

# City of Appleton, Wisconsin



## 2022 EXECUTIVE BUDGET AND SERVICE PLAN

### **Developed by:**

Mayor Jacob A. Woodford

Anthony D. Saucerman, CPA, Finance Director

Christopher Behrens, City Attorney

Dean R. Gazza, Director of Parks, Recreation & Facilities Management

Jeremy J. Hansen, Fire Chief

Karen E. Harkness, Director of Community Development

Jay Ratchman, Director of Human Resources

Ronald C. McDonald, Valley Transit General Manager

Colleen T. Rortvedt, Director of Library

Chris W. Shaw, Director of Utilities

Todd L. Thomas, Police Chief

Paula A. Vandehey, Director of Public Works

### **Produced by:**

Katie M. Demeny, MPA

Budget Manager

Jeri A. Ohman, CPA

Deputy Finance Director

Kelli K. Rindt, CPA

Enterprise Accounting Manager

Jeffrey D. Fait, CPPB

Purchasing Manager

# CITY OF APPLETON 2022 BUDGET TABLE OF CONTENTS

<b>INTRODUCTORY SECTION</b>	<b>Page No.</b>
Table of Contents .....	ii
Organizational/Fund Structure Matrix.....	iv
Mayor’s Budget Message.....	v
Total 2022 Budget.....	1
City Mission Statement.....	2
Directory of Officials .....	7
Chart of Organization .....	8
City Committees, Boards, and Commissions .....	10
Apportionment of Taxes .....	14
Tax Rates	
Assessed .....	15
Equalized .....	18
Summary of Property Tax Levies .....	21
Combined Summary of Revenues & Expenditures (All Funds).....	22
Combined Summary of Changes in Fund Balance (All Funds) .....	24
Budget Development Process .....	25
Financial & Budget Policies .....	26
Background/General Information .....	35
 <b>GENERAL GOVERNMENT</b>	
Budget.....	37
Revenues .....	40
Expenditures	
<b>Mayor</b> .....	45
<b>Common Council</b> .....	55
<b>Finance</b> .....	59
American Rescue Plan Act (ARPA) .....	69
<b>General Administration City Hall</b> .....	75
Room Tax Administration.....	81
Other Post-Employment Benefits.....	85
<b>Information Technology</b> .....	89
Information Technology Capital Projects .....	99
<b>Legal Services</b> .....	103
Tuchscherer Disability.....	119
City Center Capital Projects.....	121
<b>Human Resources</b> .....	125
<b>Risk Management</b> .....	135
 <b>COMMUNITY DEVELOPMENT</b>	
<b>Community Development</b> .....	145
Housing and Community Development Grants.....	159
Industrial Park Land.....	176
Community Development Capital Projects.....	180
<b>Tax Increment Districts</b>	
Tax Increment District No. 3 .....	183
Tax Increment District No. 6 .....	188
Tax Increment District No. 7 .....	192
Tax Increment District No. 8 .....	196
Tax Increment District No. 9 .....	200
Tax Increment District No. 10 .....	204
Tax Increment District No. 11 .....	208
Tax Increment District No. 12 .....	212
 <b>FACILITIES / PARKS</b>	
<b>Facilities Management</b> .....	215
Facilities Capital Projects.....	226

# CITY OF APPLETON 2022 BUDGET TABLE OF CONTENTS

	<b>Page No</b>
<b>Parks and Recreation</b> .....	229
Union Spring Park Trust .....	239
Peabody Estate Trust .....	240
Lutz Park Recreational Trust .....	241
Park Purpose Open Space .....	242
Project City Park .....	243
Miracle League Field .....	244
<b>Reid Municipal Golf Course</b> .....	245
<b>LIBRARY / TRANSIT</b>	
<b>Library</b> .....	255
Library Grants .....	274
<b>Valley Transit</b> .....	277
<b>PUBLIC WORKS</b>	
<b>Public Works</b> .....	295
Sanitation and Recycling .....	323
Wheel Tax .....	338
Subdivision Development .....	342
Public Works Projects .....	346
<b>Parking Utility</b> .....	349
<b>Central Equipment Agency</b> .....	363
CEA Replacement .....	376
<b>PUBLIC SAFETY &amp; HEALTH</b>	
<b>Health Services</b> .....	379
Health Services Grants .....	391
<b>Police</b> .....	409
Police Grants .....	426
Public Safety Capital Projects .....	430
<b>Fire</b> .....	433
Hazardous Materials .....	454
<b>DEBT SERVICE FUNDS</b>	
Debt Service .....	457
<b>UTILITIES</b>	
All Utilities .....	465
<b>Water Utility</b> .....	473
<b>Wastewater Utility</b> .....	497
<b>Stormwater Utility</b> .....	521
<b>SUPPLEMENTAL INFORMATION</b>	
Resolution .....	537
FTE Personnel .....	538
Personnel Changes .....	539
Property Values	
Assessed .....	540
Equalized .....	541
Population .....	542
Performance Measures .....	543
Glossary .....	569
<b>CAPITAL IMPROVEMENTS PROGRAM</b>	
Policy .....	577
<b>Five Year Plan</b> .....	581
Debt Limit Analysis .....	587
<b>Projects</b> .....	589

## City of Appleton 2022 Budget Operational/Fund Structure Matrix

<u>Operational Responsibility</u>	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Capital Projects Funds</u>	<u>Enterprise Funds</u>	<u>Internal Service Funds</u>	<u>Debt Service Funds</u>
Mayor	x					
Common Council	x					
Finance	x					
American Rescue Plan Act (ARPA)		x				
General Administration	x					
Room Tax Administration		x				
Other Post Employment Benefits					x	
Debt Service						x
Information Technology	x					
Information Technology Capital Projects			x			
Legal Services	x					
Tuchscherer Disability		x				
City Center Capital Projects			x			
Human Resources	x					
Risk Management					x	
Community Development	x					
Housing & Community Development Grants		x				
Industrial Park Land			x			
Community Development Capital Projects			x			
Tax Increment District No. 3		x				
Tax Increment District No. 6			x			
Tax Increment District No. 7			x			
Tax Increment District No. 8			x			
Tax Increment District No. 9			x			
Tax Increment District No. 10			x			
Tax Increment District No. 11			x			
Tax Increment District No. 12			x			
Facilities Management					x	
Facilities Capital Projects			x			
Exhibition Center Capital Project			x			
Parks and Recreation	x					
Union Spring Park Trust		x				
Peabody Estate Trust		x				
Lutz Park Recreational Trust		x				
Park Purpose Open Space		x				
Project City Park		x				
Miracle League Field		x				
Reid Municipal Golf Course				x		
Library	x					
Library Grants		x				
Valley Transit				x		
Public Works	x					
Sanitation and Recycling		x				
Wheel Tax		x				
Subdivision Development			x			
Public Works Equipment			x			
Parking Utility				x		
Central Equipment Agency (CEA)					x	
CEA Replacement			x			
Stormwater Utility				x		
Water Utility <sup>1</sup>				x		
Wastewater Utility <sup>1</sup>				x		
Health Services	x					
Health Services Grants		x				
Police	x					
Police Grants		x				
Public Safety Capital Projects <sup>2</sup>			x			
Fire	x					
Hazardous Materials		x				
Water Utility <sup>1</sup>				x		
Wastewater Utility <sup>1</sup>				x		

1. Shared responsibility between Public Works and Utilities - The Public Works Director is responsible for water distribution and wastewater collection while the Utility Director is responsible for water filtration and wastewater treatment.

2. The Public Safety Capital Projects Fund is used to fund both Police and Fire capital projects.



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

**OFFICE OF THE MAYOR**  
Jacob A. Woodford  
100 North Appleton Street  
Appleton, Wisconsin 54911-4799  
(920) 832-6400 FAX (920) 832-5962  
e-mail: [jake.woodford@appleton.org](mailto:jake.woodford@appleton.org)

October 6, 2021

Members of the Common Council and Community  
City of Appleton  
Appleton, Wisconsin

Dear Fellow Appletonians,

Enclosed is the 2022 Executive Budget and Service Plan, which is the result of the efforts of the City's leadership team, budget managers, and especially on the part of Finance Director Tony Saucerman, Deputy Finance Director Jeri Ohman, Budget Analyst Katie Demeny, Enterprise Accounting Manager Kelli Rindt, and Purchasing Manager Jeff Fait. I am grateful for the hard work of this team in preparing this year's Budget, and for the work of the employees of the City of Appleton for executing our budget each year.

The COVID-19 pandemic has remained a significant factor in many aspects of City operations, and it looks to continue into 2022. Over the first two quarters of 2021, we have worked to safely restore most of our regular operations and practices. We initiated a measured, phased return to regular workspaces in March 2021 and completed that operation in June. Our Health Department and Human Resources Department have worked together closely to monitor employee cases, and we have continued to provide access to vaccines and emergency leave to all employees to maintain a safe, effective, and healthy workforce.

An influx of pandemic-related financial assistance from the federal and state governments has buoyed municipal finances and ensured our ability to provide ongoing response to our residents. The CARES Act, numerous public health grants, and more recently the American Rescue Plan Act (ARPA) funds have kept the City of Appleton's financial position stable despite our providing additional services like contact investigation, inoculation, and mitigation, all while placing additional burden on us to carefully steward more taxpayer dollars than in previous years. This budget will describe recommendations to manage the ARPA funds over the coming years. These funds should be considered standalone grants rather than as additions to the operating budget, which remains constrained.

Inflationary trends in the broader economy are affecting the City of Appleton as they are all businesses, organizations, and households in our community. Rising costs for supplies, equipment, and labor are presenting prominent headwinds to the City's budget, particularly in

light of annual levy increases that are restricted (1.25% in 2022), which prevents the City from keeping pace with the rate of inflation (CPI increased 5.3% in the fiscal year ending August 2021). This means putting forward a balanced budget presents difficulties and requires reductions or deferrals to ongoing expenses. In a year-over-year sense, these reductions or deferrals have a minimal impact on residents' quality of life, but over time they have, and will continue to, erode the City's ability to deliver services and maintain our infrastructure.

City employees have, time and again, demonstrated their commitment to service over the past year, and we continue our efforts to be an employer of choice to retain and recruit the best for our community. To that end, we are proposing a 2.5% merit-based wage increase pool for non-represented employees to remain competitive in the marketplace. Additionally, through efforts like HealthSmart, our Connecting Care Clinic, and smart healthcare decisions by our employees, we were able to maintain flat health insurance premium costs for 2022. This is a real accomplishment for a self-funded healthcare plan like ours.

We enjoy the quality of life we do today because of our shared commitment to investing in our community and taking pride in our services, infrastructure, and facilities. The 2022 Executive Budget and Service Plan represents a continuation of the work of the City of Appleton to carefully steward our community's resources, and wherever possible, to enhance the quality of life our community provides.

## **GENERAL OBLIGATION DEBT MANAGEMENT**

The 2022 Executive Budget and Service Plan continues implementation of a general obligation (G.O.) debt management strategy for the City set in motion in 2021. Working with our financial advisors and with the leadership team, we have developed a strategy that aims to stabilize and ultimately reduce annual G.O. debt service payments. The early positive results of this work are evident and will be immediately felt by taxpayers, and improvements in the trend over time can be observed on the chart on page 587.

General obligation debt was once leveraged primarily for special or sizable municipal projects, such as bridge replacements, major arterial road reconstructions, facility projects like new buildings and renovations, and certain park and trail improvements. Over time, the constraints of Wisconsin's levy limits, rising costs, and residents' rejection of special assessments for road, sidewalk, and infrastructure maintenance have pushed the City to borrow for these projects rather than to pay for them up-front as had been the practice in the past.

While the elimination of special assessments is generally regarded as a positive change for residents, the funding that program once provided for roads, sidewalks, and infrastructure has not been replaced. Instead, a regressive City-wide wheel tax was imposed and collects a fraction of the total needed to appropriately maintain our City. As a result, beginning in 2016, new G.O. debt issues increased significantly as the cost of infrastructure maintenance was layered on top of the projects traditionally funded through G.O. debt.

Our debt management strategy recognizes the need to continue to leverage G.O. debt for infrastructure maintenance projects such as those included in this budget. However, it begins to move us away from the practice of utilizing G.O. debt funding for higher-cost regular maintenance activity that came to represent over half of the City's borrowing in recent years.

Efforts to explore maintenance funding options such as a Transportation Utility, as initiated by the Common Council in fall 2021 are reflective of the need to find fiscally responsible and sustainable ways to keep up our roads and bridges.

Careful stewardship of our municipal debt will serve residents well in the short term, and especially in the long run. The time to take up that stewardship is now – while our City remains in a healthy financial position with excellent bond ratings and with a competitive overall tax rate.

## **DEBT SERVICE**

While G.O. debt service costs continue their upward trend due to past borrowing, as discussed previously, in order to reverse this trend, considerable effort has been made in this budget to reduce future borrowing needs including developing a ten-year debt management plan. Difficult choices were made in the development of this plan as future debt service limitations were set and projects were evaluated, prioritized, and spread out over this longer time horizon in order to fit within the annual limitations. Looking out over a longer time frame allowed projects to be scheduled beyond five years giving departments confidence that projects would be undertaken without the urgency to have them included in the five-year plan.

For the 2022 Budget, total G.O. debt service costs are scheduled to be \$12,139,682, an increase of \$1,093,163 over the 2021 budgeted payments of \$11,046,519. The property tax levy necessary to support this increase rose \$1,022,417 (10.4%) from \$9,851,874 in the 2021 Budget to \$10,874,291 in 2022.

Total G.O. debt outstanding on December 31, 2021 is projected to be \$80,946,625 compared to \$75,221,000 outstanding on December 31, 2020, an increase of \$5,725,625. However, despite the increase in outstanding debt, the City is well below its legal debt limit of \$334,418,040 as well as the City’s guideline of 40% of this amount of \$133,767,216.

For 2022, \$14,482,131 in G.O. bonds and notes are expected to be issued to fund various capital projects in the areas of infrastructure (\$6,298,181), facility construction and improvements (\$7,035,000), equipment (\$260,000), and parks and trails (\$590,000). Of the amount borrowed, \$994,375 will be paid back with funds from the City’s TIF District 11 while the remainder will be supported by general property taxes. A complete list of anticipated debt-financed projects for 2022 can be found in the “Five Year Plan” section of this Budget.

## **CONTINGENCY FUNDS**

- All unused contingency funds in the General Administration section of the Budget are again anticipated to be carried over from 2021 to 2022. Estimated balances in the contingency funds available for carryover at the conclusion of 2021 include:

○ State Aid Contingency	\$812,267
○ Operating Contingency	\$402,298

○ Fuel Contingency	\$137,315
○ Wage Reserve	\$950,057

- Included in the General Administration section of the 2022 Budget is the addition of \$300,000 to the wage reserve for wage increases for City staff not covered by collective bargaining agreements.

## **COMMUNITY AND ECONOMIC DEVELOPMENT**

In support of the updated Comprehensive Plan 2010-2030 and the Economic Development Strategic Plan’s primary goals and key strategies, the Community and Economic Development Department’s 2022 Budget contains funding to support local and regional community economic development activities. The Budget also provides funding for the continued management of the Southpoint Commerce and the Northeast Business Parks, and the Department continues to be a source of information and support to businesses, not-for-profit organizations, and the community.

Tax Incremental Financing Districts 11 and 12 (TIF 11 and TIF 12), which are located on the east and west ends of the downtown, are the City’s newest districts and have generated several development projects to date. The 2022 Budget provides continued funding for the successful Business Enhancement Grants program for businesses within these districts. The grants are intended to encourage rehabilitation of properties, eliminate blight, increase property values, and improve the overall appearance of the areas. In support of these goals, \$42,000 has been included in both TIF 11 and TIF 12 Budgets for this grant program.

Finally, in the City’s role as lead fiscal and administrative agent, in collaboration with our local non-profit partners, this Budget continues to promote the application for, and allocation of, State and Federal grant funding to benefit low to moderate income (LMI) persons in need of housing rehabilitation, emergency shelter, transitional housing, and homeless prevention and diversion services.

## **FISCAL**

- General fund revenues and expenditures both totaled \$66,208,455 in the 2022 Budget, an increase of \$876,058 or 1.34%. The revenue increase is attributable mainly to the allowable increase in the property tax levy along with an increase in projected county sales tax and modest increases in State revenues.
- The general fund tax levy increased \$480,000, or 1.31%, to \$37,080,000 in the 2022 Budget. At the same time, the tax levy for debt service increased \$1,022,417, or 10.4%, to \$10,874,291. Overall, the tax levy for the City is expected to increase \$1,502,327, or 3.09% in 2022. This increase is within State-imposed levy limits.
- Tax Rates – The City’s equalized value increased 7.87% to \$6,688,360,800 in 2021. The City’s estimated assessed values are projected to grow a more modest 1.35%.



Applying the 2021 total estimated assessed value (excluding TIDs) of \$5,605,186,085 to the tax levy results in the following projected assessed tax rates:

- Outagamie County – \$8.90, an increase of 13 cents, or 1.44%
- Calumet County – \$9.14, an increase of 34 cents, or 3.87%
- Winnebago County – \$8.75, a decrease of 14 cents, or 1.63%

On an equalized value basis, the tax rate is projected to be \$7.86, a decrease of 40 cents, or 4.86%.

## UTILITIES

- Water – The Budget includes \$115,500 for the continuation of a corrosion control study and \$130,000 for the purchase of two new chemicals that are being reviewed for use as part of the study. The meter operations budget includes \$90,000 for the purchase of new meters which will be used for residential and multi-family development as well as on-going replacements. The distribution operations budget includes \$50,000 for the purchase of hydrant diffusers and supplies to meet Wisconsin DNR requirements for chlorine reduction during hydrant flushing. Additionally, this budget includes \$750,000 for equipment replacements at the Water Treatment Facility, \$450,000 to upgrade the Matthias Tower, and \$200,000 to replace the security gate at the lake station. Water Utility infrastructure improvements planned for 2022 include \$2,300,000 for the replacement of aging distribution and transmission mains and \$700,000 for new transmission and distribution mains on the north side of the City. There are no planned water rate increases for 2022.
- Wastewater – The 2022 Budget includes \$4,800,000 for belt filter upgrades and replacements, and \$7,200,000 for the construction of an addition to the sludge storage building. The Budget also includes \$1,700,000 for the final year of a multi-year project to upgrade the electrical distribution system at the treatment facility. Other projects at the treatment facility include \$300,000 to upgrade wireless access at the plant and \$1,350,000 for building and grounds improvements. Finally, included in the Budget is \$1,600,000 for the replacement of aging mains of the wastewater collection system and \$700,000 for new main installation on the north side of the City. In accordance with the recommendations from 2020 rate study, the 2022 Budget includes a rate increase of 4%. The rate increase is necessary due to the loss of revenues in the hauled waste and industrial waste areas along with continuing support of necessary capital projects. The effect of the rate increase on the average residential customer's quarterly City service invoice is projected to be slightly less than \$3.
- Stormwater – Continuing the implementation of the City's Stormwater Management Plan, this Budget dedicates \$2,700,000 to ongoing infrastructure improvements. The budget also includes a \$335,000 transfer to CEA for leaf vacuum equipment upgrades to facilitate a new leaf collection process to begin in 2022. There are no planned stormwater rate increases for 2022.

## **PERSONNEL**

Included in the 2022 Executive Budget is the addition of a full-time Traffic Engineering Systems Technician position in the Department of Public works to oversee the automated traffic systems within the City and other traffic safety duties, and the upgrade of a Sergeant position to a Lieutenant position in the Police Department to increase efficiency in patrol staffing as well as provide oversight of the department's public engagement.

Other changes approved by Council during 2021 included:

- Elimination of a Ramp Attendant position (1.0 full-time equivalent (FTE)) in the Parking Utility.
- The increase in job duties for an Operator position in the Sanitation Division increasing the position from a 0.5 FTE to a 0.67 FTE.
- The increase in job duties for two Utility Locator Positions in the Public Works Department increasing the positions from 0.67 FTE to 1.0 FTE.
- The combination of two part-time positions in the Parking Utility and CEA into one full-time (1.0 FTE) position (Note: This item is scheduled to be considered by Council in a separate action in October, 2021, prior to the adoption of the 2022 Budget).

## **CAPITAL IMPROVEMENT PROGRAM**

Highlights of the 2022 Capital Improvement Projects (CIP) not discussed prior are as follows:

- Architectural plans will be finalized and construction will begin on the much-anticipated library renovation which is expected to break ground in the summer of 2022. Included in this Budget is \$10,000,000 for the first phase of construction in 2022 with the project expected to be completed in late 2023.
- As discussed previously, maintaining and improving public infrastructure remains a top priority of the City as this Budget invests over \$7,800,000 in road, bridge, and sidewalk improvement projects. Additionally, as previously discussed, approximately \$8,000,000 is planned to be invested in water distribution, sewer collection, and stormwater management infrastructure improvements.
- To ensure the condition, safety, and longevity of City facilities and properties, the 2022 Budget includes investments in the following areas: \$8,500,000 for renovations to the Valley Transit office and garage facility. This federally funded project will include a building expansion as well as upgrades to existing HVAC, electrical and plumbing systems; \$750,000 to reconstruct parking lots at Pierce and Einstein Parks, and \$275,000 to modernize the Appleton Street elevator car and replace the elevator shafts in the Red Parking Ramp.

- Improvements to our parks, trails and recreational facilities again played an important role in the formulation of the 2022 Capital Improvement Program. Investments in these areas include: \$500,000 to construct a pickle ball complex. Funding for this project is expected to come from a private donation; \$275,000 for the design and construction of new basketball and tennis courts at Green Meadows Park; \$200,000 for renovations to both the large and small pavilions at Telulah Park, and \$100,000 for the design of Lundgaard Park. Funding for the park design services is anticipated to come from private donations.
- Investments in projects to support our information technology infrastructure include \$325,000 to fund a continuing multi-year project to replace the City’s aging mainframe with an enterprise resource planning (ERP) system. This funding includes anticipated installation of the work order, inventory, fixed assets, and fleet and facilities management modules which was delayed from 2021 due to the COVID-19 pandemic.

## CONCLUSION

The 2022 Executive Budget and Service Plan reflects our continued commitment to providing excellent services and a well-maintained community for the people of Appleton. It also puts into practice challenging, but essential, prioritization of projects and initiatives in the interest of the long-term financial sustainability of our community. By working together, we can ensure a careful use of resources aligned with the high expectations we have for our community.

Sincerely,

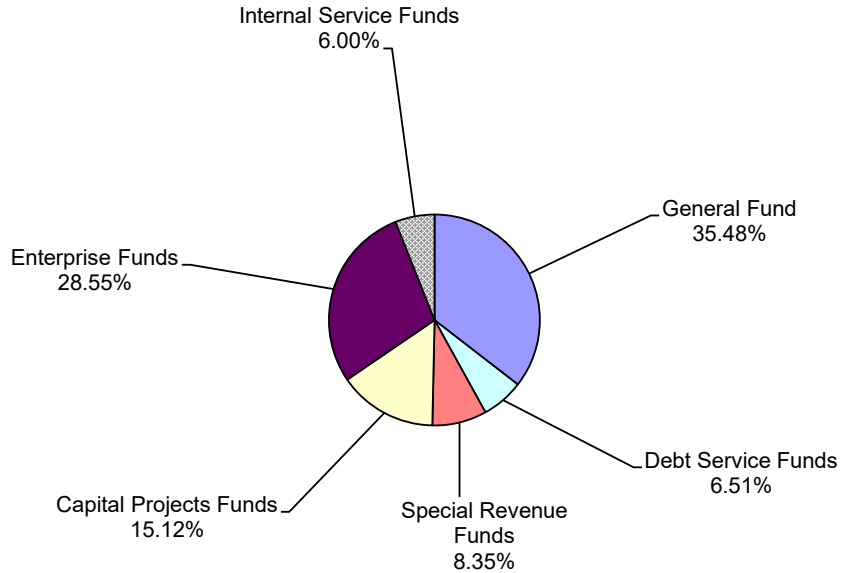


JACOB A. WOODFORD  
Mayor of Appleton

# CITY OF APPLETON 2022 BUDGET

## EXPENDITURE BY FUND GROUP

\$186,613,670



**General Fund** - The General fund is the general operating fund of the City. This fund accounts for the financial resources of the City which are not accounted for in any other fund. Principal sources of revenue are property taxes, State transportation aids and State shared revenues. Primary expenditures are for public safety, public works, education and recreation, community development and general government.

**Debt Service Funds** - Debt Service funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs, excluding that payable from proprietary funds.

**Special Revenue Funds** - Special Revenue funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

**Capital Projects Funds** - Capital Projects funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds and trust funds. Resources are derived from general obligation bond and note issues, certain federal grants and other specific receipts.

**Enterprise Funds** - Enterprise funds are used to account for activities that are financed and operated in a manner similar to that found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities provided to outside parties are accounted for in enterprise funds.

**Internal Service funds** - Internal Service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or other governments, on a cost reimbursement basis.

# CITY OF APPLETON

## **MISSION STATEMENT**

*The City of Appleton is dedicated to meeting the needs of our community and enhancing the quality of life.*

➤ **We believe in Appleton . . .**

as a vibrant, innovative and well planned community.

exemplifying a high quality of life and being a safe place to live, work and play.

having a government with the highest standards of ethics and integrity.

having a government that informs its citizens and encourages active and positive participation in support of the community.

having a government that provides quality, efficient, responsive service to our customers.

having a government that is fiscally responsible by providing necessary services in a cost effective manner.

having a Council that is competent, well informed and responsive to provide vision and act in the best interest of the entire City.

having a government workforce that is highly competent and productive.

having a government that has a high level of respect for its employees and provides an attractive, challenging and rewarding work environment.

## CITY OF APPLETON BELIEF STATEMENTS

- ***We believe in Appleton as a vibrant, innovative and well planned community.***
  - We promote a wide range of opportunities.
  - We encourage innovative thinking for solutions to problems.
  - We recognize the dynamic and diverse nature of our community and plan accordingly.
  - The City is part of the regional community and its actions have impact beyond the corporate limits.
- ***We believe in Appleton exemplifying a high quality of life and being a safe place to live, work and play.***
  - We promote community-oriented activities.
  - We value our cultural and socio-economic diversity.
  - We promote community health and wellness.
  - We provide a clean, safe and healthy environmental infrastructure.
- ***We believe in Appleton having a government with the highest standards of ethics and integrity.***
  - We keep citizens informed.
  - We use the power of our positions reasonably in the public interest.
- ***We believe in Appleton having a government that informs its citizens and encourages active and positive participation in support of the community.***
  - The City informs citizens of the workings of City government.
  - The City defines priorities in response to input from citizens.
  - The City provides for citizen participation.
  - The City balances special interests against the needs of the broader community.
  - The City recognizes the media as a means to inform the public.
- ***We believe in Appleton having a government that provides quality, efficient, responsive service to our customers.***
  - City services and information are easily accessible and understandable.
  - City employees are approachable, courteous and appropriately responsive.
  - We train our employees to provide quality service.
  - City management supports continuous improvement in the quality of service delivery.

## CITY OF APPLETON BELIEF STATEMENTS

- ***We believe in Appleton having a government that is fiscally responsive by providing necessary services in a cost effective manner.***

We involve citizens in assessing the service needs of the community.

We continually evaluate our services to ensure the best delivery methods.

We provide a fair and equitable balance between fees and taxes in paying for services.

We invest in the future to provide a sound infrastructure.

- ***We believe in Appleton having a Council that is competent, well informed and responsive to provide vision and acts in the best interest of the entire City.***

Council members take the time to analyze issues, review various alternatives and make rational and studied decisions.

Council members respect and trust each other and support the decisions made by the body.

The Council understands and focuses upon its policy-making role in providing direction for the City.

Council members view their role as representing all citizens of Appleton and reject decisions catering to special interests which are not in the best interest of the City.

The Council sets policy to develop, support and implement the City's mission statement.

The Council interacts with staff respecting professional opinions, while working to accomplish mutual goals.

- ***We believe in Appleton having a government workforce that is highly competent and productive.***

We provide necessary training to enhance employee development.

We insist on mutual respect among employees.

We hire and promote based upon qualifications and demonstrated performance.

We set meaningful and measurable goals and objectives.

We encourage innovation and risk taking.

## CITY OF APPLETON BELIEF STATEMENTS

➤ ***We believe in Appleton having a government that respects its employees and provides an attractive, challenging and rewarding work environment.***

We listen with an open mind.

We are open to innovative ideas.

We provide an environment that fosters innovation and risk taking.

We encourage employees to grow and develop to their fullest potential.

We provide an environment that is safe and attractive and fosters a productive and enjoyable work place.

We compensate fairly with salaries, benefits and good working conditions.

Management coaches, mentors and nurtures employees.

We include employees at all levels in the decision-making process (Q.I.P.).

We provide equipment and resources to allow employees to achieve their goals.



# **CITY OF APPLETON**

## **KEY STRATEGIES**

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

# CITY OF APPLETON

## Directory of Officials

### MAYOR

Jacob A. Woodford

### PRESIDENT OF THE COUNCIL

Matthew B. Reed

### COUNCIL MEMBERS

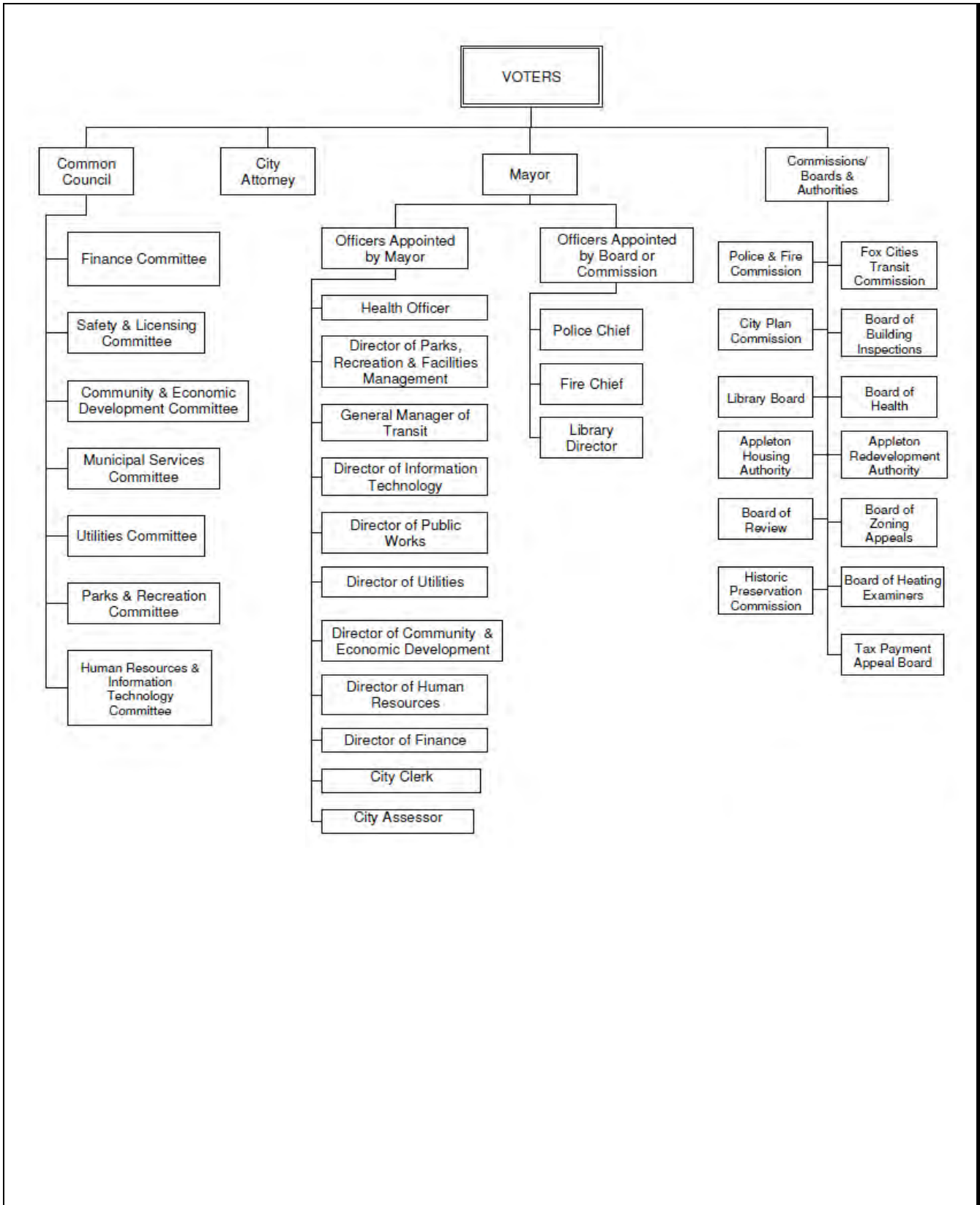
District 1:	William J. Siebers	District 9:	Alexander Schultz
District 2:	Vered Meltzer	District 10:	Michael Smith
District 3:	Brad Firkus	District 11:	Kristin Alfheim
District 4:	Joseph A. Martin	District 12:	Nate Wolff
District 5:	Katie Van Zeeland	District 13:	Sheri Hartzheim
District 6:	Denise D. Fenton	District 14:	Joseph Prohaska
District 7:	Maiyoua Thao	District 15:	Chad Doran
District 8:	Matthew B. Reed		

### DEPARTMENT HEADS

Director of Human Resources	Jay Ratchman
City Attorney	Christopher Behrens
Fire Chief	Jeremy J. Hansen
Director of Library	Colleen T. Rortvedt
Director of Community Development	Karen E. Harkness
Director of Parks, Recreation & Facilities Management	Dean R. Gazza
Valley Transit General Manager	Ronald C. McDonald
Director of Utilities	Chris W. Shaw
Director of Information Technology	Vacant
Police Chief	Todd L. Thomas
Director of Public Works	Paula A. Vandehey
Health Officer	Vacant
Director of Finance	Anthony D. Saucerman

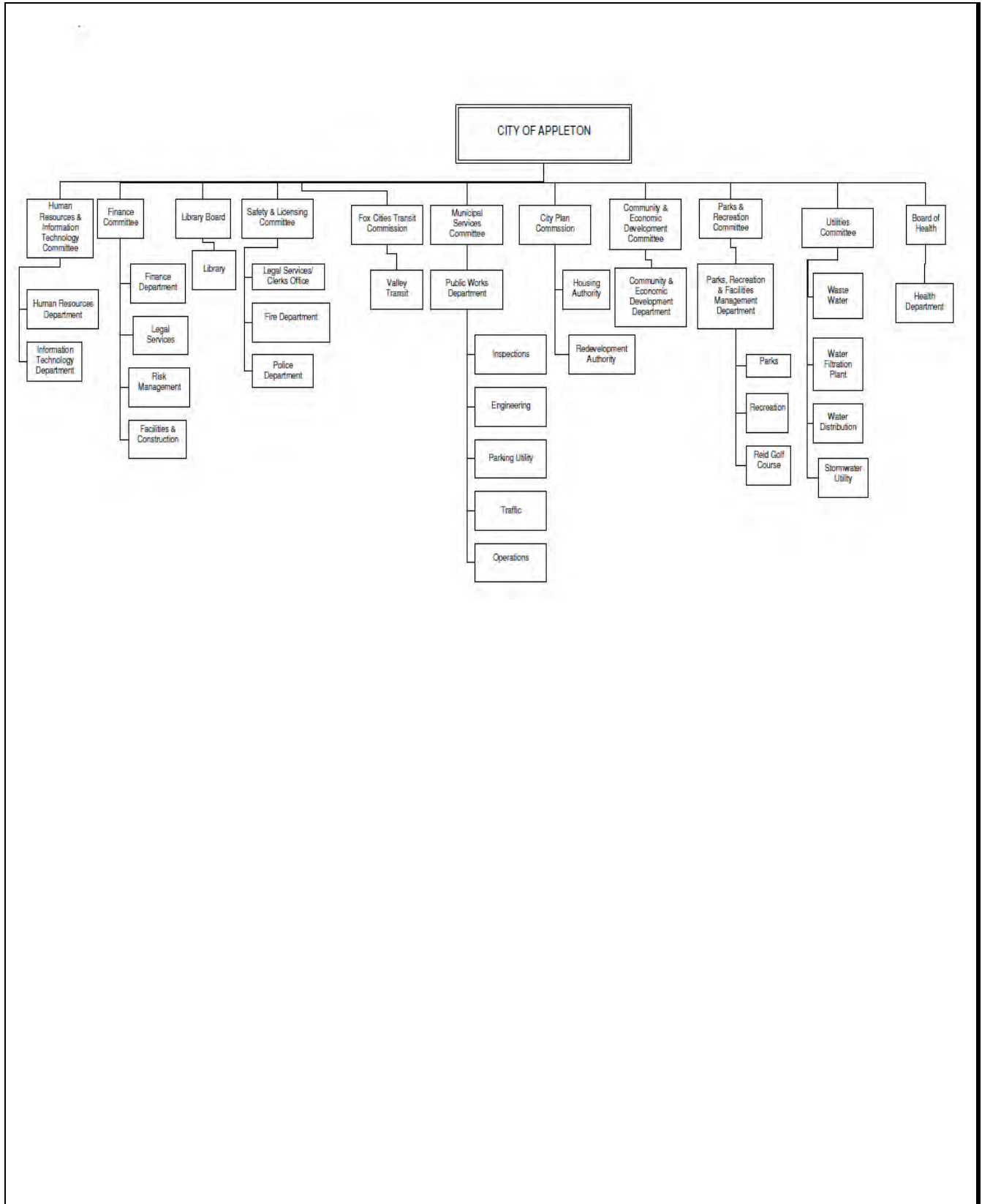
# CITY OF APPLETON 2022 BUDGET

## Structure by Voters



# CITY OF APPLETON 2022 BUDGET

## Organizational Structure by Committee



**CITY OF APPLETON  
2022 BUDGET  
STANDING COMMITTEES**

---

**FINANCE**

William J. Siebers (C)  
Brad Firkus  
Vered Meltzer  
Matthew B. Reed  
Katie Van Zeeland

Meets MONDAY of the week following Council  
at 5:30 P.M. in Committee Room "6A"

**SAFETY AND LICENSING**

Katie Van Zeeland (C)  
Sheri Hartzheim  
Matthew B. Reed  
Alexander Schultz  
Michael Smith

Meets WEDNESDAY of the week following  
Council at 5:30 P.M. in Committee Room "6A"

**COMMUNITY and ECONOMIC  
DEVELOPMENT**

Matthew B. Reed (C)  
Kristin Alfheim  
Brad Firkus  
Nate Wolff  
Maiyoua Thao

Meets WEDNESDAY of the week following  
Council at 4:30 P.M. in Committee Room "6A"

**PARKS AND RECREATION**

Joseph A. Martin (C)  
Alexander Schultz  
Joseph Prohaska  
Katie Van Zeeland  
Nate Wolff

Meets MONDAY of the week following Council  
at 6:30 P.M. in Committee Room "6A"

**UTILITIES**

Vered Meltzer (C)  
Chad Doran  
Joseph A. Martin  
Maiyoua Thao  
Michael Smith

Meets TUESDAY of the week following Council  
at 5:00 P.M. in Committee Room "6A"

**MUNICIPAL SERVICES**

Brad Firkus (C)  
Chad Doran  
Denise D. Fenton  
Joseph Prohaska  
William J. Siebers

Meets MONDAY of the week following Council  
at 4:30 P.M. in Committee Room "6A"

**HUMAN RESOURCES & INFORMATION  
TECHNOLOGY**

Denise D. Fenton (C)  
Kristin Alfheim  
Sheri Harzheim  
Michael Smith  
Maiyoua Thao

Meets WEDNESDAY of the week following  
Council at 6:30 P.M. in Committee Room "6A"

**CITY OF APPLETON  
2022 BUDGET  
OTHER**

---

**APPLETON HOUSING AUTHORITY**

Thomas Phillips (C)  
Val Dreier  
Christopher Biese  
Judith Lange  
Patrick DeWall

Meets the last MONDAY of each month at 12:30  
P.M. at 925 W. Northland Avenue

**APPLETON REDEVELOPMENT  
AUTHORITY**

Marissa Downs (C)  
Todd Brokl  
James VanDyke  
Gerald Fisher  
Anne Higgins  
Amanda Stuck  
Alderson William J. Siebers

Meets the 2<sup>nd</sup> WEDNESDAY of each month at  
9:00 A.M. in Committee Room "6A"

**BOARD OF BUILDING INSPECTION**

Mayor Jacob A. Woodford(C)  
Alderson Chad Doran  
City Attorney Christopher Behrens  
Public Works Director Paula Vandehey  
Inspection Supervisor Kurt Craanen  
Battalion Fire Chief Derek Henson

Meets at the call of the Chair

**LIBRARY BOARD**

Rebecca Kellner (P)  
John Keller  
Nancy Scheuerman  
Lisa Nett  
Brian Looker  
Margret Mann  
Umika Savisamy  
Jason Brozek  
Alderson Katie Van Zeeland  
AASD Representative Greg Hartjes  
Outagamie Co. Representative Patricia Exarhos

Meets the TUESDAY before the 3<sup>rd</sup> Wednesday  
of each month at 4:30 P.M. in Committee Room  
"6A"

**BOARD OF REVIEW**

Linda Marx (C)  
Sean Morgan  
Kyle Lobner  
Mayor Jacob A. Woodford  
Alderson Joseph Prohaska  
Alderson Sheri Hartzheim  
Alderson William J. Siebers  
City Clerk Kami Lynch, Secretary

Meets within 45 days after 4<sup>th</sup> Monday of April

**BOARD OF HEALTH**

Cathy Spears (C)  
Mayor Jacob A. Woodford  
Lee Marie Vogel, M.D.  
Kathleen Fuchs  
Deborah Werth  
Alderson Alexander Schultz  
Alderson Vered Meltzer  
Health Officer - Vacant

Meets the 2<sup>nd</sup> WEDNESDAY of each month at  
7:00 A.M. in Committee Room "6A"

**APPLETON PUBLIC ART COMMITTEE**

Vacant (C)  
Elyse-Krista Mische  
Kelsey McElrath  
Catherine McKenzie  
Kim Riesterer  
Luis Fernandez  
Kim Kolbe Ritzow  
Comm. Development Director Karen Harkness

Meets the 1<sup>st</sup> TUESDAY of each month at 7:45  
A.C. in Committee Room "6A"

**PARADE COMMITTEE**

Alderson Alexander Schultz  
Corey Otis

**CITY OF APPLETON  
2022 BUDGET  
OTHER**

---

**TAX PAYMENT APPEAL BOARD**

Director of Finance Anthony Saucerman  
City Attorney Christopher Behrens  
Aldersperson Matthew Reed

Meets at the call of the Chair

**CEA COMMITTEE**

Aldersperson Chad Doran (C)  
Aldersperson Katie Van Zeeland  
Finance Director Anthony Saucerman  
Public Works Director Paula Vandehey  
Meets at the call of the Chair

**BICYCLE & PEDESTRIAN ADVISORY  
COMMITTEE**

Benjamin Desotell  
Nate Wolff  
Kim Biedermann  
Jason Brozek  
Bill Moore  
Jan Heifner  
Gwen Sargeant  
Joe Sargeant  
Aldersperson Joseph A. Martin  
Dep. Parks & Rec Director Tom Flick  
Public Works Representative Eric Lom  
Police Representative Dave Lund  
Dep. Comm. Development Director Monica Stage

Meets at the call of a Member

**BOARD OF ZONING APPEALS**

Paul McCann (C)  
Chris Croatt  
Scott Engstrom  
Karen Cain  
Kelly Sperl  
Kevin Loosen  
Ken Joosten  
Inspection Supervisor Kurt Craanen

Meets the 3<sup>rd</sup> MONDAY of each month at 7:00  
P.M. in Committee Room "6A"

**TASK FORCE ON RESILIENCY, CLIMATE  
MITIGATION, AND ADAPTATION**

Heather McCombs (C)  
Teresa Hall  
Michelle Bachaus  
Madeleine McDermott  
John Pfeiffer  
Elizabeth Stevens  
Peggy Murphy  
Parks & Rec Director Dean Gazza  
Aldersperson Denise Fenton  
Aldersperson Kristin Alfheim

Meets at the call of the Chair

# CITY OF APPLETON

## 2022 BUDGET COMMISSIONS

---

### **HISTORIC PRESERVATION COMMISSION**

Alderson Nate Wolff (C)  
Nancy Peterson, Alternate  
Daniel Meissner  
Vacant  
Vacant  
Mayor Jacob A. Woodford  
Comm Development Representative Don Harp

Meets at the call of the Chair

### **CITY PLAN COMMISSION**

Mayor Jacob A. Woodford (C)  
Adrienne Palm  
Isaac Uitenbroeck  
Sabrina Robins, Ph.D.  
Andrew Dane  
Alderson Denise Fenton  
DPW Deputy Director Ross Buetow

Meets the WEDNESDAY following Council at  
3:30 P.M. in Committee Room "6A"

### **FOX CITIES TRANSIT COMMISSION**

George Dearborn (C)  
Joe Stephenson  
Larry Wurdinger  
Mike Patza  
Rick Detienne  
Mark Leupold  
Carol Kasimor  
Diane Dexter  
Trish Nau  
Maggie Mahoney  
Greg VandeHey  
Alderson Brad Firkus  
Alderson Maiyoua Thao

Meets the 2<sup>nd</sup> and 4<sup>th</sup> **TUESDAY** of the month at  
3:00 P.M. in Committee Room "6A"

### **POLICE AND FIRE COMMISSION**

Pamela Rae De Leest (C)  
Harvey Samson  
Ernesto Gonzalez, Jr.  
Barbara Luedtke  
Rudy Nyman

Meets at the call of the Chair



**CITY OF APPLETON 2022 BUDGET  
CERTIFIED APPORTIONMENT OF PROPERTY TAXES  
2021 TAX, COLLECTIBLE IN 2022**

District	Outagamie	Calumet	Winnebago	Total
City	\$ 42,762,690	\$ 6,673,619	\$ 609,982	\$ 50,046,291
Technical College - Fox Valley	-	-	-	-
School - Appleton	-	-	-	-
School - Menasha	-	-	-	-
Schools - Freedom	-	-	-	-
Schools - Hortonville	-	-	-	-
School - Kimberly	-	-	-	-
County	-	-	-	-
State	-	-	-	-
TIF's # 3 - 12	-	-	-	-
TOTAL TAX	<u>\$ 42,762,690</u>	<u>\$ 6,673,619</u>	<u>\$ 609,982</u>	<u>\$ 50,046,291</u>
Less State Credits	-	-	-	-
NET TAX LEVY	<u><u>\$ 42,762,690</u></u>	<u><u>\$ 6,673,619</u></u>	<u><u>\$ 609,982</u></u>	<u><u>\$ 50,046,291</u></u>
CITY DISTRIBUTION:	Equalized Value	Percent	City Tax	
	w/o TID			
Outagamie County	5,441,078,700	85.45%	42,762,690	
Calumet County	849,144,100	13.34%	6,673,619	
Winnebago County	77,613,500	1.22%	609,982	
TOTAL	<u><u>\$ 6,367,836,300</u></u>	<u><u>100.00%</u></u>	<u><u>\$ 50,046,291</u></u>	

This chart shows the total property taxes levied on properties in the City of Appleton, broken down by levying authority and by county. The basis for the allocation of the levy between the various counties in which the City is located is the equalized value of property, not including Tax Incremental Financing Districts. Equalized value is an estimate by the State of the full value of property and is based on actual property sales and transfers.

**CITY OF APPLETON 2022 BUDGET  
ASSESSED TAX RATES**

**OUTAGAMIE COUNTY**

<b>Outagamie County/ Appleton School Dist.</b>	<b>Assessed 2020 Tax Rate (2021 Budget)</b>	<b>Assessed 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.7730	\$ 8.8996	\$ 0.1266	1.44%
Public Schools	8.4521		(8.4521)	-100.00%
Technical College	1.0555		(1.0555)	-100.00%
County	3.7088		(3.7088)	-100.00%
<b>GROSS TAX RATE</b>	<b>21.9894</b>	<b>8.8996</b>	<b>(13.0898)</b>	<b>-59.53%</b>
Less State Credits	1.4703		(1.4703)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 20.5191</b>	<b>\$ 8.8996</b>	<b>\$ (11.6195)</b>	<b>-56.63%</b>

<b>Outagamie County/ Menasha School Dist.</b>	<b>Assessed 2020 Tax Rate (2021 Budget)</b>	<b>Assessed 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.7730	\$ 8.8996	\$ 0.1266	1.44%
Public Schools	12.2388		(12.2388)	-100.00%
Technical College	1.0555	-	(1.0555)	-100.00%
County	3.7088	-	(3.7088)	-100.00%
<b>GROSS TAX RATE</b>	<b>25.7761</b>	<b>8.8996</b>	<b>(16.8765)</b>	<b>-65.47%</b>
State Credits	1.4703	-	(1.4703)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 24.3058</b>	<b>\$ 8.8996</b>	<b>\$ (15.4062)</b>	<b>-63.38%</b>

<b>Outagamie County/ Freedom School Dist.</b>	<b>Assessed 2020 Tax Rate (2021 Budget)</b>	<b>Assessed 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.7730	\$ 8.8996	\$ 0.1266	1.44%
Public Schools	7.3914		(7.3914)	-100.00%
Technical College	1.0555	-	(1.0555)	-100.00%
County	3.7088	-	(3.7088)	-100.00%
<b>GROSS TAX RATE</b>	<b>20.9287</b>	<b>8.8996</b>	<b>(12.0291)</b>	<b>-57.48%</b>
State Credits	1.4703	-	(1.4703)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 19.4584</b>	<b>\$ 8.8996</b>	<b>\$ (10.5588)</b>	<b>-54.26%</b>

<b>Outagamie County/ Hortonville School Dist</b>	<b>Assessed 2020 Tax Rate (2021 Budget)</b>	<b>Assessed 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.7730	\$ 8.8996	\$ 0.1266	1.44%
Public Schools	8.5979		(8.5979)	-100.00%
Technical College	1.0555	-	(1.0555)	-100.00%
County	3.7088	-	(3.7088)	-100.00%
<b>GROSS TAX RATE</b>	<b>22.1352</b>	<b>8.8996</b>	<b>(13.2356)</b>	<b>-59.79%</b>
State Credits	1.4703	-	(1.4703)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 20.6649</b>	<b>\$ 8.8996</b>	<b>\$ (11.7653)</b>	<b>-56.93%</b>

**CITY OF APPLETON 2022 BUDGET  
ASSESSED TAX RATES**

**CALUMET COUNTY**

<b>Calumet County/ Appleton School Dist.</b>	<b>Assessed 2020 Tax Rate (2021 Budget)</b>	<b>Assessed 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.7960	\$ 9.1365	\$ 0.3405	3.87%
Public Schools	8.4742	-	(8.4742)	-100.00%
Technical College	1.0582	-	(1.0582)	-100.00%
County	4.8411	-	(4.8411)	-100.00%
<b>GROSS TAX RATE</b>	<b>23.1695</b>	<b>9.1365</b>	<b>(14.0330)</b>	<b>-60.57%</b>
State Credits	1.2674	-	(1.2674)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 21.9021</b>	<b>\$ 9.1365</b>	<b>\$ (12.7656)</b>	<b>-58.28%</b>

<b>Calumet County/ Kimberly School Dist.</b>	<b>Assessed 2020 Tax Rate (2021 Budget)</b>	<b>Assessed 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.7960	\$ 9.1365	\$ 0.3405	3.87%
Public Schools	8.0040	-	(8.0040)	-100.00%
Technical College	1.0582	-	(1.0582)	-100.00%
County	4.8411	-	(4.8411)	-100.00%
<b>GROSS TAX RATE</b>	<b>22.6993</b>	<b>9.1365</b>	<b>(13.5628)</b>	<b>-59.75%</b>
State Credits	1.2674	-	(1.2674)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 21.4319</b>	<b>\$ 9.1365</b>	<b>\$ (12.2954)</b>	<b>-57.37%</b>

**CITY OF APPLETON 2022 BUDGET  
ASSESSED TAX RATES**

**WINNEBAGO COUNTY**

<b>Winnebago County/ Appleton School District</b>	<b>Assessed 2020 Tax Rate (2021 Budget)</b>	<b>Assessed 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.8916	\$ 8.7471	\$ (0.1445)	-1.63%
Public Schools	8.5664		(8.5664)	-100.00%
Technical College	1.0697		(1.0697)	-100.00%
County	4.9704		(4.9704)	-100.00%
<b>GROSS TAX RATE</b>	<b>23.4981</b>	<b>8.7471</b>	<b>(14.7510)</b>	<b>-62.78%</b>
State Credits	1.6778		(1.6778)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 21.8203</b>	<b>\$ 8.7471</b>	<b>\$ (13.0732)</b>	<b>-59.91%</b>

<b>Winnebago County/ Menasha School Dist.</b>	<b>Assessed 2020 Tax Rate (2021 Budget)</b>	<b>Assessed 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.8916	\$ 8.7471	\$ (0.1445)	-1.63%
Public Schools	12.4223		(12.4223)	-100.00%
Technical College	1.0697	-	(1.0697)	-100.00%
County	4.9704	-	(4.9704)	-100.00%
<b>GROSS TAX RATE</b>	<b>27.3540</b>	<b>8.7471</b>	<b>(18.6069)</b>	<b>-68.02%</b>
State Credits	1.6778	-	(1.6778)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 25.6762</b>	<b>\$ 8.7471</b>	<b>\$ (16.9291)</b>	<b>-65.93%</b>

**CITY OF APPLETON 2022 BUDGET  
EQUALIZED TAX RATES**

**OUTAGAMIE COUNTY**

<b>Outagamie County/ Appleton School Dist.</b>	<b>Equalized 2020 Tax Rate (2021 Budget)</b>	<b>Equalized 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.2603	\$ 7.8592	\$ (0.4011)	-4.86%
Public Schools	7.9582		(7.9582)	-100.00%
Technical College	0.9938		(0.9938)	-100.00%
County	3.4921		(3.4921)	-100.00%
<b>GROSS TAX RATE</b>	<b>20.7044</b>	<b>7.8592</b>	<b>(12.8452)</b>	<b>-62.04%</b>
Less State Credits	1.3844		(1.3844)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 19.3200</b>	<b>\$ 7.8592</b>	<b>\$ (11.4608)</b>	<b>-59.32%</b>

<b>Outagamie County/ Menasha School Dist.</b>	<b>Equalized 2020 Tax Rate (2021 Budget)</b>	<b>Equalized 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.2603	\$ 7.8592	\$ (0.4011)	-4.86%
Public Schools	11.5241		(11.5241)	-100.00%
Technical College	0.9938	-	(0.9938)	-100.00%
County	3.4921	-	(3.4921)	-100.00%
<b>GROSS TAX RATE</b>	<b>24.2703</b>	<b>7.8592</b>	<b>(16.4111)</b>	<b>-67.62%</b>
State Credits	1.3844	-	(1.3844)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 22.8859</b>	<b>\$ 7.8592</b>	<b>\$ (15.0267)</b>	<b>-65.66%</b>

<b>Outagamie County/ Freedom School Dist.</b>	<b>Equalized 2020 Tax Rate (2021 Budget)</b>	<b>Equalized 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.2603	\$ 7.8592	\$ (0.4011)	-4.86%
Public Schools	6.9598		(6.9598)	-100.00%
Technical College	0.9938	-	(0.9938)	-100.00%
County	3.4921	-	(3.4921)	-100.00%
<b>GROSS TAX RATE</b>	<b>19.7060</b>	<b>7.8592</b>	<b>(11.8468)</b>	<b>-60.12%</b>
State Credits	1.3844	-	(1.3844)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 18.3216</b>	<b>\$ 7.8592</b>	<b>\$ (10.4624)</b>	<b>-57.10%</b>

<b>Outagamie County/ Hortonville School Dist.</b>	<b>Equalized 2020 Tax Rate (2021 Budget)</b>	<b>Equalized 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.2603	\$ 7.8592	\$ (0.4011)	-4.86%
Public Schools	8.0957		(8.0957)	-100.00%
Technical College	0.9938	-	(0.9938)	-100.00%
County	3.4921	-	(3.4921)	-100.00%
<b>GROSS TAX RATE</b>	<b>20.8419</b>	<b>7.8592</b>	<b>(12.9827)</b>	<b>-62.29%</b>
State Credits	1.3844	-	(1.3844)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 19.4575</b>	<b>\$ 7.8592</b>	<b>\$ (11.5983)</b>	<b>-59.61%</b>

**CITY OF APPLETON 2022 BUDGET  
EQUALIZED TAX RATES**

**CALUMET COUNTY**

<b>Calumet County/ Appleton School Dist.</b>	<b>Equalized 2020 Tax Rate (2021 Budget)</b>	<b>Equalized 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.2603	\$ 7.8592	\$ (0.4011)	-4.86%
Public Schools	7.9582	-	(7.9582)	-100.00%
Technical College	0.9938	-	(0.9938)	-100.00%
County	4.5463	-	(4.5463)	-100.00%
<b>GROSS TAX RATE</b>	<b>21.7586</b>	<b>7.8592</b>	<b>(13.8994)</b>	<b>-63.88%</b>
State Credits	1.1902	-	(1.1902)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 20.5684</b>	<b>\$ 7.8592</b>	<b>\$ (12.7092)</b>	<b>-61.79%</b>

<b>Calumet County/ Kimberly School Dist.</b>	<b>Equalized 2020 Tax Rate (2021 Budget)</b>	<b>Equalized 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.2603	\$ 7.8592	\$ (0.4011)	-4.86%
Public Schools	7.5165	-	(7.5165)	-100.00%
Technical College	0.9938	-	(0.9938)	-100.00%
County	4.5463	-	(4.5463)	-100.00%
<b>GROSS TAX RATE</b>	<b>21.3169</b>	<b>7.8592</b>	<b>(13.4577)</b>	<b>-63.13%</b>
State Credits	1.1902	-	(1.1902)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 20.1267</b>	<b>\$ 7.8592</b>	<b>\$ (12.2675)</b>	<b>-60.95%</b>

**CITY OF APPLETON 2022 BUDGET  
EQUALIZED TAX RATES**

**WINNEBAGO COUNTY**

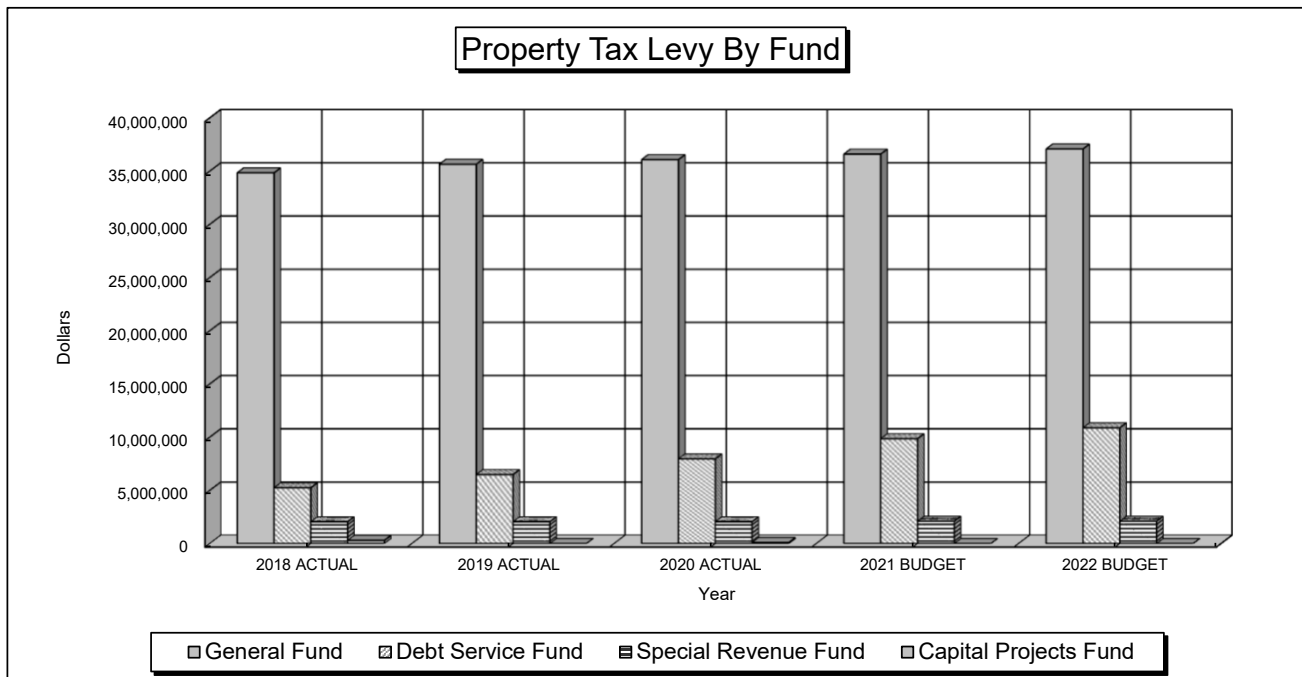
<b>Winnebago County/ Appleton School District</b>	<b>Equalized 2020 Tax Rate (2021 Budget)</b>	<b>Equalized 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.2603	\$ 7.8592	\$ (0.4011)	-4.86%
Public Schools	7.9582		(7.9582)	-100.00%
Technical College	0.9938	-	(0.9938)	-100.00%
County	4.6175		(4.6175)	-100.00%
<b>GROSS TAX RATE</b>	<b>21.8298</b>	<b>7.8592</b>	<b>(13.9706)</b>	<b>-64.00%</b>
State Credits	1.5587		(1.5587)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 20.2711</b>	<b>\$ 7.8592</b>	<b>\$ (12.4119)</b>	<b>-61.23%</b>

<b>Winnebago County/ Menasha School District</b>	<b>Equalized 2020 Tax Rate (2021 Budget)</b>	<b>Equalized 2021 Tax Rate (2022 Budget)</b>	<b>Increase (Decrease)</b>	<b>Percent Change</b>
City	\$ 8.2603	\$ 7.8592	\$ (0.4011)	-4.86%
Public Schools	11.5403		(11.5403)	-100.00%
Technical College	0.9938	-	(0.9938)	-100.00%
County	4.6175	-	(4.6175)	-100.00%
<b>GROSS TAX RATE</b>	<b>25.4119</b>	<b>7.8592</b>	<b>(17.5527)</b>	<b>-69.07%</b>
State Credits	1.5587	-	(1.5587)	-100.00%
<b>NET TAX RATE</b>	<b>\$ 23.8532</b>	<b>\$ 7.8592</b>	<b>\$ (15.9940)</b>	<b>-67.05%</b>

## CITY OF APPLETON 2022 BUDGET SUMMARY OF PROPERTY TAX LEVY BY FUND

PROPERTY TAX LEVIES <sup>(1)</sup>	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2022 BUDGET
General Fund	\$ 34,835,754	\$ 35,646,816	\$ 36,083,000	\$ 36,600,000	\$ 37,080,000
Debt Service Funds	5,241,380	6,481,724	7,955,245	9,851,874	10,874,291
Special Revenue Funds					
Sanitation & Recycling	2,044,968	2,044,968	2,045,000	2,089,000	2,089,000
Neighborhood Program	3,000	-	-	3,000	3,000
Total Special Revenue Funds	<u>2,047,968</u>	<u>2,044,968</u>	<u>2,045,000</u>	<u>2,092,000</u>	<u>2,092,000</u>
Capital Project Funds					
Subdivision Development	<u>300,000</u>	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>-</u>
<b>TOTAL PROPERTY TAX LEVY:</b>	<b><u>\$ 42,425,102</u></b>	<b><u>\$ 44,173,508</u></b>	<b><u>\$ 46,183,245</u></b>	<b><u>\$ 48,543,874</u></b>	<b><u>\$ 50,046,291</u></b>

(1) Excludes tax increment district revenues.





**CITY OF APPLETON 2022 BUDGET**  
**COMBINED SUMMARY OF REVENUES AND EXPENSES**

<b>REVENUES AND OTHER FINANCING SOURCES*</b>	<b>2019 ACTUAL</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 PROJECTED</b>	<b>2022 BUDGET</b>
General Fund	\$ 64,467,906	\$ 65,739,709	\$ 65,332,397	\$ 65,449,097	\$ 66,208,455
Debt Service Funds	8,671,940	9,189,079	10,107,261	10,877,210	11,014,741
Special Revenue Funds					
Tax Increment District #3	1,754,095	1,145,374	1,250,983	1,222,877	1,161,000
Sanitation & Recycling	3,745,982	3,734,817	3,753,218	3,752,000	3,758,618
Hazardous Materials Level A	82,369	143,101	72,075	72,075	72,075
Police Grants	107,884	261,992	78,000	78,000	108,000
Health Services Grants	145,268	2,042,352	186,547	633,287	227,837
Housing & Community Development Grants	1,320,456	1,983,252	1,741,807	1,741,807	1,773,717
ARPA Grant	-	-	-	7,465,920	7,470,920
Room Tax Administration	183,440	91,388	137,580	121,500	137,580
Union Spring Park	93	74	80	40	-
Tuchscherer Disability Fund	541	288	120	(1)	-
Peabody Estate Trust	2,408	1,927	2,140	1,000	1,200
Lutz Park Trust	5,018	4,016	4,460	2,000	2,200
Park Open Space	39,109	9,673	1,840	19,100	1,000
City Park Project	218	176	190	100	100
Universal Playground	-	-	-	-	-
Library Grants	77,626	150,670	112,396	112,396	112,396
Miracle League Field	949	760	840	400	500
Wheel Tax	1,204,763	1,216,329	1,200,000	1,210,000	1,200,000
Total Special Revenue Funds	<u>8,670,219</u>	<u>10,786,189</u>	<u>8,542,276</u>	<u>16,432,501</u>	<u>16,027,143</u>
Capital Projects Funds					
Subdivision Development	901,973	518,237	520,723	425,170	819,135
Tax Increment District #5	-	-	-	-	-
Tax Increment District #6	3,020,232	2,660,651	3,421,807	3,380,509	2,785,758
Tax Increment District #7	583,492	436,277	528,287	512,092	437,687
Tax Increment District #8	1,617,692	1,268,474	1,701,409	1,671,458	1,755,600
Tax Increment District #9	100,726	117,834	166,105	157,043	128,287
Tax Increment District #10	8,524	7,915	6,500	5,663	6,163
Tax Increment District #11	162,983	35,233	385,000	389,012	620,000
Tax Increment District #12	37	24,862	75,000	77,327	135,500
City Center	-	-	-	-	-
Information Technology	1,096	440,138	-	65,500	685
Public Works	1,072,975	830,185	10,000	10,000	8,285
Industrial Park Land	170,022	615,418	41,217	285,000	27,441
Equipment Replacement	3,007,737	3,124,562	3,526,520	3,370,000	4,252,850
Community Development Projects	101,867	2,185	-	-	-
Public Safety	1,428	31	-	-	-
Facilities	1,368,479	255,424	300,193	4,564,295	225,000
Total Capital Projects Fund	<u>12,119,263</u>	<u>10,337,426</u>	<u>10,682,761</u>	<u>14,913,069</u>	<u>11,202,391</u>
Enterprise Funds					
Water Utility	21,596,527	21,121,510	20,297,373	19,853,173	20,068,113
Wastewater Utility	13,485,386	11,567,184	12,507,348	12,483,680	12,696,681
Stormwater Utility	12,701,472	11,968,068	11,628,387	11,586,876	11,683,804
Parking Utility	2,715,283	1,540,399	2,172,601	1,643,000	2,187,601
Golf Course	811,990	908,106	886,575	911,500	910,233
Valley Transit	9,498,467	7,895,344	10,539,155	10,539,155	10,749,409
Total Enterprise Funds	<u>60,809,125</u>	<u>55,000,611</u>	<u>58,031,439</u>	<u>57,017,384</u>	<u>58,295,841</u>
Internal Service Funds					
Facilities & Construction Management	2,844,311	2,840,737	2,984,516	2,884,200	3,059,962
Central Equipment Agency	3,243,275	3,210,173	3,406,662	3,285,000	3,394,440
Risk Management	1,635,418	1,771,197	1,690,749	2,991,026	1,929,199
Total Internal Service Funds	<u>7,723,004</u>	<u>7,822,107</u>	<u>8,081,927</u>	<u>9,160,226</u>	<u>8,383,601</u>
<b>TOTAL REVENUES:</b>	<b><u>\$ 162,461,457</u></b>	<b><u>\$ 158,875,121</u></b>	<b><u>\$ 160,778,061</u></b>	<b><u>\$ 173,849,487</u></b>	<b><u>\$ 171,132,172</u></b>

\*Net of proceeds of debt and contributed capital

**CITY OF APPLETON 2022 BUDGET**  
**COMBINED SUMMARY OF REVENUES AND EXPENSES**

<b>EXPENSES AND OTHER FINANCING USES</b>	<b>2019 ACTUAL</b>	<b>2020 ACTUAL</b>	<b>2021 BUDGET</b>	<b>2021 PROJECTED</b>	<b>2022 BUDGET</b>
General Fund	\$ 62,309,935	\$ 60,118,847	\$ 65,332,397	\$ 69,132,677	\$ 66,208,455
Debt Service Funds	8,866,728	9,475,200	11,046,519	11,058,547	12,139,682
Special Revenue Funds					
Tax Increment District #3	263,591	198,268	143,581	143,329	87,521
Sanitation & Recycling	3,491,902	3,642,792	3,725,116	3,700,000	3,832,245
Hazardous Materials Level A	81,919	103,467	72,075	72,075	94,115
Police Grants	106,691	261,992	78,000	78,000	108,000
Health Services Grants	127,313	2,042,398	186,547	644,006	227,837
Housing & Community Development Grants	1,409,974	1,700,117	1,743,541	1,743,541	1,777,201
ARPA Grant	-	-	-	6,891,840	8,000,000
Room Tax Administration	186,213	92,468	139,635	125,650	137,635
Union Spring Park	-	-	-	2,791	-
Tuchscherer Disability Fund	6,391	6,391	6,391	6,119	-
Lutz Park Trust	-	-	-	-	-
Park Open Space	-	-	-	-	-
Universal Playground Trust	-	-	-	-	-
Library Grants	96,911	113,801	133,138	134,769	126,411
Miracle League Field	-	-	-	-	-
Wheel Tax	1,204,763	1,216,329	1,200,000	1,210,000	1,200,000
Total Special Revenue Funds	6,975,668	9,378,023	7,428,024	14,752,120	15,590,965
Capital Projects Funds					
Subdivision Development	1,026,229	734,646	790,663	700,000	1,396,811
Tax Increment District #5	-	-	-	-	-
Tax Increment District #6	1,450,269	726,398	404,365	1,398,535	1,735,857
Tax Increment District #7	373,148	346,479	351,460	335,386	351,650
Tax Increment District #8	1,555,994	1,212,191	1,594,907	1,502,149	1,635,950
Tax Increment District #9	35,630	30,921	36,460	31,509	34,650
Tax Increment District #10	1,471	1,396	1,460	1,208	1,650
Tax Increment District #11	2,850,181	156,238	980,339	104,181	1,312,535
Tax Increment District #12	45,145	44,235	56,443	45,941	54,268
City Center	-	119,218	-	4,781	-
Information Technology	433,029	469,222	575,000	330,000	325,000
Public Works	10,786,353	8,048,237	7,909,023	8,467,313	4,943,806
Industrial Park Land	138,973	163,527	296,102	148,102	150,957
Equipment Replacement	3,423,717	3,475,797	3,043,169	3,500,000	3,966,960
Community Development Projects	103,718	-	-	-	-
Public Safety	31,458	707,010	-	-	-
Facilities	7,343,964	6,837,120	8,700,193	9,378,384	12,300,101
Total Capital Projects Fund	29,599,279	23,072,635	24,739,584	25,947,489	28,210,195
Enterprise Funds					
Water Utility	17,406,654	17,303,519	17,484,421	17,784,649	17,824,894
Wastewater Utility	11,521,753	11,455,884	11,698,083	11,984,746	12,660,422
Stormwater Utility	7,976,410	8,467,996	7,874,576	8,474,129	7,961,900
Parking Utility	2,738,846	1,926,009	2,290,739	1,953,475	2,191,206
Golf Course	886,179	805,563	882,877	836,905	900,150
Valley Transit	10,169,598	8,607,533	11,329,467	11,520,565	11,733,837
Total Enterprise Funds	50,699,440	48,566,504	51,560,163	52,554,469	53,272,409
Internal Service Funds					
Facilities & Construction Management	2,823,739	2,855,246	2,984,516	2,890,000	3,059,962
Central Equipment Agency	5,876,536	5,666,339	6,352,391	5,883,000	6,148,803
Risk Management	1,820,463	2,788,307	1,690,749	2,090,000	1,929,199
Other Post Employment Benefits	53,929	54,000	54,000	54,000	54,000
Total Internal Service Funds	10,574,667	11,363,892	11,081,656	10,917,000	11,191,964
<b>TOTAL EXPENDITURES:</b>	<b>\$ 169,025,717</b>	<b>\$ 161,975,101</b>	<b>\$ 171,188,343</b>	<b>\$ 184,362,302</b>	<b>\$ 186,613,670</b>

1. Expenditures/Expenses in excess of revenues are financed by existing fund balances or debt proceeds.
2. Expenditures/Expenses in Enterprise and Internal Service funds are shown net of capital expenditures.

**CITY OF APPLETON 2022 BUDGET**  
**COMBINED SUMMARY OF CHANGES IN FUND BALANCES**

	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 PROJECTED	2022 BUDGET
<b>GENERAL FUND</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ 31,649,674	\$ 33,807,645	\$ 39,428,507	\$ 39,428,507	\$ 35,744,927
Property Taxes	35,646,816	36,083,000	36,600,000	36,600,000	37,080,000
Other Revenue	28,821,090	29,656,709	28,732,397	28,849,097	29,128,455
Expenditures	62,309,935	60,118,847	65,332,397	69,132,677	66,208,455
FUND BALANCE - Ending (Dec. 31)	<u>\$ 33,807,645</u>	<u>\$ 39,428,507</u>	<u>\$ 39,428,507</u>	<u>\$ 35,744,927</u>	<u>\$ 35,744,927</u>
<b>DEBT SERVICE FUNDS</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ 1,701,196	\$ 1,588,068	\$ 1,301,947	\$ 1,301,947	\$ 1,120,610
Property Taxes	6,481,724	7,955,245	9,851,874	9,851,874	10,874,291
Proceeds of Debt	81,660	-	150,000	-	160,000
Other Revenue	2,190,216	1,233,834	255,387	1,025,336	140,450
Expenditures	8,866,728	9,475,200	11,046,519	11,058,547	12,139,682
FUND BALANCE - Ending (Dec. 31)	<u>\$ 1,588,068</u>	<u>\$ 1,301,947</u>	<u>\$ 512,689</u>	<u>\$ 1,120,610</u>	<u>\$ 155,669</u>
<b>SPECIAL REVENUE FUNDS</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ (3,442,311)	\$ (1,747,760)	\$ (339,594)	\$ (339,594)	\$ 1,340,787
Property Taxes	3,130,314	3,147,513	3,332,000	3,307,753	3,242,000
Other Revenue	5,539,905	7,638,676	5,210,276	13,124,748	12,785,143
Expenditures	6,975,668	9,378,023	7,428,024	14,752,120	15,590,965
FUND BALANCE - Ending (Dec. 31)	<u>\$ (1,747,760)</u>	<u>\$ (339,594)</u>	<u>\$ 774,658</u>	<u>\$ 1,340,787</u>	<u>\$ 1,776,965</u>
<b>CAPITAL PROJECTS FUNDS</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ 5,210,835	\$ 5,454,159	\$ 7,718,950	\$ 7,718,950	\$ 11,184,530
Property Taxes	4,214,339	3,995,983	5,719,500	5,658,075	5,555,332
Contributed Capital	-	-	-	-	-
Proceeds of Debt	17,723,340	15,000,000	16,858,700	14,500,000	14,933,325
Other Revenue	7,904,924	6,341,443	4,963,261	9,254,994	5,647,059
Expenditures	29,599,279	23,072,635	24,739,584	25,947,489	28,210,195
FUND BALANCE - Ending (Dec. 31)	<u>\$ 5,454,159</u>	<u>\$ 7,718,950</u>	<u>\$ 10,520,827</u>	<u>\$ 11,184,530</u>	<u>\$ 9,110,051</u>
<b>ENTERPRISE FUNDS</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ 284,097,887	\$ 301,369,556	\$ 311,977,577	\$ 311,977,577	\$ 324,003,438
Property Taxes	-	-	-	-	-
Other Revenue	60,809,125	55,000,611	58,031,439	57,017,384	58,295,841
Contributed Capital	7,161,984	4,173,914	4,698,909	7,562,946	9,553,618
Expenditures	50,699,440	48,566,504	51,560,163	52,554,469	53,272,409
FUND BALANCE - Ending (Dec. 31)	<u>\$ 301,369,556</u>	<u>\$ 311,977,577</u>	<u>\$ 323,147,762</u>	<u>\$ 324,003,438</u>	<u>\$ 338,580,488</u>
<b>INTERNAL SERVICE FUNDS</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ 14,099,559	\$ 14,671,436	\$ 14,605,523	\$ 14,605,523	\$ 15,648,749
Property Taxes	-	-	-	-	-
Other Revenue	7,723,004	7,822,107	8,081,927	9,160,226	8,383,601
Contributed Capital	3,423,540	3,475,872	3,043,169	2,800,000	3,966,960
Expenditures	10,574,667	11,363,892	11,081,656	10,917,000	11,191,964
FUND BALANCE - Ending (Dec. 31)	<u>\$ 14,671,436</u>	<u>\$ 14,605,523</u>	<u>\$ 14,648,963</u>	<u>\$ 15,648,749</u>	<u>\$ 16,807,346</u>
<b>COMBINED TOTALS</b>					
FUND BALANCE - Beginning (Jan. 1)	\$ 333,316,840	\$ 355,143,104	\$ 374,692,910	\$ 374,692,910	\$ 389,043,041
Property Taxes	49,473,193	51,181,741	55,503,374	55,417,702	56,751,623
Proceeds of Debt	17,805,000	15,000,000	17,008,700	14,500,000	15,093,325
Contributed Capital	10,585,524	7,649,786	7,742,078	10,362,946	13,520,578
Other Revenue	112,988,264	107,693,380	105,274,687	118,431,785	114,380,549
Expenditures	169,025,717	161,975,101	171,188,343	184,362,302	186,613,670
FUND BALANCE - Ending (Dec. 31)	<u>\$ 355,143,104</u>	<u>\$ 374,692,910</u>	<u>\$ 389,033,406</u>	<u>\$ 389,043,041</u>	<u>\$ 402,175,446</u>

# CITY OF APPLETON 2022 BUDGET

## COMBINED SUMMARY OF BUDGETED REVENUES BY TYPE

REVENUES AND OTHER FINANCING SOURCES	2021 BUDGET	2022 BUDGET
Property Tax	\$ 55,503,374	\$ 56,751,623
Other Tax	2,318,580	2,519,480
Intergovernmental	26,467,890	34,491,977
Licenses & Permits	1,269,175	1,349,475
Special Assessments	735,723	682,522
Charges for Service	59,888,758	59,853,043
Interest Income	3,824,595	3,538,152
Fines & Forfeitures	595,000	595,000
Other Revenues	4,482,169	5,508,524
Interfund Transfers	5,692,797	5,842,376
<b>TOTAL REVENUES</b>	<b>\$ 160,778,061 *</b>	<b>\$ 171,132,172 *</b>

\* Does not include proceeds of debt or contributed capital.

## COMBINED SUMMARY OF BUDGETED EXPENSES BY CATEGORY

EXPENSES AND OTHER FINANCING USES	2021 BUDGET	2022 BUDGET
Personnel	\$ 65,730,963	\$ 66,612,288
Training & Travel	487,539	467,397
Supplies & Materials	10,769,716	9,819,180
Purchased Services	38,456,267	38,308,953
Miscellaneous Expense	17,935,893	26,728,360
Debt Service	15,401,410	16,356,071
Capital Expense <sup>1</sup>	17,524,446	23,237,218
Other Financing Uses	4,882,109	5,084,203
<b>TOTAL EXPENSE</b>	<b>\$ 171,188,343</b>	<b>\$ 186,613,670</b>

<sup>1</sup> Net of capitalized fixed assets.

## BUDGET DEVELOPMENT PROCESS

The following calendar describes the process of developing the City's Annual Budget and Service Plan for 2022:

5/17/21	The Mayor requests a budget proposal from each department. The Finance Department staff distributes budget forms and other materials to departments. Departments are required to develop an operating budget which represents full funding of all of the department's existing programs. Any proposed changes to programs, either additions or deletions and including all staff changes, changes in service levels, equipment acquisitions, etc. are required to be submitted separately from the operating budget request. Any capital project proposals are also required to be made separately from the operating budget.
6/12/21 - 9/07/21	Each department head submits a proposed budget as outlined above, based on the department's mission statement and major objectives and including expenditures and applicable revenue projections. The Mayor and Finance Department staff review their budget requests. Decisions are made on operating budget adjustments, program additions and deletions, and capital projects. The developing budget is reviewed with the leadership team.
9/07/21 - 10/06/21	The Mayor and Finance Department staff assemble the Budget and Service Plan for submission to the Common Council. Copies of the document are made available for public review.
10/06/21 - 10/30/21	The Mayor holds listening sessions with the public on the budget.
10/30/21	The Council's Finance Committee reviews the Budget and Service Plan in a meeting with the Mayor and staff, and recommends a budget to the Common Council.
11/03/21	A public hearing is held to seek citizen input prior to Common Council acceptance of the budget.
11/10/21	The budget is adopted formally by resolution of the Common Council.

# CITY OF APPLETON POLICIES – 2022 BUDGET

## FINANCIAL POLICIES

The City of Appleton's financial policies set forth the basic framework for the overall fiscal management of the City. Operating concurrently with changing circumstances and conditions, these policies assist the decision-making process of the Common Council. These policies provide guidelines for evaluating both current activities and proposals for future programs.

Most of the policies represent long-standing principles, traditions and practices and follow generally accepted accounting principles which have guided the City in the past and have helped maintain financial stability over the last several decades.

## OPERATING BUDGET POLICIES

- **Roles & Responsibilities:** The Mayor, in conjunction with the Department Directors of the City, shall present an Executive Budget and Service Plan proposal to the Common Council for its review, deliberation, amendment, and adoption. The Executive Budget shall include proposals for all operating and capital funds. Following the Common Council approval, the Adopted Budget and Service Plan shall become the official budget for the following year.
- **Fiscal Year:** The Executive Budget and Service Plan for the City follows a calendar year. Each year the budget shall be presented to the Appleton Common Council no later than the first Wednesday in October. Budget deliberation and adoption shall take place no later than the second Wednesday in November, as prescribed by State statute.
- **Budget Form:** The City of Appleton's operating and capital budget shall be developed on an annual basis and shall be presented in a program budget format that includes program missions, objectives and performance measurements. The purpose of this format is to clearly outline the major service areas and their associated expenditures. A line item detail by program and summarized by major category of expenditure for the department as a whole shall also be presented for informational purposes. All non-personnel line items that exceed \$15,000 are further delineated.

The budget shall also include a transmittal letter from the Mayor summarizing the major issues in the budget; a summary of personnel changes; a summary of overall staffing levels; a listing of all property tax rates; and a budget resolution stating the total amounts of taxes levied for various purposes, the total amount of general obligation borrowing, and the total amount of revenue bond debt.

The budget shall include a rolling five year Capital Improvement Plan (CIP) of which the first year's expenditures shall be appropriated, with years two through five included for planning purposes. Though expenditures for the first year of the CIP are appropriated, the City's Procurement Policy requires that any new contracts or agreements for services or equipment with an anticipated contract cost of \$25,000 or more be approved by the committee of jurisdiction and the Common Council prior to execution. Revisions and additions to, and deletions from, the CIP shall be made each year during budget development.

- **Performance Measures:** Where possible, the City shall integrate performance measurements in the City's budget document. Measurements will include measures of client benefits, strategic outcomes, and productivity. The presentation of the measures will cover the same time period as that for which operating expenditures are presented; typically two year's actual results of operations, the current year target, the projected value for the current year, and the target for the next year.
- **Balanced Budget:** Total anticipated revenues shall equal or exceed total budgeted expenditures for each fund unless the drawdown of an individual fund's balance is in compliance with the fund balance policy for that fund. Revenues may include but are not limited to property taxes, license and permit fees, fees for services, fines and forfeitures, transfers from other funds, donations and grants. If sufficient funds are not available (such as in a Tax Increment District), a plan for funding the shortfall shall be presented.
- **Budget Control:** The City shall maintain a budgetary control system to ensure adherence to the budget. Budget control is maintained:

# CITY OF APPLETON POLICIES – 2022 BUDGET

- at the overall fund level for all funds,
- at the business unit (program) level for all business units and
- at the level of total personnel expense and total other operating expense within each program for operating budgets and at the project level for capital budgets.

A mid-year report to the Council shall address departmental outcomes and include two prior years of actual data, targets for the current year, and projected year-end measures. The reports shall also include a summary comparison of actual expenditures to budget by program and address any significant variances.

- Contingency Account: A contingency account shall be maintained in the annual General Fund operating budget to provide for unanticipated expenditures of a nonrecurring nature or to meet unexpected increases in service delivery costs. A minimum of 0.5% and a maximum of 1.0% of the total fund budget shall be included in the adopted budget. If a sufficient unexpended balance remains in the current year's contingency account, this requirement may be met by a plan to carry over the balance.
- Budget Amendment:
  - Transfers and new appropriations – All budgets except the Appleton Public Library operating budget:
    - The following budget amendments require written approval by the Mayor and Finance Director and shall be reported to the Finance Committee as informational items:
      - New appropriations funded by grants, user fees, or other non-tax revenues of \$15,000 or less;
      - Transfers of \$15,000 or less between programs within a department;
      - Transfers of \$15,000 or less between departments within a fund.Authority granted under this section specifically excludes amendments to use money budgeted for personnel for any other purpose.
    - The following budget amendments shall be reported to the Finance Committee as action items and must be approved by two thirds of the Common Council:
      - New appropriations in excess of \$15,000 funded by grants, user fees, or other non-tax revenues;
      - Any new appropriations funded by taxes or debt;
      - Transfers in excess of \$15,000 between programs within a department;
      - Transfers in excess of \$15,000 between departments within a fund;
      - All transfers between funds;
      - Transfers from the Reserve for Contingencies;
      - The use of money budgeted for capital projects for anything other than its designation in the budget document;
      - The use of excess budgeted personnel dollars due to vacancies to increase the supplies and services budget to fund temporary employment service assistance. Any other use of excess budgeted personnel dollars to increase the supplies and services budget for other purposes may be permitted in rare instances but is highly discouraged.
  - Transfers and new appropriations –Appleton Public Library operating budget:
    - Transfers of \$15,000 or less between budget lines and/or between budget programs require written approval by the Library Director or designee and shall be reported to the Library Board as informational items.
    - Transfers over \$15,000 between budget programs and all new library appropriations funded by grants, user fees or other non-tax revenues require the approval of the Library Board Finance Committee and two-thirds of the full Library Board.
    - All budget changes will be reported to the City Council's Finance Committee as informational items.
    - The Library Board's authority over budget funds shall lapse at the end of the calendar year and any budget fund balances shall revert to City authority, subject to City carryover policies and procedures.

# CITY OF APPLETON POLICIES – 2022 BUDGET

- Carryover of Prior Year Budgeted Expenditures – All Budgets:
  - Carryover requests shall be no less than \$3,000, except for items allowed by the Finance Director that relate to year end cut off procedures.
  - Carryover requests, plus actual prior year expenditures, shall not exceed the department's (or fund's) prior year amended budget less any overall shortfall in program revenues.
  - Re-appropriation of unspent prior year authorizations for purposes other than their original designations shall be considered as special consideration items and require approval by two thirds of the Common Council. All other re-appropriations shall require approval by a simple majority vote.
  - Re-appropriation of unspent funds of non-lapsing budgets and those items under contract or purchase order prior to year-end shall be reported as informational items and require no approval.

## PROPERTY TAX COLLECTIONS

Property taxes are budgeted as revenues in the year in which services financed by the levy are being provided, i.e., in the year subsequent to the levy. Taxes are levied in December on the assessed value of property as of the prior January 1.

Property tax calendar – 2021 tax roll:

Lien date and levy date	December 2021
Tax bills mailed	December 2021
Payment in full or 1 <sup>st</sup> installment due	January 31, 2022
2 <sup>nd</sup> installment due	March 31, 2022
3 <sup>rd</sup> installment due	May 31, 2022
4 <sup>th</sup> installment due	July 31, 2022

## CAPITAL BUDGET POLICIES

- Funding for utility projects should be obtained through borrowing from:
  - Revenue bonds
  - General obligation notes
  - Internal funds
- The City shall utilize available funding sources for capital improvements whenever practical and feasible:
  - Grant funds
  - Special assessments
  - Developer contributions
- The City will maintain its physical assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for the adequate maintenance and the orderly replacement of the capital plant and equipment from current revenues when possible.
- The City will try to ensure that industrial acreage is available for development within the City and served with necessary infrastructure.

## REVENUE POLICIES

- The City will try to maintain a diversified and stable revenue system to minimize short-run fluctuations in any one revenue source.
- The City will attempt to maximize benefits from major revenue sources as a way of maintaining a stable tax rate.
- The City will follow an aggressive policy of collecting revenues.
- The City will establish all user charges and fees at a level related to the full cost (operating, direct, and indirect) of providing the service, whenever practical.
- The City will attempt to review license fees/charges annually to determine if the revenues support the cost of providing the service.
- Wastewater, Stormwater, and Water Utility funds will be self-supporting through user fees.

# CITY OF APPLETON POLICIES – 2022 BUDGET

- The minimum utilities rates should be set at a rate which will yield net income which is 1.20 times the highest principal and interest payment due (1.10 for the Water Utility). This requirement is in conformance with the mortgage revenue bond requirements. Rate adjustments for the Water Utility are submitted to the Public Service Commission and Common Council for review and approval.
- Rate adjustments for the Stormwater and Wastewater Utilities will be submitted to the Common Council for review and approval.

