

CITY OF APPLETON 2018 BUDGET

PARKING UTILITY

Public Works Director: Paula A. Vandehey

Deputy Director/City Engineer: Ross M. Buetow

Deputy Director of Operations-DPW: Nathan D. Loper

CITY OF APPLETON 2018 BUDGET PARKING UTILITY

MISSION STATEMENT

To provide clean, safe on-and-off street downtown parking using managerial and financial practices that maintain the financial solvency of the Parking Utility.

To professionally enforce downtown parking ordinances while maintaining a customer friendly environment.

DISCUSSION OF SIGNIFICANT 2017 EVENTS

Continued to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system

Continued implementation of the Downtown Parking Study recommendations

Implemented a system allowing users the option to pay for on-street meters via smart phone app

Implemented parking changes to coincide with construction/completion of the Fox Cities Exhibition Center

Completed miscellaneous ramp repairs in accordance with 2016 consultant structural reports and 2011 End-of-Life study for the Blue Ramp

Continued coordination efforts related to the anticipated demolition/replacement of the Blue Parking Ramp

Purchased a new enforcement vehicle specially equipped for time-limit parking enforcement throughout the City

Continued ongoing program of meter mechanism/housing/bracket replacement

Continued ongoing program of line painting of ramp and on-street parking stalls

Hired Lead Parking Service Person, a new position created to extend the hours of customer service to help customers with the new pay-on-exit system

Hired a consultant for the renovation design of the Green Ramp Parking Office and shop areas planned for 2019 construction

Hired consultant to update a portion of the Downtown Parking Study to address anticipated new development and in-fill of vacant property

Added cameras and a portable bathroom to address issues in the Yellow Ramp

Worked with the Fox Cities Performing Arts Center to implement Special Event Parking to improve exit times from the Green Ramp after major events

CITY OF APPLETON 2018 BUDGET PARKING UTILITY

MAJOR 2018 OBJECTIVES

- Continue to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system
- Continue implementation of recommendations from consultant's Downtown Parking Study
- Complete miscellaneous ramp repairs in accordance with 2016 consultant structural reports and 2011 End-of-Life study for the Blue Ramp
- Continue coordination efforts related to the anticipated demolition/replacement of the Blue Parking Ramp
- Comprehensive LED Lighting upgrades in the Red, Green and Yellow Parking Ramps
- Continue ongoing program of line painting of ramp and on-street parking stalls
- Seal concrete decks of the Red Ramp
- Complete next phase of security camera installations/replacements in City parking ramps
- Replace the three existing elevators in the Red Parking Ramp
- Implement a 2-hour on-street parking enforcement zone in the Lawrence University neighborhood
- Work with potential/new downtown development to accommodate parking needs

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 2,470,964	\$ 2,372,433	\$ 2,608,101	\$ 2,608,101	\$ 2,614,951	0.26%
Program Expenses							
5110	Administration	1,893,400	2,174,350	2,010,306	2,011,100	2,048,591	1.90%
5120	Operations & Maint.	1,076,473	916,170	1,024,101	1,166,068	1,400,415	36.75%
5130	Enforcement	201,644	160,501	293,507	293,945	191,476	-34.76%
TOTAL		\$ 3,171,517	\$ 3,251,021	\$ 3,327,914	\$ 3,471,113	\$ 3,640,482	9.39%
Expenses Comprised Of:							
	Personnel	706,470	725,553	752,759	755,755	805,709	7.03%
	Administrative Expense	1,767,883	2,004,245	1,866,830	1,866,830	1,875,940	0.49%
	Supplies & Materials	133,450	33,163	47,000	47,000	81,020	72.38%
	Purchased Services	92,143	131,375	105,840	112,790	127,840	20.79%
	Utilities	219,232	215,818	231,719	231,719	217,205	-6.26%
	Repair & Maintenance	212,481	106,134	199,866	274,866	227,768	13.96%
	Capital Expenditures	39,858	34,733	123,900	182,153	305,000	146.17%
Full Time Equivalent Staff:							
	Personnel allocated to programs	11.28	11.30	11.50	11.50	11.53	

