



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, October 24, 2022

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[22-1367](#) Minutes from meeting of October 10, 2022.

Attachments: [MeetingMinutes Oct-10-2022-01-15-14.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

6. **Information Items**

[22-1368](#) Contract 145-21 was awarded to Veit & Co., Inc. for \$87,000 with a contingency of \$5,000 for Pond Sediment Removal. Payments issued to date total \$60,250. Request final payment of \$26,750.

[22-1369](#) Contract 133-21 was awarded to Superior Sewer & Water for \$3,899,180.80 with a contingency of \$100,000 for Apple Creek Ct & Plamann Park Sewer & Water Construction. Change orders were approved totaling \$147,668.43. Final contract amount is \$4,046,849.23 with a contingency of \$0. Payments issued to date total \$3,995,379.27. Request final payment of \$51,469.96.

[22-1370](#) Contract 11-22 was awarded to Kruczek Construction Inc. for \$1,366,666.66 with a contingency of \$102,500 for Sewer and Water Reconstruction No. 1. Payments issued to date total \$1,247,342. Request final payment of \$104,398.56.

[22-1371](#) Contract 76-21 was awarded to Feaker and Sons Co., Inc. for \$1,004,463.50 with a contingency of \$50,000 for Rebid Sewer and Water Construction - Lightning and Edgewood. Change orders were approved totaling \$13,525. Final contract amount is \$1,017,988.50 with a contingency of \$36,475. Payments issued to date total \$965,643.50. Request final payment of \$35,120.

[22-1372](#) 2023 Facilities Management Budget
Attachments: [2023 Facilities Management Budget.pdf](#)

[22-1373](#) 2023 Risk Management Budget
Attachments: [2023 Risk Management Final From Finance 10-6-2022.pdf](#)

[22-1376](#) 2023 Finance Budget
Attachments: [2023 Finance.pdf](#)

[22-1377](#) 2023 Legal Services Budget
Attachments: [2023 Legal Services.pdf](#)

[22-1374](#) The Finance Committee will go into closed session according to State Statute §19.85(1)(g) for the purpose of conferring with legal counsel regarding pending litigation and will then reconvene into open session.

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.

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



City of Appleton

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Meeting Minutes Finance Committee

Monday, October 10, 2022

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm.

2. Roll call of membership

Present: 4 - Meltzer, Siebers, Firkus and Fenton

Excused: 1 - Van Zeeland

3. Approval of minutes from previous meeting

[22-1277](#)

9/26/22 Finance Committee Minutes

Attachments: [MeetingMinutes Sep-26-2022-02-06-39.pdf](#)

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

Aye: 4 - Meltzer, Siebers, Firkus and Fenton

Excused: 1 - Van Zeeland

4. Public Hearings/Appearances

5. Action Items

[22-1278](#)

Request to reject base bid from Staab Construction in the amount of \$643,600 for the 2022 AWWTP Blended Sludge Piping and Preliminary Heat Exchanger Replacement Project.

Attachments: [Finance Memo_SSB Construction Project Bid Rejection.pdf](#)

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

Aye: 4 - Meltzer, Siebers, Firkus and Fenton

Excused: 1 - Van Zeeland

[22-1282](#)

Request to award the 2022 AWWTP Biogas Boiler System Upgrades Project contract to Rohde Brothers, Inc. in the amount of \$333,450 with a 12% contingency of \$40,014 for a project total not to exceed \$373,464.

Attachments: [2022 AWWTP BIOGAS BOILER SYSTEM HVAC Upgrades Project .pdf](#)

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

Aye: 4 - Meltzer, Siebers, Firkus and Fenton

Excused: 1 - Van Zeeland

[22-1283](#)

Request to award the City of Appleton's 2022 Telulah Pavilion Repairs Project contract to RJM Construction, LLC. in the amount of \$158,572 with a 12% contingency of \$19,028 for a project total not to exceed \$177,600.

Attachments: [2022 Telulah Pavilion Repairs Project.pdf](#)

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

Aye: 4 - Meltzer, Siebers, Firkus and Fenton

Excused: 1 - Van Zeeland

[22-1284](#)

Request to award the City of Appleton's 2022 AWWTP Painting Project contract to SDS Painting Co., Inc. in the amount of \$121,760 with a 8% contingency of \$10,000 for a project total not to exceed \$131,760.

Attachments: [2022 AWWTP Painting Project.pdf](#)

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

Aye: 4 - Meltzer, Siebers, Firkus and Fenton

Excused: 1 - Van Zeeland

[22-1288](#)

Request to approve the following 2022 Budget amendment:

Public Works Capital Project Fund	-\$27,302
Facilities Capital Project Fund	+\$27,302

To record transfer of sidewalk costs from Public Works Capital Project Fund to Facilities Capital Project Fund.

Attachments: [Library Sidewalk Budget Amendment.pdf](#)

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

Aye: 4 - Meltzer, Siebers, Firkus and Fenton

Excused: 1 - Van Zeeland

6. Information Items

[22-1289](#)

Change Orders #8 and #9 to Staab Construction contract as part of the 2019 AWWTP Improvements Projects totaling \$24,320 resulting in a decrease in contingency from \$159,231 to \$134,911.

Attachments: [2019 AWWTP Improvements Staab Change Order No8-9.pdf](#)

[22-1290](#)

Contract 149-20 was awarded to B&P Mechanical Inc. for \$93,976 with a contingency of \$9,398 for WWTP D-Bldg HVAC. Change orders were approved totaling \$7,955.34. Final contract amount is \$101,931.34 with a contingency of \$1,442.66. Payments issued to date total \$92,297.25. Request final payment of \$9,634.09.

[22-1304](#)

A 2022 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy for:

Reid Golf Course

Donations	+\$1,260
Supplies	+\$1,260

To record donation for bench at Golf Course.

[22-1303](#)

A 2022 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy for:

General Fund - Recreation

Donations	+\$4,850
Supplies	+\$4,850

To record donations from Jacobson/Thiel/Weyenberg/Vanderheiden families for various parks and trails.

[22-1302](#)

A 2022 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy for:

General Fund - Library

Reimbursements	+\$10,000
Other Contracts	+\$10,000

To record grant funds received from the City of Racine for CLC.

[22-1301](#)

A 2022 Budget adjustment was approved by the Mayor and Finance Director in accordance with Policy for:

General Fund - Library

Reimbursements	+\$4,871
Supplies	+\$4,871

To record funds received from Northern Waters Library Service and United Way.

7. Adjournment

Siebers moved, seconded by Fenton, that the meeting be adjourned. Motion carried by the following vote:

Aye: 4 - Meltzer, Siebers, Firkus and Fenton

Excused: 1 - Van Zeeland

CITY OF APPLETON 2023 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

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

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

CITY OF APPLETON 2023 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2022 EVENTS

The Facilities Management Division provided operation and maintenance services for more than 1.27 million square feet of municipal buildings including, but not limited to, offices, park pavilions, municipal aquatic centers, vehicle garages, police and fire stations, a golf course and water and wastewater plants. The services provided included maintaining and inspecting all building systems, such as HVAC, electrical, plumbing, structural and fire systems and general services such as janitorial services, pest control, and elevator maintenance. Additionally, in support of individual department missions, the Facilities Management Division provided maintenance and inspection of fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

The focus continues 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 tradespeople continued to improve their skills and knowledge by maintaining their professional licenses, attending training and seeking ways to find new approaches, such as predictive and preventive maintenance. Management staff also attend various training and networking opportunities to improve their leadership and technical skills. Staffing has become challenging to refill vacancies. During 2021, our HVAC Technician retired and this position continues to be open until we find a candidate. The benchmark cost for maintenance and janitorial services is \$3.38 per square foot, as published by the International Facilities Management Association, compared to our cost of \$2.03. Expenses are controlled by employing in-house tradespeople to perform higher-cost skilled work, while contracting out work requiring a lesser degree of skill which can generally be procured at a lower cost.

