



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, October 22, 2018

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[18-1512](#) October 8, 2018 Finance Committee minutes

Attachments: [MeetingMinutes08-Oct-2018-08-28-38.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [18-1520](#) Request to approve the City's Worker's Compensation third party administrator to continue to be Minute Men HR for 2019 - 2021

Attachments: [WC Third Party.pdf](#)

- [18-1530](#) Request to award 2017 B-Building Boiler Replacement project contract to Great Lakes Mechanical, Inc in the amount of \$790,587 with a contingency of 9% for a project total not to exceed \$860,000 and approve the following 2018 budget adjustment:

WWTP Improvement Project	- \$110,000
WWTP Hardscapes Project	- \$250,000
WWTP Electrical Distribution Project	- \$150,000
B-Building Boiler Replacement Project	+\$510,000

to reflect transfer of positive balances from WWTP projects to the B-Building Boiler Replacement project (2/3 vote required)

Attachments: [2018 WWTP Bio-Gas Boiler Project.pdf](#)

- [18-1571](#) Request to accept a Federal Transit Administration Bus and Bus Facilities capital grant of \$4,000,000 and approve the following 2018 Budget adjustment:

Valley Transit

Capital Outlay	+\$5,000,000
Federal Grant	+\$4,000,000
Fund Balance (Depreciation Reserve)	+\$1,000,000

to accept a federal grant for bus and bus facility capital projects (2/3 vote required)

Attachments: [FCTC Grant acceptance memo 5539 - 2018 \(3\).pdf](#)

- [18-1574](#) The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of discussing the investment of public funds concerning the Fox Cities Exhibition Center invoices and reconvene into open session.

6. Information Items

- [18-1513](#) 2019 Facilities & Construction Management Budget

Attachments: [2019 Facilities Management Budget.pdf](#)

- [18-1514](#) 2019 Facilities & Construction Management Capital Project Budget

Attachments: [2019 Facilities Exhibit Ctr Capital Projects Fund.pdf](#)

- [18-1515](#) 2019 Risk Management Budget

Attachments: [2019 Risk Management Budget.pdf](#)

- [18-1516](#) 2019 Finance Budget

Attachments: [2019 Finance Budget.pdf](#)

- [18-1517](#) 2019 Legal Services Budget

Attachments: [2019 Legal Services Budget.pdf](#)
[Legal Services Cap Proj Fund.pdf](#)
[2019 Legal Services CIP E-Pollbooks.pdf](#)

- [18-1518](#) 2019 Mayor Budget

Attachments: [2019 Mayor Budget.pdf](#)

[18-1519](#) Contract 19-18 was awarded to Martell Construction for \$36,468 with a contingency of \$3,647 for WWTP Sidewalk Repair. Payments issued to date total \$35,556.54. Request final payment of \$911.71

[18-1573](#) The following 2018 Budget adjustment was approved by the Mayor and Finance Director in accordance with policy:

General Fund - Fire Department

Equipment	- \$10,000
State Grant	- \$ 8,000
Fund Balance	+\$ 2,000

to record the reduction of grant proceeds and related expense due to the withdrawal of Calumet County from the EPCRA grant program due to staffing changes in 2018

[18-1572](#) Discussion of the review of invoices from von Briesen and Roper for Phase V out-of-scope services related to the financing of the Fox Cities Exhibition Center

7. Adjournment

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

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

For questions regarding this agenda, please contact Tony Saucerman at (920) 832-6440.



City of Appleton

100 North Appleton Street
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Meeting Minutes Finance Committee

Monday, October 8, 2018

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Roll call of membership

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

Excused: 1 - Alderperson Plank

3. Approval of minutes from previous meeting

[18-1437](#)

Finance Committee minutes from September 24, 2018 meeting

Attachments: [MeetingMinutes24-Sep-2018-11-43-10.pdf](#)

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

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

Excused: 1 - Alderperson Plank

4. Public Hearings/Appealances

5. Action Items

[18-1440](#)

Award the Fire Station #5 2018 Remodeling project contract to Miron Construction Co. Inc in the amount of \$40,669 with a contingency of 7% for a project total not to exceed \$43,516

Attachments: [2018 Fire Station #5 Remodeling.pdf](#)

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

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

Excused: 1 - Alderperson Plank

18-1453

Request to approve the following 2018 Budget adjustment:

TIF 11 Capital Projects Fund

Capital Outlay	+\$2,354,153
Proceeds of Debt	+\$2,354,153

to establish a 2018 budget for the construction of a public parking ramp at the U.S. Venture site

Attachments: [Finance Committee - USV Ramp 2018 Budget Request.pdf](#)

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

Aye: 4 - Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

Excused: 1 - Aldersperson Plank

18-1455

Request to approve Apple Ridge Development Agreement

Attachments: [Apple Ridge Development Agreement - Clean - 09-28-2018.pdf](#)

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

Aye: 4 - Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

Excused: 1 - Aldersperson Plank

18-1403

Request to approve \$193,000 for Phase V, Part II payment of outstanding legal fees related to the financing of the Fox Cities Exhibition Center and deny Phase V Out of Scope payment in amount of \$129,143

Attachments: [vonBriesen Final Bills.pdf](#)
 [vonBriesen Bills.pdf](#)

Amend to separate items: Recommend to approve payment of \$193,000; motion by Siebers second Lobner approved 4-0

Refer out of scope billings to Attorney's office for further review and investigation; to come back to Committee at next meeting; motion by Baranowski, second by Croatt, approved 4-0

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

Aye: 4 - Aldersperson Lobner, Aldersperson Siebers, Aldersperson Croatt and Aldersperson Baranowski

Excused: 1 - Alderperson Plank

[18-1459](#)

The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of discussing the investment of public funds concerning the Fox Cities Exhibition Center invoices and reconvene into open session.

Committee did not go into closed session

6. Information Items

[18-1438](#)

Contract 22-18 was awarded to Vinton Construction Company, Inc for the 2018 Scheig Phase 3 Redevelopment project in the amount of \$91,120 with a contingency of \$4,556. One change order in the amount of \$1,032 was issued. Request to issue the final contract payment of \$92,151.90

Attachments: [Scheig Phase 3 Finance Memo Final Pymt \(10-08-18\).pdf](#)

This Presentation was presented

[18-1439](#)

Contract 19-18 was awarded to Martell Construction, Inc for the 2017 Wastewater Sidewalk Repair project in the amount of \$36,468 with a contingency of 10%. Payments issued to date total \$35,556.54. Request to issue the final contract payment of \$911.71

Attachments: [2017 Wastewater Sidewalks Final Payment_.pdf](#)

This Presentation was presented

[18-1454](#)

The following 2018 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

General Fund - Fire Department

Donations	+\$11,378
Equipment	+\$11,378

to record donation from the Friends of the Appleton Fire Department for the purchase of two gear washers and installation of a photo board for retired personnel

This Presentation was presented

7. Adjournment

Alderperson Croatt moved, seconded by Alderperson Lobner, that the meeting be adjourned at 6:16pm. Roll Call. Motion carried by the following vote:

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

Excused: 1 - Alderperson Plank

**Human Resources Department
100 N. Appleton Street
Appleton, WI 54911
Phone: (920) 832-6455
Fax: (920) 832-5845**

To: Finance Committee and Common Council Members

From: Sandy Matz, Human Resources Director

Date: October 16, 2018

Re: Recommendation for Worker's Compensation Third Party Administration

The City's third party administration services contract, currently with Minute Men HR, expires December 31, 2018. As part of the renewal process, a request for proposal was sent out to the following companies:

SFM Risk Solutions
Cities and Villages Mutual (CVMIC)
Minute Men HR

After evaluation of the responses received, we are recommending that the Committee approve renewal for a three (3) year period with Minute Men HR. Below are the current and renewal rates with Minute Men HR:

	2018	2019	2020	2021
Indemnity Claim	\$730	\$730	\$765	\$800
Medical Only Claim under \$1500	\$115	\$115	\$120	\$125
Medical Only Claim over \$1500	\$305	\$305	\$320	\$335
Minimum Fee	\$11,500	\$12,492	\$12,492	\$12,492
Maximum Fee	\$27,500			

Minute Men HR has been providing the City with third party administrative services since 1990 when the City became self-insured. Minute Men HR has knowledgeable staff and has provided the City with excellent service in a variety of areas including the third party administration.

Please contact me if you have any questions regarding the recommendation.



"...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

DATE: 10/22/2018

RE: Action: Award the 2017 "B-Building Boiler Replacement Project" contract to Great Lakes Mechanical, Inc. in the amount of \$790,587 with a contingency of 9% for a project total not to exceed \$860,000.

Action: Approve positive balance transfer of \$110,000 from the "WWTP Improvement Project" to "B-Building Boiler Replacement Project"

Action: Approve positive balance transfer of \$250,000 from the "WWTP Hardscapes Project" to "B-Building Boiler Replacement Project"

Action: Approve positive balance transfer of \$150,000 from the "WWTP Electrical Distribution Project" to "B-Building Boiler Replacement Project"

Parks, Recreation, and Facilities Management Department (PRFMD) has identified the need to install a new boiler in the B-Building at the Wastewater Treatment Plant (WWTP). The 2017 CIP identified \$180,000 to design and install a new natural gas boiler. The balance after design fees, was rolled over into the 2018 WWTP HVAC upgrades project that consisted of \$250,000. Concurrently, WWTP operations was implementing a Bio-Gas utilization study. PRFMD, WWTP operations, and the selected consultant formed a project team to explore all options for Bio-Gas utilization. The option with the best cost benefit ratio was to install a new bio-gas boiler in-lieu of the natural gas boiler. The final proposed project will include a new bio-gas boiler in the B-Building, bio-gas piping modifications, and a bio-gas compressor to feed compressed gas to all three bio-gas boilers. Currently, there are two existing bio-gas boilers that were successfully installed and have been operating since 2011. When this proposed project is complete, all of the heating load for the WWTP will be supplied by bio-gas. It was determined by the consulting engineer that this project will save approximately \$103,000 annually on our utility bills. We have also been approved by Focus on Energy for a rebate, in the amount of \$167,180, to be issued when the project is completed.

During the design process it was determined that the current budget would not be enough to cover the cost of installing a new bio-gas boiler, but with the estimated yearly cost savings and the Focus on Energy rebate, the project will have a six year payback. With the short payback and high return on investment, this is a very attractive project. Therefore we are asking for the budget

amendments above to make this project possible.

The positive fund balances are a combination of Utilities CIP's and Facilities Management CIP's. In addition, the scope of work in the Hardscape CIP was completed as part of the Electrical Distribution Project as the work was a component of the hardscapes surrounding the electrical sub-station. Last, we received very favorable bids for the first phase of the electrical distribution project compared to our engineering consultants budget estimate. Overall, though it requires various budget transfers we feel fortunate to be able to find a means to complete this existing project without adding an additional CIP or having to budget additional dollars.

This project has been a collaborative team effort between the Utilities and Facilities Management Department towards another project with a low payback and sustainable results.

The bids were received as follows:

Great Lake Mechanical, Inc. (low bid)	\$790,587
EGI Mechanical Inc.	\$806,471
Reeke-Marold Co., Inc.	\$855,000
Hurkman Mecahnical Industries Inc.	\$898,500
JF Ahern Co.	\$903,000

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Great Lake Mechanical, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Great Lakes Mechanical, Inc. in the amount of \$790,587 plus a contingency of 9% only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



October 18, 2018

To: Fox Cities Transit Commission
Finance Committee

From: Ronald C. McDonald
General Manager

Subject: Acceptance of Federal Transit Administration Bus and Bus Facilities capital grant of \$4,000,000.

Background:

The Bus & Bus Facilities Infrastructure Investment Program (49 U.S.C. 5339) makes federal resources available to states and direct recipients for bus and bus facility capital projects. Eligible recipients include designated recipients that operate fixed route bus service such as Valley Transit.

Valley Transit applied for funding under this annual program and was awarded \$4,000,000 in federal funds. The FTA provides these funds as an 80/20 grant; 80% grant funded and 20% local match. The local share will be paid out of Valley Transit's depreciation fund. The costs associated with this grant are as follows:

80% funding from FTA:	\$4,000,000
20% local match (depreciation account):	<u>\$1,000,000</u>
Total eligible project cost:	\$5,000,000

Recommendation:

Recommend acceptance of the Federal Transit Administration capital grant for \$4,000,000 and to modify Valley Transit's spending authority for 2018 to include new capital funds inclusive of the \$4,000,000 FTA capital grant and \$1,000,000 from Valley Transit's depreciation reserve fund.

CITY OF APPLETON 2019 BUDGET

**FACILITIES AND
CONSTRUCTION MANAGEMENT**

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

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

CITY OF APPLETON 2019 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2018 EVENTS

The Facilities Management Division provided operation and maintenance services for more than 1.26 million square feet of municipal buildings including, but not limited to, offices, park pavilions, municipal aquatic centers, vehicle garages, police and fire stations, a golf course and water and wastewater plants. The services provided included maintaining and inspecting all building systems, such as HVAC, electrical, plumbing, structural and fire systems and general services such as janitorial services, pest control and elevator maintenance. Additionally, support was provided in areas directly impacting City departmental missions such as fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

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

Our tradesmen continued to improve their skills and knowledge by maintaining their professional licenses, attending training and seeking ways to find new approaches, such as LEAN and predictive maintenance. Management staff also attended various training and networking opportunities to improve their leadership and technical skills. Benchmark costs for maintenance and janitorial services is \$3.38 per square foot, as published by the International Facilities Management Association, compared to our cost of \$2.01. Expenses are controlled by employing in-house trades people to perform higher-cost skilled work while contracting out work requiring a lesser degree of skill which can generally be procured at a lower cost.

