



# City of Appleton

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

## Meeting Agenda - Final Finance Committee

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Monday, October 25, 2021

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[21-1458](#) October 11, 2021 Finance Committee meeting minutes

**Attachments:** [MeetingMinutesOct-11-2021-10-28-07.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[21-1410](#) Request to approve the use of 2021 American Rescue Plan Act (ARPA) funds and approve the related 2021 Budget amendment:

**ARPA Special Revenue Fund**

Salaries	+\$ 900,000
Fringe Benefits	+\$ 270,000
Miscellaneous Supplies	+\$ 50,000
Medical/Lab Supplies	+\$ 300,000
Miscellaneous Equipment	+\$ 50,000
Consulting Services	+\$ 150,000
Contractor Fee	+\$1,000,000
Other Contracts & Obligations	+\$ 421,841
Grant Payments	+\$ 250,000
Capital Outlay	+\$2,000,000
Transfer Out - Parking Utility	+\$1,500,000
Federal Grants	+\$6,891,841

to record 2021 ARPA funds received and related expenditures (2/3 vote of Council required)

**Attachments:** [Finance Committee - ARPA Memo.pdf](#)

**Legislative History**

10/11/21 Finance Committee recommended for approval

10/20/21 Common Council referred to the Finance Committee

- [21-1459](#) Request to award Unit O-21 Stormwater Pond Sediment Removal and Disposal to Veit & Company, Inc in the amount of \$87,000 with a 5.8% contingency of \$5,000 for a project total not to exceed \$92,000

**Attachments:** [Award of Contract - Unit O-21.pdf](#)

- [21-1460](#) Request to approve the following 2021 Budget amendment:

**Facilities Management Capital Projects Fund**

Ellen Kort Park Phase I Project	+\$750,645
Nelson River Crossing Project	- \$750,645

to reallocate excess budget funds from the Nelson River Crossing project to the Ellen Kort Park Phase I project (2/3 vote of Council required)

**Attachments:** [2021 Ellen Kort Park - Phase I .pdf](#)

- [21-1461](#) Request to approve the following 2021 Budget amendment:

**Facilities Management Capital Projects Fund**

MSB Office Renovation Project	+\$ 40,000
Roof Replacement Project	- \$ 40,000

to reallocate excess budget funds from the roof replacement project to the MSB office renovation project (2/3 vote of Council required)

**Attachments:** [2021 Municipal Services Budget transfer.pdf](#)

## 6. Information Items

- [21-1462](#) Contract 39-20 was awarded to EGI Mechanical, Inc for \$598,435 for WWTP HVAC Bldg A & S. Change orders were approved totaling \$38,511. Final contract amount is \$636,946. Payments issued to date total \$621,022.35. Request final payment of \$15,923.65

- [21-1463](#) Contract 21-20 was awarded to Janke General Contractors for the 2020 Lawe Street Trestle Trail Project in the amount of \$1,305,205 with a contingency of \$130,521. Three change orders were issued in the amount of \$24,474 to remove additional railroad track, repair girders and abutments, and add rip rap. Payments to date total \$1,319,679.57. Request to issue the final contract payment of \$10,000.

[21-1464](#) Contract 82-20 was awarded to Radtke Contractors for \$288,260 with a contingency of \$11,740 for Rubyred Bridge. Change orders were approved totaling \$2,500. Final contract amount is \$290,760 with a contingency of \$9,240. Payments issued to date total \$276,222. Request final payment of \$14,538

[21-1468](#) 2022 Risk Management Budget

**Attachments:** [2022 Risk Budget.pdf](#)

[21-1470](#) 2022 Facilities Management Budget

**Attachments:** [2022 Facilities Management Budget \(Finance Meeting\).pdf](#)

[21-1472](#) 2022 Legal Services Budget

**Attachments:** [2022 Legal Services Budget.pdf](#)

[21-1523](#) 2022 Finance Budget

**Attachments:** [2022 Finance Budget.pdf](#)

[21-1522](#) The following 2021 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

**General Fund - Fire Department**

Supplies - Protective Clothing	+\$ 12,500
Miscellaneous Equipment	+\$ 1,975
Travel & Training	+\$ 14,475

to utilize unused travel, training and tuition funds to purchase needed personal protective and other equipment

## 7. Adjournment

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

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

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



# City of Appleton

100 North Appleton Street  
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## Meeting Minutes Finance Committee

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Monday, October 11, 2021

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

**Meeting called to order at 5:30pm**

2. Roll call of membership

**Present:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

3. Approval of minutes from previous meeting

[21-1369](#)

September 20, 2021 Finance Committee minutes

**Attachments:** [MeetingMinutesSep-20-2021-11-19-06.pdf](#)

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

**Aye:** 5 - Meltzer, Reed, Siebers, Firkus and Van Zeeland

4. **Public Hearings/Appearances**

[21-1409](#)

2022 Executive Budget Presentation by Mayor Woodford

**Mayor Woodford presented the proposed Executive Budget for 2022**

5. **Action Items**

[21-1410](#)

Request to approve the use of 2021 American Rescue Plan Act (ARPA) funds and approve the related 2021 Budget amendment:

**ARPA Special Revenue Fund**

Salaries	+\$ 900,000
Fringe Benefits	+\$ 270,000
Miscellaneous Supplies	+\$ 50,000
Medical/Lab Supplies	+\$ 300,000
Miscellaneous Equipment	+\$ 50,000
Consulting Services	+\$ 150,000
Contractor Fee	+\$1,000,000
Other Contracts & Obligations	+\$ 421,841
Grant Payments	+\$ 250,000
Capital Outlay	+\$2,000,000
Transfer Out - Parking Utility	+\$1,500,000
Federal Grants	+\$6,891,841

to record 2021 ARPA funds received and related expenditures (2/3 vote of Council required)

**Attachments:**     [Finance Committee - ARPA Memo.pdf](#)

*Aldersperson excused from remainder of meeting at 6:40pm*

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

**Aye:** 4 - Meltzer, Siebers, Firkus and Van Zeeland

**Excused:** 1 - Reed

[21-1370](#)

Request to award the City of Appleton Green Ramp Light Fixture Replacement purchase order to Crescent Electric Supply, Co in the amount of \$160,093.05

**Attachments:**     [2021 Green Ramp Light Fixtures.pdf](#)

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

**Aye:** 4 - Meltzer, Siebers, Firkus and Van Zeeland

**Excused:** 1 - Reed

[21-1371](#)

Request approval of a construction contract for the DAF Conversion to Receiving Tank Project to Staab Construction Corporation in the amount of \$247,000 with a contingency of \$24,700 for a total not to exceed cost of \$271,700

**Attachments:** [utilities memo #3 RS Coating Contract Award 09-30-21.pdf](#)

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

**Aye:** 4 - Meltzer, Siebers, Firkus and Van Zeeland

**Excused:** 1 - Reed

[21-1386](#)

Request to award the City of Appleton's 2021 Police Station Security Fence project contract to IEI General Contractors, Inc in the amount of \$169,000 with a contingency of 12% for a project total not to exceed \$189,280 and approve the following 2021 budget adjustment:

**Facilities Management Capital Projects Fund**

Roof Replacement Project	- \$68,280
Police Department Security Fence Project	+\$68,280

to transfer funds to cover the additional costs due to manufacturing and tech equipment shortages (2/3 vote of Council required)

**Attachments:** [2021 Police Department Security Fence Project with Budget transfer.pdf](#)

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

**Aye:** 4 - Meltzer, Siebers, Firkus and Van Zeeland

**Excused:** 1 - Reed

[21-1387](#)

Request to Award Unit U-21 Apple Creek Court and Plamann Park Sewer & Water to Superior Sewer & Water Construction, Inc in the amount of \$3,899,181 with a 2.5% contingency of \$100,000 for a project total not to exceed \$3,999,181

**Attachments:** [Award of Contract - Unit U-21.pdf](#)

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

**Aye:** 4 - Meltzer, Siebers, Firkus and Van Zeeland

**Excused:** 1 - Reed

## 6. Information Items

[21-1372](#)

Contract 1-19 was awarded to August Winter & Sons for \$1,721,500 with a contingency of \$72,150 for 2017 WWTP Improvement Project. Change orders were approved totaling \$27,839. Final contract amount is \$1,749,339 with a contingency of \$44,311. Payments issued to date total \$1,661,872.05. Request final payment of \$87,466.95

**This Contract final payment was received and filed**

[21-1373](#)

Contract 52-21 was awarded to Fisher Ulman Construction, Inc for \$330,000 for Sidewalk Construction. Payments issued to date total \$320,305.49. Request final payment of \$8,250

**This Contract final payment was received and filed**

[21-1374](#)

Change Order #3 to Staab Construction contract as part of the 2019 AWWTP Improvements Projects totaling \$15,880 resulting in a decrease in contingency from \$292,184 to \$276,304

**Attachments:** [2019 AWWTP Improvements Staab Change Order No3.pdf](#)  
[AWWTP Improvements Staab Change Order No3.pdf](#)

**This Change Order was received and filed**

[21-1375](#)

Change Order #2 for contract 59-21 for 2021 AWWTP Electrical Distribution Upgrades Phase 4 Project - Lower Substation Building Renovation for lowering the top elevation of the mixed liquor channel in the amount of \$27,980 resulting in a decrease of the contingency from \$36,407 to \$8,427. No change to the overall contract amount

**Attachments:** [2021 AWWTP Electrical Distribution Upgrades Phase 4 - Lower Substation Building Renovation Change Order #1 \(002\).pdf](#)

**This Change Order was received and filed**

[21-1389](#)

Change Order No. 1 to contract 82-20, Unit AA-20 Rubyred Bridge Construction, for concrete footing extension and concrete encasement of sanitary sewer in the amount of \$2,500. This change order reduces contingency from \$61,000 to \$58,500. Overall contract amount remains unchanged.

**Attachments:** [Unit AA-20 Change Order No. 1.pdf](#)

**This Change Order was received and filed**

[21-1390](#)

Change Order No. 2 to contract 17-20, Unit U-19 North Edgewood Estates Lift Station and Force Main Construction, for relocation of gas line and site restoration in the amount of \$5,959.66. This change order reduces contingency from \$27,500 to \$21,540. Overall contract amount remains unchanged.

