



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Finance Committee

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Monday, October 9, 2017

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-1520](#) Finance Committee minutes from September 25, 2017 meeting

**Attachments:** [MeetingMinutes25-Sep-2017-03-58-11.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[17-1521](#) Request to approve authorization request to sell water plant membrane cartridges and decommissioned ultrafiltration equipment through a consignment agreement(s) (item also appears as an informational item on the Utilities Committee agenda).

**Attachments:** [Membrane Consignment Request 08-04-17.pdf](#)

[17-1522](#) Request to reject bid from Miron Construction, Inc for \$1,847,815 for the Jones Park Renovation Phase I project.

**Attachments:** [2017 Jones Park Renovation Phase I \(Reject Bids\).pdf](#)

[17-1550](#) The Finance Committee will meet in Closed Session pursuant to the exemption contained in Section 19.85(1)(e) for the purpose of deliberating or negotiating of real estate negotiations concerning the City Center (Blue) Ramp and the reconvene in open session to conduct such other business as may be pending.

6. **Information Items**

[17-1523](#) Contract 55-16 was awarded to Great Lakes TV & Seal, Inc for \$152,950 for Sewer Spot Repairs, Protruding Tap & Mineral Deposit Removal. Payments issued to date total \$122,710.04. Request final payment of \$23,806.60.

[17-1541](#) Director's Report

Legal Services  
- Trestle Update

Parks, Recreation & Facilities Management

- Project Updates
- 2018 Administration & Facilities Proposed Budget
- 2018 Facilities Proposed CIP Budget

**Attachments:** [2018 Facilities Management Budget.pdf](#)

[2018 Facilities & Ex Ctr Capital Projects Funds.pdf](#)

[Facilities 2018 CIP project pages.pdf](#)

[Parks 2018 CIP project pages.pdf](#)

[17-1542](#) 2018 Risk Management Budget

**Attachments:** [2018 Risk Management.pdf](#)

[17-1549](#) Contract 48-16 was awarded to MCC, Inc for the 2016 Highview Park Tennis and Basketball Courts in the amount of \$131,351 with a contingency of \$13,135. One credit was issued in the amount of \$21,118 and one change order in the amount of \$14,725. Payments issued to date total \$112,462.38. Request to issue the final contract payment of \$12,495.81.

**Attachments:** [Highview Park Finance Memo Final Pymt.pdf](#)

[17-1543](#)

The following 2017 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

**Health Grant Funds**

MCH Grant Training	+\$ 1,635
MCH Grant Supplies	+\$ 2,448
MCH Grant Revenue	+\$ 4,083
Prevention Grant Training	+\$ 7,902
Prevention Grant Revenue	+\$ 7,902
Lead Grant Salaries & Fringes	+\$ 127
Lead Grant Revenue	+\$ 127
Immunization Grant Printing	+\$ 5,323
Immunization Grant Interpreter Services	+\$ 44
Immunization Grant Revenue	+\$ 5,367
Bioterrorism Grant Training	+\$ 9,135
Bioterrorism Grant Supplies	+\$ 3,681
Bioterrorism Grant Revenue	+\$12,816

to adjust various health grants budgets to actual awards from the State

**General Fund - Police Department**

Donations	+\$ 1,000
Equipment	+\$ 1,000

to record donation received from the Walmart to support the Neighborhood Watch Program

**General Fund - Library**

Reimbursements - Friends of the Library	+\$17,000
Supplies - Administration	+\$1,700
Purchased Services - Administration	+\$1,400
Supplies - Childrens Services	+\$3,000
Memberships - Childrens Services	+\$ 300
Purchased Services - Childrens Services	+\$2,800
Supplies - Community Partnerships	+\$3,000
Purchased Services - Community Partnerships	+\$2,800
Supplies - Network Services	+\$1,500
Purchased Services - Network Services	+\$500

to record funds received from the Friends of the Appleton Public Library

**General Fund - Park & Recreation**

Building Improvements - Scheig Center	+\$5,000
Donations	+\$5,000

to record donation from Walter Wieckert and the Illinois Tool Works Foundation for improvements to ADA entrance at the Scheig Center

Equipment - Kiwanis Park	+\$2,000
Donations	+\$2,000

to record donation from the Kiwanis Golden K Club for equipment at Kiwanis Park

Equipment - Lions Park	+\$770
Donations	+\$770

to record donation from the Noon Lions Club for an ADA grilling station at Lions Park

Equipment - Kiwanis Park	+\$2,200
Donations	+\$2,200

to record donation from the Kiwanis Club and the Community Foundation for a park bench at Kiwanis Park

## 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](http://www.appleton.org)

## Meeting Minutes Finance Committee

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Monday, September 25, 2017

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and  
Alderperson Baranowski

**Excused:** 1 - Alderperson Plank

3. Approval of minutes from previous meeting

[17-1459](#)

Finance Committee minutes from September 11, 2017

**Attachments:** [MeetingMinutes11-Sep-2017-10-14-20.pdf](#)

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

**Aye:** 4 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and  
Alderperson Baranowski

**Excused:** 1 - Alderperson Plank

[17-1485](#)

Finance Committee minutes from September 20, 2017

**Attachments:** [Finance Minutes 9-20-17.pdf](#)

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

**Aye:** 4 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and  
Alderperson Baranowski

**Excused:** 1 - Alderperson Plank

4. Public Hearings/Appealances

5. Action Items

[17-1461](#)

Request to approve the following 2017 Budget adjustment:

**Facilities Management Capital Projects Fund**

Fire Station #4 Repair Project	+\$138,435
Erb Pool & Park Project	- \$138,435

to reallocate funds for the emergency repairs of the garage floor at Fire Station #4

**Attachments:**     [Fire Station #4.pdf](#)

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

**Aye:** 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 1 - Alderson Plank

[17-1462](#)

Request to approve payment to von Briesen & Roper, S.C. for real estate services performed under the "Hourly Services" provision of the Phase III agreement related to the construction of the Fox Cities Exhibition Center and approve the following related 2017 Budget Adjustment:

**Exhibition Center Capital Projects Fund**

Consulting Services	+\$203
Debt Proceeds/Room Tax	+\$203

to provide funding for real estate services related to the construction of the Fox Cities Exhibition Center

**Attachments:**     [Vonbriesen Bill 7-31-17.pdf](#)

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

**Aye:** 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 1 - Alderson Plank

[17-1464](#)

Request to approve Finance Committee Report 5-P-17 for Northland Avenue Frontage Road sidewalk construction.

**Attachments:**     [Report 5-P-17.pdf](#)

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

**Aye:** 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 1 - Alderson Plank

[17-1465](#)

Request to approve the Development Agreement for the Third Addition to Emerald Valley Subdivision.

**Attachments:**     [3rd Addn to Emerald Valley Subdivision - Development Agreement.pdf](#)

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

**Aye:** 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 1 - Alderson Plank

[17-1467](#)

Request to award the 2017 Parks Lighting Upgrades Project to Bodart Electric Service, Inc in the amount of \$70,893 with a contingency of 10% for a project total not to exceed \$77,983

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

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

**Aye:** 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 1 - Alderson Plank

[17-284](#)

Resolution 19-R-09 regarding Borders

NOTE: Please see the video from August 9, 2017 Community and Economic Development Committee meeting for Mayor's presentation.

**Attachments:**     [19-R-09.pdf](#)  
                              [5R17- Boarder Resolution.pdf](#)  
                              [2016 Growth Report.pdf](#)

*Amendment by Alderperson Baranowski, seconded by Alderperson Croatt stating the Mayor has committed to emphasize the intent of the action called out in this resolution into the City Comprehensive Plan and the accountability of the Comprehensive Plan action will be measured through the annual Growth Report. Amendment approved 4-0.*

**Alderperson Siebers moved, seconded by Alderperson Croatt, that the Report Action Item be approved as amended. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

**Excused:** 1 - Alderperson Plank

## 6. Information Items

[17-1460](#)

Contract 14-16 was awarded to Nordic Underwater Services for \$51,692.64 with a contingency of \$5,000 for Olde Oneida Street Bridge Maintenance. Payments issued to date total \$47,692.80. Request final payment of \$3,999.84.

**This Presentation was received and filed**

[17-1463](#)

Contract 32-17 was awarded to Sommers Construction Company, Inc for the 2017 Scheig Center, Memorial Park - Plaza redevelopment in the amount of \$94,371 with a contingency of \$9,437. One change order in the amount of \$9,122 was issued. Payments issued to date total \$84,933.54. Request to issue the final contract payment of \$18,559.41.

**Attachments:**     [2017 Scheig Center Memorial Park Final Pymt.pdf](#)

**This Presentation was received and filed**



[17-1466](#)

Change Order No. 1 to contract 43-17 for Unit AA-17/X-17 Cotter Street Stormwater improvements/Sewer and Water Reconstruction No. 2 for an additional 856 square feet of driveway replacement and 32 linear feet of 12" inlet lead in the amount of \$8,980 resulting in a decrease to contingency from \$78,058 to \$69,078. No change to overall contract amount.

**Attachments:**     [Unit AA-17\\_X-17 Change Order No.1.pdf](#)

**This Presentation was received and filed**

7.     Adjournment

**Croatt moved, second by Siebers that the meeting be adjourned be approved.**

**Roll Call. Motion carried**

**Aye:**    4 -   Alderperson Lobner, Alderperson Siebers, Alderperson Croatt and  
                 Alderperson Baranowski

**Excused:**   1 -   Alderperson Plank



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

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Water Treatment Facility  
2281 Manitowoc Rd.  
Menasha, WI 54952  
920-997-4200 tel.  
920-997-3240 fax

**TO:** Chairperson Kathy Plank and Members of the Finance Committee

**CC:** Chairperson Greg Dannecker and Members of the Utilities Committee

**FROM:** Utilities Director Chris Shaw

**DATE:** Wednesday, October 04, 2017

**RE:** *Authorization Request to Sell Water Plant Membrane Cartridges and Decommissioned Ultrafiltration Equipment through a Consignment Agreement(s)*

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**BACKGROUND:**

The Appleton Water Treatment Facility (AWTF) no longer utilizes ultrafiltration as a unit process within the facility's treatment train. The replacement process technology, ultraviolet light, has now been in operation for more than one year and has reached an excellent level of performance. Recently, with State regulatory approval, the ultrafiltration process was decommissioned and now serves no purpose to the water utility. As such, the utility would like to explore an agreement to consign existing inventory including membrane cartridges, parts, and equipment through a consignment house.

A consignment house was chosen as a method of liquidating AWTF's unused inventory and equipment for a number of reasons. Unlike online auctions, such as eBay, the seller has limited control over bidding which could result in a poor sale price. Selling out right requires advertising and/or marketing which comes with costs and no guarantee of reaching the target audience. Due to these considerations, city staff from the Attorney's Office, Finance and Utilities Departments recommend that an industry specific consignment house would best serve the utility.

The utility has completed a preliminary exploration of this method and finds that there appears to be modest value in used equipment albeit having 18 years of service life. It should be recognized that the ultrafiltration process produced over 50 billion gallons of potable water.

**RECOMMENDATION:**

Authorize the City Attorney and Utilities Department to execute a consignment agreement(s) and negotiate terms for the sale of membranes, ultrafiltration parts and equipment. Funds derived from these sales would be returned to the water utility. If you have any questions, regarding this project please contact me at 997-4200.



*"...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](mailto:dean.gazza@appleton.org)

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 10/9/2017

RE: Action: Reject bid from Miron Construction, Inc. for \$1,847,815 for the Jones Park Renovation Phase I Project.

The 2017 Capital Improvement Plan includes \$1,550,000 to renovate Jones Park. Bids were opened on September 21, 2017 for the installation of utilities, excavation and the installation of the new ramp.

We received one bid from Miron Construction for a cost of \$1,847,815. This amount exceeds our current allocated budget. In reviewing this bid with our architect and engineers, we decided the best strategy is to rebid this work to exclude and defer the ramp and include it in the Phase II bid package. The Phase II bid package will include the remainder of the park including the pavilion, playground, paths, etc. This will allow more time for the ramp construction, better weather to avoid winter conditions and provide the architect and engineers to review their current design for an opportunity to reduce costs.

The Parks, Recreation and Facilities Management Department recommends rejecting this bid.

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

**CITY OF APPLETON 2018 BUDGET**

**FACILITIES AND  
CONSTRUCTION MANAGEMENT**

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

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

# **CITY OF APPLETON 2018 BUDGET**

## **FACILITIES AND CONSTRUCTION MANAGEMENT**

### **MISSION STATEMENT**

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

### **DISCUSSION OF SIGNIFICANT 2017 EVENTS**

The Facilities Management Division provided operation and maintenance services for more than 1.2 million square feet of municipal buildings including, but not limited to, offices, park pavilions, municipal aquatic centers, vehicle garages, police and fire stations, a golf course and water and wastewater plants. The services provided included maintaining and inspecting all building systems, such as HVAC, electrical, plumbing, structural and fire systems and general services such as janitorial services, pest control and elevator maintenance. Additionally, support was provided in areas directly impacting City departmental missions such as fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

The focus continues on being proactive and providing a high quality of customer service. As a customer service department, it is essential that we meet the needs of our customers by improving the systems' reliability, reducing maintenance costs, ensuring safety, and providing productive environments to allow our customers to deliver City services at a high level. We do this through a robust preventive maintenance program and by getting to the root cause of system issues to improve reliability.

Our tradesmen continued to improve their skills and knowledge by maintaining their professional licenses, attending training and seeking ways to find new approaches, such as LEAN and predictive maintenance. Management staff also attended various training and networking opportunities to improve their leadership and technical skills. Benchmark costs for maintenance and janitorial services is \$3.02 per square foot, as published by FM Benchmarking, compared to our cost of \$1.95. Expenses are controlled by employing in-house trades people to perform higher-cost skilled work while contracting out work requiring a lesser degree of skill which can generally be procured at a lower cost.

Construction management and planning services were performed for the renovation of Erb Pool and Park and the construction of the Fox Cities Exhibition Center. In addition, various audits to identify required capital improvements at several facilities were performed.

Capital improvement projects completed in 2017 included roof replacements at the Municipal Services Building and Fire Station #3; HVAC upgrades at the Facilities & Grounds Operations Center and the Wastewater Treatment Plant; lighting upgrades at the Municipal Services Building, Wastewater Plant and Alicia Park; replacement of the UPS system at the Police Station, recoating the parking deck at the Police Station and replacing aged water laterals at the Wastewater Plant. Additionally, we performed testing of the electrical distribution system at the Wastewater and Water Plants. Numerous other general projects were also completed to preserve and extend the useful life of the facilities. These type of projects include ADA, safety and security improvements, door replacements, flooring replacements, large-scale painting and various HVAC, plumbing and electrical upgrades.

Finally, the department remained diligent in its continued implementation of energy conservation and sustainability plans. The department considers sustainability when procuring products including the use of LED fixtures and the purchase of products utilizing recyclable materials when feasible. Since 2005, electrical usage has been reduced by over 35.4 million kWh's and natural gas usage reduced by over 1.67 million therms resulting in an approximately \$3.87 million in energy savings. We are proud of the fact that the City of Appleton is far exceeding the initial goal of a 10% reduction established in 2005.

# CITY OF APPLETON 2018 BUDGET

## FACILITIES AND CONSTRUCTION MANAGEMENT

### MAJOR 2018 OBJECTIVES

Provide planning and project management services including construction oversight and representation related to projects outlined in the capital improvement plan. Ensure all major facility maintenance projects meet project objectives and are completed on time and within budget. Projects in 2018 include the construction of the amenities and facilities in Jones Park, construction documentation for razing the Blue Parking Ramp, and numerous facility and grounds improvement projects noted in the Parks and Recreation Budget.

Provide project management for the close-out phase of the Fox Cities Exhibition Center.

Maintain the roof management program including a complete roof inventory and condition analysis, long-term replacement and recondition plans, and an annual preventive and predictive inspection plan. Although the initial inspection and inventory of all roofs is complete, the goal now is to review each roof on a two-year cycle. Severe weather can cause unexpected damage. It is especially important to inspect the roofs that are nearing the end of their expected life span.

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

Implement corrective maintenance plan findings from facility audits. Continue performing audits.