Construction management was performed for the renovation of Erb Pool and Park and the construction of the Fox Cities Exhibition Center. Both facilities were finished within schedule and budget.

Capital improvement projects completed in 2018 included a roof replacement at Fire Station #5; re-caulking of the veneer exterior panels at the Library; HVAC design for an additional methane boiler at the Wastewater Treatment Plant; lighting upgrades at the Linwood Park; design and construction of the Phase I electrical upgrades at the Wastewater Plant, locker room renovation at the Municipal Services Building, renovations to the Fire Station #5 kitchen and replacing aged sewer services at Fire Station #1. Additionally, we performed testing of the electrical distribution system at the Municipal Services Building. Numerous other general projects were also completed to preserve and extend the useful life of the facilities. These type of projects include ADA, safety and security improvements, door replacements, flooring replacements, large-scale painting and various HVAC, plumbing and electrical upgrades.

Finally, the department remained diligent in its continued implementation of energy conservation and sustainability plans. The department considers sustainability when procuring products, including the use of LED fixtures and the purchase of products utilizing recyclable materials when feasible. Since 2005, electrical usage has been reduced by over 41.8 million kWh's (25.2%) and natural gas usage reduced by over 1.99 million therms (32.7%), resulting in approximately \$4.59 million in energy savings. During 2018, the Sustainability Plan was updated which highlights a comprehensive list of sustainable and energy conservation initiatives accomplished.

CITY OF APPLETON 2019 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

MAJOR 2019 OBJECTIVES

Provide planning and project management services including construction oversight and representation related to projects outlined in the capital improvement plan. Ensure all major facility maintenance projects meet project objectives and are completed on time and within budget.

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

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

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

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

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

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

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

Maintain a cost per square foot for maintenance and housekeeping under industry averages. Our current square foot benchmark is \$2.01, which is far below the industry's benchmark of \$3.38 as published by the International Facilities Management Association.

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

Prepare for the conversion from the Asset Management System to a new Tyler Munis Work Order System.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 2,540,290	\$ 2,585,147	\$ 2,765,592	\$ 2,765,592	\$ 2,836,286	2.56%
Program Expenses							
6330	Administration	327,325	345,857	341,594	341,594	358,955	5.08%
6331	Facilities Maintenance	2,287,926	2,290,685	2,423,998	2,423,998	2,507,331	3.44%
Total Program Expenses		\$ 2,615,251	\$ 2,636,542	\$ 2,765,592	\$ 2,765,592	\$ 2,866,286	3.64%
Expenses Comprised Of:							
	Personnel	894,929	917,809	919,312	919,312	958,178	4.23%
	Administrative Expense	701,120	683,950	731,164	731,164	751,598	2.79%
	Supplies & Materials	42,379	44,052	44,150	44,150	67,050	51.87%
	Purchased Services	18,410	23,866	26,154	26,154	24,370	-6.82%
	Utilities	51,213	46,599	57,380	57,380	60,245	4.99%
	Repair & Maintenance	907,200	920,266	987,432	987,432	986,845	-0.06%
	Capital Expenditures	-	-	-	-	18,000	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	10.25	10.26	10.26	10.26	10.26	

CITY OF APPLETON 2019 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

Administration

Business Unit 6330

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

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

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

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

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

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	98%	99%	100%	100%	100%
Strategic Outcomes					
Facilities projects/plans/studies completed in year scheduled	96%	97%	100%	100%	100%
Work Process Output					
# of capital projects completed	50	51	48	48	50

CITY OF APPLETON 2019 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

Administration

Business Unit 6330

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4230 Miscellaneous Local Aid	\$ 1,000	\$ -	\$ -	\$ -	\$ -
4710 Interest on Investments	281	(10)	-	-	-
4801 Charges for Services	2,535,117	2,579,938	2,762,092	2,762,092	2,831,086
5005 Sale of City Prop - Tax	255	-	-	-	-
5035 Other Reimbursements	3,637	5,219	3,500	3,500	5,200
5082 Insurance Proceeds	-	-	-	-	-
Total Revenue	<u>\$ 2,540,290</u>	<u>\$ 2,585,147</u>	<u>\$ 2,765,592</u>	<u>\$ 2,765,592</u>	<u>\$ 2,836,286</u>
Expenses					
6101 Regular Salaries	\$ 130,379	\$ 122,799	\$ 141,669	\$ 141,669	\$ 146,986
6105 Overtime	37	-	2,320	2,320	2,364
6150 Fringes	83,319	94,198	62,246	62,246	66,570
6201 Training\Conferences	8,707	9,918	10,500	10,500	10,500
6206 Parking Permits	816	840	840	840	720
6301 Office Supplies	2,135	1,720	2,100	2,100	2,100
6302 Subscriptions	11	350	125	125	200
6303 Memberships & Licenses	1,895	1,804	2,000	2,000	2,000
6304 Postage\Freight	2,724	2,604	2,700	2,700	2,700
6305 Awards & Recognition	132	271	180	180	180
6306 Building Maint./Janitorial	-	27	-	-	-
6307 Food & Provisions	321	286	240	240	240
6315 Books & Library Material	1,036	1,273	1,500	1,500	1,500
6320 Printing & Reproduction	3,911	4,383	3,900	3,900	4,800
6321 Clothing	168	870	500	500	750
6323 Safety Supplies	457	2,001	2,000	2,000	2,000
6401 Accounting/Audit	2,228	1,674	1,600	1,600	1,470
6404 Consulting Services	7,604	6,470	6,500	6,500	6,500
6407 Collection Services	1,396	1,251	1,400	1,400	1,400
6412 Advertising	1,308	675	3,000	3,000	1,500
6413 Utilities	51,212	46,599	57,380	57,380	60,245
6501 Insurance	25,488	31,463	32,740	32,740	35,480
6599 Other Contracts/Obligations	2,041	4,881	6,154	6,154	6,500
7914 Trans Out - Cap Projects	-	9,500	-	-	2,250
Total Expense	<u>\$ 327,325</u>	<u>\$ 345,857</u>	<u>\$ 341,594</u>	<u>\$ 341,594</u>	<u>\$ 358,955</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 BUDGET

FACILITIES AND CONSTRUCTION MANAGEMENT

Facilities Maintenance

Business Unit 6331

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Maintain mechanical, electrical and architectural systems including:

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

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

Major changes in Revenue, Expenditures, or Programs:

This budget includes \$26,000 for the cost of a new scissors lift and trailer. A great deal of the department's work requires working in high spaces such as the fire station bays, DPW garage, Valley Transit, and the Water and Wastewater plants. Having a reliable lift is critical in ensuring work is done safely and efficiently.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Provide a proactive maintenance program					
% of satisfied customers	99%	99%	100%	100%	100%
Strategic Outcomes					
% of services performed as scheduled:					
Cost per sq. ft. - maint. and janitorial	\$1.82	\$1.83	\$1.93	\$1.93	\$2.01
Work completed in time scheduled	98%	98%	100%	100%	100%
Quantity of code, safety, etc. citations	0	0	0	0	0
Work Process Outputs					
Service Performed					
Square feet of facilities maintained	1,266,848	1,266,848	1,266,848	1,266,848	1,266,848

CITY OF APPLETON 2019 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT

Facilities Maintenance

Business Unit 6331

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 469,470	\$ 488,230	\$ 500,243	\$ 500,243	\$ 517,217
6104 Call Time	1,963	2,643	3,570	3,570	3,500
6105 Overtime	11,599	8,215	12,000	12,000	12,000
6108 Part-Time	28,797	9,739	10,000	10,000	10,500
6150 Fringes	169,366	191,984	187,264	187,264	199,041
6201 Training/Conferences	39	-	-	-	-
6306 Building Maint./Janitorial	354,648	306,567	360,444	360,444	366,362
6307 Food & Provisions	-	-	-	-	-
6309 Shop Supplies & Tools	9,789	8,951	10,000	10,000	10,000
6321 Clothing	30	-	-	-	-
6323 Safety Supplies	-	116	-	-	-
6326 Equipment Parts	-	15	-	-	-
6327 Miscellaneous Equipment	26,988	26,443	26,250	26,250	48,000
6405 Engineering Services	2,040	8,108	5,000	5,000	5,000
6407 Collection Services	1,732	807	2,500	2,500	2,000
6409 Inspection Fees	61	-	-	-	-
6414 Janitorial Service	364,522	379,691	394,097	394,097	407,164
6416 Building Repairs & Maint.	502,274	491,641	548,548	548,548	531,966
6418 Equip Repairs & Maint	2,527	2,611	3,500	3,500	3,500
6425 CEA	37,877	46,323	41,287	41,287	44,215
6502 Leases	304,204	318,601	319,045	319,045	328,616
6503 Equipment Rental	-	-	250	250	250
6804 Machinery & Equipment	-	-	-	-	18,000
Total Expense	\$ 2,287,926	\$ 2,290,685	\$ 2,423,998	\$ 2,423,998	\$ 2,507,331

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Building Maint./Janitorial Supplies

Building interior	\$ 30,480
Electrical	38,100
Elevator	20,320
Fire/Safety	30,480
HVAC	73,660
Janitorial supplies	33,622
Painting	30,480
Plumbing	38,100
Security	30,480
Structural/windows/ext. doors	40,640
	<u>\$ 366,362</u>

Miscellaneous Equipment

City furniture/general	\$ 40,000
Scissors lift trailer replacement	8,000
	<u>\$ 48,000</u>

Janitorial Service

Contracted janitorial service	\$ 407,164
	<u>\$ 407,164</u>

Building Repairs & Maintenance Services

Electrical	\$ 45,243
Elevator	37,774
Fire/safety	49,399
HVAC	183,847
Plumbing	24,367
Security	16,600
Structural/roof	11,300
Overhead & passage doors	78,700
Painting & pavilion staining	25,250
Flooring	8,750
Other: pest control, locksmith, room set-ups, landfill, etc.	20,736

Projects

Wastewater door replacements	30,000
	<u>\$ 531,966</u>

Leases

City Hall condo agreement	\$ 312,906
First floor conference room	15,710
	<u>\$ 328,616</u>

Maintenance & Equipment

Scissors lift replacement	\$ 18,000
	<u>\$ 18,000</u>

83500	City of Appleton						1
TEACHERA	2019 Budget						09/24/18
BUD_FAC_LN	Revenue and Expense Summary						16:21:34
Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
REVENUES							
Intergovernmental Revenues	1,000	0	0	0	0	0	0
Interest Income	281	10-	131-	0	0	0	0
Charges for Services	2,535,117	2,579,938	1,781,670	2,762,092	2,762,092	0	2,831,086
Other Revenues	3,892	5,219	23,730	3,500	3,500	5,200-	5,200
TOTAL REVENUES	2,540,290	2,585,147	1,805,269	2,765,592	2,765,592	5,200-	2,836,286
EXPENSES BY LINE ITEM							
Regular Salaries	184,090	182,264	148,405	641,912	641,912	664,203	664,203
Labor Pool Allocations	337,871	375,876	278,348	0	0	0	0
Call Time	1,963	2,643	3,453	3,570	3,570	3,500	3,500
Overtime	11,636	8,215	5,944	14,320	14,320	14,364	14,364
Part-Time	28,797	9,739	9,093	10,000	10,000	10,500	10,500
Other Compensation	998	1,260	1,960	0	0	0	0
Sick Pay	24,221	0	0	0	0	0	0
Vacation Pay	52,669	51,630	36,302	0	0	0	0
Fringes	223,821	248,654	175,079	249,510	249,510	252,065	265,611
Unemployment Compensation	0	2,220	0	0	0	0	0
Pension Expense / Revenue	28,863	35,308	0	0	0	0	0
Salaries & Fringe Benefits	894,929	917,809	658,584	919,312	919,312	944,632	958,178
Training & Conferences	8,746	9,918	3,449	10,500	10,500	10,500	10,500
Parking Permits	816	840	840	840	840	720	720
Office Supplies	2,135	1,720	1,138	2,100	2,100	2,100	2,100
Subscriptions	11	350	502	125	125	200	200
Memberships & Licenses	1,895	1,804	971	2,000	2,000	2,000	2,000
Postage & Freight	2,724	2,604	1,492	2,700	2,700	2,700	2,700
Awards & Recognition	132	271	130	180	180	180	180
Building Maintenance/Janitor.	354,648	306,593	199,098	360,444	360,444	366,362	366,362
Food & Provisions	321	286	7	240	240	240	240
Insurance	25,488	31,463	23,238	32,740	32,740	32,740	35,480
Leases	304,204	318,601	238,534	319,045	319,045	328,616	328,616
Rent	0	0	331	250	250	250	250
Trans Out - Capital Projects	0	9,500	0	0	0	2,250	2,250
Administrative Expense	701,120	683,950	469,730	731,164	731,164	748,858	751,598
Shop Supplies & Tools	9,789	8,951	3,591	10,000	10,000	10,000	10,000
Books & Library Materials	1,036	1,273	0	1,500	1,500	1,500	1,500
Printing & Reproduction	3,911	4,383	2,961	3,900	3,900	4,800	4,800
Clothing	198	870	135	500	500	750	750
Safety Supplies	457	2,117	347	2,000	2,000	2,000	2,000
Vehicle & Equipment Parts	0	15	268	0	0	0	0
Miscellaneous Equipment	26,988	26,443	39,901	26,250	26,250	66,000	48,000
Supplies & Materials	42,379	44,052	47,203	44,150	44,150	85,050	67,050
Accounting/Audit	2,228	1,674	0	1,600	1,600	1,600	1,470
Consulting Services	7,604	6,470	4,195	6,500	6,500	6,500	6,500
Engineering Fees	2,040	8,108	3,521	5,000	5,000	5,000	5,000
Collection Services	3,128	2,058	2,867	3,900	3,900	3,400	3,400
Inspection Fees	61	0	0	0	0	0	0
Advertising	1,308	675	0	3,000	3,000	1,500	1,500
Other Contracts/Obligations	2,041	4,881	10,911	6,154	6,154	6,500	6,500
Purchased Services	18,410	23,866	21,494	26,154	26,154	24,500	24,370
Electric	18,231	16,502	12,424	20,000	20,000	20,000	20,000
Gas	6,153	6,293	6,030	9,302	9,302	9,302	9,302
Water	2,618	2,625	1,968	3,000	3,000	3,000	3,000
Waste Disposal/Collection	810	813	610	1,078	1,078	1,078	1,078
Stormwater	15,206	11,373	10,271	15,300	15,300	17,925	17,925
Telephone	3,007	3,239	2,594	3,200	3,200	3,240	3,240
Cellular Telephone	5,188	5,754	3,844	5,500	5,500	5,700	5,700
Utilities	51,213	46,599	37,741	57,380	57,380	60,245	60,245
Janitorial Service	364,522	379,691	322,352	394,097	394,097	407,164	407,164
Building Repair & Maintenance	502,274	491,641	368,963	548,548	548,548	557,966	531,966
Equipment Repair & Maintenanc	2,527	2,611	3,230	3,500	3,500	3,500	3,500

