



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Finance Committee

Monday, October 12, 2020

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[20-1305](#) September 21, 2020 Finance Committee meeting minutes

Attachments: [4197_M_Finance_Committee_20-09-21_Meeting_Minutes.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[20-1308](#) Request to approve staff recommendations regarding Resolution #8-R-20
- City of Appleton Branding Study

Attachments: [MEMO Resolution 8-R-20 Brand Study.pdf](#)

[20-1309](#) Request to award the 2020 Interior Finishes and Furniture project to Chet
Wesenberg Architect, LLC for a sole-source contract not to exceed
\$120,015

Attachments: [2020 City Hall Architectural Services.pdf](#)

[20-1311](#) Request to deny request from Mr. Kevin Frey to cancel the sanitary sewer
lateral special assessment of \$1,716 for 1105 W. Summer Street

Attachments: [Finance Committee - Kevin Frey Special Assessment.pdf](#)

[20-1313](#) Request to approve the following 2020 Budget adjustment:

Public Works Capital Projects

Public Safety Camera Prog-Northland Av/STH 441 Interchn	- \$20,000
Public Safety Camera Prog-College Av/Memorial Dr area	+\$20,000

to reallocate funds in the Public Safety Camera Program from one intersection to another (2/3 vote of Common Council required)

Attachments: [Finance Committee - Budget Adjustment.pdf](#)

[20-1343](#) CEA Review Committee Report

Attachments: [CEA Committee Minutes 9-16-20.pdf](#)

[20-1344](#) Request to approve the use of excess 12/31/2019 General Fund Balance

Attachments: [Finance Committee - Fund Balance Policy 2020.pdf](#)

[20-1345](#) Request to approve Contract Amendment/Change Order No. 1 to Contract No. 67-20, Unit Z-20 Ballard Road Water Main Reconstruction for additional quantities of augered watermain casing pipe, slurry backfill and water services in the amount of \$57,000 resulting in a decrease to contingency from \$44,333 to \$0. Overall contract increases from \$1,152,664 to \$1,165,331

Attachments: [Unit Z-20 Change Order No. 1.pdf](#)

[20-1346](#) Request to reject all bids for Green Parking Ramp Stair Replacement

Attachments: [Green Ramp Stair Replacement Bid Rejection Memo.pdf](#)

[20-1348](#) Request to adopt a resolution waiving the restrictive covenants concerning the redevelopment of the YMCA Soldier's Square Parking Ramp property

Attachments: [Memo in Support of Approval of Waiver of Covenants - FINAL.pdf](#)
[RESOLUTION - City of Appleton - YMCA - Soldiers Square Ramp.pdf](#)

[20-1349](#) The Finance Committee may go into closed session according to State Statute §19.85(1)(e) for the purpose of discussing the investment of public funds and real estate negotiations where competitive or bargaining reasons require a closed session concerning the waiver of restrictive covenants concerning the YMCA Soldier's Square Parking Ramp property.

6. Information Items

- [20-1306](#) Contract 27-20 was awarded to DeGroot, Inc for the 2019 Wastewater Water Lateral Replacement project in the amount of \$269,220 with a contingency of \$30,000. One change order was issued in the amount of \$14,036 to add an additional 60LF of 8" water main and two gate valves. Payments to date total \$269,093.24. Request to issue the final contract payment of \$14,162.80
- [20-1307](#) Contract 43-20 was awarded to Bodart Electrical Service for the 2020 Pierce Park Lighting Upgrades Project-Phase One in the amount of \$156,564 with a contingency of 10%. One deduction change order was issued in the amount of \$4,091 because actual conduit and wire quantities were less than required in the bid documents. Payments to date total \$144,849.54. Request to issue the final contract payment of \$7,623.66
- [20-1310](#) Contract 96-20 was awarded to D&M Interiors for the 2020 Fire Station Flooring project in the amount of \$39,083 with a contingency of \$1,953. No change orders issued. There have been no payments made to date. Request for final contract payment of \$39,083
- [20-1314](#) 2021 Legal Services Budget
Attachments: [2021 Legal Services.pdf](#)
- [20-1315](#) 2021 Facilities and Construction Management Budget
Attachments: [2021 Facilities.pdf](#)
- [20-1316](#) 2021 Finance Department Budget
Attachments: [2021 Finance Budget.pdf](#)
- [20-1342](#) 2021 Risk Management Budget
Attachments: [2021 Risk Management Budget.pdf](#)
- [20-1347](#) Change Order No. 2 to contract 96-19, Unit Z-19 Sewer & Water - Spartan, Sommers, and Haymeadow, for additional measured quantities of grading and spoils removed in the amount of \$9,500. This change order reduces contingency from \$22,885 to \$13,385. Overall contract amount remains unchanged
Attachments: [Unit Z-19 Change Order No. 2.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

For questions regarding this agenda, please contact Tony Saucerman at (920) 832-6440.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes Finance Committee

Monday, September 21, 2020

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Roll call of membership

Present: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

3. Approval of minutes from previous meeting

[20-1213](#)

Finance Committee minutes from September 2, 2020 and September 16, 2020

Attachments: [MeetingMinutes02-Sep-2020-09-31-15.pdf](#)
[4218 M Finance Committee 16-Sept-2020 Meeting Minutes.pdf](#)

**Siebers moved, seconded by Reed, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

4. **Public Hearings/Appearances**

5. **Action Items**

[20-1214](#)

Request to approve Third Addition to Clearwater Creek Development Agreement

Attachments: [Clearwater Creek Development Agreement.pdf](#)

Siebers moved, seconded by Reed, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1223](#)

Request to award the 2020 Wastewater Treatment Plant Asbestos Flooring Removal project to Cardinal Construction Co. Inc in the amount of \$38,797 with a contingency of 10% for a project total not to exceed \$42,677

Attachments: [2020 AWWTP Asbestos Flooring Project.pdf](#)

Siebers moved, seconded by Reed, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1224](#)

Request to award the 2020 Fire Station #1 Bathroom Renovation project to Miron Construction Co. Inc in the amount of \$182,257 with a contingency of 10% for a project total not to exceed \$200, 483 and the following 2020 budget adjustment:

Facilities Management Capital Projects

2020 Fire Station #6 Hardscapes Project	- \$50,000
2020 Fire Station #1 Bathroom Renovation Project	+\$50,000

to transfer funds between projects to allow for the meeting of current ADA codes

Attachments: [2020 Fire Station #1 Bathroom Remodel with Budget transfer.pdf](#)

Siebers moved, seconded by Reed, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1236](#)

Request to approve Broadway Hills Estate (Phase 1) Development Agreement

Attachments: [Broadway Hills Estates DA.pdf](#)

Reed moved, seconded by Siebers, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

[20-1242](#)

Request to award the 2020 Ionization HVAC project to Energy Control and Design, Inc for a sole-source contract not to exceed \$125,000

Attachments: [2020 Ionization - ECD.pdf](#)

Siebers moved, seconded by Reed, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers

6. Information Items

[20-1215](#)

Contract 46-20 was awarded to Great Lakes Mechanical Inc for \$39,969 with a contingency of \$3,000 for WWTP Filtrate Tank. Change orders were approved totaling \$3,695. Final contract amount is \$43,664. Payments issued to date total \$39,663.74. Request final payment of \$4,000

The contract was presented

[20-1218](#)

Contract 104-19 was awarded to Cardinal Construction Co. Inc for the 2019 Pierce Park Playground Site Work project in the amount of \$250,467 with a contingency of \$24,000. Two change orders were issued in the amount of \$18,640 to add light fixtures for the playground and for extra base materials needed after encountering bad soils. Payments to date total \$67,417.59. Request to issue the final contract payment of \$201,689.37

This contract was presented

[20-1226](#)

Contract 47-18 was awarded to the Boldt Company for the 2018 Blue Parking Ramp Demolition project in the amount of \$1,998,000 with a contingency of 15%. One deduct change order was issued in the amount of \$10,681 bringing the final contract amount to \$1,987,319. Payments to date total \$1,809,387.54. Request to issue the final contract payment of \$177,930.96

This contract was presented

[20-1237](#)

Change Order No. 1 to contract 17-20, Unit U-19 North Edgewood Sanitary Lift Station, for a transformer upgrade, relocation of VFD to Generator room and additional stone backfill for sanitary trenching in the amount of \$12,500. This change order reduces contingency from \$40,000 to \$27,500. Overall contract amount remains unchanged

Attachments: [Unit U-19 Change Order No. 1.pdf](#)

This change order was presented

[20-1238](#)

Change Order No. 1 to contract 96-19, Unit Z-19 Sewer & Water - Spartan, Sommers, & Haymeadow, for adjustments based on final measured quantities, added sewer outfall cleaning and additional grading work in the amount of \$22,115. This change order reduces contingency from \$45,000 to \$22,885. Overall contract amount remains unchanged

Attachments: [Unit Z-19 Change Order No. 1.pdf](#)

This change order was presented

[20-1243](#)

September 15, 2020 Routes to Recovery Grant Expense Claims

Attachments: [9-15-20 Routes to Recovery Claims.pdf](#)

This report was presented

[20-1244](#)

The following 2020 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Library

Reimbursements - Friends of the Library	+\$34,000
Administration Expenses	+\$ 6,500
Childrens Services Expenses	+\$ 9,000
Public Service Expenses	+\$ 500
Community Partnership Expenses	+\$15,000
Materials Management Expenses	+\$ 3,000

to record funds received from the Friends of the Appleton Public Library

Library Grants Special Revenue Fund

ALA Build Business Grant	+\$21,573
Salaries and Wages	+\$ 2,600
Travel and Training	+\$ 600
Supplies	+\$ 5,300
Purchased Services	+\$13,073

to record the receipt of the ALA Build Business Grant

General Fund - Fire

Donations	+\$ 2,000
Miscellaneous Equipment	+\$ 2,000

to record donation from the WE Energies Foundation for the purchase of fire hose

Reid Golf Course

Donations	+\$ 700
Equipment	+\$ 700

to record donation for tee sponsorships

These budget adjustments were presented

7. Adjournment

Siebers moved, seconded by Reed, that the meeting be adjourned at 5:42pm.

Roll Call. Motion carried by the following vote:

Aye: 5 - Lobner, Coenen, Meltzer, Reed and Siebers



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

OFFICE OF THE MAYOR

Jacob A. Woodford
100 North Appleton Street
Appleton, Wisconsin 54911-4799
(920) 832-6400 FAX (920) 832-5962
Email: Mayor@Appleton.org

M E M O R A N D U M

TO: Finance Committee

FROM: Mayor Jacob A. Woodford

DATE: September 29, 2020

RE: Resolution #8-R-20 (City of Appleton Brand Study)

Resolution #8-R-20 regarding conducting a brand study for the City of Appleton was submitted on April 22, 2020 and referred to the Finance Committee. The Finance Committee referred the resolution to staff, in this case, the Mayor's Office. Due to a vacancy in the communications role within the Mayor's Office, review of the item was delayed until September 2020.

This is a timely and important resolution. The City of Appleton has not engaged in a comprehensive review or updating of its branding for at least 25 years. As the resolution states: "Appleton's quality of life, vibrancy, and values could be better conveyed by an updated logo, slogan, and messaging."

Branding is a comprehensive and likely costly exercise, touching every aspect of the City of Appleton's services and reaching beyond the work of the municipal government. Branding must represent the broader community we serve. To be successful, the process will require the engagement of a wide range of stakeholders, including the public, advocacy organizations, businesses, and not-for-profit entities, among others. We will also need to plan for implementation of a new brand strategy following completion of the study – this, too, will require resources to carry out.

In order to adequately budget for such a study, which is the primary focus of the resolution, we must first identify the appropriate scope of the project through research, discussion with firms specializing in this work, and communication with municipalities that have conducted their own brand studies. This will require additional time to appropriately prepare and draft a Request for Proposals (RFP) before we can appropriately recommend a funding level to the Finance Committee. As such, staff recommends the following:

That the Office of the Mayor be allowed to further research and prepare for a brand study, including gathering input from internal (employee) stakeholders, alderpersons, community partners, and members of the public to appropriately establish the scope and objectives of the project prior to drafting an RFP.

Once the RFP draft is ready, no later than February 1, 2021, that the Finance Committee *then* “evaluate all financing options to appropriate the necessary funds,” per the resolution, to initiate the project.

As soon as such funds are appropriated, that the RFP be issued, and the brand study initiated at that point.

The Office of the Mayor is committed to carrying out this brand study project in the thoughtful and strategic manner it demands, and this process will ensure that it is carried out accordingly.



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

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 10/12/2020

RE: Action: Award the "2020 Interior Finishes and Furniture Project" to Chet Wesenberg Architect, LLC. for a sole-source contract not-to-exceed \$120,015.

In 2019, Phase I began to renovate the interior finishes and to update furniture within the City Hall spaces. A Request for Proposal process was conducted and Chet Wesenberg Architect, LLC was awarded the contract for architectural and engineering services. As Phase I is concluding we are entering Phase II to begin architectural and engineering services to renovate the common spaces on 5th and 6th floor as well as to update the interior finishes in furniture in the Community Development Department.

It customary to utilize the same architect throughout an entire project, therefore we are recommending a sole-source contract to Chet Wesenberg Architect for Phase 2. The fees are very competitive. Upon design the work would be completed in 2021.

Monies have been budgeted within the Capital Improvement Plan for design in 2020.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



MEMO

TO: Finance Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: October 6, 2020

SUBJECT: **Request from Kevin Frey to cancel his sanitary sewer lateral special assessment of \$1,716.00 for 1105 W. Summer Street.**

The existing vitrified clay sanitary main in W. Summer Street was installed in 1928 at a depth of about 8'. We believe Mr. Frey's existing vitrified clay sanitary lateral at 1105 W. Summer Street was installed around 1928 as well. A new PVC water main was installed in 1990.

On 12/31/2003, Wayne VanHandel took out a permit to slip line the vitrified clay sanitary lateral. If the water main had "hit" the sanitary lateral in 1990 it would not have "pushed" the clay lateral up, it would have broke the lateral or augered right through it. This would have made it nearly impossible to slip-line the lateral in 2003.

The lateral could have been back pitched when it was installed around 1928 as Mr. Frey suggests. When reviewing the 2012 sanitary sewer video of the sanitary sewer main in front of 1105 W. Summer Street it appears a spot repair was done at the tee of the sanitary sewer main as the material changed from clay to pvc at the tee. The lateral at the tee also looked to have about a 1' riser on it.

