



City of Appleton

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

Meeting Agenda - Final Utilities Committee

Wednesday, August 16, 2017

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-1210](#) Approval of the July 25, 2017 Utilities Committee Meeting minutes.

Attachments: [July 25, 2017 Utilities Committee Meeting Minutes.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[17-1233](#) Request for Program Modifications - 2017 Wastewater Capital Improvements (5431)

Attachments: [2017 Wastewater CIP Program Modifications.pdf](#)

6. **Information Items**

[17-1211](#) Department of Public Works Mid-Year Performance Reviews

Attachments: [Department of Public Works Mid Year Performance Reviews.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 the agenda, contact Chris Shaw at 920-832-5945 or Paula Vandehey at 920-832-6474.



City of Appleton

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Meeting Minutes Utilities Committee

Tuesday, July 25, 2017

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

Vice Chairperson Baranowski called the Utilities Committee Meeting to order at 5:00 p.m.

2. Roll call of membership

Present: 4 - Baranowski, Meltzer, Reed and Dvorachek

Excused: 1 - Dannecker

3. Approval of minutes from previous meeting

[17-1117](#)

Approval of the July 11, 2017 Utilities Committee Meeting minutes.

Attachments: [July 11, 2017 Utilities Committee Meeting Minutes.pdf](#)

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

Aye: 4 - Baranowski, Meltzer, Reed and Dvorachek

Excused: 1 - Dannecker

4. Public Hearings/Appearances

5. Action Items

6. Information Items

17-1118

Request to approve 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 and lead service and curb box replacements.

Attachments: [Budget Adjustment - Water Utility main break street patches.pdf](#)

This item was presented.

17-1119

Department of Utilities Mid-Year Performance Reviews.

Attachments: [Department of Utilities Mid-Year Performance Reports.pdf](#)

This item was presented.

17-1120

Monthly Reports for April, May, June 2017

- Wastewater Treatment Plant Synopsis and Receiving Station Revenue Report

- Water Treatment Plant Synopsis

- Water Distribution and Meter Team Monthly Report - June

Attachments: [2017 AWWTP Q2 Synopsis.pdf](#)

[2017 AWTF Q2 Synopsis.pdf](#)

[Water Team Reports - June.pdf](#)

This item was presented.

7. Adjournment

Dvorachek moved, seconded by Meltzer, that the Utilities Committee be adjourned at 5:15 p.m.. Roll Call. Motion carried by the following vote:

Aye: 4 - Baranowski, Meltzer, Reed and Dvorachek

Excused: 1 - Dannecker



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

DEPARTMENT OF PUBLIC WORKS - Engineering Division

100 North Appleton Street
Appleton, WI 54911
TEL (920) 832-6474
FAX (920) 832-6489

TO: Members of the Finance and Utilities Committees

FROM: Ross Buetow, Deputy Director/City Engineer *RMB*

SUBJECT: Request for Program Modifications – 2017 Wastewater Capital Improvements (5431)

DATE: August 2, 2017

As part of the recent Erb Park swimming pool reconstruction, a new stormwater pond was installed along the southern boundary of the park. This pond is in close proximity to a 15" sanitary sewer main located within vacated Roosevelt Street right-of-way between Durkee Street and Drew Street.

Shortly after the pond was completed, it was discovered that a fairly consistent amount of liquid began seeping from the side slope of the new pond. We tested this liquid to help identify its source, but the tests were inconclusive, other than ruling out the City's water distribution system. One possible source of this seepage could be exfiltration from our adjacent sanitary sewer main.

The existing main is vitrified clay pipe installed in 1926. This type and age of pipe has historically shown large degrees of exfiltration and/or infiltration at the pipe joints. Prior to the discovery of the seepage, structural lining of this pipe was tentatively planned within the next ten year timeframe. In an effort to help address the seepage concern, we would like to advance the timeframe of the structural lining of this pipe to this construction season.

To accomplish this we propose the following:

Addition to the 2017 project list:

- Structural manhole-to-manhole lining of 463 LF of 15" sanitary main in vacated Roosevelt Street from Durkee Street to Drew Street (estimated cost \$25,000.00).

This proposed program change will not require any additional funding or any transfer of funds among business units. Sufficient fund balance exists within the Public Works Capital Improvements business unit to complete this work.