Continue to inventory, consolidate and, where necessary, create or obtain necessary facility documentation to better manage the facilities. Documentation of facility assets includes site, architectural, structural, electrical, mechanical, plumbing, fire protection and furniture. Results of facilities asset condition assessments will determine facility asset maintenance and repair cycles.

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

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

Continue to implement energy management and sustainability plans for facilities. Initiate program to install LED lighting in City parks and facilities where feasible.

Maintain a cost per square foot for maintenance and housekeeping under \$2.00 per square foot. Our current square foot benchmark is \$1.95, which is far below the industry's benchmark of \$3.02 as published by FM Benchmarking.

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

Prepare for the conversion from the Asset Management System to a new Tyler Munis Work Order System. Though this conversion will likely occur in 2019, much preparation needs to be performed before implementation.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
<b>Program Revenues</b>		\$ 2,687,372	\$ 2,540,290	\$ 2,735,528	\$ 2,735,528	\$ 2,765,592	1.10%
<b>Program Expenses</b>							
6330	Administration	295,503	327,325	342,809	345,103	341,594	-0.35%
6331	Facilities Maintenance	2,325,454	2,287,926	2,402,219	2,407,749	2,423,998	0.91%
<b>Total Program Expenses</b>		\$ 2,620,957	\$ 2,615,251	\$ 2,745,028	\$ 2,752,852	\$ 2,765,592	0.75%
<b>Expenses Comprised Of:</b>							
	Personnel	825,201	894,929	903,586	911,410	919,312	1.74%
	Administrative Expense	696,963	701,120	753,122	753,122	731,164	-2.92%
	Supplies & Materials	69,855	42,379	42,500	42,500	44,150	3.88%
	Purchased Services	23,520	18,410	29,604	29,604	26,154	-11.65%
	Utilities	55,445	51,213	59,377	59,377	57,380	-3.36%
	Repair & Maintenance	949,973	907,200	956,839	956,839	987,432	3.20%
	Capital Expenditures	-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	10.25	10.25	10.26	10.26	10.26	

# CITY OF APPLETON 2018 BUDGET

## FACILITIES AND CONSTRUCTION MANAGEMENT

**Administration**

**Business Unit 6330**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

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

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

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

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

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

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

No major changes.

### PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
<b>Client Benefits/Impacts</b>					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	98%	98%	100%	100%	100%
<b>Strategic Outcomes</b>					
Facilities projects/plans/studies completed in year scheduled	95%	96%	100%	95%	100%
<b>Work Process Output</b>					
# of capital projects completed	48	50	54	51	48

# CITY OF APPLETON 2018 BUDGET

## FACILITIES AND CONSTRUCTION MANAGEMENT

Administration

Business Unit 6330

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4230 Miscellaneous Local Aid	\$ -	\$ 1,000	\$ -	\$ -	\$ -
4710 Interest on Investments	(52)	281	-	-	-
4801 Charges for Services	2,681,821	2,535,117	2,731,028	2,731,028	2,762,092
5005 Sale of City Prop - Tax	376	255	-	-	-
5035 Other Reimbursements	5,227	3,637	4,500	4,500	3,500
5082 Insurance Proceeds	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 2,687,372</b>	<b>\$ 2,540,290</b>	<b>\$ 2,735,528</b>	<b>\$ 2,735,528</b>	<b>\$ 2,765,592</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 137,430	\$ 130,379	\$ 139,187	\$ 141,184	\$ 141,669
6104 Call Time	114	-	-	-	-
6105 Overtime	5,145	37	2,263	2,263	2,320
6150 Fringes	40,393	83,319	58,353	58,650	62,246
6201 Training\Conferences	8,333	8,707	10,000	10,000	10,500
6206 Parking Permits	396	816	840	840	840
6301 Office Supplies	2,061	2,135	2,060	2,060	2,100
6302 Subscriptions	530	11	125	125	125
6303 Memberships & Licenses	996	1,895	1,000	1,000	2,000
6304 Postage\Freight	2,621	2,724	2,620	2,620	2,700
6305 Awards & Recognition	111	132	180	180	180
6307 Food & Provisions	116	321	240	240	240
6309 Shop Supplies & Tools	282	-	-	-	-
6315 Books & Library Material	1,631	1,036	1,500	1,500	1,500
6320 Printing & Reproduction	2,479	3,911	3,000	3,000	3,900
6321 Clothing	479	168	1,000	1,000	500
6323 Safety Supplies	1,100	457	2,000	2,000	2,000
6401 Accounting/Audit	1,886	2,228	2,000	2,000	1,600
6404 Consulting Services	6,733	7,604	6,500	6,500	6,500
6407 Collection Services	1,396	1,396	1,200	1,200	1,400
6412 Advertising	2,838	1,308	3,000	3,000	3,000
6413 Utilities	51,561	51,212	59,377	59,377	57,380
6501 Insurance	12,235	25,488	31,460	31,460	32,740
6599 Other Contracts/Obligations	1,637	2,041	5,404	5,404	6,154
7914 Trans Out - Cap Projects	13,000	-	9,500	9,500	-
<b>Total Expense</b>	<b>\$ 295,503</b>	<b>\$ 327,325</b>	<b>\$ 342,809</b>	<b>\$ 345,103</b>	<b>\$ 341,594</b>

### DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None



# CITY OF APPLETON 2018 BUDGET

## FACILITIES AND CONSTRUCTION MANAGEMENT

**Facilities Maintenance**

**Business Unit 6331**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

Maintain mechanical, electrical and architectural systems including:

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

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

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

No major changes

### PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
<b>Client Benefits/Impacts</b>					
Provide a proactive maintenance program					
% of satisfied customers	99%	99%	100%	99%	100%
<b>Strategic Outcomes</b>					
% of services performed as scheduled:					
Cost per sq. ft. - maint. and janitorial	\$1.81	\$1.82	\$1.89	\$1.89	\$1.93
Work completed in time scheduled	98%	98%	100%	100%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
<b>Work Process Outputs</b>					
Service Performed					
Square feet of facilities maintained	1,266,848	1,266,848	1,266,848	1,266,848	1,266,848
# of pavilions maintained	22	22	22	22	22
# of aquatic centers maintained	2	2	2	2	2

# CITY OF APPLETON 2018 BUDGET

## FACILITIES AND CONSTRUCTION MANAGEMENT

Facilities Maintenance

Business Unit 6331

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 432,555	\$ 469,470	\$ 489,927	\$ 494,741	\$ 500,243
6104 Call Time	1,885	1,963	3,570	3,570	3,570
6105 Overtime	8,944	11,599	12,000	12,000	12,000
6108 Part-Time	24,304	28,797	9,547	9,547	10,000
6150 Fringes	174,431	169,366	188,739	189,455	187,264
6201 Training/Conferences	-	39	-	-	-
6306 Building Maint./Janitorial	328,800	354,648	348,591	348,591	360,444
6307 Food & Provisions	64	-	-	-	-
6309 Shop Supplies & Tools	9,328	9,789	10,000	10,000	10,000
6321 Clothing	-	30	-	-	-
6323 Safety Supplies	37	-	-	-	-
6327 Miscellaneous Equipment	54,519	26,988	25,000	25,000	26,250
6405 Engineering Services	5,886	2,040	7,500	7,500	5,000
6407 Collection Services	3,144	1,732	4,000	4,000	2,500
6409 Inspection Fees	-	61	-	-	-
6413 Utilities	3,883	-	-	-	-
6414 Janitorial Service	362,379	364,522	381,433	381,433	394,097
6416 Building Repairs & Maint.	547,696	502,274	532,585	532,585	548,548
6418 Equip Repairs & Maint	1,904	2,527	3,500	3,500	3,500
6425 CEA	37,994	37,877	39,321	39,321	41,287
6502 Leases	327,701	304,204	346,256	346,256	319,045
6503 Equipment Rental	-	-	250	250	250
Total Expense	\$ 2,325,454	\$ 2,287,926	\$ 2,402,219	\$ 2,407,749	\$ 2,423,998

### DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

#### Building Maint./Janitorial Supplies

Building interior	\$ 30,480
Electrical	35,560
Elevator	20,320
Fire/Safety	30,480
HVAC	73,660
Janitorial supplies	40,404
Painting	30,480
Plumbing	33,020
Security	25,400
Structural/windows/ext. doors	40,640
	<u>\$ 360,444</u>

#### Miscellaneous Equipment

City furniture/general	\$ 26,250
	<u>\$ 26,250</u>

#### Janitorial Service

Contracted janitorial service	\$ 394,097
	<u>\$ 394,097</u>

#### Building Repairs & Maintenance Services

Electrical	\$ 23,493
Elevator	37,774
Fire/safety	49,018
HVAC	205,677
Plumbing	25,585
Security	16,700
Structural/roof	18,450
Overhead & passage doors	78,100
Painting & pavilion staining	32,900
Flooring	9,500
Other: pest control, locksmith, room set-ups, landfill, etc.	21,351

#### Projects

Wastewater door replacements	30,000
	<u>\$ 548,548</u>

#### Leases

City Hall condo agreement	\$ 303,792
First floor conference room	15,253
	<u>\$ 319,045</u>

83500	City of Appleton						1
TEACHERA	2018 Budget						09/22/17
BUD_FAC_LN	Revenue and Expense Summary						10:18:19
Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	0	1,000	0	0	0	0	0
Interest Income	52-	281	7	0	0	0	0
Charges for Services	2,681,821	2,535,117	1,510,156	2,731,028	2,731,028	2,821,552	2,762,092
Other Revenues	5,603	3,892	5,219	4,500	4,500	3,500	3,500
TOTAL REVENUES	2,687,372	2,540,290	1,515,382	2,735,528	2,735,528	2,825,052	2,765,592
EXPENSES BY LINE ITEM							
Regular Salaries	196,921	184,090	138,529	629,114	635,925	507,110	641,912
Labor Pool Allocations	346,296	337,871	280,766	0	0	0	0
Call Time	1,999	1,963	2,009	3,570	3,570	3,570	3,570
Overtime	14,089	11,636	5,561	14,263	14,263	14,500	14,320
Part-Time	24,304	28,797	9,739	9,547	9,547	10,000	10,000
Other Compensation	1,714	998	1,260	0	0	0	0
Sick Pay	22,120-	24,221	0	0	0	0	0
Vacation Pay	47,174	52,669	29,762	0	0	0	0
Fringes	219,785	223,821	163,688	247,092	248,105	194,191	249,510
Pension Expense / Revenue	4,961-	28,863	0	0	0	0	0
Salaries & Fringe Benefits	825,201	894,929	631,314	903,586	911,410	729,371	919,312
Training & Conferences	8,333	8,746	4,781	10,000	10,000	10,000	10,500
Parking Permits	396	816	840	840	840	840	840
Office Supplies	2,061	2,135	933	2,060	2,060	2,100	2,100
Subscriptions	530	11	350	125	125	125	125
Memberships & Licenses	996	1,895	990	1,000	1,000	2,000	2,000
Postage & Freight	2,621	2,724	1,737	2,620	2,620	2,700	2,700
Awards & Recognition	111	132	39	180	180	180	180
Building Maintenance/Janitor.	328,800	354,648	188,923	348,591	348,591	360,444	360,444
Food & Provisions	179	321	251	240	240	240	240
Insurance	12,235	25,488	23,597	31,460	31,460	0	32,740
Leases	327,701	304,204	188,068	346,256	346,256	356,643	319,045
Rent	0	0	0	250	250	250	250
Trans Out - Capital Projects	13,000	0	0	9,500	9,500	0	0
Administrative Expense	696,963	701,120	410,509	753,122	753,122	735,522	731,164
Shop Supplies & Tools	9,610	9,789	3,529	10,000	10,000	10,000	10,000
Books & Library Materials	1,631	1,036	1,273	1,500	1,500	1,500	1,500
Printing & Reproduction	2,479	3,911	2,727	3,000	3,000	3,900	3,900
Clothing	479	198	870	1,000	1,000	1,000	500
Safety Supplies	1,137	457	1,194	2,000	2,000	2,000	2,000
Vehicle & Equipment Parts	0	0	15	0	0	0	0
Miscellaneous Equipment	54,519	26,988	9,444	25,000	25,000	26,250	26,250
Supplies & Materials	69,855	42,379	19,052	42,500	42,500	44,650	44,150
Accounting/Audit	1,886	2,228	0	2,000	2,000	0	1,600
Consulting Services	6,733	7,604	1,470	6,500	6,500	10,000	6,500
Engineering Fees	5,886	2,040	397	7,500	7,500	7,500	5,000
Collection Services	4,540	3,128	865	5,200	5,200	3,900	3,900
Inspection Fees	0	61	0	0	0	0	0
Advertising	2,838	1,308	475	3,000	3,000	3,000	3,000
Other Contracts/Obligations	1,637	2,041	4,861	5,404	5,404	3,904	6,154
Purchased Services	23,520	18,410	8,068	29,604	29,604	28,304	26,154
Electric	19,738	18,231	11,168	21,792	21,792	20,000	20,000
Gas	9,031	6,153	5,340	9,302	9,302	9,302	9,302
Water	3,203	2,618	2,110	3,299	3,299	3,000	3,000
Waste Disposal/Collection	612	810	673	631	631	1,078	1,078
Stormwater	15,372	15,206	7,540	15,833	15,833	15,300	15,300
Telephone	2,932	3,007	2,435	3,020	3,020	3,200	3,200
Cellular Telephone	4,557	5,188	3,838	5,500	5,500	5,500	5,500
Utilities	55,445	51,213	33,104	59,377	59,377	57,380	57,380
Janitorial Service	362,379	364,522	316,485	381,433	381,433	394,097	394,097
Building Repair & Maintenance	547,696	502,274	345,286	532,585	532,585	548,548	548,548
Equipment Repair & Maintenan	1,904	2,527	1,687	3,500	3,500	3,500	3,500
CEA Equipment Rental	37,994	37,877	31,964	39,321	39,321	39,321	41,287

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Repair & Maintenance	949,973	907,200	695,422	956,839	956,839	985,466	987,432
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	2,620,957	2,615,251	1,797,469	2,745,028	2,752,852	2,580,693	2,765,592
	=====	=====	=====	=====	=====	=====	=====

**CITY OF APPLETON 2018 BUDGET**  
**FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Charges for Services	\$ 2,681,821	\$ 2,535,117	\$ 2,731,028	\$ 2,730,000	\$ 2,762,092
Intergovernmental Revenue	-	1,000	-	-	-
Total Revenues	<u>2,681,821</u>	<u>2,536,117</u>	<u>2,731,028</u>	<u>2,730,000</u>	<u>2,762,092</u>
<b>Expenses</b>					
Operating Expenses	2,607,957	2,615,251	2,735,528	2,743,352	2,765,592
Depreciation	-	-	-	-	-
Total Expenses	<u>2,607,957</u>	<u>2,615,251</u>	<u>2,735,528</u>	<u>2,743,352</u>	<u>2,765,592</u>
Operating Loss	73,864	(79,134)	(4,500)	(13,352)	(3,500)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income (Loss)	(52)	281	-	-	-
Other Income	5,603	3,892	4,500	4,500	3,500
Total Non-Operating	<u>5,551</u>	<u>4,173</u>	<u>4,500</u>	<u>4,500</u>	<u>3,500</u>
Income (Loss) before Contributions and Transfers	79,415	(74,961)	-	(8,852)	-
<b>Contributions and Transfers In (Out)</b>					
Transfer Out - Capital Projects	<u>(13,000)</u>	<u>-</u>	<u>(9,500)</u>	<u>(9,500)</u>	<u>-</u>
Change in Net Assets	66,415	(74,961)	(9,500)	(18,352)	-
Net Assets - Beginning	<u>178,155 *</u>	<u>244,570</u>	<u>169,609</u>	<u>169,609</u>	<u>151,257</u>
Net Assets - Ending	<u>\$ 244,570</u>	<u>\$ 169,609</u>	<u>\$ 160,109</u>	<u>\$ 151,257</u>	<u>\$ 151,257</u>

\* as restated for new pension standards

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 88,359	\$ 70,007
+ Change in Net Assets	<u>(18,352)</u>	<u>-</u>
Working Cash - End of Year	<u>\$ 70,007</u>	<u>\$ 70,007</u>

<p align="center"><b>CITY OF APPLETON 2018 BUDGET</b></p> <p align="center"><b>CAPITAL PROJECTS FUNDS</b></p>	
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# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Facilities and Construction Management**

**Business Unit 4350**

### PROGRAM MISSION

This program accounts for funding sources and expenditures related to capital improvements of City facilities.

