



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, July 29, 2019

5:30 PM

Council Chambers, 6th Floor

RESCHEDULED FROM 7/22/19

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[19-1100](#) Finance Committee minutes from July 15, 2019 meeting

Attachments: [MeetingMinutes15-Jul-2019-06-56-12.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [19-1021](#) Request to approve \$30,000 payment to the Fox Cities Regional Partnership and approve the related 2019 Budget adjustment:

TIF Capital Project Funds

Other Contracts/Obligations - TIF 7	+ \$5,256
Other Contracts/Obligations - TIF 8	+ \$5,971
Other Contracts/Obligations - TIF 9	+ \$2,629
Other Contracts/Obligations - TIF 10	+ \$2,848
Other Contracts/Obligations - TIF 11	+\$10,625
Other Contracts/Obligations - TIF 12	+ \$2,671
Fund Balance (Each Individual TIF Fund)	- \$30,000

to provide funding for payment to the Fox Cities Regional Partnership (2/3 vote of Common Council required)

Attachments: [Finance Committee Fox Cities Regional Partnership.pdf](#)

Legislative History

7/15/19	Finance Committee	recommended for approval
7/24/19	Common Council	referred to the Finance Committee

[19-1101](#) Request from Town of Buchanan property owners to waive Newberry Street sidewalk assessments for properties that annex to the City of Appleton prior to January 1, 2021

Attachments: [Tn of Buchanan Request.pdf](#)

[19-1103](#) CEA Review Committee Report

Attachments: [CEA Review MeetingMinutes8-Jul-2019-07-38-33.pdf](#)

[19-1110](#) Request to approve Contract Amendment/Change Order No. 1 to Contract No. 35-19 for Miscellaneous Concrete & Street Excavation Repair for concrete sidewalk and street panel repairs on Washington and Oneida Streets following the demolition of the Blue Parking Ramp in the amount of \$50,000 with no change to the contingency. Overall contract increases from \$701,300 to \$751,300

Attachments: [Unit E-19 Change Order No.1.pdf](#)

6. Information Items

[19-1104](#) Legal Services 2019 Mid-Year Report

Attachments: [Legal Service 2019 Mid-Year Report.pdf](#)

[19-1105](#) Finance 2019 Mid-Year Report

Attachments: [Finance 2019 Mid-Year Report.pdf](#)

[19-1107](#) Parks, Recreation and Facilities Management 2019 Mid-Year Report

Attachments: [PRFMD 2019 Mid-Year Report.pdf](#)

[19-1114](#) Risk Management 2019 Mid-Year Report

Attachments: [Risk Mngmt 2019 Mid-Year Report.pdf](#)

19-1109

Change Order #1 to August Winter and Sons in the amount of \$23,835 for the Chemical Systems Upgrade Project resulting in the construction contract being increased to \$722,335 and a decrease in contingency from \$104,775 to \$80,940.

Increase project final completion date from May 14, 2019 to August 31, 2019

Attachments: [Change Order 1 Chemical Systems Upgrade Project 07-25-19.pdf](#)
[Change Order 1.pdf](#)

19-1111

Change Orders 1, 2 and 3 to Vinton Construction Company contract as part of the Briarcliff and Midway Lift Station Improvement Projects totaling \$2,722 resulting in a decrease in contingency from \$14,615 to \$11,893. No change to overall contract amount

Attachments: [Briarcliff and Midway Improvements Change Order Summary.pdf](#)

7. Adjournment

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

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

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



City of Appleton

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Meeting Minutes Finance Committee

Monday, July 15, 2019

5:30 PM

Council Chambers, 6th Floor

RESCHEDULED FROM 7/08/19

1. Call meeting to order

2. Roll call of membership

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

Excused: 1 - Alderperson Martin

3. Approval of minutes from previous meeting

[19-1020](#)

Minutes from June 24, 2019 Finance Committee meeting

Attachments: [MeetingMinutes24-Jun-2019-06-35-52.pdf](#)

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

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

Excused: 1 - Alderperson Martin

4. Public Hearings/Appearances

5. Action Items

[19-1021](#)

Request to approve \$30,000 payment to the Fox Cities Regional Partnership and approve the related 2019 Budget adjustment:

TIF Capital Project Funds

Other Contracts/Obligations - TIF 7	+ \$5,256
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Other Contracts/Obligations - TIF 12	+ \$2,671
Fund Balance (Each Individual TIF Fund)	- \$30,000

to provide funding for payment to the Fox Cities Regional Partnership (2/3 vote of Common Council required)

Attachments: [Finance Committee Fox Cities Regional Partnership.pdf](#)

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

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

Nay: 1 - Alderson Lobner

Excused: 1 - Alderson Martin

[19-1022](#)

Request to utilize up to \$175,000 of new library funding included in the 2019 Downtown Development Capital Improvement Plan for security enhancements to the current library

Attachments: [Finance Committee Library Security Improvements.pdf](#)

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

Aye: 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Meltzer

Excused: 1 - Alderson Martin

[19-1024](#)

Award of contract for Unit BB-19 Edgewood Drive Sanitary Sewer - French Road to Lightning Drive to Kruczek Construction, Inc. for \$479,000 with a 10% contingency of \$47,900 for a total contract not to exceed \$526,900

Attachments: [Kruczek Construction BB-19 Award.pdf](#)

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

Aye: 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Meltzer

Excused: 1 - Alderson Martin

[19-1025](#)

Request to approve contract amendment/Change Order No. 1 to Contract 77-19 for Kernan Avenue/East South River Street Storm Sewer Construction for additional funding to complete permanent concrete surface restoration in lieu of temporary asphalt in the amount of \$121,841 with an increase in contingency from \$50,000 to \$70,000. Overall contract increases from \$904,655 to \$1,046,496

Attachments: [Unit T-19 Change Order No.1.pdf](#)

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

Aye: 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Meltzer

Excused: 1 - Alderson Martin

[19-1026](#)

Request authorization to engage outside counsel for defense of taxation lawsuit

Alderson Lobner moved, seconded by Alderson Siebers, that the Report Action Item be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Meltzer

Excused: 1 - Alderson Martin

6. Information Items

[19-1027](#)

The Finance Committee will meet in closed session to confer with legal counsel concerning strategy to be adopted by the body with respect to litigation in which it is involved or likely to become involved regarding real estate tax assessments pursuant to the exceptions contained in §19.85(1)(g) of the Wisconsin Statutes. The Finance Committee will then reconvene into an open session and conduct further business.

Alderson Siebers moved, seconded by Alderson Lobner that the committee go into closed session be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Meltzer

Excused: 1 - Alderson Martin

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

Aye: 4 - Alderson Lobner, Alderson Siebers, Alderson Croatt and Alderson Meltzer

Excused: 1 - Alderson Martin

[19-1023](#)

Finance first floor customer service remodeling project

This Informaitonal item was presented

[19-1028](#)

Contract 34-19 was awarded to ASTI Sawing, Inc for \$30,000 for concrete sidewalk sawcutting. Payments issued to date total \$11,529.80. Request final payment of \$18,470.20

This Informational item was presented

[19-1029](#)

Contract 19-19 was awarded to Cardinal Construction, Inc. for the "2019 Lawe St Bridge Tender Station Remodeling Project" in the amount of \$93,269 with a contingency of \$15,000. Three change orders were issued in the amount of \$8,909.26. Payments to date total \$91,960.44. Request to issue the final contract payment of \$10,217.82

Attachments: [2019 Lawe St Bride Tender Station Remodeling Project Final Payment .pdf](#)

This Informational item was presented

[19-1030](#)

Contract 30-18 was awarded to MCC, Inc. for the "2018 Parks Hardscape Repairs Project" in the amount of \$205,012.82 with a contingency of \$15,000. One change order was issued in the amount of \$7,716.80. Payments to date total \$144,570.63. Request to issue the final contract payment of \$68,158.99

Attachments: [2018 Parks Hardscapes Repairs - Vulcan Heritage Final Payment .pdf](#)

This Informational item was presented

7. Adjournment

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

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

Excused: 1 - Aldersperson Martin



MEMO

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

TO: Finance Committee and Community & Economic Development Committee
CC: Mayor Tim Hanna
FROM: Karen Harkness, Director of Community & Economic Development
DATE: June 18, 2019
RE: Fox Cities Regional Partnership Funding

The Fox Cities Regional Partnership was formed in 2012 as an affiliate of the Fox Cities Chamber of Commerce. A community assessment commissioned from Garner Economics, LLC in 2011 recommended the formation of a regional economic development organization to address the job creation needs of the region. The resulting Garner Report included an economic development strategic plan, structural, program, and budget recommendations.

Fox Cities Regional Partnership, the economic development division of the Fox Cities Chamber of Commerce, is committed to helping businesses locate and expand in the Fox Cities Region, and supported by public and private sector partners from around the region. Located in east-central Wisconsin, along the banks of the Fox River and Lake Winnebago, the Fox Cities Region is comprised of several dozen communities, the largest of which is the City of Appleton.

The City of Appleton recommends investing in the partnership with \$30,000 from each of 6 active TIF's based on percent of equalized value of each TIF.

<u>Fund</u>	<u>2018 TID Value</u>	<u>% of Total</u>	<u>Allocation Amount</u>	<u>Fund Balance 12/31/2018</u>
TID 7	\$44,650,100	17.52%	\$5,256	\$814,082
TID 8	\$50,720,000	19.90%	\$5,971	(\$166,598)
TID 9	\$22,337,500	8.76%	\$2,629	\$196,937
TID 10	\$24,196,200	9.49%	\$2,848	\$91,772
TID 11	\$90,259,800	35.42%	\$10,625	(\$419,132)
TID 12	<u>\$22,689,200</u>	<u>8.90%</u>	<u>\$2,671</u>	<u>(\$8,283)</u>
Total	<u><u>\$254,852,800</u></u>	<u><u>100.00%</u></u>	<u><u>\$30,000</u></u>	



