



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, June 12, 2023

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[23-0677](#) 5/22/23 Finance Committee Minutes

Attachments: [MeetingMinutes May-22-2023.pdf](#)

5. Public Hearing/Appearances

- [23-0678](#) Michael Maloney, Portfolio Manager, U.S. Bank Institutional Asset Management presentation of investment performance

Attachments: [City of Appleton 06-12-23 Presentation.pdf](#)

6. Action Items

- [23-0679](#) Request to approve Change Order #2 to the 2022 Telulah Pavilion Repairs Project to RJM Construction LLC. in the amount of \$14,147, increasing the contract from \$61,050 to \$75,197, along with the following budget amendment:

2023 Parks Hardscape Repairs Project	- \$15,000
2022 Telulah Pavilion Repairs Project	+ \$15,000

To adjust for the increased cost of the project (2/3 vote of Council required)

Attachments: [Telulah Pavilion Renovation project Change Order and budget adjustment.pdf](#)

[23-0680](#)

Request to award AWTF Compressed Air System Improvements Project Base Bid to Rhode Brothers, Inc. in the amount of \$177,700 with a 10% contingency of \$17,770 for a project total not to exceed \$195,470, along with the following budget amendment:

Lake Station Intake Consulting Project	- \$50,000
AWTF Compressed Air System Improvements Project	+ \$50,000

To adjust for the increased cost of the project (2/3 vote of Council required)

Attachments: [230608 Finance Memo Compressed Air Improvements Bi Award Rhode 1.pdf](#)

[23-0681](#)

Request to approve Change Order #3 to Miron Construction contract as part of the AWWTP Sludge Storage Building Addition Construction Project totaling \$50,910 resulting in a decrease in contingency from \$741,241 to \$690,331.

Attachments: [SSB Addition Miron Change Orders No3.pdf](#)

7. Information Items

[23-0682](#)

Contract 21-23 was awarded to SDS Painting Company for \$86,330 with a contingency of \$10,000 for WWTP V Building Painting Project Phase 2. Change orders were approved totaling \$5,810. Final contract amount is \$92,140 with a contingency of \$4,190. Payments issued to date total \$84,588. Request final payment of \$7,552.

8. Adjournment

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

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

Any questions regarding this agenda, please contact Jeri Ohman at (920) 832-5742.

**We are currently experiencing intermittent issues/outages with our audio/video equipment. Meeting live streams and recordings are operational but unreliable at times. This is due to delays in receiving necessary system hardware components. We continue to look for solutions in the interim and we hope to have these issues resolved soon.*



City of Appleton

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Meeting Minutes - Final Finance Committee

Monday, May 22, 2023

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chair Firkus called meeting to order at 5:30pm

2. Pledge of Allegiance

3. Roll call of membership

Present: 3 - Firkus, Hartzheim and Van Zeeland

Excused: 2 - Croatt and Fenton

4. Approval of minutes from previous meeting

Present: 3 - Firkus, Hartzheim and Van Zeeland

Excused: 2 - Croatt and Fenton

[23-0604](#)

Finance Committee Minutes

Attachments: [MeetingMinutes Apr-24-2023.pdf](#)

[Special Meeting Minutes May-17-2023.pdf](#)

Hartzheim moved, seconded by Van Zeeland, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Firkus, Hartzheim and Van Zeeland

Excused: 2 - Croatt and Fenton

5. Public Hearing/Appearances

6. Action Items

[23-0563](#)

Request to approve the following 2023 Budget Amendment:

Hazardous Materials Fund

Vehicles	+ \$22,040
Fund Balance Applied	+ \$22,040

Central Equipment Agency Fund

Sale of City Property	+ \$22,040
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Trans Out - Capital Projects + \$22,040

to record Hazardous Materials Fund purchase of vehicle from CEA (2/3 vote of Council required)

Attachments: [2023 HazMat Vehicle.pdf](#)

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

Aye: 3 - Firkus, Hartzheim and Van Zeeland

Excused: 2 - Croatt and Fenton

[23-0567](#)

Request to award the City of Appleton's 2023 Masonry Repairs Project contract to Masonry Restoration, Inc. in the amount of \$162,675 with a contingency of \$15,000 for a project total not to exceed \$177,675.

Attachments: [2023 AWWTP Masonry Repairs Project.pdf](#)

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

Aye: 3 - Firkus, Hartzheim and Van Zeeland

Excused: 2 - Croatt and Fenton

[23-0603](#)

Request to approve cash advance from Stormwater Utility Fund to Wastewater Utility Fund in an amount not to exceed \$3,000,000 to replace issuance of long term revenue bonds in 2023.

Attachments: [2023 Short Term Funding.pdf](#)

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

Aye: 3 - Firkus, Hartzheim and Van Zeeland

Excused: 2 - Croatt and Fenton

7. Information Items

[23-0564](#)

Change Orders #1 and #2 Miron Construction contract as part of the 2019 AWWTP Improvement Projects totaling \$58,406.96, resulting in a decrease in contingency from \$799,648 to \$741,241.

Attachments: [230509_Finance Memo SSB Addition Miron Change Orders No1 and 2 \(002\).pdf](#)

This Report Action Item was presented

[23-0566](#)

Contract 109-22 was awarded to SDS Painting Co., Inc. for the 2022 Painting

Project in the amount of \$121,760 with a contingency of \$10,000. Three change orders were issued in the amount of \$10,000 to add additional drywall patching and painting in the V-Building. Payments to date total \$127,629. Request to issue the final contract payment of \$4,131.

This Report Action Item was presented

8. Adjournment

Moved by Van Zeeland, seconded by Hartzheim, to adjourn the meeting at 5:35pm. Roll Call. Motion carried by the following vote:

Aye: 3 - Firkus, Hartzheim and Van Zeeland

Excused: 2 - Croatt and Fenton



City of Appleton

June 12, 2023

U.S. Bank Institutional Asset Management

Selected Period Performance

Selected Period Performance

	Market Value	1 Month	3 Months	Year to Date (1 Year)	1 Year	3 Years	5 Years	Inception to Date 06/01/2012
Total Portfolio Gross of Fees	76,596,527	-.20	1.07	-7.73	-7.73	-1.57	.25	.65
Total Portfolio Net of Fees	76,596,527	-.21	1.05	-7.82	-7.82	-1.67	.16	.55
Total Fixed Income	76,028,448	-.20	1.06	-7.80	-7.80	-1.56	.26	.66
Gov/Agency Bonds	75,635,909	-.20	1.06	-7.82	-7.82	-1.57	.26	.51
MBS/ABS/CMO/CMBS	392,538	-.56	1.75	-5.27	-5.27	-.98	.41	1.17
BBARC 1-3 Year US Government Bond Index		.18	.73	-3.81	-3.81	-.46	.74	.65
BBARC 1-5 Year US Government Index		.03	.93	-5.46	-5.46	-.85	.62	.69
BBARC Intermediate US Government Bond Index		-.24	1.01	-7.73	-7.73	-1.38	.46	.70
ICE BofAML 1-Year US Treasury Note Index		.39	.76	-1.02	-1.02	.23	1.09	.71
Total Cash and Equivalents	568,079	.30	.73	1.21	1.21	.48	.90	.47
Lipper US Government Money Market Index		.31	.78	1.28	1.28	.51	.93	.47
Pending Cash	0	.00	.00	.00	.00	.00	.00	.00

For performance and rate of return methodologies, as well as other important information, please refer to the Appendix/Disclosures provided.