## RESERVE POLICIES

The following reserve policies describe restrictions on the balances of various funds. A fund balance is the difference between total assets and total liabilities and may be positive or negative. A fund balance in an enterprise fund is referred to as total net assets.

- Redemption funds will be established in the Water, Stormwater and Wastewater Utilities in accordance with revenue bond ordinance provisions.
- Funds will be reserved for equipment, major replacement and repairs in the Wastewater Utility, as required by EPA grant provisions.
- All general obligation debts will be paid through a general debt service fund, except for that incurred by an enterprise fund. Operating budgets will be prepared to meet the annual principal, interest and service charge costs for each fund. Net debt service requirements (debt service expenditures less debt service revenue) will be funded through the general tax levy.

### ***Wastewater Utility***

- Maintain a working capital reserve equivalent to three months of operation expenditures based on the audited expenditures of prior year in the Wastewater Utility Fund.
- Any projected favorable balance above working capital reserves in the Wastewater Utility Fund is to be used to pay costs for all possible approved capital expenditures.

### ***General Fund***

- All General Fund unreserved designations and related policy should be approved in advance of their creation/amendment by the Common Council.
- The amount to be retained in designated for health insurance cost stabilization unreserved fund balance be equal to the stop loss percentage.
- Interest income will not accrue in the designated for health insurance cost stabilization fund balance account.
- Total unreserved fund balances (excluding designated for debt service) will be 25% of the following year's budgeted appropriations with the designation for working capital reserve equal to 17% of the following year's budgeted appropriations.
- The City will maintain a designated fund balance for debt service of 25% of ensuing year's debt service requirements. Any excess funds over that amount will be used to pay existing long-term debt.
- At least 75% of General Fund balances in excess of the reserve policy (currently three months' operating expenditures) be used for the reduction of long-term liabilities. Utilization of the remaining funds is subject to recommendation from the Finance Committee to be used for additional reduction of long-term liabilities or General Fund expenditures with final Common Council approval.

### ***New Subdivision Fund***

- The unreserved designated new subdivision fund balance will be no less than three months' operating expenditures based on the prior year's audited expenditures and a maximum of 80% of the most recent five year average including current budgeted total expenditures. Reserved fund balance will be the result of the 100% carryover policy.
- Excess funds remaining in the new subdivision fund after applying the new subdivision fund balance policy will be transferred to the General Fund.



# CITY OF APPLETON POLICIES – 2022 BUDGET

## ***Industrial Park Fund***

- The Industrial Park Fund shall first designate fund balance for debt service to the extent of total debt outstanding and if available shall designate up to \$50,000 for working capital.
- Excess funds remaining in the Industrial Park Fund after applying the above criteria will be transferred to the General Fund.

## ***Parking Utility Fund***

- The Parking Utility Fund shall maintain a working capital reserve equivalent to three months of audited operating expenditures of the prior year in the Parking Utility Fund.

## ***Risk Management Fund***

- The Risk Management Fund shall first designate fund balance for debt service to the extent of total debt outstanding.
- The Risk Management Fund will maintain a working capital reserve equivalent to three months of operating expenditures based on the audited expenditures of prior year.
- Any projected favorable balance above these designations in the Risk Management Fund shall be used to reduce charges for services to all contributing departments in an amount not to exceed 20% of budgeted expenditures.

## **INVESTMENT POLICIES**

This policy applies to all activities of the City with regard to investing the City's financial assets.

Except for cash required to be segregated in certain restricted and special funds, the City will consolidate cash balances from all funds to maximize investment earnings and increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation in the pool and in accordance with Generally Accepted Accounting Principles (GAAP).

## ***Investment Objectives***

The overall objective of the City's investment management is to maximize the total return of designated funds and preserve capital within the guidelines of this policy.

- Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
  - Credit Risk – The City will minimize credit risk, which is the risk of loss due to the failure of the security issues or backed by:
    - Limiting investments to the most secure available, including, for example, US Treasury obligations, US agency and instrumentality obligations, commercial paper rated by a nationally recognized rating agency, and debt securities rated as AA or higher.
    - Diversifying the investment portfolio so that the losses from any one type of security or from any one individual issuer will be minimized.
  - Interest Rate Risk – The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:
    - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
    - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio.
- Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic

# CITY OF APPLETON POLICIES – 2022 BUDGET

liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or the local government investment pool, which offer same-day liquidity for short-term funds.

- Yield - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. The investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Any managed portion of the portfolio shall be designed with the objective of regularly meeting or exceeding the following benchmarks:
  - US Government Money Market average and Local Government Investment Pool (LGIP) rate – Short-Term portfolios
  - The benchmark shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principle.
- A security swap would be allowed in order to improve the quality, yield or target duration in the portfolio.
- If liquidity needs of the portfolio require that the security be sold.

## ***Communication and Reporting***

- The Investment Manager shall issue a quarterly report to the City of Appleton reviewing the performance and investment strategy of the firm on behalf of the portfolios.
- The Investment Manager is expected to meet with designated employees of the City of Appleton to review the portfolios and to discuss investment results in the context of these guidelines and objectives upon request. At all times the Investment Manager and Finance Committee are encouraged to communicate on significant matters pertaining to investment policies and the management of the portfolios.

## **DEBT POLICIES**

- The City will confine long-term borrowing to capital improvements.
- The City will attempt to limit use of short-term debt to bond anticipation purposes.
- The City will follow a policy of full disclosure on every financial report and bond prospectus.
- The City will maintain practices and procedures designed to ensure compliance with mandatory disclosures subsequent to issuance of debt.
- Section 67.03(1) of the Wisconsin Statutes provides that the amount of indebtedness of a municipality shall not exceed five percent of the equalized valuation of the taxable property in the municipality. Although State Statutes allow five percent of the equalized valuation, the City has set an internal debt goal, which seeks to remain below 40% of the maximum amount allowed by the State Statutes.
- The levy for debt service shall be no greater than 20% of the total levy, with an effort to maintain the levy at a proportionate, even level for tax rate stabilization.

## **SPECIAL ASSESSMENT POLICIES**

### ***GENERAL POLICY***

Special assessments will be levied against abutting property owners in accordance with the City's currently adopted Policy for Special Assessments, effective 7/5/21.

### ***SPECIAL ASSESSMENTS SUBJECT TO PAYMENT PLANS***

Bills of \$1,000 or less are due by January 31. For bills in excess of \$1,000, a five year payment plan is assumed. Deferred payments will bear an interest on the unpaid balance at the rate of prime plus 3% per annum on the unpaid balance.

# CITY OF APPLETON POLICIES – 2022 BUDGET

## **Street Construction**

The assessment rate for new construction is based on a percentage of assessable construction costs for widths up to 49' (back of curb to back of curb) and thicknesses up to 9" (concrete) or 6" (asphalt) dependent upon the zoning of the abutting property.

## **Sidewalks**

The assessment rate for new construction is based on 100% of assessable construction costs, including engineering costs.

There is no assessment for sidewalk reconstruction that meets the "green dot" criteria. Assessments are levied at 125% of the assessable construction costs when sidewalks not meeting "green dot" criteria are replaced at the property owner's request.

## **Sanitary Sewers**

The current assessment rate for new construction is the actual cost for mains. Reconstruction in an existing area or reconstruction or relining of sanitary sewers is not assessed for mains and \$52.00 per foot for laterals up to 6" in diameter and actual cost for laterals larger than 6" in diameter.

## **Storm Sewers/Facilities**

R-1 and R-2 Zoning: The cost of constructing or reconstructing storm sewers, mini-sewers or other drainage facilities in existing developed areas annexed after January 1, 1999 will be fully assessable to the abutting property owners. The cost of constructing, reconstructing or relining storm sewers in all other existing streets will be borne by the Stormwater Utility.

All other zoning: The assessment rate for storm sewer construction, reconstruction or relining in existing streets will be 33% of the actual construction cost, up to and including 15" storm main (not deeper than 10'), manholes, inlets and inlet leads. Credit will be given for the remaining useful life of a reconstructed or relined sewer based on current cost of construction. For this purpose, the useful life of storm sewer will be 75 years.

Regional stormwater facilities built prior to March 1, 2006 are assessed on an Equivalent Runoff Unit (ERU) basis to all properties being served by the improvements. The cost for regional stormwater facilities built after March 1, 2006 is borne by the Stormwater Utility.

## **Water Mains**

The current assessment rate for new water main construction is based on actual bid cost.

In-kind water main reconstruction, including hydrants and leads, is not assessed.

## **SPECIAL ASSESSMENTS DUE IN YEAR ASSESSED**

Ornamental street lighting, snow removal, weed cutting, tree planting, Business Improvement District, and delinquent utility charges.

The assessment is based on the total cost of operating and maintaining the system and is assessed in full to benefited properties.

## **PURCHASING POLICIES**

- Purchases for all City departments for the City of Appleton shall be in accordance with the City Procurement and Contract Management Policy.
- The methods of source selection are as follows:
  - Public Construction – Competitive sealed bidding must be used for purchases of \$25,000 or greater in accordance with Wisconsin Statutes. This process shall consist of:
    - Invitation for bids
    - Public notice
    - Bid opening
    - Bid acceptance and evaluation
    - Bid award - Common Council approval

# CITY OF APPLETON POLICIES – 2022 BUDGET

- Purchases of \$7,500 or more (other than public construction) require that a minimum of three written quotations be solicited. Evaluation criteria that favorably and accurately assess the relevant cost or service advantages of local procurement are required. Any new contracts or agreements for services with an anticipated cost of \$25,000 or more require the approval of the Committee of Jurisdiction and the Common Council prior to execution.
  - Purchases of \$2,000 but less than \$7,500 require the solicitation of two (2) or more quotes, which may be either written or verbal. When verbal quotes are received, all pertinent details of the quote should be documented in writing by the department and retained on file. Purchases of less than \$2,000 may be made based upon the best judgment of the department making the purchase.
  - Sole Source Procurements – Purchases of goods and materials under \$25,000 may be made without competition when it is agreed between the department and the Purchasing Manager that there is only one acceptable source available. Sole source procurements with an anticipated cost of \$25,000 or more require the approval of the Committee of Jurisdiction and the Common Council. Reasons for sole source purchases must be documented and will expire on an annual basis. Emergency purchases, as defined in the Procurement and Contract Management Policy, may also be exempted from the competitive bidding process. Such emergency purchases must also be documented and approved by the Mayor.
  - Purchases made using a City-issued procurement card are subject to the rules and restrictions of the City Procurement Card Policy, in addition to the Procurement and Contract Management Policy.
- Due to FTA funding requirements, Valley Transit follows City of Appleton procurement policies except where the federal policies are more restrictive.

## PENSION FUNDING AND REPORTING POLICIES

- All current pension liabilities shall be funded on an annual basis.

### ***Existing Plan Funding***

- All permanent employees of the City are participants in the Wisconsin Retirement System (WRS), a State-wide, defined-benefit pension plan to which employer and employees both contribute. The rates of employer and employee contributions are set annually by WRS based on actuarial evaluations. The State's policy is to fund retirement contributions to meet current costs of the plan. The 2022 rate requirements for the Wisconsin Retirement System employees are as follows:

	<u>General</u>	<u>Police</u>	<u>Fire</u>
Employee Contribution	6.50%	6.50%	6.50%
City Contribution	<u>6.50%</u>	<u>12.08%</u>	<u>16.48%</u>
Total	13.00%	18.58%	22.98%

### ***Prior Years' Unfunded Pensions***

- The State of Wisconsin administers a plan for retired employees of the Appleton Police and Fire Departments. These individuals had been covered by a private pension plan prior to the City joining the WRS. No new employees are added to the plan. The City's policy is to fund retirement contributions to meet current benefit payments to retired employees.

The City has paid off all WRS prior year unfunded pension liability.

## ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

- An independent audit will be performed annually for all City funds.
- The City will produce a Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Practices (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

# CITY OF APPLETON POLICIES – 2022 BUDGET

## RISK MANAGEMENT POLICY

The objective of the risk management program is to protect the City, its assets and the public against accidental losses, destruction, or depletion.

### Internal Activities:

On January 1, 1990, the City of Appleton joined Cities and Villages Mutual Insurance Company (CVMIC), a municipal mutual insurance company that provides liability insurance services. CVMIC currently provides this liability protection to 52 Wisconsin cities and villages. As part of this self-funded program, the City's Insurance Fund provides coverage of \$200,000 per general, automobile, law enforcement or public officials' liability claim, to a maximum of \$800,000 per year. The mutual insurance is liable for any costs above these limits up to \$5 million per occurrence. *In addition, the City of Appleton has a \$5 million excess insurance policy as part of the CVMIC group purchase program, thus providing total coverage of \$10 million per occurrence.*

Additionally, the insurance fund provides coverage for:

\$500,000 per worker's compensation claim, with purchased coverage of statutory limits for workers' compensation and \$2 million for employer's liability,

\$1,000 - \$10,000 deductible per property damage claim, depending on the property, with purchased replacement cost coverage,

\$20,000 deductible per occurrence for any crime claim (theft, robbery, computer fraud, etc.), with purchased coverage to \$5,000,000 per occurrence,

\$5,000 deductible per occurrence for any auto physical damage claim with purchased coverage on both an actual cash value and replacement cash value basis (which is dependent upon the age of the city vehicle),

\$35,000 per employment practices liability claim, with purchased coverage to \$1 million per occurrence/ \$1 million aggregate per year, and

\$25,000 per environmental liability claim related to the Mackville Landfill Site, with purchased coverage to \$5 million per occurrence/\$5 million aggregate.

\$100,000 medical expense / \$30,000 accidental death per claim coverage for city-authorized volunteers.

- The City will self-insure all losses which occur with predictable frequency and those which will not have a significant impact on the City's financial position.
- The Human Resources Department and City Attorney's Office review and make determinations on all claims files against the City. Claims in excess of \$5,000 property damage and all bodily injury claims are also reviewed by CVMIC.

### External Activities:

- **Special Events Insurance Requirements:** Organizations that use City parks and/or City facilities for special events such as foot races, parades, festivals, etc. are required to obtain liability insurance if the event involves more than 250 people. Depending upon the event type, additional insurance may also be required. The sponsoring organization is responsible for any losses which may occur as a result of their activity. Sponsoring organizations are also required to sign "Hold Harmless, Defense and Indemnification" agreement.
- **Contractor, Vendor, Supplier, etc. Insurance Requirements:** Companies that provide services for or perform activities on behalf of the City such as infrastructure improvements, engineering/inspection services, etc. are required to obtain various insurance coverages that are dependent upon the nature and potential risk exposure of their work. Coverages for "miscellaneous" jobs or activities such as asbestos abatement, pollution cleanup, oil recycling, hazardous waste removal, or any new contract or activities where it is not clear what level of insurance should be required will be set by the Human Resources Director / Risk Manager on a case by case basis.

# **CITY OF APPLETON**

## **2022 BUDGET**

### **BACKGROUND/GENERAL INFORMATION**

#### **Geography/Early History**

Appleton is located in northeast Wisconsin, in Outagamie, Winnebago, and Calumet Counties. It lies 30 miles south of Green Bay, just north of Lake Winnebago, on the Fox River. In 1634, Jean Nicolet, commissioned by Samuel de Champlain to explore this region, navigated up the Fox River from Green Bay. From earliest times, Indian tribes occupied the area that is present-day Appleton. In the Treaty of 1831, the Menominee Indians ceded the lands to the United States. During the first years of its history, there were three villages where Appleton now stands: Lawesburgh on the east side, Grand Chute on the west end and Appleton in the middle. The three settlements were incorporated under the name of Appleton as a village in 1853, and later as a city in 1857.

#### **Education**

Education was, and continues to be, a priority in Appleton. With the financial backing of Amos Lawrence, the Lawrence Institute was chartered in 1847. Samuel Appleton donated \$10,000 to the newly founded college library and, in appreciation; his name was given to the community. Today, Lawrence University's 84 acre campus contains 60 instructional, residential, recreational and administrative facilities, has a student body of 1,500 students drawn from nearly every state and more than 50 countries, served by a faculty of 167 men and women. It lies just east of the city's downtown and its students and faculty members supply the community with an endless array of music, drama and sports activities.

In 1850, Daniel Huntley taught in the first free public school. The St. Mary Catholic Church opened the first parochial school in the community in 1864. The first 4 year high school began operating in 1876 in the Hercules School and Kindergarten was initiated in 1898 in Lincoln School. With population growth came the need for additional facilities. Today there are 24 public, 13 parochial, and 14 charter schools.

Appleton traditionally has had a commitment to vocational education. The Vocational School was established in 1912, and the first facility in the United States to be built exclusively for this purpose was erected here in 1917. When the State of Wisconsin was divided into vocational, technical and adult education districts in 1965, the local program was expanded and the Fox Valley Technical College was established.

#### **Government**

Appleton has a mayor/council form of government with 15 alderpersons elected for two-year terms and the mayor for a four-year term. It is also the Outagamie County seat, the largest city (population 75,644) in both Outagamie and Calumet Counties, and the designated Metropolitan Statistical Area "Center-City" of the Appleton-Oshkosh-Neenah urban area as defined by the Federal Office of Management and Budget, thus an "Entitlement City" under the federal block grant program.

The City is a "full-service" municipality providing: police and fire protection, public works-related services including refuse pickup, street construction, maintenance and cleaning, snow and ice control, planning, inspection, health, parks and recreation, library, mass transit, water and wastewater disposal services, among others.

#### **Industry**

Fur traders seeking to do business with Fox River Valley Indians were the first settlers in Appleton. Soon dams and canals along the Fox River made it possible to both navigate the river with larger vessels and generate water power for industry, allowing for the City's steady growth. The paper industry, beginning with the building of the first paper mill in the city in 1853, has been at the forefront of the City's development. Appleton now has a diversified industrial, commercial and service industry tax base, with major manufacturing, paper-related industries, national and regional insurance companies and financial institutions providing a sound, vigorous corporate economy. Some of the City's major corporate citizens include Thrivent, Guardian and Secura insurance companies, Appvion (paper manufacturing, formerly Appleton Papers), Miller Electric (welding equipment), ThedaCare (formerly Appleton Medical Center) and Affinity Health Systems, and the Boldt Company (non-residential construction).

# CITY OF APPLETON

## 2022 BUDGET

### DEMOGRAPHIC AND ECONOMIC INFORMATION

**Per Return Adjusted Gross Income**

	<u>State of Wisconsin</u>	<u>Outagamie County</u>	<u>Calumet County</u>	<u>Winnebago County</u>	<u>City of Appleton</u>
2020	61,518	65,696	69,706	62,243	61,439
2019	61,003	65,444	71,461	60,701	62,442
2018	59,423	63,894	66,857	58,908	60,659
2017	56,698	59,843	59,152	56,899	59,707
2016	55,267	60,762	62,718	55,890	59,817

Source: Wisconsin Department of Revenue, Division of Research and Analysis

**Unemployment Rate**

	<u>State of Wisconsin</u>		<u>Outagamie County</u>		<u>Appleton MSA</u>		<u>City of Appleton</u>	
July, 2021	4.1	%	3.4	%	3.3	%	3.7	%
July, 2020	7.1		6.3		6.1		6.6	
Average, 2020	6.3	%	5.5	%	5.3	%	5.8	%
Average, 2019	3.3		3.0		2.9		3.1	
Average, 2018	3.0		2.8		2.8		2.9	
Average, 2017	3.3		3.0		3.0		3.2	
Average, 2016	4.0		3.5		3.5		3.7	

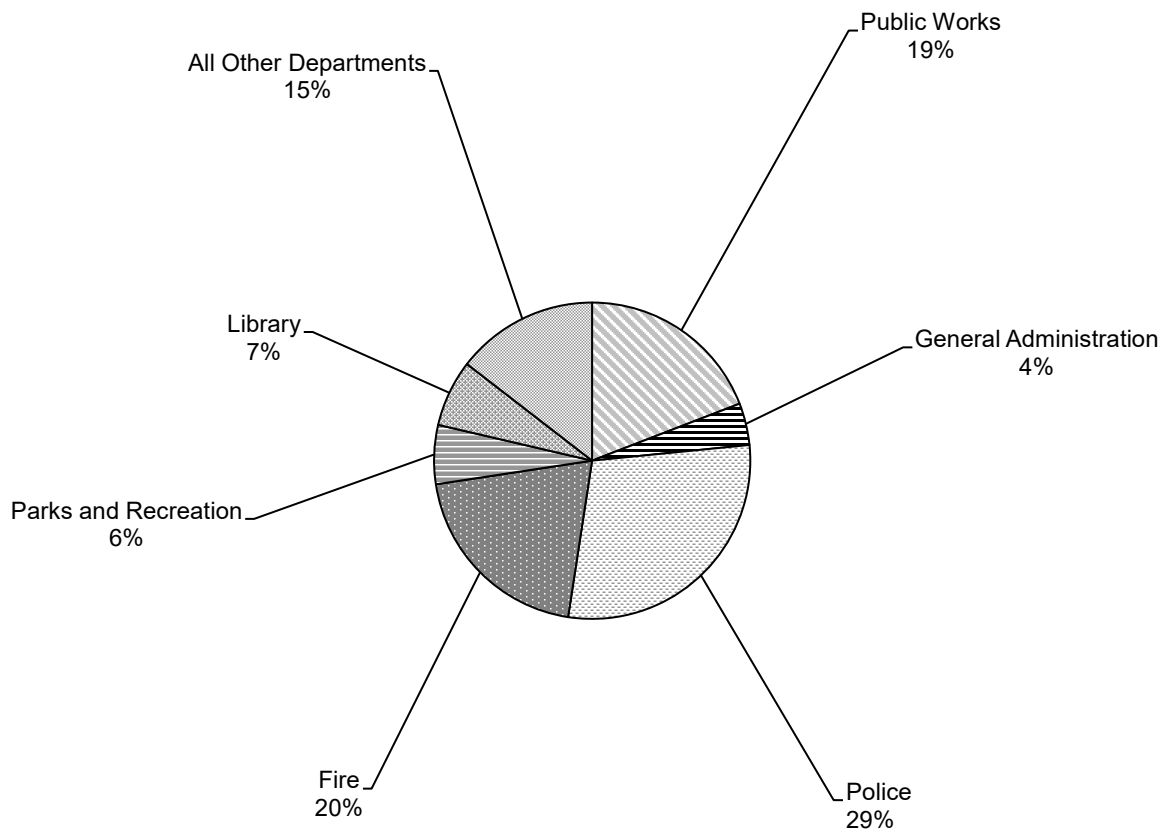
Source: Wisconsin Department of Workforce Development, Division of Research and Analysis

# CITY OF APPLETON 2022 BUDGET GENERAL FUND

The General Fund is the general operating fund of the City. This fund accounts for the financial resources of the City which are not accounted for in any other fund. Principal sources of revenue are property taxes, State transportation aids, and State shared revenues. Primary expenditures are for police protection, fire protection, public works, and general administration.

## 2022 GENERAL FUND EXPENDITURES

\$66,208,455





# CITY OF APPLETON 2022 BUDGET

## GENERAL FUND

	Actual		Budget			% Change *
	2019	2020	Adopted 2021	Projected 2021	2022	
<b>REVENUES</b>						
Taxes	\$ 36,092,255	\$ 37,046,831	\$ 37,581,000	\$ 37,581,000	\$ 38,261,900	1.81%
Intergovernmental	15,898,156	17,162,876	16,455,608	16,455,608	16,584,665	0.78%
Licenses and Permits	1,139,475	1,247,180	1,226,450	1,226,450	1,306,750	6.55%
Special Assessments	263,609	260,470	255,000	255,000	252,522	-0.97%
Charges for Services	1,869,558	891,763	1,817,926	1,817,926	1,976,175	8.70%
Interest Income	3,815,871	3,965,190	2,823,945	2,823,945	2,699,682	-4.40%
Fines and Forfeitures	241,090	214,691	275,000	275,000	275,000	0.00%
All Other Revenue	1,751,637	1,520,099	1,242,518	1,359,218	1,281,811	3.16%
<b>TOTAL REVENUES</b>	<b>61,071,651</b>	<b>62,309,100</b>	<b>61,677,447</b>	<b>61,794,147</b>	<b>62,638,505</b>	<b>1.56%</b>
<b>EXPENDITURES</b>						
Common Council	134,358	133,729	138,360	138,360	140,791	1.76%
Mayor	488,210	440,610	522,802	522,802	506,442	-3.13%
Finance	879,967	899,505	918,983	918,983	888,166	-3.35%
Information Technology	1,924,476	2,012,971	2,165,591	2,165,591	2,268,705	4.76%
Human Resources	676,942	671,802	770,550	770,550	757,197	-1.73%
Legal Services	1,008,221	1,107,583	1,028,511	1,039,511	1,126,267	9.50%
General Administration	2,210,211	2,225,459	2,553,587	5,955,524	2,832,649	10.93%
Community Development	1,779,049	1,816,954	1,895,906	1,895,906	1,913,261	0.92%
Library	4,663,070	4,493,629	4,735,535	4,845,751	4,532,321	-4.29%
Parks & Recreation	3,865,902	3,117,176	3,975,514	3,975,514	3,984,708	0.23%
Public Works	12,704,708	11,609,377	12,487,755	12,718,308	12,661,710	1.39%
Health Services	1,116,526	583,355	1,220,587	1,220,587	1,262,544	3.44%
Police	17,948,165	17,802,381	19,022,192	19,061,577	19,209,440	0.98%
Fire	12,255,231	12,183,587	13,189,165	13,196,354	13,373,491	1.40%
<b>TOTAL EXPENDITURES</b>	<b>61,655,036</b>	<b>59,098,118</b>	<b>64,625,038</b>	<b>68,425,318</b>	<b>65,457,692</b>	<b>1.29%</b>
<b>REVENUES OVER EXPENDITURES</b>	<b>(583,385)</b>	<b>3,210,982</b>	<b>(2,947,591)</b>	<b>(6,631,171)</b>	<b>(2,819,187)</b>	<b>-4.36%</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Sale of City Property	2,461	5,399	2,000	2,000	2,000	0.00%
Other Financing Sources	3,393,794	3,425,210	3,652,950	3,652,950	3,567,950	-2.33%
Other Financing Uses	(654,899)	(1,020,729)	(707,359)	(707,359)	(750,763)	6.14%
<b>TOTAL OTHER FINANCING</b>	<b>2,741,356</b>	<b>2,409,880</b>	<b>2,947,591</b>	<b>2,947,591</b>	<b>2,819,187</b>	<b>-4.36%</b>
<b>NET CHANGE IN EQUITY</b>	<b>2,157,971</b>	<b>5,620,862</b>	<b>-</b>	<b>(3,683,580)</b>	<b>-</b>	<b>N/A</b>
<b>FUND BALANCE - Beginning</b>	<b>31,649,674</b>	<b>33,807,645</b>	<b>39,428,507</b>	<b>39,428,507</b>	<b>35,744,927</b>	<b>-9.34%</b>
<b>FUND BALANCE - Ending</b>	<b>\$ 33,807,645</b>	<b>\$ 39,428,507</b>	<b>\$ 39,428,507</b>	<b>\$ 35,744,927</b>	<b>\$ 35,744,927</b>	<b>-9.34%</b>

\* % change from prior year adopted budget

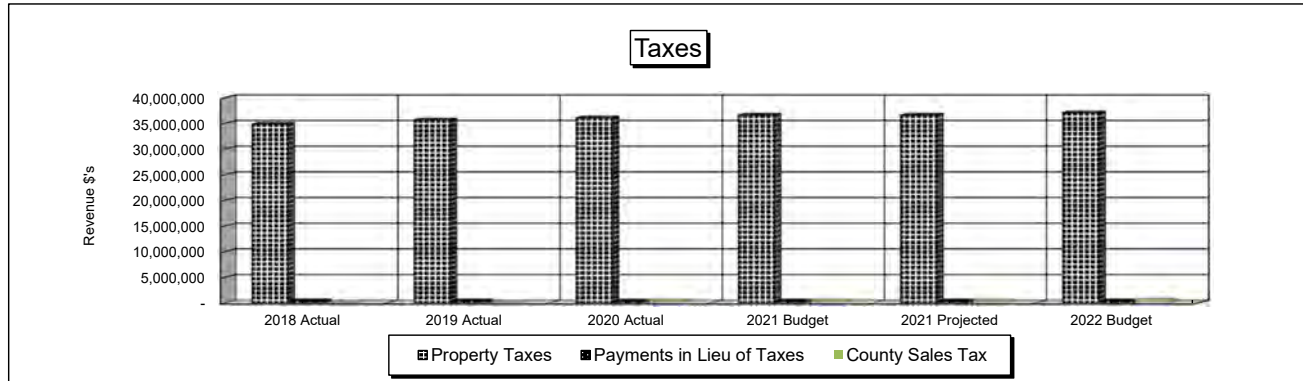
**CITY OF APPLETON 2022 BUDGET  
GENERAL FUND BALANCE**

	PAGE IN BUDGET	AMOUNT
Projected Fund Balance @ 12/31/21	38	\$ 35,744,927
Less: Excess General Fund balance at 12/31/20 applied to 2021 expenditures per policy*		(5,115,000)
Less Non-spendable Fund Balance:		
Inventories and Prepaid Items		(890,000)
Condominium Association Loan		(575,611)
Advance to other Funds		(3,694,019)
Less Assigned Fund Balance:		
Payments in Lieu of Taxes		(2,143,000)
Working Capital - 25% of budgeted expenditures (25% * \$66,208,455, includes transfers)	38	(16,552,114)
Debt Service - 25% of ensuing year's debt service requirements (25% * \$12,139,682 Debt Service Obligation)	457	(3,034,921)
Projected General Fund Balance in excess of the reserve policy @ 12/31/21		\$ 3,740,262
75% required to be used for reduction of long-term liabilities		\$ 2,805,197
25% subject to Finance Committee recommendation		\$ 935,065

\* The 2021 budget amendment to record the application of the 12/31/20 excess fund balance is not reflected in the projected 2021 expenditure amounts on the previous page.

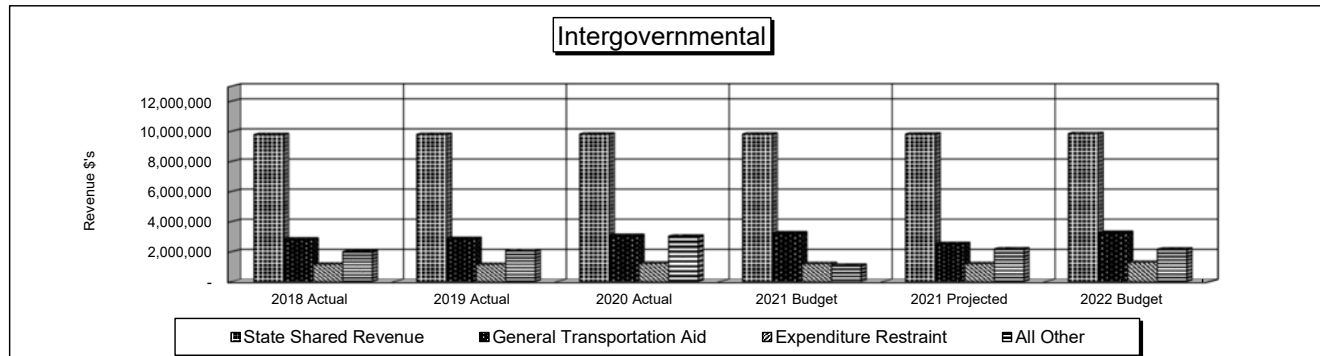
## CITY OF APPLETON 2022 BUDGET GENERAL FUND REVENUES

<u>Taxes</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Projected</u>	<u>2022 Budget</u>	<u>% Change</u>
Property Taxes	\$ 34,835,754	\$ 35,646,816	\$ 36,083,000	\$ 36,600,000	\$ 36,600,000	\$ 37,080,000	1.31%
County Sales Tax	-	-	575,408	576,000	576,000	750,000	30.21%
Payment in Lieu of Taxes	457,587	445,439	388,423	405,000	405,000	431,900	6.64%
<b>Total Taxes</b>	<b>\$ 35,293,341</b>	<b>\$ 36,092,255</b>	<b>\$ 37,046,831</b>	<b>\$ 37,581,000</b>	<b>\$ 37,581,000</b>	<b>\$ 38,261,900</b>	<b>1.81%</b>



Taxes are derived from several sources. Property taxes now provide approximately 56% of our general fund revenues. Recent years have seen the equalized value of the tax base experience steady increases, amounting to 7.86% in 2019, 4.58% in 2020, and 8.36% in 2021 excluding the TIF districts. Beginning in 2020, Outagamie County began collecting a 0.5% sales tax, a portion of which is remitted to the City of Appleton. The City also collects voluntary and contractual "in-lieu of" property tax payments from certain tax-exempt entities. The State currently restricts growth in local property taxes to the amount of net new construction, which was 1.25% for the City for the 2022 Budget, resulting in a total City constraint of \$50,046,585 across all funds. The City levy meets that constraint.

<u>Intergovernmental Revenue</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Projected</u>	<u>2022 Budget</u>	<u>% Change</u>
State Shared Revenue	\$ 9,777,572	\$ 9,793,877	\$ 9,812,695	\$ 9,814,270	\$ 9,814,270	\$ 9,846,189	0.33%
Expenditure Restraint	1,168,238	1,162,762	1,238,325	1,206,663	1,206,663	1,297,174	7.50%
General Transportation Aid	2,836,121	2,871,315	3,083,954	3,250,300	3,250,300	3,274,500	0.74%
Library Grants & Aids	1,062,448	1,045,947	1,070,138	1,091,736	1,091,736	1,063,001	-2.63%
Other	934,694	1,024,255	1,957,764	1,092,639	1,092,639	1,103,801	1.02%
<b>Total Intergovernmental</b>	<b>\$ 15,779,073</b>	<b>\$ 15,898,156</b>	<b>\$ 17,162,876</b>	<b>\$ 16,455,608</b>	<b>\$ 16,455,608</b>	<b>\$ 16,584,665</b>	<b>0.78%</b>



The City receives various payments from other governments, including the following:

State shared revenues are portions of State sales and income taxes that are returned to the City based on a complex formula that includes growth and the per capita tax burden. This source of revenue for the City of Appleton remained virtually unchanged from 2004 until the 2012 - 2013 State budget, when it was reduced by approximately 13%. It has since remained virtually unchanged.

Expenditure Restraint is a State program which allocates funds to municipalities that hold general fund spending to limits specified by the program.

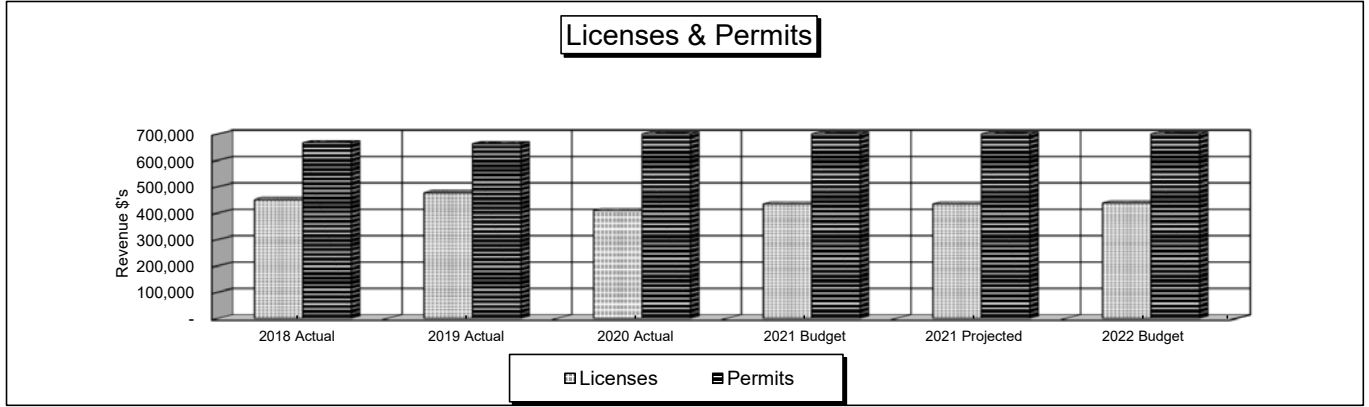
General Transportation Aid and Connecting Highway Aid are reimbursements provided by the State to defray a portion of the expense incurred for construction and maintenance of roads under local jurisdiction (or designated by the State in the case of a State trunk highway system or a swing or lift bridge), based on a share of eligible transportation-related expenditures.

Library Grants and Aids are payments from counties and are derived from a tax levied on areas of the county that do not have a municipality that provides library service. The county allocates this tax to libraries in the county through a formula based on use. This revenue source includes support from both Outagamie and Calumet Counties.

Other intergovernmental revenues include fire inspection dues, public safety grants and reimbursements, State exempt computer and personal property aid, and various other grants and reimbursements.

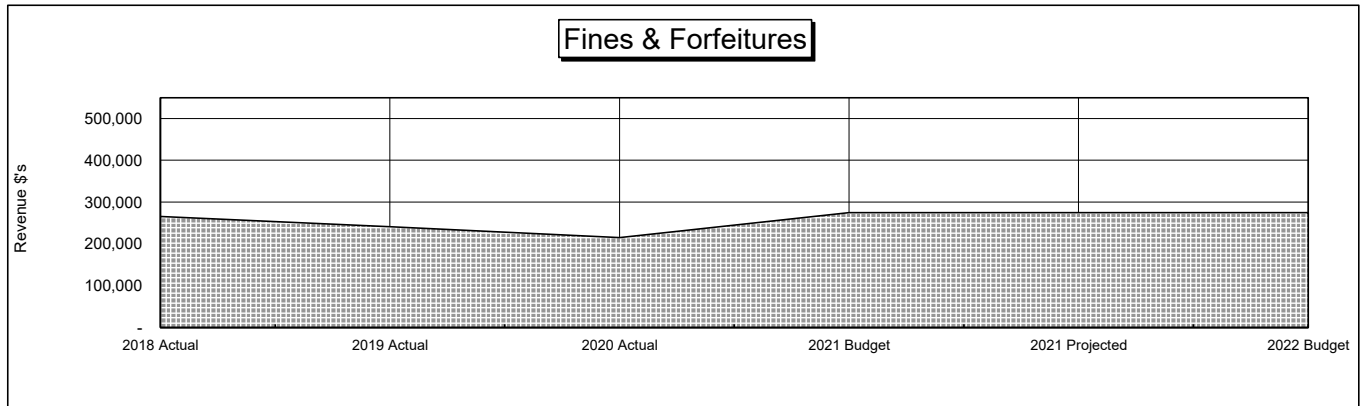
## CITY OF APPLETON 2022 BUDGET GENERAL FUND REVENUES

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget	% Change
<b>Licenses and Permits</b>							
Licenses	\$ 450,976	\$ 477,300	\$ 409,271	\$ 433,850	\$ 433,850	\$ 438,000	0.96%
Permits	666,019	662,175	837,909	792,600	792,600	868,750	9.61%
<b>Total Licenses and Permits</b>	<b>\$1,116,995</b>	<b>\$1,139,475</b>	<b>\$1,247,180</b>	<b>\$1,226,450</b>	<b>\$1,226,450</b>	<b>\$1,306,750</b>	<b>6.55%</b>



Licenses and permits are required for the privilege of carrying on a business or trade, or holding a special event, that is regulated by ordinance within the City. The payment of all personal property taxes, room taxes, special assessments and other amounts due to the City imposed pursuant to Code, in addition to all forfeitures or judgments resulting from conviction for violation of any City ordinance, is required prior to the granting of such license or permit.

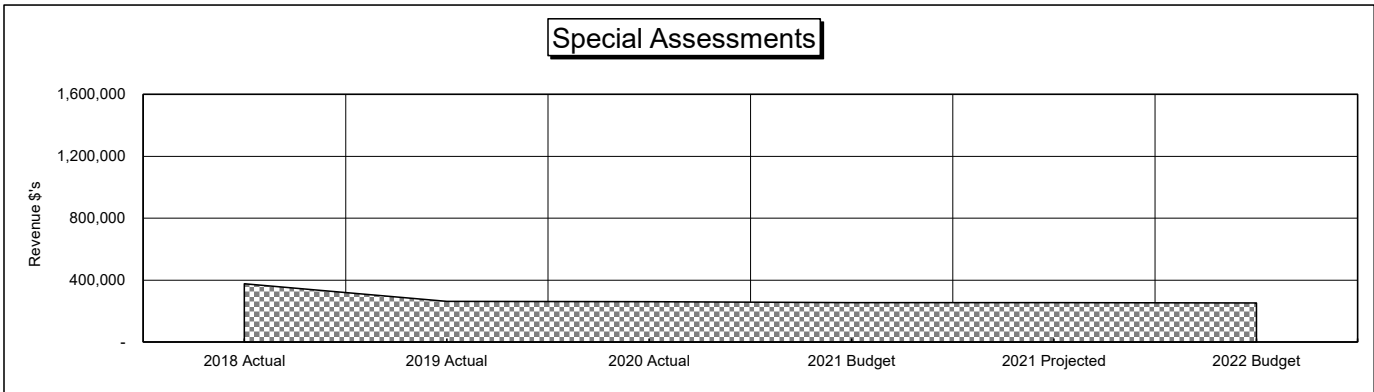
	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget	% Change
<b>Fines and Forfeitures</b>							
	\$ 265,875	\$ 241,090	\$ 214,691	\$ 275,000	\$ 275,000	\$ 275,000	0.00%



Fines and forfeitures are collected for City ordinance violations, traffic citations, and other misdemeanors covered by City Code and State Statute.

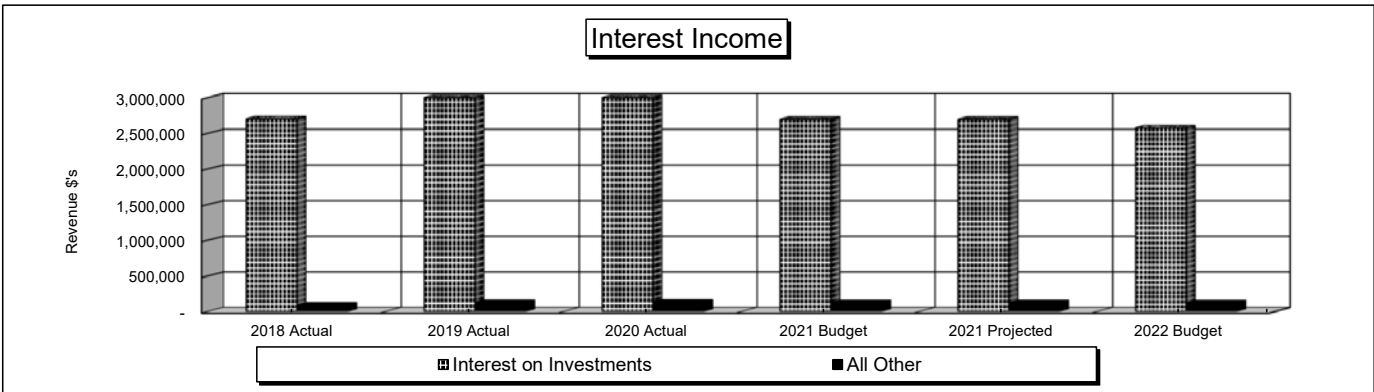
## CITY OF APPLETON 2022 BUDGET GENERAL FUND REVENUES

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget	% Change
<b>Special Assessments</b>	\$ 376,998	\$ 263,609	\$ 260,470	\$ 255,000	\$ 255,000	\$ 252,522	-0.97%



The majority of this revenue is related to special assessments to property owners for City snow removal or weed cutting services required when properties are not timely attended to. Additionally, there are annual special assessments to property owners for decorative street lighting within certain subdivisions in the City.

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget	% Change
<b>Interest Income</b>							
Interest on Investments	\$ 2,702,208	\$ 3,688,035	\$ 3,830,582	\$ 2,696,945	\$ 2,696,945	\$ 2,574,682	-4.53%
Interest on Delinquent Tax	91,953	125,044	134,589	125,000	125,000	125,000	0.00%
Interest - Deferred Specials	4,621	2,792	19	2,000	2,000	-	N/A
<b>Total Interest Income</b>	<b>\$ 2,798,782</b>	<b>\$ 3,815,871</b>	<b>\$ 3,965,190</b>	<b>\$ 2,823,945</b>	<b>\$ 2,823,945</b>	<b>\$ 2,699,682</b>	<b>-4.40%</b>

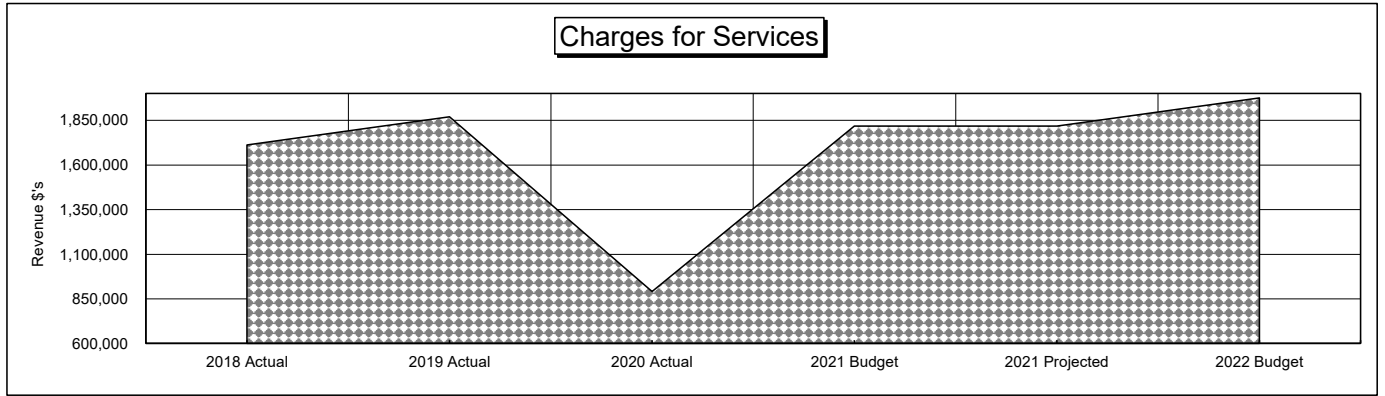


Interest on investments reflects interest earned on public funds being held until distributed to other taxing authorities, funds held until expended by the City, and interest income on advances to other funds. Factors which determine investment income are interest rates, cash balances, and the current market environment. In accordance with Governmental Accounting Standards Board (GASB) rules, all investments must be valued at market value ("mark to market"). Although no investments are intended to be sold prior to maturity, the unrealized gain or loss generated by this market valuation must be recorded, which ultimately adds to, or offsets, interest earnings.

Other sources of interest income include interest on a building improvement loan made to the City Center Condominium Association which is expected to generate \$22,612 in 2022. Additionally, interest on advances made by the general fund to some of the City's TIF Districts during their early years is expected to generate \$1,537,070 of interest income in 2022.

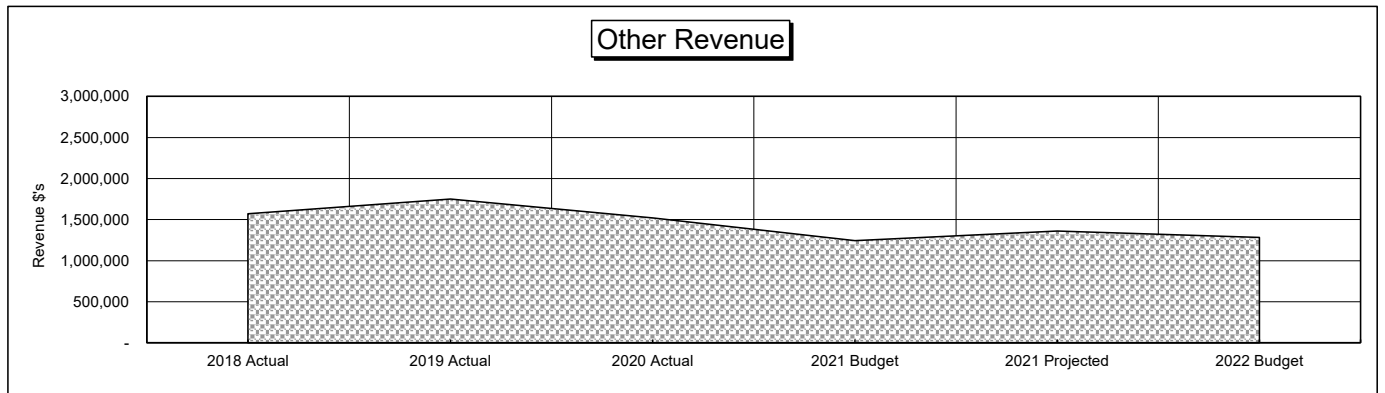
**CITY OF APPLETON 2022 BUDGET  
GENERAL FUND REVENUES**

	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Projected</u>	<u>2022 Budget</u>	<u>% Change</u>
<b>Charges for Services</b>	<b>\$ 1,711,913</b>	<b>\$ 1,869,558</b>	<b>\$ 891,763</b>	<b>\$ 1,817,926</b>	<b>\$ 1,817,926</b>	<b>\$ 1,976,175</b>	<b>8.70%</b>



User charges are established when the service is being provided for the specific benefit of the person or entity charged, rather than to the general public. User charges are paid by all users, including non-residents and those exempt from property taxes. Fees include swimming pool and recreation program fees, payments from the AASD for school resource officers, and charges for street repairs following utility excavations among other charges. The decrease in 2020 was due to the COVID-19 pandemic which contributed to the closure of the public pools, a substantial reduction in recreation programs, and the closure of schools to in-person learning for the majority of the year.

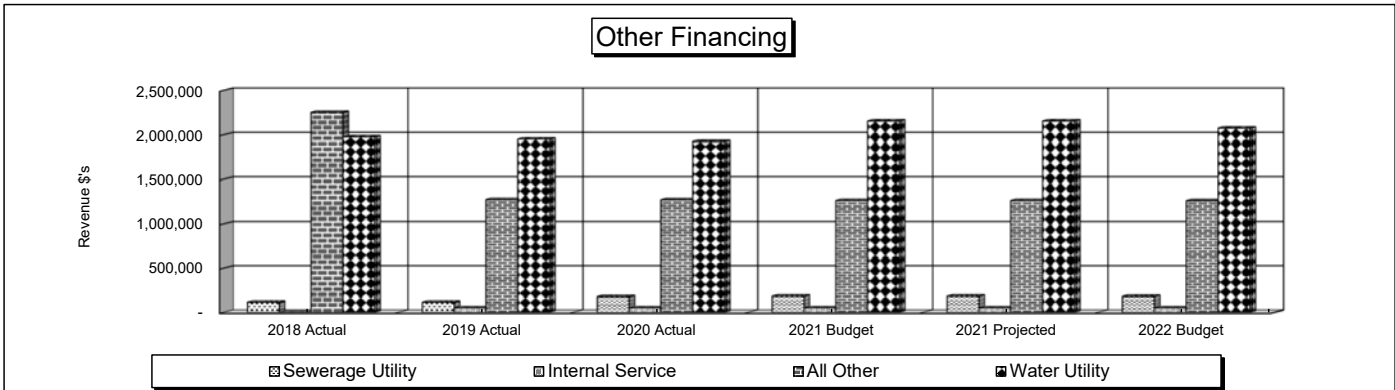
	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>2021 Projected</u>	<u>2022 Budget</u>	<u>% Change</u>
<b>Other Revenue</b>							
Sales of City Property	\$ 19	\$ 2,461	\$ 5,399	\$ 2,000	\$ 2,000	\$ 2,000	0.00%
Other Revenue	1,569,308	1,751,637	1,520,099	1,242,518	1,359,218	1,281,811	3.16%
	<b>\$ 1,569,327</b>	<b>\$ 1,754,098</b>	<b>\$ 1,525,498</b>	<b>\$ 1,244,518</b>	<b>\$ 1,361,218</b>	<b>\$ 1,283,811</b>	<b>3.16%</b>



Other revenue includes the school crossing guard program reimbursement, cable franchise fees, cell phone tower leases, reimbursements for damage to City property, and other miscellaneous charges and reimbursements.

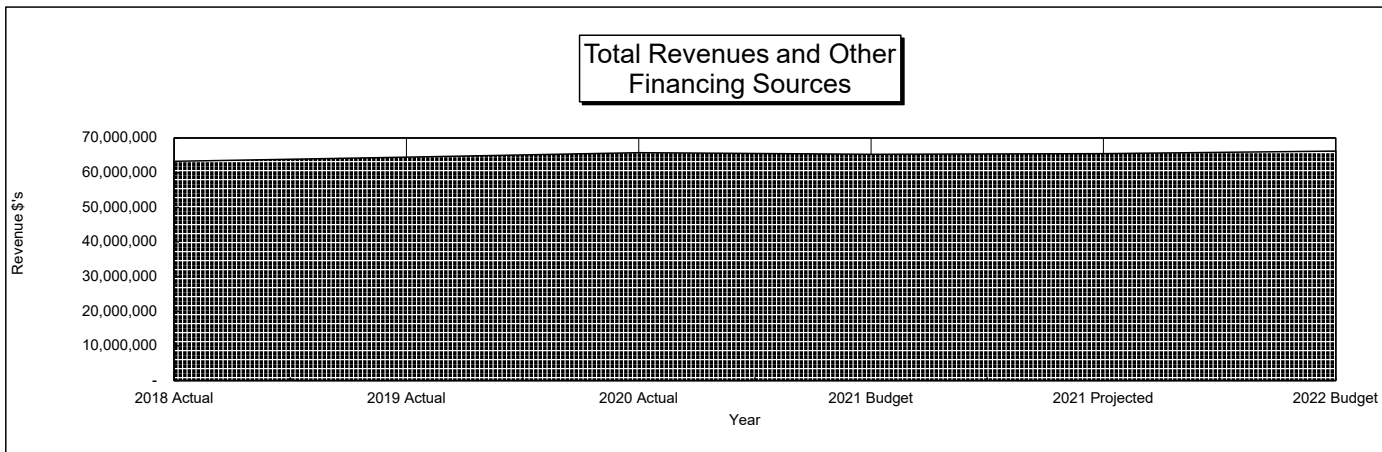
## CITY OF APPLETON 2022 BUDGET GENERAL FUND REVENUES

<b>Other Financing Sources</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Projected</b>	<b>2022 Budget</b>	<b>% Change</b>
Water Utility	\$ 1,976,358	\$ 1,951,252	\$ 1,924,916	\$ 2,156,800	\$ 2,156,800	\$ 2,075,800	-3.76%
Golf Course	17,900	17,900	17,900	17,900	17,900	17,900	0.00%
Wastewater Utility	117,450	117,450	177,265	182,450	182,450	180,450	-1.10%
Parking Utility	9,300	9,300	9,300	9,300	9,300	9,300	0.00%
Stormwater Utility	12,500	12,500	12,500	12,500	12,500	12,500	0.00%
Special Revenue	1,291,332	1,231,463	1,229,329	1,220,000	1,220,000	1,218,000	-0.16%
Capital Projects	925,000	-	-	-	-	-	N/A
Internal Service	-	53,929	54,000	54,000	54,000	54,000	0.00%
<b>Total Other Financing Sources</b>	<b>\$ 4,349,840</b>	<b>\$ 3,393,794</b>	<b>\$ 3,425,210</b>	<b>\$ 3,652,950</b>	<b>\$ 3,652,950</b>	<b>\$ 3,567,950</b>	<b>-2.33%</b>



The Water Utility makes an annual payment in lieu of taxes to the general fund. The payment calculation is based on the value of infrastructure assets within the City boundaries. Charges to the golf course, Wastewater, and Parking Utilities for administrative expenditures (centrally budgeted services such as personnel, accounting and technology services) are recovered by the general fund through these interfund transfers. The transfer from the special revenue fund represents mainly wheel tax proceeds received by the City which are used to fund street projects.

<b>Total Revenues and Other Financing Sources</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Projected</b>	<b>2022 Budget</b>	<b>% Change</b>
	<b>\$ 63,262,144</b>	<b>\$ 64,467,906</b>	<b>\$ 65,739,709</b>	<b>\$ 65,332,397</b>	<b>\$ 65,449,097</b>	<b>\$ 66,208,455</b>	<b>1.34%</b>



**CITY OF APPLETON 2022 BUDGET**

**MAYOR'S OFFICE**

**Mayor: Jacob A. Woodford**



# CITY OF APPLETON 2022 BUDGET OFFICE OF THE MAYOR

## MISSION STATEMENT

The Office of the Mayor will provide vision, leadership, and management of City operations and services to maintain a safe, vibrant community with a high quality of life. To ensure our community thrives, we will focus on building and maintaining a strong, diversified tax base consisting of various housing types and affordability, neighborhoods, commercial, and industrial sectors, supported by deliberate implementation of a comprehensive strategic economic plan for the benefit of all current and future residents of Appleton.

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

The ongoing COVID-19 pandemic demanded significant resources from the Office of the Mayor and the City of Appleton in 2021. In early 2021, the City partnered with multiple local health jurisdictions to create the Fox Cities COVID-19 Vaccine Clinic at the Fox Cities Exhibition Center. That clinic alone administered more than 32,000 doses of the vaccine and played a major role in community inoculation efforts. Most impressively, the Fox Cities clinic was largely staffed by local volunteers.

Themes around social disruption, political tension, and civil unrest continued through the end of 2020 and into 2021. The 2020 Presidential Election – before, during, and after – presented concerns around election security and community safety. Pandemic fatigue and frustration, including objections to and/or support of mitigation efforts, also fueled demonstrations and challenges for the community. General social justice concerns continued to emerge and intersect with municipal operations on multiple fronts. Across all issues of social disruption, tension, and unrest, significant investment of resources have been required of the Mayor's Office and the City.

Prioritization of continuity of operations and resumption of as much regular activity as safely possible has been ongoing. In March 2021, the City began implementation of a phased return-to-workplace plan for all City departments, which was completed in June 2021. Monitoring COVID-19 case activity and overall health of City employees was ongoing, and maintaining flexibility to allow for rapid adjustments to approach as the pandemic demands has been a core strategy. Many of the cancelled or postponed City-sponsored activities from 2020 resumed in 2021.

Pressure continued to mount on the City's operating budget in 2021 as inflation increased while state shared revenue and restrictive levy limits held down revenues. Meanwhile, the Mayor initiated inter-departmental collaboration to address unsustainable long-term borrowing trends. The Leadership Team added five years to the Capital Improvement Plan to look at a 10-year time horizon for major projects. The results of these planning discussions are included in the 2022 Executive Budget and Service Plan and aim to stabilize and, ultimately, reduce the City's debt over the coming decade while maintaining quality of life and services in our community. The City also received an influx of Federal aid through the American Rescue Plan Act (ARPA), and an integrated planning process including public input and City department feedback was underway.

Significant projects such as the Appleton Public Library Building Project, the College Avenue North Neighborhood Plan, Lundgaard Park Development, and planning for Valley Transit facility improvements at Whitman Avenue were launched. The Mayor committed City resources to consulting support for the Task Force on Resiliency, Climate Mitigation, and Adaptation to provide facilitation and expertise as that group finalizes its report, as well as to aid in updating the sustainability strategic plan. Economic growth in the City of Appleton continued to be robust, with the City recording 1.25% (or \$77M) net new construction during FY21.

Outreach and citizen engagement continued to be a priority. Monthly open office hours were maintained, with sessions during warm weather months held in various parks around the City. The Mayor's Office launched a new Ask Me Anything program on social media for direct digital citizen engagement. Listening sessions were held for multiple projects and processes, including but not limited to the Library Request-for-Proposals (RFP) drafting process, ARPA allocation, and budget development.

**CITY OF APPLETON 2022 BUDGET  
OFFICE OF THE MAYOR**

**MAJOR 2022 OBJECTIVES**

Work with department heads to continuously update and track the City's strategic plan and vision, prepare the Executive Budget, and implement plans

Continue local COVID-19 pandemic response

Strive to maintain continuity of City services and operations as the pandemic continues, resuming normal operations and programs as soon as safely possible

Serve constituents equitably and respectfully

Support the work of the Common Council through regular communication, sharing of needed information, and orientation/continuing education programming

Continue to develop and implement a communication strategy that enhances efficiency and effectiveness of internal operations and improves access to information for Appleton residents

Engage Task Force on Economic Development to gather feedback and develop recommendations for improving the experience and outcomes the City of Appleton delivers for businesses

Work with other local, county, State, and federal entities to support and protect the City's interests in the lawmaking and regulatory processes

Deepen partnerships between the City of Appleton and neighboring municipalities through collaboration; pursue opportunities to work together on public safety, transportation, and other services

Foster an environment that is attractive to new and existing talent, both within the organization as well as in the community, to provide the ability for current and future businesses to thrive

Collaborate with other private, non-profit organizations and local governments to support a welcoming community for all

Promote Appleton's interests through active participation on various boards, committees, and organizations

<b>DEPARTMENT BUDGET SUMMARY</b>							
Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 3,500	\$ 1,050	\$ 2,500	\$ 2,500	\$ -	-100.00%
<b>Program Expenses</b>							
10510	Administration	108,358	100,757	113,381	113,381	118,713	4.70%
10520	Citizen Outreach	336,589	295,876	364,384	364,384	339,229	-6.90%
10530	Intergovernmental	43,263	43,977	45,037	45,037	48,500	7.69%
<b>TOTAL</b>		\$ 488,210	\$ 440,610	\$ 522,802	\$ 522,802	\$ 506,442	-3.13%
<b>Expenses Comprised Of:</b>							
Personnel		407,445	389,964	441,687	441,687	424,037	-4.00%
Training & Travel		15,174	4,129	11,680	11,680	11,680	0.00%
Supplies & Materials		46,065	31,326	47,560	47,560	43,650	-8.22%
Purchased Services		19,526	15,191	21,875	21,875	27,075	23.77%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		4.00	4.00	4.00	4.00	4.00	

\* % change from prior year adopted budget  
Mayor.xls

**CITY OF APPLETON 2022 BUDGET  
OFFICE OF THE MAYOR**

**Administration**

**Business Unit 10510**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
OFFICE OF THE MAYOR**

**Administration**

**Business Unit 10510**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 66,295	\$ 72,455	\$ 72,915	\$ 72,915	\$ 74,005
610500 Overtime	-	1,164	-	-	-
615000 Fringes	22,510	20,768	23,401	23,401	27,403
620100 Training/Conferences	11,788	998	10,000	10,000	10,000
620600 Parking Permits	1,659	1,717	1,680	1,680	1,680
630100 Office Supplies	1,939	761	800	800	800
630200 Subscriptions	165	273	310	310	550
630500 Awards & Recognition	75	646	1,000	1,000	1,000
632001 City Copy Charges	1,849	914	1,200	1,200	1,200
632002 Outside Printing	-	139	-	-	-
641307 Telephone	267	269	275	275	275
641308 Cellular Phones	1,811	653	1,800	1,800	1,800
Total Expense	<u>\$ 108,358</u>	<u>\$ 100,757</u>	<u>\$ 113,381</u>	<u>\$ 113,381</u>	<u>\$ 118,713</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2022 BUDGET

## OFFICE OF THE MAYOR

Citizen Engagement

Business Unit 10520

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

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

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
OFFICE OF THE MAYOR**

**Citizen Engagement**

**Business Unit 10520**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
487700 Advertising	\$ 2,500	\$ 1,050	\$ 2,500	\$ 2,500	\$ -
502000 Donations & Memorials	1,000	-	-	-	-
<b>Total Revenues</b>	<b>\$ 3,500</b>	<b>\$ 1,050</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ -</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 211,706	\$ 204,261	\$ 230,065	\$ 230,065	\$ 221,555
610500 Overtime	-	1,989	-	-	-
615000 Fringes	77,321	58,681	83,769	83,769	68,674
620100 Training/Conferences	1,467	1,193	-	-	-
630200 Subscriptions	-	-	-	-	6,000
630300 Memberships & Licenses	2,273	529	3,800	3,800	1,500
630400 Postage\Freight	13,567	6,916	13,500	13,500	10,000
631603 Other Misc. Supplies	623	403	500	500	500
632002 Outside Printing	12,083	7,078	11,700	11,700	5,000
632700 Miscellaneous Equipment	101	557	1,250	1,250	1,000
641200 Advertising	1,663	1,040	7,800	7,800	7,000
659900 Other Contracts/Obligation	15,785	13,229	12,000	12,000	18,000
<b>Total Expense</b>	<b>\$ 336,589</b>	<b>\$ 295,876</b>	<b>\$ 364,384</b>	<b>\$ 364,384</b>	<b>\$ 339,229</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Other Contracts/Obligatons</u>	
Parade Committee	\$ 12,000
Thompson Center on Lourdes	5,000
Interpretation/translation services	1,000
	<b>\$ 18,000</b>

**CITY OF APPLETON 2022 BUDGET  
OFFICE OF THE MAYOR**

**Intergovernmental**

**Business Unit 10530**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

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

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

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
OFFICE OF THE MAYOR**

**Intergovernmental**

**Business Unit 10530**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 22,386	\$ 23,648	\$ 23,668	\$ 23,668	\$ 24,021
610500 Overtime	-	166	-	-	-
615000 Fringes	7,227	6,831	7,869	7,869	8,379
620100 Training/Conferences	260	221	-	-	-
630300 Memberships & Licenses	13,390	13,111	13,500	13,500	16,100
Total Expense	<u>\$ 43,263</u>	<u>\$ 43,977</u>	<u>\$ 45,037</u>	<u>\$ 45,037</u>	<u>\$ 48,500</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
MAYOR'S OFFICE**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
<b>Program Revenues</b>						
487700 Advertising/Promotional Fees	2,500	1,050	-	2,500	2,500	-
502000 Donations & Memorials	1,000	-	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<u>3,500</u>	<u>1,050</u>	<u>-</u>	<u>2,500</u>	<u>2,500</u>	<u>-</u>
<b>Personnel</b>						
610100 Regular Salaries	284,512	280,253	73,636	326,648	326,648	319,581
610500 Overtime Wages	-	3,319	190	-	-	-
611500 Vacation Pay	15,875	20,111	9,994	-	-	-
615000 Fringes	107,058	86,281	25,454	115,039	115,039	104,456
<b>TOTAL PERSONNEL</b>	<u>407,445</u>	<u>389,964</u>	<u>109,274</u>	<u>441,687</u>	<u>441,687</u>	<u>424,037</u>
<b>Training~Travel</b>						
620100 Training/Conferences	13,515	2,412	306	10,000	10,000	10,000
620600 Parking Permits	1,659	1,717	2,100	1,680	1,680	1,680
<b>TOTAL TRAINING / TRAVEL</b>	<u>15,174</u>	<u>4,129</u>	<u>2,406</u>	<u>11,680</u>	<u>11,680</u>	<u>11,680</u>
<b>Supplies</b>						
630100 Office Supplies	1,939	761	348	800	800	800
630200 Subscriptions	166	273	103	310	310	6,550
630300 Memberships & Licenses	15,663	13,640	14,786	17,300	17,300	17,600
630400 Postage\Freight	13,566	6,915	-	13,500	13,500	10,000
630500 Awards & Recognition	75	646	255	1,000	1,000	1,000
631603 Other Misc. Supplies	623	403	-	500	500	500
632001 City Copy Charges	1,849	914	150	1,200	1,200	1,200
632002 Outside Printing	12,083	7,217	-	11,700	11,700	5,000
632700 Miscellaneous Equipment	101	557	95	1,250	1,250	1,000
<b>TOTAL SUPPLIES</b>	<u>46,065</u>	<u>31,326</u>	<u>15,737</u>	<u>47,560</u>	<u>47,560</u>	<u>43,650</u>
<b>Purchased Services</b>						
640400 Consulting Services	-	-	3,125	-	-	-
641200 Advertising	1,663	1,040	250	7,800	7,800	7,000
641307 Telephone	267	269	89	275	275	275
641308 Cellular Phones	1,811	653	285	1,800	1,800	1,800
659900 Other Contracts/Obligation	15,785	13,229	6,212	12,000	12,000	18,000
<b>TOTAL PURCHASED SVCS</b>	<u>19,526</u>	<u>15,191</u>	<u>9,961</u>	<u>21,875</u>	<u>21,875</u>	<u>27,075</u>
<b>TOTAL EXPENSE</b>	<u><u>488,210</u></u>	<u><u>440,610</u></u>	<u><u>137,378</u></u>	<u><u>522,802</u></u>	<u><u>522,802</u></u>	<u><u>506,442</u></u>

**CITY OF APPLETON 2022 BUDGET**

**COMMON COUNCIL**

**Council President: Matthew B. Reed**

**Council Vice President: Katie A. Van Zeeland**

## CITY OF APPLETON 2022 BUDGET COMMON COUNCIL

### MISSION STATEMENT

Appleton City government exists to provide quality services responsive to the needs of the community.

### MAJOR 2022 OBJECTIVES

**Link to City Goals:**

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

**Objectives:**

The legislative powers of the City are vested in the Council with the responsibility of establishing policy, adopting an annual budget and service plan, and carrying out the duties defined by State statutes and City ordinances

Communicate thoughts, ideas, and information needs concerning City plans and procedures to the Mayor and staff

Provide constituent services and communicate with residents

Encourage citizen engagement through live and on-demand streaming of meetings

Participate and engage in exercises and informational opportunities offered for the benefit of gaining knowledge of City and community issues

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

No major changes.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
		2019	2020	Adopted 2021	Amended 2021	2022	
Unit	Title						
<b>Program Revenues</b>		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Program Expenses</b>							
10000	Common Council	134,358	133,729	138,360	138,360	140,791	1.76%
<b>TOTAL</b>		\$ 134,358	\$ 133,729	\$ 138,360	\$ 138,360	\$ 140,791	1.76%
<b>Expenses Comprised Of:</b>							
	Personnel	87,919	93,832	95,260	95,260	95,691	0.45%
	Training & Travel	5,442	6,460	6,700	6,700	6,700	0.00%
	Supplies & Materials	418	420	750	750	750	0.00%
	Purchased Services	40,578	33,017	35,650	35,650	37,650	5.61%
<b>Council Members:</b>							
	# of Council Members	15.00	15.00	15.00	15.00	15.00	

**CITY OF APPLETON 2022 BUDGET  
COMMON COUNCIL**

**Common Council**

**Business Unit 10000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 86,756	\$ 92,600	\$ 93,898	\$ 93,898	\$ 94,323
615000 Fringes	1,163	1,232	1,362	1,362	1,368
620100 Training/Conferences	360	160	400	400	400
620600 Parking Permits	5,082	6,300	6,300	6,300	6,300
630100 Office Supplies	75	68	200	200	200
630500 Awards & Recognition	-	-	100	100	100
630700 Food & Provisions	174	-	250	250	250
631603 Miscellaneous Supplies	21	329	-	-	-
632001 Copy Charges	1	23	-	-	-
632002 Outside Printing	148	-	200	200	200
659900 Other Contracts/Obligations	40,578	33,017	35,650	35,650	37,650
Total Expense	<u>\$ 134,358</u>	<u>\$ 133,729</u>	<u>\$ 138,360</u>	<u>\$ 138,360</u>	<u>\$ 140,791</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Council meeting broadcast - UW-Fox	
Council/committee meeting	\$ 3,650
recording system maintenance	34,000
	<u>\$ 37,650</u>

**CITY OF APPLETON 2022 BUDGET  
COMMON COUNCIL**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
<b>Personnel</b>						
610100 Regular Salaries	\$ 86,756	\$ 92,600	\$ 25,107	\$ 93,898	\$ 93,898	\$ 94,323
615000 Fringes	<u>1,163</u>	<u>1,232</u>	<u>379</u>	<u>1,362</u>	<u>1,362</u>	<u>1,368</u>
<b>TOTAL PERSONNEL</b>	<b>87,919</b>	<b>93,832</b>	<b>25,486</b>	<b>95,260</b>	<b>95,260</b>	<b>95,691</b>
<b>Training~Travel</b>						
620100 Training/Conferences	360	160	-	400	400	400
620600 Parking Permits	<u>5,082</u>	<u>6,300</u>	<u>5,460</u>	<u>6,300</u>	<u>6,300</u>	<u>6,300</u>
<b>TOTAL TRAINING / TRAVEL</b>	<b>5,442</b>	<b>6,460</b>	<b>5,460</b>	<b>6,700</b>	<b>6,700</b>	<b>6,700</b>
<b>Supplies</b>						
630100 Office Supplies	75	68	-	200	200	200
630500 Awards & Recognition	-	-	162	100	100	100
630700 Food & Provisions	174	-	-	250	250	250
631603 Other Misc. Supplies	21	329	-	-	-	-
632001 City Copy Charges	1	23	-	-	-	-
632002 Outside Printing	<u>148</u>	<u>-</u>	<u>-</u>	<u>200</u>	<u>200</u>	<u>200</u>
<b>TOTAL SUPPLIES</b>	<b>418</b>	<b>420</b>	<b>162</b>	<b>750</b>	<b>750</b>	<b>750</b>
<b>Purchased Services</b>						
659900 Other Contracts/Obligation	<u>40,578</u>	<u>33,017</u>	<u>353</u>	<u>35,650</u>	<u>35,650</u>	<u>37,650</u>
<b>TOTAL PURCHASED SVCS</b>	<b>40,578</b>	<b>33,017</b>	<b>353</b>	<b>35,650</b>	<b>35,650</b>	<b>37,650</b>
<b>TOTAL EXPENSE</b>	<b>\$ 134,358</b>	<b>\$ 133,729</b>	<b>\$ 31,461</b>	<b>\$ 138,360</b>	<b>\$ 138,360</b>	<b>\$ 140,791</b>

**CITY OF APPLETON 2022 BUDGET**

**FINANCE DEPARTMENT**

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

**Deputy Finance Director: Jeri A. Ohman, CPA**

# CITY OF APPLETON 2022 BUDGET FINANCE DEPARTMENT

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

Completed the 2020 annual audit with an unqualified opinion and no audit findings.  
Continued work on the ERP project including property tax module implementation and integration of cashiering module with the new DPW parking software.  
Started work with Valley Transit in implementing advanced scheduling program timeclocks as part of the ERP implementation.  
Completed project to outsource utility bill and delinquent notice printing to Primadata.  
Implemented Wastewater rate increase, effective 1/1/21.  
Worked with the Park and Recreation Department to fill a vacant customer service position and restructure the oversight and responsibilities of the position between the two departments.  
Began the development of a 10-year debt management/capital plan to help guide the City as it weighs its future capital expenditure needs.  
Worked with the Community and Economic Development Department on amendments to the project plans for TID 3 and TID 12.  
Worked with the Community and Economic Development Department and the Attorney's Office in drafting development agreements for several potential downtown projects.  
Completed the issuance of \$14.5 million of G.O. notes, \$8.265 million of Water and \$8.845 million of Wastewater refunding bonds.  
Filled the vacant (due to retirement) Budget Analyst position internally as well as two subsequent vacancies as a result of interdepartmental transfers and promotions.  
Coordinated the relocation of staff from working at home back to the office setting, as COVID-19 cases decreased, and vaccination efforts increased.  
Continued tracking funding sources and costs related to COVID-19.

### **Major objectives for the remainder of 2021:**

Continue to train staff members in new positions within the department.  
Provide guidance to the Mayor and Council as plans are developed for the use of the American Rescue Plan Act (ARPA) funds provided to the City.  
Complete the 2022 budget.  
Complete the conversion of the property tax collection process from the legacy system to the ERP system, and integration of the parking enforcement software with the cashiering module.  
Complete the 10-year debt management/capital plan.  
Continue to oversee and account for COVID-19 mitigation and other economic assistance grants received.

# CITY OF APPLETON 2022 BUDGET

## FINANCE DEPARTMENT

### MAJOR 2022 OBJECTIVES

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

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

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

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

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

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

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

Begin implementation of ERP system inventory, work order, and fixed assets modules

Continue to work with outside departments on the new ERP system and implement efficiency measures to streamline various accounting functions throughout the City

Begin work on tracking lease arrangements within the City in order to be in compliance with new lease accounting standards that go into effect for the 2022 audit

Continue work on project to reformulate existing department performance measures to make sure they are measurable, meaningful, and within the department's scope of control. Also, determine the best communication medium for the new measures.

Continue to track expenditures related to the City's American Rescue Plan Act (ARPA) allocation and ensure expenditures are in compliance with regulatory guidelines and required reporting is completed timely.

DEPARTMENT BUDGET SUMMARY							
Unit	Title	Actual		Budget			% Change *
		2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 6,493	\$ 3,950	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
<b>Program Expenses</b>							
11510	Administration	196,717	140,194	169,984	169,984	170,709	0.43%
11520	Billing & Collection Svc	85,904	85,452	97,329	97,329	97,720	0.40%
11530	Support Services	597,346	673,859	651,670	651,670	619,737	-4.90%
<b>TOTAL</b>		\$ 879,967	\$ 899,505	\$ 918,983	\$ 918,983	\$ 888,166	-3.35%
<b>Expenses Comprised Of:</b>							
Personnel		773,641	788,137	799,633	799,633	772,786	-3.36%
Administrative Expense		16,395	9,778	14,680	14,680	12,460	-15.12%
Supplies & Materials		24,573	26,196	25,690	25,690	27,440	6.81%
Purchased Services		65,358	75,394	78,980	78,980	75,480	-4.43%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		8.20	8.20	8.20	8.20	8.20	

\* % change from prior year adopted budget  
Finance.xls



**CITY OF APPLETON 2022 BUDGET  
FINANCE DEPARTMENT**

**Administration**

**Business Unit 11510**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Strategic Plan:**

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

**Objectives:**

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

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
FINANCE DEPARTMENT**

**Administration**

**Business Unit 11510**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 General Charges for Service	\$ 4,262	\$ 3,949	\$ 4,000	\$ 4,000	\$ 4,000
501000 Miscellaneous Revenue	15	54	-	-	-
508500 Cash Short or Over	2,216	(53)	-	-	-
<b>Total Revenue</b>	<b>\$ 6,493</b>	<b>\$ 3,950</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>Expenditures</b>					
610100 Regular Salaries	\$ 146,306	\$ 103,974	\$ 120,586	\$ 120,586	\$ 118,527
610500 Overtime Wages	237	-	-	-	-
615000 Fringes	33,623	27,152	34,198	34,198	38,782
620100 Training/Conferences	5,380	2,126	6,500	6,500	6,500
620400 Tuition Fees	5,353	1,332	1,800	1,800	-
620600 Parking Permits	607	425	500	500	500
630100 Office Supplies	1,407	962	2,000	2,000	2,000
630300 Memberships & Licenses	1,893	2,137	2,000	2,000	2,000
630400 Postage~Freight	(88)	(86)	230	230	230
630500 Awards & Recognition	202	87	210	210	210
632001 City Copy Charges	67	28	200	200	200
632002 Outside Printing	482	446	500	500	500
641200 Advertising	-	357	-	-	-
641307 Telephone	1,248	1,254	1,260	1,260	1,260
<b>Total Expense</b>	<b>\$ 196,717</b>	<b>\$ 140,194</b>	<b>\$ 169,984</b>	<b>\$ 169,984</b>	<b>\$ 170,709</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
FINANCE DEPARTMENT**

**Billing & Collection Services**

**Business Unit 11520**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Strategic Plan:**

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

**Objectives:**

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

Improve cash receipting speed and accuracy with formalized procedures and improved systems

Continue the expansion of debit, credit card and internet payment options when financially feasible

Provide a favorable impression of the City by maintaining a working knowledge of all City departments and keeping the internal general information guide updated in order to direct and inform customers

Provide professional and courteous service

Maintain parking ticket records and issue State suspension notices to ensure collection of outstanding amounts

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
FINANCE DEPARTMENT**

**Billing & Collection Services**

**Business Unit 11520**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenditures					
610100 Regular Salaries	\$ 38,905	\$ 44,663	\$ 49,652	\$ 49,652	\$ 48,554
610500 Overtime Wages	3,354	520	850	850	860
615000 Fringes	20,374	19,202	23,297	23,297	23,606
620600 Parking Permits	1,449	1,690	1,680	1,680	2,100
630400 Postage / Freight	12,950	14,440	13,350	13,350	14,100
632001 City Copy Charges	4,849	4,637	5,000	5,000	5,000
632002 Outside Printing	-	90	-	-	-
632700 Miscellaneous Equipment	755	183	-	-	-
641100 Temporary Help	3,238	-	3,500	3,500	3,500
643100 Interpreter Services	30	27	-	-	-
Total Expense	<u>\$ 85,904</u>	<u>\$ 85,452</u>	<u>\$ 97,329</u>	<u>\$ 97,329</u>	<u>\$ 97,720</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
FINANCE DEPARTMENT**

**Support Services**

**Business Unit 11530**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Strategic Plan:**

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

**Objectives:**

- Serve as the collection point for all payroll data and process the City's payroll and complete related reports
- Produce timely payments to employees and vendors to maintain a high level of credibility
- Continue to expand the use of credit card payments to suppliers in order to maximize annual rebates and streamline the vendor payment process
- Account for real and personal property taxes in a timely and efficient manner
- Provide administration of the City's accounts receivable and collection functions (NSF, collection agency, special assessments)
- Provide accurate service invoices for the City and produce reminder notices for delinquent accounts
- Provide financial reporting and coordinate the annual City audit
- Actively identify and pursue local and regional cooperative purchasing opportunities
- Provide departmental assistance in evaluating the financial implications of projects

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

- 2021 audit expense includes \$3,500 for an actuarial study of the OPEB fund, required every other year.
- The reduction in personnel expense in 2022 is the result of staff turnover, with vacancies being filled by newer staff.

**CITY OF APPLETON 2022 BUDGET  
FINANCE DEPARTMENT**

**Support Services**

**Business Unit 11530**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Expenditures</b>					
610100 Regular Salaries	\$ 369,186	\$ 434,307	\$ 407,236	\$ 407,236	\$ 395,383
610500 Overtime Wages	18,085	9,907	3,000	3,000	3,000
615000 Fringes	143,571	148,411	160,814	160,814	144,074
620600 Parking Permits	3,606	4,205	4,200	4,200	3,360
631603 Other Misc. Supplies	289	-	200	200	200
632002 Outside Printing	1,767	3,271	2,000	2,000	3,000
640100 Accounting/Audit Fees	8,772	6,228	16,000	16,000	12,500
640300 Bank Service Fees	49,317	65,535	54,000	54,000	54,000
641200 Advertising	1,161	194	1,400	1,400	1,400
641800 Equip Repairs & Maint	1,592	1,801	2,220	2,220	2,220
659900 Other Contracts/Obligation	-	-	600	600	600
<b>Total Expense</b>	<b>\$ 597,346</b>	<b>\$ 673,859</b>	<b>\$ 651,670</b>	<b>\$ 651,670</b>	<b>\$ 619,737</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Accounting/Audit Fees  
Annual financial audit

\$ 12,500

Bank Services

Banking fees  
Investment fees

\$ 20,000

34,000

\$ 54,000

**CITY OF APPLETON 2022 BUDGET  
FINANCE DEPARTMENT**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
480100 General Charges for Service	4,262	3,949	760	4,000	4,000	4,000
501000 Miscellaneous Revenue	15	54	150	-	-	-
Damage to City Property	-	-	548	-	-	-
508500 Cash Short or Over	<u>2,216</u>	<u>(53)</u>	<u>(326)</u>	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<b>6,493</b>	<b>3,950</b>	<b>1,132</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Personnel</b>						
610100 Regular Salaries	494,943	532,986	255,158	577,474	577,474	562,464
610500 Overtime Wages	21,676	10,427	8,200	3,850	3,850	3,860
611400 Sick Pay	-	1,953	-	-	-	-
611500 Vacation Pay	59,454	48,006	16,828	-	-	-
615000 Fringes	<u>197,568</u>	<u>194,765</u>	<u>100,347</u>	<u>218,309</u>	<u>218,309</u>	<u>206,462</u>
<b>TOTAL PERSONNEL</b>	<b>773,641</b>	<b>788,137</b>	<b>380,533</b>	<b>799,633</b>	<b>799,633</b>	<b>772,786</b>
<b>Training~Travel</b>						
620100 Training/Conferences	5,380	2,126	1,498	6,500	6,500	6,500
620400 Tuition Fees	5,353	1,332	203	1,800	1,800	-
620600 Parking Permits	<u>5,662</u>	<u>6,320</u>	<u>6,305</u>	<u>6,380</u>	<u>6,380</u>	<u>5,960</u>
<b>TOTAL TRAINING / TRAVEL</b>	<b>16,395</b>	<b>9,778</b>	<b>8,006</b>	<b>14,680</b>	<b>14,680</b>	<b>12,460</b>
<b>Supplies</b>						
630100 Office Supplies	1,407	962	919	2,000	2,000	2,000
630300 Memberships & Licenses	1,893	2,137	1,840	2,000	2,000	2,000
630400 Postage\Freight	12,862	14,354	901	13,580	13,580	14,330
630500 Awards & Recognition	202	87	-	210	210	210
630700 Food & Provisions	-	-	-	-	-	-
631603 Other Misc. Supplies	289	-	-	200	200	200
632001 City Copy Charges	4,916	4,666	967	5,200	5,200	5,200
632002 Outside Printing	2,249	3,807	1,728	2,500	2,500	3,500
632700 Miscellaneous Equipment	<u>755</u>	<u>183</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL SUPPLIES</b>	<b>24,573</b>	<b>26,196</b>	<b>6,355</b>	<b>25,690</b>	<b>25,690</b>	<b>27,440</b>
<b>Purchased Services</b>						
640100 Accounting/Audit Fees	8,772	6,227	71,965	16,000	16,000	12,500
640300 Bank Service Fees	49,317	65,535	20,115	54,000	54,000	54,000
641100 Temporary Help	3,238	-	-	3,500	3,500	3,500
641200 Advertising	1,161	551	929	1,400	1,400	1,400
641307 Telephone	1,248	1,254	624	1,260	1,260	1,260
641800 Equip Repairs & Maint	1,592	1,800	299	2,220	2,220	2,220
643100 Interpreter Services	30	27	30	-	-	-
659900 Other Contracts/Obligation	<u>-</u>	<u>-</u>	<u>-</u>	<u>600</u>	<u>600</u>	<u>600</u>
<b>TOTAL PURCHASED SVCS</b>	<b>65,358</b>	<b>75,394</b>	<b>93,962</b>	<b>78,980</b>	<b>78,980</b>	<b>75,480</b>
<b>TOTAL EXPENSE</b>	<b><u>879,967</u></b>	<b><u>899,505</u></b>	<b><u>488,856</u></b>	<b><u>918,983</u></b>	<b><u>918,983</u></b>	<b><u>888,166</u></b>

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS  
ARPA (American Rescue Plan Act)**

**PROGRAM NARRATIVE**

The American Rescue Plan Act (ARPA) of 2021 provided funding to State and local governments to respond to the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. Funding objectives as promulgated by the US Department of Treasury include:

Public Health: Support public health initiatives by funding COVID-19 mitigation efforts, medical expenses, behavioral health care, and certain public health and safety staff costs

Economy: Address negative economic impacts caused by the public health emergency including economic harm to workers, households, small businesses, impacted industries, and the public sector

Hardest Hit: Serve the hardest-hit population and families by addressing health disparities and social determinants of health, invest in housing and neighborhoods, addressing educational disparities and promoting healthy childhood environments

Public Sector: Replace lost public sector revenue as a result of the pandemic and use this funding to provide government services

Essential Workers: Provide premium pay for essential workers to support those who have borne and will bear the greatest health risk because of their service in critical infrastructure sectors

Infrastructure: Investment in water, sewer, stormwater and broadband infrastructure making necessary expenditures to ensure access to clean drinking water, support vital wastewater and stormwater infrastructure, and expand access to broadband

The total amount of funds awarded to the City of Appleton was \$14,891,841. The first half of the funds, \$7,445,920, was received in June, 2021 and the second half of the funds are to be disbursed in June, 2022. All funds must be spent or committed by December 21, 2024, and periodic detailed reports are required documenting the utilization of the funds.

The 2022 budget identifies areas of need throughout the community identified through feedback obtained from citizens, businesses, community partners, City staff, City Council members, and representatives of industry through meetings, e-mails, listening sessions and informal discussions. Through this feedback, common themes emerged in the areas of housing affordability, child care and childhood development, mental health care access and availability, systemic public health disparities, and local economic impact and recovery.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ -	\$ -	\$ -	\$ -	\$ 7,470,920	N/A
<b>Program Expenses</b>							
2800	ARPA	-	-	-	-	8,000,000	N/A
<b>TOTAL</b>		\$ -	\$ -	\$ -	\$ -	\$ 8,000,000	N/A
<b>Expenses Comprised Of:</b>							
Personnel		-	-	-	-	-	N/A
Training & Travel		-	-	-	-	-	N/A
Supplies & Materials		-	-	-	-	-	N/A
Purchased Services		-	-	-	-	8,000,000	N/A
Capital Outlay		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		-	-	-	-	-	



**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**ARPA (American Rescue Plan Act)**

**Business Unit 2800-2804**

**PROGRAM MISSION**

Coordinate efforts to determine fiscally responsible projects allowable under the American Rescue Plan Act (ARPA) that will benefit the City and the community as a whole.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Account for and record grant revenue and costs associated with the expenditure of funds through the American Rescue Plan Act in accordance with guidance provided by the U.S. Department of Treasury. Eligible uses of the funds include:

Responding to the public health emergency which includes COVID-19 mitigation efforts, behavioral health care, providing resources for public workers, and providing premium pay to essential workers

Addressing negative economic impacts to workers and families, small businesses, certain industries, and the public sector

Serving the hardest hit populations to combat health and educational disparities and address affordable housing, neighborhood, child care and child welfare needs

Investing in infrastructure including water, wastewater and stormwater systems as well as providing broadband services to unserved or underserved populations

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

The initial allotment of ARPA funds was received by the City in 2021 and the funds, along with approved expenditures, will be determined by Council and incorporated into the the 2021 Budget via a 2021 Budget amendment. Any unspent grant proceeds approved in 2021 will be carried forward to 2022 under the same designated uses as approved in 2021. The 2022 Budget represents the second half of the ARPA funds allocation (\$7,445,920) bringing the total grant amount for the City of Appleton to \$14,891,841.

