenues over (under) Expenses	59,936	(33,442)	(77,913)	29,204	1,678
Fund Balance - Beginning	382,014	441,950	408,508	408,508	437,712
Fund Balance - Ending	$ 441,950	$ 408,508	$ 330,595	$ 437,712	$ 439,390

CITY OF APPLETON 2013 BUDGET
DEBT SERVICE FUNDS

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

Funding Sources for 2013 Debt Service

$6,152,608



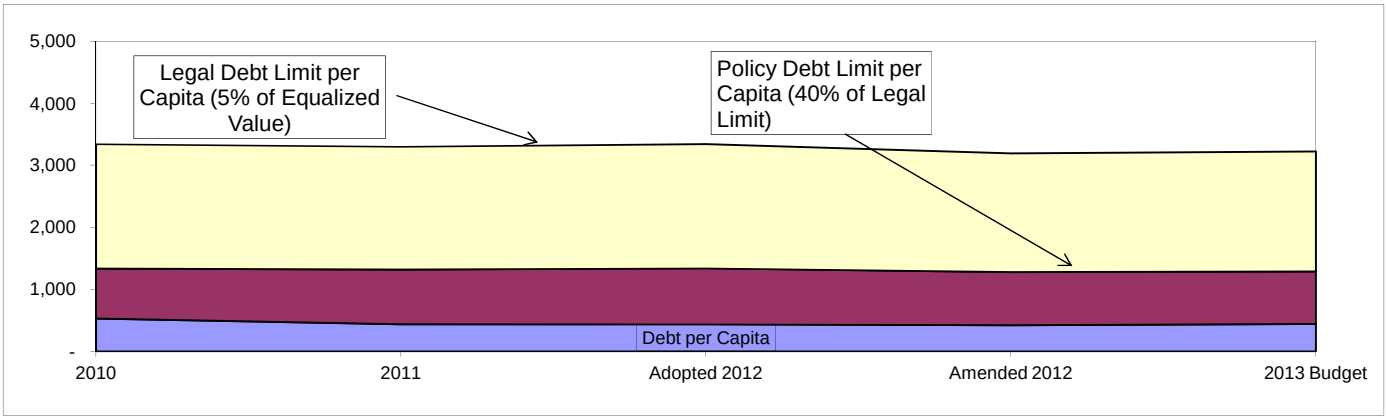
General Obligation Rating: **Aaa**

CITY OF APPLETON 2013 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

	Actual		Budget		
Revenues	2010	2011	Adopted 2012	Amended 2012	2013
Taxes	$ 3,533,999	$ 3,852,111	$ 3,070,688	$ 3,070,688	$ 3,100,722
Other	94,100	92,842	94,767	94,767	94,800
Interest Income	14,376	-	-	-	-
Total Revenues	3,642,475	3,944,953	3,165,455	3,165,455	3,195,522
Expenditures					
Debt Service:					
Principal	6,755,336	7,021,625	6,480,926	6,480,926	5,090,380
Interest and Fees	1,859,817	1,550,049	1,301,515	1,301,515	1,062,228
Total Expenditures	8,615,153	8,571,674	7,782,441	7,782,441	6,152,608
Excess Revenues (Expenditures)	(4,972,678)	(4,626,721)	(4,616,986)	(4,616,986)	(2,957,086)
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	-	-	60,000	60,000	60,000
Operating Transfers In	4,982,533	4,626,723	4,556,986	4,556,986	2,897,086
Total Other Financing Sources	4,982,533	4,626,723	4,616,986	4,616,986	2,957,086
Net Change in Fund Balance	9,855	2	-	-	-
Fund Balance, Beginning	16,603	26,458	26,460	26,460	26,460
Fund Balance - Ending	$ 26,458	$ 26,460	$ 26,460	$ 26,460	$ 26,460

DEBT LIMIT ANALYSIS *

Equalized value	4,851,596,300	4,797,103,500	4,869,060,100	4,651,408,600	4,697,922,700
Legal Debt Limit	242,579,815	239,855,175	243,453,005	232,570,430	234,896,135
Outstanding Debt	38,354,552	31,695,977	31,605,070	30,821,438	32,310,019
Population	72,623	72,715	72,820	72,810	72,913
Debt per capita					
Legal Limit	3,340	3,299	3,343	3,194	3,222
Policy Limit	1,336	1,319	1,337	1,278	1,289
Actual	528	436	434	423	443



* Please see page 613 for a combined illustration of G.O. debt and revenue bond debt.

CITY OF APPLETON 2013 BUDGET

DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
1998A Refunding Bonds	$ 595,000	$ 14,131	$ 609,131
2003A G.O. Notes	475,000	8,787	483,787
2005 Refunding G.O. Notes	270,000	5,400	275,400
2005B G.O. Notes	865,000	90,900	955,900
2006A G.O. Notes	600,000	93,945	693,945
2007A G.O. Notes	410,000	135,788	545,788
2008A G.O. Notes	372,333	89,280	461,613
2008B G.O. Notes	280,000	310,343	590,343
2009A G.O. Notes	390,000	120,894	510,894
2012 Cisco Vendor Financing	63,047	-	63,047
2012B G.O. Refunding Bonds	425,000	28,502	453,502
2012A G.O. Notes	345,000	104,258	449,258
Debt Issuance Cost	-	60,000	60,000
Total Debt Service Obligation	$ 5,090,380	$ 1,062,228	$ 6,152,608

DEBT SERVICE FUNDING SOURCES

Operating Transfers:	
Capital Project Funds:	
Tax Incremental District #3	$ 970,252
Tax Incremental District #5	35,350
Tax Incremental District #6	1,860,000
Tax Incremental District #7	1,525
Tax Incremental District #8	29,959
Revenue:	
Taxes	3,100,722
Lease Revenue	94,800
Borrowing:	
Proceeds of General Obligation Notes	60,000
Total Funding Sources	$ 6,152,608

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%).

CITY OF APPLETON 2013 BUDGET

DEBT SERVICE OBLIGATION

1998A G.O. Refunding Bonds

	Obligation		Funding Source
Year	Principal	Interest	TIF #3
2013	$ 595,000	$ 14,131	$ 609,131
	$ 595,000	$ 14,131	$ 609,131

2003A G.O. Notes

	Obligation		Funding Source
Year	Principal	Interest	TIF #6
2013	475,000	8,787	483,787
	$ 475,000	$ 8,787	$ 483,787

2005 G.O. Refunding Bonds

	Obligation		Funding Sources
Year	Principal	Interest	TIF #3
2013	$ 270,000	$ 5,400	$ 275,400
	$ 270,000	$ 5,400	$ 275,400

CITY OF APPLETON 2013 BUDGET

DEBT SERVICE OBLIGATION

2005B G.O. Notes

	Obligation		Funding Sources		
Year	Principal	Interest	TIF #5	TIF #6	Taxes & Int.
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
	$2,705,000	$ 165,300	$ 111,700	$1,409,800	$1,348,800

2006A G.O. Notes

	Obligation		Funding Sources	
Year	Principal	Interest	TIF #6	Taxes & Int.
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
	$2,565,000	$ 219,288	$ 2,096,219	$ 688,069

CITY OF APPLETON 2013 BUDGET

DEBT SERVICE OBLIGATION

2007A G.O. Notes

	Obligation		Funding Sources	
Year	Principal	Interest	TIF #6	Taxes & Int.
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
	$3,400,000	$ 396,738	$1,299,175	$2,497,563

2008A G.O. Notes

	Obligation		Funding Sources		
Year	Principal	Interest	TIF # 5	TIF # 6	Taxes & Int.
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
	$2,576,330	$ 312,332	$ 54,375	$1,326,368	$1,507,919

CITY OF APPLETON 2013 BUDGET

DEBT SERVICE OBLIGATION

	2008B G.O. Notes		
	Obligation		Funding Source
Year	Principal	Interest	Taxes & Int.
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
	$ 6,800,000	$2,996,215	$ 9,796,215

	2009A G.O. Notes						
	Obligation		Funding Sources				
Year	Principal	Interest	TIF # 6	TIF # 7	TIF # 8	Ice Center *	Taxes & Int.
2013	$ 390,000	$ 120,894	$ 33,012	$ 1,525	$ 1,069	$ 94,800	$ 380,488
2014	400,000	110,019	33,013	1,525	1,069	93,092	381,320
2015	415,000	97,794	33,012	1,525	1,069	94,567	382,621
2016	435,000	85,044	33,013	1,525	1,069	94,150	390,287
2017	825,000	66,144	377,762	16,300	10,918	91,992	394,172
2018	860,000	40,869	382,038	15,850	10,618	61,350	431,013
2019	895,000	13,984	375,781	20,313	15,234	-	497,656
	$ 4,220,000	$ 534,748	$ 1,267,631	$ 58,563	$ 41,046	$ 529,951	$ 2,857,557

* 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 2013 BUDGET

DEBT SERVICE OBLIGATION

2012 DNR Site Remediation Loan *

Year	Obligation		Funding Sources
	Principal	Interest	TIF # 8
2013	$ -	$ -	$ -
2014	5,000	-	5,000
2015	5,000	-	5,000
2016	15,000	-	15,000
2017	15,000	-	15,000
2018	25,000	-	25,000
2019	25,000	-	25,000
2020	35,000	-	35,000
2021	35,000	-	35,000
2022	45,000	-	45,000
2023	45,000	-	45,000
2024	50,000	-	50,000
	$ 300,000	$ -	$ 300,000

2012 Cisco Capital **

Year	Obligation		Funding Sources
	Principal	Interest	Taxes & Int.
2013	$ 63,047	$ -	$ 63,047
2014	63,047	-	63,047
	$ 126,094	$ -	$ 126,094

* The Appleton Redevelopment Authority has a $300,000, 0% loan from the DNR for remediation of the 935 E. John Street site. The City of Appleton (TIF # 8) will make all payments on this issue.

** In 2012, the City took advantage of interest free financing provided by a computer equipment vendor to reduce the 2012 borrowing package and thus future interest expense.

CITY OF APPLETON 2013 BUDGET

DEBT SERVICE OBLIGATION

2012A G.O. Notes

	Obligation		Funding Sources	
Year	Principal	Interest	TIF # 8	Taxes & Int.
2013	$ 345,000	$ 104,258	$ 28,890	$ 420,368
2014	365,000	109,125	32,100	442,025
2015	370,000	101,775	32,100	439,675
2016	375,000	94,325	32,100	437,225
2017	910,000	81,475	551,850	439,625
2018	930,000	63,075	551,250	441,825
2019	945,000	44,325	550,450	438,875
2020	410,000	30,262	-	440,262
2021	420,000	19,350	-	439,350
2022	435,000	6,525	-	441,525
	$5,505,000	$ 654,495	$ 1,778,740	$ 4,380,755

2012B G.O. Refunding Bonds

	Obligation		Funding Sources	
Year	Principal	Interest	TIF # 3	TIF # 6
2013	$ 425,000	$ 28,502	$ 85,721	$ 367,781
2014	440,000	24,225	94,870	369,355
2015	445,000	21,568	99,313	367,255
2016	455,000	18,076	103,555	369,521
2017	480,000	13,383	122,440	370,943
2018	380,000	7,962	125,875	262,087
2019	180,000	3,772	-	183,772
2020	115,000	1,121	-	116,121
	$2,920,000	$ 118,609	$ 631,774	$ 2,406,835

CITY OF APPLETON 2013 BUDGET

DEBT SERVICE OBLIGATION

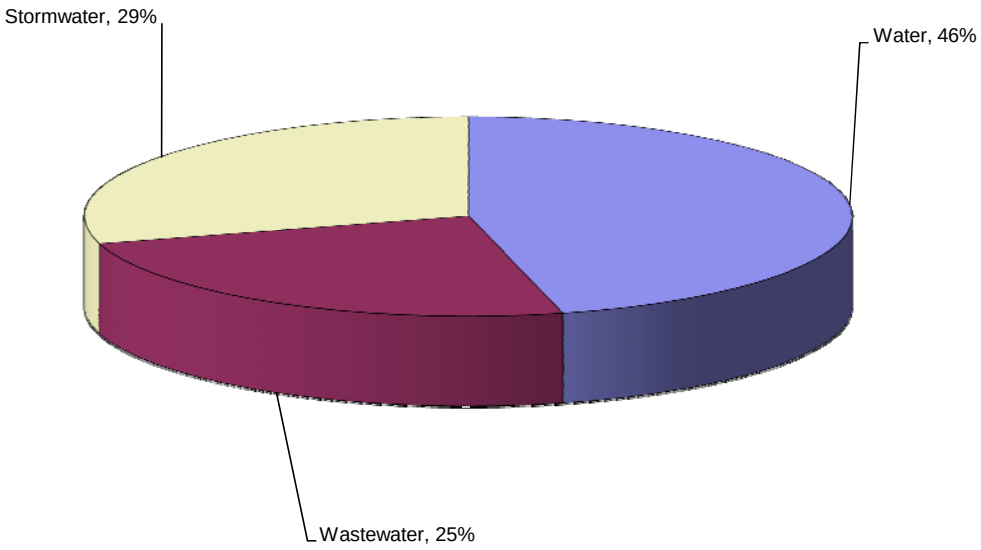
	Total Debt Service				
	Obligation			Funding Sources	
	Principal	Interest	Total	Revenues	Taxes & Int.
2013	$ 5,090,380	$ 1,002,228	$ 6,092,608	$ 2,991,886	$ 3,100,722
2014	4,180,380	855,435	5,035,815	2,078,453	2,957,362
2015	4,292,333	713,301	5,005,634	2,157,501	2,848,133
2016	3,497,333	582,535	4,079,868	1,675,230	2,404,638
2017	3,828,499	466,997	4,295,496	2,357,086	1,938,410
2018	3,033,499	366,825	3,400,324	1,923,668	1,476,656
2019	2,420,000	290,906	2,710,906	1,170,550	1,540,356
2020	955,000	242,883	1,197,883	151,121	1,046,762
2021	875,000	212,250	1,087,250	35,000	1,052,250
2022	930,000	179,025	1,109,025	45,000	1,064,025
2023	520,000	150,531	670,531	45,000	625,531
2024	550,000	126,750	676,750	50,000	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
	$32,457,424	$ 5,426,043	$37,883,467	$14,680,495	$23,202,972

CITY OF APPLETON 2013 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.

2013 UTILITIES EXPENDITURES

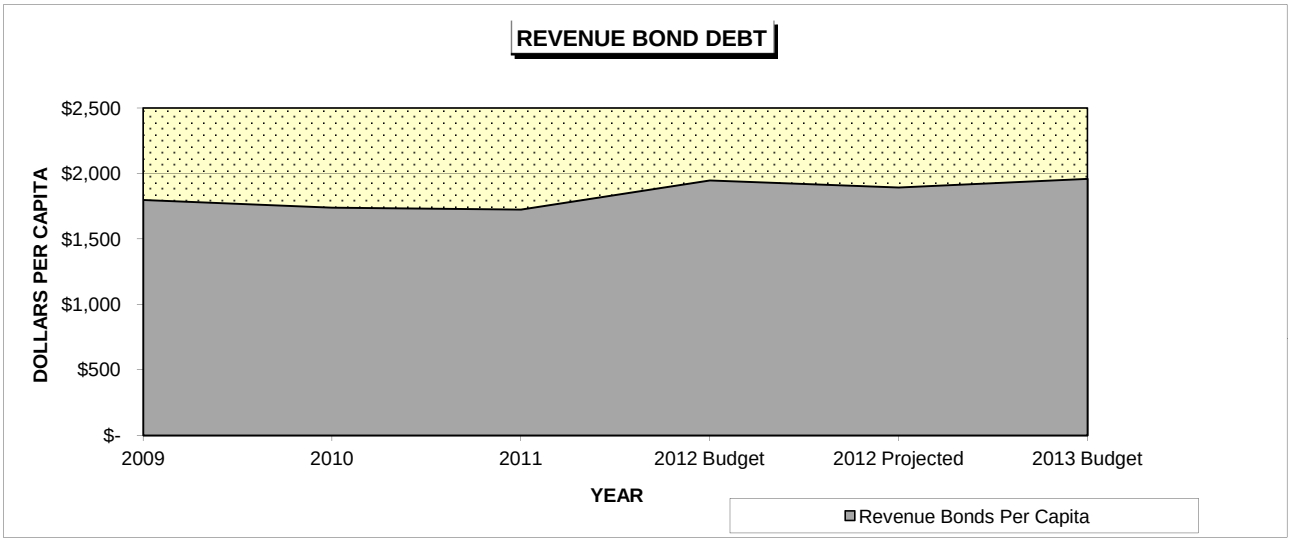
$59,428,508



CITY OF APPLETON 2013 BUDGET
UTILITIES

Revenue Bond Debt Summary

	2009	2010	2011	2012 Budget	2012 Projected	2013 Budget
Revenue Bonds Outstanding	$ 130,113,990	$ 126,374,002	$ 125,358,020	$ 141,787,038	$ 137,795,000	$ 142,755,000
Population	72,400	72,623	72,715	72,820	72,810	72,913
Revenue Bonds Per Capita	$ 1,797	$ 1,740	$ 1,724	$ 1,947	$ 1,893	$ 1,958



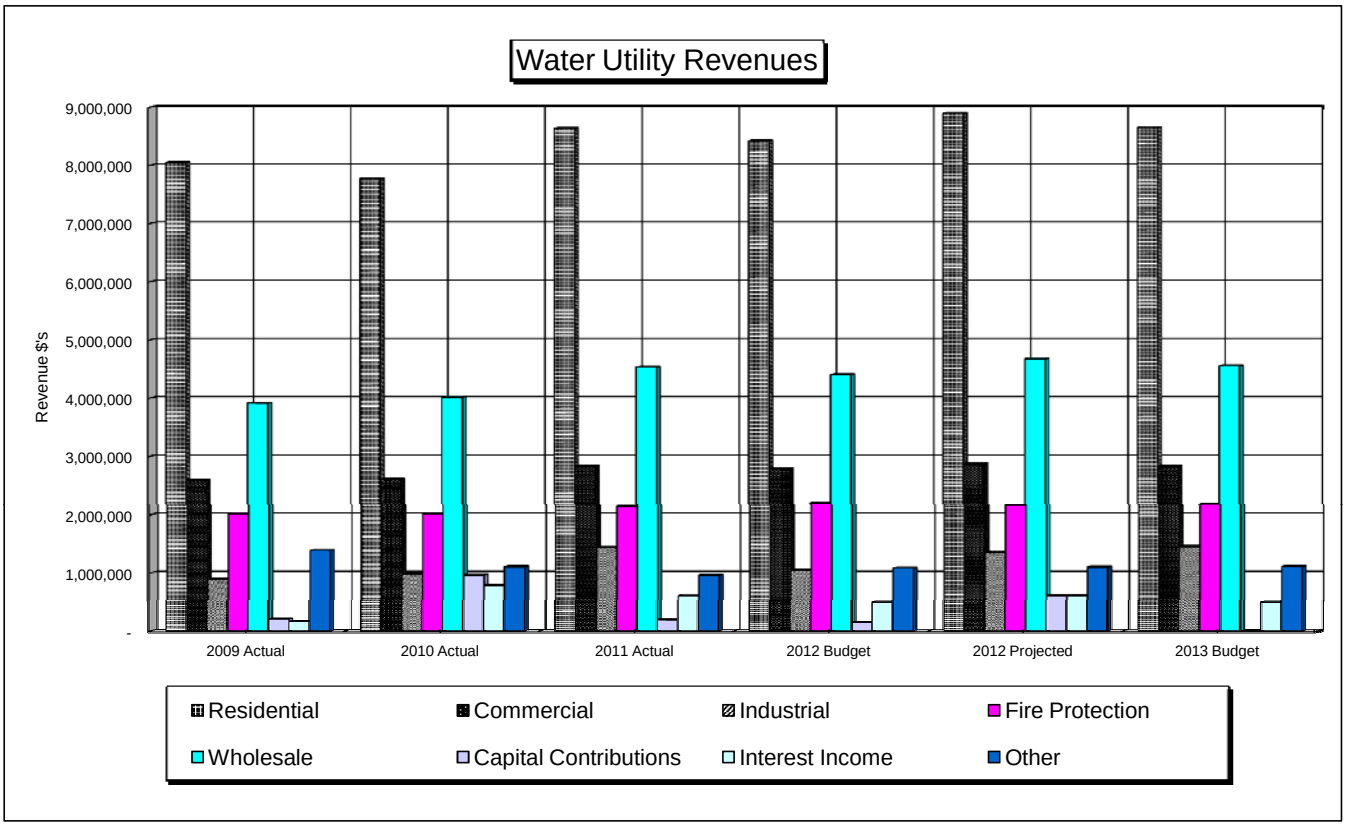
Revenue Bond Ratings:

Water	**Aa2**
Wastewater	**Aa2**
Stormwater	**Aa2**

CITY OF APPLETON 2013 BUDGET
UTILITY REVENUES

WATER UTILITY

Sources of Revenue	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Change
Residential Water Service	$ 8,048,095	$ 7,774,873	$ 8,638,397	$ 8,420,000	$ 8,895,000	$ 8,650,000	-2.75%
Commercial Water Service	2,584,529	2,607,515	2,826,006	2,790,000	2,878,000	2,825,000	-1.84%
Industrial Water Service	886,270	975,658	1,430,910	1,045,000	1,353,000	1,450,000	7.17%
Municipal Water Service	358,975	343,465	380,542	355,000	407,000	380,000	-6.63%
Fire Protection	2,012,043	2,008,441	2,140,611	2,193,500	2,158,584	2,171,704	0.61%
Wholesale Water Service	3,913,755	4,015,861	4,530,494	4,403,000	4,675,000	4,550,000	-2.67%
Other	1,021,882	755,395	579,050	720,850	689,231	723,150	4.92%
Interest Income	166,720	782,017	604,719	500,000	600,000	500,000	-16.67%
Contributed Capital	213,330	962,248	196,667	148,050	608,050		-100.00%
Total Water Utility	**$ 19,205,599**	**$ 20,225,473**	**$ 21,327,396**	**$ 20,575,400**	**$ 22,263,865**	**$ 21,249,854**	**-4.55%**

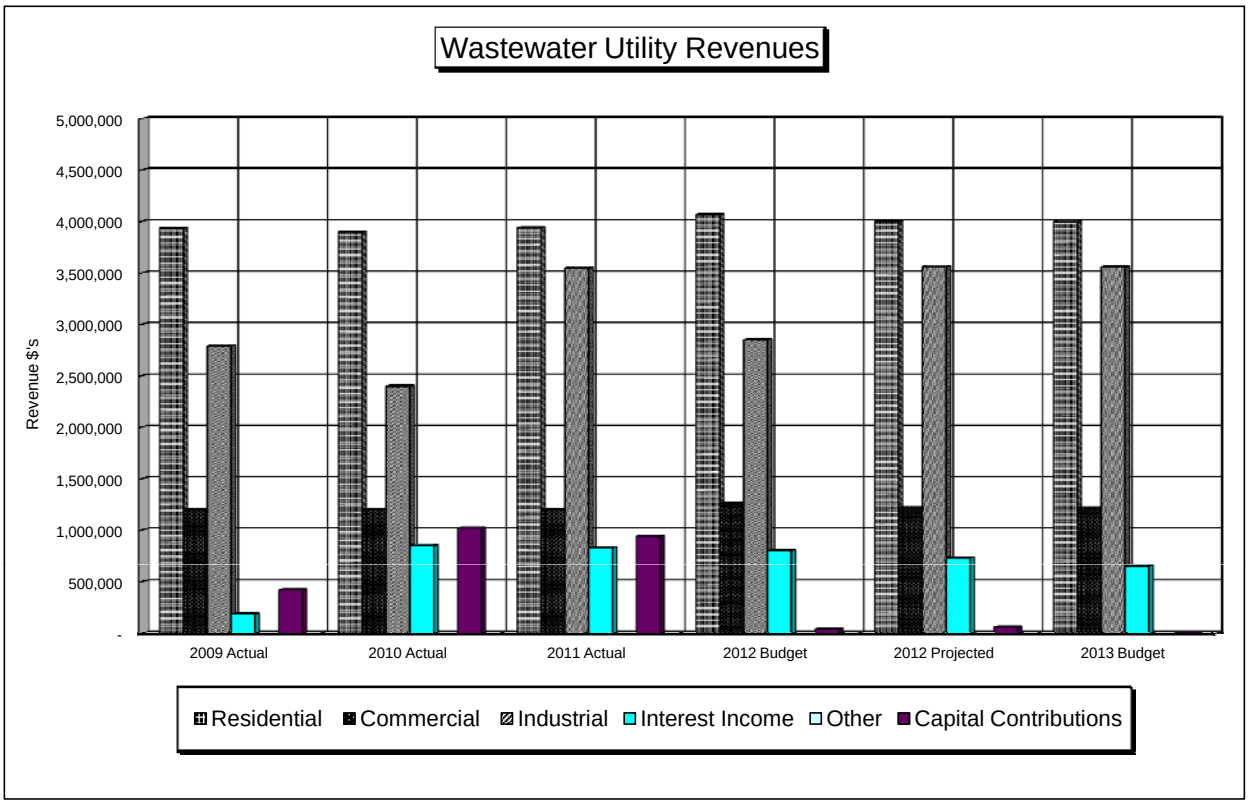


Residential water sales makes up the largest portion of Water Utility revenues, more than commercial, industrial, municipal, and wholesale sales combined. Fire protection revenues include charges for private, public, Town of Grand Chute, Waverly Sanitary District and Village of Sherwood fire protection. Average residential water consumption continues to decline, however due to warm and dry weather conditions during the summer of 2012 an increase in consumption was experienced. 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. In 2013, 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, 2012 was 7.63%. The inflationary rate application will be filed shortly upon completion of the annual report to the PSC that is due on April 1, 2013 if eligible. A public notice will be given at the time of application with an approved rate increase effective at least 45 days from the notice. The utility will start a full rate increase application process late in 2013.

CITY OF APPLETON 2013 BUDGET
UTILITY REVENUES

WASTEWATER UTILITY

Sources of Revenue	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Change
Residential Sewer Service	$ 3,934,316	$ 3,898,146	$ 3,937,992	$ 4,065,000	$ 3,998,900	$ 3,995,000	-0.10%
Commercial Sewer Service	1,200,387	1,201,955	1,201,660	1,260,000	1,216,200	1,215,000	-0.10%
Industrial Sewer Service	2,788,888	2,396,156	3,546,214	2,850,000	3,558,500	3,555,000	-0.10%
Municipal Sewer Service	164,523	163,797	233,010	270,000	275,300	275,000	-0.11%
Interest Income	184,219	850,848	829,497	800,000	730,000	650,000	-10.96%
Other	625,421	783,702	782,713	834,389	698,946	718,968	2.86%
Capital Contributions	418,615	1,016,775	940,492	40,300	60,300	-	N/A
Total Wastewater Utility	**$ 9,316,369**	**$ 10,311,379**	**$ 11,471,578**	**$ 10,119,689**	**$ 10,538,146**	**$ 10,408,968**	**-1.23%**

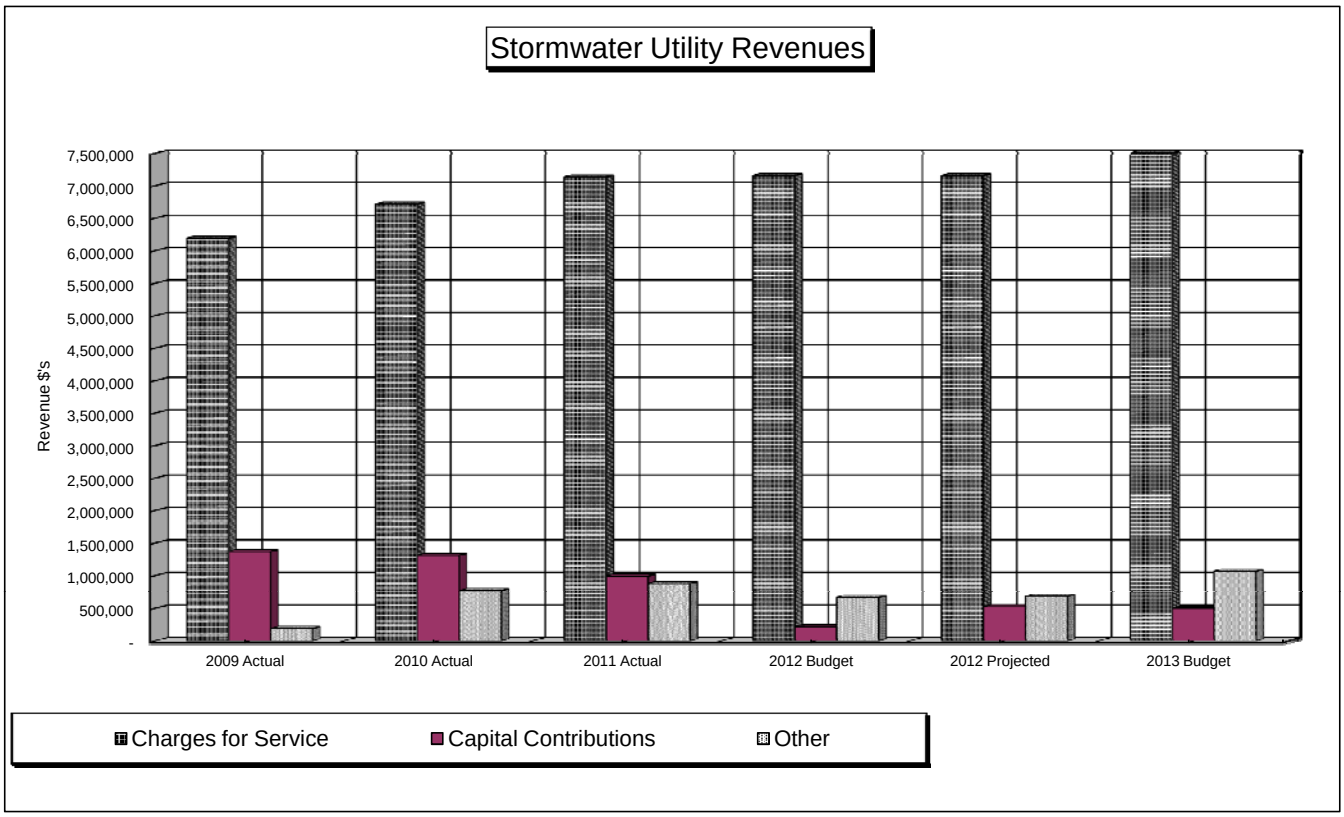


Charges for services include charges for wastewater treatment for various categories of customers - residential, commercial, industrial, and municipal - as well as charges for special services such as industrial pre-treatment. Over the past few years there has been an increase in industial revenue. Other 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 2015, when a rate increase of approximately 6% is projected to go into effect.

CITY OF APPLETON 2013 BUDGET
UTILITY REVENUES

STORMWATER UTILITY

Sources of Revenue	2009 Actual	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget	% Change
Charges for Service	$ 6,191,132	$ 6,716,402	$ 7,133,010	$ 7,155,125	$ 7,155,125	$ 8,047,607	12.47%
Interest Income	84,585	695,623	800,088	600,000	600,000	600,000	0.00%
Intergovernmental	11,300	-	-	-	-	300,000	N/A
Capital Contributions	1,366,372	1,308,771	990,218	220,500	520,500	500,000	-3.94%
Other	95,015	70,751	75,469	64,475	79,710	164,298	106.12%
Total Stormwater Utility	**$ 7,748,404**	**$ 8,791,547**	**$ 8,998,785**	**$ 8,040,100**	**$ 8,355,335**	**$ 9,611,905**	**15.04%**



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. The 2013 budget includes a captial contribution of $500,000 from the Wastewater Utility as partial funding for the re-location of an exisiting pipe near the Wastewater Treatment Plant. 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 of 24% will be July 1, 2013, to $155 / ERU. A further rate increase is anticipated for July, 2016 of approximately 18% in conjunction with plan presented to Council on June 15, 2011.

CITY OF APPLETON 2013 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 that was planned for mid-year 2012 was not submitted as the utility did not meet qualifications for this increase. The utility will submit for an inflationary increase if qualifications are met mid-2013. The utility will begin the full rate increase application process in late 2013.

Quarterly Water Rates

Retail Water:

Meter (Inches)	Water Service	Public Fire	Total
5/8	$ 21.90	$ 14.58	$ 36.48
3/4	21.90	14.58	36.48
1	32.70	36.45	69.15
1 1/4	45.90	54.00	99.90
1 1/2	59.10	72.90	132.00
2	91.80	116.70	208.50
3	147.30	218.70	366.00
4	231.00	364.50	595.50
6	426.00	729.00	1,155.00
8	666.00	1,167.00	1,833.00
10	981.00	1,752.00	2,733.00
12	1,299.00	2,334.00	3,633.00

Volume Charge *

	Quarterly Use (Ccf)	Quarterly Charge
First	500	$ 4.55
Next	4,500	4.11
Over	5,000	3.50

Private Fire Protection Rates:

Connection Size (")	Quarterly Charge
1	$ 8.40
1 1/4	11.10
1 1/2	14.10
2	17.00
3	32.00
4	53.00
6	105.00
8	169.00
10	252.00
12	336.00
14	420.00
16	504.00

Wholesale Water Rates:

	Quarterly Charge		
Meter (Inches)	Town of Grand Chute	Waverly Sanitary District	Town of Sherwood
6	-	$426.00	$ 426.00
8	$666.00	-	-
Volume Charge *	$ 3.28	$ 3.53	$ 3.56

* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

CITY OF APPLETON 2013 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, 2015 and is currently projected at approximately 6%.

Quarterly Sanitary Sewer Rates

Meter (Inches)	Type	Current Charge
5/8		$ 13.60
3/4		13.60
1		25.00
1 1/4		34.00
1 1/2		44.00
2		68.00
3		121.00
4		199.00
6		391.00
8		622.00

Volume Charge *
Quarterly

Use (Ccf)	Charge
All	$ 2.04

Rates for Quantity/Quality Discharge:	Current Charge
Flow	$1.73 / 1,000 gallons
Biochemical Oxygen Demand (BOD)	$35.48 / 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

* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

CITY OF APPLETON 2013 BUDGET
CITY SERVICE INVOICE
EFFECT OF UTILITY RATES ON AVERAGE RESIDENTIAL PROPERTIES

Assumptions:

Rates calculated are based on a meter size of 5/8" or 3/4"

Quarterly Water Charges*:

Residential Users	Average Use (Ccf)	Current Charge
Small	14	$ 100.18
Average	17	$ 113.83
Large	20	$ 127.48

Quarterly Wastewater Charges:**

Residential Users	Average Use (Ccf)	Current Charge
Small	14	$ 42.16
Average	17	$ 48.28
Large	20	$ 54.40

Quarterly Stormwater Charges: ***

Residential Users	ERU's	Current Charge	Proposed Increase
N/A	1	$ 31.25	$ 38.75
N/A	1	$ 31.25	$ 38.75
N/A	1	$ 31.25	$ 38.75

Total:

Residential Users	Average Use (Ccf)	Current Charge	Proposed Increase
Small	14	$ 173.59	$ 181.09
Average	17	$ 193.36	$ 200.86
Large	20	$ 213.13	$ 220.63

* The quarterly water charges shown here are the current rates as of December 30, 2010. An inflationary increase request is expected to be filed with the PSC in 2013 upon completion of the annual report, if rate of return is under the approved rate.

** The quarterly wastewater charges shown are the current rates as of July 1, 2011. No further increase is expected until an approximate 6% increase 2015.

*** Annual rate of $125.00 / ERU took effect July 1, 2010. The next rate increase will be 24% and will take effect on July 1, 2013; an annual rate of $155.00 / ERU.

CITY OF APPLETON 2013 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

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

MISSION STATEMENT

The City of Appleton water treatment and distribution systems provide the community with consistently safe and high quality water utilizing the full potential of our highly motivated, technically skilled staff. It is our goal to achieve these objectives in a manner that demonstrates integrity, responsibility and economically sound practices.

DISCUSSION OF SIGNIFICANT 2012 EVENTS

WATER TREATMENT

Water Plant Cold Water Capacity Phase 1b Installations - Project reached final completion. Construction included a new lime mixer for #4 Softener, a weir installation between the GAC contactors and the membrane feed wells and an air release system on the membrane backwash pumps.

Water Plant Cold Water Capacity Process Improvements - Programming, including deriving log removal values (LRV) for the ultrafiltration process, was completed. The LRV includes new factors, including permeate flow, water temperature, and volume concentration factors. Reporting system was updated to generate values into required monthly regulatory reports.

Water Plant Corrosion Settlement - Insurer completed pipe corrosion tasks for the filter contactor effluent piping.

Fluoride Concentration - The Department of Health reduced the recommended concentration of fluoride for community water systems. Adopting the recommendations, the Utility reduced fluoride in the city's drinking water in January 2012. .

Lake Intake Project - The lake intake has been compromised by icing events in 2004, 2007 and 2012.These events led to a WDNR significant deficiency in the 2009 sanitary survey. The WDNR corrective action was to construct an additional intake. The Utility requested authorization to increase portable pump capacity at the lake shore rather than constructing an additional intake. The request was granted and the project costs were reduced by $750,000.

Electrical Consumption Reduction - Staff continue to monitor and control electrical equipment. Procedures are now in place to reduce on-peak consumption and demand costs. Process changes and pumping rates were modified at the lake station. 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

Due to warm and dry weather conditions during the summer of 2012 the utility experienced as increase in water sales. The projected 2012 revenue (see page 532) reflects this increase in water sales. Chemical and Lime Disposal expense also increased during this period due to the increased water demand.

The Utility did not meet requirements to apply to the Public Service Commission for a simplified inflationary increase in 2012. See page 492 for discussion on future rate increases.

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

MAJOR 2013 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 the Regulatory Upgrade and Process Improvement Project. This project originated as part of a review process that was conducted in 2012 with a Technical Advisory Group (TAG). The project is composed of seven separate projects that will enhance treatment levels for cryptosporidium and virus inactivation as well as improve existing processes. This aggregate project consists of the following : 1. The lime system will be equipped with high density mixers and delivery equipment. The existing lime slakers have reached their life due to the aggressive nature of acids that are used to maintain this equipment. 2. The facility will be reviewed for enhanced treatment and complete demonstration projects to ensure high standards for water quality treatment. 3. The CT basins will be upgraded with baffling to increase disinfection effectiveness. 4. The existing GAC contactors will be upgraded to dual media filters as defined by regulatory code. 5. The treatment train will include an ultraviolet light process that will be used to inactivate cryptosporidium. 6. The ammonia system will be equipped with day tanks for better process control and delivery requirements. 7. All regulatory and process improvement projects will be integrated into the current Supervisory Control and Data Acquisition (SCADA) system. A reporting software program will be included to increase systems security and reduce the potential of error from the current program that utilizes an open architecture.

Construct a second Pressure Regulating Valve (PRV) station as identified in the Water Distribution Master Plan. The PRV station will allow the Ridgeway Pressure Zone and Main Pressure Zone to be interconnected for maintenance and emergency (e.g., fire flow requirements) purposes.

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.

WATERMAIN COMPARISONS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Total Miles	365.20	363.24	366.66	366.66	367.04
Additional Miles	0.50	0.38	0.38	0.12	0.38
Reconstructed Miles	6.12	6.38	3.10	2.20	2.20
% of Total Reconstructed	1.77%	0.56%	0.66%	0.66%	0.75%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 20,193,924	$ 21,327,396	$ 20,575,400	$ 21,035,400	$ 21,249,854	3.28%
Program Expenses							
5310	Administration	9,643,286	9,696,737	9,886,567	9,886,567	10,425,611	5.45%
5321	Treatment Admin	305,081	316,521	373,726	375,826	358,713	-4.02%
5323	Treatment Operations	4,644,028	5,055,435	5,285,842	5,285,842	5,831,952	10.33%
5351	Distribution Admin	397,416	427,148	400,416	400,416	485,247	21.19%
5352	Customer Service	185,200	148,671	159,772	159,772	167,356	4.75%
5353	Distribution Operations	973,503	1,101,722	1,132,227	1,132,227	1,147,843	1.38%
5325	Treatment Capital	-	-	960,000	2,202,996	4,856,483	405.88%
5370	Distribution Capital	72,092	77,446	2,304,260	2,445,730	4,098,216	77.85%
TOTAL		$ 16,220,606	$ 16,823,680	$ 20,502,810	$ 21,889,376	$ 27,371,421	33.50%
Expenses Comprised Of:							
Personnel		2,475,943	2,559,874	2,853,553	2,853,553	2,900,705	1.65%
Administrative Expense		9,357,972	9,453,444	9,629,078	9,629,078	9,906,078	2.88%
Supplies & Materials		1,350,135	1,633,431	1,866,455	1,866,455	1,968,945	5.49%
Purchased Services		203,432	191,488	1,371,575	2,202,146	765,076	-44.22%
Utilities		2,034,428	2,571,370	2,422,655	2,422,655	2,717,186	12.16%
Repair & Maintenance		798,696	414,073	588,204	588,204	764,868	30.03%
Capital Expenditures		-	-	1,771,290	2,327,285	8,348,563	371.33%
Full Time Equivalent Staff:							
Personnel allocated to programs		37.76	37.76	36.64	36.64	36.71	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Finance Administration **Business Unit 5310**

PROGRAM MISSION

For the benefit of Appleton water consumers, customer billing and financial systems will be maintained in a manner consistent with Wisconsin Public Service Commission (PSC) regulations and generally accepted accounting principles.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

To account for water revenues from various sources, and administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses.

Maintain customer records and accounting information in compliance with PSC regulations and generally accepted accounting principles.

Major changes in Revenue, Expenditures or Programs:

The Utility did not meet requirements to apply to the Public Service Commission for a simplified inflationary increase in 2012. There was no rate increase in 2012 as was included in the budget. If the utility qualifies for 2013, we will implement the simplified rate increase for 2013. We have not included any additional revenue in the 2013 budget at this time. We have included $5,000 for initial planning for a full rate study that will need to take place in 2014 in order to meet debt coverage ratios moving forward.

There was an increase in water consumption from industrial customers in 2011 as well as an overall increase in water consumption during the summer of 2012 due to warm and dry conditions. This seasonal increase is reflected in the projected 2012 revenue as listed on page 510.

The decrease in fringe expense is due to change from family to single insurance coverage.

The reduction in bank service charges is a result of the Accounting Supervisor taking on greater responsibility for management of short term investments as well as the banking contract being bid out in 2012 which resulted in lower contracted fees.

Legal fee expense reflects the annual assessment fee that is paid to the Public Service Commission. This fee continues to increase on an annual basis. The fee has increased from $11,063 in 2006 to $20,915 in 2011.

This utilities budget includes payment to Waverly and Darboy districts for Public Fire Protection levy assessed. (approximately $23,000). The utility pays the levy to the district and does not pass on to consumers as consumers pay City of Appleton rates regardless of who serves them. There are small areas in the City served by other jurisdictions based on established service areas and/or most cost effective way to provide service.

This budget includes funding ($265,000) to abandon the underground water tank located on Prospect Street. Project costs have been offset as fill should be available from other City projects in 2013 to support this project.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days					
of end of month	92%	92%	92%	92%	92%
Strategic Outcomes					
Maintain compliance with GAAP & PSC					
# of audit compliance issues					
not raised by staff	0	0	0	0	0
Work Process Outputs					
# of monthly bills processed	110,027	110,600	110,030	110,750	110,900

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Finance Administration **Business Unit 5310**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4411 Sundry Permits	$ 350	$ 665	$ 350	$ 350	$ 500
4710 Interest on Investments	781,952	604,688	500,000	500,000	500,000
4730 Interest - Deferred Special	65	31	-	-	-
4820 Unmetered Water Sales	27,974	22,488	30,000	30,000	27,000
4821 Water Service - Residential	7,774,873	8,638,397	8,420,000	8,420,000	8,650,000
4822 Water Service - Commercial	2,607,515	2,826,006	2,790,000	2,790,000	2,825,000
4823 Water Service - Industrial	975,658	1,430,910	1,045,000	1,045,000	1,450,000
4824 Water Service - Municipal	343,466	380,542	355,000	355,000	380,000
4825 Private Fire Protection	225,071	223,255	235,000	235,000	235,000
4826 Public Fire Protection	1,731,136	1,730,668	1,759,000	1,759,000	1,740,000
4827 Fire Protection Wholesale	52,234	186,688	199,500	199,500	196,704
4829 Sales for Resale GC	4,015,861	4,530,494	4,403,000	4,403,000	4,550,000
5004 Sale of City Prop - Nontax	767	2,508	-	-	-
5006 Gain (Loss) on Asset Disposal	(31,549)	(126,297)	-	-	-
5016 Lease Revenue	227,368	227,266	230,000	230,000	269,445
5021 Capital Contributions	962,248	196,667	148,050	608,050	-
5030 Damage to City Property	10,977	11,350	8,000	8,000	10,000
5035 Other Reimbursements	5,034	625	-	-	-
5070 WTR Other Sales Flushing	4,823	5,433	5,000	5,000	5,000
5071 Customer Penalty	85,464	75,280	80,000	80,000	78,000
5072 WTR Misc Revenue (turn-on)	6,534	5,585	6,000	6,000	6,000
5073 Other WTR Rev-Sewer Billing	53,402	39,100	56,000	56,000	40,000
5074 Other WTR Rev-Hydrant Test	625	-	-	-	-
5075 Other WTR Rev-Misc-Lab, etc.	7,019	-	-	-	-
5077 Income from Admin Fee	5,736	5,434	5,700	5,700	5,700
5079 Private Hydrant Testing	-	5,807	4,500	4,500	5,000
5082 Insurance Proceeds	-	-	-	-	-
5086 Premium on Debt Issuance	319,269	303,806	295,300	295,300	276,505
Total Revenue	$ 20,193,872	$ 21,327,396	$ 20,575,400	$ 21,035,400	$ 21,249,854
Expenses					
6101 Regular Salary	$ 106,089	$ 104,671	$ 105,881	$ 105,881	$ 107,110
6105 Overtime	224	147	-	-	-
6150 Fringes	42,785	37,614	42,231	42,231	28,157
6304 Postage\Freight	18,040	16,238	18,000	18,000	18,000
6320 Printing and Reproduction	2,303	3,036	2,000	2,000	2,800
6401 Accounting/Audit	18,847	11,600	9,372	9,372	9,571
6402 Legal Fees	19,524	20,916	21,000	21,000	22,000
6403 Bank Services	23,362	23,982	25,000	25,000	18,000
6404 Consulting Services	11,408	-	-	-	5,000
6412 Advertising	320	-	-	-	-
6413 Utilities	63,632	55,724	71,000	71,000	89,500
6501 Insurance - Property	77,484	91,014	95,890	95,890	101,290
6599 Other Contracts/Obligations	12,119	48	-	-	265,000
6601 Depreciation Expense	3,876,413	3,934,781	4,267,000	4,267,000	4,385,000
6623 Uncollectible Accounts	10,090	12,879	12,000	12,000	12,000
6721 Bond Interest Payments	3,509,953	3,419,983	3,379,446	3,379,446	3,312,151
6750 Amortization of Debt Disc	114,660	107,263	106,000	106,000	98,907
6751 Gain/Loss on refund Amort.	228,058	213,331	197,947	197,947	181,325
7911 Trans Out - Gen Fund	1,507,975	1,643,510	1,533,800	1,533,800	1,769,800
Total Expense	$ 9,643,286	$ 9,696,737	$ 9,886,567	$ 9,886,567	$ 10,425,611

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Legal Fees		Other Contracts/Obligations	
PSC assessment	$ 22,000	Prospect Tank demo	$ 265,000
	$ 22,000		$ 265,000

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Treatment Administration **Business Unit 5321**

PROGRAM MISSION

For the benefit of the Water Filtration Operations Staff, Water Utility managers will provide administrative support and mentoring to employees so that all aspects of water treatment will meet state and federal compliance.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain records necessary for compliance with state and federal organizations

Maintain maintenance records for equipment, procurement of chemicals, training and safety schedules, operating expenses and project status

Maintain financial records as they apply to the treatment plant

Major changes in Revenue, Expenditures or Programs:

The Training and Conference budget includes $4,000 for employee requested reimbursement for college classes per policy.

The Membership and License budget includes $2,000 for membership to MEG - Water. The City is currently a member to Municipal Environment Group (MEG) - Wastewater/Stormwater. MEG is a non-profit collective group of public utilities that advocates for legislation that benefits community utilities.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Safe work environment					
# of workers comp claims/year	2	0	0	0	0
# of first aid entries per year	8	1	12	12	12
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget obligated	81.0%	85.0%	100%	100%	100%
Work Process Outputs					
Government reports prepared					
# and names of regular reports					
PSC Annual Report	1	1	1	1	1
CCR Report	1	1	1	1	1
DNR Reports	12	12	12	12	12
SARA Report	1	1	1	1	1

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Treatment Administration **Business Unit 5321**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salary	$ 191,132	$ 207,476	$ 230,068	$ 230,068	$ 231,969
6104 Call Time	105	97	-	-	-
6105 Overtime	2,378	196	2,188	2,188	2,188
6108 Part-Time	-	-	394	394	397
6150 Fringes	66,687	65,871	76,838	76,838	70,972
6201 Training\Conferences	3,934	1,683	4,500	4,500	8,500
6301 Office Supplies	1,185	736	2,500	2,500	2,500
6302 Subscriptions	-	22	-	-	-
6303 Memberships & Licenses	3,868	3,955	4,580	4,580	6,400
6304 Postage/Freight	431	573	2,000	2,000	750
6305 Awards & Recognition	21	33	210	210	210
6306 Building Maint / Janitorial	195	-	-	-	-
6307 Food & Provisions	82	139	280	280	280
6320 Printing & Reproduction	9,709	9,070	9,900	9,900	9,425
6321 Clothing	-	-	-	-	-
6327 Miscellaneous Equipment	819	1,570	1,500	1,500	1,500
6404 Consulting Services	10,127	14,285	25,500	27,600	10,000
6408 Contractor Fees	3,459	2,297	3,000	3,000	3,000
6411 Temporary Help	10	-	-	-	-
6412 Advertising	2,537	-	600	600	1,000
6413 Utilities	7,425	7,502	8,920	8,920	8,720
6425 CEA Equip. Rental	977	896	748	748	902
6599 Other Contracts/Obligations	-	120	-	-	-
Total Expense	$ 305,081	$ 316,521	$ 373,726	$ 375,826	$ 358,713

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Treatment Operations **Business Unit 5323**

PROGRAM MISSION

For the benefit of Appleton water consumers, we will provide potable water so that customers are furnished an adequate volume of the safest, highest quality water available.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Comply with all Federal and State standards
Supply the public with safe, high quality water in sufficient quantities to support the needs of our customers
Develop the full potential of all employees through seminars, training programs, and continuing education

Major changes in Revenue, Expenditures or Programs:

The Shop Supplies and Tools budget includes $4,000 for a special project for piping and hoses for vacuum pumping of the softener basins.

Material expense reflects the increased payments for the Koch Warranty Agreement. The Koch Warranty agreement has increased payment amounts in the final two years of the contract as well as a CPI adjustment on each quarterly payment. The base annual increase in these payments for 2013 is $37,500.

Personnel expense reflects the need for an additional 500 staff labor hours that will be needed during the UV Process Improvement project for training and process testing. These hours will be both regular and overtime hours. The operations budget reflects increased overtime hours that are operational in nature with offsetting decreased regular hours that are included in and appropriately capitalized as part of the cost of the over project. (See page 520).

The work order system use has been modified over the past few years to provide better data for management; this includes better use of preventive maintenance work orders and tracking more repair projects, thus the increase the number or work orders closed and open.

The Contractor Fee budget includes $90,000 to televise the 42" main between the Lake Station and the connection into the distribution system. Current records only provide a few specific measurements dating back to 1968 when S. Oneida St. was a rural two lane roadway.

The Building Repairs & Maintenance expense reflects the first of two softener basins for painting; this painting is required based on the 2009 WDNR Sanitary Survey to protect steel components. The project will be bid in late 2013 to combine with the softener painting included in the 2014 budget. This is the same process that was done when painting was completed on softener #1 & #2 in 2009 and 2010.

