



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, October 9, 2023

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

4. Approval of minutes from previous meeting

[23-1135](#) 9/11/23 Finance Committee Minutes

Attachments: [Meeting Minutes Sept-11-2023.pdf](#)

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1197](#) Request to approve the following budget amendment:

2023 Jones Park Shade Project	-\$37,400
2022 City Hall Remodel Project	+\$37,400

for additional project costs (2/3 vote of Council required)

Attachments: [City Hall Renovation Project Budget Adjustment.pdf](#)

7. **Information Items**

[23-1132](#)

Contract 32-23 was awarded to Northeast Asphalt Inc. for \$522,443.10 with a contingency of \$78,366.00 for Water Plant Parking Lot Replacement. Change orders were approved totaling \$60,330.02. Final contract amount is \$582,773.12 with a contingency of \$18,035.98. Payments issued to date total \$524,495.81. Request final payment of \$58,277.31.

[23-1133](#) Approve Change Order #5 to Miron Construction contract for the AWWTP Sludge Storage Building Addition Construction Project totalling \$43,722.80 resulting in a decrease in contingency from \$674,724 to \$631,001.

Attachments: [230919 Finance Memo SSB Addtion Miron Change Orders No5.doc](#)

[23-1134](#) Approve Change Order #1 to Staab Construction contract as part of the AWWTP Phase I Belt Filter Press Equipment Upgrades Project for a total deduct of \$22,725 resulting in an increase in contingency from \$759,450 to \$782,175.

Attachments: [230919 Finance Memo Staab Ph1BFP Change Orders No1.doc](#)

[23-1205](#) Approve Change Order #6 to Miron Construction contract as part of the AWWTP Sludge Storage Building Addition Construction Project totaling \$46,436.94 resulting in a decrease in contingency from \$631,001 to \$584,564.

Attachments: [Finance Memo SSB Addtion Miron Change Orders No6.pdf](#)

[23-1203](#) 2024 Facilities Management Budget

Attachments: [2024 Facilities Management Budget.pdf](#)
[2024 Facilities Capital Projects.pdf](#)

[23-1204](#) 2024 Legal Services Budget

Attachments: [2024 Legal Services .pdf](#)

8. 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 Jeri Ohman at (920) 832-5742.



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Meeting Minutes Finance Committee

Monday, September 11, 2023

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Pledge of Allegiance

3. Roll call of membership

Ald. Hartzheim is remote via zoom.

Present: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

4. Approval of minutes from previous meeting

[23-1091](#)

8/21/23 Finance Committee Minutes

Attachments: [MeetingMinutes Aug-21-2023.pdf](#)

Fenton moved, seconded by Van Zeeland, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1013](#)

Resolution #10-R-23 Allocation of State Shared Revenue Aid

Attachments: [#10-R-23 Allocation of State Shared Revenue Aid.pdf](#)

*Amend second whereas from \$2M to \$1,926,000. 4-1 amendment passes.
Amend second last paragraph replacing "entire amount of additional new state aid" to \$1,926,000. 4-1 amendment passes.*

Fenton moved, seconded by Van Zeeland, that the Report Action Item be recommended for denial. Roll Call. Motion carried by the following vote:

Aye: 3 - Firkus, Fenton and Van Zeeland

Nay: 2 - Croatt and Hartzheim

[23-1092](#)

Request to approve Change Order #3 to contract 72-22 for Unit H-21 Redundant Raw Water Line to increase for unanticipated site conditions in the amount of \$200,000 resulting in a decrease to contingency from \$444,549.71 to \$244,549.71. No change to overall contract amount.

Attachments: [H-21 Change Order 3 memo.pdf](#)
 [Unit H-21 Change Order No 3.pdf](#)

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

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland

7. Information Items

[23-1093](#)

Contract 33-23 was awarded to Northeast Asphalt, Inc. \$166,499.50 with a contingency of \$32,000 for Telulah Trail, Parks Hardscape. Change orders were approved totaling \$12,787.69. Final contract amount is \$179,287.19. Payments issued to date total \$161,358.47. Request final payment of \$17,928.72

This Presentation was received and filed

8. Adjournment

Croatt moved, seconded by Fenton, that this meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Croatt, Fenton, Hartzheim and Van Zeeland



"...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: 10/9/2023

RE: Action: Approve balance transfer of \$37,400 from the "2023 Jones Park Shade Project" to "2022 City Hall Remodel Project."

The City Hall Remodel Project experienced an unanticipated code compliance update that was not budgeted and was not anticipated. Upon removal of the escalators between the third and sixth floors, steel columns and beams were exposed. Current building codes require that all areas of exposed steel are protected with fire protection coatings in the event of a fire. The total cost of this change is \$37,400.

To cover this unanticipated cost I am requesting a budget transfer from the Jones Park Shade Project as that project came in under budget. Overall, no extra funding needs to be borrowed by reallocating this positive variance to cover this unanticipated expense.

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



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

Department of Utilities
Wastewater Treatment Plant
2006 E Newberry Street
Appleton, WI 54915-3128
920-832-5945 tel.
920-832-5949 fax

To: Chairperson Brad Firkus and Members of the Finance Committee

From: Chris Stempa, Utilities Deputy Director

CC: Chris Shaw, Utilities Director
Kelli Rindt, Enterprise Fund Accounting Manager

Date: September 19, 2023

Re: **Information: Approve Change Order #5 to Miron Construction contract as part of the AWWTP Sludge Storage Building Addition Construction Project totaling \$43,722.80 resulting in a decrease in contingency from \$674,724 to \$631,001**

BACKGROUND:

On July 20, 2022 Common Council approved a contract for the Appleton Wastewater Treatment Plant (AWWTP) Sludge Storage Building Addition Construction Project to Miron Construction in the amount of \$5,330,989 with 15% contingency of \$799,648 for a project total not to exceed \$6,130,637. The change order tasks summarized within Table 1 represents work added to the original contract scope of work (per Section IV P of the Procurement and Contract Management Policy) or deleted from, which alters the original contract amount.

CHANGE ORDER #5

Change Order #5 reflects the cost for labor and materials associated with the relocation of light poles and associated buried circuit; additional lintel column to support the new conveyor; removal and replacement of an existing temporary section of roadway concrete; steel adaptor modifications to support the AWWP loader coupler; and undercutting of unsuitable soils beneath an area of the new foundation.

