



City of Appleton

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

Meeting Agenda - Final-revised Finance Committee

Monday, October 21, 2019

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[19-1498](#) Finance Committee minutes from September 9, 2019, September 18, 2019 and October 16, 2019 meetings

Attachments: [MeetingMinutes09-Sep-2019-06-20-19.pdf](#)

[MeetingMinutes18-Sept-2019-06-21-30.pdf](#)

[MeetingMinutes16-Oct-2019-03-23-14.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[19-1499](#) Request to approve the 2020 Policy for Special Assessments

Attachments: [2020 Assessment Policy.pdf](#)

[19-1500](#) Request to approve Finance Committee Report 4-P-19 for Storm Main Liner

Attachments: [Report 4-P-19.pdf](#)

[19-1583](#) Request approval to dispose of eight (8) Valley Transit buses

Attachments: [Bus Disposal.pdf](#)

[19-1602](#) Request to award contract to CleanPower to provide Janitorial services to all City of Appleton facilities/locations for the years 2020 - 2024. The annual contract amounts will be \$406,199 for 2020, \$406,199 for 2021, \$419,417 for 2022, \$419,417 for 2023 and \$419,417 for 2024

Attachments: [Housekeeping Contract 2020-2024.pdf](#)

[19-1603](#)

Request to approve Contract Amendment and Change Order No. 1 to contract 112-19 for Green and Yellow Parking Ramp Column and Beam Repairs for additional quantities of precast concrete patching and caulking of columns in the amount of \$4,290 resulting in a decrease in contingency from \$4,030 to \$0. Overall contract increases from \$30,898 to \$31,158

Attachments: [Parking Ramp Concrete Repairs - Change Order No.1.pdf](#)

[19-1609](#)

Resolution introduced by Alderpersons Schultz and Spears at the October 16, 2019 Common Council meeting relating to small cell wireless equipment:

#16-R-19

WHEREAS, small cell wireless equipment is designed to boost cellular service from the existing wireless carriers and will enable those carriers to implement 5G technology by placing these installations on existing streetlights and utility poles; and

WHEREAS, concerns have been raised about the health risks of 5G technology including small cell installations. Studies have linked low-level wireless radio frequency radiation exposures to adverse biological effects including DNA single and double strand breaks, oxidative damage, disruption of cell metabolism, increased blood brain barrier permeability, melatonin reduction disruption to brain glucose metabolism and generation of stress proteins. This list warrants additional scientific studies before residents are put at risk; and

WHEREAS, the health hazards of 5G technology have been intensely debated at the federal level before Congress and the Federal Communications Commission (FCC). There does not appear to be any widely accepted definitive scientific study that proves one way or the other whether small cell installations - emitting extremely high or "millimeter wave" frequencies above 24 GHz - may have an adverse health impact, though in 2011 the World Health Organization classified radio frequency radiation as a possible 2B carcinogen; and

WHEREAS, the only applicable FCC standards for radio-frequency radiation emissions were set in 1996 and did not consider the use of modern wireless equipment like small cells that will be located close to residences. Mere compliance with the FCC's outdated standards does not assure safety; and

WHEREAS, the State of Wisconsin has preempted local governments from regulating the installation of small cells as it relates to their potential health effects or proximity to residential areas; and

WHEREAS, the FCC adopted regulations in 2018 that are intended to facilitate the installation of 5G technology "underscore[ing] the FCC's commitment to ensuring that the United States wins the global race to 5G," as stated in the FCC Press Release dated September 26, 2018; and

WHEREAS, global communications and technological advancements are important components of the state and federal economy but need not come at the expense of the public's health. As the world's leading economy the United States can and should "win the global race" while protecting its residents from potential long term health effects that will only further harm the economy in the future; and

WHEREAS, the FCC's action allows private cell providers the right to put antennas and transmission control boxes on city-owned streetlight poles and privately-owned utility wood poles subject to only minimal limitations. This means that a 5G antenna could be mounted on the streetlight or utility pole in front of a resident's home, and there would be little the resident could do about it. Given the health concerns described above, the City believes this should cause great concern for all City residents; and

WHEREAS, the City of Appleton's **Health in All Policy** Ordinance states that Stakeholder engagement is essential for ensuring the Health and Well-being of our citizens when reviewing technology advancement and their potential health risks, and

WHEREAS, we the undersigned find it is in the best interest of the residents to urge the state and federal governments to initiate independent scientifically reliable studies of the health effects of small cell wireless and 5G technology on residential populations and develop guidelines for the installation of this technology that will protect the health and welfare of the public.

NOW, THEREFORE, BE IT RESOLVED; The Mayor and the City of Appleton hereby urge the state and federal governments to initiate independent scientifically reliable studies of the health effects of small cell wireless and 5G technology on residential populations and develop guidelines for the installation of this technology that will protect the health and welfare of the public.

BE IT FURTHER RESOLVED; The Common Council hereby directs the City Clerk to transmit a copy of this Resolution to all appropriate entities.

[19-1585](#)

The Finance Committee will meet in closed session pursuant to Wisconsin Statutes §19-85(1)(c) and (e) to discuss the status of current labor negotiations and then reconvene into open session

[19-1586](#) Request authorization to engage outside counsel for assistance with current labor negotiations

6. Information Items

[19-1501](#) Contract 8-19 was awarded to Mincon, Inc for \$85,000 for Bridge Deck Sealing. Payments issued to date total \$50,116.28. Request final payment of \$24,264.94.

[19-1582](#) Contract 21-19 was awarded to Great Lakes TV Seal, Inc for \$25,000 for Chemical Root Foaming of Sanitary Sewers. No payments have been made. Request final payment of \$24,536.81

[19-1588](#) Contract 51-18 was awarded to Vinton Construction Co for \$194,870 with a contingency of \$14,615 for Briarcliff and Midway LS. Change orders were approved totaling \$3,322. Final contract amount is \$198,192. Payments issued to date total \$192,652. Request final payment of \$5,539.80

[19-1502](#)

The following 2019 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Library

Other Reimbursements	+\$5,980
Library Administration	+\$5,980

to record WILS reimbursement for 2018 Demco fee

General Fund - Library

Donations	+\$9,500
Children's Services	+\$9,500

to record donation from BMO Harris for English Language Learner (ELL) Program

General Fund - Library

Reimbursements - Friends of the Library	+\$33,000
Library Administration	+\$5,300
Children's Services	+\$11,300
Public Services	+\$1,100
Community Partnerships	+\$9,000
Materials Management	+\$3,800
Network Services	+\$2,500

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

General Fund - Fire Department

Donations	+\$1,750
Miscellaneous Equipment	+\$1,750

to record donation from Culver's and the Green Bay Packers for Class A dress uniform components

General Fund - Fire Department

Donations	+\$8,800
Miscellaneous Equipment	+\$8,800

to record donation from the Friends of the Appleton Fire Department for saunas at Stations 1 and 2

General Fund - Fire Department

Donations	+\$7,941
Miscellaneous Equipment	+\$7,941

to record donation of a portable radio

General Fund - Parks Department

Donations	+\$970
Miscellaneous Equipment	+\$970

to record donation from the Van Den Brandt family for a bench on the Telulah Trail

General Fund - Parks Department

Donations	+\$970
Miscellaneous Equipment	+\$970

to record donation form the Mary West family for a bench in Pierce Park

General Fund - Recreation Department

Donations	+\$2,310
Miscellaneous Equipment	+\$2,310

to record donation from Engage Orthodontics for sports equipment

Facilities Management Fund

Insurance Proceeds	+\$4,780
Building Repairs	+\$4,780

to record insurance proceeds for damage to a garage door at the Exhibition Center

19-1589

Contract 31-19 was awarded to Sommers Construction Co, Inc for the AWWTP Entrance Road and Gate Upgrades project in the amount of \$326,917 with a contingency of 12%. One change order was issued in the amount of \$16,160. Payments to date total \$209,085.33. Request to issue the final contract payment of \$133,991.94

Attachments: [2019 AWWTP Entrance Road and Gate Final Payment .pdf](#)

19-1584

2020 Finance Department Budget

Attachments: [2020 Finance Budget.pdf](#)

19-1587

2020 Risk Management Budget

Attachments: [2020 Risk Management.pdf](#)

19-1590

2020 Facilities Management Budget and 2020 Facilities Capital Projects Fund Budget

Attachments: [2020 Facilities Management Budget.pdf](#)
[2020 Facilities Capital Projects Fund.pdf](#)

[19-1604](#) 2020 Legal Services Budget

Attachments: [2020 Legal Services Budget.pdf](#)

7. Adjournment

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

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

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



City of Appleton

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Meeting Minutes Finance Committee

Monday, September 9, 2019

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30 pm

2. Roll call of membership

Present: 3 - Alderperson Lobner, Alderperson Siebers and Alderperson Meltzer

Excused: 2 - Alderperson Croatt and Alderperson Martin

3. Approval of minutes from previous meeting

[19-1336](#)

Minutes from August 26, 2019 and September 4, 2019 Finance Committee meetings

Attachments: [MeetingMinutes26-Aug-2019-01-00-22.pdf](#)

[MeetingMinutes04-Sep-2019-02-30-33.pdf](#)

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

Aye: 3 - Alderperson Lobner, Alderperson Siebers and Alderperson Meltzer

Excused: 2 - Alderperson Croatt and Alderperson Martin

4. Public Hearings/Appearances

5. Action Items

[19-1344](#)

Request the approval of the proposed installation of the "Final Alarm" sculpture at Fire Station #1 (700 N. Drew Street)

Attachments: [2019 Final Alarm Approval Memo.pdf](#)

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

Aye: 3 - Alderperson Lobner, Alderperson Siebers and Alderperson Meltzer

Excused: 2 - Alderperson Croatt and Alderperson Martin

[19-1345](#)

Request to approve the following 2019 Budget adjustment:

Public Works Capital Projects Fund

Street Light Infill Projects	- \$23,000
Street Light Retrofits	+\$23,000

to transfer funds from the street light infill project to the street light retrofit project (2/3 of Common Council required for approval)

Attachments: [LED Street Light Project.pdf](#)

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

Aye: 3 - Alderson Lobner, Alderson Siebers and Alderson Meltzer

Excused: 2 - Alderson Croatt and Alderson Martin

[19-1346](#)

Request to award Midway Road Lift Station Phase II Improvements Projects bid to August Winter and Sons, Inc in the amount of \$136,500 plus a 7.5% contingency of \$10,238 for a total cost not to exceed \$146,739

Attachments: [Midway PhII Improvements Bid Award_AWS.pdf](#)

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

Aye: 3 - Alderson Lobner, Alderson Siebers and Alderson Meltzer

Excused: 2 - Alderson Croatt and Alderson Martin

[19-1350](#)

Request to award the City of Appleton 2019 Parks Hardscapes Project - Vulcan Heritage contract to Highway Landscapers, Inc in the amount of \$57,000 with a contingency of \$5,000 for a project total not to exceed \$62,000

Attachments: [2019 Vulcan Heritage Hardscapes Phase 2.pdf](#)

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

Aye: 3 - Alderson Lobner, Alderson Siebers and Alderson Meltzer

Excused: 2 - Alderson Croatt and Alderson Martin

[19-1351](#)

Request to award the City of Appleton 2019 Fire Station #4 HVAC Upgrades contract to Baumgart Mechanical, Inc in the amount of \$61,050 with a contingency of \$6,000 for a project total not to exceed \$67,050, and approve the following 2019 Budget adjustment:

Facilities Capital Improvement Projects Fund

2019 Fire Station #1 Roof Replacement Project	- \$10,000
2019 Fire Station #4 HVAC Upgrades	+\$10,000

to transfer funds from the Fire Station #1 Roof Replacement project to the Fire Station #4 HVAC Upgrades project (2/3 of Common Council required for approval)

Attachments: [2019 Fire Station #4 HVAC Upgrades with Budget transfer.pdf](#)

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

Aye: 3 - Alderson Lobner, Alderson Siebers and Alderson Meltzer

Excused: 2 - Alderson Croatt and Alderson Martin

[19-1352](#)

The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session regarding the USV Project and bluff site development and then reconvene into open session.

Alderson Lobner moved, seconded by Alderson Siebers, to convene in Closed Session. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderson Lobner, Alderson Siebers and Alderson Meltzer

Excused: 2 - Alderson Croatt and Alderson Martin

Alderson Siebers moved, seconded by Alderson Meltzer, to rise and report, returning into open session. Upon vote, motion carried unanimously.

Aye: 3 - Alderson Lobner, Alderson Siebers and Alderson Meltzer

Excused: 2 - Alderson Croatt and Alderson Martin

6. Information Items

[19-1347](#) Change Order #4 to Vinton Construction Company contract as part of the Briarcliff and Midway Lift Station Improvements project totaling \$600 resulting in a decrease in contingency from \$14,615 to \$11,293

Attachments: [Memo Briarcliff and Midway Improvements Change Order #4.pdf](#)
[Vinton CO#4 approved.pdf](#)

This Presentation was presented

[19-1348](#) Contract 14-19 was awarded to Highway Landscapers, Inc for \$67,705 with a contingency of \$5,000 for Glenhurst Lane Box Culvert. No payments issued to date. Request final payment of \$62,514.20

This Presentation was presented

[19-1349](#) Change Order No. 1 to contract 2-19 for Unit I-18 Oneida Street Bridge over Jones Park for a reduction in project contingency to offset additional construction managements costs (separate contract) in the amount of \$25,000 resulting in a decrease to contingency from \$124,856 to \$99,856. Overall contract decreases from \$5,585,697 to \$5,560,697

Attachments: [Unit I-18 Change Order No.1.pdf](#)

This Presentation was presented

[19-1355](#) US Venture Parking Ramp Presentation Discussion

This Presentation was presented

7. Adjournment

Alderson Siebers moved, seconded by Alderson Meltzer, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderson Lobner, Alderson Siebers and Alderson Meltzer

Excused: 2 - Alderson Croatt and Alderson Martin



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Meeting Minutes Finance Committee

Wednesday, September 18, 2019

6:30 PM

Council Chambers, 6th Floor

SPECIAL

1. Call meeting to order

Meeting called to order at 6:32pm

2. Roll call of membership

Present: 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

5. **Action Items**

[19-1397](#)

Award of contract for Unit AA-19 Bear Creek Culvert and Retaining Wall to Highway Landscapers for \$581,163 with a contingency of \$58,116 for a project total not to exceed \$639,279.

Attachments: [FC-9-18-19 - Award of Contract Unit AA-19.pdf](#)

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

Aye: 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

[19-1398](#)

Contract Amendment and Change Order No. 1 to contract 81-19 for Unit O-19 CIPP Liner for slip lining of deteriorated 36" Storm Sewer in lieu of originally bid CIPP Liner in the amount of \$45,000 resulting in no change to contingency. Overall contract increases from \$250,022 to \$295,022

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

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

Aye: 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

6. Information Items

None

7. Adjournment

Alderson Siebers moved, seconded by Alderson Meltzer, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderson Lobner, Alderson Siebers, Alderson Croatt, Alderson Martin and Alderson Meltzer



City of Appleton

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Meeting Minutes Finance Committee

Wednesday, October 16, 2019

6:30 PM

Council Chambers, 6th Floor

Special

1. Call meeting to order

Meeting called to order at 6:30pm

2. Roll call of membership

Present: 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

3. Approval of minutes from previous meeting

Alderperson Martin moved, seconded by Alderperson Siebers, that the be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

4. **Public Hearings/Appearances**

5. **Action Items**

[19-1555](#)

Approval of Saint Joseph's Stipulation

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

Aye: 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

6. **Information Items**

None

7. Adjournment

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

Aye: 5 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt, Alderperson Martin and Alderperson Meltzer

**CITY OF APPLETON, WI
POLICY FOR SPECIAL ASSESSMENTS 2020**

I. STREET CONSTRUCTION AND RECONSTRUCTION

Proposed Updates 10/7/19

A. General Information

CONCRETE PAVEMENT		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Rural to Urban Conversion	New	Rural to Urban Conversion	New	Rural to Urban Conversion
	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	7"	7"	7"	7"	9"	9"
	Assessed at (%)	75%	75%	100%	100%	100%	100%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated on an individual street basis using actual bid prices					
(Y=Assessed N=Not Assessed)		New Concrete		Rural to Urban Conversion		Direct Assessments (in addition to Base Rate)	
Construction Items							
Administrative Fees		Y		Y		-	
Property Owner Notification		Y		Y		-	
Concrete Pavement		Y		Y		-	
Curb & Gutter (Integral)		Y		Y		-	
Sawcutting		Y		Y		-	
Fine Grading		Y		Y		-	
Seed & Mulch/Sod		Y		Y		-	
Terrace Restoration		Y		Y		-	
Concrete Driveway Apron		Y		N *		Per bid price	
Trees		Y		Y		\$1.00/front foot	
Miscellaneous Asphalt		N		N		-	
Asphalt - Milling		N		N		-	
Curb & Gutter (miscellaneous)		N		N		-	
Geotextile Fabric		N		N		-	
Stone Base		N		N		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Asphalt - Miscellaneous		N		N		-	
Asphalt Transitions		N		N		-	
Curb Thimbles		N		N		-	
Drill-in Tie Bars/Dowels		N		N		-	
Driveway Closure		N		N		-	
Inlet Leads		N		N		-	
Manhole / Inlet Reconstruction		N		N		-	
Manhole/Inlet Castings		N		N		-	
MH Chimney Seals		N		N		-	
Pavement Marking		N		N		-	
PVC Pipe for sump pumps		N		N		-	
Reinforcing Rods		N		N		-	
Removal - Asphalt		N		N		-	
Removal - C&G		N		N		-	
Removal - Concrete		N		N		-	
Removal - DW Aprons (Conc. & Asp.)		N		N		-	
Removal - Sidewalk		N		N		-	
Repair work from permits		N		N		-	
Repair work from Utility Permits		N		N		-	
Traffic Signals		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

ASPHALT PAVEMENT (Not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion
	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	3"	3"	3"	3"	6"	6"
	Assessed at (%)	25%	0%	25%	0%	25%	0%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated on an individual street basis using actual bid prices					

