

City of Appleton, Wisconsin

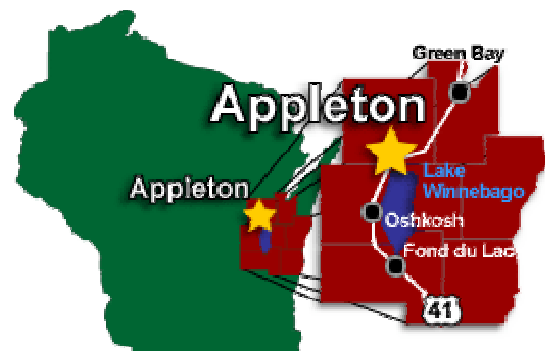


2014 EXECUTIVE BUDGET AND SERVICE PLAN

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



CITY OF APPLETON 2014 BUDGET TABLE OF CONTENTS

INTRODUCTORY SECTION	Page No.
Table of Contents.....	ii
Organizational/Fund Structure Matrix.....	iv
Mayor's Budget Message.....	v
Summary of Changes from Department Requested to Executive Budget.....	xiii
Listing of Items Not Included in Executive Budget.....	xvi
Total 2013 Budget.....	1
City Mission Statement.....	2
Directory of Officials.....	7
Chart of Organization.....	8
City Committees, Boards, and Commissions.....	10
Apportionment of Taxes.....	14
Tax Rates	
Assessed.....	15
Equalized.....	18
Summary of Property Tax Levies.....	21
Combined Summary of Revenues & Expenditures (All Funds).....	22
Combined Summary of Changes in Fund Balance (All Funds).....	24
Budget Development Process.....	25
Financial & Budget Policies.....	26
Background/General Information.....	35
GENERAL GOVERNMENT	
Budget.....	37
Revenues.....	40
Expenditures	
Mayor	45
Common Council	55
Finance	59
Unclassified	69
Housing, Homeless, and Block Grants.....	79
Room Tax Administration.....	92
Other Post Employment Benefits.....	95
Information Technology	99
Information Technology Capital Projects Fund.....	109
Legal Services	113
Tuchscherer Disability.....	131
Human Resources	133
Risk Management	145
COMMUNITY DEVELOPMENT	
Community Development.....	155
Housing and Community Development Grants.....	175
Industrial Park Land.....	189
Community Development Capital Projects.....	194
Tax Increment Districts	
Tax Increment District No. 3.....	197
Tax Increment District No. 5.....	204
Tax Increment District No. 6.....	208
Tax Increment District No. 7.....	212
Tax Increment District No. 8.....	216
Tax Increment District No. 9.....	220
Tax Increment District No. 10.....	224
FACILITIES / PARKS	
Facilities Management.....	227
Facilities Capital Projects Fund.....	237

CITY OF APPLETON 2014 BUDGET TABLE OF CONTENTS

	Page No
Parks and Recreation	241
Union Spring Park Trust	251
Peabody Estate Trust	252
Balliet Locomotive	253
Lutz Park Recreational Trust	254
Park Purpose Open Space	255
Project City Park	256
Universal Playground Trust	257
Miracle League Field	258
Reid Municipal Golf Course	259
 LIBRARY / TRANSPORTATION	
Public Library	269
Frank P. Young Memorial	287
Valley Transit	289
 PUBLIC WORKS	
Public Works	307
Sanitation and Recycling	335
Subdivision Development	349
Public Works Projects	353
Parking Utility	357
Central Equipment Agency	369
CEA Replacement Fund	381
 PUBLIC SAFETY & HEALTH	
Health Services	385
Health Services Grants	397
Police	411
Police Grants	435
Public Safety Capital Projects	439
Fire	443
Hazardous Materials	463
 DEBT SERVICE FUNDS	
Debt Service	467
 UTILITIES	
All Utilities	475
Water Utility	483
Wastewater Utility	507
Stormwater Utility	533
 SUPPLEMENTAL INFORMATION	
Resolution	549
FTE Personnel	550
Personnel Changes	551
Property Values	
Assessed	552
Equalized	553
Population	554
Glossary	555
 CAPITAL IMPROVEMENTS PROGRAM	
Policy	563
Five Year Plan	567
Debt Limit Analysis	583
Projects	575

City of Appleton 2014 Budget Operational/Fund Structure Matrix

<u>Operational Responsibility</u>	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Capital Projects Funds</u>	<u>Enterprise Funds</u>	<u>Internal Service Funds</u>	<u>Fiduciary Funds</u>	<u>Debt Service Funds</u>
Mayor	x						
Common Council	x						
Finance	x						
Unclassified	x						
Housing, Homeless, & Block Grants		x					
Room Tax Administration		x					
Other Post Employment Benefits					x		
Debt Service							x
Technology Services	x						
Technology Capital Projects			x				
Legal Services	x						
Tuchscherer Disability		x					
Human Resources	x						
Risk Management					x		
Community Development	x						
Housing & Community Development Grants		x					
Tax Increment District No. 2		x					
Tax Increment District No. 3		x					
Tax Increment District No. 5			x				
Tax Increment District No. 6			x				
Tax Increment District No. 7			x				
Tax Increment District No. 8			x				
Northeast Industrial Park Escrow			x				
Industrial Park Land			x				
Community Development Projects			x				
Parks Recreation & Facilities Management					x		
Facilities Capital Projects			x				
Parks and Recreation	x						
Union Spring Park Trust		x					
Peabody Estate Trust		x					
Balliet Locomotive		x					
Lutz Park Recreational Trust		x					
Park Purpose Open Space		x					
Project City Park		x					
Universal Playground		x					
Miracle League Field		x					
Reid Municipal Golf Course				x			
Public Library	x						
Library Capital Projects Fund			x				
Frank P. Young Memorial						x	
Valley Transit				x			
Public Works	x						
Sanitation and Recycling		x					
Subdivision Development			x				
Public Works Projects			x				
Parking Utility				x			
Central Equipment Agency					x		
CEA Replacement			x				
Stormwater Utility				x			
Water Utility ¹				x			
Wastewater Utility ¹				x			
Health Services	x						
Health Services Grants		x					
Police	x						
Police Grants		x					
Public Safety Capital Projects ²			x				
Fire	x						
Hazardous Materials		x					
Water Utility ¹				x			
Wastewater Utility ¹				x			

1. Shared responsibility between Public Works and Utilities - The Public Works Director is responsible for water distribution and wastewater collection while the Utility Director is responsible for water filtration and wastewater treatment.
2. The Public Safety Capital Projects Fund is used to fund both Police and Fire capital projects.



"...meeting community needs...enhancing quality of life."

OFFICE OF THE MAYOR

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October 2, 2013

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

Dear Appletonians:

I present to you the 2014 Executive Budget and Service plan, including the five-year Capital Improvement Plan. As we created this plan, our goal was to provide a balanced budget to you that continues to allow for high-quality, efficient service with minimal impact to property taxpayers, despite ongoing economic challenges at the national, State, regional and local level.

While there were no significant changes in 2013 that have influenced our budgeting process as in previous years (e.g., Act 10 influence on the 2012 Budget), it remains a challenge to create and sustain a balanced budget in tough fiscal times. We continue to face flat property values and declining State aid, all while feeling the pressure of rising costs that are beyond our control (e.g., commodity costs such as fuel). We also face a continual need to adapt to the changing world around us and within our organization so we can strategically plan for the long-term success of our organization and our community.

CHANGING WORKFORCE

One area that we know will change in the future is the face of our organization. During the next 10 years, more than 40% of our workforce will be retirement-eligible, which will leave large "gaps" in talent that we will have to fill in the near future. Our challenge will mirror what is happening in the world around us as millions of baby boomers start to exit the workforce. As a result, we will become part of the "war for talent" to find and promote the best and brightest employees of the future. The Appleton Common Council has just recently adopted a new job classification and pay structure and, to help us remain competitive, I have added a two percent increase for those employees who are not under a current collective bargaining agreement (note: these employees received a one percent pay raise in 2013 but had not received a wage increase in the previous two years). The new pay structure covers all employees not represented by collective bargaining agreements, so the plan includes those employees who had been represented by the various bargaining groups prior to Act 10. In addition, the new pay plan is a pay-for-performance compensation system under which employees who exceed or substantially exceed their goals will receive performance adjustments (up to 1%) either paid in a lump sum or

as an addition to the base pay for the employee, depending on where the individual falls in his or her pay grade.

In the larger statewide picture, the pay increase will also help offset the loss in employee take-home pay in 2014, due to the increase in statutorily-required contributions to the Wisconsin Retirement System (WRS) pension fund. The WRS rates for 2014 are as follows:

- General 14.0% (current rate 13.3%)
- Elected 15.5% (current rate 14.0%)
- Protective with SS 17.1% (current rate 16.4%)
- Protective without SS 20.7% (current rate 19.0%)

Since all employees other than protective service and Valley Transit are required by Act 10 to pay 50% of the retirement contribution, increases in WRS contribution rates directly reduce employee take-home pay, which in turn could affect our long-term competitive advantage as the talent war ensues.

COMMUNICATIONS

In an effort to meet our key strategy of effective communications, I have added a full time Communications Specialist in the Mayor's Office. Our citizens receive the information they need and want in many different ways and the City needs to keep up with the use of new and emerging technology. Relying on a dispersed, departmental approach to communication does not provide consistent messages to our citizens from City Hall. This new position will be tasked with strategic communication support for the City. Specifically I envision this position working on proactive communication with the public through the coordinated use of the City's website, social media and other new technology. This position would assist all departments in their communication efforts.

TEMPORARY HELP REQUESTS

In the 2013 budget, I allocated \$30,000 in the Human Resources (HR) Department budget to respond to multiple departmental requests for temporary help. Since HR is in the best position to determine what resources are available at any given time, this enabled us to study the need further. In the 2014 budget, I have eliminated the part time staff dollars in HR and included temporary help dollars in Fire and Utilities and have added a half-time clerical position to the fifth floor customer service team.

CAPITAL PLANNING

Over the last few years there have been, and continue to be, discussions about significant changes in our downtown. Specifically these discussions have centered on the replacement of the Blue Parking Ramp, either a new Library or addition to our existing Library, as well as the potential relocation of City Hall. These projects are presented in the 2014 Budget under a new Capital Improvement Project (CIP) titled Washington Square. While any one of these projects has significant costs, together the costs soar to potentially over \$50,000,000! The City Council decided in 2011 that the Blue Parking Ramp would be replaced by 2020. We cannot remove the

parking currently provided in the Blue Ramp without first having a replacement for those spots. The Washington Square CIP includes \$140,000 in 2014 for analysis of the Blue Ramp and planning for its replacement. The significant expenditures in the future years of this CIP are a signal that we need to begin to make some long-term decisions about the future of this area of our downtown.

DEBT SERVICE

The City issued no general obligation debt in both 2010 and 2011 and delayed borrowing for 2013 due to timing on several projects. This has allowed the City to use tax levy dollars for operations that would have been used for debt service. In the 2014 budget, the levy for debt service, at \$2,825,388, is at its lowest level since 2006. We anticipate borrowing in 2014 for both 2013 and 2014 capital projects. Combining projects in a single debt issue helps to minimize debt issuance expense and will delay the increase in the levy needed for overall debt service to 2015.

CARRYOVER FUNDS

This 2014 proposed budget also includes a number of requests to carryover anticipated unused funds in 2013 to fund specific items in 2014. As mentioned earlier, the 2014 budget includes a 2% cost of living increase for all employees not covered by collective bargaining agreements. Employees may also earn an additional amount for exceeding their goals or for exceptional performance. 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 2014 for this purpose and for other unanticipated changes, such as changes in an individual's health insurance plan status.

This budget also anticipates using \$22,200 of the reserve established from the settlement with Time Warner Cable for the annual software maintenance charge for the recording system that has been installed in the Council Chambers. This system both streamlines the preparation of documents (i.e., agendas, minutes and reports) and makes audio and video recordings of committee and Council meetings available to the public.

This budget also assumes that the unused contingency funds in the Unclassified section of the budget will be carried over from 2013 to 2014. Therefore, no new contingency funds are budgeted in 2014. Anticipated balances in our contingency funds are estimated to be:

- Time Warner Cable PEG Access Settlement Funds \$99,631
- State Aid Contingency \$1,086,440
- General Contingency (will carryover whatever final balance is) \$697,096
- Fuel Contingency \$137,315
- Wage Reserve \$148,370

COMMUNITY AND ECONOMIC DEVELOPMENT

This budget includes \$72,000, based on a contribution rate of \$1 per capita, to participate in the Fox Cities Regional Partnership (formerly the *Ignite Fox Cities* campaign). Additionally, the

Community and Economic Development Department will begin implementation of the Economic Development Strategic Plan for the City that has been under development (\$30,000 for consulting). Capital budget items include:

- Exhibition Center – \$2,773,356 in support of the community’s efforts to build an exhibition center in downtown Appleton. City participation will include land acquisition and infrastructure improvements. The proposed center will house 30,000 - 35,000 sq. ft. of exhibition space and is projected to generate \$8.4 million per year in economic activity. It is important that we continue to move forward with this project in order to provide a full service convention center that will attract commerce and trade shows positioning the Fox Cities as a top tier Midwest destination for regional conventions.

This project was included in the 2013 budget but has not been able to move forward due to the uncertain status of the Radisson Paper Valley Hotel, which will bear the cost of operating the facility. The hotel fell into receivership after adoption of the 2013 budget but negotiations have continued with the hotel’s management and new owners, both of whom are committed to the success of this project.

- Industrial and Business Park Development – Funds are included for maintenance, marketing and miscellaneous infrastructure for the City’s Southpoint Commerce Park (\$79,472) and to repurchase lots in the Northeast Business Park that are not in compliance with the protective covenants for construction (\$200,000). Funds are also included to restore the most heavily used center two lanes of Eisenhower Drive (\$124,855) and allow us to postpone the more costly concrete reconstruction for a period of 5-10 years which will hopefully coincide with more substantial build-out within the Southpoint Commerce Park.
- TIF districts – TIF District 9 and TIF District 10 were approved on 9/19/13 to assist with site acquisition and preparation for a major expansion by a long established local industry and for a new major retailer, respectively.
- Revolving Loan Fund – The East Central Wisconsin Regional Loan Fund (EC Regional Loan Fund) Program is currently comprised of the counties of Calumet, Fond du Lac, Outagamie, Shawano, Waupaca and Winnebago, and, as of July 10, 2013, has approximately \$12 million in managed assets with \$4.7 million cash on hand available for loans to businesses to establish or expand in the region. With Appleton’s contribution to the fund, businesses in Appleton will be eligible for loans from the fund.

FISCAL

- Taxes – Overall, this budget includes a small increase in levy-related expenditures of .59% while experiencing a decrease of 5.95% in revenues, resulting in a tax levy increase of 1.98%. The increase in the levy, coupled with the overall loss in the City’s tax base of .63% on an equalized basis, results in an increase of 2.34% or \$.19 in the equalized value mill rate (\$8.48 in 2013 vs. \$8.29 in 2012). However, since assessments are currently estimated at or above 100% for all counties, the average assessed mill rate increases only

\$.11 or 1.37% (\$8.14 in 2013 vs. \$8.03 in 2012). City and State imposed levy restrictions are met by this budget.

- Debt and Fund Balances – Despite the difficulties in the economy, the City’s established debt and fund balance policies will be met by this budget to ensure the City’s outstanding bond ratings and financial stability. We have also maintained up to 1% of the 2014 General Fund Budget in the reserve for contingencies (\$697,076). As mentioned, reserves remain intact for state aid changes (\$1,086,440) and the fuel contingency (\$137,315) and are requested to be carried over from 2013.

UTILITIES

- Water – The regulatory upgrades and process improvements at the Water Treatment Plant are tentatively scheduled to be bid in November of 2013. The construction estimates are currently approximately \$1 million over budget. It is anticipated we will need to address funding shortfalls when actual bids are received. This budget continues to focus on replacing aged distribution and transmission mains (\$2,665,988). 2013 was the first year of a multi-year project to replace the existing radio-read water meters to an Advanced Metering Infrastructure (AMI) reading system. The continuation of those replacements is budgeted at \$1,860,073. This budget includes deterring a rate study until early 2015 with implementation late in 2015 or early 2016.
- Wastewater – Wastewater collection system capital improvements include typical reconstruction projects in concert with road improvements (\$2,665,988). Utility capital improvements include upgrades to the digesters to improve their energy efficiency (\$225,000) and improvements to the Everett Street lift station (\$450,000). We continue to monitor the new NR 217 rule and the Total Maximum Daily Load (TMDL) legislation as they relate to phosphorous reduction criteria that will have significant implications to the Wastewater Utility. A TMDL study is underway and will be completed in 2013. It will provide a comprehensive evaluation of existing treatment capabilities and provide recommendations for future capital planning for treatment improvements or technologies to decrease phosphorus levels. There is no change in the Wastewater rates in the 2014 Budget but a 3% rate increase is anticipated on January 1, 2015.
- Stormwater – This budget reflects funding for the West Wisconsin Avenue flood reduction project (\$2,200,000) and Phase 3 of the Theodore Street flood storage project (\$500,000), along with other infrastructure (\$2,779,049) as we continue to implement the City-wide stormwater management plan. There was an increase in stormwater rates effective 7/1/13, from \$125 to \$155 per ERU. The next planned rate increase, of approximately 18%, is expected to be in July, 2016.

PERSONNEL

The 2014 Executive Budget contains both additions and reductions in part-time and full-time positions, as well as reclassification of certain positions.

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

- Addition of funding to the Library Assistant – Adult Programming position to bring it up to a .5 FTE part-time position.
- Redefinition of the Valley Transit Administrative Assistant position (.9 FTE) as a full-time Paratransit Coordinator.
- Addition of .2 FTE to a part-time Communications Technician at Valley Transit; position is now .5 FTE.

Personnel changes not yet approved by the Common Council but contained in this budget include:

- Elimination of the vacant Systems Analyst position in Information Technology.
- Redefinition of one Programmer / Analyst II position in Information Technology as a Programmer / Analyst III position, taking on some of the broader systems responsibilities that had been part of the Systems Analyst's job description.
- Reduction of one Service Person position in CEA to half-time. The position had previously been full-time but was filled as a half-time position in 2012. The position was maintained at 1.0 FTE on the table of organization pending an analysis of the results of a trial period.
- Addition of a second full time Lead CSO in Police, offset by a reduction in the full-time equivalent number of CSO hours. Staffing the CSO positions is challenging due to the availability of qualified applicants or their availability to work the required number of hours.
- Addition of a .5 FTE clerical position to the fifth floor customer service team.
- Addition of a full-time Communications Coordinator in the Mayor's Office.
- Addition of a .5 FTE Library Assistant for Hmong outreach in Children's Programs.

Further details can be found under the major changes program narratives in the respective budgets.

CAPITAL IMPROVEMENT PROGRAM

Highlights of the remainder of the 2013 CIP are as follows:

- Public Works traffic enhancements include street lighting, traffic grid and traffic camera program expansion (\$122,250).
- The Prospect Avenue over Jackman Street bridge has a weight limit posted and is in degraded condition. Design of this project is planned to be completed in 2014 (\$40,000). This project receives 80% funding from the State and the construction is planned to take place in 2015.
- Information Technology projects include installation of additional security cameras to address certain vulnerabilities in City facilities and dedicated video storage (\$140,000), a

website re-design using current web technology (\$60,000), an upgrade to the MetaFile document management system (\$70,000), and the first steps in replacement of our mainframe computer (\$50,000).

- Facilities improvements include HVAC upgrades (\$200,000), safety and security upgrades (\$175,000), grounds and hardscape improvements (\$400,000) and roof replacements (\$335,000).
- Quality of Life improvements focus on maintaining playground equipment at our existing City parks (\$90,000), Erb Pool/Pavilion repairs (\$100,000), Pierce Park band shelter construction (\$500,000), skate park construction (\$255,000), Apple Hill Trail (\$225,000), new parking lot at Telulah Park (\$250,000) and land acquisition for a community park on the southeast (shared with surrounding communities, \$400,000).
- In accordance with Wisconsin Department of Commerce regulations, the City is required to install fuel tank top and below dispenser containment systems equipped with leak detection sensors to the fuel site at the Municipal Service Building (\$150,000). The existing fuel monitoring system will also be upgraded including new software and fuel ring devices.
- Public safety investments include the first year of a multi-year project to upgrade the emergency vehicle signal pre-emption equipment (\$121,020), the final installment of a project to upgrade fire personal protective equipment (\$32,000; a plan has been put in place for future upgrades to occur incrementally and be funded from the Fire operating budget), and replacement of the Fire Department's rescue boat (\$53,000) with one that will be better suited to the varying conditions and shallow water of the Fox River.

CONCLUSION

In these times of constant change and uncertainty it is important to remember that the one thing that doesn't change is the City's mission of meeting the needs of the community and enhancing the quality of life. Our citizens demand that we continue to meet that mission at the same time they demand that we not further burden them to do so. This means that we must continue to find ways to be more efficient with the resources that our citizens entrust to us and to look for ways to permanently reduce our overhead while minimizing the impact on the services that our citizens have come to expect from the City. This is a trend that I believe needs to continue into the future whether we are in good times or not so good times. But it is even more important today as we continue to face a challenging and uncertain economic future.

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

The City of Appleton continues to balance sound financial conditions with providing the basic essential needs of our City despite challenges faced in the local and national economy. Together we will continue our dedication to meet the needs of our community and enhance the quality of life. Appleton is a viable, strong community that can weather these stressful times.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy M. Hanna", with a long horizontal flourish extending to the right.

TIMOTHY M. HANNA
Mayor of Appleton

CITY OF APPLETON 2014 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Mayor	<i>Requested Budget</i>	\$ 268,369
	Add Communications Coordinator position	88,294
	Net change	88,294
	<i>Executive Budget</i>	\$ 356,663
City Council	<i>Requested Budget</i>	\$ 121,986
	Added parking permits	5,940
	Net change	5,940
	<i>Executive Budget</i>	\$ 127,926
Finance	<i>Requested Budget</i>	\$ 901,566
	No extraordinary changes	
	Net change	-
	<i>Executive Budget</i>	\$ 901,566
Unclassified	<i>Requested Budget</i>	\$ 2,349,045
	Reduced for retiree payments	(127,957)
	Net change	(127,957)
	<i>Executive Budget</i>	\$ 2,221,088
Information Technology	<i>Requested Budget</i>	\$ 1,636,552
	Eliminate Systems Analyst position	(109,208)
	Upgrade 1 Programmer Analyst III to Lead Programmer Analyst	2,438
	Added consulting services for mainframe	50,000
	Moved software support costs for W&M software	1,200
	Moved software support costs for GIS software	56,070
	Net change	500
	<i>Executive Budget</i>	\$ 1,637,052
Legal Services	<i>Requested Budget</i>	\$ 1,198,370
	No extraordinary changes	
	Net change	-
	<i>Executive Budget</i>	\$ 1,198,370
HR	<i>Requested Budget</i>	\$ 717,414
	Delete cost of air card	(480)
	Delete part-time help funding	(30,600)
	Net change	(31,080)
	<i>Executive Budget</i>	\$ 686,334
Risk Management	<i>Requested Budget</i>	\$ 1,499,790
	No extraordinary changes	
	Net change	-
	<i>Executive Budget</i>	\$ 1,499,790

CITY OF APPLETON 2014 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Community Devel.	<i>Requested Budget</i>	\$ 1,714,317
	Reduce Consulting for Strategic Plan	(15,000)
	Reduce Consulting for Redevelopment Projects	\$ (5,000)
	Net change	<u>(20,000)</u>
	<i>Executive Budget</i>	<u>\$ 1,694,317</u>
Facilities	<i>Requested Budget</i>	\$ 2,645,884
	Moved mobile field devices/software to CP fund	(25,000)
	Remove Police Dept conference room furniture	(28,750)
	Decrease Wastewater plant door/asbestos project	(20,000)
	Net change	<u>(73,750)</u>
	<i>Executive Budget</i>	<u>\$ 2,572,134</u>
Park & Recreation	<i>Requested Budget</i>	\$ 3,243,817
	Reduce signage	(2,500)
	Reduce dugout toppers	(7,500)
	Eliminate Erb pool staying open one week longer	(6,160)
	Reduce Hardscapes maintenance	(10,000)
	Reduce Other contracts/obligations - Rec programs	(5,830)
	Net change	<u>(31,990)</u>
	<i>consulting</i>	<u>\$ 3,211,827</u>
Reid Golf Course	<i>Requested Budget</i>	\$ 590,915
	Eliminate sign	(13,000)
	Eliminate sand storage	(20,000)
	Add course shelter	35,000
	Eliminate course audit	(15,000)
	Eliminate bathroom remodel	(10,000)
	Net change	<u>(23,000)</u>
	<i>Executive Budget</i>	<u>\$ 567,915</u>
Library	<i>Requested Budget</i>	\$ 4,230,352
	Add part-time Hmong Outreach Assistant position	22,988
	Net change	<u>22,988</u>
	<i>Executive Budget</i>	<u>\$ 4,253,340</u>
Valley Transit	<i>Requested budget</i>	\$ 9,364,091
	Reduce fuel purchases for estimated State allowable rate	(5,852)
	Reduce training expense based on expected training	(2,000)
	Reduce electric utility expense for updated information	(11,700)
	Reduce gas utility expense for updated information	(10,000)
	Net change	<u>(29,552)</u>
	<i>Executive Budget</i>	<u>\$ 9,334,539</u>
Public Works	<i>Requested Budget</i>	\$ 14,722,343
	Move Meade St reconstruction project to DPW Cap Proj fund	(1,064,349)
	Move E South River retaining wall from DPW Cap Proj Fund	835,000
	Remove cost of Valley Transit marketing assistance	(7,300)
	Add .50 FTE customer service position	21,601
	Reduce sidewalk construction	(15,000)
	Net change	<u>(230,048)</u>
	<i>Executive Budget</i>	<u>\$ 14,492,295</u>

CITY OF APPLETON 2014 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Sanitation	<i>Requested Budget</i>	\$ 3,386,850
	Add transfer to Capital Projects fund for recycling carts	300,000
	Net change	<u>300,000</u>
	<i>Executive Budget</i>	<u>\$ 3,686,850</u>
Parking	<i>Requested budget</i>	\$ 3,051,256
	Add planning for Blue Parking Ramp demo	140,000
	Net change	<u>140,000</u>
	<i>Executive Budget</i>	<u>\$ 3,191,256</u>
CEA	<i>Requested budget</i>	\$ 5,223,425
	Increase estimated fuel costs	65,617
	Add fuel management system upgrade	150,000
	Net change	<u>215,617</u>
	<i>Executive Budget</i>	<u>\$ 5,439,042</u>
Health	<i>Requested Budget</i>	\$ 1,153,235
	No extraordinary changes	
	Net change	<u>-</u>
	<i>Executive Budget</i>	<u>\$ 1,153,235</u>
Police	<i>Requested Budget</i>	\$ 16,009,938
	Delete new training room furniture	(28,750)
	Add new Lead CSO position / reduce CSO hours	(2,721)
	Reduce for expected savings in filling Lead CSO vacancy	(11,741)
	Net change	<u>(43,212)</u>
	<i>Executive Budget</i>	<u>\$ 15,966,726</u>
Fire	<i>Requested Budget</i>	\$ 10,792,703
	Reduced electric & gas expense	(13,189)
	Net change	<u>(13,189)</u>
	<i>Executive Budget</i>	<u>\$ 10,779,514</u>
Water	<i>Requested budget</i>	\$ 23,937,384
	Removed consulting expense	(5,000)
	Net change	<u>(5,000)</u>
	<i>Executive Budget</i>	<u>\$ 23,932,384</u>
Wastewater	<i>Requested budget</i>	\$ 14,413,988
	Removed consulting expense	(5,000)
	Add part-time admin assistant coverage	2,670
	Net change	<u>(2,330)</u>
	<i>Executive Budget</i>	<u>\$ 14,411,658</u>
Stormwater	<i>Requested Budget</i>	\$ 12,501,281
	No extraordinary changes	
	Net change	<u>-</u>
	<i>Executive Budget</i>	<u>\$ 12,501,281</u>

CITY OF APPLETON
2014 BUDGET
Priority Listing of Expense and Revenue Increases
Not Included in Executive Budget

<u>Department</u>	<u>Title</u>	<u>Amount</u>
<u>Expenses:</u>		
IT	Disaster Recovery Plan	\$ 65,000
Library	Increase Technology Library Assistant to full time (+ 0.5 FTE)	38,153
Library	Open 1 additional hour on school year Sundays	7,055
Police	1 additional entry level officer	95,763
Police	Red dot optic rifle sights	17,100
Police	Hearing protection for SWAT team officers	16,000
CED Block Grants	Non-LMI grants & Neighborhood Academy program *	10,000
Parks	.1 FTE Golf Supervisor for parks management	8,146
DPW	Marketing assistance from VT Community Relations Specialist **	7,300

Revenues:

No additional or increased charges were proposed by Directors.

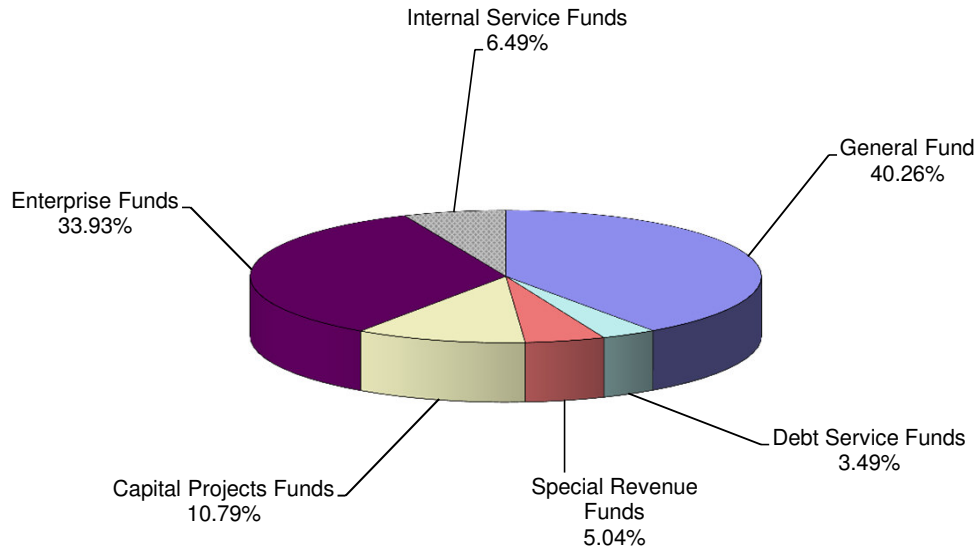
* Intent to provide via 2013 - 2014 carryover if possible

** Support to be provided to all departments as needed by Communications Coordinator.

CITY OF APPLETON 2014 BUDGET

EXPENDITURE BY FUND GROUP

\$145,802,116



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

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

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

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

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
7. Promote diversity in our community

CITY OF APPLETON

Directory of Officials

MAYOR

Timothy M. Hanna

PRESIDENT OF THE COUNCIL

Christopher W. Croatt

COUNCIL MEMBERS

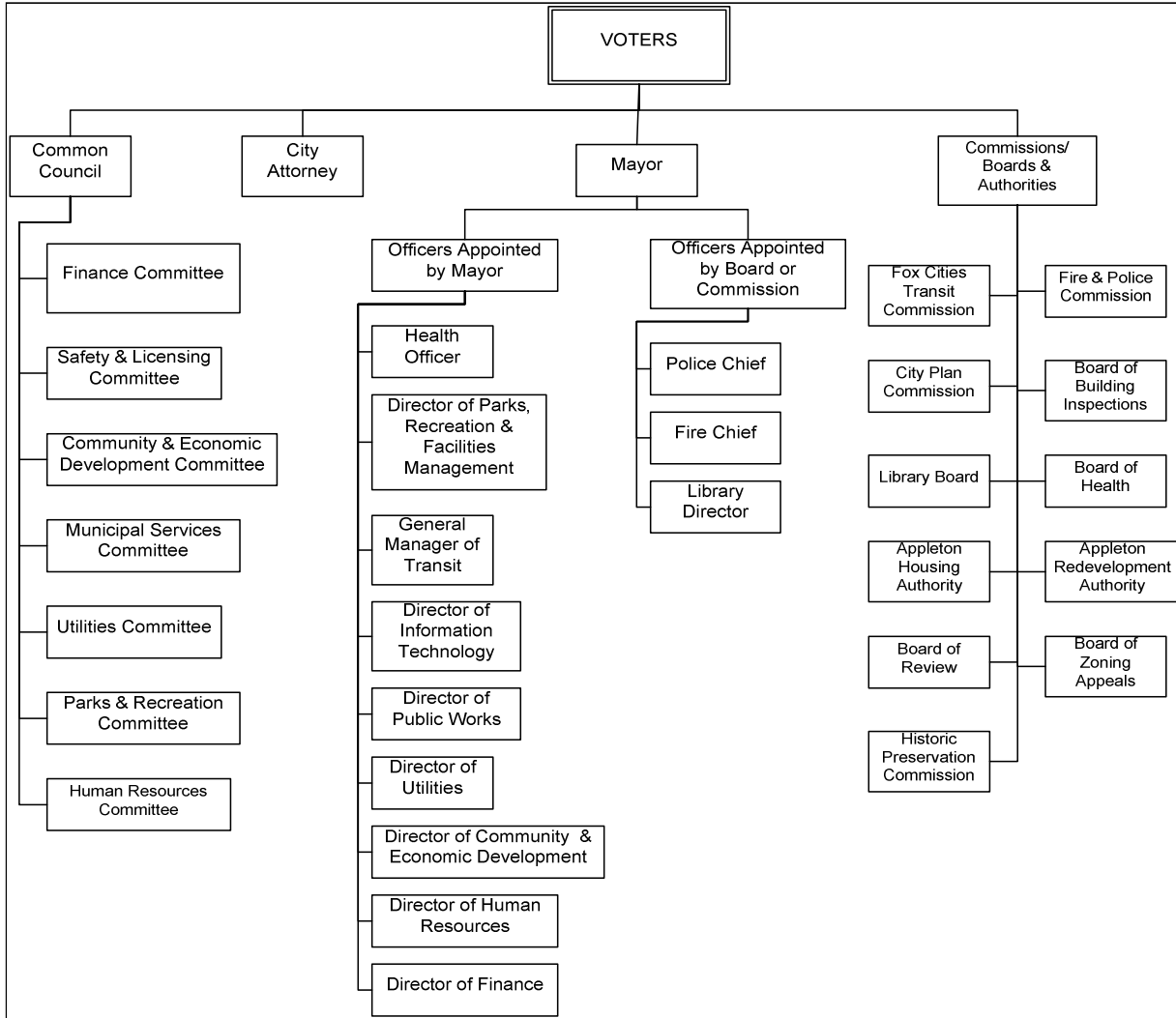
District 1:	Timothy N. Trauger	District 9:	Peter J. Stueck
District 2:	John R. Hill	District 10:	Michael R. Smith
District 3:	Curt J. Konetzke	District 11:	Patti S. Coenen
District 4:	Joseph A. Martin	District 12:	Cathy M. Spears
District 5:	Sarah H. Garb	District 13:	Kyle J. Lobner
District 6:	Greg E. Dannecker	District 14:	Christopher W. Croatt
District 7:	Kathleen S. Plank	District 15:	Jeffrey M. Jirschele
District 8:	Kole E. Oswald		

DEPARTMENT HEADS

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

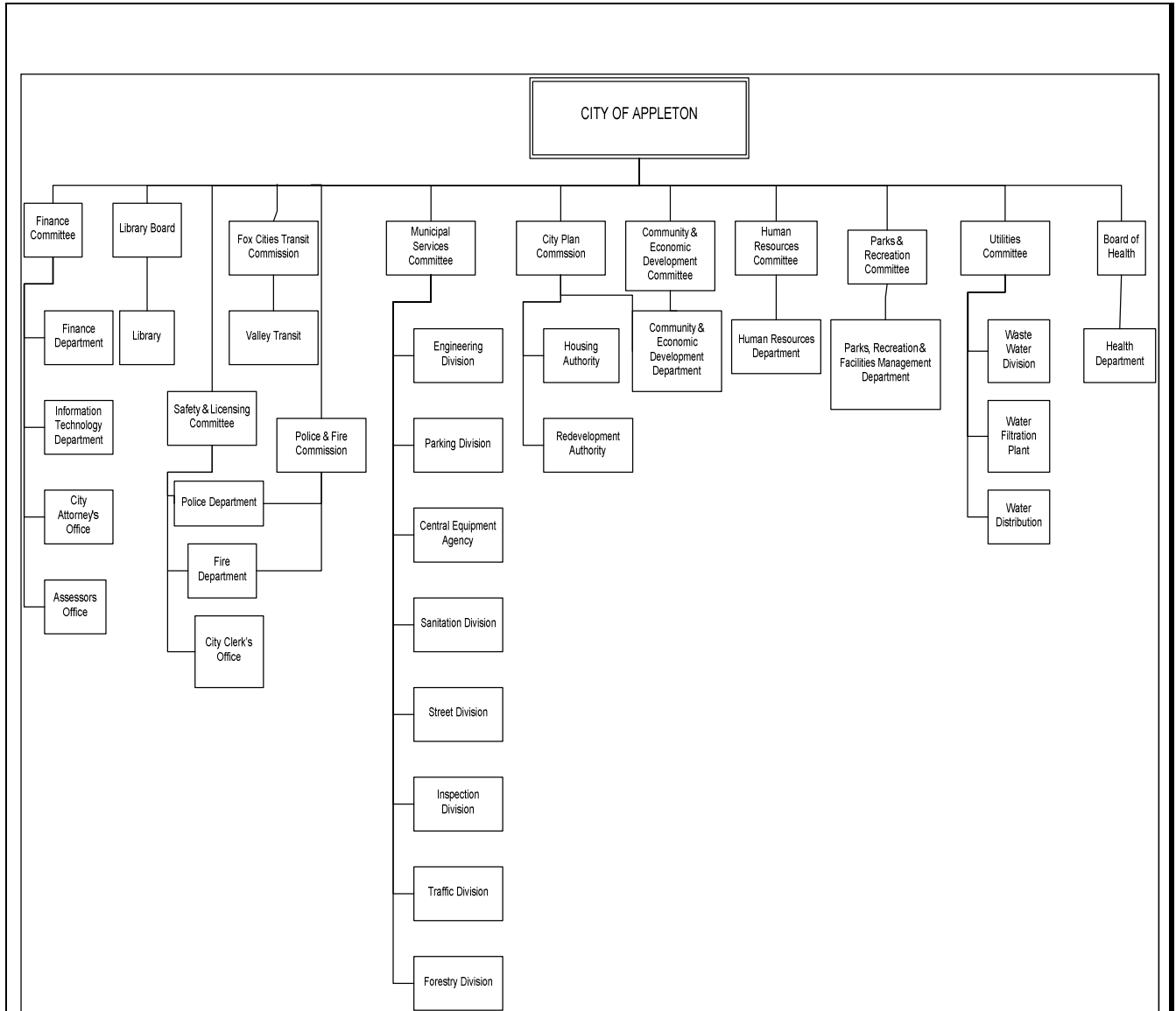
CITY OF APPLETON 2014 BUDGET

Structure by Voters



CITY OF APPLETON 2014 BUDGET

Organizational Structure by Committee



**CITY OF APPLETON
2014 BUDGET
STANDING COMMITTEES**

FINANCE

Kathleen. S. Plank (C)
Greg E. Dannecker
Curt J. Konetzke (VC)
Joseph A. Martin
Peter J. Stueck

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

SAFETY AND LICENSING

Kole E. Oswald (C)
Sarah H. Garb
Kathleen S. Plank
Michael R. Smith (VC)
Timothy N. Trauger

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

**COMMUNITY and ECONOMIC
DEVELOPMENT**

Peter J. Stueck (C)
Patti S. Coenen (VC)
Jeffrey M. Jirschele
Sarah H. Garb
Timothy N. Trauger

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
Michael R. Smith (VC)
Cathy M. Spears
Kyle J. Lobner

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

UTILITIES

Joseph A. Martin (C)
John Robin Hill
Jeffrey M. Jirschele
Kyle J. Lobner
Cathy M. Spears (VC)

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

MUNICIPAL SERVICES

Greg E. Dannecker (C)
Patti S. Coenen (VC)
Christopher W. Croatt
Joseph A. Martin
Kole E. Oswald

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

HUMAN RESOURCES

Curt J. Konetzke Jeffrey M. Jirschele (C)
John Robin Hill
Curt J. Konetzke (VC)
Peter J. Stueck
Timothy N. Trauger

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

CITY OF APPLETON
2014 BUDGET
OTHER COMMITTEES AND BOARDS

APPLETON HOUSING AUTHORITY

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

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
Marissa Downs
Gerald Fisher
Anne Higgins (VC)
James VanDyke
Aldersperson Sarah Garb

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
Interim Fire Chief Len Vander Wyst
Aldersperson Patti Coenen

Meets at the call of the Chair

LIBRARY BOARD

Terry Bergen
Terry Bergman
Pastor Willis Bloedow
Sarah Long-Radloff
John Peterson
Elizabeth Truesdale-Witek
Vacant
Aldersperson Kathleen Plank
Don Hietpas, AASD Representative

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

BOARD OF PUBLIC WORKS

Mayor Timothy Hanna (C)
City Clerk Charlene Peterson
Director of Public Works Paula Vandehey
Director of Finance Lisa Remiker
City Attorney James Walsh
Director of Parks, Recreation & Facilities Management Dean Gazza
Aldersperson Christopher Croatt
Aldersperson Greg Dannecker
Aldersperson Joe Martin (VC)
Aldersperson Kole Oswald
Aldersperson Kathleen Plank
Aldersperson Peter Stueck

Meets 1st & 3rd WEDNESDAY of the month at 6:00 P.M. in Committee Room "6D"

BOARD OF REVIEW

Mayor Timothy Hanna
James Smith (C)
Linda Marx (VC)
Eleanor Maloney
City Clerk Charlene Peterson
Aldersperson Patti Coenen
Aldersperson Chris Croatt
Aldersperson Greg Dannecker
City Attorney James Walsh (non-voting)

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

BOARD OF HEALTH

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

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

**CITY OF APPLETON
2014 BUDGET
OTHER COMMITTEES AND BOARDS**

BOARD OF HEATING EXAMINERS

Earl Christensen
William Christensen
Charles Fisher
Frank Koroch
Alderson Chris Croatt
Inspection Supervisor Kurt Craanen
Interim Fire Chief Len Vander Wyst
Vacant

Meets at the call of the Chair

TAX PAYMENT APPEAL BOARD

Director of Finance Lisa Remiker
City Attorney James Walsh
Alderson Joe Martin

Meets at the call of the Chair

BOARD OF ZONING APPEALS

Ken Joosten
Jeff Lutz
Paul McCann
Richard Schoenbohm
James Smith
Vacant, 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
2014 BUDGET
COMMISSIONS**

HISTORIC PRESERVATION COMMISSION

Mary Duba (C)
Daniel Meissner
Peter Peregrin (VC)
Thomas Werth
Aldersperson John R. Hill
Mayor Timothy Hanna
Vacant
Vacant
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)
Mark Priddis
Steve Uslabar
Aldersperson 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)
Rick Detienne
Lynn Erickson
Carol Kasimor
Kevin Vonck
Aldersperson Jeff Jirschele
Aldersperson Kyle Lobner

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
Pamela Rae De Leest
Ronald Dunlap
Barbara Luedtke

Meets at the call of the Chair

**CITY OF APPLETON 2014 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2013 TAX, COLLECTIBLE IN 2014**

District	Outagamie	Calumet	Winnebago	Total
City	\$ 32,681,499	\$ 4,731,868	\$ 585,571	\$ 37,998,938
WTCS	7,603,248	1,100,854	136,231	8,840,333
School - Appleton	35,604,356	4,960,681	124,143	40,689,180
School - Menasha	115	-	578,489	578,604
Schools - Freedom	618,005	-	-	618,005
Schools - Hortonville	74	-	-	74
School - Kimberly	-	309,929	-	309,929
County	18,143,903	2,568,523	374,089	21,086,515
State	661,930	109,111	13,393	784,434
TIF's # 2 - 8	1,172,093	2,164,263	259,474	3,595,830
TOTAL TAX	<u>\$ 96,485,223</u>	<u>\$ 15,945,229</u>	<u>\$ 2,071,390</u>	<u>\$114,501,842</u>
Less State Credits	5,826,627	842,533	107,419	6,776,579
NET TAX LEVY	<u><u>\$ 90,658,596</u></u>	<u><u>\$ 15,102,696</u></u>	<u><u>\$ 1,963,971</u></u>	<u><u>\$107,725,263</u></u>
CITY DISTRIBUTION:	Equalized Value w/o TID	Percent	City Tax	
Outagamie County	3,852,734,600	86.01%	32,681,499	
Calumet County	557,827,300	12.45%	4,731,868	
Winnebago County	69,031,400	1.54%	585,571	
TOTAL	<u><u>\$ 4,479,593,300</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 37,998,938</u></u>	

This chart shows the total property taxes levied on properties in the City of Appleton, broken down by levying authority and by county. The basis for the allocation of the levy between the various counties in which the City is located is the equalized value of property, not including Tax Incremental Financing Districts. Equalized value is an estimate by the State of the full value of property and is based on actual property sales and transfers.

**CITY OF APPLETON 2014 BUDGET
ASSESSED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2012 Tax Rate (2013 Budget)	Assessed 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.0311	\$ 8.1358	\$ 0.1047	1.30%
Public Schools	9.0263	9.0137	(0.0126)	-0.14%
Technical College	1.9082	1.8928	(0.0154)	-0.81%
County	4.5627	4.5168	(0.0459)	-1.01%
State	0.1644	0.1628	(0.0016)	-0.97%
GROSS TAX RATE	23.6927	23.7219	0.0292	0.12%
Less State Credits	1.4760	1.4327	(0.0433)	-2.93%
NET TAX RATE	\$ 22.2167	\$ 22.2892	\$ 0.0725	0.33%

Outagamie County/ Menasha School Dist.	Assessed 2012 Tax Rate (2013 Budget)	Assessed 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.0311	\$ 8.1358	\$ 0.1047	1.30%
Public Schools	9.5690	9.9397	0.3707	3.87%
Technical College	1.9082	1.8928	(0.0154)	-0.81%
County	4.5627	4.5168	(0.0459)	-1.01%
State	0.1644	0.1628	(0.0016)	-0.97%
GROSS TAX RATE	24.2354	24.6479	0.4125	1.70%
State Credits	1.4760	1.4327	(0.0433)	-2.93%
NET TAX RATE	\$ 22.7594	\$ 23.2152	\$ 0.4558	2.00%

Outagamie County/ Freedom School Dist.	Assessed 2012 Tax Rate (2013 Budget)	Assessed 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.0311	\$ 8.1358	\$ 0.1047	1.30%
Public Schools	9.0603	9.2317	0.1714	1.89%
Technical College	1.9082	1.8928	(0.0154)	-0.81%
County	4.5627	4.5168	(0.0459)	-1.01%
State	0.1644	0.1628	(0.0016)	-0.97%
GROSS TAX RATE	23.7267	23.9399	0.2132	0.90%
State Credits	1.4760	1.4327	(0.0433)	-2.93%
NET TAX RATE	\$ 22.2507	\$ 22.5072	\$ 0.2565	1.15%

Outagamie County/ Hortonville School Dist.	Assessed 2012 Tax Rate (2013 Budget)	Assessed 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.0311	\$ 8.1358	\$ 0.1047	1.30%
Public Schools	8.9220	8.9634	0.0414	0.46%
Technical College	1.9082	1.8928	(0.0154)	-0.81%
County	4.5627	4.5168	(0.0459)	-1.01%
State	0.1644	0.1628	(0.0016)	-0.97%
GROSS TAX RATE	23.5884	23.6716	0.0832	0.35%
State Credits	1.4760	1.4327	(0.0433)	-2.93%
NET TAX RATE	\$ 22.1124	\$ 22.2389	\$ 0.1265	0.57%

**CITY OF APPLETON 2014 BUDGET
ASSESSED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2012 Tax Rate (2013 Budget)	Assessed 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9915	\$ 8.1090	\$ 0.1175	1.47%
Public Schools	8.9817	8.9840	0.0023	0.03%
Technical College	1.8988	1.8865	(0.0123)	-0.65%
County	4.3758	4.4017	0.0259	0.59%
State	0.1636	0.1622	(0.0014)	-0.86%
GROSS TAX RATE	23.4114	23.5434	0.1320	0.56%
State Credits	1.2403	1.2527	0.0124	1.00%
NET TAX RATE	\$ 22.1711	\$ 22.2907	\$ 0.1196	0.54%

Calumet County/ Kimberly School Dist.	Assessed 2012 Tax Rate (2013 Budget)	Assessed 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 7.9915	\$ 8.1090	\$ 0.1175	1.47%
Public Schools	10.1426	9.8818	(0.2608)	-2.57%
Technical College	1.8988	1.8865	(0.0123)	-0.65%
County	4.3758	4.4017	0.0259	0.59%
State	0.1636	0.1622	(0.0014)	-0.86%
GROSS TAX RATE	24.5723	24.4412	(0.1311)	-0.53%
State Credits	1.2403	1.2527	0.0124	1.00%
NET TAX RATE	\$ 23.3320	\$ 23.1885	\$ (0.1435)	-0.62%

**CITY OF APPLETON 2014 BUDGET
ASSESSED TAX RATES**

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2012 Tax Rate (2013 Budget)	Assessed 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.2874	\$ 8.4599	\$ 0.1725	2.08%
Public Schools	9.3143	9.3728	0.0585	0.63%
Technical College	1.9691	1.9682	(0.0009)	-0.05%
County	5.7081	5.4046	(0.3035)	-5.32%
State	0.1697	0.1693	(0.0004)	-0.24%
GROSS TAX RATE	25.4486	25.3748	(0.0738)	-0.29%
State Credits	1.3127	1.3575	0.0448	3.41%
NET TAX RATE	\$ 24.1359	\$ 24.0173	\$ (0.1186)	-0.49%

Winnebago County/ Menasha School Dist.	Assessed 2012 Tax Rate (2013 Budget)	Assessed 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.2874	\$ 8.4599	\$ 0.1725	2.08%
Public Schools	9.8492	10.3353	0.4861	4.94%
Technical College	1.9691	1.9682	(0.0009)	-0.05%
County	5.7081	5.4046	(0.3035)	-5.32%
State	0.1697	0.1693	(0.0004)	-0.24%
GROSS TAX RATE	25.9835	26.3373	0.3538	1.36%
State Credits	1.3127	1.3575	0.0448	3.41%
NET TAX RATE	\$ 24.6708	\$ 24.9798	\$ 0.3090	1.25%

**CITY OF APPLETON 2014 BUDGET
EQUALIZED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2012 Tax Rate (2013 Budget)	Equalized 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.2888	\$ 8.4827	\$ 0.1938	2.34%
Public Schools	9.3159	9.3980	0.0821	0.88%
Technical College	1.9694	1.9735	0.0041	0.21%
County	4.7092	4.7094	0.0002	0.00%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.4530	24.7333	0.2802	1.15%
Less State Credits	1.5233	1.4938	(0.0295)	-1.94%
NET TAX RATE	\$ 22.9297	\$ 23.2395	\$ 0.3097	1.35%

Outagamie County/ Menasha School Dist.	Equalized 2012 Tax Rate (2013 Budget)	Equalized 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.2888	\$ 8.4827	\$ 0.1938	2.34%
Public Schools	9.8509	10.3631	0.5122	5.20%
Technical College	1.9694	1.9735	0.0041	0.21%
County	4.7092	4.7094	0.0002	0.00%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.9880	25.6984	0.7103	2.84%
State Credits	1.5233	1.4938	(0.0295)	-1.94%
NET TAX RATE	\$ 23.4647	\$ 24.2046	\$ 0.7398	3.15%

Outagamie County/ Freedom School Dist.	Equalized 2012 Tax Rate (2013 Budget)	Equalized 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.2888	\$ 8.4827	\$ 0.1938	2.34%
Public Schools	9.3613	9.6253	0.2640	2.82%
Technical College	1.9694	1.9735	0.0041	0.21%
County	4.7092	4.7094	0.0002	0.00%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.4984	24.9606	0.4621	1.89%
State Credits	1.5233	1.4938	(0.0295)	-1.94%
NET TAX RATE	\$ 22.9751	\$ 23.4668	\$ 0.4916	2.14%

Outagamie County/ Hortonville School Dist.	Equalized 2012 Tax Rate (2013 Budget)	Equalized 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.2888	\$ 8.4827	\$ 0.1938	2.34%
Public Schools	9.2179	9.3452	0.1273	1.38%
Technical College	1.9694	1.9735	0.0041	0.21%
County	4.7092	4.7094	0.0002	0.00%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.3550	24.6805	0.3254	1.34%
State Credits	1.5233	1.4938	(0.0295)	-1.94%
NET TAX RATE	\$ 22.8317	\$ 23.1867	\$ 0.3549	1.55%

**CITY OF APPLETON 2014 BUDGET
EQUALIZED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2012 Tax Rate (2013 Budget)	Equalized 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.2888	\$ 8.4827	\$ 0.1938	2.34%
Public Schools	9.3159	9.3980	0.0821	0.88%
Technical College	1.9694	1.9735	0.0041	0.21%
County	4.5385	4.6045	0.0660	1.45%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.2823	24.6284	0.3460	1.43%
State Credits	1.2864	1.3104	0.0240	1.87%
NET TAX RATE	\$ 22.9959	\$ 23.3180	\$ 0.3220	1.40%

Calumet County/ Kimberly School Dist.	Equalized 2012 Tax Rate (2013 Budget)	Equalized 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.2888	\$ 8.4827	\$ 0.1938	2.34%
Public Schools	10.5199	10.3371	(0.1828)	-1.74%
Technical College	1.9694	1.9735	0.0041	0.21%
County	4.5385	4.6045	0.0660	1.45%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	25.4863	25.5675	0.0811	0.32%
State Credits	1.2864	1.3104	0.0240	1.87%
NET TAX RATE	\$ 24.1999	\$ 24.2571	\$ 0.0571	0.24%

**CITY OF APPLETON 2014 BUDGET
EQUALIZED TAX RATES**

WINNEBAGO COUNTY

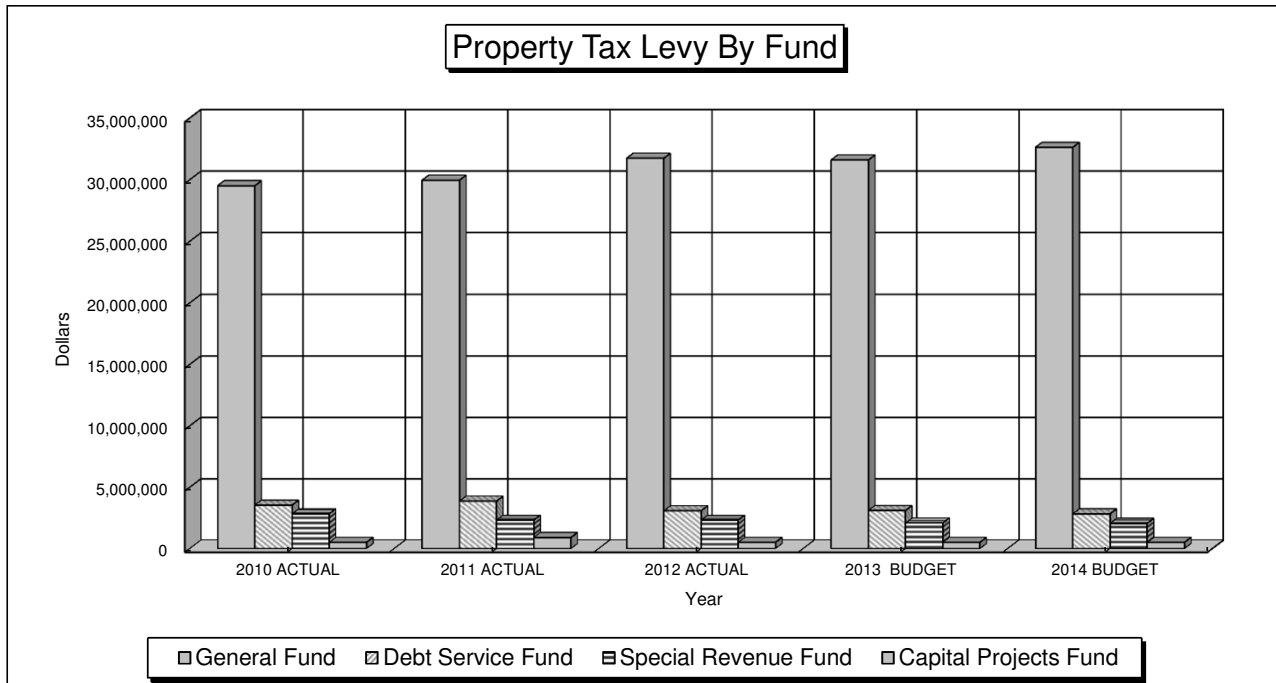
Winnebago County/ Appleton School District	Equalized 2012 Tax Rate (2013 Budget)	Equalized 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.2888	\$ 8.4827	\$ 0.1938	2.34%
Public Schools	9.3159	9.3980	0.0821	0.88%
Technical College	1.9694	1.9735	0.0041	0.21%
County	5.7091	5.4191	(0.2900)	-5.08%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	25.4529	25.4430	(0.0100)	-0.04%
State Credits	1.3129	1.3611	0.0482	3.67%
NET TAX RATE	\$ 24.1400	\$ 24.0819	\$ (0.0582)	-0.24%

Winnebago County/ Menasha School District	Equalized 2012 Tax Rate (2013 Budget)	Equalized 2013 Tax Rate (2014 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.2888	\$ 8.4827	\$ 0.1938	2.34%
Public Schools	9.8509	10.3631	0.5122	5.20%
Technical College	1.9694	1.9735	0.0041	0.21%
County	5.7091	5.4191	(0.2900)	-5.08%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	25.9879	26.4081	0.4201	1.62%
State Credits	1.3129	1.3611	0.0482	3.67%
NET TAX RATE	\$ 24.6750	\$ 25.0470	\$ 0.3719	1.51%

CITY OF APPLETON 2014 BUDGET SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES ⁽¹⁾	2010 ACTUAL	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2014 BUDGET
General Fund	\$ 29,497,480	\$ 29,942,488	\$ 31,728,652	\$ 31,584,761	\$ 32,622,637
Debt Service Funds	3,533,999	3,852,111	3,070,688	3,100,722	2,825,388
Special Revenue Funds					
Sanitation & Recycling	2,810,000	2,310,000	2,310,000	2,070,188	2,045,913
Continuum of Care	-	-	-	5,000	5,000
Forestry Fund	12,800	-	-	-	-
Total Special Revenue Funds	<u>2,822,800</u>	<u>2,310,000</u>	<u>2,310,000</u>	<u>2,075,188</u>	<u>2,050,913</u>
Capital Project Funds					
Subdivision Development	<u>500,000</u>	<u>900,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>
TOTAL PROPERTY TAX LEVY:	<u>\$ 36,354,279</u>	<u>\$ 37,004,599</u>	<u>\$ 37,609,340</u>	<u>\$ 37,260,671</u>	<u>\$ 37,998,938</u>

(1) Excludes tax increment district revenues.



**CITY OF APPLETON 2014 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES**

REVENUES AND OTHER FINANCING SOURCES*	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET
General Fund	\$ 57,413,890	\$ 57,064,512	\$ 57,006,768	\$ 56,359,794	\$ 57,028,396
Debt Service Funds	8,571,676	7,989,954	6,092,608	6,148,926	4,904,278
Special Revenue Funds					
Tax Increment District #2	345,080	350,720	328,235	328,235	328,235
Tax Increment District #3	2,121,120	2,048,867	2,113,277	2,178,024	2,112,609
Fire Grants	-	-	-	2,477,199	-
Sanitation & Recycling	3,407,417	3,374,139	3,488,488	3,413,188	3,466,013
Hazardous Materials Level A	80,159	125,705	72,321	72,790	75,075
Police Grants	129,576	128,113	109,500	230,933	180,434
Health Services Grants	282,395	189,862	162,016	186,488	188,403
Forestry Fund	-	-	-	-	-
Housing & Community Development Grants	1,029,972	682,329	714,066	714,066	583,180
Housing, Homeless, & Block Grants	587,314	457,860	309,276	309,276	466,885
Room Tax Administration	372,290	373,245	378,000	375,000	378,000
Union Spring Park	101	33	70	35	35
Tuchscherer Disability Fund	2,621	804	1,000	500	500
Peabody Estate Trust	2,625	861	1,800	800	800
Balliet Locomotive	456	151	300	150	150
Lutz Park Trust	11,809	2,815	5,000	2,500	2,500
Park Open Space	12,259	4,033	8,500	4,000	4,000
City Park Project	245	93	150	80	80
Universal Playground	758	179	300	150	150
Miracle League Field	1,089	361	700	350	350
Safe Routes to Schools	34,968	64,886	-	-	-
Energy Efficiency and Conservation Grant	419,788	-	-	-	-
Total Special Revenue Funds	<u>8,842,042</u>	<u>7,805,056</u>	<u>7,692,999</u>	<u>10,293,764</u>	<u>7,787,399</u>
Capital Projects Funds					
Subdivision Development	1,855,023	1,381,663	1,287,220	1,275,000	925,100
Parks & Recreation Projects	69,058	849	-	-	-
Tax Increment District #5	228,695	193,409	190,949	190,307	170,823
Tax Increment District #6	2,232,603	2,317,929	2,254,646	2,206,107	2,279,680
Tax Increment District #7	151,490	387,611	346,924	334,688	309,795
Tax Increment District #8	340,431	787,012	158,756	582,512	139,027
Tax Increment District #9	-	-	-	-	-
Tax Increment District #10	-	-	-	-	-
Information Technology	5,243	496	-	-	-
Public Works	75,483	(2,385)	-	1,609,704	300,000
Industrial Park Land	69,240	26,367	118,232	50,868	130,868
Equipment Replacement	2,185,240	2,091,913	2,525,952	2,495,952	2,243,680
Community Development Projects	40,000	1,176,507	10,356	75,500	10,538
NE Business Park Escrow	51,335	4,756	-	-	-
Public Safety	2,190	(40)	75,000	801,462	-
Library	403,044	-	-	-	-
Facilities	619,932	(2,300)	127,000	72,072	-
Total Capital Projects Fund	<u>8,329,007</u>	<u>8,363,787</u>	<u>7,095,035</u>	<u>9,694,172</u>	<u>6,509,511</u>
Enterprise Funds					
Water Utility	21,257,026	21,552,344	21,249,854	21,247,205	21,339,177
Wastewater Utility	10,531,086	10,992,549	10,408,968	10,831,668	10,828,583
Stormwater Utility	8,008,567	7,534,444	9,111,905	8,639,298	9,292,560
Parking Utility	2,411,047	2,391,562	2,403,338	2,370,601	2,483,048
Golf Course	488,502	523,220	557,660	521,462	552,640
Valley Transit	7,866,065	7,733,215	8,566,279	8,821,898	8,851,071
Total Enterprise Funds	<u>50,562,293</u>	<u>50,727,334</u>	<u>52,298,004</u>	<u>52,432,132</u>	<u>53,347,079</u>
Internal Service Funds					
Facilities & Construction Management	3,967,785	3,999,756	2,456,150	2,430,988	2,572,134
Central Equipment Agency	3,217,434	3,123,816	3,202,821	3,200,321	3,196,710
Risk Management	1,488,641	2,511,095	1,455,077	1,855,467	1,499,790
Other Post Employment Benefits	-	-	-	-	-
Total Internal Service Funds	<u>8,673,860</u>	<u>9,634,667</u>	<u>7,114,048</u>	<u>7,486,776</u>	<u>7,268,634</u>
Trust Funds					
Frank P. Young Memorial	903	566	600	600	600
Total Trust Funds	<u>903</u>	<u>566</u>	<u>600</u>	<u>600</u>	<u>600</u>
TOTAL REVENUES:	\$ 142,393,671	\$ 141,585,876	\$ 137,300,062	\$ 142,416,164	\$ 136,845,897

*Net of proceeds of debt and contributed capital

CITY OF APPLETON 2014 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

EXPENSES AND OTHER FINANCING USES	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET
General Fund	\$ 55,230,280	\$ 55,227,154	\$ 57,489,592	\$ 63,345,808	\$ 58,693,998
Debt Service Funds	8,571,674	10,154,974	6,152,608	6,631,608	5,090,815
Special Revenue Funds					
Tax Increment District #2	89,616	7,518	788,694	341,853	770,063
Tax Increment District #3	2,976,210	2,995,437	1,654,505	1,654,505	735,982
Fire Grants	-	-	-	2,477,199	-
Sanitation & Recycling	3,411,981	3,322,227	3,416,738	3,670,738	3,762,763
Hazardous Materials Level A	113,601	110,354	70,643	70,643	75,075
Police Grants	88,210	117,893	109,500	230,934	180,434
Health Services Grants	282,395	189,862	174,281	141,821	182,559
Forestry Fund	9,263	-	-	-	-
Housing & Community Development Grants	1,014,302	686,143	714,066	714,066	583,180
Housing, Homeless, & Block Grants	637,316	400,099	309,276	317,035	466,885
Room Tax Administration	369,731	370,698	382,000	379,286	382,000
Union Spring Park	-	-	500	500	500
Tuchscherer Disability Fund	6,391	6,392	6,391	6,391	6,392
Peabody Estate Trust	-	-	-	-	-
Balliet Locomotive	-	-	300	300	300
Lutz Park Trust	-	75,610	13,400	-	3,650
Park Open Space	30	-	-	-	200,000
City Park Project	-	-	200	200	200
Universal Playground Trust	6,900	5,783	2,500	2,500	2,500
Miracle League Field	-	-	-	-	-
Safe Routes to Schools	34,968	-	-	-	-
Energy Efficiency and Conservation Grant	419,788	-	-	-	-
Total Special Revenue Funds	<u>9,460,702</u>	<u>8,288,016</u>	<u>7,642,994</u>	<u>10,007,971</u>	<u>7,352,483</u>
Capital Projects Funds					
Subdivision Development	1,364,806	1,397,431	2,017,675	2,017,675	1,158,878
Parks & Recreation Projects	140,447	-	-	100,000	-
Tax Increment District #5	126,937	133,379	37,115	37,115	41,050
Tax Increment District #6	2,530,366	2,810,140	2,577,171	2,580,627	2,724,324
Tax Increment District #7	71,267	289,521	285,086	281,091	255,041
Tax Increment District #8	875,793	1,691,388	108,983	823,104	625,598
Tax Increment District #9	-	-	-	2,635	12,104
Tax Increment District #10	-	-	-	2,635	12,104
Information Technology	84,803	318,104	543,000	692,053	320,000
Public Works	1,284,278	896,817	2,383,975	2,178,920	1,320,999
Industrial Park Land	283,992	6,477	238,285	5,000	265,538
Equipment Replacement	2,166,453	1,641,613	2,495,633	2,410,349	2,276,114
Community Development Projects	329,800	177,254	2,823,356	1,509,661	3,533,894
NE Business Park Escrow	1,319,050	186,201	362,734	359,713	-
Public Safety	-	75,829	1,697,525	1,704,520	206,020
Library	404,492	-	55,000	55,000	-
Facilities	1,211,860	532,346	1,671,212	1,692,258	2,978,034
Total Capital Projects Fund	<u>12,194,344</u>	<u>10,156,500</u>	<u>17,296,750</u>	<u>16,452,356</u>	<u>15,729,698</u>
Enterprise Funds					
Water Utility	16,949,977	17,403,177	18,416,722	19,077,469	19,027,999
Wastewater Utility	10,937,113	10,113,181	10,871,676	11,119,457	10,558,472
Stormwater Utility	5,962,653	6,542,573	6,317,426	6,623,802	7,022,668
Parking Utility	2,728,871	2,709,982	2,964,566	2,964,566	2,991,256
Golf Course	770,565	557,802	549,585	552,585	532,915
Valley Transit	8,281,122	8,207,467	9,046,621	9,122,621	9,335,846
Total Enterprise Funds	<u>45,630,301</u>	<u>45,534,182</u>	<u>48,166,596</u>	<u>49,460,500</u>	<u>49,469,156</u>
Internal Service Funds					
Facilities & Construction Management	3,928,352	3,989,405	2,486,415	2,486,415	2,572,134
Central Equipment Agency	5,195,415	5,112,495	5,145,154	5,291,619	5,289,042
Risk Management	1,760,721	2,197,119	1,455,077	1,841,965	1,499,790
Other Post Employment Benefits	59,437	101,199	102,290	102,290	105,000
Total Internal Service Funds	<u>10,943,925</u>	<u>11,400,218</u>	<u>9,188,936</u>	<u>9,722,289</u>	<u>9,465,966</u>
Trust Funds					
Frank P. Young Memorial	900	-	-	-	-
Total Trust Funds	<u>900</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES:	<u>\$ 142,032,126</u>	<u>\$ 140,761,044</u>	<u>\$ 145,937,476</u>	<u>\$ 155,620,532</u>	<u>\$ 145,802,116</u>

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

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

CITY OF APPLETON 2014 BUDGET
COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2011 ACTUAL	2012 ACTUAL	2013 BUDGET	2013 PROJECTED	2014 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	32,797,615	34,981,225	36,818,583	36,818,583	29,832,569
Property Taxes	29,942,488	31,728,652	31,584,761	31,584,761	32,622,637
Other Revenue	27,471,402	25,335,860	25,422,007	24,775,033	24,405,759
Expenditures	55,230,280	55,227,154	57,489,592	63,345,808	58,693,998
FUND BALANCE - Ending (Dec. 31)	34,981,225	36,818,583	36,335,759	29,832,569	28,166,967
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	26,458	26,460	781,980	781,980	299,298
Property Taxes	3,852,111	3,070,688	3,100,722	3,100,722	2,825,388
Proceeds of Debt	-	2,920,540	60,000	-	60,000
Other Revenue	4,719,565	4,919,266	2,991,886	3,048,204	2,078,890
Expenditures	8,571,674	10,154,974	6,152,608	6,631,608	5,090,815
FUND BALANCE - Ending (Dec. 31)	26,460	781,980	781,980	299,298	172,761
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	(10,481,255)	(11,099,915)	(11,582,875)	(11,582,875)	(11,297,082)
Property Taxes	3,669,321	3,672,954	3,295,808	3,361,614	3,274,838
Other Revenue	5,172,721	4,132,102	4,397,191	6,932,150	4,512,561
Expenditures	9,460,702	8,288,016	7,642,994	10,007,971	7,352,483
FUND BALANCE - Ending (Dec. 31)	(11,099,915)	(11,582,875)	(11,532,870)	(11,297,082)	(10,862,166)
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	8,903,143	5,537,806	9,504,553	9,504,553	2,951,369
Property Taxes	3,260,805	3,173,172	3,151,932	3,143,644	3,131,444
Contributed Capital	-	-	115,000	150,000	-
Proceeds of Debt	500,000	5,759,460	9,400,331	55,000	9,492,610
Other Revenue	5,068,202	5,190,615	3,943,103	6,550,528	3,378,067
Expenditures	12,194,344	10,156,500	17,296,750	16,452,356	15,729,698
FUND BALANCE - Ending (Dec. 31)	5,537,806	9,504,553	8,818,169	2,951,369	3,223,792
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	219,875,903	227,540,784	234,507,485	234,507,485	238,234,747
Property Taxes	-	-	-	-	-
Other Revenue	50,562,293	50,727,334	52,298,004	52,432,132	53,347,079
Contributed Capital	2,732,889	1,773,549	520,000	755,630	20,000
Expenditures	45,630,301	45,534,182	48,166,596	49,460,500	49,469,156
FUND BALANCE - Ending (Dec. 31)	227,540,784	234,507,485	239,158,893	238,234,747	242,132,670
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	12,272,992	12,169,301	12,248,787	12,248,787	11,928,066
Property Taxes	-	-	-	-	-
Other Revenue	8,673,860	9,634,667	7,114,048	7,486,776	7,268,634
Contributed Capital	2,166,374	1,845,037	2,095,576	1,914,792	2,241,414
Expenditures	10,943,925	11,400,218	9,188,936	9,722,289	9,465,966
FUND BALANCE - Ending (Dec. 31)	12,169,301	12,248,787	12,269,475	11,928,066	11,972,148
FIDUCIARY FUNDS					
FUND BALANCE - Beginning (Jan. 1)	33,652	33,655	34,221	34,221	34,821
Property Taxes	-	-	-	-	-
Other Revenue	903	566	600	600	600
Expenditures	900	-	-	-	-
FUND BALANCE - Ending (Dec. 31)	33,655	34,221	34,821	34,821	35,421
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	263,428,508	269,189,316	282,312,734	282,312,734	271,983,788
Property Taxes	40,724,725	41,645,466	41,133,223	41,190,741	41,854,307
Proceeds of Debt	500,000	8,680,000	9,460,331	55,000	9,552,610
Contributed Capital	4,899,263	3,618,586	2,730,576	2,820,422	2,261,414
Other Revenue	101,668,946	99,940,410	96,166,839	101,225,423	94,991,590
Expenditures	142,032,126	140,761,044	145,937,476	155,620,532	145,802,116
FUND BALANCE - Ending (Dec. 31)	269,189,316	282,312,734	285,866,227	271,983,788	274,841,593

CITY OF APPLETON 2014 BUDGET
COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2013 BUDGET	2014 BUDGET
Property Tax	41,133,223	41,813,906
Other Tax	768,300	818,700
Intergovernmental	22,896,487	22,644,959
Licenses & Permits	907,525	954,580
Special Assessments	1,851,000	1,589,259
Charges for Service	51,859,601	54,513,652
Interest Income	3,859,114	2,584,517
Fines & Forfeitures	860,000	845,000
Other Revenues	5,697,669	4,574,495
Interfund Transfers	7,467,143	6,506,829
TOTAL REVENUES	\$ 137,300,062 *	\$ 136,845,897 *

* Does not include proceeds of debt or contributed capital.

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2013 BUDGET	2014 BUDGET
Personnel	54,813,397	55,413,690
Administrative 1	38,719,130	38,123,337
Supplies & Materials	10,813,099	8,624,737
Purchased Services	11,776,896	11,039,707
Utilities	6,888,983	7,519,405
Repair & Maintenance	9,578,211	9,667,270
Capital Expense 2	13,347,760	15,413,970
TOTAL EXPENSE	\$ 145,937,476	\$ 145,802,116

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 2014:

5/10/13	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.
6/03/13 - 9/8/13	Each department head submits a proposed budget as outlined above, based on the department's mission statement and major objectives and including expenditures and applicable revenue projections. The Mayor and Finance Department staff review their budget requests. Decisions are made on operating budget adjustments, program additions and deletions, and capital projects.
9/08/13 - 10/02/13	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.
11/02/13	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.
11/06/13	A public hearing is held to seek property owner input prior to Council acceptance of the budget.
11/13/13	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.

CITY OF APPLETON POLICIES

- Contingency Account: A contingency account shall be maintained in the annual General Fund operating budget to provide for unanticipated expenditures of a nonrecurring nature or to meet unexpected increases in service delivery costs. A minimum of 0.5% and a maximum of 1.0% of the total fund budget shall be included in the adopted budget. If a sufficient unexpended balance remains in the current year's contingency account, this requirement may be met by a plan to carry over the balance.
- Budget Amendment:
 - Transfers and new appropriations – All budgets except the Appleton Public Library operating budget:
 - The following budget amendments require written approval by the Mayor and Finance Director and shall be reported to the Finance Committee as informational items:
 - New appropriations funded by grants, user fees, or other non-tax revenues of \$15,000 or less;
 - Transfers of \$15,000 or less between programs within a department;
 - Transfers of \$15,000 or less between departments within a fund.Authority granted under this section specifically excludes amendments to use money budgeted for personnel for any other purpose.
 - The following budget amendments shall be reported to the Finance Committee as action items and must be approved by two thirds of the Common Council:
 - New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
 - Any new appropriations funded by taxes or debt;
 - Transfers in excess of \$15,000 between programs within a department;
 - Transfers in excess of \$15,000 between departments within a fund;
 - All transfers between funds;
 - Transfers from the Reserve for Contingencies;
 - The use of money budgeted for capital projects for anything other than its designation in the budget document;
 - The use of excess budgeted personnel dollars due to vacancies to increase the supplies and services budget to fund temporary employment service assistance. Any other use of excess budgeted personnel dollars to increase the supplies and services budget for other purposes may be permitted in rare instances but is highly discouraged.
 - Transfers and new appropriations –Appleton Public Library operating budget:
 - Transfers of \$15,000 or less between budget lines and/or between budget programs require written approval by the Library Director or designee and shall be reported to the Library Board as informational items.
 - Transfers over \$15,000 between budget programs and all new library appropriations funded by grants, user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board.
 - All budget changes will be reported to the City Council's Finance Committee as informational items.
 - The Library Board's authority over budget funds shall lapse at the end of the calendar year and any budget fund balances shall revert to City authority, subject to City carryover policies and procedures.
- Carryover of prior year budgeted expenditures – All budgets:
 - Carryover requests shall be no less than \$3,000, except for items allowed by the Finance Director that relate to year end cut off procedures.
 - Carryover requests, plus actual prior year expenditures, shall not exceed the department's (or fund's) prior year amended budget less any overall shortfall in program revenues.
 - Reappropriation of unspent prior year authorizations for purposes other than their original designations shall be considered as Special Consideration items and require approval by two thirds of the Common Council. All other reappropriations shall require approval by a simple majority vote.
 - Reappropriation of unspent funds of non-lapsing budgets and those items under contract or purchase order prior to year-end shall be reported as informational items and require no approval.

CITY OF APPLETON POLICIES

PROPERTY TAX COLLECTIONS

Property taxes are budgeted as revenues in the year in which services financed by the levy are being provided, i.e., in the year subsequent to the levy. Taxes are levied in December on the assessed value of property as of the prior January 1.

Property tax calendar – 2013 tax roll:

Lien date and levy date	December, 2013
Tax bills mailed	December, 2013
Payment in full or 1 st installment due	January 31, 2014
2 nd installment due	April 1, 2014
3 rd installment due	June 2, 2014
4 th installment due	July 31, 2014

CAPITAL BUDGET POLICIES

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

REVENUE POLICIES

- The City will try to maintain a diversified and stable revenue system to minimize short-run fluctuations in any one revenue source.
- The City will attempt to maximize benefits from major revenue sources as a way of maintaining a stable tax rate.
- The City will follow an aggressive policy of collecting revenues.
- The City will establish all user charges and fees at a level related to the full cost (operating, direct, and indirect) of providing the service, whenever practical.
- The City will attempt to review license fees/charges annually to determine if the revenues support the cost of providing the service.
- Wastewater, Stormwater, and Water Utility funds will be self-supporting through user fees.
 - The minimum utilities rates should be set at a rate which will yield net income which is 1.25 times the highest principal and interest payment due. This requirement is in conformance with the mortgage revenue bond requirements. Rate adjustments for the Water Utility are submitted to the Public Service Commission and Common Council for review and approval.
 - Rate adjustments for the Stormwater and Wastewater Utilities will be submitted to the Common Council for review and approval.

RESERVE POLICIES

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

CITY OF APPLETON POLICIES

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

Wastewater Utility

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

General Fund

- All General Fund Unreserved Designations and related policy should be approved in advance of their creation/amendment by the Common Council.
- The amount to be retained in Designated for Health Insurance Cost Stabilization Unreserved Fund Balance be equal to the stop loss percentage.
- Interest income will not accrue in the Designated for Health Insurance Cost Stabilization Fund Balance account.
- Total Unreserved Fund Balances (excluding Designated for Debt Service) will be 25% of the following year's budgeted appropriations with the designation for Working Capital Reserve equal to 17% of the following year's budgeted appropriations.
- The City will maintain a Designated Fund Balance for Debt Service of 25% of ensuing years Debt Service requirements. Any excess funds over that amount will be used to pay existing long-term debt.
- At least 75% of General Fund Balances in excess of the reserve policy (currently three months' operating expenditures) be used for the reduction of Long-Term liabilities. Utilization of the remaining funds be subject to recommendation from the 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.

CITY OF APPLETON POLICIES

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

Risk Management Fund

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

INVESTMENT POLICIES

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

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

Investment Objectives

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

- Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - Credit Risk – The City will minimize credit risk, which is the risk of loss due to the failure of the security issues or backed by:
 - Limiting investments to the most secure available, including, for example, US Treasury obligations, US agency and instrumentality obligations, commercial paper rated by a nationally recognized rating agency, and debt securities rated as AA or higher.
 - Diversifying the investment portfolio so that the losses from any one type of security or from any one individual issuer will be minimized.
 - Interest Rate Risk – The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:
 - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio.
- Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or the local government investment pool, which offer same-day liquidity for short-term funds.
- Yield - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. The investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Any managed portion of the portfolio shall be designed with the objective of regularly meeting or exceeding the following benchmarks:
 - US Government Money Market average and Local Government Investment Pool (LGIP) rate – Short-Term portfolios

CITY OF APPLETON POLICIES

- Lehman Brothers Intermediate Government Index – all other portfolios
- The benchmark shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

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

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

Communication And Reporting

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

DEBT POLICIES

- The City will confine long-term borrowing to capital improvements.
- The City will attempt to limit use of short-term debt to bond anticipation purposes.
- The City will follow a policy of full disclosure on every financial report and bond prospectus.
- The City will use “pay as you go” financing to fund street reconstruction and equipment purchases.
- Section 67.03(1) of the Wisconsin Statutes provides that the amount of indebtedness of a municipality shall not exceed 5 percent of the equalized valuation of the taxable property in the municipality. Although State Statutes allow five per cent of the equalized valuation, the City has set an internal debt goal, which seeks to remain below 40% of the maximum amount allowed by the State Statutes.
- The levy for debt service shall be no greater than 20% of the total levy, with an effort to maintain the levy at a proportionate, even level for tax rate stabilization.

SPECIAL ASSESSMENT POLICIES

GENERAL POLICY

- Special assessments will be levied against abutting property owners for construction of streets, sidewalks, sanitary sewer mains and laterals, stormwater facilities and laterals, and water mains and services in accordance with the City’s currently adopted Policy for Special Assessments. All improvements are guaranteed for a set number of years. In the event the improvement does not last the entire estimated period, a prorated credit adjustment will be made for the remaining life of the improvement.

SPECIAL ASSESSMENTS SUBJECT TO PAYMENT PLANS

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

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.

CITY OF APPLETON POLICIES

- 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 \$33 per foot for mains and \$34 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:

CITY OF APPLETON POLICIES

- Public Construction – Competitive Sealed Bidding must be used for purchases of \$25,000 or greater in accordance with Wisconsin Statutes. This process shall consist of:
 - Invitation for bids
 - Public notice
 - Bid opening
 - Bid acceptance and evaluation
 - Bid award-Common Council approval
- Purchases of \$5,000 or more (other than Public Construction) require that a minimum of three written quotations be solicited. Evaluation criteria that favorably and accurately assess the relevant cost or service advantages of local procurement are required. Any new contracts or agreements for services with an anticipated cost of \$15,000 or more require the approval of the Committee of Jurisdiction and the Common Council prior to execution.
- Purchases greater than \$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 2014 rate requirements for the Wisconsin Retirement System employees are as follows:

	<u>General</u>	<u>Police</u>	<u>Fire</u>	<u>Elected</u>
Employee Contribution	7.00%	0%	0%	7.75%
City Contribution	<u>7.00%</u>	<u>17.56%</u>	<u>21.16%</u>	<u>7.75%</u>
Total	14.00%	17.56%	21.16%	15.50%

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 47 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:

- \$500,000 per worker's compensation claim for Police Officers and Firefighters, \$500,000 per claim for all other employees, with purchased coverage of statutory limits for workers' compensation and \$2 million for employer's liability,
- \$100 - \$10,000 deductible per property damage claim, depending on the property, with purchased replacement cost coverage,
- \$25,000 per employment practices liability claim, with purchased coverage to \$1 million per occurrence/ \$1 million aggregate per year, and
- \$25,000 per environmental liability claim related to the Mackville Landfill Site, with purchased coverage to \$5 million per occurrence/\$5 million aggregate.

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

SPECIAL EVENTS POLICIES – INSURANCE REQUIREMENTS

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

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

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

CITY OF APPLETON

2014 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

2014 BUDGET

DEMOGRAPHIC AND ECONOMIC INFORMATION

Per Return Adjusted Gross Income

	<u>State of Wisconsin</u>	<u>Outagamie County</u>	<u>Calumet County</u>	<u>Winnebago County</u>	<u>City of Appleton</u>
2012	N/A	N/A	N/A	N/A	N/A
2011	47,640	49,550	54,510	46,250	50,030
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

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

Unemployment Rate

	<u>State of Wisconsin</u>		<u>Appleton MSA</u>		<u>Outagamie County</u>		<u>City of Appleton</u>
July, 2013	6.8	%	6.2	%	6.4	%	8.4
July, 2012	7.2		6.5		6.8		8.6
Average, 2012	6.9	%	6.3	%	6.5	%	8.2
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

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

Building Permits - City of Appleton

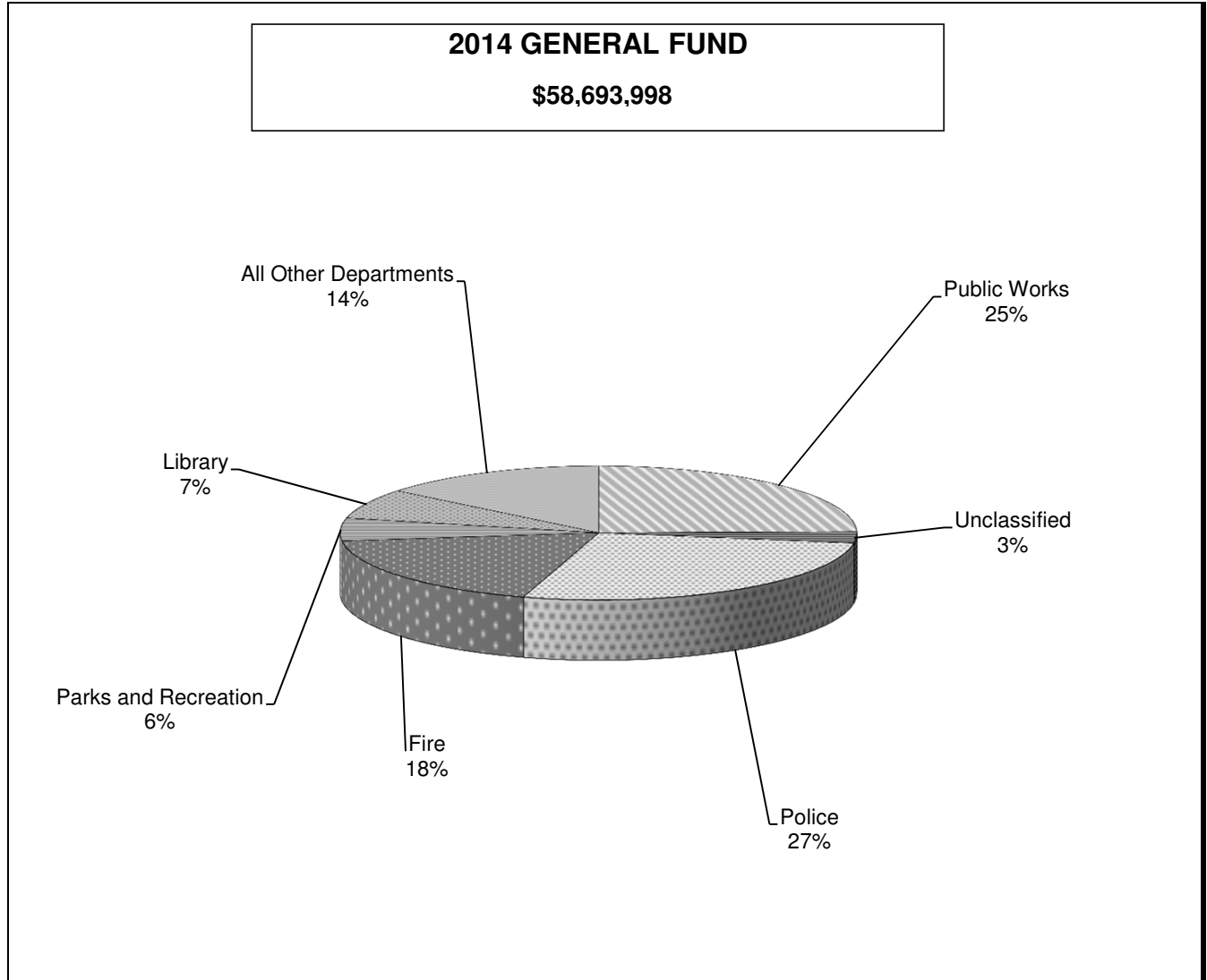
<u>Year</u>	<u>Valuation</u>
2013	\$ 99,660,356 *
2012	49,084,300
2011	46,054,400
2010	58,369,200
2009	101,957,400

*As of September 10, 2013

Source: City of Appleton Public Works Department

CITY OF APPLETON 2014 BUDGET GENERAL FUND

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



CITY OF APPLETON 2014 BUDGET

GENERAL FUND

	Actual		Budget			% Change *
	2011	2012	Adopted 2013	Projected 2013	2014	
REVENUES						
Taxes	\$ 30,340,877	\$ 32,116,087	\$ 31,975,061	\$ 31,975,061	\$ 33,022,937	3.28%
Intergovernmental	17,199,561	15,900,288	15,180,080	15,301,080	14,871,503	-2.03%
Licenses and Permits	895,927	1,018,228	886,025	896,025	931,680	5.15%
Special Assessments	1,786,373	1,040,514	1,126,000	951,000	1,219,259	8.28%
Charges for Services	1,220,147	1,367,706	1,212,649	1,212,649	1,276,595	5.27%
Interest Income	1,600,991	1,226,854	1,670,218	1,000,000	1,678,452	0.49%
Fines and Forfeitures	359,662	384,340	370,000	370,000	370,000	0.00%
All Other Revenue	1,629,099	1,710,952	2,332,706	2,402,950	1,473,420	-36.84%
TOTAL REVENUES	55,032,637	54,764,969	54,752,739	54,108,765	54,843,846	0.17%
EXPENDITURES						
Common Council	103,560	107,745	137,469	137,469	127,520	-7.24%
Mayor	263,765	252,007	262,307	262,307	349,363	33.19%
Finance	904,666	860,871	882,987	895,632	901,566	2.10%
InformationTechnology	1,381,127	1,318,029	1,637,108	1,999,562	1,637,052	0.00%
Human Resources	653,934	639,795	704,135	704,135	686,334	-2.53%
Legal Services	1,106,909	1,314,650	1,074,414	1,084,414	1,198,370	11.54%
Unclassified	2,314,714	2,181,636	1,858,618	4,195,542	1,625,829	-12.52%
Community Development	1,600,050	1,502,063	1,624,050	1,668,050	1,694,317	4.33%
Library	4,193,046	4,108,290	4,195,449	4,327,085	4,260,395	1.55%
Parks & Recreation	2,911,234	3,067,003	3,069,804	3,069,804	3,211,827	4.63%
Public Works	12,911,573	11,629,737	13,709,157	14,537,141	14,505,907	5.81%
Health Services	1,164,690	1,127,786	1,150,348	1,154,893	1,153,235	0.25%
Police	15,250,205	15,188,363	15,894,399	15,920,387	15,966,726	0.46%
Fire	10,029,288	10,470,496	10,695,878	10,819,233	10,779,514	0.78%
TOTAL EXPENDITURES	54,788,761	53,768,471	56,896,123	60,775,654	58,097,955	2.11%
REVENUES OVER EXPENDITURES	243,876	996,498	(2,143,384)	(6,666,889)	(3,254,109)	51.82%
OTHER FINANCING SOURCES (USES)						
Sale of City Property	9,278	45,199	11,500	8,500	7,000	-39.13%
Other Financing Sources	2,371,975	2,254,344	2,242,529	2,242,529	2,177,550	-2.90%
Other Financing Uses	(441,519)	(1,458,683)	(593,469)	(2,570,154)	(596,043)	0.43%
TOTAL OTHER FINANCING	1,939,734	840,860	1,660,560	(319,125)	1,588,507	-4.34%
NET CHANGE IN EQUITY	2,183,610	1,837,358	(482,824)	(6,986,014)	(1,665,602)	244.97%
FUND BALANCE - Beginning	32,797,615	34,981,225	36,818,583	36,818,583	29,832,569	-18.97%
FUND BALANCE - Ending	\$ 34,981,225	\$ 36,818,583	\$ 36,335,759	\$ 29,832,569	\$ 28,166,967	-22.48%

* % 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 2014 BUDGET

GENERAL FUND BALANCE

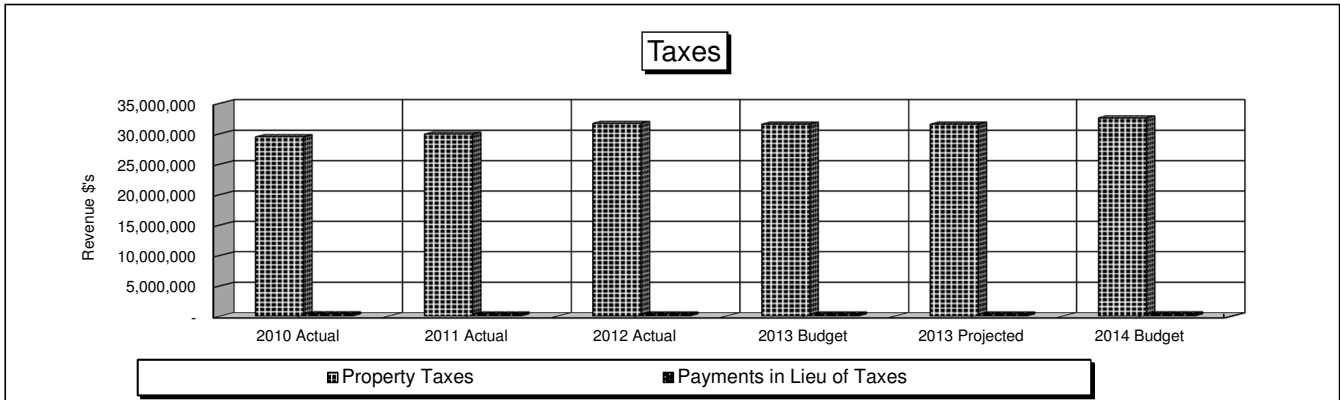
	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/14	38	\$ 28,166,967
Plus projected use of contingency for changes in State supports		237,333
Less Non-spendable Fund Balance:		
Inventories and Prepaid Items		(950,000)
Developer Loans		(1,156,758)
Advance to other Funds **		(7,254,313)
Less Assigned Fund Balance:		
Payments in Lieu of Taxes		(1,930,400)
Health Insurance Cost Stabilization*		(1,009,909)
Fire and Police Prior Pension		(95,611)
Working Capital - 25% of budgeted expenditures (25% * \$58,693,998, includes transfers)	38	(14,673,500)
Debt Service - 25% of ensuing year's debt service requirements (25% * \$5,090,815 Debt Service Obligation)	491	(1,272,704)
Projected General Fund Balance in excess of the reserve policy @ 12/31/14 **		\$ 61,105
75% required to be used for reduction of long-term liabilities		\$ 45,829
25% subject to Finance Committee recommendation		\$ 15,276

* The City will not be purchasing aggregate stop loss insurance for 2014, but does purchase individual excess loss insurance for claims over \$225,000 . The amount designated for stabilization represents the expected total fixed administrative costs for 2014. 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 account for the decrease from 2013.

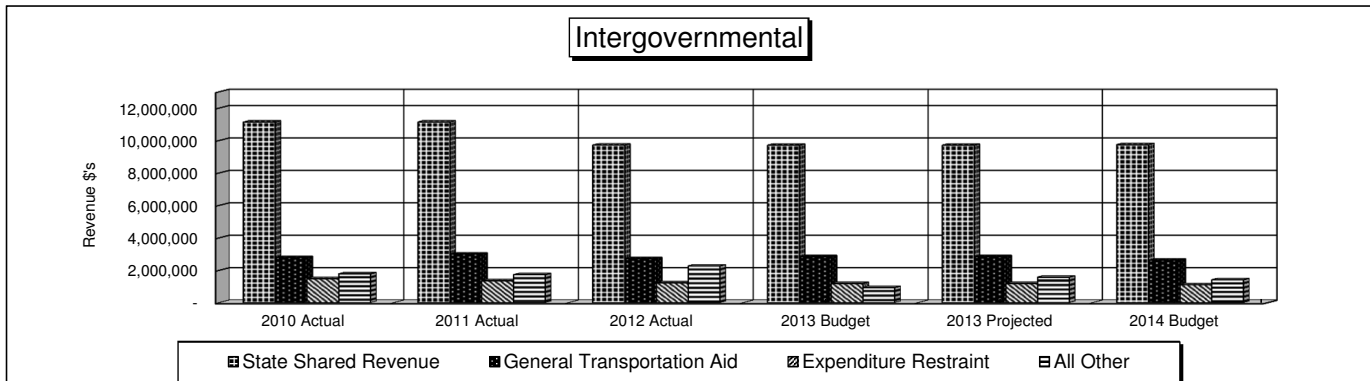
CITY OF APPLETON 2014 BUDGET GENERAL FUND REVENUES

Taxes	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget	%
Property Taxes	29,497,480	29,942,488	31,728,652	31,584,761	31,584,761	32,622,637	3.29%
Payment in Lieu of Taxes	412,446	398,389	387,435	390,300	390,300	400,300	2.56%
Total Taxes	29,909,926	30,340,877	32,116,087	31,975,061	31,975,061	33,022,937	3.28%



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 and a further decrease of 0.63% in 2013, 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 0.77% for the City in 2013. 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 \$37,998,939. The City levy is at \$37,998,938 (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.

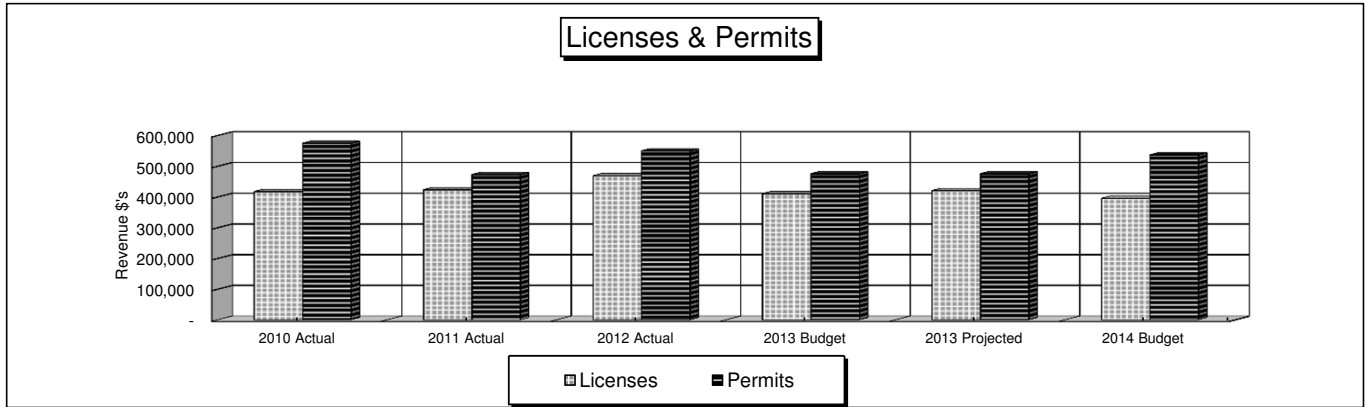
Intergovernmental Revenue	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget	%
State Shared Revenue	11,126,034	11,137,356	9,706,470	9,702,850	9,702,850	9,736,279	0.34%
Expenditure Restraint	1,482,540	1,354,897	1,222,454	1,190,075	1,190,075	1,112,433	-6.52%
General Transportation Aid	2,779,951	2,988,506	2,710,890	2,835,747	2,835,747	2,611,087	-7.92%
Library Grants & Aids	806,517	860,252	914,314	931,148	931,148	902,006	-3.13%
Other	970,039	858,550	1,346,160	520,260	641,260	509,698	-20.52%
Total Intergovernmental	17,165,081	17,199,561	15,900,288	15,180,080	15,301,080	14,871,503	-2.81%



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 \$44,213, compared to the amount expected in 2013. The expected amount is \$1,759,862 less than that received in 2010. 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. 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 items.

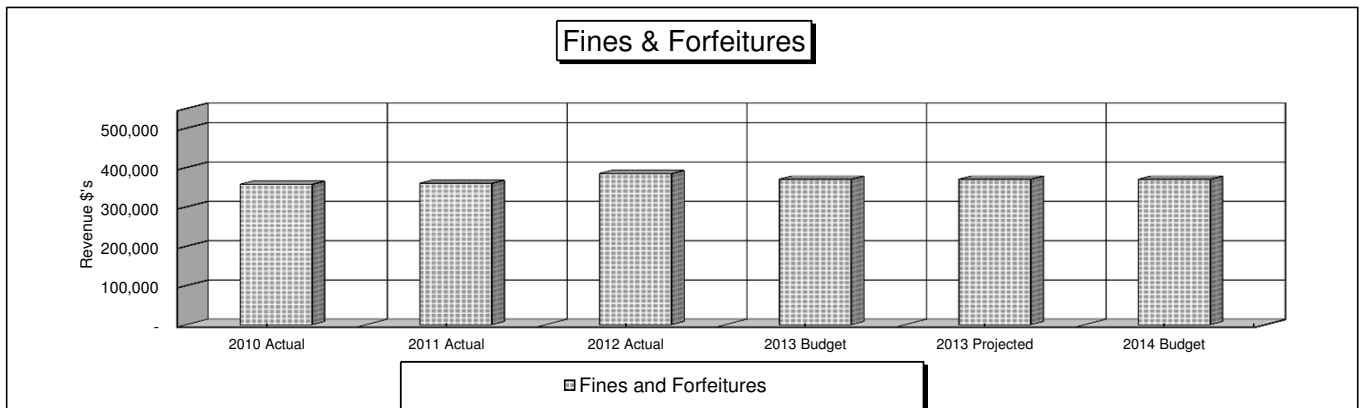
CITY OF APPLETON 2014 BUDGET GENERAL FUND REVENUES

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget	% Change
Licenses and Permits							
Licenses	417,246	423,166	468,730	410,525	420,525	395,200	-6.02%
Permits	574,256	472,761	549,498	475,500	475,500	536,480	12.82%
Total Licenses and Permits	991,502	895,927	1,018,228	886,025	896,025	931,680	3.98%



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 relatively high permit revenue in 2010 and 2012 reflects increases in building permits issued in those years. The projected decline in licensing revenue is the result of the operator's (bartender) license being returned to a two-year license during 2013 and the fee for it being changed from \$40 annually to \$60 for a two-year license.

	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget	% Change
Fines and Forfeitures	356,971	359,662	384,340	370,000	370,000	370,000	0.00%

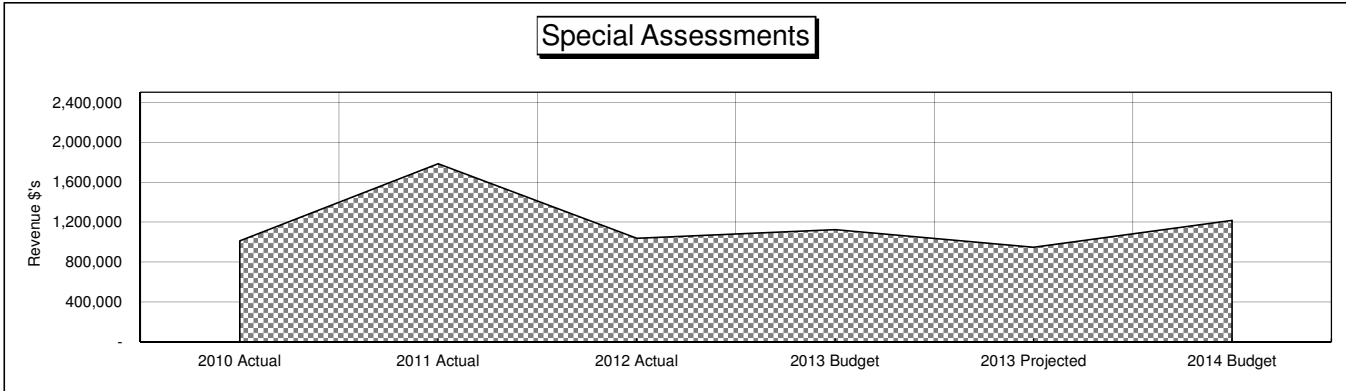


Fines and forfeitures are collected for City ordinance violations, traffic citations, and other misdemeanors covered by City Code and State Statute. Trends have remained relatively steady in recent years.

CITY OF APPLETON 2014 BUDGET

GENERAL FUND REVENUES

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Budget</u>	<u>% Change</u>
Special Assessments	<u>1,013,439</u>	<u>1,786,373</u>	<u>1,040,514</u>	<u>1,126,000</u>	<u>951,000</u>	<u>1,219,259</u>	<u>28.21%</u>



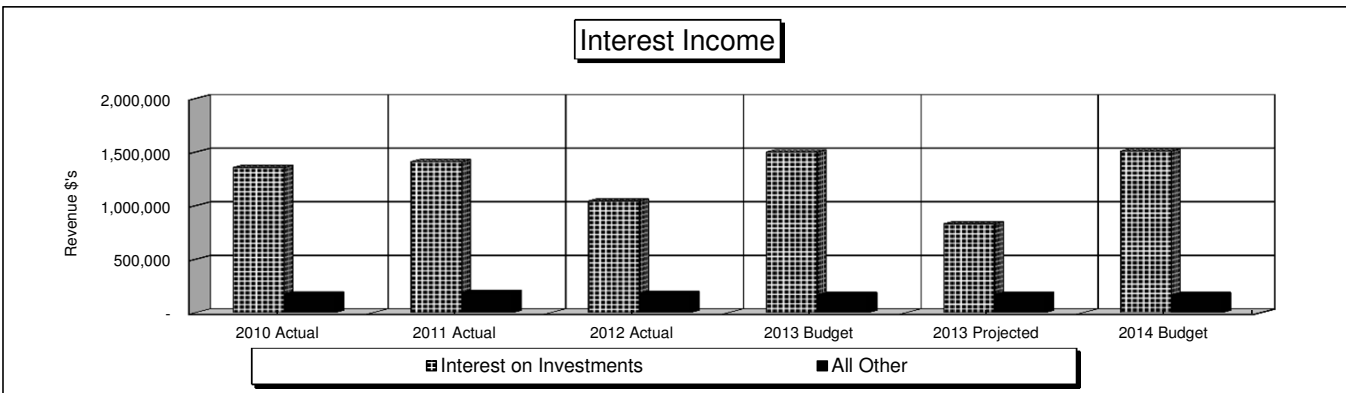
The City levies special assessments on property benefited by the construction and installation of public improvements. Revenue varies based on the payment options selected by property owners and the amount of infrastructure budgeted and completed in a given year. The options for payment are:

If the assessment is \$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.

The relatively high special assessments revenue in 2011 was due to there having been more street projects in the 2010 budget compared to subsequent years. There is typically at least one year lag on the revenue impact dependent upon how citizen elects to pay. We expect to see a decrease in 2013 due to more citizens taking advantage of the five year payment plan after the interest rate was reduced to 6%, plus general overall impact of the economy. We are projecting an increase in 2014 for the additional road projects approved in 2013 (\$670,000) using positive year-end variance from 2012.

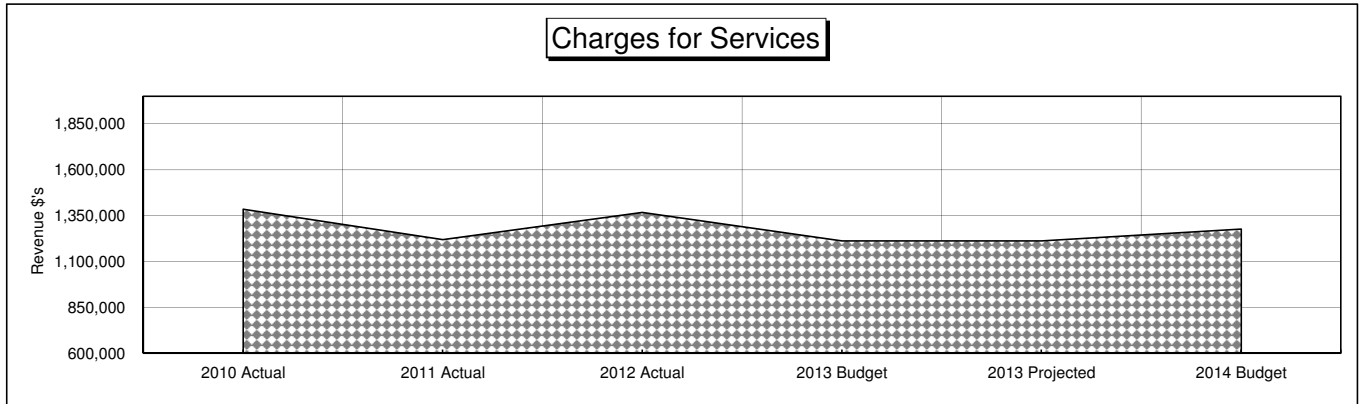
	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Budget</u>	<u>% Change</u>
Interest Income							
Interest on Investments	1,355,962	1,409,820	1,043,719	1,500,218	830,000	1,508,452	81.74%
Interest on Delinquent Tax	105,901	121,289	91,650	100,000	100,000	100,000	0.00%
Interest - Deferred Specials	70,165	69,882	91,485	70,000	70,000	70,000	0.00%
Total Interest Income	<u>1,532,028</u>	<u>1,600,991</u>	<u>1,226,854</u>	<u>1,670,218</u>	<u>1,000,000</u>	<u>1,678,452</u>	<u>67.85%</u>



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 that owns the City Center building is expected to make interest payments of \$47,452 in 2014 on two major building projects for which the City provided financing, compared to \$50,218 in 2013. 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 beneficial program for both entities, taking advantage of the timing differences in cash needs for both, 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. Deferred payments on special assessments bear an interest rate set from year to year based on fluctuations in the prime rate. It is currently set at 6%. According to Governmental Accounting Standards Board (GASB) rules, we must also value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized loss, which impacts interest earnings. The current market environment plays heavily in this calculation.

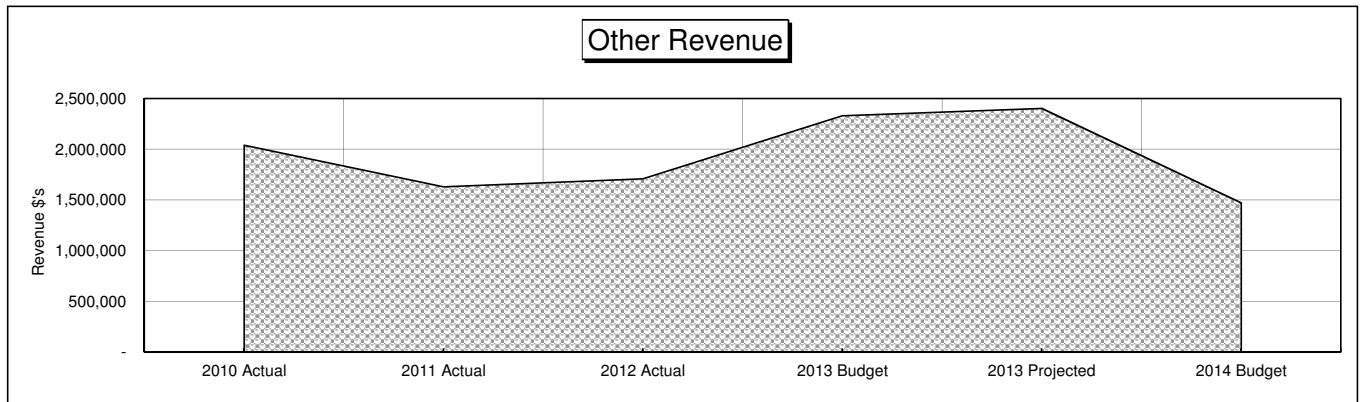
CITY OF APPLETON 2014 BUDGET GENERAL FUND REVENUES

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Budget</u>	<u>% Change</u>
Charges for Services	1,384,728	1,220,147	1,367,706	1,212,649	1,212,649	1,276,595	5.27%



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 relatively high revenue in 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 (\$141,105 in 2010). The reduction reflected in 2011 is due to the elimination of that reimbursement as a result of the Town's decision to cease participation in the merger study and to the move of various recreation programs to other, private venues within the City. The increase in 2012 reflects charges to other municipalities for election-related expenses for the six elections held that year (four as is normal in a presidential election year plus a recall election and a recall primary), as well as a relatively higher level of traffic control related charges to surrounding municipalities and counties.

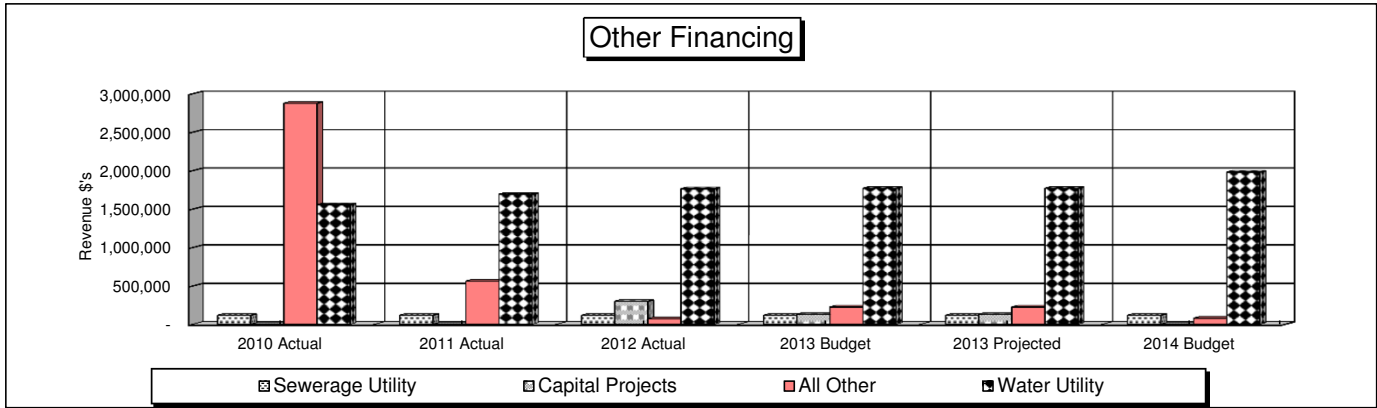
	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Budget</u>	<u>2013 Projected</u>	<u>2014 Budget</u>	<u>% Change</u>
Other Revenue							
Sales of City Property	6,028	9,278	45,199	11,500	8,500	7,000	-17.65%
Other Revenue	2,040,447	1,629,099	1,710,952	2,332,706	2,402,950	1,473,420	-38.68%
	<u>2,046,475</u>	<u>1,638,377</u>	<u>1,756,151</u>	<u>2,344,206</u>	<u>2,411,450</u>	<u>1,480,420</u>	<u>-38.61%</u>



Other revenue includes fees, commissions, damage to City property and other reimbursements. 2010 included 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 included a 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.

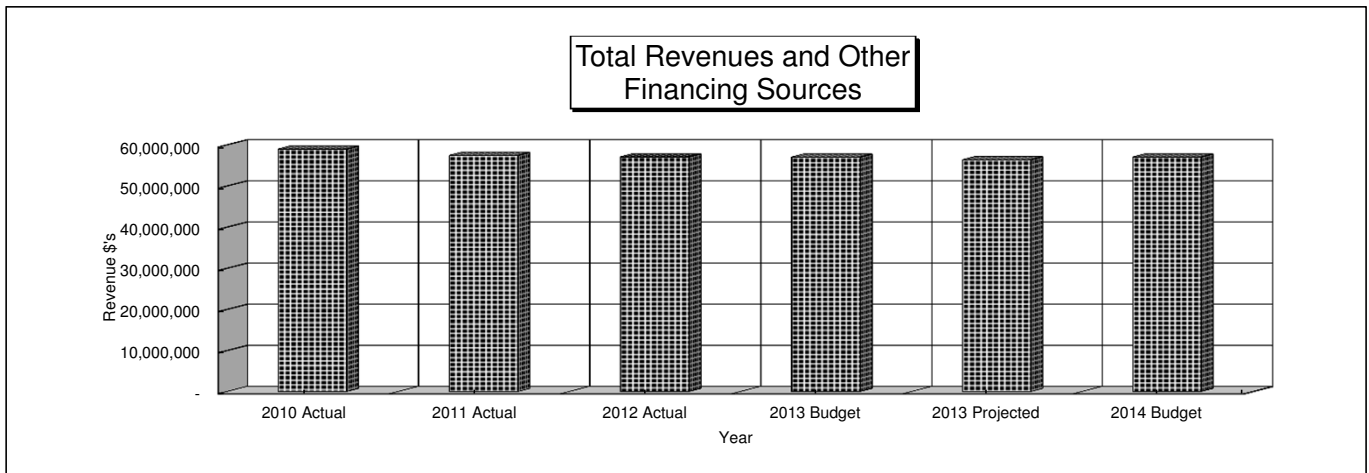
CITY OF APPLETON 2014 BUDGET GENERAL FUND REVENUES

Other Financing Sources	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget	% Change
Water Utility	1,557,137	1,692,632	1,764,194	1,769,800	1,769,800	1,980,400	11.90%
Golf Course Fund	17,900	497,900	17,900	17,900	17,900	17,900	0.00%
Sewerage Utility	117,450	117,450	117,450	117,450	117,450	117,450	0.00%
Parking Utility	9,300	9,300	9,300	9,300	9,300	9,300	0.00%
Stormwater Utility	12,500	12,500	12,500	12,500	12,500	12,500	0.00%
Special Revenue	2,835,277	42,193	33,000	185,357	185,357	40,000	-78.42%
Capital Projects	-	-	300,000	130,222	130,222	-	-100.00%
Total Other Financing Sources	4,549,564	2,371,975	2,254,344	2,242,529	2,242,529	2,177,550	-2.90%



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 high level of 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 in 2011 is the result of Council's decision 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 in 2013 reflects the closeout and distribution of the remaining fund balance in TIF # 2.

Total Revenues and Other Financing Sources	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget	% Change
	58,949,714	57,413,890	57,064,512	57,006,768	56,359,794	57,028,396	1.19%



CITY OF APPLETON 2014 BUDGET

MAYOR'S OFFICE

Mayor: Timothy M. Hanna

CITY OF APPLETON 2014 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 2013 EVENTS

In 2013, 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. The renovation of Houdini Plaza was completed in early July and work on other development projects such as RiverHeath and the former Foremost Farms site continued throughout the year. Plans for the formation of two new TIF districts also occurred in 2013.

Internally, department directors continued to collaborate to find efficiencies in meeting customers' needs. The former Clerk's and Attorney's Departments were merged and renamed Legal Services. Funding for temporary staff was moved to the Human Resources Department to help maximize use of staffing (e.g., utilize those on modified duty instead of hiring additional help) and find efficiencies across departments. In addition, department directors continued to work on finding efficiencies within their departments (processes for certificates of insurance, burn permits, licensing, and book returns). One project that created greater efficiency for both internal departments and Common Council members, while adding greater transparency for citizens, was the addition of the Granicus system for online meeting recording and documentation.

The Mayor worked with the Police and Fire Commission on the appointment of an interim Fire Chief while the search for a permanent chief was conducted during the second half of the year. Additionally, an internal candidate was appointed to the Information Technology Director position.

As a continuation of the work in 2012, the Human Resources Department worked with an external consultant and internal steering committee to propose a new compensation plan. After much discussion, the compensation plan development was brought in-house for completion, including creating an internal employee-management team to provide additional feedback. During the development of the plan, staff was kept abreast of the plan progress through employee and Council updates.

CITY OF APPLETON 2014 BUDGET OFFICE OF THE MAYOR

MAJOR 2014 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 2014

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

Work with internal resources and external customers to develop and implement a social media strategy to enhance communication with Appleton citizens

Continue to work with Park and Recreation Department staff to publish a semi-annual consolidated APPLESource/Recreation Activity Guide

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 14,230	\$ 13,710	\$ 12,500	\$ 12,500	\$ 12,500	0.00%
Program Expenses							
10510	Administration	89,365	89,000	90,452	90,452	94,620	4.61%
10520	Citizen Outreach	132,901	122,409	130,766	130,766	213,040	62.92%
10530	Intergovernmental	41,499	40,598	41,089	41,089	41,703	1.49%
TOTAL		\$ 263,765	\$ 252,007	\$ 262,307	\$ 262,307	\$ 349,363	33.19%
Expenses Comprised Of:							
Personnel		194,217	190,616	193,437	193,437	276,843	43.12%
Administrative Expense		25,977	26,296	27,304	27,304	30,626	12.17%
Supplies & Materials		31,792	23,330	29,766	29,766	29,654	-0.38%
Purchased Services		11,540	11,540	11,540	11,540	12,000	3.99%
Utilities		239	225	260	260	240	-7.69%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.00	2.00	2.00	2.00	3.00	

* % change from prior year adopted budget
Mayor.xls

**CITY OF APPLETON 2014 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 2015 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
- Work with the City's development team to support new and existing businesses within Appleton and the region
- Work with new Information Technology Director to set and implement a new long-term technology strategy for the organization

Major changes in Revenue, Expenditures, or Programs:

The increase in training/conference expenses is due to the inclusion of mileage reimbursement when attending meetings outside the City. Although allowed under the travel policy, reimbursement for these expenses has not been claimed in the past.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Minimize tax levy impact					
% change in levy	1.76%	1.64%	-0.93%	-0.93%	1.98%
Average % change in City mill rate	1.40%	1.20%	-1.47%	-1.39%	1.34%
Strategic Outcomes					
Maximize non-residential tax base					
Commercial/industrial tax base; % of total	29.0%	29.7%	29.0%	29.7%	30.0%
Work Process Outputs					
% of staff and Council involved in scheduled public budget meetings	100%	100%	100%	100%	100%
# of departmental orientations for new Alderpersons	16	16	16	14	14

**CITY OF APPLETON 2014 BUDGET
OFFICE OF THE MAYOR**

Administration

Business Unit 10510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 62,073	\$ 62,731	\$ 63,032	\$ 63,032	\$ 63,830
6105 Overtime	54	(25)	-	-	-
6150 Fringes	24,027	21,938	22,864	22,864	23,283
6201 Training/Conferences	751	1,586	1,500	1,500	4,275
6206 Parking Permits	660	660	660	660	1,080
6301 Office Supplies	210	549	562	562	450
6302 Subscriptions	418	239	288	288	288
6305 Awards & Recognition	-	-	70	70	70
6320 Printing & Reproduction	933	1,097	1,216	1,216	1,104
6413 Utilities	239	225	260	260	240
Total Expense	<u>\$ 89,365</u>	<u>\$ 89,000</u>	<u>\$ 90,452</u>	<u>\$ 90,452</u>	<u>\$ 94,620</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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
- Pursue social media opportunities to enhance communication with citizens and visitors

Major changes in Revenue, Expenditures, or Programs:

This budget includes the addition of a Communications Coordinator position that will directly report to the Mayor. This professional position will focus on strategic communications to external and internal customers, including citizens, Common Council and media. The goal for this position is to enhance communication and transparency through greater use of social media, the City website and additional progressive tools to meet the needs of our citizens and visitors. The budget is predicated on filling the position in early February, which allows the Department of Public Works to use a portion (\$7,300) of the total funding for this position to purchase services from the Valley Transit Community Outreach Specialist in order to get projects started immediately.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Timely, accurate responses to requests for information					
% of phone & e-mail inquiries answered within 48 hours	87%	96%	95%	95%	95%
% of letters replied to within seven working days	84%	94%	90%	90%	90%
Strategic Outcomes					
Citizens have access to current City information					
# of visits to City of Appleton internet website	1,925,317	2,018,276	1,500,000	1,500,000	1,750,000
Work Process Outputs					
Publish City newsletter	2	2	2	2	2
# of formal open hours	11	12	12	12	12
# of meetings per month with community or educational groups (average)	13	16	8	18	10

**CITY OF APPLETON 2014 BUDGET
OFFICE OF THE MAYOR**

Citizen Outreach

Business Unit 10520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4877 Advertising/Promotion	\$ 14,230	\$ 13,710	\$ 12,500	\$ 12,500	\$ 12,500
	<u>\$ 14,230</u>	<u>\$ 13,710</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>
Expenses					
6101 Regular Salaries	\$ 55,981	\$ 56,669	\$ 56,990	\$ 56,990	\$ 115,394
6105 Overtime	42	77	-	-	-
6150 Fringes	24,234	21,701	22,686	22,686	46,096
6201 Training/Conferences	12	-	-	-	-
6304 Postage/Freight	10,234	10,189	11,000	11,000	11,000
6316 Miscellaneous Supplies	520	500	550	550	550
6320 Printing & Reproduction	30,338	21,733	28,000	28,000	28,000
6599 Other Contracts/Obligations	11,540	11,540	11,540	11,540	12,000
Total Expense	<u>\$ 132,901</u>	<u>\$ 122,409</u>	<u>\$ 130,766</u>	<u>\$ 130,766</u>	<u>\$ 213,040</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

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

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

**CITY OF APPLETON 2014 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

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Appleton represented at State level					
# of State level meetings in which Appleton representatives participate directly	242	260	150	150	175
Strategic Outcomes					
# of implemented new collaborative and cooperative agreements:					
Other governments	34	39	55	50	55
School districts	16	12	15	16	18
Non-profit organizations	39	48	30	50	50
Other	17	18	10	30	20
# of implemented collaborative and cooperative agreements maintained:					
Other governments	133	148	100	170	150
School districts	40	46	30	50	45
Non-profit organizations	103	118	40	100	70
Other	46	63	40	70	50
Work Process Outputs					
# of meetings with other units of government	6/mo.	5/mo.	8/mo.	8/mo.	8/mo.

**CITY OF APPLETON 2014 BUDGET
OFFICE OF THE MAYOR**

Intergovernmental

Business Unit 10530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 20,455	\$ 20,707	\$ 20,788	\$ 20,788	\$ 21,020
6105 Overtime	3	7	-	-	-
6150 Fringes	7,349	6,811	7,077	7,077	7,220
6201 Training/Conferences	20	278	440	440	450
6302 Local Auto Expense	77	-	-	-	-
6303 Memberships & Licenses	13,595	12,795	12,784	12,784	13,013
Total Expense	<u>\$ 41,499</u>	<u>\$ 40,598</u>	<u>\$ 41,089</u>	<u>\$ 41,089</u>	<u>\$ 41,703</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Charges for Services	14,230	13,710	12,850	12,500	12,500	12,500	12,500
TOTAL REVENUES	14,230	13,710	12,850	12,500	12,500	12,500	12,500
EXPENSES BY LINE ITEM							
Regular Salaries	131,863	135,530	119,342	140,810	140,810	142,700	200,244
Overtime	99	59	35	0	0	0	0
Sick Pay	562	0	71	0	0	0	0
Vacation Pay	6,084	4,577	5,317	0	0	0	0
Fringes	55,610	50,450	46,220	52,627	52,627	53,083	76,599
Salaries & Fringe Benefits	194,218	190,616	170,985	193,437	193,437	195,783	276,843
Training & Conferences	783	1,864	1,108	1,940	1,940	4,725	4,725
Local Auto Expense	77	0	0	0	0	0	0
Parking Permits	660	660	660	660	660	684	1,080
Office Supplies	210	549	205	562	562	450	450
Subscriptions	418	239	289	288	288	288	288
Memberships & Licenses	13,595	12,795	12,785	12,784	12,784	12,785	13,013
Postage & Freight	10,234	10,189	10,387	11,000	11,000	11,000	11,000
Awards & Recognition	0	0	0	70	70	70	70
Administrative Expense	25,977	26,296	25,434	27,304	27,304	30,002	30,626
Miscellaneous Supplies	520	500	520	550	550	550	550
Printing & Reproduction	31,272	22,830	23,461	29,216	29,216	29,104	29,104
Supplies & Materials	31,792	23,330	23,981	29,766	29,766	29,654	29,654
Other Contracts/Obligations	11,540	11,540	0	11,540	11,540	12,000	12,000
Purchased Services	11,540	11,540	0	11,540	11,540	12,000	12,000
Telephone	239	225	199	260	260	240	240
Utilities	239	225	199	260	260	240	240
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	263,766	252,007	220,599	262,307	262,307	267,679	349,363

CITY OF APPLETON 2014 BUDGET

COMMON COUNCIL

Council President: Christopher W. Croatt

Council Vice President: Kathy S. Plank

CITY OF APPLETON 2014 BUDGET COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2014 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 was not reflected until April 2013, when the alderperson elected to serve the old district 11 completed his term. 2014 is the first full year at 15 alderpersons.

The budget for part-time help was omitted in 2013 due to the purchase of the Granicus committee/Council meeting recording system. The 2014 budget restores funding for part-time help to manually prepare minutes as well.

The decrease in other contracts/obligations also relates to the purchase of the Granicus committee/Council meeting recording system. The 2013 budget figures for software support and maintenance were based on estimates since we were going through the initial analysis of an automated meeting recording system at the time the budget was prepared. The actual costs are now known and are less than the original estimate. These costs will be funded through a contingency that originated from the Time Warner Cable settlement which established a reserve for public education and government (PEG) access. For more information on the reserve, please see page 70.

PERFORMANCE INDICATORS

	Actual 2011	Actual 2012	Target 2013	Projected 2013	Target 2014
Work Process Outputs					
Percent of alderpersons attending at least 80% of Common Council and assigned committee meetings	100%	93%	100%	100%	100%
Overall average attendance	91%	92%	95%	95%	95%

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget			% Change *
		2011	2012	Adopted 2013	Amended 2013	2014	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses						
10000	Common Council	103,560	107,745	137,469	137,469	127,520	-7.24%
	TOTAL	\$ 103,560	\$ 107,745	\$ 137,469	\$ 137,469	\$ 127,520	-7.24%
	Expenses Comprised Of:						
	Personnel	100,147	103,799	95,419	95,419	98,973	3.72%
	Administrative Expense	117	76	400	400	447	11.75%
	Supplies & Materials	241	-	650	650	900	38.46%
	Purchased Services	3,055	3,870	41,000	41,000	27,200	-33.66%
	Council Members:						
	# of Council Members	16.00	16.00	15.00	15.00	15.00	

**CITY OF APPLETON 2014 BUDGET
COMMON COUNCIL**

Common Council

Business Unit 10000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 93,030	\$ 93,126	\$ 88,638	\$ 88,638	\$ 87,075
6108 Part Time	-	3,221	-	-	4,865
6150 Fringes	7,117	7,452	6,781	6,781	7,033
6201 Training\Conferences	54	-	300	300	300
6206 Parking Permits	-	-	-	-	47
6207 Food & Provisions	-	-	-	-	250
6305 Awards & Recognition	63	76	100	100	100
6316 Miscellaneous Supplies	-	-	150	150	150
6320 Printing & Reproduction	241	-	500	500	500
6599 Other Contracts/Obligations	3,055	3,870	41,000	41,000	27,200
Total Expense	<u>\$ 103,560</u>	<u>\$ 107,745</u>	<u>\$ 137,469</u>	<u>\$ 137,469</u>	<u>\$ 127,520</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Council meeting broadcast - UW-Fox	\$5,000
Council/committee meeting recording system maintenance	22,200
	<u>\$27,200</u>

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
TOTAL REVENUES	0	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	93,030	93,126	77,698	88,638	88,638	87,075	87,075
Part-Time	0	3,221	541	0	0	0	4,865
Fringes	7,117	7,452	6,064	6,781	6,781	6,661	7,033
Salaries & Fringe Benefits	100,147	103,799	84,303	95,419	95,419	93,736	98,973
Training & Conferences	54	0	120	300	300	300	300
Parking Permits	0	0	0	0	0	0	47
Office Supplies	0	0	68	0	0	0	0
Awards & Recognition	63	76	275	100	100	100	100
Food & Provisions	0	0	0	0	0	0	250
Administrative Expense	117	76	463	400	400	400	697
Miscellaneous Supplies	0	0	50	150	150	150	150
Printing & Reproduction	241	0	479	500	500	500	500
Supplies & Materials	241	0	529	650	650	650	650
Other Contracts/Obligations	3,055	3,870	18,953	41,000	41,000	41,000	27,200
Purchased Services	3,055	3,870	18,953	41,000	41,000	41,000	27,200
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	103,560	107,745	104,248	137,469	137,469	135,786	127,520

CITY OF APPLETON 2014 BUDGET

FINANCE DEPARTMENT

Finance Director: Lisa A. Remiker, CPA, CPFO

Deputy Finance Director: Anthony D. Saucerman, CPA

CITY OF APPLETON 2014 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 2013 EVENTS

Completed 2012 financial audit and received an unqualified opinion with no audit findings

Began the 2013 City budget development process

Followed the debate during the development of the State's 2013-2015 budget and analyzed the impact of the adopted budget on City operations for 2013 and future budgets

Earned a record rebate of \$45,438 for the contract year ended 2/28/13 (up 80% over 2012) from the City's procurement card program

Started the process of billing Water Utility customers in gallons rather than cubic feet in anticipation of the installation of new meters that will be installed in all properties over the next 4+ years

Started to identify all multi-family utility accounts and assign or reassign account numbers based on the type of living unit in order to bill those customers in compliance with new PSC revenue reporting requirements by 1/1/2014

Issued \$6,440,000 of Stormwater Utility and \$7,180,000 of Water Utility Revenue Bonds

Updated the City's Grant Administration policy

Worked with Council to pass a special resolution to allow TIF 2 to stay open one additional year using funding to improve housing stock in the community

Worked with Council to update the City's special assessment policy to change the interest rate charged on deferred payments from a set amount to the prime rate plus 3%

Implemented an on-line real estate inquiry form process which allows title companies to request home listing information from the City through a secured web address and receive the completed forms electronically. This new process also greatly streamlined the City's internal data collection methodology by automating many of the functions

Entered into a 3 year contract with a new consultant to perform the City's other post-employment benefit (OPEB) calculations for less cost than the prior consultant

Successfully completed an audit of the Neighborhood Stabilization Program

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 including the formation of TIF Districts 9 and 10

Complete the 2014 City budget process and adopt the 2014 budget

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

Continue to 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

Analyze all revenue collection points for the City and investigate the feasibility of incorporating credit card

CITY OF APPLETON 2014 BUDGET FINANCE DEPARTMENT

MAJOR 2014 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

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 the Information Technology Department 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

Continue development of a plan to address grant administration duties to ensure compliance with grant covenants and single audit requirements

DEPARTMENT BUDGET SUMMARY

Unit	Title	Actual		Budget			% Change *
		2011	2012	Adopted 2013	Amended 2013	2014	
Program Revenues		\$ 5,312	\$ 3,480	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
Program Expenses							
11510	Administration	169,524	159,780	153,125	154,693	155,228	1.37%
11520	Billing & Collection Svc	101,856	88,930	97,964	97,964	100,184	2.27%
11530	Support Services	633,286	612,161	631,898	642,975	646,154	2.26%
TOTAL		\$ 904,666	\$ 860,871	\$ 882,987	\$ 895,632	\$ 901,566	2.10%
Expenses Comprised Of:							
	Personnel	760,156	740,360	758,630	758,630	773,520	1.96%
	Administrative Expense	22,225	26,502	27,046	28,614	28,335	4.77%
	Supplies & Materials	11,868	12,560	12,575	12,575	12,425	-1.19%
	Purchased Services	107,327	78,303	80,864	91,941	83,726	3.54%
	Utilities	1,216	1,212	1,272	1,272	1,260	-0.94%
	Repair & Maintenance	1,874	1,934	2,600	2,600	2,300	-11.54%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	9.85	9.85	8.85	8.85	8.85	

**CITY OF APPLETON 2014 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Strategic Plan:

Implements Key Strategies # 4: "Develop our Human Resources to meet changing needs" and # 6: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Provide cost-effective administrative management to support the activities of the Finance Department
- Provide education and training opportunities for our employees to promote personal and professional growth and development
- Initiate systematic changes by examining existing procedures and technological needs
- Provide support and accountability towards the department's vision statement

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	87%	90%	100%	95%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	9	6	10	10	10
Work Process Outputs					
Training conducted					
Hours of training per employee	28	25	20	20	20
Procedures manuals updated					
% of manuals rated current	77%	75%	85%	85%	85%

**CITY OF APPLETON 2014 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4705 General Interest	\$ 374	\$ (333)	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	4,784	3,805	4,500	4,500	4,500
5010 Misc Revenue - Nontax	31	18	-	-	-
5085 Cash Short or Over	123	(10)	-	-	-
Total Revenue	\$ 5,312	\$ 3,480	\$ 4,500	\$ 4,500	\$ 4,500
Expenditures					
6101 Regular Salaries	\$ 119,117	\$ 113,781	\$ 106,252	\$ 106,252	\$ 108,374
6150 Fringes	35,897	32,815	31,991	31,991	32,659
6201 Training\Conferences	4,330	5,432	7,000	8,568	6,500
6206 Parking Permits	39	234	400	400	425
6301 Office Supplies	3,520	2,083	1,700	1,700	2,000
6303 Memberships & Licenses	2,694	2,205	2,100	2,100	2,300
6304 Postage\Freight	176	218	200	200	200
6305 Awards & Recognition	27	-	210	210	210
6307 Food & Provisions	13	-	-	-	-
6320 Printing & Reproduction	1,595	1,244	2,000	2,000	1,300
6412 Advertising	900	556	-	-	-
6413 Utilities	1,216	1,212	1,272	1,272	1,260
Total Expense	\$ 169,524	\$ 159,780	\$ 153,125	\$ 154,693	\$ 155,228

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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 continue to assume additional responsibilities in serving as backup to Parks and Recreation customer service needs and continue to cross-train in order to provide comprehensive customer service.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	1,164	1,258	1,100	1,100	1,100
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	56%	57%	60%	55%	60%
Service turnoffs	17	46	20	25	20
Work Process Outputs					
Financial transaction processing					
Receipts posted:	213,098	208,382	200,000	200,000	200,000
Automated receipts, % of total	20.3%	17.5%	15.0%	18.0%	20.0%
Information response					
% staff trained in customer svc.	100%	100%	100%	100%	100%

**CITY OF APPLETON 2014 BUDGET
FINANCE DEPARTMENT**

Billing & Collection Services

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenditures					
6101 Regular Salaries	\$ 48,067	\$ 48,063	\$ 56,690	\$ 56,690	\$ 57,823
6105 Overtime	29	362	1,000	1,000	1,000
6150 Fringes	25,352	21,118	21,495	21,495	21,894
6206 Parking Permits	-	1,166	1,164	1,164	1,152
6304 Postage\Freight	11,426	12,336	11,500	11,500	12,500
6320 Printing & Reproduction	4,907	5,853	5,215	5,215	5,215
6327 Miscellaneous Equipment	2,180	-	250	250	250
6411 Temporary Help	9,860	-	-	-	-
6418 Equip Repairs & Maint	-	-	600	600	300
6431 Interpreter Services	35	32	50	50	50
Total Expense	<u>\$ 101,856</u>	<u>\$ 88,930</u>	<u>\$ 97,964</u>	<u>\$ 97,964</u>	<u>\$ 100,184</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

**CITY OF APPLETON 2014 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
- Continue to expand the use of credit card payments to suppliers in order to maximize annual rebates and streamline the vendor payment process
- Account for real and personal property taxes in a timely and efficient manner 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:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Accurate and timely financial statements					
% months closed within 10 work days	92%	92%	92%	92%	92%
# of items received after cutoff	19	20	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	305	431	350	350	350
Avg. # of A/P checks issued monthly	666	671	800	675	675

**CITY OF APPLETON 2014 BUDGET
FINANCE DEPARTMENT**

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenditures					
6101 Regular Salaries	\$ 378,437	\$ 387,467	\$ 392,104	\$ 392,104	\$ 399,941
6105 Overtime	689	952	1,500	1,500	1,500
6150 Fringes	152,568	135,802	147,598	147,598	150,329
6206 Parking Permits	-	2,829	2,772	2,772	3,048
6316 Miscellaneous Supplies	47	498	575	575	575
6320 Printing & Reproduction	2,597	4,945	4,285	4,285	4,835
6327 Miscellaneous Equipment	542	20	250	250	250
6401 Accounting/Audit	24,050	13,314	23,314	34,391	24,176
6403 Bank Services	70,839	62,069	55,000	55,000	57,000
6412 Advertising	513	13	1,000	1,000	1,000
6418 Equip Repairs & Maint	1,874	1,934	2,000	2,000	2,000
6599 Other Contracts/Obligations	1,130	2,318	1,500	1,500	1,500
Total Expense	<u>\$ 633,286</u>	<u>\$ 612,161</u>	<u>\$ 631,898</u>	<u>\$ 642,975</u>	<u>\$ 646,154</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit

Annual financial audit	\$ 22,676
Misc accounting services - grants	1,500
	<u>\$ 24,176</u>

Bank Services

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

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Interest Income	374	333-	0	0	0	0	0
Charges for Services	4,784	3,805	883	4,500	4,500	4,500	4,500
Other Revenues	155	8	111	0	0	0	0
TOTAL REVENUES	5,313	3,480	994	4,500	4,500	4,500	4,500
EXPENSES BY LINE ITEM							
Regular Salaries	479,494	485,042	331,581	555,046	555,046	566,138	566,138
Overtime	718	1,314	197	2,500	2,500	2,500	2,500
Other Compensation	11	0	0	0	0	0	0
Sick Pay	15,775	3,174	1,270	0	0	0	0
Vacation Pay	50,341	61,095	53,044	0	0	0	0
Fringes	213,817	189,735	138,379	201,084	201,084	204,882	204,882
Salaries & Fringe Benefits	760,156	740,360	524,471	758,630	758,630	773,520	773,520
Training & Conferences	4,330	5,432	4,475	7,000	8,568	7,000	6,500
Parking Permits	39	4,229	4,491	4,336	4,336	4,444	4,625
Office Supplies	3,520	2,083	848	1,700	1,700	2,200	2,000
Memberships & Licenses	2,694	2,205	2,608	2,100	2,100	2,100	2,300
Postage & Freight	11,602	12,554	1,472	11,700	11,700	13,200	12,700
Awards & Recognition	27	0	0	210	210	210	210
Food & Provisions	13	0	0	0	0	0	0
Administrative Expense	22,225	26,503	13,894	27,046	28,614	29,154	28,335
Miscellaneous Supplies	47	498	23	575	575	575	575
Printing & Reproduction	9,099	12,042	2,545	11,500	11,500	9,710	11,350
Miscellaneous Equipment	2,722	20	0	500	500	500	500
Supplies & Materials	11,868	12,560	2,568	12,575	12,575	10,785	12,425
Accounting/Audit	24,050	13,314	81,879	23,314	34,391	23,676	24,176
Bank Services	70,839	62,069	34,567	55,000	55,000	67,000	57,000
Temporary Help	9,860	0	0	0	0	0	0
Advertising	1,413	569	469	1,000	1,000	1,000	1,000
Interpreter Services	35	33	0	50	50	50	50
Other Contracts/Obligations	1,130	2,318	1,416	1,500	1,500	1,500	1,500
Purchased Services	107,327	78,303	118,331	80,864	91,941	93,226	83,726
Telephone	1,216	1,212	871	1,272	1,272	1,260	1,260
Utilities	1,216	1,212	871	1,272	1,272	1,260	1,260
Equipment Repair & Maintenan	1,874	1,934	2,126	2,600	2,600	2,600	2,300
Repair & Maintenance	1,874	1,934	2,126	2,600	2,600	2,600	2,300
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	904,666	860,872	662,261	882,987	895,632	910,545	901,566

CITY OF APPLETON 2014 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	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 21,156,252	\$ 18,913,780	\$ 19,143,293	\$ 19,143,293	\$ 18,990,495	-0.80%
Program Expenses							
12020	Reserves & Conting.	-	-	122,200	2,195,124	-	-100.00%
12030	City Center	768,053	604,967	657,873	657,873	611,626	-7.03%
12050	Miscellaneous	1,546,661	1,576,669	1,078,545	1,342,545	1,014,203	-5.97%
12060	Transfers Out	441,519	1,458,683	593,469	599,516	596,043	0.43%
TOTAL		\$ 2,756,233	\$ 3,640,319	\$ 2,452,087	\$ 4,795,058	\$ 2,221,872	-9.39%
Expenses Comprised Of:							
	Personnel	835,833	348,689	367,440	367,440	239,483	-34.82%
	Administrative Expense	1,112,655	2,640,630	1,406,176	3,749,147	1,337,763	-4.87%
	Supplies & Materials	479	466	-	-	-	N/A
	Purchased Services	17,196	16,991	16,650	16,650	17,800	6.91%
	Utilities	208	200	220	220	200	-9.09%
	Repair & Maintenance	767,845	604,767	657,653	657,653	611,426	-7.03%
	Capital Expenditures	22,017	28,576	3,948	3,948	15,200	285.0%

* % change from prior year adopted budget
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**CITY OF APPLETON 2014 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 reserve for contingencies and a wage reserve.