Table 1: Change Order Summary

Change Order #	Cost	Description
CO#1	\$28,171.18	Revised face brick from specified manufacturer to match existing
CO#2	\$30,235.78	Changes to stormwater design
CO#3	\$50,910.19	Changes to road pavement from flexible asphalt to concrete.
CO#4	\$15,607.16	Fire access lane extension and revise storage pad configuration.
CO#5	\$43,722.80	Light pole and circuit relocation, lintel support, steel column couplers

Total \$168,647.11

If you have any questions regarding the project or the associated change orders, please contact Chris Stempa at 832-2353.



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To: Chairperson Brad Firkus and Members of the Finance Committee

From: Chris Stempa, Utilities Deputy Director

CC: Chris Shaw, Utilities Director
Kelli Rindt, Enterprise Fund Accounting Manager

Date: September 19, 2023

Re: **Information: *Approve Change Order #1 to Staab Construction contract as part of the AWWTP Phase I Belt Filter Press Equipment Upgrades Project totaling a deduct of \$22,725 resulting in an increase in contingency from \$759,450 to \$782,175***

BACKGROUND:

On December 7, 2022 Common Council approved a contract for the Appleton Wastewater Treatment Plant (AWWTP) Phase I Belt Filter Press Equipment Upgrades Project to Staab Construction in the amount of \$5,063,000 with 15% contingency of \$759,450 for a project total not to exceed \$5,822,450. The change order tasks summarized within Table 1 represents work added to the original contract scope of work (per Section IV P of the Procurement and Contract Management Policy) or deleted from, which alters the original contract amount.

CHANGE ORDER #1

Change Order #1 reflects the cost for extending PVC filtrate drainpipes that will support the two new belt filter presses (\$7,461). The change order also includes deducts which account for the reuse of aluminum grating (-\$20,500), elimination of four 8-inch diameter plug valves (-\$8,604), and a material change in filtrate drainpipe from PVC to schedule 10 stainless steel (-\$1,082). The total amount of the change order results in a contract deduct of \$22,725, increasing available contingency from \$759,450 to \$782,175.

If you have any questions regarding the project or the associated change orders, please contact Chris Stempa at 832-2353.



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Appleton, WI 54915-3128
920-832-5945 tel.
920-832-5949 fax

To: Chairperson Brad Firkus and Members of the Finance Committee

From: Chris Stempa, Utilities Deputy Director

CC: Chris Shaw, Utilities Director
Kelli Rindt, Enterprise Fund Accounting Manager

Date: October 5, 2023

Re: **Information:** *Approve Change Order #6 to Miron Construction contract as part of the AWWTP Sludge Storage Building Addition Construction Project totaling \$46,436.94 resulting in a decrease in contingency from \$631,001 to \$584,564*

BACKGROUND:

On July 20, 2022 Common Council approved a contract for the Appleton Wastewater Treatment Plant (AWWTP) Sludge Storage Building Addition Construction Project to Miron Construction in the amount of \$5,330,989 with 15% contingency of \$799,648 for a project total not to exceed \$6,130,637. The change order tasks summarized within Table 1 represents work added to the original contract scope of work (per Section IV P of the Procurement and Contract Management Policy) or deleted from, which alters the original contract amount.

CHANGE ORDER #6

Change Order #6 reflects the cost for labor and materials to fabricate seven new removeable concrete wall planks, modify the four new “C”-channel wall plank side channels with steel plate reinforcement, fabricate bent plate guides to the top of each wall plank slide channel, and extend three existing removeable piers 2.2 feet to match new containment elevation.

Table 1: Change Order (CO) Summary

CO #	Cost	Description
CO#1	\$28,171.18	Revised face brick from specified manufacturer to match existing
CO#2	\$30,235.78	Changes to stormwater design
CO#3	\$50,910.19	Changes to road pavement from flexible asphalt to concrete.
CO#4	\$15,607.16	Fire access lane extension and revise storage pad configuration.
CO#5	\$43,722.80	Light pole and circuit relocation, lintel support, steel column couplers
CO#6	\$46,436.94	Eight removable precast retaining wall sections and bent plate for removable walls.

Total \$215,084.05

If you have any questions regarding the project or the associated change orders, please contact Chris Stempa at 832-2353.

CITY OF APPLETON 2024 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

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

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

CITY OF APPLETON 2024 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2023 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 department 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 focus continues to be 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 tradespeople continued to improve their skills and knowledge by maintaining their professional licenses, attending training, and seeking ways to find new approaches, such as predictive and preventive maintenance. Management staff also attended various training and networking opportunities to improve their leadership and technical skills. Staffing has become challenging to fill vacancies. In January 2021, our HVAC Technician retired and this position continues to be open until we find a candidate. The benchmark cost for maintenance and janitorial services is \$4.01 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 tradespeople 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 was finalized at City Hall and construction began for the Appleton Public Library, Valley Transit Whitman site facility and Lundgaard Park. Inflation, lack of workforce, and other macroeconomic factors have led to delays and increased costs. Staff spent substantial time reviewing projects to mitigate these impacts.

Capital improvement projects expected to be completed in 2023 included: Wastewater Plant electrical distribution and renovation of the A-building, HVAC upgrades at Fire Station #6 and the Municipal Services Building, replacement of the hardscapes at Telulah and Peabody Parks, Appleton Wastewater Plant lower roads, and the Water Plant parking lot. Numerous other general projects were also completed to preserve and extend the useful life of the facilities. These types of projects include ADA updates, 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. During 2023, the Panel on Sustainability and Resilience was created. In addition, a second project to add solar panels at the Municipal Services Building was completed.

CITY OF APPLETON 2024 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2024 OBJECTIVES

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

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.

With major construction projects nearing completion for Appleton Public Library and Valley Transit Whitman site facility, a commissioning process will begin along with planning for operations and maintenance of new spaces.

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

Maintain a cost per square foot for maintenance and housekeeping under industry averages. Our projected current square foot benchmark is \$2.06, which is far below the industry's benchmark of \$4.01 as published by the International Facilities Management Association.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 2,743,018	\$ 2,939,589	\$ 2,914,690	\$ 2,914,690	\$ 2,986,993	2.48%
Program Expenses							
6330	Administration	251,494	297,506	383,286	383,286	404,802	5.61%
6331	Facilities Maintenance	2,387,069	2,659,490	2,531,404	2,531,404	2,582,191	2.01%
Total Program Expenses		\$ 2,638,563	\$ 2,956,996	\$ 2,914,690	\$ 2,914,690	\$ 2,986,993	2.48%
Expenses Comprised Of:							
Personnel		811,657	883,577	1,091,653	1,091,653	1,056,435	-3.23%
Training & Travel		8,039	14,336	8,000	8,000	8,000	0.00%
Supplies & Materials		347,152	547,792	402,457	402,457	410,782	2.07%
Purchased Services		1,471,715	1,511,291	1,412,580	1,412,580	1,506,776	6.67%
Capital Expenditures		-	-	-	-	-	N/A
Transfers Out		-	-	-	-	5,000	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		10.26	10.26	10.26	10.26	10.26	

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

**CITY OF APPLETON 2024 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM MISSION

To provide a safe and productive physical environment which supports all of 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 Strategies # 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 & sustainability 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. 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.