(Y=Assessed N=Not Assessed)	Asphalt following G&G	Rural to Urban Conversion	Asphalt Reconstruct / Overlay	Direct Assessments (in addition to Base Rate)
Construction Items				
Administrative Fees	Y	Y	N	-
Property Owner Notification	Y	Y	N	-
Asphalt Pavement	Y	Y	N	-
Milling	N	Y	N	-
Sawcutting	N	Y	N	-
Curb & Gutter (New/repair)	N	Y	N	-
Fine Grading	Y	Y	N	-
Seed & Mulch/Sod	N	Y	N	-
Terrace Restoration	N	Y	N	-
Concrete Driveway Apron	N	N *	N *	per bid price
Asphalt (miscellaneous)	N	N	N	-
Geotextile Fabric	N	N	N	-
Stone Base	N	N	N	-
Trees	N	N	N	-
Unclassified Excavation	N	N	N	-
Erosion Control	N	N	N	-
Adjust MH/Inlet Tops	N	N	N	-
Curb Thimbles	N	N	N	-
Drill-in Tie Bars/Dowels	N	N	N	-
Driveway Closure	N	N	N	-
Inlet Leads	N	N	N	-
Manhole / Inlet Reconstruction	N	N	N	-
Manhole/Inlet Castings	N	N	N	-
MH Chimney Seals	N	N	N	-
Pavement Marking	N	N	N	-
Removal - Asphalt	N	N	N	-
Removal - C&G	N	N	N	-
Removal - Concrete	N	N	N	-
Removal - DW Aprons (Conc. & Asp.)	N	N	N	-
Removal - Sidewalk	N	N	N	-
Repair work from permits	N	N	N	-
Repair work from Utility Projects	N	N	N	-
Traffic Signals	N	N	N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

GRADING & GRAVELING (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion
	Max. Width	35'	35'	35'	35'	51'	51'
	Max. Thickness	-	-	-	-	-	-
	Assessed at (%)	100%	0%	100%	0%	100%	0%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
Base assessment Rate	Calculated on an individual street basis based upon bid prices						
(Y=Assessed N=Not Assessed)						Direct Assessments (in addition to Base Rate)	
Construction Items		New Street		Rural to Urban Conversion			
Administrative Fees		Y		N		-	
Property Owner Notification		Y		N		-	
Fine Grading		Y		N		-	
Seed & Mulch/Sod		Y		N		-	
Erosion Control		Y		N		-	
Sawcutting		Y		N		-	
Unclassified Excavation		Y		N		-	
Stone Base		Y		N		-	
Geotextile Fabric		Y		N		-	
Removal - Asphalt		Y		N		-	
Removal - C&G		Y		N		-	
Removal - Concrete		Y		N		-	
Removal - Sidewalk		Y		N		-	
Miscellaneous Asphalt		N		N		-	
Miscellaneous Curb & Gutter		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Street Lighting		Y		N		-	
Traffic Signals		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Street Construction and Reconstruction

1. Assessments will be levied according to the front foot dimensions of abutting property except as noted.
2. The assessment rate will be the portion (%) of assessable construction costs in accordance with the charts above. Assessments will be reduced proportionately for pavements constructed less than the maximum widths.
3. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, churches and private schools and other exempt properties will be assessed 100% of the “all other zoning” assessment rate

regardless of the zoning. (BPW 2/2/94) All county, state and federal governments will be exempt from assessment charges. (City Attorney 1/23/14)

4. The assessment rate for alley pavement will be based on the full width of the pavement.
5. The City assumes the entire cost of permanent pavement for all intersections on new construction in areas platted prior to 1/1/04 or after 12/31/14.
6. Driveway approaches shall be constructed at property owner's expense when:
 - a. When permanent street surfaces are constructed.
 - b. Where a street has been permanently improved, driveway approaches shall be installed within six months of the completion of the adjacent structure.
 - c. When ordered installed by the Common Council.
 - d. When a property owner requests approach to be widened, rebuilt or closed.
7. The costs of closing unused driveway openings that are closed in conjunction with the paving program are not directly assessed to the property owner.

Any driveway approach without improved surface shall be paved with a permanent surface in conjunction with a street-paving project. The cost will be assessed to the property. (S&S 3/3/93 and MSC 9/3/97)

8. The cost of the initial asphalt surface application on a new subdivision gravel street will be billed at the time of official street opening.
9. All asphalt maintenance exclusive of the initial application will be done as general maintenance and at no cost to the abutting property.
10. Assessments for asphalt pavements that are constructed without curb and gutter (City standard) will be calculated by dividing total project cost by assessable frontage.
11. Assessments for trees will be included with paving assessments.
12. If one person owns an entire block as one parcel and the block is zoned R-1 or R-2, the shortest side shall be assessed in full. The remaining sides shall receive up to a 120' discount.
13. On paving projects where there are other contributing sources of funding such as federal, state, or from other units of government, the City rates will be applied. If projected revenue (using the City rates) exceeds the City's share of project costs, then assessment rates will be reduced proportionately so that revenue equals City share of project cost. "City share" of project cost will include, in addition to normal construction costs, items such as right-of-way acquisition, relocation costs, consultant cost, all Department of Transportation administrative and review costs, and any other fees charged by the other participating units of government. (BPW 1/7/97)
14. When the long side of a corner lot falls on the "bulb" or "mouse ear", the assessment shall be calculated as follows:
 - a. Determine a rate per foot by dividing the lump sum per lot charge by the actual footage of the long side.
 - b. The first 120 feet will be charged 25% of the rate calculated in "a" above. The balance of the frontage will be assessed at 100% of the rate calculated in "a" above. (BPW 1/21/98)

15. The requesting property owner, where permitted, shall pay all additional cost for indented parking.
16. When additional pavement width is required to accommodate on street bike lanes, the extra width beyond what would be required for a standard street design, will not be assessed.
17. Assessments will only be levied on partial or total street reconstruction for those streets that do not meet current City Street or Drainage standards prior to their reconstruction.
18. Calculation Guidelines:
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
 - c. On inside corner or multiple frontage lots, the side or sides precluded from access are not included in the assessment frontage determination.
 - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the "Addressed" side.
 - e. On cul-de-sac lots, the abutting property owner shall be responsible for cul-de-sac pavement, overbuild costs including the straightaway portion of the affected property. The assessment will be calculated using total assessable cost divided by the number of properties fully or partially abutting the "bulb" according to the number of originally platted lots.
 - f. On "mouse ear" lots, defined as abutting lots to a widening in the road around a curve but not including lots on a cul-de-sac, the front foot dimensions for assessment calculation will be determined by dividing the square footage of the property by the average depth of the lots in the block.
 - g. For work abutting only part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
 - h. Definition of "addressed" side: The street with the house number.
 - i. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
19. The Wheel Tax is used for reconstructed asphalt and concrete streets only. Not for rural to urban conversion to concrete pavement.
20. Portions of projects funded by TIF and IPLF are not assessable.

II. SIDEWALKS

A. General Information

		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
SIDEWALKS (Not including New subdivisions)	Max. Width	5'	5'	5'	5'	5'	5'
	Max. Thickness	5"	5"	5"	5"	7"	7"
	Assessed at (%)	100%	125%	100%	125%	100%	125%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated annually based upon the average bid prices for the sidewalk reconstruction, concrete paving reconstruction and asphalt paving reconstruction contracts.					
(Y=Assessed N =Not Assessed)							
Construction Items		New and Reconstruction not meeting replacement criteria		Reconstruction meeting replacement criteria		Individual Rates (if not included in current Rate above)	
Administrative Fees		Y		N		-	
Property Owner Notification		Y		N		-	
Concrete Sidewalk		Y		N		-	
Seed & Mulch (max. of 18" on each side of walk)		Y		N		-	
Terrace Restoration		Y		N		-	
Sawcutting		N		N		-	
Fine Grading		N		N		-	
Miscellaneous Asphalt		N		N		-	
Stone Base		N		N		-	
Driveway Aprons - Removal and Replacement		Y		n/a		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Drill-in Tie Bars/Dowels/Rebar		N		N		-	
Removal - Sidewalk		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines - Sidewalks

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted.
2. Sidewalks on right-of-ways 60 feet or more will be a minimum of 5 feet wide. Sidewalks on right-of ways less than 60 feet will be a minimum of 4 feet.
3. There will be no assessment for sidewalk that meets the replacement criteria as defined in the Sidewalk Maintenance Policy.
4. Assessments will be levied when sidewalks not meeting replacement criteria are replaced at the property owner's request

5. Service walks between the curb and sidewalk will be assessed to the property owner when installed on new subdivision streets.
6. The extra expense of installing a sidewalk beyond the City's standard width or in an unusual manner at the request of the owner will be charged to the abutting property owner.
7. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
8. To figure credit for useful life (20 years) of sidewalk: credit = divide age of sidewalk by 20. If less than 1.0, multiply that number by the current assessment rate.
9. For City contract installation, sidewalk assessments shall include a 6% administration fee.
10. Calculation Guidelines:
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On inside corner lots where all sides have equal footage, the side to be considered the short side is the "Addressed" side.
 - c. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
 - d. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage determination.
 - e. For work abutting only part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
 - f. Definition of "addressed" side: The street with the house number.

III. SANITARY SEWER

A. General Information

SANITARY SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	12"	12"	12"	12"	12"	12"
	Max. Depth	16'	16'	16'	16'	16'	16'
	% Assessed (Main/Laterals)	33%/50%	0%/50%	33%/50%	0%/50%	33%/50%	0%/50%
	Multiple Frontage Reduction	Yes*	N/A	Yes*	N/A	Yes*	N/A
Current (33% main) Rate	Actual Cost	N/A	Actual Cost	N/A	Actual Cost	N/A	

(Y=Assessed N =Not Assessed)		New	Reconstruction	Individual Rates (if not included in current Rate above)
Administrative Fees	Construction Items	Y	N	-
Property Owner Notification		Y	N	-
Sanitary area assessment		Y	N	-
Sanitary Sewer Main		Y	N	-
Sanitary Manholes		Y	N	-
Drop Manholes		Y	N	-
Manhole Castings		Y	N	-
Sanitary Laterals (50% Rate)		Y	Y	4" = \$52.00 >4" = Actual Cost
Private Lateral Televising		N	N	-
Lateral Connections		Y	N	-
Pipe Bedding		Y	N	-
Pipe Backfill Material		Y	N	-
Terrace Restoration		Y	N	-
Seed & Mulch		Y	N	-
Pavement Restoration		N	N	-
Sawcutting		N	N	-
Asphalt removal		N	N	-
Concrete Removal		N	N	-
Sidewalk Removal		N	N	-
Erosion Control		N	N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Sanitary Sewer

- Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate for new sanitary sewers will be determined on the basis of actual construction cost up to and including 12" sanitary sewer main and manholes. The assessment rate for new construction in an existing area will be based upon the rates shown in the chart above.
- Area assessment, where applicable, will be levied in accordance with Section 18-116 of the Municipal Code of the City of Appleton.

3. Any lot or parcel within the corporate limits which has not paid a sanitary sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot assessment and area assessment, will be based on the assessment rates the year the main was installed.
4. When utilities are installed in a street where one side is within the corporate limits but remains undeveloped, assessments will be levied for the utilities that benefit the parcel. The area assessment for sanitary sewer is calculated using a nominal lot depth of 120 feet. The balance of the area assessment will be assessed when the property is developed and charged a connection fee in lieu of assessments.
5. On sanitary relay, where existing laterals meet the sanitary lateral policy and are not re-laid, the cost of reconnecting (including short sections of connecting pipe, usually within the trench area) is absorbed by the City and not assessed to the property owner.
6. Calculation Guidelines (see chart for applicability):
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet for each side will be assessed at 0% of the assessment. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the "Addressed" side.
 - c. Where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
 - d. Assessment for construction of sanitary sewer will be levied against all abutting property frontage regardless if laterals are present, provided that the property is not legally precluded from connecting to the sewer. Amount of assessment will be calculated according to existing policy.
 - e. Cost of sewer and manhole construction deeper than 16 feet shall be borne by the city except where extra depth is required for development of adjacent property.
 - f. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
 - g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
 - h. Assessable footage for sewers constructed within easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as "frontage" for purposes of calculating multiple-frontage reductions (see 6a. above).
 - i. Sanitary main reconstruction will be borne by the Wastewater Utility.

IV. SANITARY SEWER LATERALS

A. General Definition

1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
2. The assessment rate for reconstruction of laterals and construction of new laterals in existing streets will be based upon the rates shown in the chart from Section III above.

B. Calculation Guidelines

1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section III.A applied to the length of the lateral between the sanitary sewer and the property line. The length of lateral assessed shall not exceed $\frac{1}{2}$ the street right-of-way width.
2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
3. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed $\frac{1}{2}$ the right-of-way width of the street for which the property is addressed.
4. Total Lateral Replacement Program Calculation Guidelines (Pilot Project for 2019 Carpenter Street):
 - a. For properties electing to participate: No assessments will be levied for the portion of private lateral replaced within the public right-of-way. Property owners will be assessed 50% of the actual cost for lateral replacement on private property.
 - b. For properties declining to participate: City will only replace the portion of lateral within the public right-of-way. Property owners will be assessed 100% of the actual cost.

V. **STORMWATER FACILITIES**

A. General Information

STORM SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	-	-	-	-	15"	15"
	Max. Depth	-	-	-	-	10'	10'
	% Assessed (Main/Laterals)	0%/0% ⁺	0%/0% ⁺	0%/0% ⁺	0%/0% ⁺	33%/50%	33%/50%
	Corner Lot Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Current Rate	Actual Cost	\$36.00	Actual Cost	\$36.00	Actual Cost	\$36.00

(Y=Assessed N =Not Assessed) Construction Items	New	Reconstruction	Individual Rates (if not included in current Rate above)
Administrative Fees	Y	Y	-
Property Owner Notification	Y	Y	-
Regional Stormwater Facilities (built prior to 1/1/02)	Y	Y	See rates Pg. 21
Regional Stormwater Facilities (built between 1/1/02 and 3/1/06)	Y	Y	See rates Pg. 21
Regional Stormwater Facilities (built after 3/1/06)	N	N	-
Local Water Quality Practices	N	N	-
Storm Sewer Main	Y	Y	-
Storm Manholes	Y	Y	-
Inlets	Y	Y	-
Inlet Leads	Y	Y	-
Drop Manholes	Y	Y	-
Manhole Castings	Y	Y	-
Storm Laterals	Y	Y	6" = \$31.00 8" = \$37.00 10" = \$40.00 12" = \$43.00 Greater than 12" actual cost
Lateral Connections	N	N	-
Pipe Bedding	Y	Y	-
Pipe Backfill Material	Y	Y	-
Terrace Restoration	Y	Y	-
Seed & Mulch	Y	Y	-
Pavement Restoration	N	N	-
Sawcutting	N	N	-
Asphalt removal	N	N	-
Concrete Removal	N	N	-
Sidewalk Removal	N	N	-
Erosion Control	N	N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

⁺ See Section V.B.3.b. for exceptions

B. Calculation Guidelines – Stormwater Facilities

1. Stormwater facilities shall be installed as needed to serve properties contributing to the need for, and benefiting from, such facilities. Storm main shall be installed to serve all properties on arterial streets prior to total reconstruction of the pavement.
2. Assessable stormwater facilities under this section include storm sewer, mains and piping, manholes, inlets and inlet leads. Assessments shall also include overhead, property acquisition and financing costs attributable to the facilities.
3. Assessments for storm sewer will be levied according to the front foot dimensions of abutting property.
 - a. R-1, R-2, zoning
The cost of (re) constructing or relining in existing streets will be borne by the Stormwater Utility.
 - b. The cost of constructing or reconstructing storm sewers, mini-sewers or other drainage facilities in existing developed areas zoned R-1 and R-2 annexed after January 1, 1999 will be fully assessable to the abutting property owners.
 - c. All Other Zoning
The assessment rate for storm sewer (re) construction or relining in existing streets will be 33% of the actual construction cost, up to and including 15" storm main (not deeper than 10'), manholes, inlets and inlet leads. Credit will be given for the remaining useful life of a reconstructed or relined sewer based on current cost of construction. For this purpose, the useful life of storm sewer will be 75 years.
4. Assessments for new developments will be based on the actual construction costs of facilities required by the subdivision and charged on a per lot basis. To calculate an equivalent lot cost for parkland, school properties or other atypical lots, use the average size of a new development lot that abuts the parkland, school property or atypical lot. Example, if a lot is 10,000 square feet and parkland, school property or atypical lot is 100,000 square feet; the charge for that land would be equivalent to 10 lots.
5. Any lot or parcel zoned other than R-1 or R-2, within the corporate limits which has not paid a storm sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. This will be effective the same date as the initial Special Assessment policy for storm sewers. The connection fee, equivalent to the front foot and area assessment, will be based on the assessment rates the year the main was installed.
6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
7. Calculation Guidelines – (See chart for applicability):
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.

- c. At the completion of the improvements, where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
- d. Assessment for reconstruction or relining of storm sewer will be levied only when the work affects the main to which the property is connected. Amount of assessment will be calculated according to the existing policy.
- e. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to the combination.
- f. New Development - 100% of actual construction costs of facilities required by the development plus area assessment.
- g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
- h. Assessable footage for sewers (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as "frontage" for purposes of calculating multiple-frontage reductions (see 7a. above).
- i. Rural to urban conversion shall be assessed as new.

VI. STORM SEWER LATERALS

A. General Information

- 1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
- 2. The assessment rate for reconstruction of laterals and construction of new laterals in existing developed streets will be 50% of the actual construction cost.
- 3. Street Reconstruction:
 - a. Arterial Streets – Prior to total reconstruction of a street, storm laterals shall be installed to all properties that are not yet served.
 - b. Non-arterial Streets – Prior to total reconstruction of a street, storm laterals shall be installed to all properties not zoned R-1 or R-2. In addition, laterals shall be installed to residential properties based on needs identified under the mini-sewer and rehabilitation programs.

B. Calculation Guidelines

- 1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section V.A applied to the length of the lateral between the storm sewer and the property line. The length of lateral assessed shall not exceed ½ the street right-of-way width.
- 2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
- 3. The cost of installing new laterals to properties zoned R-1 or R-2 will be borne by the Stormwater Utility unless the property was annexed after January 1, 1999.
- 4. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed ½ the right-of-way width of the street for which the property is addressed.