### PROGRAM NARRATIVE

**Link to Strategy:**

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

This budget, under oversight of the Parks, Recreation and Facilities Management Director, accounts for the expenditures related to City facility construction and major facilities improvements not accounted for separately in the City's enterprise funds. The projects anticipated for the upcoming year include the following:

Project	Subledger	Amount	Page
Building Envelope	2100	\$ 25,000	Projects, Pg. 609
Blue Ramp Demolition	3414	1,850,000	Projects, Pg. 608
Library Building Planning	2100	500,000	Projects, Pg. 608
Electrical	2101	25,000	Projects, Pg. 610
Facility Renovations	2101, 2107, 1913	475,000	Projects, Pg. 611
Grounds Improvements	4340, 4454	50,000	Projects, Pg. 612
Hardscape Improvements	4480, 1917, 1709	380,000	Projects, Pg. 613
Interior Finishes and Furniture	1915, 2100	80,000	Projects, Pg. 615
Lighting Upgrades	4350	50,000	Projects, Pg. 616
Plumbing Upgrades	1913	35,000	Projects, Pg. 618
Roof Replacement	1917	150,000	Projects, Pg. 619
Safety and Security	21,004,380	55,000	Projects, Pg. 620
Park ADA Improvements	4420	50,000	Projects, Pg. 650
Park Aquatics	4230	145,000	Projects, Pg. 651
Park Development	4710, 4320	2,095,000	Projects, Pg. 652
Sheig Center	4169	100,000	Projects, Pg. 655
Southeast Community Park	4700	500,000	Projects, Pg. 656
Statue and Monument Restoration	4235	15,000	Projects, Pg. 657
Telulah Park Improvements	4450	765,000	Projects, Pg. 658
		<u>\$ 7,345,000</u>	

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

The budget for this capital projects fund varies from year to year based on the investment needs of City facilities.

### PERFORMANCE INDICATORS

Actual 2015   Actual 2016   Target 2017   Projected 2017   Target 2018

Note: Since this program exists solely to account for funding sources and expenditures for various facility improvements, there are no continuing

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
Program Revenues		\$ 65,491	\$ (54,388)	\$ 300,000	\$ 300,000	\$ -	-100.00%
Program Expenses		\$ 2,274,114	\$ 5,405,052	\$ 8,342,390	\$ 15,705,576	\$ 7,550,659	-9.49%
Expenses Comprised Of:							
Personnel		56,687	156,142	199,890	200,794	205,659	2.89%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		1,336	184,647	152,500	192,495	-	-100.00%
Purchased Services		263,664	892,405	810,000	923,511	625,000	-22.84%
Capital Expenditures		1,952,427	4,171,858	7,180,000	14,388,776	6,720,000	-6.41%

# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Facilities and Construction Management**

**Business Unit 4350**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4230 Miscellaneous Local Aids	\$ 1,492	\$ 300	\$ -	\$ -	\$ -
4710 Interest on Investments	1,337	(54,688)	-	-	-
5020 Donations & Memorials	62,662	-	-	-	-
5910 Proceeds of Long-term Debt	2,336,466	12,250,433	8,042,390	7,942,390	7,308,073
5922 Trans In - Special Revenue	-	-	300,000	300,000	-
Total Revenue	<u>\$ 2,401,957</u>	<u>\$ 12,196,045</u>	<u>\$ 8,342,390</u>	<u>\$ 8,242,390</u>	<u>\$ 7,308,073</u>
Expenses					
6101 Regular Salaries	\$ 44,191	\$ 116,460	\$ 149,832	\$ 150,619	\$ 152,780
6150 Fringes	12,496	39,681	50,058	50,175	52,879
6327 Miscellaneous Equipment	1,336	184,647	152,500	152,500	-
6328 Signs	-	-	-	39,995	-
6404 Consulting	248,049	148,386	135,000	179,895	25,000
6406 Architect Fees	15,615	741,753	675,000	743,616	600,000
6408 Contractor Fees	-	2,267	-	-	-
6801 Land	76,762	-	1,500,000	1,500,000	500,000
6802 Land Improvements	35,172	132,246	1,825,000	8,711,176	50,000
6803 Buildings	577,480	330,200	695,000	695,000	755,000
6804 Machinery & Equipment	653,642	715,955	505,000	533,500	275,000
6809 Infrastructure Construction	609,371	2,993,457	2,655,000	2,949,100	5,140,000
Total Expense	<u>\$ 2,274,114</u>	<u>\$ 5,405,052</u>	<u>\$ 8,342,390</u>	<u>\$ 15,705,576</u>	<u>\$ 7,550,659</u>

### DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Consulting</u>		<u>Machinery &amp; Equipment</u>	
Electrical distribution testing - MSB	\$ 25,000	Pneumatic tube replacement	\$ 50,000
	<u>\$ 25,000</u>	Lighting upgrades - Parks	50,000
<u>Architect Fees</u>		Park security upgrades	15,000
Ellen Korte Park design	\$ 100,000	Pool coating - Mead	145,000
Library design	500,000	Monument repairs	15,000
	<u>\$ 600,000</u>		<u>\$ 275,000</u>
<u>Land</u>		<u>Infrastructure Construction</u>	
Southeast community park	\$ 500,000	Hardscapes - City properties	\$ 50,000
	<u>\$ 500,000</u>	Hardscapes - Parks	250,000
<u>Land Improvements</u>		Hardscapes - FS #5	80,000
Parks field reconstruction	\$ 25,000	Park ADA improvements	50,000
Landscaping, tree, & turf renovations	25,000	Jones Park development	1,995,000
	<u>\$ 50,000</u>	Sheig Center improvements	100,000
<u>Buildings</u>		Telulah improvements	765,000
Caulk stone veneer panels - Library	\$ 25,000	Blue Ramp demolition	1,850,000
Renovate locker/bathroom - MSB	375,000		<u>\$ 5,140,000</u>
Building renovations at fire stations	50,000		
Replace flooring - fire stations	30,000		
Update plumbing - FS #1	35,000		
Library security upgrades	40,000		
Replace carpeting - Library	50,000		
Replace roof - FS #5	150,000		
	<u>\$ 755,000</u>		



**CITY OF APPLETON 2018 BUDGET**  
**FACILITIES AND CONSTRUCTION MANAGEMENT**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Intergovernmental Revenues	\$ 1,492	\$ 300	\$ -	\$ -	\$ -
Interest Income	1,337	(54,688)	-	50,000	-
Other	62,662	-	-	12,450	-
Total Revenues	<u>65,491</u>	<u>(54,388)</u>	<u>-</u>	<u>62,450</u>	<u>-</u>
<b>Expenses</b>					
Program Costs	2,274,114	5,405,052	8,342,390	11,464,782	7,550,659
Total Expenses	<u>2,274,114</u>	<u>5,405,052</u>	<u>8,342,390</u>	<u>11,464,782</u>	<u>7,550,659</u>
Revenues over (under) Expenses	(2,208,623)	(5,459,440)	(8,342,390)	(11,402,332)	(7,550,659)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	2,336,466	12,250,433	8,042,390	4,002,500	7,308,073
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	-	-	-	-	-
Operating Transfers In - Special Rev	-	-	300,000	-	-
Total Other Financing Sources (Uses)	<u>2,336,466</u>	<u>12,250,433</u>	<u>8,342,390</u>	<u>4,002,500</u>	<u>7,308,073</u>
Net Change in Equity	127,843	6,790,993	-	(7,399,832)	(242,586)
Fund Balance - Beginning	<u>723,582</u>	<u>851,425</u>	<u>7,642,418</u>	<u>7,642,418</u>	<u>242,586</u>
Fund Balance - Ending	<u>\$ 851,425</u>	<u>\$ 7,642,418</u>	<u>\$ 7,642,418</u>	<u>\$ 242,586</u>	<u>\$ -</u>

<p align="center"><b>CITY OF APPLETON 2018 BUDGET</b></p> <p align="center"><b>CAPITAL PROJECTS FUNDS</b></p>	
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# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Exhibition Center Construction**

**Business Unit 4360**

### PROGRAM MISSION

This program accounts for funding sources and expenditures related to the construction of new exhibition center.

### PROGRAM NARRATIVE

**Link to Strategy:**

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

**Objectives:**

This budget, under oversight of the Parks, Recreation and Facilities Management Director, accounts for the revenues and expenditures associated with the construction of the Fox Cities Exhibition Center.

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

Construction is expected to be completed in early 2018. No new funds are requested for 2018 as any costs incurred are expected to be funded from carryover of 2017 Budget appropriations.

### PERFORMANCE INDICATORS

Actual 2015   Actual 2016   Target 2017   Projected 2017   Target 2018

Note: Since this program exists solely to account for funding sources and expenditures for various facility improvements, there are no continuing performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
<b>Program Revenues</b>		\$ -	\$ 1,153,564	\$ 24,442,000	\$ 29,009,079	\$ -	-100.00%
<b>Program Expenses</b>		\$ -	\$ 2,830,632	\$ 25,000,000	\$ 29,567,079	\$ -	-100.00%
<b>Expenses Comprised Of:</b>							
Personnel		-	-	-	-	-	N/A
Administrative Expense		-	18,305	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	2,763,537	60,000	4,627,079	-	-100.00%
Utilities		-	2,368	-	-	-	N/A
Capital Expenditures		-	46,422	24,940,000	24,940,000	-	-100.00%

# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Exhibition Center Construction**

**Business Unit 4360**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4230 Miscellaneous Local Aids	\$ -	\$ 1,153,564	\$ 24,075,000	\$ 28,642,079	\$ -
5020 Donations & Memorials	-	-	367,000	367,000	-
5910 Proceeds of Long-term Debt	-	167,000	558,000	558,000	-
Total Revenue	\$ -	\$ 1,320,564	\$ 25,000,000	\$ 29,567,079	\$ -
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6327 Miscellaneous Equipment	-	-	-	-	-
6328 Signs	-	-	-	-	-
6404 Consulting	-	279,895	60,000	543,265	-
6406 Architect Fees	-	1,023,063	-	977,962	-
6408 Contractor Fees	-	1,460,579	-	3,105,852	-
6413 Utilities	-	2,368	-	-	-
6501 Insurance	-	18,305	-	-	-
6802 Land Improvements	-	-	130,000	130,000	-
6803 Buildings	-	46,422	24,810,000	24,810,000	-
6804 Machinery & Equipment	-	-	-	-	-
6809 Infrastructure Construction	-	-	-	-	-
Total Expense	\$ -	\$ 2,830,632	\$ 25,000,000	\$ 29,567,079	\$ -

### DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

None

**CITY OF APPLETON 2018 BUDGET**  
**EXHIBITION CENTER CONSTRUCTION**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2015 Actual	2016 Actual	2017 Budget	2017 Projected*	2018 Budget
<b>Revenues</b>					
Intergovernmental Revenues	\$ -	\$ 1,153,564	\$ 24,075,000	\$ 30,436,352	\$ -
Other	-	-	367,000	367,000	-
Total Revenues	-	1,153,564	24,442,000	30,803,352	-
<b>Expenses</b>					
Program Costs	-	2,830,632	25,000,000	29,851,284	-
Total Expenses	-	2,830,632	25,000,000	29,851,284	-
Revenues over (under) Expenses	-	(1,677,068)	(558,000)	952,068	-
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	167,000	558,000	558,000	-
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	-	-	-	-	-
Operating Transfers In - Internal Svc	-	-	-	-	-
Total Other Financing Sources (Uses)	-	167,000	558,000	558,000	-
Net Change in Equity	-	(1,510,068)	-	1,510,068	-
Fund Balance - Beginning	-	-	(1,510,068)	(1,510,068)	-
Fund Balance - Ending	\$ -	\$ (1,510,068)	\$ (1,510,068)	\$ -	\$ -

\* The 2017 projection assumes all construction costs will be incurred prior to 12-31-17. In reality, some costs may be incurred in early 2018. It is assumed that these costs would be funded by 2017 Budget appropriations carried forward to 2018, so no new funding is being requested for 2018.

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Downtown Development

## PROJECT DESCRIPTION

### Justification:

Ongoing comprehensive planning efforts have identified opportunities to increase the vitality of our central business district by working cooperatively and systematically to promote growing downtown populations, diversity in art, lifestyle and activities, and address vacancies. Broadly, these opportunities revolve around the library, parking, traffic, green space, commercial development, redevelopment opportunities, due diligence and demolition. This CIP supports the update and implementation of several past planning initiatives and identifies and prioritizes a series of strategies that continue to move the downtown towards creativity, inclusion and innovation.

**2018** - Determine the future location of the library - costs incurred could be for property appraisals of potential sites, or a portion of the architectural fees for design; purchase land and relocate businesses for Blue parking ramp demolition and construct new stairway; design costs and land acquisition for new parking ramp; and convert Appleton Street to two-way, reconstruct north end of Skyline Bridge, and construct pedestrian connection and parking lot.

**2019** - Design costs and/or land acquisition for a new library; deconstruct the Blue ramp; design costs and land acquisition for new parking ramp.

**2020** - Construction of a new library; determine future parking solution for downtown area north of College Avenue; complete construction of a new parking ramp; deconstruct the Soldiers Square ramp

**2021** - Complete construction of a new library;

**2022** - Determine the future of the City Hall building.

This CIP is to remain flexible to increase the City's ability to adapt to future needs and available resources as determined through continued planning which continues to identify opportunities, minimize risk and leverage resources in the community.

### Discussion of operating cost impact:

Constructing larger facilities may increase maintenance and utility expenses, but those will be at least partially offset by more efficient mechanical systems, lighting, and general building design. The net impact on operating expenses is, therefore, not presently quantifiable.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Library	500,000	5,000,000	15,000,000	10,000,000	-	\$ 30,500,000
	City Hall	-	-	-	-	500,000	\$ 500,000
	Blue Ramp Demolition	1,850,000	2,400,000	-	-	-	\$ 4,250,000
	Parking Replacement	-	-	500,000	-	-	\$ 500,000
<b>Facilities Capital Projects Fund</b>		<b>2,350,000</b>	<b>7,400,000</b>	<b>15,500,000</b>	<b>10,000,000</b>	<b>500,000</b>	<b>35,750,000</b>
PRFM	Soldiers Square Ramp:						
	Demolition	-	-	500,000	-	-	\$ 500,000
	New Parking Ramp	400,000	3,300,000	7,850,000	-	-	\$ 11,550,000
<b>TIF 11 Cap Projects Fund</b>		<b>400,000</b>	<b>3,300,000</b>	<b>8,350,000</b>	<b>-</b>	<b>-</b>	<b>12,050,000</b>
Public Works	Mobility Study						
	Implementation	4,000,000	-	-	-	-	\$ 4,000,000
<b>Public Works Cap Projects Fund</b>		<b>4,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,000,000</b>
<b>Total - Downtown Development Project</b>		<b>\$ 6,750,000</b>	<b>\$ 10,700,000</b>	<b>\$ 23,850,000</b>	<b>\$ 10,000,000</b>	<b>\$ 500,000</b>	<b>\$ 51,800,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	900,000	-	500,000	-	500,000	\$ 1,900,000
Construction	4,000,000	7,400,000	23,350,000	10,000,000	-	\$ 44,750,000
Other	1,850,000	3,300,000	-	-	-	\$ 5,150,000
<b>Total</b>	<b>\$ 6,750,000</b>	<b>\$ 10,700,000</b>	<b>\$ 23,850,000</b>	<b>\$ 10,000,000</b>	<b>\$ 500,000</b>	<b>\$ 51,800,000</b>
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

\* N/Q = Not Quantifiable

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Building Envelope

PROJECT DESCRIPTION
<p>Justification:</p> <p>The building envelope is the physical separator between the conditioned and unconditioned environment. Stopping or minimizing premature failure of building components through proactive maintenance and capital repairs protects our investment, saves on energy, and extends the service life of City buildings.</p> <p><b>Fire Stations:</b> (2019) Replacement of windows at various Fire Stations.</p> <p><b>Library:</b> (2018) Re-caulk the stone veneer panels.</p> <p><b>Municipal Services Building:</b> (2020) Refinish the masonry walls on warehouse 156. (2021) Paint exterior of cold storage building.</p> <p><b>Parks:</b> (2021) Paint Telulah large pavilion. (2022) Paint exterior of Sheig Center.</p> <p><b>Police Station:</b> (2020) Re-caulk the pre-cast panel walls.</p>
<p>Discussion of operating cost impact:</p> <p>There is no impact on operating cost anticipated.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM						
Fire Stations	-	75,000	-	-	-	\$ 75,000
Library	25,000	-	-	-	-	\$ 25,000
MSB	-	-	50,000	20,000	-	\$ 70,000
Parks	-	-	-	50,000	50,000	\$ 100,000
Police Station	-	-	30,000	-	-	\$ 30,000
Total - Facilities Capital Projects Fund	\$ 25,000	\$ 75,000	\$ 80,000	\$ 70,000	\$ 50,000	\$ 300,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	7,000	10,000	-	-	\$ 17,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	25,000	68,000	70,000	70,000	50,000	\$ 283,000
Other	-	-	-	-	-	\$ -
Total	\$ 25,000	\$ 75,000	\$ 80,000	\$ 70,000	\$ 50,000	\$ 300,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Electrical Upgrades

## PROJECT DESCRIPTION

### Justification:

The electrical infrastructure within facilities is in need of periodic testing and repairs. It is critical to have our electrical distribution systems in good working order to prevent electrical shutdowns or unsafe conditions. Testing will identify problems before they become critical and more expensive to repair.