Construction began at City Hall and design has continued for the Appleton Public Library and the Valley Transit Whitman site facilities. Inflation, lack of workforce and other macroeconomic factors have lead to delays and increased costs. Staff spent substantial time working on planning and review to mitigate these impacts.

Capital improvement projects completed in 2022 included: Wastewater Plant electrical distribution upgrades, HVAC upgrades at the Water and Wastewater plants, replacement of the parking lots at Einstein and Pierce Parks, Appleton Wastewater Plant Building F-1 renovation and the Lake Station security gate replacement. Numerous other general projects were also completed to preserve and extend the useful life of the facilities. These types of projects include ADA updates, safety and security improvements, door replacements, flooring replacements, large-scale painting, and various HVAC, plumbing and electrical upgrades.

Finally, the department remained diligent in its continued implementation of energy conservation and sustainability plans. During 2022, the Project Manager's position was changed to Project and Resiliency Manager.

CITY OF APPLETON 2023 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2023 OBJECTIVES

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

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

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.

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

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

Coordinate, monitor, and evaluate contracted services to assure excellent service is received.

Inventory, consolidate and, where necessary, create or obtain necessary facility documentation to better manage the facilities. Documentation of facility assets includes site, architectural, structural, electrical, mechanical, plumbing, fire protection and furniture.

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

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

Implement energy management and sustainability plans for facilities. Focus on implementing solar strategies and continue to install LED lighting and controls in City parks and facilities where feasible.

Maintain a cost per square foot for maintenance and housekeeping under industry averages. Our projected current square foot benchmark is \$2.03, which is far below the industry's benchmark of \$3.38 as published by the International Facilities Management Association.

DEPARTMENT BUDGET SUMMARY

Programs		Actual			Budget		%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 2,840,737	\$ 2,743,016	\$ 3,059,962	\$ 3,059,962	\$ 2,914,690	-4.75%
Program Expenses							
6330	Administration	325,696	251,495	375,148	375,148	383,286	2.17%
6331	Facilities Maintenance	2,529,550	2,387,069	2,684,814	2,684,814	2,531,404	-5.71%
Total Program Expenses		\$ 2,855,246	\$ 2,638,564	\$ 3,059,962	\$ 3,059,962	\$ 2,914,690	-4.75%
Expenses Comprised Of:							
Personnel		983,324	811,658	1,049,347	1,049,347	1,091,653	4.03%
Training & Travel		7,050	8,039	10,500	10,500	8,000	-23.81%
Supplies & Materials		419,830	347,152	475,863	475,863	402,457	-15.43%
Purchased Services		1,445,042	1,471,715	1,524,252	1,524,252	1,412,580	-7.33%
Capital Expenditures		-	-	-	-	-	N/A
Transfers Out		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		10.26	10.26	10.26	10.26	10.26	

**CITY OF APPLETON 2023 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

Building assessment	Environmental programs
Preventive maintenance programs	Facility documentation
Energy & sustainability programs	Space allocation records

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
471000 Interest on Investments (Loss)	\$ -	\$ (1,034)	\$ -	\$ -	\$ -
480100 Charges for Services	2,832,180	2,737,255	3,050,962	3,050,962	2,905,690
503500 Other Reimbursements	8,557	6,795	9,000	9,000	9,000
Total Revenue	\$ 2,840,737	\$ 2,743,016	\$ 3,059,962	\$ 3,059,962	\$ 2,914,690
Expenses					
610100 Regular Salaries	\$ 149,891	\$ 155,127	\$ 163,730	\$ 163,730	\$ 171,720
610400 Call Time	264	-	-	-	-
610500 Overtime Wages	2,835	2,148	2,473	2,473	2,597
615000 Fringes	60,776	(25,061)	69,332	69,332	70,604
620100 Training/Conferences	7,050	8,039	10,500	10,500	8,000
630100 Office Supplies	2,077	1,764	2,100	2,100	1,500
630200 Subscriptions	958	500	1,000	1,000	750
630300 Memberships & Licenses	2,240	2,617	2,000	2,000	2,000
630400 Postage/Freight	2,156	2,152	2,888	2,888	2,300
630500 Awards & Recognition	175	-	180	180	180
630700 Food & Provisions	371	296	240	240	240
631500 Books & Library Materials	454	996	700	700	700
632000 Printing/Copying	3,640	5,274	4,500	4,500	4,500
632101 Uniforms	443	517	750	750	500
632300 Safety Supplies	2,122	1,958	2,000	2,000	2,000
640100 Accounting/Audit Fees	1,781	1,779	1,500	1,500	1,811
640400 Consulting Services	6,047	12,917	6,500	6,500	12,000
640700 Solid Waste/Recycling	1,896	1,887	1,400	1,400	1,470
641200 Advertising	39	717	1,500	1,500	1,000
641300 Utilities	45,485	46,308	55,047	55,047	55,584
650100 Insurance	31,776	26,892	40,308	40,308	37,330
659900 Other Contracts/Obligation	3,220	4,668	6,500	6,500	6,500
Total Expense	\$ 325,696	\$ 251,495	\$ 375,148	\$ 375,148	\$ 383,286

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

None

CITY OF APPLETON 2023 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT

Facilities Maintenance

Business Unit 6331

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain mechanical, electrical and architectural systems including:

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

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

Major changes in Revenue, Expenditures, or Programs:

Building Maint/Janitorial and Janitorial Service were reduced due to reduced services and supplies for the Library. The Library temporary site is less square footage to maintain. These budget lines will increase in 2024, when the new Library opens.

**CITY OF APPLETON 2023 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT**

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 547,416	\$ 462,572	\$ 553,048	\$ 553,048	\$ 579,757
610400 Call Time Wages	4,706	7,906	7,500	7,500	8,001
610500 Overtime Wages	11,903	11,416	10,000	10,000	10,707
610800 Part-Time Wages	9,884	8,476	10,500	10,500	11,162
615000 Fringes	195,650	189,074	232,764	232,764	237,105
630600 Building Maint./Janitorial	342,999	281,942	409,505	409,505	351,787
630901 Shop Supplies	10,369	8,698	10,000	10,000	9,500
632300 Safety Supplies	8	-	-	-	-
632700 Miscellaneous Equipment	51,817	40,438	40,000	40,000	26,500
640500 Engineering Fees	3,444	438	5,000	5,000	4,000
640700 Solid Waste/Recycling	119	900	2,000	2,000	1,500
641300 Utilities	-	2,231	-	-	-
641400 Janitorial Service	397,695	401,663	465,000	465,000	368,292
641600 Building Repairs & Maint.	575,340	594,274	536,477	536,477	517,278
641800 Equipment Repairs & Maint.	3,788	3,925	8,500	8,500	6,000
642500 CEA Expense	62,580	63,145	64,854	64,854	69,105
650200 Leases	310,538	309,358	329,416	329,416	329,710
650302 Equipment Rent	1,294	613	250	250	1,000
Total Expense	<u>\$ 2,529,550</u>	<u>\$ 2,387,069</u>	<u>\$ 2,684,814</u>	<u>\$ 2,684,814</u>	<u>\$ 2,531,404</u>

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

Building Maint./Janitorial Supplies

Building interior	\$ 30,480
Electrical	30,480
Elevator	20,320
Fire/Safety	20,320
HVAC	30,480
Janitorial supplies	54,212
Painting	30,480
Plumbing	30,480
Security	30,480
Structural/windows/ext. doors	30,480
Pool chemicals	43,575
	<u>\$ 351,787</u>