MEMO

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

TO: Finance Committee

FROM: Paula Vandehey, Director of Public Works

DATE: July 26, 2019

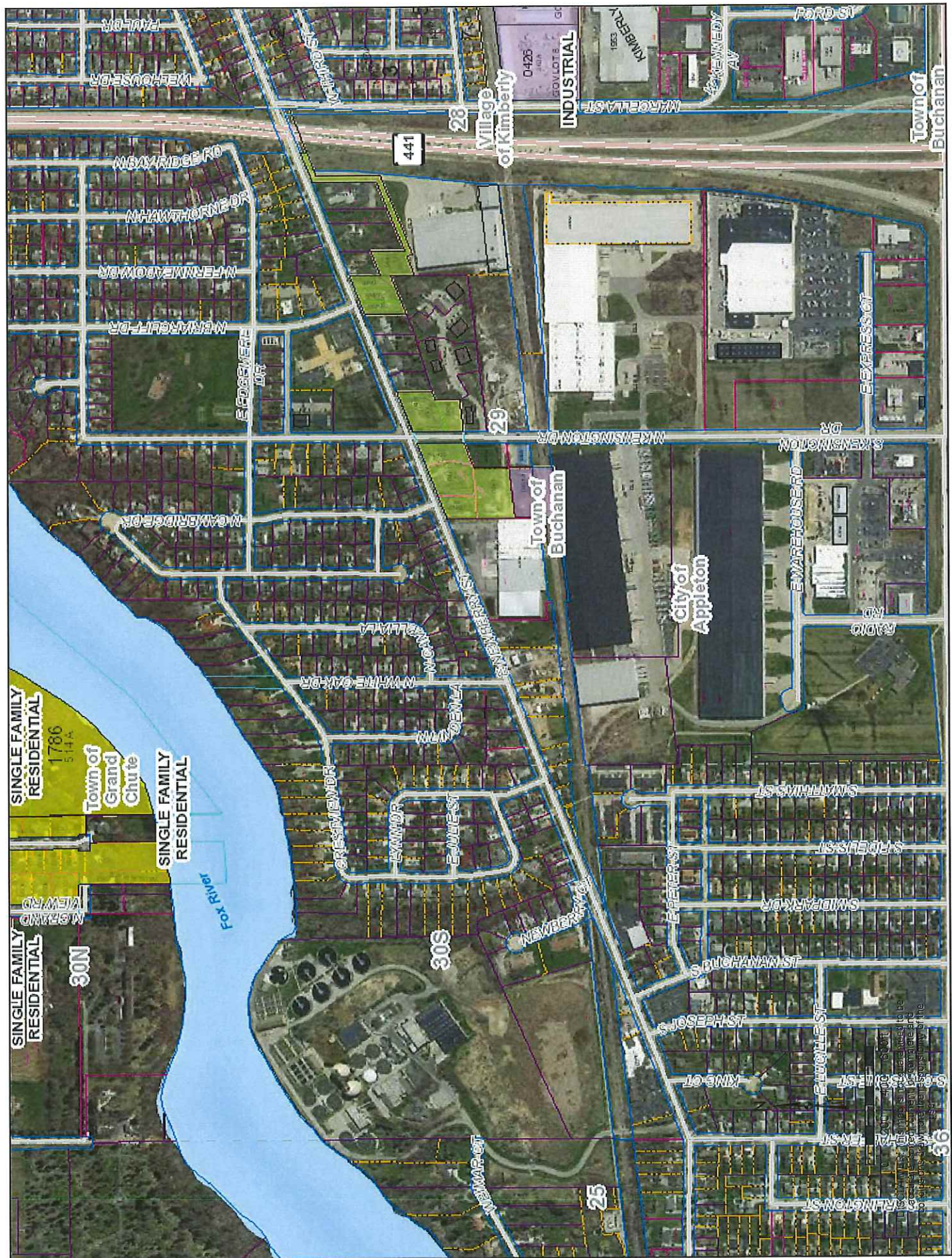
SUBJECT: Request from Town of Buchanan property owners to waive Newberry Street sidewalk assessments for properties that annex to the City of Appleton prior to January 1, 2021.

The City of Appleton is reconstructing Newberry Street from Schaefer Street to HWY 441 in 2021. This project includes five (5) Town of Buchanan properties. As you can see from the attached map, these are town islands that are not conducive to providing efficient services.

As with all of our inter-municipal projects, the City Council approved the attached Intergovernmental Agreement. The Town of Buchanan is proposing to assess these properties for the street reconstruction and concrete apron portion of the project. Because these property owners know the City no longer assesses for street reconstruction projects, they are considering their annexation options.

Several of the property owners have asked if the City of Appleton would waive the special assessment for the new sidewalk (\$22,725) as a further incentive for them to annex. These five (5) properties have a current assessed value by the Town of Buchanan of \$696,100.

Attachments



CITY OF APPLETON/TOWN OF BUCHANAN

Newberry Street

INTERGOVERNMENTAL AGREEMENT

DATE: April 24, 2019
FOR RECONSTRUCTING NEWBERRY STREET FROM SCHAFFER STREET TO HWY 441 WITH
CONCRETE PAVING, SIDEWALKS AND STORMWATER MANAGEMENT

PROJECT TITLE: Newberry Street

The Town of Buchanan, hereinafter called the "Town", through its undersigned duly authorized officers or officials, hereby enters into an agreement with the City of Appleton, through its Public Works Department, hereinafter called the "City", to reconstruct Newberry Street with concrete paving, sidewalk and stormwater management.

PROPOSED IMPROVEMENT

Reconstruct Newberry Street with underground utilities in 2020 and concrete paving, curb and gutter, driveway aprons and sidewalks in 2021.

COST ESTIMATE AND PARTICIPATION

PHASE	ESTIMATED COST			
	Estimated Cost	Town	City	% Town Share
Newberry Street Frontage		909'	9941'	8.38%
Roadway	\$ 1,908,100	\$ 159,899	\$ 1,748,201	8.38%
Sidewalk	\$ 192,202	\$ 22,725	\$ 169,477.00	*
Stormwater Management	\$ 566,548	\$ 47,477	\$ 519,071	8.38%
Engineering & Inspection (5%)	\$ 95,000	\$ 7,961	\$ 87,039	8.38%
TOTAL PROJECT COST	2,761,850	238,062	2,523,788	

*Based on 909' x 5' x \$5.00/SF sidewalk

TERMS AND CONDITIONS:

1. The City of Appleton will be the lead agency for this project.
2. All plans and specifications for the improvements will be provided for Town of Buchanan's approval and records.
3. The project cost in the agreement is an estimated amount. The Town of Buchanan shall pay the City of Appleton upon completion of the project based on actual costs.
4. All driveway aprons shall be replaced with concrete.
5. Any necessary Temporary Limited Easements shall be the responsibility of the municipality in which the property resides.
6. The intersection of Kensington Drive and Newberry Street will remain 4-Way Stop controlled as part of this reconstruction project.



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Meeting Minutes CEA Review Committee

Monday, July 8, 2019

2:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Alderperson Meltzer called the meeting to order at 2:30 p.m.

2. Roll call of membership

Present: 4 - Vandehey, Saucerman, Croatt and Meltzer

3. Approval of minutes from previous meeting

[19-0953](#)

Minutes from April 8, 2019

Attachments: [Minutes from April 8, 2019.pdf](#)

Vandehey moved, seconded by Saucerman, that the minutes be approved.

Roll Call. Motion carried by the following vote:

Aye: 4 - Vandehey, Saucerman, Croatt and Meltzer

4. Public Hearings/Appearances

5. Action Items

[19-0954](#)

Request to eliminate automated recycling truck #65 and purchase a mini excavator in 2020.

Attachments: [Request to eliminate auto recycling truck #65.pdf](#)

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

Aye: 4 - Vandehey, Saucerman, Croatt and Meltzer

6. Information Items

[19-0955](#)

Bergstrom Automotive Vehicle Donation.

Attachments: [Bergstrom Auto Donation.pdf](#)[19-0995](#)

Elect Chairperson-Meltzer

Vandehey moved, seconded by Saucerman, that the Information Item be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Vandehey, Saucerman, Croatt and Meltzer

7. Adjournment

Saucerman moved, seconded by Croatt, to adjourn the meeting at 2:42 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Vandehey, Saucerman, Croatt and Meltzer

CONTRACT AMENDMENT AND CHANGE ORDERChange Order No. OneDate 07/25/19Contract No. 35-19 for the following public work : E-19 Miscellaneous Concrete and Street Excavation Repairbetween Fischer-Ulman Construction, Inc. and the City of Appleton dated 04/03/19 is hereby changed in the following particular wit:

Item No.	Account No.	Current Contract Amount	Current Contingency	C.O. Amount (+/-)	Contingency (+/-)	New Contract Total	New Contingency Total
1	<u>5222.6408</u>	<u>\$30,000.00</u>				<u>\$30,000.00</u>	<u>\$0.00</u>
2	<u>5230.6809.4</u>	<u>\$65,000.00</u>				<u>\$65,000.00</u>	<u>\$0.00</u>
3	<u>5357.6408</u>	<u>\$95,000.00</u>				<u>\$95,000.00</u>	<u>\$0.00</u>
4	<u>5371.6809.5</u>	<u>\$141,300.00</u>				<u>\$141,300.00</u>	<u>\$0.00</u>
5	<u>5427.6408</u>	<u>\$25,000.00</u>				<u>\$25,000.00</u>	<u>\$0.00</u>
6	<u>5431.6809.3</u>	<u>\$40,000.00</u>				<u>\$40,000.00</u>	<u>\$0.00</u>
7	<u>4240.6809.1</u>	<u>\$200,000.00</u>				<u>\$200,000.00</u>	<u>\$0.00</u>
8	<u>17015.6809.2</u>	<u>\$30,000.00</u>				<u>\$30,000.00</u>	<u>\$0.00</u>
9	<u>17032.6408</u>	<u>\$75,000.00</u>				<u>\$75,000.00</u>	<u>\$0.00</u>
10	<u>4350.680999</u>	<u>\$0.00</u>		<u>\$50,000.00</u>		<u>\$50,000.00</u>	<u>\$0.00</u>
Total		<u>\$701,300.00</u>	<u>\$0.00</u>	<u>\$50,000.00</u>	<u>\$0.00</u>	<u>\$751,300.00</u>	<u>\$0.00</u>

Reason for Change: Addition of perimeter concrete sidewalk and street panel repairs on Washington Street and Oneida Street following the demolition of the Blue Parking Ramp.The Contract Time will be (**unchanged**) by this Change Order: 0 DaysThe Date of Completion as of the date of this Change Order therefore is: 90Finance Committee Agenda Date: 07/29/19

Date approved by Council: _____

LEGAL SERVICES DEPARTMENT MID-YEAR REVIEW

City Attorney's Office figures through June 30, 2019

City Clerk's Office figures through July 11, 2019

Significant 2019 Events:

The Legal Services Department has been engaged in a number of matters through the first half of 2019. Below are some of the highlights for the first half of the year:

- 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 and continue negotiations with developers of Eagle Point and RiverHeath for trail easements and maintenance agreements. Also assisted with the acquisition of a parcel of property from Neenah Papers to be used as part of a future trail connection point.
- Represented the City in traffic and ordinance related matters in 2018 including 7,133 scheduled initial court appearances, 87 scheduled jury and court trials and 3,587 scheduled pre-trials/jury trial conferences or motion hearings. 2019 statistics are a little under half of the 2018 numbers as of June 1, 2019.
- Represented the City in finalizing and closing remaining truancy court cases and will evaluate the future role of this office pending the Common Council's decision whether to repeal the truancy ordinance.
- Actively engaged in litigation including defense of a variety of lawsuits. Staff resolved a number of matters through mediation, dispositive motions or negotiated settlements. This includes litigating several matters before an administrative law judge - including two work comp appeals as well as two unemployment appeals. We also continued to provide representation in a small claims matter.
- Continued to work with outside counsel on pending worker's compensation and duty disability claims. Additionally, worked with outside counsel to achieve a Summary Judgment dismissal of a pending federal lawsuit against Appleton officers.
- Worked closely with various departments regarding employee discipline and discharge matters.
- Provided training regarding HIPAA issues.
- 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. Interested parties have negotiated and agreed upon final egress updates in principle and will be formalizing the agreement in writing prior to implementing the updates.
- 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. This ordinance was passed early in 2019.

- Assisted CEDD with the preparation and execution of development agreements including Gabriel Lofts, School of Rock property and 320 East College Avenue.
- Assisted in the drafting of or drafted a number of ordinances including the ‘vaping ordinance’.
- In the first six months of 2019, the Attorney's Office has drafted, negotiated, reviewed and/or processed a total of 235 agreements/contracts. We also worked with City departments to review the contracting process and requirements.