While detailed plans, programs and individual expenditures are yet to be determined, this budget presents the amounts allocated to each of these general areas of need to which ARPA funds can be utilized. As detailed plans for disbursement of the funds are developed, these programs, expenditures, and initiatives will be presented to the Common Council for approval at that time.

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**ARPA (American Rescue Plan Act)**

**Business Unit 2800-2804**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
421000 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ 7,445,920
471000 Interest on Investments	-	-	-	-	25,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,470,920</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
610200 Labor Pool Allocations	-	-	-	-	-
610500 Overtime	-	-	-	-	-
610800 Part Time	-	-	-	-	-
615000 Fringes	-	-	-	-	-
620100 Training/Conferences	-	-	-	-	-
630100 Office Supplies	-	-	-	-	-
631603 Other Misc. Supplies	-	-	-	-	-
632400 Medical/Lab Supplies	-	-	-	-	-
632700 Miscellaneous Equipment	-	-	-	-	-
659900 Other Contracts/Obligations	-	-	-	-	-
663000 Other Grant Payments	-	-	-	-	8,000,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,000,000</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<b><u>Other Grant Payments*</u></b>	
Early childhood development	\$ 1,500,000
Housing affordability	3,000,000
Local economic recovery	1,000,000
Social infrastructure, belonging & neighborhoods	1,000,000
Community wellness, mental health, & violence prevention	1,000,000
Arts, culture, & educational institutions	500,000
	<u>\$ 8,000,000</u>

\*Note: These are prioritized allocation categories, however, specific programs, allocations, and process are yet to be defined. Specific spending will be subject to future Common Council approval.

For reference, ARPA expenditures approved in 2021 included:

*(Chart to be completed upon approval of 2021 ARPA expenditures by the Common Council)*

**CITY OF APPLETON 2022 BUDGET  
ARPA (American Rescue Plan Act)**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
Program Revenues						
421000 Federal Grants	-	-	-	-	-	7,445,920
471000 Federal Grants	-	-	-	-	-	25,000
<b>TOTAL PROGRAM REVENUES</b>	-	-	-	-	-	7,470,920
Personnel						
610100 Regular Salaries	-	-	-	-	-	-
610200 Labor Pool Allocation	-	-	-	-	-	-
610500 Overtime	-	-	-	-	-	-
610800 Part-Time Wages	-	-	-	-	-	-
615000 Fringes	-	-	-	-	-	-
<b>TOTAL PERSONNEL</b>	-	-	-	-	-	-
Training~Travel						
620100 Training/Conferences	-	-	-	-	-	-
620200 Mileage Reimbursement	-	-	-	-	-	-
<b>TOTAL TRAINING / TRAVEL</b>	-	-	-	-	-	-
Supplies						
630100 Office Supplies	-	-	-	-	-	-
631603 Other Misc. Supplies	-	-	-	-	-	-
632001 City Copy Charges	-	-	-	-	-	-
632002 Outside Printing	-	-	-	-	-	-
632400 Medical/Lab Supplies	-	-	-	-	-	-
632700 Miscellaneous Equipment	-	-	-	-	-	-
<b>TOTAL SUPPLIES</b>	-	-	-	-	-	-
Purchased Services						
643100 Interpreter Services	-	-	-	-	-	-
659900 Other Contracts/Obligations	-	-	-	-	-	-
663000 Other Grant Payments	-	-	-	-	-	8,000,000
<b>TOTAL PURCHASED SVCS</b>	-	-	-	-	-	8,000,000
Capital Outlay						
680903 Sanitary Sewers	-	-	-	-	-	-
680904 Storm Sewers	-	-	-	-	-	-
680905 Water Mains	-	-	-	-	-	-
689900 Other Capital Outlay	-	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	-	-	-	-	-	-
<b>TOTAL EXPENSE</b>	-	-	-	-	-	8,000,000

**CITY OF APPLETON 2022 BUDGET**  
**ARPA (American Rescue Plan Act)**  
**SPECIAL REVENUE FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Intergovernmental	\$ -	\$ -	\$ -	\$ 7,445,920	\$ 7,445,920
Interest Income	-	-	-	20,000	25,000
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,465,920</u>	<u>7,470,920</u>
<b>Expenses</b>					
Program Costs	-	-	-	6,891,840	8,000,000
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,891,840</u>	<u>8,000,000</u>
Revenues over (under)					
Expenses	-	-	-	574,080	(529,080)
Fund Balance - Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>574,080</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 574,080</u>	<u>\$ 45,000</u>



## CITY OF APPLETON 2022 BUDGET GENERAL ADMINISTRATION

### PROGRAM NARRATIVE

These programs are comprised of a variety of activities not specifically under the jurisdiction of a single department. The Finance Department is responsible for the oversight of this budget.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 21,859,996	\$ 22,855,032	\$ 22,068,967	\$ 22,068,967	\$ 22,231,196	0.74%
<b>Program Expenses</b>							
12020	Reserves & Conting.	-	-	250,000	3,651,937	300,000	20.00%
12050	Miscellaneous	2,865,110	3,246,188	3,010,946	3,010,946	3,283,412	9.05%
<b>TOTAL</b>		\$ 2,865,110	\$ 3,246,188	\$ 3,260,946	\$ 6,662,883	\$ 3,583,412	9.89%
<b>Expenses Comprised Of:</b>							
Personnel		650,328	496,371	631,304	631,304	631,043	-0.04%
Purchased Services		1,566,532	1,722,316	1,622,683	1,622,683	1,823,674	12.39%
Miscellaneous Expense		(6,649)	6,772	260,000	3,661,937	310,000	19.23%
Capital Outlay		-	-	39,600	39,600	67,932	71.55%
Transfers Out		654,899	1,020,729	707,359	707,359	750,763	6.14%

**CITY OF APPLETON 2022 BUDGET  
GENERAL ADMINISTRATION**

**Reserves and Contingencies**

**Business Unit 12020**

**PROGRAM MISSION**

For the benefit of General Fund departments, to provide operational flexibility and to ensure accurate budgeting, this program provides funding for emergencies, other unforeseen expenditures, and settlement of labor contracts and non-represented compensation plan increases.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy # 4: "Continually assess trends effecting the community and proactively respond".

**Objectives:**

This program includes two types of reserves, a reserve for contingencies and a wage reserve.

The reserve for contingencies is a reserve for unforeseen emergencies or opportunities that occur throughout the year. The reserve for contingencies is made up of the following sub-contingency categories:

**State Aid:** Unexpended funds from prior periods retained to offset reductions in various state aids to local governments

**Fuel:** Unexpended funds from prior periods retained to offset unexpected increases in fuel prices

**Operating:** Unexpended funds from prior periods augmented by current budget as necessary to retain a working reserve of a maximum of 1% of the current year's General Fund operating budget, as established by City policy

The wage reserve is a reserve for non-represented compensation plan increases, labor contract settlements, changes in pay grades that may occur during the year, changes in marital status that affect costs related to health and dental benefits, plus any additional unexpected labor costs. It is distributed to the various general fund departments at the end of the year by the lesser of calculated need or budget shortfall. It is anticipated that vacancies within departments during the year will help fund the majority of these costs.

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

Following is a summary of the anticipated additions and uses of contingency funds for 2021 and 2022:

Reserve for Contingencies

	Balance 1/1/21	2021 Budget Additions	2021 Projected Uses	Projected Balance 1/1/22	2022 Budget Additions	2022 Budget Uses	Projected Balance 12/31/22
State Aid	\$ 812,267	\$ -	\$ -	\$ 812,267	\$ -	\$ -	\$ 812,267
Fuel	137,315	-	-	137,315	-	-	137,315
Operating	402,298	-	-	402,298	-	-	402,298
	<u>\$ 1,351,880</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,351,880</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,351,880</u>
Wage Reserve	<u>\$ 2,050,057</u>	<u>\$ 250,000</u>	<u>\$ (1,350,000)</u>	<u>\$ 950,057</u>	<u>\$ 300,000</u>	<u>\$ (100,000)</u>	<u>\$ 1,150,057</u>

**CITY OF APPLETON 2022 BUDGET  
GENERAL ADMINISTRATION**

**Reserves and Contingencies**

**Business Unit 12020**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
664000 Reserve for Contingencies	\$ -	\$ -	\$ -	\$ 1,351,880	\$ -
664100 Wage Reserve	-	-	250,000	2,300,057	300,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 3,651,937</u>	<u>\$ 300,000</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Wage Reserve

Non-represented staff wage increase	\$ 300,000
	<u>\$ 300,000</u>



**CITY OF APPLETON 2022 BUDGET  
GENERAL ADMINISTRATION**

**Miscellaneous**

**Business Unit 12050, 12060**

**PROGRAM MISSION**

For the benefit of current and former staff of General Fund departments, this program provides for a variety of miscellaneous expenses.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy # 4: "Continually assess trends effecting the community and proactively respond".

**Objectives:**

This budget records the general fund revenues and expenses not recorded in other general fund budgets.

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

The general interest income consists of:

Interest due on condo HVAC loan	\$ 22,612
Interest received on TIF advances	1,537,070
Penalty on delinquent invoices rolled to tax roll	110,000
Interest on delinquent invoices	<u>5,000</u>
Total	<u>\$ 1,674,682</u>

**CITY OF APPLETON 2022 BUDGET  
GENERAL ADMINISTRATION**

Miscellaneous

Business Unit 12050, 12060

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
411000 Property Tax	\$ 35,646,816	\$ 36,083,000	\$ 36,600,000	\$ 36,600,000	\$ 37,080,000
412000 County Sales Tax	-	575,408	576,000	576,000	750,000
413000 Payment in Lieu of Taxes	445,439	388,423	405,000	405,000	431,900
422000 State Shared Revenues	9,793,877	9,812,695	9,814,270	9,814,270	9,846,189
422100 Expenditure Restraint	1,162,762	1,238,325	1,206,663	1,206,663	1,297,174
422200 Highway Aids - Con. Street	229,143	228,572	229,500	229,500	229,500
422300 State Aid - Local Streets	2,642,172	2,855,382	3,020,800	3,020,800	3,045,000
422400 Miscellaneous State Aids	7,097	84,512	158,000	158,000	158,000
422700 State Aid - Computers	421,924	421,924	421,000	421,000	421,000
422800 State Aid - Pers. Property	229,863	210,201	190,539	190,539	210,201
440500 Trailer Parking Permits	10,133	11,140	9,200	9,200	10,000
461400 Miscellaneous Specials	443	737	1,000	1,000	1,000
470500 General Interest	2,008,221	1,935,654	1,796,945	1,796,945	1,674,682
471000 Interest on Investments	1,679,814	1,894,928	900,000	900,000	900,000
472000 Interest on Delinquent Tax	125,044	134,589	125,000	125,000	125,000
473000 Interest - Deferred Specials	2,792	19	2,000	2,000	-
500100 Fees & Commissions	758,329	679,948	605,000	605,000	607,500
500300 Property Inquiry Fees	65,832	79,066	72,600	72,600	72,600
500400 Sale of City Property	2,461	5,411	2,000	2,000	3,000
500700 Exempt Property Fee	-	1,040	-	-	-
501000 Miscellaneous Revenue	4,284	14,869	5,000	5,000	5,000
501500 Rental of City Property	12,501	11,762	12,500	12,500	12,500
503500 Other Reimbursements	68,834	61,546	63,000	63,000	63,000
592200 Transfer In - Special Rev	26,700	13,000	20,000	20,000	18,000
592400 Transfer In - Capital Project	-	-	-	-	-
592601 Transfer In - Water	1,951,252	1,924,916	2,156,800	2,156,800	2,075,800
592602 Transfer In - Wastewater	117,450	177,265	182,450	182,450	180,450
592603 Transfer In - Stormwater	12,500	12,500	12,500	12,500	12,500
592604 Transfer In - Parking	9,300	9,300	9,300	9,300	9,300
592605 Transfer In - Golf Course	17,900	17,900	17,900	17,900	17,900
593100 Transfer In - Internal Service	53,929	54,000	54,000	54,000	54,000
<b>Total Revenue</b>	<b>\$ 57,506,812</b>	<b>\$ 58,938,032</b>	<b>\$ 58,668,967</b>	<b>\$ 58,668,967</b>	<b>\$ 59,311,196</b>
<b>Expenses</b>					
611100 Severance Pay	\$ 622,250	\$ 482,894	\$ 600,000	\$ 600,000	\$ 600,000
615000 Fringes	18,339	3,594	21,564	21,564	21,303
615200 Retirement	9,739	9,883	9,740	9,740	9,740
641307 Telephone	198	201	200	200	200
642000 Facilities Charges	577,466	570,344	615,860	615,860	635,154
650100 Insurance	972,696	1,085,212	990,123	990,123	1,168,050
659900 Other Contracts/Obligation	16,172	66,559	16,500	16,500	20,270
660200 Tax Refunds	4,611	27,976	10,000	10,000	10,000
660300 Pers. Prop. Charge Backs	-	-	-	-	-
660900 Tax Adjustments	(4,877)	(19,304)	-	-	-
662300 Uncollectable Accounts	(6,383)	(1,900)	-	-	-
680900 Infrastructure Construction	-	-	39,600	39,600	67,932
791400 Transfer Out-Capital Project	14,700	439,320	-	-	25,000
791507 Transfer Out - Transit	640,199	581,409	707,359	707,359	725,763
<b>Total Expense</b>	<b>\$ 2,865,110</b>	<b>\$ 3,246,188</b>	<b>\$ 3,010,946</b>	<b>\$ 3,010,946</b>	<b>\$ 3,283,412</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Other Contracts &amp; Obligations</u>		<u>Transfer Out - Capital Projects</u>	
Town of Freedom annexation payment - year 19 of 20 (thru 2023)	\$ 12,500	Contribution to CEA for equipment upgrade: Traffic Dept - F350 pick-up truck	\$ 25,000
Town of Buchanan annexation payment - year 1 of 12 (thru 2033)	3,770		\$ 25,000
On-line auction fees & document shredding	1,000	<u>Transfers out - Transit</u>	
Music licenses	3,000	Appleton local share of Valley Transit operating budget	\$ 709,073
	<u>\$ 20,270</u>	Appleton local share of Connector service	16,690
			<u>\$ 725,763</u>
<u>Infrastructure Construction</u>			
Storm sewer assessment: Erb Park	\$ 45,720		
Linwood Park	22,212		
	<u>\$ 67,932</u>		

**CITY OF APPLETON 2022 BUDGET  
GENERAL ADMINISTRATION**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
411000 Property Tax	\$ 35,646,816	\$ 36,083,000	\$ -	\$ 36,600,000	\$ 36,600,000	\$ 37,080,000
412000 County Sales Tax	-	575,408	-	576,000	576,000	750,000
413000 Payment in Lieu of Taxes	445,439	388,423	52,054	405,000	405,000	431,900
422000 State Shared Revenues	9,793,877	9,812,695	-	9,814,270	9,814,270	9,846,189
422100 Expenditure Restraint	1,162,762	1,238,325	-	1,206,663	1,206,663	1,297,174
422200 Highway Aids - Con. Street	229,143	228,572	114,782	229,500	229,500	229,500
422300 State Aid - Local Streets	2,642,172	2,855,382	1,508,457	3,020,800	3,020,800	3,045,000
422400 Miscellaneous State Aids	7,097	84,512	5,232	158,000	158,000	158,000
422700 State Aid - Computers	421,924	421,924	-	421,000	421,000	421,000
422800 State Aid - Personal Property	229,863	210,201	190,539	190,539	190,539	210,201
440500 Trailer Parking Permits	10,133	11,140	5,755	9,200	9,200	10,000
461400 Miscellaneous Specials	443	737	968	1,000	1,000	1,000
470500 General Interest	2,008,221	1,935,654	9,492	1,796,945	1,796,945	1,674,682
471000 Interest on Investments	1,679,814	1,894,928	(342,202)	900,000	900,000	900,000
472000 Interest on Delinquent Tax	125,044	134,589	37,920	125,000	125,000	125,000
473000 Interest - Deferred Specials	2,792	19	1	2,000	2,000	-
500100 Fees & Commissions	758,329	679,948	19,839	605,000	605,000	607,500
500300 Property Inquiry Fees	65,832	79,066	18,496	72,600	72,600	72,600
500400 Sale of City Property	2,461	5,411	2,002	2,000	2,000	3,000
500700 Exempt Property Fee	-	1,040	-	-	-	-
501000 Miscellaneous Revenue	4,284	14,869	2,290	5,000	5,000	5,000
501500 Rental of City Property	12,489	11,762	5,507	12,500	12,500	12,500
503000 Damage to City Property	12	-	-	-	-	-
503500 Other Reimbursements	68,834	61,546	27,382	63,000	63,000	63,000
592200 Transfer In - Special Revenue	26,700	13,000	-	20,000	20,000	18,000
592400 Transfer In - Capital Project	-	-	-	-	-	-
592601 Transfer In - Water	1,951,252	1,924,916	-	2,156,800	2,156,800	2,075,800
592602 Transfer In - Wastewater	117,450	177,265	-	182,450	182,450	180,450
592603 Transfer In - Stormwater	12,500	12,500	-	12,500	12,500	12,500
592604 Transfer In - Parking	9,300	9,300	-	9,300	9,300	9,300
592605 Transfer In - Golf Course	17,900	17,900	-	17,900	17,900	17,900
593100 Transfer In - Internal Service	53,929	54,000	-	54,000	54,000	54,000
<b>TOTAL PROGRAM REVENUES</b>	<b>57,506,812</b>	<b>58,938,032</b>	<b>1,658,514</b>	<b>58,668,967</b>	<b>58,668,967</b>	<b>59,311,196</b>
<b>Personnel</b>						
610100 Regular Salaries	2,893	2,525	-	-	-	-
611100 Severance Pay	619,357	480,369	344,472	600,000	600,000	600,000
615000 Fringes	18,339	3,594	6,402	21,564	21,564	21,303
615200 Retirement	9,739	9,883	2,597	9,740	9,740	9,740
<b>TOTAL PERSONNEL</b>	<b>650,328</b>	<b>496,371</b>	<b>353,471</b>	<b>631,304</b>	<b>631,304</b>	<b>631,043</b>
<b>Purchased Services</b>						
641307 Telephone	198	201	69	200	200	200
642000 Facilities Charges	577,466	570,344	165,669	615,860	615,860	635,154
650100 Insurance	972,696	1,085,212	-	990,123	990,123	1,168,050
659900 Other Contracts/Obligation	16,172	66,559	3,895	16,500	16,500	20,270
<b>TOTAL PURCHASED SVCS</b>	<b>1,566,532</b>	<b>1,722,316</b>	<b>169,633</b>	<b>1,622,683</b>	<b>1,622,683</b>	<b>1,823,674</b>
<b>Miscellaneous Expense</b>						
660200 Tax Refunds	4,611	27,976	-	10,000	10,000	10,000
660300 Personal Prop. Charge Backs	-	-	(13,245)	-	-	-
660900 Tax Adjustments	(4,877)	(19,304)	12,476	-	-	-
662300 Uncollectable Accounts	(6,383)	(1,900)	37,364	-	-	-
664000 Reserve for Contingencies	-	-	-	-	1,351,880	-
664100 Wage Reserve	-	-	-	250,000	2,300,057	300,000
<b>TOTAL MISCELLANEOUS EXP</b>	<b>(6,649)</b>	<b>6,772</b>	<b>36,595</b>	<b>260,000</b>	<b>3,661,937</b>	<b>310,000</b>
<b>Capital Outlay</b>						
680903 Sanitary Sewers	-	-	-	7,956	7,956	-
680904 Storm Sewers	-	-	-	31,644	31,644	67,932
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>39,600</b>	<b>39,600</b>	<b>67,932</b>
<b>Transfers Out</b>						
791200 Transfer Out - Special Revenue	-	-	-	-	-	-
791300 Transfer Out - Debt Service	-	-	-	-	-	-
791400 Transfer Out - Capital Project	14,700	439,320	-	-	-	25,000
791507 Transfer Out - Transit	640,199	581,409	-	707,359	707,359	725,763
<b>TOTAL TRANSFERS OUT</b>	<b>654,899</b>	<b>1,020,729</b>	<b>-</b>	<b>707,359</b>	<b>707,359</b>	<b>750,763</b>
<b>TOTAL EXPENSE</b>	<b>2,865,110</b>	<b>3,246,188</b>	<b>559,699</b>	<b>3,260,946</b>	<b>6,662,883</b>	<b>3,583,412</b>

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**NOTES**

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Room Tax Administration**

**Business Unit 2600**

**PROGRAM MISSION**

For the benefit of the municipalities participating in the collection of hotel/motel room taxes, and in support of the operations of the Fox Cities Convention and Visitors Bureau (FCCVB) and construction of tourism facilities within the Fox Valley, we will properly collect and remit the proceeds of the room tax.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The 10% hotel room tax is allocated as follows:

- 3%\* for the FCCVB to support tourism in the Fox Cities region
- 3% for financing the Fox Cities Exhibition Center construction project
- 3% for financing the Fox Cities Champion Center construction project
- 1% to support the operations of the PAC

\* 5% of this amount is retained by the City to pay for administrative expenses

Beginning 4/1/18, all room taxes collected by the hotels began to be submitted in full to Associated Trust Company (rather than split between the City and Associated Trust). Associated Trust Company then allocates the funds in accordance with the percentage split noted above. The City receives 1%, which is forwarded to the Fox Cities Performing Arts Center (PAC) to support its operations, and 5% of the 3% allocated to the FCCVB as an administrative fee, which is retained. Due to this new collection and payment arrangement, this budget now just reflects the receipt of the City's 1% portion of the room taxes (along with the administrative fee) and subsequent payment to the PAC.

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

Due to the negative effect of the COVID-19 pandemic on events, travel and hotel stays, the room tax revenue for 2022 has been estimated at 75% of 2019 (pre-pandemic) levels.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 183,440	\$ 91,388	\$ 137,580	\$ 137,580	\$ 137,580	0.00%
<b>Program Expenses</b>		\$ 186,213	\$ 92,468	\$ 139,635	\$ 139,635	\$ 137,635	-1.43%
<b>Expenses Comprised Of:</b>							
Purchased Services		159,513	79,468	119,635	119,635	119,635	0.00%
Miscellaneous Expense		-	-	-	-	-	N/A
Transfers Out		26,700	13,000	20,000	20,000	18,000	-10.00%

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Room Tax Administration**

**Business Unit 2600**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
4140 Room Taxes	\$ 183,440	\$ 91,388	\$ 137,580	\$ 137,580	\$ 137,580
Total Revenue	<u>\$ 183,440</u>	<u>\$ 91,388</u>	<u>\$ 137,580</u>	<u>\$ 137,580</u>	<u>\$ 137,580</u>
<b>Expenses</b>					
6599 Other Contracts/Obligations	\$ 159,513	\$ 79,468	\$ 119,635	\$ 119,635	\$ 119,635
6606 Room Tax	-	-	-	-	-
7911 Trans Out - General Fund	26,700	13,000	20,000	20,000	18,000
Total Expense	<u>\$ 186,213</u>	<u>\$ 92,468</u>	<u>\$ 139,635</u>	<u>\$ 139,635</u>	<u>\$ 137,635</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$10,000**

<b><u>Other Contracts/Obligations</u></b>	
Fox Cities PAC operating fund	\$ 119,635
	<u>\$ 119,635</u>

**CITY OF APPLETON 2022 BUDGET  
ROOM TAX ADMINISTRATION FUND**

**Statement of Revenues, Expenditures and Changes in Fund Balances (Deficits)**

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Other	\$ 183,440	\$ 91,388	\$ 137,580	\$ 121,500	\$ 137,580
Total Revenues	<u>183,440</u>	<u>91,388</u>	<u>137,580</u>	<u>121,500</u>	<u>137,580</u>
<b>Expenses</b>					
Program Costs	159,513	79,468	119,635	105,650	119,635
Total Expenses	<u>159,513</u>	<u>79,468</u>	<u>119,635</u>	<u>105,650</u>	<u>119,635</u>
Revenues over (under) Expenses	23,927	11,920	17,945	15,850	17,945
<b>Other Financing Sources (Uses)</b>					
Operating Transfers Out - Other Funds	(26,700)	(13,000)	(20,000)	(20,000)	(18,000)
Total Other Financing Sources (Uses)	<u>(26,700)</u>	<u>(13,000)</u>	<u>(20,000)</u>	<u>(20,000)</u>	<u>(18,000)</u>
Net Change in Equity	(2,773)	(1,080)	(2,055)	(4,150)	(55)
Fund Balance - Beginning	<u>8,831</u>	<u>6,058</u>	<u>4,978</u>	<u>4,978</u>	<u>828</u>
Fund Balance - Ending	<u>\$ 6,058</u>	<u>\$ 4,978</u>	<u>\$ 2,923</u>	<u>\$ 828</u>	<u>\$ 773</u>

**CITY OF APPLETON 2022 BUDGET  
INTERNAL SERVICE FUNDS**

**NOTES**

--



**CITY OF APPLETON 2022 BUDGET  
INTERNAL SERVICE FUNDS**

**Other Post Employment Benefits**

**Business Unit 6410**

**PROGRAM MISSION**

This fund accounts for the actuarially determined liability associated with other post employment benefits (OPEB) in accordance with Government Accounting Standards Board (GASB) Statements No. 43 and 45.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives/Explanation:**

The GASB considers other post employment benefits (OPEB), such as the ability of retirees to purchase City health insurance, as part of the compensation employees earn each year, even though these benefits are not received until after employment ends.

Retired City employees can continue to purchase health insurance from the City until they become eligible for Medicare, for which they self-pay 100% of the required premium equivalent amount. In a standard OPEB valuation, the GASB's guidelines require that the OPEB benefit be based on the value of the health care benefit. An implicit subsidy exists when retirees and current employees are covered together as a group, wherein the premium equivalent rate paid by the retirees may be lower than it would be if the retirees were rated separately. The final GASB statements declare that, even if the retirees pay 100% of the premium equivalent, without a contribution from the employer, the employer is required to treat the implicit rate subsidy as an OPEB.

The City adopted Governmental Accounting Standards Board's (GASB) Statement 75 in 2018. In accordance with this new standard, the OPEB liability previously recorded in this budget has been reallocated to the appropriate proprietary funds (with the governmental portion recorded in the governmental activities section of the City's financial statements). With this change, future OPEB costs will no longer be recorded in this budget rendering this budget obsolete. In consultation with the City auditors, it was agreed to amortize the existing cash balance and liability to the general fund over a five-year period (2019-2023).

**Major program changes:**

No major changes.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
	<b>Program Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	<b>Program Expenses</b>	\$ 53,929	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000	0.00%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Transfers Out	53,929	54,000	54,000	54,000	54,000	0.00%

\* % change from prior year adopted budget  
OPEB.xlsx

**CITY OF APPLETON 2022 BUDGET  
INTERNAL SERVICE FUNDS**

**Other Post Employment Benefits**

**Business Unit 6410**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
503500 Other Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
615300 Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
791100 Transfer Out - General Fund	53,929	54,000	54,000	54,000	54,000
Total Expense	\$ 53,929	\$ 54,000	\$ 54,000	\$ 54,000	\$ 54,000

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET**  
**OTHER POST EMPLOYMENT BENEFITS FUND**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>					
Administrative Expense	-	-	-	-	-
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	-	-	-	-	-
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Transfers Out - General Fund	(53,929)	(54,000)	(54,000)	(54,000)	(54,000)
Total Other Financing Sources (Uses)	<u>(53,929)</u>	<u>(54,000)</u>	<u>(54,000)</u>	<u>(54,000)</u>	<u>(54,000)</u>
Change in Net Assets	(53,929)	(54,000)	(54,000)	(54,000)	(54,000)
Fund Balance (Deficit) - Beginning	<u>269,929</u>	<u>216,000</u>	<u>162,000</u>	<u>162,000</u>	<u>108,000</u>
Fund Balance (Deficit) - Ending	<u>\$ 216,000</u>	<u>\$ 162,000</u>	<u>\$ 108,000</u>	<u>\$ 108,000</u>	<u>\$ 54,000</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 878,580	\$ 585,720
+ Change in Net Assets	(54,000)	(54,000)
- Amortization of OPEB Liability	(238,860)	(238,860)
Working Cash - End of Year	<u>\$ 585,720</u>	<u>\$ 292,860</u>

**CITY OF APPLETON 2022 BUDGET**

**INFORMATION TECHNOLOGY**

**Information Technology Director (Interim): Anthony D Saucerman**

**Information Technology Deputy Director (Interim): Brad J Schumann**

## **CITY OF APPLETON 2022 BUDGET INFORMATION TECHNOLOGY**

### **MISSION STATEMENT**

The Information Technology Department serves to provide all City departments with reliable, timely and accurate computer applications, as well as planning and implementation of technology related hardware and services that are both cost-effective and responsive to departmental needs.

### **DISCUSSION OF SIGNIFICANT 2021 EVENTS**

As the City's Information Technology (IT) Department remains ever vigilant of the technology needs of our departments, our increasing dependence on technology and the ability to manage it continues to be a priority. Essential functions of the IT Department are: providing services such as monitoring network and operating systems; ensuring the performance of backups; maintaining security procedures and protocols; and providing hardware and software technical support for all technology infrastructure components to ensure that technology resources are accessible to City staff. Plans and strategies to improve technology systems as we move forward will continue to be evaluated. Our goal is, and always has been, to be as close to 100% up-time as possible. As the department continues to evolve with technology, we will focus on understanding how the IT role is changing, look at IT as a critical part of making the City departments technically successful, driving new business initiatives and becoming a strategic partner with each department for the benefit of the City. Our goal is for the IT Department to be a seamless partner with other City Departments, allowing the technology to work for them behind the scenes.

The following summarizes significant events in 2021:

Completed the migration of user data to Microsoft One Drive

Continued to add additional components to our security assessment

Replaced one-third of the mobile data computers (MDC's) at APD with new tablets

Upgraded the firewalls for the City network and initiated 2-factor authentication for security purposes

Upgraded the network switches at APD and AFP for improved capacity and security

Upgraded our phone network to go through AT&T IP flex fiber moving away from the old copper equipment

Continued work on the disaster recovery plan, improving the processes and procedures

Played an integral part in the City's Covid-19 response by quickly configuring our system to allow over 100 employees to work from home and still maintain our service performance

Continued to replace and upgrade PCs and laptops to stay as close to a four-year replacement cycle as financially feasible

Continued with the project to replace the iSeries mainframe and related software with a networked enterprise resource planning (ERP) System

Performed significant programming work in converting and migrating the data on the iSeries to the ERP program along with SQL programming to transition ERP projects

Made programming changes as needed to enhance the intranet applications used by various departments

## CITY OF APPLETON 2022 BUDGET INFORMATION TECHNOLOGY

### MAJOR 2022 OBJECTIVES

Proactively find opportunities to streamline processes and improve communications. Collaborative efforts with the Appleton School District, Fox Valley Technical College and Outagamie County on potential shared costs will always be explored when feasible. Included in the collaborative efforts will be working with other agencies in the growth of the Appleton Area Metropolitan Fiber Optic Network (AAMFON) and continued updating and increasing of its utilization and bandwidth. This will become even more important since the need for additional stable bandwidth is ever-increasing.

Continue toward completion of the ERP system and further implementation of the selected modules

Continue to upgrade the necessary PC's, laptops, MDC's and tablets to maximize efficiency and minimize the cost of maintaining older equipment

Review and analyze existing technical and system operations to improve effectiveness and keep pace with the technological landscape. With continuous improvement and enhancement, our goal is to achieve 99.999% up-time of our systems

Work with individual departments to become a closer business partner and help identify departmental technology needs and advancements

Continue the redesign of the Intranet for internal communication

Continue a migration, where both financially and technically feasible, toward cloud use and applications, including moving to Microsoft Teams and Active Directory in the cloud

Continue the standard projects of upgrading our virtual Microsoft network to the latest version of Microsoft Servers including expanding our presence in Microsoft Azure Cloud services for disaster recovery

Replace all wireless access points to the latest, supported versions for both the Wastewater and Water Plants

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Program Expenses</b>							
13010	Administration	183,661	181,167	201,854	201,854	209,606	3.84%
13020	Mainframe	340,482	275,101	281,636	281,636	380,593	35.14%
13030	Network	1,400,333	1,556,703	1,682,101	1,682,101	1,678,506	-0.21%
<b>TOTAL</b>		\$ 1,924,476	\$ 2,012,971	\$ 2,165,591	\$ 2,165,591	\$ 2,268,705	4.76%
<b>Expenses Comprised Of:</b>							
Personnel		998,028	952,841	984,747	984,747	1,087,861	10.47%
Training & Travel		25,221	19,253	31,780	31,780	31,780	0.00%
Supplies & Materials		127,429	161,310	169,700	169,700	169,700	0.00%
Purchased Services		773,798	879,567	979,364	979,364	979,364	0.00%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		11.00	11.00	10.00	10.00	10.00	

**CITY OF APPLETON 2022 BUDGET  
INFORMATION TECHNOLOGY**

**Administration**

**Business Unit 13010**

**PROGRAM MISSION**

To ensure that staff within the Information Technology Department can perform their duties in an effective manner while working in a pleasing and comfortable atmosphere, we will provide necessary tools, equipment, training and support to promote a healthy work environment that encourages customer support and personal development.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Provide training resources to maintain, enhance and develop skills for efficient job performance and personal development of staff

Provide workspace, parking and supplies to create a comfortable working environment that meets safety and environmental needs

Provide resources including telephone and voicemail to enhance communication opportunities for staff

Provide for opportunities to network with industry professionals through memberships and subscriptions to trade publications

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
INFORMATION TECHNOLOGY**

**Administration**

**Business Unit 13010**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 110,111	\$ 114,397	\$ 113,549	\$ 113,549	\$ 120,973
615000 Fringes	33,139	32,940	36,825	36,825	37,153
620100 Training/Conferences	21,442	13,286	28,000	28,000	28,000
620600 Parking Permits	3,629	3,780	3,780	3,780	3,780
630100 Office Supplies	1,152	953	1,000	1,000	1,000
630300 Memberships & Licenses	-	50	-	-	-
630500 Awards & Recognition	200	250	200	200	200
632001 City Copy Charges	1,401	1,271	1,500	1,500	1,500
632700 Miscellaneous Equipment	518	2,378	1,000	1,000	1,000
641300 Utilities	3,369	3,092	5,000	5,000	5,000
659900 Other Contracts/Obligation	8,700	8,770	11,000	11,000	11,000
Total Expense	<u>\$ 183,661</u>	<u>\$ 181,167</u>	<u>\$ 201,854</u>	<u>\$ 201,854</u>	<u>\$ 209,606</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Training/Conferences</u>	
Microsoft systems	\$ 5,000
Virtual systems	7,000
Network training	8,000
Certification Training	4,000
Project & service management	4,000
	<u>\$ 28,000</u>



# CITY OF APPLETON 2022 BUDGET INFORMATION TECHNOLOGY

**Mainframe**

**Business Unit 13020**

## PROGRAM MISSION

To ensure that all mainframe users can collect, process and manage needed information and communicate more effectively, we will assist with the analysis, development, testing and implementation of new and upgraded automated systems, as well as maintain the availability and reliability of the mainframe computer.

## PROGRAM NARRATIVE

### Link to City Goals:

Implements Key Strategies # 1: "Responsibly deliver excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continuously assess trends affecting the community and proactively respond", and # 6: "Create opportunities and learn from successes and failures".

### Objectives:

Communicate on a regular basis with department liaisons to ascertain information needs

Complete ongoing prioritization of all new and existing mainframe system development tasks

Coordinate, prioritize and complete department projects in line with available resources, and ensure all departments are regularly kept informed of progress

Enhance knowledge of newly implemented technology including hardware, software and specialized systems through effective training programs

Maintain availability of reliable computer hardware and software through a cost-effective upgrade schedule

Continue work on replacement of the iSeries with the enterprise resource planning (ERP) package

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

The increase in salaries and fringe benefits is due to the funding of a vacant Systems Analyst position in 2022 to bring the department up to full staff.

**CITY OF APPLETON 2022 BUDGET  
INFORMATION TECHNOLOGY**

**Mainframe**

**Business Unit 13020**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 241,101	\$ 195,970	\$ 194,532	\$ 194,532	\$ 264,407
610400 Call Time Wages	905	707	1,941	1,941	1,970
615000 Fringes	79,163	58,545	67,163	67,163	96,216
632700 Miscellaneous Equipment	-	308	-	-	-
641800 Equip Repairs & Maint	6,932	6,811	7,000	7,000	7,000
642400 Software Support	12,381	12,760	11,000	11,000	11,000
Total Expense	<u>\$ 340,482</u>	<u>\$ 275,101</u>	<u>\$ 281,636</u>	<u>\$ 281,636</u>	<u>\$ 380,593</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
INFORMATION TECHNOLOGY**

**Network**

**Business Unit 13030**

**PROGRAM MISSION**

To ensure that users of City network data and communication systems can continue to perform automated functions in an effective manner, we will maintain the availability and reliability of such systems and correct any operational problems, as well as provide appropriate upgrades and development of new systems as needed.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 1: "Responsibly deliver excellent services", # 2: "Encourage active community participation and involvement", # 4: "Continuously assess trends affecting the community and proactively respond", and # 6: "Create opportunities and learn from successes and failures".

**Objectives:**

Minimize downtime of computer systems, applications, phone, voice mail and copier services through timely and skilled maintenance and problem solving

Maintain availability of reliable hardware and software through a cost-effective maintenance and upgrade schedule

Enhance effective information availability through the internal intranet as well as the external internet site

Continue work toward full utilization of the fiber optic network which will vastly increase the efficiency of network administration as well as the speed at which employees can access information

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

No major changes.

## CITY OF APPLETON 2022 BUDGET INFORMATION TECHNOLOGY

**Network**

**Business Unit 13030**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 384,470	\$ 403,510	\$ 402,392	\$ 402,392	\$ 402,167
610400 Call Time Wages	3,562	3,739	4,014	4,014	4,011
610500 Overtime Wages	1,507	2,708	2,185	2,185	2,099
615000 Fringes	144,069	140,323	162,146	162,146	158,865
620100 Training/Conferences	150	2,187	-	-	-
630100 Office Supplies	12,172	5,549	20,000	20,000	20,000
632700 Miscellaneous Equipment	111,986	150,551	146,000	146,000	146,000
640400 Consulting Services	42,263	93,900	70,250	70,250	70,250
641307 Telephone	1,907	2,271	1,750	1,750	1,750
641800 Equip Repairs & Maint	27,182	45,853	43,594	43,594	43,594
641900 Communication Eq. Repairs	37,989	27,676	30,000	30,000	30,000
642400 Software Support	633,076	678,436	659,120	659,120	659,120
642600 Network Security Support	-	-	140,650	140,650	140,650
Total Expense	<u>\$ 1,400,333</u>	<u>\$ 1,556,703</u>	<u>\$ 1,682,101</u>	<u>\$ 1,682,101</u>	<u>\$ 1,678,506</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Office Supplies</u>		<u>Software Support</u>	
Network supplies - toner, ink, tapes	\$ 20,000	Microsoft agreement	\$ 159,000
	<u>\$ 20,000</u>	Mitel VoIP support	44,000
<u>Miscellaneous Equipment</u>		GIS - DLT solutions	24,000
Upgrade PC's and laptops	\$ 83,000	Doc management support	15,000
Upgrade MDC's	30,000	Veeam / Azure	25,000
Misc. network hardware	13,000	NEOGOV	16,820
Application and network management	20,000	Track-IT support	4,000
	<u>\$ 146,000</u>	Miscellaneous software	20,000
<u>Consulting</u>		Shopkey (MSB/Transit)	1,700
Network firewall security monitoring	\$ 53,250	SignCAD/SignCAM (MSB)	1,600
Other network support	17,000	RecTrac support (Parks)	6,000
	<u>\$ 70,250</u>	Forensic software (PD)	1,600
<u>Equip. Repairs &amp; Maint.</u>		ID networks (PD)	4,200
NovaTime(Parks/Transit)	\$ 1,300	Adobe Creative Suite	15,000
Wireless Licensing	10,000	Vision Internet	10,000
Porter Lee (Police Evidence System)	1,700	Cycom document mgmt.	1,200
Core switch support	13,300	Win-Wam (Health W&M)	1,800
Facilicad/Identicard/Sitelmprove	17,294	ArcGIS ELS (CD - GIS)	57,000
	<u>\$ 43,594</u>	CAD (AFD APD)	70,000
		CAMA Support (Assessor)	20,000
		Fire RMS	41,200
		Munis support	120,000
			<u>\$ 659,120</u>
<u>Communication Equip. Repair</u>		<u>Network Security Support</u>	
Pro-rata share of fiber network costs	\$ 30,000	Anti-Virus subscription	\$ 45,700
	<u>\$ 30,000</u>	Spam filtering	8,000
		Firewall security monitoring	16,350
		Firewall support	14,600
		NetMotion	6,000
		Security software	25,000
		Network penetration testing	25,000
			<u>\$ 140,650</u>

**CITY OF APPLETON 2022 BUDGET  
INFORMATION TECHNOLOGY**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
<b>Salaries</b>						
610100 Regular Salaries	647,141	648,171	276,159	710,473	710,473	787,547
610400 Call Time Wages	4,466	4,446	2,109	5,955	5,955	5,981
610500 Overtime Wages	1,507	2,708	1,702	2,185	2,185	2,099
610800 Part Time Wages	-	-	3,173	-	-	-
611400 Sick Pay	6,081	594	-	-	-	-
611500 Vacation Pay	82,462	65,113	31,160	-	-	-
615000 Fringes	<u>256,371</u>	<u>231,809</u>	<u>109,561</u>	<u>266,134</u>	<u>266,134</u>	<u>292,234</u>
<b>TOTAL PERSONNEL</b>	<b>998,028</b>	<b>952,841</b>	<b>423,864</b>	<b>984,747</b>	<b>984,747</b>	<b>1,087,861</b>
<b>Training~Travel</b>						
620100 Training/Conferences	21,592	15,473	12,748	28,000	28,000	28,000
620600 Parking Permits	<u>3,629</u>	<u>3,780</u>	<u>3,780</u>	<u>3,780</u>	<u>3,780</u>	<u>3,780</u>
<b>TOTAL TRAINING / TRAVEL</b>	<b>25,221</b>	<b>19,253</b>	<b>16,528</b>	<b>31,780</b>	<b>31,780</b>	<b>31,780</b>
<b>Supplies</b>						
630100 Office Supplies	13,324	6,502	5,983	21,000	21,000	21,000
630300 Memberships & Licenses	-	50	50	-	-	-
630500 Awards & Recognition	200	250	-	200	200	200
632001 City Copy Charges	1,401	1,271	229	1,500	1,500	1,500
632700 Miscellaneous Equipment	<u>112,504</u>	<u>153,237</u>	<u>77,119</u>	<u>147,000</u>	<u>147,000</u>	<u>147,000</u>
<b>TOTAL SUPPLIES</b>	<b>127,429</b>	<b>161,310</b>	<b>83,381</b>	<b>169,700</b>	<b>169,700</b>	<b>169,700</b>
<b>Purchased Services</b>						
640400 Consulting Services	42,263	93,900	47,311	70,250	70,250	70,250
641307 Telephone	2,865	3,235	1,410	1,750	1,750	1,750
641308 Cellular Phones	669	768	164	5,000	5,000	5,000
641309 Cable Services	1,742	1,359	600	-	-	-
641800 Equip Repairs & Maint	34,115	52,663	10,875	50,594	50,594	50,594
641900 Communication Eq. Repairs	37,988	27,676	-	30,000	30,000	30,000
642400 Software Support	645,456	691,196	484,907	670,120	670,120	670,120
642600 Network Security Support	-	-	83,294	140,650	140,650	140,650
659900 Other Contracts/Obligation	<u>8,700</u>	<u>8,770</u>	<u>1,500</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
<b>TOTAL PURCHASED SVCS</b>	<b>773,798</b>	<b>879,567</b>	<b>630,061</b>	<b>979,364</b>	<b>979,364</b>	<b>979,364</b>
<b>TOTAL EXPENSE</b>	<b><u>1,924,476</u></b>	<b><u>2,012,971</u></b>	<b><u>1,153,834</u></b>	<b><u>2,165,591</u></b>	<b><u>2,165,591</u></b>	<b><u>2,268,705</u></b>

# **CITY OF APPLETON 2022 BUDGET CAPITAL PROJECTS FUNDS**

## **NOTES**

--

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Information Technology**

**Business Unit 4220**

**PROGRAM MISSION**

This program accounts for funding sources and expenditures for various data processing, communications, and technology related needs.

**PROGRAM NARRATIVE**

**Link to Strategy:**

Implements Key Strategy # 6: "Responsibly deliver excellent services".

**Objectives:**

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

<u>Project</u>	<u>Amount</u>	<u>Page</u>
ERP system (iSeries replacement)	\$ 325,000	Projects, Pg. 646
	<u>\$ 325,000</u>	

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

No major changes

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 355,096	\$ 420,818	\$ 575,000	\$ 575,000	\$ 120,685	-79.01%
<b>Program Expenses</b>		\$ 433,029	\$ 469,222	\$ 575,000	\$ 583,375	\$ 325,000	-43.48%
<b>Expenses Comprised Of:</b>							
Personnel		8,663	14,043	-	-	-	N/A
Purchased Services		-	-	-	-	-	N/A
Capital Expenditures		309,150	455,179	575,000	583,375	325,000	-43.48%
Transfers Out		115,216	-	-	-	-	N/A

\* % change from prior year adopted budget  
2022 IT Cap Proj Fund.xlsx

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Information Technology**

**Business Unit 4220**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
471000 Interest on Investments	\$ 1,096	\$ 818	\$ -	\$ -	\$ 685
591000 Proceeds of Long-term Debt	354,000	420,000	575,000	575,000	120,000
592100 Transfer In - General Fund	-	439,320	-	-	-
Total Revenue	<u>\$ 355,096</u>	<u>\$ 860,138</u>	<u>\$ 575,000</u>	<u>\$ 575,000</u>	<u>\$ 120,685</u>
<b>Expenses</b>					
610500 Overtime Wages	\$ 8,663	\$ 14,043	\$ -	\$ -	\$ -
640400 Consulting	-	-	-	-	-
680401 Machinery & Equipment	295,520	437,629	250,000	258,375	-
681500 Software Acquisition	13,630	17,550	325,000	325,000	325,000
791400 Transfer Out - Cap Project	115,216	-	-	-	-
Total Expense	<u>\$ 433,029</u>	<u>\$ 469,222</u>	<u>\$ 575,000</u>	<u>\$ 583,375</u>	<u>\$ 325,000</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Software Acquisition	
ERP system	\$ 325,000
	<u>\$ 325,000</u>



**CITY OF APPLETON 2022 BUDGET**  
**INFORMATION TECHNOLOGY**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Interest Income	\$ 1,096	\$ 818	\$ -	\$ 500	\$ 685
Other	-	-	-	-	-
Total Revenues	<u>1,096</u>	<u>818</u>	<u>-</u>	<u>500</u>	<u>685</u>
<b>Expenses</b>					
Program Costs	317,813	469,222	575,000	330,000	325,000
Total Expenses	<u>317,813</u>	<u>469,222</u>	<u>575,000</u>	<u>330,000</u>	<u>325,000</u>
Revenues over (under) Expenses	(316,717)	(468,404)	(575,000)	(329,500)	(324,315)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	354,000	420,000	575,000	-	120,000
Operating Transfers In	-	439,320	-	65,000	-
Operating Transfers Out	(115,216)	-	-	-	-
Total Other Financing Sources (Uses)	<u>238,784</u>	<u>859,320</u>	<u>575,000</u>	<u>65,000</u>	<u>120,000</u>
Net Change in Equity	(77,933)	390,916	-	(264,500)	(204,315)
Fund Balance - Beginning	<u>155,832</u>	<u>77,899</u>	<u>468,815</u>	<u>468,815</u>	<u>204,315</u>
Fund Balance - Ending	<u>\$ 77,899</u>	<u>\$ 468,815</u>	<u>\$ 468,815</u>	<u>\$ 204,315</u>	<u>\$ -</u>

**CITY OF APPLETON 2022 BUDGET**

**LEGAL SERVICES**

**City Attorney: Christopher R. Behrens**

**Deputy City Attorney: Amanda K. Abshire**

**City Clerk: Kami L. Lynch**

# CITY OF APPLETON 2022 BUDGET LEGAL SERVICES

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

### City Attorney's Office:

\* In the continuously changing landscape of the pandemic, local, state, and federal orders all required hours of research, interpretation and consultation with various City departments. Our office provided advice and direction to City staff along with the Common Council.

\* As of May 29, represented the City in traffic and ordinance related matters in 2021 including 2,351 scheduled initial court appearances, 57 scheduled jury and court trials and 1,092 scheduled pre-trials/jury trial conferences or motion hearings. Court appearances in 2021 are significantly different due to COVID-19. It has taken hours of cooperation with the County to put together a hybrid system of in-person and virtual appearances. While the total number of matters to date is lower than previous years, the amount of prep has increased.

\* Operated the Granicus system and provided ongoing tech support to facilitate remote meetings.

\* Provided guidance and training to the newly-seated Council and updates to the Alderperson Handbook.

\* Actively engaged in litigation including defense of a variety of lawsuits including, but not limited to, employment matters, land use, property damage, foreclosures, and pandemic-related litigation.

\* Provided defense litigation as well as worked with outside counsel on pending state and federal matters involving Appleton police officers.

\* Worked with the Department of Public Works on four eminent domain processes to acquire the necessary land for future roadway and improvements to current roadways.

\* Worked with the Department of Public Works on a budget amendment to acquire a parcel of property in 2021 as opposed to 2022 for a more favorable land price.

\* Worked cooperatively with the Department of Public Works and Community and Economic Development Department to eliminate town islands and enter into cooperative agreements with neighboring municipalities.

\* Worked with Department of Public Works and Community and Economic Development Department to enter into an intermunicipal agreement with the Village of Harrison for the detachment of certain lands in exchange for the cost sharing of cooperative road improvements.

\* Worked with Community and Economic Development Department to resolve a long-standing issue regarding partial sections of three properties south of the river by detaching them from the City and attaching them to Fox Crossing.

\* Provided ongoing assistance in various roles in support of the Library building project.

\* Assisted the Community and Economic Development Department with the preparation and execution of development agreements.

\* Drafted or assisted in amending or creating a number of ordinances, including an update to the Floodplain ordinance, updates to the bicycle/electric scooter ordinance, creation of the Accessory Dwelling Units section to the Zoning Code and multiple pandemic-related temporary ordinances.

\* In the first six months of 2021, the Attorney's Office has processed over 200 new agreements/contracts. Processing a contract includes the preparation of the contract document, circulation for signatures, tracking, and distribution.

\* This office also responded to or provided guidance for numerous open records requests.

\* Worked on agreements for the BIRD Scooter pilot program and Community Piano project.

\* Provided comprehensive updates to Appleton Fire Department's record request form as well as provided updated guidance on record responses.

### City Clerk's Office:

\* Maintained use of electronic poll books and participated in feedback sessions with the WEC to enhance software

\* Streamlined end of night and election reconciliation procedures.

\* Safely and successfully administered 2 elections and sent out nearly 10,000 absentee ballots.

\* Sent out over 1,500 30-day notice letters related to the record number of absentee requests received in 2020-2021.

\* Responded to a considerable number of extensive records requests related to elections.

\* Updated and modified the Special Event procedures and communications as the COVID-19 pandemic evolved.

\* Printed over 80,000 documents for the COVID-19 vaccine clinic.

\* Made over 300 volunteer badges for the COVID-19 vaccine clinic.

\* Actively recruited 3 new polling places.

\* Updated the Alcohol License Policy to be consistent with current laws and practices.

\* Restructured the filing system in the vault and for electronic files to make them more identifiable and accessible.

\* Maintained in-person staff for all of 2021.

## CITY OF APPLETON 2022 BUDGET LEGAL SERVICES

### MAJOR 2022 OBJECTIVES

- \* Work with the Department of Public Works, and/or outside consultants, to ensure that all necessary acquisitions and paperwork for upcoming Public Works projects are completed.
- \* Continue to assist, guide and advise City staff as well as elected officials on legal matters in a timely fashion.
- \* Continue to work with other departments to ensure that City tasks are completed timely, projects are not delayed and items such as land acquisitions and negotiated agreements are completed pursuant to the department's requested deadline, whenever possible.
- \* Continue working cooperatively with the Finance Department in collection efforts.
- \* Represent and defend the City in future lawsuits brought against it or its employees or officials except when particular expertise of outside counsel is required or mandated by the insurance carrier.
- \* Continue to prosecute City citations with a yearly average of over 2,000 initial appearances, 150 scheduled jury and court trials and an average of 3,200 pretrials/jury conferences and motion hearings, continue to prosecute City citations.
- \* Work with the Parks, Recreation and Facilities Management Department (PRFMD) on projects as they arise.
- \* Continue to work with City staff and Council on the drafting and amending of ordinances.
- \* Continue to work with City staff on the preparation, processing, routing and distribution of contracts and agreements.
- \* Continue working with City staff to bring developments throughout the City to fruition.
- \* Continue to develop and implement new filing systems for City records and documents.
- \* Update and enhance contingency plans for elections and related materials.
- \* Continue to work with various departments on large mailings and copy jobs to enhance accuracy and efficiency.
- \* Actively explore opportunities for process improvement and streamlining of procedures.
- \* Continue training for electronic poll books and to develop additional procedures to assist with operation and set-up of the devices.
- \* Successfully administer four elections, with minimal issues and maximum efficiency.
- \* Assist with redistricting efforts as a result of the 2020 census.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 254,648	\$ 271,953	\$ 192,850	\$ 192,850	\$ 196,700	2.00%
<b>Program Expenses</b>							
14510	Administration	346,172	348,671	373,833	384,833	374,357	0.14%
14521	Litigation	218,383	178,244	185,413	185,413	178,901	-3.51%
14530	Recordkeeping	99,194	102,763	117,310	117,310	90,381	-22.96%
14540	Licensing	70,697	66,152	69,451	69,451	69,546	0.14%
14550	Elections	123,221	234,971	130,687	130,687	224,166	71.53%
14560	Mail / Copy Center	150,554	176,782	151,817	151,817	188,916	24.44%
<b>TOTAL</b>		<b>\$ 1,008,221</b>	<b>\$ 1,107,583</b>	<b>\$ 1,028,511</b>	<b>\$ 1,039,511</b>	<b>\$ 1,126,267</b>	<b>9.50%</b>
<b>Expenses Comprised Of:</b>							
Personnel		777,843	856,641	812,651	812,651	875,872	7.78%
Training & Travel		17,131	8,904	20,480	31,480	17,880	-12.70%
Supplies & Materials		98,787	130,708	85,950	85,950	127,200	47.99%
Purchased Services		114,460	111,330	109,430	109,430	105,315	-3.76%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		8.67	8.67	8.67	8.67	8.67	

# CITY OF APPLETON 2022 BUDGET

## LEGAL SERVICES

Administration

Business Unit 14510

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

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

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

The increase in subscription costs is due to a 3% increase in our electronic law library subscription as well as the cost of receiving updates to our Wisconsin State Bar Reference material.

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Administration**

**Business Unit 14510**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 General Charges for Service	\$ 159	\$ 260	\$ 300	\$ 300	\$ 300
508500 Cash Short or Over	15	-	-	-	-
<b>Total Revenue</b>	<b>\$ 174</b>	<b>\$ 260</b>	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 300</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 247,806	\$ 260,319	\$ 262,315	\$ 262,315	\$ 266,696
610500 Overtime Wages	1	-	-	-	-
615000 Fringes	65,601	65,511	74,238	74,238	73,381
620100 Training/Conferences	11,358	2,336	13,600	24,600	13,600
620400 Tuition Fees	2,515	2,506	3,500	3,000	-
620600 Parking Permits	3,258	3,780	3,780	3,780	3,780
630100 Office Supplies	626	454	800	800	800
630200 Subscriptions	9,133	9,239	10,000	10,000	10,500
630300 Memberships & Licenses	2,947	2,305	3,000	3,500	3,000
632001 City Copy Charges	1,127	1,328	1,500	1,500	1,500
632002 Outside Printing	980	-	-	-	-
641307 Telephone	768	772	900	900	900
641800 Equip Repairs & Maint	52	121	200	200	200
<b>Total Expense</b>	<b>\$ 346,172</b>	<b>\$ 348,671</b>	<b>\$ 373,833</b>	<b>\$ 384,833</b>	<b>\$ 374,357</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Litigation**

**Business Unit 14521**

**PROGRAM MISSION**

We will continue to advise and represent the City of Appleton and its employees in potential claims, filed claims, and pending litigation.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The City of Appleton, by its very nature, is involved in a multitude of circumstances which could result in litigation. We are engaged in the continuous process of employment activity and providing various services to the public including public works, police and fire protection. This office has maintained an active and aggressive stance in representing the interests of the City, whether a matter is handled by office staff or in cooperation with outside counsel.

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

With the death of the recipient of the duty disability payment, the City's obligation is terminated. This amount has been removed beginning 2022.

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Litigation**

**Business Unit 14521**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
503500 Other Reimbursements	\$ 25	\$ -	\$ 200	\$ 200	\$ -
Total Revenue	<u>\$ 25</u>	<u>\$ -</u>	<u>\$ 200</u>	<u>\$ 200</u>	<u>\$ -</u>
Expenses					
610100 Regular Salaries	\$ 147,368	\$ 129,719	\$ 125,146	\$ 125,146	\$ 127,023
615000 Fringes	47,528	34,890	38,377	38,377	37,878
640202 Recording/Filing Fees	3,081	1,470	7,000	7,000	7,000
640400 Consulting Services	12,516	4,275	7,000	7,000	7,000
662500 Disability Payments	7,890	7,890	7,890	7,890	-
Total Expense	<u>\$ 218,383</u>	<u>\$ 178,244</u>	<u>\$ 185,413</u>	<u>\$ 185,413</u>	<u>\$ 178,901</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Recordkeeping**

**Business Unit 14530**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- \* Effectively respond to all document requests and public inquiries
- \* Timely organize City meeting information for City officials, staff and public
- \* Appropriately organize and retain City records as required by State law
- \* Continue to prepare for transition to an electronic records management system
- \* Organize vault files in a logical and accessible manner
- \* Continue to move records to offsite storage facility

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Recordkeeping**

**Business Unit 14530**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 36,691	\$ 46,907	52,520	52,520	\$ 47,840
610500 Overtime Wages	298	2,547	250	250	242
615000 Fringes	11,298	21,337	28,090	28,090	7,099
630100 Office Supplies	1,028	171	500	500	500
630300 Memberships & Licenses	40	70	-	-	-
631603 Other Misc. Supplies	100	30	100	100	100
632002 Outside Printing	-	-	500	500	250
640202 Recording/Filing Fees	330	120	200	200	200
640800 Contractor Fees	730	-	150	150	150
641200 Advertising	48,679	31,581	35,000	35,000	34,000
Total Expense	<u>\$ 99,194</u>	<u>\$ 102,763</u>	<u>\$ 117,310</u>	<u>\$ 117,310</u>	<u>\$ 90,381</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Advertising</u>	
Required legal publications	<u>\$ 34,000</u>

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Licensing**

**Business Unit 14540**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

The increase in special events licenses in 2022 reflects the expectation that special events that were cancelled due to the COVID-19 pandemic will resume.

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Licensing**

**Business Unit 14540**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
430100 Amusements License	\$ 8,035	\$ 8,230	\$ 7,500	\$ 7,500	\$ 7,700
430300 Cigarette License	5,300	5,800	5,000	5,000	5,300
430600 Liquor License	130,117	113,909	100,000	100,000	110,000
430700 Operators License	64,503	37,125	55,000	55,000	38,000
430900 Sundry License	4,400	3,220	4,000	4,000	3,500
431300 Special Events License	25,942	13,365	6,500	6,500	18,000
431600 Second Hand/Pawnbroker	2,370	1,980	1,800	1,800	1,800
431700 Commercial Solicitation	2,510	5,145	2,500	2,500	2,500
431800 Christmas Tree License	450	405	400	400	400
432000 Taxi Cab/Limousine License	1,170	810	850	850	800
432100 Taxi Driver License	2,500	1,950	2,000	2,000	1,500
432200 Special "B" Beer License	900	200	800	800	800
441100 Sundry Permits	680	660	700	700	600
501000 Miscellaneous Revenue	5,450	15,590	4,800	4,800	5,000
Total Revenue	<u>\$ 254,327</u>	<u>\$ 208,389</u>	<u>\$ 191,850</u>	<u>\$ 191,850</u>	<u>\$ 195,900</u>
Expenses					
610100 Regular Salaries	\$ 43,587	\$ 41,227	\$ 41,101	\$ 41,101	\$ 41,717
610500 Overtime Wages	115	2,119	100	100	120
615000 Fringes	25,564	21,894	26,340	26,340	25,799
630100 Office Supplies	1,068	460	750	750	750
631603 Other Misc. Supplies	146	29	-	-	-
632002 Outside Printing	267	-	100	100	100
642900 Interfund Allocations	(50)	423	60	60	60
659900 Other Contracts/Obligation	-	-	1,000	1,000	1,000
Total Expense	<u>\$ 70,697</u>	<u>\$ 66,152</u>	<u>\$ 69,451</u>	<u>\$ 69,451</u>	<u>\$ 69,546</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

# CITY OF APPLETON 2022 BUDGET

## LEGAL SERVICES

Elections

Business Unit 14550

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

- \* Educate voters of the online voter registration system and capabilities through the State MyVote website
- \* Utilize the City's website for voter outreach and education
- \* Provide effective training for all election inspectors
- \* Streamline polling place procedures and materials
- \* Effectively assist local candidates and maintain campaign finance reports
- \* Enhance processes that are more efficient in election administration

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

The budget for this program fluctuates from year to year based on the number of elections to be held. 2021 was a two-election year and 2022 is a four-election year. The accounts affected by these fluctuations include: Part Time Wages, Office Supplies, Outside Printing, Equipment Repairs & Maintenance, and Facility Rent.

In 2021, seasonal election positions moved to a fixed hourly rate versus a step rate increase based on anniversary. These changes were incorporated into the 2022 budget.

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Elections**

**Business Unit 14550**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Misc. State Aids	\$ -	\$ 44,974	\$ -	\$ -	
490800 Misc Intergov. Charges	122	-	500	500	500
502000 Donations & Memorials	-	18,330	-	-	-
Total Revenue	<u>\$ 122</u>	<u>\$ 63,304</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 500</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 44,090	\$ 67,150	\$ 44,941	\$ 44,941	\$ 49,397
610500 Overtime Wages	1,033	16,193	2,000	2,000	3,069
610800 Part Time	261	53,594	22,000	22,000	99,593
611000 Other Compensation	25,100	-	-	-	-
615000 Fringes	20,764	30,180	27,621	27,621	28,307
620200 Mileage Reimbursement	-	221	100	100	300
620600 Parking Permits	-	61	-	-	200
630100 Office Supplies	286	4,352	500	500	1,500
631603 Other Misc. Supplies	520	1,784	500	500	500
632002 Outside Printing	3,033	14,468	3,000	3,000	6,500
641200 Advertising	2,710	3,501	2,500	2,500	2,500
641800 Equip Repairs & Maint	20,715	35,287	22,000	22,000	25,000
650301 Facility Rent	1,260	3,990	2,025	2,025	3,800
659900 Other Contracts/Obligation	3,449	4,190	3,500	3,500	3,500
Total Expense	<u>\$ 123,221</u>	<u>\$ 234,971</u>	<u>\$ 130,687</u>	<u>\$ 130,687</u>	<u>\$ 224,166</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Equip Repairs & Maint

Maintenance agreements	25,000
	<u>\$ 25,000</u>

# CITY OF APPLETON 2022 BUDGET

## LEGAL SERVICES

**Mail/Copy Services**

**Business Unit 14560**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

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

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

It is anticipated that there will be a significant increase in postage in the coming year. This along with an anticipated increased number of absentee ballots results in a significant increase in the Postage Budget.

**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

**Mail/Copy Services**

**Business Unit 14560**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 37,624	\$ 39,731	\$ 41,163	\$ 41,163	\$ 41,781
610500 Overtime Wages	165	1,341	100	100	121
615000 Fringes	22,949	21,982	26,349	26,349	25,809
630100 Office Supplies	1,150	3,342	1,700	1,700	1,700
630400 Postage\Freight	67,602	89,938	55,000	55,000	92,000
631603 Other Misc. Supplies	8,460	2,291	6,500	6,500	6,500
632002 Outside Printing	274	446	1,000	1,000	1,000
641800 Equip Repairs & Maint	1,389	493	1,500	1,500	1,500
650302 Equipment Rent	10,941	17,218	18,505	18,505	18,505
Total Expense	<u>\$ 150,554</u>	<u>\$ 176,782</u>	<u>\$ 151,817</u>	<u>\$ 151,817</u>	<u>\$ 188,916</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Postage/Freight

United Mailing Service	\$ 7,500
UPS	1,500
US Postal Service	83,000
	<u>\$ 92,000</u>

Rent

Color copier rental	\$ 1,800
Office copier rent	1,405
Large copier rental	7,000
Postage machine rent	7,000
Folder/inserter machine rental	1,300
Additional copies	1,200
Charges to departments	(1,200)
	<u>\$ 18,505</u>



**CITY OF APPLETON 2022 BUDGET  
LEGAL SERVICES**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
422400 Miscellaneous State Aids	-	44,974	-	-	-	-
430100 Amusements License	8,035	8,230	7,900	7,500	7,500	7,700
430300 Cigarette License	5,300	5,800	5,700	5,000	5,000	5,300
430600 Liquor License	130,117	113,909	97,159	100,000	100,000	110,000
430700 Operators License	64,503	37,125	31,815	55,000	55,000	38,000
430900 Sundry License	4,400	3,220	2,228	4,000	4,000	3,500
431300 Special Events License	25,942	13,365	7,780	6,500	6,500	18,000
431600 Second Hand License	2,370	1,980	255	1,800	1,800	1,800
431700 Commercial Solicitation License	2,510	5,145	2,530	2,500	2,500	2,500
431800 Christmas Tree License	450	405	-	400	400	400
432000 Taxi Cab/Limousine License	1,170	810	720	850	850	800
432100 Taxi Driver License	2,500	1,950	650	2,000	2,000	1,500
432200 Special "B" Beer License	900	200	270	800	800	800
441100 Sundry Permits	680	660	450	700	700	600
480100 General Charges for Service	159	260	256	300	300	300
490800 Misc Intergovernmental Charges	122	-	-	500	500	500
501000 Miscellaneous Revenue	5,450	15,590	4,920	4,800	4,800	5,000
502000 Donations & Memorials	-	18,330	-	-	-	-
503500 Other Reimbursements	25	-	-	200	200	-
508500 Cash Short or Over	15	-	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<b>254,648</b>	<b>271,953</b>	<b>162,633</b>	<b>192,850</b>	<b>192,850</b>	<b>196,700</b>
<b>Personnel</b>						
610100 Regular Salaries	508,713	530,751	225,628	567,186	567,186	574,454
610500 Overtime Wages	1,612	22,201	764	2,450	2,450	3,552
610800 Part-Time Wages	436	53,594	22,210	22,000	22,000	99,593
611000 Other Compensation	25,150	-	-	-	-	-
611400 Sick Pay	-	3,825	1,613	-	-	-
611500 Vacation Pay	48,228	50,476	11,215	-	-	-
615000 Fringes	193,704	195,794	82,251	221,015	221,015	198,273
<b>TOTAL PERSONNEL</b>	<b>777,843</b>	<b>856,641</b>	<b>343,681</b>	<b>812,651</b>	<b>812,651</b>	<b>875,872</b>
<b>Training~Travel</b>						
620100 Training/Conferences	11,358	2,336	2,470	13,600	24,600	13,600
620200 Mileage Reimbursement	-	221	89	100	100	300
620400 Tuition Fees	2,515	2,506	1,705	3,000	3,000	-
620600 Parking Permits	3,258	3,841	3,810	3,780	3,780	3,980
<b>TOTAL TRAINING / TRAVEL</b>	<b>17,131</b>	<b>8,904</b>	<b>8,074</b>	<b>20,480</b>	<b>31,480</b>	<b>17,880</b>
<b>Supplies</b>						
630100 Office Supplies	4,158	8,780	4,633	4,250	4,250	5,250
630200 Subscriptions	9,133	9,239	4,146	10,000	10,000	10,500
630300 Memberships & Licenses	2,987	2,375	1,987	3,500	3,500	3,000
630400 Postage\Freight	67,602	89,938	65,785	55,000	55,000	92,000
631603 Other Misc. Supplies	9,226	4,134	574	7,100	7,100	7,100
632001 City Copy Charges	1,127	1,328	158	1,500	1,500	1,500
632002 Outside Printing	4,554	14,914	857	4,600	4,600	7,850
<b>TOTAL SUPPLIES</b>	<b>98,787</b>	<b>130,708</b>	<b>78,140</b>	<b>85,950</b>	<b>85,950</b>	<b>127,200</b>
<b>Purchased Services</b>						
640202 Recording/Filing Fees	3,411	1,590	2,196	7,200	7,200	7,200
640400 Consulting Services	12,516	4,275	2,874	7,000	7,000	7,000
640800 Contractor Fees	730	-	-	150	150	150
641200 Advertising	51,389	35,082	12,070	37,500	37,500	36,500
641307 Telephone	768	772	384	900	900	900
641800 Equip Repairs & Maint	22,156	35,900	160	23,700	23,700	26,700
642900 Interfund Allocations	(50)	423	127	60	60	60
650301 Facility Rent	1,260	3,990	2,025	2,025	2,025	3,800
650302 Equipment Rent	10,941	17,218	4,257	18,505	18,505	18,505
659900 Other Contracts/Obligation	3,449	4,190	-	4,500	4,500	4,500
662500 Disability Payments	7,890	7,890	658	7,890	7,890	-
<b>TOTAL PURCHASED SVCS</b>	<b>114,460</b>	<b>111,330</b>	<b>24,751</b>	<b>109,430</b>	<b>109,430</b>	<b>105,315</b>
<b>TOTAL EXPENSE</b>	<b>1,008,221</b>	<b>1,107,583</b>	<b>454,646</b>	<b>1,028,511</b>	<b>1,039,511</b>	<b>1,126,267</b>

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Tuchscherer Disability**

**Business Unit 7120**

**PROGRAM MISSION**

To account for moneys received by the City in an employee disability settlement, and the corresponding expenditures for such purposes.

**PROGRAM NARRATIVE**

**Objectives:**

The City's obligation under this trust is partially offset by the investment income.

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

The final payment under this obligation was made in 2021 and the remaining fund balance transferred to the general fund.

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

	2019 Actual	2020 Actual	2021 Adopted Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Interest Income	\$ 541	\$ 289	\$ 120	\$ (1)	\$ -
<b>Expenses</b>					
Program Costs	6,392	6,391	6,391	2,130	-
Revenues over (under) Expenses	(5,851)	(6,102)	(6,271)	(2,131)	-
<b>Other Financing Sources (Uses)</b>					
Transfer Out - General Fund	-	-	-	(3,989)	-
Fund Balance - Beginning	18,073	12,222	6,120	6,120	-
Fund Balance - Ending	\$ 12,222	\$ 6,120	\$ (151)	\$ -	\$ -



**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

Lined area for notes.

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**City Center**

**Business Unit 4030**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy # 1: "Responsibly deliver excellent services".

**Objectives:**

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

<u>Project</u>	<u>Amount</u>	<u>Page</u>
No projects planned for 2022		

**Major program changes:**

No major changes.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
	<b>Program Revenues</b>	\$ 92,000	\$ -	\$ -	\$ -	\$ -	N/A
	<b>Program Expenses</b>	\$ -	\$ 119,218	\$ -	\$ -	\$ -	N/A
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Capital Expenditures	-	119,218	-	-	-	N/A

\* % change from prior year adopted budget  
City Center Cap Proj Fund.xls

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**City Center**

**Business Unit 4030**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
422400 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
591000 Proceeds of Long-term Debt	92,000	-	-	-	-
Total Revenue	<u>\$ 92,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Expenses					
680401 Equipment	\$ -	\$ 119,218	\$ -	\$ -	\$ -
Total Expense	<u>\$ -</u>	<u>\$ 119,218</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET**  
**CITY CENTER**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>					
Program Costs	-	119,218	-	4,781	-
Total Expenses	<u>-</u>	<u>119,218</u>	<u>-</u>	<u>4,781</u>	<u>-</u>
Revenues over (under) Expenses	-	(119,218)	-	(4,781)	-
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	92,000	-	-	-	-
Total Other Financing Sources (Uses)	<u>92,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	92,000	(119,218)	-	(4,781)	-
Fund Balance - Beginning	31,999	123,999	4,781	4,781	-
Residual Equity Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 123,999</u>	<u>\$ 4,781</u>	<u>\$ 4,781</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF APPLETON 2022 BUDGET**

**HUMAN RESOURCES**

**Human Resources Director: Jay M. Ratchman**

**Deputy Director of Human Resources: Kim M. Kamp**



# CITY OF APPLETON 2022 BUDGET HUMAN RESOURCES

## MISSION STATEMENT

The Human Resource Department will attract, develop, and retain a high-performing, diverse workforce and foster an environment where employees can use their talents to thrive.

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

The Human Resources staff continued to support, and provide service to City departments, staff, and the public through innovative programs and enhancements. Some examples of accomplishments in 2021 are:

### General Administration:

- Continued development of the Financial Wellness Team including branding, review of deferred compensation plan/ investment fund lineup performance, creating and offering a new financial wellness newsletter for employees and online educational programs, and educating employees for retirement readiness
- Completed transition of medical management to UMR & CVS/Caremark
- Continued health services at the employee Connecting Care Clinic
- Continued transition in Tyler Munis HR and Payroll systems
- Updated a variety of HR & safety policies
- Continued work by the Healthsmart Team including sponsoring virtual programs during COVID-19, coordinated mental health webinars, and fitness tracking challenges through myInertia. Planning has also begun on biometric health screenings for fall, 2021
- Started request for proposal (RFP) process for post-employment health plan (PEHP) administrators

### Employee & Labor Relations:

- Finalized the Valley Transit 2021-2023 union contract
- Worked extensively on employment issues related to COVID-19. This includes transition back to the workplace, continued compliance with the Families First Coronavirus Response Act, updates and an extension of the Families First Compliance policy, researched and responded to the CARES Act, and updates to the workplace guidebook
- Assisted with COVID-19 leaves of absence, FMLA leaves of absence, worker's compensation, wage compression issues, career development, and a variety of employment related issues
- Managed the unemployment compensation program (monitoring claims, responding to the State of Wisconsin, contesting claims when appropriate)
- Collected/compared comparable data regarding Fire paramedics

### Talent Acquisition and Retention:

- Completed recruitment processes for internal promotions, lateral transfers, and recruitment from the outside
- Coordinated and assisted the Police and Fire Commissions with the selection of police officers, firefighters and Assistant Police Chief
- Continued efforts to increase our reach on Facebook and other social media
- Successfully used Microsoft Teams, Zoom, and Audio bridge tools to keep our recruitment process moving forward during the COVID-19 pandemic
- Worked with the Parks, Recreation and Facilities Management Department to increase the use of e-references for seasonal recruitment
- Assisted the Clerk's office in hiring of election workers
- Collected and analyzed diversity and equity data for existing employees and with new recruitment processes

### Talent Management and Development:

- Coordinated seasonal required new hire paperwork and training via onboarding portal
- Provided required training for general and supervisors virtually
- Facilitated online new employee orientation training through the onboarding tool
- Conducted new supervisor orientation training
- Built out offboarding tool to provide guidance and education to exiting retirees and employees
- Provided recognition for administrative professionals
- Implemented the THRIVE Leadership Academy for current and upcoming City leaders
- Facilitated EQi assessments and individual/team development
- Offered multiple sessions of online resiliency training
- Developed and delivered four quarterly financial wellness newsletters to employees and retirees

## CITY OF APPLETON 2022 BUDGET HUMAN RESOURCES

### MAJOR 2022 OBJECTIVES

To provide departmental support meeting the City's organizational needs in the areas of:

Human Resource Compliance and Administration:

- Continue review of the medical plan assuring compliance with the Health Care Act, industry trends, and cost effectiveness
- Administer the annual personal health risk assessments for all employees/spouses/retirees
- Administer various wellness programs to educate employees and promote health and wellness
- Maintain the City's compensation plan for non-union, part-time and seasonal employees
- Promote the Connecting Care Clinic and service
- Promote programs to increase employee financial wellness and retirement readiness
- Provide assistance on labor contract interpretations, handle grievances
- Monitor unemployment reports and work with attorney's office on unique claims
- Continue to work towards assisting employees with retirement readiness

Talent Acquisition and Retention:

- Fill vacant employee positions throughout the year
- Continue to use a variety of means to interview candidates (e.g. in-person and virtual)
- Continue to evaluate the use of testing and employment related assessments to best meet our needs
- Review background procedures and evaluate alternatives
- Increase social media impact and continue to market HR on all social media platforms
- Monitor and explore ways to improve our diversity outreach

Talent Management and Development:

- Continue to implement City-wide talent management strategy, including updates and implementation of succession plans, individual development plans and City-wide leadership development programs
- Continue to create and facilitate required general employee and supervisory training sessions
- Continue development and implementation of e-learning programs
- Conduct new employee orientation sessions
- Facilitate new supervisor orientation sessions
- Conduct seasonal employee training programs
- Coordinate team and individual development opportunities for City employees
- Manage and expand use of online onboarding and offboarding systems
- Coordinate and facilitate organizational culture initiatives
- Expand use of EQi or other leadership development tools
- Research the development of a new aspiring leaders program to help prepare employees to move into supervisory roles

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 16	\$ -	\$ -	\$ -	\$ -	N/A
<b>Program Expenses</b>							
14010	HR Compliance	303,469	361,218	414,489	414,489	394,193	-4.90%
14020	Talent Acquisition	234,946	162,827	192,583	192,583	193,527	0.49%
14040	Talent Management	138,527	147,757	163,478	163,478	169,477	3.67%
<b>TOTAL</b>		<b>\$ 676,942</b>	<b>\$ 671,802</b>	<b>\$ 770,550</b>	<b>\$ 770,550</b>	<b>\$ 757,197</b>	<b>-1.73%</b>
<b>Expenses Comprised Of:</b>							
Personnel		579,006	609,576	666,461	666,461	647,958	-2.78%
Training & Travel		26,689	11,261	26,310	26,310	26,310	0.00%
Supplies & Materials		12,086	3,909	10,279	10,279	10,429	1.46%
Purchased Services		59,161	47,056	67,500	67,500	72,500	7.41%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		6.15	6.15	6.15	6.15	6.15	

\* % change from prior year adopted budget  
Human Resources.xls

# CITY OF APPLETON 2022 BUDGET

## HUMAN RESOURCES

Human Resources Compliance and Administration

Business Unit 14010

### PROGRAM MISSION

For the benefit of managers and employees, so that the City may attract and retain talented and dedicated staff who will be fairly and equitably compensated and supervised, we will develop and administer policies and procedures, maintain compensation schedules reflective of the market, conduct labor contract negotiations, resolve grievances, and assist with employee-related issues.

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #3: "Recognize and grow everyone's talents", and #5: "Promote an environment that is respectful and inclusive."

#### Objectives:

- Develop, implement, maintain and distribute policies and procedures applicable to City employees
- Review policies and procedures
- Serve as a resource for other agencies seeking employment and statistical data
- Administer various policies and programs to comply with state and federal legislation
- Administer fringe benefit programs and voluntary fringe benefit programs
- Counsel employees on benefit related issues and conduct organizational benefit reviews
- Coordinate and administer the employee compensation and classification system
- Administer the performance and goal evaluation system
- Educate employees on health insurance costs and issues
- Maintain employment records
- Negotiate labor union contracts, address employee issues and handle grievances as they occur
- Investigate complaints and follow through to resolution
- Provide intervention and conflict resolution services
- Assist and advise employees on employment related issues
- Provide contract interpretation and training
- Coordinate and participate in grievance and interest arbitrations

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

No major changes.

## CITY OF APPLETON 2022 BUDGET

### HUMAN RESOURCES

**Human Resources Compliance and Administration**

**Business Unit 14010**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 General Charges for Service	\$ 16	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 16</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 217,389	\$ 270,970	\$ 297,033	\$ 297,033	\$ 280,932
610500 Overtime Wages	2,259	768	-	-	-
615000 Fringes	68,542	82,120	102,911	102,911	98,716
620100 Training/Conferences	135	185	110	110	110
620600 Parking Permits	1,634	2,154	2,200	2,200	2,200
630100 Office Supplies	1,062	451	1,000	1,000	1,000
630200 Subscriptions	1,195	-	-	-	-
630300 Memberships & Licenses	420	420	420	420	420
630500 Awards & Recognition	-	109	92	92	92
630700 Food & Provisions	432	191	123	123	123
631500 Books & Library Materials	-	-	-	-	-
632001 City Copy Charges	5,136	1,807	4,300	4,300	4,300
632002 Outside Printing	361	30	200	200	200
632700 Miscellaneous Equipment	213	137	500	500	500
640400 Consulting Services	4,215	1,250	5,000	5,000	5,000
641307 Telephone	476	476	500	500	500
659900 Other Contracts/Obligation	-	150	100	100	100
<b>Total Expense</b>	<b>\$ 303,469</b>	<b>\$ 361,218</b>	<b>\$ 414,489</b>	<b>\$ 414,489</b>	<b>\$ 394,193</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
HUMAN RESOURCES**

**Talent Acquisition and Retention**

**Business Unit 14020**

**PROGRAM MISSION**

For the benefit of the program managers, so that the City will have a qualified, diverse staff, we will research, recruit and recommend appropriate candidates.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services", #3: "Recognize and grow everyone's talents" and #5: "Promote an environment that is respectful and inclusive."

**Objectives:**

- Review and make recommendations on the filling of vacancies, reorganizations and other staffing changes.
- Review and update job descriptions, post or advertise vacant positions
- Receive and screen applications
- Administer selection process including: corresponding with applicants, maintaining recruitment data, testing, interviewing, performing background and reference checks, coordinating travel arrangements, medical, psychological and physical agility testing and documenting employment offers
- Maintain statistical data on applicant files
- Process all recruitment for seasonal employees
- Outline and document all hiring processes and continue to explore online job posting opportunities
- Evaluate the use of testing and employment related assessments and background procedures
- Use NEO.gov system for all volunteer processes to streamline and ensure all background checks are completed
- Build qualified applicant pools that are representative of the community

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

No major changes

**CITY OF APPLETON 2022 BUDGET  
HUMAN RESOURCES**

**Talent Acquisition and Retention**

**Business Unit 14020**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 133,243	\$ 92,369	\$ 96,898	\$ 96,898	\$ 98,353
610500 Overtime Wages	997	366	-	-	-
615000 Fringes	56,271	35,555	48,430	48,430	47,769
620100 Training/Conferences	6	176	-	-	-
620500 Employee Recruitment	17,156	7,705	15,000	15,000	15,000
630300 Memberships & Licenses	355	55	55	55	205
630700 Food & Provisions	639	474	1,000	1,000	1,000
640400 Consulting Services	22,083	18,701	25,000	25,000	25,000
641200 Advertising	4,016	7,247	6,000	6,000	6,000
641307 Telephone	180	179	200	200	200
Total Expense	<u>\$ 234,946</u>	<u>\$ 162,827</u>	<u>\$ 192,583</u>	<u>\$ 192,583</u>	<u>\$ 193,527</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Consulting Services

Pre-employment physical testing	\$ 9,000
Pre-employment psychological testing	13,250
Polygraph testing	2,750
	<u>\$ 25,000</u>

# CITY OF APPLETON 2022 BUDGET

## HUMAN RESOURCES

**Talent Management and Development**

**Business Unit 14040**

### PROGRAM MISSION

For the benefit of City staff and the community, we will provide training to meet strategic goals and educational opportunities for staff to enhance employees' skills, to fulfill legally mandated training requirements, and to increase employee engagement and development.

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services", #3: "Recognize and grow everyone's talents", #5: "Promote an environment that is respectful and inclusive", and #6: "Create opportunities and learn from successes and failures".

#### Objectives:

- Coordinate and conduct required general employee training classes for all employees
- Coordinate and facilitate supervisory training
- Maintain City-wide training/tracking database
- Create and manage e-learning courses
- Facilitate staff and team development sessions
- Deliver organizational development training
- Conduct new employee orientation program
- Conduct new supervisor orientation training
- Coordinate and conduct seasonal training
- Facilitate City-wide talent management strategy, including workforce analysis and succession plans
- Coordinate and facilitate leadership programs, including individual development plans and mentoring program
- Continue to implement online NEO.gov performance evaluation system
- Continue to expand use of online on-boarding and off-boarding systems
- Coordinate and facilitate organizational culture discussions and action plans
- Manage and expand use of leadership development tools (i.e. EQi)
- Coordinate and implement 360 assessment tool for the Leadership Team

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

No major changes

## CITY OF APPLETON 2022 BUDGET

### HUMAN RESOURCES

**Talent Management and Development**

**Business Unit 14040**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 74,792	\$ 95,053	\$ 90,756	\$ 90,756	\$ 92,118
610500 Overtime Wages	71	580	-	-	-
615000 Fringes	25,442	31,795	30,433	30,433	30,070
620100 Training/Conferences	7,759	1,042	9,000	9,000	9,000
630300 Memberships & Licenses	-	73	289	289	289
630700 Food & Provisions	2,273	162	2,300	2,300	2,300
640400 Consulting Services	27,715	19,000	30,000	30,000	35,000
659900 Other Contracts/Obligation	475	52	700	700	700
Total Expense	<u>\$ 138,527</u>	<u>\$ 147,757</u>	<u>\$ 163,478</u>	<u>\$ 163,478</u>	<u>\$ 169,477</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Consulting Services

General Employee Training/Development	\$ 6,500
Organizational Development	5,500
Supervisor/Leadership Development	21,500
Administrative Professionals Event	1,500
	<u>\$ 35,000</u>



**CITY OF APPLETON 2022 BUDGET  
HUMAN RESOURCES**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
Charges for Services						
480100 General Charges for Service	16	-	-	-	-	-
TOTAL PROGRAM REVENUES	16	-	-	-	-	-
Salaries						
610100 Regular Salaries	425,424	458,392	134,649	484,687	484,687	471,403
610500 Overtime Wages	3,327	1,714	515	-	-	-
615000 Fringes	150,255	149,470	50,966	181,774	181,774	176,555
TOTAL PERSONNEL	579,006	609,576	186,130	666,461	666,461	647,958
Training~Travel						
620100 Training/Conferences	7,899	1,403	261	9,110	9,110	9,110
620500 Employee Recruitment	17,156	7,704	2,046	15,000	15,000	15,000
620600 Parking Permits	1,634	2,154	2,103	2,200	2,200	2,200
TOTAL TRAINING / TRAVEL	26,689	11,261	4,410	26,310	26,310	26,310
Supplies						
630100 Office Supplies	1,062	451	82	1,000	1,000	1,000
630200 Subscriptions	1,195	-	-	-	-	-
630300 Memberships & Licenses	775	548	55	764	764	914
630500 Awards & Recognition	-	109	16	92	92	92
630700 Food & Provisions	3,343	827	120	3,423	3,423	3,423
632001 City Copy Charges	5,136	1,807	260	4,300	4,300	4,300
632002 Outside Printing	362	30	30	200	200	200
632700 Miscellaneous Equipment	213	137	-	500	500	500
TOTAL SUPPLIES	12,086	3,909	563	10,279	10,279	10,429
Purchased Services						
640400 Consulting Services	54,013	38,952	8,479	60,000	60,000	65,000
641200 Advertising	4,017	7,247	2,695	6,000	6,000	6,000
641307 Telephone	656	655	205	700	700	700
659900 Other Contracts/Obligation	475	202	-	800	800	800
TOTAL PURCHASED SVCS	59,161	47,056	11,379	67,500	67,500	72,500
TOTAL EXPENSE	676,942	671,802	202,482	770,550	770,550	757,197

**CITY OF APPLETON 2022 BUDGET**

**RISK MANAGEMENT**

**Human Resources Director: Jay M. Ratchman**

**Deputy Director of Human Resources: Kim M. Kamp**

# CITY OF APPLETON 2022 BUDGET RISK MANAGEMENT

## MISSION STATEMENT

To maximize the City's overall mission by eliminating, reducing or minimizing risk exposures through the use of innovative risk control, claims management, risk financing, regulatory compliance and a variety of programs designed to provide a safe and healthy workplace and community.

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

The Risk Management staff continued to manage organizational liability through a variety of efforts. Some of the highlights in 2021 include:

\*Continued to log safety data sheets and audit the system.

\*Completed our annual training requirements including the respirator medical surveillance program and respirator fit testing for all employees who are required to wear respirators. Annual hearing tests were completed on-site in the fall to ensure compliance with the hearing conservation program.

\*Continued to use the Tyler Munis software to track work injuries and streamlined entry process for this information being sent to third-party administrator.

\*As of June 1, 2021, reviewed around 30 special events to assure adequate risk transfer to the event sponsor.

\*As of June 1, 2021, reviewed around 100 City service and construction contracts to ensure adequate risk transfer to the applicable contractor/vendor.

\*Reviewed and suggested changes to the following policies: AED (Automated External Defibrillator), Ergonomics, Hearing Conservation, Restricted Duty and Right to Know (Hazard Communication).

\*Completed safety audits at the water treatment plant

\*Completed fume hood inspections at the Police Department.

\*Pursued subrogation and restitution for damage to City property caused by third parties. As of June 1, 2021, \$42,884 has been recovered for losses that occurred in 2020 and 2021.

\*Shared information with the applicable departments on several on-line defensive driving courses offered for free by the City's excess worker's compensation carrier.

\*Risk Manager served multiple roles in the City's Emergency Operations Center during the COVID-19 pandemic and facilitated the work group which developed return to work guidance for City personnel. The Risk Manager also participated in multiple City department assessments to develop protective strategies for employees returning back to work from the pandemic.

\*Utilized data from risk information management system and various loss runs to identify loss-trend issues for various departments. This loss history information was reviewed with the applicable departments and also included a number of suggested loss prevention and loss reduction strategies.

