



# City of Appleton

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

## Meeting Agenda - Final Municipal Services Committee

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Monday, October 9, 2017

4:30 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  
[17-1551](#) Minutes from September 25, 2017

**Attachments:** [Minutes from September 25, 2017.pdf](#)

#### 4. Public Hearings/Apearances

- [17-1552](#) Design Hearing for the following streets in the 2019 pavement reconstruction program:

- a. Summit Street from Spencer Street to College Avenue
- b. Durkee Street from Atlantic Street to Summer Street
- c. Hall Avenue from Woodland Avenue to Grant Street

**Attachments:** [Design Hearing for 2019 pavement reconstruction program.pdf](#)

#### 5. Action Items

- [17-1553](#) Award Downtown Appleton Parking Study Update to Walker Parking Consultants in an amount not to exceed \$30,000.

**Attachments:** [Update to Walker Parking Consultants.pdf](#)

- [17-1554](#) Award of contract for 2018-2022 Snow Plowing & Snow Removal Services in City of Appleton Parking Facilities.

**Attachments:** [2018-2022 Snow Plowing & Snow Removal Services.pdf](#)

- [17-1555](#) Approve Intergovernmental Agreement with Outagamie County for the Ballard Road Box Culvert Maintenance Project south of Northland Avenue.

**Attachments:** [Intergovernmental Agreement for Ballard Rd Box Culvert Project..pdf](#)

- [17-1556](#) Approve modifications to Municipal Code, Sections 4-206 through 4-212 regarding moving of buildings and structures.

**Attachments:** [Modifications to Municipal Code 4-206 through 4-212.pdf](#)

- [17-1557](#) Approve waiving of electrical permit fee associated with adjusting the existing electrical meter service from overhead to underground ahead of the S. Oneida Street Reconstruction at Houdini's Escape.

## 6. Information Items

- [17-1558](#) Discussion of 2018 Executive Budget.

**Attachments:** [2018 Public Works.pdf](#)  
[2018 Sanitation.pdf](#)  
[2018 Subdivision DPW Cap Project Fund.pdf](#)  
[2018 Parking.pdf](#)  
[2018 CEA.pdf](#)  
[2018 CEA Replacement.pdf](#)  
[2018 Public Works Wheel Tax Fund.pdf](#)  
[2018 Subdivision DPW Cap Project Fund.pdf](#)

- [17-1559](#) October 24, 2017 meeting with neighborhoods adjacent to Lawrence University regarding proposed 2-hour parking.

**Attachments:** [Letter to neighborhoods adjacent to Lawrence University.pdf](#)

## 7. Adjournment

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

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible. Please contact Paula Vandehey at 832-6474 if you have any questions.*



# City of Appleton

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

## Meeting Minutes - Final Municipal Services Committee

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Monday, September 25, 2017

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

3. Approval of minutes from previous meeting

[17-1470](#)

Minutes from September 11, 2017

**Attachments:** [Minutes from September 11, 2017.pdf](#)

Martin moved, seconded by Dannecker, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

**Aye:** 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

4. **Public Hearings/Apearances**

5. **Action Items**

[17-786](#)

**Resolution #11-R-17**

May 17, 2017

*Submitted by: Alderperson Siebers - District 1*

*Referred to: Municipal Services Committee*

Whereas Clark Street is a very narrow residential street,

Whereas there are no terraces on North Clark Street and the sidewalks abut right up to the street,

Whereas there are families with small children living on North Clark Street,

Whereas research has shown that children under 14 are far more likely to be hit by a car on a street with a speed limit for 25 miles per hour or more,

Whereas a common complaint of those living on North Clark Street has been the speed of many cars using North Clark Street,

And Whereas cities across the United States are starting to lower speed limits in residential neighborhoods for safety reasons.

Therefore be it resolved,

That the speed limit ~~in the 500 and 600 block~~ on the entire length of North Clark Street be reduced to 20 mph, if not 15

*This item was withdrawn by Alderperson Siebers*

17-1408

Request from Dan Mitchell, 830 W. Spencer Street, for a variance to Municipal Code 19-91(f)(5) to extend his driveway 16 feet into the front yard.

**Attachments:**     [Dan Mitchell-830 W Spencer St..pdf](#)  
                                 [Dan Mitchell 830 W Spencer St Revised.pdf](#)

*Approve per the revised drawing with an extension length of 17'-7" as attached.*

**Dannecker moved, seconded by Martin, that the Variance Action Item be recommended for approval as attached in the revised document. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Konetzke, Martin and Dannecker

**Nay:** 2 - Croatt and Coenen

17-1468

Request from Mobilitie to approve the concept of placing a cell tower on the east stair tower of the Red Ramp. If approved, a lease agreement will be developed for Committee and Council approval.

**Attachments:**     [Mobilitie.pdf](#)

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

**Aye:** 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

17-1471

Request from Nathan Wichman, 1002 N. State Street, for a variance to Municipal Code 19-91(f)(5) to extend his driveway 9 feet into the front yard.

**Attachments:**     [Nathan Wichman 1002 N State St.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

17-1472

Award of Contract for 2018-2022 Sidewalk & Crosswalk Snow Removal Services to Lakeshore Cleaners, Inc.

Attachments:     [Award Contract for 2018-2022 Sidewalk & Crosswalk Snow Removal.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

17-1473

Request from Jones Sign for a street occupancy permit to install FOX CITIES EXHIBITION CENTER signage on the Lawrence Street Skywalk between the Exhibition Center and the Radisson Paper Valley Hotel.

Attachments:     [Jones Sign Street Occupancy Permit.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

17-1474

Preliminary Resolution 5-P-17 for Sidewalk Construction along Northland Avenue Frontage Road be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments:     [Preliminary Resolution 5-P-17.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

17-1475

Amend 2017 Materials Testing Contract (M-17) with OMNNI Associates, Inc. from an amount not to exceed \$100,000 to an amount not to exceed \$160,000.

Attachments:     [Amend 2017 Materials Testing Contract \(M-17\).pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

17-1486

Award of expansion joint replacement on the exposed deck of the Red Parking Ramp to The Boldt Company in the amount of \$80,024.50 with a



5% contingency of \$4,000.00 for a project total not to exceed \$84,024.50.

Attachments:     [Anticipated Award of expansion joint-Red Ramp.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

## 6. Information Items

[17-1476](#)

Parking Utility Condensed Income Statement for August, 2017.

Attachments:     [Parking Utility Income Statement August 2017 .pdf](#)

[17-1477](#)

Collaboration opportunity with Lawrence University-"Environmental Studies 300: Bicycling and Sustainable Cities."

[17-1478](#)

Amazon article regarding bike lanes.

Attachments:     [Amazon article regarding bike lanes.pdf](#)

## 7. Adjournment

Coenen moved, seconded by Dannecker, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Dannecker

**MUNICIPAL SERVICES COMMITTEE – October 9, 2017  
Presentation of September 27, 2017 Public Information Session**

**INTRO:**

On September 27, 2017 we conducted Public Information Sessions for:

Summit Street	(Spencer St to College Ave)
Durkee Street	(Atlantic St to Summer St)
Hall Avenue	(Woodland Ave to Grant St)

All streets listed above are proposed to undergo a total reconstruction. The projects to reconstruct the above listed streets will include the removal and replacement of all existing asphalt/concrete pavement, curb and gutter, stone base, driveway aprons, and spot removal and replacement of sidewalk, if applicable, within the project limits.

The pavement rating shown is based on the City's pavement rating system with values from 1 to 100 with 100 being the worst.

**SUMMIT STREET – Spencer St to College Ave (2019 Asphalt Pavt Reconstruct)**

**EXISTING CONDITIONS:**

- Pavement rating = 38
- Existing right of way width = 66'
- Existing pavement width (edge of pvmnt to edge of pvmnt) = 33'
- Existing Pavement
  - Asphalt over asphalt placed in 1993
  - Asphalt placed in 1968
  - Grade & Gravel in 1951
- Existing Water Main
  - 4", 8" CIP constructed 1922, 1966
- Existing Sanitary Sewer
  - 8" Vit Clay constructed 1917, 1926

**PROPOSED IMPROVEMENTS**

- **Underground utilities to be improved in 2018.**
- **New concrete curb & gutter and asphalt pavement – 31' (back of curb to back of curb)**
  - **6 street trees saved by proposing to narrow street**
- **Intersection safety improvements at Summit & Spencer w/RR X-ing as part of city-wide quiet zone project.**
- **Existing parking proposed to remain unchanged**
- **New concrete driveway aprons within project limits**
- **Spot repair of sidewalk within project limits**
- **3 ash street trees to be removed. 9 additional trees to be removed due to poor condition**

**COST ESTIMATES AND ASSESSMENTS**

- **Estimated Construction Cost = \$275,000**

**PUBLIC MEETING FEEDBACK**

- **22 Properties along project limits, 0 property owner attended the public info meeting**
- **0 questionnaire were returned**
  - **Feedback: none.**

## **DURKEE STREET – Atlantic St to Summer St (2019 Asphalt Pavt Reconstruct)**

### **EXISTING CONDITIONS:**

- Pavement rating = 35
- Existing right of way width = 60'
- Existing pavement width = 33'
- Existing Pavement
  - Asphalt 1997
  - Skin Patch 1971
  - Low Grade Asphalt 1950
  - Curb & Gutter 1950
- Existing Water Main
  - 6" CIP constructed ?? (year unknown)
- Existing Sanitary Sewer
  - 12" VIT Clay constructed 1933
  - 8" ABS Truss constructed 1982
  - 8" PVC constructed 1988
- Existing Storm Sewer
  - 27" VIT Clay constructed 1927
  - 15",18" Con constructed 1965, 1982

### **PROPOSED IMPROVEMENTS**

- Underground utilities to be improved in 2018.
- New concrete curb & gutter and asphalt pavement – 31' (back of curb to back of curb)
  - 14 street trees saved by proposing to narrow street
- Existing parking proposed to remain unchanged
- New concrete driveway aprons within project limits
- Spot repair of sidewalk within project limits
- 1 ash street tree to be removed. 17 additional trees to be removed due to poor condition

### **COST ESTIMATES AND ASSESSMENTS**

- Estimated Construction Cost = \$390,000

### **PUBLIC MEETING FEEDBACK**

- 41 Properties along project limits, 3 property owners signed in at public info meeting
- 1 questionnaire was returned
  - Feedback: concerns regarding access/parking during construction



## **HALL AVE – Woodland Ave to Grant St (2019 Asphalt Pavt Reconstruct)**

### **EXISTING CONDITIONS:**

- Pavement rating = 33
- Existing right of way width = 60'
- Existing pavement width (back of curb to back of curb) = 33'
- Existing Pavement
  - Asphalt/Asphalt 1994
  - Asphalt 1967
  - Curb & Gutter 1966
  - Grade & Gravel 1960
- Existing Water Main
  - 6" CIP constructed 1953
- Existing Sanitary Sewer
  - 8" Con constructed 1957
- Existing Storm Sewer
  - 12" Con constructed 1966

### **PROPOSED IMPROVEMENTS**

- **Underground utilities to be improved in 2018.**
- **New concrete curb & gutter and asphalt pavement – 31' (back of curb to back of curb)**
  - **2 street trees saved by proposing to narrow street**
- **New concrete sidewalk along east side of Hall Ave within project limits.**
- **New concrete driveway aprons within project limits**
- **Existing parking proposed to remain unchanged**
- **1 ash street tree to be removed. 2 additional trees to be removed due to poor condition**

### **COST ESTIMATES AND ASSESSMENTS**

- **Estimated Construction Cost = \$125,000**

### **PUBLIC MEETING FEEDBACK**

- **12 Properties along project limits, 6 property owners signed in at public info meeting**
- **3 questionnaires were returned**
  - **Feedback: sidewalk along east side is unnecessary, concerns over narrowing street, access during construction for property owners with mobility issues.**



September 29, 2017

Paula Vandehey, P.E.  
Director of Public Works  
City of Appleton  
Appleton, WI 54911

WALKER PARKING CONSULTANTS  
850 West Jackson Blvd.  
Suite 310  
Chicago, IL 60607

Office: (312) 633-4260

Transmitted via email: paula.vandehey@appleton.org

Re: *Proposal to Perform Parking Consulting Services  
Downtown Appleton Parking Study Update  
Appleton, WI*

Dear Paula:

**Walker Parking Consultants** ("Walker") is pleased to submit for your review this proposal to provide Parking Consulting Services to evaluate current and future parking needs in downtown Appleton, Wisconsin. Included herein is Walker's understanding of the project, along with our proposed scope of services, fee, and schedule. We appreciate and thank you for requesting this proposal.

## **PROJECT UNDERSTANDING**

The primary goal of this engagement is to determine future parking adequacy in downtown Appleton considering the impending removal of 401 parking stalls from the current downtown parking supply. In combination with the removal of the Blue parking ramp, near-term downtown plans include the absorption of vacant commercial space that will increase daily parking demand. The parking evaluation will consider these changing dynamics in downtown Appleton and the impact on public and private parking assets.

Specific questions this study will address include:

How many additional parking spaces are needed in the defined downtown study area?

Where is the optimal location for constructing a new parking ramp, ramps, lots, or a combination?

What is the projected cost to build, maintain, and operate a new parking ramp, ramps, lots, or a combination?

How do similar size communities address requests for marked stalls in public ramps?

## PROPOSED STUDY AREA

The proposed study area is bounded by Richmond Street to the west, North Street to the north, Drew Street to the east, and College Avenue to the south.

Exhibit 1: Proposed Study Area



### Legend

Proposed Study Area — Former Study Area (2014 Walker Study) .....



Source: Walker, Google Earth



## SCOPE OF SERVICES

### TASK 1 – PARKING SUPPLY AND DEMAND ANALYSIS

1. Attend a kick-off meeting with representatives of development community and the City of Appleton to discuss the study objectives, review the scope of work, and confirm the project schedule.
2. City will provide all relevant land use and local market information that may impact the analysis. This information would include but not be limited to electronic copies of recent market studies, transportation studies and plans, pedestrian counts, Comprehensive Plan (including housing study and vacancy study), TIF 11 and TIF 12 project plans, and master plans that may impact the study area.
3. Review and update current parking inventory denoting the physical parking capacity, user characteristics, and restrictions for all on- and off-street parking facilities within the study area.
4. Conduct parking occupancy counts on a weekday for all on- and off-street parking within the study area. The parking occupancy counts will be performed hourly on a typical weekday between 8:00 AM and 6:00 PM.
5. Determine the surplus or shortfall within the study area under current conditions, and create a tabular and graphic illustration of the public and private parking adequacy on a block-by-block basis.
6. Project future parking needs to be derived from anticipated changes in the defined study area. Future parking demand projections will consider up to three (3) market condition scenarios to be developed in coordination with City staff.
7. Present the calculated parking surplus or shortfall within the study area for up to three future market condition scenarios.
8. Review Task 1 results with City staff and obtain feedback.

### TASK 2 – SITE ANALYSIS

1. Review parking inventory and utilization data collected in Task 1. If data indicates opportunities for demand management solution, recommend management and policy changes that could reduce congestion in affected areas, particularly in areas near the Blue and Soldier Square parking ramps.
2. Identify up to three (3) potential areas for new parking ramps, lots, or combination. Site selection criteria will consider but not be limited to the surrounding development density, proximity to demand generators, proximity to existing parking, proximity to proposed new development, land cost, project cost, land assembly cost and time, cost per net space gained, and the opportunity for mixed use development.

3. Prepare conceptual parking ramp layout for each site identifying the total number of spaces, functional design, entry/exit locations, and number of supported levels
4. Rank development options based on the quantitative and qualitative analysis.
5. Present Task 2 results to City staff for review and comment.

### TASK 3 – PRELIMINARY FINANCIAL ANALYSIS

1. Using Walker's database of operating expenses, project annual operating expenses for a ten-year period, including but not limited to: direct labor, utilities, supplies, daily maintenance (contracts and equipment), and routine structural maintenance.
2. Provide a probable estimate of constructions cost, contingency costs, consulting fees, and financing costs.
3. Calculate the average annual debt service for the improvements based on financing inputs provided by City staff.
4. Recommend a parking rate structure to be charged at a new parking ramp.
5. Projected the annual operating revenue for a new parking ramp.
6. Based on the findings from previous tasks and the recommended rate structure, develop up to three (3) ten-year financial pro forma and net operating income for a new parking ramp.
7. Prepare a parking ramp implementation plan, including phasing of funding, design, and construction timeline.

### TASK 4 – FINAL REPORT

1. Prepare a draft report in PDF format and submit via email to City staff for City staff and development community review and comment.
2. Attend one on-site work session with City staff to discuss Walker's parking supply/demand findings, site and financial analysis, and recommendations contained in the draft report, and obtain consolidated comments on the material provided for review.
3. Prepare a final report in PDF format, submitted via email, that appropriately incorporates City staff's review comments into the final report.

## SCHEDULE

We are prepared to begin work immediately upon receipt of written acceptance of this proposal and notice to proceed. The overall project is anticipated to take approximately five (5) to six (6) weeks.

Task Description	Week 1-2	Week 3-4	Week 5-6
Task 1: Project Kick-Off, Inventory and Occupancy Counts, Parking Supply and Demand Analysis			
Task 2: Site Analysis			
Task 3: Preliminary Financial Analysis			
Task 4: Final Report			

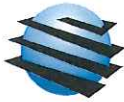
Please note that the schedule provided above is preliminary and will be confirmed with the Client during the first week of the project to account for local key dates, holidays/events, and project goals.

We anticipate receiving one set of consolidated comments/questions on the draft report within ten (10) business days of sending. In the event that no comments and or questions are received within twenty (20) business days, we will assume that the Client is satisfied with the document and we will reissue as a final report to complete our scope of service for the project.

## PROFESSIONAL FEES

Walker proposes to perform the tasks outlined in the above scope of services for a lump sum fee of thirty thousand dollars (\$30,000), which includes reimbursable expenses. Other terms of our agreement will be in accordance with the attached General Conditions of Agreement.





Walker appreciates the opportunity to provide you with this proposal for Parking Consulting Services. We are fully committed to understanding your requirements for this project. If this proposal does not meet your requirements, we ask that you please bring it to our attention so that we can further customize our scope of services to meet your specific requirements better. If you need additional information, or if you have questions on the information presented in this proposal, please do not hesitate to call me at (312) 533-5385.

Sincerely,  
WALKER PARKING CONSULTANTS

Philip J. Baron  
Director of Studies

Enclosure: *General Conditions of Agreement for Consulting Services*

#### **AUTHORIZATION**

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

#### **City of Appleton**

Accepted by (Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **GENERAL CONDITIONS OF AGREEMENT**

### **FOR CONSULTING SERVICES**

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PAGE 7 OF 7

#### **SERVICES**

Walker Parking Consultants ("WALKER") will provide the CLIENT professional services that are limited to the work described in the attached letter ("the services"). Any additional services requested will be provided at our standard hourly rates or for a mutually agreed lump sum fee. The services are provided solely in accordance with written information and documents supplied by the CLIENT, and are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT. No third-party beneficiary is contemplated. All documents prepared or provided by WALKER are its instruments of service, and any use for modifications or extensions of this work, for new projects, or for completion of this project by others without WALKER's specific written consent will be at CLIENT's sole risk.

#### **PAYMENT FOR SERVICES**

Prior to commencement of services the CLIENT agrees to make an Initial Payment to WALKER in an amount equal to 20% of the total fee or as stated in the attached letter. This amount will be credited to the last invoice(s) sent to the CLIENT. WALKER will submit monthly invoices based on work completed plus reimbursable expenses. Reimbursable expenses will be billed at 1.15 times the cost of travel and living expenses, purchase or rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile charges, additional service consultants, and other project related expenses. Payment is due upon receipt of invoice. If for any reason the CLIENT does not deliver payment to WALKER within thirty (30) days of date of invoice, WALKER may, at its option, suspend or withhold services. The CLIENT agrees to pay WALKER a monthly late charge of one and one-half percent (1½%) per month of any unpaid balance of the invoice.

#### **STANDARD OF CARE**

WALKER will perform the services in accordance with generally accepted standards of the profession using applicable building codes in effect at time of execution of this Agreement. WALKER's liability caused by its acts, errors or omissions shall be limited to the fee or \$10,000, whichever is greater.

Any estimates or projections provided by WALKER will be premised in part upon assumptions provided by the CLIENT. WALKER will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, WALKER makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

#### **PERIOD OF SERVICE**

Services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty (30) days after final documents are delivered to the CLIENT.



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

**DEPARTMENT OF PUBLIC WORKS - Engineering Division**

**MEMO**

TO: Members of the Municipal Services Committee

FROM: Ross Buetow, Deputy Director of Public Works

SUBJECT: Award of contract for 2018-2022 Snow Plowing & Snow Removal Services in City of Appleton Parking Facilities

DATE: October 4, 2017

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In response to a request for proposals issued by our office, we received one response for Snow Plowing & Snow Removal Services in City of Appleton Parking Facilities. The proposal was submitted by Lakeshore Cleaners, Inc. and was opened on Monday, October 2, 2017. Attached is a summary of Lakeshore's proposed hourly billing rates for various types of snow plowing and hauling equipment, including associated labor costs.

The facilities covered under this contract include:

- Yellow Parking Ramp
- Blue Parking Ramp
- Red Parking Ramp
- Green Parking Ramp
- Police Department Ramp
- Library Plaza Lot

Although we only received one response, we are confident in recommending award of this contract to Lakeshore Cleaners. They have performed this identical work over the past several years with excellent quality, dependability and response times. Work under this contract would be billed on an hourly basis under the direction of the Parking Utility Manager and Director of Facilities Management. Their proposed hourly rates are reasonable in comparison to rates from previous contracts.

Therefore, we recommend award of contract for 2018-2022 Snow Plowing & Snow Removal Services in City of Appleton Parking Facilities to Lakeshore Cleaners, Inc. in accordance with the hourly rates included in their proposal dated September 29, 2017. The term of this contract will be from October 2017 through June of 2022, conditioned upon satisfactory performance by the contractor.

Thank you for your consideration.



# PROPOSAL

10/02/17

## SNOW PLOWING & SNOW REMOVAL SERVICES AT CITY OF APPLETON PARKING FACILITIES

Description	WINTER 2017-2018	WINTER 2018-2019	WINTER 2019-2020	WINTER 2020-2021	WINTER 2021-2022
Hourly Rate per piece of <u>PLOWING</u> equipment including operator.	<u>\$75.21</u> /hr.	<u>\$77.46</u> /hr.	<u>\$79.46</u> /hr.	<u>\$81.46</u> /hr.	<u>\$83.40</u> /hr.
Hourly Rate per piece of <u>LOADING</u> equipment (Front-end Loader) including operator.	<u>\$87.14</u> /hr.	<u>\$88.89</u> /hr.	<u>\$91.54</u> /hr.	<u>\$93.00</u> /hr.	<u>\$96.00</u> /hr.
Hourly Rate per piece of <u>LOADING</u> equipment (skid steer) including operator.	<u>\$79.93</u> /hr.	<u>\$82.32</u> /hr.	<u>\$84.50</u> /hr.	<u>\$87.50</u> /hr.	<u>\$89.50</u> /hr.
Hourly Rate per piece of <u>HAULING</u> equipment including operator.	<u>\$67.50</u> /hr.	<u>\$68.90</u> /hr.	<u>\$70.00</u> /hr.	<u>\$75.00</u> /hr.	<u>\$76.00</u> /hr.
Hourly Rate per <u>SNOW BLOWER</u> (including operator)	<u>\$72.10</u> /hr.	<u>\$73.54</u> /hr.	<u>\$75.74</u> /hr.	<u>\$77.94</u> /hr.	<u>\$84.99</u> /hr.
Hourly Rate per <u>FOREMAN</u> for Sidewalks	<u>\$58.71</u> /hr.	<u>\$60.47</u> /hr.	<u>\$67.21</u> /hr.	<u>\$64.07</u> /hr.	<u>\$65.99</u> /hr.
Hourly Rate per <u>LABORER</u> for Sidewalks	<u>\$48.41</u> /hr.	<u>\$49.86</u> /hr.	<u>\$51.35</u> /hr.	<u>\$52.89</u> /hr.	<u>\$54.47</u> /hr.
Other Equipment					
	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.
	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.
	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.	\$ /hr.

BIDDER: Lake Shore Cleaners, Inc.  
 ADDRESS: 4623 N. Richmond St.  
 CITY, STATE, ZIP: Appleton, WI 54913  
 BY: [Signature]  
 PRINT: Ronald G. Wolff, Jr.  
 TITLE: President  
 TELEPHONE: 920-734-0757  
 FAX: 920-830-2922  
 DATE: 9-29-17

CITY OF APPLETON

DEPARTMENT OF PUBLIC WORKS

**INTER-GOVERNMENTAL AGREEMENT  
FOR HIGHWAY IMPROVEMENT PROJECTS**

Description: Ballard Road Box Culvert (P-44-715) south of Northland Avenue (CTH "OO")

The City of Appleton, through its undersigned duly authorized officers or officials hereby request Outagamie County to initiate and affect the bridge structure improvements.

**PROPOSED IMPROVEMENTS:**

Provide maintenance on the Ballard Road Box Culvert (P-44-715).

**TERMS AND CONDITIONS:**

1. The City of Appleton will be the lead agency for this project.
2. Transfer of ownership from Outagamie County to the City of Appleton occurs upon completion of the Ballard Road Box Culvert Maintenance Project (late 2018).
3. All plans and specifications for the improvements will be provided for Outagamie County's review and approval.
4. The project cost in the agreement is an estimate. The County shall pay the City of Appleton upon completion of the project based on actual costs.

**COST ESTIMATE AND PARTICIPATION**

PHASE	ESTIMATED COST			
	Estimated Cost	County	City	% County Share
Design Engineering	\$ 20,000	\$ 10,000	\$ 10,000	50%
R/O/W Acquisition Roadway	\$ 0	\$ 0	\$ 0	0%
CONSTRUCTION:				
Structure	\$ 40,000	\$ 20,000	\$ 20,000	50%
Contingencies	\$ 5,000	\$ 2,500	\$ 2,500	50%
Construction Engineering	\$ 5,000	\$ 2,500	\$ 2,500	50%
CONSTRUCTION TOTAL:	\$ 50,000	\$ 25,000	\$ 25,000	
<b>TOTAL PROJECT COST:</b>	<b>\$ 70,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	

This request is subject to the terms and conditions listed above, and is made by the undersigned under proper authority to make such request and upon acceptance by Outagamie County shall constitute agreement between City of Appleton and Outagamie County.

Signed on behalf of  
Outagamie County

\_\_\_\_\_  
Dean Steingraber  
Highway Commissioner

Signed on behalf of  
City of Appleton

\_\_\_\_\_  
Timothy Hanna  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kami Lynch  
City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tony Saucerman  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Walsh  
City Attorney

\_\_\_\_\_  
Date



## DIVISION 4. MOVING OF BUILDINGS AND STRUCTURES\*

### Sec. 4-206. Permit required; application.

(a) No building or other structure shall be moved over the streets of the City unless a permit has been granted by the Common Council, except as provided in §4-211.

(b) Any person wishing to move a building over the streets of the City shall make application to the Director of Public Works on a form provided by the Director of Public Works. Such application shall also be signed by the owner of the property to which the building is to be moved.