City Clerk’s Office:

- Successfully administered two regularly scheduled elections.
- Cost effectively administered one City-only primary election for Alderperson District 7.
- Worked with Outagamie County to set-up ballot styles, order ballots, and effectively convey results.
- Modified Central Count procedures to increase efficiency and allow for increased processing of ballots.
- Updated and improved Election Day contingency plan.
- Thoroughly trained and cross-trained all new staff.
- Prepared for procurement of electronic poll books.
- Updated Election Day procedures and manuals related to electronic poll books.
- Implemented new mechanisms for approval and tracking of liquor license renewals and related licenses.
- Trained Council on new iLegislate voting software for Council Meetings, continued to look for ways to enhance the new iLegislate features and related Granicus software components.
- Worked with Community Development to revise forms, processes & licenses to better serve applicants and capture appropriate license information.
- Cleaned, organized and updated file system in vault.
- As a result of staff vacancies, reclassified positions for better provision of services also resulting in reduction of some staff costs.

- Worked with the Police Department to review and update procedures related to checks at establishments holding alcohol licenses.
- Worked to notice, coordinate, schedule and staff Special Election for two alderperson vacancies.

Performance Data:

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
<u>Administration</u>	<u>Client Benefits/Impacts</u>					
	Timely legal information is provided upon which Alderpersons and staff members can make decisions. Meet time frame of requester.	100%	100%	>100%	100%	100%
	Contracts are reviewed in a timely manner to allow performance to proceed. # of performances delayed due to review not being completed.	0	0	0	0	0
	The City will acquire necessary real estate within the time period requested by the department heads making the request. Projects will not be delayed due to real estate acquisition issues. # of projects delayed.	0	0	0	0	0
	<u>Outcome</u>					
	Prompt Service: % of external customers surveyed rating service acceptable or better	100%	100%	100%	100%	100%
	# of surveys returned	60	22	60	N/A	N/A
	Acquisitions are made in a manner acceptable to both the property owner and to the City. # of contested condemnation cases.	0	0	0	0	0
	<u>Outputs</u>					
	Written opinions issued.	37	44	20	9	20
	Ordinances reviewed.	84	100	100	70	100
	# of real estate transactions.	103	20	20	9	14
	Staff training; # of hours of staff training	104	70	100	98	100

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
<u>Litigation</u>	<u>Client Benefits/Impacts</u>					
	Active participation by this office will minimize the number of claims against the City. # of claims filed against the City.	73	70	<100	33	<100
	<u>Outcome</u>					
	Dispute avoidance. # of suits filed against the City.	7	5	0	3	5
	Minimize cost of settlements. \$ value of settlements and judgments.	\$47,646	\$34,151	<\$50,000	\$23,172	<\$50,000

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
	Minimize use of outside counsel. # of cases.*	0	0	0	1*	1*
	<u>Outputs</u>					
	Most cases handled will be handled by the City Attorney staff. # of cases handled by staff.*	100%	100%	100%	75%*	75%*

*Currently one Federal matter is being handled by outside counsel due to CVMIC recommendations

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
<u>Recordkeeping</u>	<u>Client Benefits/Impacts</u>					
	Retrieval of information. % of same day responses	97%	98%	98%	95%	98%
	1 week retrieval for detailed requests	3%	2%	2%	5%	2%
	<u>Outcome</u>					
	Legal requirements are met. # of legal challenges sustained	0	0	0	0	0
	<u>Outputs</u>					
	# hours maintaining records	1,280	1,060	1,200	525	1,200
	# of requests for information	136	98	100	32	80
	# of publication notices	188	195	200	97	200
	# of ordinances adopted	84	123	100	68	100

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
<u>Licensing</u>	<u>Client Benefits/Impacts</u>					
	# Licenses sent for Committee/Council approval	New PM – no data		1,300	1,194	1,300
	% of surveys returned with rating of Acceptable	New PM – no data		100%	5%	100%
	<u>Outcome</u>					
	Statutory and ordinance compliance of all licenses issued. # of legal challenges	0	0	0	0	0
	<u>Outputs</u>					
	License applications processed.					
	# of beer/liquor licenses issued	209	211	214	200	214
	# of operator licenses issued	1,094	764	1,050	550	1,050
	# of general licenses issued	431	463	500	348	500

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
<u>Elections</u>	<u>Client Benefits/Impacts</u>					
	# of voter status changes	3,857	7,287	3,000	926	3,000
	# of voter registrations processed	284	6,794	200	504	200
	# of absentee ballots issued	1,354	10,224	1,500	1,400	1,500

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
	<u>Outcome</u>					
	Fair and accurate election process. # of legal challenges	0	0	0	0	0
	<u>Outputs</u>					
	# of election votes cast	11,899	54,776	13,000	13,495	13,000
	# of registered voters	45,100	35,824	42,000	40,815	42,000
	# of election administered	2+Nov Spec	6 (4 + 2 spec)	2	2	3
	% of staff trained at each election	96%	98%	100%	97%	100%

<u>Program</u>	<u>Criteria</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Actual 2019</u>	<u>Projected 2019</u>
<u>Mail/Copy Services</u>	<u>Client Benefits/Impacts</u>					
	Accurate photocopy services. Remake of request	0%	0%	1%	0%	0%
	<u>Strategic Outcomes</u>					
	Reduce costs # of piece of mail returned to departments for reconciliation	New PM – no data	New PM – no data	60	22	60
	<u>Outputs</u>					
	# of pieces of outgoing mail	109,243	111,231	110,000	48,799	110,000
	# of packages handled	146	131	150	14	150
	# of copies made in mail center	600,011	745,807	660,000	331,092	600,000

Areas of Primary Concentration for the remainder of 2019:

We will continue working with other departments in the City to ensure that City projects run smoothly and there is no delay in project completions.

The City Attorney's Office will continue to vigorously defend the City of Appleton in actions filed against the City of Appleton.

We will continue to assist, guide and advise City staff from all departments as well as elected officials on legal matters in a timely fashion.

Assist outside counsel with defense of various pending legal matters.

Update and enhance contingency plans for elections and related materials.

Provide detailed training for election inspectors on electronic poll books and legislative changes for elections.

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.

Work towards a smooth implementation and use of electronic poll books.

Successfully and cost-effectively administer Special Election for vacant aldermanic districts.

Conduct Board of Review training for City members and neighboring municipality members.

Budget Performance Summary

Please see the attached summary report.

City Law A18-0409

ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	% USED
Total 14510 Legal Services Administration	\$349,230.00	\$349,230.00	\$150,579.35	43.10
Total 14521 Legal Services Litigation	\$194,575.00	\$194,575.00	\$95,392.74	49.00
Total 14530 Legal Services Recordkeeping	\$104,440.00	\$104,440.00	\$29,248.16	28.00
Total 14540 Legal Service Licensing	-\$141,344.00	-\$141,344.00	-\$164,745.32	116.60
Total 14550 Legal Services Election	\$139,793.00	\$139,793.00	\$65,749.49	47.00
Total 14560 Legal Service Mail/Copy	\$157,874.00	\$157,874.00	\$78,376.66	49.60
Grand Total	\$804,568.00	\$804,568.00	\$254,601.08	31.60

FINANCE DEPARTMENT

MID-YEAR REVIEW

All figures through June 30, 2019

Significant 2018 Events:

Worked with City's financial consultant and bond counsel to develop a financing plan to enable the Redevelopment Authority to issue bonds to finance the construction of the Fox Cities Exhibition Center; the Lease Revenue Bond Issue closed on May 1, 2018

Issued \$13.840 million of G.O. notes, \$3 million of Stormwater revenue bonds and \$5.4 million of Wastewater refunding bonds

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

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

Completed the 2017 audit with an unqualified audit opinion on the financial statements and no audit findings, and an "end of expenditure period" audit of TIF 6

Completed the 2019 budget process

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

Recruited, interviewed, and hired a new Deputy Finance Director

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

Changed the City's online surplus auction venue from eBay to GovDeals, resulting in higher revenue, lower fees and more efficient administration

Renewed short-term loan agreement with the Appleton Area School District

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

Worked with other City departments and developers in finalizing development agreements with Apple Tree Development and McFleshmans Brewery

ERP system implementation – completed implementation of the general ledger, accounts receivable, general cash receipting, and accounts payable modules as of November 1st and began the payroll and human resources phase

Significant 2019 Events:

Worked with the Human Resource department and consultant in completing a GASB 57 OPEB report for the 2018 audit; completed the 2018 audit with an unqualified audit opinion on the financial statements and no audit findings

Began the 2020 budget process

Conducted a purchasing process for Citywide custodial supplies, resulting in no cost increase and locking in prices for an additional year

Worked with the Human Resource department in updating the City Travel Policy

Worked with other City departments and developers in finalizing the development agreements for Gabriel Lofts, Fore Development LLC, and 320 E College LLC

Worked with other City departments in developing an intermunicipal agreement to provide water and wastewater services to the Town of Clayton and on amending the agreement for water and wastewater services to the Cherryvale area of the Village of Little Chute

Worked with parking staff to switch to eTVRP, online suspensions, to be more efficient and timely with the DOT

ERP system implementation – continued work on the payroll and human resources modules, currently slated to go live as of the first payroll of September, and the tax and cashiering modules, scheduled for December

FINANCE DEPARTMENT

MID-YEAR REVIEW

All figures through June 30, 2019

Areas of primary concentration for the remainder of 2019:

Complete the 2020 budget
Complete the issuance of 2019 capital projects funding bonds
Complete the conversion of payroll, property tax collection, and cashiering processes from the legacy system to the Tyler Munis ERP system
Begin planning for the upgrade of the Tyler Munis system to the most recent version release
Relocate first floor customer service staff in anticipation of the remodeling of the Appleton Street customer service area

Comments on performance measures:

Several measures, specifically those related to staff training, updating manuals, and timely closing of accounting periods are lower for 2018 and the first half of 2019 directly as a result of the transition to the new ERP software. These measures are improving as staff continue to gain fluency in the new system and we expect them to attain targeted levels soon.

Budget Performance Summary

<u>Program</u>	<u>Actual</u>	<u>Budget</u>	<u>%</u>
Administration	83,976	170,353	49.3
Customer Service	37,808	93,985	40.8
Support Service	<u>362,699</u>	<u>623,206</u>	<u>58.3</u>
Total	<u>484,483</u>	<u>887,544</u>	<u>54.7</u>

The Support Services year to date expenses include the full cost of the 2018 audit, pending receipt of the final breakdown of charges from the auditors required to properly allocate audit expense to various functions across the City. Allocation of the audit expense will transfer approximately \$46,000 to other cost centers as budgeted and will bring the department to within 50% of budget.