**CITY OF APPLETON 2024 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
471000 Interest on Investments (Loss)	\$ (1,034)	\$ (3,708)	\$ -	\$ -	\$ -
480100 Charges for Services	2,737,256	2,938,990	2,905,690	2,905,690	2,977,993
503500 Other Reimbursements	6,796	4,307	9,000	9,000	9,000
Total Revenue	\$ 2,743,018	\$ 2,939,589	\$ 2,914,690	\$ 2,914,690	\$ 2,986,993
Expenses					
610100 Regular Salaries	\$ 155,126	\$ 163,523	\$ 171,720	\$ 171,720	\$ 180,952
610500 Overtime Wages	2,148	1,494	2,597	2,597	-
615000 Fringes	(25,061)	(15,640)	70,604	70,604	74,397
620100 Training/Conferences	8,039	13,256	8,000	8,000	8,000
620400 Tuition Fees	-	1,080	-	-	-
630100 Office Supplies	1,764	2,194	1,500	1,500	1,500
630200 Subscriptions	500	765	750	750	750
630300 Memberships & Licenses	2,617	3,003	2,000	2,000	2,000
630400 Postage/Freight	2,152	2,102	2,300	2,300	2,300
630500 Awards & Recognition	-	-	180	180	180
630600 Building Maint./Janitorial	-	41	-	-	-
630700 Food & Provisions	296	115	240	240	240
631500 Books & Library Materials	996	682	700	700	700
632000 Printing/Copying	5,274	5,520	4,500	4,500	4,500
632101 Uniforms	517	643	500	500	500
632300 Safety Supplies	1,958	2,190	2,000	2,000	2,000
640100 Accounting/Audit Fees	1,779	1,784	1,811	1,811	1,847
640400 Consulting Services	12,917	13,575	12,000	12,000	12,000
640700 Solid Waste/Recycling	1,887	2,213	1,470	1,470	1,514
641200 Advertising	717	737	1,000	1,000	1,000
641300 Utilities	46,308	53,072	55,584	55,584	59,072
650100 Insurance	26,892	40,332	37,330	37,330	39,850
659900 Other Contracts/Obligation	4,668	4,825	6,500	6,500	6,500
791400 Transfer Out - Capital Project	-	-	-	-	5,000
Total Expense	\$ 251,494	\$ 297,506	\$ 383,286	\$ 383,286	\$ 404,802

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2024 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 Strategies # 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.

**CITY OF APPLETON 2024 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 462,572	\$ 490,000	\$ 579,757	\$ 579,757	\$ 544,297
610400 Call Time Wages	7,906	8,350	8,001	8,001	7,975
610500 Overtime Wages	11,416	16,554	10,707	10,707	10,673
610800 Part Time Wages	8,476	8,248	11,162	11,162	10,630
615000 Fringes	189,074	211,048	237,105	237,105	227,511
630600 Building Maint./Janitorial	281,942	480,209	351,787	351,787	360,112
630901 Shop Supplies	8,698	7,018	9,500	9,500	9,500
632700 Miscellaneous Equipment	40,438	43,310	26,500	26,500	26,500
640500 Engineering Fees	438	1,252	4,000	4,000	4,000
640700 Solid Waste/Recycling	900	2,318	1,500	1,500	1,500
641300 Utilities	2,231	625	-	-	-
641400 Janitorial Service	401,663	381,534	368,292	368,292	371,066
641600 Building Repairs & Maint.	594,274	626,915	517,278	517,278	590,196
641800 Equipment Repairs & Maint.	3,925	9,249	6,000	6,000	6,000
642500 CEA Expense	63,145	62,282	69,105	69,105	67,094
650200 Leases	309,358	309,682	329,710	329,710	344,137
650302 Equipment Rent	613	896	1,000	1,000	1,000
Total Expense	\$ 2,387,069	\$ 2,659,490	\$ 2,531,404	\$ 2,531,404	\$ 2,582,191

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Building Maint./Janitorial Supplies

Building interior	\$ 30,480
Electrical	30,480
Elevator	20,320
Fire/Safety	20,320
HVAC	30,480
Janitorial supplies	54,212
Painting	30,480
Plumbing	30,480
Security	30,480
Structural/windows/ext. doors	30,480
Pool chemicals	51,900
Total	\$ 360,112

Miscellaneous Equipment

City furniture/general	\$ 26,500
Total	\$ 26,500

Janitorial Service

Contracted janitorial service	\$ 371,066
Total	\$ 371,066

Building Repairs & Maintenance Services

Electrical	\$ 33,153
Elevator	33,585
Fire/safety	42,825
HVAC	280,655
Plumbing	7,450
Security	21,050
Structural/roof	13,500
Overhead & passage doors	96,760
Painting & pavilion staining	16,150
Flooring	8,750
Emergency Sirens	11,059
Other: pest control, locksmith, utility locates, landfill	25,259
Total	\$ 590,196

Leases

City Hall condo agreement	\$ 326,959
First floor conference room	17,178
Total	\$ 344,137