* % change from prior year adopted budget

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM MISSION

The Parking Utility uses sound managerial and financial practices to achieve financial solvency of the Parking Utility.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of 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:

- Review existing parking policies against current and future requirements
- Explore ways to improve customer service and contain operating costs
- Research additional ways to compile, review, and disseminate parking statistical data
- Identify technology that will assist in monitoring customer usage
- Refine procedures for reconciling permit sales to collections
- Implement consultant recommendations from Downtown Parking Study to improve operational efficiencies

Major changes in Revenue, Expenditures, or Programs:

The budgeted banking service fees include an estimated \$31,800 in credit card fees associated with the use of credit cards at the LUKE pay stations and a pay-as-you-exit option in the ramps.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Effective rate structure policy					
% change in operating revenue received	-4.71%	-2.83%	8.70%	9.44%	-0.22%
Community events supported	11	12	12	12	12
Strategic Outcomes					
Efficiency of operations					
% change in operating costs	11.19%	-6.38%	13.70%	12.74%	0.72%
Work Process Outputs					
Expansion of customer base					
YTD avg active permits/ total permit stalls	2,581 / 2,350	2,497 / 2,317	2,700 / 2,345	2,545 / 2,317	2,700 / 2,317
# of daily meter bags sold	1,834	1,997	1,300	1,900	1,900

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY**

Administration

Business Unit 5110

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4710 Interest on Investments	\$ 8,432	\$ 9,702	\$ 25,000	\$ 25,000	\$ 20,000
5005 Sale of City Property	24,048	209	-	-	-
5006 Gain (Loss) on Asset Disposal	(10,595)	(16,070)	-	-	-
5010 Misc Revenue - Nontax	-	1	1	1	1
5035 Other Reimbursements	261	1,541	-	-	-
Total Revenue	\$ 22,146	\$ (4,617)	\$ 25,001	\$ 25,001	\$ 20,001
Expenses					
6101 Regular Salaries	\$ 87,886	\$ 89,875	\$ 99,974	\$ 100,665	\$ 103,701
6105 Overtime	49	170	-	-	-
6108 Part-Time	29	56	-	-	-
6150 Fringes	26,536	53,479	34,112	34,215	38,929
6201 Training/Conferences	60	-	-	-	-
6301 Office Supplies	230	440	600	600	600
6303 Memberships & Licenses	-	-	-	-	600
6304 Postage/Freight	4,468	3,495	5,200	5,200	5,200
6305 Awards & Recognition	349	349	350	350	350
6306 Building Maint./Janitorial	-	15	-	-	-
6309 Shop Supplies & Tools	4,313	3,175	2,500	2,500	3,600
6316 Miscellaneous Supplies	57	550	-	-	250
6320 Printing & Reproduction	-	28	300	300	300
6321 Clothing	94	77	200	200	200
6323 Safety Supplies	349	238	400	400	500
6401 Accounting/Audit	2,641	2,599	2,700	2,700	2,700
6403 Bank Services	15,081	24,791	23,760	23,760	42,360
6404 Consulting Services	-	475	-	-	-
6407 Collection Services	2,730	2,528	3,880	3,880	3,880
6413 Utilities	2,026	2,393	3,450	3,450	3,524
6418 Equip Repairs & Maint	2,145	-	2,300	2,300	2,500
6420 Facilities Charges	-	402	-	-	407
6430 Health Services	-	80	-	-	-
6451 Laundry Services	1,247	1,387	900	900	800
6501 Insurance	48,647	49,188	57,490	57,490	56,640
6599 Other Contacts / Obligations	52	-	-	-	-
6601 Depreciation Expense	479,911	524,503	562,890	562,890	555,000
6623 Uncollectible Accounts	5,200	-	-	-	-
6720 Interest Payments	-	4,757	-	-	17,250
7911 Trans Out - General Fund	9,300	9,300	9,300	9,300	9,300
7912 Trans Out - Special Revenue	1,200,000	1,400,000	1,200,000	1,200,000	1,200,000 *
Total Expense	\$ 1,893,400	\$ 2,174,350	\$ 2,010,306	\$ 2,011,100	\$ 2,048,591