Investment products and services are:
NOT A DEPOSIT • NOT FDIC INSURED • MAY LOSE VALUE • NOT BANK GUARANTEED • NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY



Selected Period Performance

Selected Period Performance

	<u>Market Value</u>	<u>1 Month</u>	<u>3 Months</u>	<u>Year to Date (4 Months)</u>	<u>1 Year</u>	<u>3 Years</u>	<u>5 Years</u>	<u>Inception to Date 06/01/2012</u>
Total Portfolio Gross of Fees	78,622,572	.55	1.13	2.68	.45	-1.95	.92	.87
Total Portfolio Net of Fees	78,622,572	.54	1.10	2.64	.35	-2.05	.82	.78
Total Fixed Income	77,586,702	.55	1.13	2.69	.43	-1.97	.93	.88
Gov/Agency Bonds	77,240,510	.56	1.13	2.69	.43	-1.98	.94	.74
MBS/ABS/CMO/CMBS	346,193	.26	.47	2.38	1.08	-.95	.94	1.35
BBARC 1-3 Year US Government Bond Index		.27	1.12	1.86	.98	-.79	1.18	.80
BBARC 1-5 Year US Government Index		.42	1.18	2.29	.93	-1.38	1.23	.88
BBARC Intermediate US Government Bond Index		.54	1.19	2.81	.61	-2.22	1.28	.94
ICE BofAML 1-Year US Treasury Note Index		.18	1.07	1.42	1.39	.15	1.32	.82
Total Cash and Equivalents	1,035,870	.36	1.02	1.35	2.57	.85	1.10	.58
Lipper US Government Money Market Index		.36	1.04	1.38	2.67	.89	1.14	.59
Pending Cash	0	.00	.00	.00	.00	.00	.00	.00

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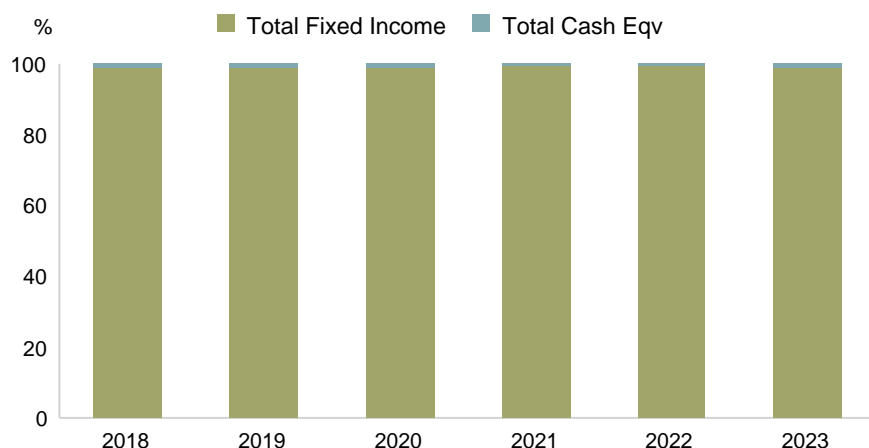


History of Asset Growth Graphs

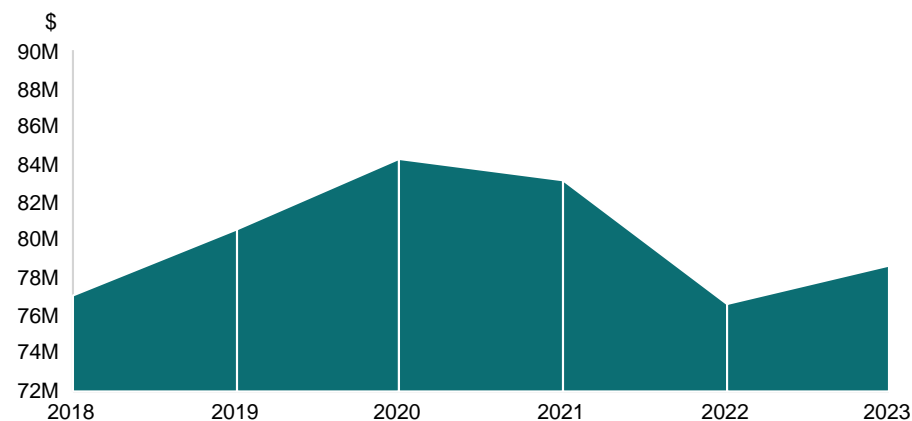
Annual Portfolio Values

	Consolidated	Jan 2018- Dec 2018	Jan 2019- Dec 2019	Jan 2020- Dec 2020	Jan 2021- Dec 2021	Jan 2022- Dec 2022	Jan 2023- Apr 2023
Beginning Portfolio Value	60,890,833	60,890,833	77,061,013	80,554,764	84,322,767	83,098,631	76,596,527
Contributions	19,438,874	15,082,032	452,096	2,601,800	416,575	885,362	1,009
Withdrawals	-4,850,570	-149,901	-529,899	-2,682,849	-499,192	-963,339	-25,391
Income Earned	8,960,370	1,608,831	1,816,300	1,869,114	1,704,231	1,460,710	501,184
Gain/Loss	-5,816,935	-370,783	1,755,255	1,979,938	-2,845,751	-7,884,837	1,549,244
Ending Portfolio Value	78,622,572	77,061,013	80,554,764	84,322,767	83,098,631	76,596,527	78,622,572
Total Return	.74	1.50	4.64	4.78	-1.35	-7.73	2.68
Principal	-1.39	-.70	2.33	2.44	-3.45	-9.47	2.00
Income	2.13	2.20	2.31	2.34	2.10	1.74	.68