When we installed the new sanitary sewer main and lateral to 1105 W. Summer Street we eliminated the approximately 1' foot riser and installed the new lateral to the property line. The only decision that had to be made was whether to install the sanitary lateral under or over the existing water main. The contractor and our inspector decided to go under the existing water main to give the property owner more options in the future if the sanitary lateral was ever replaced from the house to the property line. (See attached Inspector's Daily Sewer and Water Report.)

Based on the above information, staff recommends the Finance Committee DENY the request to cancel the sanitary lateral special assessment for 1105 W. Summer Street.

Attachment

Engineering Division
 Department of Public Works
 Appleton, Wisconsin

Inspector's Daily Sewer and Water Report

Report Number: 127
 Project: W-20
 Day & Date: 9/03/20
 Weather: sunny
 Temperature: AM 50° PM 75°

Project Location: Summer St
 From: Gillet St
 Contractor: Kruczek

To: Richmond St
 Foreman: Matt

	Excavation		Trench		Pipe					
	From	To	Width	Depth	Bedding	Backfill	Type	Size	Joint	Supplier
Sanitary And Storm Sewer										
Water Main	Excavation		Trench		Pipe					
	From	To	Width	Depth	Bedding	Backfill	Type	Size	Joint	Supplier

Location of 0+00														
Address	Station	Size	T-Y	Type	Address	Station	Size	T-Y	Type	Address	Station	Size	T-Y	Type
House Services	1105	18+42	6"	Y	PVC									
	1107	17+91	6"	Y	PVC									
	1115	17+39	6"	Y	PVC									
	1119	16+89	6"	Y	PVC									
	1127	15+90	6"	Y	PVC									

Remarks: Relayed sanitary laterals to 1105, 1107, 1115, 1127 and 1119 with 6" PVC. The existing 4" PVC sanitary lateral to 1105 is back pitched from the property line to the house. I notified the property owner of the pipe being back pitched and his lateral may still back up because of it. Contractor lower the sanitary lateral in the road and installed 2 45 degree bends at the property line so if the property owner decides to fix the sewer lateral he will be able to lower the lateral and have positive pitch on the pipe.

Barricades: A.M. X P.M. X

Inspector: Pat Thibodeau

From: Kevin Frey <kfrey@vpind.com>
Date: September 16, 2020 at 12:14:34 PM CDT
To: Randey Felton <Randey.Felton@Appleton.org>
Subject: sanitary 1105 W. Summer st.

Randy,

I observed the excavation and the running of my sewer lateral to the property line. When they exposed the lateral and the water main it appeared that the water main that was pushed under the trees years ago pushed my pipe up. My line was cut and the remaining to my house drained into the trench no problem. In watching and listening to the crew and your inspector on site it appeared that they couldn't lay the new lateral over the water main because it would drain back to my house as it has been. They had to dig under the water main, Turn the connection on the new sanitary main 90 deg. Flat with the main pipe in the center of the street.

I can see from a clean out in my basement that my pipe is now dry and have watched it over the past two weeks since the lateral was replaced to the property line.

This would explain the repeated cost to me to have the lateral flushed out.

This said, I feel that the assessment on my property for the cost of the lateral should be assumed by the city of Appleton.

I look forward to your response to this matter.

Kevin Frey
Maintenance Manager
2730 N. Roemer Road
Appleton, WI 54911
(920) 749-5859
(920) 749-5865 (Fax)
kfrey@vpind.com<mailto:kfrey@vpind.com>

[cid:8d062867-b7c1-4c99-b1d3-34fd20537293@VPIND.com]

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.

Paula Vandehey

To: Randy Felton
Subject: RE: Summer street from Richmond to Gillet Street

From: Kevin Frey <kfrey@vpind.com>
Sent: Tuesday, December 31, 2019 8:28 PM
To: Randy Felton <Randy.Felton@Appleton.org>
Subject: Re: Summer street from Richmond to Gillet Street

Randy,

It was about 25 years ago today, New Years eve day that fell on a Friday and with the information, about my shit tube to the street at that time and had, and a dire situation of not only being level at best, was breached by the silver maple tree roots out front on the terrace. It wasn't only breached but had a dip in it just past the city sidewalk that was confirmed with cutting technology, a camera, back then a huge cost to me.

I had an opportunity with the renal store closed on Saturday the first and Sunday always free, so that meant one day rental on a backhoe. I thought great one day rental and two days free with little frost and snow like today.

Young and dumb got diggers hotline out on an emergency status call. Rental place let me have it Thursday evening, so at first light I commenced on digging from my foundation and undermining the city sidewalk walk a bit. I had no clue that I would was not able to do this as a property owner. I was down to the clay tile with my walk to the house set aside and the dirt piled up and a load of stone staged in the street.

Got that far on Friday the 31st and it was noontime. Got off the backhoe grabbed a sandwich and a beer went out front and had a city inspector waiting for me and asking what the he'll I was up to, (a bit more to the point back then) and wasn't apparently pleased, he wanted to get off early for his New Year's Eve celebration and long weekend.

I explained to him my plan was going to remove at least 10' of the clay tile push 4" X 10" sections of PVC thru the remaining tile from the city walk into the main sanitary cut at a slight angle and pushing into and pulling back after I hit a hard stop, so I didn't impede the flow in the street. Final connection on my side was going to be a Furnco connection from the clay to the PVC pushed to the city.

He immediately shut me down and said (with expletives), it was a good plan but I wasn't licensed. Wow an ooh shit moment. I had and did get a licensed contractor to inspect and qualify my work and I think I had to get a quick permit or he let it slide (can't remember) since he wanted to get to his plans for the long weekend. The inspector came back and watched me cut at an angle and push the PVC into the Main and directed me how far to pull back, stayed until all pipe was glued, furnco secured and even instructed from above of course how to level the new pipe section out with gravel and gave the go ahead to back fill. He also was the one that suggested that the city should have put the sanitary lower and I only took care of an immediate situation but I would continue to have problems.

He was great and I think that he liked that I was a dung ass with a sensible and save plan and execution. Wis I remembered his name, I think we learned a bit from each other.

Another bit of history and an interesting story of life's experiences and how we gain knowledge of what we can achieve.

On another note don't go into a ditch filled with you own shit with new Redwing boots on your feet. That may have been my biggest eye opener, pair of Muck-lucks, after it was all said and done.

1105 W. Summer.

Kevin

Sent from my iPhone

On Dec 31, 2019, at 8:55 AM, Randey Felton <Randey.Felton@appleton.org<mailto:Randey.Felton@appleton.org>> wrote:

Good Morning Kevin,

Thank you for the information. During this year's construction the City will install a storm lateral to your property. The storm lateral will be installed to your property line and you can connect to it at any time. Once you connect to the storm lateral, the discharge from your sump pump will go directly to the storm sewer.

The City will also be replacing the sanitary sewer main and laterals (to the property line) on Summer Street from Richmond Street to Gillett Street. Typically the City does try to install the new sanitary mains somewhat deeper, however knowing that there may be a problem with the depth of the main on Summer Street I will try to lower the main even more. By quickly looking at the slopes of the existing sanitary main on Summer Street, I believe I can lower the main by at least 6" if not more. By lowering the main by at least a half foot I'm hoping this will help you and others on Summer Street.

I will also take a look at your settled terrace and see if we can take care of this with this year's project.

Again, thank you for your input as this is good information to have before we bid out the project.

If you have any additional questions or would like to discuss this further, please let me know.

Thanks,
Randey Felton

Randey Felton, P.E.
Project Engineer
City of Appleton
Department of Public Works
920-832-6483
Randey.felton@appleton.org<mailto:Randey.felton@appleton.org>

From: Kevin Frey [mailto:kfrey@vpind.com]
Sent: Monday, December 30, 2019 9:49 AM
To: Randey Felton <Randey.Felton@Appleton.org<mailto:Randey.Felton@Appleton.org>>
Subject: Summer street from Richmond to Gillet Street

Randey,

Yes my sump pump runs constantly thru the year and discharges out the front of my house. Since the city reconstructed the sidewalk to the corner of Summer and Summit streets for the ADA ramp 20 plus years ago the water just runs down

to the sidewalk. They literally lowered the corner by almost 2 feet that's how high the curb on that corner was. Have ice problems as well as in the summer months slippery algae on the walkway that is always wet.

I am the lowest on the entire block and everything drains to me all the way from the opposite corner of Mason and Spring St. Previous owner put in a drainage system to summer but that was taken out by the city when the new street was paved along with next door building a garage next to me. Boy they are in deep crap because now the surface water in moderate to heavy rain pools in his back yard and pours thru his basement windows.

I don't know the proper term but the hydraulic pressure/water table gets so high that my sump can't keep up and I actually have had in the middle of my basement floor a leak like a bubbler, no shit 6" at least of a water stream on several occasions.

When the water main went thru on summit street to the side of my lot the contractor hit a river we could actually see a slight current. They never back filled that properly by the way. The sod is at least 3" below the curb and sidewalk from Wisconsin av. To spring st. They cheated the city as well as my driveway apron sunk also.

The city talked about putting sump pumps and down spouts along this stretch of summer st. underground to each property to help alleviate this but that was a couple decades ago and went no place.

I have another pretty big issue with being the lowest on the block. My sanitary connection is level if not pitched a bit to the house I have been told that it's because I am low and the city install should have been a bit lower as the house was here before the city line was laid. I don't know if the city is going to drop it a bit. Can you direct me to the proper individual to discuss if it's not you?

Thank you

Kevin Frey

1105 W. Summer Street

Kevin Frey
Maintenance Manager
2730 N. Roemer Road
Appleton, WI 54911
(920) 749-5859
(920) 749-5865 (Fax)
kfrey@vpind.com<mailto:kfrey@vpind.com>



MEMO

TO: Finance Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: October 1, 2020

SUBJECT: Request to approve the following 2020 Budget adjustment:

Capital Projects Fund – Public Safety Camera Program (Northland Avenue/STH 441 interchange)	- \$20,000
Capital Projects Fund – Public Safety Camera Program (College Avenue/Memorial Drive area)	+\$20,000

The 2020 Capital Improvements Program includes \$20,000 for the installation of a public safety camera at the Northland Avenue/STH 441 interchange. Based on the impending Interstate 41 Expansion Project, which could include significant changes to this interchange, staff is requesting that these funds be reallocated to a different location. The City was recently alerted by the State Patrol that the College Avenue/Memorial Drive intersection has been deemed as an area needing attention due to the recent crash data, so this general area would be an ideal location for improved camera technology.

The Appleton Police Department was awarded a grant for a mobile ALPR (automatic license plate recognition) system. This system uses different cameras and operates on a different platform than our existing public safety cameras. Staff believes that the ALPR system would be the best technology for this downtown location.

Therefore, we are requesting a budget adjustment to reallocate the \$20,000 from the Northland Avenue/STH 441 location to the College Avenue/Memorial Drive area.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final CEA Review Committee

Wednesday, September 16, 2020

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Aldersperson Firkus called the meeting to order at 6:30 p.m.

2. Roll call of membership

Present: 4 - Vandehey, Saucerman, Lobner and Firkus

3. Approval of minutes from previous meeting

[20-1203](#)

Minutes from June 8, 2020

Attachments: [Minutes from June 8, 2020.pdf](#)

Lobner moved, seconded by Vandehey, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Vandehey, Saucerman, Lobner and Firkus

4. **Public Hearings/Appearances**

5. **Action Items**

[20-1200](#)

Request early replacement of police squad 953 with a non-traditional police vehicle using replacement reserve funds.

Attachments: [Replacement of police squad.pdf](#)

Lobner moved, seconded by Saucerman, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Vandehey, Saucerman, Lobner and Firkus

[20-1201](#)

Approve modifications to the CEA Policy & Procedure Manual revised August, 2020.

Attachments: [Modification to CEA Policy.pdf](#)

Vandehey moved, seconded by Saucerman, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Vandehey, Saucerman, Lobner and Firkus

6. Information Items

[20-1202](#)

2020 Equipment Purchase Log.

Attachments: [2020 Equipment Puchase Log.pdf](#)

7. Adjournment

Vandehey moved, seconded by Saucerman, to adjourn the meeting at 6:43 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Vandehey, Saucerman, Lobner and Firkus



“...meeting community needs...enhancing quality of life.”

TO: Finance Committee

FROM: Mayor Jacob A. Woodford
Tony Saucerman, Finance Director

DATE: **October 12, 2020**

RE: **General Fund Balance Policy**

The City has a general fund balance that states:

At least 75% of general fund balance 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 are subject to recommendation from the Finance Committee to be used for additional reduction of long-term liabilities or general fund expenditures with final Council approval.

Each year upon the conclusion of the annual audit, the general fund balance is reviewed to determine if such excess funds are available. The audit report, presented to the Finance Committee on July 6, 2020 noted an unadjusted general fund balance of \$1,629,137 in excess of the City’s reserve policy at December 31, 2019.

December 31, 2019

General Fund Balance in excess of reserve policy per audit	\$ 1,629,137
Less: Unrealized investment gains included in fund balance	\$ (814,017)
Fund balance applied to the 2020 Budget	<u>\$ (225,800)</u>
Adjusted fund balance in excess of reserve policy	<u>\$ 589,320</u>

Applying the policy to the adjusted excess fund balance indicated above results in approximately \$442,000 (75%) being designated to be used to reduce long-term liabilities and \$147,320 (25%) subject to the recommendation of the Finance Committee.

Per discussion with staff, we are requesting the Finance Committee’s approval to allocate \$50,000 to the Appleton Redevelopment Authority’s (ARA) Business Enhancement Grant Program. This amount would supplement the \$80,000 that the ARA has already committed to this program. The purpose of the program is to encourage investment and improvements to commercial properties within the City of Appleton (outside of TIDs 11 & 12 which already have their own business improvement grant programs) that are readily visible to the public by providing grants to property owners and tenants to fund façade and exterior improvements to their establishments.

Additionally, staff is requesting approval to use \$100,000 to help fund a comprehensive planning study for the Library neighborhood which would provide recommendations for the most effective and orderly development of the properties north of E College Avenue in the areas surrounding the Appleton Public Library. The study would look at the institutions anchoring that area and develop a plan to advance their mission and unlock the potential for that area by using innovative real estate strategies utilizing both public and private resources to produce broad economic effects and create a vibrant and sustainable neighborhood.

Director Saucerman will work with the City's financial advisor to determine the most cost-effective use of the remaining approximate \$439,000 slated for debt reduction (either call any eligible existing debt or reduce the 2021 borrowing package).

If you have any questions on these requests, feel free to reach out to either Mayor Woodford or Director Saucerman. Thank you for your consideration.