VII. WATERMANS AND SERVICES

A. General Information

WATER MAIN (not including New Subdivisions)		R-1,R-2,R-3 Zoning		C-1, C-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	8"	8"	12"	12"	16"	16"
	Max. Depth	-	-	-	-	-	-
	Assessed at (%)	100%	0%*	100%	0%*	100%	0%*
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
Current Rate	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	

(Y=Assessed N =Not Assessed)	New	Reconstruction	Individual Rates (if not included in current Rate above)
Construction Items			
Administrative Fees	Y	N*	-
Property Owner Notification	Y	N*	-
Local Water Main	Y	N*	-
Transmission Main	N*	N*	-
Valves	Y	N*	-
Hydrants	Y	N*	-
Hydrant Leads	Y	N*	-
1" - 1 1/4" Water Service (Including connection) In New Street(s)	Y	N*	Actual Cost
1" - 1 1/4" Water Service (Including connection) In Existing Street(s)	Y	N*	Actual Cost
1 1/2" - 2" Water Service (Including connection) In New Street(s)	Y	N*	Actual Cost
1 1/2" - 2" Water Service (Including connection) In Existing Street(s)	Y	N*	Actual Cost
Pipe Bedding	Y	N*	-
Pipe Backfill Material	Y	N*	-
Terrace Restoration	Y	N*	-
Seed & Mulch	Y	N*	-
Pavement Restoration	N	N	-
Sawcutting	N	N	-
Asphalt removal	N	N	-
Concrete Removal	N	N	-
Sidewalk Removal	N	N	-
Erosion Control	Y	N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Water Mains and Services

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate will be determined on the basis of actual construction cost required by the city for development:
 - a. R-1, R-2 and R-3 zoning. All costs to construct water main up to and including 8" main, hydrants and valves.
 - b. C-1 and C-2 zoning. All costs to construct water main up to and including 12" main, hydrants and valves.

- c. Other zoning. All costs to construct water main up to and including 16" main, hydrants and valves.
 - d. Water main installed for transmission use shall not be assessed, except if no other main is available for service. The property shall be assessed at the rate of the year the main was installed based on zoning at the time of connection.
 - e. All costs to furnish and install hydrants, including leads and valves shall be assessed.
 - f. In-kind water main reconstruction, including hydrants and leads, is not assessed.
 - g. All additional costs to upgrade a water main, including additional valving due to a service and/or fire line, when requested, shall be borne by the property owner.
 - h. New, and/or additional water main(s) installed for circulation and/or looping in a developed area shall not be assessed, except in case of B1.d.
2. Permission to connect to the City water main prior to annexation must be obtained from the Common Council through the Utilities Committee.
 3. Any lot or parcel within the corporate limits which has not paid a water main assessment when the main was installed will, at the time the water lateral permit is taken out, be required to pay the connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot water main assessment, will be based on the assessment rate the year the main was installed. Payment for connection fees may be made in accordance with Section XI.
 4. New Service Installation. The property owner or developer per Schedule Cz-1 (attached) shall pay all installation costs from the main through and including the curb shut-off.
 5. Replacement of Service. All additional cost to upgrade a service (example, 1" copper to 4" service line) shall be borne by the property owner or developer. ~~per Schedule X-2 (Attached).~~
 6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city & county governments, churches and private schools and other exempt properties will be assessed 100% of the C-1, C-2 assessment rate regardless of the zoning.
 7. Calculation Guidelines (see chart for applicability):
 - a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
 - c. Where water main exists across an entire parcel frontage, but construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where water main exists along only a portion of the parcel frontage, the entire frontage will be assessed.
 - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the "Addressed" side.
 - e. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.

- f. Assessable footage for water mains (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with service connections to the easement main. The easement length will be considered as “frontage” for purposes of calculating multiple-frontage reductions (see 7a. above).
- g. Assessments for water services will be based on the unit cost per foot as indicated in the chart in section VII.A applied to the length of the service between the main and the property line. The length of water service assessed shall not exceed ½ the street right-of-way width.
- h. Assessments for water services within cul-de-sacs will be based on the actual length of service installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
- i. Assessments for laterals connected to watermain within easements will be based on actual length of lateral installed, but not to exceed ½ the right-of-way width of the street for which the property is addressed.

VIII. STREET LIGHTING

A. Calculation Guidelines

1. Assessments for non-decorative streetlights will be levied according to the front foot dimensions of abutting property except as noted.
2. Assessments will be levied at the time of and in conjunction with the initial street light installation.
3. The assessment rate will be based on the actual cost of installation.
4. The assessment rate for replacement of existing streetlights will be based upon the additional cost of enhanced features beyond standard street light requirements.

B. Assessment Exceptions:

- a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
- b. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage.

IX. NEW SUBDIVISIONS

A. General Information

NEW SUBDIVISION DEVELOPMENT		Subdivisions Platted prior to 1/1/04 or after 12/31/14	Subdivisions Platted between 1/1/04 and 12/31/14	
	Funding Mechanisms	Private Contracts / City Funds (Assessable)	Private Contracts /Standby Lines of Credit	
	Development Agreement Required?	No	Yes	
	Assessed at (%)	100%	100%	
	Assessment Rates	Actual Costs Incurred.	Actual Costs Incurred.	
Construction Items		(Y=City Funded/Assessable D=Developer Financed)	(Y=City Funded/Escrow Draws D=Developer Financed)	
		Platted Prior to 1/1/04	Platted After 12/31/14	
City Administrative Fees		Y	Y	Y
Area Assessment - Sanitary		Y	Y	Y
Park Fees		Y	D	D
Regional Stormwater Facilities		Y	Y	Y
Sewer Televising		Y	Y	Y
Temporary Asphalt Pavement		Y	Y	Y
Concrete Pavement +		Y	Y	D
Sidewalks		Y	Y	D
Boulevard Trees		Y	Y	D
Street Name Signs		Y	Y	Y
Traffic Control Signs		Y	Y	Y
Sanitary Sewer		D	D	D
Sanitary Overbuild		D	D	D
Storm Sewer		D	D	D
Storm Overbuild		D	D	D
Water Main		D	D	D
Water Main Overbuild		D	D	D
Sanitary Laterals		D	D	D
Storm Laterals		D	D	D
Water Services		D	D	D
Rear-yard Drains		D	D	D
Grading & Graveling (Right-of-way)		D	D	D
Lot Grading		D	D	D
Private Utilities (Gas, Electric, Telephone, Cable TV)		D	D	D
Seed & Mulch (Right-of-way)		D	D	D
Seed & Mulch (Lot areas)		D	D	D
Street Lights		D	D	D
Erosion Control		D	D	D

* See Calculation Guidelines

+ See Section IX.B.2 for exceptions

B. Calculation Guidelines – New subdivisions

1. The City does not provide funding for New Subdivisions platted between January 1, 2004 and December 31, 2014 except as indicated in the chart above. Escrow accounts or

irrevocable lines of credit will be required of developers for all items administered or installed by the City.

2. For subdivisions platted prior to 1/1/04 or after 12/31/14, assessments for concrete pavement shall be levied in accordance with Section I.A. of this policy.
3. Engineering fees for new subdivision developments shall be included in assessments. Included shall be preparation of plans and specifications, consultant fees, material testing fees, field survey, inspection and assessment preparation.
4. Individual lots within but not part of a new development when funded by the city shall be assessed at the current city interest rate.
5. Extraordinary sanitary sewer construction costs not to be assessed include pipes larger than 12" and depths greater than 16' when project funded by the city.
6. Typical residential street lighting will consist of **LED cut-off style fixture 100-watt sodium vapor lamps on a wooden pole, mounted 30-feet high on a wooden pole, spaced anywhere** from 250 to 300 feet apart.
7. The effective date for interest to begin accumulating on new subdivision developments will be the date of invoice. This includes all city utilities and street work.
8. Storm sewer area assessment for regional facilities built prior to 3-1-2006 shall be based on the cost of storm sewer needed to serve the subdivision and the share of downstream trunk main.

X. SPECIAL CHARGES

A. General definition

1. Special charges shall accrue interest starting 30 days following the invoice date. Interest shall accrue at the same rate as for special assessments. (Board of Public Works, June 6, 1990).

XI. METHOD OF PAYMENT

A. General Definition

1. Lump sum payment to be paid at due date.
2. One installment if the assessment is \$1000 or less.
3. Five equal annual installments if the assessment is greater than \$1000.
4. Deferred payments will bear an interest at the rate of prime plus 3.00% per annum on the unpaid balance.
5. Separate current year special assessment bills may be combined to establish eligibility for the \$1000 limit for installment payment options. Finance Department must be notified prior to November 1.

XII. APPEAL PROCESS

1. If the governing body decides to reconsider and reopen any assessment, the body may, after giving a public notice as required for the initial assessment, and after a public hearing, amend, cancel or confirm the prior assessment. Any request for a change to the first assessment, must be made within 30 days of the passage of the original final resolution. The Clerk shall publish a notice of any resolution changing the assessment, as was done with the original assessment.

XIII. MISCELLANEOUS

1. Deferred payment of special assessments is not permitted. (See WI Statutes Chapter 74.)
2. Any construction project where right-of-way acquisition would contribute to 25% or more of the assessment rate shall be brought to the Board of Public Works for review and establishment of an appropriate assessment rate. In establishing this rate, the Board will consider assessment rates for similar projects and any other information it considers relevant.

XIV. REFERENCED ITEMS

1/17/83 Street and Sanitation Committee #3

The following policy concerning sump pump discharges adopted, "When streets are paved where storm sewer laterals exist, curb openings for sump pump discharges or surface drainage shall not be allowed."

7/06/83 Street and Sanitation Committee #6

Most of this information has been put in Appendix IX Stormwater/Clear Water Discharges

3/03/93 Street and Sanitation Committee #10

Any driveway adjacent to a street paving project that is not used will be closed with curb and gutter and will have the terrace reseeded in conjunction with the street paving. The cost of this work is to be included with the assessment for curb and gutter on the project.

Any driveway aprons without improved surfaces shall be either paved with permanent surface or abandoned and closed in conjunction with a street paving project. The cost of either option will be assessed to the property.

2/02/94 Board of Public Works Report - This was adopted as part of the assessment policy.

"Publicly owned property, including lands under the jurisdiction of the Board of Education, Park Board, Water Department and other branches of city, state or county governments, and churches and private schools be assessed 100% of the assessment rate.

11/16/94 Municipal Services Committee #2 - "Resolved, that when a property asks for a second curb cut, the two neighboring properties to each side of the requesting property be notified and asked if they have any problems with the curb cut. If any of the four (4) properties are against the second curb cut, the request must be brought to Municipal Services Committee and Council for approval, thus all neighbors have an avenue for input."

1/18/95 Board of Public Works #3 - The Board reaffirms its previous recommendation that: The special assessment policy for stormwater that recovers 75% of costs from new developers and 40% from existing benefiting owners be approved. Existing is defined as that

a building permit has been issued at the time of adoption of the policy by the Common Council.

1/17/96 Board of Public Works – This was adopted with the assessment policy.
Sidewalks B.2 – The assessment rate for reconstruction of sidewalks will be 125% of the rate of new sidewalks.

9/03/97 Municipal Services Committee – Amended Driveway Opening Policy “Any driveway adjacent to a street reconstruction project that is not used will be permanently paved or closed with curb and gutter and will have terrace reseeded in conjunction with the street work.

3/03/99 Board of Public Works – “Resolved, that the repair and replacement of existing sidewalks in the green dot program be paid by the general fund after green dot has gone through the City once. All hazardous sidewalks as defined by City criteria will be replaced at City cost.”

5/15/13 Board of Public Works – Prime plus 3% will be the rate set for the 5-year payment option.

XV. SPECIAL ASSESSMENT RATES

Sanitary Sewer Laterals Reconstruction	4”	\$52.00/ft
	> 4”	actual cost
Storm Sewer Reconstruction up to & including 15" main:		\$36.00/ft
Storm Sewer Laterals Reconstruction	6"	\$31.00/ft
	8"	\$37.00/ft
	10"	\$40.00/ft
	12"	\$43.00/ft
	> 12”	actual cost
New Water Main - Zoning R1, R2, R3	up to & including 8" main:	actual cost
Zoning C1, C2	up to & including 12" main:	actual cost
Other Zoning	up to & including 16" main:	actual cost

Rates for previous Stormwater Detention Basins (Cost per ERU’s)

SE Basin	75% of cost	\$173.25
AAL Basin	75% of cost	\$430.20
Meade Pond		\$797.04
Holland Pond		\$345.78
Ashbury Pond		\$593.76
Mud Creek South Pond		\$815.00 (2002 basin rate)
Cost for 2003 basins		\$860.00

Southpoint Commerce Park Pond North (K2a), Plank Road West

Cost for 2004 basins	\$915.00
Southpoint Commerce Park Pond South (K2B)	

Cost for 2005 basins	\$1,104.00
Plank Road Northwest Pond	

RATE FILE

Public Service Commission of Wisconsin
Appleton Water Department

WATER LATERAL INSTALLATION CHARGE

Subdivision developers shall be responsible, where the main extension has been approved by the utility, for the water service lateral installation costs from the main through the curb stop and box.

When the cost of a utility main extension is to be collected through assessment by the municipality, the actual average water lateral installation costs from the main through the curb stop and box shall be included in the assessment of the appropriate properties.

The initial water service lateral(s), not installed as part of a subdivision development or an assessable utility extension, will be installed from the main through the curb stop and box by the utility, for which the actual cost will be **charged**.

Billing: Same as Schedule Mg-1.

EFFECTIVE: **December 30, 2010**
PSCW AUTHORIZATION: 190-WR-112

Public Service Commission of Wisconsin
Appleton Water Department

WATER LATERAL INSTALLATION CHARGE

Water mains will be extended for new customers on the following basis:

- A. Where the cost of the extension is to immediately be collected through assessment by the municipality against the abutting property, the procedure set for under Wis. Stat. 66.0703 will apply, and no additional customer contribution to the utility will be required.
- B. Where the municipality is unwilling or unable to make a special assessment, the extension will be made on a customer-financed basis as follows:
 1. The applicant(s) will advance as a contribution in aid of construction, the total amount equivalent to that which would have been assessed for all property under (A).
 2. Part of the contribution required in (1) will be refundable. When additional customers are connected to the extended main within ten years of the date of completion, contributions in aid of construction will be collected equal to the amount, which would have been assessed under (A) for the abutting property being served. This amount will be refunded to the original contributor(s). In no case will the contributions received from additional customers exceed the proportionate amount, which would have been required under (A) or will it exceed the total assessable cost of the original extension.
- C. When a customer connects to a transmission main or connecting loop installed at utility expense within 10 years of the date of completion, there will be a contribution required of an amount equivalent to that which would have been assessed under A.

EFFECTIVE: May 1, 2001
PSCW AUTHORIZATION: 190-WR-108

REPORT OF THE FINANCE COMMITTEE

PROJECT LIMITS:

4-P-19

STORM MAIN (LINER)

Marquette St - Liner (Ullman St, 220' e/o Alexander St, 200' w/o)
Wisconsin Ave - Liner (Wisconsin Ct to Jardin Ct, 60' w/o)

In accordance with the preliminary resolution of the Common Council dated October 16, 2019, we herewith submit our report on the assessment of benefits on the above named construction.

This report consists of the following:

Schedule A - Preliminary plans and specifications on file in the office of the Director of Public Works.

Schedule B - The total cost within the project limits in accordance with the plans and specifications in Schedule A is **\$22,830.**

Schedule C - Proposed Assessments. The properties included within the project limits are benefited and the work or improvements constitute an exercise of the police power. The total value of assessments is **\$17,501.98.**

Finance Committee



To: Finance Committee

From: Ron McDonald

Date: October 9, 2019

Re: Action: Request to dispose of eight (8) Valley Transit buses as follows: Donate one (1) bus to the Fox Valley Technical College Foundation, Inc.; Donate one (1) bus to the City of Appleton Fire Department; Scrap/Salvage six (6) buses.

Valley Transit is in the process of disposing eight (8) heavy-duty buses that have all surpassed their useful life of 12 years and are no longer road safe. Valley Transit estimates the maximum value of each bus to be \$250 or less. The value estimate is based on an auction price received in April 2019 for other buses in similar condition.

Valley Transit buses are typically funded 80% by the Federal Transit Administration (FTA). Consequently, approval from the FTA is required prior to disposal. The FTA approved scrapping/salvaging the buses on October 01, 2019.

Valley Transit hereby requests to dispose of eight (8) Valley Transit buses as follows: Donate one (1) bus to the Fox Valley Technical College Foundation, Inc.; Donate one (1) bus to the City of Appleton Fire Department; Scrap/Salvage six (6) buses.

Valley Transit
801 S. Whitman Avenue
Appleton, WI 54914

Phone: 920-832-5800
Fax: 920-830-7599



September 25, 2019

Hassan Dastgir
Federal Transit Administration
200 W Adams Street, Suite 320
Chicago, IL 60606

Dear Mr. Dastgir

Valley Transit is in the process of disposing eight heavy-duty buses that have all surpassed their useful life of 12 years and are no longer road safe. We estimate the value of each bus to be \$250 or less. This estimate is based on an auction price we received in April 2019 for other buses in the same poor condition. We request FTA permission to dispose of these buses. If approved, we intend to scrap these vehicles at a local salvage yard.

Below is a table that provides information on each vehicle covered in this request.

Vehicle ID	Manufacturer	Year	VIN	Current Mileage	Length	Date placed in service	Total Time in Service (years)
331	New Flyer	2003	5FYD2GV123U026084	477,056	35'	12/1/2003	15.8
332	New Flyer	2003	5FYD2GV143U026085	506,447	35'	12/1/2003	15.8
361	New Flyer	2003	5FYD2LV153U026086	596,832	40'	12/1/2003	15.8
362	New Flyer	2003	5FYD2LV173U026087	513,186	40'	12/1/2003	15.8
407	Orion	2004	1VHFD6K2846701232	512,256	32'	2/3/2005	14.6
408	Orion	2004	1VHFD6K2146701234	629,649	32'	2/3/2005	14.6
412	Orion	2004	1VHFD6K2046701242	552,768	32'	2/3/2005	14.6
415	Orion	2004	1VHFD6K2846701246	548,735	32'	2/3/2005	14.6

If approved, sign and date in the section at the bottom of this letter. Please email a scanned copy of the signed letter to me at david.vickman@appleton.org

Sincerely,

David Vickman
Operations Specialist

FTA Approval

Approved By:

Signature:

Date:

Melody L. Hopson

10/1/19



"...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 Gazza

DATE: 10/21/2019

RE: Request to award contract to CleanPower to provide Janitorial Services to all City of Appleton facilities/locations for the years 2020-2024. The contract totals are 2020 (\$406,199), 2021 (\$406,199), 2022 (\$419,417), 2023 (\$419,417), and 2024 (\$419,417) annually.