**Attachments:**     [Unit U-19 Change Order No. 2.pdf](#)

**This Change Order was received and filed**

## 7. Adjournment

**Meltzer moved, seconded by Van Zeeland, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Siebers, Firkus and Van Zeeland

**Excused:** 1 - Reed





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

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**OFFICE OF THE MAYOR**

Jacob A. Woodford  
100 North Appleton Street  
Appleton, Wisconsin 54911  
Phone: (920) 832-6400  
Email: [Mayor@Appleton.org](mailto:Mayor@Appleton.org)

**TO:** Finance Committee & Common Council  
**FROM:** Mayor Jacob A. Woodford & Finance Director Tony Saucerman  
**DATE:** October 8, 2021  
**RE:** ARPA

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The American Rescue Plan Act (ARPA), a \$1.9 trillion economic stimulus package passed in March 2021, included substantial aid to local governments including the City of Appleton. Considered a “metropolitan city” by the U.S. Department of the Treasury, Appleton stands to directly receive approximately \$14.9 million through the Coronavirus State and Local Fiscal Recovery Fund. Initially, there was limited information about how much each community would receive, and little guidance on applicable uses. The Treasury Department issued an Interim Final Rule in May 2021, which outlined allowable uses and program priorities for the ARPA funds as follows:

Public Health: Support public health initiatives by funding COVID-19 mitigation efforts, medical expenses, behavioral health care, and certain public health and safety staff costs.

Economy: Address negative economic impacts caused by the public health emergency including economic harm to workers, households, small businesses, impacted industries, and the public sector.

Hardest Hit: Serve the hardest-hit population and families by addressing health disparities and social determinants of health, investing in housing and neighborhoods, addressing educational disparities, and promoting healthy childhood environments.

Public Sector: Replace lost public sector revenue due to the pandemic and use this funding to provide government services.

Essential Workers: Provide premium pay for essential workers to support those who have borne and will bear the greatest health risk because of their service in critical infrastructure sectors.

Infrastructure: Invest in water, sewer, stormwater, and broadband infrastructure making necessary expenditures to ensure access to clean drinking water, support vital wastewater and stormwater infrastructure, and expand access to broadband.

Unlike many grant programs, ARPA relies on the grantees to organize their own use of funds within the framework laid out in the Interim Rule rather than rigidly defining projects through an application review process. This means that there are nearly as many approaches to determining allocations and managing

use of the funds as there are communities receiving them. Even in our immediate region, there are numerous and varied approaches and philosophies guiding use of ARPA dollars.

Here in Appleton, we set out with some guiding principles as our process got underway in May:

- ARPA funds are taxpayer dollars and must be stewarded transparently and with care
- Community input will serve as a guiding force in our use of the funds
- Established budget policies and practices will be used to govern the allocation of funds – this means the Common Council will approve final allocations
- ARPA represents an opportunity to both support City operations and community needs – we will seek to strike a balance between these in the recommendations we develop
- ARPA funds will not be used to hire new City employees
- Compliance with the Interim and Final Rules must be maintained
- Collaboration and coordination with neighboring municipalities and other levels of government is essential to avoid duplication of effort and to maximize use of funds to serve residents

Between May 2021 and the end of August 2021, we undertook a process of understanding community and organizational needs. We did so by establishing an internal ARPA allocation working group and discussing needs with every Department Director; gathering input from community stakeholders; holding discussions with local school districts, governments (municipal and county), and partner organizations; soliciting feedback internally; reviewing current funding opportunities to identify areas of need; and calculating lost revenue per regulatory guidance.

Through this process, two broad categories of uses have emerged:

**Determined Initiatives (Category 1)** – these are initiatives and uses that are largely defined, within the City’s control, where rapid deployment is manageable and/or necessary. This category is being brought to the Finance Committee for recommendation as a 2021 budget amendment to facilitate immediate use of funds.

**Priorities Needing Definition (Category 2)** – these are priorities that surfaced through the input gathering, but that need further definition, process development, and proposals for specific projects and uses. This category is outlined in the 2022 Executive Budget and Service Plan and is expected to take shape through additional community input, staff program development and strategies, and Common Council reviews and approvals in the coming months.

For purposes of the October 11 Finance Committee meeting, this memo will focus on the Category 1-Determined Initiatives, to be brought forward as a 2021 budget amendment. To that end, **staff recommends the following allocations and spending authorization for a portion of the total ARPA allocation:**

<b>COVID-19 Response</b>	<i>With nearly all of the previous funding for COVID response allocated and/or spent, this portion will ensure the City can continue to effectively respond to the pandemic in areas similar to CARES Act activities and costs, such as personal protective equipment; contact investigation; disease mitigation; testing and vaccination operations; and personnel expenses for public health, safety, and other staff responding to the pandemic. Excess balance of this line at the end of the ARPA spending period would be allocated to lost revenue.</i>	<b>\$1,991,841</b>
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<b>Lost Revenue</b>	<i>Municipalities are allowed to use ARPA funds to supplement lost revenue in accordance with a formula provided by the Treasury Department. Appleton would be eligible for just over \$10M in lost revenue based on the formula, however, this recommendation covers only the lost revenue most affecting City operations: Parking Utility Revenue. This estimates a portion of the lost revenue over the eligible ARPA spending period.</i>	<b>\$1,500,000</b>
<b>Lead Service Line Abatement &amp; Sewer/Water Infrastructure</b>	<i>Appleton has been making progress on removing and replacing known public lead water service lines in the City through a multi-decade effort. Staff believes this allocation would enable abatement of all known remaining public lead service lines in the City of Appleton. If there are any remaining funds after lead service lines are addressed, those funds would be directed to eligible sewer/water infrastructure projects.</i>	<b>\$1,000,000</b>
<b>Broadband Access &amp; Information Infrastructure</b>	<i>Broadband access and information infrastructure is a priority of ARPA. Appleton proposes to use this portion of funds to leverage and enhance an existing project, the Library renovation and expansion, to provide better internet and information access to our residents through that facility as a hub.</i>	<b>\$2,000,000</b>
<b>Short-Term Direct Community Partner Support</b>	<i>While much of the support for community partners and initiatives will be handled within Category 2 priorities, there are immediate needs from community partners on a variety of fronts. This support will focus on not-for-profit organizations that bolster the local economy, community wellness, and pandemic recovery. Development of a simple grant application and compliance criteria will be necessary for this allocation.</i>	<b>\$250,000</b>
<b>Consulting &amp; Administration Support</b>	<i>Category 2 initiatives will require significant process development, community input facilitation, coordination with other ARPA funding recipients, performance documentation, Common Council reporting, and ongoing compliance activity to accomplish. These funds will support administration of those activities.</i>	<b>\$150,000</b>

**Total \$6,891,841**

The City of Appleton will follow established budget policies and procedures, including detailed reporting, in using these funds. Furthermore, the City, as an ARPA recipient, is required to submit regular reports to the Treasury Department on funding use and will be required to do so for many years to come.

The total of this recommendation amounts to just under half of the City's total ARPA allocation of \$14,891,841. The second category is outlined on pages 69-73 in the 2022 Executive Budget and Service Plan. Initiatives described in that portion of the plan covering \$8 million of the City's allocation cover the

range of community suggestions and known needs, however, they do not detail projects as further process will be required to bring forward specific recommendations. Additionally, following further definition of the priorities, potential collaborations in that set of initiatives will take time to develop.

Ultimately, all ARPA-related spending will be merged and tracked in the Budget and Service Plan in the years to come. The initial approach of 2021 Budget amendment/2022 Executive Budget recommendations reflects the need to immediately use a portion of the funds, while allowing additional time for the planning and process development required for the other portion of the funds.

**CITY OF APPLETON**  
**Department of Public Works**  
**MEMORANDUM**

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**TO:**  **Finance Committee**  
 **Municipal Services Committee**  
 **Utilities Committee**

**SUBJECT: Award of Contract**

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**The Department of Public Works recommends that the following described work:**  
Unit O-21 Stormwater Pond Sediment Removal and Disposal

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**Be awarded to:**

Name: Veit & Company, Inc.  
Address: 2445 S. 179th Street, Suite E  
New Berlin, WI 53146

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**In the amount of :** \$87,000.00

**With a 5.8 % contingency of :** \$5,000.00

**For a project total not to exceed :** \$92,000.00

**\*\* OR \*\***

**In an amount Not To Exceed :** \_\_\_\_\_

Budget: \$95,000.00  
Estimate: \$60,000.00  
Committee Date: 10/25/21  
Council Date: 11/03/21

**Bid Tabulation**  
**Unit O-21 Stormwater Pond Sediment Removal and Disposal**  
**10/18/2021**

Bid Item	Item Description	Unit	Qty	Veit & Company, Inc.		Radtke Contractors Inc.		Advance Construction Inc.		Highway Landscapers, Inc.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	AHF Pond 4 Sediment Removal, Disposal, and Restoration	Lump Sum	1	\$38,000.00	\$38,000.00	\$64,636.23	\$64,636.23	\$77,000.00	\$77,000.00	\$97,250.00	\$97,250.00
2	AHF High Pond Sediment Removal, Disposal, and Restoration	Lump Sum	1	\$49,000.00	\$49,000.00	\$71,328.96	\$71,328.96	\$77,000.00	\$77,000.00	\$122,350.00	\$122,350.00

**Base Bid Total:**

**\$87,000.00**

**\$135,965.19**

**\$154,000.00**

**\$219,600.00**



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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 10/25/2021

RE: Action: Approve transfer of funding from the David & Rita Nelson River Crossing Capital Improvement Plan to fund Phase I of the Ellen Kort Peace Park development for a total of \$750,645.

The 2021 Capital Improvement Plan includes \$650,000 to fund the design and start of construction for the David & Rita Nelson River Crossing. In addition, the 2021 carryover requests approved \$267,102 for permitting and design of the crossing. The unallocated portion of these funds leaves a balance of \$750,645.

Design of the David & Rita Nelson River Crossing was stopped due to Neenah Papers notifying the City that they are selling their properties. As a result this defers the project until such time the property is sold and the new owner agrees to amend their Federal Energy Regulatory Commission Permit to include the new bridge crossing within their authorized basin of the Fox River.

This request to transfer funds seeks to not stall, but to continue to make progress toward implementation of the Trail and Comprehensive Park Master Plans. With Jones Park being completed, terms reached with WE Energies to utilize their property for construction of the Ellen Kort Peace Park, DNR approval of the plans, and phase one design completed, we are positioned to move forward with the development of the Ellen Kort Peace Park. Phase one includes civil work to establish site elevations and grading of the park and construction of the riverfront trail. This project will connect Jones Park to the future David & Rita Nelson River Crossing bridge and the future trail boardwalk that will eventually stretch from Vulcan Heritage Park to Lutz Park/Appleton Yacht Club.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 10/25/2021

RE: Action: Approve balance transfer of \$40,000 from the roof replacement capital improvement plan to the Municipal Services Building office space reallocation project.

The 2022 budget seeks to reallocate funding within the Department of Public Works budget to hire a new position that will work at the Municipal Services Building. To provide a productive work space for this employee and others currently working in ineffective spaces, this memo requests reallocating funding to pay for these updates.

The roof replacement capital improvement plan has a positive variance that will be able to fund this need without seeking an additional funding source now or in the future. The majority of the funding will pay for workstations and modifications to the HVAC system to allow a large room to be divided into two spaces where both will be used for offices.