The Utilities expense reflects increase in lime disposal fees based on current water conditions. These costs were lower during lower water production and raw water conditions.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Adequate supply of safe drinking water					
% of water sampling tests in compliance per year	100%	100%	100%	100%	100%
# of sprinkling bans per year	0	0	0	0	0
# of gallons pumped per year	3,086 MG	3,086 MG	3,124 MG	3,158 MG	3,190 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	99.5%	100.0%	100%	100%	100%
Average # of hours training per employee	18	37	30	22	60
Work Process Outputs					
Efficient Plant Operation					
# of work days lost due to injuries	0	0	0	0	0
# of work orders closed	585	649	660	1,138	1,100
# of open work orders	190	188	160	225	225
Average # of days to close preventive work orders	49	65	50	60	50
# of reservoirs maintaining pressure per year	6	6	6	6	6
# of membrane repairs	7,445	11,479	15,000	15,000	15,000
Water towers					
# inspected / painted per year	2 / 0	1 / 0	1 / 0	1 / 0	1 / 0

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Treatment Operations **Business Unit 5323**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salary	$ 527,192	$ 575,702	$ 560,665	$ 560,665	$ 556,491
6104 Call Time	3,167	3,452	2,400	2,400	2,400
6105 Overtime	92,215	90,385	75,500	75,500	91,255
6108 Part-Time	7,243	9,548	10,359	10,359	10,359
6150 Fringes	255,369	241,812	252,925	252,925	253,446
6306 Building Maint./Janitorial	2,229	1,303	2,000	2,000	1,500
6309 Shop Supplies & Tools	8,692	4,113	9,500	9,500	13,500
6310 Chemicals	830,482	1,024,467	1,156,668	1,156,668	1,163,285
6318 Materials	287,467	314,577	344,000	344,000	384,000
6321 Clothing	3,967	3,970	3,500	3,500	2,895
6322 Gas Purchases	11,659	8,222	17,472	17,472	12,300
6323 Safety Supplies	4,312	4,273	6,200	6,200	6,200
6324 Medical\Lab Supplies	36,477	38,411	55,900	55,900	49,850
6326 Equipment Parts	(2,552)	-	-	-	-
6327 Miscellaneous Equipment	4,803	20,042	32,800	32,800	47,800
6404 Consulting Services	7,278	10,959	7,500	7,500	-
6407 Collection Services	750	-	2,000	2,000	-
6408 Contractor Fees	20,827	33,390	86,028	86,028	144,750
6413 Utilities	1,895,950	2,450,654	2,281,613	2,281,613	2,559,947
6416 Build Repairs & Maint	396,775	1,770	-	-	200,000
6418 Equip Repairs & Maint	22,559	(11)	68,000	68,000	38,000
6420 Facilties Charges	202,199	174,794	274,066	274,066	255,924
6425 CEA Equip. Rental	16,107	14,586	17,791	17,791	17,795
6440 Snow Removal Services	2,550	-	5,000	5,000	5,000
6454 Grounds Repair & Maint	-	14,540	-	-	-
6599 Other Contracts/Obligations	6,311	14,476	13,955	13,955	15,255
Total Expense	$ 4,644,028	$ 5,055,435	$ 5,285,842	$ 5,285,842	$ 5,831,952

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Chemicals		Miscellaneous Equipment	
Ammonia	$ 15,558	Laser Turbity Meters	$ 16,000
Carbon dioxide	35,336	SCADA Computers,	
Caustic soda	23,362	Monitors & other equipment	5,000
Chlorine	74,350	I/O Cards, PLC & radios	7,300
Ferric sulfate	165,164	Fiber Optic Switches	8,000
Fluoride	43,361	RTD temperature calibrator	1,500
Lime	354,644	Post Chlorination pumps	10,000
Poly phosphate	46,717		$ 47,800
Permanganate	269,741		
Powder carbon	38,952	Contractor Fees	
Softener Polymer LT 25	15,000	SCADA support	$ 10,000
Other chemicals	2,000	Maintenance Support	5,000
Membrane cleaning acids	76,000	Annual hoist inspections	400
	$ 1,160,185	Annual CSE inspections	950
		Generator inspections	2,500
Materials		Radio antenna lease	5,900
Valves & actuators	$ 10,000	Lake intake inspection	5,500
Pumps & parts for pump repairs	15,000	Supply main televising	90,000
Piping, hoses & tubing	10,000	Tower cleaning & inspection	8,000
Filters & lubricants	5,000	Tower cathodic protection	16,500
Miscellaneous parts	15,000		$ 144,750
Koch parts, domes, piks	8,000		
Koch Membrane Agreement	308,000	Medical/Lab Supplies	
Batteries	1,000	Lab Fees	$ 7,400
Tower maintenance parts	6,000	Process Testing for GAC	2,700
Compressor parts	1,000	Lab Tools	5,500
Electrical equipment & parts	5,000	Lab supplies	32,950
	$ 384,000	Lab equipment repairs & maintenance support	1,300
			$ 49,850
Other Contracts/Obligations			
DNR Water User Fee	$ 9,625		
Emergency Management Fees	870	Equipment Repairs & Maintenance	
Railroad Crossing Leases	200	Sludge Pump repair	$ 8,000
Cross Connection Fees	60	Pump & motor repairs	30,000
Sara Tier 2 Fee	800		$ 38,000
DATCP Lab Fee	700		
Softener Cleaning by Public Works	3,000	Building Repairs & Maint	
	$ 15,255	Softener #3 Painting	$ 200,000
			$ 200,000

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Treatment Capital Improvements **Business Unit 5325**

PROGRAM MISSION

For the benefit of Appleton water consumers, we will provide necessary improvements to all Water Filtration facilities, structures, and equipment so that high quality water is produced to meet current and future needs in a cost-effective manner.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Ensure the integrity of Appleton water for all customers

The following are 2013 capital projects:

	2013 Budget	Page
Regulatory Upgrade and Process Improvements	$ 4,620,000	Projects, Pg. 634
Powder Activated Carbon (PAC) Fire Monitoring System	140,000	Projects, Pg. 650
Pressure Zone Control Valve Stations	38,000	Projects, Pg. 651
HVAC Upgrades (A/C MCC Room)	40,000	Projects, Pg. 627
	$ 4,838,000	

Major changes in Revenue, Expenditures or Programs:

Personnel expense reflects the need for an additional 500 staff labor hours that will be needed during the UV Process Improvement project for training and process testing. These hours will be both regular and overtime hours. The operations budget reflects increased overtime hours that are operational in nature with offsetting decreased regular hours that are included in and appropriately capitalized as part of the cost of the overall project. (See page 496).

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Adequate water pressure					
% of tests having adequate pressure	100%	100%	100%	100%	100%
Cost effective treatment processes					
# of CIP's in budget year	6	5	6	6	4
# of CIP's in five-year plan	9	7	9	9	6
Strategic Outcomes					
Water rate changes					
% per year	10%	0%	3%	0%	0-3%
Work Process Outputs					
Project Management					
% of projects completed at year end	0%	0%	100%	50%	100%

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Treatment Capital Improvements **Business Unit 5325**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salary	$ -	$ -	$ -	$ -	$ 10,369
6105 Overtime	-	-	-	-	3,000
6150 Fringes	-	-	-	-	5,114
6404 Consulting Services	-	-	475,000	626,471	20,000
6408 Contractor Fees	-	-	395,000	1,072,000	158,000
6801 Land	-	-	-	76,600	-
6803 Buildings	-	-	-	12,925	-
6804 Equipment	-	-	90,000	415,000	4,660,000
Total Expense	$ -	$ -	$ 960,000	$ 2,202,996	$ 4,856,483

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Consulting Services	
PAC Fire Monitoring System	$ 20,000
	$ 20,000
Contractor Fees	
Pressure Control Valve Stations	$ 38,000
PAC Fire Monitoring System	120,000
	$ 158,000
Equipment	
A/C MCC Room	$ 40,000
Regulatory Upgrade	4,620,000
	$ 4,660,000

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Distribution Administration **Business Unit 5351**

PROGRAM MISSION

Provide administrative services to meet the needs of our customers

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain accurate records of repair and maintenance to the system and insure completeness of all information submitted annually to the Public Service Commission

Continue to enforce the Exception Meter Policy to insure meter accuracy and recover meter costs

Implement the proper safety procedures for changing out old lead services

Increase inventory turnover ratio by decreasing excessive, obsolete, and rare parts from inventory

Maintain spreadsheets for valve, service, and hydrant records to simplify reporting to the Public Service Commission and insure integrity of our records

Major changes in Revenue, Expenditures or Programs:

This budget includes 25% of a new plotter to be used for large design drawings as well as larger copies. The other 75% of the cost will be charged to wastewater, stormwater & engineering.

The budget includes $4,000 of postage for the mailing of 7,500 appointment requests and reminders associated with the new meter installation program and a mailing for the DNR Cross-Connection program. Bulk mailing and/or billing inserts will be used whenever possible.

The Miscellaneous Equipment budget includes $2,000 for two new GPS units for water construction vehicles. Units are being purchased as vehicles are replaced. These units will be used to find route efficiencies enabling staff to take the most direct routes, improved productivity through monitoring start and end of work day, eliminating idle time and unauthorized travel, as well as safety issues in knowing where vehicles are at all times.

Increase in software support for the data storage and support of the two new GPS units.

In previous years the contract with Digger's Hotline was budgeted in engineering. It is now more accurately expensed as $4,000 in the Other Contracts/Obligation budget among the utilities, as the utilities benefit from the services.

This budget shows a reduction in laundry service and clothing reflecting the policy change for uniform and clothing allowance. Clothing allowance will now become a fringe benefit paid through payroll.

The increase in administrative salaries is due to the allocation of a portion of the Assistant City Engineer and the Engineering Tech Foreman's time to water as they spend about 10-15% of their time overseeing and/or involved with water projects.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Efficient customer service					
# certified mail requests sent	459	276	500	500	7,500
# of telephone requests for service	6,904	5,638	4,500	4,500	7,500
Strategic Outcomes					
Consistent & current information					
Policies reviewed/updated	1	0	1	1	1
Turnover ratio of inventory	0.60	0.87	0.80	0.80	0.80
Work Process Outputs					
Reporting & record keeping					
# of reports generated for PSC	1	1	1	1	1

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Distribution Administration **Business Unit 5351**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
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	$ 215,831	$ 211,635	$ 180,692	$ 180,692	$ 217,947
6104 Call Time	1,308	1,230	-	-	1,000
6105 Overtime	1,810	3,354	-	-	2,232
6108 Part-Time	5,057	3,626	-	-	5,475
6150 Fringes	94,130	86,095	67,960	67,960	80,739
6201 Training\Conferences	484	2,624	1,200	1,200	1,200
6301 Office Supplies	728	1,040	1,000	1,000	1,000
6303 Memberships & Licenses	434	894	800	800	800
6304 Postage\Freight	403	328	200	200	4,300
6305 Awards & Recognition	560	525	50	50	490
6306 Building Maint./Janitorial	2,035	1,918	2,200	2,200	2,200
6309 Shop Supplies & Tools	-	244	-	-	50
6315 Books & Library Materials	-	52	-	-	-
6318 Materials	-	9,440	36,600	36,600	56,485
6320 Printing & Reproduction	4,368	2,012	6,400	6,400	4,400
6321 Clothing	1,521	1,668	1,400	1,400	1,000
6323 Safety Supplies	642	615	900	900	900
6324 Medical\Lab Supplies	81	71	100	100	100
6326 Vehicle & Equipment Parts	-	2,935	-	-	
6327 Miscellaneous Equipment	41	4,634	3,000	3,000	7,300
6404 Consulting Services	1,695	490	-	-	-
6412 Advertising/Publication	1,649	68	1,700	1,700	700
6413 Utilities	55,311	57,490	61,122	61,122	59,019
6414 Janitorial Service	650	-	800	800	-
6418 Equip Repairs & Maint	147	115	-	-	-
6420 Facilities Charges	-	21,422	17,053	17,053	19,000
6424 Software Support	583	583	3,583	3,583	4,470
6425 CEA Equip. Rental	4,271	4,388	5,236	5,236	5,540
6430 Health Services	-	-	170	170	-
6451 Laundry Services	3,268	3,669	4,000	4,000	650
6503 Rent	59	53	-	-	-
6599 Other Contracts/Obligations	350	3,930	4,250	4,250	8,250
Total Expense	$ 397,416	$ 427,148	$ 400,416	$ 400,416	$ 485,247

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Materials

Frost Free Vac Breakers	$ 17,810
Inside Vac Breakers	38,675
	$ 56,485

Major changes in Revenue, Expenditures or Programs continued from page 522:

We are expecting to install approximately 8,200 vac breakers to comply with the DNR's Cross-Connection program. The plan is to install the breakers at the same time as the new meter is being installed, saving time by not having to visit properties twice.

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Customer Service **Business Unit 5352**

PROGRAM MISSION

The department reads, maintains and upgrades meters for the benefit of all users of the system.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Annually inspect exception meters as required

Continue to insure commercial and residential 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

Begin the installation of the new metering system

Major changes in Revenue, Expenditures or Programs:

Replacement of the meter reading system will begin in 2013 and ending in late 2016. This will provide us an opportunity to gain efficiencies to our meter reading system while improving customer service. The meter installation work will be done internally taking an additional meter technician along with the 2.5 FTE's of current staff to implement all 27,738 meters. The additional staff need will be met by a current employee as we prioritize overall labor to complete this project as efficiently as possible. See page 648 for additional information.

The salary budget increase reflects an employee reaching 20-years of service, which requires an accrual of unused sick leave expense to be recorded.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Reliable, accurate water usage					
# of large meters replaced	36	2	0	0	0
# of meters tested	2,908	1,584	1,400	1,400	2,000
# of defective meters replaced	133	115	200	200	150
# of meters in service	26,850	26,990	27,000	27,000	27,250
Strategic Outcomes					
Implementation of system upgrade					
# of trace batteries replaced	2,754	1,272	1,400	1,400	100
Work Process Outputs					
Service provided					
# of service calls	1,225	1,128	1,350	1,350	1,200
System growth					
# new meters installed	140	55	75	75	250

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Customer Service **Business Unit 5352**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6102 Labor Pool Allocations	$ 97,021	$ 83,345	$ 86,134	$ 86,134	$ 97,050
6104 Call Time	426	157	350	350	200
6105 Overtime	605	1,081	800	800	750
6150 Fringes	47,165	38,008	40,177	40,177	41,321
6304 Postage/Freight	56	262	50	50	50
6306 Building Maint./Janitorial	156	133	125	125	125
6309 Shop Supplies	11,866	10,103	2,325	2,325	8,125
6311 Paint & Supplies	37	24	90	90	90
6326 Equipment Parts	8,966	3,911	8,000	8,000	5,000
6327 Misc. Equipment	4,604	-	5,000	5,000	-
6408 Contractor Fees	302	-	500	500	1,500
6418 Equipment Repairs & Maint.	2,014	1,451	2,850	2,850	2,600
6425 CEA Equip. Rental	11,982	10,196	13,371	13,371	10,545
Total Expense	$ 185,200	$ 148,671	$ 159,772	$ 159,772	$ 167,356

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET

WATER UTILITY

Distribution Operations and Maintenance **Business Unit 5353**

PROGRAM MISSION

The department maintains the distribution mains, services, hydrants and valves to keep the system operating, reduce treated water loss and comply with PSC requirements.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Respond promptly to main breaks to minimize water loss, reduce property damage and lessen disruption of service to customers

Meet the Public Service Commission requirements with a preventative maintenance and general upkeep schedule

Monitor the cross connection program and the lead replacement program

Pursue valve maintenance to comply with Public Service Commission standards

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.

Water distribution will be replacing more hydrants and curb boxes in 2013 in areas with corrosive soils.

Budget includes the purchase of four automatic hydrant flushers to increase residual chlorine levels and improve circulation in low consumption/dead end areas.

Budget includes $8,000 for the purchase of a new hydraulic pipe saw to improve the safety of the underground pipe cutting operations.

Budget includes replacing lower valve assemblies in waterous hydrants installed 1970 thru 1990 due to failing parts causing hydrants to turn hard and not function properly.

The decrease in salary dollars is due to moving .20 FTE of an Operator II to the General Fund, based on overall project needs.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Reliable source at adequate pressure					
Hydrants					
Replace/Upgrade	6	16	5	5	5
% of hydrants flushed	100%	100%	100%	100%	100%
Water loss reported	7%	3%	7%	7%	8%
Strategic Outcomes					
Reliability of the system					
# water main breaks	20	99	75	75	80
Work Process Outputs					
Preventive maintenance					
# services replaced	20	5	20	20	25
# valves exercised	1,072	1,152	1,000	1,000	1,000
# valves replaced	2	4	5	5	5
# curb boxes repaired	414	599	300	300	300
# joint leaks fixed	4	6	5	5	5
# of service leaks	13	4	15	15	15

CITY OF APPLETON 2013 BUDGET
WATER UTILITY
Distribution Operations and Maintenance **Business Unit 5353**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 407,380	$ 450,322	$ 485,671	$ 485,671	$ 477,003
6104 Call Time	10,414	11,847	13,500	13,500	10,650
6105 Overtime	29,688	37,147	33,700	33,700	30,600
6108 Part-Time	-	257	-	-	-
6150 Fringes	205,421	224,418	223,938	223,938	205,458
6308 Landscape Supplies	280	887	800	800	1,600
6309 Shop Supplies & Tools	5,312	6,505	7,950	7,950	7,825
6311 Paint & Supplies	342	3,821	1,250	1,250	2,300
6321 Clothing	9	17	-	-	-
6322 Gas Purchases	154	153	200	200	215
6323 Safety Supplies	1	-	-	-	-
6325 Construction Materials	40,186	56,032	75,000	75,000	78,000
6326 Equipment Parts	59,174	80,505	59,000	59,000	79,000
6327 Miscellaneous Equipment	11,647	11,014	15,500	15,500	19,500
6328 Signs	-	-	-	-	-
6408 Contractor Fees	59,220	42,370	18,000	18,000	19,000
6415 Tipping Fees	3,493	7,082	24,000	24,000	18,000
6418 Equip Repairs & Maint	80	541	400	400	600
6425 CEA Equip. Rental	140,352	168,804	172,518	172,518	197,292
6503 Rent	350	-	800	800	800
Total Expense	$ 973,503	$ 1,101,722	$ 1,132,227	$ 1,132,227	$ 1,147,843

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Construction Materials		Contractor Fees	
Asphalt	$ 10,000	Surface restoration	$ 3,000
Gravel	14,000	Contractor services for main/valve break & repair	10,000
Slurry	5,000	Hydrant painting	6,000
Stone	1,000		$ 19,000
Concrete	48,000		
	$ 78,000		
		Tipping Fees	
Equipment Parts		Water main breaks	$ 10,000
Fittings, clamps, pipe, etc. for main/valve break repair	$ 25,000	Pavement removal from in-house patch program	10,000
Valves, sleeves, boxes, pipe & connectors for service laterals/curbs	19,000		$ 20,000
Hydrant repair parts	35,000		
	$ 79,000		
Miscellaneous Equipment			
Barricades	$ 4,000		
Hydraulic Pipe saw	8,000		
Automatic Hydrant Flusher	6,000		
RP Valve (replacement)	1,500		
	$ 19,500		

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Distribution Capital Improvements **Business Unit 5370**

PROGRAM MISSION

For the health and safety of the community, the department will identify, plan, design, prepare bid specifications and manage construction contracts to replace failing or inadequate water mains, hydrants, and services, to improve the reliability of the system, prevent system failures and reduce damage to other related infrastructure and extend water service to accommodate new growth areas.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Implement the 2013 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.

Implement the water meter system replacement program.

Major changes in Revenue, Expenditures or Programs:

Water mains reconstructed shall have improved fire flows to bring flows within conformance of current international fire flow standards for residential, commercial and industrial zoning/use.

Please see page 612 in the Projects section for further information about the watermain program.

Hydrants data has been updated into GIS moving from tracking manually to a more accurate tracking system.

Included in this budget is the cost of the first of a four year installation plan to install an Advanced Meter Infrastructure (AMI) meter system. This will provide an opportunity to gain efficiencies to meter reading while improving customer service as well as replacing a system that is not longer supported by the manufacturer.

The 2012 projected cash flow reflects the approval of the $1.6M RiverHeath infrastructure project. This project includes $460,000 of Contributed Capital from TIF #8 for Water infrastructure.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
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% - 140%	21% - 493%	0% - 200%	0% - 200%	0% - 200%
# of low flow hydrants eliminated	5	7	7	7	7
Strategic Outcomes					
System size					
Miles of mains	365.20	363.24	366.66	366.66	367.04
% of total miles of mains reconstructed	1.77%	0.56%	0.66%	0.66%	0.75%
# of hydrants in the City	3,264	3,294	3,288	3,294	3,301
# of low flow hydrants in the City	117	110	101	101	95
Work Process Outputs					
System expansion and improvement					
Miles of transmission lines added	0.50	1.40	0.00	0.00	0.00
Miles of existing mains relaid	6.12	6.38	3.10	2.20	2.20

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

Distribution Capital Improvements **Business Unit 5370**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 33,221	$ 47,693	$ 255,759	$ 255,759	$ 258,199
6104 Call Time	72	-	-	-	
6105 Overtime	12,627	6,199	6,164	6,164	5,551
6108 Part-Time	1,913	533	2,345	2,345	2,906
6150 Fringes	17,272	15,956	96,914	96,914	90,397
6308 Landscape Supplies	292	-	-	-	-
6309 Shop Supplies & Tools	355	(240)	-	-	-
6325 Construction Materials	137	5,043	-	-	-
6326 Equipment Parts	66	-	-	-	-
6328 Signs	-	457	-	-	-
6404 Consulting	5,987	-	-	-	-
6408 Contractor Fees	-	-	235,000	235,000	25,400
6413 Utilities	-	-	-	-	-
6425 CEA Equipment Rental	-	-	11,788	11,788	12,200
6599 Other Contracts/Obligations	150	1,805	15,000	15,000	15,000
6804 Machinery & Equipment	-	-	-	-	1,712,040
6809 Infrastructure Construction	-	-	1,681,290	1,822,760	1,976,523
Total Expense	$ 72,092	$ 77,446	$ 2,304,260	$ 2,445,730	$ 4,098,216

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

2013	Street	From	To	Water Utility	
Labor Pool				357,053	
CEA				12,200	
Miscellaneous	Cathodic Protect'n	Manitowoc Road and Kernan Ave		50,000	
Construction	Permit; Misc.Fees	NOI, Railroad, Water Usage, County		15,000	
	Surface Restor'n.	Due to 2012 Water CIP Excav.		25,400	
	Subtotal			**90,400**	
New Construction	Cherryvale Ave	Ashbury Dr	south city limits	200,000	
	Subtotal			**200,000**	
Reconstruction					
(not related to paving)	Circle St	Morrison St	Durkee St	62,700	
	Commercial St	Sharon St, 245' w	Badger Ave	134,190	
	Eighth Street	Walnut Street	Elm Street, 210' e	69,120	*
	Elm Street	Eighth St	Lawrence St	46,800	*
	Lawrence St	Elm St	Superior St	87,127	*
	Sharon St	Badger Ave	Winnebago St	145,920	
	Subtotal			**545,857**	
Reconstruction	Byrd St	Oneida St	Jarchow St	79,350	
(prior to next year's paving)	Cotter St	Haskell St	Second St	75,875	
	Eldorado St	Union St	Meade St	121,968	
	Fifth St	Mueller St	Story St	69,000	
	Fifth St	Story St	Memorial Dr	147,870	
	Fourth St	Lynndale Dr	Lynndale Dr 530' e	71,690	
	Fremont St	Kernan Ave	Telulah Ave	10,500	
	Haskell St	Cotter St	Grider St	54,180	
	Lilas St	Second St	Everett St	102,816	
	Lindbergh St	Oneida St	Drew St	188,235	
	Lynndale Dr	Fourth St	Everett St	259,182	
	Subtotal			**1,180,666**	
Total Water Construction				$ 2,386,176	

* Watermain reconstruction on these streets has been moved up to coincide with construction of the Fox Cities Exhibition Center. There will be no special assessment for improvements for the site of the exhibition center itself but all other parcels along streets being improved will be assessed according to City policy.

Machinery & Equipment

Radio Read System for Water Meters	$ 1,712,040
	$ 1,712,040

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Permits	350	665	175	350	350	500	500
Interest Income	782,017	604,719	405,328	500,000	500,000	500,000	500,000
Charges for Services	17,753,788	19,969,446	11,394,019	19,236,500	19,236,500	20,053,704	20,053,704
Other Revenues	1,657,768	752,562	471,529	838,550	1,298,550	693,215	695,650
TOTAL REVENUES	20,193,923	21,327,392	12,271,051	20,575,400	21,035,400	21,247,419	21,249,854
EXPENSES BY LINE ITEM							
Regular Salaries	282,276	288,579	224,004	334,815	334,815	0	419,133
Labor Pool Allocations	1,091,073	1,184,598	1,021,067	1,564,855	1,564,855	71,396-	1,530,050
Call Time	15,491	16,782	7,803	16,250	16,250	6,850	14,250
Overtime	139,547	138,510	68,589	118,352	118,352	28,893	135,576
Temp. Full-Time	1,929	533	802	2,345	2,345	6,707	2,906
Part-Time	12,283	13,432	13,199	10,753	10,753	0	16,231
Other Compensation	8,680	346	0	4,400	4,400	500	5,405
Shift Differential	3,040	2,915	1,523	800	800	1,550	1,550
Sick Pay	52,162	55,968	12,411	0	0	0	0
Vacation Pay	140,634	148,438	124,015	0	0	0	0
Fringes	728,828	709,565	556,111	800,983	800,983	0	775,604
FICA	0	208	0	0	0	0	0
Salaries & Fringe Benefits	2,475,943	2,559,874	2,029,524	2,853,553	2,853,553	26,896-	2,900,705
Training & Conferences	4,419	4,306	1,134	5,700	5,700	9,700	9,700
Subscriptions	0	23	20	0	0	0	0
Memberships & Licenses	4,302	4,849	4,745	5,380	5,380	7,200	7,200
Postage & Freight	18,930	17,401	10,388	20,250	20,250	23,850	23,100
Awards & Recognition	581	558	50	260	260	700	700
Building Maintenance/Janitor.	4,616	3,354	2,416	4,325	4,325	3,825	3,825
Food & Provisions	82	139	95	280	280	280	280
Insurance	77,484	91,014	117,039	95,890	95,890	0	101,290
Rent	409	53	650	800	800	800	800
Depreciation Expense	3,876,413	3,934,781	2,808,846	4,267,000	4,267,000	4,385,000	4,385,000
Uncollectible Accounts	10,090	12,879	5,565	12,000	12,000	0	12,000
Bond Interest Payments	3,509,953	3,419,983	2,507,863	3,379,446	3,379,446	0	3,312,151
Amortization of Debt Disc.	114,660	107,263	78,598	106,000	106,000	100,995	98,907
Gain/Loss on Refund Amort.	228,058	213,331	156,316	197,947	197,947	181,324	181,325
Trans Out - General Fund	1,507,975	1,643,510	1,027,218	1,533,800	1,533,800	0	1,769,800
Administrative Expense	9,357,972	9,453,444	6,720,943	9,629,078	9,629,078	4,713,674	9,906,078
Landscape Supplies	572	887	356	800	800	1,600	1,600
Shop Supplies & Tools	26,225	20,725	9,629	19,775	19,775	29,500	29,500
Chemicals	830,482	1,024,467	811,474	1,156,668	1,156,668	1,163,285	1,163,285
Treatment Chemicals	1,913	1,776	1,238	3,500	3,500	3,500	3,500
Paint & Supplies	379	3,845	1,369	1,340	1,340	2,390	2,390
Books & Library Materials	0	53	0	0	0	0	0
Miscellaneous Supplies	0	0	396	0	0	0	0
Materials	287,467	324,017	217,980	380,600	380,600	440,485	440,485
Printing & Reproduction	16,381	14,118	12,504	18,300	18,300	16,625	16,625
Clothing	5,497	5,654	2,430	4,900	4,900	4,500	3,895
Gas Purchases	11,814	8,375	9,437	17,672	17,672	12,515	12,515
Safety Supplies	4,955	4,888	4,730	7,100	7,100	7,100	7,100
Medical & Lab Supplies	36,559	38,482	39,438	56,000	56,000	49,950	49,950
Construction Materials	40,324	61,075	52,114	75,000	75,000	78,000	78,000
Vehicle & Equipment Parts	65,654	87,352	58,899	67,000	67,000	84,000	84,000
Miscellaneous Equipment	21,914	37,260	21,184	57,800	57,800	73,600	76,100
Signs	0	457	0	0	0	0	0
Supplies & Materials	1,350,136	1,633,431	1,243,178	1,866,455	1,866,455	1,967,050	1,968,945
Accounting/Audit	18,847	11,600	0	9,372	9,372	9,571	9,571
Legal Fees	19,525	20,916	0	21,000	21,000	22,000	22,000
Bank Services	23,362	23,982	14,131	25,000	25,000	18,000	18,000
Consulting Services	36,495	25,734	45,468	508,000	661,571	945,000	35,000
Collection Services	750	0	269	2,000	2,000	0	0

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
Contractor Fees	83,807	78,058	136,380	737,528	1,414,528	169,650	351,650
Temporary Help	10	0	0	0	0	0	0
Advertising	4,506	68	0	2,300	2,300	1,700	1,700
Tipping Fees	3,493	7,082	8,220	24,000	24,000	18,000	18,000
Health Services	0	0	74	170	170	0	0
Snow Removal Services	2,550	0	0	5,000	5,000	5,000	5,000
Laundry Services	3,268	3,669	2,400	4,000	4,000	650	650
Other Contracts/Obligations	6,820	20,379	15,457	33,205	33,205	38,505	303,505
Purchased Services	203,433	191,488	222,399	1,371,575	2,202,146	1,228,076	765,076
Electric	686,520	669,586	520,604	687,390	687,390	861,360	861,360
Gas	159,922	160,250	96,276	167,506	167,506	25,415	25,415
Water	104,400	89,187	76,274	114,848	114,848	43,802	133,302
Waste Disposal/Collection	10,422	9,601	9,190	11,381	11,381	1,656,441	1,656,441
Fuel Oil	1,030,619	1,602,849	1,220,653	1,400,000	1,400,000	0	0
Stormwater	25,731	22,399	13,852	22,333	22,333	21,564	21,564
Telephone	14,426	14,499	11,116	15,389	15,389	15,390	15,390
Cellular Telephone	2,388	2,999	3,104	3,808	3,808	3,714	3,714
Utilities	2,034,428	2,571,370	1,951,069	2,422,655	2,422,655	2,627,686	2,717,186
Janitorial Service	650	0	0	800	800	0	0
Building Repair & Maintenance	396,775	1,770	84	0	0	300,000	200,000
Equipment Repair & Maintenanc	24,800	2,095	11,803	71,250	71,250	41,200	41,200
Facilities Charges	202,199	196,216	143,052	291,119	291,119	0	274,924
Software Support	583	583	930	3,583	3,583	4,470	4,470
CEA Equipment Rental	173,689	198,869	159,924	221,452	221,452	30,485	244,274
Grounds Repair & Maintenance	0	14,540	0	0	0	0	0
Repair & Maintenance	798,696	414,073	315,793	588,204	588,204	376,155	764,868
Land	0	0	21,774-	0	76,600	0	0
Buildings	0	0	0	0	12,925	0	0
Machinery & Equipment	0	0	125,945	90,000	415,000	5,152,000	6,372,040
Infrastructure Construction	0	0	938,884	1,681,290	1,822,760	1,976,523	1,976,523
Capital Expenditures	0	0	1,043,055	1,771,290	2,327,285	7,128,523	8,348,563
TOTAL EXPENSES	16,220,608	16,823,680	13,525,961	20,502,810	21,889,376	18,014,268	27,371,421

CITY OF APPLETON 2013 BUDGET

WATER UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Charges for Services	$ 17,753,788	$ 19,974,880	$ 19,236,500	$ 20,366,584	$ 20,053,704
Miscellaneous	401,596	359,871	389,850	389,850	413,945
Total Revenues	18,155,384	20,334,751	19,626,350	20,756,434	20,467,649
Expenses					
Operation and Maintenance	6,934,385	7,455,689	8,026,857	8,281,857	8,669,539
Depreciation	3,876,413	3,934,781	4,267,000	4,267,000	4,385,000
Total Expenses	10,810,798	11,390,470	12,293,857	12,548,857	13,054,539
Operating Income (Loss)	7,344,586	8,944,281	7,332,493	8,207,577	7,413,110
Non-Operating Revenues (Expenses)					
Investment Income	782,017	604,719	500,000	600,000	500,000
Interest Expense	(3,509,953)	(3,419,984)	(3,379,446)	(3,386,001)	(3,312,151)
Gain/Loss on Refunding	(228,058)	(213,331)	(197,947)	(195,741)	(181,325)
Gain/Loss on Asset Disposal	(31,549)	(126,297)	-	-	-
Amortization of Premium on Debt	319,269	303,806	295,300	293,681	276,505
Amortization of Debt Expense	(114,660)	(107,263)	(106,000)	(101,531)	(98,907)
Other	6,555	13,750	5,700	5,700	5,700
Total Non-Operating	(2,776,379)	(2,944,600)	(2,882,393)	(2,783,892)	(2,810,178)
Net Income Before Contributions and Transfers	4,568,207	5,999,681	4,450,100	5,423,685	4,602,932
Contributions and Transfers In (Out)					
Capital Contributions	962,248	196,667	148,050	608,050	-
General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(1,543,337)	(1,678,832)	(1,520,000)	(1,520,000)	(1,756,000)
Capital Projects	-	-	-	-	-
Change in Net Assets	3,973,318	4,503,716	3,064,350	4,497,935	2,833,132
Net Assets - Beginning	55,694,313	59,667,631	64,171,347	64,171,347	68,669,282
Net Assets - Ending	$ 59,667,631	$ 64,171,347	$ 67,235,697	$ 68,669,282	$ 71,502,414

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	$ 6,495,024	$ 6,918,183
+ Change in Net Assets	4,497,935	2,833,132
- Capital Contributions	(608,050)	-
+ Depreciation	4,267,000	4,385,000
+ Long Term Debt	2,510,000	7,000,000
- Fixed Assets	(5,108,726)	(8,954,699)
- Principal Repayment	(5,135,000)	(5,465,000)
Working Cash - End of Year	$ 6,918,183	$ 6,716,616

CITY OF APPLETON 2013 BUDGET
WATER UTILITY
LONG TERM DEBT

	2007 A Revenue Refunding Bonds		2007 C Revenue Bonds		2008 A Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2013	$ 3,865,000	$ 1,902,163	$ 560,000	$ 454,963	$ 590,000	$ 646,210
2014	4,040,000	1,700,163	585,000	431,563	615,000	623,148
2015	3,800,000	1,510,163	610,000	405,638	635,000	599,335
2016	4,000,000	1,310,163	635,000	378,650	660,000	572,935
2017	4,210,000	1,099,663	665,000	350,388	690,000	540,985
2018	4,420,000	878,663	690,000	321,063	720,000	509,485
2019	4,140,000	671,663	720,000	290,463	755,000	471,735
2020	4,345,000	454,413	755,000	254,600	795,000	431,985
2021	4,245,000	254,425	790,000	217,075	835,000	390,235
2022	4,445,000	45,000	830,000	177,650	880,000	345,135
2023	415,000	26,325	870,000	136,325	925,000	296,573
2024	430,000	6,975	915,000	92,863	975,000	243,435
2025	155,000	-	955,000	47,500	1,030,000	187,300
2026	-	-	1,000,000	-	1,090,000	130,075
2027	-	-	-	-	1,150,000	66,825
2028	-	-	-	-	1,215,000	-
	$42,510,000	$ 9,859,779	$ 10,580,000	$ 3,558,741	$ 13,560,000	$ 6,055,396

	2011 Revenue Bonds		2012 Revenue Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
2013	$ 120,000	$ 114,410		$ 74,405	$ 5,135,000	$ 3,192,151	$ 8,327,151
2014	125,000	110,660	100,000	72,405	5,465,000	2,937,939	8,402,939
2015	130,000	106,760	105,000	70,305	5,280,000	2,692,201	7,972,201
2016	130,000	102,860	105,000	68,205	5,530,000	2,432,813	7,962,813
2017	135,000	98,810	110,000	64,905	5,810,000	2,154,751	7,964,751
2018	140,000	94,610	110,000	61,605	6,080,000	1,865,426	7,945,426
2019	145,000	90,260	115,000	58,155	5,875,000	1,582,276	7,457,276
2020	150,000	84,260	120,000	54,555	6,165,000	1,279,813	7,444,813
2021	155,000	78,060	125,000	50,805	6,150,000	990,600	7,140,600
2022	160,000	71,660	125,000	47,055	6,440,000	686,500	7,126,500
2023	170,000	64,860	130,000	43,155	2,510,000	567,238	3,077,238
2024	175,000	57,860	135,000	39,105	2,630,000	440,238	3,070,238
2025	180,000	50,660	140,000	34,765	2,460,000	320,225	2,780,225
2026	190,000	43,060	145,000	30,270	1,550,000	73,330	1,623,330
2027	195,000	35,260	145,000	25,775	1,490,000	127,860	1,617,860
2028	205,000	27,060	150,000	21,125	1,570,000	48,185	1,618,185
2029	215,000	18,460	155,000	16,088	370,000	34,548	404,548
2030	220,000	9,660	160,000	10,888	380,000	20,548	400,548
2031	230,000	-	165,000	5,525	395,000	5,525	400,525
2032			170,000		170,000	-	170,000
	$ 3,170,000	$ 1,259,230	$ 2,510,000	$ 849,096	71,455,000	21,452,167	92,907,167

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of $7,000,000 will be issued in 2013. Expected interest expense of the issue in 2013 is $120,000 at 4%.

CITY OF APPLETON 2013 BUDGET
WATER UTILITY

NOTES

CITY OF APPLETON 2013 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

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

MISSION STATEMENT

The City of Appleton Wastewater Treatment and Collections Systems provide the community with essential wastewater treatment services utilizing the full potential of highly motivated and technically skilled staff. It is our goal to maintain maximum standards of community health and safety, while protecting and preserving the environment, in a manner that demonstrates integrity, responsibility, and economically sound practices.

DISCUSSION OF SIGNIFICANT 2012 EVENTS

WASTEWATER TREATMENT

Aeration Blower Variable Frequency Drive (VFD) Installation

Design and creation of bidding documents for the installation of an energy efficient blower and dissolved oxygen sensing system was completed in early 2011. In early 2012 the new energy efficient blower and sensing equipment was installed and placed on-line. Energy consumption savings post project completion is approximately $150,000 per year.

Digester Maintenance Project

Operations and maintenance project removed Primary Digesters #1 and #2, blending tank, and heat exchanger processes from service to clean, inspect, assess, and repair noted structural and mechanical deficiencies. In early 2012 the #1 Primary Digester, blend tank, and heat exchanger were placed back into service following recommended repairs or reconstruction (blending tank). The #2 Primary Digester was subsequently taken out of service for cleaning and inspection activities then placed back into service by April 2012. Separate reports detailing conditions assessments, recommended maintenance, repairs (immediate and future), and operations were completed by the consultant for each phase of the project.

Biosolids Composting Project

The CIP to evaluate the feasibility of local composting of biosolids with leaves and ground brush will be completed in 2012. The economic analysis completed in early 2012 assessed the viability of a full-scale co-composting facility and provided the basis to shift from a CIP to the O&M budget in 2013.

Kiwanis Park Lift Station Upgrade

Kiwanis Park Lift Station engineering phase of the project that included a sanitary sewer evaluation and increasing the design capacity of the lift station was completed in 2011. Design and creation of bidding documents for recommended lift station rehabilitation and improvements was completed in early 2012. The construction phase of the project is scheduled to begin in July 2012 with substantial completion anticipated by year-end.

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 backups into the wastewater treatment plant tunnel system. The construction phase is projected to start in mid 2012 and be completed by year-end.

WASTEWATER COLLECTION

Reconstructed / rehabilitated approximately 3 miles of sanitary sewer.

Conducted a comprehensive flow monitoring project covering approximately 20% of the City's sanitary collection system, which will help identify and address areas of inflow/infiltration into our collection system.

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

MAJOR 2013 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, NR 217, and the May 18, 2012 Lower Fox River Total Maximum Daily Load (TMDL) legislation. Evaluate phosphorus loading and sources, existing AWWTP treatment capabilities, options for existing treatment optimization, and other treatment technologies in addition to Adaptive Management (A.M.) and Water Quality Trading (W.Q.T.) opportunities capable of meeting new phosphorus reduction criteria set forth in the TMDL and NR 217

Conduct a Sanitary Sewer Local Limit evaluation per 40 CFR 403.5(c)(1) which requires that each Publicly Owned Treatment Work (POTW) with an approved pretreatment program continue to develop their local limits when circumstances like the loss of industry base or change to influent flow occur. This study would integrate phosphorus contributions in parallel with the TMDL study and provide data for future rate studies.

Evaluate current AWWTP pollutant air emissions sources and quantities to determine regulatory status with the Federal Clean Air Act and those applicable rules/requirements found in Wisconsin NR 400 Administrative Code series

The following projects will enhance longevity of wastewater treatment plant infrastructure: Biosolids Compost Project, Kiwanis Lift Station improvements, 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 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Total Miles of Mains (Jan. 1)	328.95	328.52	328.52	328.52	328.90
Additional Miles of Main	0.43	-	-	-	0.38
Reconstructed	3.02	2.58	1.75	1.75	1.24
% of Total Reconstructed	0.92%	0.78%	0.53%	0.53%	0.38%

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013	% Change *
	Program Revenues	$ 10,315,061	$ 11,459,700	$ 10,119,689	$ 10,139,689	$ 10,408,968	2.86%
	Program Expenses						
5411	Utility Administration	212,033	236,572	239,981	239,981	242,543	1.07%
5412	Finance Administration	5,605,922	5,390,072	5,904,902	5,904,902	5,273,182	-10.70%
5422	Treatment	3,388,394	3,426,823	3,248,253	3,710,112	3,495,502	7.61%
5423	Biosolids Management	272,594	420,101	429,116	429,116	547,862	27.67%
5424	Lab/Pre-Treatment	269,895	271,755	283,704	283,704	304,132	7.20%
5425	Lift Stations	65,535	94,443	92,990	103,490	94,042	1.13%
5427	Collection Systems	660,123	704,747	935,163	935,163	914,413	-2.22%
5431	Public Works Capital	660,820	361,103	3,381,131	3,394,131	2,050,930	-39.34%
5432	Utility Capital	-	33,406	425,000	2,334,792	1,625,000	282.35%
	Total Program Expenses	$ 11,135,316	$ 10,939,022	$ 14,940,240	$ 17,335,391	$ 14,547,606	-2.63%
	Expenses Comprised Of:						
	Personnel	2,183,398	2,201,706	2,440,037	2,440,037	2,368,194	-2.94%
	Administrative Expense	5,335,263	5,174,774	5,635,592	5,635,592	4,580,988	-18.71%
	Supplies & Materials	269,934	245,964	346,308	346,308	494,798	42.88%
	Purchased Services	924,873	1,228,796	1,393,571	2,855,338	3,221,629	131.18%
	Utilities	1,257,837	1,237,484	1,078,650	1,078,650	1,119,875	3.82%
	Repair & Maintenance	569,518	508,032	599,506	601,606	594,298	-0.87%
	Capital Expenditures	594,493	342,266	3,446,576	4,377,860	2,167,824	-37.10%
	Full Time Equivalent Staff:						
	Personnel allocated to programs	29.28	29.42	29.93	29.93	29.21	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Utility Administration **Business Unit 5411**

PROGRAM MISSION

For the benefit of the Wastewater Utility staff, managers will administer the Wastewater facility, while supporting and mentoring operations, biosolids, laboratory, and maintenance staff to ensure that all administrative business functions are completed accurately, timely, and professionally.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

Continue to comply with all statutory requirements, filing all reports accurately and on a timely basis
Continue to provide support in developing capital improvement projects, budgets, and process analysis
Identify cost efficient technologies to assist in taking a proactive approach to administration
Maintain a safe and healthy work environment for divisional employees
Provide leadership in the coordination of community relations

Major changes in Revenue, Expenditures or Programs:

The Training and Conference budget reflects required bi-annual RSO training for one employee and increased general training needs for newly hired employees.

The Miscellaneous Equipment budget reflects the need for some additional shelving for the inventory room.

The Clothing budget reflects the changes in uniform standards; uniforms will no longer be provided to the Purchasing and Asset Management specialist.

The rental income reflects a decrease in the WE Energies program for stand-by use of the generators located at the Wastewater Plant.

Industrial Revenue reflects increase in loadings from large industrial customers.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Safe work environment					
# of workers comp. claims / year	5	3	0	0	0
# of first aid entries per year	16	18	25	15	20
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget for plant & lift stations obligated	75%	86%	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

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Utility Administration **Business Unit 5411**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4710 Interest on Investments	$ 812,227	$ 789,616	$ 800,000	$ 800,000	$ 650,000
4730 Interest - Deferred Specials	38,621	39,881	30,000	30,000	35,000
4810 Sewer Service - Residential	3,898,146	3,937,992	4,065,000	4,065,000	3,995,000
4811 Sewer Service - Commercial	1,201,955	1,201,660	1,260,000	1,260,000	1,215,000
4812 Sewer Service - Industrial	2,396,156	3,546,214	2,850,000	2,850,000	3,555,000
4813 Sewer Service - Municipal	163,797	233,010	270,000	270,000	275,000
5005 Sales of City Property - Tax	-	1,002	-	-	-
5010 Misc Revenue - Nontax	583	-	-	-	-
5015 Rental of City Property	67,541	81,225	68,000	68,000	3,000
5021 Capital Contributions	1,016,775	940,492	40,300	60,300	-
5035 Other Reimbursements	424	519	-	-	-
5071 Customer Penalty	45,322	56,337	46,000	46,000	48,000
Total Revenue	$ 9,641,547	$ 10,827,948	$ 9,429,300	$ 9,449,300	$ 9,776,000
Expenses					
6101 Regular Salaries	$ 116,890	$ 146,604	$ 131,497	$ 131,497	$ 132,467
6104 Call Time	105	96	300	300	300
6105 Overtime	335	167	2,258	2,258	2,258
6108 Part-Time	708	641	394	394	-
6150 Fringes	46,800	40,007	50,727	50,727	44,190
6201 Training\Conferences	3,009	2,874	6,000	6,000	9,300
6301 Office Supplies	1,681	1,877	3,800	3,800	3,000
6302 Subscriptions	74	74	100	100	100
6303 Memberships & Licenses	1,531	1,871	2,200	2,200	2,200
6304 Postage\Freight	409	1,578	1,000	1,000	1,500
6305 Awards & Recognition	21	259	300	300	300
6306 Janitorial Supplies	5,437	6,401	5,500	5,500	6,400
6307 Food & Provisions	96	288	400	400	400
6320 Printing & Reproduction	3,209	3,683	3,000	3,000	3,000
6321 Clothing	611	555	700	700	-
6323 Safety Supplies	4,801	5,387	5,500	5,500	5,500
6327 Misc. Equipment	1,150	2,913	1,500	1,500	6,000
6404 Consulting Services	2,255	-	500	500	-
6407 Collection Services	2,474	2,608	2,755	2,755	2,805
6408 Contractor Fees	3,250	2,470	3,050	3,050	3,050
6412 Advertising/Publications	1,073	1,231	1,000	1,000	1,000
6413 Utilities	12,439	12,655	15,700	15,700	15,000
6425 CEA Equip. Rental	3,675	2,333	1,800	1,800	3,773
Total Expense	$ 212,033	$ 236,572	$ 239,981	$ 239,981	$ 242,543

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Finance Administration **Business Unit 5412**

PROGRAM MISSION

Customer billing and financial system maintenance to be in compliance with generally accepted accounting principles (GAAP).

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses are accounted for in this program.

Major changes in Revenue, Expenditures or Programs:

The decrease in fringe expense is due to change from family to single insurance coverage.

The reduction in bank service charges is a result of the Accounting Supervisor taking on greater responsibility for management of short term investments as well as the banking contract being bid out in 2012 which resulted in lower contracted fees.

The reduction in billing services is a result of the Oneida Parks sewer agreement with the Town of Grand Chute in 2011. City of Appleton customers that were provided sewer service from Grand Chute are now being provided sewer service from the City.

Depreciation expense has decreased since the 1992 major expansion of the Wastewater Treatment Plant is now fully depreciated.

The existing 54" storm sewer that is located beneath the soil berm and within historic fill at the WWTP needs to be reconstructed due to elevated ammonia levels in water entering the deteriorated pipe. Relocation of this storm sewer on WWTP property and in-place abandonment of the existing pipe is being recommended because of the numerous challenges and extensive costs associated with disturbing the historic fill. The Stormwater Budget includes the funds ($1,827,386) necessary to replace the existing pipe in the most cost-effective remedial manner possible. The Wastewater Budget appropriately includes those project costs related to the pipe relocation that would be greater than those associated with the traditional cured-in-place repair method ($500,000).

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	92%	92%	92%	92%	92%
Strategic Outcomes					
Maintain compliance with GAAP					
# of audit compliance issues not raised by staff	0	0	0	0	0
Work Process Outputs					
# of monthly bills processed	108,812	109,382	109,000	109,550	110,000

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Finance Administration **Business Unit 5412**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
5086 Premium on Debt Issue	$ 4,026	$ -	$ 22,589	$ 22,589	$ 20,668
	$ 4,026	$ -	$ 22,589	$ 22,589	$ 20,668
Expenses					
6101 Regular Salaries	$ 100,456	$ 101,161	$ 102,360	$ 102,360	$ 103,555
6105 Overtime	224	147	-	-	-
6150 Fringes	40,890	36,850	40,940	40,940	31,279
6304 Postage\Freight	18,040	16,448	17,000	17,000	17,000
6320 Printing & Reproduction	2,068	2,973	2,300	2,300	2,800
6401 Accounting/Audit	10,481	11,600	7,810	7,810	7,935
6403 Bank Services	22,023	24,456	26,000	26,000	18,750
6404 Consulting Services	(361)	-	-	-	-
6437 Billing Services	80,108	68,808	83,000	83,000	70,000
6501 Insurance	101,328	110,688	116,030	116,030	123,430
6599 Other Contracts/Obligations	27,194	-	29,000	29,000	504,500
6601 Depreciation Expense	4,080,028	3,858,293	4,135,000	4,135,000	3,210,000
6623 Uncollectable Accounts	5,937	6,760	7,500	7,500	7,500
6631 Meter Expense	511,534	459,375	490,000	490,000	502,356
6720 Interest Payments	470,790	558,326	709,612	709,612	536,835
6730 Debt Issuance Costs	12,708	16,737	20,900	20,900	19,792
6751 Gain/Loss on refund Amort.	5,024	-	-	-	-
7911 Trans Out - General Fund	117,450	117,450	117,450	117,450	117,450
Total Expense	$ 5,605,922	$ 5,390,072	$ 5,904,902	$ 5,904,902	$ 5,273,182

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Postage/Freight	
Allocation of postage expense for mailing City services invoices	$ 17,000
	$ 17,000
Bank Services	
Banking & Investment Fees	$ 18,750
	$ 18,750
Billing Services	
Sewer charges from other sanitation districts for Appleton residences served	$ 70,000
	$ 70,000

Meter Expense	
Allocation from Water Meter depreciation	$ 167,356
	250,000
Meter payment in lieu of tax	50,000
Return on investment in net fixed assets - meters	35,000
	$ 502,356
Other Contracts/Obligations	
Stormwater piping replacement beneath berm	$ 500,000
Tax levies from other sanitation districts for Appleton residences served	4,500
	$ 504,500

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Treatment **Business Unit 5422**

PROGRAM MISSION

For the benefit of the community, we will provide essential services to process wastewater so that an effluent suitable for discharge to the Fox River and a biosolids component suitable for agriculture beneficial reuse is achieved.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

Meet or exceed all state and federal regulatory agency requirements
Monitor and evaluate all operating systems to ensure the most efficient and cost-effective treatment methods are being applied to current operations, and to support future special revenue programs
Maintain an effective relationship with all City departments, public officials, and the community

Major changes in Revenue, Expenditures or Programs:

The budget reflects $150,000 in costs to purchase additional iron salts (ferrous chloride) to evaluate opportunities for treatment optimization which remove phosphorous through the manipulation of chemical feed rates. The goal of the study will be to determine the feasibility or degree in which the existing wastewater treatment processes can satisfy low-level phosphorus criteria established through the TMDL and NR 217. The study will also help determine cost-effective compliance routes using a combination of approved “tools” including but not limited to the construction of new phosphorous treatment processes, Adaptive Management (A.M.), and/or Water Quality Trading (W.Q.T.).

The consulting service budget reflects a local limit evaluation and air quality testing.

The contractor fee budget reflects the continuation of the digester maintenance projects specified during the initial maintenance of each digester.

Budget reflects replacement of one-man aerial lift. The new equipment meets CEA guidelines.

