



City of Appleton

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

Meeting Agenda Finance Committee

Tuesday, August 11, 2015

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[15-1185](#) Finance Committee minutes for July 7, 2015 and July 15, 2015

Attachments: [Finance Minutes 7-7-15.pdf](#)

[MeetingMinutes15-Jul-2015-04-21-01.pdf](#)

4. **Public Hearings/Appealances**

5. **Action Items**

[15-1188](#) Request to approve contract to Northern Electric for Municipal Services Electrical Upgrades in the amount of \$181,900 with a contingency of \$8,100 for a contract not to exceed \$190,000 and to reallocate a not-to-exceed amount of \$90,000 of the positive variance from the Municipal Services Building Trench Drain Repair Capital Improvement Project to perform the Municipal Services Electrical Upgrade project.

Attachments: [2015 Municipal Services Building Emergency Power Upgrades.pdf](#)

[15-1138](#) Request approval of ordinance permitting absent Alderpersons to appear by phone.

Attachments: [Sec 2-29 Alderperson Appearances \(created\) 07-07-15 .pdf](#)

Legislative History

7/7/15 Finance Committee held

[15-1254](#) RIVERSIDE CEMETERY ASSOCIATION submitting a request for payment for maintenance of Veteran's graves.

Attachments: [Riverside.pdf](#)

- [15-1336](#) Request for approval of the Northland-Weiland Relocation Order for Storm Sewer Construction.

Attachments: [Northland-Weiland Pond - Relocation Order.pdf](#)

- [15-1338](#) Request to transfer \$15,000 of unused CIP funds from the Application Development project to a Security Assessment Project for 2015.

Attachments: [Fund Transfer Request Finance Memo.pdf](#)

- [15-1343](#) Resolution introduced by Alderpersons Plank, Lobner and Martin at the August 5, 2015 Common Council meeting relating to Ordinance #9-23 regarding renewal of operating licenses and delinquent accounts:

#12-R-15 ALDERPERSONS: Plank/Lobner/Martin

Whereas ...The City made changes to ordinance #9-23 in order to strengthen the consequences for property owners who are delinquent on payments of taxes and fees to the city, by denying the ability to renew various operating licenses for their premises and,
Whereas ...Tenants of these owners and landlords with delinquent bills have suffered, and could potentially suffer the unintended consequences of not being able to obtain the necessary licensing to continue to conduct business at that rented premises,
Therefore be it resolved that ...The following language be added to the municipal code:

Tenants paying rent to Property Owners, who are indirectly affected by this ordinance, after notification of their Landlord's delinquent bills, and at the expiration of their current operating license, may be issued a 3 month provisional license for their business on that premises.

And that ...In order to expedite the process and assist any business owners currently suffering from hardship due to these circumstances, the Finance Committee send a recommendation to the Common Council for consideration at their meeting on August 19.

- [15-1345](#) Request to approve Rescission of Resolutions of Necessity

Attachments: [Finance - Library - Recission of Resolutions of Necessity - 08-11-15.pdf](#)

6. Information Items

- [15-1186](#) Glendale Water Tower Project Change Order #1 - Delete from supplementary conditions "The maximum deductible shall be \$5,000."

Attachments: [Glendale Water Tower Change Order 1.pdf](#)

[15-1337](#) Contract 13-15 was awarded to E.D. Chase Co. Inc., "Roof Replacement - Area 6" for the Municipal Services Building in the amount of \$178,583 with a contingency of \$17,500. Change orders approved totals \$715. Final contract amount is \$179,298 with remaining contingency of \$16,785. Payments issued to date total \$169,654. Request to issue the final contract payment of \$9,644.

Attachments: [2015 MSB Roof Replacement - Roof 6 - Final Pymt.pdf](#)

[15-1189](#) Risk Management 2015 Mid-Year Budget Report

Attachments: [2015 Risk Mid Year Report.pdf](#)

[15-1251](#) Mayor Office 2015 Mid-Year Report.

Attachments: [Mayor's Ofc. 2015 Mid Year Rpt.pdf](#)

[15-1252](#) Legal Service 2015 Mid-Year Report.

Attachments: [Legal Services 2015 Mid Year Report.pdf](#)

[15-1253](#) Finance Department 2015 Mid-Year Report.

Attachments: [2015 Finance Mid Year Report.pdf](#)

[15-1335](#) Information Technology 2015 Mid-Year Report.

Attachments: [Mid-Year Review 2015.pdf](#)

[15-1187](#)

The following 2015 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Police Department

Donations	+\$15,000
Training - Canine	+ \$7,000
Other Contract/Obligations - Canine purchase	+ \$8,000

to record funds received from the Green Bay Packer organization to support the purchase and training of a 3rd canine to be used for patrol tracking and explosives. An additional \$5,000 - \$6,000 of training costs will be absorbed within the departments's current training budget.

General Fund - Parks & Recreation Department

Donations	+\$12,152
Playground Equipment	+\$12,152

to record funds received from the Kiwanis Club (via the Community Foundation) for the purchase of playground equipment at Green Meadows Park.

General Fund - Library

Other Reimbursements	+\$5,100
Library Materials	+\$5,000
Training & Travel Expense	+ \$100

to record reimbursements from patrons for lost library materials (\$5,000) and from OWLS for reimbursement of training expenses (\$100)

General Fund - Health Department

Other Reimbursements	+\$338
Salaries	+\$247
Fringe Benefits	+\$91

to record reimbursement for Partner Services activities

Health Grant Funds

MCH Grant	+\$4,805
MCH Grant - Wages & Benefits	+\$4,805
Prevention Grant	+\$7,139
Prevention Grant - Consulting Services/Supplies	+\$7,139
Immunization Grant	+\$5,578
Immunization Grant - Equipment	+\$5,578

to adjust 2015 Health grants to actual award amounts

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 on this agenda, please contact Tony Saucerman at (920) 832-6440.



City of Appleton

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Meeting Minutes Finance Committee

Tuesday, July 7, 2015

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Alderperson Plank, Alderperson Konetzke, Alderperson Lobner and
Alderperson Martin

Excused: 1 - Alderperson Coenen

3. Approval of minutes from previous meeting

[15-1131](#)

June 23, 2015 Finance Committee Minutes

Attachments: [MeetingMinutes23-Jun-2015-04-21-57.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Konetzke, Alderperson Lobner and
Alderperson Martin

Absent: 1 - Alderperson Coenen

4. Public Hearings/Appearances

5. Action Items

[15-1134](#)

Request to reject awarding tennis court construction at Highview Park to MCC, Inc for a contract amount of \$143,239.

Attachments: [2015 Highview Park Tennis Courts Re-Bid Recommendation.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Konetzke, Alderperson Lobner and
Alderperson Martin

Absent: 1 - Alderperson Coenen

[15-1136](#)

Request to approve Second Addition to Emerald Valley New Subdivision Development Agreement.

Attachments: [Emerald Valley Second Addition Development Agreement.pdf](#)

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

Aye: 4 - Aldersperson Plank, Aldersperson Konetzke, Aldersperson Lobner and Aldersperson Martin

Absent: 1 - Aldersperson Coenen

[15-1138](#)

Request approval of ordinance permitting absent Alderspersons to appear by phone.

Attachments: [Sec 2-29 Aldersperson Appearances \(created\) 07-07-15 .pdf](#)

Aldersperson Plank moved, seconded by Aldersperson Lobner, that the Report Action Item be held. Roll Call. Motion carried by the following vote:

Aye: 4 - Aldersperson Plank, Aldersperson Konetzke, Aldersperson Lobner and Aldersperson Martin

Absent: 1 - Aldersperson Coenen

[15-1161](#)

Request approval to utilize \$845,330 of unassigned fund balance to reduce long-term debt and retain \$70,680 for future uncertainties.

