

City of Appleton, Wisconsin

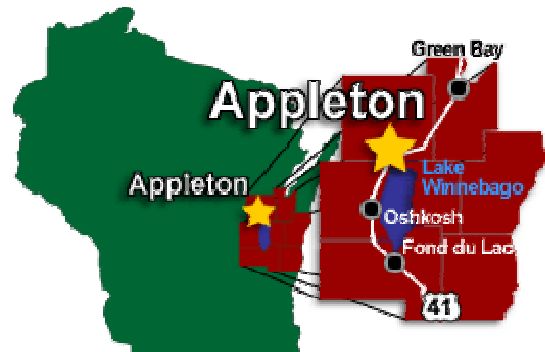


2015 ADOPTED BUDGET AND SERVICE PLAN

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



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**City of Appleton 2015 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. 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				
Tax Increment District No. 9			x				
Tax Increment District No. 10			x				
Northeast Industrial Park Escrow			x				
Industrial Park Land			x				
Community Development Projects			x				
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						
Frank P. Young Memorial						x	
Valley Transit				x			
Public Works	x						
Sanitation and Recycling		x					
Wheel Tax		x					
Subdivision Development			x				
Public Works Equipment			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 1, 2014

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

Dear Appletonians:

I present to you the 2015 Budget and Service Plan, including the five-year Capital Improvement Plan. As always, our goal in putting this budget together was to provide you a balanced budget that continues to allow for high-quality, efficient service while preparing Appleton for long-term success through strategic investments in our community.

Appleton has many of the desirable elements people are looking for when choosing a place to live, work and invest in. We remain one of the safest cities not only in Wisconsin but also in the country. We are a clean city with well-maintained infrastructure and parks. Appleton is easily navigated on foot on our sidewalks and developing trail system and we are becoming more bike friendly with the implementation of our bike plan. And, we have a good public transportation system with Valley Transit. We are also the center of many cultural activities; a world class performing arts center which happens to be the home of a very successful Fox Cities Symphony; one of the largest and most successful farmer's markets in the state and special events like the Mile of Music and Octoberfest as well as others throughout the year. All of these elements together make Appleton a special place and positions us to take advantage of the growing trend of renewed urban living occurring all across the country.

While the recovery has been slow, we are seeing signs that the economy is starting to bounce back with building permits starting to return to pre-recession levels. All of this is important because it is the creation of new tax base that generates the revenue that enables the City to continue to provide the level of services our citizens want and expect. In today's economy, private sector investment is competitive and measured. Therefore, as a City we must move forward, confident in our planning and willing to demonstrate our commitment to invest in our own future.

CAPITAL PLANNING

A major focus of this budget is the capital planning focused on our downtown. The 2014 Budget contained a Capital Improvement Project (CIP) titled Washington Square that focused on continued planning for the Library, City Hall, and projects associated with the future demolition

of the Blue Parking Ramp. As we have continued down the path of planning for those projects, we have changed the name of that CIP to Downtown Development as it is taking a broader perspective on the future of Downtown Appleton. Included in this CIP are funds for the Library project, implementation of recommendations coming out of our Downtown Parking Study, a Downtown Traffic Study and implementation, as well as an update to the City's Downtown Development Plan. Let me add a few details to each of these elements.

Library – The CIP includes \$30 million for a new library. Five million is budgeted in 2015 for site acquisition and architectural plans with \$12.5 million in each of the succeeding years for construction. The \$30 million does not include funds for Parks and Recreation space in the new building. I believe there are many other more economical solutions to accommodate Parks and Recreation programming in the community. The \$30 million also does not include funds for the space needed to co-locate the Outagamie Waupaca Library System (OWLS) offices. While the co-location of the OWLS offices with the Appleton Public Library (APL) is important to the efficient operation of not only APL but also to OWLS, other sources of funding for this space need to be secured. The \$30 million included in this CIP anticipates a \$7 million contribution, contingent upon the currently proposed site, to be raised by Friends of APL fundraising effort.

Parking – While the results and recommendations from our 2014 Downtown Parking Study have yet to be delivered, I have included \$250,000 in 2015 to begin implementation of some of the anticipated recommendations. It is important to remember that the study has included other key stakeholders in the downtown affected by parking such as the YMCA, Lawrence University, and Outagamie County, as well as the possibility of a new library and exhibition center. Funds shown in future years anticipate some form of cooperative and shared parking solutions as our downtown continues to develop. Funds are also shown in 2018-2019 for the demolition of the existing Blue Parking Ramp.

Traffic – As the final recommendations of the Downtown Parking Study become public and the library and exhibition center projects move forward, changes in the downtown traffic patterns will need to be considered and addressed and these projects provide an opportunity to address existing problems. I have included \$105,000 in 2015 for a downtown traffic study with funds for implementation in future years.

Downtown Plan – As the City considers major investment in public structures, it is important that we update our vision for private investment in our downtown to further increase the tax base. Many economic development studies from around the country have shown there to be a multiplier of private investment for each dollar of public investment made. A clear indication of what the community wants and expects in private investment will accelerate the return. I have included \$35,000 in 2015 to be matched by \$35,000 from Appleton Downtown, Inc. to update the City's future downtown plan.

Through the recession beginning in 2008, the City has been very frugal with the amount of debt it has incurred. This has allowed us to pay down our debt to historically low levels. It also means that our debt service (principal plus interest) is also historically low. Needless to say, Appleton has a lot of capacity for additional debt without the risk of harming our good credit. Compared to many cities our size in Wisconsin, we have less than half the annual debt service and a fraction of the overall debt.

DEBT SERVICE

The City issued no general obligation debt in 2013, instead using a combination of general fund balance and delayed borrowing to fund 2013 projects. In 2014, \$6,525,000 of general obligation notes were issued to fund both the 2014 projects as well as those from 2013 that were not previously financed. The 2015 Budget includes \$11,527,653 of general obligation borrowing to fund capital projects, including \$5,000,000 for the first phase of the library building construction.

As mentioned previously, the portion of the tax levy designated for debt service in the 2015 Budget continues to stay at historically low levels at \$2,724,872. This reduced debt service burden positions the City favorably in anticipation of financing larger projects in the future.

CONTINGENCY FUNDS

The 2015 Budget also includes both increases and decreases to established contingency funds as well as the anticipated carryover of unused funds from 2014 into 2015:

- The 2015 Budget includes a 1.5% cost of living increase for all employees not covered by collective bargaining agreements. The funding for this increase is included as an increase to the wage reserve contingency fund (\$294,729). Employees may also earn an additional amount through the City’s pay-for-performance compensation plan. Any additional amounts earned through the plan are anticipated to be funded through any existing balance in the wage reserve contingency fund at the end of 2014, which will again be requested to be carried over to 2015, as well as any surplus funds from 2014 operations.
- \$35,000 of the reserve established from the settlement with Time Warner Cable will be used in 2015 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 and minutes) and makes audio and video recordings of committee and Council meetings available to the public.
- All unused contingency funds in the Unclassified section of the budget are again anticipated to be carried over from 2014 to 2015. Estimated balances in our contingency funds available for carryover at the conclusion of 2014 include:
 - Time Warner Cable PEG Access Settlement Funds \$89,981
 - State Aid Contingency \$849,107
 - Operating Contingency \$402,298
 - Fuel Contingency \$137,315
 - Wage Reserve \$148,370

COMMUNITY AND ECONOMIC DEVELOPMENT

The Community and Economic Development Department will implement recommendations from the Economic Development Strategic Plan (\$30,000). This budget includes \$10,000 to partner with the Fox Cities Regional Partnership and \$62,000 to support local and regional

community and economic development activities. Capital budget items include:

- Industrial and Business Park Development – Funds are included for maintenance, marketing and real estate commissions for the City’s Southpoint Commerce Park (\$30,400) and to repurchase lots in the Northeast Business Park that are not in compliance with the protective covenants for construction (\$200,000).
- TIF Districts – TIF District 8 includes \$357,000 of funding to support the next phase of Eagle Flats, which will be secured by an amendment to the Development Agreement.
- Economic Development – The goal of the Appleton Redevelopment Authority is to provide for redevelopment activities throughout the City in order to maintain and enhance viable residential, commercial and industrial development. In order to meet this goal, \$350,000 is included for site acquisition and project implementation. Also, as mentioned earlier, included is \$35,000 to update the Downtown Plan which was originally adopted by Council in January of 2007, following a year-long planning process, and was then incorporated into the Comprehensive Plan in 2010.

FISCAL

- Taxes – Overall, this budget includes a small increase in levy-related expenditures of 1.29%, which is partially offset by an increase in revenues, resulting in a tax levy increase of 1.10%. The increase in the levy, coupled with the overall decrease in the City’s assessed value of 1.42%, results in an overall increase of 2.55% or \$.21 in the assessed value mill rate (\$8.35 in 2014 vs. \$8.14 in 2013). However, due to a citywide reassessment completed in 2014 which brought total City assessed values closer to market values, on an equalized value basis, the mill rate actually decreased slightly (.11%) from \$8.48 in 2013 to \$8.47 in 2014. City and State imposed levy restrictions are met by this budget.
- Debt and Fund Balances – The City’s established debt and fund balance policies will be met by this budget providing confidence in the continuation of the City’s outstanding bond ratings and financial stability. We have also maintained the reserve for contingencies (\$402,298) within policy guidelines. The reserve for fuel contingency (\$137,315) remains intact and is anticipated to be carried over from 2014. The reserves for state aid changes and for PEG access (\$849,107 and \$89,981, respectively, after planned use in 2014) are also planned to be carried over to 2015.

UTILITIES

- Water – A new water tower is planned for construction near the Municipal Service Building (\$2,900,000) to replace the aging Oneida Street tower. The Oneida Street tower, erected in 1952, has significant corrosion and the DNR is requiring major rehabilitation or replacement. The new one million gallon tower will have twice as much storage capacity as the Oneida Street tower and will better serve the needs for water distribution north of the Fox River and south of Highway 41. This budget also continues to focus on replacing old distribution and transmission mains, earmarking \$2,744,389 for

the replacement of aging water mains. The multi-year project to replace the existing radio-read water meters to an advanced metering infrastructure (AMI) reading system continues into 2015. The cost to continue those replacements is budgeted at \$1,783,832. Significant operations and maintenance expenses in 2015 include the painting of a softener basin at the filtration facility estimated to cost \$225,000, and the completion of a rate study in the second half of the year (\$40,000) to determine future funding needs. The results of the study would be submitted to the Public Service Commission for consideration in late 2015.

- Wastewater – Collection system capital improvements in the 2015 Budget include reconstruction projects in concert with road improvements totaling \$2,725,712. Utility capital improvements include upgrades to two lift stations (\$205,000) and three projects to replace aging equipment at the treatment plant (\$270,000). The Utility continues to monitor the new NR 217 rule and the Total Maximum Daily Load (TMDL) legislation as they relate to phosphorus reduction criteria that will have significant impact on the Wastewater Utility. A TMDL study is underway and will be completed in 2015. It will provide a comprehensive evaluation of existing treatment capabilities and provide recommendations for future capital planning for treatment improvements or technologies that will decrease phosphorus levels. There are no planned rate increases for 2015.
- Stormwater – This budget reflects funding for the West Wisconsin Avenue flood reduction project (\$1,000,000) and the Wastewater Treatment Plant storm interceptor (\$2,450,000), along with other infrastructure (\$2,351,124) as we continue to implement the City-wide stormwater management plan. There are no planned rate increases for 2015.

PERSONNEL

The 2015 Executive Budget contains additions to part-time and full-time positions, as well as reclassification of certain positions.

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

- Addition of funding to the Library Assistant – Hmong/Hispanic outreach position to bring it from a .5 FTE position to full-time.
- Addition of .15 FTE to the Golf Course Superintendent position, bringing the position up to full-time.
- Reorganization of positions in the Parking Utility replacing part-time Parking Enforcement and Ramp Cashier positions with a full-time Parking Enforcement/Ramp Attendant position; net increase of .10 FTE.
- Addition of .2 FTE to a Public Health Nurse position; this position is now .8 FTE and provides on-site nursing services at Oneida Heights and is fully supported by a grant received by Oneida Heights.

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

- Addition of one sworn Officer to serve as a Forensic Investigator concentrating on cybercrimes involving the use of computers, cell phones and other types of technology.
- Funds for the replacement of Canine Officer Syrt (\$18,500). In previous years these funds have been raised through donations.
- Addition of a .75 FTE Clubhouse Manager at Reid Golf Course to oversee golf operations, replacing the previously contracted service provider.

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

CAPITAL IMPROVEMENT PROGRAM

Highlights of the remainder of the 2015 Capital Improvement Projects (CIP) are as follows:

- Public Works traffic enhancements include street lighting and traffic camera program expansion (\$92,727).
- The Prospect Avenue bridge over Jackman Street is scheduled for replacement in 2015. The application for State funding was approved and State construction funds are designated for this project in 2015. The City's share of the cost is estimated to be \$1,129,365. The remaining costs will be funded by the State.
- Information Technology projects include improvements in disaster recovery by investing in technology that allows complete offsite backup and recovery of all critical systems (\$150,000); replacement of servers in order to remain on our current hardware (\$35,000); and continuation of the City's efforts toward "mobile first" technology by developing mobile applications that will be linked to the City's website (\$40,000). Additionally, \$125,000 is included for a consultant to assist the City in the initial phases of the migration from the iSeries mainframe to an ERP environment.
- Facilities improvements include HVAC upgrades (\$220,000), safety and security upgrades (\$140,000), grounds and hardscape improvements (\$520,000), roof replacements (\$505,000), and lighting upgrades (\$175,000). Additionally, \$355,000 has been budgeted to replace 810 feet of floor drains at the Municipal Services Building. Several repairs have been made to maintain the drains and ensure safe working conditions over the past several years. Unfortunately, the drains, and the concrete on both sides of the drains, have deteriorated to a point where further repairs would be futile and replacement has become necessary.
- Quality of Life improvements focus on maintaining our parks by replacing outdated playground equipment and installing rubberized playing surfaces in our existing parks (\$175,000), making renovations to an aging Erb Pool (\$125,000), and resurfacing or adding new tennis courts (\$160,000) in the parks. Additionally, the cost of potential land acquisition for a community park on the southeast side of the city (cost to be shared with surrounding communities) has been included in the 2015 Budget (City share estimated at \$200,000).

- Public safety investments include the second year of a multi-year project to upgrade the emergency vehicle signal pre-emption equipment (\$125,860) to improve safety at signal-controlled intersections during emergency calls; replacement of outdated amplifiers, speakers, and radio system wiring at the City's six fire stations to improve communication within and between stations (\$65,000); and repairs to the training tower at Fire Station #6 (\$30,000).

CONCLUSION

There comes a time when every city must make a decision when, if and how to invest in its future. For the City of Appleton, that time is now! We have the opportunity to make strategic, calculated expenditures to leverage all the good things we have for an even better future for our citizens. But as we consider these decisions 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 we strive to minimize the burden of doing 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.

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 Tony Saucerman, Deputy Director Stephanie Rogers, John Hoft-March and Kelli Rindt 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 while providing the basic essential needs of our city. 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 well positioned for a bright future.

Sincerely,



TIMOTHY M. HANNA
Mayor of Appleton

CITY OF APPLETON 2015 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Mayor	<i>Requested Budget</i>	\$ 341,135
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 341,135
City Council	<i>Requested Budget</i>	\$ 134,133
	Add parking permits	4,408
	Net change	4,408
	<i>Executive Budget</i>	\$ 138,541
Finance	<i>Requested Budget</i>	\$ 879,160
	Decrease for turnover in Deputy Director position	\$ (5,722)
	Decrease for allocation of manager wages to grants	(8,440)
	Net change	(14,162)
	<i>Executive Budget</i>	\$ 864,998
Unclassified	<i>Requested Budget</i>	\$ 2,360,536
	Decrease amount for old Fire/Police pension plan	(7,985)
	Increase tax refunds	5,000
	Add wage increase to wage reserve	294,729
	Net change	291,744
	<i>Executive Budget</i>	\$ 2,652,280
Information Technology	<i>Requested Budget</i>	\$ 1,668,255
	Increase training expense	17,000
	Increase PC replacements	14,000
	Reduce consulting expense	(40,000)
	Add police body cameras as replacement for in-squad videos	51,000
	Net change	42,000
	<i>Executive Budget</i>	\$ 1,710,255
Legal Services	<i>Requested Budget</i>	\$ 1,072,106
	Reduce printing & reproduction	(8,300)
	Reduce miscellaneous supplies	(5,900)
	Reduce postage/Freight	(3,000)
	Reduce equipment rent	(6,000)
	Reduce equipment repair/maint	(200)
	Add additional legal fees for CVS	35,000
	Net change	11,600
	<i>Executive Budget</i>	\$ 1,083,706
HR	<i>Requested Budget</i>	\$ 697,534
	Reduce office supplies	(500)
	Reduce consulting services	(3,000)
	Net change	(3,500)
	<i>Executive Budget</i>	\$ 694,034
Risk Management	<i>Requested Budget</i>	\$ 1,487,977
	Increase other uninsured loss	16,400
	Increase uninsured loss - WC	18,000
	Net change	34,400
	<i>Executive Budget</i>	\$ 1,522,377

CITY OF APPLETON 2015 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>	\$ 1,704,819
	Move downtown study to Downtown Plan CIP	(30,000)
	Net change	(30,000)
	<i>Executive Budget</i>	\$ 1,674,819
Facilities	<i>Requested Budget</i>	\$ 2,714,100
	Reduced building maintenance supplies	(12,766)
	Reduced janitorial services	(16,329)
	Reduced building repairs & maint services	(2,000)
	Reduced lease expense	(7,551)
	Moved Police table and chairs to supplemental request	(25,000)
	Added supplemental request for vehicle upgrade	13,000
	Added part-time wages for pavilion cleaning	15,900
	Reduced building repairs & maint services	(20,000)
	Reduced equipment rental	(2,750)
	Net change	(57,496)
	<i>Executive Budget</i>	\$ 2,656,604
Park & Recreation	<i>Requested Budget</i>	\$ 3,322,348
	Add Part time hours for additional park ground & facilities	20,000
	Net change	20,000
	<i>Executive Budget</i>	\$ 3,342,348
Reid Golf Course	<i>Requested Budget</i>	\$ 770,683
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 770,683
Library	<i>Requested Budget</i>	\$ 4,294,408
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 4,294,408
Valley Transit	<i>Requested budget</i>	\$ 9,608,068
	Delete Transit Development Plan; uncertain funding	(100,000)
	Net change	(100,000)
	<i>Executive Budget</i>	\$ 9,508,068
Public Works	<i>Requested Budget</i>	\$ 14,359,381
	Reduce part-time wages in Traffic	(3,000)
	Remove bicycle counting system in MSB admin	(3,500)
	Reduce misc equipment in Forestry	(700)
	Net change	(7,200)
	<i>Executive Budget</i>	\$ 14,352,181
Sanitation	<i>Requested Budget</i>	\$ 3,503,368
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 3,503,368

CITY OF APPLETON 2015 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Parking	<i>Requested budget</i>	\$ 3,331,682
	No material changes	
	Net change	-
	<i>Executive Budget</i>	\$ 3,331,682
CEA	<i>Requested budget</i>	\$ 5,443,304
	Increased fuel costs	62,877
	Reduced natural gas expense	(4,000)
	Net change	58,877
	<i>Executive Budget</i>	\$ 5,502,181
Health	<i>Requested Budget</i>	\$ 1,170,923
	Reduce interpreter services	(1,000)
	Net change	(1,000)
	<i>Executive Budget</i>	\$ 1,169,923
Police	<i>Requested Budget</i>	\$ 16,298,545
	Reduce PCT overtime based on history	(20,624)
	Add 1 sworn officer	98,147
	Add replacement for canine "Syrt"	18,500
	Net change	96,023
	<i>Executive Budget</i>	\$ 16,394,568
Fire	<i>Requested Budget</i>	\$ 11,053,360
	Reduced training expense	(12,550)
	Reduced advertising	(500)
	Reduced electric & gas expense	(50,000)
	Increased CEA charges for new truck	27,999
	Moved records management programmer costs to IT budget	(5,000)
	Reduced equipment repairs	(1,500)
	Added part time hours net of offsets	3,500
	Net change	(38,051)
	<i>Executive Budget</i>	\$ 11,015,309
Water	<i>Requested budget</i>	\$ 27,633,480
	Add audit fees for rate study	25,000
	Add PSC fees for rate study	15,000
	Move half of cost for softener painting to 2016	(225,000)
	Remove Infrastructure for Winnebago Street	(65,950)
	Add wall repair at Water Filtration Plant	70,000
	Add early replacement of service vehicle	8,988
	Additional costs for infrastructure to be placed in roadway	45,000
	Net change	(126,962)
	<i>Executive Budget</i>	\$ 27,506,518

CITY OF APPLETON 2015 BUDGET
Summary of Changes from Department Requested to Executive Budget *

<u>Department</u>	<u>Revision</u>	<u>Reconciliation</u>
Wastewater	<i>Requested budget</i>	\$ 14,990,917
	Adjust building maintenance/janitorial	(2,000)
	Adjust uniform costs	1,475
	Rebudget Solids Storage Building wall plates	170,000
	Added cost to Scarlet Oak Lift Station project	88,000
	Move raw sludge pump replacement to 2016	(40,000)
	Net change	217,475
	<i>Executive Budget</i>	\$ 15,208,392
Stormwater	<i>Requested Budget</i>	\$ 13,195,035
	Additional consulting for six ponds contributed to utility	20,000
	Net change	20,000
	<i>Executive Budget</i>	\$ 13,215,035

CITY OF APPLETON
2015 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>		
Fire	.75 FTE Public Education administrative assistant	\$ 49,110
Library	Increase Technology Library Assistant to full time (+ 0.5 FTE)	42,500
Parks	Increase PT recreation coordinator to full time	44,734 *
Parks	.5 FTE Dance studios coordinator	5,136 *
Parks	Upgrade Parks Planner to Deputy Director	9,061
Police	Dragon Speak digital speech recognition software	34,271
Golf	.67 FTE Grounds Coordinator	38,544
Facilities	Police conference room table and chairs	25,000

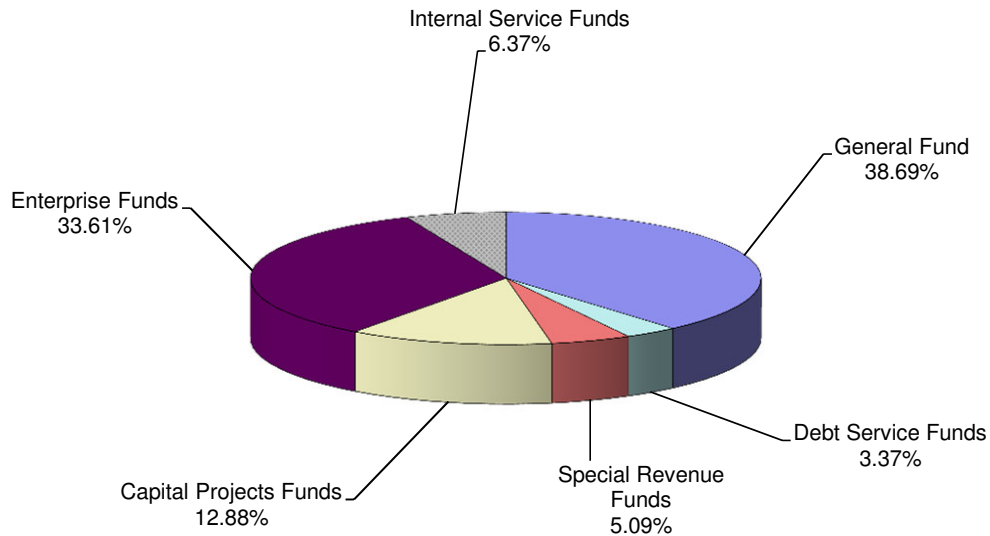
Revenues:
 No additional or increased charges were proposed by Directors.

* Net of \$17,000 reduction in part time hours per position

CITY OF APPLETON 2015 BUDGET

EXPENDITURE BY FUND GROUP

\$154,373,442



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.

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.

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

Kathleen S. Plank

COUNCIL MEMBERS

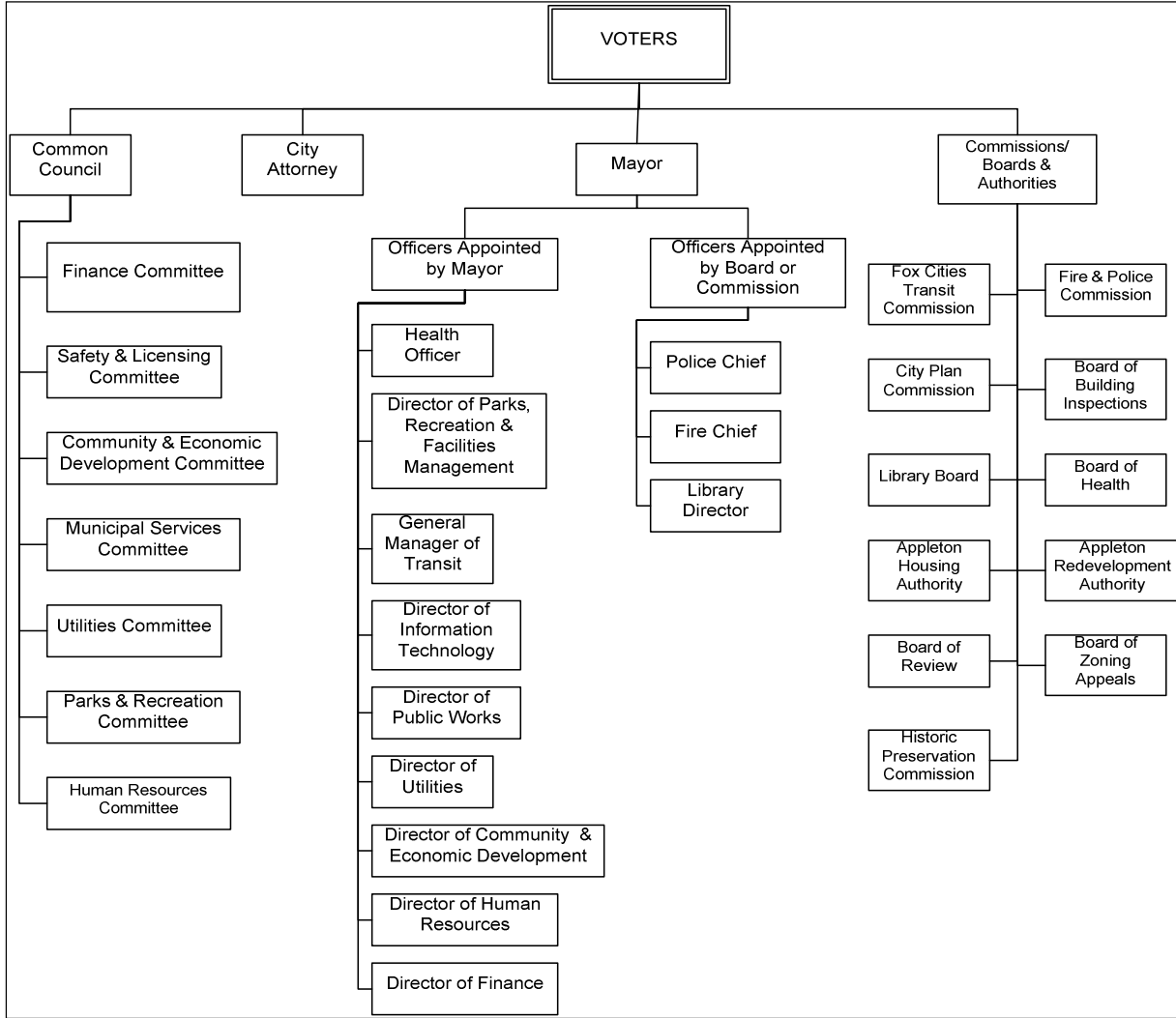
District 1:	Timothy N. Trauger	District 9:	Peter J. Stueck
District 2:	Vered Meltzer	District 10:	Christine Williams
District 3:	Curt J. Konetzke	District 11:	Patti S. Coenen
District 4:	Joseph A. Martin	District 12:	Cathy M. Spears
District 5:	Sarah H. Garb	District 13:	Kyle J. Lobner
District 6:	Greg E. Dannecker	District 14:	Christopher W. Croatt
District 7:	Kathleen S. Plank	District 15:	Jeffrey M. Jirschele
District 8:	Polly E. Dalton		

DEPARTMENT HEADS

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

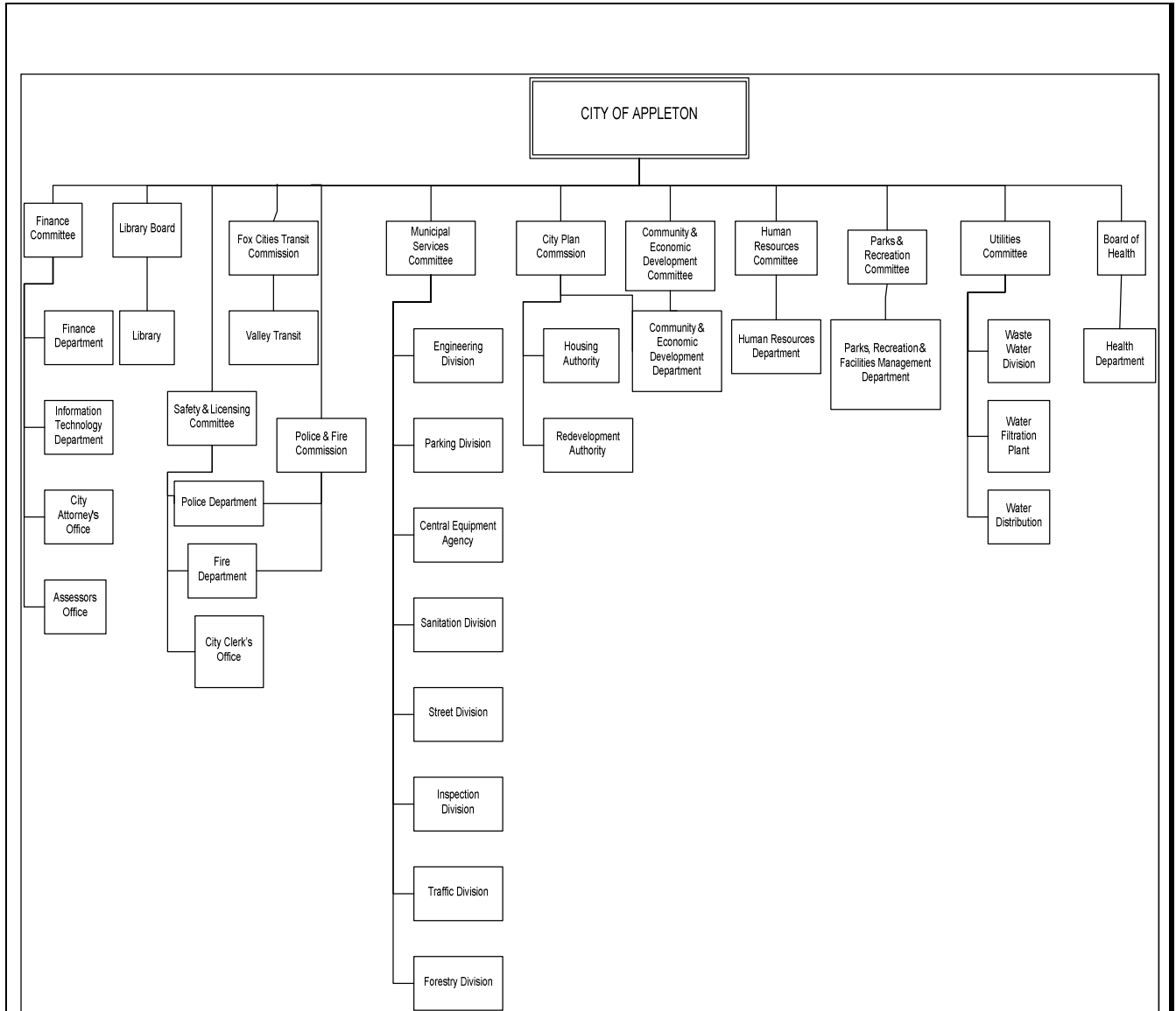
CITY OF APPLETON 2015 BUDGET

Structure by Voters



CITY OF APPLETON 2015 BUDGET

Organizational Structure by Committee



**CITY OF APPLETON
2015 BUDGET
STANDING COMMITTEES**

FINANCE

Kathleen. S. Plank (C)
Curt J. Konetzke (VC)
Patti S. Coenen
Kyle J. Lobner
Peter J. Stueck

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

SAFETY AND LICENSING

Jeffrey M. Jirschele (C)
Sarah H. Garb (VC)
Kyle J. Lobner
Timothy N. Trauger
Christine Williams

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)
Curt J. Konetzke
Vered Meltzer
Cathy M. Spears

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

PARKS AND RECREATION

Christopher W. Croatt (C)
Timothy N. Trauger (VC)
Polly E. Dalton
Joseph A. Martin
Christine Williams

Meets WEDNESDAY of the week following
Council at 5:30 P.M. in Committee Room "6A"

UTILITIES

Joseph A. Martin (C)
Jeffrey M. Jirschele (VC)
Greg E. Dannecker
Vered Meltzer
Kathleen S. Plank

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)
Polly E. Dalton
Sarah H. Garb
Joseph A. Martin

Meets TUESDAY of the week following Council
at 5:30 P.M. in Committee Room "6A"

HUMAN RESOURCES

Curt J. Konetzke (C)
Cathy M. Spears (VC)
Christopher W. Croatt
Sarah H. Garb
Timothy N. Trauger

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

**CITY OF APPLETON
2015 BUDGET
OTHER COMMITTEES AND BOARDS**

APPLETON HOUSING AUTHORITY

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

Meets the last 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 Jeff Jirschele

Meets the 2nd WEDNESDAY of each month
At 10:00 A.M. at 100 N Appleton Street

BOARD OF BUILDING INSPECTION

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

Meets at the call of the Chair

LIBRARY BOARD

Terry Bergen
Terry Bergman
Pastor Willis Bloedow
Brian Looker
Sarah Long-Radloff
John Peterson
Elizabeth Truesdale-Witek
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 REVIEW

Mayor Timothy Hanna
James Smith (C)
Linda Marx (VC)
Eleanor Maloney
City Clerk Dawn Collins
Aldersperson Peter Stueck
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
2015 BUDGET
OTHER COMMITTEES AND BOARDS

BOARD OF HEATING EXAMINERS

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

Meets at the call of the Chair

TAX PAYMENT APPEAL BOARD

Director of Finance Anthony D. Saucerman
City Attorney James Walsh
Alderson Peter Stueck

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
2015 BUDGET
COMMISSIONS**

HISTORIC PRESERVATION COMMISSION

Daniel Meissner (VC)
Peter Peregrin (C)
Mary Duba
Aldersperson Vered Meltzer
Nancy Peterson
Thomas Werth
Vacant
Mayor Timothy Hanna
Don Harp, CEDC Representative

Meets the MONDAY before the 2nd Council meeting of the month at 3:00 p.m. in Committee Room "6A"

CITY PLAN COMMISSION

Mayor Timothy Hanna (C)
Lisa Carpiaux
Josh Dukelow (VC)
Mark Priddis
Steve Uslabar
Aldersperson Kyle Lobner
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 Christine Williams
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 2015 BUDGET
CERTIFIED APPORTIONMENT OF PROPERTY TAXES
2014 TAX, COLLECTIBLE IN 2015**

District	Outagamie	Calumet	Winnebago	Total
City	\$ 33,077,852	\$ 4,785,556	\$ 554,738	\$ 38,418,146
WTCS	4,387,655	634,786	73,584	5,096,025
School - Appleton	36,633,319	5,134,941	124,114	41,892,374
School - Menasha	127	-	586,916	587,043
Schools - Freedom	624,984	-	-	624,984
Schools - Hortonville	78	-	-	78
School - Kimberly	-	270,908	-	270,908
County	18,495,486	2,586,608	354,908	21,437,002
State	672,653	111,214	13,185	797,052
TIF's # 3 - 10	1,430,860	2,203,729	320,373	3,954,962
TOTAL TAX	\$ 95,323,014	\$ 15,727,742	\$ 2,027,818	\$113,078,574
Less State Credits	5,799,643	840,729	108,500	6,748,872
NET TAX LEVY	<u>\$ 89,523,371</u>	<u>\$ 14,887,013</u>	<u>\$ 1,919,318</u>	<u>\$106,329,702</u>
CITY DISTRIBUTION:	Equalized Value w/o TID	Percent	City Tax	
Outagamie County	3,903,715,600	86.10%	33,077,852	
Calumet County	564,772,200	12.46%	4,785,556	
Winnebago County	65,468,000	1.44%	554,738	
TOTAL	<u>\$ 4,533,955,800</u>	<u>100.00%</u>	<u>\$ 38,418,146</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 2015 BUDGET
ASSESSED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Assessed 2013 Tax Rate (2014 Budget)	Assessed 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.1358	\$ 8.3495	\$ 0.2137	2.63%
Public Schools	9.0137	9.4139	0.4002	4.44%
Technical College	1.8928	1.1075	(0.7853)	-41.49%
County	4.5168	4.6687	0.1519	3.36%
State	0.1628	0.1672	0.0044	2.70%
GROSS TAX RATE	23.7219	23.7068	(0.0151)	-0.06%
Less State Credits	1.4327	1.4418	0.0091	0.64%
NET TAX RATE	\$ 22.2892	\$ 22.2650	\$ (0.0242)	-0.11%

Outagamie County/ Menasha School Dist.	Assessed 2013 Tax Rate (2014 Budget)	Assessed 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.1358	\$ 8.3495	\$ 0.2137	2.63%
Public Schools	9.9397	10.9302	0.9905	9.97%
Technical College	1.8928	1.1075	(0.7853)	-41.49%
County	4.5168	4.6687	0.1519	3.36%
State	0.1628	0.1672	0.0044	2.70%
GROSS TAX RATE	24.6479	25.2231	0.5752	2.33%
State Credits	1.4327	1.4418	0.0091	0.64%
NET TAX RATE	\$ 23.2152	\$ 23.7813	\$ 0.5661	2.44%

Outagamie County/ Freedom School Dist.	Assessed 2013 Tax Rate (2014 Budget)	Assessed 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.1358	\$ 8.3495	\$ 0.2137	2.63%
Public Schools	9.2317	8.9026	(0.3291)	-3.56%
Technical College	1.8928	1.1075	(0.7853)	-41.49%
County	4.5168	4.6687	0.1519	3.36%
State	0.1628	0.1672	0.0044	2.70%
GROSS TAX RATE	23.9399	23.1955	(0.7444)	-3.11%
State Credits	1.4327	1.4418	0.0091	0.64%
NET TAX RATE	\$ 22.5072	\$ 21.7537	\$ (0.7535)	-3.35%

Outagamie County/ Hortonville School Dist.	Assessed 2013 Tax Rate (2014 Budget)	Assessed 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.1358	\$ 8.3495	\$ 0.2137	2.63%
Public Schools	8.9634	9.8354	0.8720	9.73%
Technical College	1.8928	1.1075	(0.7853)	-41.49%
County	4.5168	4.6687	0.1519	3.36%
State	0.1628	0.1672	0.0044	2.70%
GROSS TAX RATE	23.6716	24.1283	0.4567	1.93%
State Credits	1.4327	1.4418	0.0091	0.64%
NET TAX RATE	\$ 22.2389	\$ 22.6865	\$ 0.4476	2.01%

**CITY OF APPLETON 2015 BUDGET
ASSESSED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Assessed 2013 Tax Rate (2014 Budget)	Assessed 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.1090	\$ 8.3509	\$ 0.2419	2.98%
Public Schools	8.9840	9.4457	0.4617	5.14%
Technical College	1.8865	1.1077	(0.7788)	-41.28%
County	4.4017	4.5137	0.1120	2.54%
State	0.1622	0.1665	0.0043	2.65%
GROSS TAX RATE	23.5434	23.5845	0.0411	0.17%
State Credits	1.2527	1.2586	0.0059	0.47%
NET TAX RATE	\$ 22.2907	\$ 22.3259	\$ 0.0352	0.16%

Calumet County/ Kimberly School Dist.	Assessed 2013 Tax Rate (2014 Budget)	Assessed 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.1090	\$ 8.3509	\$ 0.2419	2.98%
Public Schools	9.8818	9.2058	(0.6760)	-6.84%
Technical College	1.8865	1.1077	(0.7788)	-41.28%
County	4.4017	4.5137	0.1120	2.54%
State	0.1622	0.1665	0.0043	2.65%
GROSS TAX RATE	24.4412	23.3446	(1.0966)	-4.49%
State Credits	1.2527	1.2586	0.0059	0.47%
NET TAX RATE	\$ 23.1885	\$ 22.0860	\$ (1.1025)	-4.75%

**CITY OF APPLETON 2015 BUDGET
ASSESSED TAX RATES**

WINNEBAGO COUNTY

Winnebago County/ Appleton School District	Assessed 2013 Tax Rate (2014 Budget)	Assessed 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4599	\$ 8.3536	\$ (0.1063)	-1.26%
Public Schools	9.3728	10.3119	0.9391	10.02%
Technical College	1.9682	1.1081	(0.8601)	-43.70%
County	5.4046	5.3445	(0.0601)	-1.11%
State	0.1693	0.1671	(0.0022)	-1.30%
GROSS TAX RATE	25.3748	25.2852	(0.0896)	-0.35%
State Credits	1.3575	1.3748	0.0173	1.27%
NET TAX RATE	\$ 24.0173	\$ 23.9104	\$ (0.1069)	-0.45%

Winnebago County/ Menasha School Dist.	Assessed 2013 Tax Rate (2014 Budget)	Assessed 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4599	\$ 8.3536	\$ (0.1063)	-1.26%
Public Schools	10.3353	10.7947	0.4594	4.44%
Technical College	1.9682	1.1081	(0.8601)	-43.70%
County	5.4046	5.3445	(0.0601)	-1.11%
State	0.1693	0.1671	(0.0022)	-1.30%
GROSS TAX RATE	26.3373	25.7680	(0.5693)	-2.16%
State Credits	1.3575	1.3748	0.0173	1.27%
NET TAX RATE	\$ 24.9798	\$ 24.3932	\$ (0.5866)	-2.35%

**CITY OF APPLETON 2015 BUDGET
EQUALIZED TAX RATES**

OUTAGAMIE COUNTY

Outagamie County/ Appleton School Dist.	Equalized 2013 Tax Rate (2014 Budget)	Equalized 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4827	\$ 8.4734	\$ (0.0092)	-0.11%
Public Schools	9.3980	9.5442	0.1462	1.56%
Technical College	1.9735	1.1240	(0.8495)	-43.05%
County	4.7094	4.7379	0.0285	0.61%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.7333	24.0492	(0.6840)	-2.77%
Less State Credits	1.4938	1.4632	(0.0306)	-2.05%
NET TAX RATE	\$ 23.2395	\$ 22.5860	\$ (0.6534)	-2.81%

Outagamie County/ Menasha School Dist.	Equalized 2013 Tax Rate (2014 Budget)	Equalized 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4827	\$ 8.4734	\$ (0.0092)	-0.11%
Public Schools	10.3631	11.1871	0.8240	7.95%
Technical College	1.9735	1.1240	(0.8495)	-43.05%
County	4.7094	4.7379	0.0285	0.61%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	25.6984	25.6921	(0.0062)	-0.02%
State Credits	1.4938	1.4632	(0.0306)	-2.05%
NET TAX RATE	\$ 24.2046	\$ 24.2289	\$ 0.0244	0.10%

Outagamie County/ Freedom School Dist.	Equalized 2013 Tax Rate (2014 Budget)	Equalized 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4827	\$ 8.4734	\$ (0.0092)	-0.11%
Public Schools	9.6253	9.5551	(0.0702)	-0.73%
Technical College	1.9735	1.1240	(0.8495)	-43.05%
County	4.7094	4.7379	0.0285	0.61%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.9606	24.0601	(0.9004)	-3.61%
State Credits	1.4938	1.4632	(0.0306)	-2.05%
NET TAX RATE	\$ 23.4668	\$ 22.5969	\$ (0.8698)	-3.71%

Outagamie County/ Hortonville School Dist.	Equalized 2013 Tax Rate (2014 Budget)	Equalized 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4827	\$ 8.4734	\$ (0.0092)	-0.11%
Public Schools	9.3452	9.6980	0.3528	3.78%
Technical College	1.9735	1.1240	(0.8495)	-43.05%
County	4.7094	4.7379	0.0285	0.61%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.6805	24.2030	(0.4774)	-1.93%
State Credits	1.4938	1.4632	(0.0306)	-2.05%
NET TAX RATE	\$ 23.1867	\$ 22.7398	\$ (0.4468)	-1.93%

**CITY OF APPLETON 2015 BUDGET
EQUALIZED TAX RATES**

CALUMET COUNTY

Calumet County/ Appleton School Dist.	Equalized 2013 Tax Rate (2014 Budget)	Equalized 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4827	\$ 8.4734	\$ (0.0092)	-0.11%
Public Schools	9.3980	9.5442	0.1462	1.56%
Technical College	1.9735	1.1240	(0.8495)	-43.05%
County	4.6045	4.5799	(0.0246)	-0.53%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	24.6284	23.8912	(0.7371)	-2.99%
State Credits	1.3104	1.2829	(0.0275)	-2.10%
NET TAX RATE	\$ 23.3180	\$ 22.6083	\$ (0.7096)	-3.04%

Calumet County/ Kimberly School Dist.	Equalized 2013 Tax Rate (2014 Budget)	Equalized 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4827	\$ 8.4734	\$ (0.0092)	-0.11%
Public Schools	10.3371	10.1258	(0.2113)	-2.04%
Technical College	1.9735	1.1240	(0.8495)	-43.05%
County	4.6045	4.5799	(0.0246)	-0.53%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	25.5675	24.4728	(1.0946)	-4.28%
State Credits	1.3104	1.2829	(0.0275)	-2.10%
NET TAX RATE	\$ 24.2571	\$ 23.1899	\$ (1.0671)	-4.40%

**CITY OF APPLETON 2015 BUDGET
EQUALIZED TAX RATES**

WINNEBAGO COUNTY

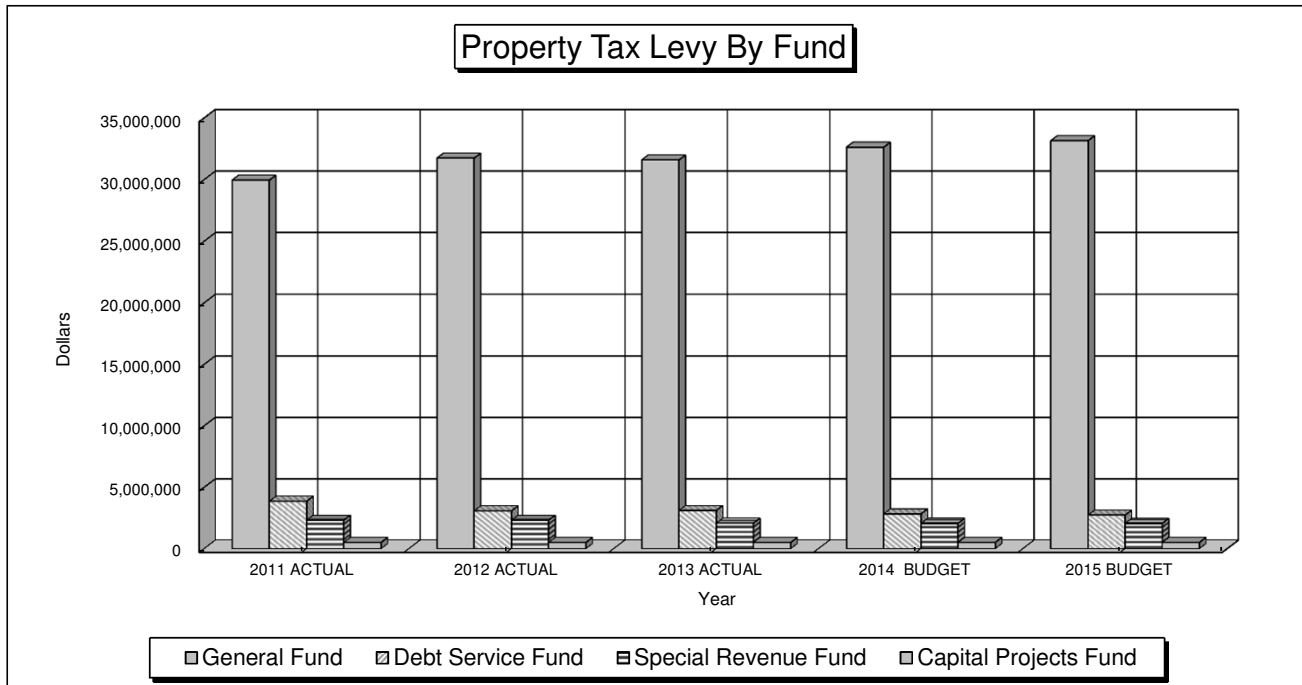
Winnebago County/ Appleton School District	Equalized 2013 Tax Rate (2014 Budget)	Equalized 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4827	\$ 8.4734	\$ (0.0092)	-0.11%
Public Schools	9.3980	9.5442	0.1462	1.56%
Technical College	1.9735	1.1240	(0.8495)	-43.05%
County	5.4191	5.4211	0.0020	0.04%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	25.4430	24.7324	(0.7105)	-2.79%
State Credits	1.3611	1.3965	0.0354	2.60%
NET TAX RATE	\$ 24.0819	\$ 23.3359	\$ (0.7459)	-3.10%

Winnebago County/ Menasha School District	Equalized 2013 Tax Rate (2014 Budget)	Equalized 2014 Tax Rate (2015 Budget)	Increase (Decrease)	Percent Change
City	\$ 8.4827	\$ 8.4734	\$ (0.0092)	-0.11%
Public Schools	10.3631	11.1871	0.8240	7.95%
Technical College	1.9735	1.1240	(0.8495)	-43.05%
County	5.4191	5.4211	0.0020	0.04%
State	0.1697	0.1697	-	0.00%
GROSS TAX RATE	26.4081	26.3753	(0.0327)	-0.12%
State Credits	1.3611	1.3965	0.0354	2.60%
NET TAX RATE	\$ 25.0470	\$ 24.9788	\$ (0.0681)	-0.27%

CITY OF APPLETON 2015 BUDGET SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES ⁽¹⁾	2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2015 BUDGET
General Fund	\$ 29,942,488	\$ 31,728,652	\$ 31,582,130	\$ 32,622,637	\$ 33,145,306
Debt Service Funds	3,852,111	3,070,688	3,100,722	2,825,388	2,724,872
Special Revenue Funds					
Sanitation & Recycling	2,310,000	2,310,000	2,070,188	2,045,913	2,044,968
Continuum of Care	-	-	-	5,000	-
Neighborhood Program	-	-	-	-	3,000
Total Special Revenue Funds	<u>2,310,000</u>	<u>2,310,000</u>	<u>2,070,188</u>	<u>2,050,913</u>	<u>2,047,968</u>
Capital Project Funds					
Subdivision Development	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>
TOTAL PROPERTY TAX LEVY:	<u>\$ 36,604,599</u>	<u>\$ 37,609,340</u>	<u>\$ 37,253,040</u>	<u>\$ 37,998,938</u>	<u>\$ 38,418,146</u>

(1) Excludes tax increment district revenues.



CITY OF APPLETON 2015 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES

REVENUES AND OTHER FINANCING SOURCES*	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 PROJECTED	2015 BUDGET
General Fund	\$ 57,064,512	\$ 56,442,507	\$ 57,028,396	\$ 57,112,373	\$ 59,693,505
Debt Service Funds	7,989,954	6,083,519	4,904,278	5,178,665	4,918,672
Special Revenue Funds					
Tax Increment District #2	350,720	328,065	328,235	-	-
Tax Increment District #3	2,048,867	2,180,639	2,112,609	2,151,122	2,233,000
Fire Grants	-	2,209,179	-	-	-
Sanitation & Recycling	3,374,139	3,355,341	3,466,013	3,466,013	3,503,368
Hazardous Materials Level A	125,705	69,884	75,075	75,075	75,075
Police Grants	128,113	184,782	180,434	180,434	170,434
Health Services Grants	189,862	180,187	188,403	184,815	189,243
Housing & Community Development Grants	682,329	681,430	583,180	736,588	790,752
Housing, Homeless, & Block Grants	457,860	343,010	466,885	466,885	468,128
Room Tax Administration	373,245	388,778	378,000	378,000	378,000
Union Spring Park	33	(12)	35	35	16
Tuchscherer Disability Fund	804	(254)	500	500	500
Peabody Estate Trust	861	(311)	800	900	900
Balliet Locomotive	151	(55)	150	150	150
Lutz Park Trust	2,815	(690)	2,500	2,100	2,200
Park Open Space	4,033	(1,161)	4,000	4,500	4,600
City Park Project	93	(27)	80	80	80
Universal Playground	179	(36)	150	100	-
Miracle League Field	361	(131)	350	350	400
Safe Routes to Schools	64,886	-	-	-	-
Wheel Tax	-	-	-	-	1,400,005
Total Special Revenue Funds	7,805,056	9,918,618	7,787,399	7,647,647	9,216,851
Capital Projects Funds					
Subdivision Development	1,381,663	1,629,216	925,100	1,030,000	1,105,000
Tax Increment District #5	193,409	187,350	170,823	170,823	200,938
Tax Increment District #6	2,317,929	2,207,418	2,279,680	2,266,730	2,403,967
Tax Increment District #7	387,611	333,450	309,795	324,346	386,000
Tax Increment District #8	787,012	718,434	139,027	992,417	290,986
Tax Increment District #9	-	-	-	-	31,000
Tax Increment District #10	-	-	-	-	34,000
Information Technology	496	(468)	-	-	-
Public Works	(2,385)	1,368,372	300,000	425,000	-
Industrial Park Land	26,367	29,196	130,868	55,868	135,868
Equipment Replacement	2,091,913	2,420,638	2,243,680	2,467,927	2,611,175
Community Development Projects	1,176,507	134,612	10,538	51,900	2,500
NE Business Park Escrow	4,756	(1,863)	-	-	-
Public Safety	(40)	799,960	-	-	-
Library	-	(17)	-	-	-
Facilities	(1,451)	65,209	-	607	-
Total Capital Projects Fund	8,363,787	9,891,507	6,509,511	7,785,618	7,201,434
Enterprise Funds					
Water Utility	21,552,344	20,488,821	21,339,177	20,925,102	20,853,389
Wastewater Utility	10,992,549	10,365,530	10,828,583	10,782,583	10,658,437
Stormwater Utility	7,534,444	8,179,314	9,292,560	9,391,793	9,367,963
Parking Utility	2,391,562	2,354,540	2,483,048	2,467,338	2,434,601
Golf Course	523,220	473,578	552,640	556,390	805,527
Valley Transit	7,733,215	8,247,524	8,851,071	8,851,071	8,998,113
Total Enterprise Funds	50,727,334	50,109,307	53,347,079	52,974,277	53,118,030
Internal Service Funds					
Facilities & Construction Management	3,999,756	2,410,089	2,572,134	2,584,275	2,656,604
Central Equipment Agency	3,123,816	3,341,852	3,196,710	3,196,710	3,391,053
Risk Management	2,511,095	1,868,176	1,499,790	6,674,790	1,527,000
Other Post Employment Benefits	-	-	-	-	-
Total Internal Service Funds	9,634,667	7,620,117	7,268,634	12,455,775	7,574,657
Trust Funds					
Frank P. Young Memorial	566	534	600	600	-
Total Trust Funds	566	534	600	600	-
TOTAL REVENUES:	\$ 141,585,876	\$ 140,066,109	\$ 136,845,897	\$ 143,154,955	\$ 141,723,149

*Net of proceeds of debt and contributed capital

**CITY OF APPLETON 2015 BUDGET
COMBINED SUMMARY OF REVENUES AND EXPENSES**

EXPENSES AND OTHER FINANCING USES	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 PROJECTED	2015 BUDGET
General Fund	\$ 55,227,154	\$ 59,761,268	\$ 58,693,998	\$ 61,328,420	\$ 59,728,505
Debt Service Funds	10,154,974	6,635,151	5,090,815	5,090,815	5,196,295
Special Revenue Funds					
Tax Increment District #2	7,518	783,511	770,063	-	-
Tax Increment District #3	2,995,437	1,654,399	735,982	735,982	672,431
Fire Grants	-	2,209,179	-	-	-
Sanitation & Recycling	3,322,227	3,248,427	3,762,763	3,778,432	3,503,368
Hazardous Materials Level A	110,354	98,800	75,075	75,075	75,075
Police Grants	117,893	184,783	180,434	180,434	170,434
Health Services Grants	189,862	190,631	182,559	178,971	181,243
Housing & Community Development Grants	686,143	588,980	583,180	738,094	790,752
Housing, Homeless, & Block Grants	400,099	350,511	466,885	467,143	468,128
Room Tax Administration	370,698	384,751	382,000	382,000	382,000
Union Spring Park	-	-	500	500	2,020
Tuchscherer Disability Fund	6,392	6,391	6,392	6,392	6,391
Peabody Estate Trust	-	-	-	-	-
Balliet Locomotive	-	-	300	-	300
Lutz Park Trust	75,610	-	3,650	-	-
Park Open Space	-	-	200,000	-	200,000
City Park Project	-	-	200	200	200
Universal Playground Trust	5,783	-	2,500	7,592	-
Miracle League Field	-	-	-	-	-
Safe Routes to Schools	-	-	-	-	-
Wheel Tax	-	-	-	-	1,400,005
Total Special Revenue Funds	<u>8,288,016</u>	<u>9,700,363</u>	<u>7,352,483</u>	<u>6,550,815</u>	<u>7,852,347</u>
Capital Projects Funds					
Subdivision Development	1,397,431	1,490,440	1,158,878	1,294,878	1,288,459
Tax Increment District #5	133,379	37,009	41,050	41,050	93,725
Tax Increment District #6	2,810,140	2,543,317	2,724,324	2,655,215	2,542,466
Tax Increment District #7	289,521	265,415	255,041	262,699	323,575
Tax Increment District #8	1,691,388	1,614,442	625,598	1,427,598	658,910
Tax Increment District #9	-	1,025	12,104	183,951	22,882
Tax Increment District #10	-	1,025	12,104	1,701	11,550
Information Technology	318,104	381,210	320,000	357,481	385,000
Public Works	896,817	1,877,514	1,412,637	1,723,851	2,735,581
Industrial Park Land	6,477	18,390	265,538	-	238,340
Equipment Replacement	1,641,613	2,319,488	2,276,114	3,066,114	3,778,470
Community Development Projects	177,254	1,385,319	3,533,894	2,242,911	386,500
NE Business Park Escrow	186,201	357,850	-	-	-
Public Safety	75,829	1,682,979	206,020	400,490	220,860
Library	-	54,884	-	-	-
Facilities	532,346	1,456,231	2,978,034	3,497,052	7,194,936
Total Capital Projects Fund	<u>10,156,500</u>	<u>15,486,538</u>	<u>15,821,336</u>	<u>17,154,991</u>	<u>19,881,254</u>
Enterprise Funds					
Water Utility	17,403,177	18,370,017	19,027,999	19,013,225	19,808,855
Wastewater Utility	10,113,181	10,436,329	10,558,472	10,593,716	11,307,680
Stormwater Utility	6,542,573	6,882,219	7,022,668	7,229,232	7,421,911
Parking Utility	2,709,982	2,987,684	2,991,256	3,311,081	3,071,682
Golf Course	557,802	529,415	532,915	531,790	770,683
Valley Transit	8,207,467	8,774,139	9,335,846	9,335,846	9,508,068
Total Enterprise Funds	<u>45,534,182</u>	<u>47,979,803</u>	<u>49,469,156</u>	<u>50,014,890</u>	<u>51,888,879</u>
Internal Service Funds					
Facilities & Construction Management	3,989,405	2,464,207	2,572,134	2,584,275	2,656,604
Central Equipment Agency	5,112,495	5,442,385	5,289,042	5,289,042	5,487,181
Risk Management	2,197,119	1,806,671	1,499,790	6,649,790	1,522,377
Other Post Employment Benefits	101,199	328,799	105,000	105,000	160,000
Total Internal Service Funds	<u>11,400,218</u>	<u>10,042,062</u>	<u>9,465,966</u>	<u>14,628,107</u>	<u>9,826,162</u>
Trust Funds					
Frank P. Young Memorial	-	-	-	35,355	-
Total Trust Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,355</u>	<u>-</u>
TOTAL EXPENDITURES:	<u>\$ 140,761,044</u>	<u>\$ 149,605,185</u>	<u>\$ 145,893,754</u>	<u>\$ 154,803,393</u>	<u>\$ 154,373,442</u>

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

2. Expenditures/Expenses Enterprise and Internal Service fund are shown net of capital expenditures.

CITY OF APPLETON 2015 BUDGET
COMBINED SUMMARY OF CHANGES IN FUND BALANCES

	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 PROJECTED	2015 BUDGET
GENERAL FUND					
FUND BALANCE - Beginning (Jan. 1)	34,981,225	36,818,583	33,499,822	33,499,822	29,283,775
Property Taxes	31,728,652	31,582,130	32,622,637	32,622,637	33,145,306
Other Revenue	25,335,860	24,860,377	24,405,759	24,489,736	26,548,199
Expenditures	55,227,154	59,761,268	58,693,998	61,328,420	59,728,505
FUND BALANCE - Ending (Dec. 31)	<u>36,818,583</u>	<u>33,499,822</u>	<u>31,834,220</u>	<u>29,283,775</u>	<u>29,248,775</u>
DEBT SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	26,460	781,980	230,348	230,348	378,198
Property Taxes	3,070,688	3,100,722	2,825,388	2,825,388	2,724,872
Proceeds of Debt	2,920,540	-	60,000	60,000	60,000
Other Revenue	4,919,266	2,982,797	2,078,890	2,353,277	2,193,800
Expenditures	10,154,974	6,635,151	5,090,815	5,090,815	5,196,295
FUND BALANCE - Ending (Dec. 31)	<u>781,980</u>	<u>230,348</u>	<u>103,811</u>	<u>378,198</u>	<u>160,575</u>
SPECIAL REVENUE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	(11,099,916)	(11,582,876)	(11,364,621)	(11,364,621)	(10,267,789)
Property Taxes	3,632,936	3,323,941	3,234,837	2,947,035	3,027,968
Other Revenue	4,172,120	6,594,677	4,552,562	4,700,612	6,188,883
Expenditures	8,288,016	9,700,363	7,352,483	6,550,815	7,852,347
FUND BALANCE - Ending (Dec. 31)	<u>(11,582,876)</u>	<u>(11,364,621)</u>	<u>(10,929,705)</u>	<u>(10,267,789)</u>	<u>(8,903,285)</u>
CAPITAL PROJECTS FUNDS					
FUND BALANCE - Beginning (Jan. 1)	5,537,806	9,504,553	3,909,522	3,909,522	3,153,610
Property Taxes	3,172,736	3,143,217	3,131,044	3,195,557	3,609,000
Contributed Capital	-	-	-	-	-
Proceeds of Debt	5,759,460	-	9,492,610	8,613,461	11,198,950
Other Revenue	5,191,051	6,748,290	3,378,467	4,590,061	3,592,434
Expenditures	10,156,500	15,486,538	15,821,336	17,154,991	19,881,254
FUND BALANCE - Ending (Dec. 31)	<u>9,504,553</u>	<u>3,909,522</u>	<u>4,090,307</u>	<u>3,153,610</u>	<u>1,672,740</u>
ENTERPRISE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	227,540,784	234,507,485	238,569,913	238,569,913	243,242,300
Property Taxes	-	-	-	-	-
Other Revenue	50,727,334	50,109,307	53,347,079	52,974,277	53,118,030
Contributed Capital	1,773,549	1,932,924	20,000	1,713,000	500,000
Expenditures	45,534,182	47,979,803	49,469,156	50,014,890	51,888,879
FUND BALANCE - Ending (Dec. 31)	<u>234,507,485</u>	<u>238,569,913</u>	<u>242,467,836</u>	<u>243,242,300</u>	<u>244,971,451</u>
INTERNAL SERVICE FUNDS					
FUND BALANCE - Beginning (Jan. 1)	12,169,301	12,248,787	11,877,414	11,877,414	11,946,496
Property Taxes	-	-	-	-	-
Other Revenue	9,634,667	7,620,117	7,268,634	12,455,775	7,574,657
Contributed Capital	1,845,037	2,050,572	2,241,414	2,241,414	3,778,470
Expenditures	11,400,218	10,042,062	9,465,966	14,628,107	9,826,162
FUND BALANCE - Ending (Dec. 31)	<u>12,248,787</u>	<u>11,877,414</u>	<u>11,921,496</u>	<u>11,946,496</u>	<u>13,473,461</u>
FIDUCIARY FUNDS					
FUND BALANCE - Beginning (Jan. 1)	33,655	34,221	34,755	34,755	-
Property Taxes	-	-	-	-	-
Other Revenue	566	534	600	600	-
Expenditures	-	-	-	35,355	-
FUND BALANCE - Ending (Dec. 31)	<u>34,221</u>	<u>34,755</u>	<u>35,355</u>	<u>-</u>	<u>-</u>
COMBINED TOTALS					
FUND BALANCE - Beginning (Jan. 1)	269,189,315	282,312,733	276,757,153	276,757,153	277,736,590
Property Taxes	41,605,012	41,150,010	41,813,906	41,590,617	42,507,146
Proceeds of Debt	8,680,000	-	9,552,610	8,673,461	11,258,950
Contributed Capital	3,618,586	3,983,496	2,261,414	3,954,414	4,278,470
Other Revenue	99,980,864	98,916,099	95,031,991	101,564,338	99,216,003
Expenditures	140,761,044	149,605,185	145,893,754	154,803,393	154,373,442
FUND BALANCE - Ending (Dec. 31)	<u>282,312,733</u>	<u>276,757,153</u>	<u>279,523,320</u>	<u>277,736,590</u>	<u>280,623,717</u>

CITY OF APPLETON 2015 BUDGET
COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2014 BUDGET	2015 BUDGET
Property Tax	\$ 41,813,906	\$ 42,507,146
Other Tax	818,700	2,236,505
Intergovernmental	22,644,959	23,350,581
Licenses & Permits	954,580	1,034,200
Special Assessments	1,589,259	1,126,500
Charges for Service	54,513,652	54,664,158
Interest Income	2,584,517	3,627,776
Fines & Forfeitures	845,000	840,000
Other Revenues	4,574,495	4,502,639
Interfund Transfers	6,506,829	7,833,644
TOTAL REVENUES	\$ 136,845,897 *	\$ 141,723,149 *

* Does not include proceeds of debt or contributed capital.

COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2014 BUDGET	2015 BUDGET
Personnel	\$ 55,413,690	\$ 56,165,013
Administrative ¹	38,123,337	40,631,678
Supplies & Materials	8,716,375	8,778,603
Purchased Services	11,039,707	14,949,808
Utilities	7,519,405	7,711,707
Repair & Maintenance	9,667,270	10,383,588
Capital Expense ²	15,413,970	15,753,045
TOTAL EXPENSE	\$ 145,893,754	\$ 154,373,442

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:

5/12/14	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.
6/02/14 - 9/8/14	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.
9/08/14 - 10/01/14	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.
11/01/14	The Council's Finance Committee reviews the Budget and Service Plan in a meeting with the Mayor and staff, and recommends a budget to the Council.
11/05/14	A public hearing is held to seek citizen input prior to Council acceptance of the budget.
11/12/14	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 – 2014 tax roll:

Lien date and levy date	December, 2014
Tax bills mailed	December, 2014
Payment in full or 1 st installment due	January 31, 2015
2 nd installment due	April 1, 2015
3 rd installment due	June 1, 2015
4 th installment due	July 31, 2015

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.

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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 in accordance with the City's currently adopted Policy for Special Assessments, effective 1/1/2015.

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

The assessment rate for new construction 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.

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.

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Sanitary Sewers

The current assessment rate for new construction is the actual cost for mains. Reconstruction in an existing area or reconstruction or relining of sanitary sewers is not assessed for mains and \$34 per foot for laterals.

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.

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.

In-kind water main reconstruction, including hydrants and leads, is not assessed.

SPECIAL ASSESSMENTS DUE IN YEAR ASSESSED

Ornamental street lighting, snow removal, weed cutting, tree planting, Business Improvement Districts, and delinquent utility charges.

The assessment is based on the total cost of operating and maintaining the system and is assessed in full to benefited properties.

PURCHASING POLICIES

- Purchases for all City departments for the City of Appleton shall be in accordance with the City Procurement and Contract Management Policy.
- The methods of source selection are as follows:
 - Public Construction – Competitive Sealed Bidding must be used for purchases of \$25,000 or greater in accordance with Wisconsin Statutes. This process shall consist of:
 - Invitation for bids
 - Public notice
 - Bid opening
 - Bid acceptance and evaluation
 - Bid award-Common Council approval
 - Purchases of \$5,000 or more (other than Public Construction) require that a minimum of three written quotations be solicited. Evaluation criteria that favorably and accurately assess the relevant cost or service advantages of local procurement are required. Any new contracts or agreements for services with an anticipated cost of \$15,000 or more require the approval of the Committee of Jurisdiction and the Common Council prior to execution.
 - Purchases greater than \$1,000 but less than \$5,000 require that at least two formal or informal quotes be solicited. Purchases up to \$1,000 may be made based upon the best judgment of the department making the purchase.
 - Sole Source Procurements – Purchases of goods and materials under \$15,000 may be made without competition when it is agreed between the department and the Purchasing Manager that there is only one acceptable source available. Sole source procurements with an anticipated cost of \$15,000 or more require the approval of the Committee of Jurisdiction and the Common Council. Reasons for sole source purchases

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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.
- Due to FTA funding requirements, Valley Transit follows City of Appleton procurement policies except where the federal policies are more restrictive.

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 2015 rate requirements for the Wisconsin Retirement System employees are as follows:

	<u>General</u>	<u>Police</u>	<u>Fire</u>	<u>Elected</u>
Employee Contribution	6.80%	4.90%	4.90%	7.70%
City Contribution	<u>6.80%</u>	<u>11.78%</u>	<u>15.38%</u>	<u>7.70%</u>
Total	13.60%	16.68%	20.28%	15.40%

Note: Police and Fire protective personnel hired after July 1, 2011 are contributing to WRS at the same rate as general employees. Personnel hired prior to that date are contributing at 3% currently and will contribute at the same rate as general employees beginning July 1, 2015.

Prior Years' Unfunded Pensions

- The State of Wisconsin administers a plan for retired employees of the Appleton Police and Fire Departments. These individuals had been covered by a private pension plan prior to the City joining the WRS. No new employees are added to the plan. The City's policy is to fund retirement contributions to meet current benefit payments to retired employees.

The City has paid off all WRS prior year unfunded pension liability.

ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

- An independent audit will be performed annually for all City funds.
- The City will produce a Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Practices (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

RISK MANAGEMENT POLICY

On January 1, 1990, the City of Appleton joined Cities and Villages Mutual Insurance Company (CVMIC), a municipal mutual insurance company that provides liability insurance services. CVMIC currently provides this liability protection to 46 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,

CITY OF APPLETON POLICIES

\$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

2015 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 contains 60 instructional, residential, recreational and administrative facilities, has a student body of 1,500 students drawn from nearly every state and more than 50 countries, served by a full-time faculty of 165 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 73,463) 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, Appvion (formerly Appleton Papers), Miller Electric, and the Appleton Medical Center.

CITY OF APPLETON

2015 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>
2013	N/A	N/A	N/A	N/A	N/A
2012	49,900	52,920	59,140	51,220	51,600
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

Source: Wisconsin Department of Revenue, Division of Research and Analysis; 2013 report not yet published as of September 2014.

Unemployment Rate

	<u>State of Wisconsin</u>		<u>Outagamie County</u>		<u>Appleton MSA</u>		<u>City of Appleton</u>	
July, 2014	5.8	%	5.4	%	5.2	%	6.9	%
July, 2013	6.8		6.5		6.2		8.5	
Average, 2013	6.7	%	6.4	%	6.1	%	8.0	%
Average, 2012	6.9		6.5		6.3		8.3	
Average, 2011	7.5		7.1		6.8		8.8	
Average, 2010	8.5		8.2		7.8		10.2	
Average, 2009	8.7		8.5		8.3		11.0	

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

Building Permits - City of Appleton

<u>Year</u>	<u>Valuation</u>
2014	\$ 47,414,500 *
2013	99,660,356
2012	49,084,300
2011	46,054,400
2010	58,369,200

*As of September 15, 2014

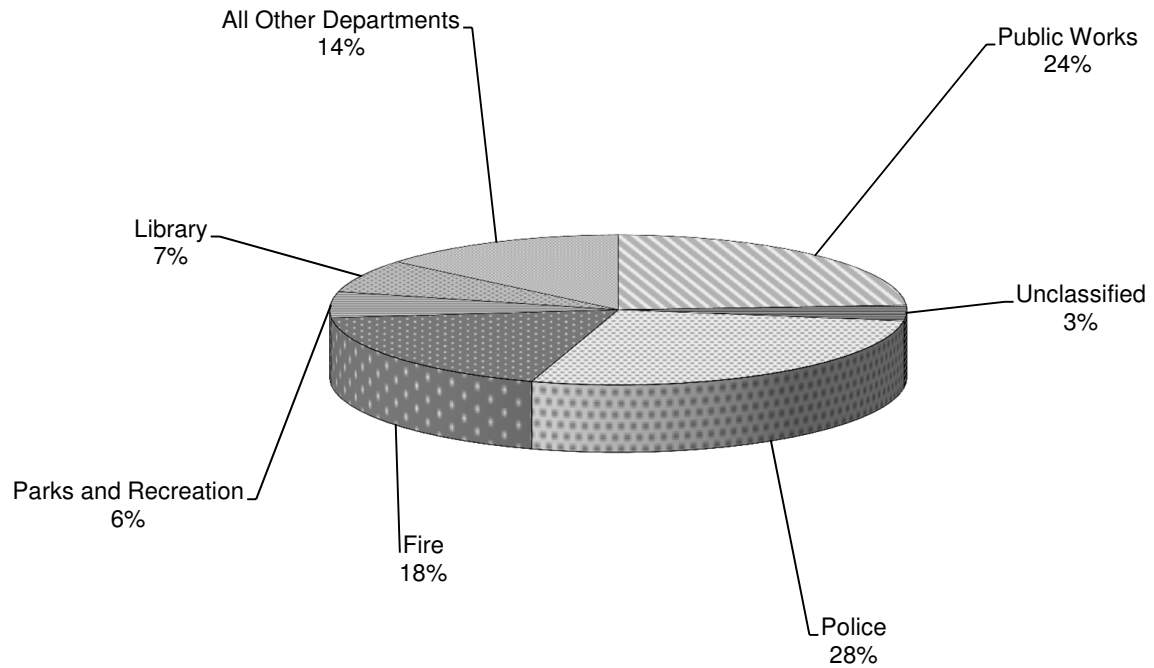
Source: City of Appleton Public Works Department

CITY OF APPLETON 2015 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, and general administration.

2015 GENERAL FUND

\$59,728,505



CITY OF APPLETON 2015 BUDGET

GENERAL FUND

	Actual		Budget			% Change *
	2012	2013	Adopted 2014	Projected 2014	2015	
REVENUES						
Taxes	\$ 32,116,087	\$ 31,990,198	\$ 33,022,937	\$ 33,022,937	\$ 33,552,806	1.60%
Intergovernmental	15,900,288	15,454,279	14,871,503	14,877,028	15,294,977	2.85%
Licenses and Permits	1,018,228	1,086,494	931,680	931,680	1,011,300	8.55%
Special Assessments	1,040,514	1,128,596	1,219,259	1,219,259	596,500	-51.08%
Charges for Services	1,367,706	1,210,888	1,277,695	1,277,695	1,262,843	-1.16%
Interest Income	1,226,854	164,575	1,678,452	1,678,452	2,675,500	59.40%
Fines and Forfeitures	384,340	334,540	370,000	370,000	350,000	-5.41%
All Other Revenue	1,710,952	2,754,525	1,472,320	1,550,772	1,401,224	-4.83%
TOTAL REVENUES	54,764,969	54,124,095	54,843,846	54,927,823	56,145,150	2.37%
EXPENDITURES						
Common Council	107,745	121,818	127,520	127,520	138,541	8.64%
Mayor	252,007	251,895	349,363	349,363	341,135	-2.36%
Finance	860,871	875,888	901,566	904,172	864,998	-4.06%
Information Technology	1,318,029	1,694,047	1,637,052	1,794,542	1,710,255	4.47%
Human Resources	639,795	675,800	686,334	694,188	694,034	1.12%
Legal Services	1,314,650	1,074,237	1,198,370	1,284,165	1,083,706	-9.57%
Unclassified	2,181,636	1,985,717	1,625,829	3,491,722	2,003,718	23.24%
Community Development	1,502,063	1,554,648	1,694,317	1,716,516	1,663,319	-1.83%
Library	4,108,290	4,231,419	4,260,395	4,384,805	4,294,408	0.80%
Parks & Recreation	3,067,003	3,143,640	3,211,827	3,226,265	3,342,348	4.06%
Public Works	11,629,737	14,125,236	14,505,907	14,641,137	14,352,181	-1.06%
Health Services	1,127,786	1,130,959	1,153,235	1,175,495	1,171,423	1.58%
Police	15,188,363	15,540,680	15,966,726	16,146,722	16,394,568	2.68%
Fire	10,470,496	10,855,328	10,779,514	10,795,765	11,025,309	2.28%
TOTAL EXPENDITURES	53,768,471	57,261,312	58,097,955	60,732,377	59,079,943	1.69%
REVENUES OVER EXPENDITURES	996,498	(3,137,217)	(3,254,109)	(5,804,554)	(2,934,793)	-9.81%
OTHER FINANCING SOURCES (USES)						
Sale of City Property	45,199	9,718	7,000	7,000	7,000	0.00%
Other Financing Sources	2,254,344	2,308,694	2,177,550	2,177,550	3,541,355	62.63%
Other Financing Uses	(1,458,683)	(2,499,956)	(596,043)	(596,043)	(648,562)	8.81%
TOTAL OTHER FINANCING	840,860	(181,544)	1,588,507	1,588,507	2,899,793	82.55%
NET CHANGE IN EQUITY	1,837,358	(3,318,761)	(1,665,602)	(4,216,047)	(35,000)	-97.90%
FUND BALANCE - Beginning	34,981,225	36,818,583	33,499,822	33,499,822	29,283,775	-12.59%
FUND BALANCE - Ending	\$ 36,818,583	\$ 33,499,822	\$ 31,834,220	\$ 29,283,775	\$ 29,248,775	-8.12%

* % change from prior year adopted budget

CITY OF APPLETON 2015 BUDGET

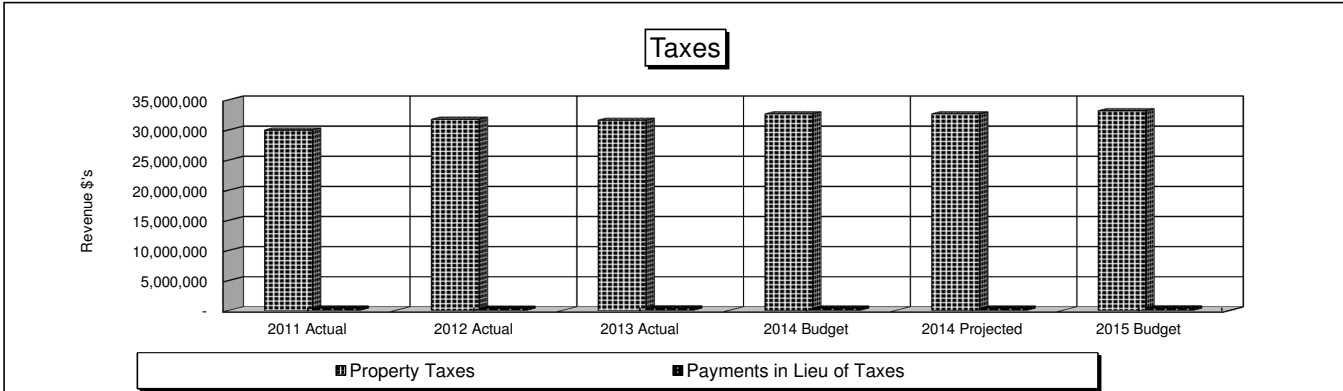
GENERAL FUND BALANCE

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/15	38	\$ 29,248,775
Less Non-spendable Fund Balance:		
Inventories and Prepaid Items		(950,000)
Developer Loans		(1,058,584)
Advance to other Funds		(6,893,569)
Less Assigned Fund Balance:		
Payments in Lieu of Taxes		(1,930,400)
Health Insurance Cost Stabilization*		(943,376)
Fire and Police Prior Pension		(109,730)
Working Capital - 25% of budgeted expenditures (25% * \$59,728,505, includes transfers)	38	(14,932,126)
Debt Service - 25% of ensuing year's debt service requirements (25% * \$5,196,295 Debt Service Obligation)	467	(1,299,074)
Projected General Fund Balance in excess of the reserve policy @ 12/31/15		\$ 1,131,916
75% required to be used for reduction of long-term liabilities		\$ 848,937
25% subject to Finance Committee recommendation		\$ 282,979

* The City will not be purchasing aggregate stop loss insurance for 2015, 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 2015. 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.

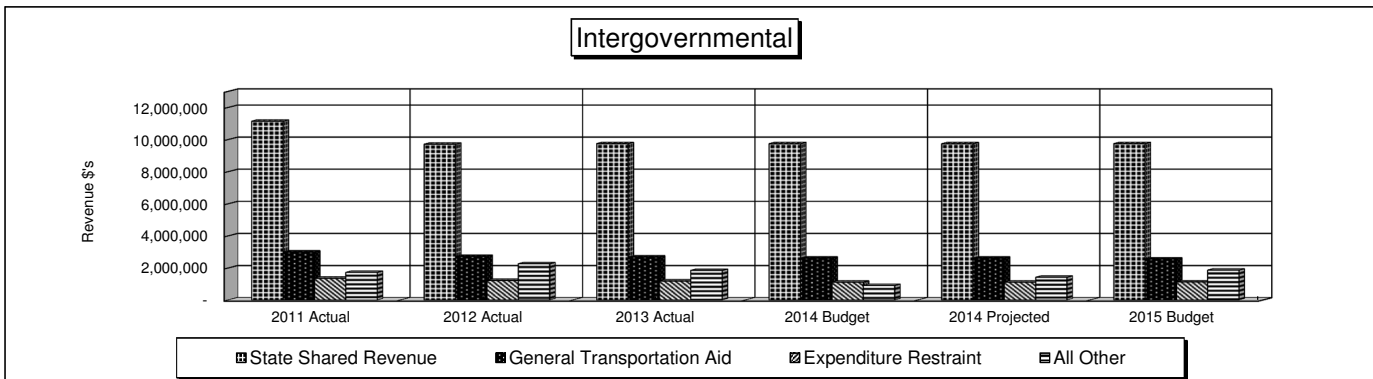
CITY OF APPLETON 2015 BUDGET GENERAL FUND REVENUES

Taxes	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	% Change
Property Taxes	\$ 29,942,488	\$ 31,728,652	\$ 31,582,130	\$ 32,622,637	\$ 32,622,637	\$ 33,145,306	1.60%
Payment in Lieu of Taxes	398,389	387,435	408,068	400,300	400,300	407,500	1.80%
Total Taxes	\$ 30,340,877	\$ 32,116,087	\$ 31,990,198	\$ 33,022,937	\$ 33,022,937	\$ 33,552,806	1.60%



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 general economic conditions. In 2014, signs of recovery were shown as 1.61% in value was added. 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 currently restricts growth in local property taxes to the amount of net new construction, which was 1.13% for the City in 2014, resulting in a total City constraint of \$38,418,147. The City levy is at \$38,418,146 (see page 21).

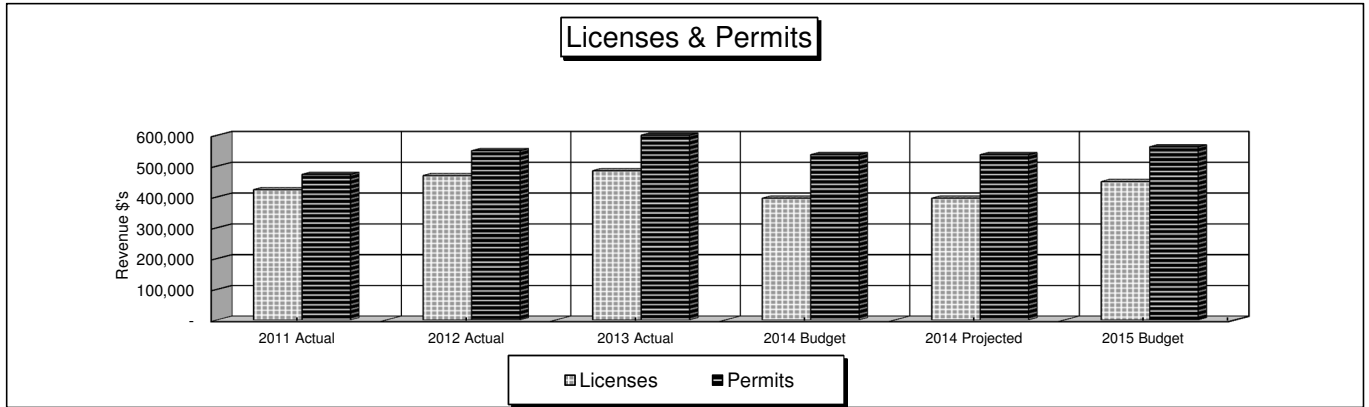
Intergovernmental Revenue	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	% Change
State Shared Revenue	\$ 11,137,356	\$ 9,706,470	\$ 9,741,292	\$ 9,736,279	\$ 9,736,279	\$ 9,740,329	0.04%
Expenditure Restraint	1,354,897	1,222,454	1,190,075	1,112,433	1,112,433	1,132,623	1.81%
General Transportation Aid	2,988,506	2,710,890	2,678,586	2,611,087	2,611,087	2,560,194	-1.95%
Library Grants & Aids	860,252	914,314	931,148	902,006	902,006	1,097,902	21.72%
Other	858,550	1,346,160	913,178	509,698	515,223	763,929	48.27%
Total Intergovernmental	\$ 17,199,561	\$ 15,900,288	\$ 15,454,279	\$ 14,871,503	\$ 14,877,028	\$ 15,294,977	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 increase in State aids from these sources of \$24,240, compared to the amount expected in 2014, though it is important to note that this is still a reduction of approximately \$1.6 million from 2011. General Transportation Aid and Connecting Highway Aid is a reimbursement provided by the State to defray a portion of the costs incurred for construction and maintenance of roads under local jurisdiction (or designated by the State in the case of a State trunk highway system or a swing or lift bridge), based on either a share of eligible transportation-related expenditures or a per mile payment. The majority of the fluctuation stems from the State's Local Road Improvement Program (LRIP). Funds under the LRIP are awarded once during each State biennial budget but the timing can vary between years of the biennium. Library Grants and Aids are payments from counties and are 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. Through 2014, Outagamie County was the sole source of this revenue while Calumet County provided support via periodic reimbursements and direct purchases of materials through the Outagamie-Waupaca Library System (OWLS). The increase in 2015 is the result of a change in the method of support provided by Calumet County whereby their payments come directly to the library rather than indirectly through the OWLS. Other intergovernmental revenues include fire inspection dues, federal innovative community policing grants, and various other items.

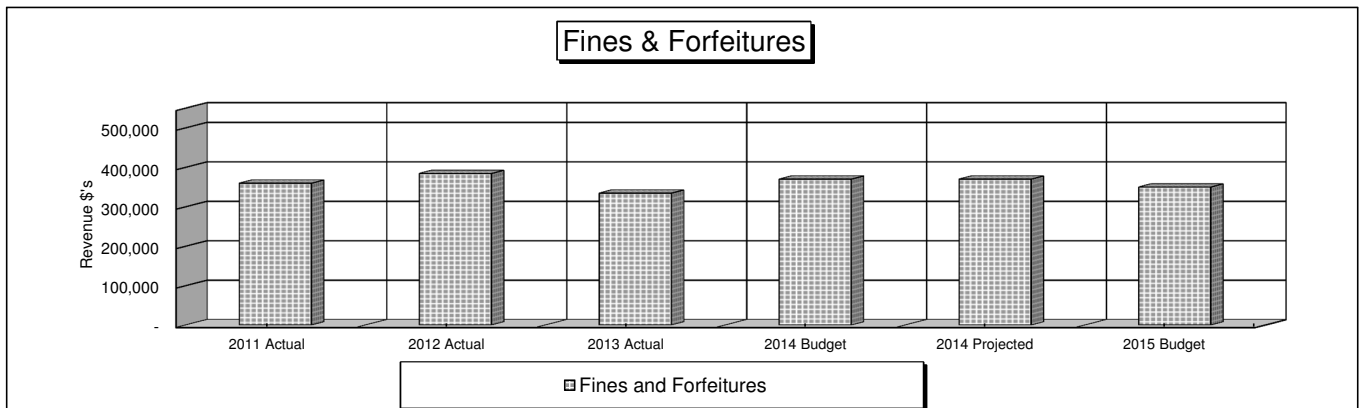
CITY OF APPLETON 2015 BUDGET GENERAL FUND REVENUES

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	% Change
Licenses and Permits							
Licenses	\$ 423,166	\$ 468,730	\$ 484,438	\$ 395,200	\$ 395,200	\$ 449,200	13.66%
Permits	472,761	549,498	602,056	536,480	536,480	562,100	4.78%
Total Licenses and Permits	\$ 895,927	\$1,018,228	\$1,086,494	\$ 931,680	\$ 931,680	\$1,011,300	8.55%



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 projected increase in licensing revenue in 2015 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. The bi-annual licenses are due for renewal in 2015.

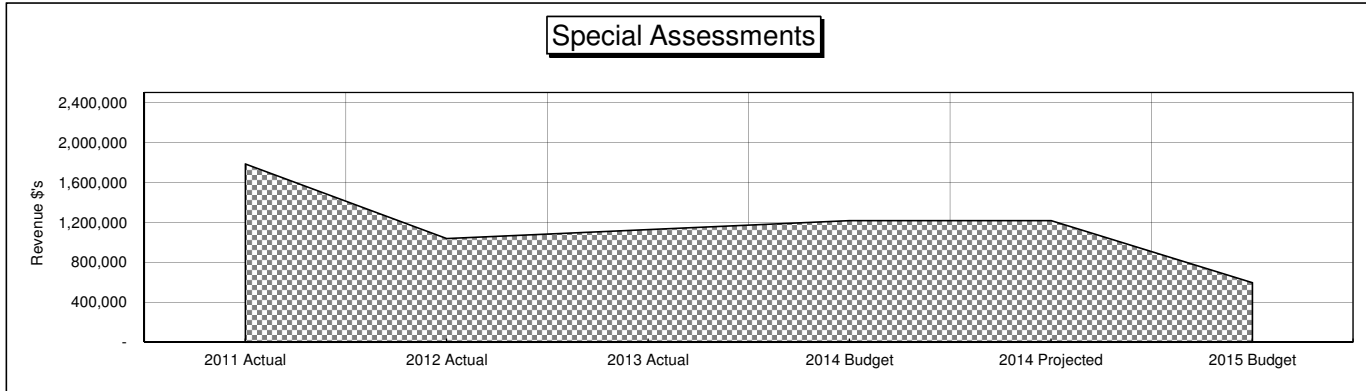
	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	% Change
Fines and Forfeitures	\$ 359,662	\$ 384,340	\$ 334,540	\$ 370,000	\$ 370,000	\$ 350,000	-5.41%



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 2015 BUDGET GENERAL FUND REVENUES

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2014 Projected</u>	<u>2015 Budget</u>	<u>% Change</u>
Special Assessments	\$ 1,786,373	\$ 1,040,514	\$ 1,128,596	\$ 1,219,259	\$ 1,219,259	\$ 596,500	-51.08%

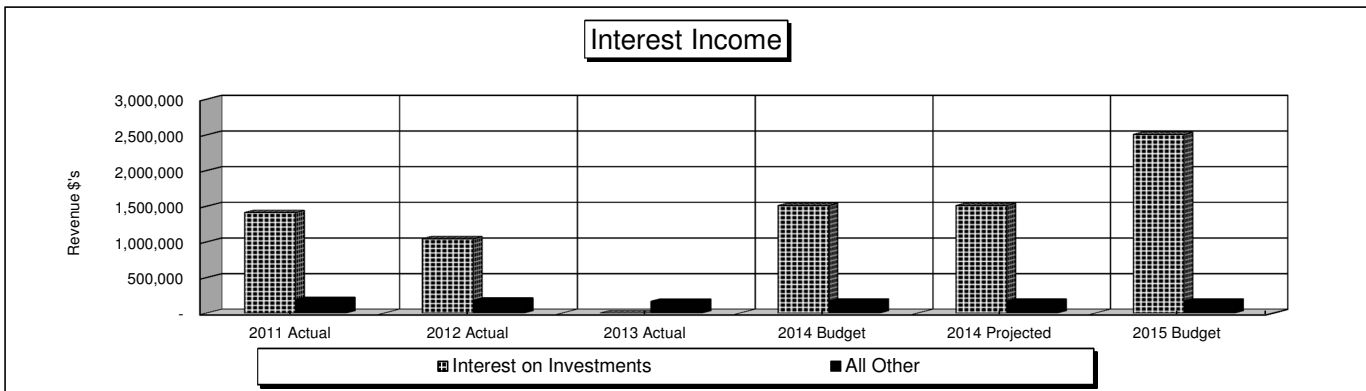


The City has levied special assessments on property benefited by the construction and installation of public improvements, with revenue varying based on the payment options selected by property owners and the amount of infrastructure budgeted and completed in a given year.

Effective January 1, 2015, the City will no longer assess property owners for street reconstruction projects. To make up for the lost revenue, the City adopted a \$20 "wheel tax". The wheel tax, a fee added onto vehicle registration fees for vehicles domiciled in the City, is collected by the State and remitted to the City on a monthly basis.

The special assessment revenue projected for 2015 includes amounts to be collected from reconstruction projects completed in 2010 through 2014.

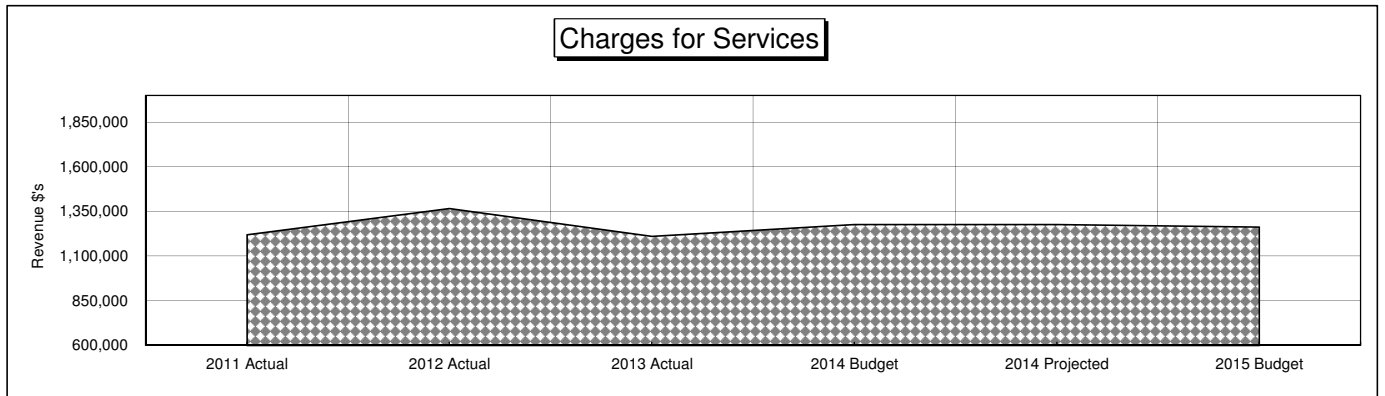
	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2014 Projected</u>	<u>2015 Budget</u>	<u>% Change</u>
Interest Income							
Interest on Investments	\$ 1,409,820	\$ 1,043,719	\$ (2,396)	\$ 1,508,452	\$ 1,508,452	\$ 2,505,500	66.10%
Interest on Delinquent Tax	121,289	91,650	96,038	100,000	100,000	100,000	0.00%
Interest - Deferred Specials	69,882	91,485	70,933	70,000	70,000	70,000	0.00%
Total Interest Income	\$ 1,600,991	\$ 1,226,854	\$ 164,575	\$ 1,678,452	\$ 1,678,452	\$ 2,675,500	59.40%



Interest on investments 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 in investment income. 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 impact interest earnings. The current market environment plays heavily in this calculation. The condominium association that owns the City Center building is expected to make interest payments of \$44,333 in 2015 on two major building projects for which the City provided financing, compared to \$47,452 in 2014. Since 2011, the City and the Appleton Area School District (AASD) have had a cooperative agreement by which the City makes short-term loans 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 what could otherwise be earned for short-term investments, and costing AASD less than it might to borrow from financial institutions. For 2015, TIF # 3 is expected to pay \$1,000,000 in interest on advances made by the General Fund in the early years of the TIF.

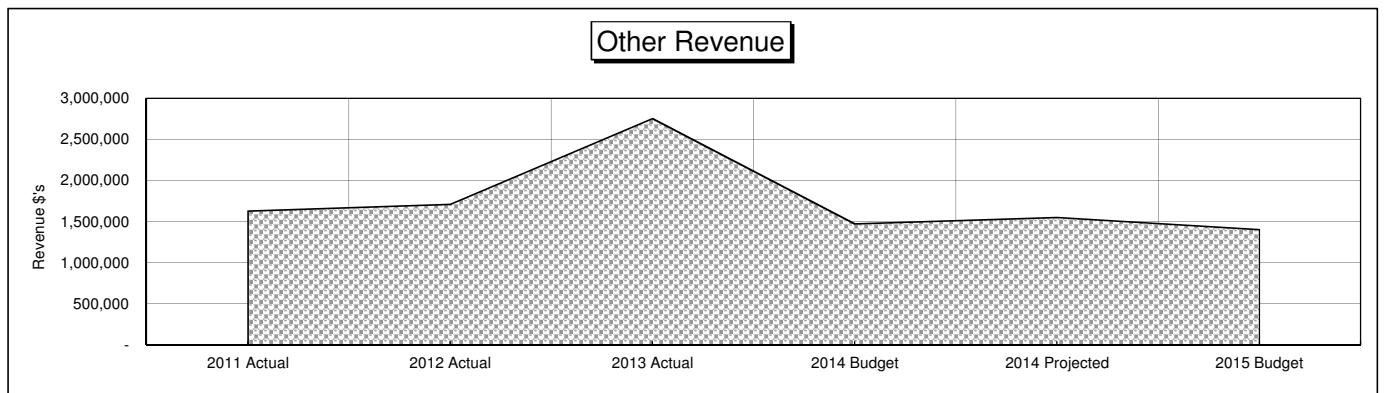
CITY OF APPLETON 2015 BUDGET GENERAL FUND REVENUES

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	%
Charges for Services	\$ 1,220,147	\$ 1,367,706	\$ 1,210,888	\$ 1,277,695	\$ 1,277,695	\$ 1,262,843	-1.16%



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 peak 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 primary and a recall election), as well as a relatively higher level of traffic control related charges to surrounding municipalities and counties.

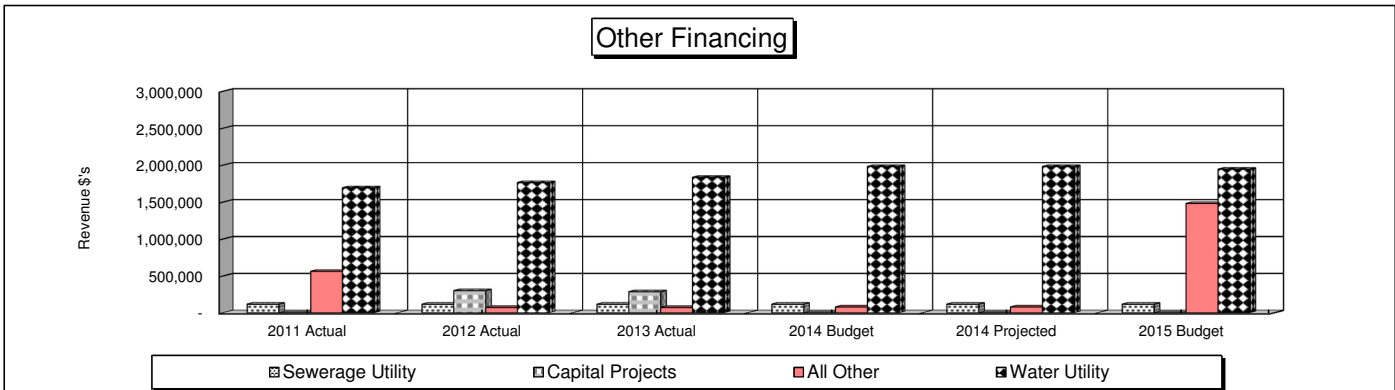
	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	%
Other Revenue							
Sales of City Property	\$ 9,278	\$ 45,199	\$ 9,718	\$ 7,000	\$ 7,000	\$ 7,000	0.00%
Other Revenue	1,629,099	1,710,952	2,754,525	1,472,320	1,550,772	1,401,224	-9.64%
	\$ 1,638,377	\$ 1,756,151	\$ 2,764,243	\$ 1,479,320	\$ 1,557,772	\$ 1,408,224	-9.60%



Other revenue includes fees, commissions, damage to City property and other reimbursements. The peak in 2013 reflects a payment from Outagamie County of \$955,221 for the County's share of expenses related to the reconstruction of Ballard Road.

CITY OF APPLETON 2015 BUDGET GENERAL FUND REVENUES

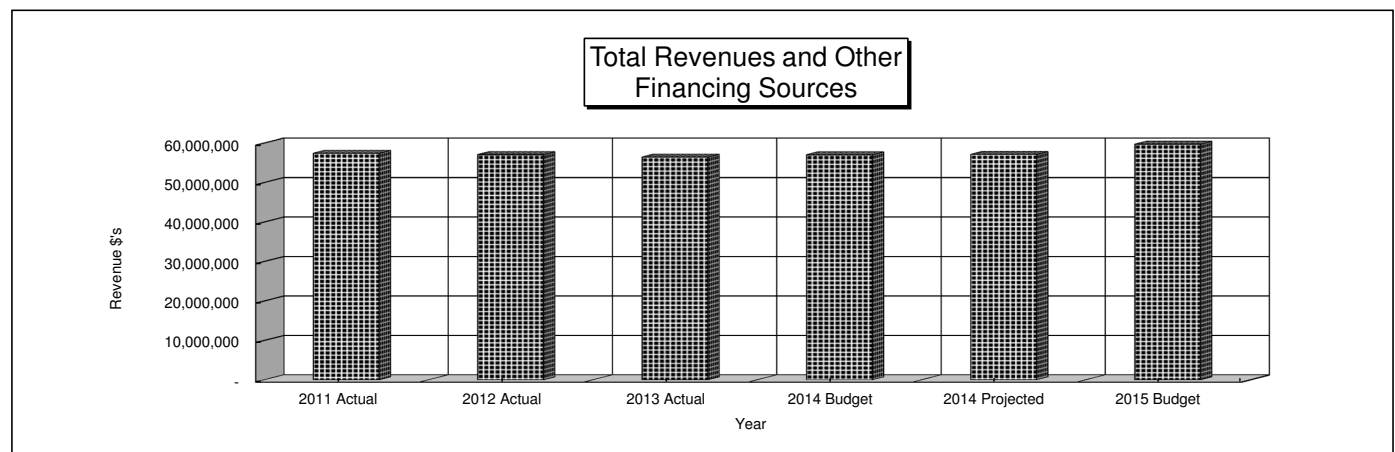
Other Financing Sources	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	% Change
Water Utility	\$ 1,692,632	\$ 1,764,194	\$ 1,833,628	\$ 1,980,400	\$ 1,980,400	\$ 1,944,200	-1.83%
Golf Course Fund	497,900	17,900	17,900	17,900	17,900	17,900	0.00%
Sewerage Utility	117,450	117,450	117,450	117,450	117,450	117,450	0.00%
Parking Utility	9,300	9,300	9,300	9,300	9,300	9,300	0.00%
Stormwater Utility	12,500	12,500	12,500	12,500	12,500	12,500	0.00%
Special Revenue	42,193	33,000	33,000	40,000	40,000	1,440,005	3500.01%
Capital Projects	-	300,000	284,916	-	-	-	N/A
Total Other Financing Sources	\$ 2,371,975	\$ 2,254,344	\$ 2,308,694	\$ 2,177,550	\$ 2,177,550	\$ 3,541,355	62.63%



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 large increase in transfers from Special Revenue Funds in 2015 reflects the City Council's adoption of a wheel tax as a substitute for special assessments as a funding mechanism for street reconstruction projects (please see the Special Assessment section of this report for further details on the wheel tax). Since the wheel tax proceeds are restricted for a specific purpose, the revenue is recorded in a special revenue fund and then transferred to the general fund to pay for street projects.

The large 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.

Total Revenues and Other Financing Sources	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	% Change
	\$ 57,413,890	\$ 57,064,512	\$ 56,442,507	\$ 57,028,396	\$ 57,112,373	\$ 59,693,505	4.52%



CITY OF APPLETON 2015 BUDGET

MAYOR'S OFFICE

Mayor: Timothy M. Hanna

CITY OF APPLETON 2015 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 implement a comprehensive strategic economic plan for the benefit of all current and future citizens of Appleton.

DISCUSSION OF SIGNIFICANT 2014 EVENTS

In 2014, 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. One major collaborative effort was continuing to pursue discussions about a regional exhibition center. Work on other development projects such as RiverHeath and the former Foremost Farms site continued throughout the year. Two new TIF districts were also implemented in 2014.

Internally, the department director team updated and continued to implement the City's Strategic Plan. As a part of the overall City Strategic Plan, directors were each tasked with creating a departmental strategic plan as well. Departments continued to work on continuous improvement projects. In addition, the Mayor continued to work with Human Resources and the department directors to implement the new compensation plan and pay-for-performance system.

In the first half of 2014, the Mayor also worked with Human Resources to recruit and hire a new Finance Director, along with the City's new Communications Coordinator.

CITY OF APPLETON 2015 BUDGET OFFICE OF THE MAYOR

MAJOR 2015 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 2015
- 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 public safety and public transportation
- Work with internal resources and external customers to develop and implement a communication strategy to enhance communication with Appleton citizens
- Continue to work with Park and Recreation Department staff to publish a periodic consolidated APPLESOURCE/Recreation Activity Guide
- Work with department directors to implement long-term vision for the community and City Strategic Plan

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 13,710	\$ 12,850	\$ 12,500	\$ 12,500	\$ 12,500	0.00%
Program Expenses							
10510	Administration	89,000	88,238	94,620	94,620	95,074	0.48%
10520	Citizen Outreach	122,409	123,379	213,040	213,040	204,369	-4.07%
10530	Intergovernmental	40,598	40,278	41,703	41,703	41,692	-0.03%
TOTAL		\$ 252,007	\$ 251,895	\$ 349,363	\$ 349,363	\$ 341,135	-2.36%
Expenses Comprised Of:							
	Personnel	190,616	190,426	276,843	276,843	265,483	-4.10%
	Administrative Expense	26,296	25,537	30,626	30,626	31,823	3.91%
	Supplies & Materials	23,330	24,172	29,654	29,654	29,690	0.12%
	Purchased Services	11,540	11,540	12,000	12,000	12,783	6.53%
	Utilities	225	220	240	240	1,356	465.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	2.00	2.00	3.00	3.00	3.00	

* % change from prior year adopted budget
Mayor.xls

**CITY OF APPLETON 2015 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 2016 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 Communications Coordinator to set and implement a new communication strategy for the organization

Major changes in Revenue, Expenditures, or Programs:

The increase in training/conference expenses in 2014 was due to the inclusion of allowable mileage reimbursement for attending meetings outside the City that had not been claimed in the past. A further increase in 2015 (\$1,100) reflects additional training and anticipated mileage expense for the Communications Coordinator.

The increase in the utilities account in this budget reflects the addition of a smart phone and service for the Communications Coordinator.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Minimize tax levy impact					
% change in levy	1.64%	-0.93%	1.98%	1.98%	1.10%
Average % change in City mill rate	1.20%	-1.39%	1.34%	1.34%	2.55%
Strategic Outcomes					
Maximize non-residential tax base					
Commercial/industrial tax base;					
% of total	29.7%	29.6%	30.0%	30.0%	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	14	14	14	14

**CITY OF APPLETON 2015 BUDGET
OFFICE OF THE MAYOR**

Administration

Business Unit 10510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 62,731	\$ 63,260	\$ 63,830	\$ 63,830	\$ 64,957
6105 Overtime	(25)	19	-	-	-
6150 Fringes	21,938	21,212	23,283	23,283	20,287
6201 Training/Conferences	1,586	1,150	4,275	4,275	5,375
6206 Parking Permits	660	660	1,080	1,080	1,080
6301 Office Supplies	549	233	450	450	450
6302 Subscriptions	239	289	288	288	324
6305 Awards & Recognition	-	-	70	70	105
6320 Printing & Reproduction	1,097	1,195	1,104	1,104	1,140
6413 Utilities	225	220	240	240	1,356
Total Expense	<u>\$ 89,000</u>	<u>\$ 88,238</u>	<u>\$ 94,620</u>	<u>\$ 94,620</u>	<u>\$ 95,074</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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
- Develop an organizational communications strategy to enhance City-wide communications with citizens and visitors, including researching new website options and social media opportunities.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Timely, accurate responses to requests for information					
% of phone & e-mail inquiries answered within 48 hours	96%	92%	95%	95%	95%
% of letters replied to within seven working days	94%	97%	90%	90%	90%
Strategic Outcomes					
Citizens have access to current City information					
# of visits to City of Appleton internet website	2,018,276	1,576,574	1,750,000	1,750,000	1,900,000
Work Process Outputs					
Publish City newsletter	2	2	2	2	2
# of formal open hours	12	12	12	12	12
# of meetings per month with community or educational groups (average)	16	14	10	10	12

**CITY OF APPLETON 2015 BUDGET
OFFICE OF THE MAYOR**

Citizen Outreach

Business Unit 10520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4877 Advertising/Promotion	\$ 13,710	\$ 12,850	\$ 12,500	\$ 12,500	\$ 12,500
	<u>\$ 13,710</u>	<u>\$ 12,850</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>
Expenses					
6101 Regular Salaries	\$ 56,669	\$ 57,408	\$ 115,394	\$ 115,394	\$ 110,914
6105 Overtime	77	21	-	-	-
6150 Fringes	21,701	21,046	46,096	46,096	41,122
6304 Postage/Freight	10,189	10,387	11,000	11,000	11,000
6316 Miscellaneous Supplies	500	520	550	550	550
6320 Printing & Reproduction	21,733	22,457	28,000	28,000	28,000
6599 Other Contracts/Obligations	11,540	11,540	12,000	12,000	12,783
Total Expense	<u>\$ 122,409</u>	<u>\$ 123,379</u>	<u>\$ 213,040</u>	<u>\$ 213,040</u>	<u>\$ 204,369</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

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

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

**CITY OF APPLETON 2015 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 continued development of a regional exhibition center

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Appleton represented at State level					
# of State level meetings in which Appleton representatives participate directly	260	186	175	175	180
Strategic Outcomes					
# of implemented new collaborative and cooperative agreements:					
Other governments	39	45	55	55	60
School districts	12	17	18	18	18
Non-profit organizations	48	42	50	50	50
Other	18	24	20	20	20
# of implemented collaborative and cooperative agreements maintained:					
Other governments	148	179	150	150	170
School districts	46	53	45	45	45
Non-profit organizations	118	143	70	70	80
Other	63	70	50	50	70
Work Process Outputs					
# of meetings with other units of government	5/mo.	4/mo.	8/mo.	8/mo.	8/mo.

**CITY OF APPLETON 2015 BUDGET
OFFICE OF THE MAYOR**

Intergovernmental

Business Unit 10530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 20,707	\$ 20,866	\$ 21,020	\$ 21,020	\$ 21,381
6105 Overtime	7	2	-	-	-
6150 Fringes	6,811	6,592	7,220	7,220	6,822
6201 Training/Conferences	278	33	450	450	450
6303 Memberships & Licenses	12,795	12,785	13,013	13,013	13,039
Total Expense	<u>\$ 40,598</u>	<u>\$ 40,278</u>	<u>\$ 41,703</u>	<u>\$ 41,703</u>	<u>\$ 41,692</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Charges for Services	13,710	12,850	6,814	12,500	12,500	12,500-	12,500
TOTAL REVENUES	13,710	12,850	6,814	12,500	12,500	12,500-	12,500
EXPENSES BY LINE ITEM							
Regular Salaries	135,530	134,447	105,814	200,244	200,244	197,252	197,252
Overtime	59	42	0	0	0	0	0
Sick Pay	0	142	1,710	0	0	0	0
Vacation Pay	4,577	6,946	4,265	0	0	0	0
Fringes	50,450	48,850	36,691	76,599	76,599	69,240	68,231
Salaries & Fringe Benefits	190,616	190,427	148,480	276,843	276,843	266,492	265,483
Training & Conferences	1,864	1,183	2,455	4,725	4,725	5,825	5,825
Parking Permits	660	660	906	1,080	1,080	1,080	1,080
Office Supplies	549	233	62	450	450	450	450
Subscriptions	239	289	243	288	288	324	324
Memberships & Licenses	12,795	12,785	13,039	13,013	13,013	13,039	13,039
Postage & Freight	10,189	10,387	11,201	11,000	11,000	11,000	11,000
Awards & Recognition	0	0	0	70	70	105	105
Administrative Expense	26,296	25,537	27,906	30,626	30,626	31,823	31,823
Miscellaneous Supplies	500	520	500	550	550	550	550
Printing & Reproduction	22,830	23,652	23,664	29,104	29,104	29,140	29,140
Supplies & Materials	23,330	24,172	24,164	29,654	29,654	29,690	29,690
Other Contracts/Obligations	11,540	11,540	0	12,000	12,000	12,000	12,783
Purchased Services	11,540	11,540	0	12,000	12,000	12,000	12,783
Telephone	225	220	145	240	240	240	240
Cellular Telephone	0	0	237	0	0	1,116	1,116
Utilities	225	220	382	240	240	1,356	1,356
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	252,007	251,896	200,932	349,363	349,363	341,361	341,135

CITY OF APPLETON 2015 BUDGET

COMMON COUNCIL

Council President: Kathleen S. Plank

Council Vice President: Peter J. Stueck

CITY OF APPLETON 2015 BUDGET COMMON COUNCIL

MISSION STATEMENT

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

MAJOR 2015 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:

As approved by Council in November, 2013, the cost of parking passes to the Blue parking ramp for all Council members (beginning after the April election) is included in the 2015 budget.

The increase in other contracts/obligations reflects the inclusion of support for the encoder/tablet portion of the Granicus committee/Council meeting recording system. As this equipment was installed late in 2013, this charge was inadvertently omitted from the 2014 budget. 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.

PERFORMANCE INDICATORS

	Actual 2012	Actual 2013	Target 2014	Projected 2014	Target 2015
Work Process Outputs					
Percent of alderpersons attending at least 80% of Common Council and assigned committee meetings	93%	86%	100%	82%	100%
Overall average attendance	92%	91%	95%	88%	95%

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses							
10000	Common Council	107,745	121,818	127,520	127,520	138,541	8.64%
TOTAL		\$ 107,745	\$ 121,818	\$ 127,520	\$ 127,520	\$ 138,541	8.64%
Expenses Comprised Of:							
	Personnel	103,799	95,476	98,973	98,973	93,736	-5.29%
	Administrative Expense	76	463	697	697	5,105	632.42%
	Supplies & Materials	-	529	650	650	700	7.69%
	Purchased Services	3,870	25,350	27,200	27,200	39,000	43.38%
Council Members:							
	# of Council Members	16.00	15.00	15.00	15.00	15.00	

**CITY OF APPLETON 2015 BUDGET
COMMON COUNCIL**

Common Council

Business Unit 10000

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 93,126	\$ 88,058	\$ 87,075	\$ 87,075	\$ 87,075
6108 Part Time	3,221	534	4,865	4,865	-
6150 Fringes	7,452	6,884	7,033	7,033	6,661
6201 Training\Conferences	-	120	300	300	300
6206 Parking Permits	-	-	47	47	4,455
6301 Office Supplies	-	68	-	-	-
6305 Awards & Recognition	76	275	100	100	100
6307 Food & Provisions	-	-	250	250	250
6316 Miscellaneous Supplies	-	50	150	150	200
6320 Printing & Reproduction	-	479	500	500	500
6599 Other Contracts/Obligations	3,870	25,350	27,200	27,200	39,000
Total Expense	<u>\$ 107,745</u>	<u>\$ 121,818</u>	<u>\$ 127,520</u>	<u>\$ 127,520</u>	<u>\$ 138,541</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Council meeting broadcast - UW-Fox	\$4,000
Council/committee meeting recording system maintenance	35,000
	<u>\$39,000</u>

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
TOTAL REVENUES	0	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	93,126	88,058	56,041	87,075	87,075	87,075	87,075
Part-Time	3,221	534	0	4,865	4,865	0	0
Fringes	7,452	6,884	4,287	7,033	7,033	6,661	6,661
Salaries & Fringe Benefits	103,799	95,476	60,328	98,973	98,973	93,736	93,736
Training & Conferences	0	120	147	300	300	300	300
Parking Permits	0	0	0	47	47	47	4,455
Office Supplies	0	68	0	0	0	0	0
Awards & Recognition	76	275	0	100	100	100	100
Food & Provisions	0	0	0	250	250	250	250
Administrative Expense	76	463	147	697	697	697	5,105
Miscellaneous Supplies	0	50	193	150	150	200	200
Printing & Reproduction	0	479	83	500	500	500	500
Supplies & Materials	0	529	276	650	650	700	700
Other Contracts/Obligations	3,870	25,350	28,636	27,200	27,200	39,000	39,000
Purchased Services	3,870	25,350	28,636	27,200	27,200	39,000	39,000
Utilities	0	0	0	0	0	0	0
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	107,745	121,818	89,387	127,520	127,520	134,133	138,541

CITY OF APPLETON 2015 BUDGET

FINANCE DEPARTMENT

Finance Director: Anthony D. Saucerman, CPA

Deputy Finance Director: Stephanie R. Rogers, CPA

CITY OF APPLETON 2015 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 2014 EVENTS

Completed 2013 financial audit receiving an unqualified audit opinion

Began the 2015 City budget development process

Worked extensively with the City's financial advisors and the Mayor's office in responding to the new rating methodology implemented by the City's bond rating agency. Despite our best efforts, the City's bond rating for general obligation debt was adjusted from Aaa to Aa1. This adjustment was part of Moody's nationwide effort to provide more transparency and consistency among municipal ratings and does not reflect any deterioration in the state of the City's financial operations

Earned a rebate of \$36,197 for the contract year ended 2/28/14 (down \$9,241 from 2013's record rebate of \$45,438) from the City's procurement card program

Worked with IT on billing Water Utility customers in gallons rather than cubic feet, and with DPW on installation and testing of new meters that will be installed in all properties over the next 3+ years

At the direction of Council, provided education and data regarding the impact of potential changes to the City's special assessment policy

Issued \$3.85 million of Water Utility and \$3.45 million of Stormwater Utility Revenue Bonds, and \$6.525 million of General Obligation Notes for 2013 and 2014 capital projects

Due to a resignation, retirement, and internal promotions, completed the hiring process for six different positions within the Department

Primary Concentration for Remainder of Year:

Continue to work with the Public Works Director, Mayor and Council to analyze the financial aspects of potential changes to the City's special assessment policy

Complete the 2015 City budget process and adopt the 2015 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 payments. Develop a comprehensive plan for credit card acceptance and solicit input from qualified third party credit card processors which would allow the City to consolidate all credit card processing under one vendor

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

Continue to work with the Department of Public Works and the Information Technology Department to ensure customers are billed accurately and timely during the installation of the new Sensus water meters

CITY OF APPLETON 2015 BUDGET

FINANCE DEPARTMENT

MAJOR 2015 OBJECTIVES

- Maintain a sound credit rating in the financial community assuring 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. Perform a comprehensive review of performance measures, evaluate relevancy of existing measures and make changes where necessary

- 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

- Develop a plan to address long-term funding issues in the CEA Replacement Fund as well as other long-term capital planning

DEPARTMENT BUDGET SUMMARY

Unit	Title	Actual		Budget			% Change *
		2012	2013	Adopted 2014	Amended 2014	2015	
Program Revenues		\$ 3,480	\$ 3,780	\$ 4,500	\$ 4,500	\$ 3,800	-15.56%
Program Expenses							
11510	Administration	159,780	171,772	155,228	155,228	156,729	0.97%
11520	Billing & Collection Svc	88,930	83,126	100,184	100,710	87,755	-12.41%
11530	Support Services	612,161	620,990	646,154	648,234	620,514	-3.97%
TOTAL		\$ 860,871	\$ 875,888	\$ 901,566	\$ 904,172	\$ 864,998	-4.06%
Expenses Comprised Of:							
	Personnel	740,360	739,292	773,520	776,126	734,323	-5.07%
	Administrative Expense	26,502	29,466	28,335	28,335	28,205	-0.46%
	Supplies & Materials	12,560	8,751	12,425	12,425	12,610	1.49%
	Purchased Services	78,303	95,069	83,726	83,726	86,300	3.07%
	Utilities	1,212	1,184	1,260	1,260	1,260	0.00%
	Repair & Maintenance	1,934	2,126	2,300	2,300	2,300	0.00%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	9.85	8.85	8.85	8.85	8.80	

* % change from prior year adopted budget
Finance.xls

**CITY OF APPLETON 2015 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 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	90%	85%	100%	90%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	6	8	10	10	10
Work Process Outputs					
Training conducted					
Hours of training per employee	25	21	20	20	20
Procedures manuals updated					
% of manuals rated current	75%	82%	85%	85%	85%

**CITY OF APPLETON 2015 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4705 General Interest	\$ (333)	\$ -	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	3,805	3,668	4,500	4,500	3,700
5010 Misc Revenue - Nontax	18	90	-	-	100
5085 Cash Short or Over	(10)	22	-	-	-
Total Revenue	\$ 3,480	\$ 3,780	\$ 4,500	\$ 4,500	\$ 3,800
Expenditures					
6101 Regular Salaries	\$ 113,781	\$ 123,262	\$ 108,374	\$ 108,374	\$ 110,959
6150 Fringes	32,815	32,080	32,659	32,659	31,509
6201 Training\Conferences	5,432	7,023	6,500	6,500	6,500
6206 Parking Permits	234	414	425	425	466
6301 Office Supplies	2,083	2,043	2,000	2,000	2,000
6303 Memberships & Licenses	2,205	2,854	2,300	2,300	2,300
6304 Postage\Freight	218	224	200	200	225
6305 Awards & Recognition	-	203	210	210	210
6320 Printing & Reproduction	1,244	1,363	1,300	1,300	1,300
6412 Advertising	556	1,122	-	-	-
6413 Utilities	1,212	1,184	1,260	1,260	1,260
Total Expense	\$ 159,780	\$ 171,772	\$ 155,228	\$ 155,228	\$ 156,729

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	1,258	1,348	1,100	1,100	1,100
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	57%	55%	60%	60%	60%
Service turnoffs	46	39	20	15	20
Work Process Outputs					
Financial transaction processing					
Receipts posted:					
Automated receipts, % of total	208,382	211,572	200,000	200,000	200,000
Information response	17.5%	17.9%	20.0%	20.0%	20.0%
% staff trained in customer svc.	100%	100%	100%	100%	100%

**CITY OF APPLETON 2015 BUDGET
FINANCE DEPARTMENT**

Billing & Collection Services

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenditures					
6101 Regular Salaries	\$ 48,063	\$ 44,807	\$ 57,823	\$ 58,281	\$ 45,382
6105 Overtime	362	422	1,000	1,000	1,000
6150 Fringes	21,118	18,550	21,894	21,962	21,271
6206 Parking Permits	1,166	1,107	1,152	1,152	1,152
6304 Postage\Freight	12,336	12,598	12,500	12,500	12,700
6320 Printing & Reproduction	5,853	5,508	5,215	5,215	5,900
6327 Miscellaneous Equipment	-	-	250	250	-
6418 Equip Repairs & Maint	-	134	300	300	300
6431 Interpreter Services	32	-	50	50	50
Total Expense	<u>\$ 88,930</u>	<u>\$ 83,126</u>	<u>\$ 100,184</u>	<u>\$ 100,710</u>	<u>\$ 87,755</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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:

The reduction in personnel expense reflects staff turnover in the Deputy Director position and the allocation of staff time (\$8,440 total) to block grant administration.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	20	11	10	20	10
Strategic Outcomes					
Financial integrity of programs maintained					
# of auditor's compliance issues	0	2	0	0	0
Asset/resource safeguarding					
bond rating	Aaa	Aaa	Aaa	Aa1	Aa1
Work Process Outputs					
Financial transaction processing					
Avg. # journal entries made monthly	431	448	350	350	400
Avg. # of A/P checks issued monthly	671	682	675	675	675

**CITY OF APPLETON 2015 BUDGET
FINANCE DEPARTMENT**

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenditures					
6101 Regular Salaries	\$ 387,467	\$ 387,864	\$ 399,941	\$ 401,751	\$ 376,668
6105 Overtime	952	651	1,500	1,500	1,500
6150 Fringes	135,802	131,657	150,329	150,599	146,034
6206 Parking Permits	2,829	3,000	3,048	3,048	2,652
6316 Miscellaneous Supplies	498	99	575	575	575
6320 Printing & Reproduction	4,945	1,780	4,835	4,835	4,835
6327 Miscellaneous Equipment	20	-	250	250	-
6401 Accounting/Audit	13,314	35,741	24,176	24,176	26,700
6403 Bank Services	62,069	56,082	57,000	57,000	57,000
6412 Advertising	13	568	1,000	1,000	1,000
6418 Equip Repairs & Maint	1,934	1,992	2,000	2,000	2,000
6599 Other Contracts/Obligations	2,318	1,556	1,500	1,500	1,550
Total Expense	<u>\$ 612,161</u>	<u>\$ 620,990</u>	<u>\$ 646,154</u>	<u>\$ 648,234</u>	<u>\$ 620,514</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit

Annual financial audit	\$ 22,500
Misc accounting services - grants	4,200
	<u>\$ 26,700</u>

Bank Services

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

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Interest Income	333-	0	0	0	0	0	0
Charges for Services	3,805	3,668	1,842	4,500	4,500	3,700	3,700
Other Revenues	8	68	48	0	0	100	100
TOTAL REVENUES	3,480	3,736	1,890	4,500	4,500	3,800	3,800
EXPENSES BY LINE ITEM							
Regular Salaries	485,042	474,577	242,676	566,138	568,406	543,917	533,009
Overtime	1,314	1,072	1,139	2,500	2,500	2,500	2,500
Other Compensation	0	9,080	36,320	0	0	0	0
Sick Pay	3,174	1,913	0	0	0	0	0
Vacation Pay	61,095	70,362	38,238	0	0	0	0
Fringes	189,735	182,287	100,793	204,882	205,220	205,328	198,814
Salaries & Fringe Benefits	740,360	739,291	419,166	773,520	776,126	751,745	734,323
Training & Conferences	5,432	7,022	2,418	6,500	6,500	6,500	6,500
Parking Permits	4,229	4,521	3,873	4,625	4,625	4,270	4,270
Office Supplies	2,083	2,043	1,061	2,000	2,000	2,000	2,000
Memberships & Licenses	2,205	2,854	1,845	2,300	2,300	2,200	2,300
Postage & Freight	12,554	12,822	1,003	12,700	12,700	12,925	12,925
Awards & Recognition	0	203	52	210	210	210	210
Administrative Expense	26,503	29,465	10,252	28,335	28,335	28,105	28,205
Miscellaneous Supplies	498	99	14	575	575	575	575
Printing & Reproduction	12,042	8,652	3,224	11,350	11,350	12,235	12,035
Miscellaneous Equipment	20	0	0	500	500	0	0
Supplies & Materials	12,560	8,751	3,238	12,425	12,425	12,810	12,610
Accounting/Audit	13,314	35,741	62,360	24,176	24,176	26,700	26,700
Bank Services	62,069	56,082	30,810	57,000	57,000	57,000	57,000
Advertising	569	1,690	971	1,000	1,000	1,000	1,000
Interpreter Services	33	0	0	50	50	50	50
Other Contracts/Obligations	2,318	1,556	816	1,500	1,500	1,550	1,550
Purchased Services	78,303	95,069	94,957	83,726	83,726	86,300	86,300
Telephone	1,212	1,184	777	1,260	1,260	1,260	1,260
Utilities	1,212	1,184	777	1,260	1,260	1,260	1,260
Equipment Repair & Maintenan	1,934	2,126	0	2,300	2,300	2,300	2,300
Repair & Maintenance	1,934	2,126	0	2,300	2,300	2,300	2,300
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	860,872	875,886	528,390	901,566	904,172	882,520	864,998

CITY OF APPLETON 2015 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	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 18,913,780	\$ 17,770,215	\$ 18,990,495	\$ 18,990,495	\$ 19,961,246	5.11%
Program Expenses							
12020	Reserves & Conting.	-	-	-	1,765,893	294,729	N/A
12030	City Center	604,967	569,302	611,626	611,626	606,258	-0.88%
12050	Miscellaneous	1,576,669	1,416,415	1,014,203	1,114,203	1,102,731	8.73%
12060	Transfers Out	1,458,683	2,499,956	596,043	596,043	648,562	8.81%
TOTAL		\$ 3,640,319	\$ 4,485,673	\$ 2,221,872	\$ 4,087,765	\$ 2,652,280	19.37%
Expenses Comprised Of:							
Personnel		348,689	251,299	239,483	339,483	281,498	17.54%
Administrative Expense		2,640,630	3,504,439	1,337,763	3,103,656	1,705,761	27.51%
Supplies & Materials		466	659	-	-	-	N/A
Purchased Services		16,991	16,741	17,800	17,800	17,800	0.00%
Utilities		200	185	200	200	200	0.00%
Repair & Maintenance		604,767	569,117	611,426	611,426	606,058	-0.88%
Capital Expenditures		28,576	143,233	15,200	15,200	40,963	169.5%

* % change from prior year adopted budget
Unclassified.xls

**CITY OF APPLETON 2015 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: "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 of 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 non-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. Included in the wage reserve for 2015 is a 1.5% base wage increase for non-represented staff (\$294,729).