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Bank Services

Bank Charges	\$ 9,600
Investment Fees	960
Credit Card Fees	31,800
	<u>\$ 42,360</u>

* To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

CITY OF APPLETON 2018 BUDGET

PARKING UTILITY

Operations and Maintenance

Business Unit 5120

PROGRAM MISSION

The Parking Utility maintains a safe, clean and reliable parking system.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 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:

Pressure clean the decks and stairwells in all ramps twice a year
 Identify and complete maintenance projects in a timely manner
 Investigate ways to reduce operating expenses without reducing current maintenance and service standards
 Focus on aesthetics of ramps to encourage ramp usage
 Enhance preventive maintenance of meters to reduce malfunctions
 Perform structural repairs in all City ramps in accordance with the consultant's recommendations. The following repairs are scheduled to be completed; see the capital project request on page 621 for further detail:

1. Stair repairs - all ramps
2. Concrete patching - all ramps
3. Crack filling/joint repair - all ramps
4. Drainage system repairs/maintenance - all ramps

Any new/priority repairs beyond those identified in the 2016 Structural Inspections Report could defer some of the work listed above.

Major changes in Revenue, Expenditures, or Programs:

The increase in regular salaries is due to a change in the table of organization related to the change to pay-on-exit ramps. The change eliminated the positions that made up the .8 FTE part-time cashier position and added a lead parking service position with four service positions. Seasonal help is used to cover PAC shows and other events needing additional staff coverage. Call time increased due to the conversion to pay-on-exit where staff needs to be called in if there is a malfunction with the system.

No consulting fees were budgeted in 2018 as the structural conditional analysis of the City's four ramps, done every three years, was done in 2016.

Printing & Reproduction increase is due to the purchase of pay-on-exit machine tickets and stickers.

Construction material increase is due to the cost increase of ice control materials that are suitable for the ramps.

Included in the building expense are costs for two major replacements projects: a) replacement of all existing non-LED fixtures in the Red ramp, which will result in a reduction in energy cost which is shown by the decrease in utility expense; b) replacement of the 3 existing elevators in the Red ramp which are reaching the end of their useful life.

The contractor fee increase is due to a slight increase in line painting costs for the stall parking in the ramps and on-street.

Miscellaneous equipment includes a snow blower for the ramps, three GPS units for parking vehicles, and \$20,000 for new meter mechanisms and housings, as the replacement programs has been on hold for the past two years.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Reliability of the system					
# of broken meters reported	152	107	165	100	90
% fixed within 24 hours	99%	99%	100%	100%	100%
Strategic Outcomes					
Efficiency of staff management					
Maintenance staff size to # of meters	2 / 951	2 / 951	2 / 864	2 / 864	2 / 864
Maintenance staff size to # of unmetered stalls	3 / 3,132	3 / 3,132	3 / 3,142	3 / 3,142	3 / 3,132
Structural inspections performed	0	4	0	0	0
Stalls monitored by pay machines	34	34	34	34	34
Work Process Outputs					
Customer services provided					
# of meter batteries changed	951	830	864	864	864
# of power flushes per ramp	2	2	2	2	2
# of property damages reported	35	21	50	50	40
# of broken gate arms reported/ repaired	14	7	5	5	5