\*Analyzed 2022 projected property premiums at various deductible levels to assist in determining the most tolerable economic decision.

\*Created worker's compensation benchmarking reports for the Public Works, Police, and Fire Departments. These reports provided a comparison of work comp losses between similar departments but with different municipalities. This information was reviewed with each applicable Department Director and Deputy Director.

\*Assisted in the creation of the new City risk management intranet site.

\*Assisted the Facilities Management Department with coordination of infrared scanning (free from CVMIC) of major electrical systems at AWWTP. This infrared scanning is a property risk loss control measure intended to identify any potential electrical problems that may result in fires.

\*Assisted the Police Department with utilization of CVMIC's free law enforcement policy review program which is intended to supplement the policy review/revision previously completed by Lexipol.

\*Completed safety program/training audits for the following city departments: Public Works, Utilities, Fire, Police, and Facilities Management. Suggestions/strategies were provided for any identified gaps.

\*Assisted Fire and Police Dept. with implementation of a number of items related to our hearing conservation program.

\*Completed request for proposals (RFP) for worker's compensation third party administrator.

\*Completed internal audit of City's excess work comp program. With the audit findings, we anticipate our recovery amount to be over \$150,000 from our excess work comp insurance carrier.

\*Worked on one large insurance claim resulting in over \$185,000 payment from applicable insurance carrier.

\*Provided information to actuary to complete actuarial report on the City's risk management program. Results of this actuarial report were shared with various City leadership staff.

\*Coordinated with CVMIC loss control representative on the following items: various playground inspections, confined space training (classroom and hands-on), worksite safety visits and battery switch audit.

# CITY OF APPLETON 2022 BUDGET RISK MANAGEMENT

## MAJOR 2022 OBJECTIVES

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

Investigate and resolve all claims filed against the City.

Work with the Attorney's Office or outside counsel on workers' compensation claims and other unresolved claims.

Review all property, liability and workers' compensation insurance coverages.

Evaluate funding source adequacy, including charges for service for workers' compensation, property and liability coverages.

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

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

Work with insurance provider on a frequent basis to assess City buildings to make sure the value of our property is adequately covered for insurance purposes.

Continue to provide all applicable staff training in the safety/loss prevention areas via in person or on-line instruction.

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

Analyze property and casualty loss data and work with departments to develop appropriate courses of action to mitigate these losses.

Work with vendors such as CVMIC, or complete internally, to make sure all safety related education is available to our employees.

Continue to stay aware of changing safety regulations to ensure the City is in compliance.

Continue to work with the Attorney's Office and applicable departments to review construction and service contracts to ensure proper risk transfer to the applicable contractor/vendor.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual			Budget		%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 1,635,418	\$ 1,771,197	\$ 1,690,749	\$ 1,690,749	\$ 1,929,199	14.10%
<b>Program Expenses</b>							
6210	Property & Liability Mgt.	1,622,797	2,592,881	1,524,674	1,524,674	1,760,003	15.43%
6220	Loss Control	197,666	195,426	166,075	166,075	169,196	1.88%
<b>Total Program Expenses</b>		<b>\$ 1,820,463</b>	<b>\$ 2,788,307</b>	<b>\$ 1,690,749</b>	<b>\$ 1,690,749</b>	<b>\$ 1,929,199</b>	<b>14.10%</b>
<b>Expenses Comprised Of:</b>							
Personnel		475,438	412,950	393,090	393,090	396,360	0.83%
Training & Travel		5,115	1,727	8,760	8,760	8,760	0.00%
Supplies & Materials		6,660	2,469	5,940	5,940	5,940	0.00%
Purchased Services		491,832	619,418	656,009	656,009	738,139	12.52%
Miscellaneous Expense		841,418	1,751,743	626,950	626,950	780,000	24.41%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		2.98	2.98	2.98	2.98	2.98	

**CITY OF APPLETON 2022 BUDGET  
RISK MANAGEMENT**

**Property & Liability Management**

**Business Unit 6210**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Review all lines of insurance coverage for alternatives and cost reduction
- Analyze statistical data and develop programs to reduce exposures
- Proactively train and educate employees regarding risk management and loss control measures
- Review discounting opportunities for workers' compensation claims
- Review City contracts for adequate insurance requirements and proof of insurance
- Thoroughly review and process all property/casualty losses to reduce the City's total cost of risk
- Review special events for potential liability exposures, insurance requirements and proof of insurance (if required)

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

Our property package premiums and liability insurance premiums are increasing in 2022 largely due to the following: a) Both property and liability premiums are being impacted by the volatility in the secondary or re-insurance markets created by larger-than-expected global catastrophic property losses that have occurred in the past 5 years, and b) The City incurred 4 large property losses during 2019 and 2020 (yellow ramp elevator fire during July, 2019 storm related damage at multiple locations, tank overfilled at AWWTP causing damage to elevator and truck with elevated dump truck box struck entrance to MSB building). It is anticipated that these insurance rates will continue to rise beyond 2022 due to the continued volatility in the re-insurance market, the unknown effects of the COVID-19 pandemic and the recent protests (resulting in significant property damage nationwide). Additionally, both excess worker's compensation insurance premiums and self insured retention limits will also be increasing due to the recently passed PTSD (post traumatic stress disorder) WI legislation for public safety employees.

An actuarial study performed to review our property, liability and workers compensation program revealed that our workers compensation loss experience has developed very poorly since our last review in 2018. This trend is primarily due to unfavorable increases in both payments and reserve requirements on a number of older claims. As a result, our funding reserves are not expected to be adequate to cover future anticipated future expenses related to these claims. For this reason, along with a general projected increase in claim cost trends, it is necessary to increase the budget for workers compensation expenses in 2022.

**CITY OF APPLETON 2022 BUDGET  
RISK MANAGEMENT**

**Property & Liability Management**

**Business Unit 6210**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
471000 Interest on Investments	\$ 2,373	\$ 127	\$ -	\$ -	\$ -
480100 General Charges for Svc	1,555,407	1,707,296	1,641,793	1,641,793	1,872,355
502000 Donations	10,000	-	-	-	-
503500 Other Reimbursements	66,943	63,774	48,956	48,956	56,844
508200 Insurance Proceeds	695	-	-	-	-
<b>Total Revenue</b>	<b>\$ 1,635,418</b>	<b>\$ 1,771,197</b>	<b>\$ 1,690,749</b>	<b>\$ 1,690,749</b>	<b>\$ 1,929,199</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 225,921	\$ 200,497	\$ 186,479	\$ 186,479	\$ 186,517
610500 Overtime Wages	1,270	406	-	-	-
615000 Fringes	93,969	65,405	62,176	62,176	62,287
620600 Parking Permits	1,295	1,260	1,260	1,260	1,260
630100 Office Supplies	1,003	377	1,000	1,000	1,000
632700 Miscellaneous Equipment	778	-	300	300	300
640100 Accounting/Audit Fees	1,954	1,781	1,500	1,500	1,500
640300 Bank Service Fees	62	3	-	-	-
640400 Consulting Services	19,514	21,070	8,000	8,000	8,300
650100 Insurance	435,613	550,339	637,009	637,009	718,839
662600 Uninsured Losses	75,239	79,883	106,950	106,950	160,000
662700 Uninsured Losses - W/C	766,179	1,671,860	520,000	520,000	620,000
<b>Total Expense</b>	<b>\$ 1,622,797</b>	<b>\$ 2,592,881</b>	<b>\$ 1,524,674</b>	<b>\$ 1,524,674</b>	<b>\$ 1,760,003</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Insurance</u>		<u>Uninsured Losses - WC</u>	
Liability	\$ 106,595	Police Department	\$ 141,769
Crime	3,203	Fire Department	131,511
Excess liability	26,805	Public Works Department	104,127
Cyber Liability	7,500	Valley Transit	45,894
Employment practice	29,916	Water Utility	41,252
Volunteer Blanket Accident	1,526	Library	19,341
Equipment breakdown	25,167	Facilities Management	18,566
Package property	338,873	Stormwater Utility	16,250
Auto physical damage	52,254	Sanitation Department	15,475
WC TPA & fees	22,000	Community Development	14,962
Excess workers' compensation	105,000	CEA	11,932
	<u>\$ 718,839</u>	Health Department	11,530
		Wastewater Utility	8,201
		Information Technology	7,249
<u>Uninsured Losses</u>		Finance Department	6,093
General liability	\$ 60,000	Human Resource Dept	5,864
Automobile	100,000	Legal Services Dept	5,589
	<u>\$ 160,000</u>	Parking Utility	5,372
		Parks & Recreation Dept	3,996
		Mayors Office	3,382
		Reid Golf Course	1,645
			<u>\$ 620,000</u>

# CITY OF APPLETON 2022 BUDGET RISK MANAGEMENT

Safety/Loss Prevention

Business Unit 6220

## PROGRAM MISSION

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

## PROGRAM NARRATIVE

### Link to City Goals:

Implements Key Strategy #1: "Responsibly deliver excellent services", #3: "Recognize and grow everyone's talents."

### Objectives:

Facilitate new employee orientation and new supervisor orientation classes.  
Continue to conduct or facilitate required safety training for employees and authorized volunteers.  
Continue to conduct or facilitate other loss control training such as, but not limited to, harassment, discrimination, drug-free workplace for all employees and authorized volunteers.  
Attend departmental safety committee meetings.  
Facilitate central safety committee meetings and executive safety committee meetings.  
Respond to and document ergonomic concerns and implement solutions.  
Conduct annual hearing tests on required personnel, and annual lead testing.  
Review and develop programs to promote safety, reduce injuries and reduce claims.  
Conduct annual respirator fit testing and obtain proper medical clearance for employee respirator usage.  
Provide comprehensive safety training to help educate supervisors and employees in identifying and stopping potential hazards in the workplace such as by offering OSHA 10 hour and OSHA 30 hour training courses.  
Continue to conduct safety audits of City buildings to identify safety hazards.  
Continue to review all injury/accident reports and worker's compensation/liability loss runs to identify potential loss control measures to prevent accident/injury re-occurrence.

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

No major changes

**CITY OF APPLETON 2022 BUDGET  
RISK MANAGEMENT**

**Safety/Loss Prevention**

**Business Unit 6220**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 115,570	\$ 110,559	\$ 106,655	\$ 106,655	\$ 109,321
610500 Overtime Wages	214	252	-	-	-
615000 Fringes	38,496	35,831	37,780	37,780	38,235
620100 Training/Conferences	3,820	467	7,500	7,500	7,500
630300 Memberships & Licenses	100	100	100	100	100
630500 Awards & Recognition	-	-	140	140	140
630700 Food & Provisions	1,365	627	1,400	1,400	1,400
631500 Books & Library Materials	-	-	150	150	150
632001 City Copy Charges	2,856	1,354	2,300	2,300	2,300
632002 Outside Printing	230	-	200	200	200
632300 Safety Supplies	326	11	100	100	100
632700 Miscellaneous Equipment	-	-	250	250	250
640400 Consulting Services	32,785	44,321	7,600	7,600	7,600
641307 Telephone	104	104	100	100	100
659900 Other Contracts/Obligation	1,800	1,800	1,800	1,800	1,800
Total Expense	<u>\$ 197,666</u>	<u>\$ 195,426</u>	<u>\$ 166,075</u>	<u>\$ 166,075</u>	<u>\$ 169,196</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
RISK MANAGEMENT**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
471000 Interest on Investments	2,373	127	86	-	-	-
480100 General Charges for Service	1,555,407	1,707,296	-	1,641,793	1,641,793	1,872,355
502000 Donations & Memorials	10,000	-	-	-	-	-
503500 Other Reimbursements	66,943	63,774	49,033	48,956	48,956	56,844
508200 Insurance Proceeds	695	-	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<b>1,635,418</b>	<b>1,771,197</b>	<b>49,119</b>	<b>1,690,749</b>	<b>1,690,749</b>	<b>1,929,199</b>
<b>Personnel</b>						
610100 Regular Salaries	341,490	311,056	79,068	293,134	293,134	295,838
610500 Overtime Wages	1,484	658	156	-	-	-
615000 Fringes	105,280	94,327	28,811	99,956	99,956	100,522
617000 Pension Expense	20,178	8,403	-	-	-	-
617100 OPEB Expense	7,006	(1,494)	-	-	-	-
<b>TOTAL PERSONNEL</b>	<b>475,438</b>	<b>412,950</b>	<b>108,035</b>	<b>393,090</b>	<b>393,090</b>	<b>396,360</b>
<b>Training~Travel</b>						
620100 Training/Conferences	3,820	467	129	7,500	7,500	7,500
620600 Parking Permits	1,295	1,260	1,260	1,260	1,260	1,260
<b>TOTAL TRAINING / TRAVEL</b>	<b>5,115</b>	<b>1,727</b>	<b>1,389</b>	<b>8,760</b>	<b>8,760</b>	<b>8,760</b>
<b>Supplies</b>						
630100 Office Supplies	1,003	377	154	1,000	1,000	1,000
630300 Memberships & Licenses	100	100	100	100	100	100
630500 Awards & Recognition	-	-	-	140	140	140
630700 Food & Provisions	1,365	627	-	1,400	1,400	1,400
631500 Books & Library Materials	-	-	-	150	150	150
632001 City Copy Charges	2,857	1,354	220	2,300	2,300	2,300
632002 Outside Printing	231	-	-	200	200	200
632300 Safety Supplies	326	11	-	100	100	100
632700 Miscellaneous Equipment	778	-	-	550	550	550
<b>TOTAL SUPPLIES</b>	<b>6,660</b>	<b>2,469</b>	<b>474</b>	<b>5,940</b>	<b>5,940</b>	<b>5,940</b>
<b>Purchased Services</b>						
640100 Accounting/Audit Fees	1,954	1,781	-	1,500	1,500	1,500
640300 Bank Service Fees	62	3	0	-	-	-
640400 Consulting Services	52,299	65,391	3,667	15,600	15,600	15,900
641307 Telephone	104	104	33	100	100	100
650100 Insurance	435,613	550,339	608,318	637,009	637,009	718,839
659900 Other Contracts/Obligation	1,800	1,800	1,800	1,800	1,800	1,800
<b>TOTAL PURCHASED SVCS</b>	<b>491,832</b>	<b>619,418</b>	<b>613,818</b>	<b>656,009</b>	<b>656,009</b>	<b>738,139</b>
<b>Miscellaneous Expense</b>						
662600 Uninsured Losses	75,239	79,883	24,603	106,950	106,950	160,000
662700 Uninsured Losses - Workers Corr	766,179	1,671,860	366,313	520,000	520,000	620,000
<b>TOTAL MISCELLANEOUS</b>	<b>841,418</b>	<b>1,751,743</b>	<b>390,916</b>	<b>626,950</b>	<b>626,950</b>	<b>780,000</b>
<b>TOTAL EXPENSE</b>	<b>1,820,463</b>	<b>2,788,307</b>	<b>1,114,632</b>	<b>1,690,749</b>	<b>1,690,749</b>	<b>1,929,199</b>

**CITY OF APPLETON 2022 BUDGET**  
**RISK MANAGEMENT FUND**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Charges for Services	\$ 1,555,407	\$ 1,707,296	\$ 1,641,793	\$ 1,641,793	\$ 1,872,355
Other	66,943	63,774	48,956	49,033	56,844
Total Revenues	<u>1,622,350</u>	<u>1,771,070</u>	<u>1,690,749</u>	<u>1,690,826</u>	<u>1,929,199</u>
<b>Expenses</b>					
Operating Expenses	<u>1,820,463</u>	<u>2,788,307</u>	<u>1,690,749</u>	<u>2,090,000</u>	<u>1,929,199</u>
Total Expenses	<u>1,820,463</u>	<u>2,788,307</u>	<u>1,690,749</u>	<u>2,090,000</u>	<u>1,929,199</u>
Operating Income (Loss)	(198,113)	(1,017,237)	-	(399,174)	-
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	2,373	127	-	200	-
Other Non-Operating Income	6,139	-	-	-	-
Insurance Proceeds - Fox River	4,556	-	-	-	-
Transfer In - General Fund	-	-	-	1,300,000	-
Total Non-Operating	<u>13,068</u>	<u>127</u>	<u>-</u>	<u>1,300,200</u>	<u>-</u>
Change in Net Assets	(185,045)	(1,017,110)	-	901,026	-
Fund Balance - Beginning	<u>354,673</u>	<u>169,628</u>	<u>(847,482)</u>	<u>(847,482)</u>	<u>53,544</u>
Fund Balance - Ending	<u>\$ 169,628</u>	<u>\$ (847,482)</u>	<u>\$ (847,482)</u>	<u>\$ 53,544</u>	<u>\$ 53,544</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 48,155	\$ 949,181
+ Change in Net Assets	901,026	-
Working Cash - End of Year	<u>\$ 949,181</u>	<u>\$ 949,181</u>

**CITY OF APPLETON 2022 BUDGET  
RISK MANAGEMENT**

**NOTES**

--

**CITY OF APPLETON 2022 BUDGET**

**COMMUNITY & ECONOMIC DEVELOPMENT**

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

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

# CITY OF APPLETON 2022 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

- \* Supporting the business and not-for-profit community during the recovery from the COVID-19 has been a priority. The department continues to work and communicate with the business community with efforts including social media, regular business retention visits, and partnerships with community organizations that help build relationships that benefit the City and support recovery.
- \* Industrial development saw a continued increase in 2021. F Street Development completed construction of a new 218,000 square foot building in the Southpoint Commerce Park and anticipates purchasing additional land for future phases. Bose I, LLC has an accepted offer on 30 acres in Southpoint. Valley Tool, and S&D Masonry have buildings under construction in the Northeast Business Park.
- \* Downtown Appleton saw the construction of four new residential and mixed-use residential developments, furthering the City's goal of creating over 465 new residential units in the downtown per the City's Comprehensive Plan 2010-2030. Projects under construction in 2021 include 320 E. College, Block 800, 318 W. College, and Crescent Lofts. These projects will result in 167 new residential units in the downtown, 58 of which will be at affordable rental rates per the WHEDA tax credit program. A development agreement was also approved with the new owners of the historic Zuelke Building for a mixed-use renovation of that building. Finally, staff continued collaboration with US Venture to potentially construct their headquarters on the Bluff Site.
- \* A development agreement was approved with Merge Urban Development for a mixed-use development on the former Conway Hotel site and discussions continue with Merge on a second development agreement for the former Blue Ramp site.
- \* Staff issued an RFP for College Avenue North Neighborhood Plan. Eight (8) firms responded and RDG was awarded the contract by the Common Council on July 7, 2021. This collaborative planning process will begin August and be completed the first half of 2022.
- \* Business enhancement grants from TIF District #11 and TIF District #12 continue to leverage significant investment in downtown Appleton for property improvements. As of July, 2021, the TIF #11 grants have been almost fully utilized with \$7,562 remaining to support property improvement. TIF District #12 has also seen interest with \$14,000 committed as of July, 2021. These funds leveraged another \$108,536 in private investment in the downtown.
- \* The Appleton Redevelopment Authority Business Enhancement Grant Program has awarded \$80,442 in grants to leverage \$109,867 in private investment to improve 16 commercial properties throughout the City. The ARA grants are available to properties outside of the TIF #11 and TIF #12 program boundaries.
- \* In response to Resolution #1-R-21 Accessory Dwelling Units, staff collaborated with a group of alderpersons, the City Attorney's Office, DPW, Finance and the Inspection Division to create zoning ordinance standards for accessory dwelling units (attached and detached) and junior accessory dwelling units (JADUs). The new standards were approved by the Plan Commission and Common Council in 2021.
- \* Staff collaborated with a group of alderpersons, the City Attorney's Office and Health Department to review and analyze the Municipal Code and State Statutes regarding short term rental regulations. It was determined by staff that regulating short-term rentals beyond the current regulations would require additional Health Department staff to administer a new short-term rental program unit. Alternatively, staff updated the City website and created a webpage solely devoted to short term rental regulations which explains the current application, inspection and sales and room tax payment process.
- \* Implementation of the Comprehensive Plan continued in 2021, with highlights that include infill projects along the I-41 corridor, targeted plans for streetscaping and an area north of College Avenue, development of additional downtown housing, zoning ordinance amendments to allow accessory dwelling units, and continued progress toward redeveloping the "bluff site" area.
- \* During the second half of 2020 and the first half of 2021, the site plan review team has approved approximately 49 dwelling units, 265,600 square feet of industrial space, 331,400 square feet of office/commercial space, and 5,300 square feet of institutional space.
- \* Staff facilitated and approved the first addition to Broadway Hills Estates and the M&J Weyenberg Properties LLC annexations, resulting in roughly 18.3 acres of land being annexed.
- \* Final plat approval resulted in the recording of 125 residential lots, including the third addition to Clearwater Creek, sixth and seventh addition to Emerald Valley, North Edgewood Estates 2, and Trail View Estates South. Staff anticipates approximately 118 additional lots will be approved in 2021.
- \* The Assessor team began a 2023 citywide residential revaluation by updating all 25,600 land values. This involved land sales analysis, updating system rates, a detailed land equity review, and assistance from our GIS team. New mobile assessment software for field work was deployed early in the year for faster updating.
- \* The City's equalized value increased by 8% in 2021 from \$6,200,311,200 to \$6,688,360,800 which was greater than the Statewide gain of 7%.
- \* Appleton GIS software provider (ESRI) is undergoing a major platform shift away from its long-term core program ArcMap to a new product called ArcPro. Migration to ArcPro by the core GIS staff has begun along with planning for the migration by other GIS users. The change will effect internal procedures, run nightly scripts, as well as increase demands on hardware to run the larger more powerful ArcPro.
- \* GIS team provided on-going technical support for the COVID-19 pandemic, including creating the City of Appleton COVID-19 website, streamlining the process of updating graphics for social media posts and automating daily updates for the website, as well as assisting staff with work from home technical issues.
- \* In May 2021, staff organized and delivered the Neighborhood Program spring meeting, an informal "roundtable" discussion for neighborhood leaders, using a virtual meeting platform. In total, there were 5 participants representing four (4) different neighborhoods. The fall Neighborhood Program meeting is anticipated to be in person. The Historic Central Neighborhood was granted funding through the Neighborhood Grant Program to support a front porch music event (Porchfest).
- \* The Appleton Public Arts Committee held a photo contest to find images to fill the Houdini Plaza Welcome Tower. Staff prepared the contest rules, submission form, prepared the compilation of photos for the Art Committee to review and then coordinated the installation of the winning photos. Staff will continue to work with the Art Committee to find images to fill the Welcome Tower.

## CITY OF APPLETON 2022 BUDGET COMMUNITY & ECONOMIC DEVELOPMENT

### MAJOR 2022 OBJECTIVES

- \* Implement the City's updated 2010-2030 Comprehensive Plan providing input to development proposals and initiating zoning code changes (when necessary and in compliance with State Statutes) as identified in the Plan.
- \* Continue creation, execution and implementation of the City's Economic Development Strategic Plan, primary goals and key strategies that will result in development within targeted districts of the City and enhance the business climate and vibrancy of the community.
- \* Contact at least forty businesses in the City with information on business assistance programs and City support.
- \* Attract development to the City that will result in substantial tax base enhancement; target the % increase of net new construction at the Statewide average each year.
- \* Continue to market and sell business park land.
- \* Continue the on-going process of amending the zoning ordinance and subdivision ordinance.
- \* Coordinate and increase communication and shared vision between the technical review group, City departments, Plan Commission, Community and Economic Development Committee, Historic Preservation Commission, registered neighborhoods, Appleton Redevelopment Authority, Appleton Public Arts Committee, Common Council and the community.
- \* Work with the development community, elected and appointed officials, neighborhoods, non-government organizations, businesses and other City departments to formulate development proposals that align with City plans, ordinances and policies, as well as recognized industry practices.
- \* Continue to allow easier access to the City's GIS system by expanding and creating mobile applications utilizing ArcGIS online/portal.
- \* Upgrade GIS architecture to the latest software release; this includes all desktop software, mobile applications, web applications and servers.
- \* A Citywide revaluation will occur for 2023. This is a large two-year project to be accomplished in two phases: All 1,700 commercial property values will be updated by August, 2022, and all 23,800 residential property values will be updated between August, 2022 and August, 2023. Valuation change notices will be mailed to all owners upon completion of the revaluation in 2023.
- \* Continue to be a source of information and support to businesses, not-for-profits and our community through the recovery from the COVID-19 pandemic.
- \* Support the Mayor's task force on the economic development experience.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 19,545	\$ 24,205	\$ 18,350	\$ 18,350	\$ 18,300	-0.27%
<b>Program Expenses</b>							
15010	Administration	563,088	542,998	598,509	598,509	602,810	0.72%
15020	Planning	287,669	296,849	287,794	287,794	290,057	0.79%
15030	Marketing	130,494	176,730	177,312	177,312	178,213	0.51%
15040	New & Redevelopment	215,992	209,645	221,667	221,667	222,759	0.49%
15050	Assessing	581,806	590,732	610,624	610,624	619,422	1.44%
<b>TOTAL</b>		<b>\$ 1,779,049</b>	<b>\$ 1,816,954</b>	<b>\$ 1,895,906</b>	<b>\$ 1,895,906</b>	<b>1,913,261</b>	<b>0.92%</b>
<b>Expenses Comprised Of:</b>							
Personnel		1,667,315	1,679,448	1,738,542	1,738,542	1,758,218	1.13%
Training & Travel		14,699	11,279	17,100	17,100	17,000	-0.58%
Supplies & Materials		18,984	15,427	22,024	22,024	33,999	54.37%
Purchased Services		78,051	110,800	118,240	118,240	104,044	-12.01%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		16.97	16.97	16.93	16.93	16.93	

**CITY OF APPLETON 2022 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Administration**

**Business Unit 15010**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement", #3: "Recognize and grow everyone's talents," #4: "Continually assess trends affecting the community and proactively respond", and #6: "Create opportunities and learn from successes and failures."

**Objectives:**

Develop policies, procedures and processes, and perform required reporting for the department

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

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

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

The Community Development Specialist's salary and fringe benefit costs are recorded in both this budget and in the Housing and Community Development Grants budget. The portion of the Specialist's salary and fringes reimbursable through the grant is charged to the grant budget while the remainder is charged here.

Printing costs include all copies made by City departments on the 5th floor color copier machine in Community and Economic Development.

**CITY OF APPLETON 2022 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Administration**

**Business Unit 15010**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 General Charges for Svc	\$ 290	\$ 295	\$ 350	\$ 350	\$ 300
Total Revenue	<u>\$ 290</u>	<u>\$ 295</u>	<u>\$ 350</u>	<u>\$ 350</u>	<u>\$ 300</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 379,753	\$ 380,303	\$ 394,266	\$ 394,266	\$ 400,164
610500 Overtime Wages	1,549	1,247	-	-	-
615000 Fringes	149,329	136,396	166,284	166,284	164,737
620100 Training/Conferences	7,275	2,882	8,240	8,240	8,240
620600 Parking Permits	6,501	7,562	7,560	7,560	7,560
630100 Office Supplies	1,037	1,404	2,244	2,244	2,244
630200 Subscriptions	173	315	450	450	400
630300 Memberships & Licenses	2,545	3,047	3,200	3,200	3,200
630500 Awards & Recognition	312	270	285	285	285
630700 Food & Provisions	297	546	450	450	450
631500 Books & Library Materials	-	63	75	75	75
632001 City Copy Charges	9,725	5,731	11,550	11,550	11,550
632002 Outside Printing	1,459	555	-	-	-
632700 Miscellaneous Equipment	-	-	200	200	200
641200 Advertising	1,127	1,234	1,333	1,333	1,333
641307 Telephone	1,039	1,038	1,332	1,332	1,332
641308 Cellular Phones	967	405	1,040	1,040	1,040
Total Expense	<u>\$ 563,088</u>	<u>\$ 542,998</u>	<u>\$ 598,509</u>	<u>\$ 598,509</u>	<u>\$ 602,810</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Planning**

**Business Unit 15020**

**PROGRAM MISSION**

For the benefit of the community, we are committed to advancing the goals of the City's Comprehensive Plan and guiding customers through the development review process, while ensuring compliance with relevant codes, ordinances and regulations.

**PROGRAM NARRATIVE**

**Link to Key Strategies:**

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

**Objectives:**

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

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Planning**

**Business Unit 15020**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
500200 Zoning & Subdivision Fees	\$ 19,255	\$ 23,910	\$ 18,000	\$ 18,000	\$ 18,000
Total Revenue	<u>\$ 19,255</u>	<u>\$ 23,910</u>	<u>\$ 18,000</u>	<u>\$ 18,000</u>	<u>\$ 18,000</u>
Expenses					
610100 Regular Salaries	\$ 206,138	\$ 217,403	\$ 215,799	\$ 215,799	\$ 219,037
615000 Fringes	81,531	79,446	71,995	71,995	71,020
Total Expense	<u>\$ 287,669</u>	<u>\$ 296,849</u>	<u>\$ 287,794</u>	<u>\$ 287,794</u>	<u>\$ 290,057</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Marketing & Business Services**

**Business Unit 15030**

**PROGRAM MISSION**

For the benefit of Appleton's current and prospective businesses and developers, so that business assistance services are identified and conveyed, and Appleton is selected as the prime location for investment, we will provide information and expertise to address business issues and promote the community.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Marketing & Business Services**

**Business Unit 15030**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 80,340	\$ 83,671	\$ 83,052	\$ 83,052	\$ 84,299
615000 Fringes	25,442	24,866	28,260	28,260	27,914
630300 Memberships & Licenses	-	-	-	-	12,000
641200 Advertising	-	-	-	-	12,000
659900 Other Contracts/Obligation	24,712	68,193	66,000	66,000	42,000
Total Expense	<u>\$ 130,494</u>	<u>\$ 176,730</u>	<u>\$ 177,312</u>	<u>\$ 177,312</u>	<u>\$ 178,213</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

ADI - downtown event sponsorships	\$ 12,000
Fox Cities Regional Partnership support	30,000
	<u>\$ 42,000</u>

**CITY OF APPLETON 2022 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**New and Redevelopment Projects**

**Business Unit 15040**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

Act as ombudsman for developers pursuing investments in the City

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

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

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

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

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**New and Redevelopment Projects**

**Business Unit 15040**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 136,664	\$ 142,174	\$ 141,121	\$ 141,121	\$ 143,238
615000 Fringes	45,307	43,872	50,546	50,546	49,521
640400 Consulting Services	34,021	23,599	30,000	30,000	30,000
Total Expense	<u>\$ 215,992</u>	<u>\$ 209,645</u>	<u>\$ 221,667</u>	<u>\$ 221,667</u>	<u>\$ 222,759</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Consulting Services

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

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

**CITY OF APPLETON 2022 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Assessing**

**Business Unit 15050**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

A Citywide revaluation of all property will occur for 2023. This is a large two-year project to be accomplished in two phases: All 1,700 commercial property values will be updated by August, 2022, and all 23,800 residential property values will be updated from August, 2022 to August, 2023. Valuation change notices will be mailed to all property owners upon the completion of the revaluation in 2023. In 2022, the Assessor team will perform commercial inspections to update any old records, research comparable sales and trends, collect and analyze rental income, test and calibrate replacement costs, and use professional appraisal methods to calculate current commercial market values.

Develop future leaders for the Assessor's division as part of the City's succession planning initiative. Accomplish this through cross-training, advanced courses, assessor certification exams, and leadership development opportunities.

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

Fewer interior building inspections were performed in the first half of 2021 as a COVID-19 precaution. Due to this, the percentage of new and sold buildings inspected and the total number of interior inspections are lower than anticipated. We utilized our MLS and Costar subscriptions to update data, and we allowed property owners to submit photos or videos in lieu of an inspection. By utilizing these methods, we were able to update more assessments than anticipated.

**CITY OF APPLETON 2022 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

**Assessing**

**Business Unit 15050**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 406,057	\$ 421,088	\$ 421,697	\$ 421,697	\$ 425,666
610500 Overtime Wages	3,304	290	1,352	1,352	1,366
615000 Fringes	151,901	148,692	164,170	164,170	171,256
620100 Training/Conferences	923	835	1,300	1,300	1,200
630200 Subscriptions	1,726	1,726	1,800	1,800	1,800
630300 Memberships & Licenses	330	370	350	350	375
632700 Miscellaneous Equipment	1,380	1,400	1,420	1,420	1,420
641308 Cellular Phones	1,440	624	1,000	1,000	1,000
642501 CEA Operations/Maint.	998	1,948	3,478	3,478	1,600
642502 CEA Depreciation/Replace.	1,658	1,618	1,557	1,557	1,539
659900 Other Contracts/Obligation	12,089	12,141	12,500	12,500	12,200
Total Expense	<u>\$ 581,806</u>	<u>\$ 590,732</u>	<u>\$ 610,624</u>	<u>\$ 610,624</u>	<u>\$ 619,422</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
COMMUNITY & ECONOMIC DEVELOPMENT**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
<b>Charges for Services</b>						
480100 General Charges for Service	290	295	310	350	350	300
500200 Zoning & Subdivision Fees	<u>19,255</u>	<u>23,910</u>	<u>3,400</u>	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>
<b>TOTAL PROGRAM REVENUES</b>	<u>19,545</u>	<u>24,205</u>	<u>3,710</u>	<u>18,350</u>	<u>18,350</u>	<u>18,300</u>
<b>Salaries</b>						
610100 Regular Salaries	1,063,366	1,117,437	265,662	1,255,935	1,255,935	1,271,904
610200 Labor Pool Allocations	13,512	-	-	-	-	-
610500 Overtime Wages	4,853	1,536	28	1,352	1,352	1,366
611000 Other Compensation	500	500	500	-	-	500
611400 Sick Pay	-	999	1,855	-	-	-
611500 Vacation Pay	131,573	125,703	19,508	-	-	-
615000 Fringes	<u>453,511</u>	<u>433,273</u>	<u>119,092</u>	<u>481,255</u>	<u>481,255</u>	<u>484,448</u>
<b>TOTAL PERSONNEL</b>	<u>1,667,315</u>	<u>1,679,448</u>	<u>406,645</u>	<u>1,738,542</u>	<u>1,738,542</u>	<u>1,758,218</u>
<b>Training~Travel</b>						
620100 Training/Conferences	8,198	3,717	831	9,540	9,540	9,440
620600 Parking Permits	<u>6,501</u>	<u>7,562</u>	<u>7,560</u>	<u>7,560</u>	<u>7,560</u>	<u>7,560</u>
<b>TOTAL TRAINING / TRAVEL</b>	<u>14,699</u>	<u>11,279</u>	<u>8,391</u>	<u>17,100</u>	<u>17,100</u>	<u>17,000</u>
<b>Supplies</b>						
630100 Office Supplies	1,037	1,404	296	2,244	2,244	2,244
630200 Subscriptions	1,899	2,041	377	2,250	2,250	2,200
630300 Memberships & Licenses	2,875	3,417	480	3,550	3,550	15,575
630500 Awards & Recognition	312	270	-	285	285	285
630700 Food & Provisions	297	546	-	450	450	450
631500 Books & Library Materials	-	63	-	75	75	75
632001 City Copy Charges	9,725	5,731	-	11,550	11,550	11,550
632002 Outside Printing	1,459	555	216	-	-	-
632700 Miscellaneous Equipment	<u>1,380</u>	<u>1,400</u>	<u>1,400</u>	<u>1,620</u>	<u>1,620</u>	<u>1,620</u>
<b>TOTAL SUPPLIES</b>	<u>18,984</u>	<u>15,427</u>	<u>2,769</u>	<u>22,024</u>	<u>22,024</u>	<u>33,999</u>
<b>Purchased Services</b>						
640400 Consulting Services	34,021	23,599	750	30,000	30,000	30,000
641200 Advertising	1,127	1,234	-	1,333	1,333	13,333
641307 Telephone	1,039	1,038	239	1,332	1,332	1,332
641308 Cellular Phones	2,407	1,029	264	2,040	2,040	2,040
642501 CEA Operations/Maint.	998	1,948	93	3,478	3,478	1,600
642502 CEA Depreciation/Replace.	1,658	1,618	262	1,557	1,557	1,539
659900 Other Contracts/Obligation	<u>36,801</u>	<u>80,334</u>	<u>43,853</u>	<u>78,500</u>	<u>78,500</u>	<u>54,200</u>
<b>TOTAL PURCHASED SVCS</b>	<u>78,051</u>	<u>110,800</u>	<u>45,461</u>	<u>118,240</u>	<u>118,240</u>	<u>104,044</u>
<b>TOTAL EXPENSE</b>	<u>1,779,049</u>	<u>1,816,954</u>	<u>463,266</u>	<u>1,895,906</u>	<u>1,895,906</u>	<u>1,913,261</u>

**CITY OF APPLETON 2022 BUDGET**

**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

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

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

# CITY OF APPLETON 2022 BUDGET

## HOUSING AND COMMUNITY DEVELOPMENT GRANTS

### MISSION STATEMENT

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

### DISCUSSION OF SIGNIFICANT 2021 EVENTS

#### **Community Development Block Grant (CDBG & CDBG-CV)**

For the 2021-2022 award of \$619,567, \$149,325 was allocated as detailed below for City programs and \$470,242 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$29,892
- Appleton Housing Authority \$37,000
- Fair Housing Services \$25,000
- CDBG Administration \$57,433

Additionally, as a direct response to the COVID-19 pandemic, the City was awarded three tranches of CDBG-CV funding: CDBG-CV1 = \$348,255; CDBG-CV2 = \$148,008; CDBG-CV3 = \$343,268. These funds were allocated to community partners that administered housing assistance, prevention and diversion programming, at-risk youth, street outreach efforts, small business support, and emergency shelter activities.

The 2020 Consolidated Annual Performance Evaluation Report (CAPER) was submitted as first program year for the 2020-2024 Consolidated Plan. The 2021 Annual Action Plan was submitted in June and approved by HUD in July.

In August, 2021, \$28,653 was administratively reallocated from the Neighborhood Program to support community partners through the broader CDBG application process for 2022.

#### **Emergency Housing & Homeless Grant Program/Housing Assistance Programs Grant (EHH/HAP & ESG-CV)**

The City, in collaboration with Pillars Inc., ADVOCAP, and Harbor House was successful in applying for Emergency Homeless and Housing (EHH) grant funds for the 2021-2022 program year, receiving a total of \$175,298. Additionally, as a direct response to the COVID-19 pandemic, the City was awarded two tranches of ESG-CV funding: ESG-CV1 = \$325,000; ESG-CV2 = \$468,867. These funds were allocated to community partners that administered street outreach efforts, domestic abuse shelter, and emergency shelter services.

For the 2021 program year, the City was unsuccessful in retaining three Housing Assistance Payment (HAP) grants through the Wisconsin Balance of State Continuum of Care (WIBOSCOC).

#### **Continuum of Care Programs (CoC) #1 (RRH), #2 (RRH EXP), #3 (HP RRH) & #4 (CE-SSO)**

In 2021, the City, in collaboration with Pillars Inc., Salvation Army of the Fox Cities, and ADVOCAP, was successful in renewing all three of the Rapid Re-Housing (RRH) program grants and the CoC CE-SSO grant. This role has been responsible for all Coordinated Entry duties in the Fox Cities Continuum of Care under the City of Appleton umbrella since May, 2020. All three CoC RRH grants operate October 1, 2021-September 30, 2022, while the CoC CE-SSO grant operates on a July 1, 2021-June 30, 2022 program year.

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

This program benefits the City of Appleton by improving residential properties where property owners were unable to obtain financing to make the improvements on their own. In 2021, the Homeowner Rehabilitation Loan Program is projected to rehabilitate 20-24 owner-occupied housing units and invest nearly \$400,000 in home improvement loans.

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

Staff continues to promote competitive grant funds available to registered neighborhoods through the Neighborhood Grant Program (TNGP). We encourage Registered Neighborhoods to apply for grant funding to support identified initiatives such as surveys, fun runs, public spaces enhancements, etc. The Historic Central Neighborhood was granted funding through the Neighborhood Grant Program to support a front porch music event (Porchfest).

In May 2021, staff organized and delivered the Neighborhood Program spring meeting, an informal "roundtable" discussion for neighborhood leaders, using a virtual meeting platform. In total, there were 5 participants representing four (4) different neighborhoods. The fall Neighborhood Program meeting is anticipated to be in person for October, 2021.

# CITY OF APPLETON 2022 BUDGET

## HOUSING AND COMMUNITY DEVELOPMENT GRANTS

### MAJOR 2022 OBJECTIVES

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

**Homeowner Rehabilitation Loan Program (HRLP)**

(Program Year: April 1 to March 31)

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

**Neighborhood Program (NP)**

(Program Year: April 1 to March 31)

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

**Community Development Block Grant (CDBG)**

(Program Year: April 1 to March 31)

Create and maintain decent and affordable housing opportunities for low-income residents  
 Strengthen community services by offering new and improved access for low-income residents  
 Expand economic opportunity through financial counseling and business revitalization activities  
 Improve various public facilities throughout Appleton to create better availability/accessibility

**Continuum of Care Rapid Re-Housing Grant (COC RRH) #1, #2, #3 and #4**

(Program Year: October 1 to September 30)

Provide for adequate and successful operation of transitional and permanent supportive housing programs  
 Provide for utilization of Housing First Model

**Emergency Housing & Homeless Grant/Housing Programs (EHH/HAP)**

(Program Year: July 1 to June 30)

Prevent homelessness among City of Appleton residents through housing counseling and financial assistance  
 Provide essential services and adequate facilities for transitional housing and rapid rehousing program participants utilizing the Housing First Model  
 Provide emergency shelter and associated services to persons experiencing homelessness

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 1,320,456	\$ 1,983,252	\$ 1,738,807	\$ 1,738,807	\$ 1,770,717	1.84%
<b>Program Expenses</b>							
2100	CDBG	487,936	576,746	561,334	561,334	508,363	-9.44%
2140	Emergency Shelter	279,825	272,471	259,510	259,510	342,353	31.92%
2150	Continuum of Care	209,846	364,545	355,238	355,238	385,140	8.42%
2170	Homeowner Rehab Loan	419,111	486,354	454,072	454,072	454,861	0.17%
2180	Neighborhood Program	4,305	1	113,387	113,387	86,484	-23.73%
<b>TOTAL</b>		<b>\$ 1,401,023</b>	<b>\$ 1,700,117</b>	<b>\$ 1,743,541</b>	<b>\$ 1,743,541</b>	<b>\$ 1,777,201</b>	<b>1.93%</b>
<b>Expenses Comprised Of:</b>							
Personnel		131,979	192,850	211,727	211,727	216,522	2.26%
Training & Travel		6,939	1,639	12,620	12,620	8,963	-28.98%
Supplies & Materials		940	1,225	3,611	3,611	2,567	-28.91%
Purchased Services		11,467	17,680	11,690	11,690	4,690	-59.88%
Miscellaneous Expense		1,249,698	1,486,723	1,503,893	1,503,893	1,544,459	2.70%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		1.31	2.23	2.35	2.35	2.35	

\* % change from prior year adopted budget

**CITY OF APPLETON 2022 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Community Development Block Grant**

**Business Unit 2100**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

In August, 2021, \$28,653 was administratively reallocated to support community partners through the broader CDBG application process for 2022.

Revenues and expenditures associated with this program are subject to the final entitlement award amount, as well as the Community and Economic Development Committee and Common Council approval of CDBG subrecipient awards.

The estimated award for the 2022-2023 program year is \$599,710. The allocation of the funds is as follows:

CDBG - Community Dev/Finance Admin	\$ 158,479*
Homeowner Rehab. Loan Program	<u>120,000</u>
	\$ 278,479
Awarded through competitive application process	<u>349,884**</u>
Total estimated award	<u>\$ 628,363</u>

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

\*\* Additional \$28,653 reallocated from the 2016 Neighborhood Grant Program.

Actual funding for 2020 includes the 2020 CDBG allocation (\$591,911), plus the CDBG-CV1 funds (\$348,255) received.

Projected funding for 2021 includes the 2021 CDBG allocation (\$619,567), plus the CDBG-CV2 (\$148,008) and CDBG-CV3 (\$343,268) funds received.

Target funding for 2022 is an estimate based on the last three years' average, excluding CV funding.

**CITY OF APPLETON 2022 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Community Development Block Grant**

**Business Unit 2100**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
421000 Federal Grants	\$ 489,021	\$ 576,747	\$ 561,334	\$ 561,334	\$ 508,363
Total Revenue	<u>\$ 489,021</u>	<u>\$ 576,747</u>	<u>\$ 561,334</u>	<u>\$ 561,334</u>	<u>\$ 508,363</u>
Expenses					
610100 Regular Salaries	\$ 24,090	\$ 16,133	\$ 35,500	\$ 35,500	\$ 36,387
615000 Fringes	6,471	6,344	14,846	14,846	15,005
620100 Training/Conferences	2,937	1,265	3,600	3,600	3,600
630100 Office Supplies	-	120	127	127	127
630300 Memberships & Licenses	940	940	940	940	940
632001 City Copy Charges	-	-	500	500	500
640100 Accounting/Audit Fees	5,650	3,903	1,460	1,460	1,460
641200 Advertising	364	469	400	400	400
641307 Telephone	48	48	60	60	60
659900 Other Contracts/Obligation	-	-	-	-	-
660800 Block Grant Payments	447,436	547,524	503,901	503,901	449,884
Total Expense	<u>\$ 487,936</u>	<u>\$ 576,746</u>	<u>\$ 561,334</u>	<u>\$ 561,334</u>	<u>\$ 508,363</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Block Grant Payments

Appleton Housing Authority Award	\$ 75,000
Fair Housing Services	25,000
Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	349,884
	<u>\$ 449,884</u>

**Summary of the Appleton CDBG Allocation Process**

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

**CITY OF APPLETON 2022 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

**Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP)**

**Business Unit 2140**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The purpose of this grant is to benefit persons in need of emergency shelter, transitional housing and homeless prevention services. Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP) funds are disbursed by the Wisconsin Department of Administration via a competitive grant application process.

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

EHH/HAP funds may be used in the following areas related to emergency shelter and housing programs: rapid re-housing programs, homeless prevention programs, emergency shelter programs, street outreach programs, HMIS, and administration costs. The shelter programs may include shelters for victims of domestic violence, runaway adolescents, and persons with disabilities, as well as generic shelter and transitional housing programs. Any city, county or private non-profit agency may apply for funding during the State's annual competition for EHH/HAP funding.

The current partner agencies receiving EHH/HAP funding are: Pillars, Inc. (formerly Housing Partnership of the Fox Cities, Homeless Connection and Fox Valley Warming Shelter), ADVOCAP, and Harbor House.

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

Projected 2021 ESG grant award includes the 2021 allocation (\$175,298), plus the ESG-CV2 (\$468,867) funds. Payment to ICA for use of the Housing Management Inventory System was modified in 2021, initially deducting the \$5,700 payment from the top of each coalition's total award.

The budgeted 2022 ESG grant award is an estimate based on the last three years' average, excluding CV funds.

**CITY OF APPLETON 2022 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

**Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP)**

**Business Unit 2140**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
422400 Miscellaneous State Aids	\$ 265,584	\$ 265,601	\$ 259,510	\$ 259,510	\$ 342,353
423000 Miscellaneous Local Aids	-	6,870	-	-	-
Total Revenue	<u>\$ 265,584</u>	<u>\$ 272,471</u>	<u>\$ 259,510</u>	<u>\$ 259,510</u>	<u>\$ 342,353</u>
Expenses					
610100 Regular Salaries	\$ 4,009	\$ 16,761	\$ 18,363	\$ 18,363	\$ 18,090
615000 Fringes	1,910	6,667	9,416	9,416	9,592
640400 Consulting Services	-	5,700	5,700	5,700	-
663000 Other Grant Payments	273,906	243,343	226,031	226,031	314,671
Total Expense	<u>\$ 279,825</u>	<u>\$ 272,471</u>	<u>\$ 259,510</u>	<u>\$ 259,510</u>	<u>\$ 342,353</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Other Grant Payments

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

	ESG/HPP	HAP RRH	HAP RRH EXP	Total
ADVOCAP	103,078	12,500	5,885	121,463
Pillars	151,194	12,500	5,885	169,579
Harbor House DV Shelter	23,629	-	-	23,629
	<u>\$ 277,901</u>	<u>\$ 25,000</u>	<u>\$ 11,770</u>	<u>\$ 314,671</u>



**CITY OF APPLETON 2022 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

**Continuum of Care Program (CoC)**

**Business Unit 2150**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

COC funds are disbursed by the U.S. Department of Housing & Urban Development, but are awarded to the City of Appleton as a partner in the Balance of State (Wisconsin) via a competitive grant application process. As the lead fiscal and administrative agent, the City of Appleton applies for four separate COC grants in collaboration with other local non-profit partners -- three grants are for collaborative rapid re-housing housing programs (RRH), and the fourth grant, the CE-SSO grant, is an administrative grant that supports the City's new Coordinated Entry Specialist role. The role is responsible for all Coordinated Entry duties in the Fox Cities Continuum of Care.

The City serves as the lead agency for this funding to local non-profit agencies that meet the niche requirements of the COC program. Three agencies, including Pillars, Inc., Salvation Army, and ADVOCAP, receive RRH funding through two of the four grants, with Pillars, Inc. receiving the third RRH award solely, and the City being the direct recipient of the fourth grant (CE-SSO). In exchange for serving as the lead fiscal and administrative agent, the City also receives a small amount of funding for administration costs.

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

In 2021, the Housing Management Inventory System (HMIS) underwent a conversion to a new platform. This caused fluctuations and delays in the data, and will directly impact the strategic outcomes in 2022.

**CITY OF APPLETON 2022 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

**Continuum of Care Program (COC)**

**Business Unit 2150**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ 207,531	\$ 369,457	\$ 355,238	\$ 355,238	\$ 385,140
Total Revenue	<u>\$ 207,531</u>	<u>\$ 369,457</u>	<u>\$ 355,238</u>	<u>\$ 355,238</u>	<u>\$ 385,140</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 6,569	\$ 38,520	\$ 29,111	\$ 29,111	\$ 30,571
610500 Overtime Wages	115	360	-	-	-
615000 Fringes	3,580	13,964	14,819	14,819	15,116
620100 Training/Conferences	3,553	323	8,000	8,000	4,343
620600 Parking Permits	-	-	420	420	420
630100 Office Supplies	-	-	2,044	2,044	1,000
630300 Memberships & Licenses	-	165	-	-	-
640400 Consulting	-	1,420	-	-	-
641307 Telephone	-	126	270	270	270
663000 Other Grant Payments	196,029	309,667	300,574	300,574	333,420
Total Expense	<u>\$ 209,846</u>	<u>\$ 364,545</u>	<u>\$ 355,238</u>	<u>\$ 355,238</u>	<u>\$ 385,140</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

**Other Grant Payments**

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

	COC #1 RRH	COC #2 HP RRH	COC #3 RRH EXP	Total
ADVOCAP	\$ 45,212	\$ -	\$ 13,552	\$ 58,764
Pillars, Inc.	19,764	89,060	23,384	\$ 132,208
Salvation Army	103,548	-	38,900	\$ 142,448
	<u>\$ 168,524</u>	<u>\$ 89,060</u>	<u>\$ 75,836</u>	<u>\$ 333,420</u>

**CITY OF APPLETON 2022 BUDGET**  
**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Homeowner Rehabilitation Loan Program**

**Business Unit 2160/2170/2190**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

The HRLP is a revolving loan program supported by the following funding sources:

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

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

Due to decreased loan repayments (compared to higher loan repayments the previous year), new CDBG funding has been increased to the amount needed for program delivery and project costs. All other project and program delivery costs will be paid out of program income. In the future, if CDBG funds are eliminated, the Housing Coordinator's salary and fringes may come out of the City's General fund or from other revenue sources.

**CITY OF APPLETON 2022 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Homeowner Rehabilitation Loan Program**

**Business Unit 2160/2170/2190**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
421000 Federal Grants	\$ 87,849	\$ 129,146	\$ 29,892	\$ 29,892	\$ 120,000
471000 Interest on Investments	1,450	26	-	-	-
503500 Other Reimbursements	461	181	-	-	-
505000 Project Repayments	268,560	635,224	424,180	424,180	334,861
<b>Total Revenue</b>	<b>\$ 358,320</b>	<b>\$ 764,577</b>	<b>\$ 454,072</b>	<b>\$ 454,072</b>	<b>\$ 454,861</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 69,650	\$ 76,983	\$ 72,253	\$ 72,253	\$ 74,060
615000 Fringes	15,586	17,119	17,419	17,419	17,701
620100 Training/Conferences	448	50	600	600	600
641307 Telephone	56	56	200	200	200
641308 Cellular Phones	39	186	-	-	-
659900 Other Contracts/Obligation	5,310	5,771	3,600	3,600	2,300
660800 Block Grant Payments	328,022	386,189	185,000	185,000	334,000
663000 Other Grant Payments	-	-	175,000	175,000	26,000
<b>Total Expense</b>	<b>\$ 419,111</b>	<b>\$ 486,354</b>	<b>\$ 454,072</b>	<b>\$ 454,072</b>	<b>\$ 454,861</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Block Grant Payments

Loans to low- and moderate-income households for the rehabilitation of their homes.

Rehab projects \$ 334,000  
\$ 334,000

Other Grant Payments

Loans to low- and moderate-income households for the rehabilitation of their homes.

Rehab projects \$ 26,000  
\$ 26,000

**CITY OF APPLETON 2022 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Neighborhood Program**

**Business Unit 2180**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

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

Staff organized and delivered the Neighborhood Program Spring and Fall Meetings, which are informal, "roundtable" discussions for neighborhood leaders. Facilitating opportunities for neighborhoods to report out their successes, solicit peer review and learn about City resources may continue to replace the conventional Neighborhood Academy.

Grant funds will continue to be available to registered neighborhoods through the CDBG and tax levy funding sources. Neighborhood grants totaling \$80,000 (CDBG) and \$6,484 (General Fund) are anticipated in 2022. In August, 2021, \$28,653 was administratively reallocated to support community partners through the broader CDBG application process for 2022. The NP will not request additional CDBG funding in 2022 in order to draw down funds from prior year allocations. Once those funds are allocated, future CDBG funding requests are anticipated. After drawing down a sizable amount of funds from prior year allocations, this budget includes a request of \$3,000 for the general fund source that is available to all neighborhoods, not just those limited neighborhoods qualified by HUD.

**CITY OF APPLETON 2022 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Neighborhood Program**

**Business Unit 2180**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
411000 Property Tax	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
421000 Federal Grants	-	-	108,653	108,653	80,000
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 111,653</u>	<u>\$ 111,653</u>	<u>\$ 83,000</u>
<b>Expenses</b>					
660800 Block Grant Payments	\$ -	\$ -	\$ 108,653	\$ 108,653	\$ 80,000
663000 Other Grant Payments	4,305	1	4,734	4,734	6,484
Total Expense	<u>\$ 4,305</u>	<u>\$ 1</u>	<u>\$ 113,387</u>	<u>\$ 113,387</u>	<u>\$ 86,484</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Block grant payments

Targeted Neighborhood Investment grants to create strong neighborhoods	\$ 80,000
	<u>\$ 80,000</u>

**CITY OF APPLETON 2022 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
<b>Program Revenues</b>						
411000 Property Tax	-	-	-	3,000	3,000	3,000
421000 Federal Grants	576,871	705,893	125,950	699,879	699,879	708,363
422400 Miscellaneous State Aids	473,115	635,058	205,173	614,748	614,748	727,493
423000 Miscellaneous Local Aids	-	6,870	-	-	-	-
471000 Interest on Investments	1,450	26	35	-	-	-
503500 Other Reimbursements	460	180	180	-	-	-
505000 Project Repayments	268,560	635,225	452,699	424,180	424,180	334,861
<b>TOTAL PROGRAM REVENUES</b>	<u>1,320,456</u>	<u>1,983,252</u>	<u>784,037</u>	<u>1,741,807</u>	<u>1,741,807</u>	<u>1,773,717</u>
<b>Personnel</b>						
610100 Regular Salaries	96,470	139,127	71,026	155,227	155,227	159,108
610500 Overtime Wages	115	679	360	-	-	-
611400 Sick Pay	549	532	304	-	-	-
611500 Vacation Pay	7,299	8,419	2,890	-	-	-
615000 Fringes	27,546	44,093	22,276	56,500	56,500	57,414
<b>TOTAL PERSONNEL</b>	<u>131,979</u>	<u>192,850</u>	<u>96,856</u>	<u>211,727</u>	<u>211,727</u>	<u>216,522</u>
<b>Training~Travel</b>						
620100 Training/Conferences	6,939	1,639	1,439	12,200	12,200	8,543
620600 Parking Permits	-	-	-	420	420	420
<b>TOTAL TRAINING / TRAVEL</b>	<u>6,939</u>	<u>1,639</u>	<u>1,439</u>	<u>12,620</u>	<u>12,620</u>	<u>8,963</u>
<b>Supplies</b>						
630100 Office Supplies	-	120	90	2,171	2,171	1,127
630300 Memberships & Licenses	940	1,105	940	940	940	940
632001 City Copy Charges	-	-	-	500	500	500
<b>TOTAL SUPPLIES</b>	<u>940</u>	<u>1,225</u>	<u>1,030</u>	<u>3,611</u>	<u>3,611</u>	<u>2,567</u>
<b>Purchased Services</b>						
640100 Accounting/Audit Fees	5,650	3,903	-	1,460	1,460	1,460
640400 Consulting Services	-	7,120	1,420	5,700	5,700	-
641200 Advertising	364	470	219	400	400	400
641307 Telephone	104	230	61	530	530	530
641308 Cellular Phones	39	186	71	-	-	-
659900 Other Contracts/Obligation	5,310	5,771	2,145	3,600	3,600	2,300
<b>TOTAL PURCHASED SVCS</b>	<u>11,467</u>	<u>17,680</u>	<u>3,916</u>	<u>11,690</u>	<u>11,690</u>	<u>4,690</u>
<b>Miscellaneous Expense</b>						
660800 Block Grant Payments	775,458	933,713	451,592	797,554	797,554	863,884
663000 Other Grant Payments	474,240	553,010	204,090	706,339	706,339	680,575
<b>TOTAL MISCELLANEOUS EXP</b>	<u>1,249,698</u>	<u>1,486,723</u>	<u>655,682</u>	<u>1,503,893</u>	<u>1,503,893</u>	<u>1,544,459</u>
<b>TOTAL EXPENSE</b>	<u><u>1,401,023</u></u>	<u><u>1,700,117</u></u>	<u><u>758,923</u></u>	<u><u>1,743,541</u></u>	<u><u>1,743,541</u></u>	<u><u>1,777,201</u></u>

**CITY OF APPLETON 2022 BUDGET**  
**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2019 Actual	2020 Actual	2021 Budget	2021 Projected*	2022 Budget
<b>Revenues</b>					
Property Taxes	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
Intergovernmental	1,049,985	1,347,821	1,314,627	1,314,627	1,435,856
Other	270,471	635,431	424,180	424,180	334,861
Total Revenues	<u>1,320,456</u>	<u>1,983,252</u>	<u>1,741,807</u>	<u>1,741,807</u>	<u>1,773,717</u>
<b>Expenses</b>					
Program Costs	<u>1,401,023</u>	<u>1,700,117</u>	<u>1,743,541</u>	<u>1,743,541</u>	<u>1,777,201</u>
Total Expenses	<u>1,401,023</u>	<u>1,700,117</u>	<u>1,743,541</u>	<u>1,743,541</u>	<u>1,777,201</u>
Revenues over (under) Expenses	(80,567)	283,135	(1,734)	(1,734)	(3,484)
<b>Other Financing Sources (Uses)</b>					
Operating Transfers In	<u>(8,951)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	(89,518)	283,135	(1,734)	(1,734)	(3,484)
Fund Balance - Beginning	224,421	134,903	418,038	418,038	416,304
Residual Equity Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 134,903</u>	<u>\$ 418,038</u>	<u>\$ 416,304</u>	<u>\$ 416,304</u>	<u>\$ 412,820</u>

\* Due to the variability of the various grant awards, the 2021 amended budget figures have been used





**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

Lined area for notes.

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Industrial Park Land**

**Business Unit 4280/4281**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy # 4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

The 2022 budget includes funds for maintenance of the remaining 4 acres of land and berm maintenance in the City's Northeast Business Park in addition to the portion of Southpoint Commerce Park that is outside of TIF District #6. This includes weed cutting, soil testing, environmental reviews, surveys, real estate commissions, title insurance, and other costs associated with selling land. Maintenance costs and rental income associated with the home and land acquired in 2016 at 110 and 210 W. Edgewood Drive are also included in this budget. In addition, funds to cover the cost of lighting the two business park identification signs marking the main entrances to the Northeast Business Park and Southpoint Commerce Park are included in this budget. There are currently 6 parcels sold in the Northeast Business Park that remain undeveloped. Per the covenants, the owners have one year to develop these parcels. The City has first right of refusal on these properties if the current owners wish to sell.

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

Funds are not included in the 2022 budget for the potential repurchase of lots in the Northeast Business Park and Southpoint Commerce Park that may fall out of compliance with the protective covenants for construction. Since purchases are only made at the direction of the Common Council, if any such parcels become available, a separate action to purchase the parcel(s) will be brought forward in 2022.

Rental income includes leasing the home at 110 W. Edgewood, farmland associated with the Edgewood Drive properties, and the portion of Southpoint Commerce Park outside of TIF #6. Due to site constraints, the lease rate for the 21.25 farmable acres on Edgewood Drive was set at \$63 per acre. The farm lease for vacant Southpoint Commerce Park land was updated in 2020 following an RFP process. The revenue account reflects the new lease rate of \$160 per acre and assumes 75.8 acres of leasable land after pending and recent sales in the business park. 80% of the lease revenue is payable to the IPLF and 20% is in TIF #6.

Demand for land in Southpoint Commerce Park remains strong. With recent lot sales, and pending lot sales, it's projected only 64 acres of ready-to-build land will be available in 2022. The 2022 budget, and subsequent years in the 5-year CIP plan, include funding for engineering, platting, permitting, and infrastructure construction for the approximately 80 acres east of Eisenhower Drive and west of Coop Road. This would open the last piece of Southpoint Commerce Park as ready-to-build lots. A potential future TIF District is planned to support the investment in the next phase of Southpoint.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
	<b>Program Revenues</b>	\$ 170,022	\$ 615,418	\$ 41,217	\$ 41,217	\$ 27,441	-33.42%
	<b>Program Expenses</b>	\$ 138,973	\$ 163,527	\$ 296,102	\$ 1,095,444	\$ 150,957	-49.02%
<b>Expenses Comprised Of:</b>						200,000	
	Personnel	-	-	-	-	-	N/A
	Purchased Services	35,639	31,220	79,754	79,754	115,128	44.35%
	Capital Expenditures	103,334	132,307	216,348	1,015,690	235,829	9.00%

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Industrial Park Land**

**Business Unit 4280/4281**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
471000 Interest on Investments	\$ 20,127	\$ 15,322	\$ 15,000	\$ 15,000	\$ 5,000
500400 Sale of City Property	105,364	565,333	-	-	-
501500 Rental of City Property	44,531	34,763	26,217	26,217	22,441
591000 Proceeds of Long-term Debt	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 170,022</b>	<b>\$ 615,418</b>	<b>\$ 41,217</b>	<b>\$ 41,217</b>	<b>\$ 27,441</b>
<b>Expenses</b>					
640400 Consulting Services	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 90,000
641200 Advertising	17,173	13,462	18,000	18,000	18,000
641301 Electric	330	607	975	975	975
641306 Stormwater	4,939	6,555	4,979	4,979	6,153
642500 CEA Expense	-	197	-	-	-
659900 Other Contracts/Obligation	13,197	10,399	35,800	35,800	35,829
680100 Land	53,136	63,917	200,000	999,342	-
680903 Sanitary Sewers	50,198	68,390	16,348	16,348	-
<b>Total Expense</b>	<b>\$ 138,973</b>	<b>\$ 163,527</b>	<b>\$ 296,102</b>	<b>\$ 1,095,444</b>	<b>\$ 150,957</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Consulting Services

Platting and lot grading	\$ 10,000
Engineering for SPCP next phase	70,000
Testing and analysis, title work and due diligence for land sales	10,000
	<u>\$ 90,000</u>

Advertising

Marketing	\$ 18,000
	<u>\$ 18,000</u>

Other Contracts/Obligations

Maintenance of 110 W. Edgewood	\$ 3,000
Real Estate Commissions (4 Acres @ \$40,000)	12,800
Weed cutting/maintenance/debris clean-up at Edgewood, Southpoint & NE Business Parks	20,029
	<u>\$ 35,829</u>

**CITY OF APPLETON 2022 BUDGET**  
**INDUSTRIAL PARK LAND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Interest Income	\$ 20,127	\$ 15,322	\$ 15,000	\$ 5,000	\$ 5,000
Other	44,531	34,763	26,217	30,000	22,441
Total Revenues	<u>64,658</u>	<u>50,085</u>	<u>41,217</u>	<u>35,000</u>	<u>27,441</u>
<b>Expenses</b>					
Program Costs	138,973	163,527	296,102	148,102	150,957
Total Expenses	<u>138,973</u>	<u>163,527</u>	<u>296,102</u>	<u>148,102</u>	<u>150,957</u>
Revenues over (under)					
Expenses	(74,315)	(113,442)	(254,885)	(113,102)	(123,516)
<b>Other Financing Sources (Uses)</b>					
Sale of City Property	105,364	565,333	-	-	-
Transfer In - General Fund	-	-	-	250,000	-
Total Other Financing Sources (Uses)	<u>105,364</u>	<u>565,333</u>	<u>-</u>	<u>250,000</u>	<u>-</u>
Net Change in Equity	31,049	451,891	(254,885)	136,898	(123,516)
Fund Balance - Beginning	<u>571,287</u>	<u>602,336</u>	<u>1,054,227</u>	<u>1,054,227</u>	<u>1,191,125</u>
Fund Balance - Ending	<u>\$ 602,336</u>	<u>\$ 1,054,227</u>	<u>\$ 799,342</u>	<u>\$ 1,191,125</u>	<u>\$ 1,067,609</u>

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

Area for notes with horizontal lines.

# CITY OF APPLETON 2022 BUDGET

## CAPITAL PROJECTS FUNDS

**Community & Economic Development**

**Business Unit 4330**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

**Link to City Goals:**

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

**Objectives:**

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

Project	Amount	Page
---------	--------	------

No funds have been budgeted for 2022. If a development project arises, a separate action requesting applicable funding will be presented to the Council for approval at that time.

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

No major changes.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 101,867	\$ 2,185	\$ -	\$ -	\$ -	-
<b>Program Expenses</b>		\$ 103,718	\$ -	\$ -	\$ -	\$ -	N/A
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Administrative Expense	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	103,718	-	-	-	-	N/A
	Utilities	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**COMMUNITY DEVELOPMENT**

**Business Unit 4330**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
471000 Interest on Investments	\$ 1,867	\$ 2,185	\$ -	\$ -	\$ -
503500 Other Reimbursements	100,000	-	-	-	-
Total Revenue	<u>\$ 101,867</u>	<u>\$ 2,185</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
632700 Miscellaneous Equipment	\$ 74,118	\$ -	\$ -	\$ -	\$ -
640400 Consulting Services	29,600	-	-	-	-
Total Expense	<u>\$ 103,718</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
COMMUNITY DEVELOPMENT  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Interest Income	\$ 1,867	\$ 2,185	\$ -	\$ -	\$ -
	100,000	-	-	-	-
Total Revenues	<u>101,867</u>	<u>2,185</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenses</b>					
Program Costs	103,718	-	-	-	-
Total Expenses	<u>103,718</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	(1,851)	2,185	-	-	-
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	(1,851)	2,185	-	-	-
Fund Balance - Beginning	<u>78,363</u>	<u>76,512</u>	<u>78,697</u>	<u>78,697</u>	<u>78,697</u>
Fund Balance - Ending	<u>\$ 76,512</u>	<u>\$ 78,697</u>	<u>\$ 78,697</u>	<u>\$ 78,697</u>	<u>\$ 78,697</u>

**CITY OF APPLETON 2022 BUDGET**

**TAX INCREMENTAL FINANCING DISTRICTS**

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

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

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Tax Incremental District # 3**

**Business Unit 2040**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

Primary projects include the Green and Yellow Parking Ramps, the Radisson Paper Valley Hotel expansion, the Evans Title building, Appleton Retirement Community, the Copper Leaf Hotel, and the Richmond Terrace property. This district was scheduled to close in 2021, but in 2011 was designated as distressed as allowed by Act 310. This designation allows the extension of the district's life by up to ten years (2029) beyond the original

	General Fund Advance	Parking Utility Advance		General Fund Advance	Parking Utility Advance
1993	\$ -	\$ 129,877	2008	239,309	900,000
1994	-	604,290	2009	(568,726)	1,000,000
1995	-	703,516	2010	222,838	1,000,000
1996	-	1,254,622	2011	643,980	1,000,000
1997	639,211	764,308	2012	676,179	1,000,000
1998	1,141,212	787,831	2013	(417,512)	1,200,000
1999	1,756,773	827,222	2014	(1,360,888)	1,200,000
2000	1,774,640	868,584	2015	(1,428,932)	1,200,000
2001	1,341,515	1,568,974	2016	(2,000,000)	1,400,000
2002	2,235,558	969,870	2017	(1,500,000)	1,200,000
2003	1,498,145	1,892,733	2018	(1,500,000)	1,000,000
2004	1,575,103	1,338,592	2019	(1,500,000)	600,000
2005	393,108	800,000	2020	(1,150,000)	-
2006	207,763	900,000	2021	(1,000,000)	-
2007	423,151	900,000	2022	(1,250,000)	-
			12/31/22 Balance	\$ 1,092,427	\$ 27,010,419

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

TIF #3 is expected to repay the general fund advances, including interest in 2023. Beginning in 2024, the annual property tax increments will be used to repay the Parking Utility until the closure of the TIF in 2029.

TIF #3 was amended in 2021 to transfer under-valued and under-utilized parcels to TIF#12 in order to encourage development, increase the tax base, and meet the goals and objectives as detailed in the Comprehensive Plan.

**DEPARTMENT BUDGET SUMMARY**

Unit	Programs Title	Actual		Budget			% Change *
		2019	2020	Adopted 2021	Amended 2021	2022	
	<b>Program Revenues</b>	\$ 68,749	\$ 42,861	\$ 10,983	\$ 10,983	\$ 11,000	0.15%
	<b>Program Expenses</b>	\$ 263,591	\$ 198,268	\$ 143,581	\$ 143,581	\$ 87,521	-39.04%
<b>Expenses Comprised Of:</b>							
	Purchased Services	1,470	2,396	1,460	1,460	1,650	13.01%
	Other Expense	262,121	195,872	142,121	142,121	85,871	-39.58%

\* % change from prior year adopted budget

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Tax Incremental District # 3**

**Business Unit 2040**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
4110 Property Taxes	\$ 1,085,346	\$ 1,102,513	\$ 1,240,000	\$ 1,240,000	\$ 1,150,000
4130 Payment in Lieu of Taxes	36,741	25,000	-	-	-
4227 State Aid - Computers	5,141	5,141	5,000	5,000	5,000
4228 State Aid - Personal Property	6,203	3,593	983	983	1,000
4710 Interest on Investments	20,664	9,127	5,000	5,000	5,000
5927 Transfer In - Parking Utility	600,000	-	-	-	-
<b>Total Revenue</b>	<b>\$ 1,754,095</b>	<b>\$ 1,145,374</b>	<b>\$ 1,250,983</b>	<b>\$ 1,250,983</b>	<b>\$ 1,161,000</b>
<b>Expenses</b>					
6401 Accounting/Audit	\$ 1,320	\$ 1,246	\$ 1,310	\$ 1,310	\$ 1,500
6402 Legal Fees	150	1,150	150	150	150
6720 Interest Payments	262,121	195,872	142,121	142,121	85,871
7913 Trans Out - Debt Service	-	-	-	-	-
<b>Total Expense</b>	<b>\$ 263,591</b>	<b>\$ 198,268</b>	<b>\$ 143,581</b>	<b>\$ 143,581</b>	<b>\$ 87,521</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET**

**TAX INCREMENTAL DISTRICT # 3**

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

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Property Taxes	\$ 1,085,346	\$ 1,102,513	\$ 1,240,000	\$ 1,215,753	\$ 1,150,000
Payment in Lieu of Taxes	36,741	25,000	-	-	-
Intergovernmental	11,344	8,734	5,983	6,124	6,000
Interest Income	20,664	9,127	5,000	1,000	5,000
<b>Total Revenues</b>	<u>1,154,095</u>	<u>1,145,374</u>	<u>1,250,983</u>	<u>1,222,877</u>	<u>1,161,000</u>
<b>Expenses</b>					
Interest Expense	262,121	195,872	142,121	142,121	85,871
Administrative Expenses	1,470	2,396	1,460	1,208	1,650
<b>Total Expenses</b>	<u>263,591</u>	<u>198,268</u>	<u>143,581</u>	<u>143,329</u>	<u>87,521</u>
Revenues over (under) Expenses	890,504	947,106	1,107,402	1,079,548	1,073,479
<b>Other Financing Sources (Uses)</b>					
Operating Transfers In - Other Funds	600,000	-	-	-	-
Operating Transfers Out - Debt Service	-	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<u>600,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	1,490,504	947,106	1,107,402	1,079,548	1,073,479
Fund Balance (Deficit)- Beginning	(5,649,231)	(4,158,727)	(3,211,621)	(3,211,621)	(2,132,073)
Fund Balance (Deficit)- Ending	<u>\$ (4,158,727)</u>	<u>\$ (3,211,621)</u>	<u>\$ (2,104,219)</u>	<u>\$ (2,132,073)</u>	<u>\$ (1,058,594)</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 130,806	\$ 210,354
+ Net Change in Equity	1,079,548	1,073,479
- General Fund Advance Repayment	(1,000,000)	(1,250,000)
Working Cash - End of Year	<u>\$ 210,354</u>	<u>\$ 33,833</u>

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 6**

**Business Unit 4090**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Overall administration of the Southpoint Commerce Park, including costs for maintenance, real estate commissions, surveys, title insurance, and other costs associated with selling land and maintaining a high quality business park are funded from the Industrial Park Land Fund (IPLF). The expenditure period for TIF district #6 expired on February 14, 2018; the district is scheduled to close in 2023.

**Summary of General Fund Advance**

2010	\$ 1,025,000	2016	1,853,245
2011	1,877,500 *	2017	1,900,000
2012	145,125	2018	(1,000,000)
2013	(360,119)	2019	(1,000,000)
2014	134,375	2020	(2,000,000)
2015	141,094	2021	(2,716,220)
		12/31/22 Balance	\$ -

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

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

The 2022 budget reflects the final payment to Encapsys which fulfills the City's obligation under the 2017 development agreement. Once this payment is made, the City will begin the closeout process for TIF District #6.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 493,366	\$ 143,909	\$ 131,807	\$ 131,807	\$ 108,426	-17.74%
<b>Program Expenses</b>		\$ 1,450,269	\$ 726,398	\$ 404,365	\$ 404,365	\$ 1,735,857	329.28%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	629,905	424,466	336,460	336,460	1,735,857	415.92%
	Miscellaneous Expense	260,811	185,811	67,905	67,905	-	-100.00%
	Capital Expenditures	-	-	-	-	-	N/A
	Transfers Out	559,553	116,121	-	-	-	N/A

\* % change from prior year adopted budget  
TIF 6.xls

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 6**

**Business Unit 4090**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
411000 Property Tax	\$ 2,526,866	\$ 2,516,742	\$ 3,290,000	\$ 3,290,000	\$ 2,677,332
422700 State Aid - Computers	66,726	66,726	66,000	66,000	66,000
422800 State Aid - Personal Prop	4,902	23,662	42,421	42,421	30,000
471000 Interest on Investments	43,640	35,315	20,000	20,000	10,000
500400 Sale of City Property	372,117	12,982	-	-	-
501500 Rental of City Property	5,981	5,224	3,386	3,386	2,426
<b>Total Revenue</b>	<b>\$ 3,020,232</b>	<b>\$ 2,660,651</b>	<b>\$ 3,421,807</b>	<b>\$ 3,421,807</b>	<b>\$ 2,785,758</b>
<b>Expenses</b>					
640100 Accounting/Audit Fees	\$ 6,071	\$ 1,246	\$ 1,310	\$ 1,310	\$ 1,500
640202 Recording/Filing Fees	150	150	150	150	150
642500 CEA Expense	-	69	-	-	-
659900 Other Contracts/Obligation	623,684	423,001	335,000	335,000	1,734,207
672000 Interest Payments	260,811	185,811	67,905	67,905	-
791300 Transfer Out - Debt Service	559,553	116,121	-	-	-
791400 Transfer Out - Industrial Park	-	-	-	-	-
<b>Total Expense</b>	<b>\$ 1,450,269</b>	<b>\$ 726,398</b>	<b>\$ 404,365</b>	<b>\$ 404,365</b>	<b>\$ 1,735,857</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Developer funded incentive payments:	
Encapsys	\$ 1,734,207
	<u>\$ 1,734,207</u>



**CITY OF APPLETON 2022 BUDGET**

**TAX INCREMENTAL DISTRICT # 6**

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

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Property Taxes	\$ 2,526,866	\$ 2,516,742	\$ 3,290,000	\$ 3,262,975	\$ 2,677,332
Intergovernmental	71,628	90,388	108,421	109,148	96,000
Interest Income	43,640	35,315	20,000	5,000	10,000
Other	5,981	5,224	3,386	3,386	2,426
Total Revenues	<u>2,648,115</u>	<u>2,647,669</u>	<u>3,421,807</u>	<u>3,380,509</u>	<u>2,785,758</u>
<b>Expenses</b>					
Operation & Maintenance	1,183,237	539,191	335,000	1,329,423	1,734,207
Interest Expense	260,811	185,811	67,905	67,905	-
Administrative Expense	6,221	1,396	1,460	1,207	1,650
Total Expenses	<u>1,450,269</u>	<u>726,398</u>	<u>404,365</u>	<u>1,398,535</u>	<u>1,735,857</u>
Revenues over (under) Expenses	1,197,846	1,921,271	3,017,442	1,981,974	1,049,901
<b>Other Financing Sources (Uses)</b>					
Operating Transfers Out - Industrial Park	-	-	-	-	-
Sale of City Property	372,117	12,982	-	-	-
Total Other Financing Sources (Uses)	<u>372,117</u>	<u>12,982</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	1,569,963	1,934,253	3,017,442	1,981,974	1,049,901
Fund Balance - Beginning	(5,153,436)	(3,583,473)	(1,649,220)	(1,649,220)	332,754
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ (3,583,473)</u>	<u>\$ (1,649,220)</u>	<u>\$ 1,368,222</u>	<u>\$ 332,754</u>	<u>\$ 1,382,655</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 1,067,000	\$ 332,754
- Net Change in Equity	1,981,974	1,049,901
+ Advance from General Fund	-	-
- General Fund Advance Repayment	(2,716,220)	-
Working Cash - End of Year	<u>\$ 332,754</u>	<u>\$ 1,382,655</u>

**CITY OF APPLETON 2021 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 7**

**Business Unit 4100**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

Major commercial projects which have occurred thus far (not all received TIF assistance) include construction of a grocery store, a gas station/convenience store, and renovation of a former department store to office space. Three businesses also benefited from the creation of the TIF #7 Business Enhancement Grant program for the renovation of building facades, parking lots, landscaping and signage. The TIF remains a tool to support and encourage investment in this area. No new funds are being requested for the program in 2022.

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

No major changes.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 92,573	\$ 93,505	\$ 88,287	\$ 88,287	\$ 77,687	-12.01%
<b>Program Expenses</b>		\$ 373,148	\$ 346,479	\$ 351,460	\$ 351,460	\$ 351,650	0.05%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	352,835	346,479	351,460	351,460	351,650	0.05%
	Transfers Out	20,313	-	-	-	-	N/A

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 7**

**Business Unit 4100**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
411000 Property Tax	\$ 490,919	\$ 342,772	\$ 440,000	\$ 440,000	\$ 360,000
422700 State Aid - Computers	62,687	62,687	63,000	63,000	62,687
422800 State Aid - Personal Property	1,706	3,497	5,287	5,287	5,000
471000 Interest on Investments	28,180	27,321	20,000	20,000	10,000
<b>Total Revenue</b>	<b>\$ 583,492</b>	<b>\$ 436,277</b>	<b>\$ 528,287</b>	<b>\$ 528,287</b>	<b>\$ 437,687</b>
<b>Expenses</b>					
640100 Accounting/Audit Fees	\$ 1,319	\$ 1,247	\$ 1,310	\$ 1,310	\$ 1,500
640202 Recording/Filing Fees	150	150	150	150	150
659900 Other Contracts/Obligation	351,366	345,082	350,000	350,000	350,000
791300 Transfer Out - Debt Service	20,313	-	-	-	-
<b>Total Expense</b>	<b>\$ 373,148</b>	<b>\$ 346,479</b>	<b>\$ 351,460</b>	<b>\$ 351,460</b>	<b>\$ 351,650</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Developer funded incentive - Valley Fair Too, LLC	<u>\$ 350,000</u>
--	-------------------

**CITY OF APPLETON 2022 BUDGET  
TAX INCREMENTAL DISTRICT # 7**

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

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Property Taxes	\$ 490,919	\$ 342,772	\$ 440,000	\$ 438,805	\$ 360,000
Intergovernmental	64,393	66,184	68,287	68,287	67,687
Interest Income	28,180	27,321	20,000	5,000	10,000
Other	-	-	-	-	-
Total Revenues	<u>583,492</u>	<u>436,277</u>	<u>528,287</u>	<u>512,092</u>	<u>437,687</u>
<b>Expenses</b>					
Operation & Maintenance	351,366	345,082	350,000	334,179	350,000
Administrative Expense	1,469	1,397	1,460	1,207	1,650
Total Expenses	<u>352,835</u>	<u>346,479</u>	<u>351,460</u>	<u>335,386</u>	<u>351,650</u>
Revenues over (under) Expenses	230,657	89,798	176,827	176,706	86,037
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(20,313)	-	-	-	-
Total Other Financing Sources (Uses)	<u>(20,313)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	210,344	89,798	176,827	176,706	86,037
Fund Balance (Deficit) - Beginning	814,082	1,024,426	1,114,224	1,114,224	1,290,930
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance (Deficit) - Ending	<u>\$ 1,024,426</u>	<u>\$ 1,114,224</u>	<u>\$ 1,291,051</u>	<u>\$ 1,290,930</u>	<u>\$ 1,376,967</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 1,114,224	\$ 1,290,930
+ Net Change in Equity	176,706	86,037
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	<u>\$ 1,290,930</u>	<u>\$ 1,376,967</u>

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

A large rectangular area containing a series of horizontal lines for notes.

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 8**

**Business Unit 4110**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

Summary of Advances	General Fund
2012	\$ 315,000
2013	515,750
2014	41,538
2015	43,614
2016	-
2017	(500,000)
2018	-
2019	-
2020	(350,000)
2021	(65,902)
12/31/22 Balance	<u>\$ -</u>

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

As noted above, TIF 8 has paid back the general fund advance in full in 2021. Also, the City loan to the developer of the Riverheath development was paid back in full in 2021.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
	<b>Program Revenues</b>	\$ 602,890	\$ 190,858	\$ 181,409	\$ 181,409	\$ 5,600	-96.91%
	<b>Program Expenses</b>	\$ 1,555,994	\$ 1,212,191	\$ 1,594,907	\$ 1,594,907	\$ 1,635,950	2.57%
<b>Expenses Comprised Of:</b>							
	Purchased Services	904,502	943,627	1,341,460	1,341,460	1,546,650	15.30%
	Miscellaneous Expense	20,795	12,045	1,647	1,647	-	-100.00%
	Capital Expenditures	-	-	-	-	-	N/A
	Transfers Out	630,697	256,519	251,800	251,800	89,300	-64.54%

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 8**

**Business Unit 4110**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
411000 Property Tax	\$ 1,014,802	\$ 1,077,616	\$ 1,520,000	\$ 1,520,000	\$ 1,750,000
422700 State Aid - Computers	3,123	3,123	3,100	3,100	3,100
422800 State Aid - Personal Prop	3,143	2,583	2,022	2,022	2,000
470500 General Interest	27,096	10,418	5,287	5,287	-
471000 Interest on Investments	33,278	9,734	1,000	1,000	500
503500 Other Reimbursements	536,250	165,000	170,000	170,000	-
591000 Proceeds of Debt	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 1,617,692</b>	<b>\$ 1,268,474</b>	<b>\$ 1,701,409</b>	<b>\$ 1,701,409</b>	<b>\$ 1,755,600</b>
<b>Expenses</b>					
610200 Labor Pool Allocations	\$ -	\$ -	\$ -	\$ -	\$ -
615000 Fringes	-	-	-	-	-
640100 Accounting/Audit Fees	1,319	1,247	1,310	1,310	1,500
640202 Recording/Filing Fees	150	150	150	150	150
642501 CEA Operations/Maint.	-	-	-	-	-
642502 CEA Depreciation/Replace.	-	-	-	-	-
659900 Other Contracts/Obligation	903,033	942,230	1,340,000	1,340,000	1,545,000
672000 Interest Payments	20,795	12,045	1,647	1,647	-
680999 Other Infrastructure	-	-	-	-	-
791300 Transfer Out - Debt Service	630,697	256,519	251,800	251,800	89,300
<b>Total Expense</b>	<b>\$ 1,555,994</b>	<b>\$ 1,212,191</b>	<b>\$ 1,594,907</b>	<b>\$ 1,594,907</b>	<b>\$ 1,635,950</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Tax Development Payment	
RiverHeath	\$ 1,050,000
Eagle Flats	70,000
Eagle Point	425,000
	<u>\$ 1,545,000</u>



## CITY OF APPLETON 2022 BUDGET

### TAX INCREMENTAL DISTRICT # 8

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

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Property Taxes	\$ 1,014,802	\$ 1,077,616	\$ 1,520,000	\$ 1,490,812	\$ 1,750,000
Intergovernmental Revenue	6,266	5,706	5,122	5,146	5,100
Other Reimbursements	536,250	165,000	170,000	170,000	-
Interest Income	60,374	20,152	6,287	5,500	500
<b>Total Revenues</b>	<u>1,617,692</u>	<u>1,268,474</u>	<u>1,701,409</u>	<u>1,671,458</u>	<u>1,755,600</u>
<b>Expenses</b>					
Program Costs	903,033	942,230	1,340,000	1,247,494	1,545,000
Interest Expense	20,795	12,045	1,647	1,647	-
Administration	1,469	1,397	1,460	1,208	1,650
<b>Total Expenses</b>	<u>925,297</u>	<u>955,672</u>	<u>1,343,107</u>	<u>1,250,349</u>	<u>1,546,650</u>
Revenues over (under) Expenses	692,395	312,802	358,302	421,109	208,950
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Sale of City Property	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	(630,697)	(256,519)	(251,800)	(251,800)	(89,300)
<b>Total Other Financing Sources (Uses)</b>	<u>(630,697)</u>	<u>(256,519)</u>	<u>(251,800)</u>	<u>(251,800)</u>	<u>(89,300)</u>
Net Change in Equity	61,698	56,283	106,502	169,309	119,650
Fund Balance - Beginning	(166,598)	(104,900)	(48,617)	(48,617)	120,692
Fund Balance - Ending	<u>\$ (104,900)</u>	<u>\$ (48,617)</u>	<u>\$ 57,885</u>	<u>\$ 120,692</u>	<u>\$ 240,342</u>

#### SCHEDULE OF CASH FLOWS

Cash - Beginning of Year	\$ 17,286	\$ 121,503
+ Net Change in Equity	169,309	119,650
+ Advance from General Fund	-	-
- General Fund Advance Repayment	(65,092)	-
Working Cash - End of Year	<u>\$ 121,503</u>	<u>\$ 241,153</u>

**CITY OF APPLETON 2022 BUDGET  
TAX INCREMENTAL DISTRICT # 8  
LONG TERM DEBT**

Year	2012 DNR Site Remediation Loan	
	Principal	Interest
2022	\$ 45,000	\$ -
2023	45,000	-
2024	50,000	-
	<u>\$ 140,000</u>	<u>\$ -</u>

Year	2015 G.O. Notes	
	Principal	Interest
2022	\$ 40,000	\$ 4,300
2023	40,000	3,300
2024	45,000	2,025
2025	45,000	675
	<u>\$ 170,000</u>	<u>\$ 10,300</u>

Year	Total		
	Principal	Interest	Total
2022	\$ 85,000	\$ 4,300	\$ 89,300
2023	85,000	3,300	93,300
2024	95,000	2,025	97,025
2025	45,000	675	45,675
	<u>\$ 310,000</u>	<u>\$ 10,300</u>	<u>\$ 325,300</u>

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 9**

**Business Unit 4120**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

No new funds are being requested for the program in 2022.