(Code 1965, §15.08(1), (2))

**Cross reference(s)**-Street, sidewalks and other public places, ch. 16; traffic and vehicles, ch. 19.

### Sec. 4-207. Issuance of permit; permit fee.

No permit shall be granted by the Common Council for the moving of buildings over the streets of the City without the following conditions being met:

- (1) The axle load shall be such that there will be no damage to the road surface as determined by the Director of Public Works.
- (2) The building shall be of such length, height and width that, in the opinion of the ~~Municipal Services Committee~~ Director of Public Works, it will not unreasonably interfere with power lines, trees and other structures along the route to be traveled.
- (3) No building shall be moved over a bridge in the City unless it can be shown to the satisfaction of the Director of Public Works that such move will not result in undue stress on or physical damage to the bridge.
- (4) The applicant shall file with the City Clerk proof of workers compensation, automobile and general liability insurance equal to or greater than that required by the City and approved by the City's Risk Manager, which shall be kept in full force and effect for one (1) year after the building has been moved.
- (5) The applicant shall file with the Department of Public Works a permit bond in the penal sum of five thousand dollars (\$5,000) executed by the applicant as principal and a surety company authorized to do business in the State of Wisconsin, running in favor of the City so that in the event the City should suffer any loss or damage by any negligence, malfeasance or misfeasance in the conduct of the work of this section shall have the right to institute an action for recovery against the applicant and the surety upon such bond. The bond must further state that the applicant shall fully comply with all provisions of State law and City ordinances and that the applicant will save and indemnify the City against any costs, expenses or damages which may in any way accrue against the City due to the work of this section, and will keep the City harmless against all liabilities, judgments, costs and expenses as a consequence of the work.

- (6) The applicant shall pay to the Director of Finance a fee as provided in §4-161(7).

(Code 1965, §15.08(4); Ord 73-89, §1, 6-7-89; Ord 4-93, §1, 1-6-93; Ord 9-97, §1, 2-19-97; Ord 38-12, §1, 5-16-12; Ord 100-16, §1, 12-13-16)

### Sec. 4-208. Approval of relocation in city; old buildings.

(a) No building shall be moved from one location to another location within the City without the conditions provided in this division being met.

(b) The Inspection Supervisor shall issue a building permit for the relocation of the building in compliance with

all building and zoning regulations, provided that the permit has been approved by the Municipal Services Committee and the Common Council.

(c) The Inspection Supervisor shall notify the alderperson of the ward and all property owners within 100 feet of the proposed relocation of the date and time of the Municipal Services meeting where the proposed relocation will be heard.

~~—(d) A relocation shall not be made if there is a protest of the relocation duly signed and acknowledged by the owners of twenty percent (20%) or more of the land immediately adjacent to the property extending one hundred (100) feet therefrom or by the owners of twenty percent (20%) or more of the land directly opposite thereto extending one hundred (100) feet from the street frontage of such opposite land, unless so granted by a three-fourths (¾) vote of the Common Council.~~

~~—(e) No building shall be moved from one location to another location within the City if the building has been in existence more than fifty percent (50%) of its estimated life expectancy as set forth in Boeckh's Manual of Appraisals Depreciation Table for Buildings.~~

~~(fd) No old-existing building shall be moved from outside the corporate limits of the City to within the corporate limits of the City. Newly constructed factory-built homes and parts thereof may be moved from outside the City to within the City in compliance with all other provisions of this division. The permit fee for the move to the first permanent location shall be as provided in §4-161(7). The Chief of Police may require a police escort for moving factory-built housing and, if required, a fee of twenty dollars (\$20.00) per hour per man shall be charged.~~

~~(ge) No old-existing building shall be moved to a new location within the City unless it fully complies with or is remodeled to fully comply with all minimum requirements of the plumbing, heating and ventilating, building and housing and electrical codes for new construction.~~  
(Code 1965, §15.08(6); Ord 32-92, §1, 3-18-92; Ord 174-93, §1, 10-19-93; Ord 118-96, §1, 12-18-96, Ord 108-04, §1, 8-10-04; Ord 39-12, §1, 5-16-12)

#### **Sec. 4-209. Route, time limits and safety requirements.**

(a) Every permit issued under this division shall state all conditions to be complied with and designate the route to be taken and the limit of time for removal.

(b) The moving of the building shall be continuous during all hours of the day, and day by day, ~~if the Common Council, Mayor or Director of Public Works so orders,~~ until the moving is completed, to cause the least possible obstruction to streets, unless otherwise ordered by the Director of Public Works.

~~—(c) No building shall be allowed to remain overnight on any street crossing or intersection.~~

(dc) Red warning lights shall be placed conspicuously at both ends of the building during the night.

(ed) The mover of the building shall report daily to the Police and Fire Department the location of the building on the street.

~~(f) If a building being moved must remain stationary on a street for any period of time, permission for such shall be obtained from the Mayor and Director of Public Works and the building shall be so placed as to permit easy access to any fire hydrant.~~  
(Code 1965, §15.08(3))

#### **Sec. 4-210. Supervision of operation; trimming of trees.**

The mover of the building to whom a permit has been granted under this division shall notify the Director of Public Works of the time when moving is to begin. The Director of Public Works may appoint an inspector to be present during the moving operation to supervise such moving. The appointment of an inspector in no way relieves the mover from any liability for damage that may be done during the moving operation. The Director of Public Works



may also ~~request-instruct~~ the Forestry Division to trim the necessary trees along the route. The costs of the inspector and tree trimmers ~~shall-may~~ be billed at actual cost to the mover.  
(Code 1965, §15.08(5), Ord 40-12, §1, 5-16-12)

**Sec. 4-211. Small buildings; buildings to be moved out of city.**

(a) Smaller buildings of one story in height and not more than fourteen (14) feet wide including cornice may be moved on a truck or trailer equipped with pneumatic tires.

(b) The permit required for moving any building from a location in the city to a location outside the city may be issued by the Engineering Division provided all conditions required for moving buildings shall be met.

(c) In the case of small buildings all conditions shall be met except §4-207(6) and the following shall apply:

(1) A police escort shall be required if a bridge is to be crossed;

(2) The fee shall be five dollars (\$5.00) per one hundred (100) square feet of the area of the building.  
(Code 1965, §15.08(7); Ord 73-89, §1, 6-7-89)

**Sec. 4-212. Police escort.**

Whenever a permit is issued for the moving of a building, a police escort ~~shall-may~~ be required ~~and may be required when moving factory-built houses or other small buildings pursuant to §4-211(c)~~. A fee of twenty dollars (\$20.00) per hour per man assigned to the escort ~~shall-may~~ be charged.  
(Code 1965, §15.08(8))

**CITY OF APPLETON 2018 BUDGET**

**PUBLIC WORKS DEPARTMENT**

**Public Works Director: Paula A. Vandehey**

**Deputy Director/City Engineer: Ross M. Buetow**

**Deputy Director of Operations-DPW: Nathan D. Loper**

## **CITY OF APPLETON 2018 BUDGET PUBLIC WORKS DEPARTMENT**

### **MISSION STATEMENT**

To provide quality, cost effective public works services for our customers.

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

Celebrated National Public Works Week

Reconstructed streets surrounding new exhibition center with new concrete pavement, sidewalk and bike lanes

Promoted the Public Works Department (DPW) by participating in public events, including "Things That Go" and the Fox River clean-up

Implemented fourth year of our sidewalk poetry program which included 5 original poems written by Appleton residents and students

Implemented seventh year of City-wide bike lane plan, and received Bike Friendly Community Silver Designation

Participated in the second annual Citizens Academy with a second evening of Public Works topics added to the curriculum

Supported 4 civic events by barricading for the Memorial Day, Flag Day, and Christmas parades, as well as for the National Night Out event. Public Works continues to support many of the other special events held in Appleton (87 events in 2017) by sweeping streets and patching potholes prior to the event and cleaning up trash after the event. Examples of other events supported were Octoberfest, Mile of Music, and numerous run/walk events held throughout the year.

Collaborated with ADI and Riverview Gardens on Downtown CARE initiative (second year of a three year initiative) improving the cleanliness of our downtown

# CITY OF APPLETON 2018 BUDGET PUBLIC WORKS DEPARTMENT

## MAJOR 2018 OBJECTIVES

Monitor, review and respond to input from customers by tracking all customer service requests and providing appropriate follow-up

Promote a working environment conducive to employee productivity, growth and retention

Implement eighth year of adopted City-wide bike lane plan

Continue to review processes using LEAN initiatives

Implement fifth year of our tree planting program to in-fill urbanized areas as part of the Department's sustainability initiative and to replace existing ash trees

Continue working with the Facilities Management Department, Community Development Department, City Attorney, Finance Department and Mayor to review upcoming projects for improved communication and coordination

Continue working with surrounding communities for opportunities to jointly bid projects such as pavement marking and patch program

Work with the art community to implement new ideas

Implement portions of the Downtown Mobility Plan

Implement portions of the Railroad Quiet Zone Plan

Focus on improved customer service to increase percent of customers with a positive perception of Public Works

Implement "stay interview" concepts to retain as many existing high performing Public Works employees as feasible

Improve neighborhood connectivity by implementing enhanced crosswalks at various locations throughout the City

## DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
<b>Program Revenues</b>		\$ 3,274,759	\$ 2,721,512	\$ 2,739,474	\$ 2,739,474	\$ 2,556,068	-6.69%
<b>Program Expenses</b>							
17011	Administrative Service	1,335,535	1,347,088	1,351,011	1,365,842	1,446,139	7.04%
17014	Concrete Reconstruction	2,938,050	1,477,019	2,092,955	2,675,766	741,466	-64.57%
17015	Sidewalk Reconstruction	563,028	692,733	775,560	735,371	824,156	6.27%
17016	Asphalt Reconstruction	889,135	1,629,288	1,321,533	1,321,533	2,092,982	58.38%
17022	Traffic - Control	808,556	862,198	895,948	898,931	879,610	-1.82%
17023	Street Lighting	1,427,101	1,477,763	1,491,680	1,491,680	1,498,588	0.46%
17031	MSB Administration	1,013,212	1,122,810	1,131,636	1,138,906	1,157,757	2.31%
17032	Street Repair	1,595,496	1,538,131	1,830,226	1,852,322	1,853,868	1.29%
17033	Snow & Ice Control	989,890	1,662,698	1,363,975	1,363,975	1,386,126	1.62%
17034	Forestry	940,261	973,812	1,080,168	1,083,872	1,087,269	0.66%
15520	Inspections	545,229	538,185	514,149	517,440	523,913	1.90%
<b>TOTAL</b>		\$ 13,045,493	\$ 13,321,725	\$ 13,848,841	\$ 14,445,638	\$ 13,491,874	-2.58%
<b>Expenses Comprised Of:</b>							
Personnel		5,032,007	5,365,257	5,314,770	5,350,314	5,504,245	3.57%
Administrative Expense		58,118	58,758	70,830	70,830	65,244	-7.89%
Supplies & Materials		1,189,822	1,269,139	1,420,489	1,420,489	1,360,649	-4.21%
Purchased Services		670,920	753,469	1,094,948	1,173,901	826,365	-24.53%
Utilities		1,585,500	1,645,243	1,651,772	1,651,772	1,656,781	0.30%
Repair & Maintenance		1,428,412	1,692,831	1,657,837	1,657,837	1,755,719	5.90%
Capital Expenditures		3,080,714	2,537,028	2,638,195	3,120,495	2,322,871	-11.95%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		62.58	62.47	61.88	61.88	63.01	



# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Administrative Services**

**Business Unit 17011**

### PROGRAM MISSION

To provide supervision, training and leadership in all department functions and activities.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond", # 5: "Promote an environment that is respectful and inclusive", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

**Objectives:**

Work with the GIS staff to review and update the official City map to reflect current growth  
 Develop and implement a 5-year capital plan to improve City infrastructure  
 Monitor project completion dates for contract compliance and timely assessment billings  
 Support employee Individual development plans as part of Department's succession planning  
 Improve budget development, implementation and monitoring practices  
 Review engineering designs, site plans and plats prepared by consultants for private construction projects to insure compliance throughout the City  
 Develop and/or update department policies necessary for department administration  
 Provide support and accountability towards City's vision statement, "Appleton is the place where people can use their talents to thrive."  
 Review services, and work with other departments, to improve efficiency and effectiveness of City services  
 Continue implementation of City-wide bike lane plan  
 Continue to pursue social media opportunities to improve communication with the public


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

Miscellaneous equipment includes 14 GPS units to complete outfitting all engineering and inspection vehicles with GPS units which accounts for the increase.

Consulting services has been increased to hire a Ped/Bike Professional Service to provide expertise as needed throughout the year. This cost had previously been included in the Concrete Reconstruction (17014) budget.

Included in this budget is \$2,500 to update and reprint a new city map (every 4 years).

### 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>					
Ordinance compliance					
Construction permits sold	700	690	750	700	710
Recovery of project costs					
# of assessment bills prepared	1,299	1,210	1,300	1,250	1,250
Compliance with city regulations					
# of site plans reviewed	40	33	42	40	42
<b>Strategic Outcomes</b>					
Consistent & current information					
Policies reviewed and updated	2	8	6	7	8
Communicate our Successes					
% of customers with a positive perception of Public Works	New measure 			75%	90%
<b>Work Process Outputs</b>					
Service provided					
# of agenda items prepared	183	200	200	190	190
Improvements/additions to infrastructure					
\$ of projects bid for all funds	\$ 14,321,893	\$ 15,838,244	\$ 27,622,223	\$ 27,622,223	\$ 23,994,835

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Administrative Services**

**Business Unit 17011**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4230 Miscellaneous Local Aids	\$ -	\$ 3,500	\$ -	\$ -	\$ -
4319 Street & Sidewalk Cement	1,140	820	730	730	750
4409 Street Occupancy	8,640	8,710	8,500	8,500	8,600
4410 Street Excavation	25,240	27,720	27,000	27,000	28,000
5011 Misc Revenue - Tax	64	136	50	50	100
5035 Other Reimbursements	13,140	4,763	-	-	-
<b>Total Revenue</b>	<b>\$ 48,224</b>	<b>\$ 45,649</b>	<b>\$ 36,280</b>	<b>\$ 36,280</b>	<b>\$ 37,450</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 896,644	\$ 868,033	\$ 876,889	\$ 889,801	\$ 913,658
6104 Call Time	126	49	125	125	100
6105 Overtime	2,027	5,151	2,400	2,400	2,400
6108 Part-Time	2,030	2,395	3,938	3,938	3,330
6150 Fringes	278,858	288,707	294,904	296,823	331,568
6201 Training\Conferences	13,896	5,511	14,900	14,900	10,900
6204 Tuition Fees	-	-	100	100	-
6206 Parking Permits	12,350	13,139	13,680	13,680	13,680
6301 Office Supplies	4,269	5,216	4,600	4,600	4,300
6303 Memberships & Licenses	5,865	6,407	5,750	5,750	6,350
6304 Postage\Freight	-	4	50	50	25
6305 Awards & Recognition	1,331	1,282	1,295	1,295	1,295
6309 Shop Supplies & Tools	6,261	6,686	6,200	6,200	6,700
6315 Books & Library Materials	227	235	400	400	400
6320 Printing & Reproduction	11,631	17,001	14,800	14,800	17,300
6321 Clothing	76	310	300	300	300
6323 Safety Supplies	350	280	350	350	350
6327 Miscellaneous Equipment	17,247	8,966	5,800	5,800	11,760
6328 Signs	254	-	-	-	-
6402 Legal Fees	170	150	125	125	75
6404 Consulting Services	2,550	43,482	3,000	3,000	12,840
6408 Contractor Fees	3,361	-	-	-	-
6411 Temporary Help	3,282	-	-	-	-
6412 Advertising/Publication	2,854	2,890	2,500	2,500	2,400
6413 Utilities	11,630	12,512	15,848	15,848	16,496
6418 Equip Repairs & Maint	1,188	3,138	4,050	4,050	3,800
6424 Software support	1,606	1,863	2,550	2,550	4,655
6425 CEA Equip. Rental	55,452	53,681	76,457	76,457	81,457
<b>Total Expense</b>	<b>\$ 1,335,535</b>	<b>\$ 1,347,088</b>	<b>\$ 1,351,011</b>	<b>\$ 1,365,842</b>	<b>\$ 1,446,139</b>

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

#### Printing & Reproduction

Copier & printer rental	\$ 6,100
Outside copying - forms, fliers, etc	8,700
City maps	2,500
	<u>\$ 17,300</u>

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

### Concrete Reconstruction

Business Unit 17014

#### PROGRAM MISSION

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

#### PROGRAM NARRATIVE

##### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

##### Objectives:

- Implement the 2017 concrete reconstruction program
- Identify streets that are below standards and incorporate them into our five-year plan
- Coordinate street reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience
- Coordinate current and future paving projects with affected municipal and governmental agencies
- Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of the city streets

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

Miscellaneous State Aid: Local Road Improvement Project funds (LRIP) are received every two years. No payment is expected to be received in 2018.

Please see Projects, page 580 for further details about this program.

#### PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
<b>Client Benefits/Impacts</b>					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	19.86	19.46	22.00	22.00	20.00
Miles of street under min. rideability	5.14	6.90	10.00	10.00	9.00
<b>Strategic Outcomes</b>					
Improvement to street system					
Total miles of streets	343	343	343	343	343
Total miles in concrete	236	238	238	238	238
% of total miles reconstructed (concrete to concrete)	0.45%	0.50%	0.75%	0.75%	0.75%
<b>Work Process Outputs</b>					
Restoration of roadway surfaces					
Miles of streets reconstructed (asphalt or concrete to concrete)	1.53	4.04	2.60	2.60	0.88
Expansion of street system					
Miles of new grade & gravel streets	0.35	0.00	0.43	0.43	0.00

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Concrete Reconstruction**

**Business Unit 17014**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4224 Miscellaneous State Aid	\$ 157,989	\$ -	\$ 156,644	\$ 156,644	\$ -
4602 Concrete Paving	168,831	83,760	61,000	61,000	95,956
4615 Grade & Gravel	8,852	-	-	-	-
5035 Other Reimbursements	416,858	174,416	-	-	-
5922 Trans In - Wheel Tax Fund	1,071,278	686,665	867,200	867,200	354,500
<b>Total Revenue</b>	<b>\$ 1,823,808</b>	<b>\$ 944,841</b>	<b>\$ 1,084,844</b>	<b>\$ 1,084,844</b>	<b>\$ 450,456</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 186,998	\$ 114,261	\$ 183,279	\$ 183,559	\$ 118,917
6104 Call Time	499	87	-	-	-
6105 Overtime	5,916	6,602	3,726	3,726	3,571
6108 Part-Time	12,307	9,793	3,801	3,801	4,757
6150 Fringes	68,009	45,988	77,889	77,931	55,756
6308 Landscape Supplies	-	-	16,420	16,420	1,400
6325 Construction Materials	398,416	45,621	70,000	70,000	20,000
6327 Miscellaneous Equipment	219	-	-	-	-
6328 Signs	11,786	20,359	8,650	8,650	21,050
6404 Consulting Services	148,019	195,124	225,000	285,000	85,000
6408 Contractor Fees	20,415	11,404	164,300	164,300	67,450
6425 CEA Equip. Rental	9,408	2,031	15,100	15,100	15,100
6599 Other Contracts/Obligations	958	200	-	-	-
6801 Land	100,203	476,954	770,000	1,249,300	175,000
6809 Infrastructure Construction	1,974,897	548,595	554,790	597,979	173,465
<b>Total Expense</b>	<b>\$ 2,938,050</b>	<b>\$ 1,477,019</b>	<b>\$ 2,092,955</b>	<b>\$ 2,675,766</b>	<b>\$ 741,466</b>

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

	Street	From	To	General Fund
Labor Pool				<b>183,001</b>
CEA				<b>15,100</b>
Land	Misc Land acquisition for street projects			25,000
	Spartan Ave at Richmond St			150,000
	<b>Subtotal</b>			<b>175,000</b>
Design	Misc Consultant design			40,000
	Material Testing			10,000
	Calumet St Optimization Study	Kensington Dr	to 441	35,000
	<b>Subtotal</b>			<b>85,000</b>
Reconstruction	Kamps Ave	Douglas St	Douglas St, (fire station)	56,616
	Lynndale Dr	Leonard St	Everett St	181,749
	Oneida St Skyline bridge	street lighting		45,000
	<b>Subtotal</b>			<b>283,365</b>
<b>Total Concrete Paving</b>				<b>\$ 741,466</b>

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Sidewalk Construction**

**Business Unit 17015**

### PROGRAM MISSION

To provide a safe pedestrian transportation system throughout the City.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

**Objectives:**

Monitor the impact of the sidewalk policy

Improve public awareness of the sidewalk policy

Investigate equipment alternatives to best address hazardous sidewalk locations

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

Please see Projects, page 588 for further detail about this program.

### 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>					
Safe pedestrian walkways					
# of defective sidewalk related accidents	0	0	0	0	0
Miles of Sidewalk	439	445	444	444	445
<b>Strategic Outcomes</b>					
Minimize liability					
# of insurance claims from defective sidewalks	0	0	0	0	0
<b>Work Process Outputs</b>					
Defective sidewalks					
Miles of green dot (area replacement)	2.9	3.3	2.0	2.0	2.0
Request for replacement					
Miles	0.00	0.00	0.0	0.0	0.0
Expansion of pedestrian walkways					
Miles of new sidewalks	1.79	2.54	0.50	0.50	0.50



# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Sidewalk Construction**

**Business Unit 17015**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4607 Sidewalks	\$ 5,089	\$ 11,303	\$ 1,600	\$ 1,600	\$ 8,866
Total Revenue	<u>\$ 5,089</u>	<u>\$ 11,303</u>	<u>\$ 1,600</u>	<u>\$ 1,600</u>	<u>\$ 8,866</u>
Expenses					
6101 Regular Salaries	\$ 35,163	\$ 41,849	\$ 30,631	\$ 30,631	\$ 34,163
6105 Overtime	1,012	601	1,104	1,104	1,000
6108 Part-Time	1,511	1,545	2,280	2,280	1,903
6150 Fringes	11,855	14,468	11,115	11,115	12,802
6309 Shop Supplies	481	160	-	-	-
6325 Construction Materials	-	1,334	-	-	-
6404 Consulting Services	437	167	-	-	-
6408 Contractor Fees	-	7,296	-	-	-
6425 CEA Equip. Rental	1,866	3,154	2,060	2,060	3,360
6599 Other Contracts/Obligations	100	100	-	-	-
6809 Infrastructure Construction	510,603	622,059	728,370	688,181	770,928
Total Expense	<u>\$ 563,028</u>	<u>\$ 692,733</u>	<u>\$ 775,560</u>	<u>\$ 735,371</u>	<u>\$ 824,156</u>

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

	General Fund
Labor Pool	49,868
CEA	3,360
Sidewalk Construction	
Green Dot	250,000
General	50,000
Patch Contract	30,000
Safestep sawcutting	30,000
Poly-Level jacking	10,000
Reconstruction - Concrete	43,900
Reconstruction - Asphalt	357,028
<b>Subtotal</b>	<b>770,928</b>
New Sidewalk Construction	
New Concrete	-
Arterial Street	-
<b>Subtotal</b>	<b>-</b>
<b>Total</b>	<b>\$ 824,156</b>

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

### Asphalt Reconstruction

Business Unit 17016

#### PROGRAM MISSION

The department will monitor the condition and use of City streets and plan for reconstruction or expansion of those that do not meet our standards or requirements to reduce maintenance costs, improve traffic management, and maintain safe and consistent pavement.

#### PROGRAM NARRATIVE

##### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

##### Objectives:

- Implement the 2018 asphalt reconstruction program
- Identify streets that are below standard and incorporate their reconstruction into our five-year plan
- Coordinate reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience
- Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of city streets
- Coordinate current and future paving projects with affected municipal and governmental agencies

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

Please see Projects, page 576 for further detail about this program.

#### 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>					
Condition of roadway surfaces (scale 100 - 0, 0 best)					
Average condition rating	22.68	21.90	23.00	23.00	22.00
Miles under minimum rideability	21.22	19.85	22.00	22.00	21.00
<b>Strategic Outcomes</b>					
Improvement to street system					
Total miles of streets in city	343	343	343	343	343
Total miles in asphalt	94	94	94	94	94
% of total miles reconstructed	0.23%	0.49%	0.86%	0.86%	0.70%
<b>Work Process Outputs</b>					
Restoration of roadway surfaces					
Miles of streets reconstructed	0.78	1.69	2.95	2.95	2.41

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Asphalt Reconstruction**

**Business Unit 17016**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4601 Asphalt Paving	\$ 124,995	\$ 77,854	\$ 54,600	\$ 54,600	\$ 31,132
5035 Other Reimbursements	7,945	-	124,175	124,175	-
5922 Trans In - Wheel Tax Fund	204,053	659,738	487,800	487,800	1,000,500
Total Revenue	<u>\$ 336,993</u>	<u>\$ 737,592</u>	<u>\$ 666,575</u>	<u>\$ 666,575</u>	<u>\$ 1,031,632</u>
Expenses					
6101 Regular Salaries	\$ 126,456	\$ 194,402	\$ 147,630	\$ 147,630	\$ 227,195
6105 Overtime	3,452	4,796	4,311	4,311	4,357
6108 Part-Time	1,278	4,335	1,451	1,451	2,854
6150 Fringes	44,926	78,733	56,109	56,109	100,819
6316 Miscellaneous Supplies	-	98	-	-	12,201
6325 Construction Materials	152,594	349,526	439,499	439,499	449,583
6328 Signs	1,696	314	10,000	10,000	13,300
6404 Consulting Services	345	581	5,000	5,000	5,000
6408 Contractor Fees	22,677	24,264	21,363	21,363	13,600
6415 Tipping Fees	5,100	100	-	-	-
6425 CEA Equip. Rental	35,400	82,519	51,135	51,135	60,595
6599 Other Contracts/Obligations	200	200	-	-	-
6809 Infrastructure Construction	495,011	889,420	585,035	585,035	1,203,478
Total Expense	<u>\$ 889,135</u>	<u>\$ 1,629,288</u>	<u>\$ 1,321,533</u>	<u>\$ 1,321,533</u>	<u>\$ 2,092,982</u>

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

	Street	From	To	General Fund Asphalt
Labor Pool				335,225
CEA				60,595
Consultant				5,000
Partial Reconstruction				
	Plank Rd	Boyd Ct	Chestnut Ln	22,602
	Viola St	Randall St	Grant St	85,467
	Westwood Ct	Woodland Ave	cds	10,056
	Willow Ct	Woodland Ave	cds	10,056
	Woodland Ave	Meade St	Viola St	51,437
	<b>Subtotal</b>			<b>179,618</b>
Total Reconstruction				
	Catherine St	Washington St	North St	238,741
	Drew St	Glendale Ave	Pershing St	240,460
	Lincoln St	Olde Oneida St	Madison St	124,808
	Marquette St	Division St	Oneida St	207,049
	Mary St	North St	Pacific St	87,653
	Reeve St	Linwood Ave	Badger Ave	94,542
	Sanders St	Seymour St	Verbrick St	119,546
	Summer St	Morrison St	Union St	298,422
	Winnebago St	Linwood Ave	Badger Ave	101,323
	<b>Subtotal</b>			<b>1,512,544</b>
Total Asphalt Pavement				<b>\$ 2,092,982</b>

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

### Traffic Control and Maintenance

Business Unit 17022

#### PROGRAM MISSION

Working together to provide for the safe and efficient movement of pedestrians, cyclists and vehicular traffic within the City.

#### PROGRAM NARRATIVE

##### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

##### Objectives:

Respond to requests for special studies from alderpersons, citizens and City staff for all traffic related issues  
Work with the engineering staff and developers to design streets for safety and efficiency  
Improve safety within the public right-of-way by analyzing recommendations from traffic accident analysis and annual sign visibility surveys  
Ensure traffic control signage is highly visible both during daylight and night time hours and is installed in accordance with prescribed standards and guidelines

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

The software support includes the 2nd year of a two year software maintenance contract included with the upgrade of the traffic signal centralized control system in 2017.