Attachments: [2014 Fund Balance.pdf](#)

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

Aye: 4 - Aldersperson Plank, Aldersperson Konetzke, Aldersperson Lobner and Aldersperson Martin

Absent: 1 - Aldersperson Coenen

6. Information Items

[15-1132](#)

Director's Reports:
Finance
Information Technology
Legal Services

This Presentation was received and filed

[15-1133](#)

Update on new subdivision assessments

This Presentation was received and filed[15-1135](#)

Contract 15-14 was awarded to Milbach Construction, "Pierce Park Band Shelter" in the amount of \$328,135 with a contingency of \$46,744. Change orders approved totals \$26,320.64. Final contract amount is \$354,455.64 with remaining contingency of \$20,423.36. Payments issued to date total \$316,382.05. Request to issue the final contract payment of \$38,073.59.

Attachments: [2015 Pierce Pavillion Final Pymt.pdf](#)

This Presentation was received and filed[15-1137](#)

Change Order #3 for the Bar Screen Replacement Project to increase, for screen modifications, in the amount of \$1,650 resulting in a decrease to contingency from \$96,313 to \$94,663. Contract price increased from \$744,247 to \$745,897(also appears on the Utilities Committee agenda).

Attachments: [Change Order #3 06-26-15 .pdf](#)

This Presentation was received and filed[15-1157](#)

Exchange of Postage Machine - Upgrade Pitney Bowes Postage Machine

Attachments: [M-postage machine upgrade.pdf](#)

This Presentation was received and filed

7. Adjournment

Aldersperson Konetzke moved, seconded by Aldersperson Lobner, that the meeting adjourn be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Aldersperson Plank, Aldersperson Konetzke, Aldersperson Lobner and Aldersperson Martin

Absent: 1 - Aldersperson Coenen



City of Appleton

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Meeting Minutes Finance Committee

Wednesday, July 15, 2015

6:45 PM

Council Chambers, 6th Floor

SPECIAL MEETING BEFORE COUNCIL

1. Call meeting to order

This meeting was called to order at 6:45pm.

2. Roll call of membership

Present: 4 - Alderperson Plank, Alderperson Coenen, Alderperson Lobner and
Alderperson Martin

Excused: 1 - Alderperson Konetzke

4. Public Hearings/Apearances

5. Action Items

[15-1165](#)

CRITICAL TIMING* Approve Contract Amendment/Change Order #3 to Contract 1-13 for Unit T-11 Stormwater Storage Project with Radtke Contractors, Inc. to decrease for structural repairs and waterproofing of new access manhole by MIC in the amount of \$20,000. Overall contract decrease from \$3,512,734.87 to \$3,492,734.87.

Attachments: [Change Order #3 - Unit T-11.pdf](#)

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

Aye: 4 - Alderperson Plank, Alderperson Coenen, Alderperson Lobner and
Alderperson Martin

Excused: 1 - Alderperson Konetzke

[15-1166](#)

CRITICAL TIMING* Request approval to sole source contract with Midwest Industrial Coatings for structural repairs and additional waterproofing for the Appleton East Stormwater Storage project in an amount not to exceed \$20,000.

Attachments: [Finance Memo for Unit T-11.pdf](#)

Aldersperson Lobner moved, seconded by Aldersperson Coenen, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Aldersperson Plank, Aldersperson Coenen, Aldersperson Lobner and Aldersperson Martin

Excused: 1 - Aldersperson Konetzke

6. Information Items

None

7. Adjournment

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

Aye: 4 - Aldersperson Plank, Aldersperson Coenen, Aldersperson Lobner and Aldersperson Martin

Excused: 1 - Aldersperson Konetzke



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 7/21/2015

RE: Action: Request to approve contract to Northern Electric for Municipal Services Electrical Upgrades in the amount of \$181,900 with a contingency of \$8,100 for a contract not to exceed \$190,000.

Action: Request to reallocate a not-to-exceed amount of \$90,000 of the positive variance from the Municipal Services Building Trench Drain Repair Capital Improvement Project to perform the Municipal Services Electrical Upgrade project.

Request to approve a contract to Northern Electric to address deficiencies and make upgrades to the current electrical system at the Municipal Services Building. Over the last several years we have identified the need to make improvements to the electrical service at the Municipal Services Building. More specifically, deficiencies were identified during power outages as a result of storms over the last couple of years and also by management at the Municipal Services Building who have added equipment, new technology and changed processes since the facility was first constructed. Recognizing that the Department of Public Works provides many critical services during times of power outages, generally as a result of storms, it is recommended these upgrades be made to ensure the reliability of services provided.

The original intent of the project was to add more circuits to the existing 80 kw emergency generator until the system was loaded to its maximum capacity. After evaluation, it was discovered the system was already beyond capacity if fully utilized. There is no capacity remaining and new power circuits need to be added to the system to prevent events that took place during storms in the past couple years:

- Overhead doors to the vehicle garage could not be opened.
- Overhead doors to the maintenance shop could not be opened.
- Specific equipment in the shop could not be utilized.
- Fuel system failure.

- No offices, conference rooms, computers, or outlets were operational for emergency planning and implementation.

The current emergency power system is code compliant but any new modification requires compliance with the newest National Electrical Code (NEC) which requires a separation of essential and non-essential power loads (examples below) in panels and a separate transfer switch for each.

Essential

Exit lighting
Path of egress lighting
Fire alarm system
Door access control

Non-Essential

Receptacles
Lighting
Offices
Boilers & pumps
Equipment, etc.

This project provides an additional 85 kw generator for desired new loads, separates the essential and non-essential power and redistributes loads to each generator to approximately 40-50% (fully loaded can increase to 80%).

Two bids were received:

Northern Electric	\$181,900
Van Ert Electric	\$207,460

During the 2014 carryover process, monies were approved to address safety and security projects. Of the \$137,979 balance carried over, \$100,000 is available to the Municipal Services Electrical Upgrades after engineering fees of \$12,400 and the addition of cameras and auto-locks at parks that are facing problematic security issues. Note that at the time of the carryover request the scope of improvements was unknown, so an engineer was hired to work with both Facilities Management and Department of Public Works staff to survey current deficiencies and needs. Specifications were then developed. To fund the difference, we are recommending that \$90,000 be reallocated from the positive bid variance of the Municipal Services Trench drain projected to complete this work.

The Parks, Recreation and Facilities Management recommends approving both the contract and budget transfer to allow the department to proceed with the work to improve the dependability of services provided by the Department of Public Works during power outages.

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

AN ORDINANCE CREATING SECTION 2-29 OF CHAPTER 2 ARTICLE II OF THE MUNICIPAL CODE OF THE CITY OF APPLETON, RELATING TO ADMINISTRATION - COMMON COUNCIL.

(Committee Name – Date)

The Common Council of the City of Appleton does ordain as follows:

Section 1: That Section 2-29 of Chapter 2, Article II, of the Municipal Code of the City of Appleton, relating to Administration, Common Council, is hereby created to read as follows:

Sec. 2-29. Alderperson absence; participation by phone.

An alderperson unable to appear in person at a meeting of the Common Council may request in writing or by email at least twenty-four (24) hours in advance of the meeting the written or emailed permission from the President of the Common Council to participate in the meeting by telephone. The Council President may grant the request only upon finding good cause. An alderperson's appearance by telephone must be noted in the meeting agenda. Telephone participation must occur by speaker phone, with a speaker phone placed in the meeting room so that the physically absent member can hear and can be heard by all those who are present. An alderperson appearing by telephone shall be entitled to participate and vote to the fullest extent possible, but shall not vote on any matter that may require observation of any part of the proceeding, including the demeanor of a witness or viewing exhibits not previously provided. An alderperson participating by telephone shall not count towards a quorum.

Section 2: This ordinance shall be in full force and effect from and after its passage and publication.