**CITY OF APPLETON 2024 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 YTD ACTUAL</u>	<u>2023 ORIG BUD</u>	<u>2023 REVISED BUD</u>	<u>2024 BUDGET</u>
Program Revenues						
471000 Interest on Investments	(1,034)	(3,708)	(96)	-	-	-
480100 General Charges for Service	2,737,256	2,938,990	429,177	2,905,690	2,905,690	2,977,993
503500 Other Reimbursements	<u>3,795</u>	<u>4,307</u>	<u>540</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
TOTAL PROGRAM REVENUES	2,740,017	2,939,589	429,621	2,914,690	2,914,690	2,986,993
Personnel						
610100 Regular Salaries	217,887	223,614	78,964	751,477	751,477	712,249
610200 Labor Pool Allocations	346,158	351,840	117,328	-	-	-
610400 Call Time Wages	7,906	8,350	2,084	8,001	8,001	7,975
610500 Overtime Wages	13,564	18,048	2,764	13,304	13,304	10,673
610800 Part-Time Wages	8,476	8,248	2,188	11,162	11,162	23,630
611000 Other Compensation	1,080	1,135	1,135	-	-	-
611400 Sick Pay	272	-	-	-	-	-
611500 Vacation Pay	52,300	76,934	13,633	-	-	-
615000 Fringes	252,744	283,561	85,377	307,709	307,709	301,908
617000 Pension Expense	(84,052)	(91,866)	-	-	-	-
617100 OPEB Expense	<u>(4,678)</u>	<u>3,713</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PERSONNEL	811,657	883,577	303,473	1,091,653	1,091,653	1,056,435
Training~Travel						
620100 Training/Conferences	8,039	13,256	4,762	8,000	8,000	8,000
620400 Tuition Fees	<u>-</u>	<u>1,080</u>	<u>602</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL TRAINING / TRAVEL	8,039	14,336	5,364	8,000	8,000	8,000
Supplies						
630100 Office Supplies	1,764	2,194	417	1,500	1,500	1,500
630200 Subscriptions	500	765	-	750	750	750
630300 Memberships & Licenses	2,617	3,003	1,508	2,000	2,000	2,000
630400 Postage/Freight	2,152	2,102	520	2,300	2,300	2,300
630500 Awards & Recognition	-	-	-	180	180	180
630600 Building Maint./Janitorial	281,942	480,250	130,124	351,787	351,787	360,112
630700 Food & Provisions	296	115	78	240	240	240
630901 Shop Supplies	8,698	7,018	2,562	9,500	9,500	9,500
631500 Books & Library Materials	996	682	31	700	700	700
632001 City Copy Charges	5,274	4,986	1,208	3,600	3,600	3,600
632002 Outside Printing	-	534	-	900	900	900
632101 Uniforms	517	643	126	500	500	500
632300 Safety Supplies	1,958	2,190	226	2,000	2,000	2,000
632700 Miscellaneous Equipment	<u>40,438</u>	<u>43,310</u>	<u>7,451</u>	<u>26,500</u>	<u>26,500</u>	<u>26,500</u>
TOTAL SUPPLIES	347,152	547,792	144,251	402,457	402,457	410,782
Purchased Services						
640100 Accounting/Audit Fees	1,779	1,784	-	1,811	1,811	1,847
640400 Consulting Services	12,917	13,575	9,200	12,000	12,000	12,000
640500 Engineering Fees	438	1,252	-	4,000	4,000	4,000
640700 Solid Waste/Recycling Pickup	2,787	4,531	76	2,970	2,970	3,014
641200 Advertising	717	737	105	1,000	1,000	1,000
641301 Electric	16,335	18,329	6,348	16,959	16,959	17,298
641302 Gas	8,316	10,542	8,404	7,639	7,639	10,710
641303 Water	1,721	2,183	450	3,000	3,000	3,000
641304 Sewer	477	802	143	1,121	1,121	1,199
641306 Stormwater	15,090	15,138	3,815	17,925	17,925	17,925
641307 Telephone	2,167	2,163	515	3,240	3,240	3,240
641308 Cellular Phones	4,433	4,540	1,381	5,700	5,700	5,700
641400 Janitorial Service	401,663	381,534	157,980	368,292	368,292	371,066
641600 Building Repairs & Maint.	594,274	626,915	283,224	517,278	517,278	590,196
641800 Equipment Repairs & Maint.	3,925	9,249	-	6,000	6,000	6,000
642501 CEA Operations/Maint.	22,717	23,219	5,715	31,199	31,199	28,198
642502 CEA Depreciation/Replace.	40,428	39,063	10,181	37,906	37,906	38,896
650100 Insurance	26,892	40,332	12,444	37,330	37,330	39,850
650200 Leases	309,358	309,682	127,768	329,710	329,710	344,137

**CITY OF APPLETON 2024 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	<u>2021 ACTUAL</u>	<u>2022 ACTUAL</u>	<u>2023 YTD ACTUAL</u>	<u>2023 ORIG BUD</u>	<u>2023 REVISED BUD</u>	<u>2024 BUDGET</u>
650302 Equipment Rent	613	896	101	1,000	1,000	1,000
659900 Other Contracts/Obligation	<u>4,668</u>	<u>4,825</u>	<u>2,524</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
TOTAL PURCHASED SVCS	1,471,715	1,511,291	630,374	1,412,580	1,412,580	1,506,776
Capital Outlay						
680401 Machinery & Equipment	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
Transfers						
791400 Transfer Out - Capital Project	-	-	-	-	-	5,000
TOTAL TRANSFERS	-	-	-	-	-	5,000
TOTAL EXPENSE	<u>2,638,563</u>	<u>2,956,996</u>	<u>1,083,462</u>	<u>2,914,690</u>	<u>2,914,690</u>	<u>2,986,993</u>

CITY OF APPLETON 2024 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Charges for Services	\$ 2,737,256	\$ 2,938,990	\$ 2,905,690	\$ 2,905,690	\$ 2,977,993
Total Revenues	<u>2,737,256</u>	<u>2,938,990</u>	<u>2,905,690</u>	<u>2,905,690</u>	<u>2,977,993</u>
Expenses					
Operating Expenses	2,638,563	2,956,996	2,914,690	2,914,690	2,981,993
Depreciation	-	-	-	-	-
Total Expenses	<u>2,638,563</u>	<u>2,956,996</u>	<u>2,914,690</u>	<u>2,914,690</u>	<u>2,981,993</u>
Operating Loss	98,693	(18,006)	(9,000)	(9,000)	(4,000)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	(1,034)	(3,708)	-	-	-
Other Income	6,796	4,307	9,000	9,000	9,000
Total Non-Operating	<u>5,762</u>	<u>599</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Income (Loss) before Contributions and Transfers	104,455	(17,407)	-	-	5,000
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	-	-	-	(5,000)
Change in Net Assets	104,455	(17,407)	-	-	-
Net Assets - Beginning	<u>18,492</u>	<u>122,947</u>	<u>105,540</u>	<u>105,540</u>	<u>105,540</u>
Net Assets - Ending	<u>\$ 122,947</u>	<u>\$ 105,540</u>	<u>\$ 105,540</u>	<u>\$ 105,540</u>	<u>\$ 105,540</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 100,067	\$ 100,067
+ Change in Net Assets	-	-
Working Cash - End of Year	<u>\$ 100,067</u>	<u>\$ 100,067</u>

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM MISSION

This program accounts for funding sources and expenditures related to capital improvements of City facilities.