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

No major changes.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 81,957	\$ 117,834	\$ 156,605	\$ 156,605	\$ 115,287	-26.38%
<b>Program Expenses</b>		\$ 35,630	\$ 30,921	\$ 36,460	\$ 36,460	\$ 34,650	-4.96%
<b>Expenses Comprised Of:</b>							
Personnel		-	-	-	-	-	N/A
Purchased Services		35,630	30,921	36,460	36,460	34,650	-4.96%
Miscellaneous Expense		-	-	-	-	-	N/A
Repair & Maintenance		-	-	-	-	-	N/A
Transfers Out		-	-	-	-	-	N/A

\* % change from prior year adopted budget

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 9**

**Business Unit 4120**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
411000 Property Tax	\$ 18,769	\$ -	\$ 9,500	\$ 9,500	\$ 13,000
422700 State Aid - Computers	73,794	73,794	74,000	74,000	73,794
422800 State Aid - Personal Prop	382	36,494	72,605	72,605	36,493
471000 Interest on Investments	7,781	7,546	10,000	10,000	5,000
503500 Other Reimbursements	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 100,726</b>	<b>\$ 117,834</b>	<b>\$ 166,105</b>	<b>\$ 166,105</b>	<b>\$ 128,287</b>
<b>Expenses</b>					
640100 Accounting/Audit Fees	\$ 1,320	\$ 1,246	\$ 1,310	\$ 1,310	\$ 1,500
640202 Recording/Filing Fees	150	150	150	150	150
659900 Other Contracts/Obligation	34,160	29,525	35,000	35,000	33,000
<b>Total Expense</b>	<b>\$ 35,630</b>	<b>\$ 30,921</b>	<b>\$ 36,460</b>	<b>\$ 36,460</b>	<b>\$ 34,650</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

TIF contribution - Union Square Apts	\$ 33,000
	<u>\$ 33,000</u>

**CITY OF APPLETON 2022 BUDGET  
TAX INCREMENTAL DISTRICT # 9**

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

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Property Taxes	\$ 18,769	\$ -	\$ 9,500	\$ 9,644	\$ 13,000
Intergovernmental Revenue	74,176	110,288	146,605	146,399	110,287
Interest Income	7,781	7,546	10,000	1,000	5,000
Other Reimbursements	-	-	-	-	-
Total Revenues	<u>100,726</u>	<u>117,834</u>	<u>166,105</u>	<u>157,043</u>	<u>128,287</u>
<b>Expenses</b>					
Program Costs	34,160	29,525	35,000	30,301	33,000
Administration	1,470	1,396	1,460	1,208	1,650
Total Expenses	<u>35,630</u>	<u>30,921</u>	<u>36,460</u>	<u>31,509</u>	<u>34,650</u>
Revenues over (under) Expenses	65,096	86,913	129,645	125,534	93,637
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Equity	65,096	86,913	129,645	125,534	93,637
Fund Balance - Beginning	196,937	262,033	348,946	348,946	474,480
Residual Equity Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ 262,033</u>	<u>\$ 348,946</u>	<u>\$ 478,591</u>	<u>\$ 474,480</u>	<u>\$ 568,117</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 348,946	\$ 474,480
+ Net Change in Equity	125,534	93,637
+ Advance from General Fund	-	-
- General Fund Advance Repayment	<u>-</u>	<u>-</u>
Working Cash - End of Year	<u>\$ 474,480</u>	<u>\$ 568,117</u>

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 10**

**Business Unit 4130**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

No new funding is requested for this TIF for 2022.

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

The January 1, 2021 equalized value of this TIF remained below the base value by \$2,597,600, therefore no property tax increment was included in the 2022 budget. The District realized a drop in value in 2019 following a significant reduction in value of Marketplace Plaza during Open Book for assessment.

In 2018, the City approved a development agreement with Appleton Storage I, LLC for the construction of a commercial storage development on the former K-Mart site. Staff worked with Appleton Storage I, LLC throughout 2019 on the site approvals and site preparation has begun in 2021. The project is expected to add approximately \$2.2 million in assessed value to the TIF once completed.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 8,524	\$ 7,915	\$ 6,500	\$ 6,500	\$ 6,163	-5.18%
<b>Program Expenses</b>		\$ 1,471	\$ 1,396	\$ 1,460	\$ 1,460	\$ 1,650	13.01%
<b>Expenses Comprised Of:</b>							
Personnel		-	-	-	-	-	N/A
Purchased Services		1,471	1,396	1,460	1,460	1,650	13.01%
Miscellaneous Expense		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Transfers Out		-	-	-	-	-	N/A

\* % change from prior year adopted budget  
TIF 10.xls

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 10**

**Business Unit 4130**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
411000 Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -
422700 State Aid - Computers	5,163	5,163	5,000	5,000	5,163
471000 Interest on Investments	3,361	2,752	1,500	1,500	1,000
591000 Proceeds of Debt	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 8,524</b>	<b>\$ 7,915</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>	<b>\$ 6,163</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
615000 Fringes	-	-	-	-	-
640100 Accounting/Audit Fees	1,321	1,246	1,310	1,310	1,500
640202 Recording/Filing Fees	150	150	150	150	150
640400 Consulting	-	-	-	-	-
672000 Interest Payments	-	-	-	-	-
659900 Other Contracts/Obligation	-	-	-	-	-
680900 Infrastructure Construction	-	-	-	-	-
<b>Total Expense</b>	<b>\$ 1,471</b>	<b>\$ 1,396</b>	<b>\$ 1,460</b>	<b>\$ 1,460</b>	<b>\$ 1,650</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET**  
**TAX INCREMENTAL DISTRICT # 10**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental Revenue	5,163	5,163	5,000	5,163	5,163
Interest on Investments	3,361	2,752	1,500	500	1,000
Total Revenues	8,524	7,915	6,500	5,663	6,163
<b>Expenses</b>					
Program Costs	-	-	-	-	-
Administration	1,471	1,396	1,460	1,208	1,650
Total Expenses	1,471	1,396	1,460	1,208	1,650
Revenues over (under)					
Expenses	7,053	6,519	5,040	4,455	4,513
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	-	-	-	-	-
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Net Change in Equity	7,053	6,519	5,040	4,455	4,513
Fund Balance - Beginning	91,772	98,825	105,344	105,344	109,799
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	\$ 98,825	\$ 105,344	\$ 110,384	\$ 109,799	\$ 114,312

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 105,344	\$ 109,799
+ Net Change in Equity	4,455	4,513
+ Advance from General Fund	-	-
- General Fund Advance Repayment	-	-
Working Cash - End of Year	\$ 109,799	\$ 114,312

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 11**

**Business Unit 4140**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

This area of East College Avenue, is characterized by a large blighted and vacant commercial site, a mixture of small businesses, office space, and housing which have the potential to create, and in some cases already have created, a blighting influence on the surrounding area. Assisting with the rehabilitation and conservation of existing properties and business, as well as redevelopment of vacant, blighted, and underutilized properties as needed to support the urban renewal of this area, is a priority for the City as outlined in the Comprehensive Plan 2010-2030 (Chapter 14 Downtown Plan). The City created TIF District #11 in 2017 to provide targeted investments in this commercial corridor in conjunction with the private market, while recapturing the cost of participation through the increased property tax revenues. The TIF District provides for a 22 year expenditure period (August 9, 2039) to make investments to support the goals of the District. The maximum life of the District is 27 years (August 9, 2044). Projects to be funded from this fund can be found in the Capital Projects section of the budget, as follows:

Project	Amount	Page
Water Main Construction Program	581,750	Projects, pg. 616
Stormwater Construction Program	222,650	Projects, pg. 610
Wastewater Construction Program	189,975	Projects, pg. 622
	<u>\$ 994,375</u>	

Summary of Advances	General Fund
2017	\$ 1,025
2018	348,551
2019	437,729
2020	449,365
2021	(219,468)
2022	(300,000)
12/31/22 Balance	<u>\$ 717,202</u>

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

The Business Enhancement Grants have continued to experience high demand since the inception of the program in 2018. As of July 1, 2020, approximately \$35,000 of the \$42,000 available in TIF District #11 has been committed, and it has leveraged approximately \$69,000 in private investment. 2022 funding is requested to continue to provide for six (6) Business Enhancement Grants to continue leverage of significant private investment in this corridor. TIF #11 was amended in 2020 to add under valued and under utilized parcels from TIF#3 in order to encourage development, increase the tax base and meet the goals and objectives as detailed in the Comprehensive Plan.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
	<b>Program Revenues</b>	\$ 2,010,000	\$ 1,204	\$ 891,000	\$ 891,000	\$ 994,375	11.60%
	<b>Program Expenses</b>	\$ 2,850,181	\$ 156,238	\$ 980,339	\$ 980,339	\$ 1,312,535	33.89%
<b>Expenses Comprised Of:</b>							
	Personnel	113,779	4,843	-	-	-	N/A
	Supplies & Materials	149,842	281	-	-	-	N/A
	Purchased Services	1,098,547	81,609	63,460	63,460	223,650	252.43%
	Miscellaneous Expense	27,729	49,365	25,559	25,559	43,360	69.65%
	Capital Expenditures	1,460,284	20,140	891,320	891,320	994,375	11.56%
	Transfers Out	-	-	-	-	51,150	N/A

\* % change from prior year adopted budget  
TIF 11.xls

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 11**

**Business Unit 4140**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
411000 Property Tax	\$ 162,983	\$ 34,029	\$ 385,000	\$ 385,000	\$ 620,000
422700 State Aid - Computers	-	-	-	-	-
471000 Interest on Investments	-	204	-	-	-
501000 Miscellaneous Revenue	-	1,000	-	-	-
591000 Proceeds of Debt	2,010,000	-	891,000	891,000	994,375
<b>Total Revenue</b>	<b>\$ 2,172,983</b>	<b>\$ 35,233</b>	<b>\$ 1,276,000</b>	<b>\$ 1,276,000</b>	<b>\$ 1,614,375</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 76	\$ -	\$ -	\$ -	\$ -
610200 Labor Pool Allocations	79,059	3,265	-	-	-
610400 Call Time	100	-	-	-	-
610500 Overtime Wages	2,727	-	-	-	-
610800 Part-Time Wages	2,723	242	-	-	-
615000 Fringes	29,094	1,337	-	-	-
630901 Shop Supplies	40	-	-	-	-
632503 Other Materials	86	36	-	-	-
632510 Street Lights	144,489	-	-	-	-
632800 Signs	5,226	245	-	-	-
640100 Accounting/Audit Fees	1,320	1,246	1,310	1,310	1,500
640201 Attorney Fees	39,625	24,660	20,000	20,000	10,000
640202 Recording/Filing Fees	150	1,150	150	150	150
640400 Consulting Services	91,908	3,546	-	-	-
640600 Architect Fees	898,050	-	-	-	-
640800 Contractor Fees	7,103	-	-	-	-
642501 CEA Operations/Maint.	1,045	33	-	-	-
642502 CEA Depreciation/Replace.	559	23	-	-	-
650100 Insurance	29,183	-	-	-	-
659900 Other Contracts/Obligation	29,605	50,950	42,000	42,000	212,000
672000 Interest Payments	27,729	49,365	25,559	25,559	43,360
680100 Land	-	-	-	-	-
680300 Buildings	-	-	-	-	-
680900 Infrastructure Construction	1,460,284	20,140	891,320	891,320	994,375
791300 Transfer Out - Debt Svc	-	-	-	-	51,150
<b>Total Expense</b>	<b>\$ 2,850,181</b>	<b>\$ 156,238</b>	<b>\$ 980,339</b>	<b>\$ 980,339</b>	<b>\$ 1,312,535</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

TIF contribution - Avant	\$ 90,000
TIF contribution - Gabriel Lofts	80,000
Property improvement grants	42,000
<b>Total</b>	<b>\$ 212,000</b>

Infrastructure Construction

Sanitary Sewers	\$ 189,975
Stormwater Sewers	222,650
Water Mains	581,750
<b>Total</b>	<b>\$ 994,375</b>

**CITY OF APPLETON 2022 BUDGET**  
**TAX INCREMENTAL DISTRICT # 11**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Property Taxes	\$ 162,983	\$ 34,029	\$ 385,000	\$ 379,012	\$ 620,000
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments	-	204	-	-	-
Miscellaneous Revenue	-	1,000	-	10,000	-
<b>Total Revenues</b>	<u>162,983</u>	<u>35,233</u>	<u>385,000</u>	<u>389,012</u>	<u>620,000</u>
<b>Expenses</b>					
Program Costs	2,820,982	104,477	953,320	48,000	1,216,375
Administration	1,470	2,396	1,460	1,208	1,650
<b>Total Expenses</b>	<u>2,822,452</u>	<u>106,873</u>	<u>954,780</u>	<u>49,208</u>	<u>1,218,025</u>
Revenues over (under) Expenses	(2,659,469)	(71,640)	(569,780)	339,804	(598,025)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	2,010,000	-	891,000	-	994,375
Interest Payments	(27,729)	(49,365)	(25,559)	(54,973)	(43,360)
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	(51,150)
<b>Total Other Financing Sources (Uses)</b>	<u>1,982,271</u>	<u>(49,365)</u>	<u>865,441</u>	<u>(54,973)</u>	<u>899,865</u>
Net Change in Equity	(677,198)	(121,005)	295,661	284,831	301,840
Fund Balance - Beginning	<u>(419,132)</u>	<u>(1,096,330)</u>	<u>(1,217,335)</u>	<u>(1,217,335)</u>	<u>(932,504)</u>
Fund Balance - Ending	<u>\$ (1,096,330)</u>	<u>\$ (1,217,335)</u>	<u>\$ (921,674)</u>	<u>\$ (932,504)</u>	<u>\$ (630,664)</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 28,475	\$ 84,698
+ Net Change in Equity	284,831	301,840
- Decrease in accounts payable	(9,140)	-
+ Advance from General Fund	54,973	-
- General Fund Advance Repayment	<u>(274,441)</u>	<u>(300,000)</u>
Working Cash - End of Year	<u>\$ 84,698</u>	<u>\$ 86,538</u>

**CITY OF APPLETON 2022 BUDGET  
TAX INCREMENTAL DISTRICT # 11  
LONG TERM DEBT**

Year	2019A G.O. Notes		Total
	Principal	Interest	
2022	\$ -	\$ 51,150	\$ 51,150
2023	260,000	47,250	307,250
2024	270,000	39,300	309,300
2025	280,000	31,050	311,050
2026	285,000	22,575	307,575
2027	295,000	15,350	310,350
2028	305,000	9,350	314,350
2029	315,000	3,150	318,150
	<u>\$ 2,010,000</u>	<u>\$ 219,175</u>	<u>\$ 2,229,175</u>

An anticipated \$994,375 general obligation debt issue is planned for 2022

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 12**

**Business Unit 4150**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

Summary of Advances	General Fund
2017	\$ 1,025
2018	7,739
2019	47,100
2020	43,793
2021	(5,267)
2022	(94,390)
12/31/22 Balance	<u>\$ -</u>

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

The Business Enhancement Grants have continued to experience significant interest since the inception of the program in 2018. As of July 1, 2020, \$14,000 of the \$42,000 available in TIF District #12 has been committed and it has leveraged approximately \$40,000 in private investment. Demand continues for the program. 2022 funding is requested to continue to provide for six (6) Business Enhancement Grants to continue leverage of significant private investment in this corridor.

TIF #12 is in the process of being amended in 2021 to transfer under-valued and under-utilized parcels from TIF#3 into TIF#12 in order to encourage development, increase the tax base, and meet the goals and objectives as detailed in the Comprehensive Plan.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
	<b>Program Revenues</b>	\$ 37	\$ 38	\$ -	\$ -	\$ 500	N/A
	<b>Program Expenses</b>	\$ 45,145	\$ 44,235	\$ 56,443	\$ 56,443	\$ 54,268	-3.85%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Purchased Services	43,569	40,442	51,460	51,460	51,650	0.37%
	Miscellaneous Expense	1,576	3,793	4,983	4,983	2,618	-47.46%
	Capital Expenditures	-	-	-	-	-	N/A

\* % change from prior year adopted budget  
TIF 12.xls

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Tax Incremental District # 12**

**Business Unit 4150**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
411000 Property Tax	\$ -	\$ 24,824	\$ 75,000	\$ 75,000	\$ 135,000
422700 State Aid - Computers	-	-	-	-	-
471000 Interest on Investments	37	38	-	-	500
591000 Proceeds of Debt	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 37</b>	<b>\$ 24,862</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 135,500</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
615000 Fringes	-	-	-	-	-
640100 Accounting/Audit Fees	1,320	1,246	1,310	1,310	1,500
640202 Recording/Filing Fees	150	150	150	150	150
659900 Other Contracts/Obligation	42,099	39,046	50,000	50,000	50,000
672000 Interest Payments	1,576	3,793	4,983	4,983	2,618
680901 Streets	-	-	-	-	-
<b>Total Expense</b>	<b>\$ 45,145</b>	<b>\$ 44,235</b>	<b>\$ 56,443</b>	<b>\$ 56,443</b>	<b>\$ 54,268</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Other Contracts/Obligations

Property Improvement Grants	\$ 42,000
TIF contribution-McFleshmans Commons	8,000
	<u>\$ 50,000</u>



**CITY OF APPLETON 2022 BUDGET**  
**TAX INCREMENTAL DISTRICT # 12**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Property Taxes	\$ -	\$ 24,824	\$ 75,000	\$ 76,827	\$ 135,000
Intergovernmental Revenue	-	-	-	-	-
Interest on Investments	37	38	-	500	500
Total Revenues	<u>37</u>	<u>24,862</u>	<u>75,000</u>	<u>77,327</u>	<u>135,500</u>
<b>Expenses</b>					
Program Costs	42,099	39,046	50,000	40,000	50,000
Administration	1,470	1,396	1,460	1,208	1,650
Total Expenses	<u>43,569</u>	<u>40,442</u>	<u>51,460</u>	<u>41,208</u>	<u>51,650</u>
Revenues over (under) Expenses	(43,532)	(15,580)	23,540	36,119	83,850
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	-	-	-	-
Interest Payments	(1,576)	(3,793)	(4,983)	(4,733)	(2,618)
Operating Transfers In	-	-	-	-	-
Operating Transfers Out	-	-	-	-	-
Total Other Financing Sources (Uses)	<u>(1,576)</u>	<u>(3,793)</u>	<u>(4,983)</u>	<u>(4,733)</u>	<u>(2,618)</u>
Net Change in Equity	(45,108)	(19,373)	18,557	31,386	81,232
Fund Balance - Beginning	(8,283)	(53,391)	(72,764)	(72,764)	(41,378)
Residual Equity Transfers In (Out)	-	-	-	-	-
Fund Balance - Ending	<u>\$ (53,391)</u>	<u>\$ (72,764)</u>	<u>\$ (54,207)</u>	<u>\$ (41,378)</u>	<u>\$ 39,854</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 26,894	\$ 53,013
+ Net Change in Equity	31,386	81,232
+ Advance from General Fund	-	-
- General Fund Advance Repayment	(5,267)	(94,390)
Working Cash - End of Year	<u>\$ 53,013</u>	<u>\$ 39,855</u>

**CITY OF APPLETON 2022 BUDGET**

**FACILITIES AND  
CONSTRUCTION MANAGEMENT**

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

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

# CITY OF APPLETON 2022 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

The Facilities Management Division provided operation and maintenance services for more than 1.27 million square feet of municipal buildings including, but not limited to, offices, park pavilions, municipal aquatic centers, vehicle garages, police and fire stations, a golf course and water and wastewater plants. The services provided included maintaining and inspecting all building systems, such as HVAC, electrical, plumbing, structural and fire systems and general services such as janitorial services, pest control, and elevator maintenance. Additionally, in support of individual departments missions, the Facilities Management Division provided maintenance and inspection of fuel systems, vehicle exhaust systems, appliances, air compressors, UPS's and vehicle wash bays.

COVID-19 still was present during 2021 requiring the Facilities Management Division to fulfill department facility needs as employees returned back to work. COVID-19 has and will continue to change the physical environment requiring modifications to ensure the safety of employees and visitors.

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

Our tradespeople continued to improve their skills and knowledge by maintaining their professional licenses, attending training and seeking ways to find new approaches, such as predictive and preventive maintenance. Management staff also attend various training and networking opportunities to improve their leadership and technical skills. Staffing has become challenging to refill vacancies. During 2021, our HVAC Technician retired and this position continues to be open until we find a candidate. The benchmark cost for maintenance and janitorial services is \$3.38 per square foot, as published by the International Facilities Management Association, compared to our cost of \$2.09. Expenses are controlled by employing in-house trades people to perform higher-cost skilled work while contracting out work requiring a lesser degree of skill which can generally be procured at a lower cost.

Construction management was performed for the renovation of the Public Works Department offices at City Hall, installation of a solar array at the Municipal Services Building, and design has began for the Appleton Public Library and the Valley Transit Whitman site facilities. Both facilities will receive renovations in 2022/2023.

Capital improvement projects completed in 2021 include: Wastewater Plant electrical distribution upgrades, HVAC upgrades at the Municipal Services Building and Wastewater Plant, Police Station and Water Plant security upgrades, replacement of parking lots at Appleton Memorial Park and Reid Golf Course, various LED lighting conversions and roof replacement at Fire Station #2, and various pavilion roof replacements. Numerous other general projects were also completed to preserve and extend the useful life of the facilities. These types of projects include ADA updates, safety and security improvements, door replacements, flooring replacements, large-scale painting, and various HVAC, plumbing and electrical upgrades.

Finally, the department remained diligent in its continued implementation of energy conservation and sustainability plans. The department considers sustainability when procuring products, including the use of LED fixtures and the purchase of products utilizing recyclable materials when feasible. Since 2005, electrical and natural gas usage has been reduced by 25%, meeting our original goal of reducing consumption by 25% by 2025.

# CITY OF APPLETON 2022 BUDGET FACILITIES AND CONSTRUCTION MANAGEMENT

## MAJOR 2022 OBJECTIVES

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

Plan and prepare for emergencies and crises. Facilities Management staff will be resilient and assure continuity during emergencies and crises. The Department will continue to work with Emergency Management and other City departments to maintain and improve the continuity of operations.

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

Oversee and implement maintenance plans through facility assessments, roof management program, building system surveys, predictive and preventive maintenance programs.

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

Coordinate, monitor, and evaluate contracted services to assure excellent service is received.

Inventory, consolidate and, where necessary, create or obtain necessary facility documentation to better manage the facilities. Documentation of facility assets includes site, architectural, structural, electrical, mechanical, plumbing, fire protection and furniture.

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

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

Implement energy management and sustainability plans for facilities. Focus on implementing solar strategies and continue to install LED lighting and controls in City parks and facilities where feasible.

Prepare for the conversion from the City's asset management system to the new Tyler Munis work order system.

Maintain a cost per square foot for maintenance and housekeeping under industry averages. Our projected current square foot benchmark is \$2.09, which is far below the industry's benchmark of \$3.38 as published by the International Facilities Management Association.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 2,844,311	\$ 2,840,737	\$ 2,984,516	\$ 2,984,516	\$ 3,059,962	2.53%
<b>Program Expenses</b>							
6330	Administration	403,974	325,696	353,142	353,142	375,148	6.23%
6331	Facilities Maintenance	2,419,765	2,529,550	2,631,374	2,631,374	2,684,814	2.03%
<b>Total Program Expenses</b>		\$ 2,823,739	\$ 2,855,246	\$ 2,984,516	\$ 2,984,516	\$ 3,059,962	2.53%
<b>Expenses Comprised Of:</b>							
Personnel		979,349	983,324	1,028,189	1,028,189	1,049,347	2.06%
Training & Travel		8,931	7,050	10,500	10,500	10,500	0.00%
Supplies & Materials		354,303	419,830	434,363	434,363	475,863	9.55%
Purchased Services		1,468,558	1,445,042	1,511,464	1,511,464	1,524,252	0.85%
Capital Expenditures		10,348	-	-	-	-	N/A
Transfers Out		2,250	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		10.26	10.26	10.26	10.26	10.26	

**CITY OF APPLETON 2022 BUDGET  
FACILITIES AND CONSTRUCTION MANAGEMENT**

**Administration**

**Business Unit 6330**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

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

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

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

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
FACILITIES AND CONSTRUCTION MANAGEMENT**

**Administration**

**Business Unit 6330**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
471000 Interest on Investments	\$ (67)	\$ -	\$ -	\$ -	\$ -
480100 Charges for Services	2,797,938	2,832,180	2,975,516	2,975,516	3,050,962
500400 Sale of City Property	828	-	-	-	-
503500 Other Reimbursements	23,908	8,557	9,000	9,000	9,000
508200 Insurance Proceeds	21,704	-	-	-	-
<b>Total Revenue</b>	<b>\$ 2,844,311</b>	<b>\$ 2,840,737</b>	<b>\$ 2,984,516</b>	<b>\$ 2,984,516</b>	<b>\$ 3,059,962</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 148,661	\$ 149,891	\$ 155,918	\$ 155,918	\$ 163,730
610400 Call Time	-	264	-	-	-
610500 Overtime Wages	2,465	2,835	2,413	2,413	2,473
615000 Fringes	118,152	60,776	68,616	68,616	69,332
620100 Training/Conferences	8,931	7,050	10,500	10,500	10,500
630100 Office Supplies	2,039	2,077	2,100	2,100	2,100
630200 Subscriptions	390	958	200	200	1,000
630300 Memberships & Licenses	1,884	2,240	2,000	2,000	2,000
630400 Postage\Freight	2,559	2,156	2,888	2,888	2,888
630500 Awards & Recognition	189	175	180	180	180
630700 Food & Provisions	240	371	240	240	240
631500 Books & Library Materials	572	454	1,500	1,500	700
632000 Printing / Copying	3,983	3,640	4,500	4,500	4,500
632101 Uniforms	515	443	750	750	750
632300 Safety Supplies	1,179	2,122	2,000	2,000	2,000
640100 Accounting/Audit Fees	1,954	1,781	1,500	1,500	1,500
640400 Consulting Services	5,608	6,047	6,500	6,500	6,500
640700 Solid Waste/Recycling	1,626	1,896	1,400	1,400	1,400
641200 Advertising	439	39	1,500	1,500	1,500
641300 Utilities	52,217	45,485	55,047	55,047	55,047
650100 Insurance	35,484	31,776	26,890	26,890	40,308
659900 Other Contracts/Obligation	12,637	3,220	6,500	6,500	6,500
791400 Transfer Out - Capital Proj	2,250	-	-	-	-
<b>Total Expense</b>	<b>\$ 403,974</b>	<b>\$ 325,696</b>	<b>\$ 353,142</b>	<b>\$ 353,142</b>	<b>\$ 375,148</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
FACILITIES AND CONSTRUCTION MANAGEMENT**

**Facilities Maintenance**

**Business Unit 6331**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Maintain mechanical, electrical and architectural systems including:

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

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

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
FACILITIES AND CONSTRUCTION MANAGEMENT**

**Facilities Maintenance**

**Business Unit 6331**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 509,397	\$ 547,415	\$ 542,512	\$ 542,512	\$ 553,048
610400 Call Time Wages	4,807	4,706	7,500	7,500	7,500
610500 Overtime Wages	9,330	11,903	10,000	10,000	10,000
610800 Part-Time Wages	9,910	9,884	10,500	10,500	10,500
615000 Fringes	176,628	195,650	230,730	230,730	232,764
630600 Building Maint./Janitorial	281,979	342,999	368,005	368,005	409,505
630901 Shop Supplies	8,818	10,369	10,000	10,000	10,000
632300 Safety Supplies	123	8	-	-	-
632700 Miscellaneous Equipment	49,834	51,817	40,000	40,000	40,000
640500 Engineering Fees	2,200	3,444	5,000	5,000	5,000
640700 Solid Waste/Recycling	2,270	120	2,000	2,000	2,000
641300 Utilities	264	-	-	-	-
641400 Janitorial Service	399,793	397,695	465,000	465,000	465,000
641600 Build Repairs & Maint	591,166	575,340	536,477	536,477	536,477
641800 Equip Repairs & Maint	1,958	3,788	8,500	8,500	8,500
642500 CEA Expense	40,702	62,580	66,125	66,125	64,854
650200 Leases	319,350	310,538	328,775	328,775	329,416
650302 Equipment Rent	888	1,294	250	250	250
680401 Machinery & Equipment	10,348	-	-	-	-
Total Expense	<u>\$ 2,419,765</u>	<u>\$ 2,529,550</u>	<u>\$ 2,631,374</u>	<u>\$ 2,631,374</u>	<u>\$ 2,684,814</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Building Maint./Janitorial Supplies

Building interior	\$ 30,480
Electrical	38,100
Elevator	20,320
Fire/Safety	30,480
HVAC	73,660
Janitorial supplies	35,265
Painting	30,480
Plumbing	38,100
Security	30,480
Structural/windows/ext. doors	40,640
Pool chemicals	41,500
	<u>\$ 409,505</u>

Miscellaneous Equipment

City furniture/general	\$ 40,000
	<u>\$ 40,000</u>

Janitorial Service

Contracted janitorial service	\$ 465,000
	<u>\$ 465,000</u>

Building Repairs & Maintenance Services

Electrical	\$ 20,435
Elevator	38,389
Fire/safety	47,991
HVAC	218,615
Plumbing	22,150
Security	17,100
Structural/roof	13,000
Overhead & passage doors	87,693
Painting & pavilion staining	24,950
Flooring	8,750
Other: pest control, locksmith, room set-ups, landfill	22,404

Projects

Wastewater service doors	15,000
	<u>\$ 536,477</u>

Leases

City Hall condo agreement	\$ 312,906
First floor conference room	16,510
	<u>\$ 329,416</u>



**CITY OF APPLETON 2022 BUDGET  
FACILITIES AND  
CONSTRUCTION MANAGEMENT**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
471000 Interest on Investments	(67)	-	25	-	-	-
480100 General Charges for Service	2,797,938	2,832,180	414,225	2,975,516	2,975,516	3,050,962
503000 Damage to City Property	828	-	-	-	-	-
503500 Other Reimbursements	23,908	8,557	2,889	9,000	9,000	9,000
508200 Insurance Proceeds	21,704	-	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<b>2,844,311</b>	<b>2,840,737</b>	<b>417,139</b>	<b>2,984,516</b>	<b>2,984,516</b>	<b>3,059,962</b>
<b>Personnel</b>						
610100 Regular Salaries	208,303	214,215	64,385	698,430	698,430	716,778
610200 Labor Pool Allocations	387,278	416,598	101,496	-	-	-
610400 Call Time Wages	5,168	4,970	1,586	7,500	7,500	7,500
610500 Overtime Wages	11,794	14,737	2,866	12,413	12,413	12,473
610800 Part-Time Wages	9,906	9,884	-	10,500	10,500	10,500
611000 Other Compensation	1,298	1,277	1,080	-	-	-
611400 Sick Pay	71	1,526	272	-	-	-
611500 Vacation Pay	60,751	63,691	14,152	-	-	-
615000 Fringes	239,954	253,422	77,393	299,346	299,346	302,096
615500 Unemployment Compensation	-	640	-	-	-	-
617000 Pension Expense	55,264	(4,151)	-	-	-	-
617100 OPEB Expense	(438)	6,515	-	-	-	-
<b>TOTAL PERSONNEL</b>	<b>979,349</b>	<b>983,324</b>	<b>263,230</b>	<b>1,028,189</b>	<b>1,028,189</b>	<b>1,049,347</b>
<b>Training~Travel</b>						
620100 Training/Conferences	8,931	7,050	1,042	10,500	10,500	10,500
620600 Parking Permits	-	-	-	-	-	-
<b>TOTAL TRAINING / TRAVEL</b>	<b>8,931</b>	<b>7,050</b>	<b>1,042</b>	<b>10,500</b>	<b>10,500</b>	<b>10,500</b>
<b>Supplies</b>						
630100 Office Supplies	2,039	2,077	293	2,100	2,100	2,100
630200 Subscriptions	390	958	-	200	200	1,000
630300 Memberships & Licenses	1,884	2,240	817	2,000	2,000	2,000
630400 Postage\Freight	2,559	2,156	320	2,888	2,888	2,888
630500 Awards & Recognition	189	175	-	180	180	180
630600 Building Maint./Janitorial	281,979	342,999	82,555	368,005	368,005	409,505
630700 Food & Provisions	240	371	96	240	240	240
630901 Shop Supplies	8,840	10,402	1,788	10,000	10,000	10,000
631500 Books & Library Materials	550	421	58	1,500	1,500	700
632001 City Copy Charges	3,914	3,229	(149)	3,600	3,600	3,600
632002 Outside Printing	68	411	-	900	900	900
632101 Uniforms	515	443	-	750	750	750
632300 Safety Supplies	1,302	2,131	1,199	2,000	2,000	2,000
632700 Miscellaneous Equipment	49,834	51,817	16,029	40,000	40,000	40,000
<b>TOTAL SUPPLIES</b>	<b>354,303</b>	<b>419,830</b>	<b>103,006</b>	<b>434,363</b>	<b>434,363</b>	<b>475,863</b>
<b>Purchased Services</b>						
640100 Accounting/Audit Fees	1,954	1,781	-	1,500	1,500	1,500
640400 Consulting Services	5,608	6,047	-	6,500	6,500	6,500
640500 Engineering Fees	2,200	3,444	438	5,000	5,000	5,000
640700 Solid Waste/Recycling Pickup	3,896	2,016	-	3,400	3,400	3,400
641200 Advertising	439	39	143	1,500	1,500	1,500
641301 Electric	15,367	16,068	3,877	16,465	16,465	16,465
641302 Gas	7,367	5,534	3,384	7,639	7,639	7,639
641303 Water	2,181	2,289	445	3,000	3,000	3,000
641304 Sewer	615	663	109	1,078	1,078	1,078
641306 Stormwater	14,608	14,962	3,853	17,925	17,925	17,925
641307 Telephone	4,177	3,407	723	3,240	3,240	3,240
641308 Cellular Phones	8,167	2,561	976	5,700	5,700	5,700
641400 Janitorial Service	399,794	397,695	132,655	465,000	465,000	465,000
641600 Build Repairs & Maint	591,166	575,340	166,304	536,477	536,477	536,477
641800 Equip Repairs & Maint	1,958	3,788	862	8,500	8,500	8,500
642501 CEA Operations/Maint.	20,407	34,560	3,998	27,295	27,295	27,700
642502 CEA Depreciation/Replace.	20,295	28,020	5,142	38,830	38,830	37,154
650100 Insurance	35,484	31,776	-	26,890	26,890	40,308
650200 Leases	319,350	310,538	103,119	328,775	328,775	329,416

**CITY OF APPLETON 2022 BUDGET  
FACILITIES AND  
CONSTRUCTION MANAGEMENT**

	<u>2019 ACTUAL</u>	<u>2020 ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2021 ORIG BUD</u>	<u>2021 REVISED BUD</u>	<u>2022 BUDGET</u>
650302 Equipment Rent	888	1,294	80	250	250	250
659900 Other Contracts/Obligation	<u>12,637</u>	<u>3,220</u>	<u>1,170</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
TOTAL PURCHASED SVCS	1,468,558	1,445,042	427,278	1,511,464	1,511,464	1,524,252
Capital Outlay						
680401 Machinery & Equipment	<u>10,348</u>	-	-	-	-	-
TOTAL CAPITAL OUTLAY	10,348	-	-	-	-	-
Transfers						
791400 Transfer Out - Capital Project	<u>2,250</u>	-	-	-	-	-
TOTAL TRANSFERS	2,250	-	-	-	-	-
TOTAL EXPENSE	<u>2,823,739</u>	<u>2,855,246</u>	<u>794,556</u>	<u>2,984,516</u>	<u>2,984,516</u>	<u>3,059,962</u>

**CITY OF APPLETON 2022 BUDGET**  
**FACILITIES, GROUNDS AND CONSTRUCTION MANAGEMENT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Charges for Services	\$ 2,797,938	\$ 2,832,180	\$ 2,975,516	\$ 2,875,000	\$ 3,050,962
Total Revenues	<u>2,797,938</u>	<u>2,832,180</u>	<u>2,975,516</u>	<u>2,875,000</u>	<u>3,050,962</u>
<b>Expenses</b>					
Operating Expenses	2,821,489	2,855,246	2,984,516	2,890,000	3,059,962
Depreciation	-	-	-	-	-
Total Expenses	<u>2,821,489</u>	<u>2,855,246</u>	<u>2,984,516</u>	<u>2,890,000</u>	<u>3,059,962</u>
Operating Loss	(23,551)	(23,066)	(9,000)	(15,000)	(9,000)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income (Loss)	(67)	-	-	200	-
Other Income	46,440	8,557	9,000	9,000	9,000
Total Non-Operating	<u>46,373</u>	<u>8,557</u>	<u>9,000</u>	<u>9,200</u>	<u>9,000</u>
Income (Loss) before Contributions and Transfers	22,822	(14,509)	-	(5,800)	-
<b>Contributions and Transfers In (Out)</b>					
Transfer Out - Capital Projects	(2,250)	-	-	-	-
Change in Net Assets	20,572	(14,509)	-	(5,800)	-
Net Assets - Beginning	<u>12,429</u>	<u>33,001</u>	<u>18,492</u>	<u>18,492</u>	<u>12,692</u>
Net Assets - Ending	<u>\$ 33,001</u>	<u>\$ 18,492</u>	<u>\$ 18,492</u>	<u>\$ 12,692</u>	<u>\$ 12,692</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 144,990	\$ 139,190
+ Change in Net Assets	(5,800)	-
Working Cash - End of Year	<u>\$ 139,190</u>	<u>\$ 139,190</u>

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**NOTES**

Area containing horizontal lines for notes.

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Facilities and Construction Management**

**Business Unit 4350**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to Strategy:**

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

**Objectives:**

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

Project	Amount	Page
Library	\$ 10,000,000	Projects, Pg. 638
Fire Station #4 Replacement	50,000	Projects, Pg. 633
Grounds Improvements	25,000	Projects, Pg. 634
Hardscape Improvements	800,000	Projects, Pg. 635
Park ADA Improvements	25,000	Projects, Pg. 661
Park Development	100,000	Projects, Pg. 662
Pavilion and Recreational Facilities	240,000	Projects, Pg. 663
Sport Courts	775,000	Projects, Pg. 666
Trails and Trail Connections	50,000	Projects, Pg. 668
	<u>\$ 12,065,000</u>	

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

As part of the Sport Court projects, a private donation for the entire \$500,000 estimated cost for a pickleball complex has been made to the City with \$100,000 payments made annually from 2022 through 2026.

Additionally, it is hoped that once the conceptual plans for Lundgaard Park are presented, grants and private donations will be pledged to fund the cost of design and construction of the park, thus \$100,000 of revenue from donations has been included in this budget.

As part of the application of the general fund reserve policy, \$3,840,000 was allocated to this budget in 2021 to offset long-term debt borrowing in 2022. As a result, \$3,840,000 has been applied to the Library project in 2022.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 1,368,479	\$ 255,424	\$ 300,193	\$ 300,193	\$ 225,000	-25.05%
<b>Program Expenses</b>		\$ 7,343,964	\$ 6,837,120	\$ 8,700,193	\$ 10,306,118	\$ 12,300,101	41.38%
<b>Expenses Comprised Of:</b>							
	Personnel	213,627	220,632	230,193	230,193	235,101	2.13%
	Supplies & Materials	280,300	923,110	130,000	173,945	-	-100.00%
	Purchased Services	240,926	8,190	2,900,000	2,937,900	100,000	-96.55%
	Capital Expenditures	6,356,111	5,685,188	5,440,000	6,964,080	11,965,000	119.94%
	Transfers Out	253,000	-	-	-	-	N/A

\* % change from prior year adopted budget  
Facilities.xls

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Facilities and Construction Management**

**Business Unit 4350**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
423000 Miscellaneous Local Aids	-	208,215	-	-	-
471000 Interest on Investments	40,806	43,106	50,193	50,193	25,000
502000 Donations & Memorials	1,212,000	1,935	250,000	250,000	200,000
503500 Other Reimbursements	457	2,168	-	-	-
591000 Proceeds of Long-term Debt	5,715,840	5,667,333	8,400,000	8,400,000	8,180,000
592400 Transfer In - Capital Project	115,216	-	-	-	-
<b>Total Revenue</b>	<b>\$ 7,084,319</b>	<b>\$ 5,922,757</b>	<b>\$ 8,700,193</b>	<b>\$ 8,700,193</b>	<b>\$ 8,405,000</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 162,032	\$ 169,993	\$ 171,281	\$ 171,281	\$ 175,563
615000 Fringes	51,595	50,639	58,912	58,912	59,538
632700 Miscellaneous Equipment	280,300	923,110	130,000	173,945	-
640400 Consulting Services	46,060	4,435	175,000	175,000	-
640600 Architect Fees	194,866	3,755	2,725,000	2,762,900	100,000
680200 Land Improvements	45,682	-	55,000	55,000	165,000
680300 Buildings	708,155	1,302,763	2,435,000	2,919,931	10,000,000
680400 Machinery & Equipment	540,459	1,366,175	1,270,000	1,754,889	-
680900 Infrastructure Construction	5,061,815	3,016,250	1,680,000	2,234,260	1,800,000
791400 Transfer Out - Capital Proj	253,000	-	-	-	-
<b>Total Expense</b>	<b>\$ 7,343,964</b>	<b>\$ 6,837,120</b>	<b>\$ 8,700,193</b>	<b>\$ 10,306,118</b>	<b>\$ 12,300,101</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Architect Fees

Land evaluation - Fire Station #4	50,000
Design services - Lutz Park trail	50,000
	<u>\$ 100,000</u>

Land Improvements

Einstein pavilion demolition and site restoration	\$ 40,000
Field reconstruction at parks	25,000
Initial development - Lundgaard Park	100,000
	<u>\$ 165,000</u>

Buildings

Library	\$ 10,000,000
	<u>\$ 10,000,000</u>

Infrastructure Construction

Hardscapes - City properties	\$ 50,000
Hardscapes - Parks	750,000
Pavilion renovations - Telulah	200,000
Pickleball Ct - Telulah	500,000
Sport Courts - Green Meadows	275,000
Park ADA improvements	25,000
	<u>\$ 1,800,000</u>

**CITY OF APPLETON 2022 BUDGET**  
**FACILITIES AND CONSTRUCTION MANAGEMENT**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Intergovernmental Revenues	\$ -	\$ 208,215	\$ -	\$ -	\$ -
Interest Income	40,806	43,106	50,193	10,970	25,000
Other	1,212,457	4,103	250,000	713,325	200,000
Total Revenues	1,253,263	255,424	300,193	724,295	225,000
<b>Expenses</b>					
Program Costs	7,090,964	6,837,120	8,700,193	9,378,384	12,300,101
Total Expenses	7,090,964	6,837,120	8,700,193	9,378,384	12,300,101
Revenues over (under) Expenses	(5,837,701)	(6,581,696)	(8,400,000)	(8,654,089)	(12,075,101)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	5,715,840	5,667,333	8,400,000	8,191,000	8,180,000
Operating Transfers In - General Fund	-	-	-	3,840,000	-
Operating Transfers In - Capital Proj	115,216	-	-	-	-
Operating Transfers Out - Capital Proj	(253,000)	-	-	-	-
Total Other Financing Sources (Uses)	5,578,056	5,667,333	8,400,000	12,031,000	8,180,000
Net Change in Equity	(259,645)	(914,363)	-	3,376,911	(3,895,101)
Fund Balance - Beginning	2,342,198	2,082,553	1,168,190	1,168,190	4,545,101
Fund Balance - Ending	\$ 2,082,553	\$ 1,168,190	\$ 1,168,190	\$ 4,545,101	\$ 650,000

**CITY OF APPLETON 2022 BUDGET**

**PARKS AND RECREATION  
DEPARTMENT**

**Director of Parks, Recreation & Facilities Management:**

**Dean R. Gazza, CPRE, LEED-AP**

**Deputy Director of Parks, Recreation & Facilities Management:**

**Thomas R. Flick, CPRP**



# CITY OF APPLETON 2022 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT DEPARTMENT

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

Parks and Recreation is a tangible reflection of the quality of life in a community. Together, they provide gathering places and opportunities for families and social groups, as well as for individuals of all ages and economic status. In 2021, many great projects were completed to preserve and extend the useful life of our parks as well as changes to our recreational programming to meet the demands and needs of our community throughout the COVID pandemic. Although some amenities such as park aquatics were not available, numerous other programs were offered in a safe and effective manner and well received by the community.

### Parks and Grounds Management

The grounds division proactively managed 610 acres of park grounds that includes the Scheig Center and Gardens, 17 ball diamonds, 16 tennis courts, 8 pickleball courts, 10 basketball courts, 2 volleyball courts, 2 disc golf courses, 1 skateboard park, 7 ice rinks, 12.8 miles of paved trails, one archery range, two kayak launches, and 20,100 sq. ft. of accessible playgrounds (29 playgrounds). The grounds, fencing, and all safety and security entrances at the Wastewater Facility, MSB, Valley Transit, and Water Treatment Facility along with all City round-abouts, boulevards, and terraces are also maintained by the grounds division.

Significant projects included the design of a pickleball complex to be constructed in 2022, the removal and replacement of the playground at Linwood Park, the design and construction of a security fence around the Police Station south lot, and the replacement of fencing around ball diamonds in Memorial Park. Other projects included crack filling of the Apple Creek trail, perimeter fence repairs at Utilities, removal of the Mead Pool playground, and the planting of the Veterans Memorial at the Scheig Center and Gardens. Several drainage projects were completed along with the installation of five memorial benches. Additionally, new park signs were constructed along with various playground equipment and surface repairs, invasive plant control, parking lot repairs, and general grounds maintenance.

### Recreation Services

The Recreation Division of the Parks, Recreation, and Facilities Management Department is committed to providing comprehensive, high quality recreation programs for the Appleton community. We know recreation is a key part of the quality of life in any community, and especially so in Appleton. We remained committed to providing balanced, value-focused programming for all ages and abilities.

Community partnerships continue to play a huge role in what we do. Working together with community businesses and organizations to give our residents access to additional programming opportunities at an affordable cost has been very beneficial. New partnerships this year include the Toy Ride Along with the Police Department, our Snowshoe event with Play It Again Sports, Be Active Wisconsin with forty other Wisconsin communities, Mindfulness Retreats with Fox Valley Mindful Learners, STEM education through the Einstein Project, CITO Geocache event with Wisconsin Geocaching Association, and Family Tennis event with USTA.

With COVID still having a presence in the community, the outdoor winter recreation amenities experienced increased usage. The Jones Park hockey rink was very popular.

Once again, the staff had difficult decisions to make regarding which of our existing programs/events we would be able to offer in a safe manner with the pandemic and what we could offer in lieu of those cancellations. Many planning and brainstorming meetings took place including the development of multiple levels of contingency plans so we could prepare for our programs based on the changing landscape of COVID-19. We also developed a re-opening plan for the pools that included strategies and action plans as they related to the multiple programming options.

Our Park Explorer program kicked off on May 1<sup>st</sup>. This program challenges individuals/families/friends in the Fox Valley to explore and learn more about our City's parks while being active and having fun. Through an app, the missions challenge them to take pictures, answer text questions, and capture videos of activities.

## CITY OF APPLETON 2022 BUDGET PARKS, RECREATION AND FACILITIES MANAGEMENT

### MAJOR 2022 OBJECTIVES

Provide planning and project management services including construction oversight and representation related to projects outlined in the capital improvement plan.

Provide multi-use aquatic facilities that serve as a destination for residents of Appleton and surrounding communities at a reasonable cost for all ages and abilities while maintaining a welcoming and safe environment.

Implement the Parks and Recreation section of the Comprehensive Plan. Monitor trends in the community, changes in the parks and recreational industry and solicit and implement feedback to update the five-year plan annually.

Encourage increased awareness, program participation, and staff hiring amongst community demographic segments that are currently under-represented.

Enhance diversity, equity and inclusion throughout parks and recreation including, but not limited to, facilities, amenities, programming and policies.

Implement improvements as indicated in the ADA accessibility audit to ensure compliance with ADA Title II Section 35.150(d)(3) requirements.

Implement recommendations outlined in the Trails Master Plan.

Upgrade playground areas and equipment to obtain a 15-year life-cycle replacement schedule. We currently provide 46 playground structures, 64 swing sets and numerous other play equipment in 29 playground areas throughout the parks. When playground equipment exceeds its life expectancy, we replace it to ensure safety and that it meets the recreational needs of the users.

Continue to add to the Adopt-A-Park program and volunteer programs for the Appleton Memorial Park Gardens. Currently 7 parks, 2 trails, and one bed are adopted.

Encourage recreation by providing safe, accessible, and creative opportunities that enhance health and wellness.

Provide programs and opportunities for physical, intellectual, social, and emotional health; building community for individuals.

Strengthen and foster partnerships to become more responsive to community needs. Work collaboratively with those that share our mission and those we serve by optimizing and broadening programs and services.

Provide opportunities for community experiences that promote cultural awareness and celebrate diversity.

Continue to drive Teen Core initiative forward and explore additional opportunities to engage this demographic.

Strengthen community image and sense of place through marketing efforts via our social media sites, website, mass email communication efforts, and recreation program book.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual			Budget		% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 1,148,861	\$ 330,345	\$ 1,056,304	\$ 1,056,304	\$ 1,065,597	0.88%
<b>Program Expenses</b>							
16532	Grounds Maintenance	2,016,133	1,976,371	2,080,414	2,080,414	2,139,975	2.86%
16541	Recreation Programs	1,849,769	1,140,805	1,895,100	1,895,100	1,844,733	-2.66%
<b>Total Program Expenses</b>		\$ 3,865,902	\$ 3,117,176	\$ 3,975,514	\$ 3,975,514	\$ 3,984,708	0.23%
<b>Expenses Comprised Of:</b>							
Personnel		1,984,128	1,534,093	2,044,128	2,044,128	2,005,749	-1.88%
Training & Travel		7,084	2,147	8,740	8,740	8,740	0.00%
Supplies & Materials		344,750	194,713	341,904	341,904	305,404	-10.68%
Purchased Services		1,529,940	1,386,223	1,580,742	1,580,742	1,664,815	5.32%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		16.39	16.39	16.39	16.39	16.39	

**CITY OF APPLETON 2022 BUDGET  
PARKS, RECREATION AND FACILITIES MANAGEMENT**

**Parks and Grounds Management**

**Business Unit 16532**

**PROGRAM MISSION**

Develop, manage and maintain a high quality, diverse system of park land, athletic facilities, trails, open spaces and other City property in an environmentally conscious manner for the enjoyment and healthful recreation of the community.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy #1: "Responsibly deliver excellent services", #2: "Encourage active community participation and involvement".

**Objectives:**

To maintain the appropriate levels and quality of green space to increase health, social connection, aid the environment and have significant positive impacts on the local economy.

Proactively perform grounds preparation, planning and maintenance of open spaces, City-owned facilities, ball diamonds, trails, boulevards, triangles, ice rinks and playgrounds. Services provided to internal and external customers include, but are not limited to:

Asphalt/concrete maintenance	Landscaping	Spring and Fall cleanup
Fence/gate maintenance	Mowing	Snow removal/ice control
Fertilizing	Parking/sidewalks maint.	Turf management
Graffiti removal	Signage	Weed control

Recreational maintenance of playground equipment, ball fields, basketball courts, tennis courts, trails, fat tire courses, boat and canoe/kayak launches, cross-country skiing and ice rink maintenance.

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
PARKS, RECREATION AND FACILITIES MANAGEMENT**

**Parks and Grounds Management**

**Business Unit 16532**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 Charges for Service	\$ 85,162	\$ 21,747	\$ 78,000	\$ 78,000	\$ 78,000
501000 Miscellaneous Revenue	-	1,010	250	250	250
501600 Lease Revenue	108,364	109,849	107,892	107,892	112,685
502000 Donations & Memorials	30,083	14,627	7,500	7,500	7,500
503000 Damage to City Property	1,088	3,841	-	-	-
503500 Other Reimbursements	7,507	2,100	-	-	-
Total Revenue	<u>\$ 232,204</u>	<u>\$ 153,174</u>	<u>\$ 193,642</u>	<u>\$ 193,642</u>	<u>\$ 198,435</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 560,968	\$ 585,686	\$ 588,812	\$ 588,812	\$ 594,835
610400 Call Time Wages	3,080	2,010	1,640	1,640	1,654
610500 Overtime Wages	9,196	6,532	8,687	8,687	8,762
610800 Part-Time Wages	111,692	105,289	106,039	106,039	107,369
615000 Fringes	225,531	208,885	255,656	255,656	225,884
620100 Training/Conferences	2,231	113	2,000	2,000	2,000
630300 Memberships & Licenses	710	498	600	600	600
630500 Awards & Recognition	176	66	165	165	165
630700 Food & Provisions	220	220	220	220	220
630899 Other Landscape Supplies	52,685	53,885	55,000	55,000	55,000
630901 Shop Supplies	6,520	3,492	5,000	5,000	5,000
630903 Other Misc. Supplies	499	-	-	-	-
632002 Outside Printing	502	-	-	-	-
632199 Other Clothing	407	1,059	1,500	1,500	1,500
632200 Gas Purchases	18,428	11,685	17,000	17,000	17,000
632300 Safety Supplies	2,594	2,529	2,500	2,500	2,500
632700 Miscellaneous Equipment	24,273	18,030	25,000	25,000	25,000
640400 Consulting Services	11,980	11,800	12,000	12,000	12,000
640700 Solid Waste/Recycling	7,704	11,603	-	-	12,000
641300 Utilities	247,530	238,378	284,550	284,550	272,550
641500 Tipping Fees	862	16	1,000	1,000	1,000
642000 Facilities Charges	285,125	319,182	247,626	247,626	314,143
642500 CEA Expense	378,189	342,136	407,919	407,919	423,293
642900 Interfund Allocations	(29,730)	(21,046)	(30,000)	(30,000)	(30,000)
644000 Snow Removal Services	11,770	5,287	15,000	15,000	15,000
645400 Grounds Repair & Maint.	57,326	43,496	49,000	49,000	49,000
650301 Facility Rent	3,500	3,500	500	500	500
659900 Other Contracts/Obligation	22,165	22,040	23,000	23,000	23,000
Total Expense	<u>\$ 2,016,133</u>	<u>\$ 1,976,371</u>	<u>\$ 2,080,414</u>	<u>\$ 2,080,414</u>	<u>\$ 2,139,975</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Landscape Supplies</u>		<u>Misc. Equipment</u>	
Topsoil, sand, seed, fertilizer, infield mix for ball diamonds, plant material, herbicides/pesticides, mulch, chips and other supplies	\$ 55,000	Replace small motor equip.	\$ 25,000
	<u>\$ 55,000</u>		<u>\$ 25,000</u>
<u>Gas Purchases</u>		<u>Grounds Repair &amp; Maintenance</u>	
Fuel for small equipment	\$ 17,000	Weed cutting	\$ 5,000
	<u>\$ 17,000</u>	Fencing repair	6,000
		Weed control	5,000
		Playground equip.	8,000
		Courts/fields upkeep	8,000
		Signage upkeep	2,500
<u>Other Contracts/Obligations</u>		Exterior lighting repair	2,500
Contracted pavilion/bathroom cleaning	\$ 15,000	Stormwater pond maint.	5,000
Reid maintenance bldg. rental	3,500	Landscaping maint.	4,000
Port-a-potty rental	4,500	Other:	
	<u>\$ 23,000</u>	Scoreboards, gates, trails, ice rinks, goose mgmt.	\$ 3,000
			<u>\$ 49,000</u>

**CITY OF APPLETON 2022 BUDGET**  
**PARKS, RECREATION AND FACILITIES MANAGEMENT**

**Recreation Services**

**Business Unit 16541**

**PROGRAM MISSION**

To provide both structured and unstructured recreational services by developing diverse programs and activities that encourage community involvement while striving to enhance the social, cultural and physical well-being of our residents and visitors.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy #4: "Collaborate and provide high quality services in a cost effective and efficient manner."

**Objectives:**

Provide exceptional customer service through:

- Promotion and support services for our online registration system and pass management system
- Effective and efficient person to person customer service contacts
- Utilization of social media including the e-newsletter, website, Facebook, and Instagram
- Well-trained staff and volunteers

Provide diverse recreational opportunities for youth and adults (pre-school through older adult) that are cost-effective:

- |                              |  |                      |
|------------------------------|--|----------------------|
| Active adult programs        | Youth sports programs/leagues          | Drop-in programs     |
| Pre-school programs          | Adult and older instructional programs | Special events/trips |
| Youth instructional programs | Adaptive programs                      | Teen programs        |

Coordinate delivery of recreation programs, activities and facilities by:

- Administration of agreements with existing partners
- Collaboration with other government agencies
- Coordination with community groups and organizations

Maximize utilization of recreational facilities through:

- Department programming of pools, athletic fields, tennis courts, studios, pavilions, etc.
- Policies that promote and monitor community use
- Customer friendly registration and reservation methods for park usage, sport fields/diamonds, pavilions
- Collaboration of recreation services with community groups and other leisure service providers

Recognize changing landscape of parks and recreation services in community by:

- Developing strategic plan for delivery of recreation services
- Annually updating the five-year comprehensive plan
- Engaging in community activities, groups and organizations

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

The cost of chemicals used to maintain the swimming pools has been moved to the Facilities Management budget to more accurately reflect the responsibility for maintaining the pools. The costs will be charged back to this budget through the facilities maintenance charge.

The increase in miscellaneous equipment charges relates to the purchase of a new diving board for Mead Pool. Diving boards are typically replaced every five years.

**CITY OF APPLETON 2022 BUDGET  
PARKS, RECREATION AND FACILITIES MANAGEMENT**

**Recreation Services**

**Business Unit 16541**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 Charges for Service	\$ 864,931	\$ 145,036	\$ 845,432	\$ 845,432	\$ 849,932
500100 Fees & Commissions	1,726	-	980	980	980
501000 Miscellaneous Revenue	26,921	1,460	-	-	-
501500 Rental of City Property	5,967	5,114	6,000	6,000	6,000
502000 Donations & Memorials	17,052	25,551	10,250	10,250	10,250
508500 Cash Short or Over	60	10	-	-	-
<b>Total Revenue</b>	<b>\$ 916,657</b>	<b>\$ 177,171</b>	<b>\$ 862,662</b>	<b>\$ 862,662</b>	<b>\$ 867,162</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 405,009	\$ 409,462	\$ 428,434	\$ 428,434	\$ 428,284
610500 Overtime Wages	19,260	1,278	-	-	-
610800 Part-Time Wages	502,578	80,820	477,476	477,476	484,678
615000 Fringes	146,814	134,130	177,384	177,384	154,283
620100 Training/Conferences	4,490	1,614	6,320	6,320	6,320
620600 Parking Permits	363	420	420	420	420
630100 Office Supplies	1,426	1,083	2,775	2,775	2,775
630200 Subscriptions	384	384	300	300	300
630300 Memberships & Licenses	6,547	4,600	8,579	8,579	8,579
630400 Postage\Freight	12,825	12,839	13,600	13,600	13,600
630500 Awards & Recognition	2,908	1,589	3,893	3,893	3,893
630600 Building Maint./Janitorial	37	-	250	250	250
630700 Food & Provisions	2,945	1,477	4,695	4,695	4,695
631000 Miscellaneous Chemicals	44,810	14,437	41,500	41,500	-
631400 Concession Supplies	60,335	24	52,605	52,605	52,605
631500 Books & Library Materials	145	47	750	750	750
631600 Supplies	26,283	15,048	28,010	28,010	28,010
632000 Printing / Copying	33,436	19,183	34,950	34,950	34,950
632100 Clothing	29,351	22,828	29,620	29,620	29,620
632400 Medical/Lab Supplies	1,629	1,032	900	900	900
632700 Miscellaneous Equipment	14,673	8,680	12,492	12,492	17,492
640300 Bank Service Fees	34,109	11,950	32,000	32,000	32,000
640400 Consulting Services	447	-	700	700	700
640700 Solid Waste/Recycling	605	180	400	400	400
640900 Inspection Fees	-	-	200	200	200
641100 Temporary Help	-	-	5,600	5,600	5,600
641200 Advertising	4,816	3,161	4,500	4,500	4,500
614300 Utilities	130,514	84,517	112,400	112,400	112,400
642000 Facilities Charges	154,327	174,112	210,941	210,941	210,655
642400 Software Support	8,907	5,800	9,458	9,458	9,458
642500 CEA Expense	7,285	19,595	7,765	7,765	8,013
643100 Interpreter Services	-	-	200	200	200
650301 Facility Rent	118,940	89,567	123,513	123,513	125,733
650302 Equipment Rent	5,999	4,242	5,500	5,500	5,500
659900 Other Contracts/Obligation	67,572	16,706	56,970	56,970	56,970
<b>Total Expense</b>	<b>\$ 1,849,769</b>	<b>\$ 1,140,805</b>	<b>\$ 1,895,100</b>	<b>\$ 1,895,100</b>	<b>\$ 1,844,733</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<b><u>Concessions</u></b>		<b><u>Clothing</u></b>	
Food and beverage	\$ 50,305	Youth sport t-shirts	\$ 22,950
Other concession supplies	2,300	Staff clothing	6,670
	<u>\$ 52,605</u>		<u>\$ 29,620</u>
<b><u>Miscellaneous Supplies</u></b>		<b><u>Rent</u></b>	
Arts and crafts	\$ 1,725	City Center Studios	\$ 48,738
Sports equipment	16,575	Appleton Schools	29,950
Other misc. program supplies	9,710	Appleton Schools (pools)	28,825
	<u>\$ 28,010</u>	Reid Golf Course	8,500
<b><u>Printing and Reproduction</u></b>		USA Youth-soccer field use	9,720
City copy charges	3,300		<u>\$ 125,733</u>
Outside printing (Rec guide, flyers etc)	31,650	<b><u>Other Contracts/Obligations</u></b>	
	<u>\$ 34,950</u>	City Band	\$ 14,000
		Playground fair rentals, camp trips, programs, recital tix	40,970
		On the hill movies	2,000
			<u>\$ 56,970</u>

**CITY OF APPLETON 2022 BUDGET  
PARKS, RECREATION AND FACILITIES MANAGEMENT**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
<b>Revenues</b>						
480100 General Charges for Service	346,768	96,356	40,897	916,532	916,532	927,932
480203 Concessions	109,931	562	-	-	-	-
480204 Merchandise Sales	3,332	-	-	-	-	-
480205 Equipment Rentals	33,729	(1,014)	521	-	-	-
480300 Program Fees	24,294	1,291	573	-	-	-
485000 Daily Entrance Fees	79,027	(3,148)	3,147	-	-	-
486000 Lessons/Classes	349,562	62,888	77,789	-	-	-
487700 Advertising/Promotional Fees	3,450	6,175	-	6,900	6,900	-
500100 Fees & Commissions	1,726	-	-	980	980	980
501000 Miscellaneous Revenue	26,921	2,470	1,500	250	250	250
501500 Rental of City Property	5,967	5,114	(6,310)	6,000	6,000	6,000
501600 Lease Revenue	108,364	109,849	31,355	107,892	107,892	112,685
502000 Donations & Memorials	47,135	39,177	3,656	17,750	17,750	17,750
503000 Damage to City Property	1,088	3,841	333	-	-	-
503500 Other Reimbursements	7,507	2,100	-	-	-	-
508500 Cash Short or Over	60	10	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<b>1,148,861</b>	<b>325,671</b>	<b>153,461</b>	<b>1,056,304</b>	<b>1,056,304</b>	<b>1,065,597</b>
<b>Personnel</b>						
610100 Regular Salaries	716,378	717,804	187,789	1,017,246	1,017,246	1,023,119
610200 Labor Pool Allocations	149,139	170,537	65,992	-	-	-
610400 Call Time Wages	3,080	2,010	1,020	1,640	1,640	1,654
610500 Overtime Wages	28,456	7,810	2,500	8,687	8,687	8,762
610800 Part-Time Wages	614,271	186,110	15,377	583,515	583,515	592,047
611000 Other Compensation	1,616	1,855	1,675	-	-	-
611400 Sick Pay	3,063	2,225	-	-	-	-
611500 Vacation Pay	95,780	102,727	22,040	-	-	-
615000 Fringes	372,345	343,015	110,070	433,040	433,040	380,167
<b>TOTAL PERSONNEL</b>	<b>1,984,128</b>	<b>1,534,093</b>	<b>406,463</b>	<b>2,044,128</b>	<b>2,044,128</b>	<b>2,005,749</b>
<b>Training~Travel</b>						
620100 Training/Conferences	6,721	1,727	769	8,320	8,320	8,320
620600 Parking Permits	363	420	420	420	420	420
<b>TOTAL TRAINING / TRAVEL</b>	<b>7,084</b>	<b>2,147</b>	<b>1,189</b>	<b>8,740</b>	<b>8,740</b>	<b>8,740</b>
<b>Supplies</b>						
630100 Office Supplies	1,426	1,083	26	2,775	2,775	2,775
630200 Subscriptions	384	384	-	300	300	300
630300 Memberships & Licenses	7,257	5,097	542	9,179	9,179	9,179
630400 Postage\Freight	12,825	12,839	288	13,600	13,600	13,600
630500 Awards & Recognition	3,084	1,655	25	4,058	4,058	4,058
630600 Building Maint./Janitorial	37	-	-	250	250	250
630700 Food & Provisions	3,165	1,697	66	4,915	4,915	4,915
630899 Other Landscape Supplies	52,685	53,885	13,137	55,000	55,000	55,000
630901 Shop Supplies	6,520	3,492	848	5,000	5,000	5,000
631000 Miscellaneous Chemicals	44,810	14,437	9,555	41,500	41,500	-
631402 Non-Alcoholic Beverages	8,488	24	-	7,730	7,730	7,730
631403 Candy/Food	48,604	-	-	42,575	42,575	42,575
631404 Other Concession Supplies	3,243	-	-	2,300	2,300	2,300
631500 Books & Library Materials	145	47	143	750	750	750
631601 Arts & Crafts Supplies	1,864	1,199	-	1,725	1,725	1,725
631602 Sports Equipment	13,445	11,673	496	14,575	14,575	16,575
631603 Other Misc. Supplies	11,472	2,176	618	11,710	11,710	9,710
632001 City Copy Charges	2,849	879	-	3,300	3,300	3,300
632002 Outside Printing	31,090	18,304	-	31,650	31,650	31,650
632101 Uniforms	8,257	8,765	-	6,670	6,670	6,670
632199 Other Clothing	21,502	15,122	-	24,450	24,450	24,450
632200 Gas Purchases	18,429	11,685	982	17,000	17,000	17,000
632300 Safety Supplies	2,594	2,529	653	2,500	2,500	2,500
632400 Medical\Lab Supplies	1,629	1,032	-	900	900	900

**CITY OF APPLETON 2022 BUDGET  
PARKS, RECREATION AND FACILITIES MANAGEMENT**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
632700 Miscellaneous Equipment	38,946	26,709	2,941	37,492	37,492	42,492
TOTAL SUPPLIES	344,750	194,713	30,320	341,904	341,904	305,404
Purchased Services						
640300 Bank Service Fees	34,108	11,950	4,214	32,000	32,000	32,000
640400 Consulting Services	12,427	11,800	-	12,700	12,700	12,700
640700 Solid Waste/Recycling Pickup	8,309	11,783	1,740	400	400	12,400
640900 Inspection Fees	-	-	-	200	200	200
641100 Temporary Help	-	-	-	5,600	5,600	5,600
641200 Advertising	4,816	3,161	315	4,500	4,500	4,500
641301 Electric	118,150	99,952	21,721	127,250	127,250	115,250
641302 Gas	18,733	2,910	1,370	19,600	19,600	19,600
641303 Water	52,938	41,724	3,880	47,000	47,000	47,000
641304 Sewer	11,190	7,736	1,125	21,000	21,000	21,000
641306 Stormwater	159,493	161,232	41,385	165,650	165,650	165,650
641307 Telephone	6,797	5,671	1,290	7,100	7,100	7,100
641308 Cellular Phones	10,743	3,671	1,273	9,350	9,350	9,350
641500 Tipping Fees	862	16	-	1,000	1,000	1,000
642000 Facilities Charges	439,452	493,294	48,134	458,567	458,567	524,798
642400 Software Support	8,907	5,800	3,048	9,458	9,458	9,458
642501 CEA Operations/Maint.	199,541	190,115	43,587	225,247	225,247	228,566
642502 CEA Depreciation/Replace.	185,933	171,616	28,928	190,437	190,437	202,740
642900 Interfund Allocations	(29,730)	(21,046)	(3,881)	(30,000)	(30,000)	(30,000)
643100 Interpreter Services	-	-	-	200	200	200
644000 Snow Removal Services	11,770	5,287	3,513	15,000	15,000	15,000
645400 Grounds Repair & Maintenance	57,326	43,496	14,186	49,000	49,000	49,000
650301 Facility Rent	122,440	93,067	14,531	124,013	124,013	126,233
650302 Equipment Rent	5,999	4,242	-	5,500	5,500	5,500
659900 Other Contracts/Obligation	89,736	38,746	4,936	79,970	79,970	79,970
TOTAL PURCHASED SVCS	1,529,940	1,386,223	235,295	1,580,742	1,580,742	1,664,815
 TOTAL EXPENSE	 <u>3,865,902</u>	 <u>3,117,176</u>	 <u>673,267</u>	 <u>3,975,514</u>	 <u>3,975,514</u>	 <u>3,984,708</u>





**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Union Spring Park**

**Business Unit 7110**

**PROGRAM MISSION**

To account for funding received from private donations to finance the maintenance of the well at Union Spring Park and the corresponding expenditures.

**PROGRAM NARRATIVE**

**Objectives:**

Provide funds to make necessary minor repairs to the site as needed.

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

The balance remaining in this fund is expected to be used in 2021 to make improvements to the Union Spring well site.

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

	2019 Actual	2020 Actual	2021 Adopted Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Interest Income	\$ 93	\$ 74	\$ 80	\$ 40	\$ -
<b>Expenses</b>					
Program Costs	-	-	-	2,791	-
Revenues over (under) Expenses	93	74	80	(2,751)	-
Fund Balance - Beginning	2,584	2,677	2,751	2,751	-
Fund Balance - Ending	\$ 2,677	\$ 2,751	\$ 2,831	\$ -	\$ -

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Peabody Estate**

**Business Unit 7130**

**PROGRAM MISSION**

To account for funding received from a private donation to finance the acquisition and development of Peabody Park and the corresponding expenditures for such purposes.

**PROGRAM NARRATIVE**

**Objectives:**

Provide funds to acquire land and/or develop facilities for Peabody Park.

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

No major changes.

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

	2019 Actual	2020 Actual	2021 Adopted Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Interest Income	\$ 2,408	\$ 1,927	\$ 2,140	\$ 1,000	\$ 1,200
<b>Expenses</b>					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	2,408	1,927	2,140	1,000	1,200
Fund Balance - Beginning	66,861	69,269	71,196	71,196	72,196
Fund Balance - Ending	\$ 69,269	\$ 71,196	\$ 73,336	\$ 72,196	\$ 73,396

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Lutz Park Recreation**

**Business Unit 7150**

**PROGRAM MISSION**

To account for funding received from private donations to finance the construction and preservation of the recreational facilities at Lutz Park and the corresponding expenditures for such purposes.

**PROGRAM NARRATIVE**

**Objectives:**

Provide funds to finance major maintenance and development of Lutz Park

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

No major changes.

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

	2019 Actual	2020 Actual	2021 Adopted Budget	2021 Projected	2022 Budget
<b><u>Revenues</u></b>					
Interest Income	\$ 5,018	\$ 4,016	\$ 4,460	\$ 2,000	\$ 2,200
<b><u>Expenses</u></b>					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	5,018	4,016	4,460	2,000	2,200
Fund Balance - Beginning	139,321	144,339	148,355	148,355	150,355
Fund Balance - Ending	\$ 144,339	\$ 148,355	\$ 152,815	\$ 150,355	\$ 152,555

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Park Open Space**

**Business Unit 7160**

**PROGRAM MISSION**

Provide a funding mechanism to account for moneys received from subdivision developers to finance acquisition of new park land and development of new parks and facilities.

**PROGRAM NARRATIVE**

**Objectives:**

Acquisition of park land and/or trail corridors identified in the Parks, Recreation and Facilities Management Department Comprehensive Plan.

Development of new parks and trails that would include: expenses associated with appraisals, title searches, surveys, wetland delineation, environmental impact studies, legal fees, counsel fees and debt issuance costs.

Development of recreation facilities and associated facilities identified in the approved master plan for the new park or trail.

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

No major changes.

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

	2019 Actual	2020 Actual	2021 Adopted Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Interest Income	\$ 1,459	\$ 1,673	\$ 1,840	\$ 800	\$ 1,000
Zoning & Subdivision Fees	37,650	8,000	-	18,300	-
Total Revenue	39,109	9,673	1,840	19,100	1,000
<b>Expenses</b>					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	39,109	9,673	1,840	19,100	1,000
Fund Balance - Beginning	20,563	59,672	69,345	69,345	88,445
Fund Balance - Ending	\$ 59,672	\$ 69,345	\$ 71,185	\$ 88,445	\$ 89,445

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Project City Park**

**Business Unit 7170**

**PROGRAM MISSION**

To account for funding received from private donations to finance the maintenance of City Park and the corresponding expenditures.

**PROGRAM NARRATIVE**

**Objectives:**

Provide funds for major maintenance issues related to the central plaza in City Park donated by Appleton Papers in 2007.

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

No major changes.

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

	2019 Actual	2020 Actual	2021 Adopted Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Interest Income	\$ 218	\$ 176	\$ 190	\$ 100	\$ 100
<b>Expenses</b>					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	218	176	190	100	100
Fund Balance - Beginning	6,076	6,294	6,470	6,470	6,570
Fund Balance - Ending	\$ 6,294	\$ 6,470	\$ 6,660	\$ 6,570	\$ 6,670

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Miracle League Field**

**Business Unit 7190**

**PROGRAM MISSION**

To account for funding received from private donations to finance the maintenance and upgrade costs of the Miracle League Field and its associated amenities and the corresponding expenditures.

**PROGRAM NARRATIVE**

**Objectives:**

Provide funds for major maintenance and/or upgrading of the Miracle League Field and its associated amenities.

Examples include:

- Equipment upgrades to meet code or safety guidelines outlined by the Consumer Product Safety Commission and/or American Society for Testing and Materials.
- Repairs and/or replacement of existing facilities, materials, equipment damaged by storms or acts of vandalism not covered by insurance.
- Repairs and/or replacement of resilient surfacing materials.
- Future site grading, roadways, sidewalks, utilities, etc. not included in original construction, but identified in the project plan.
- Additional security and/or area lighting, accessible parking, etc. beyond current code requirements that directly or indirectly benefit the Miracle League Field and associated amenities.
- Construction and/or renovations to shelters/restrooms and other park amenities in the immediate vicinity of the Miracle League Field.

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

No major changes.

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

	2019 Actual	2020 Actual	2021 Adopted Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Interest Income	\$ 949	\$ 760	\$ 840	\$ 400	\$ 500
<b>Expenses</b>					
Program Costs	-	-	-	-	-
Revenues over (under) Expenses	949	760	840	400	500
Fund Balance - Beginning	26,347	27,296	28,056	28,056	28,456
Fund Balance - Ending	\$ 27,296	\$ 28,056	\$ 28,896	\$ 28,456	\$ 28,956

**CITY OF APPLETON 2022 BUDGET**

**REID GOLF COURSE**

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

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



# CITY OF APPLETON 2022 BUDGET REID GOLF COURSE

## MISSION STATEMENT

Reid Golf Course is dedicated to growing the game of golf by providing competitive rates, a golf course conforming to high standards, quality facilities and sincere customer service to golfers at all skill levels.

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

Continued improvement of all clubhouse services to increase revenue, provide consistent customer service, and improve the future financial sustainability of the golf course.

Continued extensive social media marketing and constant golfer communications. Facebook "Likes" increased from 3,459 to 3,534 and Instagram followers increased from 284 to 402.

Expanded our efforts to maximize rounds played by using GolfNow.com, Teeoff.com and social media as real-time marketing communications to fill gaps during slow periods.

Continue to adjust Reid's tee sheet toward 9-hole availability. This maximizes daylight, rounds, and revenues while shifting towards the trends of today's golfer.

Revamped junior program into two four week sessions and reached capacity after not having the program in 2020 due to COVID. Junior league also returned after not hosting in 2020.

Used Reid's clubhouse as a COVID testing site from January to end of March.

Spring 3-4-5 Tournament returned after not hosting in 2020 due to COVID.

Continued the traditions of two long-running stroke play tournaments at Reid; the City Tournament and the Fox Cities Championship (part of the NEW Golf Tour adults and Northeast Wisconsin Junior Golf Tour) and continuing Reid's traditional fun event Two-Pin Challenge.

Developed and implemented a marketing plan for the 2021 golf season that included regular e-mail messages, promotional materials, radio ads, printed media, increased social media presence, brochures and flyers.

For the third consecutive year, Reid played host to a Wisconsin PGA Junior Event.

Sold remainder and renewed all 18 tee sign advertisements for the 2021 golf season.

Increased and reached Business Pass sale capacity of 12 for the first time since introducing the pass option.

Resurfaced parking lot in fall of 2021.

Utilized golf course for winter recreation activities including cross country skiing, sledding, snowshoeing and fat tire bike riding.

## CITY OF APPLETON 2022 BUDGET REID GOLF COURSE

### MAJOR 2022 OBJECTIVES

Maintain high quality, skilled, customer service-oriented staff to operate the golf course.

Develop and implement a plan to provide clubhouse services that consider changing golf trends, available City resources and program direction to maximize revenues and meet current and future community interests and needs.

Continue to expand the use of the GolfNow and Teeoff reservation systems and associated marketing modules to:

- Maximize the financial potential of "prime time" tee times and expand utilization of "non-prime time" tee times
- Increase electronic marketing and golfer communications
- Improve administration of tee times, tournaments, outings and league play
- Improve accounting methods and procedures for all clubhouse sales
- Improve data collection of golfer information

Market the golf course through available media including the Community Color and Valpak mailers, radio, TV and internet.

Work with the golf course superintendent and clubhouse supervisor to explore opportunities for reductions in expenses, alternative staffing levels and work plans, new equipment, etc. to meet challenges of the ever-changing golf industry.

Maintain the golf course to the high standards of Reid's golfers and continue to evolve the agronomic program at Reid lowering its environmental impact.

Maintain the clubhouse, maintenance shop and all golf course equipment.

Continue to collaborate with the Parks and Recreation Division to implement new program opportunities and expand on existing successful programs.

Continue to expand Reid's two stroke play competitions; the City Tournament and Fox Cities Amateur.

Maintain corporate pass sales and tee sign advertising at their maximum.

Continue efforts of increasing the number of youth golfers visiting the course for both instruction and play while creating new opportunities for adults to participate in similar means.

Collaborate with Parks and Recreation Division on improving winter activities at Reid, including modifications to cross country skiing, snow shoeing, fat tire bike trails and sledding operations.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual			Budget		%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 811,991	\$ 908,106	\$ 886,575	\$ 886,575	\$ 910,233	2.67%
<b>Program Expenses</b>							
5630	Operations	886,180	805,561	1,032,877	1,032,877	900,150	-12.85%
<b>TOTAL</b>		<b>\$ 886,180</b>	<b>\$ 805,561</b>	<b>\$ 1,032,877</b>	<b>\$ 1,032,877</b>	<b>\$ 900,150</b>	<b>-12.85%</b>
<b>Expenses Comprised Of:</b>							
	Personnel	392,333	356,656	393,420	393,420	400,589	1.82%
	Training & Travel	680	1,600	2,250	2,250	750	-66.67%
	Supplies & Materials	116,842	107,351	124,110	124,110	134,610	8.46%
	Purchased Services	285,891	247,732	275,572	275,572	279,001	1.24%
	Miscellaneous Expense	72,534	70,472	69,625	69,625	67,300	-3.34%
	Capital Expenditures	-	-	150,000	150,000	-	-100.00%
	Transfers Out	17,900	21,750	17,900	17,900	17,900	0.00%
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	2.70	2.70	2.70	2.70	2.70	

\* % change from prior year adopted budget  
Reid.xls

**CITY OF APPLETON 2022 BUDGET  
REID GOLF COURSE**

**Operations**

**Business Unit 5630**

**PROGRAM MISSION**

Manage and maintain Reid Golf Course facilities and grounds in a fiscally and environmentally responsible manner, consistent with quality municipal golf courses, for the benefit of the users.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- To provide a golfing experience that is inclusive to all people regardless of skill or ability.
- Grow the game of golf by providing various opportunities including instruction, outings, leagues and special events.
- To enhance the quality of life in our community by providing golf as a recreational amenity at a great value.
- Operate the golf course in an environmentally responsible manner to sustain the green space for future generations.
- Maintain the course in the best condition possible given the resources available.
- Work closely with CEA to coordinate repairs and provide equipment to maintain high quality playing conditions.
- Work closely with the Recreation Division to implement new program opportunities targeting youth.

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

Increase in projected revenue reflects selling all tee signs advertisements, rounds trends, increased junior program capacity and rate modifications.

Increase in expenditures is from purchase of a new trailer blower, increased fuel costs, and printing of scorecards internally.

**CITY OF APPLETON 2022 BUDGET  
REID GOLF COURSE**

**Operations**

**Business Unit 5630**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
471000 Interest on Investments	\$ 7,499	\$ 5,538	\$ 3,000	\$ 3,000	\$ 3,000
480100 Charges for Service	7,466	545	9,500	9,500	9,500
480203 Concessions	105,829	101,738	117,500	117,500	117,500
480204 Merchandise Sales	20,058	22,106	27,500	27,500	27,500
480205 Equipment Rentals	115,061	143,675	126,000	126,000	130,000
485000 Daily Entrance Fees	6,250	1,450	6,250	6,250	10,250
485100 Greens Fees	468,710	554,128	516,500	516,500	531,500
501500 Rental of City Property	15,000	12,000	15,000	15,000	15,000
501600 Lease Revenue	58,897	61,746	63,325	63,325	63,983
502000 Donations & Memorials	1,652	2,583	-	-	-
503500 Other Reimbursements	5,569	2,597	2,000	2,000	2,000
<b>Total Revenue</b>	<b>\$ 811,991</b>	<b>\$ 908,106</b>	<b>\$ 886,575</b>	<b>\$ 886,575</b>	<b>\$ 910,233</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 176,458	\$ 174,725	\$ 184,900	\$ 184,900	\$ 189,517
610400 Call Time	270	30	-	-	-
610500 Overtime Wages	159	164	553	553	567
610800 Part-Time Wages	109,637	107,348	123,293	123,293	125,136
615000 Fringes	105,809	74,390	84,674	84,674	85,369
620100 Training/Conferences	680	1,600	2,250	2,250	750
630100 Office Supplies	552	221	500	500	500
630300 Memberships & Licenses	1,759	1,903	1,760	1,760	1,760
630600 Building Maint./Janitorial	1,472	1,260	1,500	1,500	1,500
630700 Food & Provisions	-	-	50	50	50
630800 Landscape Supplies	32,379	31,793	36,900	36,900	36,900
631400 Pro Shop / Concessions	59,366	54,545	60,400	60,400	60,400
631603 Other Misc. Supplies	565	435	2,000	2,000	2,000
632002 Outside Printing	1,458	1,833	2,000	2,000	4,000
632101 Uniforms	-	-	500	500	500
632200 Gas Purchases	12,914	10,028	13,500	13,500	14,000
632700 Miscellaneous Equipment	6,377	5,332	5,000	5,000	13,000
640100 Accounting/Audit Fees	2,327	2,123	2,160	2,160	2,160
640300 Bank Service Fees	13,387	17,505	13,000	13,000	13,000
640400 Consulting Services	-	-	1,000	1,000	500
640700 Solid Waste/Recycling	918	2,294	1,100	1,100	2,405
640800 Contractor Fees	1,065	1,120	1,000	1,000	1,000
641200 Advertising	7,298	4,153	10,000	10,000	7,500
641300 Utilities	49,490	45,513	50,773	50,773	49,323
641800 Equip Repairs & Maint	5,822	7,039	5,500	5,500	5,000
642000 Facilities Charges	32,920	29,798	34,344	34,344	33,357
642400 Software Support	1,860	1,860	1,860	1,860	1,860
642500 CEA Expense	93,285	95,748	110,690	110,690	121,183
645400 Grounds Repair & Maint.	4,037	765	2,000	2,000	2,000
650100 Insurance	7,500	6,296	6,170	6,170	6,213
650302 Equipment Rent	29,073	33,518	35,975	35,975	33,500
659900 Other Contracts/Obligations	36,909	-	-	-	-
660100 Depreciation Expense	61,164	60,381	61,000	61,000	61,000
672000 Interest Payments	11,370	10,091	8,625	8,625	6,300
680200 Land Improvements	-	-	150,000	150,000	-
791100 Transfer Out - Gen Fund	17,900	17,900	17,900	17,900	17,900
791400 Transfer Out - Cap Projects	-	3,850	-	-	-
<b>Total Expense</b>	<b>\$ 886,180</b>	<b>\$ 805,561</b>	<b>\$ 1,032,877</b>	<b>\$ 1,032,877</b>	<b>\$ 900,150</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Landscape Supplies</u>		<u>Pro Shop/Concessions</u>	
Top soil,sand, gravel	\$ 3,400	Alcoholic beverages	\$ 24,600
Seed, fertilizer	9,000	Non-alcoholic beverages	8,000
Plant material (flowers)	500	Candy/food	12,750
Herbicides/pesticides	24,000	Other concession supplies	13,500
	<u>\$ 36,900</u>	Promotional supplies	1,550
			<u>\$ 60,400</u>
<u>Rent</u>			
Carts	\$ 32,000		
Maintenance operations	1,500		
	<u>\$ 33,500</u>		

**CITY OF APPLETON 2022 BUDGET  
REID GOLF COURSE**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
471000 Interest on Investments	7,499	5,538	(1,065)	3,000	3,000	3,000
480100 General Charges for Service	7,466	545	3,115	9,500	9,500	9,500
480203 Concessions	105,829	101,738	145	117,500	117,500	117,500
480204 Merchandise Sales	20,058	22,106	101	27,500	27,500	27,500
480205 Equipment Rentals	115,061	143,675	7,866	126,000	126,000	130,000
485000 Daily Entrance Fees	6,250	1,450	5,000	6,250	6,250	10,250
485100 Greens Fees	468,710	554,128	67,082	516,500	516,500	531,500
501500 Rental of City Property	15,000	12,000	-	15,000	15,000	15,000
501600 Lease Revenue	58,897	61,746	34,689	63,325	63,325	63,983
502000 Donations & Memorials	1,652	2,583	-	-	-	-
503500 Other Reimbursements	5,583	2,157	1,646	2,000	2,000	2,000
508500 Cash Short or Over	(14)	440	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<b>811,991</b>	<b>908,106</b>	<b>118,579</b>	<b>886,575</b>	<b>886,575</b>	<b>910,233</b>
<b>Personnel</b>						
610100 Regular Salaries	125,895	131,345	30,245	184,720	184,720	189,517
610200 Labor Pool Allocations	29,788	28,578	1,556	-	-	-
610400 Call Time	270	30	-	-	-	-
610500 Overtime Wages	159	164	-	553	553	567
610800 Part-Time Wages	109,637	107,348	6,060	123,293	123,293	125,136
611000 Other Compensation	5,730	-	55	180	180	-
611400 Sick Pay	-	1,018	-	-	-	-
611500 Vacation Pay	15,045	13,783	-	-	-	-
615000 Fringes	67,810	65,350	15,448	84,674	84,674	85,369
615500 Unemployment Compensation	2,222	1,193	4,121	-	-	-
617000 Pension Expense	25,258	7,353	-	-	-	-
617100 OPEB Expense	10,519	494	-	-	-	-
<b>TOTAL PERSONNEL</b>	<b>392,333</b>	<b>356,656</b>	<b>57,485</b>	<b>393,420</b>	<b>393,420</b>	<b>400,589</b>
<b>Training~Travel</b>						
620100 Training/Conferences	680	1,600	-	2,250	2,250	750
<b>TOTAL TRAINING / TRAVEL</b>	<b>680</b>	<b>1,600</b>	<b>-</b>	<b>2,250</b>	<b>2,250</b>	<b>750</b>
<b>Supplies</b>						
630100 Office Supplies	552	221	97	500	500	500
630300 Memberships & Licenses	1,759	1,904	1,120	1,760	1,760	1,760
630600 Building Maint./Janitorial	1,472	1,260	260	1,500	1,500	1,500
630700 Food & Provisions	-	-	-	50	50	50
630801 Topsoil, Sand, Gravel	3,409	4,145	-	3,400	3,400	3,400
630803 Seed, Fertilizer	7,389	5,919	5,123	9,000	9,000	9,000
630804 Plant Material	295	-	-	500	500	500
630807 Herbicides/Pesticides	21,286	21,730	18,866	24,000	24,000	24,000
631401 Alcoholic Beverages	23,529	23,461	2,488	24,600	24,600	24,600
631402 Non-Alcoholic Beverages	7,462	8,382	296	8,000	8,000	8,000
631403 Candy/Food	10,810	6,181	843	12,750	12,750	12,750
631404 Other Concession Supplies	17,105	16,178	12,083	13,500	13,500	13,500
631405 Promotional Supplies	460	342	-	1,550	1,550	1,550
631603 Other Misc. Supplies	565	435	-	2,000	2,000	2,000
632002 Outside Printing	1,458	1,833	434	2,000	2,000	4,000
632101 Uniforms	-	-	151	500	500	500
632200 Gas Purchases	12,914	10,028	1,628	13,500	13,500	14,000
632700 Miscellaneous Equipment	6,377	5,332	2,964	5,000	5,000	13,000
<b>TOTAL SUPPLIES</b>	<b>116,842</b>	<b>107,351</b>	<b>46,353</b>	<b>124,110</b>	<b>124,110</b>	<b>134,610</b>
<b>Purchased Services</b>						
640100 Accounting/Audit Fees	2,327	2,123	-	2,160	2,160	2,160
640300 Bank Service Fees	13,387	17,505	769	13,000	13,000	13,000
640400 Consulting Services	-	-	-	1,000	1,000	500
640700 Solid Waste/Recycling Pickup	918	2,294	624	1,100	1,100	2,405
640800 Contractor Fees	1,065	1,120	46	1,000	1,000	1,000
641200 Advertising	7,298	4,153	1,644	10,000	10,000	7,500
641301 Electric	20,169	21,862	3,137	22,063	22,063	22,063
641302 Gas	4,496	3,628	2,231	4,300	4,300	4,300
641303 Water	1,838	1,649	279	2,100	2,100	2,100
641304 Sewer	795	432	71	2,100	2,100	650
641306 Stormwater	13,961	13,174	3,389	13,160	13,160	13,160

**CITY OF APPLETON 2022 BUDGET  
REID GOLF COURSE**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
641307 Telephone	5,040	2,265	199	3,900	3,900	3,900
641308 Cellular Phones	1,061	341	148	1,000	1,000	1,000
641309 Cable Services	2,130	2,162	234	2,150	2,150	2,150
641800 Equip Repairs & Maint	5,822	7,039	1,168	5,500	5,500	5,000
642000 Facilities Charges	32,920	29,798	5,315	34,344	34,344	33,357
642400 Software Support	1,860	1,860	-	1,860	1,860	1,860
642501 CEA Operations/Maint.	43,248	34,742	12,898	47,622	47,622	48,146
642502 CEA Depreciation/Replace.	50,037	61,007	10,511	63,068	63,068	73,037
645400 Grounds Repair & Maintenance	4,037	765	1,462	2,000	2,000	2,000
650100 Insurance	7,500	6,296	-	6,170	6,170	6,213
650302 Equipment Rent	29,073	33,517	-	35,975	35,975	33,500
659900 Other Contracts/Obligation	<u>36,909</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PURCHASED SVCS	285,891	247,732	44,125	275,572	275,572	279,001
Miscellaneous Expense						
660100 Depreciation Expense	61,164	60,381	-	61,000	61,000	61,000
672000 Interest Payments	<u>11,370</u>	<u>10,091</u>	<u>-</u>	<u>8,625</u>	<u>8,625</u>	<u>6,300</u>
TOTAL MISCELLANEOUSL EXP	72,534	70,472	-	69,625	69,625	67,300
Capital Outlay						
680200 Land Improvements	10,629	9,621	8	150,000	150,000	-
689900 Other Capital Outlay	<u>(10,629)</u>	<u>(9,621)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL CAPITAL OUTLAY	-	-	8	150,000	150,000	-
Transfers						
791100 Transfer Out - General Fund	17,900	17,900	-	17,900	17,900	17,900
791400 Transfer Out - Capital Project	<u>-</u>	<u>3,850</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL TRANSFERS	17,900	21,750	-	17,900	17,900	17,900
TOTAL EXPENSE	<u>886,180</u>	<u>805,561</u>	<u>147,971</u>	<u>1,032,877</u>	<u>1,032,877</u>	<u>900,150</u>

**CITY OF APPLETON 2022 BUDGET**  
**REID GOLF COURSE**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Charges for Services	\$ 723,373	\$ 823,642	\$ 803,250	\$ 830,000	\$ 826,250
Miscellaneous	22,221	17,180	17,000	16,500	15,000
Lease Revenue	58,897	61,746	63,325	62,000	65,983
Total Revenues	<u>804,491</u>	<u>902,568</u>	<u>883,575</u>	<u>908,500</u>	<u>907,233</u>
<b>Expenses</b>					
Operation and Maintenance	795,745	713,341	795,352	750,000	814,950
Depreciation	61,164	60,381	61,000	60,380	61,000
Total Expenses	<u>856,909</u>	<u>773,722</u>	<u>856,352</u>	<u>810,380</u>	<u>875,950</u>
Operating Income (Loss)	(52,418)	128,846	27,223	98,120	31,283
<b>Nonoperating Revenues (Expenses)</b>					
Interest Income	7,499	5,538	3,000	3,000	3,000
Interest Expense	(11,370)	(10,091)	(8,625)	(8,625)	(6,300)
Total Non-Operating	<u>(3,871)</u>	<u>(4,553)</u>	<u>(5,625)</u>	<u>(5,625)</u>	<u>(3,300)</u>
Net Income (Loss) Before Transfers	(56,289)	124,293	21,598	92,495	27,983
<b>Contributions and Transfers In (Out)</b>					
Capital Contributions	-	-	-	-	-
Operating Transfers out	(17,900)	(21,750)	(17,900)	(17,900)	(17,900)
Change in Net Assets	(74,189)	102,543	3,698	74,595	10,083
Net Assets - Beginning	928,647	854,458	957,001	957,001	1,031,596
Net Assets - Ending	<u>\$ 854,458</u>	<u>\$ 957,001</u>	<u>\$ 960,699</u>	<u>\$ 1,031,596</u>	<u>\$ 1,041,679</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 353,981	\$ 363,956
+ Change in Net Assets	74,595	10,083
- Capital Contributions	-	-
+ Depreciation	60,380	61,000
- Fixed Assets	(150,000)	-
+ Advance from general fund	100,000	-
- Principal Repayment	(75,000)	(80,000)
Working Cash - End of Year	<u>\$ 363,956</u>	<u>\$ 355,039</u>

**CITY OF APPLETON 2022 BUDGET  
REID GOLF COURSE  
OPERATING PROJECTIONS**

	2020 Actual	2021 Projected	2022 Budget	2023 Projected	2024 Projected	2025 Projected	2026 Projected
<b>Revenues</b>							
Charges for Services	\$ 823,642	\$ 830,000	\$ 826,250	\$ 842,775	\$ 859,631	\$ 876,824	\$ 894,360
Miscellaneous	17,180	16,500	15,000	15,300	15,606	15,918	16,236
Lease Revenue	61,746	62,000	65,983	65,983	65,983	65,983	65,983
<b>Total Revenues</b>	<b>902,568</b>	<b>908,500</b>	<b>907,233</b>	<b>924,058</b>	<b>941,220</b>	<b>958,725</b>	<b>976,579</b>
<b>Expenses</b>							
Operating Expenses	713,341	750,000	814,950	835,324	856,207	877,612	899,552
Depreciation	60,381	60,380	61,000	60,139	59,355	56,510	53,666
<b>Total Expenses</b>	<b>773,722</b>	<b>810,380</b>	<b>875,950</b>	<b>895,463</b>	<b>915,562</b>	<b>934,122</b>	<b>953,218</b>
Operating Income	128,846	98,120	31,283	28,595	25,658	24,603	23,361
<b>Non-Operating Revenues (Expenses)</b>							
Interest Income	5,538	3,000	3,000	2,500	2,000	1,500	1,000
Interest Expense	(10,091)	(8,625)	(6,300)	(3,975)	(1,725)	(300)	-
<b>Total Non-Operating</b>	<b>(4,553)</b>	<b>(5,625)</b>	<b>(3,300)</b>	<b>(1,475)</b>	<b>275</b>	<b>1,200</b>	<b>1,000</b>
Net Income Before Transfers	124,293	92,495	27,983	27,120	25,933	25,803	24,361
<b>Contributions and Transfers In (Out)</b>							
Capital Contributions	-	-	-	-	-	-	-
General Fund/CEA	(21,750)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)	(17,900)
Change in Net Assets	102,543	74,595	10,083	9,220	8,033	7,903	6,461
Total Net Assets - Beginning	854,458	957,001	1,031,596	1,041,679	1,050,899	1,058,932	1,066,835
Total Net Assets - Ending	<b>\$ 957,001</b>	<b>\$ 1,031,596</b>	<b>\$ 1,041,679</b>	<b>\$ 1,050,899</b>	<b>\$ 1,058,932</b>	<b>\$ 1,066,835</b>	<b>\$ 1,073,296</b>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of the Year	\$ 353,981	\$ 363,956	\$ 355,039	\$ 349,398	\$ 341,786	\$ 331,199
+ Change in Net Assets	74,595	10,083	9,220	8,033	7,903	6,461
- Capital Contributions	-	-	-	-	-	-
+ Depreciation	60,380	61,000	60,139	59,355	56,510	53,666
+ Long Term Debt	100,000	-	-	-	-	-
- Fixed Assets	(150,000)	-	-	-	-	-
- Principal Repayment	(75,000)	(80,000)	(75,000)	(75,000)	(75,000)	(80,000)
Working Cash - End of Year	<b>\$ 363,956</b>	<b>\$ 355,039</b>	<b>\$ 349,398</b>	<b>\$ 341,786</b>	<b>\$ 331,199</b>	<b>\$ 311,326</b>
25% Working Capital Reserve (prior year's audited expenses)	\$ 194,131	\$ 209,788	\$ 214,300	\$ 218,958	\$ 223,953	

**ASSUMPTIONS:**

Rounds of golf played @ projected 2020 levels and then increasing slightly for estimated increase in rounds  
2% overall revenue increase in 2023 and beyond  
Operating expenses to increase 2.5% per year after 2022  
None of the costs identified in the Reid Golf Course CIP for 2022 and beyond are included in this projection  
Strive to maintain a level of 25% working capital reserve



**CITY OF APPLETON 2022 BUDGET  
REID GOLF COURSE  
LONG-TERM DEBT**

2002 General Fund Advance			
Year	Principal	Interest	Total
2022	\$ -	\$ -	\$ -
2023	-	-	-
2024	-	-	-
2025	60,000	-	60,000
2026	80,000	-	80,000
	\$ 140,000	\$ -	\$ 140,000

2012 Taxable General Obligation Refunding Bonds			
Year	Principal	Interest	Total
2022	\$ 80,000	\$ 6,300	\$ 86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	20,000	300	20,300
2026	-	-	-
	\$ 250,000	\$ 12,300	\$ 262,300

2021 General Fund Advance			
Year	Principal	Interest	Total
2022	\$ -	\$ -	\$ -
2023	-	-	-
2024	-	-	-
2025	-	-	-
2026	-	-	-
2027	20,000	-	20,000
2028	20,000	-	20,000
2029	20,000	-	20,000
2030	20,000	-	20,000
2031	20,000	-	20,000
	\$ 100,000	\$ -	\$ 100,000

Total			
Year	Principal	Interest	Total
2022	\$ 80,000	\$ 6,300	\$ 86,300
2023	75,000	3,975	78,975
2024	75,000	1,725	76,725
2025	80,000	300	80,300
2026	80,000	-	80,000
2027	20,000	-	20,000
2028	20,000	-	20,000
2029	20,000	-	20,000
2030	20,000	-	20,000
2031	20,000	-	20,000
	\$ 490,000	\$ 12,300	\$ 502,300

**CITY OF APPLETON 2022 BUDGET**

**LIBRARY**

**Library Director: Colleen T. Rortvedt**

**Assistant Library Director: Tasha M. Saecker**

# CITY OF APPLETON 2022 BUDGET LIBRARY

## MISSION STATEMENT

Learn, know, gather and grow - your center of community life.

