



# City of Appleton

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

## Meeting Agenda - Final Appleton Redevelopment Authority

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Wednesday, November 8, 2017

10:00 AM

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

[17-1742](#) ARA Minutes from 8-9-17

**Attachments:** [ARA Minutes 8-9-17.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[17-1747](#) The Appleton Redevelopment Authority may go into closed session pursuant to Wis. Stat. §19.85(1)(e) for the purpose of deliberating or discussing the potential future purchase of real property in downtown Appleton and then reconvene into open session

6. **Information Items**

[17-1744](#) Appointment of Jake Woodford to ARA

**Attachments:** [Appt. to ARA - Jake Woodford 10-18-17CC.pdf](#)

[17-1745](#) Report on meetings of ARA Exhibition Center Advisory Committee held on October 12 and November 1, 2017

**Attachments:** [ARA Exhibition Center Advisory Committee Minutes 10-12-17.pdf](#)  
[ARA Exhibition Center Advisory Committee Minutes 11-1-17.pdf](#)

[17-1757](#) 2018 Community & Economic Development Department Budget

**Attachments:** [2018 CEDC Budget.pdf](#)  
[2018 Housing & Community Development Grants Budget.pdf](#)  
[2018 Capital Projects Budget.pdf](#)  
[2018 Tax Incremental Financing Districts Budget.pdf](#)  
[2018 CIP Appleton Redevelopment Authority Budget.pdf](#)  
[2018 CIP TIF #6-IPLF - Southpoint Commerce Park Budget.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.*

*Any questions about items on this meeting are to be directed to Karen Harkness, Director, Community and Economic Development Department at 920-832-6468.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



# City of Appleton

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## Meeting Minutes - Final Appleton Redevelopment Authority

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Wednesday, August 9, 2017

10:00 AM

Council Chambers, 6th Floor

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1. Call meeting to order

**Meeting called to order at 10:00 a.m.**

2. Roll call of membership

*Brokl arrived at 10:02 a.m.*

*Weider left at 10:31 a.m.*

**Present:** 6 - Van Dyke, Downs, Weider, Siebers, Fisher and Brokl

**Excused:** 1 - Higgins

*Others present:*

*Tony Saucerman, Finance Director*

3. Approval of minutes from previous meeting

[17-1234](#)

ARA Minutes from 7-12-17

**Attachments:** [ARA Minutes 7-12-17.pdf](#)

**Siebers moved, seconded by Fisher, that the Minutes be approved. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 5 - Van Dyke, Downs, Weider, Siebers and Fisher

**Excused:** 2 - Higgins and Brokl

4. Public Hearings/Appealances

5. Action Items

[17-1235](#)

The Appleton Redevelopment Authority may go into closed session according to State Statute Sec. 19.85(1)(e) for the purpose of deliberating or discussing the potential future purchase of real property in and around the City of Appleton and then reconvene into open session

*The Appleton Redevelopment Authority went into Closed Session at 10:12 a.m.*

*Discussion was held.*

*Fisher moved, seconded by Van Dyke, to rise and report, returning into Open Session at 10:35 a.m. Roll Call. Motion carried by a vote of 5-0.*

**Siebers moved, seconded by Fisher, to convene in Closed Session. Roll Call. Motion carried by the following vote:**

**Aye:** 6 - Van Dyke, Downs, Weider, Siebers, Fisher and Brokl

**Excused:** 1 - Higgins

[17-1236](#)

Direct staff to negotiate potential opportune acquisition

**Fisher moved, seconded by Van Dyke, that the Report Action Item to authorize staff to contact the property owner to discuss potential acquisition consistent with the terms discussed in closed session be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Van Dyke, Downs, Siebers, Fisher and Brokl

**Excused:** 2 - Higgins and Weider

## 6. Information Items

[17-1237](#)

Status of PAC (Performing Arts Center) bonds

**This Presentation was presented.**

[17-1240](#)

Report on State of the Downtown event held on August 2, 2017

**Attachments:** [StateoftheDowntownAugust2017.pdf](#)

[14 DowntownPlan ExecutiveSummary 01-25-17.pdf](#)

[Market Study Summary State of Downtown July 2017.pdf](#)

**This Presentation was presented.**

## 7. Adjournment

**Siebers moved, seconded by Van Dyke, that the meeting be adjourned at 10:36 a.m. Roll Call. Motion carried by the following vote:**

**Aye:** 5 - Van Dyke, Downs, Siebers, Fisher and Brokl

**Excused:** 2 - Higgins and Weider





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

**OFFICE OF THE MAYOR**

Timothy M. Hanna  
100 North Appleton Street  
Appleton, Wisconsin 54911-4799  
(920) 832-6400 FAX (920) 832-5962  
email: [mayor@appleton.org](mailto:mayor@appleton.org)

October 6, 2017

Members of the Common Council:

The following will be presented for your confirmation at the October 18 Council meeting:

**APPLETON REDEVELOPMENT AUTHORITY**

Appointment of one (1) member to fill the vacated term of Will Weider:

**JAKE WOODFORD**

**5 year term to expire November 2019**

Jake Woodford, longtime resident of Appleton, serves as the Secretary to the Board of Trustees and Assistant to the President at Lawrence University (2015-present).

Jake is involved extensively in community affairs in Appleton and the Fox Valley region. He is a member of the board of directors of the Northeast Wisconsin Land Trust, and a member of the Rotary Club of Appleton, along with several other affiliations.

It is with pleasure that I make this recommendation.

Sincerely,

TIMOTHY M. HANNA  
Mayor of Appleton



# City of Appleton

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## Meeting Minutes - Final Appleton Redevelopment Authority Exhibition Center Advisory Committee

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Thursday, October 12, 2017

2:00 PM

Council Chambers

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### SPECIAL

1. Call meeting to order

Meeting called to order at 2:07 p.m.

2. Roll call of membership

**Present:** 13 - Reader, Downs, Kaufert, Wilde, Gifford, Batley, Stankowski, Van Laanen, Seidl, Dearborn, Harkness, Buckingham and Chairperson Hanna

**Excused:** 5 - Kuen, Meyerhofer, Vanden Berg, Benz and Rugland

3. Approval of minutes from previous meeting

[17-1011](#)

ARA Exhibition Center Advisory Committee Minutes from 5-3-17

**Attachments:** [ARA Exhibition Center Advisory Committee Minutes 5-3-17.pdf](#)

Van Laanen moved, seconded by Dearborn, that the Minutes be approved. Roll Call. Motion carried by the following vote:

**Aye:** 11 - Reader, Downs, Kaufert, Wilde, Gifford, Batley, Stankowski, Van Laanen, Seidl, Dearborn and Buckingham

**Excused:** 5 - Kuen, Meyerhofer, Vanden Berg, Benz and Rugland

**Recused:** 2 - Harkness and Chairperson Hanna

4. Public Hearings/Appearances

[17-1012](#)

Any Public Participation

There was no public participation.

5. Action Items

6. Information Items

[17-1519](#)

New Grand Chute representative to this Committee is Bob Buckingham, Community Development Director, replacing Chadd Scott

**Bob Buckingham was welcomed to the Committee.**

[17-1035](#)

Chair and Vice-Chair of this Committee were elected by Appleton Redevelopment Authority on July 12, 2017, Mayor Hanna is Chair and Marissa Downs is Vice-Chair

**Attachments:**

[ARA Advisory Committee Creation Document-Approved by ARA-12-3-14.pdf](#)

[ARA Minutes 7-12-17.pdf](#)

[ARA Exhibition Center Advisory Committee 2016 Appointments-Aug 2017.pdf](#)

**This Presentation was presented.**

[17-1511](#)

Update on Fox Cities Exhibition Center construction and Radisson Paper Valley Hotel renovations

**Attachments:**

[FCEC Weekly Update 10-9-17.pdf](#)

[Radisson Paper Valley Hotel Renderings.pdf](#)

[Email from Steve Bozzay of Inner Circle on 10-12-17.pdf](#)

**This Presentation was presented and discussed. Handouts were provided of the Fox Cities Exhibition Center weekly update as of 10-9-17, (you can go to the FCEC website to view the live camera and get these updates), a couple renderings of renovations to the Radisson Paper Valley Hotel, and an email from Steve Bozzay of Inner Circle providing an update on the renovation timeline.**

[17-1514](#)

Fox Cities Exhibition Center booking summary provided by Jay Schumerth of the Radisson Paper Valley Hotel

**Attachments:**

[FCEC Advance Booking Summary as of August 2017.pdf](#)

**This Presentation was presented and discussed.**

[17-1029](#)

Future Meeting Date and Time

Wednesday, November 1, 2017 at 1:00 p.m.

**It was decided to keep this regularly scheduled meeting time.**

**7. Adjournment**

**Kaufert moved, seconded by Gifford, that the meeting be adjourned at 2:46 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 11 - Reader, Downs, Kaufert, Wilde, Gifford, Batley, Stankowski, Van Laanen, Seidl, Dearborn and Buckingham

**Excused:** 5 - Kuen, Meyerhofer, Vanden Berg, Benz and Rugland

**Recused:** 2 - Harkness and Chairperson Hanna



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## Meeting Minutes - Final Appleton Redevelopment Authority Exhibition Center Advisory Committee

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Wednesday, November 1, 2017

1:00 PM

Council Chambers

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1. Call meeting to order

**Meeting called to order at 1:03 p.m.**

2. Roll call of membership

*Chuck Kuen arrived at 1:04 p.m.*

**Present:** 15 - Reader, Downs, Kaufert, Kuen, Vanden Berg, Wilde, Gifford, Benz, Batley, Stankowski, Van Laanen, Seidl, Dearborn, Harkness and Buckingham

**Excused:** 3 - Meyerhofer, Rugland and Chairperson Hanna

*Others present:*

*Madeleine Behr, Post-Crescent*

3. Approval of minutes from previous meeting

[17-1701](#)

ARA Exhibition Center Advisory Committee Minutes from 10-12-17

**Attachments:** [ARA Exhibition Center Advisory Committee Minutes 10-12-17.pdf](#)

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

**Aye:** 13 - Reader, Downs, Kaufert, Vanden Berg, Wilde, Gifford, Benz, Batley, Stankowski, Van Laanen, Seidl, Dearborn and Buckingham

**Excused:** 4 - Kuen, Meyerhofer, Rugland and Chairperson Hanna

**Recused:** 1 - Harkness

4. Public Hearings/Appealances

[17-1702](#)

Any Public Participation

**Rich Batley inquired about catering for the Fox Cities Exhibition Center and asked for specific details and equipment provided in the kitchen.**

5. Action Items

6. Information Items

[17-1703](#)

Update on Fox Cities Exhibition Center construction and Radisson Paper Valley Hotel renovations

**Attachments:**    <https://fcexhibitioncenter.com/category/construction-updates/>  
[Tile Flooring by Pool.pdf](#)  
[Tile Flooring.pdf](#)

**This Presentation was presented and discussed. Pictures were distributed of renovation work that has begun in the lobby area of the Radisson Paper Valley Hotel.**

[17-1704](#)

Fox Cities Exhibition Center booking summary provided by Jay Schumerth of the Radisson Paper Valley Hotel

**Attachments:**    [FCEC Advance Booking Summary as of October 2017.pdf](#)

**This Presentation was presented and discussed.**

[17-1705](#)

Next Meeting Date and Time  
Wednesday, December 6, 2017 at 1:00 p.m.

**This Presentation was presented.**

7. Adjournment

**Kaufert moved, seconded by Buckingham, that the meeting be adjourned at 1:29 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 14 - Reader, Downs, Kaufert, Kuen, Vanden Berg, Wilde, Gifford, Benz, Batley, Stankowski, Van Laanen, Seidl, Dearborn and Buckingham

**Excused:** 3 - Meyerhofer, Rugland and Chairperson Hanna

**Recused:** 1 - Harkness

## **CITY OF APPLETON 2018 BUDGET**

### **COMMUNITY & ECONOMIC DEVELOPMENT**

**Director Community & Economic Development: Karen E. Harkness**

**Deputy Director Community & Economic Development: Monica N. Stage**

# CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

## MISSION STATEMENT

The Community and Economic Development Department proactively fosters a healthy economy and a strong, welcoming community.

## DISCUSSION OF SIGNIFICANT 2017 EVENTS

In 2017, the Community and Economic Development Department continued to deliver services to the public with a focus on meeting the community needs and enhancing the quality of life.

- \* Industrial development saw a continued increase in 2017 with the sale of two lots in the Southpoint Commerce Park. Land sales totaling 6.64 acres resulted in a total sale price of \$282,300. Custom Offsets intends to start construction on a 17,000 square foot facility by the end of summer.
- \* The Appleton Redevelopment Authority sold the Former Foremost parcel, a redevelopment site comprised of approximately 8.1 acres, in 2017 to Alexander Company and Tukka, the developers of Eagle Point. The groundbreaking was held on May 4, 2017 for a \$21 million, 99 unit senior living facility which is the first phase of this project.
- \* RiverHeath completed construction of the 90 room Courtyard by Marriot that is slated to open in October, 2017. The Woolen Mills Loft, a \$10 million, 60 unit apartment complex constructed in the Flats will open in December. This project used WHEDA tax credits and historic tax credits.
- \* Continued efforts to construct and finance the Exhibition Center with a focus on communication with nine other municipalities, the ARA, the Exhibition Center Advisory Committee and the Hotel Room Tax Commission. The construction of the Exhibition Center is anticipated to be complete in fall of 2017.
- \* The department continues to work and communicate with the business community in Appleton and throughout the region with efforts including social media, regular business retention visits and partnerships with community organizations that help build relationships that benefit the City.
- \* The council approved the updates to the Comprehensive Plan on March 15, 2017, marking the culmination of an 18 month process that included intensive public engagement with approximately 1,100 respondents to a survey, 4 public envisioning sessions, an interactive map, and several public presentations.
- \* A new Assessor software system has replaced the aging I-series Assessor system. This year-long data conversion project of all 26,000 properties and 2,000 business accounts in the City was successfully completed this summer by the IT and assessor staff. The new system integrates the City's GIS system to facilitate assessor data analysis, provides user friendly querying of property data, automates state reporting, and provides for batch calculating along with other enhancements.
- \* The City's equalized value increased greatly by 6% in 2017 from \$4,938,725,300 to \$5,222,923,900 exceeding the statewide gain of 4%. Two new proposed TIDs were created in 2017 with TIF #11 on East College Avenue created as a blighted TIF and TIF #12 on West College created as a rehabilitation/ conservation TIF. Both were approved in September, 2017.
- \* During the first half of 2017, the site plan review team has approved 8 multi-family dwelling units, approximately 100,000 square feet of office space, and 3,180 square feet of commercial space.
- \* Per the annual growth report, the City had approximately 210 single family residential lots platted and available for sale starting in 2017. Final plat approval resulted in the creation of an additional 26 residential lots. The City still has several acres of planned unplatted land available for single family development.
- \* Appleton's GIS team performed a major system upgrade during the first half of 2017. All of the GIS servers were migrated from a Windows Server 2008 environment to a Windows Server 2012 environment to fit into the IT Department's server management program. Additionally, the GIS data server's SQL Server version was upgraded from 2008 to 2014. Upgrades were done on the water maintenance and tree inventory iPad applications to enhance user options and to allow for more data collection by field staff.
- \* A GIS team member was trained and received their pilot's license to fly a drone. The training course covered topics such as: federal statutes, safety procedures, emergency protocol, aviation weather decryption, chart comprehension, aeronautical terms and airports operation, and how to deal with contentious situations where public opinions oppose the use of drones. It is anticipated the drone will be used to highlight TIF Districts, development sites, events, etc.
- \* Staff organized and delivered two neighborhood sessions in 2017, one in the spring and one in the fall, providing an informal, "roundtable" discussion for neighborhood leaders to share information about the neighborhood program, grants, and to provide a forum for peer sharing.
- \* A Neighborhood Grant for \$60,000 was approved for the St. Bernadette Parish/Thompson Center in the Lourdes Drive neighborhood, along with one smaller grant from the general fund for the Erb Park neighborhood.



# CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

## MAJOR 2018 OBJECTIVES

- \* Implement the newly updated City's 2010-2030 Comprehensive Plan providing input to development proposals and initiating zoning code changes (when necessary and in compliance with state statutes) as identified in the Plan. Continue creation, execution and implementation of the City's Economic Development Strategic Plan, primary goals and key strategies that will result in the development within targeted districts of the City and enhance the business climate and vibrancy of the community.
- \* Contact at least forty businesses in the City with information on business assistance programs and City support.
- \* Attract development to the City that will result in substantial tax base enhancement; target remains 2.6% of new equalized value.
- \* Sell four acres of business park land.
- \* Continue multi-year process of a comprehensive re-write of the zoning ordinance and amendments to the official zoning map.
- \* Coordinate and increase communication and shared vision between the technical review group, City departments, Plan Commission, Community and Economic Development Committee, Historic Preservation Commission, registered neighborhoods, Appleton Redevelopment Authority, Common Council and community.
- \* Work with the development community, elected and appointed officials, neighborhoods, non-government organizations, businesses and other City departments to formulate development proposals that aligns with City plans, ordinances and policies, as well as recognized industry practices.
- \* Continue to allow easier access to the City's GIS system by enhancing existing mobile applications, creating new applications, utilizing ArcGIS online as well as creating access for smartphones and tablets. Utilize upgraded server structure to better organize our external web applications and allow for more "real-time" updates to GIS data.
- \* The Assessor's division will perform a City-wide revaluation of all commercial property including apartments in 2018. Revaluations are completed at least once every five years to maintain 100% fair market value assessments. Revaluing these 1,700 properties will require: inspecting properties, researching current listing and sale prices, analyzing assessment/sale price ratios, collecting and analyzing rental income data and income multipliers, applying appropriate replacement values and depreciation, defending the assessments, etc. It will be performed in-house using existing staff and resources.
- \* Begin a Citywide revaluation of all 23,500 residential properties for 2019. By year-end 2018, we will have entered new land values, analyzed sales, completed the neighborhood ratio analysis, collected and analyzed rents, and set about 20% of the new improvement values. This large project was last performed in 2014 and will be completed in-house with no outside help or additional staff needed.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
<b>Program Revenues</b>		\$ 22,688	\$ 17,310	\$ 20,800	\$ 20,800	\$ 18,800	-9.62%
<b>Program Expenses</b>							
10550	Administration	507,898	527,332	534,275	538,802	554,582	3.80%
10551	Marketing	224,567	216,086	245,793	173,797	174,664	-28.94%
10553	New & Redevelopment	183,650	195,468	200,544	200,544	208,114	3.77%
15020	Planning	258,018	271,934	269,731	271,504	280,414	3.96%
13520	Assessing	525,688	542,794	539,026	541,206	558,402	3.59%
<b>TOTAL</b>		\$ 1,699,821	\$ 1,753,614	\$ 1,789,369	\$ 1,725,853	1,776,176	-0.74%
<b>Expenses Comprised Of:</b>							
Personnel		1,564,834	1,601,832	1,619,909	1,556,393	1,613,599	-0.39%
Administrative Expense		20,553	22,390	29,530	29,530	25,330	-14.22%
Supplies & Materials		13,803	11,255	14,075	14,075	13,475	-4.26%
Purchased Services		89,844	109,108	116,400	116,400	115,000	-1.20%
Utilities		3,834	4,012	4,212	4,212	4,212	0.00%
Repair & Maintenance		6,953	5,017	5,243	5,243	4,560	-13.03%
Capital Expenditures		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		18.13	18.13	17.81	16.81	16.87	

# CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

**Administration**

**Business Unit 10550**

## PROGRAM MISSION

For the benefit of staff so that productivity, efficiency, product quality, delivery of service and job satisfaction are optimized, we will provide a healthy work environment including proper supervision, training, evaluation, coaching and support services to better the quality of life in Appleton.

## 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", and # 6: "Create opportunities and learn from successes and failures."

### Objectives:

Administrative processing, procedures and reporting for the department.

Continue to develop a standardized, coordinate-based and positionally accurate geographic information system (GIS) that meet the needs of all users.

Provide access to geographic and demographic information to City staff and, as appropriate, to the public.

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

The Community Development Specialist's salary and fringe benefit costs are recorded in both this budget and in the Housing and Community Development Grants budget. The portion of the Specialist's salary and fringes reimbursable through the grant is charged to the grant budget while the remainder is charged here. Due to a reduction in State grant funding, more of the position's salary and fringe benefit costs are reflected in this budget.

## 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>					
Employee retention					
% staff turnover	5%	5%	0%	5%	0%
Accurate and useful information					
# of layers edited (GIS)	1,380	1,403	700	1,250	700
Improve business and work flow					
# of users supported on GIS software	136	137	130	135	130
<b>Strategic Outcomes</b>					
Quality training to support staff performance					
% of training courses completed	100%	100%	100%	100%	100%
% of depts. using GIS	50%	50%	50%	50%	50%
<b>Work Process Outputs</b>					
Annual performance evaluations completed					
% complete	100%	100%	100%	100%	100%
Increase efficiency & effectiveness of City by using GIS					
# of GIS projects	358	379	250	290	250

# CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

Administration

Business Unit 10550

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4801 Charges for Serv. - Nontax	\$ 831	\$ 880	\$ 800	\$ 800	\$ 800
5020 Donations & Memorials	1,502	-	-	-	-
Total Revenue	<u>\$ 2,333</u>	<u>\$ 880</u>	<u>\$ 800</u>	<u>\$ 800</u>	<u>\$ 800</u>
Expenses					
6101 Regular Salaries	\$ 358,905	\$ 350,643	\$ 353,499	\$ 357,440	\$ 365,273
6105 Overtime	-	409	-	-	-
6150 Fringes	114,139	143,777	140,424	141,010	151,332
6201 Training\Conferences	5,866	6,753	10,000	10,000	8,000
6206 Parking Permits	7,182	7,412	7,620	7,620	7,260
6301 Office Supplies	2,303	1,608	2,200	2,200	2,200
6302 Subscriptions	363	348	500	500	500
6303 Memberships & Licenses	1,974	2,180	3,200	3,200	3,200
6305 Awards & Recognition	270	270	285	285	270
6307 Food & Provisions	365	527	400	400	400
6315 Books & Library Materials	137	-	75	75	75
6320 Printing & Reproduction	12,356	9,903	11,800	11,800	11,800
6327 Miscellaneous Equipment	-	-	200	200	200
6412 Advertising	1,645	930	1,300	1,300	1,300
6413 Utilities	2,393	2,572	2,772	2,772	2,772
Total Expense	<u>\$ 507,898</u>	<u>\$ 527,332</u>	<u>\$ 534,275</u>	<u>\$ 538,802</u>	<u>\$ 554,582</u>

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

None

# CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

**Marketing & Business Services**

**Business Unit 10551**

## PROGRAM MISSION

For the benefit of Appleton's current and prospective businesses and developers, so that business assistance services are identified and conveyed, and Appleton is selected as the prime location for investment, we will provide information and expertise to address business issues and promote the community. We are committed to fostering diversity through policies, processes, programs and educational opportunities that promote understanding and acceptance for all people while creating and supporting a culture of inclusion that celebrates and values our similarities and differences.

## PROGRAM NARRATIVE

### Link to City Goals:

Implements Key Strategies # 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 enhance the environment in Appleton to promote business and industry and attract investment.
- Continue to examine ways in which City government can be improved to be more responsive, supportive and proactive to business needs.
- Promote Appleton to the broader public, especially business and industry.
- Conduct business retention visits.
- Provide technical assistance for start-up and growing companies.
- Assist and be responsive to prospective and established businesses and developers.
- Promote the City's interest and develop positive relationships through active participation on various boards, committees and organizations.
- Continue implementation of the Comprehensive Plan 2010-2030 and Economic Development Strategic Plan.

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

Salaries, fringe benefits and associated administration costs have decreased with the transfer of the Diversity Coordinator position to the Mayor's office.

The \$36,000 for the Fox Cities Regional Partnership in this budget is for economic development projects such as site selector familiarization tours, YP Week, Talent Upload, The Artery, and the Bazar After Dark Night Market.

## 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>					
Connection to source of issue resolution or resource					
# Existing businesses assisted	23	35	40	53	40
# Start-up businesses assisted	15	11	35	20	35
Information specific to development in Appleton					
# of prospects information deliveries	34	31	70	100	70
<b>Strategic Outcomes</b>					
Appleton's economy grows and tax base enhanced					
% increase in total equalized value	2.60%	2.06%	2.60%	6.00%	2.60%
<b>Work Process Outputs</b>					
Retention visit clients served					
# Business retention visits/follow-ups	30	38	40	40	40

# CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

**Marketing & Business Services**

**Business Unit 10551**

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 120,351	\$ 102,310	\$ 122,859	\$ 74,624	\$ 76,691
6150 Fringes	44,758	39,216	48,209	24,448	25,973
6303 Membership & Licenses	135	701	725	725	-
6305 Awards & Recognition	-	-	500	500	-
6412 Advertising	288	-	1,000	1,000	-
6431 Interpreter Services	-	508	500	500	-
6599 Other Contracts/Obligations	59,035	73,351	72,000	72,000	72,000
Total Expense	<u>\$ 224,567</u>	<u>\$ 216,086</u>	<u>\$ 245,793</u>	<u>\$ 173,797</u>	<u>\$ 174,664</u>

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

### Other Contracts/Obligations

Fox Cities Regional Partnership	\$ 36,000
Economic development projects and initiatives	36,000
	<u>\$ 72,000</u>

# CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

**New and Redevelopment Projects**

**Business Unit 10553**

## PROGRAM MISSION

For the benefit of targeted businesses and/or developers so that desired development occurs, we will prospect, encourage, direct, negotiate, coordinate and secure development projects.

## PROGRAM NARRATIVE

### Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement", # 4: "Continually assess trends affecting the community and proactively respond", and # 6: "Create opportunities and learn from successes and failures."

### Objectives:

Provide quality information and direction, as well as financial and technical assistance to businesses seeking to expand or locate within the City.

Act as ombudsman for developers pursuing investments in the City.

Increase the commercial and industrial components' respective shares of the City's tax base, giving highest priority to redevelopment areas and tax incremental financing districts.

Create developable parcels throughout the City, especially within the City's industrial and business parks, redevelopment districts, tax incremental financing districts and registered neighborhoods.

Identify Brownfield sites within Appleton and when feasible and appropriate, mitigate those sites to bring them back to community use.

Plan and manage projects conducted to acquire land for industrial and business park expansion, provide necessary infrastructure to facilitate developments of raw land and secure the appropriate public approvals to allow development to occur.

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

No major program changes.

## PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
<b>Client Benefits/Impacts</b>					
Guidance rec'd to success in dev. in Appleton					
# projects consulted	16	16	18	21	20
Assist in land assembly, development incentives, or project management					
# developments generated via direct management	1	1	5	4	5
# of improved business park acres	100	100	100	100	100
<b>Strategic Outcomes</b>					
Tax base enhanced					
\$ increase industrial/commercial	\$ 17,489,346	\$ 25,082,437	\$ 8,000,000	\$ 13,800,000	\$ 14,000,000
\$ increase in target districts	\$ 40,221,393	\$ 20,377,086	\$ 4,000,000	\$ 4,400,000	\$ 4,000,000
\$ business park permits	\$ 36,803,195	\$ 18,606,737	\$ 2,000,000	\$ 3,322,100	\$ 2,000,000
<b>Work Process Outputs</b>					
# of development agreements completed	0	0	1	3	3
# of acres sold in business park	7	8.65	3	6.64	4

# CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

**New and Redevelopment Projects**

**Business Unit 10553**

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 125,082	\$ 128,442	\$ 126,811	\$ 126,811	\$ 131,423
6150 Fringes	40,649	44,326	43,733	43,733	46,691
6404 Consulting Services	17,919	22,700	30,000	30,000	30,000
Total Expense	<u>\$ 183,650</u>	<u>\$ 195,468</u>	<u>\$ 200,544</u>	<u>\$ 200,544</u>	<u>\$ 208,114</u>

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

### Consulting Services

Environmental assessments,  
site analysis, development  
due diligence, etc.

\$	30,000
<u>\$</u>	<u>30,000</u>

# CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

**Planning**

**Business Unit 15020**

## PROGRAM MISSION

For the benefit of the entire community so that Appleton provides a balance between the community's growth needs and desires, thus ensuring an aesthetic and quality urban environment including those areas of historic value, we will provide planning, analysis, technical services and program/process coordination to assure citizen knowledge and interaction by complying with relevant codes, ordinances and regulations.

## PROGRAM NARRATIVE

### Link to Key Strategies:

Implements Key Strategies # 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 timely services to the public, development community and other agencies. Provide technical and administrative support to the Common Council, the Plan Commission, Community and Economic Development Committee and the Historic Preservation Commission in matters relating to the comprehensive plan, neighborhood program, zoning and subdivision ordinances, annexations, rezoning, special use permits, historic building and site designations, historic certificate awards, zoning text amendments, future streets, subdivisions, site plan appeals, business licenses and public land dedications and discontinuances.
- \* Encourage the continued economic development of the City by working with developers, their representatives and the general public to facilitate and expedite their requests for development approval or general planning assistance.
- \* Improve and protect the health, safety and welfare of Appleton citizens consistent with the Appleton subdivision ordinance, zoning ordinance, comprehensive plan and policies adopted by the Common Council with good land use planning and zoning practices.
- \* Continue to maintain effective and efficient procedures for meeting legal requirements that set forth the maximum time periods in which planning and historic preservation applications must be accomplished.
- \* Continue to coordinate the technical review group process.
- \* Continue to monitor and maintain all elements of the comprehensive plan and all sections of the zoning ordinance and subdivision ordinance and process all suggested and required amendments to the comprehensive plan, zoning ordinance, subdivision ordinance and land use plan map, zoning map and official street map.
- \* Continue to implement the goals, objectives and policies of the nine statutory elements of the comprehensive plan.
- \* Provide the expertise and technical assistance in administering the City's neighborhood program including assisting residents in registering their neighborhood, marketing the program to City residents and working with Appleton residents, other City staff and outside agencies to leverage resources to help improve Appleton's neighborhoods.

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

No major program changes.

## PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
<b>Client Benefits/Impacts</b>					
Timely, accurate processing of applications					
% of admin apps processed within the timeframe per ordinance	100%	100%	100%	100%	100%
% of commission apps processed within the timeframe per ordinance	100%	100%	100%	100%	100%
% of customers inquiries served within the timeframe per department policy	100%	100%	100%	100%	100%
% of complaints received on admin apps	0%	0%	2%	1%	0%
% of complaints received on commission applications	0%	0%	2%	1%	0%
<b>Strategic Outcomes</b>					
High-quality development that aligns with City plans, ordinances, and policies, as well as recognized industry best practices					
# of development projects guided through the review process, resulting in approval		15	20	22	20
# of comp plan goals and objectives implemented	9	6	10	12	10
<b>Work Process Outputs</b>					
Services performed					
# of admin applications approved	449	429	425	430	425
# of commission applications approved	53	34	25	30	25
# of customers inquiries served	1,374	1,043	900	975	900
# of comp plan and ordinance amendments adopted	6	3	2	4	2
# of historic sites, buildings, districts recognized/researched	2	5	2	3	2



# CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

**Planning**

**Business Unit 15020**

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
5002 Zoning & Subdivision Fees	\$ 20,355	\$ 16,430	\$ 20,000	\$ 20,000	\$ 18,000
Total Revenue	<u>\$ 20,355</u>	<u>\$ 16,430</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 18,000</u>
Expenses					
6101 Regular Salaries	\$ 185,293	\$ 192,081	\$ 191,235	\$ 192,779	\$ 196,581
6150 Fringes	72,725	79,853	78,196	78,425	83,533
6305 Awards & Recognition	-	-	300	300	300
Total Expense	<u>\$ 258,018</u>	<u>\$ 271,934</u>	<u>\$ 269,731</u>	<u>\$ 271,504</u>	<u>\$ 280,414</u>

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

None

# CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

**Assessing**

**Business Unit 13520**

## PROGRAM MISSION

The Appleton Assessor's Office, as a professional team, exists to maintain equitable market value assessments and serve as an informational resource to the community.

## PROGRAM NARRATIVE

### Link to City Goals:

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

### Objectives:

We will perform a City-wide revaluation of all commercial property in 2018. Revaluations are completed at least once every five years to maintain 100% fair market value assessments. Revaluing the 1,700 commercial properties including apartments will require: inspecting properties, researching current listing and sale prices, analyzing assessment/sale price ratios, collecting and analyzing rental income data and income multipliers, applying appropriate replacement values and depreciation, defending the assessments, etc. This revaluation will be performed in-house with limited overtime.

Begin a City-wide revaluation of all 23,500 residential properties for 2019. By year-end 2018 enter new land values, analyze sales, complete the neighborhood ratio analysis, collect and analyze rents, and set about 20% of the new improvement values. This large project was last performed in 2014 and will be completed in-house with no outside help or additional staff needed.

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

Estimated overtime cost for the timely completion of the 2018 City-wide commercial revaluation project is \$3,500. (Actual overtime cost for the 2013 City-wide commercial reval was \$3,340).