**City Facilities:** (2019 & 2021) This CIP is to perform electrical panel infrared testing and make the recommended repairs. Infrared testing identifies excessive heat in electrical systems components. High temperatures indicate failing components, ground faults, short circuits, and other problems in the electrical system. The testing and repairs will be completed at various City facilities within the general fund.

**Fire Stations:** (2022) This CIP is to upgrade 30% of the branch wiring at Fire Station #1.

**Library:** (2022) This CIP represents a program to upgrade the electrical distribution system for the Library. The electrical distribution components are original to the building and are at the end of their expected life.

**MSB:** (2018 & 2019) This CIP is to test the electrical distribution system and make the recommended repairs. Testing will indicate failing components, ground faults, short circuits, and other problems in the electrical system.

**Wastewater Plant:** (2018 / 2019 / 2020 / 2021 / 2022) This CIP represents a phased program to upgrade the electrical distribution system for the Wastewater Plant. There are electrical distribution components that are over 40 years old throughout the plant. Starting at the electrical substation, transformers, breakers, MCC's, panels, and conductors need to be tested, followed by a systematic replacement program. This effort must be coordinated with current and future utility department process upgrades.

**Water Plant:** (2022) This CIP is to test the electrical distribution system and make the recommended repairs. Testing will indicate failing components, ground faults, short circuits, and other problems in the electrical system.

### Discussion of operating cost impact:

There are no operating cost impacts expected due to these improvements.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	City Facilities	-	30,000	-	30,000	-	\$ 60,000
	Fire Stations	-	-	-	-	60,000	\$ 60,000
	Library	-	-	-	-	300,000	\$ 300,000
	MSB	25,000	50,000	-	-	-	\$ 75,000
	<b>Facilities Capital Projects</b>	25,000	80,000	-	30,000	360,000	\$ 495,000
PRFM	Wastewater	1,470,750	1,750,000	2,000,000	1,800,000	215,000	\$ 7,235,750
	<b>WW Utility Capital Projects</b>	1,470,750	1,750,000	2,000,000	1,800,000	215,000	\$ 7,235,750
PRFM	Water Plant	-	-	-	-	30,000	\$ 30,000
	<b>Water Utility Capital Projects</b>	-	-	-	-	30,000	\$ 30,000
Total - Electrical Upgrades Capital Projects		\$ 1,495,750	\$ 1,830,000	\$ 2,000,000	\$ 1,830,000	\$ 605,000	\$ 7,760,750

## COST ANALYSIS

### Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	65,000	65,000	65,000	65,000	25,000	\$ 285,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,430,750	1,765,000	1,935,000	1,765,000	580,000	\$ 7,475,750
Other	-	-	-	-	-	\$ -
Total	\$ 1,495,750	\$ 1,830,000	\$ 2,000,000	\$ 1,830,000	\$ 605,000	\$ 7,760,750
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Facility Renovations

PROJECT DESCRIPTION
<p>Justification:</p> <p><b>City Hall:</b>  <u>Finance Customer Service Upgrades</u> - (2018) Renovate the pneumatic tube delivery system. (\$50,000)  <u>Finance Customer Service Upgrades</u> - (2019) Renovate the office area. (\$175,000)</p> <p><b>Fire Stations:</b>  <u>Upgrade kitchen and bathroom areas</u> - (2018 / 2019 / 2020 / 2022) Upgrade kitchen and bathroom areas at various Fire Stations</p> <p><b>MSB:</b>  <u>The locker room/restroom renovation</u> - (2018) The locker room/restroom at MSB is 40 years old and many of the plumbing fixtures and components (pipes, flush valves, etc.) are failing and need to be replaced.</p> <p><b>PRFMD Facility:</b>  <u>Facility renovation</u> - (2019 / 2020 / 2021) The Facilities &amp; Grounds Operations Center lacks adequate office space and restroom/locker room facilities for both public and staff. This will be a multi phase project starting in 2019 with facility master planning/design and construction in 2020 and 2021.</p> <p><b>Bridge Tender Station:</b>  <u>Renovation of interior spaces</u>- (2019) Renovation of the Lawe St. bridge tender station.</p> <p><b>Valley Transit:</b>  <u>Facility Renovations</u>- (2019) <u>Design for Facility Renovation</u> - (\$100,000) Professional design services for the building renovation project. (2020) <u>Building Renovation</u> - Construction for the building renovation project.</p> <p>Discussion of operating cost impact:            Since this project is a renovation of existing space, there is no impact on operating cost anticipated.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	City Hall	50,000	175,000	-	-	-	\$ 225,000
	Bridge Tender Station	-	135,000	-	-	-	\$ 135,000
	Fire Stations	50,000	75,000	90,000	-	90,000	\$ 305,000
	MSB	375,000	-	-	-	-	\$ 375,000
	PRFMD	-	45,000	200,000	150,000	-	\$ 395,000
Facilities Capital Projects		475,000	430,000	290,000	150,000	90,000	\$ 1,435,000
Valley Transit Projects	Valley Transit	-	100,000	3,500,000	-	-	\$ 3,600,000
		-	100,000	3,500,000	-	-	\$ 3,600,000
Total - Facility Renovations Projects		\$ 475,000	\$ 530,000	\$ 3,790,000	\$ 150,000	\$ 90,000	\$ 5,035,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	145,000	25,000	10,000	10,000	\$ 190,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	475,000	385,000	3,765,000	140,000	80,000	\$ 4,845,000
Other	-	-	-	-	-	\$ -
Total	\$ 475,000	\$ 530,000	\$ 3,790,000	\$ 150,000	\$ 90,000	\$ 5,035,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Grounds Improvements

## PROJECT DESCRIPTION

### Justification:

The Parks, Recreation and Facilities Management Department is responsible for grounds of all City properties, including parks and associated recreation facilities, Library, Police Department, Fire Stations, and all Water and Wastewater sites. Responsibilities for these sites include fencing replacement, turf management, landscaping of City properties, tree management, hillside and shoreline stabilization, etc. Annual assessments are conducted on all City properties to determine maintenance, upgrade and/or improvement needs and maintain the functionality and/or appearance of the facility or property to meet current City standards and expectations. Specific programs for years 2018-2022 will be adjusted based on the annual assessments conducted for each property.

### City Properties:

Landscaping and Turf Renovations (2018 / 2020 / 2022) - This project will address maintenance landscaping projects at various city properties. Examples of this work are: Improving park drainage, irrigation, replacing trees lost to storm damage/emerald ash borer, and installing new landscape beds.

### Parks:

Fence replacements (2019 & 2021) - This project will address replacement of fencing at various parks, Project includes tennis court fencing, property line fencing and ball diamond fencing.

Fields - (2018 / 2020 / 2022) - This project is for full reconstruction of multi-purpose and soccer fields. This will improve field conditions, drainage, and reduce the number of canceled events due to poor field conditions.

Shoreline Stabilization - Peabody - (2019 / 2020 / 2021) - The current seawall at Peabody Park is failing and is in need of reconstruction. Design in 2019 (\$25,000) Construction in 2020 (\$150,000) Construction in 2021 (\$100,000)

Shoreline Stabilization - Lutz - (2021 & 2022) - The current shoreline is eroding and needs to be stabilized to prevent further loss of shoreline and the trail needs relocation. Design in 2021 (\$25,000) and construction in 2022 (\$200,000)

Lutz Boat Launch Dock - (2021) Install new boarding dock for Lutz Boat Launch.

### Wastewater:

Landscaping (2018) - This project will address landscaping needs at the Wastewater Treatment Facility.

### Discussion of operating cost impact:

These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Parks:						
	Fencing	-	25,000	-	25,000	-	\$ 50,000
	Fields	25,000	-	25,000	-	25,000	\$ 75,000
	Piers	-	-	-	50,000	-	\$ 50,000
	Shoreline	-	25,000	150,000	175,000	200,000	\$ 550,000
	City Properties:						
	Trees, Turf	25,000	-	35,000	-	35,000	\$ 95,000
<b>Facilities Capital Projects</b>		<b>50,000</b>	<b>50,000</b>	<b>210,000</b>	<b>250,000</b>	<b>260,000</b>	<b>820,000</b>
PRFM	Wastewater Plant:						
	Landscaping	25,000	-	-	-	-	\$ 25,000
<b>WW Utility Capital Projects</b>		<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 25,000</b>
<b>Total - Grounds Improvements Capital Projects</b>		<b>\$ 75,000</b>	<b>\$ 50,000</b>	<b>\$ 210,000</b>	<b>\$ 250,000</b>	<b>\$ 260,000</b>	<b>\$ 845,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	25,000	15,000	25,000	15,000	\$ 80,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	75,000	25,000	195,000	225,000	245,000	\$ 765,000
Other						\$ -
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ 50,000</b>	<b>\$ 210,000</b>	<b>\$ 250,000</b>	<b>\$ 260,000</b>	<b>\$ 845,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Hardscape Infrastructure Improvements/Replacements

PROJECT DESCRIPTION											
<p><b>Justification:</b></p> <p>The Parks, Recreation and Facilities Management Department is responsible for all concrete and asphalt pavement associated with City facilities, including roads, parking lots, building approaches, walkways, sidewalks, trails, entrances, etc. The current inventory of hardscape is 3,117,648 sq. ft. (this number includes parking lots, roadways, sidewalks, and trails).</p> <p>Many of the parking lots, roadways, building approaches, entrances, sidewalks and walkways are reaching the end of their life expectancy and are in need of replacement and/or improvement to address changing needs, equipment modifications, ADA requirements, etc. Maintenance activities are addressed with available resources to maximize the life cycle of these facilities, but replacement and/or improvements are needed as facilities age and deteriorate.</p> <p>This funding request recognizes the need to implement an annual replacement/improvement schedule for all hardscape infrastructure. Based on a 25-30 year replacement cycle for all hardscape areas, an estimated \$200,000-\$300,000 is needed on an annual basis to maintain these hardscape areas. The replacement/improvement schedule for 2018 includes:</p> <table> <tr> <td>City Sites</td><td>\$ 50,000</td></tr> <tr> <td>Fire Station #5 replace driveway</td><td>\$ 80,000</td></tr> <tr> <td>Various Parks</td><td>\$185,000</td></tr> <tr> <td>Vulcan Heritage- Renovate pavers-Phase 2</td><td>\$ 65,000</td></tr> <tr> <td>Wastewater Treatment Plant - Roadways</td><td>\$290,000</td></tr> </table> <p>Future projects will be identified after annual assessments of properties and/or parks. Note that the above numbers are budget estimates. Pricing will also be acquired through unit price bidding to get the most competitive pricing and to maximize the funding.</p> <p><b>Discussion of operating cost impact:</b></p> <p>These projects are repairs and enhancements of existing facilities and are not expected to have any measurable impact on operating costs.</p>		City Sites	\$ 50,000	Fire Station #5 replace driveway	\$ 80,000	Various Parks	\$185,000	Vulcan Heritage- Renovate pavers-Phase 2	\$ 65,000	Wastewater Treatment Plant - Roadways	\$290,000
City Sites	\$ 50,000										
Fire Station #5 replace driveway	\$ 80,000										
Various Parks	\$185,000										
Vulcan Heritage- Renovate pavers-Phase 2	\$ 65,000										
Wastewater Treatment Plant - Roadways	\$290,000										

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	City sites	50,000	50,000	50,000	50,000	50,000	\$ 250,000
	Fire Stations	80,000	100,000	-	40,000	-	\$ 220,000
	MSB	-	50,000	200,000	150,000	125,000	\$ 525,000
	Park Sites	250,000	250,000	250,000	250,000	250,000	\$ 1,250,000
<b>Facilities Capital Projects</b>		<b>380,000</b>	<b>450,000</b>	<b>500,000</b>	<b>490,000</b>	<b>425,000</b>	<b>\$ 2,245,000</b>
PRFM	Wastewater	290,000	150,000	150,000	150,000	-	\$ 740,000
	<b>Wastewater Utility</b>	<b>290,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>		<b>\$ 740,000</b>
PRFM	Water Plant	-	100,000	-	-	100,000	\$ 200,000
	<b>Water Utility</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>\$ 200,000</b>
<b>Total - Hardscape Improvement Projects</b>		<b>\$ 670,000</b>	<b>\$ 700,000</b>	<b>\$ 650,000</b>	<b>\$ 640,000</b>	<b>\$ 525,000</b>	<b>\$ 3,185,000</b>

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	85,000	70,000	70,000	50,000	50,000	\$ 325,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	585,000	630,000	580,000	590,000	475,000	\$ 2,860,000
Other						\$ -
<b>Total</b>	<b>\$ 670,000</b>	<b>\$ 700,000</b>	<b>\$ 650,000</b>	<b>\$ 640,000</b>	<b>\$ 525,000</b>	<b>\$ 3,185,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Heating, Ventilating, and Air Conditioning Systems

PROJECT DESCRIPTION
<p>Justification:</p> <p>Upgrades are performed for three reasons: the current equipment is failing and can no longer be repaired; the equipment is not energy efficient and it makes good financial sense to replace to reduce operational costs; or there is a change in operational requirements in the space it serves.</p> <p><b>Fire Stations:</b> (2019) Replace HVAC in Fire Station #4. (2020) Replace HVAC system at Fire Station #2. (2021) Replace furnace at Fire Station #1. (2022) Replace furnaces in Fire Stations #3 &amp; 5.</p> <p><b>PRFMD Facility:</b> (2019) Replace garage exhaust fans. (2020) Replace make-up air units.</p> <p><b>Library:</b> (2020) Replace all VAV boxes and HVAC controls - phase 1. (2022) Facility HVAC upgrades - phase 2</p> <p><b>Municipal Services Building:</b> (2019) Design for replacing garage HVAC (2020) Replace garage HVAC Phase 1 (2021) Replace garage HVAC phase 2</p> <p><b>Valley Transit:</b> (2018) Install new controls in office area at Whitman Site. (2019) Upgrade HVAC system at Transit Center (2020) Replace Whitman site garage heaters</p> <p><b>Wastewater Plant:</b> (2018) Upgrade air handling units at S-Building. (2019) Upgrade HVAC system at L-Building; New HVAC system for H and J Buildings. (2020) Replace HVAC system at D-Building and F-1 Building; Design services for re-piping T-building. (2021) Construction for re-piping T-Building; Design services for heat recovery unit (HRU) on V-Building; New HVAC unit for V-Building Mechanical Room. (2022) Construction for V-Building HRU; Upgrade the HVAC components in the mechanical room at A-Building.</p> <p><b>Water Plant :</b> (2018) Design for future HVAC replacement (2019 &amp; 2021) Upgrades to aging HVAC equipment.</p> <p>Discussion of operating cost impact:</p> <p>It is expected that the improvements will reduce energy consumption and increase comfort due to more efficient operations. However, the actual energy cost impact will depend on variations in electric and gas rates and efficiency of equipment once installed.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM Fire	-	65,000	55,000	75,000	85,000	\$ 280,000
PRFMD Facility	-	60,000	75,000	-	-	\$ 135,000
Library	-	-	500,000	-	150,000	\$ 650,000
Municipal Services	-	35,000	275,000	150,000	-	\$ 460,000
<b>Facilities Capital Projects Fund</b>	-	160,000	905,000	225,000	235,000	\$ 1,525,000
PRFM Valley Transit	30,000	95,000	20,000	-	-	\$ 145,000
<b>Valley Transit Capital Projects</b>	30,000	95,000	20,000	-	-	\$ 145,000
PRFM Wastewater Plant	250,000	225,000	175,000	300,000	325,000	\$ 1,275,000
<b>WW Utility Capital Projects</b>	250,000	225,000	175,000	300,000	325,000	\$ 1,275,000
PRFM Water Plant	25,000	100,000	-	75,000	-	\$ 200,000
<b>Water Utility Capital Projects</b>	25,000	100,000	-	75,000	-	\$ 200,000
<b>Total - HVAC Upgrades</b>	<b>\$ 305,000</b>	<b>\$ 580,000</b>	<b>\$ 1,100,000</b>	<b>\$ 600,000</b>	<b>\$ 560,000</b>	<b>\$ 3,145,000</b>