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
CEA Equipment Rental	37,877	46,323	33,370	41,287	41,287	41,287	44,215
Repair & Maintenance	907,200	920,266	727,915	987,432	987,432	1,009,917	986,845
Machinery & Equipment	0	0	0	0	0	0	18,000
Capital Expenditures	0	0	0	0	0	0	18,000
TOTAL EXPENSES	2,615,251	2,636,542	1,962,667	2,765,592	2,765,592	2,873,202	2,866,286
	=====	=====	=====	=====	=====	=====	=====

CITY OF APPLETON 2019 BUDGET
FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Charges for Services	\$ 2,535,117	\$ 2,579,938	\$ 2,762,092	\$ 2,725,000	\$ 2,831,086
Intergovernmental Revenue	1,000	-	-	-	-
Total Revenues	<u>2,536,117</u>	<u>2,579,938</u>	<u>2,762,092</u>	<u>2,725,000</u>	<u>2,831,086</u>
Expenses					
Operating Expenses	2,615,251	2,627,042	2,765,592	2,735,000	2,864,036
Depreciation	-	-	-	-	-
Total Expenses	<u>2,615,251</u>	<u>2,627,042</u>	<u>2,765,592</u>	<u>2,735,000</u>	<u>2,864,036</u>
Operating Loss	(79,134)	(47,104)	(3,500)	(10,000)	(32,950)
Non-Operating Revenues (Expenses)					
Investment Income (Loss)	281	(10)	-	-	-
Other Income	3,892	5,219	3,500	3,500	5,200
Total Non-Operating	<u>4,173</u>	<u>5,209</u>	<u>3,500</u>	<u>3,500</u>	<u>5,200</u>
Income (Loss) before Contributions and Transfers	(74,961)	(41,895)	-	(6,500)	(27,750)
Contributions and Transfers In (Out)					
Transfer Out - Capital Projects	-	(9,500)	-	-	(2,250)
Change in Net Assets	(74,961)	(51,395)	-	(6,500)	(30,000)
Net Assets - Beginning	<u>244,570 *</u>	<u>169,609</u>	<u>118,214</u>	<u>118,214</u>	<u>111,714</u>
Net Assets - Ending	<u>\$ 169,609</u>	<u>\$ 118,214</u>	<u>\$ 118,214</u>	<u>\$ 111,714</u>	<u>\$ 81,714</u>

* as restated for new pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 88,359	\$ 81,859
+ Change in Net Assets	<u>(6,500)</u>	<u>(30,000)</u>
Working Cash - End of Year	<u>\$ 81,859</u>	<u>\$ 51,859</u>

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

CITY OF APPLETON 2019 BUDGET

CAPITAL PROJECTS FUNDS

Facilities and Construction Management

Business Unit 4350

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Project	Sub ledger	Amount	Page
Library Construction	2100	5,000,000	Projects, Pg. 607
Blue Ramp Demolition	3414	2,400,000	Projects, Pg. 607
Soldiers' Square Ramp Demolition	3414	500,000	Projects, Pg. 607
Electrical Upgrades	2100, 2101	110,000	Projects, Pg. 609
Facility Renovations	2107, 2112	370,000	Projects, Pg. 611
Grounds Improvements	4410, 4340, 4360	75,000	Projects, Pg. 612
Hardscape Improvements	1905, 1918, 4420	330,000	Projects, Pg. 613
HVAC Upgrades	2101, 1916	105,000	Projects, Pg. 614
Interior Finishes and Furniture	1918, 2101, 2107	575,000	Projects, Pg. 615
Lighting Upgrades	1905, 2101, 4420	275,000	Projects, Pg. 616
MSB Heated Storage	2101	25,000	Projects, Pg. 617
Plumbing Upgrades	4200	25,000	Projects, Pg. 618
Roof Replacement	1913	225,000	Projects, Pg. 619
Safety and Security Improvements	2107, 4169	115,000	Projects, Pg. 620
Park ADA Improvements	4290	50,000	Projects, Pg. 650
Playground Areas	4420	325,000	Projects, Pg. 654
Scheig Center	4161	175,000	Projects, Pg. 656
Southeast Community Park	4700	500,000	Projects, Pg. 657
Statue and Monument Restoration	4235	15,000	Projects, Pg. 658
Telulah Park Improvements	4450	55,000	Projects, Pg. 659
Tennis Courts	4357	275,000	Projects, Pg. 660
Trails and Trail Connections	4145	675,000	Projects, Pg. 661
		<u>\$ 12,200,000</u>	

Major changes in Revenue, Expenditures, or Programs:

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

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ (54,388)	\$ 140,099	\$ -	\$ -	\$ 22,500	N/A
Program Expenses		\$ 5,405,052	\$ 10,308,777	\$ 7,500,659	\$ 10,429,600	\$ 12,414,218	65.51%
Expenses Comprised Of:							
Personnel		156,141	206,573	205,659	205,659	214,218	4.16%
Administrative Expense		-	-	-	-	-	N/A
Supplies & Materials		184,647	379,732	-	-	530,000	N/A
Purchased Services		892,405	421,278	575,000	744,396	175,000	-69.57%
Utilities		-	-	-	-	-	N/A
Capital Expenditures		4,171,859	9,301,194	6,720,000	9,479,545	11,495,000	71.06%

CITY OF APPLETON 2019 BUDGET

CAPITAL PROJECTS FUNDS

Facilities and Construction Management

Business Unit 4350

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4230 Miscellaneous Local Aids	\$ 300	\$ 12,450	\$ -	\$ -	\$ -
4710 Interest on Investments	(54,688)	37,649	-	-	-
4020 Donations & Memorials	-	-	-	-	22,500
5910 Proceeds of Long-term Debt	12,250,433	3,942,500	7,258,073	7,258,073	12,263,875
5922 Trans In - Special Revenue	-	90,000	-	-	-
Total Revenue	\$ 12,196,045	\$ 4,082,599	\$ 7,258,073	\$ 7,258,073	\$ 12,286,375
Expenses					
6101 Regular Salaries	\$ 116,460	\$ 150,868	\$ 152,780	\$ 152,780	\$ 160,238
6150 Fringes	39,681	55,705	52,879	52,879	53,980
6327 Miscellaneous Equipment	184,647	339,737	-	-	530,000
6328 Signs	-	39,995	-	-	-
6404 Consulting	148,386	211,729	25,000	47,365	85,000
6406 Architect Fees	741,753	209,549	550,000	697,031	90,000
6408 Contractor Fees	2,267	-	-	-	-
6801 Land	-	-	500,000	500,000	500,000
6802 Land Improvements	132,246	502,546	50,000	1,381,817	50,000
6803 Buildings	330,200	710,067	755,000	772,628	6,040,000
6804 Machinery & Equipment	715,955	477,609	275,000	317,880	290,000
6809 Infrastructure Construction	2,993,457	7,610,972	5,140,000	6,507,220	4,615,000
Total Expense	\$ 5,405,052	\$ 10,308,777	\$ 7,500,659	\$ 10,429,600	\$ 12,414,218

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

<u>Miscellaneous Equipment</u>		<u>Buildings</u>	
Work stations - 5th floor DPW	\$ 275,000	Power distribution repairs - MSB	\$ 50,000
Playground equipment - Pierce Park	200,000	Renovate bridge tender station	160,000
Kayak launch - Telulah Park	55,000	Renovate Finance Customer Service	210,000
	<u>\$ 530,000</u>	Library construction	5,000,000
		HVAC upgrades - FS#4	65,000
<u>Consulting</u>		Replace suspended ceiling - MSB	75,000
Arc flash study - all facilities	\$ 60,000	Replace flooring at fire stations	25,000
Water/Sewer camera testing - Parks	25,000	Update interior finishes - 5th floor DPW	200,000
	<u>\$ 85,000</u>	Security upgrades - 5th floor City Hall	30,000
		Replace roof - FS #1	225,000
			<u>\$ 6,040,000</u>
<u>Architect Fees</u>		<u>Machinery & Equipment</u>	
Heated storage building design - MSB	\$ 25,000	MSB lighting upgrades	\$ 75,000
Design services for Peabody seawall	25,000	PD lighting upgrades	75,000
Design services - MSB garage HVAC	40,000	Parks lighting upgrades	125,000
	<u>\$ 90,000</u>	Monument repairs	15,000
			<u>\$ 290,000</u>
<u>Land</u>		<u>Infrastructure Construction</u>	
Property acquisition for future SE park	\$ 500,000	Hardscapes - City properties	\$ 50,000
	<u>\$ 500,000</u>	Hardscapes - Parks	325,000
		Hardscapes - FS #6	80,000
<u>Land Improvements</u>		Blue Ramp demolition	2,400,000
Fence replacement - various parks	\$ 25,000	Soldiers' Square Ramp demolition	500,000
Landscaping, tree, & turf renovations	25,000	Park ADA improvements	50,000
	<u>\$ 50,000</u>	Parks security - fiber at AMP	85,000
		Scheig Center improvements	175,000
		Linwood tennis courts	275,000
		Trestle trails	675,000
			<u>\$ 4,615,000</u>

CITY OF APPLETON 2019 BUDGET
FACILITIES AND CONSTRUCTION MANAGEMENT
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Intergovernmental Revenues	\$ 300	\$ 12,450	\$ -	\$ -	\$ -
Interest Income	(54,688)	37,649	-	-	-
Other	-	-	-	-	22,500
Total Revenues	<u>(54,388)</u>	<u>50,099</u>	<u>-</u>	<u>-</u>	<u>22,500</u>
Expenses					
Program Costs	5,405,052	10,308,777	7,500,659	9,407,897	12,414,218
Total Expenses	<u>5,405,052</u>	<u>10,308,777</u>	<u>7,500,659</u>	<u>9,407,897</u>	<u>12,414,218</u>
Revenues over (under) Expenses	(5,459,440)	(10,258,678)	(7,500,659)	(9,407,897)	(12,391,718)
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	12,250,433	3,942,500	7,258,073	8,119,500	12,263,875
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	-	-	-	-	-
Operating Transfers In - Special Rev	-	90,000	-	-	-
Total Other Financing Sources (Uses)	<u>12,250,433</u>	<u>4,032,500</u>	<u>7,258,073</u>	<u>8,119,500</u>	<u>12,263,875</u>
Net Change in Equity	6,790,993	(6,226,178)	(242,586)	(1,288,397)	(127,843)
Fund Balance - Beginning	<u>851,425</u>	<u>7,642,418</u>	<u>1,416,240</u>	<u>1,416,240</u>	<u>127,843</u>
Fund Balance - Ending	<u>\$ 7,642,418</u>	<u>\$ 1,416,240</u>	<u>\$ 1,173,654</u>	<u>\$ 127,843</u>	<u>\$ -</u>

**CITY OF APPLETON 2019 BUDGET
CAPITAL PROJECTS FUNDS**

NOTES

CITY OF APPLETON 2019 BUDGET

CAPITAL PROJECTS FUNDS

Exhibition Center Construction

Business Unit 4360

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to Strategy:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

Construction of the Fox Cities Exhibition Center was completed, and the Center was opened in early 2018. No new funding is being requested in 2019.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

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

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 1,153,564	\$ 30,207,457	\$ -	\$ -	\$ -	N/A
Program Expenses		\$ 2,830,632	\$ 29,255,389	\$ -	\$ 648,487	\$ -	N/A
Expenses Comprised Of:							
Personnel		-	-	-	-	-	N/A
Administrative Expense		18,305	3,880	-	-	-	N/A
Supplies & Materials		-	18,489	-	-	-	N/A
Purchased Services		2,763,537	28,280,371	-	648,487	-	N/A
Utilities		2,368	-	-	-	-	N/A
Capital Expenditures		46,422	952,649	-	-	-	N/A