Miscellaneous Equipment

City furniture/general	\$ 26,500
	<u>\$ 26,500</u>

Janitorial Service

Contracted janitorial service	\$ 368,292
	<u>\$ 368,292</u>

Building Repairs & Maintenance Services

Electrical	\$ 26,475
Elevator	26,755
Fire/safety	44,355
HVAC	216,454
Plumbing	11,850
Security	17,100
Structural/roof	14,000
Overhead & passage doors	98,653
Painting & pavilion staining	22,000
Flooring	8,750
Emergency Sirens	9,884
Other: pest control, locksmith, room set-ups, landfill	21,002
	<u>\$ 517,278</u>

Leases

City Hall condo agreement	\$ 312,906
First floor conference room	16,804
	<u>\$ 329,710</u>

**CITY OF APPLETON 2023 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	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						
471000 Interest on Investments	-	(1,034)	-	-	-	-
480100 General Charges for Service	2,832,180	2,737,256	672,789	3,050,962	3,050,962	2,905,690
503000 Damage to City Property	-	-	-	-	-	-
503500 Other Reimbursements	8,557	3,796	609	9,000	9,000	9,000
508200 Insurance Proceeds	-	-	-	-	-	-
TOTAL PROGRAM REVENUES	<u>2,840,737</u>	<u>2,740,018</u>	<u>673,398</u>	<u>3,059,962</u>	<u>3,059,962</u>	<u>2,914,690</u>
Personnel						
610100 Regular Salaries	214,215	217,888	81,957	716,778	716,778	751,477
610200 Labor Pool Allocations	416,598	346,158	130,298	-	-	-
610400 Call Time Wages	4,970	7,906	2,216	7,500	7,500	8,001
610500 Overtime Wages	14,737	13,564	7,739	12,473	12,473	13,304
610800 Part-Time Wages	9,884	8,476	-	10,500	10,500	11,162
611000 Other Compensation	1,277	1,080	1,135	-	-	-
611400 Sick Pay	1,526	272	1,431	-	-	-
611500 Vacation Pay	63,691	52,300	6,945	-	-	-
615000 Fringes	253,422	252,744	89,791	302,096	302,096	307,709
615500 Unemployment Compensation	640	-	-	-	-	-
617000 Pension Expense	(4,151)	(84,052)	-	-	-	-
617100 OPEB Expense	6,515	(4,678)	-	-	-	-
TOTAL PERSONNEL	<u>983,324</u>	<u>811,658</u>	<u>321,512</u>	<u>1,049,347</u>	<u>1,049,347</u>	<u>1,091,653</u>
Training~Travel						
620100 Training/Conferences	7,050	8,039	2,170	10,500	10,500	8,000
620600 Parking Permits	-	-	-	-	-	-
TOTAL TRAINING / TRAVEL	<u>7,050</u>	<u>8,039</u>	<u>2,170</u>	<u>10,500</u>	<u>10,500</u>	<u>8,000</u>
Supplies						
630100 Office Supplies	2,077	1,764	1,186	2,100	2,100	1,500
630200 Subscriptions	958	500	351	1,000	1,000	750
630300 Memberships & Licenses	2,240	2,617	1,608	2,000	2,000	2,000
630400 Postage/Freight	2,156	2,152	590	2,888	2,888	2,300
630500 Awards & Recognition	175	-	-	180	180	180
630600 Building Maint./Janitorial	342,999	281,942	165,657	409,505	409,505	351,787
630700 Food & Provisions	371	296	23	240	240	240
630901 Shop Supplies	10,402	8,698	2,949	10,000	10,000	9,500
631500 Books & Library Materials	421	996	452	700	700	700
632001 City Copy Charges	3,229	5,274	1,233	3,600	3,600	3,600
632002 Outside Printing	411	-	265	900	900	900
632101 Uniforms	443	517	643	750	750	500
632300 Safety Supplies	2,131	1,958	1,465	2,000	2,000	2,000
632700 Miscellaneous Equipment	51,817	40,438	15,844	40,000	40,000	26,500
TOTAL SUPPLIES	<u>419,830</u>	<u>347,152</u>	<u>192,266</u>	<u>475,863</u>	<u>475,863</u>	<u>402,457</u>
Purchased Services						
640100 Accounting/Audit Fees	1,781	1,779	-	1,500	1,500	1,811
640400 Consulting Services	6,047	12,917	-	6,500	6,500	12,000
640500 Engineering Fees	3,444	438	706	5,000	5,000	4,000
640700 Solid Waste/Recycling Pickup	2,016	2,787	2,940	3,400	3,400	2,970
641200 Advertising	39	717	287	1,500	1,500	1,000
641301 Electric	16,068	16,335	5,840	16,465	16,465	16,959
641302 Gas	5,534	8,316	6,142	7,639	7,639	7,639
641303 Water	2,289	1,721	463	3,000	3,000	3,000
641304 Sewer	663	477	145	1,078	1,078	1,121
641306 Stormwater	14,962	15,090	3,815	17,925	17,925	17,925
641307 Telephone	3,407	2,167	904	3,240	3,240	3,240
641308 Cellular Phones	2,561	4,433	1,491	5,700	5,700	5,700
641400 Janitorial Service	397,695	401,663	170,780	465,000	465,000	368,292
641600 Building Repairs & Maint.	575,340	594,274	209,211	536,477	536,477	517,278
641800 Equipment Repairs & Maint.	3,788	3,925	8,889	8,500	8,500	6,000
642501 CEA Operations/Maint.	34,560	22,717	5,615	27,700	27,700	31,199
642502 CEA Depreciation/Replace.	28,020	40,428	9,779	37,154	37,154	37,906
650100 Insurance	31,776	26,892	16,805	40,308	40,308	37,330
650200 Leases	310,538	309,358	129,034	329,416	329,416	329,710

**CITY OF APPLETON 2023 BUDGET
FACILITIES AND
CONSTRUCTION MANAGEMENT**

	<u>2020 ACTUAL</u>	<u>2021 ACTUAL</u>	<u>2022 YTD ACTUAL</u>	<u>2022 ORIG BUD</u>	<u>2022 REVISED BUD</u>	<u>2023 BUDGET</u>
650302 Equipment Rent	1,294	613	-	250	250	1,000
659900 Other Contracts/Obligation	<u>3,220</u>	<u>4,668</u>	<u>2,196</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
TOTAL PURCHASED SVCS	1,445,042	1,471,715	575,042	1,524,252	1,524,252	1,412,580
Capital Outlay						
680401 Machinery & Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
Transfers						
791400 Transfer Out - Capital Project	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL TRANSFERS	-	-	-	-	-	-
TOTAL EXPENSE	<u>2,855,246</u>	<u>2,638,564</u>	<u>1,090,990</u>	<u>3,059,962</u>	<u>3,059,962</u>	<u>2,914,690</u>

CITY OF APPLETON 2023 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Revenues					
Charges for Services	\$ 2,832,180	\$ 2,737,255	\$ 3,050,962	\$ 3,050,962	\$ 2,905,690
Total Revenues	<u>2,832,180</u>	<u>2,737,255</u>	<u>3,050,962</u>	<u>3,050,962</u>	<u>2,905,690</u>
Expenses					
Operating Expenses	2,855,246	2,638,564	3,059,962	3,059,962	2,914,690
Depreciation	-	-	-	-	-
Total Expenses	<u>2,855,246</u>	<u>2,638,564</u>	<u>3,059,962</u>	<u>3,059,962</u>	<u>2,914,690</u>
Operating Loss	(23,066)	98,691	(9,000)	(9,000)	(9,000)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	-	(1,034)	-	-	-
Other Income	8,557	6,795	9,000	9,000	9,000
Total Non-Operating	<u>8,557</u>	<u>5,761</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Income (Loss) before Contributions and Transfers	(14,509)	104,452	-	-	-
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	-	-	-	-
Change in Net Assets	(14,509)	104,452	-	-	-
Net Assets - Beginning	<u>33,001</u>	<u>18,492</u>	<u>122,944</u>	<u>122,944</u>	<u>122,944</u>
Net Assets - Ending	<u>\$ 18,492</u>	<u>\$ 122,944</u>	<u>\$ 122,944</u>	<u>\$ 122,944</u>	<u>\$ 122,944</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 140,388	\$ 140,388
+ Change in Net Assets	-	-
Working Cash - End of Year	<u>\$ 140,388</u>	<u>\$ 140,388</u>

CITY OF APPLETON 2023 BUDGET

RISK MANAGEMENT

Human Resources Director: Jay M. Ratchman

Deputy Director of Human Resources: Kim M. Kamp

CITY OF APPLETON 2023 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 2022 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. Some of the highlights in 2022 include:

*Continued to log safety data sheets and audit the system.

