



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, March 26, 2018

5:30 PM

Council Chambers, 6th Floor

Joint Meeting with Library Board

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[18-0443](#) Finance Committee minutes from March 12, 2018 meeting

Attachments: [MeetingMinutes12-Mar-2018-02-40-48.pdf](#)

4. **Public Hearings/Appearances**

5. **Action Items**

[18-0445](#) Request approval of design for mixed use development proposed by Commercial Horizons.

Attachments: [Mixed Use Library Memo.pdf](#)

[Library RFP.pdf](#)

[Mixed Use Library Summary Grid.pdf](#)

[Scores for Mixed Use Library Project Proposals.pdf](#)

[Mixed-use Library close up.JPG](#)

[18-0444](#) Request to award Unit C-18 Sidewalk Sawcutting to ASTI Sawing, Inc in an amount not to exceed \$30,000.

Attachments: [Award of Contract Unit C-18.pdf](#)

[18-0446](#)

Request for approval of Bid Packages and project related expenses into the Guaranteed Maximum Price Amendment to Miron Construction for the Jones Park Project for a contract not to exceed \$3,753,690 plus a contingency of 5% for a contract not to exceed \$3,937,861 and approval of the following 2018 Budget adjustment:

Public Works Capital Project Fund

Debt Proceeds	- \$887,558
Mobility Study Implementation Project	- \$887,558

Facilities Management Capital Projects Fund

Jones Park Project	+\$887,558
Debt Proceeds	+\$887,558

transfer funds from the Mobility Study Implementation Project to the Jones Park Project (2/3 vote required)

Attachments: [2018 Jones Park Bid Package Memo.pdf](#)

[18-0450](#)

Request to approve the following 2017 Budget adjustments:

General Fund - Parks & Recreation

Charges for Services - Pool	+\$41,000
Concession Supplies	+\$41,000

to record the increased pool concession revenue used to purchase additional concession supplies (2/3 vote required)

General Fund

Fringe Benefits - HR Department	+\$2,845
Fringe Benefits - Police Department	+\$183,679
Fringe Benefits - Fire Department	+\$66,428
Find Balance	- \$252,952

to record the use of general fund balance to cover the cost of health care costs (2/3 vote required)

Attachments: [2017 Corrected Final Budget adjustments .pdf](#)

6. Information Items

[18-0451](#)

The following 2017-2018 Budget carryover appropriations were approved in accordance with policy:

1. Non-Lapsing Funds \$660,985

Attachments: [Consolidated 17-18 carryover FINAL - NL.pdf](#)

7. Adjournment

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

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



City of Appleton

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Meeting Minutes Finance Committee

Monday, March 12, 2018

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 3 - Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

Excused: 2 - Alderperson Plank and Alderperson Lobner

3. Approval of minutes from previous meeting

[18-0338](#)

Finance Committee minutes from February 26, 2018 meeting

Attachments: [MeetingMinutes26-Feb-2018-12-31-51.pdf](#)

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

Aye: 3 - Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

Excused: 2 - Alderperson Plank and Alderperson Lobner

4. Public Hearings/Appealances

5. Action Items

[18-0376](#)

Request to approve award Unit O-18 Sanitary Sewer CIPP Lining to Visu-Sewer, Inc. in the amount of \$145,834.70 with a 9.7% contingency of \$14,165.30 for a project total not to exceed \$160,000.00.

Attachments: [Award of Contract Unit O-18.pdf](#)

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

Aye: 3 - Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

Excused: 2 - Alderperson Plank and Alderperson Lobner

[18-0377](#)

Request to approve award Unit Z-18 Sewer & Water Main Reconstruction No. 3 to Van Straten Construction Co., Inc. in the amount of \$1,193,933.33 with a 5.0% contingency of \$59,696.67 for a project total not to exceed \$1,253,630.00.

Attachments: [Award of Contract Unit Z-18.pdf](#)

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

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

[18-0378](#)

Request to approve Finance Committee Report 2-P-18 for Sanitary Laterals, Storm Laterals and Storm Main.

Attachments: [Report 2-P-18.pdf](#)

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

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

[18-0395](#)

Request to approve Resolution accepting Petition for Annexation for the Leona Pond.

Attachments: [Leona Pond Annexation - Resolution.pdf](#)

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

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

18-0391

Request to approve the 2017-2018 Budget appropriations:

1. Items not under contract \$7,236,198
2. Special consideration \$22,000

Attachments: [Consolidated 17-18 carryover FINAL - N.pdf](#)
[Consolidated 17-18 carryover FINAL - S.pdf](#)

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

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

18-0387

Request to approve waiving the City's interest in future annexation of 3236 E Northland Ave

Attachments: [Annexation Feasibility Study - 3236 E Northland Ave - RMB Comments.pdf](#)

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

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

[18-0354](#)

Request to approve the following 2017 Budget adjustments:

Police Grants Fund

State Grants	+\$96,531
Grant Payments	+\$96,531

to record additional seatbelt and drug enforcement grant revenue and related expenditures

Room Tax Fund

Room Taxes Received	+\$123,654
Debt Premium	+\$123,654

to record additional room taxes received in 2017 and related payment to the FCCVB

Debt Service Fund

Debt Issuance Costs	+\$27,173
Debt Premium	+\$27,173

to record debt service costs funded by current year premiums received on debt issuance

General Fund

Fringe Benefits - Health Department	+\$3,418
Fringe Benefits - Finance Department	+\$10,664
Fringe Benefits - HR Department	+\$18,873
Fringe Benefits - Parks & Recreation Department	+\$18,932
Fringe Benefits - Police Department	+\$172,791
Fringe Benefits - Fire Department	+\$276,462
Fund Balance	-\$501,140

to record the use of general fund balance to cover the cost of health care costs

General Fund

Salaries/Fringe Benefits - HR Department	+\$2,845
Salaries/Fringe Benefits - Police Department	+\$181,824
Salaries/Fringe Benefits - Fire Department	+\$66,428
Wage Reserve	-\$251,097

to allocate wage reserve funds

Information Technology Capital Projects Fund

Transfer Out - Facilities Capital Projects Fund	+\$90,000
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Fund Balance	- \$90,000
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Facilities Capital Projects Fund

Transfer In - Information Technology Cap Project Fund	+\$90,000
Fund Balance	+\$90,000

to transfer remaining proceeds from the 2016 G.O. Note borrowing from the IT Capital Projects fund to the Facilities Capital Projects Fund in order to meet spend down requirements

Attachments: [2017 Final budget adjustments.pdf](#)

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

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

[18-0394](#)

Request approval of agreement with the Village of Fox Crossing to settle the pending litigation. **The settlement amount agreed to in mediation be paid immediately to the City**

Amendment: the settlement amount shall be paid immediately.