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY**

Operations and Maintenance

Business Unit 5120

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4841 Meters - Tax	\$ 556,580	\$ 503,308	\$ 509,000	\$ 509,000	\$ 518,000
4842 Short-term Parking	536,444	570,737	684,000	684,000	691,000
4844 Permit Parking	848,388	876,564	870,000	870,000	945,000
4846 Parking Meter Hood	16,650	16,430	14,000	14,000	15,350
5005 Sale of City Property	2,751	-	-	-	-
5030 Damage to City Property	117	205	-	-	-
5085 Cash Short or Over	272	527	-	-	-
Total Revenue	\$ 1,961,202	\$ 1,967,771	\$ 2,077,000	\$ 2,077,000	\$ 2,169,350
Expenses					
6101 Regular Salaries	\$ 264,294	\$ 259,255	\$ 299,697	\$ 301,233	\$ 311,256
6104 Call Time	1,739	5,011	1,300	1,300	6,100
6105 Overtime	8,012	25,204	6,200	6,200	10,200
6108 Part-Time	22,185	16,598	-	-	5,050
6150 Fringes	122,291	130,522	144,087	144,315	170,797
6306 Building Maint./Janitorial	19,718	12,198	31,000	31,000	31,000
6311 Paint & Supplies	99	507	2,000	2,000	3,000
6320 Printing & Reproduction	3,886	1,916	3,500	3,500	7,000
6325 Construction Materials	10,237	10,576	6,000	6,000	15,500
6326 Equipment Parts	13,284	13,057	17,000	17,000	16,000
6327 Miscellaneous Equipment	86,519	-	5,000	5,000	23,170
6328 Signs	166	1,150	1,100	1,100	2,500
6404 Consulting Services	22,343	28,550	-	6,950	-
6407 Collection Services	208	383	400	400	400
6408 Contractor Fees	8,807	8,849	9,000	9,000	13,000
6409 Inspection Fees	1,480	3,680	3,700	3,700	3,700
6413 Utilities	217,208	213,424	228,269	228,269	213,681
6416 Build Repairs & Maint	123,382	28,572	105,000	180,000	105,000
6418 Equip Repairs & Maint	43,030	36,301	40,000	40,000	33,240
6424 Software support	5,080	-	11,200	11,200	31,445
6425 CEA Equip. Rental	36,094	37,970	35,148	35,148	44,376
6440 Snow Removal Services	22,353	43,319	43,500	43,500	43,000
6599 Other Contracts / Obligations	4,200	4,395	6,000	6,000	6,000
6803 Buildings	103,234	700,017	25,000	83,253	305,000
6899 Other Capital Outlay	(63,376)	(665,284)	-	-	-
Total Expense	\$ 1,076,473	\$ 916,170	\$ 1,024,101	\$ 1,166,068	\$ 1,400,415

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Building Maintenance & Janitorial</u>		<u>Building Repairs & Maintenance</u>	
Building maintenance	\$ 2,000	Misc ramp repairs	\$ 96,000
Cleaning supplies	6,000	Light bulbs	5,000
Deck sealer - Green ramp	10,000	Window cleaning	2,500
Post guards, power door, railing repairs	13,000	Pest control	1,500
	\$ 31,000		\$ 105,000
<u>Equipment Repairs & Maintenance</u>		<u>Equipment Parts</u>	
Elevator service contract	\$ 18,240	Misc repair parts	\$ 6,000
Meter mechanism / LUKE repair	5,000	Traffic & parking control parts	3,000
Electrical repairs / TAPCO	10,000	Batteries - lithium	7,000
	\$ 33,240		\$ 16,000
<u>Snow Removal Services</u>		<u>Buildings</u>	
All ramps	\$ 43,000	Elevator Replacement	\$ 200,000
	\$ 43,000	LED Lighting Upgrades	100,000
<u>Software support</u>		Ramp Security Camera	
Meter app service fee	\$ 27,145		\$ 305,000
TIBA software support	4,000	<u>Misc Equipment</u>	
EMS service	300	Meter mechs/housings	\$ 20,000
	\$ 31,445	Snow blower for ramps	1,000
<u>Construction Materials</u>		Misc office equipment	1,000
Ice control materials	\$ 15,500	GPS Units for 3 vehicles	1,170
	\$ 15,500		\$ 23,170

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM MISSION

The Parking Utility enforces City parking ordinances to promote the safety and availability of parking spaces for the benefit of our customers and downtown guests.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of 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:

- Educate and inform customers on parking policies and assist with directions and questions about the City.
- Provide timely reviews and responses to parking citation review forms.
- Continue to investigate ways to reduce the number of citation review forms received that do not meet submittal criteria.