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	50,000	25,000	85,000	35,000	35,000	\$ 230,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	255,000	555,000	1,015,000	565,000	525,000	\$ 2,915,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 305,000</b>	<b>\$ 580,000</b>	<b>\$ 1,100,000</b>	<b>\$ 600,000</b>	<b>\$ 560,000</b>	<b>\$ 3,145,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Interior Finishes and Furniture

PROJECT DESCRIPTION
<p>Justification:</p> <p>Interior finishes and furniture generally have a life span of fifteen years before wearing out or becoming unsafe or requiring changes due to changes in user functions.</p> <p><b><u>Furniture Upgrades</u></b> - Furniture includes, but is not limited to the following in the workplace: furniture systems (work stations), seating (office chairs), work tools (keyboards, tray, etc.), conference tables, storage systems (file cabinets and bookcases, etc.), office furniture (desks, credenzas, etc.), etc.</p> <p><b>City Hall:</b> (2019) Renovate work area stations for 5th floor Engineering Division. (2022) Replace furniture in Assessors Office.</p> <p><b>Fire Stations:</b> (2019) New classroom furniture at Fire Station #1.</p> <p><b>Library:</b> (2019) Renovate the four service desks.</p> <p><b>Parks:</b> (2021) Replace the north/south kitchen cabinets and customer service desk at the Sheig Center.</p> <p><b>Police Station:</b> (2019) New conference room table and chairs.</p> <p><b><u>Interior Finishes Upgrades</u></b> - Interior finishes includes, but is not limited to the following in the workplace: all wall coatings, ceiling tiles, carpet, various tiles, etc.</p> <p><b>City Hall:</b> (2019 / 2020 / 2021) Selectively replace carpeting on 5th and 6th floors.</p> <p><b>Fire Stations:</b> (2018-2022) Replace flooring in various Fire Stations.</p> <p><b>Library:</b> (2018) Replace carpeting on first floor. (2020) Replace carpeting on second floor. (2021) Replace carpeting in basement.</p> <p><b>MSB:</b> (2019) Replace ceiling grid in bay 157-D.</p> <p>Discussion of operating cost impact:</p> <p>As this project entails the replacement of existing furniture and flooring, there is no anticipated operating expense impact.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	City Hall	-	375,000	40,000	40,000	100,000	\$ 555,000
	Fire Stations	30,000	55,000	25,000	25,000	25,000	\$ 160,000
	Library	50,000	150,000	100,000	100,000	-	\$ 400,000
	MSB	-	25,000	-	-	-	\$ 25,000
	Parks	-	-	-	30,000	-	\$ 30,000
	Police Station	-	30,000	-	-	-	\$ 30,000
Facilities Capital Projects		80,000	635,000	165,000	195,000	125,000	\$ 1,200,000
				-	-	-	\$ -
PRFM	Wastewater	-	-	100,000	-	100,000	\$ 200,000
WW Utility Capital Projects		-	-	100,000	-	100,000	\$ 200,000
Total - Interior Capital Projects		\$ 80,000	\$ 635,000	\$ 265,000	\$ 195,000	\$ 225,000	\$ 1,400,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	25,000	12,000	-	15,000	\$ 52,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	80,000	610,000	253,000	195,000	210,000	\$ 1,348,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 80,000</b>	<b>\$ 635,000</b>	<b>\$ 265,000</b>	<b>\$ 195,000</b>	<b>\$ 225,000</b>	<b>\$ 1,400,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title:    Lighting Upgrades

PROJECT DESCRIPTION
<p>Justification:</p> <p>At city facilities and parks, many of the existing fixtures are outdated and have become maintenance intensive. In addition, these lights do not meet today's definition of being energy efficient. This CIP intends to make both improvements at one time.</p> <p><b>Fire Stations:</b> (2019) Upgrade exterior lighting at Fire Stations #1, #2, and #3. (2020 &amp; 2022) Upgrade interior and exterior lighting at various fire stations.</p> <p><b>Library:</b> (2019) Upgrade lighting controls. (2022) Upgrade interior and exterior lighting.</p> <p><b>MSB:</b> (2019 &amp; 2021) Upgrade interior lighting.</p> <p><b>Parks:</b> (2018 / 2019 / 2020 / 2021 / 2022) Upgrade lighting at various City parks.</p> <p><b>Police Station:</b> (2021) Upgrade exterior lighting.</p> <p><b>PRFMD Facility:</b> (2020) Upgrade interior lighting.</p> <p><b>Valley Transit:</b> (2021) Upgrade interior lighting</p> <p><b>Wastewater:</b> (2019 &amp; 2021) Interior and exterior lighting upgrades.</p> <p><b>Water plant:</b> (2020 &amp; 2022) Upgrade interior lighting and controls.</p> <p>Discussion of operating cost impact:</p> <p>Will reduce electrical costs. Total savings are dependent on hours of operation, quantity and type of fixtures used.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM      Fire Stations	-	75,000	75,000	-	75,000	\$ 225,000
Library	-	50,000	-	-	295,000	\$ 345,000
MSB	-	75,000	-	75,000	-	\$ 150,000
Parks	50,000	100,000	100,000	100,000	100,000	\$ 450,000
Police Station	-	-	-	75,000	-	\$ 75,000
PRFMD	-	-	75,000	-	-	\$ 75,000
<b>Facilities Capital Projects</b>	<b>50,000</b>	<b>300,000</b>	<b>250,000</b>	<b>250,000</b>	<b>470,000</b>	<b>\$ 1,320,000</b>
PRFM      Valley Transit	-	-	-	40,000	-	\$ 40,000
<b>Valley Transit Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>\$ 40,000</b>
PRFM      Wastewater	-	75,000	-	75,000	-	\$ 150,000
<b>WW Utility Capital Projects</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>\$ 150,000</b>
PRFM      Water Plant	-	-	75,000	-	75,000	\$ 150,000
<b>Water Utility Capital Projects</b>	<b>-</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>	<b>\$ 150,000</b>
<b>Total - Lighting Upgrade Projects</b>	<b>\$ 50,000</b>	<b>\$ 375,000</b>	<b>\$ 325,000</b>	<b>\$ 365,000</b>	<b>\$ 545,000</b>	<b>\$ 1,660,000</b>

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	50,000	375,000	325,000	365,000	545,000	\$ 1,660,000
Other	-	-	-	-	-	-
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ 375,000</b>	<b>\$ 325,000</b>	<b>\$ 365,000</b>	<b>\$ 545,000</b>	<b>\$ 1,660,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Municipal Services Building Heated Storage

PROJECT DESCRIPTION
<p>Justification:</p> <p>The Municipal Services Building has reached its capacity to house equipment and supplies. The Department of Public Works has indicated inefficiencies, supplies that are being damaged from outside storage and materials that are freezing at times when it is critical to have them available. Accommodations have been made by adding mezzanine storage in areas with higher ceilings and by utilizing shelving when feasible.</p> <p>This request anticipates that by 2019, a new heated storage facility will be required to continue to provide the level of service and to ensure the department's assets are secure.</p> <p>2019 - Planning and design 2020 - Building construction</p>
<p>Discussion of operating cost impact:</p> <p>Additional area will entail additional maintenance and utilities expense, depending on the design. The operating cost impact is not currently quantifiable.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM      MSB Storage	-	85,000	650,000	-	-	\$ 735,000
Total - Facilities Capital Projects Fund	\$ -	\$ 85,000	\$ 650,000	\$ -	\$ -	\$ 735,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	85,000	-	-	-	\$ 85,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	650,000	-	-	\$ 650,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 85,000	\$ 650,000	\$ -	\$ -	\$ 735,000
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

\* N/Q = Not quantifiable

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Plumbing Upgrades

## PROJECT DESCRIPTION

Justification:

### Fire Stations:

Replace Galvanized Sewer Mains - (2018) At Fire Station #1 the current sewer mains are galvanized and need to be replaced with PVC before the current mains fail. Galvanized pipes haven't been used in plumbing applications since the 1960's. Galvanized pipes used in plumbing applications have a short lifespan because they deteriorate very quickly from the inside out and because of this the pipes constantly plug before they finally fail.

### Parks:

Camera Testing and Repairs- (2019 / 2020 / 2021) This project will include camera inspections and implementation of repairs to water and sewer laterals for City parks.

City Park Fountain - (2021) Design for replacing the vault and plumbing for the fountain. (2022) Construction for replacing the vault and plumbing for the fountain.

### Wastewater:

H-Building new water line- (2018) This project will tie non-potable water to the H-Building.

Discussion of operating cost impact:

There is no operating cost impact from these projects.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Fire Stations	35,000	-	-	-	-	\$ 35,000
	Parks	-	25,000	25,000	60,000	175,000	\$ 285,000
	<b>Facilities Capital Projects</b>	35,000	25,000	25,000	60,000	175,000	\$ 320,000
PRFM	Wastewater	30,000	-	-	-	-	\$ 30,000
	<b>WW Utility Capital Projects</b>	30,000	-	-	-	-	\$ 30,000
Total - Plumbing Upgrades		\$ 65,000	\$ 25,000	\$ 25,000	\$ 60,000	\$ 175,000	\$ 350,000

## COST ANALYSIS

### Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	10,000	-	-	35,000	10,000	\$ 55,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	55,000	25,000	25,000	25,000	165,000	\$ 295,000
Other	-	-	-	-	-	\$ -
Total	\$ 65,000	\$ 25,000	\$ 25,000	\$ 60,000	\$ 175,000	\$ 350,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title:   Roof Replacement

PROJECT DESCRIPTION
<p>Justification:</p> <p>Roof areas at various facilities are reaching their expected life and are in need of replacement. Blistering, membrane shrinkage, etc. is affecting base flashings and causing leaks. Roofs require annual preventive and corrective maintenance to maximize their useable life. Each roof is inspected annually and repairs are completed as necessary. A roof audit was completed and roof replacements have been prioritized. Priorities can change and are adjusted annually if needed.</p> <p>2018 - Fire Station #5 (\$150,000)  2019 - Fire Station #1 (\$250,000)  2020 - Parks - Various Pavilions (\$50,000)  2020 - Reid G.C. - Pump house (\$10,000)  2020 - Wastewater - B-Building (\$100,000)  2021 - Library - Partial (\$400,000)  2021 - Parks - AMP Amphitheater (\$30,000)  2021 - Parks - AMP Observation (\$20,000)  2022 - Fire Station #2 (\$60,000)  2022 - Wastewater - V-Building Partial Replacement (\$200,000)</p> <p>Discussion of operating cost impact:</p> <p>Roofs are the most critical component of a facility and require ongoing repair and replacement. The average life span of a well maintained roof can reach 25 years. The City has 113 roof areas totaling over 536,000 sq. ft. The total replacement cost is estimated at \$5,092,000. Based on a 25 year replacement cost, we should expect an average of approximately \$203,680 in replacement costs annually to keep our roofs up-to-date. No overall impact on operating costs is expected from roof replacements.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM       Fire Stations	150,000	250,000	-	-	60,000	\$ 460,000
Library	-	-	-	400,000	-	\$ 400,000
Parks	-	-	50,000	50,000	-	\$ 100,000
<b>Facilities Capital Projects</b>	<b>150,000</b>	<b>250,000</b>	<b>50,000</b>	<b>450,000</b>	<b>60,000</b>	<b>\$ 960,000</b>
PRFM       Reid Golf Course	-	-	10,000	-	-	\$ 10,000
<b>Reid Golf Course</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>\$ 10,000</b>
PRFM       Wastewater Plant	-	-	100,000	-	200,000	\$ 300,000
<b>WW Utility Capital Projects</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>200,000</b>	<b>\$ 300,000</b>
<b>Total - Roof Replacement Projects</b>	<b>\$ 150,000</b>	<b>\$ 250,000</b>	<b>\$ 160,000</b>	<b>\$ 450,000</b>	<b>\$ 260,000</b>	<b>\$ 1,270,000</b>

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	5,000	40,000	28,000	5,000	-	\$ 78,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	145,000	210,000	132,000	445,000	260,000	\$ 1,192,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ 250,000</b>	<b>\$ 160,000</b>	<b>\$ 450,000</b>	<b>\$ 260,000</b>	<b>\$ 1,270,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Safety and Security Improvements

## PROJECT DESCRIPTION

### Justification:

**Fire Stations:** Emergency Power - (2020) Connect additional circuits to backup power.

**Library:** Upgrade Security - (2018) This project will secure the employee work areas from the public areas with card access.

**Parks:** Security Upgrades - (2018 / 2019 / 2020 / 2021) The security upgrades will include but not be limited to: cameras, auto-locks, card readers, and infrastructure upgrades.

Sheig Center - (2019) Install fiber and card access to facility.

**PRFMD Facility:** Fire Alarm - (2020) Install new fire alarm system with handicap alarms. (2022) Generator - Upgrades to generator and back up power system

**Valley Transit:** Install New Generator - (2018) The existing generator is at the end of its life and is in need of constant maintenance. It was also determined that it would not be reliable in a power outage situation.