Major changes in Revenue, Expenditures, or Programs:

Following is a summary of the anticipated additions and uses of contingency funds for 2014 and 2015:

Reserve for Contingencies

	Balance 1/1/14	2014 Budget Additions	2014 Projected Uses	Projected Balance 1/1/15	2015 Budget Additions	2015 Budget Uses	Projected Balance 12/31/15
TWC (PEG)	\$ 125,903	\$ -	\$ (35,922)	\$ 89,981	\$ -	\$ (35,000) *	\$ 54,981
State Aid	1,086,440	-	(237,333)	849,107	-	-	849,107
Fuel	137,315	-	-	137,315	-	-	137,315
Operating	527,398	-	(125,100)	402,298	-	-	402,298
	<u>\$ 1,877,056</u>	<u>\$ -</u>	<u>\$ (398,355)</u>	<u>\$ 1,478,701</u>	<u>\$ -</u>	<u>\$ (35,000)</u>	<u>\$ 1,443,701</u>
Wage Reserve	\$ 148,370	\$ -	\$ -	\$ 148,370	\$ 294,729 **	\$ -	\$ 443,099

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

** Represents a 1.5% base salary adjustment for non-represented employees.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Provide funding for emergencies or opportunities					
# of cases funded	3	2	1	3	1
Strategic Outcomes					
Provide flexibility					
Contingency funds available	\$ 2,144,797	\$ 2,086,718	\$ 2,042,682	\$ 2,025,426	\$ 1,627,071
Contingency funds expended	\$ 74,435	\$ 61,292	\$ 22,200	\$ 398,355	\$ 35,000

**CITY OF APPLETON 2015 BUDGET
UNCLASSIFIED CITY HALL**

Reserves and Contingencies

Business Unit 12020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6640 Reserve for Contingencies	\$ -	\$ -	\$ -	\$ 1,617,523	\$ -
6641 Wage Reserve	-	-	-	148,370	294,729
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,765,893</u>	<u>\$ 294,729</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	E-mail to Dean to request 7/3				
Avg. satisfaction rating (5 pt. scale)	4.50	4.80	5.00	5.00	5.00
Strategic Outcomes					
Provision of reliable preventive and corrective maintenance with minimal disruptions					
Timely response - rating (5 pt. scale)	4.75	4.90	5.00	5.00	5.00
Quality of work - rating (5 pt. scale)	4.85	4.90	5.00	5.00	5.00

**CITY OF APPLETON 2015 BUDGET
UNCLASSIFIED CITY HALL**

City Center

Business Unit 12030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6413 Utilities	\$ 200	\$ 185	\$ 200	\$ 200	\$ 200
6420 Facilities Charges	604,767	569,117	611,426	611,426	606,058
Total Expense	<u>\$ 604,967</u>	<u>\$ 569,302</u>	<u>\$ 611,626</u>	<u>\$ 611,626</u>	<u>\$ 606,258</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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:

	2014	2015
Special Assessments for General Fund Properties	\$ 15,200	\$ 40,963
Tax Adjustments	10,000	15,000
Employee Recognition	1,150	1,150
Retirees	210,000	260,000
Fire and Police Pension (old plan)	29,483	21,498
Insurance	730,570	746,320
Misc. licenses & fees	4,501	4,501
Property Annexation Agreement Payments	13,299	13,299
Total	\$ 1,014,203	\$ 1,102,731

Major changes in Revenue, Expenditures, or Programs:

The general interest income consists of:

Interest due on condo association loans	\$ 44,300
Interest received on TIF #3 advance	\$ 1,000,000
Interest received on short-term loans with AASD	39,000
Penalty on delinquent invoices rolled to tax roll	112,200
Interest on delinquent invoices	10,000
Total	\$ 1,205,500

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Retiree (Police and Fire) pension benefits					
# of retirees in Fire and Police pension plan (old plan)	6	5	5	5	5
# of retirees	12	8	12	10	10
Average distribution*	\$ 28,325	\$ 27,635	\$ 25,833	\$ 34,325	\$ 26,000

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

**CITY OF APPLETON 2015 BUDGET
UNCLASSIFIED CITY HALL**

Miscellaneous

Business Unit 12050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4110 Property Taxes	\$ 31,728,652	\$ 31,582,130	\$ 32,622,637	\$ 32,622,637	\$ 33,145,306
4130 Pmt in Lieu of Taxes	387,435	408,068	400,300	400,300	407,500
4220 State Shared Revenues	9,706,470	9,741,293	9,736,279	9,736,279	9,740,329
4221 State Tax Disparity Act	1,222,454	1,190,075	1,112,433	1,112,433	1,132,623
4222 Highway Aids - Con. Streets	205,291	223,747	223,746	223,746	225,000
4223 State Aid - Local Streets	2,505,599	2,454,839	2,387,341	2,387,341	2,335,194
4224 Miscellaneous State Aid	7,904	7,428	7,500	7,500	7,500
4227 State Aid - Computers	371,395	309,291	291,894	291,894	350,000
4405 Trailer Parking	6,785	9,680	6,000	6,000	9,000
4614 Miscellaneous Specials	1,018	1,871	2,000	2,000	2,000
4705 General Interest	468,191	200,874	208,452	208,452	1,205,500
4710 Interest on Investments	575,861	(203,269)	1,300,000	1,300,000	1,300,000
4720 Interest on Delinquent Taxes	91,650	96,038	100,000	100,000	100,000
4730 Interest - Deferred Specials	91,485	70,933	70,000	70,000	70,000
5001 Fees & Commissions	873,832	827,284	856,000	856,000	825,000
5003 Property Inquiry Fees	63,165	66,280	65,000	65,000	65,000
5004 Sale of City Prop - NonTax	42,742	5,383	2,000	2,000	2,000
5005 Sale of City Prop - Tax	2,457	4,335	5,000	5,000	5,000
5007 Exempt Property Fee	860	-	1,000	1,000	-
5010 Misc Revenue	2,601	6,772	2,500	2,500	2,500
5015 Rental of City Property	10,155	10,459	10,500	10,500	10,750
5030 Damage to City Property	1,031	80	-	-	-
5035 Other Reimbursements	21,055	30,060	25,000	25,000	25,000
5922 Trans In - Special Revenue	33,000	33,000	40,000	40,000	40,000
5925 Trans In - Wastewater	117,450	117,450	117,450	117,450	117,450
5926 Trans In - Water Utility	1,764,194	1,833,628	1,980,400	1,980,400	1,944,200
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	\$ 50,342,432	\$ 49,067,429	\$ 51,613,132	\$ 51,613,132	\$ 53,106,552
Expenses					
6111 Severance Pay for Retirees	\$ 307,460	\$ 210,634	\$ 200,000	\$ 300,000	\$ 250,000
6150 Fringes	8,789	10,443	10,000	10,000	10,000
6152 Retirement	32,440	30,222	29,483	29,483	21,498
6305 Awards & Recognition	-	-	1,150	1,150	1,150
6316 Miscellaneous Supplies	466	659	-	-	-
6501 Insurance	1,194,839	942,825	730,570	730,570	746,320
6599 Other Contracts/Obligations	16,991	16,741	17,800	17,800	17,800
6602 Tax Refunds	-	-	10,000	10,000	15,000
6603 Per Prop, Chargebacks	(12,028)	(2,924)	-	-	-
6604 Miscellaneous Expense	20	40	-	-	-
6609 Tax Adjustments	(10,477)	43,273	-	-	-
6623 Uncollectible Accounts	9,593	21,350	-	-	-
6650 Discounts Available	-	(81)	-	-	-
6809 Infrastructure Construction	28,576	143,233	15,200	15,200	40,963
Total Expense	\$ 1,576,669	\$ 1,416,415	\$ 1,014,203	\$ 1,114,203	\$ 1,102,731

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Other Contracts & Obligations

Annexation payments:	
Freedom - year 12 of 20 (thru 2023)	\$ 12,500
Buchanan - year 4 of 5 (thru 2016)	799
Confidential shredding	670
On-line auction fees	1,459
Music licenses	2,372
Total	\$ 17,800

Infrastructure Construction

Wastewater & Stormwater assessments	
Douglas St.-Linwood Park	\$ 18,563
McKinley St.-Jaycee Park	20,400
John St.-Lions Park	\$ 1,000
John St.-Fire #2	1,000
Total	\$ 40,963

**CITY OF APPLETON 2015 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Support public transit					
Local share of Valley Transit	\$ 431,093	\$ 495,271	\$ 576,013	\$ 576,013	\$ 591,062
Safe, reliable, convenient service					
% on-time performance	80%	81%	85%	85%	95%
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 4.75	\$ 5.04	\$ 5.05	\$ 5.24	\$ 5.20
Work Process Outputs					
Service Provided					
Trips taken	1,095,650	1,093,202	1,142,400	1,072,000	1,000,000

**CITY OF APPLETON 2015 BUDGET
UNCLASSIFIED CITY HALL**

Transfers

Business Unit 12060

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5922 Trans In - Special Revenue	\$ -	\$ 156,448	\$ -	\$ -	\$ -
5924 Trans In - Capital Projects	300,000	128,468	-	-	-
Total Revenue	<u>\$ 300,000</u>	<u>\$ 284,916</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
7912 Trans Out - Special Revenue	\$ -	\$ 5,000	\$ -	\$ -	\$ -
7914 Trans Out - Capital Projects	1,027,590	1,999,685	20,030	20,030	57,500
7920 Trans Out - Valley Transit	431,093	495,271	576,013	576,013	591,062
Total Expense	<u>\$ 1,458,683</u>	<u>\$ 2,499,956</u>	<u>\$ 596,043</u>	<u>\$ 596,043</u>	<u>\$ 648,562</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Transfers out - Capital Projects

Contributions to CEA vehicle upgrades:

Public Works Department for:

Scissors lift/bucket truck	\$ 28,000
Single axle dump truck	13,000
Asphalt crack router	12,500
Police Department for Ford SUV	4,000
	<u>\$ 57,500</u>

Transfers out - Valley Transit

Appleton local share of Valley Transit operating budget

	\$ 591,062
	<u>\$ 591,062</u>

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Non-Property Taxes	387,435	408,068	39,148	400,300	400,300	400,300	407,500
Intergovernmental Revenues	14,019,114	13,926,672	4,890,309	13,759,193	13,759,193	13,759,300	13,790,646
Permits	6,785	9,680	7,299	6,000	6,000	9,000	9,000
Special Assessments	1,018	1,871	572	2,000	2,000	2,000	2,000
Interest Income	1,227,187	164,575	604,486	1,678,452	1,678,452	1,675,500	2,675,500
Other Revenues	3,272,242	3,259,346	2,014,938	3,144,550	3,144,550	3,083,800	3,076,600
TOTAL REVENUES	18,913,781	17,770,212	7,556,752	18,990,495	18,990,495	18,929,900	19,961,246
EXPENSES BY LINE ITEM							
Severance Pay for Retirees	307,460	210,634	313,617	200,000	300,000	250,000	250,000
Fringes	8,789	10,443	8,392	10,000	10,000	3,825	10,000
Retirement	32,440	30,222	13,258	29,483	29,483	29,483	21,498
Salaries & Fringe Benefits	348,689	251,299	335,267	239,483	339,483	283,308	281,498
Awards & Recognition	0	0	0	1,150	1,150	1,150	1,150
Insurance	1,194,839	942,825	547,927	730,570	730,570	746,320	746,320
Tax Refunds	0	0	0	10,000	10,000	10,000	15,000
Per Prop. Chargebacks	12,028-	2,924-	6,263-	0	0	0	0
Miscellaneous Expense	20	40	0	0	0	0	0
Tax Adjustments	10,477-	43,273	31,603	0	0	0	0
Uncollectible Accounts	9,593	21,350	16,108-	0	0	0	0
Reserve for Contingencies	0	0	0	0	1,617,523	0	0
Wage Reserve	0	0	0	0	148,370	0	294,729
Discounts Available	0	81-	0	0	0	0	0
Trans Out - Special Revenue	0	5,000	0	0	0	0	0
Trans Out - Capital Projects	1,027,590	1,999,685	20,030	20,030	20,030	0	57,500
Trans Out - Valley Transit	431,093	495,271	1,919,448	576,013	576,013	580,000	591,062
Administrative Expense	2,640,630	3,504,439	2,496,637	1,337,763	3,103,656	1,337,470	1,705,761
Miscellaneous Supplies	466	659	0	0	0	0	0
Supplies & Materials	466	659	0	0	0	0	0
Other Contracts/Obligations	16,991	16,741	15,795	17,800	17,800	17,800	17,800
Purchased Services	16,991	16,741	15,795	17,800	17,800	17,800	17,800
Telephone	200	185	124	200	200	200	200
Utilities	200	185	124	200	200	200	200
Facilities Charges	604,768	569,117	318,281	611,426	611,426	611,426	606,058
Repair & Maintenance	604,768	569,117	318,281	611,426	611,426	611,426	606,058
Infrastructure Construction	28,576	143,233	0	15,200	15,200	0	40,963
Capital Expenditures	28,576	143,233	0	15,200	15,200	0	40,963
TOTAL EXPENSES	3,640,320	4,485,673	3,166,104	2,221,872	4,087,765	2,250,204	2,652,280

CITY OF APPLETON 2015 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

Finance Director: Anthony D. Saucerman, CPA
Deputy Finance Director: Stephanie R. Rogers, CPA

CITY OF APPLETON 2015 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 2014 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. See the Housing and Community Development Grants section for a more complete discussion of CDBG projects.

Continuum of Care/Supportive Housing Program (COC/SHP) #1 (THP) & #2 (PSH)

In 2013, 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 2013 - September 2014 for THP and January 2014 - December 2014 for PSH). These funds (\$181,152 for THP and \$49,960 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. No program income is projected in 2014.

Emergency Solutions Grant/Transitional Housing Program/Homeless Prevention Program/Rapid Rehousing (ESG/THP/HPP/RR)

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.

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 Fox Valley Warming Shelter was successful in its application for ESG funds for the 2014 program year (July 2014 -- June 2015). The State separated the grants into the Emergency Solutions Grant (ESG) and the Transitional Housing Program (THP). The City received \$214,354 for ESG and \$12,662 for THP. 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.

CITY OF APPLETON 2015 BUDGET HOUSING, HOMELESS AND BLOCK GRANTS

MAJOR 2015 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 2015 - 2019]. Below are the specific 2015 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)

Continuum of Care/Permanent Supportive Housing (PSH)

(Program Year: January 1 to December 31)

- *Provide for adequate and successful operation of transitional and permanent supportive housing programs
- *Provide for utilization of Housing First Model

Emergency Solutions 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 and rapid rehousing program participants
 - utilizing the Housing First Model
- *Provide emergency shelter and associated services to persons experiencing homelessness

Due to City personnel changes in 2011, grants administration has been performed 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 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The City recognizes the significance of the supportive services provided by these agencies related to residential financial and social stability to insure Appleton is a thriving urban community.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 605,985	\$ 406,470	\$ 254,276	\$ 254,276	\$ 468,128	84.10%
Program Expenses							
2100	Block Grant	27,678	5,104	10,000	10,000	10,000	0.00%
2140	Emergency Shelter	-	84,665	212,609	212,609	227,016	6.78%
2150	Continuum of Care	229,231	238,062	244,276	244,276	231,112	-5.39%
2300	Neighborhood Stabilization	143,190	22,680	-	-	-	N/A
TOTAL		\$ 400,099	\$ 350,511	\$ 466,885	\$ 466,885	\$ 468,128	0.27%
Expenses Comprised Of:							
Personnel		-	-	-	-	8,440	N/A
Administrative Expense		364,814	320,083	427,542	427,542	433,686	1.44%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		35,285	30,428	39,343	39,343	26,002	-33.91%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		0.85	0.50	0.50	0.50	0.58	

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

**CITY OF APPLETON 2015 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Community Development Block Grant (CDBG)

Business Unit 2100

PROGRAM MISSION

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.

To meet 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.

Program administration is performed by the Community and Economic Development Department, while the Finance Department is responsible for the overall accounting/audit work, including the State single audit guidelines and compliance with OMB Circular A-133.

Major changes in Revenue, Expenditures, or Programs:

The City received a 2013 CDBG award of \$523,133, which was an increase of 8% from the 2012 award. The 2014 CDBG award is \$525,200 (for the period April 1 2014 - March 31 2015), a 1% increase.

The Finance department will be performing the overall accounting/audit work during 2015 whereas a contracted agency performed the last couple of years.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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 2015 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4210 Federal Grants	\$ 27,678	\$ 5,104	\$ 10,000	\$ 10,000	\$ 10,000
Total Revenue	<u>\$ 27,678</u>	<u>\$ 5,104</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 6,540
6150 Fringes	-	-	-	-	1,900
6401 Accounting/Audit	-	1,500	-	-	1,560
6404 Consulting	27,678	3,604	10,000	10,000	-
Total Expense	<u>\$ 27,678</u>	<u>\$ 5,104</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Continuum of Care Supportive Housing Program (COC/SHP)

Business Unit 2150

PROGRAM MISSION

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 Cities.

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 2015, 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 Housing Grant renewals and annual performance reports submissions in ESNAPS. Additionally, the administrator 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. Overall aids available to our community are increased due to eligibility being based on community needs versus individual agency needs.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
\$ Annual Award (SHP 1 - THP)	\$ 177,718	\$ 190,416	\$ 177,763	\$ 181,152	\$ 181,152
\$ Annual Award (SHP 2 - PSH)	\$ 51,513	\$ 42,646	\$ 51,513	\$ 49,960	\$ 49,960
Strategic Outcomes					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	73%	91%	65%	70%	70%
% of participants in permanent housing who maintained or increased income	68%	83%	65%	70%	70%
Work Process Outputs					
# grants applications prepared	2-Renewal	2-Renewal	2-Renewal	2-Renewal	2-Renewal
# of contract period extensions requested	0	0	0	0	0

**CITY OF APPLETON 2015 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

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

Business Unit 2150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4110 Property Tax	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
4224 Miscellaneous State Aids	229,231	233,062	229,276	229,276	231,112
5035 Other Reimbursements	-	-	10,000	10,000	-
Total Revenue	<u>\$ 229,231</u>	<u>\$ 238,062</u>	<u>\$ 244,276</u>	<u>\$ 244,276</u>	<u>\$ 231,112</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6401 Audit/Accounting	-	-	-	-	-
6404 Consulting	4,343	11,452	19,343	19,343	15,229
6630 Other Grant Payments	224,888	226,610	224,933	224,933	215,883
Total Expense	<u>\$ 229,231</u>	<u>\$ 238,062</u>	<u>\$ 244,276</u>	<u>\$ 244,276</u>	<u>\$ 231,112</u>

DETAILED SUMMARY OF 2015 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	\$ 69,974	\$ -	\$ 69,974
Housing Partnership	35,390	46,526	81,916
Salvation Army	63,993	-	63,993
	<u>\$ 169,357</u>	<u>\$ 46,526</u>	<u>\$ 215,883</u>

**CITY OF APPLETON 2015 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Neighborhood Stabilization Program (NSP)

Business Unit 2300

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

- *Housing Partnership of the Fox Cities: acquisition and rehabilitation of four new units for the Housing First Program
- *WI Partnership for Housing Development: acquisition/rehabilitation of two single-family homes (workforce housing)
- *Habitat for Humanity: acquisition for new construction of single-family homes for low to moderate income families
- *Appleton Housing Authority: acquisition and rehabilitation of two units of handicap-accessible housing

Major changes in Revenue, Expenditures, or Programs:

Projects are completed and all homes occupied. 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 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
\$ NSP Award Amount	\$ 71,045	\$ -	\$ -	\$ -	\$ -
Avg Sub award	\$ 80,406	\$ -	\$ -	\$ -	\$ -
Strategic Outcomes					
Acquisition activities	1	0	0	0	0
Demolition activities	0	0	0	0	0
Rental units created	1	0	0	0	0
Homeowner units created	0	0	0	0	0
Work Process Outputs					
# of sub awards made	1	0	0	0	0

**CITY OF APPLETON 2015 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Neighborhood Stabilization Program (NSP)

Business Unit 2300

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4224 Miscellaneous State Aids	\$ 71,045	\$ 15,179	\$ -	\$ -	\$ -
5050 Project Repayments	129,906	-	-	-	-
Total Revenue	<u>\$ 200,951</u>	<u>\$ 15,179</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6404 Consulting	3,264	8,876	-	-	-
6630 Other Grant Payments	139,926	13,804	-	-	-
Total Expense	<u>\$ 143,190</u>	<u>\$ 22,680</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2015 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Emergency Solutions Grant (ESG)/Transitional Housing Program (THP)

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 Transitional Housing/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 Fox Valley Warming Shelter.

Major changes in Revenue, Expenditures, or Programs:

The City began administering this program again in July, 2013.

The State separated the ESG and the THP grant for the 2014-2015 program year.

A contract extension was needed during 2013 due to the timing of getting our contract signed and the availability of the grant funds due to the sequestration and government shut down.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts	**				
\$ Grant Award ESG	N/A	\$ 84,665	\$ 212,609	\$ 212,609	\$ 214,354
\$ Grant Award THP	N/A	N/A	N/A	N/A	\$ 12,662
Strategic Outcomes					
Expand the # of homeless persons served					
# of assisted in emergency shelter	N/A	794	800	\$ 800	800
# assisted in rapid rehousing	N/A	160	225	150	150
# assisted with prevention services	N/A	1,767	1,250	1,500	1,500
Work Process Outputs					
# grant applications prepared	N/A	1	1	1	2
# of contract period extensions requested	N/A	1	0	0	0

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

**CITY OF APPLETON 2015 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS**

Emergency Solutions Grant (ESG)/Transitional Housing Program (THP)

Business Unit 2140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ 84,665	\$ 212,609	\$ 212,609	\$ 227,016
Total Revenue	\$ -	\$ 84,665	\$ 212,609	\$ 212,609	\$ 227,016
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6404 Consulting Services	-	4,996	10,000	10,000	10,713
6630 Other Grant Payments	-	79,669	202,609	202,609	216,303
Total Expense	\$ -	\$ 84,665	\$ 212,609	\$ 212,609	\$ 227,016

DETAILED SUMMARY OF 2015 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:

	ESG	THP
Homeless Management Info System	\$ 3,900	\$ -
Housing Partnership	58,228	-
ADVOCAP	12,636	12,662
Emergency Shelter	103,877	-
Fox Valley Warming Shelter	25,000	-
Total	\$ 203,641	\$ 12,662

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Intergovernmental Revenues	348,018	332,906	219,804	441,885	441,885	0	458,128
Other Revenues	129,906	0	0	10,000	10,000	0	0
TOTAL REVENUES	477,924	332,906	219,804	451,885	451,885	0	458,128
EXPENSES BY LINE ITEM							
Regular Salaries	18	0	0	0	0	0	0
Fringes	2	0	0	0	0	0	0
Salaries & Fringe Benefits	20	0	0	0	0	0	0
Block Grant Payments	410,728	320,083	270,468	427,542	427,542	0	432,186
Administrative Expense	410,728	320,083	270,468	427,542	427,542	0	432,186
Supplies & Materials	0	0	0	0	0	0	0
Consulting Services	9,324	25,416	13,235	29,343	29,343	0	25,942
Purchased Services	9,324	25,416	13,235	29,343	29,343	0	25,942
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	420,072	345,499	283,703	456,885	456,885	0	458,128

This report does not include \$10,000 budgeted in business unit 2100 for accounting and audit expense in the CDBG program.

CITY OF APPLETON 2015 BUDGET
HOUSING, HOMELESS AND BLOCK GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Property Taxes	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Intergovernmental	327,954	338,010	451,885	451,885	468,128
Other	129,906	-	10,000	10,000	-
Total Revenues	457,860	343,010	466,885	466,885	468,128
Expenses					
Program Costs	400,099	350,511	466,885	467,143	468,128
Total Expenses	400,099	350,511	466,885	467,143	468,128
Revenues over (under) Expenses	57,761	(7,501)	-	(258)	-
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	57,761	(7,501)	-	(258)	-
Fund Balance - Beginning	(50,002)	7,759	258	258	-
Fund Balance - Ending	\$ 7,759	\$ 258	\$ 258	\$ -	\$ -

**CITY OF APPLETON 2015 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 the receipt of a 6% room tax and the corresponding transfers to the Performing Arts Center, the Fox Cities Convention and Visitors Bureau (FCCVB), and the City's general fund. Quarterly, 3% of the room taxes collected by hotels/motels and other hospitality establishments are remitted to the City. Of this amount, 5% is directed to the general fund for administrative costs and the remaining 95% is forwarded to the FCCVB. The remaining 3% of room tax collections (related to the Performing Arts Center - 2% designated for debt retirement, and 1% designated to fund operations) are remitted directly to Associated Trust. Associated Trust in turn remits the 5% administrative fee to the City.

Major changes in Revenue, Expenditures, or Programs:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	\$ 337,698	\$ 351,752	\$ 342,000	\$ 342,000	\$ 342,000
PAC debt retirement	\$ 5,880,000	\$ 234,501	\$ 470,000	\$ 228,000	\$ 228,000
PAC Operating Fund	\$ 112,600	\$ 117,251	\$ 113,000	\$ 114,000	\$ 114,000
Work Process Outputs					
# of quarterly settlement checks issued	4	4	4	4	4

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	
Program Revenues		\$ 373,245	\$ 388,778	\$ 378,000	\$ 378,000	\$ 378,000	0.00%
Program Expenses		\$ 370,698	\$ 384,751	\$ 382,000	\$ 382,000	\$ 382,000	0.00%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	370,698	384,751	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 2015 BUDGET
SPECIAL REVENUE FUNDS**

Room Tax Administration

Business Unit 2600

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4140 Room Taxes	\$ 373,245	\$ 388,778	\$ 378,000	\$ 378,000	\$ 378,000
Total Revenue	<u>\$ 373,245</u>	<u>\$ 388,778</u>	<u>\$ 378,000</u>	<u>\$ 378,000</u>	<u>\$ 378,000</u>
Expenses					
6606 Room Tax	\$ 337,698	\$ 351,751	\$ 342,000	\$ 342,000	\$ 342,000
7911 Trans Out - General Fund	33,000	33,000	40,000	40,000	40,000
Total Expense	<u>\$ 370,698</u>	<u>\$ 384,751</u>	<u>\$ 382,000</u>	<u>\$ 382,000</u>	<u>\$ 382,000</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$10,000

None

**CITY OF APPLETON 2015 BUDGET
ROOM TAX ADMINISTRATION FUND
SOURCES AND USES OF FUNDS**

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Other	\$ 373,245	\$ 388,778	\$ 378,000	\$ 378,000	\$ 378,000
Total Revenues	<u>373,245</u>	<u>388,778</u>	<u>378,000</u>	<u>378,000</u>	<u>378,000</u>
Expenses					
Program Costs	337,698	351,751	342,000	342,000	342,000
Total Expenses	<u>337,698</u>	<u>351,751</u>	<u>342,000</u>	<u>342,000</u>	<u>342,000</u>
Revenues over (under) Expenses	35,547	37,027	36,000	36,000	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	2,547	4,027	(4,000)	(4,000)	(4,000)
Fund Balance - Beginning	<u>26,806</u>	<u>29,353</u>	<u>33,380</u>	<u>33,380</u>	<u>29,380</u>
Fund Balance - Ending	<u>\$ 29,353</u>	<u>\$ 33,380</u>	<u>\$ 29,380</u>	<u>\$ 29,380</u>	<u>\$ 25,380</u>

**CITY OF APPLETON 2015 BUDGET
INTERNAL SERVICE FUNDS**

NOTES

CITY OF APPLETON 2015 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.

The last actuarial study was completed in early 2013 for the year ended December 31, 2012 audit. A new study is planned for early 2015 for the 2014 audit.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses		\$ 101,199	\$ 328,799	\$ 105,000	\$ 105,000	\$ 160,000	52.38%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		101,199	328,799	105,000	105,000	160,000	52.38%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

* % change from prior year adopted budget
OPEB.xlsx

**CITY OF APPLETON 2015 BUDGET
INTERNAL SERVICE FUNDS**

Other Post Employment Benefits

Business Unit 6410

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5035 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
6153 Health Insurance	\$ 101,199	\$ 328,799	\$ 105,000	\$ 105,000	\$ 160,000
6401 Accounting/Audit	-	-	-	-	-
Total Expense	\$ 101,199	\$ 328,799	\$ 105,000	\$ 105,000	\$ 160,000

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2015 BUDGET
OTHER POST EMPLOYMENT BENEFITS FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Administrative Expense	101,199	328,799	105,000	105,000	160,000
Total Expenses	<u>101,199</u>	<u>328,799</u>	<u>105,000</u>	<u>105,000</u>	<u>160,000</u>
Revenues over (under) Expenses	(101,199)	(328,799)	(105,000)	(105,000)	(160,000)
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	(101,199)	(328,799)	(105,000)	(105,000)	(160,000)
Fund Balance (Deficit) - Beginning	<u>1,420,761</u>	<u>1,319,562</u>	<u>990,763</u>	<u>990,763</u>	<u>885,763</u>
Fund Balance (Deficit) - Ending	<u>\$ 1,319,562</u>	<u>\$ 990,763</u>	<u>\$ 885,763</u>	<u>\$ 885,763</u>	<u>\$ 725,763</u>

CITY OF APPLETON 2015 BUDGET

INFORMATION TECHNOLOGY

Information Technology Director: Dean J. Fox

CITY OF APPLETON 2015 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 2014 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 continue to be providing services 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 to ensure that technology resources are accessible to City staff. 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. As the department continues to evolve with technology we will focus on understanding how the IT role is changing, look at IT as a complete part of making the City departments technically successful, driving new business initiatives and becoming a strategic partner with each department for the benefit of the City.

The following summarizes significant events in 2014:

Purchased and installed a new video storage system for the 4 new virtual video servers.

Completed programming for the Sensus Water Meter Project.

Implemented a number of new mobile data computers (MDC's) for the Police Department. Included in that deployment was a new software roll out in conjunction with Outagamie County and Foxcomm to install the new Premier One CAD system on the units for response callout purposes at both the Police and Fire Departments.

Continued to deploy the new Avigilon cameras to multiple City locations. This project will continue into 2015 as well.

Moved our Document Management System (Metafile) to a new virtual server and upgraded the software to the newest version, with further improvements coming in 2015.

Completed the Network Infrastructure Upgrade.

Completed the new phone systems, including wireless at the Utilities facilities.

Numerous programming additions and changes, including but not limited to DoR Project, Fire Investigation, Use of Force application for APD, work on the My Neighborhood program, and the addition of multiple new permits to those that can be applied and paid for online.

Began work on a new website for the City. That new site will be much more user friendly and will continue provide for in-house management and improvement.

Deployed multiple tablet computers to better utilize the time of staff in the field, enabling them to access all of our systems from the field directly as opposed to returning to the office to update systems.

Continued to replace and upgrade PCs and laptops, including the use of unexpended budget authority from 2013 to re-establish a four year replacement cycle.

CITY OF APPLETON 2015 BUDGET INFORMATION TECHNOLOGY

MAJOR 2015 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. Included in the collaborative efforts will be working with other agencies in the growth of Appleton Area Metropolitan Fiber Optic Network (AAMFON) and continued updating and increasing of its utilization and bandwidth.

Continue to enhance the Document Management System and look for ways to better improve the flow of information through the system, reducing time and costs in all the document processing that currently exists and further streamline workflow.

Continue to upgrade the necessary PC's, laptops, MDC's and tablets to have no equipment older than 4 years in the network, reducing the costs of maintaining older equipment.

As new servers come online, continue to make them virtual, reducing our carbon footprint even more. A goal of 90% virtual should be easily realized.

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.

Continue to implement camera security systems where needed.

Build out a Disaster Recovery Plan using the latest offsite backup technology.

Further advance the project of moving off of the iSeries platform and choose a vendor and ERP package to facilitate that project.

Continue the growth of the new website along with the use of mobile application development.

Work in conjunction with individual departments in a focused strategy to become a closer business partner with them and help identify departmental technology needs and advancements.

Develop and establish information technology-related goals and objectives.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 101	\$ -	\$ -	\$ -	\$ -	N/A
Program Expenses							
13010	Administration	50,662	132,942	223,363	238,363	242,868	8.73%
13020	Mainframe	319,895	367,096	435,035	435,657	394,871	-9.23%
13030	Network	947,472	1,194,009	978,654	1,120,522	1,072,516	9.59%
TOTAL		\$ 1,318,029	\$ 1,694,047	\$ 1,637,052	\$ 1,794,542	\$ 1,710,255	4.47%
Expenses Comprised Of:							
	Personnel	745,455	876,209	986,326	989,816	987,671	0.14%
	Administrative Expense	33,118	52,664	44,714	59,714	62,714	40.26%
	Supplies & Materials	171,555	329,950	127,000	191,000	147,000	15.75%
	Purchased Services	1,155	6,038	59,700	59,700	18,700	-68.68%
	Utilities	4,762	6,150	6,800	6,800	6,800	0.00%
	Repair & Maintenance	361,984	346,395	412,512	487,512	487,370	18.15%
	Capital Expenditures	-	76,641	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	12.00	12.00	11.00	11.00	11.00	

CITY OF APPLETON 2015 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, training 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:

This budget includes an increase in training expense to provide 5 days' technical training per staff member in 2015. In 2013 and 2014 we have relied on carryover funding to provide needed training for staff. We do get a number of training vouchers from Microsoft for our Enterprise Agreement, but they're limited in number. We've tried to utilize those along with the training budget. The vouchers are good for 3 years from the start of the agreement but generally are used up long before that.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Strategic Outcomes					
Reduce hardware to become "green" department					
% of virtual vs physical servers	New Measure	70	85%	75%	85%
Safeguarding data					
# of audit records requiring security attention	New Measure	4	0	4	0
Work Process Outputs					
IT staff training (hrs); goal of 1 week per IT staff member	210	400	400	400	440
Telephone numbers supported	770	770	770	770	770

**CITY OF APPLETON 2015 BUDGET
INFORMATION TECHNOLOGY**

Administration

Business Unit 13010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5010 Misc Revenue - Nontax	\$ 101	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 101</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 22,176	\$ 75,458	\$ 141,915	\$ 141,915	\$ 143,363
6150 Fringes	7,171	22,648	50,234	50,234	50,291
6201 Training\Conferences	8,386	20,195	15,000	30,000	33,000
6205 Employee Recruitment	778	-	-	-	-
6206 Parking Permits	3,249	3,806	4,464	4,464	4,464
6301 Office Supplies	1,405	1,220	1,000	1,000	1,000
6303 Memberships & Licenses	-	-	50	50	50
6305 Awards & Recognition	178	191	200	200	200
6320 Printing & Reproduction	3,208	2,050	2,000	2,000	2,000
6327 Miscellaneous Equipment	60	1,702	2,000	2,000	2,000
6413 Utilities	2,896	4,398	3,800	3,800	3,800
6599 Other Contracts/Obligations	1,155	1,274	2,700	2,700	2,700
Total Expense	<u>\$ 50,662</u>	<u>\$ 132,942</u>	<u>\$ 223,363</u>	<u>\$ 238,363</u>	<u>\$ 242,868</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Training

Average 1 week training per year per staff member

\$ 33,000

CITY OF APPLETON 2015 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 deleted the Systems Analyst position in 2014, vacant at the time, and added \$50,000 of consulting expense to provide for either expertise not represented by staff or additional programming hours, as needed. To date, staff have been able to manage all projects internally and this budget request substantially reduces the request for consulting.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Rapid response to information needs					
# of requests over 6 months old	30	37	30	30	20
# of project requests outstanding	90	37	30	30	20
Strategic Outcomes					
Sustain personnel resource allocation					
% of staff time allocated to new application development	40%	40%	25%	65%	20%
(Goal is for the % to decline as we move closer to a replacement technology)					
Work Process Outputs					
# of new requests received	425	326	400	400	150
# of user accounts supported	520	520	520	520	520

**CITY OF APPLETON 2015 BUDGET
INFORMATION TECHNOLOGY**

Mainframe

Business Unit 13020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 205,931	\$ 236,220	\$ 245,759	\$ 246,300	\$ 244,172
6104 Call Time	847	2,001	1,952	1,952	1,941
6150 Fringes	58,645	72,113	79,582	79,663	78,908
6327 Miscellaneous Equipment	4,642	644	4,000	4,000	4,000
6404 Consulting Services	-	-	50,000	50,000	10,000
6418 Equip Repairs & Maint	14,890	23,896	20,842	20,842	21,150
6424 Software Support	34,940	32,222	32,900	32,900	34,700
Total Expense	<u>\$ 319,895</u>	<u>\$ 367,096</u>	<u>\$ 435,035</u>	<u>\$ 435,657</u>	<u>\$ 394,871</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Equipment Repairs & Maint

IBM iSeries prepaid maintenance	\$ 16,500
Expense prepaid maintenance on UPS	2,650
Other repairs and parts	2,000
	<u>\$ 21,150</u>

Software Support

JDEdwards	\$ 22,000
Elite forms	1,400
ABSTRACT support	1,400
Misc. software support	1,900
SEQUEL support	8,000
	<u>\$ 34,700</u>

CITY OF APPLETON 2015 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:

Maintenance cost for the core switch and firewall have increased due to equipment that has been added and is coming off of warranty (\$4,750). Also the build-out of the Appleton Area Metropolitan Fiber Optic Network (AAMFON) will result in additional yearly maintenance costs (\$5,000). This budget also requests an increase in the budget for hardware replacement (\$20,000) to continue our progress towards re-establishing a four year replacement cycle. Carryover of \$150,000 of unexpended budget authority from 2012 was used in 2013 and another \$24,000 from 2013 has been used in 2014. With an installed base of 450 PCs, maintaining a 4-year replacement cycle will cost approximately \$110,000 per year. In the event that there is unexpended 2014 budget authority at year end, we expect to request carryover for this purpose as well in 2015.

This budget also includes \$51,000 for 57 body cameras to be worn by Police patrol officers. These will replace the in-squad video cameras which are nearing the end of their life and would be replaced from this budget, are much more flexible than the in-squad units, and are more cost effective.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Quick problem resolution					
# of project requests outstanding	25	8	15	15	5
Strategic Outcomes					
Minimized disruption to City operations because of hardware/software issues					
Ratio of single printers to MFP's*	20%	20%	10%	10%	10%
Informed citizens					
# of hits on web home page	800,000	700,000	800,000	1,200,000	1,200,000
Work Process Outputs					
New systems implemented					
# of network accounts supported	560	650	650	650	650
# of computers maintained	420	430	430	430	450
# PC's replaced/upgraded - 4 yr cycle	150	200	113	80	113
Help Desk problems resolved					
# of calls handled by help desk	18,000	18,000	18,000	17,600	17,600
# personnel trained	12	11	11	11	11

*multi-function printers

**CITY OF APPLETON 2015 BUDGET
INFORMATION TECHNOLOGY**

Network

Business Unit 13030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 322,636	\$ 334,716	\$ 325,483	\$ 327,979	\$ 327,985
6104 Call Time	770	1,784	2,491	2,491	2,509
6105 Overtime	2,100	1,219	2,000	2,000	2,000
6150 Fringes	125,178	130,051	136,910	137,282	136,502
6301 Office Supplies	19,122	27,251	24,000	24,000	24,000
6327 Miscellaneous Equipment	163,645	325,555	119,000	183,000	139,000
6404 Consulting Services	-	4,764	7,000	7,000	6,000
6413 Utilities	1,866	1,752	3,000	3,000	3,000
6418 Equip. Repairs & Maint	29,857	28,777	30,000	30,000	34,750
6419 Communication Eq. Repairs	18,766	29,371	17,500	17,500	22,500
6424 Software Support	263,532	232,128	311,270	386,270	374,270
6804 Equipment	-	76,641	-	-	-
Total Expense	<u>\$ 947,472</u>	<u>\$ 1,194,009</u>	<u>\$ 978,654</u>	<u>\$ 1,120,522</u>	<u>\$ 1,072,516</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Office Supplies

Network supplies - toner, ink, tapes	\$ 24,000
	<u>\$ 24,000</u>

Miscellaneous Equipment

Upgrade PC's and laptops	\$ 50,000
Upgrade MDC's (20)	56,000
Misc. network hardware	20,000
Application and network management	13,000
	<u>\$ 139,000</u>

Equip. Repairs & Maint.

NovaTime(Parks/Transit)	\$ 1,300
Router maintenance	1,000
SAN hardware support	10,000
Porter Lee (Police Evidence System)	1,700
Core switch support	7,000
Firewall support	13,750
	<u>\$ 34,750</u>

Software Support

Microsoft agreement	\$ 130,000
Mitel VoIP support	39,000
GIS - DLT solutions	18,500
Doc management support	15,000
Anti-Virus subscription	5,800
Spam filtering	5,000
Sgt. labs support	3,300
Backup software support	9,500
NEOGOV	9,300
Track-IT support	3,000
Miscellaneous software	8,500
Shopkey (MSB/Transit)	1,700
SignCAD/SignCAM (MSB)	1,600
RecTrac support (Parks)	5,600
Forensic software (PD)	1,600
ID networks (PD)	4,200
VieVu cameras (PD)	51,000
Insite Support (MSB/Transit)	1,500
OPC-online pmts. (Finance)	2,300
Win-Wam (Health W&M)	1,800
ArcGIS ELS (CD - GIS)	56,070
	<u>\$ 374,270</u>

Communication Equip. Repair

Pro-rata share of fiber network costs	\$ 22,500
	<u>\$ 22,500</u>

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Other Revenues	101	0	0	0	0	0	0
TOTAL REVENUES	101	0	0	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	491,398	574,818	314,876	713,157	716,194	715,520	715,520
Call Time	1,618	3,785	1,744	4,443	4,443	4,450	4,450
Overtime	2,100	1,219	2,549	2,000	2,000	2,000	2,000
Sick Pay	7,705	7,175	732	0	0	0	0
Vacation Pay	51,641	64,401	25,301	0	0	0	0
Fringes	190,994	224,812	126,322	266,726	267,179	270,007	265,701
Salaries & Fringe Benefits	745,456	876,210	471,524	986,326	989,816	991,977	987,671
Training & Conferences	8,386	20,195	8,580	15,000	30,000	16,000	33,000
Employee Recruitment	778	0	0	0	0	0	0
Parking Permits	3,249	3,807	4,113	4,464	4,464	4,464	4,464
Office Supplies	20,527	28,471	9,482	25,000	25,000	25,000	25,000
Subscriptions	0	0	0	0	0	50	50
Memberships & Licenses	0	0	50	50	50	0	0
Awards & Recognition	178	191	0	200	200	200	200
Administrative Expense	33,118	52,664	22,225	44,714	59,714	45,714	62,714
Printing & Reproduction	3,208	2,050	988	2,000	2,000	2,000	2,000
Miscellaneous Equipment	168,347	327,901	135,193	125,000	189,000	131,000	145,000
Supplies & Materials	171,555	329,951	134,205	127,000	191,000	133,000	147,000
Consulting Services	0	4,764	379	57,000	57,000	56,000	16,000
Other Contracts/Obligations	1,155	1,274	795	2,700	2,700	2,700	2,700
Purchased Services	1,155	6,038	1,174	59,700	59,700	58,700	18,700
Electric	0	0	0	3,000	3,000	3,000	3,000
Telephone	2,822	2,679	1,330	0	0	0	0
Cellular Telephone	1,940	3,471	1,831	3,800	3,800	3,800	3,800
Utilities	4,762	6,150	3,161	6,800	6,800	6,800	6,800
Equipment Repair & Maintenan	44,746	52,674	37,707	50,842	50,842	56,250	55,900
Communications Equip. Repairs	18,766	29,371	68	17,500	17,500	22,500	22,500
Software Support	298,472	264,350	261,719	344,170	419,170	357,970	408,970
Repair & Maintenance	361,984	346,395	299,494	412,512	487,512	436,720	487,370
Machinery & Equipment	0	76,641	0	0	0	0	0
Capital Expenditures	0	76,641	0	0	0	0	0
TOTAL EXPENSES	1,318,030	1,694,049	931,783	1,637,052	1,794,542	1,672,911	1,710,255

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

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**CITY OF APPLETON 2015 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:

<u>Project</u>	<u>Subledger</u>	<u>Amount</u>	<u>Page</u>
Camera Project	2414	\$ 35,000	Projects, Pg. 650
Disaster Recovery	2418	150,000	Projects, Pg. 650
VM Server Refresh	2419	35,000	Projects, Pg. 650
Mobile Applications Development	2406	40,000	Projects, Pg. 650
iSeries Replacement	2407	125,000	Projects, Pg. 649
		<u>\$ 385,000</u>	

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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	2012	2013	Adopted 2014	Amended 2014	2015	
	Program Revenues	\$ 496	\$ (468)	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 358,104	\$ 381,210	\$ 320,000	\$ 415,283	\$ 385,000	20.31%
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	358,104	381,210	320,000	415,283	385,000	20.31%

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

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

Information Technology

Business Unit 4220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4710 Interest on Investments	\$ 496	\$ (468)	\$ -	\$ -	\$ -
5010 Misc. Revenue - Nontax	-	-	-	-	-
5910 Proceeds of Long-term Debt	400,000	-	862,944	862,944	-
Total Revenue	<u>\$ 400,496</u>	<u>\$ (468)</u>	<u>\$ 862,944</u>	<u>\$ 862,944</u>	<u>\$ -</u>
Expenses					
6404 Consulting	\$ -	\$ -	\$ -	\$ -	\$ 125,000
6327 Miscellaneous Equipment	64,651	20,570	-	-	-
6804 Equipment	293,453	360,640	140,000	235,283	260,000
6815 Software Acquisition	-	-	180,000	180,000	-
Total Expense	<u>\$ 358,104</u>	<u>\$ 381,210</u>	<u>\$ 320,000</u>	<u>\$ 415,283</u>	<u>\$ 385,000</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Consulting

iSeries Replacement	\$ 125,000
	<u>\$ 125,000</u>

Equipment

Camera Project	\$ 35,000
Disaster Recovery	150,000
VM Server Refresh	35,000
Mobile Applications Development	40,000
	<u>\$ 260,000</u>

CITY OF APPLETON 2015 BUDGET
INFORMATION TECHNOLOGY
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ 496	\$ (468)	\$ -	\$ -	\$ -
Other	-	-	-	-	-
Total Revenues	<u>496</u>	<u>(468)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	318,104	381,210	320,000	357,481	385,000
Total Expenses	<u>318,104</u>	<u>381,210</u>	<u>320,000</u>	<u>357,481</u>	<u>385,000</u>
Revenues over (under) Expenses	(317,608)	(381,678)	(320,000)	(357,481)	(385,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	400,000	-	862,944	590,050	385,000
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>400,000</u>	<u>-</u>	<u>862,944</u>	<u>590,050</u>	<u>385,000</u>
Net Change in Equity	82,392	(381,678)	542,944	232,569	-
Fund Balance - Beginning	<u>66,717</u>	<u>149,109</u>	<u>(232,569)</u>	<u>(232,569)</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 149,109</u>	<u>\$ (232,569)</u>	<u>\$ 310,375</u>	<u>\$ -</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 2015 BUDGET

LEGAL SERVICES

City Attorney: James P. Walsh

Deputy City Attorney: Christopher Behrens

City Clerk: Dawn Collins

CITY OF APPLETON 2015 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

DISCUSSION OF SIGNIFICANT 2014 EVENTS

- * City staff worked with outside counsel concerning the excessive assessment lawsuits brought forth by three different retail entities in the City of Appleton. The most significant amount of time was spent on preparation for the CVS litigation. A significant number of hours were spent assisting in the organization of trial documents and preparation and review of documents to be filed regarding motions and responses to motions. Trial in this matter was held in late May of this year.
- * The Fox River clean up litigation reached a new stage in the process. A Consent Decree was reached amongst most of the parties and submitted to Federal Court for its review and approval. The Court's approval would be the last major step in finalizing the District Court proceedings. The next step would be any appeals of the District Court opinions and we will remain involved in that process.
- * The City is also close to reaching an agreement with insurance carriers to cover the settlement amount in the Consent Decree. We continue to work with insurance counsel and the carriers to cover remaining expenses incurred in the preparation and litigation process.
- * We continue to work closely with the Information Technology Department to ensure the Granicus meetings system is operating appropriately. Additionally, staff has been in touch with Granicus to schedule updates and provide information which alderpersons have indicated they would like to see on Council minutes. Staff in the City Clerk's Office met with the representative from Granicus seeking additional capabilities of the system to provide more easily accessible information.
- * The City Clerk's Office administered four regularly-scheduled elections; a Spring primary and general election and a Fall primary and general election in 2014.
- * The Election Clerk and City Clerk conducted training sessions for election officials who staff the polling districts in the City of Appleton. Certain sections of the training manual were updated and a complete update to the manual is in progress.
- * The City again utilized the internet to report primary and general election results. The City updated the information on the City's website to reflect services provided, especially on the election pages.
- * The license renewal process is a major yearly activity in the Clerk's Office with over 1,000 operator's licenses and liquor licenses being processed. The City updated the waiting list for Class B liquor licenses currently at 22.
- * Scheduled Board of Review opening for May of this year and adjourned until the Fall to complete the revaluation.
- * The City Clerk's Office received and reviewed the petition dealing with the definition of 'person'. This required the data entry and review of over 5,000 signatures and addresses to validate the petition and ensure it appears on the Fall ballot.
- * The City Attorney's Office successfully defended two lawsuits brought against the City arising out of denied claims. Both matters went to trial where we ultimately prevailed. Additionally, this office successfully defended and obtained a stipulated dismissal of a slip and fall case during the discovery process.
- * Represented the City in traffic and ordinance related matters including 3,071 scheduled initial court appearances, 80 scheduled jury and court trials and 1,274 scheduled pre-trials/jury trial conferences or motion hearings (as of 5/30/14).
- * Represented the City in truancy court both at the courthouse and by travelling to each of the high schools and middle schools. Truancy court typically runs an entire day and as of May 30th 7.5 days have been spent on 372 matters, in addition to multiple court appearances as well as meetings at each school with school officials prior to the court date in preparation for the hearings.
- * We continue assisting outside counsel during the discovery phase of a lawsuit brought against the City, Valley Transit and one of its drivers.
- * Staff continues working with Human Resources and monitoring the City's defense by joint counsel in a lawsuit involving the interpretation and application of health insurance coverage.
- * Staff is also actively engaged in other litigation including the defense in a lawsuit involving a City vehicle as well as a lawsuit in which, depending on the outcome, staff will recover all or a portion of medical expenses the City paid on behalf of an injured employee.
- * Staff also drafted several new ordinances or revised existing ordinances, including clarifying the circumstances when issuance of a license can be delayed due to outstanding taxes or other obligations to the City.
- * Coordinated efforts with the Fire Department and Building Inspections to timely file a list of ordinances proposed for exemption from the statewide Uniform Commercial Building Code.
- * We also continue to work with outside counsel on a Worker's Compensation claim that is scheduled for final hearing in July.
- * Staff worked closely with and advised the Department of Parks, Recreation and Facilities Management on the sudden closure of the Gardens of the Fox Cities and termination of the agreement with that organization and issues arising out of those circumstances.
- * Staff continues to work with the Finance and Utilities Department on customer issues such as theft of water and collection.
- * Bi-annual Tax Exempt Report completed with 278 parcels that submitted the appropriate forms.
- * New City Clerk hired in July 2014.

CITY OF APPLETON 2015 BUDGET LEGAL SERVICES

MAJOR 2015 OBJECTIVES

- * We will continue to work with outside counsel to bring the negotiated settlement and Consent Decree to a successful conclusion. We will continue working with insurance counsel to make sure as much of the remaining invoices for the Fox River are appropriately paid to the City.
- * We will continue to work with outside counsel as appropriate, for the excessive assessments lawsuits currently pending.
- * We will continue to assist, guide and advise City staff from all departments as well as elected officials on legal matters in a timely fashion.
- * We will continue to work with other departments to ensure that City tasks are timely completed and projects are not delayed and such items as land acquisitions and negotiated agreements be completed pursuant to the department's requested deadline, whenever possible.
- * We will continue working cooperatively with the Finance Department and the Appleton Public Library in collections efforts and making sure all materials are returned as required.
- * We will represent and defend the City in future lawsuits brought against it or its employees or officials except when particular expertise of outside counsel is required or outside counsel is mandated by the insurance carrier.
- * With a yearly average of over 8,000 initial appearances, 200 scheduled jury and court trials (with an average of 60 held) and an average of 1,890 pretrials/jury conferences and motion hearings, continue to prosecute City citations.
- * Continue to work with the court and School District on truancy court matters, spending an average of 15 days per year strictly on truancy court appearances in various schools in addition to meetings with school officials and other required court appearances.
- * We will administer two regularly-scheduled elections, the Spring primary election and the Spring general election.
- * We will complete the rewriting of the Election Training Manual and reprint all related forms to accommodate the recently adopted legislative changes in election law and processes.
- * We will continue to serve as administrator for the implementation of the new document management system for Council and committee meetings, agendas, reports and video streaming. We will look for new opportunities to take advantage of the capabilities of the Granicus system.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 345,726	\$ 279,589	\$ 273,450	\$ 273,450	\$ 269,150	-1.57%
Program Expenses							
14510	Administration	296,857	291,495	297,863	299,607	268,745	-9.78%
14521	Litigation	218,025	244,050	229,970	310,604	254,675	10.74%
14522	Real Estate	44,879	45,113	46,662	46,662	47,484	1.76%
11020	Recordkeeping	105,851	73,459	98,221	99,153	97,879	-0.35%
11030	Licensing	62,278	68,384	61,507	61,507	61,586	0.13%
11040	Elections	390,836	171,460	297,283	298,836	185,922	-37.46%
11050	Mail / Copy Center	177,217	150,276	166,864	167,796	167,415	0.33%
TOTAL		\$ 1,295,943	\$ 1,044,237	\$ 1,198,370	\$ 1,284,165	\$ 1,083,706	-9.57%
Expenses Comprised Of:							
Personnel		926,566	785,605	869,644	878,939	790,195	-9.14%
Administrative Expense		157,621	154,981	139,334	139,334	132,501	-4.90%
Supplies & Materials		156,031	52,785	126,371	126,371	62,500	-50.54%
Purchased Services		41,784	36,975	48,840	125,340	83,640	71.25%
Utilities		915	751	1,070	1,070	1,070	0.00%
Repair & Maintenance		13,026	13,140	13,111	13,111	13,800	5.26%
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 2015 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

Major Changes in Revenue, Expenditures or Programs:

The training budget increased slightly to allow for additional training in various disciplines. A new clerk will require training at the University of Wisconsin - Green Bay Municipal Clerks Institute, plus allowing the opportunity for other members of the staff to obtain training in their specific areas. Training was emphasized in the department's strategic plan and this will allow for that training to occur, where appropriate.

Decrease in regular salaries is due to turnover of City Attorney staff.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	61	70	80	80	80
Work Process Outputs					
Written opinions issued	14	10	>20	>20	>20
Ordinances reviewed	131	99	100	100	100
Staff training					
# of hours of staff training	115	242	150	150	160

**CITY OF APPLETON 2015 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv. - Nontax	\$ 355	\$ 482	\$ 200	\$ 200	\$ 200
4802 Charges for Serv. - Tax	1,188	287	2,000	2,000	2,000
5085 Cash Short or Over	5	(11)	-	-	-
Total Revenue	\$ 1,548	\$ 758	\$ 2,200	\$ 2,200	\$ 2,200
Expenses					
6101 Regular Salaries	\$ 200,685	\$ 197,116	\$ 199,700	\$ 201,218	\$ 181,651
6105 Overtime	167	5	-	-	-
6108 Part Time	-	3,105	-	-	-
6150 Fringes	68,987	66,364	72,135	72,361	60,266
6201 Training\Conferences	5,229	8,486	8,300	8,300	9,000
6206 Parking Permits	3,014	2,730	3,158	3,158	3,158
6301 Office Supplies	601	899	950	950	950
6302 Subscriptions	8,869	7,127	7,500	7,500	7,500
6303 Memberships & Licenses	2,516	2,222	2,750	2,750	2,200
6320 Printing & Reproduction	5,759	2,528	2,000	2,000	2,750
6328 Signs	-	-	100	100	-
6413 Utilities	915	751	1,070	1,070	1,070
6418 Equip Repairs & Maint	115	162	200	200	200
Total Expense	\$ 296,857	\$ 291,495	\$ 297,863	\$ 299,607	\$ 268,745

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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:

The City has seen a Consent Decree filed in the Fox River litigation thus, hopefully, reducing the amount of outside counsel time needed to handle this matter. The assessment challenge by CVS completed its trial the first week in June and the appellate track is next on the calendar. We anticipate more involvement in 2015 due to the fact that a judgment from the Circuit Court is probably not expected until the Fall. An increase of \$35,000 is included in the legal fees expense account.

Fox River litigation was handled by outside counsel due to the expertise required in environmental law and the time commitment required to appropriately represent the City. CVS is being handled by outside counsel who represented the Assessor before the Board of Review. The City Attorney's Office has a conflict in representing the Assessor as this office represents the Board. Outside counsel was requested for the Adamski matter because RICO is a federal criminal statute that this office has no experience handling and due to the other co-defendants in the matter.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	67	72	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements					
\$ value of settlements and judgments	\$12,205	\$11,203	<\$50,000	<\$50,000	<\$50,000
Work Process Outcomes					
Most cases handled by this office will be handled by the City Attorney staff					
% of cases handled by staff *	82%	67%	100%	100%	100%
Dispute avoidance					
# of suits filed against City	22	7	0	0	0

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

**CITY OF APPLETON 2015 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv.- Nontax	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -
Total Revenue	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -
Expenses					
6101 Regular Salaries	\$ 148,988	\$ 151,221	\$ 152,832	\$ 156,430	\$ 144,067
6150 Fringes	45,279	45,111	49,095	49,631	47,565
6402 Legal Fees	3,285	27,454	5,000	81,500	40,000
6404 Consulting Services	7,430	7,221	10,000	10,000	10,000
6625 Disability Payments	13,043	13,043	13,043	13,043	13,043
Total Expense	\$ 218,025	\$ 244,050	\$ 229,970	\$ 310,604	\$ 254,675

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	1	0	0	0	0
Work Process Outputs					
# of real estate acquisitions	7	19	10	10	10

**CITY OF APPLETON 2015 BUDGET
LEGAL SERVICES**

Real Estate

Business Unit 14522

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 34,765	\$ 35,231	\$ 35,800	\$ 35,800	\$ 36,516
6150 Fringes	10,114	9,882	10,862	10,862	10,968
Total Expense	<u>\$ 44,879</u>	<u>\$ 45,113</u>	<u>\$ 46,662</u>	<u>\$ 46,662</u>	<u>\$ 47,484</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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:

The City continues its efforts to reduce printing expenses each year through increased use of the Granicus system.

We will continue to work with Granicus to better utilize the system; use the City's "Insite" page making it a one-stop-shop for all Committee/Council information.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Retrieval of information					
% same day responses	94%	98%	95%	95%	95%
1 week retrieval for detailed requests	6%	2%	5%	5%	5%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs. maintaining records	1,554	1,575	1,500	1,500	1,500
# of requests for information	345	217	300	300	300
# of publication notices	327	214	400	400	400
# of ordinances adopted	132	101	175	175	175

**CITY OF APPLETON 2015 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 11020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 61,288	\$ 27,354	\$ 40,968	\$ 41,779	\$ 42,203
6105 Overtime	567	108	-	-	-
6150 Fringes	10,184	10,163	21,898	22,019	22,036
6301 Office Supplies	974	2,155	1,500	1,500	1,500
6320 Printing & Reproduction	1,769	1,380	1,715	1,715	- *
6402 Legal Fees	210	150	800	800	800
6408 Contractor Fees	958	1,238	1,340	1,340	1,340
6412 Advertising	29,901	30,911	30,000	30,000	30,000
Total Expense	<u>\$ 105,851</u>	<u>\$ 73,459</u>	<u>\$ 98,221</u>	<u>\$ 99,153</u>	<u>\$ 97,879</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

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

* Printing and reproduction expense budget moved to Mail/Copy Service budget to keep all stationary and paper in one budget account.

**CITY OF APPLETON 2015 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
- * Annual liquor license report to Department of Revenue

Major Changes in Revenue, Expenditures or Programs:

Due to switching back to a 2-year operator's license, the number of renewals in 2015 will increase significantly over 2014. We will send out approximately 1,400 renewal notices.

Based on population, four Reserve "Beer/Liquor" licenses were added to the City's quota.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Prompt application processing					
% processed on same day	95%	95%	100%	100%	100%
% issued within 90 days of application	100%	100%	100%	100%	100%
Strategic Outcomes					
Statutory and ordinance compliance of all licenses issued					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
License applications processed					
# of beer/liquor licenses issued	225	250	225	225	225
# of operator licenses issued	1,466	1,846	500	500	1,800
# of general licenses issued	329	453	500	500	500

**CITY OF APPLETON 2015 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 11030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4301 Amusements	\$ 7,955	\$ 8,340	\$ 8,000	\$ 8,000	\$ 8,000
4303 Cigarette	5,614	5,800	5,500	5,500	5,500
4306 Liquor	108,008	84,382	80,000	80,000	80,000
4307 Operators	77,068	97,559	40,000	40,000	94,500
4309 Sundry	4,914	5,035	4,800	4,800	4,800
4313 Special Events	17,782	21,250	17,000	17,000	17,000
4316 Second Hand/Pawnbroker	2,752	2,887	2,000	2,000	2,000
4317 Commercial Solicitation	6,283	7,200	10,000	10,000	10,000
4318 Christmas Tree	405	405	450	450	450
4320 Taxi Cab/Limousine	1,590	1,800	1,500	1,500	1,500
4321 Taxi Driver	2,000	5,050	2,000	2,000	4,200
4322 Special "B" Beer License	917	870	1,000	1,000	1,000
4324 Street Vendor	15	-	-	-	-
4411 Sundry Permits	1,920	1,940	2,000	2,000	2,000
5010 Misc. Revenue - Nontax	6,780	6,500	6,000	6,000	6,000
Total Revenue	<u>\$ 244,003</u>	<u>\$ 249,018</u>	<u>\$ 180,250</u>	<u>\$ 180,250</u>	<u>\$ 236,950</u>
Expenses					
6101 Regular Salaries	\$ 36,405	\$ 43,420	\$ 37,234	\$ 37,234	\$ 37,336
6105 Overtime	2,957	1,519	375	375	375
6150 Fringes	20,466	21,396	21,398	21,398	21,375
6301 Office Supplies	2,450	1,839	2,500	2,500	2,500
6320 Printing & Reproduction	-	210	-	-	-
Total Expense	<u>\$ 62,278</u>	<u>\$ 68,384</u>	<u>\$ 61,507</u>	<u>\$ 61,507</u>	<u>\$ 61,586</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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:

The City will schedule two elections in 2015 thus reducing expected expenditures proportionately.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Accurate election roll					
# changes, add and deletes	13,918	4,073	6,000	6,000	6,000
# of voters purged (biannual)	0	3,587	0	0	3,000
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	116,938	12,903	92,000	92,000	13,000
Avg. # of registered voters per election	28,031	44,500	42,000	42,000	42,000
# of elections administered	6	4	4	4	2
# of candidates filing nomination papers	36	30	35	35	30
# of ballot styles	220	115	210	210	114
% of staff trained at each election	98%	98%	100%	100%	100%

**CITY OF APPLETON 2015 BUDGET
LEGAL SERVICES**

Elections

Business Unit 11040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4908 Misc. Intergov. Charges	\$ 100,175	\$ 29,813	\$ 90,000	\$ 90,000	\$ 30,000
Total Revenue	<u>\$ 100,175</u>	<u>\$ 29,813</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ 30,000</u>
Expenses					
6101 Regular Salaries	\$ 189,283	\$ 88,478	\$ 135,250	\$ 136,602	\$ 96,348
6105 Overtime	4,752	1,123	4,124	4,124	1,872
6150 Fringes	28,475	23,032	25,143	25,344	23,902
6201 Training\Conferences	327	-	-	-	-
6202 Local Auto Expense	260	-	100	100	100
6206 Parking Permits	680	117	150	150	150
6301 Office Supplies	13,344	4,544	10,000	10,000	5,000
6302 Subscriptions	-	-	495	495	-
6316 Miscellaneous Supplies	6,350	-	5,400	5,400	2,000
6320 Printing & Reproduction	131,459	41,701	100,156	100,156	42,000
6328 Signs	201	-	500	500	250
6412 Advertising	-	-	1,500	1,500	1,500
6418 Equip Repairs & Maint	10,665	10,665	10,665	10,665	11,000
6503 Rent	5,040	1,800	3,600	3,600	1,800
6599 Other Contracts/Obligations	-	-	200	200	-
Total Expense	<u>\$ 390,836</u>	<u>\$ 171,460</u>	<u>\$ 297,283</u>	<u>\$ 298,836</u>	<u>\$ 185,922</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Ballot printing and coding -
2 elections

\$ 42,000

Equip Repairs & Maint

Voting machine maintenance
contract

\$ 11,000

**CITY OF APPLETON 2015 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:

The City leased a new mailing machine in 2014. The City anticipates looking at ordering plain envelopes City-wide and having the appropriate department logo printed by the Clerk's Office on each mailing. The purchase of plain envelopes would save money for the City while still retaining the flexibility of printing individual department logos. The machine will also prepare the required reports on an automated basis, thus saving staff time in preparing the reports daily as required.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	12	6	15	15	10
Work Process Outputs					
# of pieces of outgoing mail	152,980	146,545	155,000	155,000	155,000
# of packages handled	377	366	400	400	400
# of copies made in mail center	1,303,248	808,354	1,300,000	1,300,000	1,000,000

**CITY OF APPLETON 2015 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 11050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 39,771	\$ 40,040	\$ 40,561	\$ 41,372	\$ 41,371
6105 Overtime	2,414	600	375	375	375
6150 Fringes	21,019	20,337	21,894	22,015	21,969
6301 Office Supplies	913	2,587	1,600	1,600	1,600
6304 Postage\Freight	82,299	64,320	72,000	72,000	72,000
6316 Miscellaneous Supplies	11,960	6,024	11,500	11,500	9,000
6320 Printing & Reproduction	4,743	942	5,000	5,000	6,500 *
6418 Equip Repairs & Maint	2,246	2,313	2,246	2,246	2,600
6503 Rent	11,852	13,113	11,688	11,688	12,000
Total Expense	<u>\$ 177,217</u>	<u>\$ 150,276</u>	<u>\$ 166,864</u>	<u>\$ 167,796</u>	<u>\$ 167,415</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 9,000
UPS	5,500
US Postal Service	57,500
	<u>\$ 72,000</u>

* Printing and reproduction expense budget moved from Recordkeeping business unit to keep all stationary and paper in one budget account.

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Licenses	255,304	270,578	170,085	172,250	172,250	222,250	228,950
Permits	1,920	1,940	515	2,000	2,000	2,000	2,000
Charges for Services	1,543	768	593	3,200	3,200	3,200	2,200
Intergov. Charges for Service	98,882	29,813	31,008	90,000	90,000	90,000	30,000
Other Revenues	6,785	6,489	5,883	6,000	6,000	6,000	6,000
TOTAL REVENUES	364,434	309,588	208,084	273,450	273,450	323,450	269,150
EXPENSES BY LINE ITEM							
Regular Salaries	532,011	489,972	296,690	642,345	650,435	536,128	529,722
Overtime	10,857	3,355	4,406	4,874	4,874	2,622	2,622
Part-Time	0	3,105	0	0	0	0	0
Other Compensation	130,148	40,326	63,296	0	0	49,770	49,770
Shift Differential	35	9	15	0	0	0	0
Sick Pay	462	1,520	0	0	0	0	0
Vacation Pay	48,529	51,034	23,290	0	0	0	0
Fringes	204,523	196,286	120,709	222,425	223,630	212,117	208,081
Salaries & Fringe Benefits	926,565	785,607	508,406	869,644	878,939	800,637	790,195
Training & Conferences	5,556	8,486	5,588	8,300	8,300	9,000	9,000
Local Auto Expense	260	0	54	100	100	100	100
Parking Permits	3,694	2,847	2,673	3,308	3,308	3,308	3,308
Office Supplies	24,492	12,024	6,538	16,550	16,550	11,550	11,550
Subscriptions	8,869	7,126	4,207	7,995	7,995	7,500	7,500
Memberships & Licenses	2,516	2,222	2,082	2,750	2,750	2,200	2,200
Postage & Freight	82,299	64,320	72,219	72,000	72,000	75,000	72,000
Rent	16,892	14,913	12,060	15,288	15,288	19,800	13,800
Disability Payments	13,043	13,043	13,043	13,043	13,043	13,043	13,043
Block Grant Payments	20,000	30,000	0	0	0	0	0
Administrative Expense	177,621	154,981	118,464	139,334	139,334	141,501	132,501
Miscellaneous Supplies	12,100	6,024	8,565	16,900	16,900	16,900	11,000
Printing & Reproduction	143,730	46,761	81,998	108,871	108,871	59,550	51,250
Signs	201	0	0	600	600	250	250
Supplies & Materials	156,031	52,785	90,563	126,371	126,371	76,700	62,500
Legal Fees	3,495	27,605	100,101	5,800	82,300	5,800	40,800
Consulting Services	7,429	7,221	88,455	10,000	10,000	10,000	10,000
Contractor Fees	958	1,238	0	1,340	1,340	1,340	1,340
Advertising	28,608	30,911	17,933	31,500	31,500	31,500	31,500
Interfund Allocations	0	0	3,583	0	0	0	0
Other Contracts/Obligations	0	0	0	200	200	0	0
Purchased Services	40,490	66,975	202,906	48,840	125,340	48,640	83,640
Telephone	915	751	494	1,070	1,070	1,070	1,070
Utilities	915	751	494	1,070	1,070	1,070	1,070
Equipment Repair & Maintenance	13,026	13,140	17,680	13,111	13,111	14,000	13,800
Repair & Maintenance	13,026	13,140	17,680	13,111	13,111	14,000	13,800
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,314,648	1,074,239	938,513	1,198,370	1,284,165	1,082,548	1,083,706

**CITY OF APPLETON 2015 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

	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ 804	\$ (254)	\$ 500	\$ 500	\$ 500
Expenses					
Program Costs	6,392	6,391	6,392	6,392	6,391
Revenues over (under) Expenses	(5,588)	(6,645)	(5,892)	(5,892)	(5,891)
Fund Balance - Beginning	60,727	55,139	48,494	48,494	42,602
Fund Balance - Ending	\$ 55,139	\$ 48,494	\$ 42,602	\$ 42,602	\$ 36,711

CITY OF APPLETON 2015 BUDGET

HUMAN RESOURCES

Human Resources Director: Sandra A. Behnke

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

CITY OF APPLETON 2015 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 2014 EVENTS

In terms of general Human Resource Department functions, we continuously plan for changes to our medical insurance policy to remain in compliance with the Health Care Reform Act. We continue to electronically scan personnel files into the Metafile imaging system. Staff revised and/or updated 12 separate policies throughout the year. We also re-evaluated our current deferred compensation program and worked with an employee advisory team to make recommendations for ongoing administration of the plan. Staff also began exploration of a shared employee clinic with the Appleton Area School District and Outagamie County. The Health Smart team 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 258 employees participated in the health screening, with 133 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, Lunch n' Learn fitness, bike to work program, breast cancer awareness promotion and the Movember program. The annual glance chart (tables of organization, department staffing information and salary charts) was also updated and distributed.

Recruitment activities continued to be heavy due to retirements and terminations. In particular, significant recruitment processes were completed for the Finance Director, Deputy Finance Director, Customer Service and Accounting Supervisor, Communications Coordinator, City Clerk, Police Chief, and many Utilities position vacancies. We began the use of Biddle testing software that is integrated with our NEO.gov application system. The new available tests include typing, data entry, Word, Excel, grammar, spelling and many more. We participated in an 8th grade career fair with the Fox Cities Chamber.

We worked on implementing the new online NEO.gov onboarding program for newly hired employees. We also implemented performance evaluations for part time non-benefited employees. We were able to bring in an unpaid intern during the year to help with a job description project with the new NEO.gov performance evaluation (PE) program.

Since the new compensation study was finalized, we implemented and processed the first pay for performance program which was completed based on all non union employee end of year scores in the performance evaluation system. Worked with Utilities to process market adjustments for specific positions. Worked with multiple departments on employee investigations.

In the area of staff development and training, the department completed training of all general and supervisory employees on legally mandated topics in 24 classes held throughout the year and provided required training to all seasonal employees during 4 seasonal classes. The staff also conducted 3 new employee orientation programs. The department 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 area of employee/labor relations, the department handled negotiation with VT union on health care changes due to mandated federal health care changes.

CITY OF APPLETON 2015 BUDGET HUMAN RESOURCES

MAJOR 2015 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 and prescription drug costs
- 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
- Monitor and administer the comprehensive compensation study
- Update policies as needed to comply with changing regulations and environment
- Continue to train and administer the online performance management system
- Finalize the development of the on-boarding system
- Look at the feasibility of an employee clinic
- Look at expansion of voluntary benefits

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
- Work on development of social media tools to promote City positions

Employee and Labor Relations:

- Work with individual departments on policy issues
- 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

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 82	\$ 94	\$ -	\$ -	\$ -	N/A
Program Expenses							
14010	Administration	247,648	263,693	258,256	262,047	261,456	1.24%
14020	Recruitment	162,694	171,209	181,545	183,840	181,982	0.24%
14030	Employee Relations	95,976	102,480	103,505	103,505	105,985	2.40%
14040	Staff Development	133,477	138,418	143,028	144,796	144,611	1.11%
TOTAL		\$ 639,795	\$ 675,800	\$ 686,334	\$ 694,188	\$ 694,034	1.12%
Expenses Comprised Of:							
Personnel		578,859	596,330	600,617	608,471	609,502	1.48%
Administrative Expense		40,822	47,403	50,597	50,597	50,162	-0.86%
Supplies & Materials		2,993	3,676	4,100	4,100	4,350	6.10%
Purchased Services		16,495	27,734	30,110	30,110	29,110	-3.32%
Utilities		626	657	910	910	910	0.00%
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	

**CITY OF APPLETON 2015 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:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Timely and appropriate support of departments					
% of departments who rated services as satisfactory overall		New measure	80%	80%	80%
Strategic Outcomes					
Consistent and understandable employment policies and procedures					
# of employment practices claims	1	0	0	0	0
Work Process Outputs					
Policy Implementation - # of policies:					
Developed	0	0	0	0	0
Updated	19	10	12	12	12
Reviewed in training sessions	229	199	200	200	200
Fringe Benefits					
# of new fringe benefits	2	0	0	0	0
# of modified fringe benefits	5	15	5	5	2
# of fringe benefit training sessions	21	23	30	30	25

**CITY OF APPLETON 2015 BUDGET
HUMAN RESOURCES**

Administration

Business Unit 14010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv.- Nontax	\$ 82	\$ 94	\$ -	\$ -	\$ -
Total Revenue	\$ 82	\$ 94	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 181,853	\$ 187,382	\$ 186,283	\$ 189,582	\$ 189,541
6105 Overtime	105	204	-	-	-
6108 Part-time	-	8,632	-	-	-
6150 Fringes	58,833	60,089	63,271	63,763	63,463
6201 Training/Conferences	199	-	-	-	-
6206 Parking Permits	2,058	2,091	2,184	2,184	2,184
6301 Office Supplies	926	592	1,500	1,500	1,000
6305 Awards & Recognition	-	-	89	89	89
6307 Food & Provisions	209	17	119	119	119
6320 Printing & Reproduction	2,461	3,633	3,600	3,600	3,850
6327 Miscellaneous Equipment	532	-	500	500	500
6411 Temporary Help	-	587	-	-	-
6413 Utilities	393	399	600	600	600
6599 Other Contracts/Obligations	79	67	110	110	110
Total Expense	\$ 247,648	\$ 263,693	\$ 258,256	\$ 262,047	\$ 261,456

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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
- Use NEOgov system for all volunteer processes to streamline and ensure all backgrounds are completed

Major Changes in Revenue, Expenditures or Programs:

Reduction of memberships is due to one fee that is payable every three years and won't be payable again until 2017.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Staff Retention					
Regular employees on staff < 1 year	42	39	30	30	30
Regular employees on staff 1-5 years	125	99	130	130	130
Regular employees on staff 6-10 years	111	166	118	118	120
Regular employees on staff 10+ years	351	326	345	345	345
Strategic Outcomes					
City operates more efficiently					
# of open positions throughout year	57	59	55	78	55
# staff turnover non-union positions	29	28	30	30	30
# staff turnover union positions	8	7	10	5	10
Work Process Outputs					
Candidate recruitment					
# of positions posted internally	13	18	26	18	15
# of positions advertised externally	44	51	40	60	50
# of telephone interviews	38	36	30	30	30
# of face to face interviews	415	458	435	364	400
# of assessment centers	0	0	1	0	1
# of candidates tested	270	233	215	78	240

**CITY OF APPLETON 2015 BUDGET
HUMAN RESOURCES**

Recruitment and Selection

Business Unit 14020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 97,096	\$ 98,815	\$ 99,607	\$ 101,604	\$ 101,816
6105 Overtime	19	8	-	-	-
6150 Fringes	39,854	39,392	42,473	42,771	42,666
6205 Employee Recruitment	9,782	12,622	13,000	13,000	13,500
6303 Memberships & Licenses	55	55	515	515	50
6307 Food & Provisions	779	523	700	700	700
6320 Printing & Reproduction	-	32	-	-	-
6404 Consulting Services	7,563	12,168	18,000	18,000	15,000
6412 Advertising	7,372	7,411	7,000	7,000	8,000
6413 Utilities	174	183	250	250	250
Total Expense	<u>\$ 162,694</u>	<u>\$ 171,209</u>	<u>\$ 181,545</u>	<u>\$ 183,840</u>	<u>\$ 181,982</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Pre-employment physicals	\$ 7,000
Pre-employment psychologicals	8,000
	<u>\$ 15,000</u>

**CITY OF APPLETON 2015 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 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Grievance resolution					
# of grievances	8	4	0	0	0
# of grievances sent to arbitration	2	0	0	0	0
Strategic Outcomes					
Sick leave frequency					
Avg. regular sick hours per employee	15.0	10.7	8.0	8.5	10.0
Avg. FMLA sick hours per employee	14.5	11.2	8.0	11.4	12.5
Avg. PTO (sick) hours per employee	5.4	3.8	8.0	4.0	4.0
Work Process Outputs					
Labor contracts negotiated and administered					
# of contracts under negotiation	1	3	2	0	0
# of contracts sent to arbitration	0	0	0	0	0

**CITY OF APPLETON 2015 BUDGET
HUMAN RESOURCES**

Employee & Labor Relations

Business Unit 14030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 70,743	\$ 71,438	\$ 72,609	\$ 72,609	\$ 73,973
6105 Overtime	7	16	-	-	-
6150 Fringes	22,503	22,249	24,246	24,246	24,332
6302 Subscriptions	825	835	1,270	1,270	1,270
6303 Memberships & Licenses	320	320	320	320	350
6307 Food & Provisions	38	35	-	-	-
6320 Printing & Reproduction	-	11	-	-	-
6404 Consulting Services	1,481	7,501	5,000	5,000	6,000
6413 Utilities	59	75	60	60	60
Total Expense	<u>\$ 95,976</u>	<u>\$ 102,480</u>	<u>\$ 103,505</u>	<u>\$ 103,505</u>	<u>\$ 105,985</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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:

No major changes

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Timely, resourceful training provided					
% employees reported very satisfied	71%	71%	70%	70%	70%
% employees reported satisfied	29%	29%	30%	30%	30%
% employees reported not satisfied	0%	0%	0%	0%	0%
Strategic Outcomes					
% of FT & PT employees trained on required topics	100%	98%	100%	100%	100%
Work Process Outputs					
Training programs conducted					
Number of training topics covered at required classes	26	24	30	30	25
Avg. number participants per session	20	27	25	25	25

**CITY OF APPLETON 2015 BUDGET
HUMAN RESOURCES**

Staff Development & Training

Business Unit 14040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 77,684	\$ 78,593	\$ 79,776	\$ 81,315	\$ 81,252
6105 Overtime	43	17	-	-	-
6150 Fringes	30,120	29,496	32,352	32,581	32,459
6201 Training\Conferences	25,025	29,588	30,000	30,000	30,000
6303 Memberships & Licenses	179	199	200	200	200
6307 Food & Provisions	426	525	700	700	700
Total Expense	<u>\$ 133,477</u>	<u>\$ 138,418</u>	<u>\$ 143,028</u>	<u>\$ 144,796</u>	<u>\$ 144,611</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Training and Conferences

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

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Charges for Services	82	94	110	0	0	0	0
TOTAL REVENUES	82	94	110	0	0	0	0
EXPENSES BY LINE ITEM							
Regular Salaries	368,379	381,341	244,969	438,275	445,110	446,582	446,582
Labor Pool Allocations	0	103	0	0	0	0	0
Overtime	173	244	5	0	0	0	0
Part-Time	0	8,632	0	0	0	0	0
Sick Pay	2,894	891	6,584	0	0	0	0
Vacation Pay	56,103	53,893	36,907	0	0	0	0
Fringes	151,310	151,227	104,528	162,342	163,361	165,600	162,920
Salaries & Fringe Benefits	578,859	596,331	392,993	600,617	608,471	612,182	609,502
Training & Conferences	25,224	29,588	20,992	30,000	30,000	30,000	30,000
Tuition Fees	0	0	259	0	0	0	0
Employee Recruitment	9,782	12,622	7,435	13,000	13,000	13,500	13,500
Parking Permits	2,058	2,091	1,980	2,184	2,184	2,184	2,184
Office Supplies	926	592	281	1,500	1,500	1,500	1,000
Subscriptions	826	836	954	1,270	1,270	1,270	1,270
Memberships & Licenses	554	574	1,084	1,035	1,035	600	600
Awards & Recognition	0	0	0	89	89	89	89
Food & Provisions	1,452	1,100	562	1,519	1,519	1,519	1,519
Administrative Expense	40,822	47,403	33,547	50,597	50,597	50,662	50,162
Printing & Reproduction	2,461	3,676	1,200	3,600	3,600	3,850	3,850
Miscellaneous Equipment	532	0	0	500	500	500	500
Supplies & Materials	2,993	3,676	1,200	4,100	4,100	4,350	4,350
Consulting Services	9,044	19,669	12,524	23,000	23,000	24,000	21,000
Temporary Help	0	587	0	0	0	0	0
Advertising	7,372	7,411	3,130	7,000	7,000	8,000	8,000
Other Contracts/Obligations	79	67	89	110	110	110	110
Purchased Services	16,495	27,734	15,743	30,110	30,110	32,110	29,110
Telephone	626	657	428	910	910	910	910
Utilities	626	657	428	910	910	910	910
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	639,795	675,801	443,911	686,334	694,188	700,214	694,034

CITY OF APPLETON 2015 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Behnke

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

CITY OF APPLETON 2015 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 2014 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 2014. The staff 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 employees safe while at work, we modified and distributed various Risk policies including Bloodborne Pathogens, Confined Space Entry, Flammable Liquids, General Safety, Hot Work Management and Right to Know. 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 "Duck Dynasty" balloon 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. During the year we set up, implemented and trained employees on the new MSDS online system in order to be compliant with the required global harmonized system changes. This system will help us to be compliant with the changing regulations and the switch to SDS format per OSHA regulations.

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.

Staff completed our annual requirements training, 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.

We partnered with CVMIC to offer fall protection training and led joint efforts to have training discussions with internal departments on bloodborne pathogen response. A number of first aid and CPR classes were also offered.

Regarding the ongoing Fox River cleanup litigation, in 2014 the City submitted a consent decree to the U.S District Court capping the City's liability for cleanup at \$5.2 million and removing the City from further litigation. That amount has been deposited with the court and reimbursed by the insurance companies that provided coverage. The decree has not yet been challenged by the various paper companies involved in the litigation but we expect that it may be before the end of 2014.

CITY OF APPLETON 2015 BUDGET RISK MANAGEMENT

MAJOR 2015 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:

Defend the consent decree submitted in 2014 that released the City from future liability for cleanup of the Fox River; a settlement payment has been made pursuant to the consent decree but the ruling itself is expected to be appealed (see discussion next page)

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	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 2,511,095	\$ 1,868,176	\$ 1,499,790	\$ 1,499,790	\$ 1,527,000	1.81%
Program Expenses							
6210	Property & Liability Mgt.	2,062,917	1,670,780	1,358,334	1,359,195	1,376,948	1.37%
6220	Loss Control	134,202	135,891	141,456	143,033	145,429	2.81%
Total Program Expenses		\$ 2,197,119	\$ 1,806,671	\$ 1,499,790	\$ 1,502,228	\$ 1,522,377	1.51%
Expenses Comprised Of:							
Personnel		303,634	305,660	315,295	317,733	320,625	1.69%
Administrative Expense		1,879,884	1,476,935	1,161,095	1,161,095	1,168,232	0.61%
Supplies & Materials		1,076	1,345	2,550	2,550	1,950	-23.53%
Purchased Services		12,424	22,628	20,650	20,650	31,370	51.91%
Utilities		101	103	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 2015 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 #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 workers' compensation claims

Major changes in Revenue, Expenditures, or Programs:

Our premium changes are due to expected rate increases based on initial estimates from all our insurance carriers. We also added coverage for a new Cyber Liability policy.

The increase in consulting services (\$9,000) is due to the need for an actuarial study, which is done every other year.

The Fox River clean-up continues to be a source of potential liability for the City. The City has been working with the other agencies involved and in early 2014 submitted a consent decree to U.S. District Court capping the City's liability at \$5.2 million and removing the City from further litigation. The City has deposited that amount with the court and has been reimbursed by the various insurance carriers providing coverage. It is expected that the various paper companies involved in the case will appeal the consent decree, which will entail further legal fees for the City. The majority of the litigation costs have been reimbursed by insurance carriers and we expect that to continue. The 2015 budget includes an estimate of a further \$250,000 for legal fees related to the anticipated appeal and a projected reimbursement of all but \$15,000 of that expense. In total, \$184,981 is outstanding as of June 2014, much of which represents paralegal expenses incurred early in the case to organize documents and other materials. Due to the age of these receivables, an allowance for uncollectible accounts has been established of \$177,511.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Insurance Costs					
Average workers' compensation costs per claim*	\$ 3,777	\$ 4,846	\$ 3,710	\$ 3,710	\$ 4,300
Avg cost per general liability claim*	\$ 428	\$ 39	\$ 450	\$ 450	\$ 400
Avg cost per auto liability claim*	\$ 146	\$ 277	\$ 435	\$ 435	\$ 300
Strategic Outcomes					
Minimize claims expense					
\$ value of claims paid*	\$ 225,403	\$ 282,329	\$ 260,000	\$ 260,000	\$ 250,000
\$ value of subrogation recovery*	\$ 6,369	\$ 5,326	\$ 12,000	\$ 12,000	\$ 11,000
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	10	10	10	10
# of new insurance policies purchased	0	0	1	1	0
Number of claims filed					
General liability	49	43	60	60	50
Auto liability	19	26	25	25	25
Workers' comp - lost time	8	7	10	10	10
Workers' comp - medical only	49	52	50	50	50

* Initial claims in year presented only

**CITY OF APPLETON 2015 BUDGET
RISK MANAGEMENT**

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv.- Nontax	\$ 1,859,721	\$ 1,550,077	\$ 1,194,790	\$ 1,194,790	\$ 1,219,780
5035 Other Reimbursements	71,953	97,707	70,000	70,000	72,220
5082 Insurance Proceeds	579,421	220,392	235,000	235,000	235,000
Total Revenue	<u>\$ 2,511,095</u>	<u>\$ 1,868,176</u>	<u>\$ 1,499,790</u>	<u>\$ 1,499,790</u>	<u>\$ 1,527,000</u>
Expenses					
6101 Regular Salaries	\$ 143,166	\$ 146,270	\$ 147,425	\$ 148,174	\$ 149,557
6105 Overtime	12	72	-	-	-
6150 Fringes	46,096	43,271	49,607	49,719	50,582
6206 Parking Permits	1,152	1,152	1,152	1,152	1,188
6301 Office Supplies	1,065	570	1,500	1,500	1,200
6327 Miscellaneous Equipment	-	-	500	500	300
6401 Accounting/Audit	1,731	1,886	2,350	2,350	2,420
6404 Consulting Services	-	7,906	4,400	4,400	13,400
6501 Insurance	396,125	400,849	418,700	418,700	440,301
6626 Uninsured Losses	1,131,656	600,876	346,700	346,700	350,000
6627 Uninsured Losses - WC	341,914	467,928	386,000	386,000	368,000
Total Expense	<u>\$ 2,062,917</u>	<u>\$ 1,670,780</u>	<u>\$ 1,358,334</u>	<u>\$ 1,359,195</u>	<u>\$ 1,376,948</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Insurance</u>	
Liability	\$ 104,151
Excess liability	9,800
Employment practice	27,000
Automobile	16,400
Package property	208,750
Excess workers' compensation	74,200
	<u>\$ 440,301</u>

<u>Uninsured Losses</u>	
General liability	\$ 57,400
Automobile	42,600
Fox River litigation attorney fees	250,000
	<u>\$ 350,000</u>

<u>Uninsured Losses - WC</u>	
Medical payments	\$ 268,000
Comp-lost time	88,000
Other administrative expenses	12,000
	<u>\$ 368,000</u>

CITY OF APPLETON 2015 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:

The Other Contracts/Obligations expense (\$1,650) is a new expense and represents an annual fee for the SDS Online program purchased and implemented in 2014 to manage material safety data sheets (MSDS) in compliance with OSHA regulations.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Safety and loss prevention knowledge					
# of people who attended safety training classes	3405	3325	3400	3400	3400
Strategic Outcomes					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	128	131	125	125	130
# of safety problems	219	213	210	210	210
# of safety corrections	203	204	190	190	200
Work Process Outputs					
Employees Educated					
# of topics covered during each safety class	19	14	15	15	15
Avg employees per session	28	27	28	28	28

**CITY OF APPLETON 2015 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 83,968	\$ 85,847	\$ 85,764	\$ 87,137	\$ 87,353
6105 Overtime	14	6	-	-	-
6150 Fringes	30,378	30,194	32,499	32,703	33,133
6201 Training\Conferences	6,531	4,192	5,500	5,500	6,000
6303 Memberships & Licenses	140	130	150	150	150
6305 Awards & Recognition	98	-	140	140	140
6307 Food & Provisions	1,203	1,238	1,253	1,253	1,253
6315 Books & Library Materials	-	171	100	100	100
6320 Printing & Reproduction	1,062	1,066	1,600	1,600	1,200
6323 Safety Supplies	14	108	100	100	100
6327 Miscellaneous Equipment	-	-	250	250	250
6404 Consulting Services	10,614	12,836	13,900	13,900	13,900
6413 Utilities	101	103	200	200	200
6599 Other Contracts / Obligations	79	-	-	-	1,650
Total Expense	<u>\$ 134,202</u>	<u>\$ 135,891</u>	<u>\$ 141,456</u>	<u>\$ 143,033</u>	<u>\$ 145,429</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Charges for Services	1,859,721	1,550,077	597,393	1,194,790	1,194,790	0	1,219,780
Other Revenues	651,374	318,099	5,352,992	305,000	305,000	0	307,220
TOTAL REVENUES	2,511,095	1,868,176	5,950,385	1,499,790	1,499,790	0	1,527,000
EXPENSES BY LINE ITEM							
Regular Salaries	198,585	204,590	92,661	233,189	235,311	236,910	236,910
Labor Pool Allocations	0	137	0	0	0	0	0
Overtime	26	78	0	0	0	0	0
Sick Pay	1,576	1,468	90	0	0	0	0
Vacation Pay	26,973	25,922	14,550	0	0	0	0
Fringes	76,474	73,465	37,091	82,106	82,422	83,715	83,715
Salaries & Fringe Benefits	303,634	305,660	144,392	315,295	317,733	320,625	320,625
Training & Conferences	6,531	4,192	180	5,500	5,500	7,000	6,000
Parking Permits	1,152	1,152	1,188	1,152	1,152	1,188	1,188
Office Supplies	1,065	570	411	1,500	1,500	1,500	1,200
Memberships & Licenses	140	130	60	150	150	150	150
Awards & Recognition	98	0	221	140	140	140	140
Food & Provisions	1,203	1,238	962	1,253	1,253	1,253	1,253
Insurance	396,125	400,849	351,195	418,700	418,700	440,301	440,301
Uninsured Losses	1,131,655	600,876	163,096	346,700	346,700	83,600	350,000
Uninsured Losses - WC	341,914	467,928	116,160	386,000	386,000	350,000	368,000
Administrative Expense	1,879,883	1,476,935	633,473	1,161,095	1,161,095	885,132	1,168,232
Books & Library Materials	0	171	20	100	100	100	100
Printing & Reproduction	1,062	1,066	422	1,600	1,600	1,600	1,200
Safety Supplies	14	108	78	100	100	100	100
Miscellaneous Equipment	0	0	129	750	750	750	550
Supplies & Materials	1,076	1,345	649	2,550	2,550	2,550	1,950
Accounting/Audit	1,731	1,886	0	2,350	2,350	0	2,420
Consulting Services	10,614	20,742	3,748	18,300	18,300	27,300	27,300
Other Contracts/Obligations	79	0	5,200,000	0	0	1,650	1,650
Purchased Services	12,424	22,628	5,203,748	20,650	20,650	28,950	31,370
Telephone	101	103	50	200	200	200	200
Utilities	101	103	50	200	200	200	200
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	2,197,118	1,806,671	5,982,312	1,499,790	1,502,228	1,237,457	1,522,377

CITY OF APPLETON 2015 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Charges for Services	\$ 1,859,721	\$ 1,550,077	\$ 1,194,790	\$ 1,194,790	\$ 1,219,780
Other	71,953	97,707	70,000	70,000	72,220
Total Revenues	<u>1,931,674</u>	<u>1,647,784</u>	<u>1,264,790</u>	<u>1,264,790</u>	<u>1,292,000</u>
Expenses					
Litigation Fees	554,223	227,006	250,000	225,000	250,000
Fox River Settlement	-	-	-	5,200,000	-
Other Operating Expenses	1,642,896	1,579,665	1,249,790	1,224,790	1,272,377
Total Expenses	<u>2,197,119</u>	<u>1,806,671</u>	<u>1,499,790</u>	<u>6,649,790</u>	<u>1,522,377</u>
Operating Income (Loss)	(265,445)	(158,887)	(235,000)	(5,385,000)	(230,377)
Non-Operating Revenues (Expenses)					
Investment Income	-	-	-	-	-
Other Non-Operating Income	579,421	220,392	235,000	210,000	235,000
Insurance Proceeds - Fox River	-	-	-	5,200,000	-
Transfer Out - Capital Projects	-	-	-	-	-
Total Non-Operating	<u>579,421</u>	<u>220,392</u>	<u>235,000</u>	<u>5,410,000</u>	<u>235,000</u>
Change in Net Assets	313,976	61,505	-	25,000	4,623
Fund Balance - Beginning	<u>(230,031)</u>	<u>83,945</u>	<u>145,450</u>	<u>145,450</u>	<u>170,450</u>
Fund Balance - Ending	<u>\$ 83,945</u>	<u>\$ 145,450</u>	<u>\$ 145,450</u>	<u>\$ 170,450</u>	<u>\$ 175,073</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ (43,062) ¹	\$ (18,062)
+ Change in Net Assets	<u>25,000</u>	<u>4,623</u>
Working Cash - End of Year	<u>\$ (18,062)</u>	<u>\$ (13,439)</u>

¹ Does not include accounts receivable of \$261,730 for reimbursement of Fox River litigation costs from insurance companies that was outstanding at January 1, 2014.

CITY OF APPLETON 2015 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: Monica N. Klaeser

CITY OF APPLETON 2015 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2014 EVENTS

In 2014, 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 riverfront revitalization projects reached milestones in 2014, including: RiverHeath's first mixed-use building opened in June with 32 apartment units and 6,700 square feet of commercial space. The Common Council and Appleton Redevelopment Authority approved the purchase of the former Foremost Farms USA property at John Street by Vetter Denk and Ganther for construction of up to 100 townhome units and a dedicated public walkway. Both of these projects are included in TID #8.
- * TID #9 along Wisconsin Avenue and Meade Street area saw its first project with the approval of a 50 unit residential redevelopment of the former Eagle Supply & Plastics property. WHEDA tax credits will support the conversion of this brownfield property into a neighborhood starting in 2014 and continuing into 2015.
- * 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.
- * 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 was one property nominated. This property satisfied the eligibility criteria for the Historic Stewardship Certificate Award. The certificate awards presentation was held at the May 21st Common Council Meeting.
- * In 2014, the Certified Local Government grant for the Henry J. and Cremora Rogers House (Hearthstone) at 625 West Prospect Avenue was completed. The Wisconsin Historic Preservation Review Board recommended the house be listed on the National Register of Historic Places.
- * In 2014, Department staff processed two zoning ordinance amendments to comply with the following changes made to the Wisconsin State Law: 1) A municipality may not enact a restriction that prohibits a person from hunting with a bow and arrow or crossbow within its jurisdiction. Staff presented zoning ordinance text amendment language to the City Plan Commission that will allow a person to hunt with a bow and arrow or crossbow within any zoning district in the City. 2) Incorporated municipalities can control and enforce shoreland regulations if the municipality adopts its own shoreland zoning ordinance by July 1, 2014. Staff presented the new shoreland zoning regulations and shoreland district map for lands located up to 1,000 feet from a navigable lake or pond, or up to 300 feet from a navigable river or stream to the City Plan Commission.
- * In 2014, staff reviewed, revised, and streamlined where possible, the Zoning Verification Letter process. Staff created a detailed formal application and process sheet clarifying and describing the data that will and will not be included with such application.
- * Appleton's GIS Division saw significant demand of customized solutions to gain efficiencies for staff members and to convey data to the public. The tree inventory mobile project was developed to collect and manage all City owned trees and their maintenance records. A software application was created to allow City staff access to utility data on smart devices or home computers. Additionally, using LiDAR data, customized scripts and digital elevation models an interactive 3D tool was created to visualize changes/upgrades to Reid Golf course; this is available on the City's GIS website, gis.appleton.org.
- * Diversity staff continued working on updating policies and ordinances to provide for a welcoming community. Fair Housing, Employment, and Accommodation ordinances were updated or added to existing ordinances.
- * The City partnered with agencies and other City departments to provide a collaborative approach in helping with refugee resettlement to ensure a successful transition to our area.
- * A full City-wide revaluation of all 23,000 homes was completed in-house to continue our 4 year revaluation cycle. Assessments were reduced an average of 4% to bring them back to 100% of market value and to provide for equity.
- * All 25,000 electronic building sketches will be completed by year-end to meet the 2015 state requirement for electronic property records. DPW's engineering techs helped us complete this tedious project which began 15 years ago.
- * The Assessor and outside council defended the assessed value of the CVS store in Circuit Court. The Assessor's Office prepared 120 trial exhibits for this 7 day trial. The Circuit Court's decision will be released in the Fall but will likely be appealed.
- * The City's equalized value saw a positive gain this past year. Total equalized value increased 2% from \$4,622,312,200 to \$4,696,660,500. This change is in-line with Outagamie County which also increased 2%.

CITY OF APPLETON 2015 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

MAJOR 2015 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 remains 2.6% of new equalized value.
- * Sell two acres of business park land.
- * Implement and update the City's 2010-2030 Comprehensive Plan providing input to development proposals and initiating zoning 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, Common Council and community.
- * 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.
- * Inspect 3,500+ homes in 2015 to average 2,300 homes a year for a 10 year inspection cycle of all 23,000 homes and to educate property owners on the revaluation process. New tablet computers will be used to update property records needed for accurate assessments.
- * Complete the City-wide photo project to update Assessor's photos on all 26,000 properties, including residential and commercial. 15,000 were completed during 2014 with the help of DPW staff. Existing photos are over 10 years old and are utilized by many City departments, the real estate industry and businesses.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 18,250	\$ 18,991	\$ 19,600	\$ 24,435	\$ 17,300	-11.73%
Program Expenses							
10550	Administration	256,939	244,066	247,104	251,191	252,460	2.17%
10551	Marketing	96,785	161,103	192,582	192,582	153,538	-20.27%
10553	New & Redevelopment	79,632	91,995	107,599	107,599	126,237	17.32%
10554	Business Park	26,566	54,731	57,728	57,728	59,107	2.39%
15020	Planning	215,090	237,986	245,768	254,044	248,883	1.27%
13040	GIS	264,888	209,527	257,563	262,343	244,071	-5.24%
10555	Diversity	61,745	56,889	59,672	61,201	60,267	1.00%
13520	Assessing	500,418	498,351	526,301	529,828	518,756	-1.43%
TOTAL		\$ 1,502,063	\$ 1,554,648	\$ 1,694,317	\$ 1,716,516	1,663,319	-1.83%
Expenses Comprised Of:							
	Personnel	1,427,875	1,421,756	1,506,654	1,524,018	1,507,329	0.04%
	Administrative Expense	21,126	23,795	26,724	26,724	26,436	-1.08%
	Supplies & Materials	13,185	12,518	17,175	17,175	13,375	-22.13%
	Purchased Services	31,025	87,568	132,600	137,435	104,800	-20.97%
	Utilities	2,509	2,764	5,070	5,070	4,272	-15.74%
	Repair & Maintenance	6,343	6,247	6,094	6,094	7,107	16.62%
	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 2015 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:

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. Printing funding was reduced for 2015 as money associated with the residential revaluation printing is not needed as it was completed in 2014. Printing was also reduced to reflect the new lease for the copier/scanner/fax machine.

When the customer service centers for each floor of City Hall were created, the concept of shared clerical was placed in the budget. The funding for two clerical positions on the 5th floor remained with those positions' original departments. At the same time, the TO was changed to reflect the shared clerical position's supervisory structure. This budget reflects moving a 5th floor clerical position from the Department of Public Works table of organization back to the Community and Economic Development table of organization. The change has no effect on the 2015 Budget as funds for this position have remained budgeted in the Community and Economic Development Department since the creation of the shared clerical concept.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Employee retention					
% staff turnover	16%	5%	0%	10%	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 2015 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Administration

Business Unit 10550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv. - Nontax	\$ 1,288	\$ 792	\$ 1,100	\$ 1,100	\$ 800
5011 Misc. Revenue - Tax	4	-	-	-	-
5035 Other Reimbursements	58	199	-	-	-
Total Revenue	<u>\$ 1,350</u>	<u>\$ 991</u>	<u>\$ 1,100</u>	<u>\$ 1,100</u>	<u>\$ 800</u>
Expenses					
6101 Regular Salaries	\$ 168,181	\$ 157,553	\$ 151,886	\$ 155,443	\$ 158,589
6150 Fringes	53,305	51,661	54,764	55,294	55,513
6201 Training/Conferences	7,692	8,671	8,070	8,070	8,100
6206 Parking Permits	7,041	6,666	6,864	6,864	7,296
6301 Office Supplies	1,285	1,677	2,200	2,200	2,200
6302 Subscriptions	62	327	735	735	735
6303 Memberships & Licenses	3,161	2,964	3,200	3,200	3,200
6305 Awards & Recognition	39	6	280	280	280
6307 Food & Provisions	497	444	400	400	400
6315 Books & Library Materials	59	88	75	75	75
6320 Printing & Reproduction	11,838	10,081	13,500	13,500	11,800
6327 Miscellaneous Equipment	-	44	200	200	200
6412 Advertising	1,270	1,121	1,300	1,300	1,300
6413 Utilities	2,509	2,763	3,630	3,630	2,772
Total Expense	<u>\$ 256,939</u>	<u>\$ 244,066</u>	<u>\$ 247,104</u>	<u>\$ 251,191</u>	<u>\$ 252,460</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

**CITY OF APPLETON 2015 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.

Provide technical assistance for start-up and growing companies.

Assist and be responsive to prospective and established 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:

No contribution to the Fox Cities Regional Partnership for services will be made in 2015.

\$60,500 has been budgeted to support local and regional economic development initiatives and projects. The City's Economic Development Strategic Plan (EDSP), underway and expected to be completed early in 2015, will assess existing conditions impacting the local economy and identify 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. This funding will help implement these key strategies.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Connection to source of issue resolution or resource					
# Existing businesses assisted	61	30	40	40	40
# Start-up businesses assisted	34	19	35	20	35
Information specific to development in Appleton					
# of prospects information deliveries	48	31	70	30	70
Strategic Outcomes					
Appleton's economy grows and tax base enhanced					
% increase in total equalized value	-3.04%	-0.63%	2.60%	2.00%	2.60%
Work Process Outputs					
Retention visit clients served					
# Business retention visits & follow-ups	6	23	40	40	40
Web pages revised or added					
# pages	16	31	30	30	30
Marketing initiatives completed					
# of plans and pieces developed	6	4	4	6	4
# of participants/fans/friends	304	342	350	363	375

**CITY OF APPLETON 2015 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Marketing & Business Services

Business Unit 10551

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 61,444	\$ 69,093	\$ 68,348	\$ 68,348	\$ 70,584
6150 Fringes	19,109	20,010	21,734	21,734	21,954
6305 Awards & Recognition	-	-	500	500	500
6404 Consulting Services	-	72,000	102,000	102,000	-
6412 Advertising	16,232	-	-	-	- *
6599 Other Contracts/Obligations	-	-	-	-	60,500
Total Expense	<u>\$ 96,785</u>	<u>\$ 161,103</u>	<u>\$ 192,582</u>	<u>\$ 192,582</u>	<u>\$ 153,538</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
Economic Development Projects & Initiatives	<u>\$ 60,500</u>

* Advertising expense had been used for the industrial park marketing, this was appropriately budgeted in the Industrial Park Fund starting in 2013.

**CITY OF APPLETON 2015 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, tax incremental financing districts, and registered neighborhoods.

Identify Brownfield sites within Appleton and when feasible and appropriate mitigate those sites to bring them back to community use.

Major changes in Revenue, Expenditures, or Programs:

Funding to support consulting services for (re)development projects, including environmental assessments, site analysis, legal services and other due diligence, continues in 2015 to position the City for continued growth and investment.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Guidance rec'd to success in dev. in Appleton					
# projects consulted	24	12	15	15	15
Assist in land assembly, development incentives, or project management					
# developments generated via direct management	2	6	2	7	5
Strategic Outcomes					
Tax base enhanced					
\$ increase industrial/commercial	\$8.32 million	9.5 million	\$8 million	\$8 million	\$8 million
\$ increase in target districts	\$5.10 million	1 million	\$4 million	\$4 million	\$4 million
Work Process Outputs					
# of real estate transactions completed	1	0	1	3	1
# of development agreements completed	1	1	1	2	1

**CITY OF APPLETON 2015 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

New and Redevelopment Projects

Business Unit 10553

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 60,903	\$ 72,003	\$ 70,807	\$ 70,807	\$ 74,082
6150 Fringes	18,729	19,992	21,792	21,792	22,155
6404 Consulting Services	-	-	15,000	15,000	30,000
Total Expense	<u>\$ 79,632</u>	<u>\$ 91,995</u>	<u>\$ 107,599</u>	<u>\$ 107,599</u>	<u>\$ 126,237</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Environmental assessments,
site analysis, legal services,
development due diligence, etc.

\$ 30,000

**CITY OF APPLETON 2015 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 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Variety of parcel options available					
# of improved acres	105	0	100	100	100
Size of parcels	1-14.6 acres	1-15 acres	1-15 acres	1-15 acres	1-15 acres
Strategic Outcomes					
Industrial portion of Appleton's tax base growth					
\$ business park permits	\$1,475,000	\$538,832	\$2,000,000	\$2,000,000	\$2,000,000
Work Process Outputs					
Industrial/business park land plan developed					
# of illustrative/narrative plans	0	0	1	0	1
Land development					
# acres acquired	0	0	0	0	0
# acres sold	1	0	4	2.5	2

**CITY OF APPLETON 2015 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Business Park

Business Unit 10554

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 19,702	\$ 44,220	\$ 45,636	\$ 45,636	\$ 46,912
6150 Fringes	6,864	10,511	12,092	12,092	12,195
Total Expense	<u>\$ 26,566</u>	<u>\$ 54,731</u>	<u>\$ 57,728</u>	<u>\$ 57,728</u>	<u>\$ 59,107</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

**CITY OF APPLETON 2015 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, and other agencies. Provide 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:

None noted.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Timely, accurate processing of applications					
% of admin apps processed within the timeframe per ordinance	100%	100%	100%	100%	100%
% of commission apps processed within the timeframe per ordinance	100%	100%	100%	100%	100%
% of customers inquiries served within the timeframe per dept. policy	100%	100%	100%	100%	100%
% of complaints received on Admin apps processed	0%	2%	2%	2%	2%
% of complaints received on Commission apps processed	0%	2%	2%	2%	2%
Strategic Outcomes					
Applications, plans, ordinances completed					
# of admin applications to be processed, including resubmittals	165	514	425	425	425
# of commission applications to be processed, including refer backs			new measure →	25	25
# of comp Plan and ordinance amendments to be processed			new measure →	10	10
# of historic designations of sites, buildings, districts to be processed	2	2	3	3	2
# of comp Plan goals and objectives to be implemented	25	20	6	6	6
Work Process Outputs					
Services performed					
# of admin applications approved			new measure →	425	425
# of commission applications approved			new measure →	25	25
# of customers inquiries served	369	511	600	600	800
# of comp plan and ordinance amendments adopted			new measure →	6	10
# of historic sites, buildings, districts recognized			new measure →	3	3
# of special projects			new measure →	0	2

**CITY OF APPLETON 2015 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Planning

Business Unit 15020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4224 Misc. State Aids	\$ -	\$ 1,125	\$ -	\$ 4,835	\$ -
5002 Zoning & Subdivision Fees	16,900	16,875	18,500	18,500	16,500
Total Revenue	<u>\$ 16,900</u>	<u>\$ 18,000</u>	<u>\$ 18,500</u>	<u>\$ 23,335</u>	<u>\$ 16,500</u>
Expenses					
6101 Regular Salaries	\$ 158,202	\$ 178,609	\$ 182,119	\$ 185,114	\$ 183,893
6150 Fringes	56,725	58,252	63,349	63,795	64,690
6305 Awards & Recognition	-	-	300	300	300
6404 Consulting Services	163	1,125	-	4,835	-
Total Expense	<u>\$ 215,090</u>	<u>\$ 237,986</u>	<u>\$ 245,768</u>	<u>\$ 254,044</u>	<u>\$ 248,883</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

**CITY OF APPLETON 2015 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.
- Continue to enhance and support existing GIS mobile, smart device and web applications.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Accurate and useful information # of layers edited	498	696	600	600	600
Improve business and work flow # of users supported on new GIS software	76	80	85	120	120
Strategic Outcomes					
Integration of new GIS desktop software in City % of departments utilizing software	41%	38%	43%	50%	50%
Work Process Outputs					
Increase efficiency & effectiveness of City by using GIS					
# of projects	154	224	180	250	250
# of supported users	295	500	360	600	600

**CITY OF APPLETON 2015 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Geographic Information Systems (GIS)

Business Unit 13040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 193,272	\$ 157,240	\$ 182,925	\$ 187,085	\$ 185,016
6150 Fringes	71,616	52,287	74,638	75,258	59,055
Total Expense	<u>\$ 264,888</u>	<u>\$ 209,527</u>	<u>\$ 257,563</u>	<u>\$ 262,343</u>	<u>\$ 244,071</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

**CITY OF APPLETON 2015 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.
- Enhance the number of community organizations that serve diverse groups or individuals that the City is actively involved with to promote a welcoming and inclusive community through projects, collaborations, educational opportunities and outreach.
- Serve as a resource for individuals, groups, businesses and organizations on diverse issues to provide solutions for a more welcoming and inclusive community.

Support and assist in preparing an Economic Development Strategic Plan

- 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

- Provide staff for community trainings and events, communicate to all departments about these opportunities.
- Provide support to departments 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:

No major program changes.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Facilitate diversity issue resolution # businesses, organizations and individuals assisted	87	124	95	95	100
Strategic Outcomes					
Improve & support community diversity # of collaborative organizations	New Measure →				40
Work Process Outputs					
Marketing initiatives completed to support diversity					
# of plans and pieces developed, outreach outreach	93	95	100	100	110
# of participants/fans/friends	409	470	485	485	500

**CITY OF APPLETON 2015 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Diversity

Business Unit 10555

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 43,099	\$ 43,713	\$ 44,214	\$ 45,545	\$ 45,552
6150 Fringes	16,902	12,290	13,433	13,631	12,690
6303 Memberships & Licenses	750	360	725	725	725
6431 Interpreter Services	-	526	300	300	300
6412 Advertising	994	-	1,000	1,000	1,000
Total Expense	<u>\$ 61,745</u>	<u>\$ 56,889</u>	<u>\$ 59,672</u>	<u>\$ 61,201</u>	<u>\$ 60,267</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

**CITY OF APPLETON 2015 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. We will provide easily accessible and accurate property information to the community and other City departments.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Inspect at least 3,500 homes in 2015 to continue our 10 year inspection cycle of all 23,000 homes and to educate property owners on the revaluation process. New tablet computers and a new iSeries application created by Information Technology will be used to quickly and efficiently update the property records in "real time" while in the field. Up-to-date property records provide for accurate assessed values.

Complete the City-wide photo project to update Assessor photos on all 26,000 properties. In 2014, we began using tablets (containing a new GIS application) to take and save photos to the City's network while in the field. This process was extremely fast and reduced errors by eliminating the need for clerical staff to download and re-name these files.

Continue to assist our outside counsel with the two appeals currently in court. The CVS appeal was litigated in a seven day trial in 2014 with 120 exhibits of evidence prepared by the Assessor's office. Ten witnesses testified during the trial. The court's decision will be released in the Fall of 2014 and will likely be appealed. The Walgreens court case has been "stayed" pending the outcome of other cases. These two retailers have been aggressively appealing assessments statewide. The result of these two cases will likely affect the future valuation of all commercial properties containing long-term leases. The court dismissed Target's appeal in 2014 following our mediation session.

Major changes in Revenue, Expenditures, or Programs:

Overtime and subscription costs are reduced following the Citywide revaluation of all properties which occurred in 2013-2014.

\$1,200 has been added to CEA equipment rental (maintenance/fuel costs) to account for additional home inspections in 2015.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Equitable assessments and equitable distribution of tax levy:					
Assessment districts within 10% of market value	81%	93%	100%	92%	100%
Coefficient of dispersion of assessment/sale ratios	11%	11%	9%	11%	8%
# Assessment errors resulting in inaccurate taxes	2	2	0	2	0
Strategic Outcomes					
Assessments accurately reflect market values:					
Residential class level of assessment	105%	105%	100%	104%	100%
Commercial class level of assessment	99%	100%	100%	105%	100%
Overall level of assessment	103%	104%	100%	104%	100%
Work Process Outputs					
% of buildings inspected to update records:					
Commercial new construction	100%	100%	100%	100%	100%
Residential new construction	95%	95%	100%	93%	100%
Recent sales	65%	60%	65%	40%	60%
Total # of interior inspections	2,594	1,305	2,000	1,000	3,500
Property record maintenance:					
Deeds processed (ownership changes)	2,315	2,363	2,200	2,000	2,200
Lot splits, CSM's, & new platted parcels	71	64	85	78	75
Annexed parcel(s)	2	4	2	1	2
Assessments updated	892	1,440	12,000	15,000	1,200

**CITY OF APPLETON 2015 BUDGET
COMMUNITY & ECONOMIC DEVELOPMENT**

Assessing

Business Unit 13520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 354,467	\$ 348,407	\$ 356,829	\$ 359,899	\$ 360,582
6105 Overtime	206	3,340	7,860	7,860	500
6150 Fringes	125,149	122,576	134,228	134,685	133,367
6201 Training\Conferences	-	1,202	2,050	2,050	2,000
6301 Office Supplies	-	237	-	-	-
6302 Subscriptions	177	731	950	950	200
6303 Memberships & Licenses	423	510	450	450	500
6320 Printing & Reproduction	62	354	-	-	-
6327 Miscellaneous Equipment	1,063	1,951	3,400	3,400	1,300
6413 Utilities	-	-	1,440	1,440	1,500
6425 CEA Equip. Rental	6,343	6,247	6,094	6,094	7,107
6599 Other Contracts/Obligations	12,528	12,796	13,000	13,000	11,700
Total Expense	<u>\$ 500,418</u>	<u>\$ 498,351</u>	<u>\$ 526,301</u>	<u>\$ 529,828</u>	<u>\$ 518,756</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	1,125	4,835	0	4,835	16,500-	0
Charges for Services	1,288	792	650	1,100	1,100	800-	800
Other Revenues	16,962	17,074	20,130	18,500	18,500	0	16,500
TOTAL REVENUES	18,250	18,991	25,615	19,600	24,435	17,300-	17,300
EXPENSES BY LINE ITEM							
Regular Salaries	903,120	909,945	802,385	1,101,864	1,116,977	1,125,210	1,125,210
Labor Pool Allocations	47,551	48,026	17,189	0	0	0	0
Overtime	207	3,340	2,952	7,860	7,860	500	500
Part-Time	0	0	4,599	0	0	0	0
Other Compensation	0	1,580	720	900	900	0	0
Sick Pay	1,265	392	463	0	0	0	0
Vacation Pay	107,333	110,895	83,794	0	0	0	0
Fringes	368,398	347,578	303,585	396,030	398,281	379,619	381,619
Salaries & Fringe Benefits	1,427,874	1,421,756	1,215,687	1,506,654	1,524,018	1,505,329	1,507,329
Training & Conferences	7,692	9,873	7,571	10,120	10,120	10,100	10,100
Parking Permits	7,041	6,666	7,308	6,864	6,864	7,296	7,296
Office Supplies	1,285	1,914	1,375	2,200	2,200	2,200	2,200
Subscriptions	239	1,058	1,656	1,685	1,685	935	935
Memberships & Licenses	4,333	3,834	3,207	4,375	4,375	4,425	4,425
Awards & Recognition	39	6	0	1,080	1,080	1,080	1,080
Food & Provisions	497	444	224	400	400	400	400
Administrative Expense	21,126	23,795	21,341	26,724	26,724	26,436	26,436
Books & Library Materials	59	88	49	75	75	75	75
Printing & Reproduction	12,063	10,435	7,908	13,500	13,500	11,800	11,800
Miscellaneous Equipment	1,063	1,995	1,577	3,600	3,600	1,500	1,500
Supplies & Materials	13,185	12,518	9,534	17,175	17,175	13,375	13,375
Consulting Services	0	73,125	58,380	117,000	121,835	132,000	30,000
Advertising	18,497	1,647	1,209	2,300	2,300	2,300	2,300
Interpreter Services	0	0	30	300	300	300	300
Other Contracts/Obligations	12,528	12,796	11,538	13,000	13,000	11,700	72,200
Purchased Services	31,025	87,568	71,157	132,600	137,435	146,300	104,800
Telephone	1,021	1,085	943	1,170	1,170	1,170	1,170
Cellular Telephone	1,488	1,679	2,521	3,900	3,900	3,102	3,102
Utilities	2,509	2,764	3,464	5,070	5,070	4,272	4,272
CEA Equipment Rental	6,343	6,247	4,370	6,094	6,094	7,107	7,107
Repair & Maintenance	6,343	6,247	4,370	6,094	6,094	7,107	7,107
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,502,062	1,554,648	1,325,553	1,694,317	1,716,516	1,702,819	1,663,319

CITY OF APPLETON 2015 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Director Community & Economic Development: Karen E. Harkness

Deputy Director Community & Economic Development: 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, please see the Unclassified Section.

CITY OF APPLETON 2015 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 2014 EVENTS

Homeowner Rehabilitation Loan Program

This program benefits the City of Appleton by improving residential properties where property owners were unable to obtain financing to make the improvements on their own. In 2014, the Homeowner Rehabilitation Loan Program rehabilitated 24 owner-occupied housing units and invested nearly \$400,000 on home improvement loans.

The funding sources that support the homeowner rehabilitation loan program include:

Homeowner Rehabilitation Loan Program Funding Sources:

- Program Income from the repayment of HOME Homeowner Rehabilitation loans (Business Unit 2160)
- CDBG funds from the U.S. Department of Housing and Urban Development (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)
- 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 implemented a new Neighborhood Program (NP) in 2013 that is founded in building strong partnerships and supporting the priorities of the neighborhood as defined by the residents, and collaborating with strong community partners.

Appleton's first registered neighborhoods were approved in summer 2013 and now total thirteen. The first Neighborhood Academy began in Fall 2013 and concluded in Spring 2014. The Academy had nineteen participants, representing ten of the City's thirteen registered neighborhoods. Competitive grant funds available to registered neighborhoods will be allocated in 2014.

General CDBG Grants

For the 2014-2015 award of \$525,200, \$317,000 was allocated as detailed below for City programs. \$208,200 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$175,000
- Neighborhood Program \$40,000
- Appleton Housing Authority \$60,000
- Fair Housing Services \$22,000
- CDBG Administration \$20,000

CITY OF APPLETON 2015 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2015 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 24 homes for LMI homeowners.

Neighborhood Program (NP)

(Program Year: April 1 to March 31)

Award grants to the participating registered neighborhoods from CDBG Funds based on the application criteria created in 2014.

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.

Complete 2015-2019 Consolidated Plan for the Community Development Block Grant Program.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 682,329	\$ 681,430	\$ 583,180	\$ 736,588	\$ 787,752	35.08%
Program Expenses							
2100	CDBG	225,086	196,174	97,000	248,133	300,200	209.48%
2170	Homeowner Rehab Loan	441,258	370,526	446,180	447,686	447,552	0.31%
2180	Neighborhood Program	19,800	22,280	40,000	42,275	43,000	7.50%
TOTAL		\$ 686,144	\$ 588,980	\$ 583,180	\$ 738,094	\$ 790,752	35.59%
Expenses Comprised Of:							
	Personnel	88,716	79,528	80,680	82,186	82,052	1.70%
	Administrative Expense	576,175	504,922	495,200	646,333	698,040	40.96%
	Supplies & Materials	2,321	200	200	200	500	150.00%
	Purchased Services	14,153	4,190	6,900	9,175	9,960	44.35%
	Utilities	139	140	200	200	200	0.00%
	Repair & Maintenance	4,640	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	1.00	1.00	1.00	1.00	1.00	

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

**CITY OF APPLETON 2015 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Community Development Block Grant

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 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.

Major changes in Revenue, Expenditures, or Programs:

The City received a 2013 CDBG award of \$523,133, which was a increase of 8% from the 2012 award. The 2014 CDBG award is \$525,200 (for the period April 1 2014 - March 31 2015), a 1% increase.

The 2015-2019 Consolidated Plan is due to HUD on February 15, 2015. Preparation of the plan started in 2013 and will continue throughout 2014 and early 2015. 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 2014-2015 is \$317,000. The allocation of these funds is detailed below:

CDBG - Community Dev. Admin	\$ 92,000*	Page 179
CDBG - Finance Administration	\$ 10,000	Page 83
Homeowner Rehab. Loan Program	\$175,000	Page 181
Neighborhood Program	\$ 40,000	Page 183

* Includes requirement for Fair Housing Services and any allocation for Appleton Housing Authority. \$208,200 will be awarded thru a competitive application process.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Funding for community programs					
Annual Entitlement Amount	\$ 486,033	\$ 523,133	\$ 500,000	\$ 525,200	\$ 500,000
Carryover from previous years	\$ -	\$ -	\$ -	\$ -	\$ -
Reprogrammed CDBG Funds	\$ 10,183	\$ -	\$ -	\$ -	\$ -
Percent of awards spent on projects	81.89%	91.02%	88.00%	91.11%	88.00%
Average award (not including program income)	\$ 39,803	\$ 47,558	\$ 30,000	\$ 43,767	\$ 40,000
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	0.98:1	1.18:1	1.1:1	1.1:1	1.1:1
Work Process Outputs					
# of Block Grant awards made	10	11	10	12	10

**CITY OF APPLETON 2015 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4210 Federal Grants	\$ 226,888	\$ 206,934	\$ 97,000	\$ 248,133	\$ 300,200
5035 Other Reimbursements	-	-	-	-	-
Total Revenue	<u>\$ 226,888</u>	<u>\$ 206,934</u>	<u>\$ 97,000</u>	<u>\$ 248,133</u>	<u>\$ 300,200</u>
Expenses					
6101 Regular Salaries	\$ 7,275	\$ -	\$ -	\$ -	\$ -
6150 Fringes	3,061	-	-	-	-
6201 Training/Conferences	1,828	163	2,000	2,000	2,500
6301 Office Supplies	-	-	200	200	800
6303 Memberships & Licenses	75	75	-	-	940
6320 Printing & Reproduction	-	170	-	-	500
6325 Construction Materials	2,321	-	-	-	-
6412 Advertising	28	30	200	200	500
6413 Utilities	59	46	-	-	-
6425 CEA Equip. Rental	4,640	-	-	-	-
6599 Other Contracts/Obligations	12,294	-	2,000	2,000	4,760
6608 Block Grant Payments	193,505	195,690	92,600	243,733	290,200
Total Expense	<u>\$ 225,086</u>	<u>\$ 196,174</u>	<u>\$ 97,000</u>	<u>\$ 248,133</u>	<u>\$ 300,200</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

Appleton Housing Authority Award	60,000
Fair Housing Services	22,000
Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	208,200
	<u>\$ 290,200</u>

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 2015 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

HOMEOWNER REHABILITATION LOAN PROGRAM

Business Unit 2160/2170/2190

PROGRAM MISSION

In order to assist low and moderate income (LMI) homeowners in protecting the investment in their single-family homes or owner-occupied duplex, the Homeowner Rehabilitation Loan Program (HRLP) 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 single-family homes or owner-occupied duplexes in order to maintain affordable home ownership opportunities for all residents.

The Homeowner Rehabilitation Loan Program (HRLP) is a revolving loan program that combines CDBG grant funds, CDBG Program Income, HOME Homeowner/Rental Program Income and Lead Hazard Control Program Income to rehabilitate owner-occupied housing units.

Major changes in Revenue, Expenditures or Programs:

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 three months of funding). Therefore, a large portion of uncommitted funds are on "reserve" for those projects in the inspection and/or bidding stage of the rehabilitation process.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 225,000	\$ 225,000	\$ 175,000	\$ 175,000	\$ 175,000
Lead Hazard Control grant	\$ -	\$ -	\$ -	\$ -	\$ -
Program income received (all grants)	\$ 219,712	\$ 358,751	\$ 271,180	\$ 100,000	\$ 272,552
Unspent grant funds					
Committed	\$ 43,987	\$ 51,958	\$ 75,000	\$ 75,000	\$ 75,000
Uncommitted	\$ 75,230	\$ 355,025	\$ -	\$ 160,000	\$ 160,000
Strategic Outcomes					
Improved LMI single-family homes and owner-occupied duplexes					
# of loans made	16	18	24	24	24
# units rehabilitated	18	18	24	24	24
# residents benefited	43	49	60	60	60
Average loan amount	\$ 13,575	\$ 15,007	\$ 15,000	\$ 15,000	\$ 15,000
Amount committed to rehab activity	\$ 217,207	\$ 270,119	\$ 360,000	\$ 360,000	\$ 360,000
Work Process Outputs					
# of applications processed	27	33	33	33	33
# of applications approved	17	26	27	27	27

CITY OF APPLETON 2015 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
HOMEOWNER REHABILITATION LOAN PROGRAM **Business Unit 2160/2170/2190**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4210 Federal Grants	\$ 205,377	\$ 102,966	\$ 175,000	\$ 175,000	\$ 175,000
4224 Miscellaneous State Aids	10,544	-	-	-	-
5035 Other Reimbursements	231	536	-	-	-
5050 Rehab Project Repayments	219,489	345,989	271,180	271,180	272,552
Total Revenue	\$ 435,641	\$ 449,491	\$ 446,180	\$ 446,180	\$ 447,552
Expenses					
6101 Regular Salaries	\$ 59,079	\$ 64,029	\$ 65,006	\$ 66,317	\$ 66,310
6150 Fringes	19,301	15,499	15,674	15,869	15,742
6201 Training/Conferences	298	97	600	600	600
6301 Office Supplies	-	38	-	-	-
6320 Printing & Reproduction	-	30	-	-	-
6413 Utilities	80	94	200	200	200
6599 Other Contracts/Obligations	1,831	1,885	4,700	4,700	4,700
6608 Block Grant Payments	350,173	288,854	334,000	334,000	291,000
6630 Other Grant Payments	10,496	-	26,000	26,000	69,000
Total Expense	\$ 441,258	\$ 370,526	\$ 446,180	\$ 447,686	\$ 447,552

DETAILED SUMMARY OF 2015 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

\$ 291,000

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

\$ 69,000

**CITY OF APPLETON 2015 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

NEIGHBORHOOD PROGRAM

Business Unit 2180

PROGRAM MISSION

For the benefit of Appleton neighborhoods, the Neighborhood Program (NP) will help create and/or maintain suitable living environments by providing opportunities that encourage and facilitate private and public investment in 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

Objectives:

The goal of this program is to foster communication between neighborhoods and the City of Appleton. 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 NP delivery will incorporate the use of multiple CDBG national objectives as a means of facilitating and completing projects in a timely and effective manner.

The first Neighborhood Academy was concluded in April 2014. The Neighborhood Academy will not be offered in 2015. Modifications to the grant process are going before Committee and Council in July/August 2014. Grant funds will be available to registered neighborhoods starting in October 2014. Registered Neighborhood Grants and targeted neighborhood investments totaling \$88,000 are anticipated in 2015. No substantial program changes are anticipated for 2015.

The key element of the success of this Neighborhood Program is educating residents and providing the opportunity for improvements via the neighborhood grant program. Currently, those are both funded 100% through CDBG funding which strictly limits access to the grant funds based on HUD National Objectives (i.e., low-to-moderate income households). To truly strengthen our entire City, neighborhoods need the tools to connect with their neighbors. Examples could be; polls of neighborhoods, neighborhood newsletters, community gatherings and other opportunities to promote communication and identify needs. \$3,000 of property taxes has been added to this budget that would be available to all neighborhoods, not just those qualified by HUD.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
# of new partnerships/ collaborations generated		New measure →	1	1	1
# of registered neighborhoods		New measure →	3	12	14
# of Neighborhood Academy participants		New measure →	10	19	N/A
Strategic Outcomes					
Unspent grant funds					
Committed	\$ -	\$ -	\$ -	\$ 30,000	\$ -
Uncommitted	\$ 40,000	\$ 40,000	\$ -	\$ 40,000	\$ -
Work Process Outputs					
Targeted neighborhood improvement/ investment grants		New measure →	\$ 30,000	\$ 30,000	\$ 88,000

**CITY OF APPLETON 2015 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

NEIGHBORHOOD PROGRAM

Business Unit 2180

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 3,000
4210 Federal Grants	19,800	20,005	40,000	40,000	40,000
5921 Trans In - General Fund	-	5,000	-	2,275	-
Total Revenue	\$ 19,800	\$ 25,005	\$ 40,000	\$ 42,275	\$ 43,000
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6201 Training/Conferences	-	-	2,000	2,000	2,000
6404 Consulting	-	2,275	-	2,275	-
6608 Block Grant Payments	19,800	20,005	38,000	38,000	38,000
6630 Other Grant Payments	-	-	-	-	3,000
Total Expense	\$ 19,800	\$ 22,280	\$ 40,000	\$ 42,275	\$ 43,000

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Block grant payments

Targeted Neighborhood Investment grants to create strong neighborhoods:	\$ 38,000
	<u>\$ 38,000</u>

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Intergovernmental Revenues	490,287	335,009	70,831	322,000	322,000	490,000-	525,200
Interest Income	8	0	574	0	0	0	0
Other Revenues	219,712	351,527	77,823	271,180	271,180	272,552-	272,552
TOTAL REVENUES	710,007	686,536	149,228	593,180	593,180	762,552-	797,752
EXPENSES BY LINE ITEM							
Regular Salaries	56,272	56,312	39,360	65,006	66,317	66,310	72,850
Labor Pool Allocations	6,828	0	0	0	0	0	0
Sick Pay	152	31	250	0	0	0	0
Vacation Pay	7,282	7,686	5,689	0	0	0	0
Fringes	23,684	15,499	10,903	15,674	15,869	15,742	17,642
Salaries & Fringe Benefits	94,218	79,528	56,202	80,680	82,186	82,052	90,492
Training & Conferences	2,086	257	1,125	4,600	4,600	5,100	5,100
Office Supplies	0	38	0	200	200	800	800
Memberships & Licenses	115	75	75	0	0	940	940
CDBG Expenses	473,253	435,995	344,109	464,600	464,600	594,000	619,200
Block Grant Payments	94,537	68,165	0	26,000	26,000	69,000	72,000
Administrative Expense	569,991	504,530	345,309	495,400	495,400	669,840	698,040
Landscape Supplies	1,995	0	0	0	0	0	0
Printing & Reproduction	0	200	1,294	0	0	500	500
Supplies & Materials	1,995	200	1,294	0	0	500	500
Accounting/Audit	0	1,500	0	0	0	0	1,560
Consulting Services	27,318	5,879	4,065	10,000	12,725	0	0
Contractor Fees	327	0	0	0	0	0	0
Advertising	28	30	86	200	200	500	500
Other Contracts/Obligations	15,164	2,275	1,426	6,700	6,700	9,460	9,460
Purchased Services	42,837	9,684	5,577	16,900	19,625	9,960	11,520
Telephone	139	103	67	150	150	125	125
Cellular Telephone	0	38	25	50	50	75	75
Utilities	139	141	92	200	200	200	200
CEA Equipment Rental	4,640	0	0	0	0	0	0
Repair & Maintenance	4,640	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	713,820	594,083	408,474	593,180	597,411	762,552	800,752

This report includes \$10,000 shown in Housing and Homeless Block Grants in the Unclassified section.

CITY OF APPLETON 2015 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Intergovernmental	462,609	329,905	312,000	463,133	515,200
Other	219,720	346,525	271,180	271,180	272,552
Total Revenues	<u>682,329</u>	<u>676,430</u>	<u>583,180</u>	<u>734,313</u>	<u>790,752</u>
Expenses					
Program Costs	686,144	588,980	583,180	738,094	790,752
Total Expenses	<u>686,144</u>	<u>588,980</u>	<u>583,180</u>	<u>738,094</u>	<u>790,752</u>
Revenues over (under) Expenses	(3,815)	87,450	-	(3,781)	-
Other Financing Sources (Uses)					
Operating Transfers In	-	5,000	-	2,275	-
Net Change in Equity	(3,815)	92,450	-	(1,506)	-
Fund Balance - Beginning	104,322	100,507	192,957	192,957	191,451
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 100,507</u>	<u>\$ 192,957</u>	<u>\$ 192,957</u>	<u>\$ 191,451</u>	<u>\$ 191,451</u>

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS**

NOTES

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**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

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**CITY OF APPLETON 2015 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 2015 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.

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 new lease increased revenue from \$8,232 annually in 2012 to \$35,868 in 2013. The increased revenue will be received through 2017.

Land purchases are budgeted in 2015 to potentially repurchase lots in the Northeast Business Park that are not in compliance with the protective covenants for construction.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	
Program Revenues		\$ 26,367	\$ 29,196	\$ 130,868	\$ 130,868	\$ 135,868	3.82%
Program Expenses		\$ 6,477	\$ 18,390	\$ 265,538	\$ 265,538	\$ 238,340	-10.24%
Expenses Comprised Of:							
	Personnel	96	-	2,125	2,125	2,140	0.71%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	16,150	16,150	-	-100.00%
	Purchased Services	2,668	18,232	37,100	37,100	23,000	-38.01%
	Utilities	1,030	78	800	800	800	0.00%
	Repair & Maintenance	-	80	1,700	1,700	12,400	629.41%
	Capital Expenditures	2,683	-	207,663	207,663	200,000	-3.69%

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

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

Industrial Park Land

Business Unit 4280/4281

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4710 Interest on Investments	\$ 18,135	\$ (6,672)	\$ 15,000	\$ 15,000	\$ 20,000
5004 Sale of City Prop - Nontax	-	-	80,000	80,000	80,000
5015 Rental of City Property	8,232	35,868	35,868	35,868	35,868
Total Revenue	<u>\$ 26,367</u>	<u>\$ 29,196</u>	<u>\$ 130,868</u>	<u>\$ 130,868</u>	<u>\$ 135,868</u>
Expenses					
6102 Labor Pool Allocations	\$ 71	\$ -	\$ 1,574	\$ 1,574	\$ 1,590
6150 Fringes	25	-	551	551	550
6404 Consulting Services	2,668	3,585	5,000	5,000	5,000
6325 Construction Materials	-	-	16,150	16,150	-
6408 Contractor Fees	-	-	1,700	1,700	-
6412 Advertising	-	13,140	18,000	18,000	18,000 *
6413 Utilities	1,030	78	800	800	800
6425 CEA Equip. Rental	-	80	1,700	1,700	-
6599 Other Contract/Obligations	2,683	1,507	12,400	12,400	12,400
6801 Land	-	-	200,000	200,000	200,000
6809 Infrastructure Construction	-	-	7,663	7,663	-
Total Expense	<u>\$ 6,477</u>	<u>\$ 18,390</u>	<u>\$ 265,538</u>	<u>\$ 265,538</u>	<u>\$ 238,340</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Land</u>	
Re-purchase industrial park lots	<u>\$ 200,000</u>
<u>Other Contract/Obligations</u>	
Real estate commissions (2 acres)	\$ 6,400
Weed cutting/maintenance/debris clean up	6,000
	<u>\$ 12,400</u>
<u>Advertising</u>	
Marketing	<u>\$ 18,000</u>

* Adverting expense related to marketing is appropriately budgeted in this fund, rather than the General Fund, starting in 2013.

**CITY OF APPLETON 2015 BUDGET
INDUSTRIAL PARK LAND
SOURCES AND USES OF FUNDS**

	2014 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ 18,135	\$ (6,672)	\$ 15,000	\$ 20,000	\$ 20,000
Other	8,232	35,868	35,868	35,868	35,868
Total Revenues	<u>26,367</u>	<u>29,196</u>	<u>50,868</u>	<u>55,868</u>	<u>55,868</u>
Expenses					
Program Costs	6,477	18,390	265,538	-	238,340
Total Expenses	<u>6,477</u>	<u>18,390</u>	<u>265,538</u>	<u>-</u>	<u>238,340</u>
Revenues over (under) Expenses	19,890	10,806	(214,670)	55,868	(182,472)
Other Financing Sources (Uses)					
Operating Transfers Out	-	-	-	-	-
Sale of City Property	-	-	80,000	-	80,000
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>80,000</u>	<u>-</u>	<u>80,000</u>
Net Change in Equity	19,890	10,806	(134,670)	55,868	(102,472)
Fund Balance - Beginning	<u>1,327,020</u>	<u>1,346,910</u>	<u>1,357,716</u>	<u>1,357,716</u>	<u>1,413,584</u>
Fund Balance - Ending	<u>\$ 1,346,910</u>	<u>\$ 1,357,716</u>	<u>\$ 1,223,046</u>	<u>\$ 1,413,584</u>	<u>\$ 1,311,112</u>

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

CITY OF APPLETON 2015 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 2015 is requested for the Appleton Redevelopment Authority to complete next steps in the redevelopment of opportune acquisitions properties and projects that become available within areas of the City that are in need of redevelopment. These redevelopment projects will become part of a developed plan to revive depressed areas of the City.

A downtown study was previously completed in 2006 and adopted in early 2007; it became part of the Comprehensive Plan that was adopted in 2010. The plan charts a course for continued vitality of the City's central business district and surrounding neighborhoods. Since the plan was adopted, several economic changes along with redevelopment and new development projects have taken place. This budget includes funding to update the study to move the City into the future with revitalization of the downtown area.