The reserve for contingencies is a reserve for unforeseen emergencies or opportunities that occur throughout the year. If approved by the Finance Committee and two-thirds of the Common Council, the funds are transferred to the requesting department's operating budget. The reserve for contingencies is made up the following sub-contingency categories:

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

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

Following is a summary of the anticipated additions and uses of contingency funds for 2013 and 2014:

Reserve for Contingencies

	Balance 1/1/13	2013 Budget Additions	2013 Projected Uses	Projected Balance 1/1/14	2014 Budget Additions	2014 Budget Uses	Projected Balance 12/31/14
TWC (PEG)	\$ 139,697	\$ -	\$ (17,866)	\$ 121,831	\$ -	\$ (22,200) *	\$ 99,631
State Aid	1,086,440	-	-	1,086,440	-	(237,333)	849,107
Fuel	137,315	-	-	137,315	-	-	137,315
Operating	574,896	122,200	-	697,096	-	-	697,096
	<u>\$ 1,938,348</u>	<u>\$ 122,200</u>	<u>\$ (17,866)</u>	<u>\$ 2,042,682</u>	<u>\$ -</u>	<u>\$ (259,533)</u>	<u>\$ 1,783,149</u>
Wage Reserve	<u>\$ 148,370</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 148,370</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 148,370</u>

* Represents annual software maintenance for Granicus system recorded in Council budget.

PERFORMANCE INDICATORS

	Actual 2011	Actual 2012	Target 2013	Projected 2013	Target 2014
Client Benefits/Impacts					
Provide funding for emergencies or opportunities					
# of cases funded	0	3	0	1	1
Strategic Outcomes					
Provide flexibility					
Contingency funds available	\$ 1,996,427	\$ 1,996,427	\$ 1,986,127	\$ 2,060,548	\$ 2,042,682
Contingency funds expended	\$ 0	\$ 74,435	\$ 0	\$ 17,866	\$ 22,200

**CITY OF APPLETON 2014 BUDGET
UNCLASSIFIED CITY HALL**

Reserves and Contingencies

Business Unit 12020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6640 Reserve for Contingencies	\$ -	\$ -	\$ 122,200	\$ 2,046,754	\$ -
6641 Wage Reserve	-	-	-	148,370	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 122,200</u>	<u>\$ 2,195,124</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 BUDGET
UNCLASSIFIED CITY HALL**

City Center

Business Unit 12030

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The decrease in facilities charges in comparison to prior years is due to a spike in charges in 2011 related to City Hall remodeling to accommodate new fifth floor and 6th floor customer service areas as well as new offices for the Parks and Recreation management staff, and more maintenance work being concentrated at other City facilities such as park shelters and pavilions in recent years.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Adequate products are supplied to facilities # of unexpected deliveries	0	0	0	0	0
Provision of quality housekeeping services with minimal disruption to client services Avg. satisfaction rating (5 pt. scale)	4.52	4.50	5.00	4.75	5.00
Strategic Outcomes					
Provision of reliable preventive and corrective maintenance with minimal disruptions Timely response - rating (5 pt. scale)	4.87	4.75	5.00	4.75	5.00
Quality of work - rating (5 pt. scale)	4.90	4.85	5.00	4.75	5.00

**CITY OF APPLETON 2014 BUDGET
UNCLASSIFIED CITY HALL**

City Center

Business Unit 12030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6413 Utilities	\$ 208	\$ 200	\$ 220	\$ 220	\$ 200
6420 Facilities Charges	767,845	604,767	657,653	657,653	611,426
Total Expense	<u>\$ 768,053</u>	<u>\$ 604,967</u>	<u>\$ 657,873</u>	<u>\$ 657,873</u>	<u>\$ 611,626</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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:

	2013		2014
Special Assessments for General Fund Properties	\$ 3,948	\$	15,200
Tax Adjustments	5,000		5,000
Employee Recognition	1,150		1,150
Retirees	335,000		210,000
Fire and Police Pension (old plan)	32,440		29,483
Insurance	684,357		730,570
Misc. licenses & fees	3,351		4,501
Property Annexation Agreement Payments	13,299		13,299
Total	\$ 1,078,545	\$	\$ 1,009,203

Major changes in Revenue, Expenditures, or Programs:

The general interest income consists of:

Interest due on condo association loans	\$ 47,452
Interest received on short-term loans with AASD	36,000
Penalty on delinquent invoices rolled to tax roll	120,000
Interest on delinquent invoices	5,000
Total	\$ 208,452

The funds allocated for 2014 retiree severance pay have been intentionally short-funded by \$100,000 with the expectation that approximately that amount will be available to be carried over from the 2013 Budget due to individuals delaying their retirement dates, and smaller payouts due to the changes in the accumulated sick leave policy two years ago.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>		<u>Actual 2012</u>		<u>Target 2013</u>		<u>Projected 2013</u>		<u>Target 2014</u>
Client Benefits/Impacts									
Retiree (Police and Fire) pension benefits									
# of retirees in Fire and Police pension plan (old plan)	6		6		6		5		5
# of retirees	24		12		10		8		12
Average distribution*	\$ 33,042	\$	\$ 28,325	\$	\$ 33,500	\$	\$ 29,375	\$	\$ 25,833

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

**CITY OF APPLETON 2014 BUDGET
UNCLASSIFIED CITY HALL**

Miscellaneous

Business Unit 12050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4110 Property Taxes	\$ 29,942,488	\$ 31,728,652	\$ 31,584,761	\$ 31,584,761	\$ 32,622,637
4130 Pmt in Lieu of Taxes	398,389	387,435	390,300	390,300	400,300
4220 State Shared Revenues	11,137,356	9,706,470	9,702,850	9,702,850	9,736,279
4221 State Tax Disparity Act	1,354,897	1,222,454	1,190,075	1,190,075	1,112,433
4222 Highway Aids - Con. Streets	204,507	205,291	223,746	223,746	223,746
4223 State Aid - Local Streets	2,783,999	2,505,599	2,456,275	2,456,275	2,387,341
4224 Miscellaneous State Aid	10,670	7,904	7,906	7,906	7,500
4227 State Aid - Computers	365,099	371,395	291,894	291,894	291,894
4405 Trailer Parking	4,736	6,785	5,000	5,000	6,000
4614 Miscellaneous Specials	4,662	1,018	5,000	5,000	2,000
4705 General Interest	126,470	468,191	200,218	200,218	208,452
4710 Interest on Investments	1,282,977	575,861	1,300,000	1,300,000	1,300,000
4720 Interest on Delinquent Taxes	121,289	91,650	100,000	100,000	100,000
4730 Interest - Deferred Specials	69,882	91,485	70,000	70,000	70,000
5001 Fees & Commissions	835,191	873,832	864,000	864,000	856,000
5003 Property Inquiry Fees	54,093	63,165	60,000	60,000	65,000
5004 Sale of City Prop - NonTax	3,871	42,742	2,000	2,000	2,000
5005 Sale of City Prop - Tax	3,453	2,457	5,000	5,000	5,000
5007 Exempt Property Fee	-	860	1,000	1,000	1,000
5010 Misc Revenue	4,010	2,601	2,500	2,500	2,500
5015 Rental of City Property	9,859	10,155	10,000	10,000	10,500
5030 Damage to City Property	337	1,031	-	-	-
5035 Other Reimbursements	8,530	21,055	13,000	13,000	25,000
5922 Trans In - Special Revenue	33,000	33,000	33,000	33,000	40,000
5925 Trans In - Wastewater	117,450	117,450	117,450	117,450	117,450
5926 Trans In - Water Utility	1,692,632	1,764,194	1,769,800	1,769,800	1,980,400
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	\$ 50,609,547	\$ 50,342,432	\$ 50,445,475	\$ 50,445,475	\$ 51,613,132
Expenses					
6111 Severance Pay for Retirees	\$ 775,023	\$ 307,460	\$ 325,000	\$ 325,000	\$ 200,000
6150 Fringes	17,988	8,789	10,000	10,000	10,000
6152 Retirement	42,822	32,440	32,440	32,440	29,483
6305 Awards & Recognition	-	-	1,150	1,150	1,150
6316 Miscellaneous Supplies	479	466	-	-	-
6501 Insurance	628,692	1,194,839	684,357	948,357	730,570
6599 Other Contracts/Obligations	17,196	16,991	16,650	16,650	17,800
6602 Tax Refunds	-	-	5,000	5,000	10,000
6603 Per Prop, Chargebacks	(6,756)	(12,028)	-	-	-
6604 Miscellaneous Expense	20	20	-	-	-
6609 Tax Adjustments	15,583	(10,477)	-	-	-
6623 Uncollectible Accounts	33,597	9,593	-	-	-
6809 Infrastructure Construction	22,017	28,576	3,948	3,948	15,200
Total Expense	\$ 1,546,661	\$ 1,576,669	\$ 1,078,545	\$ 1,342,545	\$ 1,014,203

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Other Contracts & Obligations

Annexation payments:	
Freedom - year 11 of 20 (thru 2023)	\$ 12,500
Buchanan - year 3 of 5 (thru 2016)	799
Confidential shredding	670
On-line auction fees	1,459
Music licenses	2,372
Total	\$ 17,800

Infrastructure Construction

Sanitary sewer assessment	
Glendale Ave. (MSB)	\$ 13,200
Misc. assessments	2,000
Total	\$ 15,200

**CITY OF APPLETON 2014 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:

Valley Transit Transfer

Combined State and Federal operating assistance is estimated at 56.4% of eligible expenses in 2014. If the actual level of support is less than the 56.4% estimate, Valley Transit will make operational adjustments in 2014 to reduce expenses by the appropriate amount. If the level of support is more than 56.4%, all of the funding partners will receive a larger reimbursement. The final determination of actual operating assistance will not be known until April, 2014.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Support public transit					
Local share of Valley Transit	\$ 441,519	\$ 431,093	\$ 570,469	\$ 570,469	\$ 576,013
Safe, reliable, convenient service					
% on-time performance	57%	80%	95%	78%	85%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 4.92	\$ 4.75	\$ 4.99	\$ 4.90	\$ 5.05
Work Process Outputs					
Service Provided					
Trips taken	1,073,655	1,095,650	1,115,600	1,120,000	1,142,400

**CITY OF APPLETON 2014 BUDGET
UNCLASSIFIED CITY HALL**

Transfers

Business Unit 12060

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
5922 Trans In - Special Revenue	\$ 9,193	\$ -	\$ 152,357	\$ 152,357	\$ -
5924 Trans In - Capital Projects	-	300,000	130,222	130,222	-
5928 Trans In - Golf Course	480,000	-	-	-	-
Total Revenue	<u>\$ 489,193</u>	<u>\$ 300,000</u>	<u>\$ 282,579</u>	<u>\$ 282,579</u>	<u>\$ -</u>
Expenses					
7914 Trans Out - Capital Projects	\$ -	\$ 1,027,590	\$ 23,000	\$ 29,047	\$ 20,030
7920 Trans Out - Valley Transit	441,519	431,093	570,469	570,469	576,013
Total Expense	<u>\$ 441,519</u>	<u>\$ 1,458,683</u>	<u>\$ 593,469</u>	<u>\$ 599,516</u>	<u>\$ 596,043</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Transfers out - Capital Projects

Contributions to CEA vehicle upgrades:

Public Works Department for:

Crew cab & lighting system \$ 7,000

F-550 four wheel drive truck 5,400

Fire Department for Fire Chief vehicle 7,630

\$ 20,030

Transfers out - Valley Transit

Appleton local share of Valley Transit operating budget

\$ 576,013

\$ 576,013

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Non-Property Taxes	398,389	387,435	388,018	390,300	390,300	390,300	400,300
Intergovernmental Revenues	15,856,528	14,019,114	5,640,808	13,872,746	13,872,746	13,872,746	13,759,193
Permits	4,736	6,785	9,138	5,000	5,000	6,800	6,000
Special Assessments	4,662	1,018	208,240	5,000	5,000	5,000	2,000
Interest Income	1,600,618	1,227,187	56,934	1,670,218	1,670,218	1,688,452	1,678,452
Other Revenues	3,291,318	3,272,242	2,682,204	3,200,029	3,200,029	2,921,950	3,144,550
TOTAL REVENUES	21,156,251	18,913,781	8,985,342	19,143,293	19,143,293	18,885,248	18,990,495
EXPENSES BY LINE ITEM							
Severance Pay for Retirees	775,023	307,460	210,386	325,000	325,000	311,200	200,000
Fringes	17,988	8,789	10,238	10,000	10,000	23,800	10,000
Retirement	42,822	32,440	25,308	32,440	32,440	32,440	29,483
Salaries & Fringe Benefits	835,833	348,689	245,932	367,440	367,440	367,440	239,483
Awards & Recognition	0	0	0	1,150	1,150	1,150	1,150
Insurance	628,692	1,194,839	633,795	684,357	948,357	730,570	730,570
Tax Refunds	0	0	0	5,000	5,000	5,000	10,000
Per Prop. Chargebacks	6,756-	12,028-	2,924-	0	0	0	0
Miscellaneous Expense	20	20	0	0	0	0	0
Tax Adjustments	15,583	10,477-	43,462	0	0	0	0
Uncollectible Accounts	33,597	9,593	6,644-	0	0	0	0
Reserve for Contingencies	0	0	0	122,200	2,046,754	0	0
Wage Reserve	0	0	0	0	148,370	0	0
Discounts Available	0	0	81-	0	0	0	0
Trans Out - Special Revenue	0	0	5,000	0	0	0	0
Trans Out - Capital Projects	0	1,027,590	29,047	23,000	29,047	0	20,030
Trans Out - Valley Transit	441,519	431,093	955,933	570,469	570,469	615,934	576,013
Administrative Expense	1,112,655	2,640,630	1,657,588	1,406,176	3,749,147	1,352,654	1,337,763
Miscellaneous Supplies	479	466	659	0	0	0	0
Supplies & Materials	479	466	659	0	0	0	0
Other Contracts/Obligations	17,196	16,991	16,625	16,650	16,650	17,800	17,800
Purchased Services	17,196	16,991	16,625	16,650	16,650	17,800	17,800
Telephone	208	200	170	220	220	200	200
Utilities	208	200	170	220	220	200	200
Facilities Charges	767,845	604,768	450,247	657,653	657,653	611,426	611,426
Repair & Maintenance	767,845	604,768	450,247	657,653	657,653	611,426	611,426
Infrastructure Construction	22,017	28,576	143,233	3,948	3,948	2,000	15,200
Capital Expenditures	22,017	28,576	143,233	3,948	3,948	2,000	15,200
TOTAL EXPENSES	2,756,233	3,640,320	2,514,454	2,452,087	4,795,058	2,351,520	2,221,872

CITY OF APPLETON 2014 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

Finance Director: Lisa A. Remiker, CPA, CPFO

Deputy Finance Director: Anthony D. Saucerman, CPA

CITY OF APPLETON 2014 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 2013 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 187, for a more complete discussion of CDBG projects.

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

In 2012, 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.

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 was the final year in which the City received 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.

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

The City, in collaboration with the Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities, ADVOCAP, Emergency Shelter of the Fox Valley, and COTS was successful in its application for ESG funds for the 2013 program year (July 2013 -- June 2014). The City received \$212,609. These funds are used by the aforementioned agencies to provide case management, life skills training, basic needs (food/clothing), homeless facility operation costs and homeless prevention services for low income beneficiaries. Beginning in July 2011, the Housing Partnership of the Fox Cities stepped up to administer these funds for all six participating agencies. State requirements for this grant, require that the funds go directly to a municipality to administer. The City began administering this program again in July 2013.

CITY OF APPLETON 2014 BUDGET HOUSING, HOMELESS AND BLOCK GRANTS

MAJOR 2014 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 2014 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

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

(Program Year: July 1 to June 30)

- *Prevent homelessness among City of Appleton residents through housing counseling and financial assistance
- *Provide essential services and adequate facilities for transitional housing program participants
- *Provide emergency shelter and associated services to persons experiencing homelessness

Discontinued Programs	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Homelessness Prevention and Rapid Rehousing Program (HPRP)					
Revenue	\$ 117,630	\$ -	\$ -	\$ -	\$ -
Expense	\$ 117,630	\$ -	\$ -	\$ -	\$ -

Due to personnel changes during 2011, grants have been administered by a contracted agency with oversight from the Finance Department. This program reflects continuing to contract with an agency 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 their administration funds. 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

Unit	Programs Title	Actual		Budget			% Change *
		2011	2012	Adopted 2013	Amended 2013	2014	
Program Revenues		\$ 587,314	\$ 605,985	\$ 309,276	\$ 309,276	\$ 466,885	50.96%
Program Expenses							
2100	Block Grant	7,049	27,678	10,000	10,000	10,000	0.00%
2140	Emergency Shelter	30,495	-	-	-	212,609	N/A
2150	Continuum of Care	211,253	229,231	244,276	244,276	244,276	0.00%
2300	Neighborhood Stabilization	270,889	143,190	55,000	55,000	-	-100.00%
TOTAL		\$ 637,316	\$ 400,099	\$ 309,276	\$ 309,276	\$ 466,885	50.96%
Expenses Comprised Of:							
	Personnel	10,208	-	32,843	32,843	-	-100.00%
	Administrative Expense	618,325	364,814	274,933	274,933	427,542	55.51%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	8,783	35,285	1,500	1,500	39,343	2522.87%
	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	0.50	0.50	

**CITY OF APPLETON 2014 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 2012 CDBG award of \$486,033, which was a decrease of 14% from the 2011 award. The 2013 CDBG award is \$523,116 (for the period April 1 2013 - March 31 2014), a 7.6% increase.

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 continue to be responsible for the overall accounting/audit work, including the State single audit guidelines and compliance with OMB Circular A-133.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Strategic Outcomes					
Maintain integrity of programs					
# of single-audit findings	0	0	0	0	0
# of internal control recommendation by auditors	0	0	0	0	0

**CITY OF APPLETON 2014 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4210 Federal Grants	\$ 7,049	\$ 27,678	\$ 10,000	\$ 10,000	\$ 10,000
Total Revenue	<u>\$ 7,049</u>	<u>\$ 27,678</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ 7,060	\$ 7,060	\$ -
6150 Fringes	-	-	1,440	1,440	-
6401 Accounting/Audit	1,545	-	1,500	1,500	-
6404 Consulting	5,504	27,678	-	-	10,000
Total Expense	<u>\$ 7,049</u>	<u>\$ 27,678</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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 contracted grant administrator, working with funded agencies, will also be responsible for Continuum of Care Supportive 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

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
\$ Annual Award (SHP 1)	\$ 176,577	\$ 177,718	\$ 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%	73%	65%	65%	65%
% of participants who increased income	67%	68%	65%	65%	65%
Work Process Outputs					
# grants applications prepared	2-Renewal	2-Renewal	2-Renewal	2-Renewal	2-Renewal
# of contract period extensions requested	1	0	0	0	0

**CITY OF APPLETON 2014 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

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

Business Unit 2150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4110 Property Tax	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
4224 Miscellaneous State Aids	211,253	229,231	229,276	229,276	229,276
5035 Other Reimbursements	-	-	10,000	10,000	10,000
Total Revenue	<u>\$ 211,253</u>	<u>\$ 229,231</u>	<u>\$ 244,276</u>	<u>\$ 244,276</u>	<u>\$ 244,276</u>
Expenses					
6101 Regular Salaries	\$ 1,977	\$ -	\$ 16,067	\$ 16,067	\$ -
6150 Fringes	984	-	3,276	3,276	-
6401 Audit/Accounting	1,030	-	-	-	-
6404 Consulting	352	4,343	-	-	19,343
6630 Other Grant Payments	206,910	224,888	224,933	224,933	224,933
Total Expense	<u>\$ 211,253</u>	<u>\$ 229,231</u>	<u>\$ 244,276</u>	<u>\$ 244,276</u>	<u>\$ 244,276</u>

DETAILED SUMMARY OF 2014 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
	<u>\$ 174,401</u>	<u>\$ 50,532</u>	<u>\$ 224,933</u>

**CITY OF APPLETON 2014 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 completed and all homes occupied so final administrative dollars are eligible to be drawn in 2013. No further grant awards are expected for this program but program income could potentially be generated from the sale of homes that would support a lower level of activity.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
\$ NSP Award Amount	\$ 220,887	\$ 71,045	\$ -	\$ -	\$ -
Avg Sub award	\$ 73,629	\$ 80,406	\$ 50,000	\$ -	\$ -
Strategic Outcomes					
Acquisition activities	1	1	0	0	0
Demolition activities	0	0	0	0	0
Rental units created	4	1	0	0	0
Homeowner units created	1	0	1	1	0
Work Process Outputs					
# of sub awards made	3	1	1	0	0

**CITY OF APPLETON 2014 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Neighborhood Stabilization Program (NSP)

Business Unit 2300

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4224 Miscellaneous State Aids	\$ 220,887	\$ 71,045	\$ -	\$ -	\$ -
5050 Project Repayments	-	129,906	55,000	55,000	-
Total Revenue	<u>\$ 220,887</u>	<u>\$ 200,951</u>	<u>\$ 55,000</u>	<u>\$ 55,000</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 3,337	\$ -	\$ 4,153	\$ 4,153	\$ -
6150 Fringes	1,735	-	847	847	-
6404 Consulting	-	3,264	-	-	-
6630 Other Grant Payments	265,817	139,926	50,000	50,000	-
Total Expense	<u>\$ 270,889</u>	<u>\$ 143,190</u>	<u>\$ 55,000</u>	<u>\$ 55,000</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$10,000

**CITY OF APPLETON 2014 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Emergency Shelter Grant (ESG)

Business Unit 2140

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

Beginning in July 2011, the Housing Partnership of the Fox Cities stepped up to administer these funds for all five participating agencies. State requirements for this grant, require that the funds go directly to a municipality to administer. The City began administering this program again in July 2013.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts		**			
\$ Grant Award	\$ 172,004	N/A	\$ 165,000	\$ 212,609	\$ 212,609
Strategic Outcomes					
Expand the # of homeless persons served					
# of assisted in emergency shelter	862	N/A	800	800	800
# assisted in transitional housing	297	N/A	225	225	225
# assisted with prevention services	327	N/A	250	250	250
Work Process Outputs					
# grant applications prepared	1	N/A	1	1	1
# of contract period extensions requested	0	N/A	0	0	0

** During 2012, this program was managed by the Housing Partnership.

**CITY OF APPLETON 2014 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Emergency Shelter Grant (ESG)

Business Unit 2140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4224 Miscellaneous State Aids	\$ 30,495	\$ -	\$ -	\$ -	\$ 212,609
Total Revenue	\$ 30,495	\$ -	\$ -	\$ -	\$ 212,609
Expenses					
6101 Regular Salaries	\$ 1,037	\$ -	\$ -	\$ -	\$ -
6150 Fringes	1,138	-	-	-	-
6404 Consulting Services	352	-	-	-	10,000
6630 Other Grant Payments	27,968	-	-	-	202,609
Total Expense	\$ 30,495	\$ -	\$ -	\$ -	\$ 212,609

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$10,000

Other Grant Payments

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

Salvation Army	\$ 9,244
Housing Partnership	64,443
ADVOCAP	8,532
Emergency Shelter	98,390
COTS	22,000
Total	\$ 202,609

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Intergovernmental Revenues	580,265	348,018	129,566	229,276	438,881	0	441,885
Other Revenues	0	129,906	0	65,000	65,000	0	10,000
TOTAL REVENUES	580,265	477,924	129,566	294,276	503,881	0	451,885
EXPENSES BY LINE ITEM							
Regular Salaries	6,210	18	0	16,067	16,067	0	0
Sick Pay	49	0	0	0	0	0	0
Vacation Pay	92	0	0	0	0	0	0
Fringes	3,857	2	0	3,276	3,276	0	0
Salaries & Fringe Benefits	10,208	20	0	19,343	19,343	0	0
CDBG Expenses	0	0	0	0	199,605	0	0
Block Grant Payments	618,325	410,728	140,167	274,933	274,933	0	427,542
Administrative Expense	618,325	410,728	140,167	274,933	474,538	0	427,542
Supplies & Materials	0	0	0	0	0	0	0
Accounting/Audit	1,030	0	0	0	0	0	0
Consulting Services	704	9,324	7,041	5,000	15,000	0	10,000
Advertising	0	0	0	0	0	0	19,343
Purchased Services	1,734	9,324	7,041	5,000	15,000	0	29,343
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	630,267	420,072	147,208	299,276	508,881	0	456,885

This report does not include the \$10,000 allocation of CDBG funds for administration shown on page 83.

**CITY OF APPLETON 2014 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

Revenues	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Property Taxes	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Intergovernmental	469,684	327,954	239,276	239,276	451,885
Other	-	129,906	65,000	65,000	10,000
Total Revenues	<u>469,684</u>	<u>457,860</u>	<u>309,276</u>	<u>309,276</u>	<u>466,885</u>
Expenses					
Program Costs	519,686	400,099	309,276	317,035	466,885
Total Expenses	<u>519,686</u>	<u>400,099</u>	<u>309,276</u>	<u>317,035</u>	<u>466,885</u>
Revenues over (under) Expenses	(50,002)	57,761	-	(7,759)	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	(50,002)	57,761	-	(7,759)	-
Fund Balance - Beginning	-	(50,002)	7,759	7,759	-
Fund Balance - Ending	<u>\$ (50,002)</u>	<u>\$ 7,759</u>	<u>\$ 7,759</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2014 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 2012, the fixed rate Performing Arts Center bonds were refunded resulting in a net present value savings of \$1,611,213.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Timely remission of proceeds					
# quarters settled within 10 work days of hotels' due date	4	4	4	4	4
Strategic Outcomes					
Support \$ provided by room tax					
FCCVB	\$ 336,731	\$ 337,698	\$ 342,000	\$ 339,286	\$ 342,000
PAC debt retirement	\$ 365,000	\$ 5,880,000	\$ 470,000	\$ 470,000	\$ 470,000
PAC Operating Fund	\$ 110,300	\$ 112,600	\$ 113,000	\$ 113,000	\$ 113,000
Work Process Outputs					
# of quarterly settlement checks issued	4	4	4	4	4

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	
	Program Revenues	\$ 372,290	\$ 373,245	\$ 378,000	\$ 378,000	\$ 378,000	0.00%
	Program Expenses	\$ 369,731	\$ 370,698	\$ 382,000	\$ 382,000	\$ 382,000	0.00%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	369,731	370,698	382,000	382,000	382,000	0.00%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS**

Room Tax Administration

Business Unit 2600

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4140 Room Taxes	\$ 372,290	\$ 373,245	\$ 378,000	\$ 378,000	\$ 378,000
Total Revenue	<u>\$ 372,290</u>	<u>\$ 373,245</u>	<u>\$ 378,000</u>	<u>\$ 378,000</u>	<u>\$ 378,000</u>
Expenses					
6606 Room Tax	\$ 336,731	\$ 337,698	\$ 342,000	\$ 342,000	\$ 342,000
7911 Trans Out - General Fund	33,000	33,000	40,000	40,000	40,000
Total Expense	<u>\$ 369,731</u>	<u>\$ 370,698</u>	<u>\$ 382,000</u>	<u>\$ 382,000</u>	<u>\$ 382,000</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2014 BUDGET
ROOM TAX ADMINISTRATION FUND
SOURCES AND USES OF FUNDS**

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Other	\$ 372,290	\$ 373,245	\$ 378,000	\$ 375,000	\$ 378,000
Total Revenues	<u>372,290</u>	<u>373,245</u>	<u>378,000</u>	<u>375,000</u>	<u>378,000</u>
Expenses					
Program Costs	336,731	337,698	342,000	339,286	342,000
Total Expenses	<u>336,731</u>	<u>337,698</u>	<u>342,000</u>	<u>339,286</u>	<u>342,000</u>
Revenues over (under) Expenses	35,559	35,547	36,000	35,714	36,000
Other Financing Sources (Uses)					
Operating Transfers Out - Other Funds	(33,000)	(33,000)	(40,000)	(40,000)	(40,000)
Total Other Financing Sources (Uses)	<u>(33,000)</u>	<u>(33,000)</u>	<u>(40,000)</u>	<u>(40,000)</u>	<u>(40,000)</u>
Net Change in Equity	2,559	2,547	(4,000)	(4,286)	(4,000)
Fund Balance - Beginning	<u>24,247</u>	<u>26,806</u>	<u>29,353</u>	<u>29,353</u>	<u>25,067</u>
Fund Balance - Ending	<u>\$ 26,806</u>	<u>\$ 29,353</u>	<u>\$ 25,353</u>	<u>\$ 25,067</u>	<u>\$ 21,067</u>

**CITY OF APPLETON 2014 BUDGET
INTERNAL SERVICE FUNDS**

NOTES

CITY OF APPLETON 2014 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, 2012.

Major program changes:

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

An actuarial study update was completed in early 2013 for the year ended December 31, 2012 audit. A change in actuaries resulted in differing assumptions in calculating the starting costs. Our previous actuarial report was silent regarding the assumptions used for this calculation. The current provider detailed their calculations. Both conclusions were in acceptable ranges of compliance with GASB 45, but the new actuarial report results in a higher annual cost due to assumptions relied upon.

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses		\$ 59,437	\$ 101,199	\$ 102,290	\$ 102,290	\$ 105,000	2.65%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		59,437	101,199	102,290	102,290	105,000	2.65%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget
OPEB.xlsx

**CITY OF APPLETON 2014 BUDGET
INTERNAL SERVICE FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
5035 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
6153 Health Insurance	\$ 59,437	\$ 101,199	\$ 102,290	\$ 102,290	\$ 105,000
6401 Accounting/Audit	-	-	-	-	-
Total Expense	\$ 59,437	\$ 101,199	\$ 102,290	\$ 102,290	\$ 105,000

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2014 BUDGET
OTHER POST EMPLOYMENT BENEFITS FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-
Interest Income	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Administrative Expense	59,437	101,199	102,990	102,290	105,000
Total Expenses	<u>59,437</u>	<u>101,199</u>	<u>102,990</u>	<u>102,290</u>	<u>105,000</u>
Revenues over (under) Expenses	(59,437)	(101,199)	(102,990)	(102,290)	(105,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	(59,437)	(101,199)	(102,990)	(102,290)	(105,000)
Fund Balance (Deficit) - Beginning	<u>1,480,198</u>	<u>1,420,761</u>	<u>1,319,562</u>	<u>1,319,562</u>	<u>1,217,272</u>
Fund Balance (Deficit) - Ending	<u>\$ 1,420,761</u>	<u>\$ 1,319,562</u>	<u>\$ 1,216,572</u>	<u>\$ 1,217,272</u>	<u>\$ 1,112,272</u>

CITY OF APPLETON 2014 BUDGET

INFORMATION TECHNOLOGY

Information Services Director: Dean J. Fox

CITY OF APPLETON 2014 BUDGET INFORMATION TECHNOLOGY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2013 EVENTS

As the City's Information Technology (IT) Department continues down the path of efficient and effective customer service, our increasing dependence on technology and the ability to manage it remains paramount. Essential functions of the IT Department continued to be provided 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. Our goal is, and always has been, to be as close to 100% uptime as possible.

The following summarizes significant events in 2013:

We installed new "Next Generation" firewalls into our network providing added security, redundancy, and improved monitoring systems. One of the main components of that project was adding the needed capabilities to access our internal network from places outside of City buildings.

Implemented a number of new mobile data computers (MDC's) for the Police Department. Due to different models of MDC's available to us, we were able to realize some cost savings thereby allowing us to purchase more machines and retire the out of warranty models faster. In addition to that, we are testing some smart devices with the Police Department for potential future deployment.

Replaced the camera system at the Police Department with new, higher quality high definition cameras, controls and a new video management system (VMS) that will be expanded in 2014 to include more systems.

Upgraded our McAfee virus software to a new virtual server and the latest software available including smartphone protection packages.

Finalized the last piece of the Mitel phone system upgrade that had been held off from 2012.

Installed the new Cisco video conferencing system at the Fire Department.

Programmed the new water meter system along with the recycle container systems onto the iSeries.

Moved forward on the replacement of the complete phone system at the Utilities buildings.

Began the replacement of the network infrastructure and its components.

Began the installation of new cameras in City Hall as well as MSB.

Installed new Council and committee voting system (Granicus).

After analyzing staffing needs over the past year, this budget recommends the elimination of the Systems Analyst position in exchange for an upgrade of the existing Programmer Analyst III position to a Lead Programmer Analyst to reflect the increased duties taken on by that position. The Systems Analyst position has been vacant since February, 2012 and will be removed from the table of organization. In order to still meet department objectives including plans to move away from the IBM iSeries mainframe, enhancing the City's document management system, and providing technical assistance with projects related to the expansion of customer credit card payment options, additional funds are being requested to contract with outside consultants to potentially assist with these projects as well as others.

CITY OF APPLETON 2014 BUDGET INFORMATION TECHNOLOGY

MAJOR 2014 OBJECTIVES

Proactively find opportunities to streamline processes and improve communications. 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 our document management, working toward a possible replacement or enhancement of Metafile. Begin the process of rebuilding the www.appleton.org website.

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.

Upgrade designated PC's, servers and laptops to meet 2014 established standards. Approximately 14 MDC's will also be replaced in 2014. Continue down the path that all new servers will be built in our virtual machine (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.

After initial testing and research, plan a virtual desktop infrastructure (VDI) deployment to designated locations. 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. Implement and continue the upgrade of the new camera systems at the various Utilities buildings including water towers where necessary.

As part of the long range goals of the Information Technology Department, we will begin planning for the replacement of the iSeries with a Microsoft Windows based software package 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 costs incurred in such a project will very likely run to seven figures between the necessary hardware, software, development and training costs. 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 ins from other vendor types which incorporate workflow and design enhancements.

Develop and establish information technology-related goals and objectives.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 26,840	\$ 101	\$ 1,500	\$ 1,500	\$ -	-100.00%
Program Expenses							
13010	Administration	132,662	50,662	228,714	244,714	223,363	-2.34%
13020	Mainframe	480,689	319,895	494,774	494,774	435,035	-12.07%
13030	Network	766,209	947,472	913,620	1,260,074	978,654	7.12%
TOTAL		\$ 1,379,560	\$ 1,318,029	\$ 1,637,108	\$ 1,999,562	\$ 1,637,052	0.00%
Expenses Comprised Of:							
Personnel		914,855	745,455	1,111,738	1,111,738	986,326	-11.28%
Administrative Expense		32,586	33,118	33,570	49,570	44,714	33.20%
Supplies & Materials		103,819	171,555	130,000	402,685	127,000	-2.31%
Purchased Services		9,007	1,155	10,700	10,700	59,700	457.94%
Utilities		5,107	4,762	6,800	6,800	6,800	0.00%
Repair & Maintenance		314,186	361,984	344,300	344,300	412,512	19.81%
Capital Expenditures		-	-	-	73,769	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		12.00	12.00	12.00	12.00	11.00	

CITY OF APPLETON 2014 BUDGET INFORMATION TECHNOLOGY

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:

The increase in training costs is the result of new technologies we continue to bring online along with returning the department to full staffing levels. The department's goal is to be as agile and self-sufficient as possible which requires staff to be sufficiently trained.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Strategic Outcomes					
Reduce hardware to become "green" department					
% of virtual vs physical servers	New Measure	—————>	85%	66%	85%
Safeguarding data					
# of audit records requiring security attention	New Measure	—————>	0	3	0
Work Process Outputs					
IT staff training (hrs); goal of 1 week per IT staff member	400	210	640	300	400
Telephone numbers supported	770	770	770	770	770

**CITY OF APPLETON 2014 BUDGET
INFORMATION TECHNOLOGY**

Administration

Business Unit 13010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv.- Nontax	\$ 24,932	\$ -	\$ -	\$ -	\$ -
4802 Charges for Serv.- Taxable	48	-	-	-	-
5004 Sale of City Prop - Nontax	1,860	-	1,500	1,500	-
5010 Misc Revenue - Nontax	-	101	-	-	-
Total Revenue	\$ 26,840	\$ 101	\$ 1,500	\$ 1,500	\$ -
Expenses					
6101 Regular Salaries	\$ 88,760	\$ 22,176	\$ 150,460	\$ 150,460	\$ 141,915
6150 Fringes	23,311	7,171	51,184	51,184	50,234
6201 Training\Conferences	5,015	8,386	10,000	26,000	15,000
6205 Employee Recruitment	2,632	778	-	-	-
6206 Parking Permits	4,352	3,249	4,320	4,320	4,464
6301 Office Supplies	423	1,405	1,000	1,000	1,000
6303 Memberships & Licenses	50	-	50	50	50
6305 Awards & Recognition	-	178	200	200	200
6320 Printing & Reproduction	1,222	3,208	2,000	2,000	2,000
6327 Miscellaneous Equipment	151	60	2,000	2,000	2,000
6412 Advertising/Publication	1,061	-	-	-	-
6413 Utilities	3,193	2,896	3,800	3,800	3,800
6599 Other Contracts/Obligations	2,492	1,155	3,700	3,700	2,700
Total Expense	\$ 132,662	\$ 50,662	\$ 228,714	\$ 244,714	\$ 223,363

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2014 BUDGET INFORMATION TECHNOLOGY

Mainframe

Business Unit 13020

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

This budget reflects the elimination of the Systems Analyst Position (-\$109,208) in exchange for an upgrade of the existing Programmer Analyst III position to a Lead Programmer Analyst (+\$2,438) to reflect the increased duties taken on by that position. The Systems Analyst position has been vacant since February, 2012 and, with the reallocation of job duties to other staff along with advances in technology, it has been determined that there is no longer a need to fill it. In order to partially offset the loss of this manpower, this budget is requesting \$50,000 in consulting dollars to contract with outside consultants to provide technical assistance on various projects throughout the year, including plans for replacing the iSeries mainframe computer.

Miscellaneous equipment expenses are reduced in this budget by \$6,000 and that funding is being reallocated to help fund printing expenses in the Network budget (13030) due to the increasing costs of maintaining printers and printer supplies in the City.

The additional equipment maintenance expenses reflect the increased cost of the iSeries maintenance agreement (+\$4,000).

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Rapid response to information needs					
# of requests over 6 months old	25	30	30	36	30
# of project requests outstanding	70	90	90	68	30
Strategic Outcomes					
Sustain personnel resource allocation					
% of staff time allocated to new application development	50%	40%	10%	50%	25%
(Goal is for the % to decline as we move closer to a replacement technology)					
Work Process Outputs					
# of new requests received	605	425	450	441	400
# of user accounts supported	515	520	520	520	520

**CITY OF APPLETON 2014 BUDGET
INFORMATION TECHNOLOGY**

Mainframe

Business Unit 13020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 319,814	\$ 205,931	\$ 329,049	\$ 329,049	\$ 245,759
6104 Call Time	-	847	2,169	2,169	1,952
6150 Fringes	116,164	58,645	106,756	106,756	79,582
6327 Miscellaneous Equipment	5,158	4,642	10,000	10,000	4,000
6404 Consulting Services	-	-	-	-	50,000
6418 Equip Repairs & Maint	14,889	14,890	16,400	16,400	20,842
6424 Software Support	24,664	34,940	30,400	30,400	32,900
Total Expense	<u>\$ 480,689</u>	<u>\$ 319,895</u>	<u>\$ 494,774</u>	<u>\$ 494,774</u>	<u>\$ 435,035</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Technical and project management assistance	\$ 50,000
	<u>\$ 50,000</u>

Equipment Repairs & Maint

IBM iSeries prepaid maintenance	\$ 16,200
Expense prepaid maintenance on UPS	2,642
Other repairs and parts	2,000
	<u>\$ 20,842</u>

Software Support

JDEdwards	\$ 21,500
Elite forms	1,400
ABSTRACT support	1,400
Misc. software support	1,900
SEQUEL support	6,700
	<u>\$ 32,900</u>

CITY OF APPLETON 2014 BUDGET INFORMATION TECHNOLOGY

Network

Business Unit 13030

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Minimize downtime of computer systems, applications, phone, voice mail and copier services through timely and skilled maintenance and problem solving
- Maintain availability of reliable hardware and software through a cost effective maintenance and upgrade schedule
- Maximize the availability and use of the County-shared training room and resource center to enhance knowledge of the City's hardware and software systems
- Enhance effective information availability through 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:

Due to the increasing costs of printing and printing supplies, an additional \$6,000 in office supplies is included in this budget. The funding is a reallocation of funds from the miscellaneous equipment expense account in the Mainframe budget (13020), so there is no increase overall in the department budget for this item.

The increase in software support costs is due to the transfer of ongoing licensing and maintenance costs for the ArcGIS ELA GIS software from the Community Development Department to this budget (+\$56,070) in order to be consistent with the budgeting of other software support costs.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Quick problem resolution					
# of project requests outstanding	15	25	25	25	15
Strategic Outcomes					
Minimized disruption to City operations because of hardware/software issues					
Ratio of single printers to MFP's*	30%	20%	10%	30%	10%
Informed citizens					
# of unique hits on web home page	749,000	800,000	800,000	600,000	600,000
Work Process Outputs					
New systems implemented					
# of network accounts supported	560	560	650	650	650
# of computers maintained	420	420	420	420	430
# PC's replaced/upgraded - 4 yr cycle	0	150	150	150	150
Help Desk problems resolved					
# of calls handled by help desk	11,000	18,000	18,000	10,593	11,000
# personnel trained	10	12	12	5	11

*multi-function printers

**CITY OF APPLETON 2014 BUDGET
INFORMATION TECHNOLOGY**

Network

Business Unit 13030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 256,705	\$ 322,636	\$ 332,724	\$ 332,724	\$ 325,483
6104 Call Time	-	770	2,650	2,650	2,491
6105 Overtime	1,389	2,100	-	-	2,000
6150 Fringes	108,712	125,178	136,746	136,746	136,910
6301 Office Supplies	20,114	19,122	18,000	18,000	24,000
6327 Miscellaneous Equipment	97,288	163,645	116,000	388,685	119,000
6404 Consulting Services	5,454	-	7,000	7,000	7,000
6413 Utilities	1,914	1,866	3,000	3,000	3,000
6418 Equip. Repairs & Maint	24,809	29,857	30,000	30,000	30,000
6419 Communication Eq. Repairs	17,726	18,766	17,300	17,300	17,500
6424 Software Support	232,098	263,532	250,200	250,200	311,270
6804 Equipment	-	-	-	73,769	-
Total Expense	\$ 766,209	\$ 947,472	\$ 913,620	\$ 1,260,074	\$ 978,654

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Office Supplies</u>		<u>Software Support</u>	
Network supplies - toner, ink, tapes	\$ 24,000	Microsoft agreement	\$ 125,000
	<u>\$ 24,000</u>	Mitel VoIP support	39,000
		GIS - DLT solutions	17,500
		Doc management support	14,000
		Anti-Virus subscription	4,400
<u>Miscellaneous Equipment</u>		Spam filtering	4,000
Upgrade PC's and laptops	\$ 30,000	Sgt. labs support	3,300
Upgrade MDC's (14)	56,000	Commvault software support	9,500
Misc. network hardware	20,000	NEOGOV	9,300
Application and network management	13,000	Track-IT support	3,000
	<u>\$ 119,000</u>	Miscellaneous software	8,000
		Shopkey (MSB/Transit)	1,700
<u>Equip. Repairs & Maint.</u>		SignCAD/SignCAM (MSB)	1,600
NovaTime(Parks/Transit)	\$ 1,300	RecTrac support (Parks)	4,600
Router maintenance	1,000	Forensic software (PD)	1,600
SAN hardware support	10,000	ID networks (PD)	4,200
Porter Lee (Police Evidence System)	1,700	Insite Support (MSB/Transit)	1,000
Core switch support	5,000	OPC-online pmts. (Finance)	2,300
Firewall support	11,000	Win-Wam (Health W&M)	1,200
	<u>\$ 30,000</u>	ArcGIS ELS (CD - GIS)	56,070
			<u>\$ 311,270</u>
<u>Communication Equip. Repair</u>			
Pro-rata share of fiber network costs	\$ 17,500		
	<u>\$ 17,500</u>		

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Charges for Services	24,980	0	0	0	0	0	0
Other Revenues	1,860	101	0	1,500	1,500	0	0
TOTAL REVENUES	26,840	101	0	1,500	1,500	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	597,779	491,398	382,341	812,233	812,233	792,335	713,157
Call Time	0	1,618	2,538	4,819	4,819	2,650	4,443
Overtime	1,389	2,100	1,276	0	0	0	2,000
Sick Pay	7,877	7,705	4,909	0	0	0	0
Vacation Pay	59,623	51,641	43,883	0	0	0	0
Fringes	248,187	190,994	158,656	294,686	294,686	293,358	266,726
Salaries & Fringe Benefits	914,855	745,456	593,603	1,111,738	1,111,738	1,088,343	986,326
Training & Conferences	5,015	8,386	16,867	10,000	26,000	15,000	15,000
Employee Recruitment	2,632	778	0	0	0	0	0
Parking Permits	4,352	3,249	3,807	4,320	4,320	4,320	4,464
Office Supplies	20,537	20,527	17,494	19,000	19,000	25,000	25,000
Memberships & Licenses	50	0	0	50	50	50	50
Awards & Recognition	0	178	94	200	200	200	200
Administrative Expense	32,586	33,118	38,262	33,570	49,570	44,570	44,714
Printing & Reproduction	1,222	3,208	1,201	2,000	2,000	2,000	2,000
Miscellaneous Equipment	102,597	168,347	198,729	128,000	400,685	125,000	125,000
Supplies & Materials	103,819	171,555	199,930	130,000	402,685	127,000	127,000
Consulting Services	5,454	0	4,764	7,000	7,000	7,000	57,000
Advertising	1,061	0	0	0	0	0	0
Other Contracts/Obligations	2,492	1,155	1,000	3,700	3,700	3,700	2,700
Purchased Services	9,007	1,155	5,764	10,700	10,700	10,700	59,700
Electric	0	0	0	3,000	3,000	3,000	3,000
Telephone	2,882	2,822	2,000	0	0	0	0
Cellular Telephone	2,225	1,940	2,110	3,800	3,800	3,800	3,800
Utilities	5,107	4,762	4,110	6,800	6,800	6,800	6,800
Equipment Repair & Maintenan	39,699	44,746	49,110	46,400	46,400	50,200	50,842
Communications Equip. Repairs	17,726	18,766	89	17,300	17,300	17,500	17,500
Software Support	256,761	298,472	223,881	280,600	280,600	286,900	344,170
Repair & Maintenance	314,186	361,984	273,080	344,300	344,300	354,600	412,512
Machinery & Equipment	0	0	79,641	0	73,769	0	0
Capital Expenditures	0	0	79,641	0	73,769	0	0
TOTAL EXPENSES	1,379,560	1,318,030	1,194,390	1,637,108	1,999,562	1,632,013	1,637,052

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Information Technology

Business Unit 4220

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Project	Amount	Page
Dedicated Video Storage	\$ 90,000	Projects, Pg. 640
Camera Equipment Upgrade	50,000	Projects, Pg. 640 *
Website software/design	60,000	Projects, Pg. 640
iSeries Replacement	50,000	Projects, Pg. 640
Metafile Expansion/Replacement	70,000	Projects, Pg. 640
	<u>\$ 320,000</u>	

* Note: The camera system upgrade project also includes replacement of the existing cameras at the Water Treatment Plant, which is shown in the Water Utility budget.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	
	Program Revenues	\$ 5,243	\$ 496	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 84,803	\$ 318,104	\$ 543,000	\$ 692,053	\$ 320,000	-41.07%
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	84,803	318,104	543,000	692,053	320,000	-41.07%

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Information Technology

Business Unit 4220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4710 Interest on Investments	\$ 5,243	\$ 496	\$ -	\$ -	\$ -
5010 Misc. Revenue - Nontax	-	-	-	-	-
5910 Proceeds of Long-term Debt	-	400,000	543,000	543,000	862,944
Total Revenue	\$ 5,243	\$ 400,496	\$ 543,000	\$ 543,000	\$ 862,944
Expenses					
6404 Consulting	\$ -	\$ -	\$ -	\$ -	\$ -
6327 Miscellaneous Equipment	-	24,651	-	82,720	-
6804 Equipment	84,803	293,453	543,000	609,333	140,000
6815 Software Acquisition	-	-	-	-	180,000
Total Expense	\$ 84,803	\$ 318,104	\$ 543,000	\$ 692,053	\$ 320,000

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Equipment

Dedicated video storage	\$ 90,000
Camera equipment	50,000
Total	\$ 140,000

Software Acquisition

Website software/design	\$ 60,000
iSeries replacement	50,000
Metafire expansion/replacement	70,000
Total	\$ 180,000

CITY OF APPLETON 2014 BUDGET
INFORMATION TECHNOLOGY
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Interest Income	\$ 5,243	\$ 496	\$ -	\$ -	\$ -
Other	-	-	-	-	-
Total Revenues	<u>5,243</u>	<u>496</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	84,803	318,104	543,000	692,053	320,000
Total Expenses	<u>84,803</u>	<u>318,104</u>	<u>543,000</u>	<u>692,053</u>	<u>320,000</u>
Revenues over (under) Expenses	(79,560)	(317,608)	(543,000)	(692,053)	(320,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	400,000	543,000	-	862,944
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>400,000</u>	<u>543,000</u>	<u>-</u>	<u>862,944</u>
Net Change in Equity	(79,560)	82,392	-	(692,053)	542,944
Fund Balance - Beginning	<u>146,277</u>	<u>66,717</u>	<u>149,109</u>	<u>149,109</u>	<u>(542,944)</u>
Fund Balance - Ending	<u>\$ 66,717</u>	<u>\$ 149,109</u>	<u>\$ 149,109</u>	<u>\$ (542,944)</u>	<u>* \$ -</u>

* The 2013 General Obligation Note was postponed to be included with the 2014 for one combined issue. This consolidation will save issue costs.

CITY OF APPLETON 2014 BUDGET

LEGAL SERVICES

City Attorney: James P. Walsh

Deputy City Attorney: Ellen L. Totzke

City Clerk: Charlene M. Peterson

CITY OF APPLETON 2014 BUDGET LEGAL SERVICES

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2013 EVENTS

City Attorney

- * The City continued to work with outside counsel concerning the excessive assessment lawsuits brought forth by three different retail entities in the City.
- * The City Attorney's Office also continued to work with outside counsel on a number of open records lawsuits brought forth by The Post Crescent.
- * The City is still involved in an equal rights claim concerning the 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.
- * The Fox River clean up litigation continues in Federal Court in Green Bay. Numerous decisions have been rendered by Judge Griesbach. In 2013, the City also brought forth a lawsuit against a number of insurance companies seeking additional contributions to be paid as a result of the policies purchased by the City of Appleton.
- * The City was involved in two eminent domain cases due to construction in the City. One of the cases went to a mediation conducted by an outside mediator and the second is still pending. The mediation process gave valuable experience to members of City staff in evaluating these types of cases moving forward.
- * In 2013, two civil rights cases filed (by the same plaintiff) against various officers of the Appleton Police Department continued. The plaintiff is claiming that the officers violated his civil rights. Motions for summary judgment have been filed and we are currently waiting for a decision from the judge in each matter.
- * The City settled two injury cases with outcomes favorable to the City.
- * The department worked closely with the Information Technology Department to bring the Granicus project to fruition. The new system went live on June 5, 2013.

City Clerk

- * Two regularly scheduled elections (Spring Primary and General) and two special elections (Special Primary & Special Election) were administered in 2013.
- * In February, the Election Clerk and City Clerk conducted training sessions for Election Officials who staff the polling districts in the City. Sections of the Election Training Manual were updated.
- * The 6th floor customer service area is in its third year enabling customers to pay their fees at the same location they complete their applications. This has been positively received.
- * Utilized the internet to report February and April election results, outstanding absentee ballots and provisional ballots 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 is in the second year allowing staff to obtain delivery confirmation of certified mail via the internet, which reduces paperwork and results in a cost savings.
- * This office worked with the State to purge inaccurate or inactive records from the poll books. 3,587 notices were mailed with 225 returned by voters requesting continuation of their registrations and 1,811 returned as undeliverable. Records with no responses were inactivated by the GAB (Government Accountability Board).
- * The Official 2013-2014 Directory was prepared, printed and distributed. There remains a demand for the directory so we will continue to print out a limited supply since more people utilize the internet and we continue to seek ways to meet the demand for information contained in the directory at the least cost.
- * The license renewal process was completed for the over 1,000 operators licenses and liquor licenses expiring June 30. The Safety and Licensing Committee held 2 license non-renewal hearings.
- * Updated waiting list for "Class B" beer/liquor licenses which currently stands at 24.
- * Held Board of Review with 10 objections presented.
- * 2013 marked completion of one year in the major transition of the Office of the City Clerk being incorporated into the Attorney's Office effective May 1, 2012 with the Clerk retiring 4/30/12 and hiring of a new Clerk.
- * The deputy clerk retired in June after 30 years of service. This position was filled in August.

CITY OF APPLETON 2014 BUDGET LEGAL SERVICES

MAJOR 2014 OBJECTIVES

2014 will see the offices of the City Attorney and City Clerk continue the process of ensuring the smooth transition to a single department. 2013 continued the merging of the departments and finding ways to work cooperatively and find efficiencies to reduce costs.

* 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 outside counsel for the excessive assessments lawsuits currently pending, as well as work with outside counsel to settle the pending open records lawsuits.

* 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 department's requested deadline, whenever possible.

* The department will also continue working cooperatively with the Finance Department and the Library in their collections efforts.

* The City will vigorously defend all outstanding matters which remain pending from the previous year.

* Administer four regularly scheduled elections - the Spring Primary Election, Spring General Election, the Partisan Fall Primary Election and the Partisan Fall General Election.

* Rewrite the election training manual and reprint all related forms to accommodate current pending legislative changes in election law and processes.

* Coordinate the change to the schedule for the fall partisan primary election resulting from the MOVE (Military and Overseas Empowerment) Act. Under the MOVE act, the federal government requires all states to distribute an official ballot no less than 45 calendar days prior to the election; the state legislature has approved a change to the second Tuesday in August.

* Serve as administrator for the implementation of the new document management system for Council and Committee agendas, minutes, reports and video streaming which went live on May 20, 2013 with Committee meetings and June 5, 2013 with the Council meeting. This will improve efficiencies by eliminating typing of minutes and providing a reduction in paper usage.

* The retirement of the Deputy Clerk on June 26, 2013, after 30 years of service, resulted in a significant loss of knowledge and expertise. The position was filled in August 2013 by an existing employee of the department but 2014 will be a year of training and transition.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 217,214	\$ 344,433	\$ 223,450	\$ 233,450	\$ 273,450	22.38%
Program Expenses							
14510	Administration	293,778	296,857	295,323	295,323	297,863	0.86%
14521	Litigation	216,146	218,025	222,071	222,071	229,970	3.56%
14522	Real Estate	44,705	44,879	45,655	45,655	46,662	2.21%
11020	Recordkeeping	126,545	105,851	99,063	99,063	98,221	-0.85%
11030	Licensing	62,158	62,278	60,594	70,594	61,507	1.51%
11040	Elections	149,357	389,543	182,522	182,522	297,283	62.88%
11050	Mail / Copy Center	184,220	177,217	169,186	169,186	166,864	-1.37%
TOTAL		\$ 1,076,909	\$ 1,294,650	\$ 1,074,414	\$ 1,084,414	\$ 1,198,370	11.54%
Expenses Comprised Of:							
	Personnel	812,672	926,566	815,789	815,789	869,644	6.60%
	Administrative Expense	143,636	157,621	134,366	144,366	139,334	3.70%
	Supplies & Materials	50,369	156,031	62,617	62,617	126,371	101.82%
	Purchased Services	55,758	40,491	43,740	43,740	48,840	11.66%
	Utilities	755	915	1,070	1,070	1,070	0.00%
	Repair & Maintenance	13,719	13,026	16,832	16,832	13,111	-22.11%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	8.67	8.67	8.67	8.67	8.67	

**CITY OF APPLETON 2014 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- 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:

The training budget will fund typical minimal training and education through the University of Wisconsin Green Bay for certification classes for the new Deputy City Clerk, plus some additional training required for the current City Clerk to maintain certification. The training budget is also increased for the Clerk to attend the International Municipal Clerks conference to be held in Wisconsin.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Timely legal information is provided upon which Alderpersons and staff members can make decisions					
Meet time-frame of requestor	100%	100%	100%	100%	100%
Contracts are reviewed in a timely manner to allow performances to proceed					
# of performances delayed due to review not being completed	0	0	0	0	0
Strategic Outcomes					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
# of surveys returned	48	61	90	90	80
Work Process Outputs					
Written opinions issued	5	14	>20	14	>20
Ordinances reviewed	241	131	100	70	100
Staff training					
# of hours of staff training	127	115	150	150	150

**CITY OF APPLETON 2014 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv. - Nontax	\$ 70	\$ 355	\$ 200	\$ 200	\$ 200
4802 Charges for Serv. - Tax	963	1,188	2,000	2,000	2,000
5035 Other Reimbursements	930	-	-	-	-
5085 Cash Short or Over	3	5	-	-	-
Total Revenue	\$ 1,966	\$ 1,548	\$ 2,200	\$ 2,200	\$ 2,200
Expenses					
6101 Regular Salaries	\$ 196,946	\$ 200,685	\$ 196,777	\$ 196,777	\$ 199,700
6105 Overtime	35	167	-	-	-
6150 Fringes	74,664	68,987	71,041	71,041	72,135
6201 Training\Conferences	4,814	5,229	7,800	7,800	8,300
6206 Parking Permits	3,029	3,014	3,050	3,050	3,158
6301 Office Supplies	653	601	950	950	950
6302 Subscriptions	8,812	8,869	10,000	10,000	7,500
6303 Memberships & Licenses	2,372	2,516	2,335	2,335	2,750
6305 Awards & Recognition	16	-	-	-	-
6320 Printing & Reproduction	1,346	5,759	2,000	2,000	2,000
6328 Signs	-	-	100	100	100
6413 Utilities	754	915	1,070	1,070	1,070
6418 Equip Repairs & Maint	337	115	200	200	200
Total Expense	\$ 293,778	\$ 296,857	\$ 295,323	\$ 295,323	\$ 297,863

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

Given the need for specialized experience in these fields, outside counsel is handling the three excessive assessment lawsuits and the remaining open records lawsuits. Outside counsel was retained for the assessment cases because, statutorily, this office represents the Board and an independent attorney represents the Assessor. We are able to be co-counsel on the appeals. Outside counsel on the open records case was retained to avoid any appearance of bias based on review of the City records being requested.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	106	67	<100	<50	<100
Strategic Outcomes					
Minimize cost of settlements					
\$ value of settlements and judgments	\$50,806	\$12,205	<\$50,000	\$10,000	<\$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%	82%	100%	80%	100%
Dispute avoidance					
# of suits filed against City	8	22	0	5	0

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

**CITY OF APPLETON 2014 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv.- Nontax	\$ 204	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Total Revenue	<u>\$ 204</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
Expenses					
6101 Regular Salaries	\$ 147,764	\$ 148,988	\$ 149,828	\$ 149,828	\$ 152,832
6150 Fringes	46,016	45,279	48,200	48,200	49,095
6402 Legal Fees	2,256	3,285	4,000	4,000	5,000
6404 Consulting Services	7,067	7,430	7,000	7,000	10,000
6625 Disability Payments	13,043	13,043	13,043	13,043	13,043
Total Expense	<u>\$ 216,146</u>	<u>\$ 218,025</u>	<u>\$ 222,071</u>	<u>\$ 222,071</u>	<u>\$ 229,970</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 BUDGET
LEGAL SERVICES**

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

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
The City will acquire necessary real estate within the time period requested by the department heads making the request. Projects will not be delayed due to real estate acquisition issues					
# projects delayed	0	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	2	1	0	0	0
Work Process Outputs					
# of real estate acquisitions	5	7	12	12	10

**CITY OF APPLETON 2014 BUDGET
LEGAL SERVICES**

Real Estate

Business Unit 14522

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 33,997	\$ 34,765	\$ 35,098	\$ 35,098	\$ 35,800
6150 Fringes	10,708	10,114	10,557	10,557	10,862
Total Expense	<u>\$ 44,705</u>	<u>\$ 44,879</u>	<u>\$ 45,655</u>	<u>\$ 45,655</u>	<u>\$ 46,662</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 11020

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- 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
- Develop additional uses of the newly implemented document management system (activated May 20, 2013), which eliminated typing minutes and distribution of paper packets to the members of the Common Council.

Major Changes in Revenue, Expenditures or Programs:

There is continued effort to try to reduce printing expense each year. One area of effort will be the elimination of paper packets to the members of the Common Council by using the new document management system. We continue to incur costs for the demand of paper copies of the City Directory. We are printing smaller quantities but costs are mainly fixed with no benefit for the volume.

The former Deputy Clerk retired in mid 2013. That position included staff supervisory duties and was re-evaluated for the 2013 budget in anticipation of the Deputy Clerk's planned retirement and was filled as a non-supervisory position. Staff supervision as needed in the absence of the City Clerk will be provided by other supervisory staff in the Legal Services department, specifically the City Attorney or Deputy City Attorney. The overall estimated savings of this change is approximately \$14,093 per year.

The relatively low fringe benefits in this program in prior years is due to a staff member having waived health insurance benefits in 2012. For the 2013 budget, it was assumed that individual would continue to waive health coverage until her planned retirement mid-year and that her successor would opt for family health coverage.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
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	398	1,554	1,500	1,500	1,500
# of requests for information	340	345	300	300	300
# of publication notices	466	327	400	400	400
# of ordinances adopted	243	132	175	175	175

**CITY OF APPLETON 2014 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 11020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 53,127	\$ 61,288	\$ 45,573	\$ 45,573	\$ 40,968
6105 Overtime	-	567	-	-	-
6108 Part Time	1,352	-	-	-	-
6150 Fringes	22,474	10,184	19,450	19,450	21,898
6301 Office Supplies	1,004	974	1,500	1,500	1,500
6320 Printing & Reproduction	1,999	1,769	1,500	1,500	1,715
6402 Legal Fees	420	210	-	-	800
6408 Contractor Fees	60	958	1,040	1,040	1,340
6411 Temporary Help	1,624	-	-	-	-
6412 Advertising	44,485	29,901	30,000	30,000	30,000
Total Expense	<u>\$ 126,545</u>	<u>\$ 105,851</u>	<u>\$ 99,063</u>	<u>\$ 99,063</u>	<u>\$ 98,221</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

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

CITY OF APPLETON 2014 BUDGET

LEGAL SERVICES

Licensing

Business Unit 11030

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- 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:

2013 is the first year that the Operator's (bartender) License returned to a two-year term from July 1 to June 30. The fee changed from \$40 annually to \$60 for a two-year license. The impact of this change reduced the number of expected licenses to be processed and revenue in 2014.

PERFORMANCE INDICATORS

	Actual 2011	Actual 2012	Target 2013	Projected 2013	Target 2014
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	224	225	225	225	225
# of operator licenses issued	923	1,466	1,100	1,486	500
# of general licenses issued	585	329	500	500	500

**CITY OF APPLETON 2014 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 11030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4301 Amusements	\$ 8,467	\$ 7,955	\$ 8,000	\$ 8,000	\$ 8,000
4303 Cigarette	5,500	5,614	5,500	5,500	5,500
4306 Liquor	70,893	108,008	80,000	90,000	80,000
4307 Operators	49,393	77,068	60,000	60,000	40,000
4309 Sundry	5,147	4,914	4,800	4,800	4,800
4313 Special Events	20,175	17,782	17,000	17,000	17,000
4316 Second Hand/Pawnbroker	2,242	2,752	2,000	2,000	2,000
4317 Commercial Solicitation	10,319	6,283	10,000	10,000	10,000
4318 Christmas Tree	450	405	450	450	450
4320 Taxi Cab/Limousine	1,500	1,590	1,500	1,500	1,500
4321 Taxi Driver	2,750	2,000	2,000	2,000	2,000
4322 Special "B" Beer License	1,094	917	1,000	1,000	1,000
4324 Street Vendor	533	15	-	-	-
4411 Sundry Permits	2,070	1,920	2,000	2,000	2,000
5010 Misc. Revenue - Nontax	6,240	6,780	6,000	6,000	6,000
Total Revenue	<u>\$ 186,773</u>	<u>\$ 244,003</u>	<u>\$ 200,250</u>	<u>\$ 210,250</u>	<u>\$ 180,250</u>
Expenses					
6101 Regular Salaries	\$ 36,345	\$ 36,405	\$ 36,512	\$ 36,512	\$ 37,234
6105 Overtime	331	2,957	375	375	375
6150 Fringes	23,693	20,466	21,207	21,207	21,398
6301 Office Supplies	1,199	2,450	2,500	2,500	2,500
6316 Miscellaneous Supplies	365	-	-	-	-
6320 Printing & Reproduction	225	-	-	-	-
6630 Other Grant Payments	-	-	-	10,000	-
Total Expense	<u>\$ 62,158</u>	<u>\$ 62,278</u>	<u>\$ 60,594</u>	<u>\$ 70,594</u>	<u>\$ 61,507</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 BUDGET
LEGAL SERVICES**

Elections

Business Unit 11040

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

Four scheduled elections will be held in 2014 versus two in 2013, therefore, all election related costs and revenues will increase proportionately. The major changes include increases 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 2014 wage is increased slightly to reflect this increase for four elections.

Miscellaneous supplies are increasing in 2014 due to the reclassification of expense for cards inserted in tabular machines that had been charged to office supplies in prior years.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Accurate election roll					
# changes, add and deletes	5,940	13,918	6,000	6,000	6,000
# of voters purged (biannual)	2,562	0	7,500	7,500	0
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	23,327	116,938	23,000	23,000	92,000
Avg. # of registered voters per election	21,051	28,031	45,000	45,000	42,000
# of elections administered	4	6	2	2	4
# of candidates filing nomination papers	20	36	10	10	35
# of ballot styles	136	220	118	118	210
% of staff trained at each election	98%	98%	100%	100%	100%

**CITY OF APPLETON 2014 BUDGET
LEGAL SERVICES**

Elections

Business Unit 11040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4908 Misc. Intergov. Charges	\$ 28,271	\$ 98,882	\$ 20,000	\$ 20,000	\$ 90,000
Total Revenue	<u>\$ 28,271</u>	<u>\$ 98,882</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 90,000</u>
Expenses					
6101 Regular Salaries	\$ 80,144	\$ 189,283	\$ 92,873	\$ 92,873	\$ 135,250
6105 Overtime	1,825	4,752	2,804	2,804	4,124
6150 Fringes	22,504	28,475	23,672	23,672	25,143
6201 Training\Conferences	488	327	-	-	-
6202 Local Auto Expense	42	260	-	-	100
6206 Parking Permits	15	680	150	150	150
6301 Office Supplies	1,117	13,344	5,000	5,000	10,000
6302 Subscriptions	-	-	350	350	495
6316 Miscellaneous Supplies	-	6,350	2,700	2,700	5,400
6320 Printing & Reproduction	31,271	131,459	40,817	40,817	100,156
6328 Signs	-	201	500	500	500
6411 Temporary Help	547	-	-	-	-
6412 Advertising	(701)	(1,293)	1,500	1,500	1,500
6418 Equip Repairs & Maint	10,665	10,665	10,156	10,156	10,665
6503 Rent	1,440	5,040	1,800	1,800	3,600
6599 Other Contracts/Obligations	-	-	200	200	200
Total Expense	<u>\$ 149,357</u>	<u>\$ 389,543</u>	<u>\$ 182,522</u>	<u>\$ 182,522</u>	<u>\$ 297,283</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Ballot printing and coding -
4 elections \$ 100,156

Equip Repairs & Maint

Voting machine maintenance
contract \$ 10,665

CITY OF APPLETON 2014 BUDGET

LEGAL SERVICES

Mail/Copy Services

Business Unit 11050

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- 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:

Postage expense in 2012 was higher because of the large redistricting mailing that was sent out to all residents of the City. The postage expense for the 2013 budget was decreased and 2014 is expected to be comparable. Continue successful efficient electronic deliveries resulting in an overall reduction.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
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	13	12	25	25	15
Work Process Outputs					
# of pieces of outgoing mail	149,848	152,980	225,000	152,000	155,000
# of packages handled	296	377	500	500	400
# of copies made in mail center	1,050,588	1,303,248	1,500,000	1,500,000	1,300,000

**CITY OF APPLETON 2014 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 11050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 39,319	\$ 39,771	\$ 39,766	\$ 39,766	\$ 40,561
6105 Overtime	362	2,414	375	375	375
6150 Fringes	21,068	21,019	21,681	21,681	21,894
6301 Office Supplies	432	913	1,600	1,600	1,600
6304 Postage\Freight	92,074	82,299	70,500	70,500	72,000
6316 Miscellaneous Supplies	9,976	11,960	11,500	11,500	11,500
6320 Printing & Reproduction	5,186	4,743	5,000	5,000	5,000
6418 Equip Repairs & Maint	2,717	2,246	6,476	6,476	2,246
6503 Rent	13,086	11,852	12,288	12,288	11,688
Total Expense	<u>\$ 184,220</u>	<u>\$ 177,217</u>	<u>\$ 169,186</u>	<u>\$ 169,186</u>	<u>\$ 166,864</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 10,000
UPS	7,000
US Postal Service	55,000
	<u>\$ 72,000</u>

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Licenses	208,463	255,304	240,278	192,250	202,250	192,250	172,250
Permits	2,070	1,920	615	2,000	2,000	2,000	2,000
Charges for Services	1,236	1,543	659	3,200	3,200	3,200	3,200
Intergov. Charges for Service	28,271	98,882	29,813	20,000	20,000	20,000	90,000
Other Revenues	7,173	6,785	6,312	6,000	6,000	6,000	6,000
TOTAL REVENUES	247,213	364,434	277,677	223,450	233,450	223,450	273,450
EXPENSES BY LINE ITEM							
Regular Salaries	500,231	532,011	345,849	548,057	548,057	641,284	642,345
Overtime	2,553	10,857	2,057	3,554	3,554	4,874	4,874
Part-Time	1,352	0	2,637	0	0	0	0
Other Compensation	37,930	130,148	40,326	48,370	48,370	0	0
Shift Differential	14	35	9	0	0	0	0
Sick Pay	10,838	462	479	0	0	0	0
Vacation Pay	38,627	48,529	34,030	0	0	0	0
Fringes	221,127	204,523	147,531	215,808	215,808	221,909	222,425
Salaries & Fringe Benefits	812,672	926,565	572,918	815,789	815,789	868,067	869,644
Training & Conferences	5,302	5,556	3,535	7,800	7,800	9,000	8,300
Local Auto Expense	42	260	0	0	0	100	100
Parking Permits	3,044	3,694	2,823	3,200	3,200	3,200	3,308
Office Supplies	4,405	24,492	7,648	11,550	11,550	16,550	16,550
Subscriptions	8,812	8,869	4,667	10,350	10,350	7,995	7,995
Memberships & Licenses	2,372	2,516	2,202	2,335	2,335	2,750	2,750
Postage & Freight	92,074	82,299	58,072	70,500	70,500	70,500	72,000
Awards & Recognition	16	0	0	0	0	0	0
Rent	14,526	16,892	12,378	14,088	14,088	15,288	15,288
Disability Payments	13,043	13,043	13,043	13,043	13,043	13,043	13,043
Block Grant Payments	30,000	20,000	10,000	0	10,000	10,000	0
Administrative Expense	173,636	177,621	114,368	132,866	142,866	148,426	139,334
Miscellaneous Supplies	10,342	12,100	3,948	14,200	14,200	16,900	16,900
Printing & Reproduction	40,027	143,730	46,753	49,317	49,317	108,871	108,871
Signs	0	201	0	600	600	600	600
Supplies & Materials	50,369	156,031	50,701	64,117	64,117	126,371	126,371
Legal Fees	2,676	3,495	969	4,000	4,000	5,800	5,800
Consulting Services	7,067	7,429	4,973	7,000	7,000	10,000	10,000
Contractor Fees	60	958	420	1,040	1,040	1,340	1,340
Temporary Help	2,171	0	0	0	0	0	0
Advertising	43,784	28,608	18,567	31,500	31,500	31,500	31,500
Other Contracts/Obligations	0	0	0	200	200	200	200
Purchased Services	55,758	40,490	24,929	43,740	43,740	48,840	48,840
Telephone	755	915	553	1,070	1,070	1,070	1,070
Utilities	755	915	553	1,070	1,070	1,070	1,070
Equipment Repair & Maintenance	13,719	13,026	13,140	16,832	16,832	17,341	13,111
Repair & Maintenance	13,719	13,026	13,140	16,832	16,832	17,341	13,111
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,106,909	1,314,648	776,609	1,074,414	1,084,414	1,210,115	1,198,370

**CITY OF APPLETON 2014 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

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Projected	2014 Budget
Revenues					
Interest Income	\$ 2,621	\$ 804	\$ 1,000	\$ 500	\$ 500
Expenses					
Program Costs	6,391	6,392	6,391	6,391	6,392
Revenues over (under) Expenses	(3,770)	(5,588)	(5,391)	(5,891)	(5,892)
Fund Balance - Beginning	64,497	60,727	55,139	55,139	49,248
Fund Balance - Ending	\$ 60,727	\$ 55,139	\$ 49,748	\$ 49,248	\$ 43,356

CITY OF APPLETON 2014 BUDGET

HUMAN RESOURCES

Human Resources Director: Sandra A. Behnke

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

CITY OF APPLETON 2014 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 2013 EVENTS

In terms of general Human Resource Department functions, we continued planning for changes to our medical insurance policy to remain in compliance with the Health Care Reform Act. We continued scanning personnel files into the Metafile imaging system. Staff revised and/or updated 14 separate policies throughout the year. 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 279 employees participated in the health screening, with 156 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, National Wear Red Day, smoking cessation, nutrition speaker, Well City Fox Cities application, Lunch n' Learn fitness, bike to work program, wellness fair and breast cancer awareness promotion. The annual glance chart (tables of organizations, department staffing information and salary charts) was also updated and distributed.

Recruitment activities continued to be heavy due to retirements and terminations. In particular, two significant recruitment processes for Information Technology Director and Fire Chief were conducted.

We worked on implementing the new online NEOgov performance evaluation (PE) system and onboarding program for employees. NEOgov PE system training was conducted for all supervisors and employees.

In the area of staff development and training, the department completed training of all general and supervisory employees on legally mandated topics in 20 classes held throughout the year and provided required training to all seasonal employees during 3 seasonal classes. The staff also conducted 3 new employee orientation programs and 4 new supervisory orientations. The department also facilitated, in conjunction with an internal employee recognition committee, two very successful administrative professionals' recognition programs in April in addition to programs for customer service week and ongoing training for administrative staff. In the fall, we offered performance management training to all City supervisors to assist with the performance evaluation process.

The department continued to work on a new compensation study. This involved employee communication and establishment of an employee team to provide input. We worked with the consultant on many aspects of the process.

In the area of employee/labor relations, the department handled several grievances and finalized two 2-year contracts with the Teamster Valley Transit unit and began negotiations with the Police and Fire unions.

CITY OF APPLETON 2014 BUDGET HUMAN RESOURCES

MAJOR 2014 OBJECTIVES

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

Administration:

- Work on the health insurance program
- Educate employees on health care 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 online 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
- Evaluate the purchase of testing software for utilization with NEOgov application system

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 20 required general employee training sessions
- Conduct new employee orientation sessions
- Conduct seasonal employee training
- Offer 4 supervisory training classes
- Conduct health care reform training for all employees
- Offer benefit training opportunities for City employees

DEPARTMENT BUDGET SUMMARY							
Unit	Programs Title	Actual		Budget			% Change *
		2011	2012	Adopted 2013	Amended 2013	2014	
	Program Revenues	\$ 98	\$ 82	\$ -	\$ -	\$ -	N/A
	Program Expenses						
14010	Administration	272,876	247,648	283,455	283,455	258,256	-8.89%
14020	Recruitment	178,890	162,694	178,372	178,372	181,545	1.78%
14030	Employee Relations	96,809	95,976	101,594	101,594	103,505	1.88%
14040	Staff Development	105,359	133,477	140,714	140,714	143,028	1.64%
	TOTAL	\$ 653,934	\$ 639,795	\$ 704,135	\$ 704,135	\$ 686,334	-2.53%
	Expenses Comprised Of:						
	Personnel	580,215	578,859	619,503	619,503	600,617	-3.05%
	Administrative Expense	37,897	40,822	49,572	49,572	50,597	2.07%
	Supplies & Materials	3,382	2,993	4,100	4,100	4,100	0.00%
	Purchased Services	31,782	16,495	30,110	30,110	30,110	0.00%
	Utilities	658	626	850	850	910	7.06%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
	Full Time Equivalent Staff:						
	Personnel allocated to programs	6.15	6.15	6.15	6.15	6.15	

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

CITY OF APPLETON 2014 BUDGET

HUMAN RESOURCES

Administration

Business Unit 14010

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

A major program area will be the focus and training of employees and supervisors on the pending changes resulting from the Health Care Reform Act.

The decrease in part-time wages and fringes is due to the elimination of a program that was established in the 2013 budget that designated funds in this budget to be used to fund short-term administrative staffing needs to various City departments throughout the year. For 2014, after staff analysis, the recommendation is to provide funding for a part-time position at the fifth floor customer service desk and to cross-train and use existing staff to provide back-up staffing in other departments.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Timely and appropriate support of departments					
% of departments who rated services as satisfactory overall			80%	80%	80%
		New measure	—————>		
Strategic Outcomes					
Consistent and understandable employment policies and procedures					
# of employment practices claims	0	1	0	0	0
Work Process Outputs					
Policy Implementation - # of policies:					
Developed	0	0	0	0	0
Updated	25	19	12	12	12
Reviewed in training sessions	225	229	200	200	200
Fringe Benefits					
# of new fringe benefits	0	2	0	0	0
# of modified fringe benefits	19	5	3	3	5
# of fringe benefit training sessions	33	21	30	30	30

**CITY OF APPLETON 2014 BUDGET
HUMAN RESOURCES**

Administration

Business Unit 14010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv.- Nontax	\$ 98	\$ 82	\$ -	\$ -	\$ -
Total Revenue	\$ 98	\$ 82	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 192,530	\$ 181,853	\$ 182,624	\$ 182,624	\$ 186,283
6105 Overtime	286	105	-	-	-
6108 Part-time	-	-	26,000	26,000	-
6150 Fringes	68,668	58,833	66,189	66,189	63,271
6201 Training/Conferences	829	199	-	-	-
6206 Parking Permits	2,218	2,058	2,124	2,124	2,184
6301 Office Supplies	636	926	1,500	1,500	1,500
6305 Awards & Recognition	72	-	89	89	89
6307 Food & Provisions	337	209	119	119	119
6315 Books & Library Materials	60	-	-	-	-
6320 Printing & Reproduction	3,272	2,461	3,600	3,600	3,600
6327 Miscellaneous Equipment	50	532	500	500	500
6404 Consulting Services	3,500	-	-	-	-
6413 Utilities	418	393	600	600	600
6599 Other Contracts/Obligations	-	79	110	110	110
Total Expense	\$ 272,876	\$ 247,648	\$ 283,455	\$ 283,455	\$ 258,256

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 BUDGET
HUMAN RESOURCES**

Recruitment and Selection

Business Unit 14020

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

In an effort to take advantage of a pricing discount, a 3 year membership to the Society for Human Resource Management (SHRM) was paid in 2011. Therefore, membership expenses are increasing in 2014 to pay this fee again.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Staff Retention					
Regular employees on staff < 1 year	27	42	20	20	30
Regular employees on staff 1-5 years	118	125	130	130	130
Regular employees on staff 6-10 years	106	111	140	140	118
Regular employees on staff 10+ years	333	351	330	330	345
Strategic Outcomes					
City operates more efficiently					
# of open positions throughout year	81	57	50	50	55
# staff turnover non-union positions	22	29	30	30	30
# staff turnover union positions	48	8	10	10	10
Work Process Outputs					
Candidate recruitment					
# of positions posted internally	40	13	30	30	26
# of positions advertised externally	45	44	30	30	40
# of telephone interviews	44	38	20	20	30
# of face to face interviews	590	415	350	350	435
# of assessment centers	0	0	1	1	1
# of candidates tested	211	270	200	200	215

**CITY OF APPLETON 2014 BUDGET
HUMAN RESOURCES**

Recruitment and Selection

Business Unit 14020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 99,327	\$ 97,096	\$ 97,650	\$ 97,650	\$ 99,607
6105 Overtime	64	19	-	-	-
6150 Fringes	42,127	39,854	41,922	41,922	42,473
6205 Employee Recruitment	10,770	9,782	13,000	13,000	13,000
6303 Memberships & Licenses	520	55	50	50	515
6307 Food & Provisions	731	779	500	500	700
6404 Consulting Services	17,486	7,563	18,000	18,000	18,000
6412 Advertising	7,687	7,372	7,000	7,000	7,000
6413 Utilities	178	174	250	250	250
Total Expense	<u>\$ 178,890</u>	<u>\$ 162,694</u>	<u>\$ 178,372</u>	<u>\$ 178,372</u>	<u>\$ 181,545</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Pre-employment physicals	\$ 8,000
Pre-employment psychologicals	10,000
	<u>\$ 18,000</u>

**CITY OF APPLETON 2014 BUDGET
HUMAN RESOURCES**

Employee & Labor Relations

Business Unit 14030

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Negotiate labor union contracts
- Address employee issues and handle grievances as they occur
- Investigate complaints and follow through to resolution
- Provide intervention and conflict resolution services
- Assist employees with issues or concerns
- Assist and advise employees on employment related issues
- Provide contract interpretation and training
- Coordinate and participate in grievance and interest arbitrations
- Monitor unemployment compensation

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Grievance resolution					
# of grievances	25	8	0	0	0
# of grievances sent to arbitration	0	2	0	0	0
Strategic Outcomes					
Sick leave frequency					
Avg. regular sick hours per employee	20.2	15.0	8.0	8.0	8.0
Avg. FMLA sick hours per employee	21.5	14.5	12.0	12.0	8.0
Avg. PTO (sick) hours per employee	New measure	5.4	8.0	8.0	8.0
Work Process Outputs					
Labor contracts negotiated and administered					
# of contracts under negotiation	3	1	1	1	2
# of contracts sent to arbitration	0	0	0	0	0

**CITY OF APPLETON 2014 BUDGET
HUMAN RESOURCES**

Employee & Labor Relations

Business Unit 14030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 70,434	\$ 70,743	\$ 71,183	\$ 71,183	\$ 72,609
6105 Overtime	44	7	-	-	-
6150 Fringes	22,025	22,503	23,821	23,821	24,246
6302 Subscriptions	815	825	1,270	1,270	1,270
6303 Memberships & Licenses	320	320	320	320	320
6307 Food & Provisions	-	38	-	-	-
6404 Consulting Services	3,109	1,481	5,000	5,000	5,000
6413 Utilities	62	59	-	-	60
Total Expense	<u>\$ 96,809</u>	<u>\$ 95,976</u>	<u>\$ 101,594</u>	<u>\$ 101,594</u>	<u>\$ 103,505</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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 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 online NEO.gov performance evaluation system
- Update City workforce analysis to identify potential future 'gaps'
- Provide training on the Health Care Reform Act to all employees to prepare for upcoming changes

Major Changes in Revenue, Expenditures or Programs:

Maintaining the ability to bring in the most effective speakers is the reason for keeping the training budget the same as the 2013 budget.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Timely, resourceful training provided					
% employees reported very satisfied	72%	71%	70%	70%	70%
% employees reported satisfied	28%	29%	30%	30%	30%
% employees reported not satisfied	0%	0%	0%	0%	0%
Strategic Outcomes					
% of FT & PT employees trained on required topics	99%	100%	100%	100%	100%
Work Process Outputs					
Training programs conducted					
Number of training topics covered at required classes	29	26	30	30	30
Avg. number participants per session	23	20	25	25	25

**CITY OF APPLETON 2014 BUDGET
HUMAN RESOURCES**

Staff Development & Training

Business Unit 14040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 61,986	\$ 77,684	\$ 78,207	\$ 78,207	\$ 79,776
6105 Overtime	4	43	-	-	-
6150 Fringes	22,720	30,120	31,907	31,907	32,352
6201 Training\Conferences	19,662	25,025	30,000	30,000	30,000
6303 Memberships & Licenses	199	179	200	200	200
6307 Food & Provisions	788	426	400	400	700
Total Expense	<u>\$ 105,359</u>	<u>\$ 133,477</u>	<u>\$ 140,714</u>	<u>\$ 140,714</u>	<u>\$ 143,028</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Training and Conferences

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

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Charges for Services	98	82	24	0	0	0	0
TOTAL REVENUES	98	82	24	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	377,591	368,379	262,819	429,664	429,664	438,275	438,275
Labor Pool Allocations	0	0	1,714	0	0	0	0
Overtime	398	173	78	0	0	0	0
Part-Time	0	0	6,400	26,000	26,000	28,425	0
Sick Pay	4,346	2,894	568	0	0	0	0
Vacation Pay	42,341	56,103	38,695	0	0	0	0
Fringes	155,540	151,310	111,602	163,839	163,839	164,517	162,342
Salaries & Fringe Benefits	580,216	578,859	421,876	619,503	619,503	631,217	600,617
Training & Conferences	20,491	25,224	8,318	30,000	30,000	30,000	30,000
Employee Recruitment	10,770	9,782	9,187	13,000	13,000	13,000	13,000
Parking Permits	2,218	2,058	1,938	2,124	2,124	2,124	2,184
Office Supplies	636	926	257	1,500	1,500	1,500	1,500
Subscriptions	816	826	836	1,270	1,270	1,270	1,270
Memberships & Licenses	1,039	554	574	570	570	1,035	1,035
Awards & Recognition	72	0	0	89	89	89	89
Food & Provisions	1,856	1,452	466	1,019	1,019	1,519	1,519
Administrative Expense	37,898	40,822	21,576	49,572	49,572	50,537	50,597
Books & Library Materials	60	0	0	0	0	0	0
Printing & Reproduction	3,272	2,461	1,866	3,600	3,600	3,600	3,600
Miscellaneous Equipment	50	532	0	500	500	500	500
Supplies & Materials	3,382	2,993	1,866	4,100	4,100	4,100	4,100
Consulting Services	24,095	9,044	11,778	23,000	23,000	23,000	23,000
Advertising	7,687	7,372	4,400	7,000	7,000	7,000	7,000
Other Contracts/Obligations	0	79	67	110	110	110	110
Purchased Services	31,782	16,495	16,245	30,110	30,110	30,110	30,110
Telephone	658	626	479	850	850	1,390	910
Utilities	658	626	479	850	850	1,390	910
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	653,936	639,795	462,042	704,135	704,135	717,354	686,334

CITY OF APPLETON 2014 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Behnke

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

CITY OF APPLETON 2014 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 2013 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 2013. Reviewed all insurance policies to continue premiums at the lowest cost and maintain proper levels of coverage for the City's liability needs.

To help keep our staff safe while at work, we modified and distributed various Risk policies including Asbestos, Fork Lift, Risk Management and Trenching and Excavation. 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 "deal or no deal" safety game to help reinforce safety topics for general employee and seasonal participants.

In addition, we looked for new, more efficient ways to manage our risk efforts. We worked with departments on changes to the certificate of insurance hold harmless indemnification form that was developed as a LEAN project which resulted in efficiencies for external customers and internal staff. We use the Metafile scanning system for all materials safety data sheets (MSDS). This has helped us to comply with the required global harmonized system changes. We anticipate working with Cities and Villages Mutual Insurance Company (CVMIC) on the transfer to an online MSDS/SDS tracking system.

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.

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

In 2013 we settled several of the city's higher value claims (2 from 2010 incidents and 1 from a 2011 incident). Cooperatively with the Finance Department, we completed the bi-annual insurance fund actuarial study. We worked with CVMIC on the risk management audit, which is completed every three years and continued updating the risk manager's job manual.

Regarding the ongoing Fox River cleanup litigation, in 2013, Judge Griesbach rendered decisions on the issues of contribution and divisibility. The Judge ruled that NCR Paper is not entitled to contributions from other parties and that damages to the Fox River were not divisible amongst the parties. The City continues to work with all parties to reach a settlement. The City has also commenced an action in Outagamie County involving the insurance carriers and the respective liability, if any, of those companies. The City has also become involved with an increased level of discussion with the agencies for a settlement releasing the City of all liabilities. Those discussions continue.

CITY OF APPLETON 2014 BUDGET RISK MANAGEMENT

MAJOR 2014 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 risk manager claims investigation and procedures 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 (19 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 (listing of work related injuries and illnesses) and send mandatory reports to the state
- Analyze workers' compensation statistics and work with departments to develop appropriate courses of action
- Work with CVMIC to conduct mock Department of Commerce audits
- Provide confined space entry training for employees in the Water, Wastewater, MSB, Parks, Rec and Facilities Management departments
- Provide trenching and excavation training (classroom and field) for employees in the Public Works department
- Update asset values by conducting property appraisals to ensure adequate insurance levels are maintained

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 1,488,641	\$ 2,511,095	\$ 1,455,077	\$ 1,455,077	\$ 1,499,790	3.07%
Program Expenses							
6210	Property & Liability Mgt.	1,624,548	2,062,917	1,317,292	1,317,292	1,358,334	3.12%
6220	Loss Control	136,173	134,202	137,785	137,785	141,456	2.66%
Total Program Expenses		\$ 1,760,721	\$ 2,197,119	\$ 1,455,077	\$ 1,455,077	\$ 1,499,790	3.07%
Expenses Comprised Of:							
Personnel		306,935	303,634	309,278	309,278	315,295	1.95%
Administrative Expense		1,426,861	1,879,884	1,113,859	1,113,859	1,161,095	4.24%
Supplies & Materials		2,890	1,076	2,550	2,550	2,550	0.00%
Purchased Services		23,926	12,424	29,190	29,190	20,650	-29.26%
Utilities		109	101	200	200	200	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

CITY OF APPLETON 2014 BUDGET RISK MANAGEMENT

Property & Liability Management

Business Unit 6210

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

Our premium increases are due to expected rates based on initial estimates from all our insurance carriers.

The decrease to our workers' compensation expenses is a result of a new 7 year average which reflects lower average losses over that period.

The increase to our uninsured losses is due to an increase in our 7 year average based on actual claim history. We experienced a number of higher dollar liability claims over the last couple of years. One of the individual claims was from an accident in 2010 that actually hit our excess level of \$175,000, which was finalized and paid in 2013. Due to these costly claims, a special one-time user charge (\$400,000) was approved in 2013 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 continues to be a source of potential liability for the City. The City is currently working with the other 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. To date, \$2,034,390 in claims have been submitted and \$1,757,151 has been reimbursed. Reimbursement is slow but continues to be collected, with \$277,239 currently outstanding. Of this amount outstanding, an allowance for uncollectible accounts has been established of \$177,511 due to the age of the receivables. Included in the 2014 budget, is an allowance for potential expenses that will not be reimbursed of \$15,000 of the \$250,000 of estimated expenses.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Insurance Costs					
Average workers' compensation costs per claim*	\$ 4,454	\$ 3,777	\$ 4,000	\$ 4,000	\$ 3,710
Avg cost per general liability claim*	\$ 529	\$ 428	\$ 300	\$ 300	\$ 450
Avg cost per auto liability claim*	\$ 884	\$ 146	\$ 600	\$ 600	\$ 435
Strategic Outcomes					
Minimize claims expense					
\$ value of claims paid*	\$ 389,273	\$ 225,403	\$ 300,000	\$ 300,000	\$ 260,000
\$ value of subrogation recovery*	\$ 22,040	\$ 6,369	\$ 11,000	\$ 11,000	\$ 12,000
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	10	10	10	10
# of new insurance policies purchased	1	0	0	0	1
Number of claims filed					
General liability	75	49	50	50	60
Auto liability	32	19	30	30	25
Workers' comp - lost time	11	8	7	7	10
Workers' comp - medical only	55	49	50	50	50

* Initial claims in year presented only

CITY OF APPLETON 2014 BUDGET RISK MANAGEMENT

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv.- Nontax	\$ 1,038,827	\$ 1,859,721	\$ 1,149,787	\$ 1,149,787	\$ 1,194,790
5035 Other Reimbursements	64,997	71,953	70,290	70,290	70,000
5082 Insurance Proceeds	384,817	579,421	235,000	235,000	235,000
Total Revenue	<u>\$ 1,488,641</u>	<u>\$ 2,511,095</u>	<u>\$ 1,455,077</u>	<u>\$ 1,455,077</u>	<u>\$ 1,499,790</u>
Expenses					
6101 Regular Salaries	\$ 143,332	\$ 143,166	\$ 144,531	\$ 144,531	\$ 147,425
6105 Overtime	136	12	-	-	-
6150 Fringes	47,917	46,096	48,655	48,655	49,607
6206 Parking Permits	1,152	1,152	1,152	1,152	1,152
6301 Office Supplies	702	1,065	1,500	1,500	1,500
6320 Printing & Reproduction	55	-	-	-	-
6327 Miscellaneous Equipment	1,780	-	500	500	500
6401 Accounting/Audit	1,933	1,731	2,290	2,290	2,350
6404 Consulting Services	8,442	-	14,400	14,400	4,400
6501 Insurance	376,932	396,125	409,764	409,764	418,700
6626 Uninsured Losses	384,185	1,131,656	300,500	300,500	346,700
6627 Uninsured Losses - WC	628,776	341,914	394,000	394,000	386,000
7914 Trans Out - Capital Project	29,206	-	-	-	-
Total Expense	<u>\$ 1,624,548</u>	<u>\$ 2,062,917</u>	<u>\$ 1,317,292</u>	<u>\$ 1,317,292</u>	<u>\$ 1,358,334</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Insurance

CVMIC Pool Coverage:

Liability	\$ 96,000
Excess liability	11,000
Employment practice	22,500
Automobile	16,200
Package property	208,400
Excess workers' compensation	64,600
	<u>\$ 418,700</u>

Uninsured Losses

General liability	\$ 96,100
Automobile	600
Fox River litigation attorney fees	250,000
	<u>\$ 346,700</u>

Uninsured Losses - WC

Medical payments	\$ 284,500
Comp-lost time	87,500
Other administrative expenses	14,000
	<u>\$ 386,000</u>

CITY OF APPLETON 2014 BUDGET RISK MANAGEMENT

Safety/Loss Prevention

Business Unit 6220

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Continue training employees on usage of the automated external defibrillators (AED), CPR & first aid
- Conduct training with volunteers, seasonal and part-time employees in the areas of harassment and discrimination, right to know, workplace violence, 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
- Conduct trenching and excavation training

Major changes in Revenue, Expenditures, or Programs:

Due to feedback from our vendors, we are increasing our consulting services account to reflect the scheduled higher rates in 2014. Specifically, the increase is related to respirator and CDL charges which are projected to increase 10% next year along with an increase in the number of respirator fit tests due to more DPW staff meeting the requirements for testing.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Safety and loss prevention knowledge					
% of required attendees who attended safety training classes	87%	100%	100%	100%	100%
Strategic Outcomes					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	131	128	125	125	125
# of safety problems	242	219	200	200	210
# of safety corrections	206	203	175	175	190
Work Process Outputs					
Employees Educated					
# of topics covered during each safety class	11	19	15	15	15
Avg employees per session	28	28	26	26	28

**CITY OF APPLETON 2014 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 83,340	\$ 83,968	\$ 84,081	\$ 84,081	\$ 85,764
6105 Overtime	7	14	-	-	-
6108 Part Time	30	-	-	-	-
6150 Fringes	32,174	30,378	32,011	32,011	32,499
6201 Training\Conferences	5,014	6,531	5,500	5,500	5,500
6303 Memberships & Licenses	130	140	150	150	150
6305 Awards & Recognition	100	98	140	140	140
6307 Food & Provisions	664	1,203	1,153	1,153	1,253
6315 Books & Library Materials	78	-	100	100	100
6320 Printing & Reproduction	956	1,062	1,600	1,600	1,600
6323 Safety Supplies	21	14	100	100	100
6327 Miscellaneous Equipment		-	250	250	250
6404 Consulting Services	13,550	10,614	12,500	12,500	13,900
6413 Utilities	109	101	200	200	200
6599 Other Contracts / Obligations	-	79	-	-	-
Total Expense	\$ 136,173	\$ 134,202	\$ 137,785	\$ 137,785	\$ 141,456

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Charges for Services	1,038,827	1,859,721	766,718	1,149,787	1,149,787	0	1,194,790
Other Revenues	449,814	651,374	216,307	305,290	305,290	0	305,000
TOTAL REVENUES	1,488,641	2,511,095	983,025	1,455,077	1,455,077	0	1,499,790
EXPENSES BY LINE ITEM							
Regular Salaries	200,171	198,585	139,508	228,612	228,612	233,189	233,189
Labor Pool Allocations	0	0	137	0	0	0	0
Overtime	143	26	22	0	0	0	0
Part-Time	30	0	0	0	0	0	0
Sick Pay	5,584	1,576	537	0	0	0	0
Vacation Pay	20,916	26,973	20,137	0	0	0	0
Fringes	80,091	76,474	55,836	80,666	80,666	81,927	82,106
Salaries & Fringe Benefits	306,935	303,634	216,177	309,278	309,278	315,116	315,295
Training & Conferences	5,014	6,531	1,012	5,500	5,500	5,500	5,500
Parking Permits	1,152	1,152	1,152	1,152	1,152	1,152	1,152
Office Supplies	702	1,065	235	1,500	1,500	1,500	1,500
Memberships & Licenses	130	140	130	150	150	150	150
Awards & Recognition	100	98	0	140	140	140	140
Food & Provisions	664	1,203	994	1,153	1,153	1,253	1,253
Insurance	376,932	396,125	402,543	409,764	409,764	418,700	418,700
Uninsured Losses	384,185	1,131,655	445,191	300,500	300,500	96,700	346,700
Uninsured Losses - WC	628,776	341,914	349,439	394,000	394,000	386,000	386,000
Trans Out - Capital Projects	29,206	0	0	0	0	0	0
Administrative Expense	1,426,861	1,879,883	1,200,696	1,113,859	1,113,859	911,095	1,161,095
Books & Library Materials	78	0	141	100	100	100	100
Printing & Reproduction	1,011	1,062	493	1,600	1,600	1,600	1,600
Safety Supplies	21	14	27	100	100	100	100
Miscellaneous Equipment	1,780	0	0	750	750	750	750
Supplies & Materials	2,890	1,076	661	2,550	2,550	2,550	2,550
Accounting/Audit	1,933	1,731	0	2,290	2,290	0	2,350
Bank Services	314	0	0	0	0	0	0
Consulting Services	22,307	10,614	13,645	26,900	26,900	18,300	18,300
Other Contracts/Obligations	0	79	0	0	0	0	0
Purchased Services	23,926	12,424	13,645	29,190	29,190	18,300	20,650
Telephone	109	101	67	200	200	200	200
Utilities	109	101	67	200	200	200	200
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,760,721	2,197,118	1,431,246	1,455,077	1,455,077	1,247,261	1,499,790

**CITY OF APPLETON 2014 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

Revenues	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Charges for Services	\$ 1,038,827	\$ 1,859,721	\$ 1,149,787	\$ 1,550,077	\$ 1,194,790
Other	64,957	71,953	70,290	70,390	70,000
Total Revenues	<u>1,103,784</u>	<u>1,931,674</u>	<u>1,220,077</u>	<u>1,620,467</u>	<u>1,264,790</u>
Expenses					
Litigation Fees	331,165	554,223	250,000	250,000	250,000
Other Operating Expenses	1,400,350	1,642,896	1,205,077	1,591,965	1,249,790
Total Expenses	<u>1,731,515</u>	<u>2,197,119</u>	<u>1,455,077</u>	<u>1,841,965</u>	<u>1,499,790</u>
Operating Income (Loss)	(627,731)	(265,445)	(235,000)	(221,498)	(235,000)
Non-Operating Revenues (Expenses)					
Investment Income	-	-	-	-	-
Other Non-Operating Income	384,857	579,421	235,000	235,000	235,000
Transfer Out - Capital Projects	(29,206)	-	-	-	-
Total Non-Operating	<u>355,651</u>	<u>579,421</u>	<u>235,000</u>	<u>235,000</u>	<u>235,000</u>
Change in Net Assets	(272,080)	313,976	-	13,502	-
Fund Balance - Beginning	42,049	(230,031)	83,945	83,945	97,447
Fund Balance - Ending	<u>\$ (230,031)</u>	<u>\$ 83,945</u>	<u>\$ 83,945</u>	<u>\$ 97,447</u>	<u>\$ 97,447</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ (176,544) ¹	\$ (163,042)
+ Change in Net Assets	13,502	-
Working Cash - End of Year	<u>\$ (163,042)</u>	<u>\$ (163,042)</u>

¹ Does not include accounts receivable of \$418,751 for reimbursement of Fox River litigation costs from insurance companies that was outstanding at January 1, 2013.

**CITY OF APPLETON 2014 BUDGET
RISK MANAGEMENT**

NOTES

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CITY OF APPLETON 2014 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT

Community Development Director: Karen E. Harkness

Deputy Director: Monica N. Klaeser

CITY OF APPLETON 2014 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2013 EVENTS

In 2013, the Community & Economic Development Department continued to deliver services to the public with a focus on meeting the community needs and enhancing quality of life.

- * Major downtown revitalization projects were completed: A complete reconstruction of Houdini Plaza occurred making it a beautiful focal point of our downtown and a modern venue for outdoor events. This was a successful public/private initiative. The vacant and obsolete Washington Building was razed providing for additional green space and beautification near the City campus.
- * TID #2 was closed as sufficient increment was collected to cover all project costs within this TID. The district's property value will now move back to the citywide assessment roll, providing for a significant increase (\$13,430,000) in the city's tax base.
- * TID #8, continues to see development in three core areas - RiverHeath, former Foremost Farms and Eagle Flats. The assessed value of TID #8 grew by 35% for 2013. (\$2,260,400)
- * The Department staff coordinated the annual Historic Preservation/Restoration and Stewardship Certificate Awards program for the month of May for the Historic Preservation Commission. There were two properties nominated and both were approved for a Historic Preservation/Restoration Certificate, which were presented at the May 15th Common Council Meeting.
- * The Department staff in collaboration with The Friends of Hearthstone, Inc. applied for and received a Certified Local Government grant (\$5,960) from the Wisconsin Historical Society to cover the costs of hiring a professional consultant to prepare a National Register Nomination for the Hearthstone building, located at 625 West Prospect Avenue.
- * On May 20, 2013, the Department staff presented their analysis of allowing outdoor storage of recreational vehicles when accessory to a personal storage facility (Self storage/mini-warehouse). The Plan Commission determined outdoor storage of recreational vehicles is important to the City as a whole and directed staff to present the proposed zoning text amendments at an Informal Public Hearing. In June, the Plan Commission reviewed proposed zoning text amendments and recommended approval by the Common Council. Two significant site plan approvals for 2013 included the St. Elizabeth Hospital Bed Tower and Riverheath Building B4.
- * Appleton's GIS program continued to expand helping more staff members be effective and efficient in their jobs. Mobile technology saw the most activity during the year with several new projects being implemented and one existing project revamped. The water meter mobile project is a great example of the effectiveness of a mobile project by combining several complex steps into one electronic solution for City staff. This project also exchanges data on a daily basis with the I series allowing for several people to work directly on the system and update this data from the field.
- * The Fox Cities Trails Map was completely updated and reprinted. Appleton GIS collaborates with all regional municipalities to gather and compile data, create the map and coordinate the printing which is a great example of leadership in the field.
- * Creating a fair, equitable, healthy and high-performing organization. Staff continued to support a welcoming and inclusive community through policy review, education and awareness. In working with the Assessors Office, staff also began tracking the number of minority owned businesses in Appleton.
- * To support and assist our Economic Development Strategic Plan, we created a focus on minority owned business retention in 2013. The Diversity Coordinator met with new business leaders, helped resolve issues with existing businesses and developed relationships with businesses.
- * In 2013, the City of Appleton Homeowner Rehabilitation Loan Program rehabilitated eighteen owner-occupied homes, while the Rental Rehabilitation Loan Program rehabilitated seven tenant-occupied units.
- * Appleton's first registered neighborhoods were approved in summer 2013. The registration process requires neighborhood representatives to complete the Neighborhood Academy prior to application and award of grant funds to support a neighborhood project. The first Neighborhood Academy will be offered beginning in Fall 2013 and concluding in Spring 2014.
- * A full city-wide revaluation of Commercial property including apartments was successfully completed for 2013 to continue our 4-year revaluation cycle. This was a large project completed in-house which required accurate market research, sales and income analysis, data collection, field inspections, and appraisal computations on 1,300 complex properties, as well as effective public relations. Commercial properties are now more fairly and equitably assessed at 100% of market value.
- * The City's equalized value remained relatively stable for 2013 as home prices began to stabilize during 2012. Total equalized value decreased slightly by .6% from \$4,651,408,600 to \$4,622,312,200. This change is in-line with the statewide average decrease of .8%.
- * Finally, the Department continues to work and communicate with the business community in Appleton and throughout the region with efforts including social media, regular business retention visits and partnerships with community organizations that help build relationships that benefit the City.

CITY OF APPLETON 2014 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MAJOR 2014 OBJECTIVES

- * Formulate and implement a marketing plan that will result in development within targeted districts of the City and enhance the business climate and vibrancy of Appleton overall based on the Economic Development Strategic Plan.
- * 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 equalized value.
- * Sell four acres of business park land.
- * Implement the City's 2010-2030 Comprehensive Plan providing input to development proposals and 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, businesses and other City departments to formulate development proposals which implement City-wide and neighborhood development plans.
- * Provide outreach to minority owned businesses to aid economic development.
- * Continue implementing strategic direction for the Diversity and Inclusion employee committee to promote diversity and inclusion within our organization to aid in recruiting and retention efforts.
- * Continue to allow easier access to the City's GIS system by enhancing existing mobile applications, creating new applications, utilizing ArcGIS Online as well as creating access for smartphones and tablets.
- * Upgrade City's GIS to a new server structure and latest software version, plan and implement new system architecture, migrate all databases, mobile applications, internal and external websites and train all staff members.
- * Develop an application to expand current parcel tracking process by incorporating the History of Planning Actions database and the City's Metafile document storage system.
- * A full City-wide revaluation of all 23,500 Residential parcels will be completed in-house by September 2014. We will use property data collected in recent years along with our new market model application (developed in-house) to efficiently establish accurate market value assessments on all homes. The state of the economy has affected many home values since they were last revalued in 2010. Value adjustments will be made as necessary to fairly distribute the tax burden.
- * With the assistance of DPW Engineering Technicians, begin a City-wide photo project to update Assessor photos on all 26,000 properties in the next two - three years. This project is dependent on weather and staff availability. Existing photos are utilized by many City departments, but are currently over 10 years old.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	
Program Revenues		\$ 16,994	\$ 18,250	\$ 19,600	\$ 19,600	\$ 19,600	0.00%
Program Expenses							
10550	Administration	285,309	256,939	240,451	240,451	247,144	2.78%
10551	Marketing	123,828	96,785	118,190	162,190	192,582	62.94%
10553	New & Redevelopment	93,083	79,632	94,115	94,115	107,599	14.33%
10554	Business Park	70,996	26,566	62,763	62,763	57,728	-8.02%
15020	Planning	259,990	215,090	264,701	264,701	245,768	-7.15%
13040	GIS	265,036	264,888	269,997	269,997	257,563	-4.61%
10555	Diversity	-	61,745	66,345	66,345	59,672	-10.06%
13520	Assessing	501,808	500,418	507,488	507,488	526,261	3.70%
TOTAL		\$ 1,600,050	\$ 1,502,063	\$ 1,624,050	\$ 1,668,050	1,694,317	4.33%
Expenses Comprised Of:							
	Personnel	1,506,094	1,427,875	1,531,670	1,531,670	1,506,654	-1.63%
	Administrative Expense	34,259	21,126	26,268	26,268	26,724	1.74%
	Supplies & Materials	10,430	13,185	11,575	11,575	17,175	48.38%
	Purchased Services	39,122	31,025	43,850	87,850	132,600	202.39%
	Utilities	2,572	2,509	4,540	4,540	5,070	11.67%
	Repair & Maintenance	7,573	6,343	6,147	6,147	6,094	-0.86%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	18.13	18.13	18.13	18.13	18.13	

CITY OF APPLETON 2014 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, thorough 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 2013 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.

The printing and reproduction budget includes the entire cost associated with the City Hall 5th floor color copier/scanner/fax machine located in the Community and Economic Development Department that is used by all Departments on the 5th floor. Departments are not charged back for this use. Additional printing funding is needed in 2014 for costs associated with the revaluation of all homes in Appleton.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Employee retention					
% staff turnover	16%	16%	0%	5%	0%
Compliance with policies					
# violations	0	0	0	0	0
Strategic Outcomes					
Quality training to support staff performance					
Training courses completed					
% complete	100%	100%	100%	100%	100%
Work Process Outputs					
Annual performance evaluations completed					
% complete	100%	100%	100%	100%	100%
Annual goals & objectives mutually developed					
% complete	100%	100%	100%	100%	100%

**CITY OF APPLETON 2014 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Administration

Business Unit 10550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv. - Nontax	\$ 1,273	\$ 1,288	\$ 1,100	\$ 1,100	\$ 1,100
5011 Misc. Revenue - Tax	11	4	-	-	-
5035 Other Reimbursements	-	58	-	-	-
Total Revenue	<u>\$ 1,284</u>	<u>\$ 1,350</u>	<u>\$ 1,100</u>	<u>\$ 1,100</u>	<u>\$ 1,100</u>
Expenses					
6101 Regular Salaries	\$ 185,733	\$ 168,181	\$ 149,010	\$ 149,010	\$ 151,886
6150 Fringes	65,878	53,305	54,523	54,523	54,764
6201 Training/Conferences	7,959	7,692	8,050	8,050	8,070
6206 Parking Permits	7,017	7,041	6,648	6,648	6,864
6301 Office Supplies	2,091	1,285	2,200	2,200	2,200
6302 Subscriptions	659	62	735	735	735
6303 Memberships & Licenses	2,866	3,161	3,200	3,200	3,200
6304 Postage & Freight	20	-	-	-	-
6305 Awards & Recognition	270	39	280	280	280
6307 Food & Provisions	368	497	390	390	400
6315 Books & Library Materials	112	59	75	75	75
6320 Printing & Reproduction	9,000	11,838	9,400	9,400	13,500
6327 Miscellaneous Equipment	-	-	200	200	200
6412 Advertising	765	1,270	1,200	1,200	1,300
6413 Utilities	2,571	2,509	4,540	4,540	3,670
Total Expense	<u>\$ 285,309</u>	<u>\$ 256,939</u>	<u>\$ 240,451</u>	<u>\$ 240,451</u>	<u>\$ 247,144</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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. 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:

In 2013, a combination of \$10,000 budgeted for a strategic marketing plan plus \$34,000 vacant salary dollars was approved from 2012 carry over to add to the \$28,000 in the 2013 budget for support of the Fox Cities Regional Partnership. A total of \$72,000 is requested again by the Fox Cities Regional Partnership for services in 2014, which is based on a \$1 per capita contribution.

The City's Economic Development Strategic Plan (EDSP), anticipated to be completed in late 2013, assessed existing conditions impacting the local economy and identified strategies that will contribute to the City's future economic health, enhance the business climate, ensure the vibrancy and viability of the City and support community growth consistent with the City's character and culture. Funding is included in 2014 to start implementation of these key strategies. The following are examples of some initiatives that may be developed from the plan:

- * Commission a Business Climate Study to review the local climate for business retention and expansion of existing businesses as well as recruiting outside businesses to the area. The study could conduct interviews with a cross section of local businesses and benchmark the City of Appleton against its peers to evaluate economic development policies and identify best practices to various issues impacting the business climate.
- * Prepare an Economic Development Resource Assessment identifying issues that should be addressed, related recommendations and implementation plans.
- * Prepare site readiness standards and market identified priority developments sites.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Connection to source of issue resolution or resource					
# Existing businesses assisted	37	61	40	30	40
# Start-up businesses assisted	21	34	35	17	35
Information specific to development in Appleton					
# of prospects information deliveries	28	48	70	30	70
Strategic Outcomes					
Appleton's economy grows and tax base enhanced					
% increase in total equalized value	new measure	-3.04%	2.60%	-0.60%	2.60%
Work Process Outputs					
Retention visit clients served					
# Business retention visits & follow-ups	12	6	40	32	40
Web pages revised or added					
# pages	36	16	40	40	30
Marketing initiatives completed					
# of plans and pieces developed	9	6	4	4	4
# of participants/fans/friends	new measure	304	260	260	350

**CITY OF APPLETON 2014 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 10551

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 65,417	\$ 61,444	\$ 67,167	\$ 67,167	\$ 68,348
6150 Fringes	20,823	19,109	22,523	22,523	21,734
6301 Office Supplies	7	-	-	-	-
6303 Memberships & Licenses	12,550	-	-	-	-
6305 Awards & Recognition	-	-	500	500	500
6320 Printing & Reproduction	223	-	-	-	-
6404 Consulting Services	8,640	-	28,000	72,000	102,000
6412 Advertising	16,168	16,232	-	-	- *
Total Expense	<u>\$ 123,828</u>	<u>\$ 96,785</u>	<u>\$ 118,190</u>	<u>\$ 162,190</u>	<u>\$ 192,582</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Fox Cities Regional Partnership (formerly Ignite Fox Cities Campaign)	\$ 72,000
Implementation of the Economic Development Strategic Plan recommendations & marketing plan	30,000
	<u>\$ 102,000</u>

* Marketing was appropriately budgeted in the Industrial Park Fund starting in 2013.

**CITY OF APPLETON 2014 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:

Funding to support consulting services for (re)development projects, including environmental assessments, site analysis and legal services is requested in 2014 to position the City for continued growth and investment. We are creating two TIF districts and have identified several sites that may be of interest outside the TIFs which will require consulting services.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Guidance rec'd to success in dev. in Appleton					
# projects consulted	27	24	15	15	15
Assist in land assembly, development incentives, or project management					
# developments generated via direct management	3	2	2	3	2
Strategic Outcomes					
Tax base enhanced					
\$ increase industrial/commercial	\$7.135 million	\$8.32 million	\$7 million	\$7 million	\$8 million
\$ increase in target districts	\$4.194 million	\$5.10 million	\$3 million	\$3 million	\$4 million
Work Process Outputs					
# of real estate transactions completed	1	1	1	1	1
# of development agreements completed	3	1	1	2	1

**CITY OF APPLETON 2014 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

New and Redevelopment Projects

Business Unit 10553

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 71,374	\$ 60,903	\$ 69,661	\$ 69,661	\$ 70,807
6150 Fringes	21,459	18,729	23,204	23,204	21,792
6404 Consulting Services	250	-	1,250	1,250	15,000
Total Expense	<u>\$ 93,083</u>	<u>\$ 79,632</u>	<u>\$ 94,115</u>	<u>\$ 94,115</u>	<u>\$ 107,599</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Variety of parcel options available					
# of improved acres	105	105	100	105	100
Size of parcels	1-14.6 acres	1-14.6 acres	1-15 acres	1-15 acres	1-15 acres
Strategic Outcomes					
Industrial portion of Appleton's tax base growth					
\$ business park permits	\$1.871 million	\$1.475 million	\$2 million	\$2 million	\$2 million
Work Process Outputs					
Industrial/business park land plan developed					
# of illustrative/narrative plans	0	0	0	0	1
Land development					
# acres acquired	0	0	0	0	0
# acres sold	0	1.44	4	0	4

**CITY OF APPLETON 2014 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Business Park

Business Unit 10554

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 56,315	\$ 19,702	\$ 45,457	\$ 45,457	\$ 45,636
6150 Fringes	14,681	6,864	17,306	17,306	12,092
Total Expense	<u>\$ 70,996</u>	<u>\$ 26,566</u>	<u>\$ 62,763</u>	<u>\$ 62,763</u>	<u>\$ 57,728</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Planning

Business Unit 15020

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Key Strategies:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

- * The projected 2014 number of administrative applications to be processed includes resubmittals plus including applications that were not previously included in the measure (Ex: liquor license renewal, second hand dealers, etc.).
- * The projected 2014 number of customer inquiries served increased due to including customer phone and email inquiries not previously included in the measure.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
% of Admin applications processed within the timeframe per ordinance		100%	100%	100%	100%
% of Commission applications processed within the timeframe per ordinance		100%	100%	100%	100%
% of customers inquiries served within the timeframe per department policy		100%	100%	100%	100%
% of complaints received on Admin applications processed		100%	98%	98%	98%
% of complaints received on Commission applications processed		100%	98%	98%	98%
Strategic Outcomes					
Identify areas that redevelopment is desirable		new measure	→		→
# of Admin applications to be processed, including resubmittals		165	100	100	425
# of Commission applications to be processed, including refer backs		new measure	→		25
# of Comp Plan and ordinance amendments to be processed		new measure	→		10
# of historic designations of sites, buildings, districts to be processed		2	6	2	3
# of Comp Plan goals and objectives to be implemented		25	6	6	6
Work Process Outputs					
# of Admin applications approved		new measure	→		425
# of Commission applications approved		new measure	→		25
# of customers inquiries served		369	275	275	600
# of Comp Plan and ordinance amendments adopted		new measure	→		10
# of historic sites, buildings, districts recognized		new measure	→		3
# of registered neighborhoods		new measure	→		2
# of special projects		new measure	→		2

**CITY OF APPLETON 2014 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Planning

Business Unit 15020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
5002 Zoning & Subdivision Fees	\$ 15,710	\$ 16,900	\$ 18,500	\$ 18,500	\$ 18,500
Total Revenue	<u>\$ 15,710</u>	<u>\$ 16,900</u>	<u>\$ 18,500</u>	<u>\$ 18,500</u>	<u>\$ 18,500</u>
Expenses					
6101 Regular Salaries	\$ 189,243	\$ 158,202	\$ 190,521	\$ 190,521	\$ 182,119
6150 Fringes	70,715	56,725	73,880	73,880	63,349
6305 Awards & Recognition	-	-	300	300	300
6320 Printing & Reproduction	32	163	-	-	-
Total Expense	<u>\$ 259,990</u>	<u>\$ 215,090</u>	<u>\$ 264,701</u>	<u>\$ 264,701</u>	<u>\$ 245,768</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Geographic Information Systems (GIS)

Business Unit 13040

PROGRAM MISSION

GIS exists for the benefit of City employees to 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 using available resources while ensuring departments are 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 and providing needed information and analysis.
- Enhance existing water meter replacement program mobile GIS application for DPW, develop new photo collection application on a tablet for the Assessor's office and create application for smartphone access to view utility information by DPW management.
- Finalize transition to new software version ArcGIS 10.2 for City GIS Systems, utilize available online training to learn updates to software version and train other City staff on changes and new functionality.

Major changes in Revenue, Expenditures, or Programs:

Continued to develop ways to help more staff members be effective and efficient in their jobs. Mobile technology saw the most activity during 2013 with several new projects being implemented and one existing project revamped. The water meter mobile project is a great example of the effectiveness of a mobile project by combining several complex steps into one electronic solution for City staff. This project also exchanges data on a daily basis with the I series allowing for several people to work directly on the system and update this data from the field.

In 2014, we plan to continue to allow easier access to the City's GIS system by enhancing existing mobile applications, creating new applications, utilizing ArcGIS Online as well as creating access for smartphones and tablets.

In 2014 we plan to upgrade City's GIS to a new server structure and latest software version, plan and implement new system architecture, migrate all databases, mobile applications, internal and external websites and train all staff members.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Accurate and useful information					
# of layers edited	new measure	498	600	600	600
Improve business and work flow					
# of users supported on new GIS software	67	76	80	80	85
Strategic Outcomes					
Integration of new GIS desktop software in City					
% of departments utilizing software	31%	41%	43%	43%	43%
Work Process Outputs					
Increase efficiency & effectiveness of City by using GIS					
# of projects	new measure	154	180	180	180
# of supported users	new measure	295	360	360	360

**CITY OF APPLETON 2014 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Geographic Information Systems (GIS)

Business Unit 13040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 192,337	\$ 193,272	\$ 194,219	\$ 194,219	\$ 182,925
6150 Fringes	72,699	71,616	75,778	75,778	74,638
Total Expense	<u>\$ 265,036</u>	<u>\$ 264,888</u>	<u>\$ 269,997</u>	<u>\$ 269,997</u>	<u>\$ 257,563</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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:

Maintain effective relations with members of culturally diverse communities

- Facilitate diversity issue resolution
- Improve and support community diversity through outreach, events and education

Support and assist in preparing an Economic Development Strategic Plan

- Work with Assessor's office to maintain a list of minority owned businesses
- Meet with new minority owned business leaders to support the development and growth of business

Support diversity and inclusion for community and staff

- Facilitate Diversity and Inclusion Group (DIG) Committee meetings
- Provide staff for community trainings and events, communicate to all departments about these opportunities
- Provide support to HR and other staff regarding policies to reflect diversity and inclusion, create opportunity for community-wide and employee policy regarding discrimination and equality

Provide Outreach to Minority Businesses

- Meet with owners and assist with processes such as permits, site plan review, public hearings, etc.
- Assist with the elimination of barriers such as language and culture
- Connect businesses with other support resources in the area

Major changes in Revenue, Expenditures, or Programs:

New funding requested for 2014 includes \$300 for interpreting costs.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
% of City policies reflecting diversity and inclusion	new measure	23%	24%	24%	25%
Facilitate diversity issue resolution # businesses, organizations and individuals assisted	new measure	87	80	90	95
Strategic Outcomes					
Improve & support community diversity # of meetings attended	new measure	341	350	350	350
Work Process Outputs					
Marketing initiatives completed to support diversity					
# of plans and pieces developed	new measure	93	55	95	100
# of participants/fans/friends	new measure	409	360	475	485

**CITY OF APPLETON 2014 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Diversity

Business Unit 10555

PROGRAM BUDGET SUMMARY

Description	Actual		Budget *		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ -	\$ 43,099	\$ 43,340	\$ 43,340	\$ 44,214
6150 Fringes	-	16,902	21,290	21,290	13,433
6303 Memberships & Licenses	-	750	715	715	725
6431 Interpreter Services	-	-	-	-	300
6412 Advertising	-	994	1,000	1,000	1,000
Total Expense	\$ -	\$ 61,745	\$ 66,345	\$ 66,345	\$ 59,672

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

* In 2011, the Diversity Coordinator position and program delivery was moved to Community & Economic Development and the associated budget items were originally folded into this Administration business unit. This business unit was created for 2012 to better communicate the mission, objectives and performance indicators for this program area.

**CITY OF APPLETON 2014 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 13520

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

We will review all 23,500 residential property assessments for 2014 as part of our four year revaluation cycle. This review includes all one to three family homes. Based on current market conditions, we are estimating a small value reduction of about 4% in our residential class due to the revaluation. Each assessment will be reviewed individually and the amount of change will vary considerably. Our goal is to provide accurate assessments at market value in order to fairly distribute the tax burden.

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.

Continue creating efficiencies: Fully implement our new automated valuation model (AVM) created by Technology Services and our office. This model quickly estimates the market value of homes. Also, begin using tablet computers in the field to eliminate hand-written notes that later require data entry, thereby saving an average 300 labor hours per year.

With the assistance of DPW Engineering Technicians, we will begin a City-wide photo project to update Assessor photos on all 26,000 properties in the next two years. Existing photos are utilized by many City Departments, but are over 10 years old.

Major changes in Revenue, Expenditures, or Programs:

The following City-wide revaluation costs are included for 2014: \$7,860 for an estimated 196 hours of total overtime for 4 staff appraisers due to the large quantity of work required; \$900 for an MLS subscription for nine months to help find comparable sales for unique homes.

\$2,000 has been added to Misc. Equipment to buy cameras and software for our City-wide photo project.

The utilities budget provides funding for 4G air card subscriptions needed to operate tablet computers in the field for assessing. Tablets are used to collect property data instead of paper and pencil, which saves staff from entering the same data when they return to the office.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Equitable assessments and equitable distribution of tax levy:					
Assessment districts within 10% of market value	99%	81%	100%	100%	100%
Coefficient of dispersion of assessment/sale ratios	10%	11%	9%	9%	9%
# Assessment errors resulting in inaccurate taxes	1	2	0	0	0
Strategic Outcomes					
Assessments accurately reflect market values:					
Residential class level of assessment	100%	105%	100%	100%	100%
Commercial class level of assessment	99%	99%	100%	100%	100%
Overall level of assessment	100%	103%	100%	100%	100%
Work Process Outputs					
% of buildings inspected to update records:					
Commercial new construction	100%	100%	100%	100%	100%
Residential new construction	90%	95%	100%	100%	100%
Recent sales	48%	65%	65%	65%	65%
Total # of interior inspections	4,421	2,594	2,500	2,500	2,000
Property record maintenance:					
Deeds processed (ownership changes)	2,084	2,315	2,000	2,000	2,200
Lot splits, CSM's, & new platted parcels	95	71	100	100	85
Annexed parcel(s)	5	2	5	5	2
Assessments updated	1,100	892	2,000	2,000	12,000

**CITY OF APPLETON 2014 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 13520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 340,982	\$ 354,467	\$ 349,399	\$ 349,399	\$ 356,829
6105 Overtime	95	206	3,000	3,000	7,860
6150 Fringes	138,341	125,149	131,392	131,392	134,228
6201 Training\Conferences	-	-	2,000	2,000	2,050
6302 Subscriptions	105	177	850	850	950
6303 Memberships & Licenses	350	423	400	400	450
6320 Printing & Reproduction	-	62	-	-	-
6327 Miscellaneous Equipment	1,063	1,063	1,900	1,900	3,400
6413 Utilities	-	-	-	-	1,400
6425 CEA Equip. Rental	7,573	6,343	6,147	6,147	6,094
6599 Other Contracts/Obligations	13,299	12,528	12,400	12,400	13,000
Total Expense	<u>\$ 501,808</u>	<u>\$ 500,418</u>	<u>\$ 507,488</u>	<u>\$ 507,488</u>	<u>\$ 526,261</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Charges for Services	1,272	1,288	468	1,100	1,100	1,100-	1,100
Other Revenues	15,721	16,962	12,574	18,500	18,500	18,500-	18,500
TOTAL REVENUES	16,993	18,250	13,042	19,600	19,600	19,600-	19,600
EXPENSES BY LINE ITEM							
Regular Salaries	961,331	903,120	653,523	1,107,024	1,107,024	1,101,525	1,101,864
Labor Pool Allocations	2,241	47,551	33,567	0	0	0	0
Overtime	96	207	3,120	3,000	3,000	7,860	7,860
Other Compensation	0	0	1,400	1,750	1,750	900	900
Sick Pay	35,403	1,265	83	0	0	0	0
Vacation Pay	102,425	107,333	78,723	0	0	0	0
Fringes	404,597	368,398	268,447	419,896	419,896	395,256	396,030
Salaries & Fringe Benefits	1,506,093	1,427,874	1,038,863	1,531,670	1,531,670	1,505,541	1,506,654
Training & Conferences	7,958	7,692	5,553	10,050	10,050	10,120	10,120
Parking Permits	7,017	7,041	6,648	6,648	6,648	6,864	6,864
Office Supplies	2,097	1,285	1,508	2,200	2,200	2,200	2,200
Subscriptions	763	239	364	1,585	1,585	1,685	1,685
Memberships & Licenses	15,766	4,333	3,834	4,315	4,315	4,375	4,375
Postage & Freight	20	0	0	0	0	0	0
Awards & Recognition	270	39	0	1,080	1,080	1,080	1,080
Food & Provisions	368	497	202	390	390	400	400
Administrative Expense	34,259	21,126	18,109	26,268	26,268	26,724	26,724
Books & Library Materials	112	59	0	75	75	75	75
Printing & Reproduction	9,255	12,063	5,129	9,400	9,400	13,500	13,500
Miscellaneous Equipment	1,063	1,063	1,959	2,100	2,100	3,600	3,600
Supplies & Materials	10,430	13,185	7,088	11,575	11,575	17,175	17,175
Consulting Services	8,890	0	37,125	29,250	73,250	137,300	117,300
Advertising	16,933	18,497	1,580	2,200	2,200	2,300	2,300
Other Contracts/Obligations	13,299	12,528	12,795	12,400	12,400	13,000	13,000
Purchased Services	39,122	31,025	51,500	43,850	87,850	152,600	132,600
Telephone	1,055	1,021	794	1,600	1,600	1,170	1,170
Cellular Telephone	1,517	1,488	1,312	2,940	2,940	3,900	3,900
Utilities	2,572	2,509	2,106	4,540	4,540	5,070	5,070
Software Support	1,567	0	0	0	0	0	0
CEA Equipment Rental	7,573	6,343	4,242	6,147	6,147	6,094	6,094
Repair & Maintenance	9,140	6,343	4,242	6,147	6,147	6,094	6,094
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,601,616	1,502,062	1,121,908	1,624,050	1,668,050	1,713,204	1,694,317

CITY OF APPLETON 2014 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community & Economic Development Director: Karen E. Harkness

Deputy Director: Monica N. Klaeser

Note: Includes program administration of Community Development Block Grant Program as approved in 2012
For single audit/financial administration of Community Development Block Grant, see the Unclassified Section

CITY OF APPLETON 2014 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2013 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 2013, the Homeowner Rehabilitation Loan Program rehabilitated twenty-four owner-occupied housing unit. No Rental Rehabilitation Loan Program units were rehabbed.

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

Homeowner Rehabilitation Loan Program Funding Sources:

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

Rental Rehabilitation Loan Program Funding Sources:

- Program income from the repayment of Rental Energy Rehabilitation loans (Business Unit 2110)
- Program income from the repayment of WI Rental Rehabilitation loans (Business Unit 2120)
- Program income from the repayment of HOME Rental Rehabilitation loans (Business Unit 2130)

Neighborhood Program (NP)

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

Appleton's first registered neighborhoods were approved in summer 2013. The NP registration process requires neighborhood representatives to complete the Neighborhood Academy prior to application and award of grant funds to support a neighborhood project. The first Neighborhood Academy will be offered beginning in fall 2013 and concluding in spring 2014. Therefore, grant funds available to registered neighborhoods will first be allocated in 2014.

General CDBG Grants

For the 2013-2014 award of \$523,116, \$372,000 was allocated as detailed below for City programs. \$151,133 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$225,000
- Neighborhood Program \$40,000
- Appleton Housing Authority \$60,000
- Fair Housing Services \$22,000
- CDBG Administration \$25,000

CITY OF APPLETON 2014 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2014 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 Program (NP)

(Program Year: April 1 to March 31)

*Launch the Neighborhood Academy using CDBG funds and City funds

*Award grants to the participating registered neighborhoods, also from CDBG 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

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 1,029,972	\$ 682,329	\$ 714,066	\$ 714,066	\$ 583,180	-18.33%
Program Expenses							
2100	CDBG	385,185	225,086	155,000	155,000	97,000	-37.42%
2170	Homeowner Rehab Loan	543,536	351,035	446,000	446,000	446,180	0.04%
2180	Neighborhood Revit.	43,754	19,800	40,000	40,000	40,000	0.00%
2130	Rental Rehab.	41,827	90,222	73,066	73,066	-	-100.00%
TOTAL		\$ 1,014,302	\$ 686,143	\$ 714,066	\$ 714,066	\$ 583,180	-18.33%
Expenses Comprised Of:							
	Personnel	160,697	94,217	88,850	88,850	80,680	-9.20%
	Administrative Expense	790,524	569,993	618,950	618,950	495,200	-19.99%
	Supplies & Materials	803	2,321	600	600	200	-66.67%
	Purchased Services	62,112	14,833	5,466	5,466	6,900	26.23%
	Utilities	166	139	200	200	200	0.00%
	Repair & Maintenance	-	4,640	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	2.00	1.00	1.00	1.00	1.00	

CITY OF APPLETON 2014 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 2012 CDBG award of \$486,033, which was a decrease of 14% from the 2011 award. The 2013 CDBG award is \$523,133 (for the period April 1 2013 - March 31 2014), a 7.6% increase.

The 2015-2019 Consolidated Plan is due to HUD on February 15, 2015. Preparation of the plan will start in 2013 and continue throughout 2014. Additional administrative funds have been allocated to cover additional costs associated with the preparation of the Plan.

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 subrecipient awards.

For the overall CDBG timeliness ratio, a grantee is considered to be timely if 60 days prior to the end of the grantee's 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 \$372,000. The allocation of these funds is detailed below:

CDBG - Community Development	\$ 97,000*	Page 191
CDBG - Finance Administration	\$ 10,000	Page 97
Homeowner Rehab. Loan Program	\$225,000	Page 193
Neighborhood Program	\$ 40,000	Page 195

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

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Funding for community programs					
Annual Entitlement Amount	\$ 565,033	\$ 486,033	\$ 523,133	\$ 523,133	\$ 500,000
Carryover from previous years	\$ -	\$ -	\$ -	\$ -	\$ -
Reprogrammed CDBG Funds	\$ -	\$ 10,183	\$ -	\$ -	\$ -
CDBG-Recovery Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Percent of awards spent on projects	87.95%	81.89%	88.00%	91.00%	88.00%
Average award (not including program income)	\$ 35,500	\$ 39,803	\$ 32,283	\$ 47,558	\$ 30,000
Strategic Outcomes					
Maintain integrity of programs					
# of single-audit findings	0	0	0	0	0
# of HUD exceptions to annual action plan	0	0	0	0	0
# of HUD CAPER findings	0	0	0	0	0
Timely expenditure of funds					
Official HUD timeliness ratio (max. 1.5:1)					
Overall program	1.1:1	0.98:1	1.1:1	1.1:1	1.1:1
Work Process Outputs					
# of Block Grant awards made	14	10	10	10	10

**CITY OF APPLETON 2014 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4210 Federal Grants	\$ 372,714	\$ 226,888	\$ 155,000	\$ 155,000	\$ 97,000
5035 Other Reimbursements	-	-	-	-	-
Total Revenue	<u>\$ 372,714</u>	<u>\$ 226,888</u>	<u>\$ 155,000</u>	<u>\$ 155,000</u>	<u>\$ 97,000</u>
Expenses					
6101 Regular Salaries	\$ 20,563	\$ 7,275	\$ -	\$ -	\$ -
6150 Fringes	17,429	3,061	-	-	-
6201 Training/Conferences	243	1,828	-	-	2,000
6301 Office Supplies	-	-	-	-	200
6303 Memberships & Licenses	-	75	-	-	-
6325 Construction Materials	803	2,321	-	-	-
6412 Advertising	90	28	-	-	200
6413 Utilities	58	59	-	-	-
6425 CEA Equip. Rental	2,364	4,640	-	-	-
6599 Other Contracts/Obligations	-	12,294	-	-	2,000
6608 Block Grant Payments	343,635	193,505	155,000	155,000	92,600
Total Expense	<u>\$ 385,185</u>	<u>\$ 225,086</u>	<u>\$ 155,000</u>	<u>\$ 155,000</u>	<u>\$ 97,000</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

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

\$ 92,600

Summary of the Appleton CDBG Allocation Process

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

**CITY OF APPLETON 2014 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, CDBG Program Income, HOME Homeowner Program Income and Lead Hazard Control Program Income 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 has collected repayments of the Lead Hazard loans as program income. These funds are budgeted to be spent under other grant payments expense.

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.

The decrease in fringes from 2013 -2014 is due to an employees switching from family to single coverage.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 200,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 175,000
Lead Hazard Control grant	\$ 96,445	\$ -	\$ -	\$ -	\$ -
Program income received (all grants)	\$ 123,079	\$ 219,712	\$ 221,000	\$ 221,000	\$ 271,180
Unspent grant funds					
Committed	\$ 79,492	\$ 43,987	\$ 75,000	\$ 75,000	\$ 75,000
Uncommitted	\$ 18,363	\$ 75,230	\$ -	\$ -	\$ -
Strategic Outcomes					
Improved LMI single-family homes					
# of loans made	20	16	24	24	24
# units rehabilitated	23	18	24	24	24
# residents benefited	70	43	72	72	60
Average loan amount	\$ 20,328	\$ 13,575	\$ 15,000	\$ 15,000	\$ 15,000
Amount committed to rehab activity	\$ 406,567	\$ 217,207	\$ 360,000	\$ 360,000	\$ 360,000
Work Process Outputs					
# of applications processed	30	27	33	33	33
# of applications approved	15	17	27	27	27

CITY OF APPLETON 2014 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
HOMEOWNER REHABILITATION PROGRAM **Business Unit 2160/2170/2190**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4210 Federal Grants	\$ 196,571	\$ 205,377	\$ 225,000	\$ 225,000	\$ 175,000
4224 Miscellaneous State Aids	185,566	10,544	-	-	-
5035 Other Reimbursements	345	231	-	-	-
5050 Rehab Project Repayments	124,941	219,489	221,000	221,000	271,180
Total Revenue	\$ 507,423	\$ 435,641	\$ 446,000	\$ 446,000	\$ 446,180
Expenses					
6101 Regular Salaries	\$ 53,943	\$ 59,079	\$ 58,600	\$ 58,600	\$ 65,006
6150 Fringes	22,885	19,301	23,089	23,089	15,674
6201 Training/Conferences	482	298	600	600	600
6404 Consulting	192	-	-	-	-
6413 Utilities	84	80	200	200	200
6599 Other Contracts/Obligations	58,696	1,831	4,311	4,311	4,700
6608 Block Grant Payments	250,159	259,950	349,700	349,700	334,000
6630 Other Grant Payments	157,095	10,496	9,500	9,500	26,000
Total Expense	\$ 543,536	\$ 351,035	\$ 446,000	\$ 446,000	\$ 446,180

DETAILED SUMMARY OF 2014 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 \$ 334,000

Other Grant Payments

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

Rehab projects \$ 26,000

**CITY OF APPLETON 2014 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

NEIGHBORHOODS PROGRAM (NP)

Business Unit 2180

PROGRAM MISSION

For the benefit of low-moderate income (LMI) neighborhoods, the NP will help create and/or maintain suitable living environments 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 neighborhoods, attracting new businesses, enhancing public spaces -- that contribute to the social, cultural and economic vitality of neighborhoods.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The goal of this program is to foster communication between neighborhoods and the City of Appleton.

Major changes in Revenue, Expenditures or Programs:

The NP delivery will incorporate the use of multiple CDBG (HUD) national objectives as a means of facilitating and completing projects in a more timely and effective manner.