	2017	2018	2019		
<u>Program/Criteria</u>	<u>Actual</u>	<u>Actual</u>	<u>Target</u>	<u>1st Half</u>	<u>Projected Actual</u>
<u>Administration</u>					
<u>Client Benefits/Impacts</u>					
Trained staff					
% of staff adequately trained	91%	90%	100%	81%	100%
<u>Strategic Outcomes</u>					
Improved program performance					
# of recommendations implemented	3	3	5	1	5
<u>Work Process Outputs</u>					
Training conducted					
Hours of training per employee	27	30	20	20	30
Procedure manuals updated					
% of manuals rated current	89%	84%	95%	81%	85%
<u>Billing & Collection Svc</u>					
<u>Client Benefits/Impacts</u>					
Accurate, understandable statements					
Billing adjustments required	755	785	900	345	800
<u>Strategic Outcomes</u>					
Asset safeguarding					
Receivables/Receivables Aging, % current	64%	65%	65%	65%	65%
Service turnoffs	59	13	50	11	20
<u>Work Process Outputs</u>					
Financial transaction processing					
Receipts posted	205,653	199,726	210,000	97,052	200,000
Manual	163,435	152,320	168,000	69,048	150,000
Automated	42,218	47,406	42,000	28,004	50,000
Automated receipts, % of total	21%	24%	20%	29%	25%
Credit card payments received					
Property Tax	1,049	1,241	n/a	955	1,250
Parking Citations	5,823	6,586	n/a	4,091	8,000
Utility Billing	4,200	10,803	n/a	6,603	12,000
Information response					
% staff trained in customer service	100%	90%	100%	97%	100%
<u>Support Services</u>					
<u>Client Benefits/Impacts</u>					
Accurate and timely financial statements					
% months closed within 10 working days	92%	83%	92%	N/A	50%
# of items received after cutoff	36	30	10	N/A	10
<u>Strategic Outcomes</u>					
Financial integrity of programs maintained					
# of auditor's compliance issues	0	0	0	0	0
Asset/resource safeguarding					
Bond rating	Aa1	Aa1	Aa1	Aa1	Aa1
<u>Work Process Outputs</u>					
Financial transaction processing					
Avg. # journal entries made monthly	244	235	250	209	250

PARKS, RECREATION AND FACILITIES MANAGEMENT

MID-YEAR REVIEW

July 29, 2019

This mid-year report attempts to summarize the majority of initiatives completed or in-progress during the first half of this year. Thank you for taking the time to review the efforts being made to make the City of Appleton the best that it can be. If you have any questions, don't hesitate to contact our manager's, Deputy Director or myself.

Mid-Year Events:

Recreation

Program Development:

- The first half of the year has been a busy time for the Recreation Division. We have had a couple large projects like the launch of a new website and the creation/development of two activity guides (the first one was the Spring/Summer edition and the second one was the Fall/Winter edition). The team did a great job coming together to produce the end product which we are all very happy with. The new format allows us to have more exposure and to continue to create a brand for ourselves.
- Our Recreation Team met to discuss our strategic plan for 2019. We talked about how our department is viewed in the community, inventory and analysis of our current programs, demographic trends, recreation trends, recommendations on improvements and then our 2019 initiatives. We came up with five core areas we would like to focus on for 2019 which included: Family Focused Events/Programs, Outdoor Adventure Programming, Diversity/Outreach, Adult Programming, Fitness/Wellness. It is definitely a team effort but each initiative has a staff person that will be leading the charge in that particular focus area.
- The unusual weather this winter created some hardships when it came to opening our winter recreation centers. Numbers were down quite a bit this year so hopefully the weather will cooperate in the 2019-2020 season and we can welcome more users to our facilities.



- Our youth sports programs continue to gain attention and see success. Our youth basketball leagues saw another large increase in participation. Highlights were the addition of a third location and the introduction of a Teen Core league. For the fifth year in a row we have seen growth in our baseball, softball, t-ball leagues. We have also seen continued success in our sports camps (basketball, soccer, golf and tennis). We continue to fill a need

for the community by offering these camps for the youth.

- The pools saw a very slow start to the season with the cooler temperatures and all the rain. Our attendance was down approximately 20,000 from this same time last year. We were also able to welcome back the Fox Cities Classic Swim meet in mid-June which went really. The booking of pool rentals throughout the summer has been ramping up and we are seeing more and more private rentals each year.
- Unity Dance Academy had a very successful recital in March. The dedication, hard work and enthusiasm from all the dance staff and over 60 volunteers were evident by the wonderful shows over the recital weekend.
- Preschool programs have seen some changes in 2019. We wrapped up our last Appletots class this spring. In the fall we will be transitioning out of the traditional preschool format and providing 6-week preschool camps that have different themes and focuses. Preschool dance was up 165% this summer. We transitioned out some of our older kids dance classes and offered more preschool classes and the response was met with great success.
- We have a new Children's Week title sponsor with US Venture. This has allowed us to triple our marketing efforts and create new branding and consistent messaging between the organizations involved. We are excited about the exposure the event has been receiving through media outlets and we are looking forward to the busy yet fun week in July.

Marketing:

- On February 8th we officially launched our redesigned website. Many hours went into working through last minute changes and details to make the site as user-friendly as possible. Margaret, Niki and Nate are all trained on how to keep the site updated. The overall response to the new site has been great. Customers are finding the site easier to use and navigate.
- With the launch of the new website, we have started website analytics to track visitors to our site, what pages they are spending time on, and what programs they are searching. Through the first couple months of data we have a high number of visitors who spend an over average amount of time on our page. Stellar Blue, who provides the analytics, was impressed with our data. We can use this data to research new programs that people are looking for and make sure we keep up to date with our content especially on the pages that are views the most.
- In March of 2019 we distributed our first Appleton Parks and Recreation Activity Guide. It was determined in 2018 that we would split from the City Guide and publish our own book. There was a lot of work involved with completing an RFP for printing services, securing a designer for the book, securing advertisements to help with the cost of the book, dealing with the post office on bulk mailing and just the overall content



management. We were very happy with the final copy and have received great feedback.

- We renewed our relationship with WSCO Radio to provide quarterly advertisements to promote our youth sports programs.
- Niki with Woodward Communications regarding advertising for Children's Week. They have committed to a 30 second commercial that will run as well as in-studio opportunities with Josh, Hayley and Heather.
- The Recreation Division attended a social media training. This is our yearly marketing training and it was put on by BConnected Marketing. They review our social media accounts and website and then come in with recommendations for us on how to improve and to talk about trends. Overall they said we are doing a great job so that was good to hear.
- Staff spent time diligently planning program/event information for the fall/winter guide. The guide was mailed to residents at the end of June.
- Niki was featured in the "920" section of Appleton magazine in June where they interviewed her about her job and included fun photos of the staff and programs.
- Staff came up with a "Tuesday Trivia" Facebook marketing plan to hopefully engage users in a different way. Users answer a question regarding our parks or recreation programs in which one person with the correct answer was given a free daily admission for use at our pools.
- To advertise for the pool opening, we created a spoof video from a scene in Christmas Vacation. It is clear that the public loves when we do more cultural posts vs. just the information pushing as we saw over 50,000 views to this video.
- Nate has continued his monthly segment on the show "Focus Fox Valley" on WHBY with host Hayley Tenpas. The segment provides us with an opportunity to establish APRD as a local authority on youth sports topics, and highlight the philosophy and offerings of the department.
- Margaret spent time creating new slideshows that would be shown on the TVs at the pools and feature upcoming programs/events.
- Our story with Keith and Blake continues on our Facebook page. This is a father (who attended the appacademy) and his son who are on a mission to visit all the parks in Appleton. They have been sending us photos of their journey and writing a short editorial of their visit for us to share on our page.



Community Partnerships:

- Renewal of our relationship with the Milwaukee Bucks to provide TWO one-week youth basketball camps during the summer of 2019 to the Appleton community.
- Renewal of our sponsorship with Engage Orthodontics as a lead sponsor of our upcoming 2019 Youth Baseball / Softball league.
- Chelsey met with Lisa England from Healthy Living Revolution to start smoothie and salad prep classes for the community.

- We are working with Lorrie Formella (a Tai Chi and Wellness instructor) from Seasons of Life Empowerment to create a partnership agreement regarding future potential for classes.
- We are starting a new partnership that will include a class for adults with disabilities and an active older adult class series called StrongBodies with Soar of the Fox Valley. We will run a trial class this summer and start classes this Fall with Soar participants.
- We developed a new partnership with The Seed Guild, LLC. to provide gardening classes. The classes are taking place this summer.
- Worked with Karrie Kadolph who is in charge of the summer school programs for AASD to continue our partnership where we would have a transition from the summer school program to our Playground Program. There are currently 11 schools that offer a summer school program that are within walking distance to one of our Playground sites.
- Initial conversations with the Chicago Fire regarding a community ambassador program that would potentially replace the current role of Challenger Soccer in providing community soccer camps in Appleton, and a trainer / consultant during our fall soccer season.
- Through a new partnership with the Fox River Hurling Club, we are able to now offer an Intro Hurling Camp to kids and teens in the Appleton Community. This year's camp runs from July 9 through July 30.
- We are partnering with the Library to get books in our playground program sites for kids to check out and bring back (similar concept to free little library). Our hope is to keep kids reading throughout the summer and to use our program as a direct channel to reach kids.
- Worked with Appleton Police Department, Gold Cross, and Appleton Fire Department to provide Emergency Procedures Training at Mead and Erb Pools.
- Continue work with Neenah and Menasha Parks and Recreation Departments and the YMCA of Fox Cities for the annual senior games (which was renamed A Day at the Park for the Young at Heart) which will be held at Fritsch Park in Menasha this year. This group meets monthly in preparation for this event.
- Fleet Feet Sports – we continue to partner with Fleet Feet Sports, Mom's Run this Town, Community First Fox Cities Marathon on the Appleton Kids Fun Runs.
- June 6th we wrapped up our three-week adult photography class in partnership with Debbie Daanen Photography. The class was completely full with 20 participants. This is the fourth time we have offered this class.
- Empower Yoga – Yoga in City Park series kicked off June 12 for the summer. This program will run every Wednesday from 6:00-7:00 p.m. through August 28.
- We are in the fourth year of our partnership with Backyard Hackers, where kids ages 5-14 sign up to learn about code by coding, scratch, app creation, Minecraft (computer programming type programs).
- Partnered with Appleton United Lacrosse to offer an introduction to lacrosse camp for kids at the Scheig Center Event Grounds. This is the third year of our relationship.



- Partnered with the Police Department to provide a presentation for summer Playground Leaders on creating a safe environment for our participants and what to look for at their park that might be suspicious behavior.
- Once again we are partnering with the Appleton Public Library on their summer reading program. We have developed some “missions” for the readers to complete that incorporate either our parks or programs so we are hoping to see another great response this summer.
- This year we are continuing our partnership with the Building for Kids and the Appleton YMCA to host the 10th annual Children’s Week.
- Continued partnership with the Fox Valley Rowing Club to offer Learn to Row Classes held at the Telulah Park Boat Launch.
- Continued partnership with Joy Jordan to offer Mindfulness classes for adults.
- Continued partnership with Mountain Bay Scuba to offer Discover Scuba and Snorkeling classes at Erb Pool.
- Saturday, April 13th we held a class with Budding Chefs which is a kid’s cooking class for ages 7 and up.
- Continued our partnership with Zumbini to offer Zumba, music and movement classes for ages five and under. Classes started the week of June 10th.
- Partnered with the Fire Department to do the Firefighter workout once again. This was scheduled to be held June 15th but had to be canceled due to the rain.
- Partnered with Board and Brush to offer a class on April 7th that focused on Spring/Easter boards.
- Partnered with Navah Mirage to offer adult belly dance classes.
- We completed the MOU process with Fox Valley Athletics for adult softball leagues at Appleton Memorial Park. Currently Eric has 100 teams registered. He also took over concession operations so staff were helpful in preparing that area and getting everything ready for him.
- Partnered with Lorrie Formella to instruct Tai Chi and Qigong classes started on June 11.