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

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

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

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

6. Information Items

[18-0393](#)

The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of conferring with legal counsel regarding pending litigation concerning the Village of Fox Crossing pursuant to §19.85(1)(g) and reconvene into open session.

Meeting went into Recess

Alderson Croatt moved, seconded by Alderson Siebers, that the Closed Session be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

Meeting reconvened

Alderson Croatt moved, seconded by Alderson Siebers, that the committee rise and reconvene into open session be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

Excused: 2 - Alderson Plank and Alderson Lobner

[18-0392](#)

The following 2017-2018 Budget carryover appropriations were approved in accordance with policy:

1. Amounts under contract \$5,938,703

Attachments: [Consolidated 17-18 carryover FINAL - U.pdf](#)

This Presentation was received and filed

[18-0339](#)

Director's Reports

Finance

- 2017 Audit
- ERP Project
- Staffing

Facilities & Construction

- Facilities & Construction Management Update

Attachments: [2018 - January and February FMD Report.pdf](#)

This Presentation was received and filed

[18-0353](#)

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

HAZMAT Fund

Salaries/Fringe Benefits	+\$3,531
Fund Balance	- \$3,531

to record the use of grant fund balance to cover additional personnel costs

Continuum of Care (CoC) Grant Fund

State Grants	+\$1,817
Grant Payments	+\$1,817

to record additional CoC funds awarded in 2017 and related expenditures

This Presentation was received and filed

7. Adjournment

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

Aye: 3 - Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

Excused: 2 - Aldersperson Plank and Aldersperson Lobner



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

MEMORANDUM

TO: Members of the Finance Committee
Members of the Library Building and Equipment Committee

FROM: Karen Harkness, Director of Community & Economic Development

DATE: February 14, 2018

RE: Mixed Use Library Project Development Proposals

In 2015, the City Council voted down a proposal to build a stand-alone library. Since then, the City Council has approved an updated Comprehensive Plan and adopted recommendations from several studies on parking and mobility, as well as created TIFs #11 and #12, that have helped provide a catalyst for new developments in Downtown Appleton. These decisions have also provided context for a new proposal for a mixed-use project which may include residential, retail, office, medical or a mixture of uses, leveraging the library as an anchor and solving its long-term needs. The City Council and Library Board both approved a request for proposal process to seek submissions from developers to satisfy the library's needs as well as continue the momentum of satisfying the priorities established within the City's Comprehensive Plan. This proposal process was developed to provide perspective for the City and Library's needs, while leaving much of it open-ended to allow the private sector to bring forward creative solutions in their proposals.

The Mixed Use Library Request for Proposal (RFP) was released on November 16, 2017 (attached). It was sent directly to 246 contacts and published on the City's website.

On December 6, 2017, we held a tour of the APL facilities and grounds. This tour was attended by approximately 20 people.

Responses to the RFP were due by 12:00 p.m. on January 12, 2018. We received responses from five (5) Development Teams.

Five Responses Received to Mixed Use Library Project RFP

Developer Name
1 Lawrence Street LLC Team consists of John Pfefferle and Paul Hoffman, MSR, Hoffman Planning, Design & Construction, Mandel Group, and Walker Consultants
Commercial Horizons Inc. Team consists of Commercial Horizons, Miron Construction, Eppstein Uhen Architects (EUA), OPN Architects (OPN), Founders 3 Real Estate Services, Baker Tilly and Bruce Block, attorney at Reinhart Law Firm

<p>Precept Properties LLC Team consists of Aaron Cohen Associates, LTD, The Tocci Group, IBI Group, Bayland Buildings, Inc., von Briesen & Roper, s.c./vonBriesenOneSource, Precept Properties LLC and Rich & Associates Parking Consultants</p>
<p>River to Valley Initiatives, Inc. Team consists of River to Valley Initiatives, Inc., Cox Group Architects LLC, Dimension IV Madison Design Group, The Windward Group, IDM Hospitality Mgmt, and Larkin Hoffman Attorneys</p>
<p>WiRED Properties Team consists of WiRED Properties, Engberg Anderson Architects and SEH Short Elliott Hendrickson Inc.</p>

City Staff (consisting of Community & Economic Development, DPW, Finance, Attorney, Mayor and Parks, Rec & Facilities) as well as Appleton Public Library Staff reviewed and scored the responses to the RFP for conformity with requirements detailed in the RFP and outlined below.

Proposal Evaluation Criteria

Compliance with and satisfaction of the Priorities and Objectives section of this RFP.

- *Site creates a premier project enhancing the downtown, contributes to arts/culture, and fosters economic development.*
- *Building design complements existing urban form.*
- *Utilization of land leverages public/private funds.*
- *Project aligns with Comprehensive Plan, Downtown Parking Study, Downtown Mobility Study, TIF's #11 and #12.*

Conformance to library needs assessment 8-25-2014 and library specific priorities and objectives within the RFP.

- *Approximate 120,000 sq. ft.*
- *Public portion no more than 3 floors.*
- *Non-public portion approximately 10,000 sq. ft. can be located outside of 3 floors public portion.*
- *Refreshes APL Building Program prior to design.*
- *APL primary floor anchors with its own entrance and meeting space with after hour access.*
- *Demonstrates appropriate parking for entire mixed-use development.*
- *If redevelops existing site, provides a temporary location for library.*

Provides solution for parking that addresses the needs of the library and the proposed development.

Conformance to the requirements and objectives of the City of Appleton Comprehensive Plan 2010-2030 and Chapter 14 Downtown Plan.

Compatibility of the project with the adjacent land uses.

Determination regarding the ability of the developer to carry out the proposal.

Amount of total investment and contribution to the City's tax base.

Cost to the City.

Quality and stability of proposed development.

After City and APL Staff (Review Team) reviewed and scored responses, in-person interviews were held with three development teams on January 29 and January 31, 2018. The development teams interviewed were WiRED, 1 Lawrence Street, and Commercial Horizons.

As per the RFP, after the in-person interviews, a “finalist”, Commercial Horizons, was notified that we wanted to continue discussions with them on their proposal.

The Review Team was impressed with the depth, scope and direct relevant experience of the Commercial Horizons Development Team, which consists of Miron Construction, Eppstein Uhen Architects (EUA), OPN Architects (OPN), Founders 3 Real Estate Services, Baker Tilly and Bruce Block, Attorney at Reinhart Law Firm.

Commercial Horizons Development Team proposed two options, but Option 1 gained the most support from the Review Team.