Included in the CEA Replacement budget is a \$60,000 upgrade to the sign shop truck which is scheduled for replacement in 2018. Per CEA policy, the department requesting the upgrade is asked to fund the cost of the upgrade through their operating budget. Therefore, the traffic division has made one-time reductions to the following accounts to offset the requested upgrade cost: contractor fees, construction materials, signs, miscellaneous equipment, software support, safety supplies, and training/conferences.

#### 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>					
Safe, reliable traffic control					
# of changes to traffic controls	11	4	15	15	15
# of changes to parking restrictions	67	50	50	50	50
% of signs installed or replaced	2.33%	2.52%	2.60%	2.60%	2.70%
Intersections in the City					
# of controlled intersections	1,418	1,419	1,430	1,425	1,430
# of uncontrolled intersections	690	698	695	695	700
<b>Strategic Outcomes</b>					
Effective traffic control devices					
# of accidents per street mile	3.54	4.13	3.50	4.00	3.50
Efficient use of staff					
# of signals maintained for other municipalities	25	25	26	26	26
<b>Work Process Outputs</b>					
Service provided					
# of traffic control signs & signals repaired from knockdowns	32 Signals	36 Signals	38 Signals	35 Signals	35 Signals
82 Signs	82 Signs	101 Signs	85 Signs	85 Signs	85 Signs
Respond to system demands					
# of responses for traffic & parking related changes	56	63	60	60	60

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Traffic Control and Maintenance**

**Business Unit 17022**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4230 Miscellaneous Local Aids	\$ 3,800	\$ -	\$ -	\$ -	\$ -
4908 Misc. Intergov. Charges	79,422	34,776	60,000	60,000	42,000
5010 Misc Revenue - Nontax	1,195	1,276	1,225	1,225	1,225
5011 Misc Revenue - Tax	929	6,184	5,000	5,000	6,000
5030 Damage to City Property	52,570	33,611	46,900	46,900	43,000
5035 Other Reimbursements	(5,093)	-	-	-	-
<b>Total Revenue</b>	<b>\$ 132,823</b>	<b>\$ 75,847</b>	<b>\$ 113,125</b>	<b>\$ 113,125</b>	<b>\$ 92,225</b>
<b>Expenses</b>					
6102 Labor Pool Allocations	\$ 238,735	\$ 245,793	\$ 228,722	\$ 231,319	\$ 235,559
6104 Call Time	4,328	5,372	4,500	4,500	3,380
6105 Overtime	7,348	10,462	8,000	8,000	6,000
6108 Part-Time	9,233	16,324	24,595	24,595	26,035
6150 Fringes	86,592	93,355	95,990	96,376	102,573
6309 Shop Supplies & Tools	11,021	8,942	7,090	7,090	7,100
6311 Paint & Supplies	422	4,444	350	350	350
6322 Gas Purchases	12	55	25	25	30
6323 Safety Supplies	195	-	-	-	-
6325 Construction Materials	97,948	161,125	137,900	137,900	121,400
6326 Equipment Parts	-	286	-	-	-
6327 Miscellaneous Equipment	2,492	5,197	4,300	4,300	5,000
6328 Signs	62,123	74,352	81,500	81,500	72,000
6408 Contractor Fees	146,598	81,808	151,000	151,000	131,000
6413 Utilities	60,396	61,548	60,680	60,680	62,045
6418 Equip Repairs & Maint	12,670	18,906	19,875	19,875	19,825
6424 Software Support	2,576	720	630	630	8,173
6425 CEA Equip. Rental	68,382	73,318	75,791	75,791	81,640
6429 Interfund Allocations	(2,515)	191	(5,000)	(5,000)	(2,500)
<b>Total Expense</b>	<b>\$ 808,556</b>	<b>\$ 862,198</b>	<b>\$ 895,948</b>	<b>\$ 898,931</b>	<b>\$ 879,610</b>

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

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Knockdowns - Appleton	\$ 35,000	Cross walks/stoplins-1/3	
Knockdowns -		Pavement marking	\$ 35,000
Grand Chute/Outagamie	10,000	Maintenance of long-line	
LED replacements	7,000	including retrace, reconfig	
Replace failed equipment	16,000	and special projects	90,000
Misc projects, upgrades & expenses	13,400	Other bike lane implementation	
Communication grid maint/upgrades	15,000	(Mobility Study)	6,000
Install/maint battery backup system	5,000		<u>\$ 131,000</u>
Traffic camera system maintenance	20,000		
	<u>\$ 121,400</u>		
<u>Signs</u>		<u>Equipment Repairs &amp; Maintenance</u>	
Area replacement program	\$ 9,410	Annual preventive	
Ordinance change	12,200	maintenance contract	\$ 10,900
School zone upgrades	10,090	Repairs to cameras, signals,	
Knockdowns	17,800	and other devices	2,925
Special events	3,160	Structure inspection contract	6,000
Vandalism	6,000		<u>\$ 19,825</u>
On-street bike lane	11,000		
Other projects	2,340		
	<u>\$ 72,000</u>		



# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Street Lighting**

**Business Unit 17023**

### PROGRAM MISSION

To provide and maintain consistent quality street lighting throughout the City.

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

#### Objectives:

Maintain consistent street lighting throughout the City by performing routine maintenance, replacing malfunctioning lights and repairing lights when damaged

Initiate installation and maintenance of street lights along all new City streets and in those areas that do not meet our current lighting standard

Use new and innovative technologies and products to reduce street light energy consumption

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

The number of City-owned street lights will have increased by approximately 70% between 2008 and 2017 (going from 573 lights to 975 lights). While this shift away from leased lights saves money overall (in the form of reduced leased lighting costs), it will require gradual increase in maintenance funding and electrical costs.

### 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>					
Cost of street lighting					
Avg. monthly cost per street light	\$ 15.94	\$ 15.33	\$ 15.50	\$ 15.50	\$ 15.75
<b>Strategic Outcomes</b>					
Safety provided by street lighting					
Number of street lights in the system	8,610	8,624	8,690	8,715	8,760
City owned	958	1,005	1,000	1,020	1,060
Utility owned	7,652	7,619	7,690	7,695	7,700
<b>Work Process Outputs</b>					
Responses to unsafe lighting conditions					
# of street lights repaired because of accidents, acts of nature, or equipment failures	13	58	35	35	30

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Street Lighting**

**Business Unit 17023**

### **PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4612 Street Lights	\$ 72,530	\$ 70,621	\$ 73,000	\$ 73,000	\$ 73,000
5030 Damage to City Property	-	2,983	8,500	8,500	3,000
5035 Other Reimbursements	7,641	-	-	-	-
Total Revenue	<u>\$ 80,171</u>	<u>\$ 73,604</u>	<u>\$ 81,500</u>	<u>\$ 81,500</u>	<u>\$ 76,000</u>
Expenses					
6102 Labor Pool Allocations	\$ 6,957	\$ 7,236	\$ 12,018	\$ 12,018	\$ 12,318
6104 Call Time	281	96	300	300	225
6105 Overtime	388	96	350	350	300
6108 Part-Time	515	51	-	-	-
6150 Fringes	2,642	2,947	3,014	3,014	3,141
6325 Construction Materials	12,292	2,431	19,700	19,700	13,865
6408 Contractor Fees	-	1,364	4,000	4,000	4,000
6413 Utilities	1,403,517	1,461,779	1,452,298	1,452,298	1,464,739
6425 CEA Equip. Rental	509	1,763	-	-	-
Total Expense	<u>\$ 1,427,101</u>	<u>\$ 1,477,763</u>	<u>\$ 1,491,680</u>	<u>\$ 1,491,680</u>	<u>\$ 1,498,588</u>

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

#### **Construction Materials**

Maintenance of approx. 975 lights	\$ 10,115
Relamping of approx. 127 lights	3,750
	<u>\$ 13,865</u>

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

Municipal Services Building Administration

Business Unit 17031

### PROGRAM MISSION

To provide administration and support services to meet the operational requirements of the Department of Public Works

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", and # 7: "Communicate our success through stories and testimonials".

#### Objectives:

Continue to improve the efficiency and effectiveness of the inventory handling procedures and employ practices to minimize out of stock items and inventory count discrepancies

Continue to improve training to create a safe workplace and minimize employee and equipment accidents and damage

Educate the citizens on the services provided through phone calls, walk-ins, the City Guide newsletter, new resident mailings, web page, Facebook, Twitter and the Department of Public Works information line

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

Other Contracts / Obligation has increased as the traffic division had started using Digger's Hotline for locates.

### PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
<b>Client Benefits/Impacts</b>					
Assure safe working conditions					
# of in-house safety training programs conducted	19	33	30	30	30
# of equipment/vehicle accidents	40	34	26	26	26
Preventable	28	22	15	18	15
Non-preventable	12	12	8	8	8
# of employee injury accidents	14	9	8	12	8
Annual # of violations found during monthly building inspections	61	66	40	40	40
<b>Strategic Outcomes</b>					
Safeguard Assets					
\$ adjustment of inventory at year end	\$ 2,097	\$ 653	\$ 1,500	\$ 1,500	\$ 1,250
Turnover ratio of inventory	0.72	0.85	1.00	0.90	0.90
# of work days lost due to injuries	83	14	20	20	15
<b>Work Process Outputs</b>					
Efficient purchasing and inventory management					
# of purchase orders generated	508	552	525	525	525
\$ value of items issued from inventory	\$ 450,207	\$ 550,475	\$ 475,000	\$ 475,000	\$ 489,250
# of shipments received	6,106	7,476	7,100	7,100	7,150

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Municipal Services Building Administration**

**Business Unit 17031**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
5010 Misc Revenue - Nontax	\$ 182	\$ 158	\$ -	\$ -	\$ -
5011 Misc Revenue - Tax	903	-	-	-	-
Total Revenue	<u>\$ 1,085</u>	<u>\$ 158</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 458,181	\$ 499,610	\$ 503,224	\$ 509,553	\$ 523,945
6104 Call Time	67	141	100	100	100
6105 Overtime	1,726	2,997	1,275	1,275	1,275
6108 Part-Time	11,300	12,723	12,851	12,851	12,531
6150 Fringes	159,369	185,672	196,638	197,579	193,643
6201 Training\Conferences	2,690	6,589	9,425	9,425	6,300
6301 Office Supplies	1,403	2,498	2,350	2,350	2,450
6302 Subscriptions	4,974	5,408	5,500	5,500	5,650
6303 Memberships & Licenses	1,842	2,175	1,980	1,980	2,519
6304 Postage/Freight	418	19	610	610	585
6305 Awards & Recognition	910	983	1,190	1,190	1,190
6306 Building Maint./Janitorial	4,980	5,622	5,600	5,600	6,200
6308 Landscape Supplies	-	165	-	-	-
6309 Shop Supplies & Tools	2,967	3,013	2,295	2,295	2,700
6315 Books & Library Materials	58	123	600	600	500
6320 Printing & Reproduction	3,439	11,525	3,850	3,850	3,850
6321 Clothing	1,691	1,644	1,950	1,950	1,825
6322 Gas Purchases	36	197	100	100	200
6323 Safety Supplies	3,959	2,735	5,240	5,240	4,300
6324 Medical/Lab Supplies	153	201	300	300	275
6325 Construction Materials	14	-	1,500	1,500	500
6327 Miscellaneous Equipment	11,466	11,392	14,225	14,225	4,480
6328 Sign Materials	88	-	250	250	100
6407 Collection Services	7,930	7,384	7,960	7,960	7,960
6408 Contractor Fees	11,685	314	1,000	1,000	1,000
6409 Inspection Fees	382	389	1,000	1,000	1,050
6412 Advertising	1,062	395	1,000	1,000	900
6413 Utilities	102,528	102,244	114,481	114,481	105,036
6415 Tipping Fees	-	100	-	-	-
6416 Building Repairs & Maint.	1,792	2,072	3,000	3,000	3,000
6418 Equip Repairs & Maint	768	-	1,000	1,000	500
6419 Communication Eq Repair	635	-	750	750	750
6420 Facilities charges	186,562	205,374	190,267	190,267	208,063
6424 Software support	-	2,271	4,375	4,375	5,740
6425 CEA Equip. Rental	26,965	43,972	33,500	33,500	45,550
6430 Health Services	103	40	50	50	50
6451 Laundry Services	151	218	200	200	240
6599 Other Contracts / Obligations	918	2,605	2,000	2,000	2,800
Total Expense	<u>\$ 1,013,212</u>	<u>\$ 1,122,810</u>	<u>\$ 1,131,636</u>	<u>\$ 1,138,906</u>	<u>\$ 1,157,757</u>

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

None

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Street Repair**

**Business Unit 17032**

### PROGRAM MISSION

To plan and implement a preventative maintenance and repair program to keep the streets in a safe and serviceable condition

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies #1: "Prompt delivery of excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

**Objectives:**

Provide temporary traffic control barricades and display street decorations in support of City sponsored civic events and celebrations in the City  
 Maintain City streets by patching potholes, sealing cracks, replacing defective concrete and resurfacing asphalt streets  
 Provide residents with timely and cost-effective maintenance patches  
 Monitor the effectiveness of the epoxy patch program to preserve the rideability of our streets  
 Continue the program of grinding hazardous sidewalks to reduce the potential for trip and falls

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

Software support increased as a result of adding GPS units in 6 more vehicles.

The design and reconstruction of the Ballard Road box culvert, a joint project with Outagamie County is included in this budget. Miscellaneous intergovernmental revenue shows the County's contribution.

Included in other contracts/obligation is \$5,000 toward the CARE Program which is a joint venture with Appleton Downtown (ADI) and Riverview Gardens to improve the cleanliness of downtown.

The increase in part-time wages is due to using summer seasonal help as flag crews during paving repair projects.

### 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 of event participants					
# of civic events supported	3	3	4	4	4
<b>Strategic Outcomes</b>					
Preventive maintenance					
Total miles of streets serviced	343	343	343	343	343
# of temporary hazardous sidewalk repairs	96	122	40	75	75
Miles of asphalt streets resurfaced	<1.0	<1.0	<1.0	<1.0	<1.0
<b>Work Process Outputs</b>					
Repair materials					
Tons of cold patch asphalt applied	310	100	200	200	200
Cubic yards of concrete used for repair	68	54	100	100	100
Pounds of crack filler applied	79,400	47,250	30,000	30,000	30,000



# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Street Repair**

**Business Unit 17032**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4613 Freeway Fence	\$ 239	\$ 239	\$ -	\$ -	\$ 239
4801 Charges for Serv.- Nontax	856	1,962	1,300	1,300	1,300
4802 Charges for Serv.- Tax	734	381	1,000	1,000	1,000
4908 Misc. Intergov. Charges	-	8,362	-	-	35,800
5010 Misc Revenue - Nontax	378	3,926	2,000	2,000	2,000
5030 Damage to City Property	4,333	5,373	-	-	-
<b>Total Revenue</b>	<b>\$ 6,540</b>	<b>\$ 20,243</b>	<b>\$ 4,300</b>	<b>\$ 4,300</b>	<b>\$ 40,339</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 591,190	\$ 518,867	\$ 574,767	\$ 577,503	\$ 581,891
6104 Call Time	4,304	4,391	2,800	2,800	2,960
6105 Overtime	15,958	30,505	14,000	14,000	11,160
6108 Part-Time	1,940	888	11,196	11,196	11,748
6150 Fringes	218,197	211,257	243,090	243,497	255,691
6308 Landscape Supplies	1,122	1,490	1,800	1,800	1,800
6309 Shop Supplies & Tools	9,961	6,070	11,000	11,000	11,000
6311 Paint & Supplies	939	879	1,000	1,000	1,000
6321 Clothing	53	-	-	-	-
6322 Gas Purchases	-	189	250	250	500
6325 Construction Materials	138,286	133,568	170,000	170,000	170,000
6327 Miscellaneous Equipment	16,497	29,936	27,655	27,655	27,840
6328 Signs	378	130	500	500	500
6404 Consulting Services	38,680	54,385	58,000	76,953	127,500
6408 Contractor Fees	180,652	133,980	277,600	277,600	190,650
6413 Utilities	5,793	5,644	6,425	6,425	6,425
6415 Tipping Fees	3,804	1,100	3,350	3,350	3,350
6418 Equip Repairs & Maint	834	92	1,000	1,000	700
6420 Facilities charges	617	671	3,500	3,500	1,200
6424 Software support	4,147	6,800	6,400	6,400	7,600
6425 CEA Equip. Rental	400,569	404,206	422,893	422,893	447,353
6429 Interfund Allocations	(49,088)	(18,490)	(20,000)	(20,000)	(25,000)
6430 Health Services	45	-	-	-	-
6503 Rent	-	422	-	-	-
6599 Other Contracts/Obligations	10,618	11,151	13,000	13,000	18,000
<b>Total Expense</b>	<b>\$ 1,595,496</b>	<b>\$ 1,538,131</b>	<b>\$ 1,830,226</b>	<b>\$ 1,852,322</b>	<b>\$ 1,853,868</b>

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

<u>Construction Materials</u>		<u>Contractor Fees</u>	
Asphalt	\$ 55,000	Contractor equip rental	\$ 15,000
Cold patch/crackfiller	75,000	Polylevel pavement level-	
Concrete	14,000	ing contractor	5,000
Gravel	7,500	Annual bridge maint	5,000
Clear Stone	2,000	Ballard Road box culvert	80,000
Misc materials (bridge lights, flags & poles, concrete sealer, etc.)	16,500	Patch program	85,000
		Miscellaneous	650
	<u>\$ 170,000</u>		<u>\$ 190,650</u>
<u>Consulting Services</u>		<u>Miscellaneous Equipment</u>	
Biennial bridge inspection program	\$ 34,000	Concrete saw, chains	
Bascule bridge maintenance	8,000	and blades	\$ 3,000
Movable bridge inspections	15,500	Rolloff liner & wacker	6,000
Glenhurst Lane box culvert	45,000	Barricade trailer	9,000
Ballard Road box culvert (w/County)	20,000	GPS units for six trucks	2,340
Miscellaneous	5,000	Barricades	7,500
	<u>\$ 127,500</u>		<u>\$ 27,840</u>
<u>Interfund Allocations</u>		<u>Other Contracts/Obligations</u>	
Hauling biosolids from		Bridger tenders	\$ 13,000
WWTP to compost site	\$ (25,000)	CARE program	5,000
	<u>\$ (25,000)</u>		<u>\$ 18,000</u>

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Snow and Ice Control**

**Business Unit 17033**

### PROGRAM MISSION

To provide snow and ice control for safe travel throughout the City

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

#### Objectives:

- Maintain traffic movement on all collector and arterial streets during a storm
- Plow all streets within 12 hours of the end of a snowstorm and remove accumulated snow from designated haul routes
- Investigate and expand contractual services when necessary to meet current levels of service
- Perform an annual review of regional snow plowing agreements to insure they are current and equitable
- Monitor sidewalk snow removal contract to insure quality and timeliness of services
- Review snow plow routes and make necessary changes to gain efficiencies
- Investigate mailbox damage caused by plows and enforce per City policy
- Evaluate use of salt brine and other pre-wetting liquids for snow and ice control
- Continue low salt usage on newly paved streets to minimize damage to new concrete

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

This budget includes \$5,000 for a 5,000 gallon tank for salt brine storage. This will allow us to expand our anti-ice program (prior to the storm) which will increase driver safety on our collector and arterial streets. Currently we do not have the capacity to increase the anti-ice program as it uses up our on-site brine storage needed during the storm.

### PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
<b>Client Benefits/Impacts</b>					
Timely service provided					
# of major plowing events	9	8	6	6	6
# of other minor plow/salt events	17	20	25	25	25
# of days hauling designated priority snow routes	15	27	25	25	25
<b>Strategic Outcomes</b>					
Efficiency of Program					
# of citizen contacts	68	115	100	100	90
# of miles of sidewalks cleared by:					
Contractor	17.5	17.6	17.6	17.6	17.6
City crews	13.1	13.7	13.7	13.7	13.7
\$ contracted to clear sidewalks	\$ 109,878	\$ 190,879	\$ 175,000	\$ 175,000	\$ 175,000
<b>Work Process Outputs</b>					
Volume of work done					
# of tons of salt used	2,383	3,575	4,000	4,000	4,000
# of miles of streets maintained	343	343	343	343	343
# of miles of sidewalk maintained	30.6	31.3	31.3	31.3	31.3

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Snow and Ice Control**

**Business Unit 17033**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4608 Snow Removal	\$ 73,682	\$ 74,555	\$ 80,000	\$ 80,000	\$ 75,000
5010 Misc. Revenue - Nontax	15,470	15,852	16,000	16,000	16,000
<b>Total Revenue</b>	<b>\$ 89,152</b>	<b>\$ 90,407</b>	<b>\$ 96,000</b>	<b>\$ 96,000</b>	<b>\$ 91,000</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 199,531	\$ 330,522	\$ 242,427	\$ 242,427	\$ 259,437
6104 Call Time	19,378	44,007	34,500	34,500	22,000
6105 Overtime	44,102	100,842	55,000	55,000	38,000
6108 Part-Time	116	296	-	-	-
6150 Fringes	87,902	166,911	107,244	107,244	136,885
6309 Shop Supplies & Tools	10	303	100	100	100
6325 Snow/Ice Control Materials	152,812	286,778	293,500	293,500	293,500
6326 Vehicle & Equipment Parts	322	2,898	1,500	1,500	1,500
6327 Miscellaneous Equipment	-	4,113	1,500	1,500	7,000
6408 Contractor Fees	-	406	-	-	-
6425 CEA Equip. Rental	375,451	539,011	456,704	456,704	456,704
6429 Interfund Allocations	-	(5,000)	(5,000)	(5,000)	(5,000)
6440 Snow Removal Services	109,878	190,879	175,000	175,000	175,000
6450 Repairs to Private Property	388	732	1,500	1,500	1,000
<b>Total Expense</b>	<b>\$ 989,890</b>	<b>\$ 1,662,698</b>	<b>\$ 1,363,975</b>	<b>\$ 1,363,975</b>	<b>\$ 1,386,126</b>

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

#### Snow/Ice Control Materials

Salt (4,000 tons)	\$ 256,000
Brine (43,350 gal)	13,000
Calcium chloride (8,000 gal)	5,500
Ice melt (600 bags)	8,000
Calcium chloride (150 bags)	9,000
Concrete	2,000
<b>Total</b>	<b>\$ 293,500</b>

#### Snow Removal Services

Snow removal services for neglected, main, and arterial sidewalks and priority crosswalks	\$ 175,000
<b>Total</b>	<b>\$ 175,000</b>

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Forestry Services**

**Business Unit 17034**

### PROGRAM MISSION

Manage the urban forest to enhance the current and future environmental quality, safety and aesthetics for the benefit of the community.

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

- Replenish and maintain approximately 32,000 trees on City terraces and boulevards
- Prune trees to provide proper growth structure, maintain proper clearances for vehicles, signs, and pedestrians, and remove dead/diseased limbs
- Respond to storm damage situations
- Plant trees in new subdivisions and reconstructed streets where final concrete pavement has been installed
- Work closely with Engineering and Street Division to minimize the impact of street reconstruction projects on street trees
- Continue to address gypsy moth situation and coordinate suppression programs with the Department of Natural Resources as needed
- Secure grants through the Department of Natural Resources as opportunities arise
- Continue implementation of the action plan developed in 2009 to address the emerald ash borer situation and make the necessary program adjustments as the impact of the insect is realized in the community
- Coordinate labor pool with operations staff to maximize available resources
- Coordinate equipment use and purchases to maximize equipment and create efficiencies
- Continue efforts to remove invasive species from City property through volunteer services
- Continue to educate the elected officials on the benefits of the urban forest and the City's investment in the

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

Continue to increase the number of trees we plant each year and target sections of the City that are short on terrace trees. The average cost per tree has increased approximately 50% in the last 5 years. The additional demand for replacement trees associated with emerald ash borer also impacts the ability to maintain the tree canopy. Based on DNR analysis, the City's urban tree canopy is about 22%. Increasing the canopy will reduce stormwater runoff, lower summer air temperatures, and reduce air pollution.

Seasonal laborers, which account for the part time wages, are used to maintain various plantings around the City under the direction of the City Forester.

Tipping fees have been added as we now have to pay to dispose of stump grinding debris.

### 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>					
Safe, healthy and attractive urban forest					
# trees on City streets	30,689	30,956	31,500	31,750	32,000
<b>Strategic Outcomes</b>					
Satisfied community					
% of planting spaces in new subdivisions planted on annual basis	100%	100%	100%	100%	100%
% of customers who accept new trees on new and/or reconstructed streets	100%	100%	100%	100%	100%
Street tree to Arborist ratio	4,721 to 1	4,114 to 1	4,200 to 1	4,200 to 1	4,266 to 1
Diverse urban forest					
# of species with more than 1,000 trees	9	9	9	9	9
<b>Work Process Outputs</b>					
% of trees < 6" diameter pruned annually	50%	50%	50%	50%	50%
Pruning cycle of trees/yr > 6" diameter	9 years	8 years	8 years	8 years	8 years
# of ash trees replaced	146	305	400	400	400
Total number of tree species on streets	42	34	34	34	35
Treat all City properties with gypsy moth egg mass counts of >500 egg masses/acre	100%	100%	100%	100%	100%

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Forestry Services**

**Business Unit 17034**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4224 Miscellaneous State Aid	\$ 25,000	\$ -	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	90	1,058	-	-	-
5011 Misc Revenue - Tax	7,238	429	3,000	3,000	3,000
5020 Donations & Memorials	-	-	250	250	100
5030 Damage to City Property	1,315	707	-	-	-
<b>Total Revenue</b>	<b>\$ 33,643</b>	<b>\$ 2,194</b>	<b>\$ 3,250</b>	<b>\$ 3,250</b>	<b>\$ 3,100</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 443,120	\$ 453,857	\$ 494,307	\$ 497,532	\$ 488,857
6104 Call Time	1,485	1,321	1,700	1,700	1,600
6105 Overtime	3,074	5,075	3,500	3,500	3,500
6108 Part-Time	21,050	15,950	17,280	17,280	17,298
6150 Fringes	171,270	181,928	214,151	214,630	217,130
6201 Training/Conferences	2,531	2,194	2,900	2,900	2,900
6301 Office Supplies	-	18	-	-	25
6302 Subscriptions	-	58	100	100	75
6303 Memberships & Licenses	620	710	800	800	800
6308 Landscape Supplies	38,375	52,275	45,500	45,500	40,500
6309 Shop Supplies & Tools	6,447	3,953	3,500	3,500	3,500
6311 Paint & Supplies	19	6	50	50	50
6320 Printing & Reproduction	75	259	250	250	250
6321 Clothing	403	377	600	600	600
6322 Gas Purchases	345	-	300	300	300
6323 Safety Supplies	2,999	985	1,500	1,500	1,500
6327 Miscellaneous Equipment	9,201	5,851	6,090	6,090	6,090
6328 Signs	-	360	300	300	300
6408 Contractor Fees	74	296	2,000	2,000	1,000
6413 Utilities	1,638	1,516	2,040	2,040	2,040
6415 Tipping	-	-	-	-	1,000
6418 Equip Repairs & Maint	-	241	-	-	-
6424 Software support	-	596	520	520	1,320
6425 CEA Equip. Rental	241,017	246,431	286,280	286,280	298,634
6429 Interfund Allocations	(3,482)	(867)	(3,500)	(3,500)	(2,000)
6503 Rent	-	422	-	-	-
<b>Total Expense</b>	<b>\$ 940,261</b>	<b>\$ 973,812</b>	<b>\$ 1,080,168</b>	<b>\$ 1,083,872</b>	<b>\$ 1,087,269</b>

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

#### Landscape Supplies

Topsoil / sand / gravel	\$ 2,000
Seed / fertilizer	1,000
Plant material/trees	36,000
Herbicides / pesticides	1,500
	<u>\$ 40,500</u>



# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

### Inspections/Licensing & Plan Review

Business Unit 15520

#### PROGRAM MISSION

To provide building inspection services to insure public health and safety.