Community Outreach:

- Chelsey attended an event for the PTO of Huntley Elementary school on January 8. She provided a presentation where she was able to highlight programs we offer, fee waiver opportunities and answer lots of great questions about our programs!
- Chelsey and Niki attended the Your Future Live Event on Thursday, March 7 at the Exhibition Center. This was put on by the chamber and they invited local high schools to attend to have their students talk to local professionals regarding career awareness. There were approximately 2,500 students who attended. This event was a great opportunity to recruit for summer seasonal staff.
- Nate attended the summer fun night at Johnston School on April 4th where he was able to distribute information on our summer programs.



- Recreation staff was present at the Fox Cities Kidz Expo event on Saturday, April 6th from 9:00 a.m. – 3:00 p.m. that was held at the exhibition center and was put on by the Appleton-Fox Cities Kiwanis. They estimated there was approximately 5,000 in attendance for the event. Being present at these community events is always a great opportunity for us to promote our services/facilities and pass along program information.
- Chelsey attended the FVTC Student Health Fair on April 16.
- Niki participated in our third Appycademy training and was able to talk about the Recreation Division with the participants on April 25.

Parks & Grounds

- Scheig 4 finished. This included the replacement of the last section of pavers with stamped concrete in the circular plaza around the Scheig Center. The entranceway pavers were also replaced in 2019 because they had degraded so badly.



- Selected Lee Recreation for the purchase and installation of the Pierce Park playground in the fall of 2019.
- Re-lamping of Field 6 at AMP by Musco.
- Lower Telulah Trailhead Parking, ADA Canoe/kayak Launch and Fishing Deck Project
- Valley Transit repair, crack fill, sealcoat and stripe parking lot and roadways.
- Contracted Tru Green to perform weed control at the Fire Stations.
- Contracted B&V to mow the industrial parks.

In house Projects

- Installation of drains at Wastewater to reduce the amount of water that freezes on the hill roadway.
- Trenched in conduit for future installation of fiber at the Scheig.
- Landscaped two large beds at the Scheig, replaced 20 failed plants at the Library, and replaced plants at the Water Plant and the bed at Mason and Badger.
- Redesigned the Telulah Frisbee golf course.
- Five new park signs constructed.
- The decked overlooks at Vulcan Heritage were repaired.



- Two slides were replaced at Highview Park.
- Installed six memorial benches with concrete slabs at various parks and trails.
- Ten new picnic tables built to replace those beyond repair.
- Picnic tables repaired and repainted.
- New trellises built and installed at the Scheig.
- Replaced failed bulbs on athletic fields and courts.
- Installed a scoreboard on Field 6.

- Linwood Park dugout fences and benches reinstalled after concrete was installed in 2018.
- Tree and stump removal at Reid Golf Course.
- Installed a concrete slab and shade structure at Vosters Park.



Annual Projects

- Maintained 610 acres of turf.
- Maintained 11.4 miles of trails.
- Snow removal for Fire Stations, Wastewater, park lots, sidewalks and trails.
- Maintained ice rinks at Pierce, Erb, Colony Oaks, Highview and Memorial Parks.
- Groomed skate and traditional cross country skiing trails at Reid and traditional cross country and fat tire bike trails at Appleton Memorial Park.
- Repaired plow damage
- Cleaned 23 pavilions and restrooms.
- Cold patched park lots and roadways.
- Installed the bases and prepared and maintained 17 ball diamonds for play.
- Installed nets and kept surfaces repaired and free from debris on 14 tennis courts.
- Performed monthly inspections and maintenance on twenty nine playgrounds.
- Fertilized athletic fields.

- Cleaned twenty two pavilions and bathrooms.
- Ongoing invasive removal of buckthorn, teasel, Japanese knot weed, poison hemlock and garlic mustard
- Planted annual beds
- Provide setup and support for Recreational events such as the Park playground programs, Pierce Park Children's rummage sale, Movie on the Hill, Yoga in the Park, Play Ground Fair etc.
- Continued to work with major partners (Appleton Family Ice Center and USA Youth, Inc.) on contractual items, development opportunities, current operations, etc. that impact the community and user groups
- Developed 2019 operational and capital improvement program budgets
- Hired and trained 20 seasonal employees.
- Developed 2019 operational and capital improvement program budgets

Special Events

The Grounds Division works with many special event organizers to make their event successful for residents and visitors.

- Ultimate Baseball Tournament
- Miracle League opening day and Special Olympics
- Little League opening day.
- Triple Crown 32 team softball tournament
- South Appleton Rockers 48 team softball tournament
- Northside Sizzle tournament 32 team softball tournament
- Sierra Club Hike and Sole Burner
- Birdbath and Fox Cities Classic swim meets
- Memorial Day and Flag Day Parades
- Houdini Plaza and Jones Park Thursday concert series
- Mash Blood Drive Houdini Plaza
- Civil War Reenactments at Woodland, Pierce and Erb Parks
- Appleton Food Truck Rally Pierce Park
- Things that Go Pierce Park
- Juneteenth African heritage celebration City Park
- Latino fest
- Butterfly Festival City Park
- Movie on the Hill Appleton Memorial Park
- Appleton Jaycee fireworks. 20,000 people in attendance. Appleton Memorial Park
- Pierce Park Car Show
- Farmers Market and Art on the Town
- Special Olympics

- Various runs and walks

Grounds Division Collaborative and Volunteer Projects

- The Friends of the Memorial Park Gardens continued relationship for labor and expertise in maintaining the gardens
- Coordinated work days with the various Adopt a Park groups
- Working with the AmeriCorps Group with various tasks throughout parks
- Working with the Department of Correction crew to help with demolition at the Scheig Center for phase four improvements
- Coordinated with school groups, Fleet Feet, and scouting troops to pick up litter, sticks, trash clean up and Eagle Scout projects
- Working with Lawrence University with their bee project
- Assist the Facilities Division during the winter for large painting projects
- Continued sharing of equipment with the Department of Public Works

Reid Golf Course

- Golf course opened for walking only on Friday April 5th
 - Carts were allowed on April 21st and range opened with the golf course on April 5th. Early season cart usage was marginal with a very wet spring and deep frost over the winter.
- All leagues returned to Reid in 2019 with the addition of a Tuesday evening league. Reid's couple's league has continued to be very popular adding an additional tee time this year.
- The first two family days have continued to be successful when the weather cooperated filling up the tee sheet from 2:00 to twilight accounting for 51 golfers. New for 2019 and to show Reid's continued commitment to junior golf, junior tee yardages were added to the regular scorecard. In 2018 staff installed two sets of yardage plates to front 9 fairways which are listed on the scorecard.
- Junior Lesson Program continues to be popular nearing capacity with 66 and Junior League currently has 26 regular golfers.



Brian working with juniors on pitching shots into a bucket.

- The 3-4-5 tournament was played on May 19th after needing to be rescheduled due to rain and cold temperatures. 23 two person teams participated in the event which was up from the initial registration but down from 2018's tournament high of 30 two person teams.
- City Tournament participation was also a victim of the weather. With rain both days during the adult tournament and forecasted all week only 33 players played in the event. Heading into tournament week registration was similar to previous years but the forecast and eventual rain kept many players away.
- The first half of 2019 was a carbon copy of the second half of 2018, wet and cold. Through the end of May Appleton recorded its wettest 12 month period on record. In the months of April, May and June Reid has experienced at least 2.5" more precipitation than average with below normal temperatures.
 - Precipitation on 46% of days the course has been open for play, +8.7" compared to average.
 - Course closed or no carts available on 34% of days since opening.
- New offerings at Reid this year include:
 - New 150 yard marking poles were added to the fairways while removing overgrown Arborvitae's which were impacting play negatively.
 - New reflecting prisms were added to flagsticks to help with distance measuring devices and golfer experience.
 - Weekly revolving food specials geared toward keeping league players in the clubhouse. New off menu specials included: pulled pork sandwiches and wings.

Financial Breakdown (through June 30th)

- \$338,740.80 has been run through our POS

- Annual Passes - \$78,605
 - Pass sales have decreased by 3, with pass sales revenue dropping \$2,705 over 2018.
 - Junior passes have held constant at 33, while junior associate (19-24 years old) passes have increased to 11.
 - Another large increase in revenues come from the sale of discount cards. We market to leagues on purchasing and some entire leagues do. An additional 18 cards were sold this year for an additional \$540 in revenue.
 - The final revenue portion comes from coupon book sales. \$4,170 in revenue YTD.
- Green Fees - \$132,073
 - Rounds are down from 12,806 in 2018 to 12,103 in 2019 and revenues are 12% lower than last year. This can be attributed to precipitation on 46% of the days the golf course has been open.
 - Appleton East and North High School and Lawrence University utilized Reid in the spring for their respective teams increasing team rounds from 432 to 516.
 - Passholder rounds have increased slightly to 2,660 compared to 2,614.
 - Weekday rounds have been the major issue and are down 11.75%. Numerous league night rainouts add up quickly.
 - Weekend and twilight rounds are equal to last year accounting for 2,703 rounds.
 - Internally staff has made continual changes to the POS tee sheet to try and accommodate more 9 hole play-off #1 and #10 tee. During extremely busy periods this has allowed us to get extra walk in customers onto the course. This tee time management system also allows for larger groups to play golf while allowing others the ability to play while not disturbing each other.
- Cart fees - \$45,858
 - Daily cart rentals are down 15.6% or \$8,487 in 2019. A direct relation to not having carts or being closed on 34% of the days since opening.
 - Annual cart passes decreased by 4 to \$11,805.
- Range - \$17,218
 - Compared to 2018 range revenues are up \$376 to the same date. The rain which we have gotten has not affected range use which is one of the few bright spots of the 2019 golf year to date.
 - Similar range promotions were utilized this year to boost sales at the range.

- Annual range passes decreased by 4 but daily fee usage is up 141 baskets making up the shortage.
- Merchandise - \$8,418
 - Another bright spot for the 2019 golf season merchandise sales are up \$254.
 - Reid staff setup all new vendors for the 2019 golf season moving away from the one retailer used in the past.
 - New merchandise brought in for 2019 include hooded sweatshirts, t-shirts, sleeveless ladies polos and a wider variety of sunglasses.
 - Merchandise sales are up 3.1% with the majority of the increase coming in apparel sales.
- Food and Beverage - \$40,647
 - A common theme in 2019 is being down 12% and this category is no different with a 12.6% decline.
 - Food, alcoholic and non-alcoholic categories are all down for the year.
 - Staff has gone away from daily food specials and now offer a weekly food special and will occasionally go off the menu and introduce something new. These items included pulled pork sandwiches, wings and coming soon sloppy joes.
 - Another new menu item this year is King Pin Pizza, a local vendor with smaller minimum orders. This change has been received well.

