



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, July 24, 2017

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-1143](#) Finance Committee meeting minutes from July 10, 2017

Attachments: [MeetingMinutes10-Jul-2017-12-19-33.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[17-1144](#) Request approval of the following 2017 Budget Adjustment:

Water Utility Fund Balance	- \$55,000
Distribution Operations & Maintenance	+\$55,000

to provide funding for additional permanent patch locations associated with water main breaks, lead service and curb box replacements (2/3 vote required).

Attachments: [Water Main Break Patches.pdf](#)

[17-1145](#) Request approval of Contract Amendment/Change Order No. 1 to contract 39-17 for Unit E-17 Miscellaneous Concrete & Street Excavation Repairs to increase for additional street patches from previous years' water main breaks, lead service line replacements, curb box repairs and valve repairs in the amount of \$55,000.00 resulting in no change to contingency. Overall contract increased from \$530,676.25 to \$585,676.25. NOTE: This contract amendment is contingent upon approval of a \$55,000 Budget Adjustment which is a separate action item on this Committee Agenda.

Attachments: [Unit E-17 Contract Amendment-Change Order No.1.pdf](#)

[17-1146](#) Request approval of Contract Amendment/Change Order No. 3 to contract 9-17 for Unit U-17 Sewer and Water Reconstruction No.2 to increase for an additional 25 L.F. of 42" water main reconstruction in the amount of \$27,500.00 resulting in no change to contingency. Overall contract increased from \$2,480,984.92 to \$2,508,484.92.

Attachments: [Unit U-17 Contract Amendment-Change Order No.3.pdf](#)

[17-1147](#) Request for approval to deed City owned land between Ballard Road and Smoketree Pass (Tax Key 1-8303-11) to the two abutting property owners at 6433 N. and 6505 N. Smoketree Pass.

Attachments: [Request to deed City owned Parcel 1-8303-11.pdf](#)

[17-1151](#) Request to award the 2017 Wastewater Lighting upgrades project to VOE Power and Systems, LLC in the amount of \$41,740 with a contingency of \$10,000 for a project total not to exceed \$51,740.

Attachments: [2017 Wastewater Lighting Upgrades.pdf](#)

[17-1152](#) Request to award the 2017 MSB Fire Alarm project to VOE Power and Systems, LLC in the amount of \$68,177 with a contingency of \$10,000 for a project total not to exceed \$78,177.

Attachments: [2017 MSB Fire Alarm.pdf](#)

[17-792](#)

Resolution introduced by Alderpersons Martin, Croatt and Plank at the May 17, 2017 Common Council meeting related to the City Attorney responsibilities:

Resolution #12-R-17 Martin/Croatt/Plank

Whereas, the City Attorney is elected by the voters of Appleton,

And whereas, it is the responsibility of the City Attorney to uphold the constitution of the State of Wisconsin when performing duties of the job he/she is elected to,

And whereas, it is the duty of the Council and Mayor, also elected by the voters, to ensure that the citizens have the legal representation of the Attorney's office in all matters concerning the city,

And whereas, it is critical that the City Attorney be in a work environment that enables and prioritizes that responsibility,

And whereas, State Statute 62.09 (12) states that, "The attorney shall conduct all the law business in which the city is interested",

Therefore be it resolved, the Finance Committee, of which has jurisdiction over the Attorney's office, be charged with creating a policy that reaffirms the City Attorney conducts all legal work when discussing, negotiating, and drafting all agreements and law business the city is a party to, unless special counsel has been retained in circumstances that comply with city policy or State Statute.

Attachments: [Agreement Development Policy - Revised 06-06-2017.pdf](#)

Legislative History

5/22/17 Finance Committee referred

6. Information Items

[17-1148](#)

Approve Contract Change Order No. 1 to contract 56-16 for Unit Z-16 Sewer and Water Reconstruction No.2 to increase for an additional sanitary sewer construction quantities in the amount of \$2,100.00 resulting in a decrease to contingency from \$34,000.00 to \$31,900.00. No change to overall contract amount.

Attachments: [Unit Z-16 Contract Change Order No.1.pdf](#)

[17-1149](#) Discuss proposed changes to Special Assessment Policy for 2018 and Alderperson Sieber's Resolution 1-R-17.

Attachments: [2018 Assessment Policy - 2018 - Draft 06.28.17.pdf](#)

[17-1150](#) Contract 71-16 was awarded to Lee Recreation, LLC for the 2016 Erb Park Playground Equipment project in the amount of \$145,000. Request to issue the final contract payment of \$145,000.

Attachments: [2016 Erb Playground Final Payment.pdf](#)

[17-1153](#) 2017 Finance Mid-Year Report

Attachments: [2017 Finance mid-year report.pdf](#)

[17-1154](#) 2017 Legal Services Mid-Year Report

Attachments: [2017 Legal Services Mid-Year Report.pdf](#)

[17-1155](#) 2017 Parks, Recreation and Facilities Management Mid-Year Report

Attachments: [2017 PRFM Mid Year Report.pdf](#)

[17-1157](#) 2017 Risk Management Mid-Year Report

Attachments: [2017 Risk Mid Year Report.pdf](#)

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

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

Meeting Minutes Finance Committee

Monday, July 10, 2017

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

3. Approval of minutes from previous meeting

[17-1018](#)

Finance Committee minutes from June 26, 2017

Attachments: [MeetingMinutes26-Jun-2017-07-31-24.pdf](#)

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

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

4. **Public Hearings/Appearances**

5. **Action Items**

[17-1019](#)

Request to approve Finance Committee Report 4-P-17 for Sanitary Laterals, Storm Laterals and Storm Main.

Attachments: [Report 4-P-17.pdf](#)

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

Aye: 5 - Alderperson Plank, Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

[17-1020](#)

Request to award the City of Appleton Parks, Recreation, and Facilities Management Building 2107 HVAC replacement project contract to B & P Mechanical, Inc. in the amount of \$401,000 with a contingency of \$20,500 for a contract total not to exceed \$421,500; and approval of the following 2018 budget adjustment:

Facilities & Construction Management Capital Projects Fund

Erb Park and Pool Project	- \$206,000
PRFMD HVAC Replacement Project	+\$206,000

to reflect transfer of positive balance from the Erb Park and Pool project to the PRFMD HVAC Replacement project (2/3 vote required).

Attachments: [2017 PRFMD HVAC replacement award and budget adjustemnt.pdf](#)

Alderson Baranowski moved, seconded by Alderson Croatt, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderson Plank, Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

[17-1021](#)

Request to award the Exhibition Center design and development of Exhibition Center artwork contract to Rob Neilson in the amount of \$85,000.

Attachments: [2017 Expo Center Artwork .pdf](#)

Alderson Baranowski moved, seconded by Alderson Croatt, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderson Plank, Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

[17-1030](#)

Request approval of Bid packages and project related expenses into the Guaranteed Maximum Price Amendment to Miron Construction for the Fox Cities Exhibition Center for a contract not to exceed \$646,415.

Attachments: [2017 Expo Center Bid Package #6 .pdf](#)

Alderson Croatt moved, seconded by Alderson Baranowski, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderson Plank, Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

[17-1044](#)

Request to approve the following 2017 Budget adjustment for additional services related to the Oneida Street Bridge over Jones Park for roadway, parking lot, pedestrian ramp and shared use path design:

Facilities Management Capital Projects Fund	- \$54,000
Public Works Capital Projects Funds	+ \$54,000

to transfer funds from the Facilities Management Capital Projects fund to the Public Works Capital Projects fund for phase 2 design work at the north end of Oneida Street bridge (2/3 vote required).

Attachments: [Oneida St Bridge.pdf](#)

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

Aye: 5 - Aldersperson Plank, Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

6. Information Items

[17-1023](#)

Contract 13-17 was awarded to Weinert Roofing, Inc. for the 2017 MSB Roof Repairs project in the amount of \$178,245 with a contingency of \$17,755. One change order was issued in the amount of \$6,053. Payments issued to date total \$168,857.75. Request to issue the final contract payment of \$15,440.25.

Attachments: [2017 MSB Roof Repairs Final Payment.pdf](#)

This Presentation was received and filed

[17-1028](#)

Contract 12-17 was awarded to Kaschak Roofing, Inc. for the 2017 Fire Station #3 Roof Replacement project in the amount of \$121,900 with a contingency of \$12,100. One change order was issued in the amount of \$440. Payments issued to date total \$110,106. Request to issue the final contract payment of \$12,234.

Attachments: [2017 Fire Station #3 Roof Repairs Final Payment.pdf](#)

This Presentation was received and filed

[17-960](#)

Resolution introduced by Alderperson Baranowski regarding social media during City meetings:

Resolution #7-R-17 / Baranowski

WHEREAS, social media plays an important role in the ability to communicate with the public, it can infringe on open meeting laws,

THEREFORE, the City Attorney review and draft a policy that governs the proper use of social media during posted City meetings.

Attachments: [Social Media resolution.pdf](#)

This Presentation was received and filed

[17-792](#)

Resolution introduced by Alderpersons Martin, Croatt and Plank at the May 17, 2017 Common Council meeting related to the City Attorney responsibilities:

Resolution #12-R-17 Martin/Croatt/Plank

Whereas, the City Attorney is elected by the voters of Appleton,

And whereas, it is the responsibility of the City Attorney to uphold the constitution of the State of Wisconsin when performing duties of the job he/she is elected to,

And whereas, it is the duty of the Council and Mayor, also elected by the voters, to ensure that the citizens have the legal representation of the Attorney's office in all matters concerning the city,

And whereas, it is critical that the City Attorney be in a work environment that enables and prioritizes that responsibility,

And whereas, State Statute 62.09 (12) states that, "The attorney shall conduct all the law business in which the city is interested",

Therefore be it resolved, the Finance Committee, of which has jurisdiction over the Attorney's office, be charged with creating a policy that reaffirms the City Attorney conducts all legal work when discussing, negotiating, and drafting all agreements and law business the city is a party to, unless special counsel has been retained in circumstances that comply with city policy or State Statute.

Attachments: [Agreement Development Policy - Revised 06-06-2017.pdf](#)

This Presentation was received and filed

[17-1066](#)

The Finance Committee will go into closed session according to State Statute sec. 19.85(1)(e) for the purpose of discussions of real estate negotiations regarding the railroad trestles and conferring with legal counsel regarding pending litigation concerning the Village of Fox Crossing, Workers Compensation matters being handled by special counsel and Apple Pub, all pursuant to sec 19.85(1)(g) and reconvene in open session.

Meeting went into Recess

Meeting Reconvened

This Closed Session was approved

7. Adjournment

Alderson Baranowski moved, seconded by Alderson Croatt, that the meeting adjourn be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderson Plank, Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski



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

MEMO

TO: Finance Committee

FROM: Paula Vandehey, Director of Public Works

DATE: July 13, 2017

SUBJECT: The following 2017 Budget adjustment be approved to provide funding for additional permanent patch locations associated with water main breaks and lead service and curb box replacements:

Water Utility Fund Balance	- \$55,000
Distribution Operations & Maintenance	+\$55,000

The Department of Public Works is attempting to catch up on all restoration work associated with water main breaks from years prior to 2017, as well as lead service and curb box restoration work. However, the \$40,000 in the 2017 Adopted Budget will not be sufficient to complete all of the outstanding street, curb and sidewalk patches.

In 2016 we had 92 water main breaks, and so far in 2017 we have already had 37 breaks. If we do not complete all of the outstanding patches, we will continue to fall further behind based on the number of breaks we have already had in 2017 (see attached Water Main Break History chart). The Water Division has replaced over 40 lead services and numerous curb boxes in the last two years. These replacements require permanent street patches and sidewalk and curb replacement.

Therefore, we request a budget adjustment to use existing Water Utility Fund Balance to fund permanent street, curb and sidewalk patches at an additional 50 locations in 2017.

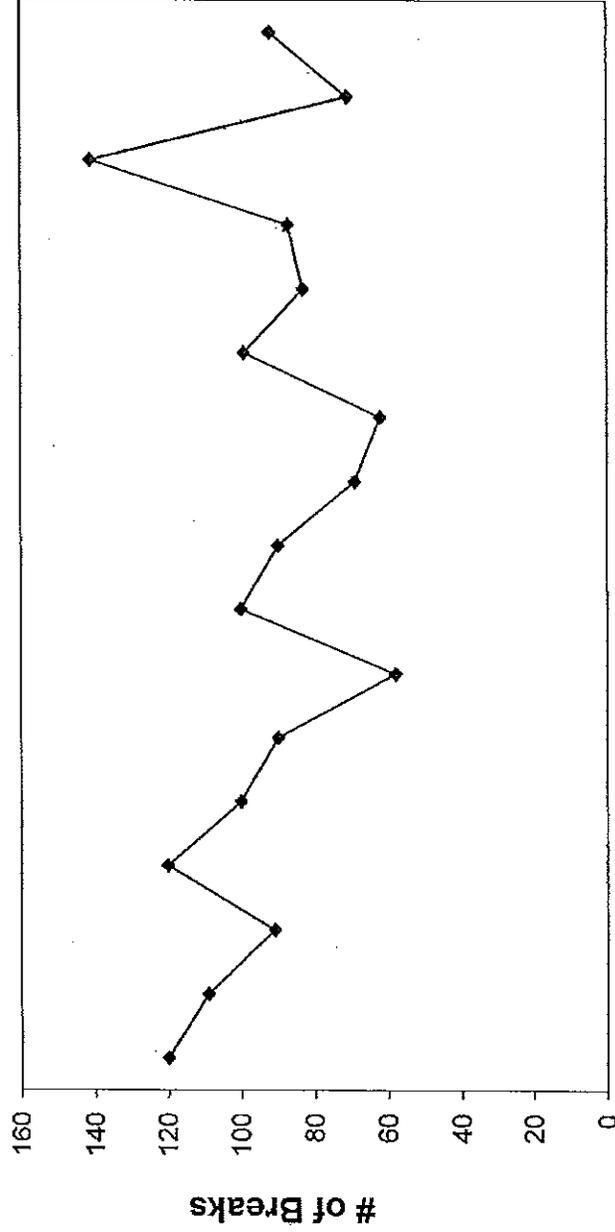
Attachment

<u>YEAR</u>	<u>BREAKS</u>
2000	120
2001	109
2002	91
2003	120
2004	100
2005	90
2006	58
2007	100
2008	90
2009	69
2010	62
2011	99
2012	83
2013	87
2014	141
2015	71
2016	92
2017	37 (Thru May)

TOTAL = 1619

Average = 95.2

Water Main Break History



Years 2000-2016

CONTRACT AMENDMENT & CHANGE ORDER

Change Order No. 1

Date 07/19/17

Contract No. 39-17 for the following public work : Unit E-17 Miscellaneous Concrete and Street Excavation Repairs

between Fischer Ulman Construction, Inc., 915 S. Midpark Dr., Appleton, WI 54915
 (Contractor Name) (Contractor Address)

and the City of Appleton dated: 6/7/2017 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	<u>5222.6408</u>	<u>\$10,000.00</u>	<u>\$5,000.00</u>			<u>\$10,000.00</u>	<u>\$5,000.00</u>
2	<u>5230.6809.4</u>	<u>\$30,000.00</u>	<u>\$3,000.00</u>			<u>\$30,000.00</u>	<u>\$3,000.00</u>
3	<u>5357.6408</u>	<u>\$40,000.00</u>	<u>\$0.00</u>	<u>\$55,000.00</u>	<u>\$0.00</u>	<u>\$95,000.00</u>	<u>\$0.00</u>
4	<u>5371.6809.5</u>	<u>\$100,000.00</u>	<u>\$2,800.00</u>			<u>\$100,000.00</u>	<u>\$2,800.00</u>
5	<u>5427.6408</u>	<u>\$20,000.00</u>	<u>\$3,000.00</u>			<u>\$20,000.00</u>	<u>\$3,000.00</u>
6	<u>5431.6809.3</u>	<u>\$7,306.25</u>	<u>\$3,970.00</u>			<u>\$7,306.25</u>	<u>\$3,970.00</u>
7	<u>4210.6803.1906</u>	<u>\$198,600.00</u>	<u>\$0.00</u>			<u>\$198,600.00</u>	<u>\$0.00</u>
8	<u>5830.6809.1800</u>	<u>\$17,000.00</u>	<u>\$0.00</u>			<u>\$17,000.00</u>	<u>\$0.00</u>
9	<u>17015.6809.2</u>	<u>\$20,000.00</u>	<u>\$5,000.00</u>			<u>\$20,000.00</u>	<u>\$5,000.00</u>
10	<u>17032.6408</u>	<u>\$62,500.00</u>	<u>\$2,500.00</u>			<u>\$62,500.00</u>	<u>\$2,500.00</u>
	Total	<u>\$505,406.25</u>	<u>\$25,270.00</u>	<u>\$55,000.00</u>	<u>\$0.00</u>	<u>\$560,406.25</u>	<u>\$25,270.00</u>

Reason for Change: In an effort to address a backlog of unrestored temporary street patches from previous years' water main breaks, lead service line replacements, curb box repairs, and valve repairs, we are requesting to utilize \$55,000 of unallocated water fund balance to complete the permanent restoration of these areas.