The work order system use has been modified over the past few years to provide better data for management; this includes better use of preventive maintenance work orders and tracking more repair projects, thus the increase the number or work orders closed and open.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Environmental Safety					
# of Discharge Monthly Report (DMR) permit exceedance/violations	1	0	0	0	0
Essential services provided					
# of gallons of influent treated annually	4,490 MG	4,746 MG	4,400 MG	4,400 MG	4,400 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	100%	99.8%	100%	100%	100%
Average # of hours training per employee	24	20	25	25	25
High Wastewater treatment standards					
CMAR GPA for ten categories	A 4.00	A 4.00	A 4.00	A 4.00	A 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	1,100	965	1,300	1,246	1,300
# of open work orders	303	462	275	400	400
Average # of days to close preventive work orders	35	52	35	35	35

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Treatment **Business Unit 5422**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 754,492	$ 733,033	$ 711,152	$ 711,152	$ 711,358
6104 Call Time	3,020	2,659	8,900	8,900	8,900
6105 Overtime	50,626	44,739	74,893	74,893	74,893
6108 Part-Time	9,501	7,072	8,774	8,774	8,774
6150 Fringes	346,111	317,032	323,658	323,658	313,892
6309 Shop Supplies & Tools	9,562	7,250	8,200	8,200	8,200
6310 Chemicals	198,270	185,248	250,000	250,000	392,000
6321 Clothing	5,609	5,710	5,500	5,500	4,730
6322 Gas Purchases	2,084	2,549	3,000	3,000	3,000
6327 Miscellaneous Equipment	2,491	-	3,000	3,000	3,000
6402 Legal Fees	28,674	28,989	32,000	32,000	32,000
6404 Consulting Services	158,019	43,281	9,500	280,299	69,500
6408 Contractor Fees	110,029	410,359	296,400	485,360	305,500
6413 Utilities	1,207,243	1,183,392	1,012,700	1,012,700	1,058,200
6415 Tipping Fees	4,819	3,686	5,500	5,500	5,665
6418 Equipment Repairs & Maint	147,575	94,866	106,500	108,600	87,500
6420 Facilities Charges	331,520	321,316	366,078	366,078	357,971
6425 CEA Equip. Rental	12,897	15,245	16,458	16,458	17,379
6599 Other Contracts/Obligations	5,852	5,397	6,040	6,040	12,040
7914 Trans-Out Capital Projects	-	15,000	-	-	21,000
Total Expense	$ 3,388,394	$ 3,426,823	$ 3,248,253	$ 3,710,112	$ 3,495,502

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Legal Fees

NR 101 Wastewater fee (discharge permit)	$ 31,700
Ground water fee	100
LFRDA Fees	200
	$ 32,000

Contractor Fees

T. of Menasha (Garden Ct)	$ 5,500
Digester Exterior Maintenance	150,000
Painting DuoDeck Covers	100,000
Struvite removal	5,000
Grit removal	3,000
Various repair	25,000
Various annual service contract fees	17,000
	$ 305,500

Consulting Services

Local Limit Evaluation	$ 35,000
Air Quality Testing	25,000
Miscellaneous maintenance projects	9,500
	$ 69,500

Trans-Out Internal Service

One-man aerial lift	$ 21,000
	$ 21,000

Chemicals

Iron salts	$ 180,000
DAF polymer	20,000
BFP coagulant	120,000
Sodium hypochlorite	34,000
Sodium bisulfite	32,000
Other chemicals	6,000
	$ 392,000

Equipment Repairs & Maintenance

Batteries	$ 500
Valves	10,000
Pump & motor parts	30,000
Filters, belts, gaskets & bearings	20,000
Small parts needed for maintenance	7,000
Electrical Parts	5,000
Piping	15,000
	$ 87,500

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Biosolids Management **Business Unit 5423**

PROGRAM MISSION

For the benefit of the ratepayers and the agricultural community, we will research and implement cost-effective recycling so that we accomplish beneficial reuse of biosolids produced during wastewater treatment.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

The Biosolids Management Program implements storage and final deposition strategies for the biosolids produced in the wastewater treatment process. Program implementation must meet all state and federal standards applicable to the generation and beneficial use of municipal treatment plant biosolids. In addition to regulatory compliance, the program relies on a strong interface with regional authorities and the agricultural community to facilitate land application and composting of biosolids for beneficial use.

Major changes in Revenue, Expenditures or Programs:

The CIP to evaluate the feasibility of local composting of biosolids with other biodegradable products, such as leaves and wood chips, at a local site will be completed in 2012. The contracted engineer provided a technical report and economic analysis in early 2012. The economic analysis assessed the viability of a full-scale co-composting facility, and it provided the basis for shifting from a CIP to the O&M budget. The goal of the project is to diversify the current Biosolids Management program by creating a cost effective and sustainable alternative beneficial use that complements traditional agricultural land application. A reliable compost outlet could alleviate AWWTP 180-day storage deficiencies by allowing for off-site storage through compost processing. Active composting is expected to continue through year-end 2013. Outlets for finished compost are being thoroughly evaluated in 2012, including field demonstration and research plots. Assessment of local compost demand and uses will be used to validate the economic feasibility findings and establish a timeline for design and future construction of a permitted facility.

The reduction in fringe benefits expense in this program reflects an employee's decision to opt out of health insurance coverage.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
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	16,827	21,557	15,800	15,800	17,250
Wet tons landfilled	0	0	0	0	0
Wet tons composted	New Measure	New Measure	4,200	2,698	3,750
Work Process Outputs					
Biosolids production and storage					
Tons of biosolids produced	17,258	21,307	20,000	20,000	21,000
CMAR Compliance					
# of site monitorings completed	24	32	24	24	24

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Biosolids Management **Business Unit 5423**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 38,809	$ 69,629	$ 47,804	$ 47,804	$ 48,337
6104 Call Time	68	69	-	-	-
6105 Overtime	1,932	2,539	6,372	6,372	6,372
6108 Part Time	18	589	-	-	-
6150 Fringes	17,125	26,899	21,165	21,165	10,719
6321 Clothing	339	-	-	-	-
6322 Gas Purchases	-	2,462	2,720	2,720	2,783
6408 Contractor Fees	190,777	303,714	334,666	334,666	437,609
6413 Utilities	26	274	500	500	500
6425 CEA Equip. Rental	18,500	13,926	15,889	15,889	17,967
6599 Other Contracts/Obligations	5,000	-	-	-	23,575
Total Expense	$ 272,594	$ 420,101	$ 429,116	$ 429,116	$ 547,862

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Contractor Fees

Miscellaneous Service	$ 2,000
Windrow processing	90,000
Compost screening	15,000
Miscellaneous service needs for composting	5,000
Bio-solids transport / application	289,774
Analysis/Lab fees	6,500
Soil analysis	2,500
Research	5,000
Storage building repairs	5,000
Site management	1,500
Bio-solids incorporation	15,335
	$ 437,609

Other Contracts/Obligations

City staff hauling to compost site	$ 13,575
Pad maintenance by City staff	10,000
	$ 23,575

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Laboratory & Pretreatment **Business Unit 5424**

PROGRAM MISSION

For the benefit of the wastewater treatment facility, we will provide process support by conducting physical, chemical, and biological analysis so that the highest standards of wastewater treatment are met in conjunction with government compliance.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

Maintain all program parameters within federal and state regulatory compliance
Provide process control information to optimize wastewater treatment strategies
Develop analytical criteria for process compatibility with a special waste program
Expand the customer base for the special waste revenue program to reduce community user costs

Major changes in Revenue, Expenditures or Programs:

Fluctuations with the maintenance plan for Total Organic Carbon (TOC) will occur until more experience with this instrument provides sufficient reliable data for planning the frequency of future preventive maintenance.

The lab counter tops targeted for replacement were installed over 30 years ago. The two areas that are targeted are high use. The resin top has worn through, exposing the inner fiber structure of the bench. Replacement is recommended for safety and hygiene to restore chemical, bacterial and impact resistance.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Environmental safety					
# of industrial clients	10	10	10	10	10
# of clients in significant non-compliance	0	1	0	0	0
Increase revenue sources					
# of permitted haulers	9	10	11	12	11
$ received from other sources	$ 643,222	$ 591,780	$ 550,000	$ 581,384	$ 580,000
Strategic Outcomes					
Public Outreach Initiatives					
# of pollution minimization initiatives	5	6	3	8	5
Work Process Outputs					
Record maintenance - Discharge Monitoring Report (DMR)					
# DMR - QA/QC samples completed	6,321	7,278	6,110	6,046	6,110
Improve treatment processes					
# process samples analyzed annually	4,968	4,989	4,880	5,700	4,880
Maintain industrial pretreatment compliance					
# of inspections	10	10	10	10	10
# of sampling events	20	20	20	20	20
# of billable samples for other City departments	593	554	550	548	550

* includes all compliance, process and billing samples

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Laboratory & Pretreatment **Business Unit 5424**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4814 Industrial Pre-Treatment	$ 3,184	$ 13,422	$ 8,500	$ 8,500	$ 8,500
5001 Fees & Commissions	7,873	7,367	8,000	8,000	7,500
5010 Misc Revenue - Nontax	4,420	10,290	4,500	4,500	4,500
5084 Special Hauled Waste	643,217	591,805	635,000	635,000	580,000
Total Expense	$ 658,694	$ 622,884	$ 656,000	$ 656,000	$ 600,500
			-		
Expenses					
6101 Regular Salaries	$ 154,353	$ 160,037	$ 149,921	$ 149,921	$ 151,580
6104 Call Time	22	-	-	-	-
6105 Overtime	5,423	4,114	8,493	8,493	8,493
6108 Part Time	64	493	-	-	-
6150 Fringes	72,627	71,719	67,705	67,705	64,866
6309 Tools & Instruments	4,836	3,779	5,750	5,750	6,000
6310 Chemicals	8,930	8,616	8,900	8,900	8,900
6321 Clothing	1,095	1,159	1,000	1,000	835
6324 Medical\Lab Supplies	5,705	4,624	7,500	7,500	7,500
6334 Supplies - Benchware	-	378	1,000	1,000	1,000
6408 Contractor Fees	14,446	14,676	30,350	30,350	32,000
6418 Equip Repairs & Maint	114	-	-	-	20,000
6425 CEA Equip. Rental	631	562	585	585	958
6432 Lab Fees	1,649	1,598	2,500	2,500	2,000
Total Expense	$ 269,895	$ 271,755	$ 283,704	$ 283,704	$ 304,132

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Contractor Fees	
Pretreatment testing	$ 12,500
WDNR proficiency testing	1,500
Sodium digester & volatile acids	1,000
Cylinder lease	550
Maintenance plan for TOC equipment	2,150
Wastewater testing	8,800
Receiving station monitoring	5,500
	$ 32,000
Equipment Repairs & Maint	
Replace Lab Counter Tops	$ 20,000
	$ 20,000

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Lift Stations **Business Unit 5425**

PROGRAM MISSION

For the benefit of the Appleton sewer consumers, we will operate, monitor, and maintain the lift stations throughout the City to ensure consistent and reliable conveyance of sewage to the wastewater treatment facility.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

Convey the city's industrial, commercial, and residential wastewater that cannot flow by gravity to one of the 14 lift stations where sewage is pumped to the wastewater plant for processing.

Major changes in Revenue, Expenditures or Programs:

This budget continues to reflect the need for a multi-year up-grade of radio equipment at lift stations. Two lift stations will be completed in 2013. The existing equipment will be serviced by the current manufacturers for the next few years. There are ten radios that still need to be replaced; the current plan is to replace two or three radios annually until the project is completed.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Sewage bypasses / backups					
# per year attributed to lift stations	0	0	0	0	0
Strategic Outcomes					
Integrity of lift stations maintained					
# of emergency calls required	19	19	16	16	16
Work Process Outputs					
Response to work orders					
# of preventive work orders	185	68	175	175	175
# of corrective work orders	71	60	70	70	70

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Lift Stations **Business Unit 5425**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 12,775	$ 21,338	$ 15,744	$ 15,744	$ 15,901
6104 Call Time	1,849	3,427	-	-	-
6105 Overtime	1,773	3,417	-	-	-
6108 Part Time	174	-	-	-	-
6150 Fringes	7,427	12,135	6,996	6,996	7,066
6327 Miscellaneous Equipment	-	-	10,500	10,500	14,500
6404 Consulting Services	-	-	-	-	
6408 Contractor Fees	-	4,073	6,000	16,500	6,000
6413 Utilities	34,097	36,949	44,150	44,150	40,975
6418 Equip Repairs & Maint	4,805	13,104	9,600	9,600	9,600
6420 Facilities Charges	2,595	-	-	-	-
6599 Other Contracts/Obligations	40	-	-	-	-
Total Expense	$ 65,535	$ 94,443	$ 92,990	$ 103,490	$ 94,042

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Utility Capital Improvements **Business Unit 5432**

PROGRAM MISSION

For the benefit of Appleton sewer consumers, we will provide necessary improvements to all wastewater facilities, structures, and equipment so that the treatment processes meet current and future needs in a cost-effective manner.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

Provide resources to upgrade existing plant components and facilities
Identify and install new systems and equipment for improved treatment processes
Correct safety hazards when identified

The following projects are 2013 CIP's:

	2013 Budget	Page
Bar Screen Replacements	$ 1,000,000	Projects, Pg. 653
TMDL-Related Wastewater Facility Planning	250,000	Projects, Pg. 660
Fire Protection	150,000	Projects, Pg. 625
HVAC Upgrades	80,000	Projects, Pg. 627
Roof Replacement	145,000	Projects, Pg. 631
	$ 1,625,000	

Major changes in Revenue, Expenditures or Programs:

Note for future capital planning:

The new NR 217 and the Phosphorous TMDL have significant implications to the wastewater utility. In 2013 the Phosphorous TMDL project will recommend 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. Both alternatives will result in tens of millions of dollars being added to future wastewater treatment budgets.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Cost effective treatment processes					
# of CIP's in budget year	6	7	6	6	5
# of CIP's in five-year plan	15	15	8	8	11
Strategic Outcomes					
Sewer Rate changes					
% per year	0%	5%	0%	0%	0%
Work Process Outputs					
Project Management					
% of projects completed at year-end	0%	16%	100%	70%	100%

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Utility Capital Improvements **Business Unit 5432**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6404 Consulting Services	$ -	$ -	$ 110,000	$ 672,955	$ 350,000
6408 Contractor Fees	-	24,391	-	428,553	900,000
6802 Land Improvements	-	-	35,000	35,000	-
6803 Buildings	-	-	100,000	100,000	145,000
6804 Equipment	-	9,015	180,000	1,098,284	230,000
Total Expense	$ -	$ 33,406	$ 425,000	$ 2,334,792	$ 1,625,000

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Consulting Services	
TMDL Process Improvements	$ 250,000
Bar Screen	100,000
	$ 350,000
Buildings	
Roof Replacement	$ 145,000
	$ 145,000
Equipment	
A/C Condensers & Hot Water Controls	$ 80,000
Fire Protection	150,000
	$ 230,000
Contractor Fees	
Bar Screen	$ 900,000
	$ 900,000

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Collection Systems **Business Unit 5427**

PROGRAM MISSION

Maintain the sanitary sewer system for the health and safety of the community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Complete the annual sewer cleaning program and identify those areas with improper connections and defects

Reduce the amount of inflow and infiltration into the sanitary sewer system

Major changes in Revenue, Expenditures or Programs:

The decrease in salary is due to.33 FTE of sanitary sewer staff shifted to stormwater capital as a result of the large capital projects planned to be completed in 2013.

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.

As part of the City's annual CMAR report, required by the DNR, the City must provide documentation of efforts to reduce/eliminate clear water inflow/infiltration into our sanitary sewer system. The city-wide flow monitoring project is one means to achieve that goal. This will be Phase Two of a five phase program 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. By monitoring flows at strategic locations, we may pin-point problem areas that can be remedied in the most cost-effective means available.

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 in better bid prices. The 2013 budget will show an increase in contractor fees as a result.

In previous years the contract with Digger's Hotline (other contracts / obligations line) was budgeted in engineering; it is now more accurately expensed among the utilities as it is the utilities that benefit from the service.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Benefit of inspection program					
# defects identified from TV report	2	17	18	18	15
Compliance with regulation					
# of protruding taps identified	1	5	8	8	8
# of cross connections identified	121	94	90	90	90
Strategic Outcomes					
Reliability of system maintenance program					
# of trouble calls	28	38	40	40	40
# of system blockages removed	4	4	5	5	5
% of total system televised	12.0%	10.7%	11.1%	11.1%	11.0%
Work Process Outputs					
Maintenance performed					
% of total system cleaned	53%	40%	45%	45%	45%
# of spot repairs made	30	13	14	14	13
Safeguarding health and safety					
# of protruding taps removed	1	4	5	5	5

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY

Collection Systems **Business Unit 5427**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4801 Charges for Serv. - Nontax	$ 7,537	$ 7,478	$ 8,800	$ 8,800	$ 8,800
4908 Intergovernmental Charges	3,257	1,390	3,000	3,000	3,000
Total Revenue	$ 10,794	$ 8,868	$ 11,800	$ 11,800	$ 11,800
Expenses					
6101 Regular Salaries	$ 236,752	$ 272,133	$ 317,449	$ 317,449	$ 285,578
6104 Call Time	3,570	1,328	3,000	3,000	2,000
6105 Overtime	5,958	1,229	4,000	4,000	3,000
6108 Part-Time	5,497	-	-	-	274
6150 Fringes	91,310	101,105	120,686	120,686	112,436
6201 Training\Conferences	116	425	2,725	2,725	2,350
6303 Memberships & Licenses	50	50	75	75	75
6309 Shop Supplies & Tools	489	1,289	2,100	2,100	2,100
6311 Paint & Supplies	-	31	-	-	-
6325 Construction Materials	8,816	1,249	20,600	20,600	16,700
6327 Miscellaneous Equipment	6,048	6,039	3,538	3,538	6,250
6404 Consulting Services	146,640	149,741	255,500	255,500	255,500
6408 Contractor Fees	101,210	113,908	125,000	125,000	150,000
6413 Utilities	4,032	4,215	5,600	5,600	5,200
6415 Tipping Fees	919	3,493	2,000	2,000	3,000
6418 Equip Repairs & Maint	62	115	100	100	100
6424 Software Support	583	883	3,283	3,283	4,200
6425 CEA Equip. Rental	46,562	45,682	69,507	69,507	61,450
6430 Health Services	-	-	-	-	200
6599 Other Contracts/Obligations	1,509	805	-	-	4,000
6809 Infrastructure Construction	-	1,027	-	-	-
Total Expense	$ 660,123	$ 704,747	$ 935,163	$ 935,163	$ 914,413

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Construction Materials	
Castings	$ 7,500
Concrete	8,000
Other Materials	1,200
	$ 16,700
Consulting Services	
Sewer TV & cleaning	$ 140,000
Aerial Topography	12,000
Flow monitoring - Kensington	3,500
Flow monitoring City-Wide Phase II	100,000
	$ 255,500
Contractor Fees	
Surface restoring -prior year repairs	$ 25,000
Protruding taps/mineral deposits	35,000
Root control - Alternate yrs	25,000
Spot repair liners	55,000
Unanticipated failures	10,000
	$ 150,000

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY
Public Works Capital Improvements **Business Unit 5431**

PROGRAM MISSION

Identify, design, and implement the capital construction program to maintain and expand the sanitary sewer system for the benefit of current and future users of the system.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Identify failing or improperly sized sewers and incorporate them into our five year plan

Identify the need for future system expansions and incorporate them into our five year plan (see page 618)

Design replacement systems or system expansions to meet current and future demands

Reduce the amount of inflow and infiltration into the sanitary sewer system

The following projects are 2013 CIP's:

	2013 Budget	Page
Sewer Camera Replacement/Upgrade	$ 28,000	Projects, Pg. 659
	$ 28,000	

Major changes in Revenue, Expenditures or Programs:

The budget includes funds to replace the exisiting sewer camera with a more efficient camera. The cost of the camera is shared with the Stormwater Utility.

The 2012 projected cash flow reflects the approval of the $1.6M RiverHeath infrastructure project. This project includes $20,000 of Contributed Capital from TIF #8 for Wastewater Infrastructure.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Reduction of wastewater treatment cost					
# of manholes - rehab/rebuilt	62	22	25	25	25
I & I section rating from CMAR	A	A	A	A	A
# of laterals replaced	281	117	214	214	200
Strategic Outcomes					
Improvements to the sanitary sewer system					
Total miles of sanitary sewer	328.95	328.52	328.52	328.52	328.90
% of total miles of sanitary sewer reconstructed	0.92%	0.78%	0.53%	0.53%	0.38%
Work Process Outputs					
Restoration of sanitary sewers					
Miles of existing sanitary sewer reconstruction	3.02	2.58	1.75	1.75	1.24
Expansion of sanitary sewer system					
Miles of new sanitary sewer added	0.43	0.00	0.00	0.00	0.38
Reduction of treatment costs					
# of seals installed (I&I)	86	67	100	100	100

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY
Public Works Capital Improvements **Business Unit 5431**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 30,198	$ 12,043	$ 154,922	$ 154,922	$ 151,452
6105 Overtime	7,869	2,672	4,059	4,059	4,451
6108 Part-Time	1,350	205	1,611	1,611	2,472
6150 Fringes	16,295	4,374	54,257	54,257	61,331
6325 Construction Materials	698	48	-	-	-
6328 Signs	3,124	23	-	-	-
6402 Legal Fees	35	-	-	-	-
6404 Consulting Services	6,608	405	-	-	-
6408 Contractor Fees	-	9,108	25,000	25,000	25,000
6413 Utilities	-	-	-	-	-
6425 CEA Equip. Rental	-	-	9,706	9,706	13,400
6599 Other Contracts/Obligations	150	-	-	-	-
6804 Machinery & Equipment	-	-	-	-	28,000
6809 Infrastructure Construction	594,493	332,225	3,131,576	3,144,576	1,764,824
Total Expense	$ 660,820	$ 361,103	$ 3,381,131	$ 3,394,131	$ 2,050,930

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

2013	Street	From	To	Waste-water Utility	
Labor Pool				219,706	
CEA				13,400	
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2013 Asphalt Paving (B-13)			25,899	
	Sanitary Laterals & Manholes Prior To 2013 Concrete Paving (A-13)			66,175	
	Structure Rehabilitation / Sewer Cut repairs from 2012 (E-13)			25,000	
	Subtotal			**117,074**	
New Sanitary Sewers	Cherryvale Ave	Ashbury Dr	south City limits	74,000	
	Subtotal			**74,000**	
Reconstruction	Ballard Rd (liner)	Randall Ave	RR tracks, s/o	33,750	
	Clark St (liner)	Marquette St, 260'	Marquette St, 250'	25,500	
	Interceptor - (liner)	Wisconsin Ave	Glendale	700,750	
	Interceptor - (liner)	Northland	Winslow Ave	130,200	
	Sandra St (liner)	Glendale Ave	350' n/o Glendale	22,750	
	Seminole Rd (Spot	Prospect Ave	Cherokee Dr	15,000	
	Ullman St (liner)	Amelia St	Randall Ave	31,860	
	Subtotal			**959,810**	
Reconstruction (on streets to be paved)	Byrd St	Oneida St	Jarchow St	100,280	
	Circle St	Drew St	Meade St	274,130	
	Eighth St	Elm St	Elm St e/o	3,800	*
	Eldorado St	Union St	Meade St	50,990	
	Elm St	Eighth St	Lawrence St	9,700	*
	Fifth St	Mueller St	Story St	41,650	
	Fifth St	Story St	Memorial Dr	69,190	
	Fremont St	Kernan Ave	Telulah Ave	6,650	
	Heritage Woods D	Valley Rd	1390' north	2,800	
	Lawrence St	Elm St	Superior St	8,650	*
	Lindbergh St	Oneida St	Drew St	14,100	
	Lynndale Dr	Fourth St	Everett St	57,000	
	Subtotal			**638,940**	
Total				**$ 2,022,930**	

* Sanitary sewer reconstruction on these streets has been moved up to coincide with construction of the Fox Cities Exhibition Center. There will be no special assessment for improvements for the site of the exhibition center itself but all other parcels along streets being improved will be assessed according to City policy.

Machinery & Equipment

Sewer Camera	$ 28,000
	$ 28,000

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Interest Income	850,848	829,496.65	429,683	830,000	830,000	685,000	685,000
Charges for Services	7,660,053	8,918,876.10	5,964,520	8,445,000	8,445,000	9,040,000	9,040,000
Intergov. Charges for Service	3,258	1,390.20	2,062	3,000	3,000	3,000	3,000
Other Revenues	1,800,902	1,723,724.19	873,101	841,689	861,689	702,968	680,968
TOTAL REVENUES	10,315,061	11,473,487.14	7,269,366	10,119,689	10,139,689	10,430,968	10,408,968
EXPENSES BY LINE ITEM							
Regular Salaries	309,086	327,968.00	248,947	373,227	373,227	0	377,131
Labor Pool Allocations	948,758	943,979.18	746,842	1,257,572	1,257,572	182,578	1,220,687
Call Time	8,635	7,580.30	4,018	12,200	12,200	2,000	11,200
Overtime	74,138	59,025.90	56,805	100,075	100,075	7,000	99,467
Temp. Full-Time	6,847	205.48	8,119	0	0	2,923	2,472
Part-Time	10,465	8,795.75	12,920	10,779	10,779	0	9,048
Other Compensation	332	1,778.09	0	0	0	100	2,385
Shift Differential	3,066	2,786.78	1,489	50	50	25	25
Sick Pay	49,610	108,387.56	71,901	0	0	0	0
Vacation Pay	133,873	131,076.01	120,767	0	0	0	0
Fringes	638,588	607,792.10	428,294	686,134	686,134	0	645,779
Unemployment Compensation	0	2,330.36	0	0	0	0	0
Salaries & Fringe Benefits	2,183,398	2,201,705.51	1,700,102	2,440,037	2,440,037	194,626	2,368,194
Training & Conferences	3,125	3,299.04	4,607	8,725	8,725	11,650	11,650
Office Supplies	1,681	1,877.49	1,199	3,800	3,800	3,000	3,000
Subscriptions	74	74.00	0	100	100	100	100
Memberships & Licenses	1,581	1,921.00	2,049	2,275	2,275	2,275	2,275
Postage & Freight	18,448	18,025.74	10,495	18,000	18,000	18,500	18,500
Awards & Recognition	21	259.18	88	300	300	300	300
Building Maintenance/Janitor.	5,437	6,400.94	3,054	5,500	5,500	6,400	6,400
Food & Provisions	96	287.83	310	400	400	400	400
Insurance	101,328	110,688.00	121,954	116,030	116,030	0	123,430
Depreciation Expense	4,080,028	3,858,292.63	2,625,918	4,135,000	4,135,000	3,210,000	3,210,000
Uncollectible Accounts	5,937	6,759.47	2,712	7,500	7,500	7,500	7,500
Meter Expense	511,534	459,375.33	0	490,000	490,000	0	502,356
Interest Payments	470,790	558,325.91	499,349	709,612	709,612	0	536,835
Debt Issuance Costs	12,708	16,737.22	13,560	20,900	20,900	19,792	19,792
Gain/Loss on Refund Amort.	5,024	.00	0	0	0	0	0
Trans Out - General Fund	117,450	117,450.00	88,088	117,450	117,450	117,450	117,450
Trans Out - Capital Projects	0	15,000.00	0	0	0	0	21,000
Administrative Expense	5,335,262	5,174,773.78	3,373,383	5,635,592	5,635,592	3,397,367	4,580,988
Shop Supplies & Tools	14,887	12,318.71	9,734	16,050	16,050	16,300	16,300
Chemicals	207,200	193,863.09	195,641	258,900	258,900	250,900	400,900
Paint & Supplies	0	31.32	0	0	0	0	0
Miscellaneous Supplies	0	.00	133	0	0	0	0
Printing & Reproduction	5,277	6,655.77	4,591	5,300	5,300	5,800	5,800
Clothing	7,655	7,423.40	4,075	7,200	7,200	6,610	5,565
Gas Purchases	2,084	5,010.62	5,486	5,720	5,720	5,783	5,783
Safety Supplies	4,801	5,386.82	2,685	5,500	5,500	5,500	5,500
Medical & Lab Supplies	5,705	4,624.16	7,071	7,500	7,500	7,500	7,500
Construction Materials	9,514	1,296.93	13,209	20,600	20,600	16,700	16,700
Miscellaneous Equipment	9,689	8,951.81	3,583	18,538	18,538	49,250	29,750
Signs	3,124	23.39	0	0	0	0	0
Supplies - Benchware	0	378.25	0	1,000	1,000	1,000	1,000
Supplies & Materials	269,936	245,964.27	246,208	346,308	346,308	365,343	494,798
Accounting/Audit	10,481	11,600.40	0	7,810	7,810	7,935	7,935
Legal Fees	28,709	28,989.36	28,698	32,000	32,000	32,000	32,000
Bank Services	22,023	24,455.65	14,347	26,000	26,000	18,750	18,750
Consulting Services	313,161	193,426.92	422,448	375,500	1,209,254	675,000	675,000
Collection Services	2,474	2,608.04	1,819	2,755	2,755	2,805	2,805
Contractor Fees	419,712	882,698.95	529,108	820,466	1,448,479	1,976,240	1,859,159
Advertising	1,073	1,230.49	1,583	1,000	1,000	1,000	1,000

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
Tipping Fees	5,738	7,178.26	3,779	7,500	7,500	8,665	8,665
Interfund Allocations	0	.00	993-	0	0	0	0
Health Services	0	.00	141	0	0	200	200
Lab Fees	1,649	1,598.00	961	2,500	2,500	2,000	2,000
Billing Services	80,108	68,808.23	43,903	83,000	83,000	70,000	70,000
Other Contracts/Obligations	39,745	6,202.19	48,538	35,040	35,040	516,040	544,115
Purchased Services	924,873	1,228,796.49	1,094,332	1,393,571	2,855,338	3,310,635	3,221,629
Electric	815,223	854,264.87	618,726	764,900	764,900	804,500	804,500
Gas	341,106	271,366.74	85,440	195,375	195,375	195,475	195,475
Water	60,759	70,097.68	52,705	71,600	71,600	71,400	71,400
Fuel Oil	4,320	3,099.90	1,074	5,000	5,000	4,300	4,300
Stormwater	23,990	25,999.98	19,397	26,075	26,075	29,200	29,200
Telephone	11,195	11,470.43	8,664	13,600	13,600	13,400	13,400
Cellular Telephone	1,244	1,184.16	835	2,100	2,100	1,600	1,600
Utilities	1,257,837	1,237,483.76	786,841	1,078,650	1,078,650	1,119,875	1,119,875
Equipment Repair & Maintenanc	152,556	108,083.96	92,884	116,200	118,300	117,200	117,200
Facilities Charges	334,115	321,316.01	178,292	366,078	366,078	357,971	357,971
Software Support	583	883.34	1,209	3,283	3,283	4,200	4,200
CEA Equipment Rental	82,264	77,748.96	73,542	113,945	113,945	47,928	114,927
Repair & Maintenance	569,518	508,032.27	345,927	599,506	601,606	527,299	594,298
Land	0	.00	21,774-	0	0	0	0
Land Improvements	0	.00	14,633	35,000	35,000	0	0
Buildings	0	.00	59,247	100,000	120,000	160,000	145,000
Machinery & Equipment	0	9,014.63	22,797	180,000	1,078,284	230,000	258,000
Infrastructure Construction	594,493	333,251.45	1,706,695	3,131,576	3,144,576	1,764,824	1,764,824
Capital Expenditures	594,493	342,266.08	1,781,598	3,446,576	4,377,860	2,154,824	2,167,824
TOTAL EXPENSES	11,135,317	10,939,022.16	9,328,391	14,940,240	17,335,391	11,069,969	14,547,606

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Charges for Services	$ 7,663,237	$ 8,932,298	$ 8,453,800	$ 9,048,800	$ 9,048,800
Miscellaneous	776,493	755,505	773,000	676,500	654,500
Total Revenues	8,439,730	9,687,803	9,226,800	9,725,300	9,703,300
Expenses					
Operation and Maintenance	6,445,634	6,371,307	6,151,147	6,151,147	6,966,599
Depreciation	4,080,028	3,858,293	4,135,000	3,050,000	3,210,000
Total Expenses	10,525,662	10,229,600	10,286,147	9,201,147	10,176,599
Operating Income (Loss)	(2,085,932)	(541,797)	(1,059,347)	524,153	(473,299)
Non-Operating Revenues (Expenses)					
Interest Income	850,848	829,497	830,000	730,000	685,000
Interest Expense	(470,790)	(558,326)	(709,612)	(709,612)	(536,835)
Gain/Loss on Refunding	(5,024)	-	-	-	-
Gain/Loss on Asset Disposal	-	-	-	-	-
Amortization of Premium on Debt Issue	4,026	13,786	22,589	22,546	20,668
Amortization of Debt Expense	(12,708)	(16,737)	(20,900)	(21,126)	(19,792)
Other	-	-	-	-	-
Total Non-Operating	366,352	268,220	122,077	21,808	149,041
Net Income Before Contributions and Transfers	(1,719,580)	(273,577)	(937,270)	545,961	(324,258)
Contributions and Transfers In (Out)					
Capital Contributions	1,016,775	940,492	40,300	60,300	-
Trans Out - Internal Service	-	-	-	-	(21,000)
General Fund	(117,450)	(132,450)	(117,450)	(117,450)	(117,450)
Change in Net Assets	(820,255)	534,465	(1,014,420)	488,811	(462,708)
Net Assets - Beginning	89,584,979	88,764,724	89,299,189	89,299,189	89,788,000
Net Assets - Ending	$ 88,764,724	$ 89,299,189	$ 88,284,769	$ 89,788,000	$ 89,325,292

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	9,388,670	8,315,030
+ Change in Net Assets	488,811	(462,708)
+ Depreciation	3,050,000	3,210,000
+ Long Term Debt		-
- Contributed Capital	(60,300)	-
- Fixed Assets	(3,184,131)	(3,675,930)
- Principal Repayment	(1,368,020)	(755,000)
+ Fixed Assets funded by DNR Replacement Fund	-	1,000,000
Working Cash - End of Year	$ 8,315,030	$ 7,631,392

RESERVE REQUIREMENTS

Working Capital		DNR Fund	
Prior Year Audited Expenditures	$ 10,229,600	Fixed Asset Balance 12/31/11	$ 18,608,492
- Depreciation	(3,858,293)	10% Requirement	1,860,849
+ Transfer to General Fund	132,450		
Net Prior Year Cash Expenditures	$ 6,503,757	DNR Fund Balance 12/31/11	$ 4,112,283
25 % Working Capital Reserve		Bar Screen Replacement CIP	(1,000,000)
Requirement	$ 1,625,939	DNR Fund Balance 12/31/12	$ 3,112,283

CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION

Revenues	2012 Budget	2012 Projected	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Charges for Services	$ 8,453,800	$ 9,048,800	$ 9,048,800	$ 9,094,044	$ 9,639,687	$ 9,687,885	$ 9,736,324
Miscellaneous	773,000	676,500	654,500	655,318	656,137	656,957	657,779
Total Revenues	9,226,800	9,725,300	9,703,300	9,749,362	10,295,824	10,344,843	10,394,103
Expenses							
Operating Expenses	6,151,147	6,151,147	6,966,599	6,675,597	6,875,865	7,082,141	7,294,605
Depreciation	4,135,000	3,050,000	3,210,000	3,245,000	3,280,000	3,315,000	3,350,000
Total Expenses	10,286,147	9,201,147	10,176,599	9,920,597	10,155,865	10,397,141	10,644,605
Operating Income	(1,059,347)	524,153	(473,299)	(171,235)	139,959	(52,298)	(250,502)
Non-Operating Revenues (Expenses)							
Interest Income	830,000	730,000	685,000	500,000	300,000	200,000	200,000
Interest Expense	(709,612)	(709,612)	(536,835)	(636,563)	(694,350)	(773,785)	(798,430)
Gain/Loss on Refunding	-	-	-	-	-	-	-
Premium on Debt Issue	22,589	22,546	20,668	20,083	24,437	28,773	32,803
Amortization of Debt Expense	(20,900)	(21,126)	(19,792)	(19,118)	(18,410)	(17,667)	(16,847)
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	122,077	21,808	149,041	(135,598)	(388,322)	(562,679)	(582,474)
	-	-	-	-	-		
Net Income Before Transfers	(937,270)	545,961	(324,258)	(306,833)	(248,363)	(614,977)	(832,976)
Contributions and Transfers In (Out)							
Capital Contributions	40,300	60,300	-	141,250	97,100	-	190,500
Trans Out - Internal Service	-	-	(21,000)	-	-	-	-
General Fund	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)	(117,450)
Change in Net Assets	(1,014,420)	488,811	(462,708)	(283,033)	(268,713)	(732,427)	(759,926)
		-					
Total Net Assets - Beginning	89,299,189	89,299,189	89,788,000	89,325,292	89,042,259	88,773,546	88,041,119
Total Net Assets - Ending	$ 88,284,769	$ 89,788,000	$ 89,325,292	$ 89,042,259	$ 88,773,546	$ 88,041,119	$ 87,281,193

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	9,388,670	8,315,030	7,631,392	4,169,219	3,523,903	2,480,095
+ Change in Net Assets	488,811	(462,708)	(283,033)	(268,713)	(732,427)	(759,926)
+ Depreciation	3,050,000	3,210,000	3,245,000	3,280,000	3,315,000	3,350,000
+ Long Term Debt	-	-	-	4,000,000	-	3,500,000
-Contributed Capital	(60,300)	-	(141,250)	(97,100)	-	(190,500)
- Fixed Assets	(3,184,131)	(3,675,930)	(4,914,870)	(6,744,503)	(2,586,381)	(4,365,322)
- Principal Repayment	(1,368,020)	(755,000)	(1,368,020)	(815,000)	(1,040,000)	(1,245,000)
+ Fixed Assets funded by DNR Rplcmnt Fund	-	1,000,000	-	-	-	500,000
Working Cash - End of Year	$ 8,315,030	$ 7,631,392	$ 4,169,219	$ 3,523,903	$ 2,480,095	$ 3,269,347
25% Working Capital Reserve (prior year's audited expenses)		1,744,552	1,905,221	1,857,402	1,921,916	1,993,344
Coverage Ratio	2.99	2.31	2.25	2.06	1.68	1.54

ASSUMPTIONS:

Borrow 80% of capital expenditures as detailed in the five year plan for years 2011-2015
Interest rate at 4% for 2014, 5% thereafter; 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 2013, 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 6% on January 1, 2015

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CITY OF APPLETON 2013 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS

	2006 Refunding Bonds		2007 Revenue Bonds		2008 Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2013	135,000	78,208	95,000	58,946	175,000	101,085
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
	$ 2,600,000	$ 914,187	$ 1,955,000	$ 752,493	$ 3,725,000	$ 1,385,589

	2010 Revenue Bonds		2011 Revenue Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
2013	210,000	162,513	140,000	136,083	755,000	536,835	1,291,835
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
2031	-	-	300,000	4,250	300,000	4,250	304,250
	$ 4,935,000	$ 1,772,200	$ 3,735,000	$ 1,497,482	$ 16,950,000	$ 6,393,367	$ 23,343,367

Note: Schedule is based on accrual method of accounting. Revenue bonds will not be issued in 2013.

CITY OF APPLETON 2013 BUDGET

STORMWATER UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations: Nathan D. Loper

CITY OF APPLETON 2013 BUDGET
STORMWATER

MISSION STATEMENT

The Stormwater Utility was created to provide for the management of surface water run-off in the City of Appleton. It exists to limit flooding and protect water quality.

DISCUSSION OF SIGNIFICANT 2012 EVENTS

Completed construction of the CTH JJ stream relocation and associated bridge structures and submitted Letter of Map Amendment (LOMA) application to Federal Emergency Managment Agency (FEMA) to facilitate future widening of CTH JJ and increase developable land area by managing floodplain

Constructed the Bellaire Ravine Erosion Mitigation Project

Completed detailed drainage studies for the following areas: Xavier Drainage Area, Manitowoc Road Drainage Area, Northland Avenue (CTH OO) Drainage Area, West Wisconsin Avenue (restudy) Area, Spencer/Locust Area, Ballard Road South of CTH OO Area

Completed the Citywide Stormwater Management Plan Update including new Total Maximum Daily Load (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 DPW horticulturist position

Re-bid the Appleton East Underground Storage Project for construction in 2013 (Phase 2) and 2014 (Phase 3), per the Southeast/Theodore Street Area Drainage Study update and evaluated options for a Phase 4 project to replace the canceled Phase 1 (large Appleton East High School soccer field) project

Hauled leaves and debris to the Outagamie County pilot compost site to reduce haul distances and associated costs

Participated in Red Oak Ravine Project phase I construction with the Town of Menasha to address erosion concerns in the ravine

Began construction of the Reid Golf Course detention ponds and began implementing the associated Reid Golf Course area drainage study to address flooding concerns within the watershed

Performed water quality modeling for Wisconsin Department off Natural Rescources (WDNR) permits associated with reconstruction projects on East South River Street, Olde Oneida Street, Outagamie Street, Douglas Street, and Ballard Road (Wisconsin to Glendale)

Completed construction of the Northland Creek channel at Conkey Pond as part of the Northland Creek Area Drainage Study and the City's NR216 Permit goals

Implemented the third 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 Stormwater Management Plans

Completed preliminary design for the South Oneida relief sewer project

Continued to maintain inventory of 30 wet ponds, 6 dry ponds, 4 bio-filters, and several miles of engineered channels

CITY OF APPLETON 2013 BUDGET
STORMWATER

MAJOR 2013 OBJECTIVES

Amend flood plain zoning ordinance to reflect floodplain modifications per the CTH JJ stream relocation 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 Stormwater Management Plans, including Implementing the fourth year of on-going Field Screening Program for the Illicit Discharge requirements of the City's NR216 Permit

Perform West Wisconsin Avenue Area Drainage Study Phase 3 and select an alternative to help reduce flooding in the drainage area

Continue to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the DPW horticulturist position

Construct Phase 2 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 Phase 2 Project construction with the Town of Menasha to address erosion concerns in the ravine

Construct the Reid Golf Course detention ponds

Repair the WWTP storm sewer to address DNR requirements associated with an illicit discharge

Construct stormwater infrastructure in Cherryvale Avenue to expand developable areas in the City

Continue to address flooding concerns by implementing recommendations from completed drainage studies throughout the City

Apply for grant on Green Tier project

Complete the Bellaire Ravine Phase 2 Flood Study

Continue working with WisDOT and Town of Menasha to find joint stormwater solutions on STH 441 Project

Implement rate increase on 7/1/2013 from $125 to $155 per ERU as documented in rate planning approved by the Council on June 15, 2011 as part of the 5-year capital plan

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2010	2011	Adopted 2012	Amended 2012	2013	Change *
Program Revenues		$ 8,791,548	$ 8,998,785	$ 8,040,100	$ 8,340,100	$ 9,611,905	19.55%
Program Expenses							
5210	Administration	4,026,001	4,247,414	4,363,941	4,526,119	4,513,189	3.42%
5220	Facility Maintenance	1,189,826	982,126	1,405,211	1,405,211	1,433,311	2.00%
5225	Leaf Collection	402,402	280,002	375,059	375,059	370,926	-1.10%
5230	Capital Construction	609,941	453,113	9,657,124	9,071,047	11,192,055	15.89%
TOTAL		$ 6,228,170	$ 5,962,655	$ 15,801,335	$ 15,377,436	$ 17,509,481	10.81%
Expenses Comprised Of:							
Personnel		1,276,616	1,181,842	1,522,679	1,522,679	1,557,687	2.30%
Administrative Expense		3,416,960	3,508,931	3,789,033	3,789,033	3,829,285	1.06%
Supplies & Materials		55,836	43,653	86,135	86,135	121,302	40.83%
Purchased Services		696,939	552,389	680,868	1,188,301	929,067	36.45%
Utilities		2,515	2,513	2,945	2,945	3,425	16.30%
Repair & Maintenance		337,026	293,828	454,578	454,578	420,511	-7.49%
Capital Expenditures		442,278	379,499	9,265,097	8,333,765	10,648,204	14.93%
Full Time Equivalent Staff:							
Personnel allocated to programs		17.75	17.75	18.98	18.98	19.67	

* % change from prior year adopted budget

CITY OF APPLETON 2013 BUDGET
STORMWATER

Administration **Business Unit 5210**

PROGRAM MISSION

To provide administrative and planning support to insure safe, reliable and environmentally sound stormwater management.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continue to educate the community on stormwater issues and assessment billing policies
Insure that all construction and repair work to our facilities is in compliance with the Department of Natural Resources regulations
Continue to research other funding sources for stormwater programs and submit requests when applicable
Develop short and long range plans that meet regulations and provide for the stormwater needs of the community and the watershed
Continue to train employees on stormwater regulations

Major changes in Revenue, Expenditures, or Programs:

The increase in salary expense is due to the allocation of a portion of Assistant City Engineer's time for oversight and involvement with stormwater projects.

The decrease in fringe expense is due to changing insurance coverage status of employees.

TMDL stormwater regulations were adopted by Wisconsin DNR in 2012. These regulations add to existing NR151 requirements and create additional compliance standards for the City's stormwater program.

Citywide stormwater management plan update will be completed in 2013.

Re-study of Bellaire Ravine drainage area and Phase 3 of West Wisconsin Drainage Study will be completed in 2013.

City will apply for Green Tier pilot project grant.

In previous years the contract with Digger's Hotline was budgeted in engineering. It is now more accurately expensed among the utilities as they benefit from the service.

The reduction in bank service charges is a result of the Accounting Supervisor taking on greater responsibility for management of short term investments as well as the banking contract being bid out in 2012 which resulted in lower contracted fees.

The Flood Report analysis dollars will be used to develop details and answer questions related to existing internal flood reports, to help define and clarify existing study areas.

This budget includes 25% of a new plotter to be used for large design drawings as well as larger copies. The other 75% of the cost will be charged to wastewater, water and engineering.

The Contributed Capital budget reflects the contribution from the Wastewater Utility for the utilities portion of a piping project at the Wastewater Plant. See page 570 for additional information.

In June 2011 both the Utilities Committee and Council approved a request to proceed with a 5-year Stormwater Capital Plan assuming rate increases no higher than 24% in 2013 and 18% in 2016. Included in this 2013 Budget in accordance with this plan is a 24% rate increase to begin on 7/1/2013.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Economic development					
Master plans completed	2	0	1	6	3*
Strategic Outcomes					
Alternative sources of revenue					
# of grants applied for	0	0	1	2	1
Value of grant dollars awarded or applied for future reimbursement	$ -	$ -	$ 150,000	$ 300,000	$ 150,000
Safe, reliable future level of service					
Acre feet of storage identified for future use	0.0	0.0	2.0	2.0	30**
# of DNR non-compliance notices received	0	0	0	1***	0
Work Process Outputs					
Preventive maintenance of system					
Erosion control plans reviewed (permits)	54	51	75	75	75

* W. Wisconsin Part 3, Bellaire Ravine Area restudy, Citywide SWMP

** Leona Street Pond (estimate)

*** WWTP

CITY OF APPLETON 2013 BUDGET
STORMWATER

Administration **Business Unit 5210**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4224 Miscellaneous State Aids	$ -	$ -	$ -	$ -	$ 300,000
4411 Sundry Permits	-	25	-	-	-
4418 Plan Review Permit	11,795	22,417	20,000	20,000	15,000
4420 Erosion Control	6,690	6,000	6,000	6,000	6,000
4710 Interest on Investments	691,116	795,342	600,000	600,000	600,000
4730 Interest - Deferred Special	4,507	4,746	-	-	-
4880 Stormwater Revenue	6,716,402	7,133,010	7,155,125	7,155,125	8,047,607
5005 Sale of City Property	-	2,817	-	-	-
5010 Misc Revenue - Nontax	8,700	-	-	-	-
5021 Capital Contributions	1,308,771	990,218	220,500	520,500	500,000
5035 Other Reimbursements	4,438	(3)	-	-	-
5071 Customer Penalty	28,480	31,162	27,000	27,000	30,000
5086 Premium on Debt Issue	10,387	11,740	11,475	11,475	113,298
Total Revenue	$ 8,791,286	$ 8,997,474	$ 8,040,100	$ 8,340,100	$ 9,611,905
Expenses					
6101 Regular Salaries	$ 288,412	$ 385,752	$ 287,271	$ 287,271	$ 304,226
6104 Call Time	927	699	750	750	750
6105 Overtime	1,542	1,284	1,500	1,500	1,500
6108 Part-Time	77	4,554	394	394	548
6150 Fringes	111,066	127,522	109,726	109,726	101,956
6201 Training\Conferences	1,747	1,663	7,300	7,300	6,800
6206 Parking Permits	311	612	612	612	612
6301 Office Supplies	242	30	40	40	40
6303 Memberships & Licenses	12,205	12,050	14,060	14,060	14,060
6304 Postage\Freight	18,040	16,238	16,000	16,000	16,500
6305 Awards & Recognition	35	35	35	35	35
6309 Shop Supplies & Tools	-	46	-	-	-
6315 Books & Library Materials	-	-	100	100	100
6316 Miscellaneous Supplies	-	51	-	-	-
6320 Printing & Reproduction	2,723	2,979	2,700	2,700	2,900
6321 Clothing	255	197	255	255	55
6327 Miscellaneous Equipment	19	4,634	-	2,500	5,000
6401 Accounting/Audit	7,686	10,054	7,810	7,810	7,935
6402 Legal Fees	436	150	400	400	400
6403 Bank Services	24,296	22,421	23,000	20,500	17,500
6404 Consulting Services	212,273	183,542	147,700	309,878	254,448
6413 Utilities	733	795	912	912	840
6418 Equip Repairs & Maint	-	115	-	-	-
6424 Software Support	6,463	6,463	25,500	25,500	21,356
6425 CEA Equip. Rental	6,000	7,179	6,890	6,890	8,600
6501 Insurance	15,996	22,944	27,370	27,370	28,390
6599 Other Contracts/Obligations	-	20,046	-	-	11,000
6601 Depreciation Expense	1,656,122	1,798,662	1,900,000	1,900,000	2,065,000
6623 Uncollectable Accounts	3,237	3,810	3,000	3,000	3,000
6720 Interest Payments	1,582,460	1,540,489	1,711,216	1,711,216	1,522,111
6730 Debt Issuance Costs	60,198	59,898	56,900	56,900	71,946
6751 Gain/Loss on refund Amort	-	-	-	-	33,081
7911 Trans Out - General Fund	12,500	12,500	12,500	12,500	12,500
Total Expense	$ 4,026,001	$ 4,247,414	$ 4,363,941	$ 4,526,119	$ 4,513,189

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Software Support	
Permittracker - NR216	$ 6,000
XP-SWMM	1,726
Permittracker - Erosion	10,000
IRTH Solutions	630
ArcInfo	2,500
Eagle Point	500
	$ 21,356
Bank Services	
Banking & Investment Services	$ 17,500
	$ 17,500

Consulting Services	
Stormwater management	
plan reviews	$ 75,000
Water Quality in Study Areas	93,144
NR 216 Permitting	43,000
Wetland studies	10,300
Flood report analysis	11,004
Grant Application	10,000
Aerial topography	12,000
	$ 254,448
Postage & Freight	
City Service Invoice postage	$ 16,500
	$ 16,500

CITY OF APPLETON 2013 BUDGET
STORMWATER

Facility Maintenance **Business Unit 5220**

PROGRAM MISSION

To plan and implement a maintenance program that keeps the stormwater system in a safe and environmentally sound condition.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continue to have a proactive maintenance program to identify major repair areas

Reduce the number of failures and insure the system is operating properly

Encourage good housekeeping practices on private developments, which will reduce the City's maintenance cost and improve water quality

Reduce the response time per facility through an effective maintenance program

Implement adaptive management plans for stormwater facilities to improve management techniques and response times for facilities maintenance

Major changes in Revenue, Expenditures, or Programs:

Currently doing more storm sewer cleaning and cleaning will continue in 2013.

Two additional regional ponds will be added to City stormwater facilities inventory in 2013.

Rent increase is due to the new enterprise agreement made with Reid Golf Course for the two new ponds.

Increase in tipping fees is due to closure of a free disposal site for concrete that had been used in the past.

This budget includes more landscaping materials as a result of muskrat damage and resuming a program in-house that had been deferred since the Huber Law Labor Program with Winnebago County ended.

Budget includes more construction materials as a result of the repair and replacement work being done on the Gabion Channel in 2013, as well as an increase in inlet repairs.