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

Project	Subledger	Amount	Page
Miscellaneous Site Acquisition - ARA	1616	\$ 350,000	Projects, Pg. 579
Downtown Development	2100	35,000	Projects, Pg. 620
		\$ 385,000	

Major changes in Revenue, Expenditures, or Programs:

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

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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	2012	2013	Adopted 2014	Amended 2014	2015	
Program Revenues		\$ 1,176,507	\$ 134,610	\$ 10,538	\$ 10,538	\$ 2,500	-
Program Expenses		\$ 177,254	\$ 1,385,319	\$ 3,533,894	\$ 3,538,894	\$ 386,500	-89.06%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	10,538	10,538	1,500	-85.77%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	127,254	1,335,319	560,000	565,000	35,000	-93.75%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	50,000	50,000	2,963,356	2,963,356	350,000	-88.19%

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

COMMUNITY DEVELOPMENT

Business Unit 4330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4710 Interest on Investments	\$ (541)	\$ (5,758)	\$ -	\$ -	\$ 1,000
5020 Donations & Memorials	150,508	130,368	10,538	10,538	1,500
5035 Other Reimbursements	7,500	10,000	-	-	-
5910 Proceeds of Long-term Debt	370,960	-	3,563,155	3,563,155	384,000
5921 Trans In - General Fund	1,019,040	-	-	-	-
Total Revenue	\$ 1,547,467	\$ 134,610	\$ 3,573,693	\$ 3,573,693	\$ 386,500
Expenses					
6404 Consulting Services	\$ -	\$ 21,415	\$ 60,000	\$ 60,000	\$ 35,000
6408 Contractor Fees	127,254	1,313,904	-	5,000	-
6599 Other contracts/obligations	-	-	500,000	500,000	350,000
6801 Land Acquisition	-	-	2,298,356	2,298,356	-
6809 Infrastructure Construction	-	-	665,000	665,000	-
6815 Software Acquisition	50,000	50,000	-	-	-
7913 Trans Out - Debt Service	-	-	10,538	10,538	1,500
Total Expense	\$ 177,254	\$ 1,385,319	\$ 3,533,894	\$ 3,538,894	\$ 386,500

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Consulting</u>	
Downtown study	<u>\$ 35,000</u>
<u>Other Contracts/Obligations</u>	
Appleton Redevelopment Authority	<u>\$ 350,000</u>

**CITY OF APPLETON 2015 BUDGET
COMMUNITY DEVELOPMENT
SOURCES AND USES OF FUNDS**

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ (541)	\$ (5,756)	\$ -	\$ 2,000	\$ 1,000
Donations & Memorials	150,508	130,368	10,538	49,900	1,500
Other Reimbursements	7,500	10,000	-	-	-
Total Revenues	<u>157,467</u>	<u>134,612</u>	<u>10,538</u>	<u>51,900</u>	<u>2,500</u>
Expenses					
Program Costs	<u>177,254</u>	<u>1,385,319</u>	<u>3,523,356</u>	<u>2,049,356</u>	<u>385,000</u>
Total Expenses	<u>177,254</u>	<u>1,385,319</u>	<u>3,523,356</u>	<u>2,049,356</u>	<u>385,000</u>
Revenues over (under) Expenses	(19,787)	(1,250,707)	(3,512,818)	(1,997,456)	(382,500)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	370,960	-	3,563,155	2,297,356	384,000
Operating Transfers In	1,019,040	-	-	-	-
Operating Transfers Out	-	-	(10,538)	(193,555)	(1,500)
Total Other Financing Sources (Uses)	<u>1,390,000</u>	<u>-</u>	<u>3,552,617</u>	<u>2,103,801</u>	<u>382,500</u>
Net Change in Equity	1,370,213	(1,250,707)	39,799	106,345	-
Fund Balance - Beginning	24,149	1,394,362	143,655	143,655	250,000
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ 1,394,362</u>	<u>\$ 143,655</u>	<u>\$ 183,454</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>

CITY OF APPLETON 2015 BUDGET

TAX INCREMENTAL FINANCING DISTRICTS

Finance Director: Anthony D Saucerman, CPA

Community & Economic Development Director: Karen E. Harkness

**CITY OF APPLETON 2015 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 Green and Yellow Parking Ramps, the Radisson Paper Valley Hotel expansion, the Evans Title building, Angelus Assisted Living Center, the Copper Leaf Hotel, and the Richmond Terrace property. 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
			2015	(1,428,932)	1,200,000
			12/31/15 Balance	\$ 10,992,427	\$ 22,810,419

Major changes in Revenue, Expenditures, or Programs:

The City continues to not 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, decreases in property values, and conversion of some properties to tax-exempt status. The decrease in equalized values continued through 2012 and 2013. However, in 2014 (1/1/14 valuation), the equalized value of the district increased \$3,530,500 which will provide increased property tax increment in 2015.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	
Program Revenues		\$ 64,784	\$ 53,021	\$ 46,200	\$ 46,200	\$ 53,000	14.72%
Program Expenses		\$ 2,995,437	\$ 1,654,399	\$ 735,982	\$ 735,982	\$ 672,431	-8.63%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	2,993,902	1,652,740	733,982	733,982	670,381	-8.67%
	Supplies & Materials						N/A
	Purchased Services	1,535	1,659	2,000	2,000	2,050	2.50%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS**

Tax Incremental District # 3

Business Unit 2040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4110 Property Taxes	\$ 984,084	\$ 927,618	\$ 866,409	\$ 866,409	\$ 980,000
4130 Payment in Lieu of Taxes	40,018	41,292	40,000	40,000	40,000
4227 State Aid - Computers	7,173	8,914	5,700	5,700	8,000
4710 Interest on Investments	17,593	2,815	500	500	5,000
5927 Transfer In - Parking Utility	1,000,000	1,200,000	1,200,000	1,200,000	1,200,000
Total Revenue	\$ 2,048,868	\$ 2,180,639	\$ 2,112,609	\$ 2,112,609	\$ 2,233,000
Expenses					
6401 Accounting/Audit	\$ 1,385	\$ 1,509	\$ 1,850	\$ 1,850	\$ 1,900
6402 Legal Fees	150	150	150	150	150
6720 Interest Payments	676,179	682,488	639,112	639,112	571,068
7913 Trans Out - Debt Service	2,317,723	970,252	94,870	94,870	99,313
Total Expense	\$ 2,995,437	\$ 1,654,399	\$ 735,982	\$ 735,982	\$ 672,431

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$10,000

None

CITY OF APPLETON 2015 BUDGET
TAX INCREMENTAL DISTRICT # 3
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Property Taxes	\$ 1,024,101	\$ 968,910	\$ 906,409	\$ 936,122	\$ 1,020,000
Intergovernmental	7,173	8,914	5,700	8,000	8,000
Interest Income	17,593	2,815	500	7,000	5,000
Total Revenues	<u>1,048,867</u>	<u>980,639</u>	<u>912,609</u>	<u>951,122</u>	<u>1,033,000</u>
Expenses					
Interest Expense	676,179	682,488	639,112	639,112	571,068
Administrative Expenses	1,535	1,659	2,000	2,000	2,050
Total Expenses	<u>677,714</u>	<u>684,147</u>	<u>641,112</u>	<u>641,112</u>	<u>573,118</u>
Revenues over (under) Expenses	371,153	296,492	271,497	310,010	459,882
Other Financing Sources (Uses)					
Operating Transfers In - Other Funds	1,000,000	1,200,000	1,200,000	1,200,000	1,200,000
Operating Transfers Out - Debt Service	(2,317,723)	(970,252)	(94,870)	(94,870)	(99,313)
Total Other Financing Sources (Uses)	<u>(1,317,723)</u>	<u>229,748</u>	<u>1,105,130</u>	<u>1,105,130</u>	<u>1,100,687</u>
Revenues over (under) Expenses	(946,570)	526,240	1,376,627	1,415,140	1,560,569
Fund Balance (Deficit)- Beginning	<u>(13,252,010)</u>	<u>(14,198,580)</u>	<u>(13,672,340)</u>	<u>(13,672,340)</u>	<u>(12,257,200)</u>
Fund Balance (Deficit)- Ending	<u>\$ (14,198,580)</u>	<u>\$ (13,672,340)</u>	<u>\$ (12,295,713)</u>	<u>\$ (12,257,200)</u>	<u>\$ (10,696,631)</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 2015 BUDGET
TAX INCREMENTAL DISTRICT #3
LONG TERM DEBT

Year	2012B G.O Refunding Bonds	
	Principal	Interest
2015	\$ 95,000	\$ 4,313
2016	100,000	3,555
2017	120,000	2,440
2018	125,000	875
	<u>\$ 440,000</u>	<u>\$ 11,183</u>

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS**

NOTES

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

CITY OF APPLETON 2015 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 2015.

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)
12/31/15 Balance	\$ -

Major changes in Revenue, Expenditures, or Programs:

There are currently no new projects in the planning stages for the district. The increase in payment in lieu of tax in 2015 is due to a downward revaluation of the major development property in TIF 5 in 2013 which dropped the property value \$495,000 below the value guaranteed by the development agreement.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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	2012	2013	Adopted 2014	Amended 2014	2015	
Program Revenues		\$ 6,189	\$ (20)	\$ 4,908	\$ 4,908	\$ 19,938	306.23%
Program Expenses		\$ 133,379	\$ 37,009	\$ 41,050	\$ 41,050	\$ 93,725	128.32%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	131,844	35,350	39,050	39,050	91,675	134.76%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,535	1,659	2,000	2,000	2,050	2.50%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

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

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 5

Business Unit 4080

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4110 Property Taxes	\$ 187,220	\$ 187,370	\$ 165,915	\$ 165,915	\$ 181,000
4130 Pmt in Lieu of Taxes	436	429	400	400	11,000
4227 State Aid - Computers	530	508	508	508	508
4710 Interest on Investments	5,223	(957)	4,000	4,000	8,430
Total Revenue	<u>\$ 193,409</u>	<u>\$ 187,350</u>	<u>\$ 170,823</u>	<u>\$ 170,823</u>	<u>\$ 200,938</u>
Expenses					
6401 Accounting/Audit	\$ 1,385	\$ 1,509	\$ 1,850	\$ 1,850	\$ 1,900
6402 Legal Fees	150	150	150	150	150
6623 Uncollectible Accounts	7,869	-	-	-	-
7913 Trans Out - Debt Service	123,975	35,350	39,050	39,050	91,675
Total Expense	<u>\$ 133,379</u>	<u>\$ 37,009</u>	<u>\$ 41,050</u>	<u>\$ 41,050</u>	<u>\$ 93,725</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2015 BUDGET
TAX INCREMENTAL DISTRICT # 5
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2013 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Property Taxes	\$ 187,656	\$ 187,799	\$ 166,315	\$ 166,315	\$ 192,000
Intergovernmental	530	508	508	508	508
Interest Income	5,223	(957)	4,000	4,000	8,430
Total Revenues	<u>193,409</u>	<u>187,350</u>	<u>170,823</u>	<u>170,823</u>	<u>200,938</u>
Expenses					
Capital outlay	9,404	1,659	2,000	2,000	2,050
Interest Expense	-	-	-	-	-
Total Expenses	<u>9,404</u>	<u>1,659</u>	<u>2,000</u>	<u>2,000</u>	<u>2,050</u>
Revenues over (under) Expenses	184,005	185,691	168,823	168,823	198,888
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers Out - Debt Service	(123,975)	(35,350)	(39,050)	(39,050)	(91,675)
Total Other Financing Sources (Uses)	<u>(123,975)</u>	<u>(35,350)</u>	<u>(39,050)</u>	<u>(39,050)</u>	<u>(91,675)</u>
Net Change in Fund Balances	60,030	150,341	129,773	129,773	107,213
Fund Balance (Deficit) - Beginning	<u>222,104</u>	<u>282,134</u>	<u>432,475</u>	<u>432,475</u>	<u>562,248</u>
Fund Balance (Deficit) - Ending	<u>\$ 282,134</u>	<u>\$ 432,475</u>	<u>\$ 562,248</u>	<u>\$ 562,248</u>	<u>\$ 669,461</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 2015 BUDGET
TAX INCREMENTAL DISTRICT #5
LONG TERM DEBT**

Year	2005B G.O. Notes	
	Principal	Interest
2015	\$ 40,000	\$ 800
	<u>\$ 40,000</u>	<u>\$ 800</u>

Year	2008A G.O. Notes		TOTAL		
	Principal	Interest	Principal	Interest	Total
2015	\$ 50,000	\$ 875	\$ 90,000	\$ 1,675	\$ 91,675
	<u>\$ 50,000</u>	<u>\$ 875</u>	<u>\$ 90,000</u>	<u>\$ 1,675</u>	<u>\$ 91,675</u>

**CITY OF APPLETON 2015 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 2015 budget provides \$40,200 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
Sidewalk paving program	\$ 16,732	Projects, Pg. 600
Southpoint Commerce Park development	61,809	Projects, Pg. 581
	<u>\$ 78,541</u>	

Summary of Advances	General Fund
2010	\$ 1,025,000
2011	1,877,500 *
2012	145,125
2013	(360,119)
2014	134,375
2015	141,094
12/31/15 Balance	<u>\$ 2,962,975</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 until 2017. This is an annual increase that will be received 2013-2017.

The next phase of infrastructure has been pushed back from 2015 to 2016 to better reflect demand for property in Southpoint Commerce Park. Platting for Phase IV and non-city infrastructure (gas/electric) originally budgeted for 2014 has been re-budgeted in 2015, which needs to be completed prior to street construction in 2016.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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 *
		2012	2013	Adopted 2014	Amended 2014	
	Program Revenues	\$ 154,999	\$ 63,610	\$ 167,467	\$ 167,467	\$ 103,967 -37.92%
	Program Expenses	\$ 2,810,140	\$ 2,543,317	\$ 2,724,324	\$ 2,724,324	\$ 2,542,466 -6.68%
Expenses Comprised Of:						
	Personnel	1,711	4,874	7,230	7,230	6,232 -13.80%
	Administrative Expense	2,257,818	1,999,882	1,971,746	1,971,746	1,973,346 0.08%
	Supplies & Materials	-	-	78,850	78,850	- -100.00%
	Purchased Services	550,472	538,406	641,089	641,089	535,779 -16.43%
	Utilities	139	-	325	325	325 0.00%
	Repair & Maintenance	-	155	8,800	8,800	500 -94.32%
	Other Capital Expenditures	-	-	16,284	16,284	26,284 61.41%

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

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 6

Business Unit 4090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4110 Property Taxes	\$ 2,162,930	\$ 2,143,808	\$ 2,112,213	\$ 2,112,213	\$ 2,300,000
4130 Pmt in Lieu of Taxes	-	-	-	-	-
4227 State Aid - Computers	50,422	50,333	75,500	75,500	80,000
4710 Interest on Investments	44,919	4,311	3,000	3,000	15,000
5004 Sale of City Prop - Nontax	57,600	-	80,000	80,000	-
5015 Rental of City Property	2,058	8,966	8,967	8,967	8,967
5910 Proceeds of Long Term Debt	-	-	-	-	-
Total Revenue	<u>\$ 2,317,929</u>	<u>\$ 2,207,418</u>	<u>\$ 2,279,680</u>	<u>\$ 2,279,680</u>	<u>\$ 2,403,967</u>
Expenses					
6101 Regular Salaries	\$ 1,245	\$ 3,546	\$ 3,936	\$ 3,936	\$ 3,975
6105 Overtime	-	-	281	281	294
6108 Part-Time	-	-	1,500	1,500	523
6150 Fringes	466	1,329	1,513	1,513	1,440
6308 Landscape Supplies	-	-	-	-	-
6309 Shop Supplies & Tools	-	-	-	-	-
6325 Construction Materials	-	-	78,850	78,850	-
6401 Accounting/Audit	1,385	1,509	1,850	1,850	1,900
6402 Legal Fees	305	150	150	150	150
6404 Consulting Services	3,007	-	5,000	5,000	5,000
6408 Contractor Fees	-	-	8,300	8,300	-
6413 Utilities	139	-	325	325	325
6425 CEA Equip. Rental	-	154	8,800	8,800	500
6599 Other Contracts/Obligations	545,775	536,747	625,789	625,789	528,729
6720 Interest Payments	145,125	139,881	160,000	160,000	141,094
6809 Infrastructure Construction	-	-	16,284	16,284	26,284
7913 Trans Out - Debt Service	2,112,693	1,860,001	1,811,746	1,811,746	1,832,252
Total Expense	<u>\$ 2,810,140</u>	<u>\$ 2,543,317</u>	<u>\$ 2,724,324</u>	<u>\$ 2,724,324</u>	<u>\$ 2,542,466</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
Weed cutting/maintenance/debris clean up	\$ 13,000
Platting Phase IV Southpoint	20,000
<u>Developer funded incentive -</u>	
Time Warner Cable	458,992
Eisenhower Properties	36,737
	<u>\$ 528,729</u>
<u>Infrastructure Construction</u>	
Gas / Electric utilities installation	\$ 16,284
Sidewalk paving	10,000
	<u>\$ 26,284</u>

CITY OF APPLETON 2015 BUDGET
TAX INCREMENTAL DISTRICT # 6
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Property Taxes	\$ 2,162,930	\$ 2,143,808	\$ 2,112,213	\$ 2,164,263	\$ 2,300,000
Intergovernmental	50,422	50,333	75,500	75,500	80,000
Interest Income	44,919	4,311	3,000	18,000	15,000
Other	59,658	8,966	8,967	8,967	8,967
Total Revenues	<u>2,317,929</u>	<u>2,207,418</u>	<u>2,199,680</u>	<u>2,266,730</u>	<u>2,403,967</u>
Expenses					
Capital Outlay	550,632	541,776	750,578	707,094	567,070
Interest Expense	145,125	139,881	160,000	134,375	141,094
Administrative Expense	1,690	1,659	2,000	2,000	2,050
Total Expenses	<u>697,447</u>	<u>683,316</u>	<u>912,578</u>	<u>843,469</u>	<u>710,214</u>
Revenues over (under) Expenses	1,620,482	1,524,102	1,287,102	1,423,261	1,693,753
Other Financing Sources (Uses)					
Proceeds of Debt	-	-	-	-	-
Operating Transfers Out - Debt Service	(2,112,693)	(1,860,001)	(1,811,746)	(1,811,746)	(1,832,252)
Sale of City Property	-	-	80,000	-	-
Total Other Financing Sources (Uses)	<u>(2,112,693)</u>	<u>(1,860,001)</u>	<u>(1,731,746)</u>	<u>(1,811,746)</u>	<u>(1,832,252)</u>
Net Change in Equity	(492,211)	(335,899)	(444,644)	(388,485)	(138,499)
Fund Balance - Beginning	(1,233,070)	(1,725,281)	(2,061,180)	(2,061,180)	(2,449,665)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ (1,725,281)</u>	<u>\$ (2,061,180)</u>	<u>\$ (2,505,824)</u>	<u>\$ (2,449,665)</u>	<u>\$ (2,588,164)</u>

CITY OF APPLETON 2015 BUDGET
TAX INCREMENTAL DISTRICT # 6
LONG TERM DEBT

Year	2003A G.O. Notes		2005B G.O. Notes	
	Principal	Interest	Principal	Interest
2015	\$ -	\$ -	\$ 550,000	\$ 11,000
	\$ -	\$ -	\$ 550,000	\$ 11,000

Year	2006A G.O. Notes		2007A G.O. Notes		2008A G.O. Notes	
	Principal	Interest	Principal	Interest	Principal	Interest
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
	\$ 970,000	\$ 40,558	\$ 880,000	\$ 54,162	\$ 1,115,000	\$ 122,743

Year	2009A G.O. Notes		2012B G.O Refunding Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
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
	\$ 1,085,000	\$ 116,606	\$ 1,615,000	\$ 54,699	\$ 6,215,000	\$ 399,768	\$ 6,614,768

**CITY OF APPLETON 2015 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 (September 5, 2029) 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. The maximum life of the District is September 5, 2034.

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 2015.

Major changes in Revenue, Expenditures, or Programs:

None

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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	2012	2013	Adopted 2014	Amended 2014	2015	
Program Revenues		\$ 86,912	\$ 71,219	\$ 59,421	\$ 59,421	\$ 66,000	11.07%
Program Expenses		\$ 289,521	\$ 265,415	\$ 255,041	\$ 255,041	\$ 323,575	26.87%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	1,525	1,525	1,525	1,525	1,525	0.00%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	287,996	263,890	253,516	253,516	322,050	27.03%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 7.xls

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 7

Business Unit 4100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4110 Property Taxes	\$ 300,699	\$ 262,231	\$ 250,374	\$ 250,374	\$ 320,000
4227 State Aid - Computers	81,443	71,457	58,421	58,421	60,000
4710 Interest on Investments	5,469	(238)	1,000	1,000	6,000
5910 Proceeds of Long-term Debt	-	-	-	-	-
Total Revenue	\$ 387,611	\$ 333,450	\$ 309,795	\$ 309,795	\$ 386,000
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6105 Overtime	-	-	-	-	-
6108 Part Time	-	-	-	-	-
6150 Fringes	-	-	-	-	-
6401 Accounting/Audit	1,385	1,509	1,850	1,850	1,900
6402 Legal Fees	150	150	150	150	150
6425 CEA Equip. Rental	-	-	-	-	-
6599 Other Contracts/Obligations	286,461	262,231	251,516	251,516	320,000
6809 Infrastructure Construction	-	-	-	-	-
7913 Trans Out - Debt Service	1,525	1,525	1,525	1,525	1,525
Total Expense	\$ 289,521	\$ 265,415	\$ 255,041	\$ 255,041	\$ 323,575

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Developer funded incentive - Valley Fair Too, LLC	<u>\$ 320,000</u>
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CITY OF APPLETON 2015 BUDGET
TAX INCREMENTAL DISTRICT # 7
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Property Taxes	\$ 300,699	\$ 262,231	\$ 250,374	\$ 259,474	\$ 320,000
Intergovernmental	81,443	71,457	58,421	59,372	60,000
Interest Income	5,469	(238)	1,000	5,500	6,000
Other	-	-	-	-	-
Total Revenues	<u>387,611</u>	<u>333,450</u>	<u>309,795</u>	<u>324,346</u>	<u>386,000</u>
Expenses					
Capital Outlay	286,461	262,231	251,516	259,474	320,000
Administrative Expense	1,535	1,659	2,000	1,700	2,050
Total Expenses	<u>287,996</u>	<u>263,890</u>	<u>253,516</u>	<u>261,174</u>	<u>322,050</u>
Revenues over (under) Expenses	99,615	69,560	56,279	63,172	63,950
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	98,090	68,035	54,754	61,647	62,425
Fund Balance (Deficit) - Beginning	217,737	315,827	383,862	383,862	445,509
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance (Deficit) - Ending	<u>\$ 315,827</u>	<u>\$ 383,862</u>	<u>\$ 438,616</u>	<u>\$ 445,509</u>	<u>\$ 507,934</u>

**CITY OF APPLETON 2015 BUDGET
 TAX INCREMENTAL DISTRICT # 7
 LONG TERM DEBT**

Year	2009A G.O. Notes	
	Principal	Interest
2015	\$ -	\$ 1,525
2016	-	1,525
2017	15,000	1,300
2018	15,000	850
2019	20,000	313
	<u>\$ 50,000</u>	<u>\$ 5,513</u>

**CITY OF APPLETON 2015 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>Subledger</u>	<u>Amount</u>	<u>Page</u>
Eagle Flats site development	1604	\$ 357,000	Projects, Pg. 582
Summary of Advances		General Fund	
2012		\$ 315,000	
2013		524,019	
2014		(470,549)	
2015		18,424	
12/31/15 Balance		\$ 386,894	

Major changes in Revenue, Expenditures, or Programs:

Funding for 2015 is requested to support the next phase of Eagle Flats, which will be secured by an amendment to the Development Agreement.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 765,124	\$ 668,627	\$ 36,485	\$ 36,485	\$ 47,986	31.52%
Program Expenses		\$ 1,691,388	\$ 1,614,442	\$ 625,598	\$ 696,667	\$ 658,910	5.32%
Expenses Comprised Of:							
	Personnel	11,342	63,880	27,979	27,979	-	-100.00%
	Administrative Expense	316,069	544,888	45,107	45,107	57,182	26.77%
	Supplies & Materials	-	701	-	-	-	N/A
	Purchased Services	1,360,619	114,596	75,491	120,778	244,728	224.18%
	Utilities	550	-	5,000	5,000	-	-100.00%
	Repair & Maintenance	2,808	1,889	-	-	-	N/A
	Capital Expenditures	-	888,488	472,021	497,803	357,000	-24.37%

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

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 8

Business Unit 4110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4110 Property Taxes	\$ 21,887	\$ 49,808	\$ 102,542	\$ 102,542	\$ 243,000
4224 Miscellaneous State Aid	312,000	288,000	-	-	-
4227 State Aid - Computers	-	1,916	2,275	2,275	2,300
4705 General Interest	-	30,789	-	-	-
4710 Interest on Investments	4,698	(2,078)	-	-	-
5035 Other Reimbursements	448,426	-	34,210	34,210	45,686
5910 Proceeds of Long-term Debt	1,050,000	-	500,000	500,000	357,000
5924 Operating Transfers In	-	350,000	-	-	-
Total Revenue	<u>\$ 1,837,011</u>	<u>\$ 718,435</u>	<u>\$ 639,027</u>	<u>\$ 639,027</u>	<u>\$ 647,986</u>
Expenses					
6101 Regular Salaries	\$ 8,448	\$ 46,588	\$ 19,539	\$ 19,539	\$ -
6105 Overtime	-	1,435	-	-	-
6150 Fringes	2,894	15,857	8,440	8,440	-
6309 Shop Supplies & Tools	-	277	-	-	-
6325 Construction Materials	-	358	-	-	-
6327 Miscellaneous Equipment	-	66	-	-	-
6401 Accounting/Audit	1,385	9,259	1,850	1,850	1,900
6402 Legal Fees	175	150	150	150	150
6404 Consulting	56,708	59,543	-	45,287	-
6408 Contractor Fees	1,025,193	17,026	-	-	-
6413 Utilities	550	-	5,000	5,000	-
6420 Facilities charges	2,794	425	-	-	-
6425 CEA Equip. Rental	14	1,464	-	-	-
6501 Insurance	-	-	500	500	-
6599 Other Contracts/Obligations	277,158	28,618	73,491	73,491	242,678
6710 Principal Payments	-	500,000	-	-	-
6720 Interest Payments	15,000	24,019	16,538	16,538	18,424
6809 Infrastructure Construction	-	888,488	472,021	497,803	357,000
7911 Trans Out - General Fund	300,000	-	-	-	-
7913 Trans Out - Debt Service	1,069	20,869	28,069	28,069	38,758
Total Expense	<u>\$ 1,691,388</u>	<u>\$ 1,614,442</u>	<u>\$ 625,598</u>	<u>\$ 696,667</u>	<u>\$ 658,910</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Tax Development Payment

RiverHeath 179,000

Eagle Flats 63,678

\$ 242,678

Infrastructure Construction

Eagle Flats redevelopment, parking,
infrastructure and public access

\$ 357,000

\$ 357,000

CITY OF APPLETON 2015 BUDGET
TAX INCREMENTAL DISTRICT # 8
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Property Taxes	\$ 21,887	\$ 49,808	\$ 102,542	\$ 105,905	\$ 243,000
Intergovernmental Revenue	312,000	289,916	2,275	2,302	2,300
Other Reimbursements	448,426	-	34,210	34,210	45,686
Interest Income	4,699	28,710	-	-	-
Total Revenues	<u>787,012</u>	<u>368,434</u>	<u>139,027</u>	<u>142,417</u>	<u>290,986</u>
Expenses					
Program Costs	1,388,784	1,084,164	597,529	597,529	618,102
Administration	1,535	9,409	2,000	2,000	2,050
Total Expenses	<u>1,390,319</u>	<u>1,093,573</u>	<u>599,529</u>	<u>599,529</u>	<u>620,152</u>
Revenues over (under) Expenses	(603,307)	(725,139)	(460,502)	(457,112)	(329,166)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	750,000	-	500,000	500,000	357,000
Promissory Note Issued	300,000	-	-	-	-
Sale of City Property	-	-	-	850,000	-
Principal Payment	-	(500,000)	-	(800,000)	-
Operating Transfers In	-	350,000	-	-	-
Operating Transfers Out	(301,069)	(20,869)	(28,069)	(28,069)	(38,758)
Total Other Financing Sources (Uses)	<u>748,931</u>	<u>(170,869)</u>	<u>471,931</u>	<u>521,931</u>	<u>318,242</u>
Net Change in Equity	145,624	(896,008)	11,429	64,819	(10,924)
Fund Balance - Beginning	(11,053)	134,571	(761,437)	(761,437)	(696,618)
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ 134,571</u>	<u>\$ (761,437)</u>	<u>\$ (750,008)</u>	<u>\$ (696,618)</u>	<u>\$ (707,542)</u>

**CITY OF APPLETON 2015 BUDGET
TAX INCREMENTAL DISTRICT # 8
LONG TERM DEBT**

Year	2009A G.O. Notes		2012A G.O. Notes	
	Principal	Interest	Principal	Interest
2015	\$ -	\$ 1,069	\$ -	\$ 22,000
2016	-	1,069	-	22,000
2017	10,000	918	360,938	18,391
2018	10,000	618	367,812	11,103
2019	15,000	234	371,250	3,712
	<u>\$ 35,000</u>	<u>\$ 3,908</u>	<u>\$ 1,100,000</u>	<u>\$ 77,206</u>

Year	2012 DNR Site Remediation Loan *		2014 G.O. Notes	
	Principal	Interest	Principal	Interest
2015	\$ 5,000	\$ -	\$ -	\$ 10,689
2016	15,000	-	-	10,100
2017	15,000	-	-	10,100
2018	25,000	-	-	10,100
2019	25,000	-	165,000	8,450
2020	35,000	-	170,000	5,100
2021	35,000	-	170,000	1,700
2022	45,000	-	-	-
2023	45,000	-	-	-
2024	50,000	-	-	-
	<u>\$ 295,000</u>	<u>\$ -</u>	<u>\$ 505,000</u>	<u>\$ 56,239</u>

Year	Total		
	Principal	Interest	Total
2015	\$ 5,000	\$ 33,758	\$ 38,758
2016	15,000	33,169	48,169
2017	385,938	29,409	415,347
2018	402,812	21,821	424,633
2019	576,250	12,396	588,646
2020	205,000	5,100	210,100
2021	205,000	1,700	206,700
2022	45,000	-	45,000
2023	45,000	-	45,000
2024	50,000	-	50,000
	<u>\$ 1,935,000</u>	<u>\$ 137,353</u>	<u>\$ 2,072,353</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 2015 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 (9/18/2040). 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 business retention, expansion, and attraction 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	\$ 1,025
2014	182,301
2015	9,166
12/31/15 Balance	<u>\$ 192,492</u>

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 employees.

Commonwealth Development Group was awarded WHEDA tax credits and will redevelop the Eagle Supply and Plastics site into 50 townhomes.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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	2012	2013	Adopted 2014	Amended 2014	2015	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ -	\$ 1,025	\$ 12,104	\$ 12,104	\$ 22,882	89.04%
Expenses Comprised Of:							
	Personnel	-	-	-	-	2,166	N/A
	Administrative Expense	-	25	12,104	12,104	9,166	-24.27%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	1,000	-	-	11,550	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 2015 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 9

Business Unit 4120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 31,000
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 31,000
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 1,636
6150 Fringes	-	-	-	-	530
6401 Accounting/Audit	-	-	1,650	1,650	1,900
6402 Legal Fees	-	1,000	-	-	150
6404 Consulting	-	-	10,000	10,000	9,500
6720 Interest Payments	-	25	454	454	9,166
7913 Trans Out - Debt Service	-	-	-	-	-
Total Expense	\$ -	\$ 1,025	\$ 12,104	\$ 12,104	\$ 22,882

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2015 BUDGET
TAX INCREMENTAL DISTRICT # 9
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 31,000
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>31,000</u>
Expenses					
Program Costs	-	-	10,000	180,000	11,666
Administration	-	1,000	1,650	1,650	2,050
Total Expenses	<u>-</u>	<u>1,000</u>	<u>11,650</u>	<u>181,650</u>	<u>13,716</u>
Revenues over (under)					
Expenses	-	(1,000)	(11,650)	(181,650)	17,284
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	(25)	(434)	(2,301)	(9,166)
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>(25)</u>	<u>(434)</u>	<u>(2,301)</u>	<u>(9,166)</u>
Net Change in Equity	-	(1,025)	(12,084)	(183,951)	8,118
Fund Balance - Beginning	-	-	(1,025)	(1,025)	(184,976)
Residual Equity Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ (1,025)</u>	<u>\$ (13,109)</u>	<u>\$ (184,976)</u>	<u>\$ (176,858)</u>

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

**CITY OF APPLETON 2015 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 (9/18/2040). 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, and attraction of businesses 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	\$ 1,025
2014	51
2015	(1,076)
12/31/15 Balance	\$ -

Major changes in Revenue, Expenditures, or Programs:

The largest building in TIF District #10 is the Marketplace Commercial Center. Built in 1964 and added to in 1988, it has experienced significant vacancies for several years. The largest vacant parcel in this District is the 12 acre former K-Mart site. The K-Mart store was demolished in 2008, leaving a blighted, vacant parcel. CVS Pharmacy vacated their 17,000 square foot building in 2009 and it remains unoccupied. These sites and buildings are poised for commercial re-development/rehabilitation being located along the gateway to Appleton, with easy access to U.S. Highway 41 and Appleton's downtown. The City continues to work cooperatively with the owners to analyze and consider options to provide appropriate development incentives for this area.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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	2012	2013	Adopted 2014	Amended 2014	2015	
	Program Revenues	\$ -	\$ 25	\$ (1,196)	\$ -	\$ -	-100.00%
	Program Expenses	\$ -	\$ 1,025	\$ 12,104	\$ 12,104	\$ 11,550	-4.58%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	25	454	454	-	-100.00%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	1,000	11,650	11,650	11,550	-0.86%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

* % change from prior year adopted budget
TIF 10.xls

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

Tax Incremental District # 10

Business Unit 4130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 34,000
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 34,000
Expenses					
6401 Accounting/Audit	\$ -	\$ -	\$ 1,650	\$ 1,650	\$ 1,900
6402 Legal Fees	-	1,000	-	-	150
6404 Consulting	-	-	10,000	10,000	9,500
6720 Interest Payments	-	25	454	454	-
7913 Trans Out - Debt Service	-	-	-	-	-
Total Expense	\$ -	\$ 1,025	\$ 12,104	\$ 12,104	\$ 11,550

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2015 BUDGET
TAX INCREMENTAL DISTRICT # 10
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 34,000
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>34,000</u>
Expenses					
Program Costs	-	-	10,000	-	9,500
Administration	-	1,000	1,650	1,650	2,050
Total Expenses	<u>-</u>	<u>1,000</u>	<u>11,650</u>	<u>1,650</u>	<u>11,550</u>
Revenues over (under)					
Expenses	-	(1,000)	(11,650)	(1,650)	22,450
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	(25)	(454)	(51)	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>(25)</u>	<u>(454)</u>	<u>(51)</u>	<u>-</u>
Net Change in Equity	-	(1,025)	(12,104)	(1,701)	22,450
Fund Balance - Beginning	-	-	(1,025)	(1,025)	(2,726)
Residual Equity Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ (1,025)</u>	<u>\$ (13,129)</u>	<u>\$ (2,726)</u>	<u>\$ 19,724</u>

CITY OF APPLETON 2015 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

Director of Parks, Recreation

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

CITY OF APPLETON 2015 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

Building communities and enriching lives where we live, work and play.

DISCUSSION OF SIGNIFICANT 2014 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, municipal aquatic centers, vehicle garages, police and fire stations, a golf course and water and wastewater plants. The services provided included maintaining and inspecting all building systems, such as HVAC, electrical, plumbing, structural and fire systems and general services such as janitorial services, pest control and elevator maintenance. Additionally, support was provided in areas directly supporting City departmental missions such as fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

The focus continued on being proactive and providing a high quality of customer service. As a customer service department, it is 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. We do this through a robust preventive maintenance program and by getting to the root cause of system failures to improve reliability.

Our tradesmen 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 predictive maintenance. Benchmark costs for maintenance and janitorial services is \$3.02 per square foot, as published by FM Benchmarking compared to our cost of \$1.83. Expenses are controlled by employing in-house trades people to perform higher-cost skilled work while contracting our work requiring a lesser degree of skill which can generally be procured at a lower cost.

The Construction Management Division assisted staff from the Library and Public Works departments to coordinate the planning efforts to identify the best location for the future Library and Parking facilities. In addition, a study was completed to identify the challenges and costs to raze the blue parking ramp. Finally, park pavilion assessments were initiated to prioritize the replacement schedules for aging facilities.

In addition, construction management services were provided for a new wheel friendly skateboard park and new parking lot at Telulah Park, renovations of the Pierce Park pavilion, and a new restroom facility at Memorial Park. Lastly, conceptual designs and budgets were completed for the Erb Park aquatic features, bathhouse, pavilion and parking lot.

Projects completed in 2014 included roof replacements at the Municipal Services Building and the Wastewater Plant, sanitary sewer line repairs at Alicia and Pierce parks, replacement of the boilers at the Library, replacement of the pool heaters at Erb Pool, replacement of an air conditioning unit at the Wastewater Plant, installation of a fire monitoring system at the Wastewater Plant, the construction of a new rain shelter at Reid golf course and the installation of two mezzanines at the Municipal Services Building. Additionally, we continued to draw closer to our goal of ensuring our facilities are asbestos free. This year we replaced approximately half of the asbestos-containing lab countertops and replaced asbestos flooring at the Wastewater Plant.

Finally, the department remained diligent in its continued implementation of energy conservation and sustainability plans. The department considers sustainability when procuring products including the use of LED fixtures and the purchase of products utilizing recyclable materials when feasible. Since 2005 electrical usage (kWh) has been reduced by 17.7% and natural gas usage (therms) has been reduced by 27.9% among City facilities, far exceeding our initial goal of 10%.

CITY OF APPLETON 2015 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2015 OBJECTIVES

Provide planning and project management including 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 2015. Projects include planning and design for a new Library, design for renovations to the Erb Pavilion and Pool, and condition assessments of pavilions to establish replacement and renovation schedules.

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, structural, electrical, mechanical, plumbing, fire protection and furniture drawings.

Continue implementation of energy management and sustainability plans for facilities. Initiate program to install LED lighting in City parks and where feasible in City 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.

Maintain a cost per square foot for maintenance and housekeeping under \$2.00 per square foot. Our current square foot benchmark is \$1.83, which is far below the industry's benchmark of \$3.02 as published by FM Benchmarking.

Continue to provide a high level of customer service by meeting or exceeding our customers expectations for quality, timeliness and professionalism.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	
Program Revenues		\$ 2,454,965	\$ 2,410,089	\$ 2,572,134	\$ 2,572,134	\$ 2,656,604	3.28%
Program Expenses							
6330	Administration	315,002	271,430	276,496	278,288	309,341	11.16%
6331	Facilities Maintenance	2,129,611	2,192,777	2,295,638	2,305,987	2,347,263	1.79%
Total Program Expenses		\$ 2,444,613	\$ 2,464,207	\$ 2,572,134	\$ 2,584,275	\$ 2,656,604	2.80%
Expenses Comprised Of:							
Personnel		859,043	811,710	815,250	836,010	888,755	6.31%
Administrative Expense		692,028	674,280	673,146	673,146	696,937	3.53%
Supplies & Materials		53,519	71,678	68,650	68,650	70,000	1.97%
Purchased Services		40,222	41,526	26,735	26,735	25,860	-3.27%
Utilities		1,993	2,762	61,699	61,699	63,714	3.27%
Repair & Maintenance		797,808	862,251	926,654	918,035	911,338	-0.73%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		10.78	10.23	10.23	10.23	10.23	

**CITY OF APPLETON 2015 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 Division, 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 increase in regular salaries is due to an upward reclassification of an administrative position as a result of the City's new compensation plan.

The increase in training/conferences (\$1,500) is due to tuition reimbursement expected to be paid in 2015.

The \$13,000 transfer out to the Capital Projects fund represents a contribution to the CEA Replacement fund for the upgrade of truck #504 which is scheduled for replacement in 2015. The vehicle, a pickup truck, was originally purchased as a grounds vehicle requiring little storage room for ancillary equipment. Our current need is for use by a facilities technician/electrician which requires the vehicle to have much more storage area for parts, tools and equipment. This vehicle will also be used to move furniture, deliver large parts and equipment to job sites, and purchase bulk materials such as plywood, lumber, sheet metal and wire reels. Therefore, we are requesting the truck be upgraded to an 8 foot service body on a 3/4 ton two wheel drive chassis when it is replaced.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	98%	94%	100%	100%	100%
Work Process Output					
# of projects completed	52	55	50	50	50

**CITY OF APPLETON 2015 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget*		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4710 Interest on Investments	\$ (263)	\$ (113)	\$ -	\$ -	\$ -
4801 Charges for Services	2,438,933	2,402,263	2,567,634	2,567,634	2,652,104
5005 Sale of City Prop - Tax	223	269	-	-	-
5020 Donations & Memorials	-	900	-	-	-
5030 Damage to City Property	-	6,770	-	-	-
5035 Other Reimbursements	6,992	-	4,500	4,500	4,500
5082 Insurance Proceeds	9,080	-	-	-	-
Total Revenue	\$ 2,454,965	\$ 2,410,089	\$ 2,572,134	\$ 2,572,134	\$ 2,656,604
Expenses					
6101 Regular Salaries	\$ 153,136	\$ 125,420	\$ 120,621	\$ 122,181	\$ 132,875
6105 Overtime	1,005	2,680	2,500	2,500	2,500
6150 Fringes	50,256	41,060	43,682	43,914	46,101
6201 Training\Conferences	6,259	3,826	6,000	6,000	7,500
6206 Parking Permits	384	384	384	384	396
6301 Office Supplies	1,588	2,008	2,000	2,000	2,000
6302 Subscriptions	119	119	100	100	120
6303 Memberships & Licenses	2,270	938	2,000	2,000	2,000
6304 Postage\Freight	2,406	2,785	1,400	1,400	2,000
6305 Awards & Recognition	298	175	165	165	165
6307 Food & Provisions	595	253	220	220	220
6315 Books & Library Material	1,018	648	1,000	1,000	1,000
6320 Printing & Reproduction	5,411	3,992	3,150	3,150	4,000
6321 Clothing	7,407	103	1,000	1,000	1,000
6323 Safety Supplies	3,030	1,566	1,500	1,500	1,500
6401 Accounting/Audit	1,731	1,886	2,435	2,435	2,510
6404 Consulting Services	804	4,450	6,500	6,500	6,500
6407 Collection Services	-	858	800	800	850
6412 Advertising	-	58	-	-	-
6413 Utilities	47,590	52,363	59,499	59,499	60,964
6501 Insurance	28,800	25,068	19,040	19,040	20,640
6599 Other Contracts/Obligations	895	790	2,500	2,500	1,500
7914 Trans Out - Cap Projects	-	-	-	-	13,000
Total Expense	\$ 315,002	\$ 271,430	\$ 276,496	\$ 278,288	\$ 309,341

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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	Roofing
Custodial services	Furniture	Pest control	Security
Electrical	HVAC	Plumbing	Structural
Elevator maintenance	Lighting maintenance	Refuse program	Window Clean

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

Major changes in Revenue, Expenditures, or Programs:

The increase in overtime (\$5,000) is due to the increased need to respond to vandalism or urgent repairs to address potential safety issues at parks, pavilions or pools during the evening or weekends.

Reduction in janitorial service expense reflects changes in methods for pavilion cleaning. Rather than using contracted cleaning services, part-time staff will clean the pavilions. As a result, \$15,900 is being added to part-time wages in this budget. This change seeks to improve the quality of cleaning as well as control costs. The decrease in janitorial services is partially offset by an estimated 3% inflationary increase in the cleaning contract along with increased janitorial costs related to the Scheig Center discussed below.

The increase in building repairs and maintenance services is due primarily to the cost of testing the electrical systems at the Water and Wastewater plants. This testing is supposed to be done every five years (last testing was completed in 2008) and includes oil analysis, knife switch maintenance, arc flash reviews, and testing of the transformer, circuit breakers, protective relay and cables.

Finally, an addition of \$10,000 to building repairs and maintenance, \$5,000 to building maintenance/janitorial supplies, and \$3,500 to janitorial services has been allocated this year to cover the costs for contracted services, parts and supplies, and housekeeping services required to maintain the Scheig Center. These costs will be charged back to the Parks budget where they will be partially offset by revenues generated from the rental of the Center.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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 sq. ft. - maint. and janitorial	\$1.69	\$1.71	\$1.80	\$1.80	\$1.83
Work completed in time scheduled	97%	97%	97%	97%	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	1,266,848	1,266,848
# of pavilions maintained	20	20	20	22	22
# of pools maintained	2	2	2	2	2

**CITY OF APPLETON 2015 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 460,599	\$ 445,053	\$ 442,065	\$ 443,708	\$ 464,456
6104 Call Time	2,512	3,584	3,000	3,000	3,500
6105 Overtime	8,411	14,277	10,000	10,000	15,000
6108 Part-Time	16,707	17,854	17,500	17,500	33,748
6150 Fringes	166,417	161,782	175,882	184,588	190,575
6306 Building Maint./Janitorial	315,577	297,587	330,119	330,119	329,558
6309 Shop Supplies & Tools	11,199	9,016	10,000	10,000	10,000
6327 Miscellaneous Equipment	28,484	57,919	52,000	52,000	52,500
6405 Engineering Services	5,697	3,900	8,500	8,500	8,500
6407 Collection Services	2,240	4,277	5,000	5,000	5,000
6409 Inspection Fees	950	1,087	1,000	1,000	1,000
6413 Utilities	1,993	2,704	2,200	2,200	2,750
6414 Janitorial Service	340,891	339,299	375,950	375,950	355,000
6416 Building Repairs & Maint.	429,750	466,910	513,706	513,706	514,993
6418 Equip Repairs & Maint	2,621	3,723	4,000	4,000	4,000
6425 CEA	24,546	52,319	32,998	32,998	37,345
6502 Leases	310,926	311,205	311,468	311,468	319,088
6503 Equipment Rental	91	281	250	250	250
Total Expense	<u>\$ 2,129,611</u>	<u>\$ 2,192,777</u>	<u>\$ 2,295,638</u>	<u>\$ 2,305,987</u>	<u>\$ 2,347,263</u>

DETAILED SUMMARY OF 2015 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	39,899
	<u>\$ 329,558</u>

Miscellaneous Equipment

City furniture/general	\$ 15,000
Library workroom furniture	30,000
DPW/Health chairs	7,500
	<u>\$ 52,500</u>

Janitorial Service

Contracted janitorial service	\$ 355,000
	<u>\$ 355,000</u>

Building Repairs & Maintenance Services

Electrical	\$ 48,336
Elevator	41,804
Fire/safety	33,616
HVAC	187,196
Plumbing	17,000
Security	16,278
Structural/roof	11,250
Overhead doors	39,123
Painting & pavilion staining	49,975
Flooring	8,250
Other: pest control, locksmith, room set-ups, etc.	15,035

Projects

Wastewater Plant door replacements	20,000
Electrical testing: Wastewater Plant	19,065
Water Plant	8,065
	<u>\$ 514,993</u>

Leases

City Hall condo agreement	\$ 305,395
First floor conference room	13,693
	<u>\$ 319,088</u>

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Interest Income	263-	113-	12	0	0	0	0
Charges for Services	3,983,725	2,402,263	1,414,334	2,567,634	2,567,634	0	2,652,104
Other Revenues	16,295	7,938	4,323	4,500	4,500	4,500-	4,500
TOTAL REVENUES	3,999,757	2,410,088	1,418,669	2,572,134	2,572,134	4,500-	2,656,604
EXPENSES BY LINE ITEM							
Regular Salaries	310,080	227,707	143,658	196,252	206,819	585,972	595,791
Labor Pool Allocations	220,341	282,903	224,537	364,194	365,449	0	0
Call Time	2,512	3,584	1,881	3,000	3,000	3,500	3,500
Overtime	9,416	16,956	12,667	12,500	12,500	17,500	17,500
Part-Time	16,707	17,854	23,421	17,500	17,500	17,848	33,748
Other Compensation	302	3,056	1,532	2,240	2,240	1,540	1,540
Sick Pay	22,178	882	11,832	0	0	0	0
Vacation Pay	60,835	55,151	36,877	0	0	0	0
Fringes	216,673	202,753	156,570	219,564	228,502	235,834	236,676
Salaries & Fringe Benefits	859,044	810,846	612,975	815,250	836,010	862,194	888,755
Training & Conferences	6,259	3,826	2,906	6,000	6,000	7,500	7,500
Parking Permits	384	384	396	384	384	396	396
Office Supplies	1,588	2,008	1,430	2,000	2,000	2,000	2,000
Subscriptions	119	119	0	100	100	120	120
Memberships & Licenses	2,270	938	739	2,000	2,000	2,000	2,000
Postage & Freight	2,406	2,785	1,747	1,400	1,400	2,000	2,000
Awards & Recognition	298	175	96	165	165	165	165
Building Maintenance/Janitor.	315,578	297,588	237,275	330,119	330,119	342,324	329,558
Food & Provisions	595	253	205	220	220	220	220
Insurance	28,800	25,068	14,280	19,040	19,040	0	20,640
Leases	310,926	311,205	232,851	311,468	311,468	326,639	319,088
Rent	91	282	0	250	250	3,000	250
Trans Out - Capital Projects	0	0	0	0	0	0	13,000
Administrative Expense	669,314	644,631	491,925	673,146	673,146	686,364	696,937
Shop Supplies & Tools	11,199	9,016	7,402	10,000	10,000	10,000	10,000
Chemicals	21,622	0	0	0	0	0	0
Books & Library Materials	1,017	648	591	1,000	1,000	1,000	1,000
Printing & Reproduction	5,411	3,992	1,888	3,150	3,150	4,000	4,000
Clothing	7,407	103	409	1,000	1,000	1,000	1,000
Safety Supplies	3,030	1,566	2,508	1,500	1,500	1,500	1,500
Miscellaneous Equipment	28,484	57,919	62,045	52,000	52,000	77,500	52,500
Supplies & Materials	78,170	73,244	74,843	68,650	68,650	95,000	70,000
Accounting/Audit	1,731	1,886	0	2,435	2,435	2,435	2,510
Consulting Services	804	4,450	1,064	6,500	6,500	7,500	6,500
Engineering Fees	5,697	3,900	5,388	8,500	8,500	8,500	8,500
Collection Services	2,240	5,135	3,951	5,800	5,800	5,850	5,850
Inspection Fees	950	1,087	0	1,000	1,000	1,000	1,000
Advertising	0	58	1,997	0	0	0	0
Other Contracts/Obligations	895	790	1,699	2,500	2,500	2,500	1,500
Purchased Services	12,317	17,306	14,099	26,735	26,735	27,785	25,860
Electric	137,858	19,160	14,919	21,365	21,365	21,792	21,792
Gas	21,110	12,700	11,244	14,000	14,000	14,280	14,280
Water	51,471	1,918	1,965	2,247	2,247	2,314	2,314
Waste Disposal/Collection	13,818	496	578	1,200	1,200	1,200	1,200
Stormwater	22,061	13,522	11,540	16,096	16,096	16,096	16,096
Telephone	5,118	3,621	2,386	3,700	3,700	3,700	3,700
Cellular Telephone	2,774	3,437	2,559	3,091	3,091	4,332	4,332
Utilities	254,210	54,854	45,191	61,699	61,699	63,714	63,714
Janitorial Service	340,891	339,299	289,052	375,950	375,950	371,329	355,000
Building Repair & Maintenance	429,750	466,910	303,002	513,706	505,087	536,993	514,993
Equipment Repair & Maintenan	2,620	3,723	1,512	4,000	4,000	4,000	4,000
CEA Equipment Rental	24,546	52,319	33,038	32,998	32,998	0	37,345
Repair & Maintenance	797,807	862,251	626,604	926,654	918,035	912,322	911,338

City of Appleton
2015 Budget
Revenue and Expense Summary

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	2,670,862	2,463,132	1,865,637	2,572,134	2,584,275	2,647,379	2,656,604

CITY OF APPLETON 2015 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Charges for Services	\$ 2,438,933	\$ 2,402,263	\$ 2,567,634	\$ 2,579,775	\$ 2,652,104
Other	9,080	-	-	-	-
Total Revenues	<u>2,448,013</u>	<u>2,402,263</u>	<u>2,567,634</u>	<u>2,579,775</u>	<u>2,652,104</u>
Expenses					
Operating Expenses	2,444,613	2,464,207	2,572,134	2,584,275	2,643,604
Depreciation	-	-	-	-	-
Total Expenses	<u>2,444,613</u>	<u>2,464,207</u>	<u>2,572,134</u>	<u>2,584,275</u>	<u>2,643,604</u>
Operating Loss	3,400	(61,944)	(4,500)	(4,500)	8,500
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	-	(113)	-	-	-
Other Income	6,951	7,939	4,500	4,500	4,500
Total Non-Operating	<u>6,951</u>	<u>7,826</u>	<u>4,500</u>	<u>4,500</u>	<u>4,500</u>
Income (Loss) before Contributions and Transfers	10,351	(54,118)	-	-	13,000
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	-	-	-	(13,000)
Change in Net Assets	10,351	(54,118)	-	-	-
Net Assets - Beginning	<u>45,076</u>	<u>55,427</u>	<u>1,309</u>	<u>1,309</u>	<u>1,309</u>
Net Assets - Ending	<u>\$ 55,427</u>	<u>\$ 1,309</u>	<u>\$ 1,309</u>	<u>\$ 1,309</u>	<u>\$ 1,309</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 192,857	\$ 192,857
+ Change in Net Assets	<u>-</u>	<u>-</u>
Working Cash - End of Year	<u>\$ 192,857</u>	<u>\$ 192,857</u>

CITY OF APPLETON 2015 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:

Project	Subledger	Amount	Page
Downtown development	2100	\$ 5,000,000	Projects, Pg. 620
City Park fountain repairs	4190	30,000	Projects, Pg. 621
Grounds improvements	4180 & 4320	25,000	Projects, Pg. 623
Hardscape infrastructure improvements	1913 & 4163	330,000	Projects, Pg. 624
HVAC upgrades	1916 & 2101	95,000	Projects, Pg. 625
Library moveable partition wall	2100	30,000	Projects, Pg. 626
Lighting upgrades	4168	75,000	Projects, Pg. 627
Municipal Services Building floor drain	2101	355,000	Projects, Pg. 628
Roof replacements	2100 & 2101	450,000	Projects, Pg. 631
Safety & security improvements	1915 & 2100	140,000	Projects, Pg. 632
Storage facilities	2101	50,000	Projects, Pg. 633
AMP master plan	4169	25,000	Projects, Pg. 652
Erb Park pool renovation	4220	125,000	Projects, Pg. 665
Park ADA assessments	4161	75,000	Projects, Pg. 666
Playground areas	4341 & 4192	175,000	Projects, Pg. 669
Tennis courts	4427 & 4300	160,000	Projects, Pg. 673
		<u>\$ 7,140,000</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 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	
Program Revenues		\$ (2,300)	\$ 65,705	\$ -	\$ -	\$ -	N/A
Program Expenses		\$ 532,346	\$ 1,456,231	\$ 2,978,034	\$ 3,397,052	\$ 7,194,936	141.60%
Expenses Comprised Of:							
	Personnel	50,332	56,458	52,234	52,234	54,936	5.17%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	10,650	-	-	-	-	N/A
	Purchased Services	107,586	642,484	175,000	210,163	100,000	-42.86%
	Utilities	1,184	3,452	-	-	-	N/A
	Capital Expenditures	362,594	753,837	2,750,800	3,134,655	7,040,000	155.93%

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4710 Interest on Investments	\$ (2,300)	\$ (4,852)	\$ -	\$ -	\$ -
5020 Donations & Memorials	-	485	-	-	-
5910 Proceeds of Long-term Debt	1,645,000	-	3,339,492	3,339,492	7,194,936
5921 Trans In - General Fund	-	70,072	-	-	-
Total Revenue	\$ 1,642,700	\$ 65,705	\$ 3,339,492	\$ 3,339,492	\$ 7,194,936
Expenses					
6101 Regular Salaries	\$ 38,977	\$ 44,533	\$ 39,962	\$ 39,962	\$ 42,374
6150 Fringes	11,355	11,925	12,272	12,272	12,562
6327 Miscellaneous Equipment	10,650	-	-	-	-
6404 Consulting	3,275	120,186	150,000	185,163	75,000
6406 Architect Fees	-	-	25,000	25,000	25,000
6408 Contractor Fees	104,311	522,297	-	-	-
6413 Utilities	1,184	3,452	-	-	-
6801 Land	-	-	265,800	265,800	-
6802 Land Improvements	87,142	2,620	255,000	337,380	160,000
6803 Buildings	110,478	327,045	840,000	1,096,381	5,655,000
6804 Machinery & Equipment	140,900	206,057	560,000	581,862	390,000
6809 Infrastructure Construction	24,074	218,116	830,000	853,232	835,000
Total Expense	\$ 532,346	\$ 1,456,231	\$ 2,978,034	\$ 3,397,052	\$ 7,194,936

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Consulting</u>		<u>Machinery & Equipment</u>	
Parks ADA assessments	\$ 75,000	Fire Station # 3 safety equip	\$ 100,000
	<u>\$ 75,000</u>	Fire Station # 4 HVAC	45,000
		Library entrance doors	40,000
<u>Architect Fees</u>		MSB HVAC	50,000
AMP master plan	\$ 25,000	Park pavilions lighting	75,000
	<u>\$ 25,000</u>	City Park fountain repair	30,000
		Kiwanis Park; playground eq.	50,000
			<u>\$ 390,000</u>
<u>Land Improvements</u>		<u>Infrastructure Construction</u>	
Highview Park tennis courts	\$ 120,000	Fire Station # 1 parking lot	\$ 80,000
Pierce Park tennis courts	40,000	MSB floor drain repl.	355,000
	<u>\$ 160,000</u>	AMP west ball field lot	250,000
		Playground area upgrades	125,000
<u>Buildings</u>		Jaycee Park fence repl.	15,000
Library roof replacement	\$ 200,000	Arbutus Park; hillside	
Library moveable wall replacement	30,000	stabilization	10,000
MSB heated storage building	50,000		
MSB roof replacement	250,000		
Erb Pool renovations	125,000		
New Library project	5,000,000		
	<u>\$ 5,655,000</u>		<u>\$ 835,000</u>

CITY OF APPLETON 2015 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
Schedule of Revenues, Expenditures and Changes in Fund Balance (Deficit)

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ (1,451)	\$ (5,348)	\$ -	\$ 157	\$ -
Other	-	485	-	450	-
Total Revenues	<u>(1,451)</u>	<u>(4,863)</u>	<u>-</u>	<u>607</u>	<u>-</u>
Expenses					
Program Costs	532,346	1,456,231	2,978,034	3,497,052	7,194,936
Total Expenses	<u>532,346</u>	<u>1,456,231</u>	<u>2,978,034</u>	<u>3,497,052</u>	<u>7,194,936</u>
Revenues over (under) Expenses	(533,797)	(1,461,094)	(2,978,034)	(3,496,445)	(7,194,936)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	1,718,000	-	3,339,492	3,528,400	7,194,936
Operating Transfers In - General Fund	-	70,072	-	-	-
Operating Transfers In - Capital Proj	-	-	-	-	-
Operating Transfers In - Internal Svc	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>1,718,000</u>	<u>70,072</u>	<u>3,339,492</u>	<u>3,528,400</u>	<u>7,194,936</u>
Net Change in Equity	1,184,203	(1,391,022)	361,458	31,955	-
Fund Balance - Beginning	<u>174,864</u>	<u>1,359,067</u>	<u>(31,955)</u>	<u>(31,955)</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 1,359,067</u>	<u>\$ (31,955)</u>	<u>\$ 329,503</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2015 BUDGET

**PARKS AND RECREATION
DEPARTMENT**

Director of Parks, Recreation & Facilities Management:

Dean R. Gazza, CPRE, LEED-AP

CITY OF APPLETON 2015 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

MISSION STATEMENT

Building communities and enriching lives where we live, work and play.

DISCUSSION OF SIGNIFICANT 2014 EVENTS

The Parks, Recreation and Facilities Management Department developed a new mission statement ; "Building communities and enriching lives where we live, work and play." In addition, the department developed a new strategic plan that focuses on the opportunities and changing trends in our community.

In early 2014 the former Gardens of the Fox Cities terminated their agreement to operate the arboretum and gardens in Memorial Park. The property was renamed to the Scheig Center and Memorial Park Gardens and is now being managed by City staff. The property will be utilized by the community including individuals, non-profit groups, corporations and the City of Appleton's recreation division to educate, celebrate and provide recreational opportunities. In addition, the facility and grounds were made available for rental starting in June. Staff worked with members and groups within the community to provide volunteer opportunities to assist in the upkeep of the native and non-native plantings in the garden areas.

Parks and Grounds Management -

The grounds division of the department proactively managed 633 acres of grounds, 17 ball diamonds, 15 tennis courts, 11 basketball courts, 7 ice rinks, 7.5 miles of paved trails, an archery range and 20,100 sq. ft. of accessible playgrounds.

Major projects completed included the construction of a new restroom facility at Memorial Park, a skateboard park and new parking lot at Telulah Park, a renovated pavilion at Pierce Park, construction of the Apple Hill Trail and the acquisition of land and initial development of the new Pioneer Park. In addition, other projects completed included new gates and improved security fencing at the Municipal Services Building and Wastewater Plant, concrete and asphalt replacement at Newberry Trail, Fire Station #2, Facilities and Grounds Operations Facility, Memorial Park Scheig Center entrance road and Wastewater plant. New playground equipment was installed at Arbutus, Hoover and Woodland Parks, new ball diamond fencing at Memorial Park diamond 7, repairs and resurfacing of the tennis courts at Erb and Einstein Parks. Lastly, 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 and youth tennis.

Recreation Services -

The recreation division provided 140 programs with over 800 class options including 18 new programs offered in 2014. New programs included youth sports programs/camps, youth and adult enrichment programs, and health/wellness related programs. In addition, the division encouraged individuals/families to have 2014 be the year people go outside, change their outlook, and get involved in their community through parks and recreation. Recognizing the great resources we have throughout this community, we began reaching out to other local service providers in the area and talking about our mission and the direction we were heading. Through this, valuable partnerships and collaborations were built allowing our division to continue adding new and exciting programs with little to no effect on the budget.

Staff continues to develop and implement a variety of marketing initiatives to attempt to reach more individuals in the community without spending a large amount of money. These methods include increased use of social media. In 2014, the people following the Parks and Recreation's Facebook increased to 1,900 follows which is an increase of 38%.

To continue to provide a wide variety of high quality programming at an affordable cost, the division continued to focus on partnerships and collaborations. New partnerships in 2014 included Bubolz Nature Preserve, Challenger Sports, Xcel Sports, Xcel Outdoors, Appleton Downtown Inc., Bob Burns Golf Center, Fleet Feet Sports, Intelligrowth Industries, Fox River Wood Shop, and new programs with the Appleton Area School District. In addition, a new contract with the Fox Cities Adult Athletics was signed to ensure the continued success of the adult softball leagues at Appleton Memorial Park.

Improvements to the Appleton Memorial Park Pond were completed in 2014. This was accomplished by the completion of the eradication of rough species within the pond, aeration of the pond, prevention of future winter kill-offs, and the development of a three year fish management plan to re-stock the pond.

CITY OF APPLETON 2015 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT

MAJOR 2015 OBJECTIVES

Continue implementation of the Parks, Recreation and Facilities Management Strategic 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.

- Design for a renovated Erb Park and Pool
- Design for a new Memorial Park ball diamond facility, plaza and walkways
- Acquisition of railroad trestles for development of trails across the Fox River
- Acquisition 80 acres for the development of a Southside park
- Updates to tennis courts at various parks
- Complete an updated Master Plan for Memorial Park

Conduct ADA access audit and develop a transition plan to ensure all recreational areas are compliant with the American with Disabilities Act (ADA) Title II Section 35.150(d)(3) requirements.

Playground area/equipment upgrades to obtain a 15 year life-cycle replacement schedule. We currently provide 46 playground structures, 81 swing sets and numerous other play equipment in 29 playground areas throughout the parks. When playground equipment exceeds its life expectancy we replace it to ensure safety and to ensure it meets the recreational needs of the users.

Continue to initiate an Adopt-A-Park program.

Increase communication and outreach through marketing efforts to better educate the community regarding facilities, events, programs, and resources.

Expand our outdoor adventure programming efforts with community partners in order to reach a broader audience.

Research the development of a youth sports coalition comprised of youth sports providers in the Appleton area.

Continue the promotion of our walkable park maps created in partnership with GIS and work with the Health Department on how the maps can be used to promote healthy living within our community.

Continue to develop and implement a marketing plan (including, but not limited to, a clear objective/purpose, a comprehensive schedule to follow, and enhanced connectivity to media).

Research comparative analysis of program participation using data relating to program trends and percentage of participation based on budget that can be used to further evaluate our recreation programs.

Continue to partner with the Weight of the Fox Valley initiative and provide additional health/wellness based programs that will provide education to the community on healthy lifestyles and physical activity.

Utilize our new pass management system at Mead Pool to enhance customer service, collect data on pool usage, and assist with financial recording and documentation.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 557,388	\$ 637,150	\$ 598,643	\$ 598,643	\$ 662,280	10.63%
Program Expenses							
16532	Grounds Maintenance	1,702,570	1,697,285	1,865,817	1,877,004	1,917,939	2.18%
16541	Recreation Programs	1,266,154	1,447,433	1,346,010	1,349,261	1,424,409	5.57%
Total Program Expenses		\$ 2,968,724	\$ 3,144,718	\$ 3,211,827	\$ 3,226,265	\$ 3,342,348	3.60%
Expenses Comprised Of:							
Personnel		1,579,184	1,640,161	1,706,368	1,718,223	1,731,020	0.74%
Administrative Expense		135,812	133,621	140,768	140,768	142,032	0.90%
Supplies & Materials		132,317	155,977	181,075	183,658	184,675	0.55%
Purchased Services		65,973	62,029	64,805	64,805	74,631	15.16%
Utilities		190,269	318,660	331,794	331,794	345,000	3.98%
Repair & Maintenance		865,169	834,270	787,017	787,017	864,990	9.91%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		14.75	15.05	15.00	15.00	14.98	

* % change from prior year adopted budget
Facilities Management.xls

**CITY OF APPLETON 2015 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Parks and Grounds Management

Business Unit 16532

PROGRAM MISSION

Develop, manage and maintain a high quality, diverse system of park land, athletic facilities, trails, open spaces and other City property in an environmentally conscious manner for the enjoyment and healthful recreation of the community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

In an era of urban revitalization to maintain the appropriate levels and quality of green space to increase health, social connection, aid the environment and have significant positive impacts on the local economy.

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:

Increase in revenue of \$10,000 for rental of Scheig Center, as well as \$13,000 in expected donations. \$20,000 in part time staffing has also been added to meet the department's additional responsibilities (Scheig Center, Memorial Gardens, skatepark, etc.).

The increase to utilities of \$11,080 is due to electric, gas, water and phone charges at Scheig Center, Memorial Park Gardens and new Memorial Park restroom.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Provide a proactive grounds program					
% of internal satisfied customers	99%	99%	99%	99%	100%
% of external satisfied customers	99%	99%	99%	99%	100%
Strategic Outcomes					
Services performed as scheduled:					
Work completed in time scheduled	95%	95%	99%	99%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
Work Process Outputs					
Cost of service					
Per Capita	\$ 23.32	\$ 23.25	\$ 25.55	\$ 25.55	\$ 26.21
Park Acreage per 1,000 residents					
Community parks	4.8	4.8	4.8	4.8	5.9
Neighborhood parks	2.4	2.4	2.4	2.4	2.4

CITY OF APPLETON 2015 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT
Parks and Grounds Management **Business Unit 16532**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv.- Nontax	\$ 10,249	\$ 6,913	\$ 10,000	\$ 10,000	\$ 10,000
4802 Charges for Serv. - Tax	36,760	35,639	37,000	37,000	47,000
5001 Fees & Commissions	1,944	972	-	-	1,000
5011 Misc. Revenue - Tax	208	1,167	-	-	500
5016 Lease Revenue	75,576	99,365	97,800	97,800	103,852
5020 Donations & Memorials	1,500	1,188	500	500	13,500
5030 Damage to City Property	-	-	250	250	-
5082 Insurance Proceeds	-	1,577	-	-	-
Total Revenue	\$ 126,237	\$ 146,821	\$ 145,550	\$ 145,550	\$ 175,852
Expenses					
6101 Regular Salaries	\$ 533,818	\$ 458,439	\$ 549,106	\$ 556,594	\$ 554,871
6104 Call Time	3,080	3,123	1,500	1,500	1,500
6105 Overtime	6,415	9,325	7,500	7,500	7,500
6108 Part-Time	44,846	50,318	56,100	56,100	75,786
6150 Fringes	222,022	192,903	239,533	240,649	225,487
6201 Training\Conferences	800	1,564	2,600	2,600	2,000
6303 Memberships & Licenses	-	-	600	600	600
6305 Awards & Recognition	-	87	165	165	165
6307 Food & Provisions	-	252	220	220	220
6308 Landscape Supplies	70,845	50,076	52,000	52,500	52,000
6309 Shop Supplies & Tools	-	5,941	5,000	5,000	5,000
6320 Printing & Reproduction	22	16	-	-	-
6321 Clothing	-	3,415	1,500	1,500	1,500
6322 Gas Purchases	17,025	20,851	17,000	17,000	18,000
6323 Safety Supplies	20	1,682	1,500	1,500	1,500
6327 Miscellaneous Equipment	-	14,211	24,500	26,583	24,500
6404 Consulting Services	10,000	15,013	15,000	15,000	15,000
6413 Utilities	97,806	214,491	229,387	229,387	240,000
6415 Tipping Fees	528	686	750	750	750
6420 Facilities Charges	263,581	246,769	235,157	235,157	255,383
6425 CEA Equipment Rental	330,906	329,901	346,099	346,099	354,177
6429 Interfund Allocations	-	(32,859)	(30,000)	(30,000)	(30,000)
6440 Snow Removal Services	12,571	22,123	20,000	20,000	22,500
6454 Grounds Repair & Maint.	87,426	77,491	81,600	81,600	78,000
6503 Facility/Equipment Rental	859	4,207	1,500	1,500	1,500
6599 Other Contracts / Obligations	-	7,260	7,500	7,500	10,000
Total Expense	\$ 1,702,570	\$ 1,697,285	\$ 1,865,817	\$ 1,877,004	\$ 1,917,939

DETAILED SUMMARY OF 2015 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	\$ 22,500
<u>Gas Purchases</u>		<u>Grounds Repair & Maintenance</u>	
Fuel for small equipment	\$ 18,000	Hardscapes maintenance	\$ 35,000
<u>Consulting Services</u>		Weed cutting	5,000
Architectural, Engineers, etc.	\$ 15,000	Fencing repair	6,000
<u>Miscellaneous Equipment</u>		Weed control	5,000
Utility Vehicles	\$ 6,000	Playground equip.	5,000
Lawn mowers and trimmers	2,000	Courts/fields upkeep	5,000
Dugout Shade Screens	4,000	Signage upkeep	2,500
Trailer replacement	5,000	Exterior lighting repair	2,500
Slit Seeder Airifier	5,000	Stormwater pond maint.	5,000
Snow blower replacement	2,500	Landscaping Maint.	4,000
\$ 24,500		Other:	
		Scoreboards, gates, trails, ice rinks, goose mgmt.	3,000
		\$ 78,000	

**CITY OF APPLETON 2015 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 and new pass management system
- Effective and efficient person to person customer service contacts
- Utilization of social media including the e-newsletter, website, Facebook, and Twitter
- 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 Programs |
| Pre-school Programs | Adult and Older Instructional Programs | Special Event Trips |
| Youth Instructional programs | Adaptive programs | Teen 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

Major Changes in Revenue, Expenditures or Programs:

Increase in revenues are a result of new collaborations formed with community partners in 2014 (Parkour, self-defense, kickboxing, and programs with Fleet Feet Sports), as well as increased participation in existing partner programs and internal programs.

Increase in advertising represents actual spending over previous couple years. Marketing expenses include, but are not limited to maintaining a ConstantContact e-mail marketing account, professional signs, promotional items, flyers/posters for events, etc.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Timely and organized program delivery					
% of customers who were satisfied with the services provided	90%	93%	95%	95%	100%
Strategic Outcomes					
Customer experience					
% of program with >80% max. enrollment	90%	90%	95%	95%	100%
# of new programs offered	8	8	8	18	5
Work Process Outputs					
Number of recreational opportunities:					
# of programs offered	120	130	132	140	140
# of collaborations	57	67	67	67	72
Cost of service					
Recreation (per capita)	\$ 17.34	\$ 19.82	\$ 18.48	\$ 18.48	\$ 19.70

**CITY OF APPLETON 2015 BUDGET
PARKS, RECREATION AND FACILITIES MANAGEMENT**

Recreation Services

Business Unit 16541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv. - Nontax	\$ 234,175	\$ 266,828	\$ 255,455	\$ 255,455	\$ 268,328
4802 Charges for Serv. - Tax	179,126	207,213	181,888	181,888	206,725
4850 Daily Entrance - Nontax	6,000	3,004	6,000	6,000	3,000
5001 Fees & Commissions	2,850	2,010	1,750	1,750	950
5010 Misc. Revenue - Nontax	-	605	-	-	-
5011 Misc. Revenue - Tax	-	26	-	-	-
5015 Rental of City Property	7,500	5,243	6,000	6,000	4,425
5020 Donations & Memorials	1,500	6,468	2,000	2,000	3,000
5085 Cash Short or Over	-	(1,068)	-	-	-
Total Revenue	\$ 431,151	\$ 490,329	\$ 453,093	\$ 453,093	\$ 486,428
Expenses					
6101 Regular Salaries	\$ 238,165	\$ 374,403	\$ 282,311	\$ 285,140	\$ 286,931
6105 Overtime	-	114	-	-	-
6108 Part-Time	402,320	390,315	427,033	427,033	434,790
6150 Fringes	128,518	161,221	143,285	143,707	144,155
6201 Training/Conferences	3,150	3,308	2,450	2,450	3,450
6206 Parking Permits	2,088	1,812	-	-	-
6301 Office Supplies	3,000	2,391	2,550	2,550	2,675
6302 Subscriptions	50	-	50	50	50
6303 Memberships & Licenses	4,688	6,114	6,183	6,183	6,183
6304 Postage & Freight	-	245	1,700	1,700	1,000
6305 Awards & Recognition	2,243	2,181	2,628	2,628	2,653
6306 Building Maint./Janitorial	250	39	250	250	250
6307 Food & Provisions	2,110	3,193	3,935	3,935	3,970
6310 Chemicals	18,200	29,838	24,000	24,000	27,000
6314 Concession Supplies	3,200	5,462	4,425	4,425	4,755
6315 Books & Library Materials	750	343	620	620	560
6316 Miscellaneous Supplies	16,660	15,301	14,500	14,500	16,625
6320 Printing & Reproduction	6,500	3,746	6,500	6,500	6,500
6321 Clothing	14,570	13,832	16,425	16,425	16,695
6324 Medical/Lab Supplies	455	711	605	605	640
6327 Misc. Equipment	5,640	8,434	12,500	12,500	9,400
6403 Bank Services	6,000	9,329	7,000	7,000	9,000
6404 Consulting Services	-	780	-	-	-
6407 Collection Services	-	44	400	400	400
6408 Contractor Fees	-	4,969	-	-	-
6409 Inspection Fees	500	-	200	200	200
6412 Advertising	200	2,937	400	400	3,760
6413 Utilities	92,463	104,169	102,407	102,407	105,000
6420 Facilities Charges	159,138	151,512	115,824	115,824	170,255
6424 Software Support	500	-	-	-	-
6425 CEA Equip. Rental	11,047	6,474	8,337	8,337	7,175
6431 Interpreter Services	200	-	200	200	200
6503 Rent	116,074	107,924	115,937	115,937	117,316
6599 Other Contracts/Obligations	27,475	36,292	43,355	43,355	42,821
Total Expense	\$ 1,266,154	\$ 1,447,433	\$ 1,346,010	\$ 1,349,261	\$ 1,424,409

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Clothing</u>		<u>Chemicals</u>	
Youth sport t-shirts	\$ 11,125	Chlorine - Mead/Erb	\$ 27,000
Staff clothing	5,570		\$ 27,000
	<u>\$ 16,695</u>		
<u>Other Contracts/Obligations</u>		<u>Rent</u>	
City Band	\$ 13,000	City Center Studios	\$ 45,749
Playground fair rentals, Camp APRD		Appleton Schools	18,742
trips, contracted programs, recital tix	27,821	Appleton Schools (pools)	28,825
On the Hill movies	2,000	Reid Golf - winter programs	8,500
	<u>\$ 42,821</u>	USA Youth-soccer field use	5,500
		Tennis court leases	5,000
		Equipment rental	5,000
			<u>\$ 117,316</u>
<u>Miscellaneous Supplies</u>			
Program supplies that do not fall under			
arts/crafts or sports equipment	\$ 16,625		
	<u>\$ 16,625</u>		

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Charges for Services	548,692	519,597	487,029	490,343	490,343	523,383-	535,053
Other Revenues	99,787	117,553	110,425	108,300	110,883	109,802-	127,227
TOTAL REVENUES	648,479	637,150	597,454	598,643	601,226	633,185-	662,280
EXPENSES BY LINE ITEM							
Regular Salaries	357,902	402,804	282,216	829,177	839,494	841,802	841,802
Labor Pool Allocations	329,914	335,395	239,562	0	0	0	0
Call Time	3,079	3,123	912	1,500	1,500	1,500	1,500
Overtime	6,441	9,439	7,257	7,500	7,500	7,500	7,500
Part-Time	461,818	440,633	418,221	483,133	483,133	491,996	510,576
Other Compensation	8,314	4,938	2,024	2,240	2,240	0	0
Shift Differential	1	0	0	0	0	0	0
Sick Pay	593	202	22	0	0	0	0
Vacation Pay	78,107	89,503	64,299	0	0	0	0
Fringes	344,855	354,124	263,325	382,818	384,356	368,222	369,642
Salaries & Fringe Benefits	1,591,024	1,640,161	1,277,838	1,706,368	1,718,223	1,711,020	1,731,020
Training & Conferences	3,653	4,872	1,232	5,050	5,050	5,450	5,450
Parking Permits	2,088	1,812	0	0	0	0	0
Office Supplies	2,405	2,391	1,465	2,550	2,550	2,675	2,675
Subscriptions	0	0	290	50	50	50	50
Memberships & Licenses	8,095	6,114	6,141	6,783	6,783	6,783	6,783
Postage & Freight	0	245	224	1,700	1,700	1,700	1,000
Awards & Recognition	2,423	2,268	1,097	2,793	2,793	2,818	2,818
Building Maintenance/Janitor.	0	39	64	250	250	250	250
Food & Provisions	2,439	3,445	2,748	4,155	4,155	4,190	4,190
Rent	123,114	112,131	77,845	117,437	117,437	118,816	118,816
Administrative Expense	144,217	133,317	91,106	140,768	140,768	142,732	142,032
Landscape Supplies	70,819	50,076	40,702	52,000	52,500	52,000	52,000
Shop Supplies & Tools	0	5,941	3,708	5,000	5,000	5,000	5,000
Chemicals	0	29,838	33,957	24,000	24,000	27,000	27,000
Concession Supplies	5,031	5,462	2,778	4,425	4,425	4,755	4,755
Books & Library Materials	42	343	274	620	620	560	560
Miscellaneous Supplies	22,920	15,301	15,537	14,500	14,500	16,625	16,625
Printing & Reproduction	7,821	3,763	2,764	6,500	6,500	6,500	6,500
Clothing	17,162	17,248	12,566	17,925	17,925	18,195	18,195
Gas Purchases	17,025	20,851	15,733	17,000	17,000	18,000	18,000
Safety Supplies	20	1,682	2,963	1,500	1,500	1,500	1,500
Medical & Lab Supplies	510	711	956	605	605	640	640
Construction Materials	22	0	0	0	0	0	0
Vehicle & Equipment Parts	4	0	0	0	0	0	0
Miscellaneous Equipment	37,141	22,644	31,110	37,000	39,083	33,900	33,900
Signs	142	0	0	0	0	0	0
Supplies & Materials	178,659	173,860	163,048	181,075	183,658	184,675	184,675
Bank Services	6,974	9,329	3,998	7,000	7,000	7,000	9,000
Consulting Services	13,001	15,793	5,173	15,000	15,000	15,000	15,000
Collection Services	0	44	396	400	400	400	400
Contractor Fees	3,972	4,969	0	0	0	0	0
Inspection Fees	0	0	0	200	200	200	200
Advertising	891	2,937	1,995	400	400	3,760	3,760
Tipping Fees	528	686	356	750	750	750	750
Interfund Allocations	0	32,859-	18,637-	30,000-	30,000-	30,000-	30,000-
Interpreter Services	0	0	0	200	200	200	200
Snow Removal Services	12,571	22,123	13,353	20,000	20,000	22,500	22,500
Laundry Services	174	0	0	0	0	0	0
Other Contracts/Obligations	21,197	43,552	44,801	50,855	50,855	52,821	52,821
Purchased Services	59,308	66,574	51,435	64,805	64,805	72,631	74,631
Electric	0	121,596	93,953	145,067	145,067	153,478	129,832
Gas	0	20,064	19,301	19,496	19,496	24,300	23,240
Water	89	45,033	27,544	33,606	33,606	48,619	48,619

City of Appleton
2015 Budget
Revenue and Expense Summary

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Waste Disposal/Collection	4,688	16,946	10,579	19,805	19,805	19,805	19,805
Stormwater	91,297	108,093	87,074	106,500	106,500	112,363	112,363
Telephone	668	1,379	2,087	2,190	2,190	4,770	4,770
Cellular Telephone	4,760	5,549	4,877	5,130	5,130	6,371	6,371
Utilities	101,502	318,660	245,415	331,794	331,794	369,706	345,000
Equipment Repair & Maintenan	181	0	417	0	0	0	0
Facilities Charges	1,912,220	398,281	268,665	350,981	350,981	425,638	425,638
Software Support	1,830	0	0	0	0	0	0
CEA Equipment Rental	337,591	336,374	207,272	354,436	354,436	361,352	361,352
Grounds Repair & Maintenance	58,991	77,491	34,962	81,600	81,600	78,000	78,000
Repair & Maintenance	2,310,813	812,146	511,316	787,017	787,017	864,990	864,990
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	4,385,523	3,144,718	2,340,158	3,211,827	3,226,265	3,345,754	3,342,348

**CITY OF APPLETON 2015 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:

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there will be no actual loss.

This Special Revenue Fund was established when the property was donated to the City of Appleton to assist with the maintenance and operation of the park. Due to the limited funding and the costs to administer the fund, the remaining funds will be expended in 2015 to address repairs to the well, landscaping, lighting, etc. and future maintenance and operational costs, which are very minimal, will be included in the Parks and Grounds Management Program Budget.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ 33	\$ (12)	\$ 35	\$ 35	\$ 16
Expenses					
Program Costs	-	-	500	500	2,020
Revenues over (under) Expenses	33	(12)	(465)	(465)	(2,004)
Fund Balance - Beginning	2,448	2,481	2,469	2,469	2,004
Fund Balance - Ending	\$ 2,481	\$ 2,469	\$ 2,004	\$ 2,004	\$ -

**CITY OF APPLETON 2015 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 2015.

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there will be no actual loss.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ 861	\$ (311)	\$ 800	\$ 900	\$ 900
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	861	(311)	800	900	900
Fund Balance - Beginning	63,357	64,218	63,907	63,907	64,807
Fund Balance - Ending	\$ 64,218	\$ 63,907	\$ 64,707	\$ 64,807	\$ 65,707

**CITY OF APPLETON 2015 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:

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there will be no actual loss.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ 151	\$ (55)	\$ 150	\$ 150	\$ 150
Expenses					
Program Costs	-	-	300	-	300
Revenues over (under) Expenses	151	(55)	(150)	150	(150)
Fund Balance - Beginning	11,066	11,217	11,162	11,162	11,312
Fund Balance - Ending	\$ 11,217	\$ 11,162	\$ 11,012	\$ 11,312	\$ 11,162

**CITY OF APPLETON 2015 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:

The open air shelter was completed in 2012. This was the last major component of the park master plan adopted in 2004. No other major projects are scheduled for Lutz Park at this time.

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there will be no actual loss.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ 2,815	\$ (690)	\$ 2,500	\$ 2,100	\$ 2,200
Donations & Memorials	-	-	-	-	-
Total Revenue	2,815	(690)	2,500	2,100	2,200
Expenses					
Program Costs	75,610	-	3,650	-	-
Revenues over (under) Expenses	(72,795)	(690)	(1,150)	2,100	2,200
Fund Balance - Beginning	216,465	143,670	142,980	142,980	145,080
Fund Balance - Ending	\$ 143,670	\$ 142,980	\$ 141,830	\$ 145,080	\$ 147,280

**CITY OF APPLETON 2015 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, Recreation and Facilities Management 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

Major changes in Revenue, Expenditures and Programs:

The 2014 Parks, Recreation and Facilities Management Department's Capital Improvement Program included \$400,000 for the acquisition of the regional community park. \$200,000 of the \$400,000 for land acquisition was included in the 2014 Park Open Space Special Revenue Fund, but acquisition of the park is not anticipated to be completed in 2014. \$200,000 for the acquisition of a regional community park has been moved to 2015 as noted 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 provide 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.

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there will be no actual loss.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ 4,033	\$ (1,461)	\$ 4,000	\$ 4,500	\$ 4,600
Zoning & Subdivision Fees	-	300	-	-	-
Total Revenue	4,033	(1,161)	4,000	4,500	4,600
Expenses					
Program Costs	-	-	200,000	-	200,000
Revenues over (under) Expenses	4,033	(1,161)	(196,000)	4,500	(195,400)
Fund Balance - Beginning	296,884	300,917	299,756	299,756	304,256
Fund Balance - Ending	\$ 300,917	\$ 299,756	\$ 103,756	\$ 304,256	\$ 108,856

**CITY OF APPLETON 2015 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:

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there will be no actual loss.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ 93	\$ (27)	\$ 80	\$ 80	\$ 80
Expenses					
Program Costs	-	-	200	200	200
Revenues over (under) Expenses	93	(27)	(120)	(120)	(120)
Fund Balance - Beginning	5,741	5,834	5,807	5,807	5,687
Fund Balance - Ending	\$ 5,834	\$ 5,807	\$ 5,687	\$ 5,687	\$ 5,567

**CITY OF APPLETON 2015 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:

This Special Revenue Fund will terminate on January 1, 2015, as identified in the Memorandum of Understanding executed in 2004. Any funds remaining will be distributed to the Community Foundation for the Fox Valley Region, Inc. as stipulated in the agreement.

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there will be no actual loss.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ 179	\$ (36)	\$ 150	\$ 100	\$ -
Expenses					
Program Costs	5,783	-	2,500	7,592	-
Revenues over (under) Expenses	(5,604)	(36)	(2,350)	(7,492)	-
Fund Balance - Beginning	13,132	7,528	7,492	7,492	-
Fund Balance - Ending	\$ 7,528	\$ 7,492	\$ 5,142	\$ -	\$ -

**CITY OF APPLETON 2015 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 completed in September, 2010. Limited expenditures are anticipated due to the recent construction of the facility.

The investment loss shown in 2013 is due to the Governmental Accounting Standards Board's requirement that we record unrealized gains and losses each year. Since our policy is to hold investments to maturity, there will be no actual loss.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ 361	\$ (131)	\$ 350	\$ 350	\$ 400
Expenses					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	361	(131)	350	350	400
Fund Balance - Beginning	26,596	26,957	26,826	26,826	27,176
Fund Balance - Ending	\$ 26,957	\$ 26,826	\$ 27,176	\$ 27,176	\$ 27,576

CITY OF APPLETON 2015 BUDGET

REID GOLF COURSE

**Director of Parks, Recreation & Facilities Management:
Dean R. Gazza, CPRE, LEED-AP**

CITY OF APPLETON 2015 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 conforming to high standards, quality facilities and sincere customer service to golfers at all play levels.

DISCUSSION OF SIGNIFICANT 2014 EVENTS

Made decision with support of Mayor and Common Council to self-operate the clubhouse services to increase revenue and improve future financial sustainability of the golf course.

Worked 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.

Installed new tee signs and information signs throughout the course.

Installed new entrance signs for the golf course on Fremont and Calumet Streets.

Constructed new rain shelter on course.

Held a Grand Re-Opening Celebration on June 7-15, 2014, that included door prizes, special rates and tournaments.

Expanded the use of the Fore! Marketing and Fore! Web modules of the Fore! Reservations system for marketing and golfer communications.

Worked closely with league representatives to accommodate all golf leagues who committed to returning to Reid Golf Course in 2014.

Installed display monitor in clubhouse for course information.

Worked with the GIS Staff to create a 3-dimensional view of newly designed 18-hole golf course with new ponds and other course improvements.

Met with the Golf Advisory Committee on a regular basis to address the changing direction of the golfing industry and participation at Reid Golf Course.

Developed and implemented the marketing plan for the 2014 golf season that included regular email messages, promotional materials, radio ads, printed media, brochures and flyers.

Established rates and fees for 2015 golf season.

Hired new golf superintendent in October 2014 to replace Doug DeVries, Golf Superintendent since 1981.

CITY OF APPLETON 2015 BUDGET REID GOLF COURSE

MAJOR 2015 OBJECTIVES

Hire and train staff to self-operate the golf course. Includes developing operational and marketing plans to maximize revenues.

Develop and implement a plan to provide clubhouse services that considers changing golf trends, available City resources, and program direction to maximize revenue opportunities and meet current and future community interests and needs.

Continue to build on the excitement and interest generated in 2014 due to the completion of the stormwater ponds and course improvements.

Continue to expand the use of the Fore! Reservations system and associated marketing modules to:
 Maximize the financial potential of "prime time" tee times and expand utilization of "non-prime time" tee times.
 Increase electronic marketing and golfer communications.
 Improve administration of tee times, tournaments, outings and league play.
 Improve accounting methods and procedures for all clubhouse sales.
 Improve data collection of golfer information.

Market the golf course through other available media with available resources.

Work with new Golf Superintendent to become familiar with course layout, irrigation system, operational procedures for course and clubhouse, coordination with Parks, Recreation and Facilities Management Department and Operations Division.

Work with new Golf Superintendent to explore opportunities for reductions in expenses, alternative staffing levels and work plans, new equipment, etc. to meet the ever-changing golf industry.

Maintain the golf course, including the treatment, irrigation and mowing of turf and the upkeep of bunkers, water hazards and other vegetation.

Maintain the clubhouse, the maintenance shop and all golf course equipment.

Continue involvement with the revised Golf Advisory Committee to improve operations, fees and charges, and address current and emerging trends impacting Reid Golf Course including real-time marketing, social media options, youth programming, family events, and alternate revenue sources for the course including foot golf.

Work closely with Parks, Recreation and Facilities Management staff to implement new program opportunities for area youth.

Conduct a United States Golf Association assessment and develop a plan to implement any recommendations.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual			Budget		%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 523,220	\$ 693,027	\$ 572,640	\$ 572,640	\$ 805,527	40.67%
Program Expenses							
5630	Operations	557,802	525,851	567,915	573,680	770,683	35.70%
TOTAL		\$ 557,802	\$ 525,851	\$ 567,915	\$ 573,680	\$ 770,683	35.70%
Expenses Comprised Of:							
	Personnel	174,110	162,309	191,030	197,449	316,162	65.50%
	Administrative Expense	133,794	136,643	115,240	115,240	148,160	28.57%
	Supplies & Materials	58,613	57,821	47,765	47,765	117,100	145.16%
	Purchased Services	26,771	27,839	32,546	31,892	24,975	-23.26%
	Utilities	38,978	37,789	38,514	38,514	44,586	15.77%
	Repair & Maintenance	125,536	112,216	107,820	107,820	119,700	11.02%
	Capital Expenditures	-	(8,766)	35,000	35,000	-	-100.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	1.53	1.73	1.78	1.93	2.67	

* % change from prior year adopted budget
Reid.xls

**CITY OF APPLETON 2015 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.

Coordinate labor demands with Golf Superintendent to maximize resources and meet the needs of the course.

Strive to meet the recommendations of the United States Golf Association assessment that will be conducted during the 2015 golf season.

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.

Train new Golf Superintendent to current operations and explore opportunities to implement changes that may reduce expenses and increase revenues.

Major Changes in Revenue, Expenditures, or Programs:

Revenues were increased \$265,000 to reflect income from cart rentals, practice range, concessions, and pro shop supplies.

Regular salaries reflect an increase of \$30,685 for the hiring of a Clubhouse Manager. In addition, the Golf Course Superintendent position was approved to be filled at 1.0 FTE in December of 2013.

Part-time salaries reflect an increase of \$52,590 for the hiring of clubhouse customer service staff.

Rent reflects an increase of \$30,000 for the rental of golf carts.

Pro shop/concession supplies reflects an increase of \$58,000 for the purchase of food, beverages, and supplies for sale.

Lease revenue increased \$12,000 in 2015 due to new agreement with Verizon Wireless for ground space near the flagpole.

Stormwater costs increased \$4,200 in 2015 due to a re-evaluation of the impervious surfaces at the golf course by the Stormwater Utility.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts		(9-hole course only in 2013)			
Recreational opportunities					
Rounds of golf played annually	32,305	18,037	33,000	33,000	35,000
Annual youth pass holders	102	145	125	90	100
Family pass holders	13	11	20	15	15
Strategic Outcomes					
Electronic Communication with Golfers					
% of golfers with email addresses	New Measure	26.6%	30%	35%	45%
# of emails receiving bi-weekly message	New Measure	834	1,000	1,650	2,000
# of rounds generated thru email messages	New Measure	50	250	250	350
% of golfers who rate conditions at good or better	90%	90%	95%	95%	95%
Work Process Outputs					
% of time:					
Greens are mowed daily	75%	80%	85%	85%	90%
Tees and fairways - mowed 2 times per week (May-Aug.)	75%	80%	80%	80%	85%
Rough - mowed weekly	100%	90%	95%	95%	95%
Bunkers - raked weekly (Summer)	95%	90%	100%	100%	100%
Tees and fairways - mowed 2 times per week (Spring/Fall)	90%	90%	95%	95%	95%

**CITY OF APPLETON 2015 BUDGET
REID GOLF COURSE**

Operations

Business Unit 5630

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4710 Interest on Investments	\$ 3,149	\$ 146	\$ 1,800	\$ 1,800	\$ 4,000
4801 Charges for Serv. - Nontax	5,923	2,868	6,500	6,500	-
4802 Charges for Serv. - Tax	450,802	198,537	460,000	460,000	726,920
4850 Daily Entrance - Nontax	3,150	1,050	3,150	3,150	3,150
5004 Sale of City Prop - Nontax	4,100	202	-	-	-
5006 Gain (Loss) on Asset Disposal	-	(3,564)	-	-	-
5010 Misc revenue - Nontax	25,000	-	25,000	25,000	-
5015 Rental of City Property	8,000	12,000	15,000	15,000	15,000
5016 Lease Revenue	23,016	43,638	41,190	41,190	56,457
5021 Capital Contributions	-	223,013	20,000	20,000	-
5035 Other Reimbursements	80	215,137	-	-	-
Total Revenue	<u>\$ 523,220</u>	<u>\$ 693,027</u>	<u>\$ 572,640</u>	<u>\$ 572,640</u>	<u>\$ 805,527</u>
Expenses					
6101 Regular Salaries	\$ 93,047	\$ 96,638	\$ 109,718	\$ 104,627	141,503
6104 Call Time	80	-	-	-	-
6105 Overtime	289	1,310	500	500	500
6108 Part-Time	48,892	39,110	45,630	45,630	100,158
6150 Fringes	31,802	25,252	35,182	46,692	74,001
6201 Training/Conferences	470	548	750	750	1,000
6301 Office Supplies	172	60	100	100	600
6303 Memberships & Licenses	490	150	585	585	685
6306 Building Maint./Janitorial	12,107	4,652	10,000	10,000	10,000
6307 Food & Provisions	-	-	35	35	50
6308 Landscape Supplies	27,050	36,819	33,165	33,165	34,100
6314 Pro Shop/Concession Supplies	-	-	-	-	58,000
6320 Printing & Reproduction	1,135	1,840	1,500	1,500	2,500
6321 Clothing	-	-	100	100	500
6322 Gas Purchases	19,130	14,616	13,000	13,000	16,000
6326 Vehicle & Equipment Parts	-	85	-	-	-
6327 Miscellaneous Equipment	-	4,461	-	-	6,000
6401 Accounting/Audit	2,424	2,641	2,433	2,433	2,433
6403 Bank Services	152	21	100	100	1,500
6404 Consulting Services	2,190	8,667	1,650	1,650	4,650
6407 Collection Services	459	425	483	483	512
6408 Contractor Fees	16,031	909	19,850	14,530	2,000
6412 Advertising	3,322	1,334	4,000	8,666	10,000
6413 Utilities	38,978	37,787	38,514	38,514	44,586
6415 Tipping Fees	25	-	-	-	-
6416 Build. Repairs & Maint	90	57	-	-	-
6418 Equip. Repairs & Maint	6,319	4,832	5,200	5,200	5,200
6419 Communications Equip. Repair	1,538	-	-	-	-
6420 Facilities Charges	50,138	30,099	23,304	23,304	30,943
6424 Software Support	1,000	2,350	2,000	2,000	4,400
6425 CEA Equip. Rental	66,451	74,687	77,316	77,316	79,157
6426 Other Interfund Charges	1,167	13,404	3,000	3,000	3,000
6451 Uniform Services	610	89	650	650	500
6454 Grounds Repair & Maint	-	193	-	-	-
6501 Insurance	5,659	3,631	4,150	4,150	4,190
6503 Rent	485	357	550	550	30,550
6599 Other Contracts/Obligations	391	349	380	380	380
6601 Depreciation Expense	79,151	84,170	66,500	66,500	66,000
6720 Interest Payments	28,658	14,774	14,670	14,670	14,385
6730 Debt Issuance Costs	-	10,400	-	-	-
6803 Buildings	-	16,945	35,000	35,000	-
6804 Furniture, Fixtures & Equipment	-	29,244	-	-	-
6899 Other Capital Outlay	-	(54,955)	-	-	-
7911 Trans Out - General Fund	17,900	17,900	17,900	17,900	17,900
7921 Trans Out - Capital Projects Fund	-	-	-	-	2,800
Total Expense	<u>\$ 557,802</u>	<u>\$ 525,851</u>	<u>\$ 567,915</u>	<u>\$ 573,680</u>	<u>\$ 770,683</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>		<u>Pro Shop/Concession Supplies</u>	
Topsoil, sand & gravel	\$ 2,000	Food & beverages	\$ 45,000
Flowers	600	Equipment	5,000
Seed & fertilizers	8,500	Merchandise/range balls	8,000
Pesticides/herbicides	23,000		<u>\$ 58,000</u>
	<u>\$ 34,100</u>		
		<u>Rent</u>	
		Carts	\$ 30,000
		Maintenance operations	550
			<u>\$ 30,550</u>

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Interest Income	3,148	146	56	1,800	1,800	1,800-	4,000
Charges for Services	459,875	202,455	412,330	469,650	469,650	468,070-	730,070
Other Revenues	60,197	490,426	78,105	101,190	101,190	97,707-	71,457
TOTAL REVENUES	523,220	693,027	490,491	572,640	572,640	567,577-	805,527
EXPENSES BY LINE ITEM							
Regular Salaries	54,668	57,728	43,247	109,438	103,391	125,729	141,503
Labor Pool Allocations	32,285	30,112	18,276	0	956	0	0
Call Time	80	0	0	0	0	0	0
Overtime	289	1,310	6,002	500	500	500	500
Part-Time	48,892	39,110	36,580	45,630	45,630	47,568	100,158
Other Compensation	44	9	0	280	280	180	0
Sick Pay	4,790-	27	32,698	0	0	0	0
Vacation Pay	10,840	8,761	9,501	0	0	0	0
Fringes	28,172	25,252	18,891	33,367	44,877	30,630	74,001
Unemployment Compensation	3,630	0	0	1,815	1,815	0	0
Salaries & Fringe Benefits	174,110	162,309	165,195	191,030	197,449	204,607	316,162
Training & Conferences	470	548	0	750	750	750	1,000
Office Supplies	172	60	26	100	100	100	600
Memberships & Licenses	490	150	850	585	585	585	685
Building Maintenance/Janitor.	809	4,652	3,194	10,000	10,000	10,000	10,000
Food & Provisions	0	0	0	35	35	35	50
Insurance	5,660	3,631	2,767	4,150	4,150	3,690	4,190
Rent	485	357	0	550	550	550	30,550
Depreciation Expense	79,151	84,171	43,576	66,500	66,500	66,500	66,000
Interest Payments	28,658	14,774	17,153	14,670	14,670	13,920	14,385
Debt Issuance Costs	0	10,400	0	0	0	0	0
Trans Out - General Fund	17,900	17,900	11,933	17,900	17,900	17,900	17,900
Trans Out - Internal Svc.	0	0	0	0	0	0	2,800
Administrative Expense	133,795	136,643	79,499	115,240	115,240	114,030	148,160
Landscape Supplies	27,050	36,819	32,077	33,165	33,165	34,100	34,100
Shop Supplies & Tools	591	0	0	0	0	0	0
Paint & Supplies	212	0	0	0	0	0	0
Concession Supplies	0	0	0	0	0	0	58,000
Miscellaneous Supplies	4,878	0	0	0	0	0	0
Printing & Reproduction	1,135	1,840	8,734	1,500	1,500	2,000	2,500
Clothing	0	0	0	100	100	0	500
Gas Purchases	19,130	14,616	14,009	13,000	13,000	16,000	16,000
Safety Supplies	59	0	0	0	0	0	0
Construction Materials	3	0	0	0	0	0	0
Vehicle & Equipment Parts	5,556	85	0	0	0	0	0
Miscellaneous Equipment	0	4,461	3,553	0	0	6,000	6,000
Supplies & Materials	58,614	57,821	58,373	47,765	47,765	58,100	117,100
Accounting/Audit	2,424	2,641	0	2,433	2,433	2,433	2,433
Bank Services	152	21	15	100	100	100	1,500
Consulting Services	2,190	8,667	0	1,650	1,650	4,650	4,650
Collection Services	459	425	163	483	483	483	512
Contractor Fees	16,031	909	436	19,850	14,530	16,000	2,000
Advertising	3,322	1,334	10,991	4,000	8,666	5,000	10,000
Tipping Fees	25	0	0	0	0	0	0
Other Interfund Charges	1,167	13,404	5,646	3,000	3,000	3,000	3,000
Interfund Allocations	0	0	901	0	0	0	0
Laundry Services	610	89	0	650	650	100	500
Other Contracts/Obligations	391	349	205	380	380	380	380
Purchased Services	26,771	27,839	18,357	32,546	31,892	32,146	24,975
Electric	22,707	20,964	14,619	19,590	19,590	21,383	21,383
Gas	4,889	4,931	6,785	6,177	6,177	6,300	6,300
Water	1,919	2,033	641	2,023	2,023	2,023	2,023
Waste Disposal/Collection	1,866	1,613	894	1,825	1,825	1,825	1,825

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Stormwater	5,914	6,344	3,715	7,392	7,392	11,548	11,548
Telephone	1,589	1,745	1,322	1,357	1,357	1,357	1,357
Cellular Telephone	94	159	99	150	150	150	150
Utilities	38,978	37,789	28,075	38,514	38,514	44,586	44,586
Building Repair & Maintenance	90	57	329	0	0	0	0
Equipment Repair & Maintenan	6,319	4,832	2,056	5,200	5,200	5,200	5,200
Communications Equip. Repairs	1,538	0	0	0	0	0	0
Facilities Charges	50,138	30,099	13,883	23,304	23,304	30,943	30,943
Software Support	1,000	2,350	3,190	2,000	2,000	4,400	4,400
CEA Equipment Rental	66,451	74,687	53,551	77,316	77,316	79,157	79,157
Grounds Repair & Maintenance	0	193	0	0	0	0	0
Repair & Maintenance	125,536	112,218	73,009	107,820	107,820	119,700	119,700
Buildings	0	16,945	21,957	35,000	35,000	0	0
Machinery & Equipment	0	29,244	0	0	0	0	0
Other Capital Outlay	0	54,955	0	0	0	0	0
Capital Expenditures	0	8,766	21,957	35,000	35,000	0	0
TOTAL EXPENSES	557,804	525,853	444,465	567,915	573,680	573,169	770,683

**CITY OF APPLETON 2015 BUDGET
REID GOLF COURSE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

Revenues	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Charges for Services	\$ 459,875	\$ 202,455	\$ 469,650	\$ 475,000	\$ 730,070
Miscellaneous	37,180	227,339	40,000	40,000	15,000
Lease Revenue	23,016	43,639	41,190	41,190	56,457
Total Revenues	<u>520,071</u>	<u>473,433</u>	<u>550,840</u>	<u>556,190</u>	<u>801,527</u>
Expenses					
Operation and Maintenance	432,093	398,606	433,845	433,845	669,598
Depreciation	79,151	84,171	66,500	65,375	66,000
Total Expenses	<u>511,244</u>	<u>482,777</u>	<u>500,345</u>	<u>499,220</u>	<u>735,598</u>
Operating Income (Loss)	8,827	(9,344)	50,495	56,970	65,929
Nonoperating Revenues (Expenses)					
Interest Income	3,149	145	1,800	200	4,000
Interest Expense	(28,658)	(14,774)	(14,670)	(14,670)	(14,385)
Other	-	(10,400)	-	-	-
Loss on Asset Disposal	-	(3,564)	-	-	-
Total Non-Operating	<u>(25,509)</u>	<u>(28,593)</u>	<u>(12,870)</u>	<u>(14,470)</u>	<u>(10,385)</u>
Net Income (Loss) Before Transfers	(16,682)	(37,937)	37,625	42,500	55,544
Contributions and Transfers In (Out)					
Capital Contributions *	-	223,013	20,000	20,000	-
Operating Transfers out	(17,900)	(17,900)	(17,900)	(17,900)	(20,700)
Change in Net Assets	(34,582)	167,176	39,725	44,600	34,844
Net Assets - Beginning	530,196	495,614	662,790	662,790	707,390
Net Assets - Ending	<u>\$ 495,614</u>	<u>\$ 662,790</u>	<u>\$ 702,515</u>	<u>\$ 707,390</u>	<u>\$ 742,234</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 107,398	\$ 110,629
+ Change in Net Assets	44,600	34,844
- Capital Contributions	(20,000)	-
+ Depreciation	65,375	66,000
- Fixed Assets	(35,000)	-
- Principal Repayment	(51,744)	(65,000)
Working Cash - End of Year	<u>\$ 110,629</u>	<u>\$ 146,473</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 was completed, which will complete the agreement.

**CITY OF APPLETON 2015 BUDGET
REID GOLF COURSE
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2014 Budget	2014 Projected	2015 Budget	2016 Projected	2017 Projected	2018 Projected	2019 Projected
Revenues							
Charges for Services	\$ 469,650	\$ 475,000	\$ 730,070	\$ 751,972	\$ 774,531	\$ 797,767	\$ 821,700
Miscellaneous	40,000	40,000	15,000	15,300	15,606	15,918	16,236
Lease Revenue	41,190	41,190	56,457	56,457	56,457	56,457	56,457
Total Revenues	<u>550,840</u>	<u>556,190</u>	<u>801,527</u>	<u>823,729</u>	<u>846,594</u>	<u>870,142</u>	<u>894,393</u>
Expenses							
Operating Expenses	433,845	433,845	669,598	686,338	703,496	721,084	739,111
Depreciation	66,500	65,375	66,000	67,000	68,500	69,000	69,000
Total Expenses	<u>500,345</u>	<u>499,220</u>	<u>735,598</u>	<u>753,338</u>	<u>771,996</u>	<u>790,084</u>	<u>808,111</u>
Operating Income	50,495	56,970	65,929	70,391	74,598	80,058	86,282
Non-Operating Revenues (Expenses)							
Interest Income	1,800	200	4,000	4,000	2,000	1,000	800
Interest Expense	(14,670)	(14,670)	(14,385)	(13,920)	(19,320)	(18,056)	(16,625)
Total Non-Operating	<u>(12,870)</u>	<u>(14,470)</u>	<u>(10,385)</u>	<u>(9,920)</u>	<u>(17,320)</u>	<u>(17,056)</u>	<u>(15,825)</u>
Net Income Before Transfers	37,625	42,500	55,544	60,471	57,278	63,002	70,457
Contributions and Transfers In (Out)							
Capital Contributions	20,000	20,000	-	-	-	-	-
General Fund/Internal Service	(17,900)	(17,900)	(20,700)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	39,725	44,600	34,844	42,571	39,378	45,102	52,557
Total Net Assets - Beginning	<u>662,790</u>	<u>662,790</u>	<u>707,390</u>	<u>742,234</u>	<u>784,805</u>	<u>824,183</u>	<u>869,286</u>
Total Net Assets - Ending	<u>\$ 702,515</u>	<u>\$ 707,390</u>	<u>\$ 742,234</u>	<u>\$ 784,805</u>	<u>\$ 824,183</u>	<u>\$ 869,286</u>	<u>\$ 921,843</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	\$ 107,398	\$ 110,629	\$ 146,473	\$ 141,044	\$ 113,422	\$ 87,025
+ Change in Net Assets	44,600	34,844	42,571	39,378	45,102	52,557
- Capital Contributions	(20,000)	-	-	-	-	-
+ Depreciation	65,375	66,000	67,000	68,500	69,000	69,000
+ Long Term Debt	-	-	210,000	-	-	-
- Fixed Assets	(35,000)	-	(260,000)	(52,500)	(57,500)	(10,000)
- Principal Repayment	(51,744)	(65,000)	(65,000)	(83,000)	(83,000)	(83,000)
Working Cash - End of Year	<u>\$ 110,629</u>	<u>\$ 146,473</u>	<u>\$ 141,044</u>	<u>\$ 113,422</u>	<u>\$ 87,025</u>	<u>\$ 115,582</u>
25% Working Capital Reserve (prior year's audited expenses)	\$ 116,604	\$ 176,171	\$ 179,540	\$ 185,179	\$ 189,260	
Coverage Ratio	1.21	1.34	1.43	1.47	1.53	1.60

ASSUMPTIONS:

Rounds of golf played @ projected 2014 levels and then increasing slightly for estimated increase in rounds, with 3% price increases projected in 2016-2019 for golf fees and passes.

Operating expenses to increase 2.5% per year after 2015 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.

Additional debt of \$210,000 for parking lot in 2016 is included in the projections.

**CITY OF APPLETON 2015 BUDGET
REID GOLF COURSE
LONG-TERM DEBT**

2002 General Fund Advance			
Year	Principal	Interest	Total
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>\$ 165,000</u>	<u>\$ -</u>	<u>\$ 165,000</u>

2012 Taxable General Obligation Refunding Bonds			
Year	Principal	Interest	Total
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>\$ 695,000</u>	<u>\$ 97,163</u>	<u>\$ 792,163</u>

Total			
Year	Principal	Interest	Total
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>\$ 860,000</u>	<u>\$ 97,163</u>	<u>\$ 957,163</u>

* Debt is restructured taking \$10,000 from years 2015-2019 and deferring until 2026.

CITY OF APPLETON 2015 BUDGET

LIBRARY

Library Director: Colleen T. Rortvedt

Assistant Library Director: Tasha M. Saecker

CITY OF APPLETON 2015 BUDGET LIBRARY

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2014 EVENTS

Maintain high quality library services

Implemented new long range plan, APL150 which provides the framework for library mission, vision and services.

Expanded service by one hour on Sundays during the school year.

556,874 patrons visited the library in 2013.

In 2013 had 4,183 meeting room uses. This was a 10% increase over previous year.

4,666 children and teens participated in 2013 summer library program.

2013 program attendance was up 6% over previous year.

Secured grant funding to hire a Hispanic Outreach Specialist to expand the outreach we have been providing to the Hmong community.

On track to circulate approximately 1.4 million items in 2014. Offer patron-initiated Inter-Library Loan. Self-checkout averages 75%.

Increase marketing and advocacy, fund development, technology for efficiency, staffing levels & training, library environment and neighborhood

Redesigned newsletter "Fine Print" published in a magazine format online as well as a limited print edition.

Marketing e-blasts go to 9,000 e-mail addresses.

Friends of the Appleton Public Library hosted fundraiser dinner, completed two successful used book sales, two fundraising letter campaigns and coordinated Gatherings of Friends to provide grass roots information and advocacy for the library.

Continued working with Washington Square group and security guard to improve neighborhood environment.

Hosted a staff retreat in February, 2014 focusing on implementing APL150 at the staff level. Sections have updated their missions to align with new long range plan. Hosted monthly staff trainings on topics including the summer reading programs, incoming refugee populations, safety and the library planning process.

Participated in State-wide taskforce that made recommendations on modifications to the statute dealing with adjacent county reimbursement issues which have since been adopted.

Participating in State-wide study of how to utilize lean practices for increased library system effectiveness.

Continue to explore facility needs and options

Completed library assessment and site selection recommendations.

Participated in downtown parking analysis.

Partially replaced staff workstations in workrooms replacing outdated furniture original to the 1981 facility.

Replaced original facility boiler to keep utility costs down. This will benefit the facility regardless of the future use.

Friends of APL completed feasibility study to determine the capacity of private support for a future library concept.

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, in 2013 we had 106 and are on track in 2014 to reach the same number of collaborations.

Participating in the development of the Community Early Learning Center.

Offered a continuum of programs for children of all ages, as well as their parents, collaborating with local educational and social service organizations.

Participated as a major sponsor, coordinator and event site for the Fox Cities Community Read and Book Festival.

Collaborated with World Relief to extend services to refugees arriving in the Fox Cities.

Utilize volunteers more effectively

In 2013 we had 6,205 volunteer hours. In the Materials Management section alone, volunteers accomplished \$31,780 worth of work calculated at a Library Page wage rate in 2013.

Renamed our volunteer of the year award after the Gilbert Family in recognition of all their family has done for decades to support local library service not only to APL, but to Outagamie Waupaca Library System (OWLS) and throughout the state. Honored the Gilberts at several events in the community.

Working to make use of expertise of local volunteers. This year we offered two hands-on sessions of photography classes with a local professional who volunteered and are looking to expand volunteers to make use of other local experts that want to share their skills.

Initiated volunteer greeters who provide a friendly welcome and help provide simple assistance as patrons enter the building.

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.

All data from APL building process was made available via apl150.org website.

APL's Facebook page has established over 3,100 followers.

Continued to expand access to e-books through collaboration with OWLSNet. E-book use is up 85% from previous year.

CITY OF APPLETON 2015 BUDGET LIBRARY

MAJOR 2015 OBJECTIVES

Implement APL 150 strategies focusing on 21st century library service, serving as a community partner and participating in solving community problems utilizing the following strategic priorities and activities:

Hub of Learning and Literacy - We connect members of our community with opportunities for growth, self-instruction and inquiry. We recognize reading as the heart of the library's mission and also expand beyond it to offer our community additional ways to improve and develop.

Collaborative Environment - We celebrate our diverse community, serving as a place where understanding can grow. We work with many partners, allowing our entire community to benefit from shared knowledge and information.

The Future: Children and Teens - We provide youth in our community with programs and services that are age-appropriate, dynamic and inspiring. We ensure that children from all backgrounds find a supportive place at the library for their futures.

Creation and Innovation - We honor imagination, invention and inspiration. We implement spaces, collections and programs to encourage discovery, development and originality.

Diversions and Leisure - We embrace the important role of entertainment in the lives of our community members and its ability to enrich our lives. We maintain a collection that covers the breadth of changing interests, technologies and formats.

Specialized Services and Programs - We support and sustain learning for all ages. We address the varied needs within our community by offering targeted assistance and programs for different populations.

Engaged and Sustainable Organization - We maintain a knowledgeable and creative staff that represents and aids our community. We work closely with many organizations and partners to benefit those we serve.

Continue to plan for library facility needs including:

Develop architectural designs and work cooperatively with property owners on site transition issues to create win-wins for library, property owners, downtown and the greater community. Working with the Facilities Management Department to complete any building improvements required in 2015.

Pilot new service models such as roving reference.

Ensure clean, safe, well-maintained and accessible facility with attention to library environment and neighborhood.

Work with Friends to implement capital campaign for private funding to support the building project.

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

Collaborate with community experts in an ongoing effort to expand what we are able to offer our community members. In addition we are able to extend our reach into the community by offering our expertise to our community members. For ex., this is illustrated in outreach to FVTC eSeed, Chamber of Commerce Score Program, Fox Valley Senior Computers Users Group, AASD Communication Arts book talks.

Reach out to parents in the Hmong and Hispanic communities as well as finding ways to work with incoming refugees.

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

Highlight the depth of resources within the local community and collaborate to find efficiencies.

Serve as a location for civic engagement and public meetings.

Improve library identity and remote access to library resources including:

Continue to develop online "digital branch" by working with OWLSnet on new discovery layer catalog that allows patrons to search across multiple platforms with a "Google-like" search, providing access to local resources and expanding access to e-books and other digital resources.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 1,185,111	\$ 1,235,721	\$ 1,085,162	\$ 1,159,531	\$ 1,243,702	14.61%
Program Expenses							
16010	Administration	422,751	447,998	467,154	477,923	480,763	2.91%
16021	Children's Services	442,168	440,795	463,845	490,789	493,728	6.44%
16023	Public Services	700,337	763,168	727,364	738,207	731,334	0.55%
16024	Community Partnerships	464,384	465,218	489,110	495,903	456,186	-6.73%
16031	Building Operations	426,153	410,750	477,751	478,420	475,743	-0.42%
16032	Materials Management	1,426,998	1,442,468	1,372,517	1,439,105	1,380,870	0.61%
16033	Network Services	225,499	261,022	262,654	264,458	275,784	5.00%
TOTAL		\$ 4,108,290	\$ 4,231,419	\$ 4,260,395	\$ 4,384,805	\$ 4,294,408	0.80%
Expenses Comprised Of:							
Personnel		3,022,596	3,040,851	3,104,345	3,154,997	3,097,965	-0.21%
Administrative Expense		93,557	105,990	99,191	110,293	104,076	4.92%
Supplies & Materials		600,414	628,530	585,875	648,531	618,845	5.63%
Purchased Services		61,950	62,635	66,135	66,135	68,729	3.92%
Utilities		140,476	144,397	141,500	141,500	146,210	3.33%
Repair & Maintenance		181,716	200,784	255,099	255,099	250,333	-1.87%
Capital Expenditures		7,581	48,232	8,250	8,250	8,250	0.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		44.50	44.50	45.50	46.00	46.00	

**CITY OF APPLETON 2015 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, and facilitates 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

Objectives:

- Solidify library's new long range plan into the daily operations of the library so staff understands their role in fulfilling the library's mission, vision and services.
- Finalize future of library facility plans. Develop architectural designs and work cooperatively with property owners on site transition issues to create win-wins for library, property owners, downtown and the greater community.
- Continue efforts to provide citizen engagement and transparency in our building and strategic processes through the APL150 website as well as through social media efforts.
- Continue to communicate the role of libraries in 21st century society.
- Work with Washington Square collaboration to communicate needs to neighbors and stakeholders and serve as primary point of communication with neighborhood monitor funded through public and private partnership.
- Supporting the strategic plan of the Friends of Appleton Public Library. Work with Friends to implement capital campaign for private funding to support the building project.
- Ensure library operations continue to be of high quality and do not suffer during facility planning and any transitions.

Major changes in Revenue, Expenditures, or Programs:

Library Grants and Aids is a reimbursement from counties for use of the library by non-Appleton residents of those counties. The increase shown for 2015 is partly the result of an increase in the reimbursement rate from Outagamie County and an increase in use by Outagamie County residents outside of the City of Appleton and partly due to the addition of funding from Brown and Calumet Counties.

The addition of funding from Brown County is due to successful collaboration on changes to the WI statute that governs library support. Calumet County funding has been managed by OWLS. A portion of this support was for several staff positions and was included in the 2014 adopted budget as program revenue in the specific programs those positions were assigned to. The balance has been added via amendments throughout the year, largely for additional materials acquisitions.

As a result of these changes, Library Grants and Aids revenue has increased by approximately \$196,000 while "Other Reimbursement" revenues in the Administration, Community Partnerships, and Network programs has declined by approximately \$100,000. The net effect is an overall revenue increase of approximately 15%.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	75	106	75	106	110
Work Process Outputs					
Grant funds awarded	\$ 68,440	\$ 95,999	\$ 65,000	\$ 93,000	\$ 85,000
State-level meetings attended	30	27	30	30	30
Surveys conducted	1	1	1	1	1
Hours worked by library volunteers	6,887	6,205	7,000	6,600	7,000

CITY OF APPLETON 2015 BUDGET

LIBRARY

Administration

Business Unit 16010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4224 Misc State Aids	\$ -	\$ 30,999	\$ -	\$ -	\$ -
4232 Library Grants & Aids	914,314	931,148	902,006	902,006	1,097,902
4801 Charges for Serv.- Nontax	81,122	77,900	85,000	85,000	82,000
5015 Rental of City Property	29,639	29,712	30,000	30,000	30,000
5020 Donations & Memorials	2,235	40,983	-	-	-
5035 Other Reimbursements	78,454	48,137	20,000	79,369	-
Total Revenue	\$ 1,105,764	\$ 1,158,879	\$ 1,037,006	\$ 1,096,375	\$ 1,209,902
Expenses					
6101 Regular Salaries	\$ 298,252	\$ 311,114	\$ 317,975	\$ 324,184	\$ 330,263
6105 Overtime	167	383	-	-	-
6108 Part-Time	17,427	10,450	10,424	10,424	10,373
6150 Fringes	84,431	105,739	114,677	115,602	116,671
6201 Training\Conferences	5,713	5,895	4,055	7,555	4,055
6206 Parking Permits	1,908	1,716	2,124	2,124	2,124
6301 Office Supplies	3,191	4,210	4,500	4,500	4,500
6303 Memberships & Licenses	2,093	1,474	1,854	1,854	1,900
6305 Awards & Recognition	391	744	795	795	810
6307 Food & Provisions	712	1,073	1,000	1,135	1,082
6320 Printing & Reproduction	27	14	100	100	100
6324 Medical\Lab Supplies	108	90	100	100	100
6412 Advertising	694	553	1,250	1,250	1,250
6413 Utilities	6,892	4,112	5,300	5,300	4,535
6418 Equip Repairs & Maint	745	431	500	500	500
6599 Other Contracts/Obligations	-	-	2,500	2,500	2,500
Total Expense	\$ 422,751	\$ 447,998	\$ 467,154	\$ 477,923	\$ 480,763

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2015 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM MISSION

In collaboration with the community, we educate, inspire, engage, motivate and provide access to resources for all children.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The cultivation of quality children's materials collections is managed through careful selection and maintenance practices to support both education and recreation. Quality customer service is provided to include reference, readers' advisory and directional assistance with attention to the patrons' journey through their library experience.

As a hub of learning and literacy, Children's Services develops and provides quality programs for more than 30,000 children and caregivers. This is done with ongoing efforts to align school fieldtrips with common core State standards in English language arts.

"Play and Learn" was added to regular weekly programs and 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. The program is offered in English, Hmong and Spanish.

Children's Services bolstered education in the areas of science, technology, engineering, art and math (STEAM) with a new pre-school program and a variety of Tween Scene programs.

Reading programs are implemented for children of different ages throughout the year.

Children's Services Outreach Specialists will continue to work with refugees arriving in the Fox Cities.

"Appleton Ready to Read" outreach specialists coordinate with AASD Birth to 5 Programs, Outagamie County Birth to 3 Early Intervention, Fox Valley Literacy Council and Head Start by using a formal referral system to link families with needed educational resources. Additionally, UW-Milwaukee created a collaborative research database that shows that the more families participate in the programs and services offered through us and our partners, the more likely their children will meet readiness benchmarks when they enter kindergarten. In 2015 we will continue to meet with partners to assess our progress with this research and how to improve communication or processes.

The Family READ program is directed at school-age children and families who struggle with English reading proficiency. In 2014, we ran this program in the fall and in the spring to determine which time of year best served these special populations. In 2015, our Hmong and Hispanic Outreach Specialists will serve as translators and facilitators for this program so that they can make connections with families and encourage year round usage of the Library's programs, services and materials.

We will collaborate on the local expansion of Reach out and Read, a physician initiative to encourage family reading and assess pre-literacy skill development at well child visits working with local medical clinics and libraries to bridge communication between agencies and promote library programs that help children develop important pre-literacy skills.

Major changes in Revenue, Expenditures, or Programs:

As part of an engaged and sustainable center of the community, Children's Services added a 20 hour per week Hmong Outreach Specialist in 2013 to instruct Hmong parents (children from birth to 5 years old) how to be their child's first teacher and prepare their children for kindergarten. This position began as a grant-funded position and was approved for City funding starting in 2014. Based on the success of this program, a grant was obtained from the Basic Needs Giving Partnership for a 20 hour per week Hispanic Family Outreach Specialist position in 2014. Revenue line was added (\$15,000) as a result of this funding, which is committed for three years pending successful annual evaluations.

PERFORMANCE INDICATORS

	Actual 2012	Actual 2013	Target 2014	Projected 2014	Target 2015
Client Benefits/Impacts					
Children have access to a wide range of quality programs					
Attendance at children's programs	29,068	30,059	34,000	34,000	35,000
Computer workstation sessions	38,691	42,664	40,000	40,000	42,000
Strategic Outcomes					
Children discover joy of reading & develop love of learning					
Summer Library program participants	4,144	4,184	4,500	4,500	4,500
Work Process Outputs					
Reference transactions	19,965	20,538	23,000	23,000	24,000
Number of children's programs	757	894	900	900	900
Avg. number of attendance per program	38	34	36	36	38

CITY OF APPLETON 2015 BUDGET

LIBRARY

Children's Services

Business Unit 16021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5035 Other Reimbursements	-	-	-	-	15,000
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Expenses					
6101 Regular Salaries	\$ 290,953	\$ 298,992	\$ 326,345	\$ 347,699	\$ 342,348
6108 Part-Time	37,291	47,619	32,195	32,195	30,605
6150 Fringes	104,797	83,906	95,079	95,525	110,969
6201 Training\Conferences	3,559	4,068	3,570	3,570	3,570
6206 Parking Permits	1,776	1,836	2,256	2,256	2,256
6301 Office Supplies	2,834	3,520	2,650	7,794	2,730
6320 Printing & Reproduction	236	26	500	500	-
6327 Miscellaneous Equipment	384	-	250	250	250
6599 Other Contracts/Obligations	338	828	1,000	1,000	1,000
Total Expense	\$ 442,168	\$ 440,795	\$ 463,845	\$ 490,789	\$ 493,728

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 BUDGET
LIBRARY**

Public Services

Business Unit 16023

PROGRAM MISSION

Public Services is at the front-line, providing excellent customer service by helping the community use library resources.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Public Services works with patrons in support of the strategies of Hub of Learning and Literacy and Diversion and Leisure. We work with other system libraries and state libraries in a collaborative environment. The Section embraces new technologies and best library practices to continue to be an engaged and sustainable organization. We answer reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media and work to create consistent customer service levels at all service desks in the library. Each year we provide quality service to the over 550,000 people and check out over 1.4 million items.

Public Services registers new patrons, re-registers those whose registration have expired, and maintains a database of over 90,000 users. We process holds in conjunction with the Materials Management section : approx. 300,000 items each year. We send out overdue, billing and reserve notices and manage the collection process for long overdue items.

Public Services continues to be engaged and sustainable by promoting the use of the self-check machines by patrons at an average of 75% of library materials check out via self-check each month. We prepare and maintain displays of new and/or popular materials. In 2014, we worked with Materials Management on an updated process to indicate new items in the catalog. We are working with OWLs to incorporate a discovery layer in the online catalog in 2015. A discovery layer is the next generation library catalog which will allow users to search not only physical library holdings but electronic content in one search.

Public Services oversees the inter-library loan (ILL) process. Previously this was done in conjunction with Community Partnerships and now is entirely under the oversight of Public Services. In 2014/2015, we will implement a new ILL process, including processing the newly available patron-initiated ILL requests. The ILL service supports the Library's Strategy of Specialized Services and Programs, Collaborative Environment by working with libraries throughout the state and county, and assists patrons with Hub of Learning and Literacy and Diversion and Leisure.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Convenient and fast access to accurate information					
Reference questions answered	86,526	87,140	80,000	80,000	85,000
E-mail requests for information	3,859	2,298	2,500	2,500	3,000
Strategic Outcomes					
Members of the Appleton community who will use the library and encourage others to do so					
Number of registered patrons	93,671	95,039	96,000	95,000	96,000
Annual door count	570,743	556,874	550,000	540,000	550,000
Work Process Outputs					
Adult materials circulation	905,286	838,130	760,000	760,000	800,000
Children's materials circulation	543,672	537,007	520,000	520,000	540,000
Reserves filled for APL patrons	192,140	151,157	175,000	175,000	180,000

**CITY OF APPLETON 2015 BUDGET
LIBRARY**

Public Services

Business Unit 16023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 435,991	\$ 435,587	\$ 456,432	\$ 460,280	\$ 460,927
6108 Part-Time	96,914	118,105	88,147	94,569	82,349
6150 Fringes	152,611	155,495	167,900	168,473	174,829
6201 Training\Conferences	1,085	1,807	1,835	1,835	1,835
6206 Parking Permits	3,312	3,588	3,456	3,456	3,744
6301 Office Supplies	4,657	3,371	3,950	3,950	3,950
6320 Printing & Reproduction	162	-	200	200	-
6327 Miscellaneous Equipment	760	-	500	500	500
6418 Equip Repairs & Maint	4,845	5,721	4,944	4,944	3,200
6804 Machinery & Equipment	-	39,494	-	-	-
Total Expense	<u>\$ 700,337</u>	<u>\$ 763,168</u>	<u>\$ 727,364</u>	<u>\$ 738,207</u>	<u>\$ 731,334</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 BUDGET
LIBRARY**

Community Partnerships

Business Unit 16024

PROGRAM MISSION

Community Partnerships: Engage, Educate, Entertain, Elevate.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

To support the library's central strategy to be a hub of learning and literacy we will continue to offer training and instruction. We will select, maintain and preserve materials for the library media, teen, nonfiction, and reference collections and provide displays and exhibits on topics of current interest.

We collaborate and network with community experts in an ongoing effort to expand what we are able to offer and seek opportunities to participate in local organizations through embedded librarians and library programs. We work with the community to develop, collect and curate materials.

We offer engaging programming for teens and maintain and continuously develop summer reading programs for teens.

We will continue to develop and add collaborative services and programs in diverse cultures and on topics of current interest.

We are developing our digital branch and showcase the library's digital collection.

We will develop roving reference, where team members actively approach patrons to see if they need help with library materials or research.

Community Partnerships will participate in the Fox Cities Online (FOCOL) transition plan to shift ownership and oversight of the search directory to APL. We lead the library's efforts to stay on the forefront of information technology. An example of this is the deployment of iPads to be used as e-readers in the quiet reading area.

Content DM is the library's host for digital historical content. In 2015 we will examine upgrading the system to expand the number of holdings that can be stored and accessed by our community members.

Major changes in Revenue, Expenditures, or Programs:

The reduction in other reimbursements revenue reflects the change to add direct support from Calumet County instead of its being disbursed by OWLS. The reimbursement previously recorded in this program is for the Fox Cities OnLine (FOCOL) director and is now included in Library Grants and Aids in the Administration program. Please refer to the discussion on page 270 for a complete description.

The decrease in salaries is due to retirements and hiring of new staff with less longevity at lower rates.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
People find programs that stimulate their thinking					
% of attendees evaluating programs "good" to "excellent" (survey done on even years)					
Adult programs	98%	98%	98%	98%	98%
Young adult programs	100%	100%	98%	98%	98%
Strategic Outcomes					
People develop skills needed to seek & evaluate information					
Young adult program attendance	2,909	5,499	7,000	7,000	7,000
Adult program attendance	7,618	6,753	5,500	5,500	6,000
Work Process Outputs					
Interloans obtained for patrons	162,949	180,671	171,000	171,000	175,000
Web page "hits" (page accesses)	1,926,602	1,200,492	1,225,000	1,225,000	1,250,000
Number of locally produced databases or digital collections available via web	10	10	10	10	10

**CITY OF APPLETON 2015 BUDGET
LIBRARY**

Community Partnerships

Business Unit 16024

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5035 Other Reimbursements	\$ 5,163	\$ 5,096	\$ 4,800	\$ 4,800	\$ 300
Total Revenue	<u>\$ 5,163</u>	<u>\$ 5,096</u>	<u>\$ 4,800</u>	<u>\$ 4,800</u>	<u>\$ 300</u>
Expenses					
6101 Regular Salaries	\$ 324,029	\$ 336,188	\$ 348,961	\$ 352,851	\$ 334,724
6108 Part-Time	14,892	5,870	3,789	3,789	4,197
6150 Fringes	118,399	117,147	128,324	128,904	109,081
6201 Training\Conferences	3,583	2,290	3,570	3,570	3,570
6206 Parking Permits	1,380	1,400	2,016	2,016	2,364
6301 Office Supplies	1,714	2,323	2,250	4,573	2,250
6320 Printing & Reproduction	387	-	200	200	-
Total Expense	<u>\$ 464,384</u>	<u>\$ 465,218</u>	<u>\$ 489,110</u>	<u>\$ 495,903</u>	<u>\$ 456,186</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 BUDGET
LIBRARY**

Building Operations

Business Unit 16031

PROGRAM MISSION

Support the community through quality service and by maintaining an environment that contributes to lifelong learning.

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:

We will fulfill the library's role as a hub of learning and literacy by maintaining an environment that contributes to lifelong learning and by promoting a welcoming environment through quality customer service to patrons, staff and vendors.

We maintain safety and security through monitoring, conflict resolution and policy and procedure enforcement in collaboration with city departments.

We manage meeting room setups and provide on-site assistance to library staff and patrons. Usage increased 10% in 2013 and has remained steady in 2014. With the library's role in supporting children, teens, specialized services and programs and creating and innovation, we anticipate this trend will continue into the foreseeable future. We assist PRFMD by performing basic facility and equipment maintenance and cleaning and informing them of building needs and concerns.

We work with the cleaning service to ensure the facility is being cleaned according to service contract.

We continue to incorporate sustainable practices in our day to day operations while meeting the needs of the community.

We will continue the replacement of desks and workstations in various staff areas of the library. This is the second year of a two year project to replace furniture that is original to the 1981 library facility with furnishings designed to work with modern technology. The furniture selected will be able to move to any future facility.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
The public enjoys a safe and clean facility					
% of patrons surveyed expressing satisfaction (survey done on even years) 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	3,787	4,183	4,400	4,400	4,400
Work Process Outputs					
Monthly checklists completed on time	12	12	12	12	12
Number of special needs projects performed during the year	16	15	15	15	15
% of special needs requests completed within 48 hours	90%	90%	90%	90%	90%

CITY OF APPLETON 2015 BUDGET

LIBRARY

Building Operations

Business Unit 16031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5001 Fees & Commissions	\$ 1,643	\$ 1,575	\$ 1,300	\$ 1,300	\$ 1,500
Total Revenue	\$ 1,643	\$ 1,575	\$ 1,300	\$ 1,300	\$ 1,500
Expenses					
6101 Regular Salaries	\$ 82,807	\$ 89,853	\$ 93,499	\$ 94,081	\$ 95,348
6105 Overtime	158	-	-	-	-
6108 Part-Time	3,206	1,362	5,601	5,601	5,773
6150 Fringes	41,952	31,877	42,087	42,174	33,300
6201 Training\Conferences	-	103	200	200	200
6206 Parking Permits	828	828	864	864	864
6301 Office Supplies	-	320	-	-	-
6306 Building Maint./Janitorial	9,141	6,979	7,200	7,200	7,200
6308 Landscape Supplies	10	88	50	50	50
6309 Shop Supplies & Tools	-	106	50	50	50
6311 Paint & Supplies	146	46	100	100	100
6323 Safety Supplies	72	86	75	75	100
6327 Miscellaneous Equipment	410	245	250	250	250
6407 Collection Services	2,385	2,721	2,266	2,266	2,200
6413 Utilities	133,584	140,285	136,200	136,200	141,675
6416 Build Repairs & Maint.	4,194	3,936	5,000	5,000	5,000
6418 Equip Repairs & Maint	844	433	400	400	400
6420 Facilities charges	146,416	131,482	183,909	183,909	183,233
Total Expense	\$ 426,153	\$ 410,750	\$ 477,751	\$ 478,420	\$ 475,743

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 BUDGET
LIBRARY**

Materials Management

Business Unit 16032

PROGRAM MISSION

To develop, organize, and maintain well-rounded collections. Collections are built in anticipation of and response to Appleton residents' informational, educational & recreational needs.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Materials Management creates entries and database records for approximately 30,000 new titles in the online catalog. We process 39,000 items annually, including labels, RFID tags and jacket protectors. We receive 1,100 newspapers, periodicals and standing order subscriptions and process over 6,000 magazine issues for circulation and storage.

We work with Public Services 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) and on implementing a way to indicate new items in library catalog.

We collect and route approximately 180,000 items to fill reserves at other OWLSnet libraries. We accurately check-in, sort and reshelve materials returned using the automated materials handling system.

We will implement a new technology that uses temporary vendor bib records for order placement, reducing the time spent, and a new bibliographic utility that will allow changes in bibliographic record acquisition as well as more automation in vendor records replacement.

We will transition professional staff to higher level collection management duties, expand the roles of para-professional staff to take on more selection responsibilities, and utilize opportunities offered by vendors to automatically purchase major publications. We will develop a methodology for increased community involvement in development of specialized collections.

We will continue to evaluate new electronic collection offerings/services/platforms such as online courses, e-publications of popular magazines, streaming downloads of films, e-books and e-audio books and e-language learning.

Major changes in Revenue, Expenditures, or Programs:

The increase from the 2014 adopted budget for materials acquisitions reflects the addition of direct support from Calumet County. This revenue is included in Library Grants and Aids in the Administration program. Please refer to the discussion on page 270 for a complete description.