Dated: _____

Timothy M. Hanna, Mayor

Dawn A. Collins, City Clerk

J:\Attorney\WORD\Jamie\Ordinances\2015 Ords\Sec 2-29 Alderperson Appearances (created) 07-07-15 Finance Comm.doc

NAME OF CEMETERY: Riverside cemetery

LOCATION OF CEMETERY: 714 N. Owaiissa st. Appleton, WI 54911
(Street/Road Address and Town, Village or City)

CONTACT PERSON: Mary Jane Brown 920 733-5629
(If questions regarding this submittal) (Name) (Phone)

1. Is perpetual care included in a lot purchase in your cemetery?
(Please attach a copy of the perpetual care agreement) YES ☒ NO ☐
2. How many of the veteran graves **DO NOT** include a perpetual care agreement? 187
3. If perpetual care is not included, is care cost charged to all grave lot owners? YES ☐ NO ☒
 1. *Cost per grave upkeep per grave lot
(Eligible costs divided by total # of grave lots within entire cemetery) \$ 3.00
 2. Number of soldier's graves not covered under perpetual care
(including spouses & women's auxiliary) X 582
 3. Requested reimbursable expense for care of soldier's graves
(including spouses & women's auxiliary) \$ 1,746.-
 4. Did you provide an up-dated listing of the veteran's names? Yes ☒ No ☐

We, the officers of Riverside Cemetery Association, hereby certify that the upkeep and care of each grave is \$ 3.00, that the assessment is in compliance with ss 157.11(7)(a), and ss 157.11(7)(b), and is no more than the charge made for the care of other graves, and that such graves are receiving proper care.

It is further certified that suitable care of said graves has not been provided by perpetual care, private funds, or the cost for grave upkeep has not been collected as part of the funeral expenses, or otherwise.

7/17/15
Date

Chris Hartwig
Cemetery Association President

charlie Siekman
Cemetery Association Secretary

mark Savides
Cemetery Association Treasurer

At a regular meeting of the Town, Village, City of _____ held on _____, the above charges were approved for payment.

Municipal Clerk

Date

Send Check to:

Riverside Cemetery
714 N. Owaiissa
Appleton WI 54911

*Cost includes maintenance of grave and tombstone; i.e. grass cutting, weed trimming, leveling of tombstone.

<u>Last Name</u>	<u>First Name</u>	<u>Death Date</u>	<u>Date Entered</u>	<u>Discharge Date</u>	<u>War</u>	<u>Branch of Service</u>	<u>Location</u>
Ehlert	Elroy	07/19/2013			World War II	United States Army	S_66_X_3
Prink	James	07/30/2013				United States Navy	9_18_X_8
Braeger	Marvin	08/13/2013				United States Navy	G_26_N_3
Skeens	Michael	09/02/2013				United States Army	32_31_X_8
Brennecke	Richard	09/04/2013				United States Army	27_32_X_1
Timm Sr.	Marvin	09/04/2013			World War II	United States Navy	MAUS_104_6_K
Hastings	Fredrick	10/06/2013			VietNam War	United States Army	28_1_X_10
Schmelzling	Hans	10/11/2013				National Guard	22_79_SW_5
Lundt	Warner O.	10/14/2013			World War II	United States Navy	P_42_X_11
Hill	Charles	10/15/2013				United States Army	11_41_S_11
Nielsen	Arthur	10/27/2013			World War II	United States Army	S_24_X_4
Taubel	Raymond	10/27/2013				United States Navy	23_36_W_12
Burton	Francis	11/26/2013				United States Navy	V_14_X_6
Clark	John T.	12/08/2013				United States Air Force	34_15_X_10
Haas	Francis	12/26/2013				United States Army	27_32_X_9
Hartel	Margaret	12/29/2013				United States Navy	M_80_X_X_122
Harn	Mark	01/18/2014				United States Army	D_71_X_4
Gibbs	Charles	01/23/2014			VietNam War	United States Army	33_37_X_10
Scheig	Henry	02/03/2014			World War II	United States Army	V_33_X_16
Kallio	Robert W.	02/14/2014			VietNam War	United States Army	S_50_X_14
Tock	Edward	02/14/2014			World War II	United States Navy	17_52_X_4
Smith	Philip	03/04/2014			VietNam War	United States Army	P_40_X_2
Harper	Glenn	03/09/2014				United States Army	33_47_X_7
Mueller	Bruce	05/10/2014				United States Army	8_9_E_8
DeFord	Joshua	06/10/2014				United States Army	17_104_X_9
Klemp	Clyde	06/13/2014				United States Navy	22_84_X_7
Haas	Louis A.	07/10/2014				United States Army	MAUS_101_5_C
Pooler	Larry	08/03/2014				United States Navy	V_30_X_9
Walker	Gordon	08/14/2014			World War II	United States Marine Corps	K_86_X_1
Voigt	Steven	08/26/2014			VietNam War	United States Navy	33_12_S_4

<u>Last Name</u>	<u>First Name</u>	<u>Death Date</u>	<u>Date Entered</u>	<u>Discharge Date</u>	<u>War</u>	<u>Branch of Service</u>	<u>Location</u>
Managan	Thomas	09/08/2014			World War II	United States Navy	22_60_X_7
Barry	John	09/10/2014				United States Navy	15_26_S_6
Alsbury	Charles R.	09/22/2014				United States Army	MAUS_104_1_L
Waters	Emery	11/09/2014				United States Air Force	M_78_X_80
Miller	George	11/15/2014			VietNam War	United States Marine Corps	M_48_X_58
Kowald	Margaret	11/18/2014	08/28/1950	11/01/1972		United States Air Force	D_12_X_2
Porter	David	12/17/2014			Peace Time	United States Army	33_5_X_5
Stark	James J.	12/20/2014				United States Army	D_55_S_6
Filen	James	12/22/2014				United States Navy	5_65_W_13
Haven	James	12/27/2014				United States Army	6_47_X_9
Wingert	Eugene	01/01/2015			World War II	United States Army	MAUS_101_3_L
Hurst	Harry	01/02/2015			World War II	United States Army	29_60_X_8
Janssen	James	01/05/2015				United States Navy	MAUS_101_6_A
Tralongo	Salvatore	01/06/2015			World War II	United States Coast Guard	28_22_X_5
Schubbe	Burnell	01/09/2015			Korean War	United States Navy	S_32_X_8
Mueller	Lloyd	01/14/2015			World War II	United States Army	7_26_X_9
Newhouse	Eugene	03/11/2015				United States Air Force	33_46_X_7
Jury	Donald	03/14/2015			World War II	United States Navy	18_20_S_5
Skeens	Lowell	03/16/2015				United States Navy	32_31_X_2
Graham	Michael	03/27/2015				United States Marine Corps	M_78_X_82
Puffer	Richard	04/28/2015			Korean War	United States Army	K_20_X_11
Ward	Richard	06/02/2015			VietNam War	United States Army	L_74_X_12
Errington	William	06/06/2015				United States Army	16_34_X_10
Feavel	Robert	06/13/2015				National Guard	O_79_X_10
Scheibe	Harold	06/22/2015			Korean War	United States Army	23_12_S_6

Total Number of Veterans:



RELOCATION ORDER

The City of Appleton, Outagamie/Calumet/Winnebago Counties, Wisconsin, by its Common Council and for its Relocation Order hereby resolves as follows:

1. That this Resolution is a Relocation Order in accordance with subsection 32.05(1), Wisconsin Statutes, for the purpose of the within-described public improvement project and it is also a determination of necessity for that project in accordance with subsection 32.07(2), Wisconsin Statutes;
2. That the City of Appleton hereby determines that it is necessary and of public purpose to construct storm sewers in the city of Appleton, Wisconsin.
3. That said storm sewers will be built within the areas marked on the scale drawing, which is attached to this Relocation Order as Exhibit "A" and is incorporated herein;
4. That the legal descriptions for the acquisition of Permanent Limited Easements and Temporary Limited Easements necessary for this construction are contained in Exhibits "B", "C", "D" and "E", which are also incorporated herein;
5. That the City of Appleton will acquire a permanent limited and temporary limited interest in the areas described in Exhibits "B", "C", "D" and "E" from the present owners.

Record and return to:

City of Appleton – City Attorney's Office
100 North Appleton Street
Appleton, WI 54911-4799

Passed and approved this _____ day of _____, 2015.

I hereby certify that on this _____ day of _____, 2015, that the within Relocation Order was adopted by a vote of _____ ayes and _____ nays by the City Council for the City of Appleton, Wisconsin.