- Option 1 locates the mixed-use library project on the Solider Square Parking Ramp site and develops Bluff Site 2 in phases. Phase 1 would be creating temporary parking on Bluff Site 2 in order to allow for demolition of the Solider Square Ramp. Phase 2 would be mixed-use development on the Bluff Site 2.
- This proposal would create value and add to the tax base while meeting goals and objectives of the Comprehensive Plan, provides a solution for identified parking concerns, as well as other identified challenges.
- The concept presented is an 8-story mixed-use building with the library, residential, restaurant and retail. This mixed-use building creates a strong pedestrian connection to Solider Square and Houdini Plaza with the introduction of flex space that can be used for many options.

Please see the attached Mixed Use Library Summary Grid for a high-level overview of the five development team responses.

REQUEST FOR PROPOSAL – MIXED USE LIBRARY PROJECT



Appleton
Public Library

PROPOSALS SOUGHT BY:
City of Appleton
c/o Community and Economic Development Department
Attn: Karen Harkness
100 North Appleton Street
Appleton, WI 54911
(920) 832-6468
Karen.Harkness@appleton.org

November 16, 2017

CITY OF APPLETON – REQUEST FOR PROPOSAL
Mixed Use Library Project

This entire RFP and all Exhibits are available at the City of Appleton website www.appleton.org. Follow the “RFP” link at the top of the City’s homepage.

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I. INTRODUCTION

The Appleton Public Library's (APL) long term planning indicates that the current facility at 225 N. Oneida Street no longer meets the needs of the library. Originally built in 1981, the library building has infrastructure challenges that limit options for modern library service. APL is one of the busiest buildings in the downtown, serving an average of 1,500 people a day.

The City of Appleton (City) and Appleton Library Board are seeking a qualified developer for a mixed-use library development which may include residential, retail, office, medical or a mixture of uses in addition to the library. The design should create appropriate separation of uses, providing clear access and entrances for the library and other uses, as well as provide parking as appropriate for the entire mixed use development.

The City of Appleton is located in the Fox River Valley of northeastern Wisconsin and has a population of approximately 73,000. APL provides service to a population of 115,000. The City is serviced by Interstate 41, US Highway 10 and US Highway 441. It is 90 miles north of Milwaukee and 30 miles southwest of Green Bay. More information about the City is available on our website at www.appleton.org.

Downtown Appleton is the heart of the Fox Valley. As an arts and entertainment district, Downtown has embraced the creative economic energy of business, tourism, education and love of the Fox River. Downtown's resurgence and increased vibrancy has drawn recent praise with College Avenue being named one of the "Great Places in America" by the American Planning Association in 2014.

Several major projects currently in progress will impact the City in general and Downtown specifically, as they will influence future mobility, connectivity to the riverfront, residential density, and attraction of conventions and visitors. Appleton continues to see demand for new housing units and has a solid commercial and industrial base. Strategic and ongoing investment in Downtown remains a top priority for the City, and the issuance of this RFP for a mixed-use Library Project is a critical step in this process.

II. PROJECT PRIORITIES & OBJECTIVES

Developers are encouraged to propose a new site or to consider redevelopment of the existing library site/area for this mixed-use project. The site must create a premier project that will enhance the downtown, contribute to the arts and culture of the area, and foster economic development that will benefit the entire community.

Proposals should take into consideration the needs and current market condition. Building designs and material should complement the existing urban form of the area as well as the goals spelled out in Chapter 14: Downtown Plan (Comprehensive Plan 2010-2030). Utilization of the land should leverage public (federal, state and local)

funds and private funds in order to develop the site into a vibrant, sustainable mixed use development.

In 2017, the Appleton Common Council and Appleton Library Board approved and supported, respectively, the five-year update to the City Comprehensive Plan 2010-2030. In addition, both bodies unanimously agreed to issue this mixed-use RFP that should align with the Comprehensive Plan, Downtown Parking Study, Downtown Mobility Study, Tax Incremental Financing Districts #11 and #12, and the current APL building program and documents.

The City is seeking proposals for an approximately 120,000 square foot requirement for APL in a mixed use development. Proposals for City ownership or lease would be considered. General requirements for the physical space include:

1. Approximately 120,000 square feet of space.
2. The “public” portion of the library should not occupy more than 3 floors (Approx. 110,000 square feet).
3. “Non-public” portions of the library (Administration, Network Services, Technical Services, etc.) can be located on other floor(s) (Approx. 10,000 square feet).
4. The general physical needs identified in the “Library Needs Assessment Final Report 8-25-14” (Section IX. Reference Materials) for APL have not changed. However, the space for Parks and Recreation and OWLS are not part of this RFP and should not be included. APL’s building program will need to be refreshed prior to actual design.
5. APL should serve as a primary floor anchor with its own entrance and primary meeting room spaces allowing after-hours access. APL must be able to function independently from the rest of the development.
6. Demonstration of available parking as appropriate for the entire mixed use development should be included.
7. If proposing a redevelopment of the existing site, provide a temporary library location.

In addition to the physical space requirements, it will be crucial for the proposed development to support the City’s redevelopment goals as spelled out in Chapter 14: Downtown Plan (Comprehensive Plan 2010-2030). As such, a mixed use proposal is anticipated to ensure the highest and best use of the proposed development.

Section IX. Reference Materials provides historic detail of APL’s needs, site preferences and analysis completed to date. Due to the dynamic nature of ownership, development, and redevelopment, any site within the boundaries of Exhibit A –Mixed Use Library RFP Boundary Map will be considered and weighed as spelled out in the “Evaluation of Proposals” section of this RFP.

III. POTENTIAL SITE OPTIONS

Respondents are invited to submit proposals for a mixed-use development, including a new or remodeled library, located within downtown Appleton. The geographic boundary is shown on Exhibit A – Mixed Use Library RFP Boundary Map. One potential scenario involves relocating the library to a different site. The other scenario involves utilizing the existing library site and/or other City-owned property in the nearby area (see Exhibit B – Current Library Site). Some details on the existing library site are provided below. Any land to be assembled as part of the project for either scenario is at the discretion and responsibility of the developer.

Background Information on Existing Library Site

Location: 225 North Oneida Street (Tax ID #31-2-0397-00)

Legal Description: APPLETON PLAT 2WD LOTS 1, 2, 3, 4, 5 & 6 BLK 38

Common Description: Area bound by North Appleton Street, West Franklin Street, North Oneida Street, and West Washington Street

Area: 94,782 square feet m/l (2.18 acres m/l)

Registered Neighborhood: Downtown Neighborhood

Current Zoning: CBD Central Business District - City of Appleton Zoning Ordinance (Chapter 23) available at <http://www.appleton.org/home/showdocument?id=482>.

Utilities: Served by existing water, sanitary sewer, and storm sewer.

The existing library will be made available for inspection on December 6, 2017 at 9:00 a.m. for those anticipating submitting a proposal.