The City of Appleton's Janitorial Services agreement expires 12/31/19. The Parks, Recreation and Facilities Management Department released an RFP in August, 2019. Two ads were published in the Appleton Post-Crescent requesting proposals for Janitorial Services for the City of Appleton. In addition, notices were emailed to all companies who provided a proposal in the past, have notified us of interest by general solicitation or companies we were aware of that provided this service. On August 20, 2019 a walk-through of the facilities was provided to interested responders. Several companies were present at the walk-through. The proposals were due on September 5, 2019 and we received three responses to the Request for Proposal. The feedback we received from the companies who did not submit a proposal was that they had never seen a better request for proposal assembled for such services, but were declining to bid because of the overall magnitude, diversity and complexity of the work for the City of Appleton's various operations.

Prior to sending the RFP, Parks, Recreation and Facilities Management spent a significant amount of time evaluating janitorial service levels throughout each building. Standards for each building were re-established in 2008 and reviewed this year with the goal of ensuring good janitorial services throughout the facilities, while reducing our overall costs.

Upon review of the proposals and based on past performance from this contractor, our team recommends and requests the Finance Committee to award the Janitorial Cleaning Services contract to CleanPower to provide Janitorial Services for the years 2020-2024. Please note that additional expenses are incurred on a time and materials basis for room set-ups, blood borne pathogen clean-ups and special requests and are charged above and beyond the contract price. Historically, the city has spent less than \$10,000 annually for these "as needed" requests.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org. Thank you.

CONTRACT AMENDMENT & CHANGE ORDER

Change Order No. 1
Date 10/21/19

Contract No. 112-19 for the following public work : Green and Yellow Parking Ramps - Concrete Column and Beam Repairs
between The Boldt Company (Contractor Name) , 2525 N. Roemer Road, Appleton, WI 54911 (Contractor Address)

and the City of Appleton dated: 9/4/2019 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	5123.6416	\$26,868.00	\$4,030.00	\$4,290.00	-\$4,030.00	\$31,158.00	\$0.00
2						\$0.00	\$0.00
3						\$0.00	\$0.00
4						\$0.00	\$0.00
5						\$0.00	\$0.00
6						\$0.00	\$0.00
7						\$0.00	\$0.00
8						\$0.00	\$0.00
9						\$0.00	\$0.00
10						\$0.00	\$0.00
	Total	\$26,868.00	\$4,030.00	\$4,290.00	-\$4,030.00	\$31,158.00	\$0.00

Reason for Change: Additional precast concrete patching at Yellow Ramp and additional caulking of columns at Green Ramp per City request.

The Contract Time will be (increased / decreased / unchanged) by this Change Order: 0 Days

The Date of Completion as of the date of this Change Order therefore is: 11/22/19

Finance Committee Agenda Date: 10/21/19

Date approved by Council: 11/06/19



"...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, Director of Parks, Recreation and Facilities Management

Date: October 21, 2019

Re: Informational: Contract 31-19 was awarded to Sommers Construction Co., Inc. for the AWWTP Entrance Road and Gate Upgrades Project in the amount of \$326,916.78 with a contingency of 12%. One change order was issued in the amount of \$16,160.49. Payments to date total \$209,085.33. Request to issue the final contract payment of \$133,991.94.

The 2019 Capital Improvement Plan includes funds to upgrade the electrical distribution system (\$1,800,000) and repair the roadways (\$300,000) at the Wastewater Treatment Plant (WWTP). The WWTP entrance gate was in need of repairs because the electrical distribution feeder from the plant to the gate control panel had failed in several areas. The low voltage electrical feeders underneath the concrete had also failed in several areas. Contract 31-19 was awarded to Sommers Construction Co., Inc. for the AWWTP Entrance Road and Gate Upgrades Project in the amount of \$326,916.78 with a contingency of 12%. One change order was issued that totaled \$16,160.49 for adding a new inlet structure with associated piping and four utility line openings. This contract is now complete as all punchlist items have been completed. Payments issued to date total \$209,085.33.

The Parks, Recreation and Facilities Management Department recommends issuing the final contract payment to Miron Construction Co., Inc. in the amount of \$133,991.94.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.

CITY OF APPLETON 2020 BUDGET

FINANCE DEPARTMENT

Finance Director: Anthony D. Saucerman, CPA

Deputy Finance Director: Jeri A. Ohman, CPA

CITY OF APPLETON 2020 BUDGET FINANCE DEPARTMENT

MISSION STATEMENT

For the benefit of all City departments, the Common Council, and the Mayor, in order to assist them in meeting program delivery objectives, assure compliance with government policies, and safeguard the assets of the City, we will provide financial management, billing, and collection services.

DISCUSSION OF SIGNIFICANT 2019 EVENTS

Worked with the Human Resource Department and consultant in completing a GASB 75 OPEB study for the 2018 audit; completed the 2018 audit with an unqualified audit opinion on the financial statements and no audit findings

Began the 2020 budget process

Conducted quote process for Citywide custodial supplies, resulting in no cost increase and locking in prices for an additional year

Worked with the Human Resource department in updating the City Travel Policy

Worked with other City departments and developers in finalizing the development agreements for Gabriel Lofts, Fore Development LLC, and 320 E College LLC

Worked with other City departments in developing an intermunicipal agreement to provide water and wastewater services to the Town of Clayton and amending the agreement for water and wastewater services to the Cherryvale area of the Village of Little Chute

Worked with parking staff to switch to an online suspension reporting system to be more efficient and timely with the Department of Transportation

ERP system implementation – continued work on the payroll and human resources modules, currently slated to go live as of the first payroll of October, and the property tax collection and cashiering modules, scheduled for early December

Primary Concentration for Remainder of Year:

Complete the 2020 budget

Complete the issuance of 2019 capital projects funding bonds

Complete the conversion of payroll, property tax collection, and cashiering processes from legacy systems to the Tyler Munis ERP system

Relocate first floor customer service staff while still providing quality customer service during the remodeling of the customer service area

Begin planning for the upgrade of the Tyler Munis ERP system to the most recent version of the software

CITY OF APPLETON 2020 BUDGET FINANCE DEPARTMENT

MAJOR 2020 OBJECTIVES

Accurately record financial transactions and provide centralized accounting services to City departments in order to verify their public purpose and compliance with the various sections of the ordinances and budget

Provide knowledgeable, courteous customer service to all individuals who contact the department with questions and/or concerns. Continue to coordinate changes to the customer service area on the first floor insuring adequate training and staff involvement. Proactively offer solutions to challenges that arise keeping customer service the primary focus

Maintain a sound bond rating in the financial community assuring taxpayers that the City is well managed by using prudent financial management practices and maintaining a sound fiscal condition

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

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

Train staff and continue to focus on technology improvements that will allow the department to meet the demands of a growing City as efficiently as possible

Promote a department working environment conducive to employee productivity, growth and retention

Provide opportunities for staff to cross-train in various positions in the department

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

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

Begin upgrade of ERP system to current release version and begin implementation of work order and fixed assets systems

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

DEPARTMENT BUDGET SUMMARY							
Unit	Title	Actual		Budget			% Change *
		2017	2018	Adopted 2019	Amended 2019	2020	
Program Revenues		\$ 4,052	\$ 4,172	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
Program Expenses							
11510	Administration	169,302	165,939	170,353	170,353	166,681	-2.16%
11520	Billing & Collection Svc	98,704	93,629	93,985	93,985	93,908	-0.08%
11530	Support Services	620,664	574,773	623,206	623,206	632,245	1.45%
TOTAL		\$ 888,670	\$ 834,341	\$ 887,544	\$ 887,544	\$ 892,834	0.60%
Expenses Comprised Of:							
Personnel		774,302	726,759	760,609	760,609	770,519	1.30%
Administrative Expense		16,394	14,611	16,715	16,715	14,680	-12.17%
Supplies & Materials		27,631	22,755	27,495	27,495	25,890	-5.84%
Purchased Services		70,343	70,216	82,725	82,725	81,745	-1.18%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.85	8.20	8.20	8.20	8.20	

**CITY OF APPLETON 2020 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Strategic Plan:

Implements Key Strategies # 3: "Recognize and grow everyone's talents" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

- Provide cost-effective administrative management to support the activities of the Finance Department
- Provide education and training opportunities for our employees to promote personal and professional growth and development
- Initiate systematic changes by examining existing procedures and technological needs
- Provide support to department staff and ensure staff performance is evaluated accurately and fairly

Major changes in Revenue, Expenditures, or Programs:

The measures below related to staff training and updating manuals are lower for 2018 and the first half of 2019 as a result of the transition to the new ERP software. These measures are improving as staff continue to gain fluency in the new system and we expect them to attain targeted levels soon.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	91%	90%	100%	90%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	3	3	5	5	5
Work Process Outputs					
Training conducted					
Hours of training per employee	27	30	20	30	20
Procedures manuals updated					
% of manuals rated current	89%	84%	95%	85%	95%

**CITY OF APPLETON 2020 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
480100 General Charges for Service	\$ 4,159	\$ 3,603	\$ 4,000	\$ 4,000	\$ 4,000
501000 Miscellaneous Revenue	-	49	-	-	-
508500 Cash Short or Over	(107)	520	-	-	-
Total Revenue	\$ 4,052	\$ 4,172	\$ 4,000	\$ 4,000	\$ 4,000
Expenditures					
610100 Regular Salaries	\$ 113,217	\$ 116,675	\$ 115,224	\$ 115,224	\$ 116,243
610500 Overtime Wages	-	119	-	-	-
615000 Fringes	36,498	32,372	33,809	33,809	34,073
620100 Training/Conferences	6,196	4,762	6,500	6,500	6,500
620400 Tuition Fees	4,593	4,677	5,095	5,095	1,800
620600 Parking Permits	675	672	440	440	500
630100 Office Supplies	960	1,395	2,000	2,000	2,000
630300 Memberships & Licenses	3,314	1,295	3,300	3,300	2,000
630400 Postage~Freight	236	250	230	230	230
630500 Awards & Recognition	197	187	210	210	210
630700 Food & Provisions	-	12	-	-	-
632001 City Copy Charges	824	813	800	800	800
632002 Outside Printing	920	377	920	920	500
641200 Advertising	-	1,329	565	565	565
641307 Telephone	1,672	1,004	1,260	1,260	1,260
Total Expense	\$ 169,302	\$ 165,939	\$ 170,353	\$ 170,353	\$ 166,681

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
FINANCE DEPARTMENT**

Billing & Collection Services

Business Unit 11520

PROGRAM MISSION

For the benefit of all City departments and various other government entities, in order to collect all revenues authorized by policy in support of program delivery objectives, we will provide centralized billing, collection, and information services.

PROGRAM NARRATIVE

Link to City Strategic Plan:

Implements Key Strategies # 2: "Encourage active community participation and involvement" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

- Provide an efficient, centralized collection location for convenient payment of all City-generated billings via mail, drive through, night deposit, or walk-ins.
- Improve cash receipting speed and accuracy with formalized procedures and improved systems.
- Continue the expansion of debit, credit card and internet payment options when financially feasible
- Provide a favorable impression of the City by maintaining a working knowledge of all City departments and keeping the internal general information guide updated in order to direct and inform customers
- Provide professional and courteous service
- Maintain parking ticket records and issue reminder and state suspension notices to ensure the proper amount is collected

Major changes in Revenue, Expenditures, or Programs:

The increase in City copy charges reflects the increased cost of color toner for the new color printer/copier. The ability to print in color has become necessary in order to efficiently present and interpret certain spreadsheets, graphs, charts and maps.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	755	785	900	800	800
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	64%	65%	65%	65%	65%
Service turnoffs	59	13	50	20	20
Work Process Outputs					
Financial transaction processing					
Receipts posted	205,653	199,722	210,000	200,000	200,000
Automated receipts, % of total	21.0%	24.0%	20.0%	25.0%	25.0%
Information response					
% staff trained in customer svc.	100%	90%	100%	100%	100%

CITY OF APPLETON 2020 BUDGET

FINANCE DEPARTMENT

Billing & Collection Services

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Expenditures					
610100 Regular Salaries	\$ 45,783	\$ 45,629	\$ 49,381	\$ 49,381	\$ 48,128
610500 Overtime Wages	573	221	500	500	500
615000 Fringes	30,241	27,395	24,414	24,414	22,850
620600 Parking Permits	1,630	1,620	1,440	1,440	1,680
630400 Postage~Freight	13,843	13,305	13,350	13,350	13,350
632001 City Copy Charges	3,376	3,387	3,600	3,600	4,600
641100 Temporary Help	2,929	2,072	1,000	1,000	2,500
641800 Equip Repairs & Maint	319	-	300	300	300
643100 Interpreter Services	10	-	-	-	-
Total Expense	<u>\$ 98,704</u>	<u>\$ 93,629</u>	<u>\$ 93,985</u>	<u>\$ 93,985</u>	<u>\$ 93,908</u>

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
FINANCE DEPARTMENT**

Support Services

Business Unit 11530

PROGRAM MISSION

We will provide financial services and support to all City departments in order to assist them in meeting program delivery objectives, assure compliance with government policies, and safeguard the assets of the City.

PROGRAM NARRATIVE

Link to City Strategic Plan:

Implements Key Strategies # 1: "Responsibly deliver excellent services" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

- Serve as the collection point for all payroll data and process the City's payroll and complete related reports
- Produce timely payments to employees and vendors to maintain a high level of credibility
- Continue to expand the use of credit card payments to suppliers in order to maximize annual rebates and streamline the vendor payment process
- Account for real and personal property taxes in a timely and efficient manner
- Provide administration of the City's accounts receivable and collection functions (NSF, collection agency, special assessments)
- Provide accurate service invoices for the City and produce reminder notices for delinquent accounts
- Provide financial reporting and coordinate the annual City audit
- Actively identify and pursue local and regional cooperative purchasing opportunities
- Provide departmental assistance in evaluating the financial implications of projects

Major changes in Revenue, Expenditures, or Programs:

- 2019 accounting fees included the cost of an actuarial study for the post employment benefits fund, which is required every other year. The next study will be performed in 2021.
- The percent of months closed within 10 days (below) has declined due to the transition to the new ERP system but is expected to improve in the second half of the year as the new system is integrated into the department's workflow.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Accurate and timely financial statements					
% months closed within 10 work days	92%	83%	92%	50%	92%
# of items received after cutoff	36	30	10	10	10
Strategic Outcomes					
Financial integrity of programs maintained					
# of auditor's compliance issues	0	0	0	0	0
Asset/resource safeguarding					
G.O. Bond rating	Aa1	Aa1	Aa1	Aa1	Aa1
Work Process Outputs					
Financial transaction processing					
Avg. # journal entries made monthly	244	235	250	250	250
Avg. # of A/P checks issued monthly	525	508	550	500	500

**CITY OF APPLETON 2020 BUDGET
FINANCE DEPARTMENT**

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Expenditures					
610100 Regular Salaries	\$ 381,324	\$ 351,370	\$ 379,123	\$ 379,123	\$ 390,983
610500 Overtime Wages	4,326	10,547	3,000	3,000	3,000
615000 Fringes	162,340	142,431	155,158	155,158	154,742
620600 Parking Permits	3,300	2,880	3,240	3,240	4,200
631603 Other Misc. Supplies	375	90	500	500	200
632002 Outside Printing	3,586	1,644	2,585	2,585	2,000
640100 Accounting/Audit Fees	14,890	15,153	19,080	19,080	15,900
640300 Bank Service Fees	46,162	48,280	57,000	57,000	57,000
641200 Advertising	1,488	1,864	700	700	1,400
641800 Equip Repairs & Maint	2,219	-	2,220	2,220	2,220
659900 Other Contracts/Obligation	654	514	600	600	600
Total Expense	<u>\$ 620,664</u>	<u>\$ 574,773</u>	<u>\$ 623,206</u>	<u>\$ 623,206</u>	<u>\$ 632,245</u>

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit

Annual financial audit	\$ 15,900
	<u>\$ 15,900</u>

Bank Services

Banking fees	\$ 21,000
Investment fees	36,000
	<u>\$ 57,000</u>

**CITY OF APPLETON 2020 BUDGET
FINANCE DEPARTMENT**

	2017 <u>ACTUAL</u>	2018 <u>ACTUAL</u>	2019 <u>YTD ACTUAL</u>	2019 <u>ORIG BUD</u>	2019 <u>REVISED BUD</u>	2020 <u>BUDGET</u>
Program Revenues						
480100 General Charges for Service	4,159	3,603	720	(4,000)	(4,000)	(4,000)
501000 Miscellaneous Revenue	-	49	-	-	-	-
508500 Cash Short or Over	(107)	520	(20)	-	-	-
TOTAL PROGRAM REVENUES	4,052	4,172	700	(4,000)	(4,000)	(4,000)
Personnel						
610100 Regular Salaries	479,450	467,733	162,899	543,728	543,728	555,354
610500 Overtime Wages	4,899	10,888	7,347	3,500	3,500	3,500
610800 Part-Time Wages	-	426	-	-	-	-
611400 Sick Pay	-	-	-	-	-	-
611500 Vacation Pay	60,874	45,514	11,383	-	-	-
615000 Fringes	229,079	202,198	59,400	213,381	213,381	211,665
TOTAL PERSONNEL	774,302	726,759	241,029	760,609	760,609	770,519
Training~Travel						
620100 Training/Conferences	6,196	4,762	1,372	6,500	6,500	6,500
620400 Tuition Fees	4,593	4,677	613	5,095	5,095	1,800
620600 Parking Permits	5,605	5,172	5,400	5,120	5,120	6,380
TOTAL TRAINING / TRAVEL	16,394	14,611	7,385	16,715	16,715	14,680
Supplies						
630100 Office Supplies	960	1,395	561	2,000	2,000	2,000
630300 Memberships & Licenses	3,314	1,295	695	3,300	3,300	2,000
630400 Postage\Freight	14,079	13,555	836	13,580	13,580	13,580
630500 Awards & Recognition	197	187	42	210	210	210
630700 Food & Provisions	-	12	-	-	-	-
631603 Other Misc. Supplies	375	90	-	500	500	200
632001 City Copy Charges	4,200	4,200	579	4,400	4,400	5,400
632002 Outside Printing	4,506	2,021	1,351	3,505	3,505	2,500
TOTAL SUPPLIES	27,631	22,755	4,064	27,495	27,495	25,890
Purchased Services						
640100 Accounting/Audit Fees	14,890	15,153	46,900	19,080	19,080	15,900
640300 Bank Service Fees	46,162	48,280	10,286	57,000	57,000	57,000
641100 Temporary Help	2,929	2,072	1,806	1,000	1,000	2,500
641200 Advertising	1,488	3,193	201	1,265	1,265	1,965
641307 Telephone	1,672	1,004	389	1,260	1,260	1,260
641800 Equip Repairs & Maint	2,538	-	-	2,520	2,520	2,520
643100 Interpreter Services	10	-	-	-	-	-
659900 Other Contracts/Obligation	654	514	-	600	600	600
TOTAL PURCHASED SVCS	70,343	70,216	59,582	82,725	82,725	81,745
TOTAL EXPENSE	888,670	834,341	312,060	887,544	887,544	892,834