Major changes in Revenue, Expenditures, or Programs:

Increase in equipment repairs and maintenance is for the service contract for Autocite handheld ticket writers

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Customer service					
Meter stall turnover					
# of citations/meter-pay station stall/mo.	1.10	0.90	2.00	1.00	2.00
Strategic Outcomes					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	39	65	40	70	50
# of notices sent	10,190	8,508	9,800	9,800	9,800
# of state suspensions sent	2,166	2,134	2,000	2,000	2,000
Work Process Outputs					
Enforcement provided					
# of citations issued	14,871	12,729	17,000	14,000	17,000
# of meter violation citations issued	12,463	10,691	13,000	11,500	12,000
# of citations reviewed by Parking Manager	857	672	750	670	750

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY**

Enforcement

Business Unit 5130

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4520 Parking Violations	\$ 486,816	\$ 408,679	\$ 505,500	\$ 505,500	\$ 425,000
5035 Other Reimbursements	800	600	600	600	600
Total Revenue	<u>\$ 487,616</u>	<u>\$ 409,279</u>	<u>\$ 506,100</u>	<u>\$ 506,100</u>	<u>\$ 425,600</u>
Expenses					
6101 Regular Salaries	\$ 110,823	\$ 92,450	\$ 106,853	\$ 107,234	\$ 99,371
6105 Overtime	1,400	468	200	200	200
6150 Fringes	61,224	52,466	60,336	60,393	60,105
6320 Printing & Reproduction	6,428	1,890	8,000	8,000	8,000
6326 Equipment Parts	8,019	-	1,000	1,000	1,000
6418 Equipment Repairs & Maint.	2,750	2,888	2,750	2,750	4,000
6425 CEA Equip. Rental	-	-	3,468	3,468	6,800
6599 Other Contracts/Obligations	11,000	10,339	12,000	12,000	12,000
6804 Equipment	-	-	68,900	68,900	-
7914 Trans Out - CEA	-	-	30,000	30,000	-
Total Expense	<u>\$ 201,644</u>	<u>\$ 160,501</u>	<u>\$ 293,507</u>	<u>\$ 293,945</u>	<u>\$ 191,476</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Fines and Forfeitures	486,816	408,679	294,938	505,500	505,500	500,000	425,000
Interest Income	8,433	9,702	16,967	25,000	25,000	25,000	20,000
Charges for Services	1,958,062	1,967,040	1,775,083	2,077,000	2,077,000	2,169,350	2,169,350
Other Revenues	17,653	12,988	1,065	601	601	601	601
TOTAL REVENUES	2,470,964	2,372,433	2,088,053	2,608,101	2,608,101	2,694,951	2,614,951
EXPENSES BY LINE ITEM							
Regular Salaries	109,774	84,962	49,975	63,282	65,890	66,318	66,318
Labor Pool Allocations	291,394	291,744	217,318	441,152	441,152	445,690	445,690
Call Time	1,739	5,011	9,491	1,300	1,300	6,100	6,100
Overtime	9,461	25,842	18,352	6,400	6,400	10,400	10,400
Part-Time	22,215	16,654	7,532	0	0	5,050	5,050
Other Compensation	1,175	1,257	1,340	1,990	1,990	1,520	1,520