IV. PROPOSAL REQUIREMENTS

Proposals must be organized in the following order of sections:

1. EXECUTIVE SUMMARY
 - a. A succinct, high level description of the proposed project
 - b. Identity and contact information for the developer(s)
 - c. The Executive Summary should be signed by a Principal or authorized agent of the proposing developer
2. DESCRIPTION OF FIRM & PERSONNEL: Detailed description of the

organizational structure/hierarchy for the development team, including relationship of the partners to each other (if appropriate) and responsibilities of key personnel to be involved in this project. Provide professional resumes for the key personnel to be assigned.

3. **EXPERIENCE AND ABILITY TO COMPLETE PROPOSED PROJECT:** Statement regarding experience and qualifications relative to this project, including references of individuals who can provide assessments of your previous work on similar projects. List relevant public sector clients for whom you have performed similar work. For each project listed, provide the name, address and a contact number of the client's representative who can be contacted regarding the project.
4. **PROJECT APPROACH:** Provide a narrative description of how your firm proposes to execute the project, including the location of proposed library and why it was chosen, how you will address the library's programming needs, and how the proposal meets the stated objectives and goals. Describe the intended relationship between the Library/City Staff and the public during the process. Submit a statement as to why you believe your firm is the best qualified to carry out the project.
5. **CONCEPTUAL DEVELOPMENT PLAN:** Provide a detailed description of the proposed project, including conceptual designs with enough details to evaluate the building and site relationship, parking, landscaping, floor plans, elevations and renderings. Providing 3-D modeling and project "fly-through" is suggested but not required.
6. **PROPOSED PROJECT COST, FINANCING AND SCHEDULE:** Proposed financing strategy, including sources and uses of funds. Demonstrate ability to secure sources of funds. Provide documentation to demonstrate project feasibility. Anticipated timetable for completion of the project and sequence of events.
7. **PROPOSED RENT SCHEDULE AND/OR PURCHASE PRICE:** Provide details on cost to City for proposed APL facility.

Any other information you deem relevant in helping us to evaluate your proposal is welcomed. The City reserves the right to negotiate a development agreement with the developer(s) of the selected proposal.

V. DIRECTIONS FOR SUBMITTAL

To be deemed timely, Ten (10) hard copy proposals and one (1) electronic copy in a PDF format shall be received on or before January 12, 2018 at 12:00 p.m. CST by:

City of Appleton
c/o Community and Economic Development Department
Attn: Karen Harkness
100 North Appleton Street
Appleton, WI 54911
Karen.Harkness@appleton.org

Proposals may be mailed or hand-delivered, but in either case must be received and stamped by the specified date and time. The City reserves the right to reject any and all proposals or to negotiate any or all aspects of the proposal as permitted by law. Proposals received after the above listed due date and time may be rejected by the City and returned unopened to the developer.

VI. DISCLOSURES, TIMELINE, TERMS & CONDITIONS

1. The Proposal of the selected developer will become the basis for any contract entered into and will become subject to the City's provision on public access to open records and information.
2. To the extent a developer includes any uniquely proprietary or confidential information in the Proposal, the developer must clearly and unequivocally mark such information. The City will not reveal any such information to any third party, unless required to do so by law.
3. Developers must agree to make no other distribution of their Proposal beyond that made to the City and once under contract, all information gained in the process and work product is the ownership of the City.

PROJECT TIMELINE

Activity	Estimated Date
APL tour of facilities and site for RFP respondents	9:00 a.m. December 6, 2017 CST
Request for Proposal deadline	12:00 p.m. January 12, 2018 CST
City & APL staff review and score request for proposals for conformity with RFP requirements and select consultant for interviews	January 19, 2018
In-person interviews and final development concept selection	January 29, 2018
Finalist notified	January 30, 2018
Public Presentation by the successful developer to Library Board and Common Council	TBD
Library Board and Common Council approval	TBD

NOTE: This timeline should be considered a draft. The City reserves the right to deviate from this schedule.

TERMS AND CONDITIONS

1. Termination - If for any reason the firm selected shall fail to fulfill the obligations agreed to in a timely manner, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least seven (7) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.
2. Insurance - The successful developer will be required to furnish, within five (5) days of award notification and before commencing work, the certificate of insurance specified in Exhibit C - Insurance Requirements for professional services work. The certificate shall name the City, its officers and employees, as additional insured.
3. Bid Procedure - City procurement policies and bid procedures will have to be followed.
4. Indemnification Clause - The agreement resulting from this RFP shall be required to contain the following:

“The developer agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from and against any and all liability, loss, damage expense, costs (including attorney fees) arising out of this

agreement, caused in whole or in part by developer or anyone for whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.”

5. The Developer must comply with all applicable local, state and federal regulations.
6. Contract Term - The contract resulting from the award of this RFP shall commence as soon as administratively possible following award notification and shall continue until all agreed upon tasks have been satisfactorily completed.
7. Right to Reject - The City reserves the right to reject any or all proposals, to waive technicalities, or to accept the proposal deemed to serve the City’s best interest.
8. Proposal Costs - All costs associated with preparation, submittal and presentation of proposals shall be borne by the developer.

VII. EVALUATION OF PROPOSALS

Proposals will be evaluated on the basis of the degree of compliance with, and adherence to, the preceding proposal requirements and the following principles and guideline items:

1. Compliance with, and satisfaction of the Priorities and Objectives section of this RFP.
2. Conformance to the requirements and objectives of the City of Appleton Comprehensive Plan 2010-2030 and Chapter 14 Downtown Plan.
3. Compatibility of the project with the adjacent land uses.
4. Determination regarding the ability of the developer to carry out the proposal.
5. Amount of total investment and contribution to the City’s tax base.
6. Cost to the City.
7. Quality and stability of proposed development.

The City reserves the right to reject any and all proposals or to negotiate on any or all aspects of the proposal as permitted by law. Developers may be asked to present their proposal and answer questions of the City. If such a request is made, developers will be given at least five (5) working days’ notice.

VIII. ATTACHMENT LISTING

The following Exhibits are attached.

Exhibit A – Mixed Use Library RFP Boundary Map

Exhibit B – Current Library Site Map

Exhibit C – Insurance Requirements

IX. REFERENCE MATERIALS

The following documents are listed for reference purposes.