NOTE: This amendment is contingent upon Common Council approval of the \$55,000 budget Adjustment which is a separate action item on this Committee agenda

The Contract Time will be (increased / decreased / **unchanged**) by this Change Order: _____ Days

The Date of Completion as of the date of this Change Order therefore is: 70 Days

Finance Committee Agenda Date: 07/24/17

Date approved by Council: _____

CONTRACT CHANGE ORDER & CONTRACT AMENDMENT

Change Order No. THREE

Date 07/17/17

Contract No. 9-17 for the following public work : Unit U-17 Sewer & Water Reconstruction #2

between Dorner, Inc. and the City of Appleton dated 03/01/17 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	<u>5371.6809.5</u>	<u>\$785,997.75</u>	<u>\$0.00</u>	<u>\$27,500.00</u>	<u>\$0.00</u>	<u>\$813,497.75</u>	<u>\$0.00</u>
2	<u>5431.6809.3</u>	<u>\$463,530.92</u>	<u>\$13,151.92</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$463,530.92</u>	<u>\$13,151.92</u>
3	<u>5230.6809.4</u>	<u>\$1,163,109.33</u>	<u>\$55,195.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,163,109.33</u>	<u>\$55,195.00</u>
4							
5							
6							
7							
8							
9							
10							
	Total	<u>\$2,412,638.00</u>	<u>\$68,346.92</u>	<u>\$27,500.00</u>	<u>\$0.00</u>	<u>\$2,440,138.00</u>	<u>\$68,346.92</u>

Reason for Change: #5371 - Funds for additional 25 lin ft. of 42" water main. This additional quantity is required based upon field discovery of different existing pipe layout compared to historical infrastructure records. The additional pipe is necessary to complete the 42" water main relocation.

The Contract Time will be (increased / decreased / unchanged) by this Change Order: 0 Days

The Date of Completion as of the date of this Change Order therefore is: 125

Finance Committee Agenda Date: 07/24/17

Date approved by Council: _____



MEMO

TO: Finance Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: July 13, 2017

SUBJECT: Request to deed City owned land between Ballard Road and Smoketree Pass (Tax Key 1-8303-11) to the two abutting property owners at 6433 and 6505 N. Smoketree Pass.

The emergency access which was platted and constructed as part of the Apple Hill Farms Development is no longer needed according to Fire Chief VanderWyst. This piece of property (as shown on the attached Map #1) is therefore no longer of any benefit to the City of Appleton. With the newly installed sidewalk, additional maintenance will be required if the City continues to own this 20-foot wide piece of property.

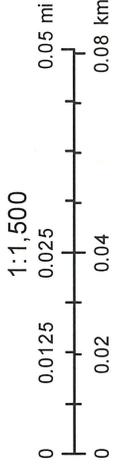
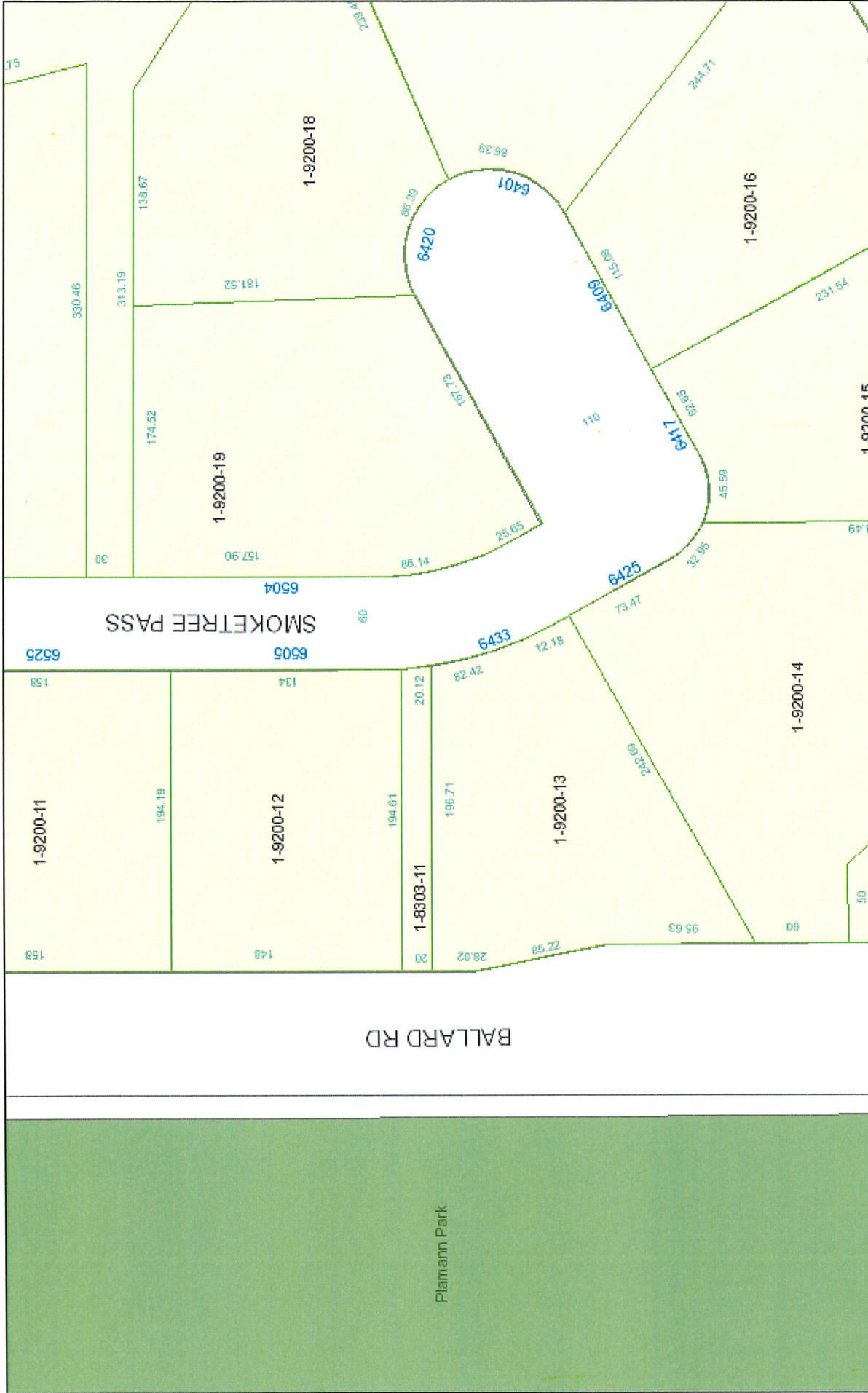
I have discussed the situation with the two abutting property owners and they have agreed to accept this property if the City wishes to deed it to them. They propose to split the land as shown on the attached Map #2.

Therefore, we request permission to deed City owned land between Ballard Road and Smoketree Pass (Tax Key 1-8303-11) to the abutting property owners at 6433 and 6505 N. Smoketree Pass.

Attachments

1 N

ArcGIS Web Map



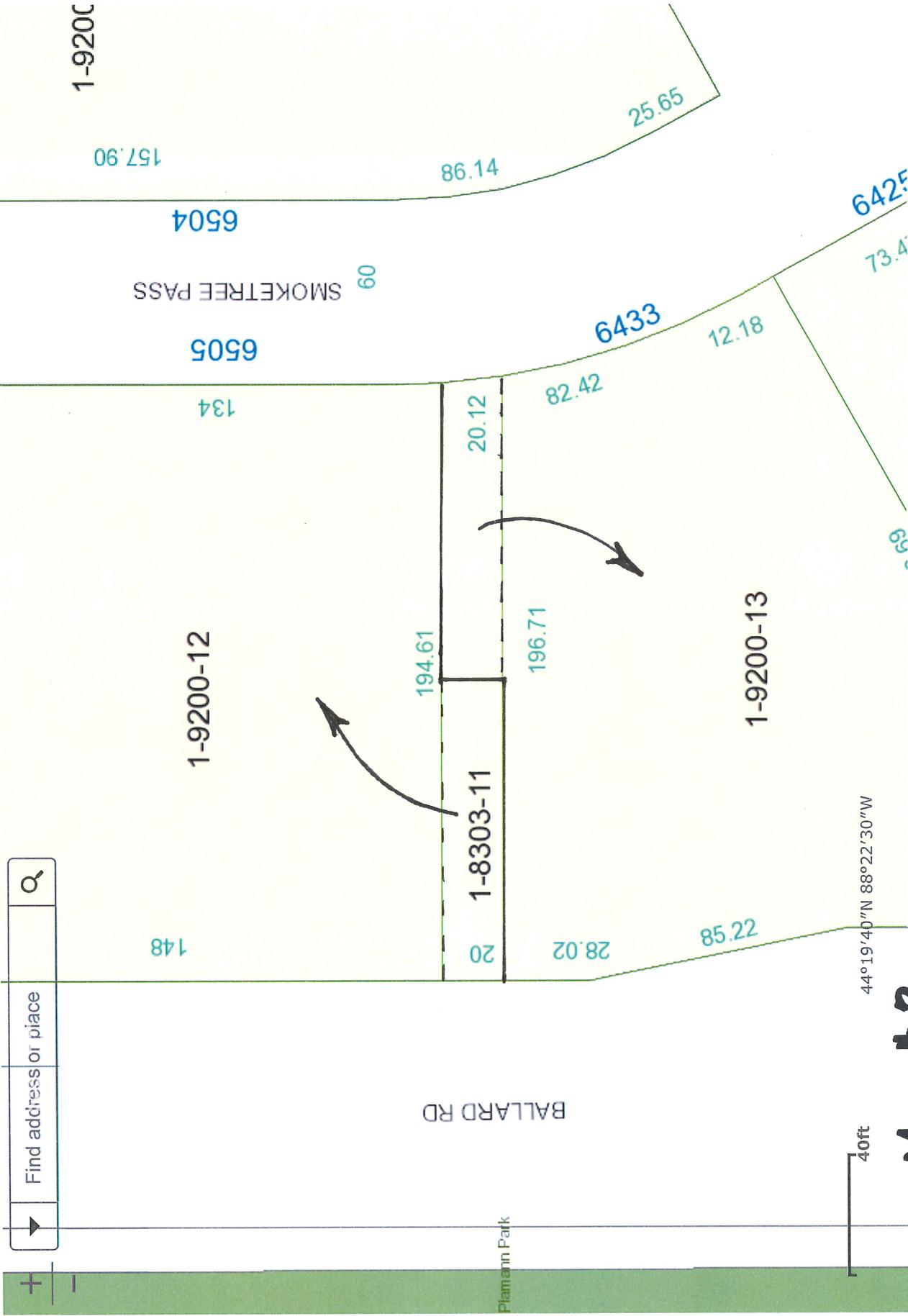
June 8, 2017
City Parcels

Map # 1



City of Appleton Property Viewer

City of Appleton Website Appleton GIS Website



Map # 2



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

DEPARTMENT OF PUBLIC WORKS

Engineering Division
100 North Appleton Street
Appleton, WI 54911
Phone (920) 832-6474

June 12, 2017

Mr. and Mrs. Brett Griffin
6505 N. Smoketree Pass
Appleton, WI 54914

RE: City owned property between 6433 and 6505 N. Smoketree Pass.

Dear Mr. and Mrs. Brett Griffin:

The City has determined that it is no longer necessary to have the emergency access which was platted and constructed as part of the Apple Hill Farms Development. Therefore, the City of Appleton is asking the two adjacent property owners if both/either are interested in having this land dedicated to them. If both properties are interested, the plan would be to split the 20-foot lot in half dedicating 10 feet to each property owner. If only one of the property owners is interested, then the plan would be to dedicate the entire property to that property owner.

Please consider this offer and contact me at your earliest convenience to discuss further at 920-832-6482 or paula.vandehey@appleton.org.

Sincerely,

Paula Vandehey, P.E.
Director of Public Works

Attachment

C: Tom Purdy

Parcel Info for 31-1-9200-12

Parcel Information	
ADDRESS:	6505 N SMOKETREE PASS
CLASS:	RESIDENTIAL
FLOOD PLAIN:	No

Owner	
NAME:	GRIFFIN, BRETT B
SPOUSE:	AMY S
ADDRESS:	810 N PERKINS ST
CITY/STATE:	APPLETON WI
ZIP CODE:	54914

Legal Description	
APPLE HILL FARMS LOT 12	

Land Size	
FRONTAGE/SQ. FT./ACRES:	27907.00
EFFECTIVE DEPTH:	0

Ross Buetow

From: Amy Griffin <amy@griffinbuildersinc.com>
Sent: Monday, July 17, 2017 9:21 AM
To: Ross Buetow; Tracey T
Cc: Brett Griffin
Subject: Outlot 1-8303-11 Division Agreement

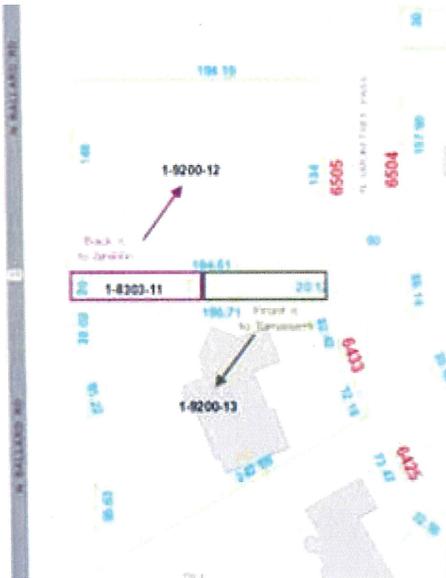
Hi, Ross,

I am attaching a map view of the proposed outlot division we discussed. This email then is formal notice that the Griffin family is in agreement with this plan.

Tracey,

Can you please REPLY ALL and indicate to Ross that the Tomassetti family is also in agreement? Ross will need this by end of day tomorrow, Tuesday, to make sure this item is on the agenda as proposed.

Thanks everyone!



amy griffin
920.213.6386 cell
amy@griffinbuildersinc.com



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

DEPARTMENT OF PUBLIC WORKS

**Engineering Division
100 North Appleton Street
Appleton, WI 54911
Phone (920) 832-6474**

June 12, 2017

Mr. and Mrs. James Tomassetti
6433 N. Smoketree Pass
Appleton, WI 54914

RE: City owned property between 6433 and 6505 N. Smoketree Pass.

Dear Mr. and Mrs. James Tomassetti:

The City has determined that it is no longer necessary to have the emergency access which was platted and constructed as part of the Apple Hill Farms Development. Therefore, the City of Appleton is asking the two adjacent property owners if both/either are interested in having this land dedicated to them. If both properties are interested, the plan would be to split the 20-foot lot in half dedicating 10 feet to each property owner. If only one of the property owners is interested, then the plan would be to dedicate the entire property to that property owner.

Please consider this offer and contact me at your earliest convenience to discuss further at 920-832-6482 or paula.vandehey@appleton.org.

Sincerely,

Paula Vandehey, P.E.
Director of Public Works

Attachment

C: Tom Purdy

Parcel Info for 31-1-9200-13

Parcel Information	
ADDRESS:	6433 N SMOKETREE PASS
CLASS:	RESIDENTIAL
FLOOD PLAIN:	No

Owner	
NAME:	TOMASSETTI, JAMES J
SPOUSE:	TRACEY A
ADDRESS:	6433 N SMOKETREE PASS
CITY/STATE:	APPLETON WI
ZIP CODE:	54913

Legal Description
APPLE HILL FARMS LOT 13

Land Size
FRONTAGE/SQ. FT./ACRES: 30525.00
EFFECTIVE DEPTH: 0

Ross Buetow

From: Tracey Tomassetti <6tomassetti@gmail.com>
Sent: Monday, July 17, 2017 9:40 AM
To: Amy Griffin
Cc: Ross Buetow; Brett Griffin
Subject: Re: Outlot 1-8303-11 Division Agreement

Hi Ross, The Tomassetti family is in full agreement with this division of the property. If you have any questions please feel free to contact me or my husband. (Jim Tomassetti JJT@apoketcreekortho.com)

Thank you, Tracey Tomassetti

Sent from my iPhone

On Jul 17, 2017, at 9:21 AM, Amy Griffin <amy@griffinbuildersinc.com> wrote:

Hi, Ross,

I am attaching a map view of the proposed outlot division we discussed. This email then is formal notice that the Griffin family is in agreement with this plan.

Tracey,

Can you please REPLY ALL and indicate to Ross that the Tomassetti family is also in agreement? Ross will need this by end of day tomorrow, Tuesday, to make sure this item is on the agenda as proposed.