Shift Differential	65	205	282	100	100	800	800
Sick Pay	13,630	15,344	4,008	0	0	0	0
Vacation Pay	46,967	48,068	34,129	0	0	0	0
Fringes	212,729	213,705	151,078	238,535	238,923	269,831	269,831
Pension Expense / Income	2,678	22,761	0	0	0	0	0
Salaries & Fringe Benefits	706,471	725,553	493,505	752,759	755,755	805,709	805,709
Training & Conferences	60	0	0	0	0	0	0
Office Supplies	230	440	12	600	600	600	600
Memberships & Licenses	0	0	0	0	0	600	600
Postage & Freight	4,468	3,495	1,717	5,200	5,200	5,200	5,200
Awards & Recognition	348	349	50	350	350	350	350
Building Maintenance/Janitor.	19,718	12,213	7,373	31,000	31,000	31,000	31,000
Insurance	48,647	49,188	43,118	57,490	57,490	58,450	56,640
Depreciation Expense	479,911	524,503	405,180	562,890	562,890	556,447	555,000
Uncollectible Accounts	5,200	0	0	0	0	0	0
Interest Payments	0	4,757	0	0	0	0	17,250
Trans Out - General Fund	9,300	9,300	6,975	9,300	9,300	9,300	9,300
Trans Out - Special Revenue	1,200,000	1,400,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Administrative Expense	1,767,882	2,004,245	1,664,425	1,866,830	1,866,830	1,861,947	1,875,940
Shop Supplies & Tools	4,313	3,174	3,673	2,500	2,500	3,600	3,600
Paint & Supplies	99	507	215	2,000	2,000	3,000	3,000
Miscellaneous Supplies	57	550	0	0	0	250	250
Printing & Reproduction	10,314	3,834	5,733	11,800	11,800	15,300	15,300
Clothing	94	77	127	200	200	200	200
Safety Supplies	349	238	299	400	400	500	500
Construction Materials	10,237	10,576	10,460	6,000	6,000	15,500	15,500
Vehicle & Equipment Parts	21,303	13,057	19,407	18,000	18,000	17,000	17,000
Miscellaneous Equipment	86,519	0	1,284	5,000	5,000	23,170	23,170
Signs	166	1,150	1,272	1,100	1,100	2,500	2,500
Supplies & Materials	133,451	33,163	42,470	47,000	47,000	81,020	81,020
Accounting/Audit	2,641	2,599	0	2,700	2,700	2,700	2,700
Bank Services	15,081	24,791	27,146	23,760	23,760	42,360	42,360
Consulting Services	22,343	29,025	4,963	0	6,950	0	0
Collection Services	2,938	2,911	2,733	4,280	4,280	4,280	4,280
Contractor Fees	8,807	8,848	594	9,000	9,000	40,145	13,000
Inspection Fees	1,480	3,680	811	3,700	3,700	3,700	3,700
Advertising	0	0	143	0	0	0	0
Health Services	0	80	0	0	0	0	0
Snow Removal Services	22,353	43,319	26,927	43,500	43,500	43,000	43,000
Laundry Services	1,247	1,387	602	900	900	800	800
Other Contracts/Obligations	15,252	14,735	12,395	18,000	18,000	18,000	18,000
Purchased Services	92,142	131,375	76,314	105,840	112,790	154,985	127,840
Electric	188,375	184,445	125,265	198,976	198,976	148,976	183,976
Gas	1,116	976	919	1,250	1,250	1,250	1,250
Water	3,354	3,549	2,145	3,400	3,400	3,600	3,600
Waste Disposal/Collection	1,827	1,813	1,365	1,890	1,890	1,947	1,947