Marketing efforts in 2019 to date

- A comprehensive 52 week marketing plan was developed as a template for the calendar year.
- Community Color Mailer offering specials to get people to the course was delivered in May. Our agreement with CCM is good for three mailings this year similar to previous years.
- Radio ads have been used multiple times throughout the year to promote tournaments, course opening, family days, etc. In addition to radio advertisements The Score's BJ and The Bear morning show broadcasted live from Reid's clubhouse on Thursday June 13th in anticipation of the 74th annual City Tournament. Jeff and Brian have also have had multiple opportunities to join the show and discuss golf and coming events at the course.
- Our Facebook contest of when will the course open has become a traditional hit. This year's post engaged with over 5,000 people.
- Constant Contact email marketing continues in 2019, Reid's email blast list has grown to 3,697 currently. The use of email marketing has been very economical and beneficial to Reid. On average three email marketing blasts get produced monthly.

- Reid Golf Course attended the Fox Cities Golf Expo with great response and feedback by those who attended.
- Reid Golf Course was also included in the Valpak Spring Golf Flyer throughout the Valley. These promotions were tiered to get people in the door right away and keep them coming throughout the year.
- Continued use of Golfnow Reservations and teeoff.com as third party online tee time reservation sites to increase our presence and fill slow periods on the tee sheet. Both of these platforms are national brands and can be seen on TV ads during every televised golf tournament.
- Reid also worked with NBC 26 to produce two commercials which have run during select golf tournaments this year.
- New for 2019 Reid placed ads in Fox Cities Magazine and The Greater Valley Guide – Youth Sports and Activities. The Greater Valley Guide advertisement was direct marketing for juniors promoting league, lessons, annual passes, daily fees and family days.

Staffing update

- Most of the pro shop staff returned for another year, only needing to hire and train one individual on the POS. This helps with golfer familiarity and tee sheet maximization.
- The Food and Beverage staff saw minimal turnover this season as well. Only three new employees were hired for the 2019 golf season.
- The grounds staff returned 5 employees from 2018, this accounts for roughly 70% of staff.
- It has been increasingly difficult to find the shoulder month employees, but the retired demographic has been a great resource for Reid. Their reliability and readiness to work early in the morning helps keep operations running smoothly throughout the year.

Grounds

- Golf Course made it through winter with significant winter damage in the fairways and some greens. This was the third year in a row ice coverage on greens was a concern and snow was removed to help the ice melt in early March. Some of the fairway pockets were in decline late last fall due to the abundance of rain so it was not surprising to see those areas check out during the winter.



After removing snow black sand was added to absorb sunlight and melt the ice.

- Staff spiked and seeded all winter kill areas by mid-May and the areas are filling in, some areas are completely healed while others have a ways to go even at the end of June.
- Mentioned earlier in this report the old 150 yard marking arborvitaes were removed and new 150 marking poles were installed in the middle of the fairways. No negative feedback has resulted in the change.



New 150 marking pole installed on #16 fairway.

- Irrigation startup in 2019 was extremely difficult, over 35 breaks were fixed in the spring to get the system up and running. With the saturated soils heading into winter and deep frost the ground heaved a lot over the course of the winter causing swing joint elbows to sheer off.
- The remainder of the spring was extremely wet with the irrigation system not getting used. Through the end of June only 250,000 of water was run through the pump station. With the issues in startup nearly half of those gallons were used for charging the system. In comparison the 2nd lowest amount of irrigation used for the same time period was 2017 when 1.2 million gallons were used.
- The late/short spring (if what Appleton had was spring) made pre-emergent timing difficult. While getting the course ready for opening, irrigation startup and herbicide applications the pre-emergent applications had to be timed with rain to be watered in.
- A couple items of note for the golf course through June:
 - Crabgrass applications are holding up well, but untreated areas are showing an abundance of breakthrough.
 - Weeds were prevalent this year with the continued wet conditions.
 - Almost no disease to speak of even with the high pressure of disease of late.
- Grounds projects beyond routine maintenance finished in first half of 2019:
 - All bunkers were edged leading up to the City Tournament – necessary to do once per year, once complete staff can keep a nice edge throughout season with string trimming.
 - Red Salvia was planted at the clubhouse and a mix of Salvia near the first tee. Flower pots kept the red theme by using red Geranium's at the entrance to the clubhouse.
 - All tee markers were refinished this winter and are holding up quite well. The refinishing added new life to them and will hopefully delay the need for purchasing new.

Facilities Management

Projects and Successes

- Completed the 2018 Fire Station #5 Kitchen Remodeling Project.
- Completed the 2018 MSB Locker Room and Bathroom Remodeling Project.
- Completed the 2018 Fire Station #1 Plumbing upgrades project.
- Completed the 2019 Lawe St Bridge Tender Station Remodeling Project.
- Completed the 2019 MSB Master Planning Project.
- Currently working on 2018 Wastewater electrical distribution upgrades project. Project is scheduled to be completed in September 2019. Project is in construction

- Currently working on the 2018 Wastewater Bio-Gas Boiler Project. Work is scheduled for October 2019. Project is in construction
- Currently working on the 2019 Wastewater Electrical Distribution Upgrades Project. Project is in design and scheduled to be completed in November 2020
- Currently working on City Hall First Floor Finance Remodeling Project. Project has been bid and construction will begin in August 2019.
- Currently working on 2019 Fire Station #4 HVAC Upgrades Project. Project is in Design and scheduled to be completed in December of 2019.
- Currently working on MSB Garage HVAC Upgrades Project. Project is in design and scheduled to be completed in 2021.
- Currently working on Wastewater A & S Building HVAC Upgrades Project. Project is scheduled to be completed in 2020.
- Currently working on Water Plant HVAC Upgrades Project. Project is in design and scheduled to be completed in December 2019.
- Currently working on MSB Ceiling grid Replacement Project. Project is in design and scheduled to be completed in December 2019.
- Currently working on MSB Lighting Upgrades Project. Project is in design and scheduled to be completed in 2019.
- Currently working on Pierce Park Lighting Upgrades Project. Project is in design and scheduled to be completed in 2020.
- Currently working on Police Station Lighting Upgrades Project. Project is design and scheduled to be completed in 2019.
- Currently working on Wastewater Lighting Upgrades Project. Project is in design and scheduled to be completed in 2019.
- Currently working on Wastewater Water Lateral Replacement Project. Project is in design and scheduled to be completed in 2020.
- Currently working on Fire Station #1 Roof Replacement Project. Project is schooled to be completed in October 2019.
- Currently working on fiber install for Scheig Center. Project is scheduled to be completed in Fall 2019.
- Currently working on Fire Station #2 rig room epoxy floor coating

Operations & Maintenance Summary

- **City Hall**
 - HR staff received sit/stand workstation improvements.
- **Dance Studio:**
 - **Studio II:** Dance floor recoated.
- **Facilities & Grounds Operations Center**
 - Sit/stand improvements made on all full-time staff work stations.

- Overhead Door operator replaced on overhead door NOH2.
- **Fire Stations**
 - **Fire Station #1:**
 - HVAC control panel MEC-1 updated.
 - Electrical, plumbing, and venting work completed for additional washer and dryer install.
 - **Fire Station #2:**
 - Air compressor replacement completed.
 - Water heater replacement completed.
 - West stairwell painted.
 - Electrical and plumbing work completed for gear washer install.
 - **Fire Station #3:**
 - Air compressor replacement completed.
 - Electrical and plumbing work completed for gear washer install.
 - New flooring for basement workout area expansion is in progress.
 - **Fire Station #4:**
 - Electrical and plumbing work completed for gear washer install.
 - Basement stairwell and basement walls painted.
 - **Fire Station #5:**
 - Bathroom partitions painted in-house.
 - Basement drywall repairs from water damage.
 - Foundation analysis performed by Sure Dry Basement to address concerns of block foundation cracking and water leaks.
 - **Fire Station #6:**
 - HVAC control panel MEC-1 updated.
 - Training tower ladder hooks installed on roof.
 - Overhead door 604 operator replaced.
 - Planning for locker room flooring is in progress.
- **Golf Course**
 - Clubhouse attic insulation improvements completed.
 - Clubhouse appliances inspected.
- **Library**
 - 2nd floor fire door replacement in progress. Quotes received and parts ordered. Work is anticipated to be completed in late summer.

- Various office chairs replaced.
- **MSB**
 - Office HVAC Improvements made by in-house staff by installation of new humidification system on office area roof top unit.
 - Truck Wash Lighting Improvements completed by in-house staff completed department.
 - Office copy room walls painted.
 - Glendale yard waste site oil storage pump.
 - Barricade shop mold remediation completed by ServPro.
 - Loading dock dock leveler replacement planning in progress.
 - HVAC control panel MEC-11 updated.
 - BFP located in garage replaced.
 - Overhead door E-3 had a broken spring replaced.
 - Overhead door W-2 had a broken spring replaced.
 - Overhead door I-5 had a broken spring replaced.
 - Overhead door S-5 operator replaced.
 - Overhead door S-6 operator replaced.
 - Overhead door S-8 operator replaced.
 - Overhead door S-10 operator replaced.
- **Parks and Parks Facilities**
 - Parks prepped for opening of parks season by turning water on.
 - AMP Pavilion new wireless temperature sensor installed in pavilion to monitor pavilion temperature during heating months.
 - AMP Pavilion exterior partition walls stained on the interior side.
 - AMP Jones Building hand wash sink installed in west concession and west side storage room.
 - Erb Park pavilion kitchen roll up door had an operator installed.
 - Kiwanis Park Pavilion kitchen glass block window replaced.
 - Peabody Park pavilion kitchen roll up door replaced.
 - Houdini Plaza fountain started up in April for season.
 - Houdini Plaza fountain pump check valve replaced.
 - City Park fountain started up in April for season.
 - Scheig Center roof repairs made around east side skylite.
 - Union Spring Well annual water test completed and passed inspection.
- **Aquatic Facilities**
 - **Mead Pool:**
 - New lockers installed in men's and women's locker room.
 - New secured storage room created in men's locker room.
 - Concession building floor epoxy replaced.

- Concession building walls painted.
 - Concession building serving roll up doors inspected and adjusted.
 - Appliances inspected.
 - Wireless remote connection installed for pool chemical controllers.
 - Pool prepped and opened for the season on Friday, June 7th.
- **Erb Pool:**
 - Lap pool winterization improvements completed by in-house considered a success.
 - Bathhouse epoxy base repairs made due to frost.
 - Wireless remote connection installed for pool chemical controllers.
 - Appliances inspected.
 - Pool prepped and opened for the season on Friday, June 7th.
- **Police Station**
 - Card access installed on room 141.
 - Improvements made to parking deck upper level entrance double doors.
 - Roof hatch guard rail replaced.
 - Stand-by generator enclosure painted due to corrosion.
- **Transit Center**
 - Various exterior operator repairs made.
- **Valley Transit**
 - Bus garage west side north entrance door replace in-house.
 - Bus wash overhead door operator replaced.
 - Preparation for Triennial Federal Transit Authority audit is in progress.
- **Wastewater Treatment Plant**
 - Service door replacement project went out for bids. TriCity was awarded contract and to complete work in late summer.
 - Methane boilers received annual inspection and cleaning by in-house HVAC technician.
 - Abandoned gas lines removed throughout tunnels.
 - V-bldg belt filter press operator office painted.
 - V-bldg belt filter press east exhaust fan replaced.
 - V2-bldg sludge storage drive thru area walls and ceilings cleaned by Recoveron.
 - K-bldg exterior concrete stair tread repairs completed.
 - Hazardous material assessment completed on building materials.
- **Water Treatment Plant**
 - Multiple HVAC control panels updated.