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

### Maintain high quality library services

- 2021 was impacted by the pandemic resulting in redesigning library service in methods that are safe and slowly restoring services. By the start of summer, nearly all library services have been restored.
- Served as a vaccination site during the summer of 2021 focusing on vaccinating youth.
- Eliminated overdue fines and cleared patron accounts of existing fines for materials that have been returned.

### Summer Reading Program

- Offered for all ages utilizing online and in person options; 1,251 children, 200 teens, and 495 adults participated.
- Summer programming was initially planned outdoors and as COVID and vaccination rates improved indoor programming resumed.

### Increase marketing and advocacy, fund development, technology for efficiency, staffing levels and training, library environment and neighborhood

- Grants obtained include:
  - Small Business – Big Impact grant, an initiative to support business startup, retention, and expansion for people of color and immigrants, was launched with grant funding from the American Library Association for 2020/2021
  - WiLS Ideas to Action grant for Community Chords Project
  - East Asia in Wisconsin Grant from UW Madison's Center for East Asian Studies
  - READ Africa Grant from UW Madison's African Studies Program
  - Implemented grant with Outagamie Waupaca Library System (OWLS) and Friends of the Appleton Public Library (APL) to provide circulating laptops throughout the system from the WI Public Service Commission
  - Friends of the APL provided \$64,000 in grants
- Librarians engaged in initiatives at the State level, including serving as a mentor for Wisconsin Libraries - Transforming Communities. APL staff were among five libraries in the country chosen to serve as coaches for American Library Association's (ALA) ongoing Libraries Build Business initiative.

### Continue to explore facility needs and options

- Selected architects Skidmore, Owings and Merrill to design library renovation/expansion and began work on design.
- Created multiple methods for public participation including working with the Mayor to establish a Library Building Project Advisory Committee.
- Began developing plans for temporary library during construction.
- Modified building to provide safe service to the public during the pandemic.

### Continue cooperation with schools and other community organizations

- Maintained and enhanced relationships with partners throughout the year finding new ways to collaborate during the pandemic.
- As part of the Fox Cities Reads program, "George", was read and discussed throughout the community - author presentation was virtual; Fox Cities Book Festival include in person and virtual events.
- Collaborated with 37 local educational institutions, businesses, and non-profit and civic groups. Collaborations include English Language Learner programs, Building for Kids, ADI, Fox Valley Symphony, and Boys & Girls Club.
- Staff served on Imagine Fox Cities Leadership and Belonging Teams and hosted community conversations.
- As a United Way Agency, the library coordinates the Reach Out and Read - Fox Cities program.

### Utilize volunteers more effectively

- In 2021, we have reinstated volunteers based on how services have been evolving surrounding the pandemic including shelving, children's program support, Reach Out and Read, obituary database entry and local history projects, Job Connection support and Walking Books delivery service to homebound individuals.

### Continuously work to improve website and online service delivery

- Expanded access to digital content, increasing titles and services offered.
- Offered programming in person and online via videoconferencing when meeting in person was not feasible.
- Implemented new app and created Book Matchmaker service.
- e-circulation increased 17% from previous year including e-books, audiobooks, videos, comics, magazines, music and games.

# CITY OF APPLETON 2022 BUDGET LIBRARY

## MAJOR 2022 OBJECTIVES

Apply Library's mission, vision, values and strategic pillars to accomplish objectives that serve our community.

**APL Vision:** Where potential is transformed into reality.

**VALUES:**

**WELCOMING** - Everyone belongs here.

**LITERACY** - The City of Appleton is the City of literacy and learning.

**ACCESS** - The Library is accessible physically, culturally, and intellectually.

**COMMUNITY** - The Library is essential to every person and organization achieving their goals.

**STRATEGIC PILLARS:**

**Hub of Learning and Literacy** - We support and sustain education for all ages.

**Collaborative Environment** - We connect with many partners to share knowledge and information.

**Educate and Inspire Youth** - We ensure that children and teens find a supportive place for their futures.

**Creation and Innovation** - We are a platform that sparks discovery, development and originality.

**Engaged and Connected** - We focus on how to make a difference in people's lives.

**Enriched Experiences** - We provide experiences that are timely, inclusive and aligned with community interests.

**Services and Programs for All** - We give our community opportunities for growth, self-instruction and inquiry.

**Other specific objectives include:**

Complete the design of renovated/expanded library. Finalize and implement an interim library service model that is responsive to community needs during the 18 month construction process.

As a core component of public education for all, cultivate quality collections and develop and provide quality programs for all ages, including: outreach and group visits; age-appropriate programs for various developmental stages with inclusive programs; continue to explore ways to develop and support outreach to the community in nontraditional locations; collaborate with schools and community organizations to provide options for different levels of engagement; and continue efforts to extend outreach and circulation services out into the community.

Monitor continued impact and public health needs due to the pandemic. Leverage resources to support economic recovery focusing on job loss, families struggling with educational needs, marginalized communities, individuals/families suffering from social isolation and those who rely on the library to mitigate the impact of the digital divide.

Eliminate barriers by utilizing the State inclusive services assessment and other City, community and library initiatives to advance equity and inclusion for library policies, collections, programs and services.

Market collections, programs and services. Continue to develop the "digital branch" and virtual services.

**NOTE: This budget reflects temporary anticipated reductions in some budget lines due to service limitations that will occur due to the library operating in a temporary library during the 18 month period of construction.**

## DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 1,267,872	\$ 1,237,716	\$ 1,171,236	\$ 1,171,236	\$ 1,107,501	-5.44%
<b>Program Expenses</b>							
16010	Administration	659,324	648,023	768,274	828,774	696,009	-9.41%
16021	Children's Services	548,499	542,351	566,305	578,557	533,616	-5.77%
16023	Public Services	730,368	680,116	697,751	712,978	704,889	1.02%
16024	Community Partnerships	494,580	501,360	497,799	501,291	500,775	0.60%
16031	Building Operations	467,278	406,380	438,898	438,898	525,935	19.83%
16032	Materials Management	1,495,776	1,436,398	1,454,745	1,469,490	1,302,967	-10.43%
16033	Network Services	267,245	279,001	311,763	315,763	268,130	-14.00%
<b>TOTAL</b>		\$ 4,663,070	\$ 4,493,629	\$ 4,735,535	\$ 4,845,751	\$ 4,532,321	-4.29%
<b>Expenses Comprised Of:</b>							
Personnel		3,296,550	3,211,801	3,393,413	3,393,413	3,334,116	-1.75%
Training & Travel		43,267	39,904	46,334	49,334	35,234	-23.96%
Supplies & Materials		787,295	756,462	728,124	759,613	580,291	-20.30%
Purchased Services		533,654	480,886	563,166	638,893	578,182	2.67%
Capital Outlay		2,304	4,576	4,498	4,498	4,498	0.00%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		46.00	45.00	45.00	45.00	45.00	

\* % change from prior year adopted budget  
Library.xls

**CITY OF APPLETON 2022 BUDGET  
LIBRARY**

**Administration**

**Business Unit 16010**

**PROGRAM MISSION**

To ensure delivery of library programs and services to patrons for the benefit of the community, the Administration program plans, organizes and develops resources, and facilitates effective and responsible staff efforts.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Complete design of renovated/expanded library. Finalize and implement an interim library service model that is responsive to community needs during the 18 month construction process.
- Oversee the Library's long-range plan and ensure Library is responsive to community needs, adapting as appropriate for the construction process and pandemic.
- Work with the Outagamie Waupaca Library System in their relocation from the library building.
- Share information about library programs, services and resources via effective marketing and communications.
- Utilize the State of Wisconsin Inclusive Services Assessment, GARE and other community and library initiatives to advance equity and inclusion for library policies, collections, programs and services.
- Work with Friends of the Appleton Public Library to develop strong public/private partnership. Be good stewards of grant funds.
- Continue identifying ways to leverage volunteers in the provision of library services.

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

- In 2021, the library eliminated overdue fines (charges for services) and developed a four year transition plan to offset the loss of revenue. The offsetting revenue is recorded in the Materials Management budget (\$25,000),
- Rental of City Property is eliminated for 2022. Outagamie Waupaca Library System (OWLS) will be moving to a new location.
- The Other Contracts budget reflects a temporary reduction in the security guard contract during renovations.

**PERFORMANCE INDICATORS**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Library activities, programs and services are responsive to community needs					
% of surveyed patrons who rate the library as satisfactory	97%	97%	97%	97%	97%
<b>Strategic Outcomes</b>					
A better educated community					
Collaborations with educational institutions	233	37	200	200	200
<b>Work Process Outputs</b>					
Grant funds awarded	\$ 152,126	\$ 221,470	\$ 180,000	\$ 200,000	\$ 200,000
State-level meetings attended	38	55	40	40	40
Surveys conducted	1	1	1	3	1
Hours worked by library volunteers	7,437	2,002	3,000	2,500	2,500
Annual door count	408,532	105, 816	250,000	200,000	200,000

**CITY OF APPLETON 2022 BUDGET**

**LIBRARY**

**Administration**

**Business Unit 16010**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
423200 Library Grants & Aids	\$ 1,045,947	\$ 1,070,138	\$ 1,091,736	\$ 1,091,736	\$ 1,063,001
480100 Charges for Services	44,646	14,728	30,000	30,000	-
501500 Rental of City Property	30,012	30,000	30,000	30,000	-
502000 Donations & Memorials	587	553	-	-	-
503500 Other Reimbursements	14,666	22,082	-	-	-
<b>Total Revenue</b>	<b>\$ 1,135,858</b>	<b>\$ 1,137,501</b>	<b>\$ 1,151,736</b>	<b>\$ 1,151,736</b>	<b>\$ 1,063,001</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 394,145	\$ 430,382	\$ 460,663	\$ 460,663	\$ 466,769
610400 Call Time Wages	45	15	-	-	-
610500 Overtime Wages	-	48	-	-	-
610800 Part-Time Wages	8,446	4,599	8,790	8,790	7,500
615000 Fringes	132,534	142,050	179,508	179,508	177,689
620100 Training/Conferences	9,327	5,440	4,920	7,920	4,920
620600 Parking Permits	20,729	22,823	23,100	23,100	12,000
630100 Office Supplies	4,273	2,300	4,635	4,635	4,635
630300 Memberships & Licenses	3,065	3,393	2,200	2,200	2,200
630500 Awards & Recognition	1,157	879	850	850	850
630700 Food & Provisions	4,076	319	1,135	1,135	1,135
632001 City Copy Charges	-	302	100	100	100
632002 Outside Printing	1,031	1,033	-	-	-
641200 Advertising	2,409	2,477	1,288	6,288	1,288
641307 Telephone	3,069	3,358	2,948	2,948	2,948
641308 Cellular Phones	1,517	615	1,600	1,600	1,600
659900 Other Contracts/Obligation	73,501	27,990	76,537	129,037	12,375
<b>Total Expense</b>	<b>\$ 659,324</b>	<b>\$ 648,023</b>	<b>\$ 768,274</b>	<b>\$ 828,774</b>	<b>\$ 696,009</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
LIBRARY**

**Children's Services**

**Business Unit 16021**

**PROGRAM MISSION**

In collaboration with the community, we educate, inspire, engage, motivate and provide access to resources for all children.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services"; #2: "Encourage active community participation and involvement"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

**Objectives:**

Cultivate quality children's materials collections to support both education and recreation. Provide responsive customer service, including reference, readers' advisory and directional assistance. Explore staff mobility and examine new ways to staff service desks to better serve patrons.

Develop and provide quality programs for more than 25,000 children and caregivers, including field trips and group visits, age-appropriate programs for children birth to age 12, inclusive programs for children with sensory challenges, specialized programs and services to minority and low income families, and reading incentive programs.

Explore ways to develop and support outreach to the community in nontraditional locations. Work directly with Hmong and Hispanic families and coordinate with AASD Birth to 5 Programs, Outagamie County Birth to 3 Early Intervention, Fox Valley Literacy Council and Head Start by using a referral system to link families with needed resources, providing in-home visits to families and building towards their full use of the library and its services.

Provide specialized programs directed at families and children to include refugees, newcomers and those from culturally diverse backgrounds, including coordination with community organizations to bring ELL book clubs, literacy classes, and other cultural celebrations.

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

The Children's Department continues to develop ways to provide programming and services during the building process including planning for a temporary location. These plans include: in-person and virtual programming, the exploration and experimentation of non-traditional and traditional outreach programming, outdoor programs and the continuation of services such as Book Packs that grew in popularity during the pandemic.

**CITY OF APPLETON 2022 BUDGET**

**LIBRARY**

**Children's Services**

**Business Unit 16021**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
503500 Other Reimbursements	31,600	18,800	-	-	-
Total Revenue	\$ 31,600	\$ 18,800	\$ -	\$ -	\$ -
Expenses					
610100 Regular Salaries	\$ 350,454	\$ 361,433	\$ 369,371	\$ 369,371	\$ 362,814
610800 Part-Time Wages	38,718	27,648	30,528	30,528	28,085
615000 Fringes	127,636	128,929	158,189	158,189	134,500
620100 Training/Conferences	3,996	5,480	4,405	4,405	4,405
630100 Office Supplies	21,003	16,460	2,812	10,979	2,812
630300 Memberships & Licenses	153	-	-	-	-
630700 Food & Provisions	1,444	690	-	4,085	-
659900 Other Contracts/Obligation	5,095	1,711	1,000	1,000	1,000
Total Expense	\$ 548,499	\$ 542,351	\$ 566,305	\$ 578,557	\$ 533,616

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
LIBRARY**

**Public Services**

**Business Unit 16023**

**PROGRAM MISSION**

Public Services is at the front-line, providing excellent customer service by helping the community use library resources.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

**Objectives:**

Work with patrons in support of the strategic pillars of Hub of Learning and Literacy, Engaged and Connected, Enriched Experiences, and Services and Programs for All; work with other system libraries and state libraries in a collaborative environment; embrace new technologies and best library practices; improve staff mobility and examine new ways to staff service desks to better serve patrons.

Respond to reference, readers' advisory, technological and directional questions in person, via phone, email, and online social media and work to create consistent customer service levels at all service desks in the library; use technology competencies for the adult service desk staff for increased consistency between desks and focused training; provide quality service to our patrons in person, via phone and remotely.

Register new patrons and maintain a database of 75,000 users; process holds in conjunction with the Materials Management section (approx. 145,000 items); send out overdue, billing and reserve notices; utilize the Tax Refund Intercept Program (TRIP) and a collection agency for the collection of long overdue items and bills.

Promote and educate the public on the use of the self-check machines.

Prepare and maintain displays of new and/or popular materials. Continue to work with Materials Management and OWLS to improve functionality of library catalog and discovery layer; oversee the inter-library loan process.

Explore ways to develop and support outreach to the community in non-traditional locations.

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

Public Services continues to develop ways to provide resources and services during the building process including planning for a temporary location.

# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Public Services**

**Business Unit 16023**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
503500 Other Reimbursements	\$ 12,494	\$ 1,814	\$ 400	\$ 400	\$ 400
<b>Total Revenue</b>	<b>\$ 12,494</b>	<b>\$ 1,814</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 400</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 475,860	\$ 458,777	\$ 455,427	\$ 455,427	\$ 449,189
610500 Overtime Wages	4	1	-	-	-
610800 Part-Time Wages	91,753	74,200	90,508	90,508	83,267
615000 Fringes	150,514	138,466	137,227	137,227	157,844
620100 Training/Conferences	2,443	2,167	2,565	2,565	2,565
630100 Office Supplies	2,960	2,243	3,500	3,500	3,500
659900 Other Contracts/Obligation	6,834	4,262	8,524	23,751	8,524
<b>Total Expense</b>	<b>\$ 730,368</b>	<b>\$ 680,116</b>	<b>\$ 697,751</b>	<b>\$ 712,978</b>	<b>\$ 704,889</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
LIBRARY**

**Community Partnerships**

**Business Unit 16024**

**PROGRAM MISSION**

Community Partnerships: Engage, Educate, Entertain, Elevate.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services"; #2: "Encourage active community participation and involvement"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

**Objectives:**

Connect members of the Appleton community with opportunities for growth, self-instruction, and inquiry in the library, online, and throughout the Appleton area; provide enriched entertainment opportunities for teen and adult community members by maintaining a broad range of materials and programs.

Provide access to local history materials, services, and programs; preserve Appleton and APL history by increasing and improving access to digital materials.

Collaborate with partner agencies utilizing the Community Partnerships Framework to provide options for different levels of engagement; serve on local boards and participate in various organizations to increase collaboration, build shared capacity, and connect patrons with local resources.

Foster partnerships and celebrate our diverse community by providing lifelong learning opportunities through services and programs for all. Develop relationships and services focused on economic development.

Work with Public Services and Children's Services staff to bring circulation services to the community.

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

Community partnerships staff will work in partnership with other community agencies and institutions to coordinate off-site programs and services during the building process including planning for a temporary location.

**CITY OF APPLETON 2022 BUDGET**

**LIBRARY**

**Community Partnerships**

**Business Unit 16024**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
503500 Other Reimbursements	\$ 17,500	\$ 32,000	\$ -	\$ -	\$ -
Total Revenue	<u>\$ 17,500</u>	<u>\$ 32,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 318,218	\$ 346,580	\$ 344,212	\$ 344,212	\$ 349,375
610800 Part-Time Wages	17,714	13,321	-	-	-
615000 Fringes	138,006	126,676	146,325	146,325	144,138
620100 Training/Conferences	4,545	3,990	4,450	4,450	4,450
630100 Office Supplies	5,010	3,149	2,812	3,304	2,812
630300 Memberships & Licenses	-	74	-	-	-
659900 Other Contracts/Obligation	11,087	7,570	-	3,000	-
Total Expense	<u>\$ 494,580</u>	<u>\$ 501,360</u>	<u>\$ 497,799</u>	<u>\$ 501,291</u>	<u>\$ 500,775</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
LIBRARY**

**Building Operations**

**Business Unit 16031**

**PROGRAM MISSION**

Support the community and the library's role as a hub of learning and literacy by maintaining a welcoming environment that promotes and contributes to lifelong learning.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; #5: "Promote an environment that is respectful and inclusive"; and #6: "Create opportunities and learn from successes and failures".

**Objectives:**

Maintain increased cleanliness, sanitization and perform light maintenance of the library building while providing assistance to Library staff and the community.

Ensure library meeting room needs are met.

Explore new ways to support workflows and service throughout APL; proactively meet the needs of the community through quality customer service and incorporating sustainable and cost-effective practices in our day-to-day operations.

Facilitate the work done in the library in conjunction with the City Facilities Management Department and the contracted cleaning service by performing basic facility and equipment maintenance and informing the appropriate person of building needs or concerns.

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

Operations will support facility needs during the building process including preparing and moving to a temporary location.

**CITY OF APPLETON 2022 BUDGET**

**LIBRARY**

**Building Operations**

**Business Unit 16031**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
500100 Fees & Commissions	\$ 1,005	\$ 337	\$ 600	\$ 600	\$ 600
503500 Other Reimbursements	111	-	-	-	-
<b>Total Revenue</b>	<b>\$ 1,116</b>	<b>\$ 337</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 112,716	\$ 77,876	\$ 76,128	\$ 76,128	\$ 77,270
610500 Overtime Wages	57	703	-	-	-
610800 Part-Time Wages	4,619	3,915	3,912	3,912	8,000
615000 Fringes	47,020	23,898	26,104	26,104	26,297
620100 Training/Conferences	-	4	830	830	830
630100 Office Supplies	29	-	-	-	-
630600 Building Maint./Janitorial	12,560	6,416	11,084	11,084	7,000
630902 Tools & Instruments	-	14	150	150	150
632101 Uniforms	-	180	-	-	-
632300 Safety Supplies	500	1,039	550	550	550
632700 Miscellaneous Equipment	279	238	650	650	650
640700 Solid Waste/Recycling	2,563	4,219	4,005	4,005	4,125
641300 Utilities	120,401	106,777	129,112	129,112	40,000
641600 Build Repairs & Maint	2,424	1,788	2,000	2,000	2,000
641800 Equip Repairs & Maint	160	-	400	400	400
642000 Facilities Charges	163,950	179,313	183,973	183,973	100,000
650200 Leases	-	-	-	-	258,663
<b>Total Expense</b>	<b>\$ 467,278</b>	<b>\$ 406,380</b>	<b>\$ 438,898</b>	<b>\$ 438,898</b>	<b>\$ 525,935</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Leases

Temporary library facility	\$ 258,663
	<u>\$ 258,663</u>

**CITY OF APPLETON 2022 BUDGET  
LIBRARY**

**Materials Management**

**Business Unit 16032**

**PROGRAM MISSION**

To develop, organize, and maintain well-rounded collections. Collections are built in anticipation of and response to Appleton residents' informational, educational & recreational needs.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; and #6: "Create opportunities and learn from successes and failures".

**Objectives:**

Materials Management creates entries and database records for approximately 25,000 new titles in the online catalog. We process 27,500 items annually, including labels, RFID tags and jacket protectors. We receive 1,800 newspapers, periodicals and standing order subscriptions and process over 5,000 magazine issues for circulation and storage.

Other specific objectives include:

Collect and route approximately 140,000 items to fill reserves at other OWLSnet libraries; accurately check-in, sort and re-shelve over a million returned materials using the automated materials handling system; expand staff participation in displays.

Continue to enhance and evaluate the "digital branch" with access to e-courses for lifelong learning and mobile content.

Implement collection development procedures focused on high-interest, popular materials, including utilizing collection management data tools.

Actively work with OWLSnet on implementation of the integrated library system, as well as ways to reduce barriers to

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

Develop and implement plan for relocation of physical collection (approximately 245,000 items) to interim service and/or storage location(s) in advance of building construction project.

Materials Management continues to develop ways to provide access to collections during the building process including planning for a temporary location.

The Library Materials and Supplies budgets reflect temporary reductions due to limitations that will occur because of the library operating in a temporary location during the 18 month period of construction.

Other Reimbursements represents amounts that are received from patrons for lost materials. These amounts have not been budgeted for in the past. The revenue represents the offset to revenues lost due to the elimination of fines on overdue materials.

**CITY OF APPLETON 2022 BUDGET**

**LIBRARY**

**Materials Management**

**Business Unit 16032**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
503500 Other Reimbursements	\$ 46,356	\$ 41,692	\$ -	\$ -	\$ 25,000
Total Revenue	<u>\$ 46,356</u>	<u>\$ 41,692</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,000</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 506,768	\$ 523,499	\$ 524,489	\$ 524,489	\$ 513,223
610500 Overtime Wages	2	-	-	-	-
610800 Part-Time Wages	98,336	63,614	70,268	70,268	64,647
615000 Fringes	149,405	139,627	161,250	161,250	156,650
620100 Training/Conferences	1,029	-	3,324	3,324	3,324
630100 Office Supplies	31,152	21,602	30,522	30,522	24,417
631500 Books & Library Materials	641,651	623,914	597,644	612,389	475,000
659900 Other Contracts/Obligation	67,433	64,142	67,248	67,248	65,706
Total Expense	<u>\$ 1,495,776</u>	<u>\$ 1,436,398</u>	<u>\$ 1,454,745</u>	<u>\$ 1,469,490</u>	<u>\$ 1,302,967</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Office Supplies

General office supplies	\$ 3,128
Material processing supplies (book jackets, barcodes, cassette cases, book labels, CD cases, etc.)	16,084
RFID supplies	5,205
	<u>\$ 24,417</u>

Books & Library Materials

Children's materials	\$ 115,603
Adult materials	331,194
Digital content consortia	28,203
	<u>\$ 475,000</u>

Other Contracts/Obligations

OWLSnet contract	\$ 61,206
Collection agency	4,500
	<u>\$ 65,706</u>



# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Network Services**

**Business Unit 16033**

### PROGRAM MISSION

Providing high-quality technology, in the most cost-effective manner, to best serve our community.

### PROGRAM NARRATIVE

#### Link to City Goals:

Implements Key Strategies #1: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; and #6: "Create opportunities and learn from successes and failures".

#### Objectives:

Develop multi-year schedule of technology projects and replacements; replace 20% of staff and public computing devices annually to maintain usability and update the network hardware and software to ensure responsiveness to patron and staff need; replace aging network switches to increase uptime and reliability; maintain warranties on production servers and utilize the Federal government program e-rate to attain the best rates and reimbursements for eligible items.

Maintain online public access catalogs, public workstations, AV equipment, digital signage, RFID and automated materials handling equipment; filter and protect internet connections to keep library staff and public technology reasonably safe.

Support the video security system; maintain reliable data communication between the library's and OWLS' networks.

Work to improve staff mobile access to Library systems to enable them to move about the building assisting patrons and provide remote access for laptops as appropriate.

Assist staff in technical aspects of providing electronic services to the public and support staff computer users; seek out and evaluate technologies to provide increased efficiencies for staff and operations; partner with OWLS to reduce costs and increase efficiencies when providing services to both the public and staff.

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

Network Services continues to develop ways to provide access to technology during the building process including planning and implementing in a temporary location.

The Equipment Repairs and Maintenance and Miscellaneous Equipment budgets reflect temporary reductions due to limitations that will occur while the library operates in a temporary location during the 18 month construction period. Fewer PCs will be replaced during this time and some service contracts will be terminated.

# CITY OF APPLETON 2022 BUDGET

## LIBRARY

**Network Services**

**Business Unit 16033**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
503500 Other Reimbursements	\$ 22,948	\$ 5,572	\$ 18,500	\$ 18,500	\$ 18,500
<b>Total Revenue</b>	<b>\$ 22,948</b>	<b>\$ 5,572</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 95,343	\$ 96,849	\$ 107,321	\$ 107,321	\$ 104,234
610500 Overtime	225	46	-	-	-
615000 Fringes	38,011	28,650	43,193	43,193	22,625
620100 Training/Conferences	1,198	-	2,740	2,740	2,740
630100 Office Supplies	82	15	1,500	1,500	1,500
632700 Miscellaneous Equipment	56,870	72,201	67,980	71,980	52,980
641800 Equip Repairs & Maint	73,211	76,664	84,531	84,531	79,553
681500 Software Acquisition	2,305	4,576	4,498	4,498	4,498
<b>Total Expense</b>	<b>\$ 267,245</b>	<b>\$ 279,001</b>	<b>\$ 311,763</b>	<b>\$ 315,763</b>	<b>\$ 268,130</b>

Note: The costs above reflect the needs while located in the temporary space during renovations.

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Miscellaneous Equipment

Computer replacements	\$ 20,000
Network hardware, wiring, etc.	18,000
Network attached storage	14,980
	<u>\$ 52,980</u>

Equipment Repairs and Maintenance

Photocopier lease & maintenance	\$ 11,840
Automated material handling equipment	20,000
Self checks and security gate contract	18,927
Software license and maintenance fees	25,199
Other equipment repairs and maintenance	3,587
	<u>\$ 79,553</u>

**CITY OF APPLETON 2022 BUDGET  
LIBRARY**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
Program Revenues						
423200 Library Grants & Aids	1,045,947	1,070,138	-	1,091,736	1,091,736	1,063,001
480100 General Charges for Service	44,646	14,728	1,296	30,000	30,000	-
500100 Fees & Commissions	1,005	337	-	-	-	600
501500 Rental of City Property	30,013	30,000	30,000	30,000	30,000	-
502000 Donations & Memorials	587	553	148	-	-	-
503500 Other Reimbursements	145,674	121,960	64,958	19,500	19,500	43,900
<b>TOTAL PROGRAM REVENUES</b>	<b>1,267,872</b>	<b>1,237,716</b>	<b>96,402</b>	<b>1,171,236</b>	<b>1,171,236</b>	<b>1,107,501</b>
Personnel						
610100 Regular Salaries	2,026,765	2,104,094	678,950	2,337,611	2,337,611	2,322,874
610400 Call Time Wages	45	15	600	-	-	-
610500 Overtime Wages	284	798	-	-	-	-
610800 Part-Time Wages	259,586	187,297	55,869	204,006	204,006	191,499
611400 Sick Pay	5,064	4,338	1,833	-	-	-
611500 Vacation Pay	221,679	186,964	30,414	-	-	-
615000 Fringes	783,127	728,295	247,811	851,796	851,796	819,743
<b>TOTAL PERSONNEL</b>	<b>3,296,550</b>	<b>3,211,801</b>	<b>1,015,477</b>	<b>3,393,413</b>	<b>3,393,413</b>	<b>3,334,116</b>
Training~Travel						
620100 Training/Conferences	22,538	17,081	2,537	23,234	26,234	23,234
620600 Parking Permits	20,729	22,823	23,100	23,100	23,100	12,000
<b>TOTAL TRAINING / TRAVEL</b>	<b>43,267</b>	<b>39,904</b>	<b>25,637</b>	<b>46,334</b>	<b>49,334</b>	<b>35,234</b>
Supplies						
630100 Office Supplies	64,508	45,770	9,744	45,781	54,440	39,676
630300 Memberships & Licenses	3,218	3,467	1,066	2,200	2,200	2,200
630500 Awards & Recognition	1,157	879	168	850	850	850
630600 Building Maint./Janitorial	12,560	6,416	3,481	11,084	11,084	7,000
630700 Food & Provisions	5,520	1,009	230	1,135	5,220	1,135
630902 Tools & Instruments	-	14	82	150	150	150
631500 Books & Library Materials	641,651	623,914	204,953	597,644	612,389	475,000
632001 City Copy Charges	-	302	-	-	-	100
632002 Outside Printing	1,031	1,033	2,059	100	100	-
632101 Uniforms	-	180	-	-	-	-
632300 Safety Supplies	500	1,039	110	550	550	550
632700 Miscellaneous Equipment	57,150	72,439	753	68,630	72,630	53,630
<b>TOTAL SUPPLIES</b>	<b>787,295</b>	<b>756,462</b>	<b>222,646</b>	<b>728,124</b>	<b>759,613</b>	<b>580,291</b>
Purchased Services						
640700 Solid Waste/Recycling Pickup	2,563	4,219	1,296	4,005	4,005	4,125
641200 Advertising	2,409	2,477	4,151	1,288	6,288	1,288
641301 Electric	88,808	83,151	24,010	95,890	95,890	24,778
641302 Gas	22,352	16,437	10,244	22,283	22,283	4,283
641303 Water	4,363	2,895	384	5,125	5,125	5,125
641304 Sewer	1,803	1,144	134	2,114	2,114	2,114
641306 Stormwater	3,075	3,150	811	3,700	3,700	3,700
641307 Telephone	3,069	3,358	1,125	2,948	2,948	2,948
641308 Cellular Phones	1,517	615	285	1,600	1,600	1,600
641600 Build Repairs & Maint	2,424	1,788	-	2,000	2,000	2,000
641800 Equip Repairs & Maint	73,371	76,664	51,658	84,931	84,931	79,953
642000 Facilities Charges	163,950	179,313	23,395	183,973	183,973	100,000
650200 Leases	-	-	-	-	-	258,663
659900 Other Contracts/Obligation	163,950	105,675	90,299	153,309	224,036	87,605
<b>TOTAL PURCHASED SVCS</b>	<b>533,654</b>	<b>480,886</b>	<b>207,792</b>	<b>563,166</b>	<b>638,893</b>	<b>578,182</b>
Capital Outlay						
681500 Software Acquisition	2,304	4,576	-	4,498	4,498	4,498
<b>TOTAL CAPITAL OUTLAY</b>	<b>2,304</b>	<b>4,576</b>	<b>-</b>	<b>4,498</b>	<b>4,498</b>	<b>4,498</b>
<b>TOTAL EXPENSE</b>	<b>4,663,070</b>	<b>4,493,629</b>	<b>1,471,552</b>	<b>4,735,535</b>	<b>4,845,751</b>	<b>4,532,321</b>

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Library Grants**

**NOTES**

--

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Library Grants**

**Business Unit 2550**

**PROGRAM MISSION**

This program accounts for the receipt of Library grants and other revenues, along with the corresponding program expenditures.

**PROGRAM NARRATIVE**

**Link to Strategy:**

Implements Key Strategy #4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

Reach Out and Read (ROR) is a research-based and evidence-based national program that puts books in the hands of families and children through their pediatricians. The doctors use the books to help facilitate developmental screenings and also to provide families information on how important it is to read to their small children. The books are provided to children aged birth to five and the program in the Fox Cities includes Appleton, Neenah, Menasha and the surrounding region.

The library is a United Way Agency for the ROR program, which has been supported by grants from the United Way since its inception in 2016. A strategic planning process involving the participating clinics and a professional facilitator was completed in 2017 to establish an ongoing funding model for the program. The United Way will continue to support ROR overall but the various clinics have begun to reimburse the program for the books they distribute to patients. The physician liaison working for this program continues to coordinate the selection and purchase of all books and all clinics sign an MOU committing to fund the books they distribute in well child visits.

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

No major changes.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
	<b>Program Revenues</b>	\$ 77,626	\$ 150,670	\$ 112,396	\$ 112,396	\$ 112,396	0.00%
	<b>Program Expenses</b>	\$ 96,911	\$ 113,801	\$ 133,138	\$ 134,769	\$ 126,411	-5.05%
<b>Expenses Comprised Of:</b>							
	Personnel	25,279	39,098	39,048	39,048	39,771	1.85%
	Training & Travel	373	49	2,350	2,350	2,350	0.00%
	Supplies & Materials	64,643	52,420	78,140	78,140	77,690	-0.58%
	Purchased Services	6,616	22,234	13,600	15,231	6,600	-51.47%
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	0.50	0.50	0.50	0.50	0.50	

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Library Grants**

**Business Unit 2550**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
503500 Other Reimbursements	\$ 77,626	\$ 150,670	\$ 112,396	\$ 112,396	\$ 112,396
Total Revenue	<u>\$ 77,626</u>	<u>\$ 150,670</u>	<u>\$ 112,396</u>	<u>\$ 112,396</u>	<u>\$ 112,396</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 22,632	\$ 24,213	\$ 25,250	\$ 25,250	\$ 25,881
610800 Part Time	-	3,581	-	-	-
615000 Fringes	2,647	11,304	13,798	13,798	13,890
620100 Training/Conferences	373	49	2,350	2,350	2,350
630100 Office Supplies	3,155	654	3,950	3,950	3,500
631500 Books & Library Materials	61,488	51,766	74,190	74,190	74,190
640400 Consulting Services	3,810	3,999	3,600	3,600	3,600
641200 Advertising	2,806	1,885	10,000	10,000	3,000
659900 Other Contracts	-	16,350	-	1,631	-
Total Expense	<u>\$ 96,911</u>	<u>\$ 113,801</u>	<u>\$ 133,138</u>	<u>\$ 134,769</u>	<u>\$ 126,411</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

**Books & Library Materials**

Books for well-child visits	\$ 74,190
	<u>\$ 74,190</u>

**CITY OF APPLETON 2022 BUDGET  
LIBRARY GRANTS**

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

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Other Reimbursements	\$ 77,626	\$ 150,670	\$ 112,396	\$ 112,396	\$ 112,396
Total Revenues	77,626	150,670	112,396	112,396	112,396
<b>Expenses</b>					
Program Costs	96,911	113,801	133,138	134,769	126,411
Total Expenses	96,911	113,801	133,138	134,769	126,411
<b>Other Financing Sources (Uses)</b>					
Transfer In - General Fund	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Revenues over (under) Expenses	(19,285)	36,869	(20,742)	(22,373)	(14,015)
Fund Balance - Beginning	79,139	59,854	96,723	96,723	74,350
Fund Balance - Ending	\$ 59,854	\$ 96,723	\$ 75,981	\$ 74,350	\$ 60,335

**CITY OF APPLETON 2022 BUDGET**

**VALLEY TRANSIT**

**General Manager: Ron C. McDonald**

**Assistant General Manager: Amy L. Erickson**

**Administrative Services Manager: Debra A. Ebben**



# CITY OF APPLETON 2022 BUDGET VALLEY TRANSIT

## MISSION STATEMENT

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

### Ridership

Valley Transit ridership is down (21%) in the first six months of 2021 when compared to 2020. In March 2020, the President of the United States declared an emergency due to a pandemic. The Governor of Wisconsin ordered the schools to close and, in subsequent days, a ban on mass gatherings along with a "safer at home" order was put into place. While Valley Transit provided uninterrupted essential travel through the pandemic, most people chose to travel only when it was deemed essential. Many businesses were closed to the public or offered reduced services. As the vaccine was introduced into society in early 2021, people are beginning to travel more often, are returning to work and businesses are reopening. Valley Transit has experienced small increases in ridership since March, 2021.

### Legislative Issues

Valley Transit faces funding challenges every year and has been able to find solutions to keep the system operating without service cuts or major increases in costs to the local funding partners. Staff continues to look for stable sources of local funding to offset the swings in funding at the State and federal level.

Federal Funding— During 2015, congress passed the FAST Act (Fixing America's Surface Transportation) to improve the nation's surface transportation infrastructure. The five-year legislation reformed and strengthened transportation programs and provided long-term certainty and more flexibility for State and local governments. The FAST Act was set to expire in 2020, but a one-year extension was enacted as part of the Continuing Appropriations Act, 2021. Congress will most certainly enact legislation beyond the FAST Act and Valley Transit will work through the Wisconsin Public Transportation Association and American Public Transportation Association to challenge legislators for improved funding opportunities.

Although the FAST Act has provided more stable funding for Valley Transit, the new legislation, along with Valley Transit's reclassification to a large system and as a direct recipient of Federal Transit Administration (FTA) funds, administrative time needed to meet our obligations to the FTA has increased. Reporting requirements have increased from annual reports to quarterly reports and new reporting requirements have been developed along with a higher level of scrutiny from the FTA. During 2018, the FTA implemented a new asset reporting requirement (Transit Asset Management Plan - TAM) and in 2019/2020, two new safety reporting requirements were added; Public Transportation Safety Plan (PTASP) and Safety Management System (SMS).

In March 2020, the President of the United States signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act into law. The CARES Act provided emergency assistance and health care response for individuals, families and businesses affected by the COVID-19 pandemic. The CARES Act also provided support for public transportation for capital, operating and other expenses generally eligible under federal grant programs. Valley Transit was allocated \$7,425,047 under this new program.

The American Rescue Plan Act of 2021 (ARPA), which the President signed on March 11, 2021, includes \$30.5 billion in federal funding to support the nation's public transportation systems as they continue to respond to the COVID-19 pandemic and support the President's call to vaccinate the U.S. population. Valley Transit was allocated \$3,370,750 under this program.

Valley Transit is a direct recipient of Section 5310 funding which provides assistance to programs serving the elderly and persons with disabilities beyond the ADA requirements. Valley Transit and the East Central Wisconsin Regional Planning Commission (ECWRPC) have an agreement in which ECWRPC assists Valley Transit in the administration of the 5310 Program. During 2021, Valley Transit was allocated \$32,147 of 5310 funding under the ARPA program and \$32,146 of 5310 funding under the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) program.

State Budget – State funding for transit operations has remained at a relatively consistent level, however it remains at the 2011 level.

Local Funding Options – Valley Transit's Strategic Plan maintains that the best long-term solution for stable and adequate funding is establishing a method for local funding options other than tax levies. Valley Transit remains committed to pursuing enabling legislation at the State level.

### Audits

#### Single Financial Audit

As a non-Federal entity that expends \$750,000 or more a year in Federal awards, Valley Transit is required to have a single audit conducted in accordance with CFR (Code of Federal Regulations) 200.501. The independent auditor reports on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards. Valley Transit received no findings in the 2020 financial audit conducted in early 2021.

# CITY OF APPLETON 2022 BUDGET VALLEY TRANSIT

## MAJOR 2022 OBJECTIVES

Valley Transit's ridership significantly decreased during the pandemic. As businesses and schools reopen and workers return to work, Valley Transit will spend all of 2021 and 2022 attempting to regain the ridership lost during 2020. As part of the effort to increase ridership, Valley Transit will continue to work on partnerships with area businesses to increase ridership by their employees. Valley Transit will continue to focus on strengthening the partnership with advocacy groups in the Fox Cities and increasing communication with Valley Transit stakeholders.

Valley Transit staff will continue to refine and improve the communication tools used to give potential riders information on how to use the system. Implementation of a bus tracking application for smart phones to provide real-time bus schedules to passengers was completed in 2018. The Valley Transit app is nearing 10,000 downloads. During 2022, Valley Transit will continue to market the app, encouraging customers to utilize the software.

During 2021, Valley Transit began a facility-wide renovation of the Valley Transit Whitman Avenue Facility in accordance with all Federal Transit Administration Guidelines and the Valley Transit Whitman Avenue Master Plan. The project follows the fully adopted facility master plan that was completed in 2020. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. The project will be completed during 2022.

Valley Transit's Strategic Plan was finished in early 2015 and updated in 2019. The plan includes recommendations for near-term, three, five and ten years. A near-term action plan and schedule has been developed and is being implemented. The focus of the near-term plan is to make sure the existing services function as efficiently and effectively as possible before adding additional services. Valley Transit has performance measures and tracking mechanisms in place which build on existing strengths of the system and address weaknesses. Improving on-time performance will continue to be a major focus in 2022, as will be monitoring subcontractor performance to deal with performance issues. The asset management plan will continue to be fine-tuned for vehicles, facilities and equipment and will identify funding requirements for vehicle and equipment replacements and to maintain facilities in a good state of repair.

Valley Transit is required to complete a Transit Development Plan (TDP) every five years. Transit system development plans refine and detail the recommendations for transit services set forth in the regional transportation plan. The most recent TDP got a late start in 2017 due to the timing of State funding. The plan was completed in early 2020. Valley Transit will continue to review ridership post-pandemic to determine which recommendations remain relevant and will develop an implementation plan for the recommendations.

We will continue to work on establishing local funding options in the Fox Cities and finding alternate/sustainable sources of funding for both fixed route and paratransit services.

Valley Transit will continue to work in partnership with the East Central Wisconsin Regional Planning Commission, Green Bay Metro, GO Transit (Oshkosh), Fond du Lac Area Transit, Brown County, Bay Lake RPC and Wisconsin Department of Transportation to study the feasibility of a commuter service from Brown County to Dodge County along Interstate 41. A pilot project is being considered for service between the Fox Cities and Oshkosh.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 13,034,258	\$ 10,441,165	\$ 13,119,155	\$ 13,119,155	\$ 19,289,409	47.03%
<b>Program Expenses</b>							
58071000	Administration	1,807,358	1,578,346	1,830,038	1,830,038	2,045,518	11.77%
58072000	Vehicle Maint.	922,368	792,807	3,385,288	5,962,953	865,736	-74.43%
58073000	Facilities Maint.	188,941	180,569	178,289	513,903	8,696,528	4777.77%
58074000	Operations	3,559,989	3,764,019	4,205,800	4,205,800	4,482,734	6.58%
58075000	ADA Paratransit	2,066,551	1,117,835	2,300,691	2,505,192	2,316,706	0.70%
58076000	Ancillary Paratransit	1,624,389	1,177,582	2,029,361	2,029,361	1,876,615	-7.53%
<b>TOTAL</b>		\$ 10,169,596	\$ 8,611,158	\$ 13,929,467	\$ 17,047,247	\$ 20,283,837	45.62%
<b>Expenses Comprised Of:</b>							
Personnel		4,192,206	3,996,712	4,500,160	4,500,160	4,701,438	4.47%
Training & Travel		22,833	16,712	31,400	31,400	31,400	0.00%
Supplies & Materials		827,226	807,093	943,632	1,134,730	953,111	1.00%
Purchased Services		4,241,562	2,939,672	4,861,949	4,861,949	4,817,354	-0.92%
Miscellaneous Expense		816,671	821,340	992,326	992,326	1,230,534	24.01%
Capital Expenditures		69,098	29,629	2,600,000	5,526,682	8,550,000	228.85%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		56.85	58.85	60.10	60.10	60.10	

\* % change from prior year adopted budget

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Administration**

**Business Unit 58071000**

**PROGRAM MISSION**

We will equitably allocate federal, State, and local resources among a variety of transportation services and we will provide management, oversight, planning, and marketing information for and about our services for the benefit of our passengers, employees, and participating governmental units.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- To provide administrative support to ensure that local funding from the municipalities and counties is equitable
- To monitor all services to ensure cost effectiveness and efficiency and to avoid duplication of services
- To reach out to riders and non-riders alike to demonstrate that Valley Transit provides low cost, safe, reliable, friendly public transportation that directly improves the quality of life for everyone
- To continue to be a fiscally responsible organization that is accessible and supports a high quality of life in the Fox Cities
- To fund Valley Transit in a manner that promotes stability and resilience and is flexible to accommodate a growing region

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

Combined State and federal operating assistance is estimated at 57.5% of eligible expenses in 2022.

The increase in software support is related to the first year of maintenance for the TransTrack software. TransTrack is a cloud-based system that combines financial and operations information housed in 15 to 20 different software programs and spreadsheets to produce data in the format needed for State and federal regulatory reports.

The increase in depreciation expense is related to new buses and equipment purchased in 2021 and expected bus purchases in 2022.

The budget for signs in this program is due to Valley Transit purchasing and installing the media for the advertising carried on buses. This provides greater quality control and is included in the charges to advertisers.

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Administration**

**Business Unit 58071000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
421000 Federal Grants	\$ 6,137,447	\$ 1,938,727	\$ 3,096,105	\$ 3,096,105	\$ 11,483,560
422400 Miscellaneous State Aids	2,821,197	5,270,298	5,521,905	5,521,905	2,846,167
423000 Misc Local Govt Aids	451,054	429,789	491,429	491,429	509,207
471000 Interest on Investments	83,004	72,072	12,500	12,500	12,500
487700 Advertising/Promo Fees	69,325	43,415	65,000	65,000	65,000
500100 Fees & Commissions	18,628	4,139	8,000	8,000	8,000
500400 Sale of City Property	6,627	-	-	-	-
500600 Gain (Loss) on Assets	-	(13,411)	-	-	-
501000 Miscellaneous Revenue	1	1	-	-	-
502000 Donations	10	-	-	-	-
503500 Other Reimbursements	25,539	7,622	-	-	-
592100 Transfer In - General Fund	627,894	580,838	691,610	691,610	709,073
<b>Total Revenue</b>	<b>\$ 10,240,726</b>	<b>\$ 8,333,490</b>	<b>\$ 9,886,549</b>	<b>\$ 9,886,549</b>	<b>\$ 15,633,507</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 219,581	\$ 237,095	\$ 290,823	\$ 290,823	\$ 236,839
615000 Fringes	300,645	91,201	85,933	85,933	71,206
620100 Training/Conferences	8,626	6,456	15,239	15,239	15,328
620400 Tuition Reimbursement	606	2,702	2,200	2,200	2,200
620500 Employee Recruitment	4,772	3,757	4,200	4,200	4,200
620600 Parking Permits	15	-	-	-	-
630100 Office Supplies	4,128	2,989	4,114	4,114	4,139
630200 Subscriptions	615	2,150	3,800	3,800	3,925
630300 Memberships & Licenses	10,001	10,686	13,884	13,884	15,340
630400 Postage\Freight	2,194	1,238	2,819	2,819	2,836
630500 Awards & Recognition	986	450	930	930	930
630700 Food & Provisions	1,758	1,467	1,240	1,240	1,240
631603 Other Misc. Supplies	1,172	812	1,225	1,225	1,225
632001 City Copy Charges	3,605	3,258	2,741	2,741	2,759
632002 Outside Printing	12,185	14,509	17,885	17,885	17,987
632300 Safety Supplies	-	155	500	500	500
632700 Miscellaneous Equipment	8,586	13,523	4,500	4,500	4,500
632800 Signs	-	1,700	10,000	10,000	10,000
640100 Accounting/Audit Fees	6,292	8,738	7,892	7,892	7,892
640300 Bank Service Fees	2,952	3,948	3,000	3,000	6,500
640400 Consulting Services	35	4,404	-	-	-
640800 Contractor Fees	74,749	57,329	50,000	50,000	51,222
641100 Temporary Help	21,400	-	5,000	5,000	-
641200 Advertising	14,643	14,436	42,000	42,000	42,000
641300 Utilities	79,155	81,012	77,862	77,862	78,276
641800 Equip Repairs & Maint	159	-	228	228	230
642400 Software Support	37,346	6,763	52,017	52,017	96,380
643000 Health Services	1,290	384	2,015	2,015	2,015
650100 Insurance	172,591	185,414	135,315	135,315	135,315
659900 Other Contracts/Obligation	600	430	350	350	-
660100 Depreciation Expense	816,671	821,340	992,326	992,326	1,230,534
<b>Total Expense</b>	<b>\$ 1,807,358</b>	<b>\$ 1,578,346</b>	<b>\$ 1,830,038</b>	<b>\$ 1,830,038</b>	<b>\$ 2,045,518</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Outside Printing</u>		<u>Software Support</u>	
Fare material	\$ 6,514	Asana, Fire Pixel, MSDS	\$ 4,915
Riders guides & maps	4,981	DoubleMap	34,234
Public information materials	5,572	Transtrack	53,514
Forms	920	Moodle, WebAura, Velocity	3,717
	<u>\$ 17,987</u>		<u>\$ 96,380</u>
<u>Memberships &amp; Licenses</u>		<u>Advertising</u>	
APTA	\$ 8,029	Community/rider promotions	\$ 12,309
WURTA/WIPTA	2,755	Prospective rider promotions	10,600
Community Transportation	975	Employer outreach	5,000
Transportation Development	250	Bus driver ads	1,500
100 Bus Coalition	275	Rider survey	9,591
Chemical fees (Whopers)	251	Legal notices & translation services	3,000
Drivers License & CDLs	1,620		<u>\$ 42,000</u>
Mobility Management memberships	960	<u>Contractor Fees</u>	
Theda Care Pool membership	225	Shredding	\$ 1,222
	<u>\$ 15,340</u>	Marketing	\$ 50,000
			<u>\$ 51,222</u>

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Vehicle Maintenance**

**Business Unit 58072000**

**PROGRAM MISSION**

We will provide safe, reliable, and environmentally-friendly service by maintaining our vehicle fleet to minimize service delays due to breakdowns and sustain a quality fleet that benefits our bus drivers, passengers and the general public.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #3: "Recognize and grow everyone's talents"; #4: "Continually assess trends affecting the community and proactively respond"; #6: "Create opportunities and learn from successes and failures"; and #7: "Communicate our success through stories and testimonials."

**Objectives:**

To maintain the vehicle fleet in a manner that will ensure that all service requirements are met

To maintain the vehicle fleet in a manner that minimizes the number of road calls that require a replacement bus or cause a trip to be significantly delayed or missed

To maintain the vehicle fleet in a manner that ensures that there are no vehicle accidents due to mechanical failure

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

The Capital expense for 2022 consists of replacing a support vehicle (\$50,000). The support vehicle is used to transport drivers to and from the transit center and to ferry passengers to destinations when transfers are missed due to a Valley Transit problem or weather issues. The vehicle is also used by the operations supervisors to respond to accidents, manage detours, perform ride checks and travel between the Administration building and the Transit Center. Capital funding has been budgeted to cover 80% of the cost of the project, with the remaining 20% to be funded from the depreciation reserve.

The increase in software support is to correct the budget placement of the GFI software maintenance fee from the Administration budget to the Vehicle Maintenance budget.

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Vehicle Maintenance**

**Business Unit 58072000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
503000 Damage to City Property	\$ 1,502	\$ 18,579	\$ -	\$ -	\$ -
	<u>\$ 1,502</u>	<u>\$ 18,579</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 363,729	\$ 348,931	\$ 373,315	\$ 373,315	\$ 393,535
610500 Overtime Wages	18,470	14,652	7,428	7,428	8,037
615000 Fringes	122,286	112,429	131,076	131,076	128,085
620100 Training/Conferences	6,400	149	5,000	5,000	5,000
630901 Shop Supplies	47,025	46,681	43,450	43,450	43,450
630902 Tools & Instruments	6,439	79,504	10,000	10,000	10,000
631603 Other Misc. Supplies	780	265	400	400	400
632101 Uniforms	900	381	220	220	220
632200 Gas Purchases	2,200	2,240	5,000	5,000	5,000
632601 Repair Parts	227,591	78,469	139,000	139,000	139,000
632700 Miscellaneous Equipment	3,498	32,763	12,700	12,700	12,700
641700 Vehicle Repairs & Maint	7,562	21,129	10,050	10,050	10,050
641800 Equip Repairs & Maint	39,236	6,722	13,375	13,375	13,375
642400 Software Support	13,178	17,452	4,200	4,200	18,810
642501 CEA Operations/Maint.	-	-	2,000	2,000	-
643000 Health Services	1,092	637	725	725	725
645100 Laundry Services	1,798	1,582	2,000	2,000	2,000
650100 Insurance	8,535	6,229	25,349	25,349	25,349
659900 Other Contracts/Obligation	119	445	-	-	-
680401 Machinery & Equipment	38,485	22,147	50,000	64,208	-
680403 Vehicles	13,045	-	2,550,000	5,113,457	50,000
	<u>\$ 922,368</u>	<u>\$ 792,807</u>	<u>\$ 3,385,288</u>	<u>\$ 5,962,953</u>	<u>\$ 865,736</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Shop Supplies</u>		<u>Software Support</u>	
Janitorial supplies	\$ 12,450	GFI Maintenance agreement	\$ 14,000
Liquid gases	4,000	StarTran - Fleet Maintenance	2,110
Shop supplies (grease,tools)	27,000	Noregon, SOI, Transp Ref	2,700
	<u>\$ 43,450</u>		<u>\$ 18,810</u>
<u>Vehicle &amp; Equipment Parts</u>			
Misc parts (doors, windows, etc.)	\$ 15,000		
Brake system parts	25,000		
Electrical system parts	8,000		
Wheelchair ramp parts	4,000		
Heating/cooling system parts	20,000		
Transmission parts	20,000		
Engine parts	20,000		
Engine rebuilds	27,000		
	<u>\$ 139,000</u>		
<u>Vehicles</u>			
Operations support vehicle - replacement	\$ 50,000		
	<u>\$ 50,000</u>		

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Facilities Maintenance**

**Business Unit 58073000**

**PROGRAM MISSION**

We will provide a clean and safe working environment by purchasing, cleaning, maintaining and repairing the Operations and Maintenance facility, the Transit Center and the passenger shelters located throughout the Fox Cities that benefit our passengers, employees, and the general public.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #1: "Responsibly deliver excellent services"; #4: "Continually assess trends affecting the community and proactively respond"; and #6: "Create opportunities and learn from success and failures".

**Objectives:**

- To provide clean, safe shelter for passengers waiting to board the bus
- To provide a clean, safe working environment for employees
- To maintain facilities that enhance the beauty of the community

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

The Administration/Maintenance building Capital project for 2022 includes a facility-wide renovation of the Whitman Avenue facility in accordance with all Federal Transit Administration Guidelines and the Valley Transit Whitman Avenue Master Plan. The project follows the fully adopted facility master plan that was completed in 2020. The renovation includes a building addition, implementing ADA compliance, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. This facility was built in 1983 and is in need of significant repair and remodeling. Capital funding has been budgeted in the Administration budget in 2022 to cover 100% of the cost.

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Facilities Maintenance**

**Business Unit 58073000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
501500 Rental of City Property	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
<b>Expenses</b>					
630899 Other Landscape Supplies	\$ 546	\$ 798	\$ 3,000	\$ 3,000	\$ 1,500
632508 Ice Control Materials	7,240	8,127	-	-	9,000
632700 Miscellaneous Equipment	-	-	1,000	1,000	1,000
640700 Waste/Recycling Pickup	2,746	3,467	4,600	4,600	5,060
641600 Build Repairs & Maint	1,895	7,550	-	-	-
642000 Facilities Charges	107,319	113,067	124,258	124,258	124,258
644000 Snow Removal Services	30,103	11,613	22,841	22,841	22,992
645100 Laundry Services	7,173	8,623	8,000	8,000	8,000
645400 Grounds Repair & Maint	7,736	2,140	-	-	-
650100 Insurance	-	-	14,590	14,590	14,590
659900 Other Contracts/Obligation	6,638	17,702	-	-	10,128
680300 Buildings	17,545	7,482	-	310,614	8,500,000
680402 Furniture & Fixtures	-	-	-	25,000	-
	<u>\$ 188,941</u>	<u>\$ 180,569</u>	<u>\$ 178,289</u>	<u>\$ 513,903</u>	<u>\$ 8,696,528</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Buildings

Admin/Maint building renovation	<u>\$ 8,500,000</u>
	<u>\$ 8,500,000</u>



**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Operations**

**Business Unit 58074000**

**PROGRAM MISSION**

Valley Transit provides safe, customer-focused transportation options that connect our communities to enhance the quality of life.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Excellence in customer service is a central value of Valley Transit, so the organization will continuously monitor and exceed customer expectations

To have transit services in the Fox Cities direct, on-time and easy to use

To have the transportation infrastructure in the Fox Cities improve communities and offer seamless connections for all people traveling to, from, or within the region

To have transit needs in the Fox Cities met efficiently and in a manner that is consistent with our mission

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

Overtime expense has been relatively high in recent years due to the need to cover drivers' shifts for vacant positions caused by retirements, absences due to illness and FMLA leave, and driver shortages. Valley Transit's table of organization allows hiring of additional drivers with various scheduling options to control overtime expense.

The increase in contractor fees reflects an increase in the number of hours that security services are provided at the Transit Center. Prior to COVID-19 and the Presidential Executive Order for Mask Mandates, security was provided 40 hours per week. Security services are currently provided during all hours of operation which is 93 hours per week.

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Operations**

**Business Unit 58074000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 Federal Grants	\$ -	\$ 308,813	\$ -	\$ -	\$ 300,000
487500 Farebox Revenue	746,749	523,381	820,000	820,000	820,000
487600 Special Transit Revenues	43,991	25,957	38,843	38,843	38,843
508500 Cash Short or Over	201	411	-	-	-
	<u>\$ 790,941</u>	<u>\$ 858,562</u>	<u>\$ 858,843</u>	<u>\$ 858,843</u>	<u>\$ 1,158,843</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 1,942,834	\$ 2,125,337	\$ 2,386,348	\$ 2,386,348	\$ 2,525,788
610500 Overtime Wages	322,193	198,566	65,480	65,480	68,116
615000 Fringes	759,058	767,071	1,003,425	1,003,425	1,097,023
620100 Training/Conferences	210	2,505	-	-	-
630100 Office Supplies	-	37	-	-	-
630300 Memberships & Licenses	1,691	2,159	-	-	-
630901 Shop Supplies & Tools	-	220	-	-	-
631603 Other Misc. Supplies	-	5,104	-	-	-
632002 Outside Printing	-	486	-	-	-
632101 Uniforms	3,869	22,497	9,000	9,000	9,060
632200 Gas Purchases	397,530	231,387	567,500	567,500	567,500
632300 Safety Supplies	-	176,615	-	-	-
632602 Tires	29,069	40,379	41,500	41,500	41,500
632603 Lubricants	18,692	3,651	25,000	25,000	25,000
632700 Miscellaneous Equipment	3,070	1,184	6,900	6,900	6,900
632800 Signs	18,781	14,774	2,000	2,000	2,000
640800 Contractor Fees	42,253	152,911	45,000	45,000	86,200
641800 Equip Repairs & Maint	807	-	-	-	-
643000 Health Services	12,230	7,979	6,460	6,460	6,460
650100 Insurance	-	-	46,587	46,587	46,587
659900 Other Contracts/Obligation	7,702	11,157	600	600	600
	<u>\$ 3,559,989</u>	<u>\$ 3,764,019</u>	<u>\$ 4,205,800</u>	<u>\$ 4,205,800</u>	<u>\$ 4,482,734</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Gas Purchases \*

Non-diesel fuel 11,167 gal. @ \$3.00/gal	\$ 33,500
Diesel fuel 178,000 gal. @ \$3.00/gal	534,000
	<u>\$ 567,500</u>

Tires

Tire leasing program	32,000
Support vehicle tires	9,500
	<u>\$ 41,500</u>

Contractor Fees

Transit Center security	\$ 86,200
	<u>\$ 86,200</u>

\* Valley Transit does not pay federal or State fuel taxes and attains bulk purchasing rates.

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**ADA Paratransit**

**Business Unit 58075000**

**PROGRAM MISSION**

We will provide specialized curb-to-curb advance reservation demand response transportation for people with disabilities who are unable to use the fixed route bus system.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

To comply with the requirements of the Americans with Disabilities Act (ADA)

To provide safe, reliable, convenient, and friendly specialized transportation

To meet the needs of the transit dependent population, including outreach efforts to agencies and companies that provide services to seniors and people with disabilities

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

During 2020 and 2021, a national pandemic kept ADA riders home and using the system for essential trips only. While Valley Transit will see a reduction in the contractor fees expense in 2021 due to the COVID-19 pandemic, typical annual ridership and expense is being budgeted for 2022.

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**ADA Paratransit**

**Business Unit 58075000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
423000 Misc Local Govt Aids	\$ 636,902	\$ 418,174	\$ 737,624	\$ 737,624	\$ 792,579
487500 Farebox Revenue	464,686	218,220	460,000	460,000	460,000
	<u>\$ 1,101,588</u>	<u>\$ 636,394</u>	<u>\$ 1,197,624</u>	<u>\$ 1,197,624</u>	<u>\$ 1,252,579</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 101,816	\$ 76,283	\$ 112,966	\$ 112,966	\$ 133,994
615000 Fringes	41,594	25,146	43,366	43,366	38,815
620100 Training/Conferences	2,204	1,143	4,761	4,761	4,672
630100 Office Supplies	1,055	444	1,286	1,286	1,261
630300 Memberships & Licenses	2,555	1,590	4,338	4,338	4,676
630400 Postage\Freight	561	184	881	881	864
630899 Other Landscape Supplies	139	118	-	-	-
631603 Other Misc. Supplies	15	15	375	191,473	375
632001 City Copy Charges	921	485	859	859	841
632002 Outside Printing	7,267	3,265	5,585	5,585	5,483
632200 Gas Purchases	562	333	-	-	-
640100 Accounting/Audit Fees	1,608	1,300	2,038	2,038	2,038
640800 Contractor Fees	1,830,413	973,807	2,052,750	2,052,750	2,052,750
641100 Temporary Help	5,468	-	-	-	-
641200 Advertising	4,240	2,147	8,309	8,309	8,309
641300 Utilities	26,975	19,843	29,270	29,270	28,856
641800 Equip Repairs & Maint	40	-	71	71	70
642000 Facilities Charges	13,407	9,687	18,245	18,245	18,245
642400 Software Support	16,021	-	7,500	7,500	7,500
644000 Snow Removal Services	7,691	1,727	7,142	7,142	7,008
645400 Grounds Repair & Maint	1,977	318	-	-	-
650100 Insurance	-	-	949	949	949
680401 Machinery & Equipment	22	-	-	13,403	-
	<u>\$ 2,066,551</u>	<u>\$ 1,117,835</u>	<u>\$ 2,300,691</u>	<u>\$ 2,505,192</u>	<u>\$ 2,316,706</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

**Contractor Fees**

Purchased transportation:  
Valley Transit II - Disabled,  
115,000 trips

\$ 2,052,750  
\$ 2,052,750

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Ancillary Paratransit**

**Business Unit 58076000**

**PROGRAM MISSION**

We will coordinate a broad range of contracted specialized services that maximizes transportation funding and benefits older adults, people with disabilities and participating local governments.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- To provide a transportation alternative to older adults for whom fixed route bus service is difficult
- To provide employment transportation and limited Sunday service to people with disabilities
- To coordinate transportation services to maximize the effectiveness of each local dollar spent
- To provide employment transportation for 2nd and 3rd shift workers and those who need to travel to jobs outside the fixed route service area

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

The local share of all ancillary paratransit services other than the Connector and Trolley is paid by the three counties in which Valley Transit operates (Outagamie, Winnebago and Calumet), the cities of Neenah and Menasha, the Village of Fox Crossing, and the Family Care providers. The organizations that are paying for the local share determine what the fare and operating rules will be for each of the services. The local share for the Connector is currently being paid for by donations from and through the Fox Cities United Way and by support from the local municipalities that participate in the fixed route system. The local share for the Trolley is partially paid for by a donation from Appleton Downtown, Inc., an organization funded by local businesses located on and around College Avenue in downtown Appleton.

The 2022 Budget continues to show an expense in Other Contracts/Obligations and a revenue in Federal Grant revenue for administration of the FTA Section 5310 grant funds. The Section 5310 program is a discretionary program designed to improve transportation for seniors and customers with disabilities. Valley Transit is the direct recipient of the funds and uses 45% of the total to support Valley Transit's services. The remaining 55% is awarded to a non-profit organization(s) through an application process conducted in partnership with East Central Wisconsin Regional Planning Commission.

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

**Ancillary Paratransit**

**Business Unit 58076000**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
421000 Federal Grants	\$ 63,395	\$ 42,857	\$ 89,750	\$ 89,750	\$ 89,750
422400 Miscellaneous State Aids	-	-	107,067	107,067	113,000
423000 Misc Local Govt Aids	524,037	332,813	652,735	652,735	713,124
487500 Farebox Revenue	229,779	160,546	242,530	242,530	242,530
502000 Donations & Memorials	63,985	51,353	62,308	62,308	63,386
592100 Transfer In - General Fund	12,305	571	15,749	15,749	16,690
	<u>\$ 893,501</u>	<u>\$ 588,140</u>	<u>\$ 1,170,139</u>	<u>\$ 1,170,139</u>	<u>\$ 1,238,480</u>
<b>Expenses</b>					
640800 Contractor Fees	\$ 1,560,994	\$ 1,134,725	\$ 1,939,611	\$ 1,939,611	\$ 1,786,865
659900 Other Contracts/Obligation	63,395	42,857	89,750	89,750	89,750
	<u>\$ 1,624,389</u>	<u>\$ 1,177,582</u>	<u>\$ 2,029,361</u>	<u>\$ 2,029,361</u>	<u>\$ 1,876,615</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

**Contractor Fees**

Purchased transportation:	
Valley Transit II - elderly purchased transportation - optional	\$ 80,330
Specialized employment transportation - VP	613,360
Outagamie County - demand response - rural	275,007
Outagamie County - children & family transportation	11,900
Village of Fox Crossing - Dial-a-Ride	35,700
Neenah - Dial-A-Ride	142,800
Heritage	13,923
Calumet County - rural service	27,666
Connector late evening service	412,000
Connector service beyond current fixed route service boundaries	141,625
Trolley service - downtown	32,554
	<u>\$ 1,786,865</u>

**Other Contracts/Obligations**

FTA Section 5310 sub-recipient	\$ 89,750
	<u>\$ 89,750</u>

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
421000 Federal Grants	6,200,842	2,290,397	(268,941)	3,185,855	3,185,855	11,873,310
422400 Miscellaneous State Aids	2,821,197	5,270,298	-	5,628,972	5,628,972	2,959,167
423000 Miscellaneous Local Govt Aids	1,611,992	1,180,775	1,478,677	1,881,788	1,881,788	2,014,910
471000 Interest on Investments	83,004	72,072	(843)	12,500	12,500	12,500
487500 Farebox Revenue	1,441,214	902,147	244,696	1,522,530	1,522,530	1,522,530
487600 Special Transit Revenues	43,991	25,957	19,945	38,843	38,843	38,843
487700 Advertising/Promotional Fees	69,325	43,415	17,218	65,000	65,000	65,000
500100 Fees & Commissions	18,628	4,139	89	8,000	8,000	8,000
500400 Sale of City Property	6,627	-	673	-	-	-
500600 Gain (Loss) on Asset Disposal	-	(13,411)	-	-	-	-
501000 Miscellaneous Revenue	1	1	1	-	-	-
501500 Rental of City Property	6,000	6,000	1,500	6,000	6,000	6,000
502000 Donations & Memorials	63,995	51,353	17,164	62,308	62,308	63,386
503000 Damage to City Property	1,502	18,578	-	-	-	-
503500 Other Reimbursements	25,540	7,624	3,177	-	-	-
508500 Cash Short or Over	201	411	(2)	-	-	-
592100 Transfer In - General Fund	640,199	581,409	-	707,359	707,359	725,763
<b>TOTAL PROGRAM REVENUES</b>	<b>13,034,258</b>	<b>10,441,165</b>	<b>1,513,354</b>	<b>13,119,155</b>	<b>13,119,155</b>	<b>19,289,409</b>
<b>Personnel</b>						
610100 Regular Salaries	2,190,209	2,408,972	750,888	3,162,117	3,162,117	3,075,211
610200 Labor Pool Allocations	116,850	76,728	18,030	-	-	213,610
610500 Overtime Wages	347,021	213,218	124,245	72,908	72,908	76,153
610900 Incentive Pay	(1,130)	2,090	-	1,335	1,335	1,335
611000 Other Compensation	1,908	1,650	2,387	-	-	-
611400 Sick Pay	66,305	15,386	50,235	-	-	-
611500 Vacation Pay	195,895	252,169	70,338	-	-	-
611600 Holiday Pay	51,565	30,652	1,035	-	-	-
615000 Fringes	979,939	957,783	344,102	1,263,800	1,263,800	1,335,129
615500 Unemployment Compensation	3,928	3,724	14,526	-	-	-
617000 Pension Expense	243,978	22,586	-	-	-	-
617100 OPEB Expense	(4,262)	11,754	-	-	-	-
<b>TOTAL PERSONNEL</b>	<b>4,192,206</b>	<b>3,996,712</b>	<b>1,375,786</b>	<b>4,500,160</b>	<b>4,500,160</b>	<b>4,701,438</b>
<b>Training~Travel</b>						
620100 Training/Conferences	17,440	10,253	1,153	25,000	25,000	25,000
620400 Tuition Reimbursement	606	2,702	773	2,200	2,200	2,200
620500 Employee Recruitment	4,772	3,757	1,319	4,200	4,200	4,200
620600 Parking Permits	15	-	-	-	-	-
<b>TOTAL TRAINING / TRAVEL</b>	<b>22,833</b>	<b>16,712</b>	<b>3,245</b>	<b>31,400</b>	<b>31,400</b>	<b>31,400</b>
<b>Supplies</b>						
630100 Office Supplies	5,183	3,470	1,637	5,400	5,400	5,400
630200 Subscriptions	615	2,149	851	3,800	3,800	3,925
630300 Memberships & Licenses	14,247	14,435	8,443	18,222	18,222	20,016
630400 Postage\Freight	2,755	1,421	574	3,700	3,700	3,700
630500 Awards & Recognition	986	450	-	930	930	930
630700 Food & Provisions	1,758	1,467	153	1,240	1,240	1,240
630899 Other Landscape Supplies	685	916	802	3,000	3,000	1,500
630901 Shop Supplies	47,025	46,901	14,654	43,450	43,450	43,450
630902 Tools & Instruments	6,439	79,504	7,500	10,000	10,000	10,000
631603 Other Misc. Supplies	1,967	6,196	87	2,000	193,098	2,000
632001 City Copy Charges	4,526	3,743	755	3,600	3,600	3,600
632002 Outside Printing	19,452	18,261	2,496	23,470	23,470	23,470
632101 Uniforms	4,770	22,878	1,746	9,220	9,220	9,280
632200 Gas Purchases	400,292	233,961	128,039	572,500	572,500	572,500
632300 Safety Supplies	-	176,770	1,830	500	500	500
632508 Ice Control Materials	7,240	8,127	1,173	-	-	9,000
632601 Repair Parts	227,591	78,469	41,657	139,000	139,000	139,000
632602 Tires	29,069	40,379	30,314	41,500	41,500	41,500
632603 Lubricants	18,692	3,651	6,184	25,000	25,000	25,000
632700 Miscellaneous Equipment	15,154	47,471	49	25,100	25,100	25,100
632800 Signs	18,780	16,474	8,142	12,000	12,000	12,000
<b>TOTAL SUPPLIES</b>	<b>827,226</b>	<b>807,093</b>	<b>257,086</b>	<b>943,632</b>	<b>1,134,730</b>	<b>953,111</b>

**CITY OF APPLETON 2022 BUDGET  
VALLEY TRANSIT**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
Purchased Services						
640100 Accounting/Audit Fees	7,900	10,038	-	9,930	9,930	9,930
640300 Bank Service Fees	2,952	3,948	533	3,000	3,000	6,500
640400 Consulting Services	35	4,404	2,155	-	-	-
640700 Solid Waste/Recycling Pickup	2,746	3,467	1,132	4,600	4,600	5,060
640800 Contractor Fees	3,508,410	2,318,772	623,115	4,087,361	4,087,361	3,977,037
641100 Temporary Help	26,868	-	-	5,000	5,000	-
641200 Advertising	18,883	16,583	2,327	50,309	50,309	50,309
641301 Electric	50,239	51,466	18,283	51,481	51,481	51,481
641302 Gas	17,250	13,021	9,891	17,500	17,500	17,500
641303 Water	7,805	8,066	1,759	7,850	7,850	7,850
641304 Sewer	2,925	3,042	702	3,200	3,200	3,200
641306 Stormwater	10,364	10,513	2,713	9,401	9,401	9,401
641307 Telephone	6,989	5,699	842	5,600	5,600	5,600
641308 Cellular Phones	10,557	9,047	3,824	12,100	12,100	12,100
641600 Build Repairs & Maint	1,895	7,550	400	-	-	-
641700 Vehicle Repairs & Maint	7,562	21,129	1,150	10,050	10,050	10,050
641800 Equip Repairs & Maint	40,242	6,722	3,669	13,674	13,674	13,675
642000 Facilities Charges	120,726	122,754	27,267	142,503	142,503	142,503
642400 Software Support	66,545	24,215	58,097	63,717	63,717	122,690
642501 CEA Operations/Maint.	-	-	-	2,000	2,000	-
643000 Health Services	14,612	8,999	2,525	9,200	9,200	9,200
644000 Snow Removal Services	37,794	13,340	8,426	29,983	29,983	30,000
645100 Laundry Services	8,970	10,205	3,868	10,000	10,000	10,000
645400 Grounds Repair & Maintenance	9,713	2,458	34	-	-	-
650100 Insurance	181,126	191,643	84,154	222,790	222,790	222,790
659900 Other Contracts/Obligation	78,454	72,591	6,469	90,700	90,700	100,478
TOTAL PURCHASED SVCS	4,241,562	2,939,672	863,335	4,861,949	4,861,949	4,817,354
Miscellaneous Expense						
660100 Depreciation Expense	816,671	821,340	-	992,326	992,326	1,230,534
TOTAL MISCELLANEOUS EXP	816,671	821,340	-	992,326	992,326	1,230,534
Capital Outlay						
680300 Buildings	17,546	7,482	27,206	-	310,614	8,500,000
680401 Machinery & Equipment	38,507	22,147	27,610	50,000	77,611	-
680402 Furniture & Fixtures	-	-	-	-	25,000	-
680403 Vehicles	13,045	-	2,485,405	2,550,000	5,113,457	50,000
TOTAL CAPITAL OUTLAY	69,098	29,629	2,540,221	2,600,000	5,526,682	8,550,000
TOTAL EXPENSE	10,169,596	8,611,158	5,039,673	13,929,467	17,047,247	20,283,837



**CITY OF APPLETON 2022 BUDGET**  
**VALLEY TRANSIT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Charges for Services	\$ 1,485,205	\$ 928,104	\$ 1,634,373	\$ 1,634,373	\$ 1,634,373
Miscellaneous	127,834	83,877	68,308	68,308	69,386
Total Revenues	<u>1,613,039</u>	<u>1,011,981</u>	<u>1,702,681</u>	<u>1,702,681</u>	<u>1,703,759</u>
<b>Expenses</b>					
Operating Expenses	9,352,928	7,789,554	10,337,141	10,528,239	10,503,303
Depreciation	816,670	817,979	992,326	992,326	1,230,534
Total Expenses	<u>10,169,598</u>	<u>8,607,533</u>	<u>11,329,467</u>	<u>11,520,565</u>	<u>11,733,837</u>
Revenues over (under) Expenses	(8,556,559)	(7,595,552)	(9,626,786)	(9,817,884)	(10,030,078)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	83,005	72,072	12,500	12,500	12,500
Gain (Loss) on Sale of Capital Assets	-	(17,119)	-	-	-
Operating Subsidies	7,162,224	6,247,001	8,116,615	8,116,615	8,307,387
Total Non-Operating	<u>7,245,229</u>	<u>6,301,954</u>	<u>8,129,115</u>	<u>8,129,115</u>	<u>8,319,887</u>
Income (Loss) Before Contributions and Transfers	(1,311,330)	(1,293,598)	(1,497,671)	(1,688,769)	(1,710,191)
<b>Contributions and Transfers In (Out)</b>					
Transfer In - General Fund	640,199	581,409	707,359	707,359	725,763
Capital Contributions	3,535,793	2,545,822	2,580,000	5,444,037	8,540,000
Change in Net Assets	2,864,662	1,833,633	1,789,688	4,462,627	7,555,572
Total Net Assets - Beginning	<u>5,629,096</u>	<u>8,493,758</u>	<u>10,327,391</u>	<u>10,327,391</u>	<u>14,790,018</u>
Total Net Assets - Ending	<u>\$ 8,493,758</u>	<u>\$ 10,327,391</u>	<u>\$ 12,117,079</u>	<u>\$ 14,790,018</u>	<u>\$ 22,345,590</u>

**SCHEDULE OF CASH FLOWS**

Working Cash - Beginning	\$ 875,748	\$ 886,664
+ Change in Net Assets	4,462,627	7,555,572
+ Depreciation	992,326	1,230,534
- Fixed Assets	(5,526,682)	(8,550,000)
+ F/A Funded by Restricted Cash	82,645	10,000
Working Cash - End of Year	<u>\$ 886,664</u>	<u>\$ 1,132,770</u>

**CITY OF APPLETON 2022 BUDGET**

**PUBLIC WORKS DEPARTMENT**

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

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

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

# CITY OF APPLETON 2022 BUDGET PUBLIC WORKS DEPARTMENT

## MISSION STATEMENT

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

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

Implemented eighth year of our sidewalk poetry program which included 6 original poems written by Appleton residents and students

Implemented eleventh year of City-wide bike lane plan

Collaborated with ADI and Riverview Gardens on downtown CARE initiative improving the cleanliness of our downtown

Improved neighborhood connectivity by implementing several enhanced crosswalks, including Meade Street and Wisconsin Avenue

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

Implemented initiatives to help improve employee retention

Implemented portions of the Downtown Mobility Plan

Worked with Building For Kids to implement a fun walking route to the downtown facility from the Red Parking Ramp

Worked through all the challenges of continuing to provide excellent customer service during the COVID-19 pandemic

Performed a pilot of the BIRD e-scooter dockless system as an environmentally friendly transportation option

Collaborated with Outagamie County to pave widened shoulders on Apple Creek Road to provide bicycle accommodations

Developed a Downtown Streetscape Design Guide

## CITY OF APPLETON 2022 BUDGET PUBLIC WORKS DEPARTMENT

### MAJOR 2022 OBJECTIVES

- Monitor, review and respond to input from customers by tracking all customer service requests and providing appropriate follow-up
- Promote a working environment conducive to employee productivity, growth and retention
- Implement twelfth year of adopted City-wide bike lane plan
- Continue to review processes using LEAN initiatives
- Implement ninth year of our tree planting program to in-fill urbanized areas as part of the Department's sustainability initiative and to replace existing ash trees
- Continue working with the Facilities Management Department, Community Development Department, City Attorney, Finance Department and Mayor to review upcoming projects for improved communication and coordination
- Continue working with surrounding communities for opportunities to jointly bid projects such as pavement marking and patch program
- Work with the arts community to implement new ideas
- Implement portions of the Downtown Mobility Plan
- Focus on improved customer service to increase percent of customers with a positive perception of Public Works
- Implement Culture Team recommendations to retain as many existing high performing Public Works employees as feasible

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 2,396,481	\$ 3,574,003	\$ 2,451,700	\$ 2,451,700	\$ 2,647,500	7.99%
<b>Program Expenses</b>							
17011	Administrative Service	1,515,583	1,504,903	1,560,919	1,560,919	1,563,397	0.16%
17014	Concrete Reconstruction	249,692	329,014	125,051	148,226	33,044	-73.58%
17015	Sidewalk Reconstruction	671,236	517,737	577,553	577,553	537,729	-6.90%
17016	Asphalt Reconstruction	944,889	727,209	1,106,662	1,106,662	1,163,356	5.12%
17022	Traffic - Control	962,742	960,880	900,390	904,039	938,718	4.26%
17023	Street Lighting	1,456,075	1,377,859	1,446,061	1,446,061	1,410,337	-2.47%
17031	MSB Administration	1,281,426	1,201,890	1,276,691	1,276,691	1,181,451	-7.46%
17032	Street Repair	1,926,265	1,884,463	2,068,069	2,076,018	2,220,827	7.39%
17033	Snow & Ice Control	2,184,269	1,356,219	1,609,788	1,805,568	1,817,063	12.88%
17034	Forestry	957,256	1,141,354	1,173,786	1,173,786	1,179,083	0.45%
17036	Inspections	555,275	607,849	642,785	642,785	616,705	-4.06%
<b>TOTAL</b>		<b>\$ 12,704,708</b>	<b>\$ 11,609,377</b>	<b>\$ 12,487,755</b>	<b>\$ 12,718,308</b>	<b>\$ 12,661,710</b>	<b>1.39%</b>
<b>Expenses Comprised Of:</b>							
Personnel		5,823,181	5,499,054	5,735,851	5,735,851	5,903,893	2.93%
Training & Travel		22,409	21,909	40,750	40,750	39,850	-2.21%
Supplies & Materials		1,297,000	952,281	1,101,551	1,300,980	1,000,619	-9.16%
Purchased Services		4,568,479	4,066,553	4,403,145	4,431,269	4,455,602	1.19%
Capital Expenditures		993,639	1,069,580	1,206,458	1,209,458	1,261,746	4.58%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		63.01	63.23	59.02	59.02	61.19	

# CITY OF APPLETON 2022 BUDGET

## PUBLIC WORKS DEPARTMENT

Administrative Services

Business Unit 17011 / 17035

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

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

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

The increase in street excavation permit revenue in 2022 is due to an increase in the permit fee (two-tier system) in 2020 along with the ongoing TDS fiber project within the City.