The NP registration process requires neighborhood representatives to complete the Neighborhood Academy prior to application and award of grant funds to support a neighborhood project. The first Neighborhood Academy will be offered beginning in Fall 2013 and concluding in Spring 2014. Therefore grant funds available to registered neighborhoods will first be allocated in 2014. \$15,000 is budgeted for 2 neighborhood grants in 2014. \$5,000 is for the Neighborhood Academy along with an additional \$3,000 for opportunities/projects/partnerships.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
# of new partnerships/ collaborations generated		New measure	—————>		1
# of registered neighborhoods		New measure	—————>		3
# of Neighborhood Academy Participants		New measure	—————>		10
Strategic Outcomes					
Unspent grant funds					
Committed	N/A	\$0	\$0	\$0	\$0
Uncommitted	N/A	\$40,000	\$40,000	\$40,000	\$0
Work Process Outputs					
##/\$ Neighborhood Improvement Grants		New measure	—————>		2/\$15,000

CITY OF APPLETON 2014 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
NEIGHBORHOOD REVITALIZATION PROGRAM (NRP) **Business Unit 2180**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4210 Federal Grants	\$ 43,754	\$ 19,800	\$ 40,000	\$ 40,000	\$ 40,000
Total Revenue	<u>\$ 43,754</u>	<u>\$ 19,800</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>
Expenses					
6101 Regular Salaries	\$ 21,570	\$ -	\$ -	\$ -	\$ -
6150 Fringes	10,339	-	-	-	-
6201 Training/Conferences	-	-	-	-	2,000
6413 Utilities	24	-	-	-	-
6608 Block Grant Payments	11,821	19,800	40,000	40,000	38,000
Total Expense	<u>\$ 43,754</u>	<u>\$ 19,800</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Block grant payments

Awards to community/neighborhood organizations for the benefit of low to moderate income (LMI) persons and to create strong neighborhoods:

\$ 38,000
\$ 38,000

**CITY OF APPLETON 2014 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:

No Program Income or new award funds are expected for this program in 2014. The Community and Economic Development Department is in the process of proposing to eliminate this program and move any future program income into the Homeowner Rehabilitation Loan Program. The City has a higher demand for owner rehab than rental rehab. There are also other entities within the City that are in a better position to handle the rental needs in the City.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
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)	\$ 106,345	\$ -	\$ 72,939	\$ 72,939	\$ -
Unspent grant funds					
Committed	\$ 62,213	\$ 24,339	\$ 12,000	\$ 12,000	\$ -
Uncommitted	\$ 68,862	\$ 67,640	\$ -	\$ -	\$ -
Strategic Outcomes					
Improved low income rental property					
# of loans made	3	4	4	4	-
Average loan amount	\$ 22,824	\$ 19,979	\$ 16,188	\$ 16,188	\$ -
# units rehabilitated	10	7	7	7	-
# of residents benefited	\$ 22	\$ 15	\$ 21	\$ 21	\$ -
Rehab activity (\$ committed)	\$ 68,473	\$ 79,914	\$ 64,750	\$ 64,750	\$ -
Work Process Outputs					
# of applications processed	5	12	8	8	-
# of applications approved	3	4	4	4	-

**CITY OF APPLETON 2014 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Rental Rehabilitation

Business Unit 2110/2120/2130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
5050 Rehab Project Repayments	106,081	-	73,066	73,066	-
Total Revenue	<u>\$ 106,081</u>	<u>\$ -</u>	<u>\$ 73,066</u>	<u>\$ 73,066</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 9,778	\$ 4,180	\$ 5,137	\$ 5,137	\$ -
6150 Fringes	4,190	1,321	2,024	2,024	-
6599 Other Contracts/Obligations	770	680	1,155	1,155	-
6630 Other Grant Payments	27,089	84,041	64,750	64,750	-
Total Expense	<u>\$ 41,827</u>	<u>\$ 90,222</u>	<u>\$ 73,066</u>	<u>\$ 73,066</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Intergovernmental Revenues	805,655	490,287	134,933	430,000	430,000	500,000-	322,000
Interest Income	0	8	944-	0	0	0	0
Other Revenues	231,367	219,712	285,103	294,066	294,066	271,180-	271,180
TOTAL REVENUES	1,037,022	710,007	419,092	724,066	724,066	771,180-	593,180
EXPENSES BY LINE ITEM							
Regular Salaries	88,222	56,272	40,445	70,797	70,797	65,006	65,006
Labor Pool Allocations	6,892	6,828	0	0	0	0	0
Sick Pay	2,510	152	31	0	0	0	0
Vacation Pay	8,231	7,282	6,373	0	0	0	0
Fringes	54,843	23,684	11,244	26,553	26,553	15,674	15,674
Salaries & Fringe Benefits	160,698	94,218	58,093	97,350	97,350	80,680	80,680
Training & Conferences	724	2,086	120	600	600	4,600	4,600
Office Supplies	0	0	0	0	0	200	200
Memberships & Licenses	0	115	75	0	0	0	0
CDBG Expenses	605,616	473,253	235,282	544,700	548,325	652,600	464,600
Block Grant Payments	184,184	94,537	68,165	74,250	70,625	26,000	26,000
Administrative Expense	790,524	569,991	303,642	619,550	619,550	683,400	495,400
Landscape Supplies	0	1,995	0	0	0	0	0
Construction Materials	803	0	0	0	0	0	0
Supplies & Materials	803	1,995	0	0	0	0	0
Accounting/Audit	1,545	0	0	1,500	1,500	0	0
Consulting Services	5,696	27,318	3,242	0	0	0	10,000
Contractor Fees	0	327	0	0	0	0	0
Advertising	90	28	30	0	0	200	200
Other Contracts/Obligations	59,466	15,164	1,514	5,466	5,466	6,700	6,700
Purchased Services	66,797	42,837	4,786	6,966	6,966	6,900	16,900
Telephone	167	139	75	200	200	150	150
Cellular Telephone	0	0	26	0	0	50	50
Utilities	167	139	101	200	200	200	200
CEA Equipment Rental	2,364	4,640	0	0	0	0	0
Repair & Maintenance	2,364	4,640	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,021,353	713,820	366,622	724,066	724,066	771,180	593,180

This report includes the \$10,000 allocation of CDBG funds for administration shown on page 83.

CITY OF APPLETON 2014 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Intergovernmental	\$ 798,605	\$ 462,609	\$ 420,000	\$ 420,000	\$ 312,000
Other	231,367	219,720	294,066	294,066	271,180
Total Revenues	<u>1,029,972</u>	<u>682,329</u>	<u>714,066</u>	<u>714,066</u>	<u>583,180</u>
Expenses					
Program Costs	<u>1,014,302</u>	<u>686,143</u>	<u>714,066</u>	<u>714,066</u>	<u>583,180</u>
Total Expenses	<u>1,014,302</u>	<u>686,143</u>	<u>714,066</u>	<u>714,066</u>	<u>583,180</u>
Revenues over (under) Expenses	15,670	(3,814)	-	-	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Net Change in Equity	15,670	(3,814)	-	-	-
Fund Balance - Beginning	88,652	104,322	100,508	100,508	100,508
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 104,322</u>	<u>\$ 100,508</u>	<u>\$ 100,508</u>	<u>\$ 100,508</u>	<u>\$ 100,508</u>

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

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**CITY OF APPLETON 2014 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 2014 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. Per the covenants the owners have one year to develop. The City has first right of refusal on these properties. 2014 funding also covers the portion of infrastructure in Southpoint Commerce Park that is outside of TIF #6. This infrastructure is funded on a proportional basis between TIF #6 and the Industrial Park Land Fund (IPLF). Further descriptions of these projects can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
TIF #6 Southpoint Commerce Park	\$ 7,663	Projects, Pg. 581
Asphalt Paving Program	21,675	Projects, Pg. 588
Total	\$ 29,338	

Major changes in Revenue, Expenditures or Programs:

Community & Economic Development staff secured a new five year lease (2013-2017) for farming the vacant business park land that substantially increases the City's revenue. The lease was signed in November 2012, with an initial deposit of \$500 that was applied to 2013 rent. The change in the IPLF was from \$8,232 in 2012 to \$35,868 in 2013 - 2017.

Land purchases are budgeted in 2014 to potentially repurchase lots in the Northeast Business Park that are not in compliance with the protective covenants for construction.

Eisenhower Drive between Plank Road and Midway Road has deteriorated to the point where significant maintenance is needed, particularly in the center lanes where many of the original utility installations occurred. The current temporary asphalt surface was installed in 2006 and with an intended life of 5-10 years. Although it was built as a 4-lane section, traffic volumes remain relatively low as the Southpoint Commerce Park is not yet fully developed. The proposed project will restore a safe ride to the most heavily used center two lanes and allow us to postpone the more costly concrete reconstruction for a period of 5-10 years which will hopefully coincide with more substantial build-out within the Southpoint Commerce Park .

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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

DEPARTMENT BUDGET SUMMARY

Programs	Actual		Budget			% Change *
	2011	2012	Adopted 2013	Amended 2013	2014	
Program Revenues	\$ 69,240	\$ 26,367	\$ 118,232	\$ 118,232	\$ 130,868	10.69%
Program Expenses	\$ 283,993	\$ 6,477	\$ 238,285	\$ 238,285	\$ 265,538	11.44%
Expenses Comprised Of:						
Personnel	8,384	96	2,085	2,085	2,125	1.92%
Administrative Expense	158,410	-	-	-	-	N/A
Supplies & Materials	19,793	-	-	-	16,150	N/A
Purchased Services	25,033	2,668	35,400	35,400	37,100	4.80%
Utilities	596	1,030	800	800	800	0.00%
Repair & Maintenance	4,700	-	-	-	1,700	N/A
Capital Expenditures	67,077	2,683	200,000	200,000	207,663	3.83%

* % change from prior year adopted budget
Industrial Park Land Fund.xls

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4710 Interest on Investments	\$ 61,008	\$ 18,135	\$ 30,000	\$ 30,000	\$ 15,000
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	35,868
Total Revenue	<u>\$ 69,240</u>	<u>\$ 26,367</u>	<u>\$ 118,232</u>	<u>\$ 118,232</u>	<u>\$ 130,868</u>
Expenses					
6102 Labor Pool Allocations	\$ 5,841	\$ 71	\$ 1,543	\$ 1,543	\$ 1,574
6105 Overtime	81	-	-	-	-
6108 Part Time	132	-	-	-	-
6150 Fringes	2,330	25	542	542	551
6404 Consulting Services	-	2,668	5,000	5,000	5,000
6309 Shop Supplies	38	-	-	-	-
6325 Construction Materials	19,547	-	-	-	16,150
6328 Signs	208	-	-	-	-
6408 Contractor Fees	9,931	-	-	-	1,700
6412 Advertising	-	-	18,000	18,000	18,000 *
6413 Utilities	596	1,030	800	800	800
6425 CEA Equip. Rental	4,700	-	-	-	1,700
6599 Other Contract/Obligations	15,102	2,683	12,400	12,400	12,400
6801 Land	-	-	200,000	200,000	200,000
6809 Infrastructure Construction	67,077	-	-	-	7,663
7913 Trans Out - Debt Service	158,410	-	-	-	-
Total Expense	<u>\$ 283,993</u>	<u>\$ 6,477</u>	<u>\$ 238,285</u>	<u>\$ 238,285</u>	<u>\$ 265,538</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Land</u>	
Re-purchase industrial park lots	<u>\$ 200,000</u>
<u>Advertising</u>	
Marketing	<u>\$ 18,000</u>
<u>Infrastructure Construction</u>	
TIF # 6 non-City infrastructure	<u>\$ 7,663</u>

* Marketing is appropriately budgeted in this fund, rather than the General Fund, starting in 2013.

**CITY OF APPLETON 2014 BUDGET
INDUSTRIAL PARK LAND
SOURCES AND USES OF FUNDS**

	2013 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Interest Income	\$ 61,008	\$ 18,135	\$ 30,000	\$ 15,000	\$ 15,000
Other	8,232	8,232	8,232	35,868	35,868
Total Revenues	<u>69,240</u>	<u>26,367</u>	<u>38,232</u>	<u>50,868</u>	<u>50,868</u>
Expenses					
Program Costs	125,582	6,477	238,285	5,000	265,538
Total Expenses	<u>125,582</u>	<u>6,477</u>	<u>238,285</u>	<u>5,000</u>	<u>265,538</u>
Revenues over (under) Expenses	(56,342)	19,890	(200,053)	45,868	(214,670)
Other Financing Sources (Uses)					
Operating Transfers Out	(158,410)	-	-	-	-
Sale of City Property	-	-	80,000	-	80,000
Total Other Financing Sources (Uses)	<u>(158,410)</u>	<u>-</u>	<u>80,000</u>	<u>-</u>	<u>80,000</u>
Net Change in Equity	(214,752)	19,890	(120,053)	45,868	(134,670)
Fund Balance - Beginning	<u>1,541,772</u>	<u>1,327,020</u>	<u>1,346,910</u>	<u>1,346,910</u>	<u>1,392,778</u>
Fund Balance - Ending	<u>\$ 1,327,020</u>	<u>\$ 1,346,910</u>	<u>\$ 1,226,857</u>	<u>\$ 1,392,778</u>	<u>\$ 1,258,108</u>

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

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**CITY OF APPLETON 2014 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. Supporting the retention, growth and long-term economic vitality of Appleton's businesses is also a priority.

Specific funding for 2014 is requested for the Appleton Redevelopment Authority to make opportune acquisitions of properties and projects that become available within areas of the City that are in need of redevelopment. These acquisitions will become part of a developed plan to revive depressed areas of the City.

This funding request also includes Appleton's contribution to the East Central Regional Loan Fund. The East Central Wisconsin Regional Loan Fund (EC Regional Loan Fund) Program is currently comprised of the Counties of Calumet, Fond du Lac, Outagamie, Shawano, Waupaca, Winnebago. The counties eligible to participate in EC Regional Loan Fund are those that committed their existing CDBG – Economic Development funded RLF funds and or other funds to capitalize the regional fund. With the counties and municipalities that have opted in to the EC Regional Loan Fund as of July 10, 2013, there is approximately \$12 million managed assets with \$4.7 million cash on hand. An investment of \$500,000 by the City of Appleton would open the door to millions of dollars in funding opportunities for Appleton's businesses.

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
Exhibition Center	\$ 2,773,356	Projects, Pg. 578
Miscellaneous Site Acquisition - Appleton Redevelopment Authority	250,000	Projects, Pg. 579
Revolving Loan Fund	500,000	Projects, Pg. 580
	<u>\$ 3,523,356</u>	

Major changes in Revenue, Expenditures, or Programs:

The projects funded by this program vary from year to year.

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	
	Program Revenues	\$ 40,000	\$ 1,176,507	\$ 10,356	\$ 10,356	\$ 10,538	\$ -
	Program Expenses	\$ 329,800	\$ 177,254	\$ 2,823,356	\$ 4,217,517	\$ 3,533,894	25.17%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	250,000	-	-	-	10,538	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	29,800	127,254	60,000	81,415	60,000	0.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	50,000	50,000	2,763,356	4,136,102	3,463,356	25.33%

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

COMMUNITY DEVELOPMENT

Business Unit 4330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4710 Interest on Investments	\$ 10,119	\$ (541)	\$ 356	\$ 356	\$ -
5020 Donations & Memorials	-	150,508	-	-	10,538
5035 Other Reimbursements	10,000	7,500	10,000	10,000	-
5910 Proceeds of Long-term Debt	-	370,960	2,813,000	2,813,000	3,563,155
5921 Trans In - General Fund	-	1,019,040	-	-	-
5924 Trans In - Capital Proj.	19,881	-	-	-	-
Total Revenue	\$ 40,000	\$ 1,547,467	\$ 2,823,356	\$ 2,823,356	\$ 3,573,693
Expenses					
6404 Consulting Services	\$ 29,800	\$ -	\$ 60,000	\$ 81,415	\$ 60,000
6408 Contractor Fees	-	127,254	-	1,372,746	-
6599 Other contracts/obligations	-	-	-	-	500,000
6801 Land Acquisition	-	-	2,048,356	2,048,356	2,298,356
6809 Infrastructure Construction	-	-	665,000	665,000	665,000
6815 Software Acquisition	50,000	50,000	50,000	50,000	-
7913 Trans Out - Debt Service	-	-	-	-	10,538
7914 Trans Out - Capital Projects	250,000	-	-	-	-
Total Expense	\$ 329,800	\$ 177,254	\$ 2,823,356	\$ 4,217,517	\$ 3,533,894

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Consulting

Stormwater design /site plan \$ 60,000

Other Contracts/Obligations

East Central Revolving Loan Fund
Contribution for Appleton \$ 500,000

Land Acquisition

Appleton Redevelopment Authority
Exhibition Ctr:
Exhibition Center site 2,025,619
Lot 9 to Outagamie Co. 22,737
\$ 2,298,356

Infrastructure Construction

Pedestrian bridge to Radisson (1/2) \$ 368,000
Stormwater detention 130,000
Power poles (County) 167,000
\$ 665,000

**CITY OF APPLETON 2014 BUDGET
COMMUNITY DEVELOPMENT
SOURCES AND USES OF FUNDS**

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Interest Income	\$ 10,119	\$ (541)	\$ 356	\$ -	\$ -
Donations & Memorials	-	150,508	-	65,500	10,538
Other Reimbursements	10,000	7,500	10,000	10,000	-
Total Revenues	<u>20,119</u>	<u>157,467</u>	<u>10,356</u>	<u>75,500</u>	<u>10,538</u>
Expenses					
Program Costs	79,800	177,254	2,823,356	1,444,161	3,523,356
Total Expenses	<u>79,800</u>	<u>177,254</u>	<u>2,823,356</u>	<u>1,444,161</u>	<u>3,523,356</u>
Revenues over (under) Expenses	(59,681)	(19,787)	(2,813,000)	(1,368,661)	(3,512,818)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	370,960	2,813,000	-	* 3,563,155
Operating Transfers In	19,881	1,019,040	-	-	-
Operating Transfers Out	(250,000)	-	-	(65,500)	(10,538)
Total Other Financing Sources (Uses)	<u>(230,119)</u>	<u>1,390,000</u>	<u>2,813,000</u>	<u>(65,500)</u>	<u>3,552,617</u>
Net Change in Equity	(289,800)	1,370,213	-	(1,434,161)	39,799
Fund Balance - Beginning	313,949	24,149	1,394,362	1,394,362	(39,799)
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ 24,149</u>	<u>\$ 1,394,362</u>	<u>\$ 1,394,362</u>	<u>\$ (39,799)</u>	<u>\$ -</u>

* The 2013 General Obligation Note was postponed to be included with the 2014 for one combined issue. This consolidation will save issue costs.

CITY OF APPLETON 2014 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Finance Director: Lisa A. Remiker, CPA, CPFO

Community & Economic Development Director: Karen E. Harkness

**CITY OF APPLETON 2014 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	2004	1,575,103	1,338,592
1994	-	604,290	2005	393,108	800,000
1995	-	703,516	2006	207,763	900,000
1996	-	1,254,622	2007	423,151	900,000
1997	639,211	764,308	2008	239,309	900,000
1998	1,141,212	787,831	2009	(568,726)	1,000,000
1999	1,756,773	827,222	2010	222,838	1,000,000
2000	1,774,640	868,584	2011	643,980	1,000,000
2001	1,341,515	1,568,974	2012	676,179	1,000,000
2002	2,235,558	969,870	2013	(417,512)	1,200,000
2003	1,498,145	1,892,733	2014	(1,360,888)	1,200,000
			12/31/14 Balance	<u>\$ 12,421,359</u>	<u>\$ 21,610,419</u>

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). The district has experienced an additional loss of \$7,646,199 since the designation but it is anticipated valuations have now stabilized with potential to increase moving forward.

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget		% Change *	
		2011	2012	Adopted 2013	Amended 2013		2014
	Program Revenues	\$ 85,936	\$ 64,784	\$ 10,173	\$ 10,173	\$ 46,200	354.14%
	Program Expenses	\$ 2,976,210	\$ 2,995,437	\$ 1,654,505	\$ 1,654,505	\$ 735,982	-55.52%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	2,974,013	2,993,902	1,652,801	1,652,801	733,982	-55.59%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	2,197	1,535	1,704	1,704	2,000	17.37%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 3

Business Unit 2040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4110 Property Taxes	\$ 1,035,184	\$ 984,084	\$ 903,104	\$ 903,104	\$ 866,409
4130 Payment in Lieu of Taxes	40,189	40,018	-	-	40,000
4227 State Aid - Computers	5,977	7,173	7,173	7,173	5,700
4710 Interest on Investments	39,770	17,593	3,000	3,000	500
5927 Transfer In - Parking Utility	1,000,000	1,000,000	1,200,000	1,200,000	1,200,000
Total Revenue	\$ 2,121,120	\$ 2,048,868	\$ 2,113,277	\$ 2,113,277	\$ 2,112,609
Expenses					
6401 Accounting/Audit	\$ 1,547	\$ 1,385	\$ 1,615	\$ 1,615	\$ 1,850
6402 Legal Fees	650	150	150	150	150
6720 Interest Payments	643,980	676,179	682,488	682,488	639,112
7913 Trans Out - Debt Service	2,330,033	2,317,723	970,252	970,252	94,870
Total Expense	\$ 2,976,210	\$ 2,995,437	\$ 1,654,505	\$ 1,654,505	\$ 735,982

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2014 BUDGET
TAX INCREMENTAL DISTRICT # 3
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Property Taxes	\$ 1,075,373	\$ 1,024,101	\$ 903,104	\$ 968,910	\$ 906,409
Intergovernmental	5,977	7,173	7,173	8,914	5,700
Interest Income	39,770	17,593	3,000	200	500
Total Revenues	<u>1,121,120</u>	<u>1,048,867</u>	<u>913,277</u>	<u>978,024</u>	<u>912,609</u>
Expenses					
Interest Expense	643,980	676,179	682,488	682,488	639,112
Administrative Expenses	2,197	1,535	1,765	1,765	2,000
Total Expenses	<u>646,177</u>	<u>677,714</u>	<u>684,253</u>	<u>684,253</u>	<u>641,112</u>
Revenues over (under) Expenses	474,943	371,153	229,024	293,771	271,497
Other Financing Sources (Uses)					
Operating Transfers In - Other Funds	1,000,000	1,000,000	1,200,000	1,200,000	1,200,000
Operating Transfers Out - Debt Service	(2,330,033)	(2,317,723)	(970,252)	(970,252)	(94,870)
Total Other Financing Sources (Uses)	<u>(1,330,033)</u>	<u>(1,317,723)</u>	<u>229,748</u>	<u>229,748</u>	<u>1,105,130</u>
Revenues over (under) Expenses	(855,090)	(946,570)	458,772	523,519	1,376,627
Fund Balance (Deficit)- Beginning	<u>(12,396,920)</u>	<u>(13,252,010)</u>	<u>(14,198,580)</u>	<u>(14,198,580)</u>	<u>(13,675,061)</u>
Fund Balance (Deficit)- Ending	<u><u>\$ (13,252,010)</u></u>	<u><u>\$ (14,198,580)</u></u>	<u><u>\$ (13,739,808)</u></u>	<u><u>\$ (13,675,061)</u></u>	<u><u>\$ (12,298,434)</u></u>

Discussion of changes in fund balances:

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

**CITY OF APPLETON 2014 BUDGET
 TAX INCREMENTAL DISTRICT #3
 LONG TERM DEBT**

Year	2012B G.O Refunding Bonds	
	Principal	Interest
2014	90,000	4,870
2015	95,000	4,313
2016	100,000	3,555
2017	120,000	2,440
2018	125,000	875
	\$ 530,000	\$ 16,053

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS**

NOTES

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

CITY OF APPLETON 2014 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 2014.

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)
12/31/14 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 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	
Program Revenues		\$ 20,412	\$ 6,189	\$ 8,530	\$ 8,530	\$ 4,908	-42.46%
Program Expenses		\$ 126,937	\$ 133,379	\$ 37,115	\$ 37,115	\$ 41,050	10.60%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	125,240	131,844	35,350	35,350	39,050	10.47%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,697	1,535	1,765	1,765	2,000	13.31%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

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

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 5

Business Unit 4080

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4110 Property Taxes	\$ 208,283	\$ 187,220	\$ 182,419	\$ 182,419	\$ 165,915
4130 Pmt in Lieu of Taxes	8,305	436	-	-	400
4227 State Aid - Computers	828	530	530	530	508
4710 Interest on Investments	11,279	5,223	8,000	8,000	4,000
Total Revenue	\$ 228,695	\$ 193,409	\$ 190,949	\$ 190,949	\$ 170,823
Expenses					
6401 Accounting/Audit	\$ 1,547	\$ 1,385	\$ 1,615	\$ 1,615	\$ 1,850
6402 Legal Fees	150	150	150	150	150
6623 Uncollectible Accounts	-	7,869	-	-	-
7913 Trans Out - Debt Service	125,240	123,975	35,350	35,350	39,050
Total Expense	\$ 126,937	\$ 133,379	\$ 37,115	\$ 37,115	\$ 41,050

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2014 BUDGET
TAX INCREMENTAL DISTRICT # 5
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2012 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Property Taxes	\$ 216,588	\$ 187,656	\$ 182,419	\$ 187,799	\$ 166,315
Intergovernmental	828	530	530	508	508
Interest Income	11,279	5,223	8,000	2,000	4,000
Total Revenues	<u>228,695</u>	<u>193,409</u>	<u>190,949</u>	<u>190,307</u>	<u>170,823</u>
Expenses					
Capital outlay	1,697	9,404	1,765	1,765	2,000
Interest Expense	-	-	-	-	-
Total Expenses	<u>1,697</u>	<u>9,404</u>	<u>1,765</u>	<u>1,765</u>	<u>2,000</u>
Revenues over (under) Expenses	226,998	184,005	189,184	188,542	168,823
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers Out - Debt Service	(125,240)	(123,975)	(35,350)	(35,350)	(39,050)
Total Other Financing Sources (Uses)	<u>(125,240)</u>	<u>(123,975)</u>	<u>(35,350)</u>	<u>(35,350)</u>	<u>(39,050)</u>
Net Change in Fund Balances	101,758	60,030	153,834	153,192	129,773
Fund Balance (Deficit) - Beginning	<u>120,346</u>	<u>222,104</u>	<u>282,134</u>	<u>282,134</u>	<u>435,326</u>
Fund Balance (Deficit) - Ending	<u>\$ 222,104</u>	<u>\$ 282,134</u>	<u>\$ 435,968</u>	<u>\$ 435,326</u>	<u>\$ 565,099</u>

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 2014 BUDGET
TAX INCREMENTAL DISTRICT #5
LONG TERM DEBT**

Year	2005B G.O. Notes	
	Principal	Interest
2014	\$ 35,000	\$ 2,300
2015	40,000	800
	<u>\$ 75,000</u>	<u>\$ 3,100</u>

Year	2008A G.O. Notes		TOTAL		
	Principal	Interest	Principal	Interest	Total
2014	\$ -	\$ 1,750	\$ 35,000	\$ 4,050	\$ 39,050
2015	50,000	875	90,000	1,675	91,675
	<u>\$ 50,000</u>	<u>\$ 2,625</u>	<u>\$ 125,000</u>	<u>\$ 5,725</u>	<u>\$ 130,725</u>

**CITY OF APPLETON 2014 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 2014 budget provides \$50,200 for administration. Administration (other) costs includes platting Phase IV for Southpoint Commerce park, 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
Asphalt Paving Program (Eisenhower Drive)	\$ 103,180	Projects, Pg. 588
Summary of Advances	General Fund	
2010	\$ 1,025,000	
2011	1,877,500 *	
2012	145,125	
2013	152,381	
2014	160,000	
12/31/14 Balance	<u>\$ 3,360,006</u>	

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

Major changes in Revenue, Expenditures, or Programs:

Community & Economic Development staff secured a five year lease (2013-2017) for farming the vacant business park land that substantially increases the City's revenue. The change in TIF #6 was from \$2,058 in 2012 to \$8,967 in 2013. This is an annual increase that will be received 2013-2017.

Due to economic conditions, we are projecting minimal land sale revenue in 2014 (2 acres). 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.

Eisenhower Drive between Plank Road and Midway Road has deteriorated to the point where significant maintenance is needed, particularly in the center lanes where many of the original utility installations occurred. The current temporary asphalt surface was installed in 2006 and with an intended life of 5-10 years. Although it was built as a 4-lane section, traffic volumes remain relatively low as the Southpoint Commerce Park is not yet fully developed. The proposed project will restore a safe ride to the most heavily used center two lanes and allow us to postpone the more costly concrete reconstruction for a period of 5-10 years which will hopefully coincide with more substantial build-out within the Southpoint Commerce Park.

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget		% Change *	
		2011	2012	Adopted 2013	Amended 2013		
	Program Revenues	\$ 143,527	\$ 154,999	\$ 172,480	\$ 172,480	\$ 167,467	-2.91%
	Program Expenses	\$ 2,530,365	\$ 2,810,140	\$ 2,577,171	\$ 2,577,171	\$ 2,724,324	5.71%
Expenses Comprised Of:							
	Personnel	3,805	1,711	6,359	6,359	7,230	13.70%
	Administrative Expense	2,032,739	2,257,818	1,999,881	1,999,881	1,971,746	-1.41%
	Supplies & Materials	-	-	-	-	78,850	N/A
	Purchased Services	498,088	550,472	570,606	570,606	641,089	12.35%
	Utilities	525	139	325	325	325	0.00%
	Repair & Maintenance	56	-	-	-	8,800	N/A
	Other Capital Expenditures	(4,848)	-	-	-	16,284	N/A

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

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 6

Business Unit 4090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4110 Property Taxes	\$ 2,089,076	\$ 2,162,930	\$ 2,082,166	\$ 2,082,166	\$ 2,112,213
4130 Pmt in Lieu of Taxes	21,155	-	-	-	-
4227 State Aid - Computers	66,404	50,422	50,422	50,422	75,500
4710 Interest on Investments	53,910	44,919	30,000	30,000	3,000
5004 Sale of City Prop - Nontax	-	57,600	90,000	90,000	80,000
5015 Rental of City Property	2,058	2,058	2,058	2,058	8,967
5910 Proceeds of Long Term Debt	-	-	-	-	-
Total Revenue	\$ 2,232,603	\$ 2,317,929	\$ 2,254,646	\$ 2,254,646	\$ 2,279,680
Expenses					
6101 Regular Salaries	\$ 2,704	\$ -	\$ 3,858	\$ 3,858	\$ 3,936
6105 Overtime	41	1,245	148	148	281
6108 Part-Time	-	-	918	918	1,500
6150 Fringes	1,060	466	1,435	1,435	1,513
6308 Landscape Supplies	-	-	-	-	-
6309 Shop Supplies & Tools	-	-	-	-	-
6325 Construction Materials	-	-	-	-	78,850
6401 Accounting/Audit	1,547	1,385	1,615	1,615	1,850
6402 Legal Fees	150	305	150	150	150
6404 Consulting Services	-	3,007	5,000	5,000	5,000
6408 Contractor Fees	-	-	-	-	8,300
6413 Utilities	525	139	325	325	325
6425 CEA Equip. Rental	56	-	-	-	8,800
6599 Other Contracts/Obligations	496,391	545,775	563,841	563,841	625,789
6720 Interest Payments	95,793	145,125	139,881	139,881	160,000
6809 Infrastructure Construction	(4,848)	-	-	-	16,284
7913 Trans Out - Debt Service	1,936,946	2,112,693	1,860,000	1,860,000	1,811,746
Total Expense	\$ 2,530,365	\$ 2,810,140	\$ 2,577,171	\$ 2,577,171	\$ 2,724,324

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Construction Materials

Asphalt for Eisenhower overlay	\$ 78,850
	<u>\$ 78,850</u>

Other Contracts/Obligations

Real estate commissions (2 acres)	\$ 7,200
Weed cutting/maintenance/debris clean up	13,000
Sign relocation for Eisenhower reconstruction	10,000
Platting Phase IV Southpoint	20,000
Developer funded incentive - Time Warner Cable	478,351
Eisenhower Properties	97,238
	<u>\$ 625,789</u>

Infrastructure Construction

Gas / Electric utilities installation	\$ 16,284
	<u>\$ 16,284</u>

CITY OF APPLETON 2014 BUDGET
TAX INCREMENTAL DISTRICT # 6
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Property Taxes	\$ 2,110,231	\$ 2,162,930	\$ 2,082,166	\$ 2,143,807	\$ 2,112,213
Intergovernmental	66,404	50,422	50,422	50,333	75,500
Interest Income	53,910	44,919	30,000	3,000	3,000
Other	2,058	59,658	2,058	8,967	8,967
Total Revenues	<u>2,232,603</u>	<u>2,317,929</u>	<u>2,164,646</u>	<u>2,206,107</u>	<u>2,199,680</u>
Expenses					
Capital Outlay	495,930	550,632	575,525	566,481	750,578
Interest Expense	95,793	145,125	139,881	152,381	160,000
Administrative Expense	1,697	1,690	1,765	1,765	2,000
Total Expenses	<u>593,420</u>	<u>697,447</u>	<u>717,171</u>	<u>720,627</u>	<u>912,578</u>
Revenues over (under) Expenses	1,639,183	1,620,482	1,447,475	1,485,480	1,287,102
Other Financing Sources (Uses)					
Proceeds of Debt	-	-	-	-	-
Operating Transfers Out - Debt Service	(1,936,946) *	(2,112,693)	(1,860,000)	(1,860,000)	(1,811,746)
Sale of City Property	-	-	90,000	-	80,000
Total Other Financing Sources (Uses)	<u>(1,936,946)</u>	<u>(2,112,693)</u>	<u>(1,770,000)</u>	<u>(1,860,000)</u>	<u>(1,731,746)</u>
Net Change in Equity	(297,763)	(492,211)	(322,525)	(374,520)	(444,644)
Fund Balance - Beginning	(935,307)	(1,233,070)	(1,725,281)	(1,725,281)	(2,099,801)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ (1,233,070)</u>	<u>\$ (1,725,281)</u>	<u>\$ (2,047,806)</u>	<u>\$ (2,099,801)</u>	<u>\$ (2,544,445)</u>

* 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 2014 BUDGET
TAX INCREMENTAL DISTRICT # 6
LONG TERM DEBT

Year	2003A G.O. Notes		2005B G.O. Notes	
	Principal	Interest	Principal	Interest
2014	\$ -	\$ -	\$ 485,000	\$ 31,700
2015	-	-	550,000	11,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,035,000</u>	<u>\$ 42,700</u>

Year	2006A G.O. Notes		2007A G.O. Notes		2008A G.O. Notes	
	Principal	Interest	Principal	Interest	Principal	Interest
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
	<u>\$ 1,455,000</u>	<u>\$ 90,937</u>	<u>\$ 1,150,000</u>	<u>\$ 97,300</u>	<u>\$ 1,115,000</u>	<u>\$ 166,905</u>

Year	2009A G.O. Notes		2012B G.O Refunding Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
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
	<u>\$ 1,085,000</u>	<u>\$ 149,618</u>	<u>\$ 1,965,000</u>	<u>\$ 74,054</u>	<u>\$ 7,805,000</u>	<u>\$ 621,514</u>	<u>\$ 8,426,514</u>

CITY OF APPLETON 2014 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 a grocery store, a gas station/convenience store, and renovation of a movie theater. Three businesses also benefited from the creation of the TIF #7 Business Enhancement Grant program for the renovation of building facades, parking lots, landscaping and signage. No new funds are being requested for the program in 2014.

Major changes in Revenue, Expenditures, or Programs:

None

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	
Program Revenues		\$ 110,195	\$ 86,912	\$ 89,443	\$ 89,443	\$ 59,421	-33.57%
Program Expenses		\$ 71,266	\$ 289,521	\$ 285,086	\$ 300,656	\$ 255,041	-10.54%
Expenses Comprised Of:							
	Personnel	42	-	-	-	-	N/A
	Administrative Expense	1,525	1,525	1,525	1,525	1,525	0.00%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	62,941	287,996	283,561	299,131	253,516	-10.60%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	6,758	-	-	-	-	N/A

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 7

Business Unit 4100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4110 Property Taxes	\$ 41,295	\$ 300,699	\$ 257,481	\$ 257,481	\$ 250,374
4227 State Aid - Computers	102,819	81,443	81,443	81,443	58,421
4710 Interest on Investments	7,376	5,469	8,000	8,000	1,000
5910 Proceeds of Long-term Debt	-	-	-	-	-
Total Revenue	\$ 151,490	\$ 387,611	\$ 346,924	\$ 346,924	\$ 309,795
Expenses					
6101 Regular Salaries	\$ 27	\$ -	\$ -	\$ -	\$ -
6105 Overtime	-	-	-	-	-
6108 Part Time	-	-	-	-	-
6150 Fringes	14	-	-	-	-
6401 Accounting/Audit	1,547	1,385	1,615	1,615	1,850
6402 Legal Fees	150	150	150	150	150
6425 CEA Equip. Rental	-	-	-	-	-
6599 Other Contracts/Obligations	61,245	286,461	281,796	297,366	251,516
6809 Infrastructure Construction	6,758	-	-	-	-
7913 Trans Out - Debt Service	1,525	1,525	1,525	1,525	1,525
Total Expense	\$ 71,266	\$ 289,521	\$ 285,086	\$ 300,656	\$ 255,041

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive - Valley Fair Too, LLC	<u>\$ 251,516</u>
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CITY OF APPLETON 2014 BUDGET
TAX INCREMENTAL DISTRICT # 7
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Property Taxes	\$ 41,295	\$ 300,699	\$ 257,481	\$ 262,231	\$ 250,374
Intergovernmental	102,819	81,443	81,443	71,457	58,421
Interest Income	7,376	5,469	8,000	1,000	1,000
Other	-	-	-	-	-
Total Revenues	<u>151,490</u>	<u>387,611</u>	<u>346,924</u>	<u>334,688</u>	<u>309,795</u>
Expenses					
Program Costs	69,742	287,996	283,561	279,566	253,516
Total Expenses	<u>69,742</u>	<u>287,996</u>	<u>283,561</u>	<u>279,566</u>	<u>253,516</u>
Revenues over (under) Expenses	81,748	99,615	63,363	55,122	56,279
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(1,525)	(1,525)	(1,525)	(1,525)	(1,525)
Total Other Financing Sources (Uses)	<u>(1,525)</u>	<u>(1,525)</u>	<u>(1,525)</u>	<u>(1,525)</u>	<u>(1,525)</u>
Net Change in Equity	80,223	98,090	61,838	53,597	54,754
Fund Balance (Deficit) - Beginning	137,514	217,737	315,827	315,827	369,424
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance (Deficit) - Ending	<u>\$ 217,737</u>	<u>\$ 315,827</u>	<u>\$ 377,665</u>	<u>\$ 369,424</u>	<u>\$ 424,178</u>

**CITY OF APPLETON 2014 BUDGET
TAX INCREMENTAL DISTRICT # 7
LONG TERM DEBT**

Year	2009A G.O. Notes	
	Principal	Interest
2014	-	1,525
2015	-	1,525
2016	-	1,525
2017	15,000	1,300
2018	15,000	850
2019	20,000	313
	<u>\$ 50,000</u>	<u>\$ 7,038</u>

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

<u>Project</u>	<u>Amount</u>	<u>Page</u>
Concrete paving program	\$ 500,000	Projects, Pg. 592
	<u>\$ 500,000</u>	

<u>Summary of Advances</u>	<u>General Fund</u>
2012	\$ 315,000
2013	15,750
2014	16,538
12/31/14 Balance	<u>\$ 347,288</u>

Major changes in Revenue, Expenditures, or Programs:

The sale of 935 E. John Street is expected in 2013, however funds associated with general site maintenance, utilities and insurance is requested for 2014 at this time in case the land transfer isn't completed prior to year end.

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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

DEPARTMENT BUDGET SUMMARY

Unit	Programs Title	Actual		Budget		% Change *	
		2011	2012	Adopted 2013	Amended 2013		
	Program Revenues	\$ 318,280	\$ 765,124	\$ 28,890	\$ 28,890	\$ 36,485	26.29%
	Program Expenses	\$ 875,793	\$ 1,691,388	\$ 108,983	\$ 868,727	\$ 625,598	474.03%
Expenses Comprised Of:							
	Personnel	133	11,342	10,423	10,423	27,979	168.44%
	Administrative Expense	1,571	316,069	29,959	30,461	45,107	50.56%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	370,850	1,360,619	60,601	121,173	75,491	24.57%
	Utilities	1,616	550	5,000	5,000	5,000	0.00%
	Repair & Maintenance	-	2,808	3,000	3,000	-	-100.00%
	Capital Expenditures	501,623	-	-	698,670	472,021	N/A

* % change from prior year adopted budget
TIF 8.xls

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4110 Property Taxes	\$ 22,151	\$ 21,887	\$ 129,866	\$ 129,866	\$ 102,542
4224 Miscellaneous State Aid	-	312,000	-	-	2,275
4710 Interest on Investments	18,280	4,698	-	-	-
5035 Other Reimbursements	-	448,426	28,890	28,890	34,210
5910 Proceeds of Long-term Debt	500,000	1,050,000	500,000	500,000	500,000
5924 Operating Transfers In	300,000	-	-	-	-
Total Revenue	\$ 840,431	\$ 1,837,011	\$ 658,756	\$ 658,756	\$ 639,027
Expenses					
6401 Regular Salaries	\$ 96	\$ 8,448	\$ 7,716	\$ 7,716	\$ 19,539
6150 Fringes	36	2,894	2,707	2,707	8,440
6401 Accounting/Audit	-	1,385	1,615	1,615	1,850
6402 Legal Fees	1,150	175	150	150	150
6404 Consulting	-	56,708	-	12,000	-
6408 Contractor Fees	279,500	1,025,193	-	49,074	-
6413 Utilities	1,616	550	5,000	5,000	5,000
6420 Facilities charges	-	2,794	3,000	3,000	-
6425 CEA Equip. Rental	-	14	-	-	-
6501 Insurance	502	-	502	502	500
6599 Other Contracts/Obligations	90,201	277,158	58,334	58,334	73,491
6720 Interest Payments	-	15,000	-	-	16,538
6801 Land	500,000	-	-	-	-
6809 Infrastructure Construction	1,623	-	-	698,670	472,021
7911 Trans Out - General Fund	-	300,000	-	-	-
7913 Trans Out - Debt Service	1,069	1,069	29,959	29,959	28,069
Total Expense	\$ 875,793	\$ 1,691,388	\$ 108,983	\$ 868,727	\$ 625,598

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Site maintenance/fence rental at 935 E John Street (Foremost)	\$ 3,000
Tax Development Payment RiverHeath	8,346
Eagle Flats	62,145
	<u>\$ 73,491</u>

Infrastructure Construction

RiverHeath Way, concrete paving	\$ 472,021
	<u>\$ 472,021</u>

CITY OF APPLETON 2014 BUDGET
TAX INCREMENTAL DISTRICT # 8
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Property Taxes	\$ 22,151	\$ 21,887	\$ 129,866	\$ 49,807	\$ 102,542
Intergovernmental Revenue	-	312,000	-	1,916	2,275
Other Reimbursements	-	448,426	28,890	30,789	34,210
Interest Income	18,280	4,699	-	-	-
Total Revenues	<u>40,431</u>	<u>787,012</u>	<u>158,756</u>	<u>82,512</u>	<u>139,027</u>
Expenses					
Program Costs	874,724	1,390,319	79,024	802,235	597,529
Total Expenses	<u>874,724</u>	<u>1,390,319</u>	<u>79,024</u>	<u>802,235</u>	<u>597,529</u>
Revenues over (under)					
Expenses	(834,293)	(603,307)	79,732	(719,723)	(458,502)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	750,000	500,000	-	500,000
Promissory Note Issued	500,000	300,000	-	-	-
Operating Transfers In	300,000	-	-	500,000	-
Operating Transfers Out	(1,069)	(301,069)	(29,959)	(20,869)	(28,069)
Total Other Financing Sources (Uses)	<u>798,931</u>	<u>748,931</u>	<u>470,041</u>	<u>479,131</u>	<u>471,931</u>
Net Change in Equity	(35,362)	145,624	549,773	(240,592)	13,429
Fund Balance - Beginning	24,309	(11,053)	134,571	134,571	(106,021)
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ (11,053)</u>	<u>\$ 134,571</u>	<u>\$ 684,344</u>	<u>\$ (106,021)</u>	<u>\$ (92,592)</u>

Note: In the 2013 Budget, an error occurred in estimating the property tax increment when the amended base value for the district was not deducted from the current equalized value of the properties (the base value increased \$3,442,000 with the first amendment approved 12/12/2010). An increase in property values of \$2,260,400 account for the tax increment increase in 2014.

**CITY OF APPLETON 2014 BUDGET
TAX INCREMENTAL DISTRICT # 8
LONG TERM DEBT**

Year	2009A G.O. Notes	
	Principal	Interest
2014	\$ -	\$ 1,069
2015	-	1,069
2016	-	1,069
2017	10,000	918
2018	10,000	618
2019	15,000	234
	<u>\$ 35,000</u>	<u>\$ 4,977</u>

Year	2012 DNR Site Remediation Loan *		2012A G.O. Notes	
	Principal	Interest		Interest
2014	5,000	-	-	22,000
2015	5,000	-	-	22,000
2016	15,000	-	-	22,000
2017	15,000	-	360,938	18,391
2018	25,000	-	367,812	11,103
2019	25,000	-	371,250	3,712
2020	35,000	-	-	-
2021	35,000	-	-	-
2022	45,000	-	-	-
2023	45,000	-	-	-
2024	50,000	-	-	-
	<u>\$ 300,000</u>	<u>\$ -</u>	<u>\$ 1,100,000</u>	<u>\$ 99,206</u>

Year	Total		
	Principal	Interest	Total
2014	5,000	23,069	28,069
2015	5,000	23,069	28,069
2016	15,000	23,069	38,069
2017	385,938	19,309	405,247
2018	402,812	11,721	414,533
2019	411,250	3,946	415,196
2020	35,000	-	35,000
2021	35,000	-	35,000
2022	45,000	-	45,000
2023	45,000	-	45,000
2024	50,000	-	50,000
	<u>\$ 1,435,000</u>	<u>\$ 104,183</u>	<u>\$ 1,539,183</u>

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

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 9

Business Unit 4120

PROGRAM MISSION

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of the business and industrial corridor located along East Wisconsin Avenue from Meade Street to Viola Street for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The district was created 9/19/13 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life. The investment in this district will:

- * Eliminate blight and foster urban renewal through public and private investment
- * Enhance the development potential of private property within and adjacent to the district
- * Stabilize property values in the area
- * Promote retention, expansion, attraction and reuse through the development of an improved area
- * Increase the attraction of compatible residential and business uses in this area
- * Improve the overall appearance of public and private spaces
- * Strengthen the economic well-being and economic diversity of the area
- * Provide appropriate financial incentives to encourage business expansion and retention
- * Reduce the financial risks to the taxpayer by timing the implementation of the project plan with the creation of additional property value
- * Maximize the district's strategic location close to the Central Business District

Summary of Advances	General Fund
2013	\$ 3,075
2014	12,454
12/31/14 Balance	\$ 15,529

Major changes in Revenue, Expenditures, or Programs:

Appvion is contemplating building a product design and innovation center to support and accelerate its innovation and growth plans. The innovation center is expected to assist Appvion with the retention of 78 highly skilled scientist/engineering/technical employees and will likely result in future job growth. The close proximity to Appvion's existing production area is ideal for supporting the retention of existing jobs. Negotiations are currently ongoing.

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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	2011	2012	Adopted 2013	Amended 2013	2014	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ 12,104	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	12,104	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 9.xls

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 9

Business Unit 4120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
6401 Accounting/Audit	\$ -	\$ -	\$ -	\$ -	1,650
6404 Consulting	-	-	-	-	10,000
6720 Interest Payments	-	-	-	-	454
Total Expense	\$ -	\$ -	\$ -	\$ -	12,104

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

CITY OF APPLETON 2014 BUDGET
TAX INCREMENTAL DISTRICT # 9
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	-	-	-	2,635	12,104
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,635</u>	<u>12,104</u>
Revenues over (under) Expenses	-	-	-	(2,635)	(12,104)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Promissory Note Issued	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	-	-	-	(2,635)	(12,104)
Fund Balance - Beginning	-	-	-	-	(2,635)
Residual Equity Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (2,635)</u>	<u>\$ (14,739)</u>

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 10

Business Unit 4130

PROGRAM MISSION

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of the northside of the West College Avenue corridor from Lilas Drive to Linwood Avenue and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The district was created 9/19/13 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life. The investment in this district will:

- * Eliminate blight and foster urban renewal through public and private investment
- * Enhance the development potential of private property within and adjacent to the district
- * Stabilize property values in the area
- * Promote retention, expansion, attraction and reuse through the development of an improved area thereby facilitating the creation of new jobs and increased tax base
- * Improve the overall appearance of public and private spaces
- * Strengthen the economic well-being and economic diversity of the area
- * Provide appropriate financial incentives to encourage business expansion
- * Maximize the district's strategic location with easy access to both Appleton's downtown and the large retail center along U.S. Highway 41

Summary of Advances	General Fund
2013	\$ 3,075
2014	12,454
12/31/14 Balance	<u>\$ 15,529</u>

Major changes in Revenue, Expenditures, or Programs:

The largest building in this development area is the Marketplace Commercial Center. Built in 1964 and added to in 1988, it has experienced significant vacancies for several years. Currently, the vacancy rate is approximately 20%. This building is prime for commercial re-development and is located along the gateway to Appleton with easy access to U.S. Highway 41 and Appleton's downtown. Redevelopment of the Marketplace Commercial Center would further benefit and potentially induce investment in the four (4) outlot parcels located in this development area which were constructed between 1967 and 1991. The City is currently considering options to incent this area.

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ 12,104	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	12,104	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 10.xls

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 10

Business Unit 4130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
6401 Accounting/Audit	\$ -	\$ -	\$ -	\$ -	1,650
6404 Consulting	-	-	-	-	10,000
6720 Interest Payments	-	-	-	-	454
Total Expense	\$ -	\$ -	\$ -	\$ -	12,104

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

CITY OF APPLETON 2014 BUDGET
TAX INCREMENTAL DISTRICT # 10
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	-	-	-	2,635	12,104
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,635</u>	<u>12,104</u>
Revenues over (under) Expenses	-	-	-	(2,635)	(12,104)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Promissory Note Issued	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	-	-	-	(2,635)	(12,104)
Fund Balance - Beginning	-	-	-	-	(2,635)
Residual Equity Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (2,635)</u>	<u>\$ (14,739)</u>

CITY OF APPLETON 2014 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

Director of Parks, Recreation

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

CITY OF APPLETON 2014 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 2013 EVENTS

The Facilities Management Division provided operation and maintenance services for more than 1.2 million square feet of municipal buildings including, but not limited to, offices, park pavilions, vehicle garages, police and fire stations, and water and wastewater plants. The services provided included maintaining and inspecting all building systems, such as HVAC, electrical, plumbing and fire systems and general services such as janitorial services, pest control and elevator maintenance.

The focus continued on being proactive and providing a high quality of customer service. As a customer service department it has been essential that we meet the needs of our customers by improving the systems' reliability, reducing maintenance costs, ensuring safety, and providing productive environments to allow our customers to deliver City services at a high level.

Our tradesman continued to improve their skills and knowledge by maintaining their professional licenses, attending training and seeking ways to find new approaches, such as lean and productive maintenance. Benchmark costs for maintenance and janitorial services for local governments is \$3.62 per square foot, as published by the International Facilities Management Association, compared to our cost of \$2.38. Expenses are controlled by employing in-house trades people to perform higher cost skilled work while contracting work requiring a lesser degree of skill which can generally be procured at a lower cost.

The Construction Management Division continued planning efforts to identify the facilities resources required for the long-term delivery of City services for departments located within the City Hall campus. The outcome included potential locations for a new City Hall. In addition, options were evaluated and presented for other City facilities located within Washington Square (Library, Transit Center, Parking Ramps/Lot, etc.).

Other planning during 2013 included design of a new wheel friendly skateboard park at Telulah Park, renovations of the Pierce Park pavilion, design of a new pavilion/concession/restroom facility at Memorial Park and design of renovations and construction of Erb Pool and pavilion.

Projects completed in 2013 included demolition of the former Washington Place building, construction of Houdini Plaza and construction of a new restroom facility at Memorial Park. Other significant projects completed include roof replacements at the Municipal Services Building, Mead Pool pumphouse and the Wastewater Plant, remodeling of the front office at Valley Transit and the administrative customer service area at the Library, replacement of the boiler at the Municipal Services Building, installation of an air conditioning unit for telecommunications equipment at the Water Plant, installation of a fire sprinkler system at Fire Station #2, upgrades to the Reid Clubhouse and security upgrades at the Library and park pavilions.

Last, the department remained diligent in its continued implementation of energy conservation and sustainability plans. It was projected that less than five percent of the materials from the Washington Place demolition went to the landfill. All metals were separated and recycled. Masonry concrete and bricks were crushed and used for fill material. Only items like old carpet, insulation, restroom fixtures, light fixtures, etc. went to the landfill. The department considers sustainability when procuring products including the use of LED fixtures and the purchase of products utilizing recyclable materials when feasible.

CITY OF APPLETON 2014 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2014 OBJECTIVES

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 are projected for 2014. Projects include a new wheel friendly skateboard park at Telulah Park, a new ball diamond/concession/restroom facility at Memorial Park, a renovation to the Pierce Park Pavilion stage areas and renovation and construction of new pool/pavilion facilities at Erb Park. In addition, we will continue to explore options for the development of a City campus.

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 the Facilities Master Planning efforts completed in 2013. 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			% Change *
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	
Program Revenues		\$ 2,405,695	\$ 2,454,965	\$ 2,456,150	\$ 2,457,050	\$ 2,572,134	4.68%
Program Expenses							
6330	Administration	251,970	315,002	281,019	281,019	276,496	-1.61%
6331	Facilities Maintenance	2,114,291	2,129,611	2,205,396	2,205,396	2,295,638	4.09%
Total Program Expenses		\$ 2,366,261	\$ 2,444,613	\$ 2,486,415	\$ 2,486,415	\$ 2,572,134	3.45%
Expenses Comprised Of:							
Personnel		811,618	859,043	793,546	793,546	815,250	2.74%
Administrative Expense		598,784	692,028	685,698	685,698	673,146	-1.83%
Supplies & Materials		132,832	53,519	38,500	38,500	68,650	78.31%
Purchased Services		26,427	40,222	23,540	23,540	26,735	13.57%
Utilities		51,287	1,993	54,817	54,817	61,699	12.55%
Repair & Maintenance		745,313	797,808	890,314	890,314	926,654	4.08%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		10.45	10.78	10.23	10.23	10.23	

**CITY OF APPLETON 2014 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM MISSION

To provide a safe and productive physical environment which supports the departments and community in a safe, accessible, sustainable and cost effective manner.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

The decrease in insurance costs is due to the transfer of grounds maintenance responsibilities from the Facilities Management Department back to the Park and Recreation Department. Along with the transfer of these duties, staff performing these functions were also reassigned to the Park and Recreation Department. Since a large portion of the insurance cost allocation from the Risk Management Fund is based on full-time equivalent staff members, the insurance costs shifted from the Facilities Management Fund to the general fund (where the Park and Recreation Department resides).

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	95%	95%	95%	95%	95%
Strategic Outcomes					
Facilities projects completed in year scheduled	95%	98%	100%	100%	100%
Work Process Output					
# of projects completed	50	52	55	55	50

**CITY OF APPLETON 2014 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget*		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4710 Interest on Investments	\$ 29	\$ (263)	\$ -	\$ -	\$ -
4801 Charges for Services	2,365,035	2,438,933	2,456,150	2,456,150	2,567,634
5005 Sale of City Prop - Tax	-	223	-	-	-
5020 Donations & Memorials	-	-	-	900	-
5030 Damage to City Property	200	-	-	-	-
5035 Other Reimbursements	10,842	6,992	-	-	4,500
5082 Insurance Proceeds	29,589	9,080	-	-	-
Total Revenue	\$ 2,405,695	\$ 2,454,965	\$ 2,456,150	\$ 2,457,050	\$ 2,572,134
Expenses					
6101 Regular Salaries	\$ 96,701	\$ 153,136	\$ 118,386	\$ 118,386	\$ 120,621
6105 Overtime	-	1,005	-	-	2,500
6108 Part-Time	5,368	-	-	-	-
6150 Fringes	40,586	50,256	42,622	42,622	43,682
6201 Training\Conferences	4,635	6,259	4,500	4,500	6,000
6206 Parking Permits	384	384	384	384	384
6301 Office Supplies	3,421	1,588	2,000	2,000	2,000
6302 Subscriptions	-	119	100	100	100
6303 Memberships & Licenses	1,592	2,270	750	750	2,000
6304 Postage\Freight	1,921	2,406	2,500	2,500	1,400
6305 Awards & Recognition	155	298	315	315	165
6307 Food & Provisions	211	595	200	200	220
6315 Books & Library Material	319	1,018	500	500	1,000
6320 Printing & Reproduction	4,406	5,411	4,500	4,500	3,150
6321 Clothing	6,303	7,407	1,000	1,000	1,000
6323 Safety Supplies	1,009	3,030	1,500	1,500	1,500
6401 Accounting/Audit	1,934	1,731	2,290	2,290	2,435
6404 Consulting Services	9,982	804	5,000	5,000	6,500
6407 Collection Services	-	-	-	-	800
6411 Temporary Help	11,964	-	-	-	-
6412 Advertising	428	-	-	-	-
6413 Utilities	49,581	47,590	52,817	52,817	59,499
6501 Insurance	11,070	28,800	32,640	32,640	19,040
6599 Other Contracts/Obligations	-	895	3,750	3,750	2,500
7914 Transfer Out - Cap Projects	-	-	5,265	5,265	-
Total Expense	\$ 251,970	\$ 315,002	\$ 281,019	\$ 281,019	\$ 276,496

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM MISSION

Facilities Maintenance is a team of skilled building maintenance and construction professionals whose mission is to provide proactive, cost effective and quality facilities maintenance services that preserve and extend the useful life of the City's facility assets and to ensure reliable and dependable service for our internal and external customers.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain mechanical, electrical and architectural systems including:

Carpentry	Fire protection	Locksmith	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:

Increase in maintenance supplies and services is due to expected maintenance of the newly constructed Houdini Plaza (\$5,000).

Increase in building maintenance/janitorial expenses due to exterior door replacements (\$30,000) and asbestos removal/floor replacement (\$10,000) at the Wastewater Plant. The Wastewater Plant has over 200 doors and a program to maintain them is necessary. Many of the doors are over 30 years old and are warped, rusted, hinges have sprung, etc. and need to be replaced. This initiative seeks to replace 10 doors per year for the next three years. At that time, an evaluation will be done to determine if this program needs to continue or can be deferred until future need arises.

The asbestos/floor replacement project relates to flooring at Building D at the Wastewater Plant. Due to the age of the floor, it contains asbestos materials. The project would involve hiring a contractor to remove the existing floor and asbestos materials and replace the floor.

The increase in miscellaneous equipment costs is due mainly to funds allocated in 2014 to begin to replace obsolete staff office furniture at the library. Most staff still work at desks and workstations from 1981. The workstations are ill-configured, outdated, ergonomically challenging, and not designed to incorporate computers. Discarded furniture from other City departments has been salvaged for use in certain areas of the Library over the years, but this practice was never meant to provide a long-term solution. The goal is to have all of the old furniture replaced within 3 years. 2014 would be the first year of this 3 year plan.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Provide a proactive maintenance program					
% of satisfied customers	99%	99%	100%	100%	100%
Strategic Outcomes					
Services performed as scheduled:					
Cost per square foot maintained	\$1.68	\$1.72	\$1.75	\$1.75	\$1.82
Work completed in time scheduled	97%	97%	95%	95%	97%
Quantity of code, safety, etc. citations	0	0	0	0	0
Work Process Outputs					
Service Performed					
Square feet of facilities maintained	1,262,054	1,262,054	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 2014 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 448,794	\$ 460,599	\$ 434,350	\$ 434,350	\$ 442,065
6104 Call Time	2,672	2,512	3,000	3,000	3,000
6105 Overtime	15,192	8,411	10,000	10,000	10,000
6108 Part-Time	19,424	16,707	12,500	12,500	17,500
6150 Fringes	182,879	166,417	172,688	172,688	175,882
6306 Building Maint./Janitorial	284,299	315,577	325,000	325,000	330,119
6309 Shop Supplies & Tools	11,873	11,199	6,000	6,000	10,000
6327 Miscellaneous Equipment	96,990	28,484	25,000	25,000	52,000
6405 Engineering Services	-	5,697	8,500	8,500	8,500
6407 Collection Services	1,956	2,240	3,500	3,500	5,000
6408 Contractor Fees	14	-	-	-	-
6409 Inspection Fees	150	950	500	500	1,000
6413 Utilities	1,706	1,993	2,000	2,000	2,200
6414 Janitorial Service	296,992	340,891	365,000	365,000	375,950
6416 Building Repairs & Maint.	415,521	429,750	485,000	485,000	513,706
6418 Equip Repairs & Maint	2,855	2,621	4,000	4,000	4,000
6425 CEA	29,946	24,546	36,314	36,314	32,998
6502 Leases	303,004	310,926	311,794	311,794	311,468
6503 Equipment Rental	24	91	250	250	250
Total Expense	<u>\$ 2,114,291</u>	<u>\$ 2,129,611</u>	<u>\$ 2,205,396</u>	<u>\$ 2,205,396</u>	<u>\$ 2,295,638</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Building Maint./Janitorial Supplies

Building interior	\$ 30,480
Electrical	30,480
Elevator	20,320
Fire/Safety	30,480
HVAC	71,120
Janitorial supplies	35,659
Painting	20,320
Plumbing	30,480
Security	20,320
Structural/windows/ext. doors	40,460
	<u>\$ 330,119</u>

Miscellaneous Equipment

City furniture/general	\$ 15,000
Library workroom furniture	30,000
MSB conference room chairs	7,000
	<u>\$ 52,000</u>

Janitorial Service

Contracted janitorial service	\$ 375,950
	<u>\$ 375,950</u>

Building Repairs & Maintenance Services

Electrical	\$ 47,855
Elevator	41,580
Fire/safety	38,521
HVAC	184,035
Plumbing	15,000
Security	16,278
Structural/roof	11,250
Overhead doors	35,623
Painting & pavilion staining	61,725
Flooring	7,721
Other: pest control, locksmith, room set-ups, etc.	14,118
Projects: Wastewater Plant door replacement	30,000
asbestos removal	10,000
	<u>\$ 513,706</u>

Leases

City Hall condo agreement	\$ 298,044
First floor conference room	13,424
	<u>\$ 311,468</u>

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Interest Income	29	263-	397-	0	0	0	0
Charges for Services	3,927,126	3,983,725	1,660,295	2,456,150	2,456,150	0	2,567,634
Other Revenues	40,630	16,295	7,938	0	900	0	4,500
TOTAL REVENUES	3,967,785	3,999,757	1,667,836	2,456,150	2,457,050	0	2,572,134
EXPENSES BY LINE ITEM							
Regular Salaries	183,982	310,080	176,887	137,851	137,851	560,446	196,252
Labor Pool Allocations	313,735	220,341	195,657	414,885	414,885	0	364,194
Call Time	2,672	2,512	2,497	3,000	3,000	3,000	3,000
Overtime	15,192	9,416	15,211	10,000	10,000	12,500	12,500
Part-Time	24,793	16,707	16,460	12,500	12,500	17,500	17,500
Other Compensation	0	302	3,020	0	0	0	2,240
Shift Differential	18	0	0	0	0	0	0
Sick Pay	7,534	22,178	180	0	0	0	0
Vacation Pay	40,227	60,835	31,905	0	0	0	0
Fringes	223,465	216,673	159,196	215,310	215,310	219,201	219,564
Salaries & Fringe Benefits	811,618	859,044	601,013	793,546	793,546	812,647	815,250
Training & Conferences	4,635	6,259	3,424	4,500	4,500	6,000	6,000
Parking Permits	384	384	384	384	384	384	384
Office Supplies	3,421	1,588	1,342	2,000	2,000	2,000	2,000
Subscriptions	0	119	0	100	100	100	100
Memberships & Licenses	1,593	2,270	908	750	750	2,000	2,000
Postage & Freight	1,921	2,406	1,955	2,500	2,500	1,400	1,400
Awards & Recognition	154	298	0	315	315	165	165
Building Maintenance/Janitor.	272,367	315,578	226,846	325,000	325,900	330,119	330,119
Food & Provisions	211	595	253	200	200	220	220
Insurance	11,070	28,800	16,908	32,640	32,640	32,640	19,040
Leases	303,004	310,926	232,654	311,794	311,794	316,955	311,468
Rent	24	91	282	250	250	250	250
Trans Out - Capital Projects	0	0	0	5,265	5,265	25,000	0
Administrative Expense	598,784	669,314	484,956	685,698	686,598	717,233	673,146
Shop Supplies & Tools	11,873	11,199	8,221	6,000	6,000	10,000	10,000
Chemicals	19,548	21,622	0	0	0	0	0
Paint & Supplies	4,579	0	0	0	0	0	0
Books & Library Materials	319	1,017	195	500	500	1,000	1,000
Miscellaneous Supplies	3,965	0	0	0	0	0	0
Printing & Reproduction	4,406	5,411	2,173	4,500	4,500	3,150	3,150
Clothing	6,303	7,407	103	1,000	1,000	1,000	1,000
Safety Supplies	1,009	3,030	624	1,500	1,500	1,500	1,500
Construction Materials	622	0	0	0	0	0	0
Vehicle & Equipment Parts	2,698	0	0	0	0	0	0
Miscellaneous Equipment	96,990	28,484	56,678	25,000	25,000	65,750	52,000
Signs	68	0	0	0	0	0	0
Supplies & Materials	152,380	78,170	67,994	38,500	38,500	82,400	68,650
Accounting/Audit	1,933	1,731	0	2,290	2,290	2,290	2,435
Consulting Services	9,982	804	2,014	5,000	5,000	6,500	6,500
Engineering Fees	0	5,697	2,581	8,500	8,500	8,500	8,500
Collection Services	1,955	2,240	4,772	3,500	3,500	5,800	5,800
Contractor Fees	14	0	0	0	0	0	0
Inspection Fees	150	950	921	500	500	1,000	1,000
Temporary Help	11,964	0	0	0	0	0	0
Advertising	428	0	58	0	0	0	0
Other Contracts/Obligations	0	895	790	3,750	3,750	2,500	2,500
Purchased Services	26,426	12,317	11,136	23,540	23,540	26,590	26,735
Electric	139,192	137,858	14,702	19,475	19,475	21,365	21,365
Gas	28,152	21,110	10,472	10,344	10,344	14,000	14,000
Water	44,682	51,471	1,508	2,743	2,743	2,247	2,247
Waste Disposal/Collection	10,940	13,818	403	1,957	1,957	1,200	1,200
Stormwater	24,443	22,061	9,689	13,795	13,795	16,096	16,096
Telephone	3,858	5,118	2,711	3,612	3,612	3,700	3,700
Cellular Telephone	2,711	2,774	2,977	2,891	2,891	3,091	3,091

City of Appleton
2014 Budget
Revenue and Expense Summary

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
Utilities	253,978	254,210	42,462	54,817	54,817	61,699	61,699
Janitorial Service	296,991	340,891	280,508	365,000	365,000	365,000	375,950
Building Repair & Maintenance	415,521	429,750	355,723	485,000	485,000	533,706	513,706
Equipment Repair & Maintenan	2,855	2,620	2,780	4,000	4,000	4,000	4,000
CEA Equipment Rental	29,946	24,546	44,002	36,314	36,314	36,314	32,998
Repair & Maintenance	745,313	797,807	683,013	890,314	890,314	939,020	926,654
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	2,588,499	2,670,862	1,916,870	2,486,415	2,487,315	2,639,589	2,572,134

CITY OF APPLETON 2014 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Charges for Services	\$ 2,365,035	\$ 2,438,933	\$ 2,456,150	\$ 2,424,988	\$ 2,567,634
Other	29,589	9,080	-	-	-
Total Revenues	<u>2,394,624</u>	<u>2,448,013</u>	<u>2,456,150</u>	<u>2,424,988</u>	<u>2,567,634</u>
Expenses					
Operating Expenses	2,366,261	2,444,613	2,481,150	2,481,150	2,572,134
Depreciation	-	-	-	-	-
Total Expenses	<u>2,366,261</u>	<u>2,444,613</u>	<u>2,481,150</u>	<u>2,481,150</u>	<u>2,572,134</u>
Operating Loss	28,363	3,400	(25,000)	(56,162)	(4,500)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	28	-	-	-	-
Other Income	11,042	6,951	-	6,000	4,500
Total Non-Operating	<u>11,070</u>	<u>6,951</u>	<u>-</u>	<u>6,000</u>	<u>4,500</u>
Income (Loss) before Contributions and Transfers	39,433	10,351	(25,000)	(50,162)	-
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	-	(5,265)	(5,265)	-
Change in Net Assets	39,433	10,351	(30,265)	(55,427)	-
Net Assets - Beginning	5,643	45,076	55,427	55,427	-
Net Assets - Ending	<u>\$ 45,076</u>	<u>\$ 55,427</u>	<u>\$ 25,162</u>	<u>\$ -</u>	<u>\$ -</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 192,857	\$ 137,430
+ Change in Net Assets	(55,427)	-
Working Cash - End of Year	<u>\$ 137,430</u>	<u>\$ 137,430</u>

**CITY OF APPLETON 2014 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 Management Director, accounts for the expenditures related to City facility construction and major facilities improvements not accounted for separately in the City's enterprise funds. The projects anticipated for the upcoming year include the following:

<u>Project</u>	<u>Amount</u>	<u>Page</u>
Washington Square Development	\$ 100,000	Projects, Pg. 620
Grounds Improvements	130,000	Projects, Pg. 621
Hardscape Infrastructure Improvements	190,000	Projects, Pg. 622
HVAC Upgrades	200,000	Projects, Pg. 623
Parks Sewer Lateral Replacements	85,000	Projects, Pg. 623-A
Roof Replacement	200,000	Projects, Pg. 625
Safety & Security Upgrades	175,000	Projects, Pg. 626
Storage Construction	60,000	Projects, Pg. 627
Erb Pool Renovation	100,000	Projects, Pg. 653
Pavilion Renovations	30,000	Projects, Pg. 655
Pierce Park Band Shell	500,000	Projects, Pg. 656
Playground Equipment	90,000	Projects, Pg. 657
Prospect Avenue Park	65,800	Projects, Pg. 658
Riverfront Initiatives	25,000	Projects, Pg. 659
Southeast Community Park	200,000	Projects, Pg. 660
Skate Park	255,000	Projects, Pg. 661
Telulah Park	250,000	Projects, Pg. 662
Tennis Courts	45,000	Projects, Pg. 663
Trail Development	225,000	Projects, Pg. 664
	<u>\$ 2,925,800</u>	

Major changes in Revenue, Expenditures, or Programs:

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

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 619,932	\$ (2,300)	\$ 127,000	\$ 127,000	\$ -	-100.00%
Program Expenses		\$ 1,211,860	\$ 532,346	\$ 1,671,212	\$ 2,921,449	\$ 2,978,034	78.20%
Expenses Comprised Of:							
	Personnel	32,172	50,332	51,212	51,212	52,234	2.00%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	10,650	-	-	-	N/A
	Purchased Services	726,469	107,586	150,000	1,365,010	175,000	16.67%
	Utilities	-	1,184	-	-	-	N/A
	Capital Expenditures	453,219	362,594	1,470,000	1,505,227	2,750,800	87.13%

* % change from prior year adopted budget
Facilities.xls

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4710 Interest on Investments	\$ 13,866	\$ (2,300)	\$ 2,000	\$ 2,000	\$ -
5005 Sales of City Property	-	-	-	-	-
5020 Donations & Memorials	-	-	125,000	125,000	-
5082 Insurance Proceeds	28,860	-	-	-	-
5910 Proceeds of Long-term Debt	-	1,645,000	1,482,831	1,482,831	3,339,492
5921 Trans In - General Fund	-	-	-	-	-
5924 Trans In - Capital Projects	548,000	-	-	-	-
5931 Trans In - Internal Service Fur	29,206	-	-	-	-
Total Revenue	\$ 619,932	\$ 1,642,700	\$ 1,609,831	\$ 1,609,831	\$ 3,339,492
Expenses					
6101 Regular Salaries	\$ 24,916	\$ 38,977	\$ 39,176	\$ 39,176	\$ 39,962
6150 Fringes	7,256	11,355	12,036	12,036	12,272
6327 Miscellaneous Equipment	-	10,650	-	-	-
6404 Consulting	59,774	3,275	150,000	150,000	150,000
6406 Architect Fees	-	-	-	-	25,000
6408 Contractor Fees	666,695	104,311	-	1,215,010	-
6413 Utilities	-	1,184	-	-	-
6599 Other Contracts/Obligations	-	-	-	-	-
6801 Land	-	-	-	-	265,800
6802 Land Improvements	2,498	87,142	-	-	255,000
6803 Buildings	421,601	110,478	965,000	974,853	840,000
6804 Machinery & Equipment	25,429	140,900	265,000	290,374	560,000
6809 Infrastructure Construction	3,691	24,074	240,000	240,000	830,000
Total Expense	\$ 1,211,860	\$ 532,346	\$ 1,671,212	\$ 2,921,449	\$ 2,978,034

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Consulting</u>		<u>Machinery & Equipment</u>	
Washington Square development	\$ 100,000	Library HVAC	\$ 125,000
Pierce Park band shelter analysis	50,000	MSB HVAC	75,000
	<u>\$ 150,000</u>	MSB entrance gate upgrade	150,000
<u>Architect Fees</u>		MSB fencing	50,000
Lawe St. trestle analysis	\$ 25,000	Einstein Park playground	90,000
	<u>\$ 25,000</u>	Erb Park tennis courts	45,000
<u>Land</u>		Jones Park pavilion cameras	25,000
Southeast Community Park	\$ 200,000		<u>\$ 560,000</u>
Prospect Avenue Park	65,800	<u>Infrastructure Construction</u>	
	<u>\$ 265,800</u>	Fire Station # 2 parking lot	\$ 75,000
<u>Land Improvements</u>		PRFM facility building entry	50,000
Skate Park construction	\$ 255,000	Parks sewer lateral replacements	85,000
	<u>\$ 255,000</u>	Jaycee Park	65,000
<u>Buildings</u>		Telulah Park parking lots	250,000
Roof replacement - MSB	200,000	Telulah Park hillside	80,000
Mezzanine storage area @ MSB	60,000	Apple Hill Trail	225,000
Erb Pool/pavilion remodeling	100,000		<u>\$ 830,000</u>
Pavilion assessment	30,000		
Pierce Park band shell construction	450,000		
	<u>\$ 840,000</u>		

CITY OF APPLETON 2014 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

Revenues	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Interest Income	\$ 13,866	\$ (2,300)	\$ 2,000	\$ 2,000	\$ -
Other	28,860	-	125,000	-	-
Total Revenues	<u>42,726</u>	<u>(2,300)</u>	<u>127,000</u>	<u>2,000</u>	<u>-</u>
Expenses					
Program Costs	1,211,860	532,346	1,671,212	1,692,258	2,978,034
Total Expenses	<u>1,211,860</u>	<u>532,346</u>	<u>1,671,212</u>	<u>1,692,258</u>	<u>2,978,034</u>
Revenues over (under) Expenses	(1,169,134)	(534,646)	(1,544,212)	(1,690,258)	(2,978,034)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	1,645,000	1,482,831	-	3,339,492
Operating Transfers In - General Fund	-	-	-	70,072	-
Operating Transfers In - Capital Proj	548,000	-	-	-	-
Operating Transfers In - Internal Svc	29,206	-	-	-	-
Total Other Financing Sources (Uses)	<u>577,206</u>	<u>1,645,000</u>	<u>1,482,831</u>	<u>70,072</u>	<u>3,339,492</u>
Net Change in Equity	(591,928)	1,110,354	(61,381)	(1,620,186)	361,458
Fund Balance - Beginning	<u>740,302</u>	<u>148,374</u>	<u>1,258,728</u>	<u>1,258,728</u>	<u>(361,458)</u>
Fund Balance - Ending	<u>\$ 148,374</u>	<u>\$ 1,258,728</u>	<u>\$ 1,197,347</u>	<u>\$ (361,458) *</u>	<u>\$ -</u>

* The 2013 general obligation note issuance was postponed in order to be combined with the 2014 debt issuance. The consolidation will save issue costs.

CITY OF APPLETON 2014 BUDGET

**PARKS AND RECREATION
DEPARTMENT**

Director of Parks, Recreation & Facilities Management:

Dean R. Gazza, CPRE, LEED-AP

CITY OF APPLETON 2014 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 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 2013 EVENTS

The Parks and Recreation Department provides a high level of service at a cost lower than its neighbors. In 2013, the cost per capita was \$42.31 compared to Neenah \$70.49 and Menasha \$49.70.

2013 has been a very active year for recreation. We had over 9,000 individuals register for programs. 375 baseball games were played on the City's fields along with ten tournaments being scheduled. Pool attendance for 2013 reached 80,000.

New marketing efforts were made with the addition of a new specialized monthly e-newsletter distributed through Constant Contact reaching over 6,000 registered emails. The Parks and Recreation's Facebook page is currently at 1,549 fans and has proved to not only be a good marketing instrument but also a tool to help reach numerous people in a short timeframe for such announcements as program/event cancellations, deadline reminders, and program promotions.

In 2013, we creatively restructured our part time staff and established three coordinator positions that have helped assist the Recreation Manager and Recreation Programmers with daily tasks, community outreach, and programming responsibilities.

Partnerships and collaborations continue to be an integral part of our department continuing to provide high quality programming at an affordable cost. New partnerships this year included Bricks For Kidz, Kidstage, Fox Cities Greenways, Safe Routes to School Program, Lawrence University, Appleton Downtown Inc., Appleton Family Ice Center, Appleton Soccer Club, USA Disabled Hockey, Goodwill Industries, and the Building For Kids.

Efforts were made in 2013 to better utilize our parks for fitness programming. Classes such as Zumba and Boot Camp were offered in City parks and have seen continued success.

A new website was launched 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. In addition, customers can now rent pavilions online.

The grounds division of the department manages 631 acres of grounds, 16 ball diamonds, 17 tennis courts, 11 basketball courts, 4 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 courts at Summit, Einstein and Green Meadows Parks. In addition various ball diamond and field improvements, hard surface repairs and general grounds maintenance were performed and striping was added to various tennis courts to accommodate pickle ball.

The construction was completed and the grand reopening of the renovated Houdini Plaza took place this past July.

CITY OF APPLETON 2014 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2014 OBJECTIVES

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.

- Construction of skateboard park and parking lot area at Telulah Park
- Renovation to stages on the pavilion at Pierce Park
- Acquisition and development of prospect land from Utilities Water Division
- Acquisition of land for the development of a southside park
- Updates to tennis courts at Erb Park
- Development of Apple Hill Trail

Analysis and planning for the twenty-one park pavilions in service: The review and assessment would identify a more comprehensive approach to addressing the replacement and/or addition of restrooms or restroom/pavilions to ensure community needs are being met with the available resources. Presently issues include non-compliance of ADA standards, facilities that have reached their useful life, facilities not meeting needs and facilities planned, but not yet built in some newer parks.

Playground equipment upgrades: Our current program seeks to replace equipment on a 15 year life-cycle. Much of the equipment has exceeded this time frame and is in need of replacement.

Continue to initiate an Adopt-A-Park program.

Reformat existing youth sports leagues to meet current trends, promote sportsmanship and healthy lifestyles, better fit the community's needs, and allow for future growth and expansion.

Conduct statistically valid public opinion surveys to assess customer/community satisfaction with recreation services.

Increase communication and outreach through marketing efforts to better educate the community regarding facilities, events, programs, and resources.

Expand cultural arts programming.

Explore an agreement between the City of Appleton and the Appleton Area School District for residents to access school recreation facilities.

Continue work to define service costs and set fees that fall within our new cost recovery model (currently being created).

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
		2011	2012	Adopted 2013	Amended 2013	2014	
Unit	Title						
Program Revenues		\$ 600,293	\$ 557,388	\$ 578,416	\$ 578,416	\$ 598,643	3.50%
Program Expenses							
16532	Grounds Maintenance	1,675,074	1,702,570	1,746,896	1,746,896	1,865,817	6.81%
16541	Recreation Programs	1,236,160	1,266,154	1,322,908	1,322,908	1,346,010	1.75%
Total Program Expenses		\$ 2,911,234	\$ 2,968,724	\$ 3,069,804	\$ 3,069,804	\$ 3,211,827	4.63%
Expenses Comprised Of:							
Personnel		1,605,858	1,579,184	1,672,576	1,672,576	1,706,368	2.02%
Administrative Expense		125,874	135,812	150,870	150,870	140,768	-6.70%
Supplies & Materials		156,112	132,317	169,184	169,184	181,075	7.03%
Purchased Services		62,830	65,973	44,055	44,055	54,805	24.40%
Utilities		205,160	190,269	307,438	307,438	331,794	7.92%
Repair & Maintenance		755,400	865,169	725,681	725,681	797,017	9.83%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		14.42	14.75	15.05	15.05	15.00	

CITY OF APPLETON 2014 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT
Parks and Grounds Management **Business Unit 16532**

PROGRAM MISSION

Parks and Grounds Management is a team of highly skilled turf, grounds, and athletic field professionals whose mission is to 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 the community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

To provide park acreage based on national guidelines as published by the National Recreation and Parks Association. Current guidelines are 8 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 moving the Park Planner/Liaison from Recreation Business Unit 16541 to Parks and Grounds Business Unit 16532. Monies for wages, fringes, training and consulting services were moved to this business unit resulting in an increase to this business unit and an offsetting decrease in the Recreation business unit.

This budget reflects an increase in facilities charges in efforts to bring facilities to a sound maintenance level to preserve and extend the useful life of the assets. In 2013 and 2014, charges included the following:

- * Making repairs as a result of multiple years of vandalism.
- * Repairs to mechanical, plumbing and electrical systems and fixtures at the pool and pavilion facilities.
- * Replacement mechanical components at Erb Pool, only replacing what is needed to keep the system functioning.
- * Deferring anything we can until it is know what will occur with the pool's future.
- * Painting and staining of facilities, including maintaining the coatings on the pools at Erb.
- * Concrete repairs mainly on pool decks and walkways.

During 2013 additional costs for Parks & Recreation facilities were funded from facilities with lower priority needs by prioritizing maintenance needs with resources available to ensure the integrity of our assets while remaining within the approved budget for general fund facilities. It is anticipated that expenses will decrease in future years and costs of maintenance will stabilize.

This budget includes an increase in lease revenue based on a lease agreement with T-Mobile for space at AMP. This lease was entered into in June 2013.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
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 73,016)					
Per Capita	\$ 21.64	\$ 23.32	\$ 23.51	\$ 23.51	\$ 25.65
Park Acreage per 1,000 residents					
Community parks	4.8	4.8	4.8	4.8	4.8
Neighborhood parks	2.4	2.4	2.4	2.4	2.4

CITY OF APPLETON 2014 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT
Parks and Grounds Management **Business Unit 16532**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv.- Nontax	\$ 8,006	\$ 10,249	\$ 7,000	\$ 7,000	\$ 10,000
4802 Charges for Serv. - Tax	39,160	36,760	42,750	42,750	37,000
5001 Fees & Commissions	-	1,944	-	-	-
5011 Misc Revenue - Tax	119	208	-	-	-
5016 Lease Revenue	72,008	75,576	72,000	72,000	97,800
5020 Donations & Memorials	823	1,500	500	500	500
5030 Damage to City Property	391	-	250	250	250
Total Revenue	\$ 120,507	\$ 126,237	\$ 122,500	\$ 122,500	\$ 145,550
Expenses					
6101 Regular Salaries	\$ 531,009	\$ 533,818	\$ 539,804	\$ 539,804	\$ 549,106
6104 Call Time	1,462	3,080	-	-	1,500
6105 Overtime	8,841	6,415	7,500	7,500	7,500
6108 Part-Time	55,021	44,846	55,000	55,000	56,100
6150 Fringes	240,877	222,022	236,569	236,569	239,533
6201 Training/Conferences	523	800	2,550	2,550	2,600
6303 Memberships & Licenses	271	-	750	750	600
6305 Awards & Recognition	-	-	315	315	165
6307 Food & Provisions	96	-	220	220	220
6308 Landscape Supplies	60,787	70,845	49,500	49,500	52,000
6309 Shop Supplies & Tools	3,556	-	5,165	5,165	5,000
6320 Printing & Reproduction	-	22	-	-	-
6321 Clothing	4,686	-	5,500	5,500	1,500
6322 Gas Purchases	19,997	17,025	20,000	20,000	17,000
6323 Safety Supplies	1,783	20	1,500	1,500	1,500
6327 Miscellaneous Equipment	24,448	-	12,000	12,000	24,500
6404 Consulting Services	8,989	10,000	15,000	15,000	15,000
6413 Utilities	94,930	97,806	209,489	209,489	229,387
6415 Tipping Fees	737	528	750	750	750
6420 Facilities Charges	192,606	263,581	137,949	137,949	235,157
6425 CEA Equipment Rental	337,141	330,906	364,335	364,335	346,099
6429 Interfund Allocations	-	-	(30,000)	(30,000)	(30,000)
6440 Snow Removal Services	14,638	12,571	15,000	15,000	20,000
6454 Grounds Repair & Maint.	70,292	87,426	84,500	84,500	81,600
6503 Facility/Equipment Rental	1,554	859	5,000	5,000	1,500
6599 Other Contracts / Obligations	830	-	8,500	8,500	7,500
Total Expense	\$ 1,675,074	\$ 1,702,570	\$ 1,746,896	\$ 1,746,896	\$ 1,865,817

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Snow Removal Services</u>	
Topsoil, sand, seed, fertilizer, infield mix for ball diamonds, plant material, herbicides/pesticides, mulch, chips and other supplies	\$ 52,000	Contracted snow removal	\$ 20,000
	<u>\$ 52,000</u>		<u>\$ 20,000</u>
<u>Gas Purchases</u>		<u>Grounds Repair & Maintenance</u>	
Fuel for small equipment	\$ 17,000	Hardscapes maintenance	\$ 40,000
	<u>\$ 17,000</u>	Weed cutting	5,000
<u>Consulting Services</u>		Fencing repair	6,000
Architectural, Engineers, etc.	\$ 15,000	Weed control	5,000
	<u>\$ 15,000</u>	Playground equip.	5,000
<u>Miscellaneous Equipment</u>		Courts/fields upkeep	5,000
Signage	\$ 2,500	Signage upkeep	2,500
Lawn mowers and trimmers	2,000	Exterior lighting repair	2,500
Fertilizer spreader	5,000	Stormwater pond maint.	7,600
Trailer replacement	5,000	Other:	
Dugout toppers	7,500	Scoreboards, gates, trails, ice rinks, goose mgmt.	3,000
Snow blower replacement	2,500		<u>\$ 81,600</u>
	<u>\$ 24,500</u>		

**CITY OF APPLETON 2014 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM MISSION

To provide both structured and unstructured recreational services by developing diverse programs and activities that encourage community involvement while striving to enhance the social, cultural, and physical well-being of our residents and visitors.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Provide exceptional customer service through:
 - Promotion and support services for our online registration system
 - Effective and efficient person to person customer service contacts
 - Utilization of the latest demands for social media including the internet, Facebook and other technologies
 - Well trained staff and volunteers
- Provide diverse recreational opportunities for youth and adults (pre-school through older adult) that are cost-effective:

Active Adult Programs	Youth Sports Programs	Drop-in
Pre-school	Adult and older instructional programs	Special Event Trips
Youth instructional	Teen Programs	Adaptive Programs
- Coordinate delivery of recreation programs, activities and facilities by:
 - Administration of agreements with existing partners
 - Collaboration with other government agencies
 - Coordination with community groups and organizations
- Maximize utilization of recreational facilities through:
 - Department programming of pools, athletic fields, tennis courts, studios, pavilions, etc.
 - Policies that promote and monitor community use
 - Customer friendly registration and reservation methods for park usage, sport fields/diamonds, pavilions
 - Collaboration of recreation services with community groups and other leisure service providers
- Recognize changing landscape of parks and recreation services in community by:
 - Developing strategic plan for delivery of recreation services
 - Annually updating the five year comprehensive plan
 - Engaging in community activities, groups and organizations

Major Changes in Revenue, Expenditures or Programs:

- Salary, fringes and training/conferences of the Park Planner/ Liaison position has moved to the Parks/Grounds budget since this position predominately works on park planning, collaborations and agreements, park policies and projects. Historical costs for this position have been moved to allow for easier comparisons of costs.
- In 2014, 5% of the Parks and Recreation Administrative Clerk's wages/fringes was moved to Reid Golf course budget for time spent on marketing functions.
- The increase in City Center Studio rental is for the addition of new programs (Bricks for Kidz, new fitness programs, etc.)
- New collaborations were formed with community partners (Bricks 4 Kidz, KidStage, martial arts programming) that will allow us to continue to provide diverse recreational services. For this reason, contract/obligations were increased to cover the contracted cost of these program. There was also an increase in this account to cover the Tix.com fees for the dance recital as well as an increase for City Band funding.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Timely and organized program delivery					
% of customers who were satisfied with the services provided	98%	90%	95%	95%	95%
Strategic Outcomes					
Customer experience					
% of program with >80% enrollment	98%	90%	95%	95%	95%
# of new programs offered	7	8	10	13	8
Work Process Outputs					
Number of recreational opportunities:					
# of programs offered	124	120	125	128	132
# of collaborations	New Measure	57	57	64	67
Cost of service (Population 73,016)					
Recreation (per capita)	\$ 17.00	\$ 17.39	\$ 18.08	\$ 18.08	\$ 18.49

**CITY OF APPLETON 2014 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv.- Nontax	\$ 240,030	\$ 234,175	\$ 247,560	\$ 247,560	\$ 255,455
4802 Charges for Serv. - Tax	224,326	179,126	192,006	192,006	181,888
4850 Daily Entrance - Nontax	4,439	6,000	6,000	6,000	6,000
5001 Fees & Commissions	914	2,850	2,850	2,850	1,750
5010 Misc Revenue - Nontax	(675)	-	-	-	-
5015 Rental of City Property	8,766	7,500	7,500	7,500	6,000
5020 Donations & Memorials	2,000	1,500	-	-	2,000
5085 Cash Short or Over	(14)	-	-	-	-
Total Revenue	\$ 479,786	\$ 431,151	\$ 455,916	\$ 455,916	\$ 453,093
Expenses					
6101 Regular Salaries	\$ 252,446	\$ 238,165	\$ 274,283	\$ 274,283	\$ 282,311
6108 Part-Time	400,892	402,320	418,660	418,660	427,033
6150 Fringes	115,310	128,518	140,760	140,760	143,285
6201 Training/Conferences	2,108	3,150	2,450	2,450	2,450
6206 Parking Permits	1,330	2,088	2,088	2,088	-
6301 Office Supplies	2,060	3,000	2,500	2,500	2,550
6302 Subscriptions	-	50	50	50	50
6303 Memberships & Licenses	4,348	4,688	5,710	5,710	6,183
6304 Postage & Freight	818	-	-	-	1,700
6305 Awards & Recognition	1,733	2,243	2,393	2,393	2,628
6306 Building Maint./Janitorial	125	250	250	250	250
6307 Food & Provisions	2,279	2,110	2,560	2,560	3,935
6310 Chemicals	19,548	18,200	20,000	20,000	24,000
6314 Concession Supplies	3,388	3,200	3,950	3,950	4,425
6315 Books & Library Materials	102	750	620	620	620
6316 Miscellaneous Supplies	13,653	16,660	14,790	14,790	14,500
6320 Printing & Reproduction	5,091	6,500	6,500	6,500	6,500
6321 Clothing	13,507	14,570	15,289	15,289	16,425
6324 Medical/Lab Supplies	287	455	530	530	605
6327 Misc. Equipment	3,854	5,640	13,840	13,840	12,500
6403 Bank Services	5,953	6,000	7,000	7,000	7,000
6407 Collection Services	-	-	-	-	400
6408 Contractor Fees	4,573	-	-	-	-
6409 Inspection Fees	-	500	500	500	200
6412 Advertising	124	200	400	400	400
6413 Utilities	110,230	92,463	97,949	97,949	102,407
6420 Facilities Charges	136,997	159,138	129,035	129,035	115,824
6424 Software Support	-	500	-	-	-
6425 CEA Equip. Rental	3,726	11,047	9,862	9,862	8,337
6431 Interpreter Services	-	200	200	200	200
6503 Rent	108,652	116,074	124,034	124,034	115,937
6599 Other Contracts/Obligations	23,026	27,475	26,705	26,705	43,355
Total Expense	\$ 1,236,160	\$ 1,266,154	\$ 1,322,908	\$ 1,322,908	\$ 1,346,010

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Clothing</u>		<u>Chemicals</u>	
Youth sport t-shirts	\$ 11,125	Chlorine - Mead/Erb	\$ 24,000
Staff clothing	5,300		\$ 24,000
	<u>\$ 16,425</u>		
<u>Other Contracts/Obligations</u>		<u>Rent</u>	
City Band	\$ 13,000	City Center Studios	\$ 44,299
Playground fair rentals, Camp APRD		Appleton Schools	20,350
trips, instructors contracts, Tix.com	28,355	Appleton Schools (pools)	27,788
On the Hill movies	2,000	Reid Golf - winter programs	8,500
	<u>\$ 43,355</u>	USA Youth-soccer field use	5,500
		Tennis court leases	5,000
		Equipment rental	4,500
			<u>\$ 115,937</u>

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Charges for Services	515,961	548,692	487,135	495,316	495,316	497,343-	490,343
Other Revenues	84,333	99,787	107,825	83,100	83,100	79,500-	108,300
TOTAL REVENUES	600,294	648,479	594,960	578,416	578,416	576,843-	598,643
EXPENSES BY LINE ITEM							
Regular Salaries	381,016	357,902	292,781	430,738	430,738	838,128	829,177
Labor Pool Allocations	314,422	329,914	250,407	380,109	380,109	0	0
Call Time	1,462	3,079	2,246	0	0	1,500	1,500
Overtime	8,952	6,441	6,009	7,500	7,500	7,500	7,500
Part-Time	455,913	461,818	389,299	473,660	473,660	492,790	483,133
Other Compensation	0	8,314	4,432	3,240	3,240	0	2,240
Shift Differential	2	1	0	0	0	0	0
Sick Pay	8,565	593	0	0	0	0	0
Vacation Pay	79,339	78,107	62,250	0	0	0	0
Fringes	337,690	344,855	283,268	377,329	377,329	384,599	382,818
Unemployment Compensation	18,496	0	0	0	0	0	0
Salaries & Fringe Benefits	1,605,857	1,591,024	1,290,692	1,672,576	1,672,576	1,724,517	1,706,368
Training & Conferences	2,631	3,653	3,254	5,000	5,000	5,050	5,050
Parking Permits	1,330	2,088	1,812	2,088	2,088	288	0
Office Supplies	2,060	2,405	1,662	2,500	2,500	2,550	2,550
Subscriptions	0	0	0	50	50	50	50
Memberships & Licenses	4,619	8,095	5,943	6,460	6,460	6,783	6,783
Postage & Freight	818	0	245	0	0	1,700	1,700
Awards & Recognition	1,733	2,423	1,609	2,708	2,708	2,793	2,793
Building Maintenance/Janitor.	332	0	39	250	250	250	250
Food & Provisions	2,376	2,439	2,805	2,780	2,780	4,155	4,155
Rent	110,205	123,114	91,511	129,034	129,034	117,437	117,437
Administrative Expense	126,104	144,217	108,880	150,870	150,870	141,056	140,768
Landscape Supplies	39,475	70,819	37,879	49,500	49,500	52,000	52,000
Shop Supplies & Tools	3,556	0	5,897	5,165	5,165	5,000	5,000
Chemicals	51	0	29,838	20,000	20,000	24,000	24,000
Paint & Supplies	701	0	0	0	0	0	0
Concession Supplies	3,388	5,031	3,458	3,950	3,950	4,425	4,425
Books & Library Materials	102	42	343	620	620	620	620
Miscellaneous Supplies	18,683	22,920	11,347	14,790	14,790	14,500	14,500
Printing & Reproduction	5,091	7,821	3,519	6,500	6,500	6,500	6,500
Clothing	14,356	17,162	13,201	20,789	20,789	17,925	17,925
Gas Purchases	19,997	17,025	15,789	20,000	20,000	17,000	17,000
Safety Supplies	1,929	20	1,663	1,500	1,500	1,500	1,500
Medical & Lab Supplies	315	510	711	530	530	605	605
Construction Materials	12,046	22	0	0	0	0	0
Vehicle & Equipment Parts	3,103	4	0	0	0	0	0
Miscellaneous Equipment	26,915	37,141	15,706	25,840	25,840	47,000	37,000
Signs	1,387	142	0	0	0	0	0
Supplies & Materials	151,095	178,659	139,351	169,184	169,184	191,075	181,075
Bank Services	5,953	6,974	6,262	7,000	7,000	7,000	7,000
Consulting Services	8,989	13,001	12,731	15,000	15,000	15,000	15,000
Collection Services	0	0	0	0	0	400	400
Contractor Fees	24,139	3,972	3,937	0	0	0	0
Inspection Fees	0	0	0	500	500	200	200
Advertising	124	891	2,235	400	400	400	400
Tipping Fees	737	528	334	750	750	750	750
Interfund Allocations	0	0	20,109-	30,000-	30,000-	0	30,000-
Interpreter Services	0	0	0	200	200	200	200
Snow Removal Services	14,638	12,571	15,308	15,000	15,000	20,000	20,000
Laundry Services	3,837	174	0	0	0	0	0
Other Contracts/Obligations	23,856	21,197	38,588	35,205	35,205	56,685	50,855
Purchased Services	82,273	59,308	59,286	44,055	44,055	100,635	64,805
Electric	1,930	0	95,988	125,228	125,228	145,067	145,067

City of Appleton
2014 Budget
Revenue and Expense Summary

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
Gas	2,572	0	15,233	18,820	18,820	19,496	19,496
Water	0	89	18,452	37,000	37,000	33,606	33,606
Waste Disposal/Collection	5,475	4,688	12,903	17,500	17,500	19,805	19,805
Stormwater	87,939	91,297	59,465	103,500	103,500	106,500	106,500
Telephone	1,753	668	1,045	2,540	2,540	2,190	2,190
Cellular Telephone	4,146	4,760	4,694	2,850	2,850	5,130	5,130
Utilities	103,815	101,502	207,780	307,438	307,438	331,794	331,794
Building Repair & Maintenance	1,050	0	0	0	0	0	0
Equipment Repair & Maintenananc	557	181	0	0	0	0	0
Facilities Charges	1,790,349	1,912,220	299,801	266,984	266,984	350,981	350,981
Software Support	0	1,830	0	0	0	0	0
CEA Equipment Rental	340,867	337,591	230,817	374,197	374,197	354,436	354,436
Grounds Repair & Maintenance	49,119	58,991	50,541	84,500	84,500	89,000	81,600
Repair & Maintenance	2,181,942	2,310,813	581,159	725,681	725,681	794,417	787,017
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	4,251,086	4,385,523	2,387,148	3,069,804	3,069,804	3,283,494	3,211,827

**CITY OF APPLETON 2014 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

NOTES

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**CITY OF APPLETON 2014 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

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Projected	2014 Budget
Revenues					
Interest Income	\$ 101	\$ 33	\$ 70	\$ 35	\$ 35
Expenses					
Program Costs	-	-	500	500	500
Revenues over (under) Expenses	101	33	(430)	(465)	(465)
Fund Balance - Beginning	2,347	2,448	2,481	2,481	2,016
Fund Balance - Ending	\$ 2,448	\$ 2,481	\$ 2,051	\$ 2,016	\$ 1,551

**CITY OF APPLETON 2014 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 2014.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Projected	2014 Budget
Revenues					
Interest Income	\$ 2,625	\$ 861	\$ 1,800	\$ 800	\$ 800
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	2,625	861	1,800	800	800
Fund Balance - Beginning	60,732	63,357	64,218	64,218	65,018
Fund Balance - Ending	\$ 63,357	\$ 64,218	\$ 66,018	\$ 65,018	\$ 65,818

**CITY OF APPLETON 2014 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

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Projected	2014 Budget
Revenues					
Interest Income	\$ 456	\$ 151	\$ 300	\$ 150	\$ 150
Expenses					
Program Costs	-	-	300	300	300
Revenues over (under) Expenses	456	151	-	(150)	(150)
Fund Balance - Beginning	10,610	11,066	11,217	11,217	11,067
Fund Balance - Ending	\$ 11,066	\$ 11,217	\$ 11,217	\$ 11,067	\$ 10,917

**CITY OF APPLETON 2014 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. The open air shelter was completed in 2012. This was the last major component of the park master plan adopted in 2004.

No costs are projected for 2013 despite costs budgeted to rebuild the bio-filter. City staff has been monitoring and determined that the bio- filter is working but will need minor maintenance instead. These maintenance costs are budgeted for 2014.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Projected	2014 Budget
Revenues					
Interest Income	\$ 8,809	\$ 2,815	\$ 5,000	\$ 2,500	\$ 2,500
Donations & Memorials	3,000	-	-	-	-
Total Revenue	<u>11,809</u>	<u>2,815</u>	<u>5,000</u>	<u>2,500</u>	<u>2,500</u>
Expenses					
Program Costs	-	75,610	13,400	-	3,650
Revenues over (under) Expenses	11,809	(72,795)	(8,400)	2,500	(1,150)
Fund Balance - Beginning	<u>204,656</u>	<u>216,465</u>	<u>143,670</u>	<u>143,670</u>	<u>146,170</u>
Fund Balance - Ending	<u>\$ 216,465</u>	<u>\$ 143,670</u>	<u>\$ 135,270</u>	<u>\$ 146,170</u>	<u>\$ 145,020</u>

**CITY OF APPLETON 2014 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 originally budgeted in 2010 for acquisition of land for a regional community park in the southeast area of the City. The acquisition was not completed as the project scope was re-evaluated due to changing community needs, participation levels by other municipalities, etc. \$200,000 of the \$400,000 for land acquisition costs for the regional community park (Projects, page 660) are included in this budget request.

* \$107,000 had previously been budgeted to re-acquire the WE Energies property adjacent to the former water treatment plant. The project was carried over for several years as the DNR did not provided a closure letter to WE Energies. Re-acquisition will occur as soon as closure is obtained from the DNR and the funding request will be submitted when acquisition of this property is available.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Projected	2014 Budget
Revenues					
Interest Income	12,259	4,033	8,500	4,000	4,000
Total Revenues	12,259	4,033	8,500	4,000	4,000
Expenses					
Program Costs	30	-	-	-	200,000
Revenues over (under) Expenses	12,229	4,033	8,500	4,000	(196,000)
Fund Balance - Beginning	284,655	296,884	300,917	300,917	304,917
Fund Balance - Ending	\$ 296,884	\$ 300,917	\$ 309,417	\$ 304,917	\$ 108,917 *

**CITY OF APPLETON 2014 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 2014.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Projected	2014 Budget
Revenues					
Interest Income	\$ 245	\$ 93	\$ 150	\$ 80	\$ 80
Expenses					
Program Costs	-	-	200	200	200
Revenues over (under) Expenses	245	93	(50)	(120)	(120)
Fund Balance - Beginning	5,496	5,741	5,834	5,834	5,714
Fund Balance - Ending	\$ 5,741	\$ 5,834	\$ 5,784	\$ 5,714	\$ 5,594

**CITY OF APPLETON 2014 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:

\$5,783 was spent in 2012 for repairs to the rubber surface and additional repairs were completed in 2013. Funding requests for 2014 will address continued maintenance issues related to the facility.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Projected	2014 Budget
Revenues					
Interest Income	\$ 758	\$ 179	\$ 300	\$ 150	\$ 150
Expenses					
Program Costs	6,900	5,783	2,500	2,500	2,500
Revenues over (under) Expenses	(6,142)	(5,604)	(2,200)	(2,350)	(2,350)
Fund Balance - Beginning	19,274	13,132	7,528	7,528	5,178
Fund Balance - Ending	\$ 13,132	\$ 7,528	\$ 5,328	\$ 5,178	\$ 2,828

**CITY OF APPLETON 2014 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 due to the recent construction of the facility.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Projected	2014 Budget
Revenues					
Interest Income	\$ 1,089	\$ 361	\$ 700	\$ 350	\$ 350
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	1,089	361	700	350	350
Fund Balance - Beginning	25,507	26,596	26,957	26,957	27,307
Fund Balance - Ending	\$ 26,596	\$ 26,957	\$ 27,657	\$ 27,307	\$ 27,657

CITY OF APPLETON 2014 BUDGET

REID GOLF COURSE

**Director of Parks, Recreation & Facilities Management:
Dean R. Gazza, CPRE, LEED-AP**

CITY OF APPLETON 2014 BUDGET REID GOLF COURSE

MISSION STATEMENT

Reid Golf Course will be dedicated to growing the game of golf by providing competitive rates, a golf course confirming to high standards, quality facilities and sincere customer service to golfers at all play levels.

DISCUSSION OF SIGNIFICANT 2013 EVENTS

Secured agreement with contractor for clubhouse operations to address lost revenues due to pond construction project

Installed Fore! Reservations software upgrade

Purchased and installed Point of Sale module for Fore! Reservations system

Purchased and implemented Fore! Marketing and Fore! Web modules for Fore! Reservations. Implementation included: distribution of bi-weekly electronic newsletters with course updates, golf specials, etc.; new golf course website; Birthday Club; online marketing specials, etc.

Worked closely with golf leagues to accommodate all leagues on the 9-hole course in 2013 and receive commitment to return in 2014

Renovated concession area, including new service counter, flooring, and soda/beer dispensing area

Purchased new furniture for clubhouse

Implemented special rates to address 9-hole course configuration in 2013 due to pond construction project and provide incentives for golfers to return again to Reid Golf Course in 2014

Worked cooperatively with the Stormwater Utility, Lohmann Golf Design, AECOM and Ryan Inc. Central to complete the construction of stormwater ponds and all associated improvements to the golf course

Revised the focus, objectives and membership of the Golf Advisory Committee to address the changing direction of the golfing industry and participation at Reid Golf Course

Administered the agreement between the Reid Golf Course and the Stormwater Utility for the stormwater pond project

Worked cooperatively with Parks, Recreation and Facilities Management to expand programming for youth in 2014

Developed the marketing plan for the 2014 golf season, including the 2014 rates, pass sales, discount cards, specials, and grand re-opening celebration

Prepared comprehensive report on all clubhouse operations to assist the Department and City Council in determining the best option for future clubhouse operations that meet the changing needs of the golf industry

CITY OF APPLETON 2014 BUDGET REID GOLF COURSE

MAJOR 2014 OBJECTIVES

Identify the changing golf trends that are impacting participation levels at Reid Golf Course and implement programs, rates and fees, marketing efforts, special events, etc. to address those trends

Develop plan for all clubhouse operations that considers changing golf trends, available City resources, and program direction to meet current and future community interests and needs

Celebrate the re-opening of the golf course as an 18-hole golf course after one year as a 9-hole course due to the stormwater pond construction project in 2013

Maximize the financial potential of "prime time" tee times and expand utilization of "non-prime time" tee times

Expand the use of the Fore! Reservations system for:
 Increased electronic marketing and golfer communications
 Improved administration of tee times, tournaments, outings, league play, etc.
 Improved accounting methods and procedures for all clubhouse sales
 Improved data collection of golfer information

Market the golf course through available media and with limited resources

Work closely with the Stormwater Utility, AECOM, Lohmann Golf Design and Ryan Inc. Central to address the final construction close-out items on the pond project

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

Complete the capital improvement projects funded in 2014

Continue involvement with the revised Golf Advisory Committee to improve operations, fees and charges, and address current and emerging trends impacting Reid Golf Course

Work closely with Parks, Recreation and Facilities Management staff to implement new program opportunities for area youth

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 488,503	\$ 523,220	\$ 577,660	\$ 577,660	\$ 572,640	-0.87%
Program Expenses							
5630	Operations	770,563	557,802	587,585	601,015	567,915	-3.35%
TOTAL		\$ 770,563	\$ 557,802	\$ 587,585	\$ 601,015	\$ 567,915	-3.35%
Expenses Comprised Of:							
	Personnel	180,351	174,110	175,227	175,227	191,030	9.02%
	Administrative Expense	395,809	133,794	128,197	128,197	115,240	-10.11%
	Supplies & Materials	60,607	58,613	50,765	50,765	47,765	-5.91%
	Purchased Services	23,865	26,771	54,679	54,679	32,546	-40.48%
	Utilities	36,064	38,978	37,016	37,016	38,514	4.05%
	Repair & Maintenance	73,867	125,536	103,701	103,701	107,820	3.97%
	Capital Expenditures	-	-	38,000	51,430	35,000	-7.89%
Full Time Equivalent Staff:							
	Personnel allocated to programs	1.55	1.53	1.73	1.73	1.78	

* % change from prior year adopted budget
Reid.xls

**CITY OF APPLETON 2014 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:

Continue to expand the use of the Fore! Reservations system to increase revenues through electronic marketing, improved golfer communications, etc.

Explore opportunities to increase revenues and decrease expenditures

Maintain course in best condition possible with available resources

Work closely with clubhouse manager to coordinate course maintenance to meet golfers' demands and activities

Coordinate labor demands with Operations Division to maximize resources and meet the needs of the course

Strive to meet the recommendations of the United States Golf Association assessment

Work closely with CEA to coordinate repairs and provide equipment to maintain course

Work closely with the Recreation Division to implement new program opportunities for area youth

Major changes in Revenue, Expenditures, or Programs:

A budget transfer request from fund balance was done in 2013 to replace the boiler in the clubhouse.

Lease revenue increased slightly due to an annual increase clause in the 2012 antenna lease agreement signed with T-Mobile. Lease revenue also includes \$15,210 from the stormwater utility as an annual payment for use of the golf course storm water ponds.

In 2014, the course will revert back to 18-holes vs. 9-holes during the completion of the stormwater ponds.

In 2014, 5% of the Parks and Recreation Administrative Clerk's wages/fringes is being charged to this budget for time spent on marketing functions.

Depreciation expense has decreased due to the maintenance building being fully depreciated in 2013.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Recreational opportunities					
Rounds of golf played annually	34,561	32,305	20,000	17,500	33,000
Annual youth pass holders	93	102	85	143	125
Family pass holders	N/A	13	5	11	20
Strategic Outcomes					
Electronic Communication with Golfers					
% of golfers with email addresses	New Measure	—————>	20%	22%	30%
# of emails receiving bi-weekly message	New Measure	—————>	450	650	1,000
# of rounds generated thru email messages	New Measure	—————>	100	75	250
% of golfers who rate conditions at good or better	90%	90%	75%	75%	95%
Work Process Outputs					
% of time:					
Greens are mowed daily	70%	75%	75%	75%	85%
Tees and fairways - mowed 2 times per week (May-Aug.)	75%	75%	75%	75%	80%
Rough - mowed weekly	100%	100%	95%	95%	95%
Bunkers - raked weekly (Summer)	100%	95%	95%	95%	100%
Tees and fairways - mowed 2 times per week (Spring/Fall)	90%	90%	90%	90%	95%

**CITY OF APPLETON 2014 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4710 Interest on Investments	\$ 8,790	\$ 3,149	\$ 2,400	\$ 2,400	\$ 1,800
4801 Charges for Serv. - Nontax	4,967	5,923	1,750	1,750	6,500
4802 Charges for Serv. - Tax	415,922	450,802	250,000	250,000	460,000
4850 Daily Entrance - Nontax	3,150	3,150	-	-	3,150
5004 Sale of City Prop - Nontax	-	4,100	-	-	-
5010 Misc revenue - Non Tax	24,750	25,000	10,500	10,500	25,000
5015 Rental of City Property	8,000	8,000	12,000	12,000	15,000
5016 Lease Revenue	19,800	23,016	41,010	41,010	41,190
5020 Donations and Memorials	3,077	-	-	-	-
5021 Capital Contributions	-	-	20,000	20,000	20,000
5035 Other Reimbursements	47	80	240,000	240,000	-
Total Revenue	<u>\$ 488,503</u>	<u>\$ 523,220</u>	<u>\$ 577,660</u>	<u>\$ 577,660</u>	<u>\$ 572,640</u>
Expenses					
6101 Regular Salaries	\$ 98,801	\$ 93,047	\$ 102,315	\$ 102,315	\$ 109,718
6104 Call Time	-	80	-	-	-
6105 Overtime	356	289	500	500	500
6108 Part-Time	37,183	48,892	40,947	40,947	45,630
6150 Fringes	44,011	31,802	31,465	31,465	35,182
6201 Training/Conferences	414	470	750	750	750
6301 Office Supplies	-	172	100	100	100
6303 Memberships & Licenses	320	490	585	585	585
6306 Building Maint./Janitorial	9,726	12,107	8,150	8,150	10,000
6307 Food & Provisions	-	-	35	35	35
6308 Landscape Supplies	29,392	27,050	33,165	33,165	33,165
6320 Printing & Reproduction	914	1,135	1,500	1,500	1,500
6321 Clothing	-	-	100	100	100
6322 Gas Purchases	18,070	19,130	10,000	10,000	13,000
6327 Miscellaneous Equipment	3,685	-	6,000	6,000	-
6401 Accounting/Audit	2,707	2,424	2,372	2,372	2,433
6403 Bank Services	222	152	100	100	100
6404 Consulting Services	1,608	2,190	1,650	1,650	1,650
6407 Collection Services	415	459	483	483	483
6408 Contractor Fees	13,700	16,031	37,100	37,100	19,850
6412 Advertising	4,017	3,322	6,000	6,000	4,000
6413 Utilities	36,064	38,978	37,016	37,016	38,514
6415 Tipping Fees	-	25	-	-	-
6416 Build. Repairs & Maint	565	90	-	-	-
6418 Equip. Repairs & Maint	10,124	6,319	5,200	5,200	5,200
6419 Communications Equip. Repair	151	1,538	-	-	-
6420 Facilities Charges	20,645	50,138	23,275	23,275	23,304
6424 Software Support	-	1,000	1,000	1,000	2,000
6425 CEA Equip. Rental	42,382	66,451	74,226	74,226	77,316
6426 Other Interfund Charges	-	1,167	5,944	5,944	3,000
6451 Uniform Services	649	610	650	650	650
6501 Insurance	3,180	5,659	3,680	3,680	4,150
6503 Rent	684	485	550	550	550
6599 Other Contracts/Obligations	547	391	380	380	380
6601 Depreciation Expense	77,885	79,151	80,385	80,385	66,500
6720 Interest Payments	(185,754)	28,658	16,038	16,038	14,670
6730 Debt Issuance Costs	-	-	24	24	-
6803 Buildings	-	-	25,000	25,000	35,000
6804 Furniture, Fixtures & Equipment	-	-	13,000	26,430	-
7911 Trans Out - General Fund	497,900	17,900	17,900	17,900	17,900
Total Expense	<u>\$ 770,563</u>	<u>\$ 557,802</u>	<u>\$ 587,585</u>	<u>\$ 601,015</u>	<u>\$ 567,915</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Buildings</u>	
Topsoil, sand & gravel	\$ 2,000	Course shelter	\$ 35,000
Seed & fertilizers	8,500		
Pesticides/herbicides	22,665		
	<u>\$ 33,165</u>		

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Interest Income	8,791	3,148	205	2,400	2,400	2,400-	1,800
Charges for Services	424,039	459,875	157,225	251,750	251,750	505,260-	469,650
Other Revenues	55,673	60,197	54,433	323,510	323,510	91,190-	101,190
TOTAL REVENUES	488,503	523,220	211,863	577,660	577,660	598,850-	572,640
EXPENSES BY LINE ITEM							
Regular Salaries	57,878	54,668	43,929	102,315	102,315	107,571	109,438
Labor Pool Allocations	30,341	32,285	22,178	0	0	0	0
Call Time	0	80	13	0	0	0	0
Overtime	356	289	991	500	500	500	500
Part-Time	37,183	48,892	29,459	40,947	40,947	45,630	45,630
Other Compensation	0	44	53	0	0	0	280
Sick Pay	752	4,790-	0	0	0	0	0
Vacation Pay	9,830	10,840	4,590	0	0	0	0
Fringes	37,704	28,172	21,603	31,465	31,465	35,559	33,367
Unemployment Compensation	6,307	3,630	0	0	0	0	1,815
Salaries & Fringe Benefits	180,351	174,110	122,816	175,227	175,227	189,260	191,030
Training & Conferences	414	470	298	750	750	750	750
Office Supplies	0	172	28	100	100	100	100
Memberships & Licenses	320	490	150	585	585	585	585
Building Maintenance/Janitor.	1,180	809	4,204	8,150	8,150	10,000	10,000
Food & Provisions	0	0	0	35	35	35	35
Insurance	3,180	5,660	2,711	3,680	3,680	3,680	4,150
Rent	684	485	0	550	550	550	550
Depreciation Expense	77,885	79,151	59,465	80,385	80,385	80,385	66,500
Interest Payments	185,754-	28,658	26,569	16,038	16,038	14,670	14,670
Debt Issuance Costs	0	0	0	24	24	0	0
Trans Out - General Fund	497,900	17,900	13,425	17,900	17,900	17,900	17,900
Administrative Expense	395,809	133,795	106,850	128,197	128,197	128,655	115,240
Landscape Supplies	29,392	27,050	33,766	33,165	33,165	33,165	33,165
Shop Supplies & Tools	186	591	0	0	0	0	0
Paint & Supplies	67	212	0	0	0	0	0
Miscellaneous Supplies	3,792	4,878	0	0	0	0	0
Printing & Reproduction	914	1,135	1,067	1,500	1,500	1,500	1,500
Clothing	0	0	0	100	100	100	100
Gas Purchases	18,070	19,130	12,053	10,000	10,000	13,000	13,000
Safety Supplies	39	59	0	0	0	0	0
Construction Materials	714	3	0	0	0	0	0
Vehicle & Equipment Parts	3,748	5,556	40	0	0	0	0
Miscellaneous Equipment	3,685	0	4,461	6,000	6,000	33,000	0
Supplies & Materials	60,607	58,614	51,387	50,765	50,765	80,765	47,765
Accounting/Audit	2,707	2,424	0	2,372	2,372	2,400	2,433
Bank Services	222	152	20	100	100	100	100
Consulting Services	1,608	2,190	8,667	1,650	1,650	16,650	1,650
Collection Services	415	459	261	483	483	483	483
Contractor Fees	13,700	16,031	709	37,100	37,100	4,850	19,850
Advertising	4,017	3,322	1,094	6,000	6,000	4,000	4,000
Tipping Fees	0	25	0	0	0	0	0
Other Interfund Charges	0	1,167	9,615	0	0	5,944	3,000
Interfund Allocations	0	0	0	5,944	5,944	0	0
Laundry Services	649	610	89	650	650	650	650
Other Contracts/Obligations	547	391	349	380	380	380	380
Purchased Services	23,865	26,771	20,804	54,679	54,679	35,457	32,546
Electric	19,000	22,707	12,572	19,112	19,112	19,590	19,590
Gas	5,949	4,889	4,607	6,177	6,177	6,177	6,177
Water	2,051	1,919	573	1,993	1,993	2,023	2,023
Waste Disposal/Collection	1,682	1,866	717	1,772	1,772	1,825	1,825
Stormwater	5,850	5,914	2,837	6,455	6,455	7,392	7,392
Telephone	1,442	1,589	1,299	1,357	1,357	1,357	1,357

City of Appleton
2014 Budget
Revenue and Expense Summary

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
Cellular Telephone	90	94	117	150	150	150	150
Utilities	36,064	38,978	22,722	37,016	37,016	38,514	38,514
Building Repair & Maintenance	565	90	57	0	0	10,000	0
Equipment Repair & Maintenance	10,124	6,319	4,793	5,200	5,200	5,200	5,200
Communications Equip. Repairs	151	1,538	0	0	0	0	0
Facilities Charges	20,645	50,138	11,535	23,275	23,275	23,304	23,304
Software Support	0	1,000	2,350	1,000	1,000	2,000	2,000
CEA Equipment Rental	42,382	66,451	47,267	74,226	74,226	77,316	77,316
Grounds Repair & Maintenance	0	0	193	0	0	0	0
Repair & Maintenance	73,867	125,536	66,195	103,701	103,701	117,820	107,820
Buildings	0	0	16,945	25,000	25,000	0	35,000
Machinery & Equipment	0	0	16,105	13,000	26,430	0	0
Capital Expenditures	0	0	33,050	38,000	51,430	0	35,000
TOTAL EXPENSES	770,563	557,804	423,824	587,585	601,015	590,471	567,915

**CITY OF APPLETON 2014 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Charges for Services	\$ 443,822	\$ 459,875	\$ 251,750	\$ 226,750	\$ 469,650
Miscellaneous	13,013	37,180	262,500	252,000	40,000
Lease Revenue	19,800	23,016	41,010	41,010	41,190
Total Revenues	<u>476,635</u>	<u>520,071</u>	<u>555,260</u>	<u>519,760</u>	<u>550,840</u>
Expenses					
Operation and Maintenance	380,534	432,093	435,262	435,262	433,845
Depreciation	77,885	79,151	80,385	80,385	66,500
Total Expenses	<u>458,419</u>	<u>511,244</u>	<u>515,647</u>	<u>515,647</u>	<u>500,345</u>
Operating Income (Loss)	18,216	8,827	39,613	4,113	50,495
Nonoperating Revenues (Expenses)					
Interest Income	8,790	3,149	2,400	1,500	1,800
Interest Expense	185,754	(28,658)	(16,038)	(16,038)	(14,670)
Other	3,077	-	-	202	-
Loss on Asset Disposal	-	-	-	(3,000)	-
Total Non-Operating	<u>197,621</u>	<u>(25,509)</u>	<u>(13,638)</u>	<u>(17,336)</u>	<u>(12,870)</u>
Net Income (Loss) Before Transfers	215,837	(16,682)	25,975	(13,223)	37,625
Contributions and Transfers In (Out)					
Capital Contributions	-	-	20,000	255,630 *	20,000
Operating Transfers out	(497,900)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	(282,063)	(34,582)	28,075	224,507	39,725
Net Assets - Beginning	812,259	530,196	495,614	495,614	720,121
Net Assets - Ending	<u>\$ 530,196</u>	<u>\$ 495,614</u>	<u>\$ 523,689</u>	<u>\$ 720,121</u>	<u>\$ 759,846</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 157,176	\$ 125,938
+ Change in Net Assets	224,507	39,725
- Capital Contributions	(255,630)	(20,000)
+ Depreciation	80,385	66,500
- Fixed Assets	(46,500)	(15,000)
- Principal Repayment	(34,000)	(51,744)
Working Cash - End of Year	<u>\$ 125,938</u>	<u>\$ 145,419</u>

* The Capital Contributions for 2013 includes a water fountain and bridge structure paid for by the Stormwater Utility as part of the agreement for placement of a stormwater detention pond on the course. In 2014 the rain shelter will be completed, which will complete the agreement.

**CITY OF APPLETON 2014 BUDGET
REID GOLF COURSE
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2013 Budget	2013 Projected	2014 Budget	2015 Projected	2016 Projected	2017 Projected	2018 Projected
Revenues							
Charges for Services	\$ 251,750	\$ 226,750	\$ 469,650	\$ 474,650	\$ 479,650	\$ 484,650	\$ 489,650
Miscellaneous	262,500	252,000	40,000	40,800	41,616	42,448	43,297
Lease Revenue	41,010	41,010	41,190	41,190	41,190	41,190	41,190
Total Revenues	<u>555,260</u>	<u>519,760</u>	<u>550,840</u>	<u>556,640</u>	<u>562,456</u>	<u>568,288</u>	<u>574,137</u>
Expenses							
Operating Expenses	435,262	435,262	433,845	469,691	465,808	477,204	491,384
Depreciation	80,385	80,385	66,500	67,000	68,500	69,000	69,000
Total Expenses	<u>515,647</u>	<u>515,647</u>	<u>500,345</u>	<u>536,691</u>	<u>534,308</u>	<u>546,204</u>	<u>560,384</u>
Operating Income	39,613	4,113	50,495	19,949	28,148	22,084	13,753
Non-Operating Revenues (Expenses)							
Interest Income	2,400	1,500	1,800	1,800	1,000	800	500
Interest Expense	(16,038)	(16,038)	(14,670)	(14,385)	(13,920)	(13,320)	(12,556)
Other	-	202	-	-	-	-	-
Loss on Asset Disposal	-	(3,000)	-	-	-	-	-
Total Non-Operating	<u>(13,638)</u>	<u>(17,336)</u>	<u>(12,870)</u>	<u>(12,585)</u>	<u>(12,920)</u>	<u>(12,520)</u>	<u>(12,056)</u>
Net Income Before Transfers	25,975	(13,223)	37,625	7,364	15,228	9,564	1,697
Contributions and Transfers In (Out)							
Capital Contributions General Fund	20,000 (17,900)	255,630 (17,900)	20,000 (17,900)	- (17,900)	- (17,900)	- (17,900)	- (17,900)
Change in Net Assets	28,075	224,507	39,725	(10,536)	(2,672)	(8,336)	(16,203)
Total Net Assets - Beginning	<u>495,614</u>	<u>495,614</u>	<u>720,121</u>	<u>759,846</u>	<u>749,310</u>	<u>746,638</u>	<u>738,302</u>
Total Net Assets - Ending	<u>\$ 523,689</u>	<u>\$ 720,121</u>	<u>\$ 759,846</u>	<u>\$ 749,310</u>	<u>\$ 746,638</u>	<u>\$ 738,302</u>	<u>\$ 722,099</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 157,176	\$ 125,938	\$ 145,419	\$ 116,883	\$ 80,211	\$ 40,875
+ Change in Net Assets	224,507	39,725	(10,536)	(2,672)	(8,336)	(16,203)
- Capital Contributions	(255,630)	(20,000)	-	-	-	-
+ Depreciation	80,385	66,500	67,000	68,500	69,000	69,000
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	(46,500)	(15,000)	(20,000)	(37,500)	(35,000)	(35,000)
- Principal Repayment	(34,000)	(51,744)	(65,000)	(65,000)	(65,000)	(65,000)
Working Cash - End of Year	<u>\$ 125,938</u>	<u>\$ 145,419</u>	<u>\$ 116,883</u>	<u>\$ 80,211</u>	<u>\$ 40,875</u>	<u>\$ (6,328)</u>
25% Working Capital Reserve (prior year's audited expenses)	\$ 117,300	\$ 116,604	\$ 125,494	\$ 124,407	\$ 127,106	
Coverage Ratio	0.76	1.17	0.82	0.92	0.86	0.76

ASSUMPTIONS:

Rounds of golf played to return in 2014 to 2012 levels and then increasing slightly for estimated increase in rounds, with no price increases projected in 2015-2018 for golf fees and passes.
Operating expenses to increase 2.5% per year after 2014 in addition to larger one time costs as detailed in the five-year Capital Improvements Program.
Strive to maintain a level of 25% working capital reserve and 1.25 coverage ratio.
No additional debt is included in the projections.

**CITY OF APPLETON 2014 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

2002 General Fund Advance			
Year	Principal	Interest	Total
2014	\$ 21,744	\$ -	\$ 21,744
2015 *	5,000	-	5,000
2016 *	5,000	-	5,000
2017 *	5,000	-	5,000
2018 *	5,000	-	5,000
2019 *	5,000	-	5,000
2020	-	-	-
2021	-	-	-
2022	-	-	-
2023	-	-	-
2024	-	-	-
2025	60,000	-	60,000
2026	80,000	-	80,000
	<u>\$ 186,744</u>	<u>\$ -</u>	<u>\$ 186,744</u>

2012 Taxable General Obligation Refunding Bonds			
Year	Principal	Interest	Total
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
	<u>\$ 725,000</u>	<u>\$ 111,833</u>	<u>\$ 836,833</u>

Total			
Year	Principal	Interest	Total
2014	\$ 51,744	\$ 14,670	\$ 66,414
2015	65,000	14,385	79,385
2016	65,000	13,920	78,920
2017	65,000	13,320	78,320
2018	65,000	12,556	77,556
2019	65,000	11,625	76,625
2020	70,000	10,432	80,432
2021	75,000	8,625	83,625
2022	80,000	6,300	86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	80,000	300	80,300
2026	80,000	-	80,000
	<u>\$ 911,744</u>	<u>\$ 111,833</u>	<u>\$ 1,023,577</u>

* Debt is restructured taking \$10,000 from years 2015-2019 and deferring until 2026.

CITY OF APPLETON 2014 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Library Deputy Director: Tasha M. Saecker

CITY OF APPLETON 2014 BUDGET LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2013 EVENTS

Maintain high quality library services

Implemented community-oriented planning process to ensure that library's strategic plan reflects modern library service and community vision. Titled APL150, the plan will guide library vision to the 150th anniversary of the Appleton Public Library (APL) in 2047. This plan builds off information gathered since 2012 in community conversations about the Library. These 20 public meetings have provided over 150 individuals a chance to talk about their community priorities, hopes for the future and how APL can play a role in fulfilling their hopes and dreams.

Over 47,000 patrons visited the library each month in first half of 2013.

In 2013 meeting room use increased 9% over previous year.

Nearly 4,500 children and teens participated in 2013 summer library program.

Adult programming attendance continues to increase; 2012 was up 25%; 2013 is up 22% over previous year; (June 2013) .

Teen programming attendance continues to increase; 2012 was up 38%; 2013 is up 53% over previous year (June, 2013).

Implemented Hmong Outreach with funding provided by the Library Services and Technology Act .

On track to circulate approximately 1.4 million items in 2013; Rearranged service desks to encourage use of self-service machines. Self-checkout increased from 60% in 2012 to 77% in 2013.

Increase marketing and advocacy, fund development, technology for efficiency, staffing levels & training, library environment and neighborhood

Increased marketing effectiveness. Continued re-branding, publishing an informative, eye catching newsletter "Fine Print" quarterly along with a monthly e-mail with a calendar of events. These e-blasts go to 7,800 people.

Friends of the Appleton Public Library hosted an annual "I Love My Library" fundraiser with a report about our planning process and adopted a strategic plan to strengthen the organization's ability to advocate for the Library.

Continued working with Washington Square group to improve neighborhood environment. Implemented a part-time security guard program with funding coming from public and private partners.

Hosted a staff retreat in February, 2013 focusing on crisis intervention training developed by NAMI and the Police Department for the library. Hosted monthly staff trainings on topics including the summer reading programs, and the library planning process.

Participated in the annual Library Legislative Day in Madison. Worked with Outagamie Waupaca Library System (OWLS), Outagamie County and Outagamie County libraries on adjacent county reimbursement issues. Participated in State-wide study on effective library services.

Continue to explore facility needs and options

Converted computer lab into a new digital creation lab with funding provided by the Library Services and Technology Act.

Implemented security improvements to make building staff areas more secure and updated outdated camera system.

Participated in facilities master planning of the downtown campus.

Continue cooperation with schools and other community organizations

Participated in programs with local educational institutions, businesses, non-profits and civic groups. The table of organization changes from 2011 have demonstrated results two years out. In 2011, we had 21 collaborations with educational institutions. In 2012, we had 75 and are on track in 2013 to reach the same number of collaborations. Participated in Appleton Downtown, Inc. (ADI) downtown visioning process

Offered the Family READ program, which replaced Prime Time in 2013, a program directed at school age children and families who struggle with English reading proficiency. 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.

Collaborated with Fox Valley Music Teachers Association in their efforts to donate a "Community Piano" to APL. In 2013, their fundraising goal was achieved and a concert-quality grand piano (valued at \$40,000) was donated.

Utilize volunteers more effectively

Between January and June, 2013 we had 3,379 volunteer hours. In the Materials Management section alone, volunteers accomplished \$36,535 worth of work calculated at a Library Page wage rate in 2013.

Presented Volunteers of the Year awards at several meetings and events throughout community.

Continuously work to improve website and online service delivery

Expanded remote digital content through high-interest services such as Zinio (popular magazine online service) and IndieFlix online streaming video service. Created a web portal for the APL planning process.

APL's Facebook page has established over 2,700 followers.

Continued to expand access to e-books through collaboration with OWLSNet . E-book use is up 453% from previous year.

CITY OF APPLETON 2014 BUDGET LIBRARY

MAJOR 2014 OBJECTIVES

Implement long range plan goals and strategies focusing on 21st century library service, serving as a community partner and participating in solving community problems. Focus on efficiency and productivity through appropriate staff oversight, training and best practices. This includes:

- 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 through the development of digital literacy skills
- 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:
Continued maximization of potential of radio frequency identification (RFID) and automated materials handling (AMH) systems through the promotion of the use of the self-check machines by library patrons. Our goal is to consistently have an average of 75% of library materials checked out via self-check each month.

Continue to maintain current facility and library environment including implementing improvements to building security.

Continue to plan for future library needs including:

Developing recommendations from community conversations for new or remodeled library; work with the Library Board to bring recommendations forward; work with the Friends of the Appleton Public Library to develop private community support Working with the Facilities Management Department to determine if any building improvements are required in 2014
Ensuring clean, safe, well-maintained and accessible facility with specific 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

Continuing to reach out to parents in the Hmong community as well as expanding this program to the Hispanic community by seeking external funding

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

Highlighting the depth of resources within the local community and collaborate to find efficiencies

Serving as a location for civic engagement and public meetings

Using volunteers effectively

Supporting the strategic plan of the Friends of Appleton Public Library

Improve library identity and remote access to library resources including:

Continuing to develop an online "digital branch" to provide access to unique City 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

Solidifying new APL brand identity through the brand book and strategic communication plan

DEPARTMENT BUDGET SUMMARY

Programs		Actual			Budget		%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 1,092,477	\$ 1,185,111	\$ 1,114,328	\$ 1,160,342	\$ 1,085,162	-2.62%
Program Expenses							
16010	Administration	447,008	422,751	438,806	442,306	467,154	6.46%
16021	Children's Services	438,505	442,168	459,958	474,958	463,845	0.85%
16023	Public Services	855,799	700,337	732,708	772,202	727,364	-0.73%
16024	Community Partnerships	741,589	464,384	471,501	471,501	489,110	3.73%
16031	Building Operations	429,983	426,153	447,686	447,686	477,751	6.72%
16032	Materials Management	1,077,595	1,426,998	1,380,443	1,435,449	1,372,517	-0.57%
16033	Network Services	202,567	225,499	264,347	282,983	262,654	-0.64%
TOTAL		\$ 4,193,046	\$ 4,108,290	\$ 4,195,449	\$ 4,327,085	\$ 4,260,395	1.55%
Expenses Comprised Of:							
Personnel		3,163,534	3,022,596	3,093,787	3,108,339	3,104,345	0.34%
Administrative Expense		98,870	93,557	94,310	98,258	99,191	5.18%
Supplies & Materials		607,640	600,414	570,410	641,430	585,875	2.71%
Purchased Services		62,421	61,950	62,283	62,283	66,135	6.18%
Utilities		132,199	140,476	138,902	138,902	141,500	1.87%
Repair & Maintenance		122,584	181,716	227,757	230,379	255,099	12.00%
Capital Expenditures		5,798	7,581	8,000	47,494	8,250	3.13%
Full Time Equivalent Staff:							
Personnel allocated to programs		45.00	44.50	44.50	44.50	45.50	

**CITY OF APPLETON 2014 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 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 focusing on solving community problems and evaluating based on outcomes
- 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
- Collaborate with educational institutions and organizations; seek opportunities to develop new collaborations
- Maintain and plan for the future of the existing library facility as well as identifying changes required to respond to future demands of library service
- Work with other libraries, OWLS, State agencies and library organizations for efficient coordination of services and equitable compensation
- Implement a new brand identity including a new logo, creation of a brand book, and a strategic communication plan
- Participate in development of State-wide system service requirements and best practices

Major changes in Revenue, Expenditures, or Programs:

The decrease in library grants revenue is due to a decrease in the formula that calculates the cost per circulation as well as a decrease in the non-City, Outagamie County resident circulation.

During 2013, a comprehensive compensation plan will be completed. Part of this process results in changes to the performance evaluation system including use of an online performance tracking system. Staff and supervisors will be utilizing the City-wide competencies as part of performance evaluations.

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

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PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as responsive or very responsive	98%	98%	98%	98%	98%
Strategic Outcomes					
A better educated community					
Collaborations with educational institutions	21	75	30	75	75
Work Process Outputs					
Grant funds awarded	\$ 69,666	\$ 68,440	\$ 65,000	\$ 96,014	\$ 65,000
State-level meetings attended	30	30	25	30	30
Surveys conducted	2	1	2	2	1
Hours worked by library volunteers	7,765	6,887	7,000	7,000	7,000

**CITY OF APPLETON 2014 BUDGET
LIBRARY**

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4224 Misc State Aids	\$ -	\$ -	\$ -	\$ 31,014	\$ -
4232 Library Grants & Aids	860,252	914,314	931,148	931,148	902,006
4801 Charges for Serv.- Nontax	84,346	81,122	85,000	85,000	85,000
5015 Rental of City Property	28,053	29,639	30,000	30,000	30,000
5020 Donations & Memorials	1,482	2,235	-	-	-
5035 Other Reimbursements	43,000	78,454	20,000	20,000	20,000
Total Revenue	\$ 1,017,133	\$ 1,105,764	\$ 1,066,148	\$ 1,097,162	\$ 1,037,006
Expenses					
6101 Regular Salaries	\$ 299,151	\$ 298,252	\$ 299,054	\$ 299,054	\$ 317,975
6105 Overtime	-	167	-	-	-
6108 Part-Time	23,371	17,427	27,912	27,912	10,424
6150 Fringes	103,802	84,431	91,568	91,568	114,677
6201 Training\Conferences	4,895	5,713	3,800	7,300	4,055
6206 Parking Permits	1,786	1,908	1,872	1,872	2,124
6301 Office Supplies	3,523	3,191	4,500	4,500	4,500
6303 Memberships & Licenses	2,252	2,093	1,800	1,800	1,854
6305 Awards & Recognition	448	391	600	600	795
6307 Food & Provisions	495	712	750	750	1,000
6320 Printing & Reproduction	60	27	300	300	100
6324 Medical\Lab Supplies	52	108	100	100	100
6412 Advertising	1,290	694	750	750	1,250
6413 Utilities	5,381	6,892	5,300	5,300	5,300
6418 Equip Repairs & Maint	502	745	500	500	500
6599 Other Contracts/Obligations	-	-	-	-	2,500
Total Expense	\$ 447,008	\$ 422,751	\$ 438,806	\$ 442,306	\$ 467,154

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

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

The increase in regular salaries is due to the upgrade of the Volunteer Coordinator position in 2013 to a benefitted half-time position. With this reclassification, wages for this position are now included in regular salaries instead of part-time wages.

The increase in fringe benefits is due mainly to health insurance costs for the Volunteer Coordinator (pro-rated to half-time) and a switch of an existing full-time employee from just dental insurance in 2013 to both dental and health insurance in 2014.

The \$2,500 included in other contracts/obligations represents the Library's contribution to the Washington Square part-time security guard (35 hours/week). Total cost of this project is \$29,575 with contributions from the BID, Pfefferle, Thrivent and Thedacare in addition to city stakeholders.

In 2011 APL instituted some major changes to the Table of Organization creating a Community Partnerships Department. Since then we have placed a priority on establishing relationships with local organizations, educational institutions and civic groups. The increase in collaborations reflected in the performance indicators is a result of making collaborations a priority especially in the Children's and Community Partnerships Sections; however the change is occurring Library-wide.

The 2014 budget includes an addition of part time staff hours in multiple programs to accommodate keeping the Library open one additional hour on Sundays during the school year (\$7,055 total).

CITY OF APPLETON 2014 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 28,000 children and caregivers, focusing on quality of programming. This will be done with continued efforts to align school field trips with common core State standards in English language arts and with ongoing efforts to integrate *Every Child Ready to Read* in new and innovative ways. Additionally, a program called "Play and Learn" will be added to our regular weekly programs. This program will put in practice much of the contemporary research on the importance of play in early childhood brain development as well as the importance of parent interaction with their children.

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 self-check 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, e-blasts, Library newsletter, 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:

In anticipation of the new AASD 4K program this 2013-2014 school year, our section will modify the Children's programming schedule so that we can continue to offer programs to this target audience. We will experiment with evening and weekend programming.

In 2014, our weekly craft program will be changed to a STEAM (Science, Technology, Engineering and Math) program, so that we can expand programming to parallel national initiatives in these areas. Simple crafts will then be made available at tables in the Children's Services area to work on in the library or take home. Children's Services has added a 20 hour a week Hmong Outreach Specialist to instruct Hmong parents of children birth to age 5, living in the city of Appleton, how to be their child's first teacher and prepare their children for kindergarten. This program is funded for 2013, in part with a grant from the Institute of Museum and Library Services (IMLS) which administers the Library Services and Technology Act (LSTA). Our Hmong Family Outreach Specialist is also collaborating with the AASD 3-5 year old developmental screening program to help identify Hmong children who would benefit from Title 1, Head Start and Even Start program. We are seeking continued funding to continue the Hmong outreach since the LSTA grant is just for one year. We will seek external funds to expand this program to the Hispanic community in 2014.

The Family READ program, which replaced Prime Time in 2013, is a program directed at school age children and families who struggle with English reading proficiency. This year staff will evaluate the time of year this program is offered in order to maximize the benefits of the program for families that attend.