Please feel free to contact me if you have any questions regarding this request. Thank you for your consideration.

c: Tony Saucerman, Finance Director
Paula Vandehey, Director of Public Works

City of Appleton
Water Distribution
Summary Budget to Actual Report
For the Six Months Ending June 30, 2017

Description	Year to Date Expense	Encumbered Amount	Total Expended and Encumbered	Full Year Amended Budget	Percent of Amended Budget
Distribution Administration	222,392	0	222,392	502,772	44.2 %
Customer Service	145,064	0	145,064	151,124	96.0 %
Distribution Ops. & Maint.	569,623	0	569,623	1,376,633	41.4 %
Distribution Capital	1,557,030	88,552	1,645,582	5,258,528	31.3 %
Total	2,494,109	88,552	2,582,661	7,289,057	35.4 %

DEPARTMENT OF PUBLIC WORKS

MID-YEAR REVIEW

All figures through June 30, 2017

Distribution Administration	WATER UTILITY						Business Unit 5351
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Significant 2017 Events:

- Returned a significant number of water meters as a result of warranty battery issue which delayed installations this year

Performance Data:

Client Benefits/Impacts	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Target 2017	YTD 2017
Efficient customer service						
# Cross connection inspections -- New Measure -->		0	6,615	8,977	7,000	2,979
# Appointment request letters sent --New Measure -->		5,265	11,757	18,367	10,000	5,186
Strategic Outcomes						
Consistent and current information						
Policies reviewed/updated	1	2	1	0	1	0
Turnover ratio of inventory - Annual	0.65	0.74	0.72	0.72	0.80	NA
Work Process Outputs						
Reporting & recording keeping						
# of reports generated for PSC	1	1	1	1	1	0

DEPARTMENT OF PUBLIC WORKS

MID-YEAR REVIEW

All figures through June 30, 2017

Customer Service	WATER UTILITY						Business Unit 5352
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Significant 2017 Events:

Performance Data:

Client Benefits/Impacts	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Target 2017	YTD 2017
Reliable, accurate water usage						
# of large meters replaced	0	0	0	0	0	0
# of meters tested	428	4,183	6,981	9,266	7,000	2,979
# of defective meters replaced	36	17	248	436	100	104
# of meters in service	27,383	27,589	27,618	27,797	27,800	27,843
Strategic Outcomes						
Implementation of system upgrade						
# of trace batteries replaced	122	0	0	0	0	0
# of new meters replaced	450	4,661	7,090	9,573	7,000	3,058
Work Process Output						
Service provided						
# of service calls	1,472	1,863	1,497	1,408	1,500	771
System growth						
# of new services installed	233	80	120	166	100	41

DEPARTMENT OF PUBLIC WORKS MID-YEAR REVIEW

All figures through June 30, 2017

Distribution Operations and Maintenance	WATER UTILITY					Business Unit 5353
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Significant 2017 Events:

Performance Data:

Client Benefits/Impacts	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Target 2017	YTD 2017
Reliable source at adequate pressure						
Hydrants						
Replaced/Upgrade	4	4	6	4	5	3
% of hydrants flushed	100%	100%	100%	100%	100%	5%
Water loss reported	8.5%	10.0%	9.1%	9.2%	12%	16.8%
Strategic Outcomes						
Reliability of the system						
# of water main breaks	87	141	71	92	85	42
Work Process Outputs						
Preventive maintenance						
# of services replaced	24	11	0	19	25	24
# of valves exercised	869	525	796	1,506	1,340	1,604
# of valves replaced	4	7	5	1	10	2
# of curb boxes repaired	202	248	427	154	250	38
# of joint leaks fixed	4	1	1	0	2	1
# of service leaks fixed	3	3	0	2	2	2

DEPARTMENT OF PUBLIC WORKS

MID-YEAR REVIEW

All figures through June 30, 2017

Distribution Capital Improvements	WATER UTILITY					Business Unit 5370
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Significant 2017 Events:

Performance Data:

Client Benefits/Impacts	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Target 2017	YTD 2017
Reliable and adequate service						
% of reconstructed streets with relay	100.0%	100.0%	100.0%	100.0%	100%	65.0%
% increase of fire flow capacity	0% - 45%	0% - 245%	0% - 175%	10% - 225%	0% - 200%	0% - 150%
# of low flow hydrants eliminated	3	5	8	5	5	4
Strategic Outcomes						
System size						
Miles of mains	375	373*	373	374	376	374
% of total miles of mains reconstructed	0.65%	0.66%	0.90%	0.69%	0.77%	0.73%
# of hydrants in the City	3,295	3,313	3,344	3,361	3,300	3,312
# of low flow hydrants in the City	104	85	77	72	80	76
Work Process Outputs						
System expansion and improvement						
Miles of transmission lines added	0.19	1.08	0.00	0.35	0.38	0.25
Miles of existing mains relayed	2.19	2.47	3.36	2.58	2.9	1.9

* Moved from a manual tracking system to a more comprehensive system - GIS

City of Appleton
Wastewater Collection
Summary Budget to Actual Report
For the Six Months Ending June 30, 2017

Description	Year to Date Expense	Encumbered Amount	Total Expended and Encumbered	Full Year Amended Budget	Percent of Amended Budget
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Wastewater Collection Systems	207,144	0	207,144	931,145	22.2 %
Public Works Capital Improv.	1,247,052	0	1,247,052	4,167,736	29.9 %
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Total	1,454,196	0	1,454,196	5,098,881	28.5 %

DEPARTMENT OF PUBLIC WORKS MID-YEAR REVIEW

All figures through June 30, 2017

Collection Systems	WASTEWATER UTILITY					Business Unit 5427
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Significant 2017 Events:

Performance Data:

Client Benefits/Impacts	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Target 2017	YTD 2017
Benefit of inspection program						
# of defects identified from TV report	13	47**	3**	34	25	34
Compliance with regulation						
# of protruding taps identified	1	9**	0**	9	6	6
# of cross connections identified	70	85	86	103	80	53
Strategic Outcomes						
Reliability of system maintenance program						
# of trouble calls	49	57	28	17	35	6
# of system blockages removed	6	7	3	1	5	0
% of total system televised	12.5%	10.0%	14.1%	14.2%	10.00%	0.0%
Work Process Outputs						
Maintenance performed						
% of total system cleaned	51.2%	48.6%	46.6%	49.0%	48.0%	11.4%
# of spot repairs made	0*	13**	46**	0*	23	28
Safeguarding health and safety						
# of protruding taps removed	0*	4**	3**	0*	5	5

* Timing of contract pushes work into next calendar year

** Totals vary due to 2014 and 2015 funds were bid in 2014 and were completed in 2015

DEPARTMENT OF PUBLIC WORKS

MID-YEAR REVIEW

All figures through June 30, 2017

Public Works Capital Improvements	WASTEWATER UTILITY					Business Unit 5431
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Significant 2017 Events:

Performance Data:

Client Benefits/Impacts	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Target 2017	YTD 2017
Reduction of wastewater treatment cost						
# of manholes-rehab/rebuilt	20	39	23	34	25	30
Distribution section rating from CMAR	A	A	A	A	A	A
# of laterals replaced	173	106	198	134	200	115
Strategic Outcomes						
Improvements to the sanitary sewer system						
Total miles of sanitary sewer	321	320**	323	325	324	324
% of total miles of sanitary sewer reconstructed	0.38%	0.74%	0.46%	0.60%	0.52%	0.27%
Work Process Outputs						
Restoration of sanitary sewers						
Miles of existing sanitary sewer reconstruct.	1.24	2.39	1.47	1.95	1.70	0.89
Expansion of sanitary sewer system						
Miles of new sanitary sewer added	0.22	0.09	0.49	1.04	0.23	0.24
Reduction of treatment costs						
# of seals installed (I & I)	91	75	94	94	100	0

* Moved from a manual tracking system to a more comprehensive system - GIS

** The total miles of sanitary sewer main within the system decreased due to the City abandoning 2975 feet of sanitary sewer and only installing 494 feet of new sanitary sewer main.