Thanks everyone!

<Outlot 1-8303-11 Division.png>

amy griffin
920.213.6386 cell
amy@griffinbuildersinc.com



"...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: 7/24/2017

RE: Action: Award the "2017 Wastewater Lighting Upgrades Project" to VOE Power and Systems, LLC. in the amount of \$41,740 with a contingency of \$10,000 for a project total not to exceed \$51,740

The 2017 Capital Improvement Plan includes \$75,000 to install a new lighting fixtures at the Wastewater Treatment Plant. Of that amount, \$6,750 has been utilized for professional services, leaving a balance of \$68,250 for construction. This project includes replacing existing light fixtures that are at the end of their useful life.

The bids were received as follows:

VOE Power and Systems, LLC.	\$41,740
Elmstar Electric Corporation	\$42,242
Van Ert Electric, Inc.	\$48,700

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to VOE Power and Systems, LLC. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to VOE Power and Systems, LLC. in the amount of \$41,740 plus a contingency of \$10,000 only to be utilized as needed.

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



"...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: 7/24/2017

RE: Action: Award the "2017 MSB Fire Alarm Project" to VOE Power and Systems, LLC. in the amount of \$68,177 with a contingency of \$10,000 for a project total not to exceed \$78,177

The 2017 Capital Improvement Plan includes \$125,000 to install a new fire protection system at the Municipal Services Building. Of that amount, \$4,800 has been utilized for professional services, leaving a balance of \$120,200 for construction. The existing system is at the end of its useful life. The project includes replacing existing fire protection system with a new system meets the current city standards.

The bids were received as follows:

VOE Power and Systems, LLC	\$68,177
Elmstar Electric Corporation	\$92,444

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to VOE Power and Systems, LLC. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to VOE Power and Systems, LLC. in the amount of \$68,177 plus a contingency of \$10,000 only to be utilized as needed.

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

CITY OF APPLETON POLICY		TITLE: LEGAL BUSINESS OF THE CITY	
ISSUE DATE:	LAST UPDATE:	SECTION: Finance	FILE NAME:
POLICY SOURCE: Legal Services Department – City Attorney’s Office			TOTAL PAGES:
Reviewed by Attorney’s Office Date:	Finance Committee Approval Date:		Council Approval Date:

I. PURPOSE

This policy is designed to outline the responsibilities of the City Attorney in conducting the legal business of the City of Appleton.

II. POLICY

The City Attorney shall be involved at all stages of any process which could result in a legal relationship between the City of Appleton and any other entity or entities.

III. DISCUSSION

Wisconsin Statutes Section 62.09(12)(a) provides, “The attorney shall conduct all the law business in which the city is interested.” Legal matters in which the City of Appleton engages shall be guided by the requirements of §62.09(12), Wis. Stats.

The City of Appleton is a municipal corporation which routinely engages in legally binding transactions with other municipalities, corporations and individuals. It is critical that the legal interests of the City of Appleton are foremost in discussions and negotiations with outside parties. Inclusion of the City Attorney at the outset is an essential component of keeping the legal interests of the City at the forefront of such discussions and negotiations.

This policy is intended to outline the areas of responsibility for the City Attorney regarding the legal business of the City. Whenever in this policy there is a reference to City Attorney, that term shall be defined as the City Attorney’s Office including any Assistant City Attorneys.

The City Attorney shall be responsible for, inter alia,

- Drafting ordinances as approved by the Common Council
- Drafting bonds and other instruments as may be requested by City officers
- Drafting legal opinions when requested by City officers
- Drafting construction contracts on behalf of the City for City projects

- Coordination with and monitoring of all efforts by, special counsel including hired or appointed outside counsel
- Preparation of all real estate documents necessary for all real estate transactions
- Representation of the City in all traffic, ordinance civil matters and appear in court on behalf of the City when required
- Preparation of labor contracts between the City and its employees
- Negotiation and drafting of terms for development agreements
- Providing legal advice, guidance and representation in other matters, issues and the like considered law business in which the City has an interest

This policy shall be liberally construed to achieve its purpose of involving the City Attorney, to the fullest extent practical, in all legal matters of the City to ensure the City has proper legal representation in all law matters while also allowing for City business to be conducted in an efficient manner. This policy shall supersede any previous action of the Common Council to the extent the previous actions are inconsistent with this policy.

J:\Attorney\WORD\jpw\Agreement Development Policy\Agreement Development Policy - Revised 06-06-17.doc
City Law: A17-0392

CONTRACT CHANGE ORDER

Change Order No. ONE

Date 07/19/17

Contract No. 56-16 for the following public work : Unit Z-16 Sewer & Water Reconstruction #2

between Carl Bowers & Sons, Inc. and the City of Appleton dated 09/21/16 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	<u>5371.6809.5</u>	<u>\$779,915.00</u>	<u>\$30,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$779,915.00</u>	<u>\$30,000.00</u>
2	<u>5431.6809.3</u>	<u>\$33,450.00</u>	<u>\$4,000.00</u>	<u>\$2,100.00</u>	<u>-\$2,100.00</u>	<u>\$35,550.00</u>	<u>\$1,900.00</u>
3							
4							
5							
6							
7							
8							
9							
10							
	Total	<u>\$813,365.00</u>	<u>\$34,000.00</u>	<u>\$2,100.00</u>	<u>-\$2,100.00</u>	<u>\$815,465.00</u>	<u>\$31,900.00</u>

Reason for Change: #5431 - Funds for additional 5 L.F. of 4"/6" sanitary lateral relay & removal of sanitary mh cone to lower structure for DOT paving project (Richmond St s/o Northlan

The Contract Time will be (~~increased~~ / ~~decreased~~ / **unchanged**) by this Change Order: _____ Days

The Date of Completion as of the date of this Change Order therefore is: Unchanged

Finance Committee Agenda Date: 07/24/17

Date approved by Council: _____

**CITY OF APPLETON, WI
POLICY FOR SPECIAL ASSESSMENTS 2018**

I. STREET CONSTRUCTION AND RECONSTRUCTION

DRAFT 7-13-17

A. General Information

		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Rural to Urban Conversion	New	Rural to Urban Conversion	New	Rural to Urban Conversion
CONCRETE PAVEMENT	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	7"	7"	7"	7"	9"	9"
	Assessed at (%)	75%	75%	100%	100%	100%	100%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base Assessment Rate	Calculated on an individual street basis using actual bid prices					
(Y=Assessed N=Not Assessed)							
Construction Items		New Concrete		Rural to Urban Conversion		Direct Assessments (in addition to Base Rate)	
Administrative Fees		Y		Y		-	
Property Owner Notification		Y		Y		-	
Concrete Pavement		Y		Y		-	
Curb & Gutter (Integral)		Y		Y		-	
Sawcutting		Y		Y		-	
Fine Grading		Y		Y		-	
Seed & Mulch/Sod		Y		Y		-	
Terrace Restoration		Y		Y		-	
Concrete Driveway Apron		Y		N *		Per bid price	
Trees		Y		Y		\$0.75 / front foot	
Miscellaneous Asphalt		N		N		-	
Asphalt - Milling		N		N		-	
Curb & Gutter (miscellaneous)		N		N		-	
Geotextile Fabric		N		N		-	
Stone Base		N		N		-	
Unclassified Excavation		N		N		-	
Erosion Control		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Asphalt - Miscellaneous		N		N		-	
Asphalt Transitions		N		N		-	
Curb Thimbles		N		N		-	
Drill-in Tie Bars/Dowels		N		N		-	
Driveway Closure		N		N		-	
Inlet Leads		N		N		-	
Manhole / Inlet Reconstruction		N		N		-	
Manhole/Inlet Castings		N		N		-	
MH Chimney Seals		N		N		-	
Pavement Marking		N		N		-	
PVC Pipe for sump pumps		N		N		-	
Reinforcing Rods		N		N		-	
Removal - Asphalt		N		N		-	
Removal - C&G		N		N		-	
Removal - Concrete		N		N		-	
Removal - DW Aprons (Conc. & Asp.)		N		N		-	
Removal - Sidewalk		N		N		-	
Repair work from permits		N		N		-	
Repair work from Utility Permits		N		N		-	
Traffic Signals		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

ASPHALT PAVEMENT (Not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion	After G&G	Rural to Urban Conversion
	Max. Width	33'	33'	33'	33'	49'	49'
	Max. Thickness	3"	3"	3"	3"	6"	6"
	Assessed at (%)	25%	0%	25%	0%	25%	0%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
Base Assessment Rate	Calculated on an individual street basis using actual bid prices						

(Y=Assessed N=Not Assessed)	Asphalt following G&G	Rural to Urban Conversion	Asphalt Reconstruct / Overlay	Direct Assessments (in addition to Base Rate)
Construction Items				
Administrative Fees	Y	Y	N	-
Property Owner Notification	Y	Y	N	-
Asphalt Pavement	Y	Y	N	-
Milling	N	Y	N	-
Sawcutting	N	Y	N	-
Curb & Gutter (New/repair)	N	Y	N	-
Fine Grading	Y	Y	N	-
Seed & Mulch/Sod	N	Y	N	-
Terrace Restoration	N	Y	N	-
Concrete Driveway Apron	N	N *	N *	per bid price
Asphalt (miscellaneous)	N	N	N	-
Geotextile Fabric	N	N	N	-
Stone Base	N	N	N	-
Trees	N	N	N	-
Unclassified Excavation	N	N	N	-
Erosion Control	N	N	N	-
Adjust MH/Inlet Tops	N	N	N	-
Curb Thimbles	N	N	N	-
Drill-in Tie Bars/Dowels	N	N	N	-
Driveway Closure	N	N	N	-
Inlet Leads	N	N	N	-
Manhole / Inlet Reconstruction	N	N	N	-
Manhole/Inlet Castings	N	N	N	-
MH Chimney Seals	N	N	N	-
Pavement Marking	N	N	N	-
Removal - Asphalt	N	N	N	-
Removal - C&G	N	N	N	-
Removal - Concrete	N	N	N	-
Removal - DW Aprons (Conc. & Asp.)	N	N	N	-
Removal - Sidewalk	N	N	N	-
Repair work from permits	N	N	N	-
Repair work from Utility Projects	N	N	N	-
Traffic Signals	N	N	N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

GRADING & GRAVELING (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion	New Street	Rural to Urban Conversion
	Max. Width	35'	35'	35'	35'	51'	51'
	Max. Thickness	-	-	-	-	-	-
	Assessed at (%)	100%	0%	100%	0%	100%	0%
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Base assessment Rate	Calculated on an individual street basis based upon bid prices					
(Y=Assessed N=Not Assessed)							
Construction Items		New Street		Rural to Urban Conversion		Direct Assessments (in addition to Base Rate)	
Administrative Fees		Y		N		-	
Property Owner Notification		Y		N		-	
Fine Grading		Y		N		-	
Seed & Mulch/Sod		Y		N		-	
Erosion Control		Y		N		-	
Sawcutting		Y		N		-	
Unclassified Excavation		Y		N		-	
Stone Base		Y		N		-	
Geotextile Fabric		Y		N		-	
Removal - Asphalt		Y		N		-	
Removal - C&G		Y		N		-	
Removal - Concrete		Y		N		-	
Removal - Sidewalk		Y		N		-	
Miscellaneous Asphalt		N		N		-	
Miscellaneous Curb & Gutter		N		N		-	
Adjust MH/Inlet Tops		N		N		-	
Street Lighting		Y		N		-	
Traffic Signals		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Street Construction and Reconstruction

1. Assessments will be levied according to the front foot dimensions of abutting property except as noted.
2. The assessment rate will be the portion (%) of assessable construction costs in accordance with the charts above. Assessments will be reduced proportionately for pavements constructed less than the maximum widths.
3. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, churches and private schools and other exempt properties will be assessed 100% of the “all other zoning” assessment rate

regardless of the zoning. (BPW 2/2/94) All county, state and federal governments will be exempt from assessment charges. (City Attorney 1/23/14)

4. The assessment rate for alley pavement will be based on the full width of the pavement.
5. The City assumes the entire cost of permanent pavement for all intersections on new construction in areas platted prior to 1/1/04 or after 12/31/14.
6. Driveway approaches shall be constructed at property owner's expense when:
 - a. When permanent street surfaces are constructed.
 - b. Where a street has been permanently improved, driveway approaches shall be installed within six months of the completion of the adjacent structure.
 - c. When ordered installed by the Common Council.
 - d. When a property owner requests approach to be widened, rebuilt or closed.
7. The costs of closing unused driveway openings that are closed in conjunction with the paving program are not directly assessed to the property owner.

Any driveway approach without improved surface shall be paved with a permanent surface in conjunction with a street-paving project. The cost will be assessed to the property.
(S&S 3/3/93 and MSC 9/3/97)

8. The cost of the initial asphalt surface application on a new subdivision gravel street will be billed at the time of official street opening.
9. All asphalt maintenance exclusive of the initial application will be done as general maintenance and at no cost to the abutting property.
10. Assessments for asphalt pavements that are constructed without curb and gutter (City standard) will be calculated by dividing total project cost by assessable frontage.
11. Assessments for trees to be installed on new street paving will be included with paving assessments.
12. If one person owns an entire block as one parcel and the block is zoned R-1 or R-2, the shortest side shall be assessed in full. The remaining sides shall receive up to a 120' discount.
13. On paving projects where there are other contributing sources of funding such as federal, state, or from other units of government, the City rates will be applied. If projected revenue (using the City rates) exceeds the City's share of project costs, then assessment rates will be reduced proportionately so that revenue equals City share of project cost. "City share" of project cost will include, in addition to normal construction costs, items such as right-of-way acquisition, relocation costs, consultant cost, all Department of Transportation administrative and review costs, and any other fees charged by the other participating units of government.
(BPW 1/7/97)
14. When the long side of a corner lot falls on the "bulb" or "mouse ear", the assessment shall be calculated as follows:
 - a. Determine a rate per foot by dividing the lump sum per lot charge by the actual footage of the long side.

- b. The first 120 feet will be charged 25% of the rate calculated in “a” above. The balance of the frontage will be assessed at 100% of the rate calculated in “a” above. (BPW 1/21/98)
15. The requesting property owner, where permitted, shall pay all additional cost for indented parking.
16. When additional pavement width is required to accommodate on street bike lanes, the extra width beyond what would be required for a standard street design, will not be assessed.
17. Assessments will only be levied on partial or total street reconstruction for those streets that do not meet current City Street or Drainage standards prior to their reconstruction.
18. Calculation Guidelines:
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
 - c. On inside corner or multiple frontage lots, the side or sides precluded from access are not included in the assessment frontage determination.
 - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.
 - e. On cul-de-sac lots, the abutting property owner shall be responsible for cul-de-sac pavement, overbuild costs including the straightaway portion of the affected property. The assessment will be calculated using total assessable cost divided by the number of properties fully or partially abutting the “bulb” according to the number of originally platted lots.
 - f. On “mouse ear” lots, defined as abutting lots to a widening in the road around a curve but not including lots on a cul-de-sac, the front foot dimensions for assessment calculation will be determined by dividing the square footage of the property by the average depth of the lots in the block.
 - g. For work abutting only part of a parcel’s total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
 - h. Definition of “addressed” side: The street with the house number.
 - i. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
19. The Wheel Tax is used for reconstructed asphalt and concrete streets only. Not for rural to urban conversion to concrete pavement.
20. Portions of projects funded by TIF and IPLF are not assessable.