## 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>					
Equitable assessments and equitable distribution of tax levy:					
Assessment districts within 10% of market value	95%	98%	98%	96%	94%
Coefficient of dispersion of assessment/sale ratios	8%	9%	9%	11%	12%
# assessment errors resulting in inaccurate taxes	3	1	0	2	0
<b>Strategic Outcomes</b>					
Assessments accurately reflect market values:					
Residential class level of assessment	100%	98%	100%	95%	100%
Commercial class level of assessment	99%	101%	100%	97%	100%
Overall level of assessment	100%	99%	100%	95%	100%
<b>Work Process Outputs</b>					
% of buildings inspected to update records:					
Commercial new construction	100%	100%	100%	100%	100%
Residential new construction	95%	95%	95%	95%	95%
Recent sales	48%	51%	50%	43%	40%
Total # of interior inspections	2,667	1,601	800	800	800
Property record maintenance:					
Deeds processed (ownership changes)	2,439	2,568	2,300	2,500	2,600
Lot splits, CSM's, & new platted parcels	97	134	175	140	100
Annexed parcel(s)	1	2	2	2	2
Assessments updated	700	895	800	1,019	1,600

# CITY OF APPLETON 2018 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

Assessing

Business Unit 13520

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Expenses					
6101 Regular Salaries	\$ 371,273	\$ 377,193	\$ 374,767	\$ 376,665	\$ 383,918
6105 Overtime	280	-	507	507	3,500
6150 Fringes	131,378	143,581	139,669	139,951	148,684
6201 Training\Conferences	1,505	1,898	2,200	2,200	1,700
6302 Subscriptions	260	343	1,100	1,100	1,100
6303 Memberships & Licenses	330	350	500	500	400
6327 Miscellaneous Equipment	1,310	1,352	2,000	2,000	1,400
6413 Utilities	1,441	1,440	1,440	1,440	1,440
6425 CEA Equip. Rental	6,953	5,017	5,243	5,243	4,560
6599 Other Contracts/Obligations	10,958	11,620	11,600	11,600	11,700
Total Expense	<u>\$ 525,688</u>	<u>\$ 542,794</u>	<u>\$ 539,026</u>	<u>\$ 541,206</u>	<u>\$ 558,402</u>

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

None

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Charges for Services	831	880	3,261	800	800	800-	800
Other Revenues	21,857	16,430	15,215	20,000	20,000	18,000-	18,000
TOTAL REVENUES	22,688	17,310	18,476	20,800	20,800	18,800-	18,800
EXPENSES BY LINE ITEM							
Regular Salaries	1,015,996	1,016,190	689,774	1,168,671	1,127,819	1,153,886	1,153,886
Labor Pool Allocations	17,359	18,407	13,053	0	0	0	0
Overtime	280	235	1,805	507	507	3,500	3,500
Other Compensation	600	375	500	500	500	0	0
Sick Pay	3,190	227	0	0	0	0	0
Vacation Pay	123,761	115,645	89,306	0	0	0	0
Fringes	403,648	450,753	289,679	450,231	427,567	456,213	456,213
Salaries & Fringe Benefits	1,564,834	1,601,832	1,084,117	1,619,909	1,556,393	1,613,599	1,613,599
Training & Conferences	7,371	8,651	11,200	12,200	12,200	12,200	9,700
Parking Permits	7,182	7,412	7,350	7,620	7,620	7,260	7,260
Office Supplies	2,303	1,608	1,393	2,200	2,200	2,200	2,200
Subscriptions	623	691	400	1,600	1,600	1,600	1,600
Memberships & Licenses	2,439	3,231	1,395	4,425	4,425	3,600	3,600
Awards & Recognition	270	270	0	1,085	1,085	570	570
Food & Provisions	365	527	389	400	400	400	400
Administrative Expense	20,553	22,390	22,127	29,530	29,530	27,830	25,330
Books & Library Materials	137	0	0	75	75	75	75
Printing & Reproduction	12,356	9,903	8,430	11,800	11,800	11,800	11,800
Miscellaneous Equipment	1,310	1,352	2,133	2,200	2,200	1,600	1,600
Supplies & Materials	13,803	11,255	10,563	14,075	14,075	13,475	13,475
Consulting Services	17,919	22,700	209	30,000	30,000	30,000	30,000
Advertising	1,933	930	2,227	2,300	2,300	1,300	1,300
Interpreter Services	0	508	75	500	500	0	0
Other Contracts/Obligations	69,992	84,970	76,511	83,600	83,600	83,700	83,700
Purchased Services	89,844	109,108	79,022	116,400	116,400	115,000	115,000
Telephone	1,046	1,051	1,418	1,332	1,332	1,332	1,332
Cellular Telephone	2,788	2,961	1,985	2,880	2,880	2,880	2,880
Utilities	3,834	4,012	3,403	4,212	4,212	4,212	4,212
CEA Equipment Rental	6,953	5,017	2,359	5,243	5,243	4,560	4,560
Repair & Maintenance	6,953	5,017	2,359	5,243	5,243	4,560	4,560
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,699,821	1,753,614	1,201,591	1,789,369	1,725,853	1,778,676	1,776,176

## **CITY OF APPLETON 2018 BUDGET**

# **HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Director Community & Economic Development: Karen E. Harkness**

**Deputy Director Community & Economic Development: Monica N. Stage**

# CITY OF APPLETON 2018 BUDGET

## HOUSING AND COMMUNITY DEVELOPMENT GRANTS

### MISSION STATEMENT

The primary goal of the City's Housing and Community Development Grant programs is the creation of a thriving urban community and improved quality of life in neighborhoods through provision of assistance to low-income households in the forms of affordable homeowner and rental housing opportunities, neighborhood education and revitalization projects.

### DISCUSSION OF SIGNIFICANT 2017 EVENTS

#### **Homeowner Rehabilitation Loan Program**

This program benefits the City of Appleton by improving residential properties where property owners were unable to obtain financing to make the improvements on their own. In 2017, the Homeowner Rehabilitation Loan Program rehabilitated 24 owner-occupied housing units and invested nearly \$400,000 in home improvement loans. The funding sources that support the homeowner rehabilitation loan program include:

##### **Homeowner Rehabilitation Loan Program Funding Sources:**

- Program Income from the repayment of HOME Homeowner Rehabilitation loans (Business Unit 2160)
- CDBG funds from the U.S. Department of Housing and Urban Development (HUD) (Business Unit 2170)
- Program Income from the repayment of CDBG loans (Business Unit 2170)
- Program Income from the repayment of Lead Hazard Control Grant loans (Business Unit 2190)
- Program Income from the repayment of HOME Rental Rehabilitation loans (Business Unit 2160)

#### **Neighborhood Program (NP)**

Mayor Hanna and the Common Council have encouraged strengthening Appleton's neighborhoods by building strong bonds, engaging social capital, encouraging investment, and leveraging local resources. The department implemented a new Neighborhood Program (NP) in 2013, that is founded in building strong partnerships and supporting the priorities of the neighborhood as defined by the residents, and collaborating with strong community partners. Sixteen neighborhoods have registered thus far.

Staff continues to promote competitive grant funds available to registered neighborhoods through the Neighborhood Grant Program (TNGP). The Huntley Houses Neighborhood's community fitness playground project, which received funding through TNGP, was completed in late 2016. Also, the St. Bernadette Parish/Thompson Center on Lourdes Neighborhood's request for TNGP funding was approved by Common Council in June 2017. In May, 2017, staff organized and delivered the Neighborhood Program spring meeting, an informal, "roundtable" discussion for neighborhood leaders. In total, there were 12 participants representing 5 different neighborhoods. It is anticipated that a similar meeting will be coordinated in the fall.

#### **Community Development Block Grant (CDBG)**

For the 2017-2018 award of \$550,037, \$412,451 was allocated as detailed below for City programs. \$137,586 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$81,222
- Appleton Housing Authority \$60,000
- Fair Housing Services \$25,000
- CDBG Administration \$46,229
- Community Development Affordable Housing Project \$200,000

The 2016 CAPER was submitted as the third program year for the 2015-2019 Consolidated Plan.

The resident participation plan policy was updated according to the new Affirmatively Furthering Fair Housing Rule to ensure that resident participation procedures are administered uniformly according to the requirements set forth by HUD and other various regulations in an efficient and effective manner.

In May, staff took the initial steps in drafting the 2020-2025 assessment of fair housing by establishing a regional consortium with other entitlement communities and public housing authorities.

#### **Continuum of Care/Supportive Housing Program (COC/SHP) #1 (THP) & #2 (PSH)**

In 2016, the City, in collaboration with the Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities and ADVOCAP, was successful in renewing both a Transitional Housing Program (THP) and a Permanent Supportive Housing (PSH) grant for another program year (October, 2016 - September, 2017 for THP and January 1, 2017 - December 31, 2017 for PSH, \$181,152 for THP and \$55,532 for PSH). Additionally, the City was awarded funds for the 2017-2018 program year (October 2017 - September 2018), which included \$181,152 for THP and for the 2018 program year (January - December, 2018), which included \$55,532 for PSH.

#### **Emergency Solutions Grant/Transitional Housing Program (ESG/THP)**

The City, in collaboration with the Housing Partnership of the Fox Cities, ADVOCAP, Homeless Connection and Fox Valley Warming Shelter was successful in its application for ESG funds for the 2016 program year (July, 2016 - June, 2017). The State separated the grants into the Emergency Solutions Grant (ESG) and the Transitional Housing Program (THP). The City received \$259,563 for ESG and \$25,310 for THP.

Additionally, the City was awarded funds for the 2017 program year (July, 2017 - June, 2018) which included \$138,551 (est.) for ESG and \$28,750 for THP.

During 2017, we had on-site subrecipient monitoring visits from the DOR Division of Energy, Housing and Community Resources (DEHCR) and the Wisconsin Balance of State Continuum of Care (WIBOSCOC). The City also underwent desk monitorings of our records. The City is coordinating with the subrecipients to implement policies and procedures to address the identified issues.



# CITY OF APPLETON 2018 BUDGET

## HOUSING AND COMMUNITY DEVELOPMENT GRANTS

### MAJOR 2018 OBJECTIVES

The following grant funded programs are intended to both benefit low and moderate income (LMI) households and eliminate slum and blight conditions in the City. Below are the specific objectives of each of these programs:

#### Homeowner Rehabilitation Loan Program (HRLP)

(Program Year: April 1 to March 31)

Improve Appleton's affordable single-family homes by rehabilitating 24 homes for LMI homeowners.

#### Neighborhood Program (NP)

(Program Year: April 1 to March 31)

Award grants to the participating registered neighborhoods from CDBG and general funds based on the application criteria.

#### Community Development Block Grant (CDBG)

(Program Year: April 1 to March 31)

Create and maintain decent and affordable housing opportunities for low-income residents.

Strengthen community services by offering new and improved access for low-income residents.

Expand economic opportunity through financial counseling and business revitalization activities.

Improve various public facilities throughout Appleton to create better availability/accessibility.

#### Continuum of Care/Supportive Housing Program (COC/SHP) #1 and #2

(Program Year: October 1 to September 30)

#### Continuum of Care/Permanent Supportive Housing (PSH)

(Program Year: January 1 to December 31)

Provide for adequate and successful operation of transitional and permanent supportive housing programs.

Provide for utilization of Housing First Model.

#### Emergency Solutions Grant/Transitional Housing Program (ESG/THP)

(Program Year: July 1 to June 30)

Prevent homelessness among City of Appleton residents through housing counseling and financial assistance.

Provide essential services and adequate facilities for transitional housing and rapid rehousing program participants utilizing the Housing First Model.

Provide emergency shelter and associated services to persons experiencing homelessness.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
<b>Program Revenues</b>		\$ 1,296,568	\$ 1,270,884	\$ 1,502,015	\$ 1,502,015	\$ 1,350,434	-10.09%
<b>Program Expenses</b>							
2100	CDBG	375,645	353,866	446,778	446,778	380,000	-14.95%
2140	Emergency Shelter	269,963	210,424	284,873	284,873	245,420	-13.85%
2150	Continuum of Care	254,587	227,937	235,489	235,489	236,684	0.51%
2170	Homeowner Rehab Loan	367,107	375,789	446,222	447,053	448,330	0.47%
2180	Neighborhood Program	2,142	71,086	96,422	96,422	75,983	-21.20%
<b>TOTAL</b>		\$ 1,269,444	\$ 1,239,102	\$ 1,509,784	\$ 1,510,615	\$ 1,386,417	-8.17%
<b>Expenses Comprised Of:</b>							
	Personnel	89,905	97,490	123,973	124,804	122,399	-1.27%
	Administrative Expense	1,129,601	1,116,342	1,373,591	1,373,591	1,227,500	-10.64%
	Supplies & Materials	505	25,146	500	500	500	0.00%
	Purchased Services	49,325	124	11,460	11,460	35,758	212.02%
	Utilities	108	-	260	260	260	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	1.08	1.08	1.40	1.40	1.34	



# CITY OF APPLETON 2018 BUDGET

## HOUSING AND COMMUNITY DEVELOPMENT GRANTS

**Community Development Block Grant**

**Business Unit 2100**

### PROGRAM MISSION

In order to provide decent housing, create suitable living environments and expand economic opportunities for low-income persons, the City will administer the receipt and expenditure of Federal Community Development Block Grant (CDBG) proceeds for affordable housing rehabilitation, public facilities improvements, neighborhood revitalization projects, provision of public services and various other community development projects.

### PROGRAM NARRATIVE

**Link to City Goals:**

Key Strategy # 2: "Encourage active community participation and involvement".

**Objectives:**

The creation of a thriving urban community through provision of assistance to low and moderate income (LMI) households in the forms of basic shelter, affordable housing opportunities, expanded economic opportunities, suitable living environments and supportive services related to residential, financial and social stability.

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

Revenues and expenditures associated with this program are subject to the final entitlement award amount, as well as the Community and Economic Development Committee and City Council approval of CDBG subrecipient awards. For the overall CDBG timeliness ratio, a grantee is considered to be timely if, 60 days prior to the end of the grantee's current program year, the amount of entitlement grant funds available to the recipient under grant agreements, including program income, but undisbursed by the U.S. Treasury is less than or equal to 1.5 times the annual entitlement grant amount for its current program year. As indicated below, the timeliness ratio has been met.

Due to changes in Federal guidance in regard to administrative requirements, cost principles, and audit requirements, a small portion of the Housing Coordinator's salary will be drawn from the CDBG general administration funds, along with a small amount of Finance Department staff time and audit fee expense. The Housing Coordinator's time allocated to CDBG increased in 2017 to better reflect the actual amount of time the position is spending on these activities.

The new Assessment of Fair Housing report under the new Affirmatively Furthering Fair Housing Rule is a new federal requirement that is expected to be submitted in collaboration with the Five-Year Consolidated Plan. It is replacing the previously applied Analysis of Impediments, and is designed to improve the process by providing data and greater clarity of the steps that must be undertaken to assess fair housing issues and factors, establish priorities and goals addressing the identified issues and factors, and then take meaningful action to eliminate them. HUD is encouraging regional collaboration with this new report, and as such, the City of Appleton is involved in a regional consortium with the Cities of Oshkosh and Neenah, as well as local housing authorities. The City's share of the anticipated expenses associated with the consortium's work are shown under other contracts/obligations.

The 2017 CDBG award was \$550,037 (for the period April 1, 2017 - March 31, 2018), a slight increase from the 2016-2017 award. The estimated award for the 2018-2019 program year is \$535,000. The allocation of the funds are as follows:

CDBG - Community Dev/Finance Admin	\$ 135,000*
Homeowner Rehab. Loan Program	115,000
Neighborhood Program	40,000
	290,000
Awarded through competitive application process	245,000

Total estimated award \$ 535,000

\* Includes requirement for Fair Housing Services and any allocation for Appleton Housing Authority.

### PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
<b>Client Benefits/Impacts</b>					
Funding for community programs					
Annual Entitlement Amount (program yr.)	\$ 523,813	\$ 535,325	\$ 528,000	\$ 550,037	\$ 535,000
Carryover from previous years	\$ -	\$ -	\$ -	\$ -	\$ -
Reprogrammed CDBG Funds	\$ -	\$ 15,460	\$ -	\$ -	\$ -
Percent of awards spent on projects	92.00%	92.00%	90.50%	87.00%	83.00%
Average award (not including program income)	\$ 48,181	\$ 48,995	\$ 40,000	\$ 43,528	\$ 44,000
<b>Strategic Outcomes</b>					
Maintain integrity of programs					
# of single-audit findings	3	0	0	0	0
# of HUD exceptions to annual action plan	0	0	0	0	0
# of HUD CAPER findings	0	0	0	0	0
Timely expenditure of funds					
Official HUD timeliness ratio (max. 1.5:1)					
Overall program	1.42:1	1.42:1	1.5:1	1.5:1	1.5:1
<b>Work Process Outputs</b>					
# of Block Grant awards made	10	10	10	11	10



# CITY OF APPLETON 2018 BUDGET

## HOUSING AND COMMUNITY DEVELOPMENT GRANTS

**Community Development Block Grant**

**Business Unit 2100**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal Grants	\$ 368,069	\$ 361,442	\$ 446,778	\$ 446,778	\$ 380,000
Total Revenue	<u>\$ 368,069</u>	<u>\$ 361,442</u>	<u>\$ 446,778</u>	<u>\$ 446,778</u>	<u>\$ 380,000</u>
Expenses					
6101 Regular Salaries	\$ 11,122	\$ 13,471	\$ 14,162	\$ 14,162	\$ 14,413
6150 Fringes	2,868	3,548	3,670	3,670	3,849
6201 Training/Conferences	766	3,122	2,500	2,500	2,500
6301 Office Supplies	-	-	400	400	200
6303 Memberships & Licenses	75	1,090	940	940	940
6320 Printing & Reproduction	477	-	500	500	500
6401 Accounting & Audit	1,560	1,630	1,560	1,560	1,560
6404 Consulting Services	7,576	-	-	-	-
6412 Advertising	397	224	400	400	300
6413 Utilities	47	47	60	60	60
6599 Other Contracts/Obligations	-	-	-	-	25,678
6608 Block Grant Payments	350,757	330,734	422,586	422,586	330,000
Total Expense	<u>\$ 375,645</u>	<u>\$ 353,866</u>	<u>\$ 446,778</u>	<u>\$ 446,778</u>	<u>\$ 380,000</u>

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

<u>Other Contracts/Obligations</u>	
Assessment of Fair Housing (AFH)	<u>\$ 25,678</u>
<u>Block Grant Payments</u>	
Appleton Housing Authority Award	\$ 60,000
Fair Housing Services	25,000
Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	245,000
	<u>\$ 330,000</u>

### Summary of the Appleton CDBG Allocation Process

Each program year, administration costs, funding for fair housing requirements, the Homeowner Rehabilitation Loan Program, the Neighborhood Services Program and Appleton Housing Authority, plus any other City programs that qualify for CDBG funding will be subtracted from the annual entitlement award amount to determine an adjusted dollar figure of CDBG funds available for subrecipient projects.



# CITY OF APPLETON 2018 BUDGET

## HOUSING, HOMELESS AND BLOCK GRANTS

**Emergency Solutions Grant (ESG)/Transitional Housing Program (THP)**

**Business Unit 2140**

### PROGRAM MISSION

To promote efficient and cooperative use of resources by local non-profit agencies for the benefit of persons in need of emergency shelter, transitional housing and homeless prevention services in the City of Appleton and the greater Fox Cities region.

### PROGRAM NARRATIVE

#### Link to City Goals:

Key Strategy # 2: "Encourage active community participation and involvement".

#### Objectives:

The purpose of this grant is to benefit persons in need of emergency shelter, transitional housing and homeless prevention services. Emergency Transitional Housing/Transitional Housing Program (ESG/THP) funds are disbursed by the Wisconsin Department of Administration via a competitive grant application process.

As the lead fiscal and administrative agent, the City of Appleton applies for ESG/THP funding in collaboration with other local non-profit partners. The City serves as a pass-through for funding to local non-profit agencies that meet the niche requirements of the ESG/THP program. In exchange for serving as the lead fiscal and administrative agent, the City of Appleton receives a small amount of funding for administration costs. The City uses some of the administration funds for HMIS (Homeless Management Information System). Effective March 1, 2014, the Institute for Community Alliances (ICA) became the HMIS lead organization for the State of Wisconsin.

ESG/THP funds may be used in the following areas related to emergency shelter and transitional housing programs: rehabilitation of facilities, essential supportive services, operation costs and homeless prevention services. The shelter programs may include shelters for victims of domestic violence, runaway adolescents, persons with disabilities as well as generic shelter and transitional housing programs. Any city, county or private non-profit agency may apply for funding during the State's annual competition for ESG/THP funding.

The current partner agencies receiving ESG/THP funding are: Housing Partnership of the Fox Cities, Homeless Connection, ADVOCAP, and Fox Valley Warming Shelter.

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

During the end of 2016, the department transitioned the management of non-CDBG grant funds from a third-party contractor to the City's Community Development Specialist position. In the future, if these funds are eliminated, other sources of revenue to fund this portion of the Community Development Specialist's salary and fringes will have to be explored.

### PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
<b>Client Benefits/Impacts</b>					
\$ Grant Award ESG	\$ 214,354	\$ 231,445	\$ 259,563	\$ 259,563	\$ 216,670
\$ Grant Award THP	\$ 12,662	\$ 15,872	\$ 25,310	\$ 25,310	\$ 28,750
<b>Strategic Outcomes</b>					
Expand the # of homeless persons served					
# assisted in emergency shelter	985	932	1,000	1,000	950
# assisted in rapid rehousing	61	73	60	60	75
# assisted with prevention services	349	968	350	350	500
<b>Work Process Outputs</b>					
# grant applications prepared	2	2	2	2	2
# of contract period extensions requested	0	0	0	0	0

# CITY OF APPLETON 2018 BUDGET

## HOUSING, HOMELESS AND BLOCK GRANTS

**Emergency Solutions Grant (ESG)/Transitional Housing Program (THP)**

**Business Unit 2140**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Miscellaneous State Aids	\$ 271,198	\$ 206,445	\$ 284,873	\$ 284,873	\$ 245,420
Total Revenue	<u>\$ 271,198</u>	<u>\$ 206,445</u>	<u>\$ 284,873</u>	<u>\$ 284,873</u>	<u>\$ 245,420</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ 8,301	\$ 8,301	\$ 5,435
6150 Fringes	-	-	3,659	3,659	2,513
6404 Consulting Services	12,788	11,549	3,900	3,900	3,120
6630 Other Grant Payments	257,175	198,875	269,013	269,013	234,352
Total Expense	<u>\$ 269,963</u>	<u>\$ 210,424</u>	<u>\$ 284,873</u>	<u>\$ 284,873</u>	<u>\$ 245,420</u>

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

#### Other Grant Payments

Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons:

	ESG/HPP	THP	Total
Housing Partnership	\$ 55,650	\$ 14,375	\$ 67,120
ADVOCAP	34,010	14,375	48,385
Homeless Connection	90,942	-	90,942
Fox Valley Warming Shelter	25,000	-	25,000
	<u>\$ 205,602</u>	<u>\$ 28,750</u>	<u>\$ 234,352</u>



# CITY OF APPLETON 2018 BUDGET

## HOUSING, HOMELESS AND BLOCK GRANTS

**Continuum of Care Supportive Housing Program (COC/SHP)**

**Business Unit 2150**

### PROGRAM MISSION

To provide necessary case management and support services to individuals and families enrolled in transitional and permanent supportive housing programs, the City of Appleton will serve as a pass-through entity and administer funds to local non-profit organizations that directly serve the target population in Appleton and the Fox Cities.

### PROGRAM NARRATIVE

#### Link to City Goals:

Key Strategy # 2: "Encourage active community participation and involvement".

#### Objectives:

The purpose of this grant is to benefit formerly homeless Appleton residents who need extensive case management and supportive services in order to achieve a stable living environment.

Continuum of Care/Supportive Housing Program (COC/SHP) funds support programs that offer both housing opportunities and related supportive services for persons transitioning from homelessness to independent living. Specifically, COC/SHP funds supportive housing in the following environments: (1) transitional housing; (2) permanent housing for homeless persons with disabilities; (3) other types of innovative supportive housing for homeless people.

COC/SHP funds are disbursed by the U.S. Department of Housing & Urban Development, but are awarded to the City of Appleton as a partner in the Balance of State (Wisconsin) via a competitive grant application process. As the lead fiscal and administrative agent, the City of Appleton applies for two separate COC/SHP grants in collaboration with other local non-profit partners -- one for a collaborative transitional housing program (THP) and one for a permanent supportive housing (PSH).

The City serves as a pass-through for this funding to local non-profit agencies that meet the niche requirements of the COC/SHP program. Three agencies, including Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities and ADVOCAP, receive THP funding, while the Housing Partnership of the Fox Cities receives the PSH funding. In exchange for serving as the lead fiscal and administrative agent, the City of Appleton receives a small amount of funding for administration costs.

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

During the end of 2016, the department transitioned the management of non-CDBG grant funds from a third-party contractor to the City's Community Development Specialist position. In the future, if these funds are eliminated, other sources of revenue to fund this portion of the Community Development Specialist's salary and fringes will have to be explored.

### PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
<b>Client Benefits/Impacts</b>					
\$ Annual Award (SHP 1 - THP)	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152
\$ Annual Award (SHP 2 - PSH)	\$ 53,628	\$ 54,337	\$ 54,337	\$ 55,532	\$ 55,532
<b>Strategic Outcomes</b>					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	70%	73%	70%	70%	70%
% of participants in permanent housing who maintained or increased income	56%	29%	77%	77%	77%
<b>Work Process Outputs</b>					
# grants applications prepared	2-Renewal	2-Renewal	2-Renewal	2-Renewal	2-Renewal
# of contract period extensions requested	0	0	0	0	0

# CITY OF APPLETON 2018 BUDGET

## HOUSING, HOMELESS AND BLOCK GRANTS

**Continuum of Care Grant Supportive Housing Program (COC/SHP)**

**Business Unit 2150**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4224 Miscellaneous State Aids	\$ 254,587	\$ 227,937	\$ 235,489	\$ 235,489	\$ 236,684
<b>Total Revenue</b>	<u>\$ 254,587</u>	<u>\$ 227,937</u>	<u>\$ 235,489</u>	<u>\$ 235,489</u>	<u>\$ 236,684</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ -	\$ 4,372	\$ 9,552	\$ 9,552	\$ 9,405
6150 Fringes	-	1,367	4,207	4,207	4,354
6201 Training/Conferences	-	-	1,470	1,470	1,470
6320 Printing & Reproduction	29	-	-	-	-
6404 Consulting	15,200	9,136	-	-	-
6630 Other Grant Payments	239,358	213,062	220,260	220,260	221,455
<b>Total Expense</b>	<u>\$ 254,587</u>	<u>\$ 227,937</u>	<u>\$ 235,489</u>	<u>\$ 235,489</u>	<u>\$ 236,684</u>

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

#### Other Grant Payments

Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons:

ADVOCAP

Housing Partnership

Salvation Army

SHP #1 - THP	SHP #2 - PSH	Total
\$ 69,974	\$ -	\$ 69,974
35,390	52,098	87,488
63,993	-	63,993
<u>\$ 169,357</u>	<u>\$ 52,098</u>	<u>\$ 221,455</u>



# CITY OF APPLETON 2018 BUDGET

## HOUSING AND COMMUNITY DEVELOPMENT GRANTS

### HOMEOWNER REHABILITATION LOAN PROGRAM

Business Unit 2160/2170/2190

#### PROGRAM MISSION

In order to assist low and moderate income (LMI) homeowners in protecting the investment in their single-family homes or owner-occupied duplex, the Homeowner Rehabilitation Loan Program (HRLP) will utilize CDBG funds, HOME Homeowner funds, and Lead Hazard Control funds to provide them with no interest/no monthly payment loans to make necessary repairs, eliminate lead-based paint hazards, increase the value and extend the life of their homes.

#### PROGRAM NARRATIVE

##### Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement" and # 7: "Communicate our success through stories and testimonials".

##### Objectives:

Provide LMI homeowners in the City of Appleton with financial and related technical assistance for the rehabilitation of their single-family homes or owner-occupied duplexes in order to maintain affordable home ownership opportunities for all residents.

The Homeowner Rehabilitation Loan Program (HRLP) is a revolving loan program that combines CDBG grant funds, CDBG Program Income, HOME Homeowner/Rental Program Income and Lead Hazard Control Program Income to rehabilitate owner-occupied housing units.

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

Due to an increase in HOME Homeowner program income, the Homeowner Rehabilitation Loan Program budget includes 90% of the Housing Coordinator's salary and fringes (80% from CDBG (2170) and 10% from HOME Homeowner (2160)). The remaining 10% is included in the Community Development Block Grant budget as general program administration. In the future, if CDBG funds are eliminated, the Housing Coordinator's salary and fringes may come out of the City's General fund or from other revenue sources.

#### 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>					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 175,000	\$ 158,651	\$ 81,222	\$ 81,222	\$ 115,000
Program income received (all grants)	\$ 301,281	\$ 265,634	\$ 365,000	\$ 365,000	\$ 333,330
Unspent grant funds					
Committed	\$ 80,761	\$ 143,617	\$ 75,000	\$ 75,000	\$ 75,000
Uncommitted	\$ 294,922	\$ 255,352	\$ 160,000	\$ 160,000	\$ 160,000
<b>Strategic Outcomes</b>					
Improved LMI single-family homes and owner-occupied duplexes					
# of loans made	23	22	24	24	24
# units rehabilitated	24	23	24	24	24
# residents benefited	58	63	60	60	60
Average loan amount	\$ 13,130	\$ 15,703	\$ 15,000	\$ 15,000	\$ 15,000
Amount committed to rehab activity	\$ 301,993	\$ 359,169	\$ 360,000	\$ 360,000	\$ 360,000
<b>Work Process Outputs</b>					
# of applications processed	52	26	33	33	33
# of applications approved	27	13	27	27	27

**CITY OF APPLETON 2018 BUDGET**  
**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**  
**HOMEOWNER REHABILITATION LOAN PROGRAM** **Business Unit 2160/2170/2190**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4210 Federal Grants	\$ 92,857	\$ 138,823	\$ 81,222	\$ 81,222	\$ 115,000
4710 Interest on Investments	2	-	-	-	-
5035 Other Reimbursements	8,526	502	-	-	-
5050 Rehab Project Repayments	301,329	265,735	365,000	365,000	333,330
<b>Total Revenue</b>	<b>\$ 402,714</b>	<b>\$ 405,060</b>	<b>\$ 446,222</b>	<b>\$ 446,222</b>	<b>\$ 448,330</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 61,636	\$ 60,121	\$ 65,093	\$ 65,817	\$ 66,402
6150 Fringes	14,278	14,611	15,329	15,436	16,028
6201 Training/Conferences	152	1,815	600	600	600
6413 Utilities	62	77	200	200	200
6599 Other Contracts/Obligations	11,803	2,607	5,000	5,000	5,100
6608 Block Grant Payments	279,176	296,558	330,000	330,000	263,000
6630 Other Grant Payments	-	-	30,000	30,000	97,000
<b>Total Expense</b>	<b>\$ 367,107</b>	<b>\$ 375,789</b>	<b>\$ 446,222</b>	<b>\$ 447,053</b>	<b>\$ 448,330</b>

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

**Block Grant Payments**

Loans to Low and Moderate Income households for the rehabilitation of their homes using CDBG funds.  
 Rehab projects

\$ 263,000

**Other Grant Payments**

Loans to Low and Moderate Income households for the rehabilitation of their homes using Lead Hazard Control and HOME Homeowner funds.  
 Rehab projects

\$ 97,000



# CITY OF APPLETON 2018 BUDGET

## HOUSING AND COMMUNITY DEVELOPMENT GRANTS

### NEIGHBORHOOD PROGRAM

Business Unit 2180

#### PROGRAM MISSION

For the benefit of Appleton neighborhoods, the Neighborhood Program (NP) will help create and/or maintain suitable living environments by providing opportunities that encourage and facilitate private and public investment in residential and commercial areas of the City. This community investment provides the impetus for overall neighborhood improvements -- such as strengthening existing neighborhoods, attracting new businesses, enhancing public spaces -- that contribute to the social, cultural and economic vitality of neighborhoods.

#### PROGRAM NARRATIVE

##### Link to City Goals:

Implements Key Strategies #2: "Encourage active community participation and involvement" and # 7: "Communicate our success through stories and testimonials".

##### Objectives:

The goal of this program is to foster communication between neighborhoods and the City of Appleton. Provide the expertise and technical assistance in administering the City's Neighborhood Program including assisting residents on how to register their neighborhood, market the program to City residents and work with Appleton residents, other City staff and outside agencies to leverage resources to help improve Appleton's neighborhoods.

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

The NP delivery will incorporate the use of multiple CDBG national objectives as a means of facilitating and completing projects in a timely and effective manner.