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Stormwater	20,493	20,593	12,857	20,553	20,553	20,708	20,708
Telephone	2,947	2,955	2,265	3,130	3,130	3,130	3,130
Cellular Telephone	1,120	1,487	1,981	2,520	2,520	2,594	2,594
Utilities	219,232	215,818	146,797	231,719	231,719	182,205	217,205
Building Repair & Maintenance	123,382	28,572	700	105,000	180,000	100,000	105,000
Equipment Repair & Maintenan	47,925	39,189	25,137	45,050	45,050	39,740	39,740
Facilities Charges	0	402	0	0	0	407	407
Software Support	5,080	0	2,500	11,200	11,200	4,300	31,445
CEA Equipment Rental	36,094	37,971	30,383	38,616	38,616	51,176	51,176
Repair & Maintenance	212,481	106,134	58,720	199,866	274,866	195,623	227,768
Buildings	103,234	700,017	24,480	25,000	83,253	555,000	305,000
Machinery & Equipment	0	0	20,400	98,900	98,900	0	0
Other Capital Outlay	63,376-	665,284-	0	0	0	0	0
Capital Expenditures	39,858	34,733	44,880	123,900	182,153	555,000	305,000
TOTAL EXPENSES	3,171,517	3,251,021	2,527,111	3,327,914	3,471,113	3,836,489	3,640,482

CITY OF APPLETON 2018 BUDGET
PARKING UTILITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Charges for Services	\$ 1,958,062	\$ 1,967,040	\$ 2,077,000	\$ 2,200,000	\$ 2,169,350
Other	486,816	408,679	505,500	400,000	425,000
Total Revenues	<u>2,444,878</u>	<u>2,375,719</u>	<u>2,582,500</u>	<u>2,600,000</u>	<u>2,594,350</u>
Expenses					
Operating Expenses	1,482,306	1,312,461	1,456,824	1,525,912	1,548,932
Depreciation	479,911	524,503	562,890	545,000	565,000
Total Expenses	<u>1,962,217</u>	<u>1,836,964</u>	<u>2,019,714</u>	<u>2,070,912</u>	<u>2,113,932</u>
Operating Income (Loss)	482,661	538,755	562,786	529,088	480,418
Non-Operating Revenues (Expenses)					
Interest Income	8,433	9,702	25,000	20,000	20,000
Interest Expense	-	(4,757)	-	(18,370)	(17,250)
Loss on Disposal of Asset	(10,596)	(16,070)	-	-	-
Other	28,249	3,082	601	-	601
Total Non-Operating	<u>26,086</u>	<u>(8,043)</u>	<u>25,601</u>	<u>1,630</u>	<u>3,351</u>
Net Income (Loss) Before Transfers	508,747	530,712	588,387	530,718	483,769
Transfers In (Out)					
Special Revenue	(1,200,000)	(1,400,000)	(1,200,000)	(1,200,000)	(1,200,000)
Capital Projects	-	-	(30,000)	(30,000)	-
General Fund	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>
Change in Net Assets	(700,553)	(878,588)	(650,913)	(708,582)	(725,531)
Total Net Assets - Beginning	<u>9,908,726</u>	<u>9,208,173</u>	<u>8,329,585</u>	<u>8,329,585</u>	<u>7,621,003</u>
Total Net Assets - Ending	<u>\$ 9,208,173</u>	<u>\$ 8,329,585</u>	<u>\$ 7,678,672</u>	<u>\$ 7,621,003</u>	<u>\$ 6,895,472</u>

* as restated

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,200,626	\$ 834,033
+ Net Income	530,718	483,769
+ Depreciation	545,000	565,000
- Fixed Assets	(143,011)	(300,000)
- Transfers Out	(39,300)	(9,300)
- Advance to TIF # 3 *	(1,200,000)	(1,200,000)
- Principal Repayment	<u>(60,000)</u>	<u>(60,000)</u>
Working Cash - End of Year	<u>\$ 834,033</u>	<u>\$ 313,502</u>

WORKING CASH RESERVE REQUIREMENT

Prior Year Audited Expenditures	\$ 1,836,964
- Depreciation	(524,503)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	<u>\$ 1,321,761</u>
25 % Working Capital Reserve Requirement	<u>\$ 330,440</u>