II. SIDEWALKS

A. General Information

		R-1 Zoning		R-2 Zoning		All Other Zoning**																																																																	
		New	Recon.	New	Recon.	New	Recon.																																																																
SIDEWALKS (Not including New subdivisions)	Max. Width	5'	5'	5'	5'	5'	5'																																																																
	Max. Thickness	5"	5"	5"	5"	7"	7"																																																																
	Assessed at (%)	100%	125%	100%	125%	100%	125%																																																																
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None																																																																
	Base Assessment Rate	Calculated annually based upon the average bid prices for the sidewalk reconstruction, concrete paving reconstruction and asphalt paving reconstruction contracts.																																																																					
	<table border="1"> <thead> <tr> <th>(Y=Assessed N =Not Assessed)</th> <th></th> <th></th> <th></th> </tr> <tr> <th>Construction Items</th> <th>New and Reconstruction not meeting replacement criteria</th> <th>Reconstruction meeting replacement criteria</th> <th>Individual Rates (if not included in current Rate above)</th> </tr> </thead> <tbody> <tr> <td>Administrative Fees</td> <td>Y</td> <td>N</td> <td>-</td> </tr> <tr> <td>Property Owner Notification</td> <td>Y</td> <td>N</td> <td>-</td> </tr> <tr> <td>Concrete Sidewalk</td> <td>Y</td> <td>N</td> <td>-</td> </tr> <tr> <td>Seed & Mulch (max. of 18" on each side of walk)</td> <td>Y</td> <td>N</td> <td>-</td> </tr> <tr> <td>Terrace Restoration</td> <td>Y</td> <td>N</td> <td>-</td> </tr> <tr> <td>Sawcutting</td> <td>N</td> <td>N</td> <td>-</td> </tr> <tr> <td>Fine Grading</td> <td>N</td> <td>N</td> <td>-</td> </tr> <tr> <td>Miscellaneous Asphalt</td> <td>N</td> <td>N</td> <td>-</td> </tr> <tr> <td>Stone Base</td> <td>N</td> <td>N</td> <td>-</td> </tr> <tr> <td>Driveway Aprons - Removal and Replacement</td> <td>Y</td> <td>n/a</td> <td>-</td> </tr> <tr> <td>Unclassified Excavation</td> <td>N</td> <td>N</td> <td>-</td> </tr> <tr> <td>Erosion Control</td> <td>N</td> <td>N</td> <td>-</td> </tr> <tr> <td>Drill-in Tie Bars/Dowels/Rebar</td> <td>N</td> <td>N</td> <td>-</td> </tr> <tr> <td>Removal - Sidewalk</td> <td>N</td> <td>N</td> <td>-</td> </tr> </tbody> </table>								(Y=Assessed N =Not Assessed)				Construction Items	New and Reconstruction not meeting replacement criteria	Reconstruction meeting replacement criteria	Individual Rates (if not included in current Rate above)	Administrative Fees	Y	N	-	Property Owner Notification	Y	N	-	Concrete Sidewalk	Y	N	-	Seed & Mulch (max. of 18" on each side of walk)	Y	N	-	Terrace Restoration	Y	N	-	Sawcutting	N	N	-	Fine Grading	N	N	-	Miscellaneous Asphalt	N	N	-	Stone Base	N	N	-	Driveway Aprons - Removal and Replacement	Y	n/a	-	Unclassified Excavation	N	N	-	Erosion Control	N	N	-	Drill-in Tie Bars/Dowels/Rebar	N	N	-	Removal - Sidewalk	N	N
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* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines - Sidewalks

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted.
2. Sidewalks on right-of-ways 60 feet or more will be a minimum of 5 feet wide. Sidewalks on right-of ways less than 60 feet will be a minimum of 4 feet.
3. There will be no assessment for sidewalk that meets the replacement criteria as defined in the Sidewalk Maintenance Policy.
4. Assessments will be levied when sidewalks not meeting replacement criteria are replaced at the property owner's request

5. Service walks between the curb and sidewalk will be assessed to the property owner when installed on new subdivision streets.
6. The extra expense of installing a sidewalk beyond the City's standard width or in an unusual manner at the request of the owner will be charged to the abutting property owner.
7. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
8. To figure credit for useful life (20 years) of sidewalk: credit = divide age of sidewalk by 20. If less than 1.0, multiply that number by the current assessment rate.
9. For City contract installation, sidewalk assessments shall include a 6% administration fee.
10. Calculation Guidelines:
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 25% (R-2, 50%) of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On inside corner lots where all sides have equal footage, the side to be considered the short side is the "Addressed" side.
 - c. On lots having multiple frontages, there will be NO assessment for the frontage to which access is legally precluded or fronts on a naturally occurring access barrier such as a steep incline.
 - d. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage determination.
 - e. For work abutting only part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage.
 - f. Definition of "addressed" side: The street with the house number.

III. SANITARY SEWER

A. General Information

SANITARY SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	12"	12"	12"	12"	12"	12"
	Max. Depth	16'	16'	16'	16'	16'	16'
	% Assessed (Main/Laterals)	33%/50%	0%/50%	33%/50%	0%/50%	33%/50%	0%/50%
	Multiple Frontage Reduction	Yes*	N/A	Yes*	N/A	Yes*	N/A
Current (33% main) Rate	Actual Cost	N/A	Actual Cost	N/A	Actual Cost	N/A	
(Y=Assessed N =Not Assessed) Construction Items		New		Reconstruction		Individual Rates (if not included in current Rate above)	
Administrative Fees		Y		N		-	
Property Owner Notification		Y		N		-	
Sanitary area assessment		Y		N		-	
Sanitary Sewer Main		Y		N		-	
Sanitary Manholes		Y		N		-	
Drop Manholes		Y		N		-	
Manhole Castings		Y		N		-	
Sanitary Laterals (50% Rate)		Y		Y		4" = \$48.30 \$52.00 >4" = Actual Cost	
Private Lateral Televising		Y		Y		Actual Cost	
Lateral Connections		Y		N		-	
Pipe Bedding		Y		N		-	
Pipe Backfill Material		Y		N		-	
Terrace Restoration		Y		N		-	
Seed & Mulch		Y		N		-	
Pavement Restoration		N		N		-	
Sawcutting		N		N		-	
Asphalt removal		N		N		-	
Concrete Removal		N		N		-	
Sidewalk Removal		N		N		-	
Erosion Control		N		N		-	

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Sanitary Sewer

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate for new sanitary sewers will be determined on the basis of actual construction cost up to and including 12” sanitary sewer main and manholes. The assessment rate for new construction in an existing area will be based upon the rates shown in the chart above.
2. Area assessment, where applicable, will be levied in accordance with Section 18-116 of the Municipal Code of the City of Appleton.

3. Any lot or parcel within the corporate limits which has not paid a sanitary sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot assessment and area assessment, will be based on the assessment rates the year the main was installed.
4. When utilities are installed in a street where one side is within the corporate limits but remains undeveloped, assessments will be levied for the utilities that benefit the parcel. The area assessment for sanitary sewer is calculated using a nominal lot depth of 120 feet. The balance of the area assessment will be assessed when the property is developed and charged a connection fee in lieu of assessments.
5. On sanitary relay, where existing laterals meet the sanitary lateral policy and are not re-laid, the cost of reconnecting (including short sections of connecting pipe, usually within the trench area) is absorbed by the City and not assessed to the property owner.
6. Calculation Guidelines (see chart for applicability):
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet for each side will be assessed at 0% of the assessment. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.
 - c. Where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel’s total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
 - d. Assessment for construction of sanitary sewer will be levied against all abutting property frontage regardless if laterals are present, provided that the property is not legally precluded from connecting to the sewer. Amount of assessment will be calculated according to existing policy.
 - e. Cost of sewer and manhole construction deeper than 16 feet shall be borne by the city except where extra depth is required for development of adjacent property.
 - f. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
 - g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
 - h. Assessable footage for sewers constructed within easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as “frontage” for purposes of calculating multiple-frontage reductions (see 7a. above).
 - i. Sanitary main reconstruction will be borne by the Wastewater Utility.

IV. SANITARY SEWER LATERALS

A. General Definition

1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
2. The assessment rate for reconstruction of laterals and construction of new laterals in existing streets will be based upon the rates shown in the chart from Section III above.

B. Calculation Guidelines

1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section III.A applied to the length of the lateral between the sanitary sewer and the property line. The length of lateral assessed shall not exceed $\frac{1}{2}$ the street right-of-way width.
2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
3. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed $\frac{1}{2}$ the right-of-way width of the street for which the property is addressed.
4. **Total Lateral Replacement Program Calculation Guidelines:**
 - a. **For properties electing to participate: No assessments will be levied for the portion of private lateral replaced within the public right-of-way. Property owners will be assessed 50% of the actual cost for lateral replacement on private property. Property owners will also be assessed 100% of the actual cost of private lateral televising in conjunction with this program.**
 - b. **For properties declining to participate: City will only replace the portion of lateral within the public right-of-way. Property owners will be assessed 100% of the actual cost.**

V. **STORMWATER FACILITIES**

A. General Information

STORM SEWER (not including New Subdivisions)		R-1 Zoning		R-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	-	-	-	-	15"	15"
	Max. Depth	-	-	-	-	10'	10'
	% Assessed (Main/Laterals)	0% / 0% ⁺	0% / 0% ⁺	0% / 0% ⁺	0% / 0% ⁺	33%/50%	33%/50%
	Corner Lot Reduction	Yes*	Yes*	Yes*	Yes*	None	None
	Current Rate	Actual Cost	\$32.00 \$36.00	Actual Cost	\$32.00 \$36.00	Actual Cost	\$32.00 \$36.00

(Y=Assessed N =Not Assessed)		New	Reconstruction	Individual Rates (if not included in current Rate above)
Construction Items				
Administrative Fees		Y	Y	-
Property Owner Notification		Y	Y	-
Regional Stormwater Facilities (built prior to 1/1/02)		Y	Y	See rates Pg. 21
Regional Stormwater Facilities (built between 1/1/02 and 3/1/06)		Y	Y	See rates Pg. 21
Regional Stormwater Facilities (built after 3/1/06)		N	N	-
Locally Water Quality Practices		N	N	-
Storm Sewer Main		Y	Y	-
Storm Manholes		Y	Y	-
Inlets		Y	Y	-
Inlet Leads		Y	Y	-
Drop Manholes		Y	Y	-
Manhole Castings		Y	Y	-
Storm Laterals		Y	Y	6" = \$29.79 \$31.00 8" = \$34.93 \$37.00 10" = \$33/ft \$40.00 12" = \$40.34 \$43.00 Greater than 12" actual cost
Lateral Connections		N	N	-
Pipe Bedding		Y	Y	-
Pipe Backfill Material		Y	Y	-
Terrace Restoration		Y	Y	-
Seed & Mulch		Y	Y	-
Pavement Restoration		N	N	-
Sawcutting		N	N	-
Asphalt removal		N	N	-
Concrete Removal		N	N	-
Sidewalk Removal		N	N	-
Erosion Control		N	N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

⁺ See Section V.B.3.b. for exceptions

B. Calculation Guidelines – Stormwater Facilities

1. Stormwater facilities shall be installed as needed to serve properties contributing to the need for, and benefiting from, such facilities. Storm main shall be installed to serve all properties on arterial streets prior to total reconstruction of the pavement.

2. Assessable stormwater facilities under this section include storm sewer, mains and piping, manholes, inlets and inlet leads. Assessments shall also include overhead, property acquisition and financing costs attributable to the facilities.
3. Assessments for storm sewer will be levied according to the front foot dimensions of abutting property.
 - a. R-1, R-2, zoning
The cost of (re) constructing or relining in existing streets will be borne by the Stormwater Utility.
 - b. The cost of constructing or reconstructing storm sewers, mini-sewers or other drainage facilities in existing developed areas zoned R-1 and R-2 annexed after January 1, 1999 will be fully assessable to the abutting property owners.
 - c. All Other Zoning
The assessment rate for storm sewer (re) construction or relining in existing streets will be 33% of the actual construction cost, up to and including 15" storm main (not deeper than 10'), manholes, inlets and inlet leads. Credit will be given for the remaining useful life of a reconstructed or relined sewer based on current cost of construction. For this purpose, the useful life of storm sewer will be 75 years.
4. Assessments for new developments will be based on the actual construction costs of facilities required by the subdivision and charged on a per lot basis. To calculate an equivalent lot cost for parkland, school properties or other atypical lots, use the average size of a new development lot that abuts the parkland, school property or atypical lot. Example, if a lot is 10,000 square feet and parkland, school property or atypical lot is 100,000 square feet; the charge for that land would be equivalent to 10 lots.
5. Any lot or parcel zoned other than R-1 or R-2, within the corporate limits which has not paid a storm sewer assessment when the main was installed will, at the time the lateral permit is taken out, be required to pay a connection fee with the lateral permit fee. This will be effective the same date as the initial Special Assessment policy for storm sewers. The connection fee, equivalent to the front foot and area assessment, will be based on the assessment rates the year the main was installed.
6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city, state or county governments, churches and private schools and other exempt properties will be assessed 100% of the assessment rate regardless of the zoning.
7. Calculation Guidelines – (See chart for applicability):
 - a. On multiple frontage lots zoned R-1 or R-2, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the “Addressed” side.

- c. At the completion of the improvements, where sewer exists across an entire parcel frontage, but sewer construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where sewer exists along only a portion of the parcel frontage, the entire frontage will be assessed.
- d. Assessment for reconstruction or relining of storm sewer will be levied only when the work affects the main to which the property is connected. Amount of assessment will be calculated according to the existing policy.
- e. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to the combination.
- f. New Development - 100% of actual construction costs of facilities required by the development plus area assessment.
- g. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.
- h. Assessable footage for sewers (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with lateral connections to the easement sewer. The easement length will be considered as "frontage" for purposes of calculating multiple-frontage reductions (see 7a. above).

VI. STORM SEWER LATERALS

A. General Information

- 1. For new development funded by the City, the total cost of lateral installation will be assessed to the property.
- 2. The assessment rate for reconstruction of laterals and construction of new laterals in existing developed streets will be 50% of the actual construction cost.
- 3. Street Reconstruction:
 - a. Arterial Streets – Prior to total reconstruction of a street, storm laterals shall be installed to all properties that are not yet served.
 - b. Non-arterial Streets – Prior to total reconstruction of a street, storm laterals shall be installed to all properties not zoned R-1 or R-2. In addition, laterals shall be installed to residential properties based on needs identified under the mini-sewer and rehabilitation programs.

B. Calculation Guidelines

- 1. Assessments for laterals will be based on the unit cost per foot as indicated in the chart in section V.A applied to the length of the lateral between the storm sewer and the property line. The length of lateral assessed shall not exceed ½ the street right-of-way width.
- 2. Assessments for laterals within cul-de-sacs will be based on the actual length of lateral installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
- 3. The cost of installing new laterals to properties zoned R-1 or R-2 will be borne by the Stormwater Utility unless the property was annexed after January 1, 1999.
- 4. Assessments for laterals connected to sewers within easements will be based on actual length of lateral installed, but not to exceed ½ the right-of-way width of the street for which the property is addressed.

VII. WATERMAINS AND SERVICES

A. General Information

WATER MAIN (not including New Subdivisions)		R-1,R-2,R-3 Zoning		C-1, C-2 Zoning		All Other Zoning**	
		New	Recon.	New	Recon.	New	Recon.
	Max. Size (Diameter)	8"	8"	12"	12"	16"	16"
	Max. Depth	-	-	-	-	-	-
	Assessed at (%)	100%	0%*	100%	0%*	100%	0%*
	Multiple Frontage Reduction	Yes*	Yes*	Yes*	Yes*	None	None
Current Rate	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	Actual Cost	

(Y=Assessed N =Not Assessed)	New	Reconstruction	Individual Rates (if not included in current Rate above)
Construction Items			
Administrative Fees	Y	N*	-
Property Owner Notification	Y	N*	-
Local Water Main	Y	N*	-
Transmission Main	N*	N*	-
Valves	Y	N*	-
Hydrants	Y	N*	-
Hydrant Leads	Y	N*	-
1" - 1 1/4" Water Service (Including connection) In New Street(s)	Y	N*	Actual Cost
1" - 1 1/4" Water Service (Including connection) In Existing Street(s)	Y	N*	Actual Cost
1 1/2" - 2" Water Service (Including connection) In New Street(s)	Y	N*	Actual Cost
1 1/2" - 2" Water Service (Including connection) In Existing Street(s)	Y	N*	Actual Cost
Pipe Bedding	Y	N*	-
Pipe Backfill Material	Y	N*	-
Terrace Restoration	Y	N*	-
Seed & Mulch	Y	N*	-
Pavement Restoration	N	N	-
Sawcutting	N	N	-
Asphalt removal	N	N	-
Concrete Removal	N	N	-
Sidewalk Removal	N	N	-
Erosion Control	Y	N	-

* See Calculation Guidelines

** Residential Use Properties to be Assessed as R-2

B. Calculation Guidelines – Water Mains and Services

1. Assessments will be levied according to the front foot dimensions of abutting property, except as noted. The assessment rate will be determined on the basis of actual construction cost required by the city for development:
 - a. R-1, R-2 and R-3 zoning. All costs to construct water main up to and including 8” main, hydrants and valves.
 - b. C-1 and C-2 zoning. All costs to construct water main up to and including 12” main, hydrants and valves.