This budget includes three GPS units and software support that will be installed on the three street sweepers.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Benefit of inspection program					
# of spot repairs identified from TV reports	1	20	20	15	15
Compliance with regulation					
# of protruding taps identified	41	12	12	12	10
# of cross connections identified	2	0	0	0	0
Strategic Outcomes					
Effectiveness of maintenance program					
# of trouble calls	N/A	9	20	20	20
% of total system televised	10%	9.5%	12%	12%	12%
Work Process Outputs					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	3,130	2,995	3,500	3,500	3,500
% of total storm sewer system cleaned	15.6%	14.1%	28.0%	28.0%	24.0%
Safeguarding health and safety					
# of protruding taps removed	26	15	10	10	10
# of spot repairs made	22	5	15	15	15

CITY OF APPLETON 2013 BUDGET
STORMWATER

Facility Maintenance **Business Unit 5220**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Revenues					
4801 Charges for Serv.- Nontax	$ 262	$ 1,311	$ -	$ -	$ -
Total Revenue	$ 262	$ 1,311	$ -	$ -	$ -
Expenses					
6101 Regular Salaries	$ 369,560	$ 304,347	$ 475,115	$ 475,115	$ 478,539
6104 Call Time	1,286	971	1,825	1,825	1,450
6105 Overtime	7,007	8,355	7,000	7,000	7,000
6108 Part-Time	2,102	2,442	-	-	-
6150 Fringes	173,509	132,532	211,610	211,610	201,524
6308 Landscape Supplies	814	428	2,420	2,420	10,360
6309 Shop Supplies & Tools	1,089	847	2,612	2,612	2,700
6325 Construction Materials	44,003	30,134	71,390	71,390	90,617
6327 Miscellaneous Equipment	6,733	3,679	6,658	6,658	9,570
6402 Legal Fees	-	-	200	200	200
6404 Consulting Services	214,011	195,035	197,120	197,120	215,328
6408 Contractor Fees	109,333	72,613	105,655	105,655	97,256
6413 Utilities	1,676	1,690	1,865	1,865	2,417
6415 Tipping Fees	40,798	31,330	44,583	44,583	50,000
6420 Facilities Charges	-	2,939	18,000	18,000	5,000
6424 Software Support	-	300	583	583	1,110
6425 CEA Equip. Rental	163,044	153,185	214,575	214,575	202,030
6429 Interfund Allocations	(247)	-	-	-	-
6454 Grounds Repair & Maint.	1,241	1,299	4,000	4,000	3,000
6503 Rent	53,867	40,000	40,000	40,000	55,210
Total Expense	$ 1,189,826	$ 982,126	$ 1,405,211	$ 1,405,211	$ 1,433,311

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

Construction Materials

Castings	$ 35,000
Concrete	19,000
Gravel	4,000
Piping	3,500
Clear Stone	1,000
Other materials	28,117
	$ 90,617

Consulting Services

Ecology services for prairie & wetlands	$ 87,828
Stormsewer TV & cleaning	97,500
Ecology services for ditches & ravines	30,000
	$ 215,328

Contractor Fees

Surface restoration	$ 25,000
Protruding tap	20,000
Spot repairs	31,000
Animal control	7,300
Fencing	5,256
Emergency Repairs	5,000
Non-native mowing	3,700
	$ 97,256

Tipping Fees

Disposal costs of cleaning: $33 per ton

Streets - 1,212 tons	$ 39,996
Stormsewers - 139 tons	4,587
Concrete	5,417
	$ 50,000

Rent

Land for detention ponds: $2,800/acre

Memorial Park - North	
7.28 acres	$ 20,400
Memorial Park - South	
7 acres	19,600
Reid Golf Course Pond	
7.2 acres	15,210
	$ 55,210

CITY OF APPLETON 2013 BUDGET
STORMWATER

Leaf Collection **Business Unit 5225**

PROGRAM MISSION

Collect leaves from city streets and dispose of them in a safe and environmentally productive manner

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continually search for ways to improve communication with the public on leaf collection schedules

Research and evaluate alternative methods of leaf collection and long term disposal

Adjust leaf collection routes to avoid picking up leaves on the same day as collecting refuse

Minimize secondary hauling costs of leaves, transporting to Outagamie County and Mackville, and grinding into mulch by working with a composting company

Major changes in Revenue, Expenditures, or Programs:

Actual leaf collections vary from year to year depending on the weather. It is projected to complete three cycles 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.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Service provided					
Number of collection cycles	4	5	3	3	3
Strategic Outcomes					
Cost effective service provided					
Cost/cubic yard collected	$ 8.89	$ 8.86	$ 8.00	$ 8.00	$ 8.00
Work Process Outputs					
Safer streets and cleaner storm water system					
Cubic yards of leaves collected	38,055	30,960	35,000	35,000	35,000

CITY OF APPLETON 2013 BUDGET
STORMWATER

Leaf Collection **Business Unit 5225**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 152,436	$ 106,230	$ 126,933	$ 126,933	$ 128,812
6104 Call Time	307	130	250	250	250
6105 Overtime	8,618	5,617	6,500	6,500	6,000
6150 Fringes	75,498	45,649	62,655	62,655	63,211
6408 Contractor Fees	5,158	-	4,400	4,400	5,000
6413 Utilities	106	29	168	168	168
6425 CEA Equip. Rental	160,279	122,347	174,153	174,153	167,485
Total Expense	$ 402,402	$ 280,002	$ 375,059	$ 375,059	$ 370,926

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

None

CITY OF APPLETON 2013 BUDGET
STORMWATER

Capital Construction **Business Unit 5230**

PROGRAM MISSION

Design, build, and replace stormwater facilities for the current users to insure compliance with established regulations, to protect surrounding infrastructure and the environment, to increase the acres of land available for development and to prevent major system failures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Continue to inform property owners of future construction in a timely manner

Design projects to meet regulations and provide cost effective solutions for the community and the watershed

Monitor projects to insure compliance with deadlines, specifications, and regulations

Comply with the Environmental Protection Agency / WDNR Phase II Stormwater permit requirements

Continue implementing the citywide stormwater management plan and regional flood studies selected

The following projects are 2013 CIP's:	2013 Budget	Page
Sewer Camera Replacement/Upgrade	$ 28,000	Projects, Pg. 659
	$ 28,000	

Major changes in Revenue, Expenditures, or Programs:

Please see the Stormwater 5-year capital improvement plan on page 606 for further details.

The existing 54" storm sewer that is located beneath the soil berm and within historic fill at the WWTP needs to be reconstructed due to elevated ammonia levels in water entering the deteriorated pipe. Relocation of this storm sewer on WWTP property and in-place abandonment of the existing pipe is being recommended because of the numerous challenges and extensive costs associated with disturbing the historic fill. The Stormwater Budget includes the funds necessary to replace the existing pipe in the most cost-effective remedial manner possible ($1,827,386). The Wastewater Budget appropriately includes those project costs related to the pipe relocation that would be greater than those associated with the traditional cured-in-place repair method ($500,000); see page 565 for capital contribution.

The 2012 projected cash flow reflects the approval of the $1.6M RiverHeath infrastructure project. This project includes $300,000 of Contributed Capital from TIF #8 for Stormwater infrastructure.

The budget includes funds to replace the exisiting sewer camera with a more efficient camera. The cost of the camera is shared with the Wastewater Utility.

PERFORMANCE INDICATORS

	Actual 2010	Actual 2011	Target 2012	Projected 2012	Target 2013
Client Benefits/Impacts					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints: *					
Solved	115	92	115	115	100
Outstanding	440	456	400	400	400
Strategic Outcomes					
Improvements to the stormwater system					
Total miles of storm sewer in the City	283.79	285.96	284.24	284.24	284.62
% of total miles reconstructed	0.36%	0.19%	0.83%	0.83%	0.21%
Acres of new land available	0	0	56	56	0
Integrity and growth of the system					
Acre feet of storage developed	45.0	37.0	29.1	29.1	35.0
Work Process Outputs					
Restoration of storm sewers					
Miles of storm sewer reconstructed	1.02	0.53	2.37	2.37	0.60
Expansion of storm sewer system					
Miles of new storm sewer added	0.77	1.72	0.00	0.00	0.38

* Order of resolution of residential drainage complaints is dependent on severity of problem and ability/timing preference of project coordinator to schedule.

CITY OF APPLETON 2013 BUDGET
STORMWATER

Capital Construction **Business Unit 5230**

PROGRAM BUDGET SUMMARY

Description	Actual 2010	Actual 2011	Budget Adopted 2012	Budget Amended 2012	Budget 2013
Expenses					
6101 Regular Salaries	$ 51,419	$ 31,200	$ 154,002	$ 154,002	$ 179,560
6104 Call Time	-	-	250	250	-
6105 Overtime	4,383	5,324	10,654	10,654	7,939
6108 Part-Time	6,192	4,692	5,353	5,353	2,584
6150 Fringes	22,275	14,543	60,891	60,891	71,838
6325 Construction Materials	168	531	-	-	
6328 Signs	32	126	-	-	
6402 Legal Fees	-	-	-	-	
6404 Consulting Services	20,144	17,093	80,000	425,255	180,000
6408 Contractor Fees	63,050	-	70,000	70,000	90,000
6425 CEA Equip. Rental	-	-	10,877	10,877	11,930
6599 Other Contracts / Obligations	-	105	-	-	-
6801 Land	-	-	-	80,000	-
6804 Machinery & Equipment	-	-	-	-	28,000
6809 Infrastructure Construction	442,278	379,499	9,265,097	8,253,765	10,620,204
Total Expense	$ 609,941	$ 453,113	$ 9,657,124	$ 9,071,047	$ 11,192,055

DETAILED SUMMARY OF 2013 PROPOSED EXPENDITURES > $15,000

2012	Street	From	To	Storm-water Utility	
Labor Pool				261,921	
CEA				11,930	
Consulting Services	Construction Services			50,000	
	Land Acquisition Services			10,000	
	Modeling for Storm Sewer Const Projects			20,000	
	West Wisconsin Area	Design and Permitting		100,000	
	Subtotal			**180,000**	
Land Acquisition				-	
	Subtotal			**-**	
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000	
	Surface restoration for mini sewer from previous year			90,000	
	Storm Laterals, Manholes, Inlets, Mini's Prior to Asphalt Paving			86,330	
	Storm Laterals, Manholes, Inlets, Mini's Prior to Concrete Paving			168,725	
	Flood Reports			200,000	
	Native Landscaping			50,000	
	Reid Golf Course Pond - Enterprise Agreement/Const			291,000	
	Theodore Study Storage at AEHS - Phase 2			7,249,648	
	Subtotal			**8,335,703**	
New Construction	Cherryvale Ave	Apple Creek Corridor	2000' s/o	120,900	
	Subtotal			**120,900**	
Reconstruction	Ballard Rd (liner)	Randall Ave	RR tracks	27,200	
	WWTP storm interceptor			1,827,386	
	Subtotal			**1,854,586**	
Reconstruction (on streets to be paved in 2014)	Byrd St	Oneida St	Jarchow St	12,000	
	Circle St	Drew St	Meade St	58,605	
	Cotter St	Haskell St	Second St	78,825	
	Eighth St	Elm St	Elm St e/o	20,000	*
	Eldorado St	Union St	Meade St	1,200	
	Elm St	Eigth St	Lawrence St.	20,000	*
	Fifth St	Mueller St	Story St	600	
	Fremont St	Kernan Ave	Telulah Ave	40,650	
	Haskell St	Cotter St	Grider ST	38,085	
	Heritage Woods Dr	Valley Rd	1390' north	4,250	
	Lawrence St	Elm St	Superior St.	20,000	*
	Lindbergh St	Oneida St	Drew St	31,125	
	Lynndale Dr	Fourth St	Everett St	73,675	
	Subtotal			**399,015**	
Total				$ 11,164,055	

* Stormsewer reconstruction on these streets has been moved up to coincide with construction of the Fox Cities Exhibition Center.

Machinery & Equipment

Sewer Camera	$ 28,000
	$ 28,000

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	0	0	0	0	300,000	300,000
Permits	18,485	28,442	8,468	26,000	26,000	21,000	21,000
Interest Income	695,624	800,088	317,064	600,000	600,000	600,000	600,000
Charges for Services	6,716,663	7,134,321	4,268,108	7,155,125	7,155,125	0	8,047,607
Other Revenues	1,360,775	1,035,934	76,454	258,975	558,975	41,475	643,298
TOTAL REVENUES	8,791,547	8,998,785	4,670,094	8,040,100	8,340,100	962,475	9,611,905
EXPENSES BY LINE ITEM							
Regular Salaries	95,161	111,556	94,616	117,617	117,617	0	130,095
Labor Pool Allocations	642,804	573,014	613,907	922,568	922,568	274,157	953,331
Call Time	2,521	1,800	1,190	3,075	3,075	2,450	2,450
Overtime	21,550	20,580	6,450	25,654	25,654	20,500	22,439
WW Unscheduled Overtime	0	0	0	0	0	4,843	0
Temp. Full-Time	8,370	9,395	6,692	0	0	548	3,132
Part-Time	0	2,291	4,057	5,747	5,747	0	0
Other Compensation	2,757	0	0	1,125	1,125	625	6,180
Shift Differential	2,032	1,530	1,042	2,011	2,011	1,531	1,531
Sick Pay	35,118	71,008	3,345	0	0	0	0
Vacation Pay	83,954	70,421	61,664	0	0	0	0
Fringes	382,349	320,247	294,799	444,882	444,882	0	438,529
Salaries & Fringe Benefits	1,276,616	1,181,842	1,087,762	1,522,679	1,522,679	304,654	1,557,687
Training & Conferences	1,747	1,663	986	7,300	7,300	6,800	6,800
Parking Permits	311	612	612	612	612	612	612
Office Supplies	242	30	91	40	40	40	40
Memberships & Licenses	12,205	12,050	12,000	14,060	14,060	14,060	14,060
Postage & Freight	18,040	16,238	10,018	16,000	16,000	16,500	16,500
Awards & Recognition	35	35	0	35	35	35	35
Insurance	15,996	22,944	41,331	27,370	27,370	27,370	28,390
Leases	0	0	145	0	0	0	0
Rent	53,867	40,000	0	40,000	40,000	55,210	55,210
Depreciation Expense	1,656,122	1,798,662	1,302,913	1,900,000	1,900,000	1,900,000	2,065,000
Uncollectible Accounts	3,237	3,810	1,159	3,000	3,000	3,000	3,000
Interest Payments	1,582,460	1,540,489	1,311,003	1,711,216	1,711,216	1,358,756	1,522,111
Debt Issuance Costs	60,198	59,898	38,183	56,900	56,900	56,900	71,946
Gain/Loss on Refund Amort.	0	0	0	0	0	0	33,081
Trans Out - General Fund	12,500	12,500	9,375	12,500	12,500	12,500	12,500
Administrative Expense	3,416,960	3,508,931	2,727,816	3,789,033	3,789,033	3,451,783	3,829,285
Landscape Supplies	814	428	474	2,420	2,420	10,360	10,360
Shop Supplies & Tools	1,089	894	1,204	2,612	2,612	2,700	2,700
Books & Library Materials	0	0	490	100	100	100	100
Miscellaneous Supplies	0	51	0	0	0	0	0
Printing & Reproduction	2,723	2,979	2,413	2,700	2,700	2,900	2,900
Clothing	255	197	0	255	255	55	55
Construction Materials	44,171	30,665	59,578	71,390	71,390	90,617	90,617
Miscellaneous Equipment	6,752	8,313	6,613	6,658	6,658	12,070	14,570
Signs	32	126	0	0	0	0	0
Supplies & Materials	55,836	43,653	70,772	86,135	86,135	118,802	121,302
Accounting/Audit	7,686	10,054	0	7,810	7,810	7,935	7,935
Legal Fees	436	150	120	600	600	600	600
Bank Services	24,296	22,421	11,576	23,000	23,000	23,000	17,500
Consulting Services	446,429	395,670	497,272	424,820	932,253	649,776	649,776
Collection Services	0	0	0	0	0	90,000	90,000
Contractor Fees	177,541	72,613	135,790	180,055	180,055	102,256	102,256
Tipping Fees	40,798	31,330	33,618	44,583	44,583	50,000	50,000
Other Interfund Charges	247-	0	0	0	0	0	0
Interfund Allocations	0	0	645-	0	0	0	0
Other Contracts/Obligations	0	20,151	5,667	0	0	18,000	11,000
Purchased Services	696,939	552,389	683,398	680,868	1,188,301	941,567	929,067
Electric	283	265	185	305	305	279	279

Description	2010 Actual	2011 Actual	2012 YTD Actual	2012 Adopted Budget	2012 Amended Budget	2013 Requested Budget	2013 Adopted Budget
Water	1,498	1,453	1,556	1,728	1,728	2,306	2,306
Telephone	734	795	536	912	912	840	840
Utilities	2,515	2,513	2,277	2,945	2,945	3,425	3,425
Equipment Repair & Maintenanc	0	115	0	0	0	0	0
Facilities Charges	0	2,939	3,061	18,000	18,000	5,000	5,000
Software Support	6,463	6,763	19,547	26,083	26,083	21,656	22,466
CEA Equipment Rental	329,322	282,711	191,212	406,495	406,495	7,000	390,045
Grounds Repair & Maintenance	1,241	1,300	620	4,000	4,000	3,000	3,000
Repair & Maintenance	337,026	293,828	214,440	454,578	454,578	36,656	420,511
Land	0	0	43,548	0	80,000	0	0
Machinery & Equipment	0	0	0	0	0	0	28,000
Infrastructure Construction	442,278	379,499	1,669,421	9,265,097	8,253,765	10,124,204	10,620,204
Capital Expenditures	442,278	379,499	1,712,969	9,265,097	8,333,765	10,124,204	10,648,204
TOTAL EXPENSES	6,228,170	5,962,655	6,499,434	15,801,335	15,377,436	14,981,091	17,509,481

CITY OF APPLETON 2013 BUDGET

STORMWATER UTILITY

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2010 Actual	2011 Actual	2012 Budget	2012 Projected	2013 Budget
Revenues					
Charges for Services	$ 6,716,402	$ 7,133,010	$ 7,155,125	$ 7,155,125	$ 8,047,607
Miscellaneous	60,364	63,729	53,000	53,000	351,000
Total Revenues	6,776,766	7,196,739	7,208,125	7,208,125	8,398,607
Expenses					
Operating Expenses	2,916,892	2,551,104	2,463,595	2,338,322	2,612,788
Depreciation	1,656,122	1,798,662	1,900,000	1,900,000	2,065,000
Total Expenses	4,573,014	4,349,766	4,363,595	4,238,322	4,677,788
Operating Income (Loss)	2,203,752	2,846,973	2,844,530	2,969,803	3,720,819
Non-Operating Revenues (Expenses)					
Interest Income	695,623	800,088	600,000	600,000	600,000
Interest Expense	(1,582,460)	(1,540,489)	(1,711,216)	(1,711,216)	(1,522,111)
Gain/Loss on Refunding	-	-	-	(4,936)	(33,081)
Amortization of Premium on Debt Issue	10,387	11,740	11,475	26,710	113,298
Amortization of Debt Expense	(60,198)	(59,898)	(56,900)	(56,851)	(71,946)
Other	-	-	-	-	-
Total Non-Operating	(936,648)	(788,559)	(1,156,641)	(1,146,293)	(913,840)
Income (Loss) Before Contributions and Transfers	1,267,104	2,058,414	1,687,889	1,823,510	2,806,979
Contributions and Transfers In (Out)					
Capital Contributions	1,308,771	990,218	220,500	520,500	500,000
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	2,563,375	3,036,132	1,895,889	2,331,510	3,294,479
Total Net Assets - Beginning	50,240,894	52,804,269	55,840,401	55,840,401	58,171,911
Total Net Assets - Ending	$ 52,804,269	$ 55,840,401	$ 57,736,290	$ 58,171,911	$ 61,466,390

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year				9,251,891	5,891,854
+ Net Income				2,331,510	3,294,479
+ Depreciation				1,900,000	2,065,000
+ Long Term Debt				13,190,000	6,000,000
- Contributed Capital				(520,500)	(500,000)
- Fixed Assets				(9,371,047)	(11,192,055)
- Principal Repayment				(10,890,000)	(2,150,000)
Working Cash - End of Year				$ 5,891,854	$ 3,409,278

The current annual rate of $125.00 per ERU became effective July 1, 2010. A rate increase of 24% to $155 per ERU will be effective on 7/1/2013.

CITY OF APPLETON 2013 BUDGET

CALCULATION OF RATE INCREASE DOCUMENTATION

Revenues	2012 Budget	2012 Projected	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Charges for Services	$ 7,155,125	$ 7,155,125	$ 8,047,607	$ 8,872,355	$ 8,916,717	$ 9,652,346	$ 10,343,391
Miscellaneous	53,000	53,000	351,000	53,000	53,000	55,000	57,000
Total Revenues	7,208,125	7,208,125	8,398,607	8,925,355	8,969,717	9,707,346	10,400,391
Expenses							
Operating Expenses	2,463,595	2,338,322	2,612,788	2,691,172	2,771,907	2,855,064	2,940,716
Depreciation	1,900,000	1,900,000	2,065,000	2,190,000	2,315,000	2,440,000	2,565,000
Total Expenses	4,363,595	4,238,322	4,677,788	4,881,172	5,086,907	5,295,064	5,505,716
Operating Income	2,844,530	2,969,803	3,720,819	4,044,183	3,882,810	4,412,282	4,894,675
Non-Operating Revenues (Expenses)							
Interest Income	600,000	600,000	600,000	300,000	300,000	200,000	200,000
Interest Expense	(1,711,216)	(1,711,216)	(1,522,111)	(1,767,149)	(1,910,597)	(2,041,548)	(2,419,681)
Gain/Loss on Refunding	-	(4,936)	(33,081)	(32,035)	(30,298)	(28,010)	(25,650)
Premium on Debt Issue	11,475	26,710	113,298	109,744	104,031	96,588	88,898
Amortization of Debt Expense	(56,900)	(56,851)	(71,946)	(74,269)	(75,610)	(79,164)	(79,166)
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	(1,156,641)	(1,146,293)	(913,840)	(1,463,709)	(1,612,474)	(1,852,134)	(2,235,599)
Net Income Before Transfers	1,687,889	1,823,510	2,806,979	2,580,474	2,270,336	2,560,148	2,659,076
Contributions and Transfers In (Out)							
Capital Contributions	220,500	520,500	500,000	191,950	-	183,000	167,750
Capital Projects	-	-	-	-	(60,000)	(250,000)	-
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	1,895,889	2,331,510	3,294,479	2,759,924	2,197,836	2,480,648	2,814,326
Total Net Assets - Beginning	55,840,401	55,840,401	58,171,911	61,466,390	64,226,314	66,424,150	68,904,798
Total Net Assets - Ending	$ 57,736,290	$ 58,171,911	$ 61,466,390	$ 64,226,314	$ 66,424,150	$ 68,904,798	$ 71,719,125

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	9,251,891	5,891,854	3,409,278	3,942,633	3,972,825	3,391,534
+ Net Income	2,331,510	3,294,479	2,759,924	2,197,836	2,480,648	2,814,326
+ Depreciation	1,900,000	2,065,000	2,190,000	2,315,000	2,440,000	2,565,000
+ Long Term Debt	13,190,000	6,000,000	4,000,000	4,000,000	8,500,000	6,500,000
- Contibuted Capital	(520,500)	(500,000)	(191,950)	-	(183,000)	(167,750)
- Fixed Assets	(9,371,047)	(11,192,055)	(5,854,619)	(5,912,644)	(11,038,939)	(8,209,485)
- Principal Repayment	(10,890,000)	(2,150,000)	(2,370,000)	(2,570,000)	(2,780,000)	(3,125,000)
Working Cash - End of Year	$ 5,891,854	$ 3,409,278	$ 3,942,633	$ 3,972,825	$ 3,391,534	$ 3,768,626
25% Working Capital Reserve (prior year's audited expenses)		1,015,510	1,036,850	1,117,705	1,173,751	1,227,278
Coverage Ratio	1.63	1.70	1.51	1.33	1.33	1.38

ASSUMPTIONS:

Borrow approximately 75% of capital expenditures as detailed in the five year plan for years 2011-2015
Interest rate at 4% for 2013, 5% therafter
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:

Rate increase of 24% effective July 1, 2013 replacing the current annual rate of $125 per ERU that has been in effect since July 1, 2010. Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. Next rate increase anticipated in July, 2016 of approximately 18% in conjunction with plan presented to Council on June 15, 2011.

CITY OF APPLETON 2013 BUDGET
STORMWATER UTILITY
LONG TERM DEBT

	2003 Revenue Bonds		2004 Revenue Bonds		2006 Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2013	185,000	1,850	165,000	16,508	555,000	243,847
2014	-	-	175,000	1,696	565,000	219,941
2015	-	-	-	-	580,000	195,450
2016	-	-	-	-	590,000	170,481
2017	-	-	-	-	610,000	145,341
2018	-	-	-	-	625,000	119,128
2019	-	-	-	-	640,000	92,088
2020	-	-	-	-	450,000	70,522
2021	-	-	-	-	215,000	58,545
2022	-	-	-	-	225,000	48,811
2022	-	-	-	-	250,000	37,913
2023	-	-	-	-	250,000	26,663
2024	-	-	-	-	260,000	15,075
2025	-	-	-	-	270,000	3,038
2026	-	-	-	-		
	$ 187,003	$ 1,850	$ 342,004	$ 18,204	$ 6,085,000	$ 1,446,843

	2007 Revenue Bonds		2008 Revenue Bonds		2009 Revenue Bonds	
Year	Principal	Interest	Principal	Interest	Principal	Interest
2013	205,000	194,109	235,000	210,386	235,000	309,446
2014	215,000	185,078	245,000	201,899	250,000	406,970
2015	220,000	175,781	250,000	193,193	275,000	398,908
2016	230,000	166,113	260,000	183,693	300,000	389,533
2017	240,000	156,019	270,000	173,155	315,000	378,826
2018	250,000	145,031	275,000	162,205	355,000	365,420
2019	265,000	133,523	300,000	150,455	360,000	351,070
2020	275,000	121,344	300,000	138,455	605,000	329,320
2021	290,000	107,375	320,000	125,255	710,000	301,970
2022	305,000	92,313	335,000	111,177	740,000	269,895
2023	320,000	76,500	350,000	95,411	775,000	238,320
2024	335,000	59,938	365,000	78,613	805,000	206,420
2025	355,000	42,438	380,000	61,118	840,000	172,225
2026	370,000	24,125	400,000	43,200	875,000	135,619
2027	390,000	4,875	420,000	24,525	915,000	96,471
2028	-	-	440,000	4,950	955,000	55,005
2029					1,000,000	11,125
	$ 4,265,000	$ 1,684,562	$ 5,145,000	$ 1,957,690	$ 10,310,000	$ 4,416,543

	2012 Revenue Bonds		TOTAL		
Year	Principal	Interest	Principal	Interest	Total
2013	570,000	420,965	2,150,000	1,397,111	3,547,111
2014	770,000	406,565	2,220,000	1,422,149	3,642,149
2015	970,000	380,890	2,295,000	1,344,222	3,639,222
2016	985,000	351,453	2,365,000	1,261,273	3,626,273
2017	1,030,000	320,890	2,465,000	1,174,231	3,639,231
2018	1,050,000	289,540	2,555,000	1,081,324	3,636,324
2019	1,100,000	248,665	2,665,000	975,801	3,640,801
2020	1,145,000	203,315	2,775,000	862,956	3,637,956
2021	1,190,000	156,165	2,725,000	749,310	3,474,310
2022	880,000	117,865	2,485,000	640,061	3,125,061
2023	740,000	92,415	2,435,000	540,559	2,975,559
2024	495,000	75,728	2,000,000	420,699	2,420,699
2025	255,000	66,086	1,830,000	341,867	2,171,867
2026	260,000	58,065	1,905,000	261,009	2,166,009
2027	270,000	49,773	1,575,000	151,119	1,726,119
2028	280,000	41,170	280,000	41,170	321,170
2029	285,000	32,053	285,000	32,053	317,053
2030	295,000	22,547	295,000	22,547	317,547
2031	305,000	12,716	305,000	12,716	317,716
2032	315,000	2,559	315,000	2,559	317,559
	$ 13,190,000	$ 3,349,425	$ 35,925,000	$ 12,734,736	$ 48,659,736

Note: Schedule is based on accrual method of accounting. Revenue bonds in amount of $6,000,000 will be issued in 2013. Expected interest expense of the issue in 2013 is $125,000 as 4%.

CITY OF APPLETON
2013 BUDGET RESOLUTION

Resolved,

The 2013 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 $31,584,761 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 $3,100,722 for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of $2,075,188 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 $8,102,113, 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 $13,000,000, including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an Official Statement be prepared and distributed by the Director of Finance in support of the sale.

Be it further resolved,

That all projects included herein are not appropriated or authorized to proceed until non-tax funding sources are committed without recourse.

CITY OF APPLETON
2013 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions

DEPARTMENT	2010	2011	2012	2013
City Attorney & Clerk	8.67	8.67	8.67	8.67
Finance Department	9.85	8.85	8.85	8.85
Homeless & Block Grants	0.85	0.95	0.95	0.50
Fire Department	98.50	97.00	96.00	96.00
Health Department	12.86	12.61	12.36	12.36
Health Grants	3.34	3.39	1.89	1.64
Information Services	15.00	12.00	12.00	12.00
Library	45.50	45.00	44.50	44.50
Mayor's Office	3.00	2.00	2.00	2.00
Facilities Management	7.76	19.82	19.88	10.23
Facilities Capital	1.00	0.40	0.40	0.40
Parks & Recreation	32.22	5.45	5.45	15.05
Reid Golf Course	1.70	1.55	1.53	1.73
Human Resources	6.15	6.15	6.15	6.15
Risk Management	2.98	2.98	2.98	2.98
Community & Economic Devel.	14.90	17.88	18.13	18.13
Housing & Community Devel.	2.00	2.00	1.00	1.00
Police Department	135.50	133.00	134.00	134.00
Public Works	53.92	62.01	62.49	62.08
Sanitation	19.79	18.89	17.89	16.99
CEA	15.11	15.11	15.11	15.01
Parking	11.47	11.47	11.17	11.18
Capital (TIF, Subdivision, etc.)	5.98	4.16	2.42	2.79
Stormwater Utility	17.75	18.73	18.98	19.67
Water Utility	37.76	36.51	36.64	36.71
Wastewater Utility	29.28	29.42	29.93	29.21
Valley Transit	52.65	52.65	51.83	53.83
Total Regular Employees	645.47	628.64	623.18	623.63

CITY OF APPLETON 2013 BUDGET
PERSONNEL ADDITIONS/DELETIONS

		Dept. Request		Exec. Budget		Adopted Budget	
		No.	Amount	No.	Amount	No.	Amount
GENERAL FUND							
City Attorney / Clerk							
Deputy City Clerk	C	-	-	(1.00)	(61,647)	(1.00)	(61,647)
Admin Clerk III	C	-	-	1.00	55,113	1.00	55,113
Admin Clerk III		0.50	28,892	-	-	-	-
LIBRARY							
Library Page Clerk	B	(0.50)	(22,749)	(0.50)	(22,749)	(0.50)	(22,749)
Volunteer Coordinator	D	0.50	19,776	0.50	19,776	0.50	19,776
PARKS & RECREATION							
PRFM Director		0.30	38,409	0.30	38,409	0.30	38,409
Recreation Program Supervisor	A	(3.00)	(269,498)	(3.00)	(269,498)	(3.00)	(269,498)
Recreation Manager	A	1.00	91,716	1.00	91,716	1.00	91,716
Recreation Programmer	A	2.00	170,148	2.00	170,148	2.00	170,148
Grounds Manager	E	1.00	102,425	1.00	102,425	1.00	102,425
Grounds Coordinator	E	8.30	557,038	8.30	557,038	8.30	557,038
PUBLIC WORKS							
5th Floor Customer Service		0.50	27,406	-	-	-	-
Total General Fund:		**10.60**	**743,563**	**9.60**	**680,731**	**9.60**	**680,731**
SPECIAL REVENUE FUNDS							
Housing, Homeless and Block Grants							
Grants Manager	A	(0.45)	(40,944)	(0.45)	(40,944)	(0.45)	(40,944)
Health Grants							
Grants Manager	A	(0.05)	(4,549)	(0.05)	(4,549)	(0.05)	(4,549)
Grant Funded Public Health Nurses		(0.20)	(14,246)	(0.20)	(14,246)	(0.20)	(14,246)
SANITATION							
Laborer	A	(1.00)	(59,156)	(1.00)	(59,156)	(1.00)	(59,156)
Total Special Revenue Fund:		**(1.70)**	**(118,895)**	**(1.70)**	**(118,895)**	**(1.70)**	**(118,895)**
ENTERPRISE FUNDS							
VALLEY TRANSIT							
Driver - Full Time	A	2.00	119,532	2.00	119,532	2.00	119,532
Driver - Part Time	A	0.63	23,883	0.63	23,883	0.63	23,883
Driver - Part Time		(0.63)	(23,883)	(0.63)	(23,883)	(0.63)	(23,883)
Reid Golf Course							
PRFM Director		0.05	6,402	0.05	6,402	0.05	6,402
Golf Course Specialist	A	0.15	4,727	0.15	4,727	0.15	4,727
Total Internal Service Fund:		**2.20**	**130,661**	**2.20**	**130,661**	**2.20**	**130,661**
INTERNAL SERVICE FUNDS							
FACILITIES & CONSTRUCTION MANAGEMENT							
PRFM Director		(0.35)	(44,811)	(0.35)	(44,811)	(0.35)	(44,811)
Grounds Manager	E	(1.00)	(102,425)	(1.00)	(102,425)	(1.00)	(102,425)
Grounds Coordinator	E	(8.30)	(557,038)	(8.30)	(557,038)	(8.30)	(557,038)
Total Internal Service Fund:		**(9.65)**	**(704,274)**	**(9.65)**	**(704,274)**	**(9.65)**	**(704,274)**
TOTAL CITY:		**1.45**	**51,055**	**0.45**	**(11,777)**	**0.45**	**(11,777)**

NOTE: All dollar figures are for salaries and benefits; unfunded positions are not shown in departments' FTE headcount.

(A) Personnel change has previously been approved by Council during 2012 .
(B) Partially offset by additional part time shelver hours; net reduction $11,975.
(C) Partial year expense; change to take place upon retirement of current Deputy Clerk, expected approx. mid-March.
(D) Total cost partially supported by $9,000 / year from the Friends of Appleton Libary (FOAL).
(E) Parks, Recreation & Facilities Management grounds maintenance staff moved to Parks & Recreation Grounds Maintenance program.

CITY OF APPLETON 2013 BUDGET
ASSESSED PROPERTY VALUES

	01/01/11	01/01/12	Change in Dollars	Change in Percent
Tax Increment Districts # 2 - 8	$ 164,432,801	$ 161,248,575	$ (3,184,226)	-1.94%
Outagamie County				
Real Estate	3,919,417,300	3,932,674,200	13,256,900	0.34%
Personal Property	122,087,700	121,367,900	(719,800)	-0.59%
Total With TID:	4,041,505,000	4,054,042,100	12,537,100	0.31%
Total Without TID:	3,976,957,916	3,990,675,175	13,717,259	0.34%
Calumet County				
Real Estate	650,079,600	654,637,200	4,557,600	0.70%
Personal Property	11,576,500	12,506,100	929,600	8.03%
Total With TID:	661,656,100	667,143,300	5,487,200	0.83%
Total Without TID:	573,720,114	579,420,197	5,700,083	0.99%
Winnebago County				
Real Estate	74,533,000	74,386,600	(146,400)	-0.20%
Personal Property	5,258,600	5,861,300	602,700	11.46%
Total With TID:	79,791,600	80,247,900	456,300	0.57%
Total Without TID:	67,841,869	70,089,353	2,247,484	3.31%
All Counties With TIDs:	**$ 4,782,952,700**	**$ 4,801,433,300**	**$ 18,480,600**	**0.39%**
All Counties Without TIDs:	**$ 4,618,519,899**	**$ 4,640,184,725**	**$ 21,664,826**	**0.47%**

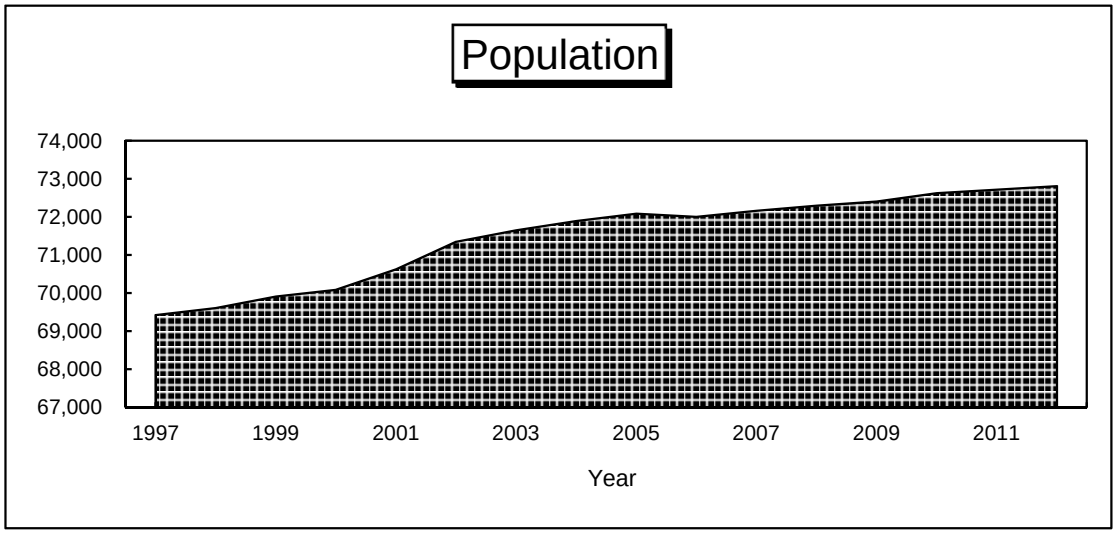
CITY OF APPLETON 2013 BUDGET
EQUALIZED PROPERTY VALUES

		01/01/11	01/01/12	Change in Dollars	Change in Percent
TID # 2	Gross	$ 18,383,800	$ 17,481,300	$ (902,500)	-4.91%
	Base (1991)	(4,050,900)	(4,050,900)	-	0.00%
	Increment	14,332,900	13,430,400	(902,500)	-6.30%
TID # 3	Gross	60,565,900	57,140,600	(3,425,300)	-5.66%
	Base (1993)	(18,940,800)	(18,940,800)	-	0.00%
	Increment	41,625,100	38,199,800	(3,425,300)	-8.23%
TID # 5	Gross	12,588,600	12,385,500	(203,100)	-1.61%
	Base (1999)	(4,669,500)	(4,669,500)	-	0.00%
	Increment	7,919,100	7,716,000	(203,100)	-2.56%
TID # 6	Gross	99,900,000	96,718,200	(3,181,800)	-3.18%
	Base (2000)	(12,141,600)	(12,141,600)	-	0.00%
	Increment	87,758,400	84,576,600	(3,181,800)	-3.63%
TID # 7	Gross	37,516,500	35,813,800	(1,702,700)	-4.54%
	Base (2007)	(25,657,000)	(25,657,000)	-	0.00%
	Increment	11,859,500	10,156,800	(1,702,700)	-14.36%
TID # 8	Gross	3,618,900	8,186,200	4,567,300	126.21%
	Base (2009) *	(2,693,100)	(6,135,100)	(3,442,000)	127.81%
	Increment	925,800	2,051,100	1,125,300	100.00%
Total All Increments:		**$ 164,420,800**	**$ 156,130,700**	**$ (8,290,100)**	**-5.04%**
Outagamie County					
	Real Estate	3,935,398,000	3,806,611,500	(128,786,500)	-3.27%
	Personal Property	122,196,500	121,349,100	(847,400)	-0.69%
Total With TID:		4,057,594,500	3,927,960,600	(129,633,900)	-3.19%
Total Without TID:		3,992,791,600	3,866,563,300	(126,228,300)	-3.16%
Calumet County					
	Real Estate	648,743,400	630,708,200	(18,035,200)	-2.78%
	Personal Property	11,576,500	12,505,700	929,200	8.03%
Total With TID:		660,319,900	643,213,900	(17,106,000)	-2.59%
Total Without TID:		572,561,500	558,637,300	(13,924,200)	-2.43%
Winnebago County					
	Real Estate	73,960,600	74,372,800	412,200	0.56%
	Personal Property	5,228,500	5,861,300	632,800	12.10%
Total With TID:		79,189,100	80,234,100	1,045,000	1.32%
Total Without TID:		67,329,600	70,077,300	2,747,700	4.08%
All Counties With TIDs:		**$ 4,797,103,500**	**$ 4,651,408,600**	**$ (145,694,900)**	**-3.04%**
All Counties Without TIDs:		**$ 4,632,682,700**	**$ 4,495,277,900**	**$ (137,404,800)**	**-2.97%**

* TIF # 8 was amended in 2011 to include the Eagle Flats property, formerly Riverside Paper mill.

CITY OF APPLETON
2013 BUDGET
POPULATION ESTIMATES

Year		Outagamie County	Calumet County	Winnebago County	Total
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
2012	Est.	60,240	11,080	1,490	72,810



CITY OF APPLETON
2013 BUDGET
GLOSSARY

ADA: Americans with Disabilities Act.

AD VALOREM TAX: A tax based on value (e.g., a property tax).

AGENCY FUND: A fund consisting of resources received and held by the governmental unit as an agent for others; for example, taxes collected and held by a municipality for a school district.

APPLIED EQUITY: An amount projected to be available from current and past years' equity balances to be consumed in lieu of raising taxes or other revenues. Application of equity prevents unneeded equity from accumulating, and should be utilized in a planned conservative manner.

APPROPRIATION: An authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT: (1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

ASSESSMENT ROLL: In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. In the case of other property, the official list containing the name and address of each owner of such property and its assessed value.

BALANCED BUDGET: A balanced budget is one in which total anticipated revenues equal or exceed total budgeted expenditures for each fund. Budgets may also be balanced by use of unallocated reserves available if fund balance policies permit.

BASIS OF ACCOUNTING/BASIS OF BUDGET: The basis of budget or of accounting refers to the timing of revenue and expenditure recognition. With few exceptions, the budget is prepared on the same basis as the City's annual financial statements, which is the modified accrual basis for all governmental funds and the accrual basis for proprietary funds. Under the modified accrual basis, revenues are recognized when they become measurable and available and expenditures generally when the related liability is incurred. Under the accrual basis, revenues are recognized when they occur, regardless of the timing of related cash flows. One significant difference between the basis of accounting and the basis of budget is in the treatment of capital expenditures in the proprietary funds, which are included in operating expenditures for budget purposes.

BOND: Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security. The difference between a note and a bond is that the latter is issued for a longer period (over ten years) and requires greater legal formality.

BOND ANTICIPATION NOTES: Short-term notes of a municipality sold in anticipation of bond issuance, which are full faith and credit obligations of the governmental unit and are to be retired from the proceeds of the bonds to be issued.

BOND DISCOUNT: The excess of the face value of a bond over the price for which it is acquired or sold.

CITY OF APPLETON
2013 BUDGET
GLOSSARY

BOND FUND: A fund established to receive and disburse the proceeds of a governmental bond issue.

BOND PREMIUM: The excess of the price at which a bond is acquired or sold, over its face value.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption and sometimes, the plan finally approved by the body.

BUDGET ADJUSTMENT: A legal procedure requiring Council action to revise a budget appropriation. (City staff has the prerogative to adjust certain expenditures within a department budget.)

BUDGET MESSAGE: A general discussion of the budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

BUDGET PROCESS: The budget process consists of activities that encompass the development, implementation, communication and evaluation of a plan for the provision of services and capital assets that allows for public input.

CAPITAL BUDGET: A plan for acquisition or construction of assets embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

CAPITAL OUTLAY: Expenditures for equipment, vehicles or machinery with multi-year useful lives.

CAPITAL PROJECT FUND: Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by enterprise and trust funds.

CBM: Central Building Maintenance – see discussion under Facilities below.

CENTRAL EQUIPMENT AGENCY (CEA): To account for the user fees and costs associated with the operation and maintenance of various City owned vehicles.

CERTIFIED PUBLIC ACCOUNTANT: An accountant to whom a state has given a certificate showing that he/she has met prescribed requirements designed to insure competence on the part of the public practitioner in accounting and that he/she is permitted to use the designation Certified Public Accountant, commonly abbreviated as C.P.A.

CHARGES FOR SERVICES: User charges for services provided by the City to those specifically benefiting from those services.

CMAR: Compliance Maintenance Annual Report – a required report of the Wastewater utility.

COMMITTEE OF JURISDICTION: A City committee which is responsible for evaluating the programs under its jurisdiction to determine program definition, goals and objectives, costs, efficiency and effectiveness.

CONTRACTUAL SERVICES: Services rendered to the City by private firms, individuals, or other government agencies. Examples include pest control, equipment maintenance, and professional services.

CPTED: Crime Prevention Through Environmental Design, an Appleton Police Department analysis program.

DEBT: A financial obligation resulting from the borrowing of money. Debts of governments include bonds, notes and land contracts.

DEBT LIMIT: The maximum amount of legally permitted outstanding gross or net debt.

DEBT SERVICE FUND: A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a sinking fund.

DEFERRED SPECIAL ASSESSMENTS: Special assessments which have been levied but are not yet due.

DEFICIT: The excess of an entity's liabilities over its assets (see Fund Balance), the excess of expenditures or expenses over revenues during a single accounting period.

DELINQUENT SPECIAL ASSESSMENTS: Special assessments remaining unpaid on and after the date on which a penalty for non-payment is attached.

DEPARTMENT: A major administrative subset of the City, which has overall management responsibility for an operation or a group of related operations within a functional area. A department is often comprised of several divisions. City Departments include: Administrative Services, Inspection, Police, Fire, Health, Planning & Development, Public Works, Library, Water, and Parks & Recreation.

DIRECT DEBT: The debt, which a governmental unit has incurred in its own name or assumed through the annexation of territory.

DMR: Discharge Monitoring Report– a required report of the Wastewater utility.

ENCUMBRANCE: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUNDS: (1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g. water, gas and electric utilities; airports; parking garages; or transit systems). In this case the governing body intends that cost (i.e. expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

EQUALIZED VALUE: The State's estimate of the full value of property; used to apportion property tax levies of counties, school districts and municipalities among tax districts.

CITY OF APPLETON
2013 BUDGET
GLOSSARY

ERU: Equivalent Residential Unit - the basis of charges for stormwater management, equal to 2,368 square feet of impervious surface.

EXECUTIVE BUDGET: The aggregate of information, proposals and estimates prepared and submitted to the legislative body by the chief executive officer.

EXPENDABLE TRUST FUND: A trust fund whose resources, including both principal and earnings, may be expended. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

EXPENDITURES: Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental transfers. Expenditures exist in governmental funds.

EXPENSES: Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses exist in enterprise and internal service funds.

FACILITIES CHARGES: The fees charged by the Facilities and Construction Management Internal Service Fund for building and equipment maintenance services performed. This fund was formerly known as Central Building Management (CBM) and was discontinued and merged with the Water and Wastewater Utilities as of the 2003 budget, in conformance with the requirements of Governmental Accounting Standards Board Standard #34 (GASB 34). It has been re-established with a City-wide mandate as of the 2007 budget.

FIDUCIARY FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

FISCAL PERIOD: Any period at the end of which a governmental unit determines its financial condition and the results of its operations and closes 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 multiple pools of similarly qualified staff in order to most efficiently match available staff to necessary functions. Personnel costs are charged directly to the various programs used to account for other costs of the activity.

LABOR POOL (UNALLOCATED): The non-chargeable costs of the Labor Pool work force are accounted for as unallocated labor pool in the examples of certain budgets. These costs include vacation, sick time, funeral, and jury leave.

LAPSING/NON-LAPSING BUDGET: A Lapsing budget is one for which spending authority terminates at year-end. All operating and capital budgets are considered lapsing with the exception of grant Special Revenue funds that are legally restricted for certain purposes (such as Housing and Community Development Grants).

LEVY: (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MA: Medical Assistance, a program funded by the State of Wisconsin to help provide necessary medical care and vaccinations to persons in need.

MODIFIED ACCRUAL: Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., when they are both measurable and available and expenditures are recorded when the related fund liability is incurred.

MUNICIPAL CORPORATION: A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population and usually is organized with the consent of its residents.

NONEXPENDABLE TRUST FUND: A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

OPERATING BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

PERFORMANCE MEASUREMENT/PERFORMANCE OBJECTIVES: Various criteria for evaluating the outcomes of various programs, often non-financial measures. General categories include outcomes from the perspective of the direct recipient of the service (client benefits), outcomes from the broader perspective of the City (strategic outcomes), and volume measures or outputs (work process outputs) and efficiency measures (cost per unit).

PROGRAM: A logical grouping of department activities, which serve the same broad objective. Program structure may be distinguished from organization structure because a program concerns 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.

CITY OF APPLETON
PROJECT DEFINITIONS

CAPITAL IMPROVEMENT PROJECT

A permanent addition to the City's assets of major importance and cost. The cost of land acquisition, construction, renovation, demolition, equipment and studies are included. Project assets should have a multi-year useful life or extend the useful life of an existing asset. The "program" includes projects costing $25,000 or greater.

PROJECT COMPONENTS

Plans: Expenditures for feasibility studies, preliminary plans, and final plans required in the development of a capital improvement project.

Land Acquisition: Expenditures for the purchase of land.

Construction: Expenditures for construction of roads, bridges, new buildings or facilities, expansion, extension or for the demolition of existing facilities.

Other: Expenditures for accessory equipment of a newly constructed, rehabilitated or acquired facility. In addition, some acquisitions of major equipment purchases will be considered capital improvements.

FUNDING

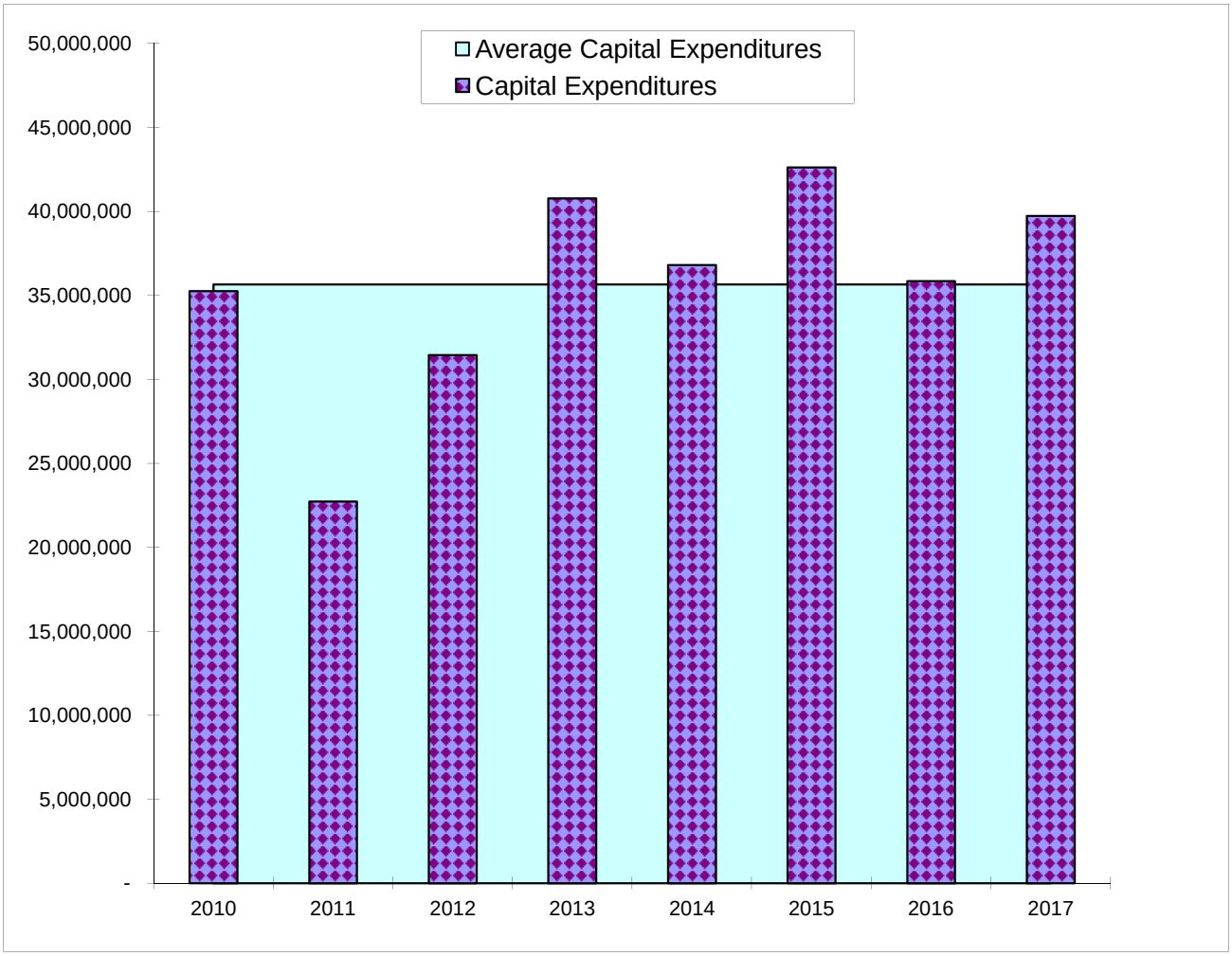
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy.

Note/Bond: This source of funding is generated through the borrowing of funds (principal) at a cost (interest). General Obligation Notes and Revenue Bonds are the main instruments used. The City typically sells 5-8 year serial notes and pays off a portion of the principal each year. In general, the City seeks to fund one-time major infrastructure projects (bridges, buildings) with borrowed capital in order to spread the fiscal impact over several years.

User Fees: Charges assessed based on the cost of capacity of the system and the volume of service provided to the customer.