Library Studies

Library Needs Assessment Final Report 8-25-14

<http://www.apl150.org/sites/apl150.org/files/pagefiles/APL%20Final%20Report%2008-25-14.pdf>

2013 Strategic Plan Updated 2016

http://www.apl.org/system/files/FinalPlanWOStats_0.pdf

Library Site Evaluation Criteria

<http://www.apl150.org/sites/apl150.org/files/pagefiles/SiteEvaluationCriteria.pdf>

Other Related Documents

Comprehensive Plan 2010-2030

<http://www.appleton.org/government/planning/city-of-appleton-comprehensive-plan-2010-2030>

Downtown Parking Study

<http://www.appleton.org/home/showdocument?id=12044>

Mobility Study – Full Version

<http://www.appleton.org/home/showdocument?id=11020>

Mobility Study – Summary

<http://www.appleton.org/home/showdocument?id=11016>

Appleton Economic Development Strategic Plan

<http://www.appleton.org/home/showdocument?id=12046>

Downtown Appleton Business Improvement District (BID) Operational Plan

<http://www.appleton.org/home/showdocument?id=16869>

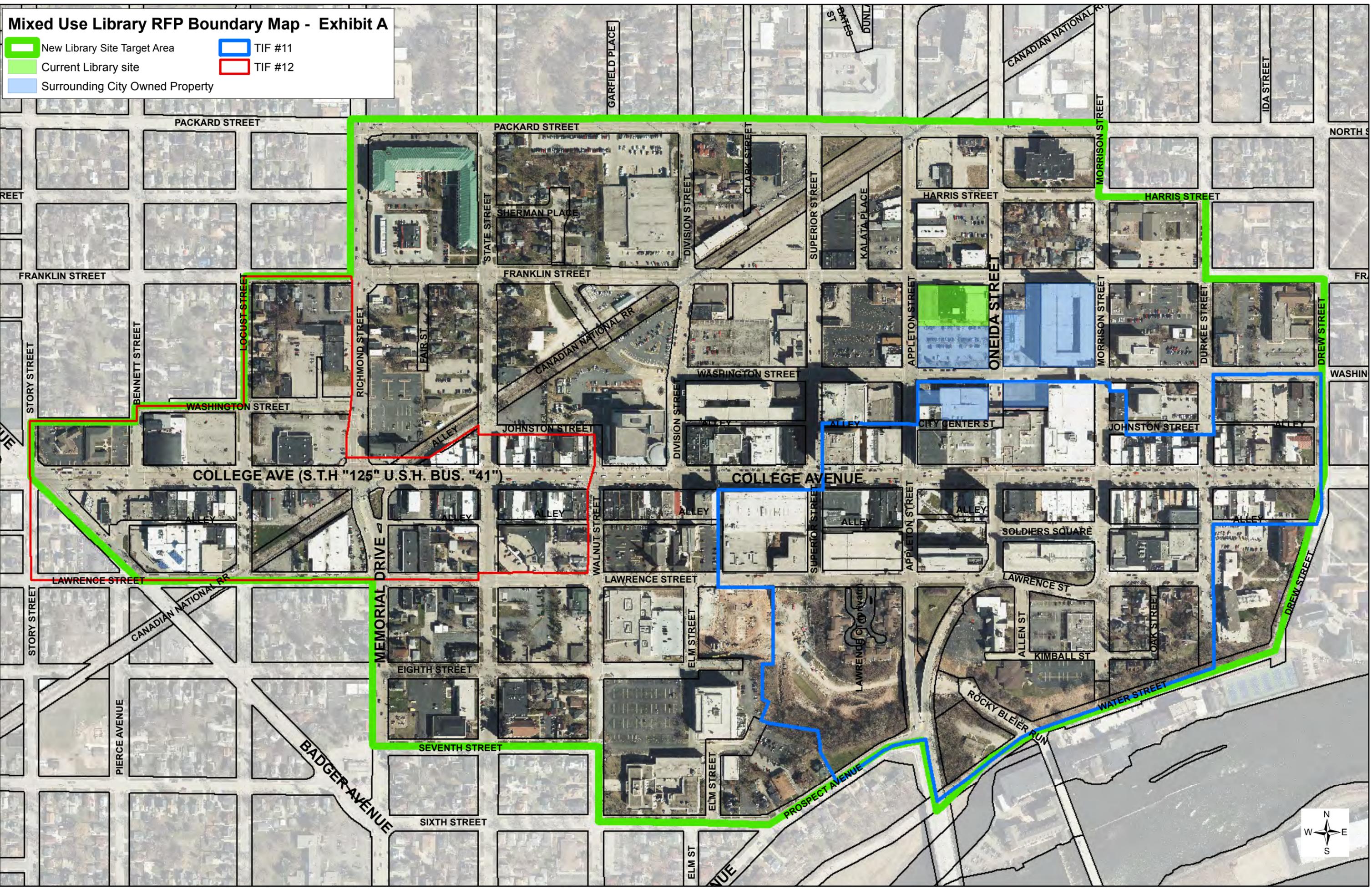
TIF #12 Tax Incremental Financing District
<http://www.appleton.org/home/showdocument?id=14737>

TIF #11 Tax Incremental Financing District
<http://www.appleton.org/home/showdocument?id=14731>

Trails Master Plan
<http://www.appleton.org/home/showdocument?id=16871>

Mixed Use Library RFP Boundary Map - Exhibit A

-  New Library Site Target Area
-  Current Library site
-  Surrounding City Owned Property
-  TIF #11
-  TIF #12





FRANKLIN ST

APPLETON ST

ONEIDA ST

MORRISON ST

WASHINGTON ST

CITY CENTER ST

COLLEGE AV

Current Library Site

City Parking Lot on Current Library Site
80+ Spaces

Yellow Parking Ramp
1250 Spaces

Valley Transit Bus Station

Blue Parking Ramp
401 Spaces

Vacant Lot

Current Library Site - Exhibit B

- Current Library Site
- Surrounding City-owned property
- City Parking on Library Site



EXHIBIT C
CITY OF APPLETON
PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

The Contractor shall not commence work on contract until proof of insurance required has been provided to the applicable department before the contract or purchase order is considered for approval by the City of Appleton.

It is hereby agreed and understood that the insurance required by the City of Appleton is primary coverage and that any insurance or self insurance maintained by the City of Appleton, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed and the length of time that is specified, if any, in the contract or listed below whichever is longer.