CITY OF APPLETON 2020 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Matz

Deputy Director of Human Resources: Jay M. Ratchman

CITY OF APPLETON 2020 BUDGET RISK MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2019 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. Some of the highlights in 2019 include:

- *Hired a new Risk Manager.
- *Completed safety and compliance training for all required employees and supervisors.
- *Continued to log safety data sheets and audit the system.
- *Completed Safety Data Sheet training for all City employees.
- *Completed our annual training requirements including the respirator medical surveillance program and respirator fit testing for all employees who are required to wear respirators. Annual hearing tests were completed in the fall to ensure compliance with the hearing conservation program.
- *Initiating a program to streamline the process for employees to complete all occupational medical requirements on one date.
- *Worked with the operational departments to create an insurance requirements listing for contracts to assist project managers at soliciting quotes and securing adequate insurance.
- *Began using the Tyler Munis software to track work injuries and streamlined entry process for this information being sent to third-party administrator.
- *Reviewed close to 100 special events to assure adequate risk transfer to the event sponsor.
- *Worked with the IT Department and CEA to develop method to ensure new city assets (vehicles, equipment, etc.) are added adequately and timely to City's property insurance.
- *Completed risk training including multiple general employee training sessions on accident reporting and investigation, and supervisor training sessions on accident investigation and contractual risk transfer basics.
- *Reviewed over 100 City service and construction contracts to ensure adequate risk transfer to the applicable contractor/vendor.
- *Provided information during General Employee and Supervisor training on recent municipal cyber attacks from phishing and free prevention training offered through the City's liability insurance company (CVMIC).
- *Reviewed and suggested changes to the Accident and Incident Reporting Policy, and Volunteer Policy.
- *Developed draft Silica Safety Policy in accordance with applicable safety regulations.
- *Developed insurance requirement template for various Parks and Recreation service programs.
- *Completed safety audits at multiple locations.
- *Worked closely with the City's insurance carrier and selected contractors to expedite large property loss due to fire in Yellow parking ramp elevators.
- *Pursued subrogation and restitution for damage to City property caused by third parties. As of June 1, 2019, \$8,883 has been recovered for losses that occurred in 2019 with an additional \$8,715 in damages still awaiting recovery.
- *Assisted in streamlining the risk management onboarding process for seasonal employees and volunteers.
- *Shared information with the applicable departments on several on-line defensive driving courses offered for free by the City's excess worker's compensation carrier.
- *Worked with the Parks Department to update their facility reservation process to include several relevant risk management principles.

CITY OF APPLETON 2020 BUDGET RISK MANAGEMENT

MAJOR 2020 OBJECTIVES

Our key objective is to ensure that the City has sufficient insurance coverage and reserves for any type of claim, and to handle all claims and potential claims involving the City. Therefore, our focus will be on the development of new policies and revisions of existing policies consistent with this objective. In terms of insurance coverage and claims handling, we will:

Investigate and resolve all claims filed against the City

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

Review all property, liability and workers' compensation insurance coverages

Evaluate funding source adequacy, including charges for service for workers' compensation

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

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

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

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

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

Analyze workers' compensation statistics and work with departments to develop appropriate courses of action

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

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

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

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2017	2018	Adopted 2019	Amended 2019	2020	Change *
Program Revenues		\$ 1,797,442	\$ 1,693,521	\$ 1,593,655	\$ 1,593,655	\$ 1,602,713	0.57%
Program Expenses							
6210	Property & Liability Mgt.	1,279,495	1,228,746	1,418,693	1,418,693	1,423,217	0.32%
6220	Loss Control	159,500	165,874	174,962	174,962	179,496	2.59%
Total Program Expenses		\$ 1,438,995	\$ 1,394,620	\$ 1,593,655	\$ 1,593,655	\$ 1,602,713	0.57%
Expenses Comprised Of:							
Personnel		357,979	354,812	375,226	375,226	396,224	5.60%
Training & Travel		12,412	11,286	8,580	8,580	8,580	0.00%
Supplies & Materials		4,683	5,662	5,803	5,803	6,103	5.17%
Purchased Services		509,472	575,416	504,046	504,046	556,806	10.47%
Miscellaneous Expense		554,449	447,444	700,000	700,000	635,000	-9.29%
Full Time Equivalent Staff:							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

CITY OF APPLETON 2020 BUDGET RISK MANAGEMENT

Property & Liability Management

Business Unit 6210

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #1: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement", and #4: "Continually assess trends affecting the community and proactively respond."

Objectives:

- Review all lines of insurance coverage for alternatives and cost reduction
- Analyze statistical data and develop programs to reduce exposures
- Proactively train and educate employees regarding risk management
- Review discounting opportunities for workers' compensation claims
- Review City contracts for adequate insurance requirements and proof of insurance
- Thoroughly review and process all property/casualty losses to reduce the City's total cost of risk
- Review special events for potential liability exposures, insurance requirements and proof of insurance (if required)

Major changes in Revenue, Expenditures, or Programs:

The increase in insurance premiums is due mainly to the increase in package property insurance in 2020. This increase is driven by two main causes: a) the City's large property loss at the Yellow Ramp (elevator fire) in 2019; and b) property re-insurers paying out large sums of money for weather-related (tornadoes, fires and flooding) property claims nationwide which has caused them, in turn, to raise their property re-insurance rates for 2020.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Insurance Costs					
Average workers' compensation costs per claim*	\$ 6,785	\$ 3,305	\$ 8,000	\$ 8,000	\$ 7,000
Avg cost per general liability claim*	\$ 188	\$ 58	\$ 400	\$ 400	\$ 400
Avg cost per auto liability claim*	\$ 1,616	\$ 1,261	\$ 2,000	\$ 2,000	\$ 2,000
Strategic Outcomes					
Minimize claims expense					
\$ value of claims paid*	\$ 461,718	\$ 166,378	\$ 450,000	\$ 450,000	\$ 450,000
\$ value of subrogation recovery*	\$ 20,542	\$ 16,125	\$ 25,000	\$ 25,000	\$ 25,000
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	9	10	10	10	10
# of new insurance policies purchased	2	0	0	0	0
Number of claims filed					
General liability	48	45	40	40	45
Auto liability	24	25	20	20	25
Workers' comp - lost time	6	3	5	5	5
Workers' comp - medical only	55	37	40	40	40
Number of special events reviewed	New measure →				100
Number of contracts reviewed	New measure →				200

* Initial claims in year presented only

**CITY OF APPLETON 2020 BUDGET
RISK MANAGEMENT**

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
471000 Interest on Investments	\$ 77	\$ 1,856	\$ -	\$ -	\$ -
480100 General Charges for Service	1,721,859	1,633,035	1,544,553	1,544,553	1,550,438
500400 Sale of City Property	775	-	-	-	-
503500 Other Reimbursements	70,175	56,803	49,102	49,102	52,275
508200 Insurance Proceeds	4,556	1,827	-	-	-
Total Revenue	\$ 1,797,442	\$ 1,693,521	\$ 1,593,655	\$ 1,593,655	\$ 1,602,713
Expenses					
610100 Regular Salaries	\$ 159,747	\$ 159,936	\$ 168,733	\$ 168,733	\$ 182,669
610500 Overtime Wages	4	419	-	-	-
615000 Fringes	67,188	56,841	59,109	59,109	61,662
620600 Parking Permits	1,260	1,050	1,080	1,080	1,080
630100 Office Supplies	731	980	1,200	1,200	1,000
632700 Miscellaneous Equipment	-	-	300	300	300
640100 Accounting/Audit Fees	1,674	1,840	1,470	1,470	1,500
640300 Bank Service Fees	-	33	-	-	-
640400 Consulting Services	12,491	5,000	12,500	12,500	-
650100 Insurance	481,951	555,203	474,301	474,301	540,006
662600 Uninsured Losses	146,645	59,099	120,000	120,000	120,000
662700 Uninsured Losses - W/C	407,804	388,345	580,000	580,000	515,000
Total Expense	\$ 1,279,495	\$ 1,228,746	\$ 1,418,693	\$ 1,418,693	\$ 1,423,217

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Insurance

Liability	\$ 106,818
Excess liability	14,810
Employment practice	26,929
Equipment breakdown	7,816
Package property	254,600
Auto physical damage	34,743
Excess workers' compensation	94,290
	<u>\$ 540,006</u>

Uninsured Losses

General liability	\$ 55,000
Automobile	65,000
	<u>\$ 120,000</u>

Uninsured Losses - WC

Medical payments	\$ 515,000
	<u>\$ 515,000</u>

CITY OF APPLETON 2020 BUDGET RISK MANAGEMENT

Safety/Loss Prevention

Business Unit 6220

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy #1: "Responsibly deliver excellent services", #3: "Recognize and grow everyone's talents."

Objectives:

- Continue training employees on usage of the automated external defibrillators (AED), CPR and first aid
- Facilitate new employee orientation and new supervisor orientation classes
- Conduct training with volunteers, seasonal and part-time employees in the areas of harassment and discrimination, right to know, workplace violence, blood borne pathogens, and drug-free workplace policies
- Continue to offer required training to all general employees and supervisors
- Continue with safety day presentations to cover required safety policies and updates
- Conduct blood borne pathogen training for applicable employees
- Attend departmental safety committee meetings
- Respond to and document ergonomic concerns and implement solutions
- Conduct annual hearing tests on required personnel
- Review and develop programs to promote safety, reduce injuries and reduce claims
- Conduct annual lead testing
- Conduct respirator fit testing and obtain proper medical clearance for respirator usage
- Conduct confined space entry training
- Conduct trenching and excavation training
- Provide training on the use of the Safety Data Sheets (SDS) labeling system. Use SDS online system for labeling secondary containers.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Safety and loss prevention knowledge					
# of people who attended safety training classes	174	178	165	165	165
Strategic Outcomes					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	126	129	130	130	130
# of respirator fit tests conducted	New measure				110
# of hearing audiograms conducted	New measure				265
# of field site safety audits conducted	New measure				6
# of safety committee meetings attended or facilitated	New measure				80
# of safety policies reviewed	New measure				5
# of safety/loss prevention policies audited	New measure				5
Work Process Outputs					
Employees Educated					
# of topics covered during each safety class	21	18	20	20	20
Avg employees per session	28	26	27	27	27

**CITY OF APPLETON 2020 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Expenses					
610100 Regular Salaries	\$ 94,690	\$ 100,174	\$ 108,001	\$ 108,001	\$ 110,574
610500 Overtime Wages	60	161	-	-	-
615000 Fringes	36,290	37,281	39,383	39,383	41,319
620100 Training/Conferences	11,152	10,236	7,500	7,500	7,500
630300 Memberships & Licenses	110	220	210	210	210
630500 Awards & Recognition	(25)	-	140	140	140
630700 Food & Provisions	1,358	1,490	1,453	1,453	1,453
631500 Books & Library Materials	61	-	150	150	150
632001 City Copy Charges	2,456	2,680	2,000	2,000	2,300
632002 Outside Printing	-	208	-	-	200
632300 Safety Supplies	(8)	84	100	100	100
632700 Miscellaneous Equipment	-	-	250	250	250
640400 Consulting Services	11,405	11,463	14,000	14,000	13,400
641307 Telephone	151	77	125	125	100
659900 Other Contracts/Obligation	1,800	1,800	1,650	1,650	1,800
Total Expense	<u>\$ 159,500</u>	<u>\$ 165,874</u>	<u>\$ 174,962</u>	<u>\$ 174,962</u>	<u>\$ 179,496</u>

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
RISK MANAGEMENT**

	2017 <u>ACTUAL</u>	2018 <u>ACTUAL</u>	2019 <u>YTD ACTUAL</u>	2019 <u>ORIG BUD</u>	2019 <u>REVISED BUD</u>	2020 <u>BUDGET</u>
Program Revenues						
471000 Interest on Investments	77	941	51	-	-	-
471500 Gain/Loss on Investment	-	(45)	(2)	-	-	-
471600 Unrealized Gains/Losses	-	960	24	-	-	-
480100 General Charges for Service	1,721,859	1,633,035	10,815	1,544,553	1,544,553	1,550,438
500400 Sale of City Property	775	-	-	-	-	-
502000 Donations & Memorials	-	-	10,000	-	-	-
503500 Other Reimbursements	70,175	56,803	49,253	49,102	49,102	52,275
508200 Insurance Proceeds	4,556	1,827	213	-	-	-
TOTAL PROGRAM REVENUES	<u>1,797,442</u>	<u>1,693,521</u>	<u>70,354</u>	<u>1,593,655</u>	<u>1,593,655</u>	<u>1,602,713</u>
Personnel						
610100 Regular Salaries	254,437	260,110	99,954	276,734	276,734	293,243
610500 Overtime Wages	64	580	911	-	-	-
615000 Fringes	86,320	87,974	35,296	98,492	98,492	102,981
617000 Pension Expense	17,158	5,756	-	-	-	-
617100 OPEB Expense	-	392	-	-	-	-
TOTAL PERSONNEL	<u>357,979</u>	<u>354,812</u>	<u>136,161</u>	<u>375,226</u>	<u>375,226</u>	<u>396,224</u>
Training~Travel						
620100 Training/Conferences	11,152	10,236	81	7,500	7,500	7,500
620600 Parking Permits	1,260	1,050	1,295	1,080	1,080	1,080
TOTAL TRAINING / TRAVEL	<u>12,412</u>	<u>11,286</u>	<u>1,376</u>	<u>8,580</u>	<u>8,580</u>	<u>8,580</u>
Supplies						
630100 Office Supplies	731	980	454	1,200	1,200	1,000
630300 Memberships & Licenses	110	220	100	210	210	210
630500 Awards & Recognition	(25)	-	-	140	140	140
630700 Food & Provisions	1,358	1,490	1,193	1,453	1,453	1,453
631500 Books & Library Materials	61	-	-	150	150	150
632001 City Copy Charges	2,456	2,680	788	2,000	2,000	2,300
632002 Outside Printing	-	208	-	-	-	200
632300 Safety Supplies	(8)	84	-	100	100	100
632700 Miscellaneous Equipment	-	-	565	550	550	550
TOTAL SUPPLIES	<u>4,683</u>	<u>5,662</u>	<u>3,100</u>	<u>5,803</u>	<u>5,803</u>	<u>6,103</u>
Purchased Services						
640100 Accounting/Audit Fees	1,674	1,840	-	1,470	1,470	1,500
640300 Bank Service Fees	-	33	1	-	-	-
640400 Consulting Services	23,896	16,463	11,486	26,500	26,500	13,400
641307 Telephone	151	77	32	125	125	100
650100 Insurance	481,951	555,203	413,564	474,301	474,301	540,006
659900 Other Contracts/Obligation	1,800	1,800	1,800	1,650	1,650	1,800
TOTAL PURCHASED SVCS	<u>509,472</u>	<u>575,416</u>	<u>426,883</u>	<u>504,046</u>	<u>504,046</u>	<u>556,806</u>
Miscellaneous Expense						
662600 Uninsured Losses	146,645	59,099	50,233	120,000	120,000	120,000
662700 Uninsured Losses - Workers Corr	407,804	388,345	195,087	580,000	580,000	515,000
TOTAL MISCELLANEOUS	<u>554,449</u>	<u>447,444</u>	<u>245,320</u>	<u>700,000</u>	<u>700,000</u>	<u>635,000</u>
TOTAL EXPENSE	<u>1,438,995</u>	<u>1,394,620</u>	<u>812,840</u>	<u>1,593,655</u>	<u>1,593,655</u>	<u>1,602,713</u>

CITY OF APPLETON 2020 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Charges for Services	\$ 1,721,859	\$ 1,633,035	\$ 1,544,553	\$ 1,555,400	\$ 1,550,438
Other	70,175	56,803	49,102	59,250	52,275
Total Revenues	<u>1,792,034</u>	<u>1,689,838</u>	<u>1,593,655</u>	<u>1,614,650</u>	<u>1,602,713</u>
Expenses					
Litigation Fees	-	-	-	-	-
Other Operating Expenses	1,438,995	1,394,620	1,593,655	1,565,000	1,602,713
Total Expenses	<u>1,438,995</u>	<u>1,394,620</u>	<u>1,593,655</u>	<u>1,565,000</u>	<u>1,602,713</u>
Operating Income (Loss)	353,039	295,218	-	49,650	-
Non-Operating Revenues (Expenses)					
Investment Income	77	1,856	-	250	-
Other Non-Operating Income	775	550	-	-	-
Insurance Proceeds - Fox River	4,556	1,277	-	500	-
Total Non-Operating	<u>5,408</u>	<u>3,683</u>	<u>-</u>	<u>750</u>	<u>-</u>
Change in Net Assets	358,447	298,901	-	50,400	-
Fund Balance - Beginning	<u>(278,714)</u>	<u>55,772</u> *	<u>354,673</u>	<u>354,673</u>	<u>405,073</u>
Fund Balance - Ending	<u>\$ 79,733</u>	<u>\$ 354,673</u>	<u>\$ 354,673</u>	<u>\$ 405,073</u>	<u>\$ 405,073</u>

* as restated per new pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 224,375	\$ 274,775
+ Change in Net Assets	50,400	-
Working Cash - End of Year	<u>\$ 274,775</u>	<u>\$ 274,775</u>

CITY OF APPLETON 2020 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

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

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

CITY OF APPLETON 2020 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2019 EVENTS

The Facilities Management Division provided operation and maintenance services for more than 1.26 million square feet of municipal buildings including, but not limited to, offices, park pavilions, municipal aquatic centers, vehicle garages, police and fire stations, a golf course and water and wastewater plants. The services provided included maintaining and inspecting all building systems, such as HVAC, electrical, plumbing, structural and fire systems and general services such as janitorial services, pest control, and elevator maintenance. Additionally, support was provided in areas directly impacting City departmental missions such as fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

The focus continues on being proactive and providing a high quality of customer service. As a customer service department, it is essential that we meet the needs of our customers by improving the systems' reliability, reducing maintenance costs, ensuring safety, and providing productive environments to allow our customers to deliver City services at a high level. We do this through a robust preventive maintenance program and by getting to the root cause of system issues to improve reliability.