Staff organized and delivered the Neighborhood Program Spring Meeting, an informal, "roundtable" discussion for neighborhood leaders in May 2017. In 2018, facilitating opportunities for neighborhoods to report out their successes, solicit peer review and learn about City resources may continue to replace the conventional Neighborhood Academy. Grant funds will continue to be available to registered neighborhoods. Neighborhood grants (CDBG) totaling \$68,653 are anticipated in 2018, after a \$60,000 award to the St. Bernadette Parish/Thompson Center on Lourdes Neighborhood in 2017. The NP will request additional CDBG funding in 2018, after drawing down a significant amount of funds from prior year allocations.

To truly strengthen our entire City, neighborhoods need the tools to connect with their neighbors. Examples could be: polls of neighborhoods, community gatherings and other opportunities to promote communication and identify needs. This budget includes \$3,000 of property taxes that would be available to all neighborhoods, not just those qualified by HUD.

#### PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
<b>Client Benefits/Impacts</b>					
# of new partnerships/ collaborations generated	0	1	1	1	1
# of registered neighborhoods	15	16	16	16	17
# of neighborhood program participants	0	12	0	12	15
<b>Strategic Outcomes</b>					
# of projects awarded grant funding	2	1	2	2	2
<b>Work Process Outputs</b>					
Grant Funds (CDBG)					
Committed	\$ 70,000	\$ -	\$ 88,653	\$ 60,000	\$ 68,653
Uncommitted	\$ 48,653	\$ 88,653	\$ -	\$ 28,653	\$ -
Spent	\$ 1,422	\$ 70,000	\$ 88,653	\$ 60,000	\$ 68,653
General Funds					
Committed	\$ 1,800	\$ 1,200	\$ 7,769	\$ 3,300	\$ 7,330
Uncommitted	\$ 1,650	\$ 4,644	\$ -	\$ 4,330	\$ -
Spent	\$ 720	\$ 1,086	\$ 7,769	\$ 3,314	\$ 7,330



**CITY OF APPLETON 2018 BUDGET**  
**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**  
**NEIGHBORHOOD PROGRAM** **Business Unit 2180**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
4210 Federal Grants	-	70,000	88,653	88,653	40,000
Total Revenue	<u>\$ 3,000</u>	<u>\$ 73,000</u>	<u>\$ 91,653</u>	<u>\$ 91,653</u>	<u>\$ 43,000</u>
Expenses					
6201 Training\Conferences	\$ 1,422	\$ -	\$ -	\$ -	\$ -
6608 Block Grant Payments	-	70,000	88,653	88,653	68,653
6630 Other Grant Payments	720	1,086	7,769	7,769	7,330
Total Expense	<u>\$ 2,142</u>	<u>\$ 71,086</u>	<u>\$ 96,422</u>	<u>\$ 96,422</u>	<u>\$ 75,983</u>

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

**Block grant payments**

Targeted Neighborhood Investment grants to  
create strong neighborhoods \$ 68,653

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	986,711	1,004,647	560,396	1,137,015	1,137,846	986,472-	1,017,104
Interest Income	2	0	50	0	0	0	0
Other Revenues	309,855	266,236	183,824	365,000	365,000	333,330-	333,330
TOTAL REVENUES	1,296,568	1,270,883	744,270	1,502,015	1,502,846	1,319,802-	1,350,434
EXPENSES BY LINE ITEM							
Regular Salaries	64,038	69,751	77,656	97,108	97,832	95,802	95,655
Sick Pay	642	595	2,242	0	0	0	0
Vacation Pay	8,078	7,618	5,526	0	0	0	0
Fringes	17,147	19,526	26,537	26,865	26,972	26,597	26,744
Salaries & Fringe Benefits	89,905	97,490	111,961	123,973	124,804	122,399	122,399
Training & Conferences	2,340	4,937	6,147	4,570	4,570	4,570	4,570
Office Supplies	0	0	0	400	400	200	200
Memberships & Licenses	75	1,090	1,090	940	940	940	940
CDBG Expenses	629,933	618,270	341,662	841,239	841,239	661,653	661,653
Block Grant Payments	497,253	492,045	333,185	526,442	526,442	529,505	560,137
Administrative Expense	1,129,601	1,116,342	682,084	1,373,591	1,373,591	1,196,868	1,227,500
Printing & Reproduction	505	0	0	500	500	500	500
Supplies & Materials	505	0	0	500	500	500	500
Accounting/Audit	1,560	1,630	0	1,560	1,560	1,560	1,560
Consulting Services	35,565	20,685	0	3,900	3,900	3,120	3,120
Advertising	397	224	49	400	400	300	300
Other Contracts/Obligations	11,803	2,607	3,256	5,600	5,600	30,778	30,778
Purchased Services	49,325	25,146	3,305	11,460	11,460	35,758	35,758
Telephone	103	104	132	260	260	260	260
Cellular Telephone	5	20	24	0	0	0	0
Utilities	108	124	156	260	260	260	260
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,269,444	1,239,102	797,506	1,509,784	1,510,615	1,355,785	1,386,417

**CITY OF APPLETON 2018 BUDGET**  
**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**  
**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	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Intergovernmental	986,711	1,004,647	1,137,015	1,137,015	1,017,104
Other	309,857	266,237	365,000	365,000	333,330
Total Revenues	<u>1,299,568</u>	<u>1,273,884</u>	<u>1,505,015</u>	<u>1,505,015</u>	<u>1,353,434</u>
<b>Expenses</b>					
Program Costs	1,269,444	1,239,102	1,509,784	1,510,615	1,386,417
Total Expenses	<u>1,269,444</u>	<u>1,239,102</u>	<u>1,509,784</u>	<u>1,510,615</u>	<u>1,386,417</u>
Revenues over (under) Expenses	30,124	34,782	(4,769)	(5,600)	(32,983)
<b>Other Financing Sources (Uses)</b>					
Operating Transfers In	-	-	-	-	-
Net Change in Equity	30,124	34,782	(4,769)	(5,600)	(32,983)
Fund Balance - Beginning	93,551	123,675	158,457	158,457	152,857
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 123,675</u>	<u>\$ 158,457</u>	<u>\$ 153,688</u>	<u>\$ 152,857</u>	<u>\$ 119,874</u>



# CITY OF APPLETON 2018 BUDGET SPECIAL REVENUE FUNDS

[illegible]

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

**NOTES**



# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Industrial Park Land**

**Business Unit 4280/4281**

### PROGRAM MISSION

The Industrial Park Land Fund is the clearing house for the City's industrial and business park land sale revenue, acquisition of associated land, debt service from prior acquisition, and land development costs associated with industrial/business park infrastructures. This fund is utilized for these purposes exclusive of the industrial/business park areas developed and financed with tax incremental financing district(s).

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategy # 2: "Encourage active community participation and involvement".

#### Objectives:

The 2018 budget includes funds for maintenance of the remaining 2.27 acres of land and berm maintenance in the City's Northeast Business Park in addition to the portion of Southpoint Commerce Park that is outside of TIF District #6. This includes weed cutting, soil testing, environmental reviews, surveys, real estate commissions, title insurance, and other costs associated with selling land. Maintenance costs and rental income associated with the homes and land acquired in 2016 at 110 and 210 W Edgewood Drive are also included in this budget. In addition, funds to cover the cost of lighting the two business park identification signs marking the main entrances to the Northeast Business Park and Southpoint Commerce Park are also included in this budget. There are currently 12 parcels sold in the Northeast Business Park that remain undeveloped. Per the covenants, the owners have one year to develop these parcels. The City has first right of refusal on these properties.

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

Land purchases are budgeted in 2018 to repurchase lots in the Northeast Business Park that are not in compliance with the protective covenants for construction. Purchases are only made at the direction of the Common Council.

The outbuildings at 210 W. Edgewood Drive are required to be removed based on their condition. Rental income includes the leasing of both homes (110 and 210 W. Edgewood) and farmland associated with the Edgewood Drive properties as well as the portion of Southpoint Commerce Park outside of TIF #6.

### PERFORMANCE INDICATORS

Actual 2015   Actual 2016   Target 2017   Projected 2017   Target 2018

Note: Since this program exists solely to account for business park land sale revenue, acquisition of associated land, debt service from prior acquisition, and land development costs associated with industrial/business park infrastructures, there are no applicable performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
<b>Program Revenues</b>		\$ 405,034	\$ 143,709	\$ 33,123	\$ 33,123	\$ 48,648	46.87%
<b>Program Expenses</b>		\$ 48,558	\$ 926,710	\$ 257,728	\$ 257,728	\$ 303,042	17.58%
<b>Expenses Comprised Of:</b>							
Personnel		2,560	611	2,304	2,304	-	-100.00%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		24,827	29,552	52,000	52,000	98,300	89.04%
Utilities		446	466	3,424	3,424	4,742	38.49%
Repair & Maintenance		75	3	-	-	-	N/A
Capital Expenditures		20,650	896,078	200,000	200,000	200,000	0.00%



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

**Industrial Park Land**

**Business Unit 4280/4281**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4710 Interest on Investments	\$ 8,026	\$ 9,288	\$ 9,200	\$ 9,200	\$ -
5004 Sale of City Prop - Nontax	397,008	110,592	-	-	-
5015 Rental of City Property	-	23,829	23,923	23,923	48,648
<b>Total Revenue</b>	<b>\$ 405,034</b>	<b>\$ 143,709</b>	<b>\$ 33,123</b>	<b>\$ 33,123</b>	<b>\$ 48,648</b>
<b>Expenses</b>					
6102 Labor Pool Allocations	\$ 1,907	\$ 439	\$ 2,304	\$ 2,304	\$ -
6150 Fringes	653	172	-	-	-
6404 Consulting Services	558	9,741	30,000	30,000	20,000
6412 Advertising	6,205	8,354	18,000	18,000	18,000
6413 Utilities	446	466	3,424	3,424	4,742
6425 CEA Equip. Rental	75	3	-	-	-
6599 Other Contract/Obligations	18,064	11,457	4,000	4,000	60,300
6801 Land	-	896,078	200,000	200,000	200,000
6809 Infrastructure Construction	20,650	-	-	-	-
<b>Total Expense</b>	<b>\$ 48,558</b>	<b>\$ 926,710</b>	<b>\$ 257,728</b>	<b>\$ 257,728</b>	<b>\$ 303,042</b>

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

Consulting Services

Platting	\$ 10,000
Testing and analysis, title work and due diligence for land sales	10,000
	<u>\$ 20,000</u>

Advertising

Marketing	<u>\$ 18,000</u>
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Other Contracts/Obligations

Weatherization/maint. 210 W Edgewood	\$ 7,500
Demolition of outbuildings 210 W Edgewood	20,000
Real Estate Commissions (4 Acres @ \$40,000)	12,800
Weed cutting/maintenance/debris clean up at Southpoint & Northeast Business Parks	20,000
	<u>\$ 60,300</u>

Land

Re-purchase industrial park lots	<u>\$ 200,000</u>
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**CITY OF APPLETON 2018 BUDGET**  
**INDUSTRIAL PARK LAND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2014 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
<b>Revenues</b>					
Interest Income	\$ 8,026	\$ 9,288	\$ 9,200	\$ 10,000	\$ -
Other	-	23,829	23,923	36,000	48,648
Total Revenues	8,026	33,117	33,123	46,000	48,648
<b>Expenses</b>					
Program Costs	48,558	926,710	257,728	216,500	303,042
Total Expenses	48,558	926,710	257,728	216,500	303,042
Revenues over (under) Expenses	(40,532)	(893,593)	(224,605)	(170,500)	(254,394)
<b>Other Financing Sources (Uses)</b>					
Operating Transfers Out	-	-	-	-	-
Sale of City Property	397,008	110,592	-	-	-
Total Other Financing Sources (Uses)	397,008	110,592	-	-	-
Net Change in Equity	356,476	(783,001)	(224,605)	(170,500)	(254,394)
Fund Balance - Beginning	1,399,285	1,755,761	972,760	972,760	802,260
Fund Balance - Ending	\$ 1,755,761	\$ 972,760	\$ 748,155	\$ 802,260	\$ 547,866

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

**NOTES**



# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Community & Economic Development**

**Business Unit 4330**

### PROGRAM MISSION

This fund provides for the City's investment in the redevelopment of the riverfront and targeted areas.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategy # 2: "Encourage active community participation and involvement".

**Objectives:**

The City's updated Comprehensive Plan 2010-2030, including the downtown plan and Fox River chapters, and the economic development strategic plan have identified areas where redevelopment may be appropriate. The ability of the City to acquire properties in these areas as they become available will enhance our ability to influence meaningful redevelopment. Supporting the retention, growth and long-term economic vitality of Appleton's businesses is also a priority.

Specific funding for 2018 is requested for the Appleton Redevelopment Authority to complete next steps in the redevelopment of opportune acquisition properties and projects that become available within areas of the City that are in need of redevelopment. These redevelopment projects will become part of a developed plan to revive depressed areas of the City.

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

Project	Subledger	Amount	Page
Miscellaneous Site Acquisition - ARA		350,000	Projects, Pg. 568
		<u>\$ 350,000</u>	

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

The projects funded by this program vary from year to year.

### PERFORMANCE INDICATORS

Actual 2015   Actual 2016   Target 2017   Projected 2017   Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
<b>Program Revenues</b>		\$ 849,847	\$ 22,529	\$ -	\$ -	\$ -	\$ -
<b>Program Expenses</b>		\$ 2,414,834	\$ 53,453	\$ 1,000,000	\$ 906,537	\$ 350,000	-65.00%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	4,834	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	350,000	53,453	500,000	506,537	-	-100.00%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	2,060,000	-	500,000	400,000	350,000	-30.00%

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

**COMMUNITY DEVELOPMENT**

**Business Unit 4330**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4710 Interest on Investments	\$ (317)	\$ (2,471)	\$ -	\$ -	\$ -
5020 Donations & Memorials	4,834	-	-	-	-
5035 Other Reimbursements	-	25,000	-	-	-
5910 Proceeds of Long-term Debt	-	2,060,000	1,000,000	900,000	350,000
5921 Trans In - General Fund	845,330	-	-	-	-
Total Revenue	<u>\$ 849,847</u>	<u>\$ 2,082,529</u>	<u>\$ 1,000,000</u>	<u>\$ 900,000</u>	<u>\$ 350,000</u>
Expenses					
6404 Consulting Services	\$ -	\$ 53,453	\$ -	\$ 6,537	\$ -
6599 Other contracts/obligations	350,000	-	500,000	500,000	-
6801 Land Acquisition	2,060,000	-	500,000	400,000	350,000
7913 Trans Out - Debt Service	4,834	-	-	-	-
Total Expense	<u>\$ 2,414,834</u>	<u>\$ 53,453</u>	<u>\$ 1,000,000</u>	<u>\$ 906,537</u>	<u>\$ 350,000</u>

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

Land Acquisition

Appleton Redevelopment Authority	<u>\$ 350,000</u>
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**CITY OF APPLETON 2018 BUDGET**  
**COMMUNITY DEVELOPMENT**  
**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	\$ (317)	\$ (2,471)	\$ -	\$ 6,000	\$ -
Donations & Memorials	4,834	-	-	-	-
Other Reimbursements	-	25,000	-	-	-
Total Revenues	<u>4,517</u>	<u>22,529</u>	<u>-</u>	<u>6,000</u>	<u>-</u>
<b>Expenses</b>					
Program Costs	<u>2,410,000</u>	<u>53,453</u>	<u>1,000,000</u>	<u>38,400</u>	<u>350,000</u>
Total Expenses	<u>2,410,000</u>	<u>53,453</u>	<u>1,000,000</u>	<u>38,400</u>	<u>350,000</u>
Revenues over (under) Expenses	(2,405,483)	(30,924)	(1,000,000)	(32,400)	(350,000)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	2,060,000	1,000,000	-	350,000
Operating Transfers In	845,330	-	-	-	-
Operating Transfers Out	(4,834)	-	-	-	-
Total Other Financing Sources (Uses)	<u>840,496</u>	<u>2,060,000</u>	<u>1,000,000</u>	<u>-</u>	<u>350,000</u>
Net Change in Equity	(1,564,987)	2,029,076	-	(32,400)	-
Fund Balance - Beginning	<u>1,516</u>	<u>(1,563,471)</u>	<u>465,605</u>	<u>465,605</u>	<u>433,205</u>
Fund Balance - Ending	<u>\$ (1,563,471)</u>	<u>\$ 465,605</u>	<u>\$ 465,605</u>	<u>\$ 433,205</u>	<u>\$ 433,205</u>

**CITY OF APPLETON 2018 BUDGET**

**TAX INCREMENTAL FINANCING DISTRICTS**

**Community & Economic Development Director: Karen E. Harkness**

**Finance Director: Anthony D. Saucerman, CPA**



# CITY OF APPLETON 2018 BUDGET

## SPECIAL REVENUE FUNDS

**Tax Incremental District # 3**

**Business Unit 2040**

### PROGRAM MISSION

This program accounts for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategy # 2: "Encourage active community participation and involvement."