**Wastewater:** Asbestos Removal - (2019) Remove asbestos in A-Building, S-Building, and L-Building.

**Water Plant:** Upgrade Fire Protection System - (2021) Upgrade the fire protection system.

### Discussion of operating cost impact:

Though the parks security upgrades are expected to reduce the time CSO Officers take to open and close pavilions, those hours will be devoted to other police matters and no reduction of labor hours is projected.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Fire Stations	-	-	25,000	-	-	\$ 25,000
	Library	40,000	-	-	-	-	\$ 40,000
	Parks	15,000	80,000	30,000	30,000	-	\$ 155,000
	PRFMD	-	-	60,000	-	100,000	\$ 160,000
<b>Facilities Capital Projects</b>		<b>55,000</b>	<b>80,000</b>	<b>115,000</b>	<b>30,000</b>	<b>100,000</b>	<b>\$ 380,000</b>
PRFM	Valley Transit	145,000	-	-	-	-	\$ 145,000
	<b>Valley Transit Capital Projects</b>	<b>145,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 145,000</b>
PRFM	Wastewater Plant	-	50,000	-	-	-	\$ 50,000
	<b>WW Utility Capital Projects</b>	<b>-</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 50,000</b>
PRFM	Water Plant	-	-	-	100,000	-	\$ 100,000
	<b>Water Utility Capital Projects</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>\$ 100,000</b>
Total - Safety & Security Upgrades		<b>\$ 200,000</b>	<b>\$ 130,000</b>	<b>\$ 115,000</b>	<b>\$ 130,000</b>	<b>\$ 100,000</b>	<b>\$ 675,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	5,000	8,000	-	-	-	\$ 13,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	195,000	122,000	115,000	130,000	100,000	\$ 662,000
Other	-	-	-	-	-	\$ -
Total	<b>\$ 200,000</b>	<b>\$ 130,000</b>	<b>\$ 115,000</b>	<b>\$ 130,000</b>	<b>\$ 100,000</b>	<b>\$ 675,000</b>
Operating Cost Impact	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Appleton Memorial Park - Renovations

PROJECT DESCRIPTION
<p>Justification:</p> <p>The last master plan for Appleton Memorial Park was developed in 2015. Significant changes have been made to the park since the last master planning efforts were completed. Changes include two stormwater ponds, naturalization of the stormwater channel through the park, construction of the Miracle League Field, new restroom facility to service the west end of the ball diamond complex, and additional playground equipment near the Miracle League Field. Another major change in the park was the termination of the agreement between the City of Appleton and the Gardens of the Fox Cities. With the termination of this agreement, the 35 acres on the west end of the park, the Scheig Center and surrounding gardens became the sole responsibility of the Parks, Recreation and Facilities Management Department.</p> <p>The 2015 master plan included the following recommendations. (Please also refer to the Appleton Memorial Park/Athletic Fields CIP request for recommendations to the ball diamond facilities and amenities).</p> <p>2019 - Design for Phase 1 - Parking lot, pavilion, park amenities, and Scheig connection.  2020 - Construction for Phase 1 - Parking lot, pavilion, park amenities, and Scheig connection.  2021 - Design for Phase 2 and 3 - Parking lot on Northland Ave and Trail system throughout the park.  2022 - Construction of Phase 2 - Parking lot and a section of the trail system.  2023 - Construction of Phase 3 - Complete rest of the trail system.</p> <p>Discussion of operating cost impact:</p> <p>Any impacts to the operating costs of the park will be addressed when the specific projects identified in the master plan are included in the Department's 5-Year Capital Improvement Program.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFMD	Design	-	125,000	-	40,000	-	\$ 165,000
	Phase 1	-	-	1,100,000	-	-	\$ 1,100,000
	Phase 2	-	-	-	-	250,000	\$ 250,000
Total - PRFMD Capital Projects Fund		\$ -	\$ 125,000	\$ 1,100,000	\$ 40,000	\$ 250,000	\$ 1,515,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	125,000	-	40,000	-	\$ 165,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	1,100,000	-	250,000	\$ 1,350,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 125,000	\$ 1,100,000	\$ 40,000	\$ 250,000	\$ 1,515,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Appleton Memorial Park/Athletic Fields

PROJECT DESCRIPTION
<p><b>Justification:</b></p> <p>The Parks and Recreation Department commissioned a study of the athletic facilities at Appleton Memorial Park in 2001. The study became necessary because of the aging condition of the softball complex and baseball diamond, the development of diamonds #4 - #6, increased demand for concession opportunities, utility areas and irrigation to maintain turf standards. The study was also commissioned to review the need for athletic facilities at Appleton Memorial Park relative to the development of USA Youth Sports Complex and other athletic facilities in the community. The study involved soliciting feedback from the various user groups. The improvements suggested by the user groups were noted in the study and the Department developed a program to address those improvements. A concept plan for future improvements to the athletic complex was approved by the Council in 2004. Improvements totaling \$500,000 were completed in 2007-2008 and included new field lighting, irrigation, and improved bleacher seating. A \$85,000 grant was secured from the Fox Cities Convention and Visitors Bureau Capital Development Program for the improvements. The Miracle League Field was added in 2009 to provide a fully accessible ball diamond for children with special needs. In 2012, plans were updated to address the current stormwater issues, facility functionality, additional facilities, aging building and building systems and future needs. Funding was included in the 2013 Parks, Recreation and Facilities Management Department Capital Projects Fund to construct a new restroom building on the west end of the ball diamond complex as identified in early plans and also evaluate the Jones Building to determine options for improved functionality. The new restroom building was completed in June, 2014 and the evaluation of the Jones Building recommended demolition and construction of a new facility that better meets the current and future needs of the facility and addresses the building system concerns. The ball diamond complex is a popular location for youth and adult baseball/softball tournaments and the Department will be submitting a grant application to the Fox Cities Convention and Visitors Bureau to assist with the replacement of the Jones Building. Other improvements to the ball diamond complex are also included based on previous plans, studies and user needs.</p> <p>This project funding request includes:</p> <p>2019 - Demolition and replacement of the Jones Building including walkways.  2019 - Install scoreboards on fields #5, #6, and #7.  2020 - Upgrade ball diamond backstop, line fences and outfield fences for diamond #4 / upgrade field lights #7.  2021 - Install irrigation on fields #1, #3, #5, #6, and #7.  2022 - Upgrade Lighting on fields #5 and #6.</p> <p><b>Discussion of operating cost impact:</b></p> <p>The demolition and replacement of the Jones Building is not anticipated to increase operational costs since the building will be new with updated components. Some of the operational costs may be recovered from increased revenues from concession sales and facility rental because of its improved functionality.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFMD	Construction	-	1,650,000	-	-	-	\$ 1,650,000
	Irrigation	-	-	-	150,000	-	\$ 150,000
	Scoreboards	-	150,000	-	-	-	\$ 150,000
	Lighting	-	-	150,000	-	150,000	\$ 300,000
	Fence upgrades	-	-	35,000	-	-	\$ 35,000
Total - PRFMD Capital Projects Fund		\$ -	\$ 1,800,000	\$ 185,000	\$ 150,000	\$ 150,000	\$ 2,285,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	25,000	20,000	25,000	-	\$ 70,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	1,775,000	165,000	125,000	150,000	\$ 2,215,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 1,800,000	\$ 185,000	\$ 150,000	\$ 150,000	\$ 2,285,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Park ADA Improvements

## PROJECT DESCRIPTION

### Justification:

In 2015, an assessment was completed in adherence with the Americans with Disabilities Act (ADA), originally passed on July 26, 1990 and becoming effective January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. The Act comprises five titles prohibiting discrimination against disabled persons within the United States. Title II of the ADA requires state and local governments to make their programs, services and activities accessible to persons with disabilities. It also established physical access requirements for public facilities.

The objective of the audit was to assess present degrees of adequacy and future accessibility needs for persons with disabilities who may use our public facilities and public recreation facilities and to develop a transition plan to remedy any non-compliance areas. Recreation facilities in the audit area include facilities such as pavilions, trails, playgrounds, aquatics, ballfields, golf courses and shoreline access.

This CIP requests funding to address any deficiencies found in the ADA assessment. The 2018 project will focus on repairs to the sidewalks/hardscapes, picnic tables, playgrounds, and ensuring the restrooms meet all ADA requirements. The exact locations are still to be determined as all parks have the above listed deficiencies.

### Discussion of operating cost impact:

Since these improvements are changes to existing facilities, there are not operating cost impacts.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	ADA Improvements	50,000	50,000	50,000	50,000	50,000	\$ 250,000
<b>Total - PRFMD Capital Projects</b>		<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 250,000</b>
<b>Fund</b>							

## COST ANALYSIS

Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	50,000	50,000	50,000	50,000	50,000	\$ 250,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 250,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Park Aquatics

PROJECT DESCRIPTION
<p><b>Justification:</b></p> <p>Overall, trends indicate cities installing splash pads in various locations improve quality of life and community enrichment. This plan also seeks to install splash pads at Memorial Park, Derks Park, Telulah Park and Pierce Park in future years while continuing to operate and invest in Mead Pool. Within five years Mead Pool will require upgrades as the facilities and equipment age. An assessment will be done in future years to replace any failing systems to maintain and enhance the features at Mead Pool.</p> <p><b>Mead Pool:</b>  <u>Pool Coatings and Painting</u> - (2018) The Coating on Mead Pool needs to be replaced every 5 years. It was last coated in 2012 and is due for replacement. This project will also include painting the waterslide structure.  <u>Upgrade Sand Play Area</u> - (2020) This project will also include upgrades to the sand play area. The current area is underutilized and will be upgraded to provide additional amenities for non-swimmers. The upgrades will include removal of unused equipment and replace with: ping pong tables, shuffleboard table, foosball tables, seating and shade structures.  <u>Aquatics Upgrade</u> - (2021) Perform a condition analysis of the aquatics and facilities. Results of this study may result in a future CIP request for recommended upgrades to extend the useful life of these assets. (2022) Design for the aquatic upgrades.</p> <p><b>Splash Pads:</b>  <u>Memorial Park</u> - (2020-2021) Design for splash pad will be in 2020 and construction will take place in 2021. Approximately 5,000 sf.  <u>Pierce Park</u> - (2021-2022) Design for splash pad will be in 2021 and construction will take place in 2022. Approximately 5,000 sf.</p>
<p><b>Discussion of operating cost impact:</b></p> <p>We expect that a greater operating cost will occur because of the new splash pads. The full cost of this won't be known until engineering is completed.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFMD	AMP	-	-	30,000	360,000	-	\$ 390,000
	Mead	145,000	-	40,000	115,000	75,000	\$ 375,000
	Pierce	-	-	-	30,000	360,000	\$ 390,000
Total - PRFMD Capital Projects Fund		\$ 145,000	\$ -	\$ 70,000	\$ 505,000	\$ 435,000	\$ 1,155,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	10,000	-	70,000	145,000	75,000	\$ 300,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	135,000	-	-	360,000	360,000	\$ 855,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 145,000</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ 505,000</b>	<b>\$ 435,000</b>	<b>\$ 1,155,000</b>
Operating Cost Impact						\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Park Development

## PROJECT DESCRIPTION

### Justification:

This funding request includes the development of several park properties that were acquired in previous years but have not been completed because funding was not available, or the Parks, Recreation and Facilities Management Department was coordinating the park development with adjacent property development, other department/City projects, etc. Some of the park development projects listed below may change if coordinating projects/developments are realigned.

#### **Alicia Park:**

Design for Riverfront Access - (2022) Design for the development of a riverfront trail with access to the river at Alicia Park- \$35,000

#### **Ellen Kort Park:**

Design Services - (2018) Design for the development of the former water treatment plant - \$100,000

Park Construction Phase I - (2019) Site development - \$800,000

Park Construction Phase II - (2020) Construction of the park and amenities - estimated at \$1,000,000 pending final design

#### **Fire Station #6:**

Master Planning - (2020) Park Master Planning for the Fire Station 6 Park site- \$30,000

Design Services - (2021) Design for the development of the Fire Station 6 Park site - \$30,000

Construction - (2022) - Construction for the development of the Fire Station 6 site - \$400,000

#### **Jones Park:** (timing of this project will occur upon completion of the Exhibition Center)

Park Construction - (2018) Construction of Jones Park - \$1,995,000

### Discussion of operating cost impact:

The Department will incur additional operational costs when these parks are developed due to increased turf, playground equipment, walkways, lighting, landscaping, picnic areas and general park property.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Alicia Park	-	-	-	-	35,000	\$ 35,000
	Ellen Kort Park	100,000	800,000	1,000,000	-	-	\$ 1,900,000
	FS #6 Site	-	-	30,000	30,000	400,000	\$ 460,000
	Jones Park	1,995,000	-	-	-	-	\$ 1,995,000
<b>Total - PRFMD Capital Projects</b>		<b>\$ 2,095,000</b>	<b>\$ 800,000</b>	<b>\$ 1,030,000</b>	<b>\$ 30,000</b>	<b>\$ 435,000</b>	<b>\$ 4,390,000</b>
<b>Fund</b>							

## COST ANALYSIS

Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	125,000	-	30,000	30,000	65,000	\$ 250,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,970,000	800,000	1,000,000	-	370,000	\$ 4,140,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 2,095,000</b>	<b>\$ 800,000</b>	<b>\$ 1,030,000</b>	<b>\$ 30,000</b>	<b>\$ 435,000</b>	<b>\$ 4,390,000</b>
Operating Cost Impact	\$ -	\$ 12,000	\$ 14,500	\$ 14,500	\$ 14,500	\$ 55,500

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Playground Areas

PROJECT DESCRIPTION
<p><b>Justification:</b></p> <p>The Parks, Recreation and Facilities Management Department currently maintains 29 playground areas throughout the City's park system. The playground areas in each park generally include a modular play structure, independent play apparatus such as swing sets, climbers, etc., benches, safety surfacing and access. Several playground areas include multiple modular play structures to address different age groups. The current value of the playground areas is estimated at \$1.8 million. Regular upgrades to the playgrounds over the past 15 years have included replacement of outdated and/or unsafe playground equipment, the addition of age appropriate playground equipment, improved safety surfacing and accessibility.</p> <p>This funding request would continue to replace outdated or unsafe playground equipment as needed and improve accessibility to playgrounds through the addition of walkways and upgrades to equipment to meet Consumer Product Safety Commission guidelines and the Americans with Disabilities Act (ADA) requirements. The request also includes the addition of resilient rubberized/synthetic turf playground surfacing to address a growing need to provide a fully accessible playground in multiple locations throughout the City. The current fully-accessible playgrounds at Appleton Memorial Park, City Park and Derks Parks are extremely popular and requests are regularly received for additional playgrounds with poured-in resilient rubberized surfacing.</p> <p><b>Appleton Memorial Park:</b>  <u>Upgrade Playground</u> - (2020) Playground upgrades and rubberized/synthetic surfacing. - \$300,000</p> <p><b>Jaycee Park:</b>  <u>Upgrade Playground</u> - (2022) New 2-5 year old playground equipment. - \$30,000</p> <p><b>Linwood Park:</b>  <u>Upgrade Playground</u> - (2021) New 5-12 year old playground equipment. - \$75,000</p> <p><b>Pierce Park:</b>  <u>Upgrade Playground</u> - (2019) Playground upgrades and rubberized/synthetic surfacing. - \$300,000.</p>
<p><b>Discussion of operating cost impact:</b></p> <p>The replacement and/or upgrade of playground equipment is not expected to have any measurable impact on operating costs. Additional pour-in place resilient rubberized safety surfacing will require additional supplies/services funding, but will decrease staff maintenance requirements to maintain the current wood mulch surfacing.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM						
AMP	-	-	300,000	-	-	\$ 300,000
Jaycee Park	-	-	-	-	30,000	\$ 30,000
Linwood Park	-	-	-	75,000	-	\$ 75,000
Pierce Park	-	300,000	-	-	-	\$ 300,000
<b>Total - PRFMD Capital Projects</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 75,000</b>	<b>\$ 30,000</b>	<b>\$ 705,000</b>
<b>Fund</b>						

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	15,000	-	15,000	-	\$ 30,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	285,000	300,000	60,000	30,000	\$ 675,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 75,000</b>	<b>\$ 30,000</b>	<b>\$ 705,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Reid Golf Course

## PROJECT DESCRIPTION

### Justification:

A master plan was developed for Reid Golf Course in 1988. The master plan was initiated to address the following concerns: maintenance facilities, clubhouse facilities, parking, safety issues on course (driving range), and course improvements. A new maintenance facility was completed in the early 1990's, the clubhouse was remodeled in the mid-1990's. The master plan was updated in 1995 to address continued parking issues, safety issues on the course and general improvements to the course. The longevity of the irrigation system was noted in the 1995 master planning process and a new irrigation system was installed in 2005. Upgrades to the clubhouse flooring, furniture, pro shop and snack bar were completed in 2012 and 2013. Major course renovations were completed in 2013 in coordination with the construction of two stormwater ponds funded by the Stormwater Utility. This budget includes funding requests to address the following course improvements:

2019 - Parking lot reconstruction - \$50,000  
 2019 - Course master planning - \$15,000  
 2019 - Restroom upgrades - \$20,000  
 2019 - Sand storage for maintenance shop - \$20,000  
 2019 - Card access system for maintenance shop - \$10,000  
 2020 - Pave cart paths - Phase 1 - \$25,000  
 2020 - Concession equipment upgrades - \$12,500  
 2020 - Exterior signage - \$10,000  
 2021 - Paved cart paths - Phase 2 - \$35,000  
 2021 - Course updates (bunker repairs, drainage, etc.) - \$12,500  
 2021 - Concession equipment upgrades - \$10,000  
 2022 - Pave cart paths - Phase 3 - \$25,000

\*\* Note: Some of these items do not meet the capital asset threshold but are included in order to plan for these larger one time costs for the golf course.