1. PROFESSIONAL LIABILITY

A. Limits

- (1) \$1,000,000 each claim
- (2) \$1,000,000 annual aggregate

B. Must continue coverage for 2 years after final acceptance for service/job

2. GENERAL LIABILITY COVERAGE

A. Commercial General Liability

- (1) \$1,000,000 each occurrence limit
- (2) \$1,000,000 personal liability and advertising injury
- (3) \$2,000,000 general aggregate
- (4) \$2,000,000 products – completed operations aggregate

B. Claims made form of coverage is not acceptable.

C. Insurance must include:

- (1) Premises and Operations Liability
- (2) Contractual Liability
- (3) Personal Injury
- (4) Explosion, collapse and underground coverage
- (5) Products/Completed Operations must be carried for 2 years after acceptance of completed work
- (6) The general aggregate must apply separately to this project/location

3. BUSINESS AUTOMOBILE COVERAGE

A. \$1,000,000 combined single limit for Bodily Injury and Property Damage each accident

B. Must cover liability for Symbol #1 - "Any Auto" – including Owned, Non-Owned and Hired Automobile Liability.

4. **WORKERS COMPENSATION AND EMPLOYERS LIABILITY** – “If” required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.
 - A. Must carry coverage for Statutory Workers Compensation and an Employers Liability limit of:
 - (1) \$100,000 Each Accident
 - (2) \$500,000 Disease Policy Limit
 - (3) \$100,000 Disease – Each Employee
5. **UMBRELLA LIABILITY** - If exposure exists, provide coverage at least as broad as the underlying Commercial General Liability, Watercraft Liability (if required), Automobile Liability and Employers Liability, with a minimum limit of \$5,000,000 each occurrence and \$5,000,000 aggregate, and a maximum self-insured retention of \$10,000.
6. **ADDITIONAL PROVISIONS**
 - A. **Primary and Non-Contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by** City of Appleton.
 - B. Acceptability of Insurers - Insurance is to be placed with insurers who have an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the state of Wisconsin.
 - C. Additional Insured Requirements – The following must be named as **additional insureds** on the General Liability and Business Automobile Liability Policies for liability arising out of project work - City of Appleton, **and its officers, council members, agents, employees and authorized volunteers. On the Commercial General Liability Policy, the additional insured coverage must be ISO form CG 20 10 07 04 and also include Products – Completed Operations equivalent to ISO form CG 20 37 07 04 or their equivalents for a minimum of 2 years after acceptance of work. This does not apply to Workers Compensation Policies.**
 - D. Certificates of Insurance acceptable to the City of Appleton shall be submitted prior to commencement of the work to the applicable department. **In addition form CG 20 10 07 04 for ongoing work exposure and form CG 20 37 07 04 for products-completed operations exposure must also be provided or its equivalent.** These certificates shall contain a provision that coverage afforded under the policies will not be canceled or non renewed until at least 30 days’ prior written notice has been given to the City of Appleton.

MIXED-USE LIBRARY PROPOSAL SUMMARY

*NOTE: Assumptions were made in completing this grid based on level of detail provided in Proposal(s). These numbers are for discussion purposes only and not necessarily representative of final plan(s).

Team	Option	Library Cost (In \$)	Parking Cost (In \$)	Added Value to Tax Base (In \$)	Number of Residential Units	Additional Mixed Use 1 (In square feet unless otherwise noted)	Additional Mixed Use 2 (In square feet unless otherwise noted)	Parking Stalls Proposed	1st Delivery	Library Site	Entire Development Area	Total Score of Review Team
Commercial Horizons Inc.	1	29,841,000	26,780,625	66,308,720	304	Phase 1: 36,800 Flex Space Future Phases: 11,200 Flex Space	Phase 1: 1,800 Retail and/or Restaurant Future Phases: 7,650 Retail and/or Restaurant	1,330	May 2020	Area bounded by Soldier Sq./Morrison St./Lawrence St./S. Oneida St. (Soldier Square Ramp Site)	Area bounded by Lawrence St./Durkee St./Water St./Morrison St. ALSO Area bounded by Soldier Sq./Morrison St./Lawrence St./S. Oneida St. (Bluff 2 & Soldier Square Ramp Site)	232.5
Commercial Horizons Inc.	2	29,400,000	22,684,540	50,635,125	227	32,000 Flex Space	2,700 Retail and/or Restaurant	1,179	May 2020	Area bounded by Lawrence St./Durkee St./Water St./Morrison St. (Bluff Site 2)	Area bounded by Lawrence St./Durkee St./Water St./Morrison St. ALSO Area bounded by Soldier Sq./Morrison St./Lawrence St./S. Oneida St. (Bluff 2 & Soldier Square Ramp Site)	228
1 Lawrence Street LLC	1	42,619,725	16,668,290	27,172,882	108	N/A	N/A	277	Apr. 2021	Area bounded by Lawrence St./Western edge of USV Site/Rocky Bleier Run/Appleton St. (Bluff Site 1)	Area bounded by Lawrence St./Western edge of USV Site/Rocky Bleier Run/Appleton St. (Bluff Site 1)	177.5
1 Lawrence Street LLC (not enough info provided to score proposal)	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	City Center	City Center	Not scored
WiRED Properties	A	37,000,000	N/A	9,025,000	58	4,800 Retail	N/A	104 and uses Yellow Ramp	Sept. 2020	Area bounded by Franklin St./N. Oneida St./Washington St./Appleton St. (Current Library Site)	Area bounded by Franklin St./N. Oneida St./Washington St./Appleton St. (Current Library Site)	164
WiRED Properties	A.1	37,000,000	N/A	21,650,000	120	9,425 Retail	N/A	104 and uses Yellow Ramp	Sept. 2020	Area bounded by Franklin St./Yellow Parking Ramp/Washington St./N. Oneida St. (Transit Ctr. Site)	Area bounded by Franklin St./Yellow Parking Ramp/Washington St./N. Appleton St. (Current Lib. Site & Transit Ctr. Site)	Scored with Option A
WiRED Properties	B	45,200,000	N/A	17,000,000	109	9,425 Retail	Potential Office and/or Medical Space	Yellow Ramp	Sept. 2020	Area bounded by Franklin St./Yellow Parking Ramp/Washington St./N. Oneida St. (Transit Ctr. Site)	Area bounded by Franklin St./Yellow Parking Ramp/Washington St./N. Appleton St. (Current Lib. Site & Transit Ctr. Site)	160.5
Precept Properties LLC		24,000,000 to 48,000,000	5,100,000 to 10,200,000	20,200,000 to 42,400,000	214	40,000 Office	47,000/Retail or Commercial	1,180	Sept. 2020	Area bounded by Lawrence St./Durkee St./Water St./Morrison St. (Bluff Site 2)	Area bounded by Lawrence St./Durkee St./Water St./Morrison St. ALSO Area bounded by Soldier Sq./Morrison St./Lawrence St./S. Oneida St. (Bluff 2 & Soldier Square Ramp Site)	134
River to Valley Initiatives		31,000,000	3,000,000	50,000,000	150	60 Room Hotel	N/A	500-600	N/A	Area bounded by Franklin St./N. Oneida St./Washington St./Appleton St. (Current Library Site)	Area bounded by Franklin St./N. Oneida St./Washington St./Appleton St. (Current Library Site)	120.5

*NOTE: Assumptions were made in completing this grid based on level of detail provided in Proposal(s). These numbers are for discussion purposes only and not necessarily representative of final plan(s).