CITY OF APPLETON 2019 BUDGET

CAPITAL PROJECTS FUNDS

Exhibition Center Construction

Business Unit 4360

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4230 Miscellaneous Local Aids	\$ 1,153,564	\$ 29,840,455	\$ -	\$ -	\$ -
4710 Interest on Investments	-	2	-	-	-
5020 Donations & Memorials	-	367,000	-	-	-
5910 Proceeds of Long-term Debt	167,000	558,000	-	-	-
Total Revenue	<u>\$ 1,320,564</u>	<u>\$ 30,765,457</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
6150 Fringes	-	-	-	-	-
6327 Miscellaneous Equipment	-	18,489	-	-	-
6404 Consulting	279,895	275,410	-	-	-
6406 Architect Fees	1,023,063	713,260	-	24,471	-
6408 Contractor Fees	1,460,579	27,291,701	-	437,861	-
6413 Utilities	2,368	-	-	-	-
6501 Insurance	18,305	3,880	-	-	-
6803 Buildings	46,422	678,578	-	-	-
6804 Machinery & Equipment	-	274,071	-	186,155	-
Total Expense	<u>\$ 2,830,632</u>	<u>\$ 29,255,389</u>	<u>\$ -</u>	<u>\$ 648,487</u>	<u>\$ -</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 BUDGET
EXHIBITION CENTER CONSTRUCTION
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

Revenues	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Intergovernmental Revenues	\$ 1,153,564	\$ 29,840,455	\$ -	\$ 470,598	\$ -
Interest Income	-	2	-	1,350	-
Other	-	367,000	-	36,843	-
Total Revenues	<u>1,153,564</u>	<u>30,207,457</u>	<u>-</u>	<u>508,791</u>	<u>-</u>
Expenses					
Program Costs	<u>2,830,632</u>	<u>29,255,389</u>	<u>-</u>	<u>508,791</u>	<u>-</u>
Total Expenses	<u>2,830,632</u>	<u>29,255,389</u>	<u>-</u>	<u>508,791</u>	<u>-</u>
Revenues over (under) Expenses	(1,677,068)	952,068	-	-	-
Other Financing Sources (Uses)					
Proceeds of G.O. Debt	167,000	558,000	-	-	-
Operating Transfers In - General Fund	-	-	-	-	-
Operating Transfers In - Capital Proj	-	-	-	-	-
Operating Transfers In - Internal Svc	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>167,000</u>	<u>558,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	(1,510,068)	1,510,068	-	-	-
Fund Balance - Beginning	<u>-</u>	<u>(1,510,068)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ (1,510,068)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF APPLETON 2019 BUDGET

RISK MANAGEMENT

Human Resources Director: Sandra A. Matz

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

CITY OF APPLETON 2019 BUDGET RISK MANAGEMENT

MISSION STATEMENT

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

DISCUSSION OF SIGNIFICANT 2018 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. Some of the highlights in 2018 include:

- *Solicited quotes and compared current property insurance coverage limits, deductibles, and premiums
- *Transitioned property insurance coverage to the Municipal Property Insurance Company (MPIC) saving over \$60,000 in premiums and improving the overall coverage and protection for the City.
- *Reviewed over 100 special events and assured adequate risk transfer.
- *Assisted the Special Events Committee with improving the process for review of events.
- *Worked with Legal Services to synchronize the insurance requirements with City ordinances.
- *Updated the Risk Management Manual as part of the succession plan.
- *Worked through the transition to a new Risk Manager following the retirement of a long-term employee.
- *Completed safety training for all required employees and supervisors.
- *Continued to log safety data sheets and audit the system.
- *Completed Safety Data Sheet training for all city employees.
- *Settled a potential very high-dollar worker's compensation claim.
- *Conducted an RFP for the third party administration of worker's compensation.
- * Staff completed our annual training requirements including the respirator medical surveillance program and respirator fit testing for all employees who are required to wear respirators. Annual hearing tests completed in the fall to ensure compliance with the hearing conservation program.
- *Staff also is initiating a program to streamline the process for employees to complete all occupational medical requirements on one date.
- *Worked with the operational departments to create an insurance requirements listing for contracts to assist project managers at soliciting quotes and securing adequate insurance.
- *Worked through an issue that involved several potential claimants and involved a large dollar loss.
- *Negotiated a reduced increase to occupational health costs from 19.6% to 10.4% increase.
- *Initiated discussion for better ways to make sure new assets are adequately and timely added to list for insurance.

CITY OF APPLETON 2019 BUDGET RISK MANAGEMENT

MAJOR 2019 OBJECTIVES

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

Investigate and resolve all claims filed against the City

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

Review all property, liability and workers' compensation insurance coverages

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

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

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

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

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

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

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

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

Reprioritized responsibilities to meet the demands of the department during the transition to a new Risk Manager

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget		% Change *	
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
Program Revenues		\$ 3,086,949	\$ 1,797,442	\$ 1,678,622	\$ 1,678,622	\$ 1,593,655	-5.06%
Program Expenses							
6210	Property & Liability Mgt.	3,294,080	1,279,496	1,399,052	1,399,052	1,418,693	1.40%
6220	Loss Control	149,670	159,499	157,338	157,338	174,962	11.20%
Total Program Expenses		\$ 3,443,750	\$ 1,438,995	\$ 1,556,390	\$ 1,556,390	\$ 1,593,655	2.39%
Expenses Comprised Of:							
Personnel		353,590	357,979	338,094	338,094	375,226	10.98%
Administrative Expense		2,235,974	1,050,986	1,193,321	1,193,321	1,185,884	-0.62%
Supplies & Materials		2,797	2,509	2,600	2,600	2,800	7.69%
Purchased Services		851,285	27,370	22,250	22,250	29,620	33.12%
Utilities		104	151	125	125	125	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

CITY OF APPLETON 2019 BUDGET

RISK MANAGEMENT

Property & Liability Management

Business Unit 6210

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

The uninsured losses for workers' compensation claims are trending low at mid year for 2018. However, the estimate for 2019 is based on a three year history of workers' compensation claims paid which accounts for the increase in 2019. We continue to work with departments on safety training and equipment usage in an effort to reduce the number and severity of claims, but many of the current claims are the result of unforeseeable accidents as well as the rising cost of medical care.

Increase to consulting services is due to an actuarial study which is done every other year and is planned again in 2019.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Insurance Costs					
Average workers' compensation costs per claim*	\$ 6,539	\$ 6,785	\$ 8,000	\$ 9,600	\$ 8,000
Avg cost per general liability claim*	\$ 467	\$ 188	\$ 400	\$ 100	\$ 400
Avg cost per auto liability claim*	\$ 3,090	\$ 1,616	\$ 500	\$ 3,000	\$ 2,000
Strategic Outcomes					
Minimize claims expense					
\$ value of claims paid*	\$ 404,798	\$ 461,718	\$ 450,000	\$ 400,000	\$ 450,000
\$ value of subrogation recovery*	\$ 31,804	\$ 20,542	\$ 35,000	\$ 10,000	\$ 25,000
Work Process Outputs					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	9	10	10	10
# of new insurance policies purchased	2	2	2	2	0
Number of claims filed					
General liability	34	48	40	55	40
Auto liability	24	24	30	20	20
Workers' comp - lost time	7	6	10	5	5
Workers' comp - medical only	46	55	48	35	40

* Initial claims in year presented only

CITY OF APPLETON 2019 BUDGET RISK MANAGEMENT

Property & Liability Management

Business Unit 6210

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4710 Interest Income	\$ 21	\$ 77	\$ -	\$ -	\$ -
4801 Charges for Serv.- Nontax	1,366,467	1,721,859	1,622,222	1,622,222	1,544,553
5004 Sales of City Property	-	775	-	-	-
5035 Other Reimbursements	63,848	70,175	56,400	56,400	49,102
5082 Insurance Proceeds	1,656,613	4,556	-	-	-
Total Revenue	\$ 3,086,949	\$ 1,797,442	\$ 1,678,622	\$ 1,678,622	\$ 1,593,655
Expenses					
6101 Regular Salaries	\$ 157,676	\$ 159,747	\$ 162,027	\$ 162,027	\$ 168,733
6105 Overtime	151	4	-	-	-
6150 Fringes	69,242	67,188	45,957	45,957	59,109
6206 Parking Permits	1,224	1,260	1,260	1,260	1,080
6301 Office Supplies	786	731	1,200	1,200	1,200
6327 Miscellaneous Equipment	-	-	300	300	300
6401 Accounting/Audit	2,228	1,674	1,600	1,600	1,470
6403 Bank Services	-	-	-	-	-
6404 Consulting Services	4,000	12,491	5,000	5,000	12,500
6501 Insurance	472,664	481,952	513,708	513,708	474,301
6599 Other Contracts / Obligations	832,805	-	-	-	-
6626 Uninsured Losses	1,013,695	146,644	113,000	113,000	120,000
6627 Uninsured Losses - WC	739,609	407,805	555,000	555,000	580,000
Total Expense	\$ 3,294,080	\$ 1,279,496	\$ 1,399,052	\$ 1,399,052	\$ 1,418,693

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Insurance

Liability	\$ 104,100
Excess liability	8,800
Employment practice	27,000
Equipment breakdown	8,000
Package property	205,461
Auto physical damage	31,500
Excess workers' compensation	89,440
	<u>\$ 474,301</u>

Uninsured Losses

General liability	\$ 55,000
Automobile	65,000
	<u>\$ 120,000</u>

Uninsured Losses - WC

Medical payments	\$ 580,000
	<u>\$ 580,000</u>

CITY OF APPLETON 2019 BUDGET

RISK MANAGEMENT

Safety/Loss Prevention

Business Unit 6220

PROGRAM MISSION

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

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

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

Major changes in Revenue, Expenditures, or Programs:

Increase to regular salaries due to the inclusion of the cost of accumulated sick leave for a staff member who reaches 20 years of service in 2019. Per accounting rules, this cost must be included as a salary cost.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Safety and loss prevention knowledge					
# of people who attended safety training classes	156	174	175	160	165
Strategic Outcomes					
Convenient, understandable safety policies & procedures					
# of safety inspections conducted	131	126	130	136	130
# of safety problems	194	144	150	100	125
# of safety corrections	188	129	150	85	100
Work Process Outputs					
Employees Educated					
# of topics covered during each safety class	16	21	15	18	20
Avg employees per session	26	28	26	26	27

CITY OF APPLETON 2019 BUDGET RISK MANAGEMENT

Safety/Loss Prevention

Business Unit 6220

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 92,629	\$ 94,690	\$ 95,932	\$ 95,932	\$ 108,001
6105 Overtime	70	60	-	-	-
6150 Fringes	33,821	36,290	34,178	34,178	39,383
6201 Training\Conferences	6,158	11,152	7,400	7,400	7,500
6303 Memberships & Licenses	110	110	210	210	210
6305 Awards & Recognition	-	(25)	140	140	140
6307 Food & Provisions	1,728	1,358	1,403	1,403	1,453
6315 Books & Library Materials	112	61	150	150	150
6320 Printing & Reproduction	1,835	2,456	1,800	1,800	2,000
6323 Safety Supplies	851	(8)	100	100	100
6327 Miscellaneous Equipment	-	-	250	250	250
6404 Consulting Services	10,652	11,404	14,000	14,000	14,000
6413 Utilities	104	151	125	125	125
6599 Other Contracts / Obligations	1,600	1,800	1,650	1,650	1,650
Total Expense	\$ 149,670	\$ 159,499	\$ 157,338	\$ 157,338	\$ 174,962

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 BUDGET
RISK MANAGEMENT FUND
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
Revenues					
Charges for Services	\$ 1,366,467	\$ 1,721,859	\$ 1,622,222	\$ 1,633,035	\$ 1,544,553
Other	63,848	70,175	56,400	58,000	49,102
Total Revenues	<u>1,430,315</u>	<u>1,792,034</u>	<u>1,678,622</u>	<u>1,691,035</u>	<u>1,593,655</u>
Expenses					
Litigation Fees	830,596	-	-	-	-
Other Operating Expenses	2,613,154	1,438,995	1,556,390	1,456,390	1,593,655
Total Expenses	<u>3,443,750</u>	<u>1,438,995</u>	<u>1,556,390</u>	<u>1,456,390</u>	<u>1,593,655</u>
Operating Income (Loss)	(2,013,435)	353,039	122,232	234,645	-
Non-Operating Revenues (Expenses)					
Investment Income	21	77	-	-	-
Other Non-Operating Income	66,605	775	-	-	-
Insurance Proceeds - Fox River	1,590,008	4,556	-	-	-
Total Non-Operating	<u>1,656,634</u>	<u>5,408</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in Net Assets	(356,801)	358,447	122,232	234,645	-
Fund Balance - Beginning	<u>78,087</u>	<u>*(278,714)</u>	<u>79,733</u>	<u>79,733</u>	<u>314,378</u>
Fund Balance - Ending	<u>\$ (278,714)</u>	<u>\$ 79,733</u>	<u>\$ 201,965</u>	<u>\$ 314,378</u>	<u>\$ 314,378</u>

* as restated per new pension standards

SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ (47,648)	\$ 186,997
+ Change in Net Assets	<u>234,645</u>	<u>-</u>
Working Cash - End of Year	<u>\$ 186,997</u>	<u>\$ 186,997</u>

<p align="center">CITY OF APPLETON 2019 BUDGET</p> <p align="center">RISK MANAGEMENT</p>	
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CITY OF APPLETON 2019 BUDGET

FINANCE DEPARTMENT

Finance Director: Anthony D. Saucerman, CPA

Deputy Finance Director: Jeri A. Ohman, CPA

CITY OF APPLETON 2019 BUDGET

FINANCE DEPARTMENT

MISSION STATEMENT

For the benefit of all City departments, the Common Council, and the Mayor, in order to assist them in meeting program delivery objectives, assure compliance with government policies, and safeguard the assets of the City, we will provide financial management, billing, and collection services.