ATTEST:

Jamie L. Sova, Deputy City Clerk

APPROVED:

Timothy M. Hanna, Mayor

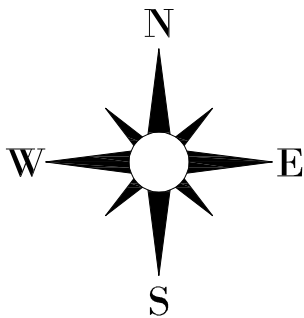
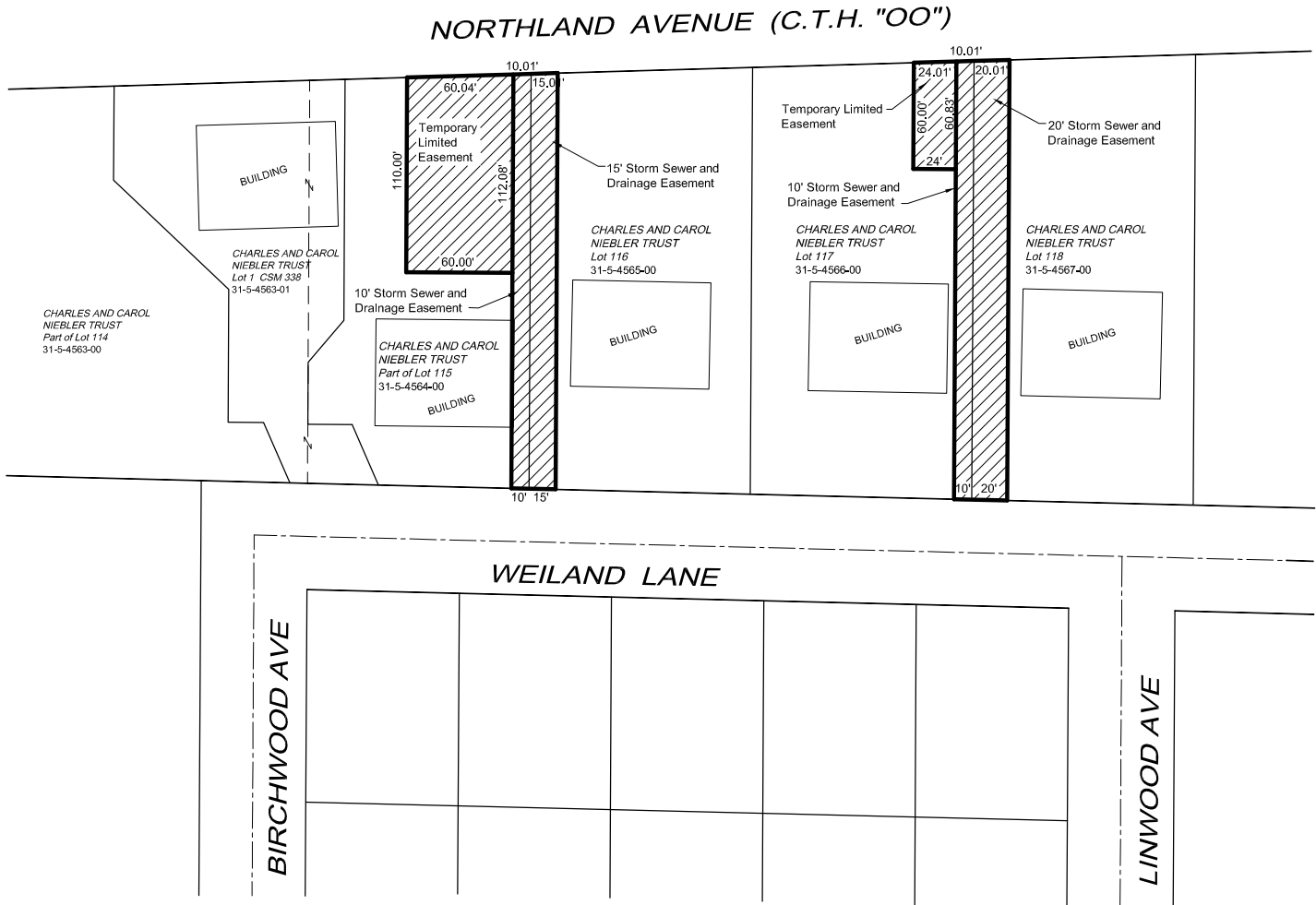
This instrument was drafted by:

James P. Walsh, Appleton City Attorney

J:\Attorney\WORD\Condemnation\Northland-Weiland Pond\
Northland-Weiland Pond - Relocation Order.doc

EXHIBIT "A"

HOMESTEAD MEADOWS PLAT, LOCATED IN THE NW 1/4 OF SECTION 22, TOWNSHIP 21 NORTH, RANGE 17 EAST, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN.



CITY OF APPLETON

DEPT. OF PUBLIC WORKS

ENGINEERING DIVISION

100 NORTH APPLETON STREET

APPLETON, WISCONSIN. DWN. BY:TMK

H:\Acad\Ease.\Storm\2015\Northland_Ave_Pond_0401_2015

EXHIBIT B

Legal Description Parcel 1
Charles G. Niebler and Carol I. Niebler as Trustees of the
Niebler Living Trust dated 4/22/2008

Permanent Limited Easement:

The East 10 feet of Lot One Hundred Fifteen (115), of **HOMESTEAD MEADOWS**, City of Appleton, located in the Northwest Quarter (NW ¼) of Section 22, Township 21 North, Range 17 East, Outagamie County, Wisconsin, containing 0.0537 Acres of land m/l.

Temporary Limited Easement:

A part of Lot One Hundred Fifteen (115), of **HOMESTEAD MEADOWS**, City of Appleton, located in the Northwest Quarter (NW ¼) of Section 22, Township 21 North, Range 17 East, Outagamie County, Wisconsin, containing 0.1529 Acres of land m/l and being further described by:

Commencing at the Northeast corner of said Lot 115;

Thence South 88°20' West 10.01 feet along the North line of said Lot 115 to the point of beginning;

Thence South 00°19' West 112.08 feet parallel to the East line of said Lot 115;

Thence North 89°41' West 60.00 feet;

Thence North 00°19' East 110.00 feet to the North line of said Lot 115;

Thence North 88°20' East 60.04 feet along the North line of said Lot 115 to the point of beginning.

Tax Key No. 31-5-4564-00

Title document: Warranty Deed Doc. No. 1811552

EXHIBIT C

Legal Description Parcel 2
Charles G. Niebler and Carol I. Niebler as Trustees of the
Niebler Living Trust dated 4/22/2008

Permanent Limited Easement:

The West 15 feet of Lot One Hundred Sixteen (116), of **HOMESTEAD MEADOWS**, City of Appleton, located in the Northwest Quarter (NW ¼) of Section 22, Township 21 North, Range 17 East, Outagamie County, Wisconsin, containing 0.0808 Acres of land m/l.

Tax Key No. 31-5-4565-00

Title document: Warranty Deed Doc. No.1811551

EXHIBIT D

Legal Description Parcel 3
Charles G. Niebler and Carol I. Niebler as Trustees of the
Niebler Living Trust dated 4/22/2008

Permanent Limited Easement:

The East 10 feet of Lot One Hundred Seventeen (117), of **HOMESTEAD MEADOWS**, City of Appleton, located in the Northwest Quarter (NW ¼) of Section 22, Township 21 North, Range 17 East, Outagamie County, Wisconsin, containing 0.0568 Acres of land m/l.

Temporary Limited Easement:

A part of Lot One Hundred Seventeen (117), of **HOMESTEAD MEADOWS**, City of Appleton, located in the Northwest Quarter (NW ¼) of Section 22, Township 21 North, Range 17 East, Outagamie County, Wisconsin, containing 0.0333 Acres of land m/l and being further described by:

Commencing at the Northeast corner of said Lot 117;

Thence South 88°20' West 10.01 feet along the North line of said Lot 117 to the point of beginning;

Thence South 00°19' West 60.83 feet parallel to the East line of said Lot 117;

Thence North 89°41' West 24.00 feet;

Thence North 00°19' East 60.00 feet to the North line of said Lot 117;

Thence North 88°20' East 24.01 feet along the North line of said Lot 117 to the point of beginning.