- c. Other zoning. All costs to construct water main up to and including 16" main, hydrants and valves.
 - d. Water main installed for transmission use shall not be assessed, except if no other main is available for service. The property shall be assessed at the rate of the year the main was installed based on zoning at the time of connection.
 - e. All costs to furnish and install hydrants, including leads and valves shall be assessed.
 - f. In-kind water main reconstruction, including hydrants and leads, is not assessed.
 - g. All additional costs to upgrade a water main, including additional valving due to a service and/or fire line, when requested, shall be borne by the property owner.
 - h. New, and/or additional water main(s) installed for circulation and/or looping in a developed area shall not be assessed, except in case of B1.d.
2. Permission to connect to the City water main prior to annexation must be obtained from the Common Council through the Utilities Committee.
 3. Any lot or parcel within the corporate limits which has not paid a water main assessment when the main was installed will, at the time the water lateral permit is taken out, be required to pay the connection fee with the lateral permit fee. Payment of a connection fee must be made in full prior to connecting. The connection fee, equivalent to the front foot water main assessment, will be based on the assessment rate the year the main was installed. Payment for connection fees may be made in accordance with Section XI.
 4. New Service Installation. The property owner or developer per Schedule Cz-1 (attached) shall pay all installation costs from the main through and including the curb shut-off.
 5. Replacement of Service. All additional cost to upgrade a service (example, 1" copper to 4" service line) shall be borne by the property owner or developer per Schedule X-2 (Attached).
 6. Public owned property, including lands under the jurisdiction of the Board of Education, Parks and Recreation Committee and other branches of city & county governments, churches and private schools and other exempt properties will be assessed 100% of the C-1, C-2 assessment rate regardless of the zoning.
 7. Calculation Guidelines (see chart for applicability):
 - a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
 - b. No corner lot exception will be provided for combined properties that did not meet the corner lot criteria prior to their combination.
 - c. Where water main exists across an entire parcel frontage, but construction only occurs along part of a parcel's total frontage, assessments will be calculated based on the partial frontage. The balance will be assessed as work is completed along the remaining frontage. Where water main exists along only a portion of the parcel frontage, the entire frontage will be assessed.
 - d. On multiple frontage lots where all sides have equal frontage, the side to be considered the short side is the "Addressed" side.
 - e. For cul-de-sac lots, the assessable footage for each lot shall be the sum of frontages for all lots fully or partially abutting a cul-de-sac divided by the number of lots.

- f. Assessable footage for water mains (re)constructed within Easements shall be equal to the centerline length of easement falling within the property. Assessments will be levied to only those properties with service connections to the easement main. The easement length will be considered as “frontage” for purposes of calculating multiple-frontage reductions (see 7a. above).
- g. Assessments for water services will be based on the unit cost per foot as indicated in the chart in section VII.A applied to the length of the service between the main and the property line. The length of water service assessed shall not exceed ½ the street right-of-way width.
- h. Assessments for water services within cul-de-sacs will be based on the actual length of service installed, but shall not exceed the right-of-way radius for the cul-de-sac bulb.
- i. Assessments for laterals connected to watermain within easements will be based on actual length of lateral installed, but not to exceed ½ the right-of-way width of the street for which the property is addressed.

VIII. STREET LIGHTING

A. Calculation Guidelines

1. Assessments for non-decorative streetlights will be levied according to the front foot dimensions of abutting property except as noted.
2. Assessments will be levied at the time of and in conjunction with the initial street light installation.
3. The assessment rate will be based on the actual cost of installation.
4. The assessment rate for replacement of existing streetlights will be based upon the additional cost of enhanced features beyond standard street light requirements.

B. Assessment Exceptions:

- a. On multiple frontage lots zoned R-1, R-2 or R-3, the shortest side will be assessed at 100% of the assessment rate. On the other sides, the first 120 feet of each side will be assessed at 0% of the assessment rate. The balance of the frontage will be assessed at 100% of the assessment rate.
- b. On inside corner or multiple frontage lots, the side or sides precluded from access is not included in the assessment frontage.

IX. NEW SUBDIVISIONS

A. General Information

NEW SUBDIVISION DEVELOPMENT		Subdivisions Platted prior to 1/1/04 or after 12/31/14	Subdivisions Platted between 1/1/04 and 12/31/14
	Funding Mechanisms	Private Contracts / City Funds (Assessable)	Private Contracts /Standby Lines of Credit
	Development Agreement Required?	No	Yes
	Assessed at (%)	100%	100%
	Assessment Rates	Actual Costs Incurred.	Actual Costs Incurred.
Construction Items		(Y=City Funded/Assessable D=Developer Financed)	(Y=City Funded/Escrow Draws D=Developer Financed)
		Platted Prior to 1/1/04	Platted After 12/31/14
City Administrative Fees		Y	Y
Area Assessment - Sanitary		Y	Y
Park Fees		Y	D
Regional Stormwater Facilities		Y	Y
Sewer Televising		Y	Y
Temporary Asphalt Pavement		Y	Y
Concrete Pavement +		Y	Y
Sidewalks		Y	Y
Boulevard Trees		Y	Y
Street Name Signs		Y	Y
Traffic Control Signs		Y	Y
Sanitary Sewer		D	D
Sanitary Overbuild		D	D
Storm Sewer		D	D
Storm Overbuild		D	D
Water Main		D	D
Water Main Overbuild		D	D
Sanitary Laterals		D	D
Storm Laterals		D	D
Water Services		D	D
Rear-yard Drains		D	D
Grading & Graveling (Right-of-way)		D	D
Lot Grading		D	D
Private Utilities (Gas, Electric, Telephone, Cable TV)		D	D
Seed & Mulch (Right-of-way)		D	D
Seed & Mulch (Lot areas)		D	D
Street Lights		D	D
Erosion Control		D	D

* See Calculation Guidelines

+ See Section IX.B.2 for exceptions

B. Calculation Guidelines – New subdivisions

1. The City does not provide funding for New Subdivisions platted between January 1, 2004 and December 31, 2014 except as indicated in the chart above. Escrow accounts or

irrevocable lines of credit will be required of developers for all items administered or installed by the City.

2. For subdivisions platted prior to 1/1/04 or after 12/31/14, assessments for concrete pavement shall be levied in accordance with Section I.A. of this policy.
3. Engineering fees for new subdivision developments shall be included in assessments. Included shall be preparation of plans and specifications, consultant fees, material testing fees, field survey, inspection and assessment preparation.
4. Individual lots within but not part of a new development when funded by the city shall be assessed at the current city interest rate.
5. Extraordinary sanitary sewer construction costs not to be assessed include pipes larger than 12" and depths greater than 16' when project funded by the city.
6. Typical residential street lighting will consist of 100-watt sodium vapor lamps on a wooden pole, mounted 30 feet high, spaced 250 to 300 feet apart.
7. The effective date for interest to begin accumulating on new subdivision developments will be the date of invoice. This includes all city utilities and street work.
8. Storm sewer area assessment for regional facilities built prior to 3-1-2006 shall be based on the cost of storm sewer needed to serve the subdivision and the share of downstream trunk main.

X. SPECIAL CHARGES

A. General definition

1. Special charges shall accrue interest starting 30 days following the invoice date. Interest shall accrue at the same rate as for special assessments. (Board of Public Works, June 6, 1990).

XI. METHOD OF PAYMENT

A. General Definition

1. Lump sum payment to be paid at due date.
2. One installment if the assessment is \$1000 or less.
3. Five equal annual installments if the assessment is greater than \$1000.
4. Deferred payments will bear an interest at the rate of prime plus 3.00% per annum on the unpaid balance.
5. Separate current year special assessment bills may be combined to establish eligibility for the \$1000 limit for installment payment options. Finance Department must be notified prior to November 1.

XII. MISCELLANEOUS

1. Deferred payment of special assessments is not permitted. (See WI Statutes Chapter 74.)
2. Any construction project where right-of-way acquisition would contribute to 25% or more of the assessment rate shall be brought to the Board of Public Works for review and establishment of an appropriate assessment rate. In establishing this rate, the Board will consider assessment rates for similar projects and any other information it considers relevant.

XIII. REFERENCED ITEMS

1/17/83 Street and Sanitation Committee #3

The following policy concerning sump pump discharges adopted, “When streets are paved where storm sewer laterals exist, curb openings for sump pump discharges or surface drainage shall not be allowed.”

7/06/83 Street and Sanitation Committee #6

Most of this information has been put in Appendix IX Stormwater/Clear Water Discharges

3/03/93 Street and Sanitation Committee #10

Any driveway adjacent to a street paving project that is not used will be closed with curb and gutter and will have the terrace reseeded in conjunction with the street paving. The cost of this work is to be included with the assessment for curb and gutter on the project.

Any driveway aprons without improved surfaces shall be either paved with permanent surface or abandoned and closed in conjunction with a street paving project. The cost of either option will be assessed to the property.

2/02/94 Board of Public Works Report - This was adopted as part of the assessment policy.

“Publicly owned property, including lands under the jurisdiction of the Board of Education, Park Board, Water Department and other branches of city, state or county governments, and churches and private schools be assessed 100% of the assessment rate.

11/16/94 Municipal Services Committee #2 - “Resolved, that when a property asks for a second curb cut, the two neighboring properties to each side of the requesting property be notified and asked if they have any problems with the curb cut. If any of the four (4) properties are against the second curb cut, the request must be brought to Municipal Services Committee and Council for approval, thus all neighbors have an avenue for input.”

1/18/95 Board of Public Works #3 - The Board reaffirms its previous recommendation that:

The special assessment policy for stormwater that recovers 75% of costs from new developers and 40% from existing benefiting owners be approved. Existing is defined as that a building permit has been issued at the time of adoption of the policy by the Common Council.

1/17/96 Board of Public Works – This was adopted with the assessment policy.

Sidewalks B.2 – The assessment rate for reconstruction of sidewalks will be 125% of the rate of new sidewalks.

9/03/97 Municipal Services Committee – Amended Driveway Opening Policy “Any driveway adjacent to a street reconstruction project that is not used will be permanently paved or

closed with curb and gutter and will have terrace reseeded in conjunction with the street work.

3/03/99 Board of Public Works – “Resolved, that the repair and replacement of existing sidewalks in the green dot program be paid by the general fund after green dot has gone through the City once. All hazardous sidewalks as defined by City criteria will be replaced at City cost.”

5/15/13 Board of Public Works – Prime plus 3% will be the rate set for the 5-year payment option.

XIV. 2016 SPECIAL ASSESSMENT RATES

Sanitary Sewer Laterals Reconstruction	4”	\$48.30/ft \$52.00
	> 4”	actual cost
Storm Sewer Reconstruction up to & including 15" main:		\$32.00/ft \$36.00
Storm Sewer Laterals Reconstruction	6"	\$26.00/ft \$31.00
	8"	\$30.00/ft \$37.00
	10"	\$33.00/ft \$40.00
	12"	\$38.00/ft \$43.00
	> 12”	actual cost
New Water Main - Zoning R1, R2, R3	up to & including 8" main:	actual cost
Zoning C1, C2	up to & including 12" main:	actual cost
Other Zoning	up to & including 16" main:	actual cost

Rates for previous Stormwater Detention Basins (Cost per ERU’s)

SE Basin	75% of cost	\$173.25
	40% of cost	92.40
AAL Basin	75% of cost	\$430.20
	40% of cost	229.44
Meade Pond		\$797.04
Holland Pond		\$345.78
Ashbury Pond		\$593.76
Mud Creek South Pond		\$815.00 (2002 basin rate)
Cost for 2003 basins		\$860.00
Southpoint Commerce Park Pond North (K2a), Plank Road West		
Cost for 2004 basins		\$915.00
Southpoint Commerce Park Pond South (K2B)		
Cost for 2005 basins		\$1,104.00
Plank Road Northwest Pond		

Public Service Commission of Wisconsin
Appleton Water Department

WATER LATERAL INSTALLATION CHARGE

Subdivision developers shall be responsible, where the main extension has been approved by the utility, for the water service lateral installation costs from the main through the curb stop and box.

When the cost of a utility main extension is to be collected through assessment by the municipality, the actual average water lateral installation costs from the main through the curb stop and box shall be included in the assessment of the appropriate properties.

The initial water service lateral(s), not installed as part of a subdivision development or an assessable utility extension, will be installed from the main through the curb stop and box by the utility, for which the actual cost will be made.

EFFECTIVE: May 1, 2001
PSCW AUTHORIZATION: 190-WR-108
RATE FILE

Public Service Commission of Wisconsin
Appleton Water Department

WATER LATERAL INSTALLATION CHARGE

Water mains will be extended for new customers on the following basis:

- A. Where the cost of the extension is to immediately be collected through assessment by the municipality against the abutting property, the procedure set for under Wis. Stat. 66.0703 will apply, and no additional customer contribution to the utility will be required.
- B. Where the municipality is unwilling or unable to make a special assessment, the extension will be made on a customer-financed basis as follows:
 - 1. The applicant(s) will advance as a contribution in aid of construction, the total amount equivalent to that which would have been assessed for all property under (A).
 - 2. Part of the contribution required in (1) will be refundable. When additional customers are connected to the extended main within ten years of the date of completion, contributions in aid of construction will be collected equal to the amount, which would have been assessed under (A) for the abutting property being served. This amount will be refunded to the original contributor(s). In no case will the contributions received from additional customers exceed the proportionate amount, which would have been required under (A) or will it exceed the total assessable cost of the original extension.
- C. When a customer connects to a transmission main or connecting loop installed at utility expense within 10 years of the date of completion, there will be a contribution required of an amount equivalent to that which would have been assessed under A.

EFFECTIVE: May 1, 2001
PSCW AUTHORIZATION: 190-WR-108



“...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, Director of Parks, Recreation and Facilities Management

Date: July 24, 2017

Re: Informational: Contract 71-16 was awarded to Lee Recreation, LLC. for the 2016 Erb Park Playground Equipment Project in the amount of \$145,000. Request to issue the final contract payment of \$145,000.

The 2016 Capital Improvement Plan includes \$250,000 to install new playground equipment at Erb Park. Construction contract 71-16 was issued to Lee Recreation, LLC. in the amount of \$145,000. This contract is now complete as all punchlist items have been completed.

The Parks, Recreation and Facilities Management Department recommends issuing the final contract payment to Lee Recreation, LLC. in the amount of \$145,000.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.

FINANCE DEPARTMENT

MID-YEAR REVIEW

All figures through June 30, 2017

Significant 2016 Events:

- Completed the 2017 budget
- Assisted the Parks and Recreation Department with the close-out of Reid Golf course
- Continued providing short-term loans to the Appleton Area School District to meet their short-term cash flow needs
- Completed contract negotiations for the new ERP system and began work on implementation
- Completed an RFP for audit services - awarded contract to new audit firm resulting in cost savings to City
- Transitioned the billing of mobile home fees to the City Service Invoice (utility bill)
- Completed process to allow utility customers to make credit card payments on-line

Significant 2017 Events:

- Completed the 2016 audit with no audit findings
- Completed State Report form B for the 2016 audit
- Completed the new annual TIF reports required by Wisconsin Act 257
- Completed the new room tax reports required by Wisconsin Act 255
- Began the 2018 budget process
- Hired new Account Clerk I and seasonal customer service staff
- Worked with Calumet County on allowing them access to City tax payment information for their new software, including creating a lottery credit file
- Implemented new collection procedures and contracted with the State collection agency to collect delinquent City accounts
- Assisted with the transfer of the City's deferred compensation provider to Voya
- Assisted the Parks and Recreation Department in setting up internal controls for pool concession stands
- Assisted with an RFP process for parking meter credit cards, worked with our current credit card processor to accept American Express at parking ramps, and set up acceptance of credit cards at Reid golf course for the beverage cart
- Implemented GASB 72 regarding the fair value of assets
- Opened a PSC docket to modify tariff for billing in gallons and to include City policy on water leaks
- Achieved a record rebate on purchasing card usage of \$69,844, a 50% increase over 2016
- Assisted the Community and Economic Development Department in completing the project plans for TIFs 11 & 12

Major objectives for 2017:

- Complete 2018 budget
- Complete the issuance of G.O. note and Stormwater bond issues
- Convert the City's general ledger, accounts receivable and accounts payable packages from JD Edwards to Tyler Munis
- Assist the Community and Economic Development department in gaining approval of TIFs 11 and 12

Budget Performance Summary

<u>Program</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>
Administration	76,880	154,166	49.9
Customer Service	48,626	104,800	46.4
Support Service	<u>352,120</u>	<u>619,039</u>	<u>56.9</u>
Total	<u>477,626</u>	<u>878,005</u>	<u>54.4</u>

The department is temporarily over 50% expended pending allocation of 2016 audit fees from the Support Service program to other funds.