The increase in other contracts expense is due to the implementation of the discovery layer overlay to the catalog system, which resulted in a 4.5% increase in our OWLSnet payment starting in 2015. OWLSnet fees have been flat or nearly flat for many years.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed	51%	51%	51%	51%	51%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	4,111	3,761	4,000	4,000	4,100
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	282,677	276,609	280,000	280,000	300,000
Work Process Outputs					
# of volumes processed	34,166	35,152	35,000	35,000	35,000
# of volumes weeded	35,468	41,772	25,000	25,000	25,000

**CITY OF APPLETON 2015 BUDGET
LIBRARY**

Materials Management

Business Unit 16032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5035 Other Reimbursements	\$ 29,776	\$ 27,207	\$ -	\$ 15,000	\$ -
Total Revenue	<u>\$ 29,776</u>	<u>\$ 27,207</u>	<u>\$ -</u>	<u>\$ 15,000</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 521,994	\$ 491,553	\$ 512,176	\$ 515,598	\$ 503,276
6108 Part-Time	100,129	116,086	67,052	67,052	65,314
6150 Fringes	161,518	146,089	153,500	154,010	144,310
6201 Training\Conferences	1,792	2,992	2,550	2,550	2,550
6206 Parking Permits	3,588	4,232	4,320	4,320	4,896
6301 Office Supplies	33,551	38,565	36,300	36,300	37,400
6315 Books & Library Materials	545,893	579,093	532,500	595,156	561,345
6327 Miscellaneous Equipment	-	5,325	5,000	5,000	-
6599 Other Contracts/Obligations	58,533	58,533	59,119	59,119	61,779
Total Expense	<u>\$ 1,426,998</u>	<u>\$ 1,442,468</u>	<u>\$ 1,372,517</u>	<u>\$ 1,439,105</u>	<u>\$ 1,380,870</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Office Supplies

General office supplies	\$ 3,749
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	18,695
RFID supplies	14,956
	<u>\$ 37,400</u>

Books & Library Materials

Children's materials	\$ 124,073
Adult materials	408,427
Digital Content Consortia	28,845
	<u>\$ 561,345</u>

Other Contracts/Obligations

OWLSnet contract	\$ 61,779
	<u>\$ 61,779</u>

CITY OF APPLETON 2015 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM MISSION

Providing high-quality technology, in the most cost-effective manner, to best serve our community.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

We will replace 25% of staff and public computers annually to maintain reasonable levels of usability and maintain and update the network servers and software to insure responsiveness to patron and staff needs.

We will maintain online public access catalogs, public workstations, AV equipment, digital signage, RFID and AMH equipment.

We provide network and software support for the video security system. We maintain reliable data communication between the library's and OWLS' networks.

We assist staff in technical aspects of providing electronic services to the public and support staff computer users.

We partner with OWLS to reduce costs and increase efficiencies when providing services to both the public and staff.

We seek out and evaluate technologies that can be used to provide increased efficiencies for staff and operations.

We will work with Community Partnerships to transition FOCOL to direct APL ownership and oversight.

Major changes in Revenue, Expenditures, or Programs:

This program includes an increase (\$10,000) in miscellaneous equipment expense for PC replacements. All PCs are purchased with a five-year operating warranty. In recent years we have retained some staff computers past the expiration of the warranty to minimize equipment replacement costs. While we will continue to delay scheduled replacements if the potential consequences in terms of service or staff time are minimal, this budget represents the intent to re-instate a five-year replacement cycle for most computers.

The 2014 budget for Other Reimbursements included \$25,056 in support from OWLS for the network Services Assistant position. This revenue is now included in Library Grants and Aids in the Administration program. Please refer to the discussion on page 270 for a complete description.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
People will have reliable access to up-to-date technology					
% surveyed who have used the library website (survey done on even years)	85%	85%	90%	90%	90%
Strategic Outcomes					
Hours of public internet computer use	67,767	59,262	55,000	55,000	55,000
Sessions on public computers	88,492	82,298	82,000	79,000	82,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	298,709	214,976	235,000	234,000	250,000
Database sessions	120,683	321,672	285,000	283,000	290,000
Work Process Outputs					
PC workstations & other devices installed	22	27	25	25	25

CITY OF APPLETON 2015 BUDGET

LIBRARY

Network Services

Business Unit 16033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5035 Other Reimbursements	\$ 42,765	\$ 42,964	\$ 42,056	\$ 42,056	\$ 17,000
Total Revenue	\$ 42,765	\$ 42,964	\$ 42,056	\$ 42,056	\$ 17,000
Expenses					
6101 Regular Salaries	\$ 100,176	\$ 103,686	\$ 103,046	\$ 104,616	\$ 105,913
6105 Overtime	-	229	-	-	-
6150 Fringes	34,504	33,521	37,136	37,370	37,395
6201 Training\Conferences	50	383	2,000	2,000	2,000
6206 Parking Permits	552	704	576	576	576
6301 Office Supplies	6,146	11,570	5,300	5,300	7,650
6327 Miscellaneous Equipment	51,818	43,411	46,000	46,000	56,000
6418 Equip Repairs & Maint	24,672	58,780	60,346	60,346	58,000
6815 Software Acquisition	7,581	8,738	8,250	8,250	8,250
Total Expense	\$ 225,499	\$ 261,022	\$ 262,654	\$ 264,458	\$ 275,784

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Workstation replacements	\$ 36,000
Network hardware, wiring, etc.	20,000
	\$ 56,000

Equipment Repairs and Maintenance

Public photocopier lease and fees	\$ 9,307
Software license for print management	1,422
Service contracts for automated material handling equipment	25,000
Service contracts for self checks	10,583
Service contract for security gates	1,870
Service contracts for RFID related equipment	9,818
	\$ 58,000

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Intergovernmental Revenues	914,314	962,147	902,006	902,006	902,006	1,097,902	1,097,902
Charges for Services	81,122	77,911	49,541	85,000	85,000	82,000	82,000
Other Revenues	189,676	195,664	174,145	98,156	172,525	63,800	63,800
TOTAL REVENUES	1,185,112	1,235,722	1,125,692	1,085,162	1,159,531	1,243,702	1,243,702
EXPENSES BY LINE ITEM							
Regular Salaries	1,592,124	1,783,250	1,317,770	2,158,434	2,199,309	2,172,799	2,172,799
Call Time	20	0	0	0	0	0	0
Overtime	324	612	633	0	0	0	0
Temp. Full-Time	200,251	50,602	0	0	0	0	0
Part-Time	269,860	295,003	170,723	207,208	213,630	212,001	198,611
Sick Pay	23,888	10,304	8,897	0	0	0	0
Vacation Pay	237,919	227,306	143,720	0	0	0	0
Fringes	698,210	673,775	498,365	738,703	742,058	727,580	726,555
Salaries & Fringe Benefits	3,022,596	3,040,852	2,140,108	3,104,345	3,154,997	3,112,380	3,097,965
Training & Conferences	15,781	17,536	16,148	17,780	21,280	17,780	17,780
Parking Permits	13,344	14,304	15,805	15,612	15,612	16,824	16,824
Office Supplies	52,094	63,880	35,840	54,950	62,417	58,480	58,480
Memberships & Licenses	2,094	1,474	1,813	1,854	1,854	1,900	1,900
Postage & Freight	0	0	57	0	0	0	0
Awards & Recognition	391	744	444	795	795	810	810
Building Maintenance/Janitor.	9,141	6,979	6,678	7,200	7,200	7,200	7,200
Food & Provisions	712	1,073	712	1,000	1,135	1,082	1,082
Administrative Expense	93,557	105,990	77,497	99,191	110,293	104,076	104,076
Landscape Supplies	10	88	13	50	50	50	50
Shop Supplies & Tools	0	106	11	50	50	50	50
Paint & Supplies	146	46	19	100	100	100	100
Books & Library Materials	545,893	579,093	309,053	532,500	595,156	561,345	561,345
Printing & Reproduction	812	40	78	1,000	1,000	100	100
Safety Supplies	71	86	86	75	75	100	100
Medical & Lab Supplies	108	90	17	100	100	100	100
Miscellaneous Equipment	53,373	48,981	27,579	52,000	52,000	57,000	57,000
Supplies & Materials	600,413	628,530	336,856	585,875	648,531	618,845	618,845
Collection Services	2,385	2,721	1,386	2,266	2,266	2,200	2,200
Advertising	694	553	685	1,250	1,250	1,250	1,250
Other Contracts/Obligations	58,871	59,361	62,423	62,619	62,619	65,279	65,279
Purchased Services	61,950	62,635	64,494	66,135	66,135	68,729	68,729
Electric	106,077	108,662	69,904	105,000	105,000	110,250	110,250
Gas	18,638	22,400	24,380	21,000	21,000	21,800	21,800
Water	4,881	5,026	3,772	5,500	5,500	5,100	5,100
Waste Disposal/Collection	2,032	2,098	1,574	2,200	2,200	2,200	2,200
Stormwater	1,955	2,099	1,835	2,500	2,500	2,325	2,325
Telephone	6,892	3,586	1,793	4,675	4,675	3,585	3,585
Cellular Telephone	0	526	657	625	625	950	950
Utilities	140,475	144,397	103,915	141,500	141,500	146,210	146,210
Building Repair & Maintenance	4,194	3,936	1,795	5,000	5,000	5,000	5,000
Equipment Repair & Maintenan	31,106	65,366	46,539	66,190	66,190	62,100	62,100
Facilities Charges	146,416	131,482	112,798	183,909	183,909	183,233	183,233
Repair & Maintenance	181,716	200,784	161,132	255,099	255,099	250,333	250,333
Machinery & Equipment	0	39,494	0	0	0	0	0
Software Acquisition	7,581	8,738	12,451	8,250	8,250	8,250	8,250
Capital Expenditures	7,581	48,232	12,451	8,250	8,250	8,250	8,250
TOTAL EXPENSES	4,108,288	4,231,420	2,896,453	4,260,395	4,384,805	4,308,823	4,294,408

**CITY OF APPLETON 2015 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:

The Frank P. Young Scholarship was established in 1969 with a donation by Mr. Young's widow, Clara Stansbury Young. Mr. Young's interests and life work was to help young people obtain a better education and further library service in our community and this scholarship is awarded to a student pursuing graduate studies in Library Science.

This fund pre-dates the existence of the Friends of Appleton Public Library or the Appleton Library Foundation and was therefore established as a fund with oversight by the City of Appleton, which is unusual. In 2007, the Friends of Appleton Public Library (now a merged organization of the Friends and the Foundation) doubled the value of the fund and this fund is now eligible to be held within the Community Foundation of the Fox Valley Region.

The disbursement policy is to award an annual scholarship to a student pursuing graduate studies in Library Science, with a maximum of 80% of current year's interest income allowed to be awarded. However, due to insufficient investment earnings, no scholarship has been given for three years.

Major changes in Revenue, Expenditures, or Programs:

The Library is currently working with the Finance Department, the Community Foundation and the Friends of Appleton Public Library to establish the policies for this fund to be managed by the Community Foundation to provide a more valuable scholarship while continuing to fulfill Mr. and Mrs. Young's wishes. This will be completed and the balance transferred by the end of 2014.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Projected	2015 Budget
Revenues					
Donations	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
Interest Income	66	34	100	100	-
Total Revenues	566	534	600	600	-
Expenses					
Program Costs	-	-	-	35,355	-
Revenues over (under) Expenses	566	534	600	(34,755)	-
Fund Balance - Beginning	33,655	34,221	34,755	34,755	-
Fund Balance - Ending	\$ 34,221	\$ 34,755	\$ 35,355	\$ -	\$ -

**CITY OF APPLETON 2015 BUDGET
PERMANENT FUNDS**

NOTES

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CITY OF APPLETON 2015 BUDGET

VALLEY TRANSIT

General Manager: Deborah S. Wetter

Assistant General Manager: Salvatore LaPuma

CITY OF APPLETON 2015 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 2014 EVENTS

Ridership decreased early during 2014

Fixed route ridership decreased 7% in the first five months of 2014. Due to the extremely cold weather early this year, a number of businesses and schools were closed for several days, which resulted in a ridership decrease in January through March. Ridership appears to be rebounding with a 3% increase in June. Total paid rides (does not include transfers or free rides) has also suffered due to the decrease in ridership. Revenue in the first five months of 2014 was down 3.6%. The revenue decrease is not only due to the decrease in ridership, but also to a reduction of purchased passes.

Legislative Issues

Valley Transit faces significant funding challenges every year and has been able to find solutions to keep the system operating without service cuts or major increases in costs to the local funding partners. Staff continues to look for a stable source of local funding to offset the swings in funding at the state and federal level.

Federal Funding– The current transportation appropriations bill (MAP 21) is scheduled to expire in September, and the Congressional Budget Office has projected that the trust fund that is used to pay for most infrastructure projects will run out of money as early as August. The House passed a bill that would fund the Highway Trust and Mass Transit funds through May, 2015 through an infusion of general fund money into the transportation funds.

As of the end of June, 2014, the Senate had not acted on a transportation funding bill.

State Budget – State funding for transit operations was cut by 10% in 2012 and remains at that lower level.

However, the state provided additional funding to offset some of the increases in ADA paratransit costs that transit systems were experiencing.

RTA – Valley Transit was unsuccessful in the efforts to get a Regional Transit Authority (RTA) bill for the Fox Cities passed in 2013 or the first half of 2014. The effort will continue when the legislature reconvenes in January, 2015.

Audits

Single Financial Audit

Valley Transit received no findings in the 2013 financial audit conducted in early 2014.

Federal Triennial Review

As part of their review, a Federal Transit Administration consultant reviewed 18 areas and found no deficiencies in 14 of the 18 areas. Three of the remaining deficiencies were corrected and closed by the time the final report was issued. Valley Transit was able to correct the final deficiency by the June 2, 2014 deadline set by the FTA.

Additional Federal Funds (5310)

“5310” funding provides assistance to programs serving the elderly and persons with disabilities. When the population of the Fox Valley reached 200,000 with the 2010 census, Valley Transit became a direct recipient of this funding. The grant allows 45% of the funds to go to fixed route providers, such as Valley Transit, for senior/disabled services in excess of ADA paratransit requirements and requires a minimum of 55% of the funds to be distributed to non-profit organizations that provide transportation services to senior and disabled populations. Valley Transit and the East Central Wisconsin Regional Planning Commission (ECWRPC) reached an agreement that designates Valley Transit as the recipient of 5310 funds and ECWRPC as the lead on the process to distribute the 55% funds to non-profit organizations.

Strategic Plan

Valley Transit received a federal planning grant from Wisconsin DOT to conduct a rider survey and also to write a strategic plan for Valley Transit for the next 10 years. The rider survey was completed in the first half of 2014, giving updated information on rider preferences and trip patterns. The strategic planning effort has involved significant public input from business and community leaders in the 10 municipalities and three counties supporting Valley Transit. The expected completion of the 10 year strategic plan is October, 2014.

ADA Paratransit and Connector Service

At the end of 2014 the service contract for ADA paratransit services and the Connector service will expire. Valley Transit will be conducting an RFP (request for proposal) process for these services with implementation of the new pricing in 2015. Because Valley Transit is exempt from State and Federal fuel taxes, Valley Transit purchased fuel for contracted services for two years in an effort to reduce fuel costs. While this program saved money, it has been administratively difficult to manage and we have found an alternate way to include fuel escalator clauses that reduces the risk to Valley Transit.

CITY OF APPLETON 2015 BUDGET VALLEY TRANSIT

MAJOR 2015 OBJECTIVES

The 2015 budget includes a fare increase for fixed route service which usually causes a short-term reduction in ridership. The last fixed route fare increase was in 2009 that resulted in a 9% reduction in rides and an increase of 13% in fare revenue. Due to a decrease in ridership recorded for early 2014 and the budgeted fixed route fare increase for 2015, Valley Transit is predicting that ridership will decrease somewhat in 2015 when compared to 2014, but not as much as experienced in 2009. The budget includes an increase in fixed route single ride fare from the current \$1.80 to \$2.00. Adjustments will be made in the period passes and multiple ride passes with more favorable options in the multiple ride passes, hopefully promoting ridership.

As costs continue to rise, Valley Transit is tasked with finding equitable ways of distributing those costs. Because fares have not increased since 2009, it is reasonable to consider an increase in fares to offset some of the rising costs of providing the service.

Valley Transit will continue to 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 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 a consultant to finalize the strategic plan. 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 includes 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 focuses 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	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 7,569,646	\$ 7,879,376	\$ 8,275,058	\$ 9,023,134	\$ 8,407,051	1.60%
Program Expenses							
5810	Administration	1,199,532	1,273,778	1,329,590	1,453,339	1,325,614	-0.30%
5820	Vehicle Maint.	533,966	550,491	543,762	1,378,180	582,301	7.09%
5830	Facilities Maint.	110,897	138,498	122,087	122,087	123,312	1.00%
5840	Operations	3,355,900	3,557,684	3,769,952	3,771,744	3,722,985	-1.25%
5850	ADA Paratransit	1,628,380	1,736,746	1,926,581	1,926,581	1,992,600	3.43%
5860	Ancillary Paratransit	1,378,789	1,516,942	1,643,874	1,643,874	1,761,256	7.14%
TOTAL		\$ 8,207,464	\$ 8,774,139	\$ 9,335,846	\$ 10,295,805	\$ 9,508,068	1.84%
Expenses Comprised Of:							
	Personnel	3,444,064	3,575,475	3,773,679	3,778,220	3,726,946	-1.24%
	Administrative Expense	762,583	773,317	882,170	882,170	865,466	-1.89%
	Supplies & Materials	862,412	1,127,041	1,121,499	1,121,499	897,786	-19.95%
	Purchased Services	2,911,568	3,029,018	3,257,184	3,333,184	3,701,056	13.63%
	Utilities	85,422	101,936	117,651	117,651	132,580	12.69%
	Repair & Maintenance	141,415	147,597	183,663	183,663	184,234	0.31%
	Capital Expenditures	-	19,755	-	879,418	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	54.45	54.13	54.13	54.13	54.13	

* % change from prior year adopted budget
Valley Transit.xls

CITY OF APPLETON 2015 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 2015. Miscellaneous State aids also include 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.

In 2011, Transit Mutual Insurance Company (TMI) conducted an actuarial study of appropriate levels of reserves and surpluses to retain. Based on the study and Valley Transit's excellent claims record, a portion of the surplus was returned in both 2012 and 2013. The increase in insurance expense in 2014 is a return to the customary level of charges from TMI. TMI continues to review the levels of reserves and surpluses and has determined that a small amount of money will be returned to Valley Transit in 2015, which is reflected in the decrease in insurance expense.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Regional transit service					
# municipalities served	10	10	10	10	10
Stable work environment					
# full-time equivalent jobs	54.45	54.13	54.13	54.13	54.13
Strategic Outcomes					
Regulatory compliance					
# review/audit findings	0	0	0	9	0
Expense per revenue hour	\$ 77.26	\$ 79.31	\$ 82.52	\$ 83.83	\$ 84.81
Expense per revenue mile	\$ 4.20	\$ 4.50	\$ 4.64	\$ 4.71	\$ 4.74
Work Process Outputs					
Contract negotiating & monitoring					
# employee grievances filed	5	4	3	3	3
Public information					
# public presentations	65	62	65	65	70

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Administration

Business Unit 5810

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4210 Federal Grants	\$ 2,562,469	\$ 2,587,708	\$ 2,524,040	\$ 3,185,873	\$ 2,573,013
4224 Miscellaneous State Aids	2,088,591	2,208,486	2,492,870	2,565,134	2,541,844
4230 Miscellaneous Local Aids	343,572	423,472	438,585	440,564	436,906
4710 Interest on Investments	25,817	(1,813)	50,000	50,000	25,000
4877 Advertising/Promotional	51,744	52,699	55,000	55,000	55,000
5001 Fees & Commissions	8,516	4,418	-	-	-
5005 Sale of City Prop - Tax	940	280	-	-	-
5006 Gain (Loss) on Asset Disposal	625	1,676	-	-	-
5010 Misc Revenue - Nontax	103	14	-	-	-
5035 Other Reimbursements	1,239	1,941	-	12,000	-
5921 Trans In - General Fund	431,093	495,271	576,013	576,013	591,062
Total Revenue	\$ 5,514,709	\$ 5,774,152	\$ 6,136,508	\$ 6,884,584	\$ 6,222,825
Expenses					
6101 Regular Salaries	\$ 261,562	\$ 234,739	\$ 221,619	\$ 224,011	\$ 230,593
6104 Call Time	-	68	-	-	-
6105 Overtime	3,406	338	-	-	-
6108 Part Time	-	1,274	7,994	7,994	-
6150 Fringes	63,192	63,845	62,694	63,051	63,012
6201 Training/Conferences	1,372	6,339	2,376	2,376	2,927
6204 Tuition Fees	-	3,684	-	-	-
6205 Employee Recruitment	776	2,455	3,162	3,162	3,162
6206 Parking	3	48	-	-	-
6301 Office Supplies	2,397	3,990	3,216	3,216	3,078
6302 Subscriptions	980	1,079	736	736	736
6303 Memberships & Licenses	3,732	3,132	3,702	3,702	3,562
6304 Postage & Freight	2,392	2,304	3,504	3,504	3,543
6305 Awards & Recognition	152	118	765	765	765
6307 Food & Provisions	746	1,713	1,020	1,020	1,020
6316 Miscellaneous Supplies	198	946	700	700	700
6320 Printing & Reproduction	14,487	17,356	22,697	22,697	20,960
6323 Safety Supplies	32	134	500	500	500
6327 Miscellaneous Equipment	310	3,654	8,650	8,650	3,200
6401 Accounting/Audit	7,818	8,967	7,880	7,880	7,856
6403 Bank Services	3,292	2,601	3,000	3,000	3,000
6404 Consulting	3,405	23,016	2,000	82,000	-
6408 Contractor Fees	-	-	-	-	1,080
6411 Temporary Help	-	2,160	-	-	2,160
6412 Advertising	30,220	41,636	37,024	33,024	37,691
6413 Utilities	71,635	88,106	97,482	97,482	105,676
6418 Equip Repairs & Maint	449	443	402	402	383
6424 Software Support	-	23,321	49,052	49,052	49,052
6429 Interfund Allocations	-	-	(7,300)	(7,300)	-
6430 Health Services	574	1,549	-	-	1,352
6501 Insurance	108,908	79,576	137,465	137,465	126,534
6503 Rent	74	-	-	-	-
6599 Other Contracts/Obligations	1,123	79	-	-	-
6601 Depreciation Expense	616,297	655,108	659,250	659,250	653,072
6804 Equipment	-	-	-	45,000	-
Total Expense	\$ 1,199,532	\$ 1,273,778	\$ 1,329,590	\$ 1,453,339	\$ 1,325,614

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Printing		Advertising	
Fare material	\$ 7,500	Events	\$ 7,000
Riders guides & maps	4,000	Print	5,500
Public Information materials	3,730	Broadcast	6,000
Forms	1,000	Legal ads	3,191
City copy charges	4,730	Rider Survey	11,000
	<u>\$ 20,960</u>	Route 9 surveys & mktng	5,000
			<u>\$ 37,691</u>
Software Support			
ITS software maintenance fee	\$ 49,052		
	<u>\$ 49,052</u>		

**CITY OF APPLETON 2015 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:

Recent increases in the vehicle and equipment parts budget reflect the gradual aging of our primary bus fleet.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Customer Benefits/Impacts					
Safe, reliable service					
Miles between road calls	21,997	19,901	23,000	20,000	20,000
Strategic Outcomes					
Vehicles that meet service obligations					
Avg. vehicle age for active fleet - years	9.98	10.98	11.98	11.98	12.98
Avg. vehicle mileage for active fleet	377,670	407,965	434,436	434,436	456,158
Maintenance cost/bus	20,708	20,610	20,132	21,817	23,007
Spare ratio	28%	22%	24%	22%	22%
% of scheduled trips completed	99%	99%	99%	99%	99%
Inventory turnover *	0	0.10	0.65	0.65	0.65
Work Process Outputs					
Preventive maintenance					
# vehicles maintained	29	27	29	27	27
Miles operated	919,131	939,138	970,414	970,414	970,414
# inspections completed	289	288	300	300	300
Clean buses					
# exterior cleanings	6,345	6,260	6,400	6,400	6,400
# interior cleanings	667	780	800	800	800
Fleet records management					
# work orders processed	1,428	1,325	1,500	1,500	1,500
* Excluding fluids					

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Vehicle Maintenance

Business Unit 5820

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5011 Misc Revenue - Tax	\$ 1,455	\$ 757	\$ -	\$ -	\$ -
5030 Damage to City Property	4,618	6,916	-	-	-
	<u>\$ 6,073</u>	<u>\$ 7,673</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 248,676	\$ 266,521	\$ 274,326	\$ 274,326	\$ 288,326
6105 Overtime	28,261	9,573	6,092	6,092	6,092
6150 Fringes	99,358	96,416	106,579	106,579	107,351
6201 Training/Conferences	465	425	1,500	1,500	1,500
6309 Shop Supplies & Tools	21,008	42,288	22,995	22,995	28,497
6316 Miscellaneous Supplies	544	-	-	-	-
6321 Clothing	110	165	275	275	275
6322 Gas Purchases	3,717	3,541	6,717	6,717	6,717
6326 Vehicle & Equipment Parts	87,959	113,005	99,515	99,515	118,000
6327 Miscellaneous Equipment	3,451	-	-	-	-
6417 Vehicle Repairs & Maint	10,185	2,070	1,500	1,500	1,500
6418 Equip Repairs & Maint	2,050	1,110	900	900	3,000
6424 Software Support	1,000	1,000	1,000	1,000	1,000
6425 CEA Equipment Rental	1,942	138	5,000	5,000	2,147
6430 Health Services	1,126	1,432	875	875	500
6451 Laundry Services	2,508	2,094	2,000	2,000	3,000
6501 Insurance	21,326	10,435	14,488	14,488	14,396
6599 Other Contracts/Obligations	280	120	-	-	-
6804 Equipment	-	158	-	834,418	-
	<u>\$ 533,966</u>	<u>\$ 550,491</u>	<u>\$ 543,762</u>	<u>\$ 1,378,180</u>	<u>\$ 582,301</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Shop Supplies & Tools

Janitorial supplies	\$ 7,231
Cleaning supplies & chemicals	4,246
Grease and liquid gases	16,020
Tools and instruments	1,000
	<u>\$ 28,497</u>

Vehicle & Equipment Parts

Misc parts (doors, windows, etc)	\$ 15,000
Brake system parts	20,000
Electrical system parts	7,000
Wheelchair ramp parts	6,000
Heating/cooling system parts	10,000
Transmission parts	20,000
Engine parts	22,500
PM's and oil changes	17,500
	<u>\$ 118,000</u>

**CITY OF APPLETON 2015 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	0	0	0	0	0
Strategic Outcomes					
Buildings that enhance beauty of community					
# customer complaints	0	0	0	0	0
Work Process Outputs					
Facilities maintained					
# major facilities	2	2	2	2	2
# minor facilities	37	41	41	41	41
Maintenance schedule					
# cleanings major facilities	565	565	565	565	565
# cleanings minor facilities	396	425	600	600	600
# inspections	6	12	12	12	12

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Facilities Maintenance

Business Unit 5830

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
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	467	2,679	1,000	1,000	3,000
6327 Miscellaneous Equipment	425	1,186	1,000	1,000	1,000
6407 Collection Services	3,645	3,141	2,847	2,847	2,847
6416 Building Repairs & Maint	904	645	-	-	-
6420 Facilities charges	101,315	95,016	100,288	100,288	98,304
6440 Snow Removal Services	1,316	16,071	3,000	3,000	3,500
6451 Laundry Services	2,439	3,117	2,600	2,600	3,000
6454 Grounds Repair & Maint.	-	1,557	-	-	-
6501 Insurance	-	-	11,352	11,352	11,661
6599 Other Contracts/Obligations	-	864	-	-	-
6803 Buildings	-	14,222	-	-	-
	<u>\$ 110,897</u>	<u>\$ 138,498</u>	<u>\$ 122,087</u>	<u>\$ 122,087</u>	<u>\$ 123,312</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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:

This budget includes an increase in fixed route fares from the current \$1.80 single-ride fare to \$2.00. Adjustments will also be made in the period passes and multiple ride passes. Please also see the discussion on page 287.

Contractor fees include Valley Transit's \$15,000 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, Pfefferle, 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 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.

Decrease in payroll expense and fringe benefits expense is due to retirements of long-time employees and new drivers who are moving through established pay steps.

The increase in miscellaneous equipment will be used to replace some of the cameras on the buses. The decrease in other contracts & obligations reflects a one-time expense in 2013 for narrowbanding radios.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Safe, reliable, convenient service					
Preventable accidents per 100,000 mi	0.45	1.17	1.00	1.00	0.00
Preventable accidents per employee	0.08	0.18	0.11	0.11	0.00
On-time performance percentage	79.6%	81.0%	85.0%	85.0%	95.0%
Helpful, friendly employees					
# customer complaints	200	177	110	150	100
Strategic Outcomes					
Cost effective service delivery					
Expense per passenger trip	\$ 4.75	\$ 5.04	\$ 5.05	\$ 5.24	\$ 5.20
Efficient service delivery					
Trips per revenue hour	19.2	18.3	18.6	18.3	18.3
Trips per revenue mile	1.25	1.20	1.23	1.21	1.21
Farebox recovery	16.3%	15.7%	15.1%	15.5%	16.2%
Work Process Outputs					
Service Provided					
Hours of service	57,099	59,809	61,872	60,111	60,111
Miles of service	879,226	908,827	930,509	910,802	910,802
Trips taken	1,095,650	1,093,202	1,142,400	1,072,000	1,000,000

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Operations

Business Unit 5840

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4875 Farebox Revenue	\$ 847,044	\$ 864,552	\$ 869,592	\$ 869,592	\$ 904,376
4876 Special Transit Revenues	545	-	24,000	24,000	24,000
5085 Cash Short or Over	141	412	-	-	-
	<u>\$ 847,730</u>	<u>\$ 864,964</u>	<u>\$ 893,592</u>	<u>\$ 893,592</u>	<u>\$ 928,376</u>
Expenses					
6101 Regular Salaries	\$ 1,890,195	\$ 1,989,253	\$ 2,106,681	\$ 2,108,241	\$ 2,083,412
6104 Call Time	-	-	3,090	3,090	500
6105 Overtime	63,063	93,926	59,112	59,112	59,112
6150 Fringes	742,285	758,647	855,248	855,480	813,257
6303 Memberships & Licenses	160	40	-	-	-
6305 Awards & Recognition	241	-	-	-	-
6316 Miscellaneous Supplies	-	44	-	-	-
6321 Clothing	2,282	2,938	4,300	4,300	4,300
6322 Gas Purchases	570,752	624,268	647,250	647,250	654,375
6323 Safety Supplies	-	171	-	-	-
6326 Vehicle & Equipment Parts	70,192	57,651	39,000	39,000	45,592
6327 Miscellaneous Equipment	100	-	1,500	1,500	6,900
6328 Signs	1,238	1,396	-	-	-
6404 Consulting Services	1,213	313	-	-	-
6408 Contractor Fees	6,820	17,075	15,000	15,000	18,000
6418 Equip Repairs & Maint	120	-	-	-	-
6419 Communications Eq Repairs	634	15	-	-	-
6430 Health Services	4,925	5,660	5,975	5,975	5,500
6501 Insurance	-	-	31,896	31,896	31,137
6599 Other Contracts/Obligations	1,680	912	900	900	900
6804 Equipment	-	5,375	-	-	-
	<u>\$ 3,355,900</u>	<u>\$ 3,557,684</u>	<u>\$ 3,769,952</u>	<u>\$ 3,771,744</u>	<u>\$ 3,722,985</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Gas Purchases *

Non-diesel fuel 15,000 gal. @ \$3.00/gal	\$ 45,000
Diesel fuel 187,500 gal. @ \$3.25/gal	609,375
	<u>\$ 654,375</u>

Vehicle & Equipment Parts

Lubricants	\$ 11,000
New tires and tire repairs & retreads	34,592
	<u>\$ 45,592</u>

Contractor Fees

Transit Center security	\$ 15,000
Other small contracts	3,000
	<u>\$ 18,000</u>

* Valley Transit does not pay Federal or State fuel taxes and attains bulk purchasing rates.

CITY OF APPLETON 2015 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 was relatively flat during the first half of 2014 after increasing slightly during 2013. There are more people in the region, both seniors and disabled, who qualify for ADA paratransit services. The current contract with Running Inc. expires at the end of 2014 and the service will be going out for an RFP (request for proposal) during 2014.

Because Valley Transit is exempt from State and Federal fuel taxes, Valley Transit purchased fuel for contracted services for two years in an effort to reduce fuel costs. While this program saved money, it has been administratively difficult to manage and we have found an alternate way to include fuel escalator clauses that reduces the risk to Valley Transit. Therefore Valley Transit will not purchase fuel for the contractor under the new contract. The decrease in fuel and increase in contractor fees reflects this decision.

The 2015 budget includes a fare increase for the basic ADA ticket from \$3.60 to \$4.00 per ride.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	1	0	1	1	0
% on-time performance	97.8%	94.3%	98.0%	98.0%	98.0%
Helpful, friendly employees					
# customer complaints	17	54	15	15	15
Strategic Outcomes					
Cost effective service delivery					
Cost per trip	\$ 19.37	\$ 19.53	\$ 19.38	\$ 19.38	\$ 20.13
Cost per mile	\$ 4.10	\$ 4.15	\$ 4.80	\$ 4.57	\$ 4.74
Trips per hour	4.3	4.3	4.7	4.7	4.7
Work Process Outputs					
Service Provided					
Hours of service/yr	19,426	20,762	21,000	21,000	21,000
Miles of service/yr	397,399	418,064	400,000	400,000	400,000
Trips taken/yr	84,080	88,939	99,000	99,000	99,000

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

ADA Paratransit

Business Unit 5850

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4230 Miscellaneous Local Aids	\$ 258,244	\$ 290,119	\$ 390,521	\$ 390,521	\$ 348,508
4875 Farebox Revenue	386,369	410,820	449,460	449,460	478,170
	<u>\$ 644,613</u>	<u>\$ 700,939</u>	<u>\$ 839,981</u>	<u>\$ 839,981</u>	<u>\$ 826,678</u>
Expenses					
6101 Regular Salaries	\$ 31,584	\$ 44,717	\$ 49,242	\$ 49,242	\$ 53,699
6150 Fringes	12,482	16,157	21,002	21,002	21,592
6201 Training & Conferences	290	1,154	1,424	1,424	873
6301 Office Supplies	508	727	780	780	918
6302 Subscriptions	-	-	349	349	349
6303 Memberships & Licenses	790	570	898	898	1,063
6304 Postage\Freight	507	420	849	849	1,057
6306 Building Maint./Janitorial	82	-	-	-	-
6308 Landscape Supplies	99	-	-	-	-
6320 Printing & Reproduction	7,312	7,127	5,503	5,503	3,770
6322 Gas Purchases	66,076	210,591	218,947	218,947	-
6401 Accounting/Audit	1,655	1,633	1,936	1,936	2,344
6408 Contractor Fees	1,425,961	1,373,119	1,527,647	1,527,647	1,798,751
6412 Advertising	6,399	7,035	8,976	8,976	8,309
6413 Utilities	13,787	13,831	20,169	20,169	26,904
6418 Equip Repairs & Maint	95	81	98	98	115
6420 Facilities Charges	11,173	9,828	13,423	13,423	16,233
6424 Software Support	11,548	12,110	12,000	12,000	12,500
6430 Health Services	-	-	-	-	110
6440 Snow Removal Services	279	250	-	-	-
6454 Grounds Repair & Maint.	-	262	-	-	-
6501 Insurance	-	-	3,438	3,438	4,113
6599 Other Contracts/Obligations	37,753	37,134	39,900	39,900	39,900
	<u>\$ 1,628,380</u>	<u>\$ 1,736,746</u>	<u>\$ 1,926,581</u>	<u>\$ 1,926,581</u>	<u>\$ 1,992,600</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:
Valley Transit II - Disabled,
99,000 trips

\$ 1,798,751
\$ 1,798,751

Other Contracts/Obligations

ADA certifications

\$ 39,900
\$ 39,900

**CITY OF APPLETON 2015 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 other than the Connector 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 local share for the Connector is currently being paid for by donations from and through the Fox Cities United Way.

The current contract with Running Inc. for the Connector services expires at the end of 2014 and a request for proposals for the service will be going out before year end. Because Valley Transit is exempt from State and Federal fuel taxes, Valley Transit purchased fuel for this service for two years in an effort to reduce fuel costs. While this program saved money, it has been administratively difficult to manage and we have found an alternate way to include fuel escalator clauses that reduces the risk to Valley Transit. Therefore Valley Transit will not purchase fuel for the contractor under the new contract. Approximately \$41,000 of the increase in contractor fees results from including fuel in the contract and approximately \$70,000 is due to projected continuing increases in use of the Connector service.

The balance of the increase in contractor fees is due to increased cost from the service providers for the Family Care specialized employment transportation, the Dial-a-Ride programs, New Hope and Outagamie County's rural demand response service. As fuel costs continue to escalate, some service providers pass these costs on to Valley Transit through negotiated fuel escalators which are included in contractor fees.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Safe, reliable, convenient mobility					
# reportable accidents	0	0	0	0	0
Strategic Outcomes					
Cost effective Service Delivery					
Cost per trip	\$ 15.56	\$ 17.59	\$ 18.39	\$ 18.18	\$ 17.00
Efficient Service Delivery					
Trips per hour	2.0	3.8	3.0	3.0	3.3
Work Process Outputs					
Service provided					
Hours of service/yr	29,705	22,920	30,240	30,240	31,000
Miles of service/yr	676,218	496,589	682,000	650,000	675,000
Trips taken/yr	88,629	86,242	90,430	90,430	103,610

**CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT**

Ancillary Paratransit

Business Unit 5860

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4224 Miscellaneous State Aids	\$ 242,296	\$ 188,594	\$ -	\$ -	\$ -
4230 Miscellaneous Local Aids	478,199	560,901	639,020	639,020	656,945
4875 Farebox Revenue	176,802	197,073	206,000	206,000	242,630
5020 Donations & Memorials	84,317	74,351	129,970	129,970	114,659
	<u>\$ 981,614</u>	<u>\$ 1,020,919</u>	<u>\$ 974,990</u>	<u>\$ 974,990</u>	<u>\$ 1,014,234</u>
Expenses					
6320 Printing & Reproduction	\$ -	\$ 95	\$ -	\$ -	\$ -
6322 Gas Purchases	11,653	37,806	40,950	40,950	-
6404 Consulting Services	1,500	1,500	-	-	-
6408 Contractor Fees	1,365,636	1,477,193	1,602,424	1,602,424	1,760,756
6430 Health Services	-	348	500	500	500
	<u>\$ 1,378,789</u>	<u>\$ 1,516,942</u>	<u>\$ 1,643,874</u>	<u>\$ 1,643,874</u>	<u>\$ 1,761,256</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Purchased transportation:

Valley Transit II - elderly purchased transportation - optional	\$ 80,140
Specialized employment transportation - VP	491,138
Outagamie County - demand response - rural	234,700
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	130,821
Calumet County - rural service	55,100
Connector late evening service	390,000
Connector service beyond current fixed route service boundaries	115,500
Trolley service - downtown	30,024
	<u>\$ 1,760,756</u>

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Intergovernmental Revenues	5,973,370	6,259,280	4,778,194	6,485,036	7,221,112	6,657,742	6,557,216
Interest Income	25,817	1,812	8,232	50,000	50,000	25,000	25,000
Charges for Services	1,410,760	1,472,445	884,611	1,549,052	1,549,052	1,603,074	1,649,176
Other Revenues	159,699	149,465	95,177	190,970	202,970	175,151	175,659
Transfers In	431,093	495,271	1,706,176	576,013	576,013	605,957	591,062
TOTAL REVENUES	8,000,739	8,374,649	7,472,390	8,851,071	9,599,147	9,066,924	8,998,113
EXPENSES BY LINE ITEM							
Regular Salaries	1,960,636	2,048,455	1,397,741	1,958,043	1,961,995	2,646,323	2,656,030
Labor Pool Allocations	143,224	128,795	92,171	240,945	240,945	0	0
Call Time	0	68	0	3,090	3,090	500	500
Overtime	94,730	103,837	40,022	65,204	65,204	65,204	65,204
Part-Time	0	1,274	4,268	7,994	7,994	0	0
Incentive Pay	0	2,070	70	2,500	2,500	0	0
Other Compensation	2,385	2,083	2,325	0	0	0	0
Sick Pay	67,536	96,505	77,831	81,497	81,497	0	0
Vacation Pay	228,965	169,410	113,862	234,593	234,593	0	0
Holiday Pay	29,270	87,911	42,989	134,290	134,290	0	0
Fringes	913,741	935,065	662,138	1,045,523	1,046,112	1,003,711	1,005,212
Unemployment Compensation	3,577	0	0	0	0	0	0
Salaries & Fringe Benefits	3,444,064	3,575,473	2,433,417	3,773,679	3,778,220	3,715,738	3,726,946
Training & Conferences	2,127	7,918	6,480	5,300	5,300	5,300	5,300
Tuition Fees	0	3,684	1,225	0	0	0	0
Employee Recruitment	776	2,455	1,530	3,162	3,162	3,162	3,162
Parking Permits	3	48	110	0	0	0	0
Office Supplies	2,905	4,717	2,503	3,996	3,996	3,996	3,996
Subscriptions	980	1,079	775	1,085	1,085	1,085	1,085
Memberships & Licenses	4,682	3,742	4,403	4,600	4,600	4,625	4,625
Postage & Freight	2,899	2,724	1,568	4,353	4,353	4,600	4,600
Awards & Recognition	393	118	264	765	765	765	765
Building Maintenance/Janitor.	468	0	0	0	0	0	0
Food & Provisions	746	1,713	739	1,020	1,020	1,020	1,020
Insurance	130,233	90,011	132,913	198,639	198,639	177,511	187,841
Rent	74	0	0	0	0	0	0
Depreciation Expense	616,297	655,108	439,499	659,250	659,250	653,072	653,072
Administrative Expense	762,583	773,317	592,009	882,170	882,170	855,136	865,466
Landscape Supplies	566	2,679	3,328	1,000	1,000	3,000	3,000
Shop Supplies & Tools	21,008	42,288	28,292	22,995	22,995	28,497	28,497
Miscellaneous Supplies	742	990	65	700	700	700	700
Printing & Reproduction	21,799	24,578	18,104	28,200	28,200	24,730	24,730
Clothing	2,392	3,103	1,559	4,575	4,575	4,575	4,575
Gas Purchases	652,198	876,206	615,242	913,864	913,864	661,092	661,092
Safety Supplies	32	305	175	500	500	500	500
Vehicle & Equipment Parts	158,151	170,656	151,563	138,515	138,515	163,592	163,592
Miscellaneous Equipment	4,286	4,840	12,849	11,150	11,150	11,100	11,100
Signs	1,238	1,396	4,764	0	0	0	0
Supplies & Materials	862,412	1,127,041	835,941	1,121,499	1,121,499	897,786	897,786
Accounting/Audit	9,473	10,600	10,181	9,816	9,816	10,200	10,200
Bank Services	3,292	2,601	1,431	3,000	3,000	3,000	3,000
Consulting Services	6,119	24,829	47,439	2,000	82,000	100,000	0
Collection Services	3,645	3,141	1,756	2,847	2,847	2,847	2,847
Contractor Fees	2,798,417	2,867,387	1,769,654	3,145,071	3,145,071	3,578,587	3,578,587
Temporary Help	0	2,160	1,904	0	0	2,160	2,160
Advertising	36,619	48,671	14,210	46,000	42,000	46,000	46,000
Interfund Allocations	0	0	1,932	7,300	7,300	0	0
Health Services	6,625	8,989	4,799	7,350	7,350	7,962	7,962
Snow Removal Services	1,595	16,321	1,830	3,000	3,000	3,500	3,500
Laundry Services	4,947	5,210	3,900	4,600	4,600	6,000	6,000
Other Contracts/Obligations	40,836	39,109	24,286	40,800	40,800	40,800	40,800
Purchased Services	2,911,568	3,029,018	1,879,458	3,257,184	3,333,184	3,801,056	3,701,056

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Electric	50,470	56,628	37,734	60,050	60,050	61,251	61,251
Gas	12,309	20,987	22,848	30,000	30,000	43,500	43,500
Water	6,082	6,255	3,790	7,613	7,613	7,841	7,841
Waste Disposal/Collection	2,149	2,226	1,404	2,788	2,788	2,788	2,788
Stormwater	6,533	7,008	4,594	7,500	7,500	7,500	7,500
Telephone	7,879	3,693	2,757	4,500	4,500	4,500	4,500
Cellular Telephone	0	5,139	3,345	5,200	5,200	5,200	5,200
Utilities	85,422	101,936	76,472	117,651	117,651	132,580	132,580
Building Repair & Maintenance	904	645	11,288	0	0	0	0
Vehicle Repair & Maintenance	10,185	2,070	12,876	1,500	1,500	1,500	1,500
Equipment Repair & Maintenance	2,714	1,634	5,518	1,400	1,400	3,498	3,498
Communications Equip. Repairs	634	15	0	0	0	0	0
Facilities Charges	112,488	104,844	57,272	113,711	113,711	114,537	114,537
Software Support	12,548	36,432	37,482	62,052	62,052	62,552	62,552
CEA Equipment Rental	1,942	138	0	5,000	5,000	5,000	2,147
Grounds Repair & Maintenance	0	1,819	9,824	0	0	0	0
Repair & Maintenance	141,415	147,597	134,260	183,663	183,663	187,087	184,234
Buildings	0	14,222	0	0	0	0	0
Machinery & Equipment	0	5,375	15,458	0	845,689	0	0
Vehicles	0	158	0	0	33,729	0	0
Capital Expenditures	0	19,755	15,458	0	879,418	0	0
TOTAL EXPENSES	8,207,464	8,774,137	5,967,015	9,335,846	10,295,805	9,589,383	9,508,068

CITY OF APPLETON 2015 BUDGET
VALLEY TRANSIT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Charges for Services	\$ 1,410,760	\$ 1,472,445	\$ 1,604,052	\$ 1,604,052	\$ 1,704,176
Miscellaneous	74,757	75,113	135,970	135,970	120,659
Total Revenues	<u>1,485,517</u>	<u>1,547,558</u>	<u>1,740,022</u>	<u>1,740,022</u>	<u>1,824,835</u>
Expenses					
Operating Expenses	7,591,170	8,119,031	8,676,596	8,676,596	8,854,996
Depreciation	616,297	655,108	659,250	659,250	653,072
Total Expenses	<u>8,207,467</u>	<u>8,774,139</u>	<u>9,335,846</u>	<u>9,335,846</u>	<u>9,508,068</u>
Revenues over (under) Expenses	(6,721,950)	(7,226,581)	(7,595,824)	(7,595,824)	(7,683,233)
Non-Operating Revenues (Expenses)					
Investment Income	-	-	50,000	50,000	25,000
Gain (Loss) on Sale of Capital Assets	625	-	-	-	-
Operating & Capital Subsidies	5,815,980	6,204,695	6,485,036	6,485,036	6,557,216
Total Non-Operating	<u>5,816,605</u>	<u>6,204,695</u>	<u>6,535,036</u>	<u>6,535,036</u>	<u>6,582,216</u>
Income (Loss) Before Contributions and Transfers	(905,345)	(1,021,886)	(1,060,788)	(1,060,788)	(1,101,017)
Contributions and Transfers In (Out)					
General Fund	431,093	495,271	576,013	576,013	591,062
Capital Projects	-	-	-	-	-
Net Income (Loss)	(474,252)	(526,615)	(484,775)	(484,775)	(509,955)
Capital Contributions	<u>268,163</u>	<u>126,488</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Assets	(206,089)	(400,127)	(484,775)	(484,775)	(509,955)
Total Net Assets - Beginning	<u>6,568,137</u>	<u>6,362,048</u>	<u>5,961,921</u>	<u>5,961,921</u>	<u>5,477,146</u>
Total Net Assets - Ending	<u>\$ 6,362,048</u>	<u>\$ 5,961,921</u>	<u>\$ 5,477,146</u>	<u>\$ 5,477,146</u>	<u>\$ 4,967,191</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning	\$ 510,824	\$ 460,680
+ Change in Net Assets	(484,775)	(509,955)
+ Depreciation	659,250	653,072
- Fixed Assets	(224,619)	-
+ F/A Funded by Restricted Cash	-	-
Working Cash - End of Year	<u>\$ 460,680</u>	<u>\$ 603,797</u>

CITY OF APPLETON 2015 BUDGET

PUBLIC WORKS DEPARTMENT

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2015 BUDGET PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

To provide quality, cost effective public works services for our customers.

DISCUSSION OF SIGNIFICANT 2014 EVENTS

Celebrated National Public Works Week

Reconstructed Lynndale Drive from Fourth Street to Everett Street and installed sidewalks along entire project

Assisted the Assessor's Office with a City-wide photo project to update Assessor photos on all 26,000 properties over the next two years

Promoted the Public Works Department (DPW) by participating in public events, including "Things That Go" and the Fox River clean-up

Worked with the Town of Grand Chute to reconstruct Meade Street from CTH JJ to Broadway Drive and to install bike lanes along the project limits

Worked with Valley Transit to create a DPW Facebook and Twitter account to improve visibility and communication with the public

Continued meeting with surrounding communities for opportunities to jointly bid projects such as pavement marking and the patch program

Implemented first year of our sidewalk poetry program which included 6 original poems written by Appleton residents

Implemented fourth year of City-wide bike lane plan, including Fremont Street

Held a tree planting event at USA Youth with the Timber Rattlers baseball club to plant trees donated to the City for every bat that was broken during their 2013 season

Worked with GIS to create a new City map

Planted trees as part of the new Urban In-fill Tree Program as part of the Department's sustainability initiative

Implemented on-line permit application and payment process for electrical, plumbing, HVAC and building permits

Worked with WisDOT to complete the HWY 41/HWY 47 interchange improvements

Adopted a revised Special Assessment Policy for 2015 that addressed concerns raised by citizens regarding the financial impact of special assessments.

Adopted a \$20 Wheel Tax to be implemented January 1, 2015 to replace lost street reconstruction special assessment revenue based on the revised Special Assessment Policy.

Worked with City's new Communications Specialist to improve Department's webpage and other methods of communication with the public

Conducted a customer survey to obtain feedback on the quality of services we provide to the community

Filled 6 vacancies which occurred throughout the year, including 2 Building Inspector positions with over a combined 50 years of experience

Updated the Department's succession plan which helped us prepare for pending retirements

Created a new employee mentoring program to help new employees transition into our organization

Completed the new tree inventory program to accurately document the location, type, size and condition of all City trees

CITY OF APPLETON 2015 BUDGET PUBLIC WORKS DEPARTMENT

MAJOR 2015 OBJECTIVES

Monitor, review and respond to input from customers by tracking all customer service requests and providing appropriate follow-up

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

Implement fifth year of adopted City-wide on-street bike lane plan

Continue to review processes using LEAN initiatives

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

Implement second year of the new tree planting program to in-fill urbanized areas as part of the Department's sustainability initiative

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 for opportunities to joint bid projects such as pavement marking and patch program

Work with Appleton Downtown, Inc. (ADI) and other City departments to create a "Places of Interest" walk similar to Boston's Freedom Trail

Review results of customer survey and implement improvements accordingly

Note: This budget reflects the transfer of a 5th floor clerical support position to the Community and Economic Development Department. The change has no effect on the 2015 Budget as funds for this position have been budgeted in the Community and Economic Development Department for the past few years since this position works exclusively for that department. This change officially seeks to move the position from the Department of Public Works table of organization to the Community and Economic Development table of organization.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 2,615,631	\$ 3,235,353	\$ 1,972,959	\$ 1,972,959	\$ 2,877,017	45.82%
Program Expenses							
17011	Administrative Service	1,325,585	1,244,537	1,187,130	1,207,012	1,194,776	0.64%
17014	Concrete Reconstruction	1,765,258	3,181,797	3,197,789	3,165,332	3,391,281	6.05%
17015	Sidewalk Reconstruction	515,503	529,579	686,366	686,366	613,910	-10.56%
17016	Asphalt Reconstruction	701,491	1,123,915	1,293,889	1,391,417	990,378	-23.46%
17022	Traffic - Control	837,316	777,128	964,318	978,774	980,679	1.70%
17023	Street Lighting	1,498,402	1,500,589	1,558,897	1,570,497	1,554,353	-0.29%
17031	MSB Administration	1,003,799	979,451	1,120,422	1,130,304	1,117,516	-0.26%
17032	Street Repair	1,563,151	1,375,558	1,720,363	1,727,412	1,627,701	-5.39%
17033	Snow & Ice Control	808,510	1,772,217	1,205,213	1,205,213	1,296,339	7.56%
17034	Forestry	986,080	1,102,927	1,031,104	1,036,027	1,073,421	4.10%
15520	Inspections	624,682	537,538	540,416	542,783	511,827	-5.29%
TOTAL		\$ 11,629,777	\$ 14,125,236	\$ 14,505,907	\$ 14,641,137	\$ 14,352,181	-1.06%
Expenses Comprised Of:							
	Personnel	4,960,131	5,066,668	5,135,779	5,189,074	5,142,350	0.13%
	Administrative Expense	47,525	60,098	65,171	65,171	64,531	-0.98%
	Supplies & Materials	1,260,004	1,444,449	1,221,358	1,260,381	1,366,206	11.86%
	Purchased Services	509,246	673,880	957,407	963,819	1,159,720	21.13%
	Utilities	1,643,945	1,647,600	1,724,782	1,724,782	1,724,552	-0.01%
	Repair & Maintenance	1,344,073	1,671,867	1,522,536	1,522,536	1,600,611	5.13%
	Capital Expenditures	1,864,853	3,560,674	3,878,874	3,915,374	3,294,211	-15.07%
Full Time Equivalent Staff:							
	Personnel allocated to programs	62.49	62.08	62.58	62.58	62.58	

**CITY OF APPLETON 2015 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 GIS staff to review and update the official City map to reflect current growth
- 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
- Continue to pursue social media opportunities to improve communication with the public

Major Changes in Revenue, Expenditures, or Programs:

Adoption of the Wheel Tax to be implemented January 1, 2015 accounts for the drop in number of assessment bills prepared.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Ordinance compliance					
Construction permits sold	662	680	600	625	650
Recovery of project costs					
# of assessment bills prepared	1,789	1,932	2,200	2,000	1,450
Compliance with city regulations					
# of site plans reviewed	33	21	40	38	40
Strategic Outcomes					
Effective use of budgeted funds					
% of budget dollars obligated	91%	116%	100%	100%	100%
Consistent & current information					
Policies reviewed and updated	10	8	5	8	5
Work Process Outputs					
Service provided					
# of agenda items prepared	220	203	250	225	225
Improvements/additions to infrastructure					
\$ of projects bid for all funds	\$ 10,518,984	\$ 15,483,987	\$ 15,459,082	\$ 15,459,082	\$ 19,848,523

**CITY OF APPLETON 2015 BUDGET
PUBLIC WORKS DEPARTMENT**

Administrative Services

Business Unit 17011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4319 Street & Sidewalk Cement	\$ 560	\$ 595	\$ 650	\$ 650	\$ 650
4408 Sidewalk	40	-	-	-	-
4409 Street Occupancy	8,408	7,937	8,000	8,000	8,000
4410 Street Excavation	26,674	26,880	25,000	25,000	26,000
5010 Misc Revenue - Nontax	550	863	500	500	600
5011 Misc Revenue - Tax	95	15	50	50	50
Total Revenue	\$ 36,327	\$ 36,290	\$ 34,200	\$ 34,200	\$ 35,300
Expenses					
6101 Regular Salaries	\$ 880,249	\$ 832,765	\$ 733,051	\$ 750,353	\$ 746,900
6104 Call Time	-	158	150	150	150
6105 Overtime	2,300	1,397	5,071	5,071	3,500
6108 Part-Time	2,068	4,304	2,931	2,931	3,852
6150 Fringes	283,553	263,664	257,451	260,031	259,280
6201 Training\Conferences	7,155	15,093	14,500	14,500	14,900
6204 Tuition Fees	272	586	-	-	300
6206 Parking Permits	11,178	10,764	11,916	11,916	11,916
6301 Office Supplies	3,942	5,092	4,800	4,800	4,600
6302 Subscriptions	222	-	-	-	-
6303 Memberships & Licenses	4,540	4,559	4,700	4,700	5,000
6304 Postage\Freight	167	12	350	350	300
6305 Awards & Recognition	529	756	1,295	1,295	1,295
6307 Food & Provisions	170	-	-	-	-
6309 Shop Supplies & Tools	5,935	7,651	6,200	6,200	6,200
6315 Books & Library Materials	65	879	400	400	400
6320 Printing & Reproduction	9,490	10,937	18,800	18,800	15,800
6321 Clothing	179	99	640	640	400
6323 Safety Supplies	314	192	400	400	350
6327 Miscellaneous Equipment	1,454	4,562	6,300	6,300	6,300
6402 Legal Fees	163	70	175	175	175
6404 Consulting Services	2,324	781	9,720	9,720	2,720
6412 Advertising/Publication	1,447	1,535	2,450	2,450	2,450
6413 Utilities	10,585	12,841	15,650	15,650	15,708
6418 Equip Repairs & Maint	4,207	3,381	4,000	4,000	4,000
6424 Software support	818	985	1,650	1,650	1,950
6425 CEA Equip. Rental	79,865	61,151	84,330	84,330	86,330
6429 Interfund Allocations	(4,690)	-	-	-	-
6430 Health Services	-	19	-	-	-
6451 Laundry Services	3,514	304	200	200	-
6599 Other Contracts/Obligations	13,570	-	-	-	-
Total Expense	\$ 1,325,585	\$ 1,244,537	\$ 1,187,130	\$ 1,207,012	\$ 1,194,776

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Bid documents/copier chgs	\$ 11,000
Inspection forms	4,800
	\$ 15,800

**CITY OF APPLETON 2015 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 2015 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:

Miscellaneous State Aid: Local Road Improvement Project funds (LRIP) are received every two years. In 2015, it will be applied to the reconstruction of Glendale Avenue. The application for the funds has been approved by the State.

The decrease in concrete paving revenue is the result of the elimination of special assessments for concrete reconstruction projects beginning in 2015.

This budget reflects estimated proceeds from the newly enacted wheel tax for concrete projects. The proceeds from the new fee are restricted to be used for road reconstruction purposes only.

The Oneida Street project is a State-run project. The costs shown on the next page for this project are the City costs only.

Please see Projects, page 592 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	22.14	18.21	23.00	23.00	22.00
Miles of street under min. rideability	12.43	8.65	12.00	12.00	11.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets	342	342	343	343	343
Total miles in concrete	230	231	236	236	238
% of total miles reconstructed (concrete to concrete)	0.21%	0.39%	0.29%	0.29%	0.30%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed (asphalt or concrete to concrete)	0.72	1.35	4.35	4.35	2.00
Expansion of street system					
Miles of new grade & gravel streets	0.00	0.74	0.00	0.00	0.00

**CITY OF APPLETON 2015 BUDGET
PUBLIC WORKS DEPARTMENT**

Concrete Reconstruction

Business Unit 17014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4224 Miscellaneous State Aid	\$ 645,983	\$ -	\$ -	\$ -	\$ 157,989
4602 Concrete Paving	511,015	626,601	641,259	641,259	250,000
4615 Grade & Gravel	14,016	10,585	10,000	10,000	10,000
5035 Other Reimbursements	135,636	1,091,491	-	-	-
5922 Trans In - Wheel Tax Fund	-	-	-	-	1,176,005
Total Revenue	\$ 1,306,650	\$ 1,728,677	\$ 651,259	\$ 651,259	\$ 1,593,994
Expenses					
6101 Regular Salaries	\$ 183,684	\$ 168,906	\$ 174,187	\$ 175,787	\$ 182,462
6104 Call Time	-	172	-	-	-
6105 Overtime	3,012	4,811	3,438	3,438	3,458
6108 Part-Time	3,286	3,952	3,522	3,522	3,548
6150 Fringes	66,281	55,271	62,376	62,614	63,314
6308 Landscape Supplies	180	3,261	18,475	18,475	9,110
6325 Construction Materials	453,938	281,399	4,000	21,793	278,000
6328 Signs	19,215	10,234	19,593	19,593	21,425
6404 Consulting Services	15,520	121,858	72,000	78,412	310,000
6408 Contractor Fees	11,625	35,045	218,405	218,405	267,644
6425 CEA Equip. Rental	19,214	5,599	17,500	17,500	16,500
6599 Other Contracts/Obligations	1,245	16,898	-	-	-
6801 Land	79,933	86,991	25,000	25,000	230,000
6809 Infrastructure Construction	908,125	2,387,400	2,579,293	2,520,793	2,005,820
Total Expense	\$ 1,765,258	\$ 3,181,797	\$ 3,197,789	\$ 3,165,332	\$ 3,391,281

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

2015	Street	From	To	General Fund
Labor Pool				252,782
CEA				16,500
Land	Lawe St - bridge over power canal			5,000
	Misc Land acquisition for street projects			25,000
	Oneida St	Hoover Ave	Skyline Bridge	100,000
	Richmond St	at Northland Ave	land	100,000
	Subtotal			230,000
Design	Lightning Dr, new roundabout at Edgewood Dr			50,000
	Material Testing			10,000
	Misc Consultant	design		25,000
	Oneida St	Hoover Ave	Skyline Bridge	100,000
	Richmond St	at Northland Ave	design	125,000
	Subtotal			310,000
New Concrete (Not in New Subdivision)	Lilas Dr	Second St	Everett St	160,009
	Subtotal			160,009
Concrete Reconstruction	Ashbury Dr	Ballard Road	signal installation	265,993
	Glendale Ave	Ballard Rd	Roemer Rd	692,087
	Jackman St	State St	Water St	322,986
	Meade St	at "OO"		260,161
	Meade St	Northland Ave ("OO")	Florida St	427,447
	Oneida St	Prospect Ave	intersection	205,330
	Prospect Ave	State St	Walnut St	247,986
	Subtotal			2,421,990
Total Concrete Paving				\$ 3,391,281

**CITY OF APPLETON 2015 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:

Please see Projects, page 600 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Safe pedestrian walkways					
# of defective sidewalk related accidents	0	0	0	0	0
Miles of Sidewalk	New measure	435	436	436	437
Strategic Outcomes					
Policy decision					
% of total contract assessable	0.8%	0.0%	0.1%	0.1%	0.0%
Minimize liability					
# of insurance claims from defective sidewalks	4	0	0	0	0
Work Process Outputs					
Defective sidewalks					
Miles of green dot (area replacement)	4.1	4.5	1.5	1.5	1.5
Request for replacement					
Miles	0.00	0.00	0.2	0.2	0.0
Expansion of pedestrian walkways					
Miles of new sidewalks	0.54	2.67	1.0	1.0	0.75

**CITY OF APPLETON 2015 BUDGET
PUBLIC WORKS DEPARTMENT**

Sidewalk Construction

Business Unit 17015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4607 Sidewalks	\$ 3,944	\$ 27,287	\$ 2,000	\$ 2,000	\$ 4,000
4801 Charges for Serv.- Nontax	4,845	-	-	-	-
5035 Other Reimbursements	-	11,280	-	-	-
Total Revenue	\$ 8,789	\$ 38,567	\$ 2,000	\$ 2,000	\$ 4,000
Expenses					
6101 Regular Salaries	\$ 22,782	\$ 21,376	\$ 51,112	\$ 51,112	\$ 31,613
6105 Overtime	190	94	1,063	1,063	1,065
6108 Part-Time	-	-	1,521	1,521	924
6150 Fringes	7,870	8,079	17,335	17,335	8,348
6309 Shop Supplies	70	39	-	-	-
6404 Consulting Services	179	451	-	-	-
6408 Contractor Fees	7,616	8,937	-	-	-
6425 CEA Equip. Rental	937	1,253	2,060	2,060	2,060
6599 Other Contracts/Obligations	-	100	-	-	-
6809 Infrastructure Construction	475,859	489,250	613,275	613,275	569,900
Total Expense	\$ 515,503	\$ 529,579	\$ 686,366	\$ 686,366	\$ 613,910

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

2015	General Fund
Labor Pool	41,950
CEA	2,060
Sidewalk Construction	
Green Dot	170,000
General	30,000
Patch Contract	30,000
Safestep sawcutting	30,000
Reconstruction - Concrete	227,710
Reconstruction - Asphalt	65,360
Subtotal	553,070
New Sidewalk Construction	
New Concrete	16,830
Arterial Street	-
Subtotal	16,830
Total	\$ 613,910

**CITY OF APPLETON 2015 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 2015 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:

The decrease in asphalt paving revenue is the result of the elimination of special assessments for asphalt reconstruction projects beginning in 2015.

This budget reflects estimated proceeds from the newly enacted wheel tax for asphalt projects. The proceeds from the new fee are restricted to be used for road reconstruction purposes only.

Please see Projects, page 588 for further detail about this program.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	24.70	24.70	24.00	24.00	23.00
Miles under minimum rideability	24.16	24.15	25.00	25.00	24.00
Strategic Outcomes					
Improvement to street system					
Total miles of streets in city	342	343	343	343	343
Total miles in asphalt	94	94	94	94	94
% of total miles reconstructed	0.22%	0.41%	0.35%	0.35%	0.35%
Work Process Outputs					
Restoration of roadway surfaces					
Miles of streets reconstructed	0.76	1.10	1.19	1.19	1.00

**CITY OF APPLETON 2015 BUDGET
PUBLIC WORKS DEPARTMENT**

Asphalt Reconstruction

Business Unit 17016

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4224 Miscellaneous State Aid	\$ -	\$ 155,726	\$ -	\$ -	\$ -
4601 Asphalt Paving	284,835	281,846	380,000	380,000	153,500
5035 Other Reimbursements	-	80,322	-	-	-
5922 Trans In - Wheel Tax Fund	-	-	-	-	224,000
Total Revenue	\$ 284,835	\$ 517,894	\$ 380,000	\$ 380,000	\$ 377,500
Expenses					
6101 Regular Salaries	\$ 89,450	\$ 145,092	\$ 156,440	\$ 158,640	\$ 157,778
6104 Call Time	-	-	-	-	-
6105 Overtime	647	2,125	4,188	4,188	4,196
6108 Part-Time	337	373	2,021	2,021	1,979
6150 Fringes	34,457	51,941	56,959	57,287	64,971
6308 Landscape Supplies	1,743	2,244	10,480	10,480	6,538
6316 Miscellaneous Supplies	7	51	-	-	-
6325 Construction Materials	146,615	271,772	332,565	332,565	197,568
6328 Signs	1,771	1,786	8,400	8,400	10,500
6404 Consulting Services	1,144	939	-	-	5,000
6408 Contractor Fees	(6,956)	8,924	20,895	20,895	15,019
6425 CEA Equip. Rental	30,753	41,485	40,635	40,635	38,338
6599 Other Contracts/Obligations	487	150	-	-	-
6809 Infrastructure Construction	401,036	597,033	661,306	756,306	488,491
Total Expense	\$ 701,491	\$ 1,123,915	\$ 1,293,889	\$ 1,391,417	\$ 990,378

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

2015	Street	From	To	General Fund Asphalt
Labor Pool				228,924
CEA				38,338
Consultant				5,000
Partial Reconstruction	Frances St	Mason St	Locust St	145,192
	Subtotal			145,192
Total Reconstruction	Ashbrook St	Shasta La	Juniper La	41,806
	Eldorado St	Catherine St	Wood St	120,288
	Friendly St	Shasta La	Juniper La	39,034
	Ivy St	Shasta La	Juniper La	39,034
	Juniper La	Ashbrook St	Vermillion St	96,535
	Primrose La	Oneida St	Friendly La	52,659
	Shasta La	Ashbrook St	Vermillion St	96,535
	Vermillion St	Shasta La	Juniper La	44,684
	Wood St	Eldorado St	North St	42,349
	Subtotal			572,924
Total Asphalt Pavement				\$ 990,378

CITY OF APPLETON 2015 BUDGET

PUBLIC WORKS DEPARTMENT

Traffic Control and Maintenance

Business Unit 17022

PROGRAM MISSION

To maintain and install the appropriate traffic control devices to provide a safe and efficient transportation system throughout the City.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Respond to requests for special studies from alderpersons, citizens and City staff for all traffic related issues
- Work with the engineering staff and developers to design streets for safety and efficiency
- Improve safety within the public right-of-way by analyzing recommendations from traffic accident analysis and annual sign visibility surveys
- Ensure traffic control signage is highly visible both during daylight and night time hours and is installed in accordance with prescribed standards and guidelines

Major Changes in Revenue, Expenditures, or Programs:

Included in contractor fees is \$69,000 for pavement markings and signs associated with the installation of bike lanes. This represents the fifth year of implementing the adopted City-wide on-street bike lane plan (Glendale Avenue and Badger Avenue). The increase is due to more miles being marked in 2015 than in 2014.

Changes in WE Energies rate structure lowered the utility expense by about \$5,000 despite a 2% projected increase.

WisDOT is now requiring that we have certain signal/structures inspected once every 4-5 years to ensure their structural integrity, this contributes to the increase in equipment and repairs as \$5,000 was added utilizing a WisDOT master contract to hire a contractor to complete this work each year. A percentage of the structures will be inspected each year on a rotating base.

No miscellaneous equipment is being requested this year to help cover the requested upgrade to truck #491 from a platform lift truck to an aerial lift truck.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Safe, reliable traffic control					
# of changes to traffic controls	6	22	20	20	20
# of changes to parking restrictions	47	47	65	70	65
% of signs installed or replaced	4.53%	7.42%	4.50%	4.25%	4.50%
Intersections in the City					
# of controlled intersections	1,432	1,415	1,450	1,425	1,435
# of uncontrolled intersections	704	693	700	698	703
Strategic Outcomes					
Effective traffic control devices					
# of accidents per street mile	4.43	3.38	3.30	3.35	3.20
Efficient use of staff					
# of signals maintained for other municipalities	27	26	29	29	29
Work Process Outputs					
Service provided					
# of traffic control signs & signals repaired from knockdowns	38 Signals 91 Signs	50 Signals 116 Signs	40 Signals 120 Signs	38 Signals 110 Signs	40 Signals 105 Signs
Respond to system demands					
# of responses for traffic & parking related changes	67	72	70	60	65

CITY OF APPLETON 2015 BUDGET

PUBLIC WORKS DEPARTMENT

Traffic Control and Maintenance

Business Unit 17022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4802 Charges for Serv.- Tax	\$ 23,179	\$ 10,181	\$ 13,000	\$ 13,000	\$ 14,000
4908 Misc. Intergov.Charges	82,779	56,341	65,550	65,550	59,550
5010 Misc Revenue - Nontax	1,446	1,286	1,400	1,400	1,400
5011 Misc Revenue - Tax	-	2,366	-	-	-
5030 Damage to City Property	41,251	42,081	42,000	42,000	42,000
5035 Other Reimbursements	-	3,000	50,000	50,000	4,000
Total Revenue	<u>\$ 148,655</u>	<u>\$ 115,255</u>	<u>\$ 171,950</u>	<u>\$ 171,950</u>	<u>\$ 120,950</u>
Expenses					
6102 Labor Pool Allocations	\$ 249,106	\$ 225,187	\$ 293,657	\$ 297,857	\$ 298,349
6104 Call Time	6,305	6,540	6,500	6,500	6,700
6105 Overtime	7,727	6,903	9,000	9,000	7,500
6108 Part-Time	16,344	10,907	23,757	23,757	20,859
6150 Fringes	99,864	86,132	122,503	123,129	123,924
6309 Shop Supplies & Tools	6,602	8,127	6,355	6,355	6,800
6311 Paint & Supplies	267	365	200	200	200
6322 Gas Purchases	39	26	-	-	-
6325 Construction Materials	105,643	158,750	127,000	136,630	132,000
6327 Miscellaneous Equipment	9,563	11,868	16,700	16,700	-
6328 Signs	77,964	65,719	75,000	75,000	77,000
6408 Contractor Fees	121,348	84,118	136,000	136,000	156,000
6413 Utilities	68,367	47,850	68,701	68,701	63,286
6418 Equip Repairs & Maint	9,325	9,315	11,500	11,500	16,100
6424 Software Support	431	831	2,500	2,500	1,750
6425 CEA Equip. Rental	66,835	59,640	69,945	69,945	76,211
6429 Interfund Allocations	(8,431)	(5,192)	(5,000)	(5,000)	(6,000)
6430 Health Services	17	19	-	-	-
6599 Other Contracts/Obligations	-	23	-	-	-
Total Expense	<u>\$ 837,316</u>	<u>\$ 777,128</u>	<u>\$ 964,318</u>	<u>\$ 978,774</u>	<u>\$ 980,679</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Knockdowns - Appleton	\$ 30,000	Cross walks/stoplines-1/3	
Knockdowns - Grand Chute/Outagamie	13,500	Pavement marking	\$ 32,000
LED replacements	10,000	Maintenance of long-line	
Replace failed equipment	25,000	including retrace, reconfig	
Misc projects, upgrades & expenses	13,500	and special projects	55,000
Communication grid maint/upgrades	20,000	On-street bike lane marking	69,000
Install/maint battery backup system	10,000		<u>\$ 156,000</u>
Traffic camera system maintenance	10,000		
	<u>\$ 132,000</u>	<u>Equipment Repairs & Maintenance</u>	
<u>Signs</u>		Annual Preventive	
Area replacement program	\$ 17,500	maintenance contract	\$ 8,500
Ordinance change	13,200	Repairs to cameras, signals,	
School zone upgrades	12,500	and other devices	2,600
Knockdowns	14,800	Structure inspection contract	5,000
Special events	3,160		<u>\$ 16,100</u>
Vandalism	7,000		
On-street bike lane	6,500		
Other projects	2,340		
	<u>\$ 77,000</u>		

**CITY OF APPLETON 2015 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 60% between 2008 and 2015 (going from 585 lights to 925 lights). 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 decorative street lights on Washington St (Division to Drew) and College Ave (Drew to John/Walter).

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Cost of street lighting					
Avg. monthly cost of power per light	\$ 14.93	\$ 15.26	\$ 15.45	\$ 15.45	\$ 15.83
Strategic Outcomes					
Safety provided by street lighting					
Number of street lights in the system	8,529	8,574	8,537	8,537	8,570
City owned	792	853	855	910	925
Utility owned	7,737	7,721	7,682	7,652	7,645
Work Process Outputs					
Responses to unsafe lighting conditions					
# of street lights repaired because of accidents, acts of nature, or equipment failures	26	38	45	45	45

**CITY OF APPLETON 2015 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Lighting

Business Unit 17023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4612 Street Lights	\$ 132,192	\$ 75,127	\$ 72,000	\$ 72,000	\$ 75,000
5035 Other Reimbursements	6,568	5,238	-	-	-
Total Revenue	<u>\$ 138,760</u>	<u>\$ 80,365</u>	<u>\$ 72,000</u>	<u>\$ 72,000</u>	<u>\$ 75,000</u>
Expenses					
6102 Labor Pool Allocations	\$ 9,150	\$ 8,653	\$ 10,923	\$ 10,923	\$ 11,142
6104 Call Time	425	86	200	200	200
6105 Overtime	191	53	150	150	150
6108 Part-Time	5,269	26	-	-	-
6150 Fringes	4,233	3,068	2,757	2,757	2,768
6325 Construction Materials	14,232	18,386	22,700	34,300	18,500
6407 Collection Services	540	-	-	-	-
6408 Contractor Fees	2,553	255	6,000	6,000	5,000
6413 Utilities	1,461,755	1,469,669	1,516,167	1,516,167	1,516,593
6425 CEA Equip. Rental	54	393	-	-	-
Total Expense	<u>\$ 1,498,402</u>	<u>\$ 1,500,589</u>	<u>\$ 1,558,897</u>	<u>\$ 1,570,497</u>	<u>\$ 1,554,353</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Construction Materials

Maintenance of approx. 860 lights	\$ 15,000
Relamping of approx. 125 lights	3,500
	<u>\$ 18,500</u>

CITY OF APPLETON 2015 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, Facebook, Twitter and the Department of Public Works information line

Coordinate in-house training programs so that more topics are covered during Safety Day training, reducing the number of single topic training sessions

Major Changes in Revenue, Expenditures, or Programs:

Increase in training expense is mainly due to adding the Signcad system training that comes up once every 3 years.

Software support was moved to the Traffic Control and Maintenance budget as actual costs are more appropriate for that business unit.

The miscellaneous equipment account includes replacing two roadway traffic counters, an update to our traffic microsimulation software, and the purchase of a punch clock.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Assure safe working conditions					
# of in-house safety training programs conducted	19	24	30	30	30
# of equipment/vehicle accidents	34	31	23	23	23
Preventable	17	16	8	8	8
Non-preventable	17	15	15	15	15
# of employee injury accidents	10	13	6	6	6
Annual # of violations found during monthly building inspections	50	61	45	45	45
Strategic Outcomes					
Safeguard Assets					
\$ adjustment of inventory at year end	\$ 2,770	\$ 4,465	\$ 1,000	\$ 1,000	\$ 1,000
Turnover ratio of inventory	0.82	0.74	0.90	0.90	0.90
# of work days lost due to injuries	20	48	15	15	15
Work Process Outputs					
Efficient purchasing and inventory management					
# of purchase orders generated	465	594	500	500	500
\$ value of items issued from inventory	\$ 482,256	\$ 438,881	\$ 480,000	\$ 480,000	\$ 480,000
# of shipments received	6,840	7,468	6,800	6,800	6,800

CITY OF APPLETON 2015 BUDGET

PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5011 Misc Revenue - Tax	\$ 163	\$ 24	\$ -	\$ -	\$ -
5035 Other reimbursements	3,769	470	-	-	-
5082 Insurance Proceeds	-	10,517	-	-	-
Total Revenue	<u>\$ 3,932</u>	<u>\$ 11,011</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 445,273	\$ 444,612	\$ 528,990	\$ 537,590	\$ 522,088
6104 Call Time	49	64	300	300	200
6105 Overtime	175	763	950	950	860
6108 Part-Time	25,090	11,346	15,403	15,403	12,115
6150 Fringes	159,516	151,612	183,306	184,588	184,805
6201 Training\Conferences	3,904	6,357	6,650	6,650	7,105
6301 Office Supplies	1,757	2,652	2,000	2,000	2,200
6302 Subscriptions	3,978	4,506	4,750	4,750	4,750
6303 Memberships & Licenses	1,526	1,958	1,760	1,760	1,865
6304 Postage\Freight	402	843	760	760	810
6305 Awards & Recognition	1,830	1,093	1,190	1,190	1,190
6306 Building Maint./Janitor	4,358	4,462	5,500	5,500	5,500
6309 Shop Supplies & Tools	3,292	2,043	2,250	2,250	2,250
6315 Books & Library Materials	543	152	450	450	500
6320 Printing & Reproduction	3,513	3,004	10,000	10,000	3,800
6321 Clothing	1,591	2,847	1,600	1,600	2,000
6322 Gas Purchases	24	-	100	100	100
6323 Safety Supplies	3,928	3,773	5,300	5,300	5,060
6324 Medical\Lab Supplies	159	239	300	300	300
6325 Construction Materials	2,297	259	1,000	1,000	500
6327 Miscellaneous Equipment	10,483	15,979	10,225	10,225	13,400
6328 Sign Materials	-	-	-	-	500
6407 Collection Services	2,460	2,483	2,600	2,600	2,900
6408 Contractor Fees	520	137	-	-	500
6409 Inspection Fees	3,116	-	1,500	1,500	1,500
6412 Advertising	153	-	-	-	500
6413 Utilities	97,420	109,647	116,634	116,634	120,018
6416 Building Repairs & Maint.	292	-	-	-	-
6418 Equip Repairs & Maint	4,142	191	1,000	1,000	750
6419 Communication Eq Repair	-	-	250	250	250
6420 Facilities charges	183,176	177,723	181,304	181,304	185,000
6424 Software Support	-	-	1,350	1,350	-
6425 CEA Equip. Rental	28,514	28,853	31,500	31,500	33,500
6430 Health Services	34	38	50	50	50
6451 Laundry Services	10,284	1,815	1,450	1,450	650
Total Expense	<u>\$ 1,003,799</u>	<u>\$ 979,451</u>	<u>\$ 1,120,422</u>	<u>\$ 1,130,304</u>	<u>\$ 1,117,516</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Punch clock system	\$ 5,000
Laminator	350
Humidifier	250
Dehumidifier	300
Ladders	100
Traffic counter supplies	500
Replace two roadway counters	3,000
Synchro/Sim traffic software update	3,900
	<u>\$ 13,400</u>

**CITY OF APPLETON 2015 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:

Miscellaneous equipment includes purchasing five new GPS units (\$5,250) for snow plow and street division vehicles. Also, \$2,500 is included for replacement saw blades as we are using more to saw the concrete water patches, \$6,000 for new barricades and \$3,000 for the purchase of a heat lance for crackfilling.

The WisDOT has a new mandate that requires having "Dive" and "Movable" inspections done on all bridges which requires the City to hire a consultant trained in underwater inspections to inspect the underwater structure. Included in this budget is \$48,000 for these inspections.

The increase in other contracts and obligations is due to the increased cost of the summer bridge tenders hired by the Fox River Navigational System. The City pays a portion of these wages.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Safety of event participants					
# of civic events supported	3	3	3	3	3
Strategic Outcomes					
Preventive maintenance					
Total miles of streets serviced	342	343	343	343	343
# of temporary hazardous sidewalk repairs	58	43	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	135	150	150	150	150
Cubic yards of concrete used for repair	84	62	150	150	150
Pounds of crack filler applied	25,258	7,884	20,000	20,000	20,000

**CITY OF APPLETON 2015 BUDGET
PUBLIC WORKS DEPARTMENT**

Street Repair

Business Unit 17032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4613 Freeway Fence	\$ 7,465	\$ 239	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	14,309	1,530	15,300	15,300	10,000
4802 Charges for Serv.- Tax	7,310	406	-	-	-
4908 Misc. Intergov.Charges	15,640	-	3,000	3,000	-
5010 Misc Revenue - Nontax	5,276	1,673	4,000	4,000	3,000
5015 Rental of City Property	2,369	-	-	-	-
5030 Damage to City Property	5,953	4,023	-	-	-
Total Revenue	\$ 58,322	\$ 7,871	\$ 22,300	\$ 22,300	\$ 13,000
Expenses					
6101 Regular Salaries	\$ 535,069	\$ 453,796	\$ 526,360	\$ 532,495	\$ 529,204
6104 Call Time	605	1,084	700	700	800
6105 Overtime	8,366	11,687	15,000	15,000	15,000
6108 Part-Time	4,111	1,825	3,450	3,450	3,844
6150 Fringes	219,945	183,986	237,491	238,405	237,114
6308 Landscape Supplies	(398)	1,180	400	400	400
6309 Shop Supplies & Tools	9,232	6,298	12,000	12,000	12,000
6311 Paint & Supplies	2,323	435	2,000	2,000	2,000
6321 Clothing	60	13	-	-	-
6322 Gas Purchases	463	365	750	750	750
6325 Construction Materials	182,390	152,202	173,000	173,000	172,000
6327 Miscellaneous Equipment	8,109	11,857	13,300	13,300	16,700
6328 Signs	-	587	700	700	700
6404 Consulting Services	56,667	7,687	33,000	33,000	53,000
6408 Contractor Fees	192,912	158,772	325,850	325,850	185,650
6413 Utilities	4,024	5,682	5,670	5,670	6,987
6415 Tipping Fees	7,320	964	2,000	2,000	2,000
6418 Equip Repairs & Maint	861	36	1,000	1,000	1,000
6420 Facilities charges	1,297	8,276	6,000	6,000	4,500
6424 Software support	529	1,468	3,240	3,240	3,600
6425 CEA Equip. Rental	350,369	359,338	376,190	376,190	386,190
6429 Interfund Allocations	(31,610)	(3,838)	(25,738)	(25,738)	(19,738)
6530 Health Services	51	19	-	-	-
6599 Other Contracts/Obligations	10,456	11,839	8,000	8,000	14,000
Total Expense	\$ 1,563,151	\$ 1,375,558	\$ 1,720,363	\$ 1,727,412	\$ 1,627,701

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Asphalt	\$ 65,000	Contractor equip rental	\$ 15,000
Cold patch/crackfiller	20,000	Bascule bridge pest control	650
Concrete	18,000	Annual bridge maintenance	
Gravel	10,000	program	5,000
Clear Stone	2,000	Bridge deck sealing	85,000
Misc materials (bridge lights, flags & poles, concrete sealer, etc.)	57,000	Patch program	75,000
	<u>\$ 172,000</u>	Miscellaneous	5,000
			<u>\$ 185,650</u>
<u>Consulting Services</u>		<u>Miscellaneous Equipment</u>	
Bridge inspection program - Dive	\$ 44,000	Concrete saw, chains	
Bridge inspection program - Bascule	4,000	and blades	\$ 2,500
Misc consulting	5,000	Heat lance	3,000
	<u>\$ 53,000</u>	GPS units for six trucks	5,200
		Barricades	6,000
<u>Interfund Allocations</u>			<u>\$ 16,700</u>
Hauling biosolids from			
WWTP to compost site	(19,738)		
	<u>(19,738)</u>		

**CITY OF APPLETON 2015 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 increase in snow/ice materials budget is mainly due to the cost of salt increasing from \$53.50/ ton to \$61.08/ ton.

There is an annual 2.5% - 3% increase (per contract) for the contracted snow and ice removal from neglected, main, and arterial sidewalks and priority crosswalks. The 2015 budget includes this 3% plus an additional 20% to accommodate the additional areas that are being kept clean by these contractors. As of September 1, 2014, we have exceeded our contracted snow removal budget by 19%.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Timely service provided					
# of major plowing events	5	10	6	7	6
# of other minor plow/salt events	9	23	35	35	25
# of days hauling designated priority snow routes	6	29	25	30	25
Strategic Outcomes					
Efficiency of Program					
# of citizen contacts	128	222	200	200	200
# of miles of sidewalks cleared by:					
Contractor	14.3	17.2	13.8	16.2	13.8
City crews	13.2	12.9	12.5	12.5	12.5
\$ contracted to clear sidewalks	\$ 85,174	\$ 167,953	\$ 125,000	\$ 160,000	\$ 144,200
Work Process Outputs					
Volume of work done					
# of tons of salt used	3,051	5,767	4,250	4,250	4,000
# of miles of streets maintained	342	343	343	343	343
# of miles of sidewalk maintained	27.5	30.1	26.3	26.3	26.3

**CITY OF APPLETON 2015 BUDGET
PUBLIC WORKS DEPARTMENT**

Snow and Ice Control

Business Unit 17033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4608 Snow Removal	\$ 65,128	\$ 83,013	\$ 82,000	\$ 82,000	\$ 82,000
5010 Misc. Revenue - Nontax	13,308	12,910	13,250	13,250	15,273
Total Revenue	<u>\$ 78,436</u>	<u>\$ 95,923</u>	<u>\$ 95,250</u>	<u>\$ 95,250</u>	<u>\$ 97,273</u>
Expenses					
6101 Regular Salaries	\$ 162,406	\$ 355,284	\$ 220,619	\$ 220,619	\$ 223,119
6104 Call Time	19,236	37,722	25,000	25,000	30,000
6105 Overtime	28,057	64,747	42,000	42,000	50,000
6108 Part-Time	93	550	-	-	-
6150 Fringes	79,625	161,996	96,432	96,432	98,253
6308 Landscape Supplies	-	71	500	500	500
6309 Shop Supplies & Tools	238	517	500	500	500
6325 Snow/Ice Control Materials	141,515	349,327	269,950	269,950	299,555
6326 Vehicle & Equipment Parts	1,837	1,312	1,500	1,500	1,500
6408 Contractor Fees	-	563	15,000	15,000	-
6425 CEA Equip. Rental	288,202	575,005	412,212	412,212	442,212
6429 Interfund Allocations	(5,000)	(2,500)	(5,000)	(5,000)	(5,000)
6440 Snow Removal Services	91,874	226,295	125,000	125,000	154,200
6450 Repairs to Private Property	427	1,328	1,500	1,500	1,500
Total Expense	<u>\$ 808,510</u>	<u>\$ 1,772,217</u>	<u>\$ 1,205,213</u>	<u>\$ 1,205,213</u>	<u>\$ 1,296,339</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Snow/Ice Control Materials

Salt (4,500 tons)	\$ 274,905
Brine (30,000 gal)	8,400
Calcium chloride (8,000 gal)	7,200
Ice melt (600 bags)	4,500
Calcium chloride (150 bags)	1,800
Concrete	2,750
	<u>\$ 299,555</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	\$ 154,200
	<u>\$ 154,200</u>

**CITY OF APPLETON 2015 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. The process is 75% complete as of June 1, 2014.

Major Changes in Revenue, Expenditures, or Programs:

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, and reduce air pollution.

The miscellaneous equipment budget includes the purchase of two laptops (\$1,500) to be used by the forestry crew which will allow them access to the tree inventory while in the field, an additional GPS unit (\$700) to be added to the vehicle being replaced, and replacement of old barricades/warning lights (\$2,000). The remaining requested funds are to replace chain saws, rodent guards, blowers, etc.

Seasonal laborers, which account for the part time wages, are used to maintain various plantings around the City under the direction of the City Forester.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Safe, healthy and attractive urban forest					
# trees on City streets	31,007	30,760	31,317	31,317	31,826
Strategic Outcomes					
Satisfied community					
% of planting spaces in new subdivisions planted on annual basis	100%	100%	100%	100%	100%
% of customers who accept new trees on new and/or reconstructed streets	100%	100%	100%	100%	100%
Street tree to Arborist ratio	4,770 to 1	4,770 to 1	4,818 to 1	4,818 to 1	4,896 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%	60%	50%	50%	50%
Pruning cycle of trees/yr > 6" diameter	8	8.5	8.5	8.5	8.5
# of ash trees replaced	200	150	125	75	50
Total number of tree species on streets	34	32	32	34	34
Treat all City properties with gypsy moth egg mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

**CITY OF APPLETON 2015 BUDGET
PUBLIC WORKS DEPARTMENT**

Forestry Services

Business Unit 17034

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv.- Nontax	\$ 176	\$ 354	\$ 1,000	\$ 1,000	\$ 1,000
5011 Misc Revenue - Tax	9,048	-	-	-	-
5020 Donations & Memorials	490	-	-	-	-
5030 Damage to City Property	160	-	-	-	-
5082 Insurance Proceeds	-	1,270	-	-	-
Total Revenue	\$ 9,874	\$ 1,624	\$ 1,000	\$ 1,000	\$ 1,000
Expenses					
6101 Regular Salaries	\$ 483,862	\$ 506,261	\$ 487,631	\$ 491,916	\$ 492,278
6104 Call Time	986	1,945	1,200	1,200	1,500
6105 Overtime	1,189	17,736	3,500	3,500	3,500
6108 Part-Time	14,092	21,343	14,000	14,000	17,286
6150 Fringes	175,727	194,921	202,768	203,406	211,627
6201 Training/Conferences	955	1,020	4,100	4,100	1,900
6302 Subscriptions	-	-	100	100	100
6303 Memberships & Licenses	640	345	800	800	800
6308 Landscape Supplies	24,336	22,390	31,500	31,500	31,500
6309 Shop Supplies & Tools	3,460	2,810	3,400	3,400	3,400
6311 Paint & Supplies	20	13	50	50	50
6320 Printing & Reproduction	176	218	125	125	250
6321 Clothing	455	377	500	500	600
6322 Gas Purchases	-	414	-	-	300
6323 Safety Supplies	1,667	2,090	1,250	1,250	1,500
6325 Construction Materials	489	-	-	-	-
6326 Vehicle & Equipment Parts	-	1,044	-	-	-
6327 Miscellaneous Equipment	2,241	2,994	4,000	4,000	6,000
6328 Signs	278	1,294	500	500	500
6408 Contractor Fees	-	2,500	4,000	4,000	3,000
6413 Utilities	1,793	1,909	1,960	1,960	1,960
6417 Vehicle Repairs & Maint	-	798	-	-	-
6424 Software support	-	-	270	270	270
6425 CEA Equip. Rental	274,252	336,144	274,100	274,100	300,100
6429 Interfund Allocations	(1,797)	(15,820)	(5,000)	(5,000)	(5,000)
6530 Health Services	-	19	-	-	-
6451 Uniform Services	1,259	162	350	350	-
Total Expense	\$ 986,080	\$ 1,102,927	\$ 1,031,104	\$ 1,036,027	\$ 1,073,421

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Landscape Supplies</u>	
Topsoil / sand / gravel	\$ 2,000
Seed / fertilizer	1,000
Plant material/Trees	28,000
Herbicides / Pesticides	500
	<u>\$ 31,500</u>

CITY OF APPLETON 2015 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

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
- Work cooperatively with the Assessor's Office. The Inspection Division continues to provide property data to the Assessor's Office which saves time and resources.

Major Changes in Revenue, Expenditures, or Programs:

In 2015, the Inspection Division will continue conducting official plan review for new commercial projects that are under 50,000 cu. ft. and alterations under 100,000 cu. ft. generating additional revenue

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Customer knowledge of ordinances					
Customer generated violation reports	1,221	1,321	1,500	1,500	1,500
Effectiveness of plan review					
# of onsite consultations prior to plan submittal	191	177	200	200	170
Strategic Outcomes					
Availability of staff					
% of total inspector hours spent on inspections	49.5%	49.7%	47.0%	47.0%	47.0%
Consistency of information					
# of policies/ordinances reviewed/updated	2/2	0/2	4/4	4/4	1/1
Work Process Outputs					
Availability of service					
# of inspections performed	12,102	10,654	12,000	13,000	13,000
# of re-inspections performed	780	635	600	600	600
# of notices issued	732	845	900	1,000	1,000
# of permits issued	3,524	3,653	3,500	3,500	3,500
# of plans reviewed	229	239	250	225	225

CITY OF APPLETON 2015 BUDGET

PUBLIC WORKS DEPARTMENT

Inspections/Licensing & Plan Review

Business Unit 15520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4304 Electricians	\$ 6,040	\$ 1,020	\$ -	\$ -	\$ -
4401 Building	259,280	272,892	260,000	260,000	260,000
4402 Electrical	95,658	127,672	95,000	95,000	110,000
4403 Heating	55,788	60,865	53,600	53,600	58,000
4404 Plumbing, Sewer	64,124	56,459	57,000	57,000	57,000
4406 State Building	1,505	3,279	2,000	2,000	2,000
4407 Signs	3,786	4,770	3,000	3,000	3,000
4609 Weed Cutting	20,901	22,027	30,000	30,000	20,000
4801 Charges for Serv.- Nontax	31,602	51,517	40,000	40,000	47,000
5001 Fees & Commissions	17	-	-	-	-
5040 Board of Appeals	2,350	1,375	2,400	2,400	2,000
Total Revenue	\$ 541,051	\$ 601,876	\$ 543,000	\$ 543,000	\$ 559,000
Expenses					
6101 Regular Salaries	\$ 455,902	\$ 387,451	\$ 383,545	\$ 385,605	\$ 370,402
6104 Call Time	392	407	500	500	500
6105 Overtime	1,098	1,300	2,000	2,000	2,000
6150 Fringes	160,484	142,196	142,371	142,678	126,925
6404 Consulting Services	-	560	-	-	-
6408 Contractor Fees	6,806	5,624	12,000	12,000	12,000
Total Expense	\$ 624,682	\$ 537,538	\$ 540,416	\$ 542,783	\$ 511,827

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Intergovernmental Revenues	645,983	155,726	977	0	0	157,989	157,989
Licenses	6,600	1,615	715	650	650	650	650
Permits	515,263	560,754	423,469	503,600	503,600	504,600	524,000
Special Assessments	1,039,497	1,126,725	108,304	1,217,259	1,217,259	187,000	594,500
Charges for Services	81,421	63,987	46,230	69,300	69,300	72,000	72,000
Intergov. Charges for Service	98,419	56,341	59,192	68,550	68,550	59,550	59,550
Other Revenues	228,449	1,270,205	118,395	113,600	113,600	68,323	1,468,328
TOTAL REVENUES	2,615,632	3,235,353	757,282	1,972,959	1,972,959	1,050,112	2,877,017
EXPENSES BY LINE ITEM							
Regular Salaries	298,378	223,842	174,825	351,025	352,825	695,552	675,552
Labor Pool Allocations	2,727,149	2,825,968	2,051,695	3,192,165	3,236,747	2,870,558	2,870,558
Call Time	27,998	48,179	35,997	34,550	34,550	40,050	40,050
Overtime	52,953	111,617	78,384	86,360	86,360	91,229	91,229
Temp. Full-Time	12,617	0	0	36,160	36,160	35,974	32,974
Part-Time	58,075	54,626	45,295	30,445	30,445	31,433	31,433
Other Compensation	9,942	29,301	15,336	21,635	21,635	17,420	17,420
Shift Differential	799	2,005	1,716	1,690	1,690	1,805	1,805
Sick Pay	12,394	18,099	11,810	0	0	0	0
Vacation Pay	468,271	450,167	281,759	0	0	0	0
Fringes	1,291,555	1,302,866	972,487	1,381,749	1,388,662	1,388,329	1,381,329
Salaries & Fringe Benefits	4,960,131	5,066,670	3,669,304	5,135,779	5,189,074	5,172,350	5,142,350
Training & Conferences	12,014	22,470	17,465	25,250	25,250	23,905	23,905
Tuition Fees	272	586	0	0	0	300	300
Parking Permits	11,178	10,764	11,790	11,916	11,916	11,916	11,916
Office Supplies	5,699	7,743	4,549	6,800	6,800	6,800	6,800
Subscriptions	4,200	4,506	99	4,850	4,850	4,850	4,850
Memberships & Licenses	6,706	6,863	6,269	7,260	7,260	7,665	7,665
Postage & Freight	569	855	408	1,110	1,110	1,110	1,110
Awards & Recognition	2,360	1,849	583	2,485	2,485	2,485	2,485
Building Maintenance/Janitor.	4,358	4,462	3,624	5,500	5,500	5,500	5,500
Food & Provisions	170	0	0	0	0	0	0
Rent	0	0	1,900	0	0	0	0
Trans Out - Internal Svc.	0	0	0	0	0	12,500	0
Administrative Expense	47,526	60,098	46,687	65,171	65,171	77,031	64,531
Landscape Supplies	25,861	29,145	25,754	61,355	61,355	48,048	48,048
Shop Supplies & Tools	28,826	27,477	20,590	30,705	30,705	31,150	31,150
Chemicals	0	0	10	0	0	0	0
Paint & Supplies	2,649	728	539	2,250	2,250	2,250	2,250
Books & Library Materials	608	1,031	360	850	850	900	900
Miscellaneous Supplies	7	51	0	0	0	0	0
Printing & Reproduction	13,179	14,159	15,849	28,925	28,925	19,850	19,850
Clothing	2,285	3,337	1,705	2,740	2,740	3,000	3,000
Gas Purchases	526	804	6	850	850	1,150	1,150
Safety Supplies	5,920	6,149	3,942	6,950	6,950	6,910	6,910
Medical & Lab Supplies	159	239	87	300	300	300	300
Construction Materials	1,047,007	1,232,030	597,972	930,215	969,238	1,098,123	1,098,123
Vehicle & Equipment Parts	1,837	2,356	64	0	0	1,500	1,500
Miscellaneous Equipment	31,850	47,260	27,904	60,425	60,425	46,600	42,400
Signs	99,292	79,683	59,217	95,793	95,793	110,625	110,625
Supplies & Materials	1,260,006	1,444,449	753,999	1,221,358	1,260,381	1,370,406	1,366,206
Legal Fees	163	70	60	175	175	175	175
Consulting Services	75,834	132,276	36,150	114,720	121,132	370,720	370,720
Collection Services	3,000	2,483	2,769	2,600	2,600	2,900	2,900
Contractor Fees	336,424	304,873	55,132	738,150	738,150	654,813	654,813
Inspection Fees	3,116	0	370	1,500	1,500	1,500	1,500
Advertising	1,599	1,535	1,334	2,450	2,450	2,950	2,950
Tipping Fees	7,320	964	4,007	2,000	2,000	2,000	2,000
Interfund Allocations	51,528	27,351	22,371	40,738	40,738	35,738	35,738
Health Services	119	114	0	50	50	50	50
Snow Removal Services	91,874	226,295	149,263	125,000	125,000	144,200	144,200

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Repairs to Private Property	427	1,329	1,831	1,500	1,500	1,500	1,500
Laundry Services	15,040	2,281	96	2,000	2,000	650	650
Other Contracts/Obligations	25,858	29,011	1,176	8,000	8,000	14,000	14,000
Purchased Services	509,246	673,880	229,817	957,407	963,819	1,159,720	1,159,720
Electric	1,570,263	1,561,528	1,176,923	1,629,688	1,629,688	1,627,170	1,627,170
Gas	21,707	28,097	31,388	29,530	29,530	30,711	30,711
Water	7,325	8,120	6,342	6,677	6,677	8,359	8,359
Waste Disposal/Collection	3,089	3,529	2,889	4,195	4,195	3,562	3,562
Stormwater	20,500	22,003	19,238	25,625	25,625	25,625	25,625
Telephone	6,644	6,817	4,599	7,069	7,069	7,069	7,069
Cellular Telephone	14,416	17,506	14,191	21,998	21,998	22,056	22,056
Utilities	1,643,944	1,647,600	1,255,570	1,724,782	1,724,782	1,724,552	1,724,552
Building Repair & Maintenance	292	0	0	0	0	0	0
Vehicle Repair & Maintenance	0	798	0	0	0	0	0
Equipment Repair & Maintenance	18,535	12,923	14,283	17,500	17,500	21,850	21,850
Communications Equip. Repairs	0	0	0	250	250	250	250
Facilities Charges	184,473	185,999	110,750	187,304	187,304	189,500	189,500
Software Support	1,778	3,285	6,589	9,010	9,010	7,570	7,570
CEA Equipment Rental	1,138,995	1,468,862	917,303	1,308,472	1,308,472	1,382,441	1,381,441
Repair & Maintenance	1,344,073	1,671,867	1,048,925	1,522,536	1,522,536	1,601,611	1,600,611
Land	79,933	86,991	2,750	25,000	25,000	230,000	230,000
Infrastructure Construction	1,784,920	3,473,683	2,705,640	3,853,874	3,890,374	4,422,526	3,064,211
Capital Expenditures	1,864,853	3,560,674	2,708,390	3,878,874	3,915,374	4,652,526	3,294,211
TOTAL EXPENSES	11,629,779	14,125,238	9,712,692	14,505,907	14,641,137	15,758,196	14,352,181

**CITY OF APPLETON 2015 BUDGET
PUBLIC WORKS DEPARTMENT**

NOTES

Lined area for notes.

CITY OF APPLETON 2015 BUDGET

SANITATION

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

**CITY OF APPLETON 2015 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 2014 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 2013, based upon technical report findings, economic feasibility report, and wastewater bio-solids storage needs. Outlets for finished compost are being thoroughly evaluated in 2014, 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.

Purchased 1,915 sixty-five gallon automated residential recycling carts for residents who had requested smaller containers. To date, a total of 860 smaller containers have been exchanged.

Combined efforts with Outagamie County to monitor newly implemented automated recycling program.

Discussed with Outagamie County their plans to accept various additional plastics in their recycling collection and the impact on the City's refuse collection.

Adopted policies to address residential recycling issues that surfaced during the implementation of the new automated recycling program.

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS
SANITATION**

MAJOR 2015 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, Facebook, and Twitter.

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 2013, 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 2015. 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.

Implement new commercial recycling rates which were approved by Council in 2014.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	
Program Revenues		\$ 1,064,139	\$ 1,285,147	\$ 1,420,100	\$ 1,420,100	\$ 1,458,400	2.70%
Program Expenses							
2210	Administration	311,043	281,741	585,799	587,185	358,653	-38.78%
2221	Recycling	83,457	114,354	179,775	179,775	168,938	-6.03%
2223	Solid Waste	2,845,507	2,782,792	2,905,133	2,908,981	2,882,623	-0.77%
2230	Landfill Maint.	82,220	69,540	92,056	102,491	93,154	1.19%
TOTAL		\$ 3,322,227	\$ 3,248,427	\$ 3,762,763	\$ 3,778,432	\$ 3,503,368	-6.89%
Expenses Comprised Of:							
Personnel		1,231,572	1,237,282	1,282,913	1,288,147	1,243,129	-3.10%
Administrative Expense		86,520	62,753	395,910	395,910	153,570	-61.21%
Supplies & Materials		57,023	77,180	97,450	97,450	97,945	0.51%
Purchased Services		1,003,541	965,816	1,017,290	1,027,725	993,488	-2.34%
Utilities		52,688	58,680	61,086	61,086	67,837	11.05%
Repair & Maintenance		890,883	846,716	908,114	908,114	947,399	4.33%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		17.89	16.99	17.49	17.49	17.49	

* % change from prior year adopted budget
Sanitation.xls

**CITY OF APPLETON 2015 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
- Increase customer contacts by delivering educational information to residents who put overflow curbside on non-overflow collection weeks

Major changes in Revenue, Expenditures, or Programs:

CEA vehicle costs are being increased to coincide with the expenses experienced in 2012 and 2013.

Also included is a \$89,605 transfer out to the CEA Replacement Fund to contribute to the cost of replacing "The Beast" grinder 3 years early. The current grinder has several mechanical issues that would take over \$103,000 to address, so it is more cost effective to replace early. The request to replace the grinder early was approved by the CEA Review Committee in 2014.

The expected revenue/fee for refuse containers for 2014 is estimated to be around \$830,000, this accounts for the projected budget increase of \$30,000 in revenue for 2015 as we expect this to continue.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Public Information					
# of information announcements / brochures	15	16	26	16	16
Strategic Outcomes					
Consistency of information					
# of policies reviewed	1	1	1	1	1
Quality of service					
# of contacts received	2,461	2,305	2,700	2,400	2,400
Work Process Outputs					
Changes in customer service					
# of policies revised	1	1	1	1	1

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Administration

Business Unit 2210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4110 Property Taxes	\$ 2,310,000	\$ 2,070,188	\$ 2,045,913	\$ 2,045,913	\$ 2,044,968
4705 General Interest	292	221	-	-	-
4710 Interest on Investments	29,511	3,146	29,000	29,000	29,000
4801 Charges for Serv.- Nontax	700,553	812,916	800,000	800,000	830,000
5005 Sale of City Property - Tax	2,583	996	500	500	500
5016 Lease Revenue	400	400	400	400	400
5071 Customer Penalty	6,042	6,552	6,200	6,200	6,500
Total Revenue	\$ 3,049,381	\$ 2,894,419	\$ 2,882,013	\$ 2,882,013	\$ 2,911,368
Expenses					
6101 Regular Salaries	\$ 93,238	\$ 83,398	\$ 74,438	\$ 75,644	\$ 76,120
6104 Call Time	646	456	650	650	600
6105 Overtime	465	220	450	450	500
6108 Part-Time	1,088	127	-	-	-
6150 Fringes	37,219	30,931	28,916	29,096	29,041
6201 Training\Conferences	409	1,360	800	800	800
6301 Office Supplies	1,542	1,192	1,390	1,390	1,405
6303 Memberships & Licenses	133	152	152	152	181
6304 Postage\Freight	15,367	17,947	16,000	16,000	17,000
6305 Awards & Recognition	50	980	945	945	945
6320 Printing & Reproduction	3,822	4,729	3,800	3,800	4,000
6321 Clothing	939	724	1,000	1,000	900
6323 Safety Supplies	605	661	850	850	800
6324 Medical\Lab Supplies	79	119	100	100	100
6403 Bank Services	4,780	4,809	5,040	5,040	5,400
6412 Advertising/Publication	-	-	300	300	100
6413 Utilities	45,570	50,267	51,793	51,793	58,949
6420 Facilities Charges	19,748	20,308	19,000	19,000	21,068
6424 Software support	238	491	2,295	2,295	1,974
6425 CEA Equip. Rental	21,090	20,342	13,600	13,600	18,600
6430 Health Services	141	19	50	50	50
6451 Laundry Services	7,140	914	100	100	100
6501 Insurance	55,034	40,400	27,250	27,250	28,660
6599 Other Contracts/Obligations	848	605	905	905	905
6623 Uncollectible Accounts	852	590	1,275	1,275	850
7914 Transfer Out - Capital Projects	-	-	334,700	334,700	89,605
Total Expense	\$ 311,043	\$ 281,741	\$ 585,799	\$ 587,185	\$ 358,653

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

City service invoice postage allocation	\$ 15,500
Other shipping	1,500
	<u>\$ 17,000</u>

**CITY OF APPLETON 2015 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
- 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 decrease in charges for services-taxable is due a drop in metal being brought to the yardwaste sites.
- The increase in commercial recycling revenue is projected based on the approved rate increase for 2015.
- Miscellaneous equipment expense includes purchasing one hundred 90 gallon and ten 450 gallon replacement containers for recycling along with 10 new recycling containers for College Avenue. The recycling containers for College Avenue are to meet the State mandate requiring recycling.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	3,090	3,090	3,100	3,090	3,090
Cost effective commercial recycling					
Cost/ton	\$ 113.94	\$ 117.08	\$ 115.00	\$ 118.50	\$ 120.00
Strategic Outcomes					
Sources of additional revenue					
# of commercial recycling customers	338	351	345	345	345
\$ of revenue from chipper rental	\$ 39,287	\$ 2,118	\$ 20,000	\$ 2,000	\$ 2,000
# of violations from Outagamie County Landfill	0	0	0	0	0
Work Process Outputs					
Material diverted from the landfill					
Diversion rate	19.1%	22.2%	22.4%	22.8%	24.0%
Tons of material collected					
Residential - co-mingled	4,951	5,788	5,500	5,750	5,900
Commercial - total	465	462	500	470	470
Hours chipping material	599	569	700	600	600
Yard waste sites:					
Avg # of users per day - weekday	550	550	550	700	700
Avg # of users per day - weekend	850	850	850	875	875

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Recycling

Business Unit 2221

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv.- Nontax	\$ 50,000	\$ 246,269	\$ 350,000	\$ 350,000	\$ 350,000
4802 Charges for Serv. - Tax	31,124	23,296	30,000	30,000	15,500
4872 Commercial Recycling	91,157	90,808	90,000	90,000	105,000
5011 Misc Revenue - Tax	5,837	6,207	5,000	5,000	5,000
5071 Customer Penalty	-	478	-	-	800
Total Revenue	\$ 178,118	\$ 367,058	\$ 475,000	\$ 475,000	\$ 476,300
Expenses					
6101 Regular Salaries	\$ 26,149	\$ 41,532	\$ 80,442	\$ 80,442	\$ 75,383
6104 Call Time	595	398	550	550	500
6105 Overtime	8	82	150	150	150
6108 Part Time	-	40	-	-	-
6150 Fringes	11,371	16,551	29,175	29,175	28,261
6303 Memberships & Licenses	100	100	100	100	100
6308 Landscape Supplies	503	403	450	450	425
6309 Shop Supplies & Tools	1,169	1,720	1,700	1,700	1,700
6327 Miscellaneous Equipment	6,544	3,265	12,500	12,500	12,700
6328 Signs	-	-	250	250	50
6407 Collection Services	4,504	4,480	5,000	5,000	5,000
6408 Contractor Fees	-	302	-	-	-
6413 Utilities	1,558	1,580	1,732	1,732	1,623
6415 Tipping Fees	(208)	-	-	-	-
6425 CEA Equip. Rental	31,082	43,891	40,226	40,226	43,046
6599 Other Contracts/Obligations	82	-	7,500	7,500	-
6623 Uncollectible Accounts	-	10	-	-	-
Total Expense	\$ 83,457	\$ 114,354	\$ 179,775	\$ 179,775	\$ 168,938

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

100 - 90/gal containers @ \$52 ea	\$ 5,200
10 - 450/gal containers @ \$200 ea	2,000
Replacement parts	1,000
10 College Ave recycling cans @ \$450 ea	4,500
	<u>\$ 12,700</u>

**CITY OF APPLETON 2015 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:

An estimated \$21,000 is being budgeted for hauling brush to the WWTP compost site.

The decrease 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.

Decrease in overflow moveouts results from a more consistent large/bulky item collection as there are now 26/year.

This budget includes \$4,600 for the purchase of an additional 4 GPS units for the new automated trucks.

Budget includes \$4,500 to replace ten College Avenue decorative automated containers as part of a nine year replacement schedule.

The implementation of the automated recycling carts has brought more awareness to recycle and with the expected increase in the varieties of plastics accepted at the recycling center we expect to see an additional decrease in 250 tons of refuse collected in 2015, resulting in a reduction of \$11,050 in fees, provided there is no increase in the County's tipping fees.

PERFORMANCE INDICATORS

Client Benefits/Impacts	Actual 2012	Actual 2013	Target 2014	Projected 2014	Target 2015
Service area					
# of automated stops/day	5,114	5,107	5,130	5,130	5,130
Additional services provided					
# special collections (annual)					
Storm	0	2	0	0	0
Move outs	86	50	100	50	50
Bulky overflow collection	New measure	26	26	26	26
Free overflows	12	0	0	0	0
Strategic Outcomes					
Additional revenue sources					
Cost effective service provided					
Cost/ton of overflow collections	\$ 136.99	\$ 161.79	\$ 155.00	\$ 160.00	\$ 160.00
Cost/ton of residential automated pickup	\$ 85.81	\$ 86.01	\$ 90.00	\$ 90.00	\$ 90.00
Work Process Outputs					
City cleanliness and public health benefits					
# of tons of refuse collected	20,987	20,236	21,000	21,000	20,750

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Solid Waste Collection

Business Unit 2223

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Service	\$ -	\$ 2,222	\$ -	\$ -	\$ 21,000
4908 Misc. Intergov. Charges	57,805	86	10,000	10,000	8,000
5030 Damage to City Property	89	194	-	-	-
5055 Appliance Tags	18,539	15,916	18,500	18,500	15,000
5056 Tire Tags	2,115	1,795	2,000	2,000	1,700
5057 Grass Clipping	15,335	24,262	22,500	22,500	20,000
5058 Overflow	52,612	49,222	56,000	56,000	50,000
5085 Cash Short or Over	145	161	-	-	-
Total Revenue	\$ 146,640	\$ 93,858	\$ 109,000	\$ 109,000	\$ 115,700
Expenses					
6101 Regular Salaries	\$ 736,712	\$ 743,532	\$ 718,493	\$ 721,842	\$ 704,762
6104 Call Time	4,892	4,938	4,500	4,500	5,000
6105 Overtime	7,251	13,232	12,000	12,000	12,500
6108 Part-Time	4,313	6,178	13,001	13,001	5,766
6150 Fringes	304,919	292,429	311,931	312,430	299,290
6301 Office Supplies	31	-	-	-	-
6306 Shop Supplies & Tools	151	405	320	320	400
6311 Paint & Supplies	158	176	100	100	170
6322 Gas Purchases	1,488	380	1,500	1,500	1,500
6327 Miscellaneous Equipment	40,900	64,598	74,700	74,700	74,700
6328 Signs	665	-	-	-	-
6407 Collection Services	1,491	2,024	1,695	1,695	2,200
6408 Contractor Fees	1,465	1,056	2,250	2,250	2,000
6415 Tipping Fees	929,874	898,868	939,200	939,200	922,150
6425 CEA Equip. Rental	815,954	759,540	831,443	831,443	858,161
6429 Interfund Allocations	(4,782)	(4,588)	(6,000)	(6,000)	(6,000)
6503 Rent	25	24	-	-	24
Total Expense	\$ 2,845,507	\$ 2,782,792	\$ 2,905,133	\$ 2,908,981	\$ 2,882,623

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Replacement automated containers	\$ 63,100
Replacement parts	2,500
(4) GPS units	4,600
(10) College Ave decorative carts	4,500
	<u>\$ 74,700</u>

Tipping Fees

Residential/curbside pickup	\$ 917,150
Rubbish disposal	5,000
	<u>\$ 922,150</u>

**CITY OF APPLETON 2015 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.

This budget includes the replacement of one monitoring well and purchase of other equipment as needed.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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 2015 BUDGET
SPECIAL REVENUE FUNDS**

Sanitation - Landfill Maintenance

Business Unit 2230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 1,863	\$ 2,329	\$ 3,853	\$ 3,853	\$ 3,892
6108 Part-Time	188	31	-	-	-
6150 Fringes	654	876	1,364	1,364	1,364
6325 Construction Materials	-	-	500	500	500
6404 Consulting Services	57,474	56,575	60,510	70,945	60,823
6413 Utilities	5,560	6,833	7,561	7,561	7,265
6420 Facilities charges	1,146	-	1,500	1,500	1,500
6425 CEA Equip. Rental	645	704	1,450	1,450	1,450
6454 Grounds Repair & Maint.	980	1,440	1,600	1,600	1,600
6501 Insurance	12,978	-	12,978	12,978	14,000
6599 Other Contracts/Obligations	732	752	740	740	760
Total Expense	<u>\$ 82,220</u>	<u>\$ 69,540</u>	<u>\$ 92,056</u>	<u>\$ 102,491</u>	<u>\$ 93,154</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Consultant to perform sampling and reporting (sediment, gas and water)	\$ 54,923
Replace monitoring well	5,900
	<u>\$ 60,823</u>

Insurance

Risk management - 1st yr amortization of a 5 year policy	\$ 14,000
	<u>\$ 14,000</u>

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Interest Income	29,803	3,366	15,735	29,000	29,000	29,000	29,000
Charges for Services	872,834	1,175,511	869,670	1,270,000	1,270,000	1,314,000	1,321,500
Intergov. Charges for Service	57,805	86	112	10,000	10,000	8,000	8,000
Other Revenues	103,697	106,188	84,280	111,100	111,100	99,900	99,900
TOTAL REVENUES	1,064,139	1,285,151	969,797	1,420,100	1,420,100	1,450,900	1,458,400
EXPENSES BY LINE ITEM							
Regular Salaries	12,686	15,643	10,472	14,001	14,001	14,577	14,577
Labor Pool Allocations	727,205	718,226	503,759	847,550	852,105	831,620	831,620
Call Time	6,132	5,793	2,297	5,700	5,700	6,100	6,100
Overtime	7,725	13,534	7,163	15,600	15,600	13,150	13,150
Temp. Full-Time	0	0	0	13,001	13,001	0	0
Part-Time	5,589	6,376	5,634	0	0	5,766	5,766
Other Compensation	866	13,344	4,564	15,190	15,190	13,400	13,400
Shift Differential	518	518	350	485	485	560	560
Sick Pay	7,229	25,451	1,115	0	0	0	0
Vacation Pay	109,459	97,608	55,933	0	0	0	0
Fringes	354,163	340,786	245,226	371,386	372,065	357,956	357,956
Salaries & Fringe Benefits	1,231,572	1,237,279	836,513	1,282,913	1,288,147	1,243,129	1,243,129
Training & Conferences	409	1,360	135	800	800	800	800
Office Supplies	1,573	1,192	861	1,390	1,390	1,405	1,405
Memberships & Licenses	233	252	334	252	252	281	281
Postage & Freight	15,367	17,947	12,172	16,320	16,320	17,000	17,000
Awards & Recognition	50	980	73	945	945	945	945
Insurance	68,012	40,399	33,415	40,228	40,228	42,660	42,660
Rent	24	24	24	0	0	24	24
Uncollectible Accounts	852	599	131	1,275	1,275	850	850
Trans Out - Capital Projects	0	0	334,700	334,700	334,700	0	0
Trans Out - Internal Svc.	0	0	0	0	0	89,605	89,605
Administrative Expense	86,520	62,753	381,845	395,910	395,910	153,570	153,570
Landscape Supplies	503	403	373	450	450	425	425
Shop Supplies & Tools	1,320	2,125	1,016	1,700	1,700	2,100	2,100
Paint & Supplies	158	176	207	100	100	170	170
Printing & Reproduction	3,822	4,729	1,775	3,800	3,800	4,000	4,000
Clothing	939	724	521	1,000	1,000	900	900
Gas Purchases	1,488	380	1,055	1,500	1,500	1,500	1,500
Safety Supplies	605	661	351	850	850	800	800
Medical & Lab Supplies	79	119	43	100	100	100	100
Construction Materials	0	0	19	500	500	500	500
Miscellaneous Equipment	47,444	67,863	66,213	87,200	87,200	87,400	87,400
Signs	665	0	0	250	250	50	50
Supplies & Materials	57,023	77,180	71,573	97,450	97,450	97,945	97,945
Bank Services	4,780	4,809	3,415	5,040	5,040	5,400	5,400
Consulting Services	57,474	56,575	29,516	60,510	70,945	65,823	65,823
Collection Services	5,995	6,504	4,518	6,695	6,695	2,200	2,200
Contractor Fees	1,465	1,358	0	2,250	2,250	2,000	2,000
Advertising	0	0	0	300	300	100	100
Tipping Fees	929,666	898,868	569,308	939,200	939,200	922,150	922,150
Interfund Allocations	4,782	4,588	1,921	6,000	6,000	6,000	6,000
Health Services	141	19	0	50	50	50	50
Laundry Services	7,140	914	0	100	100	100	100
Other Contracts/Obligations	1,662	1,357	605	9,145	9,145	1,665	1,665
Purchased Services	1,003,541	965,816	605,441	1,017,290	1,027,725	993,488	993,488
Electric	23,783	25,232	19,471	25,784	25,784	26,338	26,338
Gas	6,282	8,400	9,354	7,490	7,490	10,830	10,830
Water	3,796	4,179	3,351	3,951	3,951	4,373	4,373
Waste Disposal/Collection	1,627	1,819	1,473	1,674	1,674	1,900	1,900
Stormwater	16,094	17,372	14,453	20,244	20,244	22,429	22,429
Telephone	554	637	564	840	840	840	840

City of Appleton
2015 Budget
Revenue and Expense Summary

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Cellular Telephone	552	1,041	754	1,103	1,103	1,127	1,127
Utilities	52,688	58,680	49,420	61,086	61,086	67,837	67,837
Facilities Charges	20,894	20,307	12,379	20,500	20,500	22,568	22,568
Software Support	238	491	1,445	2,295	2,295	1,974	1,974
CEA Equipment Rental	868,771	824,478	459,241	883,719	883,719	921,257	921,257
Grounds Repair & Maintenance	980	1,440	100	1,600	1,600	1,600	1,600
Repair & Maintenance	890,883	846,716	473,165	908,114	908,114	947,399	947,399
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,322,227	3,248,424	2,417,957	3,762,763	3,778,432	3,503,368	3,503,368

CITY OF APPLETON 2015 BUDGET
SANITATION FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Property Taxes	\$ 2,310,000	\$ 2,070,188	\$ 2,045,913	\$ 2,045,913	\$ 2,044,968
Interest Income	29,802	3,367	29,000	29,000	29,000
Charges for Services	930,640	1,274,583	1,379,000	1,379,000	1,416,200
Sale of City Property	2,583	996	500	500	500
Other	101,114	6,207	11,600	11,600	12,700
Total Revenues	3,374,139	3,355,341	3,466,013	3,466,013	3,503,368
Expenses					
Program Costs	3,322,227	3,248,427	3,428,063	3,443,732	3,413,763
Other Financing Sources (Uses)					
Transfer Out - Capital Projects	-	-	(334,700)	(334,700)	(89,605)
Net Change in Equity	51,912	106,914	(296,750)	(312,419)	-
Fund Balance - Beginning	928,906	980,818	1,087,732	1,087,732	775,313
Fund Balance - Ending	<u>\$ 980,818</u>	<u>\$ 1,087,732</u>	<u>\$ 790,982</u>	<u>\$ 775,313</u>	<u>\$ 775,313</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. \$63,100 of the projected cost budgeted for 2015 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 new carts along with the continuing maintenance costs were to be funded by a \$3/quarter charge to customers. The history of the collections are presented below:

Refuse Can Replacement

Year	Amount	Balance
		774,755
2000	(16,674)	758,081
2001	(18,209)	739,872
2002	(33,778)	706,094
2003	(25,977)	680,117
2004	(20,250)	659,867
2005	(21,650)	638,217
2006	(32,850)	605,367
2007	(27,325)	578,042
2008	(20,000)	558,042
2009	(13,300)	544,742
2010	(28,866)	515,876
2011	(44,042)	471,834
2012	(35,750)	436,084
2013	(57,096)	378,988
2014 Projected	(56,200)	322,788
2015 Budgeted	(63,100)	259,688

Recycling Cart Funding

Revenue	Balance
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	1,240,300
196,169	1,044,131
300,000	744,131
300,000	444,131

CITY OF APPLETON 2015 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.

For subdivisions platted between January 1, 2004 and December 31, 2014, the City does not advance 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 approved prior to January 1, 2004 or after December 31, 2014, the City will advance money for development and recoup it via special assessments.

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	\$ 1,144,244	Projects, Pg. 592
Sidewalks	144,215	Projects, Pg. 600
	\$ 1,288,459	

Major changes in Revenue, Expenditures, or Programs:

In 2014, The Common Council amended the subdivision portion of the special assessment policy to no longer require developers to maintain a line of credit for the cost of final concrete streets in new subdivisions. This policy change is effective for subdivisions platted after January 1, 2015. Construction costs for final concrete will be paid by the City and recouped through special assessments to benefited property owners.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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	2012	2013	Adopted 2014	Amended 2014	2015	
Program Revenues		\$ 1,355,023	\$ 1,129,216	\$ 425,100	\$ 425,100	\$ 605,000	42.32%
Program Expenses		\$ 1,397,431	\$ 1,490,440	\$ 1,158,878	\$ 1,555,106	\$ 1,288,459	11.18%
Expenses Comprised Of:							
	Personnel	96,695	121,768	105,421	105,421	106,277	0.81%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	15,744	22,139	29,878	124,878	25,290	-15.36%
	Purchased Services	863	3,752	-	34,000	5,000	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	5,312	6,662	6,540	6,540	6,540	0.00%
	Capital Expenditures	1,278,817	1,336,119	1,017,039	1,284,267	1,145,352	12.62%

* % change from prior year adopted budget
Subdivision Devel Fund.xls

CITY OF APPLETON 2015 BUDGET CAPITAL PROJECTS FUNDS

Subdivision

Business Unit 4010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4110 Property Taxes	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
4630 Miscellaneous Local Aids	-	150,000	-	-	-
4614 Miscellaneous Specials	802,713	941,243	370,000	370,000	530,000
4710 Interest on Investments	18,955	(4,113)	10,100	10,100	30,000
4730 Interest - Deferred Specials	42,401	42,086	45,000	45,000	45,000
5021 Capital Contributions	17,594	-	-	-	-
Total Revenue	\$ 1,855,023	\$ 1,629,216	\$ 925,100	\$ 925,100	\$ 1,105,000
Expenses					
6101 Regular Salaries	\$ 68,690	\$ 89,633	\$ 81,190	\$ 81,190	\$ 82,042
6105 Overtime	976	1,210	2,937	2,937	2,940
6108 Part-Time	1,560	443	625	625	654
6150 Fringes	25,469	30,482	20,669	20,669	20,641
6308 Landscape Supplies	9,978	14,948	12,378	12,378	15,790
6309 Shop Supplies & Tools	39	434	-	-	-
6325 Construction Materials	4,537	5,497	15,000	110,000	6,000
6328 Signs	1,190	1,260	2,500	2,500	3,500
6404 Consulting Services	863	1,035	-	-	5,000
6408 Contractor Fees	-	2,717	-	34,000	-
6425 CEA Equip. Rental	5,312	6,662	6,540	6,540	6,540
6809 Infrastructure Construction	1,278,817	1,336,119	1,017,039	1,284,267	1,145,352
Total Expense	\$ 1,397,431	\$ 1,490,440	\$ 1,158,878	\$ 1,555,106	\$ 1,288,459

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

2015	Street	From	To	4010
Labor Pool				106,277
CEA				6,540
Consultant				5,000
Sidewalk - new				134,215
Sidewalk - 6 month waivers				10,000
	Subtotal			144,215
Misc. Repairs				-
	Subtotal			-
Grade & Gravel	No 2015 Grade & Gravel projects			-
	Subtotal			-
Asphalt following Grade & Gravel	No 2015 Asphalt projects			-
	Subtotal			-
New Concrete	Canvasback Cr	Ashbury Dr	Canvasback Cr	380,832
	Canvasback Ln	Providence Ave	Canvasback Cr	13,583
	Gullwing Ct	Stirling Pkwy	cds	88,851
	Palladium Ct	Applehill Blvd	cds	139,919
	Purdy Pkwy	Applehill Blvd	cds s/o Stirling	250,158
	Stirling Pkwy	Smoketree Ps	Purdy Pkwy	153,084
	Subtotal			1,026,427
Total Concrete Paving				\$ 1,288,459

**CITY OF APPLETON 2015 BUDGET
SUBDIVISION DEVELOPMENT FUND**

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

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Property Taxes	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Intergovernmental	-	150,000	-	-	-
Special Assessments	802,713	941,243	370,000	455,000	530,000
Interest Income	61,356	37,973	55,100	75,000	75,000
Other	17,594	-	-	-	-
Total Revenues	<u>1,381,663</u>	<u>1,629,216</u>	<u>925,100</u>	<u>1,030,000</u>	<u>1,105,000</u>
Expenses					
Program Costs	1,397,431	1,490,440	1,158,878	1,294,878	1,288,459
Total Expenses	<u>1,397,431</u>	<u>1,490,440</u>	<u>1,158,878</u>	<u>1,294,878</u>	<u>1,288,459</u>
Revenues over (under) Expenses	(15,768)	138,776	(233,778)	(264,878)	(183,459)
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	(15,768)	138,776	(233,778)	(264,878)	(183,459)
Fund Balance - Beginning	<u>1,307,464</u>	<u>1,291,696</u>	<u>1,430,472</u>	<u>1,430,472</u>	<u>1,165,594</u>
Fund Balance - Ending	<u>\$ 1,291,696</u>	<u>\$ 1,430,472</u>	<u>\$ 1,196,694</u>	<u>\$ 1,165,594</u>	<u>\$ 982,135</u>
Unreserved Designated Fund Balance Policy Compliance					
<i>Minimum - Three months operating expenditures based on prior year's audited expenditures</i>					<u>372,610</u>
<i>Maximum (80% of the most recent five year average of subdivision development expenditures)</i>					
2015 budgeted		1,288,459			
2014 budgeted		1,158,878			
2013 actual		1,490,440			
2012 actual		1,397,431			
2011 actual		1,364,806			
					<u>1,072,002</u>

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

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CITY OF APPLETON 2015 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
Badger Avenue reconstruction:		
Concrete Paving Program	\$ 1,333,669	Projects, Pg. 592
Sidewalk Program	74,821	Projects, Pg. 600
Traffic cameras	32,820	Projects, Pg. 585
Street lighting improvements	59,907	Projects, Pg. 584
Bridge improvements	1,129,365	Projects, Pg. 583
Traffic study - Central Business District (CBD)	105,000	Projects, Pg. 620
	<u>\$ 2,735,582</u>	

Major program changes:

Included in this budget is funding for the concrete reconstruction of Badger Avenue from Wisconsin Avenue to Packard Street following the underground utility work completed in 2014. The project includes installing sidewalk where it currently does not exist along with on-street parking and bike lanes.

Bridge improvements: The reconstruction of the Prospect Avenue bridge over Jackman Street is a State shared (80%) project. Included is the City's portion of the project. The State will hold the contract for this project.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ (2,384)	\$ 1,368,372	\$ 300,000	\$ 425,000	\$ -	-100.00%
Program Expenses		\$ 896,818	\$ 1,877,514	\$ 1,412,637	\$ 1,723,851	\$ 2,735,581	93.65%
Expenses Comprised Of:							
	Personnel	52,099	75,793	58,650	58,650	111,066	89.37%
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	125,440	1,382,220	199,638	199,638	86,000	-56.92%
	Purchased Services	10,074	258,491	40,000	40,000	105,000	162.50%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	33	458	-	-	1,000	N/A
	Capital Expenditures	709,172	160,552	1,114,349	1,425,563	2,432,515	118.29%

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

Public Works

Business Unit 4240

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	(2,384)	2,974	-	-	-
5004 Sale of City Property	-	-	-	-	-
5035 Other Reimbursements	-	694	-	125,000	-
5910 Proceeds of Long-term Debt	1,294,000	-	1,020,999	1,020,999	2,657,154
5921 Trans In - General Fund	-	1,364,704	-	-	-
5922 Trans In - Sanitation	-	-	300,000	300,000	-
Total Revenue	\$ 1,291,616	\$ 1,368,372	\$ 1,320,999	\$ 1,445,999	\$ 2,657,154
Expenses					
6102 Labor Pool Allocations	\$ 39,180	\$ 54,386	\$ 44,423	\$ 44,423	\$ 82,089
6105 Overtime	-	10	-	-	-
6108 Part Time	-	1,428	-	-	-
6150 Fringes	12,919	19,969	14,227	14,227	28,977
6325 Construction Materials	107,080	134,182	65,000	65,000	56,000
6327 Miscellaneous Equipment	14,483	1,240,466	134,638	134,638	30,000
6328 Signs	3,877	7,572	-	-	-
6404 Consulting Services	74	-	40,000	40,000	105,000
6408 Contractor Fees	10,000	258,491	-	-	-
6425 CEA Equipment Rental	33	458	-	-	1,000
6804 Equipment	194,355	-	-	-	-
6809 Infrastructure Construction	514,817	160,552	1,114,349	1,425,563	2,432,515
Total Expense	\$ 896,818	\$ 1,877,514	\$ 1,412,637	\$ 1,723,851	\$ 2,735,581

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Construction materials</u>		<u>Infrastructure Construction</u>	
LED street light fixtures	\$ 56,000	Bridge - Prospect Ave over Jackman St	\$ 1,074,200
<u>Miscellaneous Equipment</u>		Badger Ave paving	1,286,495
Traffic cameras	\$ 30,000	Badger Ave sidewalk	71,820
			<u>\$ 2,432,515</u>
<u>Consulting Services</u>			
Traffic study - Central Bus District	\$ 105,000		

**CITY OF APPLETON 2015 BUDGET
PUBLIC WORKS PROJECTS**

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

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	(2,385)	2,974	-	-	-
Other	-	694	-	125,000	-
Total Revenues	<u>(2,385)</u>	<u>3,668</u>	<u>-</u>	<u>125,000</u>	<u>-</u>
Expenses					
Program Costs	896,817	1,877,514	1,412,637	1,723,851	2,735,581
Total Expenses	<u>896,817</u>	<u>1,877,514</u>	<u>1,412,637</u>	<u>1,723,851</u>	<u>2,735,581</u>
Revenues over (under) Expenses	(899,202)	(1,873,846)	(1,412,637)	(1,598,851)	(2,735,581)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	1,294,000	-	1,020,999	1,317,204	2,657,154
Transfer In - General Fund	-	1,364,704	-	-	-
Transfer In - Sanitation Fund	-	-	300,000	300,000	-
Total Other Financing Sources (Uses)	<u>1,294,000</u>	<u>1,364,704</u>	<u>1,320,999</u>	<u>1,617,204</u>	<u>2,657,154</u>
Net Change in Equity	394,798	(509,142)	(91,638)	18,353	(78,427)
Fund Balance - Beginning	<u>174,418</u>	<u>569,216</u>	<u>60,074</u>	<u>60,074</u>	<u>78,427</u>
Fund Balance - Ending	<u>\$ 569,216</u>	<u>\$ 60,074</u>	<u>\$ (31,564)</u>	<u>\$ 78,427</u>	<u>\$ -</u>

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS**

Wheel Tax

Business Unit 2650

PROGRAM MISSION

This program accounts for receipt of State wheel tax proceeds and related transfer of funds to road reconstruction projects.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

The wheel tax is a fee added to the cost of vehicle registrations and subsequent annual renewals. The City Council adopted a \$20 per vehicle wheel tax in 2014 to replace special assessments as a funding mechanism for road reconstruction projects. The fee is collected by the State Department of Transportation (which retains 10 cents per vehicle) and remitted to the City on a monthly basis. Per Council action, all proceeds of the wheel tax are restricted for road reconstruction expenditures only.