Our tradesmen continued to improve their skills and knowledge by maintaining their professional licenses, attending training and seeking ways to find new approaches, such as LEAN and predictive maintenance. Management staff also attended various training and networking opportunities to improve their leadership and technical skills. The benchmark cost for maintenance and janitorial services is \$3.38 per square foot, as published by the International Facilities Management Association, compared to our cost of **\$2.01**. Expenses are controlled by employing in-house trades people to perform higher-cost skilled work while contracting out work requiring a lesser degree of skill which can generally be procured at a lower cost.

Construction management was performed for the renovation of Jones Park and a site master plan was developed for the Municipal Services site.

Capital improvement projects completed in 2019 include: a roof replacement at Fire Station #1; renovation of the Lawe Street bridge tender station; upgrade of the Department of Public Works and City Hall 1st floor customer service furniture and interior finishes; installation of a third methane boiler at the Wastewater Treatment Plant; lighting upgrades at the various facilities and parks; inspection of fire station water and sewer laterals, and HVAC upgrades at Fire Station #4 and the Water Plant. Numerous other general projects were also completed to preserve and extend the useful life of the facilities. These type of projects include ADA, safety and security improvements, door replacements, flooring replacements, large-scale painting and various HVAC, plumbing and electrical upgrades.

Finally, the department remained diligent in its continued implementation of energy conservation and sustainability plans. The department considers sustainability when procuring products, including the use of LED fixtures and the purchase of products utilizing recyclable materials when feasible. Since 2005, electrical usage has been reduced by 5.96 million kWh's (23.6%) annually totaling over 47.7 million kWh's saved and natural gas usage reduced by 265,332 therms (27.1%) annually totaling over 2.26 million therms saved, resulting in approximately \$5.10 million in energy savings over this time period. During 2019, the Sustainability Plan was updated which highlights a comprehensive list of sustainable and energy conservation initiatives accomplished.

CITY OF APPLETON 2020 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2020 OBJECTIVES

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.

Maintain the roof management program including a complete roof inventory and condition analysis, long-term replacement and recondition plans, and an annual preventive and predictive inspection plan. Although the initial inspection and inventory of all roofs is complete, the goal is to review each roof on a two-year cycle. Severe weather can cause unexpected damage. It is especially important to inspect the roofs that are nearing the end of their expected life span.

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

Implement corrective maintenance plan findings from facility audits. Continue performing audits.

Continue to 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. Results of facilities asset condition assessments will determine facility asset maintenance and repair cycles.

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

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

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

Maintain a cost per square foot for maintenance and housekeeping under industry averages. Our current square foot benchmark is **\$2.01**, which is far below the industry's benchmark of \$3.38 as published by the International Facilities Management Association.

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

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

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2017	2018	Adopted 2019	Amended 2019	2020	
Program Revenues		\$ 2,585,147	\$ 2,733,661	\$ 2,836,286	\$ 2,836,286	\$ 2,942,042	3.73%
Program Expenses							
6330	Administration	345,857	350,866	358,955	358,955	350,402	-2.38%
6331	Facilities Maintenance	2,290,686	2,426,440	2,507,331	2,507,331	2,591,640	3.36%
Total Program Expenses		\$ 2,636,543	\$ 2,777,306	\$ 2,866,286	\$ 2,866,286	\$ 2,942,042	2.64%
Expenses Comprised Of:							
	Personnel	917,809	947,786	958,178	958,178	975,087	1.76%
	Training & Travel	10,758	10,764	11,220	11,220	10,500	-6.42%
	Supplies & Materials	357,681	371,805	440,832	440,832	434,363	-1.47%
	Purchased Services	1,340,795	1,446,951	1,435,806	1,435,806	1,522,092	6.01%
	Capital Expenditures	-	-	18,000	18,000	-	-100.00%
	Transfers Out	9,500	-	2,250	2,250	-	-100.00%
Full Time Equivalent Staff:							
	Personnel allocated to programs	10.25	10.26	10.26	10.26	10.26	

**CITY OF APPLETON 2020 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Provide quality cost-effective administrative management to support the internal and external services provided by the Facilities Management Division, including:

- | | |
|----------------------------------|-------------------------------------|
| Strategic facilities planning | Major renovation project management |
| Office space and layout planning | New construction project management |
| ADA analysis | Move coordination |

As well as performing a range of planning services, including:

- | | |
|---------------------------------|--------------------------|
| Building assessment | Environmental programs |
| Preventive maintenance programs | Facility documentation |
| Energy programs | Space allocation records |

Monitor the timeliness, professionalism and efficiency of staff, and the overall satisfaction with our services as perceived by our internal customers. Also, provide education and training opportunities for our employees to promote personal and professional growth and to meet federal, State and local guidelines.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	99%	99%	100%	99%	100%
Strategic Outcomes					
Facilities projects/plans/studies initiated in year scheduled	97%	98%	100%	99%	100%
Work Process Output					
# of capital projects initiated	51	46	50	48	44

**CITY OF APPLETON 2020 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
471000 Interest on Investments	\$ (10)	\$ (89)	\$ -	\$ -	\$ -
480100 Charges for Services	2,579,938	2,710,020	2,831,086	2,831,086	2,933,042
500400 Sale of City Property	-	-	-	-	-
503000 Damage to City Property	-	285	-	-	-
503500 Other Reimbursements	5,219	13,855	5,200	5,200	9,000
508200 Insurance Proceeds	-	9,590	-	-	-
Total Revenue	\$ 2,585,147	\$ 2,733,661	\$ 2,836,286	\$ 2,836,286	\$ 2,942,042
Expenses					
610100 Regular Salaries	\$ 122,799	\$ 147,743	\$ 146,986	\$ 146,986	\$ 149,469
610500 Overtime Wages	-	2,230	2,364	2,364	2,394
615000 Fringes	94,198	73,849	66,570	66,570	67,464
620100 Training/Conferences	9,918	9,924	10,500	10,500	10,500
620600 Parking Permits	840	840	720	720	-
630100 Office Supplies	1,720	2,043	2,100	2,100	2,100
630200 Subscriptions	350	502	200	200	200
630300 Memberships & Licenses	1,804	1,805	2,000	2,000	2,000
630400 Postage\Freight	2,604	2,561	2,700	2,700	2,888
630500 Awards & Recognition	271	180	180	180	180
630600 Building Maint./Janitorial	27	89	-	-	-
630700 Food & Provisions	286	240	240	240	240
631500 Books & Library Materials	1,273	640	1,500	1,500	1,500
632000 Printing / Copying	4,383	4,533	4,800	4,800	4,500
632101 Uniforms	870	135	750	750	750
632300 Safety Supplies	2,001	1,160	2,000	2,000	2,000
640100 Accounting/Audit Fees	1,674	1,840	1,470	1,470	1,500
640400 Consulting Services	6,470	7,212	6,500	6,500	6,500
640700 Solid Waste/Recycling	1,251	1,138	1,400	1,400	1,400
641200 Advertising	675	-	1,500	1,500	1,500
641300 Utilities	46,599	50,307	60,245	60,245	55,047
650100 Insurance	31,463	30,984	35,480	35,480	31,770
659900 Other Contracts/Obligation	4,881	10,911	6,500	6,500	6,500
791400 Transfer Out - Capital Proj	9,500	-	2,250	2,250	-
Total Expense	\$ 345,857	\$ 350,866	\$ 358,955	\$ 358,955	\$ 350,402

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain mechanical, electrical and architectural systems including:

Carpentry	Fire protection	Locksmith	Roofing
Custodial services	Furniture	Pest control	Security
Electrical	HVAC	Plumbing	Structural
Elevator maintenance	Lighting maintenance	Refuse program	Windows

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

Major changes in Revenue, Expenditures, or Programs:

Due to the expected loss of our long-time janitorial service company who worked on a very small profit margin, we are anticipating a substantial increase in janitorial service costs in 2020. We are currently in the process of issuing an RFP for these services.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Provide a proactive maintenance program					
% of satisfied customers	99%	99%	100%	99%	100%
Strategic Outcomes					
% of services performed as scheduled:					
Cost per sq. ft. - maint. and janitorial	\$1.83	\$1.93	\$2.01	\$2.00	\$1.79
Work completed in time scheduled	98%	98%	100%	100%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
Work Process Outputs					
Service Performed					
Square feet of facilities maintained	1,266,848	1,266,848	1,266,848	1,266,848	1,266,848

**CITY OF APPLETON 2020 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Expenses					
610100 Regular Salaries	\$ 488,230	\$ 516,548	\$ 517,217	\$ 517,217	\$ 525,851
610400 Call Time Wages	2,643	3,781	3,500	3,500	7,500
610500 Overtime Wages	8,215	6,405	12,000	12,000	10,000
610800 Part-Time Wages	9,739	9,925	10,500	10,500	10,500
615000 Fringes	191,984	187,306	199,041	199,041	201,909
630600 Building Maint./Janitorial	306,582	308,238	366,362	366,362	368,005
630901 Shop Supplies	8,951	9,705	10,000	10,000	10,000
632300 Safety Supplies	116	-	-	-	-
632700 Miscellaneous Equipment	26,443	39,975	48,000	48,000	40,000
640500 Engineering Fees	8,108	4,371	5,000	5,000	5,000
640700 Solid Waste/Recycling	807	2,167	2,000	2,000	2,000
641400 Janitorial Service	379,691	386,666	407,164	407,164	500,000
641600 Build Repairs & Maint	491,642	579,400	531,966	531,966	536,477
641800 Equip Repairs & Maint	2,611	4,413	3,500	3,500	3,500
642500 CEA Expense	46,323	48,104	44,215	44,215	41,873
650200 Leases	318,601	319,045	328,616	328,616	328,775
650302 Equipment Rent	-	391	250	250	250
680401 Machinery & Equipment	-	-	18,000	18,000	-
Total Expense	<u>\$ 2,290,686</u>	<u>\$ 2,426,440</u>	<u>\$ 2,507,331</u>	<u>\$ 2,507,331</u>	<u>\$ 2,591,640</u>

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Building Maint./Janitorial Supplies

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

Miscellaneous Equipment

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

Janitorial Service

Contracted janitorial service	\$ 500,000
	<u>\$ 500,000</u>

Building Repairs & Maintenance Services

Electrical	\$ 30,043
Elevator	38,389
Fire/safety	47,874
HVAC	215,950
Plumbing	24,367
Security	16,600
Structural/roof	11,300
Overhead & passage doors	68,350
Painting & pavilion staining	24,250
Flooring	8,750
Other: pest control, locksmith, room set-ups, landfill, etc.	20,304
<u>Projects</u>	
Wastewater service doors	15,000
Wastewater overhead doors	15,300
	<u>\$ 536,477</u>

Leases

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

**CITY OF APPLETON 2020 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	2017 ACTUAL	2018 ACTUAL	2019 YTD ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2020 BUDGET
Program Revenues						
471000 Interest on Investments	(10)	(889)	-	-	-	-
480100 General Charges for Service	2,579,938	2,710,020	671,633	2,831,086	2,831,086	2,933,042
503000 Damage to City Property	-	285	-	-	-	-
503500 Other Reimbursements	5,219	13,855	6,933	5,200	5,200	9,000
508200 Insurance Proceeds	-	9,590	2,258	-	-	-
TOTAL PROGRAM REVENUES	2,585,147	2,732,861	680,824	2,836,286	2,836,286	2,942,042
Personnel						
610100 Regular Salaries	182,264	208,292	69,152	664,203	664,203	675,320
610200 Labor Pool Allocations	375,876	393,418	132,460	-	-	-
610400 Call Time Wages	2,643	3,781	1,385	3,500	3,500	7,500
610500 Overtime Wages	8,215	8,635	2,699	14,364	14,364	12,394
610800 Part-Time Wages	9,739	9,925	82	10,500	10,500	10,500
611000 Other Compensation	1,260	1,960	1,260	-	-	-
611500 Vacation Pay	51,630	60,620	10,195	-	-	-
615000 Fringes	248,654	250,268	84,975	265,611	265,611	269,373
615500 Unemployment Compensation	2,220	-	-	-	-	-
617000 Pension Expense	35,308	9,869	-	-	-	-
617100 OPEB Expense	-	1,018	-	-	-	-
TOTAL PERSONNEL	917,809	947,786	302,208	958,178	958,178	975,087
Training~Travel						
620100 Training/Conferences	9,918	9,924	3,024	10,500	10,500	10,500
620600 Parking Permits	840	840	-	720	720	-
TOTAL TRAINING / TRAVEL	10,758	10,764	3,024	11,220	11,220	10,500
Supplies						
630100 Office Supplies	1,720	2,043	297	2,100	2,100	2,100
630200 Subscriptions	350	502	390	200	200	200
630300 Memberships & Licenses	1,804	1,805	704	2,000	2,000	2,000
630400 Postage\Freight	2,604	2,561	797	2,700	2,700	2,888
630500 Awards & Recognition	271	180	-	180	180	180
630600 Building Maint./Janitorial	306,609	308,326	106,048	366,362	366,362	368,005
630700 Food & Provisions	286	240	-	240	240	240
630901 Shop Supplies	8,951	9,705	3,034	10,000	10,000	10,000
631500 Books & Library Materials	1,273	640	159	1,500	1,500	1,500
632001 City Copy Charges	4,107	4,134	935	3,600	3,600	3,600
632002 Outside Printing	276	399	30	1,200	1,200	900
632101 Uniforms	870	135	-	750	750	750
632300 Safety Supplies	2,117	1,160	812	2,000	2,000	2,000
632700 Miscellaneous Equipment	26,443	39,975	19,722	48,000	48,000	40,000
TOTAL SUPPLIES	357,681	371,805	132,928	440,832	440,832	434,363
Purchased Services						
640100 Accounting/Audit Fees	1,674	1,840	-	1,470	1,470	1,500
640400 Consulting Services	6,470	7,212	-	6,500	6,500	6,500
640500 Engineering Fees	8,108	4,371	2,200	5,000	5,000	5,000
640700 Solid Waste/Recycling Pickup	2,058	3,305	403	3,400	3,400	3,400
641200 Advertising	675	-	399	1,500	1,500	1,500
641301 Electric	16,502	16,063	5,037	20,000	20,000	16,465
641302 Gas	6,293	7,639	4,966	9,302	9,302	7,639
641303 Water	2,625	2,484	578	3,000	3,000	3,000
641304 Sewer	813	751	168	1,078	1,078	1,078
641306 Stormwater	11,373	13,611	3,457	17,925	17,925	17,925
641307 Telephone	3,239	3,510	1,298	3,240	3,240	3,240
641308 Cellular Phones	5,754	6,249	3,201	5,700	5,700	5,700
641400 Janitorial Service	379,691	386,666	165,813	407,164	407,164	500,000
641600 Build Repairs & Maint	491,641	579,402	153,143	531,966	531,966	536,477
641800 Equip Repairs & Maint	2,611	4,413	-	3,500	3,500	3,500
642501 CEA Operations/Maint.	24,789	24,175	6,511	25,760	25,760	27,042
642502 CEA Depreciation/Replace.	21,534	23,929	20,760	18,455	18,455	14,831
650100 Insurance	31,463	30,984	-	35,480	35,480	31,770
650200 Leases	318,601	319,045	130,516	328,616	328,616	328,775
650302 Equipment Rent	-	391	888	250	250	250
659900 Other Contracts/Obligation	4,881	10,911	1,690	6,500	6,500	6,500
TOTAL PURCHASED SVCS	1,340,795	1,446,951	501,028	1,435,806	1,435,806	1,522,092

**CITY OF APPLETON 2020 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	<u>2017 ACTUAL</u>	<u>2018 ACTUAL</u>	<u>2019 YTD ACTUAL</u>	<u>2019 ORIG BUD</u>	<u>2019 REVISED BUD</u>	<u>2020 BUDGET</u>
Capital Outlay						
680401 Machinery & Equipment	-	-	11,224	18,000	18,000	-
TOTAL CAPITAL OUTLAY	-	-	11,224	18,000	18,000	-
Transfers						
791400 Transfer Out - Capital Project	9,500	-	-	2,250	2,250	-
TOTAL TRANSFERS	9,500	-	-	2,250	2,250	-
TOTAL EXPENSE	<u>2,636,543</u>	<u>2,777,306</u>	<u>950,412</u>	<u>2,866,286</u>	<u>2,866,286</u>	<u>2,942,042</u>