*Completed annual safety testing 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 on-site in the fall to ensure compliance with the hearing conservation program.

*As of June 1, 2022, reviewed 52 special events to assure adequate risk transfer to the event sponsor.

*As of June 1, 2022, reviewed around 100 City service and construction contracts to ensure adequate risk transfer to the applicable contractor/vendor.

*Reviewed and suggested changes to the following policies: Confined Space Entry, General Safety, and Lead Safety.

*Completed building safety audits at the following locations (as of June 1, 2022): Fire stations #2, #3, #5 and #6, Utilities Department - Lake Station buildings, Parks, Recreation, & Facilities Management's (PRFM) maintenance/office building, and Reid Golf Course - maintenance buildings.

*Pursued subrogation and restitution for damage to City property caused by third parties. As of June 1, 2022, \$17,695 has been recovered for losses that occurred in 2020 through 2022.

*Utilized data from risk information management system and various loss runs to identify loss-trend issues for the organization. This loss history information was reviewed with City leadership and included several suggested loss prevention and loss reduction strategies.

*Maintained and added safety and loss control resources to the Risk Management intranet site.

*Facilitated both central and City Hall safety committee meetings. Attended several departmental safety committee meetings on a regular basis.

*Continued working with departments on root cause analysis of City accidents/incidents.

*Continued working with departments on items identified during 2021 safety program audits. Developed strategy to complete any identified open items.

*Completed several lockout/tagout procedures for PRFM to be used as templates to create other procedures in the future.

*Completed OSHA 10-hour course for various PRFM employees.

*Coordinated with CVMIC loss control representative on the following items: coordination of CVMIC's DEI assessment and training resources, regulation assessment of DPW's truck-mounted cranes, excavation and trenching competent person training, DPW worksite safety observations, fume hood inspections for Utilities and Police, assessment of pollution liability coverage available through CVMIC, lead safety regulation consultation, and confined space entry consultation.

*Coordinated with an industrial hygienist to perform air sampling and an assessment of these samples for lead and silica exposure for several work processes. This was funded with \$2,000 won through CVMIC's 2021 spotlight submission program.

*Reviewed rendering of proposed Valley Transit maintenance renovation project and provided input on several safety recommendations/considerations.

*Assisted Police Department with CVMIC's Law Enforcement Risk Mitigation Program which resulted in receipt of \$2,500 from CVMIC.

*Participated in several new employee and new supervisor training sessions where various risk management topics were covered.

*Utilized CVMIC's LEARN (web-based training system) to develop safety lesson plans for all City departments (except for the Fire Department). These lesson plans contained several required safety topics as well as various loss control topics (e.g., Avoiding Collision While Backing and Parking).

*Assisted with 2022 actuary report to assess funding reserves for workers' compensation, auto liability and general liability insurance programs. Findings from this actuary report were communicated with the Executive Safety Committee.

CITY OF APPLETON 2023 BUDGET RISK MANAGEMENT

MAJOR 2023 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 or outside counsel 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, property and liability coverages.

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 through contractual risk transfer in case of any claims against the City.

Work with insurance provider on a frequent basis to assess City buildings to make sure the value of our property is adequately covered for insurance purposes.

Continue to provide training for all applicable staff in the safety/loss prevention areas via in person or online instruction.

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

Analyze property and casualty loss data and work with departments to develop appropriate courses of action to mitigate these losses.

Work with vendors such as CVMIC, or complete internally, 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	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 1,771,197	\$ 2,995,284	\$ 1,929,199	\$ 1,929,199	\$ 1,986,913	2.99%
Program Expenses							
6210	Property & Liability Mgt.	2,592,881	1,051,726	1,760,003	1,760,003	1,818,085	3.30%
6220	Loss Control	195,426	141,181	169,196	169,196	168,828	-0.22%
Total Program Expenses		\$ 2,788,307	\$ 1,192,907	\$ 1,929,199	\$ 1,929,199	\$ 1,986,913	2.99%
Expenses Comprised Of:							
Personnel		412,950	311,846	396,360	396,360	398,804	0.62%
Training & Travel		1,727	2,419	8,760	8,760	9,300	6.16%
Supplies & Materials		2,469	3,557	5,940	5,940	5,965	0.42%
Purchased Services		619,418	688,013	738,139	738,139	792,844	7.41%
Miscellaneous Expense		1,751,743	187,072	780,000	780,000	780,000	0.00%
Full Time Equivalent Staff:							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

**CITY OF APPLETON 2023 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, safety and other loss control measures
- 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:

Our property package premiums and liability insurance premiums are increasing in 2023 largely due to the following: a) Both property and liability premiums are being impacted by the volatility in the secondary or re-insurance markets created by larger-than-expected global catastrophic property losses that have occurred in the past several years, and b) The City incurred four large property losses during 2019 and 2020 (yellow ramp elevator fire and storm related damage at multiple locations, tank overfilled at AWWTP causing damage to elevator and truck with elevated dump truck box struck entrance to MSB building). It is anticipated that these insurance rates will continue to rise beyond 2023 due to the continued volatility in the re-insurance market, the lingering effects of the COVID-19 pandemic, unprecedented large civil lawsuit settlements, the recent protests (resulting in significant property damage nationwide), negative impacts to the global supply chain and the considerable rising costs of inflation.

Additionally, the excess workers' compensation insurance premium will also be increasing due to the recently passed PTSD (post-traumatic stress disorder) WI legislation for public safety employees, increase in violent acts against police officers nationwide and the continual rise in medical costs.