Tax Key No. 31-5-4566-00

Title document: Warranty Deed Doc. No. 1811551

EXHIBIT E

Legal Description Parcel 4
Charles G. Niebler and Carol I. Niebler as Trustees of the
Niebler Living Trust dated 4/22/2008

Permanent Limited Easement:

The West 20 feet of Lot One Hundred Eighteen (118), of **HOMESTEAD MEADOWS**, City of Appleton, located in the Northwest Quarter (NW ¼) of Section 22, Township 21 North, Range 17 East, Outagamie County, Wisconsin, containing 0.1139 Acres of land m/l.

Tax Key No. 31-5-4567-00

Title document: Warranty Deed Doc. No. 1811551



"...meeting community needs...enhancing quality of life."

Information Technology Department
100 N. Appleton Street
Appleton, WI 54911

MEMO

To: Alderperson Plank and Members of the Finance Committee

From: Dean Fox, Information Technology Director

Date: 8/5/15

Re: Request to transfer \$15,000 of unused CIP funds from the Application Development project to a Security Assessment Project for 2015

The 2015 budget includes \$40,000 CIP funding for application (app) development for smart device integration, with the late deployment of the new City website, some of those funds will not be used this year. I'd like to request the re-allocation of \$15,000 of these funds to work with a consultant to develop an overall City Security Assessment as Phase One of a project that will continue in 2016.

The funds this year will provide us enough to get the baseline of the study accomplished and use the requested funds in the 2016 budget to further implement the technology improvements, upgrades and appliances that will come out of the assessment in 2015.

With the continued emergence of new technology threats every day and the large organizations that make the news after being exploited, this assessment will provide initial insight into where we are at within the City's network and a goal for us to obtain with the intent to remain as secure as possible and mitigate any threats to the best our technology allows.



LEGAL SERVICES DEPARTMENT

Office of the City Attorney


100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6423

Fax: 920/832-5962

TO: Kathleen Plank, Chair
Members of the Finance Committee

FROM: James P. Walsh, City Attorney 

DATE: August 6, 2015

RE: Rescission of Resolution of Necessity

This Committee may recall that in July of 2014 it approved a Resolution of Necessity for Trinity Lutheran Church and Michiels that was subsequently approved by the Common Council on August 20, 2014. This was a required first step in order for the City to pursue acquiring the private property for the purpose of constructing a new library. On June 17, 2015 the Common Council debated whether to make an offer to purchase the properties (111 East Kimball Street and 209 South Allen Street) for the purpose of the library project. As a result of a 6-8 vote, authorization to make an offer to purchase these properties was not granted. The Council's action essentially ended the City's efforts to acquire these properties for the purpose of building a library.

The Resolution of Necessity previously passed by the Council was drafted and recorded with the Register of Deeds with regard to each of the properties. Considering the Council's vote on June 17, 2015 it is necessary for the Council to adopt a resolution rescinding the Resolution of Necessity in order to clear the title of these properties from any encumbrance associated with a Resolution of Necessity.

It is my recommendation that the Finance Committee and Common Council adopt a resolution rescinding the Resolution of Necessity previously filed by the City with regard to the Trinity Lutheran Church and Michiels properties.

If you have any questions, please do not hesitate to contact me.

JPW:jl

RESCISSION OF RESOLUTION OF NECESSITY

The Common Council of the City of Appleton, Outagamie, Calumet and Winnebago Counties, Wisconsin, hereby resolves as follows:

1. That the Resolution of Necessity previously passed and adopted by the Common Council of the City of Appleton on the 20th day of August, 2014 relating to the within-described real estate shall be rescinded in its entirety.
2. The above-described Resolution of Necessity was recorded by the Outagamie County Register of Deeds on February 19, 2015 as Document No. 2036440.

That the herein Resolution rescinding the previously-adopted Resolution of Necessity was passed and adopted by the Common Council of the City of Appleton this _____ day of _____, 2015 by a vote of _____ ayes and _____ nays.

Record and return to:
City of Appleton – City Attorney's Office
100 North Appleton Street
Appleton, WI 54911-4799

Tax Key No: 31-2-0156-00

ATTEST:

Jamie L. Sova, Deputy City Clerk

APPROVED:

Timothy M. Hanna, Mayor

This instrument was drafted by:

James P. Walsh, Appleton City Attorney

J:\Attorney\WORD\Condemnation\Library\Library - Michiels -
Rescission of Resolution of Necessity.doc

RESCISSION OF RESOLUTION OF NECESSITY

The Common Council of the City of Appleton, Outagamie, Calumet and Winnebago Counties, Wisconsin, hereby resolves as follows:

1. That the Resolution of Necessity previously passed and adopted by the Common Council of the City of Appleton on the 20th day of August, 2014 relating to the within-described real estate shall be rescinded in its entirety.

2. The above-described Resolution of Necessity was recorded by the Outagamie County Register of Deeds on February 19, 2015 as Document No. 2036439.

That the herein Resolution rescinding the previously-adopted Resolution of Necessity was passed and adopted by the Common Council of the City of Appleton this ____ day of _____, 2015 by a vote of ____ ayes and ____ nays.

Record and return to:

City of Appleton – City Attorney's Office
100 North Appleton Street
Appleton, WI 54911-4799

Tax Key No: 31-2-0144-00

ATTEST:

Jamie L. Sova, Deputy City Clerk

APPROVED:

Timothy M. Hanna, Mayor

This instrument was drafted by:

James P. Walsh, Appleton City Attorney

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Rescision of Resolution of Necessity.doc



Strand Associates, Inc.
910 West Wingra Drive
Madison, WI 53715
(P) 608-251-4843
(F) 608-251-8655

July 7, 2015

CHANGE ORDER NO. 1

PROJECT: 1 MG Glendale Water Tower
OWNER: City of Appleton, Wisconsin
CONTRACT: 1-2015
CONTRACTOR: Caldwell Tanks, Inc.

Description of Change

1a 1. SECTION 00800-SUPPLEMENTARY CONDITIONS NO CHANGE \$0
a. Page 00800-8, SUPPLEMENTARY CONDITIONS-
SC-5.06.D Deductible Provisions
DELETE "The maximum deductible shall be \$5,000."

Contract Price Adjustment

Original Contract Price	\$2,467,000
Previous Change Order Adjustments	\$0
Adjustment in Contract Price this Change Order	\$0
Current Contract Price including this Change Order	\$2,467,000

Contract Completion Date Adjustment

Original Contract Completion Date	August 30, 2016
Contract Completion Date Adjustments due to previous Change Orders	None
Contract Completion Date Adjustments due to this Change Order	None
Current Contract Completion Dates including all Change Orders	August 30, 2016

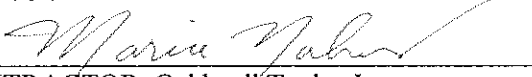
This document shall become a supplement to the Contract and all provisions will apply hereto.

RECOMMENDED


ENGINEER-Strand Associates, Inc.®

7/10/15
Date

APPROVED


CONTRACTOR-Caldwell Tanks, Inc.

7-10-15
Date

APPROVED


OWNER-City of Appleton, Wisconsin

7/10/15
Date

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"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 8/11/2015

RE: Informational: Contract 13-15 was awarded to E. D. Chase Co, Inc., "Roof Replacement – Area 6" for the Municipal Services Building in the amount of \$178,583 with a contingency of \$17,500. Change orders approved totaled \$715. Final contract amount is \$179,298 with remaining contingency of \$16,785. Payments issued to date total \$169,654. Request to issue the final contract payment of \$9,644.

The 2015 Capital Improvement Budget includes funding for the replacement of this specific section of the Municipal Services Building. This roof was identified in our annual roofing program as a roof that was at the end of its useful life. Delaying replacement would have resulted in increased urgent repairs with possible damage to equipment below.