CITY OF APPLETON 2020 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Charges for Services	\$ 2,579,938	\$ 2,710,020	\$ 2,831,086	\$ 2,781,086	\$ 2,933,042
Total Revenues	<u>2,579,938</u>	<u>2,710,020</u>	<u>2,831,086</u>	<u>2,781,086</u>	<u>2,933,042</u>
Expenses					
Operating Expenses	2,627,043	2,777,306	2,864,036	2,789,036	2,942,042
Depreciation	-	-	-	-	-
Total Expenses	<u>2,627,043</u>	<u>2,777,306</u>	<u>2,864,036</u>	<u>2,789,036</u>	<u>2,942,042</u>
Operating Loss	(47,105)	(67,286)	(32,950)	(7,950)	(9,000)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	(10)	(89)	-	-	-
Other Income	5,219	23,730	5,200	15,000	9,000
Total Non-Operating	<u>5,209</u>	<u>23,641</u>	<u>5,200</u>	<u>15,000</u>	<u>9,000</u>
Income (Loss) before Contributions and Transfers	(41,896)	(43,645)	(27,750)	7,050	-
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	(9,500)	-	(2,250)	(2,250)	-
Change in Net Assets	(51,396)	(43,645)	(30,000)	4,800	-
Net Assets - Beginning	<u>169,609</u>	<u>56,074 *</u>	<u>12,429</u>	<u>12,429</u>	<u>17,229</u>
Net Assets - Ending	<u>\$ 118,213</u>	<u>\$ 12,429</u>	<u>\$ (17,571)</u>	<u>\$ 17,229</u>	<u>\$ 17,229</u>

* as restated for new pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 53,160	\$ 57,960
+ Change in Net Assets	4,800	-
Working Cash - End of Year	<u>\$ 57,960</u>	<u>\$ 57,960</u>

**CITY OF APPLETON 2020 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
Downtown Development	\$ 300,000	Projects, Pg. 604
Building Envelope	150,000	Projects, Pg. 605
Energy Efficiency Upgrades	100,000	Projects, Pg. 608
Facility Renovations	460,000	Projects, Pg. 609
Grounds Improvements	25,000	Projects, Pg. 611
Hardscape Improvements	1,100,000	Projects, Pg. 612
HVAC Upgrades	635,000	Projects, Pg. 613
Interior Finishes and Furniture	935,000	Projects, Pg. 614
Lighting Upgrades	175,000	Projects, Pg. 615
Roof Replacement	225,000	Projects, Pg. 618
Safety and Security Improvements	155,000	Projects, Pg. 619
Appleton Memorial Park/Athletic Fields	150,000	Projects, Pg. 648
Park ADA Improvements	50,000	Projects, Pg. 649
Playground Areas	650,000	Projects, Pg. 653
Statue and Monument Restoration	45,000	Projects, Pg. 655
Trails and Trail Connections	1,390,000	Projects, Pg. 657
	<u>\$ 6,545,000</u>	

Major changes in Revenue, Expenditures, or Programs:

The \$911,810 and \$200,000 included in revenue represent anticipated grants for construction of the Lawe Street trestle trail.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2017	2018	Adopted 2019	Amended 2019	2020	
Program Revenues		\$ 140,099	\$ 142,473	\$ 22,500	\$ 22,500	\$ 1,160,727	5058.79%
Program Expenses		\$ 10,308,776	\$ 7,240,617	\$ 12,414,218	\$ 13,848,273	\$ 6,615,727	-46.71%
Expenses Comprised Of:							
	Personnel	206,573	212,874	214,218	214,218	220,727	3.04%
	Supplies & Materials	379,732	11,510	255,000	255,000	755,000	196.08%
	Purchased Services	421,278	308,465	175,000	265,290	340,000	94.29%
	Capital Expenditures	9,301,193	6,707,768	11,770,000	13,113,765	5,300,000	-54.97%

CITY OF APPLETON 2020 BUDGET

CAPITAL PROJECTS FUNDS

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
422400 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ 911,810
423000 Miscellaneous Local Aids	12,450	-	-	-	200,000
471000 Interest on Investments	37,649	41,378	-	-	48,917
502000 Donations & Memorials	-	100,000	22,500	22,500	-
503500 Other Reimbursements	-	1,095	-	-	-
591000 Proceeds of Long-term Debt	3,942,500	8,024,103	12,263,875	11,413,875	5,605,000
592400 Transfer In - Capital Project	90,000	-	-	-	-
Total Revenue	\$ 4,082,599	\$ 8,166,576	\$ 12,286,375	\$ 11,436,375	\$ 6,765,727
Expenses					
610100 Regular Salaries	\$ 150,868	\$ 158,973	\$ 160,238	\$ 160,238	\$ 163,355
615000 Fringes	55,705	53,901	53,980	53,980	57,372
632700 Miscellaneous Equipment	339,737	11,510	255,000	255,000	755,000
632800 Signs	39,995	-	-	-	-
640400 Consulting Services	211,729	34,632	85,000	85,000	300,000
640600 Architect Fees	209,549	273,833	90,000	180,290	40,000
680100 Land	-	-	500,000	500,000	-
680200 Land Improvements	502,546	593,114	50,000	964,817	25,000
680300 Buildings	710,067	500,204	6,040,000	5,838,623	1,615,000
680400 Machinery & Equipment	654,427	148,537	565,000	634,318	970,000
680900 Infrastructure Construction	7,434,153	5,465,913	4,615,000	5,176,007	2,690,000
Total Expense	\$ 10,308,776	\$ 7,240,617	\$ 12,414,218	\$ 13,848,273	\$ 6,615,727

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

<p><u>Miscellaneous Equipment</u></p> <p>Furniture - Fire Station #6 \$ 35,000</p> <p>Furniture - Library 40,000</p> <p>Furniture - Police Station 30,000</p> <p>Universal playground - AMP 650,000</p> <p style="text-align: right;"><u>\$ 755,000</u></p>	<p><u>Buildings</u></p> <p>Masonry repairs - MSB \$ 150,000</p> <p>Insulate storage building - MSB 100,000</p> <p>Restroom upgrades - Fire Station 175,000</p> <p>Storage replacement - PRFMD 285,000</p> <p>Carpeting replacement - Library 100,000</p> <p>Replace flooring at Fire Stations 35,000</p> <p>Update interior finishes - City Hall 545,000</p> <p>Replace roof - MSB cold storage 225,000</p> <p style="text-align: right;"><u>\$ 1,615,000</u></p>
<p><u>Consulting</u></p> <p>Planning - new Library \$ 300,000</p> <p style="text-align: right;"><u>\$ 300,000</u></p>	<p><u>Machinery & Equipment</u></p> <p>HVAC (furnaces) - Fire Stations #3 & #5 \$ 80,000</p> <p>HVAC upgrades - MSB 435,000</p> <p>HVAC - park pavilions 80,000</p> <p>Electrical upgrades - Fire Station #1 25,000</p> <p>Monument repairs 45,000</p> <p>LED lighting upgrades - Parks 175,000</p> <p>Upgrade furniture & fixtures - City Hall 150,000</p> <p>Safety upgrades - Parks 130,000</p> <p style="text-align: right;"><u>\$ 1,120,000</u></p>
<p><u>Architect Fees</u></p> <p>Design services - MSB garage HVAC 40,000</p> <p style="text-align: right;"><u>\$ 40,000</u></p>	<p><u>Infrastructure Construction</u></p> <p>Hardscapes - City properties \$ 50,000</p> <p>Hardscapes - Parks 700,000</p> <p>Hardscapes - FS #6 350,000</p> <p>Scoreboard & lighting - AMP 150,000</p> <p>Park ADA improvements 50,000</p> <p>McDonald Trail - AMP 65,000</p> <p>Trestle trails - Edison & Lawe 1,325,000</p> <p style="text-align: right;"><u>\$ 2,690,000</u></p>
<p><u>Land Improvements</u></p> <p>Field reconstruction at parks \$ 25,000</p> <p style="text-align: right;"><u>\$ 25,000</u></p>	

CITY OF APPLETON 2020 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Intergovernmental Revenues	\$ 12,450	\$ -	\$ -	\$ -	\$ 1,111,810
Interest Income	37,649	41,378	-	50,000	48,917
Other	-	101,095	22,500	1,000	-
Total Revenues	50,099	142,473	22,500	51,000	1,160,727
Expenses					
Program Costs	10,308,776	7,240,617	12,414,218	7,900,915	6,615,727
Total Expenses	10,308,776	7,240,617	12,414,218	7,900,915	6,615,727
Revenues over (under) Expenses	(10,258,677)	(7,098,144)	(12,391,718)	(7,849,915)	(5,455,000)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	3,942,500	8,024,103	12,263,875	5,392,500	5,605,000
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	-	-	-	115,215	-
Operating Transfers In - Special Rev	90,000	-	-	-	-
Total Other Financing Sources (Uses)	4,032,500	8,024,103	12,263,875	5,507,715	5,605,000
Net Change in Equity	(6,226,177)	925,959	(127,843)	(2,342,200)	150,000
Fund Balance - Beginning	7,642,418	1,416,241	2,342,200	2,342,200	-
Fund Balance - Ending	\$ 1,416,241	\$ 2,342,200	\$ 2,214,357	\$ -	\$ 150,000

CITY OF APPLETON 2020 BUDGET

LEGAL SERVICES

City Attorney: James P. Walsh

Deputy City Attorney: Christopher R. Behrens

City Clerk: Kami L. Lynch

CITY OF APPLETON 2020 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 2019 EVENTS

City Attorney's Office:

- * Judge Griesbach has issued his final order in the Fox River PCB case and ordered all exhibits be returned. This finally concludes the PCB litigation and we will work with outside counsel to close our office's and their office's files.
- * Continued to work with the Department of Public Works and the Parks, Recreation and Facilities Management Department regarding railroad trestles and trails near the Fox River and continue negotiations with developers of Eagle Point and RiverHeath for trail easements and maintenance agreements. Also assisted with the acquisition of a parcel of property from Neenah Papers to be used as part of a future trail connection point.
- * Represented the City in traffic and ordinance related matters in 2018 including 7,133 scheduled initial court appearances, 87 scheduled jury and court trials and 3,587 scheduled pre-trials/jury trial conferences or motion hearings. 2019 statistics are a little under half of the 2018 numbers as of June 1, 2019.
- * Represented the City in finalizing and closing remaining truancy court cases and will evaluate the future role of this office pending the Common Council's decision whether to repeal the truancy ordinance.
- * Actively engaged in litigation including defense of a variety of lawsuits. Staff resolved a number of matters through mediation, dispositive motions or negotiated settlements. This includes litigating several matters before an administrative law judge - including two work comp appeals as well as two unemployment appeals. We also continued to provide representation in a small claims matter.
- * Continued to work with outside counsel on pending worker's compensation and duty disability claims.
- * Worked with outside counsel to achieve a summary judgment dismissal of a pending federal lawsuit against Appleton police officers.
- * Worked closely with various departments regarding employee discipline and discharge matters.
- * Provided training regarding HIPAA issues.
- * Worked with the Department of Public Works on various eminent domain matters.
- * Continued the integration of our electronic file management system.
- * Worked closely with the Department of Public Works on the eminent domain and acquisition of property for the Oneida Street project located at the Far East restaurant. Cooperation with Public Works brought the situation to a satisfactory conclusion.
- * Worked with the Department of Facilities Management and the Department of Public Works on the provision of access from the Avenue Mall with the removal of the Blue Ramp. Interested parties have negotiated and agreed upon final egress updates in principle and will be formalizing the agreement in writing prior to implementing the updates.
- * Worked with Public Works on development of a master license agreement to enter into with service providers for the use of right-of-way and/or city structures within the right-of-way for future 5G cellular antennas and other equipment. This ordinance was passed early in 2019.
- * Assisted CEDD with the preparation and execution of development agreements including Gabriel Lofts, School of Rock property, 320 East College Avenue, and 823-827 West College Avenue.
- * Assisted in the drafting of or drafted a number of ordinances including the 'vaping ordinance'.
- * In the first six months of 2019, the Attorney's Office has processed a total of 235 agreements/contacts. We also worked with City departments to review the contracting process and requirements.

City Clerk's Office:

- * Successfully administered two regularly scheduled elections.
- * Cost effectively administered one City-only primary election for Alderperson District 7
- * Worked with Outagamie County to set-up ballot styles, order ballots, and effectively convey results
- * Modified Central Count procedures to increase efficiency and allow for increased processing of ballots
- * Updated and improved Election Day contingency plan
- * Thoroughly trained and cross-trained all new staff
- * Prepared for procurement of electronic poll books
- * Updated Election Day procedures and manuals related to electronic poll books
- * Implemented new mechanisms for approval and tracking of liquor license renewals and related licenses
- * Trained Council on new iLegislate voting software for Council Meetings, continued to look for ways to enhance the new iLegislate features and related Granicus software components
- * Conducted Board of Review training for City members and neighboring municipality members
- * Worked with Community Development to revise forms, processes and licenses to better serve applicants and capture appropriate license information
- * Cleaned, organized and updated file system in vault
- * As a result of staff vacancies, reclassified positions for better provision of services also resulting in reduction of some staff costs

CITY OF APPLETON 2020 BUDGET LEGAL SERVICES

MAJOR 2020 OBJECTIVES

- * Work with the Department of Public Works and our outside consultants to ensure that all necessary acquisitions and paperwork for upcoming Public Works projects are completed.
- * Continue to assist, guide and advise City staff as well as elected officials on legal matters in a timely fashion.
- * Continue to work with other departments to ensure that City tasks are timely completed and projects are not delayed and items such as land acquisitions and negotiated agreements be completed pursuant to the department's requested deadline, whenever possible.
- * Continue working cooperatively with the Finance Department and the Appleton Public Library in collections efforts and making sure all materials are returned as required.
- * Represent and defend the City in future lawsuits brought against it or its employees or officials except when particular expertise of outside counsel is required or outside counsel is mandated by the insurance carrier.
- * With a yearly average of over 2,000 initial appearances, 150 scheduled jury and court trials and an average of 3,200 pretrials/jury conferences and motion hearings, continue to prosecute City citations.
- * Work with the Parks, Recreation and Facilities Management Department (PRFMD) on additional trail acquisitions.
- * Continue to work with PRFMD to develop the river trails which became possible with the acquisition of the old railroad trestles.
- * Continue to work with City staff and Council on the drafting and amending of ordinances.
- * Continue to work with City staff on the preparation, processing, routing and distribution of contracts and agreements.
- * Continue working with City staff and the developer in bringing a mixed use development with a library to fruition.
- * Continue to develop and implement new filing systems for City records and documents.
- * Update and enhance contingency plans for elections and related materials.
- * Provide detailed training for election inspectors on electronic poll books and legislative changes for elections
- * Implement electronic poll books for more efficient polling place operation on Election Day
- * 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.
- * Work towards a smooth implementation and use of electronic poll books
- * Successfully administer 4 elections, including a Presidential Primary and Presidential Election with minimal issues and maximum efficiency

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2017	2018	Adopted 2019	Amended 2019	2020	Change *
Program Revenues		\$ 279,257	\$ 226,650	\$ 214,600	\$ 214,600	\$ 219,950	2.49%
Program Expenses							
14510	Administration	336,788	340,189	349,530	349,530	355,143	1.61%
14521	Litigation	192,401	190,426	194,575	194,575	193,645	-0.48%
11020	Recordkeeping	111,023	110,839	104,440	104,440	90,578	-13.27%
11030	Licensing	68,579	66,360	71,956	71,956	69,558	-3.33%
11040	Elections	126,817	209,508	140,793	140,793	243,762	73.14%
11050	Mail / Copy Center	149,622	154,100	157,874	157,874	149,898	-5.05%
TOTAL		\$ 985,230	\$ 1,071,422	\$ 1,019,168	\$ 1,019,168	\$ 1,102,584	8.18%
Expenses Comprised Of:							
Personnel		791,572	868,220	803,393	803,393	877,309	9.20%
Training & Travel		15,311	16,397	20,250	20,250	20,250	0.00%
Supplies & Materials		104,942	90,465	91,650	91,650	93,650	2.18%
Purchased Services		73,405	96,340	103,875	103,875	111,375	7.22%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and #7: "Communicate our success through stories and testimonials."

Objectives:

- * Prepare contracts and legal opinions in a timely fashion and provide counsel and legal advice to departments and officials
- * Attend all meetings of the Common Council's committees, boards and commissions and provide legal advice, including parliamentary procedure guidance, as requested by members and respond to requests for information.
- * Administer cost effective management of department activities
- * Encourage employees to attend training in personal and professional development
- * Continue to review all department functions and strive for maximum efficiency utilizing current technologies
- * Review all existing policies and processes, develop and implement new procedures when deemed necessary
- * Administer the Board of Review
- * Continue involvement with State and national organizations associated with the professionalism of the Municipal Clerk
- * Provide customer service to both internal and external customers at a level of acceptable or higher
- * Continue involvement in the real estate aspect of the City's business to ensure that appropriate steps are taken to protect the City's interest and to ensure that there are no irregularities on the titles of City real estate

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Timely legal information is provided upon which Alderpersons and staff members can make decisions					
Meet time-frame of requestor	100%	100%	100%	100%	100%
Contracts are reviewed in a timely manner to allow activities to proceed					
# of activities delayed due to review not being completed	0	0	0	0	0
Strategic Outcomes					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
# of surveys returned	60	22	60	60	60
Work Process Outputs					
Written opinions issued	37	44	20	20	25
Ordinances reviewed	84	12	100	100	100
Staff training - hours of training	104	70	100	100	75
# of real estate transactions	103	17	20	14	20

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
480100 General Charges for Service	\$ 144	\$ 117	\$ 300	\$ 300	\$ 300
503500 Other Reimbursements	160	-	-	-	-
508500 Cash Short or Over	24	1	-	-	-
Total Revenue	\$ 328	\$ 118	\$ 300	\$ 300	\$ 300
Expenses					
610100 Regular Salaries	\$ 236,378	\$ 242,844	\$ 243,327	\$ 243,327	\$ 247,266
610500 Overtime Wages	61	-	-	-	-
615000 Fringes	71,392	68,227	70,653	70,653	72,327
620100 Training/Conferences	12,033	9,770	13,600	13,600	13,600
620400 Tuition Fees	-	2,488	3,500	3,500	3,500
620600 Parking Permits	3,135	3,180	2,900	2,900	2,900
630100 Office Supplies	1,323	953	800	800	800
630200 Subscriptions	7,569	6,048	8,650	8,650	8,650
630300 Memberships & Licenses	2,335	4,503	3,500	3,500	3,500
632001 City Copy Charges	1,420	1,437	1,500	1,500	1,500
632002 Outside Printing	55	-	-	-	-
641307 Telephone	1,029	618	900	900	900
641800 Equip Repairs & Maint	58	121	200	200	200
Total Expense	\$ 336,788	\$ 340,189	\$ 349,530	\$ 349,530	\$ 355,143

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "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 such things as law enforcement, real estate acquisitions and numerous other activities. The City has potential exposure in all of these areas if a step is missed or an inappropriate action is taken. This office has maintained an active and aggressive stance in representing the interests of the City. We will continue this procedure in an attempt to minimize legal exposure for the citizens and employees of the City of Appleton.