Major program changes:

This is a new fund to segregate the proceeds of the newly adopted wheel tax as required by Council action. That action dictated that all wheel tax proceeds be accounted for in a segregated fund and the funds be used only for street reconstruction projects. This fund accomplishes this request by recording all wheel tax receipts and the transfer of those funds to the concrete and/or asphalt street construction business units in the general fund.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	
	Program Revenues	\$ -	\$ -	\$ -	\$ -	\$ 1,400,005	N/A
	Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ 1,400,005	N/A
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	1,400,005	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
Public Works Wheel Tax Fund.xls

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS**

Wheel Tax

Business Unit 2650

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4150 Wheel Tax	\$ -	\$ -	\$ -	\$ -	\$ 1,400,005
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,400,005</u>
Expenses					
7911 Transfer Out - DPW Streets	-	-	-	-	1,400,005
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,400,005</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 BUDGET
WHEEL TAX FUND**

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

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Wheel Tax	\$ -	\$ -	\$ -	\$ -	\$ 1,400,005
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,400,005</u>
Expenses					
Program Costs	-	-	-	-	-
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	-	-	-	-	1,400,005
Other Financing Sources (Uses)					
Transfer Out - General Fund (DPW)	-	-	-	-	(1,400,005)
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,400,005)</u>
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2015 BUDGET

PARKING UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2015 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 2014 EVENTS

Completed ramp repairs in accordance with 2013 consultant reports and 2011 End-of-Life study for the Blue Ramp

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 Yellow Ramp

Performed lighting fixture upgrades at the Yellow and Green Ramps

Completed Phase II installation of colored accent lighting at the Yellow 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

Completed next phase of security camera installations/replacements in City Parking Ramps

Installed LUKE Parking Pay Stations to replace conventional parking meters in the Library Plaza Parking Lot

Continued to hold Ad Hoc Parking Committee meetings to implement a marketing plan for the Parking Utility

Began initial investigations related to anticipated replacement of Blue Parking Ramp

Completed a comprehensive Downtown Parking Study utilizing an outside parking consultant

Completed conversion from *ScanNet* to *Element* parking administration/control software

CITY OF APPLETON 2015 BUDGET PARKING UTILITY

MAJOR 2015 OBJECTIVES

- Begin implementation of recommendations from consultant's 2014 Downtown Parking Study
- 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 Red Ramp
- Continue to perform lighting fixture upgrades at the Yellow and Green Ramps
- 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
- Expand credit card use to all City parking ramps and LUKE parking pay stations
- Coordinate/implement parking changes coinciding with the future plans of the Exhibition Center

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 2,391,391	\$ 2,354,541	\$ 2,483,048	\$ 2,483,048	\$ 2,434,601	-1.95%
Program Expenses							
5110	Administration	1,669,650	1,872,593	1,908,209	1,908,209	1,906,947	-0.07%
5120	Operations & Maint.	886,852	957,888	1,111,246	1,146,436	1,218,290	9.63%
5130	Enforcement	153,309	157,203	171,801	178,651	206,445	20.17%
TOTAL		\$ 2,709,811	\$ 2,987,684	\$ 3,191,256	\$ 3,233,296	\$ 3,331,682	4.40%
Expenses Comprised Of:							
	Personnel	603,471	613,731	652,304	668,344	680,097	4.26%
	Administrative Expense	1,567,714	1,766,499	1,754,340	1,754,340	1,781,070	1.52%
	Supplies & Materials	36,220	69,754	75,195	75,195	88,400	17.56%
	Purchased Services	139,182	123,963	117,033	117,033	118,340	1.12%
	Utilities	226,402	224,444	242,380	242,380	233,439	-3.69%
	Repair & Maintenance	122,719	150,251	150,004	150,004	170,336	13.55%
	Capital Expenditures	14,103	39,042	200,000	226,000	260,000	30.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	11.17	11.18	11.18	11.28	11.28	

* % change from prior year adopted budget
Parking Utility.xls

**CITY OF APPLETON 2015 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.
- Implement consultant recommendation from Downtown Parking Study to improve operational efficiencies.

Major changes in Revenue, Expenditures, or Programs:

Included in this budget is training for service personnel on both the G90 Gate system and the new card readers for both installation and maintenance of the system. This training will allow in-house service and maintenance on both systems.

The budgeted banking service fees continue to include an estimated \$7,000 in credit card fees associated with the use of credit cards at the LUKE pay stations and general entry into the parking ramps.

The purchase of a washer and dryer included in shop supplies & tools will be used to clean the microfiber towels and pads used in cleaning. These microfiber pads have been found to be the most absorbent product available in cleaning the wet floor areas, preventing slippage. Currently no laundry service offers cleaning of these microfiber towels or pads.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Effective rate structure policy					
% change in operating revenue received	0.68%	-0.02%	3.00%	0.00%	-1.08%
Community events supported	11	12	11	12	12
Strategic Outcomes					
Efficiency of operations					
% change in operating costs	-2.76%	-1.22%	2.00%	2.00%	2.10%
Work Process Outputs					
Expansion of customer base					
YTD avg active permits/ total permit stalls	2,398 / 2,342	2,503 / 2,350	2,350 / 2,337	2,350 / 2,337	2,350 / 2,337
# of daily meter bags sold	1,057	1,137	1,000	1,100	1,000

**CITY OF APPLETON 2015 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4710 Interest on Investments	\$ 28,724	\$ (8,007)	\$ 25,000	\$ 25,000	\$ 25,000
5010 Misc Revenue - Nontax	1	1	1	1	1
5035 Other Reimbursements	36	6,053	-	-	-
5924 Trans In - Capital Projects	-	-	22,737	22,737	-
Total Revenue	\$ 28,761	\$ (1,953)	\$ 47,738	\$ 47,738	\$ 25,001
Expenses					
6101 Regular Salaries	\$ 72,997	\$ 71,445	\$ 96,363	\$ 96,363	\$ 88,577
6104 Call Time	53	-	-	-	-
6105 Overtime	87	-	-	-	-
6108 Part-Time	502	157	-	-	-
6150 Fringes	25,388	22,044	35,237	35,237	28,404
6201 Training/Conferences	-	-	-	-	2,500
6301 Office Supplies	509	943	600	600	600
6303 Memberships & Licenses	-	-	600	600	600
6304 Postage/Freight	4,758	3,477	5,200	5,200	5,200
6305 Awards & Recognition	350	350	350	350	350
6309 Shop Supplies & Tools	2,090	2,749	2,000	2,000	2,500
6320 Printing & Reproduction	-	-	300	300	300
6321 Clothing	158	71	200	200	200
6323 Safety Supplies	1,307	174	500	500	300
6327 Misc. Equipment	17	550	1,500	1,500	1,500
6401 Accounting/Audit	2,424	2,641	2,433	2,433	2,510
6403 Bank Services	10,263	12,622	19,000	19,000	19,000
6407 Collection Services	2,981	2,756	2,880	2,880	2,880
6412 Advertising	410	-	-	-	-
6413 Utilities	2,360	2,241	2,556	2,556	2,556
6418 Equip Repairs & Maint	2,120	3,094	2,100	2,100	2,300
6420 Facilities Charges	2,308	333	2,300	2,300	1,500
6430 Health Services	85	-	-	-	-
6451 Laundry Services	1,018	1,268	1,500	1,500	1,350
6501 Insurance	58,373	62,713	47,290	47,290	47,420
6601 Depreciation Expense	469,792	473,685	476,000	476,000	487,100
6650 Discounts Available	-	(20)	-	-	-
7911 Trans Out - General Fund	9,300	9,300	9,300	9,300	9,300
7912 Trans Out - Special Revenue	1,000,000	1,200,000	1,200,000	1,200,000	1,200,000 *
Total Expense	\$ 1,669,650	\$ 1,872,593	\$ 1,908,209	\$ 1,908,209	\$ 1,906,947

DETAILED SUMMARY OF 2015 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 2015 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 634 for further detail:

1. Stair repairs - all ramps
2. Concrete patching - all ramps
3. Crack filling/joint repair - all ramps
4. Drainage system repairs/maintenance - all ramps

Any new/priority repairs beyond those identified in the 2013 Structural Inspections Report could defer some of the work listed above.

Major changes in Revenue, Expenditures, or Programs:

Short-term and permit parking revenue for 2014 is projected to be very similar to 2013 actual revenue, as there are no major changes in parking behavior or increase in rates projected for 2015.
 The increase in building maintenance and janitorial services is due to \$15,000 being added for a comprehensive light bulb replacement in the city ramps which is done once every three years.
 Building repairs and maintenance includes \$2,000 for window cleaning, \$1,500 for pest control in the ramps, and an increase in the annual miscellaneous repair budget to the consultant's recommended \$75,000 per year.
 Included in contractor fees is \$20,000 for surface repairs to Parking Lot 9.
 The budget for snow removal has been increased based on recent history.
 In other obligations is the \$3,000 toward the security person in collaboration with the Library, ADI, Valley Transit, and other area businesses for extra surveillance along two blocks of Washington Street. As this program has seen great success, it will continue in 2015.
 Included in miscellaneous equipment is a laptop to monitor the LUKE pay stations, the new entry software and for gate control. Also included is the replacement of the following: the power door in the yellow ramp, one of the gate entries in the red ramp, and three receipt printers, as they have become outdated with the implementation of the new entry software.
 The buildings budget contains \$250,000 to begin implementation of results of the parking study that was completed in 2014.

PERFORMANCE INDICATORS

	Actual 2012	Actual 2013	Target 2014	Projected 2014	Target 2015
Client Benefits/Impacts					
Reliability of the system					
# of broken meters reported	327	340	320	320	300
% fixed within 24 hours	99%	99%	100%	100%	100%
Strategic Outcomes					
Efficiency of staff management					
Maintenance staff size to # of meters	2 / 962	2 / 951	2 / 864	2 / 864	2 / 864
Maintenance staff size to # of unmetered stalls	3 / 3,132	3 / 3,132	3 / 3,142	3 / 3,142	3 / 3,142
Structural inspections performed	0	4	0	0	0
Stalls monitored by pay machines	34	34	121	121	121
Work Process Outputs					
Customer services provided					
# of meter batteries changed	996	951	864	864	864
# of power flushes per ramp	2	2	2	2	2
# of facility property damages reported	74	78	75	75	70
# of broken gate arms reported/ repaired	21	16	20	20	20

CITY OF APPLETON 2015 BUDGET

PARKING UTILITY

Operations and Maintenance

Business Unit 5120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4841 Meters - Tax	\$ 626,771	\$ 607,278	\$ 615,000	\$ 615,000	\$ 615,000
4842 Short-term Parking	552,358	518,566	545,000	545,000	520,000
4844 Permit Parking	701,997	776,047	790,710	790,710	775,000
4846 Parking Meter Hood	7,869	15,419	9,000	9,000	9,000
5030 Damage to City Property	256	-	-	-	-
5085 Cash Short or Over	(2,961)	390	-	-	-
Total Revenue	<u>\$ 1,886,290</u>	<u>\$ 1,917,700</u>	<u>\$ 1,959,710</u>	<u>\$ 1,959,710</u>	<u>\$ 1,919,000</u>
Expenses					
6101 Regular Salaries	\$ 195,360	\$ 226,306	\$ 212,563	\$ 216,849	\$ 243,175
6104 Call Time	585	1,160	500	500	700
6105 Overtime	11,331	4,899	6,200	6,200	6,200
6108 Part-Time	51,358	32,615	31,627	31,627	21,700
6150 Fringes	109,145	115,903	117,763	122,667	116,646
6306 Building Maint./Janitorial	24,631	16,053	15,000	15,000	28,000
6309 Shop Supplies & Tools	1,292	-	-	-	-
6311 Paint & Supplies	590	113	1,500	1,500	1,500
6320 Printing & Reproduction	1,626	4,176	7,000	7,000	4,500
6325 Construction Materials	5,113	6,218	6,000	6,000	6,000
6326 Equipment Parts	12,400	22,033	16,000	16,000	18,000
6327 Miscellaneous Equipment	6,610	4,910	30,095	30,095	34,500
6328 Signs	1,124	1,003	4,100	4,100	1,100
6404 Consulting Services	901	14,800	-	-	-
6407 Collection Services	214	223	400	400	400
6408 Contractor Fees	8,811	9,806	15,500	15,500	29,000
6409 Inspection Fees	1,284	974	2,200	2,200	3,700
6413 Utilities	224,042	222,203	239,824	239,824	230,883
6416 Build Repairs & Maint	48,657	73,288	70,500	70,500	89,000
6418 Equip Repairs & Maint	41,283	44,276	41,700	41,700	38,000
6424 Software support	594	38	4,220	4,220	4,220
6425 CEA Equip. Rental	25,007	26,472	26,434	26,434	32,566
6440 Snow Removal Services	35,812	65,872	40,000	40,000	45,500
6599 Other Contracts / Obligations	64,979	3,000	22,120	22,120	3,000
6803 Buildings	14,103	61,547	160,000	186,000	260,000
6804 Machinery and Equipment	-	-	40,000	40,000	-
Total Expense	<u>\$ 886,852</u>	<u>\$ 957,888</u>	<u>\$ 1,111,246</u>	<u>\$ 1,146,436</u>	<u>\$ 1,218,290</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Building Maintenance & Janitorial</u>		<u>Contractor Fees</u>	
Building maintenance	\$ 2,000	Lot 9 Repairs	\$ 20,000
Cleaning supplies	6,000	Parking stall line painting	9,000
Light bulb replacements (every 3 yrs)	15,000		<u>\$ 29,000</u>
Deck sealer	5,000	<u>Building Repairs & Maintenance</u>	
	<u>\$ 28,000</u>	Misc Lighting fixtures repairs	\$ 10,000
<u>Equipment Parts</u>		Window Cleaning	2,000
Misc repair parts	\$ 9,750	Pest Control	1,500
Permit cards	2,250	Misc ramp repairs	75,000
Batteries - lithium	6,000	Lot repairs	500
	<u>\$ 18,000</u>		<u>\$ 89,000</u>
<u>Miscellaneous Equipment</u>		<u>Equipment Repairs & Maintenance</u>	
Red Ramp Gate @ booth	\$ 6,000	Elevator repairs - maintenance agreements	\$ 28,000
Meter Mech & Housings Upgrades	10,000	Meter mech/LUKE repair	3,000
Replace Palm Communicator	2,500	Electrical repairs/ TAPCO	7,000
Power Door in Yellow Ramp	10,000		<u>\$ 38,000</u>
Replace Receipt Printers - Booths	3,000	<u>Snow Removal Services</u>	
Laptop - LUKE & Element		All ramps	\$ 45,500
Card/Gate Control	1,000		<u>\$ 45,500</u>
Communication for gates @ Red Ramp	2,000	<u>Buildings</u>	
	<u>\$ 34,500</u>	Ramp entry/exit signage	\$ 10,000
		Parking study implementation	250,000
			<u>\$ 260,000</u>

**CITY OF APPLETON 2015 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:

The equipment parts budget includes two new handheld Autocite ticket scanners to replace existing units.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Customer service					
Meter stall turnover					
# of citations/meter-pay station stall/mo.	1.60	1.40	2.00	2.00	2.00
Strategic Outcomes					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	47	46	45	45	45
# of notices sent	9,689	8,793	9,800	9,000	9,800
# of state suspensions sent	2,140	1,811	2,000	1,850	2,000
Work Process Outputs					
Enforcement provided					
# of citations issued	21,921	18,809	21,000	19,000	21,000
# of meter violation citations issued	19,538	16,525	19,000	17,500	19,000
# of citations reviewed by Parking Manager	801	760	800	800	800

**CITY OF APPLETON 2015 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4520 Parking Violations	\$ 476,340	\$ 438,494	\$ 475,000	\$ 475,000	\$ 490,000
5035 Other Reimbursements	-	300	600	600	600
Total Revenue	<u>\$ 476,340</u>	<u>\$ 438,794</u>	<u>\$ 475,600</u>	<u>\$ 475,600</u>	<u>\$ 490,600</u>
Expenses					
6101 Regular Salaries	\$ 98,462	\$ 101,149	\$ 108,205	\$ 110,455	\$ 112,809
6105 Overtime	1,091	951	600	600	200
6150 Fringes	37,112	37,101	43,246	47,846	61,686
6320 Printing & Reproduction	3,894	5,252	6,000	6,000	6,000
6326 Equipment Parts	-	-	-	-	12,000
6418 Equipment Repairs & Maint.	2,750	2,750	2,750	2,750	2,750
6599 Other Contracts/Obligations	10,000	10,000	11,000	11,000	11,000
Total Expense	<u>\$ 153,309</u>	<u>\$ 157,203</u>	<u>\$ 171,801</u>	<u>\$ 178,651</u>	<u>\$ 206,445</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Fines and Forfeitures	476,340	438,494	378,831	475,000	488,698	485,000	490,000
Interest Income	28,722	8,007	13,289	25,000	25,000	25,000	25,000
Charges for Services	1,888,994	1,917,310	1,340,965	1,959,710	1,959,710	1,919,000	1,919,000
Other Revenues	2,667	6,744	4,607	23,338	23,338	601	601
TOTAL REVENUES	2,391,389	2,354,541	1,737,692	2,483,048	2,496,746	2,429,601	2,434,601
EXPENSES BY LINE ITEM							
Regular Salaries	55,446	56,554	48,504	64,240	66,278	62,085	63,325
Labor Pool Allocations	266,716	293,406	191,101	350,716	355,214	372,568	379,861
Call Time	638	1,160	1,224	500	500	700	700
Overtime	12,509	5,849	2,707	6,800	6,800	6,400	6,400
Part-Time	51,860	32,773	17,965	31,627	31,627	21,275	21,700
Other Compensation	996	3,318	1,464	1,975	1,975	1,175	1,175
Shift Differential	41	22	24	200	200	200	200
Sick Pay	1,985	1,309	5	0	0	0	0
Vacation Pay	41,635	44,292	24,962	0	0	0	0
Fringes	171,645	175,048	124,439	196,246	205,750	205,723	206,736
Salaries & Fringe Benefits	603,471	613,731	412,395	652,304	668,344	670,126	680,097
Training & Conferences	0	0	0	0	0	2,500	2,500
Office Supplies	509	943	334	600	600	600	600
Memberships & Licenses	0	0	0	600	600	600	600
Postage & Freight	4,758	3,477	75	5,200	5,200	5,200	5,200
Awards & Recognition	350	350	0	350	350	350	350
Building Maintenance/Janitor.	24,631	16,053	8,072	15,000	15,000	28,000	28,000
Insurance	58,373	62,713	31,527	47,290	47,290	47,420	47,420
Depreciation Expense	469,792	473,685	315,800	476,000	476,000	476,000	487,100
Discounts Available	0	20	0	0	0	0	0
Trans Out - General Fund	9,300	9,300	6,200	9,300	9,300	9,300	9,300
Trans Out - Special Revenue	1,000,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Administrative Expense	1,567,713	1,766,501	1,562,008	1,754,340	1,754,340	1,769,970	1,781,070
Shop Supplies & Tools	3,382	2,749	758	2,000	2,000	2,500	2,500
Paint & Supplies	590	113	65	1,500	1,500	1,500	1,500
Printing & Reproduction	5,520	9,428	4,509	13,300	13,300	10,800	10,800
Clothing	158	71	70	200	200	200	200
Safety Supplies	1,307	174	18	500	500	300	300
Construction Materials	5,113	6,218	4,152	6,000	6,000	6,000	6,000
Vehicle & Equipment Parts	12,400	22,033	12,531	16,000	16,000	30,000	30,000
Miscellaneous Equipment	6,626	27,965	0	31,595	31,595	36,000	36,000
Signs	1,124	1,003	403	4,100	4,100	1,100	1,100
Supplies & Materials	36,220	69,754	22,506	75,195	75,195	88,400	88,400
Accounting/Audit	2,424	2,641	0	2,433	2,433	2,743	2,510
Bank Services	10,263	12,622	8,216	19,000	19,000	19,000	19,000
Consulting Services	901	14,800	0	0	0	0	0
Collection Services	3,195	2,979	2,898	3,280	3,280	3,280	3,280
Contractor Fees	8,811	9,806	0	15,500	15,500	29,000	29,000
Inspection Fees	1,284	974	840	2,200	2,200	3,700	3,700
Advertising	410	0	0	0	0	0	0
Health Services	85	0	0	0	0	0	0
Snow Removal Services	35,812	65,872	31,856	40,000	40,000	45,500	45,500
Laundry Services	1,018	1,269	1,033	1,500	1,500	1,350	1,350
Other Contracts/Obligations	74,979	13,000	14,000	33,120	33,120	14,000	14,000
Purchased Services	139,182	123,963	58,843	117,033	117,033	118,573	118,340
Electric	199,719	196,367	140,534	206,882	206,882	202,130	202,130
Gas	663	779	1,582	950	950	1,122	1,122
Water	3,069	2,974	1,440	3,299	3,299	3,132	3,132
Waste Disposal/Collection	1,822	1,697	948	1,777	1,777	1,777	1,777
Stormwater	16,557	18,276	12,130	24,816	24,816	24,661	20,522
Telephone	3,130	3,016	1,983	3,036	3,036	3,136	3,136
Cellular Telephone	1,442	1,335	999	1,620	1,620	1,620	1,620

City of Appleton
2015 Budget
Revenue and Expense Summary

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Utilities	226,402	224,444	159,616	242,380	242,380	237,578	233,439
Building Repair & Maintenance	48,657	73,288	5,824	70,500	70,500	89,000	89,000
Equipment Repair & Maintenan	46,153	50,120	38,031	46,550	46,550	43,050	43,050
Facilities Charges	2,308	333	391	2,300	2,300	1,500	1,500
Software Support	594	38	1,938	4,220	4,220	4,220	4,220
CEA Equipment Rental	25,007	26,472	16,714	26,434	26,434	32,566	32,566
Repair & Maintenance	122,719	150,251	62,898	150,004	150,004	170,336	170,336
Buildings	14,103	99,584	28,876	160,000	186,000	2,510,000	260,000
Machinery & Equipment	0	0	0	40,000	40,000	0	0
Other Capital Outlay	0	60,542-	0	0	0	0	0
Capital Expenditures	14,103	39,042	28,876	200,000	226,000	2,510,000	260,000
TOTAL EXPENSES	2,709,810	2,987,686	2,307,142	3,191,256	3,233,296	5,564,983	3,331,682

CITY OF APPLETON 2015 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Charges for Services	\$ 1,888,994	\$ 1,924,053	\$ 1,959,711	\$ 1,919,001	\$ 1,919,001
Other	473,673	438,494	475,600	500,600	490,600
Total Revenues	<u>2,362,667</u>	<u>2,362,547</u>	<u>2,435,311</u>	<u>2,419,601</u>	<u>2,409,601</u>
Expenses					
Operating Expenses	1,230,719	1,304,698	1,305,956	1,621,481	1,375,282
Depreciation	469,792	473,686	476,000	480,300	487,100
Total Expenses	<u>1,700,511</u>	<u>1,778,384</u>	<u>1,781,956</u>	<u>2,101,781</u>	<u>1,862,382</u>
Operating Income (Loss)	662,156	584,163	653,355	317,820	547,219
Non-Operating Revenues (Expenses)					
Interest Income	28,724	(8,007)	25,000	25,000	25,000
Other	-	-	22,737	22,737	-
Total Non-Operating	<u>28,724</u>	<u>(8,007)</u>	<u>47,737</u>	<u>47,737</u>	<u>25,000</u>
Net Income (Loss) Before Transfers	690,880	576,156	701,092	365,557	572,219
Transfers In (Out)					
Special Revenue	(1,000,000)	(1,200,000)	(1,200,000)	(1,200,000)	(1,200,000)
General Fund	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>
Change in Net Assets	(318,420)	(633,144)	(508,208)	(843,743)	(637,081)
Total Net Assets - Beginning	<u>11,131,514</u>	<u>10,813,094</u>	<u>10,179,950</u>	<u>10,179,950</u>	<u>9,336,207</u>
Total Net Assets - Ending	<u>\$ 10,813,094</u>	<u>\$ 10,179,950</u>	<u>\$ 9,671,742</u>	<u>\$ 9,336,207</u>	<u>\$ 8,699,126</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,224,700	\$ 741,502
+ Net Income	365,557	572,219
+ Depreciation	480,300	487,100
- Fixed Assets	(119,755)	(260,000)
- 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>\$ 741,502</u>	<u>\$ 331,521</u>

WORKING CASH RESERVE REQUIREMENT

Prior Year Audited Expenditures	\$ 1,778,384
- Depreciation	(473,686)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	<u>\$ 1,313,998</u>
25 % Working Capital Reserve Requirement	<u>\$ 328,500</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 2015 BUDGET

CENTRAL EQUIPMENT AGENCY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2015 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 2014 EVENTS

Continue to purchase E-85 fuel compatible vehicles. The majority of our cars and light trucks are E-85 compliant

Purchased heavy duty trucks and equipment with clean diesel technology

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 rim clamp tire machine capable of making repairs and doing new tire installs on all tires from 10" rim diameter to 19.5" diameter

Added another certified mechanic to the fire extinguisher program and recertified two mechanics - inspecting all vehicle fire extinguishers annually (this training can now be obtained on-line 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 eighteen GPS units in various DPW pieces of equipment

Completed implementation of the 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

Completed Implementation of the new web-based training from AC Delco at no cost to the City due to the volume of parts purchased from them

Hired US Petroleum Equipment to install a new fuel tracking system at the Municipal Services Building fuel site

Installed new fuel ring technology on all CEA equipment for the tracking of fuel usage and preventative maintenance scheduling

Completed goal setting for CEA employees utilizing NeoGov website for goal evaluations

Met with all CEA employees to discuss City expectations

Worked with CVMIC and equipment vendors to develop a battery disconnect program that fits the City's and CVMIC's needs

CITY OF APPLETON 2015 BUDGET CENTRAL EQUIPMENT AGENCY

MAJOR 2015 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 27 GPS units that were installed in 2012 - 2014 and install 18 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
- Evaluate engine idle time using our Precise GPS system and work on implementing an idle reduction plan that helps to reduce fuel usage and fits the City's needs
- Investigate CNG (compressed natural gas) fueled trucks
- Continue to meet with employees throughout the year to evaluate performance and review goals
- Finalize plan for adding a fuel surcharge to the CEA user group to fund fuel site upgrade
- Utilize existing CEA mechanic for training purposes of scissor lift safety
- Work with CVMIC to purchase and install a timed battery disconnect for all heavy duty CEA equipment

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 4,968,853	\$ 5,392,424	\$ 5,438,124	\$ 5,438,124	\$ 7,169,523	31.84%
Program Expenses							
6110	Administration	2,742,281	2,858,517	2,850,176	2,853,666	2,980,511	4.44%
6121	Maintenance	2,370,214	2,583,868	2,588,866	2,593,812	2,521,670	-2.78%
Total Program Expenses		\$ 5,112,495	\$ 5,442,385	\$ 5,439,042	\$ 5,447,478	\$ 5,502,181	1.00%
Expenses Comprised Of:							
Personnel		1,046,544	1,052,990	1,112,506	1,120,942	1,141,164	1.80%
Administrative Expense		2,308,555	2,389,423	2,320,568	2,320,568	2,439,531	5.13%
Supplies & Materials		1,496,315	1,680,073	1,570,088	1,570,088	1,574,956	0.31%
Purchased Services		9,414	8,321	14,745	14,745	15,998	8.50%
Utilities		30,525	35,080	35,044	35,044	39,818	13.62%
Repair & Maintenance		221,142	276,498	236,091	236,091	275,714	16.78%
Capital Expenditures		-	-	150,000	150,000	15,000	-90.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		15.11	15.01	14.51	14.51	14.51	

* % change from prior year adopted budget
CEA.xls

**CITY OF APPLETON 2015 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM MISSION

The Central Equipment Agency establishes overhead rates, evaluates vehicle replacement schedules and works with the users to meet their operational needs.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Evaluate the billing process and reports for timeliness, accuracy and clarity; minimize increases to CEA billing rate by reviewing budget requests and non-billable hours

Review and revise equipment replacement policies; provide detailed information on replacement equipment and requests for changes in replacement life

Continue to find ways to improve communications with all agencies and investigate opportunities to share vehicles among departments

Major changes in Revenue, Expenditures, or Programs:

The increase in capital contributions represents the cost of vehicles purchased by the CEA Replacement Fund that are contributed to this fund each year. In 2015, almost \$3.8 million of vehicles are scheduled to be purchased compared to just over \$2.2 million in 2014.

The increase in sale of City property (\$65,500) and related transfer out to the CEA Replacement Fund is due to the planned sale of several large vehicles (sweeper, garbage trucks, sewer truck) which have higher resale values.

The software costs continue to grow (\$3,360) due to the various software programs required to diagnose, program and repair vehicles and heavy equipment.

Implemented a \$.05/gallon fuel surcharge to help fund the fuel site upgrade debt payments.

The shop supplies budget continues to increase because of the cost of shipping and fewer vendors keeping stock in inventory.

PERFORMANCE INDICATORS

	Actual 2012	Actual 2013	Target 2014	Projected 2014	Target 2015
Client Benefits/Impacts					
Cost effective service					
Overhead rate	\$ 69.34	\$ 71.86	\$ 70.43	\$ 70.43	\$ 74.31
Billable hours	17,892	17,399	18,100	18,100	18,100
Strategic Outcomes					
Operational requirements of users					
Size of authorized fleet	407	398	411	413	413
Consistent and current information					
# Policies reviewed/revised	1	1	1	1	1
Work Process Output					
Customer service					
Requests for changes to the fleet	11	10	0	8	6

**CITY OF APPLETON 2015 BUDGET
CENTRAL EQUIPMENT AGENCY**

Administration

Business Unit 6110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4710 Interest on Investments	\$ 2,316	\$ (1,525)	\$ 10,000	\$ 10,000	\$ 5,000
4801 Charges for Serv. - Nontax	1,734	(1,430)	-	-	-
4865 CEA Operational Revenue	2,790,385	3,022,249	2,923,983	2,923,983	3,043,853
4908 Misc. Intergov. Charges	65,606	64,703	56,127	56,127	60,000
5004 Sale of City Property	228,478	208,394	190,000	190,000	255,500
5011 Misc. Revenue - Tax	2,824	1,887	1,200	1,200	1,200
5021 Capital Contributions	1,845,037	2,050,572	2,241,414	2,241,414	3,778,470
5035 Other Reimbursements	29,838	31,083	12,900	12,900	23,000
5082 Insurance Proceeds	2,635	16,491	2,500	2,500	2,500
Total Revenue	\$ 4,968,853	\$ 5,392,424	\$ 5,438,124	\$ 5,438,124	\$ 7,169,523
Expenses					
6101 Regular Salaries	\$ 213,131	\$ 243,940	\$ 268,645	\$ 271,682	\$ 272,764
6104 Call Time	-	139	300	300	300
6105 Overtime	88	119	600	600	600
6108 Part-Time	1,679	(52)	-	-	-
6150 Fringes	95,560	93,249	113,575	114,028	115,405
6201 Training/Conferences	2,633	3,949	3,680	3,680	4,450
6301 Office Supplies	807	987	850	850	900
6302 Subscriptions	-	25	-	-	-
6303 Memberships & Licenses	1,099	862	1,000	1,000	1,264
6304 Postage/Freight	11	-	-	-	-
6305 Awards & Recognition	420	420	420	420	420
6309 Shop Supplies & Tools	41,331	43,405	44,803	44,803	45,355
6310 Chemicals	8,130	7,732	9,500	9,500	9,500
6311 Paint & Supplies	9	-	-	-	-
6315 Books & Library Material	-	-	400	400	400
6320 Printing & Reproduction	585	1,469	890	890	980
6321 Clothing	833	920	1,000	1,000	1,000
6323 Safety Supplies	510	731	615	615	750
6324 Medical/Lab Supplies	47	70	50	50	75
6326 Equipment Parts	-	10	-	-	-
6327 Miscellaneous Equipment	6,518	5,803	9,500	9,500	5,100
6401 Accounting/Audit	1,731	1,886	2,350	2,350	2,420
6403 Bank Services	214	160	400	400	400
6412 Advertising	-	538	-	-	-
6413 Utilities	30,525	35,080	35,044	35,044	39,818
6418 Equip Repairs & Maint	5,773	5,183	9,750	9,750	9,750
6420 Facilities charges	20,778	21,481	22,866	22,866	23,000
6424 Software Support	-	-	1,475	1,475	4,835
6430 Health Services	17	19	-	-	-
6451 Laundry Services	4,096	4,406	4,295	4,295	4,978
6501 Insurance	22,044	24,198	22,750	22,750	22,340
6503 Rent	12	3,626	-	-	-
6599 Other Contracts/Obligations	2,612	3,376	4,000	4,000	4,000
6601 Depreciation Expense	2,044,301	2,132,182	2,100,000	2,100,000	2,150,000
6623 Uncollectible Accounts	-	3,071	-	-	-
6720 Interest Payments	1,768	1,557	1,418	1,418	4,207
7914 Transfer Out - Capital Projects	235,019	217,976	190,000	190,000	255,500
Total Expense	\$ 2,742,281	\$ 2,858,517	\$ 2,850,176	\$ 2,853,666	\$ 2,980,511

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Shop Supplies & Tools

Consumable shop supplies	\$ 27,578
Small shop tools	14,075
Fire shop supplies & tools	3,702
Total	\$ 45,355

Transfer Out - Capital Projects

Proceeds from sale of vehicles	\$ 255,500
Total	\$ 255,500

**CITY OF APPLETON 2015 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM MISSION

The Central Equipment Agency performs repairs, preventive maintenance, new vehicle preparation, seasonal change-overs and other special projects as necessary to insure safe and reliable vehicles and equipment.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Determine City-wide priorities and budget accordingly", #3: "Develop and implement effective communication strategies", #5: "Encourage sustainability", and #7: "Continuously improve efficiency and effectiveness of City services".

Objectives:

- Minimize downtime of vehicles and equipment
- Monitor equipment service calls, evaluate condition of the equipment against the estimated remaining life, and alert departments of possible extensive repairs or early equipment replacements
- Maintain a clean, safe work environment
- Consolidate maintenance repairs with preventive maintenance work when possible
- Inspect all vehicles of 26,000 pounds gross vehicle weight to comply with Dept. of Transportation requirements
- Evaluate major repairs and research options to minimize out of service time and costs
- Perform seasonal change-over on all departments' equipment in a timely manner to meet their needs
- Continue cleaning debris from radiators for better performance and longer radiator life
- Continue to implement extended preventive maintenance schedules (where feasible) to reduce cost

Major changes in Revenue, Expenditures, or Programs:

The increase in vehicle and equipment parts (\$23,000) is due largely to a fuel surcharge on the delivery of parts along with the continuing increase in the cost of the parts.

The CEA equipment rental charges (\$13,129) represent replacement charges for vehicles assigned to the CEA Department. In past years, no replacement charges were collected making funding of the replacement of these vehicles difficult. Beginning in 2015, funds will begin to be accumulated to be used for the eventual replacement of these vehicles in future years.

This budget includes \$15,000 for the engineering, purchase and installation of a required fall arrest system in one of the mechanic bays at the Municipal Services Building. This will be a twin post, single track, two person fall arrest system used while working on equipment when the repairs require the work to be done above four feet. To ensure safety, the system will be employed when mechanics are working on top of large vehicles.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Response to customer needs					
Number of vehicles not available for use within 24 hours	70	88	62	70	70
Equipment available for operational readiness					
# of service calls	202	280	230	230	230
Strategic Outcomes					
Safe reliable maintenance program					
Preventive maintenance hours	7,676	7,873	9,400	9,400	9,400
Corrective downtime hours	8,154	7,626	7,900	7,900	7,900
Accidents caused by mechanical failure	0	0	0	0	0
Work Process Outputs					
Service Performed					
# of changeovers performed	145	137	130	130	130

**CITY OF APPLETON 2015 BUDGET
CENTRAL EQUIPMENT AGENCY**

Maintenance

Business Unit 6121

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 538,751	\$ 516,209	\$ 518,137	\$ 522,442	\$ 528,444
6104 Call Time	973	1,719	1,400	1,400	1,600
6105 Overtime	1,995	4,433	11,200	11,200	6,500
6150 Fringes	194,366	193,234	198,649	199,290	215,551
6304 Postage/Freight	416	547	450	450	450
6309 Shop Supplies & Tools	50	78	-	-	-
6322 Gas/Oil Purchases	1,023,649	1,101,694	1,080,030	1,080,030	1,080,030
6323 Safety Supplies	-	5	-	-	-
6326 Vehicle & Equipment Parts	414,654	518,155	423,300	423,300	431,766
6409 Inspection Fees	8,444	6,024	8,700	8,700	9,200
6417 Vehicle Repairs & Maint	194,591	249,833	202,000	202,000	225,000
6425 CEA Equip. Rental	-	-	-	-	13,129
6429 Interfund Allocations	(7,699)	(8,087)	(5,000)	(5,000)	(5,000)
6503 Rent	24	24	-	-	-
6804 Machinery & Equipment	-	-	150,000	150,000	15,000
Total Expense	<u>\$ 2,370,214</u>	<u>\$ 2,583,868</u>	<u>\$ 2,588,866</u>	<u>\$ 2,593,812</u>	<u>\$ 2,521,670</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Gas/Oil Purchases *

Fuel for vehicles & equipment:	
Unleaded gasoline: 152,240 gallons	
@ \$3.08/gallon	\$ 468,899
Diesel fuel: 167,473 gallons	
@ \$3.47/gallon	581,131
Oil	30,000
	<u>\$ 1,080,030</u>

Vehicle Repairs & Maint.

Tire service	\$ 126,100
Vehicle alignments	20,000
Towing services	3,200
Vehicle cleaning/upholstery	10,000
Body shop work	26,200
Painting	22,500
Outside fire vehicle maint.	17,000
	<u>\$ 225,000</u>

Vehicle & Equipment Parts

Operational (engine, drive train, main body, etc.)	\$ 299,888
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	107,984
Fire vehicle parts	23,894
	<u>\$ 431,766</u>

Machinery & Equipment

Fall arrest harness system	\$ 15,000
	<u>\$ 15,000</u>

* The City does not pay federal gas tax (currently \$0.184/gal unleaded and \$0.244/gal diesel) and attains bulk purchasing rates.

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Interest Income	2,316	1,524-	4,214	10,000	10,000	10,000	5,000
Charges for Services	2,792,118	3,020,819	1,922,069	2,923,983	2,923,983	0	3,043,853
Intergov. Charges for Service	65,606	64,703	43,956	56,127	56,127	55,900	60,000
Other Revenues	2,108,812	2,308,426	136,656	2,448,014	2,448,014	2,382,200	4,060,670
TOTAL REVENUES	4,968,852	5,392,424	2,106,895	5,438,124	5,438,124	2,448,100	7,169,523
EXPENSES BY LINE ITEM							
Regular Salaries	14,083	16,753	16,227	15,830	23,172	529,508	529,508
Labor Pool Allocations	669,126	671,750	484,257	767,892	767,892	256,247	256,247
Call Time	973	1,858	1,525	1,700	1,700	1,900	1,900
Overtime	2,083	4,553	8,405	11,800	11,800	7,100	7,100
Part-Time	1,679	52-	0	0	0	0	0
Other Compensation	6	52	8	460	460	200	200
Shift Differential	1,843	1,742	1,270	2,600	2,600	2,600	2,600
Sick Pay	2,609	2,465	1,674	0	0	12,653	12,653
Vacation Pay	64,216	67,386	40,878	0	0	0	0
Fringes	289,926	285,353	225,287	312,224	313,318	330,956	330,956
Unemployment Compensation	0	1,130	4,810	0	0	0	0
Salaries & Fringe Benefits	1,046,544	1,052,990	784,341	1,112,506	1,120,942	1,141,164	1,141,164
Training & Conferences	2,633	3,949	1,466	3,680	3,680	4,450	4,450
Office Supplies	807	987	707	850	850	900	900
Subscriptions	0	25	0	0	0	0	0
Memberships & Licenses	1,099	862	753	1,000	1,000	1,264	1,264
Postage & Freight	428	547	262	450	450	450	450
Awards & Recognition	420	420	0	420	420	0	0
Building Maintenance/Janitor.	0	0	75	0	0	0	0
Food & Provisions	0	0	0	0	0	420	420
Insurance	22,044	24,198	17,062	22,750	22,750	25,000	22,340
Rent	36	3,650	0	0	0	0	0
Depreciation Expense	2,044,301	2,132,182	1,611,065	2,100,000	2,100,000	2,150,000	2,150,000
Uncollectible Accounts	0	3,071	0	0	0	0	0
Interest Payments	1,768	1,557	1,064	1,418	1,418	1,207	4,207
Trans Out - Capital Projects	235,019	217,976	0	190,000	190,000	255,500	255,500
Administrative Expense	2,308,555	2,389,424	1,632,454	2,320,568	2,320,568	2,439,191	2,439,531
Shop Supplies & Tools	41,381	43,483	28,599	44,803	44,803	45,355	45,355
Chemicals	8,130	7,732	5,903	9,500	9,500	9,500	9,500
Paint & Supplies	9	0	38	0	0	0	0
Books & Library Materials	0	0	195	400	400	400	400
Printing & Reproduction	585	1,469	1,006	890	890	980	980
Clothing	833	920	511	1,000	1,000	1,000	1,000
Gas Purchases	1,023,649	1,101,694	744,443	1,080,030	1,080,030	1,017,153	1,080,030
Safety Supplies	509	736	585	615	615	750	750
Medical & Lab Supplies	47	70	26	50	50	75	75
Vehicle & Equipment Parts	414,654	518,166	368,648	423,300	423,300	431,766	431,766
Miscellaneous Equipment	6,518	5,803	8,970	9,500	9,500	5,100	5,100
Supplies & Materials	1,496,315	1,680,073	1,158,924	1,570,088	1,570,088	1,512,079	1,574,956
Accounting/Audit	1,731	1,886	0	2,350	2,350	2,000	2,420
Bank Services	214	160	184	400	400	400	400
Inspection Fees	8,444	6,024	3,878	8,700	8,700	9,200	9,200
Advertising	0	538	263	0	0	0	0
Interfund Allocations	7,700-	8,088-	3,416-	5,000-	5,000-	5,000-	5,000-
Health Services	17	19	0	0	0	0	0
Laundry Services	4,096	4,406	3,415	4,295	4,295	4,978	4,978
Other Contracts/Obligations	2,612	3,376	2,203	4,000	4,000	4,000	4,000
Purchased Services	9,414	8,321	6,527	14,745	14,745	15,578	15,998
Electric	10,681	11,119	7,612	11,395	11,395	11,803	11,803
Gas	10,077	13,410	14,981	12,026	12,026	20,131	16,131
Water	2,085	2,345	1,905	2,177	2,177	2,457	2,457
Waste Disposal/Collection	896	1,026	841	927	927	1,114	1,114

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Stormwater	6,057	6,501	5,684	7,571	7,571	7,485	7,485
Cellular Telephone	729	679	520	948	948	828	828
Utilities	30,525	35,080	31,543	35,044	35,044	43,818	39,818
Vehicle Repair & Maintenance	194,591	249,833	165,784	202,000	202,000	225,000	225,000
Equipment Repair & Maintenan	5,773	5,183	3,272	9,750	9,750	9,750	9,750
Communications Equip. Repairs	0	0	103	0	0	0	0
Facilities Charges	20,778	21,482	14,482	22,866	22,866	23,000	23,000
Software Support	0	0	1,135	1,475	1,475	4,835	4,835
CEA Equipment Rental	0	0	0	0	0	13,129	13,129
Repair & Maintenance	221,142	276,498	184,776	236,091	236,091	275,714	275,714
Machinery & Equipment	0	0	25	150,000	150,000	15,000	15,000
Capital Expenditures	0	0	25	150,000	150,000	15,000	15,000
TOTAL EXPENSES	5,112,495	5,442,386	3,798,590	5,439,042	5,447,478	5,442,544	5,502,181

CITY OF APPLETON 2015 BUDGET
CENTRAL EQUIPMENT AGENCY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Charges for Services	\$ 2,887,562	\$ 3,116,605	\$ 2,980,110	\$ 2,980,110	\$ 3,103,853
Other	5,459	18,378	16,600	16,600	26,700
Total Revenues	<u>2,893,021</u>	<u>3,134,983</u>	<u>2,996,710</u>	<u>2,996,710</u>	<u>3,130,553</u>
Expenses					
Operating Expenses	2,831,407	3,090,670	2,997,624	2,997,624	3,077,474
Depreciation	2,044,301	2,132,182	2,100,000	2,100,000	2,150,000
Total Expenses	<u>4,875,708</u>	<u>5,222,852</u>	<u>5,097,624</u>	<u>5,097,624</u>	<u>5,227,474</u>
Operating Loss	(1,982,687)	(2,087,869)	(2,100,914)	(2,100,914)	(2,096,921)
Non-Operating Revenues (Expenses)					
Investment Income	2,317	(1,524)	10,000	10,000	5,000
Sale of City Property	228,478	208,393	190,000	190,000	255,500
Other Revenue	-	-	-	-	-
Interest Expense	(1,768)	(1,557)	(1,418)	(1,418)	(4,207)
Total Non-Operating	<u>229,027</u>	<u>205,312</u>	<u>198,582</u>	<u>198,582</u>	<u>256,293</u>
Income (Loss) before Contributions and Transfers	(1,753,660)	(1,882,557)	(1,902,332)	(1,902,332)	(1,840,628)
Contributions and Transfers In (Out)					
Capital Contributions	1,845,037	2,050,572	2,241,414	2,241,414	3,778,470
Transfers Out	(235,019)	(217,976)	(190,000)	(190,000)	(255,500)
Change in Net Assets	(143,642)	(49,961)	149,082	149,082	1,682,342
Net Assets - Beginning	<u>10,933,495</u>	<u>10,789,853</u>	<u>10,739,892</u>	<u>10,739,892</u>	<u>10,888,974</u>
Net Assets - Ending	<u>\$ 10,789,853</u>	<u>\$ 10,739,892</u>	<u>\$ 10,888,974</u>	<u>\$ 10,888,974</u>	<u>\$ 12,571,316</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 349,127	\$ 349,127
+ Change in Net Assets	149,082	1,682,342
- Capital Contributions	(2,241,414)	(3,778,470)
- Principal Repayment	(7,668)	(22,668)
+ Long Term Debt	150,000	-
- Fixed Assets	(150,000)	(15,000)
+ Depreciation	2,100,000	2,150,000
Working Cash - End of Year	<u>\$ 349,127</u>	<u>\$ 365,331</u>

**CITY OF APPLETON 2015 BUDGET
CENTRAL EQUIPMENT AGENCY
LONG TERM DEBT**

Year	2008 G.O. Notes	
	Principal	Interest
2015	7,668	1,207
2016	7,668	971
2017	11,501	661
2018	11,501	230
	\$ 38,338	\$ 3,069

Year	2014 G.O. Notes*	
	Principal	Interest
2015	15,000	3,000
2016	15,000	2,700
2017	15,000	2,400
2018	15,000	2,100
2019	15,000	1,800
2020	15,000	1,500
2021	15,000	1,200
2022	15,000	900
2023	15,000	600
2024	15,000	300
	\$ 150,000	\$ 16,500

Year	Total	
	Principal	Interest
2015	22,668	4,207
2016	22,668	3,671
2017	26,501	3,061
2018	26,501	2,330
2019	15,000	1,800
2020	15,000	1,500
2021	15,000	1,200
2022	15,000	900
2023	15,000	600
2024	15,000	300
	\$ 188,338	\$ 19,569

* Preliminary estimate. Actual debt service schedule not yet available.

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM MISSION

This program accounts for funding sources and expenditures for the replacement of City vehicles and equipment.

PROGRAM NARRATIVE

This budget provides for the replacement of the following equipment in the CEA fund:

<u>Equipment</u>	<u>Home Department</u>	<u>Funding Source</u>			<u>Total Cost</u>
		<u>CEA</u>	<u>Other</u>	<u>Source</u>	
Pickup 4x2 Service Body	Facilities	\$ 34,625	\$ 13,000	Facilities Fund	\$ 47,625
Mini Dump 4x2	Facilities	53,800			53,800
Mower 16"	Facilities	81,410			81,410
Mower 16"	Facilities	81,410			81,410
Mower 60"	Facilities	22,340			22,340
Side Load Automated (2)	Sanitation	508,360			508,360
Grinder/Chipper	Sanitation	312,209	89,605	Sanitation Fund	401,814
Scissors Lift/Bucket Trk	Traffic	134,634	28,000	General Fund	162,634
Squad - Marked (9)	Police	281,808			281,808
Squad - M w/console (4)	Police	133,248			133,248
Ford SUV	Police	28,480	4,000	General Fund	32,480
Mini Van CSO	Police	26,475			26,475
Mini Van	Fire	25,165			25,165
Mini Van/Mini Pickup	Engineering	28,400			28,400
Aerial Lift Truck	Forestry	205,000			205,000
Vermeer Chipper	Forestry	45,000			45,000
Tri-axle Dump (2)	Street	472,000			472,000
Single Axle Dump	Street	182,000	13,000	General Fund	195,000
Crack Filler	Street	55,000			55,000
Router	Street	15,650			15,650
Plow (3)	Street	46,500			46,500
Asphalt Crack Router	Street	-	12,500	General Fund	12,500
Sewer Truck	Utilities	375,000			375,000
Elgin Sweeper	Stormwater	178,500	6,500	Stormwater Fund	185,000
Workman- Gator	Stormwater	-	13,500	Stormwater Fund	13,500
Pickup 4x4	Golf	26,703	2,800	Golf Course	29,503
Workman- Gator	Golf	21,776			21,776
Drill Rig	Water Distr	94,670			94,670
Service Truck/Crane	Water Distr	50,912	8,988	Water Utility	59,900
Pickup Ext Cab	Water Distr	37,302			37,302
1/2 Ton Van	Meters	28,200			28,200
		<u>\$ 3,586,577</u>	<u>\$ 191,893</u>		<u>\$ 3,778,470</u>

Major changes in Revenue, Expenditures, or Programs:

In 2014, the CEA Review Committee approved the following equipment transactions: early replacement and upgrade to the wood chipper (\$89,605); early replacement and upgrade to the Water Construction service pickup (\$8,988); upgrade to the single axle plow/patrol truck (\$13,000); upgrade to the Elgin Sweeper (\$6,500); upgrade to the bucket truck in the Traffic Division (\$28,000); upgrade to the Facilities Service Body pickup (\$13,000); upgrade to the Golf Course pickup (\$2,800); and upgrade to an SUV for the PD (\$4,000).

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Cost effective service - # of vehicles:					
Retained an additional year*	18	21	21	21	22
Replaced early	0	0	0	0	2

* 18 of the 21 vehicles retained in 2013 are actually being retained for a second year

DEPARTMENT BUDGET SUMMARY

<u>Programs</u>		<u>Actual</u>		<u>Budget</u>			<u>% Change *</u>
<u>Unit</u>	<u>Title</u>	<u>2012</u>	<u>2013</u>	<u>Adopted 2014</u>	<u>Amended 2014</u>	<u>2015</u>	
	Program Revenues	\$ 2,091,913	\$ 2,420,638	\$ 2,243,680	\$ 2,243,680	\$ 2,611,175	16.38%
	Program Expenses	\$ 1,641,613	\$ 2,319,488	\$ 2,276,114	\$ 2,371,114	\$ 3,778,470	66.01%
Expenses Comprised Of:							
	Administrative Expense	1,142	293	-	-	-	N/A
	Capital Expenditures	1,640,471	2,319,195	2,276,114	2,371,114	3,778,470	66.01%

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

CEA REPLACEMENT FUND

Business Unit 4320

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4710 Interest on Investments	\$ 32,504	\$ (13,667)	\$ 45,000	\$ 45,000	\$ 45,000
4866 CEA Replacement Revenue	1,815,840	1,871,225	1,953,950	1,953,950	2,119,282
5921 Trans In - General Fund	8,550	29,047	20,030	20,030	57,500
5922 Trans In - Special Revenue	-	-	34,700	34,700	89,605
5924 Trans In - Capital Projects	-	295,057	-	-	-
5925 Trans In - Wastewater Utility	-	21,000	-	-	-
5926 Trans In - Water Utility	-	-	-	-	8,988
5927 Trans In - Parking Utility	-	-	-	-	-
5928 Trans In - Golf Course	-	-	-	-	2,800
5931 Trans In - Internal Service	235,019	217,976	190,000	190,000	268,000
5933 Trans In - Stormwater Utility	-	-	-	-	20,000
Total Revenue	<u>\$ 2,091,913</u>	<u>\$ 2,420,638</u>	<u>\$ 2,243,680</u>	<u>\$ 2,243,680</u>	<u>\$ 2,611,175</u>
Expenses					
6303 Memberships & Licenses	\$ 1,142	\$ 293	\$ -	\$ -	\$ -
6804 Equipment	1,640,471	2,319,195	2,276,114	2,371,114	3,778,470
Total Expense	<u>\$ 1,641,613</u>	<u>\$ 2,319,488</u>	<u>\$ 2,276,114</u>	<u>\$ 2,371,114</u>	<u>\$ 3,778,470</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Trans In - Internal Service</u>	
Proceeds from sale of vehicles	\$ 255,000
Internal Service - Facilities	\$ 13,000
	<u>\$ 268,000</u>
<u>Equipment</u>	
Replacement vehicles & equipment (see list, previous page)	\$ 3,778,470
	<u>\$ 3,778,470</u>

**CITY OF APPLETON 2015 BUDGET
CEA REPLACEMENT
SOURCES AND USES OF FUNDS**

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Interest Income	\$ 32,504	\$ (13,667)	\$ 45,000	\$ 45,000	\$ 45,000
Charges for Services	1,815,840	1,871,225	1,953,950	1,953,950	2,119,282
Total Revenues	<u>1,848,344</u>	<u>1,857,558</u>	<u>1,998,950</u>	<u>1,998,950</u>	<u>2,164,282</u>
Expenses					
Program Costs	1,641,613	2,319,488	2,276,114	2,371,114	3,778,470
Total Expenses	<u>1,641,613</u>	<u>2,319,488</u>	<u>2,276,114</u>	<u>2,371,114</u>	<u>3,778,470</u>
Revenues over (under) Expenses	206,731	(461,930)	(277,164)	(372,164)	(1,614,188)
Other Financing Sources (Uses)					
Transfers In - General Fund	8,550	29,047	20,030	20,030	57,500
Transfers In - Special Revenue	-	-	34,700	34,700	89,605
Transfers In - Capital Projects	-	295,057	-	-	-
Transfers In - Wastewater Utility	-	21,000	-	-	-
Transfers In - Water Utility	-	-	-	-	8,988
Transfers In - Parking Utility	-	-	-	-	-
Transfers In - Golf Course	-	-	-	-	2,800
Transfers In - Internal Service	235,019	217,976	190,000	190,000	268,000
Transfers In - Stormwater Utility	-	-	-	-	20,000
Total Other Financing Sources (Uses)	<u>243,569</u>	<u>563,080</u>	<u>244,730</u>	<u>244,730</u>	<u>446,893</u>
Net Change in Equity	450,300	101,150	(32,434)	(127,434)	(1,167,295)
Fund Balance - Beginning	<u>2,673,871</u>	<u>3,124,171</u>	<u>3,225,321</u>	<u>3,225,321</u>	<u>3,097,887</u>
Fund Balance - Ending	<u>\$ 3,124,171</u>	<u>\$ 3,225,321</u>	<u>\$ 3,192,887</u>	<u>\$ 3,097,887</u>	<u>\$ 1,930,592</u>

CITY OF APPLETON 2015 BUDGET

HEALTH SERVICES DEPARTMENT

Public Health Officer: Kurt D. Eggebrecht

CITY OF APPLETON 2015 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 2014 EVENTS

This year our department welcomed dozens of new refugees to Appleton. Public health nurses reviewed medical records and made arrangements for a medical home. Additional public health services were provided as determined necessary. The department received compensation for the initial screening and referral through a state contract.

Every five years, public health departments undergo a mandatory review from the State Department of Health to assess the level and quality of services provided. Our department met and exceeded all of the requirements for a level III health department, which is the highest level to obtain. This level of service also assures that our community receives the highest level of federal grant funds.

Department staff continues to provide leadership in the Weight of the Fox Valley initiative. This program is a tri-county (Outagamie, Calumet, and Winnebago) effort to support the vision of a community that together achieves and maintains a healthy weight at every age. This is a difficult issue that will require a long term commitment for the next several years. Action teams were formed this year to support our mutual reinforcing activities.

In 2014, the department preparedness staff continued to provide technical and staff support to several counties including Manitowoc, Marquette, Waupaca, Waushara, and Winnebago. This year, we also contracted with the City of Menasha for these shared services. Working together brings value through regional planning and response capacity.

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 led to the use of the behavioral risk factor surveillance system to track trends in lifestyle related illness. This data is then also used in the health chapter of LIFE (Local Indicators for Excellence) study.

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 recognize 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 2014 has been on our most vulnerable populations including the homeless and victims of abuse. For example, department staff supported the successful Butterfly Festival held in June which raised more than \$60,000 for Parent Connections which provides child abuse prevention services.

CITY OF APPLETON 2015 BUDGET HEALTH SERVICES DEPARTMENT

MAJOR 2015 OBJECTIVES

In 2015, we anticipate receiving several dozen new refugees to Appleton. Our role will be to continue to assist in the initial health review of medical records, find a medical home for these families and respond to public health services as determined.

The Weight of the Fox Valley project will continue to be an area of focus. Working with UW School of Medicine and Public Health, Affinity, Aurora, and Thedacare our department will continue to support efforts of creating a shared metrics of measurement for our program efforts to support the vision of a community that achieves and maintains a healthy weight at every age. Unhealthy weight 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 clinically defined as overweight or obese. In 2015 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, Fox Valley Healthcare Forum, Northeast Wisconsin Public Health Preparedness Partnership and Fox Valley Community Health Improvement Coalition to name a few. Also in 2015 we will support the LIFE study.

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 measles, 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 local health care partners.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 317,817	\$ 331,006	\$ 305,564	\$ 324,683	\$ 339,053	10.96%
Program Expenses							
12510	Administration	165,394	146,950	153,439	153,654	154,193	0.49%
12520	Nursing	501,003	502,105	497,839	518,737	515,381	3.52%
12530	Environmental Health	289,552	309,792	326,406	326,406	324,875	-0.47%
12540	Weights & Measures	171,837	172,112	175,551	176,698	176,974	0.81%
TOTAL		\$ 1,127,786	\$ 1,130,959	\$ 1,153,235	\$ 1,175,495	\$ 1,171,423	1.58%
Expenses Comprised Of:							
	Personnel	1,052,934	1,054,687	1,065,817	1,088,077	1,084,823	1.78%
	Administrative Expense	13,396	13,855	16,959	16,959	17,409	2.65%
	Supplies & Materials	16,120	11,982	18,800	18,800	16,300	-13.30%
	Purchased Services	25,173	25,933	28,335	28,335	28,800	1.64%
	Utilities	3,349	3,565	5,490	5,490	5,490	0.00%
	Repair & Maintenance	16,814	20,937	17,834	17,834	18,601	4.30%
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	12.36	12.36	12.35	12.35	12.55	

* % change from prior year adopted budget
Health.xls

**CITY OF APPLETON 2015 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:

Not included in this budget is the allocation of 20% of the Health Officer's salary and fringes which is included in the Public Health Preparedness grant (Bioterrorism) budget. 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 and fringes would be brought back into this program's budget.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Trained staff					
% of staff 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	45	44	40	40	40
Staff assessments					
% done within 10 days of due date	100%	100%	100%	100%	100%
Collaboration with health care providers					
# meetings	87	113	80	80	80
Prepare annual report					
Completed by 120th day of following year	4/27/2013	4/25/2013	4/25/2014	4/25/2014	4/25/2015

* 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 2015 BUDGET
HEALTH SERVICES DEPARTMENT**

Administration

Business Unit 12510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv. - Nontax	\$ -	\$ -	\$ 40	\$ 40	\$ 40
4802 Charges for Serv. - Tax	2,521	-	-	-	-
Total Revenue	\$ 2,521	\$ -	\$ 40	\$ 40	\$ 40
Expenses					
6101 Regular Salaries	\$ 117,435	\$ 104,014	\$ 104,608	\$ 104,795	\$ 105,448
6105 Overtime	1	-	-	-	-
6150 Fringes	35,733	33,380	36,119	36,147	36,083
6201 Training\Conferences	1,129	1,209	1,000	1,000	1,500
6206 Parking Permits	660	996	972	972	972
6301 Office Supplies	943	774	1,750	1,750	1,500
6303 Memberships & Licenses	1,768	1,720	1,800	1,800	2,000
6305 Awards & Recognition	-	100	210	210	210
6307 Food & Provisions	269	259	280	280	280
6316 Miscellaneous Supplies	2,849	560	400	400	400
6320 Printing & Reproduction	3,301	2,878	4,000	4,000	3,500
6327 Miscellaneous Equipment	33	-	700	700	700
6413 Utilities	1,273	1,060	1,300	1,300	1,300
6418 Equip Repairs & Maint	-	-	300	300	300
Total Expense	\$ 165,394	\$ 146,950	\$ 153,439	\$ 153,654	\$ 154,193

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
TB disease resolved					
3 negative tests, completion of treatment, improved clinical status	1 resolved	1 resolved	100%	100%	100%
Occupational health initiatives					
Annual tuberculosis (TB) training and testing Police, Fire, and Health	100%	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	99.1%	98.7%	99.0%	99.0%	98.0%
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	123	153	100	125	100
TB skin tests: Police, Fire, and Health					
# of TB skin tests	93	121	90	95	90

**CITY OF APPLETON 2015 BUDGET
HEALTH SERVICES DEPARTMENT**

Public Health Nursing

Business Unit 12520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4225 Health Grants & Aids	\$ 7,456	\$ 8,093	\$ -	\$ -	\$ 7,500
4801 Charges for Serv.- Nontax	2,353	1,103	2,000	2,000	2,000
5035 Other Reimbursements	66,537	75,016	57,364	76,483	78,973
Total Revenue	<u>\$ 76,346</u>	<u>\$ 84,212</u>	<u>\$ 59,364</u>	<u>\$ 78,483</u>	<u>\$ 88,473</u>
Expenses					
6101 Regular Salaries	\$ 343,223	\$ 360,365	\$ 348,896	\$ 363,963	\$ 362,602
6105 Overtime	-	41	-	-	-
6108 Part-Time	15,159	9,959	10,319	10,914	10,320
6150 Fringes	111,188	99,641	99,672	104,908	105,142
6201 Training\Conferences	848	761	1,000	1,000	1,000
6202 Local Auto Expense	1,730	2,343	3,000	3,000	3,000
6206 Parking Permits	2,688	2,715	2,772	2,772	2,772
6302 Subscriptions	-	-	80	80	80
6303 Memberships & Licenses	150	-	195	195	195
6324 Medical\Lab Supplies	7,523	6,651	10,000	10,000	8,000
6413 Utilities	748	1,089	1,070	1,070	1,070
6429 Interfund Allocations	-	-	(365)	(365)	-
6430 Health Services	12,500	12,500	12,500	12,500	12,500
6431 Interpreter Services	5,226	6,016	8,500	8,500	8,500
6432 Lab. Services	20	24	200	200	200
Total Expense	<u>\$ 501,003</u>	<u>\$ 502,105</u>	<u>\$ 497,839</u>	<u>\$ 518,737</u>	<u>\$ 515,381</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Fair and consistent inspection process					
Positive triennial survey results	97%	99%	97%	97%	97%
Health hazards identified and corrected					
Inspection reports	100%	100%	100%	100%	100%
Strategic Outcomes					
Voluntary compliance improved					
# critical violations on inspection report	294	289	350	325	325
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	515	501	530	520	530
# follow up inspections	106	107	125	125	125
Response to complaints					
# of complaints/follow ups	142/52	128/99	175/125	130/100	150/100
Initial response within 3 business days	100%	99%	95%	95%	95%
Immediate response for animal bite complaints					
% response within 4 hours	100%	100%	100%	100%	100%
Education session for non-profit vendors					
# of vendors participating	337	385	325	350	350

**CITY OF APPLETON 2015 BUDGET
HEALTH SERVICES DEPARTMENT**

Environmental Health

Business Unit 12530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4305 Health	\$ 122,558	\$ 127,327	\$ 124,700	\$ 124,700	\$ 127,000
Total Revenue	<u>\$ 122,558</u>	<u>\$ 127,327</u>	<u>\$ 124,700</u>	<u>\$ 124,700</u>	<u>\$ 127,000</u>
Expenses					
6101 Regular Salaries	\$ 201,017	\$ 218,431	\$ 223,888	\$ 223,888	\$ 223,682
6104 Call Time	-	-	-	-	-
6105 Overtime	1	-	500	500	500
6150 Fringes	71,348	73,148	80,847	80,847	79,205
6201 Training\Conferences	70	498	700	700	700
6206 Parking Permits	1,347	1,014	1,044	1,044	1,044
6302 Subscriptions	216	216	150	150	150
6303 Memberships & Licenses	95	-	100	100	100
6304 Postage\Freight	-	-	50	50	50
6316 Miscellaneous Supplies	176	278	800	800	800
6324 Medical\Lab Supplies	413	267	250	250	250
6327 Miscellaneous Equipment	121	416	300	300	300
6413 Utilities	831	873	2,480	2,480	2,480
6418 Equip Repairs & Maint	538	538	700	700	600
6425 CEA Equip. Rental	5,952	6,720	6,997	6,997	7,414
6431 Interpreter Services	60	-	100	100	100
6432 Lab. Services	7,367	7,393	7,500	7,500	7,500
Total Expense	<u>\$ 289,552</u>	<u>\$ 309,792</u>	<u>\$ 326,406</u>	<u>\$ 326,406</u>	<u>\$ 324,875</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Reduce price scanning errors					
Error trend reporting compliance	98.5%	99.0%	96.0%	96.0%	96.0%
Accurate informative labeling					
Positive consumer survey responses	100.0%	100.0%	98.0%	98.0%	98.0%
Accurate measuring devices					
% of devices that measure accurately	96.6%	96.8%	95.0%	95.0%	95.0%
Strategic Outcomes					
Improved system of price control					
Error trend reporting compliance	97.1%	98.8%	96.0%	96.0%	96.0%
Reduced short weight and measure sales					
Error trend reporting compliance	92.0%	90.1%	96.0%	96.0%	96.0%
Confidence of businesses in system integrity					
Positive consumer survey responses	99.6%	98.7%	98.0%	98.0%	98.0%
Work Process Outputs					
Price scanning inspections					
# of annual and reinspections	148	128	120	120	120
Commodity inspections					
# of inspections	11,936	12,875	11,000	12,000	12,000
Device inspections					
# of inspections	1,729	1,726	1,700	1,700	1,700

**CITY OF APPLETON 2015 BUDGET
HEALTH SERVICES DEPARTMENT**

Weights & Measures

Business Unit 12540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4312 Weights & Measures	\$ 53,839	\$ 55,762	\$ 57,600	\$ 57,600	\$ 57,600
4801 Charges for Serv.- Nontax	62,553	63,705	63,860	63,860	65,940
Total Revenue	\$ 116,392	\$ 119,467	\$ 121,460	\$ 121,460	\$ 123,540
Expenses					
6101 Regular Salaries	\$ 99,272	\$ 101,189	\$ 102,118	\$ 103,116	\$ 102,991
6105 Overtime	2	7	-	-	-
6108 Part Time	13,599	10,447	11,191	11,191	11,190
6150 Fringes	44,956	44,062	47,659	47,808	47,660
6201 Training\Conferences	571	479	900	900	900
6206 Parking Permits	762	624	756	756	756
6302 Subscriptions	-	-	50	50	50
6303 Memberships & Licenses	150	150	150	150	150
6316 Miscellaneous Supplies	254	321	350	350	350
6327 Miscellaneous Equipment	1,450	610	2,000	2,000	2,000
6413 Utilities	498	544	640	640	640
6418 Equip Repairs & Maint	450	556	600	600	600
6425 CEA Equip. Rental	9,873	13,123	9,237	9,237	9,687
6429 Interfund Allocations	-	-	(100)	(100)	-
Total Expense	\$ 171,837	\$ 172,112	\$ 175,551	\$ 176,698	\$ 176,974

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Charges for Service - Nontax

Charges for sealer's services @ \$420/day	# of Days	Charge
New London	17	\$ 7,140
Waupaca	22	9,240
Kaukauna	16	6,720
Kimberly	7	2,940
Little Chute	13	5,460
Ashwaubenon	50	21,000
Ripon	20	8,400
Berlin	12	5,040
	157	\$ 65,940

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Intergovernmental Revenues	9,956	8,093	7,213	0	690	0	7,500
Licenses	176,398	183,090	134,052	182,300	182,300	182,300	184,600
Charges for Services	64,927	64,808	59,054	65,900	65,900	66,724	67,980
Other Revenues	66,537	75,016	70,109	57,364	57,364	57,364	78,973
TOTAL REVENUES	317,818	331,007	270,428	305,564	306,254	306,388	339,053
EXPENSES BY LINE ITEM							
Regular Salaries	685,340	696,689	586,291	778,779	780,912	781,454	794,317
Overtime	4	16-	131	500	500	750	500
Part-Time	15,159	20,407	21,413	21,510	22,105	21,510	21,510
Other Compensation	0	1,284	585	731	731	0	406
Sick Pay	4,199	2,377	2,029	0	0	0	0
Vacation Pay	85,007	83,714	76,953	0	0	0	0
Fringes	263,225	250,232	223,800	264,297	264,710	267,602	268,090
Salaries & Fringe Benefits	1,052,934	1,054,687	911,202	1,065,817	1,068,958	1,071,316	1,084,823
Training & Conferences	2,618	2,946	2,182	3,600	3,600	4,100	4,100
Local Auto Expense	1,730	2,343	2,020	3,000	3,000	3,000	3,000
Parking Permits	5,457	5,348	5,610	5,544	5,544	5,544	5,544
Office Supplies	943	774	714	1,750	1,750	1,500	1,500
Subscriptions	216	216	76	280	280	280	280
Memberships & Licenses	2,163	1,870	1,648	2,245	2,245	2,445	2,445
Postage & Freight	0	0	0	50	50	50	50
Awards & Recognition	0	100	32	210	210	210	210
Food & Provisions	269	259	210	280	280	280	280
Administrative Expense	13,396	13,856	12,492	16,959	16,959	17,409	17,409
Miscellaneous Supplies	3,279	1,159	1,383	1,550	1,550	1,550	1,550
Printing & Reproduction	3,301	2,878	1,650	4,000	4,000	3,500	3,500
Medical & Lab Supplies	7,936	6,918	6,283	10,250	10,250	8,250	8,250
Miscellaneous Equipment	1,604	1,026	2,002	3,000	3,000	3,000	3,000
Supplies & Materials	16,120	11,981	11,318	18,800	18,800	16,300	16,300
Interfund Allocations	0	0	0	465-	465-	365-	0
Health Services	12,500	12,500	12,500	12,500	12,500	12,500	12,500
Interpreter Services	5,286	6,016	8,467	8,600	8,600	8,100	8,600
Lab Fees	7,387	7,417	0	7,700	7,700	7,700	7,700
Purchased Services	25,173	25,933	20,967	28,335	28,335	27,935	28,800
Waste Disposal/Collection	476	192	457	0	0	0	0
Telephone	1,327	1,334	1,119	3,410	3,410	1,220	1,220
Cellular Telephone	1,545	2,039	3,489	2,080	2,080	4,270	4,270
Utilities	3,348	3,565	5,065	5,490	5,490	5,490	5,490
Equipment Repair & Maintenan	988	1,094	0	1,600	1,600	1,500	1,500
CEA Equipment Rental	15,826	19,843	13,143	16,234	16,234	17,101	17,101
Repair & Maintenance	16,814	20,937	13,143	17,834	17,834	18,601	18,601
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,127,785	1,130,959	974,187	1,153,235	1,156,376	1,157,051	1,171,423

CITY OF APPLETON 2015 BUDGET

**HEALTH GRANTS
SPECIAL REVENUE FUNDS**

Public Health Officer: Kurt D. Eggebrecht

**CITY OF APPLETON 2015 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 2014 EVENTS

Maternal/Child Health (MCH) Grant

This grant's objectives require a systems approach using the Life Course Model. Focus areas include: networks of early childhood services addressing family support, child development, mental health, safety and injury prevention, Child Death Review Team and Fetal Infant Mortality Review Team implementation on a local level.

Prevention Grant

This grant supports the development, printing and placement of "Points of Decision Prompts" throughout the entire City owned parking ramps. These signs of encouragement promote the use of stairs as a way to improve physical activity. Funds were also used to support staff participation in training.

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 Northeast Wisconsin Immunization Coalition, which strives to increase immunization rates in the Fox Valley area.

Centers for Disease Control (CDC) Lead Poisoning Prevention Grant

Department staff has 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 rehabilitated. Our goal this year 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. Several area health departments contracted with Appleton to provide shared service opportunities including Waushara, Marquette, Manitowoc, Winnebago, and Waupaca Counties and the City of Menasha.

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS
HEALTH GRANTS**

MAJOR 2015 OBJECTIVES

Maternal Child Health (MCH) Grant

Provide maternal and child health program services to Appleton residents.

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.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 187,225	\$ 171,914	\$ 188,403	\$ 184,815	\$ 189,243	0.45%
Program Expenses							
2011	MCH Grant	45,879	36,945	38,982	37,743	36,171	-7.21%
2014	CDC Lead Grant	10,036	9,654	9,605	9,414	9,414	-1.99%
2015	Vaccine Improvement	24,725	20,087	23,988	21,830	21,830	-9.00%
2018	Bioterrorism Grant	106,585	115,672	109,984	109,984	113,828	3.50%
	Discontinued Programs	2,637	8,273	-	6,295	-	N/A
TOTAL		\$ 189,862	\$ 190,631	\$ 182,559	\$ 185,266	\$ 181,243	-0.72%
Expenses Comprised Of:							
	Personnel	175,069	169,884	169,281	164,493	173,414	2.44%
	Administrative Expense	3,050	15,772	2,325	6,906	3,952	69.98%
	Supplies & Materials	5,595	1,347	6,206	7,806	786	-87.33%
	Purchased Services	5,526	2,906	3,867	5,181	2,211	-42.82%
	Utilities	622	722	880	880	880	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	1.84	1.64	1.66	1.66	1.66	

**CITY OF APPLETON 2015 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 County Child Death Review Teams and Fox Valley Safe Kids coalition to address prevention of unintentional injuries and death identified through reviews.

Major changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Access to prenatal care # of women served	11	12	10	10	12
Strategic Outcomes					
Reduce # of deaths of children from birth to 1 due to unsafe sleep environments # of infant / toddler deaths	1	1	0	0	0
Work Process Outputs					
# of clients served who receive Ages and Stages assessment and education	38	22	30	30	30
Attend community meetings	95%	100%	95%	95%	95%

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS**

Health Services Grants - MCH Grant

Business Unit 2011

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4225 Health Grants & Aids	\$ 45,879	\$ 30,394	\$ 38,982	\$ 37,743	\$ 36,171
	<u>\$ 45,879</u>	<u>\$ 30,394</u>	<u>\$ 38,982</u>	<u>\$ 37,743</u>	<u>\$ 36,171</u>
Expenses					
6101 Regular Salaries	\$ 33,669	\$ 7,192	\$ 6,346	\$ 6,346	\$ 6,346
6108 Part-Time	-	24,169	20,621	17,994	23,985
6150 Fringes	5,111	4,693	4,109	3,897	4,454
6201 Training/Conferences	1,124	602	400	400	400
6202 Local Auto Expense	360	202	500	500	300
6324 Medical/Lab Supplies	5,577	87	6,006	7,606	586
6431 Interpreter Services	38	-	1,000	1,000	100
	<u>\$ 45,879</u>	<u>\$ 36,945</u>	<u>\$ 38,982</u>	<u>\$ 37,743</u>	<u>\$ 36,171</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2015 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 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Treatment for elevated blood levels Children with elevated blood lead levels (EBLs) will show a progressive decline in blood lead levels in the 12 months following home visit	100%	100%	100%	100%	100%
Strategic Outcomes					
Decrease the incidence of elevated blood lead levels (EBLs)					
# of EBLs >19	1	3	3	3	3
# of EBLs 10 -19	1	3	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	25	16	25	25	25

CITY OF APPLETON 2015 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - CDC Lead Grant

Business Unit 2014

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4225 Health Grants & Aids	\$ 10,036	\$ 7,207	\$ 9,605	\$ 9,414	\$ 9,414
	<u>\$ 10,036</u>	<u>\$ 7,207</u>	<u>\$ 9,605</u>	<u>\$ 9,414</u>	<u>\$ 9,414</u>
Expenses					
6101 Regular Salaries	\$ 8,741	\$ 5,372	\$ 8,200	\$ 8,051	\$ 8,009
6108 Part-Time	-	2,680	-	-	-
6150 Fringes	1,276	1,336	1,405	1,363	1,355
6201 Training & Conferences	-	206	-	-	50
6324 Medical / Lab Supplies	19	-	-	-	-
6431 Interpreter Services	-	60	-	-	-
	<u>\$ 10,036</u>	<u>\$ 9,654</u>	<u>\$ 9,605</u>	<u>\$ 9,414</u>	<u>\$ 9,414</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2015 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Immunization rate @ 24 months of age % @ 24 months immunized	81%	81%	80%	80%	80%
Strategic Outcomes					
Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age					
# of cases	254	34	20	20	20
# cases statewide	3,859	847	600	600	600
Work Process Outputs					
Internal case audit by 2/15 # of tracking contacts	2/15/2013 1,179	2/15/2014 1,046	2/15/2015 2,000	2/15/2015 2,000	2/15/2016 1,500

CITY OF APPLETON 2015 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Vaccine Improvement Grant

Business Unit 2015

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4225 Health Grants & Aids	\$ 24,725	\$ 18,641	\$ 23,988	\$ 21,830	\$ 21,830
	<u>\$ 24,725</u>	<u>\$ 18,641</u>	<u>\$ 23,988</u>	<u>\$ 21,830</u>	<u>\$ 21,830</u>
Expenses					
6101 Regular Salaries	\$ 5,227	\$ 8,153	\$ 14,365	\$ 14,365	\$ 14,556
6108 Part-Time	14,069	7,911	4,459	2,829	2,972
6150 Fringes	2,695	2,546	2,802	2,674	2,691
6201 Training & Conferences	27	38	-	-	-
6430 Health Services	235	269	800	400	300
6431 Interpreter Services	2,472	1,170	1,562	1,562	1,311
	<u>\$ 24,725</u>	<u>\$ 20,087</u>	<u>\$ 23,988</u>	<u>\$ 21,830</u>	<u>\$ 21,830</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2015 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Bioterrorism Grant

Business Unit 2018

PROGRAM MISSION

Provide regional approach to all hazard emergency preparedness. Appleton provides staff support to the NEW (Northeast Wisconsin) Public Health Preparedness Partners, comprised of Appleton and 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 General Fund 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 2014 - June 2015. We have received contracts from Manitowoc (\$7,000) Marquette (\$6,000), Waushara (\$6,000), Waupaca (\$8,000) and Winnebago (\$32,500) counties and the City of Menasha (\$6,000). It is also assumed these contracts will be renewed in July 2015, provided there is no change in State and federal funding.

PERFORMANCE INDICATORS

	Actual 2012	Actual 2013	Target 2014	Projected 2014	Target 2015
Client Benefits/Impacts					
# of trainings available	16	18	14	15	15
Strategic Outcomes					
Active regional coalition					
# of meetings / year	5	7	6	6	6
Work Process Outputs					
% of coalition meetings attended	100%	100%	100%	100%	100%

CITY OF APPLETON 2015 BUDGET

SPECIAL REVENUE FUNDS

Health Services Grants - Bioterrorism Grant

Business Unit 2018 - Subledger 1506

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4225 Health Grants & Aids	\$ 50,188	\$ 51,417	\$ 56,328	\$ 56,328	\$ 56,328
4801 Charges for Serv. - Nontax	56,397	64,255	59,500	59,500	65,500
	<u>\$ 106,585</u>	<u>\$ 115,672</u>	<u>\$ 115,828</u>	<u>\$ 115,828</u>	<u>\$ 121,828</u>
Expenses					
6101 Regular Salaries	\$ 74,728	\$ 75,913	\$ 76,607	\$ 76,607	\$ 78,508
6150 Fringes	29,492	29,919	30,367	30,367	30,538
6201 Training\Conferences	300	2,112	500	500	2,277
6202 Local Auto Expense	549	741	-	-	-
6206 Parking Permits	393	474	425	425	425
6301 Office Supplies	-	5,291	500	500	500
6320 Printing & Reproduction	-	-	200	200	200
6401 Accounting\Audit	500	500	505	505	500
6413 Utilities	623	722	880	880	880
	<u>\$ 106,585</u>	<u>\$ 115,672</u>	<u>\$ 109,984</u>	<u>\$ 109,984</u>	<u>\$ 113,828</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Intergovernmental Revenues	133,465	115,932	141,143	128,903	126,931	124,024	123,743
Charges for Services	56,397	64,255	51,440	59,500	59,500	62,500	65,500
TOTAL REVENUES	189,862	180,187	192,583	188,403	186,431	186,524	189,243
EXPENSES BY LINE ITEM							
Regular Salaries	75,538	82,074	64,330	105,518	105,369	107,420	107,419
Part-Time	48,140	34,761	19,302	25,080	20,823	28,443	26,957
Sick Pay	92	2,087	0	0	0	0	0
Vacation Pay	12,717	12,469	9,322	0	0	0	0
Fringes	38,582	38,493	26,658	38,683	38,472	39,152	39,038
Salaries & Fringe Benefits	175,069	169,884	119,612	169,281	164,664	175,015	173,414
Training & Conferences	1,747	8,319	4,849	900	5,481	2,722	2,727
Local Auto Expense	910	943	146	500	500	500	300
Parking Permits	393	474	435	425	425	514	425
Office Supplies	0	5,890	0	500	500	500	500
Postage & Freight	0	146	0	0	0	0	0
Administrative Expense	3,050	15,772	5,430	2,325	6,906	4,236	3,952
Miscellaneous Supplies	0	1,260	0	0	0	0	0
Printing & Reproduction	0	0	0	200	200	200	200
Medical & Lab Supplies	5,595	87	1,555	6,006	7,606	2,297	586
Supplies & Materials	5,595	1,347	1,555	6,206	7,806	2,497	786
Accounting/Audit	500	500	0	505	505	505	500
Consulting Services	1,600	0	0	0	0	0	0
Health Services	916	1,176	250	800	2,114	300	300
Interpreter Services	2,510	1,230	1,278	2,562	2,562	3,091	1,411
Purchased Services	5,526	2,906	1,528	3,867	5,181	3,896	2,211
Telephone	223	254	142	0	0	0	0
Cellular Telephone	399	468	329	880	880	880	880
Utilities	622	722	471	880	880	880	880
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	189,862	190,631	128,596	182,559	185,437	186,524	181,243

**CITY OF APPLETON 2015 BUDGET
HEALTH SERVICES GRANTS
SPECIAL REVENUE FUNDS
SOURCES AND USES OF FUNDS**

Revenues	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Intergovernmental	\$ 133,465	\$ 115,932	\$ 128,903	\$ 125,315	\$ 123,743
Charges for Service	56,397	64,255	59,500	59,500	65,500
Total Revenues	<u>189,862</u>	<u>180,187</u>	<u>188,403</u>	<u>184,815</u>	<u>189,243</u>
Expenses					
Program Costs	189,862	190,631	182,559	178,971	181,243
Total Expenses	<u>189,862</u>	<u>190,631</u>	<u>182,559</u>	<u>178,971</u>	<u>181,243</u>
Revenues over (under)					
Expenses	-	(10,444)	5,844	5,844	8,000
Fund Balance - Beginning	-	-	(10,444)	(10,444)	(4,600)
Fund Balance - Ending	<u>\$ -</u>	<u>\$ (10,444)</u>	<u>\$ (4,600)</u>	<u>\$ (4,600)</u>	<u>* \$ 3,400</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 2015 BUDGET

POLICE DEPARTMENT

Interim Police Chief: James M. Lewis

Deputy Police Chief: Robert M. Kavanaugh

Deputy Police Chief: Todd D. Olm

CITY OF APPLETON 2015 BUDGET POLICE DEPARTMENT

MISSION STATEMENT

Excellence in Police Service

DISCUSSION OF SIGNIFICANT 2014 EVENTS

The Appleton Police Department's commitment to enhancing a strong sense of safety and well-being is critical to the continued growth and vitality of the City's business and residential communities. Following our 2014 Strategic Plan, our focus is on collaborations to improve the quality of life in our community by implementing creative crime prevention strategies, aggressive problem solving efforts, and the support and engagement of our neighborhoods.

On a daily basis, officers are working with the community to address issues and concerns through collaborative problem-solving efforts. In addition to increased visibility and accessibility, the Department has embraced and established new avenues in social media, such as Facebook, TIPSOFIT, and Twitter. To improve access, staff has created a "phone app" for Smart phones providing citizens with a 24/7 direct link to all of the Department's resources.

Technology and the immediate sharing of crime intelligence information has played an important role in keeping officers informed of criminal activity. Criminals are using cell phones, computers, and other forms of technology to prey on the community. Forensic investigation of these forms of technology will enhance the Department's ability to identify, investigate, and document incidents of criminal activity including fraud, financial crimes, physical/sexual violence, and threats. The Department continues to use specialized computer forensic and electronic analysis, data recovery, electronic mail extraction, and database examination to investigate crimes.

The Department's Community Liaison Officers worked closely with Outagamie County judges, prosecutors, probation and parole officers and treatment staff to support the Drug, Mental Health and Veterans' Courts. The specialized courts focus on diverting defendants from jail by working with them over an extended period of time to address drug, mental health and post-traumatic stress disorder issues that may be contributing to their criminal activity.

Constantly evaluating the service to our community and ever-changing world of law enforcement remains a priority. In 2014, an officer was selected to serve as a Threat Assessment Specialist (TAS) to serve as a fusion center for the Department and the community. The Specialist is focused on violent threats involving firearms, dangerous weapons, and the threat of other forms of violence which may lead to death or great bodily harm. The Specialist is responsible for gathering intelligence information and coordinating the deployment of staff to safely address the apprehension and arrest of violent offenders.

The Investigative Unit handled several major case investigations near the end of 2013 including a fatal hit and run accident, robbery, multi-jurisdiction burglary ring, and a homicide. These investigations continue to take a large amount of investigator time as the cases proceed toward trials in 2014.

CITY OF APPLETON 2015 BUDGET POLICE DEPARTMENT

MAJOR 2015 OBJECTIVES

Enhance regional collaborative investigative efforts, engage in crime prevention efforts, and explore advanced software and hardware technology to identify, investigate, and document incidents of criminal activity including fraud, financial crimes, physical/sexual violence, and threats.

Use advanced forensic investigative skills and software to identify and arrest criminals responsible for human trafficking, child pornography, fraud, financial crimes, physical/sexual violence and threats.

Focus enforcement efforts on drugs (heroin), robberies, and gang violence.

Use technology to support Threat Assessment Models for community and school safety to reduce violence against women, children, elderly, and law enforcement officers.

Focus on the recruitment, selection, and retention of staff to support the Department's succession planning for anticipated retirements and the rotation of experienced personnel in Investigations and Evidence.

Embrace the philosophy of "Intelligence Based Policing" by using TipSoft crime tracking software and similar databases to gather objective data to identify and track crime trends.

Encourage officers to engage the community and support the judicial system's alternative drug, veterans, and mental health courts.

Explore possibilities for new efforts or solutions to fighting crime and solving problems.

Engage the community and stakeholders to provide critical information to help make key decisions to improve the quality of life in our community.

Focus on technology utilization to augment growing demands and supplement officers' activities.

Implement strategies to reduce the crimes identified in the FBI's Violent Crime Index.

Pursue grant opportunities to purchase equipment and supplies which provide critical support to the Department's efforts to fight crime and solve problems.

Continue partnerships with Neighborhood Watch groups and continue to make advances towards greater community and citizen participation.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 912,114	\$ 865,087	\$ 899,952	\$ 901,452	\$ 889,051	-1.21%
Program Expenses							
17511	Executive Management	562,712	556,768	551,734	558,155	550,050	-0.31%
17512	Administrative Services	1,123,374	1,182,463	1,238,696	1,250,597	1,252,779	1.14%
17513	Support Services	457,205	391,999	368,598	372,698	399,680	8.43%
17514	Public Communication	654,544	666,050	710,390	716,556	724,599	2.00%
17522	Crossing Guards	165,741	165,207	169,274	169,274	169,818	0.32%
17524	Community Services	287,313	261,895	330,653	330,653	362,852	9.74%
17531	PSL	1,330,194	1,435,350	1,449,546	1,450,526	1,485,627	2.49%
17532	Investigative Services	1,300,135	1,448,890	1,363,646	1,364,626	1,490,390	9.29%
17541	Field Operations	9,307,145	9,432,058	9,784,189	9,933,637	9,958,773	1.78%
TOTAL		\$ 15,188,363	\$ 15,540,680	\$ 15,966,726	\$ 16,146,722	\$ 16,394,568	2.68%
Expenses Comprised Of:							
	Personnel	13,400,208	13,818,232	14,199,878	14,331,414	14,498,446	2.10%
	Administrative Expense	119,018	134,708	131,568	135,668	141,341	7.43%
	Supplies & Materials	266,670	231,547	190,977	233,837	213,857	11.98%
	Purchased Services	120,152	131,116	118,892	120,392	157,962	32.86%
	Utilities	174,874	169,420	193,428	193,428	196,700	1.69%
	Repair & Maintenance	1,107,441	1,055,657	1,131,983	1,131,983	1,171,262	3.47%
	Capital Expenditures	-	-	-	-	15,000	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	134.00	134.00	136.00	136.00	137.00	

* % change from prior year adopted budget
Police.xls

**CITY OF APPLETON 2015 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:

This budget reflects a reduction of \$20,000 in court fines and fees that corresponds with the suspension of Speed and Seatbelt Grants in 2013 by the Wisconsin Department of Transportation, Bureau of Transportation Safety (BOTS) due to federal constraints. The grant dollars specialized in traffic enforcement activity. The Department was awarded \$60,000 for the Speed and Seatbelt grants for the 2012/2013 grant year, however only one-half of the grant funds were received at the time of suspension in June, 2013. This represented a loss of approximately \$30,000 in grant dollars. Additionally, neither Speed nor Seatbelt grants were awarded in the 2013/2014 grant year for an estimate loss of \$60,000 in grant dollars to fund specialized traffic enforcement deployments. The reduction in grant awards corresponds to the reduction in traffic citations and City summons that reduces court fines and fees.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Increase community partnerships					
# of new collaborative efforts explored or initiated	13	15	10	20	20
Strategic Outcomes					
Provide effective and efficient police services					
Annual review of department policies	100%	100%	100%	100%	100%
Work Process Outputs					
Enhance community relations					
% of responses to correspondence	100%	100%	100%	100%	100%
# of community involvement meetings	154	160	150	150	150
Improve internal communications					
% of employee evaluations reviewed	100%	100%	100%	100%	100%
# of acts of employee recognition	545	620	550	550	550
# of relationship/team building meetings with directors	65	69	75	70	70
Provide program efficiency					
Diversity initiatives/meetings	34	35	30	30	30

**CITY OF APPLETON 2015 BUDGET
POLICE DEPARTMENT**

Executive Management

Business Unit 17511

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4210 Federal Grants	\$ 9,960	\$ 3,500	\$ -	\$ -	\$ -
4325 Bow Hunting	360	270	-	-	-
4510 Court Fines & Fees	384,340	334,540	370,000	370,000	350,000
4801 Charges for Serv.- Nontax	25,347	21,389	20,000	20,000	20,000
4806 False Alarm Fees	5,095	9,843	10,000	10,000	10,000
4904 Grand Chute Reimbursement	4,372	-	-	-	-
5010 Misc Revenue - Nontax	17,820	30,375	20,000	20,000	20,000
5011 Misc Revenue - Tax	20	387	-	-	-
5020 Donations & Memorials	17,270	9,350	-	1,500	-
5030 Damage to City Property	329	247	-	-	-
5035 Other Reimbursements	400	292	-	-	-
Total Revenue	\$ 465,313	\$ 410,193	\$ 420,000	\$ 421,500	\$ 400,000
Expenses					
6101 Regular Salaries	\$ 378,171	\$ 369,376	\$ 369,679	\$ 373,527	\$ 378,014
6105 Overtime	-	97	-	-	-
6150 Fringes	144,177	144,005	146,582	147,155	135,696
6206 Parking Permits	-	384	396	396	396
6302 Subscriptions	647	758	758	758	895
6303 Memberships & Licenses	2,255	1,924	2,850	2,850	2,850
6304 Postage/Freight	38	377	50	50	200
6307 Food & Provisions	2,542	2,690	2,700	2,700	2,700
6315 Books & Library Materials	432	143	327	327	327
6316 Miscellaneous Supplies	806	701	800	800	800
6321 Clothing	30,663	31,311	22,600	24,600	23,180
6402 Legal Fees	281	110	100	100	100
6599 Other Contracts/Obligations	2,700	4,892	4,892	4,892	4,892
Total Expense	\$ 562,712	\$ 556,768	\$ 551,734	\$ 558,155	\$ 550,050

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Clothing

New officer issue 4 @\$1,000	\$ 4,000
Badges, patches, bars, etc.	2,000
Replacement of damaged items	500
Protective vests 17 @ approx. \$980	16,680
	<u>\$ 23,180</u>

**CITY OF APPLETON 2015 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:

Increase in printing and reproduction expense is due to the addition of a color copier to replace 2 color printers. The lease cost of the copier is charged to this budget while the costs related to the printers were absorbed in the Information Technology Department budget.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Process requests for information					
% of open records request processed within 10 working days	95%	95%	98%	98%	95%
Strategic Outcomes					
Compliance with Uniform Crime Reporting					
Complete monthly reporting requirements to State and FBI	100%	100%	100%	100%	100%
Work Process Outputs					
Improve process time of information					
# of open records requests	10,129	14,660	10,000	14,000	14,000
Avg. pages for taped offense reports	2.5	2.9	2.5	2.5	2.5
Avg. taped offense reports completed weekly	101	81	110	100	100

**CITY OF APPLETON 2015 BUDGET
POLICE DEPARTMENT**

Administrative Services Unit

Business Unit 17512

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 538,075	\$ 596,965	\$ 602,137	\$ 612,495	\$ 612,577
6104 Call Time	441	193	-	-	-
6105 Overtime	16,156	20,171	16,800	16,800	16,800
6150 Fringes	219,907	234,694	252,539	254,082	253,182
6301 Office Supplies	14,890	13,557	15,000	15,000	15,000
6316 Miscellaneous Supplies	527	594	550	550	550
6320 Printing & Reproduction	10,682	13,701	15,000	15,000	16,400
6327 Miscellaneous Equipment	1,345	3,258	3,600	3,600	3,600
6407 Collection Services	4,283	3,781	4,400	4,400	4,400
6413 Utilities	121,712	116,392	128,928	128,928	129,200
6418 Equip Repairs & Maint	1,213	433	1,350	1,350	1,350
6420 Facilities Charges	194,143	178,724	198,392	198,392	199,720
Total Expense	<u>\$ 1,123,374</u>	<u>\$ 1,182,463</u>	<u>\$ 1,238,696</u>	<u>\$ 1,250,597</u>	<u>\$ 1,252,779</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Office Supplies

General office supplies	\$ 9,000
Paper supplies	6,000
	<u>\$ 15,000</u>

Printing & Reproduction

City copy charges	\$ 5,400
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>\$ 16,400</u>

**CITY OF APPLETON 2015 BUDGET
POLICE DEPARTMENT**

Support Services Unit

Business Unit 17513

PROGRAM MISSION

The Support Services Unit, in conjunction with the Human Resource Department, exists to provide organizational development by seeking out the best practices available within the human resources function.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 4: "Develop our human resources to meet changing needs."

Objectives:

- Continue recruitment of candidates for police officer positions
- Provide and coordinate quality training opportunities
- Create and update Police Department policies

Major Changes in Revenue, Expenditures or Programs:

The increase in regular salaries is due to rate increases for sworn staff being included in this budget. In addition, there was a change in annual hours for the Lieutenant who transitioned to an exempt status in 2014. This increase also included an additional 81 hours annually (from 1999 to 2080).

This budget includes \$18,500 in expenses related to the acquisition and training of a replacement canine for Syrt, the department's canine acquired in 2008 who is reaching retirement age.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Increase public safety and awareness					
# of news releases distributed	76	85	80	90	90
# of active Neighborhood Watch Groups	146	141	148	142	142
Increase Department proficiency					
Avg. training hours p/sworn employee	102	96	95	95	95
Avg. training hours p/civilian employee	31	24	35	30	30
% 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	1.49	1.49
Work Process Outputs					
Enhance policing efforts					
# of career fairs attended	9	9	9	9	9
# of policies reviewed	62	34	45	40	40
# of internal training sessions	72	60	72	60	60

**CITY OF APPLETON 2015 BUDGET
POLICE DEPARTMENT**

Support Services Unit

Business Unit 17513

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4224 Miscellaneous State Aids	\$ 19,140	\$ 17,120	\$ 17,280	\$ 17,280	\$ 17,440
5035 Other Reimbursements	797	-	-	-	-
Total Revenue	<u>\$ 19,937</u>	<u>\$ 17,120</u>	<u>\$ 17,280</u>	<u>\$ 17,280</u>	<u>\$ 17,440</u>
Expenses					
6101 Regular Salaries	\$ 196,064	\$ 147,643	\$ 149,012	\$ 149,012	\$ 164,694
6104 Call Time	465	-	-	-	-
6105 Overtime	12,276	8,439	5,977	5,977	6,612
6150 Fringes	93,116	56,645	56,609	56,609	50,874
6201 Training/Conferences	81,245	89,921	82,000	86,100	91,500
6204 Tuition Fees	10,526	18,893	20,000	20,000	20,000
6205 Employee Recruitment	2,790	1,924	3,500	3,500	3,500
6305 Awards & Recognition	1,951	1,995	2,000	2,000	2,000
6312 Guns & Ammunition	20,897	22,700	22,750	22,750	22,750
6316 Miscellaneous Supplies	3,668	3,688	4,250	4,250	4,250
6327 Miscellaneous Equipment	16,906	7,883	8,000	8,000	8,000
6328 Signs	468	227	300	300	300
6404 Consulting Services	6,692	12,187	3,000	3,000	5,000
6418 Equip Repairs & Maint	938	934	1,000	1,000	1,000
6430 Health Services	255	437	400	400	400
6599 Other Contracts/Obligations	8,948	18,483	9,800	9,800	18,800
Total Expense	<u>\$ 457,205</u>	<u>\$ 391,999</u>	<u>\$ 368,598</u>	<u>\$ 372,698</u>	<u>\$ 399,680</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Training/Conferences</u>		<u>Guns & Ammunition</u>	
DOJ training and standards	\$ 17,440	Ammunition/XREP rounds	\$ 15,250
Supervisory/management leadership	10,000	Range supplies, targets,	
Recertification (TIME, CPR, AED, etc.)*	5,000	firearms accessories	1,000
Investigative services/sensitive crime	15,700	Less lethal ammo/XREP	1,000
Legal updates	8,000	Protective equipment	2,500
Executive conferences	5,500	Taser cartridges & supplies	3,000
Community problem solving policing	6,400		<u>\$ 22,750</u>
Special weapons and response team	5,000		
Defense-arrest tactics/firearms	3,500	<u>Other Contracts/Obligations</u>	
Canine recertification	1,000	Replacement canine	\$ 9,000
Training for new canine	9,500	Range maintenance & lead	
Exec. Dev (EDI, Reid interview, RUSH)**	3,000	removal	9,800
Travel unrelated to training	1,460		<u>\$ 18,800</u>
	<u>\$ 91,500</u>		
<u>Tuition Fees</u>			
Continuing education reimbursements,			
8 @ \$2,500	\$ 20,000		
	<u>\$ 20,000</u>		

* 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 2015 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:

The mobile data computers (MDC) require a secondary security that is provided by the use of tokens. The tokens are supported through an annual software maintenance fee. However, it is also necessary to replace the tokens every three years. This budget reflects the increase of \$16,250 to replace 130 tokens @ \$125 each.

This budget also reflects the increase of \$5,620 in aircards that were required for wireless connectivity of MDCs, SWAT laptops and IPADs.

For the past 15 years, the Appleton Police Department has utilized its existing Joey Wire System for undercover intelligence communications. That system utilized the VHF dispatch radio system that has been replaced by the current 800 MHz radio system. In effect, the new radio system has made the current Joey Wire System obsolete and unusable. This budget includes the replacement of the existing Joey Wire System at a cost of \$5,000.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Maintain responsiveness to public					
# of phone calls per year	n/a	66,895	70,000	70,000	70,000
# of 2-5 parking requests processed	15,966	13,447	16,000	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	25,419	34,519	25,500	30,000	30,000
# of criminal history queries	10,103	12,152	11,000	12,000	12,000
# of citizen contacts entered	16,637	16,146	17,500	17,000	17,000
# of training hours p/employee	23	32	20	25	25

n/a - Information not available for 2012

**CITY OF APPLETON 2015 BUDGET
POLICE DEPARTMENT**

Public Communication

Business Unit 17514

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 383,581	\$ 410,931	\$ 405,017	\$ 410,383	\$ 409,510
6104 Call Time	943	377	1,993	1,993	1,993
6105 Overtime	50,908	32,042	54,893	54,893	35,000
6150 Fringes	135,285	136,770	152,137	152,937	152,126
6316 Miscellaneous Supplies	24	-	-	-	-
6320 Printing & Reproduction	1,724	1,237	1,750	1,750	1,500
6413 Utilities	53,163	53,028	64,500	64,500	67,500
6599 Other Contracts/Obligations	28,916	31,665	30,100	30,100	56,970
Total Expense	<u>\$ 654,544</u>	<u>\$ 666,050</u>	<u>\$ 710,390</u>	<u>\$ 716,556</u>	<u>\$ 724,599</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
MDC secondary security	\$ 16,250
MDC Token Maintenance	2,600
Aircards	33,120
Joey Wire System	5,000
	<u>\$ 56,970</u>

**CITY OF APPLETON 2015 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. The crossing guards also provide an additional hour of coverage on "late start" days which is supported by the school district.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Promote safety at guarded crossings					
# of crossing guard complaint forms processed for moving violations and parking violations	64	36	50	40	40
Strategic Outcomes					
Safety awareness in school zones					
# of accidents at guarded crossings	0	1	0	0	0
Work Process Outputs					
Provide safety education at busy intersections					
# of classes given to students	14	12	20	20	20
# of students in attendance	749	621	700	700	700
Provide assistance at controlled intersections					
Avg. # of students crossing at guarded intersections p/day	2,210	2,200	2,200	2,200	2,200

**CITY OF APPLETON 2015 BUDGET
POLICE DEPARTMENT**

Crossing Guards

Business Unit 17522

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5035 Other Reimbursements	\$ 86,316	\$ 84,721	\$ 85,400	\$ 85,400	\$ 86,551
Total Revenue	<u>\$ 86,316</u>	<u>\$ 84,721</u>	<u>\$ 85,400</u>	<u>\$ 85,400</u>	<u>\$ 86,551</u>
Expenses					
6101 Regular Salaries	\$ 1,210	\$ 1,801	\$ -	\$ -	\$ -
6108 Part Time	150,737	150,388	154,200	154,200	156,220
6150 Fringes	13,309	12,506	14,574	14,574	13,098
6323 Safety Supplies	485	512	500	500	500
Total Expense	<u>\$ 165,741</u>	<u>\$ 165,207</u>	<u>\$ 169,274</u>	<u>\$ 169,274</u>	<u>\$ 169,818</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM MISSION

For the benefit of citizens, visitors, and City departments, in order to provide a timely response to requests for service, we will provide services in non-violent, non-critical situations.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide support services to patrol officers by having Community Service Officers (CSOs) complete those operational tasks that do not require a sworn officer

Increase the number and effectiveness of proactive patrols and activities (City parks, parking ramps, special events, etc.)

Major Changes in Revenue, Expenditures or Programs:

This budget includes an increase in part-time wages for Community Service Officers that was approved under the wage compensation plan for non-benefited staff. The increase in regular salaries reflects the hiring of CSO Leads at rates that were higher than anticipated when preparing the 2014 Budget.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Provide greater access to police services					
Avg. # of CSO hours p/month	1,330	1,350	1,400	1,400	1,400
Strategic Outcomes					
Increased security at community events					
% of time working special events	55%	55%	55%	55%	55%
Work Process Outputs					
Increase number of patrols					
# of ramp patrols	748	771	800	800	800
# of park patrols	3,241	3,461	3,500	3,500	3,500
Service provided by CSO vs. Officer					
# of offenses - animal	1,879	1,467	2,200	2,000	2,000
# of offenses - parking	1,247	1,009	1,600	1,500	1,500
# of offenses - bike	131	332	150	300	300
# of abandoned vehicle complaints	159	144	140	150	150

**CITY OF APPLETON 2015 BUDGET
POLICE DEPARTMENT**

Community Services

Business Unit 17524

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4310 Dog Licenses	\$ 21,339	\$ 20,424	\$ 30,000	\$ 30,000	\$ 25,000
4311 Cat Licenses	8,728	8,462	10,000	10,000	10,000
Total Revenue	<u>\$ 30,067</u>	<u>\$ 28,886</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 35,000</u>
Expenses					
6101 Regular Salaries	\$ 45,357	\$ 31,440	\$ 71,527	\$ 71,527	\$ 86,612
6105 Overtime	4,435	4,751	4,434	4,434	5,289
6108 Part-Time	175,653	171,425	165,888	165,888	192,929
6150 Fringes	39,114	32,157	60,654	60,654	49,872
6316 Miscellaneous Supplies	916	672	800	800	800
6321 Clothing	1,626	1,512	2,000	2,000	2,000
6323 Safety Supplies	120	350	350	350	350
6327 Miscellaneous Equipment	354	1,394	1,500	1,500	1,500
6412 Advertising	-	483	500	500	500
6599 Other Contracts/Obligations	19,738	17,711	23,000	23,000	23,000
Total Expense	<u>\$ 287,313</u>	<u>\$ 261,895</u>	<u>\$ 330,653</u>	<u>\$ 330,653</u>	<u>\$ 362,852</u>

DETAILED SUMMARY OF 2015 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 2015 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 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Provide youth services					
# of students crises/mental health issues requiring informal PSL intervention	New measure	2,048	500	2,000	2,000
# of other complaint resolutions/diversions made through informal means	New measure	2,839	750	2,500	2,500
Strategic Outcomes					
Increase quality of life for youth					
% of time mentoring and/or socializing with youth	New measure	40%	20%	35%	35%
Work Process Outputs					
Promote safety at schools					
# of assigned investigations	1,895	1,370	1,600	1,400	1,400
Provide law enforcement resources					
# of educational presentations to students/parents/school staff	177	294	200	250	250
# of referrals to intake/CPS/agencies	New measure	321	150	300	300
# of truancy issues addressed	New measure	2,762	120	2,500	2,500

**CITY OF APPLETON 2015 BUDGET
POLICE DEPARTMENT**

Police School Liaison

Business Unit 17531

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv. - Nontax	\$ 26,297	\$ 26,357	\$ 25,000	\$ 25,000	\$ 25,000
4905 PSL Reimbursement	284,184	295,488	307,272	307,272	319,560
Total Revenue	<u>\$ 310,481</u>	<u>\$ 321,845</u>	<u>\$ 332,272</u>	<u>\$ 332,272</u>	<u>\$ 344,560</u>
Expenses					
6101 Regular Salaries	\$ 876,152	\$ 918,485	\$ 962,965	\$ 963,818	\$ 1,022,849
6104 Call Time	1,058	1,093	1,700	1,700	1,853
6105 Overtime	53,948	91,143	59,206	59,206	61,961
6150 Fringes	398,136	423,820	424,725	424,852	397,764
6316 Miscellaneous Supplies	900	809	950	950	1,200
Total Expense	<u>\$ 1,330,194</u>	<u>\$ 1,435,350</u>	<u>\$ 1,449,546</u>	<u>\$ 1,450,526</u>	<u>\$ 1,485,627</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 BUDGET
POLICE DEPARTMENT**

Investigative Services

Business Unit 17532

PROGRAM MISSION

We develop crime prevention strategies, investigate major crimes and arrest suspects who commit crimes in support of the criminal justice system, the community, and victims, in order to prevent and/or minimize the impact of major crimes.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Provide major case investigative support to the districts
- Conduct investigations in high tech crimes
- Evaluate investigator's case review and reporting procedures
- Support investigations with qualified forensic recovery and analysis

Major Changes in Revenue, Expenditures or Programs:

The frequency of fingerprinting through criminal arrests necessitates the replacement of the Livescan Fingerprint System purchased in 2008. Support for the outdated system will expire in 2015. The replacement system, designed for rapid, forensic quality fingerprint capture, is estimated at \$5,400.

This budget also includes the replacement of the Computer Forensic Workstation specifically used by Investigators for computer crimes and identity theft. A new system would perform a variety of advanced and highly specialized computer forensic and electronic discovery services from digital media including digital evidence preservation, forensic analysis, data recovery, electronic mail extraction, and database examination. The current system purchased in 2009 is outdated and cannot keep up with these current demands. The replacement of the Forensic Workstation is estimated at \$15,000.

This budget reflects the addition of one sworn officer to serve as a Forensic Investigator, dealing particularly with cybercrimes involving the use of computers, cell phones, and other forms of technology (\$98,147 total, of which \$89,347 is included in this program).

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Provide requests for information					
% of discovery requests processed within 10 work days	99%	99%	100%	100%	100%
Strategic Outcomes					
Compliance with professional standards					
# of audits completed	2	2	2	2	2
% of evidence & property maintained appropriately	100%	100%	100%	100%	100%
Work Process Outputs					
Improve process time of information					
# of discovery requests	1,319	1,695	1,600	1,700	1,700
# of evidence & property maintained	22,549	34,046	20,000	40,000	45,000
# of digital folders maintained	1,742	3,504	2,000	5,000	6,000
Provide investigative forensic analysis to officers					
# of crime lab submissions	138	581	200	600	600

**CITY OF APPLETON 2015 BUDGET
POLICE DEPARTMENT**

Investigative Services

Business Unit 17532

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 796,075	\$ 827,088	\$ 836,142	\$ 836,995	\$ 949,837
6104 Call Time	1,262	1,983	3,000	3,000	3,195
6105 Overtime	61,944	129,432	53,865	53,865	59,865
6108 Part-Time	16,778	21,671	19,381	19,381	19,386
6150 Fringes	386,564	412,891	400,308	400,435	386,807
6304 Postage\Freight	-	87	50	50	-
6316 Miscellaneous Supplies	1,316	598	1,500	1,500	1,500
6320 Printing & Reproduction	1,856	2,318	2,000	2,000	2,000
6324 Medical\Lab Supplies	12,463	13,160	13,300	13,300	13,300
6327 Miscellaneous Equipment	13,350	26,410	21,000	21,000	26,400
6418 Equip Repairs & Maint	200	1,025	1,500	1,500	1,500
6443 Investigative Costs	245	1,055	1,000	1,000	1,000
6599 Other Contracts/Obligations	8,082	11,172	10,600	10,600	10,600
6804 Capital Outlay	-	-	-	-	15,000
Total Expense	<u>\$ 1,300,135</u>	<u>\$ 1,448,890</u>	<u>\$ 1,363,646</u>	<u>\$ 1,364,626</u>	<u>\$ 1,490,390</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Computer analysis equipment	\$ 6,000
Digital evidentiary cameras	8,500
VARDA Replacements (3)*	6,500
Fingerprint System	5,400
	<u>\$ 26,400</u>

* VARDA - Voice Activated Radio Dispatched Alarm

**CITY OF APPLETON 2015 BUDGET
POLICE DEPARTMENT**

Field Operations

Business Unit 17541

PROGRAM MISSION

Provide excellence in police service by working in partnership with our community and other government agencies to identify and resolve problems and improve the quality of life in our community through innovative and refined problem solving methods.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- Be visible and accessible within our community and our department
- Facilitate the development of collaborative efforts between police and community partners by encouraging officers to apply the philosophy of problem oriented policing as part of their everyday work experience
- Adapt quickly to changing conditions and constantly examine current operating practices to improve process
- Encourage community participation in crime prevention strategies
- Create partnerships in the community to identify and solve recurring problems

Major Changes in Revenue, Expenditures or Programs:

This budget includes an increase of \$37,951 in CEA equipment reserve projecting the replacement of 82 mobile radios with a life expectancy of ten years.

Also reflected in this budget is the replacement a Speed Monitoring Awareness Radar Trailer (SMART unit) that was purchased in 2008. The new solar panels units will be similar with a data collection system that allows for documentation of traffic volume, time, and speed. A SMART unit with computer package will cost approximately \$8,700.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Increase community education in crime prevention issues					
# of community meetings held	50	80	50	50	50
# of interagency neighborhood teams	10	12	10	10	10
Strategic Outcomes					
Reduce crime through crime prevention strategies					
# of reported Group A crimes *	4,603	4,469	4,500	4,500	4,500
# of reported Group B crimes **	7,096	6,401	7,000	7,000	7,000
\$ value of stolen/damaged property	\$ 1,225,554	\$ 1,134,052	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
\$ value of recovered property	\$ 309,663	\$ 278,890	\$ 350,000	\$ 350,000	\$ 350,000
Work Process Outputs					
Improve enforcement and response to crime					
# of citizen contacts	30,628	30,666	28,000	28,000	28,000
# of adult arrests ***	6,675	6,215	6,400	6,400	6,400
# of juvenile arrests ***	1,244	1,149	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 2015 BUDGET
POLICE DEPARTMENT**

Field Operations

Business Unit 17541

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5035 Other Reimbursements	\$ -	\$ 2,322	\$ 5,000	\$ 5,000	\$ 5,500
Total Revenue	\$ -	\$ 2,322	\$ 5,000	\$ 5,000	\$ 5,500
Expenses					
6101 Regular Salaries	\$ 5,424,866	\$ 5,472,245	\$ 5,862,296	\$ 5,936,460	\$ 6,230,531
6104 Call Time	32,824	36,680	30,000	30,000	30,816
6105 Overtime	282,855	373,370	264,484	266,842	277,889
6150 Fringes	2,468,365	2,545,516	2,597,154	2,627,720	2,334,595
6312 Guns & Ammunition	6,500	7,425	7,500	7,500	7,500
6316 Miscellaneous Supplies	18,788	16,881	20,000	20,000	20,000
6320 Printing & Reproduction	1,650	1,938	1,650	1,650	1,650
6327 Miscellaneous Equipment	118,204	72,126	38,000	78,860	53,500
6404 Consulting Services	2,820	2,340	2,000	2,000	2,000
6418 Equip Repairs & Maint	9,148	8,977	6,000	6,000	6,000
6425 CEA Equip. Rental	901,799	865,563	923,741	923,741	961,692
6431 Interpreter Services	659	895	1,500	1,500	1,500
6444 Witness Fees	546	580	1,000	1,000	1,000
6502 Leases	2,134	2,198	2,264	2,264	2,300
6599 Other Contracts/Obligations	35,987	25,324	26,600	28,100	27,800
Total Expense	\$ 9,307,145	\$ 9,432,058	\$ 9,784,189	\$ 9,933,637	\$ 9,958,773

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Miscellaneous supplies</u>		<u>Miscellaneous equipment</u>	
Radio supplies, batteries	\$ 1,500	Preliminary breath test units	\$ 2,000
Explorers	1,500	Taser replacements/supplies	11,000
Accident and bike teams	2,500	Radio replacement	4,000
Traffic safety vests	2,000	Radar speed detection	8,000
Community Resource, Honor Guard	2,500	Voice recorders	1,500
Bloodborne pathogens, first responder	2,500	SWAT equipment	8,000
Flares, traffic supplies, speedwatch	2,000	SWAT vests, helmets, etc.	7,000
Command vehicle supplies	1,000	Misc. Operations equipment	3,300
Crime scene tape	1,000	Speed Monitoring Trailer	8,700
K9 program	1,500		\$ 53,500
EOC / Misc. supplies	2,000		
	\$ 20,000	<u>Other Contracts & Obligations</u>	
		DWI blood draws	\$ 22,000
		Incarceration fees	700
		Records requests	200
		Biohazard cleaning	1,000
		K9 Program	1,500
		Cloudspace Iphone APP	1,200
		CAPSIT scheduling software	1,200
			\$ 27,800

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Intergovernmental Revenues	29,100	20,620	16,960	17,280	17,280	17,440-	17,440
Licenses	30,428	29,155	37,164	40,000	40,000	40,000-	35,000
Fines and Forfeitures	384,340	334,540	242,103	370,000	370,000	350,000-	350,000
Charges for Services	56,739	57,589	23,023	55,000	55,000	55,000-	55,000
Intergov. Charges for Service	288,556	295,488	150,624	307,272	307,272	319,560-	319,560
Other Revenues	122,953	127,694	104,919	110,400	111,900	112,051-	112,051
TOTAL REVENUES	912,116	865,086	574,793	899,952	901,452	894,051-	889,051
EXPENSES BY LINE ITEM							
Regular Salaries	8,232,494	8,327,925	5,911,994	9,185,245	9,280,687	9,718,874	9,778,309
Call Time	36,993	40,325	10,822	36,693	36,693	37,857	37,857
Overtime	482,523	659,444	241,653	459,659	462,017	481,525	463,416
Temp. Full-Time	150,737	150,388	91,064	154,200	154,200	156,220	156,220
Part-Time	192,431	193,096	141,672	185,269	185,269	212,315	212,315
Other Compensation	210,367	216,052	152,846	73,530	73,530	75,715	76,315
Shift Differential	12,862	11,954	8,106	0	0	0	0
Sick Pay	7,425	2,872	4,435	0	0	0	0
Vacation Pay	176,402	217,173	200,900	0	0	0	0
Fringes	3,897,973	3,999,003	2,606,137	4,105,282	4,139,018	3,747,217	3,774,014
Salaries & Fringe Benefits	13,400,207	13,818,232	9,369,629	14,199,878	14,331,414	14,429,723	14,498,446
Training & Conferences	81,245	89,921	51,393	82,000	86,100	82,000	91,500
Tuition Fees	10,526	18,893	11,136	20,000	20,000	20,000	20,000
Employee Recruitment	2,790	1,924	2,154	3,500	3,500	3,500	3,500
Parking Permits	0	384	396	396	396	396	396
Office Supplies	14,890	13,557	10,802	15,000	15,000	15,000	15,000
Subscriptions	647	758	896	758	758	895	895
Memberships & Licenses	2,255	1,924	2,305	2,850	2,850	2,850	2,850
Postage & Freight	38	464	292	100	100	200	200
Awards & Recognition	1,951	1,995	2,131	2,000	2,000	2,000	2,000
Food & Provisions	2,542	2,690	2,152	2,700	2,700	2,700	2,700
Leases	2,134	2,198	1,694	2,264	2,264	2,300	2,300
Administrative Expense	119,018	134,708	85,351	131,568	135,668	131,841	141,341
Guns & Ammunition	27,396	30,125	24,370	30,250	30,250	30,250	30,250
Books & Library Materials	432	143	243	327	327	327	327
Miscellaneous Supplies	26,945	23,943	16,497	28,850	28,850	29,100	29,100
Printing & Reproduction	15,913	19,194	12,361	20,400	20,400	21,550	21,550
Clothing	32,288	32,823	24,917	24,600	26,600	23,180	25,180
Safety Supplies	605	861	1,117	850	850	850	850
Medical & Lab Supplies	12,463	13,160	5,519	13,300	13,300	13,300	13,300
Miscellaneous Equipment	150,160	111,071	85,570	72,100	112,960	86,200	93,000
Signs	468	227	0	300	300	300	300
Supplies & Materials	266,670	231,547	170,594	190,977	233,837	205,057	213,857
Legal Fees	281	110	42	100	100	100	100
Consulting Services	9,513	14,528	7,175	5,000	5,000	7,000	7,000
Collection Services	4,283	3,781	2,358	4,400	4,400	4,400	4,400
Advertising	0	483	483	500	500	500	500
Health Services	255	437	0	400	400	400	400
Interpreter Services	659	895	563	1,500	1,500	1,500	1,500
Investigative Costs	245	1,055	537	1,000	1,000	1,000	1,000
Witness Fees	546	580	201	1,000	1,000	1,000	1,000
Other Contracts/Obligations	104,370	109,247	79,262	104,992	106,492	133,062	142,062
Purchased Services	120,152	131,116	90,621	118,892	120,392	148,962	157,962
Electric	87,701	81,477	54,824	88,000	88,000	86,000	86,000
Gas	24,153	23,987	25,608	30,000	30,000	32,000	32,000
Water	4,381	4,427	3,312	4,500	4,500	4,500	4,500
Waste Disposal/Collection	1,559	1,580	1,181	1,600	1,600	1,600	1,600
Fuel Oil	0	719	0	500	500	600	600
Stormwater	3,917	4,202	3,594	4,328	4,328	4,500	4,500
Telephone	21,305	21,289	15,139	21,500	21,500	21,500	21,500

City of Appleton
2015 Budget
Revenue and Expense Summary

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Cellular Telephone	31,858	31,739	30,390	43,000	43,000	46,000	46,000
Utilities	174,874	169,420	134,048	193,428	193,428	196,700	196,700
Equipment Repair & Maintenan	11,499	11,369	3,112	9,850	9,850	9,850	9,850
Facilities Charges	194,143	178,725	114,963	198,392	198,392	199,720	199,720
CEA Equipment Rental	901,799	865,563	627,697	923,741	923,741	961,692	961,692
Repair & Maintenance	1,107,441	1,055,657	745,772	1,131,983	1,131,983	1,171,262	1,171,262
Machinery & Equipment	0	0	0	0	0	15,000	15,000
Capital Expenditures	0	0	0	0	0	15,000	15,000
TOTAL EXPENSES	15,188,362	15,540,680	10,596,015	15,966,726	16,146,722	16,298,545	16,394,568

**CITY OF APPLETON 2015 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 2015 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. Grant funds awarded through the Wisconsin Department of Transportation provide funding for alcohol, pedestrian, and bicycle enforcement to increase traffic-related safety awareness.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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	2012	2013	Adopted 2014	Amended 2014	2015	
Program Revenues		\$ 128,113	\$ 184,782	\$ 180,434	\$ 180,434	\$ 170,434	-5.54%
Program Expenses		\$ 117,893	\$ 184,783	\$ 180,434	\$ 180,434	\$ 170,434	-5.54%
Expenses Comprised Of:							
Personnel		86,100	174,058	165,434	165,434	153,434	-7.25%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		31,793	10,725	15,000	15,000	17,000	13.33%
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS**

Police Grants

Business Units 2250 - 2251

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4210 Federal Grants	\$ 21,850	\$ 6,300	\$ 15,000	\$ 15,000	\$ 15,000
4224 State Grants	100,263	178,482	165,434	165,434	155,434
4230 Miscellaneous Local Aids	6,000	-	-	-	-
Total Revenue	<u>\$ 128,113</u>	<u>\$ 184,782</u>	<u>\$ 180,434</u>	<u>\$ 180,434</u>	<u>\$ 170,434</u>
Expenses					
6101 Salaries	\$ -	\$ 121,434	\$ 121,434	\$ 121,434	\$ 121,434
6105 Overtime	86,100	52,624	44,000	44,000	32,000
6321 Clothing	-	-	5,000	5,000	5,000
6327 Miscellaneous Equipment	31,793	10,725	10,000	10,000	12,000
Total Expense	<u>\$ 117,893</u>	<u>\$ 184,783</u>	<u>\$ 180,434</u>	<u>\$ 180,434</u>	<u>\$ 170,434</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Included in this budget are the following grants:

Edward Byrne Memorial Justice Assistance	DOJ	\$ 10,000
Bulletproof Vest Partnership Program	DOJ	5,000
Alcohol Enforcement	DOT	30,000
Bicycle and Pedestrian Enforcement	DOT	4,000
Beat Patrol	DOJ	121,434
		<u>\$ 170,434</u>

**CITY OF APPLETON 2015 BUDGET
POLICE GRANTS**

Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Intergovernmental	\$ 128,113	\$ 184,782	\$ 180,434	\$ 180,434	\$ 170,434
Total Revenues	<u>128,113</u>	<u>184,782</u>	<u>180,434</u>	<u>180,434</u>	<u>170,434</u>
Expenses					
Program Costs	117,893	184,783	180,434	180,434	170,434
Total Expenses	<u>117,893</u>	<u>184,783</u>	<u>180,434</u>	<u>180,434</u>	<u>170,434</u>
Revenues over (under) Expenses	10,220	(1)	-	-	-
Fund Balance - Beginning	<u>(10,219)</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2015 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	Subledger	Amount	Page
Fire Station Radio Speaker Upgrade	1903	\$ 65,000	Projects, Pg. 643
Emergency Vehicle Traffic Preemption	1924	125,860	Projects, Pg. 641
Training Tower Upgrades	1906	30,000	Projects, Pg. 642
Total		<u>\$ 220,860</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.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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

Unit	Programs Title	Actual		Budget			% Change *
		2012	2013	Adopted 2014	Amended 2014	2015	
	Program Revenues	\$ (40)	\$ 264,098	\$ -	\$ -	\$ -	N/A
	Program Expenses	\$ 75,829	\$ 1,682,979	\$ 206,020	\$ 400,490	\$ 220,860	7.20%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	645,057	-	-	-	N/A
	Supplies & Materials	-	-	32,000	36,500	220,860	590.19%
	Purchased Services	-	-	-	-	-	N/A
	Capital Expenditures	75,829	1,037,922	174,020	363,990	-	-100.00%

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

**CITY OF APPLETON 2015 BUDGET
CAPITAL PROJECTS FUNDS**

Public Safety

Business Unit 4210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4210 Federal grants	\$ -	\$ 265,600	\$ -	\$ -	\$ -
4710 Interest on Investments	(40)	(1,502)	-	-	-
5910 Proceeds of Long-term Debt	926,500	-	206,020	206,020	220,860
5921 Trans In - General Fund	-	535,862	-	-	-
Total Revenue	\$ 926,460	\$ 799,960	\$ 206,020	\$ 206,020	\$ 220,860
Expenses					
6327 Miscellaneous Equipment	\$ -	\$ 562,958	\$ 32,000	\$ 36,500	\$ 190,860
6803 Buildings	-	-	-	-	30,000
6804 Equipment	75,829	474,964	174,020	363,990	-
7914 Transfer Out - Capital Proj	-	645,057	-	-	-
Total Expense	\$ 75,829	\$ 1,682,979	\$ 206,020	\$ 400,490	\$ 220,860

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Station radio equipment	\$ 65,000
Signal preemption equipment	125,860
	<u>\$ 190,860</u>

Buildings

Fire training tower windows	\$ 30,000
	<u>\$ 30,000</u>

**CITY OF APPLETON 2015 BUDGET
PUBLIC SAFETY**

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

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Federal Grants	\$ -	\$ 265,600	\$ -	\$ -	\$ -
Interest Income	(40)	(1,502)	-	-	-
Total Revenues	(40)	264,098	-	-	-
Expenses					
Program Costs	75,829	1,037,922	206,020	400,490	220,860
Total Expenses	75,829	1,037,922	206,020	400,490	220,860
Revenues over (under) Expenses	(75,869)	(773,824)	(206,020)	(400,490)	(220,860)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	926,500	-	206,020	380,451	220,860
Transfer In - General Fund	-	535,862	-	-	-
Transfer Out - Capital Projects	-	(645,057)	-	-	-
Transfer Out - CEA	-	-	-	-	-
Total Other Financing Sources (Uses)	926,500	(109,195)	206,020	380,451	220,860
Net Change in Equity	850,631	(883,019)	-	(20,039)	-
Fund Balance - Beginning	52,427	903,058	20,039	20,039	-
Fund Balance - Ending	\$ 903,058	\$ 20,039	\$ 20,039	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET

FIRE DEPARTMENT

Fire Chief: Len R. Vander Wyst

Deputy Fire Chief: Eugene R. Reece, Jr.

CITY OF APPLETON 2015 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 2014 EVENTS

As a result of a 2013 CIP project and a FEMA AFG Grant, the department upgraded all self-contained breathing apparatus. This was a significant upgrade with a number of firefighter safety enhancements. Additionally, a third breathing air compressor was purchased and installed at Fire Station #3. The benefits of the third compressor is that it provides access to the south side units for filling breathing air bottles, while maintaining coverage for the south side as well as for our automatic aid partners. In 2014, the department replaced our rescue boat which provides more versatility in swift water operations and has a fire pump for the purpose of fire operations along the Fox River, if needed. The department replaced 33 sets of personal protective equipment (PPE). This purchase brings the department into compliance with NFPA standards requiring that firefighters have two sets of PPE which are less than ten years old. The department continues to implement the new radio system, working in conjunction with Outagamie County and local property owners to address radio coverage within large buildings. Overall, the radio upgrade has significantly improved radio coverage and firefighter safety with the emergency operations features. Working cooperatively with the department of Public Works, the department is upgrading the emergency vehicle preemption system. This system provides for the emergency control of specific intersections to improve emergency response times and response safety by coordinating response with traffic control signals.

As part of the County computer-aided dispatch software upgrade, the Fire Department worked closely with the Information Technology Department to update all mobile data computers (MDC's). This update moved the computers from vehicle radio modems to computer air cards enhancing the speed and available information for field units. From a map in the fire apparatus, all units can now see the entire fleet of Fire Department vehicles, which provides the ability to monitor and address response coverage while units are out of the station. With the use of air cards and access to the internet, we also improved access to pre-fire plans along with GIS utility maps, which can be utilized during emergency responses.

A committee of employees completed an evaluation of the Fire Department fleet and presented a recommendation to the Safety and Licensing Committee in June on the future of fire apparatus purchasing for the department. This review included an analysis of fire ground operations, types of fire apparatus, maintenance on fire apparatus and replacement process for fire apparatus. In July, it was discovered that significant repairs were needed to truck 9341 taking it out of service for several months. Working with several departments, committees, and local Pierce sales representatives, the department determined it was more beneficial to take delivery of a stock platform truck.

In 2013, the department automated its fire burning permit application process by making it available on the City's website. Thus far in 2014, more than 750 permits were issued, 38% of which were online applications. This is up from the 23% of online applications in 2013. The ability to apply on-line has been advertised on Facebook and station sign boards.

The Resource Development and Special Operations Divisions conducted several training sessions on various topics including a focus on active shooting incidents and the increased role of fire and EMS in these incidents. The goal of this training is to define where and when Fire and EMS personnel can collectively interject themselves cooperatively with law enforcement personnel into an active shooter incident to maximize the benefit to the victims while keeping our employees as safe as possible.

Through the benefit of an acquired structure on N. Division Street, the department was able to provide advanced training in the areas of camera-oriented search, firefighter rescue, vent enter isolate search (VEIS), and forcible entry for security bars training. Many of these techniques and training props were brought back from training provided at this year's Fire Department Instructor's Conference in Indianapolis where staff was able to gain valuable hands on training from national instructors.

The Public Education Executive Committee has been continuing its work with social media to engage the community and media outlets utilizing Facebook and Twitter. 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. The department is planning open houses at all fire stations to kick off Fire Prevention Week in October.

CITY OF APPLETON 2015 BUDGET FIRE DEPARTMENT

MAJOR 2015 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 2015, the department will strive to meet the following goals:

Improve an awareness of changing community needs and diverse community populations and their effect on our levels of service and programs

Maintain identified levels of service in a cost-effective manner by providing quality programs to our community

Provide a quality work environment which both encourages and enhances employee participation and growth as well as supporting efficient work processes and sustainability

Continue to enhance the department's capability to respond to routine and non-routine emergencies. This includes addressing response capabilities necessary based upon projected risks developed by the Department of Homeland Security and the State of Wisconsin

Continue the implementation of the records management system as provided by Outagamie County

Implement the strategic initiatives identified in the department strategic plan

Maintain and enhance existing regional relationships

Utilize existing staff to deliver public education programs and continue to enhance our fire prevention efforts

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 342,886	\$ 440,587	\$ 242,934	\$ 242,934	\$ 273,100	12.42%
Program Expenses							
18010	Administration	474,985	601,666	503,451	508,302	520,914	3.47%
18021	Fire Suppression	8,424,647	9,197,675	8,635,719	8,641,455	8,936,264	3.48%
18022	Special Operations	133,402	37,021	148,896	148,896	150,698	1.21%
18023	Resource Devel.	261,006	254,716	267,741	270,561	271,823	1.52%
18031	Public Education	129,607	73,352	120,574	120,574	120,868	0.24%
18032	Fire Prevention	559,068	330,957	643,758	646,602	656,574	1.99%
18033	Technical Services	487,781	359,941	459,375	459,375	368,168	-19.85%
TOTAL		\$ 10,470,496	\$ 10,855,328	\$ 10,779,514	\$ 10,795,765	\$ 11,025,309	2.28%
Expenses Comprised Of:							
Personnel		9,488,005	9,815,260	9,771,112	9,787,363	9,946,892	1.80%
Administrative Expense		48,771	66,845	58,800	58,800	73,410	24.85%
Supplies & Materials		106,436	159,367	122,825	122,825	144,437	17.60%
Purchased Services		36,222	48,341	44,300	44,300	42,000	-5.19%
Utilities		122,689	135,414	149,061	149,061	154,748	3.82%
Repair & Maintenance		592,630	630,101	633,416	633,416	663,822	4.80%
Capital Expenditures		75,743	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		97.00	96.00	96.00	96.00	96.00	

* % change from prior year adopted budget

**CITY OF APPLETON 2015 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

Major changes in Revenue, Expenditures, or Programs:

This budget contains the addition of part-time clerical hours (\$22,000) to help provide assistance with the Public Education program as well as provide coverage for the existing administrative assistant during absences. In 2011, the Department's full-time Public Education Specialist position was eliminated and a Public Education Team was assembled. In 2012, the Department eliminated one of the two full-time administrative assistant positions in a cost-saving measure. Although the Public Education Team has done a great job overseeing and growing the program, we have found that the numerous administrative tasks related to the program (scheduling/coordinating over 100 public education events ranging from school visits, station tours, and safety fairs to parade participation, citizen's academy, and fire safety presentations) have become overly burdensome to the existing administrative clerk to manage. While we have made a concerted effort to complete the work necessary to maintain the program, it is clear that additional administrative help is necessary. These hours will help provide some of that administrative support.

Membership fees have been increased to allow all chief officers to become members of the Wisconsin State Fire Chief's Association in order to provide mentoring and training opportunities throughout the year.

The increase in printing expenses is due to the upgrade of the copy machines at the fire stations to include scanning, faxing, and printing capabilities.

As part of the 2014 CEA replacement program, the fire chief's vehicle was upgraded to a smaller sport utility vehicle to improve operations during inclement weather. The chief responds to major incidents at all hours and in all weather. This upgrade provided a more user friendly and safer response vehicle.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Staff and schedule to provide consistent emergency response within the community.					
Avg first-in response time (minutes)	4.4	4.5	4.0	4.4	4.0
Strategic Outcomes					
Lives and property protected					
Fires per 1,000 residents	1.7	1.4	0.0	0.0	0.0
% of \$ loss in:					
inspected vs.	2%	47%	25%	10%	25%
non-inspected	98%	53%	75%	90%	75%
Work Process Outputs					
Enhance internal communications					
# of employee, department, union-management meetings	121	117	225	100	150
Enhance regional relationships					
# of meetings and activities with regional partners	26	17	25	25	25

**CITY OF APPLETON 2015 BUDGET
FIRE DEPARTMENT**

Administration

Business Unit 18010

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4210 Federal Grants	\$ 60,000	\$ -	\$ -	\$ -	\$ -
4226 Fire Insurance Dues	175,927	174,034	162,349	162,349	185,000
5010 Misc Revenue - NonTax	6	9	-	-	-
5011 Misc Revenue - Tax	52	7	-	-	-
5035 Other Reimbursements	-	250	-	-	-
5085 Cash Short or Over	-	3,350	-	-	-
Total Revenue	\$ 235,985	\$ 177,650	\$ 162,349	\$ 162,349	\$ 185,000
Expenses					
6101 Regular Salaries	\$ 226,143	\$ 306,963	\$ 215,108	\$ 219,330	\$ 232,455
6108 Part Time	-	-	-	-	20,400
6150 Fringes	86,141	101,844	87,540	88,169	67,777
6201 Training\Conferences	5,541	3,913	4,000	4,000	4,000
6301 Office Supplies	2,783	4,343	3,750	3,750	4,500
6303 Memberships & Licenses	852	694	850	850	1,300
6304 Postage\Freight	36	4,435	250	250	250
6305 Awards & Recognition	1,128	1,027	1,400	1,400	1,440
6307 Food & Provisions	943	1,126	1,900	1,900	1,920
6315 Books & Library Materials	256	322	300	300	300
6316 Miscellaneous Supplies	365	453	500	500	500
6320 Printing & Reproduction	4,407	5,501	5,000	5,000	7,187
6321 Clothing	91	-	-	-	-
6327 Miscellaneous Equipment	9,125	10,198	10,000	10,000	10,000
6404 Consulting Services	1,387	2,878	1,500	1,500	1,500
6407 Collection Services	2,037	3,068	2,300	2,300	2,500
6408 Contractor Fees	1,102	973	1,000	1,000	1,000
6411 Temporary Help	-	8,133	5,000	5,000	-
6413 Utilities	122,689	135,413	149,061	149,061	154,748
6425 CEA Equip. Rental	9,959	10,382	13,992	13,992	9,137
Total Expense	\$ 474,985	\$ 601,666	\$ 503,451	\$ 508,302	\$ 520,914

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2015 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 decreased fringe benefit expense reflects the increased employee contribution into the Wisconsin Retirement System by the protected staff.