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Administrative Services**

**Business Unit 17011 / 17035**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
431900 Street/Sidewalk License	\$ 720	\$ 855	\$ 600	\$ 600	\$ 800
440900 Street Occupancy Permits	13,322	8,314	9,000	9,000	9,000
441000 Street Excavation Permits	28,330	126,645	122,500	122,500	176,300
480100 General Charges for Svc	-	1,900	-	-	-
503000 Damage to City Property	2,589	-	-	-	-
503500 Other Reimbursements	5,966	13,643	-	-	-
508500 Cash Short or Over	(4)	(25)	-	-	-
<b>Total Revenue</b>	<b>\$ 50,923</b>	<b>\$ 151,332</b>	<b>\$ 132,100</b>	<b>\$ 132,100</b>	<b>\$ 186,100</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 1,002,645	\$ 1,019,036	\$ 1,011,545	\$ 1,011,545	\$ 1,038,071
610400 Call Time Wages	1,377	377	100	100	300
610500 Overtime Wages	5,365	3,335	2,300	2,300	2,600
610800 Part-Time Wages	1,465	9,067	2,050	2,050	1,673
615000 Fringes	338,956	335,840	383,095	383,095	365,508
620100 Training/Conferences	6,605	4,838	10,500	10,500	9,500
620600 Parking Permits	10,915	11,813	16,680	16,680	16,680
630100 Office Supplies	2,312	1,904	4,300	4,300	4,100
630300 Memberships & Licenses	5,448	4,870	5,550	5,550	5,550
630400 Postage\Freight	39	9	25	25	25
630500 Awards & Recognition	1,060	1,154	1,295	1,295	1,295
630901 Shop Supplies	5,210	6,371	5,700	5,700	5,950
630902 Tools & Instruments	745	297	750	750	750
631500 Books & Library Materials	-	16	400	400	400
632001 City Copy Charges	9,662	8,292	9,100	9,100	9,500
632002 Outside Printing	4,442	4,677	7,700	7,700	6,700
632102 Protective Clothing	240	224	350	350	400
632300 Safety Supplies	375	627	350	350	350
632700 Miscellaneous Equipment	12,867	10,031	9,800	9,800	9,800
640202 Recording/Filing Fees	120	205	125	125	125
640400 Consulting Services	18,692	14,672	3,200	3,200	3,200
640800 Contractor Fees	6,389	3,832	-	-	-
641200 Advertising	2,434	851	2,200	2,200	2,000
641307 Telephone	2,419	2,417	1,920	1,920	2,200
641308 Cellular Phones	10,213	4,941	10,410	10,410	8,721
641800 Equip Repairs & Maint	2,179	3,930	3,200	3,200	3,200
642400 Software Support	7,135	4,500	6,700	6,700	8,040
642501 CEA Operations/Maint.	31,002	21,377	31,942	31,942	26,700
642502 CEA Depreciation/Replace.	25,199	25,400	29,632	29,632	30,059
659900 Other Contracts/Obligation	73	-	-	-	-
<b>Total Expense</b>	<b>\$ 1,515,583</b>	<b>\$ 1,504,903</b>	<b>\$ 1,560,919</b>	<b>\$ 1,560,919</b>	<b>\$ 1,563,397</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Concrete Reconstruction**

**Business Unit 17014**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Implement the 2022 concrete reconstruction program
- Identify streets that are below standards and incorporate them into our five-year plan
- Coordinate street reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience
- Coordinate current and future paving projects with affected municipal and governmental agencies
- Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of the City streets

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

Please see Projects, page 600 for further details about this program.

\*Corrected calculation for consistency in both Concrete and Asphalt

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Concrete Reconstruction**

**Business Unit 17014**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ -	\$ -	\$ -	\$ -	\$ -
460200 Concrete Paving	23,010	12,522	15,000	15,000	12,522
503500 Other Reimbursements	423	-	-	-	-
592200 Transfer In - Special Rev.	103,330	456,123	124,541	124,541	-
<b>Total Revenue</b>	<b>\$ 126,763</b>	<b>\$ 468,645</b>	<b>\$ 139,541</b>	<b>\$ 139,541</b>	<b>\$ 12,522</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 73,163	\$ 40,406	\$ 22,053	\$ 22,053	\$ 17,303
610400 Call Time Wages	-	-	-	-	-
610500 Overtime Wages	837	723	-	-	1,000
610800 Part-Time Wages	112	-	1,225	1,225	1,673
615000 Fringes	25,548	12,633	6,773	6,773	5,068
630804 Plant Material	-	-	-	-	-
632503 Other Materials	21	-	-	-	-
632507 Asphalt	-	4,529	-	-	-
632800 Signs	-	-	-	-	-
640400 Consulting Services	7,991	40,626	65,000	85,175	-
640800 Contractor Fees	955	19,490	-	-	-
642501 CEA Operations/Maint.	988	3,322	1,000	1,000	3,000
642502 CEA Depreciation/Replace.	406	4,010	500	500	5,000
659900 Other Contracts/Obligation	1,404	-	-	-	-
680100 Land	1,650	7,760	28,500	28,500	-
680901 Streets	136,617	195,515	-	3,000	-
<b>Total Expense</b>	<b>\$ 249,692</b>	<b>\$ 329,014</b>	<b>\$ 125,051</b>	<b>\$ 148,226</b>	<b>\$ 33,044</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Sidewalk Construction**

**Business Unit 17015**

**PROGRAM MISSION**

To provide a safe pedestrian transportation system throughout the City.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Monitor the impact of the sidewalk policy  
Improve public awareness of the sidewalk policy  
Investigate equipment alternatives to best address hazardous sidewalk locations

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

Please see Projects, page 608 for further detail about this program.

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Sidewalk Construction**

**Business Unit 17015**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
460700 Sidewalks	\$ 11,219	\$ 8,020	\$ 10,000	\$ 10,000	\$ -
592200 Transfer In - Special Rev.	-	-	-	-	36,644
<b>Total Revenue</b>	<b>\$ 11,219</b>	<b>\$ 8,020</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 36,644</b>
<b>Expenses</b>					
610200 Labor Pool Allocations	\$ 23,283	\$ 35,362	\$ 20,228	\$ 20,228	\$ 26,753
610500 Overtime Wages	907	984	1,000	1,000	1,000
610800 Part-Time Wages	-	-	1,225	1,225	1,673
615000 Fringes	6,734	9,887	5,476	5,476	7,194
630901 Shop Supplies	-	76	-	-	-
640400 Consulting Services	216	300	-	-	-
642501 CEA Operations/Maint.	284	1,970	300	300	2,000
642502 CEA Depreciation/Replace.	486	932	600	600	1,000
659900 Other Contracts/Obligation	36	-	-	-	-
680902 Sidewalks	639,290	468,226	548,724	548,724	498,109
<b>Total Expense</b>	<b>\$ 671,236</b>	<b>\$ 517,737</b>	<b>\$ 577,553</b>	<b>\$ 577,553</b>	<b>\$ 537,729</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

	<b>General Fund</b>
Labor Pool	<b>36,620</b>
CEA	<b>3,000</b>
Sidewalk Construction	
Green Dot	250,000
General	33,000
Patch Contract	15,000
Safestep sawcutting	30,000
Reconstruction - Asphalt	170,109
<b>Subtotal</b>	<b>498,109</b>
<b>Total</b>	<b>\$ 537,729</b>

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Asphalt Reconstruction**

**Business Unit 17016**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Implement the 2022 asphalt reconstruction program
- Identify streets that are below standard and incorporate their reconstruction into our five-year plan
- Coordinate reconstruction plans with the Water and Wastewater Utilities to identify problem areas and minimize multi-year inconvenience
- Prepare bids, monitor costs, and manage contracts to insure the highest possible rideability rating of City streets
- Coordinate current and future paving projects with affected municipal and governmental agencies

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

Please see Projects, page 596 and 606 for further detail about this program.

\*Corrected calculation for consistency in both concrete and asphalt

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Asphalt Reconstruction**

**Business Unit 17016**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
460100 Asphalt Paving	\$ 1,823	\$ -	\$ -	\$ -	\$ -
503500 Other Reimbursements	-	15,468	-	-	-
592200 Transfer In - Special Rev.	1,101,433	760,206	1,075,459	1,075,459	1,163,356
<b>Total Revenue</b>	<b>\$ 1,103,256</b>	<b>\$ 775,674</b>	<b>\$ 1,075,459</b>	<b>\$ 1,075,459</b>	<b>\$ 1,163,356</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 104,080	\$ 102,339	\$ 119,800	\$ 119,800	\$ 121,172
610400 Call Time	180	77	-	-	-
610500 Overtime Wages	5,451	3,045	5,000	5,000	5,000
610800 Part-Time Wages	2,291	560	2,300	2,300	1,673
615000 Fringes	42,276	33,563	48,567	48,567	49,240
630804 Plant Material	-	7,571	3,600	3,600	4,149
632501 Castings	320	-	-	-	-
632503 Other Materials	2,190	493	-	-	-
632507 Asphalt	306,331	120,802	220,711	220,711	135,085
632800 Signs	-	157	2,450	2,450	2,100
640400 Consulting Services	4,868	3,263	5,000	5,000	5,000
640800 Contractor Fees	175,470	18,380	-	-	-
642501 CEA Operations/Maint.	43,762	17,366	25,000	25,000	31,300
642502 CEA Depreciation/Replace.	41,588	21,514	45,000	45,000	45,000
680901 Streets	216,082	398,079	629,234	629,234	763,637
<b>Total Expense</b>	<b>\$ 944,889</b>	<b>\$ 727,209</b>	<b>\$ 1,106,662</b>	<b>\$ 1,106,662</b>	<b>\$ 1,163,356</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

	Street	From	To	General Fund Asphalt
Labor Pool				177,085
CEA				76,300
Consultant				5,000
Temp Surface after G&G				-
Overlay				-
Partial Reconstruction				-
Total Reconstruction	Elsie St	Mason St	Richmond St	575,327
	Madison St	Calumet St	Taft Ave	329,644
	<b>Subtotal</b>			<b>904,971</b>
Total Asphalt Pavement				<b>\$ 1,163,356</b>

# CITY OF APPLETON 2022 BUDGET

## PUBLIC WORKS DEPARTMENT

Traffic Control and Maintenance

Business Unit 17022

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

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

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

This budget includes a proposal to reorganize the Traffic Section to more closely align its organizational structure with its current responsibilities and objectives. This proposal includes the addition of a position (Traffic Engineering Systems Technician), which is 100% offset by proposed reductions in expenses in this budget and the Street Lighting budget.

This budget also reflects the reduction of sign costs and contractor fees to provide for a \$25,000 contribution to the CEA replacement fund for the upgrade of a F350 pickup truck which was approved by CEA Committee and Council earlier this year.

# CITY OF APPLETON 2022 BUDGET

## PUBLIC WORKS DEPARTMENT

**Traffic Control and Maintenance**

**Business Unit 17022**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 Charges for Service	\$ 780	\$ 550	\$ 1,000	\$ 1,000	\$ 750
490800 Intergovernmental Charges	63,712	80,339	60,000	60,000	82,666
501000 Miscellaneous Revenue	4,884	3,658	9,000	9,000	6,500
503000 Damage to City Property	72,549	88,495	50,000	50,000	80,000
Total Revenue	<u>\$ 141,925</u>	<u>\$ 173,042</u>	<u>\$ 120,000</u>	<u>\$ 120,000</u>	<u>\$ 169,916</u>
<b>Expenses</b>					
610200 Labor Pool Allocations	\$ 239,178	\$ 257,908	\$ 234,379	\$ 234,379	\$ 300,189
610400 Call Time Wages	6,189	3,330	4,000	4,000	4,000
610500 Overtime Wages	9,734	5,429	6,500	6,500	6,500
610800 Part-Time Wages	7,964	12,092	17,265	17,265	7,807
615000 Fringes	82,607	88,600	83,026	83,026	116,413
630901 Shop Supplies	1,284	1,631	2,345	2,345	1,460
630902 Tools & Instruments	6,830	5,961	4,875	4,875	5,120
631100 Paint & Supplies	373	723	375	375	650
632200 Gas Purchases	70	47	50	50	50
632300 Safety Supplies	-	650	-	-	-
632510 Traffic Signals	168,218	133,546	138,500	140,100	133,500
632700 Miscellaneous Equipment	7,143	13,965	9,000	9,000	7,500
632800 Signs	77,490	99,720	75,500	77,549	71,500
640800 Contractor Fees	169,907	150,876	139,000	139,000	104,774
641301 Electric	64,017	62,039	65,500	65,500	62,969
641800 Equip Repairs & Maint	35,499	24,132	20,325	20,325	21,325
642400 Software Support	-	-	-	-	-
642501 CEA Operations/Maint.	39,131	46,859	40,000	40,000	44,000
642502 CEA Depreciation/Replace.	54,998	56,565	65,000	65,000	56,211
642900 Interfund Allocations	(7,890)	(3,193)	(5,250)	(5,250)	(5,250)
Total Expense	<u>\$ 962,742</u>	<u>\$ 960,880</u>	<u>\$ 900,390</u>	<u>\$ 904,039</u>	<u>\$ 938,718</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Traffic Signals

Knockdowns - Appleton	\$ 34,000
Knockdowns - Grand Chute/Outagamie Co.	12,000
LED replacements	10,000
General traffic signal system maint.	20,000
Misc projects, upgrades & expenses	10,000
Communication grid maint/upgrades	15,000
Install/maint battery backup system	4,000
GPS/AVL system repairs	3,000
RRFB system maintenance	9,500
Public safety camera system maintenance	16,000
	<u>\$ 133,500</u>

Contractor Fees

Transverse markings	\$ 29,300
Pavement markings	70,974
Hydroexcavation	4,500
	<u>\$ 104,774</u>

Equipment Repairs & Maintenance

Annual preventive maintenance contract	\$ 11,000
Repairs to cameras, signals, and other devices	3,325
Structure inspection contract	7,000
	<u>\$ 21,325</u>

Signs

Area replacement program	\$ 31,000
New sign install	17,000
Railroad Quiet Zone maint.	2,000
Knockdowns	17,500
In-street ped x-ing	4,000
	<u>\$ 71,500</u>

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Street Lighting**

**Business Unit 17023**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

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

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

WE Energies is converting leased lights from HID to LED at a rate of approximately 1,500 fixtures per year. Due to the way the tariff rates are structured, this will start to yield significant decreases in overall system cost starting in 2025 (approx \$70,000/year).

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Street Lighting**

**Business Unit 17023**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
461200 Street Lights	\$ 70,310	\$ 76,607	\$ 71,000	\$ 71,000	\$ 78,000
503000 Damage to City Property	1,080	2,056	3,000	3,000	3,000
503500 Other Reimbursements	-	365	-	-	-
Total Revenue	<u>\$ 71,390</u>	<u>\$ 79,028</u>	<u>\$ 74,000</u>	<u>\$ 74,000</u>	<u>\$ 81,000</u>
<b>Expenses</b>					
610200 Labor Pool Allocations	\$ 13,434	\$ 16,719	\$ 8,045	\$ 8,045	\$ 21,207
610400 Call Time Wages	400	200	200	200	200
610500 Overtime Wages	388	325	200	200	300
610800 Part-Time Wages	673	1,972	-	-	-
615000 Fringes	4,905	5,070	2,016	2,016	9,165
632510 Street Lights	19,743	31,837	19,500	19,500	26,500
640800 Contractor Fees	4,646	5,735	4,000	4,000	4,500
641301 Electric	1,410,019	1,314,985	1,410,000	1,410,000	1,347,065
642501 CEA Operations/Maint.	967	572	1,000	1,000	800
642502 CEA Depreciation/Replace.	900	444	1,100	1,100	600
Total Expense	<u>\$ 1,456,075</u>	<u>\$ 1,377,859</u>	<u>\$ 1,446,061</u>	<u>\$ 1,446,061</u>	<u>\$ 1,410,337</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

**Construction Materials**

Maintenance of approx. 1,250 lights	\$ 16,000
Knockdowns Additions	10,500
	<u>\$ 26,500</u>



# CITY OF APPLETON 2022 BUDGET

## PUBLIC WORKS DEPARTMENT

**Municipal Services Building Administration**

**Business Unit 17021 / 17031**

### PROGRAM MISSION

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

### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

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

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

Educate the citizens on the services provided through phone calls, walk-ins, the DPW Guide newsletter, new resident mailings, web page, Facebook, and Twitter.

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

Due to a DNR change in their requirement for monitoring soils at past recycling facilities, this budget includes \$15,000 for soil monitoring at the 3001 Glendale Avenue property.

**CITY OF APPLETON 2022 BUDGET**

**PUBLIC WORKS DEPARTMENT**

**Municipal Services Building Administration**

**Business Unit 17021 / 17031**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
503500 Miscellaneous Revenue	\$ -	\$ 2,305	\$ -	\$ -	\$ -
Total Revenue	\$ -	\$ 2,305	\$ -	\$ -	\$ -
<b>Expenses</b>					
610100 Regular Salaries	\$ 630,065	\$ 510,182	\$ 576,719	\$ 576,719	\$ 515,333
610400 Call Time Wages	1,627	362	200	200	300
610500 Overtime Wages	3,079	1,428	1,100	1,100	1,600
610800 Part-Time Wages	15,048	14,585	14,401	14,401	-
615000 Fringes	210,775	223,295	213,903	213,903	204,631
620100 Training/Conferences	1,934	2,106	11,070	11,070	11,070
630100 Office Supplies	2,197	2,611	2,150	2,150	3,150
630200 Subscriptions	5,039	5,443	5,500	5,500	5,500
630300 Memberships & Licenses	2,586	2,483	2,435	2,435	3,320
630400 Postage\Freight	1,402	1,486	225	225	1,450
630500 Awards & Recognition	1,190	1,362	1,190	1,190	1,190
630600 Building Maint./Janitorial	7,185	8,426	7,000	7,000	7,000
630901 Shop Supplies	1,285	2,388	2,000	2,000	2,000
631100 Paint & Supplies	348	211	200	200	200
631500 Books & Library Materials	20	75	125	125	100
632002 Outside Printing	4,704	3,463	5,250	5,250	4,775
632102 Protective Clothing	1,530	1,897	1,750	1,750	1,775
632200 Gas Purchases	297	416	400	400	425
632300 Safety Supplies	2,890	3,509	4,200	4,200	4,150
632400 Medical/Lab Supplies	459	262	400	400	400
632500 Construction Materials	340	-	400	400	200
632700 Miscellaneous Equipment	14,829	10,695	15,225	15,225	8,525
632800 Signs	-	735	100	100	100
640400 Consulting	-	6,695	-	-	15,000
640700 Solid Waste/Recycling	7,340	459	7,500	7,500	1,836
640800 Contractor Fees	1,260	13,530	1,000	1,000	1,000
640900 Inspection Fees	309	-	400	400	400
641200 Advertising	-	-	250	250	250
641300 Utilities	95,257	99,517	110,036	110,036	109,946
641600 Build Repairs & Maint	4,003	8,741	2,750	2,750	3,000
641800 Equip Repairs & Maint	786	205	800	800	750
641900 Communication Eq. Repair	-	979	250	250	250
642000 Facilities Charges	227,088	210,989	231,232	231,232	220,548
642400 Software Support	14,448	16,743	21,270	21,270	19,670
642501 CEA Operations/Maint.	11,469	32,795	24,000	24,000	22,500
642502 CEA Depreciation/Replace.	6,722	7,764	8,000	8,000	5,867
643000 Health Services	610	-	20	20	-
645100 Laundry Services	350	262	240	240	240
659900 Other Contracts/Obligation	2,955	5,791	3,000	3,000	3,000
Total Expense	\$ 1,281,426	\$ 1,201,890	\$ 1,276,691	\$ 1,276,691	\$ 1,181,451

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Software support</u>		<u>Consulting</u>	
Miovision traffic count processing fees	\$ 3,500	Contaminated soil testing at	
Traffic signal management software		3001 Glendale	\$ 15,000
maintenance	11,500		<u>\$ 15,000</u>
Irthnet	1,400		
Turbonet	2,550		
Data storage & support GPS units	720		
	<u>\$ 19,670</u>		

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Street Repair**

**Business Unit 17032**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Provide temporary traffic control barricades and display street decorations in support of City sponsored civic events and celebrations in the City

Maintain City streets by patching potholes, sealing cracks, replacing defective concrete and resurfacing asphalt streets

Provide residents with timely and cost-effective maintenance patches

Monitor the effectiveness of the epoxy patch program to preserve the rideability of our streets

Continue the program of grinding hazardous sidewalks to reduce the potential for trip and falls

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

The increase in intergovernmental revenue is related to the Renn property detachment agreement with the Village of Harrison to reimburse the City for past concrete paving costs.

The increase in CEA depreciation/replacement costs is due to major pieces of equipment being replaced in late 2021 upon which a full year of replacement fees will be charged in 2022.

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Street Repair**

**Business Unit 17032**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 General Charges for Service	\$ 23,990	\$ 3,660	\$ 7,500	\$ 7,500	\$ 7,500
490800 Misc Intergovernmental Charges	31,414	94,856	18,000	18,000	94,862
501000 Miscellaneous Revenue	15,812	1,655	10,000	10,000	7,500
503000 Damage to City Property	6,081	3,917	5,000	5,000	5,000
<b>Total Revenue</b>	<b>\$ 77,297</b>	<b>\$ 104,088</b>	<b>\$ 40,500</b>	<b>\$ 40,500</b>	<b>\$ 114,862</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 620,927	\$ 625,838	\$ 582,186	\$ 582,186	\$ 604,217
610400 Call Time Wages	1,095	1,246	1,500	1,500	2,000
610500 Overtime Wages	39,155	15,672	39,000	39,000	35,000
610800 Part-Time Wages	10,980	12,563	10,000	10,000	20,900
615000 Fringes	257,461	211,887	243,578	243,578	259,915
620100 Training & Conferences	-	286	-	-	-
630800 Landscape Supplies	3,792	4,464	2,200	2,200	4,400
630900 Shop Supplies & Tools	8,139	2,931	8,000	8,000	7,000
631100 Paint & Supplies	288	539	400	400	400
632102 Protective Clothing	24	31	-	-	-
632200 Gas Purchases	235	863	500	500	1,000
632500 Materials	111,527	97,381	165,500	165,500	167,000
632700 Miscellaneous Equipment	14,568	29,346	26,000	26,000	24,000
632800 Signs	4,742	246	500	500	500
640400 Consulting Services	64,444	102,608	50,000	57,949	57,000
640800 Contractor Fees	243,559	246,592	340,000	340,000	313,000
641300 Utilities	5,702	3,983	6,400	6,400	6,400
641500 Tipping Fees	4,404	52	3,000	3,000	2,000
641800 Equip Repairs & Maint	1,093	190	500	500	250
642000 Facilities Charges	4,045	1,177	2,805	2,805	2,176
642400 Software Support	12,526	10,630	12,000	12,000	12,000
642501 CEA Operations/Maint.	276,104	267,780	280,000	280,000	277,200
642502 CEA Depreciation/Replace.	246,333	258,311	290,000	290,000	420,469
642900 Interfund Allocations	(22,371)	(22,473)	(16,000)	(16,000)	(16,000)
659900 Other Contracts/Obligation	17,493	12,320	20,000	20,000	20,000
<b>Total Expense</b>	<b>\$ 1,926,265</b>	<b>\$ 1,884,463</b>	<b>\$ 2,068,069</b>	<b>\$ 2,076,018</b>	<b>\$ 2,220,827</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Materials</u>		<u>Contractor Fees</u>	
Cold patch/crackfiller	\$ 55,000	Bridge deck sealing	\$ 100,000
Concrete	13,000	Annual bridge maintenance	5,000
Gravel	5,000	Memorial Drive bridge maint	30,000
Asphalt	55,000	Bascule bridge maint	103,000
Clear Stone	500	Patch program	75,000
Misc materials (bridge lights, flags & poles, concrete sealer, etc.)	38,500		<u>\$ 313,000</u>
	<u>\$ 167,000</u>	<u>Miscellaneous Equipment</u>	
<u>Consulting Services</u>		Coldpatch heater box	\$ 8,000
Movable bridge inspections	18,000	Paver headset replace parts	1,000
Biennial bridge inspection (even yrs)	34,000	Concrete chains, blades, bits	3,000
Miscellaneous Bridge Design	5,000	Arrow board	4,000
	<u>\$ 57,000</u>	Barricades	8,000
			<u>\$ 24,000</u>
<u>Interfund Allocations</u>		<u>Other Contracts/Obligations</u>	
Hauling biosolids	\$ (10,000)	Fox River Navigation-bridges	\$ 15,000
FMD maintenance	(1,000)	CARE program	5,000
Misc. accidents, maintenance	(5,000)		<u>\$ 20,000</u>
	<u>\$ (16,000)</u>		

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Snow and Ice Control**

**Business Unit 17033**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

The increase in personnel costs and decrease in contracted snow removal services reflect DPW staff taking over the responsibility for sidewalk/crosswalk snow removal as outlined in a plan previously approved by Council.

The decrease in snow/ice control materials is due to a combination of a relatively light snow year so far in 2021 combined with additional salt purchases during the year which allowed the salt shed to be filled to capacity heading into the winter of 2021-2022. It is anticipated less salt will need to be purchased in 2022. Salt purchases are expected to return to normal levels in 2023.

The increase in CEA depreciation/replacement costs is due to major pieces of equipment being replaced in late 2021 upon which a full year of replacement fees will be charged in 2022.

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Snow and Ice Control**

**Business Unit 17033**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
460800 Snow Removal	\$ 142,966	\$ 143,284	\$ 142,000	\$ 142,000	\$ 145,000
501000 Miscellaneous Revenue	14,800	15,688	20,000	20,000	20,000
<b>Total Revenue</b>	<b>\$ 157,766</b>	<b>\$ 158,972</b>	<b>\$ 162,000</b>	<b>\$ 162,000</b>	<b>\$ 165,000</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 419,733	\$ 294,661	\$ 337,667	\$ 337,667	\$ 433,208
610400 Call Time Wages	60,588	34,976	40,000	40,000	45,000
610500 Overtime Wages	128,355	62,974	80,000	80,000	80,000
610800 Part-Time Wages	84	995	-	-	-
615000 Fringes	218,762	121,758	140,321	140,321	176,319
630901 Shop Supplies	214	326	200	200	200
632500 Snow/Ice Control Materials	408,358	223,539	255,200	450,980	241,400
632601 Repair Parts	1,554	529	500	500	600
632700 Miscellaneous Equipment	8,088	8,140	7,000	7,000	12,000
640800 Contractor Fees	185	667	-	-	-
642501 CEA Operations/Maint.	425,207	239,696	362,900	362,900	362,895
642502 CEA Depreciation/Replace.	232,644	208,077	205,000	205,000	429,941
642900 Interfund Allocations	(3,694)	(3,402)	(5,000)	(5,000)	(5,000)
644000 Snow Removal Services	280,916	147,180	185,000	185,000	30,000
645000 Repairs to Private Property	3,275	3,929	1,000	1,000	3,000
659900 Other Contracts/Obligations	-	12,174	-	-	7,500
<b>Total Expense</b>	<b>\$ 2,184,269</b>	<b>\$ 1,356,219</b>	<b>\$ 1,609,788</b>	<b>\$ 1,805,568</b>	<b>\$ 1,817,063</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

**Snow/Ice Control Materials**

Salt (3,200 tons)	\$ 195,000
Brine	25,000
Ice melt	20,000
Grass seed, lumber, stone, etc.	400
Concrete	1,000
<b>Total</b>	<b>\$ 241,400</b>

**Snow Removal Services**

Downtown sidewalks/crosswalks	\$ 10,000
Neglected sidewalks	5,000
City sidewalk/crosswalks	15,000
<b>Total</b>	<b>\$ 30,000</b>

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Forestry Services**

**Business Unit 17034**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Replenish and maintain approximately 31,000 trees on City terraces and boulevards
- Prune trees to provide proper growth structure, maintain proper clearances for vehicles, signs, and pedestrians, and remove dead/diseased limbs
- Respond to storm damage situations
- Plant trees in new subdivisions and reconstructed streets where final concrete pavement has been installed
- Work closely with Engineering and Street Division to minimize the impact of street reconstruction projects on street trees
- Continue to monitor and address gypsy moth situation and coordinate suppression programs with the Department of Natural Resources as needed
- Secure grants through the Department of Natural Resources as opportunities arise
- Continue to address the emerald ash borer situation and make the necessary program adjustments as the impact of the insect is realized in the community
- Coordinate equipment use and purchases to maximize equipment and create efficiencies
- Continue efforts to remove invasive species from City property through volunteer services
- Continue to educate the elected officials on the benefits of the urban forest and the City's investment in the program
- Increase the diversity of species in the urban forest to minimize the impact of disease/insects on single tree species

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

**Forestry Services**

**Business Unit 17034**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
421000 Federal Grants	\$ -	\$ 741,088	\$ -	\$ -	\$ -
422400 Miscellaneous State Aids	-	169,054	-	-	-
501000 Miscellaneous Revenue	2,886	1,422	3,000	3,000	3,000
502000 Donations & Memorials	45	1,270	-	-	-
503000 Damage to City Property	-	538	-	-	-
503500 Other Reimbursements	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 2,931</b>	<b>\$ 913,372</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 441,334	\$ 577,217	\$ 556,419	\$ 556,419	\$ 564,033
610400 Call Time Wages	3,090	1,160	3,500	3,500	3,000
610500 Overtime Wages	19,716	7,095	6,500	6,500	7,000
610800 Part-Time Wages	19,852	18,744	20,000	20,000	20,900
615000 Fringes	168,397	185,642	245,704	245,704	209,150
620100 Training/Conferences	2,955	2,537	2,500	2,500	2,600
630300 Memberships & Licenses	1,310	975	800	800	1,000
630800 Landscape Supplies	44,580	65,989	52,500	52,500	53,300
630901 Shop Supplies	1,401	1,548	1,500	1,500	1,500
630902 Tools & Instruments	3,137	2,274	2,250	2,250	2,250
631100 Paint & Supplies	34	56	25	25	25
632002 Outside Printing	346	509	250	250	300
632101 Uniforms	-	-	-	-	-
632102 Protective Clothing	288	310	500	500	400
632200 Gas Purchases	-	326	-	-	-
632300 Safety Supplies	935	1,214	1,100	1,100	1,100
632700 Miscellaneous Equipment	4,688	5,098	5,800	5,800	5,500
632800 Signs	37	-	50	50	50
640800 Contractor Fees	2,841	-	1,000	1,000	800
641303 Utilities	1,148	2,686	988	988	1,249
642400 Software Support	2,421	1,620	2,400	2,400	2,200
642501 CEA Operations/Maint.	120,224	136,565	123,000	123,000	131,000
642502 CEA Depreciation/Replace.	126,153	130,554	150,000	150,000	174,726
642900 Interfund Allocations	(7,811)	(765)	(3,000)	(3,000)	(3,000)
643000 Health Services	180	-	-	-	-
<b>Total Expense</b>	<b>\$ 957,256</b>	<b>\$ 1,141,354</b>	<b>\$ 1,173,786</b>	<b>\$ 1,173,786</b>	<b>\$ 1,179,083</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Landscape Supplies

Topsoil / sand / gravel	\$ 3,000
Seed / fertilizer	2,500
Plant material / trees	44,000
Herbicides / pesticides	3,800
<b>Total</b>	<b>\$ 53,300</b>



**CITY OF APPLETON 2022 BUDGET**

**PUBLIC WORKS DEPARTMENT**

**Inspections/Licensing & Plan Review**

**Business Unit 17036**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

No major changes.

## CITY OF APPLETON 2022 BUDGET

### PUBLIC WORKS DEPARTMENT

**Inspections/Licensing & Plan Review**

**Business Unit 17036**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
430800 Heating License	\$ 825	\$ 25	\$ 100	\$ 100	\$ 100
440100 Building Permits	315,298	372,566	350,000	350,000	370,000
440200 Electrical Permits	123,403	121,491	130,000	130,000	120,000
440300 Heating Permits	73,436	84,417	70,000	70,000	75,000
440400 Plumbing & Sewer Permits	61,119	71,594	65,000	65,000	70,000
440600 State Building Permits	2,240	3,160	2,000	2,000	2,000
440700 Signs Permits	5,080	4,762	5,000	5,000	5,000
460900 Weed Cutting	13,838	19,300	16,000	16,000	16,000
480100 General Charges for Svc	55,262	60,995	55,000	55,000	55,000
504000 Board of Appeals	2,510	1,215	2,000	2,000	2,000
<b>Total Revenue</b>	<b>\$ 653,011</b>	<b>\$ 739,525</b>	<b>\$ 695,100</b>	<b>\$ 695,100</b>	<b>\$ 715,100</b>
<b>Expenses</b>					
610200 Labor Pool Allocations	\$ 419,940	\$ 450,435	\$ 447,540	\$ 447,540	\$ 454,852
610400 Call Time	200	100	600	600	600
610500 Overtime Wages	1,348	1,456	2,000	2,000	2,000
610800 Part-Time Wages	13,504	4,126	16,000	16,000	14,976
615000 Fringes	118,123	121,877	169,245	169,245	136,277
620100 Training/Conferences	-	330	-	-	-
640800 Contractor Fees	2,360	29,625	8,000	8,000	8,000
<b>Total Expense</b>	<b>\$ 555,475</b>	<b>\$ 607,949</b>	<b>\$ 643,385</b>	<b>\$ 643,385</b>	<b>\$ 616,705</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
421000 Federal Grants	-	741,088	-	-	-	-
422400 Miscellaneous State Aids	-	169,054	4,461	-	-	-
430800 Heating License	825	25	-	100	100	100
431900 Street/Sidewalk Cement License	720	855	555	600	600	800
440100 Building Permits	315,298	372,566	220,659	350,000	350,000	370,000
440200 Electrical Permits	123,403	121,491	98,336	130,000	130,000	120,000
440300 Heating Permits	73,436	84,417	52,370	70,000	70,000	75,000
440400 Plumbing & Sewer Permits	61,119	71,594	42,873	65,000	65,000	70,000
440600 State Building Permits	2,240	3,160	2,560	2,000	2,000	2,000
440700 Signs Permits	5,080	4,762	1,840	5,000	5,000	5,000
440900 Street Occupancy Permits	13,322	8,314	6,780	9,000	9,000	9,000
441000 Street Excavation Permits	28,330	126,645	142,575	122,500	122,500	176,300
460100 Asphalt Paving	1,823	-	-	-	-	-
460200 Concrete Paving	23,010	12,522	15,339	15,000	15,000	12,522
460700 Sidewalks	11,219	8,020	8,501	10,000	10,000	-
460800 Snow Removal	142,966	143,284	162,475	142,000	142,000	145,000
460900 Weed Cutting	13,838	19,300	9,385	16,000	16,000	16,000
461200 Street Lights	70,310	76,607	76,607	71,000	71,000	78,000
480100 General Charges for Service	80,033	67,105	35,498	63,500	63,500	63,250
490800 Misc Intergovernmental Charges	95,126	175,194	11,032	78,000	78,000	177,528
501000 Miscellaneous Revenue	38,381	22,427	30,795	42,000	42,000	37,000
502000 Donations & Memorials	45	1,270	250	-	-	-
503000 Damage to City Property	82,299	95,006	29,212	58,000	58,000	88,000
503500 Other Reimbursements	6,390	31,776	94,856	-	-	-
504000 Board of Appeals	2,510	1,215	590	2,000	2,000	2,000
508200 Insurance Proceeds	-	-	5,000	-	-	-
508500 Cash Short or Over	(4)	(25)	-	-	-	-
592200 Transfer In - Special Revenue	1,204,762	1,216,329	-	1,200,000	1,200,000	1,200,000
<b>TOTAL PROGRAM REVENUES</b>	<b>2,396,481</b>	<b>3,574,001</b>	<b>1,052,549</b>	<b>2,451,700</b>	<b>2,451,700</b>	<b>2,647,500</b>
<b>Personnel</b>						
610100 Regular Salaries	496,286	851,616	515,120	-	-	-
610200 Labor Pool Allocations	2,969,245	2,637,076	1,619,923	3,892,719	3,892,719	4,071,073
610400 Call Time Wages	74,745	41,828	31,985	50,100	50,100	55,400
610500 Overtime Wages	214,336	102,465	74,958	143,600	143,600	142,000
610800 Part-Time Wages	71,973	74,704	35,563	84,466	84,466	71,275
611000 Other Compensation	22,986	29,574	24,849	23,262	23,262	25,265
611400 Sick Pay	10,547	22,880	23,934	-	-	-
611500 Vacation Pay	488,520	388,860	207,782	-	-	-
615000 Fringes	1,474,543	1,350,051	907,622	1,541,704	1,541,704	1,538,880
<b>TOTAL PERSONNEL</b>	<b>5,823,181</b>	<b>5,499,054</b>	<b>3,441,736</b>	<b>5,735,851</b>	<b>5,735,851</b>	<b>5,903,893</b>
<b>Training~Travel</b>						
620100 Training/Conferences	11,494	10,096	3,810	24,070	24,070	23,170
620600 Parking Permits	10,915	11,813	14,893	16,680	16,680	16,680
<b>TOTAL TRAINING / TRAVEL</b>	<b>22,409</b>	<b>21,909</b>	<b>18,703</b>	<b>40,750</b>	<b>40,750</b>	<b>39,850</b>
<b>Supplies</b>						
630100 Office Supplies	4,509	4,515	2,416	6,450	6,450	7,250
630200 Subscriptions	5,039	5,443	305	5,500	5,500	5,500
630300 Memberships & Licenses	9,344	8,329	6,436	8,785	8,785	9,870
630400 Postage/Freight	1,441	1,495	1,360	250	250	1,475
630500 Awards & Recognition	2,250	2,516	363	2,485	2,485	2,485
630600 Building Maint./Janitorial	7,185	8,426	4,221	7,000	7,000	7,000
630801 Topsoil	6,916	8,300	2,618	4,300	4,300	7,000
630803 Seed	2,530	4,499	598	2,400	2,400	2,900
630804 Plant Material	35,545	61,393	24,789	47,600	47,600	48,149
630807 Herbicides/Pesticides	3,206	3,832	3,676	4,000	4,000	3,800
630899 Other Landscape Supplies	176	-	103	-	-	-
630901 Shop Supplies	14,423	13,976	5,790	16,745	16,745	15,610
630902 Tools & Instruments	13,822	9,829	6,199	10,875	10,875	10,620
631100 Paint & Supplies	1,043	1,522	643	1,000	1,000	1,275
631500 Books & Library Materials	20	91	-	525	525	500
631603 Other Misc. Supplies	-	-	-	-	-	-
632001 City Copy Charges	9,662	8,292	(346)	9,100	9,100	9,500
632002 Outside Printing	9,492	8,649	3,281	13,200	13,200	11,775

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS DEPARTMENT**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
632101 Uniforms	-	7	-	-	-	-
632102 Protective Clothing	2,083	2,462	1,085	2,600	2,600	2,575
632200 Gas Purchases	601	1,651	759	950	950	1,475
632300 Safety Supplies	4,201	6,001	798	5,650	5,650	5,600
632400 Medical/Lab Supplies	459	262	53	400	400	400
632501 Castings	6,615	215	-	3,000	3,000	3,500
632502 Concrete	26,629	8,471	230	10,800	10,800	14,000
632503 Other Materials	29,248	48,111	7,015	95,800	95,800	90,600
632505 Gravel	998	5,098	461	2,000	2,000	5,000
632507 Asphalt	360,232	157,613	-	275,711	275,711	190,085
632508 Ice Control Materials	407,418	222,160	120,609	254,000	449,780	240,000
632509 Clear Stone	127	847	-	500	500	500
632510 Street Lights	185,781	169,613	40,371	158,000	159,600	160,000
632601 Repair Parts	1,554	529	-	500	500	600
632700 Miscellaneous Equipment	62,183	77,275	31,965	72,825	72,825	67,325
632800 Signs	82,268	100,859	25,086	78,600	80,649	74,250
<b>TOTAL SUPPLIES</b>	<b>1,297,000</b>	<b>952,281</b>	<b>290,884</b>	<b>1,101,551</b>	<b>1,300,980</b>	<b>1,000,619</b>
<b>Purchased Services</b>						
640202 Recording/Filing Fees	120	205	60	125	125	125
640400 Consulting Services	96,211	168,165	37,635	123,200	151,324	80,200
640700 Solid Waste/Recycling Pickup	7,340	459	-	7,500	7,500	1,836
640800 Contractor Fees	607,572	488,726	9,327	493,000	493,000	432,074
640900 Inspection Fees	309	-	-	400	400	400
641200 Advertising	2,434	851	-	2,450	2,450	2,250
641301 Electric	1,510,420	1,421,116	209,351	1,519,755	1,519,755	1,454,289
641302 Gas	20,836	10,653	342	22,188	22,188	22,188
641303 Water	8,097	10,364	1,660	8,440	8,440	8,740
641304 Sewer	3,694	3,809	678	3,805	3,805	3,805
641306 Stormwater	22,394	28,379	7,647	27,960	27,960	27,960
641307 Telephone	6,742	7,429	2,378	7,032	7,032	7,312
641308 Cellular Phones	16,590	8,815	3,798	16,074	16,074	14,256
641500 Tipping Fees	4,404	52	-	3,000	3,000	2,000
641600 Build Repairs & Maint	4,003	8,741	610	2,750	2,750	3,000
641800 Equip Repairs & Maint	39,557	28,456	2,260	24,825	24,825	25,525
641900 Communication Eq. Repairs	-	979	-	250	250	250
642000 Facilities Charges	231,133	212,166	32,465	234,037	234,037	222,724
642400 Software Support	36,530	33,493	6,959	42,370	42,370	41,910
642501 CEA Operations/Maint.	949,138	768,302	224,664	889,142	889,142	901,395
642502 CEA Depreciation/Replace.	735,430	713,570	193,942	794,832	794,832	1,168,873
642900 Interfund Allocations	(41,767)	(29,833)	(6,255)	(29,250)	(29,250)	(29,250)
643000 Health Services	790	-	-	20	20	-
644000 Snow Removal Services	280,916	147,180	95,520	185,000	185,000	30,000
645000 Repairs to Private Property	3,275	3,929	125	1,000	1,000	3,000
645100 Laundry Services	350	262	66	240	240	240
650302 Equipment Rent	-	-	-	-	-	-
659900 Other Contracts/Obligation	21,961	30,285	227	23,000	23,000	30,500
<b>TOTAL PURCHASED SVCS</b>	<b>4,568,479</b>	<b>4,066,553</b>	<b>823,459</b>	<b>4,403,145</b>	<b>4,431,269</b>	<b>4,455,602</b>
<b>Capital Outlay</b>						
680100 Land	1,650	7,760	10,156	28,500	28,500	-
680901 Streets	352,699	596,410	(46,335)	629,234	632,234	763,637
680902 Sidewalks	639,290	465,410	4,351	548,724	548,724	498,109
<b>TOTAL CAPITAL OUTLAY</b>	<b>993,639</b>	<b>1,069,580</b>	<b>(31,828)</b>	<b>1,206,458</b>	<b>1,209,458</b>	<b>1,261,746</b>
<b>TOTAL EXPENSE</b>	<b>12,704,708</b>	<b>11,609,377</b>	<b>4,542,954</b>	<b>12,487,755</b>	<b>12,718,308</b>	<b>12,661,710</b>



**CITY OF APPLETON 2022 BUDGET**

**SANITATION**

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

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

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

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS  
SANITATION**

**MISSION STATEMENT**

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

**DISCUSSION OF SIGNIFICANT 2021 EVENTS**

Continued participation in a compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department. The program is evaluating the feasibility of local composting of biosolids with other bio-degradable products such as leaves and wood chips at a local site. The goal of the project is to reduce biosolids trucking costs for land application and provide a continuous beneficial outlet for biosolids. With a compost outlet, the current biosolids storage volume available would better allow for meeting the 180 day regulatory limit. Active composting began in October, 2010 and has continued through 2021, based upon technical findings, economic feasibility report, and wastewater biosolids storage needs. Outlets for finished compost are being thoroughly evaluated, including compost giveaways and field demonstration/research plots. Assessment of local compost demand and uses will be used to validate economic feasibility findings and establish a timeline for design and future construction of a permitted facility.

Worked with Outagamie County to encourage recycling and work towards a continued increase in the City's landfill diversion rate.

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

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

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS  
SANITATION**

**MAJOR 2022 OBJECTIVES**

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

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

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

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

Continue participation in compost pilot project with Outagamie County, the Wastewater treatment plant and the Public Works Department. This pilot program is seeking a long term, cost effective and environmentally sound alternative for management of organic waste materials. In 2020, DPW provided an estimated 5,000 cubic yards of mixed yard waste and leaves from our fall collection for the project.

Modify overflow collection to provide an every other week free collection of a maximum of two items from April to November.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 1,701,014	\$ 1,689,817	\$ 1,664,218	\$ 1,664,218	\$ 1,669,618	0.32%
<b>Program Expenses</b>							
2210	Administration	295,825	444,564	317,976	317,976	451,901	42.12%
2221	Recycling	159,651	100,667	99,688	99,688	116,417	16.78%
2223	Solid Waste	2,901,576	2,993,601	3,168,747	3,168,747	3,144,855	-0.75%
2230	Landfill Maint.	134,850	103,960	138,705	138,705	119,072	-14.15%
<b>TOTAL</b>		\$ 3,491,902	\$ 3,642,792	\$ 3,725,116	\$ 3,725,116	\$ 3,832,245	2.88%
<b>Expenses Comprised Of:</b>							
Personnel		1,377,312	1,401,771	1,410,488	1,410,488	1,444,788	2.43%
Training & Travel		-	-	400	400	500	25.00%
Supplies & Materials		140,065	61,137	116,830	116,830	121,730	4.19%
Purchased Services		1,974,165	2,179,460	2,196,748	2,196,748	2,264,677	3.09%
Miscellaneous Expense		360	424	650	650	550	-15.38%
Transfers Out		-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		17.29	17.68	17.68	17.68	17.80	



**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Administration**

**Business Unit 2210**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

No major changes

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Administration**

**Business Unit 2210**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
411000 Property Tax	\$ 2,044,968	\$ 2,045,000	\$ 2,089,000	\$ 2,089,000	\$ 2,089,000
470500 General Interest	8	23	-	-	-
471000 Interest on Investments	40,511	25,133	25,000	25,000	25,000
480100 Charges for Service	1,370,313	1,496,129	1,479,243	1,479,243	1,479,243
500400 Sale of City Property	-	1,330	400	400	400
501600 Lease Revenue	400	400	400	400	400
503000 Damage to City Property	100	200	-	-	-
507100 Customer Penalty	9,138	2,553	7,000	7,000	7,000
<b>Total Revenue</b>	<b>\$ 3,465,438</b>	<b>\$ 3,570,768</b>	<b>\$ 3,601,043</b>	<b>\$ 3,601,043</b>	<b>\$ 3,601,043</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 98,544	\$ 182,401	\$ 98,277	\$ 98,277	\$ 186,095
610400 Call Time Wages	798	2,212	450	450	700
610500 Overtime Wages	152	376	375	375	375
610800 Part-Time Wages	128	874	-	-	-
615000 Fringes	35,106	59,185	40,168	40,168	71,701
620100 Training/Conferences	-	-	400	400	500
630100 Office Supplies	829	814	875	875	875
630300 Memberships & Licenses	185	190	195	195	195
630400 Postage\Freight	20,807	23,068	20,300	20,300	23,000
630500 Awards & Recognition	945	275	945	945	945
632001 City Copy Charges	1,387	1,141	1,400	1,400	1,200
632002 Outside Printing	3,824	5,810	3,400	3,400	5,800
632102 Protective Clothing	940	993	750	750	800
632300 Safety Supplies	964	1,064	750	750	850
632400 Medical/Lab Supplies	229	131	125	125	200
632700 Miscellaneous Equipment	308	-	-	-	-
640300 Bank Service Fees	3,886	4,366	5,280	5,280	5,280
641200 Advertising	440	-	750	750	500
614300 Utilities	46,804	53,935	53,285	53,285	53,698
642000 Facilities Charges	25,044	23,381	27,491	27,491	24,667
642400 Software Support	4,507	3,240	4,500	4,500	4,250
642501 CEA Operations/Maint.	4,798	31,572	5,000	5,000	5,000
642502 CEA Depreciation/Replace.	3,841	10,224	4,500	4,500	18,500
643000 Health Services	-	-	40	40	-
650100 Insurance	39,936	37,586	47,580	47,580	45,520
659900 Other Contracts/Obligation	1,072	1,348	640	640	750
662300 Uncollectable Accounts	351	378	500	500	500
791400 Transfer Out - Cap Projects	-	-	-	-	-
<b>Total Expense</b>	<b>\$ 295,825</b>	<b>\$ 444,564</b>	<b>\$ 317,976</b>	<b>\$ 317,976</b>	<b>\$ 451,901</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Postage/Freight

City service invoice printing & mailing	\$ 22,600
Other shipping	400
	<u>\$ 23,000</u>

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Recycling**

**Business Unit 2221**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Continue to work with Outagamie County to educate and update the citizens on proper recycling practices

Continue to seek out interested parties to haul yard materials from City sites eliminating the need for City crews to haul materials long distances

Continue to grind brush for the Park and Recreation Department to use as wood chips in the parks

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

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Recycling**

**Business Unit 2221**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 Charges for Services	\$ 71,985	\$ 72,246	\$ 60,000	\$ 60,000	\$ 75,000
487200 Commercial Recycling	107,030	-	-	-	-
490800 Intergovernmental Charges	-	-	-	-	-
503500 Other Reimbursements	581	50	-	-	-
507100 Customer Penalty	403	67	-	-	-
<b>Total Revenue</b>	<b>\$ 179,999</b>	<b>\$ 72,363</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 75,000</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 57,172	\$ 38,275	\$ 37,687	\$ 37,687	\$ 39,253
610400 Call Time Wages	-	-	50	50	25
610500 Overtime Wages	-	498	100	100	200
610800 Part-Time Wages	619	1,561	-	-	-
615000 Fringes	23,647	13,851	14,626	14,626	16,114
630300 Memberships & Licenses	125	125	125	125	125
630804 Plant Material	330	331	400	400	350
630901 Shop Supplies	1,218	1,729	1,000	1,000	1,200
630902 Tools & Instruments	746	448	900	900	800
632509 Clear Stone	-	-	300	300	-
632700 Miscellaneous Equipment	11,569	2,235	-	-	-
632800 Signs	-	-	50	50	-
640700 Garbage/Recycling Pickup	4,767	9,052	5,000	5,000	5,000
640800 Contractor Fees	-	68	-	-	-
641301 Electric	1,265	1,400	1,300	1,300	1,300
642501 CEA Operations/Maint.	32,943	14,843	7,000	7,000	28,000
642502 CEA Depreciation/Replace.	25,241	16,205	31,000	31,000	24,000
662300 Uncollectable Accounts	9	46	150	150	50
<b>Total Expense</b>	<b>\$ 159,651</b>	<b>\$ 100,667</b>	<b>\$ 99,688</b>	<b>\$ 99,688</b>	<b>\$ 116,417</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Solid Waste Collection**

**Business Unit 2223**

**PROGRAM MISSION**

Provide regularly scheduled and special collections of solid waste

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Continue to evaluate the automated collection routes for efficiencies  
Continue to assess the needs of the community and provide great customer service  
Continue to monitor the impact of the curbside recycling program

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

As part of a plan approved by Council early this year, the Solid Waste Division will be converting to every other week free overflow collection of a maximum of two items per collection from the months of April to November beginning in 2022. Additionally, appliances will no longer be collected curbside but will be accepted at the Glendale Avenue site.

The increase in tipping fees (approximately \$42,000) is due to a \$2/ton increase to be implemented by the Outagamie County landfill beginning in 2022.

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Solid Waste Collection**

**Business Unit 2223**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 Charges for Service	\$ 6,445	\$ 14,605	\$ 12,675	\$ 12,675	\$ 12,675
490800 Misc Intergov. Charges	77	-	100	100	100
505500 Appliance Tags	21,166	28,448	18,000	18,000	12,000
505600 Tire Tags	1,817	1,423	1,400	1,400	800
505700 Grass Clipping Fees	28,541	12,674	20,000	20,000	17,000
505800 Overflow Refuse Fees	42,535	34,538	40,000	40,000	40,000
508500 Cash Short or Over	(36)	(2)	-	-	-
<b>Total Revenue</b>	<b>\$ 100,545</b>	<b>\$ 91,686</b>	<b>\$ 92,175</b>	<b>\$ 92,175</b>	<b>\$ 82,575</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 775,887	\$ 766,168	\$ 824,482	\$ 824,482	\$ 772,156
610400 Call Time Wages	425	2,255	600	600	2,000
610500 Overtime Wages	28,888	18,283	21,000	21,000	20,000
610800 Part-Time Wages	5,413	8,351	6,700	6,700	6,967
615000 Fringes	336,272	303,361	357,501	357,501	319,008
630901 Shop Supplies	584	116	375	375	400
630902 Tools & Instruments	146	134	200	200	200
631100 Paint & Supplies	59	56	100	100	200
632200 Gas Purchases	234	166	250	250	200
632700 Miscellaneous Equipment	94,387	22,310	83,890	83,890	83,890
640700 Waste/Recycling Pickup	2,672	2,616	2,750	2,750	-
640800 Contractor Fees	1,285	377	750	750	400
641500 Tipping Fees	896,677	971,582	1,032,300	1,032,300	1,088,360
641800 Equip Repairs & Maint	-	-	170	170	50
642501 CEA Operations/Maint.	467,931	582,542	484,655	484,655	527,500
642502 CEA Depreciation/Replace.	292,942	317,326	355,000	355,000	325,000
642900 Interfund Allocations	(2,250)	(2,066)	(2,000)	(2,000)	(1,500)
650302 Equipment Rent	24	24	24	24	24
<b>Total Expense</b>	<b>\$ 2,901,576</b>	<b>\$ 2,993,601</b>	<b>\$ 3,168,747</b>	<b>\$ 3,168,747</b>	<b>\$ 3,144,855</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

**Miscellaneous Equipment**

Replacement automated containers	\$ 72,000
Rolloff trailer	3,000
(3) Replacement College Ave carts	4,500
Misc equipment	4,390
	<u>\$ 83,890</u>

**Tipping Fees**

Residential/curbside pickup	\$ 1,074,360
Yard waste disposal	14,000
	<u>\$ 1,088,360</u>

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Landfill Maintenance**

**Business Unit 2230**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

Comply with mandated Department of Natural Resources regulations

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

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

The budget includes funds for replacing one leachate well, repairs to two gas extraction vents and additional evaluation of the gas extraction system.

The DNR performed its second inspection in November 2020. Concerns were raised during that inspection and will require additional surface gas emission testing and repairs to the gas system before plans to convert to a passive system can be done. The repairs are not unusual based on the age of the landfill and the age of the system.

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Sanitation - Landfill Maintenance**

**Business Unit 2230**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 10,290	\$ 3,074	\$ 7,363	\$ 7,363	\$ 6,249
610500 Overtime Wages	38	-	-	-	-
610800 Part-Time Wages	91	23	-	-	-
615000 Fringes	3,842	1,025	1,109	1,109	3,945
632503 Other Materials	248	-	500	500	500
640400 Consulting Services	90,273	77,075	97,447	97,447	78,393
640800 Contractor Fees	27	-	200	200	-
641300 Utilities	8,453	5,571	7,450	7,450	5,434
642000 Facilities Charges	844	3,017	561	561	2,176
642501 CEA Operations/Maint.	2,079	410	1,200	1,200	1,200
642502 CEA Depreciation/Replace.	3,997	757	4,700	4,700	3,000
645400 Grounds Repair & Maintenance	3,100	1,445	6,600	6,600	6,600
650100 Insurance	10,815	10,823	10,815	10,815	10,815
659900 Other Contracts/Obligation	753	740	760	760	760
Total Expense	<u>\$ 134,850</u>	<u>\$ 103,960</u>	<u>\$ 138,705</u>	<u>\$ 138,705</u>	<u>\$ 119,072</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Consulting Services

DNR required operations and monitoring	\$ 63,393
Well replacement	15,000
	<u>\$ 78,393</u>



**CITY OF APPLETON 2022 BUDGET  
SANITATION**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
Program Revenues						
411000 Property Tax	2,044,968	2,045,000	-	2,089,000	2,089,000	2,089,000
471000 Interest on Investments	40,519	25,156	(3,554)	25,000	25,000	25,000
480100 General Charges for Service	1,448,743	1,582,980	63,332	1,551,918	1,551,918	1,566,918
487200 Commercial Recycling	107,030	-	-	-	-	-
490800 Misc Intergovernmental Charges	77	-	-	100	100	100
500400 Sale of City Property	-	1,330	-	400	400	400
501000 Miscellaneous Revenue	31	-	-	-	-	-
501600 Lease Revenue	400	400	-	400	400	400
503000 Damage to City Property	100	200	8,511	-	-	-
503500 Other Reimbursements	550	50	-	-	-	-
505500 Appliance Tags	21,166	28,448	4,690	18,000	18,000	12,000
505600 Tire Tags	1,817	1,423	158	1,400	1,400	800
505700 Grass Clipping Fees	28,541	12,674	-	20,000	20,000	17,000
505800 Overflow Refuse Fees	42,535	34,538	7,948	40,000	40,000	40,000
507100 Customer Penalty	9,541	2,620	-	7,000	7,000	7,000
508500 Cash Short or Over	(36)	(2)	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<b>3,745,982</b>	<b>3,734,817</b>	<b>81,085</b>	<b>3,753,218</b>	<b>3,753,218</b>	<b>3,758,618</b>
Personnel						
610100 Regular Salaries	18,241	58,434	16,853	-	-	-
610200 Labor Pool Allocations	787,233	832,142	203,698	960,172	960,172	997,653
610400 Call Time Wages	1,223	4,467	657	1,100	1,100	2,725
610500 Overtime Wages	29,078	19,157	5,505	21,475	21,475	20,575
610800 Part-Time Wages	6,251	10,808	-	6,700	6,700	6,967
611000 Other Compensation	5,938	4,543	4,195	7,637	7,637	6,100
611300 Sick Pay	4,072	4,049	1,133	-	-	-
611400 Vacation Pay	126,410	90,750	24,302	-	-	-
611500 Fringes	398,866	377,421	112,219	413,404	413,404	410,768
<b>615000 TOTAL PERSONNEL</b>	<b>1,377,312</b>	<b>1,401,771</b>	<b>368,562</b>	<b>1,410,488</b>	<b>1,410,488</b>	<b>1,444,788</b>
Training~Travel						
Training/Conferences	-	-	-	400	400	500
<b>620100 TOTAL TRAINING / TRAVEL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400</b>	<b>400</b>	<b>500</b>
Supplies						
Office Supplies	829	814	188	875	875	875
630100 Memberships & Licenses	310	315	-	320	320	320
630300 Postage\Freight	20,807	23,068	3,816	20,300	20,300	23,000
630400 Awards & Recognition	945	275	54	945	945	945
630500 Plant Material	330	330	74	400	400	350
630804 Shop Supplies	1,802	1,845	297	1,375	1,375	1,600
630901 Tools & Instruments	892	583	557	1,100	1,100	1,000
630902 Paint & Supplies	59	56	-	100	100	200
631100 City Copy Charges	1,387	1,141	-	1,400	1,400	1,200
632001 Outside Printing	3,824	5,810	669	3,400	3,400	5,800
632002 Protective Clothing	940	993	493	750	750	800
632102 Gas Purchases	234	166	171	250	250	200
632200 Safety Supplies	965	1,064	260	750	750	850
632300 Medical\Lab Supplies	229	131	27	125	125	200
632400 Other Materials	-	-	-	500	500	500
632503 Gravel	248	-	-	-	-	-
632505 Clear Stone	-	-	-	300	300	-
632509 Miscellaneous Equipment	106,264	24,546	725	83,890	83,890	83,890
632700 Signs	-	-	-	50	50	-
<b>632800 TOTAL SUPPLIES</b>	<b>140,065</b>	<b>61,137</b>	<b>7,331</b>	<b>116,830</b>	<b>116,830</b>	<b>121,730</b>

**CITY OF APPLETON 2022 BUDGET  
SANITATION**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
Purchased Services						
640300 Bank Service Fees	3,886	4,366	(225)	5,280	5,280	5,280
640400 Consulting Services	90,273	77,075	10,460	97,447	97,447	78,393
640700 Solid Waste/Recycling Pickup	7,439	11,668	1,190	7,750	7,750	5,000
640800 Contractor Fees	1,312	445	82	950	950	400
641200 Advertising	440	-	-	750	750	500
641301 Electric	19,453	23,303	4,008	24,063	24,063	22,235
641302 Gas	6,277	3,268	42	6,680	6,680	5,125
641303 Water	4,468	4,733	825	4,550	4,550	5,000
641304 Sewer	1,943	2,018	348	1,995	1,995	2,200
641306 Stormwater	20,460	26,199	7,090	21,429	21,429	24,474
641307 Telephone	2,362	727	-	2,016	2,016	-
641308 Cellular Phones	1,559	658	326	1,302	1,302	1,398
641500 Tipping Fees	896,677	971,582	218,788	1,032,300	1,032,300	1,088,360
641800 Equip Repairs & Maint	-	-	-	170	170	50
642000 Facilities Charges	25,887	26,397	3,856	28,052	28,052	26,843
642400 Software Support	4,507	3,240	720	4,500	4,500	4,250
642501 CEA Operations/Maint.	507,750	629,367	64,896	497,855	497,855	561,700
642502 CEA Depreciation/Replace.	326,022	344,513	44,643	395,200	395,200	370,500
642900 Interfund Allocations	(2,250)	(2,066)	-	(2,000)	(2,000)	(1,500)
643000 Health Services	-	-	-	40	40	-
645400 Grounds Repair & Maintenance	3,100	1,445	-	6,600	6,600	6,600
650100 Insurance	50,751	48,410	-	58,395	58,395	56,335
650302 Equipment Rent	24	24	24	24	24	24
659900 Other Contracts/Obligation	1,825	2,088	-	1,400	1,400	1,510
TOTAL PURCHASED SVCS	<u>1,974,165</u>	<u>2,179,460</u>	<u>357,073</u>	<u>2,196,748</u>	<u>2,196,748</u>	<u>2,264,677</u>
Miscellaneous Expense						
662300 Uncollectable Accounts	360	424	-	650	650	550
TOTAL MISCELLANEOUS EXP	<u>360</u>	<u>424</u>	<u>-</u>	<u>650</u>	<u>650</u>	<u>550</u>
Transfers						
791400 Transfer Out - Capital Project	-	-	-	-	-	-
TOTAL TRANSFERS	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENSE	<u><u>3,491,902</u></u>	<u><u>3,642,792</u></u>	<u><u>732,966</u></u>	<u><u>3,725,116</u></u>	<u><u>3,725,116</u></u>	<u><u>3,832,245</u></u>

**CITY OF APPLETON 2022 BUDGET**  
**SANITATION FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (Deficit)**

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Property Taxes	\$ 2,044,968	\$ 2,045,000	\$ 2,089,000	\$ 2,089,000	\$ 2,089,000
Interest Income	40,519	25,156	25,000	10,000	25,000
Charges for Services	1,649,909	1,660,063	1,631,418	1,650,000	1,636,818
Sale of City Property	-	1,330	400	1,000	400
Other	10,586	3,268	7,400	2,000	7,400
Total Revenues	<u>3,745,982</u>	<u>3,734,817</u>	<u>3,753,218</u>	<u>3,752,000</u>	<u>3,758,618</u>
<b>Expenses</b>					
Program Costs	<u>3,491,902</u>	<u>3,642,792</u>	<u>3,725,116</u>	<u>3,700,000</u>	<u>3,832,245</u>
<b>Other Financing Sources (Uses)</b>					
Transfer Out - Capital Projects	-	-	-	-	-
Net Change in Equity	254,080	92,025	28,102	52,000	(73,627)
Fund Balance - Beginning	<u>1,228,173</u>	<u>1,482,253</u>	<u>1,574,278</u>	<u>1,574,278</u>	<u>1,626,278</u>
Fund Balance - Ending	<u>\$ 1,482,253</u>	<u>\$ 1,574,278</u>	<u>\$ 1,602,380</u>	<u>\$ 1,626,278</u>	<u>\$ 1,552,651</u>



**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Wheel Tax**

**Business Unit 2650**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to Strategy:**

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

**Objectives:**

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

**Major program changes:**

No major changes.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 1,204,763	\$ 1,216,329	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	0.00%
<b>Program Expenses</b>		\$ 1,204,763	\$ 1,216,329	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	0.00%
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Training & Travel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Transfers Out	1,204,763	1,216,329	1,200,000	1,200,000	1,200,000	0.00%

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Wheel Tax**

**Business Unit 2650**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
415000 Wheel Tax	\$ 1,204,763	\$ 1,216,329	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Total Revenue	<u>\$ 1,204,763</u>	<u>\$ 1,216,329</u>	<u>\$ 1,200,000</u>	<u>\$ 1,200,000</u>	<u>\$ 1,200,000</u>
Expenses					
791100 Transfer Out - Gen Fund	1,204,763	1,216,329	1,200,000	1,200,000	1,200,000
Total Expense	<u>\$ 1,204,763</u>	<u>\$ 1,216,329</u>	<u>\$ 1,200,000</u>	<u>\$ 1,200,000</u>	<u>\$ 1,200,000</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
WHEEL TAX FUND**

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

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Wheel Tax	\$ 1,204,763	\$ 1,216,329	\$ 1,200,000	\$ 1,210,000	\$ 1,200,000
Total Revenues	<u>1,204,763</u>	<u>1,216,329</u>	<u>1,200,000</u>	<u>1,210,000</u>	<u>1,200,000</u>
<b>Expenses</b>					
Program Costs	-	-	-	-	-
Total Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenues over (under) Expenses	1,204,763	1,216,329	1,200,000	1,210,000	1,200,000
<b>Other Financing Sources (Uses)</b>					
Transfer Out - General Fund (DPW)	(1,204,763)	(1,216,329)	(1,200,000)	(1,210,000)	(1,200,000)
Total Other Financing Sources (Uses)	<u>(1,204,763)</u>	<u>(1,216,329)</u>	<u>(1,200,000)</u>	<u>(1,210,000)</u>	<u>(1,200,000)</u>
Net Change in Equity	-	-	-	-	-
Fund Balance - Beginning	-	-	-	-	-
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>





**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Subdivision**

**Business Unit 4010**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to Strategy:**

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

**Objectives:**

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

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

Project	Amount	Page
Concrete Paving Program	1,211,918	Projects, Pg. 600
Sidewalks	184,893	Projects, Pg. 608
	<u>\$ 1,396,811</u>	

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

The revenue amount noted in 2022 in other reimbursements represents reimbursement from a developer for infrastructure costs.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 901,973	\$ 418,237	\$ 520,723	\$ 520,723	\$ 819,135	57.31%
<b>Program Expenses</b>		\$ 1,026,229	\$ 734,646	\$ 790,663	\$ 790,663	\$ 1,396,811	76.66%
<b>Expenses Comprised Of:</b>							
	Personnel	88,187	96,497	102,681	102,681	136,120	32.57%
	Supplies & Materials	68,885	15,645	125,497	125,497	-	-100.00%
	Purchased Services	(7,777)	18,839	63,365	63,365	10,000	-84.22%
	Capital Expenditures	876,934	603,665	499,120	499,120	1,250,691	150.58%
	Transfers Out	-	-	-	-	-	N/A

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Subdivision**

**Business Unit 4010**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
411000 Property Tax	\$ -	\$ 100,000	\$ -	\$ -	\$ -
461400 Miscellaneous Specials	291,482	386,498	480,723	480,723	430,000
471000 Interest on Investments	22,017	25,051	30,000	30,000	20,000
473000 Interest - Deferred Specials	11,370	6,688	10,000	10,000	10,000
503500 Other Reimbursements	577,104	-	-	-	359,135
591000 Proceeds of Long-term debt	-	-	-	-	500,000
<b>Total Revenue</b>	<b>\$ 901,973</b>	<b>\$ 518,237</b>	<b>\$ 520,723</b>	<b>\$ 520,723</b>	<b>\$ 1,319,135</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 64,408	\$ 71,728	\$ 77,503	\$ 77,503	97,207
610500 Overtime Wages	4,390	1,332	3,000	3,000	3,000
610800 Part-Time Wages	232	537	825	825	3,346
615000 Fringes	19,157	22,900	21,353	21,353	32,567
630804 Plant Material	13,967	5,311	4,228	4,228	-
630901 Shop Supplies	64	46	-	-	-
632503 Other Materials	143	159	-	-	-
632507 Asphalt	53,611	9,354	118,569	118,569	-
632800 Signs	1,100	775	2,700	2,700	-
640400 Consulting Services	102	5,069	5,000	5,000	5,000
642501 CEA Operations/Maint.	(6,637)	7,129	34,400	34,400	-
642502 CEA Depreciation/Replace.	(1,242)	6,641	23,965	23,965	5,000
680100 Land	-	-	-	-	-
680901 Streets	769,277	490,961	423,770	423,770	1,113,671
680902 Sidewalks	107,657	112,704	75,350	75,350	137,020
791100 Transfer Out - General Fund	-	-	-	-	-
<b>Total Expense</b>	<b>\$ 1,026,229</b>	<b>\$ 734,646</b>	<b>\$ 790,663</b>	<b>\$ 790,663</b>	<b>\$ 1,396,811</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

2022	Street	From	To	4010
Labor Pool				136,120
CEA				5,000
Sidewalk - new				127,020
Sidewalk - 6 month waivers				10,000
<b>Subtotal</b>				<b>137,020</b>
Temp Surface after G&G				-
Material Testing				5,000
<b>Subtotal</b>				<b>5,000</b>
New Concrete (Developer Funded)				
	Headwall Circle	Canyon Lane	Kurey Rd	312,512
<b>Subtotal</b>				<b>312,512</b>
New Concrete (Non-Escrow)				
	Amethyst Dr	Providence Ave	Bluetopaz Dr	238,342
	Bluetopaz Dr	Providence Ave	Calmes Dr	150,645
	Tiburon La	Applehill Blvd	Downs Ridge	185,644
	Tiburon La	Downs Ridge	Purdy Pkwy	226,528
<b>Subtotal</b>				<b>801,159</b>
<b>Total Paving</b>				<b>\$ 1,396,811</b>

**CITY OF APPLETON 2022 BUDGET**  
**SUBDIVISION DEVELOPMENT FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Property Taxes	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Special Assessments	291,482	386,498	480,723	300,000	430,000
Interest Income	33,387	31,739	40,000	30,000	30,000
Other	577,104	-	-	95,170	359,135
Total Revenues	<u>901,973</u>	<u>518,237</u>	<u>520,723</u>	<u>425,170</u>	<u>819,135</u>
<b>Expenses</b>					
Program Costs	1,026,229	734,646	790,663	700,000	1,396,811
Total Expenses	<u>1,026,229</u>	<u>734,646</u>	<u>790,663</u>	<u>700,000</u>	<u>1,396,811</u>
Revenues over (under) Expenses	(124,256)	(216,409)	(269,940)	(274,830)	(577,676)
<b>Other Financing Sources (Uses)</b>					
Proceeds of Long-term Debt	-	-	-	-	500,000
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>500,000</u>
Net Change in Equity	(124,256)	(216,409)	(269,940)	(274,830)	(77,676)
Fund Balance - Beginning	<u>1,275,242</u>	<u>1,150,986</u>	<u>934,577</u>	<u>934,577</u>	<u>659,747</u>
Fund Balance - Ending	<u>\$ 1,150,986</u>	<u>\$ 934,577</u>	<u>\$ 664,637</u>	<u>\$ 659,747</u>	<u>\$ 582,071</u>
<b>Unreserved Designated Fund Balance Policy Compliance</b>					
<i>Minimum - Three months operating expenditures based on prior year's audited expenditures</i>					<u>183,662</u>
<i>Maximum - 80% of the most recent five year average of subdivision development expenditures</i>					
2021 projected		700,000			
2020 actual		734,646			
2019 actual		1,026,229			
2018 actual		770,580			
2017 actual		541,025			
					<u>603,597</u>



**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Public Works**

**Business Unit 4240**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to Strategy:**

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

**Objectives:**

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

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

Project	Amount	Page
Concrete Paving Program	\$ 3,439,666	Projects, Pg. 600
Grade & Gravel Program	141,223	Projects, Pg. 606
Sidewalk Program	582,380	Projects, Pg. 608
Asphalt Paving Program	536,109	Projects, Pg. 596
Public Safety Camera Program	79,428	Projects, Pg. 594
Bridge Improvements	25,000	Projects, Pg. 592
Gas Extraction System - Mackville Landfill	140,000	Projects, Pg. 651
	<u>\$ 4,943,806</u>	

**Major program changes:**

The Public Works Capital Projects Fund has been reduced in 2022 to help meet overall borrowing goals for City projects.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 1,072,975	\$ 830,185	\$ 10,000	\$ 10,000	\$ 8,285	-17.15%
<b>Program Expenses</b>		\$ 10,786,353	\$ 8,048,237	\$ 7,909,023	\$ 8,567,313	\$ 4,943,806	-37.49%
<b>Expenses Comprised Of:</b>							
	Personnel	491,252	636,979	598,186	598,186	683,362	14.24%
	Supplies & Materials	588,667	554,743	1,366,151	1,385,794	554,984	-59.38%
	Purchased Services	1,109,207	806,499	350,753	465,006	326,484	-6.92%
	Capital Expenditures	8,597,227	6,050,016	5,593,933	6,118,327	3,378,976	-39.60%

\* % change from prior year adopted budget  
Public Works Cap Proj Fund.xls

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Public Works**

**Business Unit 4240**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ -	\$ 170,667	\$ -	\$ -	\$ -
471000 Interest on Investments	12,925	48,351	10,000	10,000	8,285
503500 Other Reimbursements	807,050	611,167	-	-	-
591000 Proceeds of Long-term Debt	9,201,500	7,217,820	6,992,700	6,992,700	4,840,000
592400 Transfer In - Capital Proj	253,000	-	-	-	-
<b>Total Revenue</b>	<b>\$ 10,274,475</b>	<b>\$ 8,048,005</b>	<b>\$ 7,002,700</b>	<b>\$ 7,002,700</b>	<b>\$ 4,848,285</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 324	\$ 589	\$ -	\$ -	\$ -
610200 Labor Pool Allocations	338,827	464,134	427,192	427,192	487,778
610500 Overtime Wages	8,605	10,256	4,000	4,000	8,000
610800 Part-Time Wages	13,645	8,809	3,250	3,250	3,346
615000 Fringes	129,852	153,192	163,744	163,744	184,238
630804 Plant Material	-	9,782	19,310	19,310	7,871
630901 Shop Supplies	68	-	-	-	-
632503 Other Materials	2,999	3,188	-	-	-
632505 Gravel	1,108	-	-	-	-
632507 Asphalt	241,999	295,519	770,965	770,965	139,235
632510 Street Lights	328,521	208,864	441,176	460,819	179,000
632700 Miscellaneous Equipment	-	21,193	115,000	115,000	219,428
632800 Signs	13,972	16,196	19,700	19,700	9,450
640400 Consulting Services	369,766	47,508	-	114,253	35,000
640800 Contractor Fees	144,417	683,233	198,544	198,544	194,175
641500 Tipping Fees	504,062	14,223	-	-	-
642501 CEA Operations/Maint.	42,581	27,736	83,687	83,687	46,840
642502 CEA Depreciation/Replac.	40,367	33,800	68,522	68,522	50,469
659900 Other Contracts/Obligations	8,014	-	-	-	-
680100 Land	119,535	539,225	156,107	156,107	25,000
680901 Streets	3,844,374	5,035,426	4,813,761	5,256,764	2,906,515
680902 Sidewalks	345,501	248,583	552,179	552,179	422,461
680999 Other Infrastructure	4,287,816	226,781	71,886	153,277	25,000
<b>Total Expense</b>	<b>\$ 10,786,353</b>	<b>\$ 8,048,237</b>	<b>\$ 7,909,023</b>	<b>\$ 8,567,313</b>	<b>\$ 4,943,806</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Asphalt</u>		<u>Contractor Fees</u>	
Asphalt paving program	\$ 139,235	Street light installs	\$ 194,175
	<u>\$ 139,235</u>		<u>\$ 194,175</u>
<u>Street Lights</u>		<u>Land</u>	
Concrete paving program	\$ 179,000	ROW Concrete paving	\$ 25,000
	<u>\$ 179,000</u>		<u>\$ 25,000</u>
<u>Miscellaneous Equipment</u>		<u>Streets</u>	
Traffic cameras	\$ 79,428	Concrete paving program	\$ 2,519,635
Gas extraction system	140,000	Asphalt paving program	386,880
	<u>\$ 219,428</u>		<u>\$ 2,906,515</u>
<u>Consulting Services</u>		<u>Sidewalks</u>	
Concrete paving program	\$ 35,000	Sidewalk program	\$ 422,461
	<u>\$ 35,000</u>		<u>\$ 422,461</u>
		<u>Other Infrastructure</u>	
		Bridge improvements	\$ 25,000
			<u>\$ 25,000</u>

**CITY OF APPLETON 2022 BUDGET  
PUBLIC WORKS PROJECTS**

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

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Intergovernmental	\$ -	\$ 170,667	\$ -	\$ -	\$ -
Interest Income	12,925	48,351	10,000	10,000	8,285
Other	807,050	611,167	-	-	-
Total Revenues	<u>819,975</u>	<u>830,185</u>	<u>10,000</u>	<u>10,000</u>	<u>8,285</u>
<b>Expenses</b>					
Program Costs	10,786,353	8,048,237	7,909,023	8,467,313	4,943,806
Total Expenses	<u>10,786,353</u>	<u>8,048,237</u>	<u>7,909,023</u>	<u>8,467,313</u>	<u>4,943,806</u>
Revenues over (under) Expenses	(9,966,378)	(7,218,052)	(7,899,023)	(8,457,313)	(4,935,521)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	9,201,500	7,217,820	6,992,700	6,309,000	4,840,000
Transfer In - General Fund	-	-	-	-	-
Transfer In - Capital Projects	253,000	-	-	-	-
Total Other Financing Sources (Uses)	<u>9,454,500</u>	<u>7,217,820</u>	<u>6,992,700</u>	<u>6,309,000</u>	<u>4,840,000</u>
Net Change in Equity	(511,878)	(232)	(906,323)	(2,148,313)	(95,521)
Fund Balance - Beginning	<u>2,755,944</u>	<u>2,244,066</u>	<u>2,243,834</u>	<u>2,243,834</u>	<u>95,521</u>
Fund Balance - Ending	<u>\$ 2,244,066</u>	<u>\$ 2,243,834</u>	<u>\$ 1,337,511</u>	<u>\$ 95,521</u>	<u>\$ -</u>

**CITY OF APPLETON 2022 BUDGET**

**PARKING UTILITY**

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

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

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



# CITY OF APPLETON 2022 BUDGET PARKING UTILITY

## MISSION STATEMENT

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

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

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

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

Continued implementation of the Downtown Parking Study recommendations

Completed miscellaneous ramp repairs in accordance with consultant structural condition reports

Continued ongoing program of meter mechanism/housing/bracket replacement

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

Sealed concrete decks of the Red Ramp

Continued to work with potential/new downtown development to accommodate parking needs

Completed conversion of all Green Ramp lighting fixtures to LED

Completed stair replacements in NW stair tower of Green Ramp

Replaced primary lighting electrical feeds in Green Ramp

Replaced elevator lobby structures on 3rd and 4th levels of Green Ramp

Completed implementation and conversion to PassPort OpsMan enforcement software

Several significant projects were postponed due to reduced revenue resulting from COVID-19 and were re-budgeted in 2022

## CITY OF APPLETON 2022 BUDGET PARKING UTILITY

### MAJOR 2022 OBJECTIVES

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

Continue implementation of Downtown Parking Study recommendations

Complete miscellaneous ramp repairs in accordance with consultant structural condition reports

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

Seal concrete decks of the Green Parking Ramp

Replace the Appleton Street elevator in the Red Parking Ramp

Replace the three existing hydraulic jack shafts for the elevators in the Red Parking Ramp

Continue to work with potential/new downtown development to accommodate parking needs

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 3,256,790	\$ 1,556,219	\$ 2,172,601	\$ 2,172,601	\$ 2,187,601	0.69%
<b>Program Expenses</b>							
5110	Administration	1,504,216	814,355	846,888	846,888	913,725	7.89%
5120	Operations & Maint.	1,053,088	919,308	1,663,669	1,678,669	1,370,755	-17.61%
5130	Enforcement	181,540	192,345	240,182	240,182	202,726	-15.59%
<b>TOTAL</b>		\$ 2,738,844	\$ 1,926,008	\$ 2,750,739	\$ 2,765,739	\$ 2,487,206	-9.58%
<b>Expenses Comprised Of:</b>							
	Personnel	758,159	725,738	876,583	876,583	821,727	-6.26%
	Training & Travel	8	4	-	-	-	N/A
	Supplies & Materials	111,854	56,116	155,950	170,950	132,450	-15.07%
	Purchased Services	674,743	557,581	671,231	671,231	592,204	-11.77%
	Miscellaneous Expense	612,178	563,284	562,675	562,675	560,525	-0.38%
	Capital Expenditures	(27,398)	13,985	475,000	475,000	296,000	-37.68%
	Transfers Out	609,300	9,300	9,300	9,300	84,300	806.45%
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	11.53	11.38	11.38	11.38	10.04	

\* % change from prior year adopted budget

**CITY OF APPLETON 2022 BUDGET  
PARKING UTILITY**

**Administration**

**Business Unit 5110**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
PARKING UTILITY**

**Administration**

**Business Unit 5110**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
470500 General Interest	\$ 1,301	\$ 48	\$ 1,000	\$ 1,000	\$ 1,000
471000 Interest on Investments	27,632	36,193	20,000	20,000	10,000
501000 Miscellaneous Revenue	1	1	1	1	1
502100 Capital Contributions	541,507	15,820	-	-	-
503500 Other Reimbursements	2,237	875	1,000	1,000	1,000
<b>Total Revenue</b>	<b>\$ 572,678</b>	<b>\$ 52,937</b>	<b>\$ 22,001</b>	<b>\$ 22,001</b>	<b>\$ 12,001</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 95,932	\$ 100,622	\$ 100,613	\$ 100,613	\$ 103,299
610400 Call Time Wages	244	36	-	-	-
610500 Overtime Wages	3,472	299	-	-	1,000
615000 Fringes	64,120	37,168	39,549	39,549	39,917
620100 Training/Conferences	8	4	-	-	-
630100 Office Supplies	62	348	600	600	250
630300 Memberships & Licenses	595	600	600	600	600
630400 Postage/Freight	100	478	1,500	1,500	500
630500 Awards & Recognition	624	678	350	350	350
630600 Building Maint./Janitorial	437	-	-	-	-
630901 Shop Supplies & Tools	3,243	2,980	5,000	5,000	5,000
631603 Other Misc. Supplies	667	657	-	-	-
632002 Outside Printing	-	-	300	300	-
632102 Protective Clothing	28	443	200	200	200
632300 Safety Supplies	290	110	500	500	500
632700 Miscellaneous Equipment	400	150	1,000	1,000	1,000
640100 Accounting/Audit Fees	2,577	2,523	2,540	2,540	3,000
640300 Bank Service Fees	40,156	26,294	45,428	45,428	33,428
640400 Consulting Services	7,120	-	-	-	-
640700 Waste/Recycling Pickup	-	-	4,200	4,200	-
641200 Advertising	-	-	-	-	-
641307 Utilities	5,070	4,050	3,108	3,108	3,888
641800 Equip Repairs & Maint	1,875	892	2,400	2,400	2,400
642000 Facilities Charges	391	411	-	-	1,451
643000 Health Services	-	-	-	-	-
645100 Laundry Services	3,283	3,112	2,500	2,500	2,500
650100 Insurance	52,044	59,349	63,950	63,950	69,042
659900 Other Contracts/Obligation	-	567	575	575	575
660100 Depreciation Expense	591,992	531,060	550,000	550,000	537,000
672000 Interest Payments	20,186	32,224	12,675	12,675	23,525
791100 Trsf Out - General Fund	9,300	9,300	9,300	9,300	9,300
791200 Trsf Out - Special Rev	600,000	-	-	-	-
791400 Trsf Out - Capital Project	-	-	-	-	75,000
<b>Total Expense</b>	<b>\$ 1,504,216</b>	<b>\$ 814,355</b>	<b>\$ 846,888</b>	<b>\$ 846,888</b>	<b>\$ 913,725</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Bank Services

Bank Charges	\$ 8,400
Investment Fees	960
Credit Card Fees	19,800
Armored Collection Service	4,268
	<u>\$ 33,428</u>

Transfer Out - Capital Projects

CEA Contribution for Toolcat utility vehicle	\$ 75,000
	<u>\$ 75,000</u>

**CITY OF APPLETON 2022 BUDGET  
PARKING UTILITY**

**Operations and Maintenance**

**Business Unit 5120**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

1. Replace east elevator and three elevator jack shafts in the Red ramp
2. Install new fencing on the roof of the Red ramp
3. Stair maintenance - all ramps
4. Concrete patching - all ramps
5. Crack filling/joint repair - all ramps
6. Drainage system repairs/maintenance - all ramps

Any new/priority repairs beyond those identified in the 2019 Structural Condition Assessment Report could defer some of the work listed above.

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

Estimated metered parking, daily ramp entrance fee, and ramp pass sales revenue decreased in 2021 as a result of the COVID-19 pandemic. We expect similar, although less significant reductions will linger into 2022.

Included in the building expense are costs for the following major projects: a) replacement of the existing east elevator in the Red ramp which has reached the end of its useful life; b) replacement of three existing elevator jack shafts in the Red parking ramp. These projects were originally included in the 2021 Budget, but due to the revenue decrease expected as a result of the COVID-19 pandemic in 2021, the projects were postponed until 2022 to conserve cash in 2021.

Sign expense includes LED signage at the Red, Green and Yellow ramps. Also, new signage for the meter stalls promoting the use of the Passport portal.

This budget reflects the reduction of a 1.0 FTE full-time ramp attendant position (vacant due to retirement) and the conversion of a part-time attendant position to half of a full-time service position shared with CEA.

This budget also includes \$8,400 for Parker Call Center service to respond to customer call buttons located at each ramp exit gate. The addition of this service was a contributing factor in the elimination of the full-time parking ramp attendant position.

This budget includes combining a part-time CEA position with a part time seasonal position in Parking into a full-time benefited position shared between the two divisions.