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	73	70	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements					
\$ value of settlements and judgments	\$47,646	\$34,151	<\$50,000	<\$50,000	<50,000
Acquisitions are made in a manner acceptable to both the property owner and to the City					
% of contested condemnation cases	1	0	0	0	0
Work Process Outcomes					
Most cases handled by this office will be handled by the City Attorney staff					
% of cases handled by staff	85%	100%	100%	100%	100%
Dispute avoidance					
# of suits filed against City	7	5	0	0	0

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
503500 Other Reimbursements	\$ -	\$ 200	\$ -	\$ -	\$ 200
Total Revenue	\$ -	\$ 200	\$ -	\$ -	\$ 200
Expenses					
610100 Regular Salaries	\$ 130,111	\$ 130,489	\$ 133,924	\$ 133,924	\$ 136,593
615000 Fringes	44,675	47,777	32,761	32,761	35,162
640201 Attorney Fees	1,312	-	-	-	-
640202 Recording/Filing Fees	4,690	1,142	10,000	10,000	7,000
640400 Consulting Services	3,723	3,128	10,000	10,000	7,000
662500 Disability Payments	7,890	7,890	7,890	7,890	7,890
Total Expense	\$ 192,401	\$ 190,426	\$ 194,575	\$ 194,575	\$ 193,645

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2020 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

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Retrieval of information					
% same day responses	97%	98%	98%	98%	95%
1 week retrieval for detailed requests	3%	2%	2%	2%	5%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs. maintaining records	1,280	1,060	1,200	1,200	850
# of requests for information	136	98	100	100	80
# of publication notices	188	195	200	200	200
# of ordinances adopted/amended	84	123	100	100	100

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Expenses					
610100 Regular Salaries	\$ 48,252	\$ 49,400	\$ 50,482	\$ 50,482	\$ 47,840
610500 Overtime Wages	653	1,758	-	-	1,242
615000 Fringes	26,646	25,939	26,858	26,858	14,746
630100 Office Supplies	713	642	700	700	700
630300 Memberships & Licenses	20	-	-	-	-
631603 Other Misc. Supplies	118	-	100	100	100
632002 Outside Printing	1,516	178	2,000	2,000	1,700
640202 Recording/Filing Fees	30	180	100	100	100
640800 Contractor Fees	165	150	200	200	150
641200 Advertising	32,910	32,592	24,000	24,000	24,000
Total Expense	<u>\$ 111,023</u>	<u>\$ 110,839</u>	<u>\$ 104,440</u>	<u>\$ 104,440</u>	<u>\$ 90,578</u>

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications \$ 24,000

**CITY OF APPLETON 2020 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:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Effective Customer Service and Application Processing					
# Licenses sent for Committee/Council approval		New Measure →	1300	1300	870
% of licenses issued withing time specified on application		New Measure →	100%	100%	100%
Strategic Outcomes					
Statutory and ordinance compliance of all licenses issued					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
License applications processed					
# of beer/liquor licenses issued	209	211	214	214	215
# of operator licenses issued	1,094	764	1,050	1,050	750
# of general licenses issued	431	463	500	500	475

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
422400 Miscellaneous State Aids	\$ 320	\$ -	\$ -	\$ -	\$ -
430100 Amusements License	8,260	8,422	8,000	8,000	8,000
430300 Cigarette License	5,400	5,400	5,200	5,200	5,000
430600 Liquor License	115,068	108,495	90,000	90,000	105,000
430700 Operators License	74,095	57,270	68,000	68,000	60,000
430900 Sundry License	4,630	4,555	4,000	4,000	4,000
431300 Special Events License	29,682	24,475	23,000	23,000	22,000
431600 Second Hand/Pawnbroker	2,145	1,710	1,650	1,650	1,600
431700 Commercial Solicitation	3,685	3,960	3,000	3,000	3,000
431800 Christmas Tree License	405	450	400	400	400
432000 Taxi Cab/Limousine License	1,560	1,530	1,200	1,200	1,000
432100 Taxi Driver License	2,550	2,710	2,000	2,000	2,000
432200 Special "B" Beer License	730	860	650	650	650
432400 Street Vendor License	-	20	-	-	-
441100 Sundry Permits	1,685	1,565	1,200	1,200	1,000
501000 Miscellaneous Revenue	5,080	4,910	5,000	5,000	4,800
Total Revenue	\$ 255,295	\$ 226,332	\$ 213,300	\$ 213,300	\$ 218,450
Expenses					
610100 Regular Salaries	\$ 39,573	\$ 39,598	\$ 42,765	\$ 42,765	\$ 39,520
610500 Overtime Wages	289	1,493	-	-	798
615000 Fringes	25,238	23,068	25,731	25,731	25,780
630100 Office Supplies	1,071	799	1,200	1,200	1,200
632002 Outside Printing	267	-	200	200	200
642900 Interfund Allocations	(55)	(110)	60	60	60
659900 Other Contracts/Obligation	2,196	1,512	2,000	2,000	2,000
Total Expense	\$ 68,579	\$ 66,360	\$ 71,956	\$ 71,956	\$ 69,558

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2020 BUDGET

LEGAL SERVICES

Elections

Business Unit 14550

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement", #3: "Recognize and grow everyone's talents", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and #7: "Communicate our success through stories and testimonials".

Objectives:

- * Educate voters of the online voter registration system and capabilities through the State MyVote website
- * Utilize the City's website for voter outreach and education
- * Provide effective training for all election inspectors
- * Streamline polling place procedures and materials
- * Effectively assist local candidates and maintain campaign finance reports
- * Implement new election equipment and related processes that are more effective and efficient in election administration
- * Secure more election workers for the 2020 election year

Major Changes in Revenue, Expenditures or Programs:

The Clerk's Office will be holding four elections in 2020 including two with presidential races on the ballot. Additionally, there are municipal contests with the Mayor and City Attorney on the ballot in the spring. Due to the increased number of elections in comparison to 2019 (two regular plus one special election), costs related to staffing, supplies, equipment and facility rental have increased in the 2020 Budget.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Accurate election roll					
# voter status changes	3,857	7,287	3,000	3,000	7,500
# of voter registrations processed	284	6,794	200	200	6,900
# of absentee ballots issued	1,354	10,224	1,500	1,500	13,000
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	11,899	54,776	13,000	13,000	57,000
Avg. # of registered voters per election	35,827	37,825	39,000	39,000	41,000
# of elections administered	3	6	2	3	4
% of staff trained at each election	96%	98%	100%	100%	100%

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
490800 Misc Intergov. Charges	\$ 23,634	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Total Revenue	<u>\$ 23,634</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
Expenses					
610100 Regular Salaries	\$ 35,912	\$ 52,168	\$ 46,650	\$ 46,650	\$ 47,200
610500 Overtime Wages	272	2,318	3,683	3,683	7,588
611000 Other Compensation	43,498	95,659	37,298	37,298	106,868
611500 Vacation Pay	1,649	2,634	-	-	-
615000 Fringes	13,777	17,886	15,187	15,187	28,281
620100 Training/Conferences	74	-	-	-	-
620200 Mileage Reimbursement	-	239	200	200	200
620600 Parking Permits	70	720	50	50	50
630100 Office Supplies	569	1,085	700	700	2,000
631603 Other Misc. Supplies	240	3,090	1,000	1,000	2,000
632002 Outside Printing	25,872	4,663	8,000	8,000	8,000
641200 Advertising	2,988	4,478	1,500	1,500	4,500
641800 Equip Repairs & Maint	7	17,840	22,000	22,000	30,000
650301 Facility Rent	1,680	3,915	2,025	2,025	3,575
659900 Other Contracts/Obligation	209	2,813	2,500	2,500	3,500
Total Expense	<u>\$ 126,817</u>	<u>\$ 209,508</u>	<u>\$ 140,793</u>	<u>\$ 140,793</u>	<u>\$ 243,762</u>

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Equip Repairs & Maint

Upgrade modems	\$ 8,000
Maintenance agreements	22,000
	<u>\$ 30,000</u>

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures" and #7: "Communicate our success through stories and testimonials".

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
Client Benefits/Impacts					
Accurate photocopy services					
Remake of request	0%	0%	0%	0%	0%
# of copies made in mail center	600,011	745,807	660,000	660,000	600,000
Strategic Outcomes					
Reduce Costs					
# of pieces of mail returned to departments for reconciliation	New Measure →		60	60	50
Work Process Outputs					
# of pieces of outgoing mail	109,243	111,231	110,000	110,000	120,000
# of packages handled	146	131	150	150	125

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Expenses					
610100 Regular Salaries	\$ 46,338	\$ 43,183	\$ 47,632	\$ 47,632	\$ 39,520
610500 Overtime Wages	373	760	-	-	798
615000 Fringes	26,482	23,018	26,442	26,442	25,780
630100 Office Supplies	(528)	2,538	2,500	2,500	2,500
630300 Memberships & Licenses	20	-	-	-	-
630400 Postage\Freight	50,435	55,962	52,000	52,000	52,000
631603 Other Misc. Supplies	6,546	8,353	6,800	6,800	6,800
632002 Outside Printing	3,383	215	2,000	2,000	2,000
632700 Miscellaneous Equipment	2,000	-	-	-	-
641800 Equip Repairs & Maint	1,260	3,323	3,000	3,000	3,000
642900 Interfund Allocations	(3,353)	-	-	-	-
650302 Equipment Rent	16,666	16,748	17,500	17,500	17,500
Total Expense	\$ 149,622	\$ 154,100	\$ 157,874	\$ 157,874	\$ 149,898

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 9,000
UPS	2,000
US Postal Service	41,000
	<u>\$ 52,000</u>

Rent

Color copier rental	\$ 5,200
Back copier rental	10,000
Front copier rental	2,300
Folder/insert machine rental	1,300
Additional copies	1,500
Charges to departments	(2,800)
	<u>\$ 17,500</u>

**CITY OF APPLETON 2020 BUDGET
LEGAL SERVICES**

	2017 <u>ACTUAL</u>	2018 <u>ACTUAL</u>	2019 <u>YTD ACTUAL</u>	2019 <u>ORIG BUD</u>	2019 <u>REVISED BUD</u>	2020 <u>BUDGET</u>
Program Revenues						
422400 Miscellaneous State Aids	320	-	-	-	-	-
430100 Amusements License	8,260	8,422	7,086	8,000	8,000	8,000
430300 Cigarette License	5,400	5,400	4,300	5,200	5,200	5,000
430600 Liquor License	115,068	108,495	91,583	90,000	90,000	105,000
430700 Operators License	74,095	57,270	22,845	68,000	68,000	60,000
430900 Sundry License	4,630	4,555	2,620	4,000	4,000	4,000
431300 Special Events License	29,682	24,475	18,325	23,000	23,000	22,000
431600 Second Hand/Pawnbroker Licens	2,145	1,710	375	1,650	1,650	1,600
431700 Commercial Solicitation Licens	3,685	3,960	1,700	3,000	3,000	3,000
431800 Christmas Tree License	405	450	-	400	400	400
432000 Taxi Cab/Limousine License	1,560	1,530	-	1,200	1,200	1,000
432100 Taxi Driver License	2,550	2,710	900	2,000	2,000	2,000
432200 Special "B" Beer License	730	860	280	650	650	650
432400 Street Vendor License	-	20	-	-	-	-
441100 Sundry Permits	1,685	1,565	135	1,200	1,200	1,000
480100 General Charges for Service	144	117	124	300	300	300
490800 Misc Intergovernmental Charges	23,634	-	122	1,000	1,000	1,000
501000 Miscellaneous Revenue	5,080	4,910	3,730	5,000	5,000	4,800
503500 Other Reimbursements	160	200	-	-	-	200
508500 Cash Short or Over	24	1	-	-	-	-
TOTAL PROGRAM REVENUES	279,257	226,650	154,125	214,600	214,600	219,950
Personnel						
610100 Regular Salaries	490,427	511,009	165,759	564,780	564,780	557,939
610500 Overtime Wages	1,648	6,330	1,300	3,683	3,683	10,426
610800 Part-Time Wages	-	642	126	-	-	-
611000 Other Compensation	43,723	95,809	21,614	37,298	37,298	106,868
611500 Vacation Pay	47,565	48,515	13,590	-	-	-
615000 Fringes	208,209	205,915	65,964	197,632	197,632	202,076
TOTAL PERSONNEL	791,572	868,220	268,353	803,393	803,393	877,309
Training~Travel						
620100 Training/Conferences	12,106	9,770	1,662	13,600	13,600	13,600
620200 Mileage Reimbursement	-	239	-	200	200	200
620400 Tuition Fees	-	2,488	823	3,500	3,500	3,500
620600 Parking Permits	3,205	3,900	4,341	2,950	2,950	2,950
TOTAL TRAINING / TRAVEL	15,311	16,397	6,826	20,250	20,250	20,250
Supplies						
630100 Office Supplies	3,147	6,017	1,350	5,900	5,900	7,200
630200 Subscriptions	7,569	6,048	2,888	8,650	8,650	8,650
630300 Memberships & Licenses	2,375	4,503	130	3,500	3,500	3,500
630400 Postage\Freight	50,435	55,962	32,834	52,000	52,000	52,000
631603 Other Misc. Supplies	6,904	11,443	1,616	7,900	7,900	8,900
632001 City Copy Charges	1,420	1,437	232	1,500	1,500	1,500
632002 Outside Printing	31,092	5,055	274	12,200	12,200	11,900
632700 Miscellaneous Equipment	2,000	-	-	-	-	-
TOTAL SUPPLIES	104,942	90,465	39,324	91,650	91,650	93,650
Purchased Services						
640201 Attorney Fees	1,312	-	-	-	-	-
640202 Recording/Filing Fees	4,720	1,322	1,384	10,100	10,100	7,100
640400 Consulting Services	3,723	3,128	2,480	10,000	10,000	7,000
640800 Contractor Fees	165	150	-	200	200	150
641200 Advertising	35,898	37,070	10,732	25,500	25,500	28,500
641307 Telephone	1,029	618	239	900	900	900
641800 Equip Repairs & Maint	1,325	21,284	8,042	25,200	25,200	33,200
642900 Interfund Allocations	(3,408)	(110)	-	60	60	60
650301 Facility Rent	1,680	3,915	1,110	2,025	2,025	3,575
650302 Equipment Rent	16,666	16,748	3,174	17,500	17,500	17,500
659900 Other Contracts/Obligation	2,405	4,325	-	4,500	4,500	5,500
662500 Disability Payments	7,890	7,890	3,945	7,890	7,890	7,890
TOTAL PURCHASED SVCS	73,405	96,340	31,106	103,875	103,875	111,375
TOTAL EXPENSE	985,230	1,071,422	345,609	1,019,168	1,019,168	1,102,584

**CITY OF APPLETON 2020 BUDGET
SPECIAL REVENUE FUNDS**

Tuchscherer Disability

Business Unit 7120

PROGRAM MISSION

To account for moneys received by the City in an employee disability settlement, and the corresponding expenditures for such purposes.

PROGRAM NARRATIVE

Objectives:

The City's obligation under this trust is partially offset by the investment income.

Major changes in Revenue, Expenditures, or Programs:

No major changes.

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2017 Actual	2018 Actual	2019 Adopted Budget	2019 Projected	2020 Budget
Revenues					
Interest Income	\$ 203	\$ 272	\$ 240	\$ 240	\$ 180
Expenses					
Program Costs	6,391	6,391	6,391	6,391	6,391
Revenues over (under) Expenses	(6,188)	(6,119)	(6,151)	(6,151)	(6,211)
Fund Balance - Beginning	30,380	24,192	18,073	18,073	11,922
Fund Balance - Ending	\$ 24,192	\$ 18,073	\$ 11,922	\$ 11,922	\$ 5,711

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

City Center

Business Unit 4030

PROGRAM MISSION

This fund provides for capital equipment purchases located in the City Center facility.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent services"

Objectives:

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

Project	Amount	Page
No projects planned for 2020		

Major program changes:

Elections equipment was budgeted for purchase in 2018 but became available via a multi-jurisdictional purchase in late 2017. Borrowing for that purchase occurred in 2018. Electronic poll books had also been budgeted for 2018, but the purchase was delayed until 2019 and re-budgeted.

PERFORMANCE INDICATORS

Actual 2017 Actual 2018 Target 2019 Projected 2019 Target 2020

Note: Since this program exists solely to account for capital investments at City Center and related equipment needs, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2017	2018	Adopted 2019	Amended 2019	2020	
	Program Revenues	\$ -	\$ 114,075	\$ 124,000	\$ 124,000	\$ -	-100.00%
	Program Expenses	\$ 82,076	\$ -	\$ 124,000	\$ 124,000	\$ -	-100.00%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Capital Expenditures	82,076	-	124,000	124,000	-	-100.00%

**CITY OF APPLETON 2020 BUDGET
CAPITAL PROJECTS FUNDS**

City Center

Business Unit 4030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
Revenues					
422400 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
591000 Proceeds of Long-term Debt	-	114,075	124,000	124,000	-
Total Revenue	\$ -	\$ 114,075	\$ 124,000	\$ 124,000	\$ -
Expenses					
680401 Equipment	\$ 82,076	\$ -	\$ 124,000	\$ 124,000	\$ -
Total Expense	\$ 82,076	\$ -	\$ 124,000	\$ 124,000	\$ -

DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2020 BUDGET
CITY CENTER
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
Revenues					
State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenses					
Program Costs	82,076	-	124,000	124,000	-
Total Expenses	<u>82,076</u>	<u>-</u>	<u>124,000</u>	<u>124,000</u>	<u>-</u>
Revenues over (under) Expenses	(82,076)	-	(124,000)	(124,000)	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	114,075	124,000	92,001	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>114,075</u>	<u>124,000</u>	<u>92,001</u>	<u>-</u>
Net Change in Equity	(82,076)	114,075	-	(31,999)	-
Fund Balance - Beginning	-	(82,076)	31,999	31,999	-
Residual Equity Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ (82,076)</u>	<u>\$ 31,999</u>	<u>\$ 31,999</u>	<u>\$ -</u>	<u>\$ -</u>