In conclusion, Facilities Management has been working hard to upgrade work environments to ensure employees have the proper space, ergonomics, lighting, etc. to fulfill their responsibilities. Many spaces are original and Facilities Management has been able to adjust these spaces with mainly in-house staffing for significantly less money. This minor update accomplishes the same goals.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.



**CITY OF APPLETON 2022 BUDGET**

**RISK MANAGEMENT**

**Human Resources Director: Jay M. Ratchman**

**Deputy Director of Human Resources: Kim M. Kamp**

# CITY OF APPLETON 2022 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 2021 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. Some of the highlights in 2021 include:

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

\*Completed our annual training requirements including the respirator medical surveillance program and respirator fit testing for all employees who are required to wear respirators. Annual hearing tests were completed on-site in the fall to ensure compliance with the hearing conservation program.

\*Continued to use the Tyler Munis software to track work injuries and streamlined entry process for this information being sent to third-party administrator.

\*As of June 1, 2021, reviewed around 30 special events to assure adequate risk transfer to the event sponsor.

\*As of June 1, 2021, 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: AED (Automated External Defibrillator), Ergonomics, Hearing Conservation, Restricted Duty and Right to Know (Hazard Communication).

\*Completed safety audits at the water treatment plant

\*Completed fume hood inspections at the Police Department.

\*Pursued subrogation and restitution for damage to City property caused by third parties. As of June 1, 2021, \$42,884 has been recovered for losses that occurred in 2020 and 2021.

\*Shared information with the applicable departments on several on-line defensive driving courses offered for free by the City's excess worker's compensation carrier.

\*Risk Manager served multiple roles in the City's Emergency Operations Center during the COVID-19 pandemic and facilitated the work group which developed return to work guidance for City personnel. The Risk Manager also participated in multiple City department assessments to develop protective strategies for employees returning back to work from the pandemic.

\*Utilized data from risk information management system and various loss runs to identify loss-trend issues for various departments. This loss history information was reviewed with the applicable departments and also included a number of suggested loss prevention and loss reduction strategies.

\*Analyzed 2022 projected property premiums at various deductible levels to assist in determining the most tolerable economic decision.

\*Created worker's compensation benchmarking reports for the Public Works, Police, and Fire Departments. These reports provided a comparison of work comp losses between similar departments but with different municipalities. This information was reviewed with each applicable Department Director and Deputy Director.

\*Assisted in the creation of the new City risk management intranet site.

\*Assisted the Facilities Management Department with coordination of infrared scanning (free from CVMIC) of major electrical systems at AWWTP. This infrared scanning is a property risk loss control measure intended to identify any potential electrical problems that may result in fires.

\*Assisted the Police Department with utilization of CVMIC's free law enforcement policy review program which is intended to supplement the policy review/revision previously completed by Lexipol.

\*Completed safety program/training audits for the following city departments: Public Works, Utilities, Fire, Police, and Facilities Management. Suggestions/strategies were provided for any identified gaps.

\*Assisted Fire and Police Dept. with implementation of a number of items related to our hearing conservation program.

\*Completed request for proposals (RFP) for worker's compensation third party administrator.

\*Completed internal audit of City's excess work comp program. With the audit findings, we anticipate our recovery amount to be over \$150,000 from our excess work comp insurance carrier.

\*Worked on one large insurance claim resulting in over \$185,000 payment from applicable insurance carrier.

\*Provided information to actuary to complete actuarial report on the City's risk management program. Results of this actuarial report were shared with various City leadership staff.

\*Coordinated with CVMIC loss control representative on the following items: various playground inspections, confined space training (classroom and hands-on), worksite safety visits and battery switch audit.

## CITY OF APPLETON 2022 BUDGET RISK MANAGEMENT

### MAJOR 2022 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 all applicable staff training in the safety/loss prevention areas via in person or on-line 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	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 1,635,418	\$ 1,771,197	\$ 1,690,749	\$ 1,690,749	\$ 1,929,199	14.10%
<b>Program Expenses</b>							
6210	Property & Liability Mgt.	1,622,797	2,592,881	1,524,674	1,524,674	1,760,003	15.43%
6220	Loss Control	197,666	195,426	166,075	166,075	169,196	1.88%
<b>Total Program Expenses</b>		<b>\$ 1,820,463</b>	<b>\$ 2,788,307</b>	<b>\$ 1,690,749</b>	<b>\$ 1,690,749</b>	<b>\$ 1,929,199</b>	<b>14.10%</b>
<b>Expenses Comprised Of:</b>							
Personnel		475,438	412,950	393,090	393,090	396,360	0.83%
Training & Travel		5,115	1,727	8,760	8,760	8,760	0.00%
Supplies & Materials		6,660	2,469	5,940	5,940	5,940	0.00%
Purchased Services		491,832	619,418	656,009	656,009	738,139	12.52%
Miscellaneous Expense		841,418	1,751,743	626,950	626,950	780,000	24.41%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

**CITY OF APPLETON 2022 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 and 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 2022 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 5 years, and b) The City incurred 4 large property losses during 2019 and 2020 (yellow ramp elevator fire during July, 2019 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 2022 due to the continued volatility in the re-insurance market, the unknown effects of the COVID-19 pandemic and the recent protests (resulting in significant property damage nationwide). Additionally, both excess worker's compensation insurance premiums and self insured retention limits will also be increasing due to the recently passed PTSD (post traumatic stress disorder) WI legislation for public safety employees.

An actuarial study performed to review our property, liability and workers compensation program revealed that our workers compensation loss experience has developed very poorly since our last review in 2018. This trend is primarily due to unfavorable increases in both payments and reserve requirements on a number of older claims. As a result, our funding reserves are not expected to be adequate to cover future anticipated future expenses related to these claims. For this reason, along with a general projected increase in claim cost trends, it is necessary to increase the budget for workers compensation expenses in 2022.

**CITY OF APPLETON 2022 BUDGET  
RISK MANAGEMENT**

**Property & Liability Management**

**Business Unit 6210**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
471000 Interest on Investments	\$ 2,373	\$ 127	\$ -	\$ -	\$ -
480100 General Charges for Svc	1,555,407	1,707,296	1,641,793	1,641,793	1,872,355
502000 Donations	10,000	-	-	-	-
503500 Other Reimbursements	66,943	63,774	48,956	48,956	56,844
508200 Insurance Proceeds	695	-	-	-	-
<b>Total Revenue</b>	<b>\$ 1,635,418</b>	<b>\$ 1,771,197</b>	<b>\$ 1,690,749</b>	<b>\$ 1,690,749</b>	<b>\$ 1,929,199</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 225,921	\$ 200,497	\$ 186,479	\$ 186,479	\$ 186,517
610500 Overtime Wages	1,270	406	-	-	-
615000 Fringes	93,969	65,405	62,176	62,176	62,287
620600 Parking Permits	1,295	1,260	1,260	1,260	1,260
630100 Office Supplies	1,003	377	1,000	1,000	1,000
632700 Miscellaneous Equipment	778	-	300	300	300
640100 Accounting/Audit Fees	1,954	1,781	1,500	1,500	1,500
640300 Bank Service Fees	62	3	-	-	-
640400 Consulting Services	19,514	21,070	8,000	8,000	8,300
650100 Insurance	435,613	550,339	637,009	637,009	718,839
662600 Uninsured Losses	75,239	79,883	106,950	106,950	160,000
662700 Uninsured Losses - W/C	766,179	1,671,860	520,000	520,000	620,000
<b>Total Expense</b>	<b>\$ 1,622,797</b>	<b>\$ 2,592,881</b>	<b>\$ 1,524,674</b>	<b>\$ 1,524,674</b>	<b>\$ 1,760,003</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Insurance</u>		<u>Uninsured Losses - WC</u>	
Liability	\$ 106,595	Police Department	\$ 141,769
Crime	3,203	Fire Department	131,511
Excess liability	26,805	Public Works Department	104,127
Cyber Liability	7,500	Valley Transit	45,894
Employment practice	29,916	Water Utility	41,252
Volunteer Blanket Accident	1,526	Library	19,341
Equipment breakdown	25,167	Facilities Management	18,566
Package property	338,873	Stormwater Utility	16,250
Auto physical damage	52,254	Sanitation Department	15,475
WC TPA & fees	22,000	Community Development	14,962
Excess workers' compensation	105,000	CEA	11,932
	<u>\$ 718,839</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
		Mayors Office	3,382
		Reid Golf Course	1,645
			<u>\$ 620,000</u>

# CITY OF APPLETON 2022 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, 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 by 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 worker's compensation/liability loss runs to identify potential loss control measures to prevent accident/injury re-occurrence.