CHANGE ORDER and CONTRACT AMENDMENT

Change Order No. 1

Date 10/06/20

Contract No. 67-20 for the following public work : Unit Z-20 Ballard Road Water Reconstruction

between Advance Construction Inc. 2141 Woodale Ave., Green Bay WI 54313
 (Contractor Name) (Contractor Address)

and the City of Appleton dated: 4/9/2020 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	5371.6809.5	\$1,108,331.00	\$44,333.24	\$57,000.00	(\$44,333.24)	\$1,165,331.00	\$0.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total		\$1,108,331.00	\$44,333.24	\$57,000.00	(\$44,333.24)	\$1,165,331.00	\$0.00

Reason for Change: Additional 30 lin ft of augered casing; Additional slurry at bore/receiving pits; Additional measured quantities of installed water service.

The Contract Time will be (~~increased~~ / ~~decreased~~ / **unchanged**) by this Change Order: N/A Days

The Date of Completion as of the date of this Change Order therefore is: 100 days

Finance Committee Agenda Date: 10/12/20

Date approved by Council: 10/21/20



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

**DEPARTMENT OF PUBLIC WORKS - Engineering Division
MEMO**

TO: Members of the Finance Committee
FROM: Ross Buetow, Deputy Director of Public Works
SUBJECT: Recommendation to reject bids for Green Parking Ramp Stair Replacement
DATE: October 7, 2020

The Department of Public Works is recommending that all bids for the Green Parking Ramp Stair Replacement Project be rejected due to insufficient project funding in comparison to the low bid amount. Bids were opened on Monday, October 5, 2020. The following is a summary of the bids received:

<u>Bidder</u>	<u>Bid Amount</u>
Merit Construction Services, Inc.	\$ 109,820.00
The Boldt Company	\$ 191,796.00

The 2020 budget allocation for repairs and maintenance throughout all of our City ramps was \$120,000. As of this date, \$76,500 has been spent on various maintenance projects, leaving only \$43,500 in available funds. In discussions with the contractors, current prices for the materials needed on this project are extremely volatile and inflated due to COVID-19. It is our intention to carry all remaining ramp repair and maintenance funds over to 2021 and re-bid the project next spring.

Thank you for your consideration.



LEGAL SERVICES DEPARTMENT

Office of the City Attorney

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6423

Fax: 920/832-5962

TO: Members of the Finance Committee

FROM: Christopher R. Behrens, City Attorney 

DATE: October 8, 2020

RE: Proposed Resolution brought at the Request of the YMCA Regarding Waiving Certain Restrictive Covenants with regard to the Soldier's Square Parking Ramp

Recently City staff was approached by the YMCA and their legal counsel regarding their planning for the Soldier's Square Parking Ramp's redevelopment. The YMCA is currently exploring different options for the site including constructing a new parking ramp or a mixed use development that includes a parking structure.

The 1996 agreement that transferred the parking ramp from the City to the YMCA contains certain terms including a reversionary clause and right of first refusal. In the case of the reversionary clause, if the YMCA decides to raze the parking ramp and build a new one on the location it has two options: 1) allow the property to revert to the City for a sum calculated according to the agreement; or, 2) allow the City to include public purpose parking, at the City's sole cost, to be built in conjunction with the Y's project. With regard to the right of first refusal, if the YMCA would decide to sell the property to a third party to, for example, develop a mixed use project that includes parking to accommodate the YMCA's needs, the YMCA would first be required to allow the City an opportunity to purchase the property from the YMCA for a sum calculated according to the agreement.

The YMCA has requested that the City of Appleton adopt a resolution waiving the restrictive covenants as more particularly set out in the attached resolution in order to allow the YMCA to move forward in a more rapid and unencumbered fashion in planning for its future needs with regard to parking and its redevelopment of the Soldier's Square Parking Ramp site. City staff have reviewed and discussed this request from the YMCA and support waiving these restrictive covenants to help facilitate redevelopment of this particular site.

Accordingly, staff respectfully requests and recommends APPROVAL OF THE RESOLUTION WAIVING RESTRICTIVE COVENANTS CONCERNING YMCA SOLDIER'S SQUARE PARKING RAMP PROPERTY.

CRB:jljg

City Law: A20-0588

Christopher R. Behrens
City Attorney

Amanda K. Abshire
Deputy City Attorney

Darrin M. Glad
Assistant City Attorney

Nicholas J. Vande Castle
Assistant City Attorney

**RESOLUTION
CITY OF APPLETON**

**RESOLUTION WAIVING RESTRICTIVE COVENANTS CONCERNING YMCA
SOLDIER'S SQUARE PARKING RAMP PROPERTY**

WHEREAS, the City of Appleton (hereinafter "City") and the Young Men's Christian Association of the Fox Cities, Inc. f/k/a the Young Men's Christian Association of Appleton, Inc. a/k/a the YMCA of the Fox Cities (hereinafter "YMCA") are parties to that certain "Agreement for Purchase and Sale of Property" entered into by said parties on or about June 21, 1996 (hereinafter the "Agreement"); and,

WHEREAS, the parking ramp and adjacent property commonly known as the Soldier's Square Parking Ramp is owned and operated by the YMCA (hereinafter the "Subject Property") (noting, however, that the surface street and surface parking also known as Soldier's Square located to the north of the Subject Property is owned by the City and shall remain owned by the City); and,

WHEREAS, certain restrictive covenants appear in Section 7 of said Agreement that could, under certain circumstances, interfere with the YMCA's ability to redevelop the Subject Property and rebuild the Soldier's Square Parking Ramp without the City's participation; and,

WHEREAS, City staff has recently indicated that it does not support using City funds to construct a new City-owned parking ramp in the vicinity of the YMCA; and,

WHEREAS, since 1990, in anticipation that the Soldier's Square Parking Ramp would someday fail, the YMCA has purchased properties to the south of its downtown Appleton campus (hereinafter the "South Properties") to enable the YMCA to create a future surface parking lot to be used for its employees', members', and guests' parking when the Soldier's Square Parking Ramp reaches the end of its useful life; and,

WHEREAS, the Soldier Square Parking Ramp is nearing the end of its useful life; and,

WHEREAS, US Venture, Inc. (hereinafter "US Venture") would now like to purchase the South Properties from the YMCA to allow its riverfront office complex to be developed with adequate space for its own parking; and,

WHEREAS, the YMCA cannot sell its South Properties to US Venture until the City waives any rights that it may have under Section 7 of the Agreement and without first obtaining assurances from the City that it will be able to construct temporary parking on the South Properties, demolish the existing Soldier's Square Parking Ramp, and reconstruct a new parking ramp for its employees, members, and guests on the Subject Property using its own funds and donated funds; and,

NOW, THEREFORE, BE IT RESOLVED, by the City of Appleton Common Council:

1) The City hereby waives any rights or restrictive covenants that it may have under the Agreement (including any deed restrictions the City may have referencing the Agreement or resulting from the Agreement), with the exception of the requirement that any parking fees charged to the general public shall not be less than rates charged for parking in the City's downtown parking ramps, and further specifically waives any provisions concerning reversionary clauses or first rights of refusal.

2) Subject to various required approvals including, but not limited to, rezoning, site plan approval, permitting and the like, the City agrees to work through these processes with the YMCA in good faith in order to construct temporary parking on and in the vicinity of the South Properties, demolish the existing Soldier's Square Parking Ramp on the Subject Property, and reconstruct a new parking ramp for its employees, members and guests on said site in a reasonably expeditious manner, in accordance with the goals of the City's Downtown Mobility Plan and Comprehensive Plan.

3) The City agrees and understands that the YMCA's possible ability to redevelop the Subject Property as a mixed-use development (something in addition to parking) depends upon the possible future involvement of third parties that has not yet been secured; in the event that the YMCA is unable to secure said third party involvement within a timeline acceptable to the YMCA, the City understands that the YMCA may have to redevelop the Subject Property as parking for its employees, members, and guests only.

4) The City's action herein is based upon representations from the YMCA that the redevelopment of the Subject Property, whether by the YMCA or a third party, shall take into consideration adequate spacing for monuments within Soldier's Square as well as determining mutually agreeable points of access to the new development.

Adopted this _____ day of _____, 2020.

Jacob A. Woodford, Mayor

ATTEST:

Kami Lynch, City Clerk

CITY OF APPLETON 2021 BUDGET

LEGAL SERVICES

City Attorney: Christopher R. Behrens

Deputy City Attorney: Amanda K. Abshire

City Clerk: Kami L. Lynch

CITY OF APPLETON 2021 BUDGET LEGAL SERVICES

MISSION STATEMENT

The Legal Services Department is committed to being a resource; providing information to external customers and information, legal advice and guidance to internal customers.

DISCUSSION OF SIGNIFICANT 2020 EVENTS

City Attorney's Office:

- * Represented the City in traffic and ordinance related matters in 2019 including 5,435 scheduled initial court appearances, 59 scheduled jury and court trials and 2,047 scheduled pre-trials/jury trial conferences or motion hearings. 2020 statistics are significantly lower due to the courts being closed for the COVID-19 pandemic.
- * Actively engaged in litigation including defense of a variety of lawsuits. In early 2020, we received a favorable decision from the State for an alleged discrimination matter that occurred at the Scheig Center. Staff resolved a number of matters through mediation, dispositive motions or negotiated settlements. This includes litigating several matters before an administrative law judge.
- * Continued to work with outside counsel on pending worker's compensation and duty disability claims.
- * Worked with outside counsel to achieve a summary judgment dismissal of a pending federal lawsuit against Appleton police officers.
- * Prepared for training regarding HIPAA issues, as well as prepared for General Employee Training and Supervisory Training sessions re: first amendment issues.
- * Worked with the Department of Public Works on various eminent domain matters including the acquisition of property for the Oneida Street project located at the Far East restaurant. Cooperation with Public Works brought a portion of this issue to a satisfactory conclusion.
- * Worked with the Department of Facilities Management and the Department of Public Works on the provision of access from the Avenue Mall with the removal of the Blue Ramp. Interested parties have negotiated and agreed upon final egress updates. Worked through a number of issues regarding relocation of the restaurant from the Blue Ramp site to a new location.
- * Assisted the Community and Economic Development Department with the preparation and execution of development agreements.
- * Drafted or assisted in the drafting of a number of ordinances, including the 'vaping ordinance', the conversion therapy ordinance, and a high volume of zoning text amendments.
- * In the first six months of 2020, the Attorney's Office has processed a total of 250 agreements/contracts. We also worked with City departments to review the contracting process and requirements.
- * Implemented an electronic signature and routing process for contracts due to COVID-19.
- * Completed a 2-year project to create a City-wide master record retention schedule that was approved by the State and adopted by the Common Council.
- * Initial bids for a WWTP electrical distribution project came in almost \$1 million over budget. The equipment supplier offered a modest reduction but all bids were rejected at the advice of this office. The specs were modified and rebid resulting in a savings of over \$1.3 million. (The savings were more than the 2020 budget for the Legal Services Department.)

City Clerk's Office:

- * Implemented the use of electronic poll books at polling locations and trained election workers on new equipment
- * Safely and successfully administered the Spring Election during the height of a health pandemic
- * Prepared for summer/fall election administration with expectations that the health pandemic may still be active
- * Processed and mailed a record number of absentee ballots
- * Created new election training materials that could be delivered electronically and without in-person training sessions
- * Administered 4 regularly scheduled elections including elections for Mayor and President
- * Verified nomination papers for 11 mayoral candidates for the Spring Primary
- * Worked closely with other departments, specifically the first floor Finance Department to administer operations of the office while closed to the public - process license applications, conduct bid openings, register voters
- * Continued to process mail for the City, while changing procedures to adapt to being closed and having minimal staff at City offices
- * Worked with IT Department, the Mayor's office, and Council to hold Council and Committee meetings with the option to appear remotely
- * Coordinated a process for meeting agendas to process items through a Committee of the Whole at Council
- * Streamlined the Operator License process to issue licenses without photo IDs to facilitate quicker turn-around time and allow applications to be submitted completely by mail/drop-off

CITY OF APPLETON 2021 BUDGET LEGAL SERVICES

MAJOR 2021 OBJECTIVES

- * Work with the Department of Public Works and our outside consultants to ensure that all necessary acquisitions and paperwork for upcoming Public Works projects are completed
- * Continue to assist, guide and advise City staff as well as elected officials on legal matters in a timely fashion
- * Continue to work with other departments to ensure that City tasks are timely completed, projects are not delayed and items such as land acquisitions and negotiated agreements are completed pursuant to the department's requested deadline, whenever possible
- * Continue working cooperatively with the Finance Department and the Appleton Public Library in collections efforts and making sure all materials are returned as required
- * 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 2,000 initial appearances, 150 scheduled jury and court trials and an average of 3,200 pretrials/jury conferences and motion hearings, continue to prosecute City citations
- * Work with the Parks, Recreation and Facilities Management Department (PRFMD) on additional trail acquisitions
- * Continue to work with PRFMD to develop the river trails which became possible with the acquisition of old railroad trestles
- * Continue to work with City staff and Council on the drafting and amending of ordinances
- * Continue to work with City staff on the preparation, processing, routing and distribution of contracts and agreements
- * Continue working with City staff to bring developments throughout the City to fruition
- * Continue to develop and implement new filing systems for City records and documents
- * Update and enhance contingency plans for elections and related materials
- * Continue to work with various departments on large mailings and copy jobs to enhance accuracy and efficiency
- * Actively explore opportunities for process improvement and streamlining of procedures.
- * Continue training for electronic poll books and to develop additional procedures to assist with operation and set-up of the devices
- * Successfully administer two elections, with minimal issues and maximum efficiency
- * Assist with redistricting efforts as a result of the 2020 census

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2018	2019	Adopted 2020	Amended 2020	2021	Change *
Program Revenues		\$ 226,650	\$ 254,648	\$ 219,950	\$ 219,950	\$ 192,850	-12.32%
Program Expenses							
14510	Administration	340,189	346,172	355,143	355,143	373,833	5.26%
14521	Litigation	190,426	218,383	193,645	193,645	185,413	-4.25%
14530	Recordkeeping	110,839	99,194	90,578	90,578	117,310	29.51%
14540	Licensing	66,360	70,697	69,558	69,558	69,451	-0.15%
14550	Elections	209,508	123,221	243,762	243,762	130,687	-46.39%
14560	Mail / Copy Center	154,100	150,554	149,898	149,898	151,817	1.28%
TOTAL		\$ 1,071,422	\$ 1,008,221	\$ 1,102,584	\$ 1,102,584	\$ 1,028,511	-6.72%
Expenses Comprised Of:							
Personnel		868,220	777,843	877,309	877,309	812,651	-7.37%
Training & Travel		16,397	17,131	20,250	20,250	20,480	1.14%
Supplies & Materials		90,465	98,787	93,650	93,650	85,950	-8.22%
Purchased Services		96,340	114,460	111,375	111,375	109,430	-1.75%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

**CITY OF APPLETON 2021 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: "Responsibly deliver excellent services", #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and #7: "Communicate our success through stories and testimonials."