<u>Program/Criteria</u>	2015	2016	2017		
	<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	89%	88%	100%	92%	100%
<u>Strategic Outcomes</u>					
Improved program performance					
# of recommendations implemented	4	4	10	2	5
<u>Work Process Outputs</u>					
Training conducted					
Hours of training per employee	14	28	20	18	25
Procedure manuals updated					
% of manuals rated current	74%	85%	85%	89%	90%
<u>Billing & Collection Services</u>					
<u>Client Benefits/Impacts</u>					
Accurate, understandable statements					
Billing adjustments required	760	923	900	368	900
<u>Strategic Outcomes</u>					
Asset safeguarding					
Receivables/Receivables Aging, % current	62%	65%	60%	64%	64%
Service turnoffs	58	124	40	33	50
<u>Work Process Outputs</u>					
Financial transaction processing					
Receipts posted	207,133	197,346	210,000	104,234	210,000
Manual	167,499	157,505	168,000	82,591	168,000
Automated	39,634	39,481	42,000	21,643	42,000
Automated receipts, % of total	19%	20%	20%	21%	20%
Credit card payments received					
Property Tax	176	359	n/a	380	500
Parking Citations	5,114	4,678	n/a	2723	5,000
Information response					
% staff trained in customer service	99%	100%	100%	95%	100%
<u>Support Services</u>					
<u>Client Benefits/Impacts</u>					
Accurate and timely financial statements					
% months closed within 10 working days	50%	75%	92%	83%	83%
# of items received after cutoff	63	27	10	17	25
<u>Strategic Outcomes</u>					
Financial integrity of programs maintained					
# of auditor's compliance issues	0	0	0	0	0
Asset/resource safeguarding					
Bond rating	Aa1	Aa1	Aa1	Aa1	Aa1
<u>Work Process Outputs</u>					
Financial transaction processing					
Avg. # journal entries made monthly	289	278	300	205	275
Avg. # of A/P checks issued monthly	623	566	600	574	600

LEGAL SERVICES DEPARTMENT MID-YEAR REVIEW

All figures through June 30, 2017

Significant 2017 Events:

The Legal Services Department has been engaged in a number of respects through the first half of 2017. Below is a list highlighting some of our Department's work so far this year:

City Attorney's Office:

- The Fox River clean up litigation was completed. We have worked with outside counsel to finalize the payment of costs.
- Worked with the Department of Public Works and the Parks, Recreation and Facilities Management Department regarding railroad trestles and trails near the Fox River. We continue working to complete the process and get the final agreement signed.
- Through June 3, 2017, staff has represented the City in 3,455 scheduled initial court appearances, 68 scheduled jury and court trials and 1,491 scheduled pre-trials/jury trial conferences or motion hearings.
- 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.
- Continue to work with outside counsel on a worker's compensation and duty disability claim.
- Assisted the Parks, Recreation and Facilities Management Department with resolution of a performance bond claim.
- Continue to assist outside counsel and monitor work of outside counsel in matters pending in Federal Court.
- Continue to work with the Finance and Utilities Departments on customer issues such as theft of water and collection as well as assisting with the development of an excessive water usage monitoring policy and modifications to the Water Leak Policy.
- Worked closely with various departments regarding employee discipline and discharge matters.
- Provided training regarding HIPPA issues.
- Worked with the Department of Public Works and the WisDOT on land acquisitions for the Oneida Street reconstruction.

- Filed suit against the Village of Fox Crossing regarding its incorporation of property subject to an existing boundary agreement.
- Worked with the Department of Public Works to amend the RoW ordinance and address relocation invoices submitted by utilities.
- Began integration of an electronic file management system.

City Clerk's Office:

- Successfully conducted two elections.
- Found significant cost savings in ballot printing through the use of another State certified vendor.
- Continued training on the State WisVote voter/election administration system.
- Worked to find two new polling locations for 2018.
- Worked with Outagamie County on election procurement for new voting machines.
- Began a reorganization of the vault, where permanent records are kept.
- At the time of liquor license renewals, 211 beer/liquor licenses were issued.
- Revised the Liquor License Policy to include statutory changes and clarify portions of the policy.
- Attended various training including Municipal Clerk's Institute, liquor licensing updates, WisVote webinars and classes at the Wisconsin Municipal Clerk's Association Annual Conference.
- Worked with the special events staff committee and applicants in administration of the new Special Events Policy.
- Attended Department of Revenue approved Board of Review Training.
- The Board of Review proceedings were completed on June 1st.

Performance Data:

<u>Program</u>	<u>Criteria</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Actual 2017</u>	<u>Projected 2017</u>
Administration	<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
	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>					
	Prompt Service: % of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
	# of surveys returned	26	42	26	32	30
	Acquisitions are made in a manner acceptable to both the property owner and to the City. # of contested condemnation cases.	1	0	0	0	1
	<u>Outputs</u>					
	Written opinions issued.	3	7	>20	21	30
	Ordinances reviewed.	106	104	106	51	100
	# of real estate transactions.	21	91	21	87	95
	Staff training; # of hours of staff training	56	74	56	45	56

<u>Program</u>	<u>Criteria</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Actual 2017</u>	<u>Projected 2017</u>
Litigation	<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.	66	63	<100	36	<100
	<u>Outcome</u>					
	Dispute avoidance: # of suits filed against the City.	12	5	0	4	5
	Minimize cost of settlements. \$ value of settlements and judgments.	\$19,644	\$56,160	<\$50,000	\$1,276	<\$50,000
Minimize use of outside counsel. # of cases.*	4	0	0	0	0	

<u>Program</u>	<u>Criteria</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Actual 2017</u>	<u>Projected 2017</u>
	<u>Outputs</u>					
	Most cases handled will be handled by the City Attorney staff. # of cases handled by staff.*	78%	100%	100%	100%*	100%

*Circuit Court only – does not include WC or employment matters

<u>Program</u>	<u>Criteria</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Actual 2017</u>	<u>Projected 2017</u>
Recordkeeping	<u>Client Benefits/Impacts</u>					
	Retrieval of information. % of same day responses	95%	93%	95%	97%	95%
	1 week retrieval for detailed requests	5%	7%	5%	5%	5%
	<u>Outcome</u>					
	Legal requirements are met. # of legal challenges sustained	0	0	0	0	0
	<u>Outputs</u>					
	# hours maintaining records	480	960	1,200	560	1,200
	# of requests for information	78	133	200	79	175
	# of publication notices	498	225	500	93	250
# of ordinances adopted	106	104	165	51	100	

<u>Program</u>	<u>Criteria</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Actual 2017</u>	<u>Projected 2017</u>
Licensing	<u>Client Benefits/Impacts</u>					
	Prompt application process. % processed the same day	100%	90%	100%	99%	95%
	% 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	222	211	205	195	212
	# of operator licenses issued	1,159	782	1,200	266	600
# of general licenses issued	556	470	600	152	500	

<u>Program</u>	<u>Criteria</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Actual 2017</u>	<u>Projected 2017</u>
Elections	<u>Client Benefits/Impacts</u>					
	# of voter status changes	2,775	13,637	2,250	2,657	2,600
	# of voter registrations processed	378	11,740	400	176	400
	# of absentee ballots issued	945	20,550	1,050	1,438	1,438
	<u>Outcome</u>					
Fair and accurate election process. # of legal challenges	0	0	0	0	0	

<u>Program</u>	<u>Criteria</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Actual 2017</u>	<u>Projected 2017</u>
	<u>Outputs</u>					
	# of election votes cast	8,620	77,438	9,680	11,899	9,680
	# of registered voters	41,900	45,100	43,000	43,421	43,000
	# of elections administered	2	4+recount	2	2	2
	# of candidates filing nomination papers	30	12	12	10	12
	# of ballot styles	114	54	20	20	20
	% of staff trained at each election	98%	95%	100%	98%	98%

<u>Program</u>	<u>Criteria</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Actual 2017</u>	<u>Projected 2017</u>
<u>Mail/Copy Services</u>	<u>Client Benefits/Impacts</u>					
	Accurate photocopy services. Remake of request	0%	0%	1%	0%	1%
	<u>Outputs</u>					
	# of pieces of outgoing mail	144,429	133,031	135,000	61,405	140,000
	# of packages handled	298	220	375	73	375
	# of copies made in mail center	682,072	790,073	925,000	326,015	925,000

**less June count*

Areas of Primary Concentration for the remainder of 2017:

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 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 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, 2016

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Description	Year to Date Expense	Full Year Amended Budget	Percent of Amended Budget
Legal Services Administration	133,713	334,884	39.9 %
Litigation	113,392	246,657	46.0 %
Real Estate	0	0	.0 %
Recordkeeping	32,147	107,635	29.9 %
Licensing	41,680	76,016	54.8 %
Elections	140,589	333,956	42.1 %
Mail / Copy	99,776	194,340	51.3 %
Total	561,297	1,293,488	43.4 %

PARKS, RECREATION AND FACILITIES MANAGEMENT MID-YEAR REVIEW

July 24, 2017

This mid-year report attempts to summarize the majority of initiatives completed or in-progress during the first half of this year. Thank you for taking the time to review the efforts being made to make the City of Appleton the best that it can be. If you have any questions, don't hesitate to contact our manager's, Deputy Director or myself.

Mid-Year Events:

Recreation

Marketing:

- Our new digital display sign went up in Appleton Memorial Park by the Ballard Rd. entrance. Julie, Nate and Niki were all trained by Watchfire on how to create messages for the sign. So far it has been easy to manage and we have received positive comments on the sign.
- We welcomed Stellar Blue Technology back on March 28th for a training on our current marketing practices and to gain insight into where social media marketing is headed.



- Was able to secure the cover photo spot for the summer/fall City Guide which featured a photo from the youth soccer league.
- Our Facebook page reached our 5,000th like on Sunday, March 5. We did a campaign for people to share our post and encourage their friends to join our page so we could get to the 5,000 mark. We ended up giving away a family swim pass for the person who was the 5,000th like.
- A Spring Break activity flyer was created that promoted the activities taking place over the spring break timeframe. 100 color copies of the flyer were printed to set out at West Pool and Customer Service. The flyer was also posted to our website and Facebook pages.
- Julie created a video through her class at the Tech that showed the different ways to register for a program. The video has been shared on the website and Facebook page.
- We decided to no longer advertise in the Great Valley Guide that is distributed but instead to use that money to do targeted marketing with Go Valley Kids. So far this has been a success in terms of the number of people seeing the information. Their owner who has a background in graphic design even offered to design our flyer for Children's Week.
- Staff have been diligently planning program/event information for the winter/spring guide. The guide information was due to Julie on June 16th. She is currently working on

compiling our information and presenting it to the Mayor's office in the beginning of July.

- Printed 3000 full color sports league / camp flyers, distributed to the Appleton Area School District offices, private schools, pick up sites, sporting goods stores, and customer service areas in the City.
- Utilized "Youth Sports Tuesdays" to leverage Social Media (primarily Facebook) and highlight engaging youth sports topics, promote program philosophy, and advertise registration opportunities for upcoming programs.
- Nate was a guest on "The Big One – with Marques Pfaff" in April, through a continued quarterly partnership with 95.3 "The Score" radio in Appleton. Segment provides us with an opportunity to establish APRD as a local authority on youth sports topics, and highlight the philosophy and offerings of the department.
- We successfully launched our Children's Week website. Because there are three beneficiaries to Children's Week which includes the Appleton Parks and Recreation, the Appleton YMCA and the Building for Kids...we all had information on our individual websites. Our Children's Week committee decided it was time to consolidate all information to one channel. The website looks amazing and will be a useful tool for individuals seeking information about the event. www.appletonchildrensweek.com
- Dean and Niki met with the Mayor, Nancy and Chad to discuss the future of the City Guide. New ideas were tossed around for the future direction but it was decided for now to continue with the current structure until the new person is hired for Nancy's position.

Community Partnerships:

- We are partnering with the Library to get books in our playground program sites for kids to check out and bring back (similar concept to free little library). Our hope is to keep kids reading throughout the summer and to use our program as a direct channel to reach kids.
- Met with members from the UW-Extension Outagamie County regarding gardening and homestead classes for the public.
- Fleet Feet Sports – we continue to partner with Fleet Feet Sports, Mom's Run this Town, Community First Fox Cities Marathon, Orthopedic Sports Institute of the Fox Valley on the Appleton Kids Fun Runs.
- Met with members from the Sierra Club – Fox Valley Chapter about outdoor programming and will represent the Parks and Recreation Department at their Earth Day Event on Saturday, April 22 at Telulah Park.
- Worked with Appleton Police Department, Gold Cross, and Appleton Fire Department to provide Emergency Procedures Training at Mead Pool on June 6.



- Continue work with Neenah and Menasha Parks and Recreation Departments and the YMCA of Fox Cities for the annual senior games which will be held at Pierce Park in Appleton this year. This group meets monthly in preparation for this event.
- June 1st we wrapped up our three week adult photography class in partnership with Debbie Daanen Photography. The class was almost full with 17 participants. This is the third time we have offered this class.
- Empower Yoga – Yoga in City Park series kicked off June 7 (due to rain May 31) for the summer. This program will run every Wednesday from 6:00-7:00 p.m. through August 30. Kids Yoga in the Park is also happening every Wednesday at City Park. Kids Yoga runs at the same time as the regular Yoga in the Park, just in a different area within the park.
- We are in the second year of our partnership with Backyard Hackers, where kids ages 5-14 sign up to learn about code by coding, scratch, app creation, Minecraft (computer programming type programs) and has been very successful.
- A new partnership with Appleton United Lacrosse to offer an introduction to lacrosse camp for kids at Hoover Park. The camp is for ages 6-9.
- We partnered with Wisconsin Parkour to offer spring Parkour classes for ages 8 and up at Pierce Park.
- Partnered with the Police Department to provide a presentation for summer Playground Leaders on creating a safe environment for our participants and what to look for at their park that might be suspicious behavior.
- In a new partnership with Margaret Collett, we offered a new Small Group Fitness Training with a Personal Trainer. The first session was full with 12 participants and her next session starting in July is almost full with 11 of the 12 spots full.
- Once again we are partnering with the Appleton Public Library on their summer reading program. We have developed some “missions” for the readers to complete that incorporate either our parks or programs so we are hoping to see another great response this summer.
- Our partnership with Yoga for Kids kicked off in the beginning of the year, as well as the start of our specialty yoga classes with Evolve Yoga. Both have been met with great success.
- Worked with leaders of Appleton Little League to create a joint 2017 field use strategy that will enable each organization to accommodate growth with limited, fixed space available.
- We have developed a new partnership with Edward Jones to provide a series of financial planning classes for adults. These classes will be free and will kick off in July.
- Once again we are partnering with the Building for Kids and the Appleton YMCA to host the 8th annual Children’s Week. We have been busy with preparing for a new kick-off party that will occur the first day of Children’s Week. We launched a new website (www.appletonchildrensweek.com) for the event and couldn’t be happier with the way it turned out and are looking forward to the added exposure this will bring for the event.



- New Partnership with the Milwaukee Bucks to provide a one-week youth basketball camp during the summer of 2017 to the Appleton community.
- We completed a new four year agreement with Fox Cities Adult Athletics to continue providing the adult softball services at Appleton Memorial Park.



- Partnered with the S.W.A.T. Team and Fire Department to offer an exercise classes this summer to the community. The S.W.A.T. workout was Saturday, June 24 and was full with 20 participants. Our next Fire Department workout will be July 15 and only has 3 spots left! We hope to offer these again next summer.

Community Outreach:

- Tuesday, March 14 Niki attended the Fox Valley Lutheran High School Career Fair. This is an opportunity for sophomores and juniors to talk to professionals about what it takes to be in their profession. Students were able to ask questions of the professionals regarding our schooling, experience prior to receiving our job, what is a typical day in our job, salary range for our position, etc.
- On Sunday, January 29 we had staff present at the Go Valley Kids Expos that took place at Appleton North High School. We were on hand to talk about our programs/services we offer. They had over 1,500 in attendance.
- Kabel attended a summer resource fair at Kaleidoscope Academy on Thursday, March 16. He was able to give out resources and talk to attendees about summer and fall programming coming up.
- In March, Nate was a featured presenter at the WPRA Spring Workshop in Eau Claire, delivering a session on how to better attract and retain millennial workers in Park & Rec setting.
- Recreation staff was present at the Fox Cities Kidz Expo event on Saturday, April 8th from 9:00 a.m. – 3:00 p.m. that was held at Fox Valley Technical College and was put on by the Appleton-Fox Cities Kiwanis. They estimated there was approximately 3,000 in attendance for the event. Being present at these community events is always a great opportunity for us to promote our services/facilities and pass along program information.
- Nate attended a community day at Columbus School in April to talk with school families about upcoming programming opportunities for the children.
- Kabel attended the Summer School sign-up event at Johnston Elementary on April 18 where he provided information to the public about upcoming programs, parks, and distributed Appleton City Guides.
- I participated in our second Citizen's Academy training and was able to talk about the Recreation Division with the participants on April 20.
- Kabel attended an Earth Day Event on April 22 hosted by the Fox Valley Sierra Club at Telulah Park. The hope was to build some relationships and offer some outdoor programming opportunities.

- Nate has started talks with Kristin Ziegler, who is a Youth & Family Services coordinator for Outagamie County. She works primarily with adolescents who have had a brush with the law, and provides programming and mentoring opportunities for them as they try to get their lives on the right track. She is very interested in partnering with us to provide volunteer opportunities (Junior Leaders), and programming opportunities, including possible participation in our Teen Recreation Program (which they would also assist with supervising).
- April 25 Kabel attended a summer school registration kick-off at Kaleidoscope Middle School.
- Kabel and members of his aquatic staff represented the City of Appleton on the Miron Construction Float during the annual Flag Day Parade on June 10. The float was a huge hit and promoted the grand opening of Erb Pool on July 10.