#### Major changes in Revenue, Expenditures, or Programs:

No major changes

**CITY OF APPLETON 2022 BUDGET  
RISK MANAGEMENT**

**Safety/Loss Prevention**

**Business Unit 6220**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 115,570	\$ 110,559	\$ 106,655	\$ 106,655	\$ 109,321
610500 Overtime Wages	214	252	-	-	-
615000 Fringes	38,496	35,831	37,780	37,780	38,235
620100 Training/Conferences	3,820	467	7,500	7,500	7,500
630300 Memberships & Licenses	100	100	100	100	100
630500 Awards & Recognition	-	-	140	140	140
630700 Food & Provisions	1,365	627	1,400	1,400	1,400
631500 Books & Library Materials	-	-	150	150	150
632001 City Copy Charges	2,856	1,354	2,300	2,300	2,300
632002 Outside Printing	230	-	200	200	200
632300 Safety Supplies	326	11	100	100	100
632700 Miscellaneous Equipment	-	-	250	250	250
640400 Consulting Services	32,785	44,321	7,600	7,600	7,600
641307 Telephone	104	104	100	100	100
659900 Other Contracts/Obligation	1,800	1,800	1,800	1,800	1,800
Total Expense	<u>\$ 197,666</u>	<u>\$ 195,426</u>	<u>\$ 166,075</u>	<u>\$ 166,075</u>	<u>\$ 169,196</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
RISK MANAGEMENT**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
Program Revenues						
471000 Interest on Investments	2,373	127	86	-	-	-
480100 General Charges for Service	1,555,407	1,707,296	-	1,641,793	1,641,793	1,872,355
502000 Donations & Memorials	10,000	-	-	-	-	-
503500 Other Reimbursements	66,943	63,774	49,033	48,956	48,956	56,844
508200 Insurance Proceeds	695	-	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<u>1,635,418</u>	<u>1,771,197</u>	<u>49,119</u>	<u>1,690,749</u>	<u>1,690,749</u>	<u>1,929,199</u>
Personnel						
610100 Regular Salaries	341,490	311,056	79,068	293,134	293,134	295,838
610500 Overtime Wages	1,484	658	156	-	-	-
615000 Fringes	105,280	94,327	28,811	99,956	99,956	100,522
617000 Pension Expense	20,178	8,403	-	-	-	-
617100 OPEB Expense	7,006	(1,494)	-	-	-	-
<b>TOTAL PERSONNEL</b>	<u>475,438</u>	<u>412,950</u>	<u>108,035</u>	<u>393,090</u>	<u>393,090</u>	<u>396,360</u>
Training~Travel						
620100 Training/Conferences	3,820	467	129	7,500	7,500	7,500
620600 Parking Permits	1,295	1,260	1,260	1,260	1,260	1,260
<b>TOTAL TRAINING / TRAVEL</b>	<u>5,115</u>	<u>1,727</u>	<u>1,389</u>	<u>8,760</u>	<u>8,760</u>	<u>8,760</u>
Supplies						
630100 Office Supplies	1,003	377	154	1,000	1,000	1,000
630300 Memberships & Licenses	100	100	100	100	100	100
630500 Awards & Recognition	-	-	-	140	140	140
630700 Food & Provisions	1,365	627	-	1,400	1,400	1,400
631500 Books & Library Materials	-	-	-	150	150	150
632001 City Copy Charges	2,857	1,354	220	2,300	2,300	2,300
632002 Outside Printing	231	-	-	200	200	200
632300 Safety Supplies	326	11	-	100	100	100
632700 Miscellaneous Equipment	778	-	-	550	550	550
<b>TOTAL SUPPLIES</b>	<u>6,660</u>	<u>2,469</u>	<u>474</u>	<u>5,940</u>	<u>5,940</u>	<u>5,940</u>
Purchased Services						
640100 Accounting/Audit Fees	1,954	1,781	-	1,500	1,500	1,500
640300 Bank Service Fees	62	3	0	-	-	-
640400 Consulting Services	52,299	65,391	3,667	15,600	15,600	15,900
641307 Telephone	104	104	33	100	100	100
650100 Insurance	435,613	550,339	608,318	637,009	637,009	718,839
659900 Other Contracts/Obligation	1,800	1,800	1,800	1,800	1,800	1,800
<b>TOTAL PURCHASED SVCS</b>	<u>491,832</u>	<u>619,418</u>	<u>613,818</u>	<u>656,009</u>	<u>656,009</u>	<u>738,139</u>
Miscellaneous Expense						
662600 Uninsured Losses	75,239	79,883	24,603	106,950	106,950	160,000
662700 Uninsured Losses - Workers Cor	766,179	1,671,860	366,313	520,000	520,000	620,000
<b>TOTAL MISCELLANEOUS</b>	<u>841,418</u>	<u>1,751,743</u>	<u>390,916</u>	<u>626,950</u>	<u>626,950</u>	<u>780,000</u>
<b>TOTAL EXPENSE</b>	<u>1,820,463</u>	<u>2,788,307</u>	<u>1,114,632</u>	<u>1,690,749</u>	<u>1,690,749</u>	<u>1,929,199</u>



**CITY OF APPLETON 2022 BUDGET**  
**RISK MANAGEMENT FUND**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Charges for Services	\$ 1,555,407	\$ 1,707,296	\$ 1,641,793	\$ 1,641,793	\$ 1,872,355
Other	66,943	63,774	48,956	49,033	56,844
Total Revenues	<u>1,622,350</u>	<u>1,771,070</u>	<u>1,690,749</u>	<u>1,690,826</u>	<u>1,929,199</u>
<b>Expenses</b>					
Operating Expenses	<u>1,820,463</u>	<u>2,788,307</u>	<u>1,690,749</u>	<u>2,090,000</u>	<u>1,929,199</u>
Total Expenses	<u>1,820,463</u>	<u>2,788,307</u>	<u>1,690,749</u>	<u>2,090,000</u>	<u>1,929,199</u>
Operating Income (Loss)	(198,113)	(1,017,237)	-	(399,174)	-
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	2,373	127	-	200	-
Other Non-Operating Income	6,139	-	-	-	-
Insurance Proceeds - Fox River	4,556	-	-	-	-
Transfer In - General Fund	-	-	-	1,300,000	-
Total Non-Operating	<u>13,068</u>	<u>127</u>	<u>-</u>	<u>1,300,200</u>	<u>-</u>
Change in Net Assets	(185,045)	(1,017,110)	-	901,026	-
Fund Balance - Beginning	<u>354,673</u>	<u>169,628</u>	<u>(847,482)</u>	<u>(847,482)</u>	<u>53,544</u>
Fund Balance - Ending	<u>\$ 169,628</u>	<u>\$ (847,482)</u>	<u>\$ (847,482)</u>	<u>\$ 53,544</u>	<u>\$ 53,544</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 48,155	\$ 949,181
+ Change in Net Assets	901,026	-
Working Cash - End of Year	<u>\$ 949,181</u>	<u>\$ 949,181</u>

**CITY OF APPLETON 2022 BUDGET**

**FACILITIES AND  
CONSTRUCTION MANAGEMENT**

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

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

# CITY OF APPLETON 2022 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2021 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 departments missions, the Facilities Management Division provided maintenance and inspection of fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

COVID-19 still was present during 2021 requiring the Facilities Management Division to fulfill department facility needs as employees returned back to work. COVID-19 has and will continue to change the physical environment requiring modifications to ensure the safety of employees and visitors.

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 \$2.09. Expenses are controlled by employing in-house trades people to perform higher-cost skilled work while contracting out work requiring a lesser degree of skill which can generally be procured at a lower cost.

Construction management was performed for the renovation of the Public Works Department offices at City Hall, installation of a solar array at the Municipal Services Building, and design has began for the Appleton Public Library and the Valley Transit Whitman site facilities. Both facilities will receive renovations in 2022/2023.

Capital improvement projects completed in 2021 include: Wastewater Plant electrical distribution upgrades, HVAC upgrades at the Municipal Services Building and Wastewater Plant, Police Station and Water Plant security upgrades, replacement of parking lots at Appleton Memorial Park and Reid Golf Course, various LED lighting conversions and roof replacement at Fire Station #2, and various pavilion roof replacements. 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. The department considers sustainability when procuring products, including the use of LED fixtures and the purchase of products utilizing recyclable materials when feasible. Since 2005, electrical and natural gas usage has been reduced by 25%, meeting our original goal of reducing consumption by 25% by 2025.

# CITY OF APPLETON 2022 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

## MAJOR 2022 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, roof management program, building system surveys, 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.

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

Maintain a cost per square foot for maintenance and housekeeping under industry averages. Our projected current square foot benchmark is \$2.09, 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	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 2,844,311	\$ 2,840,737	\$ 2,984,516	\$ 2,984,516	\$ 3,059,962	2.53%
<b>Program Expenses</b>							
6330	Administration	403,974	325,696	353,142	353,142	375,148	6.23%
6331	Facilities Maintenance	2,419,765	2,529,550	2,631,374	2,631,374	2,684,814	2.03%
<b>Total Program Expenses</b>		\$ 2,823,739	\$ 2,855,246	\$ 2,984,516	\$ 2,984,516	\$ 3,059,962	2.53%
<b>Expenses Comprised Of:</b>							
Personnel		979,349	983,324	1,028,189	1,028,189	1,049,347	2.06%
Training & Travel		8,931	7,050	10,500	10,500	10,500	0.00%
Supplies & Materials		354,303	419,830	434,363	434,363	475,863	9.55%
Purchased Services		1,468,558	1,445,042	1,511,464	1,511,464	1,524,252	0.85%
Capital Expenditures		10,348	-	-	-	-	N/A
Transfers Out		2,250	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		10.26	10.26	10.26	10.26	10.26	

**CITY OF APPLETON 2022 BUDGET  
FACILITIES AND CONSTRUCTION MANAGEMENT**

**Administration**

**Business Unit 6330**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

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

Building assessment	Environmental programs
Preventive maintenance programs	Facility documentation
Energy & 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. Also, provide education and training opportunities for our employees to promote personal and professional growth and to meet federal, State and local guidelines.

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**CITY OF APPLETON 2022 BUDGET  
FACILITIES AND CONSTRUCTION MANAGEMENT**

**Administration**

**Business Unit 6330**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
471000 Interest on Investments	\$ (67)	\$ -	\$ -	\$ -	\$ -
480100 Charges for Services	2,797,938	2,832,180	2,975,516	2,975,516	3,050,962
500400 Sale of City Property	828	-	-	-	-
503500 Other Reimbursements	23,908	8,557	9,000	9,000	9,000
508200 Insurance Proceeds	21,704	-	-	-	-
<b>Total Revenue</b>	<b>\$ 2,844,311</b>	<b>\$ 2,840,737</b>	<b>\$ 2,984,516</b>	<b>\$ 2,984,516</b>	<b>\$ 3,059,962</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 148,661	\$ 149,891	\$ 155,918	\$ 155,918	\$ 163,730
610400 Call Time	-	264	-	-	-
610500 Overtime Wages	2,465	2,835	2,413	2,413	2,473
615000 Fringes	118,152	60,776	68,616	68,616	69,332
620100 Training/Conferences	8,931	7,050	10,500	10,500	10,500
630100 Office Supplies	2,039	2,077	2,100	2,100	2,100
630200 Subscriptions	390	958	200	200	1,000
630300 Memberships & Licenses	1,884	2,240	2,000	2,000	2,000
630400 Postage\Freight	2,559	2,156	2,888	2,888	2,888
630500 Awards & Recognition	189	175	180	180	180
630700 Food & Provisions	240	371	240	240	240
631500 Books & Library Materials	572	454	1,500	1,500	700
632000 Printing / Copying	3,983	3,640	4,500	4,500	4,500
632101 Uniforms	515	443	750	750	750
632300 Safety Supplies	1,179	2,122	2,000	2,000	2,000
640100 Accounting/Audit Fees	1,954	1,781	1,500	1,500	1,500
640400 Consulting Services	5,608	6,047	6,500	6,500	6,500
640700 Solid Waste/Recycling	1,626	1,896	1,400	1,400	1,400
641200 Advertising	439	39	1,500	1,500	1,500
641300 Utilities	52,217	45,485	55,047	55,047	55,047
650100 Insurance	35,484	31,776	26,890	26,890	40,308
659900 Other Contracts/Obligation	12,637	3,220	6,500	6,500	6,500
791400 Transfer Out - Capital Proj	2,250	-	-	-	-
<b>Total Expense</b>	<b>\$ 403,974</b>	<b>\$ 325,696</b>	<b>\$ 353,142</b>	<b>\$ 353,142</b>	<b>\$ 375,148</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
FACILITIES AND CONSTRUCTION MANAGEMENT**

**Facilities Maintenance**

**Business Unit 6331**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Maintain mechanical, electrical and architectural systems including:

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

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

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**CITY OF APPLETON 2022 BUDGET  
FACILITIES AND CONSTRUCTION MANAGEMENT**