Allocation Over Time



Ending Market Values Over Time



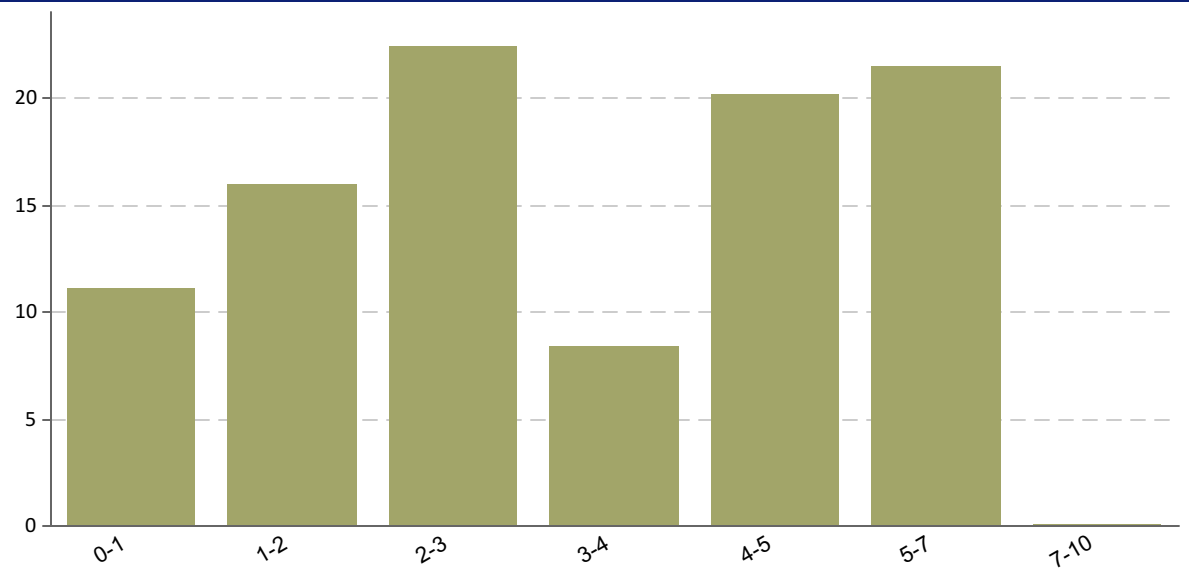
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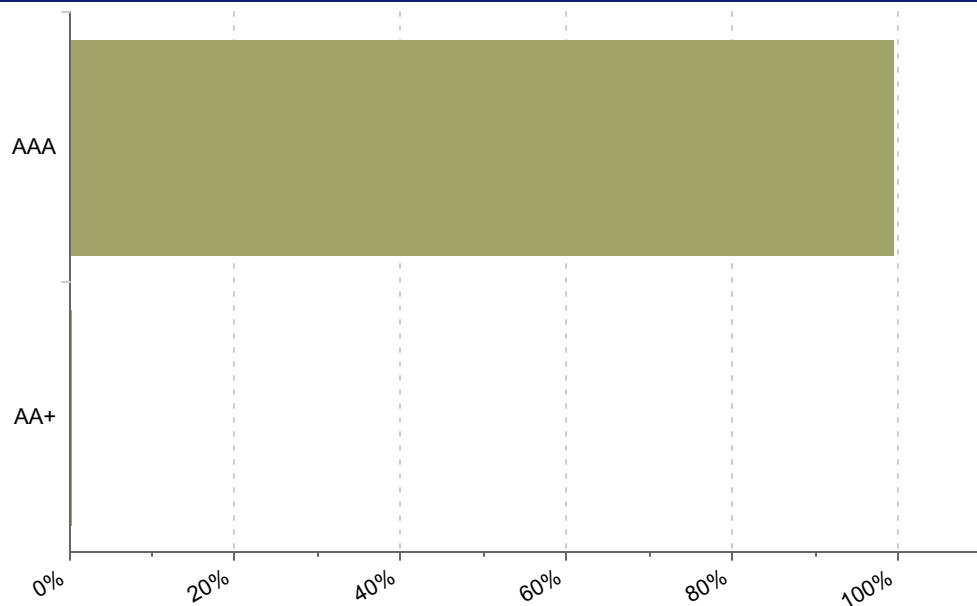
Bond Characteristics

	Portfolio	% Avail
Avg. Coupon (%)	1.82	100
Current Yield	1.92	100
Yield to Maturity (%)	3.98	100
Yield to Worst (%)	3.98	100
Effective Maturity	3.35	100
Effective Duration	3.18	100
Avg. Quality	AA+	52
# of Securities	138	100

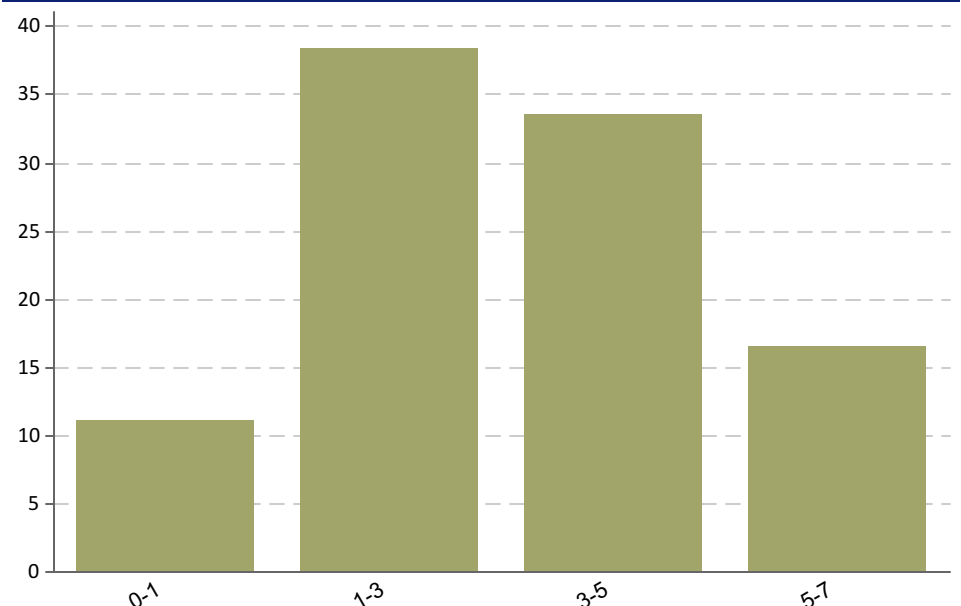
Bond Effective Maturity



Bond Quality Distribution



Bond Duration Distribution



Important disclosures, definitions of terms and index descriptions

If you have questions regarding this information or wish to receive definitions of any additional terms or indexes used in this report, please contact your Portfolio Manager.

Important disclosures (page 1 of 4)

The information provided here is not intended to replace your account statement. Your account statement is the official record of your account.



Equal Housing Lender. Credit products are offered by U.S. Bank National Association and subject to normal credit approval. Deposit products offered by U.S. Bank National Association. Member FDIC.

For use in one-on-one meetings/presentations.

