

CITY OF APPLETON 2023 BUDGET

FINANCE DEPARTMENT

Finance Director: Jeri A. Ohman, CPA

Deputy Finance Director: Katie M. Demeny, MPA

CITY OF APPLETON 2023 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 2022 EVENTS

Completed RFP process to select vendor to complete the annual financial audit

Completed the 2021 annual audit, with an unqualified opinion and no audit findings

Continued work on the ERP project, including property tax module implementation and integration of cashiering module with the new parking software

Completed the issuance of \$15.5 million of G.O. notes and \$11.7 million of Wastewater refunding bonds three months prior to years past to ensure better interest rates

Filled five positions due to retirements and internal promotions, including Director, Deputy Director, Budget Manager, Purchasing Manager, and Payroll Coordinator.

Completed staff, supervisor, and department questionnaires for compensation study plan

Worked with the Community and Economic Development Department to issue \$250,000 in American Rescue Plan Act (ARPA) grant funding to 9 community organizations

Completed required quarterly reports for COVID-19 and ARPA grants

Continued to monitor and assist with determining allowable uses of multiple funding sources related to COVID-19 and ARPA grants

Worked with the Department of Public Works on private side lead service replacement project

Secured principal forgiveness loan of \$505,000 for private side lead service replacement project

Worked with the Department of Administration to accept Low Income Water Assistance Program (LIWAP) payments directly to customer utility accounts

Major objectives for the remainder of 2022:

Continue to train staff members in new positions within the department

Begin process to close TIF #6

Complete the 2023 Budget

Complete the conversion of the property tax collection process from the legacy system to the ERP system, and integration of the parking enforcement software with the cashiering module

Implement GASB 87 for lease accounting

Begin enhancements to utility billing tax roll process to automate for non-City of Appleton utility customers

Continue to oversee and account for COVID-19 mitigation and other economic assistance grants received

CITY OF APPLETON 2023 BUDGET FINANCE DEPARTMENT

MAJOR 2023 OBJECTIVES

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 ensuring 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

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

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

Begin implementation of ERP system utility billing and customer self-service modules

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

Continue work on tracking lease arrangements within the City in order to be in compliance with new lease accounting standards that go into effect for the 2022 audit

Continue to track expenditures related to the City's ARPA allocation and ensure expenditures are in compliance with regulatory guidelines and required reporting is completed timely

DEPARTMENT BUDGET SUMMARY

Unit	Title	Actual		Budget			% Change *
		2020	2021	Adopted 2022	Amended 2022	2023	
Program Revenues		\$ 3,950	\$ 4,287	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
Program Expenses							
11510	Administration	140,194	171,371	170,709	170,709	150,215	-12.01%
11520	Customer Service	85,452	92,302	97,720	97,720	104,023	6.45%
11530	Support Services	673,859	657,521	619,737	661,949	707,941	14.23%
TOTAL		\$ 899,505	\$ 921,194	\$ 888,166	\$ 930,378	\$ 962,179	8.33%
Expenses Comprised Of:							
Personnel		788,137	801,221	772,786	814,998	843,040	9.09%
Administrative Expense		9,778	7,972	12,460	12,460	12,220	-1.93%
Supplies & Materials		26,196	30,851	27,440	27,440	29,460	7.36%
Purchased Services		75,394	81,150	75,480	75,480	77,459	2.62%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.20	8.20	8.20	8.20	8.20	

* % change from prior year adopted budget
Finance.xls

**CITY OF APPLETON 2023 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Strategic Plan:

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

Objectives:

Provide cost-effective administrative management to support the activities of the Finance Department

Provide education and training opportunities for our employees to promote personal and professional growth and development

Initiate systematic changes by examining existing procedures and technological needs

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

Major changes in Revenue, Expenditures, or Programs:

No major changes

**CITY OF APPLETON 2023 BUDGET
FINANCE DEPARTMENT**

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 General Charges for Service	\$ 3,949	\$ 4,090	\$ 4,000	\$ 4,000	\$ 4,000
501000 Miscellaneous Revenue	54	15	-	-	-
508500 Cash Short or Over	(53)	182	-	-	-
Total Revenue	\$ 3,950	\$ 4,287	\$ 4,000	\$ 4,000	\$ 4,000
Expenditures					
610100 Regular Salaries	\$ 103,974	\$ 125,554	\$ 118,527	\$ 118,527	\$ 113,080
615000 Fringes	27,152	34,128	38,782	38,782	24,835
620100 Training/Conferences	2,126	1,351	6,500	6,500	5,500
620400 Tuition Fees	1,332	203	-	-	-
620600 Parking Permits	425	498	500	500	480
630100 Office Supplies	962	4,222	2,000	2,000	2,000
630300 Memberships & Licenses	2,137	2,245	2,000	2,000	2,000
630400 Postage/Freight	(86)	(94)	230	230	-
630500 Awards & Recognition	87	239	210	210	210
632001 City Copy Charges	28	101	200	200	100
632002 Outside Printing	446	446	500	500	500
641200 Advertising	357	1,223	-	-	250
641307 Telephone	1,254	1,255	1,260	1,260	1,260
Total Expense	\$ 140,194	\$ 171,371	\$ 170,709	\$ 170,709	\$ 150,215

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2023 BUDGET
FINANCE DEPARTMENT**

Customer Service

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 State suspension notices to ensure collection of outstanding amounts

Major changes in Revenue, Expenditures, or Programs:

No major changes

**CITY OF APPLETON 2023 BUDGET
FINANCE DEPARTMENT**

Customer Service

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenditures					
610100 Regular Salaries	\$ 44,663	\$ 46,803	\$ 48,554	\$ 48,554	\$ 51,058
610500 Overtime Wages	520	2,303	860	860	900
615000 Fringes	19,202	20,776	23,606	23,606	28,165
620600 Parking Permits	1,690	1,680	2,100	2,100	2,400
630400 Postage/Freight	14,440	16,240	14,100	14,100	17,000
632001 City Copy Charges	4,637	4,450	5,000	5,000	4,500
632002 Outside Printing	90	-	-	-	-
632700 Miscellaneous Equipment	183	-	-	-	-
641100 Temporary Help	-	-	3,500	3,500	-
643100 Interpreter Services	27	50	-	-	-
Total Expense	<u>\$ 85,452</u>	<u>\$ 92,302</u>	<u>\$ 97,720</u>	<u>\$ 97,720</u>	<u>\$ 104,023</u>

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

<u>Postage/Freight</u>	
Annual tax bill mailing	\$ 17,000
	<u>\$ 17,000</u>

**CITY OF APPLETON 2023 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, 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:

The change in personnel expense in 2023 is the result of staff turnover, with vacancies being filled by newer staff and differences in benefit selections

CITY OF APPLETON 2023 BUDGET

FINANCE DEPARTMENT

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503000 Damage to City Property	\$ -	\$ 547	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 547	\$ -	\$ -	\$ -
Expenditures					
610100 Regular Salaries	\$ 434,307	\$ 409,882	\$ 395,383	\$ 437,595	\$ 437,880
610500 Overtime Wages	9,907	13,551	3,000	3,000	6,373
615000 Fringes	148,411	148,224	144,074	144,074	180,749
620600 Parking Permits	4,205	4,240	3,360	3,360	3,840
631603 Other Misc. Supplies	-	151	200	200	150
632002 Outside Printing	3,271	2,851	3,000	3,000	3,000
640100 Accounting/Audit Fees	6,228	22,259	12,500	12,500	19,000
640300 Bank Service Fees	65,535	53,597	54,000	54,000	54,000
641200 Advertising	194	748	1,400	1,400	800
641800 Equipment Repairs & Maint.	1,801	2,018	2,220	2,220	2,149
659900 Other Contracts/Obligation	-	-	600	600	-
Total Expense	\$ 673,859	\$ 657,521	\$ 619,737	\$ 661,949	\$ 707,941