**Objectives:**

Tax Incremental Financing (TIF) District #3 includes the area bounded by Richmond and Superior Streets, from the County Courthouse to the School Administration building.

Primary projects include the Green and Yellow Parking Ramps, the Radisson Paper Valley Hotel expansion, the Evans Title building, Angelus Assisted Living Center, the Copper Leaf Hotel, and the Richmond Terrace property. This district was scheduled to close in 2021 but in 2011 was designated as distressed as allowed by Act 310. This designation allows the extension of the district's life by up to ten years (2031) beyond the original

	General Fund Advance	Parking Utility Advance		General Fund Advance	Parking Utility Advance
1993	\$ -	\$ 129,877	2006	207,763	900,000
1994	-	604,290	2007	423,151	900,000
1995	-	703,516	2008	239,309	900,000
1996	-	1,254,622	2009	(568,726)	1,000,000
1997	639,211	764,308	2010	222,838	1,000,000
1998	1,141,212	787,831	2011	643,980	1,000,000
1999	1,756,773	827,222	2012	676,179	1,000,000
2000	1,774,640	868,584	2013	(417,512)	1,200,000
2001	1,341,515	1,568,974	2014	(1,360,888)	1,200,000
2002	2,235,558	969,870	2015	(1,428,932)	1,200,000
2003	1,498,145	1,892,733	2016	(2,000,000)	1,400,000
2004	1,575,103	1,338,592	2017	(1,500,000)	1,200,000
2005	393,108	800,000	2018	(1,500,000)	1,200,000
12/31/18 Balance				\$ 5,992,427	\$ 26,610,419

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

TIF #3 is expected to repay the general fund advances including interest by 2024. At that time, the annual property tax increments will be used to repay the Parking Utility until the closure of the TIF in 2031.

### PERFORMANCE INDICATORS

Actual 2015   Actual 2016   Target 2017   Projected 2017   Target 2018

Note: Since this program exists solely to account for incremental property tax receipts, there are no applicable performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget		% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	
Program Revenues		\$ 47,922	\$ 46,610	\$ 51,000	\$ 51,000	\$ 45,500
Program Expenses		\$ 672,040	\$ 604,960	\$ 548,792	\$ 548,792	\$ 464,646
<b>Expenses Comprised Of:</b>						
Personnel		-	-	-	-	-
Administrative Expense		670,381	603,176	547,042	547,042	462,996
Supplies & Materials		-	-	-	-	-
Purchased Services		1,659	1,784	1,750	1,750	1,650
Utilities		-	-	-	-	-
Repair & Maintenance		-	-	-	-	-
Capital Expenditures		-	-	-	-	-

\* % change from prior year adopted budget



**CITY OF APPLETON 2018 BUDGET  
SPECIAL REVENUE FUNDS**

**Tax Incremental District # 3**

**Business Unit 2040**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 954,220	\$ 918,463	\$ 987,000	\$ 987,000	\$ 1,070,730
4130 Payment in Lieu of Taxes	40,044	40,648	40,000	40,000	40,000
4227 State Aid - Computers	6,149	6,305	6,000	6,000	5,000
4710 Interest on Investments	1,729	(343)	5,000	5,000	500
5927 Transfer In - Parking Utility	1,200,000	1,400,000	1,200,000	1,200,000	1,200,000
Total Revenue	<u>\$ 2,202,142</u>	<u>\$ 2,365,073</u>	<u>\$ 2,238,000</u>	<u>\$ 2,238,000</u>	<u>\$ 2,316,230</u>
Expenses					
6401 Accounting/Audit	\$ 1,509	\$ 1,634	\$ 1,600	\$ 1,600	\$ 1,500
6402 Legal Fees	150	150	150	150	150
6720 Interest Payments	571,068	499,621	424,602	424,602	337,121
7913 Trans Out - Debt Service	99,313	103,555	122,440	122,440	125,875
Total Expense	<u>\$ 672,040</u>	<u>\$ 604,960</u>	<u>\$ 548,792</u>	<u>\$ 548,792</u>	<u>\$ 464,646</u>

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

None

**CITY OF APPLETON 2018 BUDGET**  
**TAX INCREMENTAL DISTRICT # 3**  
**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	\$ 954,220	\$ 918,463	\$ 987,000	\$ 970,998	\$ 1,070,730
Payment in Lieu of Taxes	40,044	40,648	40,000	40,000	40,000
Intergovernmental	6,149	6,305	6,000	4,947	5,000
Interest Income	1,729	(343)	5,000	2,000	500
Total Revenues	<u>1,002,142</u>	<u>965,073</u>	<u>1,038,000</u>	<u>1,017,945</u>	<u>1,116,230</u>
<b>Expenses</b>					
Interest Expense	571,068	499,621	424,602	412,121	337,121
Administrative Expenses	1,659	1,784	1,750	1,750	1,650
Total Expenses	<u>572,727</u>	<u>501,405</u>	<u>426,352</u>	<u>413,871</u>	<u>338,771</u>
Revenues over (under) Expenses	429,415	463,668	611,648	604,074	777,459
<b>Other Financing Sources (Uses)</b>					
Operating Transfers In - Other Funds	1,200,000	1,400,000	1,200,000	1,200,000	1,200,000
Operating Transfers Out - Debt Service	(99,313)	(103,555)	(122,440)	(122,440)	(125,875)
Total Other Financing Sources (Uses)	<u>1,100,687</u>	<u>1,296,445</u>	<u>1,077,560</u>	<u>1,077,560</u>	<u>1,074,125</u>
Revenues over (under) Expenses	1,530,102	1,760,113	1,689,208	1,681,634	1,851,584
Fund Balance (Deficit)- Beginning	<u>(12,261,157)</u>	<u>(10,731,055)</u>	<u>(8,970,942)</u>	<u>(8,970,942)</u>	<u>(7,289,308)</u>
Fund Balance (Deficit)- Ending	<u><u>\$ (10,731,055)</u></u>	<u><u>\$ (8,970,942)</u></u>	<u><u>\$ (7,281,734)</u></u>	<u><u>\$ (7,289,308)</u></u>	<u><u>\$ (5,437,724)</u></u>

**Discussion of changes in fund balances:**

TIF #3 closed for capital expenditures as of November 4, 2003, therefore it is classified as a Special Revenue Fund. The existence of a negative fund balance in this fund is the result of capital investments in the early years of the TIF district which continue to be funded by the inflows of incremental property taxes.

**CITY OF APPLETON 2018 BUDGET**  
**TAX INCREMENTAL DISTRICT #3**  
**LONG TERM DEBT**

<u>Year</u>	<u>2012B G.O. Refunding Bonds</u>	
	<u>Principal</u>	<u>Interest</u>
2018	\$ 125,000	\$ 875
	<u>\$ 125,000</u>	<u>\$ 875</u>



**CITY OF APPLETON 2018 BUDGET  
SPECIAL REVENUE FUNDS**

**NOTES**

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

**NOTES**



# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Tax Incremental District # 6**

**Business Unit 4090**

### PROGRAM MISSION

TIF District #6 supports the City's southeast growth corridor, financing land assembly for both public purposes and industrial development as well as infrastructure installation to the area. This fund accounts for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategy # 2: "Encourage active community participation and involvement."

**Objectives:**

Overall administration of the Park, including costs for maintenance, real estate commissions, surveys, title insurance, and other costs associated with selling land and maintaining a high quality business park are funded from the Industrial Park Land Fund (IPLF). Eligible expenditures may be made in this TIF district until February 14, 2018; this district will close in 2023. Further descriptions of projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Southpoint Commerce Park development	\$ 25,401	Projects, Pg. 569
	<u>\$ 25,401</u>	
<b>Summary of General Fund Advance</b>		
2010 \$ 1,025,000	2015 141,094	
2011 1,877,500 *	2016 1,853,245	
2012 145,125	2017 1,900,000	
2013 (360,119)	2018 (500,000)	
2014 134,375		
	12/31/18 Balance <u>\$ 6,216,220</u>	

\* \$781,707 was part of general levy for TIF #6 debt service in 2011 Debt Service Fund.

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

The 2018 budget provides funding for the sanitary area assessment for the last portion of property in the TIF District within the Southpoint Commerce Park.

The farm lease for vacant Southpoint Commerce park land is based on \$210 an acre lease rate with 142.4 acres in 2018. 80% of the lease revenue is payable to the IPLF and 20% is in TIF #6.

Sale of City property assumes 4 acres in the TIF #6 portion of Southpoint Commerce Park at \$40,000 per acre.

Funding for maintenance of the Park in 2018 and beyond will come from the Industrial Park Land Fund while TIF #6 recaptures the investments it's made in this District. The City will evaluate the need for additional infrastructure and platting of the land for the Park and will determine at a later date if a new TIF District will be created to fund these costs.

Payment of Developer Incentives to Manda Panda and Alco Tech are subject to performance standards per the Common Council approved purchase agreements for development in Southpoint Commerce Park.

### PERFORMANCE INDICATORS

Actual 2015   Actual 2016   Target 2017   Projected 2017   Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget		%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	Change *
	<b>Program Revenues</b>	\$ 75,000	\$ 353,152	\$ 205,500	\$ 205,500	\$ 229,981 11.91%
	<b>Program Expenses</b>	\$ 2,506,022	\$ 3,838,629	\$ 5,248,768	\$ 5,248,768	\$ 2,082,237 -60.33%
<b>Expenses Comprised Of:</b>						
	Personnel	13,629	71,007	91,758	91,758	- -100.00%
	Administrative Expense	1,973,346	1,599,144	1,865,164	1,865,164	1,457,036 -21.88%
	Supplies & Materials	-	7,408	-	-	- N/A
	Purchased Services	502,510	467,680	495,050	495,050	599,800 21.16%
	Utilities	-	-	325	325	- -100.00%
	Repair & Maintenance	253	3,917	3,500	3,500	- -100.00%
	Other Capital Expenditures	16,284	1,689,473	2,792,971	2,792,971	25,401 -99.09%



# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Tax Incremental District # 6**

**Business Unit 4090**

### PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4110 Property Taxes	\$ 2,203,729	\$ 2,090,076	\$ 2,200,000	\$ 2,200,000	\$ 2,301,700
4227 State Aid - Computers	65,677	55,758	60,000	60,000	60,000
4710 Interest on Investments	3,149	(7,148)	5,000	5,000	4,000
5004 Sale of City Prop - Nontax	-	298,585	135,000	135,000	160,000
5015 Rental of City Property	6,174	5,957	5,500	5,500	5,981
<b>Total Revenue</b>	<b>\$ 2,278,729</b>	<b>\$ 2,443,228</b>	<b>\$ 2,405,500</b>	<b>\$ 2,405,500</b>	<b>\$ 2,531,681</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 10,047	\$ 49,288	\$ 73,283	\$ 73,283	\$ -
6105 Overtime	-	2,407	466	466	-
6108 Part-Time	200	1,568	1,382	1,382	-
6150 Fringes	3,382	17,744	16,627	16,627	-
6309 Shop Supplies & Tools	-	247	-	-	-
6325 Construction Materials	-	7,161	-	-	-
6401 Accounting/Audit	1,509	1,634	1,600	1,600	11,500
6402 Legal Fees	184	185	150	150	150
6404 Consulting Services	-	2,130	5,000	5,000	-
6408 Contractor Fees	-	10,387	-	-	-
6413 Utilities	-	-	325	325	-
6425 CEA Equip. Rental	253	3,917	3,500	3,500	-
6599 Other Contracts/Obligations	500,817	453,344	488,300	488,300	588,150
6720 Interest Payments	141,094	171,314	316,877	316,877	323,311
6801 Land	-	151,690	-	-	-
6809 Infrastructure Construction	16,284	1,537,783	2,792,971	2,792,971	25,401
7913 Trans Out - Debt Service	1,832,252	1,427,830	1,548,287	1,548,287	1,133,725
<b>Total Expense</b>	<b>\$ 2,506,022</b>	<b>\$ 3,838,629</b>	<b>\$ 5,248,768</b>	<b>\$ 5,248,768</b>	<b>\$ 2,082,237</b>

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

#### Other Contracts/Obligations

Developer funded incentive payments:

Manda Panda	\$ 66,000
Alco Tech	75,150
Time Warner Cable	447,000
	<u>\$ 588,150</u>

#### Infrastructure Construction

Sanitary area assessment	<u>\$ 25,401</u>
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**CITY OF APPLETON 2018 BUDGET**  
**TAX INCREMENTAL DISTRICT # 6**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Property Taxes	\$ 2,203,729	\$ 2,090,076	\$ 2,200,000	\$ 2,202,336	\$ 2,301,700
Intergovernmental	65,677	55,758	60,000	64,206	60,000
Interest Income	3,149	(7,148)	5,000	3,000	4,000
Other	6,174	5,957	5,500	6,000	5,981
Total Revenues	<u>2,278,729</u>	<u>2,144,643</u>	<u>2,270,500</u>	<u>2,275,542</u>	<u>2,371,681</u>
<b>Expenses</b>					
Capital Outlay	530,983	2,237,666	3,381,854	2,582,540	613,551
Interest Expense	141,094	171,314	316,877	288,311	323,311
Administrative Expense	1,693	1,819	1,750	1,750	11,650
Total Expenses	<u>673,770</u>	<u>2,410,799</u>	<u>3,700,481</u>	<u>2,872,601</u>	<u>948,512</u>
Revenues over (under) Expenses	1,604,959	(266,156)	(1,429,981)	(597,059)	1,423,169
<b>Other Financing Sources (Uses)</b>					
Operating Transfers Out - Debt Service	(1,832,252)	(1,427,830)	(1,548,287)	(1,548,287)	(1,133,725)
Sale of City Property	-	298,585	135,000	258,983	160,000
Total Other Financing Sources (Uses)	<u>(1,832,252)</u>	<u>(1,129,245)</u>	<u>(1,413,287)</u>	<u>(1,289,304)</u>	<u>(973,725)</u>
Net Change in Equity	(227,293)	(1,395,401)	(2,843,268)	(1,886,363)	449,444
Fund Balance - Beginning	(2,478,652)	(2,705,945)	(4,101,346)	(4,101,346)	(5,987,709)
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ (2,705,945)</u>	<u>\$ (4,101,346)</u>	<u>\$ (6,944,614)</u>	<u>\$ (5,987,709)</u>	<u>\$ (5,538,265)</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 714,877	\$ 728,514
- Net Change in Equity	(1,886,363)	449,444
+ Advance from General Fund	1,900,000	-
- General Fund Advance Repayment	-	(500,000)
Working Cash - End of Year	<u>\$ 728,514</u>	<u>\$ 677,958</u>

**CITY OF APPLETON 2018 BUDGET**  
**TAX INCREMENTAL DISTRICT # 6**  
**LONG TERM DEBT**

Year	2008A G.O. Notes		2009A G.O. Notes	
	Principal	Interest	Principal	Interest
2018	\$ 480,000	\$ 9,600	\$ 365,000	\$ 17,038
2019	-	-	370,000	5,781
	<u>\$ 480,000</u>	<u>\$ 9,600</u>	<u>\$ 735,000</u>	<u>\$ 22,819</u>

Year	2012B G.O. Refunding Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Total
2018	\$ 255,000	\$ 7,087	\$ 1,100,000	\$ 33,725	\$ 1,133,725
2019	180,000	3,772	550,000	9,553	559,553
2020	115,000	1,121	115,000	1,121	116,121
	<u>\$ 550,000</u>	<u>\$ 11,980</u>	<u>\$ 1,765,000</u>	<u>\$ 44,399</u>	<u>\$ 1,809,399</u>



# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Tax Incremental District # 7**

**Business Unit 4100**

### PROGRAM MISSION

This fund provides for commercial redevelopment of the area of South Memorial Drive from Calumet Street to Valley Road and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategy # 2: "Encourage active community participation and involvement."

**Objectives:**

The City created TIF District #7 in 2007 to provide targeted investments in the commercial area of South Memorial Drive from Calumet Street to State Highway 441 which had deteriorated significantly over the prior ten years. The abandonment of Valley Fair Mall and the under utilization of former retail and service buildings were cause for concern. The TIF District provides for a 22 year expenditure period (September 5, 2029) to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces. The maximum life of the District is September 5, 2034.