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

This budget, under oversight of the Parks, Recreation and Facilities Management Director, accounts for the expenditures related to City facility construction and improvements not accounted for separately in the City's enterprise funds. The projects anticipated for the upcoming year include the following:

Project	Amount	Page
Electrical Upgrades	\$ 25,000	Projects, pg. 638
Facility Renovations	225,000	Projects, pg. 640
Grounds Improvements	50,000	Projects, pg. 642
Hardscape Improvements	400,000	Projects, pg. 643
HVAC Systems	225,000	Projects, pg. 644
Interior Finishes and Furniture Improvements	495,000	Projects, pg. 645
Lighting Upgrades	150,000	Projects, pg. 646
Roof Replacement	175,000	Projects, pg. 648
Safety and Security Improvements	499,000	Projects, pg. 649
Park ADA Improvements	25,000	Projects, pg. 671
Park Aquatics	350,000	Projects, pg. 672
Pavilion and Recreation Facilities	290,000	Projects, pg. 674
Playground Areas	240,000	Projects, pg. 675
Trails and Trail Connections	900,000	Projects, pg. 679
	<u>\$ 4,049,000</u>	

Major changes in Revenue, Expenditures, or Programs:

No major changes.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	
Program Revenues		\$ 3,969,079	\$ 4,330,110	\$ 25,000	\$ 25,000	\$ 22,683	-9.27%
Program Expenses		\$ 5,175,417	\$ 5,729,557	\$ 17,718,239	\$ 29,378,420	\$ 4,306,683	-75.69%
Expenses Comprised Of:							
	Personnel	227,593	240,787	250,739	250,739	257,683	2.77%
	Supplies & Materials	173,099	-	-	-	595,000	N/A
	Purchased Services	1,448,466	2,273,333	50,000	23,775,978	150,000	200.00%
	Capital Expenditures	3,326,259	3,215,437	17,417,500	5,351,703	3,304,000	-81.03%
	Transfers Out	-	-	-	-	-	N/A

**CITY OF APPLETON 2024 BUDGET
CAPITAL PROJECTS FUNDS**

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
423000 Miscellaneous Local Aids	\$ -	\$ 699,381	\$ -	\$ -	\$ -
471000 Interest on Investments (Loss)	(58,631)	(242,544)	25,000	25,000	22,683
502000 Donations & Memorials	-	100,000	-	-	-
503500 Other Reimbursements	2,710	-	-	-	-
591000 Proceeds of Long-term Debt	8,191,000	8,326,500	13,847,500	13,847,500	4,049,000
592100 Transfer In - General Fund	4,025,000	3,773,273	-	-	-
Total Revenue	\$ 12,160,079	\$ 12,656,610	\$ 13,872,500	\$ 13,872,500	\$ 4,071,683
Expenses					
610100 Regular Salaries	\$ 171,931	\$ 179,188	\$ 189,121	\$ 189,121	\$ 194,794
615000 Fringes	55,662	61,599	61,618	61,618	62,889
632700 Miscellaneous Equipment	173,099	-	-	-	595,000
640400 Consulting Services	28,633	-	-	-	-
640600 Architect Fees	1,419,833	2,273,333	50,000	23,775,978	150,000
680200 Land Improvements	55,116	130,693	2,025,000	2,378,506	900,000
680300 Buildings	885,632	1,032,036	13,542,500	1,322,824	1,065,000
680400 Machinery & Equipment	1,325,762	121,935	1,525,000	1,084,654	624,000
680900 Infrastructure Construction	1,059,749	1,930,773	325,000	565,719	715,000
Total Expense	\$ 5,175,417	\$ 5,729,557	\$ 17,718,239	\$ 29,378,420	\$ 4,306,683

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Land Improvements

Lutz Trail	\$ 900,000
	<u>\$ 900,000</u>

Buildings

Lighting upgrades - FS #6	\$ 150,000
Facility renovations	100,000
Roof replacements - Parks	175,000
Park Aquatics - Mead Pool	350,000
Pavilion and Recreational Facilities	290,000
	<u>\$ 1,065,000</u>

Infrastructure Construction

Hardscapes - City properties	\$ 50,000
Hardscapes - Parks	400,000
Park ADA improvements	25,000
Playground areas	240,000
	<u>\$ 715,000</u>

Miscellaneous Equipment

Furniture - City Hall	\$ 250,000
Furniture - MSB	245,000
Safety and security - City Hall	35,000
Safety and security - FS #2	65,000
	<u>\$ 595,000</u>

Architect Fees

Electrical upgrades	\$ 25,000
Facility renovations	125,000
	<u>\$ 150,000</u>

Machinery & Equipment

Safety and security - PRFMD	\$ 375,000
Safety and security - MSB	24,000
HVAC upgrades - FS #1	225,000
	<u>\$ 624,000</u>

CITY OF APPLETON 2024 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget
Intergovernmental Revenues	\$ -	\$ 699,382	\$ -	\$ -	\$ -
Interest Income (Loss)	(58,631)	(242,544)	25,000	25,000	22,683
Other	2,710	100,000	-	-	-
Total Revenues	<u>(55,921)</u>	<u>556,838</u>	<u>25,000</u>	<u>25,000</u>	<u>22,683</u>
Expenses					
Program Costs	5,175,417	5,729,556	17,718,239	17,718,239	4,306,683
Total Expenses	<u>5,175,417</u>	<u>5,729,556</u>	<u>17,718,239</u>	<u>17,718,239</u>	<u>4,306,683</u>
Revenues over (under) Expenses	(5,231,338)	(5,172,718)	(17,693,239)	(17,693,239)	(4,284,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	8,191,000	8,326,500	13,847,500	13,847,500	4,049,000
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	4,025,000	3,773,273	-	-	-
Operating Transfers Out - Capital Proj	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>12,216,000</u>	<u>12,099,773</u>	<u>13,847,500</u>	<u>13,847,500</u>	<u>4,049,000</u>
Net Change in Equity	6,984,662	6,927,055	(3,845,739)	(3,845,739)	(235,000)
Fund Balance - Beginning	<u>1,168,191</u>	<u>8,152,853</u>	<u>15,079,908</u>	<u>15,079,908</u>	<u>11,234,169</u>
Fund Balance - Ending	<u>\$ 8,152,853</u>	<u>\$ 15,079,908</u>	<u>\$ 11,234,169</u>	<u>\$ 11,234,169</u>	<u>\$ 10,999,169</u>