Objectives:

- * Prepare contracts and legal opinions in a timely fashion and provide counsel and legal advice to departments and officials
- * Attend all meetings of the Common Council's committees, boards and commissions and provide legal advice, including parliamentary procedure guidance, 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, 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 City Clerk
- * Provide customer service to both internal and external customers at a level of acceptable or higher
- * Continue involvement in the real estate aspect of the City's business to ensure that appropriate steps are taken to protect the City's interest and to ensure that there are no irregularities on the titles of City real estate

Major Changes in Revenue, Expenditures or Programs:

Staff is attempting to participate in online/virtual webinars to obtain required continuing legal education credits. Due to many conferences being canceled or postponed and uncertainty with travel, expenditures remain uncertain but are anticipated to return to expected levels in 2021.

The increase in subscription costs is due to a 3% increase in our electronic law library subscription as well as the cost of receiving updates to our Wisconsin State Bar Reference material.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</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 activities to proceed					
# of activities delayed due to review not being completed	0	0	0	0	0
Work Process Outputs					
Written opinions issued	44	55	25	75	40
Ordinances reviewed	12	109	100	100	100
Staff training - hours of training	70	75	75	40	40
# of real estate transactions	17	13	20	10	15

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
480100 General Charges for Service	\$ 117	\$ 159	\$ 300	\$ 300	\$ 300
508500 Cash Short or Over	1	15	-	-	-
Total Revenue	<u>\$ 118</u>	<u>\$ 174</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 300</u>
Expenses					
610100 Regular Salaries	\$ 242,844	\$ 247,806	\$ 247,266	\$ 247,266	\$ 262,315
610500 Overtime Wages	-	1	-	-	-
615000 Fringes	68,227	65,601	72,327	72,327	74,238
620100 Training/Conferences	9,770	11,358	13,600	13,600	13,600
620400 Tuition Fees	2,488	2,515	3,500	3,500	3,500
620600 Parking Permits	3,180	3,258	2,900	2,900	3,780
630100 Office Supplies	953	626	800	800	800
630200 Subscriptions	6,048	9,133	8,650	8,650	10,000
630300 Memberships & Licenses	4,503	2,947	3,500	3,500	3,000
632001 City Copy Charges	1,437	1,127	1,500	1,500	1,500
632002 Outside Printing	-	980	-	-	-
641307 Telephone	618	768	900	900	900
641800 Equip Repairs & Maint	121	52	200	200	200
Total Expense	<u>\$ 340,189</u>	<u>\$ 346,172</u>	<u>\$ 355,143</u>	<u>\$ 355,143</u>	<u>\$ 373,833</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM MISSION

We will continue to advise and represent the City of Appleton and its employees in potential claims, filed claims, and pending litigation.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures."

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 process of employment activity and providing various services to the public including public works, police and fire protection. This office has maintained an active and aggressive stance in representing the interests of the City, whether a matter is handled by office staff or in cooperation with outside counsel.

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Active consultation with City depts re: potential claims filed will mitigate damages and identify areas of risk					
# of claims filed against City	70	63	<100	<100	<100
Total # of lawsuits filed against the City	5	8	4	3	0
Strategic Outcomes					
Minimize cost of settlements					
Total amount demanded	\$417,178	\$206,133	\$107,018	\$225,000	\$225,000
\$ value of settlements and judgements paid	\$2,283	\$32,805	\$0	\$42,000	\$68,000
Work Process Outputs					
# of claims and lawsuits resolved with no settlement or judgment paid					
# of Lawsuits filed after claim denied	2	4	1	1	0
# of non-claim related lawsuits filed against City	3	4	3	3	0

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
503500 Other Reimbursements	\$ 200	\$ 25	\$ 200	\$ 200	\$ 200
Total Revenue	<u>\$ 200</u>	<u>\$ 25</u>	<u>\$ 200</u>	<u>\$ 200</u>	<u>\$ 200</u>
Expenses					
610100 Regular Salaries	\$ 130,489	\$ 147,368	\$ 136,593	\$ 136,593	\$ 125,146
615000 Fringes	47,777	47,528	35,162	35,162	38,377
640202 Recording/Filing Fees	1,142	3,081	7,000	7,000	7,000
640400 Consulting Services	3,128	12,516	7,000	7,000	7,000
662500 Disability Payments	7,890	7,890	7,890	7,890	7,890
Total Expense	<u>\$ 190,426</u>	<u>\$ 218,383</u>	<u>\$ 193,645</u>	<u>\$ 193,645</u>	<u>\$ 185,413</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

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: "Responsibly deliver excellent services", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and #7: "Communicate our success through stories and testimonials."

Objectives:

- * Effectively respond to all document requests and public inquiries
- * Timely organize City meeting information for City officials, staff and public
- * Appropriately organize and retain City records as required by State law
- * Continue to prepare for transition to an electronic records management system
- * Organize vault files in a logical and accessible manner
- * Continue to move records to offsite storage facility

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Retrieval of information					
% same day responses	98%	95%	95%	95%	98%
1 week retrieval for detailed requests	2%	5%	5%	5%	2%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs. maintaining records	1,060	800	850	700	1,060
# of requests for information	98	10	80	50	75
# of publication notices	195	190	200	200	185
# of ordinances adopted/amended	123	108	100	125	100

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Expenses					
610100 Regular Salaries	\$ 49,400	\$ 36,691	\$ 47,840	\$ 47,840	\$ 52,520
610500 Overtime Wages	1,758	298	1,242	1,242	250
615000 Fringes	25,939	11,298	14,746	14,746	28,090
630100 Office Supplies	642	1,028	700	700	500
630300 Memberships & Licenses	-	40	-	-	-
631603 Other Misc. Supplies	-	100	100	100	100
632002 Outside Printing	178	-	1,700	1,700	500
640202 Recording/Filing Fees	180	330	100	100	200
640800 Contractor Fees	150	730	150	150	150
641200 Advertising	32,592	48,679	24,000	24,000	35,000
Total Expense	<u>\$ 110,839</u>	<u>\$ 99,194</u>	<u>\$ 90,578</u>	<u>\$ 90,578</u>	<u>\$ 117,310</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications \$ 35,000

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 14540

PROGRAM MISSION

In order to ensure a safe, healthy and accepting environment for our community, we will assist applicants in the application process, provide information on requirements and procedures, and 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: "Responsibly deliver excellent services", #4: "Continually assess trends affecting the community and proactively respond" and #6: "Create opportunities and learn from successes and failures".

Objectives:

- * Efficiently service license inquiries, issues and applicants
- * Continue to provide prompt turnaround time from initial application
- * Accurately maintain data files
- * Work with other departments to ensure timely processing of licenses
- * Assist applicants/organizations for special events through the permitting process
- * Attend training and monitor procedures to keep current with State licensing requirements

Major Changes in Revenue, Expenditures or Programs:

The significant reduction in special events licenses for 2021 reflects the expectation that continued pandemic response will curtail many events.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Effective Customer Service and Application Processing					
# Licenses sent for Committee/Council approval	New Measure	1,617	870	300	700
% of licenses issued within time specified on application	New Measure	99%	100%	98%	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	211	207	215	208	215
# of operator licenses issued	764	911	750	525	900
# of general licenses issued	463	448	475	150	500

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
430100 Amusements License	\$ 8,422	\$ 8,035	\$ 8,000	\$ 8,000	\$ 7,500
430300 Cigarette License	5,400	5,300	5,000	5,000	5,000
430600 Liquor License	108,495	130,117	105,000	105,000	100,000
430700 Operators License	57,270	64,503	60,000	60,000	55,000
430900 Sundry License	4,555	4,400	4,000	4,000	4,000
431300 Special Events License	24,475	25,942	22,000	22,000	6,500
431600 Second Hand/Pawnbroker	1,710	2,370	1,600	1,600	1,800
431700 Commercial Solicitation	3,960	2,510	3,000	3,000	2,500
431800 Christmas Tree License	450	450	400	400	400
432000 Taxi Cab/Limousine License	1,530	1,170	1,000	1,000	850
432100 Taxi Driver License	2,710	2,500	2,000	2,000	2,000
432200 Special "B" Beer License	860	900	650	650	800
432400 Street Vendor License	20	-	-	-	-
441100 Sundry Permits	1,565	680	1,000	1,000	700
501000 Miscellaneous Revenue	4,910	5,450	4,800	4,800	4,800
Total Revenue	\$ 226,332	\$ 254,327	\$ 218,450	\$ 218,450	\$ 191,850
Expenses					
610100 Regular Salaries	\$ 39,598	\$ 43,587	\$ 39,520	\$ 39,520	\$ 41,101
610500 Overtime Wages	1,493	115	798	798	100
615000 Fringes	23,068	25,564	25,780	25,780	26,340
630100 Office Supplies	799	1,068	1,200	1,200	750
631603 Other Misc. Supplies	-	146	-	-	-
632002 Outside Printing	-	267	200	200	100
642900 Interfund Allocations	(110)	(50)	60	60	60
659900 Other Contracts/Obligation	1,512	-	2,000	2,000	1,000
Total Expense	\$ 66,360	\$ 70,697	\$ 69,558	\$ 69,558	\$ 69,451

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

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: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement", #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and #7: "Communicate our success through stories and testimonials".

Objectives:

- * Educate voters of the online voter registration system and capabilities through the State MyVote website
- * Utilize the City's website for voter outreach and education
- * Provide effective training for all election inspectors
- * Streamline polling place procedures and materials
- * Effectively assist local candidates and maintain campaign finance reports
- * Enhance processes that are more efficient in election administration

Major Changes in Revenue, Expenditures or Programs:

The budget for this program fluctuates from year to year based on the number of elections to be held. 2020 is a four-election year and 2021 is a two-election year.

The move of certain payroll expense from the "other compensation" category to "part time" reflects a change in the way elections workers are compensated. Prior to 2020, elections workers were paid a flat stipend per day that they worked. To improve flexibility in staffing polling places and to more fairly compensate those workers who are required to work more hours, election workers have been moved to an hourly pay scale.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Accurate election roll					
# voter status changes	7,287	4,497	7,500	7,000	4,000
# of voter registrations processed	6,794	1,698	6,900	5,000	1,500
# of absentee ballots issued	10,224	1,546	13,000	45,000	3,000
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	54,776	13,834	57,000	61,000	13,000
Avg. # of registered voters per election	37,825	37,263	41,000	41,000	39,800
# of elections administered	6	3	4	4	2
% of staff trained at each election	98%	99%	100%	90%	100%

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
490800 Misc Intergov. Charges	\$ -	\$ 122	\$ 1,000	\$ 1,000	\$ 500
Total Revenue	<u>\$ -</u>	<u>\$ 122</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 500</u>
Expenses					
610100 Regular Salaries	\$ 54,802	\$ 44,090	\$ 47,200	\$ 47,200	\$ 44,941
610500 Overtime Wages	2,318	1,033	7,588	7,588	2,000
610800 Part Time	-	261	-	-	22,000
611000 Other Compensation	95,659	25,100	106,868	106,868	-
615000 Fringes	17,886	20,764	28,281	28,281	27,621
620200 Mileage Reimbursement	239	-	200	200	100
620600 Parking Permits	720	-	50	50	-
630100 Office Supplies	1,085	286	2,000	2,000	500
631603 Other Misc. Supplies	3,090	520	2,000	2,000	500
632002 Outside Printing	4,663	3,033	8,000	8,000	3,000
641200 Advertising	4,478	2,710	4,500	4,500	2,500
641800 Equip Repairs & Maint	17,840	20,715	30,000	30,000	22,000
650301 Facility Rent	3,915	1,260	3,575	3,575	2,025
659900 Other Contracts/Obligation	2,813	3,449	3,500	3,500	3,500
Total Expense	<u>\$ 209,508</u>	<u>\$ 123,221</u>	<u>\$ 243,762</u>	<u>\$ 243,762</u>	<u>\$ 130,687</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Equip Repairs & Maint

Maintenance agreements	<u>22,000</u>
	<u>\$ 22,000</u>

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

PROGRAM MISSION

In order to ensure 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: "Responsibly deliver excellent services", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and #7: "Communicate our success through stories and testimonials".

Objectives:

- * Timely processing of photocopy requests, processing and sorting of mail
- * Continue to collaborate with other departments to reduce mailing costs
- * Maintain log of postage and UPS items
- * Educate City departments on mail/copy service procedures

Major Changes in Revenue, Expenditures or Programs:

The unusually high amount of postage expense in 2019 was due to the City-wide property revaluation, which required notices to be mailed.