The original contract was for \$178,583 and a contingency of \$17,500. One change order was issued for the cost of \$715 to replace rotten wood supports from the existing roof. The total final contract amount is \$179,298, which includes all change orders for the project.

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

RISK MANAGEMENT
2015 REVIEW
All figures through June 30, 2015

Significant 2015 Events:

Administration-

- Processed 27 risk claims received for 2015
- Processed 30 new WC claims for 2015
- Trained all City employees on new SDS online system
- Purchased cyber liability insurance for the City's cyber liability exposures
- Reviewed 41 contracts for hold harmless/indemnification insurance
- Reviewed 277 certificates of insurance
- Reviewed 42 special events for liability exposures and insurance

Loss Control-

- 6 safety training sessions for DPW, Parks, Utilities and F&C field staff (21 topics covered)
- 3 seasonal training classes
- 13 General Employee training classes, 3 Supervisory training classes

Performance Data:

<u>Program</u>	<u>Criteria</u>	Actual 2012	Actual 2013	Actual 2014	Projected 2015	YTD 2015
<u>6210</u>	<u>Client Benefits/Impacts</u>					
	Average workers compensation cost per claim	\$3777	\$6,511	\$8625	\$6,500	\$4253
	Average cost per general liability claim	\$428	\$0	\$700	\$350	\$93
	Average cost per auto liability claim	\$146	\$311	\$492	\$700	\$449
	<u>Strategic Outcomes</u>					
	\$ value of claims paid	\$21,444 GL + \$203,959 WC	\$7191 GL + \$285,953 WC	\$7243 GL + \$560,857 WC	\$250,000	\$6332 GL + \$127,593 WC
	\$ value of subrogation recovery	\$6,369	\$5,326	\$12,519	\$6,000	\$22,720
	<u>Work Process Outputs</u>					
	# of insurance policy renewals	10	10	10	10	10
	# of new insurance policies purchased	0	0	1	2	2
	# of claims filed:					
	General Liability	49	23	36	50	12
	Auto Liability	19	11	30	25	15
	Worker's comp -- lost time	54	4	10	10	3

	Worker's comp – medical only		22	50	50	27
6220	Client Benefits/Impacts					
	# of people who attended safety training classes	2,800	3325	151	150	133
	Strategic Outcomes					
	# of safety inspections conducted	128	58	129	130	62
	# of safety problems	219	73	204	210	97
	# of safety corrections	203	66	196	200	88
	Work Process Outputs					
	# of topics covered during each safety class	19	19	21	15	16
	Ave employees per session	28	30	22	28	28

Areas of Primary Concentration for 2015:

Continue to monitor all areas of insurance to make sure the City is adequately covered for all potential losses. Continue to have safety training sessions and safety inspections to make sure all areas are in compliance. Handle all worker's compensation claims as they come in and report to the state. Continue to have central safety meetings. Continue to process and investigate all claims that come into the City. Handle all issues with special events, insurance certificates and contractor contracts. Continue to cross train other Human Resources staff on the investigation and processing of claims, insurance renewal administration and general risk training as part of our succession planning. Continue to review alternate insurance coverages.

Budget Performance Summary

The loss control budget is fine at 44.3% spent at mid year. The administration budget is at 70.3% spent but this is usually at a higher percentage at mid year since most insurance premiums are due in January. We will continue to work with the Finance Department on the monitoring of the risk fund.

83500
TEACHERA
MIDYER RSK

City of Appleton
Risk Management Fund
Summary Budget to Actual Report
For the Six Months Ending June 30, 2015

1
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Description	Year to Date Expense	Full Year Amended Budget	Percent of Amended Budget
Insurance Fund			
Insurance Administration	969,043	1,377,614	70.3 %
Risk Management	64,961	146,677	44.3 %
Total	1,034,004	1,524,291	67.8 %

MAYOR'S OFFICE
2015 MID YEAR REVIEW
All figures through June 30, 2015

Significant 2015 Events:

The Mayor's Office continues to be involved in the following:

Development Projects

- Appleton Library
- Exhibition Center
- Foremost
- RiverHeath

Additional Activities

- Enterprise Resource Planning System upgrade
- Renovation of City's website and update of social media accounts
- Public Parking Study
- Regional Transit Authority discussions
- Continued implementation of Compensation Plan and Pay-for-Performance System
- Citywide and departmental strategic plan updates and implementation
- Major sponsor of Young Professionals' Week in conjunction with the Fox Cities Chamber of Commerce

Mayor Hanna continues to represent Appleton's interests by serving on the following:

- Urban Alliance (Executive Committee)
- Legislative Advisory Committee (Representative)
- League of Wisconsin Municipalities (Board of Directors)
- Local Government Institute (Board of Directors)

Performance Data:

<u>Program</u>	<u>Criteria</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Actual 2015</u>	<u>Projected 2015</u>
Administration	Client Benefit					
	Minimize tax levy impact					
	% change in levy	-0.93%	1.98%	1.10%	N/A	1.10%
	Average % change in City mill rate	-1.39%	1.34%	2.55%	N/A	2.55%
	Outcome					
	Maximize non-residential tax base					
	Commercial/industrial tax base; % of total	29.7%	30.0%	30.0%	N/A	30.0%
	Outputs					
	% of staff and Council involved in scheduled public budget meetings	100%	100%	100%	N/A	100%
	# of departmental orientations available for new Alderpersons	14	14	14	N/A	14

<u>Program</u>	<u>Criteria</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Actual 2015</u>	<u>Projected 2015</u>
<u>Citizen Outreach</u>	<u>Client Benefit</u>					
	Timely, accurate responses to requests for information					
	% of phone & email inquiries answered within 48 hours	92%	89%	95%	96%	95%
	% of letters replied to within seven working days	97%	97%	90%	100%	90%
	<u>Outcome</u>					
	Citizens have access to current City information					
	# of visits to City of Appleton internet website	1,576,574	1,547,705	1,900,000	761,796	1,900,000
	<u>Outputs</u>					
	Publish City Newsletter	2	2	2	1	2
	# of formal open hours sessions	12	12	12	6	12
	# of meetings per month with community or educational groups (average)	14	14	12	16	12

<u>Program</u>	<u>Criteria</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Actual 2015</u>	<u>Projected 2015</u>
<u>Inter- governmental</u>	<u>Client Benefit</u>					
	Appleton represented at State level					
	# of State level meetings in which Appleton representatives participate directly	186	182	180	N/A**	180
	<u>Outcome</u>					
	# of implemented new collaborative and cooperative agreements:					
	Other governments	45	43	60	34*	60
	School districts	17	23	18	22*	18
	Non-profit organizations	42	53	50	65*	50
	Other	24	88	20	97*	20
	# of implemented collaborative and cooperative agreements maintained:					
	Other governments	179	204	170	219*	170
	School districts	53	61	45	60*	45
	Non-profit organizations	143	141	80	153*	80
	Other	70	85	70	93*	70
	<u>Output</u>					
	# of meetings with other units of government	4/mo.	6/mo.	8/mo.	6/mo.	8/mo.

* Data obtained from Department Directors.

** Will obtain from Department Directors at year-end.

Areas of Primary Concentration for 2015:

- 2016 Budget Preparation
- Appleton Library Project
- Exhibition Center
- Foremost
- RiverHeath
- Enterprise Resource Planning System upgrade
- Renovation of City's website and update of social media accounts
- Public Parking Study
- Regional Transit Authority discussions
- Continued implementation of Compensation Plan and Pay-for-Performance System
- Citywide and departmental strategic plan updates and implementation
- Continued collaboration with private/regional government and non-profit organizations

Budget Performance Summary

See attached Summary Budget to Actual Report.