**Facilities Maintenance**

**Business Unit 6331**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Expenses</b>					
610100 Regular Salaries	\$ 509,397	\$ 547,415	\$ 542,512	\$ 542,512	\$ 553,048
610400 Call Time Wages	4,807	4,706	7,500	7,500	7,500
610500 Overtime Wages	9,330	11,903	10,000	10,000	10,000
610800 Part-Time Wages	9,910	9,884	10,500	10,500	10,500
615000 Fringes	176,628	195,650	230,730	230,730	232,764
630600 Building Maint./Janitorial	281,979	342,999	368,005	368,005	409,505
630901 Shop Supplies	8,818	10,369	10,000	10,000	10,000
632300 Safety Supplies	123	8	-	-	-
632700 Miscellaneous Equipment	49,834	51,817	40,000	40,000	40,000
640500 Engineering Fees	2,200	3,444	5,000	5,000	5,000
640700 Solid Waste/Recycling	2,270	120	2,000	2,000	2,000
641300 Utilities	264	-	-	-	-
641400 Janitorial Service	399,793	397,695	465,000	465,000	465,000
641600 Build Repairs & Maint	591,166	575,340	536,477	536,477	536,477
641800 Equip Repairs & Maint	1,958	3,788	8,500	8,500	8,500
642500 CEA Expense	40,702	62,580	66,125	66,125	64,854
650200 Leases	319,350	310,538	328,775	328,775	329,416
650302 Equipment Rent	888	1,294	250	250	250
680401 Machinery & Equipment	10,348	-	-	-	-
<b>Total Expense</b>	<b>\$ 2,419,765</b>	<b>\$ 2,529,550</b>	<b>\$ 2,631,374</b>	<b>\$ 2,631,374</b>	<b>\$ 2,684,814</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

**Building Maint./Janitorial Supplies**

Building interior	\$ 30,480
Electrical	38,100
Elevator	20,320
Fire/Safety	30,480
HVAC	73,660
Janitorial supplies	35,265
Painting	30,480
Plumbing	38,100
Security	30,480
Structural/windows/ext. doors	40,640
Pool chemicals	41,500
<b>Total</b>	<b>\$ 409,505</b>

**Miscellaneous Equipment**

City furniture/general	\$ 40,000
<b>Total</b>	<b>\$ 40,000</b>

**Janitorial Service**

Contracted janitorial service	\$ 465,000
<b>Total</b>	<b>\$ 465,000</b>

**Building Repairs & Maintenance Services**

Electrical	\$ 20,435
Elevator	38,389
Fire/safety	47,991
HVAC	218,615
Plumbing	22,150
Security	17,100
Structural/roof	13,000
Overhead & passage doors	87,693
Painting & pavilion staining	24,950
Flooring	8,750
Other: pest control, locksmith, room set-ups, landfill	22,404
<b>Total</b>	<b>\$ 536,477</b>

**Projects**

Wastewater service doors	15,000
<b>Total</b>	<b>\$ 15,000</b>

**Leases**

City Hall condo agreement	\$ 312,906
First floor conference room	16,510
<b>Total</b>	<b>\$ 329,416</b>



**CITY OF APPLETON 2022 BUDGET  
FACILITIES AND  
CONSTRUCTION MANAGEMENT**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
471000 Interest on Investments	(67)	-	25	-	-	-
480100 General Charges for Service	2,797,938	2,832,180	414,225	2,975,516	2,975,516	3,050,962
503000 Damage to City Property	828	-	-	-	-	-
503500 Other Reimbursements	23,908	8,557	2,889	9,000	9,000	9,000
508200 Insurance Proceeds	21,704	-	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<b>2,844,311</b>	<b>2,840,737</b>	<b>417,139</b>	<b>2,984,516</b>	<b>2,984,516</b>	<b>3,059,962</b>
<b>Personnel</b>						
610100 Regular Salaries	208,303	214,215	64,385	698,430	698,430	716,778
610200 Labor Pool Allocations	387,278	416,598	101,496	-	-	-
610400 Call Time Wages	5,168	4,970	1,586	7,500	7,500	7,500
610500 Overtime Wages	11,794	14,737	2,866	12,413	12,413	12,473
610800 Part-Time Wages	9,906	9,884	-	10,500	10,500	10,500
611000 Other Compensation	1,298	1,277	1,080	-	-	-
611400 Sick Pay	71	1,526	272	-	-	-
611500 Vacation Pay	60,751	63,691	14,152	-	-	-
615000 Fringes	239,954	253,422	77,393	299,346	299,346	302,096
615500 Unemployment Compensation	-	640	-	-	-	-
617000 Pension Expense	55,264	(4,151)	-	-	-	-
617100 OPEB Expense	(438)	6,515	-	-	-	-
<b>TOTAL PERSONNEL</b>	<b>979,349</b>	<b>983,324</b>	<b>263,230</b>	<b>1,028,189</b>	<b>1,028,189</b>	<b>1,049,347</b>
<b>Training~Travel</b>						
620100 Training/Conferences	8,931	7,050	1,042	10,500	10,500	10,500
620600 Parking Permits	-	-	-	-	-	-
<b>TOTAL TRAINING / TRAVEL</b>	<b>8,931</b>	<b>7,050</b>	<b>1,042</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>
<b>Supplies</b>						
630100 Office Supplies	2,039	2,077	293	2,100	2,100	2,100
630200 Subscriptions	390	958	-	200	200	1,000
630300 Memberships & Licenses	1,884	2,240	817	2,000	2,000	2,000
630400 Postage\Freight	2,559	2,156	320	2,888	2,888	2,888
630500 Awards & Recognition	189	175	-	180	180	180
630600 Building Maint./Janitorial	281,979	342,999	82,555	368,005	368,005	409,505
630700 Food & Provisions	240	371	96	240	240	240
630901 Shop Supplies	8,840	10,402	1,788	10,000	10,000	10,000
631500 Books & Library Materials	550	421	58	1,500	1,500	700
632001 City Copy Charges	3,914	3,229	(149)	3,600	3,600	3,600
632002 Outside Printing	68	411	-	900	900	900
632101 Uniforms	515	443	-	750	750	750
632300 Safety Supplies	1,302	2,131	1,199	2,000	2,000	2,000
632700 Miscellaneous Equipment	49,834	51,817	16,029	40,000	40,000	40,000
<b>TOTAL SUPPLIES</b>	<b>354,303</b>	<b>419,830</b>	<b>103,006</b>	<b>434,363</b>	<b>434,363</b>	<b>475,863</b>
<b>Purchased Services</b>						
640100 Accounting/Audit Fees	1,954	1,781	-	1,500	1,500	1,500
640400 Consulting Services	5,608	6,047	-	6,500	6,500	6,500
640500 Engineering Fees	2,200	3,444	438	5,000	5,000	5,000
640700 Solid Waste/Recycling Pickup	3,896	2,016	-	3,400	3,400	3,400
641200 Advertising	439	39	143	1,500	1,500	1,500
641301 Electric	15,367	16,068	3,877	16,465	16,465	16,465
641302 Gas	7,367	5,534	3,384	7,639	7,639	7,639
641303 Water	2,181	2,289	445	3,000	3,000	3,000
641304 Sewer	615	663	109	1,078	1,078	1,078
641306 Stormwater	14,608	14,962	3,853	17,925	17,925	17,925
641307 Telephone	4,177	3,407	723	3,240	3,240	3,240
641308 Cellular Phones	8,167	2,561	976	5,700	5,700	5,700
641400 Janitorial Service	399,794	397,695	132,655	465,000	465,000	465,000
641600 Build Repairs & Maint	591,166	575,340	166,304	536,477	536,477	536,477
641800 Equip Repairs & Maint	1,958	3,788	862	8,500	8,500	8,500
642501 CEA Operations/Maint.	20,407	34,560	3,998	27,295	27,295	27,700
642502 CEA Depreciation/Replace.	20,295	28,020	5,142	38,830	38,830	37,154
650100 Insurance	35,484	31,776	-	26,890	26,890	40,308
650200 Leases	319,350	310,538	103,119	328,775	328,775	329,416

**CITY OF APPLETON 2022 BUDGET  
FACILITIES AND  
CONSTRUCTION MANAGEMENT**

	<u>2019 ACTUAL</u>	<u>2020 ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2021 ORIG BUD</u>	<u>2021 REVISED BUD</u>	<u>2022 BUDGET</u>
650302 Equipment Rent	888	1,294	80	250	250	250
659900 Other Contracts/Obligation	<u>12,637</u>	<u>3,220</u>	<u>1,170</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
TOTAL PURCHASED SVCS	1,468,558	1,445,042	427,278	1,511,464	1,511,464	1,524,252
Capital Outlay						
680401 Machinery & Equipment	<u>10,348</u>	-	-	-	-	-
TOTAL CAPITAL OUTLAY	10,348	-	-	-	-	-
Transfers						
791400 Transfer Out - Capital Project	<u>2,250</u>	-	-	-	-	-
TOTAL TRANSFERS	2,250	-	-	-	-	-
TOTAL EXPENSE	<u>2,823,739</u>	<u>2,855,246</u>	<u>794,556</u>	<u>2,984,516</u>	<u>2,984,516</u>	<u>3,059,962</u>

**CITY OF APPLETON 2022 BUDGET**  
**FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Charges for Services	\$ 2,797,938	\$ 2,832,180	\$ 2,975,516	\$ 2,875,000	\$ 3,050,962
Total Revenues	<u>2,797,938</u>	<u>2,832,180</u>	<u>2,975,516</u>	<u>2,875,000</u>	<u>3,050,962</u>
<b>Expenses</b>					
Operating Expenses	2,821,489	2,855,246	2,984,516	2,890,000	3,059,962
Depreciation	-	-	-	-	-
Total Expenses	<u>2,821,489</u>	<u>2,855,246</u>	<u>2,984,516</u>	<u>2,890,000</u>	<u>3,059,962</u>
Operating Loss	(23,551)	(23,066)	(9,000)	(15,000)	(9,000)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income (Loss)	(67)	-	-	200	-
Other Income	46,440	8,557	9,000	9,000	9,000
Total Non-Operating	<u>46,373</u>	<u>8,557</u>	<u>9,000</u>	<u>9,200</u>	<u>9,000</u>
Income (Loss) before Contributions and Transfers	22,822	(14,509)	-	(5,800)	-
<b>Contributions and Transfers In (Out)</b>					
Transfer Out - Capital Projects	(2,250)	-	-	-	-
Change in Net Assets	20,572	(14,509)	-	(5,800)	-
Net Assets - Beginning	<u>12,429</u>	<u>33,001</u>	<u>18,492</u>	<u>18,492</u>	<u>12,692</u>
Net Assets - Ending	<u>\$ 33,001</u>	<u>\$ 18,492</u>	<u>\$ 18,492</u>	<u>\$ 12,692</u>	<u>\$ 12,692</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 144,990	\$ 139,190
+ Change in Net Assets	(5,800)	-
Working Cash - End of Year	<u>\$ 139,190</u>	<u>\$ 139,190</u>

**CITY OF APPLETON 2022 BUDGET**

**LEGAL SERVICES**

**City Attorney: Christopher R. Behrens**

**Deputy City Attorney: Amanda K. Abshire**

**City Clerk: Kami L. Lynch**

# CITY OF APPLETON 2022 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 2021 EVENTS

### City Attorney's Office:

\* In the continuously changing landscape of the pandemic, local, state, and federal orders all required hours of research, interpretation and consultation with various City departments. Our office provided advice and direction to City staff along with the Common Council.