Major commercial projects which have occurred thus far (not all received TIF assistance) include construction of a grocery store, a gas station/convenience store, and renovation of a former department store to office space. Three businesses also benefited from the creation of the TIF #7 Business Enhancement Grant program for the renovation of building facades, parking lots, landscaping and signage. In 2015, Secura Insurance began leasing the former Kohl's department store that had been vacant for years. With Secura's announcement of a new headquarters in the Village of Fox Crossing their current campus is for sale. The TIF remains a tool to support and encourage investment in this area. No new funds are being requested for the program in 2018.

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

No major changes.

### PERFORMANCE INDICATORS

Actual 2015   Actual 2016   Target 2017   Projected 2017   Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
<b>Program Revenues</b>		\$ 45,827	\$ 47,691	\$ 55,600	\$ 55,600	\$ 66,500	19.60%
<b>Program Expenses</b>		\$ 308,596	\$ 307,923	\$ 408,050	\$ 408,050	\$ 437,500	7.22%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	1,525	1,525	16,300	16,300	15,850	-2.76%
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	307,071	306,398	391,750	391,750	421,650	7.63%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A



# CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

**Tax Incremental District # 7**

**Business Unit 4100**

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 320,373	\$ 310,168	\$ 447,000	\$ 447,000	\$ 530,600
4227 State Aid - Computers	43,179	46,569	50,000	50,000	60,000
4710 Interest on Investments	2,648	1,122	5,600	5,600	6,500
5910 Proceeds of Long-term Debt	-	-	-	-	-
Total Revenue	<u>\$ 366,200</u>	<u>\$ 357,859</u>	<u>\$ 502,600</u>	<u>\$ 502,600</u>	<u>\$ 597,100</u>
Expenses					
6401 Accounting/Audit	\$ 1,509	\$ 1,634	\$ 1,600	\$ 1,600	\$ 1,500
6402 Legal Fees	150	150	150	150	150
6425 CEA Equip. Rental	-	-	-	-	-
6599 Other Contracts/Obligations	305,412	304,614	390,000	390,000	420,000
6809 Infrastructure Construction	-	-	-	-	-
7913 Trans Out - Debt Service	1,525	1,525	16,300	16,300	15,850
Total Expense	<u>\$ 308,596</u>	<u>\$ 307,923</u>	<u>\$ 408,050</u>	<u>\$ 408,050</u>	<u>\$ 437,500</u>

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

### Other Contracts/Obligations

Developer funded incentive -  
Valley Fair Too, LLC

\$ 420,000
<u>\$ 420,000</u>



**CITY OF APPLETON 2018 BUDGET**  
**TAX INCREMENTAL DISTRICT # 7**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Property Taxes	\$ 320,373	\$ 310,168	\$ 447,000	\$ 450,029	\$ 530,600
Intergovernmental	43,179	46,569	50,000	60,319	60,000
Interest Income	2,648	1,122	5,600	5,000	6,500
Other	-	-	-	-	-
Total Revenues	<u>366,200</u>	<u>357,859</u>	<u>502,600</u>	<u>515,348</u>	<u>597,100</u>
<b>Expenses</b>					
Capital Outlay	305,412	304,614	390,000	383,598	420,000
Administrative Expense	1,659	1,784	1,750	1,750	1,650
Total Expenses	<u>307,071</u>	<u>306,398</u>	<u>391,750</u>	<u>385,348</u>	<u>421,650</u>
Revenues over (under) Expenses	59,129	51,461	110,850	130,000	175,450
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(1,525)	(1,525)	(16,300)	(16,300)	(15,850)
Total Other Financing Sources (Uses)	<u>(1,525)</u>	<u>(1,525)</u>	<u>(16,300)</u>	<u>(16,300)</u>	<u>(15,850)</u>
Net Change in Equity	57,604	49,936	94,550	113,700	159,600
Fund Balance (Deficit) - Beginning	446,492	504,096	554,032	554,032	667,732
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance (Deficit) - Ending	<u>\$ 504,096</u>	<u>\$ 554,032</u>	<u>\$ 648,582</u>	<u>\$ 667,732</u>	<u>\$ 827,332</u>

**CITY OF APPLETON 2018 BUDGET**  
**TAX INCREMENTAL DISTRICT # 7**  
**LONG TERM DEBT**

Year	2009A G.O. Notes	
	Principal	Interest
2018	\$ 15,000	\$ 850
2019	20,000	313
	<u>\$ 50,000</u>	<u>\$ 5,513</u>



# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Tax Incremental District # 8**

**Business Unit 4110**

### PROGRAM MISSION

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of the river corridor in an area that lies just north and south of the College Avenue Bridge and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategy # 2: "Encourage active community participation and involvement."

**Objectives:**

The City's updated Comprehensive Plan 2010-2030, including the Downtown Plan and Fox River chapters, identified several redevelopment sites located along the banks of the Fox River, as well as the opportunities the opening of the Fox River Navigation System provided the community. Several key sites included the former Foremost Dairy property (935 E. John Street) on the north side of the river, RiverHeath on the south, and the Eagle Flats property up the Fox River between Lawe Street and Olde Oneida Street. These sites were identified for future medium to high density residential development, neighborhood commercial development, and public access to the river.

In response, the City created Tax Increment Financing (TIF) District # 8 in 2009 to provide targeted investments in these areas, in conjunction with the private market, while recapturing the cost of participation through increased property tax revenues. The District was amended in 2011 to incorporate the Eagle Flats property, formerly Riverside Paper mill. The TIF District provides for a 22 year expenditure period to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of businesses, retaining and attracting new businesses, stabilizing and increasing property values, and improving the overall appearance of public and private spaces.

Summary of Advances	General Fund
2012	\$ 315,000
2013	515,750
2014	41,538
2015	43,614
2016	-
2017	(500,000)
2018	-
12/31/18 Balance	<u>\$ 415,902</u>

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

No major changes.

### PERFORMANCE INDICATORS

Actual 2015   Actual 2016   Target 2017   Projected 2017   Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

### DEPARTMENT BUDGET SUMMARY

Unit	Actual		Budget			% Change *
	2015	2016	Adopted 2017	Amended 2017	2018	
<b>Program Revenues</b>	\$ 27,508	\$ 55,205	\$ 414,198	\$ 414,198	\$ 409,347	-1.17%
<b>Program Expenses</b>	\$ 285,966	\$ 411,955	\$ 817,626	\$ 1,119,626	\$ 969,828	18.62%
<b>Expenses Comprised Of:</b>						
Personnel	-	1,167	-	-	-	N/A
Administrative Expense	82,372	101,019	505,876	505,876	488,178	-3.50%
Supplies & Materials	-	-	-	-	-	N/A
Purchased Services	193,594	264,699	311,750	311,750	481,650	54.50%
Utilities	-	-	-	-	-	N/A
Repair & Maintenance	-	70	-	-	-	N/A
Capital Expenditures	10,000	45,000	-	302,000	-	N/A



# CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

**Tax Incremental District # 8**

**Business Unit 4110**

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
<b>Revenues</b>					
4110 Property Taxes	\$ 236,264	\$ 262,672	\$ 328,000	\$ 328,000	\$ 542,600
4227 State Aid - Computers	1,755	3,527	3,500	3,500	3,000
4705 General Interest	25,711	49,760	49,760	49,760	38,535
4710 Interest on Investments	42	1,918	-	-	-
5030 Other Reimbursements	-	-	360,938	360,938	367,812
5910 Proceeds of Long-term Debt	360,000	-	-	-	-
<b>Total Revenue</b>	<b>\$ 623,772</b>	<b>\$ 317,877</b>	<b>\$ 742,198</b>	<b>\$ 742,198</b>	<b>\$ 951,947</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ -	\$ 1,015	\$ -	\$ -	\$ -
6105 Overtime	-	-	-	-	-
6108 Part Time	-	152	-	-	-
6150 Fringes	-	-	-	-	-
6325 Construction Materials	-	-	-	-	-
6401 Accounting/Audit	1,509	1,634	1,600	1,600	1,500
6402 Legal Fees	150	150	150	150	150
6404 Consulting	-	-	-	-	-
6408 Contractor Fees	-	-	-	-	-
6425 CEA Equip. Rental	-	70	-	-	-
6599 Other Contracts/Obligations	191,935	262,915	310,000	310,000	480,000
6720 Interest Payments	43,614	45,795	48,085	48,085	20,795
6809 Infrastructure Construction	10,000	45,000	-	302,000	-
7913 Trans Out - Debt Service	38,758	55,224	457,791	457,791	467,383
<b>Total Expense</b>	<b>\$ 285,966</b>	<b>\$ 411,955</b>	<b>\$ 817,626</b>	<b>\$ 1,119,626</b>	<b>\$ 969,828</b>

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

### Other Contracts/Obligations

#### Tax Development Payment

RiverHeath	\$ 410,000
Eagle Flats	70,000
	<u>\$ 480,000</u>

**CITY OF APPLETON 2018 BUDGET**  
**TAX INCREMENTAL DISTRICT # 8**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Property Taxes	\$ 236,264	\$ 262,672	\$ 328,000	\$ 322,823	\$ 542,600
Intergovernmental Revenue	1,755	3,527	3,500	3,005	3,000
Other Reimbursements	-	-	360,938	1,220,477	367,812
Interest Income	25,753	51,678	49,760	54,000	38,535
Total Revenues	<u>263,772</u>	<u>317,877</u>	<u>742,198</u>	<u>1,600,305</u>	<u>951,947</u>
<b>Expenses</b>					
Program Costs	201,935	309,152	310,000	608,809	480,000
Interest Expense	43,614	45,795	48,085	33,295	20,795
Administration	1,659	1,784	1,750	1,750	1,650
Total Expenses	<u>247,208</u>	<u>356,731</u>	<u>359,835</u>	<u>643,854</u>	<u>502,445</u>
Revenues over (under) Expenses	16,564	(38,854)	382,363	956,451	449,502
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	360,000	-	-	-	-
Sale of City Property	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(38,758)	(55,224)	(457,791)	(457,791)	(467,383)
Total Other Financing Sources (Uses)	<u>321,242</u>	<u>(55,224)</u>	<u>(457,791)</u>	<u>(457,791)</u>	<u>(467,383)</u>
Net Change in Equity	337,806	(94,078)	(75,428)	498,660	(17,881)
Fund Balance - Beginning	<u>(915,477)</u>	<u>(577,671)</u>	<u>(671,749)</u>	<u>(671,749)</u>	<u>(173,089)</u>
Fund Balance - Ending	<u>\$ (577,671)</u>	<u>\$ (671,749)</u>	<u>\$ (747,177)</u>	<u>\$ (173,089)</u>	<u>\$ (190,970)</u>



**CITY OF APPLETON 2018 BUDGET**  
**TAX INCREMENTAL DISTRICT # 8**  
**LONG TERM DEBT**

Year	2009A G.O. Notes		2012A G.O. Notes <sup>1</sup>	
	Principal	Interest	Principal	Interest
2018	10,000	618	367,812	11,103
2019	15,000	234	371,250	3,712
	<u>\$ 25,000</u>	<u>\$ 852</u>	<u>\$ 739,062</u>	<u>\$ 14,815</u>

Year	2012 DNR Site Remediation Loan		2014 G.O. Notes <sup>1</sup>	
	Principal	Interest	Principal	Interest
2018	\$ 25,000	\$ -	\$ -	\$ 10,100
2019	25,000	-	165,000	8,450
2020	35,000	-	170,000	5,100
2021	35,000	-	170,000	1,700
2022	45,000	-	-	-
2023	45,000	-	-	-
2024	50,000	-	-	-
	<u>\$ 260,000</u>	<u>\$ -</u>	<u>\$ 505,000</u>	<u>\$ 25,350</u>

Year	2015 G.O. Notes		Total		Total
	Principal	Interest	Principal	Interest	
2018	\$ 35,000	\$ 7,750	\$ 437,812	\$ 29,571	\$ 467,383
2019	35,000	7,050	611,250	19,446	630,696
2020	40,000	6,100	245,000	11,200	256,200
2021	40,000	5,100	245,000	6,800	251,800
2022	40,000	4,300	85,000	4,300	89,300
2023	40,000	3,300	85,000	3,300	88,300
2024	45,000	2,025	95,000	2,025	97,025
2025	45,000	675	45,000	675	45,675
	<u>\$ 320,000</u>	<u>\$ 36,300</u>	<u>\$ 1,849,062</u>	<u>\$ 77,317</u>	<u>\$1,926,379</u>

<sup>1</sup> The City borrowed a total of \$1,600,000 on behalf of Riverheath in two installments with the 2012 and 2014 G.O. issues. Debt service on that borrowing is paid by Riverheath and is included in the transfer out to debt service.



# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Tax Incremental District # 9**

**Business Unit 4120**

### PROGRAM MISSION

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of the business and industrial corridor located along East Wisconsin Avenue from Meade Street to Viola Street for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategy # 2: "Encourage active community participation and involvement."

**Objectives:**

- The district was created 9/19/13 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life (9/18/2040). The investment in this district will:
- \* Eliminate blight and foster urban renewal through public and private investment
  - \* Enhance the development potential of private property within and adjacent to the district
  - \* Stabilize property values in the area
  - \* Promote business retention, expansion, and attraction through the development of an improved area
  - \* Increase the attraction of compatible residential and business uses in this area
  - \* Improve the overall appearance of public and private spaces
  - \* Strengthen the economic well-being and economic diversity of the area
  - \* Provide appropriate financial incentives to encourage business expansion and retention
  - \* Reduce the financial risks to the taxpayer by timing the implementation of the project plan with the creation of additional property value
  - \* Maximize the district's strategic location close to the central business district

Summary of Advances	General Fund
2013	\$ 1,025
2014	182,301
2015	(93,334)
2016	-
2017	(89,992)
2018	-
12/31/18 Balance	<u>\$ -</u>

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

No major changes.

### PERFORMANCE INDICATORS

Actual 2015   Actual 2016   Target 2017   Projected 2017   Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
<b>Program Revenues</b>		\$ 68,591	\$ 70,079	\$ 71,000	\$ 71,000	\$ 70,610	-0.55%
<b>Program Expenses</b>		\$ 8,325	\$ 81,104	\$ 35,750	\$ 35,750	\$ 35,650	-0.28%
<b>Expenses Comprised Of:</b>							
Personnel		-	-	-	-	-	N/A
Administrative Expense		6,666	4,500	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		1,659	1,784	35,750	35,750	35,650	-0.28%
Utilities		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	74,820	-	-	-	N/A

# CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

**Tax Incremental District # 9**

**Business Unit 4120**

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 30,965	\$ 33,007	\$ 42,000	\$ 42,000	\$ 65,900
4227 State Aid - Computers	68,133	70,031	70,000	70,000	70,000
4710 Interest on Investments	458	48	1,000	1,000	610
Total Revenue	<u>\$ 99,556</u>	<u>\$ 103,086</u>	<u>\$ 113,000</u>	<u>\$ 113,000</u>	<u>\$ 136,510</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6401 Accounting/Audit	1,509	1,634	1,600	1,600	1,500
6402 Legal Fees	150	150	150	150	150
6404 Consulting	-	-	-	-	-
6425 CEA Equipment Rental	-	-	-	-	-
6599 Other Contracts/Obligations	-	-	34,000	34,000	34,000
6720 Interest Payments	6,666	4,500	-	-	-
6809 Infrastructure Construction	-	74,820	-	-	-
Total Expense	<u>\$ 8,325</u>	<u>\$ 81,104</u>	<u>\$ 35,750</u>	<u>\$ 35,750</u>	<u>\$ 35,650</u>

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

### Other Contracts/Obligations

Developer funded incentive -  
Union Square Apartments

\$ 34,000  
\$ 34,000



**CITY OF APPLETON 2018 BUDGET**  
**TAX INCREMENTAL DISTRICT # 9**  
**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	\$ 30,965	\$ 33,007	\$ 42,000	\$ 69,846	\$ 65,900
Intergovernmental Revenue	68,133	70,031	70,000	71,006	70,000
Interest Income	458	48	1,000	1,000	610
Total Revenues	<u>99,556</u>	<u>103,086</u>	<u>113,000</u>	<u>141,852</u>	<u>136,510</u>
<b>Expenses</b>					
Program Costs	-	74,820	34,000	31,715	34,000
Administration	1,659	1,784	1,750	1,750	1,650
Total Expenses	<u>1,659</u>	<u>76,604</u>	<u>35,750</u>	<u>33,465</u>	<u>35,650</u>
Revenues over (under) Expenses	97,897	26,482	77,250	108,387	100,860
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	(6,666)	(4,500)	-	-	-
Operating Transfers In	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>(6,666)</u>	<u>(4,500)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	91,231	21,982	77,250	108,387	100,860
Fund Balance - Beginning	(129,519)	(38,288)	(16,306)	(16,306)	92,081
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ (38,288)</u>	<u>\$ (16,306)</u>	<u>\$ 60,944</u>	<u>\$ 92,081</u>	<u>\$ 192,941</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 73,686	\$ 92,081
+ Net Change in Equity	108,387	100,860
+ Advance from General Fund	-	-
- General Fund Advance Repayment	<u>(89,992)</u>	<u>-</u>
Working Cash - End of Year	<u>\$ 92,081</u>	<u>\$ 192,941</u>



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

**NOTES**



# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Tax Incremental District # 10**

**Business Unit 4130**

### PROGRAM MISSION

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of the northside of the West College Avenue corridor from Lilas Drive to Linwood Avenue and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategy # 2: "Encourage active community participation and involvement."