This information represents the opinion of U.S. Bank. The views are subject to change at any time based on market or other conditions and are current as of the date indicated on the materials. This is not intended to be a forecast of future events or guarantee of future results. The factual information provided has been obtained from sources believed to be reliable but is not guaranteed as to accuracy or completeness.

U.S. Bank and its representatives do not provide tax or legal advice. Your tax and financial situation is unique. You should consult your tax and/or legal advisor for advice and information concerning your particular situation.

Past performance is no guarantee of future results. All performance data, while obtained from sources deemed to be reliable, are not guaranteed for accuracy. Indexes shown are unmanaged and are not available for direct investment, nor are they subject to fees and expenses.

Performance reports included may show performance results gross of fees and expenses. If fees and expenses were included, the performance would be lower. If you have any questions, please speak with your relationship manager for additional information.

Based on our strategic approach to creating diversified portfolios, guidelines are in place concerning the construction of portfolios and how investments should be allocated to specific asset classes based on client goals, objectives and tolerance for risk. Not all recommended asset classes will be suitable for every portfolio. **Diversification and asset allocation do not guarantee returns or protect against losses.**

Important disclosures (page 2 of 4)

Equity securities are subject to stock market fluctuations that occur in response to economic and business developments. **Stocks of small-capitalization companies** involve substantial risk. These stocks historically have experienced greater price volatility than stocks of larger companies and may be expected to do so in the future. **Stocks of mid-capitalization companies** can be expected to be slightly less volatile than those of small-capitalization companies, but still involve substantial risk and may be subject to more abrupt or erratic movements than large-capitalization companies. The value of **large-capitalization stocks** will rise and fall in response to the activities of the company that issued them, general market conditions and/or economic conditions. **Growth investments** focus on stocks of companies whose earnings/profitability are accelerating in the short term or have grown consistently over the long term. Such investments may provide minimal dividends, which could otherwise cushion stock prices in a market decline. Stock value may rise and fall significantly based, in part, on investors' perceptions of the company, rather than on fundamental analysis of the stocks. Investors should carefully consider the additional risks involved in growth investments. **Value investments** focus on stocks of income-producing companies whose price is low relative to one or more valuation factors, such as earnings or book value. Such investments are subject to risks that their intrinsic values may never be realized by the market, or such stocks may turn out not to have been undervalued. Investors should carefully consider the additional risks involved in value investments.

International investing involves special risks, including foreign taxation, currency risks, risks associated with possible differences in financial standards and other risks associated with future political and economic developments. Investing in **emerging markets** may involve greater risks than investing in more developed countries. In addition, concentration of investments in a single region may result in greater volatility.

Investments in **real estate securities** can be subject to fluctuations in the value of the underlying properties, the effect of economic conditions on real estate values, changes in interest rates and risks related to renting properties (such as rental defaults). There are special risks associated with an investment in **commodities**, including market price fluctuations, regulatory changes, interest rate changes, credit risk, economic changes and the impact of adverse political or financial factors.

Investments in **fixed income securities** are subject to various risks, including changes in interest rates, credit quality, market valuations, liquidity, prepayments, early redemption, corporate events, tax ramifications and other factors. Investment in fixed income securities typically decrease in value when interest rates rise. This risk is usually greater for longer-term securities. Investments in lower-rated and non-rated securities present a greater risk of loss to principal and interest than higher-rated securities. Investments in **high yield bonds** offer the potential for high current income and attractive total return, but involve certain risks. Changes in economic conditions or other circumstances may adversely affect a bond issuer's ability to make principal and interest payments.

Important disclosures (page 3 of 4)

The **municipal bond** market is volatile and can be significantly affected by adverse tax, legislative or political changes and the financial condition of the issues of municipal securities. Interest rate increases can cause the price of a bond to decrease. Income on municipal bonds is free from federal taxes, but may be subject to the federal alternative minimum tax (AMT), state and local taxes. **Treasury Inflation-Protected Securities (TIPS)** offer a lower return compared to other similar investments and the principal value may increase or decrease with the rate of inflation. Gains in principal are taxable in that year, even though not paid out until maturity.

Non-financial **specialty assets**, such as real estate, farm, ranch and timber properties, oil, gas and mineral interests or closely-held business interests are complex and involve unique risks specific to each asset type, including the total loss of value. Special risk considerations may include natural events or disasters, complex tax considerations and lack of liquidity. Specialty assets may not be suitable for all investors.

Alternative investments very often use speculative investment and trading strategies. There is no guarantee that the investment program will be successful. Alternative investments are designed only for investors who are able to tolerate the full loss of an investment. These products are not suitable for every investor even if the investor does meet the financial requirements. It is important to consult with your investment professional to determine how these investments might fit your asset allocation, risk profile and tax situation. **Hedge funds** are speculative and involve a high degree of risk. An investment in a hedge fund involves a substantially more complicated set of risk factors than traditional investments in stocks or bonds, including the risks of using derivatives, leverage and short sales, which can magnify potential losses or gains. Restrictions exist on the ability to redeem or transfer interests in a fund. **Exchange-traded funds (ETFs)** are baskets of securities that are traded on an exchange like individual stocks at negotiated prices and are not individually redeemable. ETFs are designed to generally track a market index and shares may trade at a premium or a discount to the net asset value of the underlying securities. **Private equity** investments provide investors and funds the potential to invest directly into private companies or participate in buyouts of public companies that result in a delisting of the public equity. Investors considering an investment in private equity must be fully aware that these investments are illiquid by nature, typically represent a long-term binding commitment and are not readily marketable. The valuation procedures for these holdings are often subjective in nature. **Private debt** investments may be either direct or indirect and are subject to significant risks, including the possibility of default, limited liquidity and the infrequent availability of independent credit ratings for private companies. **Structured products** are subject to market risk and/or principal loss if sold prior to maturity or if the issuer defaults on the security. Investors should request and review copies of Structured Products Pricing Supplements and Prospectuses prior to approving or directing an investment in these securities.

Important disclosures (page 4 of 4)

Mutual fund investing involves risk and principal loss is possible. Investing in certain funds involves special risks, such as those related to investments in small- and mid-capitalization stocks, foreign, debt and high-yield securities and funds that focus their investments in a particular industry. Please refer to the fund prospectus for additional details pertaining to these risks. An investment in **money market funds** is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency. Although these funds seek to preserve the value of an investment at \$1.00 per share, it is possible to lose money by investing in these funds.