\* As of May 29, represented the City in traffic and ordinance related matters in 2021 including 2,351 scheduled initial court appearances, 57 scheduled jury and court trials and 1,092 scheduled pre-trials/jury trial conferences or motion hearings. Court appearances in 2021 are significantly different due to COVID-19. It has taken hours of cooperation with the County to put together a hybrid system of in-person and virtual appearances. While the total number of matters to date is lower than previous years, the amount of prep has increased.

\* Operated the Granicus system and provided ongoing tech support to facilitate remote meetings.

\* Provided guidance and training to the newly-seated Council and updates 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 pandemic-related litigation.

\* 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 four eminent domain processes to acquire the necessary land for future roadway and improvements to current roadways.

\* Worked with the Department of Public Works on a budget amendment to acquire a parcel of property in 2021 as opposed to 2022 for a more favorable land price.

\* Worked cooperatively with the Department of Public Works and Community and Economic Development Department to eliminate town islands and enter into cooperative agreements with neighboring municipalities.

\* Worked with Department of Public Works and Community and Economic Development Department to enter into an intermunicipal agreement with the Village of Harrison for the detachment of certain lands in exchange for the cost sharing of cooperative road improvements.

\* Worked with Community and Economic Development Department to resolve a long-standing issue regarding partial sections of three properties south of the river by detaching them from the City and attaching them to Fox Crossing.

\* Provided ongoing assistance in various roles in support of the Library building project.

\* Assisted the Community and Economic Development Department with the preparation and execution of development agreements.

\* Drafted or assisted in amending or creating a number of ordinances, including an update to the Floodplain ordinance, updates to the bicycle/electric scooter ordinance, creation of the Accessory Dwelling Units section to the Zoning Code and multiple pandemic-related temporary ordinances.

\* In the first six months of 2021, the Attorney's Office has processed over 200 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.

\* Worked on agreements for the BIRD Scooter pilot program and Community Piano project.

\* Provided comprehensive updates to Appleton Fire Department's record request form as well as provided updated guidance on record responses.

### City Clerk's Office:

\* Maintained use of electronic poll books and participated in feedback sessions with the WEC to enhance software

\* Streamlined end of night and election reconciliation procedures.

\* Safely and successfully administered 2 elections and sent out nearly 10,000 absentee ballots.

\* Sent out over 1,500 30-day notice letters related to the record number of absentee requests received in 2020-2021.

\* Responded to a considerable number of extensive records requests related to elections.

\* Updated and modified the Special Event procedures and communications as the COVID-19 pandemic evolved.

\* Printed over 80,000 documents for the COVID-19 vaccine clinic.

\* Made over 300 volunteer badges for the COVID-19 vaccine clinic.

\* Actively recruited 3 new polling places.

\* Updated the Alcohol License Policy to be consistent with current laws and practices.

\* Restructured the filing system in the vault and for electronic files to make them more identifiable and accessible.

\* Maintained in-person staff for all of 2021.

## CITY OF APPLETON 2022 BUDGET LEGAL SERVICES

### MAJOR 2022 OBJECTIVES

- \* Worked 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, continue to prosecute City citations.
- \* 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 four elections, with minimal issues and maximum efficiency.
- \* Assist with redistricting efforts as a result of the 2020 census.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 254,648	\$ 271,953	\$ 192,850	\$ 192,850	\$ 196,700	2.00%
<b>Program Expenses</b>							
14510	Administration	346,172	348,671	373,833	384,833	374,357	0.14%
14521	Litigation	218,383	178,244	185,413	185,413	178,901	-3.51%
14530	Recordkeeping	99,194	102,763	117,310	117,310	90,381	-22.96%
14540	Licensing	70,697	66,152	69,451	69,451	69,546	0.14%
14550	Elections	123,221	234,971	130,687	130,687	224,166	71.53%
14560	Mail / Copy Center	150,554	176,782	151,817	151,817	188,916	24.44%
<b>TOTAL</b>		<b>\$ 1,008,221</b>	<b>\$ 1,107,583</b>	<b>\$ 1,028,511</b>	<b>\$ 1,039,511</b>	<b>\$ 1,126,267</b>	<b>9.50%</b>
<b>Expenses Comprised Of:</b>							
Personnel		777,843	856,641	812,651	812,651	875,872	7.78%
Training & Travel		17,131	8,904	20,480	31,480	17,880	-12.70%
Supplies & Materials		98,787	130,708	85,950	85,950	127,200	47.99%
Purchased Services		114,460	111,330	109,430	109,430	105,315	-3.76%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

**CITY OF APPLETON 2022 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:**

The increase in subscription costs is due to a 3% increase in our electronic law library subscription as well as the cost of receiving updates to our Wisconsin State Bar Reference material.

**PERFORMANCE INDICATORS**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Timely legal information is provided upon which Alderpersons and staff members can make decisions					
Meet time-frame of requestor	100%	100%	100%	100%	100%
Contracts are reviewed in a timely manner to allow activities to proceed					
# of activities delayed due to review not being completed	0	0	0	0	0
<b>Work Process Outputs</b>					
Opinions issued	55	16	40	45	45
Ordinances reviewed	109	131	100	75	100
Staff training - hours of training	75	75	40	65	25
# of real estate transactions	13	11	15	10	15

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Administration**

**Business Unit 14510**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 General Charges for Service	\$ 159	\$ 260	\$ 300	\$ 300	\$ 300
508500 Cash Short or Over	15	-	-	-	-
<b>Total Revenue</b>	<b>\$ 174</b>	<b>\$ 260</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 247,806	\$ 260,319	\$ 262,315	\$ 262,315	\$ 266,696
610500 Overtime Wages	1	-	-	-	-
615000 Fringes	65,601	65,511	74,238	74,238	73,381
620100 Training/Conferences	11,358	2,336	13,600	24,600	13,600
620400 Tuition Fees	2,515	2,506	3,500	3,000	-
620600 Parking Permits	3,258	3,780	3,780	3,780	3,780
630100 Office Supplies	626	454	800	800	800
630200 Subscriptions	9,133	9,239	10,000	10,000	10,500
630300 Memberships & Licenses	2,947	2,305	3,000	3,500	3,000
632001 City Copy Charges	1,127	1,328	1,500	1,500	1,500
632002 Outside Printing	980	-	-	-	-
641307 Telephone	768	772	900	900	900
641800 Equip Repairs & Maint	52	121	200	200	200
<b>Total Expense</b>	<b>\$ 346,172</b>	<b>\$ 348,671</b>	<b>\$ 373,833</b>	<b>\$ 384,833</b>	<b>\$ 374,357</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 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:**

With the death of the recipient of the duty disability payment, the City's obligation is terminated. This amount has been removed beginning 2022.

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Litigation**

**Business Unit 14521**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
503500 Other Reimbursements	\$ 25	\$ -	\$ 200	\$ 200	\$ -
Total Revenue	<u>\$ 25</u>	<u>\$ -</u>	<u>\$ 200</u>	<u>\$ 200</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 147,368	\$ 129,719	\$ 125,146	\$ 125,146	\$ 127,023
615000 Fringes	47,528	34,890	38,377	38,377	37,878
640202 Recording/Filing Fees	3,081	1,470	7,000	7,000	7,000
640400 Consulting Services	12,516	4,275	7,000	7,000	7,000
662500 Disability Payments	7,890	7,890	7,890	7,890	-
Total Expense	<u>\$ 218,383</u>	<u>\$ 178,244</u>	<u>\$ 185,413</u>	<u>\$ 185,413</u>	<u>\$ 178,901</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 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 2022 BUDGET  
LEGAL SERVICES**

**Recordkeeping**

**Business Unit 14530**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 36,691	\$ 46,907	52,520	52,520	\$ 47,840
610500 Overtime Wages	298	2,547	250	250	242
615000 Fringes	11,298	21,337	28,090	28,090	7,099
630100 Office Supplies	1,028	171	500	500	500
630300 Memberships & Licenses	40	70	-	-	-
631603 Other Misc. Supplies	100	30	100	100	100
632002 Outside Printing	-	-	500	500	250
640202 Recording/Filing Fees	330	120	200	200	200
640800 Contractor Fees	730	-	150	150	150
641200 Advertising	48,679	31,581	35,000	35,000	34,000
Total Expense	<u>\$ 99,194</u>	<u>\$ 102,763</u>	<u>\$ 117,310</u>	<u>\$ 117,310</u>	<u>\$ 90,381</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Advertising</u>	
Required legal publications	<u>\$ 34,000</u>

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Licensing**

**Business Unit 14540**

**PROGRAM MISSION**

In order to ensure a safe, healthy and accepting environment for our community, we will assist applicants in the application process, provide information on requirements and procedures, and we will process all applications and issue all approved licenses and permits in a timely manner to individuals and organizations.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- \* Efficiently service license inquiries, issues and applicants
- \* Continue to provide prompt turnaround time from initial application
- \* Accurately maintain data files
- \* Work with other departments to ensure timely processing of licenses
- \* Assist applicants/organizations for special events through the permitting process
- \* Attend training and monitor procedures to keep current with State licensing requirements

**Major Changes in Revenue, Expenditures or Programs:**

The increase in special events licenses in 2022 reflects the expectation that special events that were cancelled due to the COVID-19 pandemic will resume.