Program Development:

- We held our first ever Job Fair on Thursday, January 5th at the Scheig Center from 3:00 – 6:00 p.m. There were a total of 39 attendees total. Greg, Kabel, Nate, Jeff and Niki were all on hand to talk with attendees about job opportunities, brief descriptions of the position and also conduct short face to face interviews. Many of the attendees were in high school (14 – 17 years of age). Staff agreed that there was a benefit to holding the job fair so we will continue to do this in the future.
- We have 16 new programs we are implementing in 2017 with the majority of these new programs kicking off in the second quarter of 2017. As many people know, in recreation you get the opportunity to try new programs/trends to see what will sustain. The staff has put in many hours planning for these new programs and we are happy to report that the majority of them are being met with great success.
- One big change for 2017 was the Recreation Division internally taking over the concession operations of Mead and Erb Pools. The concession stand opened at Mead on June 7 and Erb will open July 12. There was a lot of time spent on proposals from vendors, determining the menu, determining products to sell and what equipment needs we had.



- The planning and preparation for the new Erb Pool has been a main priority for the Recreation Division. All operations, staffing levels, equipment/supply needs, facility needs have been being consistently reviewed and revised by staff to ensure a smooth opening of the facility. This truly has been a team effort throughout the department and we are so fortunate to work with such a talented staff.

Parks & Grounds

Contracted Projects

- Erb Park and Pool redevelopment project will wrap up in July.
- Pierce Park catch basin and culvert were replaced.
- Colony Oaks new tennis court was painted and striped.
- Highview Park new basketball and tennis court were painted and striped.



- Kiwanis Park the roadway and parking/basketball area were resurfaced, lined and new basketball standards were installed.
- Contracted with Lee Recreation for the installation of a new playground at Kiwanis in the fall.
- Schaefer Park the roadway and parking/basketball area were resurfaced, lined and new basketball standards were installed.
- The final layer of asphalt was installed on the North Island Trail.
- New LED lighting was installed on the North Island Trail.
- Water Plant had several of the front sidewalk panels mud jacked.
- Water Plant roadway resurfaced.
- Meade Pool parking lot was seal coated and striped.
- Crowning of infields in Appleton Memorial Park.
- Lutz Park boat launch repairs.
- Applied Ecological Services continued with the hillside invasive removal program at Telulah Park.
- Telulah and Lions ball diamond post leveling and fence repair.
- Stabilization of the Alicia hillside.
- New LED park sign installed at AMP.
- Arbutus retaining wall.
- Contracted with Rettler Corporation for design and permitting of Lower Telulah Park trail and site amenities.

- Phase two of the Scheig Center was completed. This included the removal of pavers, installation of stamped concrete, new lighting and landscaping.



Special Events

- Ultimate Baseball Tournament
- Miracle League opening day and Special Olympics
- Little League opening day.
- Triple Crown 32 team softball tournament
- South Appleton Rockers 48 team softball tournament
- Northside Sizzle tournament 32 team softball tournament
- Sierra Club Hike and Sole Burner
- Memorial Day and Flag Day Parades

- Houdini Plaza and Jones Park Thursday concert series
- Mash Blood Drive Houdini Plaza
- Civil War Reinactments at Woodland, Pierce and Erb Parks
- Appleton Food Truck Rally Pierce Park
- Things that Go Pierce Park
- Juneteenth African heritage celebration City Park
- Latino fest
- Butterfly Festival City Park
- Movie on the Hill Appleton Memorial Park
- Appleton Jaycee fireworks. 20,000 people in attendance. Appleton Memorial Park
- Pierce Park Car Show
- Farmers Market and Art on the Town
- Various runs and walks

Grounds Division Projects

- Maintained 633 acres of turf.
- Meade Pool had landscaping and fence slats installed.
- Water and Waste Water plants had the brush around the perimeter fence removed.
- Water Plant guard rail repaired.
- Multiple replacement and repair of the Water Plant mail box.
- Wastewater Plant had an old section of chain link fence removed.
- Core aerated all Fire Stations
- Refinished City Park benches.
- Picnic table refurbishing.
- 28 new picnic table assembled and delivered.
- Graffiti removal.
- Park sign construction and installation.
- Tennis bang board construction and installation.
- Sand and repaint soccer goals.
- Installed 2 Memorial benches.
- Installed a double pullup bar at Pierce Park.
- Hired and trained 18 seasonal Grounds employees for the summer.
- Planted annual beds.
- Ongoing invasive removal of buckthorn, teasel, Japanese knot weed, poison hemlock and garlic mustard.
- Surfaced mulched 28 park playground areas.
- Cleaned up storm damage at Schaefer Park and Reid Golf Course.
- Maintained six ice rinks.



- Groomed cross country ski trails at Reid and Appleton Memorial Park.
- Perform monthly safety inspections and maintenance for 29 playgrounds.
- Provide softball diamond maintenance for Fox Cities Athletic Association at Appleton Memorial Park diamonds 1-7 May through August.
- Provide baseball diamond maintenance at 10 parks for various youth programs.
- Provide setup support for Recreational events such as the Park playground programs, Pierce Park Children’s rummage sale, Movie on the Hill, Yoga in the Park, Play Ground Fair etc.
- Worked with Sculpture Valley representatives to discuss renovations to existing public sculptures.
- Continued to work with major partners (Appleton Family Ice Center and USA Youth, Inc.) on contractual items, development opportunities, current operations, etc. that impact the community and user groups.
- Developed 2018 operational and capital improvement program budgets.
- Removed “No dogs/pets” signs in parks to comply with current ordinance.
- Repair and maintenance of the Lutz Purple Martin house.

Grounds Division Collaborative and Volunteer Projects

- The Friends of the Memorial Park Gardens continued relationship for labor and expertise in maintaining the gardens.
- Coordinated work day with the Kiwanis Club at Kiwanis Park.
- Working with the AmeriCorps Group with various tasks throughout parks.
- Working with the Department of Correction crew to help with demolition at the Scheig Center for phase one improvements.
- Coordinated with school groups, Fleet Feet, and scouting troops to pick up litter, sticks, trash clean up and Eagle Scout projects.
- Working with Lawrence University with their bee project.
- Assist the Facilities Division during the winter for large painting projects.
- Continued sharing of equipment with the Department of Public Works.
- Provided opportunities for Lawrence University’s Camp Akeela participants.

Reid Golf Course

- Golf course opened for walking only on April 1st
 - Carts were allowed and range opened a week later on April 8th
- All leagues returned to Reid in 2017. The couple's league which was introduced in 2016 is full again and this year we were able to create a sub list. This is a possible league we want to expand in the future.



Ladies Flower League luncheon at the Clubhouse.

- Year two of Family Golf Days have been good, the 2nd fell on Father's Day this year and the weather has been better for their days. In 2016 almost all the Family Golf Day's had some sort of weather issue including rain which forced days into no cart days.
- Junior Lesson Program increased from 57 kids in 2016 to 66 in 2017. Two extra sessions were created this year to increase our capacity for juniors.
- Junior League has also increased from 24 players to 37 players in 2017.
- Junior City Tournament increased by 11 players to 23. We communicate with local coaches to try and boost our stroke play events but we were happy with the increase in numbers for juniors.
- Adult City Tournament had a small increase in participants from 44 to 49. What is exciting for us is only 15 were players who played in the event in 2016. Hopefully some of the regular tournament players make their way back for future events.
- Since the golf course opened on April 1st it has been a very wet year. It has rained on 48% of the days the course has been opened. During the past three months the golf course is 4.5" above average in precipitation, 6.63" for the entire year. That is a lot of precipitation!
 - The rain has come during golfing hours which really hurts. Leagues have been cancelled in some capacity on 11 days in May and June. Each league handles

their rainouts differently, some extend season some do not. When they do that is revenue which is lost, there are only a certain number of golfing days in a year and only so much can be made up for throughout the year.

- On Wednesday June 14th an EF1 tornado worked its way from the driving range northeast through #9, 1, 16, 15 and 10 tee around 3:30 p.m., luckily it missed the clubhouse as it was packed with league golfers who were brought in off the course. The storm knocked down or caused removal of 25 trees, in my estimation another 10-15 damaged trees will be removed this winter to finish the cleanup process. With the added assistance of Park Grounds employees the front 9 was able to open less than 24 hours later at 3:00 for league play. The back 9 remained closed until 11:30 on Friday morning. Interestingly, the south side and far north side of the golf course barely had a leaf down from the storm. It could have been much worse though, no trees damaged greens or tees, minimal damage marks in fairways and no irrigation boxes smashed.



Looking East across #16 fairway to #15 tee after storm passed.

- New offerings at Reid this year include:
 - Breakfast Saturday mornings, this has not taken off like we hoped. If and when it does look for additional days to be added.
 - New 5 part Clinic Series with Mary Beth Nienhaus, Master Life LPGA Professional.
 - Reid's 3, 4, 5, Tournament, a new event, had 26 players. Feedback on this fun event was great and it will be back in 2018.
 - A new mobile credit card reader was purchased for sales on the beverage carts. Prior to this purchase the beverage carts were cash only, although credit cards carry transaction fees it should boost cart sales this season.

Financial Breakdown (through June 30th)

- \$364,214 has been run through our POS
 - Annual Passes - \$82,366
 - Pass sales have increased by 7, increasing pass sale revenues \$15,812 from 2016 a 27% increase.
 - Junior passes have been the largest decrease in sales, from 60 to 53.
 - The largest increase in revenue comes from an additional 2 Corporate Passes being sold this year.
 - Ten new senior passes were sold this year and two additional family plans.
 - The other large increase in revenues come from the sale of discount cards. We market to leagues on purchasing and some entire leagues do. An additional 30 cards were sold this year for an additional \$900 in revenue.
 - Green Fees - \$151,416
 - Rounds are down from 14,263 in 2016 to 13,836 in 2017 and revenues are also down about 9% compared to same date range in 2016.
 - Passholder rounds are up 408 and high school team rounds also increased by 178.
 - The other bright spot in greens fees are weekend rounds are up 17.5% so far this year.
 - Weekday, twilight and promotional rounds are all down.
 - Reid has only hosted one outing to date, but the back end of the year is loaded up with more.
 - Internally staff has made continual changes to the POS tee sheet to try and accommodate more 9 hole play-off #1 and #10 tee. During extremely busy periods this has allowed us to get extra walk in customers onto the course. This tee time management system also allows for larger groups to play golf while allowing others the ability to play while not disturbing each other.
 - Cart fees - \$50,057
 - Daily cart rentals are down roughly 6% from this time last year.
 - Annual pass rentals increased by 3 riders.
 - At the end of June carts were totaled at 2% behind last year.
 - Range - \$13,026
 - Compared to 2016 range revenues are down about \$2000 to the same date.
 - Similar range promotions were utilized this year to boost sales at the range.
 - One less single annual pass was sold this year for the range.

- Merchandise - \$8,864
 - New merchandise was purchased and a larger variety of golf supplies are being offered this year.
 - Merchandise sales are up 18% over the same period of 2016 which increased 22% from 2015 to 2016. Very interesting to see the boost in sales, typically merchandise would follow other categories with weather.
- Food and Beverage - \$44,093
 - All categories within F & B have decreased except for catering/banquets where we have had a couple of luncheons earlier this year.
 - Menu simplifications and new options have been made to try and increase food sales and minimize waste.

Marketing efforts in 2017 to date

- A comprehensive 52 week marketing plan was developed and is in use.
- Community Color Mailer offering specials to get people to the course was delivered in May. Our agreement with CCM is good for three mailings this year.
- Radio ads have been used multiple times throughout the year to promote tournaments, course opening, family days, etc.
- Constant Contact email marketing, our email blast list has grown from 2667 at the beginning of 2017 to 3020 currently. The use of email marketing has been very economical and beneficial to Reid. On average three email marketing blasts get sent out monthly.
- Reid Golf Course attended the Fox Cities Golf Expo with great response and feedback by those who attended. Look for us to continue doing this in the future.
- Reid Golf Course was also included in a Spring Golf Flyer throughout the Valley. Both print advertisements have consistently come through the door.
- Continued use of Golfnow Reservations and introduced teeoff.com as third party online tee time reservation sites to increase our presence. Both of these platforms are national brands and can be seen on TV ads during every televised golf tournament. These two platforms and our phone app allow us to market in real-time as we see slow periods. Unfortunately our slow periods this year are caused by wet weather.
- An emphasis has also been placed to increase our social media presence. A portion of this increase was running a Facebook Like campaign to grow our presence. When the promotion kicked off we had 2060 Like's and are now just over 2800. Now into month three of the program with Gannett Wisconsin marketing shifts to promotion based ads to try and fill in the gaps in the tee sheet.

Staffing update

- All pro shop staff returned creating golfer and employee consistency and recognition. Our regular patrons enjoy walking in and having their greeting include their first name. Having all the same parts the weekly schedule is consistent with 2016 to keep the familiarity with leagues, players, etc.
- The Food and Beverage staff saw a lot of turnover this season. Only one regular employee from 2016 returned. A few of the new staff members are local college students and can help into the fall of this year.
- The grounds staff returned 3 employees from 2016, this accounts for roughly 30% of staff. Grounds maintenance utilizes both retired and summer seasonal help. It has been increasingly difficult to find the shoulder month employees, but the retired demographic has been a great resource for Reid. Their reliability and readiness to work early in the morning helps keep operations running smoothly throughout the year.
- Continued additional training with the Appleton Police Department for our Food and Beverage staff on proper ID'ing techniques.

Grounds

- Golf Course made it through winter with minimal damage considering the rough conditions during winter. Snow cover is an ideal blanket for grass, the past winter there was an ice blanket. The ice does not allow for the oxygen gas exchange and will suffocate turf if left in place for 45-60 days. On January 19th with the prediction of warmer days ahead Jeff and Jim removed the snow from all 21 greens to combat the ice damage issues. By removing the snow it allowed the sun and temperatures to work melting the ice. This decision worked out well this year, in different years crown hydration can onset if there is a similar thaw followed by extreme cold temps.



After snow removal 1/19.

- Irrigation startup in 2017 was extremely smooth, less than 10 breaks/leaks were detected, the lowest amount in the past few years.
- Including irrigation startup (90,000 gallons) only 1,190,000 gallons of irrigation have been used to date. That compares to last year's 4,000,000 gallons of irrigation in 2016. Most of the 1.2 million gallons of water has been used to water in products like fertilizer or wetting agents which cannot always be timed with rain.
- Grounds projects beyond routine maintenance finished in first half of 2017:
 - All bunkers were edged leading up to the City Tournament – necessary to do once per year and once complete staff can keep a nice edge throughout season with string trimming.
 - 2 Drainage projects were completed, each stemmed from work done during the stormwater project and had just started to work their way to surface. Both relatively routine projects grabbed water from a broken or smashed drain line to a nearby drain.
 - Landscape beds were edged, mulched and pruned including the renovation pruning near the rain shelters.
 - Clubhouse parking lot was restriped.
 - Salvia flowers were planted at the clubhouse this year, the previous year's Petunia's puked out mid-August in 2016. The change looks nice so far this year.
 - All tee markers were refinished this winter and are holding up quite well. The refinishing added new life to them and will hopefully delay the need for purchasing new.
 - Areas that were damaged from the winter were over seeded/slit seeded once the soil temps warmed up to germination levels.

Facilities Management

Projects and Successes

- Completed the 2016 parks hardscape repair project at Kiwanis and Schaefer Parks. Project included a new basketball court at each site.
- Completed the replacement of the lower loop boiler pumps at the Wastewater Treatment Plant.
- Completed the remodeling of the D-Building Lab at the Wastewater Treatment Plant.
- Currently working on the Wastewater Treatment Plant electrical distribution system upgrades master plan.
- Currently working on the design for remodeling of the Lawe St Bridge Tender Station. Construction to take place in 2018.
- Currently working on the design for remodeling of the Green Parking Ramp Office. Construction to take Place in 2018.