DETAILED SUMMARY OF 2023 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit Fees

Annual financial audit	\$ 19,000
	<u>\$ 19,000</u>

Bank Services

Banking fees	\$ 15,000
Investment fees	39,000
	<u>\$ 54,000</u>

**CITY OF APPLETON 2023 BUDGET
FINANCE DEPARTMENT**

	2020 <u>ACTUAL</u>	2021 <u>ACTUAL</u>	2022 <u>YTD ACTUAL</u>	2022 <u>ORIG BUD</u>	2022 <u>REVISED BUD</u>	2023 <u>BUDGET</u>
Program Revenues						
480100 General Charges for Service	3,949	4,091	980	4,000	4,000	4,000
501000 Miscellaneous Revenue	54	15	-	-	-	-
503000 Damage to City Property	-	548	-	-	-	-
508500 Cash Short or Over	(53)	183	(123)	-	-	-
TOTAL PROGRAM REVENUES	<u>3,950</u>	<u>4,837</u>	<u>857</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Personnel						
610100 Regular Salaries	532,986	526,144	226,339	562,464	604,676	602,018
610500 Overtime Wages	10,427	15,854	3,267	3,860	3,860	7,273
611400 Sick Pay	1,953	20	908	-	-	-
611500 Vacation Pay	48,006	56,077	28,130	-	-	-
615000 Fringes	194,765	203,126	83,851	206,462	206,462	233,749
TOTAL PERSONNEL	<u>788,137</u>	<u>801,221</u>	<u>342,495</u>	<u>772,786</u>	<u>814,998</u>	<u>843,040</u>
Training~Travel						
620100 Training/Conferences	2,126	1,351	1,934	6,500	6,500	5,500
620400 Tuition Fees	1,332	203	-	-	-	-
620600 Parking Permits	6,320	6,418	6,734	5,960	5,960	6,720
TOTAL TRAINING / TRAVEL	<u>9,778</u>	<u>7,972</u>	<u>8,668</u>	<u>12,460</u>	<u>12,460</u>	<u>12,220</u>
Supplies						
630100 Office Supplies	962	4,222	822	2,000	2,000	2,000
630300 Memberships & Licenses	2,137	2,245	785	2,000	2,000	2,000
630400 Postage/Freight	14,354	16,146	895	14,330	14,330	17,000
630500 Awards & Recognition	87	239	-	210	210	210
630700 Food & Provisions	-	-	-	-	-	-
631603 Other Misc. Supplies	-	151	-	200	200	150
632001 City Copy Charges	4,666	4,551	1,296	5,200	5,200	4,600
632002 Outside Printing	3,807	3,297	1,970	3,500	3,500	3,500
632700 Miscellaneous Equipment	183	-	130	-	-	-
TOTAL SUPPLIES	<u>26,196</u>	<u>30,851</u>	<u>5,898</u>	<u>27,440</u>	<u>27,440</u>	<u>29,460</u>
Purchased Services						
640100 Accounting/Audit Fees	6,227	22,259	46,410	12,500	12,500	19,000
640300 Bank Service Fees	65,535	53,597	14,655	54,000	54,000	54,000
641100 Temporary Help	-	-	-	3,500	3,500	-
641200 Advertising	551	1,971	1,400	1,400	1,400	1,050
641307 Telephone	1,254	1,255	639	1,260	1,260	1,260
641800 Equipment Repairs & Maint.	1,800	2,018	588	2,220	2,220	2,149
643100 Interpreter Services	27	50	10	-	-	-
659900 Other Contracts/Obligation	-	-	-	600	600	-
TOTAL PURCHASED SVCS	<u>75,394</u>	<u>81,150</u>	<u>63,702</u>	<u>75,480</u>	<u>75,480</u>	<u>77,459</u>
TOTAL EXPENSE	<u>899,505</u>	<u>921,194</u>	<u>420,763</u>	<u>888,166</u>	<u>930,378</u>	<u>962,179</u>