DISCUSSION OF SIGNIFICANT 2018 EVENTS

Worked with City's financial consultant and bond counsel to develop a financing plan through the Redevelopment Authority to issue bonds to finance the Fox Cities Exhibition Center; the bonding transaction was completed on May 1, 2018

Participated in interviews and aided in the selection of a developer for a mixed-use library facility

Recruited, interviewed and hired a new Deputy Finance Director

Made the final payment on the outstanding bonds for the Fox Cities Performing Arts Center and worked with escrow agent and bond counsel to ensure all excess proceeds were distributed according to established intergovernmental agreements

Completed and filed the State hotel room tax report

Worked with City consultant to perform arbitrage calculations for all outstanding Stormwater bond issues

Completed and filed the annual State TID Reports

Completed the 2017 audit with an unqualified audit opinion on the financial statements and no audit findings

Completed State Financial Report Form B

Began the 2019 budget process

Continued the ERP system implementation for general ledger, accounts receivable, general cash receipting, and accounts payable. Began implementation for the payroll and human resources phase.

Added customer numbers to utility billing accounts for Aquahawk (on-line customer water monitoring system) following privacy rules

Trained new Customer Service Accounting Supervisor

Increased purchasing card transaction volume to achieve an annual rebate of \$83,781, an increase of 20% over 2017

Changed purchasing card provider to US Bank for a projected future rebate increase of an additional 20%.

Major objectives for 2018:

Complete the 2019 budget

Complete the issuance of G.O. note and Water and Wastewater bond issues

Convert the City's general ledger, accounts receivable and accounts payable packages from JD Edwards to Tyler Munis

CITY OF APPLETON 2019 BUDGET

FINANCE DEPARTMENT

MAJOR 2019 OBJECTIVES

Accurately record financial transactions and provide centralized accounting services to City departments in order to verify their public purpose and compliance with the various sections of the ordinances and budget

Provide knowledgeable, courteous customer service to all individuals who contact the department with questions and/or concerns. Continue to coordinate changes to the customer service area on the first floor insuring adequate training and staff involvement. Proactively offer solutions to challenges that arise keeping customer service the primary focus

Maintain a sound bond rating in the financial community assuring taxpayers that the City is well managed by using prudent financial management practices and maintaining a sound fiscal condition

Continue development of electronic payment options for City services in conjunction with new ERP system

Continue performance based budgeting incorporating continuous improvements and provide education and support for departments

Train staff and continue to focus on technology improvements that will allow the department to meet the demands of a growing City as efficiently as possible

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

Provide opportunities for staff to cross-train in various positions in the department

Improve communication of budget procedures, monitoring of budget to actual results for the current year and education of future implications for the City

Continue to work with the Community Development Specialist to ensure compliance with grant covenants and single audit requirements

Explore options for a new financial advisor to aid City with upcoming projects

Complete transition to new ERP system and payroll systems and begin implementation of other modules

Train outside departments on new ERP system and implement efficiency measures to streamline accounts payable and accounts receivable processing

DEPARTMENT BUDGET SUMMARY

		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 3,843	\$ 4,052	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
Program Expenses							
11510	Administration	166,230	169,302	157,663	157,663	170,353	8.05%
11520	Billing & Collection Svc	89,001	98,704	106,185	106,185	93,985	-11.49%
11530	Support Services	587,544	620,664	627,804	627,804	623,206	-0.73%
TOTAL		\$ 842,775	\$ 888,670	\$ 891,652	\$ 891,652	\$ 887,544	-0.46%
Expenses Comprised Of:							
Personnel		730,709	774,302	765,857	765,857	760,609	-0.69%
Administrative Expense		29,740	34,944	35,805	35,805	35,805	0.00%
Supplies & Materials		6,429	9,081	9,185	9,185	8,405	-8.49%
Purchased Services		72,324	66,133	77,145	77,145	78,945	2.33%
Utilities		1,237	1,672	1,260	1,260	1,260	0.00%
Repair & Maintenance		2,336	2,538	2,400	2,400	2,520	5.00%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		8.85	8.20	8.20	8.20	8.20	

CITY OF APPLETON 2019 BUDGET

FINANCE DEPARTMENT

Administration

Business Unit 11510

PROGRAM MISSION

We will provide training and supervision to the Finance Department in order to provide for the overall direction, coordination and support of the activities of Finance staff.

PROGRAM NARRATIVE

Link to City Strategic Plan:

Implements Key Strategies # 3: "Recognize and grow everyone's talents" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

- Provide cost-effective administrative management to support the activities of the Finance Department
- Provide education and training opportunities for our employees to promote personal and professional growth and development
- Initiate systematic changes by examining existing procedures and technological needs
- Provide support to department staff and ensure staff performance is evaluated accurately and fairly

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Trained staff					
% of staff adequately trained	88%	91%	100%	100%	100%
Strategic Outcomes					
Improved program performance					
# of recommendations implemented	4	3	5	5	5
Work Process Outputs					
Training conducted					
Hours of training per employee	28	27	20	20	20
Procedures manuals updated					
% of manuals rated current	85%	89%	95%	90%	95%

CITY OF APPLETON 2019 BUDGET

FINANCE DEPARTMENT

Administration

Business Unit 11510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv.- Nontax	\$ 3,807	\$ 4,159	\$ 4,000	\$ 4,000	\$ 4,000
5010 Misc Revenue - Nontax	-	-	-	-	-
5085 Cash Short or Over	36	(107)	-	-	-
Total Revenue	<u>\$ 3,843</u>	<u>\$ 4,052</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>
Expenditures					
6101 Regular Salaries	\$ 116,225	\$ 113,218	\$ 103,593	\$ 103,593	\$ 115,224
6150 Fringes	34,395	36,498	32,940	32,940	33,809
6201 Training\Conferences	4,850	6,195	6,500	6,500	6,500
6204 Tuition Fees	3,088	4,593	6,325	6,325	5,095
6206 Parking Permits	577	675	500	500	440
6301 Office Supplies	1,241	960	2,000	2,000	2,000
6303 Memberships & Licenses	2,190	3,314	2,000	2,000	3,300
6304 Postage\Freight	228	236	230	230	230
6305 Awards & Recognition	170	197	210	210	210
6307 Food & Provisions	38	-	-	-	-
6320 Printing & Reproduction	1,429	1,744	1,540	1,540	1,720
6412 Advertising	562	-	565	565	565
6413 Utilities	1,237	1,672	1,260	1,260	1,260
Total Expense	<u>\$ 166,230</u>	<u>\$ 169,302</u>	<u>\$ 157,663</u>	<u>\$ 157,663</u>	<u>\$ 170,353</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 BUDGET

FINANCE DEPARTMENT

Billing & Collection Services

Business Unit 11520

PROGRAM MISSION

For the benefit of all City departments and various other government entities, in order to collect all revenues authorized by policy in support of program delivery objectives, we will provide centralized billing, collection, and information services.

PROGRAM NARRATIVE

Link to City Strategic Plan:

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

Objectives:

Provide an efficient, centralized collection location for convenient payment of all City-generated billings via mail, drive through, night deposit, or walk-ins by:

- Improving cash receipting speed and accuracy with formalized procedures and improved systems
- Investigating debit, credit card and internet payment options when financially feasible

Provide a favorable impression of the City since we are a primary contact for the general public by:

- Maintaining a working knowledge of all City departments
- Updating the internal general information guide used to direct and inform customers

Provide professional and courteous service

Maintain parking ticket records and issue reminder and state suspension notices to ensure the proper amount is collected

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Accurate, understandable statements					
Billing adjustments required	923	755	900	800	900
Strategic Outcomes					
Asset safeguarding					
Receivables/Receivables Aging					
% current	65%	64%	65%	65%	65%
Service turnoffs	124	59	50	50	50
Work Process Outputs					
Financial transaction processing					
Receipts posted	197,346	205,653	210,000	210,000	210,000
Automated receipts, % of total	20.0%	21.0%	20.0%	20.0%	20.0%
Information response					
% staff trained in customer svc.	100%	100%	100%	100%	100%

CITY OF APPLETON 2019 BUDGET

FINANCE DEPARTMENT

Billing & Collection Services

Business Unit 11520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenditures					
6101 Regular Salaries	\$ 44,090	\$ 45,783	\$ 59,714	\$ 59,714	\$ 49,381
6105 Overtime	157	573	500	500	500
6150 Fringes	24,542	30,241	25,131	25,131	24,414
6206 Parking Permits	1,476	1,630	1,440	1,440	1,440
6304 Postage\Freight	13,252	13,843	13,300	13,300	13,350
6320 Printing & Reproduction	4,428	3,376	4,800	4,800	3,600
6411 Temporary Help	875	2,929	1,000	1,000	1,000
6418 Equip Repairs & Maint	181	319	300	300	300
6431 Interpreter Services	-	10	-	-	-
Total Expense	<u>\$ 89,001</u>	<u>\$ 98,704</u>	<u>\$ 106,185</u>	<u>\$ 106,185</u>	<u>\$ 93,985</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 BUDGET

FINANCE DEPARTMENT

Support Services

Business Unit 11530

PROGRAM MISSION

We will provide financial services and support to all City departments in order to assist them in meeting program delivery objectives, assure compliance with government policies, and safeguard the assets of the City.

PROGRAM NARRATIVE

Link to City Strategic Plan:

Implements Key Strategies # 1: "Responsibly deliver excellent services" and # 4: "Continually assess trends affecting the community and proactively respond".

Objectives:

Serve as the collection point for all payroll data and process the City's payroll and complete related reports to ensure compliance with the City personnel policy and government regulations

Produce timely payments to employees and vendors to maintain a high level of credibility

Continue to expand the use of credit card payments to suppliers in order to maximize annual rebates and streamline the vendor payment process

Account for real and personal property taxes in a timely and efficient manner

Provide administration of the City's accounts receivable and collection functions (NSF, collection agency, special assessments)

Provide accurate service invoices for the City and produce reminder notices for delinquent accounts

Provide financial reporting and coordinate the annual City audit

Actively identify and pursue local and regional cooperative purchasing opportunities

Provide departmental assistance in evaluating the financial implications of projects

Major changes in Revenue, Expenditures, or Programs:

Accounting fees include the cost of an actuarial study for the post employment benefits fund, which is required every other year. The last study was performed in 2017.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Accurate and timely financial statements					
% months closed within 10 work days	75%	92%	92%	92%	92%
# of items received after cutoff	27	36	10	10	10
Strategic Outcomes					
Financial integrity of programs maintained					
# of auditor's compliance issues	0	0	0	0	0
Asset/resource safeguarding					
G.O. Bond rating	Aa1	Aa1	Aa1	Aa1	Aa1
Work Process Outputs					
Financial transaction processing					
Avg. # journal entries made monthly	278	244	300	250	250
Avg. # of A/P checks issued monthly	566	525	600	550	550

CITY OF APPLETON 2019 BUDGET

FINANCE DEPARTMENT

Support Services

Business Unit 11530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenditures					
6101 Regular Salaries	\$ 363,179	\$ 381,323	\$ 381,253	\$ 381,253	\$ 379,123
6105 Overtime	2,436	4,326	3,000	3,000	3,000
6150 Fringes	145,685	162,340	159,726	159,726	155,158
6206 Parking Permits	2,730	3,300	3,300	3,300	3,240
6316 Miscellaneous Supplies	107	375	500	500	500
6320 Printing & Reproduction	365	3,586	2,345	2,345	2,585
6401 Accounting/Audit	14,733	14,890	17,280	17,280	19,080
6403 Bank Services	54,053	46,163	57,000	57,000	57,000
6412 Advertising	1,646	1,488	700	700	700
6418 Equip Repairs & Maint	2,155	2,219	2,100	2,100	2,220
6599 Other Contracts/Obligations	455	654	600	600	600
Total Expense	<u>\$ 587,544</u>	<u>\$ 620,664</u>	<u>\$ 627,804</u>	<u>\$ 627,804</u>	<u>\$ 623,206</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Accounting/Audit

Annual financial audit	\$ 15,580
OPEB actuarial study	3,500
	<u>\$ 19,080</u>

Bank Services

Banking fees	\$ 31,000
Investment fees	26,000
	<u>\$ 57,000</u>

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

City Attorney: James P. Walsh

Deputy City Attorney: Christopher R. Behrens

City Clerk: Kami L. Lynch

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

MISSION STATEMENT

The Legal Services Department is committed to being a resource; providing information to external customers and information, legal advice and guidance to internal customers.

DISCUSSION OF SIGNIFICANT 2018 EVENTS

City Attorney's Office:

- * Although Judge Griesbach has issued his decision on the Fox River clean-up litigation, parties have continued to file documents regarding the decision. We continue to work with outside counsel to monitor this matter.
- * Continued to work with the Department of Public Works and the Parks, Recreation and Facilities Management Department regarding railroad trestles and trails near the Fox River.
- * Represented the City in traffic and ordinance related matters in 2017 including 8,355 scheduled initial court appearances (up from 6,798 in 2016), 126 scheduled jury and court trials and 3,068 scheduled pre-trials/jury trial conferences or motion hearings. Based on the statistics through May 19, 2018, it appears that we are on track to meet (or closely meet) the 2017 statistics.
- * Represented the City in truancy court both at the courthouse and by travelling to each of the high schools and middle schools multiple times each month.
- * Actively engaged in litigation including defense of a variety of lawsuits. Staff resolved a number of matters through mediation, dispositive motions or negotiated settlements.
- * Continued to work with outside counsel on pending worker's compensation and duty disability claims. Worked with outside counsel to prepare a defense and ultimately negotiate resolution of a potential high exposure claim.
- * Worked with outside counsel to come to a settlement agreement in a pending Federal matter.
- * Worked closely with various departments regarding employee discipline and discharge matters.
- * Provided training regarding HIPAA issues.
- * Worked with the Department of Public Works on various eminent domain matters.
- * Mediated the lawsuit against the Village of Fox Crossing regarding its incorporation of property subject to an existing boundary agreement and came to a negotiated settlement agreeable to all parties.
- * Continued the integration of our electronic file management system.
- * Expanded the cross training of office staff with the addition of a new staff member and a staff member taking a new position within the office.
- * Worked closely with the Department of Public Works on the eminent domain and acquisition of property for the Oneida Street project located at the Far East restaurant. Cooperation with Public Works brought the situation to a satisfactory conclusion.
- * Worked with the Department of Facilities Management and the Department of Public Works on the provision of access from the Avenue Mall with the removal of the Blue Ramp. That process remains ongoing at the time of this submission.
- * The financing of the Exhibition Center took numerous unexpected turns. This office was involved in the review of the bond documents which were put together to bring the financing to a conclusion.
- * We worked cooperatively with a number of departments in the City in trying to negotiate for a project on the former K-Mart site. This is a complicated site and it will take the efforts of many persons to bring the site to a state that is a more appealing entrance to the City than it had been for a number of years.
- * Worked with Public Works on development of a master license agreement to enter into with service providers for the use of right-of-way and/or city structures within the right-of-way for future 5G cellular antennas and other equipment.