Holdings of First American Funds: U.S. Bancorp Asset Management, Inc. is a registered investment advisor and subsidiary of U.S. Bank National Association. U.S. Bank National Association is a separate entity and wholly owned subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, performance or services of U.S. Bancorp Asset Management. U.S. Bancorp Asset Management, Inc. serves as an investment advisor to First American Funds. **Holdings of Nuveen mutual funds:** Firststar Capital Corporation (Firststar Capital), an affiliate of U.S. Bancorp, holds a less-than-10 percent ownership interest in Windy City Investments Holdings, LLC which was formerly the parent of Windy City Investment Inc. and the indirect parent of Nuveen Fund Advisors, LLC which is the investment advisor to the Nuveen Mutual Funds. On October 1, 2014, Windy City Investments, Inc. was sold to Teachers Insurance and Annuity Association of America. As a result of the sale, U.S. Bancorp no longer has an indirect ownership interest in Nuveen Fund Advisors, LLC. Depending on the outcome of certain factors, Firststar Capital might in the future receive an earn-out payment in respect of its interest in Windy City Investment Holdings, LLC, under the terms of the sale. **Non-proprietary mutual funds:** U.S. Bank may enter into agreements with other non-proprietary mutual funds or their service providers whereby U.S. Bank provides shareholder services and/or sub-transfer agency, custodial and other administrative support services and receives compensation for these services. Compensation received by U.S. Bank directly or indirectly from mutual funds does not increase fund fees and expenses beyond what is disclosed in the fund prospectuses. For more information, review the fund prospectus.

Definitions of report and statement terms (page 1 of 5)

Accredited Investor: Private placement securities generally require that investors be accredited due to the additional risks and speculative nature of the securities. For natural persons, the criteria is met by a net worth of more than \$1 million (excluding primary residence) or an income of more than \$200,000 individually (\$300,000 jointly) for the two most recent years and a reasonable expectation for the same in the current year. For other entities, such as corporations, partnerships, trusts and employee benefit plans, the criteria is met with at least \$5 million in assets. See full definition in Rule 501 of Regulation D under the Securities Act of 1933.

Alpha: A measure of risk-adjusted performance. A statistic measuring that portion of a stock, fund or composite's total return attributable to specific or non-market risk. Alpha measures non-market return and indicates how much value has been added or lost. A positive Alpha indicates the fund or composite has performed better than its Beta would predict (i.e., the manager has added value above the benchmark). A negative Alpha indicates a fund or composite has underperformed given the composite's Beta.

Alternative Investments: As used by U.S. Bank, an investment considered to be outside of the traditional asset classes of long-only stocks, bonds and cash. Examples of alternative investments include hedge funds, private equity, options and financial derivatives.

Annualized Excess Return: Shows the difference between the annualized linked returns of a portfolio and the model benchmark. Performance reports provided annualize only periods greater than one year.

Annualized or Annual Rate of Return: Represents the average annual change in the value of an investment over the periods indicated.

Batting Average: Shows how consistently the portfolio return met or beat the market.

Beta: A measure of your portfolio's risk relative to a benchmark. A portfolio with a beta of 1.5, for example, would be expected to return roughly 1.5 times the benchmark's return. A high Beta indicates a riskier portfolio.

Bond Credit Rating: A grade given to bonds by a private independent rating service that indicates their credit quality. Ratings are the opinion of Standard & Poor's or other agencies as noted and not the opinion of U.S. Bank.

Consumer Price Index (CPI): A measure of the average change in prices over time in a market basket of goods and services and is one of the most frequently used statistics for identifying periods of inflation and deflation.

Convexity to Stated Maturity: A measure of the curvature in the relationship between bond prices and bond yields that demonstrates how the duration of a bond changes as the interest rate changes. Convexity is used as a risk-management tool and helps to measure and manage the amount of market risk to which a portfolio of bonds is exposed. This version of convexity measures the rate change in duration of a bond as the yield to (stated) maturity changes.

Definitions of report and statement terms (page 2 of 5)

Cost basis/book value: The original value of an asset at the time it was acquired. This is normally the purchase price or appraised value at the time of acquisition. This data is for information purposes only.

Cumulative Excess Return: Shows the difference between the annualized linked returns of a portfolio and the model benchmark. Performance reports provided use unannualized returns in periods up to one year, but annualized returns for periods exceeding one year.

Downside Capture: The downside capture ratio reflects how a portfolio compares to a benchmark during periods when the benchmark is down. A downside capture ratio of 0.80 (or 80 percent) means the portfolio has historically declined only 80 percent as much as the benchmark during down markets.

Downside Deviation: The deviation of returns that fall below a minimum acceptable return (MAR). Although the numerator includes only returns below the MAR, the denominator includes all returns in the performance period. This risk statistic is similar to the downside standard deviation except the sum is restricted to returns less than the MAR instead of the mean.

Downside Standard Deviation: The deviation of returns that fall below the mean return. Although the numerator includes only returns below the mean, the denominator includes all returns in the performance period. This risk statistic is similar to the downside deviation except the sum is restricted to returns less than the mean instead of the minimum acceptable return (MAR).

Effective Maturity: The date of a bond's most likely redemption, given current market conditions, taking into consideration the optional and mandatory calls, the optional, mandatory and recurring puts, and the stated maturity.

Estimated annual income: The amount of income a particular asset is anticipated to earn over the period indicated. The shares multiplied by the annual income rate.

Gain/loss calculation: If an asset was sold, the difference between the proceeds received from the sale compared to the cost of acquiring the asset. If the value of the proceeds is the higher of the two numbers, then a gain was realized. If the value of the proceeds is the lower of the two numbers, a loss was incurred. This data is for information purposes only.

Information Ratio: The information ratio compares the average excess return of the portfolio over its associated benchmark divided by the tracking error.

M-Squared: The hypothetical return of the portfolio after its risk has been adjusted to match a benchmark.

Definitions of report and statement terms (page 3 of 5)

Market Value: Publicly traded assets are valued using market quotations or valuation methods from financial industry services believed by us to be reliable. Assets, that are not publicly traded, may be reflected at values from other external sources or special valuations prepared by us. Assets for which a current value is not available may be reflected as not valued, at par value, or at a nominal value. Values shown do not necessarily reflect prices at which assets could have been bought or sold. Values are updated based on internal policy and may be updated less frequently than statement generation.

Market Value Over Time: Many factors can impact the portfolio value over time, such as contributions to the account, distributions from the account, the investment of dividends and interest, the deduction of fees and expenses, and market performance.

Modified Duration to Effective Maturity: A formula that expresses the measurable change in the value of a security in response to a change in interest rates. This version of Modified Duration takes into consideration a “horizon date/price” that is, given current conditions, the most likely redemption date/price using the set of calls/puts, as well as stated maturity.

Modified Duration to Stated Maturity: A formula that expresses the measurable change in the value of a security in response to a change in interest rates. This version of Modified Duration uses stated maturity as the “horizon date/price” and ignores any potential call/put/pre-refunding, even if they are mandatory.