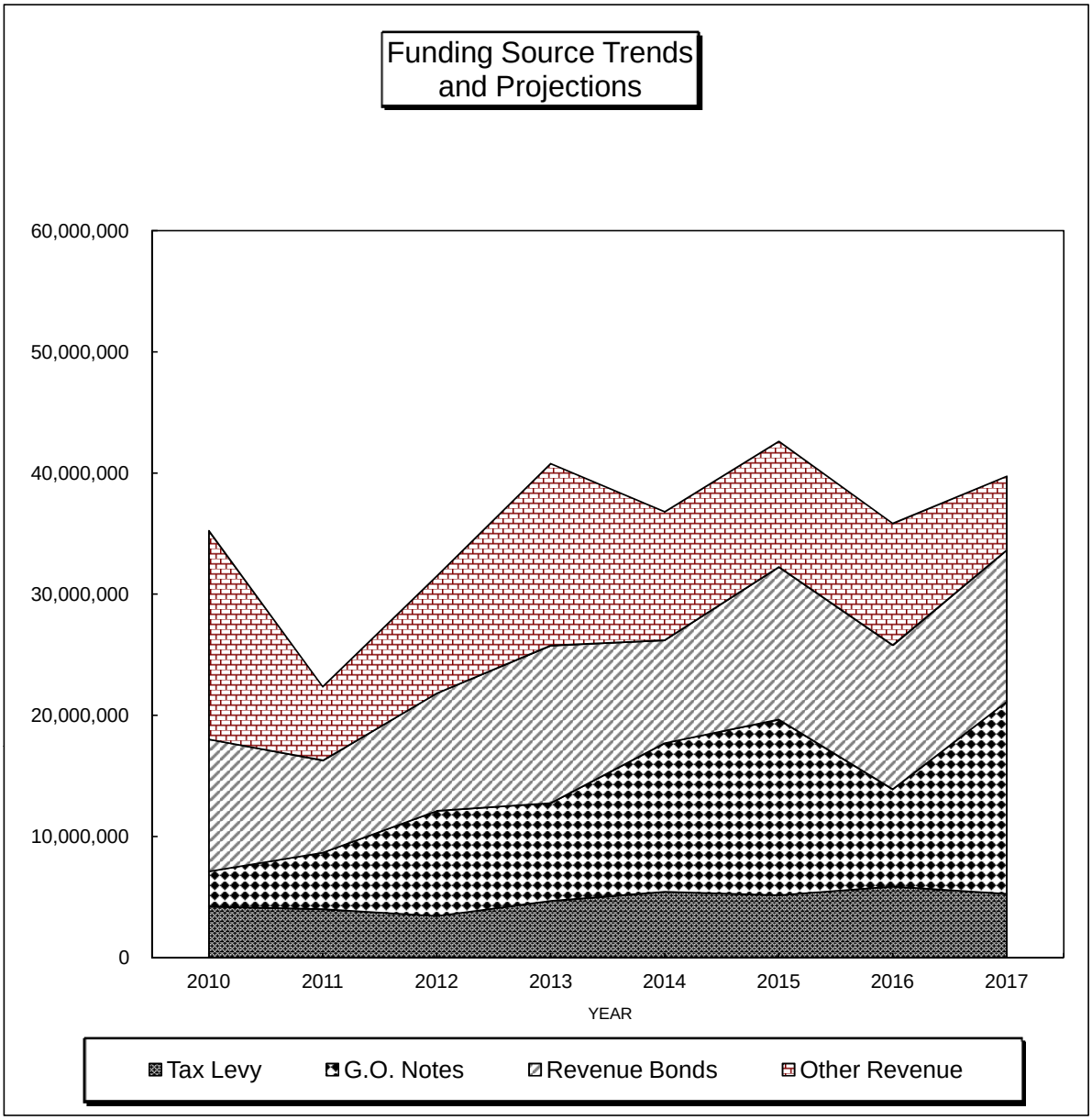
Other: Funds provided by the State of Wisconsin and/or the U.S. Federal Government (grants), contributions by developers to finance their projects, donations or interjurisdictional payments (contractual agreement to provide services to other jurisdictions who then share in the cost of the project, thus reducing the cost to the City).

CITY OF APPLETON 2013 BUDGET
CAPITAL IMPROVEMENTS PROGRAM 2010 - 2017



The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2010 - 2017. The totals for 2013 include projects related to addressing water plant capacity issues and construction of stormwater detention infrastructure to meet the requirements of NR 151/216. 2015 includes construction of a new water tower and major renovations to the Erb Park swimming pool. The years 2015 - 2017 include funds to address space needs and community growth for the Library and security, access, and space needs for City Hall. 2016 and 2017 also include additional stormwater management facilities and a further development of the City-wide stormwater management plan.

CITY OF APPLETON 2013 BUDGET
CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES



This graph represents how the capital improvements program budget is financed. The total for revenue bonds for 2010 - 2017 includes funding for additional water transmission lines, as well as projects related to addressing water plant capacity issues in 2013, and a replacement for the aging water meter radio-read system in 2013 - 2016. Significant Stormwater management infrastructure is required to meet NR 151/216 regulations in all five years, including a major retention facility in 2013. The totals for general obligation debt for 2015 and 2017 include funds to address security, access, and space needs at City Hall and the Library. The spike in other revenues in 2013 represents funding for approximately 25,000 recycling carts which will be distributed to residences City-wide. The debt will be repaid through the collection of a $3/quarter charge to customers beginning in the second quarter of 2013.

City of Appleton 2013 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2013 - 2017
PROJECT CATEGORY LIST FOR 2013

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
585	TIF District # 8 - Foremost Site Redevelopment	CD	-	500,000	-		-	500,000
586	Exhibition Center	CD	-	2,773,356	-		-	2,773,356
587	Street Lighting Improvements	PW	-	62,256	-		-	62,256
588	Traffic Grid Expansion / Signal Improvements	PW	-	31,824	-		-	31,824
589	Traffic Camera Program / Signal Battery Backup	PW	-	58,614	-		-	58,614
591	Bridge Improvements	PW	-	221,895	-		-	221,895
592	Asphalt Paving Program	PW	1,280,817	-	-	o	87,800	1,368,617
596	Concrete Paving Program	PW	2,738,403	651,168	-	o	1,701,697	5,091,268
602	Grade & Gravel Program	PW	-	-	-	sd	373,176	373,176
604	Sidewalk Program	PW	661,101	-	-	o	195,940	857,041
606	Stormwater Program	SW	-	-	6,000,000	st	5,164,065	11,164,065
612	Water Main Program	WD	-	-	667,960	w	1,718,216	2,386,176
618	Sanitary Sewer Program	WW	-	-	-	s	2,022,930	2,022,930
	Facilities							
624	Facilities Master Planning & Construction	FMD	-	40,000	-		-	40,000
625	Fire Protection	FMD	-	35,000	-	s	150,000	185,000
626	Grounds Improvements	FMD	-	100,000	-		-	100,000
627	HVAC Upgrades	FMD	-	45,000	-	o	120,000	165,000
628	Library Meeting Room Wall & Security	FMD	-	130,000	-		-	130,000
629	Library Security Cameras	LIB	-	55,000	-		-	55,000
631	Roof Replacement	FMD	-	340,000	-	s	145,000	485,000
633	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	110,000	110,000
634	Water Plant Process Improvements	WF	-	-	4,620,000		-	4,620,000
	Equipment							
637	GIS Upgrade	CD	-	40,000	-	o	10,000	50,000
641	Self Contained Breathing Apparatus Replacement	FD	-	527,900	-		-	527,900
642	Portable Radios	PD/FD	-	1,094,625	-	o	136,000	1,230,625
645	Residential Recycling Carts	PW	-	-	-	o	1,375,000	1,375,000
647	Information Services Equipment & Infrastrucure	IS	-	543,000	-	o	45,000	588,000
648	Water Meter Radio Read System Replacement	WD	-	-	1,712,040		-	1,712,040
650	Water PAC Fire Monitoring System	WF	-	-	-	w	140,000	140,000
651	Pressure Zone Control Valve Stations	WF	-	-	-	w	38,000	38,000
653	Bar Screen Replacement	WW	-	-	-	s	1,000,000	1,000,000
659	Sewer Camera Replacement / Upgrade	WW / SW	-	-	-	o	56,000	56,000
660	Total Maximum Daily Load Wastewater Planning	WW	-	-	-	s	250,000	250,000
	Quality of Life							
661	Reid Golf Course Improvements	PRFM	-	-	-	o	38,000	38,000
662	AMP - Park Renovations	PRFM	-	205,000	-	o	125,000	330,000
663	Erb Pool / Pavilion Renovations	PRFM	-	185,000	-		-	185,000
666	Pierce Park Band Shelter	PRFM	-	150,000	-		-	150,000
667	Playground Areas	PRFM	-	90,000	-		-	90,000
670	Skate Park	PRFM	-	35,000	-		-	35,000
672	Tennis Courts	PRFM	-	140,000	-		-	140,000
	Issue Costs net of Available Funds Applied	PRFM	-	47,475	-		-	47,475
			4,680,321	8,102,113	13,000,000		15,001,824	40,784,258

Other Supplemental Information:		
Sewer User Fees (s):	*	3,678,430
Water User Fees (w):		1,938,716
Stormwater User Fees (st):		5,194,565
Subdivision (sd):		2,017,675
Other (o):		2,172,438
		15,001,824

* Sewer user fees includes the use of $1,000,000 from the DNR Replacement Fund.

City of Appleton 2013 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2013 - 2017
PROJECT CATEGORY LIST FOR 2014

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
584	TIF District # 6 - Southpoint Commerce Park	CD	-	274,259	-	o	11,239	285,498
587	Street Lighting Improvements	PW	-	55,372	-		-	55,372
588	Traffic Grid Expansion / Signal Improvements	PW	-	150,454	-		-	150,454
589	Traffic Camera Program / Signal Battery Backup	PW	-	58,112	-		-	58,112
590	Traffic Sign Retroreflectivity Mandate	PW	-	258,658	-		-	258,658
591	Bridge Improvements	PW	-	180,308	-		-	180,308
592	Asphalt Paving Program	PW	1,432,948	20,000	-		-	1,452,948
596	Concrete Paving Program	PW	3,188,139	3,247,983	-	o	1,838,560	8,274,682
602	Grade & Gravel Program	PW	-	421,817	-		-	421,817
604	Sidewalk Program	PW	818,840	485,610	-	sd	232,102	1,536,552
606	Stormwater Program	SW	-	-	4,000,000	o	1,854,619	5,854,619
612	Water Main Program	WD	-	-	2,500,000	o	490,679	2,990,679
618	Sanitary Sewer Program	WW	-	-	-	o	3,089,870	3,089,870
	Facilities							
624	Facilities Master Planning & Construction	FMD	-	950,000	-		-	950,000
626	Grounds Improvements	FMD	-	240,000	-	s	30,000	270,000
627	HVAC Upgrades	FMD	-	200,000	-	o	45,000	245,000
630	PRFM Facility	FMD	-	150,000	-		-	150,000
631	Roof Replacement	FMD	-	-	-	s	75,000	75,000
632	Wastewater Sludge Storage Building Expansion	FMD	-	-	-	s	1,500,000	1,500,000
633	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	120,000	120,000
	Equipment							
639	Personal Protective Equipment	FD	-	32,000	-		-	32,000
640	Rescue Boat Replacement	FD	-	46,500	-		-	46,500
643	Engineering/Survey Equipment Replacement	PW	-	35,000	-		-	35,000
644	CEA Fuel Site Upgrade	PW	-	500,000	-		-	500,000
647	Information Services Equipment & Infrastrucure	IS	-	500,000	-		-	500,000
648	Water Meter Radio Read System Replacement	WD	-	-	2,000,000	w	759,001	2,759,001
652	Tower Mixer Installations	WF	-	-	-	w	60,000	60,000
655	Everett Street Lift Station Improvements	WW	-	-	-	s	250,000	250,000
	Quality of Life							
661	Reid Golf Course Improvements	PRFM	-	-	-	o	42,800	42,800
662	AMP - Park Renovations	PRFM	-	500,000	-		-	500,000
663	Erb Pool / Pavilion Renovations	PRFM	-	2,300,000	-		-	2,300,000
664	Park Development	PRFM	-	-	-	o	150,000	150,000
665	Pavilion / Restroom Improvements	PRFM	-	110,000	-		-	110,000
667	Playground Areas	PRFM	-	90,000	-		-	90,000
668	Prospect Park Project	WF	-	48,800	-		-	48,800
669	Riverfront Initiatives	PRFM	-	1,100,000	-		-	1,100,000
670	Skate Park	PRFM	-	175,000	-	o	50,000	225,000
672	Tennis Courts	PRFM	-	45,000	-		-	45,000
673	Trails, Trail Connections, & Park Access	PRFM	-	95,000	-		-	95,000
			5,439,927	12,269,873	8,500,000		10,598,870	36,808,670

Other Supplemental Information:		
Sewer User Fees (s):	*	4,803,620
Water User Fees (w):		985,730
Stormwater User Fees (st):		1,662,669
Subdivision (sd):		1,807,822
Other (o):		1,339,029
		10,598,870

* Sewer user fees includes no use of the DNR Replacement Fund.

City of Appleton 2013 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2013 - 2017
PROJECT CATEGORY LIST FOR 2015

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
584	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	o	34,000	34,000
587	Street Lighting Improvements	PW	-	55,372	-		-	55,372
588	Traffic Grid Expansion / Signal Improvements	PW	-	31,824	-		-	31,824
589	Traffic Camera Program / Signal Battery Backup	PW	-	34,650	-		-	34,650
590	Traffic Sign Retroreflectivity Mandate	PW	-	300,000	-		-	300,000
591	Bridge Improvements	PW	-	434,257	-		-	434,257
592	Asphalt Paving Program	PW	1,241,649	214,325	-		-	1,455,974
596	Concrete Paving Program	PW	3,088,837	-	-	sd	1,575,383	4,664,220
602	Grade & Gravel Program	PW	191,309	214,325	-	o	279,367	685,001
604	Sidewalk Program	PW	633,962	-	-	sd	221,033	854,995
606	Stormwater Program	SW	-	-	4,000,000	st	1,852,644	5,852,644
612	Water Main Program	WD	-		-	o	2,941,506	2,941,506
618	Sanitary Sewer Program	WW	-	-	2,000,000	o	1,054,503	3,054,503
	Facilities							
624	Facilities Master Planning & Construction	FMD	-	11,000,000	-		-	11,000,000
626	Grounds Improvements	FMD	-	30,000	-	s	50,000	80,000
627	HVAC Upgrades	FMD	-	200,000	-	o	150,000	350,000
631	Roof Replacement	FMD	-	300,000	-		-	300,000
633	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	115,000	115,000
635	Water Tower Construction	WF	-	-	2,200,000		-	2,200,000
	Equipment							
646	Public Works Equipment Replacement	PW	-	-	-	st	60,000	60,000
647	Information Services Equipment & Infrastrucure	IS	-	700,000	-		-	700,000
648	Water Meter Radio Read System Replacement	WD	-	-	2,400,000	w	360,540	2,760,540
652	Tower Mixer Installations	WF	-	-	-	w	60,000	60,000
656	Lift Station Trailer-Mounted Emergency Generator	WW	-	-	-	s	65,000	65,000
658	Receiving Station Improvements	WW	-	-	-	s	1,000,000	1,000,000
660	Total Maximum Daily Load Wastewater Planning	WW	-	-	2,000,000	s	500,000	2,500,000
	Quality of Life							
661	Reid Golf Course Improvements	PRFM	-	-	-	o	44,500	44,500
662	AMP - Park Renovations	PRFM	-	200,000	-		-	200,000
664	Park Development	PRFM	-	400,000	-		-	400,000
665	Pavilion / Restroom Improvements	PRFM	-	105,000	-		-	105,000
667	Parks - Playground Areas	PRFM	-	90,000	-		-	90,000
672	Tennis Courts	PRFM	-	110,000	-		-	110,000
673	Trails, Trail Connections, & Park Access	PRFM	-	150,000	-		-	150,000
			5,155,757	14,569,753	12,600,000		10,363,476	42,688,986

Other Supplemental Information:		
Sewer User Fees (s):	*	2,697,403
Water User Fees (w):		3,124,724
Stormwater User Fees (st):		1,912,644
Subdivision (sd):		1,796,416
Other (o):		832,289
		10,363,476

* Sewer user fees includes no use from the DNR Replacement Fund.

City of Appleton 2013 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2013 - 2017
PROJECT CATEGORY LIST FOR 2016

Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
584	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	o	164,229	164,229
588	Traffic Grid Expansion / Signal Improvements	PW	-	31,824	-		-	31,824
589	Traffic Camera Program / Signal Battery Backup	PW	-	34,650	-		-	34,650
591	Bridge Improvements	PW	-	307,817	-		-	307,817
592	Asphalt Paving Program	PW	1,262,243	223,874	-		-	1,486,117
596	Concrete Paving Program	PW	3,875,590	-	-	sd	1,639,010	5,514,600
602	Grade & Gravel Program	PW	-	223,874	-		-	223,874
604	Sidewalk Program	PW	738,930	-	-	sd	231,997	970,927
606	Stormwater Program	SW	-	-	8,500,000	o	2,288,939	10,788,939
612	Water Main Program	WD	-	-	1,400,000	o	1,678,203	3,078,203
618	Sanitary Sewer Program	WW	-	-	-	s	2,586,381	2,586,381
	Facilities							
624	Facilities Master Planning & Construction	FMD	-	1,500,000	-		-	1,500,000
626	Grounds Improvements	FMD	-	30,000	-		-	30,000
627	HVAC Upgrades	FMD	-	-	-	o	110,000	110,000
631	Roof Replacement	FMD	-	260,000	-		-	260,000
633	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	535,000	535,000
	Equipment							
638	Additional Vehicle, Station # 6	FD	-	750,000	-		-	750,000
646	Public Works Equipment Replacement	PW	-	-	-	st	250,000	250,000
647	Information Services Equipment & Infrastrucure	IS	-	700,000	-		-	700,000
648	Water Meter Radio Read System Replacement	WD	-	-	2,000,000	w	262,110	2,262,110
651	Pressure Zone Control Valve Stations	WF	-	-	-	w	250,000	250,000
	Quality of Life							
661	Reid Golf Course Improvements	PRFM	-	-	-	o	47,000	47,000
664	Park Development	PRFM	-	1,625,000	-		-	1,625,000
665	Pavilion / Restroom Improvements	PRFM	-	105,000	-		-	105,000
667	Parks - Playground Areas	PRFM	-	90,000	-		-	90,000
669	Riverfront Initiatives	PRFM	-	1,800,000	-		-	1,800,000
671	Telulah Park Improvements	PRFM	-	270,000	-		-	270,000
672	Tennis Courts	PRFM	-	75,000	-		-	75,000
			5,876,763	8,027,039	11,900,000		10,042,869	35,846,671

Other Supplemental Information:		
Sewer User Fees (s):	*	2,586,381
Water User Fees (w):		1,435,094
Stormwater User Fees (st):		2,355,939
Subdivision (sd):		1,871,007
Other (o):		1,794,448
		10,042,869

* Sewer user fees includes no use of the DNR Replacement Fund.

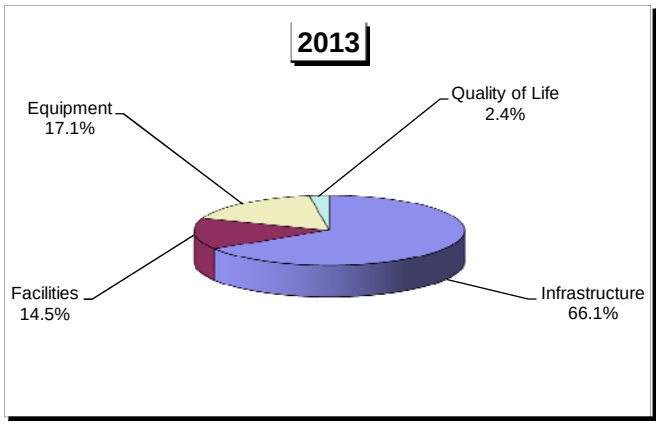
City of Appleton 2013 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2013 - 2017
PROJECT CATEGORY LIST FOR 2017

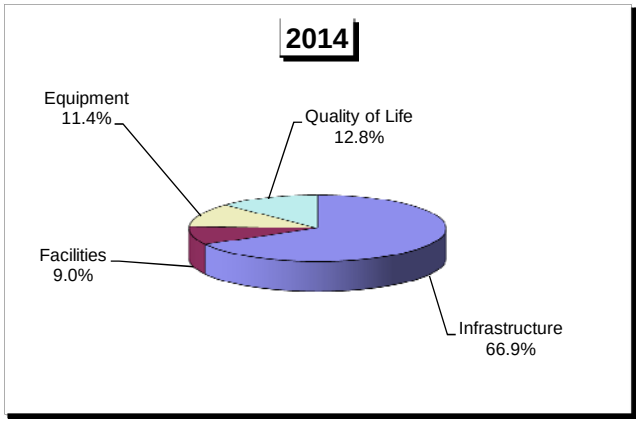
Page	Project	Dept Code	Funding Source: Tax Levy	G.O. Notes	Rev. Bonds		Other	Project Total
	Infrastructure							
584	TIF District # 6 - Southpoint Commerce Park	CD	-	-	-	o	41,000	41,000
588	Traffic Grid Expansion / Signal Improvements	PW	-	31,824	-		-	31,824
589	Traffic Camera Program / Signal Battery Backup	PW	-	25,000	-		-	25,000
590	Traffic Sign Retroreflectivity Mandate	PW	-	50,000	-		-	50,000
591	Bridge Improvements	PW	-	421,824	-		-	421,824
592	Asphalt Paving Program	PW	1,261,894	20,000	-		-	1,281,894
596	Concrete Paving Program	PW	3,284,244	4,934,027	-		-	8,218,271
602	Grade & Gravel Program	PW	-	-	-	o	320,084	320,084
604	Sidewalk Program	PW	728,688	151,000	-	sd	227,036	1,106,724
606	Stormwater Program	SW	-	-	6,500,000	o	1,709,485	8,209,485
612	Water Main Program	WD	-		2,500,000	o	1,123,832	3,623,832
618	Sanitary Sewer Program	WW	-	-	2,300,000	o	365,322	2,665,322
	Facilities							
624	Facilities Master Planning & Construction	FMD	-	8,500,000	-		-	8,500,000
626	Grounds Improvements	FMD	-	180,000	-		-	180,000
627	HVAC Upgrades	FMD	-	50,000	-	w	50,000	100,000
631	Roof Replacement	FMD	-	85,000	-		-	85,000
633	Parking Utility - Ramp Maintenance	PAR	-	-	-	o	900,000	900,000
	Equipment							
636	Folder / Inserter	ATT	-	10,082	-	o	20,163	30,245
643	Engineering/Survey Equipment Replacement	PW	-	35,000	-		-	35,000
647	Information Services Equipment & Infrastrucure	IS	-	500,000	-		-	500,000
649	Lake Station Traveling Screen Replacement	WF	-	-	-	w	800,000	800,000
654	Influent / Effluent Flow Meter Improvements	WW	-	-	1,200,000		-	1,200,000
657	PLC Replacement / SCADA Upgrade	WW	-	-	-	s	500,000	500,000
	Quality of Life							
661	Reid Golf Course Improvements	PRFM	-	-	-	o	37,500	37,500
665	Pavilion / Restroom Improvements	PRFM	-	105,000	-		-	105,000
667	Playground Areas	PRFM	-	90,000	-		-	90,000
669	Riverfront Initiatives	PRFM	-	500,000	-		-	500,000
672	Tennis Courts	PRFM	-	30,000	-		-	30,000
673	Trails, Trail Connections, & Park Access	PRFM	-	150,000	-		-	150,000
			5,274,826	15,868,757	12,500,000		6,094,422	39,738,005

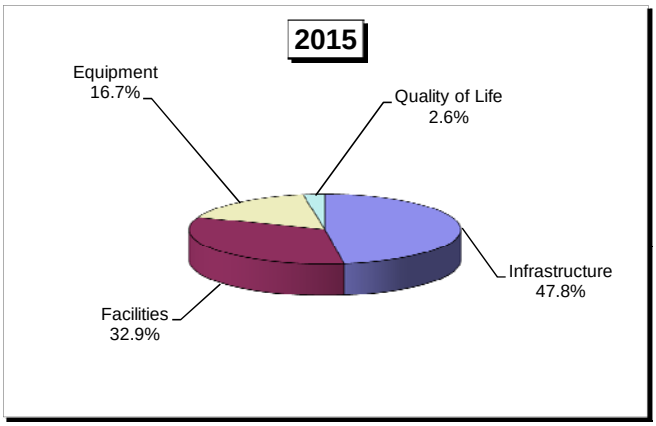
Other Supplemental Information:		
Sewer User Fees (s):	*	681,543
Water User Fees (w):		1,672,053
Stormwater User Fees (st):		1,548,456
Subdivision (sd):		227,036
Other (o):		1,965,334
		6,094,422

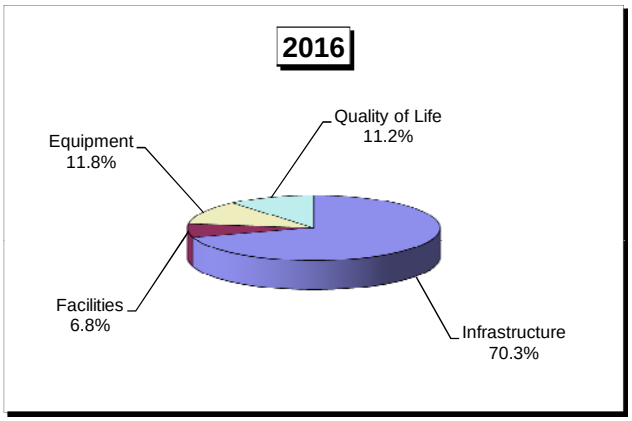
* Sewer user fees includes the use of $500,00 of the DNR Replacement Fund.

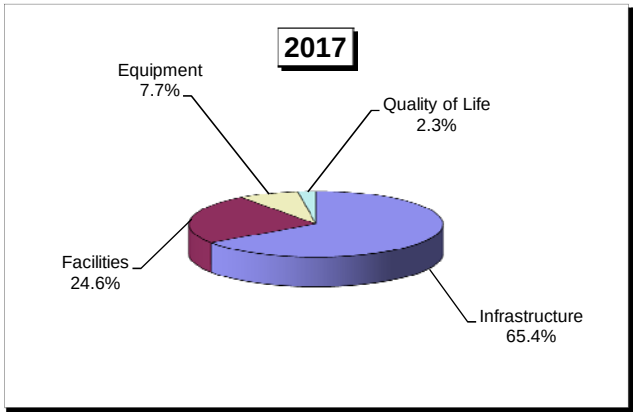
CITY OF APPLETON 2013 BUDGET
CAPITAL IMPROVEMENTS PROGRAM 2013 - 2017
CAPITAL PROJECTS BY CATEGORY

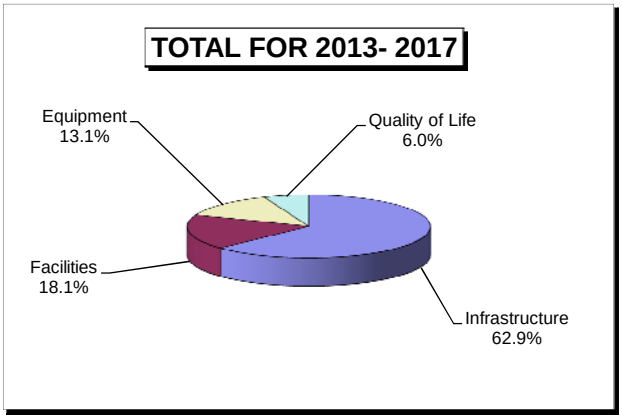








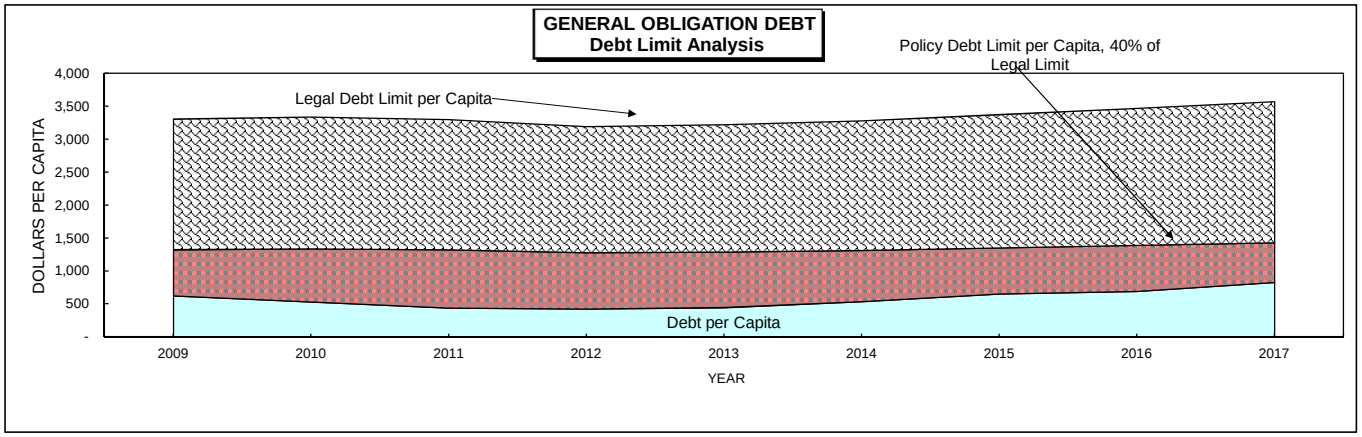




CITY OF APPLETON 2013 BUDGET

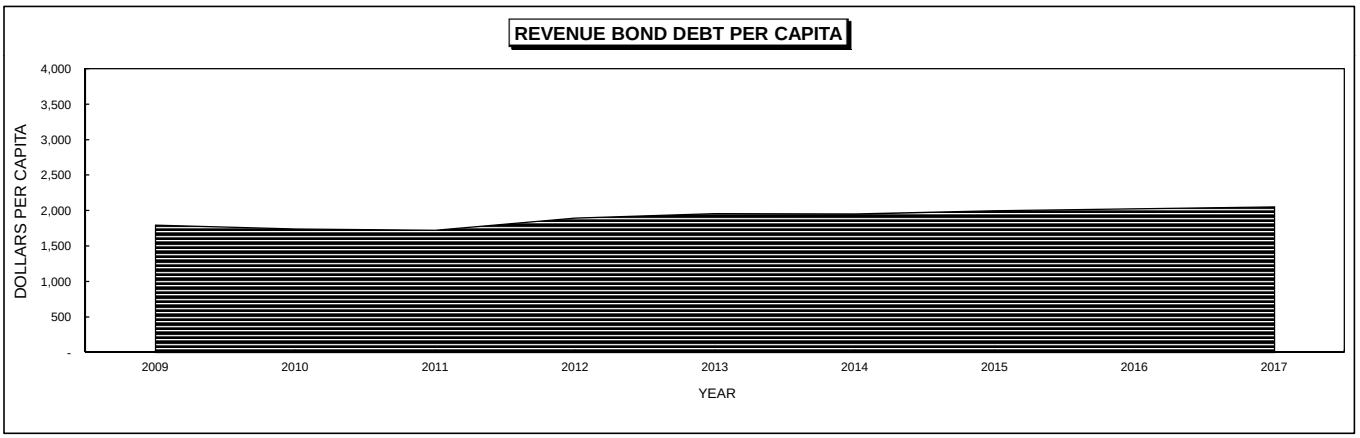
Outstanding Debt

	2009	2010	2011	2012	2013	2014	2015	2016	2017
Equalized value	4,789,062,900	4,851,596,300	4,797,103,500	4,651,408,600	4,697,922,700	4,791,881,200	4,935,637,600	5,083,706,700	5,236,217,900
Legal G.O. Debt Limit	239,453,145	242,579,815	239,855,175	232,570,430	234,896,135	239,594,060	246,781,880	254,185,335	261,810,895
Outstanding G.O. Debt	44,890,325	38,354,552	31,695,977	30,821,438	32,310,019	38,940,558	47,566,570	50,476,309	60,642,693
Population	72,400	72,623	72,715	72,810	72,913	73,016	73,119	73,223	73,327
G.O. Debt per capita									
Legal Limit	3,307	3,340	3,299	3,194	3,222	3,281	3,375	3,471	3,570
Policy Limit	1,323	1,336	1,319	1,278	1,289	1,313	1,350	1,389	1,428
Actual	620	528	436	423	443	533	651	689	827
Revenue Bonds									
Outstanding Bonds	130,113,990	126,374,002	125,358,020	137,795,000	142,755,000	142,485,000	146,115,000	148,390,000	150,555,000
Revenue Bonds per capita	1,797	1,740	1,724	1,893	1,958	1,951	1,998	2,027	2,053

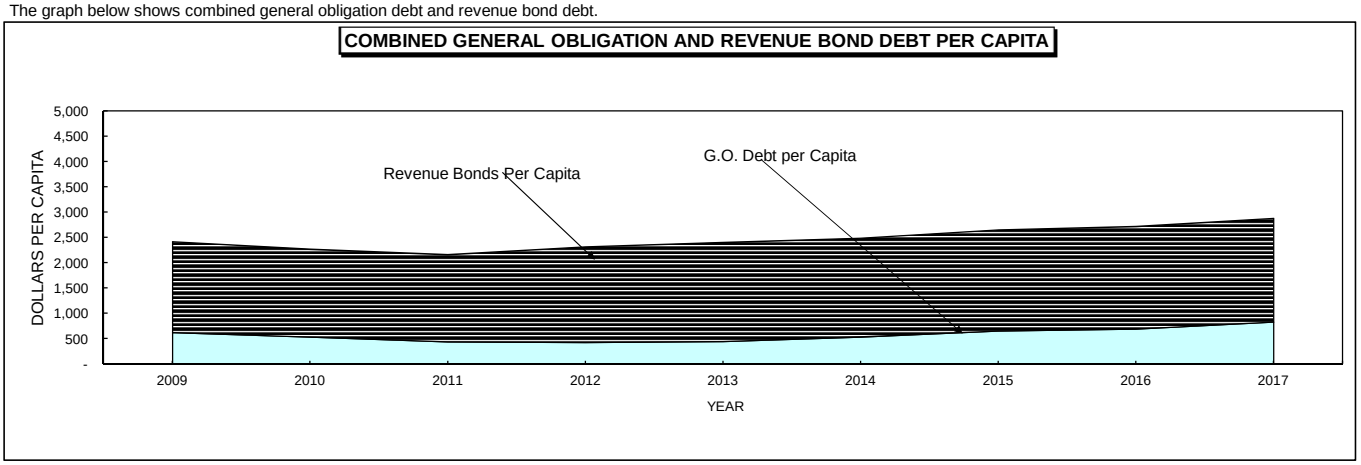


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2013- 2017 include estimates for population and equalized valuation figures based on the actual increase experienced from 2009 to 2012.

The level of revenue bond debt for the same period is shown below to assess the total debt picture.



The graph below shows combined general obligation debt and revenue bond debt.



CITY OF APPLETON 2013 BUDGET
CAPITAL IMPROVEMENTS PROGRAM

NOTES

CITY OF APPLETON
CAPITAL IMPROVEMENTS PROGRAM 2013 - 2017
PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2013 - 2017 Capital Improvements Program are included in this section.

CITY OF APPLETON 2012 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2013-2017
PROJECT CATEGORY LIST

Page	Project	Dept Code	2013	2014	2015	2016	2017
	Infrastructure						
584	TIF District # 6 - Southpoint Commerce Park	CD	-	285,498	34,000	164,229	41,000
585	TIF District # 8 - Riverfront / Foremost Site	CD	500,000	-	-	-	-
586	Exhibition Center	CD	2,773,356	-	-	-	-
587	Street Lighting Improvements / LEDs	PW	62,256	55,372	55,372	-	-
588	Traffic Grid Expansion / Signal Improvements	PW	31,824	150,454	31,824	31,824	31,824
589	Traffic Camera Program / Signal Battery Backup	PW	58,614	58,112	34,650	34,650	25,000
590	Traffic Sign Retroreflectivity Mandate	PW	-	258,658	300,000	-	50,000
591	Bridge Improvements	PW	221,895	180,308	434,257	307,817	421,824
592	Asphalt Paving Program	PW	1,368,617	1,452,948	1,455,974	1,486,117	1,281,894
596	Concrete Paving Program	PW	5,091,268	8,274,682	4,664,220	5,514,600	8,218,271
602	Grade & Gravel Program	PW	373,176	421,817	685,001	223,874	320,084
604	Sidewalk Program	PW	857,041	1,536,552	854,995	970,927	1,106,724
606	Stormwater Program	SW	11,164,065	5,854,619	5,852,644	10,788,939	8,209,485
612	Watermain Program	WD	2,386,176	2,990,679	2,941,506	3,078,203	3,623,832
618	Sanitary Sewer Program	WW	2,022,930	3,089,870	3,054,503	2,586,381	2,665,322
	Facilities						
624	Facilities Master Planning & Construction	PRFM	40,000	950,000	11,000,000	1,500,000	8,500,000
625	Fire Protection	PRFM	185,000	-	-	-	-
626	Grounds Improvements	PRFM	100,000	270,000	80,000	30,000	180,000
627	HVAC Upgrades	PRFM	165,000	245,000	350,000	110,000	100,000
628	Library Security Upgrades	PRFM	130,000	-	-	-	-
629	Library Security Cameras	LIB	55,000	-	-	-	-
630	PRFM Facility	PRFM	-	150,000	-	-	-
631	Roof Replacements	PRFM	485,000	75,000	300,000	260,000	85,000
632	Wastewater Sludge Storage Building Expansion	PRFM	-	1,500,000	-	-	-
633	Parking Utility - Ramp Maintenance	PAR	110,000	120,000	115,000	535,000	900,000
634	Water Plant Process Improvements	WF	4,620,000	-	-	-	-
635	Water Tower Construction	WF	-	-	2,200,000	-	-
	Equipment						
636	Folder / Inserter	ATT	-	-	-	-	30,245
637	GIS Upgrades	CD	50,000	-	-	-	-
638	Additional Vehicle for Station # 6	FD	-	-	-	750,000	-
639	Personal Protective Equipment	FD	-	32,000	-	-	-
640	Rescue Boat Replacement	FD	-	46,500	-	-	-
641	Self Contained Breathing Apparatus Replacement	FD	527,900	-	-	-	-
642	Portable Radios	PD/FD	1,230,625	-	-	-	-

CITY OF APPLETON 2012 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2013-2017
PROJECT CATEGORY LIST

Page	Project	Dept Code	2013	2014	2015	2016	2017
	Equipment - Continued						
643	Engineering/Survey Equipment Replacement	PW	-	35,000	-	-	35,000
644	Fuel Containment Upgrade	PW	-	500,000	-	-	-
645	Residential Recycling Carts	PW	1,375,000	-	-	-	-
646	Public Works Equipment Replacement	SW	-	-	60,000	250,000	-
647	Information Services Equipment & Infrastructure	IS	588,000	500,000	700,000	700,000	500,000
648	Radio-Read System for Water Meters	WD	1,712,040	2,759,001	2,760,540	2,262,110	-
649	Lake Station Traveling Screen Replacement	WF	-	-	-	-	800,000
650	PAC Fire Monitoring System	WF	140,000	-	-	-	-
651	Pressure Zone Control Valve Stations	WF	38,000	-	-	250,000	-
652	Tower Mixer Installations	WF	-	60,000	60,000	-	-
653	Bar Screen Replacements	WW	1,000,000	-	-	-	-
654	Effluent Flow Meter Improvements	WW	-	-	-	-	1,200,000
655	Everett Steeet Lift Station Improvements	WW	-	250,000	-	-	-
656	Lift Station Trailer-Mounted Emergency Generator	WW	-	-	65,000	-	-
657	Programmable Logic Controller Replacement	WW	-	-	-	-	500,000
658	Receiving Station Improvements	WW	-	-	1,000,000	-	-
659	Sewer Camera Replacement / Upgrade	WW/SW	56,000	-	-	-	-
660	Total Max. Daily Load Facility Planning	WW	250,000	-	2,500,000	-	-
	Quality of Life						
661	Reid Golf Course Improvements	PRFM	38,000	42,800	44,500	47,000	37,500
662	AMP / Athletic Fields	PRFM	330,000	500,000	200,000	-	-
663	Erb Pool / Pavilion	PRFM	185,000	2,300,000	-	-	-
664	Park Development	PRFM	-	150,000	400,000	1,625,000	-
665	Pavilion / Restroom Improvements	PRFM	-	110,000	105,000	105,000	105,000
666	Pierce Park Band Shelter	PRFM	150,000	-	-	-	-
667	Playground Areas	PRFM	90,000	90,000	90,000	90,000	90,000
668	Prospect Park Project	WF/PRFM	-	48,800	-	-	-
669	Riverfront Initiatives	PRFM	-	1,100,000	-	1,800,000	500,000
670	Skate Park	PRFM	35,000	225,000	-	-	-
671	Telulah Park Improvements	PRFM	-	-	-	270,000	-
672	Tennis Courts	PRFM	140,000	45,000	110,000	75,000	30,000
673	Trails & Trail Connections	PRFM	-	95,000	150,000	-	150,000
			$40,736,783	$36,808,670	$42,688,986	$35,846,671	$39,738,005
	Issue Costs net of Available Funds Applied		47,212				
	Net		$40,783,995				

CITY OF APPLETON 2013 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 2014 and 2016 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 2016 to fund these costs.

The 2013 budget is for administration (other) costs including maintenance, real estate commissions, surveys, title insurance, and other costs associated with selling land and maintaining a high quality business park.

City infrastructure not included in cost summary below for 2013 includes:

	TIF # 6	Industrial Park Land Fund	Project Page
Concrete Paving Program	$ 6,359	$ 2,085	596

This represents engineering labor necessary in 2013 for preparation of 2014 concrete work.

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 2013. Any cost impacts for 2014 and beyond are unknown at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Comm Dev	Non-City Improvements	-	11,239	-	94,300	-	$ 105,539
Comm Dev	Site Grading/Prep	-	-	-	10,000	-	$ 10,000
Comm Dev	Administration	-	-	34,000	16,000	41,000	$ 91,000
Comm Dev	San. Area Assess.	-	-	-	43,929	-	$ 43,929
Industrial Park Land Fund		-	11,239	34,000	164,229	41,000	$ 250,468
Comm Dev	Non-City Improvements	-	161,234	-	-	-	$ 161,234
Comm Dev	Site Grading/Prep	-	30,000	-	-	-	$ 30,000
Comm Dev	Administration	-	45,525	-	-	-	$ 45,525
Comm Dev	San. Area Assess.	-	37,500	-	-	-	$ 37,500
TIF # 6		-	274,259	-	-	-	$ 274,259
Total - Southpoint Commerce Park Capital Projects		$ -	$ 285,498	$ 34,000	$ 164,229	$ 41,000	$ 524,727

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	202,473	-	104,300	-	$ 306,773
Other	-	83,025	34,000	59,929	41,000	$ 217,954
Total	$ -	$ 285,498	$ 34,000	$ 164,229	$ 41,000	$ 524,727
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	TIF #8 - Foremost Site Redevelopment - 935 E. John Street

PROJECT DESCRIPTION

Justification:

The City's Comprehensive Plan 2010-2030, Downtown Plan, and the Focus Fox River: A Master Plan have identified areas where redevelopment may be appropriate. Several key sites include the former Foremost Dairy property (935 E. John Street) on the north side of the river, the RiverHeath on the south, and the Eagle Flats property up the Fox River between Lawe Street and Olde Oneida Street. The City created Tax Increment Financing (TIF) District #8 in 2009, and amended it in 2011, 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.

The remediation, demolition and decommissioning of private dam (raceway) of 935 E. John Street was completed in 2012 with funds from a 0% interest loan with the DNR ($300,000), a Commerce Grant ($600,000) and the $500,000 escrow from Foremost Farms for the remediation of the site. Request for proposals was issued for the property in 2012 with the goal of site transfer for redevelopment in 2013. While the City obtained title to the property in 2011, payment for the land is not due until 2013. Utilities, insurance and facilities charges are budgeted for this property for

City infrastructure not included in cost summary below for 2013 includes:

	TIF # 8	Project Page
Concrete Paving Program	$ 10,423	596

Discussion of operating cost impact:

As the district develops, it may be necessary to add personnel for snow plowing, police patrols, and fire protection. There are no cost impacts for 2013. Any cost impacts for 2014 and beyond are unknown at this time.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Comm Dev	Promissory note	500,000	-	-	-	-	$ 500,000
Total - TIF #8 Capital Projects Fund		$ 500,000	$ -	$ -	$ -	$ -	$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	500,000		-	-	-	$ 500,000
Construction		-	-	-	-	$ -
Other	-	-	-	-	-	$ -
Total	$ 500,000	$ -	$ -	$ -	$ -	$ 500,000
Operating Cost Impact	$ 8,502	N/Q*	N/Q*	N/Q*	N/Q*	$ 8,502

* N/Q = Not Quantifiable

CITY OF APPLETON 2013 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 (total building approx. 70,000 sq. ft)
* $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 included four contingencies:
(1) FCEC secures a binding commitment from the Radisson Paper Valley Hotel 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 and the Fox Cities Convention & Visitors Bureau approved a $250,000 grant for the design work. At the time of this writing, the Radisson Paper Valley was in receivership but the court appointed receiver and other stakeholders had indicated a strong desire to work with the

City infrastructure not included in cost summary below for 2013 includes:

Project	Amount	Page
Concrete paving program	$ 634,386	596

Discussion of operating cost impact:

Operating expenses will be borne by the Radisson Paper Valley Hotel.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Community Development	Land - County	2,025,619	-	-	-	-	$ 2,025,619
	Land - Lot 9	22,737	-	-	-	-	$ 22,737
	Stormwater design/ Site plan	60,000	-	-	-	-	$ 60,000
	Pedestrian bridge (1/2)	368,000	-	-	-	-	$ 368,000
	Stormwater on-site	130,000	-	-	-	-	$ 130,000
	Power poles - County	167,000	-	-	-	-	$ 167,000
Total - Community Development Capital Projects Fund		$ 2,773,356	$ -	$ -	$ -	$ -	$ 2,773,356

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	60,000	-	-	-	-	$ 60,000
Land Acquisition	2,048,356	-	-	-	-	$ 2,048,356
Construction	665,000	-	-	-	-	$ 665,000
Other	-	-	-	-	-	$ -
Total	$ 2,773,356	$ -	$ -	$ -	$ -	$ 2,773,356
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
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 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 every 3 to 8 years). The payback period for LED fixtures is 4 to10 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_2 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 the best choice for the City in 2014, 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				
Project	2013	2014	2015	2016	2017
LED Retrofits - Cobra	(14,200)	-	-	-	-
Energy Saving Tech Retrofits	-	(10,000)	(20,000)	-	-
Total	(14,200)	(10,000)	(20,000)	-	-

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Public Works	LED Street Light Retrofits - Cobra	62,256	-	-	-	-	$ 62,256
	Energy Saving Tech Retrofits	-	55,372	55,372	-	-	$ 110,744
Total - Public Works Cap Projects Fund		$ 62,256	$ 55,372	$ 55,372	$ -	$ -	$ 173,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	50,000	50,000	50,000	-	-	150,000
Other	12,256	5,372	5,372	-	-	23,000
Total	$ 62,256	$ 55,372	$ 55,372	$ -	$ -	$ 173,000
Operating Cost Impact	$ (14,200)	$ (24,200)	$ (44,200)	$ (44,200)	$ (44,200)	$ (171,000)

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Traffic Signal Equipment Improvements

PROJECT DESCRIPTION

Justification:

Unnamed New Traffic Signal(s)

Based on current and future growth, we anticipate that one additional location will warrant a traffic signal in years 2013 through 2017. While several intersections are being closely monitored and are nearing the traffic/crash levels which would warrant a signal, 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 2013.

Traffic Signal Comm Grid and Equipment Replacement / Upgrade

Many of the control systems used to operate traffic signals are reaching or exceeding their life cycles 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. 2013 would be the fourth 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.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Public Works	New Traffic Signal	-	118,630	-	-	-	$ 118,630
	Traffic Signal Equipment Replcmt/Upgrades	31,824	31,824	31,824	31,824	31,824	$ 159,120
Total - Public Works Cap Projects Fund		$ 31,824	$ 150,454	$ 31,824	$ 31,824	$ 31,824	$ 277,750

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	30,000	138,000	28,000	28,000	28,000	252,000
Other	1,824	12,454	3,824	3,824	3,824	25,750
Total	$ 31,824	$ 150,454	$ 31,824	$ 31,824	$ 31,824	$ 277,750
Operating Cost Impact	$ (7,500)	$ (11,500)	$ (15,500)	$ (19,500)	$ (23,500)	$ (77,500)

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

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 and traffic signals go dark, it can become a very stressful and unsafe environment . 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 which has served as a general roadmap for implementation. Additional 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 Appleton Police Department has jurisdiction. This program began in 2010 and is proposed to continue through 2016. Beyond 2016, funding would shift from expansion to maintenance, including equipment replacements and upgrades.

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 approximately every 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.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Public Works	Signal Power Backup Systems	25,000	25,000	-	-	-	$ 50,000
	Traffic Camera Program	33,614	33,112	34,650	34,650	25,000	$ 161,026
Total - Public Works Capital Projects Fund		$ 58,614	$ 58,112	$ 34,650	$ 34,650	$ 25,000	$ 211,026

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	56,121	55,292	33,400	33,400	23,750	201,963
Other	2,493	2,820	1,250	1,250	1,250	9,063
Total	$ 58,614	$ 58,112	$ 34,650	$ 34,650	$ 25,000	$ 211,026
Operating Cost Impact	$ 2,750	$ 5,500	$ 9,500	$ 13,500	$ 17,500	$ 48,750

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Traffic Sign Retro-reflectivity Mandate

PROJECT DESCRIPTION

Justification:

Traffic Sign Replacement due to FHWA Minimum Retro-reflectivity Mandate

On January 22, 2008, the Federal Highway Administration (FHWA) issued standards to implement federal legislation mandating minimum retro-reflectivity levels for most traffic-related signs. Retro-reflectivity refers to both the distance at which a sign becomes visible when illuminated by a vehicle's headlights and the level of contrast between the sign's lettering and background. While quantitative minimum retro-reflectivity levels are not mandated for parking-related signs, the federal *Manual on Uniform Traffic Control Devices* (MUTCD) continues to require that *all* signs are reflective and readable. This law establishes two compliance dates:

Inventory System: The mandate requires that all agencies establish and implement a sign *assessment or management method* to maintain minimum levels of sign retro-reflectivity. Funding provided in 2010/2011 has implemented 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.

Sign Replacement: 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 poor condition of the traffic signs in many parts of the city, we anticipate this will involve replacement of approximately 48% of our signs . This relates to a total of approximately 8,200 signs being replaced over the course of the program (approximately 2,500 are scheduled for replacement in 2012). 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 2012-2015.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Public Works	Sign Retro-reflectivity Mandate (Contracted)	-	258,658	300,000	-	50,000	$ 608,658
Total - Public Works Capital Projects Fund		$ -	$ 258,658	$ 300,000	$ -	$ 50,000	$ 608,658

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	-	248,000	300,000	-	48,000	596,000
Other	-	10,658	-	-	2,000	12,658
Total	$ -	$ 258,658	$ 300,000	$ -	$ 50,000	$ 608,658
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Bridge Improvements

PROJECT DESCRIPTION

Justification:

Olde Oneida Street over the Fox River ($10,030)*
The existing concrete deck was partially delaminated and required replacement. The deck had been overlaid in 1976, but was too deteriorated to overlay a second time. Structural steel members were corroded and needed painting. The project received an 80% cost share from the state and construction is scheduled to be completed by December 2012. The 2013 budget includes 200 hours of labor to close out the project.

Prospect Avenue over Jackman Street ($571,832)*
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 2013. Design is set for 2012 and 2013, with utility relocates in 2014 and construction tentatively set for 2015.

In 2012, Council approved extending the project limits on Jackman Street from State Street to Water Street. The current roadway will be shifted to the east to allow room for an off-street, shared use path and also add stairs from Prospect Ave to Water Street. This approval will allow the design of both the bridge and Jackman Street work to take place concurrently and be completed during the original project design timeline of 2013.

Lawe Street & South Island Street over the Power Canal ($205,338 and $292,181 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 2012 and 2013 and South Island in 2013 and 2014. These design projects are receiving 80% cost sharing from the State. We will apply for construction funding in 2013 for both bridges and are anticipating an 80% cost share from the State. The State will hold the contracts on these projects.

Roemer Road over Drainage Ditch ($486,720)
This structure was rehabilitated in 2010 to address immediate structural deficiencies and to postpone its replacement for approximately five years. The construction date of 2017 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.