CITY OF APPLETON 2024 BUDGET

LEGAL SERVICES

City Attorney: Christopher R. Behrens

Deputy City Attorney: Amanda K. Abshire

City Clerk: Kami L. Lynch

CITY OF APPLETON 2024 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 2023 EVENTS

City Attorney's Office:

- * As of April 14, represented the City in traffic and ordinance related matters in 2023, including 1,738 scheduled initial court appearances, 28 scheduled jury and court trials and 608 scheduled pre-trials/jury trial conferences or motion hearings.
- * Operated the Granicus system and provided legal and procedural advice during committee meetings.
- * Continued to review, advise, and negotiate PILOT agreements.
- * Worked cooperatively with City staff on the acquisition of two additional Condo units in City Center for future City use.
- * Actively engaged in litigation including defense of a variety of lawsuits including, but not limited to, employment matters, property damage, foreclosures, and small claims.
- * Provided defense litigation as well as worked with outside counsel on pending State and federal matters involving Appleton police officers and DPW staff.
- * Provided ongoing assistance in various roles in support of the Library building project.
- * Assisted the Community and Economic Development Department with the drafting and negotiation of several development agreements within City TIDs.
- * Provided review of the initial TID #13 creation documents.
- * Provided research, advice, and guidance regarding aldermanic resolutions being considered or submitted.
- * Provided assistance to various departments regarding historical information pertaining to land use matters, agreements, contracts, and the like.
- * Partnered with IT to begin a thorough review of existing contracts, service agreements, licenses and the like.
- * Drafted or assisted in amending or creating a number of ordinances, including revision of the subdivision ordinance.
- * Represented the Police Department in the suspension of a tavern's alcohol license. Assisted with negotiation and subsequently drafted the Agreement between the parties. Advised Council on procedure related to negotiated Agreements in alcohol licensing.
- * In just under six months into 2023, the Attorney's Office processed over 125 new agreements/contracts. Processing a contract can include negotiation, preparation of the contract document, circulation for signatures, tracking, and distribution.
- * Responded to, or provided guidance for, numerous open records requests received by City departments.
- * Worked on a revised agreement for the BIRD Scooter pilot program.
- * Provided assistance on the Wastewater polymer incident, including participating in the investigation of the incident, interviewing of witnesses, developing strategies, and making recommendations about best practices moving forward.
- * Provided officers and staff of the Appleton Police Department with written legal guidance on no fewer than seven areas of law significant to their duties.
- * Worked with Appleton Police Department officers to address legal questions they have arising out of particular situations or types of situations.

City Clerk's Office:

- * Digitized files to increase accessibility of records and documents.
- * Fairly and effectively administered two elections.
- * Implemented Modus Election Management software to expedite election worker communications, streamline scheduling, and generate reports.
- * Conducted training for the 2023 Board of Review members.
- * Administered the 2023 Board of Review with a City-wide Revaluation.
- * Developed an outline and initiated review and revisions to the special event policy, application, and review process.
- * Merged, sorted & filed approximately 7,500 absentee ballot requests from previous elections.
- * Secured a new District 12 polling place and sent notices to all residents in the district.
- * Updated and revised Election Day contingency plans.
- * Provided Granicus training to all staff users.
- * Maneuvered a department and entire floor renovation without disrupting services to constituents and internal departments.

CITY OF APPLETON 2024 BUDGET LEGAL SERVICES

MAJOR 2024 OBJECTIVES

- * Work with the Department of Public Works, and/or 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 completed timely, projects are not delayed and items such as land acquisitions and negotiated agreements are completed pursuant to the department's requested deadline, whenever possible.
- * 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 mandated by the insurance carrier.
- * Continue to prosecute City citations with a yearly average of over 2,000 initial appearances, 150 scheduled jury and court trials and an average of 3,200 pre-trials/jury conferences and motion hearings.
- * Work with the Parks, Recreation and Facilities Management Department (PRFMD) on the continued development of trails and parkland, display of public art, and other projects as they arise.
- * 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.
- * Work cooperatively with Community and Economic Development to develop and negotiate development agreements and land transactions, and provide guidance regarding Municipal Code updates and other development issues as they arise.
- * Continue to develop and implement new filing systems for City records and documents.
- * 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 four high-turnout elections, with minimal issues and maximum efficiency.
- * Actively assist local candidates with qualifications and forms required for running for office.
- * Work with other departments to reduce mail costs and find innovative ways to distribute information and documents.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2021	2022	Adopted 2023	Amended 2023	2024	Change *
Program Revenues		\$ 204,416	\$ 261,004	\$ 239,700	\$ 239,700	\$ 236,000	-1.54%
Program Expenses							
14510	Administration	364,823	378,854	392,480	395,880	399,842	1.88%
14521	Litigation	188,395	169,787	187,504	187,504	207,844	10.85%
14530	Recordkeeping	87,738	114,638	112,207	112,207	117,716	4.91%
14540	Licensing	67,817	71,597	73,366	73,366	74,666	1.77%
14550	Elections	117,031	191,989	157,929	157,929	252,314	59.76%
14560	Mail/Copy Center	161,986	216,038	173,129	173,129	196,340	13.41%
TOTAL		\$ 987,790	\$ 1,142,903	\$ 1,096,615	\$ 1,100,015	\$ 1,248,722	13.87%
Expenses Comprised Of:							
Personnel		797,733	902,928	879,820	879,820	966,477	9.85%
Training & Travel		15,309	14,867	15,000	18,400	15,480	3.20%
Supplies & Materials		97,322	142,632	103,225	103,225	161,850	56.79%
Purchased Services		77,426	82,476	98,570	98,570	104,915	6.44%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

* % change from prior year adopted budget
Legal Services.xlsx

**CITY OF APPLETON 2024 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
- * 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:

No major changes.

CITY OF APPLETON 2024 BUDGET

LEGAL SERVICES

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
480100 General Charges for Service	\$ 168	\$ 85	\$ 100	\$ 100	\$ 100
Total Revenue	<u>\$ 168</u>	<u>\$ 85</u>	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 264,155	\$ 272,433	\$ 283,583	\$ 283,583	\$ 288,207
615000 Fringes	71,112	77,249	76,877	76,877	79,615
620100 Training/Conferences	9,705	10,111	10,600	14,000	10,600
620400 Tuition Fees	1,705	815	-	-	-
620600 Parking Permits	3,780	3,780	4,320	4,320	4,320
630100 Office Supplies	941	654	800	800	800
630200 Subscriptions	8,749	8,880	10,500	10,500	10,500
630300 Memberships & Licenses	2,340	2,994	3,200	3,200	3,200
632001 City Copy Charges	1,308	1,021	1,500	1,500	1,500
641307 Telephone	772	793	900	900	900
641800 Equipment Repairs & Maint.	256	124	200	200	200
Total Expense	<u>\$ 364,823</u>	<u>\$ 378,854</u>	<u>\$ 392,480</u>	<u>\$ 395,880</u>	<u>\$ 399,842</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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.