Price/Earnings Ratio (P/E): The P/E ratio of a company is calculated by dividing the price of the company’s stock by its trailing 12-month earnings per share. A high P/E usually indicates that the market is paying a premium for current earnings because it believes in the firm’s ability to grow its earnings. A low P/E indicates the market has less confidence that the company’s earnings will increase. Within a portfolio, P/E is the weighted average of the price/earnings ratios of the stocks in the portfolio.

Qualified Purchaser: Some private placement securities require that investors be Qualified Purchasers in addition to being Accredited Investors. For natural persons, the criteria is generally met when the client (individually or jointly) owns at least \$5 million in investments. For other entities, such as corporations, partnerships, trusts and employee benefit plans, the criteria is met with at least \$25 million in investments though there are other eligibility tests that may apply. See full definition in Section 2(a)(51) of the Investment Company Act of 1940.

R-Squared: Measures the portion of the risk in your portfolio that can be attributed to the risk in the benchmark.

Realized and Unrealized Gains/Losses: Are calculated for individual tax lots based on the records we have available. Some data may be incomplete or differ from what you are required to report on your tax return. Some data used in these calculations may have been obtained from outside sources and cannot be verified by U.S. Bank. The data is intended for informational purposes only and should not be used for tax reporting purposes. Please consult with your tax or legal advisor for questions concerning your personal tax or financial situation.

Definitions of report and statement terms (page 4 of 5)

Residual Risk: The amount of risk specific to the assets in a portfolio distinct from the market, represented by a benchmark.

Return: An indication of the past performance of your portfolio.

Sharpe Ratio: Measures of risk-adjusted return that calculates the return per unit of risk, where risk is the Standard Deviation of your portfolio. A high Sharpe ratio indicates that the portfolio is benefiting from taking risk.

Sortino Ratio: Intended to differentiate between good and bad volatility. Similar to the Sharpe ratio, except it uses downside deviation for the denominator instead of standard deviation, the use of which doesn't discriminate between up and down volatility.

Spread: The difference between the yields of two bonds with differing credit ratings (most often, a corporate bond with a certain amount of risk is compared to a standard traditionally lower risk Treasury bond). The bond spread will show the additional yield that could be earned from a bond which has a higher risk.

Standard Deviation: A measure of the volatility and risk of your portfolio. A low standard deviation indicates a portfolio with less volatile returns and therefore less inherent risk.

Time-weighted Return: The method used to calculate performance. Time-weighted return calculates period by period returns that negates the effect of external cash flows. Returns for periods of greater than one year are reported as an annualized (annual) rate of return. Returns of less than one year are reported on a cumulative return basis. Cumulative return is the aggregate amount an investment has gained or lost over time, independent of the period involved.

Tracking Error: A divergence between the price behavior of a position or a portfolio and the price behavior of a benchmark. This is often in the context of a hedge or mutual fund that did not work as effectively as intended, creating an unexpected profit or loss instead.

Traditional Investments: As used by U.S. Bank, an investment made in equity, fixed income or cash securities, mutual funds or exchange-traded funds (ETFs) where the investor buys at a price with the goal that the investment will go up in value.

Top 10 Holdings: The 10 assets with the highest market values in the account.

Total Portfolio Gross of Fees: Represents all assets included in the calculation of the portfolio, before the deduction of trust and asset management fees, and is inclusive of all applicable third-party security fees and expenses. Details of those fees and expenses are provided in the security's prospectus or offering documents.

Definitions of report and statement terms (page 5 of 5)

Total Return: The rate of return that includes the realized and unrealized gains and losses plus income for the measurement period.

Treynor Ratio: Measures the performance of a sector relative to risk by dividing the return of the sector in excess of the risk-free return by the sector's Beta. The higher the Treynor ratio, the better the return relative to risk.

Turnover Percent: Indicates how frequently asset are bought and sold within a portfolio.

Turnover Ratio: The percentage of a mutual fund's or other investment vehicle's holdings that have been "turned over" or replaced with other holdings in a given year.

Unrealized gain (loss) — The difference between the current market value (at the end of the statement period) and the cost to acquire the asset. If the current market value is higher than the cost, a gain is reflected. If the current market value is lower than the cost paid, a loss is reflected. This data is for information purposes only.

Upside Capture: The upside capture ratio reflects how a portfolio compares to the selected model benchmark during periods when the benchmark is up. An upside capture ratio of 1.15 (or 115 percent) means the portfolio has historically beat the benchmark by 15 percent during up markets.

Yield: The annual rate of return on an investment, expressed as a percentage. For bonds, it is the coupon rate divided by the market price. For stocks, it is the annual dividend divided by the market price.

Frequently used indexes (page 1 of 5)

Bloomberg Barclays 1-3 year U.S. Treasury Index: Measures the performance of the U.S. government bond market and includes public obligations of the U.S. Treasury with a maturity between one year and up to (but not including) three years.

Bloomberg Barclays 1-5 year U.S. Treasury Index: Includes all publicly issued, U.S. Treasury securities that have a remaining maturity of greater than or equal to one year and less than five years, are rated investment grade and have \$250 million or more of outstanding face value.

The Bloomberg Barclays 1-5 year Municipal Index: Measures the performance of municipal bonds with time to maturity of more than one year and less than five years.

Bloomberg Barclays 7-year Municipal Index: Includes municipal bonds with a minimum credit rating of Baa that have been issued as part of a transaction of at least \$50 million, have a maturity value of at least \$5 million and a maturity range of four to six years.

Bloomberg Barclays Global Aggregate Index ex-U.S. Index: Measure of global investment grade debt from 24 local currency markets. This multi-currency benchmark includes Treasury, government-related, corporate and securitized fixed-rate bonds from both developed and emerging markets issuers.

Bloomberg Barclays Global Treasury ex-U.S. Index: Includes government bonds issued by investment-grade countries outside the United States, in local currencies, that have a remaining maturity of one year or more and are rated investment grade.

Bloomberg Barclays High Yield Municipal Bond Index: An unmanaged index made up of bonds that are non-investment grade, unrated or below Ba1 bonds.

Bloomberg Barclays Intermediate Aggregate Index: Consists of one- to 10-year governments, one- to 10-year corporate bonds, all mortgages and all asset-backed securities within the Aggregate Index.

Bloomberg Barclays Mortgage-Backed Securities Index: Covers agency mortgage-backed pass-through securities (both fixed-rate and hybrid adjustable-rate mortgages) issued by Ginnie Mae (GNMA), Fannie Mae (FNMA), and Freddie Mac (FHLMC).

Bloomberg Barclays U.S. Aggregate Bond Index: Measures the investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, mortgage-backed securities, asset-backed securities and commercial mortgage-backed securities.

Bloomberg Barclays U.S. Corporate Bond Index: Measures the investment grade, fixed-rate, taxable corporate bond market and includes U.S. dollar-denominated securities publicly issued by U.S. and non-U.S. industrial, utility and financial issuers.