City Clerk's Office:

- * Successfully administered four regularly scheduled elections.
- * Successfully and responsibly administered two special elections by consolidating polling places, and combining notices with other affected jurisdictions.
- * Worked with Outagamie County to effectively program election equipment and set-up ballot styles.
- * Streamlined the election returns process by revising forms, envelopes, and instructions.
- * Incorporated Election Inspectors into the Seasonal Pay Plan.
- * Worked with the Human Resources Department to create online job posting/applicant screening for Election Inspectors through the Neogov platform.
- * Thoroughly trained election inspectors on new election equipment and election day procedures.
- * Conducted WisVote user training for neighboring jurisdictions.
- * Conducted numerous Baseline Chief Inspector trainings for clerks and election inspectors throughout the State.
- * Provided updated Granicus training for City staff.
- * Selected a platform for electronic record management and began planning for implementation.
- * Developed agreements for facilities used as polling places.

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

MAJOR 2019 OBJECTIVES

- * Work with the Department of Public Works and our outside consultants to ensure that all necessary acquisitions and paperwork for upcoming Public Works projects are completed.
- * Work with the Department of Public Works and property owners to assure acquisition of any property needed for stormwater detention ponds.
- * Continue working with insurance counsel to make sure any remaining invoices for the Fox River litigation are appropriately reimbursed.
- * Continue to assist, guide and advise City staff as well as elected officials on legal matters in a timely fashion.
- * Continue to work with other departments to ensure that City tasks are timely completed and projects are not delayed and items such as land acquisitions and negotiated agreements be completed pursuant to the department's requested deadline, whenever possible.
- * Continue working cooperatively with the Finance Department and the Appleton Public Library in collections efforts and making sure all materials are returned as required.
- * Represent and defend the City in future lawsuits brought against it or its employees or officials except when particular expertise of outside counsel is required or outside counsel is mandated by the insurance carrier.
- * With a yearly average of over 2,000 initial appearances, 150 scheduled jury and court trials and an average of 3,200 pretrials/jury conferences and motion hearings, continue to prosecute City citations.
- * Continue to work with the court and school district on truancy court matters, spending an average of fifteen days per year strictly on truancy court appearances in various schools in addition to meetings with school officials and other required court appearances.
- * Work with the Parks, Recreation and Facilities Management Department (PRFMD) on additional trail acquisitions.
- * Continue to work with PRFMD to develop the river trails which became possible with the acquisition of the old railroad trestles.
- * Continue working with the Department of Public Works on acquisition of property for the anticipated demolition of the Blue Ramp in 2019.
- * Continue working with City staff and the developer in bringing a mixed use development with a library to fruition.
- * Develop and implement a new filing system for City records and documents.
- * Utilize new software to manage documents electronically.
- * Update and enhance contingency plans for elections and related materials.
- * Continue to work with various departments on large mailings and copy jobs to enhance accuracy and efficiency.
- * Actively explore opportunities for process improvement and streamlining of procedures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
Program Revenues		\$ 281,896	\$ 279,257	\$ 246,100	\$ 246,100	\$ 214,600	-12.80%
Program Expenses							
14510	Administration	280,133	336,790	342,180	342,180	349,530	2.15%
14521	Litigation	260,956	192,401	208,559	208,559	194,575	-6.71%
11020	Recordkeeping	90,707	111,023	110,136	110,136	104,440	-5.17%
11030	Licensing	77,047	68,579	68,880	68,880	71,956	4.47%
11040	Elections	296,926	126,815	286,008	286,008	140,793	-50.77%
11050	Mail / Copy Center	173,309	149,623	180,949	180,949	157,874	-12.75%
TOTAL		\$ 1,179,078	\$ 985,231	\$ 1,196,712	\$ 1,196,712	\$ 1,019,168	-14.84%
Expenses Comprised Of:							
Personnel		862,938	791,572	868,312	868,312	803,393	-7.48%
Administrative Expense		143,073	105,073	147,340	147,340	117,715	-20.11%
Supplies & Materials		103,609	41,416	82,900	82,900	21,600	-73.94%
Purchased Services		57,736	44,816	82,860	82,860	50,360	-39.22%
Utilities		761	1,029	900	900	900	0.00%
Repair & Maintenance		10,961	1,325	14,400	14,400	25,200	75.00%
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Administration

Business Unit 14510

PROGRAM MISSION

We will provide legal services to City staff and Alderpersons in an efficient manner to assist them in making fully informed decisions. We will provide guidance, training and development of our department's employees keeping them well informed while increasing their potential and job satisfaction.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies #1: "Prompt delivery of excellent services", #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:

- * Prepare contracts and legal opinions in a timely fashion and provide counsel and legal advice to departments and officials.
- * Attend all meetings of the Common Council's committees, boards and commissions and provide legal advice, including parliamentary procedure guidance, as requested by members and respond to requests for information.
- * Administer cost effective management of department activities.
- * Encourage employees to attend training in personal and professional development.
- * Continue to review all department functions and strive for maximum efficiency utilizing current technologies.
- * Review all existing policies and processes, develop and implement new procedures when deemed necessary.
- * Administer the Board of Review.
- * Continue involvement with State and national organizations associated with the professionalism of the Municipal Clerk.
- * Provide customer service to both internal and external customers at a level of acceptable or higher.
- * Continue involvement in the real estate aspect of the City's business to ensure that appropriate steps are taken to protect the City's interest and to ensure that there are no irregularities on the titles of City real estate.

Major Changes in Revenue, Expenditures or Programs:

The 2018 budget includes \$3,500 tuition reimbursement for the City Clerk's pursuit of a Master's degree in public administration.

The increase in the Travel/Training account includes amounts for two individuals to attend the WMCA conference, training for the Legal Assistant, and an increase in costs for the Municipal Attorneys Institute.

The increase in Subscriptions includes increased costs for the LexisNexis contract, four sets of Wisconsin Statute books that are replaced every other year, as well as supplements purchased during the year.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Timely legal information is provided upon which Alderpersons and staff members can make decisions					
Meet time-frame of requestor	100%	100%	100%	100%	100%
Contracts are reviewed in a timely manner to allow activities to proceed					
# of activities delayed due to review not being completed	0	0	0	0	0
Strategic Outcomes					
Prompt service					
% of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
# of surveys returned	42	60	30	30	60
Work Process Outputs					
Written opinions issued	7	37	5	20	20
Ordinances reviewed	104	84	100	100	100
Staff training - hours of training	74	104	70	100	100
# of real estate transactions	91	103	20	10	20

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Administration

Business Unit 14510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4801 Charges for Serv. - Nontax	\$ -	\$ 4	\$ 100	\$ 100	\$ 100
4802 Charges for Serv. - Tax	78	140	200	200	200
5035 Other Reimbursements	31	160	-	-	-
5085 Cash Short or Over	-	24	-	-	-
Total Revenue	<u>\$ 109</u>	<u>\$ 328</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 300</u>
Expenses					
6101 Regular Salaries	\$ 198,202	\$ 236,382	\$ 238,275	\$ 238,275	\$ 243,327
6105 Overtime	(10)	61	-	-	-
6150 Fringes	55,520	71,392	66,955	66,955	70,653
6201 Training\Conferences	9,468	12,032	12,000	12,000	13,600
6204 Tuition / Fees	-	-	6,600	6,600	3,500
6206 Parking Permits	2,754	3,135	3,250	3,250	2,900
6301 Office Supplies	1,199	1,323	800	800	800
6302 Subscriptions	7,158	7,569	7,500	7,500	8,650
6303 Memberships & Licenses	3,496	2,335	4,200	4,200	3,500
6320 Printing & Reproduction	1,300	1,475	1,500	1,500	1,500
6404 Consulting	50	-	-	-	-
6413 Utilities	761	1,029	900	900	900
6418 Equip Repairs & Maint	235	57	200	200	200
Total Expense	<u>\$ 280,133</u>	<u>\$ 336,790</u>	<u>\$ 342,180</u>	<u>\$ 342,180</u>	<u>\$ 349,530</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Litigation

Business Unit 14521

PROGRAM MISSION

We will continue to represent the City of Appleton and its employees in pending litigation and advise the departments concerning such matters in an effort to minimize claims against the City.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

The City of Appleton, by its very nature, is involved in a multitude of circumstances which could result in litigation. We are engaged in the continuous process of employment activity and such things as law enforcement, real estate acquisitions and numerous other activities. The City has potential exposure in all of these areas if a step is missed or an inappropriate action is taken. This office has maintained an active and aggressive stance in representing the interests of the City. We will continue this procedure in an attempt to minimize legal exposure for the citizens and employees of the City of Appleton.

Major Changes in Revenue, Expenditures or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Active participation by this office will minimize the number of claims against the City					
# of claims filed against City	63	73	<100	<100	<100
Strategic Outcomes					
Minimize cost of settlements					
\$ value of settlements and judgments	\$56,160	\$47,646	<\$50,000	<\$50,000	<\$50,000
Acquisitions are made in a manner acceptable to both the property owner and to the City					
% of contested condemnation cases	0	1	0	1	0
Work Process Outcomes					
Most cases handled by this office will be handled by the City Attorney staff					
% of cases handled by staff *	100%	85%	100%	100%	100%
Dispute avoidance					
# of suits filed against City	5	7	0	3	0

* This measure does not include legal cases in the Risk Management Fund (PCBs) or any other cases specific to an Enterprise Fund (General Fund only). One matter has been handled by insurance counsel rather than this office (Federal Court).

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Litigation

Business Unit 14521

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		2019
	2016	2017	Adopted 2018	Amended 2018	
Expenses					
6101 Regular Salaries	\$ 175,651	\$ 130,110	\$ 131,136	\$ 131,136	\$ 133,924
6150 Fringes	49,887	44,675	49,533	49,533	32,761
6402 Legal Fees	14,197	6,003	10,000	10,000	10,000
6404 Consulting Services	13,331	3,723	10,000	10,000	10,000
6625 Disability Payments	7,890	7,890	7,890	7,890	7,890
Total Expense	<u>\$ 260,956</u>	<u>\$ 192,401</u>	<u>\$ 208,559</u>	<u>\$ 208,559</u>	<u>\$ 194,575</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Recordkeeping

Business Unit 11020

PROGRAM MISSION

In order to meet legal requirements and to provide a history of the City to the Common Council, City departments and the public, we will provide timely filing, maintenance and retrieval of all official City documents and provide support services.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- * Effectively respond to all document requests and public inquiries.
- * Timely organize City meeting information for City officials, staff and public.
- * Appropriately organize and retain City records as required by State law.
- * Continue and improve coordination of electronic records through new electronic records management software.
- * Organize vault files in a logical and accessible manner.
- * Monitor Granicus system for potential improvements and training opportunities for City staff.

Major Changes in Revenue, Expenditures or Programs:

With acquisition of new software to organize and maintain records electronically, many records will be merged to electronic formats and be able to be located more efficiently. This transition will require a new filing mechanism including how documents are named and organized. These efforts will also assist in the clean-up and organization of existing files.

The Advertising account decreased based on anticipated activity in 2019 along with cost-saving efforts implemented such as shared notices and publishing addendums versus entire amended bid advertisements.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Retrieval of information					
% same day responses	93%	97%	95%	95%	98%
1 week retrieval for detailed requests	7%	3%	5%	5%	2%
Strategic Outcomes					
Legal requirements are met					
# of legal challenges sustained	0	0	0	0	0
Work Process Outputs					
# hrs. maintaining records	960	1,280	950	950	1,200
# of requests for information	133	136	150	150	100
# of publication notices	225	188	265	265	200
# of ordinances adopted/amended	104	84	100	100	100

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Recordkeeping

Business Unit 11020

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 42,571	\$ 48,252	\$ 49,462	\$ 49,462	\$ 50,482
6105 Overtime	2,515	653	1,800	1,800	-
6150 Fringes	13,529	26,646	25,674	25,674	26,858
6201 Training\Conferences	515	-	-	-	-
6301 Office Supplies	1,349	713	800	800	700
6303 Memberships & Licenses	65	20	-	-	-
6316 Miscellaneous Supplies	149	118	100	100	100
6320 Printing & Reproduction	2,287	1,516	2,000	2,000	2,000
6402 Legal Fees	30	30	100	100	100
6408 Contractor Fees	125	165	200	200	200
6412 Advertising	27,572	32,910	30,000	30,000	24,000
Total Expense	<u>\$ 90,707</u>	<u>\$ 111,023</u>	<u>\$ 110,136</u>	<u>\$ 110,136</u>	<u>\$ 104,440</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Advertising

Required legal publications \$ 24,000

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Licensing

Business Unit 11030

PROGRAM MISSION

In order to ensure a safe, healthy and accepting environment for our community, we will assist applicants in the application process, provide information on requirements and procedures, and we will process all applications and issue all approved licenses and permits in a timely manner to individuals and organizations.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- * Efficiently service license inquiries, issues and applicants.
- * Continue to provide prompt turnaround time from initial application.
- * Accurately maintain data files.
- * Work with other departments to ensure timely processing of licenses.
- * Assist applicants/organizations for special events through the permitting process.
- * Attend training and monitor procedures to keep current with State licensing requirements.