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PERFORMANCE INDICATORS

	Actual 2011	Actual 2012	Target 2013	Projected 2013	Target 2014
Client Benefits/Impacts					
Children have access to a wide range of quality programs					
Attendance at children's programs	32,980	29,068	33,000	33,000	33,000
Computer workstation sessions	47,672	38,691	50,000	50,000	45,000
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library program participants	5,009	4,144	5,000	5,000	5,000
Work Process Outputs					
Reference transactions	24,542	19,965	22,000	22,000	22,000
Number of children's programs	1,025	757	900	900	900
Avg. number of attendance per program	32	38	36	36	36

**CITY OF APPLETON 2014 BUDGET
LIBRARY**

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 280,998	\$ 290,953	\$ 303,608	\$ 303,608	\$ 326,345
6108 Part-Time	33,167	37,291	30,181	44,733	32,195
6150 Fringes	113,691	104,797	116,043	116,043	95,079
6201 Training\Conferences	4,013	3,559	3,500	3,500	3,570
6206 Parking Permits	1,776	1,776	1,776	1,776	2,256
6301 Office Supplies	3,053	2,834	2,400	2,848	2,650
6320 Printing & Reproduction	1,253	236	1,400	1,400	500
6327 Miscellaneous Equipment	308	384	250	250	250
6418 Equip Repairs & Maint	246	-	-	-	-
6599 Other Contracts/Obligations	-	338	800	800	1,000
Total Expense	\$ 438,505	\$ 442,168	\$ 459,958	\$ 474,958	\$ 463,845

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

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

Included in the budget is funding for a part-time Hmong Outreach Library Assistant (\$22,988). In 2013, the library received a federally-funded LSTA grant to provide outreach to the Appleton Hmong community, specifically to have preschool Hmong children come to the library, attend programs and use our services. The grant funded a part-time non-benefitted position as well as providing supplies for the outreach visits. Each family participating in the program gets one home visit, a personalized first library visit and is specially invited to participate in a Hmong-language children's program. We were fortunate to find a Hmong-American Appleton native who has her Master's Degree in Library Science, one of a handful in the country. She has built this program from the ground up, creating a Hmong-language children's program which has over thirty people participating each week. She has visited over twenty families, with a goal of reaching fifty families by the end of 2013. Thanks to the positive results of this pioneering program and the real impact it will have in preparing Hmong families for Kindergarten participation and later schooling, we are asking for the position of Hmong Outreach Library Assistant to be added to the library budget. This position requires a multiple access parking pass because they provide extensive outreach. Continued supplies will be provided by the Friends of Appleton Public Library. This more permanent form of funding will allow us to focus on continuing to build the program and also give the Hmong community an opportunity to form a long-term relationship with the library as their children grow older.

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 and build professional relationships with teachers of this target audience.

The decrease in fringe benefit costs above is due to turnover in staffing which resulted in savings in health insurance costs.

CITY OF APPLETON 2014 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:

- Answer reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media
- Provide quality service to the over 570,000 people who come to the library each year.
- Check out over 1.4 million items to library patrons
- Manage public access to computers
- Register new patrons, re-register those whose registration have expired, maintain a database of over 90,000 users
- Work in cooperation with Materials Management section on hold processes (both retrieving in-house holds for APL patrons and other system libraries, and receiving holds from other system libraries for checkout - approx. 300,000 items total)
- Send out overdue, billing and reserve notices and 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 RFID self-checkout machines increasing the use rate to 75% in 2014
- Prepare and maintain displays of new and/or popular materials
- 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:

- In continuing our leadership in the use of RFID technology, we recently implemented a new software package (titled Sierra) for our check-out system which is in the beta stage. We will continue to work with OWLSNet on software updates and other changes throughout the testing process.
- Evaluate the in-house hold pick up process and look at the possibility of increasing the number of patron holds for the Appleton community from 10 to 15 items.
- Continue to promote the use of the self-check machines by library patrons. Our goal is to consistently have an average of 75% of library materials check out via self-check each month.
- As part of an ongoing process of training, accountability, and evaluation, the Public Services section has started a multi-year project to review and re-evaluate various section and library processes. We are looking to increase efficiency while providing a positive customer experience in the library. Part of this ongoing project will include documenting various processes to improve consistency between staff and to make training of new staff more effective.
- The decrease in part-time wages is due to the transfer of a Library Clerk position to the Community Partnership section.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Reference questions answered	89,676	86,526	90,000	90,000	90,000
E-mail requests for information	4,163	3,859	4,000	4,000	4,000
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	91,066	93,671	93,000	93,000	93,000
Annual door count	569,898	570,743	575,000	575,000	580,000
Work Process Outputs					
Adult materials circulation	940,106	905,286	910,000	910,000	900,000
Children's materials circulation	570,835	543,672	550,000	550,000	540,000
Reserves filled for APL patrons	175,219	192,140	200,000	200,000	200,000

CITY OF APPLETON 2014 BUDGET

LIBRARY

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 522,967	\$ 435,991	\$ 452,733	\$ 452,733	\$ 456,432
6108 Part-Time	117,701	96,914	98,699	98,699	88,147
6150 Fringes	189,906	152,611	166,264	166,264	167,900
6201 Training\Conferences	1,653	1,085	1,800	1,800	1,835
6206 Parking Permits	4,968	3,312	3,312	3,312	3,456
6301 Office Supplies	3,273	4,657	3,750	3,750	3,950
6320 Printing & Reproduction	258	162	650	650	200
6327 Miscellaneous Equipment	-	760	500	500	500
6418 Equip Repairs & Maint	15,073	4,845	5,000	5,000	4,944
6804 Machinery & Equipment	-	-	-	39,494	-
Total Expense	<u>\$ 855,799</u>	<u>\$ 700,337</u>	<u>\$ 732,708</u>	<u>\$ 772,202</u>	<u>\$ 727,364</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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 individual 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
- Select, maintain and preserve materials for the library media, young adult, nonfiction and reference collections
- Provide displays and exhibits on topics of current interest

Major changes in Revenue, Expenditures, or Programs:

We will continue to refine and add ongoing community based programs like "Walk a Mile in My Shoes," "Understanding Each Other" and the Fox Cities Book Festival.

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 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.

Continue to develop the digital media creation lab. This project was grant funded for 2013 and going forward we will need to continue licensing for various software pieces. In addition, we will analyze how the lab is being utilized to determine if new materials, software, technologies or services need to be added or if some of the current licenses can be dropped. Efforts will be expanded to highlight the depth of resources within 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. Work with community members and organizations to develop, collect and curate locally created materials of both historic and artistic value.

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 and project facilitators as well as our ability to teach digital literacy skills to our patrons.

(continued on next page)

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
People find programs that stimulate their thinking					
% of attendees evaluating programs "good" to "excellent"					
Adult programs	98%	98%	95%	95%	95%
Young adult programs	100%	100%	95%	95%	98%
Strategic Outcomes					
People develop skills needed to seek & evaluate information					
Young adult program attendance	2,110	2,909	2,600	2,600	2,600
Adult program attendance	5,993	7,618	7,000	7,000	7,500
Work Process Outputs					
Interloans obtained for patrons	170,076	162,949	170,000	170,000	170,000
Web page "hits" (page accesses)	2,701,913	1,926,602	2,000,000	2,000,000	2,000,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

**CITY OF APPLETON 2014 BUDGET
LIBRARY**

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
5035 Other Reimbursements	\$ 840	\$ 5,163	\$ 4,750	\$ 4,750	\$ 4,800
Total Revenue	\$ 840	\$ 5,163	\$ 4,750	\$ 4,750	\$ 4,800
Expenses					
6101 Regular Salaries	\$ 474,274	\$ 324,029	\$ 325,855	\$ 325,855	\$ 348,961
6108 Part-Time	66,311	14,892	13,215	13,215	3,789
6150 Fringes	188,419	118,399	124,625	124,625	128,324
6201 Training\Conferences	2,046	3,583	3,500	3,500	3,570
6206 Parking Permits	2,760	1,380	1,656	1,656	2,016
6301 Office Supplies	2,838	1,714	2,000	2,000	2,250
6320 Printing & Reproduction	306	387	650	650	200
6327 Miscellaneous Equipment	189	-	-	-	-
6418 Equip Repairs & Maint	4,446	-	-	-	-
Total Expense	\$ 741,589	\$ 464,384	\$ 471,501	\$ 471,501	\$ 489,110

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

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

The increase in regular salaries is due to the transfer of a Library Clerk position from the Public Services section.

**CITY OF APPLETON 2014 BUDGET
LIBRARY**

Building Operations

Business Unit 16031

PROGRAM MISSION

The Operations staff at Appleton Public Library is dedicated to enhancing the quality of life in our community by maintaining a clean, secure and welcoming facility while delivering a high level of customer service in an effective, responsive and professional way.

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:

Provide a secure and welcoming environment through the enforcement of policies and procedures, by maintaining a visible presence and by conducting regular patrols

Ensure effective meeting room set-up for staff and patrons while providing on-site assistance

Ensure general cleanliness, safety and function of the library by performing cleaning and basic maintenance duties

Assist with immediate requests and special projects

Coordinate with Facilities Management Department regarding library projects and required maintenance

Maintain quality library services by assisting other Library departments in a support capacity

Interact with staff, patrons and other visitors in a courteous and professional manner

Major changes in Revenue, Expenditures, or Programs:

Building maintenance and janitorial supply expense was examined. Upgrades were completed in coordination with Facilities Management Department to create efficiencies, reduce cost and ensure best value. The upgrades will help decrease the time operations staff spends on janitorial duties and increase the time staff spends on monitoring duties - a demand that continues to increase.

Our 2014 Facilities charges include a \$30,000 phase-in request for the purchase of new staff area furniture with the assumption that the funding of work areas in need will take several years at the requested rate. This request would include any individual staff work space (non service-desk) throughout the facility to include workstations, furniture for common areas and cubicles. Many of our staff work at desks or workstations that are original to the 1981 library facility and are not designed with modern technology in mind.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons surveyed expressing satisfaction with cleanliness and safety of facility	95%	95%	95%	95%	95%
Strategic Outcomes					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	3,591	3,787	3,600	3,600	3,600
Work Process Outputs					
Monthly checklists completed on time	12	12	12	12	12
Number of special needs and projects performed during the year	18	16	12	12	15
% of special service requests completed within 48 hours	90%	90%	90%	90%	90%

CITY OF APPLETON 2014 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
5001 Fees & Commissions	\$ 1,653	\$ 1,643	\$ 1,200	\$ 1,200	\$ 1,300
Total Revenue	<u>\$ 1,653</u>	<u>\$ 1,643</u>	<u>\$ 1,200</u>	<u>\$ 1,200</u>	<u>\$ 1,300</u>
Expenses					
6101 Regular Salaries	\$ 114,745	\$ 82,807	\$ 92,918	\$ 92,918	\$ 93,499
6105 Overtime	-	158	-	-	-
6108 Part-Time	25,070	3,206	4,932	4,932	5,601
6150 Fringes	49,250	41,952	51,569	51,569	42,087
6201 Training/Conferences	-	-	200	200	200
6206 Parking Permits	828	828	828	828	864
6301 Office Supplies	7	-	-	-	-
6306 Building Maint./Janitorial	7,439	9,141	6,000	6,000	7,200
6308 Landscape Supplies	-	10	50	50	50
6309 Shop Supplies & Tools	-	-	50	50	50
6311 Paint & Supplies	302	146	100	100	100
6323 Safety Supplies	99	72	50	50	75
6327 Miscellaneous Equipment	510	410	250	250	250
6407 Collection Services	2,599	2,385	2,200	2,200	2,266
6413 Utilities	126,818	133,584	133,602	133,602	136,200
6416 Build Repairs & Maint.	3,531	4,194	5,000	5,000	5,000
6418 Equip Repairs & Maint	239	844	400	400	400
6420 Facilities charges	98,546	146,416	149,537	149,537	183,909
Total Expense	<u>\$ 429,983</u>	<u>\$ 426,153</u>	<u>\$ 447,686</u>	<u>\$ 447,686</u>	<u>\$ 477,751</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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 180,000 items to fill reserves at other OWLSNet libraries

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, by reviewing the various workflows affecting new materials management. 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.

Evaluate possible change of digital materials selection and recommend changes in selection methodologies and possibly begin implementation.

Evaluate methods of streamlining materials invoicing processing with OWLS and the Finance Department using the Integrated Library System and JD Edwards.

The decrease in salaries and fringe benefits is due to staff turnover, with newly hired staff starting at lower initial pay rates than the prior staff and the change in the threshold for eligibility for health insurance coverage to 30 hours per week from 20.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed	53%	51%	51%	51%	51%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	4,726	4,111	4,000	4,000	4,200
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	273,951	282,677	300,000	300,000	300,000
Work Process Outputs					
# of volumes processed	38,100	34,166	39,000	39,000	39,000
# of volumes weeded	73,652	35,468	25,000	25,000	25,000

CITY OF APPLETON 2014 BUDGET

LIBRARY

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
5035 Other Reimbursements	\$ 30,603	\$ 29,776	\$ -	\$ 15,000	\$ -
Total Revenue	\$ 30,603	\$ 29,776	\$ -	\$ 15,000	\$ -
Expenses					
6101 Regular Salaries	\$ 304,872	\$ 521,994	\$ 520,110	\$ 520,110	\$ 512,176
6108 Part-Time	14,029	100,129	64,665	64,665	67,052
6150 Fringes	106,929	161,518	172,661	172,661	153,500
6201 Training\Conferences	2,290	1,792	2,500	2,500	2,550
6206 Parking Permits	1,380	3,588	3,864	3,864	4,320
6301 Office Supplies	32,852	33,551	36,050	36,050	36,300
6315 Books & Library Materials	556,710	545,893	517,060	572,066	532,500
6327 Miscellaneous Equipment	-	-	5,000	5,000	5,000
6599 Other Contracts/Obligations	58,533	58,533	58,533	58,533	59,119
Total Expense	\$ 1,077,595	\$ 1,426,998	\$ 1,380,443	\$ 1,435,449	\$ 1,372,517

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Office Supplies

General office supplies	\$ 3,630
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	18,150
RFID supplies	14,520
	<u>\$ 36,300</u>

Books & Library Materials

Children's materials	\$ 124,073
Adult materials	408,427
	<u>\$ 532,500</u>

Other Contracts/Obligations

OWLSNet contract	\$ 59,119
	<u>\$ 59,119</u>

CITY OF APPLETON 2014 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 the 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.

We plan to upgrade the servers on the public network as well as implement 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.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
People will have reliable access to up-to-date technology					
% surveyed who have used the library website	85%	85%	90%	90%	90%
Strategic Outcomes					
Hours of public internet computer use	72,614	67,767	80,000	80,000	75,000
Sessions on public computers	95,443	88,492	95,000	95,000	90,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	324,508	298,709	350,000	350,000	350,000
Database sessions	121,513	120,683	120,000	120,000	120,000
Work Process Outputs					
PC workstations installed	20	22	25	25	25

CITY OF APPLETON 2014 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
5035 Other Reimbursements	\$ 42,248	\$ 42,765	\$ 42,230	\$ 42,230	\$ 42,056
Total Revenue	\$ 42,248	\$ 42,765	\$ 42,230	\$ 42,230	\$ 42,056
Expenses					
6101 Regular Salaries	\$ 99,519	\$ 100,176	\$ 100,691	\$ 100,691	\$ 103,046
6150 Fringes	35,364	34,504	36,484	36,484	37,136
6201 Training\Conferences	-	50	2,300	2,300	2,000
6206 Parking Permits	552	552	552	552	576
6301 Office Supplies	13,742	6,146	5,000	5,000	5,300
6327 Miscellaneous Equipment	47,592	51,818	44,000	60,014	46,000
6418 Equip Repairs & Maint	-	24,672	67,320	69,942	60,346
6815 Software Acquisition	5,798	7,581	8,000	8,000	8,250
Total Expense	\$ 202,567	\$ 225,499	\$ 264,347	\$ 282,983	\$ 262,654

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Workstation replacements	\$ 26,000
Network hardware, wiring, etc.	20,000
	<u>\$ 46,000</u>

Equipment Repairs and Maintenance

Public photocopier lease and annual fee	\$ 10,000
Software license for print management	1,500
Service contracts for automated material handling equipment	25,000
Service contracts for self checks	15,604
Service contract for security gates	2,226
Service contracts for RFID related equipment	6,016
	<u>\$ 60,346</u>

Description	2011 Actual	2012 Actual	20123YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Intergovernmental Revenues	860,252	914,314	957,652	931,148	931,148	902,006	902,006
Charges for Services	84,346	81,122	72,305	85,000	85,000	85,000	85,000
Other Revenues	147,879	189,676	193,054	98,180	156,174	103,059	98,156
TOTAL REVENUES	1,092,477	1,185,112	1,223,011	1,114,328	1,172,322	1,090,065	1,085,162
EXPENSES BY LINE ITEM							
Regular Salaries	1,649,696	1,592,124	1,577,276	2,094,969	2,094,969	2,138,682	2,158,434
Labor Pool Allocations	242-	0	0	0	0	0	0
Call Time	0	20	0	0	0	0	0
Overtime	0	324	620	0	0	0	0
Temp. Full-Time	215,710	200,251	51,398	0	0	0	0
Part-Time	279,649	269,860	257,333	239,604	239,604	200,333	207,208
Other Compensation	127	0	0	0	0	0	0
Sick Pay	32,837	23,888	8,361	0	0	0	0
Vacation Pay	198,398	237,919	189,093	0	0	0	0
Fringes	787,359	698,210	633,222	759,214	759,214	743,697	738,703
Salaries & Fringe Benefits	3,163,534	3,022,596	2,717,303	3,093,787	3,093,787	3,082,712	3,104,345
Training & Conferences	14,897	15,781	16,533	17,600	21,100	18,125	17,780
Parking Permits	14,050	13,344	14,304	13,860	13,860	14,688	15,612
Office Supplies	59,289	52,094	61,769	53,700	53,700	55,300	54,950
Memberships & Licenses	2,252	2,094	1,413	1,800	1,800	1,854	1,854
Awards & Recognition	448	391	744	600	600	795	795
Building Maintenance/Janitor.	7,439	9,141	6,511	6,000	6,000	7,200	7,200
Food & Provisions	495	712	1,073	750	750	1,000	1,000
Administrative Expense	98,870	93,557	102,347	94,310	97,810	98,962	99,191
Landscape Supplies	0	10	88	50	50	50	50
Shop Supplies & Tools	0	0	3	50	50	50	50
Paint & Supplies	302	146	46	100	100	100	100
Books & Library Materials	556,710	545,893	455,296	517,060	572,066	532,500	532,500
Printing & Reproduction	1,878	812	40	3,000	3,000	1,000	1,000
Safety Supplies	99	71	86	50	50	75	75
Medical & Lab Supplies	52	108	90	100	100	100	100
Miscellaneous Equipment	48,599	53,373	39,045	50,000	50,000	52,000	52,000
Supplies & Materials	607,640	600,413	494,694	570,410	625,416	585,875	585,875
Collection Services	2,598	2,385	1,965	2,200	2,200	2,266	2,266
Advertising	1,290	694	553	750	750	1,250	1,250
Other Contracts/Obligations	58,533	58,871	59,361	59,333	59,333	62,619	62,619
Purchased Services	62,421	61,950	61,879	62,283	62,283	66,135	66,135
Electric	97,369	106,077	101,413	102,197	102,197	105,000	105,000
Gas	20,734	18,638	18,783	20,319	20,319	21,000	21,000
Water	4,783	4,881	5,026	5,905	5,905	5,500	5,500
Waste Disposal/Collection	1,971	2,032	2,098	2,435	2,435	2,200	2,200
Stormwater	1,961	1,955	2,099	2,746	2,746	2,500	2,500
Telephone	5,381	6,892	3,350	5,300	5,300	4,675	4,675
Cellular Telephone	0	0	526	0	0	625	625
Utilities	132,199	140,475	133,295	138,902	138,902	141,500	141,500
Building Repair & Maintenance	3,531	4,194	2,257	5,000	5,000	5,000	5,000
Equipment Repair & Maintenan	20,507	31,106	61,173	73,220	75,842	66,190	66,190
Facilities Charges	98,546	146,416	111,536	149,537	149,537	183,909	183,909
Repair & Maintenance	122,584	181,716	174,966	227,757	230,379	255,099	255,099
Machinery & Equipment	0	0	39,494	0	39,494	0	0
Software Acquisition	5,798	7,581	8,498	8,000	8,000	8,250	8,250
Capital Expenditures	5,798	7,581	47,992	8,000	47,494	8,250	8,250
TOTAL EXPENSES	4,193,046	4,108,288	3,732,476	4,195,449	4,296,071	4,238,533	4,260,395

**CITY OF APPLETON 2014 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 12/31/12:

Unexpendable Trust Principal	\$34,221
Designated for Future Awards	<u>0</u>
Total Fund Balance	<u>\$34,221</u>

Major changes in Revenue, Expenditures, or Programs:

Due to insufficient investment earnings, staff will recommend that no scholarship be given until interest income reaches a level significant enough to provide a meaningful scholarship.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Projected	2014 Budget
Revenues					
Donations	\$ 800	\$ 500	\$ 500	\$ 500	\$ 500
Interest Income	103	66	100	100	100
Total Revenues	<u>903</u>	<u>566</u>	<u>600</u>	<u>600</u>	<u>600</u>
Expenses					
Program Costs	<u>900</u>	-	-	-	-
Revenues over (under) Expenses	3	566	600	600	600
Fund Balance - Beginning	<u>33,652</u>	<u>33,655</u>	<u>34,221</u>	<u>34,221</u>	<u>34,821</u>
Fund Balance - Ending	<u>\$ 33,655</u>	<u>\$ 34,221</u>	<u>\$ 34,821</u>	<u>\$ 34,821</u>	<u>\$ 35,421</u>

CITY OF APPLETON 2014 BUDGET

VALLEY TRANSIT

General Manager: Deborah S. Wetter

Assistant General Manager: Salvatore LaPuma

CITY OF APPLETON 2014 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 2013 EVENTS

Ridership increased during first eight months of 2013

Fixed route ridership increased 2% in the first eight months of 2013. Year to date ridership through August is the highest it has been since 2005. Total paid rides (does not include transfers or free rides) has increased steadily since 2005. Revenue in the first eight months of 2013 was up 0.8%.

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 – A two year Federal Surface Transportation bill, MAP-21, was passed by the U.S. Congress on June 30, 2012. As a result of efforts by Valley Transit, the Mayor and Congressmen Ribble and Petri, it includes language that allows Valley Transit, as a public transit system operating fewer than 75 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 – State funding for transit operations for 2013 remained 10% less due to cuts put in place in 2012.

RTA – Valley Transit was unsuccessful in the efforts to get a Regional Transit Authority (RTA) bill for the Fox Cities passed in 2012. The effort continues 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 existing service areas 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. Ridership on these routes, as well as many other routes in the system, was affected during the summer of 2012 and the early months of 2013 due to a large number of construction detours.

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 and 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 2012. 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.

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.

Reserve for unanticipated cost increases - In order to protect Valley Transit's local partners from the effects of an unanticipated cost increase during an operating year (e.g. a significant rise in fuel costs), a policy has been drafted to define a reserve which would allow Valley Transit some flexibility to respond without immediately raising fares or increasing charges to the various partners. The Transit Director is working with all of the municipalities to get discussion and approval of the reserve scheduled on their agendas, with the goal of having the reserve policy in place by the end of the year. Building up of the reserve to it's allowable level would be done gradually over a period of years.

CITY OF APPLETON 2014 BUDGET VALLEY TRANSIT

MAJOR 2014 OBJECTIVES

Valley Transit is experiencing increased ridership in 2013 due to a continuing improvement in the local economy. The focus of marketing/communication efforts will continue to be on increasing ridership and transit revenue among non-traditional transit riders, while looking for ways to encourage existing riders to ride more often and increase general public awareness of Valley Transit's services.

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 operations, with assistance from peer transit agencies 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.

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.

Valley Transit will be working with several consultants to complete the riders survey begun in 2013 and also to develop a strategic plan for Valley Transit. Changing demographics in the Fox Cities region, including a dramatic increase over the last ten years in the diversity of the area and an aging population, make it important for Valley Transit and its stakeholders to assess the effectiveness of the services it provides and plan for transit services and funding for those services for the next 10 years. The project will include significant input from a diverse group of stakeholders, including business and community leaders, customers of the services, employees and elected officials, with periodic review by a steering committee made up of representatives of stakeholder groups. The project will focus on determining the type of transit system the community wants and needs, how the desired services will be funded, how transit fits into the overall transportation system in the Fox Cities, and how the system can support economic development in the region.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual			Budget		%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 8,029,346	\$ 7,569,646	\$ 7,995,810	\$ 8,251,429	\$ 8,275,058	3.49%
Program Expenses							
5810	Administration	1,219,093	1,199,532	1,222,175	1,298,175	1,329,590	8.79%
5820	Vehicle Maint.	521,099	533,966	555,405	609,730	543,762	-2.10%
5830	Facilities Maint.	107,144	110,897	114,495	228,668	122,087	6.63%
5840	Operations	3,432,482	3,355,900	3,639,766	3,650,887	3,769,952	3.58%
5850	ADA Paratransit	1,612,891	1,628,380	1,986,340	1,986,340	1,926,581	-3.01%
5860	Ancillary Paratransit	1,387,701	1,378,789	1,573,440	1,573,440	1,643,874	4.48%
TOTAL		\$ 8,280,410	\$ 8,207,464	\$ 9,091,621	\$ 9,347,240	\$ 9,335,846	2.69%
Expenses Comprised Of:							
	Personnel	3,505,608	3,444,064	3,671,040	3,671,040	3,773,679	2.80%
	Administrative Expense	782,987	762,583	745,231	745,231	882,170	18.38%
	Supplies & Materials	780,587	862,412	1,032,400	1,032,400	1,121,499	8.63%
	Purchased Services	2,998,708	2,911,568	3,316,386	3,392,386	3,257,184	-1.79%
	Utilities	91,134	85,422	104,613	104,613	117,651	12.46%
	Repair & Maintenance	121,386	141,415	176,951	176,951	183,663	3.79%
	Capital Expenditures	-	-	45,000	224,619	-	-100.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	52.65	54.45	53.83	54.13	54.13	

* % change from prior year adopted budget
Valley Transit.xls

**CITY OF APPLETON 2014 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 56.4% of eligible expenses in 2014. Miscellaneous State aids also includes a special support payment from the State of Wisconsin of \$84,300. Additionally, included in local aids is a payment from Outagamie County for \$88,598 to support Route 9, The Link, serving low income senior and disabled housing on Eagle Flats in Appleton.

The increase in software support is due to the maintenance charge for Valley Transit's new ITS software. Part of the utilities increase is due to cellular service for the Automated Vehicle Locator (AVL) system installed in buses, which is part of the ITS software.

The increase in insurance expense in 2014 is a return to the customary level of charges from Transit Mutual Insurance Company (TMI). In 2011, TMI conducted an actuarial study of appropriate levels of reserves and surpluses to retain. Based on this study and Valley Transit's excellent claims record, a portion of the surplus was returned in 2012 and 2013.

Regular salaries in Administration are reduced due to the 2013 reclassification of the Administration Support Assistant (ASA) to a Paratransit Coordinator/Relief Operations Supervisor. In prior years this program included a .45 FTE allocation of the ASA. With the reclassification of the position, its allocation to this program was reduced to .1 FTE. Part time personnel expense includes hours for an intern to assist the Community Relations Specialist, which frees that individual to assist other City departments in their outreach efforts (\$7,300, offset by the Interfund Allocation). The balance of the part time personnel expense (\$1,307) is for Valley Transit's share of a part time staff person to prepare minutes of committee and Council meetings, including those of the Transit Commission.

The increase in printing expense is due in part to tickets, which need to be printed on a special stock to work smoothly with the fare boxes on the fixed route buses, and partly to an increase in the number of posters, flyers, and other promotional materials, including route notifications due to street construction projects.

The increase in miscellaneous equipment in this program is for the replacement of seven computers.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Regional transit service					
# municipalities served	10	10	10	10	10
Stable work environment					
# full-time equivalent jobs	52.65	54.45	53.83	54.13	54.13
Strategic Outcomes					
Regulatory compliance					
# review/audit findings	0	0	0	0	0
Expense per revenue hour	\$ 71.40	\$ 77.26	\$ 81.87	\$ 80.98	\$ 82.52
Expense per revenue mile	\$ 4.35	\$ 4.20	\$ 4.57	\$ 4.54	\$ 4.64
Work Process Outputs					
Contract negotiating & monitoring					
# employee grievances filed	7	5	3	3	3
Public information					
# public presentations	65	65	65	65	65

**CITY OF APPLETON 2014 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 5810

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4210 Federal Grants	\$ 2,769,303	\$ 2,562,469	\$ 2,234,160	\$ 2,477,779	\$ 2,524,040
4224 Miscellaneous State Aids	2,235,654	2,088,591	2,385,860	2,385,860	2,492,870
4230 Miscellaneous Local Aids	318,954	343,572	349,710	349,710	438,585
4710 Interest on Investments	123,432	25,817	50,000	50,000	50,000
4877 Advertising/Promotional	44,817	51,744	55,000	55,000	55,000
5001 Fees & Commissions	6,406	8,516	-	-	-
5005 Sale of City Prop - Tax	-	940	-	-	-
5006 Gain (Loss) on Asset Disposal	(712)	625	-	-	-
5010 Misc Revenue - Nontax	22	103	-	-	-
5020 Donations & Memorials	4,804	-	-	12,000	-
5035 Other Reimbursements	2,070	1,239	-	-	-
5921 Trans In - General Fund	441,519	431,093	570,469	570,469	576,013
Total Revenue	\$ 5,946,269	\$ 5,514,709	\$ 5,645,199	\$ 5,900,818	\$ 6,136,508
Expenses					
6101 Regular Salaries	\$ 250,640	\$ 261,562	\$ 230,217	\$ 230,217	\$ 221,619
6105 Overtime	534	3,406	2,751	2,751	-
6108 Part Time	574	-	-	-	7,994
6150 Fringes	65,290	63,192	68,508	68,508	62,694
6201 Training/Conferences	4,055	1,372	2,396	2,396	2,376
6205 Employee Recruitment	1,405	776	2,550	2,550	3,162
6206 Parking	-	3	360	360	-
6301 Office Supplies	2,714	2,397	3,046	3,046	3,216
6302 Subscriptions	591	980	686	686	736
6303 Memberships & Licenses	3,860	3,732	3,506	3,506	3,702
6304 Postage & Freight	1,236	2,392	3,318	3,318	3,504
6305 Awards & Recognition	117	152	600	600	765
6307 Food & Provisions	1,179	746	500	500	1,020
6316 Miscellaneous Supplies	425	198	-	-	700
6320 Printing & Reproduction	11,180	14,487	17,884	17,884	22,697
6323 Safety Supplies	455	32	500	500	500
6327 Miscellaneous Equipment	-	310	1,000	1,000	8,650
6401 Accounting/Audit	9,588	7,818	7,294	7,294	7,880
6403 Bank Services	4,626	3,292	3,000	3,000	3,000
6404 Consulting	5,579	3,405	2,000	82,000	2,000
6412 Advertising	30,874	30,220	35,059	31,059	37,024
6413 Utilities	75,882	71,635	83,126	83,126	97,482
6418 Equip Repairs & Maint	149	449	381	381	402
6424 Software Support	591	-	44,552	44,552	49,052
6429 Interfund Allocations	-	-	-	-	(7,300)
6430 Health Services	530	574	-	-	-
6501 Insurance	172,089	108,908	12,295	12,295	137,465
6503 Rent	57	74	-	-	-
6599 Other Contracts/Obligations	3,167	1,123	-	-	-
6601 Depreciation Expense	571,706	616,297	651,646	651,646	659,250
6804 Equipment	-	-	45,000	45,000	-
Total Expense	\$ 1,219,093	\$ 1,199,532	\$ 1,222,175	\$ 1,298,175	\$ 1,329,590

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Printing</u>		<u>Advertising</u>	
Fare material	\$ 9,500	Events	\$ 10,000
Riders guides & maps	5,000	Print	7,500
Public Information materials	4,000	Broadcast	7,000
Forms	1,200	Legal ads	3,524
City copy charges	\$ 2,997	Route 9 surveys & mkting	\$ 9,000
	<u>\$ 22,697</u>		<u>\$ 37,024</u>
<u>Software Support</u>			
ITS software maintenance fee	\$ 49,052		
	<u>\$ 49,052</u>		

**CITY OF APPLETON 2014 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:

This budget reflects CEA charges related to CEA maintaining Valley Transit's staff vehicles in 2014.

Miles between road calls shown below is an industry measure that indicates the effectiveness of the maintenance operation. This program has been short-staffed for approximately two years, as a result of turnover in the mechanics due to retirement, and has been without a supervisor since September, 2012. A supervisor has only recently been hired and we expect this measure to stabilize in 2014 and to improve in the future.

The level of overtime expense in this program in prior years is a reflection of its being short-staffed. The increase in regular salaries and decrease in overtime expense in 2014 reflects a fully staffed program.

The increase in training expense in this program is for the recently hired Maintenance Supervisor who does not have a background in the transit industry.

Recent increases in the vehicle and equipment parts budget reflect the gradual aging of our primary bus fleet.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Customer Benefits/Impacts					
Safe, reliable service					
Miles between road calls	25,000	21,997	44,000	23,000	23,000
Strategic Outcomes					
Vehicles that meet service obligations					
Avg. vehicle age for active fleet - years	8.98	9.98	10.98	10.98	11.98
Avg. vehicle mileage for active fleet	341,835	377,670	364,514	406,053	434,436
Maintenance cost/bus	19,403	20,708	19,507	20,312	20,132
Spare ratio	45%	28%	45%	28%	24%
% of scheduled trips completed	99%	99%	99%	99%	99%
Inventory turnover *	New measure	0.49	0.65	0.51	0.65
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	29	29	29	29	29
Miles operated	915,688	919,131	905,404	971,088	970,414
# inspections completed	306	289	300	300	300
Clean buses					
# exterior cleanings	6,390	6,345	6,400	6,400	6,400
# interior cleanings	597	667	700	700	800
Fleet records management					
# work orders processed	1503	1428	1500	1500	1500
* Excluding fluids					

**CITY OF APPLETON 2014 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 5820

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
5011 Misc Revenue - Tax	\$ 468	\$ 1,455	\$ -	\$ -	\$ -
5030 Damage to City Property	16,543	4,618	-	-	-
	<u>\$ 17,011</u>	<u>\$ 6,073</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 220,065	\$ 248,676	\$ 279,624	\$ 279,624	\$ 274,326
6104 Call Time	(89)	-	-	-	-
6105 Overtime	39,733	28,261	6,092	6,092	6,092
6150 Fringes	112,160	99,358	113,253	113,253	106,579
6201 Training/Conferences	125	465	500	500	1,500
6309 Shop Supplies & Tools	22,367	21,008	16,510	16,510	22,995
6316 Miscellaneous Supplies	-	544	-	-	-
6321 Clothing	162	110	275	275	275
6322 Gas Purchases	5,518	3,717	6,851	6,851	6,717
6326 Vehicle & Equipment Parts	95,340	87,959	106,000	106,000	99,515
6327 Miscellaneous Equipment	-	3,451	-	-	-
6417 Vehicle Repairs & Maint	2,107	10,185	1,500	1,500	1,500
6418 Equip Repairs & Maint	1,992	2,050	900	900	900
6424 Software Support	1,500	1,000	1,000	1,000	1,000
6425 CEA Equipment Rental	-	1,942	5,000	5,000	5,000
6430 Health Services	329	1,126	875	875	875
6451 Laundry Services	1,364	2,508	2,000	2,000	2,000
6501 Insurance	18,196	21,326	15,025	15,025	14,488
6599 Other Contracts/Obligations	230	280	-	-	-
6804 Equipment	-	-	-	54,325	-
	<u>\$ 521,099</u>	<u>\$ 533,966</u>	<u>\$ 555,405</u>	<u>\$ 609,730</u>	<u>\$ 543,762</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Shop Supplies & Tools

Janitorial supplies	\$ 7,231
Cleaning supplies & chemicals	4,246
Grease and liquid gases	11,018
Tools and instruments	500
	<u>\$ 22,995</u>

Vehicle & Equipment Parts

Misc parts (doors, windows, etc)	\$ 10,015
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	12,500
	<u>\$ 99,515</u>

**CITY OF APPLETON 2014 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:

The \$114,173 in building costs in the amended 2013 budget represents the remodeling of Valley Transit offices to comply with the ADA requirements. The project began in 2012.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
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	0	0	0	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	0	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	37	37	41	41	41
Maintenance schedule					
# cleanings major facilities	565	565	565	565	565
# cleanings minor facilities	396	396	600	600	600
# inspections	6	6	12	12	12

**CITY OF APPLETON 2014 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 5830

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
5015 Facility Rent	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
Expenses					
6306 Building Maint./Janitorial	\$ -	\$ 386	\$ -	\$ -	\$ -
6308 Landscape Supplies	932	467	-	-	1,000
6327 Miscellaneous Equipment	169	425	1,000	1,000	1,000
6407 Collection Services	3,031	3,645	2,847	2,847	2,847
6416 Building Repairs & Maint	-	904	-	-	-
6420 Facilities charges	92,665	101,315	95,453	95,453	100,288
6440 Snow Removal Services	7,627	1,316	3,000	3,000	3,000
6451 Laundry Services	2,720	2,439	2,600	2,600	2,600
6501 Insurance	-	-	9,595	9,595	11,352
6803 Buildings	-	-	-	114,173	-
	<u>\$ 107,144</u>	<u>\$ 110,897</u>	<u>\$ 114,495</u>	<u>\$ 228,668</u>	<u>\$ 122,087</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2014 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, elderly homes and support 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:

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; the local share funded by both Outagamie County and the City of Appleton. This route is also served by the Downtown Trolley during the summer months, replacing the "Link" on its established route.

Contractor fees include Valley Transit's \$10,000 contribution to the cost of security patrol services for areas surrounding and including the Transit Center. Valley Transit is partnering with ADI, the Library, DPW, Theda Care, Pfeifferle, and Thrivent to pay for a neighborhood monitor who is a presence in the Washington Square area, including the parking ramps and inside City Center, to discourage nuisance behaviors and be an additional set of eyes and ears for the APD. The neighborhood monitor is present on weekdays from 2 p.m. - 10 p.m. and has both a Valley Transit radio and police radio so he can contact the appropriate parties if there is a need.

The fuel budget for Valley Transit reflects input from the State Department of Transportation as to the cost they expect / will allow on our annual application for operating support and is therefore somewhat different from the rates used for all other City departments.

The relatively high level of customer complaints shown below is the result of inconsistent on-time performance, which results in missed connections, appointments, etc. On-time performance is in turn due to a variety of factors such as detours due to street construction, less experienced drivers (due to retirements of long-time employees) pressing to meet schedules and not focusing on customer service as much as we would like, etc. We are working to address bus on-time performance and are counseling drivers on customer service.

Payroll expense in this program reflects a lump sum payment in 2014 for union represented transit staff based on 2% of pay, the allocation of .3 FTE of the Paratransit Coordinator/Relief Operations Supervisor position (compared to 0% for the position as it was formerly defined), and new drivers who are moving through established pay steps.

The decrease in other contracts & obligations reflects a one-time expense in 2013 for narrowbanding radios.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Safe, reliable, convenient service					
Preventable accidents per 100,000 mi	1.10	0.45	1.00	1.60	1.00
Preventable accidents per employee	0.19	0.08	0.17	0.13	0.11
On-time performance percentage	57.0%	79.6%	95.0%	78.0%	85.0%
Helpful, friendly employees					
# customer complaints	187	200	110	110	110
Strategic Outcomes					
Cost effective service delivery					
Expense per passenger trip	\$ 4.92	\$ 4.75	\$ 4.99	\$ 4.90	\$ 5.05
Efficient service delivery					
Trips per revenue hour	18.6	19.2	18.0	18.7	18.6
Trips per revenue mile	1.22	1.25	1.19	1.20	1.23
Farebox recovery	16.2%	16.3%	15.2%	15.7%	15.4%
Work Process Outputs					
Service Provided					
Hours of service	57,651	57,099	61,260	61,932	61,872
Miles of service	877,805	879,226	921,185	931,183	930,509
Trips taken	1,073,655	1,095,650	1,115,600	1,120,000	1,142,400

**CITY OF APPLETON 2014 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 5840

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4875 Farebox Revenue	\$ 854,649	\$ 847,044	\$ 852,541	\$ 852,541	\$ 869,592
4876 Special Transit Revenues	639	545	9,000	9,000	24,000
5085 Cash Short or Over	89	141	-	-	-
	<u>\$ 855,377</u>	<u>\$ 847,730</u>	<u>\$ 861,541</u>	<u>\$ 861,541</u>	<u>\$ 893,592</u>
Expenses					
6101 Regular Salaries	\$ 1,851,197	\$ 1,890,195	\$ 2,007,548	\$ 2,007,548	\$ 2,106,681
6104 Call Time	101	-	3,090	3,090	3,090
6105 Overtime	84,645	63,063	59,112	59,112	59,112
6150 Fringes	845,663	742,285	823,247	823,247	855,248
6201 Training\Conferences	3,075	-	-	-	-
6303 Memberships & Licenses	-	160	-	-	-
6305 Awards & Recognition	-	241	-	-	-
6316 Miscellaneous Supplies	251	-	-	-	-
6320 Printing & Reproduction	60	-	-	-	-
6321 Clothing	4,429	2,282	6,100	6,100	4,300
6322 Gas Purchases	582,884	570,752	641,704	641,704	647,250
6323 Safety Supplies	92	-	-	-	-
6326 Vehicle & Equipment Parts	47,074	70,192	39,000	39,000	39,000
6327 Miscellaneous Equipment	44	100	1,500	1,500	1,500
6328 Signs	1,713	1,238	-	-	-
6404 Consulting Services	817	1,213	-	-	-
6408 Contractor Fees	-	6,820	15,000	15,000	15,000
6412 Advertising	1,160	-	-	-	-
6413 Utilities	154	-	-	-	-
6418 Equip Repairs & Maint	-	120	-	-	-
6419 Communications Eq Repairs	264	634	-	-	-
6430 Health Services	5,376	4,925	5,975	5,975	5,975
6501 Insurance	-	-	31,590	31,590	31,896
6599 Other Contracts/Obligations	3,483	1,680	5,900	5,900	900
6804 Equipment	-	-	-	11,121	-
	<u>\$ 3,432,482</u>	<u>\$ 3,355,900</u>	<u>\$ 3,639,766</u>	<u>\$ 3,650,887</u>	<u>\$ 3,769,952</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

Non-diesel fuel 15,000 gal. @ \$3.15/gal	\$ 47,250
Diesel fuel 187,500 gal. @ \$3.20/gal	600,000
	<u>\$ 647,250</u>

Vehicle & Equipment Parts

Lubricants	\$ 11,000
New tires and tire repairs & retreads	28,000
	<u>\$ 39,000</u>

Contractor Fees

Transit Center security	\$ 10,000
Other small contracts	\$ 5,000
	<u>\$ 15,000</u>

* Valley Transit does not pay Federal or State fuel taxes and attains bulk purchasing rates.

**CITY OF APPLETON 2014 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 and W-2 support agencies

Major changes in Revenue, Expenditures, or Programs:

ADA ridership remained relatively flat during 2012 but is increasing slightly during 2013 as there are more people in the region, both seniors and disabled, who qualify for ADA paratransit services. Although fuel costs continue to escalate, we are able to mitigate the cost of fuel by 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). This resulted in a \$1.00 reduction in the per ride cost (from the scheduled rate under contract) and avoidance of the supplemental fuel escalator payment.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	1	1	1	1	1
% on-time performance	90-95%	97.8%	95.0%	98.7%	98.0%
Helpful, friendly employees					
# customer complaints	15	17	15	20	15
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 19.03	\$ 19.37	\$ 19.15	\$ 19.40	\$ 19.38
Cost per mile	\$ 4.07	\$ 4.10	\$ 3.86	\$ 5.16	\$ 4.80
Trips per hour	3.0	4.3	5.2	4.4	4.7
Work Process Outputs					
Service Provided					
Hours of service/yr	28,722	19,426	20,000	19,788	21,000
Miles of service/yr	396,678	397,399	400,000	385,000	400,000
Trips taken/yr	84,739	84,080	103,950	88,000	99,000

**CITY OF APPLETON 2014 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 5850

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4230 Miscellaneous Local Aids	\$ 256,838	\$ 258,244	\$ 424,920	\$ 424,920	\$ 390,521
4875 Farebox Revenue	397,669	386,369	449,060	449,060	449,460
	<u>\$ 654,507</u>	<u>\$ 644,613</u>	<u>\$ 873,980</u>	<u>\$ 873,980</u>	<u>\$ 839,981</u>
Expenses					
6101 Regular Salaries	\$ 24,030	\$ 31,584	\$ 55,707	\$ 55,707	\$ 49,242
6105 Overtime	142	-	-	-	-
6150 Fringes	10,924	12,482	21,891	21,891	21,002
6201 Training & Conferences	882	290	904	904	1,424
6301 Office Supplies	591	508	950	950	780
6302 Subscriptions	-	-	-	-	349
6303 Memberships & Licenses	840	790	1,094	1,094	898
6304 Postage\Freight	269	507	1,035	1,035	849
6306 Building Maint./Janitorial	-	82	-	-	-
6308 Landscape Supplies	203	99	-	-	-
6320 Printing & Reproduction	6,089	7,312	5,581	5,581	5,503
6322 Gas Purchases	1,200	66,076	156,495	156,495	218,947
6401 Accounting/Audit	2,086	1,655	2,277	2,277	1,936
6408 Contractor Fees	1,481,622	1,425,961	1,646,178	1,646,178	1,527,647
6412 Advertising	6,717	6,399	10,941	10,941	8,976
6413 Utilities	15,098	13,787	21,487	21,487	20,169
6418 Equip Repairs & Maint	33	95	119	119	98
6420 Facilities Charges	11,280	11,173	16,046	16,046	13,423
6424 Software Support	10,805	11,548	12,000	12,000	12,000
6430 Health Services	268	-	-	-	-
6440 Snow Removal Services	1,660	279	-	-	-
6501 Insurance	-	-	3,635	3,635	3,438
6599 Other Contracts/Obligations	38,152	37,753	30,000	30,000	39,900
	<u>\$ 1,612,891</u>	<u>\$ 1,628,380</u>	<u>\$ 1,986,340</u>	<u>\$ 1,986,340</u>	<u>\$ 1,926,581</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Gas Purchases

Fuel for contractor's vehicles and staff vehicle allocation,
approx. 69,507 gallons unleaded fuel
@ 3.15 / gallon

\$ 218,947
\$ 218,947

Contractor Fees

Purchased transportation:
Valley Transit II - Disabled,
99,000 trips

\$ 1,527,647
\$ 1,527,647

Other Contracts/Obligations

ADA certifications

\$ 39,900
\$ 39,900

**CITY OF APPLETON 2014 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 5860

PROGRAM MISSION

We will coordinate a broad range of contracted specialized services that maximizes transportation funding and benefits older adults, people with disabilities and participating local governments.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- To provide a transportation alternative to older adults for whom fixed route bus service is difficult
- To provide employment transportation and limited Sunday service to people with disabilities
- To coordinate transportation services to maximize the effectiveness of each local dollar spent

Major changes in Revenue, Expenditures, or Programs:

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.

The increase in contractor fees (and cost per trip) is due to an increased cost from the service providers for the Family Care specialized employment transportation, the Dial-a-Ride programs and Outagamie County's rural demand response service. As noted in the ADA Paratransit budget, fuel costs continue to escalate and some service providers pass these costs on to Valley Transit through negotiated fuel escalators. Outagamie County has also budgeted for the Temporary Assistance for Needy Families (TANF) service in 2014.

In order to combat increasing fuel costs, in 2012, Valley Transit began purchasing fuel directly for use by the primary contractor of The Connector service at a lower cost than the contractor was able (since Valley Transit is exempt from both State and Federal fuel taxes). This resulted in a reduction in the per ride cost and avoidance of the supplemental fuel escalator payment. The \$40,950 budgeted in the gas purchases account represents the expected fuel costs in 2014 for Connector service only. All other service providers purchase their own fuel.

Miscellaneous State Aid decrease: MAP-21 has consolidated the Job Access Reverse Commute (JARC) funding into the federal operating allocations. The JARC grant was recorded in this program as a program-specific revenue. Now that Valley Transit has surpassed the 200,000 resident threshold in its service area, we are no longer eligible for that specific source of funding. Funding for the Connector is now provided through the MAP-21 allocation (recorded in the Administration budget).

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	0	0	0	0	0
Strategic Outcomes					
Cost effective Service Delivery					
Cost per trip	\$ 15.10	\$ 15.56	\$ 15.03	\$ 17.68	\$ 18.39
Efficient Service Delivery					
Trips per hour	2.2	2.0	3.5	2.3	2.4
Work Process Outputs					
Service provided					
Hours of service/yr	29,598	29,705	30,000	30,000	30,240
Miles of service/yr	630,360	676,218	677,000	677,000	682,000
Trips taken/yr	91,878	88,629	89,000	89,000	90,430

**CITY OF APPLETON 2014 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 5860

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4224 Miscellaneous State Aids	\$ 259,145	\$ 242,296	\$ 289,900	\$ 289,900	\$ -
4230 Miscellaneous Local Aids	469,288	478,199	577,269	577,269	639,020
4875 Farebox Revenue	183,432	176,802	231,290	231,290	206,000
5020 Donations & Memorials	79,836	84,317	81,100	81,100	129,970
	<u>\$ 991,701</u>	<u>\$ 981,614</u>	<u>\$ 1,179,559</u>	<u>\$ 1,179,559</u>	<u>\$ 974,990</u>
Expenses					
6322 Gas Purchases	\$ -	\$ 11,653	\$ 32,000	\$ 32,000	\$ 40,950
6404 Consulting Services	-	1,500	-	-	-
6408 Contractor Fees	1,387,701	1,365,636	1,540,940	1,540,940	1,602,424
6430 Health Services	-	-	500	500	500
	<u>\$ 1,387,701</u>	<u>\$ 1,378,789</u>	<u>\$ 1,573,440</u>	<u>\$ 1,573,440</u>	<u>\$ 1,643,874</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Gas Purchases

Fuel for Connector; approx. 13,000 gallons @ \$3.15 / gallon	\$ 40,950
	<u>\$ 40,950</u>

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 80,140
Specialized employment transportation - VP	477,968
Outagamie County - demand response - rural	223,712
Outagamie County - children & family transportation *	12,023
Town of Menasha - Dial-a-Ride	31,725
Neenah - Dial-A-Ride	162,000
Heritage	9,585
Darboy - Call-A-Ride	18,000
New Hope Center	115,941
Calumet County - rural service	46,750
Connector late evening service	275,000
Connector service beyond current fixed route service boundaries	120,000
Trolley service - downtown	29,580
	<u>\$ 1,602,424</u>

* This is a new service requested by Outagamie County for which we are negotiating a six month pilot agreement with the county. Previously, Valley Transit provided transit services to TANF clients in Outagamie County but that program has been phased out by the county. We expect to bid out the new service as soon as the requirements are fully defined. The costs shown represent our best estimate at this time, based on the numbers of clients indicated by the county.

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Intergovernmental Revenues	6,309,182	5,973,370	5,496,728	6,261,819	6,505,438	6,481,643	6,485,036
Interest Income	123,432	25,817	1,982	50,000	50,000	50,000	50,000
Charges for Services	1,436,390	1,410,760	1,234,475	1,541,891	1,541,891	1,549,052	1,549,052
Other Revenues	160,343	159,699	119,469	142,100	154,100	180,170	190,970
Transfers In	441,519	431,093	955,933	570,469	570,469	615,934	576,013
TOTAL REVENUES	8,470,866	8,000,739	7,808,587	8,566,279	8,821,898	8,876,799	8,851,071
EXPENSES BY LINE ITEM							
Regular Salaries	1,887,875	1,960,636	1,810,268	1,936,770	1,936,770	1,958,043	1,958,043
Labor Pool Allocations	178,154	143,224	117,395	188,721	188,721	240,945	240,945
Call Time	12	0	68	3,090	3,090	3,090	3,090
Overtime	125,054	94,730	92,724	67,955	67,955	65,204	65,204
Temp. Full-Time	2,013	0	0	0	0	0	0
Part-Time	574	0	794	0	0	0	7,994
Incentive Pay	2,385	0	0	2,500	2,500	2,500	2,500
Other Compensation	2,151	2,385	2,049	0	0	0	0
Sick Pay	58,443	67,536	116,408	104,989	104,989	81,497	81,497
Vacation Pay	192,520	228,965	149,391	214,260	214,260	234,593	234,593
Holiday Pay	22,391	29,270	62,703	125,856	125,856	134,290	134,290
Fringes	1,026,568	913,741	878,532	1,026,899	1,026,899	1,044,910	1,045,523
Unemployment Compensation	7,468	3,577	0	0	0	0	0
Salaries & Fringe Benefits	3,505,608	3,444,064	3,230,332	3,671,040	3,671,040	3,765,072	3,773,679
Training & Conferences	8,137	2,127	7,573	3,800	3,800	7,300	5,300
Tuition Fees	0	0	1,899	0	0	0	0
Employee Recruitment	1,405	776	2,196	2,550	2,550	3,162	3,162
Parking Permits	0	3	12	360	360	0	0
Office Supplies	3,305	2,905	3,285	3,996	3,996	3,996	3,996
Subscriptions	591	980	1,027	686	686	1,085	1,085
Memberships & Licenses	4,700	4,682	3,742	4,600	4,600	4,600	4,600
Postage & Freight	1,505	2,899	2,035	4,353	4,353	4,353	4,353
Awards & Recognition	117	393	128	600	600	765	765
Building Maintenance/Janitor.	0	468	0	0	0	0	0
Food & Provisions	1,179	746	1,583	500	500	1,020	1,020
Insurance	190,285	130,233	49,309	72,140	72,140	194,940	198,639
Rent	57	74	0	0	0	0	0
Depreciation Expense	571,706	616,297	572,844	651,646	651,646	651,646	659,250
Administrative Expense	782,987	762,583	645,633	745,231	745,231	872,867	882,170
Landscape Supplies	1,135	566	2,379	0	0	1,000	1,000
Shop Supplies & Tools	22,367	21,008	34,522	16,510	16,510	22,995	22,995
Miscellaneous Supplies	676	742	946	0	0	700	700
Printing & Reproduction	17,329	21,799	22,125	23,465	23,465	28,200	28,200
Clothing	4,592	2,392	2,060	6,375	6,375	4,575	4,575
Gas Purchases	589,602	652,198	781,907	837,050	837,050	919,716	913,864
Safety Supplies	547	32	305	500	500	500	500
Vehicle & Equipment Parts	142,414	158,151	126,082	145,000	145,000	147,165	138,515
Miscellaneous Equipment	213	4,286	3,969	3,500	3,500	2,500	11,150
Signs	1,713	1,238	396	0	0	0	0
Supplies & Materials	780,588	862,412	974,691	1,032,400	1,032,400	1,127,351	1,121,499
Accounting/Audit	11,674	9,473	10,600	9,571	9,571	9,571	9,816
Bank Services	4,626	3,292	2,017	3,000	3,000	3,000	3,000
Consulting Services	6,396	6,119	11,875	2,000	82,000	2,000	2,000
Collection Services	3,031	3,645	2,606	2,847	2,847	2,847	2,847
Contractor Fees	2,869,324	2,798,417	2,425,590	3,202,118	3,202,118	3,148,116	3,145,071
Temporary Help	0	0	676	0	0	0	0
Advertising	38,751	36,619	33,683	46,000	42,000	46,000	46,000
Interfund Allocations	0	0	0	0	0	0	7,300
Health Services	6,503	6,625	8,271	7,350	7,350	7,350	7,350
Snow Removal Services	9,287	1,595	10,690	3,000	3,000	3,000	3,000
Laundry Services	4,084	4,947	4,711	4,600	4,600	4,600	4,600
Other Contracts/Obligations	45,032	40,836	34,056	35,900	35,900	40,800	40,800

City of Appleton
2014 Budget
Revenue and Expense Summary

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
Purchased Services	2,998,708	2,911,568	2,544,775	3,316,386	3,392,386	3,267,284	3,257,184
Electric	52,944	50,470	52,336	57,709	57,709	71,750	60,050
Gas	18,883	12,309	20,005	22,007	22,007	40,000	30,000
Water	6,420	6,082	5,339	6,122	6,122	7,613	7,613
Waste Disposal/Collection	2,864	2,149	1,954	2,233	2,233	2,788	2,788
Stormwater	6,484	6,533	5,492	7,242	7,242	7,500	7,500
Telephone	3,539	7,879	3,370	4,500	4,500	4,500	4,500
Cellular Telephone	0	0	4,723	4,800	4,800	5,200	5,200
Utilities	91,134	85,422	93,219	104,613	104,613	139,351	117,651
Building Repair & Maintenance	0	904	0	0	0	0	0
Vehicle Repair & Maintenance	2,107	10,185	1,342	1,500	1,500	1,500	1,500
Equipment Repair & Maintenance	2,174	2,714	1,334	1,400	1,400	1,400	1,400
Communications Equip. Repairs	264	634	15	0	0	0	0
Facilities Charges	103,945	112,488	92,012	111,499	111,499	113,711	113,711
Software Support	12,896	12,548	38,387	57,552	57,552	62,052	62,052
CEA Equipment Rental	0	1,942	138	5,000	5,000	5,000	5,000
Grounds Repair & Maintenance	0	0	1,642	0	0	0	0
Repair & Maintenance	121,386	141,415	134,870	176,951	176,951	183,663	183,663
Buildings	0	0	106,632	0	114,173	0	0
Machinery & Equipment	0	0	36,785	45,000	71,191	0	0
Vehicles	0	0	26,155	0	39,255	0	0
Capital Expenditures	0	0	169,572	45,000	224,619	0	0
TOTAL EXPENSES	8,280,411	8,207,464	7,793,092	9,091,621	9,347,240	9,355,588	9,335,846

**CITY OF APPLETON 2014 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

Revenues	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Charges for Services	\$ 1,436,390	\$ 1,410,760	\$ 1,596,891	\$ 1,596,891	\$ 1,604,052
Miscellaneous	75,702	74,757	87,100	99,100	135,970
Total Revenues	<u>1,512,092</u>	<u>1,485,517</u>	<u>1,683,991</u>	<u>1,695,991</u>	<u>1,740,022</u>
Expenses					
Operating Expenses	7,708,704	7,591,170	8,394,975	8,470,975	8,676,596
Depreciation	571,706	616,297	651,646	651,646	659,250
Total Expenses	<u>8,280,410</u>	<u>8,207,467</u>	<u>9,046,621</u>	<u>9,122,621</u>	<u>9,335,846</u>
Revenues over (under) Expenses	(6,768,318)	(6,721,950)	(7,362,630)	(7,426,630)	(7,595,824)
Non-Operating Revenues (Expenses)					
Investment Income	-	-	50,000	50,000	50,000
Gain (Loss) on Sale of Capital Assets	-	625	-	-	-
Operating & Capital Subsidies	5,911,742	5,815,980	6,261,819	6,505,438	6,485,036
Total Non-Operating	<u>5,911,742</u>	<u>5,816,605</u>	<u>6,311,819</u>	<u>6,555,438</u>	<u>6,535,036</u>
Income (Loss) Before Contributions and Transfers	(856,576)	(905,345)	(1,050,811)	(871,192)	(1,060,788)
Contributions and Transfers In (Out)					
General Fund	441,519	431,093	570,469	570,469	576,013
Capital Projects	-	-	-	-	-
Net Income (Loss)	(415,057)	(474,252)	(480,342)	(300,723)	(484,775)
Capital Contributions	<u>605,512</u>	<u>268,163</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Assets	190,455	(206,089)	(480,342)	(300,723)	(484,775)
Total Net Assets - Beginning	<u>6,377,682</u>	<u>6,568,137</u>	<u>6,362,048</u>	<u>6,362,048</u>	<u>6,061,325</u>
Total Net Assets - Ending	<u>\$ 6,568,137</u>	<u>\$ 6,362,048</u>	<u>\$ 5,881,706</u>	<u>\$ 6,061,325</u>	<u>\$ 5,576,550</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 544,996	\$ 671,300
+ Change in Net Assets	(300,723)	(484,775)
+ Depreciation	651,646	659,250
- Fixed Assets	(224,619)	-
+ F/A Funded by Restricted Cash	-	-
Working Cash - End of Year	<u>\$ 671,300</u>	<u>\$ 845,775</u>

CITY OF APPLETON 2014 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 2014 BUDGET PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

To provide quality, cost effective public works services for our customers.

DISCUSSION OF SIGNIFICANT 2013 EVENTS

Celebrated National Public Works Week

Implemented third year of City-wide bike lane plan, including Mason Street

Reconstructed Ballard Road from Wisconsin Avenue to Pershing Street and installed sidewalks and bike lanes along entire project

Completed approximately 2,000 building sketches for the Assessor's Office to help them meet Wisconsin Department of Revenue requirements

Promoted the Public Works Department (DPW) by participating in public events, including "Things That Go" and "Juneteenth"

Implemented new NEOGov Employee Performance System and new employee uniform and clothing policy

Worked with Outagamie and Calumet counties to install signals and reconstruct the CTH KK/Coop intersection

Created a DPW marketing team to help educate/promote the Department of Public Works

Approached Valley Transit for assistance in updating the website and using other multi-media venues to have more visibility and communication with the public

Completed a WE Energies meter audit and cost savings project looking at all the traffic signals and street lighting, reviewing all rate structures and identifying an alternate rate structure, saving the city about \$5,000 a year

Removed the hard surface and graded the area of the tennis courts in City Park

Completed second phase of a joint parking lot pavement project at the USA Youth Sports Complex

Developed a departmental strategic plan that documented goals and how they support the City's Strategic Plan

The City suffered two wind storms in 2013 resulting in a loss of approximately 650 terrace trees. The staff effort to clean up after these storms shifted work priorities from street maintenance to tree removal, tree trimming, and stump grinding

Worked with the Community Development Department, City Attorney, Finance Department and Mayor to review projects to include in the formation of TIF Districts 9 and 10

Held initial meetings with surrounding communities to investigate the possibility of joint bidding projects such as pavement marking and patch program

Worked with ADI, Facilities Management Department, Library and Lawrence University on the creation of a sidewalk poetry program

Worked with elementary school art teachers on a snow plow painting project. One of the plows painted by the students will be showcased in the 2013 Christmas parade

Received notice that the Timber Rattlers baseball club will be purchasing approximately 60 trees for the City to plant as a donation to the City of a tree for every bat that was broken during the 2013 season

CITY OF APPLETON 2014 BUDGET PUBLIC WORKS DEPARTMENT

MAJOR 2014 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 GIS staff to create 2014 City maps

Implement fourth year of adopted City-wide on-street bike lane plan

Continue to review processes using LEAN initiatives

Work with WisDOT to complete the HWY 41/HWY 47 interchange improvements, and the Town of Grand Chute to complete a joint Meade Street improvement project

Assist the Assessor's Office with a City-wide photo project to update Assessor photos on all 26,000 properties in the next two years. Existing photos are utilized by many City departments, but are currently over 10 years old

Begin new tree planting program to in-fill urbanized areas as part of the Department's sustainability initiative

Begin new tree inventory program documenting tree type, diameter, GPS location and condition

Continue working with the Facilities Management Department, Community Development Department, City Attorney, Finance Department and Mayor to review upcoming projects for improved communication and coordination

Continue working with surrounding communities to investigate the possibility of joint bidding projects such as pavement marking and patch program

Work with ADI, Facilities Management Department, Library and Lawrence University to complete a pilot project of the newly created sidewalk poetry program

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 2,751,711	\$ 2,615,631	\$ 2,884,312	\$ 2,884,312	\$ 1,972,959	-31.60%
Program Expenses							
17011	Administrative Service	1,328,170	1,325,585	1,128,019	1,128,019	1,187,130	5.24%
17014	Concrete Reconstruction	1,953,433	1,765,218	2,738,403	3,419,815	3,197,789	16.78%
17015	Sidewalk Reconstruction	596,994	515,503	661,101	661,101	686,366	3.82%
17016	Asphalt Reconstruction	1,297,506	701,491	1,280,817	1,390,317	1,293,889	1.02%
17022	Traffic - Control	826,473	837,316	942,248	979,320	964,318	2.34%
17023	Street Lighting	1,463,196	1,498,402	1,552,912	1,552,912	1,558,897	0.39%
17031	MSB Administration	1,027,550	1,003,799	1,139,538	1,139,538	1,120,422	-1.68%
17032	Street Repair	1,234,906	1,563,151	1,556,435	1,556,435	1,720,363	10.53%
17033	Snow & Ice Control	1,622,193	808,510	1,206,094	1,206,094	1,205,213	-0.07%
17034	Forestry	1,018,582	986,080	972,357	972,357	1,031,104	6.04%
15520	Inspections	542,570	624,682	531,233	531,233	540,416	1.73%
TOTAL		\$ 12,911,573	\$ 11,629,737	\$ 13,709,157	\$ 14,537,141	\$ 14,505,907	5.81%
Expenses Comprised Of:							
	Personnel	5,161,692	4,960,131	5,019,087	5,019,087	5,135,779	2.32%
	Administrative Expense	49,709	47,525	58,233	58,233	65,171	11.91%
	Supplies & Materials	1,753,789	1,259,964	1,488,873	1,525,945	1,221,358	-17.97%
	Purchased Services	705,477	509,246	934,348	945,760	957,407	2.47%
	Utilities	1,631,368	1,643,945	1,714,784	1,714,784	1,724,782	0.58%
	Repair & Maintenance	1,506,763	1,344,073	1,530,181	1,530,181	1,522,536	-0.50%
	Capital Expenditures	2,102,775	1,864,853	2,963,651	3,743,151	3,878,874	30.88%
Full Time Equivalent Staff:							
	Personnel allocated to programs	62.01	62.49	62.08	62.08	62.58	

**CITY OF APPLETON 2014 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 Technology 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:

There has been a substantial increase in revenue for street excavation permits the past 2 years and this seems to be continuing in 2013 as well. The 2014 budget reflects this increase.

The 5th floor customer service team, despite their best efforts, are unable to meet all the needs of the Department and our customers. Although we continue to find efficiencies through automation by working with the IT Department, we still are unable to handle the workload in a cost-effective manner or at an acceptable level of service. We have tried using temporary help, using higher rate employees to fill in, and used interns in attempts to meet the needs. Despite these efforts, we continue to average 5% dropped calls and struggle to meet workload needs. Due to these circumstances, this budget includes funding for an additional half-time clerical position to add to the table of organization to better meet the needs of the 5th floor customer service area.

Miscellaneous equipment expense includes \$3,000 for a metro tech locator (used to locate existing water main infrastructure) along with miscellaneous survey and locating equipment. The current locator uses outdated technology and is nearing the end of its useful life.

The increase in training/conferences is due to the fact that the engineers will now be required to receive CEU's (continuing education units) to maintain their professional licenses.

Printing and reproduction expense includes \$2,600 for the printing of new City maps, which has not been done since 2011.

The increase in the 2014 license and membership expense is due to bi-annual engineer state license renewal.

Consulting expense includes \$7,300 for outreach support to be provided by the Valley Transit Community Relations Specialist.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Ordinance compliance					
Construction permits sold	561	662	550	600	600
Recovery of project costs					
# of assessment bills prepared	2,272	1,789	2,400	2,200	2,200
Compliance with city regulations					
# of site plans reviewed	29	33	35	38	40
Strategic Outcomes					
Effective use of budgeted funds					
% of budget dollars obligated	95%	91%	100%	100%	100%
Consistent & current information					
Policies reviewed and updated	4	10	5	5	5
Work Process Outputs					
Service provided					
# of agenda items prepared	242	220	275	275	250
Improvements/additions to infrastructure					
\$ of projects bid for all funds	\$ 23,150,537	\$ 10,518,984	\$ 21,782,171	\$ 21,875,200	\$ 15,459,082

**CITY OF APPLETON 2014 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4319 Street & Sidewalk Cement	\$ 645	\$ 560	\$ 675	\$ 675	\$ 650
4408 Sidewalk	40	40	2,000	2,000	-
4409 Street Occupancy	7,446	8,408	5,000	5,000	8,000
4410 Street Excavation	25,618	26,674	18,000	18,000	25,000
5010 Misc Revenue - Nontax	2,510	550	3,000	3,000	500
5011 Misc Revenue - Tax	115	95	50	50	50
Total Revenue	\$ 36,374	\$ 36,327	\$ 28,725	\$ 28,725	\$ 34,200
Expenses					
6101 Regular Salaries	\$ 844,839	\$ 880,249	\$ 703,957	\$ 703,957	\$ 733,051
6104 Call Time	-	-	100	100	150
6105 Overtime	4,761	2,300	5,500	5,500	5,071
6108 Part-Time	1,641	2,068	1,109	1,109	2,931
6150 Fringes	312,767	283,553	251,777	251,777	257,451
6201 Training\Conferences	9,444	7,155	14,000	14,000	14,500
6204 Tuition Fees	-	272	-	-	-
6206 Parking Permits	10,782	11,178	11,058	11,058	11,916
6301 Office Supplies	4,745	3,942	5,600	5,600	4,800
6302 Subscriptions	-	222	-	-	-
6303 Memberships & Licenses	4,159	4,540	4,100	4,100	4,700
6304 Postage\Freight	39	167	400	400	350
6305 Awards & Recognition	615	529	1,000	1,000	1,295
6307 Food & Provisions	-	170	-	-	-
6309 Shop Supplies & Tools	5,982	5,935	6,200	6,200	6,200
6315 Books & Library Materials	591	65	400	400	400
6320 Printing & Reproduction	15,218	9,490	15,800	15,800	18,800
6321 Clothing	2,753	179	400	400	640
6323 Safety Supplies	373	314	400	400	400
6327 Miscellaneous Equipment	4,024	1,454	9,570	9,570	6,300
6402 Legal Fees	95	163	175	175	175
6404 Consulting Services	2,954	2,324	2,100	2,100	9,720
6412 Advertising/Publication	2,351	1,447	2,450	2,450	2,450
6413 Utilities	10,358	10,585	13,148	13,148	15,650
6418 Equip Repairs & Maint	3,592	4,207	4,000	4,000	4,000
6424 Software support	-	818	1,650	1,650	1,650
6425 CEA Equip. Rental	64,633	79,865	72,325	72,325	84,330
6429 Interfund Allocations	-	(4,690)	-	-	-
6451 Laundry Services	3,375	3,514	800	800	200
6599 Other Contracts/Obligations	18,079	13,570	-	-	-
Total Expense	\$ 1,328,170	\$ 1,325,585	\$ 1,128,019	\$ 1,128,019	\$ 1,187,130

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Bid documents/copier chgs	\$ 11,000
Inspection forms	4,800
City Maps	2,600
	<u>\$ 18,400</u>

**CITY OF APPLETON 2014 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 2014 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:

In the past, we updated our records annually based on construction activities rounding to the nearest 1/100 of a mile. With the onset of GIS based records, we now are able to update our records continuously throughout the year. However, it is no longer practical to round to the nearest 1/100 of a mile due to the number of minor non-construction related changes made throughout the year. Therefore, we now round to the nearest mile which still provides for a very useful measure, while reducing the confusion caused by the minor adjustments made throughout the year.

Miscellaneous State Aid: Local Road Improvement Project funds (LRIP) are received every two years. The next expected payment is in 2015.

Please see Projects, page 592 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	23.40	22.14	23.00	23.00	23.00
Miles of street under min. rideability	12.20	12.43	12.00	12.00	12.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets	342	342	342	343	343
Total miles in concrete	228	230	232	232	236
% of total miles reconstructed (concrete to concrete)	0.77%	0.21%	0.65%	0.37%	0.29%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed (asphalt or concrete to concrete)	2.62	0.72	2.24	1.29	4.35
Expansion of street system					
Miles of new grade & gravel streets	0.47	0.00	0.00	0.74	0.00

**CITY OF APPLETON 2014 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4224 Miscellaneous State Aid	\$ 169,970	\$ 645,983	\$ -	\$ -	\$ -
4602 Concrete Paving	1,060,199	511,015	575,000	575,000	641,259
4615 Grade & Gravel	39,516	14,016	12,000	12,000	10,000
5035 Other Reimbursements	42,564	135,636	875,334	875,334	-
Total Revenue	\$ 1,312,249	\$ 1,306,650	\$ 1,462,334	\$ 1,462,334	\$ 651,259
Expenses					
6101 Regular Salaries	\$ 197,611	\$ 183,684	\$ 170,491	\$ 170,491	\$ 174,187
6105 Overtime	2,063	3,012	3,852	3,852	3,438
6108 Part-Time	9,625	3,286	4,542	4,542	3,522
6150 Fringes	79,350	66,281	66,340	66,340	62,376
6308 Landscape Supplies	1,722	180	9,118	9,118	18,475
6325 Construction Materials	567,487	453,898	261,000	261,000	4,000
6328 Signs	27,893	19,215	28,372	28,372	19,593
6404 Consulting Services	32,054	15,520	105,000	116,412	72,000
6408 Contractor Fees	32,525	11,625	301,875	301,875	218,405
6425 CEA Equip. Rental	21,243	19,214	6,000	6,000	17,500
6599 Other Contracts/Obligations	455	1,245	-	-	-
6801 Land	18,190	79,933	25,000	95,000	25,000
6809 Infrastructure Construction	963,215	908,125	1,756,813	2,356,813	2,579,293
Total Expense	\$ 1,953,433	\$ 1,765,218	\$ 2,738,403	\$ 3,419,815	\$ 3,197,789

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

2014	Street	From	To	General Fund
Labor Pool				243,523
CEA				17,500
Land	Misc Land acquisition for street projects			25,000
	Subtotal			25,000
Design	Misc Consultant design			22,000
	Northland Ave	at Meade St (design study)		50,000
	Subtotal			72,000
New Concrete (Not in New Subdivision)	TBD			154,456
	Plank Rd	Midway Rd	Lake Park Rd	508,960
	Subtotal			663,416
Concrete Reconstruction	Alley n/o College	Division St	Superior St	70,033
	Alley s/o College	Morrison St	Durkee St	51,833
	Cotter St	Haskell St	Second St	124,156
	Fremont St	Kernan Ave	Telulah Ave	225,555
	Haskell St	Cotter St	Grider St	88,638
	Lynndale Dr	Fourth St	Everett St	525,493
	South River St	Retaining wall @ Olde Oneida St.		835,000
	South River St	Olde Oneida St	Madison St	255,642
	Subtotal			2,176,350
Total Concrete Paving				\$ 3,197,789

**CITY OF APPLETON 2014 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 primary reason for the increase in this budget is due to the Lilas Street and Plank Road new sidewalk construction projects.

Please see Projects, page 600 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Safe pedestrian walkways					
# of defective sidewalk related accidents	0	0	0	0	0
Miles of Sidewalk	New measure →			438	439
Strategic Outcomes					
Policy decision					
% of total contract assessable	0.1%	0.8%	0.1%	0.1%	0.1%
Minimize liability					
# of insurance claims from defective sidewalks	6	4	0	0	0
Work Process Outputs					
Defective sidewalks					
Miles of green dot (area replacement)	6.8	4.1	1.8	1.8	1.5
Request for replacement					
Miles	0.06	0.00	0.3	0.3	0.2
Expansion of pedestrian walkways					
Miles of new sidewalks	0.43	0.54	1.0	1.0	1.0

**CITY OF APPLETON 2014 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4607 Sidewalks	\$ 50,827	\$ 3,944	\$ 3,000	\$ 3,000	\$ 2,000
4801 Charges for Serv.- Nontax	2,808	4,845	-	-	-
Total Revenue	<u>\$ 53,635</u>	<u>\$ 8,789</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 2,000</u>
Expenses					
6101 Regular Salaries	\$ 54,282	\$ 22,782	\$ 50,112	\$ 50,112	\$ 51,112
6105 Overtime	798	190	1,100	1,100	1,063
6108 Part-Time	3,473	-	601	601	1,521
6150 Fringes	22,642	7,870	16,963	16,963	17,335
6309 Shop Supplies	541	70	-	-	-
6328 Signs	176	-	-	-	-
6404 Consulting Services	3,534	179	-	-	-
6408 Contractor Fees	19,517	7,616	-	-	-
6425 CEA Equip. Rental	2,203	937	2,500	2,500	2,060
6809 Infrastructure Construction	489,828	475,859	589,825	589,825	613,275
Total Expense	<u>\$ 596,994</u>	<u>\$ 515,503</u>	<u>\$ 661,101</u>	<u>\$ 661,101</u>	<u>\$ 686,366</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

2013	General Fund
Labor Pool	71,031
CEA	2,060
Sidewalk Construction	
Green Dot	170,000
General	15,000
Patch Contract	15,000
Safestep sawcutting	30,000
Reconstruction - Concrete	76,965
Reconstruction - Asphalt	199,120
Subtotal	506,085
New Sidewalk Construction	
New Concrete	107,190
Arterial Street	-
Subtotal	107,190
Total	\$ 686,366

**CITY OF APPLETON 2014 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 2014 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 the past, we updated our records annually based on construction activities rounding to the nearest 1/100 of a mile. With the onset of GIS based records, we now are able to update our records continuously throughout the year. However, it is no longer practical to round to the nearest 1/100 of a mile due to the number of minor non-construction related changes made throughout the year. Therefore, we now round to the nearest mile which still provides for a very useful measure, while reducing the confusion caused by the minor adjustments made throughout the year.

Please see Projects, page 588 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	26.85	24.70	27.00	24.00	24.00
Miles under minimum rideability	29.62	24.16	30.00	25.00	25.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets in city	342	342	342	343	343
Total miles in asphalt	94	94	94	94	94
% of total miles reconstructed	0.48%	0.22%	0.41%	0.41%	0.35%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed	1.63	0.76	1.40	1.40	1.19

**CITY OF APPLETON 2014 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4224 Miscellaneous State Aid	\$ -	\$ -	\$ 155,726	\$ 155,726	\$ -
4601 Asphalt Paving	435,934	284,835	330,000	330,000	380,000
5035 Other Reimbursements	90,725	-	93,827	93,827	-
Total Revenue	\$ 526,659	\$ 284,835	\$ 579,553	\$ 579,553	\$ 380,000
Expenses					
6101 Regular Salaries	\$ 137,909	\$ 89,450	\$ 153,106	\$ 153,106	\$ 156,440
6104 Call Time	356	-	-	-	-
6105 Overtime	3,388	647	4,301	4,301	4,188
6108 Part-Time	4,993	337	1,536	1,536	2,021
6150 Fringes	63,080	34,457	60,885	60,885	56,959
6308 Landscape Supplies	3,651	1,743	8,633	8,633	10,480
6316 Miscellaneous Supplies	72	7	-	-	-
6325 Construction Materials	357,305	146,615	377,570	377,570	332,565
6328 Signs	3,645	1,771	10,500	10,500	8,400
6404 Consulting Services	1,399	1,144	-	-	-
6408 Contractor Fees	36,590	(6,956)	15,843	15,843	20,895
6425 CEA Equip. Rental	53,325	30,753	56,430	56,430	40,635
6599 Other Contracts/Obligations	150	487	-	-	-
6809 Infrastructure Construction	631,643	401,036	592,013	701,513	661,306
Total Expense	\$ 1,297,506	\$ 701,491	\$ 1,280,817	\$ 1,390,317	\$ 1,293,889

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

2013	Street	From	To	General Fund Asphalt
Labor Pool				219,608
CEA				40,635
Partial Reconstruction	Frances St	Mason St	Locust St	106,361
	Franklin St	Linwood Ave	Douglas St	35,341
	Summit St	Roberts Ave	Lindbergh St	62,296
	Subtotal			203,998
Total Reconstruction	Byrd St	Oneida St	Jarchow St	99,735
	Circle St	Drew St	Meade St	185,915
	Eldorado St	Union St	Meade St	109,982
	Fifth St	Mueller St	Story St	80,133
	Fifth St	Story St	Memorial Dr	176,073
	Lindbergh St	Oneida St	Drew St	177,810
	Subtotal			829,648
Total Asphalt Pavement				\$ 1,293,889

CITY OF APPLETON 2014 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 this budget is an estimated \$50,000 reimbursement from the federal (90%) and State (10%) governments for the installation of pedestrian countdown displays (counts down the seconds that pedestrians have until the light changes). The reimbursement covers the cost of both labor and materials. Included in contractor fees is \$45,000 for pavement markings and signs associated with the installation of bike lanes. This represents the fourth year of implementing the adopted City-wide on-street bike lane plan. Over the course of the past several years, CIP funding was used to install the battery backup systems throughout the City. Now that the bulk of the installations have been completed, the funding shifts back to this budget increasing the construction material expense by \$10,000. The increase in traffic signal and sign knockdowns in the City, Grand Chute and the County explain the remaining increase in material expense. Outdoor shelving/racking for traffic signal storage (\$5,000), replacement of a 15 year old utility locator (\$1,900), and a pneumatic sign post driving system to improve safety and efficiency (\$9,800) make up the equipment expense. As a result of a federal mandate, a company was hired to develop an application to inventory/track all of our traffic signs. The application includes a web viewer, as well as a mobile application that resides on laptops in our vehicles. The application was originally intended to be supported in-house, but due to the complexity and the type of programming language necessary to provide the functionalities that were required, this was not possible. Changes in WE Energies rate structure lowered the utility expense by about \$5,000 despite a 2.5% projected increase.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Safe, reliable traffic control					
# of changes to traffic controls	13	6	25	25	20
# of changes to parking restrictions	139	47	70	70	65
% of signs installed or replaced	4.01%	4.53%	12.00%	6.10%	4.50%
Intersections in the City					
# of controlled intersections	1,432	1,432	1,440	1,440	1,450
# of uncontrolled intersections	704	704	710	710	700
Strategic Outcomes					
Effective traffic control devices					
# of accidents per street mile	3.43	4.43	3.30	3.54	3.30
Efficient use of staff					
# of signals maintained for other municipalities	27	27	29	29	29
Work Process Outputs					
Service provided					
# of traffic control signs & signals repaired	40 Signals	38 Signals	40 Signals	40 Signals	40 Signals
from knockdowns	> 98 Signs *	91 Signs	125 Signs	125 Signs	120 Signs
Respond to system demands					
# of responses for traffic & parking related changes	74	67	65	68	70
* This data unavailable due to transition to new sign inventory system					

CITY OF APPLETON 2014 BUDGET

PUBLIC WORKS DEPARTMENT

Traffic Control and Maintenance

Business Unit 17022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv.- Nontax	\$ 8,107	\$ -	\$ 300	\$ 300	\$ -
4802 Charges for Serv.- Tax	13,248	23,179	13,000	13,000	13,000
4908 Misc. Intergov.Charges	29,408	82,779	61,500	61,500	65,550
5010 Misc Revenue - Nontax	1,416	1,446	1,400	1,400	1,400
5030 Damage to City Property	21,117	41,251	35,000	35,000	42,000
5035 Other Reimbursements	4,685	-	-	-	50,000
Total Revenue	<u>\$ 77,981</u>	<u>\$ 148,655</u>	<u>\$ 111,200</u>	<u>\$ 111,200</u>	<u>\$ 171,950</u>
Expenses					
6102 Labor Pool Allocations	\$ 231,974	\$ 249,106	\$ 287,931	\$ 287,931	\$ 293,657
6104 Call Time	5,773	6,305	6,500	6,500	6,500
6105 Overtime	10,948	7,727	11,000	11,000	9,000
6108 Part-Time	15,150	16,344	23,584	23,584	23,757
6150 Fringes	103,596	99,864	121,076	121,076	122,503
6309 Shop Supplies & Tools	6,039	6,602	6,160	6,160	6,355
6311 Paint & Supplies	309	267	200	200	200
6322 Gas Purchases	-	39	-	-	-
6325 Construction Materials	131,622	105,643	117,000	154,072	127,000
6327 Miscellaneous Equipment	3,355	9,563	12,400	12,400	16,700
6328 Signs	63,593	77,964	73,000	73,000	75,000
6408 Contractor Fees	111,120	121,348	136,000	136,000	136,000
6413 Utilities	73,062	68,367	73,872	73,872	68,701
6418 Equip Repairs & Maint	9,413	9,325	11,700	11,700	11,500
6424 Software Support	-	431	-	-	2,500
6425 CEA Equip. Rental	65,192	66,835	66,525	66,525	69,945
6429 Interfund Allocations	(4,673)	(8,431)	(4,700)	(4,700)	(5,000)
6430 Health Services	-	17	-	-	-
Total Expense	<u>\$ 826,473</u>	<u>\$ 837,316</u>	<u>\$ 942,248</u>	<u>\$ 979,320</u>	<u>\$ 964,318</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Knockdowns - Appleton	\$ 25,000	Cross walks/stoplines-1/3	
Knockdowns -		Pavement marking	\$ 34,000
Grand Chute/Outagamie	13,500	Maintenance of long-line	
LED replacements	10,000	including retrace, reconfig	
Replace failed equipment	25,000	and special projects	57,000
Misc projects, upgrades & expenses	13,500	On-street bike lane marking	45,000
Communication grid maint/upgrades	20,000		<u>\$ 136,000</u>
Install/maint battery backup system	10,000		
Traffic camera system maintenance	10,000		
	<u>\$ 127,000</u>	<u>Miscellaneous Equipment</u>	
<u>Signs</u>		Hydraulic/pneumatic sign	
Area replacement program	\$ 15,500	post driving system	\$ 9,800
Ordinance change	13,200	Underground utility locator	1,900
School zone upgrades	12,000	Shelving/pipe racking for	
Knockdowns	14,800	outdoor storage	5,000
Special events	3,160		<u>\$ 16,700</u>
Vandalism	7,000		
On-street bike lane	7,000		
Other projects	2,340		
	<u>\$ 75,000</u>		

**CITY OF APPLETON 2014 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 80% between 2008 and 2014. 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 relamping of College Ave. (Drew to Badger), N. Division (College to Washington), and Wisconsin Ave. (Richmond to Viola).

Contractor fees reduced back to pre-2013 levels as the increase in 2013 was for adding street lighting to Banta Court under the College Avenue bridge.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Cost of street lighting					
Avg. monthly cost of power per light	\$ 14.87	\$ 14.93	\$ 15.09	\$ 15.15	\$ 15.45
Strategic Outcomes					
Safety provided by street lighting					
Number of street lights in the system	8,501	8,529	8,535	8,532	8,537
City owned	780	792	810	810	855
Utility owned*	7,721	7,737	7,725	7,722	7,682
Work Process Outputs					
Responses to unsafe lighting conditions					
# of street lights repaired because of accidents, acts of nature, or equipment failures	56	26	45	45	45

* 2011 and 2013 figures restated after a review of utility-owned street lights with WE Energies

**CITY OF APPLETON 2014 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Lighting

Business Unit 17023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4612 Street Lights	\$ 71,291	\$ 132,192	\$ 71,000	\$ 71,000	\$ 72,000
5035 Other Reimbursements	-	6,568	-	-	-
Total Revenue	<u>\$ 71,291</u>	<u>\$ 138,760</u>	<u>\$ 71,000</u>	<u>\$ 71,000</u>	<u>\$ 72,000</u>
Expenses					
6102 Labor Pool Allocations	\$ 8,004	\$ 9,150	\$ 10,717	\$ 10,717	\$ 10,923
6104 Call Time	170	425	150	150	200
6105 Overtime	-	191	125	125	150
6108 Part-Time	1,449	5,269	-	-	-
6150 Fringes	3,359	4,233	2,678	2,678	2,757
6325 Construction Materials	10,169	14,232	10,000	10,000	22,700
6407 Collection Services	-	540	-	-	-
6408 Contractor Fees	5,047	2,553	26,000	26,000	6,000
6413 Utilities	1,434,716	1,461,755	1,503,242	1,503,242	1,516,167
6425 CEA Equip. Rental	282	54	-	-	-
Total Expense	<u>\$ 1,463,196</u>	<u>\$ 1,498,402</u>	<u>\$ 1,552,912</u>	<u>\$ 1,552,912</u>	<u>\$ 1,558,897</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Construction Materials

Maintenance of approx. 860 lights	\$ 12,000
Relamping of approx. 313 lights	10,700
	<u>\$ 22,700</u>

CITY OF APPLETON 2014 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17031

PROGRAM MISSION

To provide administration and support services to meet the operational requirements of the Department of Public Works

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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/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:

Increase in training expense is for the Deputy Director of Operations to attend project management training as well as a request to speak at a national conference on collaborating with other communities on the water meter project.
 Increase in printing costs is due to reprinting the temporary traffic control (TTC) manual which is handed out to all contractors, permit applicants and others who need to barricade a project. The last printing was done in 2008. The two year contract for the subscription to the Televent weather station is up at the end of 2013. The budget shows the increased quote for 2014. At this time, we have not been able to find another provider that can meet our needs for both PC's and iPhones.
 The GPS data software storage and support increase is due to an additional 3 GPS units mounted in the traffic control vehicles.
 The "# of equipment/vehicle accidents" performance measure below has been expanded to include all DPW accidents including Engineering, Parking, Forestry and Inspections divisions, in addition to MSB.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Assure safe working conditions					
# of in-house safety training programs conducted	22	19	30	30	30
# of equipment/vehicle accidents	53	34	25	25	25
Preventable	28	17	8	10	8
Non-preventable	25	17	15	15	15
# of employee injury accidents	22	10	6	6	6
Annual # of violations found during monthly building inspections	56	50	50	50	45
Strategic Outcomes					
Safeguard Assets					
\$ adjustment of inventory at year end	\$ 2,603	\$ 2,770	\$ 1,000	\$ 1,000	\$ 1,000
Turnover ratio of inventory	0.89	0.82	0.89	0.89	0.90
# of work days lost due to injuries	97	20	30	30	15
Work Process Outputs					
Efficient purchasing and inventory management					
# of purchase orders generated	503	465	600	550	500
\$ value of items issued from inventory	\$ 486,517	\$ 482,256	\$ 460,000	\$ 460,000	\$ 480,000
# of shipments received	6,885	6,840	6,800	6,800	6,800

CITY OF APPLETON 2014 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
5011 Misc Revenue - Tax	\$ -	\$ 163	\$ -	\$ -	\$ -
5035 Other reimbursements	58,431	3,769	-	-	-
Total Revenue	\$ 58,431	\$ 3,932	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 424,343	\$ 445,273	\$ 518,614	\$ 518,614	\$ 528,990
6104 Call Time	211	49	300	300	300
6105 Overtime	3,771	175	1,300	1,300	950
6108 Part-Time	25,643	25,090	11,706	11,706	15,403
6150 Fringes	164,616	159,516	180,972	180,972	183,306
6201 Training\Conferences	2,947	3,904	5,500	5,500	6,650
6301 Office Supplies	2,082	1,757	2,150	2,150	2,000
6302 Subscriptions	3,914	3,978	3,475	3,475	4,750
6303 Memberships & Licenses	1,618	1,526	1,865	1,865	1,760
6304 Postage\Freight	917	402	795	795	760
6305 Awards & Recognition	1,190	1,830	1,190	1,190	1,190
6306 Building Maint./Janitor	4,518	4,358	5,500	5,500	5,500
6309 Shop Supplies & Tools	2,923	3,292	1,900	1,900	2,250
6315 Books & Library Materials	567	543	400	400	450
6320 Printing & Reproduction	3,535	3,513	4,000	4,000	10,000
6321 Clothing	3,036	1,591	1,400	1,400	1,600
6322 Gas Purchases	128	24	125	125	100
6323 Safety Supplies	2,555	3,928	5,500	5,500	5,300
6324 Medical\Lab Supplies	374	159	300	300	300
6325 Construction Materials	431	2,297	1,000	1,000	1,000
6327 Miscellaneous Equipment	9,757	10,483	19,100	19,100	10,225
6407 Collection Services	2,460	2,460	2,580	2,580	2,600
6408 Contractor Fees	1,146	520	-	-	-
6409 Inspection Fees	750	3,116	1,250	1,250	1,500
6412 Advertising	-	153	-	-	-
6413 Utilities	107,783	97,420	118,427	118,427	116,634
6416 Building Repairs & Maint.	-	292	-	-	-
6418 Equip Repairs & Maint	1,986	4,142	1,000	1,000	1,000
6419 Communication Eq Repair	53	-	300	300	250
6420 Facilities charges	216,889	183,176	215,839	215,839	181,304
6424 Software Support	-	-	-	-	1,350
6425 CEA Equip. Rental	26,918	28,514	31,500	31,500	31,500
6430 Health Services	34	34	100	100	50
6451 Laundry Services	10,455	10,284	1,450	1,450	1,450
Total Expense	\$ 1,027,550	\$ 1,003,799	\$ 1,139,538	\$ 1,139,538	\$ 1,120,422

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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:

As more and more street reconstruction is delayed, the need to increase the street repair budget is imminent. The City has 342 miles of street to maintain. In the past 5 years, only 1 to 5 miles were 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 seven new GPS units (\$5,250) for snow plow and street division vehicles. Also, \$3,700 is included for replacement saw blades as we are using more to saw the concrete water patches, and \$4,000 is included for new barricades.

Included in this budget is the cost of data storage and support for the GPS units that will be in the street vehicles (\$3,240).

The decrease in landscape supplies (\$2,000) is due to no longer having to purchase topsoil because of the access to soil from the Reid stormwater project.

Included in construction materials is \$7,500 to begin replacing flags and poles that are very old, plus an increase in concrete (\$3,000), castings (\$3,000) and gravel (\$5,000) for more patch work.

Several different methods and materials were tested before choosing the current epoxy patch program. Although the oldest patches are only three years old, we are pleased with the results to date.

Facilities charges increased due to the Facilities Department taking maintenance responsibility for the bridge tender house.

The increase in consulting services is due to the cost of the biennial bridge inspection program (\$18,000).

The increase in contractor fees is due to the cost of repairs (\$180,000) to the Memorial Drive Bridge and the repair/painting of the pin and hanger system attached to the underside of the bridge (allows for expansion of joints). Failure of this mechanical system would result in unlimited expansion of the joint - bridge failure. This project cannot be delayed any longer due to the structural condition of the system.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Safety of event participants					
# of civic events supported	4	3	3	3	3
Strategic Outcomes					
Preventive maintenance					
Total miles of streets serviced	342	342	342	342	343
# of hazardous sidewalk locations repaired	71	58	50	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	100	135	150	150	150
Cubic yards of concrete used for repair	20	84	100	100	150
Pounds of crack filler applied	22,032	25,258	20,000	20,000	20,000

**CITY OF APPLETON 2014 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Repair

Business Unit 17032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4613 Freeway Fence	\$ -	\$ 7,465	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	11,233	14,309	20,000	20,000	15,300
4802 Charges for Serv.- Tax	-	7,310	-	-	-
4908 Misc. Intergov.Charges	2,295	15,640	3,000	3,000	3,000
5010 Misc Revenue - Nontax	4,426	5,276	4,000	4,000	4,000
5015 Rental of City Property	-	2,369	-	-	-
5030 Damage to City Property	11,588	5,953	-	-	-
Total Revenue	\$ 29,542	\$ 58,322	\$ 27,000	\$ 27,000	\$ 22,300
Expenses					
6101 Regular Salaries	\$ 398,109	\$ 535,069	\$ 521,441	\$ 521,441	\$ 526,360
6104 Call Time	627	605	700	700	700
6105 Overtime	21,929	8,366	15,657	15,657	15,000
6108 Part-Time	3,438	4,111	1,600	1,600	3,450
6150 Fringes	190,399	219,945	235,255	235,255	237,491
6308 Landscape Supplies	367	(398)	2,350	2,350	400
6309 Shop Supplies & Tools	13,410	9,232	12,000	12,000	12,000
6311 Paint & Supplies	3,856	2,323	2,000	2,000	2,000
6321 Clothing	92	60	-	-	-
6322 Gas Purchases	539	463	1,500	1,500	750
6325 Construction Materials	58,427	182,390	155,500	155,500	173,000
6327 Miscellaneous Equipment	7,737	8,109	13,300	13,300	13,300
6328 Signs	131	-	700	700	700
6404 Consulting Services	347	56,667	15,000	15,000	33,000
6408 Contractor Fees	207,491	192,912	205,850	205,850	325,850
6413 Utilities	4,632	4,024	4,207	4,207	5,670
6415 Tipping Fees	798	7,320	1,900	1,900	2,000
6418 Equip Repairs & Maint	304	861	1,000	1,000	1,000
6420 Facilities charges	4,338	1,297	1,300	1,300	6,000
6424 Software support	-	529	2,160	2,160	3,240
6425 CEA Equip. Rental	278,559	350,369	381,190	381,190	376,190
6429 Interfund Allocations	-	(31,610)	(21,575)	(21,575)	(25,738)
6530 Health Services	-	51	-	-	-
6599 Other Contracts/Obligations	39,376	10,456	3,400	3,400	8,000
Total Expense	\$ 1,234,906	\$ 1,563,151	\$ 1,556,435	\$ 1,556,435	\$ 1,720,363

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Construction Materials

Asphalt	\$ 50,000
Cold patch/crackfiller	15,000
Concrete	18,000
Gravel	5,000
Material for epoxy patch program	40,000
Misc materials (bridge lights, flags & poles, concrete sealer, etc.)	45,000
Total	\$ 173,000

Contractor Fees

Contractor equip rental	\$ 15,000
Bascule bridge pest control	850
Annual bridge maintenance program	5,000
South Island bridge & deck repairs	50,000
Memorial Dr. deck repairs & painting of pin and hanger system	180,000
Patch program	75,000
Total	\$ 325,850

Consulting Services

Biennial bridge inspection program	\$ 18,000
Lawe Street tender house assessment, report, design & specs	10,000
Misc consulting	5,000
Total	\$ 33,000

Interfund Allocations

Hauling biosolids from WWTP to compost site	\$ (25,738)
Total	\$ (25,738)

**CITY OF APPLETON 2014 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 \$15,350 in 2014 due to a reduction in estimated cost from \$60/ ton to \$53.40/ ton.

There is a 3% increase (per contract) for the contracted snow and ice removal from neglected, main, and arterial sidewalks and priority crosswalks.

In the past, we updated our records annually based on construction activities rounding to the nearest 1/100 of a mile. With the onset of GIS based records, we now are able to update our records continuously throughout the year. However, it is no longer practical to round to the nearest 1/100 of a mile due to the number of minor non-construction related changes made throughout the year. Therefore, we now round to the nearest mile which still provides for a very useful measure, while reducing the confusion caused by the minor adjustments made throughout the year.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Timely service provided					
# of major plowing events	12	5	6	6	6
# of other minor plow/salt events	39	9	35	35	35
# of days hauling designated priority snow routes	33	6	25	25	25
Strategic Outcomes					
Efficiency of Program					
# of citizen contacts	451	128	200	200	200
# of miles of sidewalks cleared by:					
Contractor	13.8	14.3	13.8	13.8	13.8
City crews	12.5	13.2	12.5	12.5	12.5
\$ contracted to clear sidewalks	\$ 159,719	\$ 85,174	\$ 120,000	\$ 120,000	\$ 123,600
Work Process Outputs					
Volume of work done					
# of tons of salt used	4,205	3,051	5,500	5,500	4,250
# of miles of streets maintained	342	342	342	342	343
# of miles of sidewalk maintained	26.3	27.5	26.3	26.3	26.3

**CITY OF APPLETON 2014 BUDGET
PUBLIC WORKS DEPARTMENT**

Snow and Ice Control

Business Unit 17033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4608 Snow Removal	\$ 94,897	\$ 65,128	\$ 90,000	\$ 90,000	\$ 82,000
5010 Misc. Revenue - Nontax	14,890	13,308	14,000	14,000	13,250
Total Revenue	<u>\$ 109,787</u>	<u>\$ 78,436</u>	<u>\$ 104,000</u>	<u>\$ 104,000</u>	<u>\$ 95,250</u>
Expenses					
6101 Regular Salaries	\$ 301,519	\$ 162,406	\$ 215,715	\$ 215,715	\$ 220,619
6104 Call Time	42,444	19,236	20,000	20,000	25,000
6105 Overtime	36,083	28,057	42,000	42,000	42,000
6108 Part-Time	91	93	-	-	-
6150 Fringes	166,634	79,625	92,767	92,767	96,432
6308 Landscape Supplies	1,493	-	500	500	500
6309 Shop Supplies & Tools	558	238	500	500	500
6325 Snow/Ice Control Materials	407,940	141,515	285,300	285,300	269,950
6326 Vehicle & Equipment Parts	330	1,837	600	600	1,500
6408 Contractor Fees	8,977	-	15,000	15,000	15,000
6425 CEA Equip. Rental	484,084	288,202	417,212	417,212	412,212
6429 Interfund Allocations	-	(5,000)	(5,000)	(5,000)	(5,000)
6440 Snow Removal Services	170,066	91,874	120,000	120,000	125,000
6450 Repairs to Private Property	1,974	427	1,500	1,500	1,500
Total Expense	<u>\$ 1,622,193</u>	<u>\$ 808,510</u>	<u>\$ 1,206,094</u>	<u>\$ 1,206,094</u>	<u>\$ 1,205,213</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Snow/Ice Control Materials

Salt (4,400 tons)	\$ 235,400
Brine (35,000 gal)	10,500
Calcium chloride (9,000 gal)	15,000
Ice melt (500 bags)	3,750
Calcium chloride (100 bags)	2,000
Concrete	3,300
	<u>\$ 269,950</u>

Interfund Allocations

Water Utility - Snow removal services at Water Plant	\$ (5,000)
	<u>\$ (5,000)</u>

Snow Removal Services

Snow removal services for neglected, main, and arterial sidewalks and priority crosswalks	\$ 125,000
	<u>\$ 125,000</u>

Contractor Fees

Snow hauling - Outagamie Co.	\$ 15,000
	<u>\$ 15,000</u>

**CITY OF APPLETON 2014 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 tree inventory information

Major Changes in Revenue, Expenditures, or Programs:

The increase in miscellaneous equipment expense reflects the need for additional barricades.
 The increase in training/conferences expense is for the arborists and City Forester to attend the International Society of Arboriculture conference being held in Milwaukee in 2014, a great opportunity with it being held in the State. Additionally, six staff members have their arborist certification up for renewal in 2014.
 The increase in shop supplies is based on a 2011-2012 average as well as \$3,300 projected to be spent in 2013. Included in this account is the replacement of saw blades which has been increasing with the amount of storm damage we've experienced over the past three years.
 Budget includes an additional \$5,500 for 100 trees to be planted to in-fill urbanized areas. We are looking to increase the number of trees we plant each year and are targeting older sections of the City that are short on terrace trees. Based on DNR analysis, the City's urban tree canopy is 22%. Increasing the canopy will reduce stormwater runoff, lower summer air temperatures, reduce air pollution, etc.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# trees on City streets	30,083	31,007	31,000	30,757	31,317
Strategic Outcomes					
Satisfied community					
% of planting spaces in new subdivisions planted on annual basis	100%	100%	90%	90%	100%
% of customers who accept new trees on new and/or reconstructed streets	100%	100%	100%	100%	100%
Street tree to Arborist ratio	4,800 to 1	4,770 to 1	4,770 to 1	4,731 to 1	4,818 to 1
Diverse urban forest					
# of species with more than 1,000 trees	9	9	9	9	9
Work Process Outputs					
% of trees < 6" diameter pruned annually	50%	50%	50%	50%	50%
Pruning cycle of trees/yr > 6" diameter	7.5	8	8.5	8.5	8.5
# of ash trees replaced	250	200	100	100	125
Total number of tree species on streets	31	34	32	32	32
Treat all City properties with gypsy moth egg mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

**CITY OF APPLETON 2014 BUDGET
PUBLIC WORKS DEPARTMENT**

Forestry Services

Business Unit 17034

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv.- Nontax	\$ 2,902	\$ 176	\$ 1,000	\$ 1,000	\$ 1,000
5011 Misc Revenue - Tax	-	9,048	-	-	-
5020 Donations & Memorials	-	490	-	-	-
5030 Damage to City Property	-	160	-	-	-
Total Revenue	\$ 2,902	\$ 9,874	\$ 1,000	\$ 1,000	\$ 1,000
Expenses					
6101 Regular Salaries	\$ 503,677	\$ 483,862	\$ 477,330	\$ 477,330	\$ 487,631
6104 Call Time	2,994	986	1,200	1,200	1,200
6105 Overtime	9,159	1,189	3,808	3,808	3,500
6108 Part-Time	10,657	14,092	11,138	11,138	14,000
6150 Fringes	198,515	175,727	188,318	188,318	202,768
6201 Training/Conferences	1,944	955	1,000	1,000	4,100
6302 Subscriptions	48	-	100	100	100
6303 Memberships & Licenses	648	640	500	500	800
6308 Landscape Supplies	21,890	24,336	26,000	26,000	31,500
6309 Shop Supplies & Tools	3,344	3,460	2,500	2,500	3,400
6311 Paint & Supplies	13	20	50	50	50
6320 Printing & Reproduction	208	176	125	125	125
6321 Clothing	859	455	500	500	500
6322 Gas Purchases	275	-	-	-	-
6323 Safety Supplies	855	1,667	1,000	1,000	1,250
6325 Construction Materials	-	489	-	-	-
6326 Vehicle & Equipment Parts	-	-	500	500	-
6327 Miscellaneous Equipment	1,654	2,241	3,000	3,000	4,000
6328 Signs	83	278	500	500	500
6408 Contractor Fees	324	-	5,000	5,000	4,000
6413 Utilities	818	1,793	1,888	1,888	1,960
6424 Software support	-	-	270	270	270
6425 CEA Equip. Rental	273,749	274,252	257,280	257,280	274,100
6429 Interfund Allocations	(14,540)	(1,797)	(10,000)	(10,000)	(5,000)
6451 Uniform Services	1,408	1,259	350	350	350
Total Expense	\$ 1,018,582	\$ 986,080	\$ 972,357	\$ 972,357	\$ 1,031,104

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Landscape Supplies

Topsoil / sand / gravel	\$ 4,000
Seed / fertilizer	1,000
Trees	5,500
Plant material	20,000
Herbicides / Pesticides	1,000
	<u>\$ 31,500</u>

**CITY OF APPLETON 2014 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 increased use of technology

Major Changes in Revenue, Expenditures, or Programs:

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.

In 2013, the Inspection Division started conducting an official plan review for commercial projects that are under 50,000 cu. ft. Additional revenue in 2014 is estimated to be between \$8,000 - \$10,000.

In 2014, the Inspections Division will have Plumbing, Electrical and HVAC applications available to be submitted and paid for online, at the City's website. A kiosk at the 5th floor customer service area will also be available to customers who wish to make payments in person.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Customer knowledge of ordinances					
Customer generated violation reports	1,430	1,221	1,600	1,500	1,500
Effectiveness of plan review					
# of onsite consultations prior to plan submittal	214	191	170	200	200
Strategic Outcomes					
Availability of staff					
% of total inspector hours spent on inspections	45.4%	49.5%	47.0%	46.1%	47.0%
Consistency of information					
# of policies/ordinances reviewed/updated	4/4	2/2	4/4	2/4	4/4
Work Process Outputs					
Availability of service					
# of inspections performed	9,245	12,102	13,000	11,000	12,000
# of re-inspections performed	560	780	600	600	600
# of notices issued	870	732	1,000	800	900
# of permits issued	3,377	3,524	3,500	3,400	3,500
# of plans reviewed	197	229	225	250	250

CITY OF APPLETON 2014 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 15520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4304 Electricians	\$ 6,780	\$ 6,040	\$ -	\$ -	\$ -
4401 Building	221,993	259,280	220,000	220,000	260,000
4402 Electrical	93,419	95,658	90,000	90,000	95,000
4403 Heating	52,253	55,788	53,600	53,600	53,600
4404 Plumbing, Sewer	34,577	64,124	50,000	50,000	57,000
4406 State Building	930	1,505	3,000	3,000	2,000
4407 Signs	5,890	3,786	4,500	4,500	3,000
4609 Weed Cutting	28,555	20,901	40,000	40,000	30,000
4614 Miscellaneous Specials	492	-	-	-	-
4801 Charges for Serv.- Nontax	24,866	31,602	32,000	32,000	40,000
5001 Fees & Commissions	-	17	-	-	-
5040 Board of Appeals	3,105	2,350	3,400	3,400	2,400
Total Revenue	\$ 472,860	\$ 541,051	\$ 496,500	\$ 496,500	\$ 543,000
Expenses					
6101 Regular Salaries	\$ 379,531	\$ 455,902	\$ 376,068	\$ 376,068	\$ 383,545
6104 Call Time	477	392	500	500	500
6105 Overtime	2,813	1,098	3,000	3,000	2,000
6150 Fringes	150,007	160,484	139,665	139,665	142,371
6408 Contractor Fees	9,742	6,806	12,000	12,000	12,000
Total Expense	\$ 542,570	\$ 624,682	\$ 531,233	\$ 531,233	\$ 540,416

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Intergovernmental Revenues	169,970	645,983	0	155,726	155,726	0	0
Licenses	7,425	6,600	1,615	675	675	750	650
Permits	442,165	515,263	535,399	446,100	446,100	503,600	503,600
Special Assessments	1,781,711	1,039,497	451,004	1,121,000	1,121,000	184,000	1,217,259
Charges for Services	63,165	81,421	60,821	66,300	66,300	69,300	69,300
Intergov. Charges for Service	31,702	98,419	34,082	64,500	64,500	68,550	68,550
Other Revenues	255,572	228,449	1,051,283	1,030,011	1,030,011	63,600	113,600
TOTAL REVENUES	2,751,710	2,615,632	2,134,204	2,884,312	2,884,312	889,800	1,972,959
EXPENSES BY LINE ITEM							
Regular Salaries	298,486	298,378	198,943	421,566	421,566	351,025	351,025
Labor Pool Allocations	2,683,823	2,727,149	2,601,412	3,033,671	3,033,671	3,173,984	3,192,165
Call Time	53,098	27,998	32,696	29,450	29,450	34,550	34,550
Overtime	95,714	52,953	73,600	91,643	91,643	86,360	86,360
Temp. Full-Time	31,843	12,617	0	47,537	47,537	36,160	36,160
Part-Time	44,316	58,075	54,733	8,279	8,279	30,445	30,445
Other Compensation	22,651	9,942	24,734	28,275	28,275	21,635	21,635
Shift Differential	2,169	799	1,448	1,970	1,970	1,690	1,690
Sick Pay	71,026	12,394	15,567	0	0	0	0
Vacation Pay	403,599	468,271	365,437	0	0	0	0
Fringes	1,454,965	1,291,555	1,236,166	1,356,696	1,356,696	1,378,970	1,381,749
Salaries & Fringe Benefits	5,161,690	4,960,131	4,604,736	5,019,087	5,019,087	5,114,819	5,135,779
Training & Conferences	14,335	12,014	18,617	20,500	20,500	25,250	25,250
Tuition Fees	0	272	301	0	0	0	0
Parking Permits	10,782	11,178	10,728	11,058	11,058	11,916	11,916
Office Supplies	6,843	5,699	6,132	7,750	7,750	6,800	6,800
Subscriptions	3,962	4,200	4,506	3,575	3,575	4,850	4,850
Memberships & Licenses	6,425	6,706	5,897	6,465	6,465	7,260	7,260
Postage & Freight	956	569	772	1,195	1,195	1,110	1,110
Awards & Recognition	1,805	2,360	1,345	2,190	2,190	2,485	2,485
Building Maintenance/Janitor.	4,601	4,358	3,894	5,500	5,500	5,500	5,500
Food & Provisions	0	170	0	0	0	0	0
Administrative Expense	49,709	47,526	52,192	58,233	58,233	65,171	65,171
Landscape Supplies	29,107	25,861	28,543	46,601	46,601	61,355	61,355
Shop Supplies & Tools	32,159	28,826	23,956	29,260	29,260	30,705	30,705
Paint & Supplies	4,903	2,649	682	2,250	2,250	2,250	2,250
Books & Library Materials	1,158	608	259	800	800	850	850
Miscellaneous Supplies	73	7	51	0	0	0	0
Printing & Reproduction	18,960	13,179	12,395	19,925	19,925	28,925	28,925
Clothing	6,741	2,285	3,048	2,300	2,300	2,740	2,740
Gas Purchases	942	526	489	1,625	1,625	850	850
Safety Supplies	3,669	5,920	5,395	6,900	6,900	6,950	6,950
Medical & Lab Supplies	510	159	208	300	300	300	300
Construction Materials	1,532,836	1,047,007	1,039,618	1,207,370	1,244,442	930,215	930,215
Vehicle & Equipment Parts	330	1,837	1,889	1,100	1,100	0	0
Miscellaneous Equipment	26,527	31,850	39,897	57,370	57,370	60,425	60,425
Signs	95,874	99,292	64,916	113,072	113,072	95,793	95,793
Supplies & Materials	1,753,789	1,260,006	1,221,346	1,488,873	1,525,945	1,221,358	1,221,358
Legal Fees	95	163	4	175	175	175	175
Consulting Services	40,288	75,834	35,473	122,100	133,512	114,720	114,720
Collection Services	2,460	3,000	1,845	2,580	2,580	2,600	2,600
Contractor Fees	432,477	336,424	218,168	717,568	717,568	738,150	738,150
Inspection Fees	750	3,116	0	1,250	1,250	1,500	1,500
Advertising	2,351	1,599	1,140	2,450	2,450	2,450	2,450
Tipping Fees	798	7,320	964	1,900	1,900	2,000	2,000
Interfund Allocations	19,214	51,528	21,785	41,275	41,275	40,738	40,738
Health Services	51	119	95	100	100	50	50
Snow Removal Services	170,066	91,874	144,619	120,000	120,000	125,000	125,000
Repairs to Private Property	1,974	427	1,329	1,500	1,500	1,500	1,500
Laundry Services	15,221	15,040	2,264	2,600	2,600	2,000	2,000
Other Contracts/Obligations	58,160	25,858	17,712	3,400	3,400	21,200	8,000

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
Purchased Services	705,477	509,246	401,828	934,348	945,760	970,607	957,407
Electric	1,548,452	1,570,263	1,426,284	1,619,028	1,619,028	1,629,688	1,629,688
Gas	34,000	21,707	19,357	36,793	36,793	29,530	29,530
Water	5,944	7,325	8,083	7,451	7,451	6,677	6,677
Waste Disposal/Collection	2,810	3,089	3,515	3,088	3,088	4,195	4,195
Stormwater	20,556	20,500	22,003	23,184	23,184	25,625	25,625
Telephone	6,712	6,644	6,223	7,142	7,142	7,069	7,069
Cellular Telephone	12,894	14,416	17,146	18,098	18,098	21,998	21,998
Utilities	1,631,368	1,643,944	1,502,611	1,714,784	1,714,784	1,724,782	1,724,782
Building Repair & Maintenance	0	292	0	0	0	0	0
Vehicle Repair & Maintenance	0	0	798	0	0	0	0
Equipment Repair & Maintenananc	15,295	18,535	10,047	17,700	17,700	17,500	17,500
Communications Equip. Repairs	53	0	0	300	300	250	250
Facilities Charges	221,227	184,473	142,145	217,139	217,139	187,304	187,304
Software Support	0	1,778	3,041	4,080	4,080	9,010	9,010
CEA Equipment Rental	1,270,188	1,138,995	1,208,053	1,290,962	1,290,962	1,318,472	1,308,472
Repair & Maintenance	1,506,763	1,344,073	1,364,084	1,530,181	1,530,181	1,532,536	1,522,536
Land	18,190	79,933	76,991	25,000	95,000	25,000	25,000
Infrastructure Construction	2,084,585	1,784,920	3,258,848	2,938,651	3,648,151	4,091,911	3,853,874
Capital Expenditures	2,102,775	1,864,853	3,335,839	2,963,651	3,743,151	4,116,911	3,878,874
TOTAL EXPENSES	12,911,571	11,629,779	12,482,636	13,709,157	14,537,141	14,746,184	14,505,907

CITY OF APPLETON 2014 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 2014 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 2013 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 for 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 resumed intermittently through 2012, based upon technical report findings, economic feasibility report, and wastewater bio-solids storage needs. Outlets for finished compost are being thoroughly evaluated in 2013, including compost giveaways and field demonstration/research plots. Assessment of local compost demand and uses will be used to validate economic feasibility findings and establish a timeline for design and future construction of a permitted facility.

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 three 90 gallon containers and residential not more than two 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. Starting in 2013, bulky overflow was collected opposite residents' recycling day. The program lent a more consistent service to our customers. A fee for extra bags of garbage encouraged residents to have the proper size container and to recycle 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.

Purchased 25,250 automated residential recycling carts that were distributed to residents to encourage more recycling. Information packets were included on how to recycle and the benefits to the environment. Based on data through June, 2013, the City has increased our recycling tonnage by 13% with an anticipated year-end savings in tipping fees of \$45,000.

Combined efforts with Outagamie County to monitor newly implemented automated recycling program.

Implemented increased fee for move outs and extra bags of garbage.

Adopted policies to address residential recycling issues that surfaced during the implementation of the new automated recycling program.

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS
SANITATION**

MAJOR 2014 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

Advertise holiday collection schedules on the City Webpage

Work cooperatively with the Fire Department to use their message boards to advertise holiday collection schedules

Continue participation in compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department. This pilot program is seeking a long term, cost effective and environmentally sound alternative for management of organic waste materials. In 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

GPS units will be added to several more sanitation trucks in 2014. 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			% Change *
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	
Program Revenues		\$ 1,097,419	\$ 1,064,139	\$ 1,418,300	\$ 1,418,300	\$ 1,420,100	0.13%
Program Expenses							
2210	Administration	277,914	311,043	244,638	244,638	585,799	139.46%
2221	Recycling	88,653	83,457	138,761	138,761	179,775	29.56%
2223	Solid Waste	2,954,601	2,845,507	2,942,837	2,951,837	2,905,133	-1.28%
2230	Landfill Maint.	90,813	82,220	90,502	90,502	92,056	1.72%
TOTAL		\$ 3,411,981	\$ 3,322,227	\$ 3,416,738	\$ 3,425,738	\$ 3,762,763	10.13%
Expenses Comprised Of:							
Personnel		1,338,977	1,231,572	1,225,865	1,225,865	1,282,913	4.65%
Administrative Expense		59,842	86,520	61,958	61,958	395,910	539.00%
Supplies & Materials		57,650	57,023	96,050	105,050	97,450	1.46%
Purchased Services		1,029,306	1,003,541	1,066,804	1,066,804	1,017,290	-4.64%
Utilities		55,749	52,688	60,842	60,842	61,086	0.40%
Repair & Maintenance		870,457	890,883	905,219	905,219	908,114	0.32%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		19.79	17.89	16.99	16.99	17.49	

* % change from prior year adopted budget
Sanitation.xls

**CITY OF APPLETON 2014 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:

The increase in call time and overtime is due to the change in work hours at the yardwaste sites when employee training and meetings are sometimes outside the regular work hours for the yardwaste site employees.

The increase in software support expense is for the addition of 5 new GPS units being installed in several of the new sanitation vehicles in 2014.

There has been an increase in uncollectible accounts due mainly to the charge back from Outagamie County for special assessments on the tax roll for properties that have gone into foreclosure.

CEA vehicle costs are being increased to coincide with the expenses experienced in 2011 and 2012.

\$300,000 of the transfer to the capital projects fund relates to the 2013 purchase of the recycling carts. This initial purchase will be funded by a delayed debt issuance in 2014 combining both the 2013 and 2014 CIP projects (which included the carts). The \$300,000 transfer will offset the amount to be borrowed in 2014. The balance of \$34,700 is a transfer to the CEA Replacement Fund for the purchase of a pickup truck with lift gate for use in managing multiple sizes of recycling carts per Council action at budget adoption. A total of \$75,913 in operating expense and \$91,638 capital for the carts themselves has been added to the Sanitation budget.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Public Information					
# of information announcements / brochures	26	15	26	26	26
Strategic Outcomes					
Consistency of information					
# of policies reviewed	1	1	1	1	1
Quality of service					
# of contacts received	2,602	2,461	2,700	2,700	2,700
# of labor pool hours shared outside of DPW	0*	0	0	0	0
Work Process Outputs					
Changes in customer service					
# of policies revised	1	1	1	1	1

* No labor hours shared due to Forestry merge with DPW

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4110 Property Taxes	\$ 2,310,000	\$ 2,310,000	\$ 2,070,188	\$ 2,070,188	\$ 2,045,913
4705 General Interest	346	292	-	-	-
4710 Interest on Investments	70,587	29,511	55,000	55,000	29,000
4801 Charges for Serv.- Nontax	691,603	700,553	800,000	800,000	800,000
5004 Sale of City Property - Nontax	2,490	-	-	-	-
5005 Sale of City Property - Tax	194	2,583	500	500	500
5016 Lease Revenue	400	400	400	400	400
5030 Damage to City Property	367	-	-	-	-
5071 Customer Penalty	4,687	6,042	4,900	4,900	6,200
Total Revenue	<u>\$ 3,080,674</u>	<u>\$ 3,049,381</u>	<u>\$ 2,930,988</u>	<u>\$ 2,930,988</u>	<u>\$ 2,882,013</u>
Expenses					
6101 Regular Salaries	\$ 84,517	\$ 93,238	\$ 72,976	\$ 72,976	\$ 74,438
6104 Call Time	42	646	360	360	650
6105 Overtime	221	465	175	175	450
6108 Part-Time	1,057	1,088	-	-	-
6150 Fringes	26,159	37,219	28,406	28,406	28,916
6201 Training\Conferences	724	409	800	800	800
6301 Office Supplies	927	1,542	850	850	1,390
6303 Memberships & Licenses	149	133	150	150	152
6304 Postage\Freight	16,426	15,367	16,000	16,000	16,000
6305 Awards & Recognition	980	50	980	980	945
6320 Printing & Reproduction	3,778	3,822	3,600	3,600	3,800
6321 Clothing	1,895	939	1,000	1,000	1,000
6323 Safety Supplies	735	605	1,250	1,250	850
6324 Medical\Lab Supplies	121	79	100	100	100
6403 Bank Services	5,053	4,780	4,740	4,740	5,040
6412 Advertising/Publication	1,033	-	300	300	300
6413 Utilities	48,680	45,570	52,786	52,786	51,793
6420 Facilities Charges	22,442	19,748	21,500	21,500	19,000
6424 Software support	-	238	1,080	1,080	2,295
6425 CEA Equip. Rental	27,148	21,090	5,600	5,600	13,600
6430 Health Services	-	141	50	50	50
6451 Laundry Services	7,423	7,140	1,250	1,250	100
6501 Insurance	26,952	55,034	29,130	29,130	27,250
6599 Other Contracts/Obligations	860	848	905	905	905
6623 Uncollectible Accounts	592	852	650	650	1,275
7914 Transfer Out - Capital Projects	-	-	-	-	334,700
Total Expense	<u>\$ 277,914</u>	<u>\$ 311,043</u>	<u>\$ 244,638</u>	<u>\$ 244,638</u>	<u>\$ 585,799</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

City service invoice postage allocation	\$ 15,550
Other shipping	450
	<u>\$ 16,000</u>

**CITY OF APPLETON 2014 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
- Collaborate with Outagamie County on single stream automated recycling to increase recycling tons collected
- Continue to seek out interested parties to haul yard materials from City sites eliminating the need for City crews to haul materials long distances

Major changes in Revenue, Expenditures, or Programs:

The increase in charges for services non-taxable is due to a full year of recycling container fees being collected in 2014 versus only the last 3 quarters (due to the implementation of the program during the first quarter) of 2013. The decrease in charges for services-taxable is due a drop in metal being brought to the yardwaste sites.

Miscellaneous equipment expense includes purchasing twenty-five 300/450 gallon replacement containers for commercial recycling along with 10 new recycling containers for College Avenue. The recycling containers for College Avenue are to meet the State mandate.

The decrease in collection services is largely due to a decreased need for appliance disposal with more large appliances being picked up by local "metal scrappers" prior to our regular collection.

This budget includes the addition of a .5 FTE equipment operator to service the additional size of recycling carts added per Council action, plus storage for the carts and maintenance for an additional pickup truck. A total of \$75,913 in operating expense and \$91,638 capital for the carts themselves has been added to the Sanitation budget.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	5,375	3,090	3,100	3,100	3,100
Cost effective commercial recycling					
Cost/ton	\$ 103.27	\$ 113.94	\$ 103.00	\$ 114.50	\$ 115.00
Strategic Outcomes					
Sources of additional revenue					
# of commercial recycling customers	338	338	345	345	345
\$ of revenue from chipper rental	\$ 35,016	\$ 39,287	\$ 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	3,909	4,951	5,000	5,500	5,500
Commercial - total	496	465	500	500	500
Hours chipping material	722	599	700	500	700
Yard waste sites:					
Avg # of users per day - weekday	325	550	550	550	550
Avg # of users per day - weekend	625	850	850	850	850

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Recycling

Business Unit 2221

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv.- Nontax	\$ 50,000	\$ 50,000	\$ 275,000	\$ 275,000	\$ 350,000
4802 Charges for Serv. - Tax	36,172	31,124	40,000	40,000	30,000
4872 Commercial Recycling	91,577	91,157	90,000	90,000	90,000
5011 Misc Revenue - Tax	5,128	5,837	5,000	5,000	5,000
Total Revenue	\$ 182,877	\$ 178,118	\$ 410,000	\$ 410,000	\$ 475,000
Expenses					
6101 Regular Salaries	\$ 25,590	\$ 26,149	\$ 54,556	\$ 54,556	\$ 80,442
6104 Call Time	479	595	400	400	550
6105 Overtime	49	8	150	150	150
6108 Part Time	89	-	-	-	-
6150 Fringes	12,310	11,371	26,108	26,108	29,175
6303 Memberships & Licenses	100	100	100	100	100
6308 Landscape Supplies	236	503	300	300	450
6309 Shop Supplies & Tools	1,693	1,169	2,250	2,250	1,700
6327 Miscellaneous Equipment	2,819	6,544	8,650	8,650	12,500
6328 Signs	45	-	250	250	250
6407 Collection Services	7,388	4,504	10,000	10,000	5,000
6413 Utilities	1,836	1,558	1,951	1,951	1,732
6415 Tipping Fees	-	(208)	-	-	-
6425 CEA Equip. Rental	36,019	31,082	34,046	34,046	40,226
6599 Other Contracts/Obligations	-	82	-	-	7,500
Total Expense	\$ 88,653	\$ 83,457	\$ 138,761	\$ 138,761	\$ 179,775

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Miscellaneous Equipment</u>	
15 - 300/gal containers @ \$300 ea	\$ 4,500
10 - 450/gal containers @ \$400 ea	4,000
10 College Ave recycling cans @ \$400 ea	4,000
	<u>\$ 12,500</u>

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM MISSION

Provide regularly scheduled and special collections of solid waste

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Evaluate the operations of the automated collection routes for efficiencies
- Assess the needs of the community and provide great customer service
- Continue monitoring bi-weekly collection of large item (bulky) overflow
- Continue monitoring the impact of curbside recycling program

Major changes in Revenue, Expenditures, or Programs:

The drop in appliance tag revenue shows more residents are finding alternate methods of disposing of their appliances plus an increase in "metal scrappers" picking up curbside appliances prior to the City's collection. The same seems to be true for tire tags as more residents are finding other disposal methods.

This budget includes \$8,500 for the purchase of an additional 5 GPS units for the new automated trucks.

Budget includes \$5,000 to replace ten College Avenue decorative automated containers as part of a nine year replacement schedule.

One roll off box trailer at the yardwaste site will be replaced in 2014.

Coinciding with the implementation of the automated recycling carts, there seems to be a drop in tons of refuse collected. As a result, 2014 is indicating the expected reduction of refuse, lowering the tonnage by 1,200 tons with a cost saving of \$53,040, provided there is no increase in the County's tipping fees.

With the reduction of tonnage collected, there will be a slight increase in the cost per ton collected as the labor, equipment, and tipping fee costs are spread across less tonnage.

PERFORMANCE INDICATORS

Client Benefits/Impacts	Actual 2011	Actual 2012	Target 2013	Projected 2013	Target 2014
Service area					
# of automated stops/day	5,097	5,114	5,100	5,100	5,130
Additional services provided					
# special collections (annual)					
Storm	0	0	0	1	0
Move outs	118	86	140	100	100
Bulky overflow collection	New measure	—————>	26	26	26
Free overflows	12	12	0	0	0
Strategic Outcomes					
Additional revenue sources					
Cost effective service provided					
Cost/ton of overflow collections	\$ 126.56	\$ 136.99	\$ 145.00	\$ 155.00	\$ 155.00
Cost/ton of residential automated pickup	\$ 83.34	\$ 85.81	\$ 85.00	\$ 85.00	\$ 90.00
Work Process Outputs					
City cleanliness and public health benefits					
# of tons of refuse collected	22,085	20,987	22,200	22,200	21,000

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4908 Misc. Intergov. Charges	\$ 32,786	\$ 57,805	\$ 10,000	\$ 10,000	\$ 10,000
5030 Damage to City Property	-	89	-	-	-
5055 Appliance Tags	26,208	18,539	30,000	30,000	18,500
5056 Tire Tags	1,985	2,115	4,000	4,000	2,000
5057 Grass Clipping	23,700	15,335	28,500	28,500	22,500
5058 Overflow	59,199	52,612	75,000	75,000	56,000
5085 Cash Short or Over	(10)	145	-	-	-
Total Revenue	\$ 143,868	\$ 146,640	\$ 147,500	\$ 147,500	\$ 109,000
Expenses					
6101 Regular Salaries	\$ 797,974	\$ 736,712	\$ 700,510	\$ 700,510	\$ 718,493
6104 Call Time	3,709	4,892	4,000	4,000	4,500
6105 Overtime	12,148	7,251	20,000	20,000	12,000
6108 Part-Time	9,536	4,313	13,000	13,000	13,001
6150 Fringes	361,554	304,919	300,105	300,105	311,931
6301 Office Supplies	-	31	-	-	-
6304 Postage\Freight	13	-	320	320	320
6311 Paint & Supplies	490	309	100	100	100
6322 Gas Purchases	1,662	1,488	1,500	1,500	1,500
6327 Miscellaneous Equipment	44,176	40,900	76,550	85,550	74,700
6328 Signs	-	665	-	-	-
6407 Collection Services	1,554	1,491	1,569	1,569	1,695
6408 Contractor Fees	1,972	1,465	2,500	2,500	2,250
6415 Tipping Fees	941,062	929,874	992,240	992,240	939,200
6425 CEA Equip. Rental	781,984	815,954	838,443	838,443	831,443
6429 Interfund Allocations	(3,233)	(4,782)	(8,000)	(8,000)	(6,000)
6503 Rent	-	25	-	-	-
Total Expense	\$ 2,954,601	\$ 2,845,507	\$ 2,942,837	\$ 2,951,837	\$ 2,905,133

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Replacement automated containers	\$ 52,200
Replacement parts	4,000
(5) GPS units	8,500
Roll-off box at yard waste site	5,000
(10) College Ave decorative carts	5,000
	<u>\$ 74,700</u>

Tipping Fees

Residential/curbside pickup	\$ 928,200
Rubbish disposal	11,000
	<u>\$ 939,200</u>

**CITY OF APPLETON 2014 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.

Due to frequent down time of the original telemetry system, an upgraded system was installed that required an air card to function properly, which accounts for a portion of the increase in utility expense.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Safety of the surrounding environment					
# of private wells showing impact from landfill	0	0	0	0	0
Strategic Outcomes					
Preventive maintenance					
# of DNR non-compliance notices received	0	0	0	0	0
# of surface soil failures (erosion)	0	0	0	0	0
Work Process Outputs					
Regulatory compliance					
Reporting to the DNR	2	2	2	2	2
Corrective actions generated from quarterly inspections	2	2	2	2	2

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 2,631	\$ 1,863	\$ 3,777	\$ 3,777	\$ 3,853
6108 Part-Time	-	188	-	-	-
6150 Fringes	913	654	1,342	1,342	1,364
6325 Construction Materials	-	-	500	500	500
6404 Consulting Services	65,464	57,474	60,510	60,510	60,510
6413 Utilities	5,231	5,560	6,105	6,105	7,561
6420 Facilities charges	356	1,146	1,500	1,500	1,500
6425 CEA Equip. Rental	1,138	645	1,450	1,450	1,450
6454 Grounds Repair & Maint.	1,370	980	1,600	1,600	1,600
6501 Insurance	12,978	12,978	12,978	12,978	12,978
6599 Other Contracts/Obligations	732	732	740	740	740
Total Expense	<u>\$ 90,813</u>	<u>\$ 82,220</u>	<u>\$ 90,502</u>	<u>\$ 90,502</u>	<u>\$ 92,056</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Consultant to perform sampling and reporting (sediment, gas and water)	\$ 53,323
Replace well locks & install blower	1,387
Replace monitoring well	5,800
	<u>\$ 60,510</u>

Insurance

Risk management - 5th yr amortization of a 5 year policy	\$ 12,978
	<u>\$ 12,978</u>

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Interest Income	70,933	29,803	5,220	55,000	55,000	29,000	29,000
Charges for Services	869,351	872,834	897,563	1,205,000	1,205,000	1,270,000	1,270,000
Intergov. Charges for Service	32,786	57,805	86	10,000	10,000	10,000	10,000
Other Revenues	124,348	103,697	98,237	148,300	148,300	111,100	111,100
TOTAL REVENUES	1,097,418	1,064,139	1,001,106	1,418,300	1,418,300	1,420,100	1,420,100
EXPENSES BY LINE ITEM							
Regular Salaries	11,213	12,686	13,804	13,728	13,728	14,001	14,001
Labor Pool Allocations	771,712	727,205	634,467	799,576	799,576	822,939	847,550
Call Time	4,230	6,132	4,044	4,760	4,760	5,700	5,700
Overtime	12,418	7,725	10,032	20,325	20,325	15,600	15,600
Temp. Full-Time	3,290	0	0	13,000	13,000	13,001	13,001
Part-Time	7,411	5,589	6,377	0	0	0	0
Incentive Pay	17,500	0	0	0	0	0	0
Other Compensation	7,373	866	13,204	18,030	18,030	15,010	15,190
Shift Differential	550	518	470	485	485	485	485
Sick Pay	13,089	7,229	23,399	0	0	0	0
Vacation Pay	89,258	109,459	79,337	0	0	0	0
Fringes	400,935	354,163	317,336	355,961	355,961	369,091	371,386
Salaries & Fringe Benefits	1,338,979	1,231,572	1,102,470	1,225,865	1,225,865	1,255,827	1,282,913
Training & Conferences	510	409	1,389	800	800	800	800
Employee Recruitment	214	0	0	0	0	0	0
Office Supplies	927	1,573	1,024	850	850	1,390	1,390
Memberships & Licenses	249	233	252	250	250	252	252
Postage & Freight	16,440	15,367	12,801	16,320	16,320	16,320	16,320
Awards & Recognition	980	50	980	980	980	945	945
Insurance	39,930	68,012	26,116	42,108	42,108	44,664	40,228
Rent	0	24	24	0	0	0	0
Uncollectible Accounts	592	852	521	650	650	1,275	1,275
Trans Out - Capital Projects	0	0	0	0	0	0	334,700
Administrative Expense	59,842	86,520	43,107	61,958	61,958	65,646	395,910
Landscape Supplies	236	503	303	300	300	450	450
Shop Supplies & Tools	2,168	1,320	1,396	2,250	2,250	1,700	1,700
Paint & Supplies	15	158	120	100	100	100	100
Printing & Reproduction	3,778	3,822	3,035	3,600	3,600	3,800	3,800
Clothing	1,895	939	657	1,000	1,000	1,000	1,000
Gas Purchases	1,662	1,488	380	1,500	1,500	1,500	1,500
Safety Supplies	735	605	574	1,250	1,250	850	850
Medical & Lab Supplies	75	79	104	100	100	100	100
Construction Materials	0	0	0	500	500	500	500
Miscellaneous Equipment	47,041	47,444	54,501	85,200	94,200	87,200	87,200
Signs	45	665	0	250	250	250	250
Supplies & Materials	57,650	57,023	61,070	96,050	105,050	97,450	97,450
Bank Services	5,053	4,780	3,594	4,740	4,740	5,040	5,040
Consulting Services	65,464	57,474	33,712	60,510	60,510	60,510	60,510
Collection Services	8,728	5,995	6,186	11,569	11,569	6,695	6,695
Contractor Fees	1,972	1,465	302	2,500	2,500	2,250	2,250
Advertising	1,247	0	0	300	300	300	300
Tipping Fees	941,063	929,666	784,905	992,240	992,240	939,200	939,200
Interfund Allocations	3,233	4,782	4,588	8,000	8,000	6,000	6,000
Health Services	0	141	19	50	50	50	50
Laundry Services	7,422	7,140	914	1,250	1,250	100	100
Other Contracts/Obligations	1,592	1,662	605	1,645	1,645	1,645	9,145
Purchased Services	1,029,308	1,003,541	825,649	1,066,804	1,066,804	1,009,790	1,017,290
Electric	24,100	23,783	23,149	25,039	25,039	25,784	25,784
Gas	9,710	6,282	5,817	10,826	10,826	7,490	7,490
Water	3,472	3,796	4,115	3,660	3,660	3,951	3,951
Waste Disposal/Collection	1,457	1,627	1,793	1,644	1,644	1,674	1,674
Stormwater	16,078	16,094	15,559	18,234	18,234	20,244	20,244

City of Appleton
2014 Budget
Revenue and Expense Summary

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
Telephone	479	554	583	840	840	840	840
Cellular Telephone	453	552	1,041	599	599	1,103	1,103
Utilities	55,749	52,688	52,057	60,842	60,842	61,086	61,086
Facilities Charges	22,798	20,894	16,901	23,000	23,000	20,500	20,500
Software Support	0	238	395	1,080	1,080	2,295	2,295
CEA Equipment Rental	846,289	868,771	719,906	879,539	879,539	877,539	883,719
Grounds Repair & Maintenance	1,370	980	1,440	1,600	1,600	1,600	1,600
Repair & Maintenance	870,457	890,883	738,642	905,219	905,219	901,934	908,114
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,411,985	3,322,227	2,822,995	3,416,738	3,425,738	3,391,733	3,762,763

CITY OF APPLETON 2014 BUDGET
SANITATION FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Property Taxes	\$ 2,310,000	\$ 2,310,000	\$ 2,070,188	\$ 2,070,188	\$ 2,045,913
Interest Income	70,933	29,802	55,000	10,000	29,000
Charges for Services	902,137	930,640	1,352,500	1,322,500	1,379,000
Sale of City Property	2,684	2,583	500	500	500
Other	121,663	101,114	10,300	10,000	11,600
Total Revenues	3,407,417	3,374,139	3,488,488	3,413,188	3,466,013
Expenses					
Program Costs	3,411,981	3,322,227	3,416,738	3,425,738	3,428,063
Other Financing Sources (Uses)					
Transfer Out - Capital Projects	-	-	-	(245,000)	(334,700)
Net Change in Equity	(4,564)	51,912	71,750	(257,550)	(296,750)
Fund Balance - Beginning	933,470	928,906	980,818	980,818	723,268
Fund Balance - Ending	<u>\$ 928,906</u>	<u>\$ 980,818</u>	<u>\$ 1,052,568</u>	<u>\$ 723,268</u>	<u>\$ 426,518</u>

Discussion of changes in fund balances:

In 2000, when the capitalization threshold was raised to \$10,000, \$774,755 was transferred back to Sanitation from CEA for replacement of trash cans designed for pick-up by automated sanitation trucks because those cans no longer met the revised capitalization threshold. \$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 converted to an automated recycling cart system investing \$1,240,300 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:

Year	Refuse Can Replacement		Recycling Cart Debt Service		Balance
	Amount	Balance	Collected	Transferred to Debt Service	
		774,755			-
2000	(16,674)	758,081	-	-	-
2001	(18,209)	739,872	-	-	-
2002	(33,778)	706,094	-	-	-
2003	(25,977)	680,117	-	-	-
2004	(20,250)	659,867	-	-	-
2005	(21,650)	638,217	-	-	-
2006	(32,850)	605,367	-	-	-
2007	(27,325)	578,042	-	-	-
2008	(20,000)	558,042	-	-	-
2009	(13,300)	544,742	-	-	-
2010	(28,866)	515,876	-	-	-
2011	(44,042)	471,834	-	-	-
2012	(35,750)	436,084	-	-	-
2013 Projected	(53,250)	382,834	245,000	(245,000) *	-
2014 Budgeted	(52,200)	330,634	300,000	(300,000) *	-

* The initial purchase of the recycling carts will be funded by a delayed debt issuance in 2014 combining both the 2013 and 2014 CIP projects. Therefore, the first debt service payment is not expected until 2015. The 2013 and 2014 transfers are to the Public Works Capital Projects fund to offset the amount to be borrowed in 2014.

CITY OF APPLETON 2014 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 lien. For ease of administration, all other expenditures in this budget will be administered by the City for immediate reimbursement by the developer, versus direct payment from the line of credit to the vendor. For developments 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	\$ 1,008,909	Projects, Pg. 592
Sidewalks	149,969	Projects, Pg. 600
	\$ 1,158,878	

Major changes in Revenue, Expenditures, or Programs:

The decrease in this budget in 2014 is due to pushing more subdivision street constructions out to future years due to a limited number of homes being built on a few of the roads.