- Front gate intercom failed and replaced.
- **2020 Facilities Maintenance budget submitted.**
- **Confined Space:** Entry procedures updated for Houdini Plaza fountain, City Park fountain, Erb Pool equipment building.
- **Generator Maintenance:**
 - Monthly generator inspections completed.
 - Annual generator load testing completed.
 - Annual generator maintenance completed.
- **Facility Roof Survey:** Roofing consultant, SEG, is performing 5-year roof survey on park facility roofs; updating roof replacement plan and needed repairs.
- **Facility Exterior Masonry Assessment:** SEG performed assessment on facility exterior masonry structures at FS1, FS2, FS4, Police Station, Wastewater Treatment Plant, and Water Treatment Plant.
- **Card Access Software:** Faith Technologies updated card access software.
- **Asset Management & GIS:** Progress made on developing asset management and GIS systems.
- **Contracted Services:**
 - EC&D completed boiler tune ups.
 - Overhead Door Services went out for RFP. Arbon was awarded a 5-year agreement.
 - Annual overhead door inspection completed by Arbon.
 - Fire Protection & Detection Services went out for RFP. Summit was awarded a 5-year agreement.
 - Annual and semi-annual fire alarm system inspection completed by Summit.
 - Quotes received for painting services.
 - Erb Pool and Mead Pool annual security alarm testing completed.
 - Erb Pool and Mead Pool pest control inspections began April 1st-October.
 - UPS system semi-annual maintenance completed by Vertiv at City Hall IT Server Room, Water Treatment Plant, and Police Station.
 - Library fire and security alarm inspection and testing completed by TECC security.

Staffing, Training, and Safety

All existing facilities management staffing has remained. Two summer seasonal staff started

in the month of May.

Three work related injuries occurred. One injury required medical attention. Overall, all injuries were fairly minor. No days of work were lost.

Confined space entry procedures updated and approved for Houdini Plaza fountain vault, City Park fountain vault, and Erb Pool surge tanks.

Facilities Management staff attended the following training:

- City General Employee Training attended by all staff.
- City General Safety Training attended by maintenance staff.
- City Confined Space Entry Training attended by maintenance staff.
- Electrical Code Training by electricians.
- International Facilities Management Association Essentials Training attended by Facilities Management Support Specialist.
- Facilities Management Support Specialist in progress of completing IFMA FMP.
- WPRA Aquatic Technician Workshop attended by Facilities Technician and Master Plumber.

Work Order Performance

DATE	CREATED		COMPLETED	
	'18-Q2	'19-Q2	'18-Q2	'19-Q2
January	310	284	184	135
February	222	262	133	143
March	322	344	151	168
April	259	286	128	220
May	305	301	226	216
June	275	230	197	165
TOTAL	1,693	1,707	1,019	1047
AVERAGE	282	285	170	175

Emergencies

Emergency maintenance is any activity that requires immediate repair because of impending danger to the occupants, business processes, the building or a building system. Total of 18 after business hour emergencies occurred that required attention from Facilities Management personnel. Majority emergencies result from abnormal weather related events and malfunctioning building system or equipment.

Emergency Maintenance Quantity	
January	5
February	1
March	7
April	1
May	0
June	2
TOTAL	18

Energy Use & Efficiency

Utility bills for facility electric and natural gas use and cost have been entered on a monthly basis. For natural gas usage, natural gas usage is down by about .5%. Through the month of May, heating degree days are up 6% compared to 2018. The electric usage is down about 4.5%. This has a lot to do with the weather as we had a mild spring and early summer with degree cooling days being about 1/3 of what they were last year through the month of May.

Performance Data:

PARKS & RECREATION:

<u>Program</u>	<u>Criteria</u>	Actual 2017	Actual 2018	Target 2019	Projected Actual 2019
Parks & Grounds	Client Benefits/Impact				
	Provide a proactive grounds program:				
	% of internal satisfied customers	99%	99%	99%	99%
	% of external satisfied customers	99%	99%	99%	99%
	Strategic Outcomes				
	Service performed as scheduled:				
	Work completed in time scheduled	95%	95%	99%	97%
	Qty. of code, safety, etc., citations	0	0	0	0
	Work Process Outputs				
	Cost of service (Pop. 73,596):				
	Per capita	\$24.22	\$25.53	\$24.67	\$24.67
	Quantity of Park Acreage:				
	Community parks acres/1,000	4.8	4.8	4.8	4.8
	Neighborhood parks acres/1,000	2.4	2.4	2.4	2.4

<u>Program</u>	<u>Criteria</u>	Actual	Actual	Target	Projected
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		2017	2018	2019	Actual 2019
Recreation Service	Client Benefits/Impacts				
	Timely and organized program delivery:				
	% of customers who were satisfied with the services provided	96%	96%	100%	96%
	Strategic Outcomes				
	Customer Experience:				
	% of programs with >80% enrollment	95%	95%	100%	95%
	# of new programs offered	16	11	5	20
	Work Process Outputs				
	Number of recreation opportunities:				
	# of programs offered	177	189	194	214
	# of collaborations	99	101	101	101
	Net Cost of service (Population 73,596):				
	Recreation (per capita)	\$12.69	\$12.04	\$14.12	\$14.12

FACILITIES MANAGEMENT:

<u>Program</u>	<u>Criteria</u>	Actual 2017	Actual 2018	Target 2019	Projected Actual 2019
Administration	Client Benefits/Impacts				
	Timely and organized support of departments:				
	% of customers who were satisfied with services provided	97%	97%	98%	98%
	Strategic Outcomes				
	Facilities projects completed in year scheduled	97%	98%	100%	99%
	Work Process Outputs				
	# of projects completed	51	46	50	48

<u>Program</u>	<u>Criteria</u>	Actual 2017	Actual 2018	Target 2019	Projected Actual 2019
Facilities Maintenance	Client Benefit/Impacts				
	Provide a proactive maintenance program:				
	% of satisfied customers	99%	99%	100%	99%
	Strategic Outcomes				
	Services performed as scheduled:				

	Cost per square foot maintained	\$1.83	\$1.93	\$2.01	\$2.00
	Work completed in time scheduled	98%	98%	100%	100%
	Quantity of code, safety, etc. citations	0	0	0	0
	Work Process Outputs				
	Service Performed:				
	# of facilities and park structures maintained	70	70	70	70
	# of pools and fountains maintained	4	4	4	4

REID GOLF COURSE:

<u>Program</u>	<u>Criteria</u>	Actual 2017	Actual 2018	Target 2019	Projected Actual 2019
Admin.	Client Benefits/Impacts				
	Recreation opportunities				
	Rounds of golf played annually	34,351	30,884	36,000	31,000
	Annual youth pass holders	57	44	75	32
	Family pass holders	12	10	15	9
	Strategic Outcomes				
	Electronic communications with Golfers				
	% of golfers with email addresses	40%	40%	43%	40%
	# of emails receiving by-weekly message	2,926	3,171	3,750	3,697
	# of rounds generated through email messages	250	250	250	250
	% of golfers who rate conditions at good or better	98%	98%	98%	99%
	Work Process Outputs				
	Greens are mowed daily	98%	98%	99%	99%
	Tees and fairways – mowed 2 times per week (May-Aug.)	98%	98%	100%	100%
	Rough – mowed weekly	100%	100%	100%	100%
	Bunkers – raked weekly	100%	100%	100%	100%
	Tees and fairways – mowed 2 times per week (Spring/Fall)	95%	95%	99%	99%

Budget Performance Summary (Parks & Recreation)

This section is to follow the FASTR report of program revenues and expenses and is to present a discussion of budget variances.

Description	Year to Date	Full Year Amended Budget	Percent of Amended Budget
PARK & RECREATION			
16532 Park Maintenance – Revenues	119,780	192,160	62.3%
16532 Park Maintenance – Expenses	822,292	2,007,693	41%
16532 Park Maintenance – Net Exp.	702,512	1,815,533	38.6%
16541 Recreation Programs – Revenues	455,111	828,692	54.9%
16541 Recreation Programs – Expenses	710,044	1,865,543	38.1%
16541 Recreation Programs – Net Exp.	254,933	1,036,851	24.6%
PARKS & RECREATION – Revenues	574,891	1,020,852	56.3%
PARKS & RECREATION – Expenses	1,532,336	3,873,236	39.6%
PARKS & RECREATION – Net Exp.	957,445	2,852,384	33.6%

Budget Performance Summary (Facilities Management)

Description	Year to Date	Full Year Amended Budget	Percent of Amended Budget
Facilities Administration	162,647	358,955	45.3%
Facilities Maintenance	1,219,370	2,866,286	42.5%
Total – Facilities Mgmt. Internal Service	1,382,017	3,225,241	42.8%

Budget Performance Summary (Reid Golf Course)

Description	Year to Date	Full Year Amended Budget	Percent of Amended Budget
Reid Golf Course			
Reid Golf Course – Revenues	374,264-	875,800-	42.7%
Reid Golf Course – Expenses	381,786	953,165	40%
Reid Golf Course – Net Exp.	7,522	77,365	-9.7%

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

Sincerely,
Dean Gazza

RISK MANAGEMENT 2019 REVIEW

All figures through June 30, 2019

Significant 2019 Events:

Administration-

- Processed 63 risk claims received year to date
- Processed 39 new WC claims for 2019
- 1 employee duty death with WC payout occurring after 6/30
- Reviewed 85 special events for liability exposures and insurance
- Worked on large claim for fire damage to the Yellow Ramp

Loss Control-

- 5 safety training sessions for DPW, Parks, Utilities and F&C field staff (21 topics covered)
- 7 seasonal training classes
- 10 General Employee training classes, 3 Supervisory training classes

Performance Data:

Program	Criteria	Actual 2016	Actual 2017	Actual 2018	Projected 2019	YTD 2019
6210	<u>Client Benefits/Impacts</u>					
	Average workers compensation cost per claim	\$6539	\$6785	\$3305	\$8000	\$7,924
	Average cost per general liability claim	\$467	\$187.55	\$58	\$400	\$702
	Average cost per auto liability claim	\$3090	\$1616.01	\$1,261	\$500	\$448
	<u>Strategic Outcomes</u>					
	\$ value of claims paid	\$58,240 GL + \$451,849 WC	\$47,788 GL + \$413,930 WC	\$34,151 GL + \$132,227 WC	\$450,000	\$36,622 GL + \$309,033 WC
	\$ value of subrogation recovery	\$31,804	\$20,541.88	\$16,125	\$35,000	\$2160
	<u>Work Process Outputs</u>					
	# of insurance policy renewals	10	9	10	10	10
	# of new insurance policies purchased	2	2	0	2	0
	# of claims filed:					
	General Liability	34	48	45	40	33
	Auto Liability	24	24	25	30	30
	Worker's comp – lost time	9	6	3	10	3
	Worker's comp – medical only	46	55	37	48	24
6220	<u>Client Benefits/Impacts</u>					
	# of people who attended safety	156	174	178	175	162

	training classes					
	<u>Strategic Outcomes</u>					
	# of safety inspections conducted	131	126	129	130	61
	# of safety problems	194	144	163	150	53
	# of safety corrections	188	129	157	150	48
	<u>Work Process Outputs</u>					
	# of topics covered during each safety class	16	21	18	15	15
	Ave employees per session	26	28	26	26	27

Areas of Primary Concentration for 2019

Continue to monitor all areas of insurance to make sure the City is adequately covered for all potential losses. Continue to have safety training sessions and safety inspections to make sure all areas are in compliance. Handle all worker's compensation claims as they come in and report to the state. Handled our employee duty death and all reporting and payments in connection to this event. Continue to have central safety meetings. Continue to process and investigate all claims that come into the City. Handle all issues with special events, insurance certificates and contracts. Working on large claim for fire damage to the Yellow Ramp which will have an impact on our 2020 premiums.