*Part of the State run Local Bridge Program

Discussion of operating cost impact:

There is no operating cost impact to these projects.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Public Works	Fox River:						
	Olde Oneida St.	10,030	-	-	-	-	$ 10,030
	Jackman St.:						
	Prospect Ave.	137,575	-	434,257	-	-	$ 571,832
	Power Canal:						
	Lawe St.	25,030	180,308	-	-	-	$ 205,338
	S. Island St.	49,260	-	-	242,921	-	$ 292,181
	Roemer Rd	-	-	-	64,896	421,824	$ 486,720
Total - Public Works Capital Projects Fund		$ 221,895	$ 180,308	$ 434,257	$ 307,817	$ 421,824	$ 1,566,101

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	159,605	18,000		50,363	-	$ 227,968
Land Acquisition	-	-	-	-	-	$ -
Construction	-	162,308	434,257	257,454	421,824	$ 1,275,843
Other	62,290	-	-	-	-	$ 62,290
Total	$ 221,895	$ 180,308	$ 434,257	$ 307,817	$ 421,824	$ 1,566,101
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Asphalt Paving Program

PROJECT DESCRIPTION

Justification:

The following is a summary of the cost associated with the streets identified for reconstruction this year.

A five year plan detailing this and future years' projects follows this summary page.

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.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2013	2014	2015	2016	2017	Total
Public Works - Reconstruction **General Fund**	1,280,817	1,432,948	1,241,649	1,262,243	1,261,894	$ 6,479,551
Public Works - Reconstruction **TIF # 2**	87,800	-	-	-	-	$ 87,800
Public Works - Reconstruction **TIF # 6**	-	20,000	214,325	223,874	20,000	$ 478,199
Total - Asphalt Paving Program	$ 1,368,617	$ 1,452,948	$ 1,455,974	$ 1,486,117	$ 1,281,894	$ 7,045,550

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	1,092,359	1,197,948	1,200,974	1,231,117	1,026,894	$ 5,749,292
Other	276,258	255,000	255,000	255,000	255,000	$ 1,296,258
Total	$ 1,368,617	$ 1,452,948	$ 1,455,974	$ 1,486,117	$ 1,281,894	$ 7,045,550
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM

2013	Street	From	To	General Fund Asphalt	TIF # 2	Total Cost
Labor Pool				219,828		219,828
				56,430		56,430
Following Grade and Gravel						
	Subtotal			**-**	**-**	**-**
Overlay	USA Youth parking lot			93,827		93,827
	Subtotal			**93,827**	**-**	**93,827**
Partial Reconstruction	Heritage Woods Dr	Valley Rd	1390' north	88,722		88,722
	CTH JJ - widen shoulder	Richmond St - for bike lanes	Ballard Rd	10,000		10,000
	Subtotal			**98,722**	**-**	**98,722**
Total Reconstruction	Atlantic St	Rankin St	Tonka St	94,818		94,818
	Douglas St	Spencer St	College Ave	151,883		151,883
	Gunn St	Walter Ave	Telulah Ave	85,289		85,289
	Harriman St	Wisconsin Ave	Parkway Blvd	164,185	87,800	251,985
	Outagamie St	Spencer St	College Ave	151,533		151,533
	Roosevelt St	Alvin St	Clark St	73,010		73,010
	Tonka St	North St	Atlantic St	91,292		91,292
	Subtotal			**812,010**	**87,800**	**899,810**
Total Asphalt Pavement				**$ 1,280,817**	**$ 87,800**	**$ 1,368,617**

2014	Street	From	To	General Fund Asphalt	TIF # 6	Total Cost
Labor Pool				235,000	20,000	255,000
Following Grade and Gravel						-
	Subtotal			**-**	**-**	**-**
Partial Reconstruction	Broadway Dr	Meade St	Ballard Rd	103,760		103,760
	Franklin St	Linwood Ave	Douglas St	42,796		42,796
	French Rd	Applecreek Rd (CTH E)	Lochbur Lane	153,977		153,977
	Subtotal			**300,533**	**-**	**300,533**
Total Reconstruction	Byrd St	Oneida St	Jarchow St	107,841		107,841
	Circle St	Drew St	Meade St	201,208		201,208
	Eldorado St	Union St	Meade St	118,952		118,952
	Fifth St	Mueller St	Story St	86,704		86,704
	Fifth St	Story St	Memorial Dr	190,525		190,525
	Lindbergh St	Oneida St	Drew St	192,185		192,185
	Subtotal			**897,415**	**-**	**897,415**
Total Asphalt Pavement				**$ 1,432,948**	**$ 20,000**	**$ 1,452,948**

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM

2015	Street	From	To	General Fund Asphalt	TIF # 6	Total Cost
Labor Pool				235,000	20,000	255,000
Following Grade and Gravel	Milis Dr	Alliance Dr	Eisenhower Dr		78,373	78,373
	Road H	Vantage Dr	Milis Dr		60,840	60,840
	Vantage Dr	Lakeland Dr	Eisenhower Dr		55,112	55,112
	Subtotal			**-**	**194,325**	**194,325**
Partial Reconstruction	Coop Rd	Midway Rd	Lorna Lane	179,760		179,760
	Subtotal			**179,760**		**179,760**
Total Reconstruction	Ashbrook St	Shasta La	Juniper La	44,707		44,707
	Catherine St	Washington St	North St	217,373		217,373
	Eldorado St	Catherine St	Wood St	130,123		130,123
	Friendly St	Shasta La	Juniper La	41,859		41,859
	Ivy St	Shasta La	Juniper La	41,859		41,859
	Juniper La	Ashbrook St	Vermillion St	103,599		103,599
	Primrose La	Oneida St	Friendly La	56,944		56,944
	Shasta La	Ashbrook St	Vermillion St	103,599		103,599
	Vermillion St	Shasta La	Juniper La	41,509		41,509
	Wood St	Eldorado St	North St	45,317		45,317
	Subtotal			**826,889**	**-**	**826,889**
Total Asphalt Pavement				**$ 1,241,649**	**$ 214,325**	**$ 1,455,974**

2016	Street	From	To	General Fund Asphalt	TIF # 6	Total Cost
Labor Pool				235,000	20,000	255,000
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	70,142		70,142
	Sanders St	Seymour St	Verbrick St	55,827		55,827
	Subtotal			**125,969**	**-**	**125,969**
Total Reconstruction	Douglas St	College Ave	Packard St	220,293		220,293
	McKinley St	Jackson St	Lawe St	69,062		69,062
	McKinley St	Oneida St	Jefferson, e/o	199,521		199,521
	McKinley St	w/o Ritger St	Ritger St	28,323		28,323
	Peabody St	Verbrick St	Seymour St	78,968		78,968
	Sampson St	North St	Atlantic St	120,288		120,288
	Verbrick St	Bouten St	Wilkie St	184,819		184,819
	Subtotal			**901,274**		**901,274**
Total Asphalt Pavement				**$ 1,262,243**	**$ 223,874**	**$ 1,486,117**

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM

2017	Street	From	To	General Fund Asphalt	Industrial Park Land Fund	Total Cost
Labor Pool				235,000	20,000	255,000
Following Grade and Gravel						-
	Subtotal			**-**	**-**	**-**
Overlay						-
	Subtotal			**-**	**-**	**-**
Partial Reconstruction				-	-	-
	Subtotal			**-**	**-**	**-**
Total Reconstruction	Alley w/o Perkins	Charles St	Perkins St	44,898	-	44,898
	Bateman St	Pacific St	Hancock St	95,459	-	95,459
	Douglas St	Badger Ave	Wisconsin Ave	207,352	-	207,352
	Douglas St	Pine St	Haskell St	90,963	-	90,963
	Fair St	Franklin St	south end	60,992	-	60,992
	Grant St	Nicholas St	Mason St	185,372	-	185,372
	Harriman St	Atlantic St	Winnebago St	72,631	-	72,631
	Mary St	North St	Pacific St	82,921	-	82,921
	Rocky Bleier Run	Water St	park	92,582	-	92,582
	Winona Ct	Nawada St	Nawada St	93,724	-	93,724
	Subtotal			**1,026,894**		**1,026,894**
						-
Total Asphalt Pavement				**$ 1,261,894**	**$ 20,000**	**$ 1,281,894**

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Concrete Paving Program

PROJECT DESCRIPTION
Justification:
The following is a summary of the costs associated with the streets identified for reconstruction this year. A five year plan detailing this and future years' projects follows this summary page.
Discussion of operating cost impact:
Reconstruction is performed based upon the existing condition and expected useful remaining life of the street. However, budget constraints limit the number of streets that can be reconstructed annually.
Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system, result in no overall reduction in our City-wide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2013	2014	2015	2016	2017	Total
Public Works - Reconstruction **General Fund**	2,738,403	3,188,139	3,088,837	3,875,590	3,284,244	$ 16,175,213
Public Works - Reconstruction **TIF # 2**	198,104	-	-	-	-	$ 198,104
Public Works - Reconstruction **TIF # 6**	6,359	3,247,983	-	-	884,783	$ 4,139,125
Public Works - Reconstruction **DPW Capital Projects Fund**	634,386	-	-	-	4,049,244	$ 4,683,630
Public Works - Reconstruction **TIF # 8**	10,423	-	-	-	-	$ 10,423
Public Works - Reconstruction **Industrial Park Land Fund**	2,085	262,840	-	-	-	$ 264,925
Public Works - Construction	1,501,508	1,575,720	1,575,383	1,639,010	-	$ 6,291,621
Public Works - Developer Escrow	-	-	2,227,801	-	-	$ 2,227,801
Subdivision Fund	1,501,508	1,575,720	3,803,184	1,639,010	-	$ 8,519,422
Total - Concrete - City	$ 5,091,268	$ 8,274,682	$ 4,664,220	$ 5,514,600	$ 8,218,271	$ 31,763,041
Total - Concrete Paving Program	$ 5,091,268	$ 8,274,682	$ 6,892,021	$ 5,514,600	$ 8,218,271	$ 33,990,842

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Design	-	72,000	25,000	25,000	125,000	$ 247,000
Land Acquisition	25,000	25,000	338,000	226,000	50,000	$ 664,000
Construction	4,676,991	7,551,629	3,894,098	4,856,174	7,837,271	$ 28,816,163
Other	389,277	626,053	407,122	407,426	206,000	$ 2,035,878
Total	$ 5,091,268	$ 8,274,682	$ 4,664,220	$ 5,514,600	$ 8,218,271	$ 31,763,041
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2013	Street	From	To	General Fund	Sub-division Fund	TIF # 2	TIF # 6	Industrial Park Land Fund	TIF # 8	DPW Capital Projects	Total Cost
Labor Pool				245,225	98,920	-	6,359	2,085	10,423	8,265	371,277
CEA				6,000	12,000						18,000
Land	Misc Land acquisition for street projects			25,000	-						25,000
	Subtotal			**25,000**	**-**	**-**	**-**	**-**	**-**	**-**	**25,000**
											-
Design	Misc Consultant design			25,000	-						25,000
	E. South River St.	Retaining wall design		30,000	-						30,000
	Calumet St / Coop Rd.	Intersection design analysis		50,000	-						50,000
	Subtotal			**105,000**	**-**	**-**	**-**	**-**	**-**	**-**	**105,000**
New Concrete (New Subdivisions Escrowed)											
New Concrete (New Subdivisions non escrowed)											
	Applecart Dr	Ashbury Dr	Benvalley Dr	-	38,927						38,927
	Appleview Dr	Applebend Dr	Fuji Dr	-	229,607						229,607
	Ashbury Dr	French Rd	Cherryvale Ln	-	355,651						355,651
	Aurora Dr	Forest St	cds	-	128,948						128,948
	Benvalley Dr	Applebend Dr	Sourapple Dr	-	184,314						184,314
	Cherryvale Ave	Ashbury Dr	Edgewood Dr (CTH JJ)	-	204,868						204,868
	Solitude La	Tahoe La	Midway Rd (future)	-	210,139						210,139
	Sourapple Dr	Ashbury Dr	Benvalley Dr	-	38,134						38,134
	Subtotal			**-**	**1,390,588**	**-**	**-**	**-**	**-**	**-**	**1,390,588**
New Concrete (Not in New Subdivisions)											
	Subtotal			**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
New Concrete (TIF)											
											-
	Subtotal			**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
* Reconstruction	Ballard Rd	Wisconsin Ave	Longview St	1,620,988							1,620,988
	Includes County portion of Ballard Rd. construction to be reimbursed ($875,334)										-
	Calumet Street	at Coop Rd	HSIP funds	83,539							83,539
	Capitol Dr	at Ballard Road	widen east leg	381,950							381,950
	Olde Oneida St	South Island St (610' s/o)	South Island St (170' n/o)	270,701							270,701
	Washington St	Oneida St.	Morrison St,	-		198,104					198,104
	Eighth St	Walnut St	Elm St	-						147,608	147,608
	Eighth St	Elm St	Elm St, 210' e/o)	-						51,945	51,945
	Elm St	Sixth St	Seventh St	-						43,430	43,430
	Elm St	Eighth St	Lawrence St	-						112,116	112,116
	Lawrence St	Elm St	Superior St	-						174,531	174,531
	Walnut St	Seventh St	Eighth St	-						96,491	96,491
	Subtotal			**2,357,178**	**-**	**198,104**	**-**	**-**	**-**	**626,121**	**3,181,403**
Total Concrete Paving				**$ 2,738,403**	**$ 1,501,508**	**$ 198,104**	**$ 6,359**	**$ 2,085**	**$ 10,423**	**$ 634,386**	**$ 5,091,268**

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2014	Street	From	To	General Fund	Sub-division Fund	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool				199,560	182,070	199,423	25,000	606,053
CEA				6,000	6,000	6,000	2,000	20,000
Land	Misc Land acquisition for street projects			25,000				25,000
	Subtotal			**25,000**	**-**	**-**	**-**	**25,000**
Design	Misc Consultant design			22,000				22,000
	Northland Ave	at Meade St (design study)		50,000				50,000
	Subtotal			**72,000**	**-**	**-**	**-**	**72,000**
New Concrete (New Subdivisions non escrowed)								
	Barton Ct	Highpond Tr	cds		49,854			49,854
	Gullwing Ct	Stirling Pkwy	cds		86,120			86,120
	Highpond Tr	Smoketree Tr	Purdy Pkwy		176,142			176,142
	Purdy Pkwy	Applehill Blvd	cds s/o Stirling Pkwy		245,353			245,353
	Smoketree Ps	Applehill Blvd	cds		324,662			324,662
	Steamboat La	Tahoe La	Tahoe La (150' e/o)		21,698			21,698
	Stirling Pkwy	Smoketree Ps	Purdy Pkwy		150,155			150,155
	Tahoe La	Plank Rd	Solitude La		236,062			236,062
	Trinity Ct	Downs Ridge	cds		78,061			78,061
	Vail La	Solitude La	Solitude La (134' w/o)		19,543			19,543
	Subtotal			**-**	**1,387,650**	**-**	**-**	**1,387,650**
New Concrete (Not in New Subdivision)								
	Glory La	Providence Ave	French Rd	178,545				178,545
	Intertech Ct	Enterprise Ave	cds	82,733				82,733
	Lilas Dr	Second St	Everett St	148,147				148,147
	Meade St	Applecreek Rd, s/o	CTH JJ	594,395				594,395
	Meade St	CTH JJ	Bellevue Pl (north leg)	329,802				329,802
	Subtotal			**1,333,622**	**-**	**-**	**-**	**1,333,622**
New Concrete (TIF 2014)								
	Alliance Dr	Milis Dr	Vantage Dr			197,493		197,493
	Endeavor Dr	Lakeland Dr	Eisenhower Dr			209,033		209,033
	Eisenhower Dr	Plank Rd	Midway Rd			707,520	235,840	943,360
	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			573,423		573,423
	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			**-**	**-**	**3,042,560**	**235,840**	**3,278,400**
Concrete Reconstruction								
	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
	E. South River St	Olde Oneida St	Madison St	234,347				234,347
	Fremont St	Kernan Ave	Telulah Ave	221,713				221,713
	Haskell St	Cotter St	Grider St	87,109				87,109
	Lynndale Dr	Fourth St	Everett St	516,604				516,604
	Northland Ave	at Conkey St	signal installation	248,306				248,306
	Subtotal			**1,551,957**	**-**	**-**	**-**	**1,551,957**
Total Concrete Paving				**$ 3,188,139**	**$ 1,575,720**	**$ 3,247,983**	**$ 262,840**	**$ 8,274,682**

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2015	Street	From	To	General Fund	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				203,411	185,711	389,122	
CEA				6,000	12,000	18,000	
Land	Misc Land acquisition for street projects			25,000		25,000	
	Oneida St	Skyline Bridge	Foster St	238,000		238,000	
	Richmond St	CTH OO	HSIP funds	75,000		75,000	
	Subtotal			**338,000**	**-**	**338,000**	**-**
Design	Misc Consultant design			25,000	-	25,000	
	Subtotal			**25,000**	**-**	**25,000**	**-**
New Concrete (New Subdivisions Escrowed)							
	Aquamarine Ave	Calmes Dr, 130' w/o	French Rd			-	196,575
	Bluewater Way	Haymeadow Ave	Summerland Dr			-	118,480
	Calmes Dr	Aquamarine Ave	Rubyred Dr, 575' s/o			-	158,988
	Canyon Ct	Headwall Circle	cds			-	62,019
	Canyon Lane	Blackstone Place (150' e/o)	Kurey Rd			-	27,322
	Canyon Lane	Kurey Rd	Headwall Circle			-	52,741
	Haymeadow Ave	Morningsun Way	Bluewater Way (181' n/o)			-	158,358
	Headwall Circle	Canyon Lane	Kurey Rd			-	232,077
	Kurey Rd	Broadway Dr	Werner Rd			-	461,832
	Marble Lane	Graphite Dr (600' e/o)	Moonstone Dr			-	27,497
	Midsummer Ct	Bluewater Way	cds			-	78,613
	Rosemary Dr	Morningsun Way	Summerland Dr			-	137,237
	Rubyred Dr	Calmes Dr	French Rd			-	131,217
	Summerland Dr	Morningsun Way	cds n/o Rosemary Dr			-	202,100
	Werner Rd	Kurey Rd	Kurey Rd (1000' e/o)			-	182,745
	Subtotal			**-**	**-**	**-**	**2,227,801**
New Concrete (New Subdivisions non escrowed)						-	
	Applehill Blvd	Ballard Rd	Purdy Pkwy		212,971	212,971	
	Applehill Blvd	Purdy Pkwy	Applecreek Rd		418,854	418,854	
	Canvasback Circle	Ashbury Dr	Canvasback Circle		380,832	380,832	
	Canvasback Lane	Providence Ave	Canvasback Circle		13,583	13,583	
	Incline Way	Palladium Ct	Applehill Blvd		218,440	218,440	
	Palladium Ct	Applehill Blvd	cds		132,992	132,992	
	Subtotal			**-**	**1,377,672**	**1,377,672**	**-**
New Concrete (Not in New Subdivision)						-	
	Subtotal			**-**	**-**	**-**	
Reconstruction	Badger Ave	Mason St	Wisconsin Ave	1,143,412		1,143,412	
	Glendale Ave	Ballard Rd	Roemer Rd	624,611		624,611	
	Meade St	at "OO"	HSIP funds	86,133		86,133	
	Meade St	Northland Ave ("OO")	Florida St	376,059		376,059	
	Oneida St	Prospect Ave	intersection between bridge	191,601		191,601	
	Prospect Ave	State St	Walnut St	94,610		94,610	
	Subtotal			**2,516,426**	**-**	**2,516,426**	**-**
Total Concrete Paving				**$ 3,088,837**	**$ 1,575,383**	**$ 4,664,220**	**$ 2,227,801**

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2016	Street	From	To	General Fund	Sub-division Fund	Total Cost
Labor Pool				200,000	189,426	389,426
CEA				6,000	12,000	18,000
Land	Misc Land acquisition for street projects			30,000		30,000
	Oneida St	Foster St	Murray St	196,000		196,000
	Subtotal			**226,000**	**-**	**226,000**
Design	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/c	25,000		25,000
	Edgewood Dr (CTH JJ)	Ballard Rd	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		111,286	111,286
	Celtic Crossing	Purdy Pkwy	Downs Ridge		100,627	100,627
	Downs Ridge	Smoketree Ps	Celtic Crossing		275,920	275,920
	Mackville Rd	Ballard Rd	Purdy Pkwy		47,703	47,703
	Purdy Pkwy	Celtic Crossing	Applehill Blvd		169,652	169,652
	Purdy Pkwy	Mackville Rd	Celtic Crossing		337,524	337,524
	Ravenswood Ct	Ballard Rd	CDS		53,798	53,798
	Smoketree Ps	Applehill Blvd	Downs Ridge		131,149	131,149
	Smoketree Ps	Downs Ridge	Purdy Pkwy		157,471	157,471
	Thomas Ct	Purdy Pkwy	cds		52,454	52,454
	Subtotal			**-**	**1,437,584**	**1,437,584**
New Concrete (Not in New Subdivisions)						
	Ashbury Dr	Providence Ave	French Rd	189,916		189,916
	Subtotal			**189,916**	**-**	**189,916**
New Concrete (TIF)						-
	Subtotal			**-**	**-**	**-**
Reconstruction	Alley n/o Amelia St	Woodmere St	Ballard Rd	101,980		101,980
	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		50,777
	John St (CTH KK)	Banta Court	Walden Ave	245,694		245,694
	John St (CTH KK)	Walden Ave	Matthias Ave	1,362,547		1,362,547
	Includes County portion of John St. (County KK) construction to be reimbursed ($884,532)					
	Pershing St	McDonald St	Ballard Rd	750,211		750,211
	Pershing St	Meade St	McDonald St	556,510		556,510
	Subtotal			**3,173,674**	**-**	**3,173,674**
						-
						-
Total Concrete Paving				**$ 3,875,590**	**$ 1,639,010**	**$ 5,514,600**

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM

2017	Street	From	To	General Fund	DPW Capital Projects	TIF # 6	Total Cost
Labor Pool				200,000			200,000
CEA				6,000			6,000
Land	Misc Land acquisition for street projects			25,000			25,000
	Ballard Rd	Edgewood Dr - 400' n/o (Land)	Apple Creek Rd - 300' n/o	25,000			25,000
	Subtotal			**50,000**	**-**	**-**	**50,000**
Design	Ballard Rd	Edgewood Dr - 400' n/o (Design)	Apple Creek Rd - 300' n/o	50,000			50,000
	Edgewood Dr (CTH JJ)	Ballard Rd (Design)	French Rd	50,000			50,000
	Misc Consultant design			25,000			25,000
	Subtotal			**125,000**	**-**	**-**	**125,000**
New Concrete (New Subdivisions non escrowed)							-
	Subtotal			**-**	**-**	**-**	**-**
New Concrete (Not in New Subdivisions)							
	Lake Park Rd	Plank Rd (s/o roundabout)	Midway Rd (n/o roundabout)	400,922			400,922
	Subtotal			**400,922**	**-**	**-**	**400,922**
New Concrete (TIF)	Midway Rd	Lake Park Rd (e/o roundabout)	Eisenhower Dr (500' w/o)			884,783	884,783
	Includes County portion of Midway Rd construction to be reimbursed ($442,392)						
	Subtotal			**-**	**-**	**884,783**	**884,783**
Reconstruction	Alley n/o Spencer St	Linwood Ave	Victoria St	53,133			53,133
	Calumet St	Oneida St	Jefferson St	392,157			392,157
	Division St	Franklin St	Atlantic St	346,746			346,746
	Edgewood Dr (CTH JJ)	at Lightning Dr	roundabout	542,803			542,803
	Includes County portion of Edgewood Dr (CTH JJ) construction to be reimbursed ($298,541)						
	Olde Oneida St	Oneida St	E. South River St	140,406			140,406
	Richmond St	CTH OO	HSIP funds	127,528			127,528
	Telulah Ave	Calumet St	John St	899,549			899,549
	Oneida St	Foster St	Skyline bridge		2,007,554		2,007,554
	Oneida St	Murray St	Foster St		956,982		956,982
	Oneida St	Valley Rd	Murray St		1,084,708		1,084,708
	Subtotal			**2,502,322**	**4,049,244**	**-**	**6,551,566**
Total Concrete Paving				**$ 3,284,244**	**$ 4,049,244**	**$ 884,783**	**$ 8,218,271**

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Grade and Gravel Program

PROJECT DESCRIPTION
Justification:
This project is the initial construction phase for new streets. A five year plan detailing specific projects follows this program summary page.
Discussion of operating cost impact:
The exact operating impact of this program is not easily defined. The addition of new streets will require additional operational service requirements including street maintenance and plowing.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2013	2014	2015	2016	2017	Total
Public Works - Grade & Gravel **General Fund**	-	-	191,309	-	-	$ 191,309
Public Works - Grade & Gravel	373,176	-	-	-	-	$ 373,176
Public Works - Developer Escrow	-	-	-	-	-	$ -
New Subdivision	373,176	-	-	-	-	$ 373,176
Public Works - Grade & Gravel **TIF # 6**	-	421,817	214,325	223,874	-	$ 860,016
Public Works - Grade & Gravel **Industrial Park Land Fund**	-	-	279,367	-	320,084	$ 599,451
Total - Grade & Gravel - City	$ 373,176	$ 421,817	$ 685,001	$ 223,874	$ 320,084	$ 2,023,952
Total - Grade & Gravel Program	$ 373,176	$ 421,817	$ 685,001	$ 223,874	$ 320,084	$ 2,023,952

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	343,176	391,817	625,001	203,874	300,084	$ 1,863,952
Other	30,000	30,000	60,000	20,000	20,000	$ 160,000
Total	$ 373,176	$ 421,817	$ 685,001	$ 223,874	$ 320,084	$ 2,023,952
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM

2013	Street	From	To	General Fund	TIF 6	Industrial Park Land Fund	Subdivision Fund	Total Cost
Labor Pool							30,000	**30,000**
Grade & Gravel	Cherryvale Ave	Ashbury Dr	south City limits				232,167	232,167
	Subtotal			**-**	**-**	**-**	**232,167**	**232,167**
Temporary Surface Following Grade & Gravel	Cherryvale Ave	Ashbury Dr	south City limits				111,009	111,009
	Subtotal			**-**	**-**	**-**	**111,009**	**111,009**
Total				$ -	$ -	$ -	$ 373,176	$ 373,176

2014	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Subdivision Fund	Total Cost
Labor Pool					30,000			30,000
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 Following Grade & Gravel								-
	Subtotal			**-**	**-**	**-**	**-**	**-**
Total				$ -	$ 421,817	$ -	$ -	$ 421,817

2015	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Subdivision Fund	Total Cost
Labor Pool				20,000	20,000	20,000		60,000
Grade & Gravel	Road J	Eisenhower Dr	Eisenhower Dr			259,367		259,367
	Northside Rd future	TBD	TBD	113,333				113,333
	Subtotal			**113,333**	**-**	**259,367**	**-**	**372,700**
Temporary Surface Following Grade & Gravel	Northside Rd future	TBD	TBD	57,976				- 57,976
	Milis Dr	Alliance Dr	Eisenhower Dr		78,373			78,373
	Liberty St (Road H)	Vantage Dr	Milis Dr		60,840			60,840
	Vantage Dr	Lakeland Dr	Eisenhower Dr		55,112			55,112
	Subtotal			**57,976**	**194,325**	**-**	**-**	**252,301**
Total				$ 191,309	$ 214,325	$ 279,367	$ -	$ 685,001

2016	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Subdivision Fund	Total Cost
Labor Pool					20,000			20,000
Grade & Gravel								-
	Subtotal			**-**	**-**	**-**	**-**	**-**
Temporary Surface Following Grade & Gravel	Road J	Eisenhower Dr	Eisenhower Dr		203,874			203,874
	Subtotal			**-**	**203,874**	**-**	**-**	**203,874**
Total				$ -	$ 223,874	$ -	$ -	$ 223,874

2017	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Subdivision Fund	Total Cost
Labor Pool						20,000		20,000
Grade & Gravel	Endeavor Dr	Eisenhower Dr	culdesac			57,167		57,167
	Jiberty St (Road H)	Quest Dr	Eisenhower Dr			242,917		242,917
	Subtotal			**-**	**-**	**300,084**	**-**	**300,084**
Temporary Surface Following Grade & Gravel								-
	Subtotal			**-**	**-**	**-**	**-**	**-**
Total				$ -	$ -	$ 320,084	$ -	$ 320,084

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Sidewalk Program

PROJECT DESCRIPTION
Justification:
The total cost of sidewalk replacement and new construction is presented. A five year plan detailing specific projects follows this program summary page.
Discussion of operating cost impact:
The operating impact of this program is minimal. Additional cost of installing new sidewalks will appear in future years as replacements become necessary.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Public Works	Sidewalks	661,101	818,840	633,962	738,930	728,688	$ 3,581,521
General Fund							
Public Works	Sidewalks	-	-	-	-	227,036	$ 227,036
DPW Capital Projects Fund							
Public Works	Sidewalks	52,949	-	-	-	-	$ 52,949
TIF # 2							
Public Works	Sidewalks	-	485,610	-	-	151,000	$ 636,610
TIF # 6							
Public Works - Construction		142,991	232,102	221,033	231,997	-	$ 828,123
Public Works - Developer Escrow		-	-	-	-	-	$ -
Subdivisions		142,991	232,102	221,033	231,997	-	$ 828,123
Total - Sidewalk - City		$ 857,041	$ 1,536,552	$ 854,995	$ 970,927	$ 1,106,724	$ 5,326,239
Total - Sidewalk Program		$ 857,041	$ 1,536,552	$ 854,995	$ 970,927	$ 1,106,724	$ 5,326,239

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	772,565	1,409,228	716,841	860,103	986,662	$ 4,745,399
Other	84,476	127,324	138,154	110,824	120,062	$ 580,840
Total	$ 857,041	$ 1,536,552	$ 854,995	$ 970,927	$ 1,106,724	$ 5,326,239
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program

2013	General Fund	Subdivision Fund	TIF # 2	Total Cost
Labor Pool	68,776	10,200		78,976
CEA	2,500	3,000		5,500
Sidewalk Construction				
Green Dot	159,701		10,299	170,000
General	30,000			30,000
Patch Contract	15,000			15,000
Safestep sawcutting	30,000			30,000
Reconstruction - Concrete	188,300		42,650	230,950
Reconstruction - Asphalt	130,374			130,374
Subtotal	**553,375**	**-**	**52,949**	**606,324**
New Sidewalk Construction				
New Concrete	36,450		-	36,450
New Subdivision		119,791		119,791
New Subdivision - 6 Month		10,000		10,000
Arterial Street	-			-
Subtotal	**36,450**	**129,791**	**-**	**166,241**
Total	$ 661,101	$ 142,991	$ 52,949	$ 857,041

2016	General Fund	Subdivision Fund	TIF # 6	Total Cost
Labor Pool	100,000	10,824		110,824
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	140,040			140,040
Subtotal	**599,930**	**-**	**-**	**599,930**
New Sidewalk Construction				
New Concrete	36,000			36,000
New Subdivision		208,173		208,173
New Subdivision - 6 Month		10,000		10,000
Arterial Street				-
Subtotal	**36,000**	**218,173**	**-**	**254,173**
Total	$ 738,930	$ 231,997	$ -	$ 970,927

2014	General Fund	Subdivision Fund	TIF # 6	Total Cost
Labor Pool	94,570	10,404	22,350	127,324
CEA	3,000	3,000		6,000
Sidewalk Construction				
Green Dot	170,000			170,000
General	30,000			30,000
Patch Contract	15,000			15,000
Safestep sawcutting	30,000			30,000
Reconstruction - Concrete	110,680			110,680
Reconstruction - Asphalt	125,100			125,100
Subtotal	**480,780**	**-**	**-**	**480,780**
New Sidewalk Construction				
New Concrete	160,990		463,260	624,250
New Subdivision		208,698		208,698
New Subdivision - 6 Month		10,000		10,000
Arterial Street	79,500			79,500
Subtotal	**240,490**	**218,698**	**463,260**	**922,448**
Total	$ 818,840	$ 232,102	$ 485,610	$ 1,536,552

2017	General Fund	DPW Capital Projects Fund	TIF # 6	Total Cost
Labor Pool	95,062	10,000	15,000	120,062
CEA	3,000	1,000	1,000	5,000
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	164,796	216,036	-	380,832
Reconstruction - Asphalt	111,330	-	-	111,330
Subtotal	**536,126**	**216,036**	**-**	**752,162**
New Sidewalk Construction				
New Concrete	94,500		135,000	229,500
New Subdivision	-	-	-	-
New Subdivision - 6 Month	-	-	-	-
Arterial Street	-	-	-	-
Subtotal	**94,500**	**-**	**135,000**	**229,500**
Total	$ 728,688	$ 227,036	$ 151,000	$ 1,106,724

2015	General Fund	Subdivision Fund	TIF # 6	Total Cost
Labor Pool	127,542	10,612	-	138,154
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	194,640			194,640
Reconstruction - Asphalt	48,780			48,780
Subtotal	**503,420**	**-**	**-**	**503,420**
New Sidewalk Construction				
New Concrete	-		-	604
New Subdivision		197,421		197,421
New Subdivision - 6 Month		10,000		10,000
Arterial Street	-			-
Subtotal	**-**	**207,421**	**-**	**208,025**
Total	$ 633,962	$ 221,033	$ -	$ 855,599

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Stormwater Program

PROJECT DESCRIPTION
Justification:
The following is a summary of costs associated with replacing and adding to the stormwater system. A five year plan detailing this and future years' projects follows this summary.
Discussion of operating cost impact:
Reconstruction is performed based upon the existing condition and expected useful remaining life of the stormwater structure (primarily stormsewers and detention ponds). However, budget constraints limit the number of stormwater structures which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.
Typically, less than 1% of our stormwater structures are reconstructed on an annual basis. This fact, coupled with new structures added annually to the system results in no overall reduction in our city-wide stormwater maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Stormwater	Construction	11,164,055	5,662,669	5,852,644	10,605,939	8,041,735	$ 41,327,042
Stormwater Utility							
Stormwater	Construction		191,950	-	183,000	167,750	$ 542,700
Industrial Park Land Fund							
Total - Stormwater Program		$ 11,164,055	$ 5,854,619	$ 5,852,644	$ 10,788,939	$ 8,209,485	$ 41,869,742

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	180,000	165,000	105,000	530,000	160,000	$ 1,140,000
Land Acquisition	-	-	250,000	50,000	1,300,000	$ 1,600,000
Construction	10,710,204	5,543,969	5,239,144	9,928,439	6,468,985	$ 37,890,741
Other	273,851	145,650	258,500	280,500	280,500	$ 1,239,001
Total	$ 11,164,055	$ 5,854,619	$ 5,852,644	$ 10,788,939	$ 8,209,485	$ 41,869,742
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2013	Street	From	To	Storm-water Utility	
Labor Pool				261,921	
CEA				11,930	
Consulting Services				-	
	Construction Services			50,000	
	Land Acquisition Services			10,000	
	Modeling for Storm Sewer Const Projects			20,000	
	West Wisconsin Area Flood Control	Design and Permitting		100,000	
	Subtotal			**180,000**	
Land Acquisition				-	
	Subtotal			**-**	
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000	
	Surface restoration for mini sewer from previous year			90,000	
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2013 Asphalt Paving (B-13)			86,330	
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2013 New Concrete Paving (A-13)			168,725	
	Flood Reports			200,000	
	Native Vegetation			50,000	
	Reid Golf Course Pond			291,000	
	Theodore Study Storage at AEHS - Phase 2			7,249,648	
	Subtotal			**8,335,703**	
New Storm Sewers	Cherryvale Ave	Apple Creek Corridor	2000' s/o	120,900	
	Subtotal			**120,900**	
Reconstruction	Ballard Rd (liner)	Randall Ave	RR tracks	27,200	
	WWTP storm interceptor			1,827,386	
	Subtotal			**1,854,586**	
Reconstruction (on streets to be paved in 2014)	Byrd St	Oneida St	Jarchow St	12,000	
	Circle St	Drew St	Meade St	58,605	
	Cotter St	Haskell St	Second St	78,825	
	Eighth St	Elm St	Elm St e/o	20,000	*
	Eldorado St	Union St	Meade St	1,200	
	Elm St	Eigth St	Lawrence St.	20,000	*
	Fifth St	Mueller St	Story St	600	
	Fremont St	Kernan Ave	Telulah Ave	40,650	
	Haskell St	Cotter St	Grider ST	38,085	
	Heritage Woods Dr (partial asp recon only)	Valley Rd	1390' north	4,250	
	Lawrence St	Elm St	Superior St.	20,000	*
	Lindbergh St	Oneida St	Drew St	31,125	
	Lynndale Dr	Fourth St	Everett St	73,675	
	Subtotal			**399,015**	
Total				**$ 11,164,055**	

* Stormsewer reconstruction on these streets has been moved up to coincide with construction of the Fox Cities Exhibition Center. There will be no special assessment for improvements for the site of the exhibition center itself but all other parcels along streets being improved will be assessed according to City policy.

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2014	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				116,650	20,000	136,650
CEA				7,000	2,000	9,000
Consulting Services	Construction Services			60,000		60,000
	Land Acquisition Services			10,000		10,000
	Manitowoc Road Study Area Project	Design & Permitting		75,000		75,000
	Modeling for Storm Sewer Const Projects			20,000		20,000
	Subtotal			**165,000**		**165,000**
Land Acquisition						-
	Subtotal			**-**		**-**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			90,000		90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2014 Asphalt Paving (B-14)			72,300		72,300
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2014 New Concrete Paving (A-14)			175,355		175,355
	Flood Reports			200,000		200,000
	Green Tier Project			250,000		250,000
	Native Vegetation			50,000		50,000
	Reid Golf Course Pond - Enterprise Agreement/Const			119,000		119,000
	West Wisconsin Flood Reduction Project - Phase I			3,000,000		3,000,000
	Subtotal			**4,156,655**		**4,156,655**
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	E South River (liner)	E South River St	Canal	9,720		9,720
	Parkway Blvd (liner)	Appleton St	Superior St	31,374		31,374
	Rogers Ave (liner)	Prospect Ave	Outagamie St	9,450		9,450
	Winnebago St (liner)	Mason St	Mason St (341 w/o)	39,556		39,556
				90,100	**-**	**90,100**
Reconstruction (on streets paved in 2015)	Alley n/o College	Division St	Superior St	2,950		2,950
	Alley s/o College Ave	Morrison St	Durkee St	53,955		53,955
	Badger Ave	Mason St	Wisconsin Ave	434,700		434,700
	Catherine St	Washington St	North St	115,558		115,558
	Easement n/o Washington St	Catherine St	Green Bay Rd	37,500		37,500
	Eldorado St	Catherine St	Wood St	24,550		24,550
	Franklin St (partial recon only)	Linwood Ave	Douglas St	9,600		9,600
	Glendale Ave	Ballard Rd	Roemer Rd	62,900		62,900
	Green Bay road	Washington St 200' n/o	Jennie St easement	168,201		168,201
	Meade St	Northland Ave ("OO")	Florida St	189,000		189,000
	Wood St	Eldorado St	North St	28,350		28,350
	Subtotal			**1,127,264**	**-**	**1,127,264**
Total				**$ 5,662,669**	**$ 191,950**	**$ 5,854,619**

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2015	Street	From	To	Storm-water Utility
Labor Pool				251,500
CEA				7,000
Consulting Services	441 WisDOT/Menasha Storm Management; design and permitting (cost share)			25,000
	Construction Services			50,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			20,000
	Subtotal			**105,000**
Land Acquisition	Manitowoc Road Study Area Project			250,000
	Subtotal			**250,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2015 Asphalt Paving (B-15)			58,080
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2015 New Concrete Paving (A-15)			142,805
	Flood Reports Projects			200,000
	Native Landscaping			50,000
	Stormwater Quality Practice at Hardstand Site			50,000
	West Wisconsin Flood Reduction Project - Phase 2			3,000,000
	Subtotal			**3,790,885**
New Construction	Northside Road future	TBD	TBD	90,000
	Subtotal			**90,000**
Reconstruction	Glendale Ave (liner)	Drew St	Union St	49,360
	McKinley St (liner)	Lawe St	Jackson St	59,915
	Meade St (liner)	Minor St	Pacific St	18,396
	Subtotal			**127,671**
Reconstruction (on streets to be paved in 2016)	Douglas St	College Ave	Packard St	108,750
	E. South River St	Kernan Ave	John St	7,285
	John St (CTH KK)	Banta Court	Walden Ave	56,578
	John St (CTH KK)	Walden Ave	Matthias Ave	360,000
	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
	Peabody St	Verbrick St	Seymour St	29,150
	Pershing St	McDonald St	Ballard Rd	172,425
	Pershing St	Meade St	McDonald St	126,500
	Sampson St	North St	Atlantic St	76,050
	Verbrick St	Bouten St	Wilkie St	112,500
	Subtotal			**1,230,588**
Total				**$ 5,852,644**

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2016	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				251,500	20,000	271,500
CEA				7,000	2,000	9,000
Consulting Services	Ballard Rd - Storm facilities	CTH JJ to Applecreek R	design and permitting	200,000		200,000
	Construction Services			75,000		75,000
	Land Acquisition Services			10,000		10,000
	Leona Street Pond	Design & Permitting		70,000		70,000
	Lightning Dr storm facilities	JJ to Broadway	design and permitting	150,000		150,000
	Modeling for Storm Sewer Const Projects			25,000		25,000
	Subtotal			**530,000**	**-**	**530,000**
Land Acquisition	441/WisDOT-Menasha Stormwater	(cost share)	Land Acquisition	50,000		50,000
	Subtotal			**50,000**	**-**	**50,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			85,000		85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2016 Asphalt Paving (B-16)			77,800		77,800
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2016 New Concrete Paving (A-16)			184,065		184,065
	Citywide SWMP Project			1,300,000		1,300,000
	Flood Report Projects			200,000		200,000
	Manitiowoc Study Area Project			1,300,000		1,300,000
	Native Landscaping			50,000		50,000
	NR 216 (High-efficiency sweeper new)			250,000		250,000
	Subtotal			**3,646,865**	**-**	**3,646,865**
New Storm Sewers	Lightning Dr	CTH JJ	CTH JJ, 200' n/o	400,000	-	400,000
	Road J	Eisenhower Dr	Eisenhower Dr		161,000	161,000
	Subtotal			**400,000**	**161,000**	**561,000**
Reconstruction	Spring St	Drew St	Lawe St	784,557		784,557
	Subtotal			**784,557**	**-**	**784,557**
Reconstruction (on streets to be paved in 2017)	Alley n/o Amelia St	Woodmere	Ballard Rd	33,970		33,970
	Bateman St	Pacific St	Hancock St	47,250		47,250
	Calumet St	Oneida St	Jefferson St	88,200		88,200
	Division St	Franklin St	Atlantic St	105,000		105,000
	Douglas St	Badger Ave	Wisconsin Ave	102,900		102,900
	Douglas St	Pine St	Haskell St	45,000		45,000
	Fair St	Franklin St	south end	46,000		46,000
	Grant St	Nicholas St	Mason St	141,450		141,450
	Harriman St	Atlantic St	Winnebago St	36,000		36,000
	Mary St	North St	Pacific St	49,500		49,500
	Olde Oneida St	Oneida St	E. South River St	267,400		267,400
	Oneida St	Foster St	Skyline Bridge	2,443,307		2,443,307
	Oneida St	Murray St	Foster St	932,350		932,350
	Oneida St	Valley Rd	Murray St	176,220		176,220
	Rocky Bleier Run	Water St	park	29,970		29,970
	Telulah Ave	Calumet St	John St	333,000		333,000
	Winona Ct	Nawada St	Nawada St	58,500		58,500
	Subtotal			**4,936,017**	**-**	**4,936,017**
Total				**$ 10,605,939**	**$ 183,000**	**$ 10,788,939**

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM

2017	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				251,500	20,000	271,500
CEA				7,000	2,000	9,000
Consulting Services	Construction Services			50,000		50,000
	Land Acquisition Services			10,000		10,000
	Modeling for Storm Sewer Const Projects			25,000		25,000
	Theodore Study Project Phase 4		design and permitting	75,000		75,000
	Subtotal			**160,000**	**-**	**160,000**
Land Acquisition	Ballard Rd - Storm Mgmt Facilities	CTH JJ to Applecreek Rd		300,000		300,000
	Leona Street Pond			300,000		300,000
	Lightning Dr - Storm Mgmt Facilities	CTH JJ to Broadway		200,000		200,000
	Theodore Study Project Phase 4			500,000		500,000
				1,300,000	**-**	**1,300,000**
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			85,000		85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2017 Asphalt Paving (B-17)			67,350		67,350
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2017 New Concrete Paving (A-17)			109,390		109,390
	441/WisDOT-Menasha Stormwater Proj	(cost share)		250,000		250,000
	Citywide SWMP Project			3,500,000		3,500,000
	Flood Report Projects			200,000		200,000
	Native Landscaping			100,000		100,000
	NR 216 (High-efficiency sweeper new)			250,000		250,000
	NR151 Water Quality Practices - Reconsts			30,000		30,000
	Subtotal			**4,791,740**	**-**	**4,791,740**
New Storm Sewers	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	210,000		210,000
	Endeavor Dr	Eisenhower Dr	culdesac		27,500	27,500
	Jiberty St	Quest	Eisenhower Dr		118,250	118,250
	Subtotal			**210,000**	**145,750**	**355,750**
Reconstruction						-
	Subtotal			**-**	**-**	**-**
Reconstruction (on streets to be paved in 2017)	Glendale Ave	Birchwood St	Douglas St	165,370		165,370
	Linwood Ave	Brewster St	Glendale Ave	168,000		168,000
	Lynndale Dr	Everett St	south to RR	166,500		166,500
	Owaissa St	Randall St	Glendale Ave	148,500		148,500
	Owaissa St	Wisconsin Ave	Randall St	51,000		51,000
	Reeve St	Linwood Ave	Badger Ave	53,100		53,100
	Summer St	Gillett St	Story St	184,000		184,000
	Summer St	Morrison St	Lawe St	138,750		138,750
	Summer St	Story St	Richmond St	104,000		104,000
	Summit St	Spencer St	College Ave	85,125		85,125
	Winnebago St	Linwood Ave	Badger Ave	57,150		57,150
	Subtotal			**1,321,495**	**-**	**1,321,495**
Total				**$ 8,041,735**	**$ 167,750**	**$ 8,209,485**

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Watermain Program

PROJECT DESCRIPTION
Justification:
The following is a summary of costs associated with replacing and adding watermains. A five year plan detailing this and future years' projects follows this summary.
Discussion of operating cost impact:
Reconstruction is performed based upon the existing condition and expected useful remaining life of the watermain. However, budget constraints limit the number of watermains which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.
Typically, less than 1% of our watermains are reconstructed on an annual basis. This fact, coupled with new watermains added annually to the system results in no overall reduction in our city-wide watermain maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2013	2014	2015	2016	2017	Total
Water Dist. Construction **Water Utility**	2,386,176	2,666,729	2,704,184	3,078,203	3,315,332	$ 14,150,624
Water Dist. Construction **Industrial Park Land Fund**	-	323,950	237,322	-	308,500	$ 869,772
Total - Watermain Program	$ 2,386,176	$ 2,990,679	$ 2,941,506	$ 3,078,203	$ 3,623,832	$ 15,020,396

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	2,016,923	2,702,929	2,648,641	2,802,121	3,325,750	$ 13,496,364
Other	369,253	287,750	292,865	276,082	298,082	$ 1,524,032
Total	$ 2,386,176	$ 2,990,679	$ 2,941,506	$ 3,078,203	$ 3,623,832	$ 15,020,396
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2013	Street	From	To	Water Utility
Labor Pool				357,053
CEA				12,200
Miscellaneous	Cathodic Protection	Manitowoc Road and Kernan Ave		50,000
Construction	Permit; Misc.Fees; Testing Mat'l	NOI, Railroad, Water Usage, County		15,000
	Surface Restoration	Due to 2012 Water CIP Excav.		25,400
	Subtotal			**90,400**
New Construction	Cherryvale Ave	Ashbury Dr	south city limits	200,000
	Subtotal			**200,000**
Reconstruction	Circle St	Morrison St	Durkee St	62,700
(not related to paving)	Commercial St	Sharon St (245' w/o)	Badger Ave	134,190
	Eighth Street	Walnut Street	Elm Street, 210' e/o	69,120
	Elm Street	Eighth St	Lawrence St	46,800
	Lawrence St	Elm St	Superior St	87,127
	Sharon St	Badger Ave	Winnebago St	145,920
	Subtotal			**545,857**
Reconstruction	Byrd St	Oneida St	Jarchow St	79,350
(prior to next year's paving)	Cotter St	Haskell St	Second St	75,875
	Eldorado St	Union St	Meade St	121,968
	Fifth St	Mueller St	Story St	69,000
	Fifth St	Story St	Memorial Dr	147,870
	Fourth St	Lynndale Dr	Lynndale Dr (530' e/o)	71,690
	Fremont St	Kernan Ave	Telulah Ave	10,500
	Haskell St	Cotter St	Grider St	54,180
	Lilas St	Second St	Everett St	102,816
	Lindbergh St	Oneida St	Drew St	188,235
	Lynndale Dr	Fourth St	Everett St	259,182
	Subtotal			**1,180,666**
Transmission - New				-
	Subtotal			**-**
Total Water Main Construction				**$ 2,386,176**

* Watermain reconstruction on these streets has been moved up to coincide with construction of the Fox Cities Exhibition Center. There will be no special assessment for improvements for the site of the exhibition center itself but all other parcels along streets being improved will be assessed according to City policy.