#### PROGRAM NARRATIVE

##### Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

##### Objectives:

Investigate and respond to complaints from the public, other departments and alderpersons in a timely and professional manner and take the necessary enforcement steps to achieve compliance  
 Improve the level of inspection services offered to the community by thorough review and discussion of current practices and procedures  
 Provide inspection services in a timely and effective manner  
 Perform site plan reviews to insure compliance with established City codes  
 Monitor compliance of approved building plans and applicable codes on construction projects and provide feedback to the inspectors and the public  
 Utilize code enforcement procedures that are more streamlined and efficient due to an increased use of technology  
 Work cooperatively with the Assessor's Office. The Inspection Division continues to provide property data to the Assessor's Office which saves time and resources.

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

The Inspections Division hired a new electrical inspector early in 2017, replacing a retired electrical inspector which accounts for very little increase in wages.

The part-time wages represent the cost of seasonal employees following up on weed and property maintenance complaints. The department started using seasonal employees rather than full-time staff for this purpose in 2017.

#### 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>					
Customer knowledge of ordinances					
Customer generated violation reports	1,332	1,371	1,200	1,200	1,100
Effectiveness of plan review					
# of onsite consultations prior to plan submittal	76	57	100	120	120
<b>Strategic Outcomes</b>					
Availability of staff					
% of total inspector hours spent on inspections	48.9%	46.5%	47.0%	48.0%	48.0%
Consistency of information					
# of policies/ordinances reviewed/updated	3/3	2/2	2/2	2/2	2/2
<b>Work Process Outputs</b>					
Availability of service					
# of inspections performed	10,125	8,372	12,000	11,000	12,000
# of re-inspections performed	727	725	500	500	500
# of notices issued	891	941	700	700	800
# of permits issued	3,752	3,785	3,500	3,500	3,500
# of plans reviewed	248	263	200	200	250

# CITY OF APPLETON 2018 BUDGET

## PUBLIC WORKS DEPARTMENT

**Inspections/Licensing & Plan Review**

**Business Unit 15520**

### **PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4308 Heating License	\$ 575	\$ 30	\$ -	\$ -	\$ -
4401 Building	349,301	369,104	320,000	320,000	360,000
4402 Electrical	125,529	145,024	120,000	120,000	150,000
4403 Heating	63,396	64,543	70,000	70,000	70,000
4404 Plumbing, Sewer	73,389	60,044	60,000	60,000	65,000
4406 State Building	2,025	1,855	2,000	2,000	2,000
4407 Signs	4,740	5,460	4,000	4,000	5,000
4609 Weed Cutting	14,689	17,745	16,000	16,000	16,000
4801 Charges for Serv.- Nontax	80,542	54,074	58,000	58,000	55,000
5040 Board of Appeals	3,045	1,795	2,000	2,000	2,000
Total Revenue	<u>\$ 717,231</u>	<u>\$ 719,674</u>	<u>\$ 652,000</u>	<u>\$ 652,000</u>	<u>\$ 725,000</u>
Expenses					
6101 Regular Salaries	\$ 410,094	\$ 400,332	\$ 373,604	\$ 376,469	\$ 376,719
6104 Call Time	-	210	555	555	500
6105 Overtime	2,232	2,964	2,000	2,000	2,000
6108 Part time	-	-	12,672	12,672	13,850
6150 Fringes	130,336	130,468	116,818	117,244	122,844
6201 Training/Conferences	-	82	-	-	-
6408 Contractor Fees	2,567	4,129	8,500	8,500	8,000
Total Expense	<u>\$ 545,229</u>	<u>\$ 538,185</u>	<u>\$ 514,149</u>	<u>\$ 517,440</u>	<u>\$ 523,913</u>

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

None

83500	City of Appleton						1
TEACHERA	2018 Budget						09/26/17
BUD_DPW_LN	Revenue and Expense Summary						16:54:23
Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	186,789	3,500	335,076	156,644	156,644	0	0
Licenses	1,715	850	570	730	730	750	750
Permits	652,260	682,461	555,247	611,500	611,500	668,600	688,600
Special Assessments	468,907	336,076	83,911	286,200	286,200	256,439	300,193
Charges for Services	82,222	57,475	43,777	60,300	60,300	57,300	57,300
Intergov. Charges for Service	79,422	43,138	39,359	60,000	60,000	77,800	77,800
Other Revenues	1,803,444	1,598,012	88,622	1,564,100	1,564,100	1,461,425	1,431,425
TOTAL REVENUES	3,274,759	2,721,512	1,146,562	2,739,474	2,739,474	2,522,314	2,556,068
EXPENSES BY LINE ITEM							
Regular Salaries	283,158	275,014	182,984	313,364	344,308	319,550	319,550
Labor Pool Allocations	2,827,151	2,888,204	2,254,695	3,332,664	3,332,664	3,424,636	3,431,469
Call Time	30,467	55,674	24,649	44,580	44,580	45,125	30,865
Overtime	87,235	170,091	65,777	95,666	95,666	99,903	73,563
Temp. Full-Time	15,597	0	0	0	0	0	0
Part-Time	45,684	64,299	55,561	90,064	90,064	94,306	94,306
Other Compensation	24,357	22,555	14,554	19,660	19,660	19,660	19,660
Shift Differential	1,266	2,638	908	1,810	1,810	1,980	1,980
Sick Pay	14,463	17,582	6,530	0	0	0	0
Vacation Pay	442,673	468,767	321,287	0	0	0	0
Fringes	1,259,956	1,400,433	1,015,158	1,416,962	1,421,562	1,528,486	1,532,852
Salaries & Fringe Benefits	5,032,007	5,365,257	3,942,103	5,314,770	5,350,314	5,533,646	5,504,245
Training & Conferences	19,118	14,375	18,464	27,225	27,225	25,100	20,100
Tuition Fees	0	0	0	100	100	0	0
Parking Permits	12,350	13,139	13,270	13,680	13,680	13,680	13,680
Office Supplies	5,672	7,733	3,629	6,950	6,950	7,275	6,775
Subscriptions	4,974	5,466	363	5,600	5,600	5,725	5,725
Memberships & Licenses	8,327	9,293	5,386	8,530	8,530	9,669	9,669
Postage & Freight	418	22	78	660	660	610	610
Awards & Recognition	2,241	2,265	962	2,485	2,485	2,485	2,485
Building Maintenance/Janitor.	5,018	5,622	4,275	5,600	5,600	6,200	6,200
Rent	0	843	0	0	0	0	0
Administrative Expense	58,118	58,758	46,427	70,830	70,830	70,744	65,244
Landscape Supplies	39,497	53,930	24,224	63,720	63,720	60,901	55,901
Shop Supplies & Tools	36,889	28,893	19,444	30,185	30,185	31,100	31,100
Paint & Supplies	1,601	5,560	754	1,650	1,650	1,650	1,650
Books & Library Materials	285	358	374	750	750	650	650
Miscellaneous Supplies	0	102	24	0	0	0	0
Printing & Reproduction	15,145	28,785	13,112	18,900	18,900	21,400	21,400
Clothing	2,224	2,331	1,352	2,850	2,850	2,725	2,725
Gas Purchases	392	441	1,365	675	675	1,030	1,030
Safety Supplies	7,503	4,000	4,779	7,090	7,090	6,150	6,150
Medical & Lab Supplies	153	201	162	300	300	275	275
Construction Materials	952,364	980,384	624,269	1,132,099	1,132,099	1,068,848	1,068,848
Vehicle & Equipment Parts	789	3,184	105	1,500	1,500	1,500	1,500
Miscellaneous Equipment	56,654	65,455	51,775	59,570	59,570	62,170	62,170
Signs	76,326	95,515	54,466	101,200	101,200	112,250	107,250
Supplies & Materials	1,189,822	1,269,139	796,205	1,420,489	1,420,489	1,370,649	1,360,649
Legal Fees	170	150	90	125	125	75	75
Consulting Services	190,031	293,739	52,951	291,000	369,953	230,340	230,340
Collection Services	7,930	7,384	4,304	7,960	7,960	7,960	7,960
Contractor Fees	388,030	265,262	577,238	629,763	629,763	441,700	416,700
Inspection Fees	382	389	515	1,000	1,000	1,050	1,050
Temporary Help	3,282	0	0	0	0	0	0
Advertising	3,916	3,286	1,616	3,500	3,500	3,300	3,300
Tipping Fees	8,905	1,300	258	3,350	3,350	4,350	4,350
Interfund Allocations	55,085	24,166	2,595	33,500	33,500	34,500	34,500
Health Services	148	40	0	50	50	50	50
Snow Removal Services	109,878	190,879	109,602	175,000	175,000	175,000	175,000
Repairs to Private Property	388	732	654	1,500	1,500	1,000	1,000
Laundry Services	151	218	148	200	200	240	240

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Other Contracts/Obligations	12,794	14,256	2,625	15,000	15,000	20,800	20,800
Purchased Services	670,920	753,469	747,406	1,094,948	1,173,901	851,365	826,365
Electric	1,505,974	1,566,166	1,166,602	1,557,868	1,557,868	1,571,674	1,563,674
Gas	19,917	16,909	11,226	25,868	25,868	21,868	21,868
Water	7,967	8,559	5,711	9,215	9,215	9,215	9,215
Waste Disposal/Collection	3,403	3,723	2,545	4,207	4,207	4,207	4,207
Stormwater	25,598	25,254	18,889	26,000	26,000	26,000	26,000
Telephone	6,500	6,502	7,229	7,090	7,090	9,165	9,165
Cellular Telephone	16,141	18,130	13,210	21,524	21,524	22,652	22,652
Utilities	1,585,500	1,645,243	1,225,412	1,651,772	1,651,772	1,664,781	1,656,781
Building Repair & Maintenance	1,792	2,072	1,317	3,000	3,000	3,000	3,000
Equipment Repair & Maintenan	15,460	22,378	3,623	25,925	25,925	24,825	24,825
Communications Equip. Repairs	635	0	0	750	750	750	750
Facilities Charges	187,178	206,044	125,987	193,767	193,767	209,263	209,263
Software Support	8,329	12,250	28,500	14,475	14,475	27,488	27,488
CEA Equipment Rental	1,215,018	1,450,087	918,376	1,419,920	1,419,920	1,490,393	1,490,393
Repair & Maintenance	1,428,412	1,692,831	1,077,803	1,657,837	1,657,837	1,755,719	1,755,719
Land	100,203	476,954	1,336,981	770,000	1,249,300	175,000	175,000
Infrastructure Construction	2,980,511	2,060,074	1,398,872	1,868,195	1,871,195	2,760,350	2,147,871
Capital Expenditures	3,080,714	2,537,028	2,735,853	2,638,195	3,120,495	2,935,350	2,322,871
TOTAL EXPENSES	13,045,493	13,321,725	10,571,209	13,848,841	14,445,638	14,182,254	13,491,874
=====	=====	=====	=====	=====	=====	=====	=====

<p align="center"><b>CITY OF APPLETON 2018 BUDGET</b></p> <p align="center"><b>PUBLIC WORKS DEPARTMENT</b></p>	
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## **CITY OF APPLETON 2018 BUDGET**

### **SANITATION**

**Public Works Director: Paula A. Vandehey**

**Deputy Director/City Engineer: Ross M. Buetow**

**Deputy Director of Operations-DPW: Nathan D. Loper**



# **CITY OF APPLETON 2018 BUDGET**

## **SPECIAL REVENUE FUNDS**

### **SANITATION**

#### **MISSION STATEMENT**

To serve the public through the collection and disposal of recyclables, yard waste, and solid waste in a safe, cost effective and environmentally responsible manner.

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

Continued participation in a compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department. The program is evaluating the feasibility of local composting of biosolids with other bio-degradable products such as leaves and wood chips at a local site. The goal of the project is to reduce biosolids trucking costs for land application and provide a continuous beneficial outlet for biosolids. With a compost outlet, the current biosolids storage volume available would better allow for meeting the 180 day regulatory limit. Active composting began in October, 2010 and has continued through 2016, based upon technical findings, economic feasibility report, and wastewater biosolids storage needs. Outlets for finished compost are being thoroughly evaluated, including compost giveaways and field demonstration/research plots. Assessment of local compost demand and uses will be used to validate economic feasibility findings and establish a timeline for design and future construction of a permitted facility.

The Sanitation work group reviewed feedback from a recent residential survey and is working on potential policy and service changes for Council consideration in 2017.

Worked with Outagamie County to encourage recycling which resulted in a continued increase in the City's landfill diversion rate.

Included a recycling flyer in the City's utility bills to help educate residents on the additional plastics that are now being accepted as recyclable material.

Gained Council approval to reduce the second recycling cart fee from \$100 to \$50 to encourage additional recycling efforts.

Spring yard waste collection dates were advertised in April to allow this program to be more "weather dependent" and better serve our customers. In the past, since the City Guide is written six months in advance, due to weather conditions, the dates published for spring yard waste collection often didn't coincide with when residents were able to perform their yard work.

Repaired and upgraded the telemetry system and well replacement at the landfill site in Mackville.

Cleaned the north ditch at the Mackville landfill site which is needed every 3-5 years.

# CITY OF APPLETON 2018 BUDGET

## SPECIAL REVENUE FUNDS

### SANITATION

#### MAJOR 2018 OBJECTIVES

Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services

Continue to monitor the agreement with the Town of Grand Chute to use the yard waste sites

Continue to monitor the policy for disposal of solid waste at the yard waste site

Continue to develop relationships with outside services to dispose of brush and yard materials

Continue to monitor the customer service log and respond timely to customer needs

Continue participation in compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department. This pilot program is seeking a long term, cost effective and environmentally sound alternative for management of organic waste materials. In 2017, DPW provided an estimated 5,000 cubic yards of mixed yard waste and leaves from our fall collection for the project. A more detailed description of the project is included on the prior page.

GPS units will be added to the remaining sanitation trucks in 2018. These units have the ability for the driver to push a button while driving to be able to identify when a garbage can is not out, when overflow refuse is at the curb, when a garbage can needs maintenance, or to note a pothole that needs attention. These units will have preprogrammed buttons so drivers will no longer have to look for an address and stop to log it or to call it in, making them more efficient.

Continue to review feedback from customer survey for possible future policy changes

Continue to advertise spring yard waste collection dates in April to allow this program to be more "weather dependent" and better serve our customers

Prepare the Stormwater Pollution Prevention Plan for the old landfill site as required by the Wisconsin Department of Natural Resources' Phase 2 Stormwater Permit

#### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
<b>Program Revenues</b>		\$ 1,419,262	\$ 1,465,076	\$ 1,287,260	\$ 1,287,260	\$ 1,145,560	-11.01%
<b>Program Expenses</b>							
2210	Administration	377,852	302,515	293,552	294,000	310,541	5.79%
2221	Recycling	128,245	139,531	151,825	151,825	169,214	11.45%
2223	Solid Waste	2,629,183	2,759,743	2,803,103	2,806,308	2,872,130	2.46%
2230	Landfill Maint.	78,990	99,541	98,342	98,342	104,773	6.54%
<b>TOTAL</b>		\$ 3,214,270	\$ 3,301,330	\$ 3,346,822	\$ 3,350,475	\$ 3,456,658	3.28%
<b>Expenses Comprised Of:</b>							
Personnel		1,226,131	1,250,920	1,265,409	1,269,062	1,325,408	4.74%
Administrative Expense		154,017	65,095	68,844	68,844	74,639	8.42%
Supplies & Materials		94,376	94,087	99,610	99,610	102,550	2.95%
Purchased Services		945,242	1,000,197	1,007,057	1,007,057	1,028,868	2.17%
Utilities		57,413	57,130	64,158	64,158	64,158	0.00%
Repair & Maintenance		737,091	833,901	841,744	841,744	861,035	2.29%
Capital Expenditures		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		17.49	17.49	17.49	17.49	17.51	

# CITY OF APPLETON 2018 BUDGET

## SPECIAL REVENUE FUNDS

**Sanitation - Administration**

**Business Unit 2210**

### PROGRAM MISSION

To provide administrative and planning support to insure safe, consistent, and cost effective sanitation services for our customers.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

**Objectives:**

Continue to review and evaluate the current collection procedures, policies and rates to provide consistent, cost effective services  
 Continue to monitor the agreement with the Town of Grand Chute for use of the yard waste sites  
 Continue to monitor the policy for disposal of solid waste at the yard waste site  
 Continue to develop relationships with outside services to dispose of brush and yard materials  
 Continue to monitor the customer service log and respond timely to customer needs  
 Continue to make customer contacts by delivering educational information to residents who put overflow curbside on non-overflow collection weeks  
 Continue to advertise spring yard waste collection dates in April to allow this program to be more "weather dependent" and better serve our customers

**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>					
Public Information					
# of information announcements / brochures	21	20	16	21	21
<b>Strategic Outcomes</b>					
Consistency of information					
# of policies reviewed	1	1	1	1	1
Quality of service					
# of contacts received	2,499	2,089	2,400	2,400	2,400
<b>Work Process Outputs</b>					
Changes in customer service					
# of policies revised	1	1	1	1	1

# CITY OF APPLETON 2018 BUDGET

## SPECIAL REVENUE FUNDS

**Sanitation - Administration**

**Business Unit 2210**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4110 Property Taxes	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968
4705 General Interest	167	181	-	-	-
4710 Interest on Investments	5,863	(2,066)	20,000	20,000	20,000
4801 Charges for Serv.- Nontax	819,156	821,560	825,680	825,680	825,680
5005 Sale of City Property - Tax	1,092	430	1,000	1,000	1,000
5010 Misc Revenue - Nontax	-	25	-	-	-
5016 Lease Revenue	400	400	400	400	400
5030 Damage to City Property	-	34,677	-	-	-
5071 Customer Penalty	6,650	6,583	7,000	7,000	7,000
<b>Total Revenue</b>	<b>\$ 2,878,296</b>	<b>\$ 2,906,758</b>	<b>\$ 2,899,048</b>	<b>\$ 2,899,048</b>	<b>\$ 2,899,048</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 90,892	\$ 86,873	\$ 88,760	\$ 89,150	\$ 89,946
6104 Call Time	269	700	450	450	450
6105 Overtime	345	1,851	500	500	500
6108 Part-Time	47	24	-	-	-
6150 Fringes	30,920	38,014	33,112	33,170	35,175
6201 Training\Conferences	135	-	800	800	500
6301 Office Supplies	629	1,070	1,405	1,405	1,405
6303 Memberships & Licenses	165	190	190	190	195
6304 Postage\Freight	20,880	18,249	20,300	20,300	20,300
6305 Awards & Recognition	554	929	945	945	945
6320 Printing & Reproduction	4,410	3,479	4,200	4,200	4,200
6321 Clothing	763	695	775	775	750
6323 Safety Supplies	356	663	700	700	700
6324 Medical\Lab Supplies	115	101	100	100	110
6327 Miscellaneous Equipment	-	86	-	-	-
6403 Bank Services	5,620	5,053	5,700	5,700	5,400
6412 Advertising/Publication	-	548	100	100	700
6413 Utilities	49,031	49,339	54,898	54,898	54,898
6420 Facilities Charges	22,276	22,932	22,472	22,472	23,232
6424 Software support	3,132	3,981	3,000	3,000	3,900
6425 CEA Equip. Rental	25,296	31,915	20,100	20,100	26,100
6430 Health Services	19	20	50	50	50
6501 Insurance	30,583	33,240	33,240	33,240	39,680
6599 Other Contracts/Obligations	1,462	2,282	905	905	905
6623 Uncollectible Accounts	348	281	850	850	500
7914 Transfer Out - Capital Projects	89,605	-	-	-	-
<b>Total Expense</b>	<b>\$ 377,852</b>	<b>\$ 302,515</b>	<b>\$ 293,552</b>	<b>\$ 294,000</b>	<b>\$ 310,541</b>

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

#### Postage/Freight

City service invoice postage allocation	\$ 10,000
City service invoice folding/inserting	10,000
Other shipping	300
	<u>\$ 20,300</u>

# CITY OF APPLETON 2018 BUDGET

## SPECIAL REVENUE FUNDS

**Sanitation - Recycling**

**Business Unit 2221**

### PROGRAM MISSION

Implement and maintain a cost effective residential recycling program to reduce the amount of solid waste entering the landfill

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

**Objectives:**

Continue to work with Outagamie County to educate and update the citizens on proper recycling practices  
Continue to seek out interested parties to haul yard materials from City sites eliminating the need for City crews to haul materials long distances.  
Continue to grind brush for the Park and Recreation Department to use as wood chips in the parks.

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

The decrease in revenue is due to the termination of the \$3.00/cart quarterly recycling cart fee in the second quarter of 2017.

Recycling tons are expected to increase but diversion rate percentage may decline slightly due to projected increase in solid waste refuse tons. The increase in refuse tons may be a result of the improving economy and more waste being generated.

Yard site hours open is estimated to be slightly lower in 2018 as a result of the calendar and being open 2 less days.

### 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>					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	3,064	3,128	3,064	3,064	3,022
Cost effective commercial recycling					
Cost/ton	\$ 125.93	\$ 131.01	\$ 127.00	\$ 132.00	\$ 133.00
<b>Strategic Outcomes</b>					
Sources of additional revenue					
# of commercial recycling customers	360	352	360	355	357
\$ of revenue from chipper rental	\$ 2,875	\$ 1,836	\$ 3,000	\$ 1,000	\$ 1,000
# of violations from Outagamie County Landfill	0	0	0	0	0
<b>Work Process Outputs</b>					
Material diverted from the landfill					
Diversion rate	24.0%	23.9%	26.0%	23.6%	23.4%
Tons of material collected					
Residential - co-mingled	6,174	6,340	6,175	6,400	6,400
Commercial - total	452	452	460	453	455
Hours chipping material	567	753	570	700	700
Yard waste sites:					
Avg # of users per day - weekday (peak)	700	700	700	700	700
Avg # of users per day - weekend (peak)	875	900	900	900	900

# CITY OF APPLETON 2018 BUDGET

## SPECIAL REVENUE FUNDS

**Sanitation - Recycling**

**Business Unit 2221**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4801 Charges for Serv.- Nontax	\$ 351,798	\$ 360,273	\$ 195,000	\$ 195,000	\$ 50,000
4802 Charges for Serv. - Tax	10,868	12,191	10,500	10,500	11,500
4872 Commercial Recycling	111,076	113,245	112,000	112,000	114,000
4908 Misc. Intergov. Charges	-	39	-	-	-
5010 Misc Revenue - Nontax	116	225	-	-	-
5011 Misc Revenue - Tax	175	-	-	-	-
5035 Other Reimbursements	869	218	600	600	600
5071 Customer Penalty	2,117	2,130	1,080	1,080	1,080
<b>Total Revenue</b>	<b>\$ 477,019</b>	<b>\$ 488,321</b>	<b>\$ 319,180</b>	<b>\$ 319,180</b>	<b>\$ 177,180</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 45,799	\$ 47,958	\$ 66,216	\$ 66,216	\$ 67,199
6104 Call Time	367	466	500	500	500
6105 Overtime	220	459	150	150	250
6108 Part Time	-	19	-	-	-
6150 Fringes	18,249	20,101	17,338	17,338	28,514
6303 Memberships & Licenses	125	125	125	125	125
6308 Landscape Supplies	379	483	400	400	400
6309 Shop Supplies & Tools	1,801	863	1,800	1,800	1,600
6327 Miscellaneous Equipment	12,296	10,594	12,150	12,150	12,150
6328 Signs	54	-	50	50	50
6407 Collection Services	5,512	6,706	6,000	6,000	6,330
6413 Utilities	1,473	1,406	1,600	1,600	1,600
6425 CEA Equip. Rental	41,816	50,179	45,346	45,346	50,346
6623 Uncollectible Accounts	154	172	150	150	150
<b>Total Expense</b>	<b>\$ 128,245</b>	<b>\$ 139,531</b>	<b>\$ 151,825</b>	<b>\$ 151,825</b>	<b>\$ 169,214</b>

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

#### Miscellaneous Equipment

100 - 90/gal containers @ \$55 ea	\$ 5,500
8 - 450/gal containers @ \$400 ea	3,200
2 - College Ave replacements @ 1,600	3,200
Replacement parts	250
	<u>\$ 12,150</u>



# CITY OF APPLETON 2018 BUDGET

## SPECIAL REVENUE FUNDS

**Sanitation - Solid Waste Collection**

**Business Unit 2223**

### PROGRAM MISSION

Provide regularly scheduled and special collections of solid waste

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #2: "Encourage active community participation and involvement", #4: "Continually assess trends affecting the community and proactively respond", #6: "Create opportunities and learn from successes and failures", and #7: "Communicate our success through stories and testimonials".

#### Objectives:

- Continue to evaluate the automated collection routes for efficiencies
- Continue to assess the needs of the community and provide great customer service
- Continue to monitor the bi-weekly collection of large item (bulky) overflow
- Continue to monitor the impact of the curbside recycling program

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

- An estimated \$21,000 is being budgeted for hauling brush to the WWTP compost site.
- A slight decrease is being seen in the amount of grass clippings being brought to the yardwaste sites.
- An increase in refuse tonnage of 500 tons is budgeted due to the economic recovery.

### 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>					
Service area					
# of automated stops/day	5,136	5,145	5,140	5,147	5,150
Additional services provided					
# special collections (annual)					
Storm	0	0	0	1	0
Move outs	43	52	45	50	50
Bulky overflow collection	26	26	26	26	26
<b>Strategic Outcomes</b>					
Additional revenue sources					
Cost effective service provided					
Cost/ton of overflow collections	\$ 148.91	\$ 153.19	\$ 155.00	\$ 155.00	\$ 155.00
Cost/ton of residential automated pickup	\$ 86.82	\$ 87.57	\$ 90.00	\$ 88.50	\$ 91.00
<b>Work Process Outputs</b>					
City cleanliness and public health benefits					
# of tons of refuse collected	19,934	20,209	20,500	20,750	21,000

# CITY OF APPLETON 2018 BUDGET

## SPECIAL REVENUE FUNDS

**Sanitation - Solid Waste Collection**

**Business Unit 2223**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4801 Charges for Service	\$ 8,636	\$ 20,878	\$ 18,700	\$ 18,700	\$ 21,000
4908 Misc. Intergov. Charges	127	88	100	100	100
5055 Appliance Tags	20,725	22,120	20,000	20,000	20,000
5056 Tire Tags	1,265	1,240	1,200	1,200	1,200
5057 Grass Clipping	25,750	22,356	24,000	24,000	22,000
5058 Overflow	52,412	48,283	50,000	50,000	50,000
<b>Total Revenue</b>	<b>\$ 108,915</b>	<b>\$ 114,965</b>	<b>\$ 114,000</b>	<b>\$ 114,000</b>	<b>\$ 114,300</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 719,372	\$ 708,114	\$ 723,702	\$ 726,492	\$ 734,778
6104 Call Time	4,110	3,861	4,500	4,500	4,250
6105 Overtime	13,248	16,633	12,500	12,500	12,500
6108 Part-Time	1,311	4,480	5,940	5,940	6,060
6150 Fringes	296,175	313,674	306,126	306,541	337,319
6306 Shop Supplies & Tools	297	284	400	400	400
6311 Paint & Supplies	73	17	250	250	250
6322 Gas Purchases	385	440	1,500	1,500	1,400
6327 Miscellaneous Equipment	73,403	76,382	76,785	76,785	80,040
6407 Collection Services	2,250	1,904	2,400	2,400	2,400
6408 Contractor Fees	966	-	1,500	1,500	1,000
6415 Tipping Fees	878,330	918,765	927,500	927,500	945,000
6418 Equip Repairs & Maint	482	122	-	-	170
6425 CEA Equip. Rental	641,633	716,879	742,976	742,976	748,039
6429 Interfund Allocations	(2,876)	(1,836)	(3,000)	(3,000)	(1,500)
6503 Rent	24	24	24	24	24
<b>Total Expense</b>	<b>\$ 2,629,183</b>	<b>\$ 2,759,743</b>	<b>\$ 2,803,103</b>	<b>\$ 2,806,308</b>	<b>\$ 2,872,130</b>

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

#### Miscellaneous Equipment

Replacement automated containers	\$ 70,250
Rolloff trailer	5,000
(3) GPS units	1,990
(2) Replacement College Ave decorative carts	2,800
	<u>\$ 80,040</u>

#### Tipping Fees

Residential/curbside pickup	\$ 943,000
Rubbish disposal	2,000
	<u>\$ 945,000</u>

# CITY OF APPLETON 2018 BUDGET

## SPECIAL REVENUE FUNDS

**Sanitation - Landfill Maintenance**

**Business Unit 2230**

### PROGRAM MISSION

Maintain and monitor the condition of this site to insure compliance with Department of Natural Resources requirements

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", and # 7: "Communicate our success through stories and testimonials".