The increase in equipment rental costs (\$1,005) is due to the anticipated increase in rental fees for the postage machine and copier which are both coming to the end of their current lease.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Accurate photocopy services					
Remake of request	0%	0%	0%	0%	0%
# of copies made in mail center	745,807	622,977	600,000	500,000	620,000
Strategic Outcomes					
Reduce Costs					
# of pieces of mail returned to departments for reconciliation	New Measure	73	50	40	30
Work Process Outputs					
# of pieces of outgoing mail	111,231	85,982	120,000	150,000	95,000
# of packages handled	131	55	125	50	68

CITY OF APPLETON 2021 BUDGET

LEGAL SERVICES

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Expenses					
610100 Regular Salaries	\$ 43,183	\$ 37,624	\$ 39,520	\$ 39,520	\$ 41,163
610500 Overtime Wages	760	165	798	798	100
615000 Fringes	23,018	22,949	25,780	25,780	26,349
630100 Office Supplies	2,538	1,150	2,500	2,500	1,700
630400 Postage\Freight	55,962	67,602	52,000	52,000	55,000
631603 Other Misc. Supplies	8,353	8,460	6,800	6,800	6,500
632002 Outside Printing	215	274	2,000	2,000	1,000
641800 Equip Repairs & Maint	3,323	1,389	3,000	3,000	1,500
650302 Equipment Rent	16,748	10,941	17,500	17,500	18,505
Total Expense	<u>\$ 154,100</u>	<u>\$ 150,554</u>	<u>\$ 149,898</u>	<u>\$ 149,898</u>	<u>\$ 151,817</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 7,500
UPS	1,500
US Postal Service	46,000
	<u>\$ 55,000</u>

Rent

Color copier rental	\$ 1,800
Office copier rent	1,405
Large copier rental	7,000
Postage machine rent	7,000
Folder/insert machine rental	1,300
Additional copies	1,200
Charges to departments	(1,200)
	<u>\$ 18,505</u>

**CITY OF APPLETON 2021 BUDGET
LEGAL SERVICES**

	<u>2018 ACTUAL</u>	<u>2019 ACTUAL</u>	<u>2020 YTD ACTUAL</u>	<u>2020 ORIG BUD</u>	<u>2020 REVISED BUD</u>	<u>2021 BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	-	-	-	-	-	-
430100 Amusements License	8,422	8,035	7,759	8,000	8,000	7,500
430300 Cigarette License	5,400	5,300	5,300	5,000	5,000	5,000
430600 Liquor License	108,495	130,117	96,240	105,000	105,000	100,000
430700 Operators License	57,270	64,503	25,770	60,000	60,000	55,000
430900 Sundry License	4,555	4,400	2,620	4,000	4,000	4,000
431300 Special Events License	24,475	25,942	12,840	22,000	22,000	6,500
431600 Second Hand License	1,710	2,370	75	1,600	1,600	1,800
431700 Commercial Solicitation License	3,960	2,510	3,845	3,000	3,000	2,500
431800 Christmas Tree License	450	450	-	400	400	400
432000 Taxi Cab/Limousine License	1,530	1,170	810	1,000	1,000	850
432100 Taxi Driver License	2,710	2,500	1,500	2,000	2,000	2,000
432200 Special "B" Beer License	860	900	50	650	650	800
432400 Street Vendor License	20	-	-	-	-	-
441100 Sundry Permits	1,565	680	345	1,000	1,000	700
480100 General Charges for Service	117	159	102	300	300	300
490800 Misc Intergovernmental Charges	-	122	-	1,000	1,000	500
501000 Miscellaneous Revenue	4,910	5,450	4,820	4,800	4,800	4,800
503500 Other Reimbursements	200	25	-	200	200	200
508500 Cash Short or Over	1	15	-	-	-	-
TOTAL PROGRAM REVENUES	226,650	254,648	162,076	219,950	219,950	192,850
Personnel						
610100 Regular Salaries	511,009	508,713	302,391	557,939	557,939	567,186
610500 Overtime Wages	6,330	1,612	3,697	10,426	10,426	2,450
610800 Part-Time Wages	642	436	22,384	-	-	22,000
611000 Other Compensation	95,809	25,150	-	106,868	106,868	-
611500 Vacation Pay	48,515	48,228	27,805	-	-	-
615000 Fringes	205,915	193,704	120,039	202,076	202,076	221,015
TOTAL PERSONNEL	868,220	777,843	476,316	877,309	877,309	812,651
Training~Travel						
620100 Training/Conferences	9,770	11,358	427	13,600	13,600	13,600
620200 Mileage Reimbursement	239	-	111	200	200	100
620400 Tuition Fees	2,488	2,515	2,506	3,500	3,500	3,000
620600 Parking Permits	3,900	3,258	3,780	2,950	2,950	3,780
TOTAL TRAINING / TRAVEL	16,397	17,131	6,824	20,250	20,250	20,480
Supplies						
630100 Office Supplies	6,017	4,158	3,679	7,200	7,200	4,250
630200 Subscriptions	6,048	9,133	5,213	8,650	8,650	10,000
630300 Memberships & Licenses	4,503	2,987	1,460	3,500	3,500	3,500
630400 Postage/Freight	55,962	67,602	76,911	52,000	52,000	55,000
631603 Other Misc. Supplies	11,443	9,226	3,042	8,900	8,900	7,100
632001 City Copy Charges	1,437	1,127	650	1,500	1,500	1,500
632002 Outside Printing	5,055	4,554	4,507	11,900	11,900	4,600
632700 Miscellaneous Equipment	-	-	-	-	-	-
TOTAL SUPPLIES	90,465	98,787	95,462	93,650	93,650	85,950
Purchased Services						
640201 Attorney Fees	-	-	-	-	-	-
640202 Recording/Filing Fees	1,322	3,411	1,050	7,100	7,100	7,200
640400 Consulting Services	3,128	12,516	3,300	7,000	7,000	7,000
640800 Contractor Fees	150	730	-	150	150	150
641200 Advertising	37,070	51,389	17,011	28,500	28,500	37,500
641307 Telephone	618	768	454	900	900	900
641800 Equip Repairs & Maint	21,284	22,156	613	33,200	33,200	23,700
642900 Interfund Allocations	(110)	(50)	309	60	60	60
650301 Facility Rent	3,915	1,260	1,965	3,575	3,575	2,025
650302 Equipment Rent	16,748	10,941	8,371	17,500	17,500	18,505
659900 Other Contracts/Obligation	4,325	3,449	3,281	5,500	5,500	4,500
662500 Disability Payments	7,890	7,890	5,260	7,890	7,890	7,890
TOTAL PURCHASED SVCS	96,340	114,460	41,614	111,375	111,375	109,430
TOTAL EXPENSE	1,071,422	1,008,221	620,216	1,102,584	1,102,584	1,028,511

CITY OF APPLETON 2021 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

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

**Deputy Director of Parks, Recreation & Facilities Management:
Thomas R. Flick**

CITY OF APPLETON 2021 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2020 EVENTS

The Facilities Management Division provided operation and maintenance services for more than 1.27 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, in support of individual departments missions, the Facilities Management Division provided maintenance and inspection of fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

The COVID-19 pandemic required City facilities to adjust operations due to buildings temporarily closing or restricted to only essential operations for several months. Facilities Management Division accommodated department facility needs and provided PPE supplies to sustain essential operations during the pandemic. COVID-19 has created changes in the physical environment requiring modifications to customer service stations, expanded cleaning procedures, and making high touch areas touchless.

The focus continues 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 issues 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. Management staff also attend various training and networking opportunities to improve their leadership and technical skills. The benchmark cost for maintenance and janitorial services is \$3.38 per square foot, as published by the International Facilities Management Association, compared to our cost of \$2.06. Expenses are controlled by employing in-house trades people to perform higher-cost skilled work while contracting out work requiring a lesser degree of skill which can generally be procured at a lower cost.

Construction management was performed for the renovation of the Lawe Street Trestle, the Scheig Center Parking Lot and a storage addition to the Facilities Management Grounds and Operations Center.

Capital improvement projects completed in 2020 include: a new loading dock at MSB, electrical distribution upgrades at Wastewater, Fire Station #6 parking lot and driveway, Fire station #1 bathroom remodeling, new HVAC system for Wastewater administration building, new roof on MSB cold storage building, new lighting at Pierce Park, new water lateral for Wastewater, and a new fire alarm system at the PRFMD office. Numerous other general projects were also completed to preserve and extend the useful life of the facilities. These types of projects include ADA, safety and security improvements, door replacements, flooring replacements, large-scale painting and various HVAC, plumbing and electrical upgrades.

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 has been reduced by 6.24 million kWh's (24.8%) annually totaling over 53.9 million kWh's saved and natural gas usage reduced by 231,582 therms (23.6%) annually totaling over 2.49 million therms saved, resulting in approximately \$5.76 million in energy savings over this time period.

CITY OF APPLETON 2021 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2021 OBJECTIVES

Continue to monitor, assess, and mitigate the impact of COVID-19 on City facilities.

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

Plan and prepare for emergencies and crisis. Facilities Management staff will be resilient and assure continuity during emergencies and crisis. The Department will continue to work with Emergency Management and other City departments to maintain and improve the continuity of operations.

Provide planning and project management services including construction oversight and representation related to projects outlined in the capital improvement plan. Ensure all major facility maintenance projects meet project objectives and are completed on time and within budget.

Oversee and implement maintenance plans through facility assessments, roof management program, building system surveys, predictive and preventive maintenance programs.

Emphasize maintenance activities while systematically reducing alterations, improvements, remodeling, and other non-maintenance activities. Simultaneously upgrade current facilities' conditions.

Coordinate, monitor, and evaluate contracted services to assure excellent service is received.

Inventory, consolidate and, where necessary, create or obtain necessary facility documentation to better manage the facilities. Documentation of facility assets includes site, architectural, structural, electrical, mechanical, plumbing, fire protection and furniture.

Apply codes, regulations, and standards in all considerations of building systems, structures, interiors, and exteriors for building construction, operations and maintenance.

Promote workplace safety by routinely performing facility safety assessments to ensure safe facilities and working environments.

Implement energy management and sustainability plans for facilities. Focus on implementing solar strategies and continue to install LED lighting and controls in City parks and facilities where feasible.

Prepare for the conversion from the City's asset management system to the new Tyler Munis work order system.

Maintain a cost per square foot for maintenance and housekeeping under industry averages. Our projected current square foot benchmark is \$2.10, which is far below the industry's benchmark of \$3.38 as published by the International Facilities Management Association.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2018	2019	Adopted 2020	Amended 2020	2021	Change *
Program Revenues		\$ 2,733,661	\$ 2,844,311	\$ 2,947,042	\$ 2,947,042	\$ 2,984,516	1.27%
Program Expenses							
6330	Administration	350,866	403,974	350,402	350,402	353,142	0.78%
6331	Facilities Maintenance	2,426,440	2,419,765	2,596,640	2,596,640	2,631,374	1.34%
Total Program Expenses		\$ 2,777,306	\$ 2,823,739	\$ 2,947,042	\$ 2,947,042	\$ 2,984,516	1.27%
Expenses Comprised Of:							
Personnel		947,786	979,349	975,087	975,087	1,028,189	5.45%
Training & Travel		10,764	8,931	10,500	10,500	10,500	0.00%
Supplies & Materials		371,805	354,303	434,363	434,363	434,363	0.00%
Purchased Services		1,446,951	1,468,558	1,527,092	1,527,092	1,511,464	-1.02%
Capital Expenditures		-	10,348	-	-	-	N/A
Transfers Out		-	2,250	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		10.26	10.26	10.26	10.26	10.26	

**CITY OF APPLETON 2021 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM MISSION

To provide a safe and productive physical environment which supports all the City of Appleton's departments and community in a safe, accessible, sustainable and cost effective manner.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Responsibly deliver excellent services", # 3: "Recognize and grow everyone's talents", and # 5: "Promote an environment that is respectful and inclusive".

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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	99%	99%	100%	99%	100%
Strategic Outcomes					
Facilities projects/plans/studies initiated in year scheduled	98%	98%	100%	98%	100%
Work Process Output					
# of capital projects initiated	46	31	44	44	34

**CITY OF APPLETON 2021 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
471000 Interest on Investments	\$ (89)	\$ (67)	\$ -	\$ -	\$ -
480100 Charges for Services	2,710,020	2,797,938	2,938,042	2,938,042	2,975,516
500400 Sale of City Property	-	828	-	-	-
503000 Damage to City Property	285	-	-	-	-
503500 Other Reimbursements	13,855	23,908	9,000	9,000	9,000
508200 Insurance Proceeds	9,590	21,704	-	-	-
Total Revenue	\$ 2,733,661	\$ 2,844,311	\$ 2,947,042	\$ 2,947,042	\$ 2,984,516
Expenses					
610100 Regular Salaries	\$ 147,743	\$ 148,661	\$ 149,469	\$ 149,469	\$ 155,918
610500 Overtime Wages	2,230	2,465	2,394	2,394	2,413
615000 Fringes	73,849	118,152	67,464	67,464	68,616
620100 Training/Conferences	9,924	8,931	10,500	10,500	10,500
620600 Parking Permits	840	-	-	-	-
630100 Office Supplies	2,043	2,039	2,100	2,100	2,100
630200 Subscriptions	502	390	200	200	200
630300 Memberships & Licenses	1,805	1,884	2,000	2,000	2,000
630400 Postage\Freight	2,561	2,559	2,888	2,888	2,888
630500 Awards & Recognition	180	189	180	180	180
630600 Building Maint./Janitorial	89	-	-	-	-
630700 Food & Provisions	240	240	240	240	240
631500 Books & Library Materials	640	572	1,500	1,500	1,500
632000 Printing / Copying	4,533	3,983	4,500	4,500	4,500
632101 Uniforms	135	515	750	750	750
632300 Safety Supplies	1,160	1,179	2,000	2,000	2,000
640100 Accounting/Audit Fees	1,840	1,954	1,500	1,500	1,500
640400 Consulting Services	7,212	5,608	6,500	6,500	6,500
640700 Solid Waste/Recycling	1,138	1,626	1,400	1,400	1,400
641200 Advertising	-	439	1,500	1,500	1,500
641300 Utilities	50,307	52,217	55,047	55,047	55,047
650100 Insurance	30,984	35,484	31,770	31,770	26,890
659900 Other Contracts/Obligation	10,911	12,637	6,500	6,500	6,500
791400 Transfer Out - Capital Proj	-	2,250	-	-	-
Total Expense	\$ 350,866	\$ 403,974	\$ 350,402	\$ 350,402	\$ 353,142

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2021 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM MISSION

Provide proactive, cost effective and quality facilities maintenance services that preserve and extend the useful life of the City's facilities assets and to ensure reliable and dependable service for our internal and external customers.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Responsibly deliver excellent services", # 3: "Recognize and grow everyone's talents", and # 4: "Continually assess trends affecting the community and proactively respond".