The department is requesting an increase in the training and conferences budget (\$4,000) for the Suppression Division to provide more opportunities for our employees to attend classes and conferences that would enhance their skills and knowledge so they can operate safely and effectively at emergency scenes. This would also improve the ability to bring in outside instructors that are nationally renowned in the fire service profession to provide the training that cannot be delivered or found locally.

A portion of the increase in CEA replacement expenses is due to the additions of the rescue boat and the 2014 Pierce Velocity Platform truck in this program.

In addition, the personal protective equipment (PPE) budget has been increased (\$22,000) to stay current with the PPE replacement schedule. The goal is to replace equipment continually rather than relying on large capital expenses periodically.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Qualified, quick response to request for services					
Response to emergency calls for service within four minutes	65%	63%	90%	65%	90%
Strategic Outcomes					
Enhance community safety					
Fire loss	\$ 742,792	\$ 744,375	\$ 500,000	\$ 750,000	\$ 500,000
# of fire-related deaths	0	0	0	0	0
Work Process Outputs					
Calls responded to					
# of emergency calls	3,238	3,404	3,000	3,250	3,250
# of non-emergency calls	463	511	500	500	500
Reduction in lost time work-related injuries					
# of lost time days	0	31	0	12	0

**CITY OF APPLETON 2015 BUDGET
FIRE DEPARTMENT**

Fire Suppression

Business Unit 18021

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4224 Miscellaneous State Aids	\$ 33,457	\$ 167,496	\$ -	\$ -	\$ 10,000
4801 Charges for Serv. - Nontax	6,075	2,434	3,500	3,500	2,500
Total Revenue	<u>\$ 39,532</u>	<u>\$ 169,930</u>	<u>\$ 3,500</u>	<u>\$ 3,500</u>	<u>\$ 12,500</u>
Expenses					
6101 Regular Salaries	\$ 5,301,692	\$ 5,804,554	\$ 5,695,532	\$ 5,700,524	\$ 5,818,769
6104 Call Time	4,061	4,262	-	-	-
6105 Overtime	345,278	392,352	68,716	68,716	373,105
6150 Fringes	2,336,878	2,541,395	2,411,596	2,412,340	2,222,190
6201 Training\Conferences	11,904	20,948	17,500	17,500	22,500
6204 Tuition Fees	1,686	2,781	2,500	2,500	4,000
6301 Office Supplies	50	-	-	-	-
6306 Building Maint./Janitorial	2,492	3,090	3,250	3,250	3,250
6309 Shop Supplies & Tools	569	-	-	-	-
6316 Miscellaneous Supplies	926	721	1,500	1,500	1,500
6321 Clothing	13,779	15,133	20,000	20,000	42,000
6324 Medical/Lab Supplies	1,995	2,836	3,700	3,700	3,700
6327 Miscellaneous Equipment	-	1,890	-	-	-
6425 CEA Equip. Rental	377,770	383,336	386,425	386,425	420,250
6430 Health Services	25,567	24,377	25,000	25,000	25,000
Total Expense	<u>\$ 8,424,647</u>	<u>\$ 9,197,675</u>	<u>\$ 8,635,719</u>	<u>\$ 8,641,455</u>	<u>\$ 8,936,264</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Training/Conferences

First responder recertification	\$ 4,000
Advanced driver training	2,000
Officer and command staff training	7,000
Fire department instructor's training	5,000
General firefighting training	4,500
	<u>\$ 22,500</u>

Clothing

Protective clothing (turnout repair, boots, helmets, gloves)	\$ 38,500
Dress uniforms and intern clothing	2,000
Badges, hardware, etc.	1,500
	<u>\$ 42,000</u>

Health Services

NFPA-compliant physicals	\$ 22,000
Duty evaluations	3,000
	<u>\$ 25,000</u>

**CITY OF APPLETON 2015 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 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 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	1	0	0	0
Work Process Outputs					
Educational programs delivered					
# of outreach programs delivered	4	5	10	2	5
# of assists given	3	3	5	1	5
# of specialty training hours	4,020	3,977	6,000	4,000	4,500
Program funding					
# of grant applications completed	2	2	2	3	3
# of grants received	2	2	2	3	3

**CITY OF APPLETON 2015 BUDGET
FIRE DEPARTMENT**

Special Operations

Business Unit 18022

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ 25,919	\$ 18,000	\$ 18,000	\$ 16,000
4230 Miscellaneous Local Aids	7,500	7,500	7,500	7,500	7,500
4801 Charges for Serv. - Nontax	2,283	358	-	-	-
4807 Incineration Fees	11,021	10,097	10,100	10,100	10,000
Total Revenue	\$ 20,804	\$ 43,874	\$ 35,600	\$ 35,600	\$ 33,500
Expenses					
6101 Regular Salaries	\$ 69,479	\$ 2,629	\$ 73,996	\$ 73,996	\$ 78,430
6104 Call Time	124	-	-	-	-
6105 Overtime	3,623	-	5,899	5,899	6,256
6150 Fringes	30,981	1,221	33,001	33,001	30,012
6321 Protective Clothing	-	8,808	9,000	9,000	9,000
6327 Miscellaneous Equipment	23,134	18,044	20,000	20,000	20,000
6407 Collection Services	6,061	6,319	7,000	7,000	7,000
Total Expense	\$ 133,402	\$ 37,021	\$ 148,896	\$ 148,896	\$ 150,698

DETAILED SUMMARY OF 2015 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 2015 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 initial tactical decision-making training
- Provide advanced firefighter rescue skills and technique training to all personnel
- Seek opportunities to provide internally or send personnel to leadership training to include command level training
- Build on and continue to define our role as fire and EMS providers at active shooter incidents

Major changes in Revenue, Expenditures, or Programs:

In 2014, Resource Development initiated the creation of the Fox Valley Training Officers' Association. This organization includes representatives from the City of Appleton, Town of Grand Chute, City of Neenah, City of Menasha, and Town of Menasha with hopes to expand to other surrounding communities. The purpose of this organization is to share information and resources with the goal of increasing the knowledge and abilities of our personnel while building cooperative relationships with agencies that we respond to emergencies with. This cooperative will benefit participants by sharing standard operating guidelines (SOGs), lesson plans, training props, and provides the ability to bring in classes from national instructors by sharing the cost to decrease the individual financial impact.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Trained personnel that meet requirements					
% of employees					
trained as required					
by classification					
Firefighter:	100%	100%	100%	100%	100%
Driver:	100%	100%	100%	100%	100%
Officer:	100%	100%	100%	100%	100%
Strategic Outcomes					
Enhanced community safety					
% of fires contained to room/area of origin					
in residential structures	61%	62%	90%	60%	90%
Work Process Outputs					
Educational programs delivered					
Average # of hours of training					
per employee	108	122	130	130	130

**CITY OF APPLETON 2015 BUDGET
FIRE DEPARTMENT**

Resource Development

Business Unit 18023

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 167,735	\$ 161,070	\$ 167,530	\$ 169,984	\$ 178,433
6105 Overtime	7,968	5,623	7,042	7,042	7,502
6150 Fringes	69,079	67,516	71,496	71,862	63,422
6201 Training\Conferences	5,237	4,592	4,000	4,000	4,000
6303 Memberships & Licenses	-	20	-	-	-
6315 Books & Library Materials	342	1,322	1,200	1,200	1,200
6316 Miscellaneous Supplies	1,209	1,206	2,250	2,250	1,250
6323 Safety Supplies	264	480	750	750	750
6327 Miscellaneous Equipment	5,175	6,474	8,200	8,200	7,700
6425 CEA Equip. Rental	3,997	6,413	5,273	5,273	7,566
Total Expense	<u>\$ 261,006</u>	<u>\$ 254,716</u>	<u>\$ 267,741</u>	<u>\$ 270,561</u>	<u>\$ 271,823</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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:

The Public Education Committee continues their use of social media (i.e. Facebook, Twitter) to engage our community and report news.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Strategic Outcomes					
Enhanced community safety					
Number of participants in educational programs	9,260	13,733	7,000	7,000	9,000
Number of special events	53	77	80	80	75
Work Process Outputs					
Juvenile Firesetter Program					
% of children referred to program who complete the program	100%	91%	100%	95%	100%

**CITY OF APPLETON 2015 BUDGET
FIRE DEPARTMENT**

Public Education

Business Unit 18031

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5020 Donations & Memorials	\$ 5,000	\$ 164	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 5,000</u>	<u>\$ 164</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 69,479	\$ 2,629	\$ 73,996	\$ 73,996	\$ 78,430
6104 Call Time	124	-	-	-	-
6105 Overtime	5,042	240	5,229	5,229	5,546
6108 Part Time	-	9,677	-	-	-
6150 Fringes	31,280	1,929	32,849	32,849	29,892
6201 Training\Conferences	325	225	1,000	1,000	500
6323 Safety Supplies	4,902	5,977	6,000	6,000	6,000
6327 Miscellaneous Equipment	18,387	52,000	-	-	-
6412 Advertising/Publication	68	675	1,500	1,500	500
Total Expense	<u>\$ 129,607</u>	<u>\$ 73,352</u>	<u>\$ 120,574</u>	<u>\$ 120,574</u>	<u>\$ 120,868</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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

Major changes in Revenue, Expenditures, or Programs:

The department implemented the firefighter/inspector positions in the Fire Prevention Division a few years ago--but their budget for training has not increased. In order to continue to support these positions, the department needs to provide training in topic areas such as advanced fire investigation, advanced inspections, complex fire protection systems, dormitory and campus safety, etc. In the next few years, we expect the retirement of an experienced firefighter/inspector which requires the Department to get existing staff members trained to a higher level. Therefore, this program represents an increase in a number of budget areas in an effort to train the firefighter/inspectors as identified.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Strategic Outcomes					
Assets/resources for businesses and homeowners safeguarded					
\$ amount of losses for year	\$ 742,792	\$ 744,375	\$ 500,000	\$ 500,000	\$ 500,000
Losses as % of assets protected	0.015%	0.015%	0.010%	0.010%	0.015%
Citizens with safer City environment					
% of schools meeting evacuation requirements	95%	93%	100%	100%	100%
Work Process Outputs					
Permit and license applications processed					
# of permits processed	908	1,026	900	1,000	1,000
# of licenses processed	233	165	225	175	200
% processed within 7 work days	99%	100%	100%	100%	100%
Fire detection and suppression plan review					
# of plans processed	150	126	150	125	150

**CITY OF APPLETON 2015 BUDGET
FIRE DEPARTMENT**

Fire Prevention

Business Unit 18032

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4224 Miscellaneous State Aids	\$ 4,938	\$ 4,948	\$ 5,175	\$ 5,175	\$ 5,000
4412 Tent Permits	1,500	1,375	1,300	1,300	1,000
4413 Burning Permits	23,390	26,726	23,000	23,000	26,000
4414 Firework Permits	300	300	200	200	100
4415 Tank Installation Permits	60	1,040	60	60	-
4416 Tank Removal Permits	120	240	60	60	-
4417 Storage of Flammable Liquids	-	-	60	60	-
4418 Plan Review Permit	160	-	200	200	-
4801 Charges for Serv. - Nontax	500	-	-	-	-
4805 Fire Extinguisher Training	935	1,530	500	500	500
4806 False Alarm Fees	6,050	8,075	6,200	6,200	5,000
4908 Misc. Intergov. Charges	3,612	4,735	4,730	4,730	4,500
Total Revenue	\$ 41,565	\$ 48,969	\$ 41,485	\$ 41,485	\$ 42,100
Expenses					
6101 Regular Salaries	\$ 369,341	\$ 209,100	\$ 427,594	\$ 430,069	\$ 446,532
6104 Call Time	65	193	-	-	-
6105 Overtime	11,260	11,800	9,909	9,909	10,481
6150 Fringes	152,767	83,689	179,870	180,239	168,648
6201 Training\Conferences	3,639	3,587	3,250	3,250	8,250
6302 Subscriptions	855	1,165	950	950	1,000
6303 Memberships & Licenses	260	475	700	700	2,000
6315 Books & Library Materials	152	-	250	250	500
6316 Miscellaneous Supplies	74	15	175	175	200
6320 Printing & Reproduction	226	-	-	-	-
6327 Miscellaneous Equipment	669	1,322	1,500	1,500	500
6425 CEA Equip. Rental	19,760	19,611	19,560	19,560	18,463
Total Expense	\$ 559,068	\$ 330,957	\$ 643,758	\$ 646,602	\$ 656,574

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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:

With the transfer of building maintenance responsibilities to the Facilities Department and the transfer of vehicle maintenance duties to the Central Equipment Agency (CEA) over the past few years, a position (1 FTE) from this budget has been reallocated to the Fire Suppression budget to more accurately reflect the decreased amount of time spent on building and vehicle maintenance activities.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Fire equipment that meet customer needs					
% of hose lengths passing annual testing	95%	95%	100%	99%	100%
Strategic Outcomes					
Responsiveness to equipment and facilities maintenance					
CEA work orders processed	682	740	700	750	700
FMD work orders processed	482	399	625	400	400
Work Process Outputs					
Equipment records database management					
Number of ladders tested	41	41	41	41	41

**CITY OF APPLETON 2015 BUDGET
FIRE DEPARTMENT**

Technical Services

Business Unit 18033

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 132,173	\$ 71,246	\$ 138,622	\$ 138,622	\$ 75,618
6104 Call Time	57	-	-	-	-
6105 Overtime	6,983	3,277	3,564	3,564	3,859
6150 Fringes	60,252	32,051	62,023	62,023	29,135
6306 Building Maint./Janitorial	11,041	14,422	13,500	13,500	14,500
6308 Landscape Supplies	176	144	500	500	500
6309 Shop Supplies & Tools	595	1,759	1,500	1,500	1,700
6310 Chemicals	1,337	2,419	2,250	2,250	2,400
6316 Miscellaneous Supplies	1,171	2,310	2,000	2,000	2,300
6325 Construction Materials	468	784	750	750	750
6326 Vehicle & Equipment Parts	3,068	5,131	5,500	5,500	5,500
6327 Miscellaneous Equipment	13,573	14,119	20,000	20,000	19,000
6408 Contractor Fees	-	-	-	-	2,500
6409 Inspection Fees	-	1,918	1,000	1,000	2,000
6417 Vehicle Repairs & Maint	-	-	-	-	-
6418 Equip Repairs & Maint	12,213	7,985	15,000	15,000	13,500
6419 Communication Eq. Repairs	4,615	2,261	8,000	8,000	7,000
6420 Facilities charges	160,048	193,819	178,586	178,586	181,634
6425 CEA Equip. Rental	4,268	6,296	6,580	6,580	6,272
6804 Machinery & Equipment	75,743	-	-	-	-
Total Expense	<u>\$ 487,781</u>	<u>\$ 359,941</u>	<u>\$ 459,375</u>	<u>\$ 459,375</u>	<u>\$ 368,168</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Miscellaneous Equipment</u>	
Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	\$ 13,000
Rescue tools	3,000
Miscellaneous station equipment	3,000
	<u>\$ 19,000</u>

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Intergovernmental Revenues	281,822	379,897	234,504	193,024	193,024	200,000-	223,500
Permits	25,530	29,681	28,117	24,880	24,880	21,100-	27,100
Charges for Services	26,864	22,494	20,645	20,300	20,300	18,000-	18,000
Intergov. Charges for Service	3,612	4,735	5,010	4,730	4,730	4,500-	4,500
Other Revenues	5,058	3,780	1,003	0	0	0	0
TOTAL REVENUES	342,886	440,587	289,279	242,934	242,934	243,600-	273,100
EXPENSES BY LINE ITEM							
Regular Salaries	6,190,402	6,422,659	5,473,540	6,792,378	6,806,521	7,208,667	6,908,667
Labor Pool Allocations	123	0	0	0	0	0	0
Call Time	4,431	4,455	3,761	0	0	0	0
Overtime	380,154	413,292	352,178	100,359	100,359	106,749	406,749
Part-Time	0	9,677	0	0	0	0	20,400
Other Compensation	57,272	60,852	40,085	0	0	0	0
Sick Pay	4,080	1,573	1,247	0	0	0	0
Vacation Pay	84,164	73,107	66,567	0	0	0	0
Fringes	2,767,379	2,829,646	2,264,939	2,878,375	2,880,483	2,609,476	2,611,076
Salaries & Fringe Benefits	9,488,005	9,815,261	8,202,317	9,771,112	9,787,363	9,924,892	9,946,892
Training & Conferences	26,646	33,266	27,210	29,750	29,750	52,300	39,250
Tuition Fees	1,686	2,781	3,869	2,500	2,500	5,000	4,000
Office Supplies	2,833	4,343	2,607	3,750	3,750	4,500	4,500
Subscriptions	855	1,165	0	950	950	1,000	1,000
Memberships & Licenses	1,112	1,189	1,254	1,550	1,550	3,300	3,300
Postage & Freight	36	4,436	10	250	250	250	250
Awards & Recognition	1,128	1,027	782	1,400	1,400	1,440	1,440
Building Maintenance/Janitor.	13,532	17,512	12,206	16,750	16,750	17,750	17,750
Food & Provisions	943	1,126	760	1,900	1,900	1,920	1,920
Administrative Expense	48,771	66,845	48,698	58,800	58,800	87,460	73,410
Landscape Supplies	176	144	299	500	500	500	500
Shop Supplies & Tools	1,164	1,759	1,589	1,500	1,500	1,700	1,700
Chemicals	1,337	2,418	3,910	2,250	2,250	2,400	2,400
Books & Library Materials	750	1,645	1,538	1,750	1,750	2,000	2,000
Miscellaneous Supplies	3,745	4,706	2,511	6,425	6,425	6,750	5,750
Printing & Reproduction	4,634	5,501	4,726	5,000	5,000	7,187	7,187
Clothing	13,870	23,941	16,291	29,000	29,000	51,000	51,000
Safety Supplies	5,166	6,457	4,416	6,750	6,750	6,750	6,750
Medical & Lab Supplies	1,995	2,836	4,728	3,700	3,700	3,700	3,700
Construction Materials	468	784	995	750	750	750	750
Vehicle & Equipment Parts	3,068	5,131	8,053	5,500	5,500	5,500	5,500
Miscellaneous Equipment	70,064	104,047	47,178	59,700	59,700	58,700	57,200
Supplies & Materials	106,437	159,369	96,234	122,825	122,825	146,937	144,437
Consulting Services	1,387	2,878	1,000	1,500	1,500	1,500	1,500
Collection Services	8,098	9,387	5,891	9,300	9,300	9,500	9,500
Contractor Fees	0	973	685	1,000	1,000	8,500	3,500
Inspection Fees	0	1,918	1,003	1,000	1,000	2,000	2,000
Temporary Help	1,102	8,133	500	5,000	5,000	0	0
Advertising	68	675	0	1,500	1,500	1,500	500
Health Services	25,567	24,377	24,347	25,000	25,000	25,000	25,000
Purchased Services	36,222	48,341	33,426	44,300	44,300	48,000	42,000
Electric	68,929	75,229	68,126	75,000	75,000	91,950	77,000
Gas	23,318	27,329	39,189	35,000	35,000	76,902	38,852
Water	9,445	9,581	8,001	9,931	9,931	9,189	9,189
Waste Disposal/Collection	2,536	2,615	2,045	2,884	2,884	2,602	2,602
Stormwater	9,490	9,990	8,858	11,862	11,862	11,734	11,734
Telephone	5,920	5,788	5,229	5,788	5,788	5,738	5,738
Cellular Telephone	3,051	4,882	8,659	8,596	8,596	9,633	9,633
Utilities	122,689	135,414	140,107	149,061	149,061	207,748	154,748

City of Appleton
2015 Budget
Revenue and Expense Summary

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Equipment Repair & Maintenan	12,213	7,985	7,008	15,000	15,000	15,000	13,500
Communications Equip. Repairs	4,615	2,261	371	8,000	8,000	8,000	7,000
Facilities Charges	160,048	193,818	114,340	178,586	178,586	181,634	181,634
CEA Equipment Rental	415,754	426,037	331,697	431,830	431,830	433,689	461,688
Repair & Maintenance	592,630	630,101	453,416	633,416	633,416	638,323	663,822
Machinery & Equipment	75,743	0	0	0	0	0	0
Capital Expenditures	75,743	0	0	0	0	0	0
TOTAL EXPENSES	10,470,497	10,855,331	8,974,198	10,779,514	10,795,765	11,053,360	11,025,309

**CITY OF APPLETON 2015 BUDGET
FIRE DEPARTMENT**

NOTES

Large empty lined area for notes.

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Type II

Business Unit 2090

PROGRAM MISSION

In order to protect people and the environment, we will provide certain Type II 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, Oshkosh, and Green Bay provide haz-mat services under a contract with the State of Wisconsin. The Type II Wisconsin Hazardous Materials Response Team will strive to meet the provisions of the state contract by providing service to the contract area, providing equipment as recommended by the State, and providing an adequate number of trained, medically monitored, competent and supervised personnel. The City of Appleton also contracts for a Radiological Response Team which responds to radiological incidents to provide metering and detection.

Major changes in Revenue, Expenditures, or Programs:

Wisconsin Emergency Management contracts with Green Bay, Appleton, and Oshkosh to provide National Incident Management System (NIMS) Type II haz-mat response capabilities. Appleton receives a third of the team contract funds, which was reduced under the new Wisconsin Hazardous Materials Response System restructuring which occurred in July of 2013. Appleton Fire Department continues to receive funding on an annual renewal for radiological capabilities.

PERFORMANCE INDICATORS

Actual 2012 Actual 2013 Target 2014 Projected 2014 Target 2015

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

1 0 0 0 0
7 5 5 5 5
2 0 1 1 1
2 0 1 1 1

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	
	Program Revenues	\$ 125,705	\$ 69,884	\$ 75,075	\$ 75,075	\$ 75,075	0.00%
	Program Expenses	\$ 110,354	\$ 98,800	\$ 75,075	\$ 75,075	\$ 75,075	0.00%
Expenses Comprised Of:							
	Personnel	45,585	59,246	39,000	39,000	39,000	0.00%
	Administrative Expense	8,128	9,367	9,350	9,350	9,350	0.00%
	Supplies & Materials	33,478	16,230	11,725	11,725	11,725	0.00%
	Purchased Services	6,208	4,037	500	500	500	0.00%
	Utilities	2,772	1,528	2,000	2,000	2,000	0.00%
	Repair & Maintenance	14,183	8,392	12,500	12,500	12,500	0.00%
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2015 BUDGET
SPECIAL REVENUE FUNDS**

Hazardous Materials, Type II

Business Unit 2090

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4210 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	110,354	69,790	70,075	70,075	70,075
4710 Interest on Investments	5,918	(2,240)	5,000	5,000	5,000
4801 Charges for Svc - Nontax	9,433	2,334	-	-	-
Total Revenue	<u>\$ 125,705</u>	<u>\$ 69,884</u>	<u>\$ 75,075</u>	<u>\$ 75,075</u>	<u>\$ 75,075</u>
Expenses					
6101 Regular Salaries	\$ 7,800	\$ 6,240	\$ 3,500	\$ 3,500	\$ 3,500
6105 Overtime	30,869	43,218	32,000	32,000	32,000
6150 Fringes	6,916	9,789	3,500	3,500	3,500
6201 Training/Conferences	7,683	9,294	9,000	9,000	9,000
6301 Office Supplies	232	-	100	100	100
6307 Food & Provisions	213	72	250	250	250
6309 Shop Supplies & Tools	18,358	12,172	350	350	350
6310 Chemicals	980	1,047	250	250	250
6315 Books & Library Materials	89	-	100	100	100
6316 Miscellaneous Supplies	2,359	2,341	250	250	2,250
6321 Clothing	7,692	-	2,750	2,750	750
6322 Gas Purchases	118	42	150	150	150
6324 Medical/Lab Supplies	-	-	175	175	175
6326 Vehicle & Equipment Parts	-	-	200	200	200
6327 Miscellaneous Equipment	3,881	628	7,500	7,500	7,500
6404 Consulting Services	3,038	-	500	500	500
6413 Utilities	2,772	1,528	2,000	2,000	2,000
6417 Vehicle Repairs & Maint	12,882	8,392	10,500	10,500	6,500
6418 Equip Repairs & Maint	1,301	-	2,000	2,000	2,000
6419 Communication Eq. Repairs	-	-	-	-	-
6430 Health Services	3,171	4,037	-	-	4,000
6804 Equipment	-	-	-	-	-
Total Expense	<u>\$ 110,354</u>	<u>\$ 98,800</u>	<u>\$ 75,075</u>	<u>\$ 75,075</u>	<u>\$ 75,075</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2015 BUDGET

HAZARDOUS MATERIAL TYPE II

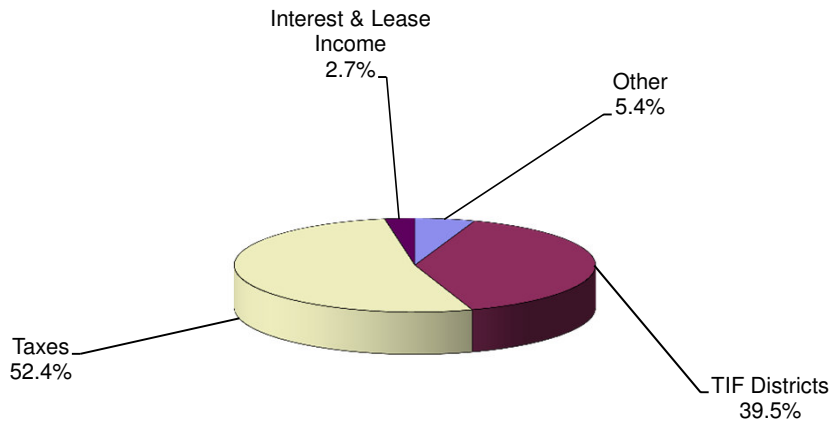
Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)

Revenues	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Intergovernmental	\$ 110,354	\$ 69,790	\$ 70,075	\$ 70,075	\$ 70,075
Interest Income	5,918	(2,240)	5,000	5,000	5,000
Other	9,433	2,334	-	-	-
Total Revenues	<u>125,705</u>	<u>69,884</u>	<u>75,075</u>	<u>75,075</u>	<u>75,075</u>
Expenses					
Program Costs	110,354	98,800	75,075	75,075	75,075
Total Expenses	<u>110,354</u>	<u>98,800</u>	<u>75,075</u>	<u>75,075</u>	<u>75,075</u>
Revenues over (under) Expenses	15,351	(28,916)	-	-	-
Fund Balance - Beginning	<u>408,508</u>	<u>423,859</u>	<u>394,943</u>	<u>394,943</u>	<u>394,943</u>
Fund Balance - Ending	<u>\$ 423,859</u>	<u>\$ 394,943</u>	<u>\$ 394,943</u>	<u>\$ 394,943</u>	<u>\$ 394,943</u>

**CITY OF APPLETON 2015 BUDGET
DEBT SERVICE FUNDS**

Funding Sources for 2014 Debt Service

\$5,196,295



General Obligation Rating:

Aa1

**CITY OF APPLETON 2015 BUDGET
DEBT SERVICE FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
Taxes	\$ 3,070,688	\$ 3,100,722	\$ 2,825,388	\$ 2,825,388	\$ 2,724,872
Other	94,767	94,800	93,092	93,092	139,466
Total Revenues	<u>3,165,455</u>	<u>3,195,522</u>	<u>2,918,480</u>	<u>2,918,480</u>	<u>2,864,338</u>
Expenditures					
Debt Service:					
Principal	8,761,870	5,557,333	4,175,380	4,175,380	4,287,333
Interest and Fees	1,393,104	1,077,818	915,435	915,435	908,962
Total Expenditures	<u>10,154,974</u>	<u>6,635,151</u>	<u>5,090,815</u>	<u>5,090,815</u>	<u>5,196,295</u>
Excess Revenues (Expenditures)	<u>(6,989,519)</u>	<u>(3,439,629)</u>	<u>(2,172,335)</u>	<u>(2,172,335)</u>	<u>(2,331,957)</u>
Other Financing Sources (Uses)					
Proceeds of General Obligation Notes	2,920,540	-	60,000	60,000	60,000
Premium on Debt Issued	267,514	-	-	-	-
Operating Transfers In	4,556,985	2,887,997	1,985,798	2,260,185	2,054,334
Total Other Financing Sources	<u>7,745,039</u>	<u>2,887,997</u>	<u>2,045,798</u>	<u>2,320,185</u>	<u>2,114,334</u>
Net Change in Fund Balance	755,520	(551,632)	(126,537)	147,850	(217,623)
Fund Balance - Beginning	<u>26,460</u>	<u>781,980</u>	<u>230,348</u>	<u>230,348</u>	<u>378,198</u>
Fund Balance - Ending	<u>\$ 781,980</u>	<u>\$ 230,348</u>	<u>\$ 103,811</u>	<u>\$ 378,198</u>	<u>\$ 160,575</u>

CITY OF APPLETON 2015 BUDGET
DEBT SERVICE OBLIGATION

DEBT SERVICE OBLIGATION

Issue	Principal	Interest	Total
2005B G.O. Notes	\$ 940,000	\$ 18,800	\$ 958,800
2006A G.O. Notes	655,000	42,279	697,279
2007A G.O. Notes	730,000	81,812	811,812
2008A G.O. Notes	427,333	62,080	489,413
2008B G.O. Notes	305,000	287,193	592,193
2009A G.O. Notes	415,000	97,794	512,794
2012 DNR Site Remediation Loan	5,000	-	5,000
2012A G.O. Notes	365,000	101,875	466,875
2012B G.O. Refunding Bonds	445,000	21,568	466,568
2014A G.O. Refunding Bonds	-	135,561	135,561
Debt Issuance Cost	-	60,000	60,000
Total Debt Service Obligation	\$ 4,287,333	\$ 908,962	\$ 5,196,295

DEBT SERVICE FUNDING SOURCES

Operating Transfers:

Capital Project Funds:

Tax Incremental District #3	\$ 99,313
Tax Incremental District #5	91,675
Tax Incremental District #6	1,832,252
Tax Incremental District #7	1,525
Tax Incremental District #8	28,069
Community Development - Houdini Plaza	1,500

Revenue:

Taxes	2,724,872
Lease Revenue - Ice Arena	94,567
Debt Repayment - RiverHeath	44,899

Borrowing:

Proceeds of General Obligation Notes	60,000
Fund Balance Applied	217,623
Total Funding Sources	\$ 5,196,295

CITY OF APPLETON 2015 BUDGET
DEBT SERVICE OBLIGATION

2005B G.O. Notes

Year	Obligation		Funding Sources		
	Principal	Interest	TIF #5	TIF #6	Taxes & Int.
2015	\$ 940,000	\$ 18,800	\$ 40,800	\$ 561,000	\$ 357,000
	<u>\$ 940,000</u>	<u>\$ 18,800</u>	<u>\$ 40,800</u>	<u>\$ 561,000</u>	<u>\$ 357,000</u>

2006A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	TIF #6	Taxes & Int.
2015	\$ 655,000	\$ 42,279	\$ 515,373	\$ 181,906
2016	685,000	14,385	495,185	204,200
	<u>\$1,340,000</u>	<u>\$ 56,664</u>	<u>\$ 1,010,558</u>	<u>\$ 386,106</u>

2007A G.O. Notes

Year	Obligation		Funding Sources	
	Principal	Interest	TIF #6	Taxes & Int.
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>\$2,290,000</u>	<u>\$ 148,750</u>	<u>\$ 937,162</u>	<u>\$1,501,588</u>

2008A G.O. Notes

Year	Obligation		Funding Sources		
	Principal	Interest	TIF # 5	TIF # 6	Taxes & Int.
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>\$1,816,664</u>	<u>\$ 146,658</u>	<u>\$ 50,875</u>	<u>\$1,238,043</u>	<u>\$ 674,404</u>

**CITY OF APPLETON 2015 BUDGET
DEBT SERVICE OBLIGATION**

2008B G.O. Notes			
Year	Obligation		Funding Source
	Principal	Interest	Taxes & Int.
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>\$ 6,225,000</u>	<u>\$2,386,679</u>	<u>\$ 8,611,679</u>

2009A G.O. Notes							
Year	Obligation		Funding Sources				
	Principal	Interest	TIF # 6	TIF # 7	TIF # 8	Ice Center	Taxes & Int.
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>\$ 3,430,000</u>	<u>\$ 303,835</u>	<u>\$ 1,201,606</u>	<u>\$ 55,513</u>	<u>\$ 38,908</u>	<u>\$ 342,059</u>	<u>\$ 2,095,749</u>

2012A G.O. Notes						
Year	Obligation		Funding Sources			
	Principal	Interest	TIF # 8	RiverHeath**	Houdini Plaza	Taxes & Int.
2015	\$ 365,000	\$ 101,875	\$ 22,000	\$ 34,210	\$ 41,425	\$ 369,240
2016	375,000	94,475	22,000	34,210	40,725	372,540
2017	905,000	81,675	379,328	34,210	40,025	533,112
2018	925,000	63,375	378,916	389,535	12,767	207,157
2019	940,000	44,725	374,963	385,078	-	224,684
2020	405,000	30,262	-	377,023	-	58,239
2021	415,000	18,975	-	-	-	433,975
2022	425,000	6,375	-	-	-	431,375
	<u>\$ 4,755,000</u>	<u>\$ 441,737</u>	<u>\$ 1,177,207</u>	<u>\$ 1,254,266</u>	<u>\$ 134,942</u>	<u>\$ 2,630,322</u>

** In 2012, the City borrowed \$1.1 M on behalf of the developer of the RiverHeath project to finance the necessary infrastructure improvements that are part of the developer's responsibility under the development agreement. This schedule shows the payments of principal and interest to be made by the developer to service that portion of the debt.

CITY OF APPLETON 2015 BUDGET
DEBT SERVICE OBLIGATION

2012B G.O. Refunding Bonds				
Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 3	TIF # 6
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>\$2,055,000</u>	<u>\$ 65,882</u>	<u>\$ 451,183</u>	<u>\$1,669,699</u>

2012 DNR Site Remediation Loan *			
Year	Obligation		Funding Sources
	Principal	Interest	TIF # 8
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>\$ 295,000</u>	<u>\$ -</u>	<u>\$ 295,000</u>

2014A G.O. Notes				
Year	Obligation		Funding Sources	
	Principal	Interest	RiverHealth **	Taxes & Int.
2015	-	\$ 135,561	\$ 10,689	\$ 124,872
2016	450,000	124,714	10,100	564,614
2017	635,000	116,576	10,100	741,476
2018	650,000	106,939	10,100	746,839
2019	665,000	95,414	173,450	586,964
2020	775,000	81,014	175,100	680,914
2021	795,000	65,314	171,700	688,614
2022	820,000	48,754	-	868,754
2023	850,000	30,581	-	880,581
2024	885,000	10,509	-	895,509
	<u>\$6,525,000</u>	<u>\$ 815,376</u>	<u>\$ 561,239</u>	<u>\$6,779,137</u>

* The Appleton Redevelopment Authority borrowed 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 loan.

** In 2014, the City borrowed \$500,000 on behalf of the developer of the RiverHeath project to finance the necessary infrastructure improvements that are part of the developer's responsibility under the development agreement. This schedule shows the payments of principal and interest to be made by the developer to service that portion of the debt.

CITY OF APPLETON 2015 BUDGET
DEBT SERVICE OBLIGATION

	Total Debt Service				
	Obligation			Funding Sources	
	Principal	Interest	Total	Revenues	Taxes & Int.
2015	\$ 4,287,333	\$ 848,962	\$ 5,136,295	\$ 2,233,725	\$ 2,902,570
2016	3,947,333	707,399	4,654,732	1,750,164	2,904,568
2017	4,458,499	583,773	5,042,272	2,268,900	2,773,372
2018	3,678,499	474,064	4,152,563	2,163,736	1,988,827
2019	3,080,000	386,720	3,466,720	1,553,591	1,913,129
2020	1,725,000	323,897	2,048,897	703,244	1,345,653
2021	1,665,000	277,189	1,942,189	206,700	1,735,489
2022	1,740,000	227,629	1,967,629	45,000	1,922,629
2023	1,370,000	181,112	1,551,112	45,000	1,506,112
2024	1,435,000	137,259	1,572,259	50,000	1,522,259
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>\$29,671,664</u>	<u>\$ 4,384,381</u>	<u>\$34,056,045</u>	<u>\$11,020,060</u>	<u>\$23,035,985</u>

CITY OF APPLETON 2015 BUDGET
DEBT SERVICE OBLIGATION

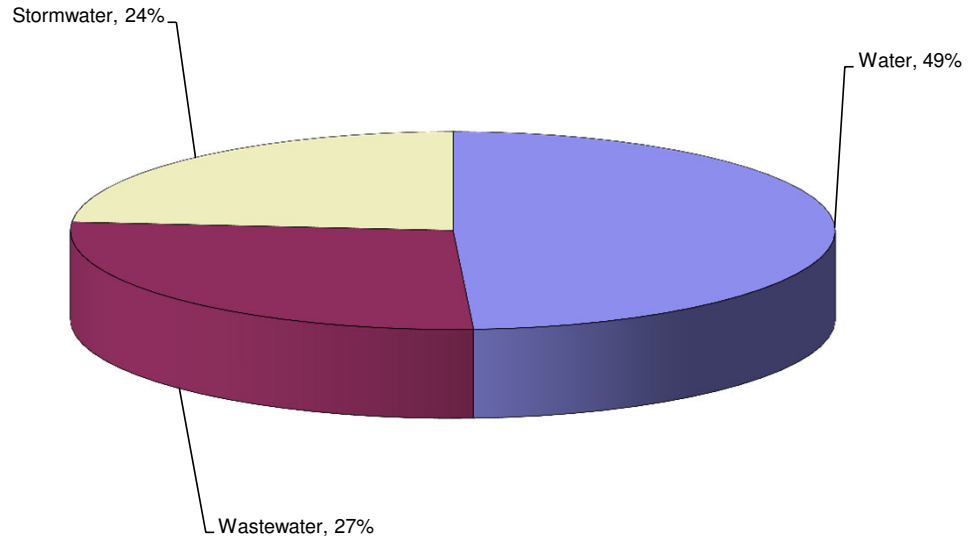
NOTES

CITY OF APPLETON 2015 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.

2015 UTILITIES EXPENDITURES

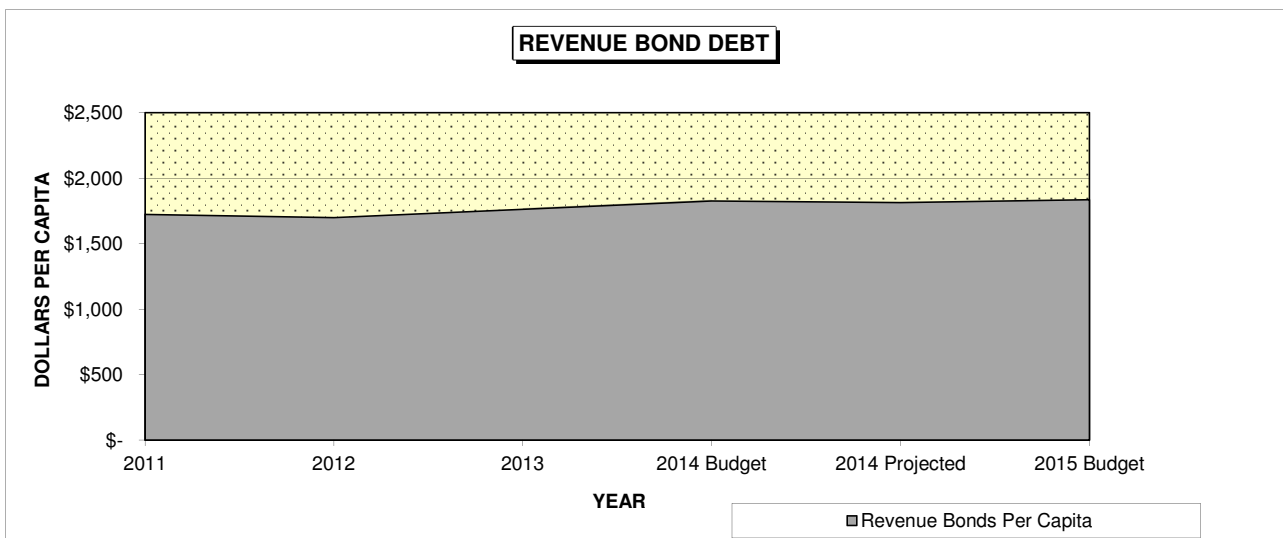
\$55,879,945



CITY OF APPLETON 2015 BUDGET UTILITIES

Revenue Bond Debt Summary

	2011	2012	2013	2014 Budget	2014 Projected	2015 Budget
Revenue Bonds Outstanding	\$ 125,358,020	\$ 123,665,000	\$ 128,915,000	\$ 133,825,000	\$ 133,210,000	\$ 135,140,000
Population	72,715	72,810	73,150	73,283	73,463	73,652
Revenue Bonds Per Capita	\$ 1,724	\$ 1,698	\$ 1,762	\$ 1,826	\$ 1,813	\$ 1,835



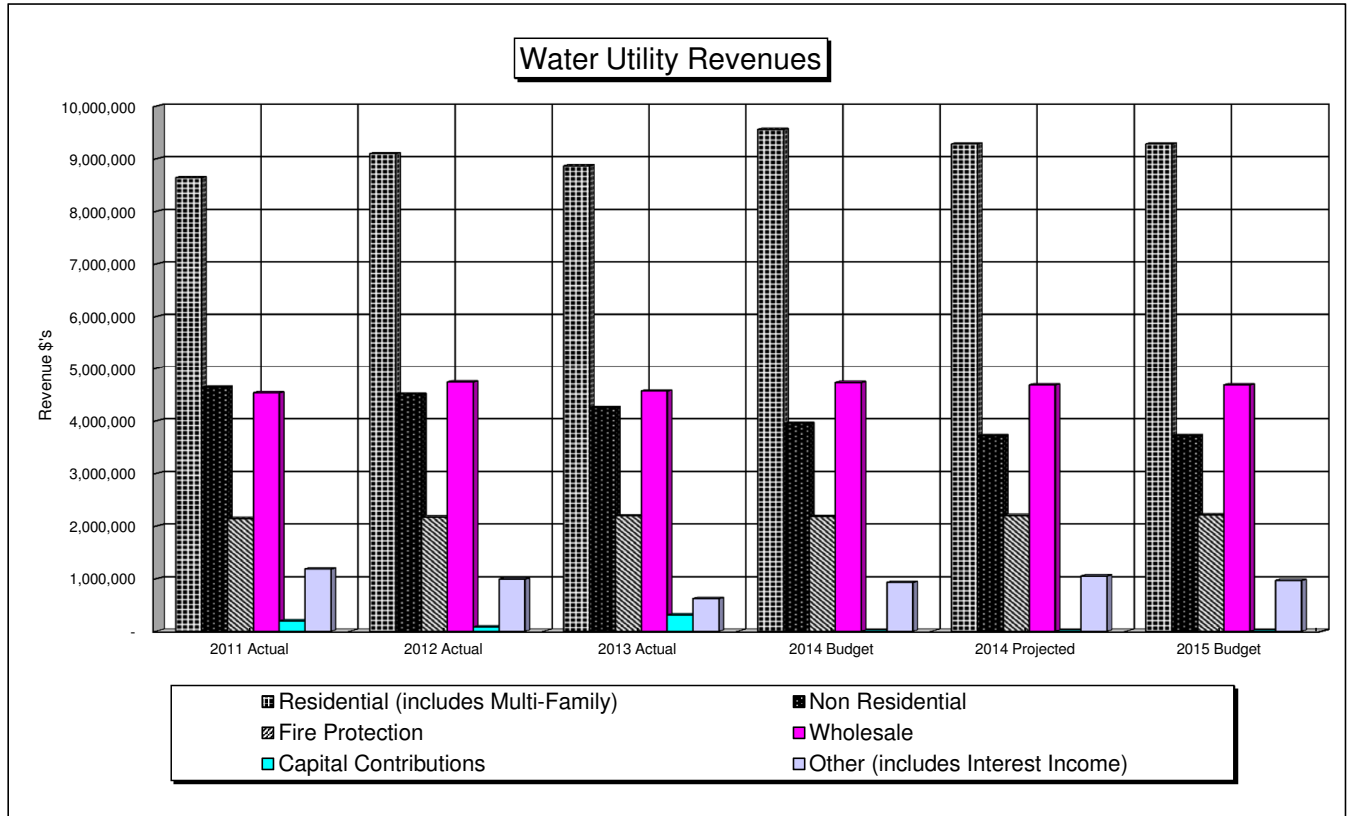
Revenue Bond Ratings:

Water	Aa2
Wastewater	Aa2
Stormwater	Aa2

**CITY OF APPLETON 2015 BUDGET
UTILITY REVENUES**

WATER UTILITY

Sources of Revenue	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	% Change
Residential Water Service	\$ 8,638,397	\$ 9,094,767	\$ 8,645,773	\$ 8,975,000	\$ 8,650,000	\$ 8,650,000	0.00%
Commercial Water Service	2,826,006	2,892,343	2,636,857	2,320,000	2,070,000	2,070,000	0.00%
Industrial Water Service	1,430,910	1,196,850	1,223,669	1,220,000	1,250,000	1,250,000	0.00%
Municipal Water Service	380,542	414,287	388,681	410,000	395,000	395,000	0.00%
Multi-Family Water Service	-	-	216,337	580,000	630,000	630,000	0.00%
Fire Protection	2,140,611	2,171,863	2,192,627	2,181,050	2,200,000	2,211,050	0.50%
Wholesale Water Service	4,530,494	4,736,038	4,563,459	4,725,000	4,680,000	4,680,000	0.00%
Other	579,050	669,750	741,971	778,127	775,102	767,339	-1.00%
Interest Income	604,719	321,297	(120,553)	150,000	275,000	200,000	-27.27%
Contributed Capital	196,667	81,821	309,704	-	-	-	N/A
Total Water Utility	\$ 21,327,396	\$ 21,579,016	\$ 20,798,525	\$ 21,339,177	\$ 20,925,102	\$ 20,853,389	-0.34%

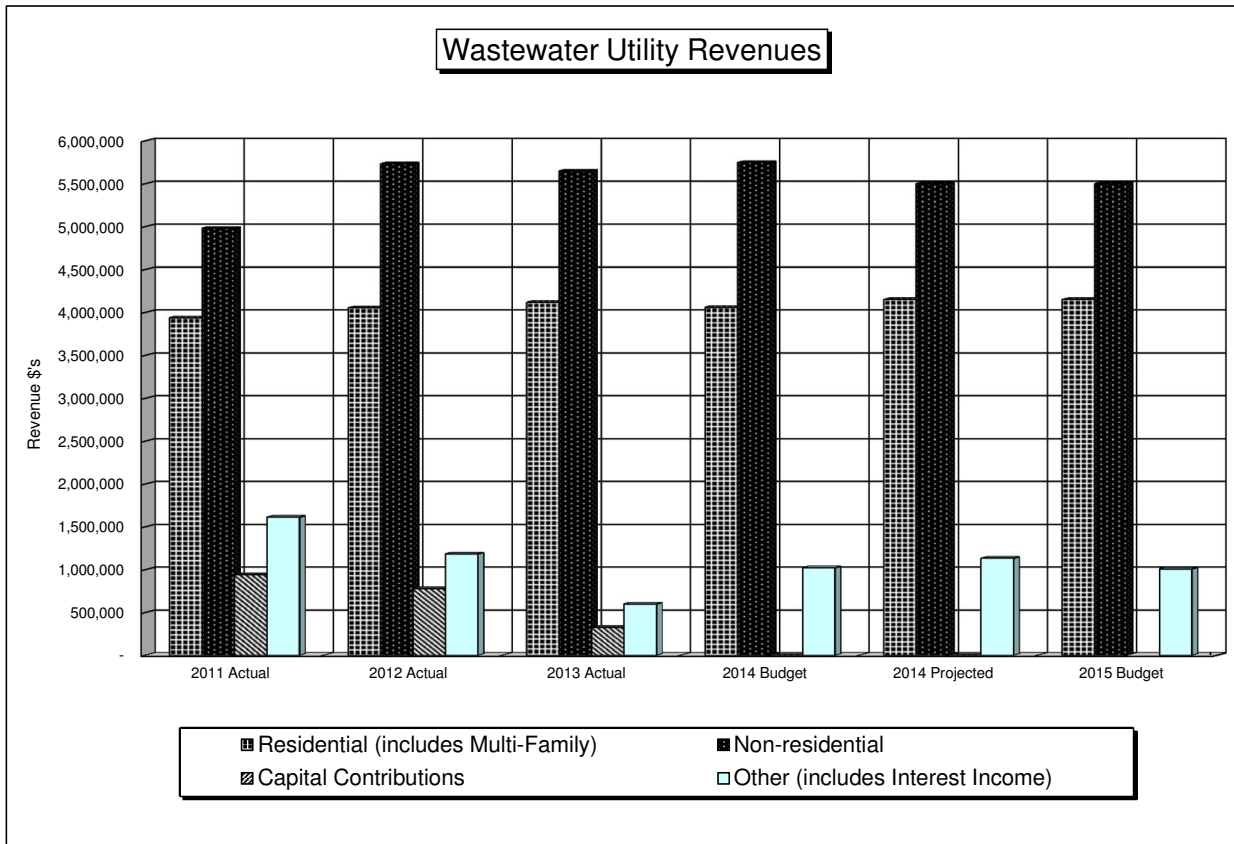


Residential water sales makes up the largest portion of Water Utility revenues, more than commercial, industrial, municipal multi-family, and wholesale sales combined. Fire protection revenues include charges for private, public, Town of Grand Chute, Waverly Sanitary District and Village of Sherwood 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 will start the full rate application in 2015 with new rates issued in 2016. The Public Service Commission (PSC) will approve any rate increases for the utility. The PSC required a new rate class for Multi-Family properties beginning in 2014; these accounts were previously part of the commercial rate class.

**CITY OF APPLETON 2015 BUDGET
UTILITY REVENUES**

WASTEWATER UTILITY

Sources of Revenue	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	% Change
Residential Sewer Service	\$ 3,937,992	\$ 4,053,288	\$ 4,016,383	\$ 4,060,000	\$ 3,850,000	\$ 3,850,000	0.00%
Commercial Sewer Service	1,201,660	1,237,560	1,133,837	1,250,000	975,000	975,000	0.00%
Industrial Sewer Service	3,546,214	4,212,033	4,238,379	4,215,000	4,250,000	4,250,000	0.00%
Municipal Sewer Service	233,010	282,344	276,111	282,000	275,000	275,000	0.00%
Multi-Family Sewer Service	-	-	101,630	-	300,000	300,000	0.00%
Interest Income	829,497	368,369	(141,436)	285,000	300,000	275,000	-8.33%
Other	782,713	815,120	740,626	736,583	832,583	733,437	-11.91%
Capital Contributions	940,492	779,755	327,969	-	-	-	N/A
Total Wastewater Utility	\$ 11,471,578	\$ 11,748,469	\$ 10,693,499	\$ 10,828,583	\$ 10,782,583	\$ 10,658,437	-1.15%

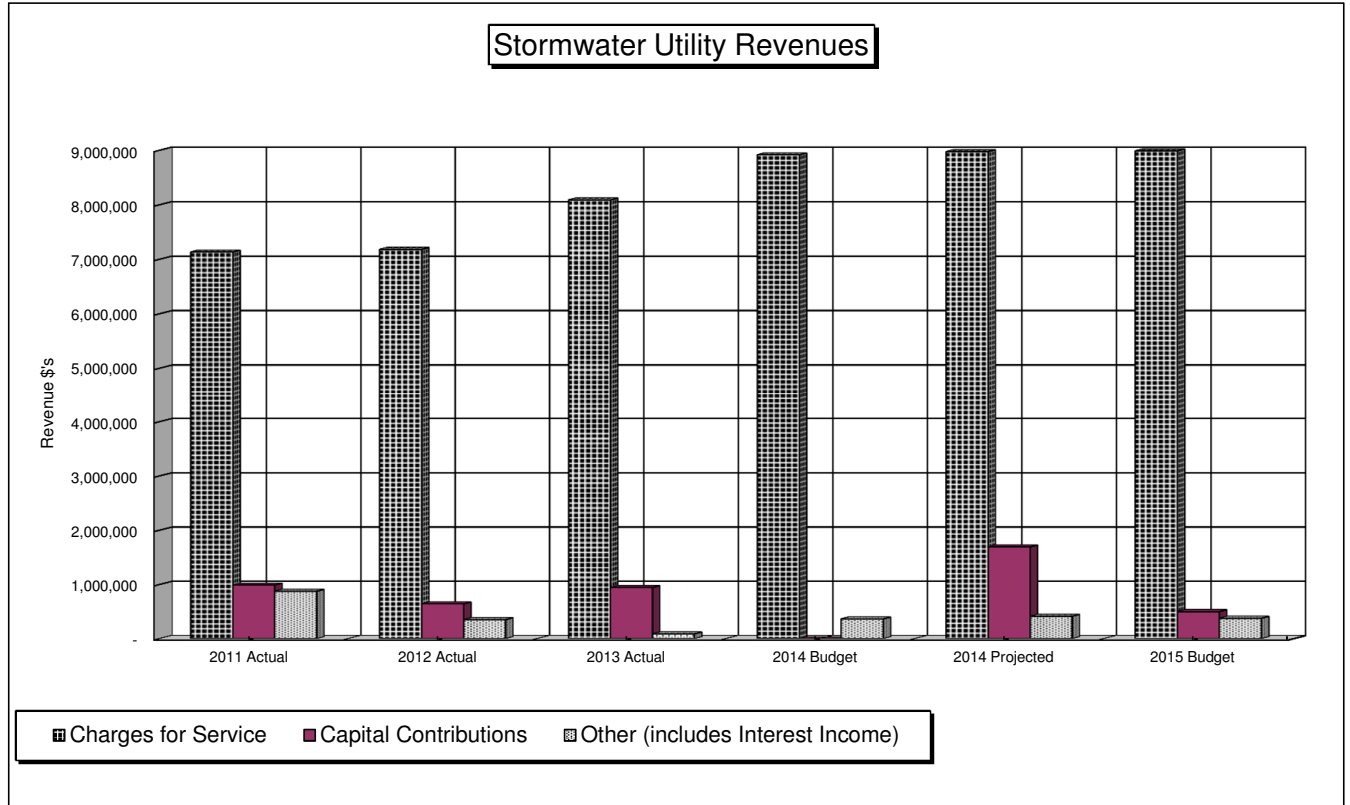


Charges for services for wastewater treatment comes from various categories of customers - residential, commercial, industrial, municipal and multi-family - as well as charges for special services such as industrial pre-treatment. Other revenues come from ancillary or nonrecurring activities, and include income from 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 rate increase is planned for 2015.

**CITY OF APPLETON 2015 BUDGET
UTILITY REVENUES**

STORMWATER UTILITY

Sources of Revenue	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget	% Change
Charges for Service	\$ 7,133,010	\$ 7,181,675	\$ 8,088,322	\$ 8,917,011	\$ 8,976,244	\$ 8,990,000	0.15%
Interest Income	800,088	255,881	(80,850)	200,000	250,000	200,000	-20.00%
Capital Contributions	990,218	643,810	945,750	-	1,693,000	500,000	-70.47%
Other	75,469	96,888	171,842	165,549	165,549	177,963	7.50%
Total Stormwater Utility	\$ 8,998,785	\$ 8,178,254	\$ 9,125,064	\$ 9,282,560	\$ 11,084,793	\$ 9,867,963	-10.98%



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. Rates used to bill charges to multi-family properties will change on January 1, 2015 from a per living unit charge to actual square footage for impervious area of the property. There is no planned change in revenue based on this rate change. 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 customer penalties. The 2015 budget includes 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. 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 2015 BUDGET
WATER UTILITY
RATE DETAIL

The rates detailed below are the current rates, which went into effect December 31, 2010. The utility will begin the full rate increase application process in 2015 with the Public Service Commission. PSC approved rate increase would be implemented for 2016.

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
Town of Grand Chute	35,384.00
Waverly Sanitary District	9,325.50
Village of Sherwood	4,436.50

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 2015 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. There is no rate increased planned for 2015.

Quarterly Sanitary Sewer Rates

Meter (Inches)	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 2015 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	\$ 28.56
Average	17	\$ 34.68
Large	20	\$ 40.80

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	\$ 167.49
Average	17	\$ 187.26
Large	20	\$ 207.03

* The quarterly water charges shown here are the current rates as of December 30, 2010. A rate increase application will be submitted to the Public Service Commission in 2015, new rates are anticipated for 2016.

** The quarterly wastewater charges shown are the current rates as of July 1, 2011.

*** 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; at an annual rate of \$183.00 / ERU.

CITY OF APPLETON 2015 BUDGET

WATER UTILITY

Utilities Director: Chris W. Shaw

Deputy Director Utilities: Christopher F. Stempa

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2015 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 2014 EVENTS

WATER TREATMENT

Membrane Treatment Operation - The current Membrane Agreement with Koch Membrane Systems will expire in June, 2015. The agreement provides warranty services for membrane capacity (flux) and membrane repairs. The agreement provided great value to the City since 2008. Due to the transition towards the ultraviolet light process and away from ultrafiltration (membranes) the warranty agreement will not be extended.

Regulatory Upgrade and Process Improvement Project (RUIP) - The RUIP is in the process of constructing engineering improvements to existing water treatment processes. Equipment upgrades include ultraviolet light reactors and computer controls and reporting systems. Chemical system improvements include a new ammonia system and high density lime system. This project's completion will allow the Appleton Water Treatment Facility (AWTF) to eventually transition away from ultrafiltration (membranes). While meeting higher efficiencies for deactivation of cryptosporidium, the chemical, electrical and labor costs will be reduced. The RUIP processes also reduce capital planning in excess of \$10 million when compared to an ultrafiltration expansion.

The New 1 Million Gallon Glendale Tower - The City utilizes a distribution master plan to qualify water system improvements. The plan recommends improvements to the system that are needed to ensure regulatory requirements for pressure, flow, and fire protection capabilities. A new tower in the main pressure zone is one improvement from the plan. City staff completed initial hydraulic computer modeling and geotechnical reporting of a Glendale Avenue site. In 2014, an engineering firm was selected to complete the design work which included an alternatives analysis for tower type and appurtenances. The tower construction will follow in 2015.

Lindbergh Standpipe, North and South Clearwells - The State of Wisconsin requires water storage tanks and towers to be taken out of service, cleaned and inspected at least once every five years. The standpipe and clearwells were due in 2014. These tanks were cleaned and inspected prior to being disinfected and returned to service. Regulatory reports were created for each of the tanks and submitted to the State. The Lindbergh tank will be painted to ensure the steel tank maintains structural integrity and avoids corrosion.

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.

Pressure Zone Control Valve Station - The second pressure regulating valve (PRV) station from the Water Distribution Master Plan was engineered and constructed in 2014. The City has three pressure zones. Each zone is isolated from the other two zones. The PRV stations allow water from one pressure zone to enter another zone. This scenario is important when reacting to maintenance events such as power outages or during a fire emergency when copious amounts of water are required.

WATER DISTRIBUTION

Celebrated National Public Works Week with a department-wide breakfast for Public Works employees

Successfully integrated the new water meter software with the existing billing system. Trained staff on the new water meter software and began utilizing the new system for consumption history reports, alerts and tamper alarms. Began full water meter installation project in June.

Experienced record setting cold temperatures during the winter of 2014 which resulted in a large number of water main breaks and frozen water services.

Worked with a local scrap company to sell our used water meters and other components for approximately \$130,000 in revenue over the next 3 years.

WATER ADMINISTRATION

Issued \$3,850,000 of Water Revenue Bonds maintaining a Aa2 Rating with a true interest cost of 3.21%

Continued work with Information Technology and Meter Team staff for programming needs to the utility billing system to accommodate new meter system. Completed numerous tests to insure accurate billing.

Reviewed current delinquent utility billing tax roll process to determine required changes to meet Act 274.

CITY OF APPLETON 2015 BUDGET WATER UTILITY

MAJOR 2015 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 inspections and make necessary corrections.

Complete the construction of 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 comprised of seven separate projects that will enhance cryptosporidium and giardia 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 disinfection basins will be upgraded with baffling to increase effectiveness for virus removal.
- 4) The existing granular activated carbon (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 new 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.

Finalize construction of 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.

Construction of the 1MG Glendale water tower. The tower will improve elevated water storage for the City as recommended by the distribution master plan.

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.

Continue installing the new water meter system and update billing system to replace the current Badger Meter Trace System with Sensus/ I-perl Meter Radio Read System anticipated to be completed in 2017.

Complete rate study to be filed with the Public Service Commission for rates to be implemented early in 2016. The last rate increase of 10% was implemented on December 31, 2010.

Implement ACT 274; review business practices and make appropriate changes to meet requirements to collect past due tenant accounts from property owners.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 21,579,016	\$ 20,795,243	\$ 21,339,177	\$ 21,339,177	\$ 20,853,389	-2.28%
Program Expenses							
5310	Administration	9,834,211	10,625,674	10,568,368	10,569,707	10,734,732	1.57%
5321	Treatment Admin	327,875	331,659	353,808	356,366	374,780	5.93%
5323	Treatment Operations	5,529,428	5,554,531	6,193,906	6,289,621	6,738,812	8.80%
5351	Distribution Admin	405,918	523,522	594,879	595,930	570,177	-4.15%
5352	Meter Operations	128,071	124,331	108,882	110,626	119,283	9.55%
5353	Distribution Operations	1,050,199	1,138,673	1,208,156	1,214,824	1,271,071	5.21%
5325	Treatment Capital	9,096	16,489	378,760	6,841,344	3,164,750	735.56%
5370	Distribution Capital	63,230	51,854	4,526,061	4,851,529	4,532,913	0.15%
TOTAL		\$ 17,348,028	\$ 18,366,733	\$ 23,932,820	\$ 30,829,947	\$ 27,506,518	14.93%
Expenses Comprised Of:							
Personnel		2,499,412	2,481,362	3,150,360	3,197,869	3,164,213	0.44%
Administrative Expense		9,563,497	10,244,678	10,298,524	10,298,524	10,417,495	1.16%
Supplies & Materials		1,747,315	2,030,622	2,114,036	2,123,598	2,147,710	1.59%
Purchased Services		169,741	763,849	533,181	7,000,662	777,565	45.84%
Utilities		2,933,782	2,852,864	3,234,424	3,234,424	3,320,242	2.65%
Repair & Maintenance		433,562	508,390	637,899	637,899	917,146	43.78%
Capital Expenditures		719	(515,032)	3,964,396	4,336,971	6,762,147	70.57%
Full Time Equivalent Staff:							
Personnel allocated to programs		36.64	36.71	37.73	37.73	37.73	

**CITY OF APPLETON 2015 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 served by one meter); this revenue was previously included in the water service-commercial account. It also reflects a continued decline in water use.

Accounting/audit fees and consulting service include fees to the PSC and consultant to complete a rate study. Rate study process to be completed during the second half of 2015 with rates implemented in 2016. The last rate study was completed in 2010 with rates implemented on December 31, 2010.

This budget also includes a transfer to capital projects for the early replacement and upgrade of a water service vehicle. Due to second shift work, use of that vehicle has increased and would require additional repairs if kept until the end of its original service life. This is the primary response vehicle and is loaded with tools and equipment to respond to main breaks, repairs, and customer service needs.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	110,900	111,588	112,000	112,000	112,500
PSC Annual Report filed	On time	On time	On time	On time	On time

**CITY OF APPLETON 2015 BUDGET
WATER UTILITY**

Finance Administration

Business Unit 5310

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4411 Sundry Permits	\$ 350	\$ 315	\$ 500	\$ 500	\$ 500
4710 Interest on Investments	319,510	(121,893)	150,000	150,000	200,000
4730 Interest - Deferred Special	1,787	1,340	-	-	-
4820 Unmetered Water Sales	19,116	25,760	20,000	20,000	20,000
4821 Water Service - Residential	9,094,767	8,645,773	8,975,000	8,975,000	8,650,000
4822 Water Service - Commercial	2,892,343	2,636,857	2,320,000	2,320,000	2,070,000
4823 Water Service - Industrial	1,196,850	1,223,669	1,220,000	1,220,000	1,250,000
4824 Water Service - Municipal	414,287	388,681	410,000	410,000	395,000
4825 Private Fire Protection	237,725	242,691	240,000	240,000	250,000
4826 Public Fire Protection	1,738,088	1,753,352	1,745,000	1,745,000	1,765,000
4827 Fire Protection Wholesale	196,050	196,584	196,050	196,050	196,050
4828 Water Service - Multi-family	-	216,337	580,000	580,000	630,000
4829 Sales for Resale GC	4,736,038	4,563,459	4,725,000	4,725,000	4,680,000
5004 Sale of City Prop - Nontax	2,549	6,576	40,000	40,000	40,500
5006 Gain (Loss) on Asset Disposal	(68,464)	(13,464)	-	-	-
5016 Lease Revenue	270,152	277,843	277,825	277,825	274,865
5021 Capital Contributions	81,821	309,704	-	-	-
5030 Damage to City Property	8,269	7,352	10,000	10,000	7,500
5035 Other Reimbursements	1,036	3,028	-	-	-
5070 WTR Other Sales Flushing	7,896	6,312	6,000	6,000	6,000
5071 Customer Penalty	90,183	89,669	90,000	90,000	90,000
5072 WTR Misc Revenue (turn-on)	5,008	4,735	5,200	5,200	4,500
5073 Other WTR Rev-Sewer Billing	24,297	33,464	58,000	58,000	58,000
5077 Income from Admin Fee	4,961	5,113	5,000	5,000	5,000
5079 Private Hydrant Testing	10,716	13,669	10,000	10,000	13,000
5086 Premium on Debt Issuance	293,681	276,504	255,602	255,602	247,474
Total Revenue	\$ 21,579,016	\$ 20,793,430	\$ 21,339,177	\$ 21,339,177	\$ 20,853,389
Expenses					
6101 Regular Salary	\$ 106,474	\$ 107,581	\$ 109,075	\$ 110,240	\$ 108,347
6105 Overtime	66	548	-	-	-
6150 Fringes	29,404	28,144	32,858	33,032	37,960
6304 Postage\Freight	15,162	17,709	18,000	18,000	20,000
6320 Printing and Reproduction	2,719	3,470	3,200	3,200	3,700
6401 Accounting/Audit	10,387	11,318	9,816	9,816	35,110
6402 Legal Fees	18,744	20,049	22,000	22,000	22,000
6403 Bank Services	22,760	22,106	20,000	20,000	22,000
6404 Consulting Services	-	526	-	-	15,000
6413 Utilities	94,745	97,313	97,000	97,000	102,000
6501 Insurance - Property	141,012	139,425	105,030	105,030	107,410
6599 Other Contracts/Obligations	481	106,905	-	-	-
6601 Depreciation Expense	4,005,220	4,057,804	4,665,000	4,665,000	4,830,000
6623 Uncollectible Accounts	8,801	13,027	12,000	12,000	13,000
6721 Bond Interest Payments	3,361,080	3,255,532	3,300,422	3,300,422	3,219,401
6750 Amortization of Debt Disc	103,091	777,571	75,000	75,000	100,000
6751 Gain/Loss on refund Amort.	197,947	181,324	154,767	154,767	145,616
7911 Trans Out - Gen Fund	1,716,118	1,785,322	1,944,200	1,944,200	1,944,200
7914 Trans Out - Capital Projects	-	-	-	-	8,988
Total Expense	\$ 9,834,211	\$ 10,625,674	\$ 10,568,368	\$ 10,569,707	\$ 10,734,732

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Legal Fees

PSC assessment	\$ 22,000
	<u>\$ 22,000</u>

Accounting/Audit

Annual audit fees	\$ 10,110
Rate study	25,000
	<u>\$ 35,110</u>

**CITY OF APPLETON 2015 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM MISSION

For the benefit of the Water Filtration Operations Staff, Water Utility managers will provide administrative support and mentoring to employees so that all aspects of water treatment will meet State and federal compliance.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain records necessary for compliance with State and federal organizations

Maintain maintenance records for equipment, procurement of chemicals, training and safety schedules, operating expenses and project status

Maintain financial records as they apply to the treatment plant

Major changes in Revenue, Expenditures or Programs:

The training and conferences budget reflects additional budget allocations for two staff members to attend UW surface water chemistry course and for one employee to attend the National American Water Works Association conference.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp claims/year	0	0	0	0	0
# of first aid entries per year	5	3	6	6	0
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget obligated	99.0%	96.0%	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 2015 BUDGET
WATER UTILITY**

Treatment Administration

Business Unit 5321

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salary	\$ 227,173	\$ 220,579	\$ 236,616	\$ 238,842	\$ 247,570
6104 Call Time	11	-	-	-	-
6105 Overtime	73	241	2,188	2,188	500
6108 Part-Time	4,418	2,424	810	810	1,854
6150 Fringes	62,093	55,926	67,951	68,283	73,725
6201 Training\Conferences	3,358	2,030	6,000	6,000	11,000
6301 Office Supplies	1,237	768	2,500	2,500	2,500
6302 Subscriptions	20	20	-	-	-
6303 Memberships & Licenses	3,830	7,664	8,000	8,000	7,700
6304 Postage/Freight	779	917	1,000	1,000	1,000
6305 Awards & Recognition	-	56	210	210	210
6306 Building Maint / Janitorial	26	-	-	-	-
6307 Food & Provisions	95	522	280	280	280
6320 Printing & Reproduction	9,890	11,614	13,150	13,150	13,852
6327 Miscellaneous Equipment	-	4,721	500	500	-
6404 Consulting Services	3,797	11,778	-	-	-
6408 Contractor Fees	2,171	2,897	3,000	3,000	3,000
6412 Advertising	-	73	1,500	1,500	1,500
6413 Utilities	8,006	8,511	9,020	9,020	9,200
6425 CEA Equip. Rental	898	918	1,083	1,083	889
Total Expense	<u>\$ 327,875</u>	<u>\$ 331,659</u>	<u>\$ 353,808</u>	<u>\$ 356,366</u>	<u>\$ 374,780</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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 final Koch quarterly warranty payment and the cost to purchase replacement membranes after the expiration of the agreement.

The medical/lab supplies expense reflects a one-time fee for follow-up Long Term 2 Enhanced Water Treatment Rule (LT2) testing.

Personnel expense for 2014 and 2015 reflect the need for an additional 500 labor hours that will be needed during the UV process improvement project for training and process testing. 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.

The utilities expense 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. Additional chemical treatment will be needed prior to UV process; this will be reflected in the increased chemical expense and utility expense for water treatment residuals disposal.

The building repair and maintenance expense includes costs related to the first year of a two year project for painting of two of the four softener basins. An additional \$225,000 will included in the 2016 budget to complete the project. The other two basins were painted in 2010.

The consulting services budget is for the completion of an assessment of the Granular Activated Carbon (GAC) basins to determine when the media should be replaced.

Contractor Fees include a budget to upgrade the CO₂ chemical tank system to meet code and to repair leaking Chlorine and Fluoride Chemical tanks.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	3,311 MG	4,666 MG	3,190 MG	3,190 MG	3,190 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	100.0%	94.0%	100%	100%	100%
Average # of hours training per employee	13	24	60	60	60
Work Process Outputs					
Efficient Plant Operation					
# of work days lost due to injuries	0	0	0	0	0
# of work orders closed	1,025	552	1,100	1,100	1,100
# of open work orders	93	103	225	225	225
Average # of days to close preventive work orders	89	150	50	50	47
# of reservoirs maintaining pressure per year	6	6	6	6	6
# of membrane repairs	6,753	13,337	15,000	15,000	15,000
Water towers					
# inspected / painted per year	1 / 0	0 / 0	1 / 0	1 / 0	1 / 0

**CITY OF APPLETON 2015 BUDGET
WATER UTILITY**

Treatment Operations

Business Unit 5323

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salary	\$ 562,760	\$ 527,403	\$ 577,492	\$ 607,212	\$ 626,654
6104 Call Time	2,381	4,088	2,400	2,400	3,000
6105 Overtime	67,468	94,891	91,255	91,255	96,681
6108 Part-Time	8,419	9,071	10,566	10,566	10,566
6150 Fringes	229,988	213,604	257,472	261,901	245,884
6306 Building Maint./Janitorial	1,344	1,976	2,300	2,300	2,300
6309 Shop Supplies & Tools	5,628	5,259	9,500	9,500	9,500
6310 Chemicals	1,170,921	1,314,852	1,197,255	1,197,255	1,279,500
6316 Miscellaneous Supplies	260	-	-	-	-
6318 Materials	316,012	312,677	433,000	433,000	424,125
6321 Clothing	2,490	2,460	2,350	2,350	2,400
6322 Gas Purchases	16,235	8,252	13,366	13,366	10,368
6323 Safety Supplies	4,652	2,405	6,200	6,200	6,200
6324 Medical/Lab Supplies	51,259	47,811	49,900	49,900	59,350
6326 Equipment Parts	8,635	283	-	-	-
6327 Miscellaneous Equipment	5,366	28,485	28,500	38,062	18,600
6404 Consulting Services	1,066	4,175	2,500	2,500	20,000
6407 Collection Services	-	2,030	3,450	3,450	3,450
6408 Contractor Fees	36,738	21,403	64,300	88,172	182,740
6413 Utilities	2,778,777	2,689,049	3,068,772	3,068,772	3,144,602
6416 Building Repairs & Maint	84	529	-	-	225,000
6418 Equip Repairs & Maint	8,771	56,832	59,200	59,200	58,000
6420 Facilities Charges	212,739	178,517	261,328	261,328	258,291
6424 Software Support	5,981	6,211	12,000	12,000	8,000
6425 CEA Equip. Rental	14,573	15,921	16,885	16,885	14,936
6440 Snow Removal Services	5,000	3,395	5,000	5,000	5,000
6454 Grounds Repair & Maint	-	5,222	-	-	5,500
6599 Other Contracts/Obligations	11,881	11,721	18,915	18,915	18,165
6804 Equipment	-	45,895	-	28,132	-
6899 Other Capital Outlay	-	(59,886)	-	-	-
Total Expense	\$ 5,529,428	\$ 5,554,531	\$ 6,193,906	\$ 6,289,621	\$ 6,738,812

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Chemicals</u>		<u>Miscellaneous Equipment</u>	
Ammonia	\$ 17,000	Radio	\$ 1,100
Carbon dioxide	45,000	SCADA Computers	5,000
Caustic soda	25,000	I/O Cards, PLC & radios	12,500
Chlorine	76,000		<u>\$ 18,600</u>
Ferric sulfate	170,000		
Fluoride	30,000	<u>Contractor Fees</u>	
Lime	460,000	MCC Maintenance	\$ 20,000
Poly phosphate	47,000	Annual hoist inspections	540
Permanganate	280,000	Annual CSE inspections	650
Powder carbon	45,000	UPS Inspection	1,000
Softener Polymer LT 25	30,000	Chemical Feed upgrade	30,000
ACH	25,000	Radio antenna lease	6,000
Softener Salt	2,000	Intake inspection & repair	6,000
Other chemicals	2,500	Instrumentation calibration	1,450
Membrane cleaning acids	25,000	Operation needs	5,000
	<u>\$ 1,279,500</u>	Cell Tower inspections	2,500
		Chemical tanks repair	100,000
<u>Equipment Repairs & Maintenance</u>		Tower cleaning & inspection	6,000
Sludge pump repair	8,000	Tower cathodic protection	3,600
Tower drive replacement	20,000		<u>\$ 182,740</u>
Pump & motor repairs	30,000		
	<u>\$ 58,000</u>	<u>Medical/Lab Supplies</u>	
		Lab Fees	\$ 9,850
<u>Other Contracts/Obligations</u>		LT2 Testing	7,500
DNR Water User Fee	\$ 9,625	Lab Tools	5,500
Emergency Management Fees	220	Lab supplies	35,600
Railroad Crossing Leases	200	Lab equipment support	900
Cross Connection Fees	120		<u>\$ 59,350</u>
Sara Tier 2 Fee	800		
DATCP Lab Fee	700	<u>Materials</u>	
Parking Lot Sweeping	500	Valves & actuators	\$ 10,000
Softener & Intake Cleaning by MSB	6,000	Pumps & parts for repairs	15,000
	<u>\$ 18,165</u>	Piping, hoses & tubing	10,000
		Filters & lubricants	5,000
<u>Consulting Services</u>		Miscellaneous parts	15,000
Filter Performance Assessment	\$ 20,000	Koch parts, domes, piks	8,000
	<u>\$ 20,000</u>	Koch Membrane Agreement	98,125
		Membrane Replacement	250,000
<u>Building Repair & Maintenance</u>		Batteries	1,000
Softener painting (1 of 2 basins)	\$ 225,000	Compressor parts	1,000
	<u>\$ 225,000</u>	Parts for towers	6,000
		Electrical equipment & parts	5,000
			<u>\$ 424,125</u>

**CITY OF APPLETON 2015 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 2015 CIPs:

	<u>2015 Budget</u>	<u>Page</u>
New Water Tower	\$ 2,900,000	Projects, Pg. 636
Tower Mixer - Lindbergh Tower	60,000	Projects, Pg. 654
Water Plant Exterior Wall Repair	70,000	Projects, Pg. 635
Hardscape Improvements/Replacements	115,000	Projects, Pg. 624
	<u>\$ 3,145,000</u>	

Major changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Adequate water pressure					
% of tests having adequate pressure	100%	100%	100%	100%	100%
Cost effective treatment processes					
# of CIP's in budget year	7	5	3	7	4
# of CIP's in five-year plan	9	8	6	8	10
Strategic Outcomes					
Water rate changes					
% per year	0%	0%	0-3%	0%	0%
Work Process Outputs					
Project Management					
% of projects completed at year end	43%	20%	100%	57%	100%

**CITY OF APPLETON 2015 BUDGET
WATER UTILITY**

Treatment Capital Improvements

Business Unit 5325

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salary	\$ -	\$ (204)	\$ 10,578	\$ 10,578	\$ 11,253
6105 Overtime	-	131	3,000	3,000	3,206
6108 Part-Time	-	73	-	-	-
6150 Fringes	-	-	5,182	5,182	5,291
6404 Consulting Services	9,096	487,390	200,000	569,270	-
6408 Contractor Fees	-	-	-	6,064,814	2,960,000
6599 Other Contracts/Obligations	-	288	-	-	-
6802 Land Improvements	-	-	-	-	115,000
6803 Buildings	-	-	-	-	70,000
6804 Equipment	-	11,500	160,000	188,500	-
6899 Other Capital Outlay	-	(482,689)	-	-	-
Total Expense	\$ 9,096	\$ 16,489	\$ 378,760	\$ 6,841,344	\$ 3,164,750

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Equipment

New water tower	\$ 2,900,000
Lindberg Tower Mixer	60,000
	<u>\$ 2,960,000</u>

Land Improvements

Hardscape improvements	\$ 115,000
	<u>\$ 115,000</u>

Buildings

Water plant exterior wall repair	\$ 70,000
	<u>\$ 70,000</u>

**CITY OF APPLETON 2015 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 vacuum breakers to prevent backflow into the water system 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.

Two new performance indicators have been added to show number of cross-connection inspections being done annually and also how many appointment request letters being sent by the administration staff.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Efficient customer service					
# Cross connection inspections	New measure	—————>	4,500	4,500	7,000
# Appointment request letters sent	New measure	—————>	4,000	4,000	10,000
Strategic Outcomes					
Consistent & current information					
Policies reviewed/updated	0	1	1	1	1
Turnover ratio of inventory	0.76	0.65	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 2015 BUDGET
WATER UTILITY**

Distribution Administration

Business Unit 5351

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5005 Sale of City Prop - Tax	\$ -	\$ 1,658	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 1,658	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 220,916	\$ 232,150	\$ 252,007	\$ 252,922	\$ 259,795
6104 Call Time	829	1,419	1,000	1,000	1,200
6105 Overtime	1,023	870	1,931	1,931	1,920
6108 Part-Time	5,476	155	2,415	2,415	5,617
6150 Fringes	80,046	81,493	94,079	94,215	96,175
6201 Training\Conferences	1,853	643	1,600	1,600	1,600
6301 Office Supplies	910	1,069	1,000	1,000	1,050
6303 Memberships & Licenses	915	382	900	900	775
6304 Postage\Freight	213	242	250	250	250
6305 Awards & Recognition	50	490	665	665	665
6306 Building Maint./Janitorial	1,868	1,994	2,200	2,200	2,200
6309 Shop Supplies & Tools	33	2	50	50	50
6315 Books & Library Materials	-	713	-	-	-
6318 Materials	-	87,593	131,250	131,250	91,000
6320 Printing & Reproduction	1,067	1,159	3,000	3,000	2,500
6321 Clothing	977	703	1,000	1,000	1,000
6323 Safety Supplies	642	672	900	900	900
6324 Medical\Lab Supplies	76	114	100	100	100
6327 Miscellaneous Equipment	2,455	10,426	3,050	3,050	3,000
6404 Consulting Services	-	2,172	-	-	-
6412 Advertising/Publication	84	-	700	700	200
6413 Utilities	52,254	57,995	59,632	59,632	62,040
6420 Facilities Charges	18,850	19,384	19,000	19,000	21,000
6424 Software Support	3,430	3,636	5,010	5,010	3,500
6425 CEA Equip. Rental	4,638	8,450	5,540	5,540	5,540
6430 Health Services	34	19	100	100	100
6451 Laundry Services	3,366	443	-	-	-
6599 Other Contracts/Obligations	3,913	9,134	7,500	7,500	8,000
Total Expense	\$ 405,918	\$ 523,522	\$ 594,879	\$ 595,930	\$ 570,177

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Materials

Frost free vac breakers	\$ 56,000
Inside vac breakers	35,000
	<u>\$ 91,000</u>

**CITY OF APPLETON 2015 BUDGET
WATER UTILITY**

Meter Operations & Maintenance

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
- Ensure commercial and residential meters are the proper size and type when installing new meters
- Continue to monitor cross connection program to prevent illegal connections into the City water system
- Continue complete installation of the new metering system

Major changes in Revenue, Expenditures or Programs:

Replacement of the meter reading system began in late 2013 and is expected to be completed 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 FTE 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.

The 2015 budget reflects the transition of the salary and other operation expenses to the new meter installation capital project. Contractor fees are increased as the need to call a plumber may increase during new meter installation.

The 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. Annual rates are based on the number of meters; these fees will level off in 2017.

The shipping and repairs for the old Badger meter readers increased due to repair of age related equipment issues. The cellular service for transmitting the data from the new meters to the towers is what makes up the onset of utility charges in this budget.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Reliable, accurate water usage					
# of large meters replaced	1	0	0	0	0
# of meters tested	1,293	428	7,000	4,500	7,000
# of defective meters replaced	45	36	300	40	100
# of meters in service	27,160	27,383	27,450	27,450	27,650
Strategic Outcomes					
Implementation of system upgrade					
# of trace batteries replaced	802	122	0	0	0
# of new meters replaced	New measure	—————>	7,000	4,500	7,000
Work Process Outputs					
Service provided					
# of service calls	1,247	1,472	1,200	1,600	1,800
System growth					
# new meters installed	177	233	200	200	200

**CITY OF APPLETON 2015 BUDGET
WATER UTILITY**

Meter Operations & Maintenance

Business Unit 5352

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6102 Labor Pool Allocations	\$ 76,598	\$ 80,559	\$ 50,334	\$ 51,852	\$ 41,815
6104 Call Time	41	319	200	200	200
6105 Overtime	919	1,073	850	850	1,150
6150 Fringes	32,371	25,728	19,578	19,804	18,961
6304 Postage/Freight	10	-	50	50	250
6306 Building Maint./Janitorial	55	27	150	150	150
6309 Shop Supplies	2,456	5,185	1,825	1,825	2,325
6311 Paint & Supplies	7	7	-	-	-
6326 Equipment Parts	3,344	385	500	500	500
6327 Misc. Equipment	2,375	(216)	-	-	400
6408 Contractor Fees	39	159	2,000	2,000	3,000
6413 Utilities	-	-	-	-	2,400
6418 Equipment Repairs & Maint.	1,276	719	1,700	1,700	2,700
6424 Software Support	-	983	25,550	25,550	39,287
6425 CEA Equip. Rental	8,580	9,388	6,145	6,145	6,145
6431 Interpreter Services	-	15	-	-	-
Total Expense	<u>\$ 128,071</u>	<u>\$ 124,331</u>	<u>\$ 108,882</u>	<u>\$ 110,626</u>	<u>\$ 119,283</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Software Support

Annual hosting fees	\$ 30,387
Software support fees	8,350
Badger Connect server contract	550
	<u>\$ 39,287</u>

CITY OF APPLETON 2015 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

Major changes in Revenue, Expenditures or Programs:

Water distribution will continue to focus more on replacements of hydrants and curb boxes in areas with corrosive soils in 2015.

Budget includes the purchase of two automatic hydrant flushers to increase residual chlorine levels and improve circulation in low consumption/dead end areas.

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 tipping fees is due to the expectation more water street patches will be done internally by the street repair crew as the utility has been falling behind especially with the high number of main breaks in 2014.

There is also an additional \$75,000 budgeted in contractor fees to help with the catch up on water patches.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Reliable source at adequate pressure					
Hydrants					
Replace/Upgrade	6	4	5	5	5
% of hydrants flushed	100%	100%	100%	100%	100%
Water loss reported	11%	9%	10%	10%	10%
Strategic Outcomes					
Reliability of the system					
# water main breaks	83	87	85	125	85
Work Process Outputs					
Preventive maintenance					
# services replaced	36	24	25	0	15
# valves exercised	1,010	869	1,000	900	900
# valves replaced	5	4	5	5	5
# curb boxes repaired	331	202	300	300	300
# joint leaks fixed	5	4	5	5	5
# of service leaks	4	3	20	10	5

**CITY OF APPLETON 2015 BUDGET
WATER UTILITY**

Distribution Operations and Maintenance

Business Unit 5353

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv. - Nontax	\$ -	\$ 155	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 155	\$ -	\$ -	\$ -
Expenses					
6101 Regular Salaries	\$ 483,910	\$ 508,013	\$ 498,378	\$ 504,181	\$ 465,300
6104 Call Time	9,741	12,292	10,900	10,900	11,150
6105 Overtime	22,221	26,589	30,900	30,900	31,450
6108 Part-Time	65	35	-	-	-
6150 Fringes	202,991	195,172	215,280	216,145	197,723
6308 Landscape Supplies	356	-	1,000	1,000	1,000
6309 Shop Supplies & Tools	6,129	7,623	7,500	7,500	7,500
6311 Paint & Supplies	2,082	1,919	2,375	2,375	2,375
6316 Miscellaneous Supplies	136	-	-	-	-
6322 Gas Purchases	-	134	215	215	215
6323 Safety Supplies	203	-	-	-	-
6325 Construction Materials	64,946	79,667	101,000	101,000	101,000
6326 Equipment Parts	54,786	74,016	79,000	79,000	82,000
6327 Miscellaneous Equipment	14,273	16,202	20,850	20,850	20,700
6328 Signs	-	55	-	-	-
6408 Contractor Fees	15,739	17,445	18,500	18,500	83,500
6415 Tipping Fees	12,174	17,509	18,000	18,000	25,000
6418 Equip Repairs & Maint	576	668	600	600	700
6425 CEA Equip. Rental	159,147	201,009	203,158	203,158	240,958
6430 Health Services	74	-	-	-	-
6503 Rent	650	-	500	500	500
6899 Other Capital Outlay	-	(19,675)	-	-	-
Total Expense	\$ 1,050,199	\$ 1,138,673	\$ 1,208,156	\$ 1,214,824	\$ 1,271,071

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Asphalt	\$ 11,000	Surface restoration	\$ 75,000
Gravel	15,800	Contractor services for	
Slurry	8,000	main/valve break & repair	2,500
Stone	2,200	Hydrant painting	6,000
Concrete	54,000		<u>\$ 83,500</u>
Other materials	10,000		
	<u>\$ 101,000</u>		
<u>Equipment Parts</u>		<u>Tipping Fees</u>	
Fittings, clamps, pipe, etc. for		Water main breaks	\$ 8,600
main/valve break repair	\$ 28,000	Pavement removal from	
Valves, sleeves, boxes, pipe &		in-house patch program	16,400
connectors for service			<u>\$ 25,000</u>
laterals/curbs	19,000		
Hydrant repair parts	35,000		
	<u>\$ 82,000</u>		
<u>Miscellaneous Equipment</u>			
Barricades	\$ 4,000		
Trailer for trench box	5,000		
Metrotech locator	1,700		
Automatic hydrant flusher	3,500		
RP valve (replacement)	4,000		
Misc equipment	2,500		
	<u>\$ 20,700</u>		

**CITY OF APPLETON 2015 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 2015 CIPs:

	<u>2015 Budget</u>	<u>Page</u>
Radio read system for water meters	\$ 1,788,524	Projects, Pg. 651
Water main construction	2,744,389	Projects, Pg. 608
	<u>\$ 4,532,913</u>	

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 the project section within the capital improvement section of the budget for further information about the watermain program.

Included in this budget is the ongoing costs 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. This project began in 2013 and will continue through 2017.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Reliable and adequate service					
% of reconstructed streets with relay	100.0%	100.0%	100.0%	100.0%	100.0%
% increase of fire flow capacity	0% - 175%	0% - 45%	0% - 200%	0% - 200%	0% - 200%
# of low flow hydrants eliminated	3	3	5	5	5
Strategic Outcomes					
System size					
Miles of mains	374	375	375	375	375
% of total miles of mains reconstructed	0.63%	0.65%	0.79%	0.79%	0.82%
# of hydrants in the City	3,277	3,295	3,298	3,298	3,300
# of low flow hydrants in the City	107	104	90	90	85
Work Process Outputs					
System expansion and improvement					
Miles of transmission lines added	0.17	0.19	0.80	0.80	0.00
Miles of existing mains relaid	2.30	2.19	2.98	2.98	3.06

**CITY OF APPLETON 2015 BUDGET
WATER UTILITY**

Distribution Capital Improvements

Business Unit 5370

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 48,942	\$ 42,263	\$ 405,082	\$ 405,082	\$ 402,029
6104 Call Time	-	219	-	-	-
6105 Overtime	2,032	2,511	10,895	10,895	10,585
6108 Part-Time	802	-	3,752	3,752	1,962
6150 Fringes	9,761	6,001	145,336	145,336	144,690
6309 Shop Supplies & Tools	124	72	-	-	-
6325 Construction Materials	-	30	-	-	-
6328 Signs	-	33	-	-	-
6404 Consulting	750	9,026	-	9,525	10,000
6408 Contractor Fees	-	72	125,900	125,900	259,800
6425 CEA Equipment Rental	-	3	20,700	20,700	26,700
6599 Other Contracts/Obligations	100	1,801	10,000	10,000	-
6804 Machinery & Equipment	-	1,406,133	1,539,602	1,842,105	1,464,917
6809 Infrastructure Construction	719	1,451,611	2,264,794	2,278,234	2,212,230
6899 Other Capital Outlay	-	(2,867,921)	-	-	-
Total Expense	\$ 63,230	\$ 51,854	\$ 4,526,061	\$ 4,851,529	\$ 4,532,913

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

2015	Street	From	To	Water Utility
Labor Pool				559,266
CEA				26,700
Miscellaneous	Permit and Misc. Fees NOI, Railroad, Water Use, County			10,000
Construction	Surface Restoration Due to 2014 Water CIP Excav.			259,800
	Subtotal			269,800
Reconstruction (not related to paving)	Subtotal			-
Reconstruction (prior to next year's paving)	Douglas St	College Ave	Packard St	57,625
	Hancock St	Lawe St	Rankin St	133,425
	John St (CTH KK)	Banta Court	South River St	24,330
	John St (CTH KK)	South River St	Matthias St	839,125
	Madison St	Fremont St	Calumet St	239,625
	McKinley St	Jackson St	Lawe St	108,925
	McKinley St	Oneida St	Jefferson, e/o	312,050
	Peabody St	Verbrick St	Seymour St	59,325
	Prospect Ave	State St	Walnut St	54,075
	Sampson St	North St	Atlantic St	85,725
	Sanders St	Seymour St	Verbrick St	103,425
	South River St	Kernan Ave	John St	52,800
	Verbrick St	Bouten St	Wilkie St	141,775
	Subtotal			2,212,230
Transmission - New	Subtotal			-
Total Water Construction				\$ 3,067,996

Machinery & Equipment

Radio read system for water meters	\$ 1,464,917
	<u>\$ 1,464,917</u>

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Permits	350	315	245	500	500	0	500
Interest Income	321,297	120,553	328,315	150,000	150,000	0	200,000
Charges for Services	20,525,265	19,893,318	14,064,710	20,431,050	20,431,050	0	19,906,050
Other Revenues	732,105	1,022,163	487,850	757,627	757,627	0	746,839
TOTAL REVENUES	21,579,017	20,795,243	14,881,120	21,339,177	21,339,177	0	20,853,389
EXPENSES BY LINE ITEM							
Regular Salaries	309,341	309,000	222,492	330,127	331,292	267,471	381,161
Labor Pool Allocations	1,185,977	1,171,506	1,064,440	1,802,370	1,842,552	1,733,563	1,768,147
Call Time	13,003	18,337	18,539	14,500	14,500	15,550	15,550
Overtime	93,801	126,855	131,443	141,019	141,019	125,605	145,492
Temp. Full-Time	802	0	340	1,876	1,876	0	0
Part-Time	18,378	11,758	8,419	15,667	15,667	20,971	19,999
Other Compensation	1,024	7,257	7,977	5,715	5,715	10,590	10,590
Shift Differential	2,146	2,155	1,936	1,350	1,350	2,865	2,865
Sick Pay	33,903	29,107	26,169	0	0	0	0
Vacation Pay	194,382	199,317	148,019	0	0	0	0
Fringes	646,286	605,674	567,683	837,736	843,898	773,540	820,409
FICA	369	396	0	0	0	0	0
Salaries & Fringe Benefits	2,499,412	2,481,362	2,197,457	3,150,360	3,197,869	2,950,155	3,164,213
Training & Conferences	5,211	2,673	7,717	7,600	7,600	12,600	12,600
Subscriptions	20	20	164	0	0	0	0
Memberships & Licenses	4,745	8,046	7,773	8,900	8,900	8,475	8,475
Postage & Freight	16,165	18,868	13,777	19,300	19,300	1,500	21,500
Awards & Recognition	50	546	389	875	875	875	875
Building Maintenance/Janitor.	3,292	3,998	2,914	4,650	4,650	4,650	4,650
Food & Provisions	95	522	142	280	280	280	280
Insurance	141,012	139,425	78,771	105,030	105,030	0	107,410
Rent	650	0	0	500	500	500	500
Depreciation Expense	4,005,220	4,057,804	3,259,586	4,665,000	4,665,000	0	4,830,000
Uncollectible Accounts	8,801	13,027	1,326	12,000	12,000	0	13,000
Discounts Available	0	0	2	0	0	0	0
Bond Interest Payments	3,361,080	3,255,532	2,412,816	3,300,422	3,300,422	0	3,219,401
Amortization of Debt Disc.	103,091	777,571	0	75,000	75,000	0	100,000
Gain/Loss on Refund Amort.	197,947	181,324	122,547	154,767	154,767	0	145,616
Trans Out - General Fund	1,716,118	1,785,322	1,375,221	1,944,200	1,944,200	0	1,944,200
Trans Out - Capital Projects	0	0	0	0	0	0	8,988
Administrative Expense	9,563,497	10,244,678	7,283,141	10,298,524	10,298,524	28,880	10,417,495
Landscape Supplies	356	0	2,250	1,000	1,000	1,000	1,000
Shop Supplies & Tools	14,370	18,142	20,561	18,875	18,875	19,375	19,375
Chemicals	1,170,921	1,314,852	829,656	1,197,255	1,197,255	1,279,500	1,279,500
Treatment Chemicals	2,148	1,836	1,792	3,500	3,500	3,550	3,550
Paint & Supplies	2,089	1,927	730	2,375	2,375	2,375	2,375
Books & Library Materials	0	713	0	0	0	0	0
Miscellaneous Supplies	396	0	0	0	0	0	0
Materials	316,012	400,270	274,212	564,250	564,250	515,125	515,125
Printing & Reproduction	13,676	16,242	13,487	19,350	19,350	16,352	20,052
Clothing	3,467	3,164	3,478	3,350	3,350	3,400	3,400
Gas Purchases	16,235	8,386	8,143	13,581	13,581	10,583	10,583
Safety Supplies	5,496	3,077	7,440	7,100	7,100	7,100	7,100
Medical & Lab Supplies	51,335	47,925	36,454	50,000	50,000	59,450	59,450
Construction Materials	64,946	79,667	51,510	101,000	101,000	101,000	101,000
Vehicle & Equipment Parts	58,130	74,715	64,191	79,500	79,500	82,500	82,500
Miscellaneous Equipment	27,738	59,618	18,644	52,900	62,462	42,700	42,700
Signs	0	88	456	0	0	0	0
Supplies & Materials	1,747,315	2,030,622	1,333,004	2,114,036	2,123,598	2,144,010	2,147,710
Accounting/Audit	10,387	11,318	0	9,816	9,816	0	35,110
Legal Fees	18,744	20,049	0	22,000	22,000	0	22,000
Bank Services	22,760	22,106	15,393	20,000	20,000	0	22,000

City of Appleton
2015 Budget
Revenue and Expense Summary

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Consulting Services	19,010	515,067	153,566	202,500	581,295	30,000	45,000
Collection Services	1,066	2,030	1,331	3,450	3,450	3,450	3,450
Contractor Fees	60,667	41,975	355,170	213,700	6,302,386	547,040	592,040
Temporary Help	0	0	336	0	0	0	0
Advertising	84	73	134	2,200	2,200	1,700	1,700
Tipping Fees	12,174	17,509	10,311	18,000	18,000	25,000	25,000
Health Services	108	19	0	100	100	100	100
Interpreter Services	0	15	0	0	0	0	0
Snow Removal Services	5,000	3,395	5,000	5,000	5,000	5,000	5,000
Laundry Services	3,366	443	0	0	0	0	0
Other Contracts/Obligations	16,375	129,850	27,235	36,415	36,415	26,165	26,165
Purchased Services	169,741	763,849	568,476	533,181	7,000,662	638,455	777,565
Electric	740,994	692,645	474,744	765,416	765,416	720,961	720,961
Gas	123,151	130,642	168,331	143,603	143,603	190,478	190,478
Water	124,605	133,191	122,262	125,516	125,516	38,998	140,998
Waste Disposal/Collection	12,292	18,856	16,434	26,520	26,520	22,799	22,799
Fuel Oil	1,894,270	1,837,501	1,103,683	2,130,000	2,130,000	2,195,000	2,195,000
Stormwater	20,059	20,450	15,907	23,412	23,412	22,903	22,903
Telephone	14,661	15,187	13,410	15,467	15,467	19,913	19,913
Cellular Telephone	3,750	4,397	6,322	4,490	4,490	7,190	7,190
Utilities	2,933,782	2,852,869	1,921,093	3,234,424	3,234,424	3,218,242	3,320,242
Building Repair & Maintenance	84	529	0	0	0	450,000	225,000
Equipment Repair & Maintenan	10,623	58,220	42,445	61,500	61,500	61,400	61,400
Facilities Charges	231,590	197,901	126,691	280,328	280,328	279,291	279,291
Software Support	3,430	10,830	32,356	42,560	42,560	50,787	50,787
CEA Equipment Rental	187,835	235,688	227,929	253,511	253,511	295,168	295,168
Grounds Repair & Maintenance	0	5,222	2,528	0	0	0	5,500
Repair & Maintenance	433,562	508,390	431,949	637,899	637,899	1,136,646	917,146
Land Improvements	0	0	0	0	0	115,000	115,000
Buildings	0	0	0	0	0	0	70,000
Machinery & Equipment	0	1,463,528	3,625,613	1,699,602	2,058,737	4,364,917	4,364,917
Infrastructure Construction	719	1,451,611	551,339	2,264,794	2,278,234	2,278,180	2,212,230
Other Capital Outlay	0	3,430,171	0	0	0	0	0
Capital Expenditures	719	515,032	4,176,952	3,964,396	4,336,971	6,758,097	6,762,147
TOTAL EXPENSES	17,348,028	18,366,738	17,912,072	23,932,820	30,829,947	16,874,485	27,506,518

CITY OF APPLETON 2015 BUDGET
WATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Charges for Services	\$ 20,533,159	\$ 19,899,475	\$ 20,431,050	\$ 19,901,500	\$ 19,906,050
Miscellaneous	399,294	416,562	497,525	488,000	494,865
Total Revenues	<u>20,932,453</u>	<u>20,316,037</u>	<u>20,928,575</u>	<u>20,389,500</u>	<u>20,400,915</u>
Expenses					
Operation and Maintenance	7,903,181	8,250,694	8,888,610	8,997,685	9,569,638
Depreciation	4,005,220	4,057,804	4,665,000	4,600,000	4,830,000
Total Expenses	<u>11,908,401</u>	<u>12,308,498</u>	<u>13,553,610</u>	<u>13,597,685</u>	<u>14,399,638</u>
Operating Income (Loss)	9,024,052	8,007,539	7,374,965	6,791,815	6,001,277
Non-Operating Revenues (Expenses)					
Investment Income	321,297	(120,553)	150,000	275,000	200,000
Interest Expense	(3,361,080)	(3,255,532)	(3,300,422)	(3,257,943)	(3,219,401)
Gain/Loss on Refunding	(197,947)	(777,571)	(154,767)	(163,397)	(145,616)
Gain/Loss on Asset Disposal	(68,464)	(13,464)	-	-	-
Amortization of Premium on Debt	293,681	276,504	255,602	255,602	247,474
Amortization of Debt Expense	(103,091)	(181,324)	(75,000)	(75,000)	(100,000)
Other	4,913	16,833	5,000	5,000	5,000
Total Non-Operating	<u>(3,110,691)</u>	<u>(4,055,107)</u>	<u>(3,119,587)</u>	<u>(2,960,738)</u>	<u>(3,012,543)</u>
Net Income Before Contributions and Transfers	5,913,361	3,952,432	4,255,378	3,831,077	2,988,734
Contributions and Transfers In (Out)					
Capital Contributions	81,821	309,704	-	-	-
General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(1,750,394)	(1,819,828)	(1,930,400)	(1,905,400)	(1,930,400)
Capital Projects	-	-	-	-	-
Change in Net Assets	4,230,988	2,428,508	2,311,178	1,911,877	1,044,534
Net Assets - Beginning	<u>64,171,347</u>	<u>68,402,335</u>	<u>70,830,843</u>	<u>70,830,843</u>	<u>72,742,720</u>
Net Assets - Ending	<u>\$ 68,402,335</u>	<u>\$ 70,830,843</u>	<u>\$ 73,142,021</u>	<u>\$ 72,742,720</u>	<u>\$ 73,787,254</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	\$ 15,282,136	\$ 8,401,140
+ Change in Net Assets	1,911,877	1,044,534
- Capital Contributions	-	-
+ Depreciation	4,600,000	4,830,000
+ Long Term Debt	3,850,000	5,805,000
- Fixed Assets	(11,692,873)	(7,697,663)
- Principal Repayment	<u>(5,550,000)</u>	<u>(5,960,000)</u>
Working Cash - End of Year	<u>\$ 8,401,140</u>	<u>\$ 6,423,011</u>

**CITY OF APPLETON 2015 BUDGET
WATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2014 Budget	2014 Projected	2015 Budget	2016 Projected	2017 Projected	2018 Projected	2019 Projected
Revenues							
Charges for Services	\$ 20,431,050	\$ 19,901,500	\$ 19,906,050	\$ 20,005,580	\$ 20,105,608	\$ 20,206,136	\$ 20,307,167
Miscellaneous	497,525	488,000	494,865	495,484	496,103	496,723	497,344
Total Revenues	<u>20,928,575</u>	<u>20,389,500</u>	<u>20,400,915</u>	<u>20,501,064</u>	<u>20,601,711</u>	<u>20,702,859</u>	<u>20,804,511</u>
Expenses							
Operating Expenses	8,888,610	8,997,685	9,569,638	9,586,727	9,648,816	9,938,281	10,236,429
Depreciation	4,665,000	4,600,000	4,830,000	5,130,000	5,430,000	5,730,000	6,030,000
Total Expenses	<u>13,553,610</u>	<u>13,597,685</u>	<u>14,399,638</u>	<u>14,716,727</u>	<u>15,078,816</u>	<u>15,668,281</u>	<u>16,266,429</u>
Operating Income	7,374,965	6,791,815	6,001,277	5,784,337	5,522,895	5,034,578	4,538,082
Non-Operating Revenues (Expenses)							
Interest Income	150,000	275,000	200,000	200,000	200,000	150,000	150,000
Interest Expense	(3,300,422)	(3,257,943)	(3,219,401)	(3,213,734)	(3,108,134)	(3,946,868)	(2,885,559)
Gain/Loss on Refunding	(154,767)	(163,397)	(145,616)	(127,926)	(109,306)	(89,734)	(70,321)
Amortization of Debt Premium	255,602	255,602	247,474	221,980	194,598	165,806	137,146
Debt Issuance Expense	(75,000)	(75,000)	(100,000)	(80,000)	(75,000)	(75,000)	(125,000)
Other	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Non-Operating	<u>(3,119,587)</u>	<u>(2,960,738)</u>	<u>(3,012,543)</u>	<u>(2,994,680)</u>	<u>(2,892,842)</u>	<u>(3,790,796)</u>	<u>(2,788,734)</u>
Net Income Before Transfers	4,255,378	3,831,077	2,988,734	2,789,657	2,630,052	1,243,783	1,749,347
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	364,980	22,000	245,950	317,700
Trans Out - General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(1,930,400)	(1,905,400)	(1,930,400)	(2,105,400)	(2,280,400)	(2,455,400)	(2,630,400)
Change in Net Assets	2,311,178	1,911,877	1,044,534	1,035,437	357,852	(979,467)	(577,153)
Total Net Assets - Beginning	<u>70,830,843</u>	<u>70,830,843</u>	<u>72,742,720</u>	<u>73,787,254</u>	<u>74,822,691</u>	<u>75,180,543</u>	<u>74,201,076</u>
Total Net Assets - Ending	<u>\$ 73,142,021</u>	<u>\$ 72,742,720</u>	<u>\$ 73,787,254</u>	<u>\$ 74,822,691</u>	<u>\$ 75,180,543</u>	<u>\$ 74,201,076</u>	<u>\$ 73,623,923</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	15,282,136	8,401,140	6,423,011	4,142,554	1,799,110	(1,718,474)	
+ Change in Net Assets	1,911,877	1,044,534	1,035,437	357,852	(979,467)	(577,153)	
+ Depreciation	4,600,000	4,830,000	5,130,000	5,430,000	5,730,000	6,030,000	
+ Long Term Debt	3,850,000	5,805,000	4,465,000	3,460,000	3,350,000	8,500,000	
- Contributed Capital	-	-	(364,980)	(22,000)	(245,950)	(317,700)	
- Fixed Assets	(11,692,873)	(7,697,663)	(5,995,914)	(4,434,296)	(4,232,167)	(11,010,512)	
- Principal Repayment	(5,550,000)	(5,960,000)	(6,550,000)	(7,135,000)	(7,140,000)	(7,470,000)	
Working Cash - End of Year	<u>\$ 8,401,140</u>	<u>\$ 6,423,011</u>	<u>\$ 4,142,554</u>	<u>\$ 1,799,110</u>	<u>\$ (1,718,474)</u>	<u>\$ (6,563,839)</u>	
25% Working Capital Reserve (prior year's audited expenses)		3,540,257	3,679,860	3,726,465	3,759,338	4,085,137	
Coverage Ratio		1.33	1.23	1.20	1.14	1.04	0.99

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% per year for additional customer base
Operating expenses to increase 3.0% per year after 2015
Reduction in O&M expense of \$270,000 at the Water Filtration Plant starting in year 2016 for change from Membrane to UV filtration
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 scheduled to be implemented for 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. The projection does not include any rate increases; the projections are shown with the current rates and no adjustments for any approved rate increase by the PSC.

CITY OF APPLETON 2015 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
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>\$ 34,605,000</u>	<u>\$ 6,257,453</u>	<u>\$ 9,435,000</u>	<u>\$ 2,672,215</u>	<u>\$ 12,355,000</u>	<u>\$ 4,786,038</u>

	2011		2012		2013	
	Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
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>\$ 2,925,000</u>	<u>\$ 1,034,160</u>	<u>\$ 2,410,000</u>	<u>\$ 702,286</u>	<u>\$ 7,180,000</u>	<u>\$ 3,096,877</u>

	2014		TOTAL		
	Revenue Bonds		Principal	Interest	Total
	Principal	Interest			
2015	\$ -	\$ 132,500	\$ 5,550,000	\$ 3,098,451	\$ 8,648,451
2016	155,000	129,400	5,960,000	2,830,463	8,790,463
2017	155,000	126,300	6,250,000	2,540,751	8,790,751
2018	160,000	123,100	6,535,000	2,239,376	8,774,376
2019	165,000	119,800	6,340,000	1,943,926	8,283,926
2020	165,000	114,850	6,640,000	1,627,213	8,267,213
2021	170,000	109,750	6,640,000	1,320,100	7,960,100
2022	175,000	104,500	6,950,000	997,350	7,947,350
2023	180,000	99,100	3,040,000	858,688	3,898,688
2024	190,000	93,400	3,185,000	711,388	3,896,388
2025	195,000	85,600	3,035,000	568,375	3,603,375
2026	200,000	77,600	3,020,000	426,393	3,446,393
2027	210,000	69,200	2,110,000	324,648	2,434,648
2028	220,000	60,400	2,220,000	217,523	2,437,523
2029	230,000	51,200	1,050,000	174,998	1,224,998
2030	235,000	41,800	1,085,000	131,036	1,216,036
2031	245,000	32,000	1,130,000	84,775	1,214,775
2032	255,000	21,800	940,000	45,875	985,875
2033	265,000	11,200	800,000	11,200	811,200
2034	280,000	-	280,000	-	280,000
	<u>\$ 3,850,000</u>	<u>\$ 1,603,500</u>	<u>\$ 72,760,000</u>	<u>\$ 20,152,529</u>	<u>\$ 92,912,529</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$5,805,000 will be issued in 2015. Expected interest expense of the issue in 2015 is \$120,950 at 5%.

CITY OF APPLETON 2015 BUDGET

WASTEWATER UTILITY

Utilities Director: Chris W. Shaw

Deputy Director Utilities: Christopher F. Stempa

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2015 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 2014 EVENTS

WASTEWATER TREATMENT

Total Maximum Daily Load

More stringent phosphorus and total suspended solids discharge limits become effective in September, 2015 as part of the Appleton Wastewater Treatment Plant (AWWTP) Wisconsin pollution discharge elimination system (WPDES) permit reissuance. The design phase for phosphorus optimization of plant processes began in 2013 with full scale treatment demonstration work ongoing. The contracted engineering firm CH2MHILL will provide recommendations for major plant upgrades along with a matrix of off-site regulatory compliance options that include nutrient trading and adaptive management within a technical report. A series of presentations will be provided to Utilities Committee and Common Council by CH2MHILL later this year with project completion anticipated by year-end 2014.

#1 & #2 Bar Screen Replacement

#1 and #2 bar screen replacement project work includes the installation of redundant fine screen racks that will improve trash/debris removal and compaction. The installation of these two new bar screens, coupled with the #3 bar screen (installed in 2010), provides 110 MGD of hydraulic screening capacity, reduces trash buildup in primary digester sludge, reduces landfill tipping fees, and is expected to increase the life expectancy of downstream pumping equipment.

Digester Upgrades Project

This project will optimize the anaerobic digester gas mixing operation by a combination of targeted mechanical and electrical system improvements or upgrades. The resulting project will reduce energy consumption (up to \$34,000 annually) of existing biogas mix system and the associated costs to repair or replace gas compressor units while enhancing operational reliability and process efficiency.

Wastewater Sludge Storage Options (Biosolids Composting Project or AWWTP Sludge Storage Addition)

This CIP originated due to limitations of on-site biosolids storage deficiencies under NR 204. This CIP transitioned in 2010 to evaluate the feasibility of off-site biosolids composting with leaves and ground brush. The 2012 economic analysis of full-scale composting followed successful compost trials which provided the basis to shift from a CIP to the O&M budget in 2013. As active composting continues, establishing viable markets remain a primary focus to establish a baseline for compost demand. This information is pivotal to determine program viability and the need to allocate future funding related to capital improvements to either compost facility upgrades or expand on-site biosolids storage at the AWWTP to meet 180-day NR 204 sludge storage requirements.

Everett Street Lift Station

This project will identify lift station improvements and reconcile limited pump capacity under infiltration and inflow induced events. This raw sewage lift station has experienced a growing trend of high flow events that the existing system was not originally designed for. A complete forcemain upgrade is to coincide with this project further expanding the available pump capacity of the system while efforts to reduce infiltration and influent continue by the City. The project will also provide on-site emergency power generation which is currently lacking at this, the third largest lift station system in the City of Appleton.

Sludge Storage Improvements

Project was identified to reconcile existing safety concerns and space limitations associated with the storage and retrieval of large steel columns used to retain reinforced concrete retaining wall sections used in the sludge storage building. The new design concurrently improves overall footprint functionality by increasing maneuverability of the pay loader and haul trucks transporting biosolids to the compost facility or land application sites.

WASTEWATER COLLECTION

Reconstructed / rehabilitated approximately 2.24 miles of sanitary sewer.

Completed the third year of 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. Used our sewer televising program to identify and resolve five significant grease issues.

WASTEWATER ADMINISTRATION

Review current delinquent utility billing tax roll process to determine required changes to meet Act 274.

CITY OF APPLETON 2015 BUDGET WASTEWATER UTILITY

MAJOR 2015 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, while maximizing biogas utilization and reducing overall energy consumption. Provide biosolids and compost product of high quality and in demand for a variety of beneficial uses while continuing to explore biosolids diversification 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.), Water Quality Trading (W.Q.T.), and opportunities arising from pending passage of Senate Bill 547 that are capable of meeting new phosphorus reduction criteria set forth in the TMDL and NR 217

The following project completions will enhance longevity of wastewater treatment plant infrastructure: biosolids compost project, bar screen #1 and #2 replacement project, digester upgrades project, sludge storage improvements project, Everett Street lift station improvements project, and acquisition of a portable or fixed emergency generator for lift stations

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

Create a Capacity, Management, Operations and Maintenance (CMOM) Plan to meet WisDNR requirements

Implement ACT 274 to allow for the collection of delinquent utility bills on accounts in tenant's names.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 11,748,470	\$ 10,693,500	\$ 10,828,583	\$ 10,828,583	\$ 10,658,437	-1.57%
Program Expenses							
5411	Utility Administration	212,740	222,328	242,847	247,078	252,169	3.84%
5412	Finance Administration	4,644,520	4,994,710	4,891,025	4,891,861	5,473,086	11.90%
5422	Treatment	3,082,002	3,206,533	3,556,568	3,609,841	3,604,301	1.34%
5423	Biosolids Management	323,989	500,520	596,230	597,735	614,585	3.08%
5424	Lab/Pre-Treatment	259,896	250,729	280,230	295,629	301,752	7.68%
5425	Lift Stations	120,601	103,243	95,497	95,497	117,069	22.59%
5427	Collection Systems	809,191	755,135	896,075	970,064	944,718	5.43%
5431	Public Works Capital	496,943	321,604	2,799,422	2,805,565	2,725,712	-2.63%
5432	Utility Capital	139,465	81,527	1,054,200	2,611,899	1,175,000	11.46%
Total Program Expenses		\$ 10,089,347	\$ 10,436,329	\$ 14,412,094	\$ 16,125,169	\$ 15,208,392	5.53%
Expenses Comprised Of:							
	Personnel	2,095,148	2,091,023	2,412,176	2,433,709	2,436,184	1.00%
	Administrative Expense	4,438,655	4,813,937	4,684,767	4,684,767	4,760,891	1.62%
	Supplies & Materials	322,726	333,718	498,745	498,745	542,535	8.78%
	Purchased Services	1,144,363	1,407,019	2,127,598	3,398,141	2,546,593	19.69%
	Utilities	1,049,322	1,093,521	1,153,481	1,153,481	1,211,767	5.05%
	Repair & Maintenance	575,950	659,603	675,698	688,397	691,658	2.36%
	Capital Expenditures	463,183	37,508	2,859,629	3,267,929	3,018,764	5.56%
Full Time Equivalent Staff:							
	Personnel allocated to programs	29.93	29.21	28.71	28.71	28.71	

* % change from prior year adopted budget

**CITY OF APPLETON 2015 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:

Revenue Budget for Sewer Service reflects the continuing decline of water use. The utility continues to see less use due to more water efficient appliances being used and conservation practices.

The Training and Conferences budget reflects additional budget allocations for two staff members to attend the annual Water Environmental Federation Technical Exhibition and Conference (WEFTEC) to be held in Chicago in 2015.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Safe work environment					
# of workers comp. claims / year	1	1	0	0	0
# of first aid entries per year	11	9	10	10	0
Strategic Outcomes					
Effective use of budgeted funds					
% of operational budget for plant & lift stations obligated	84%	92%	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 2015 BUDGET
WASTEWATER UTILITY**

Utility Administration

Business Unit 5411

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4710 Interest on Investments	\$ 334,142	\$ (168,160)	\$ 250,000	\$ 250,000	\$ 250,000
4730 Interest - Deferred Specials	34,227	26,724	35,000	35,000	25,000
4810 Sewer Service - Residential	4,053,288	4,016,383	4,060,000	4,060,000	3,850,000
4811 Sewer Service - Commercial	1,237,560	1,133,837	1,250,000	1,250,000	975,000
4812 Sewer Service - Industrial	4,212,033	4,238,379	4,215,000	4,215,000	4,250,000
4813 Sewer Service - Municipal	282,344	276,111	282,000	282,000	275,000
4815 Sewer Service - Multi-Family	-	101,630	-	-	300,000
5005 Sales of City Property - Tax	1,268	-	-	-	-
5010 Misc Revenue - Nontax	4,000	5	-	-	-
5015 Rental of City Property	81,319	9,340	3,000	3,000	-
5021 Capital Contributions	779,755	327,969	-	-	-
5035 Other Reimbursements	2,173	1,226	-	-	-
5071 Customer Penalty	39,500	40,130	40,000	40,000	40,000
Total Revenue	\$ 11,061,609	\$ 10,003,574	\$ 10,135,000	\$ 10,135,000	\$ 9,965,000
Expenses					
6101 Regular Salaries	\$ 120,958	\$ 129,273	\$ 135,114	\$ 138,796	\$ 140,718
6104 Call Time	11	-	300	300	-
6105 Overtime	73	241	2,258	2,258	500
6108 Part-Time	4,737	2,737	2,885	2,885	1,449
6150 Fringes	34,531	30,467	40,735	41,284	45,398
6201 Training/Conferences	6,121	5,526	7,500	7,500	10,700
6301 Office Supplies	1,882	2,275	3,000	3,000	3,000
6302 Subscriptions	123	74	100	100	100
6303 Memberships & Licenses	2,516	3,005	3,075	3,075	3,215
6304 Postage\Freight	2,381	2,342	1,800	1,800	2,400
6305 Awards & Recognition	88	121	300	300	300
6306 Janitorial Supplies	4,548	6,700	8,800	8,800	7,000
6307 Food & Provisions	645	576	400	400	400
6316 Miscellaneous Supplies	-	18	-	-	-
6320 Printing & Reproduction	2,633	2,474	3,000	3,000	3,000
6321 Clothing	417	254	-	-	-
6322 Gas Purchases	-	38	-	-	-
6323 Safety Supplies	5,326	4,861	5,500	5,500	5,500
6327 Misc. Equipment	1,082	3,969	1,000	1,000	1,000
6407 Collection Services	2,848	2,706	3,900	3,900	3,950
6408 Contractor Fees	4,836	3,121	3,100	3,100	3,250
6412 Advertising/Publications	1,583	1,104	1,500	1,500	1,500
6413 Utilities	12,756	13,438	15,100	15,100	15,350
6418 Equipment Repairs & Maint	-	3,958	-	-	-
6425 CEA Equip. Rental	2,645	3,050	3,480	3,480	3,439
Total Expense	\$ 212,740	\$ 222,328	\$ 242,847	\$ 247,078	\$ 252,169

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2015 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 existing 54" storm sewer that is located beneath the soil berm and within historic fill at the WWTP needs to be reconstructed due to elevated ammonia levels in water entering the deteriorated pipe. Relocation of this storm sewer on WWTP property and in-place abandonment of the existing pipe is being recommended because of the numerous challenges and extensive costs associated with disturbing the historic fill. The Stormwater Budget includes the funds (\$2,450,500) necessary to replace the existing pipe in the most cost-effective remedial manner possible. The Wastewater Budget appropriately includes those project costs related to the pipe relocation that would be greater than those associated with the traditional cured-in-place repair method (\$500,000). The project was originally included in 2013 Budget, however due to higher than anticipated bids being received the project was re-budgeted for 2015.

Meter expense is increasing due to the replacement of the radio read system for water meters project. The Wastewater Utility shares the expense of meters as the billing consumption for sewer service is also calculated using the meter system.

Postage expense is increasing due to additional notices that will need to be mailed due to Act 274, for collection of delinquent utility charges.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	2	0	0	0
Work Process Outputs					
# of monthly bills processed	109,382	110,255	110,000	110,500	111,000

**CITY OF APPLETON 2015 BUDGET
WASTEWATER UTILITY**

Finance Administration

Business Unit 5412

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
5006 Gain (Loss) on Asset Disp.	\$ (23,834)	\$ -	\$ -	\$ -	\$ -
5086 Premium on Debt Issue	22,546	20,668	20,083	20,083	19,437
	<u>\$ (1,288)</u>	<u>\$ 20,668</u>	<u>\$ 20,083</u>	<u>\$ 20,083</u>	<u>\$ 19,437</u>
Expenses					
6101 Regular Salaries	\$ 102,864	\$ 103,692	\$ 105,448	\$ 106,176	\$ 104,634
6105 Overtime	66	548	-	-	-
6150 Fringes	28,622	27,307	32,017	32,125	37,116
6304 Postage\Freight	15,161	17,709	17,500	17,500	20,000
6320 Printing & Reproduction	2,719	3,470	3,200	3,200	3,700
6401 Accounting/Audit	10,387	11,318	8,138	8,138	8,380
6403 Bank Services	21,921	19,030	18,750	18,750	20,000
6437 Billing Services	58,236	58,465	65,000	65,000	66,800
6501 Insurance	150,961	167,468	124,230	124,230	124,540
6599 Other Contracts/Obligations	-	-	-	-	500,000
6601 Depreciation Expense	3,034,322	3,179,828	3,310,000	3,310,000	3,335,000
6623 Uncollectable Accounts	4,600	7,770	8,500	8,500	8,500
6631 Meter Expense	423,013	445,149	444,229	444,229	516,283
6720 Interest Payments	653,072	632,409	636,563	636,563	610,683
6730 Debt Issuance Costs	21,126	203,097	-	-	-
7911 Trans Out - General Fund	117,450	117,450	117,450	117,450	117,450
Total Expense	<u>\$ 4,644,520</u>	<u>\$ 4,994,710</u>	<u>\$ 4,891,025</u>	<u>\$ 4,891,861</u>	<u>\$ 5,473,086</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Postage/Freight</u>		<u>Meter Expense</u>	
Allocation of postage expense for mailing City services invoices	\$ 20,000	Allocation from Water	\$ 119,283
	<u>\$ 20,000</u>	Meter depreciation	265,000
		Meter payment in lieu of tax	60,000
		Return on investment in net fixed assets - meters	72,000
<u>Bank Services</u>	\$ 20,000		<u>\$ 516,283</u>
Banking & Investment Fees	<u>\$ 20,000</u>		
		<u>Other Contracts/Obligations</u>	
<u>Billing Services</u>		Stormwater piping replacement beneath berm	\$ 500,000
Sewer charges from other sanitation districts for Appleton residences served	\$ 66,800		<u>\$ 500,000</u>
	<u>\$ 66,800</u>		

**CITY OF APPLETON 2015 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 the purchase of \$140,000 in additional iron salts (ferric chloride) to determine the extent that full-scale treatment optimization and higher chemical dosages can consistently and reliably remove phosphorus to satisfy low-level phosphorus criteria established by the TMDL and NR 217. This effort is part of the overall TMDL Wastewater Related Planning CIP, which will build from the results and recommendations of the 2013-2014 phosphorus treatment optimization and TMDL compliance study. The results from full-scale trials will assist the Utility in determining or validating cost-effective compliance routes that may include a combination of approved "tools" including but not limited to the construction of new phosphorus treatment processes, Adaptive Management (A.M.), and/or Water Quality Trading (W.Q.T.).

The Miscellaneous Equipment budget includes funding to purchase a phosphorus analyzer and filter box and to replace six RAS pump meters.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	3,964 MG	4,444 MG	4,250 MG	4,250 MG	4,250 MG
Strategic Outcomes					
Trained Staff					
% of staff adequately trained	82%	93%	100%	100%	100%
Average # of hours training per employee	29	20	25	25	25
High Wastewater treatment standards					
CMAR Grade for ten categories	A	A	A	A	A
Overall CMAR GPA	3.86	3.86	4.00	4.00	4.00
# of categorical grades of C or below	0	0	0	0	0
Work Process Outputs					
Efficient plant operation					
# of work days lost due to injuries	0	0	0	0	0
# of work orders closed	1,238	1,205	1,300	1,300	1,300
# of open work orders	533	405	400	400	400
Average # of days to close preventive work orders	52	50	35	35	35

**CITY OF APPLETON 2015 BUDGET
WASTEWATER UTILITY**

Treatment

Business Unit 5422

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 712,527	\$ 700,940	\$ 753,099	\$ 762,855	\$ 777,762
6104 Call Time	2,066	4,626	8,900	8,900	4,500
6105 Overtime	58,916	54,012	74,893	74,893	60,000
6108 Part-Time	18,018	8,848	8,949	8,949	8,947
6150 Fringes	274,977	276,168	311,931	313,385	320,088
6303 Memberships & Licenses	45	-	-	-	-
6309 Shop Supplies & Tools	9,881	37,410	8,200	8,200	8,200
6310 Chemicals	242,240	194,359	352,000	352,000	357,000
6321 Clothing	6,212	5,011	4,000	4,000	5,500
6322 Gas Purchases	5,376	8,012	3,500	3,500	8,000
6327 Miscellaneous Equipment	3,454	15,758	28,000	28,000	44,600
6402 Legal Fees	28,698	27,454	32,000	32,000	32,000
6404 Consulting Services	194,045	80,953	15,000	37,313	24,500
6408 Contractor Fees	47,127	185,545	284,850	304,600	215,750
6413 Utilities	994,605	1,035,018	1,094,215	1,094,215	1,146,665
6415 Tipping Fees	4,408	3,201	5,665	5,665	5,665
6416 Building Repairs & Maint.	368	435	-	-	-
6418 Equipment Repairs & Maint	115,364	154,645	120,500	120,500	141,000
6420 Facilities Charges	331,470	368,714	415,680	415,680	396,482
6424 Software Support	11,570	12,158	13,100	13,100	13,100
6425 CEA Equip. Rental	14,947	20,226	15,861	15,861	17,002
6440 Snow Removal Services	-	4,891	-	-	5,000
6454 Grounds Repair & Maint	-	6,186	-	-	6,500
6599 Other Contracts/Obligations	5,688	7,371	6,225	6,225	6,040
6899 Other Capital Outlay	-	(26,408)	-	-	-
7914 Trans-Out Capital Projects*	-	21,000	-	-	-
Total Expense	\$ 3,082,002	\$ 3,206,533	\$ 3,556,568	\$ 3,609,841	\$ 3,604,301

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

<u>Legal Fees</u>		<u>Chemicals</u>	
NR 101 Wastewater fee	\$ 28,900	Iron salts	\$ 140,000
Air emissions type A permit	2,000	DAF polymer	25,000
Ground water fee	100	BFP coagulant	120,000
LFRDA Fees	1,000	Sodium hypochlorite	32,000
	<u>\$ 32,000</u>	Sodium bisulfite	34,000
		Other chemicals	6,000
			<u>\$ 357,000</u>
<u>Contractor Fees</u>		<u>Equipment Repairs & Maintenance</u>	
Exterior & pipe painting	\$ 20,000	Generator maintenance	\$ 15,000
Generator Repairs/Programming	20,000	DAF Pump replacement	16,000
Process Tank and Valve Painting	100,000	Valves	15,000
Receiving Station Rock Trap/Screen	25,000	Pump & motor parts	40,000
Blower high end maintenance	15,000	Filters, belts, gaskets &	
Struvite removal	7,500	bearings	25,000
Grit removal	3,250	Small parts for maintenance	10,000
Various repair	25,000	Electrical Parts	5,000
	<u>\$ 215,750</u>	Piping	15,000
			<u>\$ 141,000</u>
<u>Miscellaneous Equipment</u>		<u>Consulting Services</u>	
SCADA computers	\$ 3,600	DNA testing for flow	\$ 5,000
Phosphorus Analyzers	20,000	Radioactive safety audit	2,500
RAS Pump Meters	21,000	Air quality testing	2,000
	<u>\$ 44,600</u>	Process control review	15,000
			<u>\$ 24,500</u>

* Trans-Out Capital Projects: 2013 - \$21,000 to fund CEA purchase of replacement of the one-man aerial lift for use at plant.

**CITY OF APPLETON 2015 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 Strategies # 2: "Proactively pursue collaborative and cooperative agreements to meet the needs of the community" and # 5: "Encourage sustainability".

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 2015.

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.

Brush hauling expense increased due to original estimates not covering the full Department of Public Works costs to haul brush to compost site.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</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	15,532	18,095	17,250	18,000	17,250
Wet tons landfilled	0	0	0	0	0
Wet tons composted	2,464	1,226	3,750	2,500	3,750
Work Process Outputs					
Biosolids production and storage					
Tons of biosolids produced	19,634	20,364	21,000	21,000	21,000
CMAR Compliance					
# of site monitorings completed	15	27	24	24	24

**CITY OF APPLETON 2015 BUDGET
WASTEWATER UTILITY**

Biosolids Management

Business Unit 5423

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 42,724	\$ 65,457	\$ 53,732	\$ 55,042	\$ 61,114
6104 Call Time	-	202	-	-	-
6105 Overtime	2,147	3,072	6,372	6,372	3,500
6108 Part Time	164	124	-	-	-
6150 Fringes	9,376	20,904	22,380	22,575	24,539
6316 Miscellaneous Supplies	191	17	-	-	-
6321 Clothing	-	82	-	-	-
6322 Gas Purchases	2,033	1,423	2,595	2,595	2,580
6323 Safety Supplies	41	-	-	-	-
6327 Miscellaneous Equipment	-	3,597	24,000	24,000	20,000
6404 Consulting Services	-	4,963	-	-	5,000
6408 Contractor Fees	233,443	380,360	443,070	443,070	439,070
6413 Utilities	203	300	300	300	325
6425 CEA Equip. Rental	16,082	14,014	16,031	16,031	17,719
6599 Other Contracts/Obligations	17,585	6,005	27,750	27,750	40,738
Total Expense	<u>\$ 323,989</u>	<u>\$ 500,520</u>	<u>\$ 596,230</u>	<u>\$ 597,735</u>	<u>\$ 614,585</u>

DETAILED SUMMARY OF 2015 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	1,000
Bio-solids incorporation	15,335
	<u>\$ 439,070</u>

Other Contracts/Obligations

City staff hauling to compost site	\$ 14,738
City staff brush handling	21,000
Pad maintenance by City staff	5,000
	<u>\$ 40,738</u>

Miscellaneous Equipment

Data Loggers	\$ 20,000
	<u>\$ 20,000</u>

**CITY OF APPLETON 2015 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 2015 reflects the replacement of D Building lab counter tops and cabinets.
- Collection services reflects the costs to dispose of used lab chemicals. This process is done every five years.
- Contractor fees budget includes costs for National Institute of Science and Technology (NIST) certification, this review is completed every five years. The budget also includes costs to install a deionized (DI) Water System.
- Tools and Instruments budget includes \$2,500 to purchase a luminescent dissolved oxygen (LDO) probe.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Environmental safety					
# of industrial clients	10	10	10	10	10
# of clients in significant non-compliance	0	0	0	0	0
Increase revenue sources					
# of permitted haulers	12	11	11	11	11
\$ received from other sources	\$ 666,900	\$ 643,934	\$ 650,000	\$ 650,000	\$ 650,000
Strategic Outcomes					
Public Outreach Initiatives					
# of pollution minimization initiatives	10	3	4	4	4
Work Process Outputs					
Record maintenance - Discharge Monitoring Report (DMR)					
# DMR - QA/QC samples completed	5,785	7,569	6,125	6,125	6,125
Improve treatment processes					
# process samples analyzed annually*	5,501	4,997	4,900	4,900	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	553	419	550	550	550
* includes all compliance, process and billing samples					

**CITY OF APPLETON 2015 BUDGET
WASTEWATER UTILITY**

Laboratory & Pretreatment

Business Unit 5424

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4814 Industrial Pre-Treatment	\$ 1,764	\$ 5,107	\$ 5,500	\$ 5,500	\$ 5,000
5001 Fees & Commissions	7,367	7,393	7,500	7,500	7,500
5010 Misc Revenue - Nontax	5,625	6,635	4,500	4,500	4,500
5084 Special Hauled Waste	666,900	644,127	650,000	650,000	650,000
Total Expense	<u>\$ 681,656</u>	<u>\$ 663,262</u>	<u>\$ 667,500</u>	<u>\$ 667,500</u>	<u>\$ 667,000</u>
Expenses					
6101 Regular Salaries	\$ 152,958	\$ 157,206	\$ 156,084	\$ 158,434	\$ 161,404
6104 Call Time	23	23	-	-	-
6105 Overtime	2,956	1,237	8,493	8,493	3,500
6150 Fringes	61,274	59,121	69,534	69,884	59,524
6309 Tools & Instruments	3,144	969	6,000	6,000	6,000
6321 Clothing	523	390	400	400	405
6324 Medical/Lab Supplies	14,237	17,779	18,050	18,050	18,050
6327 Miscellaneous Equipment	-	2,896	-	-	8,500
6334 Supplies - Benchware	-	287	-	-	-
6407 Collection Services	-	-	-	-	5,500
6408 Contractor Fees	13,601	8,253	18,750	18,750	23,450
6418 Equip Repairs & Maint	2,294	93	-	12,699	12,500
6425 CEA Equip. Rental	709	792	919	919	919
6432 Lab Fees	1,641	1,683	2,000	2,000	2,000
6804 Equipment	6,536	-	-	-	-
Total Expense	<u>\$ 259,896</u>	<u>\$ 250,729</u>	<u>\$ 280,230</u>	<u>\$ 295,629</u>	<u>\$ 301,752</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Contractor Fees

Pretreatment testing	\$ 6,500
WDNR proficiency testing	1,600
Sodium digester & volatile acids	1,000
NIST certification review	1,200
Maintenance plan for TOC equipment	1,000
Scale calibration	150
Wastewater testing	6,000
Install DI water system	3,500
Receiving station monitoring	2,500
	<u>\$ 23,450</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 2015 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:

The target increase in emergency calls reflects the aging of lift stations in the collection system.