**Objectives:**

Perform routine inspections of the landfill site to monitor the overall condition and provide the necessary maintenance to prevent site deterioration

Comply with mandated Department of Natural Resources regulations

Work with Valley Aero Modelers (VAM) to make the site usable for their club and community events

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

The 2018 budget includes funds for the replacing the landfill gas blower, which is needed approximately every 3 years.

Facilities will continue to keep certain areas mowed and do minor maintenance at the Mackville site.

### 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 of the surrounding environment					
# of private wells showing impact from landfill	0	0	0	0	0
<b>Strategic Outcomes</b>					
Preventive maintenance					
# of DNR non-compliance notices received	0	0	0	0	0
# of maintenance projects	0	0	1	1	1
<b>Work Process Outputs</b>					
Regulatory compliance					
Reporting to the DNR	2	1	2	2	2
Corrective actions generated from quarterly inspections	2	3	2	2	2

# CITY OF APPLETON 2018 BUDGET

## SPECIAL REVENUE FUNDS

**Sanitation - Landfill Maintenance**

**Business Unit 2230**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 3,520	\$ 5,427	\$ 4,166	\$ 4,166	\$ 5,833
6105 Overtime	-	130	-	-	-
6108 Part-Time	14	37	-	-	-
6150 Fringes	1,270	2,099	1,449	1,449	2,134
6325 Construction Materials	45	-	500	500	500
6404 Consulting Services	53,207	66,003	65,142	65,142	67,823
6413 Utilities	6,910	6,384	7,660	7,660	7,660
6420 Facilities charges	-	3,361	-	-	3,405
6425 CEA Equip. Rental	917	3,253	1,450	1,450	4,243
6454 Grounds Repair & Maint.	1,540	1,280	6,400	6,400	1,600
6501 Insurance	10,815	10,815	10,815	10,815	10,815
6599 Other Contracts/Obligations	752	752	760	760	760
Total Expense	<u>\$ 78,990</u>	<u>\$ 99,541</u>	<u>\$ 98,342</u>	<u>\$ 98,342</u>	<u>\$ 104,773</u>

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

#### Consulting Services

Consultant to perform sampling and reporting (sediment, gas and water)	\$ 56,323
Replace monitoring well	6,000
Replace landfill gas blower	5,500
	<u>\$ 67,823</u>

#### Insurance

Risk management - 4th yr. amortization of a 5 year policy	\$ 10,815
	<u>\$ 10,815</u>

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Interest Income	6,030	1,885-	15,039	20,000	20,000	20,000	20,000
Charges for Services	1,301,534	1,328,146	869,903	1,161,880	1,161,880	1,022,180	1,022,180
Intergov. Charges for Service	127	127	127	100	100	100	100
Other Revenues	111,571	138,688	73,864	105,280	105,280	103,280	103,280
TOTAL REVENUES	1,419,262	1,465,076	958,933	1,287,260	1,287,260	1,145,560	1,145,560
EXPENSES BY LINE ITEM							
Regular Salaries	13,895	14,431	12,290	16,396	19,576	16,536	16,536
Labor Pool Allocations	715,154	721,734	523,529	854,398	854,398	869,160	869,160
Call Time	4,746	5,027	2,895	5,450	5,450	5,200	5,200
Overtime	13,814	19,073	9,230	13,150	13,150	13,250	13,250
Part-Time	1,372	4,561	5,110	5,940	5,940	6,060	6,060
Other Compensation	5,569	4,597	3,880	11,500	11,500	11,500	11,500
Shift Differential	473	501	323	550	550	560	560
Sick Pay	14,267	10,869	8,230	0	0	0	0
Vacation Pay	110,226	96,240	55,864	0	0	0	0
Fringes	346,615	373,887	264,245	358,025	358,498	403,142	403,142
Salaries & Fringe Benefits	1,226,131	1,250,920	885,596	1,265,409	1,269,062	1,325,408	1,325,408
Training & Conferences	135	0	249	800	800	500	500
Office Supplies	629	1,070	420	1,405	1,405	1,405	1,405
Memberships & Licenses	290	315	320	315	315	320	320
Postage & Freight	20,880	18,249	11,409	20,300	20,300	20,300	20,300
Awards & Recognition	554	929	112	945	945	945	945
Insurance	41,398	44,055	40,498	44,055	44,055	50,495	50,495
Rent	24	24	24	24	24	24	24
Uncollectible Accounts	502	453	182	1,000	1,000	650	650
Trans Out - Capital Projects	89,605	0	0	0	0	0	0
Administrative Expense	154,017	65,095	53,214	68,844	68,844	74,639	74,639
Landscape Supplies	379	483	391	400	400	400	400
Shop Supplies & Tools	2,098	1,147	2,148	2,200	2,200	2,000	2,000
Paint & Supplies	73	16	58	250	250	250	250
Printing & Reproduction	4,410	3,479	2,359	4,200	4,200	4,200	4,200
Clothing	763	695	532	775	775	750	750
Gas Purchases	385	440	0	1,500	1,500	1,400	1,400
Safety Supplies	356	663	559	700	700	700	700
Medical & Lab Supplies	114	101	81	100	100	110	110
Construction Materials	45	0	180	500	500	500	500
Miscellaneous Equipment	85,699	87,063	3,955	88,935	88,935	92,190	92,190
Signs	54	0	28	50	50	50	50
Supplies & Materials	94,376	94,087	10,291	99,610	99,610	102,550	102,550
Bank Services	5,620	5,053	2,686	5,700	5,700	5,400	5,400
Consulting Services	53,207	66,003	44,311	65,142	65,142	126,823	67,823
Collection Services	7,762	8,610	4,829	8,400	8,400	8,730	8,730
Contractor Fees	966	0	0	1,500	1,500	1,000	1,000
Advertising	0	548	1,205	100	100	700	700
Tipping Fees	878,330	918,765	517,739	927,500	927,500	945,000	945,000
Interfund Allocations	2,876-	1,836-	0	3,000-	3,000-	1,500-	1,500-
Health Services	19	20	0	50	50	50	50
Other Contracts/Obligations	2,214	3,034	0	1,665	1,665	1,665	1,665
Purchased Services	945,242	1,000,197	570,770	1,007,057	1,007,057	1,087,868	1,028,868
Electric	23,522	23,718	17,746	26,401	26,401	26,401	26,401
Gas	6,004	4,972	3,408	8,719	8,719	8,719	8,719
Water	4,076	4,511	3,166	4,486	4,486	4,486	4,486
Waste Disposal/Collection	1,758	1,970	1,366	1,984	1,984	1,984	1,984
Stormwater	19,968	19,894	14,241	20,180	20,180	20,180	20,180
Telephone	959	1,190	901	1,164	1,164	1,164	1,164
Cellular Telephone	1,126	875	497	1,224	1,224	1,224	1,224
Utilities	57,413	57,130	41,325	64,158	64,158	64,158	64,158

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Equipment Repair & Maintenan	482	121	170	0	0	170	170
Facilities Charges	22,276	26,293	13,887	22,472	22,472	26,637	26,637
Software Support	3,132	3,981	3,578	3,000	3,000	3,900	3,900
CEA Equipment Rental	709,661	802,226	462,761	809,872	809,872	828,728	828,728
Grounds Repair & Maintenance	1,540	1,280	0	6,400	6,400	1,600	1,600
Repair & Maintenance	737,091	833,901	480,396	841,744	841,744	861,035	861,035
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	3,214,270	3,301,330	2,041,592	3,346,822	3,350,475	3,515,658	3,456,658

# CITY OF APPLETON 2018 BUDGET

## SANITATION FUND

### SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (Deficit)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
<b>Revenues</b>					
Property Taxes	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968	\$ 2,044,968
Interest Income	6,030	(1,885)	20,000	15,000	20,000
Charges for Services	1,401,813	1,422,234	1,257,180	1,250,180	1,115,480
Sale of City Property	1,092	430	1,000	500	1,000
Other	10,327	44,297	9,080	9,000	9,080
Total Revenues	<u>3,464,230</u>	<u>3,510,044</u>	<u>3,332,228</u>	<u>3,319,648</u>	<u>3,190,528</u>
<b>Expenses</b>					
Program Costs	<u>3,124,665</u>	<u>3,301,330</u>	<u>3,346,822</u>	<u>3,350,475</u>	<u>3,456,658</u>
<b>Other Financing Sources (Uses)</b>					
Transfer Out - Capital Projects	(89,605)	-	-	-	-
Net Change in Equity	249,960	208,714	(14,594)	(30,827)	(266,130)
Fund Balance - Beginning	<u>1,026,519</u>	<u>1,276,479</u>	<u>1,485,193</u>	<u>1,485,193</u>	<u>1,454,366</u>
Fund Balance - Ending	<u>\$ 1,276,479</u>	<u>\$ 1,485,193</u>	<u>\$ 1,470,599</u>	<u>\$ 1,454,366</u>	<u>\$ 1,188,236</u>

#### Discussion of changes in fund balances:

In 2000, when the capitalization threshold was raised to \$10,000, \$774,755 was transferred back to Sanitation from CEA for replacement of trash cans designed for pick-up by automated sanitation trucks because those cans no longer met the revised capitalization threshold. The history of the use of the container replacement balance is presented below:

In 2013, the City converted to an automated recycling cart system investing \$1,240,300 for purchase of the new carts. The new carts were to be funded by a \$3/quarter charge to customers, which terminated in 2017 as the carts were paid in full. The history of the collections are presented below:

#### Refuse Can Replacement

Year	Amount	Balance
		774,755
2000	(16,674)	758,081
2001	(18,209)	739,872
2002	(33,778)	706,094
2003	(25,977)	680,117
2004	(20,250)	659,867
2005	(21,650)	638,217
2006	(32,850)	605,367
2007	(27,325)	578,042
2008	(20,000)	558,042
2009	(13,300)	544,742
2010	(28,866)	515,876
2011	(44,042)	471,834
2012	(35,750)	436,084
2013	(57,096)	378,988
2014	(48,552)	330,436
2015	(64,970)	265,466
2016	(72,068)	193,398
2017 Projected	(72,390)	121,008
2018 Budget	(70,250)	50,758

#### Recycling Cart Funding

Revenue	Balance
	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	1,240,300
196,169	1,044,131
299,927	744,204
301,128	443,076
300,000	143,076
143,076	-
-	-



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

## CAPITAL PROJECTS FUNDS

**Subdivision**

**Business Unit 4010**

### PROGRAM MISSION

This program accounts for funding sources and expenditures for various infrastructure projects.

### PROGRAM NARRATIVE

**Link to Strategy:**

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

**Objectives:**

This fund is utilized for new subdivision work only, including administration, engineering, street lights, street signs, and temporary asphalt streets within the subdivision. This fund will not be utilized to refurbish an existing roadway.

For subdivisions platted between January 1, 2004 and December 31, 2014, the City does not advance money for new subdivision development. The developer is required to obtain a standby line of credit from which the City will have exclusive rights to draw all applicable costs. Upon completion of contracts and any other outstanding issues, the City will release the lien. For ease of administration, all other expenditures in this budget will be administered by the City for immediate reimbursement by the developer, versus direct payment from the line of credit to the vendor. For developments approved prior to January 1, 2004 or after December 31, 2014, the City will advance money for development and recoup it via special assessments.

Further descriptions of projects to be paid from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Concrete Paving Program	\$ 571,137	Projects, Pg. 580
Grade & Gravel	61,245	Projects, Pg. 586
Sidewalks	102,418	Projects, Pg. 588
	<u>\$ 734,800</u>	

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

In 2014, the Common Council amended the subdivision portion of the special assessment policy to no longer require developers to maintain a line of credit for the cost of final concrete streets in new subdivisions. This policy change is effective for subdivisions platted after January 1, 2015. Construction costs for final concrete will be paid by the City and recouped through special assessments to benefited property owners.

### 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 infrastructure investments relating to the development of new subdivisions, 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>	\$ 1,529,866	\$ 818,149	\$ 613,318	\$ 613,318	\$ 345,340	-43.69%
	<b>Program Expenses</b>	\$ 1,987,515	\$ 1,210,382	\$ 850,680	\$ 851,174	\$ 1,659,801	95.11%
<b>Expenses Comprised Of:</b>							
	Personnel	144,558	91,371	44,491	44,985	47,530	6.83%
	Administrative Expense	-	-	275,000	275,000	925,000	236.36%
	Supplies & Materials	25,837	73,744	12,810	12,810	10,500	-18.03%
	Purchased Services	3,079	(4,166)	5,000	5,000	5,000	0.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	15,298	22,528	6,450	6,450	11,450	77.52%
	Capital Expenditures	1,798,743	1,026,905	506,929	506,929	660,321	30.26%

# CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

**Subdivision**

**Business Unit 4010**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4110 Property Taxes	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 300,000
4614 Miscellaneous Specials	843,242	694,751	180,000	180,000	310,000
4710 Interest on Investments	6,412	1,739	14,400	14,400	20,340
4730 Interest - Deferred Specials	35,262	24,389	45,000	45,000	15,000
5010 Miscellaneous Revenue	-	400	-	-	-
5035 Other Reimbursements	644,950	96,870	373,918	373,918	-
<b>Total Revenue</b>	<b>\$ 2,029,866</b>	<b>\$ 1,318,149</b>	<b>\$ 1,113,318</b>	<b>\$ 1,113,318</b>	<b>\$ 645,340</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 103,047	\$ 67,062	\$ 31,057	\$ 31,487	\$ 31,080
6105 Overtime	1,485	787	2,842	2,842	2,985
6108 Part-Time	1,308	571	1,037	1,037	2,854
6150 Fringes	38,718	22,951	9,555	9,619	10,611
6308 Landscape Supplies	18,920	34,379	1,310	1,310	-
6309 Shop Supplies & Tools	369	510	-	-	-
6325 Construction Materials	5,529	38,560	11,000	11,000	10,000
6328 Signs	1,019	295	500	500	500
6404 Consulting Services	99	-	5,000	5,000	5,000
6408 Contractor Fees	2,980	(4,166)	-	-	-
6425 CEA Equip. Rental	15,298	22,528	6,450	6,450	11,450
6809 Infrastructure Construction	1,798,743	1,026,905	506,929	506,929	660,321
7911 Trans Out - General Fund	-	-	275,000	275,000	925,000
<b>Total Expense</b>	<b>\$ 1,987,515</b>	<b>\$ 1,210,382</b>	<b>\$ 850,680</b>	<b>\$ 851,174</b>	<b>\$ 1,659,801</b>

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

2018	Street	From	To	4010
Labor Pool				47,530
CEA				11,450
Consultant				
Sidewalk - new				86,418
Sidewalk - 6 month waivers				10,000
<b>Subtotal</b>				<b>96,418</b>
Material Testing				5,000
<b>Subtotal</b>				<b>5,000</b>
Grade & Gravel				-
<b>Subtotal</b>				<b>-</b>
Temporary Surface following Grade & Gravel	Amethyst Dr	Providence Ave	Providence Ave, 120' w/o	11,097
	Bluetopaz Dr	Providence Ave. 130' w/o	Providence Ave, 130' w/o	10,855
	Providence Ave	Amethyst Dr, 120' n/o	Bluetopaz Dr, 130' n/o	30,293
<b>Subtotal</b>				<b>52,245</b>
New Concrete	Celtic Crossing	Purdy Pkwy	Downs Ridge	108,103
	Downs Ridge	Purdy Pkwy	Celtic Crossing	174,654
	Incline Way	Palladium Ct	Applehill Blvd	239,399
<b>Subtotal</b>				<b>522,156</b>
<b>Total Concrete Paving</b>				<b>\$ 734,801</b>

**CITY OF APPLETON 2018 BUDGET**  
**SUBDIVISION DEVELOPMENT FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
<b>Revenues</b>					
Property Taxes	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 300,000
Special Assessments	843,242	694,751	180,000	188,395	310,000
Interest Income	41,674	26,128	59,400	44,400	35,340
Other	644,950	97,270	373,918	350,000	-
Total Revenues	<u>2,029,866</u>	<u>1,318,149</u>	<u>1,113,318</u>	<u>1,082,795</u>	<u>645,340</u>
<b>Expenses</b>					
Program Costs	<u>1,987,515</u>	<u>1,210,382</u>	<u>575,680</u>	<u>576,174</u>	<u>734,801</u>
Total Expenses	<u>1,987,515</u>	<u>1,210,382</u>	<u>575,680</u>	<u>576,174</u>	<u>734,801</u>
Revenues over (under) Expenses	42,351	107,767	537,638	506,621	(89,461)
<b>Other Financing Sources (Uses)</b>					
Operating Transfers Out	-	-	(275,000)	(275,000)	(925,000)
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>(275,000)</u>	<u>(275,000)</u>	<u>(925,000)</u>
Net Change in Equity	42,351	107,767	262,638	231,621	(1,014,461)
Fund Balance - Beginning	<u>1,622,087</u>	<u>1,664,438</u>	<u>1,772,205</u>	<u>1,772,205</u>	<u>2,003,826</u>
Fund Balance - Ending	<u>\$ 1,664,438</u>	<u>\$ 1,772,205</u>	<u>\$ 2,034,843</u>	<u>\$ 2,003,826</u>	<u>\$ 989,365</u>
<b>Unreserved Designated Fund Balance Policy Compliance</b>					
Minimum - Three months operating expenditures based on prior year's audited expenditures					<u>302,596</u>
Maximum (80% of the most recent five year average of subdivision development expenditures)					
2017 projected		576,174			
2016 actual		1,210,382			
2015 actual		1,987,515			
2014 actual		1,622,087			
2013 actual		1,430,472			<u>1,092,261</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

**Public Works**

**Business Unit 4240**

### PROGRAM MISSION

This program accounts for funding sources and expenditures for various public works projects.

### PROGRAM NARRATIVE

**Link to Strategy:**

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

**Objectives:**

This fund provides for a variety of Public Works capital needs.

Further descriptions of projects to be paid from this fund can be found in the Capital Improvement Projects section of the budget, as follows:

Project	Amount	Page
Mobility study improvements	\$ 4,000,000	Projects, Pg. 608
Concrete paving	4,189,202	Projects, Pg. 580
Sidewalk program	498,129	Projects, Pg. 588
Traffic cameras	32,500	Projects, Pg. 574
Street lighting improvements	126,883	Projects, Pg. 573
Pedestrian crosswalk safety enhancements	57,132	Projects, Pg. 571
Survey Instrument Replacement	40,000	Projects, Pg. 635
Mackville landfill monitoring equipment	59,000	Projects, Pg. 636
	<u>\$ 9,002,846</u>	

**Major program changes:**

The Oneida Street project is a State-run project. The costs included in the concrete paving program for this project are the City costs only.

Included in the concrete paving costs are funds for the signal installation on Northland Avenue at Conkey Street which is a joint project with Outagamie County. The County's contribution (\$30,000) to the project is shown in Other Reimbursements revenue.

### 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 public works and infrastructure investments, there are no continuing performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget		% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	
<b>Program Revenues</b>		\$ 5,013	\$ 1,380,715	\$ -	\$ -	\$ 30,000
<b>Program Expenses</b>		\$ 2,416,740	\$ 3,810,821	\$ 4,389,787	\$ 4,844,520	\$ 9,002,846
<b>Expenses Comprised Of:</b>						
Personnel		120,338	203,105	136,997	136,997	225,574
Administrative Expense		-	-	-	-	-
Supplies & Materials		40,117	218,113	163,500	214,477	268,200
Purchased Services		28,891	240,493	325,000	525,000	30,000
Utilities		-	-	-	-	-
Repair & Maintenance		1,529	8,699	2,400	2,400	10,600
Capital Expenditures		2,225,865	3,140,411	3,761,890	3,965,646	8,468,472

# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Public Works**

**Business Unit 4240**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	129	(722)	-	-	-
5035 Other Reimbursements	4,884	1,381,437	-	-	30,000
5910 Proceeds of Long-term Debt	2,606,674	3,276,251	4,389,787	4,589,787	8,970,592
5922 Trans In - Special Revenue	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 2,611,687</b>	<b>\$ 4,656,966</b>	<b>\$ 4,389,787</b>	<b>\$ 4,589,787</b>	<b>\$ 9,000,592</b>
<b>Expenses</b>					
6102 Labor Pool Allocations	\$ 88,608	\$ 150,036	\$ 100,170	\$ 100,170	\$ 160,846
6105 Overtime	169	50	3,956	3,956	4,340
6108 Part Time	-	-	-	-	3,806
6150 Fringes	31,561	53,019	32,871	32,871	56,582
6308 Landscape Supplies	1,600	-	3,500	3,500	4,200
6325 Construction Materials	38,517	173,439	125,000	125,000	125,000
6327 Miscellaneous Equipment	-	37,495	25,000	75,977	129,000
6328 Signs	-	7,179	10,000	10,000	10,000
6404 Consulting Services	26,254	190,814	325,000	525,000	-
6408 Contractor Fees	2,637	25,706	-	-	30,000
6415 Tipping Fees	-	23,973	-	-	-
6425 CEA Equipment Rental	1,529	8,699	2,400	2,400	10,600
6801 Land	1,500	55,516	-	-	-
6809 Infrastructure Construction	2,224,365	3,084,895	3,761,890	3,965,646	8,468,472
<b>Total Expense</b>	<b>\$ 2,416,740</b>	<b>\$ 3,810,821</b>	<b>\$ 4,389,787</b>	<b>\$ 4,844,520</b>	<b>\$ 9,002,846</b>

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

<u>Construction materials</u>		<u>Contractor Fees</u>	
LED street light retrofits	\$ 125,000	Pavement markings	\$ 30,000
	<u>\$ 125,000</u>		<u>\$ 30,000</u>
<u>Miscellaneous Equipment</u>		<u>Infrastructure Construction</u>	
Traffic cameras	\$ 30,000	Mobility study improvements	\$ 3,944,049
Survey Instrument	40,000	Concrete paving	4,026,294
Landfill monitoring equipment	59,000	Sidewalk	498,129
	<u>\$ 129,000</u>		<u>\$ 8,468,472</u>



**CITY OF APPLETON 2018 BUDGET**  
**PUBLIC WORKS PROJECTS**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
<b>Revenues</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	129	(722)	-	-	-
Other	4,884	1,381,437	-	-	30,000
Total Revenues	<u>5,013</u>	<u>1,380,715</u>	<u>-</u>	<u>-</u>	<u>30,000</u>
<b>Expenses</b>					
Program Costs	<u>2,416,740</u>	<u>3,810,821</u>	<u>4,389,787</u>	<u>4,844,520</u>	<u>9,002,846</u>
Total Expenses	<u>2,416,740</u>	<u>3,810,821</u>	<u>4,389,787</u>	<u>4,844,520</u>	<u>9,002,846</u>
Revenues over (under)					
Expenses	(2,411,727)	(2,430,106)	(4,389,787)	(4,844,520)	(8,972,846)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	2,606,674	3,276,251	4,389,787	3,609,787	8,970,592
Transfer In - General Fund	-	-	-	-	-
Transfer In - Special Revenue	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>2,606,674</u>	<u>3,276,251</u>	<u>4,389,787</u>	<u>3,609,787</u>	<u>8,970,592</u>
Net Change in Equity	194,947	846,145	-	(1,234,733)	(2,254)
Fund Balance - Beginning	<u>195,895</u>	<u>390,842</u>	<u>1,236,987</u>	<u>1,236,987</u>	<u>2,254</u>
Fund Balance - Ending	<u>\$ 390,842</u>	<u>\$ 1,236,987</u>	<u>\$ 1,236,987</u>	<u>\$ 2,254</u>	<u>\$ -</u>

## **CITY OF APPLETON 2018 BUDGET**

### **PARKING UTILITY**

**Public Works Director: Paula A. Vandehey**

**Deputy Director/City Engineer: Ross M. Buetow**

**Deputy Director of Operations-DPW: Nathan D. Loper**

## **CITY OF APPLETON 2018 BUDGET PARKING UTILITY**

### **MISSION STATEMENT**

To provide clean, safe on-and-off street downtown parking using managerial and financial practices that maintain the financial solvency of the Parking Utility.

To professionally enforce downtown parking ordinances while maintaining a customer friendly environment.

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

Continued to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system

Continued implementation of the Downtown Parking Study recommendations

Implemented a system allowing users the option to pay for on-street meters via smart phone app

Implemented parking changes to coincide with construction/completion of the Fox Cities Exhibition Center

Completed miscellaneous ramp repairs in accordance with 2016 consultant structural reports and 2011 End-of-Life study for the Blue Ramp

Continued coordination efforts related to the anticipated demolition/replacement of the Blue Parking Ramp

Purchased a new enforcement vehicle specially equipped for time-limit parking enforcement throughout the City

Continued ongoing program of meter mechanism/housing/bracket replacement

Continued ongoing program of line painting of ramp and on-street parking stalls

Hired Lead Parking Service Person, a new position created to extend the hours of customer service to help customers with the new pay-on-exit system

Hired a consultant for the renovation design of the Green Ramp Parking Office and shop areas planned for 2019 construction

Hired consultant to update a portion of the Downtown Parking Study to address anticipated new development and in-fill of vacant property

Added cameras and a portable bathroom to address issues in the Yellow Ramp

Worked with the Fox Cities Performing Arts Center to implement Special Event Parking to improve exit times from the Green Ramp after major events

# CITY OF APPLETON 2018 BUDGET PARKING UTILITY

## MAJOR 2018 OBJECTIVES

- Continue to work with Appleton Downtown Incorporated (ADI) and downtown parking users to seek ways to improve the parking system
- Continue implementation of recommendations from consultant's Downtown Parking Study
- Complete miscellaneous ramp repairs in accordance with 2016 consultant structural reports and 2011 End-of-Life study for the Blue Ramp
- Continue coordination efforts related to the anticipated demolition/replacement of the Blue Parking Ramp
- Comprehensive LED Lighting upgrades in the Red, Green and Yellow Parking Ramps
- Continue ongoing program of line painting of ramp and on-street parking stalls
- Seal concrete decks of the Red Ramp
- Complete next phase of security camera installations/replacements in City parking ramps
- Replace the three existing elevators in the Red Parking Ramp
- Implement a 2-hour on-street parking enforcement zone in the Lawrence University neighborhood
- Work with potential/new downtown development to accommodate parking needs

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget		% Change *	
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
<b>Program Revenues</b>		\$ 2,470,964	\$ 2,372,433	\$ 2,608,101	\$ 2,608,101	\$ 2,614,951	0.26%
<b>Program Expenses</b>							
5110	Administration	1,893,400	2,174,350	2,010,306	2,011,100	2,048,591	1.90%
5120	Operations & Maint.	1,076,473	916,170	1,024,101	1,166,068	1,400,415	36.75%
5130	Enforcement	201,644	160,501	293,507	293,945	191,476	-34.76%
<b>TOTAL</b>		\$ 3,171,517	\$ 3,251,021	\$ 3,327,914	\$ 3,471,113	\$ 3,640,482	9.39%
<b>Expenses Comprised Of:</b>							
Personnel		706,470	725,553	752,759	755,755	805,709	7.03%
Administrative Expense		1,767,883	2,004,245	1,866,830	1,866,830	1,875,940	0.49%
Supplies & Materials		133,450	33,163	47,000	47,000	81,020	72.38%
Purchased Services		92,143	131,375	105,840	112,790	127,840	20.79%
Utilities		219,232	215,818	231,719	231,719	217,205	-6.26%
Repair & Maintenance		212,481	106,134	199,866	274,866	227,768	13.96%
Capital Expenditures		39,858	34,733	123,900	182,153	305,000	146.17%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		11.28	11.30	11.50	11.50	11.53	

\* % change from prior year adopted budget

# CITY OF APPLETON 2018 BUDGET

## PARKING UTILITY

**Administration**

**Business Unit 5110**

### PROGRAM MISSION

The Parking Utility uses sound managerial and financial practices to achieve financial solvency of the Parking Utility.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

**Objectives:**

- Review existing parking policies against current and future requirements
- Explore ways to improve customer service and contain operating costs
- Research additional ways to compile, review, and disseminate parking statistical data
- Identify technology that will assist in monitoring customer usage
- Refine procedures for reconciling permit sales to collections
- Implement consultant recommendations from Downtown Parking Study to improve operational efficiencies

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

The budgeted banking service fees include an estimated \$31,800 in credit card fees associated with the use of credit cards at the LUKE pay stations and a pay-as-you-exit option in the ramps.