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2014	Street	From	To	Water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				255,750	20,000	275,750
CEA				10,000	2,000	12,000
						-
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000		10,000
Construction	Surface Restoration	Due to 2013 Water CIP	(Unit E-14)	27,750		27,750
	Subtotal			**37,750**	**-**	**37,750**
New Construction	Milis Dr	Alliance Dr	Eisenhower Dr		120,000	120,000
	Road H	Vantage Dr	Millis Dr		105,000	105,000
	Vantage Dr	Lakeland Dr	Eisenhower Dr		76,950	76,950
	Subtotal				**301,950**	**301,950**
Reconstruction	Allen St	Lawrence St	Kimball St	33,960		33,960
(not related to paving)	Durkee St	Lawrence St	end of cul-de-sac	28,000		28,000
	Greenview St	Taft Ave	Sylvan Ave	210,944		210,944
	Jackman St (Hill)	Water St	Prospect St	14,025		14,025
	Kay St	Graceland Ave	Racine St	28,215		28,215
	Lawe St - BRIDGE	S. Island St	s/end Lawe St Power Canal	62,730		62,730
	Outagamie St	Second St	Spencer St	167,400		167,400
	Prospect Ave	State St	Walnut St	160,580		160,580
	Racine St	Randall St	Grant St	167,500		167,500
	Spring St	Sharon St	Badger Ave	79,375		79,375
	State St	Fourth St	Prospect Ave	74,925		74,925
	Subtotal			**1,027,654**	**-**	**1,027,654**
Reconstruction	Badger Ave	Mason St	Wisconsin Ave	83,160		83,160
(prior to next year's paving)	Catherine St	Washington St	North St	123,585		123,585
	Eldorado St	Catherine St	Wood St	117,120		117,120
	Glendale Ave	Ballard Rd	Roemer Rd	288,990		288,990
	Wood St	Eldorado St	North St	29,520		29,520
	Subtotal			**642,375**	**-**	**642,375**
						-
Transmission - New	Glendale Ave	Roemer Rd	Sandra St	504,000		504,000
	Sandra St	Glendale Ave	Pershing St	189,200		189,200
	Subtotal			**693,200**	**-**	**693,200**
Total Water Main Construction				**$ 2,666,729**	**$ 323,950**	**$ 2,990,679**

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2015	Street	From	To	Water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				260,865	20,000	280,865
CEA				10,000	2,000	12,000
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000		10,000
Construction	Surface Restoration	Due to 2014 Water CIP Excav.		10,000		10,000
	Subtotal			**20,000**	**-**	**20,000**
New Construction	Road J	Eisenhower Dr	Eisenhower Dr	-	215,322	215,322
	Northside Road	TBD	TBD	100,000		100,000
	Subtotal			**100,000**	**215,322**	**315,322**
Reconstruction	Alexander St	Pershing St	Lindbergh St	24,226		24,226
(not related to paving)	Prospect Ave (bridge)	State St	Walnut St	35,000		35,000
	Subtotal			**59,226**	**-**	**59,226**
Reconstruction	Douglas St	College Ave	Packard St	55,000		55,000
(prior to next year's paving)	John St (CTH KK)	Walden St (690' s/o Arlington actually)	Matthias Ave	466,422		466,422
	Madison St (partial asp recon only)	Fremont St	Calumet St	240,544		240,544
	McKinley St	Jackson St	Lawe St	155,775		155,775
	McKinley St	Oneida St	Jefferson, e/o (Jackson St ad	209,498		209,498
	Peabody St	Verbrick St	Seymour St	58,520		58,520
	Pershing St	McDonald St	Ballard Rd	423,206		423,206
	Pershing St	Meade St	McDonald St	286,200		286,200
	Sampson St	North St	Atlantic St	112,158		112,158
	Sanders St	Seymour St	Verbrick St	97,940		97,940
	Verbrick St	Bouten St (Adams actually)	Wilkie St	148,830		148,830
	Subtotal			**2,254,093**	**-**	**2,254,093**
Total Water Main Construction				**$ 2,704,184**	**$ 237,322**	**$ 2,941,506**

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2016	Street	From	To	Water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				266,082	-	266,082
CEA				10,000		10,000
Miscellaneous	Permit; Misc.Fees; Training; Testir	NOI, Railroad, Water Usage, County		10,000		10,000
Construction	Surface Restoration	Due to 2015 Water CIP Excav.		10,000		10,000
	Subtotal			**20,000**	**-**	**20,000**
New Construction	Edgewood Dr (CTH JJ)	at Lightning Dr	roundabout	61,000		61,000
	Rocky Bleier Run	Water St	Jones Park	82,170		82,170
	STH 441	Carpenter-Park Hills	BobOLink - Thistle Down	121,000		121,000
	Subtotal			**264,170**	**-**	**264,170**
Reconstruction	Calumet St	Jefferson St	Lawe St	100,800		100,800
(not related to paving)	Cass St - Rec "E" 2007 Study	Walter Ave	w/end street	39,480		39,480
	Durkee St	Brewster St	Circle St	56,544		56,544
	Gunn St - Rec "E" 2007 Study	Walter Ave	w/end street	45,500		45,500
	Harriet St - Rec "E" 2007 Study	Walter Ave	w/end street	43,225		43,225
	Lee St	Fremont St	Robin Way	213,325		213,325
	Madison St	Calumet St	Hoover Ave	139,374		139,374
	N. Island St	Vulcan St	Vulcan St (300' w/o)	49,300		49,300
	Newberry St - Rec "E" 2007 Study	Walter Ave	w/end street	35,700		35,700
	Pacific St	Wisconsin Central Ltd.	Ida St	49,500		49,500
	S. Island St	at power canal	w/bridge project	43,026		43,026
	Vulcan St	N. Island St	S. Island St	93,492		93,492
	Subtotal			**909,266**	**-**	**909,266**
Reconstruction	Bateman St	Pacific St	Hancock St	77,490		77,490
(prior to next year's paving)	Calumet St	Oneida St	Jefferson St	15,000		15,000
	Division St	Franklin St	Atlantic St	46,200		46,200
	Douglas St	Badger Ave	Wisconsin Ave	86,400		86,400
	Douglas St	Pine St	Haskell St	36,000		36,000
	Fair St	Franklin St	south end	46,860		46,860
	Grant St	Nicholas St	Mason St	92,000		92,000
	Mary St	North St	Pacific St	69,120		69,120
	Olde Oneida St	Oneida St (Orange St actually)	E. South River St	80,750		80,750
	Oneida St	Foster St	Skyline Bridge	379,440		379,440
	Oneida St	Murray St	Foster St	148,125		148,125
	Telulah Ave	Calumet St	John St	458,800		458,800
	Winona Ct	Nawada St	Nawada St	72,500		72,500
	Subtotal			**1,608,685**	**-**	**1,608,685**
Total Water Main Construction				**$ 3,078,203**	**$ -**	**$ 3,078,203**

CITY OF APPLETON 2013 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM

2017	Street	From	To	Water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				266,082	20,000	286,082
CEA				10,000	2,000	12,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000		10,000
Construction	Surface Restoration			10,000		10,000
	Subtotal			**20,000**	**-**	**20,000**
New Construction	Endeavor Dr	Eisenhower Dr	culdesac		50,000	50,000
	Jiberty St	Quest Dr	Eisenhower Dr		236,500	236,500
	Edgewood Dr (CTH JJ)	Ballard Rd (Lightning Dr)	French Rd	404,200		404,200
	Subtotal			**404,200**	**286,500**	**690,700**
Reconstruction	Briarcliff Dr	Edgemere Dr	Newberry St	59,800		59,800
(not related to paving)	Crestview Dr	Lynn	Crestview Dr	140,390		140,390
	Graceland Ave	Randall St	Woodland Ave	118,190		118,190
	Kay St	Viola St	Graceland Ave	39,000		39,000
	Linwood Ave	Glendale Ave	Marquette St	68,250		68,250
	Subtotal			**425,630**	**-**	**425,630**
Reconstruction	Amelia St	Kenilworth St	Ballard Rd	347,600		347,600
(prior to next year's paving)	Glendale Ave	Birchwood St	Mason St	280,500		280,500
	Linwood Ave	Brewster St	Glendale Ave	229,900		229,900
	Lynndale Dr	Everett St	south to RR	216,040		216,040
	Owaissa St	Randall St	Glendale Ave	217,800		217,800
	Owaissa St	Wisconsin Ave	Randall St	74,800		74,800
	Reeve St	Linwood Ave	Badger Ave	56,430		56,430
	Richmond St (Intersection w/)	CTH OO	HSIP funds	239,894		239,894
	Summer St	Gillett St	Story St	112,649		112,649
	Summer St	Morrison St	Lawe St	235,605		235,605
	Summit St	Spencer St	College Ave	108,155		108,155
	Winnebago St	Linwood Ave	Badger Ave	70,047		70,047
	Subtotal			**2,189,420**	**-**	**2,189,420**
Total Water Main Construction				**$ 3,315,332**	**$ 308,500**	**$ 3,623,832**

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Sanitary Sewer Program

PROJECT DESCRIPTION
Justification:
The following is a summary of costs associated with replacing and adding sanitary sewers. A five year plan detailing this and future years' projects follows this summary.
Discussion of operating cost impact:
Reconstruction is performed based upon the existing condition and expected useful remaining life of the sanitary sewer. However, budget constraints limit the number of sewers which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.
Typically, less than 1% of our sewers are reconstructed on an annual basis. This fact, coupled with new sewers added annually to the system results in no overall reduction in our city-wide sewer maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Wastewater **Wastewater Utility**	Construction	2,022,930	2,948,620	2,957,403	2,586,381	2,474,822	$ 12,990,156
Wastewater **Industrial Park Land Fund**	Construction	-	141,250	97,100		190,500	$ 428,850
Total - Sanitary Sewer Program		$ 2,022,930	$ 3,089,870	$ 3,054,503	$ 2,586,381	$ 2,665,322	$ 13,419,006

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	1,789,824	2,871,916	2,852,853	2,396,731	2,475,672	$ 12,386,996
Other	233,106	217,954	201,650	189,650	189,650	$ 1,032,010
Total	$ 2,022,930	$ 3,089,870	$ 3,054,503	$ 2,586,381	$ 2,665,322	$ 13,419,006
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2012 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2013	Street	From	To	Waste-water Utility	
Labor Pool				219,706	
CEA				13,400	
Miscellaneous					
Construction	Sanitary Laterals & Manholes Prior To 2013 Asphalt Paving (B-13)			25,899	
	Sanitary Laterals & Manholes Prior To 2013 Concrete Paving, new & recon (A-13)			66,175	
	Structure Rehabilitation / Sewer Cut repairs from 2012 (E-13)			25,000	
	Subtotal			**117,074**	
New Construction	Cherryvale Ave	Ashbury Dr	south City limits	74,000	
	Subtotal			**74,000**	
Reconstruction	Ballard Rd (liner)	Randall Ave	RR tracks, s/o	33,750	
	Clark St (liner)	Marquette St, 260' n/o	Marquette St, 250' s/o	25,500	
	Interceptor - northeast phase 2(liner)	Wisconsin Ave	Glendale	700,750	
	Interceptor - northeast phase 4A(liner	Northland (MH 48-81)	Winslow Ave (MH 48-82)	130,200	
	Sandra St (liner)	Glendale Ave	350' n/o Glendale	22,750	
	Seminole Rd	Prospect Ave	Cherokee Dr	15,000	
	Ullman St (liner)	Amelia St	Randall Ave	31,860	
	Subtotal			**959,810**	
Reconstruction (on	Byrd St	Oneida St	Jarchow St	100,280	
streets to be paved	Circle St	Drew St	Meade St	274,130	
in 2014)	Cotter St	Haskell St	Second St	-	
	Eighth St	Elm St	Elm St e/o	3,800	*
	Eldorado St	Union St	Meade St	50,990	
	Elm St	Eighth St	Lawrence St	9,700	*
	Fifth St	Mueller St	Story St	41,650	
	Fifth St	Story St	Memorial Dr	69,190	
	Fremont St	Kernan Ave	Telulah Ave	6,650	
	Haskell St	Cotter St	Grider St	-	
	Heritage Woods Dr	Valley Rd	1390' north	2,800	
	Lawrence St	Elm St	Superior St	8,650	*
	Lindbergh St	Oneida St	Drew St	14,100	
	Lynndale Dr	Fourth St	Everett St	57,000	
	Subtotal			**638,940**	
Total				**$ 2,022,930**	

* Sanitary sewer reconstruction on these streets has been moved up to coincide with construction of the Fox Cities Exhibition Center. There will be no special assessment for improvements for the site of the exhibition center itself but all other parcels along streets being improved will be assessed according to City policy.

CITY OF APPLETON 2011 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2014	Street	From	To	Waste-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				187,954	30,000	217,954
CEA				5,000		5,000
Miscellaneous Construction	Sanitary Manhole adjustments and seals Prior To 2014 Asphalt Paving (B-14)			24,060		24,060
	Sanitary Manhole adjustments and seals Prior To 2014 Concrete Paving, new & recon (A-14)			59,011		59,011
	Structure Rehabilitation / Sewer Cut repairs from 2013 (E-14)			25,000		25,000
	Subtotal			**108,071**		**108,071**
New Construction	Milis Dr	Alliance Dr	Eisenhower Dr		44,400	44,400
	Road H	Vantage Dr	Milis Dr		38,850	38,850
	"	Lakeland Dr	Eisenhower Dr		28,000	28,000
	Subtotal			**-**	**111,250**	**111,250**
Reconstruction	Catherine St lift station removal	Franklin to Eldorado	Green Bay Rd	100,000		100,000
	Division St (liner)	Marquette St, 253' s/o	Glendale Ave	11,520		11,520
	Glendale Ave (liner)	Drew St	Union St, 333' w/o	14,900		14,900
	Grant St (liner)	Union St, 318' w/o	Lawe St	34,600		34,600
	Harriman St (liner)	Glendale Ave	Marquette St (255' s/o)	16,575		16,575
	Harriman St (liner)	Parkway Blvd	Parkway Blvd	2,700		2,700
	Harriman St (liner)	Wisconsin Ave	Wisconsin Ave	8,125		8,125
	Interceptor - Fox River s. side (liner)	Oneida St - w/o	Oneida - e/o	278,600		278,600
	Lawe St (liner)	Alice St, 320' n/o	Alice St	14,400		14,400
	Oneida St (liner)	Byrd St	Frances St	30,210		30,210
	Reeve St (liner)	Linwood Ave	Linwood Ave (w/o)	14,400		14,400
	Telulah Ave (liner)	College Ave	Gunn St	22,050		22,050
	Union St (liner)	Circle St	Roosevelt St	14,850		14,850
	Subtotal			**562,930**		**562,930**
Reconstruction (on streets to be paved in 2015)	Badger Ave	Mason St	Wisconsin Ave	530,450		530,450
	Catherine St	Washington St	North St	319,265		319,265
	Eldorado St	Catherine St	Wood St	762,350		762,350
	Franklin St (partial recon only)	Linwood Ave	Douglas St	5,250		5,250
	Glendale Ave	Ballard Rd	Roemer Rd	77,600		77,600
	Green Bay Road	Washington St, 200' n/o	Jennie St easement	216,050		216,050
	Meade St	Northland Ave ("OO")	Florida St	101,250		101,250
	Prospect Ave	State St	Walnut St	36,225		36,225
	Wood St	Eldorado St	North St	36,225		36,225
	Subtotal			**2,084,665**		**2,084,665**
Total				**$ 2,948,620**	**$ 141,250**	**$ 3,089,870**

CITY OF APPLETON 2012 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2015	Street	From	To	Waste-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				189,650	12,000	201,650
CEA				5,000		5,000
Miscellaneous Construction	Edgewood Dr (CTH JJ)	Melmar (400' w/o) (sanitary trench)	Melmar St 400'e/o(by County)	70,841		70,841
	Sanitary Laterals & Manholes Prior To 2015 Asphalt Paving (B-15)			17,424		17,424
	Sanitary Laterals & Manholes Prior To 2015 Concrete Paving, new & recon (A-15)			56,043		56,043
	Structure Rehabilitation / Sewer Cut repairs from 2014 (E-15)			25,000		25,000
	Subtotal			**169,308**	**-**	**169,308**
New Construction	Edgewood Dr (CTH JJ)	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 Stn	NW Lift Station	80,000		80,000
	Future ROW - 400' w/o Melmar	Edgewood Dr (CTH JJ)	CTH JJ (1800' n/o)	90,000		90,000
	Northside Road future	TBD	TBD	37,000		37,000
	Northwest Lift Station	1800' north of Edgewood Dr	1200' west of Haymeadow Ave	550,000		550,000
	Road J	Eisenhower Dr	Milis Dr	-	85,100	85,100
	Subtotal			**797,000**	**85,100**	**882,100**
Reconstruction						-
	Subtotal			**-**	**-**	**-**
Reconstruction (on streets to be paved in 2016)	Douglas St	College Ave	Packard St	163,850		163,850
	E. South River St	Kernan Ave	John St	22,475		22,475
	John St (CTH KK)	Banta Court	Walden Ave	73,300		73,300
	John St (CTH KK)	Walden Ave	Matthias Ave	552,000		552,000
	McKinley St	Jackson St	Lawe St	34,875		34,875
	McKinley St	Oneida St	Jefferson, e/o	101,250		101,250
	McKinley St	w/o Ritger St	Ritger St	15,000		15,000
	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
	Verbrick St	Bouten St	Wilkie St	93,750		93,750
	Subtotal			**1,796,445**	**-**	**1,796,445**
Total				**$ 2,957,403**	**$ 97,100**	**$ 3,054,503**

CITY OF APPLETON 2012 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2016	Street	From	To	Waste-water Utility
Labor Pool				189,650
CEA				5,000
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2017 Asphalt Paving (B-16)			23,340
	Sanitary Laterals & Manholes Prior To 2017 Concrete Paving, new & recon (A-16)			75,444
	Structure Rehabilitation / Sewer Cut repairs from 2015 (E-16)			40,000
	Subtotal			**138,784**
New Construction				
	Subtotal			**-**
Reconstruction				
	Subtotal			**-**
Reconstruction (on streets to be paved in 2016)	Bateman St	Pacific St	Hancock St	71,190
	Calumet St	Oneida St	Jefferson St	132,888
	Division St	Franklin St	Atlantic St	158,200
	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
	Harriman St	Atlantic St	Winnebago St	54,240
	Mary St	North St	Pacific St	41,250
	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
	Oneida St	Valley Rd	Murray St	268,640
	Rocky Bleier Run	Water St	park	24,975
	Telulah Ave	Calumet St	John St	277,500
	Winona Ct	Nawada St	Nawada St	48,750
	Subtotal			**2,252,947**
Total				**$ 2,586,381**

CITY OF APPLETON 2012 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM

2017	Street	From	To	Waste-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				189,650		189,650
CEA				5,000		5,000
Miscellaneous	Sanitary Laterals & Manholes Prior To 2017 Asphalt Paving (B-16)			18,555		18,555
Construction	Sanitary Laterals & Manholes Prior To 2017 Concrete Paving, new & recon (A-16)			35,967		35,967
	Structure Rehabilitation / Sewer Cut repairs from 2015 (E-16)			40,000		40,000
	Subtotal			**94,522**	**-**	**94,522**
New Construction	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. Applecreek	545,000		545,000
	Endeavor Dr	Eisenhower Dr	culdesac		18,500	18,500
	Jiberty St	Quest	Eisenhower Dr		172,000	172,000
	Subtotal			**641,000**	**190,500**	**831,500**
Reconstruction						-
	Subtotal			**-**	**-**	**-**
Reconstruction (on	Glendale Ave	Birchwood St	Douglas St	165,370		165,370
streets to be paved	Linwood Ave	Brewster St	Glendale Ave	94,500		94,500
in 2017	Lynndale Dr	Everett St	south to RR tracks	138,750		138,750
	Owaissa St	Randall St	Glendale Ave	223,740		223,740
	Owaissa St	Wisconsin Ave	Randall St	76,840		76,840
	Reeve St	Linwood Ave	Badger Ave	44,250		44,250
	Summer St	Gillett St	Story St	264,500		264,500
	Summer St	Morrison St	Lawe St	209,050		209,050
	Summer St	Story St	Richmond St	149,500		149,500
	Summit St	Spencer St	College Ave	130,525		130,525
	Winnebago St	Linwood Ave	Badger Ave	47,625		47,625
	Subtotal			**1,544,650**	**-**	**1,544,650**
Total				**$ 2,474,822**	**$ 190,500**	**$ 2,665,322**

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Facilities Master Planning/Construction

PROJECT DESCRIPTION

Justification:

The Facilities Master Plan 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 included the cost/benefit relevance for continuing maintenance projects on our existing facilities. The allocations below indicate the current direction, but may be adjusted annually based on the changing environment our City faces.

The concept seeks to capitalize on available resources to form a campus in the City Center / Library / Transit Center 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 room, computer rooms, mail/copy centers, delivery docks, etc.
- an urban place maker that provides an opportunity to enhance the identity and image of Washington Square; creates a public 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 remodel versus all new construction

Note that the budgeted dollars and concept may change with our changing political and economic enivironment. The Facilities Master Plan is a living document that requires ongoing monitoring and updates.

Discussion of operating cost impact:

Constructing a larger facility may increase maintenance and utility expense, but those will be at least partially offset by more efficient mechanical systems, lighting, and general building design. The net impact on operating expenses is therefore not presently quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Facilities	City Hall	40,000	950,000	11,000,000	-	-	$ 11,990,000
	Library	-	-	-	1,500,000	8,500,000	$ 10,000,000
Total - Facilities Capital Projects		$ 40,000	$ 950,000	$ 11,000,000	$ 1,500,000	$ 8,500,000	$ 21,990,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	40,000	950,000	-	1,500,000	-	$ 2,490,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	11,000,000	-	8,500,000	$ 19,500,000
Other	-	-	-	-	-	$ -
Total	$ 40,000	$ 950,000	$ 11,000,000	$ 1,500,000	$ 8,500,000	$ 21,990,000
Operating Cost Impact	N/Q *	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: 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, it is possible that no person iwill be alerted to a fire until it is too late. To protect the safety of our employees and continuity of operations, it is critical that a basic notification system be installed.

This is the final phase of a three phase project. During 2010, Phase I was completed, which added fire protection to the administration and maintenance buildings. Phases II and III are designed to provide fire protection throughout the various operations buildings. Phase II was completed in 2012 and Phase III is projected to be completed in 2013.

Fire Station #2: This station was constructed without a sprinkler system as it was not required by code. In recent years, sprinkler systems were updated at Station #1 during the renovation and a system was added to Station #4. The remaining stations are newer and had systems installed during construction. This request would install a system at Station #2 which would protect life and property at today's standards.

Discussion of operating cost impact:

The fire alarm and sprinkler systems require annual inspections and testing, which is performed by an outside vendor.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2013	2014	2015	2016	2017	Total
Wastewater Plant Wastewater Capital Projects	150,000		-	-	-	$ 150,000
Fire Station #2 Facilities Capital Projects Fund	35,000		-	-	-	$ 35,000
Total - Fire Protection Capital Projects	$ 185,000	$ -	$ -	$ -	$ -	$ 185,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	185,000		-	-	-	$ 185,000
Other	-	-	-	-	-	$ -
Total	$ 185,000	$ -	$ -	$ -	$ -	$ 185,000
Operating Cost Impact	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 5,000

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Grounds Improvements

PROJECT DESCRIPTION

Justification:

MSB Site Work: This project started in 2002, paving the west and southwest portions of the site. In 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 represents anticipated expenses per industry standards and will be adjusted and/or deferred annually.

Park Pavilion Concrete Slabs: Replacement of cracked pavilion slabs that reach a condition of being unsafe.

Hillside Maintenance: Erosion is an issue on hillsides at Arbutus, Jones and Telulah parks. It will be necessary to provide solutions that will mitigate further erosion.

Shoreline Maintenance: The retaining wall at Peabody Park along the Fox River continues to erode. It is difficult to place a specific year for major maintenance, therefore projecting it as 2017 and will continue to monitor and adjust as needed.

ADA Park Entrance: Arbutus park currently does not have ADA access into the park. This CIP requests rebuilding the ramp to meet ADA guidelines. This will require a fair amount of re-grading.

Discussion of operating cost impact:

These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Facilities	MSB (Site)	100,000	-	-	-	-	$ 100,000
	MSB Fencing	-	50,000	-	-	-	$ 50,000
	ADA Park Entrance	-	75,000	-	-	-	$ 75,000
	Hillside Maint.	-	50,000	-	-	-	$ 50,000
	Shoreline Maint.	-	-	-	-	150,000	$ 150,000
	Parks Locations	-	65,000	30,000	30,000	30,000	$ 155,000
Facilities Capital Projects		100,000	240,000	30,000	30,000	180,000	$ 580,000
Facilities	Wastewater						
	Fencing	-	30,000	-	-	-	$ 30,000
	Roads	-	-	50,000	-	-	$ 50,000
Wastewater Utility		-	30,000	50,000	-	-	$ 80,000
Total - Grounds Improvements Projects		$ 100,000	$ 270,000	$ 80,000	$ 30,000	$ 180,000	$ 660,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	100,000	270,000	80,000	30,000	180,000	$ 660,000
Total	$ 100,000	$ 270,000	$ 80,000	$ 30,000	$ 180,000	$ 660,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: HVAC Upgrades

PROJECT DESCRIPTION

Justification:

HVAC Upgrades: Upgrades are performed for three reasons; the current equipment has reached its useful life expectancy, the equipment is not energy efficient compared with current systems, or there is a new need because of a change in operational requirements 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 - (2015) replace obsolete air handling unit at Fire Station #4.
Library - (2014) replace obsolete boilers. (2015) Controls to existing VAV boxes.
Municipal Services Building - (2013) Boiler replacement. (2014) Office VAV conversion. (2014) CO/NO2 sensor replacement (2015) replacement of obsolete equipment and (2017) replacement of aged equipment.
Facilities Operations Center - (2015) Replace make-up air units.
Transit Center - (2016) Split air and heating system for energy conservation.
Valley Transit - (2014) Replace infrared garage heaters. (2015) Controls for vehicle storage area.
Water Plant - (2013) Add air conditioner to motor control center (MCC). Electrical equipment overheating. (2016/2017) replacement of aging equipment. May be able to be deferred based on results of ongoing audits of equipment.
Wastewater Plant - (2013) Replace lab A/C condensers that are failing. Also add controls to hot water points on air handler coils and controls to gas compressor room. (2015) Replace obsolete

Discussion of operating cost impact:

It is expected that the improvements will reduce energy consumption and increase comfort due to more efficient operations. However, the actual energy cost impact will depend on variations in electric and gas rates.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Facilities	Fire	-	-	35,000	-	-	$ 35,000
	Facilities Ops Cntr.	-	-	40,000	-	-	$ 40,000
	Library	-	125,000	75,000	-	-	$ 200,000
	MSB	45,000	75,000	50,000	-	50,000	$ 220,000
Facilities Capital Projects Fund		45,000	200,000	200,000	-	50,000	$ 495,000
Facilities	Transit Center	-	-	-	60,000	-	$ 60,000
	Valley Transit	-	45,000	25,000	-	-	$ 70,000
Valley Transit Capital Projects		-	45,000	25,000	60,000	-	$ 130,000
Facilities	Water Plant	40,000	-	-	50,000	50,000	$ 140,000
Water Utility Capital Projects							
Facilities	Wastewater Plant	80,000	-	125,000	-	-	$ 205,000
Wastewater Utility Capital Projects							
Total - HVAC Upgrades		$ 165,000	$ 245,000	$ 350,000	$ 110,000	$ 100,000	$ 970,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	165,000	245,000	350,000	110,000	100,000	$ 970,000
Total	$ 165,000	$ 245,000	$ 350,000	$ 110,000	$ 100,000	$ 970,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Library Projects

PROJECT DESCRIPTION
Justification:

Meeting Room Walls: The movable dividing room wall has exceeded its expected life and due to its age, parts have become unavailable to make reasonable repairs. Heavy demand for meeting rooms of various sizes dictates a need for replacement of this wall in 2013.

Security/PA System Upgrades/Service Desk Modifications: The library remains the only facility that does not have card access. In addition, it has an outdated camera system (see Library Security Camera CIP), and lacks a functional PA system. Additional wall sections are also needed to restrict access to the book collection/redistribution storage area. The department requests these upgrades to increase asset and personnel security.

Discussion of operating cost impact:

These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2013	2014	2015	2016	2016	Total
PRFMD						
Meeting Rm Wall	35,000	-	-	-	-	$ 35,000
Security Upgrades	95,000	-	-	-	-	$ 95,000
Total - Facilities Capital Projects Fund	$ 130,000	$ -	$ -	$ -	$ -	$ 130,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	130,000	-	-	-	-	$ 130,000
Total	$ 130,000	$ -	$ -	$ -	$ -	$ 130,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Library Security Cameras

PROJECT DESCRIPTION

Justification:

The library is "open to all", meaning that balancing openness and security is always a concern. With needs of covering people, property, equipment and money-handling areas of the building, the library has had to make difficult choices and often not cover property and equipment adequately.

The library's security camera system is outdated and storage time is less than the length required by records retention guidelines. The existing DVR-based system was last upgraded in 2007 with the addition of 16 cameras (for a total of 32) and is now at capacity. The library is an 86,000 square foot facility full of tall book stacks requiring more cameras than you may find in other types of facilities of comparable size because lines of sight are often blocked. With our existing cameras, the library finds it needs to sacrifice coverage in many areas. It is also difficult to maintain archived video covering the time span required by records retention guidelines with the current storage space.

The cost cited below comes from an estimate provided by the Facilities Management Department. This capital project will replace all 32 existing cameras, add cameras as necessary to cover patron areas as well as areas where money is transacted, e.g. coin changers, money boxes on self-check machines, copy machines, etc., and add storage capacity to meet records retention guidelines.

This CIP is a separate request from the Information Services camera project because privacy laws for libraries strictly mandate that video footage qualifies as a protected library record. The library works with law enforcement and the City Attorney's Office to release the relevant footage when appropriate and has done so on multiple occasions, obtaining court orders when needed. While the camera system would be separate, the library will work with the Information Services Department to go out for quotes together to ensure the best possible cost is obtained.

Discussion of operating cost impact:

These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2016	Total
Library	Camera System	55,000	-	-	-	-	$ 55,000
Total - Library Capital Projects		$ 55,000	$ -	$ -	$ -	$ -	$ 55,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	55,000	-			-	$ 55,000
Total	$ 55,000	$ -	$ -	$ -	$ -	$ 55,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Parks, Recreation and Facilities Management Facility

PROJECT DESCRIPTION

Justification:

Two major organizational changes occurred in 2011 and 2012. In 2011, the parks and grounds maintenance responsibilities were transferred to the Facilities and Construction Department. The new name for the department became Facilities, Grounds and Construction Management. During 2012, the Parks and Recreation Department was merged with Facilities, Grounds and Construction Management. This request addresses the physical requirements of the department to operate efficiently.

The new Parks, Recreation and Facilities Management Department performed significant analysis of the facility and requests minor modifications to provide the necessary space for all staff to work efficiently. This request includes the construction of enclosed offices for privacy and noise reduction. In addition, it includes modifications to construct public restrooms separate from the staff locker rooms.

Discussion of operating cost impact:

Since this project is a renovation of existing space, there is no impact on operating cost anticipated.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
PRFMD	Building Renovation	-	150,000	-	-	-	$ 150,000
Total - PRFMD Capital Projects Fund		$ -	$ 150,000	$ -	$ -	$ -	$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	150,000	-	-	-	$ 150,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 150,000	$ -	$ -	$ -	$ 150,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Roof Replacement

PROJECT DESCRIPTION

Justification:

Roof areas at various facilities are reaching their expected life and are in need of replacement. Blistering, membrane shrinkage, etc. is affecting base flashings and causing leaks. Roofs require annual preventive and corrective maintenance to maximize their life cycle. Each roof is inspected annually and repairs are completed as necessary. A roof audit was completed and roof replacements have been prioritized. Priorities can change and are adjusted annually if needed.

In 2011, we moved up 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 the ends of their expected lives and are in need of replacement. The 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 be replaced at once, it would be prudent to get the remaining life out of each section.

2013	Mead Pool Pump House	40,000
2013	Wastewater Building B	145,000
2013	Municipal Services Building (Partial)	300,000
2014	Wastewater Buildings M & V	75,000
2015	Municipal Services Building (Partial)	300,000
2016	Erb Pool (If remodel not done)	200,000
2016	Fire Stations #4	60,000
2017	Fire Station #1	85,000

Discussion of operating cost impact:

Roofs are the most critical component of a facility and require ongoing repair and replacement. The average life span of a well maintained roof can reach 25 years. The City has 113 roof areas totaling over 536,000 sq. ft. The total replacement cost is estimated at $3,894,461. Based on a 25 year replacement cost , we should expect an average of approximately $155,000 in replacement costs annually to keep our roofs up to date. No overall impact on operating costs is expected from roof replacements.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Facilities	Wastewater	145,000	75,000	-	-	-	$ 220,000
Wastewater Capital Projects							
Facilities	Mead Pump House	40,000	-	-	-	-	$ 40,000
Facilities	MSB	300,000	-	300,000		-	$ 600,000
Facilities	Fire Stations	-	-	-	60,000	85,000	$ 145,000
Facilities	Erb Pool	-	-	-	200,000	-	$ 200,000
Facilities Capital Projects		340,000	-	300,000	260,000	85,000	$ 985,000
Total - Roof Replacement		$ 485,000	$ 75,000	$ 300,000	$ 260,000	$ 85,000	$ 1,205,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Construction	485,000	75,000	300,000	260,000	85,000	$ 1,205,000
Other	-	-	-	-	-	$ -
Total	$ 485,000	$ 75,000	$ 300,000	$ 260,000	$ 85,000	$ 1,205,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Wastewater Sludge Storage Options

PROJECT DESCRIPTION

Justification:

Wastewater plant biosolids storage deficiencies have occurred over the past several years. This deficiency has triggered the need for Appleton City Council resolutions to investigate options to address the deficiency and comply with code NR 204 for 180 days of required biosolids storage. More recently the Wisconsin Department of Natural Resources has proposed more stringent agricultural nutrient management standards for land on which biosolids are applied. These new standards could have significant implications to municipal biosolids management programs. Each of the aforementioned have caused the Utility to consider various treatment options that could provide cost effective storage options and end-use diversification for AWWTP biosolids. Composting was evaluated because it alters Appleton wastewater biosolids classification under NR 204 from a Class-B to a Class-A material. Successful composting would also reduce storage needs and allow the wastewater facility to meet the 180-day storage requirement while generating a product that is appealing to a number of markets including residents, nurseries, and commercial landscapers. The composting 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 was developed by the contracted engineer and approved by the DNR which provided operational guidelines to demonstrate the feasibility and assess costs for a cooperative composting operation. Compost pad construction was completed in September 2010 with outdoor windrow composting beginning by late October 2010. Two successful trials were completed in 2010 and 2011 and the economic feasibility study was presented to the Utilities Committee in early 2012. In 2012 further research and marketing opportunities were explored. Feasibility of a long-term composting program will continue to be evaluated in 2012 and 2013 as markets are developed based on the UW-Oshkosh research initiative and consumer demands. If composting is not successful, funds will be used for design/architecture planning for a biosolids building expansion. 2014 budget allocation may be related to capital improvements for either of these options depending upon the outcome of the demonstration and marketing studies.

The 2012 Economic Analysis estimated the cost of a biosolids storage building expansion to be $3.5 million and the cost of compost pad improvements and support facilities at the Outagamie Landfill to be $1.1 million.

Discussion of operating cost impact:

Cost related to composting for 2013 have been included in the biosolids O&M budget. O&M costs for continued land application of biosolids will closely follow cost increases in fuel and viable application sites. Significant program cost increases would be expected with the traditional land application option. Program costs should be reduced by the composting option as hauling and application costs would be reduced but any reductions will not be quantifiable until completion of the study.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2013	2014	2015	2016	2017	Total
Wastewater & Facilities	Engineering & Construction	-	1,500,000	-	-	-	$ 1,500,000
Total - Wastewater Capital Projects		$ -	$ 1,500,000	$ -	$ -	$ -	$ 1,500,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Study and Demonstration Testing	-	-	-	-	-	$ -
Engineering	-	-	-	-	-	$ -
Construction	-	1,500,000	-	-	-	$ 1,500,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 1,500,000	$ -	$ -	$ -	$ 1,500,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Parking Utility Maintenance and Equipment

PROJECT DESCRIPTION

Justification:

Consultant - Parking Ramp Structural Evaluations - The City has established a program where every three years, all four City-owned parking ramps are inspected by a structural engineering consultant. Written reports are prepared by the consultant, including detailed recommendations for short-term and long-term maintenance activities. The next round of inspections is 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.

Parking Ramp Structural Improvements - As a follow-up to the consultant's structural evaluations, the City has developed an annual program for structural improvements to all City-owned ramps. The goal of this program is to budget adequate funds for structural improvements to the City's four parking ramps in accordance with the consultant's prioritized recommendations. The improvements will ensure a safe parking environment for our customers and prolong the useful life of the City's ramps.

Parking Lot Repairs - Isolated surface repairs were completed in 2012 in the Library Plaza parking lot. 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, subject to the timing of other improvements in the entire Washington square area. 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 phases are planned for 2014 ($20,000) and 2016 ($20,000).

Parking Pay Centers - Library Plaza Lot (2015)- As a follow-up to our 2012 pilot project in Soldier's Square, the Parking Utility plans to install two parking pay centers and accompanying signage in the Library Plaza parking lot. These two pay stations will replace all 87 conventional parking meters and provide more payment options to our customers and also improve the efficiency of the City's enforcement, collection and reporting processes.

Ramp Signage (2013)- This project constitutes Phase III of the marketing & education campaign which was initiated in 2011 under the direction of the Ad Hoc Parking Committee. The project includes $20,000 for completion of LED Identification lighting. The ultimate objective for this project is to promote ease of access and improved customer service for our ramp users.

Consultant - Blue Parking Ramp Replacement - The City is beginning to prepare for the planned 2020 replacement of the existing Blue Parking Ramp. Consultant design services will be required beginning several years prior to the scheduled replacement to assist the City with site selection, phasing, ramp design, and construction services during the construction of the new ramp as well as the demolition of the existing Blue Ramp.

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 than the 87 parking meters that they are replacing.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2013	2014	2015	2016	2017	Total
Parking						
Ramp structural evaluations	40,000	-	-	40,000	-	$ 80,000
Ramp structural maintenance	50,000	100,000	50,000	75,000	100,000	$ 375,000
Lot repairs	-	-	35,000	-	-	$ 35,000
Security cameras	-	20,000	-	20,000	-	$ 40,000
Pay Centers- Library Plaza	-	-	30,000	-	-	$ 30,000
Ramp signage	20,000	-	-	-	-	$ 20,000
Consultant - Blue Ramp Replacement	-	-	-	400,000	800,000	$ 1,200,000
Total - Parking Utility Capital Projects	$ 110,000	$ 120,000	$ 115,000	$ 535,000	$ 900,000	$ 1,780,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	200,000	200,000	$ 400,000
Land Acquisition	-	-	-	-	-	$ -
Construction	50,000	100,000	85,000	75,000	100,000	$ 410,000
Other	60,000	20,000	30,000	260,000	600,000	$ 970,000
Total	$ 110,000	$ 120,000	$ 115,000	$ 535,000	$ 900,000	$ 1,780,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Regulatory Upgrade and Process Improvements Project

PROJECT DESCRIPTION

Justification:

Based on the Environmental Protection Agency (EPA) requirements under the Long-term 2 Enhanced Surface Water Treatment (LT2ESWTR) the water plant will incorporate the ultraviolet light process into the existing process treatment train. Under the new compliance rules, this addition, along with process improvements to the existing GAC contactors will create a greater removal value for cryptosporidium and giardia. The improvements will also reduce chemical and energy costs as a transition from ultrafiltration can be proven through process changes and demonstration projects. Additionally, 2012 CIP projects that were planned as separate projects will be combined with this project to take advantage of an economy of scale principal that has the potential to reduce overall project costs. This project replaces the 2012 Secondary Membrane Project which was projected to cost $10,000,000. This aggregate of regulatory and process improvements consist of:

1. Lime slaking equipment will be replaced with high density lime feed equipment. Instrumentation such as pH or streaming current monitors will be used to monitor and control feed rates. $769,000
2. Improve filter water quality including consulting services to evaluate and report on improvements for the preliminary treatment, lime softening, and filter processes. $130,000
3. Upgrade the CT Basins (part of the disinfection process), which includes increasing the baffle factor of the two CT tanks. Creating a serpentine hydraulic condition will gain CT value under compliance rules. $293,000
4. Upgrade the current GAC contactors to filters by introducing a filter to waste provision, equip with turbidimeters, and a VFD pump option from the Membrane Wash Water (MWW) and Contactor Wash Water (CWW) tanks. Other improvements include automating process valves and modifying the filter gullet wall and the CWW tank to have an air space to comply with filter standards. $1,865,000
5. Ultraviolet light disinfection upgrade includes low head feed pumps, piping configured to and from the new process, ultraviolet light reactors and eventually decommissioning the membrane filters. $2,604,000
6. Ammonia day tank upgrade will introduce new day tanks, traps, valves, and controls. $65,000
7. The existing system has 3,500 digital and 700 analog wired signals. The Supervisory Control and Data Acquisition (SCADA) System communicates to an "open architecture" reporting system. The SCADA system will need to be upgraded to reflect the changes in the treatment train. A purchased and integrated reporting program will allow for the continuation of regulatory reports and the ability to monitor and evaluate process control parameters. $250,000.

The full cost of this project is $5,976,000. The existing the 2012 budget contains $1.363M budget dollars that were no longer needed for the Cold Water Capacity project and the Secondary Membrane project that will no longer be completed. This funding will be used to fund the engineering contract to be awarded late in 2012 and remaining funding will be carried over to partially fund construction costs with the balance of project ($4.62M) to be funded from the 2013 budget as listed below. It is anticipated that construction contracts will be approved during the second half of 2013; with some construction to start in 2013, and most construction completed late in 2014.

Discussion of operating cost impact:

Projected chemical, electrical and cartridge costs will be reduced. These reductions will only be realized after the decommissioning of the ultrafiltration process. Current operating projections forecast an annual $500,000 reduction.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2013	2014	2015	2016	2017	Total
Water Utility UV Equipment	4,620,000	-	-	-	-	$ 4,620,000
Total - Water Treatment Capital Projects	$ 4,620,000	$ -	$ -	$ -	$ -	$ 4,620,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	4,620,000	-	-	-	-	$ 4,620,000
Other	-	-	-	-	-	$ -
Total	$ 4,620,000	$ -	$ -	$ -	$ -	$ 4,620,000
Operating Cost Impact	$ -	$ 100,000	$ (500,000)	$ (500,000)	$ (500,000)	$ (1,400,000)

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

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.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Water Utility	Design	-	-	200,000	-	-	$ 200,000
	Construction	-	-	2,000,000	-	-	$ 2,000,000
Total - Water Treatment Capital Projects		$ -	$ -	$ 2,200,000	$ -	$ -	$ 2,200,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	200,000	-	-	$ 200,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	2,000,000	-	-	$ 2,000,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 2,200,000	$ -	$ -	$ 2,200,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Folder/Inserter Machine

PROJECT DESCRIPTION

Justification:

The life span on the current folder/inserter machine should allow for five more years. It was purchased in March 2007 and the total volume is currently a little over 1,000,000. It is estimated to go an estimated 2,000,000 before being replaced. The cost of this machine was $28,005, which includes base unit & stacker .

This will upgrade the current folder/inserter, creating added efficiencies. Will compare purchasing versus leasing when the time comes to ensure the best possible price as well. This machine is used for many projects within the City. It is heavily used for the utilities bills.

Discussion of operating cost impact:

The annual maintenance is an additional estimated $2,246 using 2012 rates.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
City Clerk	Equipment		-	-	-	10,082	$ 10,082
City Center Capital Projects Fund							
City Clerk	Equipment		-	-	-	6,721	$ 6,721
Water Utility Capital							
City Clerk	Equipment		-	-	-	6,721	$ 6,721
Wastewater Utility Capital							
City Clerk	Equipment		-	-	-	6,721	$ 6,721
Stormwater Utility Capital							
Total - Folder / Inserter Capital Project		$ -	$ -	$ -	$ -	$ 30,245	$ 30,245

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	-	-	30,245	$ 30,245
Total	$ -	$ -	$ -	$ -	$ 30,245	$ 30,245
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: GIS Upgrade

PROJECT DESCRIPTION

Justification:

In an effort to support the increase in demand for Geographic Information Systems (GIS) access, there was a need to upgrade the core GIS server software. This project began in 2011; 2013 is the third year of the initial three-year enterprise license agreement (ELA) with the Esri GIS software vendor. The upgrade has enhanced 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 has an organization-wide solution that simplifies data management, provides more access to current information, supports interoffice workflows, and increases staff productivity. The Enterprise database provides a more scalable, higher performance environment by removing database size restrictions, concurrent user limits, and the single core server restrictions that exist with the previous licensing. The enterprise database software has also provided more flexibility in managing access and overall security and provides unlimited access to server, desktop, and mobile applications software.

The ELA includes bonus GIS extensions worth $40,000 and 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 City now has more than 75 users utilizing the desktop GIS software and more than 100 users benefiting from the online GIS products. Additionally, mobile (field) GIS products have been deployed for the Traffic division, helping to manage the sign inventory, as well as assisting the Fire Department with a grant project for tracking and reporting smoke detector installations.

In total, the City has realized a significant benefit from the ELA. For the $50,000 annual cost, the City is utilizing $550,000 worth of GIS software installed (at the government pricing) and additionally saving an annual maintenance and support cost of $92,000 for that software. Without the ELA, in order to function at our current level of productivity, the City would need to actually purchase the software at a cost of $380,000 and pay an annual maintenance fee of $92,000. Those costs do not include the $10,000 training credit, 5% savings for any instructor-led training, $37,500 fee for ArcGIS online program, and $40,000 in bonus GIS Server extensions.

Discussion of operating cost impact:

Maintenance costs are included for the term of the ELA agreement, eliminating the need for the $8,900/year maintenance contract again for 2013. This covers the entire support cost for the upgraded database, server extensions, and unlimited simultaneous mobile connections. Because of the efficiencies realized from moving to an ELA for this software, the 2014 budget will reflect moving the cost of this capital expense to the on-going operational cost of Information Services as the manager of all software for the City.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2013	2014	2015	2016	2017	Total
Comm. Dev. GIS Upgrade	40,000		-	-	-	$ 40,000
Community Development Capital Projects Fund						
Comm. Dev. GIS Upgrade	2,500		-	-	-	$ 2,500
Water Distribution						
Comm. Dev. GIS Upgrade	2,500		-	-	-	$ 2,500
Wastewater Collection						
Comm. Dev. GIS Upgrade	2,500		-	-	-	$ 2,500
Stormwater Utility						
Comm. Dev. GIS Upgrade	2,500		-	-	-	$ 2,500
Valley Transit						
Total - GIS Upgrade Capital Project	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	50,000		-	-	-	$ 50,000
Total	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
Operating Cost Impact	$ (8,900)	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 191,100

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Additional Vehicle for Station Six

PROJECT DESCRIPTION
Justification:

Fire District Six is positioned in a growth area of the far northeast quadrant of the City. Due to the physical layout of the community, additional staffing and equipment is required to meet expected response times for the **minimum** initial response staffing of emergency incidents. To maintain response capability, a response vehicle is required. It is anticipated that this unit could potentially be a "quint"-style apparatus (i.e. a five-function peice of equipment - tanker, pumper, hose, ladder, and aerial lift) providing broad 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.

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Fire	Equipment	-	-	-	750,000	-	$ 750,000
Total - Public Safety Capital Projects Fund		$ -	$ -	$ -	$ 750,000	$ -	$ 750,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	-	750,000	-	$ 750,000
Total	$ -	$ -	$ -	$ 750,000		$ 750,000
Operating Cost Impact	$ -	$ -	$ -	$ 972,017	$ 860,217	$ 1,832,234

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

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. 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 had another 30 sets that exceeded five years of age replaced. Another 20 sets are requested in 2014.

In 2015, the department plans to resume funding replacement sets from the operating budget, beginning with 20 sets each year. Existing 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.

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 2015, operating costs will increase by the cost of replacing 20 sets per year.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Fire	Other	-	32,000	-	-	-	$ 32,000
Total - Public Safety Capital Projects Fund		$ -	$ 32,000	$ -	$ -	$ -	$ 32,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	32,000	-	-	-	$ 32,000
Total	$ -	$ 32,000	$ -	$ -	$ -	$ 32,000
Operating Cost Impact	$ -	$ -	$ 32,000	$ 32,000	$ 32,000	$ 96,000

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Rescue Boat Replacement

PROJECT DESCRIPTION

Justification:

The Fire Department's current rescue boat and motor is fifteen years old. The boat is a 19-foot aluminum John-style boat (with a six-person capacity) with a Mercury 80-horsepower jet motor. Based on age and operational needs, the department is proposing to replace the current boat with a new style rescue boat.

The Appleton Fire Department has recognized the significant exposure that continues to expand with the on-going development of the Fox River throughout the City of Appleton and Fox Valley region. The Department trains and prepares for potential emergency responses along the waterway within the City limits. In addition, the department has also supported Sheriff's Department response when requested to provide additional assistance to safely perform rescue and/or recovery operations and will continue to discuss these joint efforts. With training and preparation comes the need to have the correct equipment to support rescue operations. This includes a watercraft that has versatility to operate in a wide range of changing water conditions, as well as a wide range of incident types (i.e. persons in the water, stranded boaters, fuel spills, fires along the waterway or on other watercraft, etc.). The section of the Fox River that runs through the City 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.

The increase in cost from the 2012 budget estimate ($27,000) was due to a few reasons. First, the fire pump was missing from the original quote ($10,000), and the trailer, originally a single unit, was upgraded to a stacked unit to accomodate loading and unloading of the inflatable raft. Also, we recognized the need for items to go with the boat including an improved depth finder/GPS with sonar and a marine band mobile radio for communicating with other boats and lift bridge operators.

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. This request will include adding this piece of equipment to the CEA with an estimated cost of $3,100 annually.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Fire	Equipment	-	46,500	-	-	-	$ 46,500
Total - Public Safety Capital Projects Fund		$ -	$ 46,500	$ -	$ -	$ -	$ 46,500

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Construction	-	-	-	-	-	$ -
Other	-	46,500	-	-	-	$ 46,500
Total	$ -	$ 46,500	$ -	$ -	$ -	$ 46,500
Operating Cost Impact	$ -	$ 3,100	$ 3,100	$ 3,100	$ 3,100	$ 12,400

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Self-Contained Breathing Apparatus and Spare Bottles

PROJECT DESCRIPTION

Justification:

The Appleton Fire Department has established a 10-year replacement cycle for the inventory of self-contained breathing apparatus (SCBAs). Since the current inventory of SCBAs was purchased in 2000, they were due for replacement in 2011. However, there is an expected revision of the standards related to this type of equipment so the replacement 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. This request will provide a mask for all employees along with spares for interns and training purposes.

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 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 increased operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Fire	Equipment	527,900	-	-	-	-	$ 527,900
Total - Public Safety Capital Projects Fund		$ 527,900	$ -	$ -	$ -	$ -	$ 527,900

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	527,900	-	-	-	-	$ 527,900
Total	$ 527,900	$ -	$ -	$ -	$ -	$ 527,900
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Radio Communication Equipment

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 made in 2012 by Outagamie County had a significant impact on our selection of portable radios. With that decision, the Police request to replace 123 portable radios to comply with FCC mandates and P25 standards has been postponed until 2013, and the number of radios needed has increased to 130 units at an estimated cost of $531,563 and 82 mobiles at an estimated cost of $356,057.

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. The county was awarded a $1 million grant, of which the portion applicable to the Appleton Fire Department is estimated to be approximately $75,000.

The Appleton Fire Department will need to upgrade the majority of its communication equipment, including portable radios, mobile radios, and in-station alerting capabilities as part of this project.

Discussion of operating cost impact:

Since we currently include maintenance of communication equipment in our budget, no additional operating cost will be incurred.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Police	Portable Radios	531,563	-	-	-	-	$ 531,563
	Mobile Radios	295,057	-	-	-	-	$ 295,057
Fire	Communications Equipment	343,005	-	-	-	-	$ 343,005
Public Safety Capital Projects		1,169,625	-	-	-	-	1,169,625
Police	Mobile Radios	61,000	-	-	-	-	$ 61,000
CEA Replacement Fund							
Total - Radio Equipment		$ 1,230,625	$ -	$ -	$ -	$ -	$ 1,230,625

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	1,230,625	-	-	-	-	$ 1,230,625
Total	$ 1,230,625	$ -	$ -	$ -	$ -	$ 1,230,625
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Engineering Administration

PROJECT DESCRIPTION

Justification:

Survey Instrument Replacements - Robotic Total Station or GPS Units (2014, 2017)

The first survey instrument would be a replacement of our only remaining standard (non-robotic) Total Station, which will be approximately 15 years old at it's proposed time of replacement (2014). The second instrument would be a replacement for our oldest robotic unit that will be approximately 10 years old at its proposed time of replacement (2017). Robotic Total Stations provide improved functionality and efficiency over a standard Total Station instrument, with an added benefit of single-user operation in those situations where workload or staffing levels dictate. Our current robotic stations have provided numerous opportunities for one-person survey work, which has allowed us to reduce our survey backlog as well as reduce our need for overtime. A GPS Unit would also allow for single user operation and would primarily be used for field data collection. Unlike typical survey instruments, the GPS uses satellite links to provide spatially accurate data collection with high degrees of accuracy. The GPS unit would provide a much more efficient method for collection of widespread infrastructure data, which could be used for verification and updates to City records as well as incorporation into the City's expanding GIS program. We will utilize input from various City staff to evaluate which type of instrument will best meet the needs of the City prior to making any purchases.

Discussion of operating cost impact:

These survey instruments would allow us to more efficiently utilize existing staff to complete a larger volume of work without the need for additional survey staff.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
DPW	Robotic Total Station / GPS	-	35,000	-	-	35,000	$ 70,000
Total - Public Works Capital Projects Fund		$ -	$ 35,000	$ -	$ -	$ 35,000	$ 70,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	35,000	-	-	35,000	$ 70,000
Total	$ -	$ 35,000	$ -	$ -	$ 35,000	$ 70,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: CEA Fuel Site Upgrades

PROJECT DESCRIPTION

Justification:

To meet the laws governing fuel dispensing systems, CEA will need to upgrade the fuel site at the Municipal Services Building to continue to fuel vehicles at this site.

Wisconsin Department of Commerce, Comm. 10.500(5), requires the City of Appleton to install containment tubs under the fuel pumps with sensors to detect for leaks. The current tank monitoring system is not large enough to accomodate the additional sensors and will also need to be replaced.

In addition to meeting laws and regulations, other components of the fuel site are in need of repair and/or upgrades. The pumps, monitoring software, fuel rings and tanks are aging and in need of various levels of repairs, upgrades and replacements. CEA will hire a consultant in 2012 to evaluate the entire fuel system and recommend a plan to bring the site into compliance and meet future needs.

Work will include removing the fuel dispensers, replacing concrete islands with new islands containing the spill containment devices and monitors, replacing the existing fuel monitoring system with a new unit, reinstalling or replacing the fuel dispensers, wiring the system, and installing new software and fuel ring devices. Work will also include all permits, testing, certification and training needed for operation of the system.

The City uses the fuel system to generate reports for preventive maintenance of vehicles. We have tried to use other fueling sites in the past, but the lag time between sites made it hard to manage. Costs were higher to departments, so they didn't use the outside system. Many of the retail site roofs are not high enough for our trucks and have a lot of traffic. In the past, when we were at their site we would block vision to pumps, which caused complaints from owners and requests to use only outside islands.

Discussion of operating cost impact:

Because this equipment replaces an existing installation, there is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
DPW	Fuel Containment upgrade	-	500,000	-	-	-	$ 500,000
Total - Public Works Capital Projects Fund		$ -	$ 500,000	$ -	$ -	$ -	$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-		-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction		500,000	-	-	-	$ 500,000
Other		-	-	-	-	$ -
Total	$ -	$ 500,000	$ -	$ -	$ -	$ 500,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Residential Recycling Carts

PROJECT DESCRIPTION

Justification:

The City of Appleton currently contracts with Outagamie County to provide residential recycling collection. This service is paid for through the refuse tipping fees, with the 2012 recycling tipping fee at $12 per ton of refuse brought to the landfill. (The total tipping fee for 2012 is $44.20 per ton). The current method of collection is manual collection with each resident using and owning their own bin(s).