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

Note: Since this program exists solely to account for funding sources and expenditures for various infrastructure investments relating to the development of new subdivisions, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	
Program Revenues		\$ 955,023	\$ 881,663	\$ 902,220	\$ 902,220	\$ 425,100	-52.88%
Program Expenses		\$ 1,364,806	\$ 1,397,431	\$ 2,017,675	\$ 2,017,675	\$ 1,158,878	-42.56%
Expenses Comprised Of:							
	Personnel	83,936	96,695	139,120	139,120	105,421	-24.22%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	45,215	15,744	135,404	135,404	29,878	-77.93%
	Purchased Services	21,035	863	37,000	37,000	-	-100.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	8,253	5,312	15,000	15,000	6,540	-56.40%
	Capital Expenditures	1,206,367	1,278,817	1,691,151	1,691,151	1,017,039	-39.86%

CITY OF APPLETON 2014 BUDGET CAPITAL PROJECTS FUNDS

Subdivision

Business Unit 4010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4110 Property Taxes	\$ 900,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
4630 Miscellaneous Local Aids	16,433	-	-	-	-
4614 Miscellaneous Specials	832,617	802,713	725,000	725,000	370,000
4710 Interest on Investments	45,782	18,955	17,220	17,220	10,100
4730 Interest - Deferred Specials	30,009	42,401	45,000	45,000	45,000
5021 Capital Contributions	30,182	17,594	115,000	115,000	-
Total Revenue	\$ 1,855,023	\$ 1,381,663	\$ 1,402,220	\$ 1,402,220	\$ 925,100
Expenses					
6101 Regular Salaries	\$ 56,178	\$ 68,690	\$ 102,472	\$ 102,472	\$ 81,190
6105 Overtime	1,595	976	2,937	2,937	2,937
6108 Part-Time	3,533	1,560	2,199	2,199	625
6150 Fringes	22,630	25,469	31,512	31,512	20,669
6308 Landscape Supplies	5,961	9,978	20,142	20,142	12,378
6309 Shop Supplies & Tools	475	39	-	-	-
6325 Construction Materials	37,520	4,537	107,062	107,062	15,000
6328 Signs	1,259	1,190	8,200	8,200	2,500
6404 Consulting Services	-	863	-	-	-
6408 Contractor Fees	21,035	-	37,000	37,000	-
6425 CEA Equip. Rental	8,253	5,312	15,000	15,000	6,540
6809 Infrastructure Construction	1,206,367	1,278,817	1,691,151	1,691,151	1,017,039
Total Expense	\$ 1,364,806	\$ 1,397,431	\$ 2,017,675	\$ 2,017,675	\$ 1,158,878

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

2014	Street	From	To	4010
Labor Pool				105,421
CEA				6,540
Sidewalk - new				129,969
Sidewalk - 6 month waivers				10,000
			Subtotal	139,969
Misc. Repairs				10,000
			Subtotal	10,000
Grade & Gravel			No 2014 Grade & Gravel projects	-
			Subtotal	-
Asphalt following Grade & Gravel			No 2014 Asphalt projects	-
			Subtotal	-
New Concrete	Applehill Blvd	Ballard Rd	Purdy Pkwy	208,875
	Applehill Blvd	Purdy Pkwy	Applecreek Rd	410,770
	Steamboat La	Tahoe La	Tahoe La (150' E)	21,698
	Tahoe La	Plank Rd	Solitude La	236,062
	Vail La	Solitude La	Solitude (134' W)	19,543
			Subtotal	896,948
Total Concrete Paving				\$ 1,158,878

**CITY OF APPLETON 2014 BUDGET
SUBDIVISION DEVELOPMENT FUND**

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

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Property Taxes	\$ 900,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Special Assessments	832,617	802,713	725,000	725,000	370,000
Interest Income	75,791	61,356	62,220	50,000	55,100
Other	46,615	17,594	115,000	150,000	-
Total Revenues	<u>1,855,023</u>	<u>1,381,663</u>	<u>1,402,220</u>	<u>1,425,000</u>	<u>925,100</u>
Expenses					
Program Costs	1,364,806	1,397,431	2,017,675	2,017,675	1,158,878
Total Expenses	<u>1,364,806</u>	<u>1,397,431</u>	<u>2,017,675</u>	<u>2,017,675</u>	<u>1,158,878</u>
Revenues over (under) Expenses	490,217	(15,768)	(615,455)	(592,675)	(233,778)
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	490,217	(15,768)	(615,455)	(592,675)	(233,778)
Fund Balance - Beginning	<u>817,247</u>	<u>1,307,464</u>	<u>1,291,696</u>	<u>1,291,696</u>	<u>699,021</u>
Fund Balance - Ending	<u>\$ 1,307,464</u>	<u>\$ 1,291,696</u>	<u>\$ 676,241</u>	<u>\$ 699,021</u>	<u>\$ 465,243</u>

Unreserved Designated Fund Balance Policy Compliance

<i>Minimum - Three months operating expenditures based on prior year's audited expenditures</i>	<u><u>349,358</u></u>
<i>Maximum (80% of the most recent five year average of subdivision development expenditures)</i>	
2014 budgeted	1,158,878
2013 budgeted	2,017,675
2012 actual	1,397,431
2011 actual	1,364,806
2010 actual	1,342,479
	<u><u>1,165,003</u></u>

CITY OF APPLETON 2014 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
Meade Street Reconstruction	\$ 1,158,749	Projects, Pg. 592 & 600
Traffic Camera Program	37,820	Projects, Pg. 586
Bridge Improvements	40,000	Projects, Pg. 583
School Flasher Control Upgrades	44,430	Projects, Pg. 584
Survey Instrument Replacement	40,000	Projects, Pg. 637
Residential recycling automated pickup containers - alternate size	91,638	Sanitation, Pg. 340
	<u>\$ 1,412,637</u>	

Major program changes:

Included in this budget is funding for concrete re-paving of Meade Street and related sidewalks from Applecreek Road to the north leg of Bellevue Place. The project also includes re-grading and asphalt paving north of Bellevue Place due to a new subdivision being built which will have access to Meade Street in a location that creates a safety hazard due to low visibility from the existing topography. The Meade Street project will lower the hill that is causing the obstruction three feet which will greatly improve safety. Additionally, the Town of Grand Chute is budgeting for their sections of Meade Street in 2014 in conjunction with the City's project. Completing the entire project next year allows us to address the traffic safety hazard and, in partnering with Grand Chute, allows us to fund the project in the most cost effective manner.

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 75,483	\$ (2,384)	\$ -	\$ -	\$ 300,000	N/A
Program Expenses		\$ 1,284,278	\$ 896,818	\$ 2,383,975	\$ 2,948,006	\$ 1,412,637	-40.74%
Expenses Comprised Of:							
Personnel		27,068	52,099	87,128	87,128	58,650	-32.69%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		93,178	125,440	1,511,121	1,511,121	199,638	-86.79%
Purchased Services		45,820	10,074	159,605	159,605	40,000	-74.94%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	33	-	-	-	N/A
Capital Expenditures		1,118,212	709,172	626,121	1,190,152	1,114,349	77.98%

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

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Public Works

Business Unit 4240

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	63,413	(2,384)	-	-	-
5004 Sale of City Property	-	-	-	-	-
5065 Other Reimbursements	12,070	-	-	-	-
5910 Proceeds of Long-term Debt	-	1,294,000	2,383,975	2,383,975	1,020,999
5921 Trans In - General Fund	-	-	-	-	-
5922 Trans In - Sanitation	-	-	-	-	300,000
Total Revenue	\$ 75,483	\$ 1,291,616	\$ 2,383,975	\$ 2,383,975	\$ 1,320,999
Expenses					
6102 Labor Pool Allocations	\$ 19,841	\$ 39,180	\$ 65,691	\$ 65,691	\$ 44,423
6105 Overtime	62	-	-	-	-
6108 Part Time	167	-	-	-	-
6150 Fringes	6,998	12,919	21,437	21,437	14,227
6308 Landscape Supplies	-	-	-	-	-
6325 Construction Materials	73,618	107,080	135,000	135,000	65,000
6327 Miscellaneous Equipment	19,560	14,483	1,376,121	1,376,121	134,638
6328 Signs	-	3,877	-	-	-
6404 Consulting Services	(16,909)	74	159,605	159,605	40,000
6408 Contractor Fees	62,729	10,000	-	-	-
6413 Utilities	-	-	-	-	-
6425 CEA Equipment Rental	-	33	-	-	-
6503 Rent	-	-	-	-	-
6801 Land	-	-	-	-	-
6804 Equipment	18,750	194,355	-	-	-
6809 Infrastructure Construction	52,473	514,817	626,121	1,190,152	1,114,349
7914 Trans Out - Capital Projects	1,046,989	-	-	-	-
Total Expense	\$ 1,284,278	\$ 896,818	\$ 2,383,975	\$ 2,948,006	\$ 1,412,637

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Construction materials</u>		<u>Infrastructure Construction</u>	
School Flasher Control	\$ 38,000	Meade Street paving	\$ 974,149
Traffic camera installation	27,000	Meade Street sidewalk	140,200
	<u>\$ 65,000</u>		<u>\$ 1,114,349</u>
<u>Consulting Services</u>			
Design -			
Prospect Ave over Jackman St	\$ 40,000		
	<u>\$ 40,000</u>		
<u>Miscellaneous Equipment</u>			
Robotic Total Station	\$ 40,000		
Traffic camera materials	3,000		
Residential recycling automated pickup containers - alternate size	91,638		
	<u>\$ 134,638</u>		

**CITY OF APPLETON 2014 BUDGET
PUBLIC WORKS PROJECTS**

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

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	63,413	(2,385)	-	-	-
Other	12,070	-	-	-	-
Total Revenues	<u>75,483</u>	<u>(2,385)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	237,288	896,817	2,383,975	2,087,282	1,412,637
Total Expenses	<u>237,288</u>	<u>896,817</u>	<u>2,383,975</u>	<u>2,087,282</u>	<u>1,412,637</u>
Revenues over (under) Expenses	(161,805)	(899,202)	(2,383,975)	(2,087,282)	(1,412,637)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	1,294,000	2,383,975	-	1,020,999
Transfer In - General Fund	-	-	-	1,364,704	-
Transfer In - Sanitation Fund	-	-	-	245,000	300,000
Transfer Out - Capital Projects Funds	(1,046,990)	-	-	-	-
Total Other Financing Sources (Uses)	<u>(1,046,990)</u>	<u>1,294,000</u>	<u>2,383,975</u>	<u>1,609,704</u>	<u>1,320,999</u>
Net Change in Equity	(1,208,795)	394,798	-	(477,578)	(91,638)
Fund Balance - Beginning	<u>1,383,213</u>	<u>174,418</u>	<u>569,216</u>	<u>569,216</u>	<u>91,638</u>
Fund Balance - Ending	<u>\$ 174,418</u>	<u>\$ 569,216</u>	<u>\$ 569,216</u>	<u>\$ 91,638</u>	<u>\$ -</u>

CITY OF APPLETON 2014 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 2014 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 2013 EVENTS

Completed ramp structural repairs in accordance with consultant reports

Continued to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system

Sealed concrete decks of the Green Ramp

Performed lighting fixture upgrades at the yellow and Green Ramps

Completed Phase II installation of colored accent lighting at the Red Ramp

Installed on-street way finding signage for the City's parking ramps

Continued ongoing program of meter mechanism/housing/bracket replacement

Continued ongoing program of line painting of ramp and on-street parking stalls

Conducted a Structural Condition Analysis of the City's parking ramps (done once every three years)

Continued to analyze parking changes coinciding with the future plans of the Exhibition Center; developed sketches of on-street parking contained within the draft agreement with the County

Implemented a pilot program to evaluate the feasibility of credit card use in the Red Ramp

Completed repairs to Green Ramp deck joints

Continued to hold Ad Hoc Parking Committee meetings to implement a marketing plan for the Parking Utility

CITY OF APPLETON 2014 BUDGET PARKING UTILITY

MAJOR 2014 OBJECTIVES

- Complete ramp repairs in accordance with 2013 consultant reports and 2011 End-of-life study for the Blue Ramp
- Continue to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system
- Seal concrete decks of the Yellow Ramp
- Continue to perform lighting fixture upgrades at the Yellow and Green Ramps
- Complete Phase III installation of colored accent lighting to correspond to new color-based ramp names
- Continue to 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
- Complete next phase of security camera installations/replacements in City parking ramps
- Continue to analyze parking changes coinciding with the future plans of the Exhibition Center
- Install LUKE Parking Pay Stations to replace conventional parking meters in the Library Plaza parking lot
- Begin initial planning for anticipated replacement of Blue Parking Ramp in 2017
- Expand credit card use to all City parking ramps and LUKE parking pay stations

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 2,411,047	\$ 2,391,391	\$ 2,403,338	\$ 2,403,338	\$ 2,483,048	3.32%
Program Expenses							
5110	Administration	1,692,428	1,710,970	1,896,452	1,896,452	1,908,209	0.62%
5120	Operations & Maint.	894,722	856,265	920,600	1,011,361	1,111,246	20.71%
5130	Enforcement	141,721	142,576	167,514	167,514	171,801	2.56%
TOTAL		\$ 2,728,871	\$ 2,709,811	\$ 2,984,566	\$ 3,075,327	\$ 3,191,256	6.93%
Expenses Comprised Of:							
	Personnel	607,295	603,471	635,387	635,387	652,304	2.66%
	Administrative Expense	1,583,955	1,567,714	1,750,960	1,750,960	1,754,340	0.19%
	Supplies & Materials	58,785	36,220	56,850	65,860	75,195	32.27%
	Purchased Services	126,273	139,182	121,228	121,228	117,033	-3.46%
	Utilities	224,077	226,402	230,177	230,177	242,380	5.30%
	Repair & Maintenance	95,669	122,719	169,964	169,964	150,004	-11.74%
	Capital Expenditures	32,817	14,103	20,000	101,751	200,000	900.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	11.47	11.17	11.18	11.18	11.18	

* % change from prior year adopted budget
Parking Utility.xls

**CITY OF APPLETON 2014 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:

The 2013 pilot project of accepting credit cards at the Red Ramp has brought a lot of positive feedback from the local businesses and Appleton Downtown, Inc. We plan to expand the acceptance of credit cards to all the City ramps and the Luke paystations in 2014. The increase in bank charges is due to the expected expense associated with accepting credit cards at the City ramps and in the Luke parking paystations. Our current pay-as-you-enter machines do not allow for us to charge different rates to credit card customers to recover the cost of the fees associated with accepting credit cards. We feel that it still a small fee and is moving in the right direction from a customer service perspective.

Included in this budget is a membership to the International Parking Institute. This is a valuable tool for networking with others in the parking industry. It gives us insight into new technology being used in parking around the world. It also provides us with contractors/consultants/vendors, etc. for new technology.

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). This transfer was initially planned to occur in 2013 but, due to delays in the project, has been re-budgeted for 2014.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Effective rate structure policy					
% change in operating revenue received	19.21%	0.68%	-3.21%	-2.50%	3.00%
Community events supported	11	11	11	11	11
Strategic Outcomes					
Efficiency of operations					
% change in operating costs	-5.01%	-2.76%	2.23%	-2.20%	2.00%
Work Process Outputs					
Expansion of customer base					
YTD avg active permits/ total permit stalls	2,205 / 2,323	2,398 / 2,342	2,100 / 2,323	2,350 / 2,337	2,350 / 2,337
# of daily meter bags sold	986	1,057	1,000	1,000	1,000

**CITY OF APPLETON 2014 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4710 Interest on Investments	\$ 67,377	\$ 28,724	\$ 35,000	\$ 35,000	\$ 25,000
5010 Misc Revenue - Nontax	1	1	1	1	1
5035 Other Reimbursements	39	36	-	-	-
5924 Trans In - Capital Projects	-	-	22,737	22,737	22,737
Total Revenue	\$ 67,417	\$ 28,761	\$ 57,738	\$ 57,738	\$ 47,738
Expenses					
6101 Regular Salaries	\$ 97,627	\$ 102,714	\$ 94,481	\$ 94,481	\$ 96,363
6104 Call Time	-	53	-	-	-
6105 Overtime	-	87	-	-	-
6108 Part-Time	212	502	-	-	-
6150 Fringes	38,207	36,991	34,685	34,685	35,237
6301 Office Supplies	2,207	509	600	600	600
6303 Memberships & Licenses	-	-	-	-	600
6304 Postage/Freight	4,843	4,758	5,500	5,500	5,200
6305 Awards & Recognition	350	350	350	350	350
6309 Shop Supplies & Tools	1,680	2,090	1,500	1,500	2,000
6320 Printing & Reproduction	101	-	100	100	300
6321 Clothing	1,160	158	200	200	200
6323 Safety Supplies	142	1,307	400	400	500
6327 Misc. Equipment	3,286	17	1,350	1,350	1,500
6401 Accounting/Audit	2,707	2,424	2,372	2,372	2,433
6403 Bank Services	10,019	10,263	11,710	11,710	19,000
6407 Collection Services	2,419	2,981	2,856	2,856	2,880
6412 Advertising	1,710	410	-	-	-
6413 Utilities	2,513	2,360	2,548	2,548	2,556
6418 Equip Repairs & Maint	2,120	2,120	2,100	2,100	2,100
6420 Facilities Charges	1,860	2,308	2,500	2,500	2,300
6430 Health Services	15	85	-	-	-
6451 Laundry Services	1,596	1,018	1,690	1,690	1,500
6501 Insurance	42,510	58,373	46,280	46,280	47,290
6601 Depreciation Expense	465,844	469,792	475,930	475,930	476,000
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	1,200,000	1,200,000	1,200,000 *
Total Expense	\$ 1,692,428	\$ 1,710,970	\$ 1,896,452	\$ 1,896,452	\$ 1,908,209

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Bank Services

Bank Charges	\$ 10,800
Investment Fees	1,200
Credit Card Fees	7,000
	<u>\$ 19,000</u>

* To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

CITY OF APPLETON 2014 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 629 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 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 defer some of the work listed above.

Major changes in Revenue, Expenditures, or Programs:

- * Meter revenue is made up of lot meters, on-street meters and ramp meters. The first six months of revenue for 2013 indicated a projected shortfall from budget by about \$35,000 with \$15,000 of that coming from lot meters and ramp meters. While short-term parking is up a bit it would indicate a trend that more hang tags are being used in the Blue Ramp in the metered stalls and also more coupons are being sold indicating more use of the other parking ramps rather than the short term meters.
- * This budget includes \$50,000 for the next phase of the Parking Pay Stations, three to be installed in the Library lot.
- * The increase in software support is for the Enterprise Management System (EMS), the ongoing support software for the five pay stations.
- * Included is \$10,000 for the next phase of security camera installation in City parking ramps.
- * In 2014, the ramp entry card reading program ScanNet will be upgraded to Element which has more flexibility and capacity for card permits.
- * In 2014, the library plaza's meters will be removed and several pay stations installed. The existing meter mechanisms, housings & brackets will be salvaged for use as replacements elsewhere.
- * Other obligations include a special assessment (\$19,120) for paving of the alley along the south side of the Green Ramp and \$3,000 toward a security person in collaboration with the Library, ADI, Valley Transit, and other area businesses for extra surveillance along two blocks of Washington Street.
- * The City is beginning to prepare for the planned 2017 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, demolition, ramp design, and construction services for the construction of the new ramp as well as the demolition of the existing Blue Ramp. Therefore, this budget contains \$40,000 for demolition assessment of the existing ramp, and \$100,000 for services related to the site selection and size determination of a new ramp.

PERFORMANCE INDICATORS

	Actual 2011	Actual 2012	Target 2013	Projected 2013	Target 2014
Client Benefits/Impacts					
Reliability of the system					
# of broken meters reported	563	327	650	340	320
% fixed within 24 hours	98%	99%	99%	99%	100%
Strategic Outcomes					
Efficiency of staff management					
Maintenance staff size to # of meters	2 / 996	2 / 962	2 / 962	2 / 951	2 / 864
Maintenance staff size to # of unmetered stalls	3 / 3,132	3 / 3,132	3 / 3,132	3 / 3,142	3 / 3,142
Structural inspections performed	1	0	4	4	0
Stalls monitored by pay machines	New Measure	34	34	34	121
Work Process Outputs					
Customer services provided					
# of meter batteries changed	996	996	962	951	864
# of power flushes per ramp	2	2	2	2	2
# of facility property damages reported	120	74	100	65	75
# of broken gate arms reported/ repaired	24	21	20	20	20

**CITY OF APPLETON 2014 BUDGET
PARKING UTILITY**

Operations and Maintenance

Business Unit 5120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4841 Meters - Tax	\$ 616,062	\$ 626,771	\$ 634,000	\$ 634,000	\$ 615,000
4842 Short-term Parking - Nontax	5,401	9,075	7,000	7,000	10,000
4843 Short-term Parking - Tax	557,489	543,283	520,000	520,000	535,000
4844 Permit Parking - Nontax	110,355	121,745	145,000	145,000	144,080
4845 Permit Parking - Tax	527,426	580,252	540,000	540,000	646,630
4846 Parking Meter Hood - Nontax	3,108	952	1,000	1,000	1,000
4847 Parking Meter Hood - Tax	7,302	6,917	8,000	8,000	8,000
5030 Damage to City Property	232	256	-	-	-
5085 Cash Short or Over	(109)	(2,961)	-	-	-
Total Revenue	\$ 1,827,266	\$ 1,886,290	\$ 1,855,000	\$ 1,855,000	\$ 1,959,710
Expenses					
6101 Regular Salaries	\$ 206,042	\$ 173,361	\$ 209,185	\$ 209,185	\$ 212,563
6104 Call Time	337	585	300	300	500
6105 Overtime	6,370	11,331	6,200	6,200	6,200
6108 Part-Time	24,550	51,358	27,496	27,496	31,627
6150 Fringes	111,474	100,557	115,776	115,776	117,763
6306 Building Maint./Janitorial	6,753	24,631	13,000	13,000	15,000
6309 Shop Supplies & Tools	-	1,292	-	-	-
6311 Paint & Supplies	945	590	1,500	1,500	1,500
6320 Printing & Reproduction	3,947	1,626	5,250	5,250	7,000
6325 Construction Materials	5,113	5,113	6,000	6,000	6,000
6326 Equipment Parts	17,410	12,400	13,250	13,250	16,000
6327 Miscellaneous Equipment	19,352	6,610	20,000	29,010	30,095
6328 Signs	155	1,124	800	800	4,100
6404 Consulting Services	13,423	901	40,000	40,000	-
6407 Collection Services	214	214	400	400	400
6408 Contractor Fees	8,861	8,811	9,000	9,000	15,500
6409 Inspection Fees	1,889	1,284	2,200	2,200	2,200
6413 Utilities	221,564	224,042	227,629	227,629	239,824
6416 Build Repairs & Maint	24,580	48,657	100,000	100,000	70,500
6418 Equip Repairs & Maint	44,528	41,283	37,000	37,000	41,700
6424 Software support	-	594	120	120	4,220
6425 CEA Equip. Rental	19,831	25,007	25,494	25,494	26,434
6440 Snow Removal Services	62,955	35,812	40,000	40,000	40,000
6599 Other Contracts / Obligations	9,464	64,979	-	-	22,120
6803 Buildings	32,817	14,103	20,000	101,751	160,000
6804 Machinery and Equipment	-	-	-	-	40,000
7921 Trans Out - Internal Serv Fund	52,148	-	-	-	-
Total Expense	\$ 894,722	\$ 856,265	\$ 920,600	\$ 1,011,361	\$ 1,111,246

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Building Maintenance & Janitorial</u>		<u>Equipment Repairs & Maintenance</u>	
Building maintenance	\$ 1,000	Elevator repairs - maintenance agreements	\$ 28,000
Cleaning supplies	4,000	Meter mech/LUKE repair	6,700
Deck sealer	10,000	Electrical repairs/ TAPCO	7,000
	<u>\$ 15,000</u>		<u>\$ 41,700</u>
<u>Equipment Parts</u>		<u>Snow Removal Services</u>	
Misc repair parts	\$ 8,750	All ramps	\$ 40,000
Permit cards	1,250		<u>\$ 40,000</u>
Batteries - lithium	6,000		
	<u>\$ 16,000</u>	<u>Buildings</u>	
<u>Miscellaneous Equipment</u>		Ramp entry/exit signage	\$ 10,000
Controllers	\$ 7,000	Security camera	10,000
Installation & training Element	4,960	Demo assessment blue ramp	40,000
Scannet to Element upgrade	18,135	New blue ramp planning	100,000
	<u>\$ 30,095</u>		<u>\$ 160,000</u>
<u>Building Repairs & Maintenance</u>		<u>Contractor Fees</u>	
Misc Lighting fixtures (Yellow/Green Ramps)	\$ 10,000	Parking stall line painting	\$ 9,000
Misc ramp repairs	60,000	LUKE machine install	6,500
Lot repairs	500		<u>\$ 15,500</u>
	<u>\$ 70,500</u>	<u>Other Contracts/Obligations</u>	
<u>Machinery and Equipment</u>		Washington Square security	\$ 3,000
LUKE machine paystations	\$ 40,000	Paving special assessment	19,120
	<u>\$ 40,000</u>		<u>\$ 22,120</u>

**CITY OF APPLETON 2014 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:

Parking violation revenue is expected to generate about \$475,000 in 2013 and 2014 is being budgeted at the same level.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Customer service					
Meter stall turnover					
# of citations/meter-pay station stall/mo.	1.80	1.60	2.0	1.90	2.0
Strategic Outcomes					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	44	47	43	48	45
# of notices sent	10,633	9,689	10,000	9,500	9,800
# of state suspensions sent	2,402	2,140	2,400	2,000	2,000
Work Process Outputs					
Enforcement provided					
# of citations issued	22,622	21,921	23,000	20,500	21,000
# of meter violation citations issued	21,148	19,538	21,000	18,500	19,000
# of citations reviewed by Parking Manager	842	801	850	800	800

**CITY OF APPLETON 2014 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4520 Parking Violations	\$ 515,864	\$ 476,340	\$ 490,000	\$ 490,000	\$ 475,000
5035 Other Reimbursements	500	-	600	600	600
Total Revenue	<u>\$ 516,364</u>	<u>\$ 476,340</u>	<u>\$ 490,600</u>	<u>\$ 490,600</u>	<u>\$ 475,600</u>
Expenses					
6101 Regular Salaries	\$ 86,269	\$ 90,744	\$ 104,090	\$ 104,090	\$ 108,205
6105 Overtime	816	1,091	600	600	600
6150 Fringes	35,391	34,097	42,574	42,574	43,246
6320 Printing & Reproduction	5,405	3,894	6,000	6,000	6,000
6321 Clothing	90	-	100	100	-
6326 Equipment Parts	-	-	400	400	-
6418 Equipment Repairs & Maint.	2,750	2,750	2,750	2,750	2,750
6599 Other Contracts/Obligations	11,000	10,000	11,000	11,000	11,000
Total Expense	<u>\$ 141,721</u>	<u>\$ 142,576</u>	<u>\$ 167,514</u>	<u>\$ 167,514</u>	<u>\$ 171,801</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Fines and Forfeitures	515,864	476,340	404,638	490,000	490,000	465,000	475,000
Interest Income	67,377	28,722	4,144	35,000	35,000	35,000	25,000
Charges for Services	1,827,143	1,888,994	1,740,205	1,855,000	1,855,000	1,959,710	1,959,710
Other Revenues	663	2,667	700	23,338	23,338	601	23,338
TOTAL REVENUES	2,411,047	2,391,389	2,141,399	2,403,338	2,403,338	2,460,311	2,483,048
EXPENSES BY LINE ITEM							
Regular Salaries	50,423	55,446	48,450	63,344	63,344	64,240	64,240
Labor Pool Allocations	294,672	266,716	264,035	341,237	341,237	350,716	350,716
Call Time	337	638	1,004	300	300	500	500
Overtime	7,186	12,509	6,136	6,800	6,800	6,800	6,800
Part-Time	24,763	51,860	28,565	27,496	27,496	31,627	31,627
Other Compensation	0	996	3,280	2,965	2,965	1,975	1,975
Shift Differential	106	41	22	210	210	200	200
Sick Pay	9,854	1,985	672	0	0	0	0
Vacation Pay	54,591	41,635	34,511	0	0	0	0
Fringes	185,072	171,645	167,481	193,035	193,035	196,253	196,246
Salaries & Fringe Benefits	607,296	603,471	554,156	635,387	635,387	652,311	652,304
Office Supplies	2,207	509	576	600	600	600	600
Memberships & Licenses	0	0	0	0	0	600	600
Postage & Freight	4,843	4,758	2,518	5,500	5,500	5,200	5,200
Awards & Recognition	350	350	350	350	350	350	350
Building Maintenance/Janitor.	6,753	24,631	9,671	13,000	13,000	15,000	15,000
Insurance	42,510	58,373	42,856	46,280	46,280	46,800	47,290
Depreciation Expense	465,844	469,792	429,720	475,930	475,930	474,000	476,000
Discounts Available	0	0	20	0	0	0	0
Trans Out - General Fund	9,300	9,300	8,525	9,300	9,300	9,300	9,300
Trans Out - Special Revenue	1,000,000	1,000,000	0	1,200,000	1,200,000	1,200,000	1,200,000
Trans Out - Internal Svc.	52,148	0	0	0	0	0	0
Administrative Expense	1,583,955	1,567,713	494,196	1,750,960	1,750,960	1,751,850	1,754,340
Shop Supplies & Tools	1,680	3,382	2,442	1,500	1,500	2,000	2,000
Paint & Supplies	946	590	83	1,500	1,500	1,500	1,500
Printing & Reproduction	9,453	5,520	8,517	11,350	11,350	13,300	13,300
Clothing	1,249	158	71	300	300	200	200
Safety Supplies	142	1,307	174	400	400	500	500
Construction Materials	5,113	5,113	0	6,000	6,000	6,000	6,000
Vehicle & Equipment Parts	17,410	12,400	21,420	13,650	13,650	16,000	16,000
Miscellaneous Equipment	22,637	6,626	12,871	21,350	30,360	35,695	31,595
Signs	155	1,124	908	800	800	4,100	4,100
Supplies & Materials	58,785	36,220	46,486	56,850	65,860	79,295	75,195
Accounting/Audit	2,707	2,424	2,641	2,372	2,372	2,545	2,433
Bank Services	10,019	10,263	9,667	11,710	11,710	19,000	19,000
Consulting Services	13,423	901	0	40,000	40,000	0	0
Collection Services	2,634	3,195	2,692	3,256	3,256	3,280	3,280
Contractor Fees	8,861	8,811	9,616	9,000	9,000	15,500	15,500
Inspection Fees	1,889	1,284	100	2,200	2,200	2,200	2,200
Advertising	1,710	410	0	0	0	0	0
Health Services	15	85	0	0	0	0	0
Snow Removal Services	62,955	35,812	46,179	40,000	40,000	40,000	40,000
Laundry Services	1,596	1,018	1,167	1,690	1,690	1,500	1,500
Other Contracts/Obligations	20,464	74,979	11,000	11,000	11,000	33,120	33,120
Purchased Services	126,273	139,182	83,062	121,228	121,228	117,145	117,033
Electric	196,336	199,719	174,739	199,970	199,970	206,882	206,882
Gas	1,804	663	618	1,979	1,979	950	950
Water	3,231	3,069	2,286	3,310	3,310	3,299	3,299
Waste Disposal/Collection	1,717	1,822	1,400	1,794	1,794	1,777	1,777
Stormwater	16,433	16,557	14,959	18,476	18,476	24,816	24,816
Telephone	2,944	3,130	2,760	3,036	3,036	3,036	3,036
Cellular Telephone	1,612	1,442	1,335	1,612	1,612	1,620	1,620

City of Appleton
2014 Budget
Revenue and Expense Summary

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
Utilities	224,077	226,402	166,256	230,177	230,177	242,380	242,380
Building Repair & Maintenance	24,580	48,657	18,315	100,000	100,000	70,500	70,500
Equipment Repair & Maintenan	49,398	46,153	32,539	41,850	41,850	46,550	46,550
Facilities Charges	1,860	2,308	132	2,500	2,500	2,300	2,300
Software Support	0	594	38	120	120	120	4,220
CEA Equipment Rental	19,831	25,007	16,557	25,494	25,494	26,434	26,434
Repair & Maintenance	95,669	122,719	67,581	169,964	169,964	145,904	150,004
Buildings	32,817	14,103	22,860	20,000	101,751	20,000	160,000
Machinery & Equipment	0	0	0	0	0	40,000	40,000
Capital Expenditures	32,817	14,103	22,860	20,000	101,751	60,000	200,000
TOTAL EXPENSES	2,728,872	2,709,810	1,238,612	2,984,566	3,075,327	3,048,885	3,191,256

CITY OF APPLETON 2014 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Charges for Services	\$ 1,827,143	\$ 1,888,994	\$ 1,855,001	\$ 1,855,001	\$ 1,959,711
Other	516,527	473,673	490,600	490,600	475,600
Total Revenues	<u>2,343,670</u>	<u>2,362,667</u>	<u>2,345,601</u>	<u>2,345,601</u>	<u>2,435,311</u>
Expenses					
Operating Expenses	1,201,579	1,230,719	1,279,336	1,279,336	1,305,956
Depreciation	465,844	469,792	475,930	475,930	476,000
Total Expenses	<u>1,667,423</u>	<u>1,700,511</u>	<u>1,755,266</u>	<u>1,755,266</u>	<u>1,781,956</u>
Operating Income (Loss)	676,247	662,156	590,335	590,335	653,355
Non-Operating Revenues (Expenses)					
Interest Income	67,377	28,724	35,000	25,000	25,000
Other	-	-	22,737	-	22,737
Total Non-Operating	<u>67,377</u>	<u>28,724</u>	<u>57,737</u>	<u>25,000</u>	<u>47,737</u>
Net Income (Loss) Before Transfers	743,624	690,880	648,072	615,335	701,092
Transfers In (Out)					
Special Revenue	(1,000,000)	(1,000,000)	(1,200,000)	(1,200,000)	(1,200,000)
Internal Service	(52,148)	-	-	-	-
General Fund	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>
Change in Net Assets	(317,824)	(318,420)	(561,228)	(593,965)	(508,208)
Total Net Assets - Beginning	<u>11,449,338</u>	<u>11,131,514</u>	<u>10,813,094</u>	<u>10,813,094</u>	<u>10,219,129</u>
Total Net Assets - Ending	<u>\$ 11,131,514</u>	<u>\$ 10,813,094</u>	<u>\$ 10,251,866</u>	<u>\$ 10,219,129</u>	<u>\$ 9,710,921</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,445,903	\$ 1,226,117
+ Net Income	615,335	701,092
+ Depreciation	475,930	476,000
- Fixed Assets	(101,751)	(200,000)
- Transfers Out	(9,300)	(9,300)
- Advance to TIF # 3 *	<u>(1,200,000)</u>	<u>(1,200,000)</u>
Working Cash - End of Year	<u>\$ 1,226,117</u>	<u>\$ 993,909</u>

WORKING CAPITAL RESERVE REQUIREMENT

Prior Year Audited Expenditures	\$ 1,700,511
- Depreciation	(469,792)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	<u>\$ 1,240,019</u>
25 % Working Capital Reserve Requirement	<u>\$ 310,005</u>

* To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

CITY OF APPLETON 2014 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 2014 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 2013 EVENTS

Purchased E-85 fuel compatible vehicles

Worked with the Traffic Division staff to ensure equipment is meeting current City lighting and traffic requirements

Monitored and revised the CEA monthly billings as necessary

Celebrated National Public Works Week with the following events:

- Training for mechanics

- Department-wide breakfast celebrating with DPW employees

- 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

Purchased a new fully automated freon recovery machine for the Police Department shop to improve efficiencies in the repair of the air conditioning systems in the Police fleet

Added 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 the Information Technology Department to purchase and install new diagnostic software for the repair and maintenance of the CEA fleet

Installed an additional fifteen GPS units in various DPW pieces of equipment

Implemented a new web-based training program through Packer City Truck, Inc. for the repair of medium and heavy duty trucks at no cost to the City due to the volume of parts purchased from them

Implemented new web based training from AC Delco at no cost to the City due to the volume of parts purchased from them

Continued a cooperative maintenance program with Valley Transit on their administrative vehicles

Hired a consultant to evaluate the condition of the MSB fueling site and submitted a CIP plan for fuel site improvements

Completed goal setting for CEA employees utilizing NeoGov website for goal evaluations

Met with all CEA employees to discuss City expectations

Sent one mechanic through "train the trainer" course for the safe operation of scissor lifts

In 2012-2013, a pilot test was completed to determine if the department could operate with 1.5 FTE Service Person positions. During this period, only 1.5 positions were funded and staffed, but the table of organization (TO) remained at 2.0 FTE. After a successful completion of the testing period, we are recommending the TO be reduced to 1.5 Service Person II positions in 2014.

CITY OF APPLETON 2014 BUDGET CENTRAL EQUIPMENT AGENCY

MAJOR 2014 OBJECTIVES

- Rent or loan equipment to, and borrow equipment from, neighboring communities in emergency situations
- Advise user groups about making good equipment choices to do their work, lowering fuel costs and decreasing the carbon foot print of the fleet
- Work with Traffic Division staff to insure that equipment lighting meets current City standards
- Hold cooperative training for mechanics from the City as well as neighboring communities
- Investigate opportunities for purchasing vehicles that are alternative fuel compatible
- Monitor and revise the CEA monthly billings as necessary
- Celebrate National Public Works Week
- Evaluate the 25 GPS units that were installed in 2012/2013 and install 16 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 the option of using fully synthetic oils to extend oil change intervals
- Investigate options for initial setup of police vehicles
- Investigate possible mechanic staff sharing with other communities, Valley Transit, and the school district
- Install a new vehicle fuel tracking system to replace existing outdated system that will no longer be supported beyond the fall of 2013
- Upgrade the fuel site at MSB, investigating CNG (compressed natural gas) 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
- Finalize plan for adding a fuel surcharge to the CEA user group to fund fuel site operation and maintenance costs
- Utilize existing CEA mechanic for training purposes of scissor lift safety

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 5,383,808	\$ 4,968,853	\$ 5,298,397	\$ 5,298,397	\$ 5,438,124	2.64%
Program Expenses							
6110	Administration	2,816,448	2,742,281	2,692,074	2,692,074	2,850,176	5.87%
6121	Maintenance	2,378,967	2,370,214	2,453,080	2,453,080	2,588,866	5.54%
Total Program Expenses		\$ 5,195,415	\$ 5,112,495	\$ 5,145,154	\$ 5,145,154	\$ 5,439,042	5.71%
Expenses Comprised Of:							
Personnel		1,111,269	1,046,544	1,121,419	1,121,419	1,112,506	-0.79%
Administrative Expense		2,300,649	2,308,555	2,170,877	2,170,877	2,320,568	6.90%
Supplies & Materials		1,550,544	1,496,315	1,565,003	1,565,003	1,570,088	0.32%
Purchased Services		8,587	9,414	15,355	15,355	14,745	-3.97%
Utilities		35,974	30,525	38,559	38,559	35,044	-9.12%
Repair & Maintenance		188,392	221,142	233,941	233,941	236,091	0.92%
Capital Expenditures		-	-	-	-	150,000	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		15.11	15.11	15.01	15.01	14.51	

* % change from prior year adopted budget
CEA.xls

**CITY OF APPLETON 2014 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 budgeted software cost is for various software programs that now require an annual fee to keep current on updates.

The increase in the number of authorized fleet vehicles (below) is due to the change in how the vehicles are now counted to include the six (6) CEA and eleven (11) seasonal fleet vehicles. Also, two additional pieces of equipment will be added in 2013 and another two in 2014. All additions were approved by the CEA Review Committee.

Due to fast paced changing technology, training manuals and study guides need to be replaced annually; therefore the increase in library materials in 2014.

The miscellaneous equipment includes replacing the tire machine to be used with the larger diameter rims and the TPMS (tire pressure monitoring system) sensor that are now on most new vehicles. This budget also includes adding auto remote to the crane at the Facilities Management building for safety.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Cost effective service					
Overhead rate	\$ 69.12	\$ 69.34	\$ 71.86	\$ 71.86	\$ 70.43
Billable hours	17,687	17,892	17,800	18,100	18,100
Strategic Outcomes					
Operational requirements of users					
Size of authorized fleet	405	407	408	409	411
Consistent and current information					
# Policies reviewed/revised	1	1	1	1	1
Work Process Output					
Customer service					
Requests for additions to fleet	0	1	0	4	0

**CITY OF APPLETON 2014 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4710 Interest on Investments	\$ 11,526	\$ 2,316	\$ 10,000	\$ 10,000	\$ 10,000
4801 Charges for Serv. - Nontax	-	1,734	-	-	-
4865 CEA Operational Revenue	2,843,383	2,790,385	2,927,981	2,927,981	2,923,983
4908 Misc. Intergov. Charges	61,845	65,606	57,340	57,340	56,127
5004 Sale of City Property	285,747	228,478	190,000	190,000	190,000
5011 Misc. Revenue - Tax	1,280	2,824	1,200	1,200	1,200
5021 Capital Contributions	2,166,374	1,845,037	2,095,576	2,095,576	2,241,414
5030 Damage to City Property	369	-	-	-	-
5035 Other Reimbursements	11,512	29,838	11,300	11,300	12,900
5082 Insurance Proceeds	1,772	2,635	5,000	5,000	2,500
Total Revenue	\$ 5,383,808	\$ 4,968,853	\$ 5,298,397	\$ 5,298,397	\$ 5,438,124
Expenses					
6101 Regular Salaries	\$ 268,988	\$ 213,131	\$ 264,232	\$ 264,232	\$ 268,645
6104 Call Time	45	-	500	500	300
6105 Overtime	693	88	600	600	600
6108 Part-Time	3,437	1,679	-	-	-
6150 Fringes	110,563	95,560	107,607	107,607	113,575
6201 Training\Conferences	3,607	2,633	4,000	4,000	3,680
6301 Office Supplies	913	807	850	850	850
6303 Memberships & Licenses	1,041	1,099	918	918	1,000
6304 Postage\Freight	43	11	-	-	-
6305 Awards & Recognition	420	420	420	420	420
6309 Shop Supplies & Tools	40,943	41,331	44,000	44,000	44,803
6310 Chemicals	5,368	8,130	9,483	9,483	9,500
6311 Paint & Supplies	8	9	-	-	-
6315 Books & Library Material	187	-	210	210	400
6320 Printing & Reproduction	1,164	585	865	865	890
6321 Clothing	1,519	833	980	980	1,000
6323 Safety Supplies	604	510	615	615	615
6324 Medical\Lab Supplies	44	47	50	50	50
6327 Miscellaneous Equipment	5,044	6,518	8,000	8,000	9,500
6401 Accounting\Audit	1,933	1,731	2,290	2,290	2,350
6403 Bank Services	305	214	450	450	400
6413 Utilities	35,974	30,525	38,559	38,559	35,044
6418 Equip Repairs & Maint	7,908	5,773	9,750	9,750	9,750
6420 Facilities charges	22,015	20,795	22,191	22,191	22,866
6424 Software Support	-	-	-	-	1,475
6451 Laundry Services	4,397	4,096	4,715	4,715	4,295
6501 Insurance	19,464	22,044	22,670	22,670	22,750
6503 Rent	-	12	-	-	-
6599 Other Contracts/Obligations	5,132	2,612	6,500	6,500	4,000
6601 Depreciation Expense	1,977,850	2,044,301	1,950,000	1,950,000	2,100,000
6720 Interest Payments	1,852	1,768	1,619	1,619	1,418
7914 Transfer Out - Capital Projects	294,987	235,019	190,000	190,000	190,000
Total Expense	\$ 2,816,448	\$ 2,742,281	\$ 2,692,074	\$ 2,692,074	\$ 2,850,176

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Shop Supplies & Tools		Transfer Out - Capital Projects	
Consumable shop supplies	\$ 27,578	Proceeds from sale of	
Small shop tools	14,075	vehicles	\$ 190,000
Fire shop supplies & tools	3,150		\$ 190,000
	<u>\$ 44,803</u>		<u>\$ 190,000</u>

**CITY OF APPLETON 2014 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:

In 2014, CEA will be completing the installation of the new radio system in the Police fleet along with the installation of the new fuel management system requiring all vehicles to have new fuel rings installed. In anticipation of overtime necessary to complete the projects, the overtime budgeted costs remain the same as 2013.

Increase in vehicle and equipment parts is due largely to a fuel surcharge on the delivery of parts along with the continuing increase in the cost of the parts.

Reduction in interfund allocation is due to more fabrication work (welding, shear pin repair, sign post repair, etc.) being performed by the department's own employees rather than using a CEA mechanic.

In accordance with Wisconsin Department of Commerce regulations, the City is required to install fuel tank top and below dispenser containment systems, both equipped with leak detection sensors, at the Municipal Services Building. Additionally, the City's current fuel management system has been declared obsolete by the manufacturer and will no longer be supported after August 31, 2013. In order to address both of these issues, (continued next page)

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Response to customer needs					
Number of vehicles not available for use within 24 hours	68	70	65	65	62
Equipment available for operational readiness					
# of emergency breakdowns (hours)	319	291	325	325	300
# of service calls	258	202	240	240	230
Strategic Outcomes					
Safe reliable maintenance program					
Preventive maintenance hours	7,971	7,676	9,400	9,400	9,400
Corrective downtime hours	7,607	8,154	7,900	7,900	7,900
Accidents caused by mechanical failure	0	0	0	0	0
Work Process Outputs					
Service Performed					
# of changeovers performed	139	145	130	130	130

**CITY OF APPLETON 2014 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 502,872	\$ 538,751	\$ 516,221	\$ 516,221	\$ 518,137
6104 Call Time	935	973	1,400	1,400	1,400
6105 Overtime	7,601	1,995	11,200	11,200	11,200
6150 Fringes	216,135	194,366	219,659	219,659	198,649
6304 Postage/Freight	472	416	400	400	450
6309 Shop Supplies & Tools	22	50	-	-	-
6322 Gas/Oil Purchases	1,041,478	1,023,649	1,085,800	1,085,800	1,080,030
6326 Vehicle & Equipment Parts	454,163	414,654	415,000	415,000	423,300
6409 Inspection Fees	8,298	8,444	8,400	8,400	8,700
6417 Vehicle Repairs & Maint	158,469	194,615	202,000	202,000	202,000
6429 Interfund Allocations	(11,478)	(7,699)	(7,000)	(7,000)	(5,000)
6804 Machinery & Equipment	-	-	-	-	150,000
Total Expense	<u>\$ 2,378,967</u>	<u>\$ 2,370,214</u>	<u>\$ 2,453,080</u>	<u>\$ 2,453,080</u>	<u>\$ 2,588,866</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Gas/Oil Purchases *</u>		<u>Vehicle Repairs & Maint.</u>	
Fuel for vehicles & equipment:		Tire service	\$ 110,000
Unleaded gasoline: 152,240 gallons		Vehicle alignments	3,000
@ \$3.08/gallon	\$ 468,899	Towing services	1,700
Diesel fuel: 167,473 gallons		Vehicle cleaning/upholstery	4,800
@ \$3.47/gallon	581,131	Body shop work	52,000
Oil	30,000	Painting	10,000
	<u>\$ 1,080,030</u>	Outside fire vehicle maint.	20,500
			<u>\$ 202,000</u>
<u>Vehicle & Equipment Parts</u>		<u>Machinery & Equipment</u>	
Operational (engine, drive train, main body, etc.)	\$ 294,678	Fuel management system	\$ 150,000
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	106,794		<u>\$ 150,000</u>
Fire vehicle parts	21,828		
	<u>\$ 423,300</u>		

Major Changes in Revenues, Expenses or Programs (continued from previous page):

this budget includes \$150,000 to install fuel spill containment devices, reinstall or replace the fuel dispensers and concrete islands, and replace the existing fuel monitoring system including new software and fuel ring devices. The initial cost of the new system will be funded by a general obligation debt issue in 2014. The resulting debt service payments (beginning in 2015) will be funded by a fuel surcharge that will be added to each gallon of gas purchased by the user departments.

* The City does not pay federal gas tax (currently \$0.184/gal unleaded and \$0.244/gal diesel) and attains bulk purchasing rates.

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Interest Income	11,525	2,316	2,230-	10,000	10,000	10,000	10,000
Charges for Services	2,843,383	2,792,118	1,837,900	2,927,981	2,927,981	0	2,923,983
Intergov. Charges for Service	61,845	65,606	43,139	57,340	57,340	52,730	56,127
Other Revenues	2,467,054	2,108,812	169,713	2,303,076	2,303,076	2,160,550	2,448,014
TOTAL REVENUES	5,383,807	4,968,852	2,048,522	5,298,397	5,298,397	2,223,280	5,438,124
EXPENSES BY LINE ITEM							
Regular Salaries	14,345	14,083	10,638	15,519	15,519	15,830	15,830
Labor Pool Allocations	680,013	669,126	479,959	761,884	761,884	767,892	767,892
Call Time	981	973	1,247	1,900	1,900	1,700	1,700
Overtime	8,294	2,083	2,222	11,800	11,800	11,800	11,800
Part-Time	3,437	1,679	0	0	0	0	0
Other Compensation	2,477	6	55	450	450	460	460
Shift Differential	2,813	1,843	1,289	2,600	2,600	2,600	2,600
Sick Pay	11,913	2,609	737	0	0	0	0
Vacation Pay	60,299	64,216	41,241	0	0	0	0
Fringes	326,697	289,926	211,349	327,266	327,266	311,137	312,224
Salaries & Fringe Benefits	1,111,269	1,046,544	748,737	1,121,419	1,121,419	1,111,419	1,112,506
Training & Conferences	3,607	2,633	1,431	4,000	4,000	4,180	3,680
Office Supplies	913	807	653	850	850	850	850
Subscriptions	0	0	25	0	0	0	0
Memberships & Licenses	1,041	1,099	861	918	918	1,000	1,000
Postage & Freight	515	428	373	400	400	450	450
Awards & Recognition	420	420	86	420	420	420	420
Insurance	19,464	22,044	16,645	22,670	22,670	22,668	22,750
Rent	0	36	3,572	0	0	0	0
Depreciation Expense	1,977,849	2,044,301	1,542,292	1,950,000	1,950,000	1,921,000	2,100,000
Uncollectible Accounts	0	0	3,071	0	0	0	0
Discounts Available	46-	0	0	0	0	0	0
Interest Payments	1,898	1,768	1,466	1,619	1,619	1,418	1,418
Trans Out - Capital Projects	294,987	235,019	0	190,000	190,000	190,000	190,000
Administrative Expense	2,300,648	2,308,555	1,570,475	2,170,877	2,170,877	2,141,986	2,320,568
Shop Supplies & Tools	40,943	41,381	27,358	44,000	44,000	44,803	44,803
Chemicals	5,368	8,130	5,459	9,483	9,483	9,500	9,500
Paint & Supplies	30	9	0	0	0	0	0
Books & Library Materials	187	0	0	210	210	400	400
Printing & Reproduction	1,164	585	1,175	865	865	890	890
Clothing	1,519	833	622	980	980	1,000	1,000
Gas Purchases	1,041,478	1,023,649	783,894	1,085,800	1,085,800	1,014,413	1,080,030
Safety Supplies	604	509	351	615	615	615	615
Medical & Lab Supplies	44	47	56	50	50	50	50
Vehicle & Equipment Parts	454,163	414,654	345,582	415,000	415,000	0	423,300
Miscellaneous Equipment	5,044	6,518	3,495	8,000	8,000	432,800	9,500
Supplies & Materials	1,550,544	1,496,315	1,167,992	1,565,003	1,565,003	1,504,471	1,570,088
Accounting/Audit	1,933	1,731	0	2,290	2,290	1,900	2,350
Bank Services	305	214	70	450	450	400	400
Inspection Fees	8,298	8,444	4,408	8,400	8,400	8,700	8,700
Advertising	0	0	204	0	0	0	0
Interfund Allocations	11,478-	7,700-	3,574-	7,000-	7,000-	5,000-	5,000-
Health Services	0	17	0	0	0	0	0
Laundry Services	4,397	4,096	2,973	4,715	4,715	4,295	4,295
Other Contracts/Obligations	5,132	2,612	1,391	6,500	6,500	4,000	4,000
Purchased Services	8,587	9,414	5,472	15,355	15,355	14,295	14,745
Electric	10,709	10,681	7,416	11,470	11,470	11,395	11,395
Gas	15,685	10,077	8,670	17,198	17,198	12,026	12,026
Water	1,932	2,085	1,705	2,012	2,012	2,177	2,177
Waste Disposal/Collection	814	896	742	901	901	927	927
Stormwater	6,073	6,057	4,613	6,090	6,090	7,571	7,571
Cellular Telephone	761	729	513	888	888	948	948

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
Utilities	35,974	30,525	23,659	38,559	38,559	35,044	35,044
Vehicle Repair & Maintenance	158,091	194,591	156,223	202,000	202,000	202,000	202,000
Equipment Repair & Maintenan	7,908	5,773	3,406	9,750	9,750	9,750	9,750
Communications Equip. Repairs	378	0	0	0	0	0	0
Facilities Charges	22,015	20,778	10,189	22,191	22,191	22,200	22,866
Software Support	0	0	0	0	0	1,475	1,475
Repair & Maintenance	188,392	221,142	169,818	233,941	233,941	235,425	236,091
Machinery & Equipment	0	0	0	0	0	0	150,000
Capital Expenditures	0	0	0	0	0	0	150,000
TOTAL EXPENSES	5,195,414	5,112,495	3,686,153	5,145,154	5,145,154	5,042,640	5,439,042

CITY OF APPLETON 2014 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Charges for Services	\$ 2,916,741	\$ 2,887,562	\$ 2,985,321	\$ 2,985,321	\$ 2,980,110
Other	3,420	5,459	17,500	20,000	16,600
Total Revenues	<u>2,920,161</u>	<u>2,893,021</u>	<u>3,002,821</u>	<u>3,005,321</u>	<u>2,996,710</u>
Expenses					
Operating Expenses	2,920,680	2,831,407	3,003,535	3,000,000	2,997,624
Depreciation	1,977,850	2,044,301	1,950,000	2,100,000	2,100,000
Total Expenses	<u>4,898,530</u>	<u>4,875,708</u>	<u>4,953,535</u>	<u>5,100,000</u>	<u>5,097,624</u>
Operating Loss	(1,978,369)	(1,982,687)	(1,950,714)	(2,094,679)	(2,100,914)
Non-Operating Revenues (Expenses)					
Investment Income	11,526	2,317	10,000	5,000	10,000
Sale of City Property	285,747	228,478	190,000	190,000	190,000
Other Revenue	-	-	-	-	-
Interest Expense	(1,898)	(1,768)	(1,619)	(1,619)	(1,418)
Total Non-Operating	<u>295,375</u>	<u>229,027</u>	<u>198,381</u>	<u>193,381</u>	<u>198,582</u>
Income (Loss) before Contributions and Transfers	(1,682,994)	(1,753,660)	(1,752,333)	(1,901,298)	(1,902,332)
Contributions and Transfers In (Out)					
Capital Contributions	2,166,374	1,845,037	2,095,576	1,914,792	2,241,414
Transfers Out	(294,987)	(235,019)	(190,000)	(190,000)	(190,000)
Change in Net Assets	188,393	(143,642)	153,243	(176,506)	149,082
Net Assets - Beginning	<u>10,745,102</u>	<u>10,933,495</u>	<u>10,789,853</u>	<u>10,789,853</u>	<u>10,613,347</u>
Net Assets - Ending	<u>\$ 10,933,495</u>	<u>\$ 10,789,853</u>	<u>\$ 10,943,096</u>	<u>\$ 10,613,347</u>	<u>\$ 10,762,429</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 340,184	\$ 341,219
+ Change in Net Assets	(176,506)	149,082
- Capital Contributions	(1,914,792)	(2,241,414)
- Principal Repayment	(7,667)	(7,668)
+ Long Term Debt	-	150,000
- Fixed Assets	-	(150,000)
+ Depreciation	2,100,000	2,100,000
Working Cash - End of Year	<u>\$ 341,219</u>	<u>\$ 341,219</u>

**CITY OF APPLETON 2014 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT**

Year	2008 G.O. Notes	
	Principal	Interest
2014	7,668	1,418
2015	7,668	1,207
2016	7,668	971
2017	11,501	661
2018	11,501	230
	\$ 46,006	\$ 4,487

Note: Schedule is based on accrual method of accounting. G.O. bonds (to be funded by a CEA fuel surcharge) in the amount of \$150,000 are expected to be issued in 2014.

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM MISSION

This program accounts for funding sources and expenditures for the replacement of City vehicles and equipment.

PROGRAM NARRATIVE

This budget provides for the replacement of the following equipment in the CEA fund:

Equipment	Home Department	Funding Source			Total Cost
		CEA	General Fund	Sanitation Fund	
Reel Master Mower	Golf	\$ 79,875			\$ 79,875
Mini Dump 4x4	Facilities	42,300			42,300
SUV	Fire	20,500	7,630		28,130
Van	Water Dist	27,000			27,000
Service Truck	Water Dist	111,500			111,500
Side Load Automated (2)	Sanitation	501,300			501,300
Rear Loader	Sanitation	218,256			218,256
Pickup Truck w. lift	Sanitation	-		34,700	34,700
Squad - Marked (4)	Police	108,680			108,680
Squad - Unmarked (8)	Police	198,280			198,280
Squad - K-9 Unit	Police	29,380			29,380
Pickup 4x4 Crew Cab	Engineering	38,000			38,000
Pickup 4x4 Extended Cab	Engineering	30,100			30,100
Mini Van	Engineering	35,450			35,450
Car	Engineering	20,500			20,500
Tri-axle Dump	Street	226,000			226,000
Mini Dump 4x4	Street	67,000	5,400		72,400
Wheel Loader	Street	265,000			265,000
Large Blower	Street	154,700			154,700
Pickup 4x2 Crew Cab	Street	32,565	7,000		39,565
Plow	Street	14,998			14,998
		<u>\$ 2,221,384</u>	<u>\$ 20,030</u>	<u>\$ 34,700</u>	<u>\$ 2,276,114</u>

Major changes in Revenue, Expenditures, or Programs:

In 2013, the CEA Review Committee approved the following equipment transactions:

1. The upgrade of one regular cab pickup to a crew cab pickup with an arrow board (\$7,000 upgrade) and retain the existing unit as a spare.
2. The upgrade of a one ton two wheel drive mini dump truck to a one and a half ton four wheel drive mini dump truck (\$5,400 upgrade).
3. The upgrade of a fire department sedan to a sport utility vehicle (\$7,630 upgrade). (continued next page)

PERFORMANCE INDICATORS

	Actual 2011	Actual 2012	Target 2013	Projected 2013	Target 2014
Client Benefits/Impacts					
Cost effective service - # of vehicles:					
Retained an additional year*	34	18	21	21	21
Replaced early	1	0	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			% Change *
	2011	2012	Adopted 2013	Amended 2013	2014	
Program Revenues	\$ 2,185,239	\$ 2,091,913	\$ 2,525,952	\$ 2,531,999	\$ 2,243,680	-11.17%
Program Expenses	\$ 2,166,453	\$ 1,641,613	\$ 2,495,633	\$ 2,521,680	\$ 2,276,114	-8.80%
Expenses Comprised Of:						
Administrative Expense	79	1,142	-	-	-	N/A
Supplies & Materials	-	-	-	-	-	N/A
Capital Expenditures	2,166,374	1,640,471	2,495,633	2,521,680	2,276,114	-8.80%

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4710 Interest on Investments	\$ 108,484	\$ 32,504	\$ 70,000	\$ 70,000	\$ 45,000
4866 CEA Replacement Revenue	1,714,620	1,815,840	1,921,630	1,921,630	1,953,950
5921 Trans In - General Fund	-	8,550	23,000	29,047	20,030
5922 Trans In - Special Revenue	-	-	-	-	34,700
5924 Trans In - Capital Projects	-	-	295,057	295,057	-
5926 Trans In - Wastewater Utility	15,000	-	21,000	21,000	-
5927 Trans In - Parking Utility	52,148	-	-	-	-
5931 Trans In - Internal Service	294,987	235,019	195,265	195,265	190,000
Total Revenue	<u>\$ 2,185,239</u>	<u>\$ 2,091,913</u>	<u>\$ 2,525,952</u>	<u>\$ 2,531,999</u>	<u>\$ 2,243,680</u>
Expenses					
6303 Memberships & Licenses	\$ 79	\$ 1,142	\$ -	\$ -	\$ -
6804 Equipment	2,166,374	1,640,471	2,495,633	2,521,680	2,276,114
Total Expense	<u>\$ 2,166,453</u>	<u>\$ 1,641,613</u>	<u>\$ 2,495,633</u>	<u>\$ 2,521,680</u>	<u>\$ 2,276,114</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Trans In - Internal Service

Proceeds from sale of vehicles	\$ 190,000
	<u>\$ 190,000</u>

Equipment

Replacement vehicles & equipment (see list, previous page)	\$ 2,276,114
	<u>\$ 2,276,114</u>

Major Changes in Revenues, Expenditures or Programs (continued from previous page):

4. The addition of a new van to the Park and Recreation Department fleet. However, upon further discussions with the department, it was determined that an available used van from the Police Department would meet the needs of the Park and Recreation Department, so a new van was not purchased saving the City the cost of a new vehicle.

Per Council action, this budget also includes the addition of a pickup truck with lift gate to service multiple sizes of recycling carts.

**CITY OF APPLETON 2014 BUDGET
CEA REPLACEMENT
SOURCES AND USES OF FUNDS**

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Interest Income	\$ 108,485	\$ 32,504	\$ 70,000	\$ 40,000	\$ 45,000
Charges for Services	1,714,620	1,815,840	1,921,630	1,921,630	1,953,950
Total Revenues	<u>1,823,105</u>	<u>1,848,344</u>	<u>1,991,630</u>	<u>1,961,630</u>	<u>1,998,950</u>
Expenses					
Program Costs	2,166,453	1,641,613	2,495,633	2,410,349 *	2,276,114
Total Expenses	<u>2,166,453</u>	<u>1,641,613</u>	<u>2,495,633</u>	<u>2,410,349</u>	<u>2,276,114</u>
Revenues over (under) Expenses	(343,348)	206,731	(504,003)	(448,719)	(277,164)
Other Financing Sources (Uses)					
Transfers In - General Fund	-	8,550	23,000	23,000	20,030
Transfers In - Special Revenue	-	-	-	-	34,700
Transfers In - Capital Projects	-	-	295,057	295,057	-
Transfers In - Wastewater Utility	15,000	-	21,000	21,000	-
Transfers In - Parking Utility	52,148	-	-	-	-
Transfers In - Internal Service	294,987	235,019	195,265	195,265	190,000
Total Other Financing Sources (Uses)	<u>362,135</u>	<u>243,569</u>	<u>534,322</u>	<u>534,322</u>	<u>244,730</u>
Net Change in Equity	18,787	450,300	30,319	85,603	(32,434)
Fund Balance - Beginning	<u>2,655,084</u>	<u>2,673,871</u>	<u>3,124,171</u>	<u>3,124,171</u>	<u>3,209,774</u>
Fund Balance - Ending	<u>\$ 2,673,871</u>	<u>\$ 3,124,171</u>	<u>\$ 3,154,490</u>	<u>\$ 3,209,774</u>	<u>\$ 3,177,340</u>

* The \$2,419,349 projected costs for 2013 include \$95,500 for the replacement of a CEA service vehicle. The cost of this vehicle was not included in the original 2013 budget but is expected to be funded with an anticipated positive budget variance remaining after the purchase of the budgeted 2013 vehicles. Since the existing vehicle was "owned" by CEA, no replacement funds were being accumulated. Beginning in 2015, CEA will begin accumulating funds for the eventual replacement of the new vehicle. All of this activity is contingent upon a positive 2013 budget variance sufficient to fund the service vehicle, as well as approval by the CEA Review Committee and the Common Council.

CITY OF APPLETON 2014 BUDGET

HEALTH SERVICES DEPARTMENT

Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2014 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 2013 EVENTS

March and April of this year department staff participated in the planning of the Weight of the Fox Valley Summit. This two day event has lead to the formation of a tri-county (Outagamie, Calumet, and Winnebago) effort to reduce the health and economic burden of overweight and obesity has on our region. This will be a major project for the next several years.

This year department staff worked to promote the Fox Cities Bike Challenge. The challenge ran from May 1 - September 30, 2013. Prevention grant funds supported the development of promotional materials including posters on Valley Transit busses. The Fox Cities goal, recruiting 2,500 participants to ride 1 million miles, led to improved lifestyle and a healthier community.

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 (Affordable Care Act), 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 hospital based health care providers including Affinity, Thedacare, Aurora and Children's Hospital and Fox Valley health departments, including those in Calumet, Outagamie and Winnebago counties and the City of Menasha. This collaboration has lead to the use of the behavioral risk factor surveillance system to track trends in lifestyle related illness risks.

The Affordable Care Act has also brought changes to childhood immunizations. Any child with insurance is now required to receive their vaccine by their healthcare provider. We are monitoring this change to assure that our community immunization rates stay strong to protect both the individual and the community at large.

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 2013 has been on our most vulnerable populations including the homeless and victims of abuse.

In 2013, Appleton Health Department continued to provide public health preparedness staff support to the counties Marquette, Manitowoc, Waushara, Waupaca, and Winnebago. These communities have contracted with Appleton for services. Working together brings value through regional planning and response capacity.

CITY OF APPLETON 2014 BUDGET HEALTH SERVICES DEPARTMENT

MAJOR 2014 OBJECTIVES

The Weight of the Fox Valley Summit held the first quarter of 2013 has lead to a regional broad based community coalition to address this growing problem. 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 2014 and beyond, our department will collaborate with community partners to implement community intervention strategies to slow this trend.

As a department, we place a high value on our collaborative partnerships throughout the region and will continue to strengthen these existing relationships. Examples of these partnerships include the East Central Weights and Measures Consortium, Northeast Wisconsin Immunization Coalition, and Fox Valley Healthcare Forum, and our Northeast Wisconsin Public Health Preparedness Partnership, Fox Valley Community Health Improvement Coalition 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 TB, vaccine preventable illnesses such as pertussis and mumps and sexually transmitted diseases will remain a priority for the department. We will continue to strengthen our disease surveillance and communication with health care partners.

Also in 2014, 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. The Affordable Care Act aims to substantially reform the American health insurance system by lowering cost, increasing benefits, and increasing the number of people covered. The eligibility expansion of Medicaid is particularly helpful in covering childless adults and working parents. There is concern however that our state choose not to participate in the expansion which will likely lead to less coverage available to our citizens. We will work with our partners to address these gaps when possible.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 335,799	\$ 317,817	\$ 309,659	\$ 314,204	\$ 305,564	-1.32%
Program Expenses							
12510	Administration	195,390	165,394	150,734	150,734	153,439	1.79%
12520	Nursing	471,222	501,003	503,294	507,839	497,839	-1.08%
12530	Environmental Health	325,101	289,552	320,604	320,604	326,406	1.81%
12540	Weights & Measures	172,977	171,837	175,716	175,716	175,551	-0.09%
TOTAL		\$ 1,164,690	\$ 1,127,786	\$ 1,150,348	\$ 1,154,893	\$ 1,153,235	0.25%
Expenses Comprised Of:							
	Personnel	1,079,871	1,052,934	1,057,687	1,062,232	1,065,817	0.77%
	Administrative Expense	12,887	13,396	16,545	16,545	16,959	2.50%
	Supplies & Materials	23,310	16,120	20,550	20,550	18,800	-8.52%
	Purchased Services	26,700	25,173	28,835	28,835	28,335	-1.73%
	Utilities	2,059	3,349	3,930	3,930	5,490	39.69%
	Repair & Maintenance	19,863	16,814	22,801	22,801	17,834	-21.78%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	12.61	12.36	12.36	12.36	12.35	

* % change from prior year adopted budget
Health.xls

**CITY OF APPLETON 2014 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

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Trained staff					
% of staff feeling adequately trained	100%	100%	100%	100%	100%
Safe workplace					
# unresolved safety issues	0	0	0	0	0
Strategic Outcomes					
Full service health dept. *					
Level III identification:					
# of outstanding issues	0	0	0	0	0
Work Process Outputs					
Training					
Hours of training per employee	32	45	40	40	40
Staff assessments					
% done within 10 days of due date	100%	100%	100%	100%	100%
Collaboration with health care providers					
# meetings	78	87	80	80	80
Prepare annual report					
Completed by 120th day of following year	4/25/2011	4/27/2013	4/26/2013	4/26/2013	4/25/2014

* 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 2014 BUDGET
HEALTH SERVICES DEPARTMENT**

Administration

Business Unit 12510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv. - Nontax	\$ -	\$ -	\$ 40	\$ 40	\$ 40
4802 Charges for Serv. - Tax	177	2,521	-	-	-
Total Revenue	<u>\$ 177</u>	<u>\$ 2,521</u>	<u>\$ 40</u>	<u>\$ 40</u>	<u>\$ 40</u>
Expenses					
6101 Regular Salaries	\$ 132,875	\$ 117,435	\$ 102,567	\$ 102,567	\$ 104,608
6105 Overtime	451	1	-	-	-
6150 Fringes	53,728	35,733	35,515	35,515	36,119
6201 Training\Conferences	356	1,129	750	750	1,000
6206 Parking Permits	1,088	660	936	936	972
6301 Office Supplies	1,556	943	2,000	2,000	1,750
6303 Memberships & Licenses	495	1,768	1,378	1,378	1,800
6305 Awards & Recognition	49	-	218	218	210
6307 Food & Provisions	259	269	290	290	280
6316 Miscellaneous Supplies	260	2,849	400	400	400
6320 Printing & Reproduction	3,287	3,301	4,500	4,500	4,000
6327 Miscellaneous Equipment	147	33	700	700	700
6412 Advertising / Publication	135	-	-	-	-
6413 Utilities	704	1,273	1,180	1,180	1,300
6418 Equip Repairs & Maint	-	-	300	300	300
Total Expense	<u>\$ 195,390</u>	<u>\$ 165,394</u>	<u>\$ 150,734</u>	<u>\$ 150,734</u>	<u>\$ 153,439</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 BUDGET
HEALTH SERVICES DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM MISSION

The nursing program prevents disease and promotes health through epidemiology, collaboration, consultation, assessment, intervention, and case management, to citizens and health care providers of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Prevent the occurrence and spread of disease in the community through disease investigation, intervention, and partner notification; immunization against vaccine preventable diseases; investigation of elevated childhood blood lead levels; data collection; coordination with other area providers and the State; and public education.

Promote citizen health through assessment, intervention, case management, and education for high risk families and adults.

Major Changes in Revenue, Expenditures or Programs:

We are currently in a contractual arrangement with Oneida Heights to provide on-site nursing services. This program keeps individuals healthy and allows them to remain independent. The Residential Opportunity and Self-Sufficiency (ROSS) service grant for the Appleton Housing Authority that supports Oneida Heights will support the nursing hours. The ROSS service grant is paid directly to the Appleton Housing Authority.

Grant nursing funds are reimbursed based on services provided (cases presented), therefore no budget is presented. As we respond to cases and are reimbursed, budget adjustments are prepared.

The decrease in fringes from 2013 - 2014 is due to a new employee waiving insurance coverage.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
TB disease resolved					
3 negative tests, completion of treatment, improved clinical status	100%	1 resolved	100%	100%	100%
Occupational health initiatives					
Annual tuberculosis (TB) training and testing Police, Fire, and Health	20%	100%	100%	100%	100%
Strategic Outcomes					
Minimize epidemiologically linked TB cases					
# of cases based on data review	0	0	0	0	0
Increased vaccine coverage					
% of school aged children vaccinated	97.1%	99.1%	95.0%	98.0%	99.0%
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	128	123	100	100	100
TB skin tests: Police, Fire, and Health					
# of TB skin tests	23	93	90	90	90

**CITY OF APPLETON 2014 BUDGET
HEALTH SERVICES DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4225 Health Grants & Aids	\$ 11,057	\$ 7,456	\$ -	\$ 4,545	\$ -
4801 Charges for Serv.- Nontax	23,536	2,353	12,000	12,000	2,000
5035 Other Reimbursements	63,315	66,537	56,314	56,314	57,364
Total Revenue	<u>\$ 97,908</u>	<u>\$ 76,346</u>	<u>\$ 68,314</u>	<u>\$ 72,859</u>	<u>\$ 59,364</u>
Expenses					
6101 Regular Salaries	\$ 316,345	\$ 343,223	\$ 339,527	\$ 341,333	\$ 348,896
6105 Overtime	130	-	-	-	-
6108 Part-Time	18,002	15,159	10,201	12,056	10,319
6150 Fringes	95,150	111,188	114,198	115,082	99,672
6201 Training\Conferences	808	848	1,000	1,000	1,000
6202 Local Auto Expense	2,161	1,730	3,000	3,000	3,000
6206 Parking Permits	2,592	2,688	2,688	2,688	2,772
6302 Subscriptions	-	-	80	80	80
6303 Memberships & Licenses	-	150	195	195	195
6324 Medical\Lab Supplies	16,104	7,523	10,000	10,000	10,000
6327 Miscellaneous Equipment	150	-	-	-	-
6413 Utilities	582	748	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	6,698	5,226	9,000	9,000	8,500
6432 Lab. Services	-	20	200	200	200
Total Expense	<u>\$ 471,222</u>	<u>\$ 501,003</u>	<u>\$ 503,294</u>	<u>\$ 507,839</u>	<u>\$ 497,839</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 BUDGET
HEALTH SERVICES DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM MISSION

The Environmental Health program ensures safe food handling practices and protects the health and safety of Appleton residents and visitors through annual licensed establishment inspections, nuisance complaint investigations and communicable disease epidemiology.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Prevent the occurrence and spread of disease in the community through regulatory activities in public eating/drinking establishments, retail food establishments, recreational facilities, and body art establishments.

Assess, consult, and correct human health hazards including those associated with lead paint, solid waste, housing sanitation, potential rabies exposure and vector control.

Provide public education and act as a referral mechanism to other State and local agencies for information on environmental and safety hazards.

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Fair and consistent inspection process					
Positive triennial survey results	99%	97%	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	256	294	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	0	0	0	0	0
Work Process Outputs					
Annual inspections and follow ups					
# of inspections	630	515	600	530	530
# follow up inspections	88	106	150	125	125
Response to complaints					
# of complaints/follow ups	187/112	142/52	200/125	175/125	175/125
Initial response within 3 business days	99%	100%	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	326	337	325	350	325

**CITY OF APPLETON 2014 BUDGET
HEALTH SERVICES DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4305 Health	\$ 123,265	\$ 122,558	\$ 121,700	\$ 121,700	\$ 124,700
Total Revenue	<u>\$ 123,265</u>	<u>\$ 122,558</u>	<u>\$ 121,700</u>	<u>\$ 121,700</u>	<u>\$ 124,700</u>
Expenses					
6101 Regular Salaries	\$ 223,872	\$ 201,017	\$ 219,076	\$ 219,076	\$ 223,888
6104 Call Time	335	-	-	-	-
6105 Overtime	1,301	1	500	500	500
6150 Fringes	81,671	71,348	78,137	78,137	80,847
6201 Training\Conferences	355	70	800	800	700
6206 Parking Permits	1,344	1,347	1,008	1,008	1,044
6302 Subscriptions	216	216	220	220	150
6303 Memberships & Licenses	95	95	100	100	100
6304 Postage\Freight	-	-	50	50	50
6316 Miscellaneous Supplies	597	176	850	850	800
6324 Medical\Lab Supplies	172	413	250	250	250
6327 Miscellaneous Equipment	-	121	300	300	300
6413 Utilities	558	831	1,040	1,040	2,480
6418 Equip Repairs & Maint	537	538	750	750	700
6425 CEA Equip. Rental	6,681	5,952	9,923	9,923	6,997
6431 Interpreter Services	-	60	100	100	100
6432 Lab. Services	7,367	7,367	7,500	7,500	7,500
Total Expense	<u>\$ 325,101</u>	<u>\$ 289,552</u>	<u>\$ 320,604</u>	<u>\$ 320,604</u>	<u>\$ 326,406</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Reduce price scanning errors					
Error trend reporting compliance	98.4%	98.5%	96.0%	96.0%	96.0%
Accurate informative labeling					
Positive consumer survey responses	94.6%	100.0%	98.0%	98.0%	98.0%
Accurate measuring devices					
% of devices that measure accurately	96.5%	96.6%	95.0%	95.0%	95.0%
Strategic Outcomes					
Improved system of price control					
Error trend reporting compliance	96.9%	97.1%	96.0%	96.0%	96.0%
Reduced short weight and measure sales					
Error trend reporting compliance	92.8%	92.0%	92.0%	92.0%	96.0%
Confidence of businesses in system integrity					
Positive consumer survey responses	97.4%	99.6%	98.0%	98.0%	98.0%
Work Process Outputs					
Price scanning inspections					
# of annual and reinspections	147	148	115	120	120
Commodity inspections					
# of inspections	12,178	11,936	11,000	11,000	11,000
Device inspections					
# of inspections	1,667	1,729	1,700	1,700	1,700

**CITY OF APPLETON 2014 BUDGET
HEALTH SERVICES DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4312 Weights & Measures	\$ 52,329	\$ 53,839	\$ 55,900	\$ 55,900	\$ 57,600
4801 Charges for Serv.- Nontax	62,120	62,553	63,705	63,705	63,860
Total Revenue	\$ 114,449	\$ 116,392	\$ 119,605	\$ 119,605	\$ 121,460
Expenses					
6101 Regular Salaries	\$ 103,289	\$ 99,272	\$ 99,830	\$ 99,830	\$ 102,118
6104 Call Time	18	-	-	-	-
6105 Overtime	80	2	-	-	-
6108 Part Time	13,857	13,599	11,082	11,082	11,191
6150 Fringes	38,767	44,956	47,054	47,054	47,659
6201 Training\Conferences	612	571	900	900	900
6206 Parking Permits	751	762	732	732	756
6302 Subscriptions	-	-	50	50	50
6303 Memberships & Licenses	150	150	150	150	150
6316 Miscellaneous Supplies	175	254	350	350	350
6327 Miscellaneous Equipment	2,419	1,450	3,200	3,200	2,000
6413 Utilities	215	498	640	640	640
6418 Equip Repairs & Maint	155	450	600	600	600
6425 CEA Equip. Rental	12,489	9,873	11,228	11,228	9,237
6429 Interfund Allocations	-	-	(100)	(100)	(100)
Total Expense	\$ 172,977	\$ 171,837	\$ 175,716	\$ 175,716	\$ 175,551

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Charges for Service - Nontax

Charges for sealer's services @ \$412/day	# of Days	Charge
New London	17	\$ 7,004
Waupaca	22	9,064
Kaukauna	14	5,768
Kimberly	7	2,884
Little Chute	12	4,944
Ashwaubenon	50	20,600
Ripon	20	8,240
Berlin	13	5,356
	155	\$ 63,860

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Intergovernmental Revenues	11,057	9,956	7,755	0	4,545	3,000	0
Licenses	175,594	176,398	124,562	177,600	177,600	182,300	182,300
Charges for Services	85,833	64,927	48,377	75,745	75,745	65,745	65,900
Other Revenues	63,315	66,537	56,262	56,314	56,314	56,314	57,364
TOTAL REVENUES	335,799	317,818	236,956	309,659	314,204	307,359	305,564
EXPENSES BY LINE ITEM							
Regular Salaries	692,057	685,340	480,335	762,619	762,806	779,796	778,779
Call Time	353	0	0	0	0	0	0
Overtime	1,962	4	119	500	500	500	500
Part-Time	18,002	15,159	13,895	19,664	23,138	21,510	21,510
Other Compensation	0	0	1,138	0	0	0	731
Sick Pay	15,207	4,199	1,270	0	0	0	0
Vacation Pay	82,974	85,007	58,040	0	0	0	0
Fringes	269,316	263,225	185,226	274,904	275,788	264,472	264,297
Salaries & Fringe Benefits	1,079,871	1,052,934	740,023	1,057,687	1,062,232	1,066,278	1,065,817
Training & Conferences	2,131	2,618	2,056	3,450	3,450	3,600	3,600
Local Auto Expense	2,161	1,730	1,725	3,000	3,000	3,000	3,000
Parking Permits	5,775	5,457	5,348	5,364	5,364	5,544	5,544
Office Supplies	1,556	943	330	2,000	2,000	1,750	1,750
Subscriptions	216	216	0	350	350	280	280
Memberships & Licenses	740	2,163	1,775	1,823	1,823	2,245	2,245
Postage & Freight	0	0	0	50	50	50	50
Awards & Recognition	49	0	100	218	218	210	210
Food & Provisions	259	269	76	290	290	280	280
Administrative Expense	12,887	13,396	11,410	16,545	16,545	16,959	16,959
Miscellaneous Supplies	1,031	3,279	555	1,600	1,600	1,550	1,550
Printing & Reproduction	3,287	3,301	1,765	4,500	4,500	4,000	4,000
Medical & Lab Supplies	16,276	7,936	1,073	10,250	10,250	10,250	10,250
Miscellaneous Equipment	2,716	1,604	1,759	4,200	4,200	4,200	3,000
Supplies & Materials	23,310	16,120	5,152	20,550	20,550	20,000	18,800
Advertising	135	0	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	6,698	5,286	3,324	9,100	9,100	8,600	8,600
Lab Fees	7,367	7,387	24	7,700	7,700	7,700	7,700
Purchased Services	26,700	25,173	15,848	28,835	28,835	28,335	28,335
Waste Disposal/Collection	102	476	124	0	0	0	0
Telephone	1,255	1,327	981	1,180	1,180	3,410	3,410
Cellular Telephone	702	1,545	1,515	2,750	2,750	640	2,080
Utilities	2,059	3,348	2,620	3,930	3,930	4,050	5,490
Equipment Repair & Maintenance	692	988	0	1,650	1,650	1,600	1,600
CEA Equipment Rental	19,171	15,826	13,226	21,151	21,151	16,234	16,234
Repair & Maintenance	19,863	16,814	13,226	22,801	22,801	17,834	17,834
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,164,690	1,127,785	788,279	1,150,348	1,154,893	1,153,456	1,153,235

CITY OF APPLETON 2014 BUDGET

HEALTH GRANTS SPECIAL REVENUE FUNDS

Health Officer: Kurt D. Eggebrecht

**CITY OF APPLETON 2014 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 2013 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 was no longer funded but local preparedness planning continued. Several area Health departments contracted with Appleton to provide shared service opportunities including Waushara, Marquette, Manitowoc, Winnebago, and Waupaca, counties.

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MAJOR 2014 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.

Discontinued Programs	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
TB Grant					
Revenue	\$ 87	\$ 742	\$ -	\$ -	\$ -
Expense	\$ 87	\$ 742	\$ -	\$ 1,861	\$ -
Prevention Grant					
Revenue	\$ 15,550	\$ 1,895	\$ -	\$ 5,170	\$ -
Expense	\$ 15,550	\$ 1,895	\$ -	\$ 8,926	\$ -
Tobacco Control Grant					
Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expense	\$ -	\$ -	\$ -	\$ 3,278	\$ -

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	
Program Revenues		\$ 282,395	\$ 189,862	\$ 162,016	\$ 188,909	\$ 188,403	16.29%
Program Expenses							
2011	MCH Grant	33,885	45,879	34,114	38,517	38,982	14.27%
2014	CDC Lead Grant	14,074	10,036	10,337	9,654	9,605	-7.08%
2015	Immunization Grant	22,066	24,725	21,830	21,929	23,988	9.89%
2018	Bioterrorism Grant	196,733	106,585	108,000	126,548	109,984	1.84%
	Discontinued Programs	15,637	2,637	-	14,065	-	N/A
TOTAL		\$ 282,395	\$ 189,862	\$ 174,281	\$ 210,713	\$ 182,559	4.75%
Expenses Comprised Of:							
	Personnel	224,378	175,069	166,609	189,119	169,281	1.60%
	Administrative Expense	6,257	3,050	1,884	15,653	2,325	23.41%
	Supplies & Materials	30,815	5,595	681	2,414	6,206	811.31%
	Purchased Services	18,719	5,526	4,227	2,647	3,867	-8.52%
	Utilities	2,226	622	880	880	880	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	3.34	1.84	1.64	1.64	1.66	

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

**CITY OF APPLETON 2014 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 major changes.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Access to prenatal care # of women served	21	11	15	10	10
Strategic Outcomes					
Reduce # of deaths of children from birth to 1 due to unsafe sleep environments # of infant / toddler deaths	0	1	0	0	0
Work Process Outputs					
# of clients served who receive Ages and Stages assessment and education	46	38	50	30	30
Attend community meetings	95%	95%	95%	95%	95%

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS**

Health Services Grants - MCH Grant

Business Unit 2011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4225 Health Grants & Aids	\$ 33,885	\$ 45,879	\$ 34,114	\$ 38,517	\$ 38,982
	<u>\$ 33,885</u>	<u>\$ 45,879</u>	<u>\$ 34,114</u>	<u>\$ 38,517</u>	<u>\$ 38,982</u>
Expenses					
6101 Regular Salaries	\$ 27,842	\$ 33,669	\$ 27,479	\$ 6,221	\$ 6,346
6108 Part-Time	-	-	-	27,080	20,621
6150 Fringes	3,868	5,111	4,654	3,400	4,109
6201 Training/Conferences	1,057	1,124	-	700	400
6202 Local Auto Expense	264	360	500	400	500
6324 Medical/Lab Supplies	854	5,577	481	600	6,006
6431 Interpreter Services	-	38	1,000	116	1,000
	<u>\$ 33,885</u>	<u>\$ 45,879</u>	<u>\$ 34,114</u>	<u>\$ 38,517</u>	<u>\$ 38,982</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2014 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - CDC Lead Grant

Business Unit 2014

PROGRAM MISSION

Provide lead poisoning prevention services to high-risk children in the City of Appleton.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The Lead Poisoning Prevention Program is intended to:

- Assure screening for elevated blood lead levels in children at risk for lead poisoning.
- Decrease identified lead hazards in the environment.
- Increase awareness of lead poisoning, prevention, and control among community stakeholders.
- Link lead poisoned children and families to appropriate medical, housing, and support services.

Major changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Treatment for elevated blood levels Children with elevated blood lead levels (EBLs) will show a progressive decline in blood lead levels in the 12 months following home visit	100%	100%	100%	100%	100%
Strategic Outcomes					
Decrease the incidence of elevated blood lead levels (EBLs)					
# of EBLs >19	2	1	3	3	3
# of EBLs 10-19	0	1	4	4	4
Work Process Outputs					
Children with EBLs will be contacted with test results, recommendations for further screening, and information on lead hazard reduction.					
# of environmental inspections/ educational sessions	36	25	25	25	25

CITY OF APPLETON 2014 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - CDC Lead Grant

Business Unit 2014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4225 Health Grants & Aids	\$ 14,074	\$ 10,036	\$ 10,337	\$ 9,654	\$ 9,605
	<u>\$ 14,074</u>	<u>\$ 10,036</u>	<u>\$ 10,337</u>	<u>\$ 9,654</u>	<u>\$ 9,605</u>
Expenses					
6101 Regular Salaries	\$ 11,583	\$ 8,741	\$ 8,848	\$ 8,045	\$ 8,200
6108 Part-Time	-	-	-	-	-
6150 Fringes	2,038	1,276	1,489	1,354	1,405
6201 Training & Conferences	295	-	-	240	-
6324 Medical / Lab Supplies	106	19	-	15	-
6431 Interpreter Services	52	-	-	-	-
	<u>\$ 14,074</u>	<u>\$ 10,036</u>	<u>\$ 10,337</u>	<u>\$ 9,654</u>	<u>\$ 9,605</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2014 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Vaccine Improvement Grant

Business Unit 2015

PROGRAM MISSION

Provide immunization to children from the ages of 2 months to 18 years, without barriers, in order to prevent disease. In addition, these resources are used to provide outreach and education.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The department's immunization program is expected to administer vaccines primarily to children from 2 months through 18 years of age and assist in developing the immunization infrastructure necessary to raise immunization levels and prevent vaccine preventable diseases such as diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, haemophilus influenza B, varicella, rotavirus, hepatitis B, hepatitis A and bacterial meningitis.

Major changes in Revenue, Expenditures or Programs:

The Affordable Care Act (ACA) requires children who have insurance to receive the vaccine at their physician's office. This will shift the role of public health to assurance rather than direct service. We will continue to monitor vaccination rates as well as rates of illness from vaccine preventable diseases.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Immunization rate @ 24 months of age % @ 24 months immunized	78%	81%	80%	80%	80%
Strategic Outcomes					
Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age					
# of cases	40	254	20	20	20
# cases statewide	949	3,859	700	700	600
Work Process Outputs					
Internal case audit by 2/15 # of tracking contacts	2/15/2012 2,425	2/15/2013 1,179	2/15/2014 2,000	2/15/2014 2,000	2/15/2015 2,000

CITY OF APPLETON 2014 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Vaccine Improvement Grant

Business Unit 2015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4225 Health Grants & Aids	\$ 22,066	\$ 24,725	\$ 21,830	\$ 21,929	\$ 23,988
	<u>\$ 22,066</u>	<u>\$ 24,725</u>	<u>\$ 21,830</u>	<u>\$ 21,929</u>	<u>\$ 23,988</u>
Expenses					
6101 Regular Salaries	\$ 4,209	\$ 5,227	\$ 4,415	\$ 2,914	\$ 4,459
6108 Part-Time	11,827	14,069	12,275	14,081	14,365
6150 Fringes	2,845	2,695	2,404	2,595	2,802
6201 Training & Conferences	-	27	-	200	-
6324 Medical / Lab Supplies	-	-	-	99	-
6430 Health Services	435	235	800	404	800
6431 Interpreter Services	2,750	2,472	1,936	1,636	1,562
	<u>\$ 22,066</u>	<u>\$ 24,725</u>	<u>\$ 21,830</u>	<u>\$ 21,929</u>	<u>\$ 23,988</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2014 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Bioterrorism Grant

Business Unit 2018

PROGRAM MISSION

Provide regional approach to all hazards emergency preparedness. Appleton provides staff support to the NEW (Northeast Wisconsin) Public Health Preparedness Partners, comprised of six area health departments.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

To prepare and train for public health emergencies which may result from terrorist activity or naturally occurring events such as an influenza pandemic.

Prepare response plans which integrate and complement local Emergency Operations Plans (EOP) or Emergency Support Functions (ESF).

Establish and maintain 24/7 response capacity.

Encourage and support a regional response to communicable disease prevention, response and recovery.

Major changes in Revenue, Expenditures or Programs:

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, we maintained agreements with several counties. The grant period is from July 2013 - June 2014. We have received contracts from and Manitowoc (\$7,000) Marquette (\$6,000), Waushara (\$6,000), Waupaca (\$8,000) and Winnebago (\$32,500) counties. It is also assumed these contracts will be renewed in July 2014, provided there is no change in State and federal funding.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
# of trainings available	14	16	7	15	14
Strategic Outcomes					
Active regional coalition					
# of meetings / year	11	5	5	7	6
Work Process Outputs					
% of coalition meetings attended	100%	100%	100%	100%	100%

CITY OF APPLETON 2014 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Bioterrorism Grant

Business Unit 2018

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4225 Health Grants & Aids	\$ 170,645	\$ 50,188	\$ 41,923	\$ 59,827	\$ 56,328
4801 Charges for Serv. - Nontax	26,088	56,397	53,812	53,812	59,500
	<u>\$ 196,733</u>	<u>\$ 106,585</u>	<u>\$ 95,735</u>	<u>\$ 113,639</u>	<u>\$ 115,828</u>
Expenses					
6101 Regular Salaries	\$ 113,236	\$ 74,728	\$ 75,108	\$ 85,331	\$ 76,607
6105 Overtime	132	-	-	-	-
6150 Fringes	46,798	29,492	29,937	36,237	30,367
6201 Training\Conferences	2,349	300	500	2,525	500
6202 Local Auto Expense	-	549	-	-	-
6206 Parking Permits	834	393	384	384	425
6301 Office Supplies	340	-	500	500	500
6303 Memberships & Licenses	580	-	-	-	-
6320 Printing & Reproduction	-	-	200	200	200
6327 Miscellaneous Equipment	28,694	-	-	-	-
6401 Accounting\Audit	1,545	500	491	491	505
6413 Utilities	2,225	623	880	880	880
	<u>\$ 196,733</u>	<u>\$ 106,585</u>	<u>\$ 108,000</u>	<u>\$ 126,548</u>	<u>\$ 109,984</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Intergovernmental Revenues	256,307	133,465	98,611	108,204	116,554	120,160	128,903
Charges for Services	26,088	56,397	49,940	53,812	53,812	56,327	59,500
TOTAL REVENUES	282,395	189,862	148,551	162,016	170,366	176,487	188,403
EXPENSES BY LINE ITEM							
Regular Salaries	108,854	75,538	54,710	123,710	94,466	119,842	105,518
Overtime	132	0	0	0	0	0	0
Part-Time	43,559	48,140	27,223	4,415	50,787	4,459	25,080
Sick Pay	2,303	92	1,792	0	0	0	0
Vacation Pay	13,981	12,717	8,967	0	0	0	0
Fringes	55,550	38,582	26,795	38,484	43,866	38,922	38,683
Salaries & Fringe Benefits	224,379	175,069	119,487	166,609	189,119	163,223	169,281
Training & Conferences	4,239	1,747	4,126	500	14,169	900	900
Local Auto Expense	264	910	813	500	600	500	500
Parking Permits	834	393	423	384	384	425	425
Office Supplies	340	0	5,291	500	500	500	500
Memberships & Licenses	580	0	0	0	0	0	0
Postage & Freight	0	0	146	0	0	0	0
Administrative Expense	6,257	3,050	10,799	1,884	15,653	2,325	2,325
Miscellaneous Supplies	0	0	1,260	0	1,500	0	0
Printing & Reproduction	827	0	0	200	200	200	200
Medical & Lab Supplies	960	5,595	87	481	714	6,006	6,006
Miscellaneous Equipment	29,029	0	0	0	0	0	0
Supplies & Materials	30,816	5,595	1,347	681	2,414	6,206	6,206
Accounting/Audit	1,545	500	0	491	491	491	505
Consulting Services	13,850	1,600	0	0	0	0	0
Health Services	522	916	880	800	404	800	800
Interpreter Services	2,803	2,510	1,230	2,936	1,752	2,562	2,562
Purchased Services	18,720	5,526	2,110	4,227	2,647	3,853	3,867
Telephone	245	223	160	0	0	0	0
Cellular Telephone	1,980	399	359	880	880	880	880
Utilities	2,225	622	519	880	880	880	880
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	282,397	189,862	134,262	174,281	210,713	176,487	182,559

**CITY OF APPLETON 2014 BUDGET
HEALTH SERVICES GRANT FUND
SOURCES AND USES OF FUNDS**

Revenues	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Intergovernmental	\$ 282,395	\$ 133,465	\$ 108,204	\$ 129,229	\$ 128,903
Charges for Service	-	56,397	53,812	57,259	59,500
Total Revenues	<u>282,395</u>	<u>189,862</u>	<u>162,016</u>	<u>186,488</u>	<u>188,403</u>
Expenses					
Program Costs	282,395	189,862	174,281	141,821	182,559
Total Expenses	<u>282,395</u>	<u>189,862</u>	<u>174,281</u>	<u>141,821</u>	<u>182,559</u>
Revenues over (under) Expenses	-	-	(12,265)	44,667	5,844
Fund Balance - Beginning	-	-	-	-	44,667
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (12,265)</u>	<u>\$ 44,667</u>	<u>* \$ 50,511</u>

* Represents expected carryover of Bioterrorism grant dollars received but not expended at year end since runs on a July-June fiscal year

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS**

NOTES

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CITY OF APPLETON 2014 BUDGET

POLICE DEPARTMENT

Police Chief: Peter J. Helein

Deputy Police Chief: Robert M. Kavanaugh

Deputy Police Chief: Todd D. Olm

CITY OF APPLETON 2014 BUDGET POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2013 EVENTS

The Police Department continues to promote internal and external collaborations that identify our broad strategic objectives and long-term outcome goals. Significant events in 2013 emphasize collaborations that provide a safer environment through aggressive crime prevention activities, diligent community policing, neighborhood involvement, and swift response to calls for service.

The Department welcomed its third canine, Jico, after several months of extensive training. The canine unit has been very successful not only assisting the Patrol Division, but also the Department's drug unit. The combined efforts of our canines and handlers have resulted in the apprehension of dozens of suspects, the locating of missing persons, and the seizure of pounds of illicit narcotics.

Outagamie County's 800 MHz radio communication tower construction project will be completed in 2013 along with the upgrade of department mobile and portable radios. The completion of this project will ensure communication within our jurisdiction and with other public safety partners. VARDA equipment (Voice Activated Radio Dispatch Alarms; i.e. silent radio alarms) will also be upgraded as a result of the change to 800 MHz. The current VARDA's cannot be covered due to their age and operating on 700 MHz. Annual replacement of units will be done to maintain the ability to utilize this valuable tool.

The identification unit continues to look at ways to streamline the discovery process working both internally and externally with the District Attorney's office from all three counties to help reduce department costs in manpower and material. Investigators continue to work with the DA's office and Public Defender's office on some of the technical issues to provide electronic access to discovery information.

To positively influence the effectiveness of law enforcement services, we have expanded media releases to include Twitter and Facebook to reach out to citizens in real time. Keeping up with new technology will continue to be a challenge, however we strive to enhance media relations and expand community support.

A major change in receiving anonymous tips was the move from WeTip, a conventional call-in tip service, to TipSoft, which is more of an interactive product with additional features. People submitting tips with TipSoft can contact the Appleton Police Department (APD) anonymously via the city's website or by texting tips to 274637 (crimes). We can communicate with the tipsters while keeping them anonymous. TipSoft also gives us the ability to offer crime mapping and analytic capabilities. The public version of the mapping product allows the public to view crime data via the web using chosen offense and date/time parameters. People can submit tips to APD from the map as well. The internal crime analysis component will allow APD employees to analyze crime information like never before.

The police school liaison unit implemented the use of threat assessment teams, which will gauge the validity of threats made in the school setting.

The Operations Division continues to maximize resources by utilizing a targeted approach toward crime fighting. Efforts such as the residency verification program in which patrol officers check in on registered sex offenders and the gang suppression team that pairs patrol officers with known gang members serve as two examples. When appropriate, interagency resource sharing has proven to be both efficient and effective in fighting crime; as exemplified by the successes of the Appleton/Outagamie County community resource unit agreement.

CITY OF APPLETON 2014 BUDGET POLICE DEPARTMENT

MAJOR 2014 OBJECTIVES

Due to changes in the State crime labs policy on processing DNA evidence, other options will need to be explored to help solve misdemeanor crimes. This may involve reinstating the processing of fingerprint evidence in the local automated fingerprint identification system (AFIS) databank or working with Fox Valley Technical College on implementing a local DNA databank. Both of these systems would help improve investigator's efforts in combating the property crime issues in Appleton.

Re-examine district and shift staffing levels to evaluate resource maximization and focus on technology utilization to meet growing demands and supplement officers' activities

Continued spotlight on the violent crime index and crimes related to it

Maintain staffing levels through ongoing hiring processes for sworn staff in anticipation of retirements

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 including expanding TipSoft capabilities

Continue to evaluate technology to keep pace with the change in systems and processes designed to improve police officer efficiency

The duty disability portion of the Wisconsin retirement rate has decreased significantly (3.14%) in 2014. The duty disability rates, applicable to protective service category employees only, vary based on claims experience. The rates are decreasing due to strides made toward making the State's duty disability program fully funded. The reduction in rates shows the positive effect of having a fully funded program.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 931,598	\$ 912,114	\$ 885,549	\$ 894,799	\$ 899,952	1.63%
Program Expenses							
17511	Executive Management	537,542	562,712	559,767	559,767	551,734	-1.44%
17512	Administrative Services	1,096,672	1,123,374	1,245,222	1,245,222	1,238,696	-0.52%
17513	Support Services	623,269	457,205	397,204	406,454	368,598	-7.20%
17514	Public Communication	778,559	654,544	689,720	689,720	710,390	3.00%
17522	Crossing Guards	158,422	165,741	166,702	166,702	169,274	1.54%
17524	Community Services	296,532	287,313	349,340	349,340	330,653	-5.35%
17531	PSL	1,358,467	1,330,194	1,407,102	1,407,102	1,449,546	3.02%
17532	Adult Investigations	1,330,396	1,300,135	1,362,604	1,362,604	1,363,646	0.08%
17541	Field Operations	9,070,346	9,307,144	9,716,738	9,733,476	9,784,189	0.69%
TOTAL		\$ 15,250,205	\$ 15,188,362	\$ 15,894,399	\$ 15,920,387	\$ 15,966,726	0.46%
Expenses Comprised Of:							
	Personnel	13,574,492	13,400,207	14,084,889	14,084,889	14,199,878	0.82%
	Administrative Expense	101,641	119,018	126,537	135,787	131,568	3.98%
	Supplies & Materials	192,760	266,670	202,687	219,425	190,977	-5.78%
	Purchased Services	87,852	120,152	123,517	123,517	118,892	-3.74%
	Utilities	183,239	174,874	188,663	188,663	193,428	2.53%
	Repair & Maintenance	1,110,221	1,107,441	1,168,106	1,168,106	1,131,983	-3.09%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	134.00	134.00	134.00	134.00	136.00	

**CITY OF APPLETON 2014 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:

Although total revenue in this budget remains at \$425,000, the following changes were made to individual line items:

The federal grant funds for protective vests is now included in the Police Grants budget (2250). This is a more appropriate accounting of the federal grant funds.

We began to experience a reduction in false alarm calls in 2007 with the implementation of a new alarm ordinance. This trend continues today while also working with alarm companies to assess their procedures. However the reduction in false alarm reports (lowest since 2008) also results in a reduction in false alarm revenue.

This budget also reflects an increase in miscellaneous revenue attributed to the amount of equitable sharing funds received through federal and state drug seizures.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Increase community partnerships					
# of new collaborative efforts explored or initiated	1	13	5	10	10
Strategic Outcomes					
Provide effective and efficient police services					
Annual review of department policies	13%	100%	100%	100%	100%
Work Process Outputs					
Enhance community relations					
% of responses to correspondence	100%	100%	100%	100%	100%
# of community involvement meetings	123	154	150	150	150
Improve internal communications					
% of employee evaluations reviewed	100%	100%	100%	100%	100%
# of acts of employee recognition	853	545	550	550	550
# of relationship/team building meetings with directors	85	65	75	75	75
Provide program efficiency					
Diversity initiatives/meetings	15	34	20	20	30

**CITY OF APPLETON 2014 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4210 Federal Grants	\$ 5,624	\$ 9,960	\$ 5,000	\$ 5,000	\$ -
4224 Miscellaneous State Aids	30,119	-	-	-	-
4325 Bow Hunting	420	360	-	-	-
4510 Court Fines & Fees	359,662	384,340	370,000	370,000	370,000
4801 Charges for Serv.- Nontax	18,963	25,347	20,000	20,000	20,000
4806 False Alarm Fees	24,685	5,095	20,000	20,000	10,000
4904 Grand Chute Reimbursement	-	4,372	-	-	-
5010 Misc Revenue - Nontax	22,001	17,820	10,000	10,000	20,000
5011 Misc Revenue - Tax	-	20	-	-	-
5020 Donations & Memorials	24,944	17,270	-	9,250	-
5030 Damage to City Property	2,279	329	-	-	-
5035 Other Reimbursements	4,577	400	-	-	-
Total Revenue	\$ 493,274	\$ 465,313	\$ 425,000	\$ 434,250	\$ 420,000
Expenses					
6101 Regular Salaries	\$ 355,730	\$ 378,171	\$ 367,790	\$ 367,790	\$ 369,679
6105 Overtime	-	-	775	775	-
6108 Part-time	8,060	-	-	-	-
6150 Fringes	141,874	144,177	150,942	150,942	146,582
6206 Parking Permits	384	-	384	384	396
6302 Subscriptions	313	647	758	758	758
6303 Memberships & Licenses	2,389	2,255	2,897	2,897	2,850
6304 Postage/Freight	58	38	50	50	50
6307 Food & Provisions	2,133	2,542	2,700	2,700	2,700
6315 Books & Library Materials	415	432	327	327	327
6316 Miscellaneous Supplies	874	806	800	800	800
6321 Clothing	22,465	30,663	27,210	27,210	22,600
6402 Legal Fees	147	281	-	-	100
6599 Other Contracts/Obligations	2,700	2,700	5,134	5,134	4,892
Total Expense	\$ 537,542	\$ 562,712	\$ 559,767	\$ 559,767	\$ 551,734

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Clothing

New officer issue 3 @\$1,000	\$ 3,000
Badges, patches, bars, etc.	2,000
Replacement of damaged items	500
Protective vests 17 @ approx. \$980	17,100
	<u>\$ 22,600</u>

**CITY OF APPLETON 2014 BUDGET
POLICE DEPARTMENT**

Administrative Services Unit

Business Unit 17512

PROGRAM MISSION

For the benefit of the community, City operating departments, law enforcement agencies, and other governmental offices, we will process and maintain police records and prepare documentation for prosecution, so that the quality of life and community safety is ensured.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Supply accurate and timely information to police officers, City departments, and other external agencies

Provide a centralized repository for all field reports created by law enforcement personnel

Maintain a working relationship with surrounding communities and counties that allow the sharing of law enforcement records

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Process requests for information					
% of open records request processed within 10 working days	95%	95%	98%	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	11,736	10,129	10,000	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	104	101	113	113	110

**CITY OF APPLETON 2014 BUDGET
POLICE DEPARTMENT**

Administrative Services Unit

Business Unit 17512

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 511,368	\$ 538,075	\$ 590,389	\$ 590,389	\$ 602,137
6104 Call Time	-	441	-	-	-
6105 Overtime	2,568	16,156	16,800	16,800	16,800
6150 Fringes	223,729	219,907	264,724	264,724	252,539
6301 Office Supplies	12,810	14,890	15,000	15,000	15,000
6316 Miscellaneous Supplies	289	527	550	550	550
6320 Printing & Reproduction	14,305	10,682	15,000	15,000	15,000
6327 Miscellaneous Equipment	5,788	1,345	3,600	3,600	3,600
6407 Collection Services	4,478	4,283	4,400	4,400	4,400
6413 Utilities	132,740	121,712	135,863	135,863	128,928
6418 Equip Repairs & Maint	1,184	1,213	1,350	1,350	1,350
6420 Facilities Charges	187,413	194,143	197,546	197,546	198,392
Total Expense	<u>\$ 1,096,672</u>	<u>\$ 1,123,374</u>	<u>\$ 1,245,222</u>	<u>\$ 1,245,222</u>	<u>\$ 1,238,696</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Office Supplies

General office supplies	\$ 8,000
Paper supplies	7,000
	<u>\$ 15,000</u>

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
	<u>\$ 15,000</u>

**CITY OF APPLETON 2014 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 decrease in salaries and fringe benefits are attributable to the reassignment of staff in this budget whose wage rates are lower than those in 2013. Additionally one staff member waived health insurance coverage which results in a decrease of \$14,273 in fringe benefit costs in comparison to the prior year.

An increase in educational reimbursement supports sworn and civilian employees pursuing higher education. There are eight employees currently enrolled in college classes, of whom six have confirmed plans for continuing their education through 2014.

This budget also reflects a decrease of \$10,000 in other contracts/obligations for the indoor range lead mining that was completed in 2013. This process is recommended every three years to optimize range performance.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Increase public safety and awareness					
# of news releases distributed	98	76	75	75	80
# of active Neighborhood Watch Groups	144	146	148	148	148
Increase Department proficiency					
Avg. training hours p/sworn employee	87	102	80	90	95
Avg. training hours p/civilian employee	32	31	30	30	35
% of policies revised	24%	56%	50%	45%	23%
% 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	9	9	9	9	9
# of policies reviewed	25	62	50	45	45
# of internal training sessions	77	72	70	70	72

**CITY OF APPLETON 2014 BUDGET
POLICE DEPARTMENT**

Support Services Unit

Business Unit 17513

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4224 Miscellaneous State Aids	\$ 19,080	\$ 19,140	\$ 16,960	\$ 16,960	\$ 17,280
5035 Other Reimbursements	-	797	-	-	-
Total Revenue	\$ 19,080	\$ 19,937	\$ 16,960	\$ 16,960	\$ 17,280
Expenses					
6101 Regular Salaries	\$ 310,688	\$ 196,064	\$ 153,680	\$ 153,680	\$ 149,012
6104 Call Time	2,499	465	-	-	-
6105 Overtime	20,323	12,276	6,176	6,176	5,977
6108 Part-time	14,564	-	-	-	-
6150 Fringes	155,174	93,116	76,065	76,065	56,609
6201 Training/Conferences	61,978	81,245	82,000	91,250	82,000
6204 Tuition Fees	14,922	10,526	15,000	15,000	20,000
6205 Employee Recruitment	2,559	2,790	3,500	3,500	3,500
6305 Awards & Recognition	2,024	1,951	2,000	2,000	2,000
6312 Guns & Ammunition	17,704	20,897	22,750	22,750	22,750
6316 Miscellaneous Supplies	3,440	3,668	4,250	4,250	4,250
6327 Miscellaneous Equipment	3,099	16,906	8,000	8,000	8,000
6328 Signs	-	468	200	200	300
6404 Consulting Services	4,402	6,692	2,500	2,500	3,000
6418 Equip Repairs & Maint	935	938	1,000	1,000	1,000
6430 Health Services	187	255	500	500	400
6599 Other Contracts/Obligations	8,771	8,948	19,583	19,583	9,800
Total Expense	\$ 623,269	\$ 457,205	\$ 397,204	\$ 406,454	\$ 368,598

DETAILED SUMMARY OF 2014 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
Total	\$ 82,000

Guns & Ammunition

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
Total	\$ 22,750

Tuition Fees

Continuing education reimbursements, 6 @ \$3,350	\$ 20,000
Total	\$ 20,000

* TIME - Transaction Information for Management Enforcement
CPR - Cardiopulmonary Resuscitation
AED - Automated External Defibrillator

** EDI - Executive Development Institute
Reid - Interview and interrogation skills
RUSH - Recognizing, Understanding Substances on the Highway

**CITY OF APPLETON 2014 BUDGET
POLICE DEPARTMENT**

Public Communication

Business Unit 17514

PROGRAM MISSION

For the benefit of the community and City operating departments, we will answer questions, provide information, refer customers to the appropriate departments, maintain records, and provide dependable, consistent communications support, to ensure that City business runs smoothly and effectively.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide access to services and information

Improve quality of customer service

Continue Police Communications Technician (PCT) training and certifications

Major Changes in Revenue, Expenditures or Programs:

This budget reflects an increase in utilities for the monthly data service for iPhones provided to sworn supervisors, investigators, and Police School Liaison officers. iPhones are currently assigned to command staff, the Public Information Officer, and SWAT supervisors. Mobilization through advance technology has dramatically improved communication for Police with the ability to record audio and video, transmit data quickly, distribute crime information, access maps to view satellite images, and access 24/7 real-time intelligence while in the field.

There is also an increase in other contracts and obligations to support the aircards used in squads and secondary authentication security tokens required for mobile data computer (MDC) wireless connectivity.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Maintain responsiveness to public					
Average # of phone calls / week	4,550	3,471	4,500	4,500	4,500
# of 2-5 parking requests processed	15,339	15,966	15,000	16,000	16,000
Strategic Outcomes					
Support services provided					
Completion of warrant process within mandated time limit	100%	100%	100%	100%	100%
Work Process Outputs					
Provide quality support service					
# of TIME System transactions initiated	new	25,419	25,400	25,400	25,500
# of criminal history queries	8,814	10,103	9,000	10,500	11,000
# of citizen contacts entered	16,436	16,637	17,500	17,000	17,500
# of training hours p/employee	18	23	18	18	20

**CITY OF APPLETON 2014 BUDGET
POLICE DEPARTMENT**

Public Communication

Business Unit 17514

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 474,656	\$ 383,581	\$ 401,909	\$ 401,909	\$ 405,017
6104 Call Time	769	943	1,993	1,993	1,993
6105 Overtime	63,559	50,908	54,315	54,315	54,893
6150 Fringes	187,345	135,285	151,003	151,003	152,137
6316 Miscellaneous Supplies	22	24	-	-	-
6320 Printing & Reproduction	1,579	1,724	1,700	1,700	1,750
6327 Miscellaneous Equipment	48	-	-	-	-
6413 Utilities	50,500	53,163	52,800	52,800	64,500
6418 Equip Repairs & Maint	42	-	-	-	-
6599 Other Contracts/Obligations	39	28,916	26,000	26,000	30,100
Total Expense	<u>\$ 778,559</u>	<u>\$ 654,544</u>	<u>\$ 689,720</u>	<u>\$ 689,720</u>	<u>\$ 710,390</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

MDC secondary security	\$ 2,600
Aircards (54 squads)	27,500
	<u>\$ 30,100</u>

**CITY OF APPLETON 2014 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.

Additionally, the school district has requested additional crossing guard coverage once per month for their "late start" days. The new schedule requires crossing guards to provide additional support to the elementary schools which requires the guards to be at the schools three times a day instead of two. The school district has agreed to reimburse the City for the additional cost.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Promote safety at guarded crossings					
# of crossing guard complaint forms processed for moving violations and parking violations	50	64	50	55	50
Strategic Outcomes					
Safety awareness in school zones					
# of accidents at guarded crossings	0	0	0	1	0
Work Process Outputs					
Provide safety education at busy intersections					
# of classes given to students	8	14	20	20	20
# of students in attendance	400	749	500	600	700
Provide assistance at controlled intersections					
Avg. # of students crossing at guarded intersections p/day	2,053	2,210	2,200	2,100	2,200

**CITY OF APPLETON 2014 BUDGET
POLICE DEPARTMENT**

Crossing Guards

Business Unit 17522

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
5035 Other Reimbursements	\$ 88,961	\$ 86,316	\$ 83,101	\$ 83,101	\$ 85,400
Total Revenue	<u>\$ 88,961</u>	<u>\$ 86,316</u>	<u>\$ 83,101</u>	<u>\$ 83,101</u>	<u>\$ 85,400</u>
Expenses					
6101 Regular Salaries	\$ -	\$ 1,210	\$ -	\$ -	\$ -
6108 Part Time	146,589	150,737	151,305	151,305	154,200
6150 Fringes	11,080	13,309	14,897	14,897	14,574
6323 Safety Supplies	753	485	500	500	500
Total Expense	<u>\$ 158,422</u>	<u>\$ 165,741</u>	<u>\$ 166,702</u>	<u>\$ 166,702</u>	<u>\$ 169,274</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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:

To better serve the Police Department and the community, this budget includes the addition of a second full-time Lead Community Service Officer, offset by a reduction of hours of part-time Community Service Officers (CSO) from an equivalent of 9.14 FTE to 7.14 FTE. The net effect is a reduction in personnel costs of \$2,721. The ability to secure part-time CSO's has frequently fallen below the budgeted full-time equivalent, in part due to scheduling around individual CSO school/work schedules. Additionally, CSO's often secure employment in other capacities since the part-time hours are not sufficient, or they are nearing the end of their term with the department. The Lead CSO will develop the skills necessary to assist patrol officers in non-enforcement activities and perform other duties assigned within this unit. A full-time Lead CSO will provide a long-term solution to managing the daily tasks on a routine basis and provide a backup for the other Lead CSO during their absence. Some of the Lead CSO duties would include: assisting with the field training of new CSO's; ensuring the consistent supervision of other CSO's working during non-traditional shifts (overnight); working special events as part of their normal shift(s); being certified as a humane officer for investigations/directions for animal complaints; overseeing the crossing guard schedule to maintain necessary coverage at assigned crossing intersections; and maintaining appropriate equipment and supplies.

There is also a reduction of \$11,741 in personnel costs due to a vacancy in the existing Lead CSO position. It is anticipated that the replacement for this position will be hired at a lower starting rate.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Provide greater access to police services					
Avg. # of CSO hours p/month	1,385	1,330	1,500	1,400	1,400
Strategic Outcomes					
Increased security at community events					
% of time working special events	55%	55%	47%	55%	55%
Work Process Outputs					
Increase number of patrols					
# of ramp patrols	923	748	1,000	750	800
# of park patrols	2,589	3,241	3,250	3,000	3,500
Service provided by CSO vs. Officer					
# of offenses - animal	2,239	1,879	2,400	2,000	2,200
# of offenses - parking	1,615	1,247	2,000	1,700	1,600
# of offenses - bike	147	131	200	100	150
# of abandoned vehicle complaints	151	159	150	145	140

**CITY OF APPLETON 2014 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4310 Dog Licenses	\$ 21,585	\$ 21,339	\$ 30,000	\$ 30,000	\$ 30,000
4311 Cat Licenses	9,678	8,728	10,000	10,000	10,000
Total Revenue	<u>\$ 31,263</u>	<u>\$ 30,067</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>
Expenses					
6101 Regular Salaries	\$ 43,907	\$ 45,357	\$ 44,922	\$ 44,922	\$ 71,527
6105 Overtime	6,339	4,435	8,000	8,000	4,434
6108 Part-Time	181,338	175,653	221,142	221,142	165,888
6150 Fringes	38,154	39,114	47,126	47,126	60,654
6316 Miscellaneous Supplies	480	916	800	800	800
6321 Clothing	1,908	1,626	2,000	2,000	2,000
6323 Safety Supplies	300	120	350	350	350
6327 Miscellaneous Equipment	823	354	1,500	1,500	1,500
6412 Advertising	432	-	500	500	500
6599 Other Contracts/Obligations	22,851	19,738	23,000	23,000	23,000
Total Expense	<u>\$ 296,532</u>	<u>\$ 287,313</u>	<u>\$ 349,340</u>	<u>\$ 349,340</u>	<u>\$ 330,653</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Fox Valley Humane Association	\$ 22,000
Wild animal service	1,000
	<u>\$ 23,000</u>

**CITY OF APPLETON 2014 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:

Per contract, this budget reflects a 4% increase in the PSL reimbursement from the Appleton Area School District.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Provide youth services					
# of students crises/mental health issues requiring informal PSL intervention	New measure	—————>	500	500	500
# of other complaint resolutions/diversions made through informal means	New measure	—————>	750	750	750
Strategic Outcomes					
Increase quality of life for youth					
% of time mentoring and/or socializing with youth	New measure	—————>	20%	20%	20%
Work Process Outputs					
Promote safety at schools					
# of assigned investigations	1,333	1,895	1,500	1,600	1,600
Provide law enforcement resources					
# of educational presentations to students/parents/school staff	190	177	200	200	200
# of referrals to intake/CPS/agencies	New measure	—————>	150	150	150
# of truancy issues addressed	New measure	—————>	120	120	120

**CITY OF APPLETON 2014 BUDGET
POLICE DEPARTMENT**

Police School Liaison

Business Unit 17531

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv. - Nontax	\$ 25,780	\$ 26,297	\$ 25,000	\$ 25,000	\$ 25,000
4905 PSL Reimbursement	273,240	284,184	295,488	295,488	307,272
Total Revenue	<u>\$ 299,020</u>	<u>\$ 310,481</u>	<u>\$ 320,488</u>	<u>\$ 320,488</u>	<u>\$ 332,272</u>
Expenses					
6101 Regular Salaries	\$ 879,674	\$ 876,152	\$ 911,991	\$ 911,991	\$ 962,965
6104 Call Time	2,465	1,058	-	-	1,700
6105 Overtime	63,288	53,948	58,716	58,716	59,206
6150 Fringes	412,225	398,136	435,445	435,445	424,725
6316 Miscellaneous Supplies	815	900	950	950	950
Total Expense	<u>\$ 1,358,467</u>	<u>\$ 1,330,194</u>	<u>\$ 1,407,102</u>	<u>\$ 1,407,102</u>	<u>\$ 1,449,546</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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:

This budget reflects a decrease in equipment due to the evidence storage project (\$9,600) which was completed in 2013.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Provide requests for information					
% of discovery requests processed within 10 work days	97%	99%	100%	100%	100%
Strategic Outcomes					
Compliance with professional standards					
# of audits completed	2	2	2	2	2
% of evidence & property maintained appropriately	99%	100%	100%	100%	100%
Work Process Outputs					
Improve process time of information					
# of discovery requests	859	1,319	1,050	1,500	1,600
# of evidence & property maintained	27,051	22,549	30,000	25,000	20,000
# of digital folders maintained	1,715	1,742	2,000	2,000	2,000
Provide investigative forensic analysis to officers					
# of crime lab submissions	203	138	250	200	200

**CITY OF APPLETON 2014 BUDGET
POLICE DEPARTMENT**

Adult Investigations

Business Unit 17532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 782,881	\$ 796,075	\$ 812,678	\$ 812,678	\$ 836,142
6104 Call Time	4,654	1,262	-	-	3,000
6105 Overtime	93,826	61,944	55,282	55,282	53,865
6108 Part-Time	21,436	16,778	19,191	19,191	19,381
6150 Fringes	391,608	386,564	417,003	417,003	400,308
6304 Postage\Freight	-	-	50	50	50
6316 Miscellaneous Supplies	797	1,316	1,500	1,500	1,500
6320 Printing & Reproduction	1,974	1,856	2,000	2,000	2,000
6324 Medical\Lab Supplies	11,058	12,463	13,300	13,300	13,300
6327 Miscellaneous Equipment	12,236	13,350	28,500	28,500	21,000
6404 Consulting Services	-	-	-	-	-
6418 Equip Repairs & Maint	466	200	1,500	1,500	1,500
6443 Investigative Costs	1,210	245	1,000	1,000	1,000
6599 Other Contracts/Obligations	8,250	8,082	10,600	10,600	10,600
Total Expense	<u>\$ 1,330,396</u>	<u>\$ 1,300,135</u>	<u>\$ 1,362,604</u>	<u>\$ 1,362,604</u>	<u>\$ 1,363,646</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Computer analysis equipment	\$ 6,000
Digital evidentiary cameras	8,500
VARDA Replacements (3)	6,500
	<u>\$ 21,000</u>

**CITY OF APPLETON 2014 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:

The \$5,000 in other reimbursements represents reimbursement for the cost of blood draws. Reimbursement of these costs are now included in court fees and are reimbursed by the County or from the defendant directly.

The 2014 salary and fringe benefit figures reflect a full year's impact of wage increases given on June 1, 2013 (1%) and to be given on December 1, 2013 (3%) to represented officers per contract.

This budget reflects a reduction in radio maintenance in 2014 due to the replacement of radios in 2013.

Per Council action at budget adoption, APD will add one officer in 2014 at a total cost of \$95,763 for salary, fringes, and equipment funded by carryover of available 2013 year end fund balance. In the event that audited 2013 financial results indicate insufficient unallocated fund balance to pay for the addition, the APD is authorized to re-prioritize its budget to fund the additional officer position.

PERFORMANCE INDICATORS

	Actual 2011	Actual 2012	Target 2013	Projected 2013	Target 2014
Client Benefits/Impacts					
Increase community education in crime prevention issues					
# of community meetings held	45	50	35	50	50
# of interagency neighborhood teams	10	10	5	10	10
Strategic Outcomes					
Reduce crime through crime prevention strategies					
# of reported Group A crimes *	4,032	4,603	4,500	4,500	4,500
# of reported Group B crimes **	6,981	7,096	7,700	7,000	7,000
\$ value of stolen/damaged property	\$ 1,855,569	\$ 1,225,554	\$ 1,600,000	\$ 1,300,000	\$ 1,300,000
\$ value of recovered property	\$ 180,377	\$ 309,663	\$ 400,000	\$ 350,000	\$ 350,000
Work Process Outputs					
Improve enforcement and response to crime					
# of citizen contacts	29,723	30,628	28,000	28,000	28,000
# of adult arrests ***	6,151	6,675	6,250	6,400	6,400
# of juvenile arrests ***	1,003	1,244	1,500	1,500	1,500

* Group A - major crimes - homicide, rape, assault, burglary, theft, fraud, motor vehicle theft, arson, drugs

** Group B - vandalism, bad checks, disorderly conduct, OWI, window peeping, liquor law violations, etc.

*** Measures combine arrests for ordinance violations and those for violations of state law

**CITY OF APPLETON 2014 BUDGET
POLICE DEPARTMENT**

Field Operations

Business Unit 17541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
5035 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Expenses					
6101 Regular Salaries	\$ 5,229,825	\$ 5,424,865	\$ 5,678,269	\$ 5,678,269	\$ 5,862,296
6104 Call Time	27,840	32,824	-	-	30,000
6105 Overtime	334,465	282,855	285,419	285,419	264,484
6150 Fringes	2,429,992	2,468,365	2,686,942	2,686,942	2,597,154
6312 Guns & Ammunition	6,789	6,500	7,500	7,500	7,500
6316 Miscellaneous Supplies	11,701	18,788	20,000	20,000	20,000
6320 Printing & Reproduction	1,203	1,650	1,400	1,400	1,650
6327 Miscellaneous Equipment	71,894	118,204	38,000	54,738	38,000
6404 Consulting Services	2,500	2,820	1,200	1,200	2,000
6418 Equip Repairs & Maint	9,467	9,148	11,500	11,500	6,000
6425 CEA Equip. Rental	910,714	901,799	955,210	955,210	923,741
6431 Interpreter Services	704	659	1,500	1,500	1,500
6444 Witness Fees	885	546	1,000	1,000	1,000
6502 Leases	2,072	2,134	2,198	2,198	2,264
6599 Other Contracts/Obligations	30,295	35,987	26,600	26,600	26,600
Total Expense	\$ 9,070,346	\$ 9,307,144	\$ 9,716,738	\$ 9,733,476	\$ 9,784,189

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$10,000

<u>Miscellaneous supplies</u>		<u>Miscellaneous equipment</u>	
TraCS (traffic/crimes software), taser, radio supplies	\$ 1,500	Emergency response equip.	\$ 1,500
Explorers	3,000	Preliminary breath test units	2,000
Crash and bike teams	2,000	Taser replacements/supplies	10,000
Bloodborne pathogens, 1st responder	2,400	Radar speed detection	7,000
Flares, traffic supplies, speedwatch	2,500	Radio, misc. equip	1,900
Command vehicles	1,500	SWAT equipment	8,000
Batteries, cords, etc.	1,500	SWAT vests	7,600
K9 (dog) program	1,500		\$ 38,000
Community resource/intervention	1,500	<u>Other Contracts & Obligations</u>	
Video cameras	2,300	DWI blood draws	\$ 22,000
Misc. supplies	300	Incarceration fees	1,000
	\$ 20,000	Records requests	200
		Biohazard cleaning	700
		K9 (dog) program	1,500
		CAPSIT (scheduling software), intranet license	1,200
			\$ 26,600

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Intergovernmental Revenues	54,824	29,100	16,960	21,960	21,960	17,280-	17,280
Licenses	31,683	30,428	40,106	40,000	40,000	40,000-	40,000
Fines and Forfeitures	359,662	384,340	259,376	370,000	370,000	370,000-	370,000
Charges for Services	69,428	56,739	30,139	65,000	65,000	60,000-	55,000
Intergov. Charges for Service	273,240	288,556	144,864	295,488	295,488	307,272-	307,272
Other Revenues	142,761	122,953	109,716	93,101	102,351	108,375-	110,400
TOTAL REVENUES	931,598	912,116	601,161	885,549	894,799	902,927-	899,952
EXPENSES BY LINE ITEM							
Regular Salaries	8,149,469	8,232,494	5,535,224	8,876,851	8,876,851	9,271,747	9,185,245
Labor Pool Allocations	157	0	0	0	0	0	0
Call Time	38,228	36,993	26,540	1,993	1,993	1,993	36,693
Overtime	584,368	482,523	330,979	485,483	485,483	494,359	459,659
Temp. Full-Time	146,589	150,737	88,101	151,305	151,305	152,341	154,200
Part-Time	225,399	192,431	128,561	240,333	240,333	238,696	185,269
Other Compensation	208,535	210,367	146,376	74,630	74,630	73,530	73,530
Shift Differential	14,181	12,862	8,279	10,147	10,147	0	0
Sick Pay	30,895	7,425	2,572	0	0	0	0
Vacation Pay	185,492	176,402	161,219	0	0	0	0
Fringes	3,991,180	3,897,973	2,839,542	4,244,147	4,244,147	4,326,287	4,105,282
Salaries & Fringe Benefits	13,574,493	13,400,207	9,267,393	14,084,889	14,084,889	14,558,953	14,199,878
Training & Conferences	61,978	81,245	76,928	82,000	91,250	82,000	82,000
Tuition Fees	14,922	10,526	11,329	15,000	15,000	20,000	20,000
Employee Recruitment	2,559	2,790	1,704	3,500	3,500	3,500	3,500
Parking Permits	384	0	384	384	384	396	396
Office Supplies	12,810	14,890	8,568	15,000	15,000	15,000	15,000
Subscriptions	313	647	758	758	758	758	758
Memberships & Licenses	2,389	2,255	1,505	2,897	2,897	2,850	2,850
Postage & Freight	58	38	68	100	100	100	100
Awards & Recognition	2,023	1,951	1,995	2,000	2,000	2,000	2,000
Food & Provisions	2,133	2,542	1,550	2,700	2,700	2,700	2,700
Leases	2,072	2,134	1,644	2,198	2,198	2,264	2,264
Administrative Expense	101,641	119,018	106,433	126,537	135,787	131,568	131,568
Guns & Ammunition	24,493	27,396	25,959	30,250	30,250	30,250	30,250
Books & Library Materials	414	432	24	327	327	327	327
Miscellaneous Supplies	18,418	26,945	14,288	28,850	28,850	28,850	28,850
Printing & Reproduction	19,063	15,913	12,808	20,100	20,100	20,400	20,400
Clothing	24,373	32,288	26,993	29,210	29,210	29,600	24,600
Safety Supplies	1,053	605	21	850	850	850	850
Medical & Lab Supplies	11,058	12,463	6,496	13,300	13,300	13,300	13,300
Miscellaneous Equipment	93,888	150,160	59,666	79,600	96,338	72,100	72,100
Signs	0	468	227	200	200	300	300
Supplies & Materials	192,760	266,670	146,482	202,687	219,425	195,977	190,977
Legal Fees	148	281	98	0	0	100	100
Consulting Services	6,902	9,513	13,073	3,700	3,700	5,000	5,000
Collection Services	4,478	4,283	2,176	4,400	4,400	4,400	4,400
Advertising	432	0	483	500	500	500	500
Health Services	187	255	0	500	500	400	400
Interpreter Services	704	659	714	1,500	1,500	1,500	1,500
Investigative Costs	1,210	245	495	1,000	1,000	1,000	1,000
Witness Fees	885	546	446	1,000	1,000	1,000	1,000
Other Contracts/Obligations	72,906	104,370	68,945	110,917	110,917	104,992	104,992
Purchased Services	87,852	120,152	86,430	123,517	123,517	118,892	118,892
Electric	89,428	87,701	61,700	92,862	92,862	88,000	88,000
Gas	33,524	24,153	17,895	32,371	32,371	30,000	30,000
Water	4,063	4,381	2,234	4,286	4,286	4,500	4,500
Waste Disposal/Collection	1,407	1,559	799	1,516	1,516	1,600	1,600
Fuel Oil	443	0	719	500	500	500	500
Stormwater	3,875	3,917	1,879	4,328	4,328	4,328	4,328

City of Appleton
2014 Budget
Revenue and Expense Summary

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
Telephone	21,179	21,305	15,886	21,800	21,800	21,500	21,500
Cellular Telephone	29,320	31,858	23,974	31,000	31,000	43,000	43,000
Utilities	183,239	174,874	125,086	188,663	188,663	193,428	193,428
Equipment Repair & Maintenan	12,094	11,499	6,419	15,350	15,350	9,850	9,850
Facilities Charges	187,413	194,143	107,999	197,546	197,546	227,142	198,392
CEA Equipment Rental	910,714	901,799	529,021	955,210	955,210	923,741	923,741
Repair & Maintenance	1,110,221	1,107,441	643,439	1,168,106	1,168,106	1,160,733	1,131,983
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	15,250,206	15,188,362	10,375,263	15,894,399	15,920,387	16,359,551	15,966,726

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Units 2250-2251

PROGRAM MISSION

This program accounts for the receipt of various law enforcement and public safety grants and other revenues, along with the corresponding program expenditures.

PROGRAM NARRATIVE

Link to Strategy:

Implements Key Strategy # 4: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community".

Objectives:

The Police Department will continue to pursue grants to offset costs for equipment, training, supplies and services. These funds come from a variety of sources including State and federal agencies.

Major changes in Revenue, Expenditures, or Programs:

Grants are awarded through federal and State agencies that further the Police Department's ability to provide a safer and more crime-free community. The 2014 grant budget includes anticipated funding through the Wisconsin Department of Transportation (DOT) and the State and Federal Department Office of Justice Assistance (DOJ).

The Wisconsin Office of Justice Assistance awarded Appleton Police \$121,434 for the purpose of targeting violent crimes in our neighborhoods (the Beat grant). The street crime officers assigned to the Beat grant, in collaboration with Outagamie County Sheriff's Department deputies, will concentrate on known drug trafficking areas, gang activity, prostitution and other suspicious activities and high-risk offenders. We also entered our second year of the Wisconsin Department of Transportation Alcohol Joint Task Force that includes several area law enforcement agencies participating in drug traffic enforcement providing a safer community in the Fox Cities.

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

Note: Since this program exists solely to account for receipt and expenditure of various law enforcement grants, there are no continuing performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	
Program Revenues		\$ 129,577	\$ 128,113	\$ 109,500	\$ 230,934	\$ 180,434	64.78%
Program Expenses		\$ 88,210	\$ 117,893	\$ 109,500	\$ 230,934	\$ 180,434	64.78%
Expenses Comprised Of:							
Personnel		60,257	86,100	81,500	202,934	165,434	102.99%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		27,953	31,793	28,000	28,000	15,000	-46.43%
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Units 2250 - 2251

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4210 Federal Grants	\$ 54,811	\$ 21,850	\$ 17,000	\$ 17,000	\$ 15,000
4224 State Grants	74,766	100,263	92,500	213,934	165,434
4230 Miscellaneous Local Aids	-	6,000	-	-	-
Total Revenue	<u>\$ 129,577</u>	<u>\$ 128,113</u>	<u>\$ 109,500</u>	<u>\$ 230,934</u>	<u>\$ 180,434</u>
Expenses					
6101 Salaries	\$ -	\$ -	\$ -	\$ 121,434	\$ 121,434
6105 Overtime	60,258	86,100	81,500	81,500	44,000
6321 Clothing	-	-	-	-	5,000
6327 Miscellaneous Equipment	27,952	31,793	28,000	28,000	10,000
Total Expense	<u>\$ 88,210</u>	<u>\$ 117,893</u>	<u>\$ 109,500</u>	<u>\$ 230,934</u>	<u>\$ 180,434</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Included in this budget are the following grants:

Edward Byrne Memorial Justice Assistance	DOJ	\$ 10,000
Bulletproof Vest Partnership Proram	DOJ	5,000
Alcohol Enforcement	DOT	30,000
Alcohol Enforcement - OWI Task Force	DOT	10,000
Bicycle and Pedestrian Enforcement	DOT	4,000
Beat Patrol	DOJ	121,434
		<u>\$ 180,434</u>

**CITY OF APPLETON 2014 BUDGET
POLICE GRANTS**

Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

Revenues	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Intergovernmental	\$ 129,576	\$ 128,113	\$ 109,500	\$ 230,933	\$ 180,434
Total Revenues*	<u>129,576</u>	<u>128,113</u>	<u>109,500</u>	<u>230,933</u>	<u>180,434</u>
Expenses					
Program Costs	88,210	117,893	109,500	230,934	180,434
Total Expenses	<u>88,210</u>	<u>117,893</u>	<u>109,500</u>	<u>230,934</u>	<u>180,434</u>
Revenues over (under) Expenses	41,366	10,220	-	(1)	-
Fund Balance - Beginning	<u>(51,585)</u>	<u>(10,219)</u>	<u>1</u>	<u>1</u>	<u>-</u>
Fund Balance - Ending	<u>\$ (10,219)</u>	<u>\$ 1</u>	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ -</u>

* In accordance with Governmental Accounting Standards Board (GASB) regulation, revenue received 60 days or more after year end must be recognized in the subsequent year regardless of when the matching expenditure was incurred.

CITY OF APPLETON 2014 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
Emergency vehicle signal preemption upgrade	\$ 121,020	Projects, Pg. 633
Fire personal protective equipment	32,000	Projects, Pg. 634
Fire rescue boat replacement	53,000	Projects, Pg. 635
Total	<u>\$ 206,020</u>	

Major changes in Revenue, Expenditures, or Programs:

The capital investments budgeted in this fund vary from year to year. Please see the pages referred to above in the CIP section for discussion and justification of the various projects.

The \$295,057 transfer to CEA in 2013 represents the Police Department's contribution to the cost of narrowband radios (formerly analog) to comply with Outagamie County's change to 800 MHz radio infrastructure.

Also, in 2012, \$850,000 of the original 2012 general obligation note proceeds that were originally intended for the Riverheath project were re-allocated to the Public Safety Capital Projects fund due to the Riverheath project being separated into two phases and the funding not being immediately needed. The funds were earmarked for the public safety radio project and were carried over from 2012 to 2013. In order to complete the funding of the Riverheath project, \$350,000 will be transferred back to the TIF 8 Capital Projects fund in 2013.

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

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	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 2,190	\$ (40)	\$ 75,000	\$ 265,600	\$ -	-100.00%
Program Expenses		\$ -	\$ 75,829	\$ 1,697,525	\$ 1,354,520	\$ 206,020	-87.86%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	295,057	295,057	-	-100.00%
	Supplies & Materials	-	-	874,568	531,563	32,000	-96.34%
	Purchased Services	-	-	-	-	-	N/A
	Capital Expenditures	-	75,829	527,900	527,900	174,020	-67.04%

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

**CITY OF APPLETON 2014 BUDGET
CAPITAL PROJECTS FUNDS**

Public Safety

Business Unit 4210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4210 Federal grants	\$ -	\$ -	\$ 75,000	\$ 265,600	\$ -
4710 Interest on Investments	2,190	(40)	-	-	-
5910 Proceeds of Long-term Debt	-	926,500	1,622,525	238,920	206,020
Total Revenue	\$ 2,190	\$ 926,460	\$ 1,697,525	\$ 504,520	\$ 206,020
Expenses					
6327 Miscellaneous Equipment	\$ -	\$ -	\$ 874,568	\$ 531,563	\$ 32,000
6804 Equipment	-	75,829	527,900	527,900	174,020
7914 Transfer Out - CEA	-	-	295,057	295,057	-
Total Expense	\$ -	\$ 75,829	\$ 1,697,525	\$ 1,354,520	\$ 206,020

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Fire personal protective equipment (PPE)	\$ 32,000
	<u>\$ 32,000</u>

Equipment

Rescue boat replacement	\$ 53,000
Signal preemption equipment	121,020
	<u>\$ 174,020</u>

**CITY OF APPLETON 2014 BUDGET
PUBLIC SAFETY**

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

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Federal Grants	\$ -	\$ -	\$ 75,000	\$ 265,600	\$ -
Interest Income	2,190	(40)	-	-	-
Total Revenues	<u>2,190</u>	<u>(40)</u>	<u>75,000</u>	<u>265,600</u>	<u>-</u>
Expenses					
Program Costs	-	75,829	1,402,468	1,059,463	206,020
Total Expenses	<u>-</u>	<u>75,829</u>	<u>1,402,468</u>	<u>1,059,463</u>	<u>206,020</u>
Revenues over (under) Expenses	<u>2,190</u>	<u>(75,869)</u>	<u>(1,327,468)</u>	<u>(793,863)</u>	<u>(206,020)</u>
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	926,500	1,622,525	-	206,020
Transfer In - General Fund	-	-	-	535,862	-
Transfer Out - Capital Projects	-	-	-	(350,000)	-
Transfer Out - CEA	-	-	(295,057)	(295,057)	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>926,500</u>	<u>1,327,468</u>	<u>(109,195)</u>	<u>206,020</u>
Net Change in Equity	2,190	850,631	-	(903,058)	-
Fund Balance - Beginning	<u>50,237</u>	<u>52,427</u>	<u>903,058</u>	<u>903,058</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 52,427</u>	<u>\$ 903,058</u>	<u>\$ 903,058</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2014 BUDGET

FIRE DEPARTMENT

Fire Chief: Len Vander Wyst (Interim)

Deputy Chief: Eugene R. Reece, Jr.

CITY OF APPLETON 2014 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 2013 EVENTS

In 2013, both the Fire Chief and a Lieutenant retired from the Appleton Fire Department. The lieutenant position was filled through an internal promotion. Recruitment efforts are underway for the next fire chief, with the intent of having the position filled by the end of the year. A recruit class was held in April for two recruit firefighters who were transferred to an operations role in the middle of May.

The department served as host agency for a county-wide regional radio project through the Federal Emergency Management Agency's (FEMA) Assistance to Firefighter's Grant. Outagamie County was awarded a \$1 million grant, of which the portion applicable to the Appleton Fire Department was approximately \$90,000. The radio equipment has been received and distributed to all participating fire and EMS agencies and will be put into service when the radio infrastructure is completed later this year.

In 2013, the department was awarded two FEMA Assistance to Firefighters Grant projects to include the continuation of a smoke detector program which provides a ten-year, tamperproof lithium battery powered smoke detector to homeowners, and a self-contained breathing apparatus (SCBA) replacement project. The FEMA grants provided \$111,640 for the smoke detector program and will provide \$265,600 towards the replacement of the SCBA equipment.

The department has automated its fire burning permit application process by making it available on the City's website. To date, approximately eight hundred permits have been issued, 25% of which were online applications. With the elimination of an administrative clerk with the 2013 budget, this was one item that staff identified as an area that could be streamlined for improved efficiency. The department expects the online application process to increase in future years.

The Resource Development and Special Operations Divisions conducted several training sessions on various topics including ice rescue, hazardous materials, EMS recertification, wildfire structural protection, confined space, rope rescue technician, structural collapse, extrication, swift water rescue, boat operations, etc. Training was also conducted with our automatic aid partners on incident operations. Hazardous material training was coordinated with St. Elizabeth's Hospital and Calumet Medical Center. The Fire Prevention Division hosted an electrical fire investigation and a fatal fire investigation class, which a number of our department personnel attended. Two employees attended the National Fire Academy in Emmitsburg, Maryland - one for a two-week Chemistry for Emergency Response class and the other for a one-week Command and Control of Multi-Alarm Incident class.

The Public Education Executive Committee has been continuing its work with members of the community on the "Friends of the Appleton Fire Department" foundation. Again this year, the department is partnering with UW-Oshkosh, Fox Valley Technical College, and area fire departments, to provide various fire science exploration camps including a basic and advanced camp for area youth.