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
503500 Other Reimbursements	\$ 182	\$ -	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 182</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 140,827	\$ 126,746	\$ 136,846	\$ 136,846	\$ 142,605
615000 Fringes	38,711	39,366	40,158	40,158	54,739
640202 Recording/Filing Fees	3,159	2,907	3,500	3,500	3,500
640400 Consulting Services	5,040	768	7,000	7,000	7,000
662500 Disability Payments	658	-	-	-	-
Total Expense	<u>\$ 188,395</u>	<u>\$ 169,787</u>	<u>\$ 187,504</u>	<u>\$ 187,504</u>	<u>\$ 207,844</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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.

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 45,180	\$ 48,783	\$ 50,997	50,997	\$ 53,568
610500 Overtime Wages	668	1,647	257	257	270
615000 Fringes	7,320	27,422	26,178	26,178	27,328
630100 Office Supplies	363	56	350	350	250
631603 Other Misc. Supplies	26	-	75	75	-
632002 Outside Printing	-	-	150	150	100
640202 Recording/Filing Fees	210	60	200	200	200
641200 Advertising	33,971	36,670	34,000	34,000	36,000
Total Expense	<u>\$ 87,738</u>	<u>\$ 114,638</u>	<u>\$ 112,207</u>	<u>\$ 112,207</u>	<u>\$ 117,716</u>

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications \$ 36,000

CITY OF APPLETON 2024 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 decrease in operator licensing revenue relates to the timing of issuing two-year licenses. Odd-numbered years have approximately double the number of licenses up for renewal in comparison to even-numbered years. There has also been a gradual decline in the number of licensed operators over the past four years.

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
430100 Amusements License	\$ 8,110	\$ 8,651	\$ 8,000	\$ 8,000	\$ 8,200
430300 Cigarette License	5,900	6,200	5,400	5,400	5,500
430600 Alcohol License	100,473	149,265	125,000	125,000	125,000
430700 Operators License	58,230	50,760	60,000	60,000	48,000
430900 Sundry License	3,033	3,780	3,000	3,000	3,200
431300 Special Events License	12,135	21,565	23,000	23,000	25,000
431600 Second Hand/Pawnbroker	2,115	2,130	1,800	1,800	2,000
431700 Commercial Solicitation	4,505	5,075	4,000	4,000	4,000
431800 Christmas Tree License	315	225	350	350	250
432000 Taxi Cab/Limousine License	750	720	750	750	700
432100 Taxi Driver License	1,250	1,150	1,250	1,250	1,050
432200 Special Class "B" License	620	570	700	700	600
441100 Sundry Permits	555	765	600	600	3,500
501000 Miscellaneous Revenue	5,820	6,820	5,500	5,500	5,900
Total Revenue	\$ 203,811	\$ 257,676	\$ 239,350	\$ 239,350	\$ 232,900
Expenses					
610100 Regular Salaries	\$ 41,869	\$ 42,472	\$ 44,475	\$ 44,475	\$ 45,777
610500 Overtime Wages	427	1,107	128	128	132
615000 Fringes	24,354	27,639	26,753	26,753	27,707
630100 Office Supplies	953	324	800	800	800
631603 Other Misc. Supplies	-	40	-	-	-
632002 Outside Printing	-	-	150	150	200
642900 Interfund Allocations	214	15	60	60	50
659900 Other Contracts/Obligation	-	-	1,000	1,000	-
Total Expense	\$ 67,817	\$ 71,597	\$ 73,366	\$ 73,366	\$ 74,666

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2024 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:

- * Promote use of the state's MyVote website for online voter registration and absentee ballot requests
- * Utilize the City's website for additional voter outreach and education
- * Provide effective training for all election inspectors
- * Streamline and organize polling place procedures and materials
- * Effectively assist local candidates and maintain campaign finance reports
- * Continue to enhance efficiencies 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. 2024 is a four-election year and includes a mayoral election in the spring and a presidential election in the fall. The Wisconsin Elections Committee (WEC) is creating and mandating new absentee envelopes for 2024, so this substantially contributes to the increase in outside printing costs. The majority of the Other Misc. Supplies account funds moved into Office Supplies to keep the Other Misc. Supplies account for unanticipated or infrequent items.

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Revenues					
422400 Misc. State Aids	\$ -	\$ 2,057	\$ -	\$ -	\$ 2,000
490800 Misc Intergov. Charges	255	-	250	250	1,000
502000 Donations & Memorials	-	1,186	-	-	-
Total Revenue	\$ 255	\$ 3,243	\$ 250	\$ 250	\$ 3,000
Expenses					
610100 Regular Salaries	\$ 50,209	\$ 57,277	\$ 48,311	\$ 48,311	\$ 55,333
610500 Overtime Wages	351	1,198	1,851	1,851	1,973
610800 Part-Time Wages	22,210	82,010	44,011	44,011	110,706
615000 Fringes	26,222	28,291	27,966	27,966	30,177
620200 Mileage Reimbursement	89	161	80	80	160
620600 Parking Permits	30	-	-	-	400
630100 Office Supplies	13	527	800	800	4,000
631603 Other Misc. Supplies	463	2,924	500	500	500
632002 Outside Printing	1,966	8,274	2,700	2,700	13,500
641200 Advertising	1,841	2,493	1,500	1,500	2,600
641800 Equipment Repairs & Maint.	8,475	1,491	10,000	10,000	10,000
650301 Facility Rent	2,025	3,780	2,025	2,025	3,780
659900 Other Contracts/Obligation	3,137	3,563	18,185	18,185	19,185
Total Expense	\$ 117,031	\$ 191,989	\$ 157,929	\$ 157,929	\$ 252,314

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Modus Election Software	\$ 15,185
Equipment & Ballot Programming	4,000
	<u>\$ 19,185</u>

CITY OF APPLETON 2024 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 printing, copying, and mailing requests
- * Collaboration 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 increase in postage is related to recent postage rate increases and additional mailings projected for 2024, such as a greater number of absentee ballots for four scheduled elections.