Major Changes in Revenue, Expenditures or Programs:

The increase in Operator licensing relates to the timing of issuing two-year licenses. Odd years have approximately double the number of licenses up for renewal.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Effective Customer Service and Application Processing					
# Licenses sent for Committee/Council approval	New Measure	—————→		775	1300
% of surveys returned with rating of Acceptable	New Measure	—————→		100%	100%
Strategic Outcomes					
Statutory and ordinance compliance of all licenses issued					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
License applications processed					
# of beer/liquor licenses issued	211	209	213	213	214
# of operator licenses issued	782	1,094	600	600	1,050
# of general licenses issued	470	431	500	500	500

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Licensing

Business Unit 11030

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4301 Amusements	\$ 7,650	\$ 8,260	\$ 7,800	\$ 7,800	\$ 8,000
4303 Cigarette	5,575	5,400	5,200	5,200	5,200
4306 Liquor	92,045	115,068	85,000	85,000	90,000
4307 Operators	55,794	74,095	45,000	45,000	68,000
4309 Miscellaneous	5,281	4,630	4,500	4,500	4,000
4313 Special Events	24,025	29,682	25,000	25,000	23,000
4316 Second Hand/Pawnbroker	2,384	2,145	1,000	1,000	1,650
4317 Commercial Solicitation	4,225	3,685	4,000	4,000	3,000
4318 Christmas Tree	450	405	400	400	400
4319 Street & Sidewalk Cement	90	-	-	-	-
4320 Taxi Cab/Limousine	1,710	1,560	1,500	1,500	1,200
4321 Taxi Driver	2,950	2,550	1,800	1,800	2,000
4322 Special "B" Beer License	723	730	600	600	650
4411 Alarm Permits	1,740	1,685	1,000	1,000	1,200
5010 Misc. Revenue - Nontax	4,540	5,080	5,000	5,000	5,000
Total Revenue	\$ 209,182	\$ 254,975	\$ 187,800	\$ 187,800	\$ 213,300
Expenses					
6101 Regular Salaries	\$ 40,484	\$ 39,573	\$ 41,891	\$ 41,891	\$ 42,765
6105 Overtime	1,705	289	600	600	-
6150 Fringes	23,487	25,238	24,379	24,379	25,731
6201 Training/Conferences	20	-	-	-	-
6301 Office Supplies	926	1,071	1,700	1,700	1,200
6316 Miscellaneous Supplies	378	-	-	-	-
6320 Printing & Reproduction	117	267	250	250	200
6429 Interfund Allocation	(70)	(55)	60	60	60
6599 Other Contracts / Obligations	10,000	2,196	-	-	2,000
Total Expense	\$ 77,047	\$ 68,579	\$ 68,880	\$ 68,880	\$ 71,956

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Elections

Business Unit 11040

PROGRAM MISSION

For the benefit of the community, in order to ensure effective democratic decision-making, to maintain all election data and to respond to information requests, we will administer elections as required.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- * Educate voters of the online voter registration system and capabilities through the State MyVote website.
- * Utilize the City's website for voter outreach and education.
- * Provide effective training for all election inspectors.
- * Streamline polling place procedures and materials.
- * Effectively assist local candidates and maintain campaign finance reports.
- * Learn and implement new election equipment and related software.

Major Changes in Revenue, Expenditures or Programs:

The City of Appleton purchased new election equipment in 2018 that transmits results to Outagamie County via modems that are serviced by Verizon. Verizon will be discontinuing 3G service, therefore our modems on all equipment will need to be upgraded to utilize 4G. This is an additional cost of approximately \$8,000 in the Equipment Repairs and Maintenance account. The account also includes additional amounts for the maintenance agreements related to the new equipment.

Ballot printing costs have been significantly reduced with multiple jurisdictions using the same printer and ballot style.

Programming and coding costs are significantly lower with Outagamie County completing the programming versus the election equipment vendor.

In the 2018 budget, costs related to all staff for elections were included in the Regular Salaries account. In 2019, these costs have been segregated to include City staff in the Regular Salaries account and other individuals working during the elections in the Other Compensation account.

There are two anticipated elections in 2019 versus four in 2018. The fewer elections reduce revenue and costs in the area of salaries, parking, supplies, printing and rent.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Accurate election roll					
# voter status changes	13,637	3,857	2,600	2,600	3,000
# of voter registrations processed	11,740	284	4,000	4,000	200
# of absentee ballots issued	20,550	1,354	12,000	12,000	1,500
Strategic Outcomes					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
Work Process Outputs					
# of election votes cast	77,438	11,899	56,000	56,000	13,000
Avg. # of registered voters per election	45,100	35,827	42,000	42,000	39,000
# of elections administered	4 + recount	2+Nov. special	4	6	2
% of staff trained at each election	95%	96%	100%	100%	100%

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Elections

Business Unit 11040

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4224 Miscellaneous State Aids	\$ -	\$ 320	\$ -	\$ -	\$ -
4908 Misc. Intergov. Charges	72,605	23,634	58,000	58,000	1,000
Total Revenue	<u>\$ 72,605</u>	<u>\$ 23,954</u>	<u>\$ 58,000</u>	<u>\$ 58,000</u>	<u>\$ 1,000</u>
Expenses					
6101 Regular Salaries	\$ 157,608	\$ 81,060	\$ 149,694	\$ 149,694	\$ 46,650
6105 Overtime	1,895	271	973	973	3,683
6110 Other Compensation	-	-	-	-	37,298
6150 Fringes	28,900	13,777	15,541	15,541	15,187
6201 Training\Conferences	646	73	-	-	-
6202 Local Auto Expense	419	-	400	400	200
6206 Parking Permits	1,336	70	600	600	50
6301 Office Supplies	2,522	569	3,000	3,000	700
6316 Miscellaneous Supplies	1,197	239	1,000	1,000	1,000
6320 Printing & Reproduction	85,816	25,872	67,500	67,500	8,000
6412 Advertising	2,501	2,988	2,500	2,500	1,500
6418 Equip Repairs & Maint	10,726	7	11,200	11,200	22,000
6503 Rent	3,360	1,680	3,600	3,600	2,025
6599 Other Contracts/Obligations	-	209	30,000	30,000	2,500
Total Expense	<u>\$ 296,926</u>	<u>\$ 126,815</u>	<u>\$ 286,008</u>	<u>\$ 286,008</u>	<u>\$ 140,793</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Printing & Reproduction

Election material	\$ 2,000
Election ballots	5,500
Other supplies	500
	<u>\$ 8,000</u>

Other Contracts/Obligations

Ballot layout	\$ 1,500
Ballot coding memory cards for tabulators	1,000
	<u>\$ 2,500</u>

Equip Repairs & Maint

Upgrade modems	\$ 8,000
Maintenance agreements	14,000
	<u>\$ 22,000</u>

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Mail/Copy Services

Business Unit 11050

PROGRAM MISSION

In order to ensure mail, photocopy and package handling services to all City departments in the most timely and cost effective manner, we will provide prompt service and education to all users of our services.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

- * Timely processing of photocopy requests, processing and sorting of mail.
- * Continue to collaborate with other departments to reduce mailing costs.
- * Maintain log of postage and UPS items.
- * Educate City departments on mail/copy service procedures.

Major Changes in Revenue, Expenditures or Programs:

There are two anticipated elections in 2019 versus four in 2018. The fewer elections reduce the number of mailings and absentee ballots. In addition, the City is not anticipating any polling place change notices in 2019. The decrease in Postage/Freight account reflect these changes.

The increase in the Rent account relates to the rental of the folder/inserter machine.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Accurate photocopy services					
Remake of request	0%	0%	0%	0%	0%
# of copies made in mail center	790,073	600,011	800,000	800,000	660,000
Strategic Outcomes					
Reduce Costs					
# of pieces of mail returned to departments for reconciliation	New Measure	—————→			60
Work Process Outputs					
# of pieces of outgoing mail	133,031	109,243	140,000	140,000	110,000
# of packages handled	220	146	265	265	150

CITY OF APPLETON 2019 BUDGET

LEGAL SERVICES

Mail/Copy Services

Business Unit 11050

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 44,970	\$ 46,339	\$ 46,634	\$ 46,634	\$ 47,632
6105 Overtime	1,753	373	675	675	-
6150 Fringes	24,270	26,482	25,090	25,090	26,442
6301 Office Supplies	2,553	(528)	2,800	2,800	2,500
6303 Memberships & Licenses	-	20	-	-	-
6304 Postage\Freight	78,061	50,435	76,000	76,000	52,000
6316 Miscellaneous Supplies	8,182	6,546	8,000	8,000	6,800
6320 Printing & Reproduction	1,343	3,383	2,000	2,000	2,000
6327 Miscellaneous Equipment	2,839	2,000	550	550	-
6418 Equip Repairs & Maint	-	1,260	3,000	3,000	3,000
6429 Interfund Allocation	-	(3,353)	-	-	-
6503 Rent	9,338	16,666	16,200	16,200	17,500
Total Expense	<u>\$ 173,309</u>	<u>\$ 149,623</u>	<u>\$ 180,949</u>	<u>\$ 180,949</u>	<u>\$ 157,874</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Postage/Freight

United Mailing Service	\$ 9,000
UPS	2,000
US Postal Service	41,000
	<u>\$ 52,000</u>

Rent

Color copier rental	\$ 5,200
Back copier rental	10,000
Front copier rental	2,300
Folder/insert machine rental	1,300
Additional copies	1,500
Charges to departments	(2,800)
	<u>\$ 17,500</u>

CITY OF APPLETON 2019 BUDGET

CAPITAL PROJECTS FUNDS

City Center

Business Unit 4030

PROGRAM MISSION

This fund provides for capital equipment purchases located in the City Center facility.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategy # 1: "Prompt delivery of excellent services"

Objectives:

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
Electronic Poll Books	\$ 124,000	Projects, Pg. 629
	\$ 124,000	

Major program changes:

Elections equipment was budgeted for purchase in 2018 but became available via a multi-jurisdictional purchase in late 2017. Borrowing for that purchase will occur in 2018. Electronic poll books were also budgeted for 2018, but the purchase has been delayed until 2019, so the cost of the poll books has been re-budgeted in 2019.

PERFORMANCE INDICATORS

Actual 2016 Actual 2017 Target 2018 Projected 2018 Target 2019

Note: Since this program exists solely to account for capital investments at City Center and related equipment needs, there are no applicable performance measures.

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	
	Program Revenues	\$ -	\$ -	\$ 140,000	\$ 30,000	\$ 124,000	-11.43%
	Program Expenses	\$ -	\$ 82,076	\$ 140,000	\$ 30,000	\$ 124,000	-11.43%
Expenses Comprised Of:							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	82,076	140,000	30,000	124,000	-11.43%

CITY OF APPLETON 2019 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Electronic Pollbooks

PROJECT DESCRIPTION
<p>Justification:</p> <p>The Wisconsin Elections Commission launched Electronic Pollbooks in summer of 2018. These reduce wait time for voters, increase accuracy of voter information and improve the Election Day experience for both voters and workers. A CIP request was included in the 2018 budget to purchase electronic poll books but due to the late timing of the launch and higher than anticipated costs the request is being revised and submitted for the 2019 budget with an expected purchase in January, 2019.</p>
<p>Discussion of operating cost impact:</p> <p>There is no anticipated operating cost impact after the purchase of the equipment as the devices interface with the State WisVote voter management system.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2019	2020	2021	2022	2023	Total
Legal Svcs 60 e-pollbooks	124,000	-	-	-	-	\$ 124,000
Total - City Center Capital Projects Fund	\$ 124,000	\$ -	\$ -	\$ -	\$ -	\$ 124,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2019	2020	2021	2022	2023	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	124,000	-	-	-	-	\$ 124,000
Total	\$ 124,000	\$ -	\$ -	\$ -	\$ -	\$ 124,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF APPLETON 2019 BUDGET

MAYOR'S OFFICE

Mayor: Timothy M. Hanna

CITY OF APPLETON 2019 BUDGET OFFICE OF THE MAYOR

MISSION STATEMENT

In order to maintain a safe, vibrant city with a high quality of life and so that the community thrives with a strong tax base of housing, neighborhoods, commercial, and industrial sectors, the Mayor's Office will provide vision, leadership, and coordination of City services as well as aggressively implement a comprehensive strategic economic plan for the benefit of all current and future citizens of Appleton.

DISCUSSION OF SIGNIFICANT 2018 EVENTS

In 2018, the Mayor and City staff continued to collaborate to meet the City's mission of meeting community needs and enhancing the quality of life for our residents and visitors. The department directors continued to focus on fostering and maintaining opportunities for collaboration with external organizations, including regional government, school districts, non-profit organizations and other entities to maximize community resources. The Fox Cities Exhibition Center opened in January and permanent financing was finalized in May. Use of the FCEC is ahead of projections and already has a positive operational cash flow. Bookings for future years are also already at or near projections. 2018 also saw the opening of the Woolen Mills housing project in the flats as well as the first phase of Eagle Point. Work on other development projects such as the projected \$54.5 million USVenture headquarters and the mixed-use development including space for a library continued throughout the year.