**CITY OF APPLETON 2023 BUDGET
RISK MANAGEMENT**

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
471000 Interest on Investments	\$ 127	\$ (5,646)	\$ -	\$ -	\$ -
480100 General Charges for Svc	1,707,296	1,641,795	1,872,355	1,872,355	1,930,566
503500 Other Reimbursements	63,774	59,135	56,844	56,844	56,347
592100 Transfer In - General Fund	-	1,300,000	-	-	-
Total Revenue	\$ 1,771,197	\$ 2,995,284	\$ 1,929,199	\$ 1,929,199	\$ 1,986,913
Expenses					
610100 Regular Salaries	\$ 200,497	\$ 169,512	\$ 186,517	\$ 186,517	\$ 192,535
610500 Overtime Wages	406	197	-	-	-
615000 Fringes	65,405	22,694	62,287	62,287	62,866
620600 Parking Permits	1,260	1,260	1,260	1,260	1,440
630100 Office Supplies	377	708	1,000	1,000	1,000
632700 Miscellaneous Equipment	-	-	300	300	300
640100 Accounting/Audit Fees	1,781	1,779	1,500	1,500	1,500
640300 Bank Service Fees	3	286	-	-	-
640400 Consulting Services	21,070	25,419	8,300	8,300	8,300
650100 Insurance	550,339	642,798	718,839	718,839	770,144
662600 Uninsured Losses	79,883	(338,135)	160,000	160,000	160,000
662700 Uninsured Losses - W/C	1,671,860	525,208	620,000	620,000	620,000
Total Expense	\$ 2,592,881	\$ 1,051,726	\$ 1,760,003	\$ 1,760,003	\$ 1,818,085

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

<u>Insurance</u>		<u>Uninsured Losses - W/C</u>	
Liability	\$ 109,793	Police Department	\$ 141,769
Crime	4,301	Fire Department	131,511
Excess liability	34,501	Public Works Department	104,127
Cyber Liability	-	Valley Transit	45,894
Employment practice	32,358	Water Utility	41,252
Volunteer Blanket Accident	1,278	Library	19,341
Equipment breakdown	25,347	Facilities Management	18,566
Package property	349,258	Stormwater Utility	16,250
Auto physical damage	54,006	Sanitation Department	15,475
WC TPA & fees	24,700	Community Development	14,962
Excess workers' compensation	134,602	CEA	11,932
	<u>\$ 770,144</u>	Health Department	11,530
		Wastewater Utility	8,201
		Information Technology	7,249
<u>Uninsured Losses</u>		Finance Department	6,093
General liability	\$ 60,000	Human Resource Dept	5,864
Automobile	100,000	Legal Services Dept	5,589
	<u>\$ 160,000</u>	Parking Utility	5,372
		Parks & Recreation Dept	3,996
		Mayor's Office	3,382
		Reid Golf Course	1,645
			<u>\$ 620,000</u>

**CITY OF APPLETON 2023 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:

- Facilitate new employee orientation and new supervisor orientation classes.
- Continue to conduct or facilitate required safety training for employees and authorized volunteers.
- Continue to conduct or facilitate other loss control training such as, but not limited to, harassment, discrimination, and drug-free workplace for all employees and authorized volunteers.
- Attend departmental safety committee meetings.
- Facilitate central safety committee meetings and executive safety committee meetings.
- Respond to and document ergonomic concerns and implement solutions.
- Conduct annual hearing tests on required personnel, and annual lead testing.
- Review and develop programs to promote safety, reduce injuries and reduce claims.
- Conduct annual respirator fit testing and obtain proper medical clearance for employee respirator usage.
- Provide comprehensive safety training to help educate supervisors and employees in identifying and stopping potential hazards in the workplace such as offering OSHA 10-hour and OSHA 30-hour training courses.
- Continue to conduct safety audits of City buildings to identify safety hazards.
- Continue to review all injury/accident reports and workers' compensation/liability loss runs to identify potential loss control measures to prevent accident/injury re-occurrence.

Major changes in Revenue, Expenditures, or Programs:

The increase in Consulting Services is reflective of the increase in the number of CDL, audiogram, and respiratory tests that are completed each year.

**CITY OF APPLETON 2023 BUDGET
RISK MANAGEMENT**

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 110,559	\$ 84,436	\$ 109,321	\$ 109,321	\$ 105,651
610500 Overtime Wages	252	66	-	-	-
615000 Fringes	35,831	34,940	38,235	38,235	37,752
620100 Training/Conferences	467	1,099	7,500	7,500	7,500
620200 Mileage Reimbursement	-	60	-	-	360
630300 Memberships & Licenses	100	100	100	100	125
630500 Awards & Recognition	-	-	140	140	140
630700 Food & Provisions	627	458	1,400	1,400	1,400
631500 Books & Library Materials	-	-	150	150	150
632001 City Copy Charges	1,354	2,013	2,300	2,300	2,300
632002 Outside Printing	-	91	200	200	200
632300 Safety Supplies	11	82	100	100	100
632700 Miscellaneous Equipment	-	105	250	250	250
640400 Consulting Services	44,321	15,829	7,600	7,600	11,000
641307 Telephone	104	102	100	100	100
659900 Other Contracts/Obligation	1,800	1,800	1,800	1,800	1,800
Total Expense	<u>\$ 195,426</u>	<u>\$ 141,181</u>	<u>\$ 169,196</u>	<u>\$ 169,196</u>	<u>\$ 168,828</u>

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

None

**CITY OF APPLETON 2023 BUDGET
RISK MANAGEMENT**

	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						
471000 Interest on Investments	127	(5,645)	-	-	-	-
480100 General Charges for Service	1,707,296	1,641,795	780,145	1,872,355	1,872,355	1,930,566
502000 Donations & Memorials	-	-	-	-	-	-
503500 Other Reimbursements	63,774	59,136	56,869	56,844	56,844	56,347
508200 Insurance Proceeds	-	-	-	-	-	-
592100 Transfer In - General Fund	-	1,300,000	-	-	-	-
TOTAL PROGRAM REVENUES	<u>1,771,197</u>	<u>2,995,286</u>	<u>837,014</u>	<u>1,929,199</u>	<u>1,929,199</u>	<u>1,986,913</u>
Personnel						
610100 Regular Salaries	311,056	253,952	97,412	295,838	295,838	298,186
610500 Overtime Wages	658	262	339	-	-	-
615000 Fringes	94,327	88,568	32,034	100,522	100,522	100,618
617000 Pension Expense	8,403	(27,457)	-	-	-	-
617100 OPEB Expense	(1,494)	(3,479)	-	-	-	-
TOTAL PERSONNEL	<u>412,950</u>	<u>311,846</u>	<u>129,785</u>	<u>396,360</u>	<u>396,360</u>	<u>398,804</u>
Training~Travel						
620100 Training/Conferences	467	1,099	-	7,500	7,500	7,500
620200 Mileage Reimbursement	-	60	150	-	-	360
620600 Parking Permits	1,260	1,260	1,260	1,260	1,260	1,440
TOTAL TRAINING / TRAVEL	<u>1,727</u>	<u>2,419</u>	<u>1,410</u>	<u>8,760</u>	<u>8,760</u>	<u>9,300</u>
Supplies						
630100 Office Supplies	377	708	183	1,000	1,000	1,000
630300 Memberships & Licenses	100	100	125	100	100	125
630500 Awards & Recognition	-	-	-	140	140	140
630700 Food & Provisions	627	458	14	1,400	1,400	1,400
631500 Books & Library Materials	-	-	150	150	150	150
632001 City Copy Charges	1,354	2,013	541	2,300	2,300	2,300
632002 Outside Printing	-	91	-	200	200	200
632300 Safety Supplies	11	82	100	100	100	100
632700 Miscellaneous Equipment	-	105	188	550	550	550
TOTAL SUPPLIES	<u>2,469</u>	<u>3,557</u>	<u>1,301</u>	<u>5,940</u>	<u>5,940</u>	<u>5,965</u>
Purchased Services						
640100 Accounting/Audit Fees	1,781	1,779	-	1,500	1,500	1,500
640300 Bank Service Fees	3	286	-	-	-	-
640400 Consulting Services	65,391	41,248	10,382	15,900	15,900	19,300
641307 Telephone	104	102	43	100	100	100
650100 Insurance	550,339	642,798	681,845	718,839	718,839	770,144
659900 Other Contracts/Obligation	1,800	1,800	1,800	1,800	1,800	1,800
TOTAL PURCHASED SVCS	<u>619,418</u>	<u>688,013</u>	<u>694,070</u>	<u>738,139</u>	<u>738,139</u>	<u>792,844</u>
Miscellaneous Expense						
662600 Uninsured Losses	79,883	(338,136)	8,484	160,000	160,000	160,000
662700 Uninsured Losses - Workers' Comp	1,671,860	525,208	151,695	620,000	620,000	620,000
TOTAL MISCELLANEOUS	<u>1,751,743</u>	<u>187,072</u>	<u>160,179</u>	<u>780,000</u>	<u>780,000</u>	<u>780,000</u>
TOTAL EXPENSE	<u>2,788,307</u>	<u>1,192,907</u>	<u>986,745</u>	<u>1,929,199</u>	<u>1,929,199</u>	<u>1,986,913</u>