In conjunction with the facilities department, some updates were completed at Fire Station 2, which was built in 1981. A fire sprinkler system was added, kitchen cabinets were replaced, and new ceilings were installed. At this time, all fire stations within the City have fire sprinkler systems.

On April 10, 2013, a winter storm came through Appleton leaving damage and power outages across the City. The Fire Department responded to 289 requests for service from 2:47 a.m. until 11:26 p.m. The breakdown of calls was as follows: 260 wires down, 5 fire alarms, 4 carbon monoxide responses, 6 medical emergencies, 2 structure fire responses, 3 vegetation fires, and 2 structural collapses (branches through roofs). As a result of the overload in the communication center, chief officers set up dispatch operations from the operations office at Fire Station 1. Fortunately, there were no injuries as a result of the storm and power was restored throughout the City by the following evening.

CITY OF APPLETON 2014 BUDGET FIRE DEPARTMENT

MAJOR 2014 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 limited resources and increasing diversity of customer needs.

In 2014, 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

The duty disability portion of the Wisconsin retirement rate has decreased significantly (3.14%) in 2014. The duty disability rates, applicable to protective service category employees only, vary based on claims experience. The rates are decreasing due to strides made toward making the State's duty disability program fully funded. The reduction in rates shows the positive effect of having a fully funded program.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 292,585	\$ 342,886	\$ 244,900	\$ 361,355	\$ 242,934	-0.80%
Program Expenses							
18010	Administration	484,212	474,985	512,655	512,655	503,451	-1.80%
18021	Fire Suppression	7,975,251	8,424,647	8,553,382	8,626,697	8,635,719	0.96%
18022	Special Operations	117,532	133,402	148,777	148,777	148,896	0.08%
18023	Resource Devel.	290,936	261,006	268,636	268,636	267,741	-0.33%
18031	Public Education	101,899	129,607	119,472	169,512	120,574	0.92%
18032	Fire Prevention	605,870	559,068	634,871	634,871	643,758	1.40%
18033	Technical Services	453,588	487,781	458,085	458,085	459,375	0.28%
TOTAL		\$ 10,029,288	\$ 10,470,496	\$ 10,695,878	\$ 10,819,233	\$ 10,779,514	0.78%
Expenses Comprised Of:							
Personnel		9,126,175	9,488,005	9,702,948	9,773,763	9,771,112	0.70%
Administrative Expense		54,764	48,771	58,100	58,100	58,800	1.20%
Supplies & Materials		88,342	106,436	124,625	177,165	122,825	-1.44%
Purchased Services		15,774	36,222	45,250	45,250	44,300	-2.10%
Utilities		136,249	122,689	144,339	144,339	149,061	3.27%
Repair & Maintenance		607,984	592,630	620,616	620,616	633,416	2.06%
Capital Expenditures		-	75,743	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		97.00	97.00	96.00	96.00	96.00	

* % change from prior year adopted budget

**CITY OF APPLETON 2014 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 (RMS) for improved reporting capabilities.

Major changes in Revenue, Expenditures, or Programs:

The \$5,000 budgeted in temporary help represents the cost of hiring temporary employees to perform administrative tasks associated with grants the department receives (for example, scheduling smoke detector installation appointments for our smoke detector grant). Additionally, in 2014, it is expected that temporary programmers will need to be hired to make adjustments to our RMS reports due to the upgrade of the software.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
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	1.7	1.7	0.0	1.5	0.0
% of \$ loss in:					
inspected vs.	70%	2%	25%	20%	25%
non-inspected	30%	98%	75%	80%	75%
Work Process Outputs					
Enhance internal communications					
# of employee, department, union-management meetings	154	121	100	75	100
Enhance regional relationships					
# of meetings and activities with regional partners	42	26	25	15	25

**CITY OF APPLETON 2014 BUDGET
FIRE DEPARTMENT**

Administration

Business Unit 18010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4210 Federal Grants	\$ -	\$ 60,000	\$ -	\$ -	\$ -
4226 Fire Insurance Dues	159,736	175,927	170,000	170,000	162,349
5010 Misc Revenue - NonTax	17	6	-	-	-
5011 Misc Revenue - Tax	-	52	-	-	-
5035 Other Reimbursements	350	-	-	-	-
5085 Cash Short or Over	(20)	-	-	-	-
Total Revenue	\$ 160,083	\$ 235,985	\$ 170,000	\$ 170,000	\$ 162,349
Expenses					
6101 Regular Salaries	\$ 226,217	\$ 226,143	\$ 225,671	\$ 225,671	\$ 215,108
6105 Overtime	-	-	990	990	-
6150 Fringes	85,217	86,141	91,675	91,675	87,540
6201 Training\Conferences	2,782	5,541	4,000	4,000	4,000
6301 Office Supplies	2,979	2,783	3,750	3,750	3,750
6303 Memberships & Licenses	569	852	700	700	850
6304 Postage\Freight	176	36	250	250	250
6305 Awards & Recognition	776	1,128	1,250	1,250	1,400
6307 Food & Provisions	1,252	943	1,500	1,500	1,900
6315 Books & Library Materials	191	256	300	300	300
6316 Miscellaneous Supplies	477	365	500	500	500
6320 Printing & Reproduction	4,574	4,407	6,000	6,000	5,000
6321 Clothing	15	91	-	-	-
6327 Miscellaneous Equipment	8,620	9,125	10,000	10,000	10,000
6404 Consulting Services	592	1,387	1,500	1,500	1,500
6407 Collection Services	1,754	2,037	2,000	2,000	2,300
6408 Contractor Fees	1,076	1,102	1,000	1,000	1,000
6411 Temporary Help	-	-	5,000	5,000	5,000
6413 Utilities	136,249	122,689	144,339	144,339	149,061
6418 Equip Repairs & Maint	124	-	-	-	-
6425 CEA Equip. Rental	10,572	9,959	12,230	12,230	13,992
Total Expense	\$ 484,212	\$ 474,985	\$ 512,655	\$ 512,655	\$ 503,451

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2014 BUDGET

FIRE DEPARTMENT

Fire Suppression

Business Unit 18021

PROGRAM MISSION

To meet the needs of our community and enhance the quality of life of our citizens and visitors by providing a safe, healthy, and accepting environment through emergency and non-emergency response.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Utilize data gathered through mobile data computers and department records to monitor response times and staffing levels to emergency and non-emergency calls for service
- Identify and develop pre-fire plans for new structures and update pre-fire plans for existing structures, and develop emergency response plans for special events which present potential risks within the community
- Proactively pursue, with our regional partners, the enhancement of our current mutual aid agreements and potential automatic aid agreements, evaluation of shared resources, updating of emergency management planning, and cooperative training exercises to help reduce the threats to our regional security and economy
- Utilize data gathered from department records, automated external defibrillator (AED) information, Gold Cross Ambulance records, and hospital information to monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital
- Identify and develop employee safety programs, practices, and training for reducing the impact of lost time work-related injuries

Major changes in Revenue, Expenditures, or Programs:

The increase in medical/lab supplies is to accommodate the cost of providing first responder service to include AED pads for pediatric patients in cardiac arrest and epinephrine for severe allergic reactions.

The amended 2013 budget includes funding for overtime costs associated with the smoke detector grant program and training provided by Wisconsin Emergency Management.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Qualified, quick response to request for services					
Response to emergency calls for service within four minutes	64%	65%	90%	65%	90%
Strategic Outcomes					
Enhance community safety					
Fire loss	\$ 846,668	\$ 742,792	\$ 500,000	\$ 250,000	\$ 500,000
# of fire-related deaths	0	0	0	0	0
Work Process Outputs					
Calls responded to					
# of emergency calls	3,026	3,238	3,000	3,200	3,000
# of non-emergency calls	490	463	500	500	500
Reduction in lost time work-related injuries					
# of lost time days	0	0	0	0	0

**CITY OF APPLETON 2014 BUDGET
FIRE DEPARTMENT**

Fire Suppression

Business Unit 18021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4224 Miscellaneous State Aids	\$ 20,026	\$ 33,457	\$ -	\$ 116,455	\$ -
4801 Charges for Serv. - Nontax	-	6,075	500	500	3,500
4802 Charges for Serv. - Tax	-	-	-	-	-
Total Revenue	<u>\$ 20,026</u>	<u>\$ 39,532</u>	<u>\$ 500</u>	<u>\$ 116,955</u>	<u>\$ 3,500</u>
Expenses					
6101 Regular Salaries	\$ 5,074,232	\$ 5,301,692	\$ 5,520,802	\$ 5,520,802	\$ 5,695,532
6104 Call Time	2,991	4,061	-	-	-
6105 Overtime	248,098	345,278	64,852	123,467	68,716
6150 Fringes	2,234,084	2,336,878	2,517,657	2,529,857	2,411,596
6201 Training\Conferences	19,109	11,904	17,500	17,500	17,500
6204 Tuition Fees	2,518	1,686	2,500	2,500	2,500
6301 Office Supplies	-	50	-	-	-
6306 Building Maint./Janitorial	2,684	2,492	3,250	3,250	3,250
6309 Shop Supplies & Tools	64	569	-	-	-
6316 Miscellaneous Supplies	128	926	2,500	2,500	1,500
6321 Clothing	18,320	13,779	20,000	20,000	20,000
6324 Medical\Lab Supplies	2,345	1,995	2,500	2,500	3,700
6327 Miscellaneous Equipment	-	-	-	2,500	-
6425 CEA Equip. Rental	366,395	377,770	376,821	376,821	386,425
6430 Health Services	4,283	25,567	25,000	25,000	25,000
Total Expense	<u>\$ 7,975,251</u>	<u>\$ 8,424,647</u>	<u>\$ 8,553,382</u>	<u>\$ 8,626,697</u>	<u>\$ 8,635,719</u>

DETAILED SUMMARY OF 2014 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
	<u>\$ 17,500</u>

Clothing

Protective clothing (turnout repair, boots, helmets, gloves)	\$ 16,500
Dress uniforms and intern clothing	2,000
Badges, hardware, etc.	1,500
	<u>\$ 20,000</u>

Health Services

NFPA-compliant physicals	\$ 22,000
Duty evaluations	3,000
	<u>\$ 25,000</u>

**CITY OF APPLETON 2014 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Provisions of appropriate hazardous materials response service					
% of satisfactory post-incident critiques	100%	100%	100%	100%	100%
Strategic Outcomes					
Lives and property protected					
# of civilian injuries	0	0	0	0	0
Work Process Outputs					
Educational programs delivered					
# of outreach programs delivered	7	4	10	8	10
# of assists given	0	3	5	3	5
# of specialty training hours	5,909	4,020	6,000	5,000	6,000
Program funding					
# of grant applications completed	2	2	2	2	2
# of grants received	2	2	2	2	2

**CITY OF APPLETON 2014 BUDGET
FIRE DEPARTMENT**

Special Operations

Business Unit 18022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4224 Miscellaneous State Aids	\$ 21,360	\$ -	\$ 16,000	\$ 16,000	\$ 18,000
4230 Miscellaneous Local Aids	7,500	7,500	7,500	7,500	7,500
4801 Charges for Serv. - Nontax	-	2,283	-	-	-
4807 Incineration Fees	5,433	11,021	7,500	7,500	10,100
Total Revenue	<u>\$ 34,293</u>	<u>\$ 20,804</u>	<u>\$ 31,000</u>	<u>\$ 31,000</u>	<u>\$ 35,600</u>
Expenses					
6101 Regular Salaries	\$ 66,910	\$ 69,479	\$ 71,737	\$ 71,737	\$ 73,996
6104 Call Time	-	124	-	-	-
6105 Overtime	3,292	3,623	5,718	5,718	5,899
6150 Fringes	28,580	30,981	34,322	34,322	33,001
6321 Protective Clothing	-	-	10,000	10,000	9,000
6327 Miscellaneous Equipment	13,728	23,134	20,000	20,000	20,000
6407 Collection Services	5,022	6,061	7,000	7,000	7,000
Total Expense	<u>\$ 117,532</u>	<u>\$ 133,402</u>	<u>\$ 148,777</u>	<u>\$ 148,777</u>	<u>\$ 148,896</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Monitoring and research
equipment authorized through the
State EPCRA grant (80/20 match)

Outagamie County	\$ 10,000
Calumet County	10,000
	<u>\$ 20,000</u>

**CITY OF APPLETON 2014 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 in avoiding work-related injuries. The department requires employees to participate in a physical fitness program; however, the department has not been able to maintain all of its fitness equipment in proper working condition. In 2013, the program budget was increased \$3,000 to allow for the purchase of appropriate, operable fitness equipment at the fire stations. In 2014, the department is requesting the same amount in an effort to get the remaining needed equipment.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Trained personnel that meet requirements					
% of employees					
trained as required	Firefighter:	100%	100%	100%	100%
by classification	Driver:	100%	100%	100%	100%
	Officer:	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety					
% of fires contained to room/area of origin					
in residential structures	72%	61%	90%	70%	90%
Work Process Outputs					
Educational programs delivered					
Average # of hours of training					
per employee	101	108	130	110	130

**CITY OF APPLETON 2014 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 190,014	\$ 167,735	\$ 166,343	\$ 166,343	\$ 167,530
6105 Overtime	13,101	7,968	6,972	6,972	7,042
6150 Fringes	73,134	69,079	73,796	73,796	71,496
6201 Training\Conferences	3,984	5,237	4,000	4,000	4,000
6315 Books & Library Materials	279	342	1,200	1,200	1,200
6316 Miscellaneous Supplies	1,820	1,209	2,250	2,250	2,250
6323 Safety Supplies	161	264	750	750	750
6327 Miscellaneous Equipment	3,470	5,175	8,200	8,200	8,200
6425 CEA Equip. Rental	4,973	3,997	5,125	5,125	5,273
Total Expense	<u>\$ 290,936</u>	<u>\$ 261,006</u>	<u>\$ 268,636</u>	<u>\$ 268,636</u>	<u>\$ 267,741</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Strategic Outcomes					
Enhanced community safety					
Number of participants in educational programs	7,728	9,260	7,000	7,000	7,000
Number of special events	95	53	80	50	80
Work Process Outputs					
Juvenile Firesetter Program					
% of children referred to program who complete the program	100%	100%	100%	100%	100%

**CITY OF APPLETON 2014 BUDGET
FIRE DEPARTMENT**

Public Education

Business Unit 18031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4210 Federal Grants	\$ 33,280	\$ -	\$ -	\$ -	\$ -
5020 Donations & Memorials	-	5,000	-	-	-
Total Revenue	<u>\$ 33,280</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 66,910	\$ 69,479	\$ 71,737	\$ 71,737	\$ 73,996
6104 Call Time	62	124	-	-	-
6105 Overtime	1,889	5,042	5,069	5,069	5,229
6150 Fringes	31,344	31,280	34,166	34,166	32,849
6201 Training\Conferences	120	325	1,000	1,000	1,000
6316 Miscellaneous Supplies	39	-	-	-	-
6323 Safety Supplies	3,436	4,902	6,000	6,000	6,000
6327 Miscellaneous Equipment	(2,733)	18,387	-	50,040	-
6412 Advertising/Publication	832	68	1,500	1,500	1,500
Total Expense	<u>\$ 101,899</u>	<u>\$ 129,607</u>	<u>\$ 119,472</u>	<u>\$ 169,512</u>	<u>\$ 120,574</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded					
\$ amount of losses for year	\$ 846,668	\$ 742,792	\$ 500,000	\$ 250,000	\$ 500,000
Losses as % of assets protected	0.018%	0.015%	0.010%	0.010%	0.010%
Citizens with safer City environment					
% of schools meeting evacuation requirements	100%	95%	100%	100%	100%
Work Process Outputs					
Permit and license applications processed					
# of permits processed	864	908	700	850	900
# of licenses processed	289	233	250	225	225
% processed within 7 work days	100%	99%	100%	100%	100%
Fire detection and suppression plan review					
# of plans processed	195	150	200	150	150

**CITY OF APPLETON 2014 BUDGET
FIRE DEPARTMENT**

Fire Prevention

Business Unit 18032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4224 Miscellaneous State Aids	\$ 5,018	\$ 4,938	\$ 5,000	\$ 5,000	\$ 5,175
4412 Tent Permits	1,675	1,500	1,500	1,500	1,300
4413 Burning Permits	21,235	23,390	20,000	20,000	23,000
4414 Firework Permits	400	300	500	500	200
4415 Tank Installation Permits	-	60	100	100	60
4416 Tank Removal Permits	480	120	100	100	60
4417 Storage of Flammable Liquids	-	-	100	100	60
4418 Plan Review Permit	-	160	100	100	200
4801 Charges for Serv. - Nontax	-	500	-	-	-
4805 Fire Extinguisher Training	1,300	935	1,000	1,000	500
4806 False Alarm Fees	8,850	6,050	9,000	9,000	6,200
4908 Misc. Intergov. Charges	5,945	3,612	6,000	6,000	4,730
Total Revenue	\$ 44,903	\$ 41,565	\$ 43,400	\$ 43,400	\$ 41,485
Expenses					
6101 Regular Salaries	\$ 398,024	\$ 369,341	\$ 415,348	\$ 415,348	\$ 427,594
6104 Call Time	621	65	-	-	-
6105 Overtime	18,962	11,260	9,582	9,582	9,909
6150 Fringes	163,241	152,767	184,165	184,165	179,870
6201 Training\Conferences	3,125	3,639	3,250	3,250	3,250
6302 Subscriptions	925	855	950	950	950
6303 Memberships & Licenses	555	260	700	700	700
6315 Books & Library Materials	756	152	250	250	250
6316 Miscellaneous Supplies	164	74	175	175	175
6320 Printing & Reproduction	-	226	-	-	-
6327 Miscellaneous Equipment	132	669	1,500	1,500	1,500
6425 CEA Equip. Rental	19,365	19,760	18,951	18,951	19,560
Total Expense	\$ 605,870	\$ 559,068	\$ 634,871	\$ 634,871	\$ 643,758

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM MISSION

For the benefit of the Fire Department and community, we will purchase vehicles and equipment and ensure that it is maintained in a condition that safely meets the operational needs of the Department.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 7: "Work to continuously improve the efficiency and effectiveness of City services....".

Objectives:

- Provide and track all preventive, scheduled, and emergency maintenance on all non-motorized equipment to meet applicable standards
- Research, purchase, and distribute equipment needed by the department
- Provide ongoing technical training for department personnel

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Fire equipment that meet customer needs					
% of hose lengths passing annual testing	98%	95%	100%	95%	100%
Strategic Outcomes					
Responsiveness to equipment and facilities maintenance					
CEA work orders processed	669	682	700	700	700
FMD work orders processed	653	482	625	450	625
Work Process Outputs					
Equipment records database management					
Number of ladders tested	41	41	40	41	41

**CITY OF APPLETON 2014 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 131,203	\$ 132,173	\$ 134,359	\$ 134,359	\$ 138,622
6104 Call Time	62	57	-	-	-
6105 Overtime	10,634	6,983	3,453	3,453	3,564
6150 Fringes	57,353	60,252	64,534	64,534	62,023
6306 Building Maint./Janitorial	13,210	11,041	13,500	13,500	13,500
6308 Landscape Supplies	331	176	500	500	500
6309 Shop Supplies & Tools	1,461	595	1,500	1,500	1,500
6310 Chemicals	1,176	1,337	2,250	2,250	2,250
6316 Miscellaneous Supplies	2,100	1,171	2,000	2,000	2,000
6325 Construction Materials	533	468	750	750	750
6326 Vehicle & Equipment Parts	5,516	3,068	5,500	5,500	5,500
6327 Miscellaneous Equipment	21,239	13,573	20,000	20,000	20,000
6409 Inspection Fees	2,215	-	2,250	2,250	1,000
6417 Vehicle Repairs & Maint	5,221	-	-	-	-
6418 Equip Repairs & Maint	9,329	12,213	15,000	15,000	15,000
6419 Communication Eq. Repairs	6,799	4,615	8,000	8,000	8,000
6420 Facilities charges	180,918	160,048	178,437	178,437	178,586
6425 CEA Equip. Rental	4,288	4,268	6,052	6,052	6,580
6804 Machinery & Equipment	-	75,743	-	-	-
Total Expense	<u>\$ 453,588</u>	<u>\$ 487,781</u>	<u>\$ 458,085</u>	<u>\$ 458,085</u>	<u>\$ 459,375</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	\$ 14,100
Combustible gas leak detectors	4,400
Miscellaneous station equipment	1,500
	<u>\$ 20,000</u>

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Intergovernmental Revenues	246,930	281,822	240,972	198,500	314,955	193,024-	193,024
Permits	23,790	25,530	28,242	22,400	22,400	22,230-	24,880
Charges for Services	15,572	26,864	18,210	18,000	18,000	22,300-	20,300
Intergov. Charges for Service	5,945	3,612	3,620	6,000	6,000	4,730-	4,730
Other Revenues	347	5,058	174	0	0	0	0
TOTAL REVENUES	292,584	342,886	291,218	244,900	361,355	242,284-	242,934
EXPENSES BY LINE ITEM							
Regular Salaries	6,047,649	6,190,402	4,450,716	6,605,997	6,605,997	6,903,016	6,792,378
Labor Pool Allocations	0	123	0	0	0	0	0
Call Time	3,735	4,431	2,715	0	0	0	0
Overtime	295,976	380,154	344,216	96,636	155,251	96,795	100,359
Part-Time	0	0	7,577	0	0	0	0
Other Compensation	34,966	57,272	45,415	0	0	0	0
Sick Pay	4,095	4,080	637	0	0	0	0
Vacation Pay	66,801	84,164	50,231	0	0	0	0
Fringes	2,672,954	2,767,379	2,155,811	3,000,315	3,012,515	3,000,717	2,878,375
Salaries & Fringe Benefits	9,126,176	9,488,005	7,057,318	9,702,948	9,773,763	10,000,528	9,771,112
Training & Conferences	29,120	26,646	26,459	29,750	29,750	29,750	29,750
Tuition Fees	2,518	1,686	1,642	2,500	2,500	2,500	2,500
Office Supplies	2,979	2,833	3,423	3,750	3,750	3,750	3,750
Subscriptions	925	855	1,165	950	950	950	950
Memberships & Licenses	1,124	1,112	1,144	1,400	1,400	1,550	1,550
Postage & Freight	176	36	131	250	250	250	250
Awards & Recognition	776	1,128	30	1,250	1,250	1,400	1,400
Building Maintenance/Janitor.	15,894	13,532	9,606	16,750	16,750	16,750	16,750
Food & Provisions	1,252	943	555	1,500	1,500	1,900	1,900
Administrative Expense	54,764	48,771	44,155	58,100	58,100	58,800	58,800
Landscape Supplies	331	176	144	500	500	500	500
Shop Supplies & Tools	1,525	1,164	1,286	1,500	1,500	1,500	1,500
Chemicals	1,176	1,337	1,622	2,250	2,250	2,250	2,250
Books & Library Materials	1,226	750	792	1,750	1,750	1,750	1,750
Miscellaneous Supplies	4,727	3,745	2,912	7,425	7,425	7,425	6,425
Printing & Reproduction	4,574	4,634	3,196	6,000	6,000	6,000	5,000
Clothing	18,335	13,870	13,412	30,000	30,000	29,000	29,000
Safety Supplies	3,597	5,166	3,437	6,750	6,750	6,750	6,750
Medical & Lab Supplies	2,345	1,995	1,720	2,500	2,500	3,700	3,700
Construction Materials	533	468	634	750	750	750	750
Vehicle & Equipment Parts	5,516	3,068	1,656	5,500	5,500	5,500	5,500
Miscellaneous Equipment	44,456	70,064	65,240	59,700	112,240	59,700	59,700
Supplies & Materials	88,341	106,437	96,051	124,625	177,165	124,825	122,825
Consulting Services	592	1,387	2,500	1,500	1,500	1,500	1,500
Collection Services	6,776	8,098	4,956	9,000	9,000	9,300	9,300
Contractor Fees	1,076	0	960	1,000	1,000	1,000	1,000
Inspection Fees	2,215	0	939	2,250	2,250	2,250	1,000
Temporary Help	0	1,102	5,696	5,000	5,000	5,000	5,000
Advertising	832	68	675	1,500	1,500	1,500	1,500
Health Services	4,283	25,567	23,599	25,000	25,000	25,000	25,000
Purchased Services	15,774	36,222	39,325	45,250	45,250	45,550	44,300
Electric	71,414	68,929	57,148	71,656	71,656	80,298	75,000
Gas	34,507	23,318	22,309	37,348	37,348	42,891	35,000
Water	9,381	9,445	6,133	8,810	8,810	9,931	9,931
Waste Disposal/Collection	2,525	2,536	1,792	2,400	2,400	2,884	2,884
Stormwater	9,498	9,490	6,460	9,457	9,457	11,862	11,862
Telephone	5,819	5,920	4,324	6,072	6,072	5,788	5,788
Cellular Telephone	3,105	3,051	2,731	8,596	8,596	8,596	8,596
Utilities	136,249	122,689	100,897	144,339	144,339	162,250	149,061

City of Appleton
2014 Budget
Revenue and Expense Summary

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
Vehicle Repair & Maintenance	5,221	0	0	0	0	0	0
Equipment Repair & Maintenan	9,453	12,213	5,333	15,000	15,000	15,000	15,000
Communications Equip. Repairs	6,799	4,615	2,261	8,000	8,000	8,000	8,000
Facilities Charges	180,918	160,048	113,593	178,437	178,437	178,586	178,586
CEA Equipment Rental	405,593	415,754	248,145	419,179	419,179	431,830	431,830
Repair & Maintenance	607,984	592,630	369,332	620,616	620,616	633,416	633,416
Machinery & Equipment	0	75,743	16	0	0	0	0
Capital Expenditures	0	75,743	16	0	0	0	0
TOTAL EXPENSES	10,029,288	10,470,497	7,314,993	10,695,878	10,819,233	11,025,369	10,779,514

**CITY OF APPLETON 2014 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 hazardous materials incidents, has finalized contract extensions with the hazardous materials teams through June 30, 2015. Historically, the City was part of the Northeast Wisconsin Regional Team. In the past year, regional hazardous materials teams throughout the State were tasked with evaluating their current capacity with plans of changing the existing structure. As a result, the Cities of Appleton, Oshkosh, and Green Bay (as well as other municipalities throughout the State) are now identified as Type II teams. The main difference between a regional team and a Type II team is that regional teams had to have some WMD capabilities while the Type II teams do not. As a result of this decreased responsibility, the funding level has been reduced from previous years.

PERFORMANCE INDICATORS

Actual 2011 Actual 2012 Target 2013 Projected 2013 Target 2014

Client Benefits/Impacts

Protect life and property against the dangers of emergencies including hazardous materials
% of responses adequately staffed,
as defined above

100% 100% 100% 100% 100%

Strategic Outcomes

Protect life and property against the dangers of emergencies including hazardous materials
of civilian injuries

0 0 0 0 0

Work Process Outputs

of responses (State level)
of outreach programs delivered
of sub-grant applications completed
of sub-grants received

0 1 0 0 0
7 7 10 10 10
2 2 2 2 2
2 2 2 2 2

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	
	Program Revenues	\$ 80,159	\$ 125,705	\$ 72,321	\$ 97,321	\$ 75,075	3.81%
	Program Expenses	\$ 113,601	\$ 110,354	\$ 70,643	\$ 95,643	\$ 75,075	6.27%
Expenses Comprised Of:							
	Personnel	40,246	45,585	24,193	34,193	39,000	61.20%
	Administrative Expense	4,976	8,128	10,600	13,600	9,350	-11.79%
	Supplies & Materials	55,546	33,478	12,050	24,050	11,725	-2.70%
	Purchased Services	-	6,208	7,300	7,300	500	-93.15%
	Utilities	1,822	2,772	2,000	2,000	2,000	0.00%
	Repair & Maintenance	11,011	14,183	14,500	14,500	12,500	-13.79%
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2014 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Level "A"

Business Unit 2090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	60,362	110,354	60,321	85,321	70,075
4710 Interest on Investments	19,797	5,918	12,000	12,000	5,000
4801 Charges for Svc - Nontax	-	9,433	-	-	-
Total Revenue	\$ 80,159	\$ 125,705	\$ 72,321	\$ 97,321	\$ 75,075
Expenses					
6101 Regular Salaries	\$ 6,760	\$ 7,800	\$ 7,000	\$ 7,000	\$ 3,500
6105 Overtime	28,462	30,869	10,193	20,193	32,000
6150 Fringes	5,024	6,916	7,000	7,000	3,500
6201 Training/Conferences	4,783	7,683	10,000	13,000	9,000
6301 Office Supplies	12	232	250	250	100
6307 Food & Provisions	181	213	350	350	250
6309 Shop Supplies & Tools	7,281	18,358	500	12,500	350
6310 Chemicals	1,079	980	1,000	1,000	250
6315 Books & Library Materials	118	89	300	300	100
6316 Miscellaneous Supplies	465	2,359	1,000	1,000	250
6321 Clothing	-	7,692	5,000	5,000	2,750
6322 Gas Purchases	-	118	500	500	150
6324 Medical/Lab Supplies	-	-	250	250	175
6326 Vehicle & Equipment Parts	-	-	500	500	200
6327 Miscellaneous Equipment	46,603	3,881	3,000	3,000	7,500
6404 Consulting Services	-	3,038	3,000	3,000	500
6413 Utilities	1,821	2,772	2,000	2,000	2,000
6417 Vehicle Repairs & Maint	8,082	12,882	10,500	10,500	10,500
6418 Equip Repairs & Maint	2,807	1,301	4,000	4,000	2,000
6419 Communication Eq. Repairs	123	-	-	-	-
6430 Health Services	-	3,171	4,300	4,300	-
6804 Equipment	-	-	-	-	-
Total Expense	\$ 113,601	\$ 110,354	\$ 70,643	\$ 95,643	\$ 75,075

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2014 BUDGET

HAZARDOUS MATERIAL LEVEL A

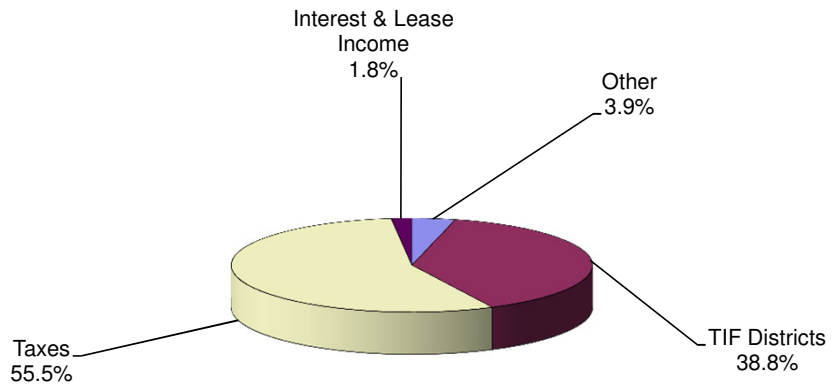
Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

Revenues	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Intergovernmental	\$ 60,362	\$ 110,354	\$ 60,321	\$ 67,790	\$ 70,075
Interest Income	19,797	5,918	12,000	5,000	5,000
Other	-	9,433	-	-	-
Total Revenues	<u>80,159</u>	<u>125,705</u>	<u>72,321</u>	<u>72,790</u>	<u>75,075</u>
Expenses					
Program Costs	113,601	110,354	70,643	70,643	75,075
Total Expenses	<u>113,601</u>	<u>110,354</u>	<u>70,643</u>	<u>70,643</u>	<u>75,075</u>
Revenues over (under) Expenses	(33,442)	15,351	1,678	2,147	-
Fund Balance - Beginning	<u>441,950</u>	<u>408,508</u>	<u>423,859</u>	<u>423,859</u>	<u>426,006</u>
Fund Balance - Ending	<u>\$ 408,508</u>	<u>\$ 423,859</u>	<u>\$ 425,537</u>	<u>\$ 426,006</u>	<u>\$ 426,006</u>

**CITY OF APPLETON 2014 BUDGET
DEBT SERVICE FUNDS**

Funding Sources for 2014 Debt Service

\$5,090,815



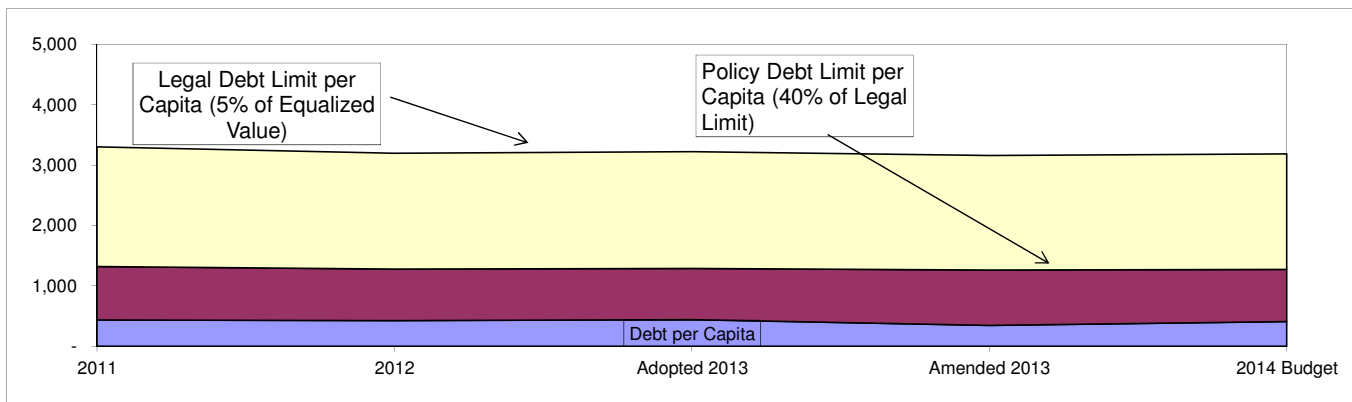
General Obligation Rating: Aaa

**CITY OF APPLETON 2014 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

Revenues	Actual		Adopted 2013	Budget	
	2011	2012		Amended 2013	2014
Taxes	\$ 3,852,111	\$ 3,070,688	\$ 3,100,722	\$ 3,100,722	\$ 2,825,388
Other	92,842	94,767	94,800	94,800	93,092
Total Revenues	3,944,953	3,165,455	3,195,522	3,195,522	2,918,480
Expenditures					
Debt Service:					
Principal	7,021,625	8,761,870	5,090,380 **	5,620,380	4,175,380
Interest and Fees	1,550,049	1,393,104	1,062,228	1,011,228	915,435
Total Expenditures	8,571,674	10,154,974	6,152,608	6,631,608	5,090,815
Excess Revenues (Expenditures)	(4,626,721)	(6,989,519)	(2,957,086)	(3,436,086)	(2,172,335)
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	-	2,920,540	60,000	-	60,000
Premium on Debt Issued	-	267,514	-	-	-
Operating Transfers In	4,626,723	4,556,985	2,897,086	2,953,404	1,985,798
Total Other Financing Sources	4,626,723	7,745,039	2,957,086	2,953,404	2,045,798
Net Change in Fund Balance	2	755,520	-	(482,682)	(126,537)
Fund Balance, Beginning	26,458	26,460	781,980	781,980	299,298
Fund Balance - Ending	\$ 26,460	\$ 781,980	\$ 781,980	\$ 299,298 ***	\$ 172,761

DEBT LIMIT ANALYSIS *

Equalized value	4,797,103,500	4,651,408,600	4,697,922,700	4,622,312,200	4,668,535,300
Legal Debt Limit	239,855,175	232,570,430	234,896,135	231,115,610	233,426,765
Outstanding Debt	31,695,977	30,984,868	32,310,019	25,419,868	30,049,182
Population	72,715	72,810	72,913	73,150	73,283
Debt per capita					
Legal Limit	3,299	3,194	3,222	3,159	3,185
Policy Limit	1,319	1,278	1,289	1,264	1,274
Actual	436	426	443	348	410



* Please see page 613 for a combined illustration of G.O. debt and revenue bond debt.

** The difference in the adopted 2013 and amended 2013 budget relates to the 1998 Term Bonds. \$530,000 was levied in 2012 for the term payment of \$1,125,000 due on 4/1/13 to level the tax levy impact.

*** \$26,537 of this balance is for the Houdini Plaza portion of the 2012A issue for donations received to date to offset the \$37,075 payment due in 2014.

CITY OF APPLETON 2014 BUDGET
DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
2005B G.O. Notes	\$ 900,000	\$ 55,600	\$ 955,600
2006A G.O. Notes	625,000	68,679	693,679
2007A G.O. Notes	700,000	112,200	812,200
2008A G.O. Notes	387,333	76,394	463,727
2008B G.O. Notes	295,000	299,193	594,193
2009A G.O. Notes	400,000	110,019	510,019
2012 Cisco Vendor Financing	63,047	-	63,047
2012 DNR Site Remediation Loan	5,000	-	5,000
2012A G.O. Notes	360,000	109,125	469,125
2012B G.O. Refunding Bonds	440,000	24,225	464,225
Debt Issuance Cost	-	60,000	60,000
Total Debt Service Obligation	\$ 4,175,380	\$ 915,435	\$ 5,090,815

DEBT SERVICE FUNDING SOURCES

Operating Transfers:

Capital Project Funds:

Tax Incremental District #3	\$ 94,870
Tax Incremental District #5	39,050
Tax Incremental District #6	1,811,746
Tax Incremental District #7	1,525
Tax Incremental District #8	28,069
Houdini Plaza	10,538

Revenue:

Taxes	2,825,388
Lease Revenue	93,092

Borrowing:

Proceeds of General Obligation Notes	60,000
Fund Balance Applied	126,537
Total Funding Sources	\$ 5,090,815

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 General Fund Advance of \$1,877,500 on page 208 (includes interest at 5%).

**CITY OF APPLETON 2014 BUDGET
DEBT SERVICE OBLIGATION**

2005B G.O. Notes

Year	Obligation		Funding Sources		
	Principal	Interest	TIF #5	TIF #6	Taxes & Int.
2014	\$ 900,000	\$ 55,600	\$ 37,300	\$ 516,700	\$ 401,600
2015	940,000	18,800	40,800	561,000	357,000
	<u>\$1,840,000</u>	<u>\$ 74,400</u>	<u>\$ 78,100</u>	<u>\$1,077,700</u>	<u>\$ 758,600</u>

2006A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	TIF #6	Taxes & Int.
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
	<u>\$1,965,000</u>	<u>\$ 125,343</u>	<u>\$ 1,545,937</u>	<u>\$ 544,406</u>

2007A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	TIF #6	Taxes & Int.
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
	<u>\$2,990,000</u>	<u>\$ 260,950</u>	<u>\$ 1,250,300</u>	<u>\$2,000,650</u>

2008A G.O. Notes

Year	Obligation		Funding Sources		
	Principal	Interest	TIF # 5	TIF # 6	Taxes & Int.
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
	<u>\$2,203,997</u>	<u>\$ 223,052</u>	<u>\$ 52,625</u>	<u>\$1,282,205</u>	<u>\$1,092,219</u>

**CITY OF APPLETON 2014 BUDGET
DEBT SERVICE OBLIGATION**

2008B G.O. Notes

Year	Obligation		Funding Source
	Principal	Interest	Taxes & Int.
2014	\$ 295,000	\$ 299,193	\$ 594,193
2015	305,000	287,193	592,193
2016	325,000	274,391	599,391
2017	340,000	260,463	600,463
2018	355,000	245,249	600,249
2019	375,000	228,825	603,825
2020	395,000	211,500	606,500
2021	420,000	192,900	612,900
2022	450,000	172,500	622,500
2023	475,000	150,531	625,531
2024	500,000	126,750	626,750
2025	525,000	101,125	626,125
2026	555,000	74,126	629,126
2027	585,000	45,626	630,626
2028	620,000	15,500	635,500
	<u>\$ 6,520,000</u>	<u>\$ 2,685,872</u>	<u>\$ 9,205,872</u>

2009A G.O. Notes

Year	Obligation		Funding Sources				
	Principal	Interest	TIF # 6	TIF # 7	TIF # 8	Ice Center *	Taxes & Int.
2014	\$ 400,000	\$ 110,019	\$ 33,012	\$ 1,525	\$ 1,069	\$ 93,092	\$ 381,321
2015	415,000	97,794	33,012	1,525	1,069	94,567	382,621
2016	435,000	85,044	33,012	1,525	1,069	94,150	390,288
2017	825,000	66,144	377,763	16,300	10,918	91,992	394,171
2018	860,000	40,869	382,038	15,850	10,618	61,350	431,013
2019	895,000	13,984	375,781	20,313	15,234	-	497,656
	<u>\$ 3,830,000</u>	<u>\$ 413,854</u>	<u>\$ 1,234,618</u>	<u>\$ 57,038</u>	<u>\$ 39,977</u>	<u>\$ 435,151</u>	<u>\$ 2,477,070</u>

2012 Cisco Capital **

Year	Obligation		Funding Sources
	Principal	Interest	Taxes & Int.
2014	\$ 63,047	-	\$ 63,047
	<u>\$ 63,047</u>	<u>\$ -</u>	<u>\$ 63,047</u>

* A balloon payment of \$810,000 due from the Appleton Ice Center on the 1998B G.O. Notes was due in 2008 but has been refinanced. The repayment schedule extends to 2018 and repayments will be used to defray the levy portions of this general obligation note.

** 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 2014 BUDGET
DEBT SERVICE OBLIGATION

2012 DNR Site Remediation Loan *

Year	Obligation		Funding Sources
	Principal	Interest	TIF # 8
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
	<u>\$ 300,000</u>	<u>\$ -</u>	<u>\$ 300,000</u>

2012A G.O. Notes

Year	Obligation		Funding Sources		
	Principal	Interest	TIF # 8	Houdini Plaza	Taxes & Int.
2014	\$ 360,000	\$ 109,125	\$ 22,000	\$ 37,075	\$ 410,050
2015	365,000	101,875	22,000	41,425	403,450
2016	375,000	94,475	22,000	40,725	406,750
2017	905,000	81,675	379,328	40,025	567,322
2018	925,000	63,375	378,916	39,325	570,134
2019	940,000	44,725	374,963	38,625	571,137
2020	405,000	30,262	-	37,838	397,424
2021	415,000	18,975	-	41,800	392,175
2022	425,000	6,375	-	40,600	390,775
	<u>\$5,115,000</u>	<u>\$ 550,862</u>	<u>\$1,199,207</u>	<u>\$ 357,438</u>	<u>\$4,109,217</u>

2012B G.O. Refunding Bonds

Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 3	TIF # 6
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
	<u>\$2,495,000</u>	<u>\$ 90,107</u>	<u>\$ 546,053</u>	<u>\$2,039,054</u>

* 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.

**CITY OF APPLETON 2014 BUDGET
DEBT SERVICE OBLIGATION**

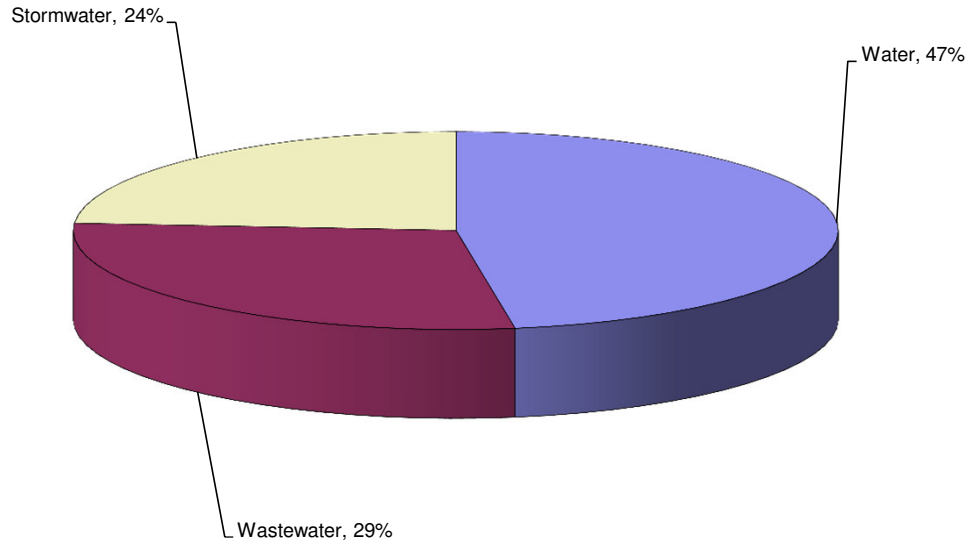
	Total Debt Service				
	Obligation			Funding Sources	
	Principal	Interest	Total	Revenues	Taxes & Int.
2014	\$ 4,175,380	\$ 855,435	\$ 5,030,815	\$ 2,105,427	\$ 2,925,388
2015	4,287,333	713,401	5,000,734	2,188,826	2,811,908
2016	3,497,333	582,685	4,080,018	1,705,854	2,374,164
2017	3,823,499	467,197	4,290,696	2,224,590	2,066,106
2018	3,028,499	367,125	3,395,624	1,790,659	1,604,965
2019	2,415,000	291,306	2,706,306	1,033,688	1,672,618
2020	950,000	242,883	1,192,883	188,959	1,003,924
2021	870,000	211,875	1,081,875	76,800	1,005,075
2022	920,000	178,875	1,098,875	85,600	1,013,275
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
	<u>\$27,322,044</u>	<u>\$ 4,424,440</u>	<u>\$31,746,484</u>	<u>\$11,495,403</u>	<u>\$20,251,081</u>

CITY OF APPLETON 2014 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.

2014 UTILITIES EXPENDITURES

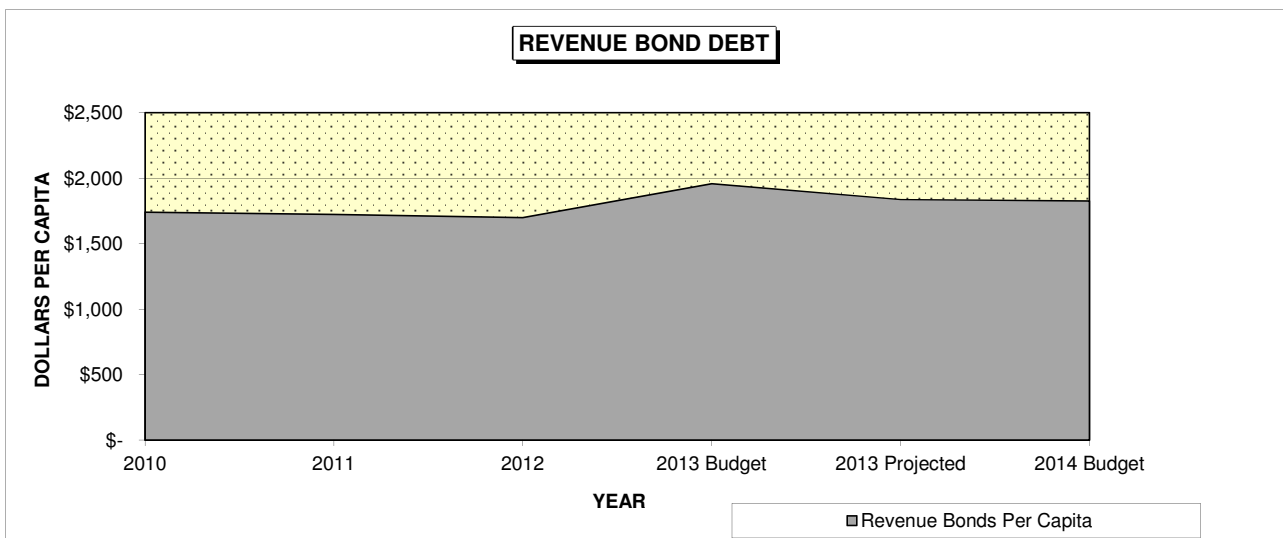
\$50,346,631



CITY OF APPLETON 2014 BUDGET UTILITIES

Revenue Bond Debt Summary

	2010	2011	2012	2013 Budget	2013 Projected	2014 Budget
Revenue Bonds Outstanding	\$ 126,374,002	\$ 125,358,020	\$ 123,665,000	\$ 142,755,000	\$ 134,380,000	\$ 133,825,000
Population	72,623	72,715	72,810	72,913	73,150	73,283
Revenue Bonds Per Capita	\$ 1,740	\$ 1,724	\$ 1,698	\$ 1,958	\$ 1,837	\$ 1,826



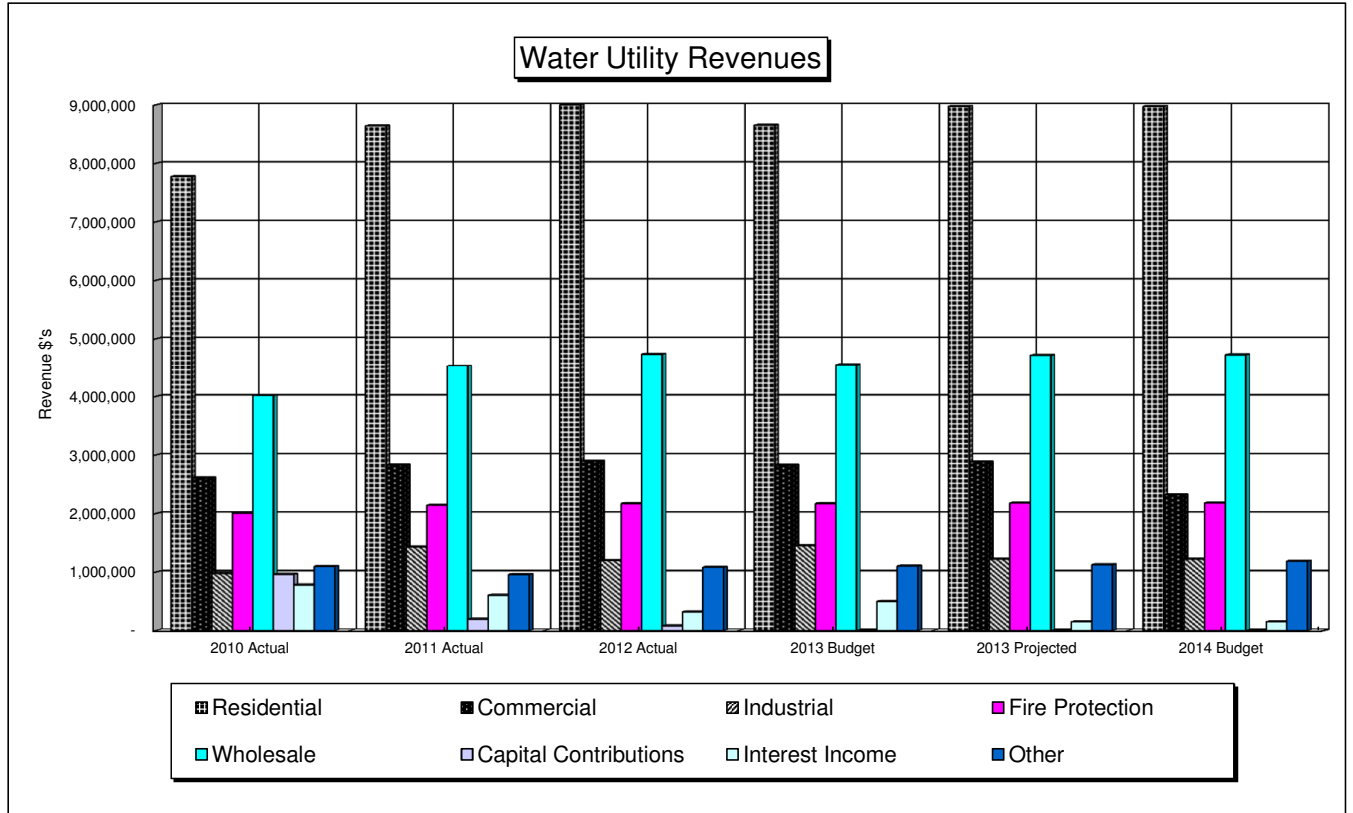
Revenue Bond Ratings:

Water	Aa2
Wastewater	Aa2
Stormwater	Aa2

**CITY OF APPLETON 2014 BUDGET
UTILITY REVENUES**

WATER UTILITY

Sources of Revenue	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget	% Change
Residential Water Service	\$ 7,774,873	\$ 8,638,397	\$ 9,094,767	\$ 8,650,000	\$ 8,975,000	\$ 8,975,000	0.00%
Multi-family Water Service	-	-	-	-	-	580,000	N/A
Commercial Water Service	2,607,515	2,826,006	2,892,343	2,825,000	2,880,000	2,320,000	-19.44%
Industrial Water Service	975,658	1,430,910	1,196,850	1,450,000	1,220,000	1,220,000	0.00%
Municipal Water Service	343,465	380,542	414,287	380,000	410,000	410,000	0.00%
Fire Protection	2,008,441	2,140,611	2,171,863	2,171,704	2,180,000	2,181,050	0.05%
Wholesale Water Service	4,015,861	4,530,494	4,736,038	4,550,000	4,715,000	4,725,000	0.21%
Other	755,395	579,050	669,750	723,150	717,205	778,127	8.49%
Interest Income	782,017	604,719	321,297	500,000	150,000	150,000	0.00%
Contributed Capital	962,248	196,667	81,821	-	-	-	N/A
Total Water Utility	\$ 20,225,473	\$ 21,327,396	\$ 21,579,016	\$ 21,249,854	\$ 21,247,205	\$ 21,339,177	0.43%

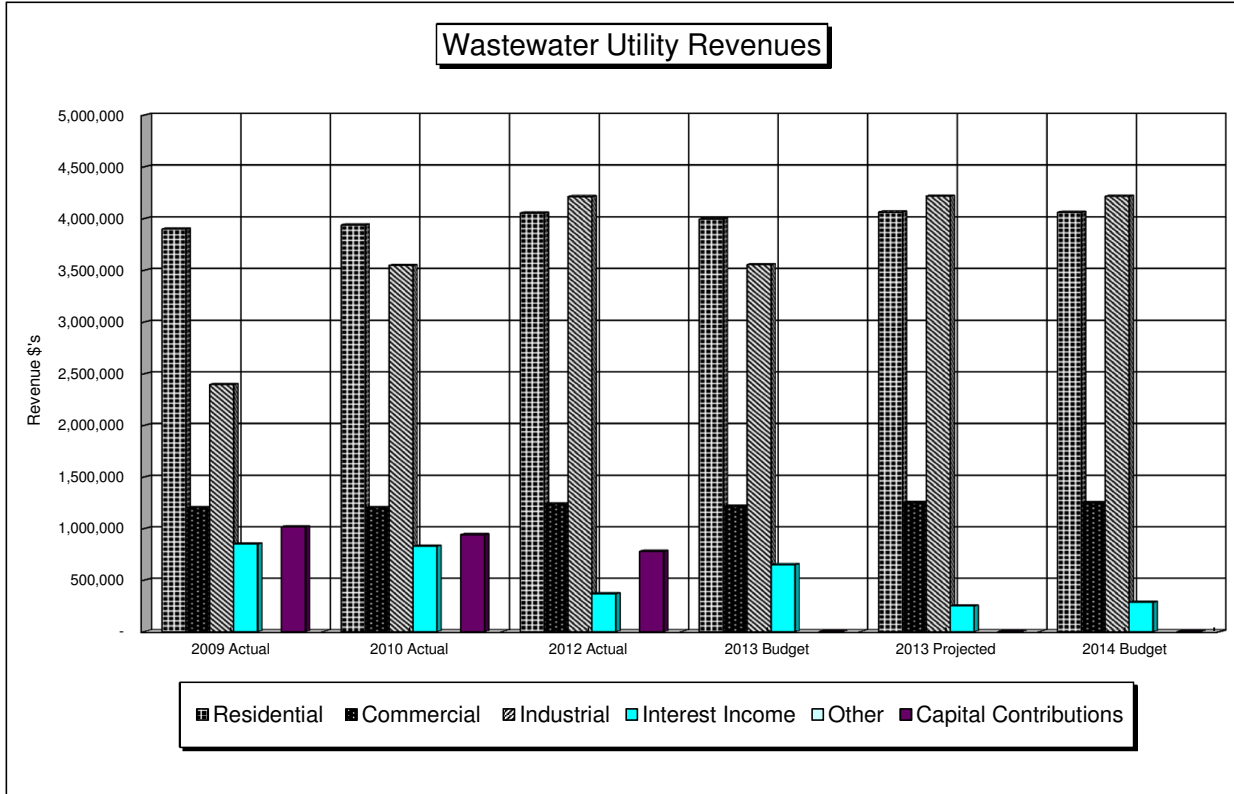


Residential water sales makes up the largest portion of Water Utility revenues, more than commercial, industrial, municipal, and wholesale sales combined. Fire protection revenues include charges for private, public, Town of Grand Chute, Waverly Sanitary District and Village of Sherwood fire protection. 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. The Water Utility did not qualify for an inflationary rate increase in 2013 as the rate of return earned was higher than approved rate for an inflationary rate increase. The Water Utility will start the full rate application in 2015 with new rates issued in 2016. The Public Service Commission (PSC) is requiring a new rate class for Multi-Family properties beginning in 2014; these accounts were previously part of the commercial rate class.

**CITY OF APPLETON 2014 BUDGET
UTILITY REVENUES**

WASTEWATER UTILITY

Sources of Revenue	2009 Actual	2010 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget	% Change
Residential Sewer Service	\$ 3,898,146	\$ 3,937,992	\$ 4,053,288	\$ 3,995,000	\$ 4,061,700	\$ 4,060,000	-0.04%
Commercial Sewer Service	1,201,955	1,201,660	1,237,560	1,215,000	1,250,500	1,250,000	-0.04%
Industrial Sewer Service	2,396,156	3,546,214	4,212,033	3,555,000	4,216,700	4,215,000	-0.04%
Municipal Sewer Service	163,797	233,010	282,344	275,000	282,100	282,000	-0.04%
Interest Income	850,848	829,497	368,369	650,000	250,000	285,000	14.00%
Other	783,702	782,713	815,120	718,968	770,668	736,583	-4.42%
Capital Contributions	1,016,775	940,492	779,755	-	-	-	N/A
Total Wastewater Utility	\$ 10,311,379	\$ 11,471,578	\$ 11,748,469	\$ 10,408,968	\$ 10,831,668	\$ 10,828,583	-0.03%

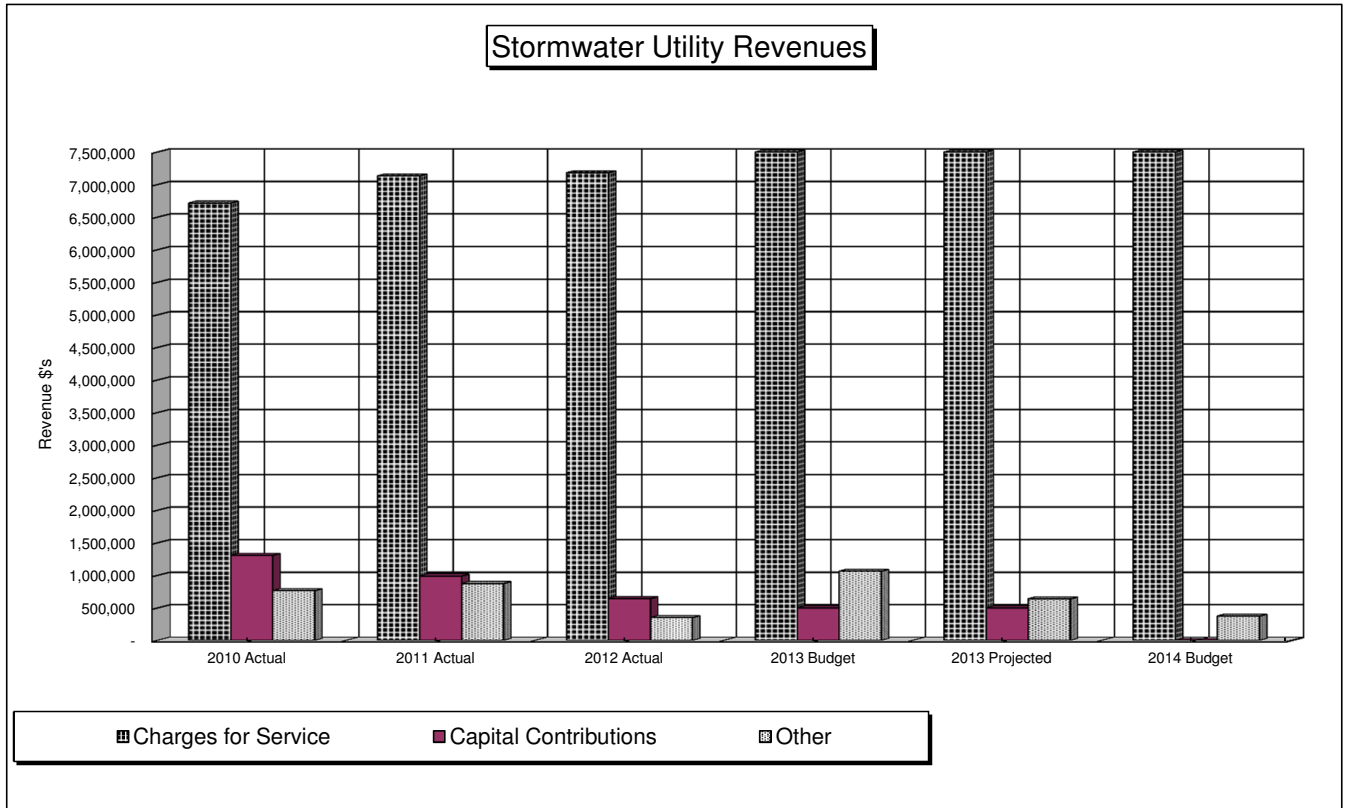


Charges for services include charges for wastewater treatment for various categories of customers - residential, commercial, industrial, and municipal - as well as charges for special services such as industrial pre-treatment. Over the past few years there has been an increase in industrial revenue. Other revenues come from ancillary or nonrecurring activities, and include income from sales of city property, customer penalties, and special hauled waste charges. The 2011 budget included a rate increase of 5%, effective July 1, 2011. A tiered rate system for special hauled waste from outside the service area went into effect January 1, 2010. No further rate increase is expected until 2015, when a rate increase of approximately 3% is projected to go into effect.

**CITY OF APPLETON 2014 BUDGET
UTILITY REVENUES**

STORMWATER UTILITY

Sources of Revenue	2010 Actual	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget	% Change
Charges for Service	\$ 6,716,402	\$ 7,133,010	\$ 7,181,675	\$ 8,047,607	\$ 8,000,000	\$ 8,917,011	11.46%
Interest Income	695,623	800,088	255,881	600,000	175,000	210,000	20.00%
Intergovernmental	-	-	-	300,000	300,000	-	N/A
Capital Contributions	1,308,771	990,218	643,810	500,000	500,000	-	N/A
Other	70,751	75,469	96,888	164,298	164,298	165,549	0.76%
Total Stormwater Utility	\$ 8,791,547	\$ 8,998,785	\$ 8,178,254	\$ 9,611,905	\$ 9,139,298	\$ 9,292,560	1.68%



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 included a capital contribution of \$500,000 from the Wastewater Utility as partial funding for the re-location of an existing pipe near the Wastewater Treatment Plant. 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. The current rate of \$155 per ERU took effect on July 1, 2013. A further rate increase is anticipated for July 1, 2016 of approximately 18% in conjunction with the plan presented to Council on June 15, 2011.

CITY OF APPLETON 2014 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 2013 was not submitted as the utility did not meet qualifications for this increase. The utility will begin the full rate increase application process in 2015.

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:

Meter (Inches)	Quarterly Charge		
	Town of Grand Chute	Waverly Sanitary District	Town of Sherwood
6	-	\$426.00	\$ 426.00
8	\$666.00	-	-
Volume Charge *	\$ 3.28	\$ 3.53	\$ 3.56

* Volume charge is applied to volume of water used, measured in 100 cubic foot (Ccf) increments.

**CITY OF APPLETON 2014 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 on January 1, 2015 and is currently projected at approximately 3%.

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 2014 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
N/A	1	\$ 38.75
N/A	1	\$ 38.75
N/A	1	\$ 38.75

Total:

Residential Users	Average Use (Ccf)	Current Charge
Small	14	\$ 181.09
Average	17	\$ 200.86
Large	20	\$ 220.63

* The quarterly water charges shown here are the current rates as of December 30, 2010.

** The quarterly wastewater charges shown are the current rates as of July 1, 2011. No further increase is expected until an approximate 3% increase in 2015.

*** Annual rate of \$155.00 / ERU took effect July 1, 2013. The next rate increase will be approximately 18% and is anticipated to take effect on July 1, 2016; an annual rate of \$183.00 / ERU.

CITY OF APPLETON 2014 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 2014 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 2013 EVENTS

WATER TREATMENT

Membrane Treatment Operation - The Appleton Water Treatment Facility (AWTF) staff received regulatory approval to transition the ultrafiltration process mode of operation from suspension to deposition. The resulting improvements include lower operating pumping pressures and better performance. The electrical cost reduction is estimated to be \$90,000/annually.

Water Plant Corrosion Settlement - The corrosion mitigation work in the lower membrane room was completed. This work brought the five year project to a close. Some project improvements were outside the original agreement but were upgraded with no additional cost to the City. Examples included upgrading the raw water line from 304 to 316 L stainless steel and adding condensate drain piping in the transmission gallery.

Regulatory Upgrade and Process Improvement Project (RUIP) - The RUIP reached the engineering phase of the project. Water testing is being conducted throughout 2013 to improve the water chemistry of the treatment processes. Equipment improvements to the plant include disinfection for cryptosporidium with ultraviolet light. Preselection of UV Reactors occurred through a Request for Proposal (RFP) process. This project's completion will allow the AWTF to eventually transition away from ultrafiltration. While meeting higher efficiencies for deactivation of cryptosporidium, the chemical, electrical and labor costs will be reduced. The RUIP processes also reduces capital planning in excess of \$10 million when compared to ultrafiltration.

The North Reservoir and Tower Improvements - Complex completed a plumbing project that included a sanitary lateral to the Werner Road collector sewer. The Wisconsin Department of Natural Resources (WDNR) released the AWTF from Wisconsin Pollution Discharge Elimination System (WPDES) permit WI-0044938-05-01 as a result.

PAC Silo Improvement Project - The AWTF initiated the engineering phase of improvements to the Powdered Activated Carbon (PAC) silo. The silo had two incidents of oxidation and combustion. The project will minimize the potential for those occurrences by introducing carbon dioxide gas into the silo. The carbon dioxide will not allow combustion to occur.

Electrical Consumption Reduction - AWTF staff continue to monitor and control electrical equipment. Procedures to reduce on-peak consumption and demand continue. Process changes and pumping rates were modified at the lake station.

Pressure Zone Control Valve Station - The second station was planned in 2012. A lease agreement was arranged with the Appleton Area School District for the site location in 2013.

WATER DISTRIBUTION

The Water Distribution Study was updated to include the improvements completed in the past four years

Celebrated National Public Works Week with a department-wide breakfast for Public Works employees

Selected a new water meter system to replace the current Badger Trace System and began installation of new meters

WATER ADMINISTRATION

Successfully issued \$7,180,000 of Water Revenue Bonds maintaining a Aa2 rating with a True Interest Cost of 4.18%.

Worked with Information Technology and Meter Team staff to start programming changes needed to Utility Billing System to accommodate new meter system and change in meter units from cubic feet to gallons.

Implemented Act 25 for privacy of utility account information.

Implemented GASB 65. Debt costs will no longer be amortized over the life of the debt; instead costs will be expensed in the year the debt is issued. For 2013 the utility must expense all costs in previous issues and the costs related to the debt issued in 2013.

CITY OF APPLETON 2014 BUDGET WATER UTILITY

MAJOR 2014 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 softening process system will be equipped with high density mixers and delivery 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 for virus removal.
- 4) The existing GAC contactors will be upgraded to dual media filters as defined by Wisconsin 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.

Review lead service replacement program to reduce service replacement costs.

Incorporate recommendations from the water distribution study into appropriate operating and capital budget requests.

Install new water meter system and update billing system to replace the current Badger Meter Trace System with Sensus/ I-perl Meter Radio Read System. This is year two of a five year project.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 21,327,396	\$ 21,579,016	\$ 21,249,854	\$ 21,249,854	\$ 21,339,177	0.42%
Program Expenses							
5310	Administration	9,696,737	9,834,211	10,425,611	10,425,611	10,568,368	1.37%
5321	Treatment Admin	316,521	327,875	358,713	358,713	353,808	-1.37%
5323	Treatment Operations	5,055,435	5,529,428	5,831,952	5,831,952	6,193,906	6.21%
5351	Distribution Admin	427,148	405,918	485,247	521,247	594,879	22.59%
5352	Customer Service	148,671	128,071	167,356	167,356	108,882	-34.94%
5353	Distribution Operations	1,101,722	1,050,199	1,147,843	1,147,843	1,208,156	5.25%
5325	Treatment Capital	-	9,096	4,856,483	6,704,712	378,760	-92.20%
5370	Distribution Capital	77,446	63,230	4,098,216	4,121,649	4,526,061	10.44%
TOTAL		\$ 16,823,680	\$ 17,348,028	\$ 27,371,421	\$ 29,279,083	\$ 23,932,820	-12.56%
Expenses Comprised Of:							
	Personnel	2,559,874	2,499,412	2,900,705	2,900,705	3,150,360	8.61%
	Administrative Expense	9,453,444	9,563,497	9,906,078	9,906,078	10,298,524	3.96%
	Supplies & Materials	1,633,431	1,747,315	1,968,945	2,004,945	2,114,036	7.37%
	Purchased Services	191,488	169,741	765,076	2,626,227	533,181	-30.31%
	Utilities	2,571,370	2,933,782	2,717,186	2,717,186	3,234,424	19.04%
	Repair & Maintenance	414,073	433,562	764,868	764,868	637,899	-16.60%
	Capital Expenditures	-	719	8,348,563	8,359,074	3,964,396	-52.51%
Full Time Equivalent Staff:							
	Personnel allocated to programs	37.76	36.64	36.71	36.71	37.73	

**CITY OF APPLETON 2014 BUDGET
WATER UTILITY**

Finance Administration

Business Unit 5310

PROGRAM MISSION

For the benefit of Appleton water consumers, customer billing and financial systems will be maintained in a manner consistent with Wisconsin Public Service Commission (PSC) regulations and generally accepted accounting principles.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

To account for water revenues from various sources, and administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses.

Maintain customer records and accounting information in compliance with PSC regulations and generally accepted accounting principles.

Major changes in Revenue, Expenditures or Programs:

Water Service Revenue reflects a PSC required category for water sales to multi-family (accounts with more than three living units serviced with one meter); this revenue was previously included in the Water Service-Commercial.

Sale of Fixed Assets reflects the gain received on the transfer of the Prospect Street land to the General Fund. The cost of the land was recorded in the fixed asset records at \$8,354; the current value of the land is \$ 48,800. 2012 Other Contract expense reflects the costs to demo the tank located at this property to allow for the transfer of the land to the General Fund.

Consulting expense includes fees paid to Public Service Commission (PSC) for their efforts to review and approve the rate study. Accounting/Audit expense reflects fees paid to a consultant to prepare a rate study for submission to PSC. The last rate study was completed in 2009 with rates implemented on December 30, 2010. The Water Utility did not qualify for a simplified rate increase in years 2011 and 2012 since the rate of return was higher than the allowable rate for the inflationary rate increase.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses					
% of months posted within 10 days of end of month	92%	92%	92%	92%	92%
Strategic Outcomes					
Maintain compliance with GAAP & PSC					
# of audit compliance issues not raised by staff	0	0	0	0	0
Work Process Outputs					
# of monthly bills processed	110,600	110,900	110,900	111,600	112,000
PSC Annual Report filed	On time	On time	On time	On time	On time

**CITY OF APPLETON 2014 BUDGET
WATER UTILITY**

Finance Administration

Business Unit 5310

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4411 Sundry Permits	\$ 665	\$ 350	\$ 500	\$ 500	\$ 500
4710 Interest on Investments	604,688	319,510	500,000	500,000	150,000
4730 Interest - Deferred Special	31	1,787	-	-	-
4820 Unmetered Water Sales	22,488	19,116	27,000	27,000	20,000
4821 Water Service - Residential	8,638,397	9,094,767	8,650,000	8,650,000	8,975,000
4828 Water Service - Multi-family	-	-	-	-	580,000
4822 Water Service - Commercial	2,826,006	2,892,343	2,825,000	2,825,000	2,320,000
4823 Water Service - Industrial	1,430,910	1,196,850	1,450,000	1,450,000	1,220,000
4824 Water Service - Municipal	380,542	414,287	380,000	380,000	410,000
4825 Private Fire Protection	223,255	237,725	235,000	235,000	240,000
4826 Public Fire Protection	1,730,668	1,738,088	1,740,000	1,740,000	1,745,000
4827 Fire Protection Wholesale	186,688	196,050	196,704	196,704	196,050
4829 Sales for Resale GC	4,530,494	4,736,038	4,550,000	4,550,000	4,725,000
5004 Sale of City Prop - Nontax	2,508	2,549	-	-	40,000
5006 Gain (Loss) on Asset Disposal	(126,297)	(68,464)	-	-	-
5016 Lease Revenue	227,266	270,152	269,445	269,445	277,825
5021 Capital Contributions	196,667	81,821	-	-	-
5030 Damage to City Property	11,350	8,269	10,000	10,000	10,000
5035 Other Reimbursements	625	1,036	-	-	-
5070 WTR Other Sales Flushing	5,433	7,896	5,000	5,000	6,000
5071 Customer Penalty	75,280	90,183	78,000	78,000	90,000
5072 WTR Misc Revenue (turn-on)	5,585	5,008	6,000	6,000	5,200
5073 Other WTR Rev-Sewer Billing	39,100	24,297	40,000	40,000	58,000
5077 Income from Admin Fee	5,434	4,961	5,700	5,700	5,000
5079 Private Hydrant Testing	5,807	10,716	5,000	5,000	10,000
5086 Premium on Debt Issuance	303,806	293,681	276,505	276,505	255,602
Total Revenue	\$ 21,327,396	\$ 21,579,016	\$ 21,249,854	\$ 21,249,854	\$ 21,339,177
Expenses					
6101 Regular Salary	\$ 104,671	\$ 106,474	\$ 107,110	\$ 107,110	\$ 109,075
6105 Overtime	147	66	-	-	-
6150 Fringes	37,614	29,404	28,157	28,157	32,858
6304 Postage\Freight	16,238	15,162	18,000	18,000	18,000
6320 Printing and Reproduction	3,036	2,719	2,800	2,800	3,200
6401 Accounting/Audit	11,600	10,387	9,571	9,571	9,816
6402 Legal Fees	20,916	18,744	22,000	22,000	22,000
6403 Bank Services	23,982	22,760	18,000	18,000	20,000
6404 Consulting Services	-	-	5,000	5,000	-
6413 Utilities	55,724	94,745	89,500	89,500	97,000
6501 Insurance - Property	91,014	141,012	101,290	101,290	105,030
6599 Other Contracts/Obligations	48	481	265,000	265,000	-
6601 Depreciation Expense	3,934,781	4,005,220	4,385,000	4,385,000	4,665,000
6623 Uncollectible Accounts	12,879	8,801	12,000	12,000	12,000
6721 Bond Interest Payments	3,419,983	3,361,080	3,312,151	3,312,151	3,300,422
6750 Amortization of Debt Disc	107,263	103,091	98,907	98,907	75,000
6751 Gain/Loss on refund Amort.	213,331	197,947	181,325	181,325	154,767
7911 Trans Out - Gen Fund	1,643,510	1,716,118	1,769,800	1,769,800	1,944,200
Total Expense	\$ 9,696,737	\$ 9,834,211	\$ 10,425,611	\$ 10,425,611	\$ 10,568,368

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Legal Fees

PSC assessment	\$ 22,000
	<u>\$ 22,000</u>

CITY OF APPLETON 2014 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 Membership and License budget reflects an increase in the membership fee to American Water Works Association; fees are based on the number of service connections. The Water Utility recently moved to the next billing level based on the service connections. The budget also reflects the membership to Municipal Environmental Group (MEG) Water in 2013.

Printing & Reproduction expense reflects an increase in the cost to produce and mail the required Consumer Confidence Report (CCR) to all properties served with City water.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp claims/year	0	0	0	0	0
# of first aid entries per year	1	5	12	6	6
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget obligated	85.0%	99.0%	100%	100%	100%
Work Process Outputs					
Government reports prepared					
# and names of regular reports					
CCR Report	1	1	1	1	1
DNR Reports	12	12	12	12	12
SARA Report	1	1	1	1	1

**CITY OF APPLETON 2014 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salary	\$ 207,476	\$ 227,173	\$ 231,969	\$ 231,969	\$ 236,616
6104 Call Time	97	11	-	-	-
6105 Overtime	196	73	2,188	2,188	2,188
6108 Part-Time	-	4,418	397	397	810
6150 Fringes	65,871	62,093	70,972	70,972	67,951
6201 Training\Conferences	1,683	3,358	8,500	8,500	6,000
6301 Office Supplies	736	1,237	2,500	2,500	2,500
6302 Subscriptions	22	20	-	-	-
6303 Memberships & Licenses	3,955	3,830	6,400	6,400	8,000
6304 Postage/Freight	573	779	750	750	1,000
6305 Awards & Recognition	33	-	210	210	210
6306 Building Maint / Janitorial	-	26	-	-	-
6307 Food & Provisions	139	95	280	280	280
6320 Printing & Reproduction	9,070	9,890	9,425	9,425	13,150
6327 Miscellaneous Equipment	1,570	-	1,500	1,500	500
6404 Consulting Services	14,285	3,797	10,000	10,000	-
6408 Contractor Fees	2,297	2,171	3,000	3,000	3,000
6411 Temporary Help	-	-	-	-	-
6412 Advertising	-	-	1,000	1,000	1,500
6413 Utilities	7,502	8,006	8,720	8,720	9,020
6425 CEA Equip. Rental	896	898	902	902	1,083
6599 Other Contracts/Obligations	120	-	-	-	-
Total Expense	\$ 316,521	\$ 327,875	\$ 358,713	\$ 358,713	\$ 353,808

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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:

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 2014 is \$49,000.

Personnel expense continues to reflect 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 492).

The Utilities expense reflects an increase in water treatment residuals disposal fees based on current water conditions. These costs were lower during lower water production and better raw water conditions. The Utilities expense also reflects additional electrical costs for demonstrations that are needed for the UV Process Improvement project that have to be completed during times of on-peak electrical rates. There will be electrical savings upon completion of the project.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Adequate supply of safe drinking water					
% of water sampling tests in compliance per year	100%	100%	100%	100%	100%
# of sprinkling bans per year	0	0	0	0	0
# of gallons pumped per year	3,086 MG	3,311 MG	3,190 MG	3,190 MG	3,190 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	100.0%	100.0%	100%	90%	100%
Average # of hours training per employee	37	13	60	40	60
Work Process Outputs					
Efficient Plant Operation					
# of work days lost due to injuries	0	0	0	0	0
# of work orders closed	649	1,025	1,100	800	1,100
# of open work orders	188	93	225	200	225
Average # of days to close preventive work orders	65	89	50	100	50
# of reservoirs maintaining pressure per year	6	6	6	6	6
# of membrane repairs	11,479	6,753	15,000	15,000	15,000
Water towers					
# inspected / painted per year	1 / 0	1 / 0	1 / 0	0 / 0	1 / 0

**CITY OF APPLETON 2014 BUDGET
WATER UTILITY**

Treatment Operations

Business Unit 5323

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salary	\$ 575,702	\$ 562,760	\$ 556,491	\$ 556,491	\$ 577,492
6104 Call Time	3,452	2,381	2,400	2,400	2,400
6105 Overtime	90,385	67,468	91,255	91,255	91,255
6108 Part-Time	9,548	8,419	10,359	10,359	10,566
6150 Fringes	241,812	229,988	253,446	253,446	257,472
6306 Building Maint./Janitorial	1,303	1,344	1,500	1,500	2,300
6309 Shop Supplies & Tools	4,113	5,628	13,500	13,500	9,500
6310 Chemicals	1,024,467	1,170,921	1,163,285	1,163,285	1,197,255
6316 Miscellaneous Supplies	-	260	-	-	-
6318 Materials	314,577	316,012	384,000	384,000	433,000
6321 Clothing	3,970	2,490	2,895	2,895	2,350
6322 Gas Purchases	8,222	16,235	12,300	12,300	13,366
6323 Safety Supplies	4,273	4,652	6,200	6,200	6,200
6324 Medical/Lab Supplies	38,411	51,259	49,850	49,850	49,900
6326 Equipment Parts	-	8,635	-	-	-
6327 Miscellaneous Equipment	20,042	5,366	47,800	47,800	28,500
6404 Consulting Services	10,959	1,066	-	-	2,500
6407 Collection Services	-	-	-	-	3,450
6408 Contractor Fees	27,714	36,738	134,750	134,750	64,300
6413 Utilities	2,450,654	2,778,777	2,559,947	2,559,947	3,068,772
6416 Build Repairs & Maint	1,770	84	200,000	200,000	-
6418 Equip Repairs & Maint	(11)	8,771	38,000	38,000	59,200
6420 Facilities Charges	174,794	212,739	255,924	255,924	261,328
6424 Software Support	5,676	5,981	10,000	10,000	12,000
6425 CEA Equip. Rental	14,586	14,573	17,795	17,795	16,885
6440 Snow Removal Services	-	5,000	5,000	5,000	5,000
6454 Grounds Repair & Maint	14,540	-	-	-	-
6599 Other Contracts/Obligations	14,476	11,881	15,255	15,255	18,915
Total Expense	\$ 5,055,435	\$ 5,529,428	\$ 5,831,952	\$ 5,831,952	\$ 6,193,906

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Chemicals</u>		<u>Miscellaneous Equipment</u>	
Ammonia	\$ 16,000	Chemical feed pumps	\$ 10,000
Carbon dioxide	39,765	SCADA Computers	5,000
Caustic soda	24,635	I/O Cards, PLC & radios	13,500
Chlorine	73,800		<u>\$ 28,500</u>
Ferric sulfate	144,120	<u>Contractor Fees</u>	
Fluoride	32,800	MCC Maintenance	\$ 20,000
Lime	435,110	Annual hoist inspections	700
Poly phosphate	47,000	Annual CSE inspections	650
Permanganate	277,400	Radio antenna lease	5,900
Powder carbon	50,625	Intake inspection & repair	6,000
Softener Polymer LT 25	15,000	Maintenance for Hach	1,450
ACH	12,000	Tower cleaning & inspection	8,000
Softener Salt	2,000	Tower cathodic protection	16,600
Other chemicals	2,000		<u>\$ 59,300</u>
Membrane cleaning acids	25,000	<u>Medical/Lab Supplies</u>	
	<u>\$ 1,197,255</u>	Lab Fees	\$ 7,400
<u>Equipment Repairs & Maintenance</u>		Process Testing for GAC	2,700
Intake grate repair	\$ 1,200	Lab Tools	5,500
Sludge pump repair	8,000	Lab supplies	32,950
Tower drive replacement	20,000	Lab equipment repairs & maintenance support	1,350
Pump & motor repairs	30,000		<u>\$ 49,900</u>
	<u>\$ 59,200</u>	<u>Other Contracts/Obligations</u>	
<u>Other Contracts/Obligations</u>		DNR Water User Fee	\$ 9,625
Emergency Management Fees	750	<u>Materials</u>	
Railroad Crossing Leases	200	Valves & actuators	\$ 10,000
Cross Connection Fees	120	Pumps & parts for repairs	15,000
Sara Tier 2 Fee	1,020	Piping, hoses & tubing	10,000
DATCP Lab Fee	700	Filters & lubricants	5,000
Parking Lot Sweeping	500	Miscellaneous parts	15,000
Softener & Intake Cleaning by MSB	6,000	Koch parts, domes, pks	8,000
	<u>\$ 18,915</u>	Koch Membrane Agreement	357,000
		Batteries	1,000
		Compressor parts	1,000
		Parts for towers	6,000
		Electrical equipment & parts	5,000
			<u>\$ 433,000</u>

**CITY OF APPLETON 2014 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 2014 CIPs:

	<u>2014 Budget</u>	<u>Page</u>
New Water Tower	\$ 200,000	Projects, Pg. 630
Tower Mixer - North Reservoir	60,000	Projects, Pg. 644
Security Camera Equipment	100,000	Projects, Pg. 640
	<u>\$ 360,000</u>	

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 490).

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Adequate water pressure					
% of tests having adequate pressure	100%	100%	100%	100%	100%
Cost effective treatment processes					
# of CIP's in budget year	5	7	4	5	3
# of CIP's in five-year plan	7	9	6	8	6
Strategic Outcomes					
Water rate changes					
% per year	0%	0%	0-3%	0%	0-3%
Work Process Outputs					
Project Management					
% of projects completed at year end	0%	43%	100%	40%	100%

**CITY OF APPLETON 2014 BUDGET
WATER UTILITY**

Treatment Capital Improvements

Business Unit 5325

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salary	\$ -	\$ -	\$ 10,369	\$ 10,369	\$ 10,578
6105 Overtime	-	-	3,000	3,000	3,000
6150 Fringes	-	-	5,114	5,114	5,182
6404 Consulting Services	-	9,096	20,000	836,333	200,000
6408 Contractor Fees	-	-	158,000	1,189,896	-
6804 Equipment	-	-	4,660,000	4,660,000	160,000
Total Expense	\$ -	\$ 9,096	\$ 4,856,483	\$ 6,704,712	\$ 378,760

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Consulting Services

New Water Tower	\$ 200,000
	<u>\$ 200,000</u>

Equipment

Tower Mixer	\$ 60,000
Security Camera Equipment	100,000
	<u>\$ 160,000</u>

**CITY OF APPLETON 2014 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM MISSION

Provide administrative services to meet the needs of our customers

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Maintain accurate records of repair and maintenance to the system and ensure completeness of all information submitted annually to the Public Service Commission
- Continue to enforce the Exception Meter Policy to insure meter accuracy and recover meter costs
- Implement the proper safety procedures for changing out old lead services
- Increase inventory turnover ratio by decreasing excessive, obsolete, and rare parts from inventory
- Maintain spreadsheets for valve, service, and hydrant records to simplify reporting to the Public Service Commission and ensure integrity of our records

Major changes in Revenue, Expenditures or Programs:

We are expecting to install approximately 14,000 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. The increase in cost of material expense is mainly due to increasing cost of an internal breaker from \$2.74 to \$6.75 and the exterior from \$5.95 to \$12 for each breaker because lead material can no longer be used to manufacture these breakers.

The slight increase in software support is for the data storage and support for an addition two new GPS units in water distribution vehicles.

The increase in training/conference expense is due to the fact that now, in order to keep their credentials, employees will need 6 CEU (Continuing Education Units) credits to renew their certifications.

Clothing allowance which was tracked in laundry services will now become a fringe benefit paid through payroll.

Health services reflects the routine hearing testing and will begin to do lead testing in 2014.

The increase in salaries and fringe benefits is due to the allocation of .5 FTE's of an Engineering Technician to assist with updating the GIS system through investigation of record discrepancies and updating records from construction projects.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Efficient customer service					
# certified mail requests sent	276	135	0	0	0
# of telephone requests for service	5,638	4,164	7,500	7,500	7,500
Strategic Outcomes					
Consistent & current information					
Policies reviewed/updated	0	0	1	1	1
Turnover ratio of inventory	0.87	0.76	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 2014 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 211,635	\$ 220,916	\$ 217,947	\$ 217,947	\$ 252,007
6104 Call Time	1,230	829	1,000	1,000	1,000
6105 Overtime	3,354	1,023	2,232	2,232	1,931
6108 Part-Time	3,626	5,476	5,475	5,475	2,415
6150 Fringes	86,095	80,046	80,739	80,739	94,079
6201 Training\Conferences	2,624	1,853	1,200	1,200	1,600
6301 Office Supplies	1,040	910	1,000	1,000	1,000
6303 Memberships & Licenses	894	915	800	800	900
6304 Postage\Freight	328	213	4,300	4,300	250
6305 Awards & Recognition	525	50	490	490	665
6306 Building Maint./Janitorial	1,918	1,868	2,200	2,200	2,200
6309 Shop Supplies & Tools	244	33	50	50	50
6315 Books & Library Materials	52	-	-	-	-
6318 Materials	9,440	-	56,485	92,485	131,250
6320 Printing & Reproduction	2,012	1,067	4,400	4,400	3,000
6321 Clothing	1,668	977	1,000	1,000	1,000
6323 Safety Supplies	615	642	900	900	900
6324 Medical\Lab Supplies	71	76	100	100	100
6326 Vehicle & Equipment Parts	2,935	-	-	-	-
6327 Miscellaneous Equipment	4,634	2,455	7,300	7,300	3,050
6404 Consulting Services	490	-	-	-	-
6412 Advertising/Publication	68	84	700	700	700
6413 Utilities	57,490	52,254	59,019	59,019	59,632
6418 Equip Repairs & Maint	115	-	-	-	-
6420 Facilities Charges	21,422	18,850	19,000	19,000	19,000
6424 Software Support	583	3,430	4,470	4,470	5,010
6425 CEA Equip. Rental	4,388	4,638	5,540	5,540	5,540
6430 Health Services	-	34	-	-	100
6451 Laundry Services	3,669	3,366	650	650	-
6503 Rent	53	-	-	-	-
6599 Other Contracts/Obligations	3,930	3,913	8,250	8,250	7,500
Total Expense	<u>\$ 427,148</u>	<u>\$ 405,918</u>	<u>\$ 485,247</u>	<u>\$ 521,247</u>	<u>\$ 594,879</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Materials

Frost Free Vac Breakers	\$ 84,000
Inside Vac Breakers	47,250
	<u>\$ 131,250</u>

**CITY OF APPLETON 2014 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:

- Inspect exception meters as the new meter system is installed
- Continue to ensure 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 complete installation of the new metering system

Major changes in Revenue, Expenditures or Programs:

Replacement of the meter reading system will begin in late 2013 and end in late 2017. 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 1.5 additional meter technicians along with the 2.5 FTE's of current staff to implement all 27,738 meters. The additional staff need will be met by current employees as we prioritize overall labor to complete this project as efficiently as possible. See page 641 for additional information.

The 2014 budget reflects the transition of the salary and other operation expenses to the capital project installing the new meters.

Contractor fees are increased as the need to call a plumber may increase during new meter installation.

The \$25,550 in software support includes the hosting fee of the data associated with the new meter reading system. A thorough analysis of the City of Appleton and/or Town of Grand Chute acting as the host site was conducted with the private provider being the most cost-effective option.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Reliable, accurate water usage					
# of large meters replaced	2	1	0	0	0
# of meters tested	1,584	1,293	2,000	2,000	7,000
# of defective meters replaced	115	45	150	150	300
# of meters in service	26,990	27,160	27,250	27,250	27,450
Strategic Outcomes					
Implementation of system upgrade					
# of trace batteries replaced	1,272	802	100	100	0
# of new meters replaced	New measure	----->			7,000
Work Process Outputs					
Service provided					
# of service calls	1,128	1,247	1,200	1,200	1,200
System growth					
# new meters installed	55	177	250	250	200

**CITY OF APPLETON 2014 BUDGET
WATER UTILITY**

Customer Service

Business Unit 5352

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6102 Labor Pool Allocations	\$ 83,345	\$ 76,598	\$ 97,050	\$ 97,050	\$ 50,334
6104 Call Time	157	41	200	200	200
6105 Overtime	1,081	919	750	750	850
6150 Fringes	38,008	32,371	41,321	41,321	19,578
6304 Postage/Freight	262	10	50	50	50
6306 Building Maint./Janitorial	133	55	125	125	150
6309 Shop Supplies	10,103	2,456	8,125	8,125	1,825
6311 Paint & Supplies	24	7	90	90	-
6326 Equipment Parts	3,911	3,344	5,000	5,000	500
6327 Misc. Equipment	-	2,375	-	-	-
6408 Contractor Fees	-	39	1,500	1,500	2,000
6418 Equipment Repairs & Maint.	1,451	1,276	2,600	2,600	1,700
6424 Software Support	-	-	-	-	25,550
6425 CEA Equip. Rental	10,196	8,580	10,545	10,545	6,145
Total Expense	<u>\$ 148,671</u>	<u>\$ 128,071</u>	<u>\$ 167,356</u>	<u>\$ 167,356</u>	<u>\$ 108,882</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Software Support

Annual Hosting Fees	\$ 21,050
Software Support Fees	4,500
	<u>\$ 25,550</u>

CITY OF APPLETON 2014 BUDGET

WATER UTILITY

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM MISSION

The department maintains the distribution mains, services, hydrants and valves to keep the system operating, reduce treated water loss and comply with PSC requirements.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Respond promptly to main breaks to minimize water loss, reduce property damage and lessen disruption of service to customers
- Meet the Public Service Commission requirements with a preventive maintenance and general upkeep schedule
- Monitor the cross connection program and the lead replacement program
- Pursue valve maintenance to comply with Public Service Commission standards
- Pursue color coding of fire hydrants to accurately reflect gallons per minute available at the hydrant

Major changes in Revenue, Expenditures or Programs:

- Water distribution will be focusing more on replacements of hydrants and curb boxes in areas with corrosive soils in 2014.
- Budget includes the purchase of automatic hydrant flushers to increase residual chlorine levels and improve circulation in low consumption/dead end areas.
- Budget includes \$7,000 for the purchase of a new trench safety box (shoe) to replace the current sub-standard box.
- Budget includes replacing lower valve assemblies in Waterous hydrants installed 1970 thru 1990 due to failing parts causing hydrants to turn hard and not function properly.
- The increase in equipment and material is due to the expectation more water patches will be done internally by the street repair crew as the utility has been falling behind.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Reliable source at adequate pressure					
Hydrants					
Replace/Upgrade	16	6	5	5	5
% of hydrants flushed	100%	100%	100%	100%	100%
Water loss reported	3%	11%	8%	10%	10%
Strategic Outcomes					
Reliability of the system					
# water main breaks	99	83	80	85	85
Work Process Outputs					
Preventive maintenance					
# services replaced	5	36	25	25	25
# valves exercised	1,152	1,010	1,000	1,000	1,000
# valves replaced	4	5	5	5	5
# curb boxes repaired	599	331	300	300	300
# joint leaks fixed	6	5	5	5	5
# of service leaks	4	4	15	15	20

**CITY OF APPLETON 2014 BUDGET
WATER UTILITY**

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 450,322	\$ 483,910	\$ 477,003	\$ 477,003	\$ 498,378
6104 Call Time	11,847	9,741	10,650	10,650	10,900
6105 Overtime	37,147	22,221	30,600	30,600	30,900
6108 Part-Time	257	65	-	-	-
6150 Fringes	224,418	202,991	205,458	205,458	215,280
6308 Landscape Supplies	887	356	1,600	1,600	1,000
6309 Shop Supplies & Tools	6,505	6,129	7,825	7,825	7,500
6311 Paint & Supplies	3,821	2,082	2,300	2,300	2,375
6316 Miscellaneous Supplies	-	136	-	-	-
6321 Clothing	17	-	-	-	-
6322 Gas Purchases	153	-	215	215	215
6323 Safety Supplies	-	203	-	-	-
6325 Construction Materials	56,032	64,946	78,000	78,000	101,000
6326 Equipment Parts	80,505	54,786	79,000	79,000	79,000
6327 Miscellaneous Equipment	11,014	14,273	19,500	19,500	20,850
6328 Signs	-	-	-	-	-
6408 Contractor Fees	42,370	15,739	19,000	19,000	18,500
6415 Tipping Fees	7,082	12,174	18,000	18,000	18,000
6418 Equip Repairs & Maint	541	576	600	600	600
6425 CEA Equip. Rental	168,804	159,147	197,292	197,292	203,158
6430 Health Services	-	74	-	-	-
6503 Rent	-	650	800	800	500
Total Expense	<u>\$ 1,101,722</u>	<u>\$ 1,050,199</u>	<u>\$ 1,147,843</u>	<u>\$ 1,147,843</u>	<u>\$ 1,208,156</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Asphalt	\$ 25,000	Surface restoration	\$ 10,000
Gravel	14,000	Contractor services for	
Slurry	5,000	main/valve break & repair	2,500
Stone	1,000	Hydrant painting	6,000
Concrete	56,000		<u>\$ 18,500</u>
	<u>\$ 101,000</u>		
<u>Equipment Parts</u>		<u>Tipping Fees</u>	
Fittings, clamps, pipe, etc. for		Water main breaks	\$ 10,000
main/valve break repair	\$ 25,000	Pavement removal from	
Valves, sleeves, boxes, pipe &		in-house patch program	8,000
connectors for service			<u>\$ 18,000</u>
laterals/curbs	19,000		
Hydrant repair parts	35,000		
	<u>\$ 79,000</u>		
<u>Miscellaneous Equipment</u>			
Barricades	\$ 3,000		
Shoe (Trench Safety Box)	7,000		
Metrotech Locator	850		
Listening Device	2,500		
Automatic Hydrant Flusher	3,500		
RP Valve (replacement)	4,000		
	<u>\$ 20,850</u>		

CITY OF APPLETON 2014 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 2014 watermain program
- Continue to coordinate water capital projects with other capital improvement projects
- Evaluate the needs of the system and prepare a five year plan to reflect those needs
- Replace some undersized 4 inch mains per DNR water audit
- Implement the water meter system replacement program

The following are 2014 CIPs:

	2014 Budget	Page
Radio Read System for Water Meters	\$ 1,860,073	Projects, Pg. 641
Water main construction	2,665,988	Projects, Pg. 608
	\$ 4,526,061	

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 second year 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 no longer supported by the manufacturer.

In the past, we updated our records annually based on construction activities rounding to the nearest 1/100 of a mile. With the onset of GIS based records, we now are able to update our records continuously throughout the year. However, it is no longer practical to round to the nearest 1/100 of a mile due to the number of minor non-construction related changes made throughout the year. Therefore, we now round to the nearest mile which still provides for a very useful measure, while reducing the confusion caused by the minor adjustments made throughout the year.

PERFORMANCE INDICATORS

	Actual 2011	Actual 2012	Target 2013	Projected 2013	Target 2014
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	21% - 493%	0% - 175%	0% - 200%	0% - 200%	0% - 200%
# of low flow hydrants eliminated	7	3	7	7	5
Strategic Outcomes					
System size					
Miles of mains	363	374	367	374	375
% of total miles of mains reconstructed	0.56%	0.63%	0.75%	0.69%	0.79%
# of hydrants in the City	3,294	3,277	3,301	3,293	3,298
# of low flow hydrants in the City	110	107	95	95	90
Work Process Outputs					
System expansion and improvement					
Miles of transmission lines added	1.40	0.17	0.00	0.00	0.80
Miles of existing mains relaid	6.38	2.30	2.20	2.57	2.98

**CITY OF APPLETON 2014 BUDGET
WATER UTILITY**

Distribution Capital Improvements

Business Unit 5370

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 47,693	\$ 48,942	\$ 258,199	\$ 258,199	\$ 405,082
6104 Call Time	-	-	-	-	-
6105 Overtime	6,199	2,032	5,551	5,551	10,895
6108 Part-Time	533	802	2,906	2,906	3,752
6150 Fringes	15,956	9,761	90,397	90,397	145,336
6309 Shop Supplies & Tools	(240)	124	-	-	-
6325 Construction Materials	5,043	-	-	-	-
6328 Signs	457	-	-	-	-
6404 Consulting	-	750	-	12,922	-
6408 Contractor Fees	-	-	25,400	25,400	125,900
6425 CEA Equipment Rental	-	-	12,200	12,200	20,700
6599 Other Contracts/Obligations	1,805	100	15,000	15,000	10,000
6804 Machinery & Equipment	-	-	1,712,040	1,712,040	1,539,602
6809 Infrastructure Construction	-	719	1,976,523	1,987,034	2,264,794
Total Expense	\$ 77,446	\$ 63,230	\$ 4,098,216	\$ 4,121,649	\$ 4,526,061

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

2014	Street	From	To	Water Utility
Labor Pool				259,094
CEA				6,200
Miscellaneous	Permit and Misc. FNOI, Railroad, Water Usage, County			10,000
Construction	Surface Restoration Due to 2013 Water CIP Excav.			125,900
	Subtotal			135,900
Reconstruction (not related to paving)	Eighth St	Walnut St	Elm Street, 210' e	105,750 *
	Elm St	Eighth St	Lawrence St	51,480 *
	Jackman St (Hill)	Water St	Prospect St	10,500
	Kay St	Graceland Ave	Racine St	67,670
	Lawe St Bridge	S. Island St	Power Canal	56,375
	Lawrence St	Elm St	Superior St	133,320 *
	Outagamie St	Second St	Spencer St	225,225
	Prospect Ave	State St	Walnut St	62,000
	Racine St	Randall St	Grant St	162,500
	Spring St	Sharon St	Badger Ave	42,700
	State St	Fourth St	Prospect Ave	52,200
	Walnut St	Seventh St	Eighth St	7,500
	Subtotal			977,220
Reconstruction (prior to next year's paving)	Badger Ave	Mason St	Wisconsin Ave	60,175
	Eldorado St	Catherine St	Wood St	120,780
	Glendale Ave	Ballard Rd	Roemer Rd	307,440
	Meade St	Northland Ave	Florida St	87,420
	Wood St	Eldorado St	North St	30,160
	Subtotal			605,975
Transmission - New	Glendale Ave	Roemer Rd	Sandra St	511,500
	Sandra St	Glendale Ave	Pershing St	170,099
	Subtotal			681,599
Total Water Construction				\$ 2,665,988

Machinery & Equipment

Radio Read System for Water Meters	\$ 1,860,073
	<u>\$ 1,860,073</u>

* 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.

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Permits	665	350	315	500	500	500	500
Interest Income	604,719	321,297	46,733-	500,000	500,000	150,000	150,000
Charges for Services	19,969,446	20,525,265	16,829,142	20,053,704	20,053,704	20,000	20,431,050
Other Revenues	752,562	732,105	579,441	695,650	695,650	151,200	757,627
TOTAL REVENUES	21,327,392	21,579,017	17,362,165	21,249,854	21,249,854	321,700	21,339,177
EXPENSES BY LINE ITEM							
Regular Salaries	288,579	309,341	276,209	419,133	419,133	319,549	330,127
Labor Pool Allocations	1,184,598	1,185,977	1,210,756	1,530,050	1,530,050	1,768,119	1,802,370
Call Time	16,782	13,003	15,172	14,250	14,250	14,500	14,500
Overtime	138,510	93,801	116,436	135,576	135,576	138,019	141,019
Temp. Full-Time	533	802	0	2,906	2,906	1,876	1,876
Part-Time	13,432	18,378	9,878	16,231	16,231	15,262	15,667
Other Compensation	346	1,024	8,025	5,405	5,405	5,715	5,715
Shift Differential	2,915	2,146	1,896	1,550	1,550	1,350	1,350
Sick Pay	55,968	33,903	28,959	0	0	0	0
Vacation Pay	148,438	194,382	171,363	0	0	0	0
Fringes	709,565	646,286	667,808	775,604	775,604	812,454	837,736
FICA	208	369	0	0	0	0	0
Salaries & Fringe Benefits	2,559,874	2,499,412	2,506,502	2,900,705	2,900,705	3,076,844	3,150,360
Training & Conferences	4,306	5,211	2,673	9,700	9,700	7,600	7,600
Subscriptions	23	20	20	0	0	0	0
Memberships & Licenses	4,849	4,745	8,046	7,200	7,200	8,900	8,900
Postage & Freight	17,401	16,165	13,501	23,100	23,100	19,300	19,300
Awards & Recognition	558	50	546	700	700	875	875
Building Maintenance/Janitor.	3,354	3,292	3,575	3,825	3,825	4,650	4,650
Food & Provisions	139	95	451	280	280	280	280
Insurance	91,014	141,012	94,985	101,290	101,290	0	105,030
Rent	53	650	0	800	800	500	500
Depreciation Expense	3,934,781	4,005,220	3,880,421	4,385,000	4,385,000	0	4,665,000
Uncollectible Accounts	12,879	8,801	11,434	12,000	12,000	12,000	12,000
Bond Interest Payments	3,419,983	3,361,080	3,065,168	3,312,151	3,312,151	0	3,300,422
Amortization of Debt Disc.	107,263	103,091	192,839	98,907	98,907	0	75,000
Gain/Loss on Refund Amort.	213,331	197,947	191,053	181,325	181,325	0	154,767
Trans Out - General Fund	1,643,510	1,716,118	1,485,655	1,769,800	1,769,800	0	1,944,200
Administrative Expense	9,453,444	9,563,497	8,950,367	9,906,078	9,906,078	54,105	10,298,524
Landscape Supplies	887	356	0	1,600	1,600	1,000	1,000
Shop Supplies & Tools	20,725	14,370	18,136	29,500	29,500	18,875	18,875
Chemicals	1,024,467	1,170,921	1,107,233	1,163,285	1,163,285	1,197,255	1,197,255
Treatment Chemicals	1,776	2,148	1,557	3,500	3,500	3,500	3,500
Paint & Supplies	3,845	2,089	1,934	2,390	2,390	2,375	2,375
Books & Library Materials	53	0	0	0	0	0	0
Miscellaneous Supplies	0	396	0	0	0	0	0
Materials	324,017	316,012	259,710	440,485	476,485	564,994	564,250
Printing & Reproduction	14,118	13,676	14,045	16,625	16,625	19,350	19,350
Clothing	5,654	3,467	2,572	3,895	3,895	3,350	3,350
Gas Purchases	8,375	16,235	8,287	12,515	12,515	13,581	13,581
Safety Supplies	4,888	5,496	2,972	7,100	7,100	7,100	7,100
Medical & Lab Supplies	38,482	51,335	40,404	49,950	49,950	50,000	50,000
Construction Materials	61,075	64,946	68,728	78,000	78,000	101,000	101,000
Vehicle & Equipment Parts	87,352	58,130	61,273	84,000	84,000	79,500	79,500
Miscellaneous Equipment	37,260	27,738	44,135	76,100	76,100	52,900	52,900
Signs	457	0	88	0	0	0	0
Supplies & Materials	1,633,431	1,747,315	1,631,074	1,968,945	2,004,945	2,114,780	2,114,036
Accounting/Audit	11,600	10,387	11,318	9,571	9,571	9,816	9,816
Legal Fees	20,916	18,744	20,049	22,000	22,000	22,000	22,000
Bank Services	23,982	22,760	17,476	18,000	18,000	20,000	20,000
Consulting Services	25,734	19,010	447,261	35,000	864,255	207,500	202,500
Collection Services	0	1,066	1,844	0	0	2,700	3,450

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
Contractor Fees	78,058	60,667	43,848	351,650	1,383,546	213,700	213,700
Advertising	68	84	73	1,700	1,700	2,200	2,200
Tipping Fees	7,082	12,174	16,753	18,000	18,000	18,000	18,000
Health Services	0	108	19	0	0	100	100
Interpreter Services	0	0	30	0	0	0	0
Snow Removal Services	0	5,000	3,094	5,000	5,000	5,000	5,000
Laundry Services	3,669	3,366	443	650	650	0	0
Other Contracts/Obligations	20,379	16,375	126,664	303,505	303,505	36,415	36,415
Purchased Services	191,488	169,741	688,872	765,076	2,626,227	537,431	533,181
Electric	669,586	740,994	596,865	711,360	711,360	895,416	895,416
Gas	160,250	123,151	110,066	165,415	165,415	13,603	13,603
Water	89,187	124,605	81,732	133,302	133,302	125,516	125,516
Waste Disposal/Collection	9,601	12,292	18,534	11,441	11,441	26,520	26,520
Fuel Oil	1,602,849	1,894,270	1,569,786	1,655,000	1,655,000	2,130,000	2,130,000
Stormwater	22,399	20,059	19,039	21,564	21,564	23,412	23,412
Telephone	14,499	14,661	14,035	15,390	15,390	15,467	15,467
Cellular Telephone	2,999	3,750	4,397	3,714	3,714	4,490	4,490
Utilities	2,571,370	2,933,782	2,414,454	2,717,186	2,717,186	3,234,424	3,234,424
Building Repair & Maintenance	1,770	84	499	200,000	200,000	0	0
Equipment Repair & Maintenan	2,095	10,623	35,853	41,200	41,200	61,500	61,500
Facilities Charges	196,216	231,590	148,990	274,924	274,924	280,328	280,328
Software Support	583	3,430	11,800	4,470	4,470	17,010	42,560
CEA Equipment Rental	198,869	187,835	242,324	244,274	244,274	253,511	253,511
Grounds Repair & Maintenance	14,540	0	4,792	0	0	0	0
Repair & Maintenance	414,073	433,562	444,258	764,868	764,868	612,349	637,899
Machinery & Equipment	0	0	1,206,476	6,372,040	6,372,040	1,750,702	1,699,602
Infrastructure Construction	0	719	1,338,475	1,976,523	1,987,034	2,264,794	2,264,794
Capital Expenditures	0	719	2,544,951	8,348,563	8,359,074	4,015,496	3,964,396
TOTAL EXPENSES	16,823,680	17,348,028	19,180,478	27,371,421	29,279,083	13,645,429	23,932,820

CITY OF APPLETON 2014 BUDGET
WATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Charges for Services	\$ 19,974,880	\$ 20,533,159	\$ 20,053,704	\$ 20,400,000	\$ 20,431,050
Miscellaneous	359,871	399,294	413,945	415,000	497,525
Total Revenues	<u>20,334,751</u>	<u>20,932,453</u>	<u>20,467,649</u>	<u>20,815,000</u>	<u>20,928,575</u>
Expenses					
Operation and Maintenance	7,455,689	7,903,181	8,669,539	8,669,539	8,888,610
Depreciation	3,934,781	4,005,220	4,385,000	4,385,000	4,665,000
Total Expenses	<u>11,390,470</u>	<u>11,908,401</u>	<u>13,054,539</u>	<u>13,054,539</u>	<u>13,553,610</u>
Operating Income (Loss)	8,944,281	9,024,052	7,413,110	7,760,461	7,374,965
Non-Operating Revenues (Expenses)					
Investment Income	604,719	321,297	500,000	150,000	150,000
Interest Expense	(3,419,984)	(3,361,080)	(3,312,151)	(3,303,811)	(3,300,422)
Gain/Loss on Refunding	(213,331)	(197,947)	(181,325)	(171,748)	(154,767)
Gain/Loss on Asset Disposal	(126,297)	(68,464)	-	-	-
Amortization of Premium on Debt	303,806	293,681	276,505	276,505	255,602
Amortization of Debt Expense	(107,263)	(103,091)	(98,907)	(777,571)	(75,000)
Other	13,750	4,913	5,700	5,700	5,000
Total Non-Operating	<u>(2,944,600)</u>	<u>(3,110,691)</u>	<u>(2,810,178)</u>	<u>(3,820,925)</u>	<u>(3,119,587)</u>
Net Income Before Contributions and Transfers	5,999,681	5,913,361	4,602,932	3,939,536	4,255,378
Contributions and Transfers In (Out)					
Capital Contributions	196,667	81,821	-	-	-
General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(1,678,832)	(1,750,394)	(1,756,000)	(1,756,000)	(1,930,400)
Capital Projects	-	-	-	-	-
Change in Net Assets	4,503,716	4,230,988	2,833,132	2,169,736	2,311,178
Net Assets - Beginning	<u>59,667,631</u>	<u>64,171,347</u>	<u>68,402,335</u>	<u>68,402,335</u>	<u>70,572,071</u>
Net Assets - Ending	<u>\$ 64,171,347</u>	<u>\$ 68,402,335</u>	<u>\$ 71,235,467</u>	<u>\$ 70,572,071</u>	<u>\$ 72,883,249</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	\$ 12,713,305	\$ 8,978,313
+ Change in Net Assets	2,169,736	2,311,178
- Capital Contributions	-	-
+ Depreciation	4,385,000	4,665,000
+ Long Term Debt	7,001,633	4,000,000
- Fixed Assets	(11,826,361)	(4,904,821)
- Principal Repayment	(5,465,000)	(5,550,000)
Working Cash - End of Year	<u>\$ 8,978,313</u>	<u>\$ 9,499,670</u>

**CITY OF APPLETON 2014 BUDGET
WATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2013 Budget	2013 Projected	2014 Budget	2015 Projected	2016 Projected	2017 Projected	2018 Projected
Revenues							
Charges for Services	\$20,053,704	\$20,400,000	\$20,431,050	\$20,533,205	\$20,635,871	\$20,739,051	\$20,842,746
Miscellaneous	413,945	415,000	497,525	498,147	498,770	499,393	500,017
Total Revenues	<u>20,467,649</u>	<u>20,815,000</u>	<u>20,928,575</u>	<u>21,031,352</u>	<u>21,134,641</u>	<u>21,238,444</u>	<u>21,342,763</u>
Expenses							
Operating Expenses	8,669,539	8,669,539	8,888,610	9,155,268	9,429,926	9,712,824	10,004,209
Depreciation	4,385,000	4,385,000	4,665,000	4,965,000	5,265,000	5,565,000	5,865,000
Total Expenses	<u>13,054,539</u>	<u>13,054,539</u>	<u>13,553,610</u>	<u>14,120,268</u>	<u>14,694,926</u>	<u>15,277,824</u>	<u>15,869,209</u>
Operating Income	7,413,110	7,760,461	7,374,965	6,911,084	6,439,715	5,960,620	5,473,554
Non-Operating Revenues (Expenses)							
Interest Income	500,000	150,000	150,000	200,000	200,000	150,000	150,000
Interest Expense	(3,312,151)	(3,303,811)	(3,300,422)	(3,325,422)	(3,299,284)	(3,211,896)	(3,041,951)
Gain/Loss on Refunding	(181,325)	(171,748)	(154,767)	(137,925)	(121,170)	(103,533)	(84,995)
Amortization of Premium on Debt	276,505	276,505	255,602	230,497	204,889	177,913	149,531
Debt Issuance Expense	(98,907)	(777,571)	(75,000)	(85,000)	(75,000)	(75,000)	-
Other	5,700	5,700	5,000	5,000	5,000	5,000	5,000
Total Non-Operating	<u>(2,810,178)</u>	<u>(3,820,925)</u>	<u>(3,119,587)</u>	<u>(3,112,851)</u>	<u>(3,085,565)</u>	<u>(3,057,517)</u>	<u>(2,822,415)</u>
Net Income Before Transfers	4,602,932	3,939,536	4,255,378	3,798,233	3,354,149	2,903,103	2,651,139
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	323,950	-	237,322	-
Trans Out - General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(1,756,000)	(1,756,000)	(1,930,400)	(2,105,400)	(2,280,400)	(2,455,400)	(2,630,400)
Change in Net Assets	2,833,132	2,169,736	2,311,178	2,002,983	1,059,949	671,225	6,939
Total Net Assets - Beginning	<u>68,402,335</u>	<u>68,402,335</u>	<u>70,572,071</u>	<u>72,883,249</u>	<u>74,886,232</u>	<u>75,946,181</u>	<u>76,617,406</u>
Total Net Assets - Ending	<u>\$71,235,467</u>	<u>\$70,572,071</u>	<u>\$72,883,249</u>	<u>\$74,886,232</u>	<u>\$75,946,181</u>	<u>\$76,617,406</u>	<u>\$76,624,345</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	12,713,305	8,978,313	8,978,313	9,499,670	9,011,399	8,121,743	6,811,678
+ Change in Net Assets	2,169,736	2,311,178	2,311,178	2,002,983	1,059,949	671,225	6,939
+ Depreciation	4,385,000	4,665,000	4,665,000	4,965,000	5,265,000	5,565,000	5,865,000
+ Long Term Debt	7,001,633	4,000,000	4,000,000	5,200,000	4,000,000	4,000,000	-
- Contributed Capital	-	-	-	(323,950)	-	(237,322)	-
- Fixed Assets	(11,826,361)	(4,904,821)	(4,904,821)	(6,527,304)	(5,119,605)	(4,933,968)	(3,342,845)
- Principal Repayment	(5,465,000)	(5,550,000)	(5,550,000)	(5,805,000)	(6,095,000)	(6,375,000)	(6,175,000)
Working Cash - End of Year	<u>\$ 8,978,313</u>	<u>\$ 9,499,670</u>	<u>\$ 9,499,670</u>	<u>\$ 9,011,399</u>	<u>\$ 8,121,743</u>	<u>\$ 6,811,678</u>	<u>\$ 3,165,772</u>
25% Working Capital Reserve (prior year's audited expenses)		3,432,338	3,529,858	3,646,523	3,752,403	3,845,030	
Coverage Ratio		1.32	1.39	1.38	1.29	1.24	1.20

ASSUMPTIONS:

Borrow 80% of capital expenditures as detailed in the five year plan for years 2014-2018
Interest rate at 5% twenty year term
Revenue increases of 1/2% in other years for additional customer base
Operating expenses to increase 3.0% per year after 2014
Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

RESULTS:

A Rate Study will be prepared late in 2015, with rates implemented in 2016. All Water Utility rate increases must be approved by the Public Service Commission. Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances.

CITY OF APPLETON 2014 BUDGET

WATER UTILITY LONG TERM DEBT

	2007 A		2007 C		2008 A	
	Revenue Refunding Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
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	-
	<u>\$ 38,645,000</u>	<u>\$ 7,957,616</u>	<u>\$ 10,020,000</u>	<u>\$ 3,103,778</u>	<u>\$ 12,970,000</u>	<u>\$ 5,409,186</u>

	2011		2012		2013	
	Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2014	\$ 125,000	\$ 110,660	\$ 100,000	\$ 72,405	\$ -	\$ 279,150
2015	130,000	106,760	105,000	70,305	270,000	273,750
2016	130,000	102,860	105,000	68,205	275,000	268,250
2017	135,000	98,810	110,000	64,905	285,000	259,700
2018	140,000	94,610	110,000	61,605	295,000	250,850
2019	145,000	90,260	115,000	58,155	300,000	241,850
2020	150,000	84,260	120,000	54,555	310,000	232,550
2021	155,000	78,060	125,000	50,805	320,000	219,750
2022	160,000	71,660	125,000	47,055	335,000	206,350
2023	170,000	64,860	130,000	43,155	350,000	192,350
2024	175,000	57,860	135,000	39,105	365,000	177,750
2025	180,000	50,660	140,000	34,765	380,000	162,550
2026	190,000	43,060	145,000	30,270	395,000	145,388
2027	195,000	35,260	145,000	25,775	410,000	127,588
2028	205,000	27,060	150,000	21,125	430,000	108,938
2029	215,000	18,460	155,000	16,088	450,000	89,250
2030	220,000	9,660	160,000	10,888	470,000	68,688
2031	230,000	-	165,000	5,525	490,000	47,250
2032	-	-	170,000	-	515,000	24,075
2033	-	-	-	-	535,000	-
	<u>\$ 3,050,000</u>	<u>\$ 1,144,820</u>	<u>\$ 2,510,000</u>	<u>\$ 774,691</u>	<u>\$ 7,180,000</u>	<u>\$ 3,376,027</u>

	TOTAL		
	Principal	Interest	Total
2014	5,465,000	3,217,089	8,682,089
2015	5,550,000	2,965,951	8,515,951
2016	5,805,000	2,701,063	8,506,063
2017	6,095,000	2,414,451	8,509,451
2018	6,375,000	2,116,276	8,491,276
2019	6,175,000	1,824,126	7,999,126
2020	6,475,000	1,512,363	7,987,363
2021	6,470,000	1,210,350	7,680,350
2022	6,775,000	892,850	7,667,850
2023	2,860,000	759,588	3,619,588
2024	2,995,000	617,988	3,612,988
2025	2,840,000	482,775	3,322,775
2026	2,820,000	348,793	3,168,793
2027	1,900,000	255,448	2,155,448
2028	2,000,000	157,123	2,157,123
2029	820,000	123,798	943,798
2030	850,000	89,236	939,236
2031	885,000	52,775	937,775
2032	685,000	24,075	709,075
2033	535,000	-	535,000
	<u>74,375,000</u>	<u>21,766,118</u>	<u>95,606,118</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$4,000,000 will be issued in 2014. Expected interest expense of the issue in 2014 is \$83,333 at 5%.

CITY OF APPLETON 2014 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 2014 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 2013 EVENTS

WASTEWATER TREATMENT

Staff Turnover

The wastewater facility has experienced unprecedented turnover since 2011. A total of seven non-exempt employees with greater than 150 years combined wastewater treatment experience either resigned or retired. This represented a 75% loss of state certified operators within the treatment facility. These departures made it necessary for the Utility to focus on training new staff to ensure worker safety and regulatory compliance while maintaining vital treatment processes and infrastructure.

Biosolids Composting Project

The CIP to evaluate the feasibility of local composting of biosolids with leaves and ground brush was completed in 2012. The economic analysis 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. 2013 trial production produced biosolids compost for a number of City and County projects. A marketing audit was also completed to provide guidance on future program development. Viable markets remain a primary focus as compost use demonstration projects are actively pursued to establish a baseline for compost demand while concurrently marketing the program and educating the general public within the greater Fox Cities region. This information is pivotal to determine future program viability.

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 were completed in early 2012. The construction phase of the project began in July 2012 with substantial completion in June 2013.

Total Maximum Daily Load

The design phase for phosphorous optimization of plant processes began in 2013. Phosphorous and total suspended solids discharge limits will be changed by regulation in 2015, with major plant upgrades anticipated. These upgrades will be the most significant since the plant upgrade in the early 1990's. The contracted engineering firm will also make recommendations on strategic compliance options such as nutrient trading and adaptive management with other publicly owned treatment works such as Green Bay (New Water), Grand Chute, Neenah-Menasha and Heart of the Valley Metropolitan Sewage District.

Sanitary Sewer Local Limit Evaluation

40 CFR §403.5(c)(1) requires that each Publically Owned Treatment Work (POTW) with an approved pretreatment program continue to develop their local limits when circumstances such as the loss of industry base or change to influent flow occur. This study began in June of 2013 and will integrate phosphorus contributions in parallel with the TMDL study and provide data for future rate studies.

WW Air Permit Assessment

This project began in July of 2013 and is evaluating 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. This work is anticipated to include a facility wide equipment assessment, calculations, modeling determination, and permit application.

WASTEWATER COLLECTION

Reconstructed / rehabilitated approximately 2.25 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.

WASTEWATER ADMINISTRATION

Worked with Information Technology and Meter Team staff to start programming changes needed to Utility Billing System to accommodate new meter system and change in meter units from cubic feet to gallons.

Implemented Act 25 for privacy of utility account information.

Implemented GASB 65. Debt costs will no longer be amortized over the life of the debt; instead costs will be expensed in the year the debt is issued. For 2013 the utility must expense all costs in previous issues.

CITY OF APPLETON 2014 BUDGET WASTEWATER UTILITY

MAJOR 2014 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 permit 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 wastewaters

Provide for both short-term and long-term facility planning and management to address community growth and increased wastewater treatment needs

Optimize and maintain plant processes and capital assets to produce a high quality effluent 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

Complete 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 to continue to develop their local limits when circumstances such as the loss of industry base or change to influent flow occur. This study will 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 project completions will enhance longevity of wastewater treatment plant infrastructure: Second Fine Bar Screen, Biosolids Compost Project, acquisition of a portable or fixed emergency generator for lift stations, and a phone system replacement

Continue the clear water program to reduce inflow into wastewater system

Complete the annual sewer cleaning program and identify areas of concern

Promptly respond to emergency sewer backups

Continue major interceptor rehabilitation to maintain the system at a level that will accommodate growth and increased wastewater needs

Reduce the amount of inflow and infiltration into the sanitary sewer system

Use City's sewer truck camera to identify problem areas and address them accordingly

Continue to update the City Sanitary Sewer database

Use our televising software to assist in the programming of sewer spot repairs, protruding taps and mineral deposits

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 11,459,700	\$ 11,748,470	\$ 10,408,968	\$ 10,408,968	\$ 10,828,583	4.03%
Program Expenses							
5411	Utility Administration	236,572	212,740	242,543	242,543	242,847	0.13%
5412	Finance Administration	5,390,072	4,644,520	5,273,182	5,273,182	4,891,025	-7.25%
5422	Treatment	3,426,823	3,082,002	3,495,502	3,543,679	3,556,568	1.75%
5423	Biosolids Management	420,101	323,989	547,862	547,862	596,230	8.83%
5424	Lab/Pre-Treatment	271,755	259,896	304,132	304,132	280,230	-7.86%
5425	Lift Stations	94,443	120,601	94,042	94,042	95,497	1.55%
5427	Collection Systems	704,747	809,191	914,413	928,277	896,075	-2.01%
5431	Public Works Capital	361,103	496,943	2,050,930	2,050,930	2,799,422	36.50%
5432	Utility Capital	33,406	139,465	1,625,000	2,508,809	1,054,200	-35.13%
Total Program Expenses		\$ 10,939,022	\$ 10,089,347	\$ 14,547,606	\$ 15,493,456	\$ 14,412,094	-0.93%
Expenses Comprised Of:							
	Personnel	2,201,706	2,095,148	2,368,194	2,368,194	2,412,176	1.86%
	Administrative Expense	5,174,774	4,438,655	4,580,988	4,580,988	4,684,767	2.27%
	Supplies & Materials	245,964	322,726	494,798	494,798	498,745	0.80%
	Purchased Services	1,228,796	1,144,363	3,204,629	3,482,315	2,127,598	-33.61%
	Utilities	1,237,484	1,049,322	1,119,875	1,119,875	1,153,481	3.00%
	Repair & Maintenance	508,032	575,950	611,298	611,298	675,698	10.53%
	Capital Expenditures	342,266	463,183	2,167,824	2,835,988	2,859,629	31.91%
Full Time Equivalent Staff:							
	Personnel allocated to programs	29.42	29.93	29.21	29.21	28.71	

CITY OF APPLETON 2014 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 for 2013 reflected required bi-annual Radiation Safety Officer (RSO) training. This training requirement has been changed to triennial, so will not be required again until 2016.

The Membership & Licenses budget reflects the addition of the US Compost membership in 2012 and the increase in the annual Municipal Environmental Group (MEG) membership fee.

Part-time expense reflects addition of budget for customer service coverage when Administrative Assistant has multi-day vacations.

Fringe expense reflects employee changes in health insurance coverage.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp. claims / year	3	1	0	0	0
# of first aid entries per year	18	11	25	15	10
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget for plant & lift stations obligated	86%	84%	100%	100%	100%
Work Process Outputs					
Government reports prepared					
# reports filed:					
Compliance Report (eCMAR)	1	1	1	1	1
Biosolids Annual Report	1	1	1	1	1
Pretreatm't Report	2	2	2	2	2
Discharge Report (eDMR)	12	12	12	12	12

**CITY OF APPLETON 2014 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4710 Interest on Investments	\$ 789,616	\$ 334,142	\$ 650,000	\$ 650,000	\$ 250,000
4730 Interest - Deferred Specials	39,881	34,227	35,000	35,000	35,000
4810 Sewer Service - Residential	3,937,992	4,053,288	3,995,000	3,995,000	4,060,000
4811 Sewer Service - Commercial	1,201,660	1,237,560	1,215,000	1,215,000	1,250,000
4812 Sewer Service - Industrial	3,546,214	4,212,033	3,555,000	3,555,000	4,215,000
4813 Sewer Service - Municipal	233,010	282,344	275,000	275,000	282,000
5005 Sales of City Property - Tax	1,002	1,268	-	-	-
5010 Misc Revenue - Nontax	-	4,000	-	-	-
5015 Rental of City Property	81,225	81,319	3,000	3,000	3,000
5021 Capital Contributions	940,492	779,755	-	-	-
5035 Other Reimbursements	519	2,173	-	-	-
5071 Customer Penalty	56,337	39,500	48,000	48,000	40,000
Total Revenue	\$ 10,827,948	\$ 11,061,609	\$ 9,776,000	\$ 9,776,000	\$ 10,135,000
Expenses					
6101 Regular Salaries	\$ 146,604	\$ 120,958	\$ 132,467	\$ 132,467	\$ 135,114
6104 Call Time	96	11	300	300	300
6105 Overtime	167	73	2,258	2,258	2,258
6108 Part-Time	641	4,737	-	-	2,885
6150 Fringes	40,007	34,531	44,190	44,190	40,735
6201 Training\Conferences	2,874	6,121	9,300	9,300	7,500
6301 Office Supplies	1,877	1,882	3,000	3,000	3,000
6302 Subscriptions	74	123	100	100	100
6303 Memberships & Licenses	1,871	2,516	2,200	2,200	3,075
6304 Postage\Freight	1,578	2,381	1,500	1,500	1,800
6305 Awards & Recognition	259	88	300	300	300
6306 Janitorial Supplies	6,401	4,548	6,400	6,400	8,800
6307 Food & Provisions	288	645	400	400	400
6320 Printing & Reproduction	3,683	2,633	3,000	3,000	3,000
6321 Clothing	555	417	-	-	-
6323 Safety Supplies	5,387	5,326	5,500	5,500	5,500
6327 Misc. Equipment	2,913	1,082	6,000	6,000	1,000
6407 Collection Services	2,608	2,848	2,805	2,805	3,900
6408 Contractor Fees	2,470	4,836	3,050	3,050	3,100
6412 Advertising/Publications	1,231	1,583	1,000	1,000	1,500
6413 Utilities	12,655	12,756	15,000	15,000	15,100
6425 CEA Equip. Rental	2,333	2,645	3,773	3,773	3,480
Total Expense	\$ 236,572	\$ 212,740	\$ 242,543	\$ 242,543	\$ 242,847

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 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 2012 depreciation expense includes the final year of depreciation on the 1992 major expansion of the Wastewater Treatment Plant. No further depreciation will be recorded on this asset.

Debt costs will no longer be amortized over the life of the debt due to the issuance of GASB 65; instead costs will be expensed in the year the debt is issued. For 2013 the utility must expense all costs in previous issues but there is no impact on the 2014 budget since no new debt will be issued.

The 2013 interest expense budget should have been listed as \$661,311; the projected 2013 Cash Flow on page 530 reflects this correction.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Timely and accurate posting of overhead expenses % of months posted within 10 days of end of month	92%	92%	92%	92%	92%
Strategic Outcomes					
Maintain compliance with GAAP # of audit compliance issues not raised by staff	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 2014 BUDGET
WASTEWATER UTILITY**

Finance Administration

Business Unit 5412

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
5006 Gain (Loss) on Asset Disp.	\$ -	\$ (23,834)	\$ -	\$ -	\$ -
5086 Premium on Debt Issue	-	22,546	20,668	20,668	20,083
	<u>\$ -</u>	<u>\$ (1,288)</u>	<u>\$ 20,668</u>	<u>\$ 20,668</u>	<u>\$ 20,083</u>
Expenses					
6101 Regular Salaries	\$ 101,161	\$ 102,864	\$ 103,555	\$ 103,555	\$ 105,448
6105 Overtime	147	66	-	-	-
6150 Fringes	36,850	28,622	31,279	31,279	32,017
6304 Postage\Freight	16,448	15,161	17,000	17,000	17,500
6320 Printing & Reproduction	2,973	2,719	2,800	2,800	3,200
6401 Accounting/Audit	11,600	10,387	7,935	7,935	8,138
6403 Bank Services	24,456	21,921	18,750	18,750	18,750
6437 Billing Services	68,808	58,236	70,000	70,000	65,000
6501 Insurance	110,688	150,961	123,430	123,430	124,230
6599 Other Contracts/Obligations	-	-	504,500	504,500	-
6601 Depreciation Expense	3,858,293	3,034,322	3,210,000	3,210,000	3,310,000
6623 Uncollectable Accounts	6,760	4,600	7,500	7,500	8,500
6631 Meter Expense	459,375	423,013	502,356	502,356	444,229
6720 Interest Payments	558,326	653,072	536,835	536,835	636,563
6730 Debt Issuance Costs	16,737	21,126	19,792	19,792	-
7911 Trans Out - General Fund	117,450	117,450	117,450	117,450	117,450
Total Expense	<u>\$ 5,390,072</u>	<u>\$ 4,644,520</u>	<u>\$ 5,273,182</u>	<u>\$ 5,273,182</u>	<u>\$ 4,891,025</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

Allocation of postage expense for mailing City services invoices

\$ 17,500
\$ 17,500

Meter Expense

Allocation from Water

\$ 108,882

Meter depreciation

228,202

Meter payment in lieu of tax

49,162

Return on investment in net fixed assets - meters

57,983

\$ 444,229

Bank Services

Banking & Investment Fees

\$ 18,750
\$ 18,750

Billing Services

Sewer charges from other sanitation districts for Appleton residences served

\$ 65,000
\$ 65,000

**CITY OF APPLETON 2014 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 \$120,000 in costs to purchase additional iron salts (ferrous chloride) and phosphorous analyzers 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 occur during 2014 TMDL optimization and 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 contractor fee budget reflects the continuation of the digester maintenance projects specified during the initial maintenance of each digester. The Digester Up-grades CIP project (see pages 522 and 645) is for energy optimization.

The Facilities Charges expense reflects the following significant maintenance projects: \$25,000 floor replacement, \$10,000 asbestos removal and \$30,000 for the first year of a multi-year door replacement project.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Environmental Safety					
# of Discharge Monthly Report (DMR) permit exceedance/violations	0	0	0	0	0
Essential services provided					
# of gallons of influent treated annually	4,746 MG	3,964 MG	4,400 MG	4,400 MG	4,250 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	100%	82%	100%	100%	100%
Average # of hours training per employee	20	29	25	25	25
High Wastewater treatment standards					
CMAR GPA for ten categories	3.86	3.86	4.00	3.86	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	965	1,238	1,300	1,300	1,300
# of open work orders	462	533	400	400	400
Average # of days to close preventive work orders	52	52	35	35	35

CITY OF APPLETON 2014 BUDGET WASTEWATER UTILITY

Treatment

Business Unit 5422

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 733,033	\$ 712,527	\$ 711,358	\$ 711,358	\$ 753,099
6104 Call Time	2,659	2,066	8,900	8,900	8,900
6105 Overtime	44,739	58,916	74,893	74,893	74,893
6108 Part-Time	7,072	18,018	8,774	8,774	8,949
6150 Fringes	317,032	274,977	313,892	313,892	311,931
6303 Memberships & Licenses	-	45	-	-	-
6309 Shop Supplies & Tools	7,250	9,881	8,200	8,200	8,200
6310 Chemicals	185,248	242,240	392,000	392,000	352,000
6321 Clothing	5,710	6,212	4,730	4,730	4,000
6322 Gas Purchases	2,549	5,376	3,000	3,000	3,500
6327 Miscellaneous Equipment	-	3,454	3,000	3,000	28,000
6402 Legal Fees	28,989	28,698	32,000	32,000	32,000
6404 Consulting Services	43,281	194,045	69,500	117,677	15,000
6408 Contractor Fees	401,117	47,127	288,500	288,500	284,850
6413 Utilities	1,183,392	994,605	1,058,200	1,058,200	1,094,215
6415 Tipping Fees	3,686	4,408	5,665	5,665	5,665
6416 Building Repairs & Maint.	-	368	-	-	-
6418 Equipment Repairs & Maint	94,866	115,364	87,500	87,500	120,500
6420 Facilities Charges	321,316	331,470	357,971	357,971	415,680
6424 Software Support	9,242	11,570	17,000	17,000	13,100
6425 CEA Equip. Rental	15,245	14,947	17,379	17,379	15,861
6599 Other Contracts/Obligations	5,397	5,688	12,040	12,040	6,225
7914 Trans-Out Capital Projects*	15,000	-	21,000	21,000	-
Total Expense	<u>\$ 3,426,823</u>	<u>\$ 3,082,002</u>	<u>\$ 3,495,502</u>	<u>\$ 3,543,679</u>	<u>\$ 3,556,568</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Legal Fees</u>		<u>Chemicals</u>	
NR 101 Wastewater fee (discharge permit)	\$ 31,700	Iron salts	\$ 140,000
Ground water fee	100	DAF polymer	20,000
LFRDA Fees	200	BFP coagulant	120,000
	<u>\$ 32,000</u>	Sodium hypochlorite	32,000
		Sodium bisulfite	34,000
		Other chemicals	6,000
			<u>\$ 352,000</u>
<u>Contractor Fees</u>		<u>Equipment Repairs & Maintenance</u>	
T. of Menasha (Garden Ct)	\$ 6,700	Batteries	\$ 500
Digester Maintenance	86,400	DAF Pump replacement	10,000
Painting DuoDeck Covers	100,000	Valves	15,000
Receiving Station Tank Repair	35,000	Pump & motor parts	40,000
DAF floatation improvements	23,500	Filters, belts, gaskets & bearings	25,000
Struvite removal	5,000	Small parts needed for maintenance	10,000
Grit removal	3,250	Electrical Parts	5,000
Various repair	25,000	Piping	15,000
	<u>\$ 284,850</u>		<u>\$ 120,500</u>
<u>Miscellaneous Equipment</u>			
SCADA computers	\$ 3,000		
Phosphorus Analyzers	10,000		
Hot water pressure washer	15,000		
	<u>\$ 28,000</u>		

* Trans-Out Capital Projects: 2011 - \$15,000 to fund CEA addition of Hoist Crane to service vehicle. 2013 - \$21,000 to fund CEA purchase of replacement of the one-man aerial lift for use at plant.

**CITY OF APPLETON 2014 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 leaves and ground brush was completed in 2012. The completed economic analysis 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. The goal of the project, now transitioned to program, is to diversify the current Biosolids Management program by creating a cost effective and sustainable alternative beneficial use that complements traditional agricultural land application. A reliable compost outlet would alleviate AWWTP 180-day storage deficiencies by allowing for off-site storage through compost processing. Viable markets remain a primary focus as compost use demonstration projects are actively pursued to establish a baseline for compost demand. Other objectives include marketing the program and educating the general public within the greater Fox Cities region. This information is pivotal to determine future program viability. 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. Active composting is expected to continue through year-end 2014.

Contractor fees reflect an increase in the contracted hauling rates for biosolids that are land applied.

Data loggers will be purchased in 2014 for the compost site. This equipment is needed to monitor the temperature of the windrows to insure proper handling of materials.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Environmental Safety					
Biosolids Applications # of sites					
with nitrogen loading exceedances	0	0	0	0	0
with metal(s) loading exceedances	0	0	0	0	0
Strategic Outcomes					
Beneficial Re-use					
Wet tons applied	21,557	15,532	17,250	17,250	17,250
Wet tons landfilled	0	0	0	0	0
Wet tons composted	New Measure	2,464	3,750	3,750	3,750
Work Process Outputs					
Biosolids production and storage					
Tons of biosolids produced	21,307	19,634	21,000	21,000	21,000
CMAR Compliance					
# of site monitorings completed	32	15	24	24	24

**CITY OF APPLETON 2014 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 69,629	\$ 42,724	\$ 48,337	\$ 48,337	\$ 53,732
6104 Call Time	69	-	-	-	-
6105 Overtime	2,539	2,147	6,372	6,372	6,372
6108 Part Time	589	164	-	-	-
6150 Fringes	26,899	9,376	10,719	10,719	22,380
6316 Miscellaneous Supplies	-	191	-	-	-
6322 Gas Purchases	2,462	2,033	2,783	2,783	2,595
6323 Safety Supplies	-	41	-	-	-
6327 Miscellaneous Equipment	-	-	-	-	24,000
6408 Contractor Fees	303,714	233,443	437,609	437,609	443,070
6413 Utilities	274	203	500	500	300
6425 CEA Equip. Rental	13,926	16,082	17,967	17,967	16,031
6599 Other Contracts/Obligations	-	17,585	23,575	23,575	27,750
Total Expense	<u>\$ 420,101</u>	<u>\$ 323,989</u>	<u>\$ 547,862</u>	<u>\$ 547,862</u>	<u>\$ 596,230</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Miscellaneous Service	\$ 2,000
Compost Pad processing	111,000
Bio-solids transport / application	290,735
Analysis/Lab fees	6,500
Soil analysis	2,500
Research	5,000
Storage building repairs	5,000
Site management	5,000
Bio-solids incorporation	15,335
	<u>\$ 443,070</u>

Other Contracts/Obligations

City staff hauling to compost site	\$ 14,750
City staff brush handling	10,500
Pad maintenance by City staff	2,500
	<u>\$ 27,750</u>

Miscellaneous Equipment

Data Loggers	\$ 24,000
	<u>\$ 24,000</u>

**CITY OF APPLETON 2014 BUDGET
WASTEWATER UTILITY**

Laboratory & Pretreatment

Business Unit 5424

PROGRAM MISSION

For the benefit of the wastewater treatment facility, we will provide process support by conducting physical, chemical, and biological analysis so that the highest standards of wastewater treatment are met in conjunction with government compliance.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

- Maintain all program parameters within federal and state regulatory compliance
- Provide process control information to optimize wastewater treatment strategies
- Develop analytical criteria for process compatibility with a special waste program
- Expand the customer base for the special or hauled waste revenue program to reduce community user costs

Major changes in Revenue, Expenditures or Programs:

Equipment and Repair expense for 2013 reflects the replacement of lab counter tops.

The decrease in contractor fees reflects additional costs in 2013 for testing of hauled waste customers to determine billing tiers for customers and for additional testing for pretreatment customers.