Miscellaneous equipment reflects the purchase of three radios. Three more radios will be purchased in 2016 and the base radio will be purchased in 2017.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Sewage bypasses / backups # per year attributed to lift stations	0	1	0	0	0
Strategic Outcomes					
Integrity of lift stations maintained # of emergency calls required	13	13	20	20	20
Work Process Outputs					
Response to work orders # of preventive work orders	201	185	150	150	150
# of corrective work orders	76	39	70	70	70

**CITY OF APPLETON 2015 BUDGET
WASTEWATER UTILITY**

Lift Stations

Business Unit 5425

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 26,410	\$ 23,416	\$ 16,218	\$ 16,218	\$ 24,280
6104 Call Time	2,342	2,188	-	-	2,500
6105 Overtime	1,722	1,693	-	-	2,000
6108 Part Time	80	-	-	-	-
6150 Fringes	12,249	10,556	7,154	7,154	10,564
6322 Gas Purchases	-	551	-	-	-
6327 Miscellaneous Equipment	2,387	11,285	18,500	18,500	18,500
6408 Contractor Fees	10,507	2,595	6,000	6,000	6,000
6413 Utilities	35,069	38,914	38,025	38,025	43,225
6418 Equip Repairs & Maint	26,845	12,045	9,600	9,600	10,000
6420 Facilities Charges	2,054	-	-	-	-
6599 Other Contracts/Obligations	887	-	-	-	-
6804 Equipment	49	-	-	-	-
Total Expense	<u>\$ 120,601</u>	<u>\$ 103,243</u>	<u>\$ 95,497</u>	<u>\$ 95,497</u>	<u>\$ 117,069</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Miscellaneous Equipment

Radios at lift stations	\$ 18,500
	<u>\$ 18,500</u>

CITY OF APPLETON 2015 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 2015 CIPs:

	2015 Budget	Page
Chlorination/dechlorination Equipment Replacement	\$ 65,000	Projects, Pg. 656
Aeration Diffuser Replacement	100,000	Projects, Pg. 655
Midway Lift Station Back-up Generator	95,000	Projects, Pg. 658
Methane Detection System Replacement	105,000	Projects, Pg. 657
Solids Storage Building Wall Plate improvements	170,000	Projects, Pg. 638
Scarlet Oak Lift Station Upgrade	110,000	Projects, Pg. 659
TMDL Related Facility Planning	200,000	Projects, Pg. 639
Hardscape Infrastructure Improvements	50,000	Projects, Pg. 624
Lighting	100,000	Projects, Pg. 627
HVAC Upgrades	125,000	Projects, Pg. 625
Roof Replacement	55,000	Projects, Pg. 631
	\$ 1,175,000	

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 Phosphorus TMDL have significant implications to the Wastewater Utility. By year-end 2014, the engineering firm CH2MHILL will provide the Utility recommendations that achieve lower phosphorus treatment limits. These recommendations will include major plant upgrades along with a matrix of off-site regulatory compliance options that include nutrient trading and adaptive management. In a nutrient trading program, the Utility would purchase phosphorus credits from the agricultural community rather than constructing on-site treatment. Similarly, through adaptive management the Utility would contract with agriculture to establish field practices that reduce phosphorus loading to the watershed. These alternatives will result in millions of dollars being added to future wastewater budgets.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Cost effective treatment processes					
# of CIP's in budget year	11	9	6	6	11
# of CIP's in five-year plan	15	16	12	12	15
Strategic Outcomes					
Sewer Rate changes					
% per year	0%	0%	0%	0%	0%
Work Process Outputs					
Project Management					
% of projects completed at year-end	45%	78%	100%	100%	100%

**CITY OF APPLETON 2015 BUDGET
WASTEWATER UTILITY**

Utility Capital Improvements

Business Unit 5432

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6404 Consulting Services	\$ 41,726	\$ 157,059	\$ 53,100	\$ 254,610	\$ 231,000
6408 Contractor Fees	64,076	127,401	721,100	1,675,132	429,000
6802 Land Improvements	33,303	-	50,000	50,000	50,000
6803 Buildings	-	105,990	135,000	135,000	280,000
6804 Equipment	360	156,397	95,000	497,157	185,000
6899 Other Capital Outlay	-	(465,320)	-	-	-
Total Expense	\$ 139,465	\$ 81,527	\$ 1,054,200	\$ 2,611,899	\$ 1,175,000

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

Consulting Services

Midway lift station generator	\$ 16,000
Scarlet Oak lift station upgrade	25,000
Solids storage building wall plates	10,000
TMDL facility planning	180,000
Total	\$ 231,000

Equipment

TMDL facility planning	\$ 20,000
Aeration diffusers	100,000
Chlorination/dechlorination equipment replacement	65,000
Total	\$ 185,000

Contractor Fees

Midway lift station generator	\$ 79,000
Scarlet Oak lift station upgrade	85,000
Methane detection system	105,000
Solids storage building wall plates	160,000
Total	\$ 429,000

Land Improvements

Hardscape infrastructure	\$ 50,000
Total	\$ 50,000

Buildings

Roof replacement	\$ 55,000
HVAC upgrades	125,000
Lighting upgrades	100,000
Total	\$ 280,000

**CITY OF APPLETON 2015 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 fourth 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.

Consulting services includes the bi-annual aerial topography fees.

The fluctuation in contractor fees from year to year is the result of the root control program. Because the City 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 2015 budget shows an increase in contractor fees as a result.

There is an increase in the unanticipated failures and emergency repairs budget based on experience over the past few years. The performance indicators below only track known defects.

The miscellaneous equipment expense is the purchase of an elevator/lift for the Rover X camera needed to televise the larger (12"-36") sewer pipes. This lift keeps the camera lense in the middle of the pipe and above the flow.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Benefit of inspection program					
# defects identified from TV report	16	13	17	15	17
Compliance with regulation					
# of protruding taps identified	0	1	8	5	6
# of cross connections identified	52	70	80	80	80
Strategic Outcomes					
Reliability of system maintenance program					
# of trouble calls	39	49	40	40	40
# of system blockages removed	7	6	6	6	6
% of total system televised	11.6%	12.5%	11.0%	11.0%	11.0%
Work Process Outputs					
Maintenance performed					
% of total system cleaned	66%	51%	50%	50%	50%
# of spot repairs made	15	0	13	13	13
Safeguarding health and safety					
# of protruding taps removed	0	0	5	5	5

**CITY OF APPLETON 2015 BUDGET
WASTEWATER UTILITY**

Collection Systems

Business Unit 5427

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv. - Nontax	\$ 4,431	\$ 5,125	\$ 4,000	\$ 4,000	\$ 5,000
4908 Intergovernmental Charges	2,062	871	2,000	2,000	2,000
Total Revenue	<u>\$ 6,493</u>	<u>\$ 5,996</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 7,000</u>
Expenses					
6101 Regular Salaries	\$ 253,210	\$ 263,383	\$ 290,773	\$ 291,688	\$ 276,724
6104 Call Time	603	854	1,000	1,000	1,500
6105 Overtime	2,201	3,559	3,000	3,000	3,000
6108 Part-Time	-	4,877	1,035	1,035	425
6150 Fringes	92,398	88,172	118,479	118,615	110,950
6201 Training\Conferences	600	1,217	1,000	1,000	1,000
6301 Office Supplies	-	221	-	-	-
6303 Memberships & Licenses	-	-	75	75	75
6305 Awards & Recognition	-	-	245	245	245
6309 Shop Supplies & Tools	1,896	4,524	3,000	3,000	3,000
6315 Books & Library Materials	-	713	-	-	-
6325 Construction Materials	15,007	5,723	16,000	16,000	16,000
6327 Miscellaneous Equipment	3,867	7,643	1,800	1,800	13,000
6404 Consulting Services	244,563	254,640	253,500	253,500	278,500
6408 Contractor Fees	125,081	45,793	125,000	197,938	160,000
6413 Utilities	6,689	5,850	5,841	5,841	6,202
6415 Tipping Fees	758	-	4,000	4,000	4,000
6418 Equip Repairs & Maint	-	-	100	100	-
6424 Software Support	3,773	3,788	4,470	4,470	3,040
6425 CEA Equip. Rental	59,397	59,498	62,557	62,557	62,557
6429 Interfund Allocations	(993)	-	-	-	-
6430 Health Services	141	-	200	200	-
6599 Other Contracts/Obligations	-	4,680	4,000	4,000	4,500
Total Expense	<u>\$ 809,191</u>	<u>\$ 755,135</u>	<u>\$ 896,075</u>	<u>\$ 970,064</u>	<u>\$ 944,718</u>

DETAILED SUMMARY OF 2015 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	25,000
Flow monitoring -	
Kensington	3,500
City wide - phase III	100,000
	<u>\$ 278,500</u>

Contractor Fees

Surface restoring -prior year repairs	\$ 25,000
Protruding taps/mineral deposits	35,000
Root control - alternate yrs	25,000
Spot repair liners	55,000
Unanticipated failures	20,000
	<u>\$ 160,000</u>

**CITY OF APPLETON 2015 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
- 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 2015 CIPs:

	<u>2015 Budget</u>	<u>Page</u>
Sanitary Sewer Construction	\$ 2,725,712	Projects, Pg. 614

Major changes in Revenue, Expenditures or Programs:

The change in salary expense is due to the amount and types of capital projects being done from year to year as some projects are more labor intensive than others.

The decrease in total miles of sanitary system from 2012 to 2013 reflects the data being moved from a manual tracking system to GIS, which is a more comprehensive system.

Included in this budget is the purchase of land in order to construct the northeast lift station and forcemain for future development.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Reduction of wastewater treatment cost					
# of manholes - rehab/rebuilt	22	20	25	25	25
Collection system rating from CMAR	A	A	A	A	A
# of laterals replaced	117	173	200	200	200
Strategic Outcomes					
Improvements to the sanitary sewer system					
Total miles of sanitary sewer	328	321	321	321	322
% of total miles of sanitary sewer reconstructed	0.55%	0.38%	0.70%	0.70%	0.76%
Work Process Outputs					
Restoration of sanitary sewers					
Miles of existing sanitary sewer reconstruction	1.76	1.24	2.24	2.24	2.44
Expansion of sanitary sewer system					
Miles of new sanitary sewer added	0.00	0.22	0.00	0.00	1.10
Reduction of treatment costs					
# of seals installed	67	91	100	100	100

**CITY OF APPLETON 2015 BUDGET
WASTEWATER UTILITY**

Public Works Capital Improvements

Business Unit 5431

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 65,449	\$ 35,436	\$ 125,469	\$ 125,469	\$ 132,692
6105 Overtime	2,567	1,784	4,469	4,469	4,491
6108 Part-Time	215	9	1,876	1,876	1,962
6150 Fringes	5,718	8,891	49,579	49,579	50,403
6325 Construction Materials	33	-	-	-	-
6328 Signs	26	205	-	-	-
6404 Consulting Services	-	5,909	-	-	-
6408 Contractor Fees	-	1,720	25,000	25,000	25,000
6413 Utilities	-	-	-	-	-
6425 CEA Equip. Rental	-	-	13,400	13,400	7,400
6599 Other Contracts/Obligations	-	801	-	-	-
6801 Land	-	-	-	-	177,000
6804 Machinery & Equipment	-	29,600	-	-	-
6809 Infrastructure Construction	422,935	1,418,009	2,579,629	2,585,772	2,326,764
6899 Other Capital Outlay	-	(1,180,760)	-	-	-
Total Expense	\$ 496,943	\$ 321,604	\$ 2,799,422	\$ 2,805,565	\$ 2,725,712

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

2015	Street	From	To	Waste-water Utility
Labor Pool				189,548
CEA				7,400
Land	Sommers Dr	Edgewood Dr	Spartan Ave	82,000
	Sommers Dr	Edgewood Dr	Spartan Ave	50,000
	Spartan Ave	Sommers Dr	Haymeadow Ave	45,000
				177,000
Miscellaneous	Edgewood Dr	Melmar St	Melmar St	70,841
Construction				Manhole adjustments and seals Prior To 2015 Asphalt 19,614
				Manhole adjustments and seals Prior To 2015 Concrete 54,045
				Structure Rehabilitation / Sewer Cut repairs from 2014 25,000
				Subtotal 169,500
New construction	Edgewood Dr	Melmar St	Melmar St	40,000
	NW Lift Station	Edgewood Dr	Haymeadow Ave	550,000
	Sommers Dr	Edgewood Dr	Spartan Ave	30,000
	Sommers Dr	Edgewood Dr	Spartan Ave	90,000
	Spartan Ave	Sommers Dr	Haymeadow Ave	60,000
				Subtotal 770,000
Reconstruction (on streets to be paved in 2016)	Douglas St	College Ave	Packard St	125,113
	E. South River St	Kernan Ave	John St	32,700
	Hancock St	Lawe St	Rankin St	77,995
	John St (CTH KK)	Banta Court	Matthias Ave	588,811
	McKinley St	Jackson St	Lawe St	47,250
	McKinley St	Oneida St	Jefferson, e/o	147,525
	Peabody St	Verbrick St	Seymour St	127,400
	Sampson St	North St	Atlantic St	97,575
	Verbrick St	Bouten St	Wilkie St	167,895
				Subtotal 1,412,264
Total				\$ 2,725,712

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Interest Income	368,369	141,435.89-	313,305	285,000	285,000	0	275,000
Charges for Services	9,785,225	9,664,709.53	6,103,943	9,807,000	9,807,000	0	9,350,000
Intergov. Charges for Service	2,062	871.46	587	2,000	2,000	2,000	2,000
Other Revenues	1,592,815	1,169,354.13	1,234,942	734,583	734,583	712,000	1,031,437
TOTAL REVENUES	11,748,471	10,693,499.23	7,652,777	10,828,583	10,828,583	714,000	10,658,437
EXPENSES BY LINE ITEM							
Regular Salaries	331,130	364,101.12	239,367	390,396	390,396	290,136	400,574
Labor Pool Allocations	940,561	955,306.32	679,430	1,242,311	1,261,052	1,244,059	1,267,629
Call Time	5,045	7,893.98	6,033	10,200	10,200	8,000	8,500
Overtime	70,647	66,145.84	53,172	99,485	99,485	76,991	76,991
Temp. Full-Time	10,081	.00	255	0	0	0	0
Part-Time	13,131	16,594.26	12,304	14,745	14,745	12,755	12,783
Other Compensation	518	3,649.06	4,959	3,205	3,205	8,700	8,700
Shift Differential	2,085	2,103.92	1,545	25	25	2,425	2,425
Sick Pay	67,482	9,681.23-	13,460	0	0	0	0
Vacation Pay	135,322	163,324.00	113,970	0	0	0	0
Fringes	519,144	521,585.93	405,973	651,809	654,601	617,143	658,582
Salaries & Fringe Benefits	2,095,146	2,091,023.20	1,530,468	2,412,176	2,433,709	2,260,209	2,436,184
Training & Conferences	6,721	6,743.66	3,992	8,500	8,500	11,700	11,700
Office Supplies	1,882	2,495.75	1,836	3,000	3,000	3,000	3,000
Subscriptions	123	74.00	150	100	100	100	100
Memberships & Licenses	2,561	3,004.50	2,064	3,150	3,150	3,290	3,290
Postage & Freight	17,543	20,051.71	13,036	19,300	19,300	2,400	22,400
Awards & Recognition	88	120.55	424	545	545	545	545
Building Maintenance/Janitor.	4,548	6,699.59	4,290	8,800	8,800	9,000	7,000
Food & Provisions	645	576.29	341	400	400	400	400
Insurance	150,961	167,468.06	93,173	124,230	124,230	0	124,540
Depreciation Expense	3,034,322	3,179,828.39	2,403,000	3,310,000	3,310,000	0	3,335,000
Uncollectible Accounts	4,600	7,769.75	796	8,500	8,500	0	8,500
Meter Expense	423,013	445,149.08	0	444,229	444,229	0	516,283
Interest Payments	653,072	632,408.84	479,121	636,563	636,563	0	610,683
Debt Issuance Costs	21,126	203,097.36	0	0	0	0	0
Trans Out - General Fund	117,450	117,450.00	88,088	117,450	117,450	0	117,450
Trans Out - Capital Projects	0	21,000.00	0	0	0	0	0
Administrative Expense	4,438,655	4,813,937.53	3,090,311	4,684,767	4,684,767	30,435	4,760,891
Shop Supplies & Tools	14,921	42,903.48	26,488	17,200	17,200	17,200	17,200
Chemicals	245,897	194,359.18	173,187	352,000	352,000	357,000	357,000
Books & Library Materials	0	713.08	0	0	0	0	0
Miscellaneous Supplies	191	34.67	0	0	0	0	0
Printing & Reproduction	5,352	5,943.49	2,664	6,200	6,200	3,000	6,700
Clothing	7,152	5,737.46	3,859	4,400	4,400	4,430	5,905
Gas Purchases	7,410	10,023.74	6,357	6,095	6,095	10,580	10,580
Safety Supplies	5,367	4,861.01	2,692	5,500	5,500	5,500	5,500
Medical & Lab Supplies	10,510	17,778.71	14,877	18,050	18,050	18,050	18,050
Construction Materials	15,040	5,722.82	7,247	16,000	16,000	16,000	16,000
Miscellaneous Equipment	10,789	45,147.89	8,580	73,300	73,300	105,600	105,600
Signs	27	205.18	0	0	0	0	0
Supplies - Benchware	70	286.80	0	0	0	0	0
Supplies & Materials	322,726	333,717.51	245,951	498,745	498,745	537,360	542,535
Accounting/Audit	10,387	11,318.27	0	8,138	8,138	8,380	8,380
Legal Fees	28,698	27,453.69	26,762	32,000	32,000	32,000	32,000
Bank Services	21,921	19,029.71	12,917	18,750	18,750	0	20,000
Consulting Services	480,334	503,523.78	264,914	321,600	545,423	504,000	539,000
Collection Services	2,848	2,705.96	2,013	3,900	3,900	9,450	9,450
Contractor Fees	510,240	754,786.83	388,778	1,626,870	2,673,590	1,096,520	1,301,520
Temporary Help	0	.00	336	0	0	1,500	1,500
Advertising	1,583	1,104.44	385	1,500	1,500	0	0
Tipping Fees	5,166	3,200.56	4,165	9,665	9,665	9,665	9,665

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Interfund Allocations	993-	.00	0	0	0	0	0
Health Services	141	.00	0	200	200	0	0
Lab Fees	1,641	1,683.00	1,080	2,000	2,000	2,000	2,000
Billing Services	58,236	58,464.59	48,932	65,000	65,000	0	66,800
Snow Removal Services	0	4,891.01	2,908	0	0	0	5,000
Other Contracts/Obligations	24,161	18,857.33	18,911	37,975	37,975	51,278	551,278
Purchased Services	1,144,363	1,407,019.17	772,101	2,127,598	3,398,141	1,714,793	2,546,593
Electric	819,957	860,954.72	611,152	899,800	899,800	934,325	934,325
Gas	114,264	119,916.91	146,312	126,600	126,600	164,450	154,450
Water	74,988	70,889.42	56,125	75,441	75,441	75,142	75,142
Fuel Oil	1,074	.00	0	4,300	4,300	0	0
Stormwater	26,283	28,203.37	24,051	32,240	32,240	32,240	32,240
Telephone	11,720	11,486.40	7,732	12,900	12,900	12,550	12,550
Cellular Telephone	1,037	2,069.91	1,982	2,200	2,200	3,060	3,060
Utilities	1,049,323	1,093,520.73	847,354	1,153,481	1,153,481	1,221,767	1,211,767
Building Repair & Maintenance	368	435.00	530	0	0	0	0
Equipment Repair & Maintenance	144,504	170,742.15	63,925	130,200	142,899	185,500	163,500
Facilities Charges	333,525	368,714.11	174,171	415,680	415,680	396,482	396,482
Software Support	3,773	15,946.21	1,416	17,570	17,570	16,140	16,140
CEA Equipment Rental	93,780	97,579.62	69,703	112,248	112,248	109,036	109,036
Grounds Repair & Maintenance	0	6,185.58	2,843	0	0	0	6,500
Repair & Maintenance	575,950	659,602.67	312,588	675,698	688,397	707,158	691,658
Land	0	.00	0	0	0	177,000	177,000
Land Improvements	33,303	.00	2,960	50,000	50,000	50,000	50,000
Buildings	0	105,990.00	77,712	135,000	135,000	280,000	280,000
Machinery & Equipment	6,945	185,997.57	267,711	95,000	497,157	185,000	185,000
Infrastructure Construction	422,935	1,418,008.58	1,259,251	2,579,629	2,585,772	2,326,764	2,326,764
Other Capital Outlay	0	1,672,487.87-	0	0	0	0	0
Capital Expenditures	463,183	37,508.28	1,607,634	2,859,629	3,267,929	3,018,764	3,018,764
TOTAL EXPENSES	10,089,346	10,436,329.09	8,406,407	14,412,094	16,125,169	9,490,486	15,208,392

**CITY OF APPLETON 2015 BUDGET
WASTEWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Revenues					
Charges for Services	\$ 9,786,989	\$ 9,771,446	\$ 9,811,000	\$ 9,650,000	\$ 9,650,000
Miscellaneous	814,645	714,852	712,500	812,500	714,000
Total Revenues	<u>10,601,634</u>	<u>10,486,298</u>	<u>10,523,500</u>	<u>10,462,500</u>	<u>10,364,000</u>
Expenses					
Operation and Maintenance	6,263,377	6,282,545	6,494,459	6,619,703	7,244,547
Depreciation	3,034,322	3,179,828	3,310,000	3,220,000	3,335,000
Total Expenses	<u>9,297,699</u>	<u>9,462,373</u>	<u>9,804,459</u>	<u>9,839,703</u>	<u>10,579,547</u>
Operating Income (Loss)	1,303,935	1,023,925	719,041	622,797	(215,547)
Non-Operating Revenues (Expenses)					
Interest Income	368,369	(141,436)	285,000	300,000	275,000
Interest Expense	(653,072)	(632,409)	(636,563)	(636,563)	(610,683)
Gain/Loss on Asset Disposal	(23,834)	-	-	-	-
Amortization of Premium on Debt Issue	22,546	20,668	20,083	20,083	19,437
Amortization of Debt Expense*	(21,126)	(203,097)	-	-	-
Other	-	-	-	-	-
Total Non-Operating	<u>(307,117)</u>	<u>(956,274)</u>	<u>(331,480)</u>	<u>(316,480)</u>	<u>(316,246)</u>
Net Income Before Contributions and Transfers	996,818	67,651	387,561	306,317	(531,793)
Contributions and Transfers In (Out)					
Capital Contributions	779,755	327,969	-	-	-
Trans Out - Internal Service General Fund	(117,450)	(138,450)	(117,450)	(117,450)	(117,450)
Change in Net Assets	1,659,123	257,170	270,111	188,867	(649,243)
Net Assets - Beginning	89,299,189	90,958,312	91,215,482	91,215,482	91,404,349
Net Assets - Ending	<u>\$ 90,958,312</u>	<u>\$ 91,215,482</u>	<u>\$ 91,485,593</u>	<u>\$ 91,404,349</u>	<u>\$ 90,755,106</u>

SCHEDULE OF CASH FLOWS

Working Cash - Beginning of Year	10,726,639	8,933,042
+ Change in Net Assets	188,867	(649,243)
+ Depreciation	3,220,000	3,335,000
+ Long Term Debt	-	-
- Contributed Capital	-	-
- Fixed Assets	(5,417,464)	(3,900,712)
- Principal Repayment	(785,000)	(795,000)
+ Fixed Assets funded by DNR Replacement Fund	1,000,000	270,000
Working Cash - End of Year	<u>\$ 8,933,042</u>	<u>\$ 7,193,087</u>

RESERVE REQUIREMENTS

Working Capital		DNR Fund	
Prior Year Audited Expenditures	\$ 9,462,373	Fixed Asset Balance 12/31/13	\$ 19,047,817
- Depreciation	(3,179,828)	10% Requirement	<u>1,904,782</u>
+ Transfer to General Fund	138,450		
Net Prior Year Cash Expenditures	<u>\$ 6,420,995</u>	DNR Fund Balance 12/31/13	\$ 4,134,213
25 % Working Capital Reserve Requirement	<u>\$ 1,605,249</u>	Bar Screen Replacement CIP	<u>(1,000,000)</u>
		DNR Fund Balance 12/31/14	<u>\$ 3,134,213</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 2015 BUDGET
WASTEWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2014 Budget	2014 Projected	2015 Budget	2016 Projected	2017 Projected	2018 Projected	2019 Projected
Revenues							
Charges for Services	\$ 9,811,000	\$ 9,650,000	\$ 9,650,000	\$ 9,698,250	\$ 9,746,741	\$ 9,795,475	\$ 9,844,452
Miscellaneous	712,500	812,500	714,000	714,893	715,786	716,681	717,577
Total Revenues	<u>10,523,500</u>	<u>10,462,500</u>	<u>10,364,000</u>	<u>10,413,143</u>	<u>10,462,527</u>	<u>10,512,156</u>	<u>10,562,029</u>
Expenses							
Operating Expenses	6,494,459	6,619,703	7,244,547	6,946,883	7,155,290	7,369,949	7,591,047
Depreciation	3,310,000	3,220,000	3,335,000	3,520,000	3,705,000	3,890,000	4,075,000
Total Expenses	<u>9,804,459</u>	<u>9,839,703</u>	<u>10,579,547</u>	<u>10,466,883</u>	<u>10,860,290</u>	<u>11,259,949</u>	<u>11,666,047</u>
Operating Income	719,041	622,797	(215,547)	(53,741)	(397,763)	(747,793)	(1,104,018)
Non-Operating Revenues (Expenses)							
Interest Income	285,000	300,000	275,000	200,000	200,000	200,000	200,000
Interest Expense	(636,563)	(636,563)	(610,683)	(583,535)	(554,013)	(522,325)	(561,786)
Premium on Debt Issue	20,083	20,083	19,437	18,774	18,053	17,257	16,398
Debt Issuance Expense	-	-	-	-	-	(95,000)	-
Intergovernmental	-	-	-	-	-	-	-
Total Non-Operating	<u>(331,480)</u>	<u>(316,480)</u>	<u>(316,246)</u>	<u>(364,761)</u>	<u>(335,960)</u>	<u>(400,068)</u>	<u>(345,388)</u>
Net Income Before Transfers	387,561	306,317	(531,793)	(418,502)	(733,723)	(1,147,861)	(1,449,406)
Contributions and Transfers In (Out)							
Capital Contributions	-	-	-	180,150	-	89,100	208,500
Trans Out - Internal Service	-	-	-	-	-	-	-
General Fund	<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	270,111	188,867	(649,243)	(355,802)	(851,173)	(1,176,211)	(1,358,356)
Total Net Assets - Beginning	<u>91,215,482</u>	<u>91,215,482</u>	<u>91,404,349</u>	<u>90,755,106</u>	<u>90,399,304</u>	<u>89,548,132</u>	<u>88,371,921</u>
Total Net Assets - Ending	<u>\$ 91,485,593</u>	<u>\$ 91,404,349</u>	<u>\$ 90,755,106</u>	<u>\$ 90,399,304</u>	<u>\$ 89,548,132</u>	<u>\$ 88,371,921</u>	<u>\$ 87,013,565</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	10,726,639	8,933,042	7,193,087	7,440,153	3,762,056	4,866,184	
+ Change in Net Assets	188,867	(649,243)	(355,802)	(851,173)	(1,176,211)	(1,358,356)	
+ Depreciation	3,220,000	3,335,000	3,520,000	3,705,000	3,890,000	4,075,000	
+ Long Term Debt	-	-	-	-	3,500,000	-	
- Contributed Capital	-	-	(180,150)	(89,100)	(208,500)	(208,500)	
- Fixed Assets	(5,417,464)	(3,900,712)	(1,906,982)	(5,671,925)	(4,130,561)	(1,976,226)	
- Principal Repayment	(785,000)	(795,000)	(830,000)	(860,000)	(890,000)	(920,000)	
+ Fixed Assets funded by DNR Rplcmnt Fund	1,000,000	270,000	-	-	-	-	
Working Cash - End of Year	<u>\$ 8,933,042</u>	<u>\$ 7,193,087</u>	<u>\$ 7,440,153</u>	<u>\$ 3,762,056</u>	<u>\$ 4,866,184</u>	<u>\$ 4,478,102</u>	
25% Working Capital Reserve (prior year's audited expenses)		1,843,429	1,993,170	1,911,967	1,956,688	2,002,431	
Coverage Ratio		2.86	2.33	2.34	1.89	1.62	1.49

ASSUMPTIONS:

Borrow 80% of capital expenditures as detailed in the five year plan for years 2015-2019
Interest rate at 5%; twenty year term
Projected rate increase 1/2% for additional customer base each year.
Operating expenses to increase 3.0% per year after 2015
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. Projection does not include any rate increase.

**CITY OF APPLETON 2015 BUDGET
WASTEWATER UTILITY
LONG TERM DEBT - REVENUE BONDS**

	2006		2007		2008	
	Refunding Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
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	-	-	-	-	315,000	4,725
	<u>\$ 2,315,000</u>	<u>\$ 723,041</u>	<u>\$ 1,760,000</u>	<u>\$ 607,962</u>	<u>\$ 3,377,008</u>	<u>\$ 1,136,960</u>

	2010		2011		TOTAL		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
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>\$ 4,512,010</u>	<u>\$ 1,451,441</u>	<u>\$ 3,452,011</u>	<u>\$ 1,229,149</u>	<u>\$ 15,410,000</u>	<u>\$ 5,219,969</u>	<u>\$ 20,629,969</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds will not be issued in 2015.

CITY OF APPLETON 2015 BUDGET

STORMWATER UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2015 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 2014 EVENTS

Adopted a Shoreland Zoning Ordinance per 2013 Wisconsin Act 80

Began maintenance of the Red Oak Ravine stream rehabilitation project, following project completion with Town of Menasha in late 2014

Completed preliminary engineering and land acquisition for the West Wisconsin Avenue Study 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

Began maintaining two Reid Golf Course regional detention ponds and naturalized channel. Continued implementing the associated Reid Golf Course area drainage study to address flooding concerns within the watershed

Completed construction of the stormwater infrastructure in Cherryvale Avenue to expand developable areas in the City

Completed a study of the Bellaire Ravine Drainage area to identify potential solutions to flooding that occurs during extreme rainfall events in diverse areas throughout this drainage area

Implemented the fifth 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 34 wet ponds, 7 dry ponds, 4 bio-filters, and several miles of engineered channels

Rebid repairs to the WWTP storm sewer to address DNR requirements associated with an illicit discharge

Completed an update of the Citywide Stormwater Management Plan for pursuing compliance with NR151/NR216/TMDL requirements

Completed preliminary engineering of Leona Street Pond per the selected alternative of the Ballard Road Drainage Study

Completed a Drainage Study for the planned Spartan Avenue roadway

Updated the City Flood Hazard Mitigation Plan

Began complying with the new WDNR NR216 Water Quality Permit issued to City and other Phase 2 communities

Began review of square footage from GIS records to establish new ERU rate for multi-family properties as previously approved by the Common Council on September 18, 2013.

CITY OF APPLETON 2015 BUDGET STORMWATER

MAJOR 2015 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 sixth year of on-going Field Screening Program for the Illicit Discharge requirements of the City's NR216 Permit

Continue to identify and pursue water quality practices toward continual progress in achieving compliance with TMDL water quality standards

Construct Phase 1 of West Wisconsin Avenue Area Drainage Study (Birchwood Pond) to help reduce flooding in the drainage area. Complete Final Design and Permitting for Phase 2 (Northland Pond)

Continue to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the DPW horticulturist position

Begin operation and maintenance 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

Rebid and construct 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

Implement multi-family ERU billing rate change from per unit charge to actual impervious area of property as approved by Common Council on September 18, 2013. This change is effective on January 1, 2015. There is no anticipated revenue increase or decrease due to change in the billing rate.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2012	2013	Adopted 2014	Amended 2014	2015	Change *
Program Revenues		\$ 8,178,254	\$ 9,125,064	\$ 9,282,560	\$ 9,282,560	\$ 9,867,963	6.31%
Program Expenses							
5210	Administration	4,324,763	5,061,527	5,175,791	5,225,840	5,456,369	5.42%
5220	Facility Maintenance	1,267,590	987,740	1,457,318	1,536,181	1,527,591	4.82%
5225	Leaf Collection	389,062	378,227	389,559	391,711	437,951	12.42%
5230	Capital Construction	561,158	454,725	4,979,049	11,716,836	5,801,624	16.52%
TOTAL		\$ 6,542,573	\$ 6,882,219	\$ 12,001,717	\$ 18,870,568	\$ 13,223,535	10.18%
Expenses Comprised Of:							
	Personnel	1,334,348	1,232,719	1,594,944	1,601,911	1,631,336	2.28%
	Administrative Expense	3,637,262	4,311,528	4,393,397	4,393,397	4,738,276	7.85%
	Supplies & Materials	99,272	61,733	96,165	96,165	96,865	0.73%
	Purchased Services	552,957	1,025,051	1,000,979	1,489,929	1,141,058	13.99%
	Utilities	3,258	2,972	4,116	4,116	4,751	15.43%
	Repair & Maintenance	430,897	357,167	462,749	462,749	506,039	9.35%
	Capital Expenditures	484,579	(108,951)	4,449,367	10,822,301	5,105,210	14.74%
Full Time Equivalent Staff:							
	Personnel allocated to programs	18.98	19.67	19.67	19.67	19.67	

* % change from prior year adopted budget

**CITY OF APPLETON 2015 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
- Show continual progress toward meeting TMDL water quality standards
- Begin updates to NR216 Stormwater Program to comply with new permit (Pollution Prevention, Erosion Control, etc.)
- Implement new Stormwater Utility billing standards to apartments and condominiums

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 beginning in 2014. It is anticipated that the update of the Citywide Stormwater Management Plan will have been completed by the end of 2014. Unlike previous versions of the Citywide Stormwater Management Plan, the 2014 update calls for achieving continuous progress toward meeting water quality standards, rather than identifying a planned date for achieving compliance. Planning will be geared toward continuing to meet current NR151 requirements, showing continual progress toward meeting TMDL standards, and achieving flooding reductions, while avoiding or minimizing utility rate increases.

The revenue budget reflects no anticipated change in revenue to be received from multi-family properties after the January 1, 2014 change in the method to bill multi-family properties. Some properties rates will be reduced while others will increase based on the impervious area of the property; the number of living units will no longer be used to calculate the charge.

No new Master Plans are planned for 2015. Studies have been completed for all major drainage areas in the City. Flood Report analysis funds will be used to develop details and answer questions related to existing internal flood reports, to help define and clarify existing study areas.

There are no grant dollars expected to be awarded in 2015, based upon the timing of planned water quality practices. The \$500,000 Capital Contributions is the Wastewater Utility portion of the interceptor project at the WWTP facility.

Addition of the Red Oak Ravine channel rehabilitation and other recent new channel projects has increased the need for reliable, all-terrain maintenance access for a small utility vehicle capable of traversing in restricted access areas. This budget includes replacement of the current 4-wheel drive "Gator" maintenance ATV. This vehicle will now transfer into CEA as the purchase of the new off-road utility vehicle is over the \$10,000 threshold for CEA equipment.

Included also in this budget is the requested upgrade to the new sweeper being purchased in 2015.

The increase in membership and licenses is due to the expected increase in Northeast Wisconsin Stormwater Consortium (NEWSC) dues.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Economic development					
Master plans completed	5	1	1	1	0
Strategic Outcomes					
Alternative sources of revenue					
# of grants applied for	2	0	0	0	0
Value of grant dollars awarded or applied for future reimbursement	\$ 300,000	\$ -	\$ -	\$ -	\$ -
Safe, reliable future level of service					
Acre feet of storage identified for future use	25.0	61.0	20.0*	20.0*	0.0
# of DNR non-compliance notices received	1	0	0	0	0
Work Process Outputs					
Preventive maintenance of system					
Erosion control plans reviewed (permits)	50	30	30	25	25

* W. Wisconsin Area Storage (estimate)

**CITY OF APPLETON 2015 BUDGET
STORMWATER**

Administration

Business Unit 5210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4411 Sundry Permits	\$ -	\$ 25	\$ -	\$ -	\$ -
4418 Plan Review Permit	17,404	20,715	20,000	20,000	20,000
4420 Erosion Control	5,990	3,450	2,400	2,400	2,400
4710 Interest on Investments	243,928	(88,786)	200,000	200,000	200,000
4730 Interest - Deferred Special	11,953	7,936	-	-	-
4880 Stormwater Revenue	7,181,675	8,088,322	8,917,011	8,917,011	8,990,000
5021 Capital Contributions	643,810	945,750	-	-	500,000
5035 Other Reimbursements	15,015	2,115	-	-	-
5071 Customer Penalty	30,556	31,500	30,000	30,000	32,000
5086 Premium on Debt Issue	26,710	113,298	113,149	113,149	123,563
Total Revenue	\$ 8,177,041	\$ 9,124,325	\$ 9,282,560	\$ 9,282,560	\$ 9,867,963
Expenses					
6101 Regular Salaries	\$ 343,518	\$ 395,017	\$ 310,041	\$ 312,121	\$ 311,419
6104 Call Time	531	714	750	750	750
6105 Overtime	554	1,463	1,200	1,200	1,200
6108 Part-Time	6,148	288	3,966	3,966	425
6150 Fringes	111,152	119,060	103,999	104,309	108,658
6201 Training/Conferences	2,880	2,540	6,800	6,800	6,300
6206 Parking Permits	612	612	636	636	636
6301 Office Supplies	126	246	40	40	100
6303 Memberships & Licenses	12,000	12,550	14,060	14,060	14,810
6304 Postage\Freight	15,162	17,709	17,500	17,500	18,800
6305 Awards & Recognition	35	35	665	665	665
6309 Shop Supplies & Tools	-	108	-	-	-
6315 Books & Library Materials	510	797	100	100	100
6320 Printing & Reproduction	2,747	4,633	3,200	3,200	3,200
6321 Clothing	-	35	55	55	55
6323 Safety Supplies	9	15	-	-	-
6327 Miscellaneous Equipment	-	5,000	-	-	-
6401 Accounting/Audit	9,002	9,809	8,138	8,138	8,380
6402 Legal Fees	180	120	400	400	400
6403 Bank Services	18,163	15,630	18,000	18,000	18,000
6404 Consulting Services	201,586	213,752	261,400	309,059	256,100
6413 Utilities	699	1,079	1,224	1,224	1,498
6424 Software Support	24,816	16,497	22,710	22,710	21,000
6425 CEA Equip. Rental	7,847	7,396	9,600	9,600	13,600
6430 Health Services	17	19	-	-	-
6501 Insurance	48,174	39,352	30,830	30,830	31,370
6599 Other Contracts/Obligations	167	16,606	92,821	92,821	28,518
6601 Depreciation Expense	1,989,033	2,195,805	2,300,000	2,300,000	2,605,000
6623 Uncollectable Accounts	2,134	5,186	5,000	5,000	5,000
6720 Interest Payments	1,438,437	1,355,205	1,781,672	1,781,672	1,801,758
6730 Debt Issuance Costs	69,324	566,845	125,000	125,000	125,000
6751 Gain/Loss on refund Amort	6,700	44,904	43,484	43,484	41,127
7911 Trans Out - General Fund	12,500	12,500	12,500	12,500	12,500
7914 Transfer out - Capital Projects	-	-	-	-	20,000
Total Expense	\$ 4,324,763	\$ 5,061,527	\$ 5,175,791	\$ 5,225,840	\$ 5,456,369

DETAILED SUMMARY OF 2015 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	700	Areas Study	50,000
Data storage & support GPS units	1,000	Lions Park assessment	8,500
ArclInfo	1,000	NR216 Permitting	43,000
Eagle Point	300	Wetland studies	11,000
	<u>\$ 21,000</u>	Aerial Photography	25,000
<u>Other Contracts/Obligations</u>		SWPPP Revisions for NR216	10,800
Special Assessments		Water Quality Modeling-NR151	32,800
Stirling Pkwy- AHF's Ponds	\$ 24,018		<u>\$ 256,100</u>
Digger's Hotline Fees	4,500	<u>Transfer Out - Capital Projects</u>	
	<u>\$ 28,518</u>	Sweeper upgrade	\$ 6,500
<u>Postage & Freight</u>		Gator Workman	13,500
City Service Invoice postage	\$ 18,800		<u>\$ 20,000</u>
	<u>\$ 18,800</u>		

**CITY OF APPLETON 2015 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:

Labor expense and cubic yards collected will vary from year due to storm events and weather conditions. Currently doing more storm sewer cleaning and the additional cleaning will continue in 2015. As begun 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.

Added \$20,000 to storm sewer maintenance consulting services to provide inspections of the new underground flood storage units at Appleton East High School. Anticipated additional funds will be needed on an annual basis until inspection history indicates less frequent inspections are justified. Added \$20,000 to consulting service for ecology services for six additional ponds the City will take ownership of in 2014.

In the past, stormwater has used laborers to maintain the stormwater ponds and facilities, this budgets shifts our part time seasonal employees to these maintenance projects to be able to use the full time labor on our needed street projects. This accounts for the decrease in regular salary dollars and the increase in part-time wages.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Benefit of inspection program					
# of spot repairs identified from TV reports	15	17	15	15	15
Compliance with regulation					
# of protruding taps identified	12	15	10	16	16
# of cross connections identified	0	0	0	0	0
Strategic Outcomes					
Effectiveness of maintenance program					
# of trouble calls	15	24	20	20	20
% of total system televised	10%	9.6%	10%	10%	10%
Work Process Outputs					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	3,884	4,124	3,500	3,700	3,800
% of total storm sewer system cleaned	13.3%	12.8%	20.0%	17.0%	18.0%
Safeguarding health and safety					
# of protruding taps removed	10	0	10	16	16
# of spot repairs made	15	0	15	15	15

**CITY OF APPLETON 2015 BUDGET
STORMWATER**

Facility Maintenance

Business Unit 5220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Revenues					
4801 Charges for Serv.- Nontax	\$ 1,213	\$ 739	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 1,213</u>	<u>\$ 739</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ 418,459	\$ 299,351	\$ 487,439	\$ 489,332	\$ 484,909
6104 Call Time	1,251	1,029	1,450	1,450	1,450
6105 Overtime	5,362	7,517	6,500	6,500	7,500
6108 Part-Time	3,273	3,047	-	-	12,944
6150 Fringes	177,392	129,518	208,782	209,064	202,390
6308 Landscape Supplies	582	2,995	5,360	5,360	5,360
6309 Shop Supplies & Tools	1,726	1,868	2,700	2,700	2,200
6316 Miscellaneous Supplies	-	16	-	-	-
6325 Construction Materials	81,877	30,187	77,750	77,750	77,750
6326 Vehicle & Equipment Parts	56	-	-	-	-
6327 Miscellaneous Equipment	7,013	10,930	7,000	7,000	8,200
6404 Consulting Services	196,175	213,463	217,960	217,960	257,960
6408 Contractor Fees	79,441	13,448	99,010	175,698	100,200
6413 Utilities	2,297	1,869	2,627	2,627	2,988
6415 Tipping Fees	39,616	44,304	50,000	50,000	52,000
6420 Facilities Charges	4,106	2,117	5,000	5,000	4,000
6424 Software Support	193	873	500	500	500
6425 CEA Equip. Rental	208,341	166,106	227,030	227,030	249,030
6429 Interfund Allocations	(645)	-	-	-	-
6454 Grounds Repair & Maint.	930	1,063	3,000	3,000	3,000
6503 Rent	40,145	58,039	55,210	55,210	55,210
Total Expense	<u>\$ 1,267,590</u>	<u>\$ 987,740</u>	<u>\$ 1,457,318</u>	<u>\$ 1,536,181</u>	<u>\$ 1,527,591</u>

DETAILED SUMMARY OF 2015 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	7,417
	<u>\$ 52,000</u>

Consulting Services

Ecology services for prairie & wetlands	\$ 110,460
Appleton East Stormtrap Inspections	20,000
Stormsewer TV & cleaning	97,500
Ecology services for ditches & ravines	30,000
	<u>\$ 257,960</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>

Contractor Fees

Surface restoration	\$ 25,000
Protruding tap	20,000
Spot repairs	31,000
Animal control	5,500
Red Oak Ravine Repairs	5,000
Emergency Repairs	10,000
Non-native mowing	3,700
	<u>\$ 100,200</u>

CITY OF APPLETON 2015 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 2015. The cost per cubic yard collected is based more on the condition of leaves collected not the number of cycles (wet soggy vs. 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.

Increase in the cost/cubic yard of leaves collected is due to additional cost to dispose of leaves per DNR requirements. Changes may include hauling leaves to various farms and/or composting of the leaves.

Increase in labor and equipment budgets is a result of the DNR required changes to the leaf disposal operations. Leaves can no longer be hauled to the former Northeast Asphalt Quarry for disposal and instead will need to be composted or land applied on farm fields. Leaves will need to be ground up, hauled to farm fields and spread on the fields so they can be tilled into the soil as a soil conditioner.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Service provided					
Number of collection cycles	4	4	3	3	3
Strategic Outcomes					
Cost effective service provided					
Cost/cubic yard collected	\$ 8.10	\$ 12.71	\$ 8.45	\$ 10.75	\$ 10.75
Work Process Outputs					
Safer streets and cleaner storm water system					
Cubic yards of leaves collected	41,180	25,510	35,000	35,000	35,000

**CITY OF APPLETON 2015 BUDGET
STORMWATER**

Leaf Collection

Business Unit 5225

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 140,884	\$ 153,447	\$ 130,948	\$ 132,821	\$ 158,862
6104 Call Time	65	66	250	250	91
6105 Overtime	5,305	1,317	5,800	5,800	5,800
6150 Fringes	55,873	58,914	63,877	64,156	59,514
6408 Contractor Fees	2,303	2,119	4,500	4,500	9,500
6413 Utilities	261	24	265	265	265
6425 CEA Equip. Rental	184,371	162,340	183,919	183,919	203,919
Total Expense	<u>\$ 389,062</u>	<u>\$ 378,227</u>	<u>\$ 389,559</u>	<u>\$ 391,711</u>	<u>\$ 437,951</u>

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2015 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:

The public storm sewer through the Wastewater Treatment Plant property is re-scheduled for reconstruction in this budget. The project was initially bid in 2013, but bids came in significantly over budget and Council rejected all bids.

Please see the Stormwater 5-year capital improvement plan on page 602 for further details.

PERFORMANCE INDICATORS

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Target 2014</u>	<u>Projected 2014</u>	<u>Target 2015</u>
Client Benefits/Impacts					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints: *					
Solved	115	99	100	100	100
Outstanding	400	360	400	400	350
Strategic Outcomes					
Improvements to the stormwater system					
Total miles of storm sewer in City**	278	282	279	289	289
% of total miles reconstructed	0.37%	0.23%	1.02%	1.02%	1.07%
Acres of new land available	56	0	0	0	0
Integrity and growth of the system					
Acres of storage developed	0.0	35.0	10.0	10.0	10.0
Work Process Outputs					
Restoration of storm sewers					
Miles of storm sewer reconstructed	1.02	0.66	2.90	2.90	2.98
Expansion of storm sewer system					
Miles of new storm sewer added	0.05	0.66	0.00	0.00	0.00

* Order of resolution of residential drainage complaints is dependent on severity of problem and ability/timing preference of project coordinator to schedule.

** More corrections are being made as manual records are updated using GIS and we will continue to see swings as accuracy improves.

**CITY OF APPLETON 2015 BUDGET
STORMWATER**

Capital Construction

Business Unit 5230

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2012	2013	Adopted 2014	Amended 2014	2015
Expenses					
6101 Regular Salaries	\$ 49,055	\$ 47,996	\$ 186,991	\$ 187,209	\$ 194,714
6104 Call Time	-	212	-	-	-
6105 Overtime	3,155	3,896	6,782	6,782	6,990
6108 Part-Time	1,538	942	2,772	2,772	1,308
6150 Fringes	10,834	8,926	73,397	73,429	72,412
6308 Landscape Supplies	-	4,562	-	-	-
6325 Construction Materials	4,752	532	-	-	-
6328 Signs	-	55	-	-	-
6404 Consulting Services	7,345	196,380	158,750	523,353	320,000
6408 Contractor Fees	(393)	76,209	90,000	90,000	90,000
6420 Facilities Charges	293	122	-	-	-
6415 Tipping Fees	-	776	-	-	-
6425 CEA Equip. Rental	-	-	10,990	10,990	10,990
6599 Other Contracts / Obligations	-	223,068	-	-	-
6801 Land	-	-	2,200,000	2,200,000	-
6804 Machinery & Equipment	-	28,000	-	-	-
6809 Infrastructure Construction	484,579	6,702,516	2,249,367	8,602,301	5,105,210
6899 Other Capital Outlay	-	(6,839,467)	-	20,000	-
Total Expense	\$ 561,158	\$ 454,725	\$ 4,979,049	\$ 11,716,836	\$ 5,801,624

DETAILED SUMMARY OF 2015 PROPOSED EXPENDITURES > \$15,000

2015	To	From	To	Storm-water Utility
Labor Pool				275,424
CEA				10,990
Consulting Services	Construction Services			50,000
	Land Acquisition Services			10,000
	Lightning Drive North	Final Design & Permitting		70,000
	Modeling for Storm Sewer Const Projects			20,000
	West Wisconsin Flood	Final Design & Permitting		150,000
	WisDOT 441 BMP Project -			
	Modeling/Design Assistance, cost share w WisDOT			20,000
	Subtotal			320,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to:			
	2015 Asphalt Paving (B-15)			152,000
	2015 New Concrete Paving (A-15)			162,370
	Flood Reports Project			150,000
	Native Landscaping			50,000
	Stormwater Quality Practice at Hardstand Site			50,000
	West Wisconsin Flood Reduction Project - Phase 2A			1,000,000
	Subtotal			1,854,370
Reconstruction	Glendale Ave (liner)	Drew St	Union St	63,935
	Meade St (liner)	Minor St	Pacific St	22,484
	WWTP storm interceptor			2,450,500
	Subtotal			2,536,919
Reconstruction - (on streets paved in 2016)	Douglas St	College Ave	Packard St	84,200
	E. South River St	Kernan Ave	John St	5,875
	Hancock St	Lawe St	Rankin St	59,725
	John St (CTH KK)	Banta Court	Matthias Ave	323,281
	McKinley St	Jackson St	Lawe St	104,640
	McKinley St	Oneida St	Jefferson, e/o	109,800
	McKinley St	w/o Ritger St	Ritger St	6,300
	Peabody St	Verbrick St	Seymour St	27,275
	Sampson St	North St	Atlantic St	31,050
	Verbrick St	Bouten St	Wilkie St	51,775
	Subtotal			803,921
Total				\$ 5,801,624

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
REVENUES							
Permits	23,394	24,190	7,499	22,400	22,400	22,400	22,400
Interest Income	255,881	80,851	212,685	210,000	210,000	155,325	200,000
Charges for Services	7,182,888	8,089,061	6,749,925	8,917,011	8,917,011	8,978,065	8,990,000
Intergov. Charges for Service	0	0	149	0	0	0	0
Other Revenues	716,090	1,092,664	225,205	143,149	143,149	143,149	655,563
TOTAL REVENUES	8,178,253	9,125,064	7,195,463	9,292,560	9,292,560	9,298,939	9,867,963
EXPENSES BY LINE ITEM							
Regular Salaries	124,985	104,034	92,157	132,517	134,597	232,589	234,842
Labor Pool Allocations	727,935	677,504	671,230	975,766	979,750	892,320	909,086
Call Time	1,847	2,021	1,973	2,450	2,450	2,291	2,291
Overtime	14,376	14,193	18,046	20,282	20,282	21,490	21,490
Temp. Full-Time	6,692	0	1,924	0	0	0	0
Part-Time	4,267	4,276	4,197	6,738	6,738	14,677	14,677
Other Compensation	656	13,039	4,510	5,455	5,455	4,295	4,295
Shift Differential	1,481	1,367	1,064	1,681	1,681	1,681	1,681
Sick Pay	2,926	8,600	8,018	0	0	0	0
Vacation Pay	99,784	108,467	83,928	0	0	0	0
Fringes	355,251	316,418	335,109	450,055	450,958	435,235	442,974
Salaries & Fringe Benefits	1,334,348	1,232,719	1,222,156	1,594,944	1,601,911	1,604,578	1,631,336
Training & Conferences	2,879	2,540	1,628	6,800	6,800	6,300	6,300
Parking Permits	612	612	636	636	636	636	636
Office Supplies	126	246	214	40	40	100	100
Memberships & Licenses	12,000	12,550	16,989	14,060	14,060	14,810	14,810
Postage & Freight	15,162	17,709	12,718	17,500	17,500	18,000	18,800
Awards & Recognition	35	35	665	665	665	665	665
Insurance	48,174	39,352	28,261	30,830	30,830	31,370	31,370
Leases	145	0	0	0	0	0	0
Rent	40,000	58,039	55,210	55,210	55,210	55,210	55,210
Depreciation Expense	1,989,033	2,195,805	2,120,030	2,300,000	2,300,000	2,300,000	2,605,000
Uncollectible Accounts	2,134	5,186	1,586	5,000	5,000	5,000	5,000
Interest Payments	1,438,437	1,355,205	1,490,293	1,781,672	1,781,672	1,781,672	1,801,758
Debt Issuance Costs	69,323	566,845	59,450	125,000	125,000	125,000	125,000
Gain/Loss on Refund Amort.	6,700	44,904	39,861	43,484	43,484	43,484	41,127
Trans Out - General Fund	12,500	12,500	11,458	12,500	12,500	12,500	12,500
Trans Out - Capital Projects	0	0	0	0	0	20,000	20,000
Administrative Expense	3,637,260	4,311,528	3,838,999	4,393,397	4,393,397	4,414,747	4,738,276
Landscape Supplies	582	7,557	1,961	5,360	5,360	5,360	5,360
Shop Supplies & Tools	1,726	1,976	4,622	2,700	2,700	2,200	2,200
Books & Library Materials	510	797	95	100	100	100	100
Miscellaneous Supplies	0	16	0	0	0	0	0
Printing & Reproduction	2,747	4,633	1,198	3,200	3,200	3,200	3,200
Clothing	0	35	22	55	55	55	55
Safety Supplies	9	15	31	0	0	0	0
Construction Materials	86,629	30,719	49,109	77,750	77,750	77,750	77,750
Vehicle & Equipment Parts	56	0	0	0	0	0	0
Miscellaneous Equipment	7,013	15,930	7,085	7,000	7,000	8,200	8,200
Signs	0	55	0	0	0	0	0
Supplies & Materials	99,272	61,733	64,123	96,165	96,165	96,865	96,865
Accounting/Audit	9,002	9,809	9,382	8,138	8,138	9,980	8,380
Legal Fees	180	120	60	400	400	400	400
Bank Services	18,163	15,630	12,215	18,000	18,000	18,000	18,000
Consulting Services	405,106	623,595	611,088	638,110	1,050,372	805,560	834,060
Collection Services	0	0	8	0	0	0	0
Contractor Fees	81,351	91,777	73,891	193,510	270,198	199,700	199,700
Advertising	0	0	34	0	0	0	0
Tipping Fees	39,616	44,427	39,830	50,000	50,000	52,000	52,000
Interfund Allocations	645	0	0	0	0	0	0
Health Services	17	19	19	0	0	0	0
Other Contracts/Obligations	167	239,674	123,878	92,821	92,821	28,518	28,518

Description	2012 Actual	2013 Actual	2014 YTD Actual	2014 Adopted Budget	2014 Amended Budget	2015 Requested Budget	2015 Adopted Budget
Purchased Services	552,957	1,025,051	870,405	1,000,979	1,489,929	1,114,158	1,141,058
Electric	245	289	248	305	305	311	311
Water	2,314	1,604	1,791	2,587	2,587	2,942	2,942
Waste Disposal/Collection	0	0	13	0	0	0	0
Stormwater	0	0	47	0	0	0	0
Telephone	699	961	873	1,224	1,224	1,248	1,248
Cellular Telephone	0	118	220	0	0	250	250
Utilities	3,258	2,972	3,192	4,116	4,116	4,751	4,751
Equipment Repair & Maintenan	0	0	53	0	0	0	0
Facilities Charges	4,400	2,892	2,007	5,000	5,000	4,000	4,000
Software Support	25,008	17,370	6,572	23,210	23,210	21,500	21,500
CEA Equipment Rental	400,559	335,842	271,256	431,539	431,539	477,539	477,539
Grounds Repair & Maintenance	930	1,063	760	3,000	3,000	3,000	3,000
Repair & Maintenance	430,897	357,167	280,648	462,749	462,749	506,039	506,039
Land	0	0	789,667	2,200,000	2,200,000	0	0
Machinery & Equipment	0	28,000	0	0	0	0	0
Infrastructure Construction	484,579	6,702,516	5,806,647	2,249,367	8,602,301	5,105,210	5,105,210
Other Capital Outlay	0	6,839,467-	0	0	20,000	0	0
Capital Expenditures	484,579	108,951-	6,596,314	4,449,367	10,822,301	5,105,210	5,105,210
TOTAL EXPENSES	6,542,571	6,882,219	12,875,837	12,001,717	18,870,568	12,846,348	13,223,535

CITY OF APPLETON 2015 BUDGET
STORMWATER UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2012 Actual	2013 Actual	2014 Budget	2014 Projected	2015 Budget
Charges for Services	\$ 7,182,888	\$ 8,088,322	\$ 8,917,011	\$ 8,976,244	\$ 8,990,000
Miscellaneous	68,965	58,545	52,400	52,400	54,400
Total Revenues	<u>7,251,853</u>	<u>8,146,867</u>	<u>8,969,411</u>	<u>9,028,644</u>	<u>9,044,400</u>
Expenses					
Operating Expenses	3,026,580	2,706,960	2,760,012	2,891,076	2,836,526
Depreciation	1,989,033	2,195,805	2,300,000	2,420,000	2,605,000
Total Expenses	<u>5,015,613</u>	<u>4,902,765</u>	<u>5,060,012</u>	<u>5,311,076</u>	<u>5,441,526</u>
Operating Income (Loss)	2,236,240	3,244,102	3,909,399	3,717,568	3,602,874
Non-Operating Revenues (Expenses)					
Interest Income	255,881	(80,851)	200,000	250,000	200,000
Interest Expense	(1,438,437)	(1,355,205)	(1,781,672)	(1,737,172)	(1,801,758)
Gain/Loss on Refunding	(6,700)	(44,904)	(43,484)	(43,484)	(41,127)
Amortization of Premium on Debt Issue	26,710	113,298	113,149	113,149	123,563
Debt Expense*	(69,323)	(566,845)	(125,000)	(125,000)	(125,000)
Other	-	-	-	-	-
Total Non-Operating	<u>(1,231,869)</u>	<u>(1,934,507)</u>	<u>(1,637,007)</u>	<u>(1,542,507)</u>	<u>(1,644,322)</u>
Income (Loss) Before Contributions and Transfers	1,004,371	1,309,595	2,272,392	2,175,061	1,958,552
Contributions and Transfers In (Out)					
Capital Contributions	643,810	945,750	-	1,693,000	500,000
General Fund	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>	<u>(12,500)</u>
Change in Net Assets	1,635,681	2,242,845	2,259,892	3,855,561	2,446,052
Total Net Assets - Beginning	<u>55,840,401</u>	<u>57,476,082</u>	<u>59,718,927</u>	<u>59,718,927</u>	<u>63,574,488</u>
Total Net Assets - Ending	<u>\$ 57,476,082</u>	<u>\$ 59,718,927</u>	<u>\$ 61,978,819</u>	<u>\$ 63,574,488</u>	<u>\$ 66,020,540</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	11,690,424	5,786,149
+ Net Income	3,855,561	2,446,052
+ Depreciation	2,420,000	2,605,000
+ Long Term Debt	3,450,000	5,010,000
- Contributed Capital	(1,693,000)	(500,000)
- Fixed Assets	(11,716,836)	(5,801,624)
- Principal Repayment	(2,220,000)	(2,540,000)
Working Cash - End of Year	<u>\$ 5,786,149</u>	<u>\$ 7,005,577</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 2015 BUDGET
STORMWATER UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2014 Budget	2014 Projected	2015 Budget	2016 Projected	2017 Projected	2018 Projected	2019 Projected
Revenues							
Charges for Services	\$ 8,917,011	\$ 8,976,244	\$ 8,990,000	\$ 9,821,575	\$ 10,608,200	\$ 10,661,241	\$ 10,714,547
Miscellaneous	52,400	52,400	54,400	55,000	55,000	57,000	57,000
Total Revenues	<u>8,969,411</u>	<u>9,028,644</u>	<u>9,044,400</u>	<u>9,876,575</u>	<u>10,663,200</u>	<u>10,718,241</u>	<u>10,771,547</u>
Expenses							
Operating Expenses	2,760,012	2,891,076	2,836,526	2,921,622	3,009,270	3,099,549	3,192,535
Depreciation	2,300,000	2,420,000	2,605,000	2,755,000	2,905,000	3,055,000	3,205,000
Total Expenses	<u>5,060,012</u>	<u>5,311,076</u>	<u>5,441,526</u>	<u>5,528,097</u>	<u>5,914,270</u>	<u>6,154,549</u>	<u>6,397,535</u>
Operating Income	3,909,399	3,717,568	3,602,874	4,348,478	4,748,930	4,563,692	4,374,012
Non-Operating Revenues (Expenses)							
Interest Income	200,000	250,000	200,000	300,000	300,000	300,000	200,000
Interest Expense	(1,781,672)	(1,737,172)	(1,801,758)	(1,727,152)	(1,961,487)	(2,240,205)	(2,411,420)
Gain/Loss on Refunding	(43,484)	(43,484)	(41,127)	(38,020)	(34,818)	(31,512)	(27,512)
Premium on Debt Issue	113,149	113,149	123,563	114,968	106,839	98,400	88,328
Debt Issue Expense	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)
Other	-	-	-	-	-	-	-
Total Non-Operating	<u>(1,637,007)</u>	<u>(1,542,507)</u>	<u>(1,644,322)</u>	<u>(1,823,742)</u>	<u>(1,714,466)</u>	<u>(1,998,317)</u>	<u>(2,275,604)</u>
Net Income Before Transfers	2,272,392	2,175,061	1,958,552	2,524,736	3,034,464	2,565,375	2,098,409
Contributions and Transfers In (Out)							
Capital Contributions	-	1,693,000	500,000	301,658	-	234,300	272,850
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	2,259,892	3,855,561	2,446,052	2,813,894	3,021,964	2,787,175	2,358,759
Total Net Assets - Beginning	<u>59,718,927</u>	<u>59,718,927</u>	<u>63,574,488</u>	<u>66,020,540</u>	<u>68,834,434</u>	<u>71,856,398</u>	<u>74,643,573</u>
Total Net Assets - Ending	<u>\$ 61,978,819</u>	<u>\$ 63,574,488</u>	<u>\$ 66,020,540</u>	<u>\$ 68,834,434</u>	<u>\$ 71,856,398</u>	<u>\$ 74,643,573</u>	<u>\$ 77,002,332</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	11,690,424	5,786,149	7,005,577	6,357,692	7,293,678	7,184,613	
+ Net Income	3,855,561	2,446,052	2,813,894	3,021,964	2,787,175	2,358,759	
+ Depreciation	2,420,000	2,605,000	2,755,000	2,905,000	3,055,000	3,205,000	
+ Long Term Debt	3,450,000	5,010,000	8,885,000	6,670,000	6,670,000	6,670,000	
- Contributed Capital	(1,693,000)	(500,000)	(301,658)	-	(234,300)	(272,850)	
- Fixed Assets	(11,716,836)	(5,801,624)	(11,875,121)	(8,295,978)	(8,356,940)	(8,292,979)	
- Principal Repayment	(2,220,000)	(2,540,000)	(2,925,000)	(3,365,000)	(4,030,000)	(4,610,000)	
Working Cash - End of Year	<u>\$ 5,786,149</u>	<u>\$ 7,005,577</u>	<u>\$ 6,357,692</u>	<u>\$ 7,293,678</u>	<u>\$ 7,184,613</u>	<u>\$ 6,242,543</u>	
25% Working Capital Reserve (prior year's audited expenses)		1,160,187	1,162,696	1,165,318	1,245,814	1,338,063	
Coverage Ratio		1.81	1.45	1.40	1.40	1.34	1.28

ASSUMPTIONS:

Borrow approximately 75% of capital expenditures as detailed in the five year plan for years 2015-2019
Interest rate at 5%
ERU's to increase at a rate of 1/2% per year after 2015
Operating expenses to increase 3.0% per year after 2015
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. The rate increase for July of 2016 is reflected in the projection above. There is no projected revenue increase or decrease for the change in multi-family billing rates.

**CITY OF APPLETON 2015 BUDGET
STORMWATER UTILITY
LONG TERM DEBT**

Year	2006		2007		2008		2009		2012		2013		2014		TOTAL		
	Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Revenue Bonds		Principal	Interest	Total
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total
2015	\$ 580,000	\$ 195,450	\$ 220,000	\$ 175,781	\$ 250,000	\$ 193,193	\$ 275,000	\$ 398,938	\$ 970,000	\$ 380,890	\$ 245,000	\$ 244,719	\$ 118,850	\$ 2,540,000	\$ 1,707,821	\$ 4,247,821	
2016	590,000	170,481	230,000	166,113	260,000	183,693	300,000	389,543	985,000	351,453	250,000	239,744	116,825	2,750,000	1,617,852	4,367,852	
2017	610,000	145,341	240,000	156,019	270,000	173,155	315,000	378,826	1,030,000	320,890	255,000	232,756	114,050	2,860,000	1,521,037	4,381,037	
2018	625,000	119,128	250,000	145,031	275,000	162,205	355,000	365,420	1,050,000	289,540	265,000	224,881	111,250	2,960,000	1,417,455	4,377,455	
2019	640,000	92,088	265,000	133,523	300,000	150,455	360,000	351,070	1,100,000	248,665	270,000	216,819	108,375	3,080,000	1,300,995	4,380,995	
2020	450,000	70,522	275,000	121,344	300,000	138,455	605,000	329,320	1,145,000	203,315	280,000	208,494	104,275	3,205,000	1,175,725	4,380,725	
2021	215,000	58,545	290,000	107,375	320,000	125,255	710,000	301,970	1,190,000	156,165	290,000	197,694	99,663	3,170,000	1,046,667	4,216,667	
2022	225,000	48,811	305,000	92,313	335,000	111,177	740,000	269,895	880,000	117,865	300,000	185,794	94,900	2,945,000	920,755	3,865,755	
2023	250,000	37,913	320,000	76,500	350,000	95,411	775,000	238,320	740,000	92,415	315,000	173,344	90,100	2,910,000	804,003	3,714,003	
2024	250,000	26,663	335,000	59,938	365,000	78,613	805,000	206,420	495,000	75,728	325,000	160,444	85,075	2,745,000	692,881	3,437,881	
2025	260,000	15,075	355,000	42,438	380,000	61,118	840,000	172,225	255,000	66,086	340,000	146,994	78,550	2,605,000	582,486	3,187,486	
2026	270,000	3,038	370,000	24,125	400,000	43,200	875,000	135,619	260,000	58,065	355,000	132,944	71,400	2,710,000	468,391	3,178,391	
2027	-	-	390,000	4,875	420,000	24,525	915,000	96,471	270,000	49,773	370,000	118,294	63,900	2,555,000	357,838	2,912,838	
2028	-	-	-	-	440,000	4,950	955,000	55,005	280,000	41,170	385,000	101,961	56,150	2,255,000	259,236	2,514,236	
2029	-	-	-	-	-	-	1,000,000	11,125	285,000	32,053	400,000	84,625	48,050	1,890,000	175,853	2,065,853	
2030	-	-	-	-	-	-	-	-	295,000	22,547	420,000	66,469	39,700	925,000	128,716	1,053,716	
2031	-	-	-	-	-	-	-	-	305,000	12,716	435,000	47,194	31,000	960,000	90,910	1,050,910	
2032	-	-	-	-	-	-	-	-	315,000	2,559	460,000	26,775	21,900	1,005,000	51,234	1,056,234	
2033	-	-	-	-	-	-	-	-	-	-	480,000	5,400	12,400	720,000	17,800	737,800	
2034	-	-	-	-	-	-	-	-	-	-	-	-	2,500	250,000	2,500	252,500	
	<u>\$ 4,965,000</u>	<u>\$ 983,055</u>	<u>\$ 3,845,000</u>	<u>\$ 1,305,375</u>	<u>\$ 4,665,000</u>	<u>\$ 1,545,405</u>	<u>\$ 9,825,000</u>	<u>\$ 3,700,167</u>	<u>\$ 11,850,000</u>	<u>\$ 2,521,895</u>	<u>\$ 6,440,000</u>	<u>\$ 2,815,345</u>	<u>\$ 3,450,000</u>	<u>\$ 1,468,913</u>	<u>\$ 45,040,000</u>	<u>\$ 14,340,155</u>	<u>\$ 59,380,155</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in amount of \$5,010,000 will be issued in 2015. Expected interest expense of the issue in 2015 is \$93,937 at 5%.

CITY OF APPLETON 2015 BUDGET RESOLUTION

Resolved,

The 2015 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 \$33,145,306 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 \$2,724,872, for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$2,047,968 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 \$11,527,653, including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an official statement be prepared and distributed by the Director of Finance in support of the sale.

The Director of Finance be authorized to sell water, sewer, or stormwater revenue supported bonds in the amount of \$10,815,000, 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
2015 BUDGET
Budgeted Full-Time-Equivalent Personnel Positions**

DEPARTMENT	2012	2013	2014	2015
Legal Services	8.67	8.67	8.67	8.67
Finance	8.85	8.85	8.85	8.80
Homeless & Block Grants	0.95	0.50	0.50	0.58
Fire	96.00	96.00	96.00	96.00
Health	12.36	12.36	12.55 *	12.55
Health Grants	1.89	1.64	1.66	1.66
Information Technology	12.00	12.00	11.00	11.00
Library	44.50	45.00	46.00 *	46.00
Mayor's Office	2.00	2.00	3.00	3.00
Facilities Management	19.88	10.23	10.23	10.23
Facilities Capital	0.40	0.40	0.40	0.40
Parks & Recreation	5.45	15.05	15.00	14.98
Reid Golf Course	1.53	1.73	1.93 *	2.67
Human Resources	6.15	6.15	6.15	6.15
Risk Management	2.98	2.98	2.98	2.98
Community & Economic Devel.	18.13	18.13	18.13	18.13
Housing & Community Devel.	1.00	1.00	1.00	1.00
Police	134.00	134.00	136.00	137.00
Public Works	62.49	62.08	62.58	62.58
Sanitation	17.89	16.99	17.49	17.49
CEA	15.11	15.01	14.51	14.51
Parking	11.17	11.18	11.28 *	11.28
Capital (TIF, Subdivision, etc.)	2.42	2.79	2.27	2.27
Stormwater Utility	18.98	19.67	19.67	19.67
Water Utility	36.64	36.71	37.73	37.73
Wastewater Utility	29.93	29.21	28.71	28.71
Valley Transit	51.83	54.13	54.13	54.13
Total Regular Employees	<u>623.18</u>	<u>624.43</u>	<u>628.38</u>	<u>630.13</u>

* Includes changes approved by Council during 2014.

**CITY OF APPLETON 2015 BUDGET
PERSONNEL ADDITIONS/DELETIONS**

		Dept. Request No. Amount	Exec. Budget No. Amount	Adopted Budget No. Amount
GENERAL FUND				
COMMUNITY & ECONOMIC DEVELOPMENT				
5th Floor Customer Service Clerk	C	1.00 \$ -	- \$ -	- \$ -
PUBLIC WORKS				
5th Floor Customer Service Clerk	C	(1.00) -	- -	- -
FINANCE				
Deputy Director of Finance		(0.04) (4,300)	(0.04) (4,300)	(0.04) (4,300)
Budget Manager		(0.04) (4,140)	(0.04) (4,140)	(0.04) (4,140)
Customer Service Accounting Supervisor		0.03 2,736	0.03 2,736	0.03 2,736
LIBRARY				
Library Assistant - Hispanic Outreach	A	0.50 23,503	0.50 23,503	0.50 23,503
Library Assistant - Technology Emphasis		0.50 42,500	- -	- -
PARKS & RECREATION				
Non-benefited Grounds Staff		0.50 13,000	- -	- -
Non-benefited Grounds Staff		0.50 13,000	- -	- -
Recreation Programs Supervisor		(0.10) (9,726)	(0.10) (9,726)	(0.10) (9,726)
Recreation Program Coordinator	B	1.00 44,734	- -	- -
Dance Studio Coordinator	B	0.50 5,136	- -	- -
Parks Planner		(0.95) (109,665)	0.05 5,772	0.05 5,772
PRFM Director		0.03 3,495	0.03 3,495	0.03 3,495
Deputy Director		0.95 107,013	- -	- -
HEALTH SERVICES				
Public Health Nurses	A	0.20 17,892	0.20 17,892	0.20 17,892
POLICE				
Police Officer		1.00 89,347	1.00 89,347	1.00 89,347
FIRE				
Administrative Assistant - Public Education		0.75 49,110	- -	- -
Total General Fund:		5.33 \$ 283,635	1.63 \$ 124,579	1.63 \$ 124,579
SPECIAL REVENUE FUNDS				
HOUSING, HOMELESS AND BLOCK GRANTS				
Deputy Director of Finance		0.04 \$ 4,300	0.04 \$ 4,300	0.04 \$ 4,300.00
Budget Manager		0.04 4,140	0.04 4,140	0.04 4,140
Total Special Revenue Fund:		0.08 \$ 8,440	0.08 \$ 8,440	0.08 \$ 8,440.00
ENTERPRISE FUNDS				
PARKING UTILITY				
Parking Enforcement	A	(0.50) \$ (20,977)	(0.50) \$ (20,977)	(0.50) \$ (20,977)
Parking Ramp Cashier PT	A	(0.40) (8,939)	(0.40) (8,939)	(0.40) (8,939)
Parking Enforcement/Ramp Attendant	A	1.00 51,973	1.00 51,973	1.00 51,973
REID GOLF COURSE				
Golf Course Superintendent	A	0.15 14,923	0.15 14,923	0.15 14,923
Parks Planner		(0.05) (5,772)	(0.05) (5,772)	(0.05) (5,772)
PRFM Director		(0.03) (3,495)	(0.03) (3,495)	(0.03) (3,495)
Customer Service Accounting Supervisor		(0.03) (2,736)	(0.03) (2,736)	(0.03) (2,736)
Recreation Programs Supervisor		0.10 9,726	0.10 9,726	0.10 9,726
Clubhouse Manager		0.75 51,656	0.75 51,656	0.75 51,656
Deputy Director		0.05 5,632	- -	- -
Grounds Coordinator	B	0.67 20,756	- -	- -
Total Enterprise Fund:		1.71 \$ 112,747	0.99 \$ 86,359	0.99 \$ 86,359
TOTAL CITY:		7.12 \$ 404,822	2.70 \$ 219,378	2.70 \$ 219,378

NOTE: All dollar figures are for salaries and benefits; unfunded positions are not shown in departments' FTE headcount.

(A) Personnel change approved by Council since adoption of the 2014 budget.

(B) Amounts shown for Recreation Coordinator and Dance Studio Coordinator positions are net of reduction of \$17,000 each in part-time hours; amount shown for Golf Course Grounds Coordinator is net of reduction of \$14,448 part time.

(C) Position has been budgeted in CED but supervised by DPW as part of the 5th floor customer service team. This change simply moves the position to the CED table of organization.

**CITY OF APPLETON 2015 BUDGET
ASSESSED PROPERTY VALUES**

	01/01/13	01/01/14	Change in Dollars	Change in Percent
Tax Increment Districts # 3 - 10	\$ 148,700,859	\$ 165,535,475	\$ 16,834,616	11.32%
Outagamie County				
Real Estate	3,937,771,200	3,904,693,400	(33,077,800)	-0.84%
Personal Property	128,989,900	117,749,200	(11,240,700)	-8.71%
Total With TID:	4,066,761,100	4,022,442,600	(44,318,500)	-1.09%
Total Without TID:	4,017,009,616	3,961,633,821	(55,375,795)	-1.38%
Calumet County				
Real Estate	661,208,000	656,648,800	(4,559,200)	-0.69%
Personal Property	11,357,500	11,348,400	(9,100)	-0.08%
Total With TID:	672,565,500	667,997,200	(4,568,300)	-0.68%
Total Without TID:	583,530,767	575,689,057	(7,841,710)	-1.34%
Winnebago County				
Real Estate	73,134,300	72,178,700	(955,600)	-1.31%
Personal Property	5,998,400	6,742,200	743,800	12.40%
Total With TID:	79,132,700	78,920,900	(211,800)	-0.27%
Total Without TID:	69,217,010	66,502,347	(2,714,663)	-3.92%
All Counties With TIDs:	\$ 4,818,459,300	\$ 4,769,360,700	\$ (49,098,600)	-1.02%
All Counties Without TIDs:	\$ 4,669,757,393	\$ 4,603,825,225	\$ (65,932,168)	-1.41%

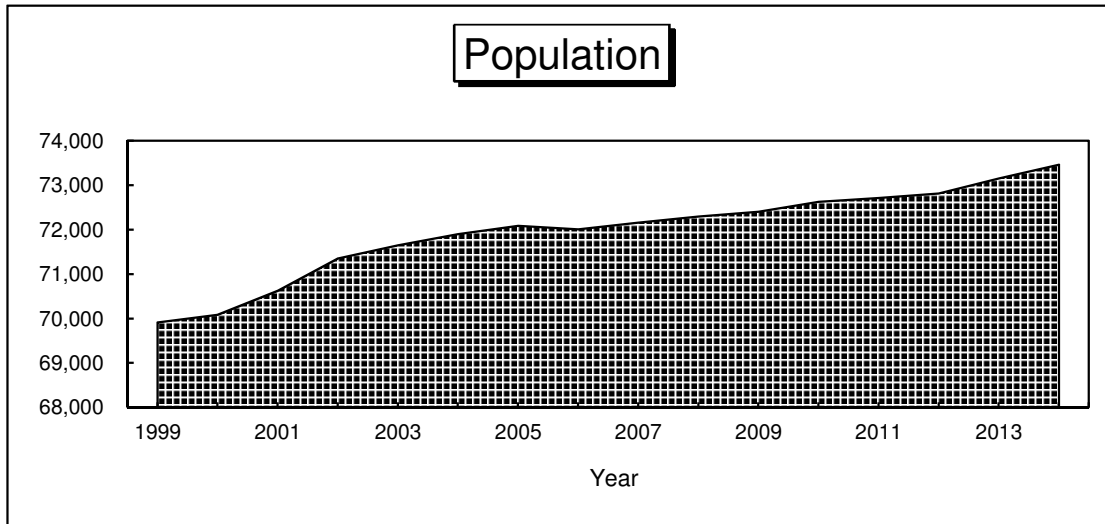
**CITY OF APPLETON 2015 BUDGET
EQUALIZED PROPERTY VALUES**

	01/01/13	01/01/14	Change in Dollars	Change in Percent
TID # 3 Gross	55,370,100	58,900,600	3,530,500	6.38%
Base (1993)	(18,940,800)	(18,940,800)	-	0.00%
Increment	36,429,300	39,959,800	3,530,500	9.69%
TID # 5 Gross	11,645,600	12,046,700	401,100	3.44%
Base (1999)	(4,669,500)	(4,669,500)	-	0.00%
Increment	6,976,100	7,377,200	401,100	5.75%
TID # 6 Gross	97,254,500	102,700,900	5,446,400	5.60%
Base (2000)	(12,141,600)	(12,141,600)	-	0.00%
Increment	85,112,900	90,559,300	5,446,400	6.40%
TID # 7 Gross	35,546,100	37,882,400	2,336,300	6.57%
Base (2007)	(25,657,000)	(25,657,000)	-	0.00%
Increment	9,889,100	12,225,400	2,336,300	23.63%
TID # 8 Gross	10,446,600	16,029,100	5,582,500	53.44%
Base (2009) *	(6,135,100)	(6,135,100)	-	0.00%
Increment	4,311,500	9,894,000	5,582,500	129.48%
TID # 9 Gross	-	22,809,600	22,809,600	100.00%
Base (2013)	-	(21,512,900)	(21,512,900)	100.00%
Increment	-	1,296,700	1,296,700	100.00%
TID # 10 Gross	-	25,936,200	25,936,200	100.00%
Base (2013)	-	(24,543,900)	(24,543,900)	100.00%
Increment	-	1,392,300	1,392,300	100.00%
Total All Increments:	\$ 142,718,900	\$ 162,704,700	\$ 19,985,800	14.00%
Outagamie County				
Real Estate	3,772,702,300	3,846,144,800	73,442,500	1.95%
Personal Property	127,749,200	117,490,800	(10,258,400)	-8.03%
Total With TID:	3,900,451,500	3,963,635,600	63,184,100	1.62%
Total Without TID:	3,852,734,600	3,903,715,600	50,981,000	1.32%
Calumet County				
Real Estate	631,583,100	644,131,100	12,548,000	1.99%
Personal Property	11,357,100	11,200,400	(156,700)	-1.38%
Total With TID:	642,940,200	655,331,500	12,391,300	1.93%
Total Without TID:	557,827,300	564,772,200	6,944,900	1.24%
Winnebago County				
Real Estate	72,922,100	71,018,300	(1,903,800)	-2.61%
Personal Property	5,998,400	6,675,100	676,700	11.28%
Total With TID:	78,920,500	77,693,400	(1,227,100)	-1.55%
Total Without TID:	69,031,400	65,468,000	(3,563,400)	-5.16%
All Counties With TIDs:	\$ 4,622,312,200	\$ 4,696,660,500	\$ 74,348,300	1.61%
All Counties Without TIDs:	\$ 4,479,593,300	\$ 4,533,955,800	\$ 54,362,500	1.21%

* TIF # 8 was amended in 2011 to include the Eagle Flats property, formerly Riverside Paper mill.

CITY OF APPLETON 2015 BUDGET POPULATION ESTIMATES

Year		Outagamie County	Calumet County	Winnebago County	Total
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
2014	Est.	60,783	11,195	1,485	73,463



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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.

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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.

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.

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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.

DEVELOPER FUNDED INCENTIVE: Developer finances its own improvements in a TIF district but signs an agreement with the City guaranteeing that it receives a certain portion of the taxes on the value of the increment for a set number of years or until an agreed upon amount has been attained. Each agreement varies and will also have certain thresholds the developer must attain in order to receive the increment.

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

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appropriate for capital maintenance, public policy, management control, accountability or other purposes.

EQUALIZED VALUE: The State's estimate of the full value of property; used to apportion property tax levies of counties, school districts and municipalities among tax districts.

ERU: Equivalent Residential Unit - the basis of charges for stormwater management, equal to 2,368 square feet of impervious surface.

EXECUTIVE BUDGET: The aggregate of information, proposals and estimates prepared and submitted to the legislative body by the chief executive officer.

EXPENDABLE TRUST FUND: A trust fund whose resources, including both principal and earnings, may be expended. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

EXPENDITURES: Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental transfers. Expenditures exist in governmental funds.

EXPENSES: Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses exist in enterprise and internal service funds.

FACILITIES CHARGES: The fees charged by the Facilities and Construction Management Internal Service Fund for building and equipment maintenance services performed. This fund was formerly known as Central Building Management (CBM) and was discontinued and merged with the Water and Wastewater Utilities as of the 2003 budget, in conformance with the requirements of Governmental Accounting Standards Board Standard #34 (GASB 34). It has been re-established with a City-wide mandate as of the 2007 budget.

FIDUCIARY FUNDS: Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

FISCAL PERIOD: Any period at the end of which a governmental unit determines its financial condition and the results of its operations and closes 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.

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GENERAL FUND: The General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, charges for services and intergovernmental revenues. This fund includes most of the operating services: public protection, park and recreation, library, public works, health services, community development and general administration.

GAAP: Generally Accepted Accounting Principles.

GASB: Governmental Accounting Standards Board.

GENERAL LEDGER: A book, file or other device, which contains the accounts necessary to reflect in summary or in detail the financial operations and the financial condition of a governmental unit.

G.O. (GENERAL OBLIGATION) BONDS/NOTES: Bonds/Notes that finance public projects such as streets, sewers, buildings and improvements. The repayment of these bonds are backed by the "full faith and credit" of the issuing government.

GOVERNMENTAL FUND TYPES: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in proprietary and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

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.

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LABOR POOL (ALLOCATION): The group of laborers and professionals comprising the work force who perform the various labor needs of the City. The City utilizes multiple pools of similarly qualified staff in order to most efficiently match available staff to necessary functions. Personnel costs are charged directly to the various programs used to account for other costs of the activity.

LABOR POOL (UNALLOCATED): The non-chargeable costs of the labor pool work force are accounted for as unallocated labor pool in the examples of certain budgets. These costs include vacation, sick time, funeral, and jury leave.

LAPSING/NON-LAPSING BUDGET: A lapsing budget is one for which spending authority terminates at year-end. All operating and capital budgets are considered lapsing with the exception of grant Special Revenue funds that are legally restricted for certain purposes (such as Housing and Community Development Grants).

LEVY: (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MA: Medical Assistance, a program funded by the State of Wisconsin to help provide necessary medical care and vaccinations to persons in need.

MODIFIED ACCRUAL: Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., when they are both measurable and available and expenditures are recorded when the related fund liability is incurred.

MUNICIPAL CORPORATION: A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population and usually is organized with the consent of its residents.

NONEXPENDABLE TRUST FUND: A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

OPERATING BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

PERFORMANCE MEASUREMENT/PERFORMANCE OBJECTIVES: Various criteria for evaluating the outcomes of various programs, often non-financial measures. General categories include outcomes from the perspective of the direct recipient of the service (client benefits), outcomes from the broader perspective of the City (strategic outcomes), and volume measures or outputs (work process outputs) and efficiency measures (cost per unit).

PROGRAM: A logical grouping of department activities, which serve the same broad objective. Program structure may be distinguished from organization structure because a program concerns objectives, while an organization concerns administration. The program structure, from lowest to highest level, is activity - sub program - program - major program.

PROJECT: A special activity involving expenditures and revenues from State and Federal agencies, e.g., Public Works construction projects.

PROPRIETARY FUND TYPES: The classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise

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2015 BUDGET

GLOSSARY

and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

RESERVES: A segregation of a portion of the unappropriated fund balance for a definite purpose.

RESERVE FOR ENCUMBRANCES: A reserve account that represents open encumbered contracts and purchase orders.

REVENUE: Funds that the government receives as income. It includes such items as taxes, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

REVENUE BONDS: Bonds that finance assets of Enterprise funds. The repayment of these bonds are backed by the revenue stream of the individual enterprise.

SCADA SYSTEM: System Control And Data 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.

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

2015 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.

WHEEL TAX: The Appleton City Council adopted a \$20 per vehicle wheel tax in 2014 to replace special assessments as a funding mechanism for road reconstruction projects. The fee is collected by the State Department of Transportation (which retains 10 cents per vehicle) and remitted to the City on a monthly basis. Per Council action, all proceeds of the wheel tax are restricted for road reconstruction expenditures only.

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
CAPITAL IMPROVEMENTS PROGRAM
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

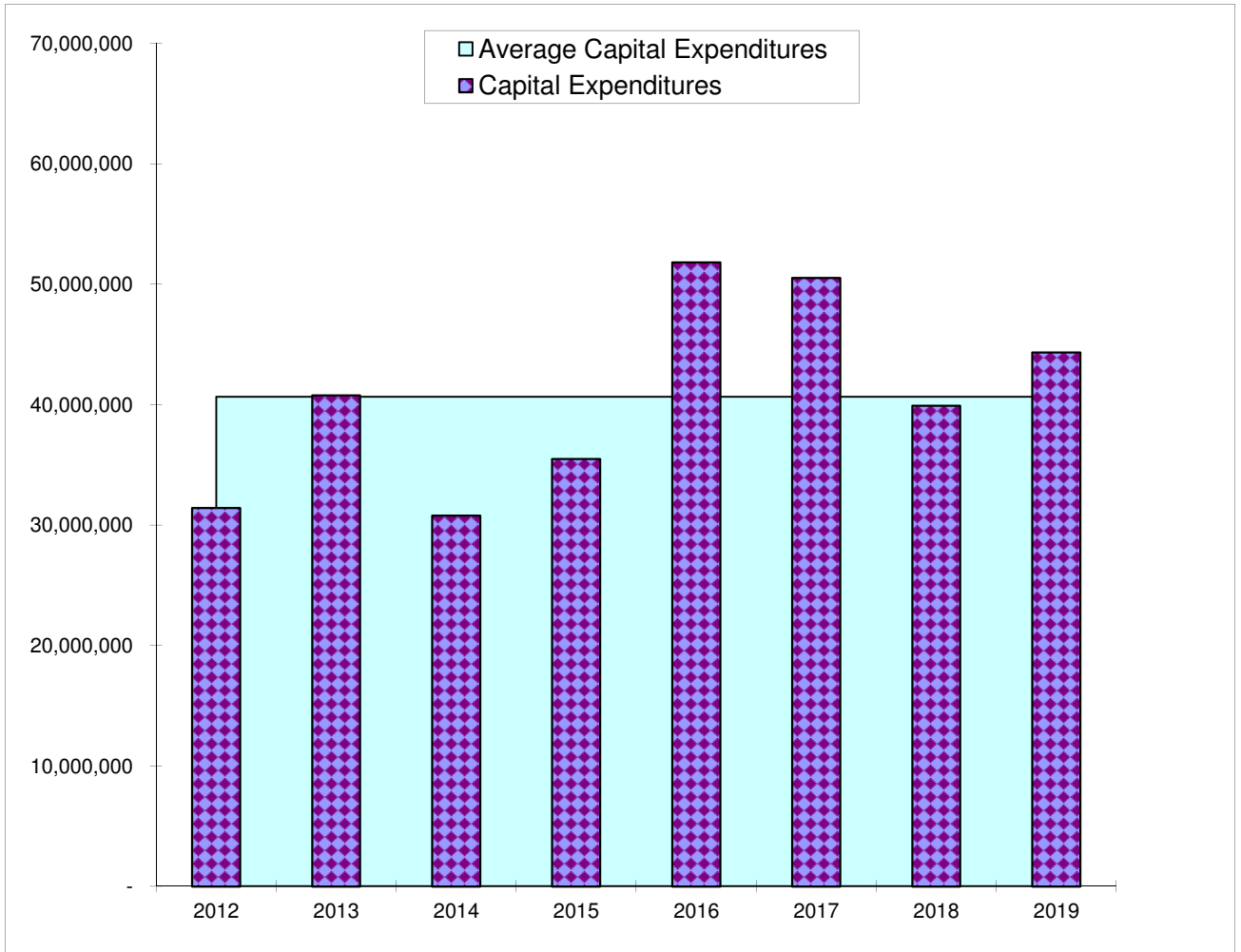
Tax Levy (Pay-As-You-Go): Funds generated through local taxes. In general, the City seeks to fund ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy.

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 five to eight 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.

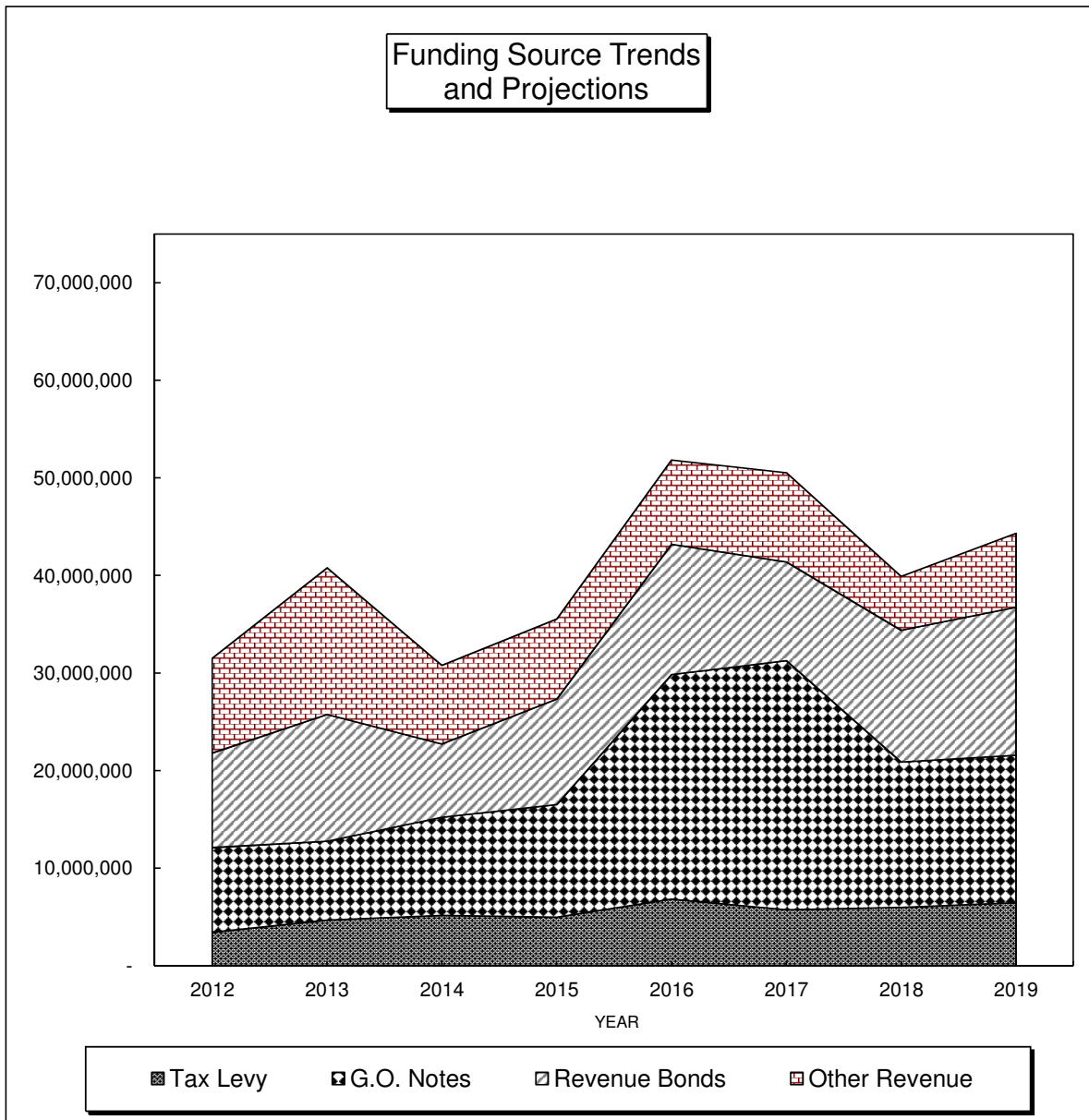
Other: Funds provided by the State of Wisconsin and/or the U.S. Federal Government (grants), contributions by developers to finance their projects, donations or interjurisdictional payments (contractual agreement to provide services to other jurisdictions who then share in the cost of the project, thus reducing the cost to the City).

City of Appleton 2015 Budget CAPITAL IMPROVEMENTS PROGRAM, 2015 - 2019



The chart above illustrates the history of total annual budgeted capital expenditures in comparison with the average for 2012 - 2019. 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 construction of stormwater detention infrastructure to meet the requirements of NR 151/216. The years 2015 - 2017 include funds for planning, land acquisition, design and construction of a new Library building as well as the construction of a new water tower to replace the aging Oneida Street tower and improve storage capacity. The years 2018 - 2019 include funds for a major renovation of the Erb Park swimming pool, the addition of a second raw water line from the lake station to the water treatment facility, the demolition of the Blue parking ramp, and the continued development of the City's stormwater management plan.

City of Appleton 2015 Budget
CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES



This graph represents how the Capital Improvements Program budget is financed. The total for revenue bonds for 2012 - 2019 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 the replacement of the aging water meter radio-read system (2014 - 2017). Additionally, a major project to add a second raw water intake and main to the water treatment facility is included in 2019. Also adding to the amount of revenue bond debt issued during this time period is significant stormwater management infrastructure costs 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 through 2019 include funds for construction of a new Library building, the demolition of the Blue parking ramp, the transition from the City's iSeries mainframe computer to a windows and web based ERP system, and a major renovation of the Erb park swimming pool.

City of Appleton 2015 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2015 - 2019
PROJECT CATEGORY LIST FOR 2015

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	61,809	61,809
582	TIF District # 8 - Eagle Flats	CD	-	357,000	-	-	357,000
583	Bridge Improvements	PW	-	1,129,365	-	-	1,129,365
584	Street Lighting Improvements	PW	-	59,907	-	-	59,907
586	Traffic Camera Program	PW	-	32,820	-	-	32,820
588	Asphalt Paving Program	PW	990,378	-	-	-	990,378
592	Concrete Paving Program	PW	3,391,281	1,333,669	- sd	1,144,244	5,869,194
600	Sidewalk Program	PW	613,910	91,552	- sd	144,215	849,677
602	Stormwater Program	SW	-	-	5,010,000 st	791,624	5,801,624
608	Water Main Program	WD	-	-	1,116,476 w	1,627,913	2,744,389
614	Sanitary Sewer Program	WW	-	-	- s	2,725,712	2,725,712
Facilities							
620	Downtown Development	PRFM/PAR	-	5,390,000	-	-	5,390,000
621	City Fountain Repairs	PRFM	-	30,000	-	-	30,000
623	Grounds Improvements	PRFM	-	25,000	-	-	25,000
624	Hardscape Infrastructure Improvements/Replace.	PRFM	-	330,000	- o	165,000	495,000
625	HVAC Upgrades	PRFM	-	95,000	- s	125,000	220,000
626	Library Moveable Partition Wall	PRFM	-	30,000	-	-	30,000
627	Lighting Upgrades	PRFM	-	75,000	- s	100,000	175,000
628	MSB Floor Drain Repair	PRFM	-	355,000	-	-	355,000
631	Roof Replacement	PRFM	-	450,000	- s	55,000	505,000
632	Safety & Security Improvements	PRFM	-	140,000	-	-	140,000
633	Storage Construction	PRFM	-	50,000	-	-	50,000
634	Parking Utility - Ramp Maintenance	PAR	-	-	- o	95,000	95,000
635	Water Plant Exterior Wall	WF	-	-	- w	70,000	70,000
636	Water Tower Construction	WF	-	-	2,900,000 w	-	2,900,000
638	Wastewater Sludge Storage Improvements	WW	-	-	- s	170,000	170,000
639	Total Maximum Daily Load Facility Planning	WW	-	-	- s	200,000	200,000
Equipment							
641	Emergency Vehicle Traffic Preemption Upgrade	FD	-	125,860	-	-	125,860
642	Training Tower Repairs/Upgrade	FD	-	30,000	-	-	30,000
643	Fire Station Radio Speaker/Communication	FD	-	65,000	-	-	65,000
649	Enterprise Resource Planning (ERP) System	IT	-	125,000	-	-	125,000
650	Information Services Equipment & Infrastructure	IT	-	260,000	-	-	260,000
651	Radio Read System Replacement for Water Meters	WD	-	-	1,788,524	-	1,788,524
654	Tower Mixer Installations	WF	-	-	- w	60,000	60,000
655	Aeration Tank Diffuser Replacement	WW	-	-	- s	100,000	100,000
656	Chlorination/Dechlorination Equipment Replacement	WW	-	-	- s	65,000	65,000
657	Methane Detection System Replacement	WW	-	-	- s	105,000	105,000
658	Midway Lift Station Generator	WW	-	-	- s	95,000	95,000
659	Scarlet Oak Lift Station Renovation	WW	-	-	- s	110,000	110,000
Quality of Life							
663	AMP Master Plan	PRFM	-	25,000	-	-	25,000
665	Erb Park/Pool Renovations	PRFM	-	125,000	-	-	125,000
666	Park ADA Assessments	PRFM	-	75,000	-	-	75,000
669	Playground Areas	PRFM	-	175,000	-	-	175,000
672	Southeast Community Park	PRFM	-	-	- o	200,000	200,000
674	Tennis Courts	PRFM	-	160,000	-	-	160,000
	Issue costs/capitalized labor/available fund balance		-	37,480	-	-	37,480
			\$ 4,995,569	\$ 11,527,653	\$ 10,815,000	\$ 8,210,517	\$ 35,548,739

Other Supplemental Information:

Sewer User Fees (s):	*\$ 3,900,712
Water User Fees (w):	1,872,913
Stormwater User Fees (st):	791,624
Subdivision (sd):	1,288,459
Other (o):	356,809

\$ 8,210,517

* Sewer user fees includes the use of \$270,000 of the DNR Replacement Fund.

City of Appleton 2015 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2015 - 2019
PROJECT CATEGORY LIST FOR 2016

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
579	Miscellaneous Site Acquisition	CD	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
581	TIF District # 6 - Southpoint Commerce Park	CD	-	155,625	- o	63,025	218,650
583	Bridge Improvements	PW	-	561,772	-	-	561,772
584	Street Lighting Improvements	PW	-	59,907	-	-	59,907
585	Traffic Camera Program	PW	-	27,500	-	-	27,500
586	Traffic Sign Retro- reflectivity Mandate	PW	-	310,000	-	-	310,000
588	Asphalt Paving Program	PW	1,750,985	227,648	-	-	1,978,633
592	Concrete Paving Program	PW	3,887,353	1,390,363	- sd	1,384,273	6,661,989
598	Grade & Gravel Program	PW	185,891	587,990	-	-	773,881
600	Sidewalk Program	PW	1,017,095	70,500	- sd	136,594	1,224,189
602	Stormwater Program	SW	-	301,658	8,885,000 st	2,990,121	12,176,779
608	Water Main Program	WD	-	364,980	2,044,941 w	930,914	3,340,835
614	Sanitary Sewer Program	WW	-	180,150	- o	1,661,982	1,842,132
Facilities							
620	Downtown Development	PRFM/PAR	-	14,500,000	-	-	14,500,000
622	Electrical Upgrades	PRFM	-	-	- w	150,000	150,000
623	Grounds Improvements	PRFM	-	45,000	-	-	45,000
624	Hardscape Infrastructure Improvements/Replace.	PRFM	-	315,000	- s	50,000	365,000
625	HVAC Upgrades	PRFM	-	95,000	- o	70,000	165,000
627	Lighting Upgrades	PRFM	-	125,000	- w	50,000	175,000
631	Roof Replacement	PRFM	-	625,000	- o	55,000	680,000
632	Safety & Security Improvements	PRFM	-	-	- o	135,000	135,000
633	Storage Construction	PRFM	-	35,000	-	-	35,000
634	Parking Utility - Ramp Maintenance	PAR	-	-	- o	120,000	120,000
637	Wastewater Sludge Storage Options	WW	-	-	- s	100,000	100,000
Equipment							
641	Emergency Vehicle Traffic Preemption Upgrade	FD	-	130,895	-	-	130,895
642	Training Tower Repairs/Upgrade	FD	-	50,000	-	-	50,000
645	Engineering-Survey Instrument Replacement	PW	-	35,000	-	-	35,000
649	Enterprise Resource Planning (ERP) System	IT	-	2,000,000	-	-	2,000,000
650	Information Services Equipment & Infrastructure	IT	-	35,000	-	-	35,000
651	Radio Read System Replacement for Water Meter	WD	-	-	2,420,059	-	2,420,059
653	Pressure Zone Control Valve Stations	WF	-	-	- w	350,000	350,000
660	Raw Sludge Pump Replacement	WW	-	-	- s	120,000	120,000
Quality of Life							
662	Reid Golf Course Improvements	PRFM	-	-	- o	260,000	260,000
669	Playground Areas	PRFM	-	215,000	-	-	215,000
671	Riverfront Initiatives	PRFM	-	100,000	-	-	100,000
672	Southeast Community Park	PRFM	-	75,000	-	-	75,000
674	Tennis Courts	PRFM	-	140,000	-	-	140,000
675	Trails & Trail Connections	PRFM	-	15,000	-	-	15,000
			\$ 6,841,324	\$ 23,023,988	\$ 13,350,000	\$ 8,626,909	\$ 51,842,221

Other Supplemental Information:

Sewer User Fees (s):	*\$ 1,931,982
Water User Fees (w):	1,530,914
Stormwater User Fees (st):	2,990,121
Subdivision (sd):	1,520,867
Other (o):	653,025
	<u>\$ 8,626,909</u>

* Sewer user fees includes the use of \$120,000 of the DNR Replacement Fund.

City of Appleton 2015 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2015 - 2019
PROJECT CATEGORY LIST FOR 2017

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
679	Miscellaneous Site Acquisition	CD	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
581	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	59,525	59,525
583	Bridge Improvements	PW	-	249,957	-	-	249,957
584	Street Lighting Improvements	PW	-	59,907	-	-	59,907
585	Traffic Camera Program	PW	-	27,500	-	-	27,500
587	Second Raw Water Line	WD	-	-	- w	75,000	75,000
588	Asphalt Paving Program	PW	1,142,166	183,146	- o	61,925	1,387,237
592	Concrete Paving Program	PW	3,869,250	2,985,717	- o	406,144	7,261,111
600	Sidewalk Program	PW	731,869	119,710	- sd	64,284	915,863
602	Stormwater Program	SW	-	-	6,670,000 st	1,625,978	8,295,978
608	Water Main Program	WD	-	-	2,973,271 o	811,296	3,784,567
614	Sanitary Sewer Program	WW	-	-	- s	3,676,925	3,676,925
Facilities							
620	Downtown Development	PRFM/PAR	-	18,500,000	-	-	18,500,000
621	Electrical Upgrades	PRFM	-	-	- s	200,000	200,000
623	Grounds Improvements	PRFM	-	45,000	-	-	45,000
624	Hardscape Infrastructure Improvements/Replace.	PRFM	-	300,000	-	-	300,000
625	HVAC Upgrades	PRFM	-	225,000	- o	190,000	415,000
627	Lighting Upgrades	PRFM	-	75,000	- s	50,000	125,000
631	Roof Replacement	PRFM	-	130,000	-	-	130,000
634	Parking Utility - Ramp Maintenance	PAR	-	-	- o	75,000	75,000
637	Wastewater Sludge Storage Options	WW	-	-	- s	1,500,000	1,500,000
Equipment							
641	Emergency Vehicle Traffic Preemption Upgrade	FD	-	136,131	-	-	136,131
642	Training Tower Repairs/Upgrade	FD	-	158,850	-	-	158,850
644	Folder/Inserter	LGL	-	9,336	- o	18,669	28,005
650	Information Services Equipment & Infrastructure	IT	-	35,000	-	-	35,000
651	Radio Read System Replacement for Water Meters	WD	-	-	486,729	-	486,729
654	Tower Mixer Installations	WF	-	-	- w	60,000	60,000
661	Receiving Station Improvements	WW	-	-	- s	200,000	200,000
Quality of Life							
662	Reid Golf Course Improvements	PRFM	-	-	- o	52,500	52,500
664	AMP Athletic Fields	PRFM	-	155,000	-	-	155,000
665	Erb Park/Pool Renovations	PRFM	-	500,000	-	-	500,000
667	Park Development	PRFM	-	20,000	-	-	20,000
668	Pavilion/Restroom Improvements	PRFM	-	20,000	-	-	20,000
669	Playground Areas	PRFM	-	215,000	-	-	215,000
671	Riverfront Initiatives	PRFM	-	100,000	-	-	100,000
672	Southeast Community Park	PRFM	-	750,000	-	-	750,000
673	Telulah Park Improvements	PRFM	-	25,000	-	-	25,000
674	Tennis Courts	PRFM	-	140,000	-	-	140,000
675	Trails & Trail Connections	PRFM	-	20,000	-	-	20,000
			\$ 5,743,285	\$ 25,535,254	\$ 10,130,000	\$ 9,127,246	\$ 50,535,785

Other Supplemental Information:

Sewer User Fees (s):	*\$ 5,678,148
Water User Fees (w):	980,519
Stormwater User Fees (st):	1,632,201
Subdivision (sd):	64,284
Other (o):	772,094
	<u>\$ 9,127,246</u>

* Sewer user fees include no use of the DNR Replacement Fund.

City of Appleton 2015 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2015 - 2019
PROJECT CATEGORY LIST FOR 2018

Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	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	186,704	186,704
583	Bridge Improvements	PW	-	110,185	-	-	110,185
584	Street Lighting Improvements	PW	-	59,907	-	-	59,907
585	Traffic Camera Program	PW	-	27,500	-	-	27,500
587	Second Raw Water Line	WD	-	-	800,000	-	800,000
588	Asphalt Paving Program	PW	1,350,701	199,473	-	-	1,550,174
592	Concrete Paving Program	PW	3,736,592	1,267,130	- sd	953,938	5,957,660
598	Grade & Gravel Program	PW	-	203,473	- o	279,367	482,840
600	Sidewalk Program	PW	903,531	202,920	- sd	117,414	1,223,865
602	Stormwater Program	SW	-	-	6,670,000 o	1,921,240	8,591,240
608	Water Main Program	WD	-	-	2,550,000 o	1,028,117	3,578,117
614	Sanitary Sewer Program	WW	-	-	1,500,000 o	434,661	1,934,661
Facilities							
620	Downtown Development	PRFM/PAR	-	1,000,000	-	-	1,000,000
622	Electrical Upgrades	PRFM	-	-	- s	200,000	200,000
623	Grounds Improvements	PRFM	-	50,000	-	-	50,000
624	Hardscape Infrastructure Improvements/Replace.	PRFM	-	300,000	-	-	300,000
625	HVAC Upgrades	PRFM	-	40,000	- o	155,000	195,000
627	Lighting Upgrades	PRFM	-	75,000	- w	50,000	125,000
631	Roof Replacement	PRFM	-	250,000	-	-	250,000
634	Parking Utility - Ramp Maintenance	PAR	-	-	- o	130,000	130,000
Equipment							
645	Engineering-Survey Instrument Replacement	PW	-	30,000	-	-	30,000
646	CEA Fuel Site Upgrade	PW	-	100,000	-	-	100,000
650	Information Services Equipment & Infrastructure	IT	-	350,000	-	-	350,000
661	Receiving Station Improvements	WW	-	-	2,000,000 s	-	2,000,000
Quality of Life							
662	Reid Golf Course Improvements	PRFM	-	-	- o	57,500	57,500
664	AMP Athletic Fields	PRFM	-	600,000	-	-	600,000
665	Erb Park/Pool Renovations	PRFM	-	5,950,000	-	-	5,950,000
667	Park Development	PRFM	-	300,000	-	-	300,000
668	Pavilion/Restroom Improvements	PRFM	-	400,000	-	-	400,000
669	Playground Areas	PRFM	-	215,000	-	-	215,000
671	Riverfront Initiatives	PRFM	-	1,150,000	-	-	1,150,000
672	Southeast Community Park	PRFM	-	750,000	-	-	750,000
673	Telulah Park Improvements	PRFM	-	300,000	-	-	300,000
674	Tennis Courts	PRFM	-	250,000	-	-	250,000
675	Trails & Trail Connections	PRFM	-	465,000	-	-	465,000
			\$ 5,990,824	\$ 14,895,588	\$ 13,520,000	\$ 5,513,941	\$ 39,920,353

Other Supplemental Information:

Sewer User Fees (s):	*\$	630,561
Water User Fees (w):		882,167
Stormwater User Fees (st):		1,686,940
Subdivision (sd):		1,071,352
Other (o):		1,242,921
		<u>\$ 5,513,941</u>

* Sewer user fees include no use of the DNR Replacement Fund.

City of Appleton 2015 Budget
CAPITAL IMPROVEMENTS PROGRAM, 2015 - 2019
PROJECT CATEGORY LIST FOR 2019

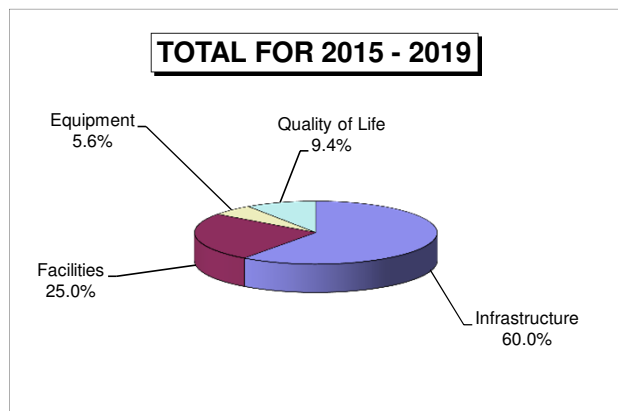
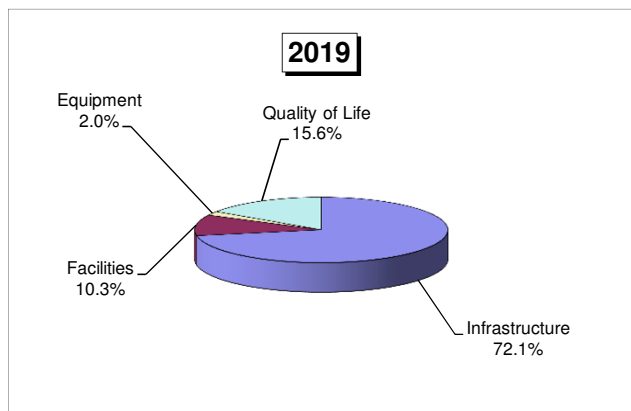
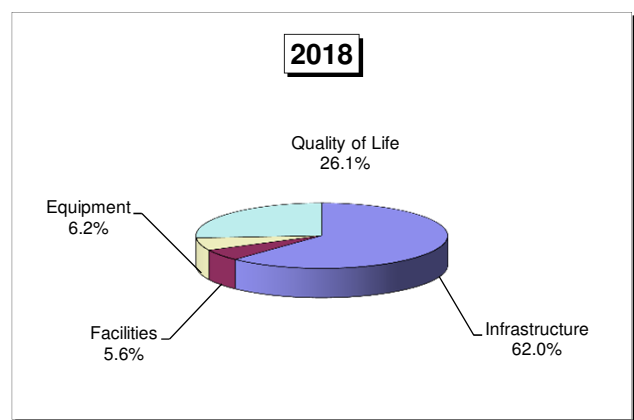
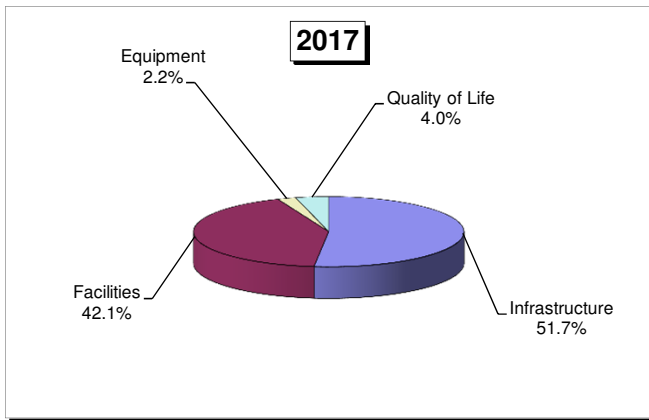
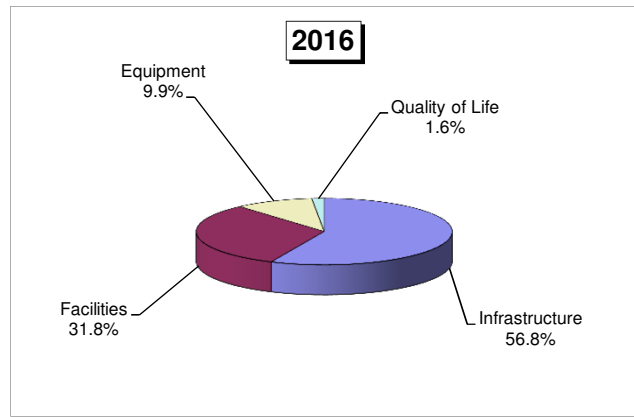
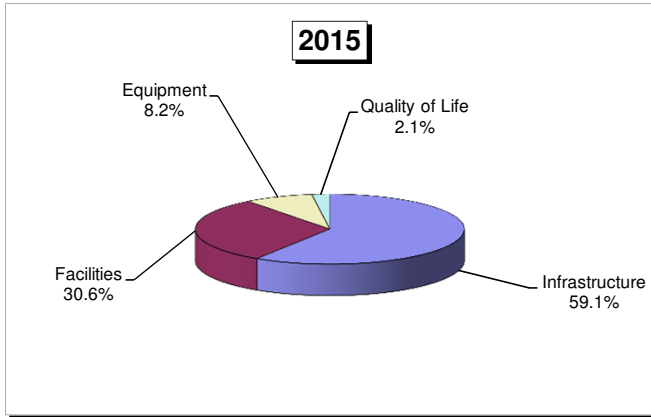
Page	Project	Dept Code	Funding Source				Project Total
			Tax Levy	G.O. Notes	Rev. Bonds	Other	
Infrastructure							
579	Miscellaneous Site Acquisition	CD	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000
581	TIF District # 6 - Southpoint Commerce Park	CD	-	-	- o	61,525	61,525
583	Bridge Improvements	PW	-	456,202	-	-	456,202
584	Street Lighting Improvements	PW	-	59,907	-	-	59,907
585	Traffic Camera Program	PW	-	27,500	-	-	27,500
587	Second Raw Water Line	WD	-	-	7,585,000	-	7,585,000
588	Asphalt Paving Program	PW	1,186,796	-	-	-	1,186,796
592	Concrete Paving Program	PW	4,458,013	1,763,071	- sd	138,939	6,360,023
598	Grade & Gravel Program	PW	-	-	- o	320,084	320,084
600	Sidewalk Program	PW	848,450	236,000	- sd	41,500	1,125,950
602	Stormwater Program	SW	-	-	6,670,000 o	1,895,829	8,565,829
608	Water Main Program	WD	-	-	915,000 o	2,778,212	3,693,212
614	Sanitary Sewer Program	WW	-	-	- o	2,185,726	2,185,726
Facilities							
620	Downtown Development	PRFM/PAR	-	3,000,000	-	-	3,000,000
623	Grounds Improvements	PRFM	-	50,000	-	-	50,000
624	Hardscape Infrastructure Improvements/Replace.	PRFM	-	300,000	-	-	300,000
625	HVAC Upgrades	PRFM	-	40,000	- w	50,000	90,000
627	Lighting Upgrades	PRFM	-	75,000	-	-	75,000
630	PRFM Operations Center	PRFM	-	325,000	-	-	325,000
633	Storage Construction	PRFM	-	650,000	-	-	650,000
634	Parking Utility - Ramp Maintenance	PAR	-	-	- o	100,000	100,000
Equipment							
640	Additional Vehicle for Station # 6	FD	-	750,000	-	-	750,000
647	Digital Radios	PW	-	120,000	-	-	120,000
Quality of Life							
662	Reid Golf Course Improvements	PRFM	-	-	- o	10,000	10,000
664	AMP Athletic Fields	PRFM	-	225,000	-	-	225,000
665	Erb Park/Pool Renovations	PRFM	-	845,000	-	-	845,000
667	Park Development	PRFM	-	1,700,000	-	-	1,700,000
668	Pavilion/Restroom Improvements	PRFM	-	400,000	-	-	400,000
669	Playground Areas	PRFM	-	215,000	-	-	215,000
671	Riverfront Initiatives	PRFM	-	2,320,000	-	-	2,320,000
672	Southeast Community Park	PRFM	-	750,000	-	-	750,000
673	Telulah Park Improvements	PRFM	-	100,000	-	-	100,000
674	Tennis Courts	PRFM	-	100,000	-	-	100,000
675	Trails & Trail Connections	PRFM	-	250,000	-	-	250,000
			\$ 6,493,259	\$ 15,107,680	\$ 15,170,000	\$ 7,581,815	\$ 44,352,754

Other Supplemental Information:

Sewer User Fees (s):	*\$ 1,976,226
Water User Fees (w):	2,510,512
Stormwater User Fees (st):	1,622,979
Subdivision (sd):	180,439
Other (o):	1,291,659
	<u>\$ 7,581,815</u>

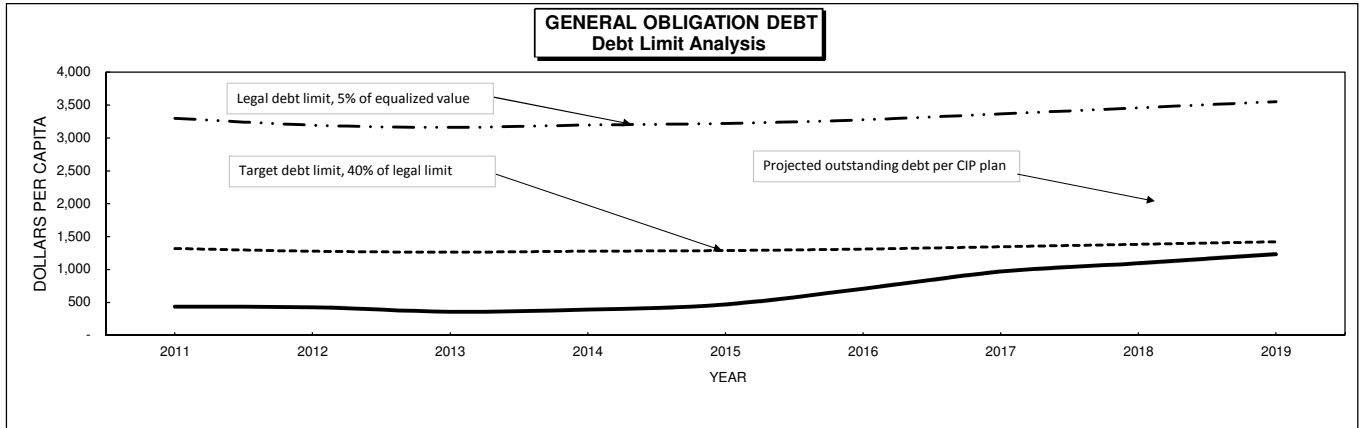
* Sewer user fees include no use of the DNR Replacement Fund.

**CITY OF APPLETON 2015 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2015 - 2019
CAPITAL PROJECTS BY CATEGORY**



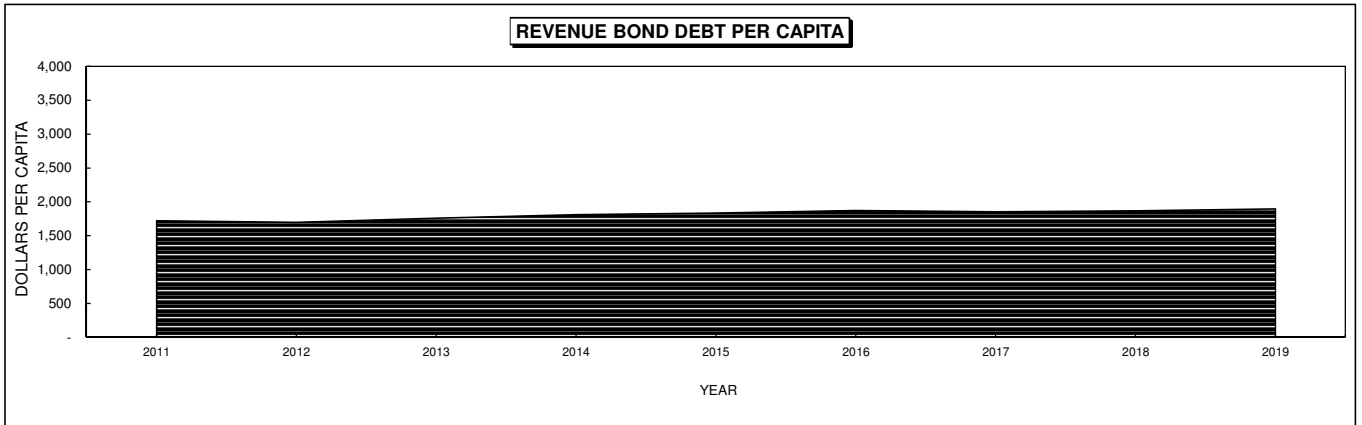
City of Appleton 2015 Budget Outstanding Debt

	2011	2012	2013	2014	2015	2016	2017	2018	2019
Equalized Value	4,797,103,500	4,651,408,600	4,622,312,200	4,696,660,500	4,743,627,100	4,838,499,600	4,983,654,600	5,133,164,200	5,287,159,100
Legal G.O. Debt Limit	239,855,175	232,570,430	231,115,610	234,833,025	237,181,355	241,924,980	249,182,730	256,658,210	264,357,955
Outstanding G.O. Debt	31,695,977	30,984,868	26,226,948	28,606,948	34,563,194	52,276,166	71,692,353	81,271,302	91,632,302
Population	72,715	72,810	73,150	73,463	73,652	73,841	74,031	74,221	74,412
G.O. Debt per Capita									
Legal Limit	3,299	3,194	3,159	3,197	3,220	3,276	3,366	3,458	3,553
Policy Limit	1,319	1,278	1,264	1,279	1,288	1,311	1,346	1,383	1,421
Actual	436	426	359	389	469	708	968	1,095	1,231
Revenue Bonds									
Outstanding Bonds	125,358,020	123,665,000	128,915,000	133,210,000	135,140,000	138,409,250	137,361,000	138,781,250	141,220,500
Revenue Bonds per Capita	1,724	1,698	1,762	1,813	1,835	1,874	1,855	1,870	1,898

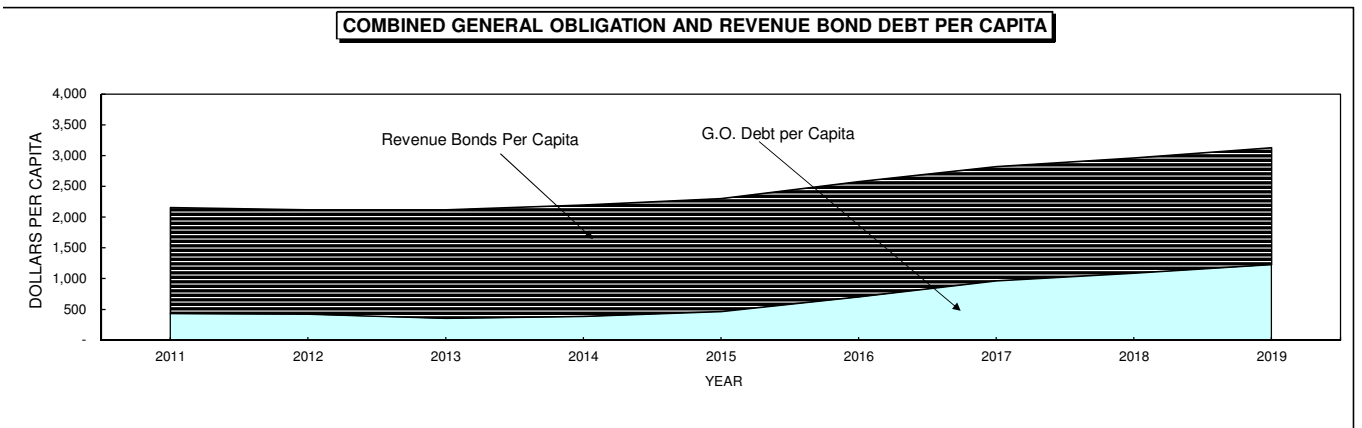


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2015- 2019 include estimates for population and equalized valuation figures based on the actual increase experienced from 2011- 2014.

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 2015 Budget
CAPITAL IMPROVEMENTS PROGRAM**

NOTES

CITY OF APPLETON CAPITAL IMPROVEMENTS PROGRAM 2015 - 2019 PROJECT REQUEST FORMS

Project request forms for those projects to be funded in the 2015 - 2019 Capital Improvements Program are included in this section.

**CITY OF APPLETON 2015 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2015-2019
PROJECT CATEGORY LIST**

Page	Project	Dept Code	2015	2016	2017	2018	2019
Infrastructure							
579	Miscellaneous Site Acquisition	CD	\$ 350,000	\$ 250,000	\$ 350,000	\$ 250,000	\$ 350,000
581	TIF District # 6 - Southpoint Commerce Park	CD	61,809	218,650	59,525	186,704	61,525
582	TIF District # 8 - Eagle Flats	CD	357,000	-	-	-	-
583	Bridge Improvements	PW	1,129,365	561,772	249,957	110,185	456,202
584	Street Lighting Improvements	PW	59,907	59,907	59,907	59,907	59,907
585	Traffic Camera Program	PW	32,820	27,500	27,500	27,500	27,500
586	Traffic Sign Retro-reflectivity Mandate	PW	-	310,000	-	-	-
587	Second Raw Water Line	WF	-	-	75,000	800,000	7,585,000
588	Asphalt Paving Program	PW	990,378	1,978,633	1,387,237	1,550,174	1,186,796
592	Concrete Paving Program	PW	5,869,194	6,661,989	7,261,111	5,957,660	6,360,023
598	Grade & Gravel Program	PW	-	773,881	-	482,840	320,084
600	Sidewalk Program	PW	849,677	1,224,189	915,863	1,223,865	1,125,950
602	Stormwater Program	SW	5,801,624	12,176,779	8,295,978	8,591,240	8,565,829
608	Water Main Program	WD	2,744,389	3,340,835	3,784,567	3,578,117	3,693,212
614	Sanitary Sewer Program	WW	2,725,712	1,842,132	3,676,925	1,934,661	2,185,726
Facilities							
620	Downtown Development	PRFM/PAR	5,390,000	14,500,000	18,500,000	1,000,000	3,000,000
621	City Fountain Repairs	PRFM	30,000	-	-	-	-
622	Electrical Upgrades	PRFM	-	150,000	200,000	200,000	-
623	Grounds Improvements	PRFM	25,000	45,000	45,000	50,000	50,000
624	Hardscape Infrastructure Improvements/Replace.	PRFM	495,000	365,000	300,000	300,000	300,000
625	HVAC Upgrades	PRFM	220,000	165,000	415,000	195,000	90,000
626	Library Moveable Partition Wall	PRFM	30,000	-	-	-	-
627	Lighting Upgrades	PRFM	175,000	175,000	125,000	125,000	75,000
628	MSB Floor Drain Repair	PRFM	355,000	-	-	-	-
630	PRFM Operations Center	PRFM	-	-	-	-	325,000
631	Roof Replacements	PRFM	505,000	680,000	130,000	250,000	-
632	Safety & Security Improvements	PRFM	140,000	135,000	-	-	-
633	Storage Construction	PRFM	50,000	35,000	-	-	650,000
634	Parking Utility - Ramp Maintenance	PAR	95,000	120,000	75,000	130,000	100,000
635	Water Plant Exterior Wall	WF	70,000	-	-	-	-
636	Water Tower Construction	WF	2,900,000	-	-	-	-
637	Wastewater Sludge Storage Options	WW	-	100,000	1,500,000	-	-
638	Wastewater Solids Storage Improvements	WW	170,000	-	-	-	-
639	Total Max. Daily Load Facility Planning	WW	200,000	-	-	-	-
Equipment							
640	Additional Vehicle for Station # 6	FD	-	-	-	-	750,000
641	Emergency Vehicle Traffic Preemption Upgrade	FD	125,860	130,895	136,131	-	-
642	Training Tower Repairs/Upgrade	FD	30,000	50,000	158,850	-	-
643	Fire Station Radio Speaker/Communications	FD	65,000	-	-	-	-
644	Folder/Insertor	LGL	-	-	28,005	-	-

**CITY OF APPLETON 2015 BUDGET
CAPITAL IMPROVEMENTS PROGRAM, 2015-2019
PROJECT CATEGORY LIST**

Page	Project	Dept Code	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Equipment - Continued							
645	Engineering-Survey Instrument Replacement	PW	-	35,000	-	30,000	-
646	CEA Fuel Site Upgrades	PW	-	-	-	100,000	-
647	Digital Radios	PW	-	-	-	-	120,000
649	Enterprise Resource Planning (ERP) System	IT	125,000	2,000,000	-	-	-
650	Information Technology Equipment & Infrastructure	IT	260,000	35,000	35,000	350,000	-
651	Radio-Read System Replacement for Water Meters	WD	1,788,524	2,420,059	486,729	-	-
653	Pressure Zone Control Valve Stations	WF	-	350,000	-	-	-
654	Tower Mixer Installations	WF	60,000	-	60,000	-	-
655	Aeration Tank Diffuser Replacement	WW	100,000	-	-	-	-
656	Chlorination/Dechlorination Equipment Replacement	WW	65,000	-	-	-	-
657	Methane Detection System Replacement	WW	105,000	-	-	-	-
658	Midway Lift Station Generator	WW	95,000	-	-	-	-
659	Scarlet Oak Lift Station Improvements	WW	110,000	-	-	-	-
660	Raw Sludge Pump Replacement	WW	-	120,000	-	-	-
661	Receiving Station Improvements	WW	-	-	200,000	2,000,000	-
Quality of Life							
662	Reid Golf Course Improvements	PRFM	-	260,000	52,500	57,500	10,000
663	AMP Master Plan	PRFM	25,000	-	-	-	-
664	AMP/Athletic Fields	PRFM	-	-	155,000	600,000	225,000
665	Erb Park/Pool Renovations	PRFM	125,000	-	500,000	5,950,000	845,000
666	Park ADA Assessments	PRFM	75,000	-	-	-	-
667	Park Development	PRFM	-	-	20,000	300,000	1,700,000
668	Pavilion/Restroom Improvements	PRFM	-	-	20,000	400,000	400,000
669	Playground Areas	PRFM	175,000	215,000	215,000	215,000	215,000
670	Riverfront Initiatives	PRFM	-	100,000	100,000	1,150,000	2,320,000
671	Southeast Community Park	PRFM	200,000	75,000	750,000	750,000	750,000
672	Telulah Park Improvements	PRFM	-	-	25,000	300,000	100,000
673	Tennis Courts	PRFM	160,000	140,000	140,000	250,000	100,000
674	Trails & Trail Connections	PRFM	-	15,000	20,000	465,000	250,000
			<u>\$35,511,259</u>	<u>\$51,842,221</u>	<u>\$50,535,785</u>	<u>\$39,920,353</u>	<u>\$44,352,754</u>
Issue costs/capitalized labor/available fund balance			37,480				
Net			<u>\$35,548,739</u>				

CITY OF APPLETON 2015 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: A Master Plan have identified areas where redevelopment may be appropriate. The ability of the City to acquire properties in these areas as properties become available will enhance our ability to influence meaningful redevelopment.

This request is for funding Appleton Redevelopment Authority to complete next steps in the redevelopment of opportune acquisitions properties and projects that become available within areas of the City that are in need of redevelopment. These redevelopment projects will become part of a developed plan to revive depressed areas of the City. Funding is requested for demolition and site preparation activities, including infrastructure improvements, planning and analysis to support redevelopment projects.

An example may be demolition of a blighted building, mitigation of a brownfield site and redevelopment to bring the site to community re-use.

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		2015	2016	2017	2018	2019	Total
Community Development	Legal, planning, consulting	350,000	-	-	250,000	-	\$ 600,000
	Site acquisition	-	250,000	-	-	350,000	\$ 600,000
	Demolition, site prep infrastructure	-	-	350,000	-	-	\$ 350,000
Total - Community Development Capital Projects Fund		\$ 350,000	\$ 250,000	\$ 350,000	\$ 250,000	\$ 350,000	\$ 1,550,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	350,000	-	-	250,000	-	\$ 600,000
Land Acquisition	-	250,000	-	-	350,000	\$ 600,000
Construction	-	-	350,000	-	-	\$ 350,000
Other	-	-	-	-	-	\$ -
Total	\$ 350,000	\$ 250,000	\$ 350,000	\$ 250,000	\$ 350,000	\$ 1,550,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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 2015 - 2018 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 2018 and beyond 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 2018 to fund these costs. Eligible expenditures may be made in TIF #6 until February 14, 2018.

City infrastructure not included in cost summary below for 2015 includes:

	TIF # 6	Industrial Park Land Fund	Project Page
Sidewalk Program	\$ 16,732	\$ -	Page 600

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	2015	2016	2017	2018	2019	Total
Comm Dev Non-City Improvements	-	-	-	86,250	-	\$ 86,250
Comm Dev Site Grading/Prep	-	-	-	10,000	-	\$ 10,000
Comm Dev Administration	-	-	34,000	46,525	61,525	\$ 142,050
Comm Dev San. Area Assess.	-	-	-	43,929	-	\$ 43,929
Industrial Park Land Fund	-	-	34,000	186,704	61,525	\$ 282,229
Comm Dev Non-City Improvements	16,284	125,625	-	-	-	\$ 141,909
Comm Dev Site Grading/Prep	-	30,000	-	-	-	\$ 30,000
Comm Dev Administration	45,525	25,525	25,525	-	-	\$ 96,575
Comm Dev San. Area Assess.	-	37,500	-	-	-	\$ 37,500
TIF # 6	61,809	218,650	25,525	-	-	\$ 305,984
Total - Southpoint Commerce Park Capital Projects	\$ 61,809	\$ 218,650	\$ 59,525	\$ 186,704	\$ 61,525	\$ 588,213

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	16,284	155,625	-	96,250	-	\$ 268,159
Other	45,525	63,025	59,525	90,454	61,525	\$ 320,054
Total	\$ 61,809	\$ 218,650	\$ 59,525	\$ 186,704	\$ 61,525	\$ 588,213
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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 (5/20/2036) 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	2015	2016	2017	2018	2019	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	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	357,000	-	-	-	-	\$ 357,000
Other	-	-	-	-	-	\$ -
Total	\$ 357,000	\$ -	\$ -	\$ -	\$ -	\$ 357,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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. Our 2013 application was accepted and approved for 2015 construction funds. Design for construction will continue through the end of 2014, while the City led underground work will take place in 2014. This project will receive 80% cost sharing from the State. 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 as well as adding stairs from Prospect Avenue to Water Street. The stairs will be constructed as a separate project after the 2015 construction project.