### Discussion of operating cost impact:

The improvements would not have a significant impact on operational costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Paved Paths	-	-	25,000	35,000	25,000	\$ 85,000
	Parking Lot	-	50,000	-	-	-	\$ 50,000
	Master Planning**	-	15,000	-	-	-	\$ 15,000
	Bathroom Upgrades**	-	20,000	-	-	-	\$ 20,000
	Course Renovations**	-	-	-	12,500	-	\$ 12,500
	Sand Storage**	-	20,000	-	-	-	\$ 20,000
	Card Access System**	-	10,000	-	-	-	\$ 10,000
	Concession Equip.**	-	-	12,500	10,000	-	\$ 22,500
Total - Reid Municipal Golf Course	Exterior Sign**	-	-	10,000	-	-	\$ 10,000
		\$ -	\$ 115,000	\$ 47,500	\$ 57,500	\$ 25,000	\$ 245,000

## COST ANALYSIS

### Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	10,000	5,000	-	-	\$ 15,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	105,000	42,500	57,500	25,000	\$ 230,000
Other	-	-	-	-	-	\$ -
Total	\$ -	\$ 115,000	\$ 47,500	\$ 57,500	\$ 25,000	\$ 245,000
Operating Cost Impact	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,000

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Scheig Center

PROJECT DESCRIPTION
<p><b>Justification:</b></p> <p>This funding request includes repairs and/or improvements to areas of the existing grounds at the Scheig Center and Memorial Park Gardens. In 2014, the Gardens of the Fox Cities ceased operations and the responsibilities for the operational and capital upkeep of the property were transferred to the City of Appleton.</p> <p>There are several areas in need of improvement that are currently in poor condition. These areas include the plaza paver areas, outdoor lighting and the memorial. These features are failing and in need of removal, repair or replacement to ensure safety and meet ADA accessibility requirements.</p> <p>The cost to repair/replace is significant and the long-term operational costs are significant. Second, this plan recommends removal of the unutilized areas around the perimeter and return those areas back to grass. Much of the outdoor lighting is not operational and in need of replacement. Last, the memorial is constructed of a stone base which has developed into an ongoing maintenance expense. A long-term solution needs to be developed.</p> <p>This plan recommends the following (Phase 1 was completed in 2016 and Phase 2 was completed in 2017):</p> <p><b>Phase 3 - (2018 / 2019 - north side of building)</b> Removal of the brick pavers, existing lighting and existing gardens. Re-construction will consist of installing new gardens, stamped concrete walkways, new access road, new pedestrian entrance, and new lighting.</p> <p><b>Repairs to Monument Base - (2019)</b> Repair of memorial and monument.</p>
<p><b>Discussion of operating cost impact:</b></p> <p>Since these projects are renovations or replacements of existing features, there is no operating cost impact to them.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM Phase 3	100,000	100,000	-	-	-	\$ 200,000
Memorial	-	65,000	-	-	-	\$ 65,000
Total - Facilities Capital Projects	\$ 100,000	\$ 165,000	\$ -	\$ -	\$ -	\$ 265,000
Fund						

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	7,500	12,500	-	-	-	\$ 20,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	92,500	152,500	-	-	-	\$ 245,000
Other	-	-	-	-	-	\$ -
Total	\$ 100,000	\$ 165,000	\$ -	\$ -	\$ -	\$ 265,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Southeast Community Park

PROJECT DESCRIPTION
<p><b>Justification:</b></p> <p>The City of Appleton, City of Menasha and Town of Harrison began discussions in the late 2000's on the joint purchase of a regional community park in the southeast area of Appleton. Since those initial meetings, both entities have decided to move in another direction. In addition, in 2016, the growth area for Appleton was limited, thus reducing future options for a southside park in the City of Appleton, thus we continue to seek opportunities for available properties that would serve a park well. A southside park would consider increasing demands for lacrosse, rugby, ultimate frisbee, and general open play; disc golf course to address changing facilities in Telulah Park; and recreation facilities (playgrounds, tennis courts, etc.). A Master Plan in 2019 would identify the greatest needs and best opportunities for the park and residents.</p> <p><b>Southeast Community Park:</b>  <u>Acquisition</u> - (2018) Seek property that could meet the needs for a SE Community Park.  <u>Master Plan</u> - (2019) Plan the property accordingly to meet recreational demands and service needs for that area.  <u>Site Development</u> - (2020) Construction documents and site development.  <u>Construction</u> - (2021) Construction of park to be defined by the master planning process.</p> <p>Discussion of operating cost impact:            Additional operational costs would be incurred to address maintenance and operation costs for a large community park.</p>

DEPARTMENT COST SUMMARY							
DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Acquisition	500,000	-	-	-	-	\$ 500,000
	Master Plan	-	80,000	-	-	-	\$ 80,000
	Site Development	-	-	400,000	-	-	\$ 400,000
	Construction	-	-	-	1,500,000	-	\$ 1,500,000
Total - PRFMD Captial Projects		\$ 500,000	\$ 80,000	\$ 400,000	\$ 1,500,000	\$ -	\$ 2,480,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	80,000	200,000	150,000	-	\$ 430,000
Land Acquisition	500,000	-	-	-	-	\$ 500,000
Construction	-	-	200,000	1,350,000	-	\$ 1,550,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ 80,000</b>	<b>\$ 400,000</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 2,480,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Statue and Monument Restoration

PROJECT DESCRIPTION
<p>Justification:</p> <p>The City of Appleton owns several statues and monuments throughout the City. Because of their various locations, no one department has been responsible for their upkeep. In 2014, the Parks, Recreation and Facilities Management department collaborated with Sculpture Valley, a non-profit group interested in preserving and enhancing public art. Since 2014, Sculpture Valley has provided an inventory and general condition assessment of the various statues and monuments. These assets are in need of various levels of restoration. This Capital Improvement Plan seeks to preserve and extend the life of the statues and monuments. The monuments and estimated cost of repairs include, but are not limited to the following:</p> <p>Civil War Memorial (Soldier Square).  Spanish American War Memorial (Pierce Park).  Gettysburg Address Monument (Pierce Park).  Native American Commemoration Memorial (Pierce Park).  Fox River Oracle - Hadzi (Oneida Street).  River War Memorial (Scheig Center and Memorial Park Gardens).  Metamorphosis (Storage).  Houdini Walking Tour Plaques (Throughout City).</p> <p>Sculpture Valley seeks private donations to assist with restoration costs. Requested funding is based on the probable amount required to preserve and extend the useful life of the statues and monuments and assumes some private funds will be available.</p> <p>Discussion of operating cost impact:  No operating cost impact is expected from these renovations.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFM      Various	15,000	45,000	30,000	30,000	30,000	\$ 150,000
<b>Total - PRFMD Capital Projects Fund</b>	<b>\$ 15,000</b>	<b>\$ 45,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 150,000</b>

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	15,000	45,000	30,000	30,000	30,000	\$ 150,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 15,000</b>	<b>\$ 45,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 150,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Telulah Park Improvements

## PROJECT DESCRIPTION

### Justification:

A master plan for Telulah Park was adopted by the City Council in 2004. The master plan presents a long-range approach to address the many activities currently located in Telulah Park. The plan addresses parking and vehicular access, trails and walkways, the number and location of athletic facilities, the skate park and disc golf course, and development of land at river level that was acquired in 1991.

The pavilion was renovated in 2004. The parking lot was reconstructed in 2006 and the extension of Newberry Trail through Telulah Park was completed in 2007. The extension of Newberry Street through Telulah Park to serve the RiverHeath development was completed in late 2015/2016.

The master plan was revisited in 2011 as the Parks, Recreation and Facilities Management Department worked with the Friends of Appleton Skate Park to identify a location for a skate park facility, address the repurposing of the park with the addition of a skate park facility and potential impacts of a southeast Appleton community park on the ball diamond, soccer fields and disc golf course and confirm the development of the river level of the park and the connection to RiverHeath based on the most current development and mitigation plans.

### **Riverfront Development:**

Phase 1 Riverfront - (2018) Phase 1 construction will include the following development: trail construction, riverfront lighting, and trailhead parking.

Phase 2 Riverfront - (2019) Construction will include the following amenities: Canoe/kayak launch, fishing piers, mooring docks, benches, and small shelter.

### Discussion of operating cost impact:

Additional operational costs will be incurred with additional park development.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Riverfront (ph 1)	765,000	-	-	-	-	\$ 765,000
	Riverfront (ph 2)	-	500,000	-	-	-	\$ 500,000
<b>Total - PRFMD Capital Projects</b>		<b>\$ 765,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,265,000</b>
<b>Fund</b>							

## COST ANALYSIS

### Estimated Cash Flows

Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	765,000	500,000	-	-	-	\$ 1,265,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 765,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,265,000</b>
<b>Operating Cost Impact</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 15,000</b>

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Tennis Courts

PROJECT DESCRIPTION
<p><b>Justification:</b></p> <p>The Parks and Recreation Department commissioned a study of all City and area tennis courts in 2004 to assess the conditions of the courts, provide cost estimates for renovations, and determine a course of action for providing tennis courts in the community from a regional approach. No significant maintenance was performed between that time and another assessment was performed in 2012, which found the courts ranged from poor to good condition. Some courts had reached the end of their useful life, were no longer playable and projected a poor image on their respective parks and neighborhoods. In 2012, the Parks, Recreation and Facilities Management Department developed a plan to address the addition/renovations/removal of tennis courts throughout the entire City of Appleton. The plan established "service areas" throughout the City and identified additional tennis courts, renovations and removals to provide tennis opportunities within each "service area."</p> <p>This budget includes funding to finish implementation of the tennis court plan and includes the following projects over the next 5 years:</p> <p><b>Linwood Park:</b>  <u>Courts Upgrade-</u> (2019) - Upgrade the tennis courts and lighting.</p> <p><b>Pickle Ball Complex:</b>  <u>Create New Pickle Ball Complex-</u> (2020) Create Pickle Ball complex.</p> <p><b>Discussion of operating cost impact:</b></p> <p>Repairs and/or renovations of existing facilities are not expected to have any measurable impact on operating costs., but new tennis courts will require some additional supplies and services for maintenance.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2018	2019	2020	2021	2022	Total
PRFMD Linwood Park	-	250,000	-	-	-	\$ 250,000
Pickle Ball	-	-	300,000	-	-	\$ 300,000
<b>Total - PRFMD Capital Projects</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 550,000</b>
<b>Fund</b>						

COST ANALYSIS						
Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	-	25,000	-	-	\$ 25,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	250,000	275,000	-	-	\$ 525,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 550,000</b>
Operating Cost Impact	\$ 1,000	\$ 3,000	\$ 3,000	\$ 5,000	\$ 7,000	\$ 19,000

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Trails and Trail Connections

## PROJECT DESCRIPTION

### Justification:

The Parks, Recreation and Facilities Management Department has worked closely with the Bicycle and Pedestrian Advisory Committee to identify trails and trail connections in the City of Appleton that meet the growing interest and demand for trails. This funding request will address the trails and/or trail connections listed below:

**Foremost Trestle Trail:** The Foremost Trestle Trail will be a river crossing connecting Lawe St. to the Foremost Site. Development of Foremost Trestle Trail- (2019) Design services for the Foremost Trail will include: design, permitting approvals, and grant applications. (2020) Construction of Foremost Trail.

**Lutz/Vulcan Trail:** The Lutz/Vulcan trail will run along the river connecting the Lutz/Appleton Yacht Club trail to Vulcan Heritage Park.

Development of Lutz/Vulcan Trail- (2020) Design for Lutz to Cedar St Connection. (2021) Construction for Lutz to Cedar St Connection; Design services for the Lutz/Vulcan Trail will include: design, permitting approvals, and grant applications. (2022) Construction of the Lutz/Vulcan Trail.

**Riverview Gardens Trail:** Will connect Veterans Park to the Newberry Trail while traveling along the riverfront. Development of Riverview Gardens Trail- (2021) Design services for the Riverview Gardens Trail will include: design, permitting approvals, and grant applications. (2022) Construction of the Riverview Gardens Trail.

**Trolley Square Trestle Trail:** Will be a river crossing that connects Ellen Kort Park to Old Oneida St. Development of Trolley Square Trestle Trail- (2019 / 2020) Construction of Trolley Square Trestle Trail.

**WE Energies Trail:** The WE Energies Trail will connect South Oneida St. to Hoover Park and Woodland Park. Development of WE Energies Trail- (2021) Design services for the WE Energies Trail will include: design, permitting approvals, and grant applications. (2022) Construction of WE Energies Trail.

### Discussion of operating cost impact:

Additional operating costs would be required to address the new trails and trail connections.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
PRFM	Foremost Trail	-	50,000	900,000	-	-	\$ 950,000
	Lutz/Vulcan Trail	-	-	35,000	700,000	2,000,000	\$ 2,735,000
	Riverview Gardens	-	-	-	50,000	850,000	\$ 900,000
	Trolley Sq. Trestle	-	600,000	700,000	-	-	\$ 1,300,000
	WE Energies Trail	-	-	-	25,000	250,000	\$ 275,000
<b>Total - PRFMD Capital Projects</b>		<b>\$ -</b>	<b>\$ 650,000</b>	<b>\$ 1,635,000</b>	<b>\$ 775,000</b>	<b>\$ 3,100,000</b>	<b>\$ 6,160,000</b>
<b>Fund</b>							

## COST ANALYSIS

Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	75,000	350,000	75,000	10,000	\$ 510,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	575,000	1,285,000	700,000	3,090,000	\$ 5,650,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 650,000</b>	<b>\$ 1,635,000</b>	<b>\$ 775,000</b>	<b>\$ 3,100,000</b>	<b>\$ 6,160,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF APPLETON 2018 BUDGET**

**RISK MANAGEMENT**

**Human Resources Director: Sandra A. Matz**

**Deputy Director of Human Resources: Debra M. Van Den Bogart**



# **CITY OF APPLETON 2018 BUDGET RISK MANAGEMENT**

## **MISSION STATEMENT**

To establish and maintain a successful risk management program and to provide on-going support and training to all City Departments and staff as well as prompt and fair service to the public.

## **DISCUSSION OF SIGNIFICANT 2017 EVENTS**

The Risk Management staff continued to manage organizational liability through a variety of efforts. The Risk Management staff continues to analyze our current coverages and completed our annual insurance renewals for the 2018 policy year. The staff reviewed all insurance policies to keep premiums at the lowest cost and maintain proper levels of coverage for the City's liability needs. We reviewed risk and provided adequate insurance coverage for 68 special events. Multiple reviews were completed on the Exhibition Center contract and the Erb Pool project to make sure builders risk coverages continued to be adequate. We completed the 2017 risk actuarial assessment to verify the City's reserves were adequate for potential loss. We updated the certificates of insurance requirements to be more consistent and provide better clarification for our customers. We worked with the Attorney's Office to update City ordinances related to insurance requirements for applicable customers. We also worked with them to update the Special Events Policy to ensure insurance requirements in the policy match the changes made to each certificate level.

We continued to manage the Central Safety Committee and worked with department safety committees to review current safety practices and make improvements as needed.

We also continued to proactively promote safe work practices by conducting required training for all supervisors, employees and volunteers on risk management topics. To help generate interest and keep our employees engaged in safety training, we created a Plinko game to reinforce safety topics for seasonal participants. We continue to work with CVMIC to offer confined space entry training for appropriate staff.

We worked to complete the Safety Data Sheets (SDS) audit and applicable updates, and continued to educate appropriate staff on the online SDS information.

The staff continues to analyze worker's compensation statistics to find ways to proactively mitigate injuries in the future. Based on the analysis, we followed up with departments to provide suggestions for ways to improve safety for employees.

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

The Fox River clean-up has been a long-running source of potential liability for the City. In 2014, the City submitted a consent decree, previously agreed to among several of the parties, to the US District Court. The consent decree capped the City's liability for cleanup at \$5.2 million, removed the City from further litigation, and was approved by the court. The \$5.2 million settlement amount was deposited with the court and reimbursed by the insurance companies that provided coverage to the City. Following approval of the consent decree, another of the litigants in the case brought suit for reimbursement of expenses related to the cleanup. That suit has been dismissed by the court and the Fox River cleanup litigation is now considered closed.