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	Windows

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Provide a proactive maintenance program					
% of satisfied customers	99%	99%	100%	99%	100%
Strategic Outcomes					
% of services performed as scheduled:					
Cost per sq. ft. - maint. and janitorial	\$1.94	\$1.98	\$2.06	\$2.06	\$2.09
Work completed in time scheduled	98%	98%	100%	98%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
Work Process Outputs					
Service Performed					
Square feet of facilities maintained	1,266,848	1,266,848	1,272,527	1,272,527	1,272,527

**CITY OF APPLETON 2021 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Expenses					
610100 Regular Salaries	\$ 516,548	\$ 509,397	\$ 525,851	\$ 525,851	\$ 542,512
610400 Call Time Wages	3,781	4,807	7,500	7,500	7,500
610500 Overtime Wages	6,405	9,330	10,000	10,000	10,000
610800 Part-Time Wages	9,925	9,910	10,500	10,500	10,500
615000 Fringes	187,306	176,628	201,909	201,909	230,730
630600 Building Maint./Janitorial	308,238	281,979	368,005	368,005	368,005
630901 Shop Supplies	9,705	8,818	10,000	10,000	10,000
632300 Safety Supplies	-	123	-	-	-
632700 Miscellaneous Equipment	39,975	49,834	40,000	40,000	40,000
640500 Engineering Fees	4,371	2,200	5,000	5,000	5,000
640700 Solid Waste/Recycling	2,167	2,270	2,000	2,000	2,000
641300 Utilities	-	264	-	-	-
641400 Janitorial Service	386,666	399,793	500,000	500,000	465,000
641600 Build Repairs & Maint	579,400	591,166	536,477	536,477	536,477
641800 Equip Repairs & Maint	4,413	1,958	8,500	8,500	8,500
642500 CEA Expense	48,104	40,702	41,873	41,873	66,125
650200 Leases	319,045	319,350	328,775	328,775	328,775
650302 Equipment Rent	391	888	250	250	250
680401 Machinery & Equipment	-	10,348	-	-	-
Total Expense	<u>\$ 2,426,440</u>	<u>\$ 2,419,765</u>	<u>\$ 2,596,640</u>	<u>\$ 2,596,640</u>	<u>\$ 2,631,374</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Building Maint./Janitorial Supplies

Building interior	\$ 30,480
Electrical	38,100
Elevator	20,320
Fire/Safety	30,480
HVAC	73,660
Janitorial supplies	35,265
Painting	30,480
Plumbing	38,100
Security	30,480
Structural/windows/ext. doors	40,640
	<u>\$ 368,005</u>

Miscellaneous Equipment

City furniture/general	\$ 40,000
	<u>\$ 40,000</u>

Janitorial Service

Contracted janitorial service	\$ 465,000
	<u>\$ 465,000</u>

Building Repairs & Maintenance Services

Electrical	\$ 20,435
Elevator	38,389
Fire/safety	47,991
HVAC	218,615
Plumbing	22,150
Security	17,100
Structural/roof	13,000
Overhead & passage doors	87,693
Painting & pavilion staining	24,950
Flooring	8,750
Other: pest control, locksmith, room set-ups, landfill	22,404

Projects

Wastewater service doors	15,000
	<u>\$ 536,477</u>

Leases

City Hall condo agreement	\$ 312,906
First floor conference room	15,869
	<u>\$ 328,775</u>

**CITY OF APPLETON 2021 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	2018 <u>ACTUAL</u>	2019 <u>ACTUAL</u>	2020 <u>YTD ACTUAL</u>	2020 <u>ORIG BUD</u>	2020 <u>REVISED BUD</u>	2021 <u>BUDGET</u>
Program Revenues						
471000 Interest on Investments	(889)	(67)	23	-	-	-
480100 General Charges for Service	2,710,020	2,797,938	712,270	2,938,042	2,938,042	2,975,516
503000 Damage to City Property	285	828	-	-	-	-
503500 Other Reimbursements	13,855	23,908	5,055	9,000	9,000	9,000
508200 Insurance Proceeds	9,590	21,704	-	-	-	-
TOTAL PROGRAM REVENUES	<u>2,732,861</u>	<u>2,844,311</u>	<u>717,348</u>	<u>2,947,042</u>	<u>2,947,042</u>	<u>2,984,516</u>
Personnel						
610100 Regular Salaries	208,292	208,303	109,560	675,320	675,320	698,430
610200 Labor Pool Allocations	393,418	387,278	201,522	-	-	-
610400 Call Time Wages	3,781	5,168	1,072	7,500	7,500	7,500
610500 Overtime Wages	8,635	11,794	4,771	12,394	12,394	12,413
610800 Part-Time Wages	9,925	9,906	2,672	10,500	10,500	10,500
611000 Other Compensation	1,960	1,298	1,277	-	-	-
611400 Sick Pay	-	71	-	-	-	-
611500 Vacation Pay	60,620	60,751	13,054	-	-	-
615000 Fringes	250,268	239,954	130,115	269,373	269,373	299,346
615500 Unemployment Compensation	-	-	640	-	-	-
617000 Pension Expense	9,869	55,264	-	-	-	-
617100 OPEB Expense	1,018	(438)	-	-	-	-
TOTAL PERSONNEL	<u>947,786</u>	<u>979,349</u>	<u>464,683</u>	<u>975,087</u>	<u>975,087</u>	<u>1,028,189</u>
Training-Travel						
620100 Training/Conferences	9,924	8,931	5,790	10,500	10,500	10,500
620600 Parking Permits	840	-	-	-	-	-
TOTAL TRAINING / TRAVEL	<u>10,764</u>	<u>8,931</u>	<u>5,790</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>
Supplies						
630100 Office Supplies	2,043	2,039	357	2,100	2,100	2,100
630200 Subscriptions	502	390	438	200	200	200
630300 Memberships & Licenses	1,805	1,884	1,991	2,000	2,000	2,000
630400 Postage/Freight	2,561	2,559	980	2,888	2,888	2,888
630500 Awards & Recognition	180	189	-	180	180	180
630600 Building Maint./Janitorial	308,326	281,979	193,794	368,005	368,005	368,005
630700 Food & Provisions	240	240	371	240	240	240
630901 Shop Supplies	9,705	8,840	2,977	10,000	10,000	10,000
631500 Books & Library Materials	640	550	98	1,500	1,500	1,500
632001 City Copy Charges	4,134	3,914	331	3,600	3,600	3,600
632002 Outside Printing	399	68	294	900	900	900
632101 Uniforms	135	515	-	750	750	750
632300 Safety Supplies	1,160	1,302	2,079	2,000	2,000	2,000
632700 Miscellaneous Equipment	39,975	49,834	23,691	40,000	40,000	40,000
TOTAL SUPPLIES	<u>371,805</u>	<u>354,303</u>	<u>227,401</u>	<u>434,363</u>	<u>434,363</u>	<u>434,363</u>
Purchased Services						
640100 Accounting/Audit Fees	1,840	1,954	-	1,500	1,500	1,500
640400 Consulting Services	7,212	5,608	2,547	6,500	6,500	6,500
640500 Engineering Fees	4,371	2,200	2,607	5,000	5,000	5,000
640700 Solid Waste/Recycling Pickup	3,305	3,896	367	3,400	3,400	3,400
641200 Advertising	-	439	-	1,500	1,500	1,500
641301 Electric	16,063	15,367	6,183	16,465	16,465	16,465
641302 Gas	7,639	7,367	3,793	7,639	7,639	7,639
641303 Water	2,484	2,181	935	3,000	3,000	3,000
641304 Sewer	751	615	237	1,078	1,078	1,078
641306 Stormwater	13,611	14,608	7,707	17,925	17,925	17,925
641307 Telephone	3,510	4,177	2,150	3,240	3,240	3,240
641308 Cellular Phones	6,249	8,167	1,333	5,700	5,700	5,700
641400 Janitorial Service	386,666	399,794	200,198	500,000	500,000	465,000
641600 Build Repairs & Maint	579,402	591,166	228,967	536,477	536,477	536,477
641800 Equip Repairs & Maint	4,413	1,958	-	8,500	8,500	8,500
642501 CEA Operations/Maint.	24,175	20,407	11,932	27,042	27,042	27,295
642502 CEA Depreciation/Replace.	23,929	20,295	10,591	14,831	14,831	38,830
650100 Insurance	30,984	35,484	15,888	31,770	31,770	26,890
650200 Leases	319,045	319,350	159,831	328,775	328,775	328,775
650302 Equipment Rent	391	888	1,294	250	250	250
659900 Other Contracts/Obligation	10,911	12,637	1,276	6,500	6,500	6,500
TOTAL PURCHASED SVCS	<u>1,446,951</u>	<u>1,468,558</u>	<u>657,836</u>	<u>1,527,092</u>	<u>1,527,092</u>	<u>1,511,464</u>

**CITY OF APPLETON 2021 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	<u>2018</u> <u>ACTUAL</u>	<u>2019</u> <u>ACTUAL</u>	<u>2020</u> <u>YTD ACTUAL</u>	<u>2020</u> <u>ORIG BUD</u>	<u>2020</u> <u>REVISED BUD</u>	<u>2021</u> <u>BUDGET</u>
Capital Outlay						
680401 Machinery & Equipment	-	10,348	-	-	-	-
TOTAL CAPITAL OUTLAY	-	10,348	-	-	-	-
Transfers						
791400 Transfer Out - Capital Project	-	2,250	-	-	-	-
TOTAL TRANSFERS	-	2,250	-	-	-	-
TOTAL EXPENSE	<u>2,777,306</u>	<u>2,823,739</u>	<u>1,355,710</u>	<u>2,947,042</u>	<u>2,947,042</u>	<u>2,984,516</u>

CITY OF APPLETON 2021 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Revenues					
Charges for Services	\$ 2,710,020	\$ 2,797,938	\$ 2,938,042	\$ 2,905,000	\$ 2,975,516
Total Revenues	<u>2,710,020</u>	<u>2,797,938</u>	<u>2,938,042</u>	<u>2,905,000</u>	<u>2,975,516</u>
Expenses					
Operating Expenses	2,777,306	2,821,489	2,947,042	2,904,500	2,984,516
Depreciation	-	-	-	-	-
Total Expenses	<u>2,777,306</u>	<u>2,821,489</u>	<u>2,947,042</u>	<u>2,904,500</u>	<u>2,984,516</u>
Operating Loss	(67,286)	(23,551)	(9,000)	500	(9,000)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	(89)	(67)	-	100	-
Other Income	23,730	46,440	9,000	10,000	9,000
Total Non-Operating	<u>23,641</u>	<u>46,373</u>	<u>9,000</u>	<u>10,100</u>	<u>9,000</u>
Income (Loss) before Contributions and Transfers	(43,645)	22,822	-	10,600	-
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	(2,250)	-	-	-
Change in Net Assets	(43,645)	20,572	-	10,600	-
Net Assets - Beginning	<u>56,074 *</u>	<u>12,429</u>	<u>33,001</u>	<u>33,001</u>	<u>43,601</u>
Net Assets - Ending	<u>\$ 12,429</u>	<u>\$ 33,001</u>	<u>\$ 33,001</u>	<u>\$ 43,601</u>	<u>\$ 43,601</u>

* as restated for new pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 123,793	\$ 134,393
+ Change in Net Assets	10,600	-
Working Cash - End of Year	<u>\$ 134,393</u>	<u>\$ 134,393</u>

CITY OF APPLETON 2021 BUDGET

FINANCE DEPARTMENT

Finance Director: Anthony D. Saucerman, CPA

Deputy Finance Director: Jeri A. Ohman, CPA

CITY OF APPLETON 2021 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 2020 EVENTS

Completed the 2019 annual audit with an unqualified opinion and no audit findings

Worked with consultant to update arbitrage reports for outstanding Wastewater debt issues

Completed and filed the State annual TIF, hotel room tax, and Public Service Commission (water utility) reports

Continued discussions with US Venture regarding their potential downtown headquarters

Issued \$15 million of G.O. notes, \$6.865 million of Water and \$2.965 million of Stormwater revenue bonds and \$10.85 million of Wastewater refunding bonds

Completed RFP process to select vendor for printing and mailing services for City service invoices

Began testing of v2019 Munis upgrade and continued work on the property tax module implementation and integration of cashiering module with DPW parking software

In response to the COVID-19 pandemic:

Finance Director continues to serve as Finance Section Chief in the City's Emergency Operations Center (EOC)

Coordinated the relocation of non-essential staff from the office setting to working at home to mitigate virus spread potential

Continued operations at the first-floor customer service area and coordinated package/mail collection/delivery and other City Hall customer service processes normally performed on the fifth and sixth floors

Established procedures and processes to track City-wide COVID-19 mitigation costs

Researched, communicated and categorized various COVID-19 grant or other funding opportunities and related expense requirements

Initiated change in business license ordinance to allow businesses an extension of time to pay outstanding obligations in order to obtain their licenses

Worked with other City department directors to explore potential alternate care sites

Modified utility billing system to waive late fees per PSC order due to COVID-19 health emergency

Filed monthly lost revenue and additional expense report with the PSC

Primary Concentration for Remainder of Year:

Complete the 2021 budget

Continue to monitor the COVID-19 virus environment and takes steps necessary to mitigate the risk and ensure staff safety to the extent possible

Continue to explore funding opportunities and related grant requirements related to COVID-19 mitigation expenses and complete necessary funding requests

Complete the upgrade of the Tyler Munis ERP system to the latest version, the conversion of property tax collection from the legacy system to the ERP system, and integration of the parking enforcement software with the cashiering module

Complete the Wastewater rate study and present results to Council

Complete transition of in-house printing/ mailing of City Service invoices to third party provider

CITY OF APPLETON 2021 BUDGET FINANCE DEPARTMENT

MAJOR 2021 OBJECTIVES

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

Maintain a sound bond 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

Continue development of electronic payment options for City services in conjunction with new ERP system

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

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

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

Continue to work with the Community Development Specialist to ensure compliance with grant covenants and single audit requirements

Begin implementation of ERP system work order and fixed assets modules

Continue to work with outside departments on the new ERP system and implement efficiency measures to streamline various accounting functions throughout the City

DEPARTMENT BUDGET SUMMARY							
Unit	Title	Actual		Budget			% Change *
		2018	2019	Adopted 2020	Amended 2020	2021	
Program Revenues		\$ 4,172	\$ 6,493	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
Program Expenses							
11510	Administration	165,939	196,717	166,681	166,681	169,984	1.98%
11520	Billing & Collection Svc	93,629	85,904	93,908	93,908	97,329	3.64%
11530	Support Services	574,773	597,346	632,245	632,245	651,670	3.07%
TOTAL		\$ 834,341	\$ 879,967	\$ 892,834	\$ 892,834	\$ 918,983	2.93%
Expenses Comprised Of:							
Personnel		726,759	773,641	770,519	770,519	799,633	3.78%
Administrative Expense		14,611	16,395	14,680	14,680	14,680	0.00%
Supplies & Materials		22,755	24,573	25,890	25,890	25,690	-0.77%
Purchased Services		70,216	65,358	81,745	81,745	78,980	-3.38%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.20	8.20	8.20	8.20	8.20	

**CITY OF APPLETON 2021 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 # 3: "Recognize and grow everyone's talents" and # 4: "Continually assess trends affecting the community and proactively respond".