The Mayor's office and other departments continue to work on the transition to the new Enterprise Resource Planning system that will affect all City departments. We continue to work with local organizations to understand and proactively address the current and future need for recruiting and retaining talent in Appleton.

Internally, we continue to work on a City-wide talent management strategy, including discussions on organizational culture. We updated and modified several policies such as the dress code and flexible work options to support and enhance the organizational culture.

In 2018, we hosted year three of the Appycademy (Appleton Citizens Academy) which saw a 50% increase in the number of participants with all participants rating the experience as positive. We have seen steady growth in followers across all of our social media platforms and our City Hall Facebook page boasts more followers than any city in Wisconsin.

We managed the unmanned aerial vehicle (UAV/Drone) program for the City and secured a \$15,000 grant to purchase a new drone with enhanced capabilities for public safety. The program not only benefits our efforts in public communication and promotion, but also has applications for the work of APD, DPW and Community and Economic Development.

In January, in collaboration with Lawrence University, we launched the Citywide Dignity and Respect campaign. The campaign has been positively embraced by the community with several events and activities throughout the year. The AASD plans to incorporate the Dignity and Respect campaign throughout their school year. We conducted an internal survey on diversity and conducted general employee and supervisory training on diversity.

Appleton continued to gain national recognition in 2018 being named #1 city for millennials buying homes, #2 city in the country for children, 21st "coolest" small city in the country, #30 best small city for start-up businesses, and "Most Engaging and Best Overall" for use of social media by local government!

CITY OF APPLETON 2019 BUDGET

OFFICE OF THE MAYOR

MAJOR 2019 OBJECTIVES

- Work with department heads to prepare the Executive Budget and implement the City's vision
- Continue to work on improving the efficiency and effectiveness of City services in 2019
- Provide quality, conscientious constituent services
- Work with other local, county, state, and federal entities to support and protect the City's interests in the lawmaking and regulatory processes
- Foster an environment that is attractive to new and existing talent, both within the organization as well as in the community, to provide the ability for current and future businesses to thrive
- Collaborate with other private, non-profit and local governments to provide networking opportunities for diverse populations within the Fox Valley
- Promote Appleton's interest through active participation on various boards, committees, and organizations
- Continue to build relationships between City staff and Council members
- Continue to pursue collaborative opportunities with regional partners in the areas of public safety, public transportation and technology
- Work with department directors to implement long-term vision for the community and the City Strategic Plan
- Begin publishing an internal employee newsletter
- Continue to implement a communication strategy to enhance engagement with Appleton citizens and visitors with a focus on our story-telling efforts
- Implement an e-news subscription for the City website
- Redesign the City Guide
- Collaborate with AASD on a cultural audit of City and School District workforces

DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget		%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	Change *
	Program Revenues	\$ 12,590	\$ 13,076	\$ 12,500	\$ 12,500	\$ 2,500 -80.00%
	Program Expenses					
10510	Administration	100,998	100,358	102,684	102,684	120,945 17.78%
10520	Citizen Outreach	211,098	269,748	357,918	357,918	344,976 -3.62%
10530	Intergovernmental	42,215	45,120	43,645	43,645	44,078 0.99%
	TOTAL	\$ 354,311	\$ 415,226	\$ 504,247	\$ 504,247	\$ 509,999 1.14%
Expenses Comprised Of:						
	Personnel	282,543	338,049	408,933	408,933	418,120 2.25%
	Administrative Expense	34,130	40,419	40,438	40,438	41,079 1.59%
	Supplies & Materials	24,574	33,335	31,776	31,776	13,700 -56.89%
	Purchased Services	12,000	2,141	21,600	21,600	35,600 64.81%
	Utilities	1,064	1,282	1,500	1,500	1,500 0.00%
	Repair & Maintenance	-	-	-	-	- N/A
	Capital Expenditures	-	-	-	-	- N/A
Full Time Equivalent Staff:						
	Personnel allocated to programs	3.00	4.00	4.00	4.00	4.00

CITY OF APPLETON 2019 BUDGET

OFFICE OF THE MAYOR

Administration

Business Unit 10510

PROGRAM MISSION

The Mayor's Office will coordinate the day-to-day operation of the City and pursue initiatives to ensure accountable, affordable, and accessible government.

PROGRAM NARRATIVE

Link to City Goals:

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

Objectives:

Prepare the 2020 Executive Budget and Capital Improvement Plan
 Look to combine common overhead items across departmental budgets to gain efficiencies and cost savings
 Promote interdepartmental communication and collaboration to maximize resources
 Evaluate the performance of department heads according to criteria outlined in the City's compensation plan
 Work with Directors to update departmental strategic plans with a focus on measurable outcomes
 Communicate with the Common Council regarding City operations and issues brought before them
 Work with committee chairs to communicate issues and successes, and bring department budget priorities and considerations to committees early for information
 Bring emerging issues and updates to committees of jurisdiction
 Involve Council President in building Council relationships
 Research and implement tools to identify ways to become more efficient
 Foster an environment that is attractive to new and existing talent, both within the organization as well as in the community, to provide the ability for current and future businesses to thrive
 Working with the City's Development Team, continue to implement the Economic Development Strategic Plan as well as elements in the updated City Comprehensive Plan and TIF plans

Major changes in Revenue, Expenditures, or Programs:

Training and Conferences expenses for the Mayor's office have been combined in the Administration budget.
 Consulting cost of \$12,000 is the estimated City share of the collaborative cultural audit with the AASD.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Minimize tax levy impact					
% change in levy	1.40%	4.59%	4.13%	4.13%	4.12%
Average % change in City mill rate	0.59%	2.72%	3.40%	3.40%	2.55%
Strategic Outcomes					
Maximize non-residential tax base					
Commercial/industrial tax base;					
% of total	28.3%	28.4%	30.0%	30.0%	30.0%
Work Process Outputs					
% of staff and Council involved in					
scheduled public budget meetings	100%	100%	100%	100%	100%
# of departmental orientations for					
new Alderpersons	16	14	14	14	14

CITY OF APPLETON 2019 BUDGET

OFFICE OF THE MAYOR

Administration

Business Unit 10510

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 67,133	\$ 63,426	\$ 65,310	\$ 65,310	\$ 66,330
6150 Fringes	21,888	23,760	25,031	25,031	26,251
6201 Training\Conferences	6,563	7,449	6,450	6,450	10,000
6206 Parking Permits	1,195	1,200	1,620	1,620	1,440
6301 Office Supplies	1,497	789	700	700	840
6302 Subscriptions	499	523	348	348	384
6303 Memberships & Licenses	-	50	-	-	-
6305 Awards & Recognition	-	75	525	525	1,000
6315 Books & Library Materials	-	22	-	-	-
6320 Printing & Reproduction	1,160	1,146	1,200	1,200	1,200
6404 Consulting	-	286	-	-	12,000
6412 Advertising/Publication	-	350	-	-	-
6413 Utilities	1,063	1,282	1,500	1,500	1,500
Total Expense	<u>\$ 100,998</u>	<u>\$ 100,358</u>	<u>\$ 102,684</u>	<u>\$ 102,684</u>	<u>\$ 120,945</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None

CITY OF APPLETON 2019 BUDGET

OFFICE OF THE MAYOR

Citizen Engagement

Business Unit 10520

PROGRAM MISSION

In order to connect citizens with local government, we will respond to specific requests and disseminate accurate information about city services to all citizens.

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 courteous service and timely, accurate information to citizens who contact the Mayor's Office
 Represent the City at community events including charity dinners, service organization meetings, school events, ground breakings, ribbon cuttings, and convention openings
 Continue the use of open hours and implement other initiatives to provide easier public access to City government
 Conduct educational sessions with students and youth organizations
 Continue to implement a communication strategy to enhance engagement with Appleton citizens and visitors with a focus on our story-telling efforts
 Effectively communicate accurate and timely information to the community
 Work cooperatively with local media to ensure timely access to information and staff for story coverage
 Work with other City social media staff on training and unified City messaging
 Continue to give in-depth look at City operations to residents through Appycademy (Citizens Academy)
 Maintain effective relations with members of culturally diverse communities
 Provide outreach to minority owned businesses
 Follow up on internal cultural audit to improve City services and processes
 Redesign the City Guide

Major changes in Revenue, Expenditures, or Programs:

The reduction in revenue as well as printing costs reflects the anticipated change in the City Guide. The Parks and Recreation department will publish a separate Park & Rec guide and we will publish a semi-annual 8-page newsletter.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Timely, accurate responses to requests for information					
% of phone & e-mail inquiries answered within 48 hours	90%	95%	95%	95%	95%
% of letters replied to within seven working days	99%	93%	90%	90%	90%
Strategic Outcomes					
Citizens have access to current City information					
# of visits to City of Appleton internet website	1,118,003	954,737	1,250,000	1,250,000	700,000
Reach 5,000 followers on Twitter	4,844	5,807	7,000	7,000	7,000
Reach 1 million tweet impressions on Twitter	* 750,000	1,331,900	1,500,000	1,500,000	1,250,000
Reach 4,000 page likes on Facebook	2,973	5,936	7,500	7,500	9,000
Reach 1 million post impressions on Facebook	* 750,000	3,165,637	2,000,000	2,000,000	2,250,000
Work Process Outputs					
Publish City Guide	2	2	2	2	2
# of formal open hours	12	9	12	12	12
# of meetings per month with community or educational groups (average)	13	38	12	12	12
* Projected					

CITY OF APPLETON 2019 BUDGET

OFFICE OF THE MAYOR

Citizen Engagement

Business Unit 10520

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4877 Advertising/Promotion	\$ 12,590	\$ 13,076	\$ 12,500	\$ 12,500	\$ 2,500
Total Revenues	<u>\$ 12,590</u>	<u>\$ 13,076</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>	<u>\$ 2,500</u>
Expenses					
6101 Regular Salaries	\$ 119,445	\$ 163,546	\$ 205,909	\$ 205,909	\$ 208,149
6105 Overtime	11	-	-	-	-
6150 Fringes	44,770	57,917	82,903	82,903	86,912
6201 Training\Conferences	-	2,439	3,125	3,125	-
6301 Office Supplies	-	269	-	-	-
6303 Memberships & Licenses	-	645	1,805	1,805	1,815
6304 Postage/Freight	11,457	11,261	12,000	12,000	12,000
6316 Miscellaneous Supplies	520	3,020	550	550	500
6320 Printing & Reproduction	22,895	24,925	28,000	28,000	10,500
6327 Miscellaneous Equipment	-	4,221	2,026	2,026	1,500
6412 Advertising/Publication	-	1,505	6,000	6,000	8,000
6599 Other Contracts/Obligations	12,000	-	15,600	15,600	15,600
Total Expense	<u>\$ 211,098</u>	<u>\$ 269,748</u>	<u>\$ 357,918</u>	<u>\$ 357,918</u>	<u>\$ 344,976</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

Other Contracts/Obligations

Support to Parades committee	\$ 12,000
POLCO subscription	3,600
	<u>\$ 15,600</u>

CITY OF APPLETON 2019 BUDGET

OFFICE OF THE MAYOR

Intergovernmental

Business Unit 10530

PROGRAM MISSION

To maintain and further develop constructive (positive) relationships with other public and private entities in an effort to ensure that the best interests of the citizens of the City of Appleton are represented.

PROGRAM NARRATIVE

Link to City Goals:

Implements Key Strategies # 2: "Encourage active community participation and involvement", # 5: "Promote an environment that is respectful and inclusive", and # 7: "Communicate our success through stories and testimonials".

Objectives:

Monitor and influence State and Federal legislative and regulatory processes that could affect the City

Actively participate in the Urban Alliance, League of Wisconsin Municipalities, Board of Local Government Institute, East Central Wisconsin Regional Planning Commission and other organizations

Maintain lines of communication with State and Federal representatives to discuss any pending State or Federal legislation that could impact Appleton along with seeking any assistance from them that may help the City achieve its goals

Continue to work with regional transit groups to address long-term public transit funding issues

Major changes in Revenue, Expenditures, or Programs:

No major changes.

PERFORMANCE INDICATORS

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
Client Benefits/Impacts					
Appleton represented at State level					
# of State level meetings in which Appleton representatives participate directly	197	316	200	200	200
Strategic Outcomes					
# of implemented new collaborative and cooperative agreements:					
Other governments	27	24	30	30	30
School districts	17	10	20	20	20
Non-profit organizations	56	37	55	55	55
Other	61	58	40	40	40
# of implemented collaborative and cooperative agreements maintained:					
Other governments	241	252	240	240	240
School districts	73	89	70	70	70
Non-profit organizations	184	187	180	180	180
Other	150	168	140	140	140
Work Process Outputs					
# of monthly meetings with other units of government	6	12	8	8	8

CITY OF APPLETON 2019 BUDGET

OFFICE OF THE MAYOR

Intergovernmental

Business Unit 10530

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Expenses					
6101 Regular Salaries	\$ 21,943	\$ 21,550	\$ 22,006	\$ 22,006	\$ 22,343
6105 Overtime	1	-	-	-	-
6150 Fringes	7,352	7,851	7,774	7,774	8,135
6201 Training\Conferences	-	2,368	450	450	-
6303 Memberships & Licenses	12,919	13,351	13,415	13,415	13,600
Total Expense	<u>\$ 42,215</u>	<u>\$ 45,120</u>	<u>\$ 43,645</u>	<u>\$ 43,645</u>	<u>\$ 44,078</u>

DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000

None