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Licensing**

**Business Unit 14540**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
430100 Amusements License	\$ 8,035	\$ 8,230	\$ 7,500	\$ 7,500	\$ 7,700
430300 Cigarette License	5,300	5,800	5,000	5,000	5,300
430600 Liquor License	130,117	113,909	100,000	100,000	110,000
430700 Operators License	64,503	37,125	55,000	55,000	38,000
430900 Sundry License	4,400	3,220	4,000	4,000	3,500
431300 Special Events License	25,942	13,365	6,500	6,500	18,000
431600 Second Hand/Pawnbroker	2,370	1,980	1,800	1,800	1,800
431700 Commercial Solicitation	2,510	5,145	2,500	2,500	2,500
431800 Christmas Tree License	450	405	400	400	400
432000 Taxi Cab/Limousine License	1,170	810	850	850	800
432100 Taxi Driver License	2,500	1,950	2,000	2,000	1,500
432200 Special "B" Beer License	900	200	800	800	800
441100 Sundry Permits	680	660	700	700	600
501000 Miscellaneous Revenue	5,450	15,590	4,800	4,800	5,000
<b>Total Revenue</b>	<b>\$ 254,327</b>	<b>\$ 208,389</b>	<b>\$ 191,850</b>	<b>\$ 191,850</b>	<b>\$ 195,900</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 43,587	\$ 41,227	\$ 41,101	\$ 41,101	\$ 41,717
610500 Overtime Wages	115	2,119	100	100	120
615000 Fringes	25,564	21,894	26,340	26,340	25,799
630100 Office Supplies	1,068	460	750	750	750
631603 Other Misc. Supplies	146	29	-	-	-
632002 Outside Printing	267	-	100	100	100
642900 Interfund Allocations	(50)	423	60	60	60
659900 Other Contracts/Obligation	-	-	1,000	1,000	1,000
<b>Total Expense</b>	<b>\$ 70,697</b>	<b>\$ 66,152</b>	<b>\$ 69,451</b>	<b>\$ 69,451</b>	<b>\$ 69,546</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2022 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. 2021 was a two-election year and 2022 is a four-election year. The accounts affected by these fluctuations include: Part Time Wages, Office Supplies, Outside Printing, Equipment Repairs & Maintenance, and Facility Rent.

In 2021, seasonal election positions moved to a fixed hourly rate versus a step rate increase based on anniversary. These changes were incorporated into the 2022 budget.

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Elections**

**Business Unit 14550**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Misc. State Aids	\$ -	\$ 44,974	\$ -	\$ -	
490800 Misc Intergov. Charges	122	-	500	500	500
502000 Donations & Memorials	-	18,330	-	-	-
Total Revenue	<u>\$ 122</u>	<u>\$ 63,304</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 500</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 44,090	\$ 67,150	\$ 44,941	\$ 44,941	\$ 49,397
610500 Overtime Wages	1,033	16,193	2,000	2,000	3,069
610800 Part Time	261	53,594	22,000	22,000	99,593
611000 Other Compensation	25,100	-	-	-	-
615000 Fringes	20,764	30,180	27,621	27,621	28,307
620200 Mileage Reimbursement	-	221	100	100	300
620600 Parking Permits	-	61	-	-	200
630100 Office Supplies	286	4,352	500	500	1,500
631603 Other Misc. Supplies	520	1,784	500	500	500
632002 Outside Printing	3,033	14,468	3,000	3,000	6,500
641200 Advertising	2,710	3,501	2,500	2,500	2,500
641800 Equip Repairs & Maint	20,715	35,287	22,000	22,000	25,000
650301 Facility Rent	1,260	3,990	2,025	2,025	3,800
659900 Other Contracts/Obligation	3,449	4,190	3,500	3,500	3,500
Total Expense	<u>\$ 123,221</u>	<u>\$ 234,971</u>	<u>\$ 130,687</u>	<u>\$ 130,687</u>	<u>\$ 224,166</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Equip Repairs & Maint

Maintenance agreements	25,000
	<u>\$ 25,000</u>



# CITY OF APPLETON 2022 BUDGET

## LEGAL SERVICES

**Mail/Copy Services**

**Business Unit 14560**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

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

#### Major Changes in Revenue, Expenditures or Programs:

It is anticipated that there will be a significant increase in postage in the coming year. This along with an anticipated increased number of absentee ballots results in a significant increase in the Postage Budget.

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Mail/Copy Services**

**Business Unit 14560**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 37,624	\$ 39,731	\$ 41,163	\$ 41,163	\$ 41,781
610500 Overtime Wages	165	1,341	100	100	121
615000 Fringes	22,949	21,982	26,349	26,349	25,809
630100 Office Supplies	1,150	3,342	1,700	1,700	1,700
630400 Postage\Freight	67,602	89,938	55,000	55,000	92,000
631603 Other Misc. Supplies	8,460	2,291	6,500	6,500	6,500
632002 Outside Printing	274	446	1,000	1,000	1,000
641800 Equip Repairs & Maint	1,389	493	1,500	1,500	1,500
650302 Equipment Rent	10,941	17,218	18,505	18,505	18,505
Total Expense	<u>\$ 150,554</u>	<u>\$ 176,782</u>	<u>\$ 151,817</u>	<u>\$ 151,817</u>	<u>\$ 188,916</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Postage/Freight

United Mailing Service	\$ 7,500
UPS	1,500
US Postal Service	83,000
	<u>\$ 92,000</u>

Rent

Color copier rental	\$ 1,800
Office copier rent	1,405
Large copier rental	7,000
Postage machine rent	7,000
Folder/insertor machine rental	1,300
Additional copies	1,200
Charges to departments	(1,200)
	<u>\$ 18,505</u>

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
422400 Miscellaneous State Aids	-	44,974	-	-	-	-
430100 Amusements License	8,035	8,230	7,900	7,500	7,500	7,700
430300 Cigarette License	5,300	5,800	5,700	5,000	5,000	5,300
430600 Liquor License	130,117	113,909	97,159	100,000	100,000	110,000
430700 Operators License	64,503	37,125	31,815	55,000	55,000	38,000
430900 Sundry License	4,400	3,220	2,228	4,000	4,000	3,500
431300 Special Events License	25,942	13,365	7,780	6,500	6,500	18,000
431600 Second Hand License	2,370	1,980	255	1,800	1,800	1,800
431700 Commercial Solicitation License	2,510	5,145	2,530	2,500	2,500	2,500
431800 Christmas Tree License	450	405	-	400	400	400
432000 Taxi Cab/Limousine License	1,170	810	720	850	850	800
432100 Taxi Driver License	2,500	1,950	650	2,000	2,000	1,500
432200 Special "B" Beer License	900	200	270	800	800	800
441100 Sundry Permits	680	660	450	700	700	600
480100 General Charges for Service	159	260	256	300	300	300
490800 Misc Intergovernmental Charges	122	-	-	500	500	500
501000 Miscellaneous Revenue	5,450	15,590	4,920	4,800	4,800	5,000
502000 Donations & Memorials	-	18,330	-	-	-	-
503500 Other Reimbursements	25	-	-	200	200	-
508500 Cash Short or Over	15	-	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<b>254,648</b>	<b>271,953</b>	<b>162,633</b>	<b>192,850</b>	<b>192,850</b>	<b>196,700</b>
<b>Personnel</b>						
610100 Regular Salaries	508,713	530,751	225,628	567,186	567,186	574,454
610500 Overtime Wages	1,612	22,201	764	2,450	2,450	3,552
610800 Part-Time Wages	436	53,594	22,210	22,000	22,000	99,593
611000 Other Compensation	25,150	-	-	-	-	-
611400 Sick Pay	-	3,825	1,613	-	-	-
611500 Vacation Pay	48,228	50,476	11,215	-	-	-
615000 Fringes	193,704	195,794	82,251	221,015	221,015	198,273
<b>TOTAL PERSONNEL</b>	<b>777,843</b>	<b>856,641</b>	<b>343,681</b>	<b>812,651</b>	<b>812,651</b>	<b>875,872</b>
<b>Training~Travel</b>						
620100 Training/Conferences	11,358	2,336	2,470	13,600	24,600	13,600
620200 Mileage Reimbursement	-	221	89	100	100	300
620400 Tuition Fees	2,515	2,506	1,705	3,000	3,000	-
620600 Parking Permits	3,258	3,841	3,810	3,780	3,780	3,980
<b>TOTAL TRAINING / TRAVEL</b>	<b>17,131</b>	<b>8,904</b>	<b>8,074</b>	<b>20,480</b>	<b>31,480</b>	<b>17,880</b>
<b>Supplies</b>						
630100 Office Supplies	4,158	8,780	4,633	4,250	4,250	5,250
630200 Subscriptions	9,133	9,239	4,146	10,000	10,000	10,500
630300 Memberships & Licenses	2,987	2,375	1,987	3,500	3,500	3,000
630400 Postage\Freight	67,602	89,938	65,785	55,000	55,000	92,000
631603 Other Misc. Supplies	9,226	4,134	574	7,100	7,100	7,100
632001 City Copy Charges	1,127	1,328	158	1,500	1,500	1,500
632002 Outside Printing	4,554	14,914	857	4,600	4,600	7,850
<b>TOTAL SUPPLIES</b>	<b>98,787</b>	<b>130,708</b>	<b>78,140</b>	<b>85,950</b>	<b>85,950</b>	<b>127,200</b>
<b>Purchased Services</b>						
640202 Recording/Filing Fees	3,411	1,590	2,196	7,200	7,200	7,200
640400 Consulting Services	12,516	4,275	2,874	7,000	7,000	7,000
640800 Contractor Fees	730	-	-	150	150	150
641200 Advertising	51,389	35,082	12,070	37,500	37,500	36,500
641307 Telephone	768	772	384	900	900	900
641800 Equip Repairs & Maint	22,156	35,900	160	23,700	23,700	26,700
642900 Interfund Allocations	(50)	423	127	60	60	60
650301 Facility Rent	1,260	3,990	2,025	2,025	2,025	3,800
650302 Equipment Rent	10,941	17,218	4,257	18,505	18,505	18,505
659900 Other Contracts/Obligation	3,449	4,190	-	4,500	4,500	4,500
662500 Disability Payments	7,890	7,890	658	7,890	7,890	-
<b>TOTAL PURCHASED SVCS</b>	<b>114,460</b>	<b>111,330</b>	<b>24,751</b>	<b>109,430</b>	<b>109,430</b>	<b>105,315</b>
<b>TOTAL EXPENSE</b>	<b>1,008,221</b>	<b>1,107,583</b>	<b>454,646</b>	<b>1,028,511</b>	<b>1,039,511</b>	<b>1,126,267</b>

**CITY OF APPLETON 2022 BUDGET**

**FINANCE DEPARTMENT**

**Finance Director: Anthony D. Saucerman, CPA**

**Deputy Finance Director: Jeri A. Ohman, CPA**

# CITY OF APPLETON 2022 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 2021 EVENTS

Completed the 2020 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 DPW parking software.  
Started work with Valley Transit in implementing advanced scheduling program timeclocks as part of the ERP implementation.  
Completed project to outsource utility bill and delinquent notice printing to Primadata.  
Implemented Wastewater rate increase, effective 1/1/21.  
Worked with the Park and Recreation Department to fill a vacant customer service position and restructure the oversight and responsibilities of the position between the two departments.  
Began the development of a 10-year debt management/capital plan to help guide the City as it weighs its future capital expenditure needs.  
Worked with the Community and Economic Development Department on amendments to the project plans for TID 3 and TID 12.  
Worked with the Community and Economic Development Department and the Attorney's Office in drafting development agreements for several potential downtown projects.  
Completed the issuance of \$14.5 million of G.O. notes, \$8.265 million of Water and \$8.845 million of Wastewater refunding bonds.  
Filled the vacant (due to retirement) Budget Analyst position internally as well as two subsequent vacancies as a result of interdepartmental transfers and promotions.  
Coordinated the relocation of staff from working at home back to the office setting, as COVID-19 cases decreased, and vaccination efforts increased.  
Continued tracking funding sources and costs related to COVID-19.