## CITY OF APPLETON 2018 BUDGET RISK MANAGEMENT

### MAJOR 2018 OBJECTIVES

Our key objective is to ensure that the City has sufficient insurance coverage and reserves for any type of claim, and to handle all claims and potential claims involving the City. Therefore, our focus will be on the development of new policies and revisions of existing policies consistent with this objective. In terms of insurance coverage and claims handling, we will:

Investigate and resolve all claims filed against the City

Work with the Attorney's Office on workers' compensation claims and other unresolved claims

Review all property, liability and workers' compensation insurance coverages

Evaluate funding source adequacy, including charges for service for workers' compensation

Conduct an audit of our insurance fund to make sure adequate funding is available for potential litigation claims

Continue to review certificate of insurance requirements to make sure risk of liability is reduced in case of any claims against the City

Work with vendor annually to assess city buildings to make sure the value of our property is adequately covered for insurance purposes

Continue to provide all applicable staff training in the safety/loss prevention areas

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

Analyze workers' compensation statistics and work with departments to develop appropriate courses of action

Work with vendors such as CVMIC to make sure all safety related education is available to our employees

Continue to monitor the financial status of the Risk Management Fund. Due to unusually high workers' compensation claims in 2015 and 2016, expenses in this fund significantly exceeded revenues in those years, resulting in a negative fund balance. As a result, a supplemental departmental charge was added in 2017. The fund balance will continue to be closely monitored in 2018 to determine if more corrective action needs to be taken..

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
<b>Program Revenues</b>		\$ 2,044,345	\$ 3,086,949	\$ 2,150,938	\$ 2,150,938	\$ 1,678,622	-21.96%
<b>Program Expenses</b>							
6210	Property & Liability Mgt.	2,148,591	3,294,080	1,895,139	1,895,139	1,399,052	-26.18%
6220	Loss Control	147,968	149,670	155,799	156,674	157,338	0.99%
<b>Total Program Expenses</b>		\$ 2,296,559	\$ 3,443,750	\$ 2,050,938	\$ 2,051,813	\$ 1,556,390	-24.11%
<b>Expenses Comprised Of:</b>							
Personnel		324,753	353,590	342,071	342,946	338,094	-1.16%
Administrative Expense		1,938,530	2,235,974	1,675,482	1,675,482	1,193,321	-28.78%
Supplies & Materials		2,237	2,797	2,200	2,200	2,600	18.18%
Purchased Services		30,936	851,285	30,985	30,985	22,250	-28.19%
Utilities		103	104	200	200	125	-37.50%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

# CITY OF APPLETON 2018 BUDGET RISK MANAGEMENT

**Property & Liability Management**

**Business Unit 6210**

## PROGRAM MISSION

For the financial benefit of our citizens, we will proactively administer and manage a fiscally responsible risk management program.

## PROGRAM NARRATIVE

### Link to City Goals:

Implements Key Strategy #1: "Prompt delivery of excellent services", #2: "Encourage active community participation and involvement", and #4: "Continually assess trends affecting the community and proactively respond."

### Objectives:

- Review all lines of insurance coverage for alternatives and cost reduction
- Analyze statistical data and develop programs to reduce exposures
- Proactively train and educate employees regarding risk management
- Review discounting opportunities for workers' compensation claims

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

With the addition of the Exhibition Center and Erb Pool, the value of the City's property dramatically increased. This in turn caused an increase to our insurance premiums for 2018. The Exhibition Center premiums will be charged back to the general fund after being paid through this fund.

The Uninsured Losses - WC is an estimate based on a three year history of workers' compensation claims paid. We continue to work with departments on safety training and equipment usage in an effort to reduce the number and severity of claims but many of the current claims are the result of unforeseeable accidents.

With the conclusion of the Fox River clean-up litigation, no legal fees or corresponding insurance reimbursements are projected for 2018. These decreases are reflected in the insurance proceeds and uninsured loss accounts.

## PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
<b>Client Benefits/Impacts</b>					
Insurance Costs					
Average workers' compensation costs per claim*	\$ 8,196	\$ 6,539	\$ 9,000	\$ 9,000	\$ 8,000
Avg cost per general liability claim*	\$ 111	\$ 467	\$ 400	\$ 50	\$ 400
Avg cost per auto liability claim*	\$ 387	\$ 3,090	\$ 500	\$ 150	\$ 500
<b>Strategic Outcomes</b>					
Minimize claims expense					
\$ value of claims paid*	\$ 482,334	\$ 404,798	\$ 500,000	\$ 240,000	\$ 450,000
\$ value of subrogation recovery*	\$ 43,300	\$ 31,804	\$ 15,000	\$ 20,000	\$ 35,000
<b>Work Process Outputs</b>					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	10	10	10	10
# of new insurance policies purchased	2	2	1	0	2
Number of claims filed					
General liability	39	34	40	48	40
Auto liability	28	24	30	24	30
Workers' comp - lost time	8	7	10	2	10
Workers' comp - medical only	49	46	50	50	48

\* Initial claims in year presented only

# CITY OF APPLETON 2018 BUDGET RISK MANAGEMENT

**Property & Liability Management**

**Business Unit 6210**

## **PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4710 Interest Income	\$ 82	\$ 21	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	1,287,059	1,366,467	1,711,040	1,711,040	1,622,222
5004 Sales of City Property	-	-	-	-	-
5035 Other Reimbursements	66,663	63,848	59,898	59,898	56,400
5082 Insurance Proceeds	690,541	1,656,613	380,000	380,000	-
Total Revenue	<u>\$ 2,044,345</u>	<u>\$ 3,086,949</u>	<u>\$ 2,150,938</u>	<u>\$ 2,150,938</u>	<u>\$ 1,678,622</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 153,637	\$ 157,676	\$ 160,364	\$ 160,364	\$ 162,027
6105 Overtime	50	151	-	-	-
6150 Fringes	47,615	69,242	52,586	52,586	45,957
6206 Parking Permits	1,188	1,224	1,260	1,260	1,260
6301 Office Supplies	772	786	1,200	1,200	1,200
6327 Miscellaneous Equipment	-	-	300	300	300
6401 Accounting/Audit	1,886	2,228	2,000	2,000	1,600
6403 Bank Services	1	-	-	-	-
6404 Consulting Services	13,183	4,000	12,500	12,500	5,000
6501 Insurance	462,709	472,664	471,429	471,429	513,708
6599 Other Contracts / Obligations	134	832,805	-	-	-
6626 Uninsured Losses	874,295	1,013,695	593,500	593,500	113,000
6627 Uninsured Losses - WC	593,121	739,609	600,000	600,000	555,000
Total Expense	<u>\$ 2,148,591</u>	<u>\$ 3,294,080</u>	<u>\$ 1,895,139</u>	<u>\$ 1,895,139</u>	<u>\$ 1,399,052</u>

## **DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000**

### Insurance

Liability	\$ 104,096
Excess liability	9,500
Employment practice	35,000
Automobile	18,500
Package property	260,100
Excess workers' compensation	86,512
	<u>\$ 513,708</u>

### Uninsured Losses

General liability	\$ 50,000
Automobile	63,000
	<u>\$ 113,000</u>

### Uninsured Losses - WC

Medical payments	\$ 454,500
Comp-lost time	90,000
Other administrative expenses	10,500
	<u>\$ 555,000</u>

# CITY OF APPLETON 2018 BUDGET RISK MANAGEMENT

**Safety/Loss Prevention**

**Business Unit 6220**

## PROGRAM MISSION

For the benefit of City employees, we will identify, educate and promote loss prevention programs in order to provide a safe and healthy work environment.

## PROGRAM NARRATIVE

### Link to City Goals:

Implements Key Strategy #1: "Prompt delivery of excellent services", #3: "Recognize and grow everyone's talents."

### Objectives:

Continue training employees on usage of the automated external defibrillators (AED), CPR and first aid  
Facilitate new employee orientation and new supervisor orientation classes  
Conduct training with volunteers, seasonal and part-time employees in the areas of harassment and discrimination, right to know, workplace violence, blood borne pathogens, and drug-free workplace policies  
Continue to offer required training to all general employees and supervisors  
Continue with safety day presentations to cover required safety policies and updates  
Conduct blood borne pathogen training for supervisors and new employees  
Attend departmental safety committee meetings  
Respond to and document ergonomic concerns and implement solutions  
Conduct annual hearing tests on required personnel  
Review and develop programs to promote safety, reduce injuries and reduce claims  
Conduct annual lead testing  
Conduct respirator fit testing and obtain proper medical clearance for respirator usage  
Conduct confined space entry training  
Conduct trenching and excavation training  
Provide training on the use of the Safety Data Sheets (SDS) labeling system

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

The increase in training/conferences is due to an anticipated retirement in 2018.  
The increase in food and provisions is based on prior year actual expenses.  
The increase in printing & reproduction is based on prior year actual expenses.

## PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
<b>Client Benefits/Impacts</b>					
Safety and loss prevention knowledge					
# of people who attended safety training classes	188	156	190	174	175
<b>Strategic Outcomes</b>					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	132	131	130	120	130
# of safety problems	139	194	150	175	150
# of safety corrections	124	188	150	150	150
<b>Work Process Outputs</b>					
Employees Educated					
# of topics covered during each safety class	16	16	15	21	15
Avg employees per session	26	26	26	28	26

# CITY OF APPLETON 2018 BUDGET RISK MANAGEMENT

**Safety/Loss Prevention**

**Business Unit 6220**

## **PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 91,146	\$ 92,629	\$ 94,377	\$ 95,139	\$ 95,932
6105 Overtime	10	70	-	-	-
6150 Fringes	32,294	33,821	34,744	34,857	34,178
6201 Training\Conferences	4,963	6,158	6,500	6,500	7,400
6303 Memberships & Licenses	150	110	200	200	210
6305 Awards & Recognition	234	-	140	140	140
6307 Food & Provisions	1,098	1,728	1,253	1,253	1,403
6315 Books & Library Materials	154	112	150	150	150
6320 Printing & Reproduction	1,683	1,835	1,400	1,400	1,800
6323 Safety Supplies	400	851	100	100	100
6327 Miscellaneous Equipment	-	-	250	250	250
6404 Consulting Services	14,133	10,652	14,835	14,835	14,000
6413 Utilities	103	104	200	200	125
6599 Other Contracts / Obligations	1,600	1,600	1,650	1,650	1,650
Total Expense	<u>\$ 147,968</u>	<u>\$ 149,670</u>	<u>\$ 155,799</u>	<u>\$ 156,674</u>	<u>\$ 157,338</u>

## **DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000**

None

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Interest Income	82	21	25-	0	0	0	0
Charges for Services	1,287,059	1,366,467	1,294,098	1,711,040	1,711,040	0	1,622,222
Other Revenues	757,204	1,720,461	67,667	439,898	439,898	0	56,400
TOTAL REVENUES	2,044,345	3,086,949	1,361,740	2,150,938	2,150,938	0	1,678,622
EXPENSES BY LINE ITEM							
Regular Salaries	213,763	218,252	155,718	254,741	255,503	257,959	257,959
Overtime	60	221	43	0	0	0	0
Sick Pay	2,130	2,206	1,051	0	0	0	0
Vacation Pay	28,890	29,848	24,677	0	0	0	0
Fringes	81,504	87,431	54,835	87,330	87,443	80,765	80,135
Rension Expense / Revenue	1,594-	15,632	0	0	0	0	0
Salaries & Fringe Benefits	324,753	353,590	236,324	342,071	342,946	338,724	338,094
Training & Conferences	4,963	6,158	1,824	6,500	6,500	7,400	7,400
Parking Permits	1,188	1,224	1,260	1,260	1,260	1,260	1,260
Office Supplies	772	786	405	1,200	1,200	1,200	1,200
Memberships & Licenses	150	110	100	200	200	210	210
Awards & Recognition	234	0	0	140	140	140	140
Food & Provisions	1,098	1,728	1,203	1,253	1,253	1,403	1,403
Insurance	462,709	472,664	477,260	471,429	471,429	513,708	513,708
Uninsured Losses	874,295	1,013,695	123,725	593,500	593,500	113,000	113,000
Uninsured Losses - WC	593,121	739,609	274,925	600,000	600,000	555,000	555,000
Administrative Expense	1,938,530	2,235,974	880,702	1,675,482	1,675,482	1,193,321	1,193,321
Books & Library Materials	154	112	0	150	150	150	150
Printing & Reproduction	1,683	1,834	1,516	1,400	1,400	1,800	1,800
Safety Supplies	400	851	8-	100	100	100	100
Miscellaneous Equipment	0	0	0	550	550	550	550
Supplies & Materials	2,237	2,797	1,508	2,200	2,200	2,600	2,600
Accounting/Audit	1,886	2,228	0	2,000	2,000	2,000	1,600
Bank Services	1	0	0	0	0	0	0
Consulting Services	27,315	14,652	17,103	27,335	27,335	19,000	19,000
Other Contracts/Obligations	1,734	834,405	1,800	1,650	1,650	1,650	1,650
Purchased Services	30,936	851,285	18,903	30,985	30,985	22,650	22,250
Telephone	103	104	132	200	200	125	125
Utilities	103	104	132	200	200	125	125
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	2,296,559	3,443,750	1,137,569	2,050,938	2,051,813	1,557,420	1,556,390

**CITY OF APPLETON 2018 BUDGET**  
**RISK MANAGEMENT FUND**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
<b>Revenues</b>					
Charges for Services	\$ 1,287,059	\$ 1,366,467	\$ 1,711,040	\$ 1,721,859	\$ 1,622,222
Other	66,663	63,848	59,898	60,000	56,400
Total Revenues	<u>1,353,722</u>	<u>1,430,315</u>	<u>1,770,938</u>	<u>1,781,859</u>	<u>1,678,622</u>
<b>Expenses</b>					
Litigation Fees	671,545	830,596	400,000	45,000	-
Fox River Settlement	-	832,708	-	-	-
Other Operating Expenses	1,625,014	1,780,446	1,650,938	1,527,000	1,556,390
Total Expenses	<u>2,296,559</u>	<u>3,443,750</u>	<u>2,050,938</u>	<u>1,572,000</u>	<u>1,556,390</u>
Operating Income (Loss)	(942,837)	(2,013,435)	(280,000)	209,859	122,232
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	82	21	-	-	-
Other Non-Operating Income	66,605	-	-	-	-
Insurance Proceeds - Fox River	623,936	1,656,613	380,000	5,000	-
Total Non-Operating	<u>690,623</u>	<u>1,656,634</u>	<u>380,000</u>	<u>5,000</u>	<u>-</u>
Change in Net Assets	(252,214)	(356,801)	100,000	214,859	122,232
Fund Balance - Beginning	<u>330,299</u>	<u>78,085</u>	<u>(278,716)</u>	<u>(278,716)</u>	<u>(63,857)</u>
Fund Balance - Ending	<u>\$ 78,085</u>	<u>\$ (278,716)</u>	<u>\$ (178,716)</u>	<u>\$ (63,857)</u>	<u>\$ 58,375</u>

\* as restated per new pension standards

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ (434,314)	\$ (219,455)
+ Change in Net Assets	<u>214,859</u>	<u>122,232</u>
Working Cash - End of Year	<u>\$ (219,455)</u>	<u>\$ (97,223)</u>



<p align="center"><b>CITY OF APPLETON 2018 BUDGET</b></p> <p align="center"><b>RISK MANAGEMENT</b></p>	
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*"...meeting community needs...enhancing quality of life."*

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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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

**To:** Finance Committee

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

**Date:** October 9, 2017

**Re:** Informational: Contract 48-16 was awarded to MCC, Inc. for the 2016 Highview Park Tennis and Basketball Courts in the amount of \$131,351.39 with a contingency of \$13,135.13. One credit was issued in the amount of \$21,118.20 and one change order in the amount of \$14,725.00. Payments issued to date total \$112,462.38. Request to issue the final contract payment of \$12,495.81.

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The 2016 Capital Improvement Plan included \$160,640 for the construction of tennis and basketball courts at Highview Park. Construction contract 48-16 was issued to MCC, Inc. in the amount of \$131,351.39 with contingency of \$13,135.13. One credit was issued for \$21,118.20 for not removing sub base material and one change order in the amount of \$14,725.00 for the addition of storm sewer inlets and drain tile. The final contract total for this project is \$124,958.19. 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 MCC, Inc. in the amount of \$12,495.81.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).