Mixed Use Library Project Proposals Evaluation Scores of Review Team

Developer Name	Rater 1	Rater 2	Rater 3	Rater 4	Rater 5	Rater 6	Rater 7	TOTAL SCORE
Commercial Horizons Inc. (consists of Commercial Horizons, Miron Construction, Uhen Architects (EUA), OPN Architects (OPN), Founders 3 Real Estate Services, Baker Tilly and Bruce Block, attorney at Reinhart Law Firm) <u>Option 1 - Soldier Square</u>	33.5	35	34	34	30	32	34	232.5
Commercial Horizons Inc. (consists of Commercial Horizons, Miron Construction, Uhen Architects (EUA), OPN Architects (OPN), Founders 3 Real Estate Services, Baker Tilly and Bruce Block, attorney at Reinhart Law Firm) <u>Option 2 - Bluff Site #2</u>	35	35	34	33	29	30	32	228
1 Lawrence Street LLC (consists of John Pfefferle and Paul Hoffman, MSR, Hoffman Planning, Design & Construction, Mandel Group, and Walker Consultants) <u>Option 1 - Bluff Site #1</u>	28.5	25	26	25	29	22	22	177.5
1 Lawrence Street LLC (consists of John Pfefferle and Paul Hoffman, MSR, Hoffman Planning, Design & Construction, Mandel Group, and Walker Consultants) <u>Option 2 - City Center East</u>	Not scored							
WiRED Properties (consists of WiRED Properties, Engberg Anderson Architects and SEH Short Elliott Hendrickson Inc.) <u>Option A - Redevelop Existing Library</u>	29	18	20	27	28	22	20	164
WiRED Properties (consists of WiRED Properties, Engberg Anderson Architects and SEH Short Elliott Hendrickson Inc.) <u>Option B - Library at Transit</u>	26.5	20	20	24	28	22	20	160.5
Precept Properties LLC (consists of Aaron Cohen Associates, Ltd, The Tocci Group, IBI Group, Bayland Buildings, Inc., von Briesen & Roper, s.c./vonBriesenOneSource, Precept Properties LLC and Rich & Associates Parking Consultants)	22	6	17	21	26	23	19	134
River to Valley Initiatives Inc. (consists of River to Valley Initiatives, Inc., Cox Group Architects LLC, Dimension IV Madison Design Group, The Windward Group, IDM Hospitality Mgmt, and Larkin Hoffman Attorneys)	19.5	4	15	23	27	16	16	120.5



Appleton
Public Library

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: Finance Committee
 Municipal Services Committee
 Utilities Committee

SUBJECT: Award of Contract

The Department of Public Works recommends that the following described work:

C-18 Sidewalk Sawcutting

Be awarded to:

Name: ASTI Sawing, Inc.
Address: 7454 HWY 18-151
Barneveld, WI 53507

In the amount of : _____

With a _____ % contingency of : _____

For a project total not to exceed : _____

**** OR ****

In an amount Not To Exceed : _____ \$30,000.00

Budget: _____ \$30,000.00
Estimate: _____
Committee Date: _____ 03/26/18
Council Date: _____ 04/04/18

SIDEWALK SAWCUTTING

Unit C-18

March 12, 2018

BID TABULATION

ITEM	DESCRIPTION	Quantity	Units	ASTI Sawing, Inc.	
				Unit Price	Total
1.	Sawcut Sidewalk	1,700	inch-ft	\$15.10	\$25,670.00

\$25,670.00



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

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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

TO: Finance Committee

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

DATE: 3/26/2018

RE: Action Item: Approval of Bid Packages and project related expenses into the Guaranteed Maximum Price Amendment to Miron Construction for the Jones Park Project for a contract not to exceed \$3,753,690 plus a contingency of 5% for a contract not to exceed \$3,937,861.

Action Item: Request a budget transfer from Downtown Development CIP to Jones Park Project for \$887,558.

On March 13, 2018, bids were opened for the Jones Park Project. We bid nineteen different individual bid packages as provided below and recommend proceeding with the lowest responsible bidder in each category. I am dismayed by the current bidding climate and its result on overall cost of construction. You will notice we had very minimal interest by contractors. Though I cannot speak for each individual contractor, the amount of work and lack of contractors has created a challenging bidding environment that is driving up costs. In addition, material prices in some areas have seen significant increases. When I established this budget about a year ago I did not anticipate this current bidding climate occurring. Our architect has noted seeing similar results throughout Wisconsin.

Note that I did bid certain components of this project in September 2017 and again in October 2017 in which I requested the bids be rejected and rebid due to the costs I felt were too high at that point. I was hopeful rebidding in early spring would produce better results based on our past experiences.

If we rebid again, it does not appear conditions in the market will improve and only can anticipate they will get worse, therefore I recommend accepting these bids to allow the project to remain on schedule for a 2018 completion.

Earthwork, Building & Selective Demolition: Calnin & Goss, Inc.

Contractor	Bid
Calnin & Goss, Inc.	\$957,300
Ostrega Excavation, Inc.	\$998,189

Site Concrete: Martell Construction, Inc.

Contractor	Bid
Martell Construction	\$369,900

Fencing: Fortress Fence

Contractor	Bid
Fortress Fence	\$2,725

Seeding & Landscaping: Schmalz Landscaping Co.

Contractor	Bid
Green Boyz, Inc.	\$308,345
Highway Landscapers	\$214,660
Lakeshore Cleaners	\$133,033.08
Midwest Landscape Co.	\$182,325
Schmalz Landscaping	\$103,700
Vandehey Company	\$171,933.92

Site Utilities: Scott DeNoble & Sons Construction, Inc.

Contractor	Bid
Scott DeNoble & Sons Co. Inc.	\$149,033

Building Cast-in Place Concrete: Miron Construction

Contractor	Bid
Miron Construction	\$267,775

Masonry: Wm. A. Heim Co., Inc.

Contractor	Bid
Miron Construction	\$233,937
Wm. A. Heim Co., Inc.	\$230,800

Steel Material & Erection: Miron Construction

Contractor	Bid
Miron Construction	\$270,135

General Trades: Miron Construction

Contractor	Bid
Miron Construction	\$455,259

Roofing: Weinert Roofing

Contractor	Bid
Weinert Roofing	\$70,859

Caulking: No bidders

Contractor	Bid
Allowance	\$14,400

Aluminum Windows, Entrances, Glass/Glazing: Corcoran Glass & Paint, Inc.