Frequently used indexes (page 2 of 5)

Bloomberg Barclays U.S. Corporate High Yield Bond Index: Measures the U.S. dollar denominated, high yield, fixed-rate corporate bond market.

Bloomberg Barclays U.S. Municipal Bond Index: Measures the investment grade, U.S. dollar-denominated, fixed tax-exempt bond market. The index includes state and local general obligation, revenue, insured and pre-refunded bonds.

Bloomberg Barclays U.S. Treasury Index: Measures U.S. dollar-denominated, fixed-rate, nominal debt issued by the U.S. Treasury.

Bloomberg Barclays U.S. Treasury Inflation-Protected Securities (TIPS) Index: An unmanaged index includes all publicly issued, U.S. TIPS that have at least one year remaining to maturity, are rated investment grade, and have \$250 million or more of outstanding face value.

Cambridge U.S. Private Equity Index: This index is based on returns data compiled for U.S. private equity funds (including buyout, growth equity and mezzanine funds) that represent the majority of institutional capital raised by private equity partnerships formed since 1986. Returns may be delayed by up to six months. Quarterly performance is prorated based on the cube root for the months of the quarter.

Citigroup 3-Month Treasury Bills: An unmanaged index and represents monthly return equivalents of yield averages of the last three-month Treasury Bill issues.

Citigroup 6-Month Treasury Bills: An unmanaged index and represents monthly return equivalents of yield averages of the last six-month Treasury Bill issues.

Credit Suisse Leverage Loan Index: Represents tradable, senior-secured, U.S. dollar-denominated non-investment grade loans.

Dow Jones Industrial Average (DJIA): The price-weighted average of 30 significant U.S. stocks traded on the New York Stock Exchange and NASDAQ. The DJIA is the oldest and single most watched index in the world.

Dow Jones Select REIT Index: Measures the performance of publicly traded REITs and REIT-like securities in the U.S. and is a proxy for direct real estate investment, in part by excluding companies whose performance may be driven by factors other than the value of real estate.

HFRI Indices: The Hedge Fund Research, Inc. (HFRI) indexes are a series of benchmarks designed to reflect hedge fund industry performance by constructing composites of constituent funds, as reported by the hedge fund managers listed within the HFR Database.

Frequently used indexes (page 3 of 5)

HFRI Equity Hedge Total Index: Uses the HFR (Hedge Fund Research) database and consists only of equity hedge funds with a minimum of \$50 million assets under management or a 12-month track record and that reported assets in U.S. dollars.

HFRI Relative Value Fixed Income Corporate Index: Uses the HFR (Hedge Fund Research) database and consists of only relative value fixed income corporate funds with a minimum of \$50 million assets under management or a 12-month track record and that reported assets in U.S. dollars.

ICE BofAML 1-3 Year Corporate Index: Tracks U.S. dollar-denominated investment grade public debt issued in the U.S. bond market with maturities of one to three years.

ICE BofAML 1-5 Year Corporate and Government Index: Tracks the performance of short-term U.S. investment grade government and corporate securities with maturities between one and five years.

ICE BofAML U.S. 7-10 Year Index: Tracks the performance of U.S. dollar denominated investment grade rated corporate debt publicly issued in the U.S. domestic market and includes all securities with a remaining term to maturity of greater than or equal to seven years and less than 10 years.

ICE BofAML Global Broad Market Index: Tracks the performance of investment grade public debt issued in the major domestic and Eurobond markets, including global bonds.

ICE BofAML U.S. High Yield Master II Index: Commonly used benchmark index for high yield corporate bonds and measures the broad high yield market.

J.P. Morgan Emerging Markets Bond Index Global (EMBI Global): Tracks total returns for traded external debt instruments in the emerging markets.

London Interbank Offered Rate (LIBOR) 3-months: The interest rate offered by a specific group of London banks for U.S. dollar deposits with a three-month maturity.

London Interbank Offered Rate (LIBOR) 9-months: The interest rate offered by a specific group of London banks for U.S. dollar deposits with a nine-month maturity.

MSCI All Country World Index (ACWI): Designed to measure the equity market performance of developed and emerging markets.

Frequently used indexes (page 4 of 5)

Russell 2000 Value Index: Measures companies in the Russell 2000 Index having lower price-to-book ratios and lower forecasted growth values. The Russell 2000 Index includes the 2,000 firms from the Russell 3000 Index with the smallest market capitalizations.

Russell 3000 Index: Measures the performance of the 3,000 largest U.S. securities based on total market capitalization.

Russell Midcap Index: Measures the 800 smallest companies in the Russell 3000 Index.

Russell Midcap Growth Index: Measures companies in the Russell Midcap Index having higher price-to-book ratios and higher forecasted growth values.

Russell Midcap Value Index: Measures companies in the Russell Midcap Index having lower price-to-book ratios and lower forecasted growth values.

MSCI All Country World ex-U.S. Index (ACWI, excluding United States): Tracks the performance of stocks representing developed and emerging markets around the world that collectively comprise most foreign stock markets. U.S. stocks are excluded from the index.

MSCI EAFE Index: Includes approximately 1,000 companies representing the stock markets of 21 countries in Europe, Australasia and the Far East.

MSCI Emerging Markets (EM) Index: Designed to measure equity market performance in global emerging markets.

MSCI World Index: Tracks equity market performance of developed markets through individual country indices.

NAREIT Index: Includes REITs (Real Estate Investment Trusts) listed on the New York Stock Exchange, NASDAQ and American Stock Exchange.

NASDAQ Composite Index: A market capitalization-weighted average of roughly 5,000 stocks that are electronically traded in the NASDAQ market.

NCREIF Property Index (NPI): Measures the investment performance of a very large pool of individual commercial real estate properties acquired in the private market for investment purposes only.

Russell 1000 Index: Measures the performance of the 1,000 largest companies in the Russell 3000 Index and is representative of the U.S. large capitalization securities market.

Frequently used indexes (page 5 of 5)

Russell 1000 Growth Index: Measures companies in the Russell 1000 Index with higher price-to-book ratios and higher forecasted growth values. It includes the largest 1,000 firms in the Russell 3000 Index.

Russell 1000 Value Index: Measures companies in the Russell 1000 Index with lower price-to-book ratios and lower forecasted growth values. It includes the largest 1,000 firms in the Russell 3000 Index.

Russell 2000 Index: Measures the performance of the 2,000 smallest companies in the Russell 3000 Index and is representative of the U.S. small capitalization securities market.

Russell 2000 Growth Index: Measures companies in the Russell 2000 Index having higher price-to-book ratios and higher forecasted growth values. and is representative of U.S. securities exhibiting growth characteristics. The Russell 2000 Index includes the 2,000 firms from the Russell 3000 Index with the smallest market capitalizations.