### **Major objectives for the remainder of 2021:**

Continue to train staff members in new positions within the department.  
Provide guidance to the Mayor and Council as plans are developed for the use of the American Rescue Plan Act (ARPA) funds provided to the City.  
Complete the 2022 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.  
Complete the 10-year debt management/capital plan.  
Continue to oversee and account for COVID-19 mitigation and other economic assistance grants received.

## CITY OF APPLETON 2022 BUDGET FINANCE DEPARTMENT

### MAJOR 2022 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 insuring adequate training and staff involvement. Proactively offer solutions to challenges that arise keeping customer service the primary focus

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

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

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 inventory, work order, and fixed assets modules

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

Begin 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 work on project to reformulate existing department performance measures to make sure they are measurable, meaningful, and within the department's scope of control. Also, determine the best communication medium for the new measures.

Continue to track expenditures related to the City's American Rescue Plan Act (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 *
		2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 6,493	\$ 3,950	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
<b>Program Expenses</b>							
11510	Administration	196,717	140,194	169,984	169,984	170,709	0.43%
11520	Billing & Collection Svc	85,904	85,452	97,329	97,329	97,720	0.40%
11530	Support Services	597,346	673,859	651,670	651,670	619,737	-4.90%
<b>TOTAL</b>		\$ 879,967	\$ 899,505	\$ 918,983	\$ 918,983	\$ 888,166	-3.35%
<b>Expenses Comprised Of:</b>							
Personnel		773,641	788,137	799,633	799,633	772,786	-3.36%
Administrative Expense		16,395	9,778	14,680	14,680	12,460	-15.12%
Supplies & Materials		24,573	26,196	25,690	25,690	27,440	6.81%
Purchased Services		65,358	75,394	78,980	78,980	75,480	-4.43%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		8.20	8.20	8.20	8.20	8.20	

**CITY OF APPLETON 2022 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 2022 BUDGET  
FINANCE DEPARTMENT**

**Administration**

**Business Unit 11510**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 General Charges for Service	\$ 4,262	\$ 3,949	\$ 4,000	\$ 4,000	\$ 4,000
501000 Miscellaneous Revenue	15	54	-	-	-
508500 Cash Short or Over	2,216	(53)	-	-	-
<b>Total Revenue</b>	<b>\$ 6,493</b>	<b>\$ 3,950</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>Expenditures</b>					
610100 Regular Salaries	\$ 146,306	\$ 103,974	\$ 120,586	\$ 120,586	\$ 118,527
610500 Overtime Wages	237	-	-	-	-
615000 Fringes	33,623	27,152	34,198	34,198	38,782
620100 Training/Conferences	5,380	2,126	6,500	6,500	6,500
620400 Tuition Fees	5,353	1,332	1,800	1,800	-
620600 Parking Permits	607	425	500	500	500
630100 Office Supplies	1,407	962	2,000	2,000	2,000
630300 Memberships & Licenses	1,893	2,137	2,000	2,000	2,000
630400 Postage~Freight	(88)	(86)	230	230	230
630500 Awards & Recognition	202	87	210	210	210
632001 City Copy Charges	67	28	200	200	200
632002 Outside Printing	482	446	500	500	500
641200 Advertising	-	357	-	-	-
641307 Telephone	1,248	1,254	1,260	1,260	1,260
<b>Total Expense</b>	<b>\$ 196,717</b>	<b>\$ 140,194</b>	<b>\$ 169,984</b>	<b>\$ 169,984</b>	<b>\$ 170,709</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None





**CITY OF APPLETON 2022 BUDGET  
FINANCE DEPARTMENT**

**Billing & Collection Services**

**Business Unit 11520**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Strategic Plan:**

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

**Objectives:**

Provide an efficient, centralized collection location for convenient payment of all City-generated billings via mail, drive through, night deposit, or walk-ins

Improve cash receipting speed and accuracy with formalized procedures and improved systems

Continue the expansion of debit, credit card and internet payment options when financially feasible

Provide a favorable impression of the City by maintaining a working knowledge of all City departments and keeping the internal general information guide updated in order to direct and inform customers

Provide professional and courteous service

Maintain parking ticket records and issue State suspension notices to ensure collection of outstanding amounts

**Major changes in Revenue, Expenditures, or Programs:**

No major changes.

**CITY OF APPLETON 2022 BUDGET**

**FINANCE DEPARTMENT**

**Billing & Collection Services**

**Business Unit 11520**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenditures					
610100 Regular Salaries	\$ 38,905	\$ 44,663	\$ 49,652	\$ 49,652	\$ 48,554
610500 Overtime Wages	3,354	520	850	850	860
615000 Fringes	20,374	19,202	23,297	23,297	23,606
620600 Parking Permits	1,449	1,690	1,680	1,680	2,100
630400 Postage / Freight	12,950	14,440	13,350	13,350	14,100
632001 City Copy Charges	4,849	4,637	5,000	5,000	5,000
632002 Outside Printing	-	90	-	-	-
632700 Miscellaneous Equipment	755	183	-	-	-
641100 Temporary Help	3,238	-	3,500	3,500	3,500
643100 Interpreter Services	30	27	-	-	-
Total Expense	<u>\$ 85,904</u>	<u>\$ 85,452</u>	<u>\$ 97,329</u>	<u>\$ 97,329</u>	<u>\$ 97,720</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
FINANCE DEPARTMENT**

**Support Services**

**Business Unit 11530**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Strategic Plan:**

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

**Objectives:**

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

**Major changes in Revenue, Expenditures, or Programs:**

- 2021 audit expense includes \$3,500 for an actuarial study of the OPEB fund, required every other year.
- The reduction in personnel expense in 2022 is the result of staff turnover, with vacancies being filled by newer staff.

**CITY OF APPLETON 2022 BUDGET**

**FINANCE DEPARTMENT**

**Support Services**

**Business Unit 11530**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Expenditures</b>					
610100 Regular Salaries	\$ 369,186	\$ 434,307	\$ 407,236	\$ 407,236	\$ 395,383
610500 Overtime Wages	18,085	9,907	3,000	3,000	3,000
615000 Fringes	143,571	148,411	160,814	160,814	144,074
620600 Parking Permits	3,606	4,205	4,200	4,200	3,360
631603 Other Misc. Supplies	289	-	200	200	200
632002 Outside Printing	1,767	3,271	2,000	2,000	3,000
640100 Accounting/Audit Fees	8,772	6,228	16,000	16,000	12,500
640300 Bank Service Fees	49,317	65,535	54,000	54,000	54,000
641200 Advertising	1,161	194	1,400	1,400	1,400
641800 Equip Repairs & Maint	1,592	1,801	2,220	2,220	2,220
659900 Other Contracts/Obligation	-	-	600	600	600
<b>Total Expense</b>	<b>\$ 597,346</b>	<b>\$ 673,859</b>	<b>\$ 651,670</b>	<b>\$ 651,670</b>	<b>\$ 619,737</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Accounting/Audit Fees  
Annual financial audit

\$ 12,500

Bank Services

Banking fees  
Investment fees

\$ 20,000  
34,000  
\$ 54,000

**CITY OF APPLETON 2022 BUDGET  
FINANCE DEPARTMENT**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
Program Revenues						
480100 General Charges for Service	4,262	3,949	760	4,000	4,000	4,000
501000 Miscellaneous Revenue	15	54	150	-	-	-
Damage to City Property	-	-	548	-	-	-
508500 Cash Short or Over	2,216	(53)	(326)	-	-	-
TOTAL PROGRAM REVENUES	<u>6,493</u>	<u>3,950</u>	<u>1,132</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Personnel						
610100 Regular Salaries	494,943	532,986	255,158	577,474	577,474	562,464
610500 Overtime Wages	21,676	10,427	8,200	3,850	3,850	3,860
611400 Sick Pay	-	1,953	-	-	-	-
611500 Vacation Pay	59,454	48,006	16,828	-	-	-
615000 Fringes	197,568	194,765	100,347	218,309	218,309	206,462
TOTAL PERSONNEL	<u>773,641</u>	<u>788,137</u>	<u>380,533</u>	<u>799,633</u>	<u>799,633</u>	<u>772,786</u>
Training~Travel						
620100 Training/Conferences	5,380	2,126	1,498	6,500	6,500	6,500
620400 Tuition Fees	5,353	1,332	203	1,800	1,800	-
620600 Parking Permits	5,662	6,320	6,305	6,380	6,380	5,960
TOTAL TRAINING / TRAVEL	<u>16,395</u>	<u>9,778</u>	<u>8,006</u>	<u>14,680</u>	<u>14,680</u>	<u>12,460</u>
Supplies						
630100 Office Supplies	1,407	962	919	2,000	2,000	2,000
630300 Memberships & Licenses	1,893	2,137	1,840	2,000	2,000	2,000
630400 Postage\Freight	12,862	14,354	901	13,580	13,580	14,330
630500 Awards & Recognition	202	87	-	210	210	210
630700 Food & Provisions	-	-	-	-	-	-
631603 Other Misc. Supplies	289	-	-	200	200	200
632001 City Copy Charges	4,916	4,666	967	5,200	5,200	5,200
632002 Outside Printing	2,249	3,807	1,728	2,500	2,500	3,500
632700 Miscellaneous Equipment	755	183	-	-	-	-
TOTAL SUPPLIES	<u>24,573</u>	<u>26,196</u>	<u>6,355</u>	<u>25,690</u>	<u>25,690</u>	<u>27,440</u>
Purchased Services						
640100 Accounting/Audit Fees	8,772	6,227	71,965	16,000	16,000	12,500
640300 Bank Service Fees	49,317	65,535	20,115	54,000	54,000	54,000
641100 Temporary Help	3,238	-	-	3,500	3,500	3,500
641200 Advertising	1,161	551	929	1,400	1,400	1,400
641307 Telephone	1,248	1,254	624	1,260	1,260	1,260
641800 Equip Repairs & Maint	1,592	1,800	299	2,220	2,220	2,220
643100 Interpreter Services	30	27	30	-	-	-
659900 Other Contracts/Obligation	-	-	-	600	600	600
TOTAL PURCHASED SVCS	<u>65,358</u>	<u>75,394</u>	<u>93,962</u>	<u>78,980</u>	<u>78,980</u>	<u>75,480</u>
TOTAL EXPENSE	<u>879,967</u>	<u>899,505</u>	<u>488,856</u>	<u>918,983</u>	<u>918,983</u>	<u>888,166</u>