Contractor	Bid
Corcoran Glass & Paint, Inc.	\$47,317

Rolling Doors & Shutters: EZ Glide – Essential Products

Contractor	Bid
EZ Glide – Essential Products	\$20,400

Gypsum Board Systems: No bidders

Contractor	Bid
Allowance	\$9,000

Tile: No bidders

Contractor	Bid
Allowance	\$7,000

Painting: Omni Glass & Paint

Contractor	Bid
Omni Glass & Paint	\$24,875

Plumbing: EGI Mechanical, Inc.

Contractor	Bid
EGI Mechanical, Inc.	\$192,600

HVAC: Best Mechanical

Contractor	Bid
Best Mechanical	\$112,500

Electrical: Quantum Electrical Solutions, LLC

Contractor	Bid
Elmstar Electrical	\$478,900
Quantum Electrical Solutions, LLC	\$377,836

Total Bids:

Contractor	Bid
Total of Bids	\$3,683,414
Alternate A: Hillside Play	(\$92,168)
Alternate B: Water Feature	(\$97,747)
Total: W/Alternates Removed	\$3,493,499

Other Project Costs:

Contractor	Bid
Contingency	\$184,171
General Conditions	\$126,000
General Requirements	\$54,000
Insurance, Permits and Bonds	\$80,191

Total Contract:

Contractor	Bid
Total Contract	\$3,937,861

To reduce the cost, we recommend accepting credits to not construct the hillside play area and the water feature. These credits total \$189,915. In addition, we will experience an additional \$100,000 reduction in cost by not having to purchase the hill-side play equipment. A playground will still be constructed at ground level. In addition, we will seek opportunities for further cost savings.

The project budget includes a 5% (\$184,171) contingency and allocations for utility relocations, Wi-Fi, security cameras, playground equipment and materials testing services. Note that the contingency is only utilized when unforeseen work is required to successfully finish the project.

To close the gap in funding to complete this project we are recommending a budget transfer from the Downtown Development CIP for monies previously allocated for a new pedestrian ramp underneath the new Oneida Street bridge which was delayed and may not be constructed based on future developments that may provide additional access points to Water Street and Rocky Blier Run.

Overall, the bidding environment is not on our side. As can be witnessed above we received a very limited amount of bids in each category despite multiple bid advertisements per state statutes. It is believed that many factors are causing higher prices including limited availability of contractors, a significant amount of work available to contractors and rising material prices. For example, steel, copper, gypsum board are just a few of the materials experiencing significant price hikes.

We have already rejected two bidding cycles on this project due to costs we felt were out of line, thus we feel there is no reason to do the same for this bid. It is believed that costs will only increase by waiting longer based on the construction forecasts in Wisconsin.

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



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

TO: Finance Committee
FROM: Tony Saucerman, Finance Director
DATE: March 22, 2018
RE: Request Approval of Additional 2017 Budget Adjustments

At the March 12, 2018 Finance Committee meeting, the committee approved a series of 2017 Budget adjustments which were meant to be the final adjustments necessary for 2017. In preparing for the annual audit, it was discovered that there was an error in the amounts of one of the entries that was approved and another entry was omitted. Therefore, I am requesting the approval of two additional 2017 Budget adjustments.

General Fund – Parks & Recreation Department

During 2017 Budget preparations in the fall of 2016, it was difficult to estimate the amount of revenue the new Erb Pool was going to generate when it opened the following year. At that point, it was not certain if an outside vendor was going to operate the concession area or the City was going to take it over. The budget was prepared status quo assuming that an outside vendor would run the concession area. As it turned out, City staff took over the concession area which both increased City revenues and City costs. The requested budget adjustment seeks to recognize some of those additional revenues in order to cover the cost of the additional concession supplies.

General Fund (Health Claim Costs)

At the March 12, 2018 Finance Committee meeting, a budget adjustment was approved to allocate general fund balance to departments that were over budget due to their allocation of excess health care costs in 2017. Unfortunately, there was a miscalculation in the amounts that were applied to certain departments. The calculation of the additional budget adjustment follows:

<u>Department</u>	<u>Original Amount</u>	<u>Correct Amount</u>	<u>Additional Adjustment</u>
H/R Department	\$18,873	\$21,718	\$2,845
Police Department	\$172,791	\$356,470	\$183,679
Fire Department	\$276,472	\$342,900	\$66,428

The additional adjustments are within the amount of excess health care costs that were allocated to each department and bring the departments back within budget for 2017.

Thank you for your consideration of these budget adjustments. As always, feel free to contact me if you have questions.

City of Appleton
2017 - 2018 REAPPROPRIATION REQUESTS - NON-LAPSING

PO/

Fund / Bus. Unit	Sub Object	Contract Obj S/L	Project #	Year Budgeted	Vendor	PROJECT	Carryover	JUSTIFICATION
NL 209						Non-lapsing fund balance	320,295	Carryover available fund balance.
Subtotal - HazMat Contract Non-Lapsing							320,295	
NL 212						Non-lapsing fund balance	8,951	Carryover available fund balance.
Subtotal - Rental Energy Rehab Non-Lapsing							8,951	
NL 215						Non-lapsing fund balance	5,000	Carryover available fund balance.
Subtotal - Continuum of Care Grant Non-Lapsing							5,000	
NL 216						Non-lapsing fund balance	127,272	Carryover available fund balance.
Subtotal - HOME Homeowner Grant Non-Lapsing							127,272	
NL 217						Non-lapsing fund balance	21,052	Carryover available fund balance.
Subtotal - Housing Rehab Loan Non-Lapsing							21,052	
NL 218						Non-lapsing fund balance	6,208	Carryover available fund balance.
Subtotal - Business & Neighborhood Revitalization Non-Lapsing							6,208	
NL 219						Non-lapsing fund balance	45,375	Carryover available fund balance.
Subtotal - Lead Hazard Control Grant Non-Lapsing							45,375	
NL 255				2017		Reach Out & Read - United Way	66,700	These funds are granted to APL for staffing, supplies, and coordination of the RO&R program throughout our community
Subtotal - Library Grants Non-Lapsing							66,700	
Library								
NL 16032	6315			2017		Lost & Paid materials funds	13,130	These are funds patrons have paid back to the library for losing materials the library will need to replace in our collection.
NL 16032	6315			2017		Donation & Memorials	265	These are donations given to the library for a dedicated memorial
NL 16021	various			2017		English Language Learners - BMO	5,850	library
NL 16024	various	various		2017		Program & Other Initiatives - Friends	39,887	These funds are granted to APL from the Friends of the Appleton Library for special program initiatives
NL 16024	6301	3954		2017		Appleton Ready to Read	1,000	These funds are granted to APL from Community supporters for special program initiatives
Subtotal - General Fund Non-Lapsing							60,132	
Grand Total - Non-lapsing							660,985	