* To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2017 Budget	2017 Projected	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
Revenues							
Charges for Services	\$ 2,077,000	\$ 2,200,000	\$ 2,169,350	\$ 2,170,000	\$ 2,191,700	\$ 2,213,617	\$ 2,235,753
Other	505,500	400,000	425,000	475,000	475,000	475,000	475,000
Total Revenues	2,582,500	2,600,000	2,594,350	2,645,000	2,666,700	2,688,617	2,710,753
Expenses							
Operating Expenses	1,456,824	1,525,912	1,548,932	1,595,400	1,618,262	1,666,810	1,716,814
Depreciation	562,890	545,000	565,000	595,500	646,250	646,250	646,250
Total Expenses	2,019,714	2,070,912	2,113,932	2,190,900	2,264,512	2,313,060	2,363,064
Operating Income	562,786	529,088	480,418	454,100	402,188	375,557	347,689
Non-Operating Revenues (Expenses)							
Interest Income	25,000	20,000	20,000	10,000	10,000	20,000	20,000
Interest Expense	-	(18,370)	(17,250)	(15,975)	(14,600)	(12,675)	(10,575)
Loss on disposal of assets	-	-	-	(100,000)	-	-	-
Other	601	-	601	-	-	-	-
Total Non-Operating	25,601	1,630	3,351	(105,975)	(4,600)	7,325	9,425
Net Income Before Transfers	588,387	530,718	483,769	348,125	397,588	382,882	357,114
Contributions and Transfers In (Out)							
Special Revenue	(1,200,000)	(1,200,000)	(1,200,000)	(400,000)	-	-	-
Capital Projects	(30,000)	(30,000)	-	-	-	-	-
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Change in Net Assets	(650,913)	(708,582)	(725,531)	(61,175)	388,288	373,582	347,814
Total Net Assets - Beginning	8,329,585	8,329,585	7,621,003	6,895,472	6,834,297	7,222,585	7,596,167
Total Net Assets - Ending	\$ 7,678,672	\$ 7,621,003	\$ 6,895,472	\$ 6,834,297	\$ 7,222,585	\$ 7,596,167	\$ 7,943,981

SCHEDULE OF CASH FLOWS

Cash - Beginning of the Year	1,200,626	834,033	313,502	567,827	832,365	1,782,198
+ Net Income	530,718	483,769	348,125	397,588	382,882	357,114
+ Depreciation	545,000	565,000	595,500	646,250	646,250	646,250
+ Loss on asset disposal	-	-	100,000	-	-	-
- Fixed Assets	(143,011)	(300,000)	(315,000)	(700,000)	-	-
- Transfer Out	(39,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
- Advance to TIF #3	(1,200,000)	(1,200,000)	(400,000)	-	-	-
- Principal Repayment	(60,000)	(60,000)	(65,000)	(70,000)	(70,000)	(70,000)
Working Cash - End of Year	\$ 834,033	\$ 313,502	\$ 567,827	\$ 832,365	\$ 1,782,198	\$ 2,706,262
25% Working Capital Reserve (prior year's expenses)	330,440	388,396	393,871	405,169	410,540	422,196

ASSUMPTIONS:

Interest rate on debt at 3% ten year term

Operating expenses to increase 3% per year after 2018

Depreciation expense in years 2019-2022 reflects 5-year capital improvement projects

No changes in hours of enforcement or use of parking spaces and 1% increase in revenue starting in 2020 for potential increase in parking needs for exhibition center use, parking enforcement reflects full use of enforcement vehicle in 2019

Estimated loss on disposal of the Blue Ramp is included for 2019

**CITY OF APPLETON 2018 BUDGET
PARKING UTILITY
LONG-TERM DEBT**

2016			
General Obligation Bonds			
Year	Principal	Interest	Total
2018	\$ 60,000	\$ 17,250	\$ 77,250
2019	65,000	15,975	80,975
2020	70,000	14,600	84,600
2021	70,000	12,675	82,675
2022	70,000	10,575	80,575
2023	75,000	7,800	82,800
2024	75,000	5,363	80,363
2025	80,000	3,000	83,000
2026	80,000	600	80,600
	645,000	87,838	732,838