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 Street and will apply for South Island Street in 2015. Design for Lawe Street will be complete in 2014 and is receiving a 80% cost share from the State. We have applied for construction funding for Lawe Street and anticipate applying for construction funds for South Island Street in 2015 and anticipate an 80% cost share from the State. Lawe Street construction is set for 2016. 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 5-10 years. The design (2018) and construction (2019) date 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.

Old Oneida Street over S. Power Canal

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	2015	2016	2017	2018	2019	Total
Public Works						
Prospect Ave. over Jackman St.	1,129,365	-	-	-	-	\$ 1,129,365
Lawe St. over power canal	-	526,772	-	-	-	\$ 526,772
S. Island St. over power canal	-	35,000	249,957	-	-	\$ 284,957
Roemer Rd. over drainage ditch	-	-	-	70,185	456,202	\$ 526,387
Lawe St. over Fox River	-	-	-	20,000	-	\$ 20,000
Olde Oneida St. over S. canal	-	-	-	20,000	-	\$ 20,000
Total - Public Works Capital Projects Fund	\$ 1,129,365	\$ 561,772	\$ 249,957	\$ 110,185	\$ 456,202	\$ 2,507,481

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2015	2016	2017	2018	2019	
Planning	-	35,000	68,141	20,000	-	\$ 123,141
Construction	1,074,200	488,156	120,382	90,185	456,202	\$ 2,229,125
Other	55,165	38,616	61,434	-	-	\$ 155,214
Total	\$ 1,129,365	\$ 561,772	\$ 249,957	\$ 110,185	\$ 456,202	\$ 2,507,481
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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 roadway street light fixtures over an eight-year period in an effort to reduce electrical usage, operational costs, and environmental impacts (approximately 40 fixtures per year).

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 20 to 30 years with little or no scheduled maintenance (metal halide fixtures must be relamped every 2-3 years). The payback period for LED retrofits in this case would be 11-13 years, making them a solid investment for the City. At full implementation, these retrofitted LED fixtures (300 fixtures over an eight-year period) will save the City approximately \$36,000 per year in electrical and maintenance costs and will reduce associated CO2 emissions by approximately 292,000 pounds per year (the equivalent of removing 28 cars from the road or replacing about 3,450 incandescent household lamps with compact fluorescent lamps).

Discussion of operating cost impact:

Operating costs are driven downward when existing street lights are retrofitted with LED (or similar) technology.

Project	Operating Cost Impact				
	2015	2016	2017	2018	2019
LED Retrofits - Decorative	(3,880)	(8,000)	(12,360)	(16,960)	(21,800)
Total	<u>(3,880)</u>	<u>(8,000)</u>	<u>(12,360)</u>	<u>(16,960)</u>	<u>(21,800)</u>

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
Public Works LED Street Light Retrofits	59,907	59,907	59,907	59,907	59,907	\$ 299,536
	-					\$ -
Total - Public Works Cap Projects Fund	\$ 59,907	\$ 59,907	\$ 59,907	\$ 59,907	\$ 59,907	\$ 299,536

COST ANALYSIS

Components	Estimated Cash Flows					
	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	56,000	56,000	56,000	56,000	56,000	280,000
Other	3,907	3,907	3,907	3,907	3,907	19,536
Total	\$ 59,907	\$ 59,907	\$ 59,907	\$ 59,907	\$ 59,907	\$ 299,536
Operating Cost Impact	\$ (3,880)	\$ (8,000)	\$ (12,360)	\$ (16,960)	\$ (21,800)	\$ (63,000)

CITY OF APPLETON 2015 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 identified locations where expansion of cameras would provide the best return on investment. A total of 45 traffic camera sites were identified and prioritized which has served as a general roadmap for implementation. Additional cameras would be located in the central business district, along designated arterial streets, and along a section of USH 41 between Richmond Street and State Highway 441, where the Appleton Police Department has jurisdiction. This program began in 2010 and is proposed to continue through 2016. Beyond 2016, funding would shift from expansion to maintenance, including equipment replacements and upgrades.

Discussion of operating cost impact:

Traffic Camera Program: Initially, this program will have negligible operating cost impact. However, over time, the equipment will require maintenance and eventual replacement. Maintenance costs are anticipated to average \$250 per location per year. Replacement of the cameras and other appurtenant hardware will need to occur approximately every 8-10 years, at an anticipated cost of \$2,000 per location.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
Public Works						
Traffic Camera Program	32,820	27,500	27,500	27,500	27,500	\$ 142,820
Total - Public Works Capital Projects Fund	<u>\$ 32,820</u>	<u>\$ 27,500</u>	<u>\$ 27,500</u>	<u>\$ 27,500</u>	<u>\$ 27,500</u>	<u>\$ 142,820</u>

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	30,000	25,000	25,000	25,000	25,000	130,000
Other	2,820	2,500	2,500	2,500	2,500	12,820
Total	<u>\$ 32,820</u>	<u>\$ 27,500</u>	<u>\$ 27,500</u>	<u>\$ 27,500</u>	<u>\$ 27,500</u>	<u>\$ 142,820</u>
Operating Cost Impact	<u>\$ 1,750</u>	<u>\$ 1,750</u>	<u>\$ 1,750</u>	<u>\$ 1,750</u>	<u>\$ 1,750</u>	<u>\$ 8,750</u>

CITY OF APPLETON 2015 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 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 originally required that all substandard traffic signs be brought into compliance (replaced) by 2015 or 2018, depending on the type of sign. While the deadlines associated with this mandate were recently eliminated, local agencies are still obligated to replace signs as they reach the end of their useful life, as identified by our sign inventory management system.

After accounting for replacements that have taken place in prior years and replacements that are scheduled in 2014 and 2015, we will be left with approximately 4,100 signs that will have reached the end of their useful life and will need to be replaced in subsequent years. Since we are able to replace approximately 1,000 signs per year with our current staffing level in the Sign Shop, the remainder of the work associated with this mandate (approximately 2,100 signs) will need to be contracted in order to comply with the requirements.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	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	2015	2016	2017	2018	2019	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 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Second Raw Water Line

PROJECT DESCRIPTION

Justification:

The Appleton Water Treatment Facility (AWTF) serves the citizens of Appleton and wholesale customers in Grand Chute, Sherwood, and the Waverly Sanitary District. The AWTF draws raw water from Lake Winnebago through preliminary treatment at the raw water lake station. Once treated, the raw water is pumped to the AWTF via a 42" pipe line for further treatment. The intent of this project is to create reliability and redundancy in the raw water processing areas where there is a need or lack of redundancy.

The existing lake intake consists of a single four foot diameter pipe with two bell intakes. The intakes' configuration and building materials are prone to icing events that stop raw water. 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 to the AWTF. The current screen has reached its useful life and is in need of a replacement. This project will provide a second raw water pipe, replacement screen, and a screenings conveyance system for the wastes to be collected. New screening technologies allow for greater removals of contaminants.

This project includes the construction of a second raw water pipe line from the lake station to the AWTF. The current single raw water pipe runs to the plant over approximately one mile from the lake station to the plant via a circa 1960's 42 inch raw water pipe. There is insufficient space for a second raw water pipe in the current route along Oneida Street. A 2017 study will provide recommendations for land procurement, easements, and permits where necessary to support the future second raw water pipe line construction in 2019.

This project will also explore a treated water interconnection with the City and/or Town of Menasha. The City has had discussions with the City of Menasha and Town of Menasha regarding potential interconnections to provide additional supply and redundancy when and if needed. In addition, the State Department of Natural Resources has recommended that Appleton pursue an emergency finished water interconnection. One potential option is an interconnection with the Town of Menasha at a location along Oneida Street where the water mains of the City and Town are in close proximity to Appleton's.

The indirect cost of losing the ability to serve its customers could involve liability claims against the city and all costs associated with failure to produce water. This project consists of conducting a pre-engineering study of the alternatives in 2017 that includes development of a firm estimate of construction costs. Construction of a second feeder line or City of Menasha interconnection will bring redundancy to the new water treatment plant.

Discussion of operating cost impact:

There is no operating cost increase to this project and the potential to avoid liability claims for loss of service.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
Water Utility	Engineering	-	-	75,000	800,000	-	\$ 875,000
	Construction	-	-	-	-	7,585,000	\$ 7,585,000
Total - Water Utility Capital Projects Fund		\$ -	\$ -	\$ 75,000	\$ 800,000	\$ 7,585,000	\$ 8,460,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	75,000	800,000	-	\$ 875,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	7,585,000	\$ 7,585,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 75,000	\$ 800,000	\$ 7,585,000	\$ 8,460,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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	2015	2016	2017	2018	2019	Total
Public Works - Reconstruction General Fund	990,378	1,750,985	1,204,091	1,350,701	1,186,796	\$ 6,482,951
Public Works - Construction						
TIF # 6	-	148,436	-	199,473	-	\$ 347,909
TIF # 9	-	79,212	-	-	-	\$ 79,212
TIF # 10	-	-	183,146	-	-	\$ 183,146
Public Works - Construction	-	-	-	-	-	\$ -
Public Works - Developer Escrow Subdivision Fund	-	-	-	95,993	73,304	\$ 169,297
	-	-	-	95,993	73,304	\$ 169,297
Total - Asphalt - City	\$ 990,378	\$ 1,978,633	\$ 1,387,237	\$ 1,550,174	\$ 1,186,796	\$ 7,093,218
Total - Asphalt Paving Program	\$ 990,378	\$ 1,978,633	\$ 1,387,237	\$ 1,646,167	\$ 1,260,100	\$ 7,262,515

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	723,116	1,707,737	1,125,805	1,378,667	1,025,100	\$ 5,960,425
Other	267,262	270,896	261,432	267,500	235,000	\$ 1,302,090
Total	\$ 990,378	\$ 1,978,633	\$ 1,387,237	\$ 1,646,167	\$ 1,260,100	\$ 7,262,515
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2015	Street	From	To	General Fund Asphalt	TIF # 6	TIF # 9	Total Cost
Labor Pool				228,924			228,924
CEA				38,338			38,338
Consultant				5,000			5,000
Following Grade and Gravel							-
							-
	Subtotal			-	-	-	-
Partial Reconstruction	Frances St	Mason St	Locust St	145,192			145,192
							-
	Subtotal			145,192	-	-	145,192
Total Reconstruction	Ashbrook St	Shasta La	Juniper La	41,806			41,806
	Eldorado St	Catherine St	Wood St	120,288			120,288
	Friendly St	Shasta La	Juniper La	39,034			39,034
	Ivy St	Shasta La	Juniper La	39,034			39,034
	Juniper La	Ashbrook St	Vermillion St	96,535			96,535
	Primrose La	Oneida St	Friendly La	52,659			52,659
	Shasta La	Ashbrook St	Vermillion St	96,535			96,535
	Vermillion St	Shasta La	Juniper La	44,684			44,684
	Wood St	Eldorado St	North St	42,349			42,349
	Subtotal			572,924	-	-	572,924
Total Asphalt Pavement				\$ 990,378	\$ -	\$ -	990,378

2016	Street	From	To	General Fund Asphalt	TIF # 6	TIF # 9	Total Cost
Labor Pool				235,000			235,000
CEA				32,450		3,446	35,896
Consultant				5,000			5,000
Following Grade and Gravel	Milis Dr	Alliance Dr	Eisenhower Dr		59,880		59,880
	Road H	Vantage Dr	Milis Dr		46,457		46,457
	Vantage Dr	Lakeland Dr	Eisenhower Dr		42,099		42,099
	Subtotal			-	148,436	-	148,436
Overlay	Pershing St	Meade St	Ballard Rd	315,389			315,389
	Subtotal			315,389			315,389
Partial Reconstruction	Coop Rd	Midway Rd	Lorna Lane	142,908			142,908
	Madison St	Fremont St - 940' s	Calumet St	59,497			59,497
	Sanders St	Seymour St	Verbrick St	47,334			47,334
	Subtotal			249,739	-	-	249,739
Total Reconstruction	Douglas St	College Ave	Packard St	204,098			204,098
	Hancock St	Lawe St	Meade St	-		75,766	75,766
	Hancock St	Meade St	Rankin St	78,483			78,483
	McKinley St	Jackson St	Lawe St	63,869			63,869
	McKinley St	Oneida St	Jefferson, e/o	184,443			184,443
	McKinley St	w/o Ritger St	Ritger St	26,409			26,409
	Peabody St	Verbrick St	Seymour St	73,049			73,049
	Sampson St	North St	Atlantic St	112,198			112,198
	Verbrick St	Bouten St	Wilkie St	170,858			170,858
	Subtotal			913,407	-	75,766	989,173
Total Asphalt Pavement				\$ 1,750,985	\$ 148,436	\$ 79,212	1,978,633

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2017	Street	From	To	General Fund Asphalt	TIF 6	TIF 10	Total Cost	Developer Escrow Account
Labor Pool				235,000			235,000	-
CEA				26,432			26,432	-
Consultant				5,000			5,000	-
Following Grade and Gravel							-	-
	Subtotal			-		-	-	-
Overlay							-	-
	Subtotal			-		-	-	-
Partial Reconstruction	Broadway Drive	Meade St	Ballard Rd	203,951			203,951	-
	College Avenue:							
	Frontage Rd	Lilas Dr	Lynndale Dr			63,043	63,043	-
	Frontage Rd	Lynndale Dr	Perkins St			66,784	66,784	-
	Frontage Rd	Perkins St	Woods Edge Dr (e/o)			53,319	53,319	-
	Subtotal			203,951	-	183,146	387,097	-
Total Reconstruction	Alley w/o Perkins	Charles St	Perkins St	41,918			41,918	-
	Bateman St	Pacific St	Hancock St	88,309			88,309	-
	Douglas St	Pine St	Haskell St	84,154			84,154	-
	Fair St	Franklin St	south end	61,925			61,925	-
	Grant St	Nicholas St	Mason St	171,413			171,413	-
	Harriman St	Atlantic St	Winnebago St	67,183			67,183	-
	Herbert St	Pine St	Rogers Ave	42,602			42,602	-
	Rocky Bleier Run	Water St	park	88,803			88,803	-
	Winona Ct	Nawada St	Nawada St	87,401			87,401	-
	Subtotal			733,708	-	-	733,708	-
Total Asphalt Pavement				\$ 1,204,091	\$ -	\$ 183,146	\$ 1,387,237	\$ -

2018	Street	From	To	General Fund Asphalt	TIF 6	TIF 10	Total Cost	Developer Escrow Account
Labor Pool				235,000	6,000	-	241,000	-
CEA				26,500	-	-	26,500	-
Consultant				5,000	-	-	5,000	-
Following Grade and Gravel	New Subdivisions	escrowed funding except for labor					-	95,993
	Road J	Eisenhower Dr	Eisenhower Dr		193,473		193,473	-
	Subtotal			-	193,473	-	193,473	95,993
Overlay							-	-
	Subtotal			-	-	-	-	-
Partial Reconstruction							-	-
	Subtotal			-	-	-	-	-
Total Reconstruction	Catherine St	Washington St	North St	212,860			212,860	-
	Drew St	Glendale Ave	Pershing St	209,330			209,330	-
	Marquette St	Division St	Oneida St	184,619			184,619	-
	Mary St	North St	Pacific St	78,164			78,164	-
	Reeve St	Linwood Ave	Badger Ave	84,362			84,362	-
	Summer St	Morrison St	Union St	224,500			224,500	-
	Winnebago St	Linwood Ave	Badger Ave	90,366			90,366	-
	Subtotal			1,084,201	-	-	1,084,201	-
Total Asphalt Pavement				\$ 1,350,701	\$ 199,473	\$ -	\$ 1,550,174	\$ 95,993

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

2019	Street	From	To	General Fund Asphalt	Total Cost	Developer Escrow Account
Labor Pool				235,000	235,000	-
CEA				23,846	23,846	
Consultant				5,000	5,000	
Following Grade and Gravel	New Subdivisions				-	73,304
					-	
	Subtotal			-	-	73,304
Overlay					-	
	Subtotal			-	-	-
Partial Reconstruction	French Rd	Applecreek Rd (CTH E)	Lochbur Lane	148,139	148,139	
	Jefferson St	Coolidge Ave	Hoover Ave	101,827	101,827	
	Wilson Ave	Oneida St	Carpenter St	150,180	150,180	
	Subtotal			400,146	400,146	-
Total Reconstruction	Center St	North St	Atlantic St	123,406	123,406	
	Madison St	Calumet St	Taft Ave	218,412	218,412	
	Summit St	Spencer St	College Ave	180,986	180,986	
	Subtotal			522,804	522,804	-
					-	
Total Asphalt Pavement				\$ 1,186,796	\$ 1,186,796	\$ 73,304

CITY OF APPLETON 2015 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	2015	2016	2017	2018	2019	Total
Public Works - Reconstruction General Fund	3,391,281	3,887,353	4,043,317	3,736,592	4,458,013	\$ 19,516,556
Public Works - Construction DPW Capital Projects Fund	1,333,669	765,479	2,277,900	-	-	\$ 4,377,048
TIF # 6	-	624,884	707,817	1,267,130	1,763,071	\$ 4,362,902
Public Works - Construction	1,144,244	1,384,273	232,077	953,938	138,939	\$ 3,853,471
Public Works - Developer Escrow Subdivision Fund	1,177,444	1,090,593	-	-	-	\$ 2,268,037
	2,321,688	2,474,866	232,077	953,938	138,939	\$ 6,121,508
Total - Concrete - City	\$ 5,869,194	\$ 6,661,989	\$ 7,261,111	\$ 5,957,660	\$ 6,360,023	\$ 32,109,977
Total - Concrete Paving Program	\$ 7,046,638	\$ 7,752,582	\$ 7,261,111	\$ 5,957,660	\$ 6,360,023	\$ 34,378,014

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Design	50,000	10,000	25,000	-	137,000	\$ 222,000
Land Acquisition	100,000	10,000	25,000	-	50,000	\$ 185,000
Construction	5,289,921	6,208,152	7,005,111	5,751,660	5,967,023	\$ 30,221,867
Other	429,273	433,837	206,000	206,000	206,000	\$ 1,481,110
Total	\$ 5,869,194	\$ 6,661,989	\$ 7,261,111	\$ 5,957,660	\$ 6,360,023	\$ 32,109,977
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2015	Street	From	To	General Fund	DPW Capital Projects	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				252,782	46,174	106,277	405,233	
CEA				16,500	1,000	6,540	24,040	
Land	Lawe St - BRIDGE	over power canal	land acq	5,000			5,000	
	Misc Land acquisition for street projects			25,000			25,000	
	Richmond St	at Northland Ave	land	100,000			100,000	
	Oneida St	Hoover Ave	Skyline Bridge (land)	100,000			100,000	
	Subtotal			230,000	-	-	230,000	-
Design	Lightning Dr, new roundabout	at Edgewood Dr (CTH JJ)	roundabout (design)	50,000			50,000	
	Material Testing			10,000			10,000	
	Material Testing					5,000	5,000	
	Misc Consultant design			25,000			25,000	
	Oneida St	Hoover Ave	Skyline Bridge (design)	100,000			100,000	
	Richmond St	at Northland Ave	design	125,000			125,000	
	Subtotal			310,000	-	5,000	315,000	-
New Concrete (New Subdivisions Escrowed)								
	Aquamarine Ave	Calmes Dr, 130' w/o	French Rd				-	191,883
	Bluewater Way	Haymeadow Ave	Summerland Dr				-	118,480
	Calmes Dr	Aquamarine Ave	Rubyred Dr, 575' s/o				-	155,176
	Haymeadow Ave	Morningsun Way	Bluewater Way (181' n/o)				-	165,079
	Midsummer Ct	Bluewater Way	cds				-	79,392
	Rosemary Dr	Morningsun Way	Summerland Dr				-	137,237
	Rubyred Dr	Calmes Dr	French Rd				-	128,097
	Summerland Dr	Morningsun Way	cds n/o Rosemary Dr				-	202,100
	Subtotal			-	-	-	-	1,177,444
New Concrete (New Subdivisions non escrowed)								
	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			88,851	88,851	
	Palladium Ct	Applehill Blvd	cds			139,919	139,919	
	Purdy Pkwy	Applehill Blvd	cds s/o Stirling Pkwy			250,158	250,158	
	Stirling Pkwy	Smoketree Ps	Purdy Pkwy			153,084	153,084	
	Subtotal			-	-	1,026,427	1,026,427	
New Concrete (Not in New Subdivision)								
	Lilas Dr	Second St	Everett St	160,009			160,009	
	Subtotal			160,009	-	-	160,009	
Reconstruction	Ashbury Dr	Ballard Road	signal installation	265,993			265,993	
	Badger Ave	Mason St	Wisconsin Ave	-	1,286,495		1,286,495	
	Glendale Ave	Ballard Rd	Roemer Rd	692,087			692,087	
	Jackman St	State St	Water St	322,986			322,986	
	Meade St	at "OO"		260,161			260,161	
	Meade St	Northland Ave ("OO")	Florida St	427,447			427,447	
	Oneida St	Prospect Ave	intersection betw bridges	205,330	-		205,330	
	Prospect Ave	State St	Walnut St	247,986			247,986	
	Subtotal			2,421,990	1,286,495	-	3,708,485	
Total Concrete Paving				\$3,391,281	\$1,333,669	\$1,144,244	\$5,869,194	\$ 1,177,444

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2016	Street	From	To	General Fund	DPW Capital Projects	TIF # 6	Sub-division Fund	Total Cost	Developer Escrow Account
Labor Pool				203,411	21,000		189,426	413,837	
CEA				6,000		2,000	12,000	20,000	
Land	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr	50,000				50,000	
	Lightning Dr, new roundabout at Edgewood Dr (CTH JJ)		roundabout	50,000				50,000	
	Misc Land acquisition for street projects			75,000				75,000	
	Oneida St	Hoover Ave	Skyline Bridge	500,000				500,000	
	Richmond St	CTH OO (land)	HSIP funds	75,000				75,000	
	S Island St - BRIDGE	over power canal	land acq	10,000				10,000	
	Subtotal			760,000	-	-	-	760,000	-
Design	Material Testing						5,000	5,000	
	Material Testing			10,000				10,000	
	Misc Consultant design			30,000				30,000	
	Oneida St	Hoover Ave	Skyline Bridge	100,000				100,000	
	Subtotal			140,000	-	-	5,000	145,000	-
New Concrete (New Subdivisions Escrowed)									
	Canyon Ct	Headwall Circle	cds						63,632
	Canyon Lane	Blackstone Place (150' e)	Kurey Rd						27,736
	Canyon Lane	Kurey Rd	Headwall Circle						53,547
	Headwall Circle	Canyon Lane	Kurey Rd						235,651
	Kurey Rd	Broadway Dr	Werner Rd						488,579
	Marble Lane	Graphite Dr (600' e/o)	Kurey Rd						27,914
	Werner Rd	Kurey Rd	Kurey Rd (1000' e)						193,534
	Subtotal			-	-	-	-	-	1,090,593
New Concrete (New Subdivisions non escrowed)									
	Barton Ct	Highpond Tr	cds				51,415	51,415	
	Highpond Tr	Smoketree Tr	Purdy Pkwy				179,583	179,583	
	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				54,446	54,446	
	Smoketree Ps	Applehill Blvd	cds				337,524	337,524	
	Subtotal			-	-	-	1,177,847	1,177,847	-
New Concrete (Not in New Subdivisions)									
	Lake Park Rd	Plank Rd	Midway Rd	393,357				393,357	
	Plank Rd	Lake Park Rd	Lakeland Dr			622,884		622,884	
	Subtotal			393,357	-	622,884	-	1,016,241	-
Reconstruction									
	Alley n/o Amelia St	Woodmere St	Ballard Rd	113,396				113,396	
	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	
	Eighth St	Elm St	Elm St, 210' e/o)		67,730			67,730	
	Eighth St	Walnut St	Elm St		160,955			160,955	
	Elm St	Eighth St	Lawrence St		139,376			139,376	
	Elm St	Sixth St	Seventh St		46,392			46,392	
	Lawrence St	Elm St	Superior St		214,501			214,501	
	Walnut St	Seventh St	Eighth St		115,525			115,525	
	E. South River St	Kernan Ave	John St.	55,182				55,182	
	John St (CTH KK)	Walden Ave	Matthias Ave	1,826,940				1,826,940	
	Includes County portion of John St. (County KK) construction to be reimbursed (\$1,004,817)								
	Midway Rd	Barker Ln	ped crossing	141,556				141,556	
	Midway Rd	Woodcrest Dr	ped crossing	141,556				141,556	
	Subtotal			2,384,585	744,479	-	-	3,129,064	-
Total Concrete Paving				\$3,887,353	\$ 765,479	\$ 624,884	\$1,384,273	\$6,661,989	\$ 1,090,593

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2017	Street	From	To	General Fund	DPW Capital Projects	TIF # 6	Subdivision Fund	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	Material Testing			-			5,000	5,000
	Material Testing			10,000				10,000
	Misc Consultant design			25,000				25,000
	Subtotal			35,000	-	-	5,000	40,000
New Concrete (New Subdivisions non escrowed)								
	Incline Way	Palladium Ct	Applehill Blvd				227,077	227,077
	Subtotal			-	-	-	227,077	227,077
New Concrete (Not in New Subdivisions)								
	Subtotal			-	-	-	-	-
New Concrete (TIF)								
	Quest Dr	Milis Dr	Midway Rd			234,447		234,447
	Quest Dr	Plank Rd	Vantage Dr			255,809		255,809
	Quest Dr	Vantage Dr	Milis Dr			217,561		217,561
	Subtotal			-	-	707,817	-	707,817
Reconstruction								
	Alley n/o Spencer St	Linwood Ave	Victoria St	53,133				53,133
	Alley n/o Spencer St	Spruce St	Summit St	47,853				47,853
	Division St	Franklin St	Packard St	174,067				174,067
	Division St	Packard St	Atlantic St	223,712				223,712
	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr	509,410				509,410
	Glendale Ave	Birchwood St	Mason St	689,102				689,102
	Lightning Dr, new roundabout at Edgewood Dr (JJ)		roundabout	651,380				651,380
	Lynndale Dr	Everett St	south to RR	534,074				534,074
	Northland Ave	at Conkey St	signal installation	258,306				258,306
	Owaissa St	Randall St	Glendale Ave	445,597				445,597
	Owaissa St	Wisconsin Ave	Randall St	190,683				190,683
	Oneida St	Midway Rd	Hoover Ave					-
	Richmond St	CTH OO	HSIP funds		1,012,700			1,012,700
	Richmond St	Mall access roundabout			1,265,200			1,265,200
	Subtotal			3,777,317	2,277,900	-	-	6,055,217
Total Concrete Paving				\$ 4,043,317	\$ 2,277,900	\$ 707,817	\$ 232,077	\$ 7,261,111

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2018	Street	From	To	General Fund	TIF # 6	Subdivision fund	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	Ballard Rd	Edgewood Dr - (400' n)	Apple Creek Rd-(300' n)	25,000			25,000
	Edgewood Dr (CTH JJ)	Lightning Dr (Design)	French Rd	50,000			50,000
	Material Testing			-		5,000	5,000
	Material Testing			10,000			10,000
	Subtotal			85,000	-	5,000	90,000
New Concrete (New Subdivisions non escrowed)							
	Ashford Ct	Celtic Crossing	cds			117,071	117,071
	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			55,139	55,139
	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			85,311	85,311
	Subtotal			-	-	948,938	948,938
New Concrete (Not in New Subdivisions)							
	Midway Rd	Plank Rd	Lake Park Rd	568,156			568,156
	Subtotal			568,156	-	-	568,156
New Concrete (TIF)							
	Alliance Dr	Vantage Dr	Milis Dr		224,720		224,720
	Endeavor Dr	Lakeland Dr	Eisenhower Dr		237,863		237,863
	Lakeland Dr	Endeavor Dr	Vantage Dr		210,305		210,305
	Lakeland Dr	Plank Rd	Endeavor Dr		196,526		196,526
	Milis Dr	Quest Dr	Alliance Dr		152,009		152,009
	Vantage Dr	Quest Dr	Lakeland Dr		245,707		245,707
	Subtotal			-	1,267,130	-	1,267,130
Reconstruction							
	Alley s/o Franklin St	Summit St	Story St	41,304			41,304
	Alley w/o Richmond St	Washington St	165' n/o Washington St	22,020			22,020
	Calumet St	Oneida St	Jefferson St	441,499			441,499
	Glendale Ave	Mason St	Richmond St	724,751			724,751
	Kamps Ave	Douglas St	Douglas St, (fire station)	67,692			67,692
	Olde Oneida St	Oneida St	E. South River St	156,204			156,204
	Oneida St	Hoover Ave	Skyline Bridge	1,223,966			1,223,966
	Oneida St Skyline bridge	street lighting		175,000			175,000
	Subtotal			2,852,436	-	-	2,852,436
Total Concrete Paving				\$ 3,736,592	\$ 1,267,130	\$ 953,938	\$ 5,957,660

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

2019	Street	From	To	General Fund	TIF # 6	Subdivision fund	Total Cost
Labor Pool				200,000			200,000
CEA				6,000			6,000
Land	Ballard Rd	Edgewood Dr - (400' n)	Apple Creek Rd - (300' n)	25,000			25,000
	Misc Land acquisition for street projects			25,000			25,000
	Subtotal			50,000	-	-	50,000
Design	Ballard Rd	Edgewood Dr - (400' n)	Apple Creek Rd - (300' n)	50,000			50,000
	Edgewood Dr (CTH JJ)	Lightning Dr (Design)	French Rd	50,000			50,000
	Material Testing			-		5,000	5,000
	Material Testing			10,000			10,000
	Misc Consultant design			22,000			22,000
	Subtotal			132,000	-	5,000	137,000
New Concrete (New Subdivisions non escrowed)	Aurora Dr	Forest St	cds			133,939	133,939
	Subtotal			-	-	133,939	133,939
New Concrete (Not in New Subdivisions)	Lourdes Dr	Kensington Dr	Aurora Dr	233,567			233,567
	Midway Rd	Eisenhower Dr (500' e)	Coop Rd (500' e) new roundabout	503,838			503,838
	Subtotal			737,405	-	-	737,405
New Concrete (TIF)	Eisenhower Dr	Future Road G	Midway Rd, part of new roundabout		110,006		110,006
	Midway Rd	Eisenhower Dr (500' w)	Eisenhower Dr (500' e), roundabout		739,632		739,632
	Includes County portion of Midway Rd construction to be reimbursed (\$369,816)						
	Midway Rd	Lake Park Rd (e/o roundabout)	Eisenhower Dr (500' w)		913,433		913,433
	Includes County portion of Midway Rd construction to be reimbursed (\$456,716)						
	Subtotal			-	1,763,071	-	1,763,071
Reconstruction	Prospect Ave	Bartell Dr	Haskell St	1,009,821			1,009,821
	Prospect Ave (CTH BB)	City Limits	Bartell Dr	1,286,196			1,286,196
	Includes County portion of Prospect Ave construction to be reimbursed (\$643,098)						
	Telulah Ave	Calumet St	John St	1,036,591			1,036,591
	Subtotal			3,332,608	-	-	3,332,608
Total Concrete Paving				\$ 4,458,013	\$ 1,763,071	\$ 138,939	\$ 6,360,023

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	2015	2016	2017	2018	2019	Total
Public Works - Grade & Gravel General Fund	-	185,891	-	-	-	\$ 185,891
Public Works - Grade & Gravel TIF # 6	-	587,990	-	203,473	-	\$ 791,463
Industrial Park Land Fund	-	-	-	279,367	320,084	\$ 599,451
Public Works - Grade & Gravel	-	-	-	-	-	\$ -
Public Works - Developer Escrow	-	-	-	95,993	73,304	\$ 169,297
New Subdivision	-	-	-	95,993	73,304	\$ 95,993
Total - Grade & Gravel - City	\$ -	\$ 773,881	\$ -	\$ 482,840	\$ 320,084	\$ 1,576,805
Total - Grade & Gravel Program	\$ -	\$ 773,881	\$ -	\$ 578,833	\$ 393,388	\$ 1,746,102

COST ANALYSIS

Components	Estimated Cash Flows					
	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	733,881	-	548,833	373,388	\$ 1,656,102
Other	-	40,000	-	30,000	20,000	\$ 90,000
Total	\$ -	\$ 773,881	\$ -	\$ 578,833	\$ 393,388	\$ 1,746,102
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**

2015	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost	Developer Escrow Account
Labor Pool				-	-	-	-	-
Grade & Gravel								
	Subtotal			-	-	-	-	-
Temporary Surface								
Following Grade & Gravel								
	Subtotal			-	-	-	-	-
Total				\$ -	\$ -	\$ -	\$ -	\$ -

2016	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost	Developer Escrow Account
Labor Pool				20,000	20,000		40,000	-
Grade & Gravel	Milis Dr	Alliance Dr	Eisenhower Dr		155,150		155,150	
	Northside Rd future	TBD	TBD	113,333			113,333	
	Road H	Vantage Dr	Milis Dr		124,025		124,025	
	Vantage Dr	Lakeland Dr	Eisenhower Dr		112,642		112,642	
	Subtotal			113,333	391,817	-	505,150	
Temporary Surface	Northside Rd future	TBD	TBD	52,558			52,558	
Following Grade & Gravel	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				\$ 185,891	\$ 587,990	\$ -	\$ 773,881	\$ -

2017	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost	Developer Escrow Account
Labor Pool								
Grade & Gravel								
	Subtotal			-	-	-	-	-
Temporary Surface								
Following Grade & Gravel								
	Subtotal			-	-	-	-	-
Total				\$ -	\$ -	\$ -	\$ -	\$ -

2018	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost	Developer Escrow Account
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	Road J	Eisenhower Dr	Eisenhower Dr		193,473		193,473	
Following Grade & Gravel	New Subdivisions	escrowed funding except for labor						95,993
	Subtotal			-	193,473	-	193,473	95,993
Total				\$ -	\$ 203,473	\$ 279,367	\$ 482,840	\$ 95,993

2019	Street	From	To	General Fund	TIF # 6	Industrial Park Land Fund	Total Cost	Developer Escrow Account
Labor Pool						20,000	20,000	
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	New Subdivisions	escrowed funding except for labor						73,304
Following Grade & Gravel								
	Subtotal			-	-	-	-	73,304
Total				\$ -	\$ -	\$ 320,084	\$ 320,084	\$ 73,304

CITY OF APPLETON 2015 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	2015	2016	2017	2018	2019	Total
Public Works Reconstruction General Fund	613,910	1,017,095	731,869	903,531	848,450	\$ 4,114,855
Public Works Construction DPW Capital Projects Fund	74,820	-	-	-	-	\$ 74,820
TIF # 6	16,732	70,500	119,710	202,920	236,000	\$ 645,862
Public Works - Construction	144,215	136,594	64,284	117,414	41,500	\$ 504,007
Public Works - Developer Escrow	-	-	-	-	-	\$ -
Subdivisions	144,215	136,594	64,284	117,414	41,500	\$ 504,007
Total - Sidewalk - City	\$ 849,677	\$ 1,224,189	\$ 915,863	\$ 1,223,865	\$ 1,125,950	\$ 5,339,544
Total - Sidewalk Program	\$ 849,677	\$ 1,224,189	\$ 915,863	\$ 1,223,865	\$ 1,125,950	\$ 5,339,544

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	795,935	1,113,577	794,977	1,108,803	1,010,888	\$ 4,824,180
Other	53,742	110,612	120,886	115,062	115,062	\$ 515,364
Total	\$ 849,677	\$ 1,224,189	\$ 915,863	\$ 1,223,865	\$ 1,125,950	\$ 5,339,544
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
Sidewalk Construction Capital Improvement Program

2015	General Fund	DPW Capital Projects	TIF # 6	Subdivision Fund	Total Cost
Labor Pool	41,950	3,000	6,232	-	51,182
CEA	2,060		500	-	2,560
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	227,710	71,820			299,530
Reconstruction - Asphalt	65,360				65,360
Subtotal	553,070	71,820	-	-	624,890
New Sidewalk Construction					
New Concrete	16,830		10,000		26,830
New Subdivision				134,215	134,215
New Subdivision - 6 Month				10,000	10,000
Arterial Street					-
Subtotal	16,830	-	10,000	144,215	171,045
Total	\$ 613,910	\$ 74,820	\$ 16,732	\$ 144,215	\$ 849,677

2018	General Fund	TIF # 6	Subdivision Fund	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	312,709			312,709
Reconstruction - Asphalt	122,360			122,360
Subtotal	695,069	-	-	695,069
New Sidewalk Construction				
New Concrete	110,400	189,920		300,320
New Subdivision			104,414	104,414
New Subdivision - 6 Month				-
Arterial Street				-
Subtotal	110,400	189,920	104,414	404,734
Total	\$ 903,531	\$ 202,920	\$ 117,414	\$ 1,223,865

2016	General Fund	DPW Capital Projects	TIF # 6	Subdivision Fund	Total Cost
Labor Pool	100,000			10,612	110,612
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	207,730				207,730
Reconstruction - Asphalt	272,365				272,365
Subtotal	740,095	-	-	-	740,095
New Sidewalk Construction					
New Concrete	94,500		70,500		165,000
New Subdivision				112,982	112,982
New Subdivision - 6 Month				10,000	10,000
Arterial Street	79,500				79,500
Subtotal	174,000	-	70,500	122,982	367,482
Total	\$ 1,017,095	\$ -	\$ 70,500	\$ 136,594	\$ 1,224,189

2019	General Fund	TIF # 6	Subdivision Fund	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	212,135			212,135
Reconstruction - Asphalt	160,170			160,170
Subtotal	632,305	-	-	632,305
New Sidewalk Construction				
New Concrete	118,083	223,000		341,083
New Subdivision			28,500	28,500
New Subdivision - 6 Month				-
Arterial Street				-
Subtotal	118,083	223,000	28,500	369,583
Total	\$ 848,450	\$ 236,000	\$ 41,500	\$ 1,125,950

2017	General Fund	DPW Capital Projects	TIF # 6	Subdivision Fund	Total Cost
Labor Pool	95,062	-	15,000	10,824	120,886
CEA	3,000	-	1,000	3,000	7,000
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	276,660				276,660
Reconstruction - Asphalt	97,147				97,147
Subtotal	633,807	-	-	-	633,807
New Sidewalk Construction					
New Concrete			103,710		103,710
New Subdivision				40,460	40,460
New Subdivision - 6 Month				10,000	10,000
Arterial Street					-
Subtotal	-	-	103,710	50,460	154,170
Total	\$ 731,869	\$ -	\$ 119,710	\$ 64,284	\$ 915,863

CITY OF APPLETON 2015 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	2015	2016	2017	2018	2019	Total
Stormwater Reconstruction Stormwater Utility	5,801,624	11,875,121	8,295,978	8,356,940	8,292,979	\$ 42,622,642
Stormwater Construction TIF # 6	-	301,658	-	-	-	\$ 301,658
Industrial Park Land Fund	-	-	-	234,300	272,850	\$ 507,150
Total - Stormwater Program	<u>\$ 5,801,624</u>	<u>\$ 12,176,779</u>	<u>\$ 8,295,978</u>	<u>\$ 8,591,240</u>	<u>\$ 8,565,829</u>	<u>\$ 43,431,450</u>

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	50,000	20,000	155,000	380,000	\$ 605,000
Land Acquisition	-	1,272,500	200,000	-	-	\$ 1,472,500
Construction	5,515,210	10,591,751	7,817,478	8,161,940	7,911,529	\$ 39,997,908
Other	286,414	262,528	258,500	274,300	274,300	\$ 1,356,042
Total	<u>\$ 5,801,624</u>	<u>\$ 12,176,779</u>	<u>\$ 8,295,978</u>	<u>\$ 8,591,240</u>	<u>\$ 8,565,829</u>	<u>\$ 43,431,450</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2015	Street	From	To	Storm-water Utility
Labor Pool				275,424
CEA				10,990
Consulting Services	Construction Services			50,000
	Land Acquisition Services			10,000
	Lightning Drive North of CTH JJ	Final Design & Permitting		70,000
	Modeling for Storm Sewer Const Projects			20,000
	West Wisconsin Flood Project Phase 2	Final Design & Permitting		150,000
	WisDOT 441 BMP Project - Modeling/Design Assistance, cost share w WisDOT			20,000
	Subtotal			320,000
Land Acquisition	Subtotal			-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2015 Asphalt Paving (B-15)			152,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2015 New Concrete Paving (A-15)			162,370
	Flood Reports Projects			150,000
	Native Landscaping			50,000
	Stormwater Quality Practice at Hardstand Site			50,000
	West Wisconsin Flood Reduction Project - Phase 2A			1,000,000
	Subtotal			1,854,370
New Construction	Subtotal			-
Reconstruction	Glendale Ave (liner)	Drew St	Union St	63,935
	Meade St (liner)	Minor St	Pacific St	22,484
	WWTP storm interceptor			2,450,500
	Subtotal			2,536,919
Reconstruction (on streets to be paved in 2016)	Douglas St	College Ave	Packard St	84,200
	E. South River St	Kernan Ave	John St	5,875
	Hancock St	Lawe St	Rankin St	59,725
	John St (CTH KK)	Banta Court	Matthias Ave	323,281
	McKinley St	Jackson St	Lawe St	104,640
	McKinley St	Oneida St	Jefferson, e/o	109,800
	McKinley St	w/o Ritger St	Ritger St	6,300
	Peabody St	Verbrick St	Seymour St	27,275
	Sampson St	North St	Atlantic St	31,050
	Verbrick St	Bouten St	Wilkie St	51,775
	Subtotal			803,921
Total				\$ 5,801,624

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2016	Street	From	To	Storm-water Utility	TIF # 6	Total Cost
Labor Pool				251,500	3,486	254,986
CEA				7,000	542	7,542
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			25,000		25,000
	North Side Development Corridor	Ph1 design & permitting		100,000		100,000
	Theodore Study Phase 3	Preliminary engineering		50,000		50,000
	Subtotal			305,000		305,000
Land Acquisition	441/WisDOT-Menasha Stormwater	(cost share)	Land Acquisition	62,500		62,500
	Kensington North Detention Pond		Land Acquisition	260,000		260,000
	Leona Street Pond		Land Acquisition	300,000		300,000
	Lightning Drive	CTH JJ	north of	150,000		150,000
	Theodore Study Phase 3		Land Acquisition	500,000		500,000
	Subtotal			1,272,500		1,272,500
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			85,000		85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2016 Asphalt Paving (B-16)			139,888		139,888
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2016 New Concrete Paving (A-16)			215,676		215,676
	Flood Report Projects			4,000,000		4,000,000
	Lightning Drive	CTH JJ	north of	350,000		350,000
	Native Landscaping			50,000		50,000
	Theodore Study Project Ph3	Park Amenities Ph2		250,000		250,000
	West Wisconsin Study Project	Ph2B Construction		3,000,000		3,000,000
	Subtotal			8,290,564		8,290,564
New Storm Sewers	Milis Dr	Alliance Dr	Eisenhower Dr	-	105,800	105,800
	Road H	Vantage Dr	Milis Dr		96,600	96,600
	Vantage Dr	Lakeland Dr	Eisenhower Dr		95,230	95,230
	Subtotal			-	297,630	297,630
Reconstruction	Spring St	Drew St	Lawe St	784,557		784,557
	Subtotal			784,557		784,557
Reconstruction (on streets to be paved in 2017)	Alley n/o Amelia St	Woodmere	Ballard Rd	33,970		33,970
	Bateman St	Pacific St	Hancock St	21,570		21,570
	Division St	Franklin St	Atlantic St	25,990		25,990
	Douglas St	Pine St	Haskell St	19,760		19,760
	Fair St	Franklin St	south end	37,710		37,710
	Glendale Ave	Birchwood St	Mason St	381,880		381,880
	Grant St	Nicholas St	Mason St	79,385		79,385
	Harriman St	Atlantic St	Winnebago St	33,150		33,150
	Herbert St	Pine St	Rogers Ave	9,110		9,110
	Lynndale Dr	Everett St	south to RR	73,030		73,030
	Owaisa St	Randall St	Glendale Ave	77,345		77,345
	Owaisa St	Wisconsin Ave	Randall St	102,305		102,305
	Rocky Bleier Run	Water St	park	45,810		45,810
	Winona Ct	Nawada St	Nawada St	22,985		22,985
	Subtotal			964,000		964,000
Total				\$ 11,875,121	\$ 301,658	\$ 12,176,779

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2017	Street	From	To	Storm-water Utility
Labor Pool				251,500
CEA				7,000
Consulting Services	Construction Services			20,000
	Land Acquisition Services			10,000
	Modeling for Storm Sewer Const Projects			25,000
	Subtotal			55,000
Land Acquisition	North Side Development Corridor	CTH JJ to Applecreek	land acquisition	20,000
				20,000
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restoration for mini sewer from previous year			85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2017 Asphalt Paving (B-17)			122,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2017 New Concrete Paving (A-17)			122,130
	Kensington North Pond	cost share		100,000
	Native Landscaping			20,000
	NR151 Water Quality Practices - Reconst			50,000
	Subtotal			699,130
New Storm Sewers	Edgewood Dr (CTH JJ)	Ballard Rd	Lightning Dr	135,000
	Edgewood Dr (CTH JJ)	Lightning Dr	Providence Ave	261,000
	Lightning Dr	Edgewood Dr (CTH JJ)	n/o CTH JJ	90,000
	Subtotal			486,000
Reconstruction	Ballard Rd	Wisconsin Ave	Fox River	2,760,000
	Subtotal			2,760,000
Reconstruction (on streets to be paved in 2018)	Calumet St	Oneida St	Jefferson St	88,200
	Catherine St	Washington St	North St	115,558
	Drew St	Glendale Ave	Pershing St	110,625
	Glendale Ave	Mason St	Richmond St	302,565
	Kamps Ave	Douglas St	Douglas St, (fire station)	15,000
	Linwood Ave	Brewster St	Glendale Ave	168,000
	Marquette St	Division St	Oneida St	97,500
	Mary St	North St	Pacific St	49,500
	Olde Oneida St	Oneida St	E. South River St	267,400
	Oneida St	Hoover Ave	Skyline Bridge	2,248,000
	Oneida St	Midway Rd	Hoover Ave	306,000
	Reeve St	Linwood Ave	Badger Ave	53,100
	Summer St	Morrison St	Lawe St	138,750
	Winnabago St	Linwood Ave	Badger Ave	57,150
	Subtotal			4,017,348
Total				\$ 8,295,978

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2018	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				251,500	15,000	266,500
CEA				7,000	800	7,800
Consulting Services	Construction Services			50,000		50,000
	Land Acquisition Services			10,000		10,000
	Modeling for Storm Sewer Const Projects			20,000		20,000
	Theodore Study Ph 3	Design & permitting		75,000		75,000
	Subtotal			155,000	-	155,000
Land Acquisition						
	Subtotal			-	-	-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			85,000		85,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2018 Asphalt Paving (B-18)			134,880		134,880
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2018 New Concrete Paving (A-18)			199,885		199,885
	441/WisDOT-Menasha Stormwater Project (cost share)			325,000		325,000
	Flood Report Projects			3,000,000		3,000,000
	Leona Street Pond	Ph1 (storm sewers)		286,000		286,000
	Leona Street Pond			1,100,000		1,100,000
	Native Landscaping			50,000		50,000
	North Side Development Corridor			970,000		970,000
	NR151 Water Quality Practices - Reconst			50,000		50,000
	Theodore Study Project Ph 3	Park Amenities		500,000		500,000
	Subtotal			6,900,765	-	6,900,765
New Storm Sewers	Road J	Eisenhower Dr	Eisenhower Dr		218,500	218,500
	Subtotal			-	218,500	218,500
Reconstruction						
	Subtotal			-	-	-
Reconstruction (on streets to be paved in 2018)	Center St	North St	Atlantic St	68,000		68,000
	Madison St	Calumet St	Taft Ave	113,250		113,250
	Prospect Ave	Bartell Dr	Haskell St	180,400		180,400
	Prospect Ave	Weatherstone Dr	Seminole Rd	114,400		114,400
	Prospect Ave (CTH BB)	City Limits	Bartell Dr	148,500		148,500
	Summit St	Spencer St	College Ave	85,125		85,125
	Telulah Ave	Calumet St	John St	333,000		333,000
	Subtotal			1,042,675	-	1,042,675
Total				\$ 8,356,940	\$ 234,300	\$ 8,591,240

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

2019	Street	From	To	Storm-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				251,500	15,000	266,500
CEA				7,000	800	7,800
Consulting Services	Construction Services			50,000		50,000
	Land Acquisition Services			10,000		10,000
	Modeling for Storm Sewer Const Projects			20,000		20,000
	North Side Development Corridor	Design/Permit Ph2		300,000		300,000
	Subtotal			380,000	-	380,000
Land Acquisition						
	Subtotal			-	-	-
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000		200,000
	Surface restoration for mini sewer from previous year			90,000		90,000
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2019 Asphalt Paving (B-19)			79,472		79,472
	Storm Laterals, Manholes, Inlets, Mini's Prior to 2019 New Concrete Paving (A-19)			170,860		170,860
	Flood Report Projects			2,500,000		2,500,000
	Native Vegetation			50,000		50,000
	NR151 Water Quality Practices - Reconst			50,000		50,000
	West Wisconsin Study Project	Ph3 Construction		1,000,000		1,000,000
	Subtotal			4,140,332	-	4,140,332
New Storm Sewers	Endeavor Dr	Eisenhower Dr	culdesac		48,500	48,500
	Jiberty St	Quest	Eisenhower Dr		208,550	208,550
	Subtotal			-	257,050	257,050
Reconstruction	Marquette St (liner)	Ullman St, 220' e/o	Alexander St, 200' w/o	17,000		17,000
	Summit St (liner)	Winnebago St	Commercial St	15,847		15,847
	Wisconsin Ave (liner)	Wisconsin Ct	Jardin Ct, 60' w/o	12,975		12,975
	Subtotal			45,822	-	45,822
Reconstruction (on streets to be paved in 2018)	Atlantic St	Oneida St	Lawe St	184,800		184,800
	Badger Ave	Washington St	Mason St	161,000		161,000
	Carpenter St	Calumet St	Taft Ave	114,000		114,000
	Carpenter St	Fremont St	Calumet St	155,625		155,625
	Douglas St	Badger Ave	Wisconsin Ave	102,900		102,900
	Newberry Ave	Schaefer St	city limits	2,750,000		2,750,000
	Subtotal			3,468,325	-	3,468,325
Total				\$ 8,292,979	\$ 272,850	\$ 8,565,829

CITY OF APPLETON 2015 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	2015	2016	2017	2018	2019	Total
Water Dist. Reconstruction Water Utility	2,744,389	2,975,855	3,762,567	3,332,167	3,375,512	\$ 16,190,490
Water Dist. Construction TIF # 6	-	364,980	-	-	-	\$ 364,980
TIF # 8	-	-	-	-	-	\$ -
Industrial Park Land Fund	-	-	22,000	245,950	317,700	\$ 585,650
Total - Watermain Program	<u>\$ 2,744,389</u>	<u>\$ 3,340,835</u>	<u>\$ 3,784,567</u>	<u>\$ 3,578,117</u>	<u>\$ 3,693,212</u>	<u>\$ 17,141,120</u>

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	2,482,030	3,069,970	3,486,485	3,302,035	3,417,130	\$ 15,757,650
Other	262,359	270,865	298,082	276,082	276,082	\$ 1,383,470
Total	<u>\$ 2,744,389</u>	<u>\$ 3,340,835</u>	<u>\$ 3,784,567</u>	<u>\$ 3,578,117</u>	<u>\$ 3,693,212</u>	<u>\$ 17,141,120</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2015	Street	From	To	Water Utility
Labor Pool				256,159
CEA				6,200
Miscellaneous Construction	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000
	Surface Restoration	Due to 2014 Water CIP Excav.		259,800
	Subtotal			269,800
New Construction				-
	Subtotal			-
Reconstruction (not related to paving)				-
	Subtotal			-
Reconstruction (prior to next year's paving)	Douglas St	College Ave	Packard St	57,625
	Hancock St	Lawe St	Rankin St	133,425
	John St (CTH KK)	Banta Court	South River St	24,330
	John St (CTH KK)	South River St	Matthias St	839,125
	Madison St (partial asp recon only)	Fremont St	Calumet St	239,625
	McKinley St	Jackson St	Lawe St	108,925
	McKinley St	Oneida St	Jefferson, e/o (Jackson St)	312,050
	Peabody St	Verbrick St	Seymour St	59,325
	Prospect Ave (bridge) by DOT	State St	Walnut St	54,075
	Sampson St	North St	Atlantic St	85,725
	Sanders St	Seymour St	Verbrick St	103,425
	South River St	Kernan Ave	John St	52,800
	Verbrick St	Bouten St (Adams St)	Wilkie St	141,775
	Subtotal			2,212,230
Total Water Main Construction				\$ 2,744,389

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2016	Street	From	To	Water Utility	TIF # 6	Total Cost
Labor Pool				260,865	-	260,865
CEA				10,000		10,000
Miscellaneous	Permit; Misc.Fees; Training	NOI, Railroad, Water Usage, County		10,000		10,000
Construction	Surface Restoration	Due to 2015 Water CIP Excav.		10,000		10,000
	Subtotal			20,000	-	20,000
New Construction	Millis Dr	Alliance Dr	Eisenhower Dr		144,200	144,200
	Northside Road	TBD	TBD	117,250		117,250
	Road H	Vantage Dr	Millis Dr		118,600	118,600
	Vantage Dr	Lakeland Dr	Eisenhower Dr		102,180	102,180
	Subtotal			117,250	364,980	482,230
Reconstruction (not related to paving)	Briarcliff Dr	Edgemere Dr	Newberry St	116,700		116,700
	Crestview Dr	Lynn Dr (s/leg)	White Oak Dr	236,750		236,750
	Douglas St	Wisconsin Central Ltd.	Haskell St	61,100		61,100
	Eighth St	Elm St (210' e/o)	Jones Park	44,575		44,575
	Haskel St	Herbert St	Douglas St	77,200		77,200
	Lee St	Fremont St	Robin Way	201,325		201,325
	Lynn Dr	Newberry St	Crestview Dr (south leg)	51,000		51,000
	Subtotal			788,650	-	788,650
Reconstruction (prior to next year's paving)	Bateman St	Pacific St	Hancock St	93,100		93,100
	Division St	Franklin St	Atlantic St	59,500		59,500
	Douglas St	Pine St	Haskell St	46,125		46,125
	Fair St	Franklin St	south end	43,075		43,075
	Glendale Ave	Birchwood St	Mason St	423,850		423,850
	Grant St	Nicholas St	Mason St	82,500		82,500
	Lawe St	S. Island St	s/end Lawe St Power canal	73,125		73,125
	Lynndale Dr	Everett St	south to RR	249,325		249,325
	Northland Ave	Bennett St	750' e/o Richmond St	302,400		302,400
	Owaissa St	Wisconsin Ave	Glendale Ave	167,200		167,200
	Richmond St	Mall access roundabout		7,500		7,500
	Richmond St	Weiland Ave	Northland Ave	152,690		152,690
	Winona Ct	Nawada St	Nawada St	78,700		78,700
	Subtotal			1,779,090	-	1,779,090
Total Water Main Construction				\$ 2,975,855	\$ 364,980	\$ 3,340,835

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2017	Street	From	To	Water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				266,082	20,000	286,082
CEA				10,000	2,000	12,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000		10,000
Construction	Surface Restoration			197,000		197,000
	Subtotal			207,000	-	207,000
New Construction	Lightning Dr	Edgewood Dr (CTH JJ)	n/o CTH JJ	34,450		34,450
	STH 441	Carpenter & Park Hills	Bob-O-Link & Thistle Down	157,750	-	157,750
	Subtotal			192,200	-	192,200
Reconstruction (not related to paving)	Lincoln St	Olde Oneida St	500' east	42,625		42,625
	Union St	Wisconsin Ave	Summer St	26,110		26,110
	Subtotal			68,735	-	68,735
Reconstruction (prior to next year's paving)	Calumet St	Oneida St	Jefferson St	22,200		22,200
	Catherine St	Washington St	North St	115,150		115,150
	Drew St	Glendale Ave	Pershing St	71,250		71,250
	Glendale Ave	Mason St	Richmond St	336,225		336,225
	Hoover St	Inters. With	Oneida St	199,500		199,500
	Marquette St	Division St (Harriman actually)	Oneida St	176,525		176,525
	Mary St	North St	Pacific St	71,250		71,250
	Olde Oneida St	Oneida St (Orange St actually)	E. South River St	41,350		41,350
	Oneida St	Foster St	Skyline Bridge	516,600		516,600
	Oneida St	Inters with "441"	(DOT)	760,500		760,500
	Oneida St	Midway Rd	Murray St	62,000		62,000
	Oneida St	Murray St	Foster St	163,000		163,000
	Reeve St	Linwood Ave	Badger Ave	56,125		56,125
	S. Island St	at power canal	w/bridge project	78,225		78,225
	Summer St	Morrison St (Oneida St)	Lawe St	348,650		348,650
	Subtotal			3,018,550	-	3,018,550
Total Water Main Construction				\$ 3,762,567	\$ 22,000	\$ 3,784,567

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2018	Street	From	To	Water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				266,082	-	266,082
CEA				10,000	-	10,000
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l			10,000		10,000
Construction	Surface Restoration			55,925		55,925
	Subtotal			65,925	-	65,925
New Construction	Road J	Eisenhower Dr	Eisenhower Dr	-	245,950	245,950
	Subtotal			-	245,950	245,950
Reconstruction (not related to paving)	Bartell Dr	Prospect Ave	Pine St	224,800		224,800
	Graceland Ave	Randall St	Woodland Ave	104,180		104,180
	Gunn St - Rec "E" 2007 Study	Walter Ave	w/end street	56,000		56,000
	Hall Ave	Randall St	Woodland Ave	77,700		77,700
	Harriet St - Rec "E" 2007 Study	Walter Ave	w/end street	53,350		53,350
	Julie St	Crestview Dr	Lynn Dr	50,000		50,000
	Kenilworth Ave	Wisconsin Ave	Woodland Ave	146,625		146,625
	Kensington Dr	200' n/o Warehouse Rd	Express Ct	108,520		108,520
	Lynn Dr	Crestview Dr (n/leg)	Crestview Dr (s/leg)	149,610		149,610
	Radio Rd	Warehouse Rd	College Ave	156,500		156,500
	Warehouse Rd	Radio Rd	Kensington Dr	152,800		152,800
	Subtotal			1,280,085	-	1,280,085
Reconstruction (prior to next year's paving)	Center St	North St	Atlantic St	120,525		120,525
	Madison St	Calumet St	Hoover Ave	141,150		141,150
	Midway Rd	Eisenhower Dr (500' w/o)	Eisenhower Dr (500' e/o)	15,000		15,000
	Prospect Ave	Bartell Dr	Haskell St (Outagamie St)	566,350		566,350
	Prospect Ave	Weatherstone Dr	Bartell Dr	323,550		323,550
	Summit St	Spencer St	College Ave	110,200		110,200
	Telulah Ave	Calumet St	John St	433,300		433,300
	Subtotal			1,710,075	-	1,710,075
Transmission - New				-	-	-
	Subtotal			-	-	-
Total Water Main Construction				\$ 3,332,167	\$ 245,950	\$ 3,578,117

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

2019	Street	From	To	Water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				266,082	-	266,082
CEA				10,000	-	10,000
Miscellaneous Construction	Permit; Misc.Fees; Training; Testing Mat'l			10,000		10,000
	Surface Restoration			285,750		285,750
	Subtotal			295,750	-	295,750
New Construction	Apple Creek Rd	Edgewood Dr (CTH JJ)	Paloma Ct	313,420	-	313,420
	Endeavor Dr	Eisenhower Dr	culdesac	-	83,900	83,900
	Grand View Rd	Hammond Ave	Wisconsin Ave	204,950	-	204,950
	Hammond Ave (easement)	Ballard Rd (1200' east of)	Grand View Rd	47,975	-	47,975
	Jiberty St	Quest Dr	Eisenhower Dr	-	233,800	233,800
	Wisconsin Ave	Leona St	Grand View Rd	106,950	-	106,950
	Subtotal			673,295	317,700	990,995
Reconstruction (not related to paving)	Alexander St	Pershing St	Lindbergh St	33,600		33,600
	Durkee St	Brewster St	Circle St	56,550		56,550
	Subtotal			90,150	-	90,150
Reconstruction (prior to next year's paving)	Atlantic St	Oneida St	Lawe St	283,210		283,210
	Badger Ave	Washington St	Mason St	232,770		232,770
	Carpenter St	Fremont St	Calumet St	184,825		184,825
	Douglas St	Badger Ave	Wisconsin Ave	95,300		95,300
	Newberry Ave	Schaefer St	city limits	878,575		878,575
				1,674,680	-	1,674,680
Transmission - New	Edgewood Dr (CTH JJ)	French Rd	Cherryvale Ave	180,000		180,000
	Edgewood Dr (CTH JJ)	Lightning Dr	French Rd	185,555		185,555
	Subtotal			365,555	-	365,555
				-		-
Total Water Main Construction				\$ 3,375,512	\$ 317,700	\$ 3,693,212

CITY OF APPLETON 2015 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	2015	2016	2017	2018	2019	Total
Wastewater Reconstruction Wastewater Utility	2,725,712	1,661,982	3,676,925	1,845,561	1,976,226	\$ 11,886,406
Wastewater Construction TIF # 6	-	180,150	-	-	-	\$ 180,150
TIF # 8	-	-	-	-	-	\$ -
Industrial Park Land Fund	-	-	-	89,100	209,500	\$ 298,600
Total - Sanitary Sewer Program	\$ 2,725,712	\$ 1,842,132	\$ 3,676,925	\$ 1,934,661	\$ 2,185,726	\$ 12,365,156

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2015	2016	2017	2018	2019	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	2,528,764	1,641,982	3,482,275	1,736,011	1,982,076	\$ 11,371,108
Other	196,948	200,150	194,650	198,650	203,650	\$ 994,048
Total	\$ 2,725,712	\$ 1,842,132	\$ 3,676,925	\$ 1,934,661	\$ 2,185,726	\$ 12,365,156
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2015	Street	From	To	Waste-water Utility
Labor Pool				189,548
CEA				7,400
Miscellaneous	Sommers Dr	Edgewood Dr	Spartan Ave	82,000
	Sommers Dr (to lift station)	Edgewood Dr	Spartan Ave	50,000
	Spartan Ave	Sommers Dr	Haymeadow Ave	45,000
	Subtotal			177,000
Miscellaneous Construction	Edgewood Dr (CTH JJ)	Melmar (sanitary trench, 400' w/o to 400'e/o) (by County)		70,841
	Sanitary Laterals & Manholes Prior To 2015 Asphalt Paving (B-15)			19,614
	Sanitary Laterals & Manholes Prior To 2015 Concrete Paving, new & recon (A-15)			54,045
	Structure Rehabilitation / Sewer Cut repairs from 2014 (E-15)			25,000
	Subtotal			169,500
New Construction	Edgewood Dr (CTH JJ)	Melmar St (400' w/o)	Melmar St (400' e/o)	40,000
	Northwest Lift Station	1800' north of Edgewood Dr	1200' west of Haymeadow	550,000
	Sommers Dr (gravel driveway to LS)	Edgewood Dr (CTH JJ)	Spartan Ave	30,000
	Sommers Dr (san forcemain)	Edgewood Dr (CTH JJ)	Spartan Ave	90,000
	Spartan Ave	Sommers Dr	Haymeadow Ave	60,000
	Subtotal			770,000
Reconstruction	Subtotal			-
Reconstruction (on streets to be paved in 2016)	Douglas St	College Ave	Packard St	125,113
	E. South River St	Kernan Ave	John St	32,700
	Hancock St	Lawe St	Rankin St	77,995
	John St (CTH KK)	Banta Court	Matthias Ave	588,811
	McKinley St	Jackson St	Lawe St	47,250
	McKinley St	Oneida St	Jefferson, e/o	147,525
	McKinley St	w/o Ritger St	Ritger St	-
	Peabody St	Verbrick St	Seymour St	127,400
	Sampson St	North St	Atlantic St	97,575
	Verbrick St	Bouten St	Wilkie St	167,895
	Subtotal			1,412,264
Total				\$ 2,725,712

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2016	Street	From	To	Waste-water Utility	TIF # 6	Total Cost	
Labor Pool CEA				189,650	5,000	194,650	
				5,000	500	5,500	
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2016 Asphalt Paving (B-16)			31,950		31,950	
	Sanitary Laterals & Manholes Prior To 2016 Concrete Paving, new & recon (A-16)			52,038		52,038	
	Structure Rehabilitation / Sewer Cut repairs from 2015 (E-16)			25,000		25,000	
	Subtotal			108,988		108,988	
New Construction	Milis Dr	Alliance Dr	Eisenhower Dr		68,400	68,400	
	Northside Road future	TBD	TBD	37,000		37,000	
	Road H	Vantage Dr	Milis Dr		59,850	59,850	
	Vantage Dr	Lakeland Dr	Eisenhower Dr		46,900	46,900	
	Subtotal			37,000	175,150	212,150	
Reconstruction	Subtotal			-		-	
Reconstruction (on streets to be paved in 2017)	Bateman St	Pacific St	Hancock St	33,300		33,300	
	Division St	Franklin St	Atlantic St	85,500		85,500	
	Douglas St	Pine St	Haskell St	12,000		12,000	
	Fair St	Franklin St	south end	67,700		67,700	
	Glendale Ave	Birchwood St	Mason St	147,852		147,852	
	Grant St	Nicholas St	Mason St	101,562		101,562	
	Harriman St	Atlantic St	Winnebago St	46,600		46,600	
	Herbert St	Pine St	Rogers Ave	32,590		32,590	
	Lynndale Dr	Everett St	south to RR tracks	38,750		38,750	
	Oneida St	Midway Rd	Hoover Ave	172,500		172,500	
	Owaissa St	Randall St	Glendale Ave	189,970		189,970	
	Owaissa St	Wisconsin Ave	Randall St	286,548		286,548	
	Rocky Bleier Run	Water St	park	26,000		26,000	
	Winona Ct	Nawada St	Nawada St	80,472		80,472	
	Subtotal			1,321,344		1,321,344	
	Total				\$ 1,661,982	\$ 180,150	\$ 1,842,632

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2017	Street	From	To	Waste-water Utility
Labor Pool CEA				189,650
				5,000
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2017 Asphalt Paving (B-17)			26,229
	Sanitary Laterals & Manholes Prior To 2017 Concrete Paving, new & recon (A-17)			46,378
	Structure Rehabilitation / Sewer Cut repairs from 2016 (E-16)			40,000
	Subtotal			112,607
New Construction	Apple Hill Farms force main	French Rd lift station	Apple Hill Blvd	96,000
	Apple Hill Farms lift station	on French Road	1450' n/o Applecreek Road	545,000
	Lightning Dr	Edgewood Dr (CTH JJ)	n/o CTH JJ	205,500
	Subtotal			846,500
Reconstruction	Catherine St lift station removal	Franklin to Eldorado	Green Bay Rd	100,000
	Subtotal			100,000
Reconstruction (on streets to be paved in 2018)	Calumet St	Oneida St	Jefferson St	132,888
	Catherine St	Washington St	North St	319,265
	Drew St	Glendale Ave	Pershing St	166,675
	Glendale Ave	Mason St	Richmond St	302,565
	Kamps Ave	Douglas St	Douglas St, (fire station)	22,600
	Linwood Ave	Brewster St	Glendale Ave	94,500
	Marquette St	Division St	Oneida St	146,900
	Mary St	North St	Pacific St	41,250
	Olde Oneida St	Oneida St	E. South River St	277,400
	Oneida St	Hoover Ave	Skyline Bridge	618,200
	Reeve St	Linwood Ave	Badger Ave	44,250
	Summer St	Morrison St	Lawe St	209,050
	Winnebago St	Linwood Ave	Badger Ave	47,625
	Subtotal			2,423,168
	Total			

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2018	Street	From	To	Waste-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				189,650	4,000	193,650
CEA				5,000		5,000
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2018 Asphalt Paving (B-18)			21,225		21,225
	Sanitary Laterals & Manholes Prior To 2018 Concrete Paving, new & recon (A-18)			40,311		40,311
	Structure Rehabilitation / Sewer Cut repairs from 2017 (E-16)			40,000		40,000
	Subtotal			101,536	-	101,536
New Construction	Road J	Eisenhower Dr	Milis Dr		85,100	85,100
	Subtotal			-	85,100	85,100
Reconstruction						-
	Subtotal			-	-	-
Reconstruction (on streets to be paved in 2019)	Center St	North St	Atlantic St	68,000		68,000
	Madison St	Calumet St	Taft Ave	170,630		170,630
	Prospect Ave	Bartell Dr	Haskell St	367,360		367,360
	Prospect Ave	Weatherstone Dr	Seminole Rd	232,960		232,960
	Prospect Ave (CTH BB)	City Limits	Bartell Dr	302,400		302,400
	Summit St	Spencer St	College Ave	130,525		130,525
	Telulah Ave	Calumet St	John St	277,500		277,500
	Subtotal			1,549,375	-	1,549,375
Total				\$ 1,845,561	\$ 89,100	\$ 1,934,661

**CITY OF APPLETON 2015 BUDGET
DEPARTMENT OF PUBLIC WORKS
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2019	Street	From	To	Waste-water Utility	Industrial Park Land Fund	Total Cost
Labor Pool				189,650	8,000	197,650
CEA				5,000	1,000	6,000
Miscellaneous Construction	Sanitary Laterals & Manholes Prior To 2019 Asphalt Paving (B-19)			25,290		25,290
	Sanitary Laterals & Manholes Prior To 2019 Concrete Paving, new & recon (A-19)			46,242		46,242
	Structure Rehabilitation / Sewer Cut repairs from 2018 (E-19)			25,000		25,000
	Subtotal			96,532	-	96,532
New Construction	Endeavor Dr	Eisenhower Dr	culdesac		28,500	28,500
	Jiberty St	Quest	Eisenhower Dr		172,000	172,000
	Subtotal			-	200,500	200,500
Reconstruction	Calumet St (liner)	Carpenter St, 92' w/o	Carpenter St, 462' w/o	14,800		14,800
	Calumet St (liner)	Lawe St	Lawe St, 400' e/o	16,000		16,000
	Fremont St (liner)	Kernan Ave, 666' w/o	Kernan Ave, 334' w/o	15,272		15,272
	Harris St (liner)	Douglas St	Douglas St, 332' e/o	13,280		13,280
	Vulcan St (liner)	South Island St	South Island St, 307' n/o	16,271		16,271
	Subtotal			75,623	-	75,623
Reconstruction (on streets to be paved in 2020)	Atlantic St	Oneida St	Lawe St	265,650		265,650
	Badger Ave	Washington St	Mason St	161,000		161,000
	Carpenter St	Calumet St	Taft Ave	171,760		171,760
	Carpenter St	Fremont St	Calumet St	234,475		234,475
	Douglas St	Badger Ave	Wisconsin Ave	155,036		155,036
	Newberry Ave	Schaefer St	city limits	621,500		621,500
	Subtotal			1,609,421	-	1,609,421
Total				\$ 1,976,226	\$ 209,500	\$ 2,185,726

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Downtown Development

PROJECT DESCRIPTION

Justification:

Ongoing comprehensive planning efforts have identified opportunities to increase the vitality of our Central Business District by working cooperatively and systematically to promote growing downtown populations, diversity in art, lifestyle and activities, and address vacancies. Broadly, these opportunities revolve around the library, parking, traffic, green space, and community and economic development. This CIP supports the update and implementation of several past planning initiatives and identifies and prioritizes a series of strategies that continue to move the downtown towards creativity, inclusion and innovation.

Planning and implementing successful projects includes proper sequencing and understanding the impacts decisions have on each other. When considered holistically, the benefits of planning projects together versus performing them independently ensures the most economical and effective outcome of service delivery for current and future generations.

2015 - complete site negotiations and design a new library, implement recommendations from the parking study, conduct a downtown traffic study and update Chapter 14 of the Comprehensive Plan - Downtown Planning.

2016 - begin construction of a new library*, implement traffic recommendations, parking solutions and downtown planning.

2017 - complete construction of a new library, implement traffic recommendations, parking solutions and downtown planning.

2018 - potential property acquisition and development of deconstruction documents for the removal of the Blue ramp.

2019 - deconstruct the Blue ramp.

* Assumes a 7 million dollar fundraising effort as presented by the Friends of Appleton Public Library to offset the cost of a new library.

This CIP is to remain flexible to increase the City's ability to adapt to future needs and available resources as determined through continued planning which continues to identify opportunities, minimize risk and leverage resources in the community.

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		2015	2016	2017	2018	2019	Total
Facilities	Library	5,000,000	12,500,000	12,500,000	-	-	\$ 30,000,000
Facilities Capital Projects Fund		5,000,000	12,500,000	12,500,000	-	-	\$ 30,000,000
Facilities	Blue Ramp Demolition	-	-	-	1,000,000	3,000,000	\$ 4,000,000
	Parking Study						
	Implementation	250,000	1,000,000	5,000,000	-	-	\$ 6,250,000
Parking Utility		250,000	1,000,000	5,000,000	1,000,000	3,000,000	\$ 10,250,000
Comm Dev	Downtown Study/						
	Implementation	35,000	500,000	500,000	-	-	\$ 1,035,000
Community Devel Cap Projects		35,000	500,000	500,000	-	-	\$ 1,035,000
Public Works	Traffic Study/						
	Implementation	105,000	500,000	500,000	-	-	\$ 1,105,000
Public Works Cap Projects Fund		105,000	500,000	500,000	-	-	\$ 1,105,000
Total - Downtown Development Project		\$ 5,390,000	\$ 14,500,000	\$ 18,500,000	\$ 1,000,000	\$ 3,000,000	\$ 42,390,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	140,000	1,000,000	-	1,000,000	-	\$ 2,140,000
Land Acquisition	-	500,000	5,500,000	-	-	\$ 6,000,000
Construction	-	12,500,000	12,500,000	-	3,000,000	\$ 28,000,000
Other	5,250,000	500,000	500,000	-	-	\$ 6,250,000
Total	\$ 5,390,000	\$ 14,500,000	\$ 18,500,000	\$ 1,000,000	\$ 3,000,000	\$ 42,390,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

* N/Q = Not Quantifiable

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: City Fountain Repairs

PROJECT DESCRIPTION

Justification:

The fountain at City Park is in need of repairs to the structural joints in the fountain walls and capstones. In addition, this CIP requests an LED lighting upgrade to the fountain. The upgrades will extend the life of the fountain for several years.

Discussion of operating cost impact:

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
PRFMD	City Park	30,000	-	-	-	-	\$ 30,000
Total - PRFMD Capital Projects Fund		\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	30,000	-	-	-	-	\$ 30,000
Total	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Electrical Upgrades

PROJECT DESCRIPTION

Justification:

The electrical infrastructure at the Lake Station and with older facilities/systems at the Wastewater Plant has become obsolete and is becoming less reliable.

Lake Station: This CIP will replace the existing 1970 vintage motor control center (MCC) with a new MCC. The current MCC is a General Electric system that is unique and difficult to find parts for. The MCC is protected by an older "timed" fuse configuration that would be replaced by a newer adjustable circuit breaker technology that would allow for isolation of defective motors versus the current wholesale shutdown of the MCC if one motor control fails. The MCC is considered critical since all the domestic treated water for the City passes through this facility.

Wastewater Plant: This CIP represents a phased program to upgrade the electrical distribution of the wastewater plant. There are electrical distribution components that are over 40 years old throughout the plant. Starting at the electrical substation, transformers, breakers, MCC's, panels, and conductors need to be tested, followed by a systematic replacement program. This effort must be coordinated with current and future Utility Department process upgrades.

Discussion of operating cost impact:

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
Facilities Water Plant	-	150,000	-	-	-	\$ 150,000
Water Utility Capital Projects	-	150,000	-	-	-	\$ 150,000
Facilities Wastewater	-	-	200,000	200,000	-	\$ 400,000
Wastewater Utility Cap Projects	-	-	200,000	200,000	-	\$ 400,000
Total - Electrical Upgrade Capital Projects	\$ -	\$ 150,000	\$ 200,000	\$ 200,000	\$ -	\$ 550,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	150,000	200,000	200,000	-	\$ 550,000
Total	\$ -	\$ 150,000	\$ 200,000	\$ 200,000	\$ -	\$ 550,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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. Annual assessments are conducted on all City properties to determine maintenance, upgrade and/or improvement needs and maintain the functionality and/or appearance of the facility or property to meet current City standards and expectations. Specific programs for years 2016-2019 will be adjusted based on the annual assessments conducted for each property.

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, but are necessary to address issues such as aging plant material, changing facility use and/or needs, weather impacts, etc.

- 2015 - Jaycee Park - Fence replacement - \$15,000
- 2015 - Arbutus Park - Hillside stabilization and renovations to retaining wall - \$10,000
- 2016 - Einstein Park - Coordinate transition of ball diamond to middle school to create addition green space - \$20,000
- 2016 - AMP - Vegetation management and tree planting on west end of the park - \$10,000
- 2016 - City Properties - Landscaping and turf renovations at MSB, Valley Transit and water towers - \$15,000
- 2017 - Peabody Park - Stabilization of stone retaining wall along the Fox River - \$25,000
- 2017 - Kiwanis, Linwood and City Parks - Planting program to replace trees removed due to storms, etc. - \$10,000
- 2017 - City Properties - Landscaping and turf renovations at Water Plant and City Park - \$10,000
- 2018 - Parks - Fence replacement and landscaping - \$15,000
- 2018 - City Properties - Landscaping and turf renovations - \$35,000
- 2019 - Parks - Fence replacement and landscaping - \$15,000
- 2019 - City Properties - Landscaping and turf renovations - \$35,000

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		2015	2016	2017	2018	2019	Total
Facilities	Parks-Fencing	15,000	20,000	-	15,000	15,000	\$ 65,000
	Parks-Hillside/ Shoreline Stab.	10,000	-	25,000	-	-	\$ 35,000
	Parks-Shrubs, trees	-	10,000	10,000	-	-	\$ 20,000
	City Properties- Shrubs, trees, turf	-	15,000	10,000	35,000	35,000	\$ 95,000
Total - PRFMD Capital Projects Fund		\$ 25,000	\$ 45,000	\$ 45,000	\$ 50,000	\$ 50,000	\$ 215,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	25,000	45,000	45,000	50,000	50,000	\$ 215,000
Total	\$ 25,000	\$ 45,000	\$ 45,000	\$ 50,000	\$ 50,000	\$ 215,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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, 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 \$200,000-\$300,000 is needed on an annual basis to maintain these hardscape areas. A replacement/improvement schedule for 2015 is listed below:

Fire Station #1	\$80,000
Appleton Memorial Park - West Ball Diamond Lot	\$250,000
Wastewater Treatment Plant - Partial Replacement of Asphalt	\$50,000
Water Treatment Plant - Asphalt Work around plant	\$115,000

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		2015	2016	2017	2018	2019	Total
Facilities	Fire Station # 1	80,000	-	-	-	-	\$ 80,000
	Park Sites	250,000	265,000	250,000	250,000	250,000	\$ 1,265,000
	City sites	-	50,000	50,000	50,000	50,000	\$ 200,000
Facilities Capital Projects		<u>330,000</u>	<u>315,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>\$ 1,545,000</u>
Facilities	Wastewater	50,000	50,000	-	-	-	\$ 100,000
Wastewater Utility							
Facilities	Water Plant	115,000	-	-	-	-	\$ 115,000
Water Utility							
Total - Hardscape Improvement Projects		<u>\$ 495,000</u>	<u>\$ 365,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 1,760,000</u>

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	495,000	365,000	300,000	300,000	300,000	\$ 1,760,000
Total	<u>\$ 495,000</u>	<u>\$ 365,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 1,760,000</u>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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.

Fire - (2015) Replace aged air handling unit at Fire Station #4. (2017) Replace furnaces in station 3 & 5. (2018/19) Install digital controls in Stations 2, 3, 4, and 5.

Facilities Operations Center - (2016) Replace furnaces with an air-handler system.

Library - (2017) Controls to existing Variable Air Volume (VAV) boxes. Deferred to 2017 pending decision on new Library.

Municipal Services Building - (2015) Replace unit ventilators in locker rooms and complete VAV distribution to offices; and (2017) replacement of aged rooftop unit.

Valley Transit - (2016-2018) Replace infrared garage heaters and controls for vehicle storage area.

Transit Center - (2017) 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.

Also, add VAVs to improve energy conservation. Existing unit also uses old, expensive refrigerant (R-22). (2017) Replace D-Bldg rooftop unit due to age. (2018) B-Bldg-Replace Bryan Boiler (10 MBtu).

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		2015	2016	2017	2018	2019	Total
Facilities	Fire	45,000	-	50,000	40,000	40,000	\$ 175,000
	Facilities Op Cntr.	-	95,000	-	-	-	\$ 95,000
	Library	-	-	75,000	-	-	\$ 75,000
	Municipal Services	50,000	-	100,000	-	-	\$ 150,000
Facilities Capital Projects Fund		95,000	95,000	225,000	40,000	40,000	\$ 495,000
Facilities	Transit Center	-	-	75,000	-	-	\$ 75,000
	Valley Transit	-	20,000	20,000	20,000	-	\$ 60,000
Valley Transit Capital Projects		-	20,000	95,000	20,000	-	\$ 135,000
Facilities	Water Plant	-	50,000	50,000	50,000	50,000	\$ 200,000
	Water Utility Capital Projects	-	50,000	50,000	50,000	50,000	\$ 200,000
Facilities	Wastewater Plant	125,000	-	45,000	85,000	-	\$ 255,000
	Wastewater Utility Capital Projects	125,000	-	45,000	85,000	-	\$ 255,000
Total - HVAC Upgrades		\$ 220,000	\$ 165,000	\$ 415,000	\$ 195,000	\$ 90,000	\$ 1,085,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	220,000	165,000	415,000	195,000	90,000	\$ 1,085,000
Total	\$ 220,000	\$ 165,000	\$ 415,000	\$ 195,000	\$ 90,000	\$ 1,085,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Library Moveable Partition Wall

PROJECT DESCRIPTION

Justification:

The moveable partition wall in the children's area of the Library is no longer operable and in need of replacement. Because of the frequency and variety of use of this area the Library has indicated that replacement would be necessary knowing that the Library is likely to be providing services in this building for several more years.

Discussion of operating cost impact:

No operating cost impact expected

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
PRFMD Library	30,000	-	-	-	-	\$ 30,000
Total - PRFMD Capital Projects Fund	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	30,000	-	-	-	-	\$ 30,000
Total	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Lighting Upgrades

PROJECT DESCRIPTION

Justification:

At City facilities and parks, many of the existing fixtures are outdated and have become more maintenance intensive. In addition, these lights do not meet today's definition of being energy efficient. This CIP intends to make both improvements at one time.

Parks: This CIP will convert existing incandescent, high pressure sodium and metal halide lighting to LED lighting at park pavilions and on light poles servicing parking lots, courts, trails and access roads. In addition, lights will be added where current deficiencies exist and to improve security.

Wastewater/Water Plants: Upgrade exterior lighting to LED lighting. This includes wall packs on the exterior of the facilities as well as on light poles in the parking lots and along the roads.

Municipal Services Building: Install occupancy sensors and upgrade inefficient lighting fixtures.

Discussion of operating cost impact:

Will reduce electrical costs. Total savings are dependent on hours of operation, quantity and type of fixtures used.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
Facilities	Parks	75,000	75,000	75,000	75,000	75,000	\$ 375,000
Facilities	MSB	-	50,000	-	-	-	\$ 50,000
Facilities Capital Projects		75,000	125,000	75,000	75,000	75,000	\$ 425,000
Facilities	Water Plant	-	50,000	-	50,000	-	\$ 100,000
Water Utility Capital Projects		-	50,000	-	50,000	-	\$ 100,000
Facilities	Wastewater	100,000	-	50,000	-	-	\$ 150,000
Wastewater Utility Capital Projects		100,000	-	50,000	-	-	\$ 150,000
Total - Lighting Projects 627627		\$ 175,000	\$ 175,000	\$ 125,000	\$ 125,000	\$ 75,000	\$ 675,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	175,000	175,000	125,000	125,000	75,000	\$ 675,000
Total	\$ 175,000	\$ 175,000	\$ 125,000	\$ 125,000	\$ 75,000	\$ 675,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Municipal Services Building Floor Drain Repair

PROJECT DESCRIPTION

Justification:

The Municipal Services Building has 810 feet of floor drain in the garage areas of the facility. Several repairs have been made to maintain the drains and to ensure safe working conditions for the past several years. The drains and concrete on both sides of the drain have deteriorated to a point that replacement has become necessary. In 2013, a request was made to the Finance Committee to transfer funds from another project to replace the drains. Upon further investigation, it was found that complete replacement would be necessary. In addition, a sump was found to be connected to the storm sewer versus the sanitary sewer, which needs to be changed. At that time small repairs were made to ensure that it would be safe for people to walk or drive equipment over the drains and the project was deferred until further funding could be acquired. In 2014, an engineer was hired to create the specifications to replace the drain and an estimate developed to assist in developing this request.

Discussion of operating cost impact:

No expected operating cost impact

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
PRFMD	MSB Drain	355,000	-	-	-	-	\$ 355,000
Total - PRFMD Capital Projects Fund		\$ 355,000	\$ -	\$ -	\$ -	\$ -	\$ 355,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	355,000	-	-	-	-	\$ 355,000
Total	\$ 355,000	\$ -	\$ -	\$ -	\$ -	\$ 355,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2015 BUDGET
CAPITAL IMPROVEMENTS PROGRAM**

NOTES

Lined area for notes.

CITY OF APPLETON 2015 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. When constructed the facilities were built as an operation center meant for usage by internal staff. In addition, the current restroom facilities do not meet ADA standards or current codes for fixture quantity.

Currently there are single male and female restrooms/locker room facilities that are used by all visitors, office staff, operations staff and summer staff. The male restroom has a "birdbath" style sink versus normal fixtures. 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.

In addition to the facility being used by 28 full-time and numerous part-time staff throughout the year, the site is used by dozens of lifeguards, coaches, volunteers and the public for first-aid training, employee orientation, recreation classes, public information meetings, etc. It is estimated that 25-50 people, excluding staff noted above, utilize this facility on a daily basis more than 40 times per year.

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	2015	2016	2017	2018	2019	Total
PRFMD Restroom Renovation	-	-	-	-	325,000	\$ 325,000
Total - PRFMD Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ 325,000	\$ 325,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	325,000	\$ 325,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ 325,000	\$ 325,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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.

2015	Wastewater Plant Skylights Bldg. M&K	55,000
2015	Appleton Public Library	200,000
2015	Municipal Services Building (Partial)	250,000
2016	Park Pavillions (Various)	125,000
2016	Valley Transit Terminal (Center Area)	55,000
2016	Municipal Services Building (Partial)	500,000
2017	Fire Station #3	65,000
2017	Fire Station #5	65,000
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 \$5,092,000. Based on a 25 year replacement cost, we should expect an average of approximately \$203,680 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		2015	2016	2017	2018	2019	Total
Facilities	Wastewater Plant	55,000		-	-	-	\$ 55,000
	WW Utility Capital Projects	55,000					\$ 55,000
Facilities	Valley Transit		55,000	-	-	-	\$ 55,000
	Valley Transit Capital Projects		55,000				\$ 55,000
Facilities	Library	200,000	-	-	-	-	\$ 200,000
Facilities	MSB	250,000	500,000	-	-	-	\$ 750,000
Facilities	Fire Stations	-	-	130,000	250,000	-	\$ 380,000
Facilities	Park Pavillions		125,000	-	-	-	\$ 125,000
	Facilities Capital Projects	450,000	625,000	130,000	250,000	-	\$ 1,455,000
Total - Roof Replacement		\$ 505,000	\$ 680,000	\$ 130,000	\$ 250,000	\$ -	\$ 1,565,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	505,000	680,000	130,000	250,000	-	\$ 1,565,000
Other	-	-	-	-	-	\$ -
Total	\$ 505,000	\$ 680,000	\$ 130,000	\$ 250,000	\$ -	\$ 1,565,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Safety and Security Improvements

PROJECT DESCRIPTION

Justification:

Generator Replacement (2016): 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: Install permanent generators to automatically switch to generator service during power failures at Fire Stations 3, 4 and 5. During an outage these fire stations lack the ability to automatically switch to auxiliary power to ensure critical systems including the furnace, breathing air compressor, telephone, radio system, main computer, lighting, sewage ejector pumps, etc. operate. In addition, this CIP will add other systems to the current generators at Fire Stations 1,2 and 6. Though this need has been planned for the last couple years, the priority has risen and was brought to light by problems incurred during the storms that occurred in 2013.

Library Entrance Doors: The current entrance doors are in need of replacement. The front doors automatic openers have exceeded their life expectancy and malfunction frequently resulting in people walking into the doors. No major accidents have happened, but the potential does exist for injury. A significant amount of maintenance has been conducted, but parts and outside service are no longer available for the model and age of doors and openers. Our vendors and maintenance staff have indicated that the only option is replacement utilizing a sliding door versus swing doors.

Discussion of operating cost impact:

Some costs will be incurred to maintain the generators.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
PRFMD Valley Transit Generator	-	135,000	-	-	-	\$ 135,000
Valley Transit Capital Projects	-	135,000	-	-	-	\$ 135,000
PRFMD Fire Station Generators	100,000	-	-	-	-	\$ 100,000
Library Entrance Doors	40,000	-	-	-	-	\$ 40,000
Facilities Capital Projects Fund	140,000	-	-	-	-	\$ 140,000
Total - Safety & Security Upgrades	\$ 140,000	\$ 135,000	\$ -	\$ -	\$ -	\$ 275,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	140,000	135,000	-	-	-	\$ 275,000
Total	\$ 140,000	\$ 135,000	\$ -	\$ -	\$ -	\$ 275,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Storage

PROJECT DESCRIPTION

Justification:

Facilities and Grounds Operations Center (2016) - 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.

MSB Salt Storage Door - Replace door on salt storage shed. The door has reached its expected life and staff are having numerous issues opening/closing the current door. This could be critical during a major snow/ice event. No additional maintenance can be completed to make the door function properly.

MSB Heated Storage Facility - The Municipal Services Building has reached its capacity to house equipment and supplies. The Department has indicated inefficiencies, supplies that are being damaged from outside storage and materials that are freezing at times when it is critical to have them available. Accommodations have been made by adding mezzanine storage in areas with higher ceilings and by utilizing shelving when feasible. This request anticipates that by 2019 a new heated storage facility will be required to continue to provide the level of service and to ensure the departments assets are secure.

Discussion of operating cost impact:

Mezzanine - Prevents the need for building additional square footage to existing structures.

Salt Shed Door - Will reduce maintenance costs and downtime by staff trying to open and close door.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
PRFMD	Facilities & Grounds Operations Center	-	35,000	-	-	-	\$ 35,000
PRFMD	MSB Salt Storage Door	50,000	-	-	-	-	\$ 50,000
PRFMD	MSB Heated Storage Facility	-	-	-	-	650,000	\$ 650,000
Total - PRFMD Capital Projects Fund		\$ 50,000	\$ 35,000	\$ -	\$ -	\$ 650,000	\$ 735,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	650,000	\$ 650,000
Other	50,000	35,000	-	-	-	\$ 85,000
Total	\$ 50,000	\$ 35,000	\$ -	\$ -	\$ 650,000	\$ 735,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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 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 planned 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 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 2016, and 2018.

Discussion of operating cost impact:

There are no anticipated operating cost impacts.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
Parking						
Ramp structural evaluations	-	25,000	-	-	25,000	\$ 50,000
Ramp structural maintenance	75,000	75,000	75,000	75,000	75,000	\$ 375,000
Lot repairs	20,000	-	-	35,000	-	\$ 55,000
Security cameras	-	20,000	-	20,000	-	\$ 40,000
Total - Parking Utility Capital Projects	\$ 95,000	\$ 120,000	\$ 75,000	\$ 130,000	\$ 100,000	\$ 520,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Design/Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	95,000	75,000	75,000	110,000	75,000	\$ 430,000
Other	-	45,000	-	20,000	25,000	\$ 90,000
Total	\$ 95,000	\$ 120,000	\$ 75,000	\$ 130,000	\$ 100,000	\$ 520,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Water Plant Exterior Wall

PROJECT DESCRIPTION

Justification:

The exterior lower level concrete wall has various surface cracks in need of repair. Though none of the cracks harm the structural integrity of the wall they are subject to outside moisture. This moisture enters the cracks and continues to freeze causing further damage to the concrete. If left as is, moisture will result in damage to the rebar which would result in structural failure. This request will fill the cracks and coat the wall to create a moisture barrier to prevent further damage.

Discussion of operating cost impact:

There is no operating cost impact expected from this project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
Facilities	Water Plant	70,000	-	-	-	-	\$ 70,000
Total - Water Utility Capital Projects		\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	70,000	-	-	-	-	\$ 70,000
Total	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Operating Cost Impact	-	-	-	-	-	-

CITY OF APPLETON 2015 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	2015	2016	2017	2018	2019	Total
Water Utility Construction	2,900,000	-	-	-	-	\$ 2,900,000
Total - Water Treatment Capital Projects	\$ 2,900,000	\$ -	\$ -	\$ -	\$ -	\$ 2,900,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	2,900,000	-	-	-	-	\$ 2,900,000
Other	-	-	-	-	-	\$ -
Total	\$ 2,900,000	\$ -	\$ -	\$ -	\$ -	\$ 2,900,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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 the 180 day biosolids storage requirement under code NR 204. 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 provides greater flexibility in scheduling land application of Class B biosolids by maximizing available storage which reduces costs.

Since 2008, the Appleton Department of Public Works and Wastewater Utility have worked with the Outagamie County Solid Waste Department to seek cooperative solutions to AWWTP biosolids, curbside leaf / yard waste 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 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. Approximately 30,000 cubic yards of compost has been processed as part of six individual batches since 2010. Feasibility of a long-term composting program continue to be evaluated as markets are researched and developed. If composting is not successful, funds will be used for design/architecture planning for a biosolids building expansion. The 2016-2017 budget allocation may be related to capital improvements for either of these options depending upon the outcome of the demonstration and marketing studies.

Discussion of operating cost impact:

Since 2013, costs related to composting 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 if limitations to on-site sludge storage required landfilling during a period when traditional land application is not feasible. The compost option eliminates that need by providing additional 180-day storage capacity. Developing compost markets may provide the ability to offset future operational costs through bulk compost sales.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
Wastewater & Engineering	-	100,000	-	-	-	\$ 100,000
Facilities Construction	-	-	1,500,000	-	-	\$ 1,500,000
Total - Wastewater Capital Projects	\$ -	\$ 100,000	\$ 1,500,000	\$ -	\$ -	\$ 1,600,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Engineering	-	100,000	-	-	-	\$ 100,000
Construction	-	-	1,500,000	-	-	\$ 1,500,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 100,000	\$ 1,500,000	\$ -	\$ -	\$ 1,600,000
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	\$ -

* N/Q = Not Quantifiable

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Solids Storage Building Wall Plate 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 2014 estimated the total cost for construction to be \$150,000. This study included a preliminary layout and cost for the most viable storage option which has been used as part of 2015 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		2015	2016	2017	2018	2019	Total
Wastewater	Engineering	10,000	-	-	-	-	\$ 10,000
	Construction	160,000	-	-	-	-	\$ 160,000
Total - Wastewater Capital Projects		\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	10,000	-	-	-	-	\$ 10,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	160,000	-	-	-	-	\$ 160,000
Other	-	-	-	-	-	\$ -
Total	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: TMDL Related 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 waterways, 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 established wastewater effluent limits of 0.2 mg/l or less for point sources with WPDES permits on the lower Fox River. This 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. A preliminary study conducted in 2010 estimated \$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). A fourth compliance option known as Senate Bill 547 was passed by the state legislature in February 2014 and was subsequently signed by the governor. SB-547 provides a variance to permit holders by incorporating effluent limits that successively decrease over a 20 year period or four permit cycles, which ultimately reach the water quality based phosphorus effluent limit of 0.1 mg/L. The bill currently is undergoing an economic impact analysis and ultimately must be reviewed and approved by the EPA.

The AWWTP's current WPDES permit expires in September 2015. A decision must be made to the planned path for compliance in advance of the next permit's expiration date. Professional engineering work initiated in the fall of 2013 will provide the Utility with an extensive evaluation of existing AWWTP treatment capabilities and process optimization opportunities. This work also provides new treatment improvement recommendations that will effectively comply with low-level phosphorus standards. WQT and AM are also being evaluated as off-site alternative methods for regulatory compliance. By year-end 2014, the Utility shall be provided a technical document with a suite of options including pairing alternatives that provide the most cost effective path(s) for regulatory compliance. The information compiled within this document will be used for the basis of capital planning in future budget years. Monies allocated in 2015 will be used to refine elements of the 2013-2014 analysis, act upon recommendations contained within the report, and evaluate opportunities that may be available with SB-547, if approved by EPA, that assist the Utility in cost effectively reaching compliance.

Discussion of operating cost impact:

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		2015	2016	2017	2018	2019	Total
Wastewater	Design	180,000	-	-	-	-	\$ 180,000
	Equipment	20,000	-	-	-	-	\$ 20,000
Total - Wastewater Capital Projects		\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	180,000	-	-	-	-	\$ 180,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other - Equipment	20,000	-	-	-	-	\$ 20,000
Total	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2015 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.

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
Fire Equipment	-	-	-	-	750,000	\$ 750,000
Total - Public Safety Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ 750,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	750,000	\$ 750,000
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ 1,100,543	\$ 1,100,543

CITY OF APPLETON 2015 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. EVP has been installed and maintained by the Traffic Engineering Division of the Department of Public Works.

The current 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 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 management 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 began 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 existing 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 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		2015	2016	2017	2018	2019	Total
Fire	Equipment	125,860	130,895	136,131	-	-	\$ 392,886
Total - Public Safety Capital Projects Fund		\$ 125,860	\$ 130,895	\$ 136,131	\$ -	\$ -	\$ 392,886

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	125,860	130,895	136,131	-	-	\$ 392,886
Other	-	-	-	-	-	\$ -
Total	\$ 125,860	\$ 130,895	\$ 136,131	\$ -	\$ -	\$ 392,886
Operating Cost Impact	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Training Tower Repairs/Upgrade

PROJECT DESCRIPTION

Justification:

The training tower at Fire Station #6 was built in 2003. Since that time, numerous fire instructors and students that have utilized the structure have identified a number of modifications that are becoming increasingly necessary in order to maintain it in proper repair.

This request includes the replacement of the windows in the training tower. Many of the current windows are damaged which allow the elements and wildlife to damage the tower. Additionally, many of these windows lack proper locking mechanisms and pose an increased risk/liability of unauthorized individuals getting into the tower and either getting hurt or vandalizing property. The department proposes working with the Facilities Department to modify the window openings with a type of frame that would allow us to take windows in and out of the openings to meet the training needs and to give us the ability to replace damaged windows with cheaper windows than those that are currently there.

This request also includes the addition of a flashover simulator on the exterior of the training tower that would serve dual purposes with a modification to pipe smoke into the training tower. This addition would allow us to conduct flashover simulations to educate line personnel on the signs and danger of hostile fire events and to expose newer personnel to a realistic live fire training environment with the safety of a pre-engineered structure. The proposal would also include the modification of the exterior venting of the simulator to be piped into the training tower so that personnel could create scenarios within our tower that would have realistic smoke conditions as well as small amounts of heat that would increase the effectiveness of training with our thermal imaging cameras.

These modifications also include replacing the worn blacktop with concrete and converting a small grassy area into a more useable training space by converting it to concrete.

Discussion of operating cost impact:

There should be no additional operating costs as a result of these modifications.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
Fire	Window Repair	30,000	-	-	-	-	\$ 30,000
	Flashover Simulator/ Venting Modification	-	50,000	-	-	-	\$ 50,000
	Concrete	-	-	158,850	-	-	\$ 158,850
Total - Public Safety Capital Projects Fund		\$ 30,000	\$ 50,000	\$ 158,850	\$ -	\$ -	\$ 238,850

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	50,000	-	-	-	\$ 50,000
Land Acquisition	-	-	-	-	-	-
Construction	30,000	-	-	-	-	\$ 30,000
Other	-	-	158,850	-	-	\$ 158,850
Total	\$ 30,000	\$ 50,000	\$ 158,850	\$ -	\$ -	\$ 238,850
Operating Cost Impact	-	-	-	-	-	-

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Fire Station Radio Speaker/Communication Upgrade

PROJECT DESCRIPTION

Justification:

In 2013, the Fire department upgraded the radio equipment as part of the FCC mandate to narrow band VHF communications. Outagamie County chose to implement an 800MHz system. At the time of implementation, the new radio equipment was connected to existing station speaker systems. The existing speaker system is used for on-duty crews to monitor and to communicate over the radio system within the stations to the communications center or other fire units. As a result of the new equipment, it was discovered that the interaction between the radio and speaker systems were not optimal. In fact, some components became inoperable. The department, in conjunction with Facilities Department, has made minor modifications to provide temporary fixes for a less than optimal system pending additional funding to properly correct current system shortcomings.

This upgrade would provide for a replacement of existing outdated and inappropriate amplifiers, speakers, and system wiring. Additionally, it would provide for additional radio answering points within the station for more timely radio response. Currently, with the exception of station 1, each station has only one location within the station that the radio can be answered from. Necessary equipment to upgrade the existing system include:

- Station 1 - Amplifier, two desk sets, speakers, wiring
- Station 2 - Amplifier, one desk set, radio gateway unit (RDU), speakers, wiring
- Station 3 - Amplifier, one desk set, radio gateway unit (RDU), speakers, wiring
- Station 4 - Amplifier, one desk set, radio gateway unit (RDU), speakers, wiring
- Station 5 - Amplifier, one desk set, radio gateway unit (RDU), speakers, wiring
- Station 6 - Amplifier, one desk set, radio gateway unit (RDU), speakers, wiring

This upgrade provides for a clear and more optimal in-station radio communications system.

Discussion of operating cost impact:

Once installed, there is no operating cost impact for this upgrade.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
Fire	Radio Equipment	35,000	-	-	-	-	\$ 35,000
	Speaker Components	30,000	-	-	-	-	\$ 30,000
Total - Public Safety Capital Projects Fund		\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2015	2016	2017	2018	2019	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	65,000	-	-	-	-	\$ 65,000
Total	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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	2015	2016	2017	2018	2019	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	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	28,005	-	-	\$ 28,005
Total	\$ -	\$ -	\$ 28,005	\$ -	\$ -	\$ 28,005
Operating Cost Impact	\$ -	\$ -	\$ 2,313	\$ 2,313	\$ 2,313	\$ 6,939

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Survey Instrument Replacements

PROJECT DESCRIPTION

Justification:

Survey Instrument Replacements - Robotic Total Station or GPS Units

These 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 necessary auxiliary equipment .

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		2015	2016	2017	2018	2019	Total
DPW	Robotic Total Station / GPS	-	35,000	-	30,000	-	\$ 65,000
Total - Public Works Capital Projects Fund		\$ -	\$ 35,000	\$ -	\$ 30,000	\$ -	\$ 65,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	35,000	-	30,000	-	\$ 65,000
Total	\$ -	\$ 35,000	\$ -	\$ 30,000	\$ -	\$ 65,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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.

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 \$.05 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	2015	2016	2017	2018	2019	Total
CEA Fuel Containment	-	-	-	100,000	-	\$ 100,000
Total - CEA Capital Projects	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	100,000	-	\$ 100,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 36,000

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Digital Radios (6.5kHz narrow banding)

PROJECT DESCRIPTION

Justification:

The Federal Communication Commission (FCC) has required that all existing licensees convert existing 25 kHz radio systems to 12.5 kHz narrow banding efficiency technology by January 1, 2013, which the City of Appleton has done. In addition to the 12.5 kHz requirement, the FCC expects that licensees will be required to further narrowband to a bandwidth of 6.25 kHz. This deadline has not yet been established but the year 2020 has been talked about throughout the industry. If an agency is not in compliance with the narrow banding mandate by the given deadline the FCC may issue fines and or cancel licenses.

Recognizing that the new narrow banding deadline is approaching, CEA is requesting to upgrade the existing radio system to a digital, 6.25 kHz system in 2019. This upgrade will not only help us meet the new requirements, but will also offer many advantages over the existing analog VHF radios. Some of the advantages include improved city wide coverage, radio to radio texting, individual talk groups (plow trucks, refuse trucks etc.), radio over IP address and GPS capabilities.

This project includes the replacement of approximately 110 vehicle radios, 9 desktop units, 26 portable radios and upgrading the base stations and repeaters. CEA will also work with the vendor to trade in 110 of the old radios for a credit of approximately \$10,000.

Discussion of operating cost impact:

There is no operating cost impact as a result of this project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
CEA	Digital Radios	-	-	-	-	120,000	\$ 120,000
Total - Public Works Capital Projects Fund		\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	120,000	\$ 120,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Enterprise Resource Planning (ERP) System

PROJECT DESCRIPTION

Justification:

iSeries Replacement in the amount of \$125,000. With the awarding of the RFP to kickoff and lead the project, in 2015 we plan to select a vendor and begin the task of migration. This amount would cover the initial cost of the business analysis piece of the project. We plan to have this vendor chosen in the 4th quarter of 2014 to begin the assessment, research and interview phase of the project. Once complete, which will take a number of months, we will then begin work with them in developing the RFP that will be sent out to the ERP vendors with the requirements and expectations of the project. We are planning to have a vendor selected for that portion sometime in the 3rd quarter of 2015.

Beginning in 2016, once the contract was awarded that amount will increase. This project will begin the retirement of the iSeries server and move us to an ERP system that will be Windows and Web based and run all of our financial packages in a format for better document management and sharing. The estimated time from the start of the project in 2015 to the completion once the RFP has been awarded is typically 36 months on average. A project of this nature will require us hiring an outside agency to manage the project and training to guarantee available resources for timely completion.

Discussion of operating cost impact:

Hardware and software maintenance for the ERP system that replaces the iSeries would begin in 2017, the second year of ownership of the system, and is estimated at \$100,000. In 2018, the annual maintenance on the iSeries and JDEdwards accounting software would cease.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
IT	ERP system	125,000	2,000,000	-	-	-	\$ 2,125,000
Total - Information Technology Capital Projects Fund		\$ 125,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,125,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	125,000	2,000,000	-	-	-	\$ 2,125,000
Total	\$ 125,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,125,000
Operating Cost Impact	\$ -	\$ -	\$ 100,000	\$ 61,500	\$ 61,500	\$ 20,000

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Information Technology Equipment and Infrastructure

PROJECT DESCRIPTION

Justification:

As the Information Technology Department looks toward the future and continues down the path of upgrading our critical needs and systems, a number of projects need to be undertaken. Some projects have been talked of in the past and are now moving to the next stage, others such as the Disaster Recovery to ensure the City's critical data is secure has now come to the forefront and needs to be addressed. In the CIP request for 2015 the projects included are:

Disaster Recovery for \$150,000 allowing us complete offsite backup and recovery of all systems deemed critical beyond just file recovery. This technology allows us to have a buffer between our data center and an offsite center. The ability to be able to log into our servers from this site greatly improves the current situation.

The servers that currently run our environment need to be replaced in rotation in order to remain on current hardware to maintain standards. That amount is \$35,000.

A continued effort to enhance the City's mobile effort with both application development and purchase when the product dictates in the amount of \$40,000. As we move to a "Mobile First" approach to our website and mobile app development, this will give us the ability to build the foundation and develop on our own afterward.

In January of 2018 our existing EMC SAN will reach 6-7 years old, the point at which the life expectancy begins to shrink and maintenance becomes a larger problem where we would look at replacing the aging equipment.

As the camera project winds down, an additional \$35,000 is needed to finalize any cameras that have not yet been refreshed.

Discussion of operating cost impact:

All of these projects except the disaster recovery system are upgrades/replacements of existing equipment and therefore are not expected to appreciably affect operating costs. The disaster recovery system is estimated at \$20,000 per year of support costs for hardware and software beginning in 2016, the second year of ownership.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
IT	Camera Project	35,000	-	-	-	-	\$ 35,000
IT	Disaster Recovery	150,000	-	-	-	-	\$ 150,000
IT	VM Server Refresh	35,000	35,000	35,000	-	-	\$ 105,000
IT	Mobil App Develop	40,000	-	-	-	-	\$ 40,000
IT	SAN Refresh	-	-	-	350,000	-	\$ 350,000
Total - Information Technology Capital Projects Fund		\$ 260,000	\$ 35,000	\$ 35,000	\$ 350,000	\$ -	\$ 680,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	260,000	35,000	35,000	350,000	-	\$ 680,000
Total	\$ 260,000	\$ 35,000	\$ 35,000	\$ 350,000	\$ -	\$ 680,000
Operating Cost Impact	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000

CITY OF APPLETON 2015 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 2016 to purchase a new billing system to fully accommodate the change in billing units and to provide more customer billing and payment options. This purchase will be part of the i-series replacement project. In addition approximately \$7.9 million dollars will be spent in years 2013 – 2017 for the new meter system.

Discussion of operating cost impact:

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 (\$113,160) along with the 3.5 FTE's of current staff to install all 27,738 meters.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
Public Works Replacement of Automated Meter Reading system	1,788,524	1,920,059	486,729	-	-	\$ 4,195,312
Billing Software	-	500,000	-	-	-	\$ 500,000
Total - Water Distribution Capital Projects	\$ 1,788,524	\$ 2,420,059	\$ 486,729	\$ -	\$ -	\$ 4,695,312

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	1,788,524	2,420,059	486,729	-	-	\$ 4,695,312
Total	\$ 1,788,524	\$ 2,420,059	\$ 486,729	\$ -	\$ -	\$ 4,695,312
Operating Cost Impact	\$ 77,474	\$ 69,923	\$ 79,283	\$ 95,799	\$ 100,589	\$ 423,069

CITY OF APPLETON 2015 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	2015	2016	2017	2018	2019	Total
Water Utility Station # 3						
Land	-	70,000	-	-	-	\$ 70,000
Engineering	-	40,000	-	-	-	\$ 40,000
Construction	-	240,000	-	-	-	\$ 240,000
Total - Water Treatment Capital Projects	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2015	2016	2017	2018	2019	
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	\$ 5,000	\$ 17,500

CITY OF APPLETON 2015 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		2015	2016	2017	2018	2019	Total
Water Utility	Lindbergh	60,000	-	-	-	-	\$ 60,000
	North Tower	-	-	60,000	-	-	\$ 60,000
Total - Water Treatment Capital Projects		\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ 120,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	60,000	-	-	-	-	\$ 60,000
Other	-	-	-	-	-	\$ -
Total	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Operating Cost Impact	\$ 2,500	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 20,000

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Aeration Tank Diffuser Replacement

PROJECT DESCRIPTION

Justification:

The Wastewater Plant's activated sludge process needs to replace air-diffuser equipment. The #1 Aeration Tank Process utilizes 2,425 fine bubble membrane diffusers for consistent process aeration efficiency. The current diffusers were installed in the early 1990's with a life expectancy of 10 years. The maintenance staff have maintained the diffusers, however, the useful life and reliability has declined annually. New equipment will increase oxygen transfer efficiently and create a better environment for the aerobic biological process.

Discussion of operating cost impact:

Maintenance costs should be reduced, however, at this time, the savings are not quantifiable. Treatment process efficiencies will increase due to better oxygen transfer and reliability of equipment.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
Wastewater Equipment	100,000	-	-	-	-	\$ 100,000
Total - DNR Replacement Fund	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2009	2010	2011	2012	2013	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	100,000	-	-	-	-	\$ 100,000
Total	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *

* N/Q = Not Quantifiable

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Chlorination/dechlorination equipment replacement

PROJECT DESCRIPTION

Justification:

Sodium Hypochlorite is fed seasonally May - September for the disinfection of AWWTP effluent prior to discharge to the Fox River. Sodium Bisulfite is fed during the same time period to neutralize the remaining residual chlorine prior to discharge. The chemical feed equipment is 15 years old, and the original manufacturer no longer supports the equipment, nor are spare parts readily available.

The existing equipment is only capable of being manually controlled, and therefore does not have the ability to increase or decrease chemical feed in response to changing plant flow. This means that disinfection chemicals are sometimes overfed when plant process flow decreases.

The replacement equipment will be of similar design and operating methodology, as the technology is proven and familiar to operations staff. It is anticipated that the new equipment will be serviceable and parts will be readily available for the lifetime of the equipment.

Discussion of operating cost impact:

Decreased costs associated with efficient and flow responsive chemical feed. Decreased costs associated with reduced staff time spent in manual flow adjustments and equipment maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
Wastewater Equipment	65,000	-	-	-	-	\$ 65,000
Total - DNR Replacement Fund	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	65,000	-	-	-	-	\$ 65,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
Total	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Methane Detection System Replacement

PROJECT DESCRIPTION							
<p>Justification:</p> <p>Methane (CH₄) is the principal by-product of the anaerobic digesters (55-65%). Methane is a colorless, odorless gas, which is lighter than air. It is formed by the decomposition of organic matter under anaerobic conditions. Methane from the digesters is a desirable fuel used to defray natural gas purchases for heating areas of the wastewater treatment plant. Methane gas is flammable and therefore must be monitored in enclosed spaces such as anaerobic digesters. It also poses the dangers of asphyxiation, as it displaces oxygen, and explosion so proper monitoring is critical.</p> <p>The monitoring of methane and two other gas components is an essential duty under the confined space entry policy. The monitored gas components are methane, carbon monoxide, lower explosive limit and hydrogen sulfide. The detection and concentration monitoring supports a safe work environment for City employees at the plant and those who enter confined spaces. The current system was installed during the 1992 plant construction and is now obsolete. The system includes 25 sensors total in the following treatment plant areas:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">“L building” (1)LEL (1)H₂S</td> <td style="width: 50%;">“V building ” (1)LEL (1)CO</td> </tr> <tr> <td>“M building” (6)LEL</td> <td>“K building” (5)LEL</td> </tr> <tr> <td>“K” Top of Digesters (6)LEL</td> <td>“B building” (4)LEL</td> </tr> </table> <p>The system has the following features</p> <ol style="list-style-type: none"> 1) Provide a signal at 10% of the LEL for alerting staff of unsafe conditions 2) Lock out the elevator system to the top of the digesters <p>Discussion of operating cost impact:</p> <p>None</p>		“L building” (1)LEL (1)H ₂ S	“V building ” (1)LEL (1)CO	“M building” (6)LEL	“K building” (5)LEL	“K” Top of Digesters (6)LEL	“B building” (4)LEL
“L building” (1)LEL (1)H ₂ S	“V building ” (1)LEL (1)CO						
“M building” (6)LEL	“K building” (5)LEL						
“K” Top of Digesters (6)LEL	“B building” (4)LEL						

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
Wastewater						
Utility Construction	105,000	-	-	-	-	\$ 105,000
Total - DNR Replacement Fund	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	105,000	-	-	-	-	\$ 105,000
Other	-	-	-	-	-	\$ -
Total	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ 105,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Midway Lift Station Generator

PROJECT DESCRIPTION

Justification:

Lift stations 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. The 14 lift stations currently serving customers within the City of Appleton 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.

The Midway Lift Station is the fifth largest raw sewage lift station system in the City of Appleton. It is the only one of these five that is not equipped with permanent on-site back-up power generation capabilities. This lift station has lost power during severe storm events as recently as 2012 and 2013 when a portable generator was deployed to provide power to pumps and ancillary supporting equipment. Coordinated efforts by Utility staff to deploy back-up power generation maintained continuity of service to the surrounding commercial and residential customers.

An on-site emergency power generator installation at Midway Lift Station will greatly improve system dependability and lessen the demand on portable power generation equipment and the personnel needed to connect and maintain it. This upgrade will provide customers significantly improved protection from sewer back-ups during emergencies where portable units and staff resources would otherwise need to be deployed.

Discussion of operating cost impact:

Fuel and maintenance costs are projected to be \$300 per year.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
Wastewater						
Utility Engineering	16,000	-	-	-	-	\$ 16,000
Contractor	79,000	-	-	-	-	\$ 79,000
Total - Wastewater Capital Projects	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	16,000	-	-	-	-	\$ 16,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	79,000	-	-	-	-	\$ 79,000
Other	-	-	-	-	-	\$ -
Total	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000
Operating Cost Impact	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 1,500

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Scarlet Oak Lift Station Improvements

PROJECT DESCRIPTION

Justification:

The Scarlet Oak Lift Station is one of 14 sewage pump stations servicing the City of Appleton. The Scarlet Oak Lift Station is located on the east side of the 3300 block of South Scarlet Oak Lane and was originally constructed in 1995. Escalating occurrences of electrical system failure, sewage pump blockages, and various wetwell component deterioration increases the potential for sanitary sewer bypasses and basement backups.

New pumps with improved impellor section design will reduce the frequency of clogging. Replacement of the pump rail system is necessary due to deterioration. Wholesale change out of the electrical system will restore station reliability and compliance with current electrical codes. Improvements to site access (currently grass) will provide reliable unimpeded vehicular entry to lift station equipment during emergency situations as well as periodic maintenance events. 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 new pumps with updated electrical system will restore proper function to the station and reduce personnel service time and emergency calls.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
Wastewater	Scarlet Oak Engineering	25,000	-	-	-	-	\$ 25,000
	Construction	85,000	-	-	-	-	\$ 85,000
Total - Wastewater Capital Projects		\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2015	2016	2017	2018	2019	
Planning	25,000	-	-	-	-	\$ 25,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	85,000	-	-	-	-	\$ 85,000
Other	-	-	-	-	-	\$ -
Total	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Raw Sludge Pump Replacement

PROJECT DESCRIPTION

Justification:

The Appleton Wastewater Treatment Plant utilizes four "raw sludge" pumps to remove solids which collect inside each of the six primary clarifiers then conveys this material to a blend tank where it is co-mingled with receiving station waste and DAF sludge prior to entering anaerobic digestion. These pumps collectively convey on average 1.4 million gallons of primary sludge each year. Two of the four pumps have reached the end of their useful life and show diminished signs of reliability after more than 20 years of use. The replacement of these pumps will provide greater operational reliability and efficiency.

Discussion of operating cost impact:

Decreased costs associated with parts and maintenance.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
Wastewater						
Utility Equipment	-	120,000	-	-	-	\$ 120,000
Total - DNR Replacement Fund	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	120,000	-	-	-	\$ 120,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Receiving Station Improvements

PROJECT DESCRIPTION	
Justification:	
<p>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 \$600,000. Since January 1, 2010 authorized haulers are billed by the Utilities based on a 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.</p> <p>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.</p> <p>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.</p>	
Discussion of operating cost impact:	
Project will increase capacity and revenues through tipping fees and expanded biogas utilization.	

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
Wastewater	Engineering	-	-	200,000	-	-	\$ 200,000
	Construction	-	-	-	2,000,000	-	\$ 2,000,000
Total - Wastewater Capital Projects		\$ -	\$ -	\$ 200,000	\$ 2,000,000	\$ -	\$ 2,200,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	200,000	-	-	\$ 200,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	2,000,000	-	\$ 2,000,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 200,000	\$ 2,000,000	\$ -	\$ 2,200,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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. Upgrades to the clubhouse flooring, furniture, pro shop and snack bar were completed in 2012 and 2013. Major course renovations were completed in 2013 in coordination with the construction of two stormwater ponds funded by the Stormwater Utility. This budget includes funding requests to address the following course improvements: 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.

- 2016 - Sand Storage for Maintenance Shop - \$20,000
- 2016 - Card Access System for Maintenance Shop - \$10,000
- 2016 - Parking lot reconstruction - design \$20,000, construction \$190,000
- 2016 - Restroom upgrades - \$20,000
- 2017 - Paved cart paths - \$25,000
- 2017 - Course master planning - \$15,000
- 2017 - Concession equipment upgrades - \$12,500
- 2018 - Paved cart paths - \$35,000
- 2018 - Exterior Signage - \$10,000
- 2018 - Course updates (bunker repairs, drainage, etc.) - 12,500
- 2019 - Concession equipment upgrades - \$10,000

** 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		2015	2016	2017	2018	2019	Total
PRFMD	Paved Paths	-	-	25,000	35,000	-	\$ 60,000
	Parking Lot	-	210,000	-	-	-	\$ 210,000
	Master Planning**	-	-	15,000	-	-	\$ 15,000
	Bathroom Upgrades**	-	20,000	-	-	-	\$ 20,000
	Course Renovations**	-	-	-	12,500	-	\$ 12,500
	Sand Storage	-	20,000	-	-	-	\$ 20,000
	Card Access System	-	10,000	-	-	-	\$ 10,000
	Concession Equip. Repl.	-	-	12,500	-	10,000	\$ 22,500
	Exterior Sign**	-	-	-	10,000	-	\$ 10,000
Total - Reid Municipal Golf Course Capital Projects		\$ -	\$ 260,000	\$ 52,500	\$ 57,500	\$ 10,000	\$ 380,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	20,000	-	-	-	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	240,000	52,500	57,500	10,000	\$ 360,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 260,000	\$ 52,500	\$ 57,500	\$ 10,000	\$ 380,000
Operating Cost Impact	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,000

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Appleton Memorial Park - Master Plan

PROJECT DESCRIPTION

Justification:

The last master plan for Appleton Memorial Park was developed in 2005. Since the development of this master plan, the park has seen the construction of two stormwater ponds, naturalization of the stormwater channel through the park, construction of the Miracle League Field, new restroom facility to service the west end of the ball diamond complex, and additional playground equipment near the Miracle League Field. Another major change in the park was the termination of the agreement between the City of Appleton and the Gardens of the Fox Cities. With the termination of this agreement, the 35 acres on the west end of the park, the Scheig Center and surrounding gardens became the sole responsibility of the Parks, Recreation and Facilities Management Department.

Because of the changes made to the park as noted above and the potential addition to the Appleton Family Ice Center within the next couple years, it is necessary to develop a new master plan for Appleton Memorial Park that would identify the future renovations and/or development of the park and its recreation facilities. The planning process would include a comprehensive review of the current facilities, available resources, local and regional trends and significant public input to develop a master plan for the park.

This request includes funding of \$25,000 to hire an landscape architect firm to work with the Department to develop a master plan for Appleton Memorial Park. Renovations of existing facilities and/or the construction of new facilities as identified in the master planning process will be identified in future capital improvement plans.

Discussion of operating cost impact:

Any impacts to the operating costs of the park will be addressed when the specific projects identified in the master plan are included in the Department's 5-Year Capital Improvement Program.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
PRFMD	AMP Master Plan	25,000	-	-	-	-	\$ 25,000
Total - PRFM Capital Projects Fund		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	25,000	-	-	-	-	\$ 25,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
Total	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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 was completed in 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:

- 2017 - Design of Jones Building - \$75,000
- 2017 - Add irrigation to diamonds #1 & #3 - \$80,000
- 2018 - Demolition and replacement of the Jones Building - \$600,000
- 2019 - Upgrade field lights on diamond #7 and shade structures - \$120,000
- 2019 - Upgrade ball diamond backstop, line fences and outfield fences for Diamond 4 - \$25,000
- 2019 - Add irrigation of #5, #6 and #7 - \$80,000

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		2015	2016	2017	2018	2019	Total
PRFMD	Design	-	-	75,000	-	-	\$ 75,000
	Construction	-	-	-	600,000	-	\$ 600,000
	Irrigation	-	-	80,000	-	80,000	\$ 160,000
	Diamond #7 Lights	-	-	-	-	120,000	\$ 120,000
	Fence upgrades	-	-	-	-	25,000	\$ 25,000
Total - PRFMD Capital Projects		\$ -	\$ -	\$ 155,000	\$ 600,000	\$ 225,000	\$ 980,000
Fund							

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	75,000	-	-	\$ 75,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	80,000	600,000	225,000	\$ 905,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 155,000	\$ 600,000	\$ 225,000	\$ 980,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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 35 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 similar to 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 was included in the 2013 and 2014 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, concept plans were developed and cost estimates prepared for the preferred concept plans. A presentation to the Parks & Recreation Committee in 2014 outlined the preferred concept plans and estimated budget which were utilized to develop this CIP.

Discussion of operating cost impact:

The changes proposed would increase operational costs of the pool, but the changes would also increase attendance and revenues. It is difficult at this time to project operating costs when it is unknown exactly what changes will be incorporated in the final design.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
PRFMD	Erb Pool						
	Design	-	-	500,000	150,000	50,000	\$ 700,000
	Pool Renovations	125,000	-	-	5,800,000	-	\$ 5,925,000
	Erb Park						
	Pavilion Upgrade	-	-	-	-	350,000	\$ 350,000
	Parking lot	-	-	-	-	350,000	\$ 350,000
	Walkways	-	-	-	-	95,000	\$ 95,000
Total - PRFMD Capital Projects Fund		\$ 125,000	\$ -	\$ 500,000	\$ 5,950,000	\$ 845,000	\$ 7,420,000

COST ANALYSIS

Components	Estimated Cash Flows					
	2015	2016	2017	2018	2019	Total
Planning	-	-	500,000	150,000	50,000	\$ 700,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	125,000	-	-	5,800,000	795,000	\$ 6,720,000
Other	-	-	-	-	-	\$ -
Total	\$ 125,000	\$ -	\$ 500,000	\$ 5,950,000	\$ 845,000	\$ 7,420,000
Operating Cost Impact	N/Q	N/Q	N/Q	N/Q	N/Q	\$ -

N / Q = "Not Quantifiable"

CITY OF APPLETON 2015 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION

Project Title: Park ADA Assessments

PROJECT DESCRIPTION

Justification:

This assessment is needed to meet the Americans with Disabilities Act Access Guidelines originally passed on July 26, 1990 as Public Law and became effective January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. The Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA requires state and local governments to make their programs, services and activities accessible to persons with disabilities. It also established physical access requirements for public facilities.

The objectives of this audit are to assess present degrees of adequacy and future accessibility needs for persons with disabilities who may use our public recreation facilities and to develop a transition plan to remedy any non-compliance areas. Recreation facilities in the audit area support activities such as pavilions, trails, playgrounds, aquatics, ball fields, golf courses and shoreline access.

Discussion of operating cost impact:

There is no operating cost impact to this project.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
PRFMD Pavilions ADA Assessment	75,000	-	-	-	-	\$ 75,000
Total - PRFMD Capital Projects	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Fund						

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2015	2016	2017	2018	2019	
Planning	75,000	-	-	-	-	\$ 75,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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.

2017 - Design services for the development of the west end of Vulcan Heritage Park that will be coordinated with the Lutz Park to Vulcan Heritage Park Riverfront Trail - \$20,000.

2018 - 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 - Design services for the development of the former water treatment plant (FWTP) - \$100,000.

2019 - The demolition of the FWTP 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.

2019 - 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		2015	2016	2017	2018	2019	Total
PRFM	FWTP Site	-	-	-	100,000	1,500,000	\$ 1,600,000
	Vulcan Heritage	-	-	20,000	200,000	-	\$ 220,000
	Lions Park						
	Redevelopment	-	-	-	-	200,000	\$ 200,000
Total - PRFMD Capital Projects Fund		\$ -	\$ -	\$ 20,000	\$ 300,000	\$ 1,700,000	\$ 2,020,000

COST ANALYSIS

Estimated Cash Flows						
Components	2015	2016	2017	2018	2019	Total
Planning	-	-	20,000	100,000	-	\$ 120,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	200,000	1,700,000	\$ 1,900,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 20,000	\$ 300,000	\$ 1,700,000	\$ 2,020,000
Operating Cost Impact	\$ -	\$ -	\$ 2,000	\$ 12,000	\$ 14,500	\$ 28,500

CITY OF APPLETON 2015 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 restrooms or restroom/pavilions that have tentatively been identified to receive a restroom or restroom/pavilion in the future.

A comprehensive audit of parks pavilions & restrooms will be completed in 2014/2015. At this time placeholders have been utilized in this request until the results of the study can be utilized to fully develop this request.

- 2017 - Design services for pavilion renovations at Schaefer and Peabody Parks - \$20,000
- 2018 - Design services for pavilion/restrooms at Summit and Telulah Parks - \$20,000
- 2018 - Pavilion renovations at Schaefer and Peabody Parks - \$380,000
- 2019 - Design services for pavilion renovations at Jones Park - \$20,000
- 2019 - Pavilion/restroom construction at Summit and Telulah Parks - \$380,000

Discussion of operating cost impact:

These projects would have annual maintenance and upkeep expenses.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
PRFMD Pavilions Renovations/Upgrades Construction	-	-	20,000	400,000	400,000	\$ 820,000
Total - PRFMD Capital Projects Fund	\$ -	\$ -	\$ 20,000	\$ 400,000	\$ 400,000	\$ 820,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2015	2016	2017	2018	2019	
Planning	-	-	20,000	20,000	20,000	\$ 60,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	380,000	380,000	\$ 760,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 20,000	\$ 400,000	\$ 400,000	\$ 820,000
Operating Cost Impact	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 4,000	\$ 8,000

CITY OF APPLETON 2015 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.

2015 - Playground upgrades at Kiwanis Park and rubberized surfacing at City Park - \$175,000

2016 - Playground upgrades at Schaefer Park and rubberized surfacing at Universal Playground in AMP - \$215,000

2017 - Playground upgrades and rubberized surfacing at Erb Park - \$215,000

2018 - Playground upgrades at Alicia Park and rubberized surfacing at Telulah Park - \$215,000

2019 - Playground upgrades and rubberized surfacing at Pierce Park - \$215,000

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		2015	2016	2017	2018	2019	Total
PRFMD	Playground Equipment Upgrades	50,000	90,000	90,000	90,000	90,000	\$ 410,000
	Rubberized Surfacing	125,000	125,000	125,000	125,000	125,000	\$ 625,000
Total - PRFMD Capital Projects Fund		\$ 175,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 1,035,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2015	2016	2017	2018	2019	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	175,000	215,000	215,000	215,000	215,000	\$ 1,035,000
Other	-	-	-	-	-	\$ -
Total	\$ 175,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 1,035,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2015 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:

- 2016 - Design services, Trolley Square Trestle - \$50,000
- 2016 - Design services for the Lutz to Vulcan Heritage Parks Trail - \$50,000
- 2017 - Final design of the Lutz Park to Vulcan Heritage Park Trail - \$100,000
- 2018 - Construction of trail connection between the former water treatment plant and Trolley Square on the abandoned Canadian National R/R trestle - \$1,100,000
- 2018 - Design services, Foremost Trestle Trail - \$50,000
- 2019 - Construction of trail connection between Lutz and Vulcan Heritage Parks - \$2,300,000
- 2019 - Design services for the RiverHeath Trestle Trail connection to Newberry Trail - \$20,000

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		2015	2016	2017	2018	2019	Total
PRFMD	Trolley Sq. Trestle	-	50,000	-	1,100,000	-	\$ 1,150,000
	Lutz to Vulcan Tr.	-	50,000	100,000	-	2,300,000	\$ 2,450,000
	Foremost Trestle	-	-	-	50,000	-	\$ 50,000
	RiverHeath Trestle	-	-	-	-	20,000	\$ 20,000
Total - PRFMD Capital Projects Fund		\$ -	\$ 100,000	\$ 100,000	\$ 1,150,000	\$ 2,320,000	\$ 3,670,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	100,000	100,000	50,000	20,000	\$ 270,000
Land Acquisition	-	-	-	-	-	\$ -
Construction/Demolition	-	-	-	1,100,000	2,300,000	\$ 3,400,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 100,000	\$ 100,000	\$ 1,150,000	\$ 2,320,000	\$ 3,670,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000

CITY OF APPLETON 2015 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.

- 2016 - Design services for Initial site development that would include grading, utilities, road access, parking, pond, sledding hill, etc. - \$75,000
- 2017 - Initial site development as designed in 2015 - \$750,000
- 2018 - Development of sports complex, including ball diamonds, fences, restrooms, etc.- \$750,000
- 2019 - Development of multi-purpose fields - \$750,000

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	2015	2016	2017	2018	2019	Total
PRFM Community Park:						
Site Development	-	75,000	750,000	-	-	\$ 825,000
Ball Diamonds	-	-	-	750,000	-	\$ 750,000
Multi-purpose fields	-	-	-	-	750,000	\$ 750,000
Facilities Capital Projects	-	75,000	750,000	750,000	750,000	\$ 2,325,000
PRFM Acquisition	200,000	-	-	-	-	\$ 200,000
Park Open Space Fund						
Total - Park Development	\$ 200,000	\$ 75,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 2,525,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	75,000	50,000	50,000	50,000	\$ 225,000
Land Acquisition	200,000	-	-	-	-	\$ 200,000
Construction	-	-	700,000	700,000	700,000	\$ 2,100,000
Other	-	-	-	-	-	\$ -
Total	\$ 200,000	\$ 75,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 2,525,000
Operating Cost Impact	\$ 1,000	\$ 1,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 32,000

CITY OF APPLETON 2015 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.

In 2014 a new parking lot and skateboard park were constructed in the central area of the park.

2017 - Design services for river level development

2018 - River level development, including parking lot, river access, picnic areas, walkways, lighting, etc. - \$300,000

2019 - Renovations to locomotive and construction of shelter - \$100,000

Discussion of operating cost impact:

Additional operational costs will be incurred with additional park development .

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2015	2016	2017	2018	2019	Total
PRFMD	River level development	-	-	25,000	300,000	-	\$ 325,000
	Locomotive	-	-	-	-	100,000	\$ 100,000
Total - PRFMD Capital Projects Fund		\$ -	\$ -	\$ 25,000	\$ 300,000	\$ 100,000	\$ 425,000

COST ANALYSIS

Estimated Cash Flows

Components	2015	2016	2017	2018	2019	Total
Planning	-	-	25,000	-	5,000	\$ 30,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	300,000	95,000	\$ 395,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ -	\$ 25,000	\$ 300,000	\$ 100,000	\$ 425,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,000

CITY OF APPLETON 2015 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".

This budget includes funding to continue implementation of the tennis court plan and includes the following projects over the next 5 years:

- 2015 - Re-surface tennis courts at Pierce Park - \$40,000
- 2015 - New tennis courts at Highview Park to address a "service area" need - \$120,000
- 2016 - Replacement of tennis courts at Erb Park. - \$140,000
- 2017 - New tennis courts at Jaycee Park to address a "service area" need - \$140,000
- 2018 - 6 court complex at Telulah Park to address a "service area" need - \$250,000
- 2019 - Re-surface tennis courts at Linwood, and Green Meadows - \$100,000

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		2015	2016	2017	2018	2019	Total
PRFMD	Tennis Courts						
	Maintenance	40,000	-	-	-	100,000	\$ 140,000
	Construction	120,000	140,000	140,000	250,000	-	\$ 650,000
Total - PRFMD Capital Projects Fund		\$ 160,000	\$ 140,000	\$ 140,000	\$ 250,000	\$ 100,000	\$ 790,000

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2015	2016	2017	2018	2019	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	160,000	140,000	140,000	250,000	100,000	\$ 790,000
Other	-	-	-	-	-	\$ -
Total	\$ 160,000	\$ 140,000	\$ 140,000	\$ 250,000	\$ 100,000	\$ 790,000
Operating Cost Impact	\$ 1,000	\$ 2,000	\$ 3,000	\$ 5,000	\$ 7,000	\$ 18,000

CITY OF APPLETON 2015 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:

2016 - Design Services - Funding for design services has been requested for the Riverview Gardens Trail in the year preceding the scheduled trail construction. In addition to providing the necessary design services for the trail projects, the funding will also address the acquisition of the necessary easements, DNR permits, site surveys, soil testing, etc. - \$15,000

2017 - Riverview Gardens - Funding would be provided to complete the design services for the Riverview Gardens Trail. This trail segment will require additional design services because of its proximity to the river, use of private property, significant grade changes, etc. - \$20,000

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. - \$450,000

2018 - Design Services - Funding for design services has been requested for the WE Energies Trail - \$15,000

2019 - 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 2019 to follow the re-construction of S. Oneida Street and provide a solid connection to neighborhoods east of Oneida Street. - \$250,000

Discussion of operating cost impact:

Additional operating costs would be required to address the new trails and trail connections.

DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2015	2016	2017	2018	2019	Total
PRFMD						
WE Energies Trail	-	-	-	15,000	250,000	\$ 265,000
Riverview Gardens	-	15,000	20,000	450,000	-	\$ 485,000
Total - PRFMD Capital Projects	\$ -	\$ 15,000	\$ 20,000	\$ 465,000	\$ 250,000	\$ 750,000
Fund						

COST ANALYSIS

Components	Estimated Cash Flows					Total
	2015	2016	2017	2018	2019	
Planning	-	15,000	20,000	45,000	-	\$ 80,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	420,000	250,000	\$ 670,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 15,000	\$ 20,000	\$ 465,000	\$ 250,000	\$ 750,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ 3,000	\$ 5,000	\$ 8,000