The increase in the Office Supplies expense is because the Other Misc. Supplies account expenditures were moved into the Office Supplies account, to better reflect regular supplies necessary for operations. The Other Misc. Supplies account will be reserved for unexpected or non-traditional supply needs.

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2021	2022	Adopted 2023	Amended 2023	2024
Expenses					
610100 Regular Salaries	\$ 39,340	\$ 41,008	\$ 44,538	\$ 44,538	\$ 44,720
610500 Overtime Wages	528	958	128	128	129
615000 Fringes	24,245	27,322	26,763	26,763	3,491
630100 Office Supplies	3,816	1,700	2,000	2,000	6,000
630400 Postage/Freight	71,080	106,594	75,000	75,000	118,000
631603 Other Misc. Supplies	3,896	6,585	3,500	3,500	500
632002 Outside Printing	1,409	2,059	1,200	1,200	2,000
641800 Equipment Repairs & Maint.	-	10,115	800	800	500
642900 Interfund Allocations	(775)	-	-	-	-
650302 Equipment Rent	18,447	19,697	19,200	19,200	21,000
Total Expense	\$ 161,986	\$ 216,038	\$ 173,129	\$ 173,129	\$ 196,340

DETAILED SUMMARY OF 2024 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 22,000
UPS	1,700
US Postal Service	94,300
	<u>\$ 118,000</u>

Equipment Rent

Postage machine rental	7,600
Copier Rental	13,400
	<u>\$ 21,000</u>

**CITY OF APPLETON 2024 BUDGET
LEGAL SERVICES**

	2021 <u>ACTUAL</u>	2022 <u>ACTUAL</u>	2023 <u>YTD ACTUAL</u>	2023 <u>ORIG BUD</u>	2023 <u>REVISED BUD</u>	2024 <u>BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	-	2,057	-	-	-	2,000
430100 Amusements License	8,110	8,651	8,055	8,000	8,000	8,200
430300 Cigarette License	5,900	6,200	5,300	5,400	5,400	5,500
430600 Liquor License	100,474	149,265	97,262	125,000	125,000	125,000
430700 Operators License	58,230	50,760	15,930	60,000	60,000	48,000
430900 Sundry License	3,033	3,780	1,889	3,000	3,000	3,200
431300 Special Events License	12,135	21,565	14,547	23,000	23,000	25,000
431600 Second Hand License	2,115	2,130	165	1,800	1,800	2,000
431700 Commercial Solicitation License	4,505	5,075	1,265	4,000	4,000	4,000
431800 Christmas Tree License	315	225	-	350	350	250
432000 Taxi Cab/Limousine License	750	720	-	750	750	700
432100 Taxi Driver License	1,250	1,150	350	1,250	1,250	1,050
432200 Special Class "B" Beer License	620	570	240	700	700	600
441100 Sundry Permits	555	765	430	600	600	3,500
480100 General Charges for Service	169	85	33	350	350	100
490800 Misc Intergovernmental Charges	256	1,186	-	-	-	1,000
501000 Miscellaneous Revenue	5,820	6,820	4,180	5,500	5,500	5,900
503500 Other Reimbursements	179	-	-	-	-	-
TOTAL PROGRAM REVENUES	<u>204,416</u>	<u>261,004</u>	<u>149,646</u>	<u>239,700</u>	<u>239,700</u>	<u>236,000</u>
Personnel						
610100 Regular Salaries	538,580	545,339	177,666	608,750	608,750	630,210
610500 Overtime Wages	1,975	4,911	1,337	2,364	2,364	2,504
610800 Part-Time Wages	22,310	82,010	31,650	44,011	44,011	110,706
611400 Sick Pay	1,814	329	-	-	-	-
611500 Vacation Pay	41,094	43,050	7,898	-	-	-
615000 Fringes	191,960	227,289	64,257	224,695	224,695	223,057
TOTAL PERSONNEL	<u>797,733</u>	<u>902,928</u>	<u>282,808</u>	<u>879,820</u>	<u>879,820</u>	<u>966,477</u>
Training~Travel						
620100 Training/Conferences	9,705	10,111	1,078	10,600	14,000	10,600
620200 Mileage Reimbursement	89	161	-	80	80	160
620400 Tuition Fees	1,705	815	-	-	-	-
620600 Parking Permits	3,810	3,780	4,325	4,320	4,320	4,720
TOTAL TRAINING/TRAVEL	<u>15,309</u>	<u>14,867</u>	<u>5,403</u>	<u>15,000</u>	<u>18,400</u>	<u>15,480</u>
Supplies						
630100 Office Supplies	6,085	3,261	2,830	4,750	4,750	11,850
630200 Subscriptions	8,749	8,880	2,892	10,500	10,500	10,500
630300 Memberships & Licenses	2,340	2,994	130	3,200	3,200	3,200
630400 Postage/Freight	71,080	106,594	29,582	75,000	75,000	118,000
631603 Other Misc. Supplies	4,385	9,549	451	4,075	4,075	1,000
632001 City Copy Charges	1,308	1,021	213	1,500	1,500	1,500
632002 Outside Printing	3,375	10,333	-	4,200	4,200	15,800
TOTAL SUPPLIES	<u>97,322</u>	<u>142,632</u>	<u>36,098</u>	<u>103,225</u>	<u>103,225</u>	<u>161,850</u>
Purchased Services						
640202 Recording/Filing Fees	3,369	2,967	877	3,700	3,700	3,700
640400 Consulting Services	5,040	768	1,173	7,000	7,000	7,000
641200 Advertising	35,812	39,163	11,408	35,500	35,500	38,600
641307 Telephone	772	793	193	900	900	900
641800 Equipment Repairs & Maint.	8,731	11,730	8,301	11,000	11,000	10,700
642900 Interfund Allocations	(562)	15	-	60	60	50
650301 Facility Rent	2,022	3,780	1,890	2,025	2,025	3,780
650302 Equipment Rent	18,447	19,697	2,763	19,200	19,200	21,000
659900 Other Contracts/Obligation	3,137	3,563	15,185	19,185	19,185	19,185
662500 Disability Payments	658	-	-	-	-	-
TOTAL PURCHASED SVCS	<u>77,426</u>	<u>82,476</u>	<u>41,790</u>	<u>98,570</u>	<u>98,570</u>	<u>104,915</u>
TOTAL EXPENSE	<u>987,790</u>	<u>1,142,903</u>	<u>366,099</u>	<u>1,096,615</u>	<u>1,100,015</u>	<u>1,248,722</u>