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City of Appleton
Stormwater Utility
Summary Budget to Actual Report
For the Six Months Ending June 30, 2017

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Description	Year to Date Expense	Encumbered Amount	Total Expended and Encumbered	Full Year Amended Budget	Percent of Amended Budget
Stormwater Administration	2,510,053	326	2,510,379	5,565,313	45.1 %
Facilities Maintenance	509,012	0	509,012	1,469,477	34.6 %
Leaf Collection	106,091	0	106,091	426,057	24.9 %
Capital Construction	3,503,562	0	3,503,562	13,203,786	26.5 %
Total	6,628,718	326	6,629,044	20,664,633	32.1 %

DEPARTMENT OF PUBLIC WORKS MID-YEAR REVIEW

All figures through June 30, 2017

Administration	STORMWATER					Business Unit 5210
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Significant 2017 Events:

Performance Data:

Client Benefits/Impacts	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Target 2017	YTD 2017
Economic development						
Master plans completed	1	4	0	0	1	1*
Strategic Outcomes						
Alternative sources of revenue						
# of grants applied for	0	0	0	1**	0	0
Value of grant dollars awarded or applied for future reimbursement	\$0	\$0	\$0	\$349,790**	\$0	\$0
Safe, reliable future level of service						
Acre feet of storage identified for future use	61	0	0	.75***	0	0
# of DNR non-compliance notices received	0	0	0	0	0	0
Work Process Outputs						
Preventive maintenance of system						
Erosion control plans reviewed (permits)	30	15	48	49	25	20

* Coop Pond Study

** Northland Pond DNR Municipal Flood Control Grant

*** Cotter Street Pond

DEPARTMENT OF PUBLIC WORKS MID-YEAR REVIEW

All figures through June 30, 2017

Facility Maintenance	STORMWATER					Business Unit 5220
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Significant 2017 Events:

Performance Data:

Client Benefits/Impacts	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Target 2017	YTD 2017
Benefit of inspection program						
# of spot repairs identified from TV reports	17	38*	5*	21	20	21
Compliance with regulation						
# of protruding taps identified	15	23*	5*	15	15	15
# of cross connections identified	0	0	0	0	0	0
Strategic Outcomes						
Effectiveness of maintenance program						
# of trouble calls	24	0	19	28	20	27
% of total system televised	9.6%	8.3%	9.9%	10.2%	9%	0.0%
Work Process Outputs						
Preventive maintenance						
Cubic yards of material collected from street sweeping operations	4,124	3,920	5,565	4,059	4,000	2,404
% of total storm sewer system cleaned	12.8%	9.2%	11.3%	11.1%	13.0%	0.0%
Safeguarding health and safety						
# of protruding taps removed	0	17*	23*	0**	13	10
# of spot repairs made	0	19*	37*	0**	18	16

* Totals vary due to 2014 and 2015 funds bid in 2014 and were completed in 2015

** Timing of contract pushes work into next calendar year (2017)

DEPARTMENT OF PUBLIC WORKS MID-YEAR REVIEW

All figures through June 30, 2017

Leaf Collection	STORMWATER					Business Unit 5225
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Significant 2017 Events:

Performance Data:

Client Benefits/Impacts	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Target 2017	YTD 2017
Service provided						
Number of collection cycles	4	3.25	5	4	3	0
Strategic Outcomes						
Cost effective service provided						
Cost/cubic yard collected	\$12.71	\$9.82	\$11.00	\$11.36	\$11.75	\$0.00
Work Process Outputs						
Safer streets and cleaner storm water system						
Cubic yards of leaves collected	25,510	33,160	37,100	38,440	35,000	0

DEPARTMENT OF PUBLIC WORKS MID-YEAR REVIEW

All figures through June 30, 2017

Capital Construction	STORMWATER					Business Unit 5230
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Significant 2017 Events:

Performance Data:

Client Benefits/Impacts	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Target 2017	YTD 2017
Solutions to system discrepancies						
Residential mini-sewer/drainage complaints						
Solved	99	84	99	63	100	1
Outstanding	360	113*	95*	52	110	74
Strategic Outcomes						
Improvements to the stormwater system						
Total miles of storm sewer in the city	282	282	292	293	288	288
% of total miles reconstructed	0.23%	0.01%	0.29%	0.49%	1.52%	0.33%
Acres of new land available	0	0	0	0	0	0
Integrity and growth of the system						
Acres feet of storage developed	35.0	14.1	3.5***	0.0	26.7	0.0
Work Process Outputs						
Restoration of storm sewers						
Miles of storm sewer reconstructed	0.66	0.35	0.85	1.42	4.38	0.94
Expansion of storm sewer system						
Miles of new storm sewer added	0.66	0.21	0.34	0.58	1.08	0.49

* Audited/cleaned up list in 2014 after 2015 Target was developed, 90 on CSR list & 23 on Clearwater inspection list ***Birchwood Pond

** Moved from a manual tracking system to a more comprehensive system - GIS