### 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>					
Effective rate structure policy					
% change in operating revenue received	-4.71%	-2.83%	8.70%	9.44%	-0.22%
Community events supported	11	12	12	12	12
<b>Strategic Outcomes</b>					
Efficiency of operations					
% change in operating costs	11.19%	-6.38%	13.70%	12.74%	0.72%
<b>Work Process Outputs</b>					
Expansion of customer base					
YTD avg active permits/ total permit stalls	2,581 / 2,350	2,497 / 2,317	2,700 / 2,345	2,545 / 2,317	2,700 / 2,317
# of daily meter bags sold	1,834	1,997	1,300	1,900	1,900

# CITY OF APPLETON 2018 BUDGET

## PARKING UTILITY

**Administration**

**Business Unit 5110**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4710 Interest on Investments	\$ 8,432	\$ 9,702	\$ 25,000	\$ 25,000	\$ 20,000
5005 Sale of City Property	24,048	209	-	-	-
5006 Gain (Loss) on Asset Disposal	(10,595)	(16,070)	-	-	-
5010 Misc Revenue - Nontax	-	1	1	1	1
5035 Other Reimbursements	261	1,541	-	-	-
<b>Total Revenue</b>	<b>\$ 22,146</b>	<b>\$ (4,617)</b>	<b>\$ 25,001</b>	<b>\$ 25,001</b>	<b>\$ 20,001</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 87,886	\$ 89,875	\$ 99,974	\$ 100,665	\$ 103,701
6105 Overtime	49	170	-	-	-
6108 Part-Time	29	56	-	-	-
6150 Fringes	26,536	53,479	34,112	34,215	38,929
6201 Training/Conferences	60	-	-	-	-
6301 Office Supplies	230	440	600	600	600
6303 Memberships & Licenses	-	-	-	-	600
6304 Postage/Freight	4,468	3,495	5,200	5,200	5,200
6305 Awards & Recognition	349	349	350	350	350
6306 Building Maint./Janitorial	-	15	-	-	-
6309 Shop Supplies & Tools	4,313	3,175	2,500	2,500	3,600
6316 Miscellaneous Supplies	57	550	-	-	250
6320 Printing & Reproduction	-	28	300	300	300
6321 Clothing	94	77	200	200	200
6323 Safety Supplies	349	238	400	400	500
6401 Accounting/Audit	2,641	2,599	2,700	2,700	2,700
6403 Bank Services	15,081	24,791	23,760	23,760	42,360
6404 Consulting Services	-	475	-	-	-
6407 Collection Services	2,730	2,528	3,880	3,880	3,880
6413 Utilities	2,026	2,393	3,450	3,450	3,524
6418 Equip Repairs & Maint	2,145	-	2,300	2,300	2,500
6420 Facilities Charges	-	402	-	-	407
6430 Health Services	-	80	-	-	-
6451 Laundry Services	1,247	1,387	900	900	800
6501 Insurance	48,647	49,188	57,490	57,490	56,640
6599 Other Contacts / Obligations	52	-	-	-	-
6601 Depreciation Expense	479,911	524,503	562,890	562,890	555,000
6623 Uncollectible Accounts	5,200	-	-	-	-
6720 Interest Payments	-	4,757	-	-	17,250
7911 Trans Out - General Fund	9,300	9,300	9,300	9,300	9,300
7912 Trans Out - Special Revenue	1,200,000	1,400,000	1,200,000	1,200,000	1,200,000 *
<b>Total Expense</b>	<b>\$ 1,893,400</b>	<b>\$ 2,174,350</b>	<b>\$ 2,010,306</b>	<b>\$ 2,011,100</b>	<b>\$ 2,048,591</b>

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

#### Bank Services

Bank Charges	\$ 9,600
Investment Fees	960
Credit Card Fees	31,800
	<u>\$ 42,360</u>

\* To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

# CITY OF APPLETON 2018 BUDGET

## PARKING UTILITY

**Operations and Maintenance**

**Business Unit 5120**

### PROGRAM MISSION

The Parking Utility maintains a safe, clean and reliable parking system.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

**Objectives:**

Pressure clean the decks and stairwells in all ramps twice a year  
 Identify and complete maintenance projects in a timely manner  
 Investigate ways to reduce operating expenses without reducing current maintenance and service standards  
 Focus on aesthetics of ramps to encourage ramp usage  
 Enhance preventive maintenance of meters to reduce malfunctions  
 Perform structural repairs in all City ramps in accordance with the consultant's recommendations. The following repairs are scheduled to be completed; see the capital project request on page 621 for further detail:

1. Stair repairs - all ramps
2. Concrete patching - all ramps
3. Crack filling/joint repair - all ramps
4. Drainage system repairs/maintenance - all ramps

Any new/priority repairs beyond those identified in the 2016 Structural Inspections Report could defer some of the work listed above.

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

The increase in regular salaries is due to a change in the table of organization related to the change to pay-on-exit ramps. The change eliminated the positions that made up the .8 FTE part-time cashier position and added a lead parking service position with four service positions. Seasonal help is used to cover PAC shows and other events needing additional staff coverage. Call time increased due to the conversion to pay-on-exit where staff needs to be called in if there is a malfunction with the system.

No consulting fees were budgeted in 2018 as the structural conditional analysis of the City's four ramps, done every three years, was done in 2016.

Printing & Reproduction increase is due to the purchase of pay-on-exit machine tickets and stickers.

Construction material increase is due to the cost increase of ice control materials that are suitable for the ramps.

Included in the building expense are costs for two major replacements projects: a) replacement of all existing non-LED fixtures in the Red ramp, which will result in a reduction in energy cost which is shown by the decrease in utility expense; b) replacement of the 3 existing elevators in the Red ramp which are reaching the end of their useful life.

The contractor fee increase is due to a slight increase in line painting costs for the stall parking in the ramps and on-street.

Miscellaneous equipment includes a snow blower for the ramps, three GPS units for parking vehicles, and \$20,000 for new meter mechanisms and housings, as the replacement programs has been on hold for the past two years.

### 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>					
Reliability of the system					
# of broken meters reported	152	107	165	100	90
% fixed within 24 hours	99%	99%	100%	100%	100%
<b>Strategic Outcomes</b>					
Efficiency of staff management					
Maintenance staff size to # of meters	2 / 951	2 / 951	2 / 864	2 / 864	2 / 864
Maintenance staff size to # of unmetered stalls	3 / 3,132	3 / 3,132	3 / 3,142	3 / 3,142	3 / 3,132
Structural inspections performed	0	4	0	0	0
Stalls monitored by pay machines	34	34	34	34	34
<b>Work Process Outputs</b>					
Customer services provided					
# of meter batteries changed	951	830	864	864	864
# of power flushes per ramp	2	2	2	2	2
# of property damages reported	35	21	50	50	40
# of broken gate arms reported/ repaired	14	7	5	5	5

# CITY OF APPLETON 2018 BUDGET

## PARKING UTILITY

**Operations and Maintenance**

**Business Unit 5120**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4841 Meters - Tax	\$ 556,580	\$ 503,308	\$ 509,000	\$ 509,000	\$ 518,000
4842 Short-term Parking	536,444	570,737	684,000	684,000	691,000
4844 Permit Parking	848,388	876,564	870,000	870,000	945,000
4846 Parking Meter Hood	16,650	16,430	14,000	14,000	15,350
5005 Sale of City Property	2,751	-	-	-	-
5030 Damage to City Property	117	205	-	-	-
5085 Cash Short or Over	272	527	-	-	-
<b>Total Revenue</b>	<b>\$ 1,961,202</b>	<b>\$ 1,967,771</b>	<b>\$ 2,077,000</b>	<b>\$ 2,077,000</b>	<b>\$ 2,169,350</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 264,294	\$ 259,255	\$ 299,697	\$ 301,233	\$ 311,256
6104 Call Time	1,739	5,011	1,300	1,300	6,100
6105 Overtime	8,012	25,204	6,200	6,200	10,200
6108 Part-Time	22,185	16,598	-	-	5,050
6150 Fringes	122,291	130,522	144,087	144,315	170,797
6306 Building Maint./Janitorial	19,718	12,198	31,000	31,000	31,000
6311 Paint & Supplies	99	507	2,000	2,000	3,000
6320 Printing & Reproduction	3,886	1,916	3,500	3,500	7,000
6325 Construction Materials	10,237	10,576	6,000	6,000	15,500
6326 Equipment Parts	13,284	13,057	17,000	17,000	16,000
6327 Miscellaneous Equipment	86,519	-	5,000	5,000	23,170
6328 Signs	166	1,150	1,100	1,100	2,500
6404 Consulting Services	22,343	28,550	-	6,950	-
6407 Collection Services	208	383	400	400	400
6408 Contractor Fees	8,807	8,849	9,000	9,000	13,000
6409 Inspection Fees	1,480	3,680	3,700	3,700	3,700
6413 Utilities	217,208	213,424	228,269	228,269	213,681
6416 Build Repairs & Maint	123,382	28,572	105,000	180,000	105,000
6418 Equip Repairs & Maint	43,030	36,301	40,000	40,000	33,240
6424 Software support	5,080	-	11,200	11,200	31,445
6425 CEA Equip. Rental	36,094	37,970	35,148	35,148	44,376
6440 Snow Removal Services	22,353	43,319	43,500	43,500	43,000
6599 Other Contracts / Obligations	4,200	4,395	6,000	6,000	6,000
6803 Buildings	103,234	700,017	25,000	83,253	305,000
6899 Other Capital Outlay	(63,376)	(665,284)	-	-	-
<b>Total Expense</b>	<b>\$ 1,076,473</b>	<b>\$ 916,170</b>	<b>\$ 1,024,101</b>	<b>\$ 1,166,068</b>	<b>\$ 1,400,415</b>

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

<u>Building Maintenance &amp; Janitorial</u>		<u>Building Repairs &amp; Maintenance</u>	
Building maintenance	\$ 2,000	Misc ramp repairs	\$ 96,000
Cleaning supplies	6,000	Light bulbs	5,000
Deck sealer - Green ramp	10,000	Window cleaning	2,500
Post guards, power door, railing repairs	13,000	Pest control	1,500
	<u>\$ 31,000</u>		<u>\$ 105,000</u>
<u>Equipment Repairs &amp; Maintenance</u>		<u>Equipment Parts</u>	
Elevator service contract	\$ 18,240	Misc repair parts	\$ 6,000
Meter mechanism / LUKE repair	5,000	Traffic & parking control parts	3,000
Electrical repairs / TAPCO	10,000	Batteries - lithium	7,000
	<u>\$ 33,240</u>		<u>\$ 16,000</u>
<u>Snow Removal Services</u>		<u>Buildings</u>	
All ramps	\$ 43,000	Elevator Replacement	\$ 200,000
	<u>\$ 43,000</u>	LED Lighting Upgrades	100,000
<u>Software support</u>		Ramp Security Camera	5,000
Meter app service fee	\$ 27,145		<u>\$ 305,000</u>
TIBA software support	4,000	<u>Misc Equipment</u>	
EMS service	300	Meter mechs/housings	\$ 20,000
	<u>\$ 31,445</u>	Snow blower for ramps	1,000
<u>Construction Materials</u>		Misc office equipment	1,000
Ice control materials	\$ 15,500	GPS Units for 3 vehicles	1,170
	<u>\$ 15,500</u>		<u>\$ 23,170</u>



# CITY OF APPLETON 2018 BUDGET

## PARKING UTILITY

**Enforcement**

**Business Unit 5130**

### PROGRAM MISSION

The Parking Utility enforces City parking ordinances to promote the safety and availability of parking spaces for the benefit of our customers and downtown guests.

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

Educate and inform customers on parking policies and assist with directions and questions about the City.  
Provide timely reviews and responses to parking citation review forms.  
Continue to investigate ways to reduce the number of citation review forms received that do not meet submittal criteria.

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

Increase in equipment repairs and maintenance is for the service contract for Autocite handheld ticket writers

### 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>					
Customer service					
Meter stall turnover					
# of citations/meter-pay station stall/mo.	1.10	0.90	2.00	1.00	2.00
<b>Strategic Outcomes</b>					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	39	65	40	70	50
# of notices sent	10,190	8,508	9,800	9,800	9,800
# of state suspensions sent	2,166	2,134	2,000	2,000	2,000
<b>Work Process Outputs</b>					
Enforcement provided					
# of citations issued	14,871	12,729	17,000	14,000	17,000
# of meter violation citations issued	12,463	10,691	13,000	11,500	12,000
# of citations reviewed by Parking Manager	857	672	750	670	750

# CITY OF APPLETON 2018 BUDGET

## PARKING UTILITY

**Enforcement**

**Business Unit 5130**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4520 Parking Violations	\$ 486,816	\$ 408,679	\$ 505,500	\$ 505,500	\$ 425,000
5035 Other Reimbursements	800	600	600	600	600
Total Revenue	<u>\$ 487,616</u>	<u>\$ 409,279</u>	<u>\$ 506,100</u>	<u>\$ 506,100</u>	<u>\$ 425,600</u>
Expenses					
6101 Regular Salaries	\$ 110,823	\$ 92,450	\$ 106,853	\$ 107,234	\$ 99,371
6105 Overtime	1,400	468	200	200	200
6150 Fringes	61,224	52,466	60,336	60,393	60,105
6320 Printing & Reproduction	6,428	1,890	8,000	8,000	8,000
6326 Equipment Parts	8,019	-	1,000	1,000	1,000
6418 Equipment Repairs & Maint.	2,750	2,888	2,750	2,750	4,000
6425 CEA Equip. Rental	-	-	3,468	3,468	6,800
6599 Other Contracts/Obligations	11,000	10,339	12,000	12,000	12,000
6804 Equipment	-	-	68,900	68,900	-
7914 Trans Out - CEA	-	-	30,000	30,000	-
Total Expense	<u>\$ 201,644</u>	<u>\$ 160,501</u>	<u>\$ 293,507</u>	<u>\$ 293,945</u>	<u>\$ 191,476</u>

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

None

83500	City of Appleton						1
TEACHERA	2018 Budget						09/27/17
BUD_PAR_LN	Revenue and Expense Summary						08:23:35
Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Fines and Forfeitures	486,816	408,679	294,938	505,500	505,500	500,000	425,000
Interest Income	8,433	9,702	16,967	25,000	25,000	25,000	20,000
Charges for Services	1,958,062	1,967,040	1,775,083	2,077,000	2,077,000	2,169,350	2,169,350
Other Revenues	17,653	12,988	1,065	601	601	601	601
TOTAL REVENUES	2,470,964	2,372,433	2,088,053	2,608,101	2,608,101	2,694,951	2,614,951
EXPENSES BY LINE ITEM							
Regular Salaries	109,774	84,962	49,975	63,282	65,890	66,318	66,318
Labor Pool Allocations	291,394	291,744	217,318	441,152	441,152	445,690	445,690
Call Time	1,739	5,011	9,491	1,300	1,300	6,100	6,100
Overtime	9,461	25,842	18,352	6,400	6,400	10,400	10,400
Part-Time	22,215	16,654	7,532	0	0	5,050	5,050
Other Compensation	1,175	1,257	1,340	1,990	1,990	1,520	1,520
Shift Differential	65	205	282	100	100	800	800
Sick Pay	13,630	15,344	4,008	0	0	0	0
Vacation Pay	46,967	48,068	34,129	0	0	0	0
Fringes	212,729	213,705	151,078	238,535	238,923	269,831	269,831
Pension Expense / Income	2,678	22,761	0	0	0	0	0
Salaries & Fringe Benefits	706,471	725,553	493,505	752,759	755,755	805,709	805,709
Training & Conferences	60	0	0	0	0	0	0
Office Supplies	230	440	12	600	600	600	600
Memberships & Licenses	0	0	0	0	0	600	600
Postage & Freight	4,468	3,495	1,717	5,200	5,200	5,200	5,200
Awards & Recognition	348	349	50	350	350	350	350
Building Maintenance/Janitor.	19,718	12,213	7,373	31,000	31,000	31,000	31,000
Insurance	48,647	49,188	43,118	57,490	57,490	58,450	56,640
Depreciation Expense	479,911	524,503	405,180	562,890	562,890	556,447	555,000
Uncollectible Accounts	5,200	0	0	0	0	0	0
Interest Payments	0	4,757	0	0	0	0	17,250
Trans Out - General Fund	9,300	9,300	6,975	9,300	9,300	9,300	9,300
Trans Out - Special Revenue	1,200,000	1,400,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Administrative Expense	1,767,882	2,004,245	1,664,425	1,866,830	1,866,830	1,861,947	1,875,940
Shop Supplies & Tools	4,313	3,174	3,673	2,500	2,500	3,600	3,600
Paint & Supplies	99	507	215	2,000	2,000	3,000	3,000
Miscellaneous Supplies	57	550	0	0	0	250	250
Printing & Reproduction	10,314	3,834	5,733	11,800	11,800	15,300	15,300
Clothing	94	77	127	200	200	200	200
Safety Supplies	349	238	299	400	400	500	500
Construction Materials	10,237	10,576	10,460	6,000	6,000	15,500	15,500
Vehicle & Equipment Parts	21,303	13,057	19,407	18,000	18,000	17,000	17,000
Miscellaneous Equipment	86,519	0	1,284	5,000	5,000	23,170	23,170
Signs	166	1,150	1,272	1,100	1,100	2,500	2,500
Supplies & Materials	133,451	33,163	42,470	47,000	47,000	81,020	81,020
Accounting/Audit	2,641	2,599	0	2,700	2,700	2,700	2,700
Bank Services	15,081	24,791	27,146	23,760	23,760	42,360	42,360
Consulting Services	22,343	29,025	4,963	0	6,950	0	0
Collection Services	2,938	2,911	2,733	4,280	4,280	4,280	4,280
Contractor Fees	8,807	8,848	594	9,000	9,000	40,145	13,000
Inspection Fees	1,480	3,680	811	3,700	3,700	3,700	3,700
Advertising	0	0	143	0	0	0	0
Health Services	0	80	0	0	0	0	0
Snow Removal Services	22,353	43,319	26,927	43,500	43,500	43,000	43,000
Laundry Services	1,247	1,387	602	900	900	800	800
Other Contracts/Obligations	15,252	14,735	12,395	18,000	18,000	18,000	18,000
Purchased Services	92,142	131,375	76,314	105,840	112,790	154,985	127,840
Electric	188,375	184,445	125,265	198,976	198,976	148,976	183,976
Gas	1,116	976	919	1,250	1,250	1,250	1,250
Water	3,354	3,549	2,145	3,400	3,400	3,600	3,600
Waste Disposal/Collection	1,827	1,813	1,365	1,890	1,890	1,947	1,947

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Stormwater	20,493	20,593	12,857	20,553	20,553	20,708	20,708
Telephone	2,947	2,955	2,265	3,130	3,130	3,130	3,130
Cellular Telephone	1,120	1,487	1,981	2,520	2,520	2,594	2,594
Utilities	219,232	215,818	146,797	231,719	231,719	182,205	217,205
Building Repair & Maintenance	123,382	28,572	700	105,000	180,000	100,000	105,000
Equipment Repair & Maintenan	47,925	39,189	25,137	45,050	45,050	39,740	39,740
Facilities Charges	0	402	0	0	0	407	407
Software Support	5,080	0	2,500	11,200	11,200	4,300	31,445
CEA Equipment Rental	36,094	37,971	30,383	38,616	38,616	51,176	51,176
Repair & Maintenance	212,481	106,134	58,720	199,866	274,866	195,623	227,768
Buildings	103,234	700,017	24,480	25,000	83,253	555,000	305,000
Machinery & Equipment	0	0	20,400	98,900	98,900	0	0
Other Capital Outlay	63,376-	665,284-	0	0	0	0	0
Capital Expenditures	39,858	34,733	44,880	123,900	182,153	555,000	305,000
TOTAL EXPENSES	3,171,517	3,251,021	2,527,111	3,327,914	3,471,113	3,836,489	3,640,482

**CITY OF APPLETON 2018 BUDGET**  
**PARKING UTILITY**  
**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	\$ 1,958,062	\$ 1,967,040	\$ 2,077,000	\$ 2,200,000	\$ 2,169,350
Other	486,816	408,679	505,500	400,000	425,000
Total Revenues	<u>2,444,878</u>	<u>2,375,719</u>	<u>2,582,500</u>	<u>2,600,000</u>	<u>2,594,350</u>
<b>Expenses</b>					
Operating Expenses	1,482,306	1,312,461	1,456,824	1,525,912	1,548,932
Depreciation	479,911	524,503	562,890	545,000	565,000
Total Expenses	<u>1,962,217</u>	<u>1,836,964</u>	<u>2,019,714</u>	<u>2,070,912</u>	<u>2,113,932</u>
Operating Income (Loss)	482,661	538,755	562,786	529,088	480,418
<b>Non-Operating Revenues (Expenses)</b>					
Interest Income	8,433	9,702	25,000	20,000	20,000
Interest Expense	-	(4,757)	-	(18,370)	(17,250)
Loss on Disposal of Asset	(10,596)	(16,070)	-	-	-
Other	28,249	3,082	601	-	601
Total Non-Operating	<u>26,086</u>	<u>(8,043)</u>	<u>25,601</u>	<u>1,630</u>	<u>3,351</u>
Net Income (Loss) Before Transfers	508,747	530,712	588,387	530,718	483,769
<b>Transfers In (Out)</b>					
Special Revenue	(1,200,000)	(1,400,000)	(1,200,000)	(1,200,000)	(1,200,000)
Capital Projects	-	-	(30,000)	(30,000)	-
General Fund	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>	<u>(9,300)</u>
Change in Net Assets	(700,553)	(878,588)	(650,913)	(708,582)	(725,531)
Total Net Assets - Beginning	<u>9,908,726</u>	<u>9,208,173</u>	<u>8,329,585</u>	<u>8,329,585</u>	<u>7,621,003</u>
Total Net Assets - Ending	<u>\$ 9,208,173</u>	<u>\$ 8,329,585</u>	<u>\$ 7,678,672</u>	<u>\$ 7,621,003</u>	<u>\$ 6,895,472</u>

\* as restated

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 1,200,626	\$ 834,033
+ Net Income	530,718	483,769
+ Depreciation	545,000	565,000
- Fixed Assets	(143,011)	(300,000)
- Transfers Out	(39,300)	(9,300)
- Advance to TIF # 3 *	(1,200,000)	(1,200,000)
- Principal Repayment	<u>(60,000)</u>	<u>(60,000)</u>
Working Cash - End of Year	<u>\$ 834,033</u>	<u>\$ 313,502</u>

**WORKING CASH RESERVE REQUIREMENT**

Prior Year Audited Expenditures	\$ 1,836,964
- Depreciation	(524,503)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	<u>\$ 1,321,761</u>
25 % Working Capital Reserve Requirement	<u>\$ 330,440</u>

\* To fund prior debt service payments on ramp construction that extends term internally over 20 years vs. shorter term amortization obtained with outside bond holders.

**CITY OF APPLETON 2018 BUDGET  
PARKING UTILITY  
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2017 Budget	2017 Projected	2018 Budget	2019 Projected	2020 Projected	2021 Projected	2022 Projected
<b>Revenues</b>							
Charges for Services	\$ 2,077,000	\$ 2,200,000	\$ 2,169,350	\$ 2,170,000	\$ 2,191,700	\$ 2,213,617	\$ 2,235,753
Other	505,500	400,000	425,000	475,000	475,000	475,000	475,000
Total Revenues	2,582,500	2,600,000	2,594,350	2,645,000	2,666,700	2,688,617	2,710,753
<b>Expenses</b>							
Operating Expenses	1,456,824	1,525,912	1,548,932	1,595,400	1,618,262	1,666,810	1,716,814
Depreciation	562,890	545,000	565,000	595,500	646,250	646,250	646,250
Total Expenses	2,019,714	2,070,912	2,113,932	2,190,900	2,264,512	2,313,060	2,363,064
Operating Income	562,786	529,088	480,418	454,100	402,188	375,557	347,689
<b>Non-Operating Revenues (Expenses)</b>							
Interest Income	25,000	20,000	20,000	10,000	10,000	20,000	20,000
Interest Expense	-	(18,370)	(17,250)	(15,975)	(14,600)	(12,675)	(10,575)
Loss on disposal of assets	-	-	-	(100,000)	-	-	-
Other	601	-	601	-	-	-	-
Total Non-Operating	25,601	1,630	3,351	(105,975)	(4,600)	7,325	9,425
Net Income Before Transfers	588,387	530,718	483,769	348,125	397,588	382,882	357,114
<b>Contributions and Transfers In (Out)</b>							
Special Revenue	(1,200,000)	(1,200,000)	(1,200,000)	(400,000)	-	-	-
Capital Projects	(30,000)	(30,000)	-	-	-	-	-
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Change in Net Assets	(650,913)	(708,582)	(725,531)	(61,175)	388,288	373,582	347,814
Total Net Assets - Beginning	8,329,585	8,329,585	7,621,003	6,895,472	6,834,297	7,222,585	7,596,167
Total Net Assets - Ending	\$ 7,678,672	\$ 7,621,003	\$ 6,895,472	\$ 6,834,297	\$ 7,222,585	\$ 7,596,167	\$ 7,943,981

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of the Year	1,200,626	834,033	313,502	567,827	832,365	1,782,198
+ Net Income	530,718	483,769	348,125	397,588	382,882	357,114
+ Depreciation	545,000	565,000	595,500	646,250	646,250	646,250
+ Loss on asset disposal	-	-	100,000	-	-	-
- Fixed Assets	(143,011)	(300,000)	(315,000)	(700,000)	-	-
- Transfer Out	(39,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
- Advance to TIF #3	(1,200,000)	(1,200,000)	(400,000)	-	-	-
- Principal Repayment	(60,000)	(60,000)	(65,000)	(70,000)	(70,000)	(70,000)
Working Cash - End of Year	\$ 834,033	\$ 313,502	\$ 567,827	\$ 832,365	\$ 1,782,198	\$ 2,706,262
25% Working Capital Reserve (prior year's expenses)	330,440	388,396	393,871	405,169	410,540	422,196

**ASSUMPTIONS:**

Interest rate on debt at 3% ten year term

Operating expenses to increase 3% per year after 2018

Depreciation expense in years 2019-2022 reflects 5-year capital improvement projects

No changes in hours of enforcement or use of parking spaces and 1% increase in revenue starting in 2020 for potential increase in parking needs for exhibition center use, parking enforcement reflects full use of enforcement vehicle in 2019

Estimated loss on disposal of the Blue Ramp is included for 2019

**CITY OF APPLETON 2018 BUDGET**  
**PARKING UTILITY**  
**LONG-TERM DEBT**

Year	2016 General Obligation Bonds		
	Principal	Interest	Total
2018	\$ 60,000	\$ 17,250	\$ 77,250
2019	65,000	15,975	80,975
2020	70,000	14,600	84,600
2021	70,000	12,675	82,675
2022	70,000	10,575	80,575
2023	75,000	7,800	82,800
2024	75,000	5,363	80,363
2025	80,000	3,000	83,000
2026	80,000	600	80,600
	<u>645,000</u>	<u>87,838</u>	<u>732,838</u>

**CITY OF APPLETON 2018 BUDGET**

**CENTRAL EQUIPMENT AGENCY**

**Public Works Director: Paula A. Vandehey**

**Deputy Director/City Engineer: Ross M. Buetow**

**Deputy Director of Operations-DPW: Nathan D. Loper**



## **CITY OF APPLETON 2018 BUDGET CENTRAL EQUIPMENT AGENCY**

### **MISSION STATEMENT**

The Central Equipment Agency (CEA) exists to maintain the City fleet and to provide timely, cost effective replacement of vehicles as they reach the end of their useful service lives.