83500
TEACHERA
MIDYER MAY

City of Appleton
Mayor
Summary Budget to Actual Report
For the Six Months Ending June 30, 2015

1
07/16/15
09:03:34

Description	Year to Date Expense	Full Year Amended Budget	Percent of Amended Budget
Administration	44,026	95,989	45.9 %
Citizen Outreach	101,021	204,501	49.4 %
Intergovernmental	26,294	42,475	61.9 %
Total	171,341	342,965	50.0 %

LEGAL SERVICES DEPARTMENT MID-YEAR REVIEW

All figures through June 30, 2015

Significant 2015 Events:

The first half of 2015 has been busy for the Legal Services Department. Below is a list of items that we have been involved with so far:

- We worked closely with the Library Director and outside counsel on preparation for and actual negotiations with property owners on the Library project.
- The City Clerk's Office successfully conducted election recounts for two Aldermanic races following the spring election. A site change for a polling location also took place.
- General Policy for Alcohol Licensing was modified in the spring. Retail alcohol license fees were restructured to appropriately reflect each particular class. The process for license applications being recommended for denial was modified to become more efficient for the applicant, City staff and the Safety and Licensing Committee members.
- Through June 6, 2015, staff has represented the City in 2,763 scheduled initial court appearances, 55 scheduled jury and court trials and 1,647 scheduled pre-trials/jury trial conferences or motion hearings.
- The City Attorney's Office represented the City in truancy court both at the courthouse and by travelling to each of the high schools and middle schools multiple times each month.
- Staff worked closely with the department of Parks, Recreation and Facilities Management with regard to concluding the long-standing contract with the operator of the City's golf course and assisted with the transition to the golf course being managed by City staff including reviewing various new contracts with vendors, etc.
- In 2015 the City participated in and resolved a claim by Relyco construction company for increased payment as a result of unforeseen conditions at Reid Golf Course. The mediation addressed the soil conditions anticipated and what was actually determined. After a half-day of mediation, the City reached an agreement that was satisfactory to all parties. This mediation was handled in-house.
- The City Attorney's Office worked with the Department of Public Works on the Appleton East High School stormwater project. We worked with the contractor who would do the inspections of the structure and reworked the contract so it was acceptable to both sides.

- We have begun working with the Department of Public Works Engineering Division concerning a rewrite and update of the stormwater ordinances. This is being done in three phases and we hope to have the phases completed by the end of the year.
- The City Attorney's Office participated with the Assessor's Office in mediation regarding tax claims by Walgreens and Kentucky Fried Chicken here in the city of Appleton. These claims involved issues of state-wide concern and we were able to successfully mediate an agreement.
- The City Attorney's Office worked with the Department of Public Works to obtain an access agreement for the Cherryvale Development area. This was an intermunicipal agreement which required numerous iterations with the Village of Little Chute to meet the needs of both communities. This effort was brought to a successful conclusion.
- Staff in the City Attorney's Office is working with the Department of Public Works and the WisDOT on preliminary tasks relating to the land acquisitions for the Richmond Street/CTH OO roundabout project. We anticipate this project going the balance of this year and into next year dealing with just land acquisition.
- This office worked with outside counsel concerning a claim filed by Sunflower Spa as a result of watermain break. A Motion for Summary Judgment has been filed in Federal District Court and we are awaiting the judge's decision on that motion.
- The City Clerk's Office steered a recruitment mailing to various entities to increase the quantity of Election Inspectors. New Inspector training will be provided in the fall.
- With the addition of the Voter Photo ID law, the Election Day manual will be completely revised, reprinted and distributed.
- The Deputy City Clerk is involved in the revision of the City website and adding information relevant to the public, including information relating to special events, public notices as well as absentee voting and election night results.
- 186 renewals were completed for retail licenses - there are beer/liquor licenses available for application, thus a waiting list is not in effect at this time.
- A 4-year purge took place for voter registration.

Performance Data:

<u>Program</u>	<u>Criteria</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Actual 2015</u>	<u>Projected 2015</u>
<u>Administration</u>	<u>Client Benefits/Impacts</u>					
	Timely legal information is provided upon which Alderpersons and staff members can make decisions. Meet time frame of requester.	100%	100%	>100%	100%	100%
	Contracts are reviewed in a timely manner to allow performance to proceed. # of performances delayed due to review not being completed.	0	0	0	0	0
	<u>Outcome</u>					
	Dispute avoidance: # of suits filed against the City.	7	9	0	11	13
	Prompt Service: % of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
	# of surveys returned	70	40	80	34	50
	<u>Outputs</u>					
	Written opinions issued.	10	7	>20	2	>20
	Ordinances reviewed.	99	104	100	55	100
	Staff training; # of hours of staff training	242	193.5	160	48	185

<u>Program</u>	<u>Criteria</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Actual 2015</u>	<u>Projected 2015</u>
<u>Litigation</u>	<u>Client Benefits/Impacts</u>					
	Active participation by this office will minimize the number of claims against the City. # of claims filed against the City.	72	66	<100	26	<100
	<u>Outcome</u>					
	Minimize cost of settlements. \$ value of settlements and judgments.	\$11,203	\$39,977	\$50,000	\$6,332	\$50,000
	Minimize use of outside counsel. # of cases.	4	4	0	1	0
	<u>Outputs</u>					
	Most cases handled will be handled by the City Attorney staff. # of cases handled by staff.	67%	67%	100%	91%	100%

<u>Program</u>	<u>Criteria</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Actual 2015</u>	<u>Projected 2015</u>
<u>Real Estate</u>	<u>Client Benefits/Impacts</u>					
	The City will acquire necessary real estate within the time period requested by the department heads making the request. Projects will not be delayed due to real estate acquisition issues. # of projects delayed.	0	0	0	0	0
	<u>Outcome</u>					
	Acquisitions are made in a manner acceptable to both the property owner and to the City. # of contested condemnation cases.	1	1	0	0	0
	<u>Outputs</u>					
	# of real estate transactions.	19	15	10	4	10

<u>Program</u>	<u>Criteria</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Actual 2015</u>	<u>Projected 2015</u>
<u>Recordkeeping</u>	<u>Client Benefits/Impacts</u>					
	Retrieval of information. % of same day responses	98%	95%	95%	96%	95%
	1 week retrieval for detailed requests	2%	5%	5%	1%	5%
	<u>Outcome</u>					
	Legal requirements are met. # of legal challenges sustained	0	0	0	0	0
	<u>Outputs</u>					
	# hours maintaining records	1,575	261	1,500	480	1,000
	# of requests for information	217	218	300	72	250
	# of publication notices	214	208	400	98	250
	# of ordinances adopted	101	77	175	55	150

<u>Program</u>	<u>Criteria</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Actual 2015</u>	<u>Projected 2015</u>
<u>Licensing</u>	<u>Client Benefits/Impacts</u>					
	Prompt application process. % processed the same day	95%	100%	100%	100%	100%
	% issued within 90 days of application	100%	100%	100%	100%	100%
	<u>Outcome</u>					
	Statutory and ordinance compliance of all licenses issued. # of legal challenges	0	0	0	0	0
	<u>Outputs</u>					
	License applications processed. # of beer/liquor licenses issued	250	215	225	19	220
	# of operator licenses issued	1,846	615	1,800	220	1,200
	# of general licenses issued	453	368	500	150	500

<u>Program</u>	<u>Criteria</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Actual 2015</u>	<u>Projected 2015</u>
<u>Elections</u>	<u>Client Benefits/Impacts</u>					
	Accurate election roll. # of changes, add and deletes	4,073	6,164	6,000	1,161	6,000
	# of voters purged (4 year purge)	3,587	0	3,000	0	3,000
	<u>Outcome</u>					
	Fair and accurate election process. # of legal challenges	0	0	0	0	0
	<u>Outputs</u>					
	# of election votes cast	12,903	47,660	13,000	8,620	8,620
	# of registered voters	44,500	162,308	42,000	41,904	44,654
	# of elections administered	4	4	2	2	2
	# of candidates filing nomination papers	30	11	30	8	8
	# of ballot styles	115	52	114	8	8
	% of staff trained at each election	98%	98%	100%	98%	98%

<u>Program</u>	<u>Criteria</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Target 2015</u>	<u>Actual 2015</u>	<u>Projected 2015</u>
<u>Mail/Copy Services</u>	<u>Client Benefits/Impacts</u>					
	Accurate photocopy services. Remake of request	1%	0%	1%	1%	1%
	<u>Outcome</u>					
	Efficient mail processing. # of pieces of mail returned for correction from mailing service	6	-	10	0	5
	<u>Outputs</u>					
	# of pieces of outgoing mail	146,545	142,658	155,000	77,952	155,000
	# of packages handled	366	337	400	172	400
	# of copies made in mail center	808,354	887,812	1,000,000	308,277*	1,000,000

**less June count*

Areas of Primary Concentration for the remainder of 2015:

We will continue working with other departments in the City to ensure that City projects run smoothly and there is no delay in project completions.