CITY OF APPLETON 2023 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Charges for Services	\$ 1,707,296	\$ 1,641,795	\$ 1,872,355	\$ 1,872,355	\$ 1,930,566
Other	63,774	59,135	56,844	66,869	56,347
Total Revenues	<u>1,771,070</u>	<u>1,700,930</u>	<u>1,929,199</u>	<u>1,939,224</u>	<u>1,986,913</u>
Expenses					
Operating Expenses	<u>2,788,307</u>	<u>1,192,907</u>	<u>1,929,199</u>	<u>2,027,634</u>	<u>1,986,913</u>
Total Expenses	<u>2,788,307</u>	<u>1,192,907</u>	<u>1,929,199</u>	<u>2,027,634</u>	<u>1,986,913</u>
Operating Income (Loss)	(1,017,237)	508,023	-	(88,410)	-
Non-Operating Revenues (Expenses)					
Investment Income	127	(5,646)	-	-	-
Other Non-Operating Income	-	1,300,000	-	-	-
Insurance Proceeds - Fox River	-	-	-	-	-
Transfer In - General Fund	-	-	-	-	-
Total Non-Operating	<u>127</u>	<u>1,294,354</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Assets	(1,017,110)	1,802,377	-	(88,410)	-
Fund Balance - Beginning	<u>169,628</u>	<u>(847,482)</u>	<u>954,895</u>	<u>954,895</u>	<u>866,485</u>
Fund Balance - Ending	<u>\$ (847,482)</u>	<u>\$ 954,895</u>	<u>\$ 954,895</u>	<u>\$ 866,485</u>	<u>\$ 866,485</u>

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 1,333,949	\$ 1,245,539
+ Change in Net Assets	(88,410)	-
Working Cash - End of Year	<u>\$ 1,245,539</u>	<u>\$ 1,245,539</u>

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>

CITY OF APPLETON 2023 BUDGET

LEGAL SERVICES

City Attorney: Christopher R. Behrens

Deputy City Attorney: Amanda K. Abshire

City Clerk: Kami L. Lynch

CITY OF APPLETON 2023 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 2022 EVENTS

City Attorney's Office:

- * As of April 29, represented the City in traffic and ordinance related matters in 2022 including 1,875 scheduled initial court appearances, 59 scheduled jury and court trials and 767 scheduled pre-trials/jury trial conferences or motion hearings.
- * Operated the Granicus system and provided ongoing technical support to facilitate committee meetings.
- * Provided guidance and training to the newly-seated Council and completed a significant revision to the Alderperson Handbook.
- * Actively engaged in litigation including defense of a variety of lawsuits including, but not limited to, employment matters, land use, property damage, foreclosures, and small claims.
- * Provided defense litigation as well as worked with outside counsel on pending state and federal matters involving Appleton police officers.
- * Worked with the Department of Public Works on two eminent domain processes to acquire the necessary land for future roadway and a second raw water line Permanent Limited Easement (PLE).
- * Provided ongoing assistance in various roles in support of the Library building project.
- * Assisted the Community and Economic Development Department with the preparation and finalization of multiple sales/property transactions in the first quarter of 2022.
- * Drafted or assisted in amending or creating a number of ordinances, including redistricting, parking, a stormwater ordinance rewrite and changes to the solid waste ordinances in Chapter 15.
- * Legal Services represented the Complainant and separately advised the Safety and Licensing Committee in the revocation of a tavern's alcohol license.
- * In the first six months of 2022, the Attorney's Office has processed over 250 new agreements/contracts. Processing a contract includes the preparation of the contract document, circulation for signatures, tracking, and distribution.
- * This office also responded to or provided guidance for numerous open records requests received by various departments.
- * Worked on an agreement for a second BIRD Scooter pilot program.
- * Provided comprehensive updates to Appleton Fire Department's record request form as well as provided ongoing support and guidance regarding record responses.

City Clerk's Office:

- * Maintained use of electronic poll books and implemented 2 software updates.
- * Performed an operational analysis of electronic poll book equipment to detect necessary hardware upgrades/repairs.
- * Streamlined end of night and election reconciliation procedures.
- * Responded to a considerable number of extensive records requests related to elections.
- * Restructured the filing system in the vault to make files more identifiable and accessible.
- * Digitized files to increase accessibility of records and documents.
- * Drafted and mailed letters to all properties affected by redistricting.
- * Worked with the counties and State to make Ward and Aldermanic boundary adjustments to accommodate new legislative district changes as a result of a court ruling modifying the previously adopted districts.
- * Implemented all redistricting changes through election plan modifications in WisVote.
- * Revised the alcohol license demerit point tracking and notification process.
- * Fairly and effectively administered four elections, including a high-turnout November General Election.

CITY OF APPLETON 2023 BUDGET LEGAL SERVICES

MAJOR 2023 OBJECTIVES

- * Work with the Department of Public Works, and/or outside consultants, to ensure that all necessary acquisitions and paperwork for upcoming Public Works projects are completed.
- * Continue to assist, guide and advise City staff, as well as elected officials, on legal matters in a timely fashion.
- * Continue to work with other departments to ensure that City tasks are completed timely, projects are not delayed and items such as land acquisitions and negotiated agreements are completed pursuant to the department's requested deadline, whenever possible.
- * Continue working cooperatively with the Finance Department in collection efforts.
- * Represent and defend the City in future lawsuits brought against it or its employees or officials except when particular expertise of outside counsel is required or mandated by the insurance carrier.
- * Continue to prosecute City citations with a yearly average of over 2,000 initial appearances, 150 scheduled jury and court trials and an average of 3,200 pretrials/jury conferences and motion hearings.
- * Work with the Parks, Recreation and Facilities Management Department (PRFMD) on projects as they arise.
- * Continue to work with City staff and Council on the drafting and amending of ordinances.
- * Continue to work with City staff on the preparation, processing, routing and distribution of contracts and agreements.
- * Continue working with City staff to bring developments throughout the City 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.
- * Continue to work with various departments on large mailings and copy jobs to enhance accuracy and efficiency.
- * Actively explore opportunities for process improvement and streamlining of procedures.
- * Continue training for electronic poll books and to develop additional procedures to assist with operation and set-up of the devices.
- * Successfully administer elections, with minimal issues and maximum efficiency.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2020	2021	Adopted 2022	Amended 2022	2023	Change *
Program Revenues		\$ 271,953	\$ 204,416	\$ 196,700	\$ 196,700	\$ 239,700	21.86%
Program Expenses							
14510	Administration	348,671	364,823	374,357	374,357	392,480	4.84%
14521	Litigation	178,243	188,395	178,901	178,901	187,504	4.81%
14530	Recordkeeping	102,763	87,738	90,381	90,381	112,207	24.15%
14540	Licensing	66,153	67,817	69,546	69,546	73,366	5.49%
14550	Elections	234,971	117,031	224,166	224,166	157,929	-29.55%
14560	Mail/Copy Center	176,782	161,986	188,916	188,916	173,129	-8.36%
TOTAL		\$ 1,107,583	\$ 987,790	\$ 1,126,267	\$ 1,126,267	\$ 1,096,615	-2.63%
Expenses Comprised Of:							
Personnel		856,641	797,733	875,872	875,872	879,820	0.45%
Training & Travel		8,904	15,309	17,880	17,880	15,000	-16.11%
Supplies & Materials		130,708	97,322	127,200	127,200	103,225	-18.85%
Purchased Services		111,330	77,426	105,315	105,315	98,570	-6.40%
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