- Attained substantial completion for the Alicia Park hillside stabilization project. Contractor is working on the punchlist items.
- Arbutus Park retaining wall replacement project is ongoing and is scheduled to be completed by mid-August.
- The city-wide hardscape audit is currently ongoing. We have hired a consultant and they are currently compiling the needed information for the audit. The final report will be presented to us at the end of August.
- The parking lot replacement project for Fire Station #3 and #5 has been bid out and are currently awaiting approval. Construction to begin after Labor Day.
- The 2017 hardscape replacement project for parks has been bid out and is currently awaiting approval (Alicia Park, Pierce Park, and Schaefer Park). Construction to begin after Labor Day. Vulcan Heritage and Woodland Park hardscape repair projects are currently in the design phase and will be bid out in August.
- Wastewater Treatment Plant hardscape repairs project has been bid out and awarded. Construction to start in August and to be completed in September.
- Water Treatment Facility road repairs project has been completed.
- PRFMD HVAC replacement project has been bid and is awaiting approval. Construction to begin after Labor Day.
- Wastewater Treatment Plant lower loop boiler replacement project is currently in design with August as the tentative bid timeframe.
- Wastewater Treatment Plant tunnel painting project has been designed and is currently out to bid.
- Wastewater Treatment Plant lighting upgrades project has been designed and is currently out to bid.
- MSB lighting upgrades project has been bid and awarded. Construction to start in August.
- Parks lighting upgrades project is currently in design with August as the tentative bid timeframe.
- Wastewater Treatment Plant new water lateral project has been bid and is awaiting approval. Construction to start in September.
- Police Department parking deck re-surfacing project has been designed as is currently out to bid.
- Fire Station #3 roof replacement project has been completed.
- Library security upgrades project has been bid and awarded. Construction to start the week of August 21st.
- MSB fire protection system replacement project is currently out to bid and we are planning for October construction.
- UPS replacement project at the Police Station is scheduled for December.
- Wastewater Treatment Plant asbestos removal project is currently out to bid. Construction to start after Labor Day.
- Parks ADA project is ongoing and several items have been completed, and has several other items that are scheduled for completion after Labor Day.

- Fire Station interior finishes upgrades include design and bids for FS1 flooring replacements. HJ Martin scheduled to replace flooring in August.
- Parks safety & security improvements include installing new security cameras at City Park pavilion, Jaycee Park pavilion, and Linwood Park pavilion. In addition, during second quarter cameras will be installed Mead Pool and the skate park at Telulah Park.
- Water Treatment Plant electrical testing currently in design phase.
- Valley Transit Bus Wash received proposal and approval for making needed repairs and improvements to bus wash.

Operations & Maintenance Summary

- **City Hall Employee Restroom Water Supply Repiping:** Completed in-house.
- **City Hall Health Department:** Health Department received two new immunization refrigerators and two new immunization freezers, facilities staff assisted with installation and removal of existing units.
- **City Hall:** Attorney's offices painted in June.
- **Fire Station #1:** Exterior painting quotes received.
- **Fire Station #2:** Additional lockers in basement in-progress by FD staff.
- **Fire Station #3:** Rig room and stairwell service door replaced by LaForce.
- **Fire Station #3:** Living quarter electric water heater replaced.
- **Fire Station #4:** Chimney masonry repair quote received by Radtke Chimney, scheduled to completed in July.
- **Fire Station #5:** Ejector pit replacement by in-house staff.
- **Fire Station #5:** Rig room lighting relamp completed by in-house staff.
- **Fire Station #6:** Roof leak in rig room repaired by in-house staff and SLR.
- **Library Heat Exchanger Replacement:** Completed in-house.
- **Library Lighting:** Main entrance stairwell lighting completed in-house.
- **MSB Vehicle Garage:** Ceiling fans replaced by in-house staff.
- **MSB Vehicle Garage:** New ceiling tiles installed by in-house staff.
- **MSB ice machine:** New ice machine purchase and installed by in-house staff.
- **MSB Truck Wash:** In-house staff assisted DPW with various minor truck wash repairs.
- **MSB overhead door W-2:** received a new operator, switch, loop detectors, and safety eyes.
- **MSB overhead door E-3:** received a new operator switch, loop detectors, and safety eyes.
- **MSB:** New radio charging station installed by in-house staff.
- **MSB:** purchasing and receiving offices painted by in-house staff.
- **MSB:** CEA shop partial wall cleaning completed by Recoveron.
- **Police Station:** Boiler #3 heat exchanger cleaning by in-house staff.
- **Police Station:** Several miscellaneous customer requests completed by in-house staff.

- **Police Station:** Evidence North Bay overhead door alarms resolved by in-house staff and Faith Technologies.
- **Police Station:** Parking ramp speed doors received semiannual preventive maintenance by Poweramp.
- **Police Station:** Lower level parking ramp semiannual cleaning completed by in-house staff.
- **Police Station:** Military tribute display installation by in-house staff.
- **Police Station:** South elevator AC system received a new compressor.
- **PRFMD:** Vehicle garage roof leaks resolved by Northern Metal & Roofing.
- **Reid Golf Course Clubhouse:** Various minor repairs made by in-house staff in preparation for the upcoming season.
- **Reid Golf Course Clubhouse:** South exterior painting completed by Klinger Painting.
- **Reid Golf Course Clubhouse:** Water heater failed and replaced by in-house staff.
- **Reid Golf Course Clubhouse:** In-house staff performed kitchen appliance assessment.
- **Reid Golf Course Clubhouse:** New downspouts on east side of building.
- **Reid Golf Course Clubhouse:** Clubhouse walk-in freezer evaporator fan replaced.
- **Dance Studio III:** Renovation of walls and painting completed by in-house staff.
- **Dance Studio II:** Floor recoating completed by Badger Hardwood Flooring.
- **Park pavilions:** Preparation for park season completed and opened May 1st.
- **Appleton Memorial Park:** Ballard entrance sign assist with installation.
- **City Park:** Site power pedestal completed by in-house staff.
- **City Park Fountain:** New LED fountain lighting installed by in-house staff.
- **City Park Fountain:** New chlorine feeder installed by in-house staff eliminating the need to feed by hand.
- **Jaycee Park Pavilion:** Women's restroom wall paneling replaced.
- **Kiwanis Lift Station back flow preventer replacement:** Completed in-house.
- **Pierce Park:** Additional power installed underneath pavilion by Suburban Electric.
- **Union Springs Park:** Well water tested and passed.
- **Telulah Park:** Small pavilion sanitary line repairs by Speedy Clean.
- **Park backflow preventers:** Annual testing completed on park BFP at Pierce, City, AMP, Telulah, and Lutz.
- **Scheig Center:** 5-year sprinkler inspection completed in April by Pace Corp.
- **North Island Trail:** Received new LED lamps along trail by in-house staff.
- **Mead Pool:** Preparation completed by in-house staff and pool successfully opened on June 7th.
- **Mead Pool:** Supplemental water service installed by M&E and in-house staff.
- **Mead Pool:** Mushroom water feature refinished by Versus Paint & Collision.
- **Mead Pool:** Sand filter media replacement completed in-house.
- **Mead Pool:** Pool water tested for approval to drain in spring.
- **Mead Pool:** Main pump 10" butterfly valve replaced by in-house staff.

- **Mead Pool:** Boiler header gasket replaced by in-house staff.
- **Mead Pool:** New lifeguard chairs purchased and installed by in-house staff.
- **Mead Pool:** Concession received a new hand wash sink by in-house staff.
- **Mead Pool:** Concession fire suppression system completed by BelPro.
- **Mead Pool:** Security alarm test and inspection by Lappen Security.
- **Mead Pool:** New and improved sand filter venting installed by in-house staff.
- **Pool & Park custodial supplies:** Custodial supplies updated including hand soap dispensers, toilet paper dispensers, and cleaning chemical dilution centers.
- **Annual Generator Testing:** Completed during the week of March 6th.
- **Wastewater Treatment Plant:** B-bldg circulation pumps 3 & 4 replaced by in-house staff.
- **Wastewater Treatment Plant:** Service door replacement proposals solicited.
- **Lawe Street Lift Station back flow preventer replacement:** Completed in-house.
- **North Water Tower:** Building inspection completed by Appleton Fire Department, no violations.
- **Water Treatment Plant:** Building inspection completed by Neenah Menasha Fire Department.
- **AEDs:** GoldCross performing AED condition assessment and making needed replacements at no cost.
- **Sit/Stand Desk Installations:** Facilities installed multiple sit/stand desks at various City facilities.
- **Daylight Savings:** In-house staff completed spring daylight savings needs.
- **Fire Alarm Panel & Card Access Panel Back Up Power Batteries:** Fire alarm panel and card access panel backup power batteries replaced at various facilities.
- **Facility fire systems received new documentation binders requested by FD.**
- **New Vending Machines:** Facilities prepped for new vending machines at various facilities by in-house staff and support from custodial services contractor, Ultimate Cleaning.
- **2018 Facilities Maintenance budget submitted.**
- **Contracted Services:**
 - HVAC maintenance & repair service contract started May 1st.
 - Elevator maintenance & repair service contract started May 1st
 - City Hall and Water Treatment Plant UPS system maintenance agreements with Vertiv (previous Emerson Network Power).
 - Police Station UPS system quarterly maintenance completed by Vertiv.
 - Quarterly sprinkler inspection completed by Pace Corp.
 - Annual fire alarm and fire extinguisher inspection completed by BelPro.
 - Semiannual overhead door PM in progress by American Overhead Door.
 - Library fire and security alarm inspection and testing completed by TECC security.
 - Semiannual overhead door PMs completed by American Overhead Door.

Work Order Performance

DATE	CREATED		COMPLETED	
	'16-Q2	'17-Q2	'16-Q2	'17-Q2
January	252	285	196	180
February	199	224	179	129
March	283	322	229	248
April	308	294	247	251
May	263	302	229	198
June	275	261	175	171
TOTAL	1,580	1,688	1,255	1,177
AVERAGE	263	281	209	196

Performance Data:

PARKS & RECREATION:

<u>Program</u>	<u>Criteria</u>	Actual 2015	Actual 2016	Target 2017	Projected Actual 2017
Parks & Grounds	Client Benefits/Impact				
	Provide a proactive grounds program:				
	% of internal satisfied customers	99%	99%	99%	99%
	% of external satisfied customers	99%	99%	99%	99%
	Strategic Outcomes				
	Service performed as scheduled:				
	Work completed in time scheduled	95%	95%	99%	97%
	Qty. of code, safety, etc., citations	0	0	0	0
	Work Process Outputs				
	Cost of service (Pop. 73,016):				
	Per capita	\$23.25	\$25.55	\$25.55	\$25.55
	Quantity of Park Acreage:				
	Community parks acres/1,000	4.8	4.8	4.8	4.8
	Neighborhood parks acres/1,000	2.4	2.4	2.4	2.4

<u>Program</u>	<u>Criteria</u>	Actual 2015	Actual 2016	Target 2017	Projected Actual 2017
Recreation Service	Client Benefits/Impacts				
	Timely and organized program delivery:				
	% of customers who were satisfied with the services provided	95%	95%	100%	98%
	Strategic Outcomes				
	Customer Experience:				
	% of programs with >80% enrollment	95%	95%	100%	95%
	# of new programs offered	15	11	5	15
	Work Process Outputs				
	Number of recreation opportunities:				
	# of programs offered	150	161	164	164
	# of collaborations	77	92	82	92
	Net Cost of service (Population 73,596):				
	Recreation (per capita)	\$12.18	\$12.79	\$14.01	\$14.33

FACILITIES MANAGEMENT:

<u>Program</u>	<u>Criteria</u>	Actual 2015	Actual 2016	Target 2017	Projected Actual 2017
Administration	Client Benefits/Impacts				
	Timely and organized support of departments:				
	% of customers who were satisfied with services provided	95%	95%	100%	96%
	Strategic Outcomes				
	Facilities projects completed in year scheduled	98%	94%	100%	100%
	Work Process Outputs				
	# of projects completed	52	55	55	55

<u>Program</u>	<u>Criteria</u>	Actual 2015	Actual 2016	Target 2017	Projected Actual 2017
Facilities Maintenance	Client Benefit/Impacts				
	Provide a proactive maintenance program:				

	% of satisfied customers	99%	99%	99%	99%
	Strategic Outcomes				
	Services performed as scheduled:				
	Cost per square foot maintained	\$1.80	\$1.83	\$1.88	\$1.88
	Work completed in time scheduled	97%	97%	97%	97%
	Quantity of code, safety, etc. citations	0	0	0	0
	Work Process Outputs				
	Service Performed:				
	# of facilities and park structures maintained	69	70	70	70
	# of pools and fountains maintained	4	4	4	4

REID GOLF COURSE:

<u>Program</u>	<u>Criteria</u>	Actual 2015	Actual 2016	Target 2017	Projected Actual 2017
Admin.	Client Benefits/Impacts				
	Recreation opportunities				
	Rounds of golf played annually	33,247	35,888	35,000	13,846
	Annual youth pass holders	50	44	115	64
	Family pass holders	12	9	15	11
	Strategic Outcomes				
	Electronic communications with Golfers				
	% of golfers with email addresses	35%	40%	43%	43%
	# of emails receiving by-weekly message	1,890	2,667	3,000	3,020
	# of rounds generated through email messages	250	250	250	300
	% of golfers who rate conditions at good or better	95%	97%	98%	99%
	Work Process Outputs				
	Greens are mowed daily	90%	95%	96%	98%
	Tees and fairways – mowed 2 times per week (May-Aug.)	85%	95%	100%	100%
	Rough – mowed weekly	95%	100%	100%	100%
	Bunkers – raked weekly	100%	100%	100%	100%
	Tees and fairways – mowed 2 times per week (Spring/Fall)	95%	95%	97%	97%

Budget Performance Summary (Parks & Recreation)

This section is to follow the FASTR report of program revenues and expenses and is to present a discussion of budget variances.

Description	Year to Date	Full Year Amended Budget	Percent of Amended Budget
PARK & RECREATION			
16532 Park Maintenance – Revenues	131,032-	177,059-	74.0%
16532 Park Maintenance – Expenses	809,083	1,959,208	41.3%
16532 Park Maintenance – Net Exp.	678,051	1,782,149	38.0%
16541 Recreation Programs – Revenues	304,504-	528,564-	57.6 %
16541 Recreation Programs – Expenses	619,310	1,583,024	39.1 %
16541 Recreation Programs – Net Exp.	314,806	1,054,460	29.9 %
PARKS & RECREATION – Revenues	435,536-	705,623-	61.7 %
PARKS & RECREATION – Expenses	1,428,393	3,542,232	40.3 %
PARKS & RECREATION – Net Exp.	992,857	2,836,609	35.0 %

Budget Performance Summary (Facilities Management)

Description	Year to Date	Full Year Amended Budget	Percent of Amended Budget
Facilities Administration	\$155,855	\$345,103	45.2%
Facilities Maintenance	\$1,261,029	\$2,407,749	52.4%
Total – Facilities Mgmt. Internal Service	\$1,416,884	\$2,752,852	51.5%

Budget Performance Summary (Reid Golf Course)

Description	Year to Date	Full Year Amended Budget	Percent of Amended Budget
Reid Golf Course			
Reid Golf Course – Revenues	282,919-	848,975-	33.3%
Reid Golf Course – Expenses	353,330	837,444	42.2%
Reid Golf Course – Net Exp.	70,411	11,531-	610.6-%

Again, please feel free to contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

Sincerely,

Dean Gazza

RISK MANAGEMENT 2017 REVIEW

All figures through June 30, 2017

Significant 2017 Events:

Administration-

- Processed 39 risk claims received for 2017
- Processed 26 new WC claims for 2017
- Reviewed 53 contracts for hold harmless/indemnification insurance
- Reviewed 368 certificates of insurance
- Reviewed 36 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)
- 5 seasonal training classes
- 11 General Employee training classes, 3 Supervisory training classes

Performance Data:

<u>Program</u>	<u>Criteria</u>	Actual 2014	Actual 2015	Actual 2016	Projected 2017	YTD 2017
6210	<u>Client Benefits/Impacts</u>					
	Average workers compensation cost per claim	\$8625	\$8196	\$6539	\$9000	\$4588
	Average cost per general liability claim	\$987	\$700	\$467	\$50	\$18.02
	Average cost per auto liability claim	\$313	\$527	\$3090	\$150	\$70.24
	<u>Strategic Outcomes</u>					
	\$ value of claims paid	\$7243 GL + \$560,857 WC	\$15,180 GL + \$467,154 WC	\$58,240 GL + \$451,849 WC	\$240,000	\$1,275.53 GL + \$ 119,297 WC
	\$ value of subrogation recovery	\$12,519	\$43,300	\$31,804	\$20,000	\$10,145.36
	<u>Work Process Outputs</u>					
	# of insurance policy renewals	10	10	10	10	10
	# of new insurance policies purchased	1	2	2	0	0
	# of claims filed:					
	General Liability	36	39	34	48	24
	Auto Liability	30	28	24	24	12
	Worker's comp – lost time	10	8	9	2	1
	Worker's comp – medical only	50	49	46	50	25
6220	<u>Client Benefits/Impacts</u>					

	# of people who attended safety training classes	151	188	156	174	174
	<u>Strategic Outcomes</u>					
	# of safety inspections conducted	129	132	131	120	61
	# of safety problems	204	139	194	175	87
	# of safety corrections	196	124	188	150	77
	<u>Work Process Outputs</u>					
	# of topics covered during each safety class	21	16	16	21	21
	Ave employees per session	22	26	26	28	28

Areas of Primary Concentration for 2017:

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 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. Continue to monitor builders risk insurance on Exhibition Center.

Budget Performance Summary

The loss control budget is fine at 39.2% spent at mid year. We will continue to work with the Finance Department on the monitoring of the risk fund.