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

Continued to purchase E-85 fuel compatible vehicles. The majority of our cars and light trucks are E-85 compliant

Purchased heavy duty trucks and equipment with clean diesel technology

Worked with the Traffic Division staff to ensure equipment is meeting current City lighting and traffic requirements

Monitored and revised the CEA monthly billings as necessary

Celebrated National Public Works Week with the following events:

- Training for mechanics

- Department-wide breakfast celebrating with DPW employees

- Lunch for mechanics where we went over our mission, goals and objectives

- Discussion on where improvements/efficiencies could be made and areas where things are being done well

Continued annual bridge maintenance program to keep bridges operational

Added another certified mechanic to the fire extinguisher program and recertified two mechanics - inspecting all vehicle fire extinguishers annually (this training can now be obtained on-line for a reduced fee)

Continued working with the Information Technology Department updating the diagnostic software for use in the repair and maintenance of the CEA fleet

Installed an additional 20 GPS units in various DPW pieces of equipment

Continued using the web-based training program offered by Packer City Truck, Inc. and AC Delco for many repairs on the light, medium and heavy duty cars and trucks. Due to the volume of parts purchased from Packer City and Factory Motor Parts, this program is offered at no charge

Completed installation of the new digital mobile radio (DMR) system, including the installation of 125 new mobile radios, fifteen portable radios and a Base Station for the Department of Public Works' fleet

Worked with Baycom Communications to purchase and implement a Sonetics Communication Hearing Protection Headset for Public Works to help improve construction site communication and safety

Completed goal setting for CEA employees utilizing NeoGov website for goal evaluations

Evaluated a hybrid mower to be used at Reid Golf Course

Met with all CEA employees to discuss City expectations

Installed carbide cutting edges on 3 snow plow trucks to increase edge longevity and reduce out of service time for cutting edge replacement

Researched and purchased new all wheel drive (AWD) marked sedans for the Appleton Police Department

Continued to expand the functionality of Precise GPS system to include automatic reporting of potholes, yardwaste, overflow and metal

# CITY OF APPLETON 2018 BUDGET CENTRAL EQUIPMENT AGENCY

## MAJOR 2018 OBJECTIVES

Rent or loan equipment to, and borrow equipment from, neighboring communities in emergency situations

Advise user groups about making good equipment choices to do their work, lowering fuel costs and decreasing the carbon footprint of the fleet

Work with the Traffic Division staff to insure that equipment lighting meets current City standards

Hold cooperative training for mechanics from the City as well as neighboring communities

Investigate opportunities for purchasing vehicles that are alternative fuel compatible

Monitor and revise the CEA monthly billings as necessary

Celebrate National Public Works Week

Evaluate the 108 GPS units that were installed between 2012 - 2017 and continue installing the additional units purchased in 2018 to have GPS units in all the Department of Public Works vehicles

Update/implement succession plan for CEA staff

Research options to find different vendors for shop supplies and parts to reduce costs

Research the option of using fully synthetic oils to extend oil change intervals

Research options for initial setup of police vehicles

Continue to expand the Precise GPS/GIS system to include more automatic reporting functions and Customer Service Request (CSR) reports

Continue to meet with employees throughout the year to evaluate performance and review goals

Continue to evaluate new snow patrol truck hitch, plow and carbide cutting edge combination for future purchases

Work with a local petroleum equipment vendor and consultant to write specifications for the 2019 Fuel Site upgrades

Work with the Appleton Fire Department on the replacement of four fire apparatuses in the next three years

Assist the Police Department in replacing the some of the intensive use (IU) fleet with Ford Interceptor AWD utility vehicles

## DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
<b>Program Revenues</b>		\$ 6,199,736	\$ 5,333,238	\$ 5,345,425	\$ 5,345,425	\$ 7,175,981	34.25%
<b>Program Expenses</b>							
6110	Administration	3,051,384	3,246,126	3,251,708	3,254,035	3,475,454	6.88%
6121	Maintenance	2,097,538	2,231,258	2,226,136	2,229,785	2,287,438	2.75%
<b>Total Program Expenses</b>		\$ 5,148,922	\$ 5,477,384	\$ 5,477,844	\$ 5,483,820	\$ 5,762,892	5.20%
<b>Expenses Comprised Of:</b>							
Personnel		1,131,540	1,246,355	1,164,507	1,170,483	1,201,554	3.18%
Administrative Expense		2,557,226	2,668,511	2,702,832	2,702,832	2,915,615	7.87%
Supplies & Materials		1,122,475	1,103,617	1,228,340	1,228,340	1,256,567	2.30%
Purchased Services		18,014	16,562	17,714	17,714	31,299	76.69%
Utilities		31,847	31,023	33,627	33,627	32,666	-2.86%
Repair & Maintenance		298,930	389,093	316,824	316,824	325,191	2.64%
Capital Expenditures		(11,110)	22,223	14,000	14,000	-	-100.00%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		14.51	14.51	14.51	14.51	14.51	

# CITY OF APPLETON 2018 BUDGET

## CENTRAL EQUIPMENT AGENCY

**Administration**

**Business Unit 6110**

### PROGRAM MISSION

The Central Equipment Agency establishes overhead rates, evaluates vehicle replacement schedules and works with the users to meet their operational needs.

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

#### Objectives:

Evaluate the billing process and reports for timeliness, accuracy and clarity; minimize increases to CEA billing rate by reviewing budget requests and non-billable hours

Review and revise equipment replacement policies; provide detailed information on replacement equipment and requests for changes in replacement life

Continue to find ways to improve communications with all agencies and investigate opportunities to share vehicles among departments

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

The revenue from the sale of City vehicles is expected to be much higher as there are several pieces of heavy equipment being replaced in 2018 and the City has been very successful selling on eBay Motors. However, with the purchase of fire trucks, since we are usually offered a trade-in value rather than trying to sell it on an on-line auction, the projected proceeds from the sale of the used apparatus is not included in the budgeted revenue.

The reduction in equipment repairs and maintenance expense is due to moving the cost of inspecting the hoist and the fuel system to the maintenance business unit, reporting all inspection fees in one place.

The reduction in fleet size (below) is a result of the snow plow attachments now being purchased together with the plow trucks, tying them together as one asset.

The \$10,000 budgeted in consulting services relates to contracting with a professional services firm to provide guidance/options on upgrading the fuel system at MSB to meet WI Commercial Code 10.500(5) standards. These standards require the City to install fuel tank containment and below dispenser containment systems including sensors to detect leaks. The project is expected to cost \$160,000 and is scheduled for construction in 2019.

Equipment rental expense is for the Airgas cylinders which had been on a 5 year lease (paid in full in 2013). A new 3 year lease will be paid in full in 2018.

### 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>					
Cost effective service					
Overhead rate	\$ 74.31	\$ 74.07	\$ 75.78	\$ 75.78	\$ 77.14
Billable hours	16,739	17,654	18,100	18,100	18,100
<b>Strategic Outcomes</b>					
Operational requirements of users					
Size of authorized fleet	415	412	412	412	406
Consistent and current information					
# Policies reviewed/revised	1	1	1	1	0
<b>Work Process Output</b>					
Customer service					
Requests for changes to the fleet	2	7	3	10	5

# CITY OF APPLETON 2018 BUDGET

## CENTRAL EQUIPMENT AGENCY

Administration

Business Unit 6110

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4230 Miscellaneous Local Aids	\$ 2,172	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	2,230	964	6,200	6,200	4,000
4865 CEA Operational Revenue	2,550,574	2,732,258	2,779,580	2,779,580	2,847,202
4908 Misc. Intergov. Charges	26,246	22,986	27,440	27,440	28,620
5004 Sale of City Property	322,153	329,146	180,500	180,500	389,900
5021 Capital Contributions	3,242,144	2,222,708	2,320,205	2,320,205	3,876,759
5035 Other Reimbursements	32,174	23,082	28,000	28,000	26,000
5082 Insurance Proceeds	22,043	2,094	3,500	3,500	3,500
Total Revenue	<u>\$ 6,199,736</u>	<u>\$ 5,333,238</u>	<u>\$ 5,345,425</u>	<u>\$ 5,345,425</u>	<u>\$ 7,175,981</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 261,621	\$ 268,679	\$ 279,590	\$ 281,616	\$ 281,881
6104 Call Time	321	255	300	300	300
6105 Overtime	687	336	600	600	600
6150 Fringes	90,633	175,359	106,698	106,999	111,498
6201 Training\Conferences	3,106	3,211	4,850	4,850	4,000
6301 Office Supplies	612	885	1,000	1,000	1,000
6303 Memberships & Licenses	757	604	1,000	1,000	1,000
6304 Postage/Freight	-	22	-	-	-
6305 Awards & Recognition	420	445	420	420	420
6309 Shop Supplies & Tools	46,451	41,165	47,700	47,700	48,654
6310 Chemicals	8,748	8,608	9,785	9,785	9,785
6311 Paint & Supplies	31	9	-	-	-
6315 Books & Library Material	321	-	450	450	450
6320 Printing & Reproduction	1,387	1,195	1,500	1,500	1,500
6321 Clothing	652	939	900	900	900
6323 Safety Supplies	658	533	775	775	775
6324 Medical/Lab Supplies	45	59	75	75	75
6327 Miscellaneous Equipment	-	6,961	6,700	6,700	8,700
6401 Accounting/Audit	1,886	2,228	1,990	1,990	1,600
6403 Bank Services	236	257	288	288	288
6404 Consulting Services	-	-	-	-	10,000
6408 Contractor Fees	62	-	-	-	-
6412 Advertising	629	-	475	475	275
6413 Utilities	31,847	31,023	33,627	33,627	32,666
6418 Equip Repairs & Maint	5,582	8,422	10,000	10,000	7,000
6420 Facilities charges	29,406	19,792	29,000	29,000	25,000
6424 Software Support	2,991	1,509	8,661	8,661	7,025
6430 Health Services	-	20	38	38	38
6451 Laundry Services	5,179	5,067	5,273	5,273	5,378
6501 Insurance	23,932	25,512	31,350	31,350	31,350
6503 Equipment Rent	-	-	-	-	3,500
6599 Other Contracts/Obligations	5,488	5,387	5,000	5,000	6,000
6601 Depreciation Expense	2,228,048	2,305,308	2,480,000	2,480,000	2,481,433
6720 Interest Payments	4,087	3,738	3,163	3,163	2,463
7914 Transfer Out - Capital Projects	295,561	328,598	180,500	180,500	389,900
Total Expense	<u>\$ 3,051,384</u>	<u>\$ 3,246,126</u>	<u>\$ 3,251,708</u>	<u>\$ 3,254,035</u>	<u>\$ 3,475,454</u>

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

#### Shop Supplies & Tools

Small shop tools	32,640
Fire shop supplies & tools	16,014
	<u>\$ 48,654</u>

#### Transfer Out - Capital Projects

Proceeds from sale of vehicles	\$ 389,900
	<u>\$ 389,900</u>

# CITY OF APPLETON 2018 BUDGET

## CENTRAL EQUIPMENT AGENCY

**Maintenance**

**Business Unit 6121**

### PROGRAM MISSION

The Central Equipment Agency performs repairs, preventive maintenance, new vehicle preparation, seasonal change-overs and other special projects as necessary to insure safe and reliable vehicles and equipment.

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies # 1: "Prompt delivery of excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 6: "Create opportunities and learn from successes and failures", and # 7: "Communicate our success through stories and testimonials".

#### Objectives:

Minimize downtime of vehicles and equipment  
 Monitor equipment service calls, evaluate condition of the equipment against the estimated remaining life, and alert departments of possible extensive repairs or early equipment replacements  
 Maintain a clean, safe work environment  
 Consolidate maintenance repairs with preventive maintenance work when possible  
 Inspect all vehicles of 26,000 pounds gross vehicle weight to comply with Dept. of Transportation requirements  
 Evaluate major repairs and research options to minimize out of service time and costs  
 Perform seasonal change-over on all departments' equipment in a timely manner to meet their needs  
 Continue cleaning debris from radiators for better performance and longer radiator life  
 Continue to implement extended preventive maintenance schedules (where feasible) to reduce cost

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

The increase in vehicle and equipment parts is due to the continuing increase in the cost of the parts.

The increase in vehicle repairs (outside vendors) is due to the need to outsource many specialty repairs that require specialty tools, including work on the new tier IV engines.

Fuel costs were budgeted at \$2.00/gallon and \$2.19/gallon for unleaded and diesel fuel, respectively, in 2017. For 2018, based on current and past prices, these estimates are expected to go slightly higher for unleaded to \$2.14/gallon and drop slightly to \$2.16/gallon for diesel fuel. This accounts for the budget increase.

The annual hoist, sling/chain, and the State fuel site inspection fees have been moved from the Administration budget to this budget in order to capture all inspection fees in one account which results in an increase in inspection fees expense in 2018.

### 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>					
Response to customer needs					
Number of vehicles not available for use within 24 hours	80	86	65	85	75
Equipment available for operational readiness					
# of emergency breakdown (hours)	349	334	275	275	270
# of service calls	264	218	220	220	210
<b>Strategic Outcomes</b>					
Safe reliable maintenance program					
Preventive maintenance hours	8,180	9,105	9,400	9,400	9,400
Corrective downtime hours	7,919	8,170	8,000	8,000	7,800
Accidents caused by mechanical failure	0	0	0	0	0
<b>Work Process Outputs</b>					
Service performed					
# of changeovers performed	127	112	130	130	130

# CITY OF APPLETON 2018 BUDGET

## CENTRAL EQUIPMENT AGENCY

**Maintenance**

**Business Unit 6121**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 558,546	\$ 557,163	\$ 553,239	\$ 556,416	\$ 566,610
6104 Call Time	1,750	3,092	1,700	1,700	2,000
6105 Overtime	16,901	11,517	7,000	7,000	7,210
6150 Fringes	201,082	229,954	215,380	215,852	231,455
6304 Postage/Freight	679	165	525	525	525
6309 Shop Supplies & Tools	-	1	-	-	-
6322 Gas/Oil Purchases	640,515	572,628	711,246	711,246	727,535
6323 Safety Supplies	140	-	-	-	-
6326 Vehicle & Equipment Parts	423,526	471,519	449,209	449,209	458,193
6407 Collection Services	16	29	-	-	-
6409 Inspection Fees	8,954	11,811	10,650	10,650	13,720
6417 Vehicle Repairs & Maint	249,998	348,417	258,013	258,013	275,000
6425 CEA Equip. Rental	10,953	10,953	11,150	11,150	11,166
6429 Interfund Allocations	(4,436)	(8,237)	(6,000)	(6,000)	(6,000)
6503 Rent	24	24	24	24	24
6804 Machinery & Equipment	(11,110)	22,222	14,000	14,000	-
Total Expense	\$ 2,097,538	\$ 2,231,258	\$ 2,226,136	\$ 2,229,785	\$ 2,287,438

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

#### Gas/Oil Purchases \*

Fuel for vehicles & equipment:	
Unleaded gasoline: 152,240 gallons	
@ \$2.14/gallon	\$ 325,794
Diesel fuel: 167,473 gallons	
@ \$2.16/gallon	361,741
Oil	40,000
	<u>\$ 727,535</u>

#### Vehicle Repairs & Maint.

Tire service	\$ 150,000
Vehicle alignments	29,750
Towing services	3,250
Vehicle cleaning/upholstery	15,000
Body shop work	31,000
Painting	22,000
Outside fire vehicle maint.	24,000
	<u>\$ 275,000</u>

#### Vehicle & Equipment Parts

Operational (engine, drive train, main body, etc.)	\$ 313,193
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	115,000
Fire vehicle parts	30,000
	<u>\$ 458,193</u>

\* The City does not pay federal gas tax (currently \$0.184/gal unleaded and \$0.244/gal diesel) and attains bulk purchasing rates.

83500	City of Appleton						1
TEACHERA	2018 Budget						09/22/17
BUD_CEA_LN	Revenue and Expense Summary						14:08:51
Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	2,172	0	0	0	0	0	0
Interest Income	2,230	964	4,463	6,200	6,200	4,000	4,000
Charges for Services	2,550,574	2,732,258	1,735,525	2,779,580	2,779,580	2,779,580	2,847,202
Intergov. Charges for Service	26,246	22,986	20,789	27,440	27,440	28,620	28,620
Other Revenues	3,618,514	2,577,030	180,397	2,532,205	2,532,205	4,304,057	4,296,159
TOTAL REVENUES	6,199,736	5,333,238	1,941,174	5,345,425	5,345,425	7,116,257	7,175,981
EXPENSES BY LINE ITEM							
Regular Salaries	19,396	19,783	16,507	20,344	25,547	18,084	18,084
Labor Pool Allocations	677,020	724,912	517,562	810,125	810,125	827,797	827,797
Call Time	2,071	3,347	2,275	2,000	2,000	2,300	2,300
Overtime	17,587	11,853	1,886	7,600	7,600	7,810	7,810
Other Compensation	376	190	10	260	260	510	510
Shift Differential	1,537	1,845	1,294	2,100	2,100	2,100	2,100
Sick Pay	52,856	2,524	460	0	0	0	0
Vacation Pay	68,982	76,588	51,517	0	0	0	0
Fringes	294,241	329,209	219,408	322,078	322,851	342,953	342,953
Pension Expense / Revenue	2,526-	76,104	0	0	0	0	0
Salaries & Fringe Benefits	1,131,540	1,246,355	810,919	1,164,507	1,170,483	1,201,554	1,201,554
Training & Conferences	3,106	3,211	1,752	4,850	4,850	4,000	4,000
Office Supplies	612	885	307	1,000	1,000	1,000	1,000
Memberships & Licenses	757	604	642	1,000	1,000	1,000	1,000
Postage & Freight	679	186	40	525	525	525	525
Awards & Recognition	420	445	88	420	420	420	420
Insurance	23,932	25,512	23,516	31,350	31,350	31,350	31,350
Rent	24	24	0	24	24	3,524	3,524
Depreciation Expense	2,228,048	2,305,308	1,860,003	2,480,000	2,480,000	2,481,433	2,481,433
Interest Payments	4,087	3,738	2,493	3,163	3,163	2,475	2,463
Trans Out - Capital Projects	295,561	328,598	0	180,500	180,500	389,900	389,900
Administrative Expense	2,557,226	2,668,511	1,888,841	2,702,832	2,702,832	2,915,627	2,915,615
Shop Supplies & Tools	46,451	41,166	23,041	47,700	47,700	48,654	48,654
Chemicals	8,748	8,608	3,805	9,785	9,785	9,785	9,785
Paint & Supplies	31	9	4	0	0	0	0
Books & Library Materials	321	0	305	450	450	450	450
Printing & Reproduction	1,387	1,195	155	1,500	1,500	1,500	1,500
Clothing	652	939	571	900	900	900	900
Gas Purchases	640,515	572,628	304,616	711,246	711,246	727,535	727,535
Safety Supplies	799	533	283	775	775	775	775
Medical & Lab Supplies	45	59	48	75	75	75	75
Vehicle & Equipment Parts	423,526	471,519	299,258	449,209	449,209	458,193	458,193
Miscellaneous Equipment	0	6,961	0	6,700	6,700	8,700	8,700
Supplies & Materials	1,122,475	1,103,617	632,086	1,228,340	1,228,340	1,256,567	1,256,567
Accounting/Audit	1,886	2,228	0	1,990	1,990	1,990	1,600
Bank Services	236	257	141	288	288	288	288
Consulting Services	0	0	0	0	0	0	10,000
Collection Services	16	29	0	0	0	0	0
Contractor Fees	62	0	0	0	0	0	0
Inspection Fees	8,954	11,811	5,058	10,650	10,650	13,720	13,720
Advertising	629	0	0	475	475	275	275
Interfund Allocations	4,436-	8,237-	2,224-	6,000-	6,000-	6,000-	6,000-
Health Services	0	20	0	38	38	38	38
Laundry Services	5,179	5,067	3,566	5,273	5,273	5,378	5,378
Other Contracts/Obligations	5,488	5,387	2,150	5,000	5,000	6,000	6,000
Purchased Services	18,014	16,562	8,691	17,714	17,714	21,689	31,299
Electric	10,484	10,841	8,055	11,512	11,512	11,551	11,551
Gas	9,506	8,070	5,358	9,700	9,700	8,700	8,700
Water	2,283	2,472	1,710	2,670	2,670	2,670	2,670
Waste Disposal/Collection	989	1,084	740	1,100	1,100	1,100	1,100
Stormwater	7,563	7,462	5,581	7,541	7,541	7,541	7,541

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
Cellular Telephone	1,022	1,094	659	1,104	1,104	1,104	1,104
Utilities	31,847	31,023	22,103	33,627	33,627	32,666	32,666
Vehicle Repair & Maintenance	249,998	348,417	140,450	258,013	258,013	275,000	275,000
Equipment Repair & Maintenan	5,582	8,422	8,016	10,000	10,000	7,000	7,000
Facilities Charges	29,406	19,792	8,206	29,000	29,000	25,000	25,000
Software Support	2,991	1,509	4,413	8,661	8,661	7,025	7,025
CEA Equipment Rental	10,953	10,953	7,302	11,150	11,150	11,166	11,166
Repair & Maintenance	298,930	389,093	168,387	316,824	316,824	325,191	325,191
Machinery & Equipment	11,110-	22,223	12,805	14,000	14,000	0	0
Capital Expenditures	11,110-	22,223	12,805	14,000	14,000	0	0
TOTAL EXPENSES	5,148,922	5,477,384	3,543,832	5,477,844	5,483,820	5,753,294	5,762,892



**CITY OF APPLETON 2018 BUDGET**  
**CENTRAL EQUIPMENT AGENCY**  
**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	\$ 2,576,820	\$ 2,755,244	\$ 2,807,020	\$ 2,750,000	\$ 2,875,822
Other	56,389	25,176	31,500	35,000	29,500
Total Revenues	<u>2,633,209</u>	<u>2,780,420</u>	<u>2,838,520</u>	<u>2,785,000</u>	<u>2,905,322</u>
<b>Expenses</b>					
Operating Expenses	2,621,226	2,839,740	2,814,181	2,800,000	2,889,096
Depreciation	2,228,048	2,305,308	2,480,000	2,480,000	2,481,433
Total Expenses	<u>4,849,274</u>	<u>5,145,048</u>	<u>5,294,181</u>	<u>5,280,000</u>	<u>5,370,529</u>
Operating Loss	(2,216,065)	(2,364,628)	(2,455,661)	(2,495,000)	(2,465,207)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	2,230	964	6,200	4,000	4,000
Sale of City Property	322,153	329,146	180,500	195,000	389,900
Interest Expense	(4,087)	(3,738)	(3,163)	(3,163)	(2,463)
Total Non-Operating	<u>320,296</u>	<u>326,372</u>	<u>183,537</u>	<u>195,837</u>	<u>391,437</u>
Income (Loss) before Contributions and Transfers	(1,895,769)	(2,038,256)	(2,272,124)	(2,299,163)	(2,073,770)
<b>Contributions and Transfers In (Out)</b>					
Capital Contributions	3,242,144	2,222,708	2,320,205	2,355,656	3,876,759
Transfers Out	<u>(295,561)</u>	<u>(328,598)</u>	<u>(180,500)</u>	<u>(190,000)</u>	<u>(389,900)</u>
Change in Net Assets	1,050,814	(144,146)	(132,419)	(133,507)	1,413,089
Net Assets - Beginning	<u>11,835,868 *</u>	<u>12,886,682</u>	<u>12,742,536</u>	<u>12,742,536</u>	<u>12,609,029</u>
Net Assets - Ending	<u>\$ 12,886,682</u>	<u>\$ 12,742,536</u>	<u>\$ 12,610,117</u>	<u>\$ 12,609,029</u>	<u>\$ 14,022,118</u>

\* as restated for new pension standards

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 358,201	\$ 321,662
+ Change in Net Assets	(133,507)	1,413,089
- Capital Contributions	(2,355,656)	(3,876,759)
- Principal Repayment	(27,376)	(27,751)
+ Long Term Debt	-	-
- Fixed Assets	-	-
+ Depreciation	<u>2,480,000</u>	<u>2,481,433</u>
Working Cash - End of Year	<u>\$ 321,662</u>	<u>\$ 311,674</u>

CITY OF APPLETON 2018 BUDGET  
CENTRAL EQUIPMENT AGENCY  
LONG TERM DEBT

Year	2008 G.O. Notes	
	Principal	Interest
2018	\$ 11,501	\$ 115
	\$ 11,501	\$ 115

Year	2014 G.O. Notes	
	Principal	Interest
2018	\$ 16,250	\$ 2,348
2019	12,500	2,100
2020	15,125	1,810
2021	15,625	1,500
2022	20,500	1,099
2023	21,250	633
2024	21,625	128
	\$ 122,875	\$ 9,618

Year	Total	
	Principal	Interest
2018	\$ 27,751	\$ 2,463
2019	12,500	2,100
2020	15,125	1,810
2021	15,625	1,500
2022	20,500	1,099
2023	21,250	633
2024	21,625	128
	\$ 134,376	\$ 9,733

<p align="center"><b>CITY OF APPLETON 2018 BUDGET</b>  <b>CENTRAL EQUIPMENT AGENCY</b></p>	
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**CITY OF APPLETON 2018 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

# CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

**CEA REPLACEMENT FUND**

**Business Unit 4320**

## PROGRAM MISSION

This program accounts for funding sources and expenditures for the replacement of City vehicles and equipment.