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

CITY OF APPLETON 2023 BUDGET

LEGAL SERVICES

Administration

Business Unit 14510

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major Changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
480100 General Charges for Service	\$ 260	\$ 168	\$ 300	\$ 300	\$ 100
Total Revenue	<u>\$ 260</u>	<u>\$ 168</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 100</u>
Expenses					
610100 Regular Salaries	\$ 260,319	\$ 264,155	\$ 266,696	\$ 266,696	\$ 283,583
615000 Fringes	65,511	71,112	73,381	73,381	76,877
620100 Training/Conferences	2,336	9,705	13,600	13,600	10,600
620400 Tuition Fees	2,506	1,705	-	-	-
620600 Parking Permits	3,780	3,780	3,780	3,780	4,320
630100 Office Supplies	454	941	800	800	800
630200 Subscriptions	9,239	8,749	10,500	10,500	10,500
630300 Memberships & Licenses	2,305	2,340	3,000	3,000	3,200
632001 City Copy Charges	1,328	1,308	1,500	1,500	1,500
641307 Telephone	772	772	900	900	900
641800 Equipment Repairs & Maint.	121	256	200	200	200
Total Expense	<u>\$ 348,671</u>	<u>\$ 364,823</u>	<u>\$ 374,357</u>	<u>\$ 374,357</u>	<u>\$ 392,480</u>

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

None

CITY OF APPLETON 2023 BUDGET

LEGAL SERVICES

Litigation

Business Unit 14521

PROGRAM MISSION

We will continue to advise and represent the City of Appleton and its employees in potential claims, filed claims, and pending litigation.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The City of Appleton, by its very nature, is involved in a multitude of circumstances which could result in litigation. We are engaged in the continuous process of employment activity and providing various services to the public including public works, police and fire protection. This office has maintained an active and aggressive stance in representing the interests of the City, whether a matter is handled by office staff or in cooperation with outside counsel.

Major Changes in Revenue, Expenditures or Programs:

We have decreased our recording/filing fees budget to reflect expectations based on activity in prior years.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
503500 Other Reimbursements	\$ -	\$ 182	\$ -	\$ -	\$ -
Total Revenue	<u>\$ -</u>	<u>\$ 182</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 129,718	\$ 140,827	\$ 127,023	\$ 127,023	\$ 136,846
615000 Fringes	34,890	38,711	37,878	37,878	40,158
640202 Recording/Filing Fees	1,470	3,159	7,000	7,000	3,500
640400 Consulting Services	4,275	5,040	7,000	7,000	7,000
662500 Disability Payments	7,890	658	-	-	-
Total Expense	<u>\$ 178,243</u>	<u>\$ 188,395</u>	<u>\$ 178,901</u>	<u>\$ 178,901</u>	<u>\$ 187,504</u>

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

None

CITY OF APPLETON 2023 BUDGET

LEGAL SERVICES

Recordkeeping

Business Unit 14530

PROGRAM MISSION

In order to meet legal requirements and to provide a history of the City to the Common Council, City departments and the public, we will provide timely filing, maintenance and retrieval of all official City documents and provide support services.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- * Effectively respond to all document requests and public inquiries
- * Timely organize City meeting information for City officials, staff and public
- * Appropriately organize and retain City records as required by State law
- * Continue to prepare for transition to an electronic records management system
- * Organize vault files in a logical and accessible manner
- * Continue to move records to offsite storage facility

Major Changes in Revenue, Expenditures or Programs:

No major changes.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Recordkeeping

Business Unit 14530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 46,907	\$ 45,180	\$ 47,840	47,840	\$ 50,997
610500 Overtime Wages	2,547	668	242	242	257
615000 Fringes	21,337	7,320	7,099	7,099	26,178
630100 Office Supplies	171	363	500	500	350
630300 Memberships & Licenses	70	-	-	-	-
631603 Other Misc. Supplies	30	26	100	100	75
632002 Outside Printing	-	-	250	250	150
640202 Recording/Filing Fees	120	210	200	200	200
640800 Contractor Fees	-	-	150	150	-
641200 Advertising	31,581	33,971	34,000	34,000	34,000
Total Expense	<u>\$ 102,763</u>	<u>\$ 87,738</u>	<u>\$ 90,381</u>	<u>\$ 90,381</u>	<u>\$ 112,207</u>

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

Advertising

Required legal publications \$ 34,000

**CITY OF APPLETON 2023 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:

A slight increase is anticipated for alcohol license revenue as we now allow gas stations to get "Class A" Liquor licenses. There could also be more Reserve Liquor Licenses issued, which, by statute, cost \$10,000.

The increase in operator licensing revenue relates to the timing of issuing two-year licenses. Odd years have approximately double the number of licenses up for renewal.

The increase in special events license revenue reflects the expectation that events will continue to be scheduled as they were prior to the pandemic. In addition, credits that were issued for cancelled events will no longer be carried forward to 2023.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Licensing

Business Unit 14540

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
430100 Amusements License	\$ 8,230	\$ 8,110	\$ 7,700	\$ 7,700	\$ 8,000
430300 Cigarette License	5,800	5,900	5,300	5,300	5,400
430600 Alcohol License	113,909	100,473	110,000	110,000	125,000
430700 Operators License	37,125	58,230	38,000	38,000	60,000
430900 Sundry License	3,220	3,033	3,500	3,500	3,000
431300 Special Events License	13,365	12,135	18,000	18,000	23,000
431600 Second Hand/Pawnbroker	1,980	2,115	1,800	1,800	1,800
431700 Commercial Solicitation	5,145	4,505	2,500	2,500	4,000
431800 Christmas Tree License	405	315	400	400	350
432000 Taxi Cab/Limousine License	810	750	800	800	750
432100 Taxi Driver License	1,950	1,250	1,500	1,500	1,250
432200 Special Class "B" License	200	620	800	800	700
441100 Sundry Permits	660	555	600	600	600
501000 Miscellaneous Revenue	15,590	5,820	5,000	5,000	5,500
Total Revenue	\$ 208,389	\$ 203,811	\$ 195,900	\$ 195,900	\$ 239,350
Expenses					
610100 Regular Salaries	\$ 41,227	\$ 41,869	\$ 41,717	\$ 41,717	\$ 44,475
610500 Overtime Wages	2,119	427	120	120	128
615000 Fringes	21,895	24,354	25,799	25,799	26,753
630100 Office Supplies	460	953	750	750	800
631603 Other Misc. Supplies	29	-	-	-	-
632002 Outside Printing	-	-	100	100	150
642900 Interfund Allocations	423	214	60	60	60
659900 Other Contracts/Obligation	-	-	1,000	1,000	1,000
Total Expense	\$ 66,153	\$ 67,817	\$ 69,546	\$ 69,546	\$ 73,366

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

None

CITY OF APPLETON 2023 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
- * Enhance processes that are more efficient in election administration

Major Changes in Revenue, Expenditures or Programs:

The budget for this program fluctuates from year to year based on the number of elections to be held. 2022 was a four-election year and 2023 is a two-election year. The accounts affected by these fluctuations include: Part Time Wages, Office Supplies, Outside Printing, Equipment Repairs & Maintenance, and Facility Rent.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Elections