S&P 500 Index: Consists of 500 widely traded stocks that are considered to represent the performance of the U.S. stock market.

S&P Global ex-U.S. Property Index: Measures the investable universe of publicly traded property companies domiciled in developed and emerging markets excluding the United States. The companies included are engaged in real estate related activities such as property ownership, management, development, rental and investment.

S&P GSCI: A composite index of commodity sector returns, representing an unleveraged, long-only investment in commodity futures that is broadly diversified across the spectrum of commodities.

S&P/Case-Shiller Home Price Indexes: A group of indexes that track changes in home prices throughout the United States. Case-Shiller produces indexes representing certain metropolitan statistical areas (MSA) as well as a national index.

Swiss Re Global Cat Bond Total Return Index: Tracks the aggregate performance of all U.S. dollar-denominated euros and Japanese yen-denominated catastrophe bonds, capturing all ratings, perils and triggers.

U.S. Dollar Index: Indicates the general international value of the U.S. dollar by averaging the exchange rates between the U.S. dollar and six major world currencies.

Wilshire 5000 Index: Composed of more than 6,700 publicly-traded U.S. companies and is designed to track the overall performance of the American stock markets.



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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 6/12/2023

RE: Action: Approve Change Order #2 to the "2022 Telulah Pavilion Repairs Project" to RJM Construction LLC. in the amount of \$14,147. The overall contract will increase from \$61,050 to \$75,197.

Action: Approve balance transfer of \$15,000 from the "2023 Parks Hardscape Repairs Project" to "2022 Telulah Pavilion Repairs Project."

The 2022 Capital Improvement Plan to renovate the pavilion at Telulah Park. During construction it was determined that there has been a silicone-based coating applied to the north and east exterior walls preventing those walls from being painted. Change Order #2 was created to remove the existing silicone-based coating and prep the north and east walls for paint. The south and west walls have been painted, but the north and east walls need to be painted to complete the project. As a result the project budget falls short and requires additional funding.

We are requesting a balance transfer from the "2023 Parks Hardscape Repairs Project" to "2022 Telulah Pavilion Repairs Project." The 2023 Parks Hardscape Repairs Project bid under the estimated budget.

This request is to increase the contract amount by \$14,147, approve Change Order #2, and approve a positive balance transfer of \$15,000 from the "2023 Parks Hardscape Repairs Project" to "2022 Telulah Pavilion Repairs Project."

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



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Department of Utilities
Appleton Water Treatment Facility
2281 Manitowoc Road
Menasha, Wisconsin 54952
920-832-5945 ph
920-832-5949

To: Chairperson Brad Ferkus and Members of the Finance Committee

From: Utilities Deputy Director, Chris Stempa

Date: June 8, 2023

Re: Finance Committee Action: Award "AWTF Compressed Air System Improvements Project" Base Bid to Rhode Brothers, Inc. in the amount of \$177,700 with 10% contingency of \$17,770 for a project total not to exceed \$195,470

Finance Committee Action: Approve positive fund balance transfer of \$50,000 from the Lake Station Intake Consulting budget to the AWTF Compressed Air System Improvements Project

BACKGROUND

The Appleton Water Treatment Facility (AWTF) utilizes compressed air for various processes, instrumentation, and for general use (e.g. tools). The existing compressed air system is comprised of (1) Atlas Copco 40 HP, manufactured in 1993, and (1) Kaiser 50 HP compressor, installed in 2003, that are the primary facility compressors along with (2) Saylor-Beall compressors, installed in 2001, that are used for back-up. The Atlas Copco compressor was purchased and installed later by facility staff. The Saylor-Beall compressors only run if both of the primary compressors have failed. The Atlas Copco and Kaiser compressors currently operate in a lead/lag configuration with change-over happening every 24 hours. The existing Kaiser and Atlas Copco compressors have exceeded their projected useful life and have experienced various service-related issues over the past several years.

The increasing frequency of compressor mechanical issues coupled with questions arising regarding required capacity and efficiency provided the basis of this CIP. McMahon provided an engineering evaluation based on compressor unit current conditions and operating parameters, air system controls, capacity needs, load duty cycles, and energy consumption analyses. The findings of that evaluation were utilized to select the most technically and economically sound replacement options that factored all existing sub-systems. That information served as the foundation of the construction plans and specifications that McMahon prepared for public bidding.

BIDS:

On Wednesday, June 7, 2023 the City opened and reviewed the bids from two contractors which are summarized in the Table 1 below. Each bid met the submittal requirements. Rhode Brothers, Inc. was the least cost responsible bidder. However, the total bid amount exceeded the original approved budget by approximately 18%. The cost escalation is not unique to this public bid and broadly extends into nearly every facet of procurement. Contributing factors include but are not limited to sustained high demand for goods and services along with inflationary increases since this project budget had been formulated.

Table 1: Bid Tab Summary

Company	Base Bid
August Winter and Sons, Inc.	\$206,000
Rhode Brothers, Inc.	\$177,700

RECOMMENDATION:

The Utilities Department requests the transfer of \$50,000 in remaining funds from the Lake Station Intake consulting budget to cover the budget shortfall associated with the AWTF Compressed Air System Improvements Project bid amount plus 10% contingency. The Finance Department was consulted to help provide this recommendation and provided the attached Budget Amendment Request form.

I am requesting an award of the Compressed Air System Improvements Project base bid to Rhode Brothers, Inc. in the amount of \$177,700 with 10% contingency of \$17,770 for a project total not to exceed \$195,470.

If you have any questions or require additional information regarding this project please contact Chris Stempa at 920-832-5945.



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

To: Chairperson Brad Firkus and Members of the Finance Committee

From: Chris Stempa, Utilities Deputy Director

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

Date: June 5, 2023

Re: *Action: Approve Change Order #3 to Miron Construction contract as part of the AWWTP Sludge Storage Building Addition Construction Project totaling \$50,910.19 resulting in a decrease in contingency from \$741,241 to \$690,331*

BACKGROUND:

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

CHANGE ORDER #3

Change Order #3 reflects the material change from flexible paving (asphalt pavement) to rigid pavement (concrete) on the section of roadway this is being reconstructed and rerouted to accommodate the new sludge storage building addition. The change from asphalt to concrete will more effectively facilitate heavy equipment traffic on the new turning radius and dovetail with the adjacent pavement sections which were upgraded prior to 2023 with concrete.

Table 1: Change Order Summary

Change Order #	Cost	Description
CO#1	\$28,171.18	Revised face brick from specified manufacturer to match existing
CO#2	\$30,235.78	Changes to stormwater design
CO#3	\$50,910.19	Changes to road pavement from flexible asphalt to concrete..

Total \$109,317.15

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