The industry belief is that using single stream automated recycling makes recycling easier for residents and therefore increases consumer recycling and the overall diversion rate (the diversion rate is the amount of collected material being diverted away from the landfill). The comparison of communities in our area appears to support that belief. In fact, Oshkosh experienced an increase of more than 20% in recycling tonnage when they converted to the automated cart and single stream system. Outagamie County estimates that Appleton will see a 25% increase in residential recycling with the change to automated recycling. This increase in recycling would result in a reduction of over 1,200 tons of garbage brought to the landfill annually and a cost savings of approximately $53,000 annually to the City of Appleton.

The biggest challenge to initiating an automated program is the initial cart expense. Based on quotes received recently by Winnebago County, a 96-gallon cart costs approximately $50. The City would need approximately 25,250 carts for an estimated initial purchase price of $1,262,500 plus shipping of $112,500 (including delivery/tracking to each location throughout the City) totaling $1,375,000. The City would purchase, own and maintain the carts (similar to what is currently done with the automated refuse carts) with a charge added to each property owners quarterly city service (water) billing to fund the carts.

Discussion of operating cost impact:

Initially, this program will have a negligible operating cost impact as the containers are all new, under a 10 year warranty and should need only minimal maintenance. However, over time as these containers age and they will require major repairs and replacements. As a comparison, the average cost of maintaining our automated refuse containers is approximately $135,790 ($50,000 for parts and $85,790 for labor and equipment) annually. Knowing that recycling collection will occur 50% as often as refuse collection, we estimate our recycling container maintenance costs to be 50% of the refuse maintenance cost, or $67,895. The first year, the delivery of containers and setting up the tracking system will show some operating cost impact. The labor portion of the operating cost impact will be provided by diverting labor from other activities.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Public Works	Recycling carts	$1,375,000	-	-	-	-	$ 1,375,000
Total - Public Works Capital Projects Fund		$ 1,375,000	$ -	$ -	$ -	$ -	$ 1,375,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	1,375,000	-	-	-	-	$ 1,375,000
Total	$ 1,375,000	$ -	$ -	$ -	$ -	$ 1,375,000
Operating Cost Impact	$ 45,000	$ 27,895	$ 67,895	$ 68,574	$ 69,260	$ 278,624

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: DPW Equipment - Sweeper Replacement

PROJECT DESCRIPTION

Justification:

High Efficiency Sweeper Upgrade ($60,000) -- 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.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Stormwater	Sweeper Upgrades	-	-	60,000	250,000	-	$ 310,000
Total - Stormwater Capital Projects		$ -	$ -	$ 60,000	$ 250,000	$ -	$ 310,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	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 *	$ -

* NQ = Not Quantifiable

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Information Services Equipment and Infrastructure

PROJECT DESCRIPTION

Justification:

Providing technology solutions through improved communications is the primary objective as we continue to improve and re-evaluate the existing infrastructure's efficiencies, as well as its inefficiencies. This CIP will continue to help us become a proactive force on the edge of technology and continue to move us away from being a reactive presence.

This CIP includes $40,000 for the replacement of our aging firewalls, which will include the ability to monitor and manage internet traffic with greater efficiency than the current system allows. Included in this project is a complete "security penetration" test of the entire network, with attempted security violations originating both from inside and outside our network and from both wired and wireless connections. This test will allow us to fully identify our vulnerabilities and will help us to secure our network completely.

In addition to the upgrades and enhancements made to the phone system in 2012, this project will finish the virtualization upgrade and will remove the remaining physical connections for all fax and analog lines and will bring in a new multi-port audio conferencing solution. Cost of this project will be $35,000.

In order to get our aging camera systems up to date with the rest of the City, including street cameras, Police Department cameras and, most recently, the Reid Golf Course cameras, this project proposes:

Replacement of all 15 City Hall cameras $19,000
Replacement of 9 cameras at MSB $37,000
Replacement of 4 external cameras on the Library parking lot $12,000
Addition of 30 cameras at Valley Transit and the Transit Center $45,000

This will provide an all encompassing camera solution and retire the existing 10+ year old camera systems.

Finally, as technology needs and advancements continue and the demand for bandwidth and video to the desktop, along with web based applications, are ever increasing, we are at a point where we need to replace our eight year old 100 MB switching network with 1GB to the desktop and 10 GB to the core from specific locations. We also need to investigate the addition of VDI (Virtual Desktop) solutions, which are bandwidth intensive applications. The cost of this technology will be $400,000 with a ten year life expectancy.

The proposed plan for ongoing technology includes future funding for evaluating and replacing the City's financial software and ongoing support for greater accountability and efficiency, and expanding various systems to ensure the City continues to meet the technology needs of the future. The continued momentum of Information Services will be determined by a permanent Director of IS and future funding will be subject to approval by the appropriate committees.

Discussion of operating cost impact:

The operating cost of these projects would be subject to the yearly ongoing support and maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
IS	Firewall and security Upgrade	40,000	-	-	-	-	$ 40,000
IS	Phone Upgrade	35,000	-	-	-	-	$ 35,000
IS	Camera System	68,000	-	-	-	-	$ 68,000
IS	Network Infrastructure	400,000	-	-	-	-	$ 400,000
IS	Various	-	500,000	700,000	700,000	500,000	$ 2,400,000
IS Capital Projects Fund		543,000	500,000	700,000	700,000	500,000	$ 2,943,000
IS	Camera System	45,000	-	-	-	-	$ 45,000
Valley Transit Capital Projects							
Total - Information Services Capital Projects Fund		$ 588,000	$ 500,000	$ 700,000	$ 700,000	$ 500,000	$ 2,988,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Other	588,000	500,000	700,000	700,000	500,000	$ 2,988,000
Total	$ 588,000	$ 500,000	$ 700,000	$ 700,000	$ 500,000	$ 2,988,000
Operating Cost Impact	$ 5,000	$ 12,500	$ 12,500	$ 12,500	$ 12,500	$ 55,000

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Replacement of Radio Read System for Water Meters

PROJECT DESCRIPTION

Justification:

The City of Appleton currently has 27,738 remote read water meters. These meters were first installed beginning in 1999, with installation completed in 2005. Because technology has advanced so far beyond our current system, replacement parts are no longer available from the manufacturers. In the interim, staff has worked innovatively with other communities to acquire their obsolete meter parts. However, we are now at a critical stage to evaluate our options.

Replacement of our current system provides us an opportunity to gain some efficiencies to our meter reading/billing system while improving customer service. Customer service improvements that are now standard to available systems include:

- Daily or weekly review of high/low readings by staff and explore options for customers to review as well
- Easily accessible on-line, including usage, billing and payment options with historical data
- Conversion of cubic feet to gallons
- Opportunity to explore costs and options for monthly billing
- Hourly consumption data available for use during billing dispute investigations
- Improved account information
- Reduced costs for reading meters for final billings

Based on the investigation done so far, we will be requesting to include $500,000 in the 2014 Capital Improvement Plan for new billing software and approximately $9 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) along with 2.5 FTE's of current staff to implement all 27,738 meters. Once the installation is completed we would anticipate eliminating/reducing a current meter tech (in addition to the temporary one we would hire to help with the installation of the new meters).

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Public Works	Replacement of Automated Meter Reading system	1,712,040	2,259,001	2,760,540	2,262,110	-	$ 8,993,691
	Billing Software	-	500,000	-	-	-	$ 500,000
Total - Water Distribution Capital Projects		$ 1,712,040	$ 2,759,001	$ 2,760,540	$ 2,262,110	$ -	$ 9,493,691

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	1,712,040	2,759,001	2,760,540	2,262,110	-	$ 9,493,691
Total	$ 1,712,040	$ 2,759,001	$ 2,760,540	$ 2,262,110	$ -	$ 9,493,691
Operating Cost Impact	$ -	$ -	$ -	$ -	$ (75,440)	$ (75,440)

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Lake Station Traveling Screen Replacement

PROJECT DESCRIPTION

Justification:

The Lake Station traveling screen removes large objects from the raw water intake such as logs, fish, and other debris. These materials are screened out of the water so they do not enter and damage the low lift pumps that pump water from the Lake Station to the Water Treatment Facility. The existing traveling screen was installed in 1969 and has a thirty year life expectancy. It has a rotating screen with screen washing mechanism. The traveling screen is planned for replacement to provide reliability for this essential component of the raw water intake system.

An evaluation of traveling screen alternatives was provided by an outside engineering firm as Phase 3 of recommended Cold Water Capacity Study improvements. It was determined that two major improvements should be made in the replacement screen. The first improvement is to incorporate a finer screen section that could be implemented during periods of Lake Winnebago algae bloom in order to remove some algae mechanically and reduce the required potassium permanganate dosages. Potassium permanganate is a high cost chemical that is currently applied at high dosages during algae blooms to oxidize and destroy algae cells. The second improvement is to provide a conveyance system for the wastes to be collected and disposed. Currently there is no removal system and any large objects need to be manually removed from the screen and finer wastes are recycled by gravity flow back to the intake line. The intake screen may also have a heating capability so that it can pass any ice jams from intake icing.

The traveling screen replacement is scheduled for year 2017 at a cost of $800,000.

Discussion of operating cost impact:

Some operating costs may increase and some may decrease. Cost decrease would be due to reduced potassium permanganate usage. Cost increase would be due to disposal of screenings from a conveyor to a roll-off box similar to the system for wastewater treatment plant disposal of grit and screenings. Our estimate of O&M costs at this time is that there will be no net change.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2013	2014	2015	2016	2017	Total
Water Utility	-	-	-	-	800,000	$ 800,000
Total - Water Treatment Capital Projects	$ -	$ -	$ -	$ -	$ 800,000	$ 800,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	800,000	$ 800,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 800,000	$ 800,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Powdered Activated Carbon Fire Monitoring System

PROJECT DESCRIPTION

Justification:

Powdered Activated Carbon (PAC) is a pre-treatment substance used seasonally at the Appleton Water Treatment Facility to remove taste and odor causing organic compounds from raw water. Up to 48 tons of PAC is stored in a single silo served by three independent material feeders. Due to its reactive nature, PAC readily combines exothermically with available oxygen while in storage. In addition, dry PAC has excellent insulating properties which impede heat transfer. Consequently under certain conditions, sufficient reaction heat can be retained in the storage silo interior allowing pockets of material to reach ignition temperature. The resulting combustion destroys PAC product, has the potential to destroy equipment, and produces hazardous carbon monoxide.

Water Utility staff and consulting engineers have evaluated the installation and recommended a set of modifications to improve combustion detection and facilitate combustion suppression. The recommended modifications include:

1) Installation of temperature and combustion gas sensors to improve storage silo condition monitoring;
2) Installation of piping, valves, and controls to allow managed injection of carbon dioxide gas from existing carbon dioxide evaporators into the storage silo for combustion suppression.

Discussion of operating cost impact:

Operating cost increase will be limited to a small number of instrument technician hours each year to maintain sensor calibrations and potentially a small volume of carbon dioxide gas when necessary for combustion suppression. These costs are more than offset by the avoided expenses associated with material or equipment destruction resulting from uncontrolled combustion events.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Water Utility							
	Planning / Design	20,000	-	-	-	-	$ 20,000
	Construction	120,000	-	-	-	-	$ 120,000
Total - Water Treatment Capital Projects		$ 140,000	$ -	$ -	$ -	$ -	$ 140,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	20,000	-	-	-	-	$ 20,000
Land Acquisition	-	-	-	-	-	$ -
Construction	120,000	-	-	-	-	$ 120,000
Other	-	-	-	-	-	$ -
Total	$ 140,000	$ -	$ -	$ -	$ -	$ 140,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Pressure Zone Control Valve Stations

PROJECT DESCRIPTION

Justification:

A Water Distribution Master Planning study was completed in 2007 and identified a need for installation of four pressure zone control valve (PRV) stations between the three water distribution system pressure zones. These pressure zones serve all elevations of the city service area and are "valved off" from each other, serving as individual tower/pipe networks in isolation from each other. Pressure zone control valves provide connection of the zones for emergency backup, fire flow, and maintenance purposes. Without the installation of control valves, some areas of the city are at increased risk of negative pressure and boil water orders in the event of a tower outage, large water main break, or fire. The three pressure zones include: A) Primary Pressure Zone, B) Ridgeway Pressure Zone, and C) North Pressure Zone. The plan identified the following pressure zone connections:

Two PRVs between the North Zone / Ridgeway Zone
One PRV between Ridgeway Zone / Main Zone and one PRV between North Zone / Main Zone

The first of two PRVs between the North Zone / Ridgeway Zone at Moss Rose Lane was completed in 2010 (Station No.1). The second of the four total PRVs was planned for land acquisition in year 2011 and construction in 2012. This would have been the North Zone / Main Zone connection, but was moved to a future year based upon an update of the original master plan from 2007. The update indicated a location nearer to the center of the City was appropriate; nearer to the planned Main Pressure Zone Water Tower. Design work was begun in 2012 and a lease agreement arranged with the Appleton Area School District for a site in a parking lot near West High School, meeting the update for a location nearer to the center of the City. Additional piping needed was bid and installed in 2012. Additional funds for the construction of the PRV are needed in 2013 to augment the funds used for the piping. The third PRV is planned in year 2016. The third PRV would provide the second of the two North Zone / Ridgeway Zone connections. The fourth PRV is planned during the 2015-2019 period (North Zone / Main Zone connection). 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.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Water Utility	Station # 3						
	Land	-	-	-	-	-	$ -
	Engineering	-	-	-	-	-	$ -
	Construction	38,000	-	-	-	-	$ 38,000
	Station # 4						
	Land	-	-	-	35,000	-	$ 35,000
	Engineering	-	-	-	35,000	-	$ 35,000
	Construction	-	-	-	180,000	-	$ 180,000
Total - Water Treatment Capital Projects		$ 38,000	$ -	$ -	$ 250,000	$ -	$ 288,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	35,000	-	$ 35,000
Land Acquisition	-	-	-	35,000	-	$ 35,000
Construction	38,000	-	-	180,000	-	$ 218,000
Other	-	-	-	-	-	$ -
Total	$ 38,000	$ -	$ -	$ 250,000	$ -	$ 288,000
Operating Cost Impact	$ 2,500	$ 2,500	$ 2,500	$ 5,000	$ 5,000	$ 17,500

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Tower Mixer Installations

PROJECT DESCRIPTION
Justification:

New regulatory requirements for disinfection by-product were promulgated in 2012. Well-mixed tanks consume fewer disinfectant chemicals and produce fewer disinfection by-products. Effective water turnover and reduced water age are key in maintaining concentrations below regulatory limits. By actively mixing the stored water in reservoirs, consistent dispersion of disinfectant throughout the tank volume, including constant replacement at the walls, the bottom and tank floor, where bacterial growth would potentially flourish due to lack of disinfectant, is achieved. In the summer season, stratification by temperatures in elevated reservoirs can occur, reducing water turnover. Older water will rise in the tank and eventually the disinfectant will dissipate, as temperatures build throughout the season. Installation of mixers mitigates stratification issues and short-circuiting (a poor hydraulic condition, in which large volumes of water are static and small volumes move through a tank rapidly, that allows for bacterial growth), producing a uniform water temperature while reducing water age.

Discussion of operating cost impact:

The mixers will require annual maintenance to optimize life-cycle terms. Mixers are powered electrically and the combined O+M and power consumption is estimated at $2500 annually.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Water Utility	North Reservoir	-	60,000	-	-	-	$ 60,000
	Lindbergh Standpipe	-	-	60,000	-	-	$ 60,000
Total - Water Treatment Capital Projects		$ -	$ 60,000	$ 60,000	$ -	$ -	$ 120,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	40,000	40,000	-	-	$ 80,000
Other	-	20,000	20,000	-	-	$ 40,000
Total	$ -	$ 60,000	$ 60,000	$ -	$ -	$ 120,000
Operating Cost Impact	$ -	$ 2,500	$ 5,000	$ 5,000	$ 5,000	$ 17,500

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Bar Screen Replacements

PROJECT DESCRIPTION

Justification:

Bar Screens are a vital "first step" in removing large solids and debris from the waste stream. Three Bar Screen systems are located in the Grit and Screen Building. Bar Screens #1 and #2 are 2" and 3/4" screens, respectively, that pass an excessive amount of solids, especially during high flow events. #3 Screen was replaced in 2008 with 1/4" screen and has performed very well, reducing maintenance needs in downstream processes.

A fine screen capacity of 102 MGD is needed to meet screening needs during high flow events. These events are a source of fouling materials that are introduced into down stream processes. The #3 Bar Screen has a capacity of approximately 50 MGD. This Capital Improvement Project would include the removal of the existing #2 Bar Screen equipment and the installation of a fine screen similar or equal to the #3 screen. Current treatment technology also includes screening washers and compactors. This project would also include conveying equipment from screens to compactors and from compactors to a roll-off box. The conversion of Bar Screen #2 to 1/4" screen and the addition of the screenings handling equipment would effectively double the fine screen capacity. Bar Screen #1 would 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.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Wastewater	Engineering	100,000	-	-	-	-	$ 100,000
	Construction	900,000	-	-	-	-	$ 900,000
Total - DNR Replacement Fund		$ 1,000,000	$ -	$ -	$ -	$ -	$ 1,000,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	100,000	-	-	-	-	$ 100,000
Land Acquisition	-	-	-	-	-	$ -
Construction	900,000	-	-	-	-	$ 900,000
Other	-	-	-	-	-	$ -
Total	$ 1,000,000	$ -	$ -	$ -	$ -	$ 1,000,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Effluent Flow Meter Improvements

PROJECT DESCRIPTION

Justification:

Accurate influent and effluent flow metering is required to identify input, sidestreams both in and out, and effluent discharge to the Fox River. The Wastewater Treatment Plant currently has metered influent but does not have metered effluent flow. Department of Natural Resources (DNR) requires effluent flow metering to accurately report the effluent leaving the wastewater treatment plant. DNR mandates that the Utility install this capability for effluent flow pollutant loadings to the Fox River, which is now an estimate based on influent flow metering.

A meter installation was completed during the plant expansion in the early 1990s and was not successful. Another meter trial was conducted with a similar technology in 2001 without success. Both of these meter technologies relied on using the wastewater effluent solids as an indicator of velocity and flow. Due to excellent solids removal rates (e.g., 98 - 100%) the flow could not be measured accurately with these devices. Staff had piloted new meters and had little confidence that these meters have advanced to overcome this limitation.

The plant uses parshall flumes at the plant headworks. These flumes have a proven track record and are proposed for an effluent installation. Parshall flumes accurately measure flow based on the hydraulic properties of water and this method is proposed for installation in the two final effluent channels that feed the three plant outfalls. This project will include professional services for design, bidding and construction administration. Construction will include two parshall flumes, controls equipment, as well as SCADA and PLC integration. With the installation of parshall flumes and completion of this project, the Appleton wastewater treatment plant will return to full regulatory compliance. This is not an immediate need, but parshall flume installation, or a reliable alternative should be planned as part of the next facility study.

Discussion of operating cost impact:

The wastewater plant will pay accurate NR 101 discharge fees due to accurate effluent metering. The current protracted compliance schedule with the DNR will end. Potential fines or growth restrictions could result if this compliance requirement is not met.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Wastewater	Engineering	-	-	-	-	110,000	$ 110,000
	Construction	-	-	-	-	1,090,000	$ 1,090,000
Total - Wastewater Capital Projects		$ -	$ -	$ -	$ -	$ 1,200,000	$ 1,200,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	110,000	$ 110,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	1,090,000	$ 1,090,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 1,200,000	$ 1,200,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Everett Street Lift Station Improvements

PROJECT DESCRIPTION

Justification:

The Everett Street Lift Station was installed in 1997. The lift station is located on the north side of the 2500 block of Everett Street west of the intersection with Lynndale Drive and is the 3rd largest lift station of the fourteen lift stations in the city with a pump capacity of 0.60 MGD. The station includes a 7,500 gallon wet well with two 200 gpm pumps. The station pumps have reached their useful life and no longer keep up with high flow events increasing the potential for sanitary sewer bypasses and basement backups.

The current pump conditions create excessive pump run times which increases electrical costs. New pumps will be installed with energy efficient motors and variable frequency drives to reduce station electrical costs. The new pumps will be designed to address infiltration and inflow during rain events. The lift station wet well level controls are in usable condition, but may be replaced if appropriate. Other station upgrades may include flow monitoring, pump programming, and the installation of a standby generator capable of providing lift station operation during power outage conditions. The generator installation will improve the dependability of the lift station and lessen the demand on portable power generation equipment and the personnel needed to connect and maintain it. This project will require professional engineering services to prepare bidding documents. The project also requires Wisconsin Department of Natural Resources authorization.

Discussion of operating cost impact:

Installing newer and or correctly sized pumps with variable frequency drives will restore proper function to the station and reduce electrical costs. The design engineering report will quantify electrical savings. Installation of a stand-by power generator will increase the dependability of the lift station and reduce personnel service time and emergency calls.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Wastewater	Everett Street						
	Engineering	-	42,500	-	-	-	$ 42,500
	Construction	-	207,500	-	-	-	$ 207,500
Wastewater Capital Projects		$ -	$ 250,000	$ -	$ -	$ -	$ 250,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	42,500	-	-	-	$ 42,500
Land Acquisition	-	-	-	-	-	$ -
Construction	-	207,500	-	-	-	$ 207,500
Other	-	-	-	-	-	$ -
Total	$ -	$ 250,000	$ -	$ -	$ -	$ 250,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Lift Station Trailer Mounted Emergency Generator

PROJECT DESCRIPTION

Justification:

The City of Appleton Wastewater collection system includes 14 raw sewage lift stations that convey sewage to interceptor sewers for gravity flow to the Wastewater Treatment Plant. Failure of lift stations pose the immediate risk of sanitary sewer back-ups into residential basements, businesses, and industries served in these areas. 30% of collection system sanitary service flows through these lift stations. The lift stations are a critical component of the sewerage system and it is vital that their operational integrity be maintained at all times to prevent sanitary sewer overflows. Three of the largest lift stations include permanent emergency engine generators. The other eleven lift stations have no permanent emergency power back-up in the event of power outages. A single portable engine generator provides back-up power to run the pumps at these remaining eleven lift stations.

The Wisconsin Department of Natural Resources (WDNR) Municipal Code strongly recommends that at least one emergency generator be available for each three lift stations that do not have on-site permanent generator power. To meet this level of service would require the purchase of three more generators, as well as the level of staffing necessary to transport and power up this equipment in time of need. Of the current eleven lift stations, 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.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Wastewater	Engineering	-	-	5,000	-	-	$ 5,000
	Equipment	-	-	60,000	-	-	$ 60,000
Total - Wastewater Capital Projects		$ -	$ -	$ 65,000	$ -	$ -	$ 65,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	5,000	-	-	$ 5,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	-	-	60,000	-	-	$ 60,000
Total	$ -	$ -	$ 65,000	$ -	$ -	$ 65,000
Operating Cost Impact	$ -	$ -	$ 500	$ 500	$ 500	$ 1,500

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Programmable Logic Controller (PLC) Replacement and SCADA Upgrade

PROJECT DESCRIPTION

Justification:

The Supervisory Control and Data Acquisition (SCADA) system software was installed in 2005-2006. This system is integrated with the Programmable Logic Control (PLC) equipment and controls vital wastewater plant functions such as pumps and aerator blower controls. The key functions of the integrated system are equipment control data retrieval and process monitoring on the 38 acre facility. This function is essential in maintaining plant operations within Wisconsin Pollution Discharge Elimination System Permit (WPDES) limits. The system cannot be operated without integration of both the PLC equipment and the software that operates and gathers data.

SCADA controls require replacement at approximately seven year intervals to keep the operating platform up to date with PLC control standards. Replacement of the SCADA system significantly reduces the risk of a hardware or software malfunction or "crash" and conflicts causing loss of data and / or monitoring capabilities.

Discussion of operating cost impact:

Since this project replaces existing equipment, there is no impact on operating expense.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2013	2014	2015	2016	2017	Total
Wastewater	System Assessment	-	-	-	-	500,000	$ 500,000
Total - DNR Replacement Fund		$ -	$ -	$ -	$ -	$ 500,000	$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	500,000	$ 500,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ -	$ 500,000	$ 500,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Receiving Station Improvements

PROJECT DESCRIPTION

Justification:

The AWWTP began accepting hauled wastes from out of the Appleton sewer service area in 1999. The program intent is to use available treatment capacity to offset community treatment expenses with the acceptance of wastes. The current annual revenue from this program is approximately $500,000. Since January 1, 2010 authorized haulers are billed by the Utilities based on tier rate system determined by each 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 are 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. An engineering study performed in early 2012 developed a preliminary plan that addressed deficiencies and designed a station upgrade that would re-purpose an abandoned 185,000 gallon tank to increase capacity. Upgrading the facility will allow for extended hours of operation and the ability to increase revenues through tipping fees and enhanced biogas utilization. As AWWTP proves out gas utilization, there will be a desire to increase biogas generation to reduce energy expenditures in addition to increasing associated revenues from tipping fees

Discussion of operating cost impact:

Project will increase capacity and revenues through tipping fees and expanded biogas utilization.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Wastewater	Engineering	-	-	100,000	-	-	$ 100,000
	Construction	-	-	900,000	-	-	$ 900,000
Total - Wastewater Capital Projects		$ -	$ -	$ 1,000,000	$ -	$ -	$ 1,000,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	100,000	-	-	$ 100,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	900,000	-	-	$ 900,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ 1,000,000	$ -	$ -	$ 1,000,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Sewer Camera Replacement/Upgrade

PROJECT DESCRIPTION

Justification:

The existing sewer camera was purchased in 2007. Prior to that, 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 destroying 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 can 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 low quality.
- The camera does not have the ability to swivel and look in the laterals connecting to the main sewer line.

In addition, repairs associated with the current camera (parts and labor) have cost over $6,880 since its purchase, not including 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 identify the problem
- 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 boulevards to find the problem and be able to pin point the exact area which will save staff & equipment time.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	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 & Stormwater Sewer Camera Project		$ 56,000	$ -	$ -	$ -	$ -	$ 56,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other	56,000	-	-	-	-	$ 56,000
Total	$ 56,000	$ -	$ -	$ -	$ -	$ 56,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: TMDL Related Wastewater Facility Planning

PROJECT DESCRIPTION

Justification:

On May 18, 2012, the US Environmental Protection Agency (EPA) approved the Lower Fox River Basin and Green Bay Area of Concern Total Maximum Daily Load (TMDL). The TMDL outlines phosphorus and sediment reductions needed to restore water quality in the local streams, Lower Fox River and bay of Green Bay. As a result, revisions to NR 217 regulations will lower effluent limits for phosphorus discharges of the Appleton Wastewater Treatment Plant (AWWTP). The Wisconsin Department of Natural Resources (WDNR) implements point source load allocations through permits issued under the Wisconsin Pollutant Discharge Elimination System (WPDES) program. Under the approved TMDL, the WDNR will be establishing wastewater effluent limits of 0.2 mg/l or less for point sources with WPDES permits on the Lower Fox River (LFR). This proposed limit is substantially lower than the AWWTP's current 1.0 mg/l phosphorous limit. The current treatment plant processes were not designed to remove phosphorous to these new lower limits as they have been proposed. A preliminary study estimates $40,000,000 in engineering and construction costs to meet the proposed phosphorous rules.

The WDNR recognizes three (3) tools that exist to WPDES permit holders under the TMDL that will be evaluated by Publicly Owned Treatment Works (POTWs) to determine the most effective path of compliance. They include on-site phosphorous treatment /removal (plant optimization and/or design-build), Water Quality Trading (WQT), and/or Adaptive Management (AM). The AWWTP's current WPDES permit expires in May 2015. Prior to permit expiration, a decision must be made as to the planned path for compliance.

Professional consulting/engineering services would be sought to conduct a comprehensive evaluation of existing AWWTP treatment capabilities including process optimization opportunities as part of a “Phase I”. “Phase II” would include research and recommendations for treatment improvements or technologies that effectively decrease effluent phosphorus concentrations to comply with new low-level phosphorus standards. WQT and AM would be evaluated concurrently as off-site alternative methods of regulatory compliance which provide extended compliance timelines.

The study will provide a defined capital costs for the various routes of compliance (treatment, WQT, and AM). The information compiled within this study will be utilized to determine the most cost effective path of compliance and the basis of capital planning in 2015 and beyond.

Discussion of operating cost impact:

This study will evaluate treatment options that will allow the AWWTP to meet the TMDL and other regulatory standards in compliance with the WPDES permit. Non-compliance could result in regulatory fines, a compliance schedule and or a moratorium on development. Operating impacts will have costs associated with them when the regulatory standards and associated treatment improvements are established in years following the Facilities Study.

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Wastewater	TMDL Study	250,000	-	-	-	-	$ 125,000
	Design	-	-	2,500,000	-	-	$ 2,500,000
Total - Wastewater Capital Projects		$ 250,000	$ -	$ 2,500,000	$ -	$ -	$ 2,750,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	250,000	-	2,500,000	-	-	$ 2,750,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	-	-	$ -
Other - Equipment	-	-	-	-	-	$ -
Total	$ 250,000	$ -	$ 2,500,000	$ -	$ -	$ 2,750,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Reid Golf Course

PROJECT DESCRIPTION

Justification:

A master plan was developed for Reid Golf Course in 1988. The master plan was initiated to address the following concerns: maintenance facilities, clubhouse facilities, parking, safety issues on course (driving range), and course improvements. A new maintenance facility was completed in the early 1990's, the clubhouse was remodeled in the mid-1990's and a new irrigation system was installed in 2005.

The number of golf courses in our area has grown by nearly seventy percent. With this overgrowth and a poor economy, golf courses struggle to break even. Improvements that are not made or deferred can also add to a decrease in business as a result of the competition. This request identifies needed improvements and requests the necessary funding to keep this asset maintained and competitive.

In 2013, the stormwater project will be completed limiting use of the golf course for that season. In 2014, when all 18 holes are available for play, it will be critical to recapture any business lost during 2013. Various improvements are requested during 2013 so the work can be completed when the golf course reopens in 2014.

ADA Tee Access - Although the United States Department of Justice (DOJ) has yet to publish a definitive ruling as to whether accessible golf carts are required at golf facilities, we are a public golf course and may chose to serve a portion of the community of individuals with disabilities that may not be able to play golf without an accessible golf cart.

Discussion of operating cost impact:

The improvements would not have a significant impact on operational costs.

Note: Some of these items do not meet the capital asset threshold but are included in order to plan for these larger one time costs for the golf course.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
PRFMD	Paved Paths	-	37,800	-	-	-	$ 37,800
	Parking Lot	-	-	-	30,000	-	$ 30,000
	Flooring/Counter	25,000	-	-	-	-	$ 25,000
	Bathroom Remodel	-	-	35,000	-	-	$ 35,000
	Bunker Renovations	-	-	5,000	5,000	5,000	$ 15,000
	Greens Drainage	-	-	-	7,500	7,500	$ 15,000
	Furniture	13,000	5,000	-	-	-	$ 18,000
	Forward Tees	-	-	4,500	4,500	-	$ 9,000
	ADA Tee Access	-	-	-	-	25,000	$ 25,000
Total - Reid Municipal Golf Course Capital Projects		$ 38,000	$ 42,800	$ 44,500	$ 47,000	$ 37,500	$ 209,800

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	25,000	37,800	44,500	47,000	37,500	$ 191,800
Other	13,000	5,000	-	-	-	$ 18,000
Total	$ 38,000	$ 42,800	$ 44,500	$ 47,000	$ 37,500	$ 209,800
Operating Cost Impact	$ 250	$ 250	$ 250	$ 250	$ 250	$ 1,250

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION	
Project Title:	Appleton Memorial Park/Athletic Fields

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department commissioned a study of the athletic facilities at Appleton Memorial Park in 2001. The study became necessary because of the aging condition of the softball complex and baseball diamond, the development of diamonds #4 - #6, increased demand for concession opportunities, utility areas and irrigation to maintain turf standards. The study was also commissioned to review the need for athletic facilities at Appleton Memorial Park relative to the 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. In 2012, plans were updated to address the current stormwater issues, facility functionality, aging building and building systems and future needs. Two options are currently being studied. One is to keep the current facility and build retaining walls, adding new drainage piping and sloping the ground away from the building. The second option would be to demo the current facility and rebuild a new, more functional facility at a higher elevation. Preliminary estimates appear to be the same cost for each option.

The sequence of projects has been changed from the previous CIP. It is suggested the above mentioned work be performed prior to constructing the new paved walkway between the Jones Building and the Miracle League Field.

This project request includes:

2013 - Analysis of options for use of the Jones building facility.
2013 - Construction of concession/restroom building and pedestrian walkways at Miracle League Field.
2014 - Construction of new facility, walkways and/or other updates based on 2013 design and option analysis.
2015 - Add irrigation to remaining fields.

The concession/restroom building and pedestrian walkways at the Miracle League Fields would include financial support of $125,000 from the Miracle League Field program.

Discussion of operating cost impact:

The additional restroom will impact operational costs. Some of the increased costs will be recovered from increased revenues from concession sales and rental of the facilities. In addition, if the older facility is replaced operational costs would reduce to maintain and operate that facility.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
PRFMD	Design/Options	55,000	-	-	-	-	$ 55,000
	Construction	-	500,000	-	-	-	$ 500,000
	Irrigation	-	-	200,000	-	-	$ 200,000
	West restroom concession & walks	275,000					
Total - PRFMD Capital Projects Fund		$ 330,000	$ 500,000	$ 200,000	$ -	$ -	$ 1,030,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	330,000	500,000	200,000	-	-	$ 1,030,000
Other	-	-	-	-	-	$ -
Total	$ 330,000	$ 500,000	$ 200,000	$ -	$ -	$ 1,030,000
Operating Cost Impact	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 25,000

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Erb Pool/Pavilion Remodeling

PROJECT DESCRIPTION

Justification:

Pool

Erb Pool was constructed in 1979. The mechanical components of the pool are now 34 years old and are failing. 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. The remodeling of Erb Pool is scheduled for 2014 with the development of the plans and specifications completed in 2013.

Pavilion/Parking

The original master plan for the renovation of Erb Park was adopted by the Common Council in 1998. The master plan identified 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 plan was revisited 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

Discussion of operating cost impact:

The changes proposed would increase operational costs of the pool, but the changes would also increase attendance and revenues. It is difficult at this time to project operating costs when it is unknown exactly what changes will be incorporated in the final design.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
PRFMD	Pool/Pavilion/Parking:						
	Design Services	185,000	-	-	-	-	$ 185,000
	Construction	-	2,300,000	-	-	-	$ 2,300,000
Total - PRFMD Capital Projects Fund		$ 185,000	$ 2,300,000	$ -	$ -	$ -	$ 2,485,000

COST ANALYSIS

Estimated Cash Flows

Components	2012	2013	2014	2015	2016	Total
Planning	185,000	-	-	-	-	$ 185,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	2,300,000	-	-	-	$ 2,300,000
Other	-	-	-	-	-	$ -
Total	$ 185,000	$ 2,300,000	$ -	$ -	$ -	$ 2,485,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Park Development

PROJECT DESCRIPTION

Justification:

Northside Park
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. 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.

Southeast Park
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. A resolution was approved by the Appleton City Council, Menasha City Council and Harrison Town Board in January 2009. 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.

Former Water Plant
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 special revenue fund.

Vulcan Heritage Park
To complete the final phase of development as outlined in the Master Plan to develop the west side of the park.

Foremost Park
Initial development of Foremost Site Park to include grading, landscaping, trail development and an emergency boat launch.

Discussion of operating cost impact:

Cost would include maintenance and upkeep of trails, stairway, lighting and surrounding landscape areas.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
PRFM	Northside Park	-	-	-	125,000	-	$ 125,000
	Foremost Park	-	-	200,000	-	-	$ 200,000
	Former Water Plant Site	-	-	-	1,500,000	-	$ 1,500,000
	Vulcan Heritage Park	-	-	200,000	-	-	$ 200,000
Subtotal - PRFM Capital Projects Fund		-	-	400,000	1,625,000	-	$ 2,025,000
PRFM	Southeast Park	-	150,000	-	-	-	$ 150,000
Subtotal - Park & Open Space Special Revenue Fund		-	150,000	-	-	-	$ 150,000
Total - Park Development		$ -	$ 150,000	$ 400,000	$ 1,625,000	$ -	$ 2,175,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	150,000	400,000	1,625,000	-	$ 2,175,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 150,000	$ 400,000	$ 1,625,000	$ -	$ 2,175,000
Operating Cost Impact	$ -	$ 500	$ 1,000	$ 2,500	$ 2,500	$ 6,500

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Pavilion/Restroom Improvements

PROJECT DESCRIPTION

Justification:

Pavilion Replacement
The pavilions in Erb, Lions, Peabody and Schaefer Parks do not meet the accessibility requirements of the Americans with Disabilities Act (ADA) and the buildings are beyond their life expectancies. Regular maintenance has been performed on the buildings that has allowed for continued use of the pavilions, but significant accessibility issues and structural concerns dictate a need to upgrade and/or replace these.

Pavilion Construction
Pavilion and restroom facilities do not exist at either Summit or Vosters park and were planned to be constructed since inception of the parks.

With either replacement or new construction, a modular structure that would be similar at all parks may be utilized. Each pavilion would include an open space covered picnic area as well as ADA restrooms. In addition, evaluation will be performed to consider either installing built-in restrooms or using portable toilet structures.

This project request includes:
2013 - No planned project
2014 - Schaefer
2015 - Peabody
2016 - Summit and Vosters
2017 - Lions

Discussion of operating cost impact:
These projects would have annual maintenance and upkeep expenses.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
PRFMD	Pavilions						
	Design	-	10,000	5,000	5,000	5,000	$ 25,000
	Construction	-	100,000	100,000	100,000	100,000	$ 400,000
Total - PRFMD Capital Projects Fund		$ -	$ 110,000	$ 105,000	$ 105,000	$ 105,000	$ 425,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	10,000	5,000	5,000	5,000	$ 25,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	100,000	100,000	100,000	100,000	$ 400,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 110,000	$ 105,000	$ 105,000	$ 105,000	$ 425,000
Operating Cost Impact	$ -	$ 2,000	$ 4,000	$ 6,000	$ 8,000	$ 20,000

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Pierce Park Band Shelter

PROJECT DESCRIPTION
Justification:
Pierce Park has a joint pavilion and band shelter. The City Band uses this shelter for its performances in the summer. In 2011, it was identified that much of the infrastructure below the band stage was decaying. Temporary work has been performed to the stage to allow for its use in 2012. It is necessary to assess the current structure and to determine a long-term plan. This plan would include repairing the existing structure and/or building a modern structure that may be better suited for its function and provide greater flexibility. Options will consider location, alternative facilities, etc.
Discussion of operating cost impact:
A repaired or new facility would reduce the cost of current maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
PRFMD	Band Shelter						
	Design Services	20,000	-	-	-	-	$ 20,000
	Construction	130,000	-	-	-	-	$ 130,000
Total - PRFMD Capital Projects Fund		$ 150,000	$ -	$ -	$ -	$ -	$ 150,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	20,000	-	-	-	-	$ 20,000
Land Acquisition	-	-	-	-	-	$ -
Construction	130,000	-	-	-	-	$ 130,000
Other	-	-	-	-	-	$ -
Total	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Playground Areas

PROJECT DESCRIPTION
Justification:
To replace outdated or unsafe playground equipment as needed. In addition, to 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.
The current value of the playground areas is estimated at $1.8 million. It would be the intent to update each amenity as it reaches its expected life. The current funding allows for this to take place on a 20-year rotation.
Discussion of operating cost impact:
These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
PRFMD	Playground Equipment Upgrades	90,000	90,000	90,000	90,000	90,000	$ 450,000
Total - PRFMD Capital Projects Fund		$ 90,000	$ 90,000	$ 90,000	$ 90,000	$ 90,000	$ 450,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	90,000	90,000	90,000	90,000	90,000	$ 450,000
Other	-	-	-	-	-	$ -
Total	$ 90,000	$ 90,000	$ 90,000	$ 90,000	$ 90,000	$ 450,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2011 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Prospect Avenue Park Acquisition

PROJECT DESCRIPTION

Justification:

A resolution submitted in 2007 by the late Alderperson Walter Kalata requested the triangular piece of property on the corner of Prospect and Walnut Streets be dedicated as park property since this property was no longer needed by the Water Utility. The resolution was presented to the Board of Public Works, and the Parks and Recreation and Utilities Committees. Discussion on this resolution was generally focused on the cost of removing the existing abandoned underground filter backwash water tank, identifying appropriate funding sources for this work, and final disposition of the property. In 2008, the Appleton Common Council approved a resolution to demolish the tank and convert the property to a city park.

Based on an analysis completed in April 2009 by Donohue and Associates, the tank was approved to be structurally sound until 2014. The engineering firm proposed that the project to remove the tank from service should include the 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 originally approved by the Appleton Common Council for work in 2011 for planning purposes. As part of the estimating process the project had identified the Pierce Park stormwater pond excavation as fill for the demolished reservoir. Since the pond project was not approved for construction in 2011 the scheduling has been extended to 2013 to offset the need to purchase fill. Staff have estimated demolition and site restoration work to be $265,000. This part of the project is included in the Water Utility operations and maintenance budget, as it is not a capital project.

The Utilities Department and Department of Public Works will oversee the project. In addition the Department of Public Works will coordinate obtaining fill from another city project (e.g., stormwater pond construction).

Discussion of operating cost impact:

The property is currently maintained by the Parks and Recreation Department, but the maintenance costs are charged to Utilities Department. Once this property is acquired for park purposes, the annual maintenance costs would be included in the Parks and Recreation Department operational budgets.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
Water Utility	Tank demolition	-	-	-	-	-	$ -
Water Utility							
Parks and Rec	Land acquisition	-	48,800	-	-	-	$ 48,800
PRFM Capital Projects							
Total - Prospect Avenue Park Land Project		$ -	$ 48,800	$ -	$ -	$ -	$ 48,800

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	48,800	-	-	-	$ 48,800
Construction		-	-	-	-	$ -
Other		-	-	-	-	$ -
Total	$ -	$ 48,800	$ -	$ -	$ -	$ 48,800
Operating Cost Impact	$ -	$ 2,500	$ 2,500	$ 2,500	$ 2,500	$ 10,000

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Riverfront Initiatives

PROJECT DESCRIPTION

Justification:

The "Focus Fox River - A Master Plan" identified access to the Fox River as a major need and desire of the community. The plan also addressed the need to provide access from the College Avenue corridor to the riverfront. This project request includes funding for the development along the Fox River to address the strategies and objectives of the Riverfront Master Plan and the Riverfront Trail Connection Study.

The plan and study identify opportunities for trail development along the entire river corridor, redevelopment of the old Water Treatment Plant site and the adjacent WE Energies property, and connectivity to the downtown and surrounding neighborhoods through Jones Park. Significant momentum has developed along the Fox River with the development of Vulcan Heritage Park, Fratellos Restaurant, Paper Discovery Center, Trolley Square and the renovations to the four (4) navigational locks in Appleton. The development of a master plan for the Jones Park/WE Energies/old Water Treatment Plant properties was completed in 2006 and provides the direction for future development opportunities.

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.

This CIP request also includes the following elements:

2014 Construction of a bicycle/pedestrian trail on the Trolley Square trestle
2016 Construction of a bicycle/pedestrian trail between Vulcan Heritage Park and Lutz Park
2017 Construction of a bicycle/pedestrian trail on the Foremost trestle (east of Lawe Street)
Construction of a bicycle/pedestrian trail on the RiverHeath trestle is also planned but falls outside of this 5-year plan

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.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
PRFMD	Trolley Sq. Trestle	-	1,100,000	-	-	-	$ 1,100,000
	Lutz to Vulcan Tr.	-	-	-	1,800,000	-	$ 1,800,000
	Foremost Trestle	-	-	-	-	500,000	$ 500,000
	River Heath Trestle	-	-	-	-	-	$ -
Total - PRFMD Capital Projects Fund		$ -	$ 1,100,000	$ -	$ 1,800,000	$ 500,000	$ 3,400,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	115,000	-	25,000	50,000	$ 190,000
Land Acquisition	-	-	-	-	-	$ -
Construction/Demolition	-	985,000	-	1,775,000	450,000	$ 3,210,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 1,100,000	$ -	$ 1,800,000	$ 500,000	$ 3,400,000
Operating Cost Impact	$ -	$ 15,000	$ 15,000	$ 20,000	$ 20,000	$ 70,000

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Skate Park

PROJECT DESCRIPTION
Justification:

On May 20, 2009, the following resolution submitted by Alderpersons Martin and Smith was approved by the City Council, "Whereas, the skateboard was invented forty-four years ago, in the year of 1965. Whereas, of all the sports played around the world today, skateboarding has been ranked number 6 in terms of number of participants and popularity. Whereas, a skate plaza can utilize otherwise less-than-perfect sites and turn them into wonderful additions to the community. Whereas, concrete skate plazas are virtually maintenance free for many years. Whereas, in the United States alone, there are more than 400 skate parks, with more being constructed every day. Therefore, Be it Resolved, City of Appleton and Parks and Recreation form a private and public partnership with Friends of ASP (Appleton Skate Plaza) to design, plan, and construct an outdoor urban skate plaza that can be utilized by adults and children throughout the community."

Upon approval of the resolution, the Parks and Recreation Department worked with representatives of Friends of ASP to pursue a public/private partnership to develop a skate park in Appleton. A Capital Improvement Plan was approved that included $150,000 in 2013 for a skate park project. $100,000 was to come from the City and $50,000 from other sources (private fund-raising). In April of 2012, the Common Council approved the concept of a skate park in Telulah Park.

The Parks, Recreation and Facilities Management department has worked with a consultant to obtain recent costs to construct a skate park and the budget estimate is $260,000. Based on our research, the project requires investment by the skateboard community. The recommendation is based on two reasons: If this user group contributes to the project, then the investment is generally well respected and taken care of; Second, the cost of the project is significant and such user groups have had success in raising funds for similar projects to offset the cost to the taxpayers.

This request recommends a design be completed in 2013 and be funded by the City. Once the private fundraising reaches a total of $50,000, construction would be started.

Discussion of operating cost impact:

This new facility will require annual maintenance resulting in additional operational expenses.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
PRFMD	Skate Park						
	Design	35,000	-	-			$ 35,000
	Construction	-	225,000	-	-	-	$ 225,000
Total - PRFMD Capital Projects Fund		$ 35,000	$ 225,000	$ -	$ -	$ -	$ 260,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	35,000	-	-	-	-	$ 35,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	225,000	-	-	-	$ 225,000
Other	-	-	-	-	-	$ -
Total	$ 35,000	$ 225,000	$ -	$ -	$ -	$ 260,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Telulah Park Improvements

PROJECT DESCRIPTION

Justification:

A master plan for Telulah Park was adopted by the City Council in 2004. The master plan presents a long range approach to address the many activities currently located in Telulah Park. The plan addresses parking and vehicular access, trails and walkways, the number and location of athletic facilities, the skate park and disc golf course, and development of land at river level that was acquired in 1991.

The pavilion was renovated in 2004. The parking lot was reconstructed in 2006 and the extension of Newberry Trail through Telulah Park was completed in 2007.

As noted in the 2004 master plan, the proposed RiverHeath project will impact Telulah Park. Newberry Trail through Telulah Park was closed in 2009 and used as temporary access to the RiverHeath site. The temporary access required the removal of the skateboard park and some minor adjustments to the disc golf course. The re-located entrance road to the pavilion was originally scheduled for construction in 2010 but has been delayed due to delays in the development of RiverHeath and the street construction project. Construction of the lower level will include trail connections to RiverHeath, picnic areas, lighting, and parking lot and is scheduled for 2016.

Discussion of operating cost impact:

Additional operational costs will be incurred with additional parking lots. Costs will also be incurred when the lower level is developed and additional useable park space is realized as a result of the park upgrades.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
PRFMD	River level development	-	-	-	270,000	-	$ 270,000
Total - PRFMD Capital Projects Fund		$ -	$ -	$ -	$ 270,000	$ -	$ 270,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	20,000	-	$ 20,000
Land Acquisition	-	-	-	-	-	$ -
Construction	-	-	-	250,000	-	$ 250,000
Other	-	-	-	-	-	$ -
Total	$ -	$ -	$ -	$ 270,000	$ -	$ 270,000
Operating Cost Impact	$ -	$ -	$ -	$ 2,500	$ 2,500	$ 5,000

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Tennis Courts

PROJECT DESCRIPTION
Justification:

The Parks and Recreation Department commissioned a study of all City and area tennis courts in 2004 to assess the condition of the courts, provide cost estimates for renovations, and determine a course of action for providing tennis courts in the community from a regional approach. No significant maintenance has been performed since that time. Another assessment was performed in 2012. Today the courts range from poor to good condition. Unfortunately, some courts are unplayable and project a poor image on their respective parks and neighborhoods.

Most recently, M.A.T.C.H., Making Appleton Tennis Courts Happen, is working with Appleton City officials and the Common Council, to raise funds that can be used for the specific purpose of halting this tennis court destruction and removal, and restoring the remaining tennis courts to the good playing condition the tennis-playing public is used to. M.A.T.C.H. is a non-profit, 501(c) 3 collaborative community initiative. As of this budget no grants or substantial donations have been raised.

This budget recommends the removal of courts that are unsafe and/or unplayable. In addition, it requests the funding to restore courts that can still be salvaged at a reasonable cost. For courts that are removed, the space would not be utilized for any other use so that when M.A.T.C.H. raises the funds, the courts can be restored in the same locations if determined at that time. Lastly, collaborations are being sought for shared use of existing courts throughout the City.

This project request includes:
2013 - Remove courts at City Park. Fund $60,000 for court deferred maint. (Einstein & Green Meadows).
2013 - Replace courts at Summit Park $65,000.
2014 - Remove east side Erb Park courts. Fund $30,000 for court maintenance.
2015 - Replace Colony Oaks Park tennis courts.
2016 - Fund $75,000 to court deferred maintenance.
2017 - Fund $30,000 to court maintenance.

Discussion of operating cost impact:

These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
PRFMD	Tennis Courts						
	Maintenance	125,000	30,000	-	75,000	30,000	$ 260,000
	Construction	-	-	95,000	-	-	$ 95,000
	Removal	15,000	15,000	15,000	-	-	$ 45,000
Total - PRFMD Capital Projects Fund		$ 140,000	$ 45,000	$ 110,000	$ 75,000	$ 30,000	$ 400,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	140,000	45,000	110,000	75,000	30,000	$ 400,000
Other	-	-	-	-	-	$ -
Total	$ 140,000	$ 45,000	$ 110,000	$ 75,000	$ 30,000	$ 400,000
Operating Cost Impact	$ -	$ -	$ -	$ -	$ -	$ -

CITY OF APPLETON 2013 BUDGET CAPITAL IMPROVEMENTS PROGRAM
PROJECT REQUEST

IDENTIFICATION
Project Title: Trail, Trail Connections and Park Access

PROJECT DESCRIPTION

Justification:

Apple Creek Trail Connections

This project is to address a resolution passed by the City Council in 2005 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 improvement budget addressed only the linking of the Apple Creek Trail to the Player's Choice recreational complex. 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 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 Player's Choice area make this trail development a unique opportunity for additional recreational opportunities. The construction of the Holland Pond loop is scheduled for 2017.

Apple Hill Trail

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 to 2015 and will be coordinated with the new concrete street construction of Apple Hill Boulevard. The 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.

Arbutus Park - Pedestrian Access from Garfield Place

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 request includes funding for a stairway, landscaping to properly maintain the hillside, lighting and security.

Discussion of operating cost impact:

Cost would include maintenance and upkeep of trails, stairway, lighting and surrounding landscape areas.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2013	2014	2015	2016	2017	Total
PRFMD	Apple Creek Trail	-	-	-	-	150,000	$ 150,000
	Apple Hill Trail	-	-	150,000	-	-	$ 150,000
	Arbutus Walkway	-	95,000	-	-	-	$ 95,000
Total - PRFMD Capital Projects Fund		$ -	$ 95,000	$ 150,000	$ -	$ 150,000	$ 395,000

COST ANALYSIS

Estimated Cash Flows

Components	2013	2014	2015	2016	2017	Total
Planning	-	-	-	-	-	$ -
Land Acquisition	-	-	-	-	-	$ -
Construction	-	95,000	150,000	-	150,000	$ 395,000
Other	-	-	-	-	-	$ -
Total	$ -	$ 95,000	$ 150,000	$ -	$ 150,000	$ 395,000
Operating Cost Impact	$ -	$ 500	$ 3,000	$ 5,000	$ 5,000	$ 13,500