**Objectives:**

The district was created 9/19/13 and allows a 22 year expenditure period to make investments. Costs can be recouped over the 27 year maximum life (9/18/2040).

The largest building in TIF District #10 is the Marketplace Commercial Center. Built in 1964 and added to in 1988, it has experienced significant vacancies for several years. The largest vacant parcel in this District is the 12 acre former K-Mart site. The K-Mart store was demolished in 2008, leaving a blighted, vacant parcel. CVS Pharmacy vacated their 17,000 square foot building in 2009 and it remains unoccupied. These sites and buildings are poised for commercial redevelopment/rehabilitation, being located along the gateway to Appleton with easy access to U.S. Highway 41 and Appleton's downtown. The City continues to work cooperatively with the owners to analyze and consider options to provide appropriate development incentives for this area.

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

The January 1, 2017 equalized value of this TIF has decreased below the base value by \$641,800 therefore no property tax increment is included in the 2018 budget.

### PERFORMANCE INDICATORS

Actual 2015   Actual 2016   Target 2017   Projected 2017   Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	Change *
	<b>Program Revenues</b>	\$ 3,142	\$ 5,015	\$ 5,000	\$ 5,000	\$ 5,700	14.00%
	<b>Program Expenses</b>	\$ 1,659	\$ 1,784	\$ 1,750	\$ 1,750	\$ 1,650	-5.71%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	1,659	1,784	1,750	1,750	1,650	-5.71%
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

# CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

**Tax Incremental District # 10**

**Business Unit 4130**

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 33,247	\$ 11,924	\$ 37,000	\$ 37,000	\$ -
4227 State Aid - Computers	3,102	4,967	5,000	5,000	5,000
4910 Interest Income	40	48	-	-	700
5910 Proceeds of Debt	-	-	-	-	-
Total Revenue	<u>\$ 36,389</u>	<u>\$ 16,939</u>	<u>\$ 42,000</u>	<u>\$ 42,000</u>	<u>\$ 5,700</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6401 Accounting/Audit	1,509	1,634	1,600	1,600	1,500
6402 Legal Fees	150	150	150	150	150
6404 Consulting	-	-	-	-	-
6720 Interest Payments	-	-	-	-	-
6809 Infrastructure Construction	-	-	-	-	-
Total Expense	<u>\$ 1,659</u>	<u>\$ 1,784</u>	<u>\$ 1,750</u>	<u>\$ 1,750</u>	<u>\$ 1,650</u>

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

None



**CITY OF APPLETON 2018 BUDGET**  
**TAX INCREMENTAL DISTRICT # 10**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Property Taxes	\$ 33,247	\$ 11,924	\$ 37,000	\$ 36,206	\$ -
Intergovernmental Revenue	3,102	4,967	5,000	4,968	5,000
Interest on Investments	40	48	-	600	700
Total Revenues	<u>36,389</u>	<u>16,939</u>	<u>42,000</u>	<u>41,774</u>	<u>5,700</u>
<b>Expenses</b>					
Program Costs	-	-	-	-	-
Administration	1,659	1,784	1,750	1,750	1,650
Total Expenses	<u>1,659</u>	<u>1,784</u>	<u>1,750</u>	<u>1,750</u>	<u>1,650</u>
Revenues over (under) Expenses	34,730	15,155	40,250	40,024	4,050
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	34,730	15,155	40,250	40,024	4,050
Fund Balance - Beginning	(2,669)	32,061	47,216	47,216	87,240
Residual Equity Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 32,061</u>	<u>\$ 47,216</u>	<u>\$ 87,466</u>	<u>\$ 87,240</u>	<u>\$ 91,290</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 47,216	\$ 87,240
+ Net Change in Equity	40,024	4,050
+ Advance from General Fund	-	-
- General Fund Advance Repayment	<u>-</u>	<u>-</u>
Working Cash - End of Year	<u>\$ 87,240</u>	<u>\$ 91,290</u>

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

**NOTES**



# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Tax Incremental District # 11**

**Business Unit 4140**

### PROGRAM MISSION

This fund provides for redevelopment to eliminate blight and stimulate the redevelopment of East College Avenue from Durkee Street to just west of Superior Street, south to Water Street and north to E. Washington Street and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategy # 2: "Encourage active community participation and involvement."

**Objectives:**

This area of East College Avenue, is characterized by a large blighted and vacant commercial site, a mixture of small businesses, office space, and housing which have the potential to create, and in some cases already have created, a blighting influence on the surrounding area. Assisting with the rehabilitation and conservation of existing properties and business, as well as redevelopment of vacant, blighted, and underutilized properties as needed to support the urban renewal of this area, is a priority for the City as outlined in the Comprehensive Plan 2010-2030 (Chapter 14 Downtown Plan). The City created TIF District #11 in 2017 to provide targeted investments in this commercial corridor in conjunction with the private market, while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22 year expenditure period (August 9, 2039) to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces. The maximum life of the District is 27 years (August 9, 2044).

Projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Concrete Paving Program	\$ 946,466	Projects, pg. 580
Sidewalk Construction Program	109,200	Projects, pg. 588
Sanitary Sewer Construction Program	156,550	Projects, pg. 602
Storm Sewer Construction Program	161,155	Projects, pg. 590
Water Main Construction Program	312,750	Projects, pg. 596
Parking Ramp Design	400,000	Projects, pg. 608
	<u>\$ 2,086,121</u>	

Summary of Advances	General Fund
2017	\$ 1,025
2018	23,267
12/31/18 Balance	<u>\$ 24,292</u>

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

No major changes.

### PERFORMANCE INDICATORS

Actual 2015   Actual 2016   Target 2017   Projected 2017   Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
	<b>Program Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ 2,086,121	N/A
	<b>Program Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ 2,109,388	N/A
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	60,000	N/A
	Administrative Expense	-	-	-	-	617	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	422,650	N/A
	Capital Expenditures	-	-	-	-	1,626,121	N/A



# CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

**Tax Incremental District # 11**

**Business Unit 4140**

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
4227 State Aid - Computers	-	-	-	-	-
4910 Interest Income	-	-	-	-	-
5910 Proceeds of Debt	-	-	-	-	2,086,121
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 2,086,121
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 43,740
6150 Fringes	-	-	-	-	16,260
6401 Accounting/Audit	-	-	-	-	1,500
6402 Legal Fees	-	-	-	-	150
6404 Consulting Serices	-	-	-	-	400,000
6599 Other Contracts / Obligations	-	-	-	-	21,000
6720 Interest Payments	-	-	-	-	617
6809 Infrastructure Construction	-	-	-	-	1,626,121
Total Expense	\$ -	\$ -	\$ -	\$ -	\$ 2,109,388

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

### Consulting Services

Parking ramp design	\$ 400,000
	<u>\$ 400,000</u>

### Other Contracts/Obligations

Property Improvement Grants	\$ 21,000
	<u>\$ 21,000</u>

### Infrastructure construction

Concrete paving	\$ 886,466
Sidewalks	109,200
Sanitary sewer	156,550
Storm sewer	161,155
Water main	312,750
	<u>\$ 1,626,121</u>

**CITY OF APPLETON 2018 BUDGET**  
**TAX INCREMENTAL DISTRICT # 11**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments	-	-	-	-	-
Total Revenues	-	-	-	-	-
<b>Expenses</b>					
Program Costs	-	-	-	-	2,107,121
Administration	-	-	-	1,000	1,650
Total Expenses	-	-	-	1,000	2,108,771
Revenues over (under) Expenses	-	-	-	(1,000)	(2,108,771)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	2,086,121
Interest Payments	-	-	-	(25)	(617)
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	(25)	2,085,504
Net Change in Equity	-	-	-	(1,025)	(23,267)
Fund Balance - Beginning	-	-	-	-	(1,025)
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ (1,025)	\$ (24,292)

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ -	\$ -
+ Net Change in Equity	(1,025)	(23,267)
+ Advance from General Fund	1,025	23,267
- General Fund Advance Repayment	-	-
Working Cash - End of Year	\$ -	\$ -



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

**NOTES**



# CITY OF APPLETON 2018 BUDGET

## CAPITAL PROJECTS FUNDS

**Tax Incremental District # 12**

**Business Unit 4150**

### PROGRAM MISSION

This fund provides for rehabilitation and redevelopment to eliminate blight and stimulate investment of the West College Avenue corridor from Badger/Story Street to Walnut Street and for the receipt of district "incremental" property taxes and other revenues, along with the corresponding program expenditures.

### PROGRAM NARRATIVE

**Link to City Goals:**

Implements Key Strategy # 2: "Encourage active community participation and involvement."

**Objectives:**

The area of West College Avenue, from Badger/Story Streets to Walnut Street, is experiencing notable vacancies and deteriorated conditions. Assisting with the rehabilitation and conservation of existing properties and business, as well as redevelopment of vacant, blighted, and underutilized properties as needed to support the urban renewal of this area, is a priority for the City as outlined in the Comprehensive Plan 2010-2030 including Chapter 14 Downtown Plan. The City created TIF District #12 in 2017 to provide targeted investments in this commercial corridor in conjunction with the private market, while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22 year expenditure period (August 9, 2039) to make investments to support the goals of the District, including eliminating blight and encouraging the rehabilitation of properties, enhancing the viability of the businesses, retention of businesses and attraction of new businesses, stabilizing and increasing property values and improving the overall appearance of public and private spaces. The maximum life of the District is 27 years (August 9, 2044).

Summary of Advances	General Fund
2017	\$ 1,025
2018	23,267
12/31/18 Balance	\$ 24,292

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

No major changes.

### PERFORMANCE INDICATORS

Actual 2015   Actual 2016   Target 2017   Projected 2017   Target 2018

Note: Since this program exists solely to account for capital investments and incremental property tax receipts, there are no applicable performance measures.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2015	2016	Adopted 2017	Amended 2017	2018	
	<b>Program Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	<b>Program Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ 23,267	N/A
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	617	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	22,650	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

# CITY OF APPLETON 2018 BUDGET CAPITAL PROJECTS FUNDS

**Tax Incremental District # 12**

**Business Unit 4150**

## PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
4227 State Aid - Computers	-	-	-	-	-
4910 Interest Income	-	-	-	-	-
5910 Proceeds of Debt	-	-	-	-	-
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6401 Accounting/Audit	-	-	-	-	1,500
6402 Legal Fees	-	-	-	-	150
6425 CEA Equipment Rental	-	-	-	-	-
6599 Other Contracts / Obligations	-	-	-	-	21,000
6720 Interest Payments	-	-	-	-	617
6809 Infrastructure Construction	-	-	-	-	-
Total Expense	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>23,267</u>

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

Other Contracts/Obligations	
Property Improvement Grants	\$ 21,000
	<u>\$ 21,000</u>



# CITY OF APPLETON 2018 BUDGET

## TAX INCREMENTAL DISTRICT # 12

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

Revenues	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments	-	-	-	-	-
Total Revenues	-	-	-	-	-
Expenses					
Program Costs	-	-	-	-	21,000
Administration	-	-	-	1,000	1,650
Total Expenses	-	-	-	1,000	22,650
Revenues over (under) Expenses	-	-	-	(1,000)	(22,650)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	-	-	(25)	(617)
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	(25)	(617)
Net Change in Equity	-	-	-	(1,025)	(23,267)
Fund Balance - Beginning	-	-	-	-	(1,025)
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	\$ -	\$ -	\$ -	\$ (1,025)	\$ (24,292)

### SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ -	\$ -
+ Net Change in Equity	(1,025)	(23,267)
+ Advance from General Fund	1,025	23,267
- General Fund Advance Repayment	-	-
Working Cash - End of Year	\$ -	\$ -



# CITY OF APPLETON 2017 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

**Project Title:** Miscellaneous Site Acquisition and Projects - Appleton Redevelopment Authority (ARA)

## PROJECT DESCRIPTION

**Justification:**

The focus of the ARA is to promote economic and community development by investing in and growing the community by eliminating blighted areas throughout the community. The goal of ARA is to provide for redevelopment activities throughout the City as necessary to maintain and enhance viable residential, commercial and industrial development.

The City's updated Comprehensive Plan 2010-2030, including the downtown plan and Fox River plan chapters, and the economic development strategic plan have identified areas where redevelopment may be appropriate. The ability of the City to acquire properties in these areas as they become available will enhance our ability to influence meaningful redevelopment. Supporting the retention, growth and long-term economic vitality of Appleton's businesses is also a priority.

This request is for funding Appleton Redevelopment Authority to complete next steps in the redevelopment of properties and projects that become available within areas of the City that are in need of redevelopment. These redevelopment projects will become part of a developed plan to revive depressed areas of the City. Funding is requested for acquisition, demolition and site preparation activities; including infrastructure improvements, planning, consulting and analysis to support redevelopment projects and brownfield mitigation. Due to the confidential nature of the preliminary development stages, the specific locations cannot be shared at this time.

**Discussion of operating cost impact:**

The final impact on operating costs is undetermined at this time since the properties and the final use for the properties has not been finalized.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Community Development	Legal, planning, consulting, site acquisition	350,000	250,000	-	-	-	\$ 600,000
	Demolition, site prep, infrastructure	-	-	250,000	250,000	250,000	\$ 750,000
Total - Community Development		\$ 350,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,350,000
Capital Projects Fund							

## COST ANALYSIS

Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	350,000	250,000	-	-	-	\$ 600,000
Construction	-	-	250,000	250,000	250,000	\$ 750,000
Other	-	-	-	-	-	\$ -
Total	\$ 350,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,350,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2018 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: TIF District # 6/PLF - Southpoint Commerce Park

## PROJECT DESCRIPTION

### Justification:

This project comprises infrastructure development for the Southpoint Commerce Park in the southeast growth area of the City. The 359-acre site will be developed in several phases over the next several decades. The first half of the Park will be developed using the Tax Incremental District #6 (TIF #6) created in 2000. The TIF #6 Plan projects the district will create \$75 million in tax base. Job creation and retention will also be significant.

The 2018 budget provides funding for administration and management of Southpoint including the final phase that will be paid for by TIF #6. Funding in 2018 and beyond is for maintenance of the Park that will come from the Industrial Park Land Fund while TIF #6 recaptures the investments it's made in this District. The City will evaluate the need for additional infrastructure and platting of the land for the Park and will determine at a later date if a new TIF District will be created to fund these costs. Eligible expenditures may be made in TIF #6 until February 14, 2018.

\$25,401 is included for sanitary area assessment fee for the last portion of property in TIF #6. Other administration costs include real estate commissions paid on land sales, due diligence expenses for land sales and park administration.

### Discussion of operating cost impact:

No major impacts.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2018	2019	2020	2021	2022	Total
Comm Dev	Administration	32,800	32,800	32,800	32,800	32,800	\$ 164,000
Comm Dev	Non-City Improvements	-	-	17,158	-	-	\$ 17,158
Comm Dev	Sanitary Area Assessment	-	50,198	68,389	16,348	-	\$ 134,935
<b>Industrial Park Land Fund</b>		<u>32,800</u>	<u>82,998</u>	<u>118,347</u>	<u>49,148</u>	<u>32,800</u>	<u>\$ 316,093</u>
Comm Dev	Sanitary Area Assessment	25,401	-	-	-	-	\$ 25,401
<b>TIF # 6</b>		<u>25,401</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 25,401</u>
<b>Total - Southpoint Commerce Park Capital Projects</b>		<u>\$ 58,201</u>	<u>\$ 82,998</u>	<u>\$ 118,347</u>	<u>\$ 49,148</u>	<u>\$ 32,800</u>	<u>\$ 341,494</u>

## COST ANALYSIS

Estimated Cash Flows						
Components	2018	2019	2020	2021	2022	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	17,158	-	-	\$ 17,158
Other	58,201	82,998	101,189	49,148	32,800	\$ 324,336
<b>Total</b>	<u>\$ 58,201</u>	<u>\$ 82,998</u>	<u>\$ 118,347</u>	<u>\$ 49,148</u>	<u>\$ 32,800</u>	<u>\$ 341,494</u>
<b>Operating Cost Impact</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>