One hauled waste customer was lost in 2013; we are currently pursuing collections of the unpaid billings for waste that was hauled to the plant in 2013.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Environmental safety					
# of industrial clients	10	10	10	10	10
# of clients in significant non-compliance	1	0	0	0	0
Increase revenue sources					
# of permitted haulers	10	12	11	11	11
\$ received from other sources	\$ 591,780	\$ 666,900	\$ 580,000	\$ 580,000	\$ 650,000
Strategic Outcomes					
Public Outreach Initiatives					
# of pollution minimization initiatives	6	10	5	5	4
Work Process Outputs					
Record maintenance - Discharge Monitoring Report (DMR)					
# DMR - QA/QC samples completed	7,278	5,785	6,110	6,110	6,125
Improve treatment processes					
# process samples analyzed annually	4,989	5,501	4,880	4,880	4,900
Maintain industrial pretreatment compliance					
# of inspections	10	10	10	10	10
# of sampling events	20	20	20	20	20
# of billable samples for other City departments	554	553	550	550	550
* includes all compliance, process and billing samples					

**CITY OF APPLETON 2014 BUDGET
WASTEWATER UTILITY**

Laboratory & Pretreatment

Business Unit 5424

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4814 Industrial Pre-Treatment	\$ 13,422	\$ 1,764	\$ 8,500	\$ 8,500	\$ 5,500
5001 Fees & Commissions	7,367	7,367	7,500	7,500	7,500
5010 Misc Revenue - Nontax	10,290	5,625	4,500	4,500	4,500
5084 Special Hauled Waste	591,805	666,900	580,000	580,000	650,000
Total Expense	<u>\$ 622,884</u>	<u>\$ 681,656</u>	<u>\$ 600,500</u>	<u>\$ 600,500</u>	<u>\$ 667,500</u>
Expenses					
6101 Regular Salaries	\$ 160,037	\$ 152,958	\$ 151,580	\$ 151,580	\$ 156,084
6104 Call Time	-	23	-	-	-
6105 Overtime	4,114	2,956	8,493	8,493	8,493
6108 Part Time	493	-	-	-	-
6150 Fringes	71,719	61,274	64,866	64,866	69,534
6309 Tools & Instruments	3,779	3,144	6,000	6,000	6,000
6321 Clothing	1,159	523	835	835	400
6324 Medical\Lab Supplies	13,618	14,237	17,400	17,400	18,050
6408 Contractor Fees	14,676	13,601	32,000	32,000	18,750
6418 Equip Repairs & Maint	-	2,294	20,000	20,000	-
6425 CEA Equip. Rental	562	709	958	958	919
6432 Lab Fees	1,598	1,641	2,000	2,000	2,000
6804 Equipment	-	6,536	-	-	-
Total Expense	<u>\$ 271,755</u>	<u>\$ 259,896</u>	<u>\$ 304,132</u>	<u>\$ 304,132</u>	<u>\$ 280,230</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Pretreatment testing	\$ 6,000
WDNR proficiency testing	1,600
Sodium digester & volatile acids	1,000
Maintenance for autoclave & scales	650
Maintenance plan for TOC equipment	1,000
Wastewater testing	6,000
Receiving station monitoring	2,500
	<u>\$ 18,750</u>

Medical Lab Supplies

Supplies	\$ 7,500
Benchware	1,000
Chemicals for lab tests	9,000
Cylinder lease	550
	<u>\$ 18,050</u>

**CITY OF APPLETON 2014 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. Three lift stations will be completed in 2014. 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.

The target increase in emergency calls reflects the aging of lift stations in the collection system. Maintenance is planned in 2014 for the Everett Street lift station.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
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	13	16	16	20
Work Process Outputs					
Response to work orders # of preventive work orders	68	201	175	175	150
# of corrective work orders	60	76	70	70	70

**CITY OF APPLETON 2014 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 21,338	\$ 26,410	\$ 15,901	\$ 15,901	\$ 16,218
6104 Call Time	3,427	2,342	-	-	-
6105 Overtime	3,417	1,722	-	-	-
6108 Part Time	-	80	-	-	-
6150 Fringes	12,135	12,249	7,066	7,066	7,154
6327 Miscellaneous Equipment	-	2,387	14,500	14,500	18,500
6408 Contractor Fees	4,073	10,507	6,000	6,000	6,000
6413 Utilities	36,949	35,069	40,975	40,975	38,025
6418 Equip Repairs & Maint	13,104	26,845	9,600	9,600	9,600
6420 Facilities Charges	-	2,054	-	-	-
6599 Other Contracts/Obligations	-	887	-	-	-
6804 Equipment	-	49	-	-	-
Total Expense	<u>\$ 94,443</u>	<u>\$ 120,601</u>	<u>\$ 94,042</u>	<u>\$ 94,042</u>	<u>\$ 95,497</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2014 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM MISSION

For the benefit of Appleton sewer consumers, we will provide necessary improvements to all wastewater facilities, structures, and equipment so that the treatment processes meet current and future needs in a cost-effective manner.

PROGRAM NARRATIVE

Link to City Key Strategies:

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

Objectives:

Provide resources to upgrade existing plant components and facilities
Identify and install new systems and equipment for improved treatment processes
Correct safety hazards when identified

The following are 2014 CIPs:

	2014 Budget	Page
Lift Station Improvements	\$ 450,000	Projects, Pg. 647
Lift Station Generators	65,000	Projects, Pg. 648
Digester Up-grades	225,000	Projects, Pg. 645
Solids Storage Building Storage	99,200	Projects, Pg. 628
Road Replacement	50,000	Projects, Pg. 622
Fence Replacement	30,000	Projects, Pg. 621
Roof Replacement	135,000	Projects, Pg. 625
	<u>\$ 1,054,200</u>	

Major changes in Revenue, Expenditures or Programs:

The budget for this program varies from year to year based on the capital needs of the utility.

Note for future capital planning:

The new NR 217 and the Phosphorous TMDL have significant implications to the wastewater utility. In 2013 the Phosphorus TMDL project will recommend two courses of action. One course is to make facility process improvements to reduce phosphorus in the treatment train. The second course includes creating and engaging in a nutrient trading program where the utility would purchase phosphorus credits from the agricultural community. Both alternatives will result in tens of millions of dollars being added to future wastewater treatment budgets.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Cost effective treatment processes					
# of CIP's in budget year	7	11	5	5	6
# of CIP's in five-year plan	15	15	11	11	12
Strategic Outcomes					
Sewer Rate changes					
% per year	5%	0%	0%	0%	0%
Work Process Outputs					
Project Management					
% of projects completed at year-end	16%	45%	100%	100%	100%

**CITY OF APPLETON 2014 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6404 Consulting Services	\$ -	\$ 41,726	\$ 350,000	\$ 485,574	\$ 53,100
6408 Contractor Fees	24,391	64,076	900,000	980,071	721,100
6802 Land Improvements	-	33,303	-	-	50,000
6803 Buildings	-	-	145,000	145,000	135,000
6804 Equipment	9,015	360	230,000	898,164	95,000
Total Expense	<u>\$ 33,406</u>	<u>\$ 139,465</u>	<u>\$ 1,625,000</u>	<u>\$ 2,508,809</u>	<u>\$ 1,054,200</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Lift Station Improvements	\$ 42,500
Solid Storage Building Storage	10,600
	<u>\$ 53,100</u>

Contractor Fees

Lift Station Improvements	\$ 407,500
Digester Up-grades	225,000
Solid Storage Building Storage	88,600
	<u>\$ 721,100</u>

Land Improvements

Road Replacement	\$ 50,000
	<u>\$ 50,000</u>

Buildings

Roof Replacement	\$ 135,000
	<u>\$ 135,000</u>

Equipment

Fence Replacement	\$ 30,000
Emergency Generator for Lift Stations	65,000
	<u>\$ 95,000</u>

**CITY OF APPLETON 2014 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM MISSION

Maintain the sanitary sewer system for the health and safety of the community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Complete the annual sewer cleaning program and identify those areas with improper connections and defects
- Reduce the amount of inflow and infiltration into the sanitary sewer system

Major changes in Revenue, Expenditures or Programs:

As part of the City's annual CMAR report, required by the DNR, the City must provide documentation of efforts to reduce/eliminate clear water inflow/infiltration into our sanitary sewer system. The city-wide flow monitoring project is one means to achieve that goal. This will be the third year of an ongoing program to identify and remedy locations in our wastewater collection system where significant flow increases occur in conjunction with rain events. Any areas identified through flow metering, dye-water testing or other means would be further investigated for possible corrective actions.

The fluctuation in contractor fees from year to year is the result of the root control program. Because 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 2014 budget will show a decrease in contractor fees as a result.

Increase in tipping fees is a result of changes in our sewer televising heavy cleaning procedures.

Included in shop supplies and tool expense is the purchase of a confined space monitor to make it safer for employees when entering into very tight and confined areas.

In the past, awards and recognition expense was funded out of the general fund for most DPW employees. The 2014 budget shows this expense budgeted more accurately allocating it appropriately to the utility fund as well.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Benefit of inspection program					
# defects identified from TV report	17	16	15	15	17
Compliance with regulation					
# of protruding taps identified	5	0	8	8	8
# of cross connections identified	94	52	90	90	80
Strategic Outcomes					
Reliability of system maintenance program					
# of trouble calls	38	39	40	40	40
# of system blockages removed	4	7	5	5	6
% of total system televised	10.7%	11.6%	11.0%	11.0%	11.0%
Work Process Outputs					
Maintenance performed					
% of total system cleaned	40%	66%	45%	45%	50%
# of spot repairs made	13	15	13	13	13
Safeguarding health and safety					
# of protruding taps removed	4	0	5	5	5

**CITY OF APPLETON 2014 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv. - Nontax	\$ 7,478	\$ 4,431	\$ 8,800	\$ 8,800	\$ 4,000
4908 Intergovernmental Charges	1,390	2,062	3,000	3,000	2,000
Total Revenue	<u>\$ 8,868</u>	<u>\$ 6,493</u>	<u>\$ 11,800</u>	<u>\$ 11,800</u>	<u>\$ 6,000</u>
Expenses					
6101 Regular Salaries	\$ 272,133	\$ 253,210	\$ 285,578	\$ 285,578	\$ 290,773
6104 Call Time	1,328	603	2,000	2,000	1,000
6105 Overtime	1,229	2,201	3,000	3,000	3,000
6108 Part-Time	-	-	274	274	1,035
6150 Fringes	101,105	92,398	112,436	112,436	118,479
6201 Training\Conferences	425	600	2,350	2,350	1,000
6303 Memberships & Licenses	50	-	75	75	75
6305 Awards & Recognition	-	-	-	-	245
6309 Shop Supplies & Tools	1,289	1,896	2,100	2,100	3,000
6311 Paint & Supplies	31	-	-	-	-
6325 Construction Materials	1,249	15,007	16,700	16,700	16,000
6327 Miscellaneous Equipment	6,039	3,867	6,250	6,250	1,800
6404 Consulting Services	149,741	244,563	255,500	264,623	253,500
6408 Contractor Fees	113,908	125,081	150,000	154,741	125,000
6413 Utilities	4,215	6,689	5,200	5,200	5,841
6415 Tipping Fees	3,493	758	3,000	3,000	4,000
6418 Equip Repairs & Maint	115	-	100	100	100
6424 Software Support	883	3,773	4,200	4,200	4,470
6425 CEA Equip. Rental	45,682	59,397	61,450	61,450	62,557
6429 Interfund Allocations	-	(993)	-	-	-
6430 Health Services	-	141	200	200	200
6599 Other Contracts/Obligations	805	-	4,000	4,000	4,000
6809 Infrastructure Construction	1,027	-	-	-	-
Total Expense	<u>\$ 704,747</u>	<u>\$ 809,191</u>	<u>\$ 914,413</u>	<u>\$ 928,277</u>	<u>\$ 896,075</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Construction Materials

Castings	\$ 7,500
Concrete	7,300
Other Materials	1,200
	<u>\$ 16,000</u>

Consulting Services

Sewer TV & cleaning	\$ 150,000
Aerial Topography - Alternate yrs	-
Flow monitoring - Kensington	3,500
City wide - Phase III	100,000
	<u>\$ 253,500</u>

Contractor Fees

Surface restoring -prior year repairs	\$ 25,000
Protruding taps/mineral deposits	35,000
Root control - Alternate yrs	-
Spot repair liners	55,000
Unanticipated failures	10,000
	<u>\$ 125,000</u>

**CITY OF APPLETON 2014 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 xxx)
- Design replacement systems or system expansions to meet current and future demands
- Reduce the amount of inflow and infiltration into the sanitary sewer system

The following are 2014 CIPs:

Sanitary Sewer Construction	2014 Budget	Page
	<u>\$ 2,799,422</u>	Projects, Pg. 614

Major changes in Revenue, Expenditures or Programs:

The decrease in salary expense is due to .5 FTE shifting to water as a result of the need in the water capital project including the install of the new water meters.

The decrease in total miles of sanitary system reflects the data being moved from a manual tracking system to GIS, which is a more comprehensive system.

In the past, we updated our records annually based on construction activities rounding to the nearest 1/100 of a mile. With the onset of GIS based records, we now are able to update our records continuously throughout the year. However, it is no longer practical to round to the nearest 1/100 of a mile due to the number of minor non-construction related changes made throughout the year. Therefore, we now round to the nearest mile which still provides for a very useful measure, while reducing the confusion caused by the minor adjustments made throughout the year.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Reduction of wastewater treatment cost					
# of manholes - rehab/rebuilt	62	22	25	25	25
Collection system 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	328	328	321	321
% of total miles of sanitary sewer reconstructed	0.78%	0.55%	0.38%	0.38%	0.70%
Work Process Outputs					
Restoration of sanitary sewers					
Miles of existing sanitary sewer reconstruction	2.58	1.76	1.24	1.24	2.24
Expansion of sanitary sewer system					
Miles of new sanitary sewer added	0.00	0.00	0.38	0.19	0.00
Reduction of treatment costs					
# of seals installed (I&I)	86	67	100	100	100

**CITY OF APPLETON 2014 BUDGET
WASTEWATER UTILITY**

Public Works Capital Improvements

Business Unit 5431

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 12,043	\$ 65,449	\$ 151,452	\$ 151,452	\$ 125,469
6105 Overtime	2,672	2,567	4,451	4,451	4,469
6108 Part-Time	205	215	2,472	2,472	1,876
6150 Fringes	4,374	5,718	61,331	61,331	49,579
6325 Construction Materials	48	33	-	-	-
6328 Signs	23	26	-	-	-
6404 Consulting Services	405	-	-	-	-
6408 Contractor Fees	9,108	-	25,000	25,000	25,000
6413 Utilities	-	-	-	-	-
6425 CEA Equip. Rental	-	-	13,400	13,400	13,400
6804 Machinery & Equipment	-	-	28,000	28,000	-
6809 Infrastructure Construction	332,225	422,935	1,764,824	1,764,824	2,579,629
Total Expense	<u>\$ 361,103</u>	<u>\$ 496,943</u>	<u>\$ 2,050,930</u>	<u>\$ 2,050,930</u>	<u>\$ 2,799,422</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

2014	Street	From	To	Waste-water Utility
Labor Pool				181,393
CEA				13,400
Miscellaneous Construction	Manhole adjustments and seals Prior To 2014 Asphalt			34,650
	Manhole adjustments and seals Prior To 2014 Concrete			59,199
	Structure Rehabilitation / Sewer Cut repairs from 2013			25,000
	Subtotal			118,849
Reconstruction	Division St (liner)	Marquette St, 253' s	Glendale Ave	11,520
	Glendale Av (liner)	Drew St	Union St, 333' w	13,410
	Grant St (liner)	Union St, 318' w/o	Lawe St	34,600
	Harriman St (liner)	Glendale Ave	Marquette, 255' s	16,575
	Harriman St (liner)	Parkway Blvd	Parkway Blvd	9,600
	Harriman St (liner)	Wisconsin Ave	Wisconsin Ave	10,080
	Interceptor - Fox River s. side (liner)			
		Oneida St - w/o	Oneida - e/o	278,225
	Lawe St (liner)	Alice St, 320' n/o	Alice St	14,400
	Oneida St (liner)	Byrd St	Frances St	30,210
	Reeve St (liner)	Linwood Ave	Linwood Ave	14,400
	Telulah Ave (liner)	College Ave	Gunn St	22,050
	Union St (liner)	Circle St	Roosevelt St	21,450
	Subtotal			476,520
Reconstruction (on streets to be paved in 2015)	Badger Ave	Mason St	Wisconsin Ave	676,235
	Eighth St	Elm St	Elm St e/o	3,800 *
	Eldorado St	Catherine St	Wood St	762,350 *
	Elm St	Eighth St	Lawrence St	9,700 *
	Franklin St (partial)	Linwood Ave	Douglas St	5,250
	Glendale Ave	Ballard Rd	Roemer Rd	153,325
	Green Bay Road	Washington, 200' n	Jennie St easemt	216,050
	Lawrence St	Elm St	Superior St	8,650 *
	Meade St	Northland Ave	Florida St	109,825
	Prospect Ave	State St	Walnut St	36,225
	Wood St	Eldorado St	North St	27,850
	Subtotal			2,009,260
Total				\$ 2,799,422

* 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.

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Interest Income	829,497	368,368.52	87,659-	685,000	685,000	0	285,000
Charges for Services	8,918,876	9,785,225.03	8,064,932	9,040,000	9,040,000	9,807,000	9,807,000
Intergov. Charges for Service	1,390	2,061.61	748	3,000	3,000	2,000	2,000
Other Revenues	1,723,724	1,592,814.20	895,679	680,968	680,968	714,500	734,583
TOTAL REVENUES	11,473,487	11,748,469.36	8,873,700	10,408,968	10,408,968	10,523,500	10,828,583
EXPENSES BY LINE ITEM							
Regular Salaries	327,968	331,130.43	324,998	377,131	377,131	390,396	390,396
Labor Pool Allocations	943,979	940,561.15	868,845	1,220,687	1,220,687	1,242,311	1,242,311
Call Time	7,580	5,045.43	6,523	11,200	11,200	10,200	10,200
Overtime	59,026	70,646.63	63,046	99,467	99,467	99,485	99,485
Temp. Full-Time	205	10,080.99	0	2,472	2,472	0	0
Part-Time	8,796	13,131.45	16,589	9,048	9,048	11,860	14,745
Other Compensation	1,778	517.86	3,625	2,385	2,385	3,205	3,205
Shift Differential	2,787	2,085.17	1,870	25	25	25	25
Sick Pay	108,388	67,482.43	20,635	0	0	0	0
Vacation Pay	131,076	135,321.63	135,016	0	0	0	0
Fringes	607,792	519,143.57	516,112	645,779	645,779	648,949	651,809
Unemployment Compensation	2,330	.00	0	0	0	0	0
Salaries & Fringe Benefits	2,201,705	2,095,146.74	1,957,259	2,368,194	2,368,194	2,406,431	2,412,176
Training & Conferences	3,299	6,721.40	6,315	11,650	11,650	8,500	8,500
Office Supplies	1,877	1,881.67	2,323	3,000	3,000	3,000	3,000
Subscriptions	74	123.00	74	100	100	100	100
Memberships & Licenses	1,921	2,561.00	2,755	2,275	2,275	3,025	3,150
Postage & Freight	18,026	17,542.71	14,643	18,500	18,500	19,300	19,300
Awards & Recognition	259	88.27	121	300	300	545	545
Building Maintenance/Janitor.	6,401	4,548.43	6,138	6,400	6,400	8,800	8,800
Food & Provisions	288	644.94	235	400	400	400	400
Insurance	110,688	150,961.36	113,182	123,430	123,430	124,230	124,230
Depreciation Expense	3,858,293	3,034,321.80	2,812,840	3,210,000	3,210,000	3,310,000	3,310,000
Uncollectible Accounts	6,759	4,599.88	6,871	7,500	7,500	8,500	8,500
Meter Expense	459,375	423,012.75	0	502,356	502,356	0	444,229
Interest Payments	558,326	653,071.80	610,316	536,835	536,835	0	636,563
Debt Issuance Costs	16,737	21,125.99	16,574	19,792	19,792	0	0
Trans Out - General Fund	117,450	117,450.00	107,663	117,450	117,450	117,450	117,450
Trans Out - Capital Projects	15,000	.00	21,000	21,000	21,000	0	0
Administrative Expense	5,174,773	4,438,655.00	3,721,050	4,580,988	4,580,988	3,603,850	4,684,767
Shop Supplies & Tools	12,319	14,921.06	35,990	16,300	16,300	17,200	17,200
Chemicals	193,863	245,897.25	189,949	400,900	400,900	352,000	352,000
Paint & Supplies	31	.00	0	0	0	0	0
Miscellaneous Supplies	0	191.42	35	0	0	0	0
Printing & Reproduction	6,656	5,352.33	3,996	5,800	5,800	6,200	6,200
Clothing	7,423	7,151.94	5,112	5,565	5,565	4,400	4,400
Gas Purchases	5,011	7,409.56	8,021	5,783	5,783	6,095	6,095
Safety Supplies	5,387	5,366.56	4,819	5,500	5,500	5,500	5,500
Medical & Lab Supplies	4,624	10,510.05	15,361	7,500	7,500	18,050	18,050
Construction Materials	1,297	15,039.93	5,617	16,700	16,700	16,000	16,000
Miscellaneous Equipment	8,952	10,789.42	34,479	29,750	29,750	69,300	73,300
Signs	23	26.50	85	0	0	0	0
Supplies - Benchware	378	70.28	287	1,000	1,000	0	0
Supplies & Materials	245,964	322,726.30	303,751	494,798	494,798	494,745	498,745
Accounting/Audit	11,600	10,387.35	11,318	7,935	7,935	0	8,138
Legal Fees	28,989	28,697.82	27,454	32,000	32,000	32,000	32,000
Bank Services	24,456	21,920.66	15,312	18,750	18,750	18,750	18,750
Consulting Services	193,427	480,333.87	355,904	675,000	867,874	316,000	321,600
Collection Services	2,608	2,847.87	2,172	2,805	2,805	3,900	3,900
Contractor Fees	882,699	510,240.29	454,847	1,842,159	1,926,971	1,483,770	1,626,870
Advertising	1,230	1,583.00	1,104	1,000	1,000	1,500	1,500
Tipping Fees	7,178	5,166.44	2,753	8,665	8,665	9,665	9,665

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
Interfund Allocations	0	992.53-	0	0	0	0	0
Health Services	0	141.00	0	200	200	200	200
Lab Fees	1,598	1,640.50	1,003	2,000	2,000	2,000	2,000
Billing Services	68,808	58,236.15	43,741	70,000	70,000	65,000	65,000
Snow Removal Services	0	.00	3,407	0	0	0	0
Other Contracts/Obligations	6,202	24,160.75	45,820	544,115	544,115	37,975	37,975
Purchased Services	1,228,795	1,144,363.17	964,835	3,204,629	3,482,315	1,970,760	2,127,598
Electric	854,265	819,957.02	786,535	804,500	804,500	899,800	899,800
Gas	271,367	114,264.49	112,276	195,475	195,475	126,600	126,600
Water	70,098	74,987.89	50,714	71,400	71,400	75,441	75,441
Fuel Oil	3,100	1,074.00	0	4,300	4,300	4,300	4,300
Stormwater	26,000	26,282.75	20,077	29,200	29,200	32,240	32,240
Telephone	11,470	11,719.69	10,560	13,400	13,400	12,900	12,900
Cellular Telephone	1,184	1,036.64	2,050	1,600	1,600	2,200	2,200
Utilities	1,237,484	1,049,322.48	982,212	1,119,875	1,119,875	1,153,481	1,153,481
Building Repair & Maintenance	0	368.28	435	0	0	0	0
Equipment Repair & Maintenanc	108,084	144,503.72	120,709	117,200	117,200	130,200	130,200
Facilities Charges	321,316	333,524.67	305,925	357,971	357,971	415,680	415,680
Software Support	883	3,772.94	15,941	21,200	21,200	17,570	17,570
CEA Equipment Rental	77,749	93,780.24	90,898	114,927	114,927	112,248	112,248
Grounds Repair & Maintenance	0	.00	5,655	0	0	0	0
Repair & Maintenance	508,032	575,949.85	539,563	611,298	611,298	675,698	675,698
Land Improvements	0	33,302.88	0	0	0	50,000	50,000
Buildings	0	.00	78,280	145,000	145,000	135,000	135,000
Machinery & Equipment	9,015	6,944.75	42,740	258,000	926,164	95,000	95,000
Infrastructure Construction	333,251	422,934.91	1,332,811	1,764,824	1,764,824	2,579,629	2,579,629
Capital Expenditures	342,266	463,182.54	1,453,831	2,167,824	2,835,988	2,859,629	2,859,629
TOTAL EXPENSES	10,939,019	10,089,346.08	9,922,501	14,547,606	15,493,456	13,164,594	14,412,094

**CITY OF APPLETON 2014 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Revenues					
Charges for Services	\$ 8,932,298	\$ 9,786,989	\$ 9,048,800	\$ 9,811,000	\$ 9,811,000
Miscellaneous	755,505	814,645	654,500	750,000	712,500
Total Revenues	<u>9,687,803</u>	<u>10,601,634</u>	<u>9,703,300</u>	<u>10,561,000</u>	<u>10,523,500</u>
Expenses					
Operation and Maintenance	6,371,307	6,263,377	6,966,599	6,966,599	6,494,459
Depreciation	3,858,293	3,034,322	3,210,000	3,150,000	3,310,000
Total Expenses	<u>10,229,600</u>	<u>9,297,699</u>	<u>10,176,599</u>	<u>10,116,599</u>	<u>9,804,459</u>
Operating Income (Loss)	(541,797)	1,303,935	(473,299)	444,401	719,041
Non-Operating Revenues (Expenses)					
Interest Income	829,497	368,369	685,000	250,000	285,000
Interest Expense	(558,326)	(653,072)	(536,835)	(661,311)	(636,563)
Gain/Loss on Asset Disposal	-	(23,834)	-	-	-
Amortization of Premium on Debt Issue	13,786	22,546	20,668	20,668	20,083
Amortization of Debt Expense*	(16,737)	(21,126)	(19,792)	(203,097)	-
Other	-	-	-	-	-
Total Non-Operating	<u>268,220</u>	<u>(307,117)</u>	<u>149,041</u>	<u>(593,740)</u>	<u>(331,480)</u>
Net Income Before Contributions and Transfers	(273,577)	996,818	(324,258)	(149,339)	387,561
Contributions and Transfers In (Out)					
Capital Contributions	940,492	779,755	-	-	-
Trans Out - Internal Service General Fund	(15,000)	-	(21,000)	(21,000)	-
	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>
Change in Net Assets	534,465	1,659,123	(462,708)	(287,789)	270,111
Net Assets - Beginning	<u>88,764,724</u>	<u>89,299,189</u>	<u>90,958,312</u>	<u>90,958,312</u>	<u>90,670,523</u>
Net Assets - Ending	<u>\$ 89,299,189</u>	<u>\$ 90,958,312</u>	<u>\$ 90,495,604</u>	<u>\$ 90,670,523</u>	<u>\$ 90,940,634</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	9,210,356	7,902,902
+ Change in Net Assets	(287,789)	270,111
+ Depreciation	3,150,000	3,310,000
+ Long Term Debt	-	-
- Contributed Capital	-	-
- Fixed Assets	(4,414,665)	(3,853,622)
- Principal Repayment	(755,000)	(785,000)
+ Fixed Assets funded by DNR Replacement Fund	1,000,000	-
Working Cash - End of Year	<u>\$ 7,902,902</u>	<u>\$ 6,844,391</u>

RESERVE REQUIREMENTS

Working Capital		DNR Fund	
Prior Year Audited Expenditures	\$ 9,297,699	Fixed Asset Balance 12/31/12	\$ 18,918,963
- Depreciation	(3,034,322)	10% Requirement	<u>1,891,896</u>
+ Transfer to General Fund	117,450		
Net Prior Year Cash Expenditures	<u>\$ 6,380,827</u>	DNR Fund Balance 12/31/12	\$ 4,200,745
25 % Working Capital Reserve Requirement	<u>\$ 1,595,207</u>	Bar Screen Replacement CIP	<u>(1,000,000)</u>
		DNR Fund Balance 12/31/13	<u>\$ 3,200,745</u>

*Due to GASB 65 Debt Issuance costs will no longer be amortized over the life of the loan, 2013 expense reflects total unamortized amount.

**CITY OF APPLETON 2014 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2013 Budget	2013 Projected	2014 Budget	2015 Projected	2016 Projected	2017 Projected	2018 Projected
Revenues							
Charges for Services	\$ 9,048,800	\$ 9,811,000	\$ 9,811,000	\$ 10,105,330	\$ 10,155,857	\$ 10,206,636	\$ 10,257,669
Miscellaneous	654,500	750,000	712,500	713,391	714,282	715,175	716,069
Total Revenues	<u>9,703,300</u>	<u>10,561,000</u>	<u>10,523,500</u>	<u>10,818,721</u>	<u>10,870,139</u>	<u>10,921,811</u>	<u>10,973,738</u>
Expenses							
Operating Expenses	6,966,599	6,966,599	6,494,459	6,602,893	6,800,980	7,005,009	7,215,159
Depreciation	3,210,000	3,150,000	3,310,000	3,610,000	3,910,000	4,210,000	4,510,000
Total Expenses	<u>10,176,599</u>	<u>10,116,599</u>	<u>9,804,459</u>	<u>10,212,893</u>	<u>10,710,980</u>	<u>11,215,009</u>	<u>11,725,159</u>
Operating Income	(473,299)	444,401	719,041	605,828	159,159	(293,198)	(751,421)
Non-Operating Revenues (Expenses)							
Interest Income	685,000	250,000	285,000	300,000	200,000	300,000	200,000
Interest Expense	(536,835)	(661,311)	(636,563)	(610,683)	(575,535)	(604,471)	(668,825)
Premium on Debt Issue	20,668	20,668	20,083	19,437	23,773	28,053	32,006
Debt Issuance Expense	(19,792)	(203,097)	-	-	-	(95,000)	-
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	<u>149,041</u>	<u>(593,740)</u>	<u>(331,480)</u>	<u>(291,246)</u>	<u>(351,762)</u>	<u>(371,418)</u>	<u>(436,819)</u>
Net Income Before Transfers	(324,258)	(149,339)	387,561	314,582	(192,602)	(664,616)	(1,188,239)
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	187,150	-	215,550	-
Trans Out - Internal Service General Fund	(21,000)	(21,000)	-	-	-	-	-
	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>	<u>(117,450)</u>
Change in Net Assets	(462,708)	(287,789)	270,111	384,282	(310,052)	(566,516)	(1,305,689)
Total Net Assets - Beginning	<u>90,958,312</u>	<u>90,958,312</u>	<u>90,670,523</u>	<u>90,940,634</u>	<u>91,324,916</u>	<u>91,014,864</u>	<u>90,448,348</u>
Total Net Assets - Ending	<u>\$ 90,495,604</u>	<u>\$ 90,670,523</u>	<u>\$ 90,940,634</u>	<u>\$ 91,324,916</u>	<u>\$ 91,014,864</u>	<u>\$ 90,448,348</u>	<u>\$ 89,142,658</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	9,210,356	7,902,902	6,844,391	3,707,408	3,921,070	4,787,248	
+ Change in Net Assets	(287,789)	270,111	384,282	(310,052)	(566,516)	(1,305,689)	
+ Depreciation	3,150,000	3,310,000	3,610,000	3,910,000	4,210,000	4,510,000	
+ Long Term Debt	-	-	-	-	3,500,000	-	
- Contributed Capital	-	-	(187,150)	-	(215,550)	-	
- Fixed Assets	(4,414,665)	(3,853,622)	(6,149,115)	(2,556,285)	(4,951,756)	(2,693,460)	
- Principal Repayment	(755,000)	(785,000)	(795,000)	(830,000)	(1,110,000)	(1,365,000)	
+ Fixed Assets funded by DNR Rplcmnt Fund	1,000,000	-	-	-	-	500,000	
Working Cash - End of Year	<u>\$ 7,902,902</u>	<u>\$ 6,844,391</u>	<u>\$ 3,707,408</u>	<u>\$ 3,921,070</u>	<u>\$ 4,787,248</u>	<u>\$ 4,433,099</u>	
25% Working Capital Reserve (prior year's audited expenses)		1,936,340	1,812,118	1,832,756	1,873,491	1,931,733	
Coverage Ratio		2.51	3.00	2.88	2.32	2.12	1.76

ASSUMPTIONS:

Borrow 80% of capital expenditures as detailed in the five year plan for years 2014-2018
Interest rate at 5%; twenty year term
Revenue increased 5% on July 1, 2011, projected rate increase of 3% on January 1, 2015 and 1/2% other years for additional customer base
Operating expenses to increase 3.0% per year after 2014, 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 3% on January 1, 2015

**CITY OF APPLETON 2014 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS**

	2006		2007		2008	
	Refunding Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
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
	<u>\$ 2,465,000</u>	<u>\$ 835,979</u>	<u>\$ 1,860,000</u>	<u>\$ 693,547</u>	<u>\$ 3,550,000</u>	<u>\$ 1,284,504</u>

	2010		2011		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
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
	<u>\$ 4,725,000</u>	<u>\$ 1,609,687</u>	<u>\$ 3,595,000</u>	<u>\$ 1,361,399</u>	<u>\$ 16,195,000</u>	<u>\$ 5,856,532</u>	<u>\$ 22,051,532</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds will not be issued in 2014.

CITY OF APPLETON 2014 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 2014 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 2013 EVENTS

Obtained approval from the Federal Emergency Management Agency (FEMA) and adopted new floodplain ordinance language for the JJ Stream relocation project to facilitate future widening of CTH JJ and increase developable land area by managing floodplain

Completed final plantings of the Bellaire Ravine Erosion Mitigation Project

Completed detailed drainage studies for the following areas: West Wisconsin Avenue (restudy) Area, Bellaire Ravine (restudy) Area

Continued to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the DPW horticulturist position

Completed construction of the Appleton East High School underground storage (Phase 2) 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 II construction with the Town of Menasha to address erosion concerns in the ravine

Completed construction of the Reid Golf Course detention ponds and continued implementing the associated Reid Golf Course area drainage study to address flooding concerns within the watershed

Constructed stormwater infrastructure in Cherryvale Avenue to expand developable areas in the City

Implemented the fourth 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

Continued to maintain inventory of 32 wet ponds, 6 dry ponds, 4 bio-filters, and several miles of engineered channels. Added 2 wet ponds in Apple Hill Farms and approximately one mile of naturalized channel (Apple Creek North of CTH JJ).

Began repairs to the WWTP storm sewer to address DNR requirements associated with an illicit discharge

Implemented rate increase on 7/1/13 from \$125 to \$155 per ERU (Equivalent Runoff Unit) as documented in rate planning approved by the Council on June 15, 2011 as part of the 5-year capital plan

Implemented Act 25 for privacy of utility account information

Implemented GASB 65. Debt costs will no longer be amortized over the life of the debt; instead costs will be expensed in the year the debt is issued. For 2013 the utility must expense all costs in previous issues and the costs related to the debt issued in 2013

CITY OF APPLETON 2014 BUDGET STORMWATER

MAJOR 2014 OBJECTIVES

Continue implementing the following programs as required by the City's NR216 permit: Public Education, Public Participation, Erosion Control, Pollution Prevention, Illicit Discharge Detection/Elimination, Post-Construction Stormwater Management Plans, including Implementing the fourth year of on-going Field Screening Program for the Illicit Discharge requirements of the City's NR216 Permit

Perform preliminary engineering and begin land acquisition of selected alternative for West Wisconsin Avenue Area Drainage Study 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 3 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

Install trees and wetland vegetation for the Reid Golf Course detention ponds

Continue repair of the WWTP storm sewer to address DNR requirements associated with an illicit discharge

Continue to address flooding concerns by refining and implementing recommendations from completed drainage studies throughout the City

Continue working with WisDOT and Town of Menasha to find joint stormwater solutions on STH 441 Project

Update the City's Flood Hazard Mitigation Plan to reflect recent development and refine emergency response procedures

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2011	2012	Adopted 2013	Amended 2013	2014	Change *
Program Revenues		\$ 8,998,785	\$ 8,178,254	\$ 9,611,905	\$ 9,611,905	\$ 9,292,560	-3.32%
Program Expenses							
5210	Administration	4,247,414	4,324,763	4,513,189	4,562,320	5,175,791	14.68%
5220	Facility Maintenance	982,126	1,267,590	1,433,311	1,436,481	1,457,318	1.67%
5225	Leaf Collection	280,002	389,062	370,926	370,926	389,559	5.02%
5230	Capital Construction	453,113	561,158	11,192,055	14,627,023	4,979,049	-55.51%
TOTAL		\$ 5,962,655	\$ 6,542,573	\$ 17,509,481	\$ 20,996,750	\$ 12,001,717	-31.46%
Expenses Comprised Of:							
	Personnel	1,181,842	1,334,348	1,557,687	1,557,687	1,594,944	2.39%
	Administrative Expense	3,508,931	3,637,262	3,829,285	3,829,285	4,393,397	14.73%
	Supplies & Materials	43,653	99,272	121,302	121,302	96,165	-20.72%
	Purchased Services	552,389	552,957	929,067	1,074,876	1,000,979	7.74%
	Utilities	2,513	3,258	3,425	3,425	4,116	20.18%
	Repair & Maintenance	293,828	430,897	420,511	420,511	462,749	10.04%
	Capital Expenditures	379,499	484,579	10,648,204	13,989,664	4,449,367	-58.21%
Full Time Equivalent Staff:							
	Personnel allocated to programs	17.75	18.98	19.67	19.67	19.67	

* % change from prior year adopted budget

**CITY OF APPLETON 2014 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:

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 in 2014, consequently the increase in consulting services.

Citywide stormwater management plan update will be completed in 2014. Original completion schedule was 2013 but based on delays in implementation and guidance from WDNR requires additional time. Additional study funds are requested in 2014 based on guidance received in 2013.

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.

In the past, awards and recognition expense was funded out of the general fund for most DPW employees. The 2014 budget shows this expense budgeted more accurately allocating it appropriately to the utility fund as well.

The increase in other contracts/obligations is due to several special assessments that will be charged back to stormwater for street projects on Meade St, Plank Rd & Apple Hill Blvd since there are several ponds having frontage along the streets.

Software support increase is due to moving the data storage and support for 3 GPS units from the Facility Maintenance budget to the Administration budget as the stormwater vehicles are used across multiple business units; the total expense is easier to monitor if it is captured in one business unit. An additional 2 GPS units will be installed in 2014.

There has been an increase in uncollectable accounts since Outagamie County has been charging back the assessments on property that has gone into foreclosure.

There are no grant dollars expected to be awarded in 2014.

This budget reflects a revenue decrease in erosion control permits based on new regulations passed in the State Budget, as we can no longer charge for permits under one acre, which were most of the previous permits the City issued.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Economic development					
Master plans completed	0	5	3*	2*	1
Strategic Outcomes					
Alternative sources of revenue					
# of grants applied for	0	2	1	1	0
Value of grant dollars awarded or applied for future reimbursement	\$ -	\$ 300,000	\$ 150,000	\$ 150,000	\$ -
Safe, reliable future level of service					
Acre feet of storage identified for future use	0.0	25.0	30**	30**	20***
# of DNR non-compliance notices received	0	1	0	0	0
Work Process Outputs					
Preventive maintenance of system					
Erosion control plans reviewed (permits)	51	50	75	50	30

* W. Wisconsin Part 3, Bellaire Ravine Area restudy

** Leona Street Pond (estimate)

*** W. Wisconsin Area Storage (estimate)

**CITY OF APPLETON 2014 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ -
4411 Sundry Permits	25	-	-	-	-
4418 Plan Review Permit	22,417	17,404	15,000	15,000	20,000
4420 Erosion Control	6,000	5,990	6,000	6,000	2,400
4710 Interest on Investments	795,342	243,928	600,000	600,000	200,000
4730 Interest - Deferred Special	4,746	11,953	-	-	10,000
4880 Stormwater Revenue	7,133,010	7,181,675	8,047,607	8,047,607	8,917,011
5005 Sale of City Property	2,817	-	-	-	-
5021 Capital Contributions	990,218	643,810	500,000	500,000	-
5035 Other Reimbursements	(3)	15,015	-	-	-
5071 Customer Penalty	31,162	30,556	30,000	30,000	30,000
5086 Premium on Debt Issue	11,740	26,710	113,298	113,298	113,149
Total Revenue	\$ 8,997,474	\$ 8,177,041	\$ 9,611,905	\$ 9,611,905	\$ 9,292,560
Expenses					
6101 Regular Salaries	\$ 385,752	\$ 343,518	\$ 304,226	\$ 304,226	\$ 310,041
6104 Call Time	699	531	750	750	750
6105 Overtime	1,284	554	1,500	1,500	1,200
6108 Part-Time	4,554	6,148	548	548	3,966
6150 Fringes	127,522	111,152	101,956	101,956	103,999
6201 Training/Conferences	1,663	2,880	6,800	6,800	6,800
6206 Parking Permits	612	612	612	612	636
6301 Office Supplies	30	126	40	40	40
6303 Memberships & Licenses	12,050	12,000	14,060	14,060	14,060
6304 Postage\Freight	16,238	15,162	16,500	16,500	17,500
6305 Awards & Recognition	35	35	35	35	665
6309 Shop Supplies & Tools	46	-	-	-	-
6315 Books & Library Materials	-	510	100	100	100
6316 Miscellaneous Supplies	51	-	-	-	-
6320 Printing & Reproduction	2,979	2,747	2,900	2,900	3,200
6321 Clothing	197	-	55	55	55
6323 Safety Supplies	-	9	-	-	-
6327 Miscellaneous Equipment	4,634	-	5,000	5,000	-
6401 Accounting/Audit	10,054	9,002	7,935	7,935	8,138
6402 Legal Fees	150	180	400	400	400
6403 Bank Services	22,421	18,163	17,500	17,500	18,000
6404 Consulting Services	183,542	201,586	254,448	303,579	261,400
6413 Utilities	795	699	840	840	1,224
6418 Equip Repairs & Maint	115	-	-	-	-
6424 Software Support	6,463	24,816	21,356	21,356	22,710
6425 CEA Equip. Rental	7,179	7,847	8,600	8,600	9,600
6430 Health Services	-	17	-	-	-
6501 Insurance	22,944	48,174	28,390	28,390	30,830
6599 Other Contracts/Obligations	20,046	167	11,000	11,000	92,821
6601 Depreciation Expense	1,798,662	1,989,033	2,065,000	2,065,000	2,300,000
6623 Uncollectable Accounts	3,810	2,134	3,000	3,000	5,000
6720 Interest Payments	1,540,489	1,438,437	1,522,111	1,522,111	1,781,672
6730 Debt Issuance Costs	59,898	69,324	71,946	71,946	125,000
6751 Gain/Loss on refund Amort	-	6,700	33,081	33,081	43,484
7911 Trans Out - General Fund	12,500	12,500	12,500	12,500	12,500
Total Expense	\$ 4,247,414	\$ 4,324,763	\$ 4,513,189	\$ 4,562,320	\$ 5,175,791

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

<u>Software Support</u>		<u>Consulting Services</u>	
Permittracker - NR216	\$ 6,000	Stormwater management	
XP-SWMM	2,000	plan reviews	\$ 75,000
Permittracker - Erosion	10,000	Flooding Concerns	
IRTH Solutions	630	Areas Study	50,000
Data storage & support GPS units	1,080	NR 216 Permitting	43,000
ArInfo	2,500	Wetland studies	10,600
Eagle Point	500	Flood Hazard Mitigation Plans	20,000
	<u>\$ 22,710</u>	Citywide SWMP Update	30,000
<u>Other Contracts/Obligations</u>		Water Quality Modeling-NR151	32,800
Special Assessments			<u>\$ 261,400</u>
Apple Hill Blvd - Pond	\$ 19,667		
Meade St - Pond	20,022	<u>Postage & Freight</u>	
Plank Rd - Pond	49,132	City Service Invoice postage	\$ 17,500
Digger's Hotline Fees	4,000		<u>\$ 17,500</u>
	<u>\$ 92,821</u>		

**CITY OF APPLETON 2014 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 the additional cleaning will continue in 2014. Street cleaners will be two shifts per day instead of one shift to increase efforts toward achieving the water quality requirements of the Lower Fox River TMDL (Total Maximum Daily Load). Both of these efforts will increase the CEA (Central Equipment Agency) equipment expense.

Two additional regional ponds and 1,200 feet of naturalized channel will be added to City stormwater facilities inventory in 2014.

The decrease in software support is a result of the data storage and support for 3 GPS units being moved to the administration budget as the stormwater vehicles are used across multiple business units and the expense will be easier to monitor tracking it all in one business unit.

The decrease in the % of targeted system televised is due to anticipated higher prices for televising; budget amount of \$97,500 is same as amount that was included in the 2013 Budget.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Benefit of inspection program					
# of spot repairs identified from TV reports	20	15	15	15	15
Compliance with regulation					
# of protruding taps identified	12	12	10	10	10
# of cross connections identified	0	0	0	0	0
Strategic Outcomes					
Effectiveness of maintenance program					
# of trouble calls	9	15	20	20	20
% of total system televised	10%	9.7%	12%	12%	10%
Work Process Outputs					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	2,995	3,884	3,500	3,500	3,500
% of total storm sewer system cleaned	14.1%	13.3%	24.0%	20.0%	20.0%
Safeguarding health and safety					
# of protruding taps removed	15	10	10	10	10
# of spot repairs made	5	15	15	15	15

**CITY OF APPLETON 2014 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Revenues					
4801 Charges for Serv.- Nontax	\$ 1,311	\$ 1,213	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 1,311</u>	<u>\$ 1,213</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 304,347	\$ 418,459	\$ 478,539	\$ 478,539	\$ 487,439
6104 Call Time	971	1,251	1,450	1,450	1,450
6105 Overtime	8,355	5,362	7,000	7,000	6,500
6108 Part-Time	2,442	3,273	-	-	-
6150 Fringes	132,532	177,392	201,524	201,524	208,782
6308 Landscape Supplies	428	582	10,360	10,360	5,360
6309 Shop Supplies & Tools	847	1,726	2,700	2,700	2,700
6325 Construction Materials	30,134	81,877	90,617	90,617	77,750
6326 Vehicle & Equipment Parts	-	56	-	-	-
6327 Miscellaneous Equipment	3,679	7,013	9,570	9,570	7,000
6402 Legal Fees	-	-	200	200	-
6404 Consulting Services	195,035	196,175	215,328	215,328	217,960
6408 Contractor Fees	72,613	79,441	97,256	100,426	99,010
6413 Utilities	1,690	2,297	2,417	2,417	2,627
6415 Tipping Fees	31,330	39,616	50,000	50,000	50,000
6420 Facilities Charges	2,939	4,106	5,000	5,000	5,000
6424 Software Support	300	193	1,110	1,110	500
6425 CEA Equip. Rental	153,185	208,341	202,030	202,030	227,030
6429 Interfund Allocations	-	(645)	-	-	-
6454 Grounds Repair & Maint.	1,299	930	3,000	3,000	3,000
6503 Rent	40,000	40,145	55,210	55,210	55,210
Total Expense	<u>\$ 982,126</u>	<u>\$ 1,267,590</u>	<u>\$ 1,433,311</u>	<u>\$ 1,436,481</u>	<u>\$ 1,457,318</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

Construction Materials

Castings	\$ 35,000
Concrete	25,000
Gravel	2,000
Piping	500
Clear Stone	1,100
Other materials	14,150
	<u>\$ 77,750</u>

Tipping Fees

Disposal costs of cleaning: \$33 per ton	
Streets - 1,212 tons	\$ 39,996
Storm sewers - 139 tons	4,587
Concrete	5,417
	<u>\$ 50,000</u>

Rent

Land for detention ponds:	
Memorial Park - North	
7.28 acres (\$2,800 per acre)	\$ 20,400
Memorial Park - South	
7 acres (\$2,800 per acre)	19,600
Reid Golf Course Pond	
7.2 acres (per agreement)	15,210
	<u>\$ 55,210</u>

Consulting Services

Ecology services for prairie & wetlands	\$ 90,460
Stormsewer TV & cleaning	97,500
Ecology services for ditches & ravines	30,000
	<u>\$ 217,960</u>

Contractor Fees

Surface restoration	\$ 30,000
Protruding tap	20,000
Spot repairs	31,000
Animal control	7,460
Fencing	1,850
Emergency Repairs	5,000
Non-native mowing	3,700
	<u>\$ 99,010</u>

CITY OF APPLETON 2014 BUDGET STORMWATER

Leaf Collection

Business Unit 5225

PROGRAM MISSION

Collect leaves from city streets and dispose of them in a safe and environmentally productive manner

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Continually search for ways to improve communication with the public on leaf collection schedules
- Research and evaluate alternative methods of leaf collection and long term disposal
- Adjust leaf collection routes to avoid picking up leaves on the same day as collecting refuse
- Minimize secondary hauling costs of leaves, transporting to Outagamie County and Mackville, and grinding into mulch by working with a composting company

Major changes in Revenue, Expenditures, or Programs:

Actual leaf collections vary from year to year depending on the weather. It is projected to complete three cycles of collection in 2014. The cost per cubic yard collected is based more on the condition of leaves collected not the number of cycles (wet soggy verses dry fluffy).

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

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Service provided					
Number of collection cycles	5	4	3	3	3
Strategic Outcomes					
Cost effective service provided					
Cost/cubic yard collected	\$ 8.86	\$ 8.10	\$ 8.00	\$ 8.40	\$ 8.45
Work Process Outputs					
Safer streets and cleaner storm water system					
Cubic yards of leaves collected	30,960	41,180	35,000	35,000	35,000

**CITY OF APPLETON 2014 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 106,230	\$ 140,884	\$ 128,812	\$ 128,812	\$ 130,948
6104 Call Time	130	65	250	250	250
6105 Overtime	5,617	5,305	6,000	6,000	5,800
6150 Fringes	45,649	55,873	63,211	63,211	63,877
6408 Contractor Fees	-	2,303	5,000	5,000	4,500
6413 Utilities	29	261	168	168	265
6425 CEA Equip. Rental	122,347	184,371	167,485	167,485	183,919
Total Expense	<u>\$ 280,002</u>	<u>\$ 389,062</u>	<u>\$ 370,926</u>	<u>\$ 370,926</u>	<u>\$ 389,559</u>

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2014 BUDGET

STORMWATER

Capital Construction

Business Unit 5230

PROGRAM MISSION

Design, build, and replace stormwater facilities for the current users to insure compliance with established regulations, to protect surrounding infrastructure and the environment, to increase the acres of land available for development and to prevent major system failures.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Continue to inform property owners of future construction in a timely manner
- Design projects to meet regulations and provide cost effective solutions for the community and the watershed
- Monitor projects to insure compliance with deadlines, specifications, and regulations
- Comply with the Environmental Protection Agency / WDNR Phase II Stormwater permit requirements
- Continue implementing the citywide stormwater management plan and regional flood studies selected alternatives

Major changes in Revenue, Expenditures, or Programs:

Please see the Stormwater 5-year capital improvement plan on page 602 for further details.

Budget includes \$2,200,000 for land acquisition and \$500,000 for phase I construction of planned flood reduction improvements in the West Wisconsin Study Area. The amounts are placeholders pending completion of the study and selection of an alternative, which will occur late in 2013.

In the past, we updated our records annually based on construction activities rounding to the nearest 1/100 of a mile. With the onset of GIS based records, we now are able to update our records continuously throughout the year. However, it is no longer practical to round to the nearest 1/100 of a mile due to the number of minor non-construction related changes made throughout the year. Therefore, we now round to the nearest mile which still provides for a very useful measure, while reducing the confusion caused by the minor adjustments made throughout the year.

PERFORMANCE INDICATORS

	<u>Actual 2011</u>	<u>Actual 2012</u>	<u>Target 2013</u>	<u>Projected 2013</u>	<u>Target 2014</u>
Client Benefits/Impacts					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints: *					
Solved	92	115	100	100	100
Outstanding	456	400	400	400	400
Strategic Outcomes					
Improvements to the stormwater system					
Total miles of storm sewer in the City	286	278	284	279	279
% of total miles reconstructed	0.19%	0.37%	0.21%	0.21%	1.02%
Acres of new land available	0	56	0	0	0
Integrity and growth of the system					
Acre feet of storage developed	37.0	0.0	35.0	35.0	10.0
Work Process Outputs					
Restoration of storm sewers					
Miles of storm sewer reconstructed	0.53	1.02	0.60	0.60	2.90
Expansion of storm sewer system					
Miles of new storm sewer added	1.72	0.05	0.38	0.74	0.00

* 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 2014 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2011	2012	Adopted 2013	Amended 2013	2014
Expenses					
6101 Regular Salaries	\$ 31,200	\$ 49,055	\$ 179,560	\$ 179,560	\$ 186,991
6105 Overtime	5,324	3,155	7,939	7,939	6,782
6108 Part-Time	4,692	1,538	2,584	2,584	2,772
6150 Fringes	14,543	10,834	71,838	71,838	73,397
6325 Construction Materials	531	4,752	-	-	-
6328 Signs	126	-	-	-	-
6404 Consulting Services	17,093	7,345	180,000	273,508	158,750
6408 Contractor Fees	-	(393)	90,000	90,000	90,000
6420 Facilities Charges	-	293	-	-	-
6425 CEA Equip. Rental	-	-	11,930	11,930	10,990
6599 Other Contracts / Obligations	105	-	-	-	-
6801 Land	-	-	-	-	2,700,000
6804 Machinery & Equipment	-	-	28,000	28,000	-
6809 Infrastructure Construction	379,499	484,579	10,620,204	13,961,664	1,749,367
Total Expense	\$ 453,113	\$ 561,158	\$ 11,192,055	\$ 14,627,023	\$ 4,979,049

DETAILED SUMMARY OF 2014 PROPOSED EXPENDITURES > \$15,000

2014	Street	From	To	Storm-water Utility
Labor Pool				269,942
CEA				10,990
Consulting Services	Construction Services			45,000
	Land Acquisition Services			10,000
	Leona Street Pond			30,000
	Modeling for Storm Sewer Const Projects			20,000
	North Side Developm Design & Permitting			35,000
	WisDOT 441/Manitowoc Road Study Project			18,750
	Subtotal			158,750
Land Acquisition	W. Wisconsin Flood Reduction Project			2,200,000
				2,200,000
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 2014 Paving:			
	Asphalt (B-14)			107,600
	Concrete (A-14)			184,660
	Flood Reports			150,000
	Green Tier Project			100,000
	Native Vegetation			30,000
	Reid Golf Course Pond - Enterprise Agreement/Const			119,000
	West Wisconsin Flood Reduction Project - Phase I			500,000
	Subtotal			1,481,260
Reconstruction	E South River (liner)	E South River St	Canal	10,800
	Lynndale Dr (liner)	at Everett St		10,200
	Parkway Blvd (liner)	Appleton St	Superior St	30,240
	Rogers Ave (liner)	Prospect Ave	Outagamie St	9,450
	Winnebago St (liner)	Mason St	Mason St (341 w/o)	39,556
				100,246
Reconstruction (on streets paved in 2015)	Alley n/o College	Division St	Superior St	2,950
	Alley s/o College Ave	Morrison St	Durkee St	53,955
	Badger Ave	Mason St	Wisconsin Ave	171,365
	Easement n/o Washington St			
		Catherine St	Green Bay Rd	37,500
	Eighth St	Elm St	Elm St e/o	20,000
	Eldorado St	Catherine St	Wood St	29,445
	Elm St	Eighth St	Lawrence St.	20,000
	Franklin St (partial)	Linwood Ave	Douglas St	9,600
	Glendale Ave	Ballard Rd	Roemer Rd	77,855
	Green Bay Road	Washington, 200' n	Jennie St easement	168,201
	Lawrence St	Elm St	Superior St.	20,000
	Meade St	Northland Ave ("OO")	Florida St	141,575
	Wood St	Eldorado St	North St	5,415
	Subtotal			757,861
Total				\$ 4,979,049

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	0	0	300,000	300,000	0	0
Permits	28,442	23,394	4,475	21,000	21,000	26,000	22,400
Interest Income	800,088	255,881	28,279-	600,000	600,000	400,000	210,000
Charges for Services	7,134,321	7,182,888	6,432,228	8,047,607	8,047,607	8,917,011	8,917,011
Other Revenues	1,035,934	716,090	271,021	643,298	643,298	30,000	143,149
TOTAL REVENUES	8,998,785	8,178,253	6,679,445	9,611,905	9,611,905	9,373,011	9,292,560
EXPENSES BY LINE ITEM							
Regular Salaries	111,556	124,985	90,375	130,095	130,095	132,517	132,517
Labor Pool Allocations	573,014	727,935	708,171	953,331	953,331	975,766	975,766
Call Time	1,800	1,847	1,958	2,450	2,450	2,450	2,450
Overtime	20,580	14,376	11,781	22,439	22,439	20,282	20,282
Temp. Full-Time	9,395	6,692	0	3,132	3,132	0	0
Part-Time	2,291	4,267	4,280	0	0	6,333	6,738
Other Compensation	0	656	12,851	6,180	6,180	5,455	5,455
Shift Differential	1,530	1,481	1,271	1,531	1,531	1,681	1,681
Sick Pay	71,008	2,926-	12,071	0	0	0	0
Vacation Pay	70,421	99,784	89,274	0	0	0	0
Fringes	320,247	355,251	347,312	438,529	438,529	448,063	450,055
Salaries & Fringe Benefits	1,181,842	1,334,348	1,279,344	1,557,687	1,557,687	1,592,547	1,594,944
Training & Conferences	1,663	2,879	2,290	6,800	6,800	6,800	6,800
Parking Permits	612	612	612	612	612	636	636
Office Supplies	30	126	246	40	40	40	40
Memberships & Licenses	12,050	12,000	14,614	14,060	14,060	14,060	14,060
Postage & Freight	16,238	15,162	12,600	16,500	16,500	16,500	17,500
Awards & Recognition	35	35	35	35	35	665	665
Insurance	22,944	48,174	24,986	28,390	28,390	27,096	30,830
Leases	0	145	0	0	0	0	0
Rent	40,000	40,000	58,039	55,210	55,210	55,210	55,210
Depreciation Expense	1,798,662	1,989,033	1,845,820	2,065,000	2,065,000	2,082,000	2,300,000
Uncollectible Accounts	3,810	2,134	4,853	3,000	3,000	5,000	5,000
Interest Payments	1,540,489	1,438,437	1,502,363	1,522,111	1,522,111	1,319,000	1,781,672
Debt Issuance Costs	59,898	69,323	136,618	71,946	71,946	50,911	125,000
Gain/Loss on Refund Amort.	0	6,700	0	33,081	33,081	10,000	43,484
Trans Out - General Fund	12,500	12,500	11,458	12,500	12,500	12,500	12,500
Administrative Expense	3,508,931	3,637,260	3,614,534	3,829,285	3,829,285	3,600,418	4,393,397
Landscape Supplies	428	582	2,995	10,360	10,360	5,360	5,360
Shop Supplies & Tools	894	1,726	1,936	2,700	2,700	2,700	2,700
Books & Library Materials	0	510	84	100	100	100	100
Miscellaneous Supplies	51	0	16	0	0	0	0
Printing & Reproduction	2,979	2,747	2,940	2,900	2,900	3,000	3,200
Clothing	197	0	22	55	55	55	55
Safety Supplies	0	9	15	0	0	0	0
Construction Materials	30,665	86,629	29,646	90,617	90,617	77,750	77,750
Vehicle & Equipment Parts	0	56	0	0	0	0	0
Miscellaneous Equipment	8,313	7,013	10,171	14,570	14,570	7,000	7,000
Signs	126	0	55	0	0	0	0
Supplies & Materials	43,653	99,272	47,880	121,302	121,302	95,965	96,165
Accounting/Audit	10,054	9,002	9,809	7,935	7,935	9,500	8,138
Legal Fees	150	180	90	600	600	400	400
Bank Services	22,421	18,163	12,368	17,500	17,500	17,880	18,000
Consulting Services	395,670	405,106	483,909	649,776	792,415	638,110	638,110
Collection Services	0	0	0	90,000	90,000	0	0
Contractor Fees	72,613	81,351	67,449	102,256	105,426	193,510	193,510
Tipping Fees	31,330	39,616	43,395	50,000	50,000	50,000	50,000
Interfund Allocations	0	645-	0	0	0	0	0
Health Services	0	17	0	0	0	0	0
Other Contracts/Obligations	20,151	167	23,823	11,000	11,000	81,749	92,821
Purchased Services	552,389	552,957	640,843	929,067	1,074,876	991,149	1,000,979

City of Appleton
2014 Budget
Revenue and Expense Summary

Description	2011 Actual	2012 Actual	2013 YTD Actual	2013 Adopted Budget	2013 Amended Budget	2014 Requested Budget	2014 Adopted Budget
Electric	265	245	265	279	279	305	305
Water	1,453	2,314	1,523	2,306	2,306	2,587	2,587
Telephone	795	699	913	840	840	1,224	1,224
Cellular Telephone	0	0	98	0	0	0	0
Utilities	2,513	3,258	2,799	3,425	3,425	4,116	4,116
Equipment Repair & Maintenan	115	0	0	0	0	0	0
Facilities Charges	2,939	4,400	2,892	5,000	5,000	5,000	5,000
Software Support	6,763	25,008	10,807	22,466	22,466	23,210	23,210
CEA Equipment Rental	282,711	400,559	267,533	390,045	390,045	431,539	431,539
Grounds Repair & Maintenance	1,300	930	658	3,000	3,000	3,000	3,000
Repair & Maintenance	293,828	430,897	281,890	420,511	420,511	462,749	462,749
Land	0	0	1,000	0	0	2,700,000	2,200,000
Machinery & Equipment	0	0	28,000	28,000	28,000	0	0
Infrastructure Construction	379,499	484,579	5,059,618	10,620,204	13,961,664	2,249,367	2,249,367
Capital Expenditures	379,499	484,579	5,088,618	10,648,204	13,989,664	4,949,367	4,449,367
TOTAL EXPENSES	5,962,655	6,542,571	10,955,908	17,509,481	20,996,750	11,696,311	12,001,717

CITY OF APPLETON 2014 BUDGET
STORMWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2011 Actual	2012 Actual	2013 Budget	2013 Projected	2014 Budget
Charges for Services	\$ 7,133,010	\$ 7,182,888	\$ 8,047,607	\$ 8,000,000	\$ 8,917,011
Miscellaneous	63,729	68,965	351,000	351,000	52,400
Total Revenues	<u>7,196,739</u>	<u>7,251,853</u>	<u>8,398,607</u>	<u>8,351,000</u>	<u>8,969,411</u>
Expenses					
Operating Expenses	2,551,104	3,026,580	2,612,788	2,665,539	2,760,012
Depreciation	1,798,662	1,989,033	2,065,000	2,160,300	2,300,000
Total Expenses	<u>4,349,766</u>	<u>5,015,613</u>	<u>4,677,788</u>	<u>4,825,839</u>	<u>5,060,012</u>
Operating Income (Loss)	2,846,973	2,236,240	3,720,819	3,525,161	3,909,399
Non-Operating Revenues (Expenses)					
Interest Income	800,088	255,881	600,000	175,000	210,000
Interest Expense	(1,540,489)	(1,438,437)	(1,522,111)	(1,489,372)	(1,781,672)
Gain/Loss on Refunding	-	(6,700)	(33,081)	(33,081)	(43,484)
Amortization of Premium on Debt Issue	11,740	26,710	113,298	113,298	113,149
Debt Expense*	(59,898)	(69,323)	(71,946)	(263,010)	(125,000)
Other	-	-	-	-	-
Total Non-Operating	<u>(788,559)</u>	<u>(1,231,869)</u>	<u>(913,840)</u>	<u>(1,497,165)</u>	<u>(1,627,007)</u>
Income (Loss) Before Contributions and Transfers	2,058,414	1,004,371	2,806,979	2,027,996	2,282,392
Contributions and Transfers In (Out)					
Capital Contributions General Fund	990,218 (12,500)	643,810 (12,500)	500,000 (12,500)	500,000 (12,500)	- (12,500)
Change in Net Assets	3,036,132	1,635,681	3,294,479	2,515,496	2,269,892
Total Net Assets - Beginning	<u>52,804,269</u>	<u>55,840,401</u>	<u>57,476,082</u>	<u>57,476,082</u>	<u>59,991,578</u>
Total Net Assets - Ending	<u>\$ 55,840,401</u>	<u>\$ 57,476,082</u>	<u>\$ 60,770,561</u>	<u>\$ 59,991,578</u>	<u>\$ 62,261,470</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year		12,340,845	5,342,534
+ Net Income		2,515,496	2,269,892
+ Depreciation		2,160,300	2,300,000
+ Long Term Debt		6,002,916	3,500,000
- Contributed Capital		(500,000)	-
- Fixed Assets		(15,027,023)	(4,979,049)
- Principal Repayment		(2,150,000)	(2,220,000)
Working Cash - End of Year		<u>\$ 5,342,534</u>	<u>\$ 6,213,377</u>

The current annual rate of \$155.00 per ERU became effective July 1, 2013.

*Due to GASB 65 Debt Issuance costs will no longer be amortized over the life of the loan, 2013 expense reflects total unamortized amount.

**CITY OF APPLETON 2014 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2013 Budget	2013 Projected	2014 Budget	2015 Projected	2016 Projected	2017 Projected	2018 Projected
Revenues							
Charges for Services	\$ 8,047,607	\$ 8,000,000	\$ 8,917,011	\$ 8,961,596	\$ 9,700,927	\$ 10,395,451	\$ 10,447,428
Miscellaneous	351,000	351,000	52,400	53,000	53,000	55,000	57,000
Total Revenues	<u>8,398,607</u>	<u>8,351,000</u>	<u>8,969,411</u>	<u>9,014,596</u>	<u>9,753,927</u>	<u>10,450,451</u>	<u>10,504,428</u>
Expenses							
Operating Expenses	2,612,788	2,665,539	2,760,012	2,842,812	2,928,097	3,015,940	3,106,418
Depreciation	2,065,000	2,160,300	2,300,000	2,450,000	2,600,000	2,750,000	2,900,000
Total Expenses	<u>4,677,788</u>	<u>4,825,839</u>	<u>5,060,012</u>	<u>5,292,812</u>	<u>5,528,097</u>	<u>5,765,940</u>	<u>6,006,418</u>
Operating Income	3,720,819	3,525,161	3,909,399	3,721,783	4,225,830	4,684,511	4,498,010
Non-Operating Revenues (Expenses)							
Interest Income	600,000	175,000	210,000	300,000	300,000	300,000	200,000
Interest Expense	(1,522,111)	(1,489,372)	(1,781,672)	(1,857,691)	(2,060,184)	(2,310,487)	(2,489,205)
Gain/Loss on Refunding	(33,081)	(33,081)	(43,484)	(41,127)	(38,020)	(34,818)	(31,512)
Premium on Debt Issue	113,298	113,298	113,149	106,963	99,461	91,695	91,142
Debt Issue Expense	(71,946)	(263,010)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	<u>(913,840)</u>	<u>(1,497,165)</u>	<u>(1,627,007)</u>	<u>(1,616,855)</u>	<u>(1,823,742)</u>	<u>(2,078,609)</u>	<u>(2,354,575)</u>
Net Income Before Transfers	2,806,979	2,027,996	2,282,392	2,104,928	2,402,088	2,605,902	2,143,435
Contributions and Transfers In (Out)							
Capital Contributions	500,000	500,000	-	319,630	-	240,500	-
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	3,294,479	2,515,496	2,269,892	2,352,058	2,139,588	2,833,902	2,130,935
Total Net Assets - Beginning	<u>57,476,082</u>	<u>57,476,082</u>	<u>59,991,578</u>	<u>62,261,470</u>	<u>64,613,528</u>	<u>66,753,116</u>	<u>69,587,018</u>
Total Net Assets - Ending	<u>\$ 60,770,561</u>	<u>\$ 59,991,578</u>	<u>\$ 62,261,470</u>	<u>\$ 64,613,528</u>	<u>\$ 66,753,116</u>	<u>\$ 69,587,018</u>	<u>\$ 71,717,954</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	12,340,845	5,342,534	6,213,377	7,097,366	6,683,400	6,303,479	
+ Net Income	2,515,496	2,269,892	2,352,058	2,139,588	2,833,902	2,130,935	
+ Depreciation	2,160,300	2,300,000	2,450,000	2,600,000	2,750,000	2,900,000	
+ Long Term Debt	6,002,916	3,500,000	4,500,000	8,000,000	6,000,000	6,000,000	
- Contributed Capital	(500,000)	-	(319,630)	-	(240,500)	-	
- Fixed Assets	(15,027,023)	(4,979,049)	(5,383,439)	(10,188,554)	(8,303,323)	(8,055,140)	
- Principal Repayment	(2,150,000)	(2,220,000)	(2,715,000)	(2,965,000)	(3,420,000)	(3,745,000)	
Working Cash - End of Year	<u>\$ 5,342,534</u>	<u>\$ 6,213,377</u>	<u>\$ 7,097,366</u>	<u>\$ 6,683,400</u>	<u>\$ 6,303,479</u>	<u>\$ 5,534,275</u>	
25% Working Capital Reserve (prior year's audited expenses)		1,041,853	1,138,546	1,178,251	1,250,195	1,334,732	
Coverage Ratio		1.48	1.46	1.46	1.32	1.45	1.35

ASSUMPTIONS:

Borrow approximately 75% of capital expenditures as detailed in the five year plan for years 2014-2018
Interest rate at 5%
ERU's to increase at a rate of 1/2% per year after 2014
Operating expenses to increase 3.0% per year after 2014
Maintain a level of 25% working capital reserve and 1.25 coverage ratio as required by bond covenants

RESULTS:

Rate increased 24% effective July 1, 2013 to \$155 per ERU replacing the rate of \$125 per ERU that has been in effect since July 1, 2010. 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 2014 BUDGET
STORMWATER UTILITY
LONG TERM DEBT**

Year	2004		2006	
	Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest
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
2023	-	-	250,000	37,913
2024	-	-	250,000	26,663
2025	-	-	260,000	15,075
2026	-	-	270,000	3,038
	-	-	-	-
	<u>\$ 175,000</u>	<u>\$ 1,696</u>	<u>\$ 5,530,000</u>	<u>\$ 1,202,996</u>

Year	2007		2008		2009	
	Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
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
	-	-	-	-	-	-
	<u>\$ 4,060,000</u>	<u>\$ 1,490,453</u>	<u>\$ 4,910,000</u>	<u>\$ 1,747,304</u>	<u>\$ 10,075,000</u>	<u>\$ 4,107,097</u>

Year	2012		2013		TOTAL		
	Revenue Bonds		Revenue Bonds		Principal	Interest	Total
	Principal	Interest	Principal	Interest			
2014	770,000	406,565	-	267,023	2,220,000	1,689,172	3,909,172
2015	970,000	380,890	245,000	244,719	2,540,000	1,588,941	4,128,941
2016	985,000	351,453	250,000	239,744	2,615,000	1,501,017	4,116,017
2017	1,030,000	320,890	255,000	232,756	2,720,000	1,406,987	4,126,987
2018	1,050,000	289,540	265,000	224,881	2,820,000	1,306,205	4,126,205
2019	1,100,000	248,665	270,000	216,819	2,935,000	1,192,620	4,127,620
2020	1,145,000	203,315	280,000	208,494	3,055,000	1,071,450	4,126,450
2021	1,190,000	156,165	290,000	197,694	3,015,000	947,004	3,962,004
2022	880,000	117,865	300,000	185,794	2,785,000	825,855	3,610,855
2023	740,000	92,415	315,000	173,344	2,750,000	713,903	3,463,903
2024	495,000	75,728	325,000	160,444	2,575,000	607,806	3,182,806
2025	255,000	66,086	340,000	146,994	2,430,000	503,936	2,933,936
2026	260,000	58,065	355,000	132,944	2,530,000	396,991	2,926,991
2027	270,000	49,773	370,000	118,294	2,365,000	293,938	2,658,938
2028	280,000	41,170	385,000	101,961	2,060,000	203,086	2,263,086
2029	285,000	32,053	400,000	84,625	1,685,000	127,803	1,812,803
2030	295,000	22,547	420,000	66,469	715,000	89,016	804,016
2031	305,000	12,716	435,000	47,194	740,000	59,910	799,910
2032	315,000	2,559	460,000	26,775	775,000	29,334	804,334
2033	-	-	480,000	5,400	480,000	5,400	485,400
	-	-	-	-	-	-	-
	<u>\$ 12,620,000</u>	<u>\$ 2,928,460</u>	<u>\$ 6,440,000</u>	<u>\$ 3,082,368</u>	<u>\$ 43,810,000</u>	<u>\$ 14,560,374</u>	<u>\$ 58,370,374</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in amount of \$4,440,000 will be issued in 2014. Expected interest expense of the issue in 2014 is \$92,500 at 5%.

CITY OF APPLETON 2014 BUDGET RESOLUTION

Resolved,

The 2014 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 \$32,622,637 for General Fund purposes;

Be it further resolved,

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$2,825,388 for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$2,050,913 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 \$10,062,398, including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an official statement be prepared and distributed by the Director of Finance in support of the sale.

The Director of Finance be authorized to sell water, sewer, or stormwater revenue supported bonds in the amount of \$7,500,000, 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
2014 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions**

DEPARTMENT	2011	2012	2013	2014
Legal Services	8.67	8.67	8.67	8.67
Finance	8.85	8.85	8.85	8.85
Homeless & Block Grants	0.95	0.95	0.50	0.50
Fire	97.00	96.00	96.00	96.00
Health	12.61	12.36	12.36	12.35
Health Grants	3.39	1.89	1.64	1.66
Information Technology	12.00	12.00	12.00	11.00
Library	45.00	44.50	45.00 *	45.50
Mayor's Office	2.00	2.00	2.00	3.00
Facilities Management	19.82	19.88	10.23	10.23
Facilities Capital	0.40	0.40	0.40	0.40
Parks & Recreation	5.45	5.45	15.05	15.00
Reid Golf Course	1.55	1.53	1.73	1.78
Human Resources	6.15	6.15	6.15	6.15
Risk Management	2.98	2.98	2.98	2.98
Community & Economic Devel.	17.88	18.13	18.13	18.13
Housing & Community Devel.	2.00	1.00	1.00	1.00
Police	134.00	133.00	134.00	136.00
Public Works	62.01	62.49	62.08	62.58
Sanitation	18.89	17.89	16.99	17.49
CEA	15.11	15.11	15.01	14.51
Parking	11.47	11.17	11.18	11.18
Capital (TIF, Subdivision, etc.)	4.16	2.42	2.79	2.27
Stormwater Utility	18.73	18.98	19.67	19.67
Water Utility	36.51	36.64	36.71	37.73
Wastewater Utility	29.42	29.93	29.21	28.71
Valley Transit	52.65	51.83	54.13 *	54.13
Total Regular Employees	<u>629.64</u>	<u>622.18</u>	<u>624.43</u>	<u>627.43</u>

* Includes changes approved by Council during 2013.

**CITY OF APPLETON 2014 BUDGET
PERSONNEL ADDITIONS/DELETIONS**

		Dept. Request		Exec. Budget		Adopted Budget	
		No.	Amount	No.	Amount	No.	Amount
GENERAL FUND							
MAYOR							
Communications Coordinator		1.00	87,898	1.00	87,898	1.00	87,898
INFORMATION TECHNOLOGY							
Systems Analyst		(1.00)	(109,208)	(1.00)	(109,208)	(1.00)	(109,208)
Programmer / Analyst II		(1.00)	(102,040)	(1.00)	(102,040)	(1.00)	(102,040)
Lead Programmer / Analyst		1.00	104,478	1.00	104,478	1.00	104,478
HEALTH SERVICES							
Public Health Nurses	C	(0.02)	(1,191)	(0.02)	(1,191)	(0.02)	(1,191)
LIBRARY							
Library Assistant - Adult Programming	A	0.50	1,000	0.50	1,000	0.50	1,000
Library Assistant - Hmong Outreach		0.50	22,640	0.50	22,640	0.50	22,640
Library Assistant - Technology Emphasis		0.50	38,600	-	-	-	-
PARKS & RECREATION							
Golf Course Supervisor		0.10	8,146	-	-	-	-
PUBLIC WORKS							
5th Floor Customer Service Person		0.50	37,685	0.50	21,602	0.50	21,602
POLICE							
Police Officer	E	1.00	86,963	-	-	1.00	-
Lead CSO	D	1.00	52,899	1.00	52,899	1.00	52,899
Total General Fund:		4.08	227,870	2.48	78,078	3.48	78,078
SPECIAL REVENUE FUNDS							
Sanitation							
Operator		-	-	-	-	0.50	27,533
Health Grants							
Grant Funded Public Health Nurses	C	0.02	1,191	0.02	1,191	0.02	1,191
Total Special Revenue Fund:		0.02	1,191	0.02	1,191	0.52	28,724
ENTERPRISE FUNDS							
VALLEY TRANSIT							
Administrative Assistant	A	(0.90)	(54,626)	(0.90)	(54,626)	(0.90)	(54,626)
Paratransit Coordinator	A	1.00	70,490	1.00	70,490	1.00	70,490
Communications Technician	A	0.20	7,975	0.20	7,975	0.20	7,975
Total Enterprise Fund:		0.30	23,839	0.30	23,839	0.30	23,839
INTERNAL SERVICE FUNDS							
CEA							
Service Person	B	(0.50)	-	(0.50)	-	(0.50)	-
Total Internal Service Fund:		(0.50)	-	(0.50)	-	(0.50)	-
TOTAL CITY:		3.90	252,900	2.30	103,108	3.80	130,641

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 2013 .
- (B) Position budgeted as .5 FTE in 2013 as a trial but TO maintained 1.0 FTE. No 2014 budget impact to TO reduction.
- (C) Annual fluctuation due to availability of grant-funded public health nursing hours.
- (D) Fully offset by reductions to number of non-benefited part-time CSOs and / or hours worked.
- (E) 1.0 FTE Police Officer position to be funded by available 2013 fund balance or re-prioritizing the adopted Police budget, in the event there is not sufficient fund balance; available fund balance to be determined post-2013 audit.

**CITY OF APPLETON 2014 BUDGET
ASSESSED PROPERTY VALUES**

	01/01/12	01/01/13	Change in Dollars	Change in Percent
Tax Increment Districts # 2 - 8	\$ 161,248,575	\$ 148,700,859	\$ (12,547,716)	-7.78%
Outagamie County				
Real Estate	3,932,674,200	3,937,771,200	5,097,000	0.13%
Personal Property	121,367,900	128,989,900	7,622,000	6.28%
Total With TID:	4,054,042,100	4,066,761,100	12,719,000	0.31%
Total Without TID:	3,990,675,175	4,017,009,616	26,334,441	0.66%
Calumet County				
Real Estate	654,637,200	661,208,000	6,570,800	1.00%
Personal Property	12,506,100	11,357,500	(1,148,600)	-9.18%
Total With TID:	667,143,300	672,565,500	5,422,200	0.81%
Total Without TID:	579,420,197	583,530,767	4,110,570	0.71%
Winnebago County				
Real Estate	74,386,600	73,134,300	(1,252,300)	-1.68%
Personal Property	5,861,300	5,998,400	137,100	2.34%
Total With TID:	80,247,900	79,132,700	(1,115,200)	-1.39%
Total Without TID:	70,089,353	69,217,010	(872,343)	-1.24%
All Counties With TIDs:	\$ 4,801,433,300	\$ 4,818,459,300	\$ 17,026,000	0.35%
All Counties Without TIDs:	\$ 4,640,184,725	\$ 4,669,757,393	\$ 29,572,668	0.64%

CITY OF APPLETON 2014 BUDGET EQUALIZED PROPERTY VALUES

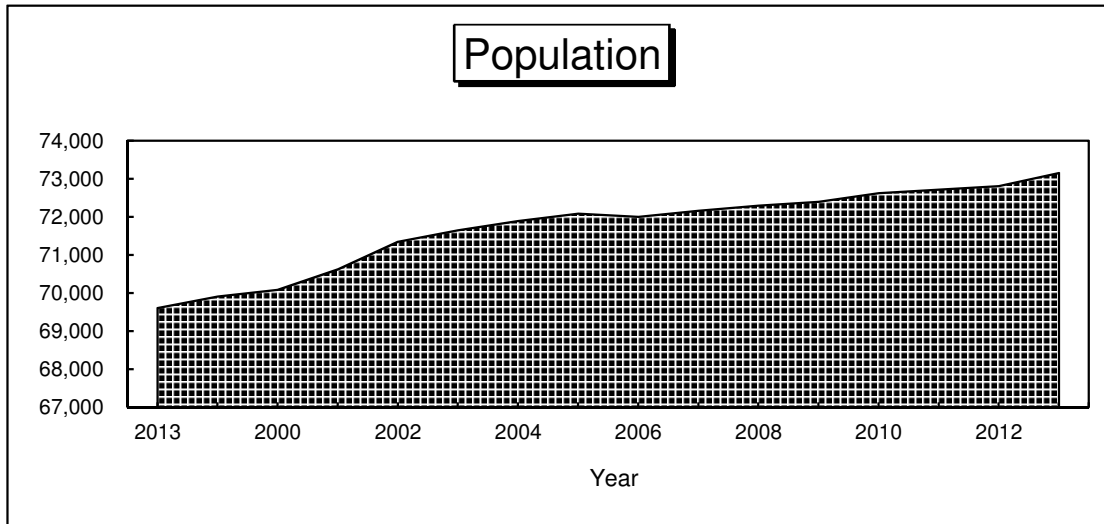
	01/01/12	01/01/13	Change in Dollars	Change in Percent
TID # 2 Gross *	\$ 17,481,300	\$ -	\$ (17,481,300)	-100.00%
Base (1991)	(4,050,900)	-	4,050,900	-100.00%
Increment	13,430,400	-	(13,430,400)	-100.00%
TID # 3 Gross	57,140,600	55,370,100	(1,770,500)	-3.10%
Base (1993)	(18,940,800)	(18,940,800)	-	0.00%
Increment	38,199,800	36,429,300	(1,770,500)	-4.63%
TID # 5 Gross	12,385,500	11,645,600	(739,900)	-5.97%
Base (1999)	(4,669,500)	(4,669,500)	-	0.00%
Increment	7,716,000	6,976,100	(739,900)	-9.59%
TID # 6 Gross	96,718,200	97,254,500	536,300	0.55%
Base (2000)	(12,141,600)	(12,141,600)	-	0.00%
Increment	84,576,600	85,112,900	536,300	0.63%
TID # 7 Gross	35,813,800	35,546,100	(267,700)	-0.75%
Base (2007)	(25,657,000)	(25,657,000)	-	0.00%
Increment	10,156,800	9,889,100	(267,700)	-2.64%
TID # 8 Gross	8,186,200	10,446,600	2,260,400	27.61%
Base (2009) **	(6,135,100)	(6,135,100)	-	0.00%
Increment	2,051,100	4,311,500	2,260,400	100.00%
Total All Increments:	\$ 156,130,700	\$ 142,718,900	\$ (13,411,800)	-8.59%
Outagamie County				
Real Estate	3,806,611,500	3,772,702,300	(33,909,200)	-0.89%
Personal Property	121,349,100	127,749,200	6,400,100	5.27%
Total With TID:	3,927,960,600	3,900,451,500	(27,509,100)	-0.70%
Total Without TID:	3,866,563,300	3,852,734,600	(13,828,700)	-0.36%
Calumet County				
Real Estate	630,708,200	631,583,100	874,900	0.14%
Personal Property	12,505,700	11,357,100	(1,148,600)	-9.18%
Total With TID:	643,213,900	642,940,200	(273,700)	-0.04%
Total Without TID:	558,637,300	557,827,300	(810,000)	-0.14%
Winnebago County				
Real Estate	74,372,800	72,922,100	(1,450,700)	-1.95%
Personal Property	5,861,300	5,998,400	137,100	2.34%
Total With TID:	80,234,100	78,920,500	(1,313,600)	-1.64%
Total Without TID:	70,077,300	69,031,400	(1,045,900)	-1.49%
All Counties With TIDs:	\$ 4,651,408,600	\$ 4,622,312,200	\$ (29,096,400)	-0.63%
All Counties Without TIDs:	\$ 4,495,277,900	\$ 4,479,593,300	\$ (15,684,600)	-0.35%

* TIF # 2 will close in 2013, therefore there is no increment for the 2014 budget.

** TIF # 8 was amended in 2011 to include the Eagle Flats property, formerly Riverside Paper mill.

CITY OF APPLETON 2014 BUDGET POPULATION ESTIMATES

Year		Outagamie County	Calumet County	Winnebago County	Total
2013	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
2013	Est.	60,500	11,165	1,485	73,150



CITY OF APPLETON

2014 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

2014 BUDGET

GLOSSARY

BOND FUND: A fund established to receive and disburse the proceeds of a governmental bond issue.

BOND PREMIUM: The excess of the price at which a bond is acquired or sold, over its face value.

BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption and sometimes, the plan finally approved by the body.

BUDGET ADJUSTMENT: A legal procedure requiring Council action to revise a budget appropriation. (City staff has the prerogative to adjust certain expenditures within a department budget.)

BUDGET MESSAGE: A general discussion of the budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

BUDGET PROCESS: The budget process consists of activities that encompass the development, implementation, communication and evaluation of a plan for the provision of services and capital assets that allows for public input.

CAPITAL BUDGET: A plan for acquisition or construction of assets embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

CAPITAL OUTLAY: Expenditures for equipment, vehicles or machinery with multi-year useful lives.

CAPITAL PROJECT FUND: Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by enterprise and trust funds.

CBM: Central Building Maintenance – see discussion under Facilities below.

CENTRAL EQUIPMENT AGENCY (CEA): To account for the user fees and costs associated with the operation and maintenance of various City owned vehicles.

CERTIFIED PUBLIC ACCOUNTANT: An accountant to whom a state has given a certificate showing that he/she has met prescribed requirements designed to insure competence on the part of the public practitioner in accounting and that he/she is permitted to use the designation Certified Public Accountant, commonly abbreviated as C.P.A.

CHARGES FOR SERVICES: User charges for services provided by the City to those specifically benefiting from those services.

CMAR: Compliance Maintenance Annual Report – a required report of the Wastewater utility.

COMMITTEE OF JURISDICTION: A City committee which is responsible for evaluating the programs under its jurisdiction to determine program definition, goals and objectives, costs, efficiency and effectiveness.

CITY OF APPLETON

2014 BUDGET

GLOSSARY

CONTRACTUAL SERVICES: Services rendered to the City by private firms, individuals, or other government agencies. Examples include pest control, equipment maintenance, and professional services.

CPTED: Crime Prevention Through Environmental Design, an Appleton Police Department analysis program.

DEBT: A financial obligation resulting from the borrowing of money. Debts of governments include bonds, notes and land contracts.

DEBT LIMIT: The maximum amount of legally permitted outstanding gross or net debt.

DEBT SERVICE FUND: A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a sinking fund.

DEFERRED SPECIAL ASSESSMENTS: Special assessments which have been levied but are not yet due.

DEFICIT: The excess of an entity's liabilities over its assets (see Fund Balance), the excess of expenditures or expenses over revenues during a single accounting period.

DELINQUENT SPECIAL ASSESSMENTS: Special assessments remaining unpaid on and after the date on which a penalty for non-payment is attached.

DEPARTMENT: A major administrative subset of the City, which has overall management responsibility for an operation or a group of related operations within a functional area. A department is often comprised of several divisions. City Departments include: Administrative Services, Inspection, Police, Fire, Health, Planning & Development, Public Works, Library, Water, and Parks & Recreation.

DIRECT DEBT: The debt, which a governmental unit has incurred in its own name or assumed through the annexation of territory.

DMR: Discharge Monitoring Report— a required report of the Wastewater utility.

ENCUMBRANCE: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUNDS: (1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g. water, gas and electric utilities; airports; parking garages; or transit systems). In this case the governing body intends that cost (i.e. expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

EQUALIZED VALUE: The State's estimate of the full value of property; used to apportion property tax levies of counties, school districts and municipalities among tax districts.

CITY OF APPLETON

2014 BUDGET

GLOSSARY

ERU: Equivalent Residential Unit - the basis of charges for stormwater management, equal to 2,368 square feet of impervious surface.

EXECUTIVE BUDGET: The aggregate of information, proposals and estimates prepared and submitted to the legislative body by the chief executive officer.

EXPENDABLE TRUST FUND: A trust fund whose resources, including both principal and earnings, may be expended. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

EXPENDITURES: Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental transfers. Expenditures exist in governmental funds.

EXPENSES: Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses exist in enterprise and internal service funds.

FACILITIES CHARGES: The fees charged by the Facilities and Construction Management Internal Service Fund for building and equipment maintenance services performed. This fund was formerly known as Central Building Management (CBM) and was discontinued and merged with the Water and Wastewater Utilities as of the 2003 budget, in conformance with the requirements of Governmental Accounting Standards Board Standard #34 (GASB 34). It has been re-established with a City-wide mandate as of the 2007 budget.

FIDUCIARY FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

FISCAL PERIOD: Any period at the end of which a governmental unit determines its financial condition and the results of its operations and closes its books. Note: it is usually a year, though not necessarily a calendar year.

FRINGE BENEFITS: Expenditure items in the operating budget paid on behalf of the employee. These benefits include health insurance, life insurance, long-term disability insurance, retirement, FICA and workers compensation insurance.

FUND: A fiscal and accounting entity that has self-balancing accounts and financial transactions for specific activities or government functions. Seven commonly used fund types in governmental accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds and internal service funds.

FUND BALANCE: The excess of funds assets over its liabilities. A negative fund balance is sometimes called a fund deficit.

GENERAL FUND: The General fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, charges for services and intergovernmental revenues. This fund includes most of the operating services: public protection, park and recreation, library, public works, health services, community development and general administration.

CITY OF APPLETON

2014 BUDGET

GLOSSARY

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

CITY OF APPLETON

2014 BUDGET

GLOSSARY

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.

CITY OF APPLETON

2014 BUDGET

GLOSSARY

The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

RESERVES: A segregation of a portion of the unappropriated fund balance for a definite purpose.

RESERVE FOR ENCUMBRANCES: A reserve account that represents open encumbered contracts and purchase orders.

REVENUE: Funds that the government receives as income. It includes such items as taxes, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

REVENUE BONDS: Bonds that finance assets of Enterprise funds. The repayment of these bonds are backed by the revenue stream of the individual enterprise.

SCADA SYSTEM: System Control And Data Acquisition system.

SHARED REVENUES: Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

SPECIAL ASSESSMENT: A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

SPECIAL REVENUE FUNDS: Special Revenue funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes.

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. The tax rate per \$1 of valuation is known as the mill rate.

TAX ROLL: The official list showing the amount of taxes levied against each taxpayer or property.

CITY OF APPLETON

2014 BUDGET

GLOSSARY

TAX YEAR: The calendar year in which ad valorem property taxes are levied to finance the ensuing calendar year budget.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people.

TRUST FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

CITY OF APPLETON CAPITAL IMPROVEMENTS PROGRAM DEVELOPMENT

It is the policy of the City of Appleton to maintain a Capital Improvement Program both to provide physical facilities that are responsive to the needs and demands of the public and city government, and to be supportive of the long and short range economic, social, and environmental development policies of the City.

Development of the Five-Year Capital Improvement Program entails planning by departments, both singly and in concert with other departments, and communication among departments and with the Mayor and the Finance Director. Project requests are submitted by departments along with their operating budget requests. An effort is made to describe projects in their entirety; for example, projects involving multiple departments or funding sources will be described on a single project request form to enhance interdepartmental project coordination. Project and operating budget requests are reviewed together by the Mayor in order to develop an integrated and coordinated capital program and to balance the operating budget impacts of projects and their funding sources. Particular attention is paid to balancing the costs of debt service with operating and cost efficiencies and economic development resulting from various capital investments. The Five-Year Capital Improvement Program is updated each year as an essential component of budget development.

The process results in the publication of a Five-Year Capital Improvement Program as part of the overall Operating Budget and Service Plan which serves as a planning tool for future growth and development in the City. Funds are appropriated in the budget for the current year only of the Capital Improvement Program, with each subsequent year being separately authorized with that year's operating budget. Sound planning, detailed project descriptions and accurate cost estimates by department staff aid in the formulation of a program that is used as a valuable management tool in accomplishing needed capital improvements within the City's ability to pay.

CITY OF APPLETON PROJECT DEFINITIONS

CAPITAL IMPROVEMENT PROJECT

A permanent addition to the City's assets of major importance and cost. The cost of land acquisition, construction, renovation, demolition, equipment and studies are included. Project assets should have a multi-year useful life or extend the useful life of an existing asset. The "program" includes projects costing \$25,000 or greater.

PROJECT COMPONENTS

Plans: Expenditures for feasibility studies, preliminary plans, and final plans required in the development of a capital improvement project.

Land Acquisition: Expenditures for the purchase of land.

Construction: Expenditures for construction of roads, bridges, new buildings or facilities, expansion, extension or for the demolition of existing facilities.

Other: Expenditures for accessory equipment of a newly constructed, rehabilitated or acquired facility. In addition, some acquisitions of major equipment purchases will be considered capital improvements.

FUNDING

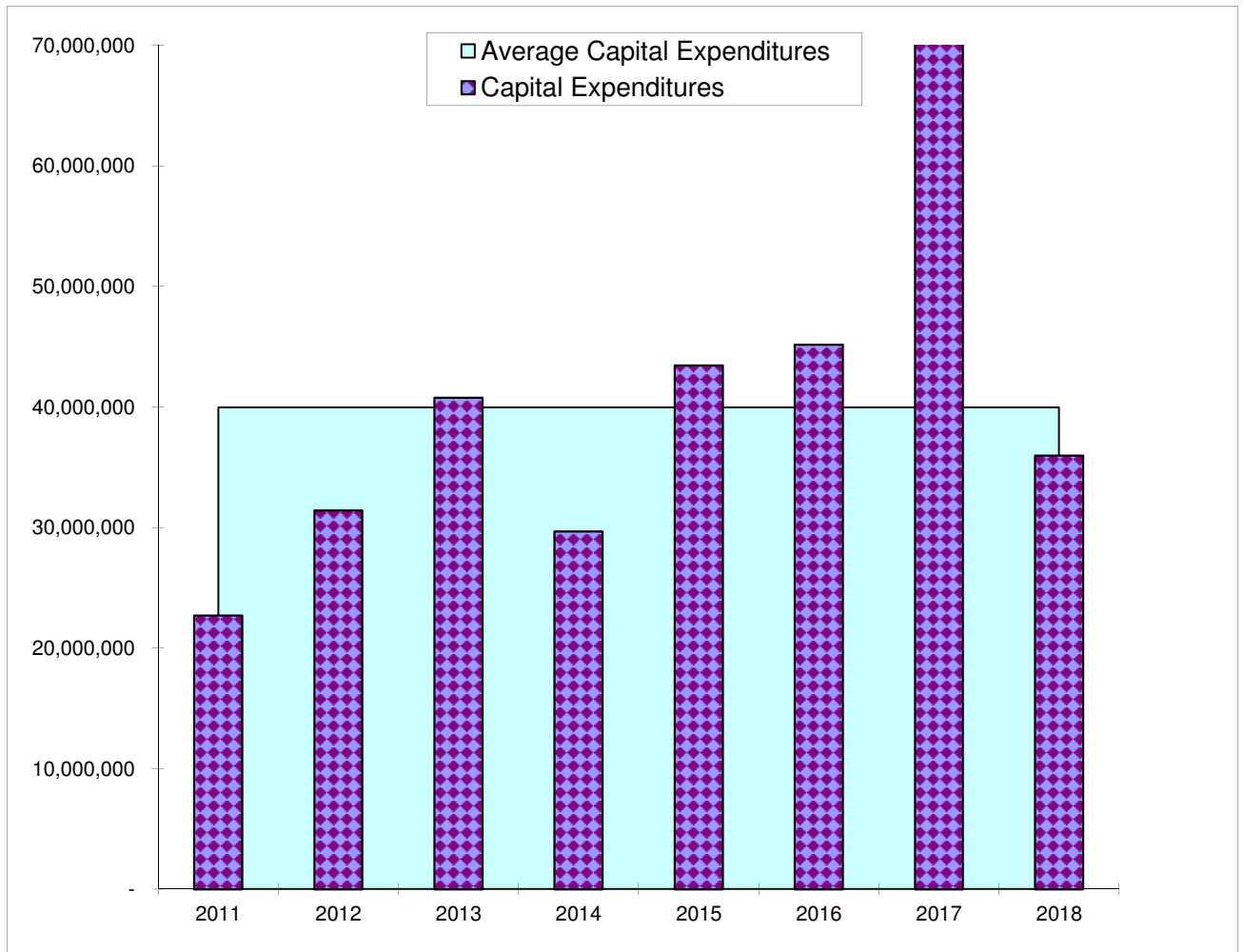
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy.

Note/Bond: This source of funding is generated through the borrowing of funds (principal) at a cost (interest). General Obligation Notes and Revenue Bonds are the main instruments used. The City typically sells 5-8 year serial notes and pays off a portion of the principal each year. In general, the City seeks to fund one-time major infrastructure projects (bridges, buildings) with borrowed capital in order to spread the fiscal impact over several years.

User Fees: Charges assessed based on the cost of capacity of the system and the volume of service provided to the customer.

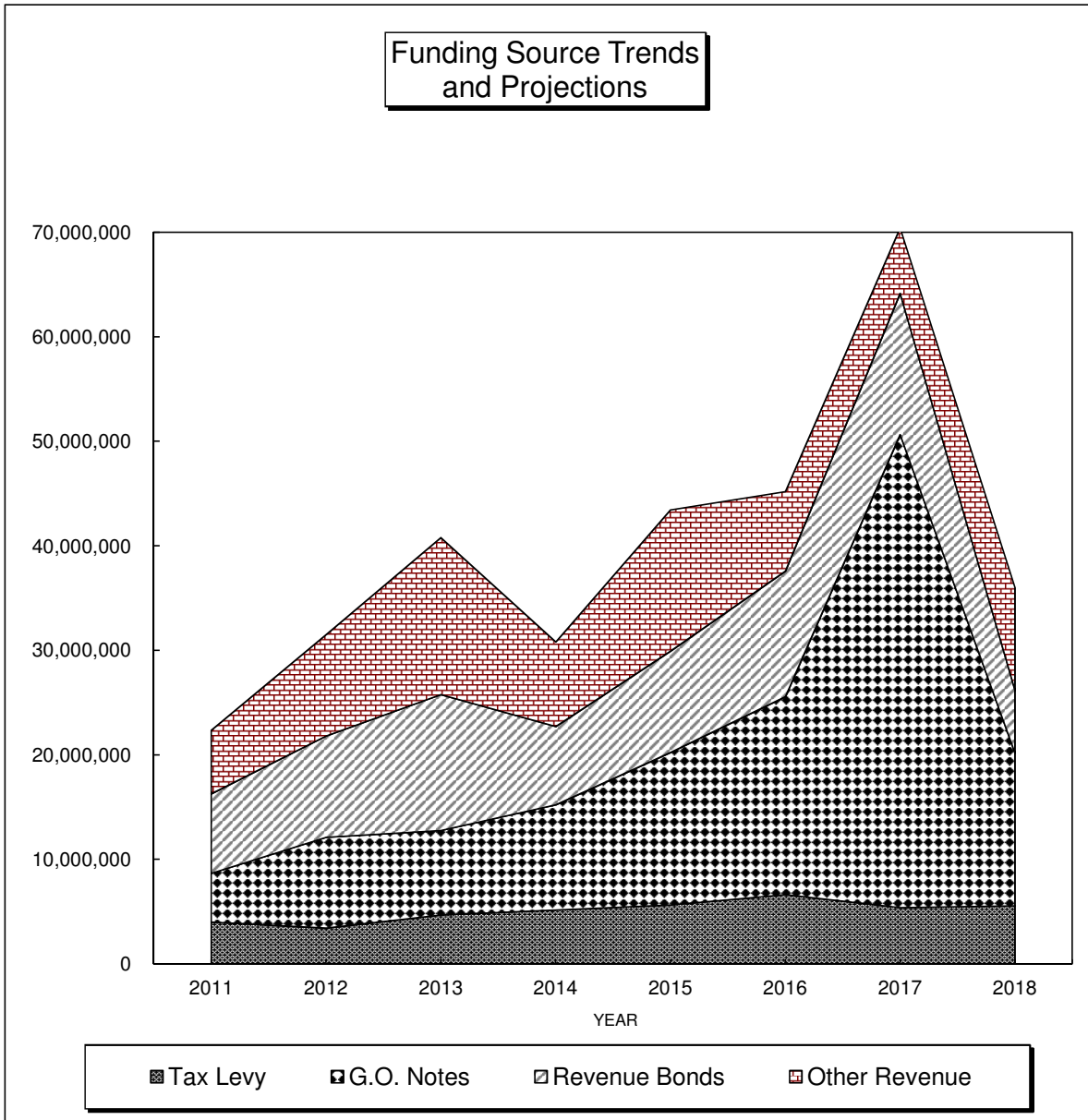
Other: Funds provided by the State of Wisconsin and/or the U.S. Federal Government (grants), contributions by developers to finance their projects, donations or interjurisdictional payments (contractual agreement to provide services to other jurisdictions who then share in the cost of the project, thus reducing the cost to the City).

City of Appleton 2014 Budget CAPITAL IMPROVEMENTS PROGRAM, 2014 - 2018



The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2011 - 2018. The totals for 2013 include projects related to a change in water processing to both address water plant capacity issues and to meet new water quality rules, and to construction of stormwater detention infrastructure to meet the requirements of NR 151/216. 2015 includes construction of a new water tower and projects to address wastewater discharge rules. The years 2015 - 2017 include funds to address space needs and community growth for the Library, security, access, and space needs for City Hall, and replacement of the Blue Parking Ramp. The years 2016 - 2018 also include additional stormwater management facilities and a further development of the City-wide stormwater management plan. 2018 includes a major renovation of the Erb Park swimming pool as well.

City of Appleton 2014 Budget
CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES



This graph represents how the capital improvements program budget is financed. The total for revenue bonds for 2011 - 2018 includes funding for additional water transmission lines, as well as projects related to a change in water processing to both address water plant capacity issues and to meet new water quality rules, and 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 years, including major flood reduction facilities in 2015 - 2017. 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 increase in revenue bond debt in 2017 reflects the replacement of the Blue Parking Ramp, which will be undertaken as part of the overall City Hall / Library project. 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 May of 2013.

City of Appleton 2014 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2014 - 2018
PROJECT CATEGORY LIST FOR 2014

Page	Project	Dept Code	Funding Source				Project Total
			Tax Lev	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
578	Exhibition Center	CD	-	2,773,356	-	-	2,773,356
579	Miscellaneous Site Acquisition	CD	-	250,000	-	-	250,000
580	Revolving Loan Fund	CD	-	500,000	-	-	500,000
581	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	79,472	79,472
583	Bridge Improvements	PW	-	40,000	-	-	40,000
584	School Flasher Control Upgrades	PW	-	44,430	-	-	44,430
586	Traffic Camera Program	PW	-	37,820	-	-	37,820
588	Asphalt Paving Program	PW	1,293,889	-	- o	124,855	1,418,744
592	Concrete Paving Program	PW	3,191,477	1,518,549	- sd	1,008,909	5,718,935
600	Sidewalk Program	PW	686,366	140,200	- sd	149,969	976,535
602	Stormwater Program	SW	-	-	3,500,000 st	1,479,049	4,979,049
608	Water Main Program	WD	-	-	2,139,927 w	526,061	2,665,988
614	Sanitary Sewer Program	WW	-	-	- s	2,799,422	2,799,422
Facilities							
620	Washington Square Development	PRFM/PAR	-	100,000	- o	140,000	240,000
621	Grounds Improvements	PRFM	-	130,000	- s	30,000	160,000
622	Hardscape Infrastructure Improvements	PRFM	-	190,000	- s	50,000	240,000
623	HVAC Upgrades	PRFM	-	200,000	-	-	200,000
623-A	Parks Sewer Lateral Replacements	PRFM	-	85,000	-	-	85,000
625	Roof Replacement	PRFM	-	200,000	- s	135,000	335,000
626	Safety & Security Improvements	PRFM	-	175,000	-	-	175,000
627	Storage Construction	PRFM	-	60,000	-	-	60,000
628	Wastewater Sludge Storage Improvements	WW	-	-	- s	99,200	99,200
629	Parking Utility - Ramp Maintenance	PAR	-	-	- o	120,000	120,000
630	Water Tower Construction	WF	-	-	- w	200,000	200,000
Equipment							
633	Emergency Vehicle Traffic Preemption Upgrade	FD	-	121,020	-	-	121,020
634	Personal Protective Equipment	FD	-	32,000	-	-	32,000
635	Rescue Boat Replacement	FD	-	53,000	-	-	53,000
637	Engineering/Survey Equipment Replacement	PW	-	40,000	-	-	40,000
638	CEA Fuel Site Upgrade	PW	-	150,000	-	-	150,000
640	Information Services Equipment & Infrastructure	IT	-	320,000	- w	100,000	420,000
641	Water Meter Radio Read System Replacement	WD	-	-	1,860,073	-	1,860,073
644	Tower Mixer Installations	WF	-	-	- w	60,000	60,000
645	Digester Upgrades	WW	-	-	- s	225,000	225,000
647	Everett Street Lift Station Improvements	WW	-	-	- s	450,000	450,000
648	Lift Station Trailer-Mounted Emergency Generator	WW	-	-	- s	65,000	65,000
Quality of Life							
651	Reid Golf Course Improvements	PRFM	-	-	- o	35,000	35,000
653	Erb Pool / Pavilion Renovations	PRFM	-	100,000	-	-	100,000
655	Pavilion / Restroom Improvements	PRFM	-	30,000	-	-	30,000
656	Pierce Park Band Shelter	PRFM	-	500,000	-	-	500,000
657	Playground Areas	PRFM	-	90,000	-	-	90,000
658	Prospect Park Project	PRFM	-	65,800	-	-	65,800
659	Riverfront Initiatives	PRFM	-	25,000	-	-	25,000
660	Southeast Community Park	PRFM	-	200,000	- o	200,000	400,000
661	Telulah Skate Park	PRFM	-	255,000	-	-	255,000
662	Telulah Park Improvements	PRFM	-	250,000	-	-	250,000
663	Tennis Courts	PRFM	-	45,000	-	-	45,000
664	Trails, Trail Connections, & Park Access	PRFM	-	225,000	-	-	225,000
	Joint issue with 2013 projects		-	1,003,989	-	-	1,003,989
	Issue costs / capitalized labor		-	112,234	-	-	112,234
			5,171,732	10,062,398	7,500,000	8,076,937	30,811,067

Other Supplemental Information:

Sewer User Fees (s):	*	3,853,622
Water User Fees (w):		886,061
Stormwater User Fees (st):		1,479,049
Subdivision (sd):		1,158,878
Other (o):		699,327

8,076,937

* Sewer user fees include no use of the DNR Replacement Fund.

City of Appleton 2014 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2014 - 2018
PROJECT CATEGORY LIST FOR 2015

Page	Project	Dept Code	Funding Source				Project Total
			Tax Lev	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
579	Miscellaneous Site Acquisition	CD	-	350,000	-	-	350,000
581	TIF District # 6 - Southpoint Commerce Park	CD	-	155,625	- o	63,025	218,650
582	TIF District # 8 - Eagle Flats	CD	-	357,000	-	-	357,000
583	Bridge Improvements	PW	-	801,668	-	-	801,668
585	Street Lighting Improvements	PW	-	45,373	-	-	45,373
586	Traffic Camera Program	PW	-	32,820	-	-	32,820
587	Traffic Sign Retroreflectivity Mandate	PW	-	310,000	-	-	310,000
588	Asphalt Paving Program	PW	1,220,818	193,795	-	-	1,414,613
592	Concrete Paving Program	PW	3,667,488	2,066,861	- o	1,941,428	7,675,777
598	Grade & Gravel Program	PW	133,333	215,908	- o	279,367	628,608
600	Sidewalk Program	PW	631,002	181,500	- sd	268,307	1,080,809
602	Stormwater Program	SW	-	-	4,500,000 o	1,203,069	5,703,069
608	Water Main Program	WD	-	-	727,474 o	1,591,254	2,318,728
614	Sanitary Sewer Program	WW	-	-	- o	2,524,115	2,524,115
Facilities							
620	Washington Square Development	PRFM/PAR	-	4,000,000	-	-	4,000,000
621	Grounds Improvements	PRFM	-	95,000	-	-	95,000
622	Hardscape Infrastructure Improvements	PRFM	-	250,000	-	-	250,000
623	HVAC Upgrades	PRFM	-	265,000	- o	195,000	460,000
624	PRFM Facility	PRFM	-	295,000	-	-	295,000
625	Roof Replacement	PRFM	-	565,000	- o	55,000	620,000
626	Safety & Security Improvements	PRFM	-	25,000	- o	125,000	150,000
627	Storage Construction	PRFM	-	35,000	-	-	35,000
628-A	Wastewater Sludge Storage Building	WW	-	-	- s	1,500,000	1,500,000
629	Parking Utility - Ramp Maintenance	PRFM	-	-	- o	95,000	95,000
630	Water Tower Construction	WF	-	-	2,200,000	-	2,200,000
631	Total Maximum Daily Load Wastewater Planning	WW	-	-	- s	2,500,000	2,500,000
Equipment							
633	Emergency Vehicle Traffic Preemption Upgrade	FD	-	125,860	-	-	125,860
639	Public Works Equipment Replacement	PW	-	-	- st	60,000	60,000
640	Information Services Equipment & Infrastructure	IT	-	700,000	-	-	700,000
641	Water Meter Radio Read System Replacement	WD	-	-	2,272,526	-	2,272,526
644	Tower Mixer Installations	WF	-	-	- w	60,000	60,000
650	Receiving Station Improvements	WW	-	-	- s	1,000,000	1,000,000
Quality of Life							
651	Reid Golf Course Improvements	PRFM	-	-	- o	45,000	45,000
652	AMP - Park Renovations	PRFM	-	600,000	-	-	600,000
653	Erb Pool / Pavilion Renovations	PRFM	-	150,000	-	-	150,000
654	Park Development	PRFM	-	200,000	-	-	200,000
655	Pavilion / Restroom Improvements	PRFM	-	150,000	-	-	150,000
657	Playground Areas	PRFM	-	165,000	-	-	165,000
659	Riverfront Initiatives	PRFM	-	1,100,000	-	-	1,100,000
660	Southeast Community Park	PRFM	-	750,000	-	-	750,000
662	Telulah Park Improvements	PRFM	-	300,000	-	-	300,000
663	Tennis Courts	PRFM	-	115,000	-	-	115,000
			5,652,641	14,596,410	9,700,000	13,505,565	43,454,616

Other Supplemental Information:	
Sewer User Fees (s):	* 7,461,965
Water User Fees (w):	1,327,304
Stormwater User Fees (st):	943,439
Subdivision (sd):	2,046,828
Other (o):	1,726,029
	<u>13,505,565</u>

* Sewer user fees include no use of the DNR Replacement Fund.

City of Appleton 2014 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2014 - 2018
PROJECT CATEGORY LIST FOR 2016

Page	Project	Dept Code	Funding Source				Project Total
			Tax Lev	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
579	Miscellaneous Site Acquisition	CD	-	250,000	-	-	250,000
581	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	59,525	59,525
583	Bridge Improvements	PW	-	397,785	-	-	397,785
585	Street Lighting Improvements	PW	-	45,373	-	-	45,373
586	Traffic Camera Program	PW	-	27,500	-	-	27,500
588	Asphalt Paving Program	PW	1,920,965	223,874	-	-	2,144,839
592	Concrete Paving Program	PW	3,620,386	-	- sd	810,103	4,430,489
598	Grade & Gravel Program	PW	62,558	196,173	- o	259,367	518,098
600	Sidewalk Program	PW	1,027,495	-	- sd	112,990	1,140,485
602	Stormwater Program	SW	-	-	8,000,000 st	2,188,554	10,188,554
608	Water Main Program	WD	-	-	2,159,224 w	779,605	2,938,829
614	Sanitary Sewer Program	WW	-	-	- s	2,556,285	2,556,285
Facilities							
620	Washington Square Development	PRFM/PAR	-	11,000,000	-	-	11,000,000
621	Grounds Improvements	PRFM	-	95,000	-	-	95,000
622	Hardscape Infrastructure Improvements	PRFM	-	250,000	-	-	250,000
623	HVAC Upgrades	PRFM	-	-	- o	110,000	110,000
625	Roof Replacement	PRFM	-	275,000	-	-	275,000
626	Safety & Security Improvements	PRFM	-	100,000	-	-	100,000
629	Parking Utility - Ramp Maintenance	PAR	-	-	- o	135,000	135,000
Equipment							
632	Additional Vehicle, Station # 6	FD	-	750,000	-	-	750,000
633	Emergency Vehicle Traffic Preemption Upgrade	FD	-	130,895	-	-	130,895
637	Engineering/Survey Equipment Replacement	PW	-	35,000	-	-	35,000
639	Public Works Equipment Replacement	PW	-	-	- st	250,000	250,000
640	Information Services Equipment & Infrastructure	IT	-	700,000	-	-	700,000
641	Water Meter Radio Read System Replacement	WD	-	-	1,840,776	-	1,840,776
643	Pressure Zone Control Valve Stations	WF	-	-	- w	290,000	290,000
Quality of Life							
651	Reid Golf Course Improvements	PRFM	-	-	- o	47,500	47,500
652	AMP - Park Renovations	PRFM	-	120,000	-	-	120,000
653	Erb Pool / Pavilion Renovations	PRFM	-	600,000	-	-	600,000
654	Park Development	PRFM	-	1,625,000	-	-	1,625,000
655	Pavilion / Restroom Improvements	PRFM	-	330,000	-	-	330,000
657	Playground Areas	PRFM	-	190,000	-	-	190,000
659	Riverfront Initiatives	PRFM	-	750,000	-	-	750,000
660	Southeast Community Park	PRFM	-	750,000	-	-	750,000
663	Tennis Courts	PRFM	-	115,000	-	-	115,000
			6,631,404	18,956,600	12,000,000	7,598,929	45,186,933

Other Supplemental Information:

Sewer User Fees (s):	*	2,556,285
Water User Fees (w):		1,119,605
Stormwater User Fees (st):		2,438,554
Subdivision (sd):		923,093
Other (o):		561,392
		<u>7,598,929</u>

* Sewer user fees include no use of the DNR Replacement Fund.

City of Appleton 2014 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2014 - 2018
PROJECT CATEGORY LIST FOR 2017

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
579	Miscellaneous Site Acquisition	CD	-	350,000	-	-	350,000
581	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	186,704	186,704
583	Bridge Improvements	PW	-	256,664	-	-	256,664
585	Street Lighting Improvements	PW	-	45,373	-	-	45,373
586	Traffic Camera Program	PW	-	27,500	-	-	27,500
588	Asphalt Paving Program	PW	1,436,160	-	-	-	1,436,160
592	Concrete Paving Program	PW	3,234,673	4,861,392	- sd	365,316	8,461,381
598	Grade & Gravel Program	PW	-	211,223	- o	320,084	531,307
600	Sidewalk Program	PW	715,493	346,746	- sd	72,980	1,135,219
602	Stormwater Program	SW	-	-	6,000,000 o	2,543,823	8,543,823
608	Water Main Program	WD	-	-	3,100,000 o	717,359	3,817,359
614	Sanitary Sewer Program	WW	-	-	2,300,000 o	951,756	3,251,756
Facilities							
620	Washington Square Development	PRFM/PAR	-	33,000,000	-	-	33,000,000
621	Grounds Improvements	PRFM	-	95,000	-	-	95,000
622	Hardscape Infrastructure Improvements	PRFM	-	250,000	-	-	250,000
623	HVAC Upgrades	PRFM	-	50,000	- w	50,000	100,000
625	Roof Replacement	PRFM	-	385,000	-	-	385,000
626	Safety & Security Improvements	PRFM	-	25,000	-	-	25,000
629	Parking Utility - Ramp Maintenance	PAR	-	-	- o	75,000	75,000
Equipment							
633	Emergency Vehicle Traffic Preemption Upgrade	FD	-	136,131	-	-	136,131
636	Folder / Inserter	LGL	-	9,336	- o	18,669	28,005
640	Information Services Equipment & Infrastructure	IT	-	700,000	-	-	700,000
641	Water Meter Radio Read System Replacement	WD	-	-	- w	403,931	403,931
642	Lake Station Traveling Screen Replacement	WF	-	-	900,000	-	900,000
646	Effluent Flow Meter Improvements	WW	-	-	1,200,000	-	1,200,000
649	PLC Replacement / SCADA Upgrade	WW	-	-	- s	500,000	500,000
Quality of Life							
651	Reid Golf Course Improvements	PRFM	-	-	- o	45,000	45,000
652	AMP - Park Renovations	PRFM	-	25,000	-	-	25,000
653	Erb Pool / Pavilion Renovations	PRFM	-	225,000	-	-	225,000
654	Park Development	PRFM	-	200,000	-	-	200,000
655	Pavilion / Restroom Improvements	PRFM	-	400,000	-	-	400,000
657	Playground Areas	PRFM	-	190,000	-	-	190,000
659	Riverfront Initiatives	PRFM	-	2,300,000	-	-	2,300,000
660	Southeast Community Park	PRFM	-	750,000	-	-	750,000
662	Telulah Park Improvements	PRFM	-	75,000	-	-	75,000
663	Tennis Courts	PRFM	-	115,000	-	-	115,000
664	Trails & Connections	PRFM	-	250,000	-	-	250,000
			5,386,326	45,279,365	13,500,000	6,250,622	70,416,313

Other Supplemental Information:	
Sewer User Fees (s):	* 1,242,429
Water User Fees (w):	940,191
Stormwater User Fees (st):	2,309,546
Subdivision (sd):	438,296
Other (o):	1,320,160
	<u>6,250,622</u>

* Sewer user fees include the use of \$500,00 of the DNR Replacement Fund.

City of Appleton 2014 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2014 - 2018
PROJECT CATEGORY LIST FOR 2018

Page	Project	Dept Code	Funding Source				Project Total
			Tax Lev	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
579	Miscellaneous Site Acquisition	CD	-	250,000	-	-	250,000
581	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	61,525	61,525
583	Bridge Improvements	PW	-	462,915	-	-	462,915
585	Street Lighting Improvements	PW	-	45,373	-	-	45,373
586	Traffic Camera Program	PW	-	27,500	-	-	27,500
588	Asphalt Paving Program	PW	1,624,934	-	- o	214,858	1,839,792
592	Concrete Paving Program	PW	3,160,310	2,938,073	- sd	945,867	7,044,250
598	Grade & Gravel Program	PW	-	37,257	- o	201,601	238,858
600	Sidewalk Program	PW	795,007	425,920	- sd	141,982	1,362,909
602	Stormwater Program	SW	-	-	6,000,000 st	2,055,140	8,055,140
608	Water Main Program	WD	-	-	- w	3,342,845	3,342,845
614	Sanitary Sewer Program	WW	-	-	- s	2,693,460	2,693,460
Facilities							
620	Washington Square Development	PRFM/PAR	-	2,100,000	-	-	2,100,000
621	Grounds Improvements	PRFM	-	100,000	-	-	100,000
622	Hardscape Infrastructure Improvements	PRFM	-	250,000	-	-	250,000
625	Roof Replacement	PRFM	-	250,000	-	-	250,000
629	Parking Utility - Ramp Maintenance	PAR	-	-	- o	130,000	130,000
Equipment							
637	Engineering/Survey Equipment Replacement	PW	-	30,000	-	-	30,000
638	CEA Fuel Site Upgrade	PW	-	90,000	-	-	90,000
640	Information Services Equipment & Infrastructure	IT	-	700,000	-	-	700,000
642	Lake Station Traveling Screen Replacement	WF	-	-	-	-	-
646	Influent / Effluent Flow Meter Improvements	WW	-	-	-	-	-
649	PLC Replacement / SCADA Upgrade	WW	-	-	-	-	-
Quality of Life							
651	Reid Golf Course Improvements	PRFM	-	-	- o	47,500	47,500
652	AMP - Park Renovations	PRFM	-	25,000	-	-	25,000
653	Erb Pool / Pavilion Renovations	PRFM	-	4,500,000	-	-	4,500,000
654	Park Development	PRFM	-	200,000	-	-	200,000
655	Pavilion / Restroom Improvements	PRFM	-	500,000	-	-	500,000
657	Playground Areas	PRFM	-	190,000	-	-	190,000
659	Riverfront Initiatives	PRFM	-	250,000	-	-	250,000
660	Southeast Community Park	PRFM	-	500,000	-	-	500,000
663	Tennis Courts	PRFM	-	250,000	-	-	250,000
664	Trails, Trail Connections, & Park Access	PRFM	-	450,000	-	-	450,000
			5,580,251	14,572,038	6,000,000	9,834,778	35,987,067

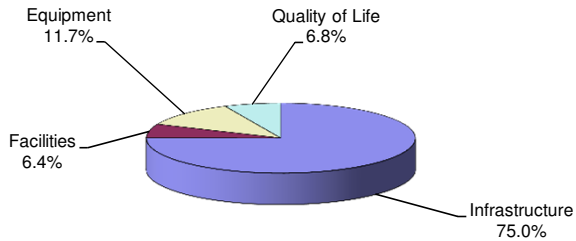
Other Supplemental Information:

Sewer User Fees (s):	*	2,693,460
Water User Fees (w):		3,342,845
Stormwater User Fees (st):		2,055,140
Subdivision (sd):		1,087,849
Other (o):		655,484
		<u>9,834,778</u>

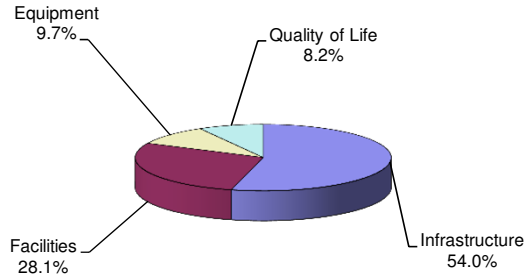
* Sewer user fees include no use of the DNR Replacement Fund.

**CITY OF APPLETON 2014 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2014 - 2018
CAPITAL PROJECTS BY CATEGORY**

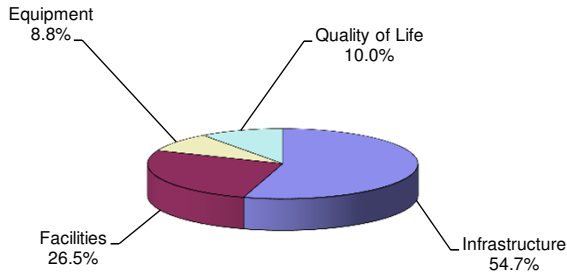
2014



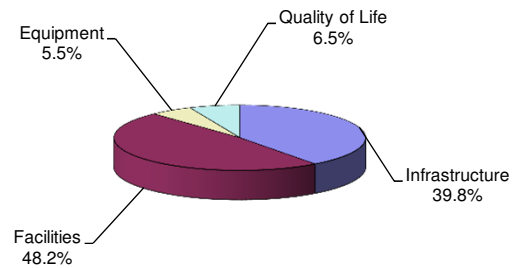
2015



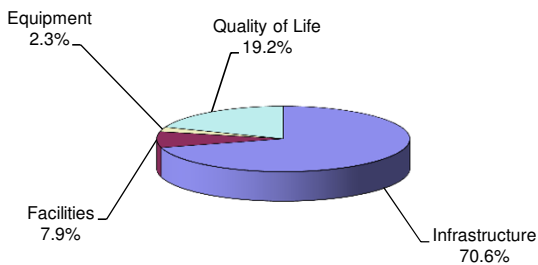
2016



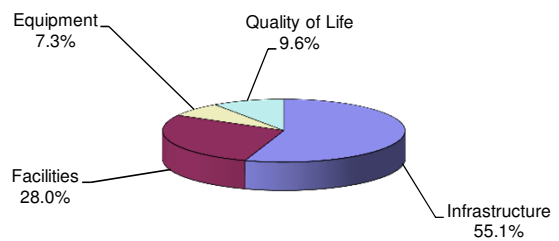
2017



2018

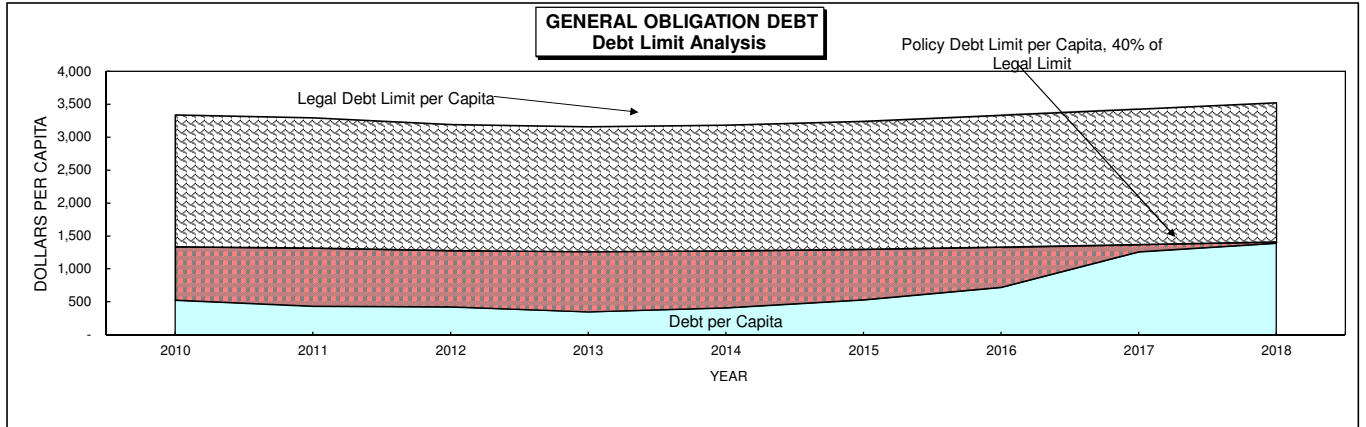


TOTAL FOR 2014- 2018



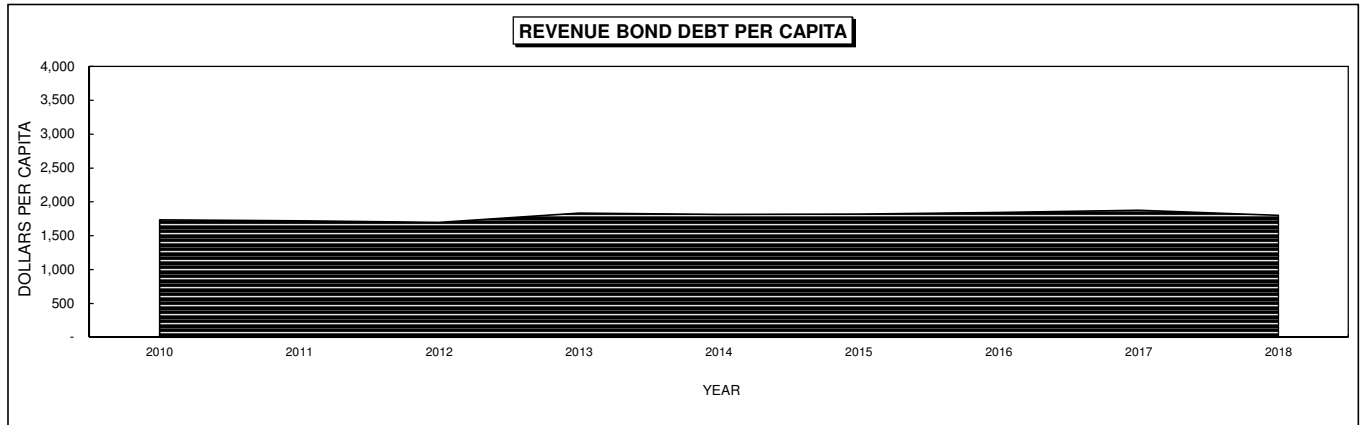
City of Appleton 2014 Budget Outstanding Debt

	2010	2011	2012	2013	2014	2015	2016	2017	2018
Equalized value	4,851,596,300	4,797,103,500	4,651,408,600	4,622,312,200	4,668,535,300	4,761,906,000	4,904,763,200	5,051,906,100	5,203,463,300
Legal G.O. Debt Limit	242,579,815	239,855,175	232,570,430	231,115,610	233,426,765	238,095,300	245,238,160	252,595,305	260,173,165
Outstanding G.O. Debt	38,354,552	31,695,977	30,984,868	25,419,868	30,049,182	38,908,076	52,947,338	92,725,530	102,620,163
Population	72,623	72,715	72,810	73,150	73,283	73,416	73,549	73,682	73,816
G.O. Debt per capita									
Legal Limit	3,340	3,299	3,194	3,159	3,185	3,243	3,334	3,428	3,525
Policy Limit	1,336	1,319	1,278	1,264	1,274	1,297	1,334	1,371	1,410
Actual	528	436	426	348	410	530	720	1,258	1,390
Revenue Bonds									
Outstanding Bonds	126,374,002	125,358,020	123,665,000	134,380,000	133,325,000	133,710,000	135,820,000	138,415,000	133,130,000
Revenue Bonds per capita	1,740	1,724	1,698	1,837	1,819	1,821	1,847	1,879	1,804

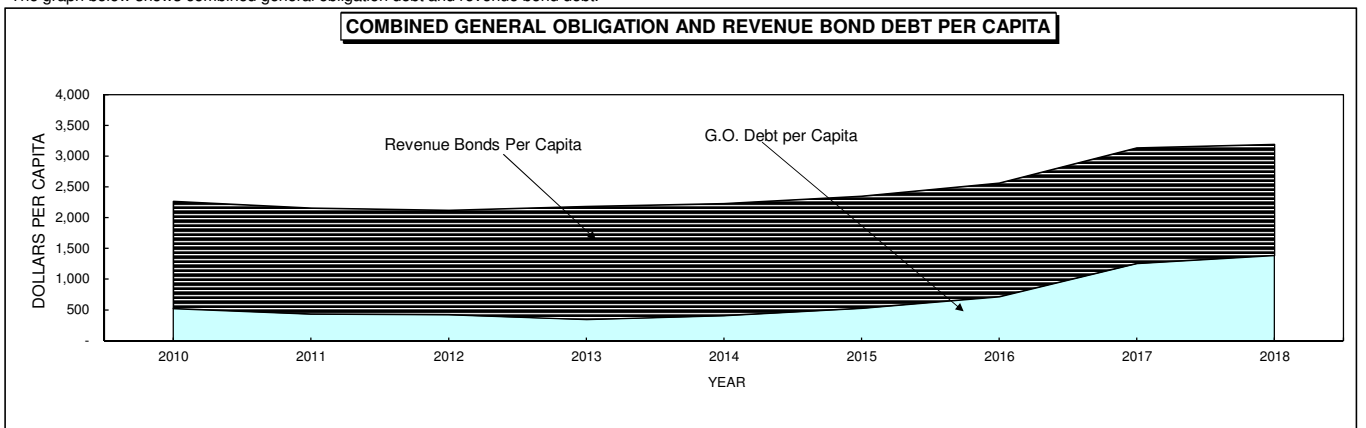


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2014- 2018 include estimates for population and equalized valuation figures based on the actual increase experienced from 2010 to 2013.

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 2014 Budget
CAPITAL IMPROVEMENTS PROGRAM**

NOTES

CITY OF APPLETON CAPITAL IMPROVEMENTS PROGRAM 2014 - 2018 PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2014 - 2018 Capital Improvements Program are included in this section.

**CITY OF APPLETON 2014 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2014-2018
PROJECT CATEGORY LIST**

Page	Project	Dept Code	2014	2015	2016	2017	2018
Infrastructure							
578	Exhibition Center	CD	2,773,356	-	-	-	-
579	Miscellaneous Site Acquisition	CD	250,000	350,000	250,000	350,000	250,000
580	Revolving Loan Fund	CD	500,000				
581	TIF District # 6 - Southpoint Commerce Park	CD	79,472	218,650	59,525	186,704	61,525
582	TIF District # 8 - Riverfront / Foremost / Eagle Flats	CD	-	357,000	-	-	-
583	Bridge Improvements	PW	40,000	801,668	397,785	256,664	462,915
584	School Flasher Control Upgrades	PW	44,430				
585	Street Lighting Improvements / LEDs	PW	-	45,373	45,373	45,373	45,373
586	Traffic Camera Program / Signal Battery Backup	PW	37,820	32,820	27,500	27,500	27,500
587	Traffic Sign Retroreflectivity Mandate	PW	-	310,000	-	-	-
588	Asphalt Paving Program	PW	1,418,744	1,414,613	2,144,839	1,436,160	1,839,792
592	Concrete Paving Program	PW	5,718,935	7,675,777	4,430,489	8,461,381	7,044,250
598	Grade & Gravel Program	PW	-	628,608	518,098	531,307	238,858
600	Sidewalk Program	PW	976,535	1,080,809	1,140,485	1,135,219	1,362,909
602	Stormwater Program	SW	4,979,049	5,703,069	10,188,554	8,543,823	8,055,140
608	Watermain Program	WD	2,665,988	2,318,728	2,938,829	3,817,359	3,342,845
614	Sanitary Sewer Program	WW	2,799,422	2,524,115	2,556,285	3,251,756	2,693,460
Facilities							
620	Washington Square Development	PRFM/PAR	240,000	4,000,000	11,000,000	33,000,000	2,100,000
621	Grounds Improvements	PRFM	160,000	95,000	95,000	95,000	100,000
622	Hardscape Improvements	PRFM	240,000	250,000	250,000	250,000	250,000
623	HVAC Upgrades	PRFM	200,000	460,000	110,000	100,000	-
623-A	Parks Sewer Lateral Replacements	PRFM	85,000	-	-	-	-
624	PRFM Facility	PRFM	-	295,000	-	-	-
625	Roof Replacements	PRFM	335,000	620,000	275,000	385,000	250,000
626	Safety & Security Upgrades	PRFM	175,000	150,000	100,000	25,000	-
627	Storage Additions	PRFM	60,000	35,000	-	-	-
628	Wastewater Sludge Storage Improvements	WW	99,200	-	-	-	-
628-A	Wastewater Sludge Storage Building	WW	-	1,500,000	-	-	-
629	Parking Utility - Ramp Maintenance	PAR	120,000	95,000	135,000	75,000	130,000
630	Water Tower Construction	WF	200,000	2,200,000	-	-	-
631	Total Max. Daily Load Facility Planning	WW	-	2,500,000	-	-	-
Equipment							
632	Additional Vehicle for Station # 6	FD	-	-	750,000	-	-
633	Emergency Vehicle Traffic Preemption	FD	121,020	125,860	130,895	136,131	-
634	Personal Protective Equipment	FD	32,000	-	-	-	-
635	Rescue Boat Replacement	FD	53,000	-	-	-	-
636	Folder / Inserter	LGL	-	-	-	28,005	-

**CITY OF APPLETON 2014 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2014-2018
PROJECT CATEGORY LIST**

Page	Project	Dept Code	2014	2015	2016	2017	2018
Equipment - Continued							
637	Engineering/Survey Equipment Replacement	PW	40,000	-	35,000	-	30,000
638	Fuel Containment Upgrade	PW	150,000	-	-	-	90,000
639	Public Works Equipment Replacement	SW	-	60,000	250,000	-	-
640	Information Technology Equipment & Infrastructure	IT	420,000	700,000	700,000	700,000	700,000
641	Radio-Read System for Water Meters	WD	1,860,073	2,272,526	1,840,776	403,931	-
642	Lake Station Traveling Screen Replacement	WF	-	-	-	900,000	-
643	Pressure Zone Control Valve Stations	WF	-	-	290,000	-	-
644	Tower Mixer Installations	WF	60,000	60,000	-	-	-
645	Digester Upgrades	WW	225,000	-	-	-	-
646	Effluent Flow Meter Improvements	WW	-	-	-	1,200,000	-
647	Everett Steeet Lift Station Improvements	WW	450,000	-	-	-	-
648	Lift Station Trailer-Mounted Emergency Generator	WW	65,000	-	-	-	-
649	Programmable Logic Controller Replacement	WW	-	-	-	500,000	-
650	Receiving Station Improvements	WW	-	1,000,000	-	-	-
Quality of Life							
651	Reid Golf Course Improvements	PRFM	35,000	45,000	47,500	45,000	47,500
652	AMP / Athletic Fields	PRFM	-	600,000	120,000	25,000	25,000
653	Erb Pool / Pavilion	PRFM	100,000	150,000	600,000	225,000	4,500,000
654	Park Development	PRFM	-	200,000	1,625,000	200,000	200,000
655	Pavilion / Restroom Improvements	PRFM	30,000	150,000	330,000	400,000	500,000
656	Pierce Park Band Shelter	PRFM	500,000	-	-	-	-
657	Playground Areas	PRFM	90,000	165,000	190,000	190,000	190,000
658	Prospect Park Project	PRFM	65,800	-	-	-	-
659	Riverfront Initiatives	PRFM	25,000	1,100,000	750,000	2,300,000	250,000
660	Southeast Community Park	PRFM	400,000	750,000	750,000	750,000	500,000
661	Telulah Skate Park	PRFM	255,000	-	-	-	-
662	Telulah Park Improvements	PRFM	250,000	300,000	-	75,000	-
663	Tennis Courts	PRFM	45,000	115,000	115,000	115,000	250,000
664	Trails & Trail Connections	PRFM	225,000	-	-	250,000	450,000
			<u>\$29,694,844</u>	<u>\$43,454,616</u>	<u>\$45,186,933</u>	<u>\$70,416,313</u>	<u>\$35,987,067</u>
Joint issue with 2013 projects			1,003,989				
Issue costs / capitalized labor			112,234				
Net			<u><u>\$30,811,067</u></u>				

CITY OF APPLETON 2014 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 tradeshow. Currently, it is hard to attract conventions and tradeshow due to the lack of exhibit space. This will position the Fox Cities to once again be a top tier Midwest market site for regional conventions. The Fox Cities Convention & Visitors Bureau approved a \$250,000 grant for the design work. On February 8, 2013, the Radisson Paper Valley Hotel changed hands, with LNR purchasing the property at a sheriff's sale. LNR hired Hostmark to manage the property. On August 6, 2013, it was announced that a lease term sheet was signed between LNR and the Fox Cities Exhibition Center Board. The definitive lease agreement will still need to be negotiated.

Discussion of operating cost impact:

Operating expenses will be borne by the Radisson Paper Valley Hotel.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
Community	Land - County	2,025,619	-	-	-	-	\$ 2,025,619
Development	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

Components	Estimated Cash Flows					Total
	2014	2015	2016	2017	2018	
Planning	-	-	-	-	-	\$ -
Land Acquisition	2,048,356	-	-	-	-	\$ 2,048,356
Construction	725,000	-	-	-	-	\$ 725,000
Other	-	-	-	-	-	\$ -
Total	\$ 2,773,356	\$ -	\$ -	\$ -	\$ -	\$ 2,773,356
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Miscellaneous Site Acquisition and Projects - Appleton Redevelopment Authority (ARA)

PROJECT DESCRIPTION

Justification:

The focus of the ARA is to promote economic and community development by investing in and growing the community by eliminating blighted areas throughout the community. The goal of ARA is to provide for redevelopment activities throughout the City as necessary to maintain and enhance viable residential, commercial, and industrial development.

The City's Comprehensive Plan 2010-2030, Downtown Plan, and the Focus Fox River: The Master Plan have identified areas where redevelopment may be appropriate. The ability of the City to acquire properties in these areas as properties become available will enhance our ability to influence meaningful redevelopment.

This request is for funding for the Appleton Redevelopment Authority to make opportune acquisitions of properties that become available within areas of the City that are in need of redevelopment. These acquisitions will become part of a developed plan to revive depressed areas of the City. Funding is also requested for demolition and site preparation activities, including infrastructure improvements, planning and analysis to support redevelopment projects.

Discussion of operating cost impact:

The final impact on operating costs is undetermined at this time since the properties and the final use for the property has not been identified.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
Community Development	Site acquisition	250,000	-	250,000	-	250,000	\$ 750,000
	Demolition, site prep, infrastructure	-	350,000	-	350,000	-	\$ 700,000
Total - Community Development Capital Projects Fund		<u>\$ 250,000</u>	<u>\$ 350,000</u>	<u>\$ 250,000</u>	<u>\$ 350,000</u>	<u>\$ 250,000</u>	<u>\$ 1,450,000</u>

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	250,000	-	250,000	-	250,000	\$ 750,000
Construction	-	350,000	-	350,000	-	\$ 700,000
Other	-	-	-	-	-	\$ -
Total	<u>\$ 250,000</u>	<u>\$ 350,000</u>	<u>\$ 250,000</u>	<u>\$ 350,000</u>	<u>\$ 250,000</u>	<u>\$ 1,450,000</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Revolving Loan Fund (RLF)

PROJECT DESCRIPTION

Justification:

The East Central Wisconsin Regional Loan Fund (EC Regional Loan Fund) Program is currently comprised of the Counties of Calumet, Fond du Lac, Outagamie, Shawano, Waupaca, Winnebago. The counties eligible to participate in EC Regional Loan Fund are those that committed their existing CDBG – economic development funded RLF funds and or other funds to capitalize the regional fund. With the counties and municipalities that have opted in to the EC Regional Loan Fund as of July 10, 2013, there is approximately \$12 million managed assets with \$4.7 million cash on hand.

Economic development activities assisted with regional program funds made available through this Program are intended to meet the following objectives:

1. To maintain and promote a diverse mix of employment opportunities to minimize seasonal or cyclical employment fluctuations
2. To encourage the creation and retention of permanent jobs that represent a range of wage scales appropriate to the skills and experience of the local labor force
3. To encourage the leveraging of new private and public investment in East Central Wisconsin
4. To maintain a positive business climate which encourages the retention and expansion of existing businesses and industry and helps to attract desirable new businesses and industry
5. To encourage the development of modern technology, as well as safe and healthy work environments
6. To promote industrial and commercial development in East Central Wisconsin
7. To help implement the East Central Wisconsin Comprehensive Economic Development Strategy (CEDS) and any other adopted Economic Development plans

The EC Regional Loan Fund Governance Board may determine that an entitlement community (such as Appleton) may also participate based a contribution by that community of not less than \$500,000 in liquid assets to the EC Regional Loan Fund, the payment to be determined by the Memorandum of Understanding. In that case, the Governing Board shall limit access to the EC Regional Loan Fund for 2 years to the amount contributed to ensure the money continues to be used for its intended purposes in non-entitlement areas. The Governing Board by a 2/3 vote may determine that there are special circumstances that warrant an exception to the 2 year waiting period.