Budget Performance Summary

The loss control budget is fine at 63.5% spent at mid year. Many insurance premiums are paid in full at the beginning of the year which accounts for slightly higher percent spent at mid year.

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	AVAILABLE BUDGET	% USED
6210	471000	Interest on Investments	0	-362.39	-222.44	362	100.00
6210	471500	Gain/Loss on Investment	0	4.57	2.95	-5	100.00
6210	471600	Unrealized Gains/Losses	0	-390.42	-366.66	390	100.00
6210	480100	General Charges for Service	-1,544,553	-783,111.00	-128,716.00	-761,442	50.70
6210	502000	Donations & Memorials	0	-10,000.00	0.00	10,000	100.00
6210	503500	Other Reimbursements	-49,102	-49,357.34	0.00	255	100.50
6210	508200	Insurance Proceeds	0	-405.25	57.60	405	100.00
6210	610100	Regular Salaries	168,733	93,346.16	14,386.56	75,387	55.30
6210	610500	Overtime Wages	0	993.64	158.78	-994	100.00
6210	611500	Vacation Pay	0	6,817.91	2,330.77	-6,818	100.00
6210	615000	Fringes	59,109	33,181.27	5,463.40	25,928	56.10
6210	620600	Parking Permits	1,080	1,295.00	0.00	-215	119.90
6210	630100	Office Supplies	1,200	560.67	62.87	639	46.70
6210	632700	Miscellaneous Equipment	300	565.00	0.00	-265	188.30
6210	640100	Accounting/Audit Fees	1,470	0.00	0.00	1,470	0.00
6210	640300	Bank Service Fees	0	7.17	6.28	-7	100.00
6210	640400	Consulting Services	12,500	7,990.75	0.00	4,509	63.90
6210	650100	Insurance	474,301	414,865.00	1,301.00	59,436	87.50
6210	662600	Uninsured Losses	120,000	62,076.46	11,418.55	57,924	51.70
6210	662700	Uninsured Losses - Workers Com	580,000	309,091.36	77,155.11	270,909	53.30
		Total 6210 Property & Liability Mgm	-174,962	87,168.56	-16,961.23	-262,131	-49.80
6220	610100	Regular Salaries	108,001	44,569.62	7,425.74	63,431	41.30
6220	610500	Overtime Wages	0	88.43	4.27	-88	100.00
6220	611500	Vacation Pay	0	5,604.29	903.21	-5,604	100.00
6220	615000	Fringes	39,383	19,674.43	3,249.10	19,709	50.00
6220	620100	Training/Conferences	7,500	1,566.25	170.77	5,934	20.90
6220	630300	Memberships & Licenses	210	100.00	0.00	110	47.60
6220	630500	Awards & Recognition	140	0.00	0.00	140	0.00
6220	630700	Food & Provisions	1,453	1,193.09	0.00	260	82.10
6220	631500	Books & Library Materials	150	0.00	0.00	150	0.00
6220	632001	City Copy Charges	2,000	1,246.86	201.24	753	62.30
6220	632300	Safety Supplies	100	0.00	0.00	100	0.00
6220	632700	Miscellaneous Equipment	250	0.00	0.00	250	0.00
6220	640400	Consulting Services	2,000	520.46	0.00	1,480	26.00
6220	640400	Consulting Services	4,000	597.99	0.00	3,402	14.90
6220	640400	Consulting Services	3,000	3,286.95	21.33	-287	109.60
6220	640400	Consulting Services	5,000	382.91	22.25	4,617	7.70
6220	641307	Telephone	125	50.35	7.97	75	40.30
6220	659900	Other Contracts/Obligation	1,650	1,800.00	0.00	-150	109.10
		Total 6220 Loss Control	174,962	80,681.63	12,005.88	94,280	46.10
		Total 620 Risk Management	0	167,850.19	-4,955.35	-167,850	100.00
		Revenue Total	-1,593,655	-843,621.83	-129,244.55	-750,033	52.90
		Expense Total	1,593,655	1,011,472.02	124,289.20	582,183	63.50
		Grand Total	0	167,850.19	-4,955.35	-167,850	100.00



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

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

TO: Chairperson Christopher Croatt and Members of the Finance Committee

FROM: Utilities Director Chris Shaw

DATE: Thursday, July 25, 2019

SUBJECTS:

- *Change Order #1 to August Winter and Sons in the amount of \$23,835 for the Chemical Systems Upgrade Project resulting in the construction contract being increased to \$722,335 and a decrease in contingency from \$104,775 to \$80,940*
- *Increase project final completion date from May 14, 2019 to August 31, 2019*

BACKGROUND

The AWTF initiated Phase I of this CIP in 2018 following a preliminary engineering study in 2017. The engineering identified a plan for upgrading and modifying various chemical systems. Evidence of chemical deterioration had been observed as the age of some of the critical storage (e.g., fiberglass tanks) and conveyance components (e.g., PVC pipes, pumps, etc.) had approached or exceeded the normally expected life (i.e., 10-15 years). That report was utilized to develop a priority strategy based on system condition, criticality to treatment, and costs.

Phase I systems engineered for construction during 2018 include sodium hypochlorite, fluoride, ferric sulfate, polymer, and carbon dioxide (meters). McMahon and Associates were selected as the design engineer and were tasked to develop bidding documents, obtain necessary regulatory approvals, serve as the construction manager and perform contract administration services.

Contractor award of the project went to August Winter and Sons which provided the least cost construction quote. Their quote was received at \$698,500. Due to the complexity of working with existing systems a 15 % of contingency of \$104,775 was recommended by staff and approved by the Common Council.

CHANGE ORDER #1

Change Order #1 is an aggregate of a number of small changes to the original contract. This change order consists of items that were the result of discoveries during construction, operability improvement inputs from staff, and changes in equipment models from the Manufacturer.

I concur with McMahon Associates as to the changes being necessary for the success of the project. Furthermore, the pricing received was also found to be of good value and fair. A summary of the change order elements and pricing is attached.

SUMMARY

The Chemical System Upgrade Project is currently in use and nearing final completion. Change Order #1 to August Winter and Sons is in the amount of \$23,835 is a number of improvements that were necessary for the success of the project. The Chemical Systems Upgrade Project construction contract increased to \$722,335 and a decrease in the contingency from \$104,775 to \$80,940. Finally, an extension of the project final completion was made from May 14, 2019 to August 31, 2019.

(Contractor)

AUGUST WINTER & SONS, INC.
2323 North Roemer Road
P.O. Box 1896
Appleton, WI 54912-1896

Contract No.	A0005-9-17-00625-A
Project File No.	A0005-9-17-00625.00
Change Order No.	One (1)
Issue Date:	July 15, 2019
Project:	Appleton - Water Treatment Facility Chemical System Upgrades

You Are Directed To Make The Changes Noted Below In The Subject Contract:

	(Item Description)	(Price)
1.1	Changes to Chemical Tanks; per Shop Drawing Review..... ADD	+ \$4,040.00
1.2	Reduce CO ₂ Meter Size..... DEDUCT	- \$1,434.00
1.3	Change Fluoride Piping From Kynar To Schedule 80 PVC DEDUCT	- \$9,715.00
1.4	Increase Polymer Feed Pump Sizes To Match Demand ADD	+ \$9,881.00
1.5	Not Used..... N/A	\$0.00
1.6	Delete Chlorine Transfer Pumps DEDUCT	- \$5,000.00
1.7	Provide New Vapor Seals To Replace Corroded Existing Seals ADD	+ 1,374.00
1.8	Install & Terminate I/O Cords For Chemical Pump Control ADD	+ \$1,486.00
1.9	Add Drip Pan & Calibration Column Supports To Polymer Feed Pump Skid..... ADD	+ \$2,054.00
1.10	Fabricate New Bases For New Polymer Feed Pumps..... ADD	+ \$544.00
1.11	Re-Pipe Suction Header To New Polymer Pumps To Allow Quick Pump Removals ADD	+ \$3,753.00
1.12	Add Flushing Water Connections To The Ferric Sulfate Feed Pump Skid ADD	+ \$2,094.00
1.13	Replace Existing Chlorine Day Tank Vent Lines..... ADD	+ \$3,946.00
1.14	Replace Existing Corroded Air Supply To Chlorine Valves & Transfer Pumps..... ADD	+ \$4,181.00
1.15	Revise Fluoride Tank Fill Lines To Better Allow Directing Bulk Deliveries To Individual Bulk Tanks..... ADD	+ \$3,994.00
1.16	Replace Existing Corroded Air Supply To Fluoride Valves & Transfer Pump..... ADD	+ \$2,637.00
1.17	Time Extension to Date of Final Completion <i>from</i> May 14, 2019 <i>to</i> <u>August 31, 2019</u> ; at no change to the Contract Price..... N/A	\$0.00
	TOTAL	+ \$23,835.00

The Changes Result In The Following Adjustments:

	CONTRACT PRICE	DATE	
Prior To This Change Order	\$698,500.00	May 14, 2019	Original
Adjustments Per This Change Order	+ \$23,835.00	August 31, 2019	New
Current Contract Status	\$722,335.00	August 31, 2019	Revised



Department of Utilities
Wastewater Treatment Plant
2006 E Newberry Street
Appleton, WI 54915-3128
920-832-5945 tel.
920-832-5949 fax

To: Finance Committee Chairperson Chris Croatt and Members of the Finance Committee

From: Chris Stempa, Utilities Deputy Director

cc: Chris Shaw, Utilities Director
Kelli Rindt, Enterprise Fund Accounting Manager

Date: July 25, 2019

Re: **Informational Item: Change Orders #1, #2, and #3 to Vinton Construction Company contract as part of the Briarcliff and Midway Lift Station Improvement Projects totaling \$2,722 resulting in a decrease in contingency from \$14,615 to \$11,893.**

On December 5, 2018 Common Council approved contract for the Briarcliff and Midway Lift Station Improvement Projects to Vinton Construction Company in the amount of \$194,870 plus a 7.5% contingency of \$14,615 for a total cost not to exceed \$209,485.

Project substantial completion was reached on June 18, 2018. A summary of project construction change orders is provided in the table below.

CO#	Cost	Description
CO#1	\$1,625	Furnish additional float (low level) including wiring to control panel
CO#2	\$1,097	Additional site restoration, sod installation.
CO#3	\$0	Extend contract final completion date from June 28, 2019 to July 31, 2019.

TOTAL \$2,722
Contingency \$14,615
Remaining \$11,893

If you have any questions regarding the project or change orders please contact Chris Stempa at 832-2353.