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 to department staff and ensure staff performance is evaluated accurately and fairly

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	90%	86%	100%	90%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	3	2	5	4	5
Work Process Outputs					
Procedures manuals updated					
% of manuals rated current	84%	80%	95%	95%	95%

**CITY OF APPLETON 2021 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
480100 General Charges for Service	\$ 3,603	\$ 4,262	\$ 4,000	\$ 4,000	\$ 4,000
501000 Miscellaneous Revenue	49	15	-	-	-
508500 Cash Short or Over	520	2,216	-	-	-
Total Revenue	\$ 4,172	\$ 6,493	\$ 4,000	\$ 4,000	\$ 4,000
Expenditures					
610100 Regular Salaries	\$ 116,675	\$ 146,306	\$ 116,243	\$ 116,243	\$ 120,586
610500 Overtime Wages	119	237	-	-	-
615000 Fringes	32,372	33,623	34,073	34,073	34,198
620100 Training/Conferences	4,762	5,380	6,500	6,500	6,500
620400 Tuition Fees	4,677	5,353	1,800	1,800	1,800
620600 Parking Permits	672	607	500	500	500
630100 Office Supplies	1,395	1,407	2,000	2,000	2,000
630300 Memberships & Licenses	1,295	1,893	2,000	2,000	2,000
630400 Postage~Freight	250	(88)	230	230	230
630500 Awards & Recognition	187	202	210	210	210
630700 Food & Provisions	12	-	-	-	-
632001 City Copy Charges	813	67	800	800	200
632002 Outside Printing	377	482	500	500	500
641200 Advertising	1,329	-	565	565	-
641307 Telephone	1,004	1,248	1,260	1,260	1,260
Total Expense	\$ 165,939	\$ 196,717	\$ 166,681	\$ 166,681	\$ 169,984

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2021 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: "Encourage active community participation and involvement" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

- Provide an efficient, centralized collection location for convenient payment of all City-generated billings via mail, drive through, night deposit, or walk-ins
- Improve cash receipting speed and accuracy with formalized procedures and improved systems
- Continue the expansion of debit, credit card and internet payment options when financially feasible
- Provide a favorable impression of the City by maintaining a working knowledge of all City departments and keeping the internal general information guide updated in order 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	785	725	800	750	750
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	65%	85%	65%	65%	65%
Service turnoffs	13	18	20	15	15
Work Process Outputs					
Financial transaction processing					
Receipts posted	199,722	187,674	200,000	210,000	210,000
Automated receipts, % of total	24.0%	30.0%	25.0%	20.0%	20.0%
Information response					
% staff trained in customer svc.	90%	95%	100%	100%	100%

CITY OF APPLETON 2021 BUDGET

FINANCE DEPARTMENT

Billing & Collection Services

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Expenditures					
610100 Regular Salaries	\$ 45,629	\$ 38,905	\$ 48,128	\$ 48,128	\$ 49,652
610500 Overtime Wages	221	3,354	500	500	850
615000 Fringes	27,395	20,374	22,850	22,850	23,297
620600 Parking Permits	1,620	1,449	1,680	1,680	1,680
630400 Postage / Freight	13,305	12,950	13,350	13,350	13,350
632001 City Copy Charges	3,387	4,849	4,600	4,600	5,000
632700 Miscellaneous Equipment	-	755	-	-	-
641100 Temporary Help	2,072	3,238	2,500	2,500	3,500
641800 Equip Repairs & Maint	-	-	300	300	-
643100 Interpreter Services	-	30	-	-	-
Total Expense	\$ 93,629	\$ 85,904	\$ 93,908	\$ 93,908	\$ 97,329

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2021 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: "Responsibly deliver excellent services" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

- Serve as the collection point for all payroll data and process the City's payroll and complete related reports
- Produce timely payments to employees and vendors 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
- 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
- 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:

2021 audit expense includes \$3,500 for an actuarial study of the OPEB fund, required every other year. The last study was performed in 2019.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Strategic Outcomes					
Financial integrity of programs maintained # of auditor's compliance issues	0	0	0	0	0
Asset/resource safeguarding G.O. Bond rating	Aa1	Aa1	Aa1	Aa1	Aa1
Work Process Outputs					
Financial transaction processing					
Avg. # journal entries made monthly	235	249	250	250	250
Avg. # of A/P checks issued monthly	508	453	500	450	450

**CITY OF APPLETON 2021 BUDGET
FINANCE DEPARTMENT**

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Expenditures					
610100 Regular Salaries	\$ 351,370	\$ 369,186	\$ 390,983	\$ 390,983	\$ 407,236
610500 Overtime Wages	10,547	18,085	3,000	3,000	3,000
615000 Fringes	142,431	143,571	154,742	154,742	160,814
620600 Parking Permits	2,880	3,606	4,200	4,200	4,200
631603 Other Misc. Supplies	90	289	200	200	200
632002 Outside Printing	1,644	1,767	2,000	2,000	2,000
640100 Accounting/Audit Fees	15,153	8,772	15,900	15,900	16,000
640300 Bank Service Fees	48,280	49,317	57,000	57,000	54,000
641200 Advertising	1,864	1,161	1,400	1,400	1,400
641800 Equip Repairs & Maint	-	1,592	2,220	2,220	2,220
659900 Other Contracts/Obligation	514	-	600	600	600
Total Expense	\$ 574,773	\$ 597,346	\$ 632,245	\$ 632,245	\$ 651,670

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit Fees

Annual financial audit	\$ 12,500
OPEB fund actuarial study	3,500
	<u>\$ 16,000</u>

Bank Services

Banking fees	\$ 20,000
Investment fees	34,000
	<u>\$ 54,000</u>

**CITY OF APPLETON 2021 BUDGET
FINANCE DEPARTMENT**

	2018 <u>ACTUAL</u>	2019 <u>ACTUAL</u>	2020 <u>YTD ACTUAL</u>	2020 <u>ORIG BUD</u>	2020 <u>REVISED BUD</u>	2021 <u>BUDGET</u>
Program Revenues						
480100 General Charges for Service	3,603	4,262	920	4,000	4,000	4,000
501000 Miscellaneous Revenue	49	15	54	-	-	-
508500 Cash Short or Over	520	2,216	(62)	-	-	-
TOTAL PROGRAM REVENUES	<u>4,172</u>	<u>6,493</u>	<u>912</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Personnel						
610100 Regular Salaries	467,733	494,943	318,477	555,354	555,354	577,474
610500 Overtime Wages	10,888	21,676	16,967	3,500	3,500	3,850
610800 Part-Time Wages	426	-	-	-	-	-
611400 Sick Pay	-	-	-	-	-	-
611500 Vacation Pay	45,514	59,454	19,444	-	-	-
615000 Fringes	202,198	197,568	126,784	211,665	211,665	218,309
TOTAL PERSONNEL	<u>726,759</u>	<u>773,641</u>	<u>481,672</u>	<u>770,519</u>	<u>770,519</u>	<u>799,633</u>
Training~Travel						
620100 Training/Conferences	4,762	5,380	1,256	6,500	6,500	6,500
620400 Tuition Fees	4,677	5,353	1,332	1,800	1,800	1,800
620600 Parking Permits	5,172	5,662	6,315	6,380	6,380	6,380
TOTAL TRAINING / TRAVEL	<u>14,611</u>	<u>16,395</u>	<u>8,903</u>	<u>14,680</u>	<u>14,680</u>	<u>14,680</u>
Supplies						
630100 Office Supplies	1,395	1,407	467	2,000	2,000	2,000
630300 Memberships & Licenses	1,295	1,893	1,134	2,000	2,000	2,000
630400 Postage\Freight	13,555	12,862	2,076	13,580	13,580	13,580
630500 Awards & Recognition	187	202	-	210	210	210
630700 Food & Provisions	12	-	-	-	-	-
631603 Other Misc. Supplies	90	289	-	200	200	200
632001 City Copy Charges	4,200	4,916	2,741	5,400	5,400	5,200
632002 Outside Printing	2,021	2,249	1,071	2,500	2,500	2,500
632700 Miscellaneous Equipment	-	755	183	-	-	-
TOTAL SUPPLIES	<u>22,755</u>	<u>24,573</u>	<u>7,672</u>	<u>25,890</u>	<u>25,890</u>	<u>25,690</u>
Purchased Services						
640100 Accounting/Audit Fees	15,153	8,772	76,500	15,900	15,900	16,000
640300 Bank Service Fees	48,280	49,317	31,024	57,000	57,000	54,000
641100 Temporary Help	2,072	3,238	-	2,500	2,500	3,500
641200 Advertising	3,193	1,161	28	1,965	1,965	1,400
641307 Telephone	1,004	1,248	737	1,260	1,260	1,260
641800 Equip Repairs & Maint	-	1,592	276	2,520	2,520	2,220
643100 Interpreter Services	-	30	27	-	-	-
659900 Other Contracts/Obligation	514	-	-	600	600	600
TOTAL PURCHASED SVCS	<u>70,216</u>	<u>65,358</u>	<u>108,592</u>	<u>81,745</u>	<u>81,745</u>	<u>78,980</u>
TOTAL EXPENSE	<u>834,341</u>	<u>879,967</u>	<u>606,839</u>	<u>892,834</u>	<u>892,834</u>	<u>918,983</u>

CITY OF APPLETON 2021 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Matz

Deputy Director of Human Resources: Jay M. Ratchman

CITY OF APPLETON 2021 BUDGET RISK MANAGEMENT

MISSION STATEMENT

To maximize the City's overall mission by eliminating, reducing or minimizing risk exposures through the use of innovative risk control, claims management, risk financing, regulatory compliance and a variety of programs designed to provide a safe and healthy workplace and community.

DISCUSSION OF SIGNIFICANT 2020 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. Some of the highlights in 2020 include:

- *Completed safety and compliance training for all required employees and supervisors.
- *Continued to log safety data sheets and audit the system.
- *Completed our annual training requirements including the respirator medical surveillance program and respirator fit testing for all employees who are required to wear respirators. Annual hearing tests were completed in the fall to ensure compliance with the hearing conservation program.
- *Initiated a program to streamline the process for employees to complete all occupational medical requirements.
- *Continued to use the Tyler Munis software to track work injuries and streamlined entry process for this information being sent to third-party administrator.
- *As of June 1, 2020 reviewed around 35 special events to assure adequate risk transfer to the event sponsor.
- *As of June 1, 2020, reviewed 115 City service and construction contracts to ensure adequate risk transfer to the applicable contractor/vendor.
- *Reviewed and suggested changes to the following policies: Risk Management Policy, Blood Borne Pathogens, Security Access, Key and ID Badges, Flammable Liquids, Hot Works Management, General Safety, Drug Free Workplace, and Confined Space.
- *Completed safety audits at multiple locations (e.g., FMD Building, Golf, Erb & Mead Pools, DPW and Wastewater).
- Completed all fume hood inspections in City departments.
- *Pursued subrogation and restitution for damage to City property caused by third parties. As of June 1, 2020, \$7,775 has been recovered for losses that occurred in 2020 with an additional \$16,869 in damages still awaiting recovery.
- *Shared information with the applicable departments on several on-line defensive driving courses offered for free by the City's excess worker's compensation carrier.
- *Completed OSHA 30 hour training course for seven City supervisors resulting in a savings of around \$6,000.
- *Risk Manager served multiple roles in the City's Emergency Operations Center during the COVID-19 pandemic and facilitated the work group which developed return to work guidance for City personnel. The Risk Manager also participated in multiple city department assessments to develop protective strategies for employees returning back to work from the pandemic.
- *Developed investigation form/process for internal use by the Human Resources Department that will aid in determining if any City employee COVID-19 cases need to be recorded on our OSHA 300 log.
- *Utilized data from risk information management system to identify loss issues for various departments. This loss history information was reviewed with the applicable departments and also included a number of suggested loss prevention and loss reduction strategies. Additionally, an overview of this information was provided to both the Mayor and to the Finance Committee.
- *Conducted multiple training sessions for various staff on City's accident/incident report forms.
- *Conducted multiple training sessions for Utilities Department staff on commonly identified safety violations from the Wisconsin Department of Safety and Professional Services (DSPS).
- *Developed insurance requirement template for various Library service programs.
- *Purchased volunteer accident insurance that provides accidental medical, dental and death benefits to City volunteers.
- *Continued to work with the City's property insurance carrier and selected contractors to make final repairs to the Yellow Parking Ramp elevators (as the result of the January, 2019 fire).
- *Worked with both FEMA and our property insurance carrier on the proper reimbursements for the costs incurred by the City as the result of our July, 2019 storm.
- *Analyzed 2021 projected property premiums at various deductible levels to assist in determining the most tolerable economic decision.

CITY OF APPLETON 2021 BUDGET RISK MANAGEMENT

MAJOR 2021 OBJECTIVES

Our key objective is to ensure 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. Therefore, our focus will be on the development of new policies and revisions of existing policies consistent with this objective. In terms of insurance coverage and claims handling, we will:

Investigate and resolve all claims filed against the City

Work with the Attorney's Office on workers' compensation claims and other unresolved claims

Review all property, liability and workers' compensation insurance coverages

Evaluate funding source adequacy, including charges for service for workers' compensation, property and liability coverages

Conduct an audit of our insurance fund to make sure adequate funding is available for potential litigation claims

Continue to review certificate of insurance requirements to make sure risk of liability is reduced in case of any claims against the City

Work with insurance provider on a frequent basis to assess City buildings to make sure the value of our property is adequately covered for insurance purposes

Continue to provide all applicable staff training in the safety/loss prevention areas

Monitor OSHA 300 log entries (listing of work related injuries and illnesses) and send mandatory reports to the State

Analyze property and casualty loss data and work with departments to develop appropriate courses of action to mitigate these losses

Work with vendors such as CVMIC to make sure all safety related education is available to our employees

Continue to stay aware of changing safety regulations to ensure the City is in compliance

Continue to work with the Attorney's Office and applicable departments to review construction and service contracts to ensure proper risk transfer to the applicable contractor/vendor

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2018	2019	Adopted 2020	Amended 2020	2021	Change *
Program Revenues		\$ 1,693,521	\$ 1,635,417	\$ 1,602,713	\$ 1,602,713	\$ 1,690,749	5.49%
Program Expenses							
6210	Property & Liability Mgt.	1,228,746	1,622,797	1,423,217	1,423,217	1,524,674	7.13%
6220	Loss Control	165,874	197,666	179,496	179,496	166,075	-7.48%
Total Program Expenses		\$ 1,394,620	\$ 1,820,463	\$ 1,602,713	\$ 1,602,713	\$ 1,690,749	5.49%
Expenses Comprised Of:							
Personnel		354,812	475,438	396,224	396,224	393,090	-0.79%
Training & Travel		11,286	5,115	8,580	8,580	8,760	2.10%
Supplies & Materials		5,662	6,660	6,103	6,103	5,940	-2.67%
Purchased Services		575,416	491,832	556,806	556,806	656,009	17.82%
Miscellaneous Expense		447,444	841,418	635,000	635,000	626,950	-1.27%
Full Time Equivalent Staff:							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

CITY OF APPLETON 2021 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: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement", and #4: "Continually assess trends affecting the community and proactively respond."