The City Attorney's Office will work with outside counsel for the Fox River clean up, the excessive assessments lawsuits that are current pending and the outstanding open records lawsuits. We will also continue to vigorously defend the City of Appleton in actions filed against the City of Appleton.

We also intend to continue to have an active role, in conjunction with the Finance Department and the Appleton Public Library, in the collection of outstanding funds and/or materials.

We will continue with the development of the document management system for Council and Committee Agendas, Minutes and video streaming.

We will conduct election worker training to provide information on the numerous legislative changes.

We will continue to assist, guide and advise City staff from all departments as well as elected officials on legal matters in a timely fashion.

Continue to identify training and education opportunities for staff as it relates to duties of the City Clerk's Office.

Budget Performance Summary

Please see the attached FASTR report.

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City of Appleton
Legal Services
Summary Budget to Actual Report
For the Six Months Ending June 30, 2015

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Description	Year to Date Expense	Full Year Amended Budget	Percent of Amended Budget
Legal Services Administration	107,907	276,865	39.0 %
Litigation	103,742	256,339	40.5 %
Real Estate	21,099	47,484	44.4 %
Recordkeeping	49,624	99,002	50.1 %
Licensing	28,361	62,252	45.6 %
Elections	94,303	186,733	50.5 %
Mail / Copy	89,049	168,517	52.8 %
Total	494,085	1,097,192	45.0 %

FINANCE DEPARTMENT

MID-YEAR REVIEW

All figures through June 30, 2015

Significant 2014 Events:

Completed the 2015 Budget preparation process with formal adoption by Council in November
Completed the 2013 audit in June earning an unqualified audit opinion
Filled both the Finance Director and Deputy Finance Director positions with internal promotions as well as an Account Clerk II position
Hired a new Accounting Supervisor and two new Account Clerk I positions in the first floor customer service area
Assisted the Parks and Recreation Department with the close-out of the contract with the Reid Golf Course manager and began the transition to a City-staffed golf course
Maintained the short-term loan program with the Appleton Area School District
Completed the Wisconsin Balance of State Continuum of Care (WIBOSCOC) monitoring review of our Continuum of Care grant
Worked with Public Works Department, Mayor and Council to revise the special assessment policy
Worked with Mayor, Attorney's Office, Council and the State of Wisconsin in budgeting for, and establishing, a wheel tax to fund road reconstruction projects
Worked with Valley Transit and federal auditors in reviewing the City's cost allocation and indirect cost plan
Issued an RFP, reviewed responses and selected a new credit card provider

Significant 2015 Events:

Completed the 2014 audit in June earning an unqualified opinion and no audit findings
Began the 2016 Budget preparation process
Assisted the Parks and Recreation Department in setting up systems for a fully City-operated Golf Course
Began the process to replace the Department's I-Series-based software including meeting several times with the RFP consultants, reviewing specifications for the various systems, providing information for the RFP and reviewing RFP drafts
Began process of changing credit card vendors and continued to work on credit card acceptance at parking ramps
Implemented new single audit requirements including the necessity for more detailed staff time reports and enhanced documentation of controls
Assisted the Human Resources Department in the transition to a new Health Savings Account provider
Closed out the Neighborhood Stabilization Program
Worked with the Community Development Department, Mayor's office and Council in responding to financial questions related to a potential exhibition center and new library
Continued to work with the Water Utility to ensure utility bills are accurate throughout the new water meter installation project
Began changes to utility bill tax roll process for residential rental properties in response to changes necessitated by State Act 274.
Hired a new Account Clerk I in the first floor customer service area

Budget Performance Summary

<u>Program</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>
Administration	66,864	157,727	42.4
Customer Service	26,662	89,211	31.1
Support Service	<u>318,162</u>	<u>625,048</u>	<u>50.9</u>
Total	<u>411,688</u>	<u>871,986</u>	<u>47.3</u>

Note: the Support Service program is temporarily over 50% expended pending allocation of 2014 audit fees to other funds

	2013	2014	2015		
<u>Program/Criteria</u>	<u>Actual</u>	<u>Actual</u>	<u>Target</u>	<u>1st Half</u>	<u>Projected Actual</u>
<u>Administration</u>					
<u>Client Benefits/Impacts</u>					
Trained staff					
% of staff adequately trained	85%	66%	100%	84%	100%
<u>Strategic Outcomes</u>					
Improved program performance					
# of recommendations implemented	8	5	10	3	6
<u>Work Process Outputs</u>					
Training conducted					
Hours of training per employee	21	22	20	17	20
Procedure manuals updated					
% of manuals rated current	82%	67%	85%	62%	75%
<u>Billing & Collection Services</u>					
<u>Client Benefits/Impacts</u>					
Accurate, understandable statements					
Billing adjustments required	1,348	1,030	1,100	373	900
<u>Strategic Outcomes</u>					
Asset safeguarding					
Receivables/Receivables Aging, % current	55%	63%	60%	53%	60%
Service turnoffs	39	15	20	38	45
<u>Work Process Outputs</u>					
Financial transaction processing					
Receipts posted	211,572	204,650	200,000	103,081	200,000
Manual	173,674	165,422	160,000	83,149	160,000
Automated	37,898	39,218	40,000	19,932	40,000
Automated receipts, % of total	17.9%	19%	20.0%	19%	20.0%
Credit card payments received					
Property Tax	207	206	n/a	120	200
Parking Citations	5,377	5,580	n/a	2,725	5,500
Information response					
% staff trained in customer service	100%	89%	100%	98%	100%
<u>Support Services</u>					
<u>Client Benefits/Impacts</u>					
Accurate and timely financial statements					
% months closed within 10 working days	92%	92%	92%	50%	67%
# of items received after cutoff	11	25	10	34	50
<u>Strategic Outcomes</u>					
Financial integrity of programs maintained					
# of auditor's compliance issues	2	1	0	0	0
Asset/resource safeguarding					
Bond rating	Aaa	Aa1	Aa1	Aa1	Aa1
<u>Work Process Outputs</u>					
Financial transaction processing					
Avg. # journal entries made monthly	448	415	350	302	350
Avg. # of A/P checks issued monthly	682	682	675	644	675

Information Technology Department
Mid-Year Review
All Figures approximate through June 30, 2015

Significant 2015 Events:

Disaster Recovery appliances have been configured and placed at FVTC and are operational.

Began the project for the iSeries replacement and the RFP is out on the street.

We finished rollouts of remaining Avigilon camera systems and going forward should essentially deploy only replacements or a small number of new site cameras.

Replaced a number of PC's scheduled for yearly upgrades.

Completed programming for the Street Occupancy System and Automated Container system.

Helped APD deploy the new Taser Body Cams.

Budget Performance Summary

<u>Program</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>
Administration	\$89,927	\$252,433	36
Mainframe	\$160,266	\$384,871	42
Network	\$689,717	\$1,144,528	61
Total	\$939,910	\$1,781,832	53

Performance Indictors (average)

	<u>Actual</u>	<u>Projected</u>
% server virtual	90	90
# security audits	4	0
# service requests open	177	200
# phones supported	730	730
# users supported	~620	~620
# pc's supported	520	520
# calls to helpdesk	3255	we now staff PD every Tues & Thurs cutting
down dramatically on helpdesk calls from APD		
# PC's replaced on cycle	57	113
IT Cost per Employee	\$2875 (yearly Avg)	\$6500 (national average)