## PROGRAM NARRATIVE

This budget provides for the replacement of the following equipment in the CEA fund:

Equipment	Home Department	Funding Source			Total Cost
		CEA	Other	Source	
Pickup Ext Cab 4x4	Parks	\$ 30,150	\$ 3,000	(1) General Fund	\$ 33,150
Bunker Rake	Parks	18,741			18,741
Box Scraper	Parks	80,000	8,200	(2) General Fund	88,200
Mini Pickup/Plow	Parks	37,800			37,800
Zero Turn Mower	Parks	65,967			65,967
360 Mower	Parks	67,471			67,471
Kubota UTV	Parks	26,000			26,000
Pickup 4x2	Parks	31,000			31,000
Mini-Dump	Parks	48,550			48,550
Bunker Rake	Golf	20,598			20,598
Greens Mower	Golf	28,000	3,200	(3) Golf Course	31,200
Pickup 4x2	Health	35,600			35,600
Compact Pickup 4x2	Sanitation	28,000	1,000	(4) Sanitation	29,000
Squad - Marked IU (13)	Police	543,452	52,780	(5) General Fund	596,232
Interceptor UV	Police	41,804			41,804
CSO Van	Police	28,000			28,000
F550 Pickup	Traffic	48,800	60,000	(6) General Fund	108,800
Ext Cab Pickup - 1/2 ton	Parking	33,150			33,150
Crew Cab 4x4	Fire	34,200			34,200
Pumper	Fire	650,000			650,000
Single-Axle w/Plow (6)	Street	1,151,934			1,151,934
Tri-Axle Patrol	Street	245,362			245,362
Extended Cab Pickup 4x4	Water Distr	28,000	1,000	(7) Water Utility	29,000
Extended Cab 4WD Pickup	Water Filtr	28,000	1,000	(8) Water Utility	29,000
Jetter/Combination	Stormwater	396,000			396,000
		<b>\$ 3,746,579</b>	<b>\$ 130,180</b>		<b>\$ 3,876,759</b>

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

In 2017, the CEA Review Committee approved the following equipment upgrades:

1. Add a lift gate to a four wheel drive pickup (\$3,000 contribution from Parks, Recreation & Facilities Mgmt);
2. Harley Rake to Box Scraper & keep Harley Rake as spare (\$8,200 contribution from Parks, Recreation & Facilities Mgmt)
3. Greens Mower to a Hybrid E-Cut mower (\$3,200 contribution from the Golf Course);
4. Add 4 Wheel Drive to Compact Pickup (\$1,000 contribution from Sanitation);
5. 13 Impala IU Patrol vehicles to Ford SUV's (\$52,780 contribution from Police, \$4,060 per unit);
6. Sign Shop 1/2 ton to F550 w/additions (\$60,000 contribution from Traffic Division)
7. Compact Pickup to Extended Cab (\$1,000 contribution from Water Distribution)
8. Compact Pickup to full size, extended cab w/four wheel drive Pickup (\$1,000 contribution from Water Filtration)

\$250,000 of G.O. debt has been included in this budget to supplement the cost of the Fire Pumper. Fire apparatus costs have escalated at a higher rate than initially projected causing the need for additional funding.

## PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
<b>Client Benefits/Impacts</b>					
Cost effective service - # of vehicles:					
Retained an additional year	22	26	30	30	29
Replaced early	1	0	0	0	0

## DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
	<b>Program Revenues</b>	\$ 2,560,925	\$ 2,562,628	\$ 2,882,647	\$ 2,882,647	\$ 3,337,406	15.78%
	<b>Program Expenses</b>	\$ 3,205,734	\$ 2,282,355	\$ 2,400,205	\$ 2,498,778	\$ 3,876,759	61.52%
<b>Expenses Comprised Of:</b>							
	Administrative Expense	71	37	-	-	-	N/A
	Capital Expenditures	3,205,663	2,282,318	2,400,205	2,498,778	3,876,759	61.52%

# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**CEA REPLACEMENT FUND**

**Business Unit 4320**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4710 Interest on Investments	\$ 14,041	\$ 7,639	\$ 30,000	\$ 30,000	\$ 20,000
4866 CEA Replacement Revenue	2,044,424	2,214,491	2,349,647	2,349,647	2,547,326
5082 Insurance Proceeds	15,006	-	-	-	-
5910 Proceeds of Long Term Debt	-	-	250,000	250,000	250,000
5921 Trans In - General Fund	57,500	8,700	33,000	33,000	123,980
5922 Trans In - Special Revenue	89,605	-	9,500	9,500	1,000
5926 Trans In - Water Utility	8,988	-	-	-	2,000
5927 Trans In - Parking Utility	-	-	30,000	30,000	-
5928 Trans In - Golf Course	2,800	3,200	-	-	3,200
5931 Trans In - Internal Service	308,561	328,598	180,500	180,500	389,900
5933 Trans In - Stormwater Utility	20,000	-	-	-	-
Total Revenue	<u>\$ 2,560,925</u>	<u>\$ 2,562,628</u>	<u>\$ 2,882,647</u>	<u>\$ 2,882,647</u>	<u>\$ 3,337,406</u>
Expenses					
6303 Memberships & Licenses	\$ 71	\$ 37	\$ -	\$ -	\$ -
6804 Equipment	3,205,663	2,282,318	2,400,205	2,498,778	3,876,759
Total Expense	<u>\$ 3,205,734</u>	<u>\$ 2,282,355</u>	<u>\$ 2,400,205</u>	<u>\$ 2,498,778</u>	<u>\$ 3,876,759</u>

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

<u>Trans In - Internal Service</u>	
Proceeds from sale of vehicles	\$ 389,900
	<u>\$ 389,900</u>
<u>Equipment</u>	
Replacement vehicles & equipment (see list, previous page)	\$ 3,876,759
	<u>\$ 3,876,759</u>

**CITY OF APPLETON 2018 BUDGET**  
**CEA REPLACEMENT**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
<b>Revenues</b>					
Interest Income	\$ 14,041	\$ 7,639	\$ 30,000	\$ 20,000	\$ 20,000
Charges for Services	2,059,430	2,214,491	2,349,647	2,250,000	2,547,326
Total Revenues	<u>2,073,471</u>	<u>2,222,130</u>	<u>2,379,647</u>	<u>2,270,000</u>	<u>2,567,326</u>
<b>Expenses</b>					
Program Costs	3,205,734	2,282,355	2,400,205	2,355,656	3,876,759
Total Expenses	<u>3,205,734</u>	<u>2,282,355</u>	<u>2,400,205</u>	<u>2,355,656</u>	<u>3,876,759</u>
Revenues over (under) Expenses	(1,132,263)	(60,225)	(20,558)	(85,656)	(1,309,433)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Notes	-	-	250,000	250,000	250,000
Transfers In - General Fund	57,500	8,700	33,000	33,000	123,980
Transfers In - Special Revenue	89,605	-	9,500	9,500	1,000
Transfers In - Water Utility	8,988	-	-	-	2,000
Transfers In - Parking Utility	-	-	30,000	30,000	-
Transfers In - Golf Course	2,800	3,200	-	-	3,200
Transfers In - Internal Service	308,561	328,598	180,500	190,000	389,900
Transfers In - Stormwater Utility	20,000	-	-	-	-
Total Other Financing Sources (Uses)	<u>487,454</u>	<u>340,498</u>	<u>503,000</u>	<u>512,500</u>	<u>770,080</u>
Net Change in Equity	(644,809)	280,273	482,442	426,844	(539,353)
Fund Balance - Beginning	2,663,590	2,018,781	2,299,054	2,299,054	2,725,898
Fund Balance - Ending	<u>\$ 2,018,781</u>	<u>\$ 2,299,054</u>	<u>\$ 2,781,496</u>	<u>\$ 2,725,898</u>	<u>\$ 2,186,545</u>

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

## SPECIAL REVENUE FUNDS

**Wheel Tax**

**Business Unit 2650**

### PROGRAM MISSION

This program accounts for receipt of State wheel tax proceeds and related transfer of funds to road reconstruction projects.

### PROGRAM NARRATIVE

**Link to Strategy:**

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

**Objectives:**

The wheel tax is a fee added to the cost of vehicle registrations and subsequent annual renewals. The City Council adopted a \$20 per vehicle wheel tax in 2014 to replace special assessments as a funding mechanism for road reconstruction projects. The fee is collected by the State Department of Transportation (which retains 17 cents per vehicle) and remitted to the City on a monthly basis. Per Council action, all proceeds of the wheel tax are restricted for road reconstruction expenditures only.

**Major program changes:**

No major changes.

### 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 public works and infrastructure investments, there are no continuing performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 1,275,331	\$ 1,346,403	\$ 1,355,000	\$ 1,355,000	\$ 1,355,000	0.00%
Program Expenses		\$ 1,275,331	\$ 1,346,403	\$ 1,355,000	\$ 1,355,000	\$ 1,355,000	0.00%
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		1,275,331	1,346,403	1,355,000	1,355,000	1,355,000	0.00%
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A

# CITY OF APPLETON 2018 BUDGET SPECIAL REVENUE FUNDS

**Wheel Tax**

**Business Unit 2650**

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4150 Wheel Tax	\$ 1,275,331	\$ 1,346,403	\$ 1,355,000	\$ 1,355,000	\$ 1,355,000
Total Revenue	<u>\$ 1,275,331</u>	<u>\$ 1,346,403</u>	<u>\$ 1,355,000</u>	<u>\$ 1,355,000</u>	<u>\$ 1,355,000</u>
Expenses					
7911 Transfer Out - DPW Streets	1,275,331	1,346,403	1,355,000	1,355,000	1,355,000
Total Expense	<u>\$ 1,275,331</u>	<u>\$ 1,346,403</u>	<u>\$ 1,355,000</u>	<u>\$ 1,355,000</u>	<u>\$ 1,355,000</u>

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

None

**CITY OF APPLETON 2018 BUDGET**  
**WHEEL TAX FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
<b>Revenues</b>					
Wheel Tax	\$ 1,275,331	\$ 1,346,403	\$ 1,355,000	\$ 1,350,000	\$ 1,355,000
Total Revenues	<u>1,275,331</u>	<u>1,346,403</u>	<u>1,355,000</u>	<u>1,350,000</u>	<u>1,355,000</u>
<b>Expenses</b>					
Program Costs	-	-	-	-	-
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	1,275,331	1,346,403	1,355,000	1,350,000	1,355,000
<b>Other Financing Sources (Uses)</b>					
Transfer Out - General Fund (DPW)	(1,275,331)	(1,346,403)	(1,355,000)	(1,350,000)	(1,355,000)
Total Other Financing Sources (Uses)	<u>(1,275,331)</u>	<u>(1,346,403)</u>	<u>(1,355,000)</u>	<u>(1,350,000)</u>	<u>(1,355,000)</u>
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2018 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Subdivision**

**Business Unit 4010**

### PROGRAM MISSION

This program accounts for funding sources and expenditures for various infrastructure projects.

### PROGRAM NARRATIVE

**Link to Strategy:**

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

**Objectives:**

This fund is utilized for new subdivision work only, including administration, engineering, street lights, street signs, and temporary asphalt streets within the subdivision. This fund will not be utilized to refurbish an existing roadway.

For subdivisions platted between January 1, 2004 and December 31, 2014, the City does not advance money for new subdivision development. The developer is required to obtain a standby line of credit from which the City will have exclusive rights to draw all applicable costs. Upon completion of contracts and any other outstanding issues, the City will release the lien. For ease of administration, all other expenditures in this budget will be administered by the City for immediate reimbursement by the developer, versus direct payment from the line of credit to the vendor. For developments approved prior to January 1, 2004 or after December 31, 2014, the City will advance money for development and recoup it via special assessments.

Further descriptions of projects to be paid from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Concrete Paving Program	\$ 571,137	Projects, Pg. 580
Grade & Gravel	61,245	Projects, Pg. 586
Sidewalks	102,418	Projects, Pg. 588
	<u>\$ 734,800</u>	

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

In 2014, the Common Council amended the subdivision portion of the special assessment policy to no longer require developers to maintain a line of credit for the cost of final concrete streets in new subdivisions. This policy change is effective for subdivisions platted after January 1, 2015. Construction costs for final concrete will be paid by the City and recouped through special assessments to benefited property owners.

### 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 infrastructure investments relating to the development of new subdivisions, 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>	\$ 1,529,866	\$ 818,149	\$ 613,318	\$ 613,318	\$ 345,340	-43.69%
	<b>Program Expenses</b>	\$ 1,987,515	\$ 1,210,382	\$ 850,680	\$ 851,174	\$ 1,659,801	95.11%
<b>Expenses Comprised Of:</b>							
	Personnel	144,558	91,371	44,491	44,985	47,530	6.83%
	Administrative Expense	-	-	275,000	275,000	925,000	236.36%
	Supplies & Materials	25,837	73,744	12,810	12,810	10,500	-18.03%
	Purchased Services	3,079	(4,166)	5,000	5,000	5,000	0.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	15,298	22,528	6,450	6,450	11,450	77.52%
	Capital Expenditures	1,798,743	1,026,905	506,929	506,929	660,321	30.26%

# CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

**Subdivision**

**Business Unit 4010**

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4110 Property Taxes	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 300,000
4614 Miscellaneous Specials	843,242	694,751	180,000	180,000	310,000
4710 Interest on Investments	6,412	1,739	14,400	14,400	20,340
4730 Interest - Deferred Specials	35,262	24,389	45,000	45,000	15,000
5010 Miscellaneous Revenue	-	400	-	-	-
5035 Other Reimbursements	644,950	96,870	373,918	373,918	-
<b>Total Revenue</b>	<b>\$ 2,029,866</b>	<b>\$ 1,318,149</b>	<b>\$ 1,113,318</b>	<b>\$ 1,113,318</b>	<b>\$ 645,340</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 103,047	\$ 67,062	\$ 31,057	\$ 31,487	\$ 31,080
6105 Overtime	1,485	787	2,842	2,842	2,985
6108 Part-Time	1,308	571	1,037	1,037	2,854
6150 Fringes	38,718	22,951	9,555	9,619	10,611
6308 Landscape Supplies	18,920	34,379	1,310	1,310	-
6309 Shop Supplies & Tools	369	510	-	-	-
6325 Construction Materials	5,529	38,560	11,000	11,000	10,000
6328 Signs	1,019	295	500	500	500
6404 Consulting Services	99	-	5,000	5,000	5,000
6408 Contractor Fees	2,980	(4,166)	-	-	-
6425 CEA Equip. Rental	15,298	22,528	6,450	6,450	11,450
6809 Infrastructure Construction	1,798,743	1,026,905	506,929	506,929	660,321
7911 Trans Out - General Fund	-	-	275,000	275,000	925,000
<b>Total Expense</b>	<b>\$ 1,987,515</b>	<b>\$ 1,210,382</b>	<b>\$ 850,680</b>	<b>\$ 851,174</b>	<b>\$ 1,659,801</b>

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

2018	Street	From	To	4010
Labor Pool				47,530
CEA				11,450
Consultant				
Sidewalk - new				86,418
Sidewalk - 6 month waivers				10,000
<b>Subtotal</b>				<b>96,418</b>
Material Testing				5,000
<b>Subtotal</b>				<b>5,000</b>
Grade & Gravel				-
<b>Subtotal</b>				<b>-</b>
Temporary Surface following Grade & Gravel	Amethyst Dr	Providence Ave	Providence Ave, 120' w/o	11,097
	Bluetopaz Dr	Providence Ave. 130' w/o	Providence Ave, 130' w/o	10,855
	Providence Ave	Amethyst Dr, 120' n/o	Bluetopaz Dr, 130' n/o	30,293
<b>Subtotal</b>				<b>52,245</b>
New Concrete	Celtic Crossing	Purdy Pkwy	Downs Ridge	108,103
	Downs Ridge	Purdy Pkwy	Celtic Crossing	174,654
	Incline Way	Palladium Ct	Applehill Blvd	239,399
<b>Subtotal</b>				<b>522,156</b>
<b>Total Concrete Paving</b>				<b>\$ 734,801</b>

**CITY OF APPLETON 2018 BUDGET**  
**SUBDIVISION DEVELOPMENT FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
<b>Revenues</b>					
Property Taxes	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 300,000
Special Assessments	843,242	694,751	180,000	188,395	310,000
Interest Income	41,674	26,128	59,400	44,400	35,340
Other	644,950	97,270	373,918	350,000	-
Total Revenues	<u>2,029,866</u>	<u>1,318,149</u>	<u>1,113,318</u>	<u>1,082,795</u>	<u>645,340</u>
<b>Expenses</b>					
Program Costs	<u>1,987,515</u>	<u>1,210,382</u>	<u>575,680</u>	<u>576,174</u>	<u>734,801</u>
Total Expenses	<u>1,987,515</u>	<u>1,210,382</u>	<u>575,680</u>	<u>576,174</u>	<u>734,801</u>
Revenues over (under) Expenses	42,351	107,767	537,638	506,621	(89,461)
<b>Other Financing Sources (Uses)</b>					
Operating Transfers Out	-	-	(275,000)	(275,000)	(925,000)
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>(275,000)</u>	<u>(275,000)</u>	<u>(925,000)</u>
Net Change in Equity	42,351	107,767	262,638	231,621	(1,014,461)
Fund Balance - Beginning	<u>1,622,087</u>	<u>1,664,438</u>	<u>1,772,205</u>	<u>1,772,205</u>	<u>2,003,826</u>
Fund Balance - Ending	<u>\$ 1,664,438</u>	<u>\$ 1,772,205</u>	<u>\$ 2,034,843</u>	<u>\$ 2,003,826</u>	<u>\$ 989,365</u>
<b>Unreserved Designated Fund Balance Policy Compliance</b>					
Minimum - Three months operating expenditures based on prior year's audited expenditures					<u>302,596</u>
Maximum (80% of the most recent five year average of subdivision development expenditures)					
2017 projected		576,174			
2016 actual		1,210,382			
2015 actual		1,987,515			
2014 actual		1,622,087			
2013 actual		1,430,472			<u>1,092,261</u>

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

## CAPITAL PROJECTS FUNDS

**Public Works**

**Business Unit 4240**

### PROGRAM MISSION

This program accounts for funding sources and expenditures for various public works projects.

### PROGRAM NARRATIVE

**Link to Strategy:**

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

**Objectives:**

This fund provides for a variety of Public Works capital needs.

Further descriptions of projects to be paid from this fund can be found in the Capital Improvement Projects section of the budget, as follows:

Project	Amount	Page
Mobility study improvements	\$ 4,000,000	Projects, Pg. 608
Concrete paving	4,189,202	Projects, Pg. 580
Sidewalk program	498,129	Projects, Pg. 588
Traffic cameras	32,500	Projects, Pg. 574
Street lighting improvements	126,883	Projects, Pg. 573
Pedestrian crosswalk safety enhancements	57,132	Projects, Pg. 571
Survey Instrument Replacement	40,000	Projects, Pg. 635
Mackville landfill monitoring equipment	59,000	Projects, Pg. 636
	<u>\$ 9,002,846</u>	

**Major program changes:**

The Oneida Street project is a State-run project. The costs included in the concrete paving program for this project are the City costs only.

Included in the concrete paving costs are funds for the signal installation on Northland Avenue at Conkey Street which is a joint project with Outagamie County. The County's contribution (\$30,000) to the project is shown in Other Reimbursements revenue.

### 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 public works and infrastructure investments, there are no continuing performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget		% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	
<b>Program Revenues</b>		\$ 5,013	\$ 1,380,715	\$ -	\$ -	\$ 30,000
<b>Program Expenses</b>		\$ 2,416,740	\$ 3,810,821	\$ 4,389,787	\$ 4,844,520	\$ 9,002,846
<b>Expenses Comprised Of:</b>						
Personnel		120,338	203,105	136,997	136,997	225,574
Administrative Expense		-	-	-	-	-
Supplies & Materials		40,117	218,113	163,500	214,477	268,200
Purchased Services		28,891	240,493	325,000	525,000	30,000
Utilities		-	-	-	-	-
Repair & Maintenance		1,529	8,699	2,400	2,400	10,600
Capital Expenditures		2,225,865	3,140,411	3,761,890	3,965,646	8,468,472

# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Public Works**

**Business Unit 4240**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	129	(722)	-	-	-
5035 Other Reimbursements	4,884	1,381,437	-	-	30,000
5910 Proceeds of Long-term Debt	2,606,674	3,276,251	4,389,787	4,589,787	8,970,592
5922 Trans In - Special Revenue	-	-	-	-	-
Total Revenue	<u>\$ 2,611,687</u>	<u>\$ 4,656,966</u>	<u>\$ 4,389,787</u>	<u>\$ 4,589,787</u>	<u>\$ 9,000,592</u>
Expenses					
6102 Labor Pool Allocations	\$ 88,608	\$ 150,036	\$ 100,170	\$ 100,170	\$ 160,846
6105 Overtime	169	50	3,956	3,956	4,340
6108 Part Time	-	-	-	-	3,806
6150 Fringes	31,561	53,019	32,871	32,871	56,582
6308 Landscape Supplies	1,600	-	3,500	3,500	4,200
6325 Construction Materials	38,517	173,439	125,000	125,000	125,000
6327 Miscellaneous Equipment	-	37,495	25,000	75,977	129,000
6328 Signs	-	7,179	10,000	10,000	10,000
6404 Consulting Services	26,254	190,814	325,000	525,000	-
6408 Contractor Fees	2,637	25,706	-	-	30,000
6415 Tipping Fees	-	23,973	-	-	-
6425 CEA Equipment Rental	1,529	8,699	2,400	2,400	10,600
6801 Land	1,500	55,516	-	-	-
6809 Infrastructure Construction	2,224,365	3,084,895	3,761,890	3,965,646	8,468,472
Total Expense	<u>\$ 2,416,740</u>	<u>\$ 3,810,821</u>	<u>\$ 4,389,787</u>	<u>\$ 4,844,520</u>	<u>\$ 9,002,846</u>

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

<u>Construction materials</u>		<u>Contractor Fees</u>	
LED street light retrofits	\$ 125,000	Pavement markings	\$ 30,000
	<u>\$ 125,000</u>		<u>\$ 30,000</u>
<u>Miscellaneous Equipment</u>		<u>Infrastructure Construction</u>	
Traffic cameras	\$ 30,000	Mobility study improvements	\$ 3,944,049
Survey Instrument	40,000	Concrete paving	4,026,294
Landfill monitoring equipment	59,000	Sidewalk	498,129
	<u>\$ 129,000</u>		<u>\$ 8,468,472</u>

**CITY OF APPLETON 2018 BUDGET**  
**PUBLIC WORKS PROJECTS**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
<b>Revenues</b>					
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	129	(722)	-	-	-
Other	4,884	1,381,437	-	-	30,000
Total Revenues	<u>5,013</u>	<u>1,380,715</u>	<u>-</u>	<u>-</u>	<u>30,000</u>
<b>Expenses</b>					
Program Costs	<u>2,416,740</u>	<u>3,810,821</u>	<u>4,389,787</u>	<u>4,844,520</u>	<u>9,002,846</u>
Total Expenses	<u>2,416,740</u>	<u>3,810,821</u>	<u>4,389,787</u>	<u>4,844,520</u>	<u>9,002,846</u>
Revenues over (under) Expenses	(2,411,727)	(2,430,106)	(4,389,787)	(4,844,520)	(8,972,846)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	2,606,674	3,276,251	4,389,787	3,609,787	8,970,592
Transfer In - General Fund	-	-	-	-	-
Transfer In - Special Revenue	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>2,606,674</u>	<u>3,276,251</u>	<u>4,389,787</u>	<u>3,609,787</u>	<u>8,970,592</u>
Net Change in Equity	194,947	846,145	-	(1,234,733)	(2,254)
Fund Balance - Beginning	<u>195,895</u>	<u>390,842</u>	<u>1,236,987</u>	<u>1,236,987</u>	<u>2,254</u>
Fund Balance - Ending	<u>\$ 390,842</u>	<u>\$ 1,236,987</u>	<u>\$ 1,236,987</u>	<u>\$ 2,254</u>	<u>\$ -</u>



**DEPARTMENT OF PUBLIC WORKS**

**Engineering Division**  
**100 North Appleton Street**  
**Appleton, WI 54911**  
**Phone (920) 832-6474**  
**Fax (920) 832-6489**

October 3, 2017

Dear Property Owner:

The City of Appleton hired Walker Parking Consultants to perform a Downtown Parking Study. Their final report, approved by the City Council in February 2015 included fifteen (15) recommendations. One of those recommendations was to implement 2-hour time limit parking, from 9:00 am to 6:00 pm, Monday through Friday, in two neighborhoods adjacent to Lawrence University. (See attached Page 12 of the Executive Summary from the Downtown Parking Study Final Report.) Based on this recommendation, we are proposing to implement a 2-hour parking time limit on the streets as shown on the attached map. If approved, the parking restrictions would be implemented mid-June, 2018.

The City of Appleton and Lawrence University will be hosting a joint neighborhood meeting to discuss the proposed 2-hour time limit recommendations. The meeting will be held at 6:30 p.m. on October 24, 2017 in the Hurvis Room on the second floor of the Warch Campus Center. Please feel free to attend this meeting to share any feedback you have regarding this recommendation. If you are unable to attend the meeting, please feel free to contact me at [paula.vandehey@appleton.org](mailto:paula.vandehey@appleton.org), or Jake Woodford, Lawrence University at [jacob.a.woodford@lawrence.edu](mailto:jacob.a.woodford@lawrence.edu).

Sincerely,

Paula Vandehey, P.E.  
Director of Public Works

Attachments

c: Alderperson Joe Martin  
Alderperson Vered Meltzer

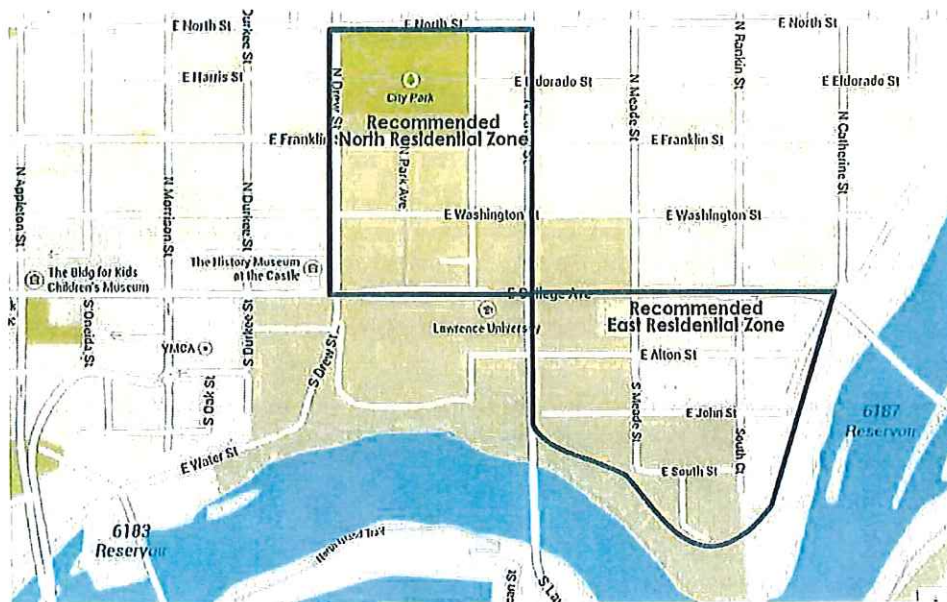


10. Make the mission of Parking Enforcement to provide hospitality, tourism and public safety services to local citizens, businesses and visitors, in addition to enforcing parking regulations.
11. Upgrade parking enforcement equipment to support compliance with public parking regulations and reduce the time and costs associated with the process. Use electronic tire chalking in time zones.
12. Implement a neighborhood parking zone that limits on-street parking to 2-hours, from 9:00 am – 6:00 pm, Monday – Friday.

Two enforcement zones are recommended

North Residential Zone: Inside study area - bounded by North Street to the north, College Avenue to the south, Lawe Street to the east, and Durkee Street to the west.

East Residential Zone: Outside study area - generally bounded by College Avenue to the north, Fox River to the south and east, and Lawe Street to the west.



13. In addition to implementing a 2-hour on-street neighborhood parking enforcement zone, the City should encourage Lawrence University to expand the Chapel Parking Lot to support student, faculty and staff parking needs. Preliminary layouts identify an opportunity to add up to 50 parking spaces. This added supply will serve as a quality alternative to on-street parking and help relieve long-term on-street parking in surrounding neighborhood.