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
- Review City contracts for adequate insurance requirements and proof of insurance
- Thoroughly review and process all property/casualty losses to reduce the City's total cost of risk
- Review special events for potential liability exposures, insurance requirements and proof of insurance (if required)
- Explore insurance brokerage relationship options

Major changes in Revenue, Expenditures, or Programs:

Our property package premiums and liability insurance premiums are increasing in 2021 largely due to the following:
a) Both property and liability premiums are being impacted by the volatility in the secondary or re-insurance markets created by larger-than-expected global catastrophic property losses that have occurred in the past 5 years, and
b) The City incurred 2 large property losses in 2019 (yellow ramp elevator fire and July 2019 storm related damage at multiple locations). It is anticipated that these insurance rates will continue to rise beyond 2021 due to the continued volatility in the re-insurance market, the unknown effects of the COVID-19 pandemic and the recent protests (resulting in significant property damage nationwide) that occurred during mid-2020.

The increase in consulting services (\$8,000) is due to an actuarial study that is performed every other year and is planned again in 2021.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
Insurance Costs					
Average workers' compensation costs per claim*	\$ 3,305	\$ 12,291	\$ 7,000	\$ 6,500	\$ 7,000
Avg cost per general liability claim*	\$ 58	\$ 63	\$ 400	\$ 400	\$ 400
Avg cost per auto liability claim*	\$ 1,261	\$ 2,486	\$ 2,000	\$ 2,000	\$ 2,000
Strategic Outcomes					
Minimize claims expense					
\$ value of claims paid*	\$ 166,378	\$ 934,159	\$ 450,000	\$ 350,000	\$ 520,000
\$ value of subrogation recovery*	\$ 16,125	\$ 40,069	\$ 25,000	\$ 25,000	\$ 25,000
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	10	10	10	11
# of new insurance policies purchased	0	0	0	1	0
Number of claims filed					
General liability	45	51	45	30	45
Auto liability	25	11	25	15	25
Workers' comp - lost time	3	5	5	5	5
Workers' comp - medical only	37	60	40	40	40
Number of special events reviewed	New measure →		100	60	100
Number of contracts reviewed	New measure →		200	200	200

* Initial claims in year presented only

**CITY OF APPLETON 2021 BUDGET
RISK MANAGEMENT**

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
471000 Interest on Investments	\$ 1,856	\$ 2,373	\$ -	\$ -	\$ -
480100 General Charges for Svc	1,633,035	1,555,407	1,550,438	1,550,438	1,641,793
502000 Donations	-	10,000	-	-	-
503500 Other Reimbursements	56,803	66,942	52,275	52,275	48,956
508200 Insurance Proceeds	1,827	695	-	-	-
Total Revenue	\$ 1,693,521	\$ 1,635,417	\$ 1,602,713	\$ 1,602,713	\$ 1,690,749
Expenses					
610100 Regular Salaries	\$ 159,936	\$ 225,921	\$ 182,669	\$ 182,669	\$ 186,479
610500 Overtime Wages	419	1,270	-	-	-
615000 Fringes	56,841	93,969	61,662	61,662	62,176
620600 Parking Permits	1,050	1,295	1,080	1,080	1,260
630100 Office Supplies	980	1,003	1,000	1,000	1,000
632700 Miscellaneous Equipment	-	778	300	300	300
640100 Accounting/Audit Fees	1,840	1,954	1,500	1,500	1,500
640300 Bank Service Fees	33	62	-	-	-
640400 Consulting Services	5,000	19,514	-	-	8,000
650100 Insurance	555,203	435,613	540,006	540,006	637,009
662600 Uninsured Losses	59,099	75,239	120,000	120,000	106,950
662700 Uninsured Losses - W/C	388,345	766,179	515,000	515,000	520,000
Total Expense	\$ 1,228,746	\$ 1,622,797	\$ 1,423,217	\$ 1,423,217	\$ 1,524,674

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

Insurance

Liability	\$ 122,856
Crime	3,541
Excess liability	16,549
Employment practice	27,178
Equipment breakdown	20,482
Package property	308,066
Auto physical damage	38,409
Excess workers' compensation	99,928
	<u>\$ 637,009</u>

Uninsured Losses

General liability	\$ 66,250
Automobile	40,700
	<u>\$ 106,950</u>

Uninsured Losses - WC

Medical payments	\$ 520,000
	<u>\$ 520,000</u>

CITY OF APPLETON 2021 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: "Responsibly deliver excellent services", #3: "Recognize and grow everyone's talents."

Objectives:

Continue training employees on usage of the automated external defibrillators (AED), CPR and first aid
 Facilitate new employee orientation and new supervisor orientation classes
 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 to offer required training to all general employees and supervisors
 Continue with safety day presentations to cover required safety policies and updates
 Attend departmental safety committee meetings
 Respond to and document ergonomic concerns and implement solutions
 Conduct annual hearing tests on required personnel, and annual lead testing
 Review and develop programs to promote safety, reduce injuries and reduce claims
 Conduct respirator fit testing and obtain proper medical clearance for respirator usage
 Conduct confined space entry training and trenching/excavation training
 Provide comprehensive safety training to help educate supervisors in identifying and stopping potential hazards in the workplace such as by offering OSHA 30 hour training courses
 Provide training on the use of the Safety Data Sheets (SDS) labeling system. Use SDS online system for labeling secondary containers.

Major changes in Revenue, Expenditures, or Programs:

Reduction in consulting services is due to the purchase of audio testing equipment to conduct our own hearing tests for employees and reduction in respirator medical exams through implementation of in-house review and dialogue with employees.

PERFORMANCE INDICATORS

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
Client Benefits/Impacts					
City's overall safety performance					
Total OSHA Recordable Incident Rate (# of recordable work injuries per 100 employees)	5.8	10.4	4.5	8.1	4.5
Strategic Outcomes					
Minimize disruptions in workforce due to work injuries					
Total OSHA Recordable Incidents with Days Away from Work, Job Transfer or Restriction (per every 100 employees)	2.5	3.2	2.1	3.5	2.1
Work Process Outputs					
Employees Educated					
# of topics covered during each safety class	18	21	20	20	20
# of people who attended safety training classes	178	177	165	165	165
Avg employees per session	26	29	27	27	27
# of safety inspections conducted	129	133	130	130	130
# of respirator fit tests conducted	New measure	→	110	110	110
# of respirator exams conducted	New measure	→	→	→	45
# of hearing audiograms conducted	New measure	→	265	265	265
# of safety committee meetings attended or facilitated	New measure	→	80	60	60
# of safety/loss prevention policies reviewed	New measure	→	5	3	5

**CITY OF APPLETON 2021 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Expenses					
610100 Regular Salaries	\$ 100,174	\$ 115,570	\$ 110,574	\$ 110,574	\$ 106,655
610500 Overtime Wages	161	214	-	-	-
615000 Fringes	37,281	38,496	41,319	41,319	37,780
620100 Training/Conferences	10,236	3,820	7,500	7,500	7,500
630300 Memberships & Licenses	220	100	210	210	100
630500 Awards & Recognition	-	-	140	140	140
630700 Food & Provisions	1,490	1,365	1,453	1,453	1,400
631500 Books & Library Materials	-	-	150	150	150
632001 City Copy Charges	2,680	2,856	2,300	2,300	2,300
632002 Outside Printing	208	230	200	200	200
632300 Safety Supplies	84	326	100	100	100
632700 Miscellaneous Equipment	-	-	250	250	250
640400 Consulting Services	11,463	32,785	13,400	13,400	7,600
641307 Telephone	77	104	100	100	100
659900 Other Contracts/Obligation	1,800	1,800	1,800	1,800	1,800
Total Expense	<u>\$ 165,874</u>	<u>\$ 197,666</u>	<u>\$ 179,496</u>	<u>\$ 179,496</u>	<u>\$ 166,075</u>

DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2021 BUDGET
RISK MANAGEMENT**

	2018 <u>ACTUAL</u>	2019 <u>ACTUAL</u>	2020 <u>YTD ACTUAL</u>	2020 <u>ORIG BUD</u>	2020 <u>REVISED BUD</u>	2021 <u>BUDGET</u>
Program Revenues						
471000 Interest on Investments	941	1,937	187	-	-	-
471500 Gain/Loss on Investment	(45)	(213)	-	-	-	-
471600 Unrealized Gains/Losses	960	649	-	-	-	-
480100 General Charges for Service	1,633,035	1,555,407	1,162,827	1,550,438	1,550,438	1,641,793
502000 Donations & Memorials	-	10,000	-	-	-	-
503500 Other Reimbursements	56,803	66,943	63,672	52,275	52,275	48,956
508200 Insurance Proceeds	1,827	695	-	-	-	-
TOTAL PROGRAM REVENUES	1,693,521	1,635,418	1,226,686	1,602,713	1,602,713	1,690,749
Personnel						
610100 Regular Salaries	260,110	341,490	221,763	293,243	293,243	293,134
610500 Overtime Wages	580	1,484	615	-	-	-
615000 Fringes	87,974	105,280	75,549	102,981	102,981	99,956
617000 Pension Expense	5,756	20,178	-	-	-	-
617100 OPEB Expense	392	7,006	-	-	-	-
TOTAL PERSONNEL	354,812	475,438	297,927	396,224	396,224	393,090
Training~Travel						
620100 Training/Conferences	10,236	3,820	326	7,500	7,500	7,500
620600 Parking Permits	1,050	1,295	1,260	1,080	1,080	1,260
TOTAL TRAINING / TRAVEL	11,286	5,115	1,586	8,580	8,580	8,760
Supplies						
630100 Office Supplies	980	1,003	174	1,000	1,000	1,000
630300 Memberships & Licenses	220	100	100	210	210	100
630500 Awards & Recognition	-	-	-	140	140	140
630700 Food & Provisions	1,490	1,365	627	1,453	1,453	1,400
631500 Books & Library Materials	-	-	-	150	150	150
632001 City Copy Charges	2,680	2,857	1,026	2,300	2,300	2,300
632002 Outside Printing	208	231	-	200	200	200
632300 Safety Supplies	84	326	11	100	100	100
632700 Miscellaneous Equipment	-	778	-	550	550	550
TOTAL SUPPLIES	5,662	6,660	1,938	6,103	6,103	5,940
Purchased Services						
640100 Accounting/Audit Fees	1,840	1,954	1,781	1,500	1,500	1,500
640300 Bank Service Fees	33	62	0	-	-	-
640400 Consulting Services	16,463	52,299	15,681	13,400	13,400	15,600
641307 Telephone	77	104	78	100	100	100
650100 Insurance	555,203	435,613	546,312	540,006	540,006	637,009
659900 Other Contracts/Obligation	1,800	1,800	1,800	1,800	1,800	1,800
TOTAL PURCHASED SVCS	575,416	491,832	565,652	556,806	556,806	656,009
Miscellaneous Expense						
662600 Uninsured Losses	59,099	75,239	29,211	120,000	120,000	106,950
662700 Uninsured Losses - Workers Corr	388,345	766,179	403,447	515,000	515,000	520,000
TOTAL MISCELLANEOUS	447,444	841,418	432,658	635,000	635,000	626,950
TOTAL EXPENSE	1,394,620	1,820,463	1,299,761	1,602,713	1,602,713	1,690,749

CITY OF APPLETON 2021 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Revenues					
Charges for Services	\$ 1,633,035	\$ 1,555,407	\$ 1,550,438	\$ 1,550,400	\$ 1,641,793
Other	56,803	66,942	52,275	53,800	48,956
Total Revenues	<u>1,689,838</u>	<u>1,622,349</u>	<u>1,602,713</u>	<u>1,604,200</u>	<u>1,690,749</u>
Expenses					
Litigation Fees	-	-	-	-	-
Other Operating Expenses	1,394,620	1,820,463	1,602,713	1,532,713	1,690,749
Total Expenses	<u>1,394,620</u>	<u>1,820,463</u>	<u>1,602,713</u>	<u>1,532,713</u>	<u>1,690,749</u>
Operating Income (Loss)	295,218	(198,114)	-	71,487	-
Non-Operating Revenues (Expenses)					
Investment Income	1,856	2,373	-	500	-
Other Non-Operating Income	(2,729)	9,418	-	-	-
Insurance Proceeds - Fox River	4,556	1,277	-	-	-
Total Non-Operating	<u>3,683</u>	<u>13,068</u>	<u>-</u>	<u>500</u>	<u>-</u>
Change in Net Assets	298,901	(185,046)	-	71,987	-
Fund Balance - Beginning	<u>55,772</u> *	<u>354,673</u>	<u>169,627</u>	<u>169,627</u>	<u>241,614</u>
Fund Balance - Ending	<u>\$ 354,673</u>	<u>\$ 169,627</u>	<u>\$ 169,627</u>	<u>\$ 241,614</u>	<u>\$ 241,614</u>

* as restated per new pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 99,781	\$ 171,768
+ Change in Net Assets	71,987	-
Working Cash - End of Year	<u>\$ 171,768</u>	<u>\$ 171,768</u>

CHANGE ORDER

Change Order No. TWO

Date 10/01/20

Contract No. 96-19 for the following public work : Unit Z-19 Sewer & Water (Spartan, Sommers, & Haymeadow)

between Kruczek Contractors, Inc. 3636 Kewaunee Rd., Green Bay WI 54304
 (Contractor Name) (Contractor Address)

and the City of Appleton dated: 8/21/2019 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	<u>5371.6408</u>	<u>\$359,224.50</u>	<u>\$847.50</u>			<u>\$359,224.50</u>	<u>\$847.50</u>
2	<u>5431.6408</u>	<u>\$238,762.67</u>	<u>\$7,969.50</u>			<u>\$238,762.67</u>	<u>\$7,969.50</u>
3	<u>5230.6408</u>	<u>\$357,461.17</u>	<u>\$14,068.00</u>	<u>\$9,500.00</u>	<u>-\$9,500.00</u>	<u>\$366,961.17</u>	<u>\$4,568.00</u>
4						<u>\$0.00</u>	<u>\$0.00</u>
5						<u>\$0.00</u>	<u>\$0.00</u>
6						<u>\$0.00</u>	<u>\$0.00</u>
7						<u>\$0.00</u>	<u>\$0.00</u>
8						<u>\$0.00</u>	<u>\$0.00</u>
9						<u>\$0.00</u>	<u>\$0.00</u>
10						<u>\$0.00</u>	<u>\$0.00</u>
	Total	<u>\$955,448.34</u>	<u>\$22,885.00</u>	<u>\$9,500.00</u>	<u>-\$9,500.00</u>	<u>\$964,948.34</u>	<u>\$13,385.00</u>

Reason for Change: Additional measured quantities of grading and spoils removed.

The Contract Time will be (increased / decreased / **unchanged**) by this Change Order: N/A Days

The Date of Completion as of the date of this Change Order therefore is: 70 Days

Finance Committee Agenda Date: 10/12/20

Date approved by Council: 10/21/20