Business Unit 14550

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Revenues					
422400 Misc. State Aids	\$ 44,974	\$ -	\$ -	\$ -	\$ -
490800 Misc Intergov. Charges	-	255	500	500	250
502000 Donations & Memorials	18,330	-	-	-	-
Total Revenue	\$ 63,304	\$ 255	\$ 500	\$ 500	\$ 250
Expenses					
610100 Regular Salaries	\$ 67,149	\$ 50,209	\$ 49,397	\$ 49,397	\$ 48,311
610500 Overtime Wages	16,193	351	3,069	3,069	1,851
610800 Part-Time	53,594	22,210	99,593	99,593	44,011
615000 Fringes	30,181	26,222	28,307	28,307	27,966
620200 Mileage Reimbursement	221	89	300	300	80
620600 Parking Permits	61	30	200	200	-
630100 Office Supplies	4,352	13	1,500	1,500	800
631603 Other Misc. Supplies	1,784	463	500	500	500
632002 Outside Printing	14,468	1,966	6,500	6,500	2,700
641200 Advertising	3,501	1,841	2,500	2,500	1,500
641800 Equipment Repairs & Maint.	35,287	8,475	25,000	25,000	10,000
650301 Facility Rent	3,990	2,025	3,800	3,800	2,025
659900 Other Contracts/Obligation	4,190	3,137	3,500	3,500	18,185
Total Expense	\$ 234,971	\$ 117,031	\$ 224,166	\$ 224,166	\$ 157,929

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

Other Contracts/Obligations

Modus Election Software	\$ 15,185
Equipment programming	3,000
	<u>\$ 18,185</u>

CITY OF APPLETON 2023 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 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:

The decrease in postage/freight expense in 2023 is due to the reduced number of elections from four in 2022 to two in 2023.

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

Mail/Copy Services

Business Unit 14560

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2020	2021	Adopted 2022	Amended 2022	2023
Expenses					
610100 Regular Salaries	\$ 39,731	\$ 39,340	\$ 41,781	\$ 41,781	\$ 44,538
610500 Overtime Wages	1,341	528	121	121	128
615000 Fringes	21,982	24,245	25,809	25,809	26,763
630100 Office Supplies	3,342	3,816	1,700	1,700	2,000
630400 Postage/Freight	89,938	71,080	92,000	92,000	75,000
631603 Other Misc. Supplies	2,291	3,896	6,500	6,500	3,500
632002 Outside Printing	446	1,409	1,000	1,000	1,200
641800 Equipment Repairs & Maint.	493	-	1,500	1,500	800
641800 Interfund Allocations	-	(775)	-	-	-
650302 Equipment Rent	17,218	18,447	18,505	18,505	19,200
Total Expense	\$ 176,782	\$ 161,986	\$ 188,916	\$ 188,916	\$ 173,129

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

Postage/Freight

United Mailing Service	\$ 8,000
UPS	500
US Postal Service	66,500
	<u>\$ 75,000</u>

Equipment Rent

Color copier rental	\$ 1,800
Office copier rental	1,500
Large copier rental	7,000
Postage machine rental	7,000
Folder/insert machine rental	1,500
Additional copies	1,200
Charges to departments	(800)
	<u>\$ 19,200</u>

**CITY OF APPLETON 2023 BUDGET
LEGAL SERVICES**

	2020 ACTUAL	2021 ACTUAL	2022 YTD ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2023 BUDGET
Program Revenues						
422400 Miscellaneous State Aids	44,974	-	-	-	-	-
430100 Amusements License	8,230	8,110	7,515	7,700	7,700	8,000
430300 Cigarette License	5,800	5,900	5,300	5,300	5,300	5,400
430600 Liquor License	113,909	100,474	124,586	110,000	110,000	125,000
430700 Operators License	37,125	58,230	13,905	38,000	38,000	60,000
430900 Sundry License	3,220	3,033	2,885	3,500	3,500	3,000
431300 Special Events License	13,365	12,135	13,055	18,000	18,000	23,000
431600 Second Hand License	1,980	2,115	90	1,800	1,800	1,800
431700 Commercial Solicitation License	5,145	4,505	2,050	2,500	2,500	4,000
431800 Christmas Tree License	405	315	-	400	400	350
432000 Taxi Cab/Limousine License	810	750	30	800	800	750
432100 Taxi Driver License	1,950	1,250	450	1,500	1,500	1,250
432200 Special Class "B" Beer License	200	620	220	800	800	700
441100 Sundry Permits	660	555	430	600	600	600
480100 General Charges for Service	260	169	32	300	300	350
490800 Misc Intergovernmental Charges	-	256	559	500	500	-
501000 Miscellaneous Revenue	15,590	5,820	4,747	5,000	5,000	5,500
502000 Donations & Memorials	18,330	-	-	-	-	-
503500 Other Reimbursements	-	179	-	-	-	-
508500 Cash Short or Over	-	-	-	-	-	-
TOTAL PROGRAM REVENUES	271,953	204,416	175,854	196,700	196,700	239,700
Personnel						
610100 Regular Salaries	530,751	538,580	221,639	574,454	574,454	608,750
610500 Overtime Wages	22,201	1,975	1,356	3,552	3,552	2,364
610800 Part-Time Wages	53,594	22,310	29,450	99,593	99,593	44,011
611000 Other Compensation	-	-	-	-	-	-
611400 Sick Pay	3,825	1,814	-	-	-	-
611500 Vacation Pay	50,476	41,094	11,829	-	-	-
615000 Fringes	195,794	191,960	77,815	198,273	198,273	224,695
TOTAL PERSONNEL	856,641	797,733	342,089	875,872	875,872	879,820
Training~Travel						
620100 Training/Conferences	2,336	9,705	1,910	13,600	13,600	10,600
620200 Mileage Reimbursement	221	89	-	300	300	80
620400 Tuition Fees	2,506	1,705	815	-	-	-
620600 Parking Permits	3,841	3,810	3,780	3,980	3,980	4,320
TOTAL TRAINING/TRAVEL	8,904	15,309	6,505	17,880	17,880	15,000
Supplies						
630100 Office Supplies	8,780	6,085	2,019	5,250	5,250	4,750
630200 Subscriptions	9,239	8,749	3,089	10,500	10,500	10,500
630300 Memberships & Licenses	2,375	2,340	-	3,000	3,000	3,200
630400 Postage/Freight	89,938	71,080	61,160	92,000	92,000	75,000
631603 Other Misc. Supplies	4,134	4,385	1,772	7,100	7,100	4,075
632001 City Copy Charges	1,328	1,308	343	1,500	1,500	1,500
632002 Outside Printing	14,914	3,375	8,561	7,850	7,850	4,200
TOTAL SUPPLIES	130,708	97,322	76,944	127,200	127,200	103,225
Purchased Services						
640202 Recording/Filing Fees	1,590	3,369	1,260	7,200	7,200	3,700
640400 Consulting Services	4,275	5,040	-	7,000	7,000	7,000
640800 Contractor Fees	-	-	-	150	150	-
641200 Advertising	35,082	35,812	11,329	36,500	36,500	35,500
641307 Telephone	772	772	328	900	900	900
641800 Equipment Repairs & Maint.	35,900	8,731	124	26,700	26,700	11,000
642900 Interfund Allocations	423	(562)	-	60	60	60
650301 Facility Rent	3,990	2,022	1,890	3,800	3,800	2,025
650302 Equipment Rent	17,218	18,447	5,173	18,505	18,505	19,200
659900 Other Contracts/Obligation	4,190	3,137	-	4,500	4,500	19,185
662500 Disability Payments	7,890	658	-	-	-	-
TOTAL PURCHASED SVCS	111,330	77,426	20,104	105,315	105,315	98,570
TOTAL EXPENSE	1,107,583	987,790	445,642	1,126,267	1,126,267	1,096,615