An investment of \$500,000 by the City of Appleton would open the door to millions of dollars in funding opportunities for Appleton's businesses.

Discussion of operating cost impact:

Administration of the RLF will be handled by an organization hired by the EC Regional Loan Fund Governance Board so no on-going operating cost is expected for the City.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
Community Development Contribution to RLF	500,000	-	-	-	-	\$ 500,000
Total - Community Development Capital Projects Fund	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	500,000	-	-	-	-	\$ 500,000
Total	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 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, 2015 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 2017 for Phase V construction 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.

City infrastructure not included in cost summary below for 2014 includes:

	TIF # 6	Industrial Park Land Fund	Project Page
Asphalt Paving Program	\$ 103,180	\$ 21,675	Page 588

Discussion of operating cost impact:

As the industrial park develops, it may be necessary to add personnel for snow plowing, police patrols, and fire protection.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
Comm Dev Non-City Improvements	7,663	-	-	86,250	-	\$ 93,913
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	7,663	-	34,000	156,179	41,000	\$ 238,842
Comm Dev Non-City Improvements	16,284	125,625	-	-	-	\$ 141,909
Comm Dev Site Grading/Prep	-	30,000	-	-	-	\$ 30,000
Comm Dev Administration	55,525	25,525	25,525	30,525	20,525	\$ 157,625
Comm Dev San. Area Assess.	-	37,500	-	-	-	\$ 37,500
TIF # 6	71,809	218,650	25,525	30,525	20,525	\$ 367,034
Total - Southpoint Commerce Park Capital Projects	\$ 79,472	\$ 218,650	\$ 59,525	\$ 186,704	\$ 61,525	\$ 605,876

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	23,947	155,625	-	96,250	-	\$ 275,822
Other	55,525	63,025	59,525	90,454	61,525	\$ 330,054
Total	\$ 79,472	\$ 218,650	\$ 59,525	\$ 186,704	\$ 61,525	\$ 605,876
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: TIF #8 - Eagle Flats Site Redevelopment

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.

Two residential buildings were completed in 2012 by Eagle Flats, including the 54 unit workforce housing and 70 units for Appleton Housing Authority residents. Significant due diligence work for the next phase of Eagle Flats was completed in 2013, which identified the need to create additional opportunities for public access and parking with the next building construction. This project request includes \$357,000 to complete construction of additional parking and walkway for Eagle Flats Parkway that will extend towards the navigation canal and include the construction of boat tie-ups for daily users along the Fox River. This infrastructure construction would be completed with the third building at Eagle Flats, located on the far east side of the site, adjacent to Lawe Street. The projected value for the building would increase from \$1.2 million included in the original development agreement, to over \$3 million in value. This increase in value and change to the development site would be secured with a revised Development Agreement. The easement that was already granted to the City for perpetual public access along the navigation canal for the pedestrian trail would be expanded to include the parking and boat tie-ups.

Discussion of operating cost impact:

This is a private development site with a public access easement. The City would not be liable for any on-going operational costs for construction and maintenance of these public access areas, therefore there is no operating cost impact.

DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2014	2015	2016	2017	2018	Total
Comm Dev	Infrastructure construction	-	357,000	-	-	-	\$ 357,000
Total - TIF #8 Capital Projects Fund		\$ -	\$ 357,000	\$ -	\$ -	\$ -	\$ 357,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	357,000	-	-	-	\$ 357,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 357,000	\$ -	\$ -	\$ -	\$ 357,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Bridge Improvements

PROJECT DESCRIPTION

Justification:

Prospect Avenue over Jackman Street*

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 2013 and 2014, with utility relocates in 2014 and construction tentatively set for 2015. The State will hold the contract for this project.

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 a shared use path and also add stairs from Prospect Avenue to Water Street.

Lawe Street & South Island Street over the Power Canal*

The existing structures have deteriorated wearing surfaces, spalling, and delamination of the prestressed concrete box-girders. We received design funds in 2010 for Lawe St. and will apply for South Island St. in 2015. Design for Lawe St. will be complete in 2014 and is receiving a 80% cost sharing from the State. We have applied for construction funding in 2013 for Lawe St. and anticipate applying for construction funds for South Island St. in 2015 and anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

Roemer Road over Drainage Ditch

This structure was rehabilitated in 2010 to address immediate structural deficiencies and to postpone its replacement for approximately five plus years. The construction date of 2018 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.

Lawe Street over Fox River

The 2018 expenditure represents the cost of a rehabilitation report needed to assess the structure.

*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	2014	2015	2016	2017	2018	Total
Public Works						
Prospect Ave. over Jackman St.	40,000	801,668	-	-	-	\$ 841,668
Lawe St. over power canal	-	-	362,785	-	-	\$ 362,785
S. Island St. over power canal	-	-	35,000	188,523	-	\$ 223,523
Roemer Rd. over drainage ditch	-	-	-	68,141	442,915	\$ 511,056
Lawe St. over Fox River	-	-	-	-	20,000	\$ 20,000
Total - Public Works Capital Projects Fund	\$ 40,000	\$ 801,668	\$ 397,785	\$ 256,664	\$ 462,915	\$ 1,959,032

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	40,000	-	35,000	68,141	20,000	\$ 163,141
Construction	-	801,668	362,785	188,523	442,915	\$ 1,795,891
Other	-	-	-	-	-	\$ -
Total	\$ 40,000	\$ 801,668	\$ 397,785	\$ 256,664	\$ 462,915	\$ 1,959,032
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: School Flasher Control Upgrades

PROJECT DESCRIPTION

Justification:

School Flasher Control Upgrades

The City owns and maintains approximately 20 warning flashers at signed school zones throughout the city. The current flasher control units, which have been deployed in the field for decades, have very limited functionality and are beginning to fail.

Because the existing units have limited functionality, they are programmed annually to flash on all weekdays during the school year, with no accommodations for special days off or early release. This results in the flashers being active when school is not in session, which is discouraged by the Manual on Uniform Traffic Control (MUTCD) and results in reduced driver compliance. Any time programming changes need to be made, an electrician needs to visit each and every controller in the field, which is an extremely inefficient use of their limited time.

This project would replace the existing flashers with new units that offer improved capability. These new units would be remotely programmed from the office in a matter of a few minutes, allowing us to efficiently address planned or last minute changes to the school calendar. Additionally, the remote access functionality would allow for troubleshooting and automatic notification if a flasher fails, greatly improving our responsiveness and efficiency.

This project will also make improvements to the flasher locations where needed for consistency, and to provide compliance with Federal Highway Administration (FHWA) standards for school zone signing.

Discussion of operating cost impact:

Operating costs include estimated funds for equipment repair / replacement after warranty.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
Public Works						
School Flasher Control Upgrades	44,430	-	-	-	-	\$ 44,430
Total - Public Works Cap Projects Fund	\$ 44,430	\$ -	\$ -	\$ -	\$ -	\$ 44,430

COST ANALYSIS

Components	Estimated Cash Flows					
	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	38,000	-	-	-	-	38,000
Other	6,430	-	-	-	-	6,430
Total	\$ 44,430	\$ -	\$ -	\$ -	\$ -	\$ 44,430
Operating Cost Impact	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 2,000

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Street Lighting Improvements

PROJECT DESCRIPTION

Justification:

LED Street Light Retrofit - Decorative Street Light Fixtures

This project would retrofit all existing City-owned decorative street light fixtures over a four-year period in an effort to reduce electrical usage, operational costs, and environmental impacts.

LED street lighting fixtures use approximately 50% less energy than the conventional metal halide fixtures which are currently used. Additionally, they are designed to last for 15 to 25 years with little or no scheduled maintenance (metal halide fixtures must be relamped every 2 years). The payback period for LED retrofits in this case would be 5 to 7 years, making them a solid investment for the City. At full implementation, the retrofitted LED fixtures will save the City approximately \$20,000 per year in electrical costs and will reduce associated CO2 emissions by approximately 275,000 pounds per year.

By the end of 2013, 100% of the City's cobra-style street lights had been converted to LED. All remaining non-LED fixtures are decorative, such as those on College Avenue. Since we have concerns that the marketplace has not yet matured to the point where a suitable retrofit product for decorative fixtures is available, no funding is requested for 2014.

Discussion of operating cost impact:

Operating costs are driven downward when existing street lights are retrofitted with LED (or similar) technology.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
Public Works	LED Street Light Retrofits	-	45,373	45,373	45,373	45,373	\$ 181,492
Total - Public Works Cap Projects Fund		\$ -	\$ 45,373	\$ 45,373	\$ 45,373	\$ 45,373	\$ 181,492

COST ANALYSIS

Components	Estimated Cash Flows					
	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	-	40,000	40,000	40,000	40,000	160,000
Other	-	5,373	5,373	5,373	5,373	21,492
Total	\$ -	\$ 45,373	\$ 45,373	\$ 45,373	\$ 45,373	\$ 181,492
Operating Cost Impact	\$ -	\$ (5,000)	\$ (10,000)	\$ (15,000)	\$ (20,000)	\$ (50,000)

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Camera Program

PROJECT DESCRIPTION

Justification:

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:

Initially, this program will have negligible operating cost impact. However, over time, the equipment will require maintenance and eventual replacement. Replacement of the cameras and other appurtenant hardware will need to occur approximately every 8-10 years, at an anticipated cost of \$2,000 per location.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
Public Works						
Traffic Camera Program	37,820	32,820	27,500	27,500	27,500	\$ 153,140
Total - Public Works Capital Projects Fund	\$ 37,820	\$ 32,820	\$ 27,500	\$ 27,500	\$ 27,500	\$ 153,140

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	30,000	30,000	25,000	25,000	25,000	135,000
Other	7,820	2,820	2,500	2,500	2,500	18,140
Total	\$ 37,820	\$ 32,820	\$ 27,500	\$ 27,500	\$ 27,500	\$ 153,140
Operating Cost Impact	\$ 1,750	\$ 1,750	\$ 1,750	\$ 1,750	\$ 1,750	\$ 8,750

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Traffic Sign Retro-reflectivity Mandate

PROJECT DESCRIPTION

Justification:

Traffic Sign Replacement due to FHWA Minimum Retro-reflectivity Mandate

In 2008, the Federal Highway Administration (FHWA) issued standards 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. This mandate requires that all substandard traffic signs be brought into compliance (replaced) as they reach the end of their useful life.

After accounting for replacements that have taken place in prior years and replacements that are scheduled in 2013 and 2014, we are left with approximately 5,500 signs that will need to be replaced in subsequent years. Since we are able to replace approximately 900 signs per year with our current staffing level in the Sign Shop, the remainder of the work associated with this mandate (approximately 1,500 signs) will need to be contracted.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
Public Works	Sign Retro-reflectivity Mandate (Contracted)	-	310,000	-	-	-	\$ 310,000
Total - Public Works Capital Projects Fund		\$ -	\$ 310,000	\$ -	\$ -	\$ -	\$ 310,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	-	301,341	-	-	-	301,341
Other	-	8,659	-	-	-	8,659
Total	\$ -	\$ 310,000	\$ -	\$ -	\$ -	\$ 310,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Asphalt Paving Program

PROJECT DESCRIPTION

Justification:

The following is a summary of the cost associated with the streets identified for reconstruction this year.

A five year plan detailing this and future years' projects follows this summary page.

Discussion of operating cost impact:

Reconstruction is performed based upon the existing condition and expected useful remaining life of the street. However, budget constraints limit the number of streets which can be reconstructed annually.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system result in no overall reduction in our City-wide street maintenance costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
Public Works - Reconstruction General Fund	1,293,889	1,220,818	1,920,965	1,436,160	1,624,934	\$ 7,496,766
Public Works - Construction Industrial Park Land Fund	21,675	-	-	-	214,858	\$ 236,533
Public Works - Construction TIF # 6	103,180	193,795	223,874	-	-	\$ 520,849
Public Works - Construction	-	-	-	-	-	\$ -
Public Works - Developer Escrow Subdivision Fund	-	-	-	-	95,993	\$ 95,993
	-	-	-	-	95,993	\$ 95,993
Total - Asphalt - City	\$ 1,418,744	\$ 1,414,613	\$ 2,144,839	\$ 1,436,160	\$ 1,839,792	\$ 8,254,148
Total - Asphalt Paving Program	\$ 1,418,744	\$ 1,414,613	\$ 2,144,839	\$ 1,436,160	\$ 1,935,785	\$ 8,350,141

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,138,646	1,118,713	1,854,839	1,161,160	1,704,785	\$ 6,978,143
Other	280,098	295,900	290,000	275,000	231,000	\$ 1,371,998
Total	\$ 1,418,744	\$ 1,414,613	\$ 2,144,839	\$ 1,436,160	\$ 1,935,785	\$ 8,350,141
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2014	Street	From	To	General Fund Asphalt	Industrial Park Land Fund	TIF # 6	Total Cost
Labor Pool				219,608	2,125	7,230	228,963
CEA				40,635	1,700	8,800	51,135
Following Grade and Gravel							-
	Subtotal			-	-	-	-
Partial Reconstruction	Eisenhower St.	Plank Rd	Midway Rd		17,850	87,150	105,000
	Frances St	Mason St	Locust St	106,361			106,361
	Franklin St	Linwood Ave	Douglas St	35,341			35,341
	Summit St	Roberts Ave	Lindbergh St	62,296			62,296
	Subtotal			203,998	17,850	87,150	308,998
Total Reconstruction	Byrd St	Oneida St	Jarchow St	99,735			99,735
	Circle St	Drew St	Meade St	185,915			185,915
	Eldorado St	Union St	Meade St	109,982			109,982
	Fifth St	Mueller St	Story St	80,133			80,133
	Fifth St	Story St	Memorial Dr	176,073			176,073
	Lindbergh St	Oneida St	Drew St	177,810			177,810
	Subtotal			829,648	-	-	829,648
Total Asphalt Pavement				\$ 1,293,889	\$ 21,675	\$ 103,180	\$ 1,418,744

2015	Street	From	To	General Fund Asphalt	Industrial Park Land Fund	TIF # 6	Total Cost
Labor Pool				235,000		20,000	255,000
CEA				40,000		900	40,900
Following Grade and Gravel	Milis Dr	Alliance Dr	Eisenhower Dr			69,737	69,737
	Road H	Vantage Dr	Milis Dr			54,123	54,123
	Vantage Dr	Lakeland Dr	Eisenhower Dr			49,035	49,035
	Subtotal			-	-	172,895	172,895
Partial Reconstruction	Broadway Drive	Meade St	Ballard Rd	203,831			203,831
	French Rd	Applecreek Rd (CTH E)	Lochbur Lane	151,233			151,233
	Subtotal			355,064	-	-	355,064
Total Reconstruction	Ashbrook St	Shasta La	Juniper La	43,429			43,429
	Eldorado St	Catherine St	Wood St	125,790			125,790
	Friendly St	Shasta La	Juniper La	40,615			40,615
	Ivy St	Shasta La	Juniper La	40,615			40,615
	Juniper La	Ashbrook St	Vermillion St	100,487			100,487
	Primrose La	Oneida St	Friendly La	55,056			55,056
	Shasta La	Ashbrook St	Vermillion St	100,487			100,487
	Vermillion St	Shasta La	Juniper La	40,265			40,265
	Wood St	Eldorado St	North St	44,010			44,010
	Subtotal			590,754	-	-	590,754
Total Asphalt Pavement				\$ 1,220,818	\$ -	\$ 193,795	1,414,613

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2016	Street	From	To	General Fund Asphalt	TIF # 6	Total Cost
Labor Pool				235,000	20,000	255,000
CEA				35,000		35,000
Following Grade and Gravel	Road J	Eisenhower Dr	Eisenhower Dr		203,874	203,874
	Subtotal			-	203,874	203,874
Overlay	Pershing St	Meade St	Ballard Rd	336,165		336,165
	Subtotal			336,165	-	336,165
Partial Reconstruction	Coop Rd	Midway Rd	Lorna Lane	165,017		165,017
	Madison St	Fremont St - 940' s/o	Calumet St	65,387		65,387
	Sanders St	Seymour St	Verbrick St	52,033		52,033
	Subtotal			282,437	-	282,437
Total Reconstruction	Douglas St	College Ave	Packard St	213,183		213,183
	Hancock St	Lawe St	Rankin St	160,216		160,216
	McKinley St	Jackson St	Lawe St	66,782		66,782
	McKinley St	Oneida St	Jefferson, e/o	192,902		192,902
	McKinley St	w/o Ritger St	Ritger St	27,483		27,483
	Peabody St	Verbrick St	Seymour St	76,370		76,370
	Sampson St	North St	Atlantic St	116,736		116,736
	Verbrick St	Bouten St	Wilkie St	178,691		178,691
	Subtotal			1,032,363	-	1,032,363
Total Asphalt Pavement				\$ 1,920,965	\$ 223,874	\$ 2,144,839

2017	Street	From	To	General Fund Asphalt	Industrial Park Land Fund	Total Cost
Labor Pool				235,000		235,000
CEA				40,000		40,000
Following Grade and Gravel						-
	Subtotal			-	-	-
Overlay						-
	Subtotal			-	-	-
Partial Reconstruction	College Ave Frontage Rd	Lilas Dr	Lynndale Dr	57,180		57,180
	College Ave Frontage Rd	Lynndale Dr	Perkins St	60,569		60,569
	College Ave Frontage Rd	Perkins St	Woods Edge Dr (e/o)	48,369		48,369
	Subtotal			166,118	-	166,118
Total Reconstruction	Alley w/o Perkins	Charles St	Perkins St	43,594		43,594
	Bateman St	Pacific St	Hancock St	92,331		92,331
	Douglas St	Badger Ave	Wisconsin Ave	200,539		200,539
	Douglas St	Pine St	Haskell St	87,984		87,984
	Fair St	Franklin St	south end	59,006		59,006
	Grant St	Nicholas St	Mason St	179,265		179,265
	Harriman St	Atlantic St	Winnebago St	70,247		70,247
	Mary St	North St	Pacific St	80,190		80,190
	Rocky Bleier Run	Water St	park	90,928		90,928
	Winona Ct	Nawada St	Nawada St	90,958		90,958
	Subtotal			995,042	-	995,042
Total Asphalt Pavement				\$ 1,436,160	\$ -	\$ 1,436,160

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2018	Street	From	To	General Fund Asphalt	Industrial Park Land Fund	Total Cost	Developer Escrow Account
Labor Pool				225,000	6,000	231,000	-
CEA				40,000		40,000	
Following Grade and Gravel	New Subdivisions	escrowed funding except for labor				-	95,993
	Endeavor Dr	Eisenhower Dr	cul-de-sac		27,257	27,257	
	Jiberty St	Quest Dr	Eisenhower Dr		181,601	181,601	
	Subtotal			-	208,858	208,858	95,993
Overlay						-	
	Subtotal			-	-	-	-
Partial Reconstruction						-	
	Subtotal			-	-	-	-
Total Reconstruction	Catherine St	Washington St	North St	222,613		222,613	
	Reeve St	Linwood Ave	Badger Ave	88,198		88,198	
	Summer St	Gillett St	Story St	341,130		341,130	
	Summer St	Morrison St	Union St	234,741		234,741	
	Summer St	Story St	Richmond St	193,071		193,071	
	Summit St	Spencer St	College Ave	185,686		185,686	
	Winnebago St	Linwood Ave	Badger Ave	94,495		94,495	
	Subtotal			1,359,934	-	1,359,934	-
Total Asphalt Pavement				\$ 1,624,934	\$ 214,858	\$ 1,839,792	\$ 95,993

CITY OF APPLETON 2014 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	2014	2015	2016	2017	2018	Total
Public Works - Reconstruction General Fund	3,197,789	3,667,488	3,620,386	3,234,673	3,160,310	\$ 16,880,646
Public Works - Construction TIF # 6	-	1,409,319	-	678,855	2,938,073	\$ 5,026,247
Public Works - Construction DPW Capital Projects Fund	1,018,549	657,542	-	4,182,537	-	\$ 5,858,628
Public Works - Construction TIF # 8	500,000	-	-	-	-	\$ 500,000
Public Works - Construction Industrial Park Land Fund	-	162,907	-	-	-	\$ 162,907
Public Works - Construction	1,008,909	1,778,521	810,103	365,316	945,867	\$ 4,908,716
Public Works - Developer Escrow Subdivision Fund	-	2,227,798	-	-	-	\$ 2,227,798
	1,008,909	4,006,319	810,103	365,316	945,867	\$ 7,136,514
Total - Concrete - City	\$ 5,725,247	\$ 7,675,777	\$ 4,430,489	\$ 8,461,381	\$ 7,044,250	\$ 33,337,144
Total - Concrete Paving Program	\$ 5,725,247	\$ 9,903,575	\$ 4,430,489	\$ 8,461,381	\$ 7,044,250	\$ 35,564,942

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Design	72,000	25,000	30,000	50,000	-	\$ 177,000
Land Acquisition	25,000	100,000	75,000	50,000	25,000	\$ 275,000
Construction	5,182,884	7,143,655	3,918,063	8,155,381	6,813,250	\$ 31,213,233
Other	445,363	407,122	407,426	206,000	206,000	\$ 1,671,911
Total	\$ 5,725,247	\$ 7,675,777	\$ 4,430,489	\$ 8,461,381	\$ 7,044,250	\$ 33,337,144
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2014	Street	From	To	General Fund	Sub-division Fund	TIF # 8	DPW Capital Projects	Total Cost
Labor Pool				243,523	105,421	27,979	44,400	421,323
CEA				17,500	6,540			24,040
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)								
	Applehill Blvd	Ballard Rd	Purdy Pkwy		208,875			208,875
	Applehill Blvd	Purdy Pkwy	Applecreek Rd		410,770			410,770
	Steamboat La	Tahoe La	Tahoe La (150' e/o)		21,698			21,698
	Tahoe La	Plank Rd	Solitude La		236,062			236,062
	Vail La	Solitude La	Solitude La (134' w/o)		19,543			19,543
	Subtotal			-	896,948	-	-	896,948
New Concrete (Not in New Subdivision)								
	Meade St	Applecreek Rd, s/o	CTH JJ				594,363	594,363
	Meade St	CTH JJ	Bellevue Pl (north leg)				379,786	379,786
	Plank Rd	Midway Rd	Lake Park Rd	508,960				508,960
	RiverHeath Way	Banta Ct	Newberry St			472,021		472,021
	To be determined			154,456				154,456
	Subtotal			663,416	-	472,021	974,149	2,109,586
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	124,156				124,156
	Fremont St	Kernan Ave	Telulah Ave	225,555				225,555
	Haskell St	Cotter St	Grider St	88,638				88,638
	Lynndale Dr	Fourth St	Everett St	525,493				525,493
	South River St	Retaining wall @ Olde Oneida St.		835,000			-	835,000
	South River St	Olde Oneida St	Madison St	255,642				255,642
	Subtotal			2,176,350	-	-	-	2,176,350
Total Concrete Paving				\$ 3,197,789	\$ 1,008,909	\$ 500,000	\$ 1,018,549	\$ 5,725,247

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2015	Street	From	To	General Fund	Sub-division Fund	DPW Capital Projects	TIF # 6	Industrial Park Land 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	100,000					100,000	
	Richmond St	CTH OO	HSIP funds	75,000					75,000	
	Subtotal			200,000	-	-	-	-	200,000	-
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)							182,742
	Subtotal			-	-	-	-	-	-	2,227,798
New Concrete (New Subdivisions non escrowed)										
	Aurora Dr	Forest St	cds		133,939				133,939	
	Barton Ct	Highpond Tr	cds		50,809				50,809	
	Canvasback Circle	Ashbury Dr	Canvasback Circle		380,832				380,832	
	Canvasback Lane	Providence Ave	Canvasback Circle		13,583				13,583	
	Gullwing Ct	Stirling Pkwy	cds		87,792				87,792	
	Highpond Tr	Smoketree Tr	Purdy Pkwy		179,583				179,583	
	Purdy Pkwy	Applehill Blvd	cds s/o Stirling Pkwy		250,158				250,158	
	Smoketree Ps	Applehill Blvd	cds		331,030				331,030	
	Stirling Pkwy	Smoketree Ps	Purdy Pkwy		153,084				153,084	
	Subtotal			-	1,580,810	-	-	-	1,580,810	-
New Concrete (Not in New Subdivision)										
	Eisenhower Dr	Plank Rd	Midway Rd				795,370	162,907	958,277	
	Plank Rd	Lake Park Rd	Lakeland Dr				613,949		613,949	
	Subtotal			-	-	-	1,409,319	162,907	1,572,226	
Reconstruction										
	Badger Ave	Mason St	Wisconsin Ave	1,194,088					1,194,088	
	Glendale Ave	Ballard Rd	Roemer Rd	634,723					634,723	
	Jackman St	State St	Water St	323,185					323,185	
	Meade St	at "OO"	HSIP funds	308,234					308,234	
	Meade St	Northland Ave ("OO")	Florida St	392,996					392,996	
	Oneida St	Prospect Ave	intersection	204,666					204,666	
	Prospect Ave	State St	Walnut St	175,185					175,185	
	Eighth St	Elm St	Elm St, 210' e/o)			54,635			54,635	
	Eighth St	Walnut St	Elm St			154,724			154,724	
	Elm St	Eighth St	Lawrence St			118,125			118,125	
	Elm St	Sixth St	Seventh St			44,991			44,991	
	Lawrence St	Elm St	Superior St			183,895			183,895	
	Walnut St	Seventh St	Eighth St			101,172			101,172	
	Subtotal			3,233,077	-	657,542	-	-	3,890,619	-
Total Concrete Paving				\$ 3,667,468	\$ 1,778,521	\$ 657,542	\$ 1,409,319	\$ 162,907	\$ 7,675,777	\$ 2,227,798

**CITY OF APPLETON 2014 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			75,000		75,000
	Oneida St	Foster St	Murray St	400,000		400,000
	Subtotal			475,000	-	475,000
Design	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	25,000		25,000
	Edgewood Dr (CTH JJ)	Ballard Rd	French Rd	50,000		50,000
	Misc Consultant design			30,000		30,000
	Subtotal			105,000	-	105,000
New Concrete (New Subdivisions non escrowed)						
	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
	Subtotal			-	608,677	608,677
New Concrete (Not in New Subdivisions)						
	Lake Park Rd	Plank Rd (s/o roundabout)	Midway Rd (n/o roundabout)	393,357		393,357
	Midway Rd	Plank Rd (e/o roundabout)	Lake Park Rd (w/o roundabout)	546,590		546,590
	Subtotal			939,947	-	939,947
New Concrete (TIF)						
	Subtotal			-	-	-
Reconstruction	Alley n/o Amelia St	Woodmere St	Ballard Rd	103,786		103,786
	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.	51,474		51,474
	John St (CTH KK)	Banta Court	Walden Ave	249,782		249,782
	John St (CTH KK)	Walden Ave	Matthias Ave	1,383,442		1,383,442
	Includes County portion of John St. (County KK) construction to be reimbursed (\$898,273)					
	Subtotal			1,894,439	-	1,894,439
Total Concrete Paving				\$ 3,620,386	\$ 810,103	\$ 4,430,489

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2017	Street	From	To	General Fund	DPW Capital Projects	Subdivision Fund	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	Apple Creek Rd - 300' n	25,000				25,000
	Subtotal			50,000	-	-	-	50,000
Design	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n	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)								
	Incline Way	Palladium Ct	Applehill Blvd			227,077		227,077
	Palladium Ct	Applehill Blvd	cds			138,239		138,239
	Subtotal			-	-	365,316	-	365,316
New Concrete (Not in New Subdivisions)								
	Subtotal			-	-	-	-	-
New Concrete (TIF)	Quest Dr	Milis Dr	Midway Rd				224,854	224,854
	Quest Dr	Plank Rd	Vantage Dr				245,337	245,337
	Quest Dr	Vantage Dr	Milis Dr				208,664	208,664
	Subtotal			-	-	-	678,855	678,855
Reconstruction	Alley n/o Spencer St	Linwood Ave	Victoria St	53,133				53,133
	Alley n/o Spencer St	Spruce St	Summit St	43,857				43,857
	Calumet St	Oneida St	Jefferson St	398,669				398,669
	Division St	Franklin St	Atlantic St	352,600				352,600
	Edgewood Dr (CTH JJ)	at Lightning Dr	roundabout	572,069				572,069
	Includes County portion of Edgewood Dr (CTH JJ) construction to be reimbursed (\$314,638)							-
	Northland Ave	at Conkey St	signal installation	248,306				248,306
	Olde Oneida St	Oneida St	E. South River St	142,491				142,491
	Richmond St	CTH OO	HSIP funds	127,528				127,528
	Telulah Ave	Calumet St	John St	915,020				915,020
	Oneida St	Foster St	Skyline bridge		2,071,583			2,071,583
	Oneida St	Murray St	Foster St		989,219			989,219
	Oneida St	Valley Rd	Murray St		1,121,735			1,121,735
	Subtotal			2,853,673	4,182,537	-	-	7,036,210
Total Concrete Paving				\$ 3,234,673	\$ 4,182,537	\$ 365,316	\$ 678,855	\$ 8,461,381

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2018	Street	From	To	General Fund	Subdivision fund	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
	Subtotal			25,000	-	-	25,000
Design	Misc Consultant design			-			-
	Subtotal			-	-	-	-
New Concrete (New Subdivisions non escrowed)							
	Ashford Ct	Celtic Crossing	cds		115,668		115,668
	Celtic Crossing	Purdy Pkwy	Downs Ridge		104,575		104,575
	Downs Ridge	Smoketree Ps	Celtic Crossing		286,848		286,848
	Thomas Ct	Purdy Pkwy	cds		54,488		54,488
	Tiburon La	Applehill Blvd	Downs Ridge		136,312		136,312
	Tiburon La	Downs Ridge	Purdy Pkwy		163,682		163,682
	Trinity Ct	Downs Ridge	cds		84,294		84,294
	Subtotal			-	945,867	-	945,867
New Concrete (Not in New Subdivisions)							
	Midway Rd	Eisenhower Dr (500' e/o)	Coop Rd (500' e/o)	494,179			494,179
	Subtotal			494,179	-	-	494,179
New Concrete (TIF)							
	Alliance Dr	Vantage Dr	Milis Dr			215,545	215,545
	Eisenhower Dr	Future Road G	Midway Rd			164,187	164,187
	Endeavor Dr	Lakeland Dr	Eisenhower Dr			228,148	228,148
	Lakeland Dr	Endeavor Dr	Vantage Dr			201,723	201,723
	Lakeland Dr	Plank Rd	Endeavor Dr			188,510	188,510
	Midway Rd	Eisenhower Dr (500' w/o)	Eisenhower Dr (500' e/o), roundabout			659,524	659,524
	Includes County portion of Midway Rd construction to be reimbursed (\$329,762)						
	Midway Rd	Lake Park Rd (e/o roundabout)	Eisenhower Dr (500' w/o)			898,944	898,944
	Includes County portion of Midway Rd construction to be reimbursed (\$449,472)						
	Milis Dr	Quest Dr	Alliance Dr			145,823	145,823
	Vantage Dr	Quest Dr	Lakeland Dr			235,669	235,669
	Subtotal			-	-	2,938,073	2,938,073
Reconstruction							
	Alley s/o Franklin St	Summit St	Story St	37,863			37,863
	Alley w/o Richmond St	Washington St	165' n/o Washington St	22,020			22,020
	Glendale Ave	Birchwood St	Mason St	644,620			644,620
	Linwood Ave	Brewster St	Glendale Ave	531,142			531,142
	Lynndale Dr	Everett St	south to RR	505,752			505,752
	Oneida St (DOT 441 project)	Midway Rd	Valley Rd	98,528			98,528
	Owaissa St	Randall St	Glendale Ave	416,814			416,814
	Owaissa St	Wisconsin Ave	Randall St	178,392			178,392
	Subtotal			2,435,131	-	-	2,435,131
Total Concrete Paving				\$ 3,160,310	\$ 945,867	\$ 2,938,073	\$ 7,044,250

CITY OF APPLETON 2014 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	2014	2015	2016	2017	2018	Total
Public Works - Grade & Gravel General Fund	-	133,333	62,558	-	-	\$ 195,891
Public Works - Grade & Gravel TIF # 6	-	215,908	196,173	211,223	37,257	\$ 660,561
Public Works - Grade & Gravel Industrial Park Land Fund	-	279,367	259,367	320,084	201,601	\$ 1,060,419
Total - Grade & Gravel - City	\$ -	\$ 628,608	\$ 518,098	\$ 531,307	\$ 238,858	\$ 1,916,871
Total - Grade & Gravel Program	\$ -	\$ 628,608	\$ 518,098	\$ 531,307	\$ 238,858	\$ 1,916,871

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	568,608	488,098	491,307	208,858	\$ 1,756,871
Other	-	60,000	30,000	40,000	30,000	\$ 160,000
Total	\$ -	\$ 628,608	\$ 518,098	\$ 531,307	\$ 238,858	\$ 1,916,871
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

* N/Q = Not Quantifiable

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
GRADE & GRAVEL PROGRAM**

2014	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost	
Labor Pool							-	
Grade & Gravel	No projects are planned for 2014							-
							-	
	Subtotal			-	-	-	-	
Temporary Surface Following Grade & Gravel							-	
	Subtotal			-	-	-	-	
Total				\$ -	\$ -	\$ -	\$ -	

2015	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool				20,000	20,000	20,000	60,000
Grade & Gravel	Milis Dr	Alliance Dr	Eisenhower Dr		155,150	259,367	414,517
	Road H	Vantage Dr	Milis Dr		124,025		124,025
	Vantage Dr	Lakeland Dr	Eisenhower Dr		112,642		112,642
	Northside Rd future	TBD	TBD	113,333			113,333
	Subtotal			113,333	-	259,367	372,700
Temporary Surface Following Grade & Gravel							-
	Subtotal			-	-	-	-
Total				\$ 133,333	\$ 215,908	\$ 279,367	\$ 628,608

2016	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool				10,000	20,000		30,000
Grade & Gravel	Road J	Eisenhower Dr	Eisenhower Dr			259,367	259,367
	Subtotal			-	-	259,367	259,367
Temporary Surface Following Grade & Gravel	Northside Rd future	TBD	TBD	52,558			52,558
	Milis Dr	Alliance Dr	Eisenhower Dr		71,058		71,058
	Road H	Vantage Dr	Milis Dr		55,150		55,150
	Vantage Dr	Lakeland Dr	Eisenhower Dr		49,965		49,965
	Subtotal			52,558	176,173	-	228,731
Total				\$ 62,558	\$ 196,173	\$ 259,367	\$ 518,098

2017	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool					20,000	20,000	40,000
Grade & Gravel	Endeavor Dr	Eisenhower Dr	culdesac			57,167	57,167
	TBD	Quest Dr	Eisenhower Dr			242,917	242,917
	Subtotal			-	-	300,084	300,084
Temporary Surface Following Grade & Gravel	Road J	Eisenhower Dr	Eisenhower Dr		191,223		191,223
	Subtotal			-	191,223	-	191,223
Total				\$ -	\$ 211,223	\$ 320,084	\$ 531,307

2018	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost
Labor Pool					10,000	20,000	30,000
Grade & Gravel							-
	Subtotal			-	-	-	-
Temporary Surface Following Grade & Gravel	Endeavor Dr	Eisenhower Dr	culdesac		27,257		27,257
	TBD (Road H)	Quest Dr	Eisenhower Dr			181,601	181,601
	Subtotal			-	27,257	181,601	208,858
Total				\$ -	\$ 37,257	\$ 201,601	\$ 238,858

CITY OF APPLETON 2014 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	2014	2015	2016	2017	2018	Total
Public Works Sidewalks General Fund	686,366	631,002	1,027,495	715,493	795,007	\$ 3,855,363
Public Works Sidewalks DPW Capital Projects Fund	140,200	-	-	227,036	-	\$ 367,236
Public Works Sidewalks TIF # 6	-	181,500	-	119,710	425,920	\$ 727,130
Public Works - Construction	149,969	268,307	112,990	72,980	141,982	\$ 746,228
Public Works - Developer Escrow	-	-	-	-	-	\$ -
Subdivisions	149,969	268,307	112,990	72,980	141,982	\$ 746,228
Total - Sidewalk - City	\$ 976,535	\$ 1,080,809	\$ 1,140,485	\$ 1,135,219	\$ 1,362,909	\$ 5,695,957
Total - Sidewalk Program	\$ 976,535	\$ 1,080,809	\$ 1,140,485	\$ 1,135,219	\$ 1,362,909	\$ 5,695,957

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	903,444	942,655	1,029,661	1,005,157	1,247,847	\$ 5,128,764
Other	73,091	138,154	110,824	130,062	115,062	\$ 567,193
Total	\$ 976,535	\$ 1,080,809	\$ 1,140,485	\$ 1,135,219	\$ 1,362,909	\$ 5,695,957
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program**

2014	General Fund	Subdivision Fund	DPW Capital Projects Fund	TIF # 6	Total Cost
Labor Pool	71,031				71,031
CEA	2,060				2,060
Sidewalk Construction					
Green Dot	170,000				170,000
General	15,000				15,000
Patch Contract	15,000				15,000
Safestep sawcutting	30,000				30,000
Reconstruction - Concrete	76,965		60,000		136,965
Reconstruction - Asphalt	199,120				199,120
Subtotal	506,085	-	60,000	-	566,085
New Sidewalk Construction					
New Concrete	107,190		80,200		187,390
New Subdivision		129,969			129,969
New Subdivision - 6 Month		20,000			20,000
Arterial Street	-				-
Subtotal	107,190	149,969	80,200	-	337,359
Total	\$ 686,366	\$ 149,969	\$ 140,200	\$ -	\$ 976,535

2017	General Fund	Subdivision Fund	DPW Capital Projects Fund	TIF # 6	Total Cost
Labor Pool	95,062	10,000	10,000	15,000	130,062
CEA	3,000	3,000	1,000	1,000	8,000
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	170,946		216,036		386,982
Reconstruction - Asphalt	186,485				186,485
Subtotal	617,431	-	216,036	-	833,467
New Sidewalk Construction					
New Concrete				103,710	103,710
New Subdivision		49,980			49,980
New Subdivision - 6 Month		10,000			10,000
Arterial Street	-				-
Subtotal	-	59,980	-	103,710	163,690
Total	\$ 715,493	\$ 72,980	\$ 227,036	\$ 119,710	\$ 1,135,219

2015	General Fund	Subdivision Fund	DPW Capital Projects 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	217,470				217,470
Reconstruction - Asphalt	22,990				22,990
Subtotal	500,460	-	-	-	500,460
New Sidewalk Construction					
New Concrete				181,500	181,500
New Subdivision		244,695			244,695
New Subdivision - 6 Month		10,000			10,000
Arterial Street	-				-
Subtotal	-	254,695	-	181,500	436,195
Total	\$ 631,002	\$ 268,307	\$ -	\$ 181,500	\$ 1,080,809

2018	General Fund	Subdivision Fund	DPW Capital Projects Fund	TIF # 6	Total Cost
Labor Pool	95,062	10,000		10,000	115,062
CEA	3,000	3,000		3,000	9,000
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	179,160				179,160
Reconstruction - Asphalt	161,785				161,785
Subtotal	600,945	-	-	-	600,945
New Sidewalk Construction					
New Concrete	96,000			412,920	508,920
New Subdivision		128,982			128,982
New Subdivision - 6 Month					-
Arterial Street					-
Subtotal	96,000	128,982	-	412,920	637,902
Total	\$ 795,007	\$ 141,982	\$ -	\$ 425,920	\$ 1,362,909

2016	General Fund	Subdivision Fund	DPW Capital Projects 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	107,730				107,730
Reconstruction - Asphalt	272,365				272,365
Subtotal	640,095	-	-	-	640,095
New Sidewalk Construction					
New Concrete	204,900				204,900
New Subdivision		89,166			89,166
New Subdivision - 6 Month		10,000			10,000
Arterial Street	79,500				79,500
Subtotal	284,400	99,166	-	-	383,566
Total	\$ 1,027,495	\$ 112,990	\$ -	\$ -	\$ 1,140,485

CITY OF APPLETON 2014 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	2014	2015	2016	2017	2018	Total
Stormwater Construction Stormwater Utility	4,979,049	5,383,439	10,188,554	8,303,323	8,055,140	\$ 36,909,505
Stormwater Construction TIF # 6	-	319,630	-	-	-	\$ 319,630
Stormwater Construction Industrial Park Land Fund	-	-	-	240,500	-	\$ 240,500
Total - Stormwater Program	\$ 4,979,049	\$ 5,703,069	\$ 10,188,554	\$ 8,543,823	\$ 8,055,140	\$ 37,469,635

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	158,750	150,000	260,000	85,000	80,000	\$ 733,750
Land Acquisition	2,200,000	800,000	62,500	20,000	-	\$ 3,082,500
Construction	2,339,367	4,472,569	9,607,554	8,158,323	7,716,640	\$ 32,294,453
Other	280,932	280,500	258,500	280,500	258,500	\$ 1,358,932
Total	\$ 4,979,049	\$ 5,703,069	\$ 10,188,554	\$ 8,543,823	\$ 8,055,140	\$ 37,469,635
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2014	Street	From	To	Storm-water Utility
Labor Pool				269,942
CEA				10,990
Consulting Services	Construction Services			45,000
	Land Acquisition Services			10,000
	Leona Street Pond	Preliminary Engineering		30,000
	Modeling for Storm Sewer Const Projects			20,000
	North Side Development Corridor	BMP Modeling		35,000
	WisDOT 441/Manitowoc Road Study Project; Design (cost share w WisDOT)			18,750
	Subtotal			158,750
Land Acquisition	W. Wisconsin Flood Reduction Project		Land Acquisition	2,200,000
	Subtotal			2,200,000
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 2014 Asphalt Paving (B-14)			107,600
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2014 New Concrete Paving (A-14)			184,660
	Flood Reports			150,000
	Green Tier Project			100,000
	Native Vegetation			30,000
	Reid Golf Course Pond - Enterprise Agreement/Const			119,000
	West Wisconsin Flood Reduction Project - Phase I			500,000
	Subtotal			1,481,260
New Storm Sewers				
	Subtotal			-
Reconstruction	E South River (liner)	E South River St	Canal	10,800
	Lynndale Dr (liner)	at Everett St		10,200
	Parkway Blvd (liner)	Appleton St	Superior St	30,240
	Rogers Ave (liner)	Prospect Ave	Outagamie St	9,450
	Winnebago St (liner)	Mason St	Mason St (341 w/o)	39,556
				100,246
Reconstruction (on streets paved in 2015)	Alley n/o College	Division St	Superior St	2,950
	Alley s/o College Ave	Morrison St	Durkee St	53,955
	Badger Ave	Mason St	Wisconsin Ave	171,365
	Easement n/o Washington St	Catherine St	Green Bay Rd	37,500
	Eighth St	Elm St	Elm St e/o	20,000 *
	Eldorado St	Catherine St	Wood St	29,445
	Elm St	Eighth St	Lawrence St.	20,000 *
	Franklin St (partial recon only)	Linwood Ave	Douglas St	9,600
	Glendale Ave	Ballard Rd	Roemer Rd	77,855
	Green Bay road	Washington St 200' n/o	Jennie St easement	168,201
	Lawrence St	Elm St	Superior St.	20,000 *
	Meade St	Northland Ave ("OO")	Florida St	141,575
	Wood St	Eldorado St	North St	5,415
	Subtotal			757,861
Total				\$ 4,979,049

* 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 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2015	Street	From	To	Storm-water Utility	TIF 6	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
	Leona Street Pond	Final Design & Permitting		70,000		70,000
	Modeling for Storm Sewer Const Projects			20,000		20,000
	Subtotal			150,000		150,000
Land Acquisition	Leona Street Pond		Land Acquisition	300,000		300,000
	Theodore Study Phase 3		Land Acquisition	500,000		500,000
	Subtotal			800,000		800,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			90,000		90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2015 Asphalt Paving (B-15)			43,080		43,080
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2015 New Concrete Paving (A-15)			132,525		132,525
	Flood Reports Projects			150,000		150,000
	Native Landscaping			50,000		50,000
	NR216 High Efficiency Sweeper (upgrade)			60,000		60,000
	Stormwater Quality Practice at Hardstand Site			50,000		50,000
	Theodore Study Project Ph 3	Park Amenities Ph1		250,000		250,000
	West Wisconsin Flood Reduction Project - Phase 2			2,000,000		2,000,000
	Subtotal			3,025,605	-	3,025,605
New Construction	Mills Dr	Alliance Dr	Eisenhower Dr		105,800	105,800
	Northside Road future	TBD	TBD	90,000		90,000
	Road H	Vantage Dr	Millis Dr		96,600	96,600
	Vantage Dr	Lakeland Dr	Eisenhower Dr		95,230	95,230
	Subtotal			90,000	297,630	387,630
Reconstruction	Glendale Ave (liner)	Drew St	Union St	49,360		49,360
	McKinley St (liner)	Lawe St	Jackson St	59,915		59,915
	Meade St (liner)	Minor St	Pacific St	18,396		18,396
	Subtotal			127,671	-	127,671
Reconstruction (on streets to be paved in 2016)	Douglas St	College Ave	Packard St	108,750		108,750
	E. South River St	Kernan Ave	John St	7,285		7,285
	John St (CTH KK)	Banta Court	Walden Ave	56,578		56,578
	John St (CTH KK)	Walden Ave	Matthias Ave	360,000		360,000
	McKinley St	Jackson St	Lawe St	41,850		41,850
	McKinley St	Oneida St	Jefferson, e/o	121,500		121,500
	McKinley St	w/o Ritger St	Ritger St	18,000		18,000
	Peabody St	Verbrick St	Seymour St	29,150		29,150
	Sampson St	North St	Atlantic St	76,050		76,050
	Verbrick St	Bouten St	Wilkie St	112,500		112,500
	Subtotal			931,663	-	931,663
Total				\$ 5,383,439	\$ 319,630	\$ 5,703,069

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2016	Street	From	To	Storm-water Utility
Labor Pool				251,500
CEA				7,000
Consulting Services	Construction Services			50,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			25,000
	North Side Development Corridor	Ph1 design & permitting		100,000
	Theodore Study Ph 3	Design & Permitting		75,000
	Subtotal			260,000
Land Acquisition	441/WisDOT-Menasha Stormwater	(cost share)	Land Acquisition	62,500
	Subtotal			62,500
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2016 Asphalt Paving (B-16)			98,600
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2016 New Concrete Paving (A-16)			117,380
	Flood Report Projects			500,000
	Leona Street Pond	Ph1 (storm sewers)		286,000
	Native Landscaping			50,000
	NR 216 (High-efficiency sweeper new)			250,000
	NR151 Water Quality for Street Reconsts			50,000
	Theodore Study Project Ph3	Park Amenities Ph2		250,000
	West Wisconsin Study Project	Ph3 Construction		2,000,000
	Subtotal			3,886,980
New Storm Sewers				-
	Subtotal			-
Reconstruction	Spring St	Drew St	Lawe St	784,557
	Subtotal			784,557
Reconstruction (on streets to be paved in 2017)	Alley n/o Amelia St	Woodmere	Ballard Rd	33,970
	Bateman St	Pacific St	Hancock St	47,250
	Calumet St	Oneida St	Jefferson St	88,200
	Division St	Franklin St	Atlantic St	105,000
	Douglas St	Badger Ave	Wisconsin Ave	102,900
	Douglas St	Pine St	Haskell St	45,000
	Fair St	Franklin St	south end	46,000
	Grant St	Nicholas St	Mason St	141,450
	Harriman St	Atlantic St	Winnebago St	36,000
	Mary St	North St	Pacific St	49,500
	Olde Oneida St	Oneida St	E. South River St	267,400
	Oneida St	Foster St	Skyline Bridge	2,443,307
	Oneida St	Murray St	Foster St	932,350
	Oneida St	Valley Rd	Murray St	176,220
	Rocky Bleier Run	Water St	park	29,970
	Telulah Ave	Calumet St	John St	333,000
	Winona Ct	Nawada St	Nawada St	58,500
	Subtotal			4,936,017
Total				\$ 10,188,554

**CITY OF APPLETON 2014 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
	Subtotal			85,000	-	85,000
Land Acquisition	North Side Development Corridor	CTH JJ to Applecreek Rd	land acquisition	20,000		20,000
				20,000	-	20,000
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)			103,650		103,650
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2017 New Concrete Paving (A-17)			120,120		120,120
	Flood Reduction Projects			4,500,000		4,500,000
	Leona Street Pond			1,100,000		1,100,000
	Native Landscaping			50,000		50,000
	NR151 Water Quality Practices - Reconst			50,000		50,000
	Subtotal			6,208,770	-	6,208,770
New Storm Sewers	Apple Creek Rd	Richmond St (STH 47)	Brookshire Dr -125' w/o	210,000		210,000
	Road J	Eisenhower Dr	Eisenhower Dr		218,500	218,500
	Subtotal			210,000	218,500	428,500
Reconstruction	Subtotal			-	-	-
Reconstruction (on streets to be paved in 2017)	Catherine St	Washington St	North St	115,558		115,558
	Glendale Ave	Birchwood St	Douglas St	165,370		165,370
	Hancock St	Lawe St	Rankin St	84,000		84,000
	Linwood Ave	Brewster St	Glendale Ave	168,000		168,000
	Lynndale Dr	Everett St	south to RR	166,500		166,500
	Owassa St	Randall St	Glendale Ave	148,500		148,500
	Owassa 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			1,521,053	-	1,521,053
Total				\$ 8,303,323	\$ 240,500	\$ 8,543,823

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2018	Street	From	To	Storm-water Utility
Labor Pool				251,500
CEA				7,000
Consulting Services	Construction Services			50,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			20,000
	Subtotal			80,000
Land Acquisition				-
				-
				-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2018 Asphalt Paving (B-18)			91,500
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2018 New Concrete Paving (A-18)			143,490
	441/WisDOT-Menasha Stormwater Proj.	(cost share)		325,000
	Flood Report Projects			1,000,000
	Native Landscaping			100,000
	North Side Development Corridor			970,000
	NR 216 (High-efficiency sweeper new)			250,000
	NR151 Water Quality Practices - Reconst			50,000
	Theodore Study Area Ph4 (Pond)			3,000,000
	Subtotal			6,214,990
New Storm Sewers	Edgewood Dr (CTH JJ)	Ballard Rd	French Rd	513,000
	Subtotal			513,000
Reconstruction				-
	Subtotal			-
Reconstruction (on streets to be paved in 2017)	Carpenter St	Calumet St	Taft Ave	114,000
	Carpenter St	Fremont St	Calumet St	155,625
	Drew St	Glendale Ave	Pershing St	110,625
	Madison St	Calumet St	Taft Ave	113,250
	Marquette St	Division St	Oneida St	97,500
	Prospect Ave	Carver Ln	Haskell St	134,750
	Prospect Ave	Seminole Rd	Carver Ln	148,500
	Prospect Ave	Weatherstone Dr	Seminole Rd	114,400
	Subtotal			988,650
Total				\$ 8,055,140

CITY OF APPLETON 2014 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	2014	2015	2016	2017	2018	Total
Water Dist. Construction Water Utility	2,665,988	1,994,778	2,938,829	3,580,037	3,342,845	\$ 14,522,477
Water Dist. Construction Industrial Park Land Fund	-	323,950	-	237,322	-	\$ 561,272
Total - Watermain Program	\$ 2,665,988	\$ 2,318,728	\$ 2,938,829	\$ 3,817,359	\$ 3,342,845	\$ 15,083,749

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	2,400,694	2,025,863	2,662,747	3,519,277	3,066,763	\$ 13,675,344
Other	265,294	292,865	276,082	298,082	276,082	\$ 1,408,405
Total	\$ 2,665,988	\$ 2,318,728	\$ 2,938,829	\$ 3,817,359	\$ 3,342,845	\$ 15,083,749
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2014	Street	From	To	Water Utility
Labor Pool				259,094
CEA				6,200
Miscellaneous Construction	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000
	Surface Restoration	Due to 2013 Water CIP Excav.	(Unit E-14)	125,900
	Subtotal			135,900
New Construction				
	Subtotal			
Reconstruction (not related to paving)	Eighth Street (Expo Center)	Walnut Street	Elm Street, 210' e/o	105,750 *
	Elm Street (Expo Center)	Eighth St	Lawrence St	51,480 *
	Jackman St (Hill)	Water St	Prospect St	10,500
	Kay St	Graceland Ave	Racine St	67,670
	Lawe St - BRIDGE	S. Island St	s/end Lawe St Power Canal	56,375
	Lawrence St (Expo Center)	Elm St	Superior St	133,320 *
	Outagamie St - Rec "G" of Study	Second St	Spencer St	225,225
	Prospect Ave	State St	Walnut St	62,000
	Racine St	Randall St	Grant St	162,500
	Spring St - Rec "G" of Study	Sharon St	Badger Ave	42,700
	State St	Fourth St	Prospect Ave	52,200
	Walnut St	Seventh St	Eighth St	7,500
	Subtotal			977,220
Reconstruction (prior to next year's paving)	Badger Ave	Mason St	Wisconsin Ave	60,175
	Eldorado St	Catherine St	Wood St	120,780
	Glendale Ave	Ballard Rd	Roemer Rd	307,440
	Meade St	Northland Ave (OO)	Florida St	87,420
	Wood St	Eldorado St	North St	30,160
	Subtotal			605,975
Transmission - New	Glendale Ave	Roemer Rd	Sandra St	511,500
	Sandra St	Glendale Ave	Pershing St	170,099
	Subtotal			681,599
Total Water Main Construction				\$ 2,665,988

* 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 2014 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	Milis Dr	Alliance Dr	Eisenhower Dr	-	120,000	120,000
	Northside Road	TBD	TBD	100,000		100,000
	Road H	Vantage Dr	Millis Dr		105,000	105,000
	Vantage Dr	Lakeland Dr	Ike Dr	-	76,950	76,950
	Subtotal			100,000	301,950	401,950
Reconstruction (not related to paving)	Alexander St	Pershing St	Lindbergh St	24,226		24,226
	Prospect Ave (bridge)	State St	Walnut St	35,000		35,000
	Subtotal			59,226	-	59,226
Reconstruction (prior to next year's paving)	Douglas St	College Ave	Packard St	55,000		55,000
	John St (CTH KK)	Walden St	Matthias Ave	466,422		466,422
	Madison St	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	209,498		209,498
	Peabody St	Verbrick St	Seymour St	58,520		58,520
	Sampson St	North St	Atlantic St	112,158		112,158
	Sanders St	Seymour St	Verbrick St	97,940		97,940
	Verbrick St	Bouten St	Wilkie St	148,830		148,830
	Subtotal			1,544,687	-	1,544,687
Total Water Main Construction				\$ 1,994,778	\$ 323,950	\$ 2,318,728

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2016	Street	From	To	Water Utility
Labor Pool				266,082
CEA				10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing	NOI, Railroad, Water Usage, County		10,000
Construction	Surface Restoration	Due to 2015 Water CIP Excav.		10,000
	Subtotal			20,000
New Construction	Edgewood Dr (CTH JJ)	at Lightning Dr	roundabout	61,000
	Rocky Bleier Run	Water St	Jones Park	82,170
	STH 441	Carpenter-Park Hills	BobOLink - Thistle Down	121,000
	Subtotal			264,170
Reconstruction (not related to paving)	Calumet St	Jefferson St	Lawe St	100,800
	Cass St - Rec "E" 2007 Study	Walter Ave	w/end street	39,480
	Durkee St	Brewster St	Circle St	56,544
	Gunn St - Rec "E" 2007 Study	Walter Ave	w/end street	45,500
	Harriet St - Rec "E" 2007 Study	Walter Ave	w/end street	43,225
	Lee St	Fremont St	Robin Way	213,325
	N. Island St	Vulcan St	Vulcan St (300' w/o)	49,300
	Newberry St - Rec "E" 2007 Study	Walter Ave	w/end street	35,700
	Pacific St	Wisconsin Central Ltd.	Ida St	49,500
	S. Island St	at power canal	w/bridge project	43,026
	Vulcan St	N. Island St	S. Island St	93,492
	Subtotal			769,892
Reconstruction (prior to next year's paving)	Bateman St	Pacific St	Hancock St	77,490
	Calumet St	Oneida St	Jefferson St	15,000
	Division St	Franklin St	Atlantic St	46,200
	Douglas St	Badger Ave	Wisconsin Ave	86,400
	Douglas St	Pine St	Haskell St	36,000
	Fair St	Franklin St	south end	46,860
	Grant St	Nicholas St	Mason St	92,000
	Mary St	North St	Pacific St	69,120
	Olde Oneida St	Oneida St (Orange St actually)	E. South River St	80,750
	Oneida St	Foster St	Skyline Bridge	379,440
	Oneida St	Murray St	Foster St	148,125
	Telulah Ave	Calumet St	John St	458,800
	Winona Ct	Nawada St	Nawada St	72,500
	Subtotal			1,608,685
Total Water Main Construction				\$ 2,938,829

**CITY OF APPLETON 2014 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		266,082
CEA				10,000	2,000	12,000
Miscellaneous Construction	Permit; Misc.Fees; Training; Testing Mat'l			10,000		10,000
	Surface Restoration			10,000		10,000
	Subtotal			20,000	-	20,000
New Construction	Edgewood Dr (CTH JJ)	Ballard Rd (Lightning Dr)	French Rd	404,200		404,200
	Road J	Eisenhower Dr	Eisenhower Dr		215,322	215,322
	Subtotal			404,200	215,322	619,522
Reconstruction (not related to paving)	Briarcliff Dr	Edgemere Dr	Newberry St	59,800		59,800
	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 (prior to next year's paving)	Amelia St	Kenilworth St	Ballard Rd	347,600		347,600
	Catherine St	Washington St	North St	123,585		123,585
	Glendale Ave	Birchwood St	Mason St	280,500		280,500
	Hancock St	Lawe St	Rankin St	141,120		141,120
	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			2,454,125	-	2,454,125
Total Water Main Construction				\$ 3,580,037	\$ 237,322	\$ 3,817,359

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2017	Street	From	To	Water Utility
Labor Pool				266,082
CEA				10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			15,000
Construction	Surface Restoration			235,000
	Subtotal			250,000
New Construction				-
	Subtotal			-
Reconstruction (not related to paving)	Bartell Dr	Prospect Ave	Pine St	154,000
	Brewster St	Meade St	Rankin St	41,800
	Douglas St	CN Rail way	Haskell St	53,820
	Hall Ave	Randall St	Woodland Ave	79,883
	Henry St	Telulah Ave	Meade Pool Parking Lot	44,200
	Henry St	Warner Rd (100' w/o)	Telulah Ave	54,625
	Lawrence St	Superior St	Durkee St	235,815
	Prospect Ave	Perkins St	Rogers St	481,250
	Rec "D" of Wat Distribution Study	Appleton & Franklin w/in CBD		225,000
	Subtotal			1,370,393
Reconstruction (prior to next year's paving)	Carpenter St	Calumet St	Taft Ave	191,520
	Carpenter St	Fremont St	Calumet St	261,450
	Drew St	Glendale Ave	Pershing St	185,850
	Marquette St	Division St	Oneida St	163,800
	Prospect Ave	Carver Ln	Haskell St	306,250
	Prospect Ave	Seminole Rd	Carver Ln	337,500
				1,446,370
Transmission - New				-
	Subtotal			-
				-
Total Water Main Construction				\$ 3,342,845

CITY OF APPLETON 2014 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	2014	2015	2016	2017	2018	Total
Wastewater Construction Wastewater Utility	2,799,422	2,336,965	2,556,285	3,036,206	2,693,460	\$ 13,422,338
Wastewater Construction Industrial Park Land Fund	-	187,150	-	215,550	-	\$ 402,700
Total - Sanitary Sewer Program	\$ 2,799,422	\$ 2,524,115	\$ 2,556,285	\$ 3,251,756	\$ 2,693,460	\$ 13,825,038

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2014	2015	2016	2017	2018	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	2,604,629	2,317,465	2,361,635	3,042,056	2,498,810	\$ 12,824,595
Other	194,793	206,650	194,650	209,700	194,650	\$ 1,000,443
Total	\$ 2,799,422	\$ 2,524,115	\$ 2,556,285	\$ 3,251,756	\$ 2,693,460	\$ 13,825,038
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2014	Street	From	To	Waste-water Utility
Labor Pool				181,393
CEA				13,400
Miscellaneous Construction	Sanitary Manhole adjustments and seals Prior To 2014 Asphalt Paving (B-14)			34,650
	Sanitary Manhole adjustments and seals Prior To 2014 Concrete Paving, new & recon (A-14)			59,199
	Structure Rehabilitation / Sewer Cut repairs from 2013 (E-14)			25,000
	Subtotal			118,849
New Construction	Subtotal			-
Reconstruction	Division St (liner)	Marquette St, 253' s/o	Glendale Ave	11,520
	Glendale Ave (liner)	Drew St	Union St, 333' w/o	13,410
	Grant St (liner)	Union St, 318' w/o	Lawe St	34,600
	Harriman St (liner)	Glendale Ave	Marquette St (255' s/o)	16,575
	Harriman St (liner)	Parkway Blvd	Parkway Blvd	9,600
	Harriman St (liner)	Wisconsin Ave	Wisconsin Ave	10,080
	Interceptor - Fox River s. side (liner)	Oneida St - w/o	Oneida - e/o	278,225
	Lawe St (liner)	Alice St, 320' n/o	Alice St	14,400
	Oneida St (liner)	Byrd St	Frances St	30,210
	Reeve St (liner)	Linwood Ave	Linwood Ave (w/o)	14,400
	Telulah Ave (liner)	College Ave	Gunn St	22,050
	Union St (liner)	Circle St	Roosevelt St	21,450
	Subtotal			476,520
Reconstruction (on streets to be paved in 2015)	Badger Ave	Mason St	Wisconsin Ave	676,235
	Eighth St	Elm St	Elm St e/o	3,800 *
	Eldorado St	Catherine St	Wood St	762,350
	Elm St	Eighth St	Lawrence St	9,700 *
	Franklin St (partial recon only)	Linwood Ave	Douglas St	5,250
	Glendale Ave	Ballard Rd	Roemer Rd	153,325
	Green Bay Road	Washington St, 200' n/o	Jennie St easement	216,050
	Lawrence St	Elm St	Superior St	8,650 *
	Meade St	Northland Ave ("OO")	Florida St	109,825
	Prospect Ave	State St	Walnut St	36,225
	Wood St	Eldorado St	North St	27,850
	Subtotal			2,009,260
Total				\$ 2,799,422

* Sanitary sewer reconstruction on these streets has been moved 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 2014 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 CEA				189,650	12,000	201,650
				5,000		5,000
Miscellaneous Construction	Edgewood Dr (CTH JJ)	Melmar (sanitary trench, 400' w/o to 400'e/o) (by County)		70,841		70,841
	Sanitary Laterals & Manholes Prior To 2015 Asphalt Paving (B-15)			12,924		12,924
	Sanitary Laterals & Manholes Prior To 2015 Concrete Paving, new & recon (A-15)			55,725		55,725
	Structure Rehabilitation / Sewer Cut repairs from 2014 (E-15)			25,000		25,000
	Subtotal			164,490	-	164,490
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 Str	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
	Milis Dr	Alliance Dr	Eisenhower Dr		68,400	68,400
	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 H	Vantage Dr	Milis Dr		59,850	59,850
	Vantage Dr	Lakeland Dr	Eisenhower Dr	-	46,900	46,900
	Subtotal			797,000	175,150	972,150
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
	Sampson St	North St	Atlantic St	63,375		63,375
	Verbrick St	Bouten St	Wilkie St	93,750		93,750
	Subtotal			1,180,825	-	1,180,825
Total				\$ 2,336,965	\$ 187,150	\$ 2,524,115

**CITY OF APPLETON 2014 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)			31,950	
	Sanitary Laterals & Manholes Prior To 2017 Concrete Paving, new & recon (A-16)			51,738	
	Structure Rehabilitation / Sewer Cut repairs from 2015 (E-16)			25,000	
	Subtotal			108,688	
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				\$ 2,556,285

**CITY OF APPLETON 2014 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	15,000	204,650
CEA				5,000	50	5,050
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2017 Asphalt Paving (B-16)			29,445		29,445
	Sanitary Laterals & Manholes Prior To 2017 Concrete Paving, new & recon (A-16)			40,636		40,636
	Structure Rehabilitation / Sewer Cut repairs from 2015 (E-16)			40,000		40,000
	Subtotal			110,081	-	110,081
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		28,500	28,500
	Jiberty St	Quest	Eisenhower Dr		172,000	172,000
	Subtotal			641,000	200,500	841,500
Reconstruction	Catherine St lift station removal	Franklin to Eldorado	Green Bay Rd	100,000		100,000
	Subtotal			100,000	-	100,000
Reconstruction (on streets to be paved in 2017)	Catherine St	Washington St	North St	319,265		319,265
	Glendale Ave	Birchwood St	Douglas St	165,370		165,370
	Hancock St	Lawe St	Rankin St	126,560		126,560
	Linwood Ave	Brewster St	Glendale Ave	94,500		94,500
	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			1,990,475	-	1,990,475
Total				\$ 3,036,206	\$ 215,550	\$ 3,251,756

**CITY OF APPLETON 2014 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2018	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)			27,450
	Sanitary Laterals & Manholes Prior To 2017 Concrete Paving, new & recon (A-16)			55,260
	Structure Rehabilitation / Sewer Cut repairs from 2015 (E-16)			40,000
	Subtotal			122,710
New Construction	Edgewood Dr (CTH JJ)	Ballard Rd	Providence Ave	643,900
	Subtotal			643,900
Reconstruction	Subtotal			-
Reconstruction (on streets to be paved in 2017)	Ballard Rd (Lats Only)	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	32,000
	Carpenter St	Calumet St	Taft Ave	171,760
	Carpenter St	Fremont St	Calumet St	234,475
	Drew St	Glendale Ave	Pershing St	166,675
	Madison St	Calumet St	Taft Ave	170,630
	Marquette St	Division St	Oneida St	146,900
	Prospect Ave	Carver Ln	Haskell St	274,400
	Prospect Ave	Seminole Rd	Carver Ln	302,400
	Prospect Ave	Weatherstone Dr	Seminole Rd	232,960
	Subtotal			1,732,200
Total				\$ 2,693,460

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Washington Square Development

PROJECT DESCRIPTION

Justification:

During 2013, Facilities Master Planning was completed for the Washington Square area which included an assessment of the long-term needs for the delivery of services from departments located in City Hall. In addition, planning efforts have been completed and/or are in progress for the Library as well as the replacement of the Blue Parking Ramp. The Hoffman study of Washington Square provided options that allow us to recommend a sequencing to these projects. This Capital Improvement Plan (CIP) includes monies for planning, site acquisition, design and construction for various projects as identified below. Note that projected timetable and budgets for out years still needs further analysis and will be refined once the planning phases are completed.

The objective of this plan is to capitalize on available resources to form a campus in Washington Square. The success of completing this plan includes proper sequencing of each project and to understand the impact of one project on the other. When understood and planned properly, the benefits of planning these projects together versus performing them separately ensures the most economical and effective outcome to deliver City services for current and future generations.

- A Library that meets the needs for today and the future.
- A City Hall that improves identity, security, flexibility and customer service access.
- Additional parking capacity that meets the needs of today and welcomes additional development in the downtown.
- An urban landmark that provides an opportunity to enhance the identity and image of Washington Square that 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.
- Welcomes new development.

Note that the dollar amounts budgeted assume that other public and private money will fund a portion of the Library and new Blue Ramp projects. These funding sources have not been identified, but will be pursued as the projects evolve. The \$40,000 identified in 2014 is for a demolition assessment of the existing Blue Ramp, and the \$100,000 is for site selection and size determination for the new Blue Ramp.

Discussion of operating cost impact:

Constructing larger facilities may increase maintenance and utility expenses, but those will be at least partially offset by more efficient mechanical systems, lighting, and general building design. The net impact on operating expenses is, therefore, not presently quantifiable.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
Facilities	City Hall	-	-	-	-	900,000	\$ 900,000
	Library	100,000	1,500,000	8,000,000	8,000,000	-	\$ 17,600,000
Facilities Capital Projects Fund		100,000	1,500,000	8,000,000	8,000,000	900,000	18,500,000
Facilities	Existing Blue Ramp	40,000	-	-	-	1,200,000	\$ 1,240,000
	New Blue Ramp	100,000	2,500,000	3,000,000	25,000,000	-	\$ 30,600,000
Parking Utility		140,000	2,500,000	3,000,000	25,000,000	1,200,000	31,840,000
Total - Facilities Capital Projects		\$ 240,000	\$ 4,000,000	\$ 11,000,000	\$ 33,000,000	\$ 2,100,000	\$ 50,340,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	240,000	4,000,000	1,000,000	-	900,000	\$ 6,140,000
Land Acquisition	-	-	3,000,000	-	-	\$ 3,000,000
Construction	-	-	7,000,000	33,000,000	1,200,000	\$ 41,200,000
Other	-	-	-	-	-	\$ -
Total	\$ 240,000	\$ 4,000,000	\$ 11,000,000	\$ 33,000,000	\$ 2,100,000	\$ 50,340,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

* N/Q = Not Quantifiable

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Grounds Improvements

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department is responsible for grounds of all city properties, including parks and associated recreation facilities, Library, Police Department, Fire Stations, and all water and wastewater sites. Responsibilities for these sites include fencing replacement, turf management, landscaping of city properties, tree management, hillside and shoreline stabilization, etc. A comprehensive inventory of city property is difficult to display in this space, but this funding request recognizes the need to implement an annual replacement/improvement schedule for City property responsibilities that are difficult to identify with individual projective narratives.

A project schedule for 2014 is listed below:

- MSB - Fencing replacement	\$50,000
- Wastewater - Fencing replacement	\$30,000
- Parks - Fencing replacement	\$15,000
- Parks - Hillside stabilization	\$25,000
- Parks - Turf/Tree management	\$25,000
- City Properties - Landscaping upgrades	\$15,000

Annual assessments are conducted on all city properties to determine maintenance, upgrade and/or improvement needs. Specific programs for years 2015-2018 will be developed based on the annual assessments conducted for each property.

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		2014	2015	2016	2017	2018	Total
Facilities	Parks-Fencing	15,000	15,000	15,000	15,000	20,000	\$ 80,000
	Parks-Hillside/ Shoreline Stab.	25,000	25,000	25,000	25,000	25,000	\$ 125,000
	Parks-Turf/Trees	25,000	25,000	25,000	25,000	25,000	\$ 125,000
	City Properties- Fencing	50,000	10,000	10,000	10,000	10,000	\$ 90,000
	Shrubs, trees, turf	15,000	20,000	20,000	20,000	20,000	\$ 95,000
Facilities Capital Projects		130,000	95,000	95,000	95,000	100,000	\$ 515,000
Facilities	Wastewater-Fence	30,000	-	-	-	-	\$ 30,000
Wastewater Utility							
Total - Grounds Improvements Projects		\$ 160,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 100,000	\$ 545,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	160,000	95,000	95,000	95,000	100,000	\$ 545,000
Total	\$ 160,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 100,000	\$ 545,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Hardscape Infrastructure Improvements/Replacements

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department is responsible for all concrete and asphalt pavement associated with City facilities, including roads, parking lots, building approaches, walkways, sidewalks, trails, entrances, trails, etc. The current inventory of hardscape includes:

	<u>Parking lots and Roadways</u>	<u>Sidewalks, Walkways and Trails</u>
Parks	890,759 sq.ft.	1,086,729 sq.ft.
Facilities	<u>1,078,455 sq.ft.</u>	<u>61,705 sq.ft.</u>
Total	1,969,214 sq.ft.	1,148,434 sq.ft.

Total Hardscape - 3,117,648 sq.ft.

Many of the parking lots, roadways, building approaches, entrances, sidewalks and walkways are reaching the end of their life expectancy and are in need of replacement and/or improvement to address changing needs, equipment modifications, ADA requirements, etc. Maintenance activities such as crack sealing, patching, sealing, etc. are addressed with available resources to maximize the life cycle of these facilities, but replacement and/or improvements are needed as facilities age and deteriorate.

This funding request recognizes the need to implement an annual replacement/improvement schedule for all hardscape infrastructure. Based on a 25-30 year replacement cycle for all hardscape areas, an estimated \$150,000-\$250,000 is needed on an annual basis to maintain these hardscape areas. A replacement/improvement schedule for 2014 is listed below:

2014 - Fire Station #2 - Parking lot and station entrance renovations	\$75,000
2014 - PRFMD Operations Center - Building entrance repairs	\$50,000
2014 - Wastewater - Road Repairs	\$50,000
2014 - Parks - roads, walkways, sidewalks, trails, building approaches	\$65,000

Future projects will be identified after annual assessments of properties and/or parks.

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		2014	2015	2016	2017	2018	Total
Facilities	Fire Station #2	75,000	-	-	-	-	\$ 75,000
	PRFMD-Ops. Cntr.	50,000	-	-	-	-	\$ 50,000
	Park Sites	65,000	150,000	200,000	200,000	200,000	\$ 815,000
	City sites	-	100,000	50,000	50,000	50,000	\$ 250,000
Facilities Capital Projects		<u>190,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>\$ 1,190,000</u>
Facilities	Wastewater-Roads	50,000	-	-	-	-	\$ 50,000
Wastewater Utility							
Total - Hardscape Improvement Projects		<u>\$ 240,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 1,240,000</u>

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	240,000	250,000	250,000	250,000	250,000	\$ 1,240,000
Total	<u>\$ 240,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 1,240,000</u>
Operating Cost Impact	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2014 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 due to a change in operational requirements in the space it serves. Additionally, older equipment often uses refrigerant that is no longer meeting EPA standards and is difficult to find, and expensive to purchase.

Equipment Replacement: Note that the current equipment is functioning properly, but in many cases, inefficiently. These requests are for anticipated needs due to aging equipment.

Library - (2014) replace aged boilers. (2015) Controls to existing VAV boxes.

Municipal Services Building - (2014) Office VAV conversion, CO/NO2 sensor replacement and make-up air unit for women's locker room; (2015) replacement of aged equipment; and (2017) replacement of aged equipment.

Fire - (2015) replace aged air handling unit at Fire Station #4.

Facilities Operations Center - (2015) Replace furnaces with an air-handler system.

Valley Transit - (2015) Replace infrared garage heaters and controls for vehicle storage area.

Transit Center - (2016) Split air and heating system for energy conservation

Water Plant - (2016/2017) replacement of aging equipment. May be able to be deferred based on results of ongoing audits of equipment.

Wastewater Plant - (2015) Replace aged air handler units and A/C condensers for S Building.

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		2014	2015	2016	2017	2018	Total
Facilities	Library	125,000	75,000	-	-	-	\$ 200,000
	MSB	75,000	50,000	-	50,000	-	\$ 175,000
	Fire	-	45,000	-	-	-	\$ 45,000
	Facilities Op Cntr.	-	95,000	-	-	-	\$ 95,000
Facilities Capital Projects Fund		200,000	265,000	-	50,000	-	\$ 515,000
Facilities	Transit Center	-	-	60,000	-	-	\$ 60,000
	Valley Transit	-	70,000	-	-	-	\$ 70,000
Valley Transit Capital Projects		-	70,000	60,000	-	-	\$ 130,000
Facilities	Water Plant	-	-	50,000	50,000	-	\$ 100,000
Water Utility Capital Projects		-	-	50,000	50,000	-	\$ 100,000
Facilities	Wastewater Plant	-	125,000	-	-	-	\$ 125,000
Wastewater Utility Capital Projects		-	125,000	-	-	-	\$ 125,000
Total - HVAC Upgrades		\$ 200,000	\$ 460,000	\$ 110,000	\$ 100,000	\$ -	\$ 870,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	200,000	460,000	110,000	100,000	-	\$ 870,000
Total	\$ 200,000	\$ 460,000	\$ 110,000	\$ 100,000	\$ -	\$ 870,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Sewer Lateral Replacements

PROJECT DESCRIPTION

Justification:

During 2013 it was found that the sewer lateral at Alicia Park and Telulah Parks are in poor condition and in need of repairs. At Alicia Park the pipes were televised and found numerous cracks, fractures, sagging and root issues. The Department of Public Works advised this get replaced in early 2014. In addition, during the summer of 2013 the bathroom facility experienced bathroom backups requiring some temporary repairs. Again, it was recommended that these pipes be replaced in the spring of 2014 to ensure that these facilities can remain in operation.

2014 - Alicia Park	\$35,000
- Pierce Park	\$50,000

The Department will be working with the Department of Public Works to implement a program of televising all the sewer laterals at all parks to determine their conditions and to develop a program for replacement or repairs.

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		2014	2015	2016	2017	2018	Total
Facilities	Alicia	35,000	-	-	-	-	\$ 35,000
	Pierce	50,000	-	-	-	-	\$ 50,000
Total - Grounds Improvements Projects		\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	85,000	-	-	-	-	\$ 85,000
Total	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Facilities & Grounds Operations Center

PROJECT DESCRIPTION

Justification:

The Facilities & Grounds Operations Center lacks adequate restroom/locker room facilities for both public and staff. Currently there are single male and female restrooms/locker room facilities that are used by all visitors, office staff, operations staff and summer staff. There is also only one shower in each of the male and female locker rooms. The Capital Improvement Plan (CIP) is to construct a new men's locker room with additional showers and locker room storage. The current men's restroom facility would be renovated into separate public restrooms for both male and female public visitors and staff. The grease/oils and dirt often tracked into the restrooms is not conducive to providing a presentable public restroom experience.

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	2014	2015	2016	2017	2018	Total
PRFMD Restroom Renovation	-	295,000	-	-	-	\$ 295,000
Total - PRFMD Capital Projects Fund	\$ -	\$ 295,000	\$ -	\$ -	\$ -	\$ 295,000

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	295,000	-	-	-	\$ 295,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 295,000	\$ -	\$ -	\$ -	\$ 295,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Roof Replacement

PROJECT DESCRIPTION

Justification:

Roof areas at various facilities are reaching their expected life and are in need of replacement. Blistering, membrane shrinkage, etc. is affecting base flashings and causing leaks. Roofs require annual preventive and corrective maintenance to maximize their useable life. Each roof is inspected annually and repairs are completed as necessary. A roof audit was completed and roof replacements have been prioritized. Priorities can change and are adjusted annually if needed.

2014	Wastewater Building V	60,000
2014	Wastewater Roof Soffits A, S & V	75,000
2014	Municipal Services Building (Partial)	200,000
2015	Valley Transit Terminal (Center Area)	55,000
2015	Appleton Public Library	175,000
2015	Municipal Services Building (Partial)	275,000
2015	Park Pavillions (Various)	115,000
2016	Municipal Services Building (Partial)	275,000
2017	Fire Station #3	55,000
2017	Fire Station #5	55,000
2017	Municipal Services Building (Partial)	275,000
2018	Fire Station #1	250,000

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 \$4,556,000. Based on a 25 year replacement cost, we should expect an average of approximately \$182,240 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		2014	2015	2016	2017	2018	Total
Facilities	Wastewater	135,000	-	-	-	-	\$ 135,000
Wastewater Capital Projects							
Facilities	Valley Transit	-	55,000	-	-	-	\$ 55,000
Valley Transit Capital Projects							
Facilities	Library	-	175,000	-	-	-	\$ 175,000
Facilities	MSB	200,000	275,000	275,000	275,000	-	\$ 1,025,000
Facilities	Fire Stations	-	-	-	110,000	250,000	\$ 360,000
Facilities	Park Pavillions	-	115,000	-	-	-	\$ 115,000
Facilities Capital Projects		200,000	565,000	275,000	385,000	250,000	\$ 1,675,000
Total - Roof Replacement		\$ 335,000	\$ 620,000	\$ 275,000	\$ 385,000	\$ 250,000	\$ 1,865,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	335,000	620,000	275,000	385,000	250,000	\$ 1,865,000
Other	-	-	-	-	-	\$ -
Total	\$ 335,000	\$ 620,000	\$ 275,000	\$ 385,000	\$ 250,000	\$ 1,865,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Safety and Security Improvements

PROJECT DESCRIPTION

Justification:

Generator Replacement: Replace generator at Valley Transit Operations Garage. The current generator is 20+ years old and has experienced numerous repairs. The generator's reliability has decreased substantially. In addition, the generator cannot meet the current loads of today's operations.

Generator Improvements: Upgrade generators to automatically switch to generator service during power failures at Fire Stations 3, 4 and 5. These fire stations have sump and sewage pumps that pose the threat of flooding during a power failure. In these instances, it is often common for fire personnel to be out of the fire stations attending to the emergency at hand. To date, we avoided any major incidents of damage due to the availability of facilities personnel to manually start and refuel generators during power outages.

Automatic Gates: The need for improved security has prompted the need to replace the current manual gates with automatic gates at the Municipal Services Building. Any access to the site would require card access entry and would be under camera surveillance.

Pavilion Cameras: A significant amount of vandalism and prohibited activity occur at, or within park pavillions. Cameras would make a significant impact towards improving safety and security risks.

Discussion of operating cost impact:

Some costs will be incurred to maintain the generators, gates and cameras. There are potential cost savings from mitigating vandalism/graffiti repair.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
PRFMD	Valley Transit Generator	-	125,000	-	-	-	\$ 125,000
	Valley Transit Capital Projects	-	125,000	-	-	-	\$ 125,000
PRFMD	Municipal Services	150,000	-	-	-	-	\$ 150,000
PRFMD	Fire Station Generators	-	-	75,000	-	-	\$ 75,000
PRFMD	Park Pavillions Camera Installation	25,000	25,000	25,000	25,000	-	\$ 100,000
	Facilities Capital Projects Fund	175,000	25,000	100,000	25,000	-	\$ 325,000
Total - Safety & Security Upgrades		\$ 175,000	\$ 150,000	\$ 100,000	\$ 25,000	\$ -	\$ 450,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	175,000	150,000	100,000	25,000	-	\$ 450,000
Total	\$ 175,000	\$ 150,000	\$ 100,000	\$ 25,000	\$ -	\$ 450,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Storage

PROJECT DESCRIPTION

Justification:

Facilities and Grounds Operations Center: Install mezzanine storage to eliminate the need for additional building square footage, yet gain the extra storage capacity needed for parts, supplies and seasonal storage of equipment. Current ceiling heights allow for this more economical option.

Municipal Services Building: Install mezzanine storage to eliminate the need for additional building square footage, yet gain the extra storage capacity needed for parts, supplies and seasonal storage of equipment. An additional storage building has been considered, but the height of the ceiling in the current facility allows for this more economical option.

Discussion of operating cost impact:

Prevents the need for building additional square footage to existing structures.

Since a mezzanine storage area would be constructed within the existing envelopes of the two buildings, no additional heating or cooling costs would be incurred. Since the areas are for parts and equipment storage, there would likewise be no incremental housekeeping expense.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
PRFMD	Facilities & Grounds Operations Center	-	35,000	-	-	-	\$ 35,000
PRFMD	Municipal Services Building	60,000	-	-	-	-	\$ 60,000
Total - Facilities Capital Projects Fund		\$ 60,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 95,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	60,000	35,000	-	-	-	\$ 95,000
Total	\$ 60,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 95,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Wastewater Sludge Storage Improvements

PROJECT DESCRIPTION

Justification:

In 2013 the Appleton WWTP investigated options to more safely and efficiently store sludge storage retaining wall components. The retaining walls with the concrete planks are installed when biosolids are being placed in the sludge storage building for storage. The planks are removed during the spring and fall when solids are removed from the building and transported to land application sites.

The removable retaining wall components consist of precast reinforced concrete planks, each approximately 2 feet high by 11.75 feet in length. The planks are held in place with removable steel columns. There are a total of seven wall sections. Five of the wall sections contain four concrete planks and two of the wall sections contain five concrete planks, for a total of 30 concrete planks.

A series of column receptacles, a sand bunker and a wall plank storage area is recommended for construction. The preliminary design study completed by Applied Technologies during 2013 estimated the total cost for construction to be \$99,200. This study included a preliminary layout and cost for the most viable storage option which has been used as part of 2014 capital planning.

Discussion of operating cost impact:

Improved sludge storage design will allow operators to more safely and efficiently store large reinforced concrete planks and steel columns.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
Wastewater	Engineering	10,600	-	-	-	-	\$ 10,600
	Construction	88,600	-	-	-	-	\$ 88,600
Total - Wastewater Capital Projects		\$ 99,200	\$ -	\$ -	\$ -	\$ -	\$ 99,200

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	10,600	-	-	-	-	\$ 10,600
Land Acquisition	-	-	-	-	-	\$ -
Construction	88,600	-	-	-	-	\$ 88,600
Other	-	-	-	-	-	\$ -
Total	\$ 99,200	\$ -	\$ -	\$ -	\$ -	\$ 99,200
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 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		2014	2015	2016	2017	2018	Total
Wastewater & Facilities	Engineering & Construction	-	1,500,000	-	-	-	\$ 1,500,000
Total - Wastewater Capital Projects		\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2014	2015	2016	2017	2018	
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 2014 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 2016. The consultant's recommended repairs to each facility will be incorporated into the Parking Division's 5-year Capital Improvements Program in an effort to prolong the useful life of each facility. This is a contracted service as no City staff have the appropriate background to perform this type of inspection.

Parking Ramp Structural Improvements - As a follow-up to the consultant's structural evaluations, the City has developed an annual program for structural improvements to all City-owned ramps. The goal of this program is to budget adequate funds for structural improvements to the City's 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 - Annual maintenance costs in the Library Plaza parking lot will continue to increase unless a larger scale rehabilitation is performed. We anticipate the need for larger scale repairs within the next 10 years, subject to the timing of other improvements in the entire Washington square area. 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, 2016, and 2018.

Parking Pay Centers - Library Plaza Lot (2014) - As a follow-up to our 2012 pilot project in Soldier's Square, the Parking Utility plans to install three parking pay centers and accompanying signage in the Library Plaza parking lot. These 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.

Blue Parking Ramp - The City is beginning to prepare for the planned 2017 replacement of the existing Blue Parking Ramp. Please see page 620 for anticipated expenditures.

Discussion of operating cost impact:

The Parking Pay Centers will initially have negligible cost impact. Over time, the operating costs for these three stations will be less than the 87 parking meters that they are replacing.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
Parking						
Ramp structural evaluations	-	-	40,000	-	-	\$ 40,000
Ramp structural maintenance	60,000	75,000	75,000	75,000	75,000	\$ 360,000
Lot repairs	-	20,000	-	-	35,000	\$ 55,000
Security cameras	10,000	-	20,000	-	20,000	\$ 50,000
Paystations-Library Plaza	50,000	-	-	-	-	\$ 50,000
Total - Parking Utility Capital Projects	\$ 120,000	\$ 95,000	\$ 135,000	\$ 75,000	\$ 130,000	\$ 555,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Design/Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	60,000	95,000	75,000	75,000	110,000	\$ 415,000
Other	60,000	-	60,000	-	20,000	\$ 140,000
Total	\$ 120,000	\$ 95,000	\$ 135,000	\$ 75,000	\$ 130,000	\$ 555,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 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 2019 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	2014	2015	2016	2017	2018	Total
Water Utility Design	200,000	-	-	-	-	\$ 200,000
Construction	-	2,200,000	-	-	-	\$ 2,200,000
Total - Water Treatment Capital Projects	\$ 200,000	\$ 2,200,000	\$ -	\$ -	\$ -	\$ 2,400,000

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	200,000	-	-	-	-	\$ 200,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	2,200,000	-	-	-	\$ 2,200,000
Other	-	-	-	-	-	\$ -
Total	\$ 200,000	\$ 2,200,000	\$ -	\$ -	\$ -	\$ 2,400,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 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 phosphorus limit. The current treatment plant processes were not designed to remove phosphorus 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 phosphorus rules.

The WDNR recognizes three tools that exist to WPDES permit holders under the TMDL that will be evaluated by the City to determine the most effective path of compliance. They include on-site phosphorus treatment /removal, Water Quality Trading (WQT), and/or Adaptive Management (AM). 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 further evaluated concurrently as off-site alternative methods of regulatory compliance. The Phase II portion of this project will provide reporting on the most cost effective routes of compliance (treatment, WQT, and AM). Facilities planning documents for plant optimization for processing both suspended solids and phosphorus will be included. The information compiled will be used for further 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	2014	2015	2016	2017	2018	Total
Wastewater Design	-	2,500,000	-	-	-	\$ 2,500,000
Total - Wastewater Capital Projects	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ 2,500,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	2,500,000	-	-	-	\$ 2,500,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other - Equipment	-	-	-	-	-	\$ -
Total	\$ -	\$ 2,500,000	\$ -	\$ -	\$ -	\$ 2,500,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2014 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 piece 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		2014	2015	2016	2017	2018	Total
Fire	Equipment	-	-	750,000	-	-	\$ 750,000
Total - Public Safety Capital Projects Fund		\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ 750,000

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	750,000	-	-	\$ 750,000
Total	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ 750,000
Operating Cost Impact	\$ -	\$ -	\$ 972,017	\$ 860,217	\$ 860,217	\$ 2,692,451

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Emergency Vehicle Traffic Preemption Upgrade

PROJECT DESCRIPTION

Justification:

The City implemented an emergency vehicle preemption (EVP) system in 1992. EVP is a system that allows control of specific intersections during emergency response. By controlling the intersection, the Fire Department can respond safer as well as reducing response times to emergency incidents. The current EVP uses infrared (IR) light technology. The system includes emitters mounted on emergency vehicles and detectors and phase selectors at the intersection. The current system provides EVP at 81 intersections in the City and an additional five intersections in Grand Chute. EVP has been installed and maintained by the Traffic Engineering Division of the Department of Public Works. Forty-seven percent of the current system was installed prior to 2000. The system is still functional; however, does have shortcomings that would be addressed by this upgrade. The IR system has limited security from unauthorized use--emitters can be purchased by unauthorized users who can utilize the system, and central control of intersections does not exist with the current system.

The proposed upgrade would transition EVP from IR to a GPS-based system. The GPS-based system delivers reliable, accurate EVP from greater distances in a wider range of environments — including around corners and at intersections with obstructed views. It leverages GPS technology and highly secure radio communications to deliver unmatched precision and superior management to help emergency responders move through intersections more quickly and safely. Combining GPS technology with central management software provides remote, real-time system management and monitoring to improve performance, reduce maintenance costs, and enhance overall traffic safety. A GPS-based system can improve safety for the public, and public safety agencies by providing a 70% reduction of accidents, a 25% to 35% improvement in response times, reduced installation/maintenance cost, improved system control and manage capability, ability to manage intersection performance (data reporting) allowing for minimization of traffic disruption. With additional central management control, the system could be offered to other response agencies such as Gold Cross Ambulance, Kaukauna and Grand Chute Fire Departments. The potential also exists to add GPS units in the future to DPW snow plows to improve the snow removal process.

The upgrade would begin with installation of fire apparatus vehicle units, central management software, and twenty intersections in 2014. An additional twenty intersections would be upgraded each year over the next four years. During this upgrade process, the city would continue to utilize existing IR equipment providing continued EVP at the 81 intersections. Upon completion of the upgrade, the IR EVP equipment would be removed and the complete GPS system would be available. The projected cost is based on current pricing for 2014 and a projected 4% cost increase over each of the next three years.

Discussion of operating cost impact:

Installation of the upgrade would be done by the Department of Public Works Traffic Division. Vehicle unit installation would be done by the Fire Department CEA mechanic during normal vehicle service. Ongoing system maintenance would be handled through the normal EVP maintenance process that is currently occurring within DPW Traffic Engineering and annual software maintenance of \$2,500 annually is included for future years.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
Fire	Equipment	121,020	125,860	130,895	136,131	-	\$ 513,906
Total - Public Safety Capital Projects Fund		\$ 121,020	\$ 125,860	\$ 130,895	\$ 136,131	\$ -	\$ 513,906

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	121,020	125,860	130,895	136,131	-	\$ 513,906
Other	-	-	-	-	-	\$ -
Total	\$ 121,020	\$ 125,860	\$ 130,895	\$ 136,131	\$ -	\$ 513,906
Operating Cost Impact	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ 7,500

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Personal Protective Equipment

PROJECT DESCRIPTION

Justification:

A critical component for a firefighter'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		2014	2015	2016	2017	2018	Total
Fire	Other	32,000	-	-	-	-	\$ 32,000
Total - Public Safety Capital Projects Fund		<u>\$ 32,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 32,000</u>

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	32,000	-	-	-	-	\$ 32,000
Total	<u>\$ 32,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 32,000</u>
Operating Cost Impact	<u>\$ -</u>	<u>\$ 32,000</u>	<u>\$ 32,000</u>	<u>\$ 32,000</u>	<u>\$ 32,000</u>	<u>\$ 128,000</u>

CITY OF APPLETON 2014 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 sixteen 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. 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. As a result of the opening of the Fox River navigational locks and the increased utilization of the riverfront throughout Appleton, we feel that these increased capabilities are warranted and necessary.

Discussion of operating cost impact:

Current operating costs include: fuel, routine maintenance, and potential repairs due to the obstacles associated with water response in the Fox River throughout Appleton. This request will include adding this piece of equipment to the CEA with an estimated cost of \$3,500 annually.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
Fire	Equipment	53,000	-	-	-	-	\$ 53,000
Total - Public Safety Capital Projects Fund		\$ 53,000	\$ -	\$ -	\$ -	\$ -	\$ 53,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	53,000	-	-	-	-	\$ 53,000
Total	\$ 53,000	\$ -	\$ -	\$ -	\$ -	\$ 53,000
Operating Cost Impact	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 17,500

CITY OF APPLETON 2014 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 through 2017. It was purchased in March 2007 and the total volume is currently a little over 1,000,000. The life expectancy on these type of folding machines go an estimated 2,000,000 before being replaced. The cost of this machine is estimated at \$28,005 (as of September 2013), which includes base unit and 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 City service invoices.

Discussion of operating cost impact:

The annual maintenance is an additional estimated \$2,313 using 2013 rate.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
City Clerk Equipment City Center Capital Projects Fund	-	-	-	9,336	-	\$ 9,336
City Clerk Equipment Water Utility Capital	-	-	-	6,223	-	\$ 6,223
City Clerk Equipment Wastewater Utility Capital	-	-	-	6,223	-	\$ 6,223
City Clerk Equipment Storm water Utility Capital	-	-	-	6,223	-	\$ 6,223
Total - Folder / Inserter Capital Project	\$ -	\$ -	\$ -	\$ 28,005	\$ -	\$ 28,005

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	28,005	-	\$ 28,005
Total	\$ -	\$ -	\$ -	\$ 28,005	\$ -	\$ 28,005
Operating Cost Impact	\$ -	\$ -	\$ -	\$ 2,313	\$ 2,313	\$ 4,626

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Survey Instrument Replacements

PROJECT DESCRIPTION

Justification:

Survey Instrument Replacements - Robotic Total Station or GPS Units / Digital Level

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 its proposed time of replacement (2014). The second and third instruments would be replacements for our oldest robotic units that will be approximately 10 years old at their proposed times of replacement (2016, 2018). Robotic total stations and GPS units both provide improved functionality and efficiency over a standard total station instrument, with an added benefit of single-user operation in those situations where workload or staffing levels dictate. Our current robotic stations have provided numerous opportunities for one-person survey work, which has allowed us to reduce our survey backlog as well as reduce our need for overtime. A GPS Unit would also allow for single user operation and would primarily be used for field data collection. Unlike typical survey instruments, the GPS uses satellite links to provide spatially accurate data collection with high degrees of accuracy. The GPS unit would provide a much more efficient method for collection of widespread infrastructure data, which could be used for verification and updates to City records as well as incorporation into the City's expanding GIS program. We will utilize input from various City staff to evaluate which type of instrument will best meet the needs of the City prior to making any purchases. Included in this survey instrument update is all the necessary software and auxiliary equipment necessary for maintaining an accurate vertical datum used on all public and private construction activities in the City.

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		2014	2015	2016	2017	2018	Total
DPW	Robotic Total Station / GPS	40,000	-	35,000	-	30,000	\$ 105,000
Total - Public Works Capital Projects Fund		\$ 40,000	\$ -	\$ 35,000	\$ -	\$ 30,000	\$ 105,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2014	2015	2016	2017	2018	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	40,000	-	35,000	-	30,000	\$ 105,000
Total	\$ 40,000	\$ -	\$ 35,000	\$ -	\$ 30,000	\$ 105,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: CEA Fuel Site Upgrades

PROJECT DESCRIPTION

Justification:

To meet the laws governing fuel dispensing systems, CEA will need to upgrade the fuel system at the Municipal Services Building. Wisconsin Department of Commerce, Comm. 10.500(5) requires the City of Appleton to install tank top containment and below dispenser containment systems, both equipped with sensors to detect for leaks, at the Municipal Services Building fuel site.

This project includes removal of the fuel dispensers and concrete islands, installation of the spill containment devices and monitors, reinstalling or replacing the concrete islands and fuel dispensers, and all associated piping and electrical revisions. It also includes the cost of all permits, testing, certification and training needed for operation of the system. In addition, the cathodic protection anodes in each tank will be replaced while the tanks are exposed, as the sacrificial anodes are near the end of their life.

In addition to meeting laws and regulations, the fuel management system has been declared obsolete by the manufacturer and will no longer be supported after August 31, 2013. The City uses the fuel system to track fuel consumption and to generate reports for preventive maintenance of vehicles.

Therefore, this project includes replacing the existing fuel monitoring system with a new unit, installing new software and new fuel ring devices, and testing and training to operate the new system.

The City has tried to use other fueling sites in the past, but the lag time between sites made it difficult to manage the data required to initiate preventive maintenance work in a timely manner. Costs were also higher to departments, so they preferred not to use the offsite locations. In addition, many of the retail site roofs are not high enough for our trucks and complaints were received for the large trucks blocking vision to pumps, especially at busy locations.

Discussion of operating cost impact:

There is no operating cost impact to the project at this time. However in 2015, CEA will be proposing a surcharge of an estimated \$.06 per gallon to the fuel charges as a means of covering the borrowing for this upgrade and future upgrades to the fuel site.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
CEA Fuel Management	150,000	-	-	-	90,000	\$ 240,000
Total - CEA Capital Projects	\$ 150,000	\$ -	\$ -	\$ -	\$ 90,000	\$ 240,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	150,000	-	-	-	90,000	\$ 240,000
Other	-	-	-	-	-	\$ -
Total	\$ 150,000	\$ -	\$ -	\$ -	\$ 90,000	\$ 240,000
Operating Cost Impact	-	18,000	18,000	18,000	18,000	\$ 72,000

CITY OF APPLETON 2014 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 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		2014	2015	2016	2017	2018	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	2014	2015	2016	2017	2018	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 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Information Technology 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 \$60,000 for the rebuild and replacement of www.appleton.org. Our intent will be to build the new site with the mainstream Microsoft .NET, ASP.NET and C-Sharp common architecture, allowing us to easily manage, change, add content and update our site as needed. In today's world an organization's web site is its face to the world and every so often needs to be updated.

In addition we have some security vulnerabilities that can be remedied by adding additional cameras into our existing VMS (Video Management System) in our Utilities plants. An additional \$100,000 of CIP funds would be required to remedy that.

An additional \$50,000 for continued camera replacement and upgrade for the rest of the buildings would be needed for 2014 to retire the aging equipment.

To bring our VMS all together a dedicated storage unit for the entire camera system in the City should be added so we can bring it all under one all-encompassing system for ease of use and management. The amount of video the City produces in a year is growing at an exponential rate, beyond what was even predicted 2 years ago. \$90,000 would be used for that purpose. This system is fully upgradable and will give us the video storage requirements with additional shelves over time and a life expectancy of nearly 8-10 years.

Finally with the continued involvement and use of our Metafile Document Management System, \$70,000 has been dedicated for its upgrade to a virtual machine, the additional space it will require, the upgrade needed to get it to the latest version and the training requirements needed for us to be self sufficient.

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 Technology will be determined by bringing in 3rd party consultants to help us work through the options and details and look at potential timelines involved in the project and will be subject to approval by the Common Council. \$50,000 is critical for the project planning on the iSeries replacement multi-year project.

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		2014	2015	2016	2017	2018	Total
IT	Website Redesign	60,000	-	-	-	-	\$ 60,000
IT	Dedicated Video Storage	90,000	-	-	-	-	\$ 90,000
IT	Camera Systems	50,000	-	-	-	-	\$ 50,000
IT	iSeries Replacement	50,000	300,000	300,000	300,000	300,000	\$ 1,250,000
IT	Metafile	70,000	-	-	-	-	\$ 70,000
IT	Various	-	400,000	400,000	400,000	400,000	\$ 1,600,000
IS Capital Projects Fund		320,000	700,000	700,000	700,000	700,000	\$ 3,120,000
IT	Water Plant Cameras	100,000	-	-	-	-	\$ 100,000
Water Utility Capital Projects							
Total - Information Services Capital Projects Fund		\$ 420,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 3,220,000

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	50,000	-	-	-	-	\$ 50,000
Other	370,000	700,000	700,000	700,000	700,000	\$ 3,170,000
Total	\$ 420,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 3,220,000
Operating Cost Impact	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000

CITY OF APPLETON 2014 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

\$500,000 is included in 2015 to purchase a new billing system to fully accommodate the change in billing units and to provide more customer billing and payment options. In addition approximately \$7.9 million dollars will be spent in years 2013 – 2017 for the new meter system.

Discussion of operating cost impact:

Software support including hosting of the data associated with the new meter reading system will have an operating impact each year as the hosting fees and software support are considered on-going maintenance expense by the Public Service Commission. A thorough analysis of support and hosting options was conducted, including the City of Appleton, the Town of Grand Chute, or a private provider acting as the host site, and it was concluded that the private provider would be the most cost-effective option.

All new meters will be installed with existing DPW employees during the 4 years of installation (2013-2017). There will be a need of an additional 1.5 meter techs along with the 2.5 FTE's of current staff to install all 27,738 meters.

Operating costs reflect the full costs; these costs are part of the joint meter allocation with meter costs shared equally with the Wastewater Utility.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
Public Works Replacement of Automated Meter Reading system	1,860,073	1,772,526	1,840,776	403,931	-	\$ 5,877,305
Billing Software	-	500,000	-	-	-	\$ 500,000
Total - Water Distribution Capital Projects	\$ 1,860,073	\$ 2,272,526	\$ 1,840,776	\$ 403,931	\$ -	\$ 6,377,305

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	1,860,073	2,272,526	1,840,776	403,931	-	\$ 6,377,305
Total	\$ 1,860,073	\$ 2,272,526	\$ 1,840,776	\$ 403,931	\$ -	\$ 6,377,305
Operating Cost Impact	\$ 51,100	\$ 69,923	\$ 79,283	\$ 95,799	\$ 100,589	\$ 396,695

CITY OF APPLETON 2014 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 \$900,000.

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	2014	2015	2016	2017	2018	Total
Water Utility	-	-	-	900,000	-	\$ 900,000
Total - Water Treatment Capital Projects	\$ -	\$ -	\$ -	\$ 900,000	\$ -	\$ 900,000

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	900,000	-	\$ 900,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 900,000	\$ -	\$ 900,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Pressure Zone Control Valve Stations

PROJECT DESCRIPTION

Justification:

A Water Distribution Master Planning study was completed in 2007. The study identified a need for installation of four pressure zone control valve (PRV) stations between the three water distribution system pressure zones. These pressure zones serve all elevations of the city service area and are "valved off" from each other, serving as individual tower/pipe networks in isolation from each other. Pressure zone control valves provide connection of the zones for emergency backup, fire flow, and maintenance purposes. Without the installation of control valves, some areas of the city are at increased risk of negative pressure and public notice warnings (e.g. boil water orders) in the event of a tower outage, large water main break, or fire. The three pressure zones include: A) Main Pressure Zone, B) Ridgeway Pressure Zone, and C) North Pressure Zone. The study identified the following pressure zone connections utilizing PRVs:

- Two PRVs between the North Zone / Ridgeway Zone
- One PRV between Ridgeway Zone / Main Zone
- One PRV between North Zone / Main Zone

A PRV between the North Zone / Ridgeway Zone was constructed at Moss Rose Lane and completed in 2010. The PRV between Ridgeway and Main is currently in progress. The second of the two North Zone / Ridgeway Zone connections is planned for 2016. The North / Main PRV is planned for design/construction in 2019 period. This PRV connection has been moved to 2019 based upon an update of the original master plan.

PRV Stations include piping, valves, meters, pumping and Supervisory Control and Data Acquisition (SCADA) controls for remote monitoring and control from the Water Treatment Plant by Plant Operators. Water may be transferred between zones.

Discussion of operating cost impact:

The four pressure zone control valve stations are new facilities that will require upkeep and periodic SCADA system upgrade. The ongoing operating cost is estimated to be \$2,500 annually at each station.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
Water Utility Station # 3						
Land	-	-	70,000	-	-	\$ 70,000
Engineering	-	-	35,000	-	-	\$ 35,000
Construction	-	-	185,000	-	-	\$ 185,000
Total - Water Treatment Capital Projects	\$ -	\$ -	\$ 290,000	\$ -	\$ -	\$ 290,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2014	2015	2016	2017	2018	
Planning	-	-	35,000	-	-	\$ 35,000
Land Acquisition	-	-	70,000	-	-	\$ 70,000
Construction	-	-	185,000	-	-	\$ 185,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 290,000	\$ -	\$ -	\$ 290,000
Operating Cost Impact	\$ -	\$ -	\$ 2,500	\$ 5,000	\$ 5,000	\$ 12,500

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Tower Mixer Installations

PROJECT DESCRIPTION

Justification:

New regulatory requirements for disinfection by-product were promulgated in 2012. Well-mixed tanks consume fewer disinfectant chemicals and produce fewer disinfection by-products. Effective water turnover and reduced water age are key in maintaining concentrations below regulatory limits. By mixing the stored water in reservoirs, consistent dispersion of disinfectant throughout the tank volume, including constant replacement at the walls, the bottom and tank floor, where bacterial growth would potentially flourish due to lack of disinfectant, is achieved. In the summer season, stratification by temperatures in elevated reservoirs can occur, reducing water turnover. Older water will rise in the tank and eventually the disinfectant will dissipate, as temperatures build throughout the season. Installation of mixers mitigates stratification issues and short-circuiting (a poor hydraulic condition, in which large volumes of water are static and small volumes move through a tank rapidly, that allows for bacterial growth), producing a uniform water temperature while reducing water age.

Discussion of operating cost impact:

The mixers will require annual maintenance to optimize life-cycle terms. Some mixers are powered electrically and the combined O+M and power consumption is estimated at \$2500 per tower annually.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	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	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	60,000	60,000	-	-	-	\$ 120,000
Other	-	-	-	-	-	\$ -
Total	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 120,000
Operating Cost Impact	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 22,500

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Digester Upgrades

PROJECT DESCRIPTION

Justification:

Operating the anaerobic digester gas mix system consumes a great amount of energy. Reducing the energy can be accomplished while ensuring adequate mixing and maintaining regulatory compliance. This project will upgrade the existing compressor mechanical and electrical systems. As a result of these improvement electrical operating expenses should be reduced by approximately \$34,000/year. The project will also introduce the ability to meter the digester gas being mixed. The individual project cost estimates include:

Scrubber Inlets to Gas Compressor	\$39,000
Foam Capacitance CO Probe	\$10,000
Gas Flow Meter	\$49,000
Pressure Balance Mix Nozzles	\$49,000
Gas Flow Meter at Compressor Discharge	\$57,000
Glycol Cooling Loop for Compressors	\$21,000

These upgrades are expected to enhance the system for 15-20 years.

Discussion of operating cost impact:

Operating one gas mix compressor to two anaerobic digesters in parallel has the potential to reduce annual electrical by \$34,000/year.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
Wastewater Up-grades	225,000	-	-	-	-	\$ 225,000
Total - Wastewater Capital Projects	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	225,000	-	-	-	-	\$ 225,000
Total	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Operating Cost Impact	\$ -	\$ (34,000)	\$ (34,000)	\$ (34,000)	\$ (34,000)	\$ (136,000)

CITY OF APPLETON 2014 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		2014	2015	2016	2017	2018	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	2014	2015	2016	2017	2018	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 2014 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 third 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, force main upgrades 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		2014	2015	2016	2017	2018	Total
Wastewater	Everett Street Engineering	42,500	-	-	-	-	\$ 42,500
	Construction	407,500	-	-	-	-	\$ 407,500
Wastewater Capital Projects		<u>\$ 450,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 450,000</u>

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	42,500	-	-	-	-	\$ 42,500
Land Acquisition	-	-	-	-	-	-
Construction	407,500	-	-	-	-	\$ 407,500
Other	-	-	-	-	-	-
Total	<u>\$ 450,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 450,000</u>
Operating Cost Impact	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2014 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 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 less than \$500 per year per mobile generator.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
Wastewater	Equipment	65,000	-	-	-	-	\$ 65,000
Total - Wastewater Capital Projects		\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000

COST ANALYSIS

Components	Estimated Cash Flows						Total
	2014	2015	2016	2017	2018		
Planning	65,000	-	-	-	-	-	\$ 65,000
Land Acquisition	-	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	-	\$ -
Other	-	-	-	-	-	-	\$ -
Total	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Operating Cost Impact	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000

CITY OF APPLETON 2014 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. Additional treatment defined in the next facility upgrade study will guide additions to the existing equipment and integration of new processes.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
Wastewater System Assessment	-	-	-	500,000	-	\$ 500,000
Total - DNR Replacement Fund	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	500,000	-	\$ 500,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 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 from food based industries located 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		2014	2015	2016	2017	2018	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	2014	2015	2016	2017	2018	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 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Reid Golf Course

PROJECT DESCRIPTION

Justification:

A master plan was developed for Reid Golf Course in 1988. The master plan was initiated to address the following concerns: maintenance facilities, clubhouse facilities, parking, safety issues on course (driving range), and course improvements. A new maintenance facility was completed in the early 1990's, the clubhouse was remodeled in the mid-1990's. The master plan was updated in 1995 to address continued parking issues, safety issues on the course and general improvements to the course. The longevity of the irrigation system was noted in the 1995 master planning process and a new irrigation system was installed in 2005. This budget includes a funding request to update the master plan to address current and future course needs and requirements. Depending on the outcome of this planning effort, requests for future years may change.

The number of golf courses in the area has grown by nearly seventy percent since the early 1990's. With this overgrowth and a poor economy, local golf courses are struggling 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 funding request identifies improvements and/or renovations necessary to keep Reid Golf Course well maintained and competitive in a tight market.

* Note: The course shelter was originally included in the 2013 budget as part of the stormwater project. The Stormwater Utility is contributing \$20,000 towards the cost of the shelter. This project will be completed in 2014.

** Note: Some of these items do not meet the capital asset threshold but are included in order to plan for these larger one time costs for the golf course.

Discussion of operating cost impact:

The improvements would not have a significant impact on operational costs.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
PRFMD	Paved Paths	-	-	25,000	-	35,000	\$ 60,000
	Parking Lot	-	-	-	35,000	-	\$ 35,000
	Master Planning**	-	15,000	-	-	-	\$ 15,000
	Course Shelter*	35,000	-	-	-	-	\$ 35,000
	Bathroom Upgrades**	-	10,000	-	-	-	\$ 10,000
	Bunker Renovations**	-	-	-	-	5,000	\$ 5,000
	Greens Drainage**	-	-	-	-	7,500	\$ 7,500
	Sand Storage	-	20,000	-	-	-	\$ 20,000
	Concession Equip. Repl.	-	-	12,500	10,000	-	\$ 22,500
	Exterior Sign**	-	-	10,000	-	-	\$ 10,000
Total - Reid Municipal Golf Course Capital Projects		\$ 35,000	\$ 45,000	\$ 47,500	\$ 45,000	\$ 47,500	\$ 220,000

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	15,000	-	-	-	\$ 15,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	35,000	30,000	47,500	45,000	47,500	\$ 205,000
Other	-	-	-	-	-	\$ -
Total	\$ 35,000	\$ 45,000	\$ 47,500	\$ 45,000	\$ 47,500	\$ 220,000
Operating Cost Impact	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,250

CITY OF APPLETON 2014 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 developed a program to address those improvements. A concept plan for future improvements to the athletic complex was approved by the Council in 2004. Improvements totaling \$500,000 were completed in 2007 -2008 and included new field lighting, irrigation, and improved bleacher seating. A \$85,000 grant was secured from the Fox Cities Convention and Visitors Bureau Capital Development Program for the improvements. The Miracle League Field was added in 2009 to provide a fully accessible ball diamond for children with special needs. In 2012, plans were updated to address the current stormwater issues, facility functionality, additional facilities, aging building and building systems and future needs. Funding was included in the 2013 Parks, Recreation and Facilities Management Department Capital Projects Fund to construct a new restroom building on the west end of the ball diamond complex as identified in early plans and also evaluate the Jones Building to determine options for improved functionality. The new restroom building is scheduled to be completed by June 2014 and the evaluation of the Jones Building recommended demolition and construction of a new facility that better meets the current and future needs of the facility and address the building system concerns. The ball diamond complex is a popular location for youth and adult baseball/softball tournaments and the Department will be submitting a grant application to the Fox Cities Convention and Visitors Bureau to assist with the replacement of the Jones Building. Other improvements to the ball diamond complex are also included based on previous plans, studies and user needs.

This project funding request includes:

- 2015 - Demolition and replacement of the Jones Building. \$600,000
- 2016 - Upgrade field lights on diamond #7 and shade structures. \$120,000
- 2017 - Upgrade ball diamond backstop, line fences and outfield fences for Diamond 4. \$25,000
- 2018 - Upgrade ball diamond backstop, line fences and outfield fences for Diamond 5. \$25,000

Discussion of operating cost impact:

The demolition and replacement of the Jones Building is not anticipated to increase operational costs since the building will be new with updated components. Some of the operational costs may be recovered from increased revenues from concession sales and facility rental because of its improved functionality.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
PRFMD						
Construction	-	600,000	-	-	-	\$ 600,000
Diamond #7 Lights	-	-	120,000	-	-	\$ 120,000
Fence upgrades	-	-	-	25,000	25,000	\$ 50,000
Total - PRFMD Capital Projects	\$ -	\$ 600,000	\$ 120,000	\$ 25,000	\$ 25,000	\$ 770,000
Fund						

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	50,000	-	-	-	\$ 50,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	550,000	120,000	25,000	25,000	\$ 720,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 600,000	\$ 120,000	\$ 25,000	\$ 25,000	\$ 770,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Erb Park/Pool Renovation

PROJECT DESCRIPTION

Justification:

Erb Pool was constructed in 1979 and the mechanical components of the pool are now 34 years old and reaching the end of their useful life expectancy. The pool was originally constructed to serve as a competitive pool and is currently a popular site for swim meets, but the general public has expressed interests in 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 the pool facility continues to age. The original master plan for the renovation of Erb Park was adopted by the Common Council in 1998 and updated in 2008. 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 general pavilion structure is old with an aging electrical system and failing building components.

Funding of \$185,000 was included in the 2013 Parks, Recreation and Facilities Management Department Capital Projects Fund to develop concept plans for improvements/renovations to Erb Park and also develop concept plans for updates to Erb Pool. After conducting open houses to gain public and user group input, cost estimates were developed. These cost estimates indicated that the project cost would be higher than anticipated. Preliminary estimates by the department in 2012 were placeholders used until actual conceptual plans could be developed during the planning process conducted in 2013 and more accurate budget estimates completed. This funding request includes renovations to Erb Pool as identified in the concept plans. Also included are improvements and renovations to Erb Park identified in the concept plan developed in coordination with the pool plan and include parking lot renovations, pavilion and restroom upgrades and improved pedestrian access to recreation facilities.

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. The pavilion and parking lot upgrades in 2016 and the walkways in 2017 are replacements/upgrades of existing amenities and are not expected to affect operating costs in any year.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
PRFMD	Erb Pool						
	Pool Renovations	100,000	150,000	150,000	150,000	4,500,000	\$ 5,050,000
	Erb Park						
	Pavilion Upgrade	-	-	250,000	-	-	\$ 250,000
	Parking lot	-	-	200,000	-	-	\$ 200,000
	Walkways	-	-	-	75,000	-	\$ 75,000
Total - PRFMD Capital Projects Fund		\$ 100,000	\$ 150,000	\$ 600,000	\$ 225,000	\$ 4,500,000	\$ 5,575,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2014	2015	2016	2017	2018	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	100,000	150,000	600,000	225,000	4,500,000	\$ 5,575,000
Other	-	-	-	-	-	\$ -
Total	\$ 100,000	\$ 150,000	\$ 600,000	\$ 225,000	\$ 4,500,000	\$ 5,575,000
Operating Cost Impact	N / Q	N / Q	N / Q	N / Q	N / Q	\$ -

N / Q = "Not Quantifiable"

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park Development

PROJECT DESCRIPTION

Justification:

This funding request includes the development of several park properties that were acquired in previous years but have not been completed because funding was not available or the Parks, Recreation and Facilities Management Department was coordinating the park development with adjacent property development, other Department/City projects, etc. Some of the park development projects listed below may change if coordinating projects/developments are re-aligned.

2015 - Initial development of Foremost Site Park to include grading, landscaping, trail development and an emergency boat launch. \$200,000

2016 - 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. \$125,000

2016 - 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 to coincide with the development of this property. The development of this site is currently scheduled to follow the master plan developed for this property in 2005. \$1,500,000

2017 - The majority of Vulcan Heritage Park was developed in the early 2000's, but the west end of the park was not developed pending the development of the trail between Lutz Park and Vulcan Heritage Park. This project is scheduled to be coordinated with the construction of the Lutz to Vulcan Trail. \$200,000

2018 - Transition of Lions Park from a park with traditional facilities (pavilion/restroom building, playground equipment, ball diamond) to a flood control facility with alternative recreational facilities. \$200,000

Discussion of operating cost impact:

The Department will incur additional operational costs when these parks are developed due to increased turf, playground equipment, walkways, lighting, landscaping, picnic areas and general park property.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
PRFM	Northside Park	-	-	125,000	-	-	\$ 125,000
	Foremost Park	-	200,000	-	-	-	\$ 200,000
	FWTP Site	-	-	1,500,000	-	-	\$ 1,500,000
	Vulcan Heritage	-	-	-	200,000	-	\$ 200,000
	Lions Park	-	-	-	-	-	-
	Redevelopment	-	-	-	-	200,000	\$ 200,000
Total - Park Development		\$ -	\$ 200,000	\$ 1,625,000	\$ 200,000	\$ 200,000	\$ 2,225,000

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	200,000	1,625,000	200,000	200,000	\$ 2,225,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 200,000	\$ 1,625,000	\$ 200,000	\$ 200,000	\$ 2,225,000
Operating Cost Impact	\$ -	\$ 2,000	\$ 12,000	\$ 14,500	\$ 14,500	\$ 43,000

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Pavilion/Restroom Improvements

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department currently maintains 21 restroom buildings or restroom/pavilion buildings. The restrooms and restroom/pavilion buildings are located in all the community parks and most of the neighborhood parks. Many of the restrooms or restroom/pavilion buildings do not meet current accessibility requirements of the Americans with Disabilities Act (ADA) and some have reached the end of their useful life expectancies. There are also two neighborhood parks without a restroom or restroom/pavilion that have tentatively been identified to receive a restroom or restroom/pavilion in the future. Changing community needs, reduced operational budgets, limited capital improvement funds, etc. require the Parks, Recreation and Facilities Management Department to complete an audit, review and assessment of current facilities and identify a more comprehensive approach to addressing the replacement and/or addition of restrooms or restroom/pavilions to ensure community needs are being met with available resources.

This request includes the following:

- 2014 - Assessment of all existing facilities to determine renovations, upgrades, replacements, etc. The audit would also include the development of criteria and guidelines the Department would use to determine what restrooms or restroom/pavilions would be replaced or parks that would receive new facilities. \$30,000
- 2015 - Renovation of the Schaefer Park restroom/pavilion building. (It is anticipated the audit would support the renovation of the restroom/pavilion in Schaefer Park) \$150,000
- 2016 - Replacement of the restroom/pavilion building by the pond in Appleton Memorial Park. This facility is near the end of its useful life expectancy and its location within the park creates challenges for access, security, and functionality. The master plan developed in 2005 identifies the location for a new pavilion near the ice arena parking lot to provide good visibility, easy access to the public, and improved functionality. \$330,000
- 2017 - Renovation of the Peabody Park restroom/pavilion building. (It is anticipated the audit would support the renovation of the restroom/pavilion building in Peabody Park.) \$150,000
- 2017 - New restroom building and adjacent walkways in Telulah Park. \$250,000
- 2018 - Renovation/replacement of the pavilion/restroom in Jones Park and connecting walks and lighting. \$350,000
- 2018 - Addition of new restroom facility in Summit Park. (It is anticipated the audit would support the addition of a new restroom facility in Summit Park.) \$150,000

Discussion of operating cost impact:

These projects would have annual maintenance and upkeep expenses.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
PRFMD Pavilions						
Assessment	30,000	-	-	-	-	\$ 30,000
Renovations/Upgrades						
Construction	-	150,000	330,000	400,000	500,000	\$ 1,380,000
Total - PRFMD Capital Projects	\$ 30,000	\$ 150,000	\$ 330,000	\$ 400,000	\$ 500,000	\$ 1,410,000
Fund						

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	30,000	10,000	20,000	30,000	50,000	\$ 140,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	140,000	310,000	370,000	450,000	\$ 1,270,000
Other	-	-	-	-	-	\$ -
Total	\$ 30,000	\$ 150,000	\$ 330,000	\$ 400,000	\$ 500,000	\$ 1,410,000
Operating Cost Impact	\$ -	\$ 2,000	\$ 4,000	\$ 8,000	\$ 8,000	\$ 22,000

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Pierce Park Band Shelter

PROJECT DESCRIPTION

Justification:

The Pierce Park pavilion was renovated in 2002 and included the removal of the old restrooms, electrical upgrades, interior and exterior painting, installation of lift to provide ADA accommodation to the stage area, and concrete repairs in the pavilion. Although it was known at the time of this renovation the band shelter portion of the pavilion had space limitation for the City Band, there were not issues with the structural integrity of the band shelter and renovations to the band shelter were not included in the 2002 project.

An inspection of the band shelter in 2011 identified much of the infrastructure below the band stage was deteriorating. Temporary work was performed on the stage to allow for the short- term use of the band shelter area, but a long term plan was needed. Funding of \$150,000 was included in the Parks, Recreation and Facilities Management 2013 Capital Projects Fund to perform more permanent repairs to the existing band shelter. An architectural firm was hired in 2013 to prepare plans and specifications for the repairs. Meeting with representatives of the City Band during the initial phases of the design process identified some space issues that would not be addressed by simply making repairs to the current structure. The design firm developed concept plans for renovations to the band shelter that addressed the long term needs of the City Band, the Parks, Recreation and Facilities Management Department, and other user groups. The estimated cost to construct this plan was more than the amount included in the 2013 budget, so the project has been re-submitted in 2014.

This funding request includes a major renovation to the band shelter at the Pierce Park pavilion. The renovation will increase the size of the band shelter to support the City Band, address ADA issues to the band shelter and interior stage area, remove the deteriorated outer stage/foundation/storage area, and create a new space that meets the current and future needs of the community.

Discussion of operating cost impact:

The renovations will extend the useful life of the pavilion and may reduce annual operational costs by addressing a deteriorating facility.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
PRFMD	Band Shelter						
	Design Services	50,000	-	-	-	-	\$ 50,000
	Construction	450,000	-	-	-	-	\$ 450,000
Total - PRFMD Capital Projects Fund		\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2014	2015	2016	2017	2018	
Planning	25,000	-	-	-	-	\$ 25,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	475,000	-	-	-	-	\$ 475,000
Other	-	-	-	-	-	\$ -
Total	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Playground Areas

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department currently maintains 29 playground areas throughout the City's park system. The playground areas in each park generally include a modular play structure, independent play apparatus such as swing sets, climbers, etc, benches, safety surfacing and access. Several playground areas include multiple modular play structures to address different age groups. The current value of the playground areas is estimated at \$1.8 million. Regular upgrades to the playgrounds over the past 15 years have included replacement of outdated and/or unsafe playground equipment, the addition of age appropriate playground equipment, improved safety surfacing and accessibility.

This funding request would continue to replace outdated or unsafe playground equipment as needed and improve accessibility to playgrounds through the addition of walkways and upgrades to equipment to meet Consumer Product Safety Commission guidelines and the Americans with Disabilities Act (ADA) requirements. The request also includes the addition of poured-in place resilient rubberized playground surfacing at the community parks and City Park to address a growing need to provide a fully accessible playground in multiply locations throughout the City. The current fully-accessible playgrounds at Appleton Memorial Park and Derks Parks are extremely popular and requests are regularly received for additional playgrounds with poured-in resilient rubberized surfacing.

Discussion of operating cost impact:

The replacement and/or upgrade of playground equipment is not expected to have any measurable impact on operating costs. Additional pour-in place resilient rubberized safety surfacing will require additional supplies/services funding, but will decrease staff maintenance requirements to maintain the current wood mulch surfacing.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
PRFMD	Playground Equipment Upgrades	90,000	90,000	90,000	90,000	90,000	\$ 450,000
	Rubberized Surfacing	-	75,000	100,000	100,000	100,000	\$ 375,000
Total - PRFMD Capital Projects Fund		\$ 90,000	\$ 165,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 825,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2014	2015	2016	2017	2018	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	90,000	165,000	190,000	190,000	190,000	\$ 825,000
Other	-	-	-	-	-	\$ -
Total	\$ 90,000	\$ 165,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 825,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Prospect Avenue Park Acquisition and Development

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.

The demolition of the underground tank was completed in 2013 and included using clay fill from the Reid Golf Course stormwater pond project to fill the abandoned tank area. The site was leveled and the turf was re-established. The Parks, Recreation and Facilities Management Department worked with representatives from the Old Third Ward in 2013 to identify the final plans for development of this neighborhood park.

This project includes a funding request for official acquisition of the property from the Utilities Department and development based on input from the neighbors and Old Third Ward representatives. The limited size of the park will limit development to walkways connecting Walnut Street and Prospect Avenue, landscaping, benches, tables, re-establishing the Frank Council memorial bench and planting area, and park sign.

Discussion of operating cost impact:

The property is currently maintained by the Parks, Recreation and Facilities Management 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, Recreation and Facilities Management Department's Parks and Grounds Management operational budget.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2014	2015	2016	2017	2018	Total
PRFMD Land acquisition	48,800	-	-	-	-	\$ 48,800
Development	17,000	-	-	-	-	\$ 17,000
Total - PRFMD Capital Projects Fund	\$ 65,800	\$ -	\$ -	\$ -	\$ -	\$ 65,800

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	48,800	-	-	-	-	\$ 48,800
Construction	17,000	-	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
Total	\$ 65,800	\$ -	\$ -	\$ -	\$ -	\$ 48,800
Operating Cost Impact	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Riverfront Initiatives

PROJECT DESCRIPTION

Justification:

The "Focus Fox River - A Master Plan" identified access to the Fox River as a major need and desire of the community. The plan also addressed the need to provide access from the College Avenue corridor to the riverfront. The Parks, Recreation and Facilities Management Department completed a study of the Fox River and completed the Riverfront Trail Connection Study in 2004 that provided a master plan for trail development along the Fox River. The plan and study identify opportunities for trail development along the entire river corridor, including: redevelopment of the former water treatment plant site and the adjacent WE Energies property; connectivity to the downtown and surrounding neighborhoods through Jones Park; development of Trolley Square Trestle; development of Lawe Street R/R trestle to former Foremost site; and development of trestle near RiverHeath. Significant momentum has developed along the Fox River with the development of Vulcan Heritage Park, Fratellos Restaurant, Paper Discovery Center, Trolley Square and the renovations to the four (4) navigational locks in Appleton.

This funding request includes the development of four trail segments along the Fox River as identified in the Riverfront Trail Connection Study. The projects include:

2014 - Engineering assessment of Lawe Street trestle and preliminary design - \$25,000

2015 - Construction of trail connection between the former water treatment plant and Trolley Square on the abandoned Canadian National R/R trestle - \$1,100,000

2016 - Construction of trail connection between Lawe Street and the former Foremost site and includes the R/R trestle east of Lawe Street. This project is coordinated with the development of the former Foremost site park - \$750,000

2017 - Construction of trail connection between Lutz and Vulcan Heritage Parks - \$1,800,000

2017 - Construction of trail along Yacht Club property on Lutz Drive - \$500,000

2018 - Construction of trail connection on abandoned Canadian National R/R trestle near RiverHeath - \$250,000

The development of the individual trail segments may need to be re-prioritized depending on other riverfront development, opportunities, funding sources, grant opportunities, etc.

Discussion of operating cost impact:

Additional operating costs will be incurred as additional bicycle/pedestrian trail segments are added and additional parkland is developed.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
PRFMD	Trolley Sq. Trestle	-	1,100,000	-	-	-	\$ 1,100,000
	Lutz to Vulcan Tr.	-	-	-	1,800,000	-	\$ 1,800,000
	Yacht Club	-	-	-	500,000	-	\$ 500,000
	Foremost Trestle	25,000	-	750,000	-	-	\$ 775,000
	River Heath Trestle	-	-	-	-	250,000	\$ 250,000
Total - PRFMD Capital Projects Fund		\$ 25,000	\$ 1,100,000	\$ 750,000	\$ 2,300,000	\$ 250,000	\$ 4,425,000

COST ANALYSIS

Estimated Cash Flows						
Components	2014	2015	2016	2017	2018	Total
Planning	-	100,000	50,000	100,000	-	\$ 250,000
Land Acquisition	-	-	-	-	-	\$ -
Construction/Demolition	25,000	1,000,000	700,000	2,200,000	250,000	\$ 4,175,000
Other	-	-	-	-	-	\$ -
Total	\$ 25,000	\$ 1,100,000	\$ 750,000	\$ 2,300,000	\$ 250,000	\$ 4,425,000
Operating Cost Impact	\$ -	\$ 15,000	\$ 30,000	\$ 50,000	\$ 70,000	\$ 165,000

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Southeast Community Park

PROJECT DESCRIPTION

Justification:

The City of Appleton, City of Menasha and Town of Harrison began discussions in the late 2000's on the joint purchase of a regional community park in the southeast area of Appleton. Since those initial meetings, the City of Menasha has decided to move in another direction, but the Town of Harrison continue to express an interest in partnering on this project. A funding request of \$100,000 from the Park and Open Space Fund was approved in previous budgets for land acquisition when a 20-25 acre park was being considered. Since those early discussions, the size of the regional park has grown to address a broader community need and inclusion of facilities being impacted by other park projects. Preliminary concept plans for the regional park include: a ball diamond complex to address the re-location of the ball diamond at Lions Park if the park is re-purposed for a flood control facility and the re-location of the youth baseball diamond at Telulah Park based on master planning activities. The plans also include: multi-purpose fields to address the increasing demands for lacrosse, rugby, ultimate frisbee, and general open play; disc golf course to address changing facilities in Telulah Park; large event space for community events on southeast side of Appleton; and recreation facilities (playgrounds, tennis courts, etc.) to address the growing residential communities in this area of Appleton.

The funding requests listed below have been coordinated with the anticipated development of Lions Park into a flood control facility.

- 2014 - Acquisition of approximately 40 acres for park - \$400,000 (Appleton's share)
- 2015 - Initial site development, including grading, utilities, road access, parking, pond, sledding hill, etc. - \$750,000
- 2016 - Development of sports complex, including ball diamonds, fences, restrooms, etc. - \$750,000
- 2017 - Development of multi-purpose fields - \$750,000
- 2018 - Development of park pavilion, playground, public space, etc. - \$500,000

The Stormwater Utility has included \$500,000 for land acquisition and \$500,000 for park improvements in its initial estimates on re-purposing Lions Park to a flood control facility. These funds would be allocated to the acquisition and development of the new southeast community park.

Discussion of operating cost impact:

Additional operational costs would be incurred to address maintenance and operation costs for a large community park.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
PRFM	Community Park:						
	Acquisition	200,000	-	-	-	-	\$ 200,000
	Site Development	-	750,000	-	-	-	\$ 750,000
	Ball Diamonds	-	-	750,000	-	-	\$ 750,000
	Multi-purpose fields	-	-	-	750,000	-	\$ 750,000
	Pavilion/rec. fac.	-	-	-	-	500,000	\$ 500,000
	Facilities Capital Projects	200,000	750,000	750,000	750,000	500,000	\$ 2,950,000
PRFM	Acquisition	200,000	-	-	-	-	\$ 200,000
	Park Open Space Fund						
Total - Park Development		\$ 400,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 500,000	\$ 3,150,000

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	-	50,000	50,000	50,000	50,000	\$ 200,000
Land Acquisition	400,000	-	-	-	-	\$ 400,000
Construction	-	700,000	700,000	700,000	450,000	\$ 2,550,000
Other	-	-	-	-	-	\$ -
Total	\$ 400,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 500,000	\$ 3,150,000
Operating Cost Impact	\$ 1,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 36,000

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Telulah Park 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."

\$35,000 was included in the 2013 Parks, Recreation and Facilities Management Department to hire a design firm to work with the skate park community to design a skate park for Telulah Park. Several public meetings were held in 2013 with interested skate park individuals to develop the basic components of a skate park. The final concept plan will be developed by late summer and work on the final plans and specifications will be initiated during the last quarter of 2013. Friends of Appleton Skate Park (ASP) are actively engaged in fund-raising activities during 2013 to assist with the skate park project.

The 2014 budget request of \$255,000 provides a skate park of approximately 7,000 - 8,000 sq. ft. that meets the basic needs of the community and provides the foundation for future expansion if additional funding is available. The scope of the project could be increased if Friends of ASP raises additional funds before final plans and specifications are completed. However, to date, no funds have been raised.

Discussion of operating cost impact:

This new facility will require annual maintenance resulting in additional operational expenses.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
PRFMD	Skate Park Construction	255,000	-	-	-	-	\$ 255,000
Total - PRFMD Capital Projects Fund		\$ 255,000	\$ -	\$ -	\$ -	\$ -	\$ 255,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2014	2015	2016	2017	2018	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	255,000	-	-	-	-	\$ 255,000
Other	-	-	-	-	-	\$ -
Total	\$ 255,000	\$ -	\$ -	\$ -	\$ -	\$ 255,000
Operating Cost Impact	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 10,000

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Telulah Park Improvements

PROJECT DESCRIPTION

Justification:

A master plan for Telulah Park was adopted by the City Council in 2004. The master plan presents a long-range approach to address the many activities currently located in Telulah Park. The plan addresses parking and vehicular access, trails and walkways, the number and location of athletic facilities, the skate park and disc golf course, and development of land at river level that was acquired in 1991.

The pavilion was renovated in 2004. The parking lot was reconstructed in 2006 and the extension of Newberry Trail through Telulah Park was completed in 2007. The extension of Newberry Street through Telulah Park to serve the RiverHeath development will be completed in late 2013 to coincide with the continued development of RiverHeath.

The master plan was re-visited in 2011 as the Parks, Recreation and Facilities Management Department worked with the Friends of Appleton Skate Park to identify a location for a skate park facility, address the re-purposing of the park with the addition of a skate park facility and potential impacts of a SE Appleton community park on the ball diamond, soccer fields and disc golf course and confirm the development of the river level of the park and the connection to RiverHeath based on the most current development and mitigation plans.

The funding request for the construction of the skate park is identified in another budget request. This funding request includes other renovations, improvements and developments of Telulah Park as noted below:

- 2014 - New parking lot centrally located within the park to replace the parking lot on the corner of Weimar Court and Newberry Street that does not safely serve the park - \$250,000
- 2015 - River level development, including picnic areas, walkways, lighting, etc. - \$300,000
- 2017 - Renovations to locomotive - \$75,000

Discussion of operating cost impact:

Additional operational costs will be incurred with additional park development .

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
PRFMD	Parking lots/walks	250,000	-	-	-	-	\$ 250,000
	River level develop.	-	300,000	-	-	-	\$ 300,000
	Locomotive	-	-	-	75,000	-	\$ 75,000
Total - PRFMD Capital Projects Fund		\$ 250,000	\$ 300,000	\$ -	\$ 75,000	\$ -	\$ 625,000

COST ANALYSIS

Estimated Cash Flows

Components	2014	2015	2016	2017	2018	Total
Planning	15,000	30,000	-	5,000	-	\$ 50,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	235,000	270,000	-	70,000	-	\$ 575,000
Other	-	-	-	-	-	\$ -
Total	\$ 250,000	\$ 300,000	\$ -	\$ 75,000	\$ -	\$ 625,000
Operating Cost Impact	\$ 1,000	\$ 4,000	\$ 4,000	\$ 4,500	\$ 4,500	\$ 18,000

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Tennis Courts

PROJECT DESCRIPTION

Justification:

The Parks and Recreation Department commissioned a study of all City and area tennis courts in 2004 to assess the condition of the courts, provide cost estimates for renovations, and determine a course of action for providing tennis courts in the community from a regional approach. No significant maintenance was performed between that time and another assessment performed in 2012, which found the courts ranged from poor to good condition. Some courts had reached the end of their useful life, were no longer playable and projected a poor image on their respective parks and neighborhoods. In 2012, the Parks, Recreation and Facilities Management Department developed a plan to address the addition/renovations/removal of tennis courts throughout the entire City of Appleton. The plan established "service areas" throughout the City and identified additional tennis courts, renovations and removals to provide tennis opportunities within each "service area".

The 2013 Parks, Recreation and Facilities Management Department Capital Projects Fund included \$140,000 to address tennis court improvements/renovations/removals at several parks, based on the plan developed in 2012. Projects included:

- Reconstruction of tennis courts at Summit Park
- Renovations to tennis courts at Green Meadows Park
- Color coating of tennis courts at Einstein Park
- Removal of deteriorated tennis courts at City Park

This budget includes funding to continue implementation of the tennis court plan and includes the following projects over the next 5 years:

- 2014 - Erb Park tennis courts. \$15,000-Remove east courts. \$30,000-Renovate west courts.
- 2015 - New tennis courts at Highview Park to fill "service area" need - \$115,000
- 2016 - Replacement of tennis courts at Erb Park. - \$115,000
- 2017 - New tennis courts at Jaycee Park to fill "service area" need - \$115,000
- 2018 - 6 court complex at Telulah Park to fill "service area" need - \$250,000

Discussion of operating cost impact:

Repairs and/or renovations of existing facilities are not expected to have any measurable impact on operating costs., but new tennis courts will require some additional supplies and services for maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
PRFMD	Tennis Courts						
	Maintenance	30,000	-	-	-	-	\$ 30,000
	Removal	15,000	-	-	-	-	\$ 15,000
	Construction	-	115,000	115,000	115,000	250,000	\$ 595,000
Total - PRFMD Capital Projects Fund		\$ 45,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 250,000	\$ 640,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2014	2015	2016	2017	2018	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	45,000	115,000	115,000	115,000	250,000	\$ 640,000
Other	-	-	-	-	-	\$ -
Total	\$ 45,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 250,000	\$ 640,000
Operating Cost Impact	\$ -	\$ 1,000	\$ 2,000	\$ 3,000	\$ 5,000	\$ 11,000

CITY OF APPLETON 2014 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Trails and Trail Connections

PROJECT DESCRIPTION

Justification:

The Parks, Recreation and Facilities Management Department has worked closely with the Bicycle and Pedestrian Advisory Committee to identify trails and trail connections in the City of Appleton that meets the growing interest and demand for trails. The identification and construction of trails has often been spurred by residential subdivision developments and completion of trails developed earlier. This funding request will address the trails and/or trail connections listed below:

2014 - Apple Hill Trail - This project was originally scheduled to be completed much earlier, but Apple Hill Farms development in northeast Appleton experienced a slowdown in development that was consistent with the local and national housing market. The project 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 4400 linear feet and extends from Ballard Road to French Road.

2017 - WE Energies Trail - This project was first proposed in the late 1990's in the initial stages of the trail development program. The project was met with significant opposition from the neighbors and funding was not pursued. Although the trail was generally opposed by the neighbors in the late 1990's, the trail connection has appeared on trail planning maps since the late 1990's. This project is being submitted for funding in 2017 to coincide with the re-construction of S. Oneida Street and will provide a solid connection to neighborhoods east of Oneida Street.

2018 - Riverview Gardens - The transition of Riverview Country Club as a golf course to Riverview Gardens and a community-oriented facility has allowed the Parks, Recreation and Facilities Management Department and Bicycle and Pedestrian Advisory Committee to consider Riverview Gardens as an extension of Newberry Trail from the corner of Olde Oneida Street and E. South River Street to the west and provide a connection from Newberry Trail to the South Memorial Drive neighborhood. The gap between Newberry Trail and the South Memorial Drive neighborhood was identified early in the development of a comprehensive trail program and the development of Riverview Gardens provides a unique opportunity to address this gap.

Discussion of operating cost impact:

Additional operating costs would be required to address the new trails and trail connections.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2014	2015	2016	2017	2018	Total
PRFMD	Apple Hill Trail	225,000	-	-	-	-	\$ 225,000
	WE Energies Trail	-	-	-	250,000	-	\$ 250,000
	Riverview Gardens	-	-	-	-	450,000	\$ 450,000
Total - PRFMD Capital Projects		\$ 225,000	\$ -	\$ -	\$ 250,000	\$ 450,000	\$ 925,000
Fund							

COST ANALYSIS

Components	Estimated Cash Flows					
	2014	2015	2016	2017	2018	Total
Planning	-	-	-	15,000	30,000	\$ 45,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	225,000	-	-	235,000	420,000	\$ 880,000
Other	-	-	-	-	-	\$ -
Total	\$ 225,000	\$ -	\$ -	\$ 250,000	\$ 450,000	\$ 925,000
Operating Cost Impact	\$ 3,000	\$ 3,000	\$ 3,000	\$ 5,000	\$ 5,000	\$ 19,000