**CITY OF APPLETON 2022 BUDGET  
PARKING UTILITY**

**Operations and Maintenance**

**Business Unit 5120**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
484100 Metered Parking	\$ 521,009	\$ 287,992	\$ 410,000	\$ 410,000	\$ 430,000
484600 Parking Meter Hood Fees	37,919	28,765	20,000	20,000	25,000
485000 Daily Entrance Fees	773,078	243,749	570,000	570,000	570,000
485200 Pass Sales	948,633	720,397	830,000	830,000	830,000
508500 Cash Short or Over	870	415	-	-	-
<b>Total Revenue</b>	<b>\$ 2,281,509</b>	<b>\$ 1,281,318</b>	<b>\$ 1,830,000</b>	<b>\$ 1,830,000</b>	<b>\$ 1,855,000</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 256,815	\$ 276,946	\$ 324,214	\$ 324,214	\$ 316,847
610400 Call Time Wages	765	194	3,000	3,000	3,000
610500 Overtime Wages	23,185	4,072	10,200	10,200	11,700
610800 Part-Time Wages	8,191	15,373	27,508	27,508	17,883
615000 Fringes	136,885	129,723	171,861	171,861	159,680
630600 Building Maint./Janitorial	19,039	15,091	18,000	18,000	18,000
631100 Paint & Supplies	860	1,525	1,500	1,500	1,500
632002 Outside Printing	202	1,078	9,700	9,700	4,700
632508 Ice Control Materials	19,795	10,826	15,000	15,000	15,000
632601 Repair Parts	15,238	15,179	21,000	21,000	21,000
632700 Miscellaneous Equipment	47,656	-	49,200	49,200	35,700
632800 Signs	2,495	965	22,500	37,500	19,000
640400 Consulting Services	-	43,949	44,500	44,500	40,000
640700 Solid Waste/Recycling	2,270	2,367	800	800	2,500
640800 Contractor Fees	13,546	15,095	13,000	13,000	13,000
640900 Inspection Fees	1,760	1,860	3,700	3,700	3,700
641301 Utilities	186,015	138,203	175,846	175,846	158,160
641600 Build Repairs & Maint	92,130	78,328	122,000	122,000	75,000
641800 Equip Repairs & Maint	104,484	45,883	35,240	35,240	33,240
642400 Software Support	17,725	16,390	5,800	5,800	960
642501 CEA Equip. Rental	35,973	41,312	40,100	40,100	45,385
644000 Snow Removal Services	90,952	39,842	52,000	52,000	48,500
659900 Other Contracts/Obligation	4,505	11,123	22,000	22,000	30,300
680300 Buildings	718,883	37,925	475,000	475,000	296,000
689900 Other Capital Outlay	(746,281)	(23,941)	-	-	-
<b>Total Expense</b>	<b>\$ 1,053,088</b>	<b>\$ 919,308</b>	<b>\$ 1,663,669</b>	<b>\$ 1,678,669</b>	<b>\$ 1,370,755</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

**Building Maintenance & Janitorial**

Building maintenance	\$ 2,000
Cleaning supplies	6,000
Deck sealer - Green ramp	10,000
<b>Total</b>	<b>\$ 18,000</b>

**Equipment Repairs & Maintenance**

Elevator service contract	\$ 18,240
Electrical repairs / TAPCO	15,000
<b>Total</b>	<b>\$ 33,240</b>

**Snow Removal Services**

All ramps & Lots	\$ 48,500
<b>Total</b>	<b>\$ 48,500</b>

**Other Contracts/Obligation**

Meter app service fee	\$ 15,900
Parker Call Center Service	8,400
Washington Square security	6,000
<b>Total</b>	<b>\$ 30,300</b>

**Signs**

LED Signage - Ramps	\$ 15,000
Signage - Lots	500
Passport signs - Meters	3,500
<b>Total</b>	<b>\$ 19,000</b>

**Building Repairs & Maintenance**

Misc ramp repairs	\$ 75,000
<b>Total</b>	<b>\$ 75,000</b>

**Equipment Parts**

Misc repair parts	\$ 9,000
Traffic & parking control parts	12,000
<b>Total</b>	<b>\$ 21,000</b>

**Buildings**

Elevator Replacement	\$ 275,000
Fencing - Red ramp	21,000
<b>Total</b>	<b>\$ 296,000</b>

**Misc Equipment**

Meter mechs/housings	\$ 35,700
<b>Total</b>	<b>\$ 35,700</b>

**Consulting Services**

Structural repairs	\$ 40,000
<b>Total</b>	<b>\$ 40,000</b>

**CITY OF APPLETON 2022 BUDGET  
PARKING UTILITY**

**Enforcement**

**Business Unit 5130**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Educate and inform customers on parking policies and assist with directions and questions about the City.

Provide timely reviews and responses to parking citation review forms.

Continue to investigate ways to reduce the number of citation review forms received that do not meet submittal criteria.

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

PassPort OpsMan enforcement software was implemented late 2020. This service streamlined citation processing resulting in a 0.34 FTE reduction in the allocation of Finance customer service staff time charged to the Parking Utility.

Estimated metered parking, daily ramp entrance fee, and ramp pass sales revenue decreased in 2021 as a result of the COVID-19 pandemic. We expect similar, although less significant reductions to linger into 2022.

**CITY OF APPLETON 2022 BUDGET  
PARKING UTILITY**

**Enforcement**

**Business Unit 5130**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
452000 Parking Violations	\$ 402,203	\$ 221,764	\$ 320,000	\$ 320,000	\$ 320,000
503500 Other Reimbursements	400	200	600	600	600
Total Revenue	<u>\$ 402,603</u>	<u>\$ 221,964</u>	<u>\$ 320,600</u>	<u>\$ 320,600</u>	<u>\$ 320,600</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 107,758	\$ 108,777	\$ 127,238	\$ 127,238	\$ 122,104
610400 Call Time Wages	-	-	-	-	-
610500 Overtime Wages	1,991	723	1,000	1,000	1,000
610800 Part-Time Wages	-	-	-	-	-
615000 Fringes	58,801	51,806	71,400	71,400	45,297
632001 Printing & Reproduction	122	1,825	8,000	8,000	8,150
632601 Repair Parts	-	-	1,000	1,000	1,000
632700 Miscellaneous Equipment	-	3,183	-	-	-
641308 Cellular Phones	488	520	1,044	1,044	480
641800 Equip Repairs & Maint	2,374	13,600	14,000	14,000	14,000
642501 CEA Equip. Rental	5,826	8,159	6,500	6,500	8,195
659900 Other Contracts/Obligation	4,180	3,752	10,000	10,000	2,500
680401 Machinery & Equipment	-	-	-	-	-
Total Expense	<u>\$ 181,540</u>	<u>\$ 192,345</u>	<u>\$ 240,182</u>	<u>\$ 240,182</u>	<u>\$ 202,726</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
PARKING UTILITY**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
<b>Program Revenues</b>						
452000 Parking Violations	402,203	221,764	130,757	320,000	320,000	320,000
470500 General Interest	1,301	48	-	1,000	1,000	1,000
471000 Interest on Investments	27,633	36,193	34,458	20,000	20,000	10,000
484100 Metered Parking	521,009	287,992	157,232	410,000	410,000	430,000
484600 Parking Meter Hood Fees	37,919	28,765	24,919	20,000	20,000	25,000
485000 Daily Entrance Fees	773,078	243,749	169,144	570,000	570,000	570,000
485200 Pass Sales	948,633	720,397	642,541	830,000	830,000	830,000
500400 Sale of City Property	-	-	-	-	-	-
500600 Gain (Loss) on Asset Disposal	-	-	-	-	-	-
501000 Miscellaneous Revenue	1	1	1	1	1	1
502100 Capital Contributions	541,507	15,820	15,820	-	-	-
503500 Other Reimbursements	2,637	1,075	701	1,600	1,600	1,600
508500 Cash Short or Over	870	415	238	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<b>3,256,791</b>	<b>1,556,219</b>	<b>1,175,811</b>	<b>2,172,601</b>	<b>2,172,601</b>	<b>2,187,601</b>
<b>Personnel</b>						
610100 Regular Salaries	157,650	425,714	247,634	129,792	129,792	393,978
610200 Labor Pool Allocations	257,680	-	-	420,608	420,608	122,947
610400 Call Time Wages	1,009	230	230	3,000	3,000	3,000
610500 Overtime Wages	28,648	5,094	6,143	11,200	11,200	13,700
610800 Part-Time Wages	8,191	15,373	10,028	27,508	27,508	55,016
611000 Other Compensation	1,260	1,565	1,565	1,665	1,665	1,745
611300 Shift Differential	-	-	-	-	-	-
611400 Sick Pay	(11,896)	4,700	1,289	-	-	-
611500 Vacation Pay	55,811	54,365	23,290	-	-	-
615000 Fringes	228,851	213,465	137,813	282,810	282,810	231,341
617000 Pension Expense	35,779	2,350	-	-	-	-
617100 OPEB Expense	(4,824)	2,882	-	-	-	-
<b>TOTAL PERSONNEL</b>	<b>758,159</b>	<b>725,738</b>	<b>427,992</b>	<b>876,583</b>	<b>876,583</b>	<b>821,727</b>
<b>Training~Travel</b>						
620100 Training/Conferences	8	4	4	-	-	-
<b>TOTAL TRAINING / TRAVEL</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Supplies</b>						
630100 Office Supplies	62	348	151	600	600	250
630300 Memberships & Licenses	595	600	-	600	600	600
630400 Postage\Freight	100	478	50	1,500	1,500	500
630500 Awards & Recognition	623	678	658	350	350	350
630600 Building Maint./Janitorial	19,477	15,091	7,891	18,000	18,000	18,000
630901 Shop Supplies	2,909	1,844	1,354	1,500	1,500	1,500
630902 Tools & Instruments	334	1,136	316	3,500	3,500	3,500
631100 Paint & Supplies	860	1,525	1,151	1,500	1,500	1,500
631603 Other Misc. Supplies	667	657	657	-	-	-
632001 City Copy Charges	122	9	9	-	-	150
632002 Outside Printing	202	2,894	2,894	18,000	18,000	12,700
632102 Protective Clothing	28	443	230	200	200	200
632300 Safety Supplies	290	110	70	500	500	500
632508 Ice Control Materials	19,795	10,826	6,071	15,000	15,000	15,000
632601 Repair Parts	15,239	15,179	14,424	22,000	22,000	22,000
632700 Miscellaneous Equipment	48,056	3,333	150	50,200	50,200	36,700
632800 Signs	2,495	965	-	22,500	37,500	19,000
<b>TOTAL SUPPLIES</b>	<b>111,854</b>	<b>56,116</b>	<b>36,076</b>	<b>155,950</b>	<b>170,950</b>	<b>132,450</b>

**CITY OF APPLETON 2022 BUDGET  
PARKING UTILITY**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
Purchased Services						
640100 Accounting/Audit Fees	2,577	2,523	-	2,540	2,540	3,000
640300 Bank Service Fees	40,156	26,294	15,118	45,428	45,428	33,428
640400 Consulting Services	7,119	43,949	43,949	44,500	44,500	40,000
640700 Solid Waste/Recycling Pickup	2,270	2,367	927	5,000	5,000	2,500
640800 Contractor Fees	13,546	15,095	830	13,000	13,000	13,000
640900 Inspection Fees	1,760	1,860	735	3,700	3,700	3,700
641301 Electric	155,980	108,947	65,804	143,503	143,503	126,000
641302 Gas	1,192	1,319	955	2,550	2,550	1,500
641303 Water	3,642	3,336	1,787	3,600	3,600	3,600
641304 Sewer	927	579	349	800	800	800
641306 Stormwater	21,922	20,713	10,371	23,193	23,193	24,060
641307 Telephone	3,256	4,213	2,511	3,100	3,100	3,100
641308 Cellular Phones	4,654	3,667	909	3,252	3,252	3,468
641600 Build Repairs & Maint	92,130	78,328	60,492	122,000	122,000	75,000
641800 Equip Repairs & Maint	108,733	60,375	50,022	51,640	51,640	49,640
642000 Facilities Charges	391	411	-	-	-	1,451
642400 Software Support	17,725	16,390	7,881	5,800	5,800	960
642501 CEA Operations/Maint.	20,205	24,884	11,318	21,000	21,000	25,100
642502 CEA Depreciation/Replace.	21,594	24,587	12,668	25,600	25,600	28,480
643000 Health Services	-	-	-	-	-	-
644000 Snow Removal Services	90,952	39,842	26,693	52,000	52,000	48,500
645100 Laundry Services	3,283	3,112	1,593	2,500	2,500	2,500
650100 Insurance	52,044	59,349	33,908	63,950	63,950	69,042
659900 Other Contracts/Obligation	8,685	15,441	1,283	32,575	32,575	33,375
TOTAL PURCHASED SVCS	<u>674,743</u>	<u>557,581</u>	<u>350,103</u>	<u>671,231</u>	<u>671,231</u>	<u>592,204</u>
Miscellaneous Expense						
660100 Depreciation Expense	591,992	531,060	310,450	550,000	550,000	537,000
672000 Interest Payments	20,186	32,224	-	12,675	12,675	23,525
TOTAL MISCELLANEOUS EXP	<u>612,178</u>	<u>563,284</u>	<u>310,450</u>	<u>562,675</u>	<u>562,675</u>	<u>560,525</u>
Capital Outlay						
680300 Buildings	718,883	37,925	12,832	475,000	475,000	296,000
680401 Machinery & Equipment	-	-	-	-	-	-
689900 Other Capital Outlay	(746,281)	(23,940)	-	-	-	-
TOTAL CAPITAL OUTLAY	<u>(27,398)</u>	<u>13,985</u>	<u>12,832</u>	<u>475,000</u>	<u>475,000</u>	<u>296,000</u>
Transfers						
791100 Transfer Out - General Fund	9,300	9,300	5,425	9,300	9,300	9,300
791200 Transfer Out - Special Revenue	600,000	-	-	-	-	-
791400 Transfer Out - Capital Project	-	-	-	-	-	75,000
TOTAL TRANSFERS	<u>609,300</u>	<u>9,300</u>	<u>5,425</u>	<u>9,300</u>	<u>9,300</u>	<u>84,300</u>
TOTAL EXPENSE	<u>2,738,844</u>	<u>1,926,008</u>	<u>1,142,882</u>	<u>2,750,739</u>	<u>2,765,739</u>	<u>2,487,206</u>

**CITY OF APPLETON 2022 BUDGET**  
**PARKING UTILITY**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Charges for Services	\$ 2,284,146	\$ 1,282,393	\$ 1,830,000	\$ 1,379,500	\$ 1,855,000
Other	402,204	221,765	320,000	250,000	320,000
Total Revenues	<u>2,686,350</u>	<u>1,504,158</u>	<u>2,150,000</u>	<u>1,629,500</u>	<u>2,175,000</u>
<b>Expenses</b>					
Operating Expenses	1,517,368	1,353,426	1,718,764	1,400,000	1,546,381
Depreciation	591,992	531,059	550,000	531,500	537,000
Total Expenses	<u>2,109,360</u>	<u>1,884,485</u>	<u>2,268,764</u>	<u>1,931,500</u>	<u>2,083,381</u>
Operating Income (Loss)	576,990	(380,327)	(118,764)	(302,000)	91,619
<b>Non-Operating Revenues (Expenses)</b>					
Interest Income	28,933	36,241	20,000	10,000	11,000
Interest Expense	(20,186)	(32,224)	(12,675)	(12,675)	(23,525)
Capital Contributions	541,507	15,820	-	-	-
Other	-	-	1,601	3,500	1,601
Total Non-Operating	<u>550,254</u>	<u>19,837</u>	<u>8,926</u>	<u>825</u>	<u>(10,924)</u>
Net Income (Loss) Before Transfers	1,127,244	(360,490)	(109,838)	(301,175)	80,695
<b>Transfers In (Out)</b>					
Special Revenue	(600,000)	-	-	-	-
Capital Projects	-	-	-	-	(75,000)
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Change in Net Assets	517,944	(369,790)	(119,138)	(310,475)	(3,605)
Total Net Assets - Beginning	<u>7,023,410</u>	<u>7,541,354</u>	<u>7,171,564</u>	<u>7,171,564</u>	<u>6,861,089</u>
Total Net Assets - Ending	<u>\$ 7,541,354</u>	<u>\$ 7,171,564</u>	<u>\$ 7,052,426</u>	<u>\$ 6,861,089</u>	<u>\$ 6,857,484</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 1,246,369	\$ 1,137,394
+ Net Income	(301,175)	80,695
+ Depreciation	531,500	537,000
+ Long Term Debt	-	-
- Fixed Assets	(185,000)	(296,000)
- Transfers Out	(9,300)	(84,300)
- Advance to TIF # 3	-	-
- Principal Repayment	(145,000)	(130,000)
Working Cash - End of Year	<u>\$ 1,137,394</u>	<u>\$ 1,244,789</u>

**WORKING CASH RESERVE REQUIREMENT**

Prior Year Audited Expenditures	\$ 1,884,485
- Depreciation	(531,059)
+ Transfer to General Fund	9,300
Net Prior Year Cash Expenditures	<u>\$ 1,362,726</u>
25 % Working Capital Reserve Requirement	<u>\$ 340,682</u>

**CITY OF APPLETON 2019 BUDGET  
PARKING UTILITY  
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2021 Budget	2021 Projected	2022 Budget	2023 Projected	2024 Projected	2025 Projected	2026 Projected
<b>Revenues</b>							
Charges for Services	\$ 1,830,000	\$ 1,379,500	\$ 1,855,000	\$ 2,200,000	\$ 2,211,000	\$ 2,222,055	\$ 2,233,165
Other	320,000	250,000	320,000	410,000	410,000	410,000	410,000
Total Revenues	<u>2,150,000</u>	<u>1,629,500</u>	<u>2,175,000</u>	<u>2,610,000</u>	<u>2,621,000</u>	<u>2,632,055</u>	<u>2,643,165</u>
<b>Expenses</b>							
Operating Expenses	1,718,764	1,400,000	1,546,381	1,592,772	1,640,556	1,689,772	1,740,465
Depreciation	550,000	531,500	537,000	565,000	575,000	575,000	575,000
Total Expenses	<u>2,268,764</u>	<u>1,931,500</u>	<u>2,083,381</u>	<u>2,157,772</u>	<u>2,215,556</u>	<u>2,264,772</u>	<u>2,315,465</u>
Operating Income	(118,764)	(302,000)	91,619	452,228	405,444	367,283	327,700
<b>Non-Operating Revenues (Expenses)</b>							
Interest Income	20,000	10,000	11,000	10,000	10,000	15,000	15,000
Interest Expense	(12,675)	(12,675)	(23,525)	(18,838)	(14,450)	(10,025)	(5,525)
Other	1,601	3,500	1,601	601	601	601	601
Total Non-Operating	<u>8,926</u>	<u>825</u>	<u>(10,924)</u>	<u>(8,237)</u>	<u>(3,849)</u>	<u>5,576</u>	<u>10,076</u>
Net Income Before Transfers	(109,838)	(301,175)	80,695	443,991	401,595	372,859	337,776
<b>Contributions and Transfers In (Out)</b>							
General Fund	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)	(9,300)
Capital Projects	-	-	(75,000)	-	-	-	-
Change in Net Assets	(119,138)	(310,475)	(3,605)	434,691	392,295	363,559	328,476
Total Net Assets - Beginning	<u>7,171,564</u>	<u>7,171,564</u>	<u>6,861,089</u>	<u>6,857,484</u>	<u>7,292,175</u>	<u>7,684,470</u>	<u>8,048,029</u>
Total Net Assets - Ending	<u>\$ 7,052,426</u>	<u>\$ 6,861,089</u>	<u>\$ 6,857,484</u>	<u>\$ 7,292,175</u>	<u>\$ 7,684,470</u>	<u>\$ 8,048,029</u>	<u>\$ 8,376,505</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of the Year	1,246,369	1,137,394	1,244,789	1,754,480	2,081,775	2,370,334
+ Net Income	(301,175)	80,695	443,991	401,595	372,859	337,776
+ Depreciation	531,500	537,000	565,000	575,000	575,000	575,000
+ Long Term Debt	-	-	-	-	-	-
- Fixed Assets	(185,000)	(296,000)	(350,000)	(1,700,000)	(1,700,000)	(1,700,000)
- Transfer Out	(9,300)	(84,300)	(9,300)	(9,300)	(9,300)	(9,300)
+ Repayments from TIF #3	-	-	-	1,200,000	1,200,000	1,200,000
- Principal Repayment	(145,000)	(130,000)	(140,000)	(140,000)	(150,000)	(150,000)
Working Cash - End of Year	<u>\$ 1,137,394</u>	<u>\$ 1,244,789</u>	<u>\$ 1,754,480</u>	<u>\$ 2,081,775</u>	<u>\$ 2,370,334</u>	<u>\$ 2,623,810</u>
25% Working Capital Reserve (prior year's expenses)	340,682	355,494	394,802	405,227	416,076	427,274

**ASSUMPTIONS:**

Interest rate on debt at 3% ten-year term

Operating expenses to increase 3% per year after 2022

No changes in hours of enforcement or use of parking spaces. Revenue estimates anticipate a return to pre-pandemic levels in 2023 and .5% increase in revenue starting in 2024 for potential increase in general parking needs

**CITY OF APPLETON 2022 BUDGET  
PARKING UTILITY  
LONG-TERM DEBT**

2016			
General Obligation Bonds			
Year	Principal	Interest	Total
2022	\$ 70,000	\$ 10,575	\$ 80,575
2023	75,000	7,800	82,800
2024	75,000	5,363	80,363
2025	80,000	3,000	83,000
2026	80,000	600	80,600
	<u>\$ 380,000</u>	<u>\$ 27,338</u>	<u>\$ 407,338</u>

2019			
General Obligation Bonds			
Year	Principal	Interest	Total
2022	\$ 60,000	\$ 12,950	\$ 72,950
2023	65,000	11,038	76,038
2024	65,000	9,088	74,088
2025	70,000	7,025	77,025
2026	70,000	4,925	74,925
2027	70,000	3,350	73,350
2028	75,000	1,875	76,875
2029	75,000	375	75,375
	<u>\$ 550,000</u>	<u>\$ 50,625</u>	<u>\$ 600,625</u>

Total			
Year	Principal	Interest	Total
2022	\$ 130,000	\$ 23,525	\$ 153,525
2023	140,000	18,838	158,838
2024	140,000	14,450	154,450
2025	150,000	10,025	160,025
2026	150,000	5,525	155,525
2027	70,000	3,350	73,350
2028	75,000	1,875	76,875
2029	75,000	375	75,375
	<u>\$ 930,000</u>	<u>\$ 77,963</u>	<u>\$ 1,007,963</u>

Note: Schedule is based on accrual method of accounting. No debt will be issued in 2022.

**CITY OF APPLETON 2022 BUDGET**

**CENTRAL EQUIPMENT AGENCY**

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

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

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

## **CITY OF APPLETON 2022 BUDGET CENTRAL EQUIPMENT AGENCY**

### **MISSION STATEMENT**

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

### **DISCUSSION OF SIGNIFICANT 2021 EVENTS**

Purchased heavy duty trucks and equipment with clean diesel technology

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

Monitored and revised the CEA monthly billings as necessary

Inspected all vehicle fire extinguishers annually using trained and in-house certified CEA technicians

Researched options for extending the life-cycle of current and future police vehicle replacements

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

Continue to install different styles of carbide cutting edge on various different snow plows to evaluate for increased edge longevity, improved snow and ice cut and to reduce out of service time for cutting edge replacement

Continued to expand the functionality of the Precise GPS system to include automatic reporting of potholes, yard waste, overflow, and metal, and collect snow and ice product outputs with plow up/down information and salt usage

## CITY OF APPLETON 2022 BUDGET CENTRAL EQUIPMENT AGENCY

### MAJOR 2022 OBJECTIVES

- Rent or loan equipment to, and borrow equipment from, neighboring communities in emergency situations
- Advise user groups about making good equipment choices to do their work, lowering fuel costs and decreasing the carbon footprint of the fleet
- Work with the Traffic Division staff to insure that equipment lighting meets current City standards
- Hold cooperative training for mechanics from the City as well as neighboring communities
- Work with user departments to evaluate equipment due for replacement to determine if any are viable candidates for hybrid or electric vehicles
- Monitor and revise the CEA monthly billings as necessary
- Celebrate National Public Works Week
- Update/implement succession plan for CEA staff
- Research options to find different vendors for shop supplies and parts to reduce costs
- Research the option of using fully synthetic oils to extend oil change intervals
- Continue to expand the Precise GPS/GIS system to include more automatic reporting functions and Customer Service Request (CSR) reports
- Continue to meet with employees throughout the year to evaluate performance and review goals
- Work with the Appleton Police Department to evaluate alternative makes/models of vehicles for use by detectives and as marked one-to-one sedans.

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 6,666,815	\$ 6,686,045	\$ 6,449,831	\$ 6,449,831	\$ 7,361,400	14.13%
<b>Program Expenses</b>							
6110	Administration	3,426,170	3,417,090	3,806,243	3,806,243	3,503,942	-7.94%
6121	Maintenance	2,450,366	2,249,249	2,546,148	2,546,148	2,644,861	3.88%
<b>Total Program Expenses</b>		\$ 5,876,536	\$ 5,666,339	\$ 6,352,391	\$ 6,352,391	\$ 6,148,803	-3.20%
<b>Expenses Comprised Of:</b>							
Personnel		1,299,468	1,300,590	1,327,707	1,327,707	1,372,223	3.35%
Training & Travel		1,528	2,035	3,750	3,750	3,750	0.00%
Supplies & Materials		1,379,731	1,127,383	1,365,594	1,365,594	1,392,768	1.99%
Purchased Services		382,443	378,197	408,840	408,840	411,110	0.56%
Miscellaneous Expense		2,622,582	2,648,047	2,976,500	2,976,500	2,753,912	-7.48%
Capital Expenditures		-	-	-	-	-	N/A
Transfers		190,784	210,087	270,000	270,000	215,040	-20.36%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		14.51	14.23	14.23	14.23	14.38	

\* % change from prior year adopted budget  
CEA.xls



**CITY OF APPLETON 2022 BUDGET  
CENTRAL EQUIPMENT AGENCY**

**Administration**

**Business Unit 6110**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

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

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

This budget includes \$10,000 for the purchase of a portable hydraulic hose crimper and a digital hydraulic test station.

**CITY OF APPLETON 2022 BUDGET  
CENTRAL EQUIPMENT AGENCY**

**Administration**

**Business Unit 6110**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
471000 Interest on Investments	\$ 13,552	\$ 13,765	\$ 7,000	\$ 7,000	\$ 7,000
486500 CEA Operational Revenue	2,966,519	2,887,490	3,067,772	3,067,772	3,105,510
490800 Misc Intergovernmental	36,178	25,310	35,890	35,890	35,890
500400 Sale of City Property	191,168	255,108	270,000	270,000	215,040
502100 Capital Contributions	3,423,540	3,475,872	3,043,169	3,043,169	3,966,960
503500 Other Reimbursements	34,252	28,500	25,000	25,000	30,000
508200 Insurance Proceeds	1,606	-	1,000	1,000	1,000
<b>Total Revenue</b>	<b>\$ 6,666,815</b>	<b>\$ 6,686,045</b>	<b>\$ 6,449,831</b>	<b>\$ 6,449,831</b>	<b>\$ 7,361,400</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 250,444	\$ 292,210	\$ 268,659	\$ 268,659	\$ 241,224
610400 Call Time Wages	170	130	300	300	300
610500 Overtime Wages	839	66	600	600	600
615000 Fringes	175,562	98,094	100,843	100,843	97,924
620100 Training/Conferences	1,528	2,035	3,750	3,750	3,750
630100 Office Supplies	904	814	1,000	1,000	900
630300 Memberships & Licenses	948	1,062	800	800	800
630500 Awards & Recognition	420	64	420	420	420
630901 Shop Supplies	40,531	39,462	48,980	48,980	50,450
631000 Miscellaneous Chemicals	13,453	12,454	13,200	13,200	14,300
631500 Books & Library Materials	-	288	400	400	305
632002 Outside Printing	1,632	1,024	1,500	1,500	1,500
632102 Protective Clothing	746	877	900	900	900
632300 Safety Supplies	589	798	700	700	700
632400 Medical/Lab Supplies	135	78	75	75	75
632601 Repair Parts	123	94	-	-	-
632700 Miscellaneous Equipment	9,933	9,683	9,800	9,800	10,000
640100 Accounting/Audit Fees	1,954	1,781	1,470	1,470	1,470
640300 Bank Service Fees	255	325	300	300	300
640400 Consulting Services	11,231	104	-	-	-
641300 Utilities	30,402	27,841	33,026	33,026	34,234
641800 Equip Repairs & Maint	13,238	11,617	13,000	13,000	13,000
642000 Facilities Charges	14,798	13,816	18,000	18,000	15,961
642400 Software Support	6,568	8,903	8,600	8,600	10,185
642501 CEA Operations	43	8	-	-	-
642502 CEA Depreciation	19	18	-	-	-
643000 Health Services	-	-	20	20	-
645100 Laundry Services	6,579	6,108	5,900	5,900	6,500
650100 Insurance	29,760	28,608	27,500	27,500	29,192
650302 Equipment Rent	-	-	-	-	-
659900 Other Contracts/Obligation	-	594	-	-	-
660100 Depreciation Expense	2,619,475	2,642,281	2,975,000	2,975,000	2,750,000
672000 Interest Payments	3,107	5,766	1,500	1,500	3,912
791400 Transfer Out - Capital Proj	190,784	210,087	270,000	270,000	215,040
<b>Total Expense</b>	<b>\$ 3,426,170</b>	<b>\$ 3,417,090</b>	<b>\$ 3,806,243</b>	<b>\$ 3,806,243</b>	<b>\$ 3,503,942</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Shop Supplies

Small shop tools	\$ 46,310
	<u>\$ 46,310</u>

Transfer Out - Capital Projects

Proceeds from sale of vehicles	\$ 215,040
	<u>\$ 215,040</u>

**CITY OF APPLETON 2022 BUDGET  
CENTRAL EQUIPMENT AGENCY**

**Maintenance**

**Business Unit 6121**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

Fuel costs were budgeted at \$2.21/gallon and \$2.49/gallon for unleaded and diesel fuel, respectively, in 2021. For 2022, based on current and past prices, these estimates are expected to remain the same.

This budget reflects the combination of a part-time service person position in CEA with a part-time Parking Utility position to make one full-time position. The increase in expenses in this budget is reflected in fringe benefit costs due to the position being eligible for full-time benefits (\$13,124 CEA share). The combination of these positions is being done in an effort to improve efficiency in both departments as well as attract a larger pool of candidates for the new full-time position and improve the probability of retaining the person after hire. Hiring for, and retainage of, the current part-time position has been extremely challenging over the past several years.

**CITY OF APPLETON 2022 BUDGET  
CENTRAL EQUIPMENT AGENCY**

**Maintenance**

**Business Unit 6121**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 610,507	\$ 659,032	\$ 664,637	\$ 664,637	\$ 724,869
610400 Call Time Wages	1,890	890	2,000	2,000	2,000
610500 Overtime Wages	21,254	5,467	10,000	10,000	10,000
615000 Fringes	238,801	244,701	280,668	280,668	295,306
630400 Postage\Freight	58	98	300	300	200
630901 Shop Supplies	122	-	-	-	-
632200 Gas Purchases	771,479	556,733	793,538	793,538	793,538
632300 Safety Supplies	9	715	-	-	-
632601 Repair Parts	538,650	503,139	493,981	493,981	518,680
640900 Inspection Fees	6,089	7,164	9,000	9,000	8,000
641700 Vehicle Repairs & Maint	260,010	268,234	285,000	285,000	285,000
642502 CEA Depreciation/Replace.	10,953	9,590	13,000	13,000	14,244
642900 Interfund Allocations	(9,480)	(6,551)	(6,000)	(6,000)	(7,000)
650302 Equipment Rent	24	37	24	24	24
Total Expense	<u>\$ 2,450,366</u>	<u>\$ 2,249,249</u>	<u>\$ 2,546,148</u>	<u>\$ 2,546,148</u>	<u>\$ 2,644,861</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Gas/Oil Purchases \*

Fuel for vehicles & equipment:	
Unleaded gasoline: 152,240 gallons	
@ \$2.21/gallon	\$ 336,450
Diesel fuel: 167,505 gallons	
@ \$2.49/gallon	417,088
Oil	40,000
	<u>\$ 793,538</u>

Vehicle Repairs & Maint.

Tire service	\$ 155,910
Vehicle alignments	30,648
Towing services	3,348
Vehicle cleaning/upholstery	15,453
Body shop work	32,252
Painting	22,664
Outside fire vehicle maint.	24,725
	<u>\$ 285,000</u>

Vehicle & Equipment Parts

Operational (engine, drive train, main body, etc.)	\$ 363,385
Non-operational (add-ons to chassis; e.g. packer, dump box, etc.)	123,165
Fire vehicle parts	32,130
	<u>\$ 518,680</u>

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

**CITY OF APPLETON 2022 BUDGET  
CENTRAL EQUIPMENT AGENCY**

	2019	2020	2021	2021	2021	2022
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>YTD ACTUAL</u>	<u>ORIG BUD</u>	<u>REVISED BUD</u>	<u>BUDGET</u>
<b>Program Revenues</b>						
471000 Interest on Investments	13,552	13,765	(1,647)	7,000	7,000	7,000
486500 CEA Operational Revenue	2,966,519	2,887,490	513,974	3,067,772	3,067,772	3,105,510
490800 Misc Intergovernmental Charges	36,178	25,310	8,953	35,890	35,890	35,890
500400 Sale of City Property	191,168	255,108	87,987	270,000	270,000	215,040
502100 Capital Contributions	3,423,540	3,475,872	-	3,043,169	3,043,169	3,966,960
503500 Other Reimbursements	34,252	28,500	13,446	25,000	25,000	30,000
508200 Insurance Proceeds	1,606	-	-	1,000	1,000	1,000
<b>TOTAL PROGRAM REVENUES</b>	<b>6,666,815</b>	<b>6,686,045</b>	<b>622,713</b>	<b>6,449,831</b>	<b>6,449,831</b>	<b>7,361,400</b>
<b>Personnel</b>						
610100 Regular Salaries	860,952	951,243	244,230	933,296	933,296	966,093
610400 Call Time Wages	2,060	1,020	1,010	2,300	2,300	2,300
610500 Overtime Wages	22,093	5,532	3,316	10,600	10,600	10,600
615000 Fringes	414,363	342,795	94,729	381,511	381,511	393,230
<b>TOTAL PERSONNEL</b>	<b>1,299,468</b>	<b>1,300,590</b>	<b>343,285</b>	<b>1,327,707</b>	<b>1,327,707</b>	<b>1,372,223</b>
<b>Training~Travel</b>						
620100 Training/Conferences	1,528	2,035	715	3,750	3,750	3,750
<b>TOTAL TRAINING / TRAVEL</b>	<b>1,528</b>	<b>2,035</b>	<b>715</b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>
<b>Supplies</b>						
630100 Office Supplies	904	814	188	1,000	1,000	900
630300 Memberships & Licenses	948	1,062	68	800	800	800
630400 Postage\Freight	58	98	28	300	300	200
630500 Awards & Recognition	420	64	50	420	420	420
630901 Shop Supplies	40,653	39,462	5,592	48,980	48,980	50,450
631000 Miscellaneous Chemicals	13,453	12,454	2,773	13,200	13,200	14,300
631500 Books & Library Materials	-	288	-	400	400	305
632002 Outside Printing	1,632	1,024	171	1,500	1,500	1,500
632102 Protective Clothing	746	877	265	900	900	900
632200 Gas Purchases	771,479	556,733	197,199	793,538	793,538	793,538
632300 Safety Supplies	597	1,513	267	700	700	700
632400 Medical\Lab Supplies	135	78	16	75	75	75
632601 Repair Parts	538,773	503,233	139,825	493,981	493,981	518,680
632700 Miscellaneous Equipment	9,933	9,683	-	9,800	9,800	10,000
<b>TOTAL SUPPLIES</b>	<b>1,379,731</b>	<b>1,127,383</b>	<b>346,442</b>	<b>1,365,594</b>	<b>1,365,594</b>	<b>1,392,768</b>
<b>Purchased Services</b>						
640100 Accounting/Audit Fees	1,954	1,781	-	1,470	1,470	1,470
640300 Bank Service Fees	255	325	49	300	300	300
640400 Consulting Services	11,231	104	-	-	-	-
640900 Inspection Fees	6,089	7,164	840	9,000	9,000	8,000
641301 Electric	8,836	11,609	1,632	10,944	10,944	11,600
641302 Gas	9,945	5,084	-	10,590	10,590	10,590
641303 Water	2,463	2,516	464	2,200	2,200	2,500
641304 Sewer	1,075	1,107	196	950	950	1,100
641306 Stormwater	6,616	6,777	1,745	6,980	6,980	6,980
641308 Cellular Phones	1,468	748	398	1,362	1,362	1,464
641700 Vehicle Repairs & Maint	260,010	266,941	56,081	285,000	285,000	285,000
641800 Equip Repairs & Maint	13,238	12,910	761	13,000	13,000	13,000
642000 Facilities Charges	14,798	13,816	2,033	18,000	18,000	15,961
642400 Software Support	6,568	8,903	1,630	8,600	8,600	10,185
642502 CEA Depreciation/Replace.	11,014	9,616	1,380	13,000	13,000	14,244
642900 Interfund Allocations	(9,480)	(6,551)	(939)	(6,000)	(6,000)	(7,000)
643000 Health Services	-	-	-	20	20	-
645100 Laundry Services	6,579	6,108	1,568	5,900	5,900	6,500
650100 Insurance	29,760	28,608	-	27,500	27,500	29,192
650302 Equipment Rent	24	37	-	24	24	24
659900 Other Contracts/Obligation	-	594	-	-	-	-
<b>TOTAL PURCHASED SVCS</b>	<b>382,443</b>	<b>378,197</b>	<b>67,838</b>	<b>408,840</b>	<b>408,840</b>	<b>411,110</b>

**CITY OF APPLETON 2022 BUDGET  
CENTRAL EQUIPMENT AGENCY**

	2019	2020	2021	2021	2021	2022
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>YTD ACTUAL</u>	<u>ORIG BUD</u>	<u>REVISED BUD</u>	<u>BUDGET</u>
Miscellaneous Expense						
660100 Depreciation Expense	2,619,475	2,642,281	-	2,975,000	2,975,000	2,750,000
672000 Interest Payments	3,107	5,766	-	1,500	1,500	3,912
TOTAL MISCELLANEOUS	<u>2,622,582</u>	<u>2,648,047</u>	-	<u>2,976,500</u>	<u>2,976,500</u>	<u>2,753,912</u>
Capital Outlay						
680401 Machinery & Equipment	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
Transfers						
791400 Transfer Out - Capital Project	190,784	210,087	-	270,000	270,000	215,040
TOTAL TRANSFERS	<u>190,784</u>	<u>210,087</u>	-	<u>270,000</u>	<u>270,000</u>	<u>215,040</u>
TOTAL EXPENSE	<u>5,876,536</u>	<u>5,666,339</u>	<u>758,280</u>	<u>6,352,391</u>	<u>6,352,391</u>	<u>6,148,803</u>

**CITY OF APPLETON 2022 BUDGET**  
**CENTRAL EQUIPMENT AGENCY**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Charges for Services	\$ 3,002,697	\$ 2,912,800	\$ 3,103,662	\$ 3,005,000	\$ 3,141,400
Other	35,858	28,500	26,000	25,000	31,000
Total Revenues	<u>3,038,555</u>	<u>2,941,300</u>	<u>3,129,662</u>	<u>3,030,000</u>	<u>3,172,400</u>
<b>Expenses</b>					
Operating Expenses	3,063,170	2,808,205	3,105,891	2,900,000	3,179,851
Depreciation	2,619,475	2,642,281	2,975,000	2,731,500	2,750,000
Total Expenses	<u>5,682,645</u>	<u>5,450,486</u>	<u>6,080,891</u>	<u>5,631,500</u>	<u>5,929,851</u>
Operating Loss	(2,644,090)	(2,509,186)	(2,951,229)	(2,601,500)	(2,757,451)
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	13,552	13,765	7,000	5,000	7,000
Sale of City Property	191,168	255,108	270,000	250,000	215,040
Interest Expense	(3,107)	(5,766)	(1,500)	(1,500)	(3,912)
Total Non-Operating	<u>201,613</u>	<u>263,107</u>	<u>275,500</u>	<u>253,500</u>	<u>218,128</u>
Income (Loss) before Contributions and Transfers	(2,442,477)	(2,246,079)	(2,675,729)	(2,348,000)	(2,539,323)
<b>Contributions and Transfers In (Out)</b>					
Capital Contributions	3,423,540	3,475,872	3,043,169	2,800,000	3,966,960
Transfers Out	(190,784)	(210,087)	(270,000)	(250,000)	(215,040)
Change in Net Assets	790,279	1,019,706	97,440	202,000	1,212,597
Net Assets - Beginning	<u>13,462,528</u>	<u>14,252,807</u>	<u>15,272,513</u>	<u>15,272,513</u>	<u>15,474,513</u>
Net Assets - Ending	<u>\$ 14,252,807</u>	<u>\$ 15,272,513</u>	<u>\$ 15,369,953</u>	<u>\$ 15,474,513</u>	<u>\$ 16,687,110</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of Year	\$ 677,931	\$ 780,806
+ Change in Net Assets	202,000	1,212,597
- Capital Contributions	(2,800,000)	(3,966,960)
- Principal Repayment	(30,625)	(35,500)
+ Long Term Debt	-	-
- Fixed Assets	-	-
+ Depreciation	2,731,500	2,750,000
Working Cash - End of Year	<u>\$ 780,806</u>	<u>\$ 740,943</u>

CITY OF APPLETON 2022 BUDGET  
CENTRAL EQUIPMENT AGENCY  
LONG TERM DEBT

Year	2014 G.O. Notes	
	Principal	Interest
2022	\$ 20,500	\$ 1,099
2023	21,250	633
2024	21,625	128
	<u>\$ 63,375</u>	<u>\$ 1,860</u>

Year	2019 G.O. Notes	
	Principal	Interest
2022	\$ 15,000	\$ 2,813
2023	15,000	2,363
2024	15,000	1,913
2025	15,000	1,463
2026	15,000	1,013
2027	15,000	675
2028	15,000	375
2029	15,000	75
	<u>\$ 120,000</u>	<u>\$ 10,690</u>

Year	Total	
	Principal	Interest
2022	\$ 35,500	\$ 3,912
2023	36,250	2,996
2024	36,625	2,041
2025	15,000	1,463
2026	15,000	1,013
2027	15,000	675
2028	15,000	375
2029	15,000	75
2030	-	-
	<u>\$ 183,375</u>	<u>\$ 12,550</u>







**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**CEA REPLACEMENT FUND**

**Business Unit 4320**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

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

<b>Equipment</b>	<b>Home Department</b>	<b>Funding Source</b>			<b>Total Cost</b>
		<b>CEA</b>	<b>Other</b>	<b>Source</b>	
Rake Sand Star II	Facilities	\$ 25,000			\$ 25,000
Pickup/Crew Cab	Facilities	42,100			42,100
Mower 60"	Facilities	23,500			23,500
Pickup 4X2 Service Body	Traffic	53,000	25,000	DPW - Traffic	78,000
ProGator/Sprayer	Golf	65,600			65,600
Riding Mower	Golf	23,500			23,500
Sideload Trucks (2 @ \$270,000)	Sanitation	540,000			540,000
Ford SUVs (14 @ \$50,385)	Police	705,390			705,390
CSO Vans (3 @ \$36,440)	Police	109,320			109,320
SUV Undercover	Police	21,500			21,500
Pickup 4X4	Fire	46,600			46,600
Durango	Fire	50,000			50,000
3/4 Ton Crew 4X4 (2 @ 51,050)	Fire	102,100			102,100
Sweeper	Stormwater	220,000	10,000	Stormwater	230,000
Leaf Vacuum Units (5 @ \$65,000)	Stormwater	-	325,000	Stormwater	325,000
Mason Trucks (2 @ \$147,650)	Street	295,300			295,300
Loader	Street	300,000			300,000
Sidewalk Tractor	Street	170,000			170,000
Sidewalk Tractor	Street	186,000			186,000
Sidewalk Tractor	Street	-	161,400	GO Note	161,400
Toolcats (2 @ \$68,775)	Street	-	137,550	GO Note	137,550
Service Truck	Water Dist.	152,000			152,000
Forklifts (2 @ \$28,350)	Water Filt.	56,700			56,700
Pickup 4X2 Crew Cab	Water Filt.	45,400			45,400
Toolcat	Parking	-	75,000	Parking	75,000
		<b>\$ 3,233,010</b>	<b>\$ 733,950</b>		<b>\$ 3,966,960</b>

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

In 2021, the CEA Review Committee approved the following equipment changes:

1. Traffic Department request to replace their 3/4 ton pickup truck with an upgraded F350 4X4 with extended bed and cab.
2. Fire Department request to eliminate an alternate response vehicle and SUV and replace them with two 3/4 ton 4X4 crew cab pickup trucks and one 1/2 ton 4X4 pickup truck.
3. Stormwater Utility request to add a gutter broom upgrade to the new sweeper.
4. Stormwater Utility request to adapt five automated sideload trucks with leaf vacuum units to allow the department to operationalize the leaf pickup plan previously approved by Council.
5. Street Department request for the addition of a sidewalk tractor and two Toolcat tractors to allow the department to operationalize the snow removal plan previously approved by Council.
6. Parking Utility request to add a Toolcat tractor to their fleet to allow the department to operationalize the snow removal plan previously approved by Council.

**DEPARTMENT BUDGET SUMMARY**

<b>Programs</b>		<b>Actual</b>		<b>Budget</b>			<b>%</b>
<b>Unit</b>	<b>Title</b>	<b>2019</b>	<b>2020</b>	<b>Adopted 2021</b>	<b>Amended 2021</b>	<b>2022</b>	<b>Change *</b>
	<b>Program Revenues</b>	\$ 3,357,737	\$ 4,124,562	\$ 3,526,520	\$ 3,526,520	\$ 4,551,800	29.07%
	<b>Program Expenses</b>	\$ 3,423,717	\$ 3,475,797	\$ 3,043,169	\$ 3,705,070	\$ 3,966,960	30.36%
<b>Expenses Comprised Of:</b>							
	Capital Expenditures	3,423,717	3,475,797	3,043,169	3,705,070	3,966,960	30.36%

\* % change from prior year adopted budget  
2022 CEA Replacement.xlsx

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**CEA REPLACEMENT FUND**

**Business Unit 4320**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
471000 Interest on Investments	\$ 57,103	\$ 37,583	\$ 35,000	\$ 35,000	\$ 35,000
486600 CEA Depreciation Revenue	2,682,900	2,861,853	3,221,520	3,221,520	3,567,810
508200 Insurance Proceeds	-	11,189	-	-	-
591000 Proceeds of Long-term Debt	350,000	1,000,000	-	-	298,950
592100 Transfer In - General Fund	14,700	-	-	-	25,000
592200 Transfer In - Special Revenue	-	-	-	-	-
592601 Transfer In - Water	-	-	-	-	-
592603 Transfer In - Stormwater	60,000	-	-	-	335,000
592604 Transfer In - Parking	-	-	-	-	75,000
592605 Transfer In - Golf Course	-	3,850	-	-	-
593101 Transfer In - CEA	193,034	210,087	270,000	270,000	215,040
<b>Total Revenue</b>	<b>\$ 3,357,737</b>	<b>\$ 4,124,562</b>	<b>\$ 3,526,520</b>	<b>\$ 3,526,520</b>	<b>\$ 4,551,800</b>
<b>Expenses</b>					
680403 Vehicles	3,423,717	3,475,797	3,043,169	3,705,070	3,966,960
<b>Total Expense</b>	<b>\$ 3,423,717</b>	<b>\$ 3,475,797</b>	<b>\$ 3,043,169</b>	<b>\$ 3,705,070</b>	<b>\$ 3,966,960</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Trans In - CEA Internal Service

Proceeds from sale of vehicles	\$ 215,040
	<u>\$ 215,040</u>

Equipment

Replacement vehicles & equipment (see list, previous page)	\$ 3,966,960
	<u>\$ 3,966,960</u>

**CITY OF APPLETON 2022 BUDGET  
CEA REPLACEMENT**

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

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Interest Income	\$ 57,103	\$ 37,583	\$ 35,000	\$ 20,000	\$ 35,000
Charges for Services	2,682,900	2,873,042	3,221,520	3,100,000	3,567,810
Total Revenues	<u>2,740,003</u>	<u>2,910,625</u>	<u>3,256,520</u>	<u>3,120,000</u>	<u>3,602,810</u>
<b>Expenses</b>					
Program Costs	3,423,717	3,475,797	3,043,169	3,500,000	3,966,960
Total Expenses	<u>3,423,717</u>	<u>3,475,797</u>	<u>3,043,169</u>	<u>3,500,000</u>	<u>3,966,960</u>
Revenues over (under) Expenses	(683,714)	(565,172)	213,351	(380,000)	(364,150)
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Notes	350,000	1,000,000	-	-	298,950
Transfers In - General Fund	14,700	-	-	-	25,000
Transfers In - Special Revenue	-	-	-	-	-
Transfers In - Water Utility	-	-	-	-	-
Transfers In - Stormwater Utility	60,000	-	-	-	335,000
Transfers In - Parking Utility	-	-	-	-	75,000
Transfers In - Golf Course	-	3,850	-	-	-
Transfers In - Internal Service	193,034	210,087	270,000	250,000	215,040
Total Other Financing Sources (Uses)	<u>617,734</u>	<u>1,213,937</u>	<u>270,000</u>	<u>250,000</u>	<u>948,990</u>
Net Change in Equity	(65,980)	648,765	483,351	(130,000)	584,840
Fund Balance - Beginning	2,602,466	2,536,486	3,185,251	3,185,251	3,055,251
Fund Balance - Ending	<u>\$ 2,536,486</u>	<u>\$ 3,185,251</u>	<u>\$ 3,668,602</u>	<u>\$ 3,055,251</u>	<u>\$ 3,640,091</u>

**CITY OF APPLETON 2022 BUDGET**

**HEALTH DEPARTMENT**

**Interim Public Health Officer: Sonja Jensen**

## **CITY OF APPLETON 2022 BUDGET HEALTH DEPARTMENT**

### **MISSION STATEMENT**

The mission of the Appleton Health Department is to safeguard the environment, promote public health, and protect consumers in the community by providing high quality services responsive to the needs of the people. Our belief is that prevention is the most effective public health strategy.

### **DISCUSSION OF SIGNIFICANT 2021 EVENTS**

COVID-19 has been a major focus of our work in 2021. Early in 2020, we activated the EOC to coordinate City-wide efforts and response. The EOC was deactivated June 1, 2021. Our department has a lead role in disease investigation including close contact tracing and education to identify known COVID-19 cases and quarantine all close contacts. Our work also includes providing consultation to work, school, long term care facilities, jail, shelters, daycare centers, and other settings throughout the community. We also maintain a close working relationship with our healthcare partners regarding testing and treatment of COVID-19 patients.

Staff continued to collaborate with representatives from local hospital-based health care providers including: Aurora, Children's Hospital of the Fox Valley, Ministry Health Care, and Thedacare; as well as Fox Valley health departments including those in Calumet, Outagamie and Winnebago counties and the City of Menasha. In 2021, we addressed both the hospital and Health Department requirements of the Affordable Care Act. Together, we collaborated on our community health needs assessments, summarized the results, identified strategies for improvement regionally, and collaborated on program implementation plans.

The East Central Weights and Measures Consortium, administered by the Appleton Health Department, continues to provide contracted services in the Cities of Berlin, Kaukauna, New London, Ripon and Waupaca and the Villages of Ashwaubenon, Kimberly, Little Chute and Fox Crossing. In 2021, we increased the number of service days to reflect the growing number of businesses in these communities. Also in 2021, an agreement was reached to provide contracted services to the City of Neenah.

Staff recognize their role as a collaborative one within the community. Staff participate in more than three dozen different agency boards and community and professional organizations. This cooperation is critical to identify and address local and statewide health and environmental issues. In 2021, we continue to participate in a newly formed overdose fatality review committee comprised of law enforcement, legal, coroner's office, first responders, healthcare, public health, and other impacted agencies to better understand the problem and look for ways to prevent future consequences. Alcohol abuse increasingly is becoming a problem that should become a priority.

In 2020, we worked to implement the new Health in All Policy ordinance by facilitating the interdepartmental work team made up of several department directors and the City's Diversity and Inclusion Coordinator. This year, we also have participated in the Governmental Alliance Racial Equity (GARE) project which looks to study ways to change our work culture to be more inclusive and welcoming to all of our residents. Continued work to bring training to all City workers remains a priority. Utilizing the Health in All Policy Ordinance engages stakeholders in a coordinated way.

# CITY OF APPLETON 2022 BUDGET HEALTH DEPARTMENT

## MAJOR 2022 OBJECTIVES

Public health preparedness issues will continue to be a priority for the department. Using lessons learned from the COVID-19 after action reports will provide guidance for quality improvement. This planning will take an all hazards approach, meaning this response planning can be applied to a variety of public health challenges the City may face. Re-emerging communicable diseases like TB, vaccine preventable illnesses such as measles, pertussis and mumps, and sexually transmitted diseases such as gonorrhea will remain a priority for the department. We will continue to strengthen our disease surveillance and communication with local health care partners. Emerging illnesses have resulted in an awareness of the need for a global surveillance and planning effort locally.

We expect COVID-19 will remain a focus of our work in 2022. Our department will continue to lead disease investigations including contact tracing and education to identify known COVID-19 cases and quarantine all close contacts. Our efforts will also include ongoing consultation to work, school, long term care facilities, jail, shelters, daycare, and other settings throughout the community. We also will maintain close working relationships with our healthcare partners regarding testing and treatment of COVID-19 patients.

As a department, we place a high value on our collaborative partnerships throughout the region and will continue to strengthen these existing relationships. Examples of these partnerships where department staff provide a leadership role include the East Central Weights and Measures Consortium, Northeast Wisconsin Immunization Coalition, Breastfeeding Alliance of Northeast Wisconsin, Fox Valley Healthcare Emergency Readiness Coalition, Northeast Wisconsin Public Health Preparedness Partnership, Fox Cities Housing Coalition, and Fox Valley Community Health Improvement Coalition to name a few.

Public Health accreditation is a voluntary program that measures the degree to which state, local, tribal, and territorial health departments meet nationally recognized standards and measures. The standards are set by the Public Health Accreditation Board (PHAB), a non-profit accrediting body for national public health accreditation. Their mission is to promote and protect the health of the public by advancing the quality and performance of all health departments in the United States. PHAB's initial accreditation assesses a health department's capacity to carry out the ten Essential Public Health Services; manage an effective health department; and maintain strong and effective communications with the governing entity. In 2022, our department will continue to work on becoming an accredited health department.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 307,577	\$ 278,828	\$ 301,742	\$ 301,742	\$ 315,588	4.59%
<b>Program Expenses</b>							
12510	Administration	163,336	41,183	171,307	171,307	185,233	8.13%
12520	Nursing	457,762	178,271	509,992	509,992	527,824	3.50%
12530	Environmental Health	287,197	206,017	333,476	333,476	332,904	-0.17%
12540	Weights & Measures	208,231	157,884	205,812	205,812	216,583	5.23%
<b>TOTAL</b>		<b>\$ 1,116,526</b>	<b>\$ 583,355</b>	<b>\$ 1,220,587</b>	<b>\$ 1,220,587</b>	<b>\$ 1,262,544</b>	<b>3.44%</b>
<b>Expenses Comprised Of:</b>							
Personnel		1,032,656	510,792	1,128,883	1,128,883	1,170,752	3.71%
Training & Travel		10,737	9,346	12,870	12,870	12,870	0.00%
Supplies & Materials		17,291	15,391	18,425	18,425	18,425	0.00%
Purchased Services		55,842	47,826	60,409	60,409	60,497	0.15%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		11.95	11.95	11.95	11.95	11.95	

\* % change from prior year adopted budget  
Health.xls



**CITY OF APPLETON 2022 BUDGET  
HEALTH DEPARTMENT**

**Administration**

**Business Unit 12510**

**PROGRAM MISSION**

Through management activities, enforcement, and collaboration, the Health Officer assures public health services to the City of Appleton.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy #1: "Responsibly deliver excellent services".

**Objectives:**

Provide long range planning, policy development, fiscal supervision, personnel management and general clerical support to program areas.

Enforce local and state laws regarding public health and consumer issues.

Collaborate with community health care providers and agencies to improve the public's health and well-being.

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

The reduction in expenses recorded in this program for 2021 is the result of the COVID-19 pandemic and grant funding that was made available to the City to support efforts to combat the disease. Expenses related to those efforts were transferred to a separate budget which recorded all COVID-19 costs and offsetting grant funding. These costs can be found in the Health Grants section of the budget immediately following the Health Department budget.

**CITY OF APPLETON 2022 BUDGET  
HEALTH DEPARTMENT**

**Administration**

**Business Unit 12510**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 General Charges for Svc	\$ -	\$ -	\$ 40	\$ 40	\$ 40
Total Revenue	\$ -	\$ -	\$ 40	\$ 40	\$ 40
<b>Expenses</b>					
610100 Regular Salaries	\$ 121,411	\$ 13,446	\$ 123,069	\$ 123,069	\$ 134,264
615000 Fringes	34,016	18,505	38,218	38,218	40,949
620100 Training/Conferences	391	185	1,100	1,100	1,100
620600 Parking Permits	723	1,260	840	840	840
630100 Office Supplies	662	1,499	1,225	1,225	1,225
630300 Memberships & Licenses	1,585	2,470	2,000	2,000	2,000
630500 Awards & Recognition	264	255	195	195	195
630700 Food & Provisions	186	40	260	260	260
631603 Other Misc. Supplies	397	40	500	500	500
632001 City Copy Charges	2,637	1,978	2,000	2,000	2,000
632002 Outside Printing	-	546	500	500	500
632700 Miscellaneous Equipment	200	95	200	200	200
641307 Telephone	320	320	750	750	750
641308 Cellular Phones	544	544	450	450	450
Total Expense	\$ 163,336	\$ 41,183	\$ 171,307	\$ 171,307	\$ 185,233

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
HEALTH DEPARTMENT**

**Public Health Nursing**

**Business Unit 12520**

**PROGRAM MISSION**

The nursing program prevents disease and promotes health through epidemiology, collaboration, consultation, assessment, intervention and case management to citizens and health care providers of Appleton.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Prevent the occurrence and spread of disease in the community through disease investigation, intervention, and partner notification; immunization against vaccine preventable diseases; investigation of elevated childhood blood lead levels; data collection; coordination with other area providers and the State; and public education.

Promote citizen health through assessment, intervention, case management and education for high risk families and adults.

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

We anticipate no longer providing health screenings to refugees due to changing State priorities. As a result of this change, we also anticipate no revenue.

The increase in part-time wages reflects costs associated with a .5 FTE that was covered fully with grant funding but there has been a decrease in funding over the last few years. This position has continued to complete work within the Nursing program and is an integral part of the department. If this position was not available to assist, the Department would need to hire additional staff to support the activities.

**CITY OF APPLETON 2022 BUDGET  
HEALTH DEPARTMENT**

**Public Health Nursing**

**Business Unit 12520**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422500 Health Grants & Aids	\$ 24,466	\$ 157	\$ 7,000	\$ 7,000	\$ 1,500
480100 General Charges for Svc	373	-	500	500	250
Total Revenue	<u>\$ 24,839</u>	<u>\$ 157</u>	<u>\$ 7,500</u>	<u>\$ 7,500</u>	<u>\$ 1,750</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 319,374	\$ 109,554	\$ 338,950	\$ 338,950	\$ 346,880
610800 Part-Time Wages	13,296	2,186	11,369	11,369	22,748
615000 Fringes	84,958	33,529	115,973	115,973	114,496
620100 Training/Conferences	1,011	1,450	900	900	900
620200 Mileage Reimbursement	3,036	62	3,000	3,000	3,000
620600 Parking Permits	2,904	3,360	3,360	3,360	3,360
630200 Subscriptions	-	-	80	80	80
630300 Memberships & Licenses	-	-	160	160	160
632400 Medical/Lab Supplies	6,786	5,845	7,500	7,500	7,500
640700 Recycling Pickup	230	244	-	-	-
641307 Telephone	553	551	700	700	700
641308 Cellular Phones	1,039	2,131	1,300	1,300	1,300
643000 Health Services	12,500	12,500	12,500	12,500	12,500
643100 Interpreter Services	11,617	6,679	14,000	14,000	14,000
643200 Lab Fees	458	180	200	200	200
Total Expense	<u>\$ 457,762</u>	<u>\$ 178,271</u>	<u>\$ 509,992</u>	<u>\$ 509,992</u>	<u>\$ 527,824</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
HEALTH DEPARTMENT**

**Environmental Health**

**Business Unit 12530**

**PROGRAM MISSION**

The Environmental Health program ensures safe food handling practices and protects the health and safety of Appleton residents and visitors through annual licensed establishment inspections, nuisance complaint investigations and communicable disease epidemiology.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

Prevent the occurrence and spread of disease in the community through regulatory activities in public eating/drinking establishments, retail food establishments, recreational facilities and body art establishments.

Assess, consult and correct human health hazards including those associated with lead paint, solid waste, housing sanitation, potential rabies exposure and vector control.

Provide public education and act as a referral mechanism to other State and local agencies for information on environmental and safety hazards.

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
HEALTH DEPARTMENT**

**Environmental Health**

**Business Unit 12530**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
430500 Health License	\$ 146,348	\$ 149,869	\$ 156,500	\$ 156,500	\$ 156,500
Total Revenue	<u>\$ 146,348</u>	<u>\$ 149,869</u>	<u>\$ 156,500</u>	<u>\$ 156,500</u>	<u>\$ 156,500</u>
Expenses					
610100 Regular Salaries	\$ 198,251	\$ 130,696	\$ 228,351	\$ 228,351	\$ 229,278
615000 Fringes	69,563	59,022	84,139	84,139	82,589
620100 Training/Conferences	158	96	450	450	450
620600 Parking Permits	1,080	1,260	1,260	1,260	1,260
630300 Memberships & Licenses	250	50	230	230	230
630400 Postage\Freight	-	-	50	50	50
631603 Other Misc. Supplies	684	636	700	700	700
632400 Medical\Lab Supplies	349	233	350	350	350
632700 Miscellaneous Equipment	250	18	250	250	250
641307 Telephone	359	358	580	580	580
641308 Cellular Phones	1,609	1,217	1,900	1,900	1,900
641800 Equip Repairs & Maint	607	104	600	600	600
642501 CEA Operations/Maint.	3,014	1,006	4,408	4,408	4,441
642502 CEA Depreciation/Replace.	3,827	2,289	2,308	2,308	2,326
643100 Interpreter Services	100	-	200	200	200
643200 Lab Fees	7,096	9,032	7,700	7,700	7,700
Total Expense	<u>\$ 287,197</u>	<u>\$ 206,017</u>	<u>\$ 333,476</u>	<u>\$ 333,476</u>	<u>\$ 332,904</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
HEALTH DEPARTMENT**

**Weights & Measures**

**Business Unit 12540**

**PROGRAM MISSION**

The program educates, consults and inspects local businesses to ensure the delivery of full quantity and fair, equitable trade practices between the Appleton business community and the consumer.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Provide consumer protection through complaint investigation, measurement and weighing device testing, price scanning device testing, product check weighing and label verification.

Monitor business methods to prevent fraudulent advertising and trade practices.

Provide investigative services for the City Clerk's Office in licensing and regulating "going out of business" sales, commercial solicitors, salvage dealers and taxi cab/limousine service firms.

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

No major changes

**CITY OF APPLETON 2022 BUDGET  
HEALTH DEPARTMENT**

**Weights & Measures**

**Business Unit 12540**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
431200 Wts & Measures License	\$ 59,830	\$ 51,807	\$ 62,300	\$ 62,300	\$ 62,300
480100 General Charges for Svc	76,560	76,995	75,402	75,402	94,998
Total Revenue	<u>\$ 136,390</u>	<u>\$ 128,802</u>	<u>\$ 137,702</u>	<u>\$ 137,702</u>	<u>\$ 157,298</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 139,860	\$ 101,276	\$ 132,902	\$ 132,902	\$ 143,590
615000 Fringes	51,929	42,578	55,912	55,912	55,958
620100 Training/Conferences	355	413	700	700	700
620600 Parking Permits	1,080	1,260	1,260	1,260	1,260
630300 Memberships & Licenses	300	225	225	225	225
631603 Other Misc. Supplies	465	561	500	500	500
632700 Miscellaneous Equipment	2,273	902	1,500	1,500	1,500
641307 Telephone	43	43	100	100	100
641308 Cellular Phones	602	554	600	600	600
641800 Equip Repairs & Maint	-	-	600	600	600
642501 CEA Operations/Maint.	3,226	3,529	4,970	4,970	5,007
642502 CEA Depreciation/Replace.	8,098	6,543	6,543	6,543	6,543
Total Expense	<u>\$ 208,231</u>	<u>\$ 157,884</u>	<u>\$ 205,812</u>	<u>\$ 205,812</u>	<u>\$ 216,583</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

**Charges for Service - Nontax**

Charges for sealer's services	# of Days	Charge
@ \$446 per day		
Ashwaubenon	55	\$ 24,530
Berlin	13	5,798
Fox Crossing	10	4,460
Kaukauna	21	9,366
Kimberly	5	2,230
Little Chute	16	7,136
Neenah	35	15,610
New London	18	8,028
Ripon	18	8,028
Waupaca	22	9,812
	<u>213</u>	<u>\$ 94,998</u>



**CITY OF APPLETON 2022 BUDGET  
HEALTH DEPARTMENT**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Charges for Services</b>						
422500 Health Grants & Aids	24,466	157	-	7,000	7,000	1,500
430500 Health License	146,348	149,869	6,808	156,500	156,500	156,500
431200 Weights & Measures License	59,830	51,807	6,846	62,300	62,300	62,300
480100 General Charges for Service	<u>76,933</u>	<u>76,995</u>	<u>35,890</u>	<u>75,942</u>	<u>75,942</u>	<u>95,288</u>
<b>TOTAL PROGRAM REVENUES</b>	<b>307,577</b>	<b>278,828</b>	<b>49,544</b>	<b>301,742</b>	<b>301,742</b>	<b>315,588</b>
<b>Salaries</b>						
610100 Regular Salaries	695,144	286,195	197,804	823,272	823,272	853,574
610800 Part-Time Wages	13,296	2,186	647	11,369	11,369	22,748
611000 Other Compensation	610	375	520	-	-	438
611400 Sick Pay	548	411	-	-	-	-
611500 Vacation Pay	82,592	67,991	16,428	-	-	-
615000 Fringes	<u>240,466</u>	<u>153,634</u>	<u>78,934</u>	<u>294,242</u>	<u>294,242</u>	<u>293,992</u>
<b>TOTAL PERSONNEL</b>	<b>1,032,656</b>	<b>510,792</b>	<b>294,333</b>	<b>1,128,883</b>	<b>1,128,883</b>	<b>1,170,752</b>
<b>Training~Travel</b>						
620100 Training/Conferences	1,914	2,144	638	3,150	3,150	3,150
620200 Mileage Reimbursement	3,036	62	-	3,000	3,000	3,000
620600 Parking Permits	<u>5,787</u>	<u>7,140</u>	<u>6,720</u>	<u>6,720</u>	<u>6,720</u>	<u>6,720</u>
<b>TOTAL TRAINING / TRAVEL</b>	<b>10,737</b>	<b>9,346</b>	<b>7,358</b>	<b>12,870</b>	<b>12,870</b>	<b>12,870</b>
<b>Supplies</b>						
630100 Office Supplies	662	1,499	299	1,225	1,225	1,225
630200 Subscriptions	-	-	-	80	80	80
630300 Memberships & Licenses	2,135	2,745	570	2,615	2,615	2,615
630400 Postage\Freight	-	-	-	50	50	50
630500 Awards & Recognition	264	255	-	195	195	195
630700 Food & Provisions	186	40	-	260	260	260
631603 Other Misc. Supplies	1,547	1,236	20	1,700	1,700	1,700
632001 City Copy Charges	2,638	1,978	3,519	2,000	2,000	2,000
632002 Outside Printing	-	546	42	500	500	500
632400 Medical\Lab Supplies	7,136	6,078	-	7,850	7,850	7,850
632700 Miscellaneous Equipment	<u>2,723</u>	<u>1,014</u>	<u>284</u>	<u>1,950</u>	<u>1,950</u>	<u>1,950</u>
<b>TOTAL SUPPLIES</b>	<b>17,291</b>	<b>15,391</b>	<b>4,734</b>	<b>18,425</b>	<b>18,425</b>	<b>18,425</b>
<b>Purchased Services</b>						
640700 Solid Waste / Recycling Pickup	230	244	-	-	-	-
641307 Telephone	1,276	1,272	391	2,130	2,130	2,130
641308 Cellular Phones	3,793	4,446	3,107	4,250	4,250	4,250
641800 Equip Repairs & Maint	607	104	165	1,200	1,200	1,200
642501 CEA Operations/Maint.	6,240	4,536	1,485	9,378	9,378	9,448
642502 CEA Depreciation/Replace.	11,925	8,833	2,208	8,851	8,851	8,869
643000 Health Services	12,500	12,500	-	12,500	12,500	12,500
643100 Interpreter Services	11,717	6,679	846	14,200	14,200	14,200
643200 Lab Fees	<u>7,554</u>	<u>9,212</u>	<u>-</u>	<u>7,900</u>	<u>7,900</u>	<u>7,900</u>
<b>TOTAL PURCHASED SVCS</b>	<b>55,842</b>	<b>47,826</b>	<b>8,202</b>	<b>60,409</b>	<b>60,409</b>	<b>60,497</b>
<b>TOTAL EXPENSE</b>	<b><u>1,116,526</u></b>	<b><u>583,355</u></b>	<b><u>314,627</u></b>	<b><u>1,220,587</u></b>	<b><u>1,220,587</u></b>	<b><u>1,262,544</u></b>

**CITY OF APPLETON 2022 BUDGET**

**HEALTH GRANTS  
SPECIAL REVENUE FUNDS**

**Interim Public Health Officer: Sonja Jensen**

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS  
HEALTH GRANTS**

**MISSION STATEMENT**

It is the mission of the Appleton Health Department to safeguard the environment, promote public health and protect the consumers in the community by providing high quality services responsive to the needs of the people.

**DISCUSSION OF SIGNIFICANT 2021 EVENTS**

Maternal/Child Health (MCH) Grant

This grant's objectives require a systems approach using the Life Course Model. Focus areas include: networks of early childhood services addressing family support, child development, mental health, safety and injury prevention, child death review team and fetal infant mortality review team implementation on a local level.

Prevention Grant

This grant this past year was used to support our COVID-19 vaccination volunteers, nearly 33,000 vaccinations were provided at this site and without the assistance of volunteers this could not have been accomplished.

Vaccine Improvement Plan Grant

These grant dollars support our goal of having more than 90% of Appleton children aged 19-35 months receive age appropriate immunizations. This grant also supports the Northeast Wisconsin Immunization Coalition, a regional effort which strives to increase immunization rates in the Fox Valley area.

Centers for Disease Control and Prevention (CDC) Lead Poisoning Prevention Grant

Department staff worked with the Community Development Block Grants Administrator to coordinate with the Appleton Housing Rehabilitation Loan Program, Pillars, Inc., and Appleton Housing Authority to identify families whose pre-1950 homes are being rehabilitated. Our goal this year is that ten pre-1950 housing units located in the City will be made lead safe. Nursing staff works with families to minimize and prevent lead poisoning of children through follow-up of cases of elevated blood lead and prevention education.

COVID-19 Response Grants

These grants support the City's efforts to respond to the COVID-19 pandemic and to track expenditures and federal and state grant funds. In 2021, the City used these grants to mitigate the spread of COVID-19 by maintaining a testing site in the beginning of the year. In addition, the City established the Fox Cities COVID-19 vaccine clinic to facilitate distributing the vaccine to the public. When the public need for the mass vaccination clinic diminished, the City continued to staff and support smaller vaccination clinics.

Bioterrorism/Public Health Preparedness Grant

This grant supports training to deal with the effects of bioterrorism and naturally occurring events such as a pandemic. The department's Public Health preparedness staff continued to provide technical and staff support to several communities including Marquette and Waushara counties and the City of Menasha. These are contracted agreements that benefit all communities for these shared services. Working together brings value through regional planning and response capacity.

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS  
HEALTH GRANTS**

**MAJOR 2022 OBJECTIVES**

Maternal Child Health (MCH) Grant

Provide maternal and child health program services to Appleton residents.

CDC Lead Poisoning Prevention Program Grant

Reduce the incidence of childhood blood lead poisoning through intervention and education.

Vaccine Improvement Plan Grant

Ensure that 91% of all two year olds served by the department will have completed their primary vaccine series.

COVID-19 Response Grants

Support the City's efforts to respond to the COVID-19 pandemic and track expenditures and Federal and State grant funds.

Bioterrorism/Public Health Preparedness Grant

Provide plan development and training opportunities for public health staff, key community leaders and first responders.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 145,268	\$ 2,042,352	\$ 186,547	\$ 633,287	\$ 227,837	22.13%
<b>Program Expenses</b>							
2710	MCH Grant	34,527	25,318	38,500	38,500	28,146	-26.89%
2730	Prevention Grant	13,157	8,349	7,900	7,900	7,900	0.00%
2740	CDC Lead Grant	9,886	10,610	10,839	10,839	9,879	-8.86%
2750	Vaccine Improvement	21,826	22,041	27,500	37,208	21,443	-22.03%
2770	COVID-19 Response	-	1,874,574	-	446,740	89,226	N/A
2780	Bioterrorism Grant	47,917	101,506	101,808	102,819	71,243	-30.02%
	Discontinued Programs	-	-	-	-	-	N/A
<b>TOTAL</b>		\$ 127,313	\$ 2,042,398	\$ 186,547	\$ 644,006	\$ 227,837	22.13%
<b>Expenses Comprised Of:</b>							
Personnel		95,982	1,413,071	169,530	381,991	182,607	7.71%
Training & Travel		14,022	9,465	10,960	13,951	8,795	-19.75%
Supplies & Materials		6,792	448,364	3,104	116,637	21,648	597.42%
Purchased Services		10,517	171,498	2,953	131,427	14,787	400.75%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		1.54	1.54	1.54	1.54	1.54	1.54%

\* % change from prior year adopted budget  
Health Grants.xls

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - MCH Grant**

**Business Unit 2710**

**PROGRAM MISSION**

The Maternal Child Health (MCH) grant program ensures universal access to MCH public health services for eligible Appleton residents.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Work with community partners to build an integrated system that promotes optimal physical, social, emotional, and developmental health of children, mothers, fathers and their families.

Participate in Outagamie County child death review teams and Fox Valley safe kids coalition to address prevention of injuries and death identified through reviews.

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - MCH Grant**

**Business Unit 2710**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422500 Health Grants & Aids	\$ 34,437	\$ 25,318	\$ 38,500	\$ 38,500	\$ 28,146
503500 Other Reimbursements	45	-	-	-	-
	<u>\$ 34,482</u>	<u>\$ 25,318</u>	<u>\$ 38,500</u>	<u>\$ 38,500</u>	<u>\$ 28,146</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 5,420	\$ 1,524	\$ 5,952	\$ 5,952	\$ 6,732
610800 Part-Time Wages	22,683	7,642	26,816	26,816	15,994
615000 Fringes	5,579	1,880	4,739	4,739	5,295
620100 Training/Conferences	845	1,214	540	540	-
620200 Mileage Reimbursement	-	-	300	300	125
632400 Medical/Lab Supplies	-	13,058	-	-	-
643100 Interpreter Services	-	-	153	153	-
	<u>\$ 34,527</u>	<u>\$ 25,318</u>	<u>\$ 38,500</u>	<u>\$ 38,500</u>	<u>\$ 28,146</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - Prevention Grant**

**Business Unit 2730**

**PROGRAM MISSION**

Provide accurate, meaningful public health data to the Board of Health and Common Council for effective needs assessment and program management and evaluation.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy #1: "Responsibly deliver excellent services".

**Objectives:**

This grant will support the department expenses related to our Community Needs Assessment and Community Health Improvement Plan.

**Major Program Changes:**

No major changes.

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - Prevention Grant**

**Business Unit 2730**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
422500 Health Grants & Aids	\$ 13,157	\$ 8,349	\$ 7,900	\$ 7,900	\$ 7,900
	<u>\$ 13,157</u>	<u>\$ 8,349</u>	<u>\$ 7,900</u>	<u>\$ 7,900</u>	<u>\$ 7,900</u>
Expenses					
610100 Regular Salaries	\$ 500	\$ -	\$ -	\$ -	\$ -
615000 Fringes	10	-	-	-	-
620100 Training/Conferences	285	228	7,900	7,900	7,900
631603 Other Misc. Supplies	2,362	4,121	-	-	-
632001 City Copy Charges	-	4,000	-	-	-
640400 Consulting Services	10,000	-	-	-	-
	<u>\$ 13,157</u>	<u>\$ 8,349</u>	<u>\$ 7,900</u>	<u>\$ 7,900</u>	<u>\$ 7,900</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - CDC Lead Grant**

**Business Unit 2740**

**PROGRAM MISSION**

Provide lead poisoning prevention services to high-risk children in the City of Appleton.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The Lead Poisoning Prevention Program is intended to:

- Assure screening for elevated blood lead levels in children at risk for lead poisoning
- Decrease identified lead hazards in the environment
- Increase awareness of lead poisoning, prevention and control among community stakeholders
- Link lead poisoned children and families to appropriate medical, housing and support services

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - CDC Lead Grant**

**Business Unit 2740**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
422500 Health Grants & Aids	\$ 9,808	\$ 10,610	\$ 10,839	\$ 10,839	\$ 9,879
503500 Other Reimbursements	78	-	-	-	-
	<u>\$ 9,886</u>	<u>\$ 10,610</u>	<u>\$ 10,839</u>	<u>\$ 10,839</u>	<u>\$ 9,879</u>
Expenses					
610100 Regular Salaries	\$ 6,615	\$ 7,082	\$ 9,278	\$ 9,278	\$ 8,454
615000 Fringes	1,035	1,081	1,561	1,561	1,425
620100 Training/Conferences	1,502	2,447	-	-	-
632400 Medical\Lab Supplies	734	-	-	-	-
	<u>\$ 9,886</u>	<u>\$ 10,610</u>	<u>\$ 10,839</u>	<u>\$ 10,839</u>	<u>\$ 9,879</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET**

**SPECIAL REVENUE FUNDS**

**Health Grants - Vaccine Improvement Grant**

**Business Unit 2750**

**PROGRAM MISSION**

Provide immunization to children from the ages of 2 months to 18 years, without barriers, in order to prevent disease. In addition, these resources are used to provide outreach and education.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

The Department's immunization program is expected to administer vaccines primarily to children from 2 months through 18 years of age and assist in developing the immunization infrastructure necessary to raise immunization levels and prevent vaccine preventable diseases such as diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, haemophilus influenza B, varicella, rotavirus, hepatitis B, hepatitis A and bacterial meningitis.

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - Vaccine Improvement Grant**

**Business Unit 2750**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
422500 Health Grants & Aids	\$ 21,814	\$ 20,715	\$ 27,500	\$ 27,500	\$ 21,443
503500 Other Reimbursements	12	1,280	-	-	-
	<u>\$ 21,826</u>	<u>\$ 21,995</u>	<u>\$ 27,500</u>	<u>\$ 27,500</u>	<u>\$ 21,443</u>
Expenses					
610100 Regular Salaries	\$ 15,688	\$ 9,812	\$ 21,624	\$ 21,624	\$ 18,266
615000 Fringes	2,485	1,643	3,540	3,540	3,064
620100 Training/Conferences	-	-	300	300	-
632400 Medical/Lab Supplies	3,653	10,586	536	10,244	113
643100 Interpreter Services	-	-	1,500	1,500	-
	<u>\$ 21,826</u>	<u>\$ 22,041</u>	<u>\$ 27,500</u>	<u>\$ 37,208</u>	<u>\$ 21,443</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET**

**SPECIAL REVENUE FUNDS**

**Health Grants - COVID-19 Pandemic Response**

**Business Units 2770, 2773, 2774**

**PROGRAM MISSION**

Coordinate the City's response to the COVID-19 pandemic, including supplies of personal protective equipment, sanitizers and sanitizing services, etc.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Federal and state grant funds will be used to support the City's efforts to respond to the COVID-19 pandemic based on the needs of the community through contact tracing efforts, testing sites, vaccination clinics, or other activities as determined necessary.

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

Federal and state grants for the COVID-19 pandemic response have changed as the pandemic continues. In 2021, funding was received from the Department of Health Services for these activities and any unused funds will be available for use through October 2022. The expenditures vary depending on current case levels and the needs of the community.

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - COVID-19 Pandemic Response**

**Business Unit 2770, 2773, 2774**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Misc. State Aids	\$ -	\$ 1,344,030	\$ -	\$ -	\$ -
422500 Health Grants & Aids	-	530,544	-	323,774	89,226
501000 Miscellaneous Revenue	-	-	-	18,131	-
503500 Other Reimbursements	-	-	-	104,835	-
	<u>\$ -</u>	<u>\$ 1,874,574</u>	<u>\$ -</u>	<u>\$ 446,740</u>	<u>\$ 89,226</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ -	\$ 889,444	\$ -	\$ 74,558	\$ 24,391
610400 Call Time	-	173	-	-	-
610500 Overtime	-	73,942	-	15,411	-
610800 Part Time	-	93,598	-	102,845	22,526
615000 Fringes	-	235,702	-	19,647	6,174
620500 Employee Recruitment	-	-	-	1,519	-
620600 Parking Permits	-	1,004	-	461	350
630100 Office Supplies	-	6,743	-	204	2,000
630700 Food & Provisions	-	831	-	-	-
631603 Other Misc. Supplies	-	184,874	-	88,866	14,485
632002 Outside Printing	-	3,518	-	13,855	3,000
632102 Protective Clothing	-	20,092	-	-	-
632400 Medical/Lab Supplies	-	112,603	-	900	2,000
632700 Miscellaneous Equipment	-	85,362	-	-	-
640201 Attorney Fees	-	4,960	-	-	-
641308 Cellular Phones	-	1,300	-	-	-
641400 Janitorial Service	-	9,773	-	-	-
641600 Build Repairs & Maint	-	145,706	-	-	-
642400 Software Support	-	1,592	-	-	-
643100 Interpreter Services	-	210	-	-	300
659900 Other Contracts	-	3,147	-	128,474	14,000
	<u>\$ -</u>	<u>\$ 1,874,574</u>	<u>\$ -</u>	<u>\$ 446,740</u>	<u>\$ 89,226</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - Bioterrorism Grant**

**Business Unit 2780**

**PROGRAM MISSION**

Provide a regional approach to all hazard emergency preparedness. Appleton provides staff support to the NEW (Northeast Wisconsin) Public Health Preparedness Partnership, comprised of Appleton and four area health departments.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

To prepare and train for public health emergencies which may result from terrorist activity or naturally occurring events such as an influenza pandemic.

Prepare response plans which integrate and complement local emergency operations plans (EOP) or emergency support functions (ESF).

Establish and maintain 24/7 response capacity.

Encourage and support a regional response to communicable disease prevention, response and recovery.

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

In an effort to pursue collaborative and cooperative agreements to meet the needs of the community, we maintained agreements with several communities. The grant period is from July, 2019 - June, 2021. We have received contracts from Marquette (\$6,000) and Waushara (\$6,000) counties, and the City of Menasha (\$6,000). It is also assumed these contracts will be renewed in July 2021, provided there is no change in State and federal funding.

The 2021 budgeted grant income reflects the base grant amount that is expected to be awarded by the State plus the projected use of \$27,808 of deferred revenue.

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Health Grants - Bioterrorism Grant**

**Business Unit 2780**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422500 Health Grants & Aids	\$ 47,066	\$ 75,442	\$ 83,808	\$ 83,808	\$ 53,243
490800 Misc Intergov Charges	18,000	18,000	18,000	18,000	18,000
503500 Other Reimbursements	851	8,064	-	-	-
	<u>\$ 65,917</u>	<u>\$ 101,506</u>	<u>\$ 101,808</u>	<u>\$ 101,808</u>	<u>\$ 71,243</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 29,440	\$ 72,372	\$ 77,109	\$ 77,109	\$ 56,932
615000 Fringes	6,525	17,176	18,911	18,911	13,354
620100 Training/Conferences	11,391	7,017	1,000	2,011	-
620200 Mileage Reimbursement	-	-	500	500	-
620600 Parking Permits	-	2	420	420	420
630100 Office Supplies	-	-	700	700	-
631603 Other Misc. Supplies	14	-	1,500	1,500	50
632002 Outside Printing	-	746	368	368	-
632400 Medical/Lab Supplies	30	-	-	-	-
632700 Miscellaneous Equipment	-	3,384	-	-	-
640100 Accounting/Audit Fees	-	-	500	500	-
641307 Telephone	218	218	300	300	250
641308 Cellular Phones	299	591	500	500	237
	<u>\$ 47,917</u>	<u>\$ 101,506</u>	<u>\$ 101,808</u>	<u>\$ 102,819</u>	<u>\$ 71,243</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
HEALTH GRANTS**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
<b>Program Revenues</b>						
422400 Misc. State Aids	-	1,344,030	-	-	-	-
422500 Health Grants & Aids	126,282	670,978	-	168,547	492,321	209,837
490800 Misc Intergovernmental Charges	18,000	18,000	7,500	18,000	18,000	18,000
501000 Miscellaneous Revenue	-	-	-	-	18,131	-
503500 Other Reimbursements	986	9,344	-	-	104,835	-
<b>TOTAL PROGRAM REVENUES</b>	<u>145,268</u>	<u>2,042,352</u>	<u>7,500</u>	<u>186,547</u>	<u>633,287</u>	<u>227,837</u>
<b>Personnel</b>						
610100 Regular Salaries	52,856	901,321	17,106	113,963	188,521	114,775
610400 Call Time	-	173	-	-	-	-
610500 Overtime	-	73,942	-	-	15,411	-
610800 Part-Time Wages	22,683	101,240	695	26,816	129,661	38,520
611000 Other Compensation	-	450	-	-	-	-
611400 Sick Pay	-	68,523	-	-	-	-
611500 Vacation Pay	4,808	9,940	210	-	-	-
615000 Fringes	15,635	257,482	5,448	28,751	48,398	29,312
<b>TOTAL PERSONNEL</b>	<u>95,982</u>	<u>1,413,071</u>	<u>23,459</u>	<u>169,530</u>	<u>381,991</u>	<u>182,607</u>
<b>Training~Travel</b>						
620100 Training/Conferences	14,022	8,459	-	9,740	10,751	7,900
620200 Mileage Reimbursement	-	-	-	800	800	125
620500 Employee Recruitment	-	-	-	-	1,519	-
620600 Parking Permits	-	1,006	420	420	881	770
<b>TOTAL TRAINING / TRAVEL</b>	<u>14,022</u>	<u>9,465</u>	<u>420</u>	<u>10,960</u>	<u>13,951</u>	<u>8,795</u>
<b>Supplies</b>						
630100 Office Supplies	-	6,743	-	700	904	2,000
630700 Food & Provisions	-	831	-	-	-	-
631603 Other Misc. Supplies	2,376	188,994	-	1,500	90,366	14,535
632002 Outside Printing	-	4,264	-	368	14,223	3,000
632102 Protective Clothing	-	20,093	-	-	-	-
632400 Medical/Lab Supplies	4,416	138,693	9,864	536	11,144	2,113
632700 Miscellaneous Equipment	-	88,746	-	-	-	-
<b>TOTAL SUPPLIES</b>	<u>6,792</u>	<u>448,364</u>	<u>9,864</u>	<u>3,104</u>	<u>116,637</u>	<u>21,648</u>
<b>Purchased Services</b>						
640100 Accounting/Audit Fees	-	-	-	500	500	-
640201 Attorney Fees	-	4,960	-	-	-	-
640400 Consulting Services	10,000	4,000	-	-	-	-
641307 Telephone	218	218	68	300	300	250
641308 Cellular Phones	299	1,892	103	500	500	237
641400 Janitorial Service	-	9,773	-	-	-	-
641600 Building Repairs & Maint	-	145,706	-	-	-	-
642400 Software Support	-	1,592	-	-	-	-
643100 Interpreter Services	-	210	-	1,653	1,653	300
659900 Other Contracts/Obligations	-	3,147	-	-	128,474	14,000
<b>TOTAL PURCHASED SVCS</b>	<u>10,517</u>	<u>171,498</u>	<u>171</u>	<u>2,953</u>	<u>131,427</u>	<u>14,787</u>
<b>TOTAL EXPENSE</b>	<u>127,313</u>	<u>2,042,398</u>	<u>33,914</u>	<u>186,547</u>	<u>644,006</u>	<u>227,837</u>

**CITY OF APPLETON 2022 BUDGET**  
**HEALTH GRANTS**  
**SPECIAL REVENUE FUNDS**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Intergovernmental *	\$ 126,282	\$ 2,015,008	\$ 168,547	\$ 492,321	\$ 209,837
Charges for Service	18,000	18,000	18,000	18,000	18,000
Miscellaneous Revenue	-	-	-	18,131	-
Other Reimbursements	986	9,344	-	104,835	-
Total Revenues	145,268	2,042,352	186,547	633,287	227,837
<b>Expenses</b>					
Program Costs	127,313	2,042,398	186,547	644,006	227,837
Total Expenses	127,313	2,042,398	186,547	644,006	227,837
Revenues over (under) Expenses	17,955	(46)	-	(10,719)	-
Fund Balance - Beginning	34,890	52,845	52,799	52,799	42,080
Fund Balance - Ending	\$ 52,845	\$ 52,799	\$ 52,799	\$ 42,080	\$ 42,080



**CITY OF APPLETON 2022 BUDGET**

**POLICE DEPARTMENT**

**Police Chief: Todd L. Thomas**

**Assistant Police Chief: Polly A. Olson**

# CITY OF APPLETON 2022 BUDGET POLICE DEPARTMENT

## MISSION STATEMENT

Excellence in Police Service

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

The Police Department remains committed to protecting the lives and property within our community by prioritizing core services, identifying key initiatives for organizational efficiencies and acknowledging challenges we will continue to face to maintain public safety and trust. Through our community partnerships, we will educate the public regarding available services and facilitate collaborative problem-solving initiatives with other public and private agencies. This is the foundation of our Community Resource Unit that consists of a Behavioral Health Officer, Community Liaison Officer and Victim Services Officer. Working together and individually the officers are engaged and proactive in addressing mental health issues, providing support to victims of crime, and collaborating with community groups and other agencies to resolve challenges through communication and transparency.

As the economy continues to recover to the pre-pandemic fiscal stability, we have experienced unpredicted elevated pricing, a significant reduction in product availability, and changes in services due to the economic changes and limited funding. Maintaining essential inventory, such as ammunition was impacted by supply and demand where pricing is 200% higher than previous years. Annual certification for officers will continue to be reimbursed through the Wisconsin Department of Justice, however other specialized training, such as the cost for an officer to attend the Fox Valley Technical College Recruitment Academy will require us to fund through our training budget. We can only speculate if the fiscal changes will stabilize or linger into 2022.

In 2021, the department saw multiple personnel changes simultaneously due to retirements. This provided us an opportunity to evaluate our programs and modify staff level alignment to ensure organizational efficiencies. As we consistently promote and invest in community outreach to create a better relationship with the community we serve, we also strive to sustain strong leadership through development of innovative programs and positions, such as the Community Resource Unit Coordinator and a Professional Development Coordinator. This transition will provide better communication and consistency in coordinating programs while also identifying potential gaps in service.

Community perception and trust had positive results in the 2020 community survey and promoted a positive response to the Police Chief's Community Advisory Board which acknowledges our vision and investment in collaborative partnerships.

Investigators have been working with U.S. postal inspectors, and several local jurisdictions, to investigate a large-scale fraud investigation that involves the theft of checks that were placed in the mail and then altered and cashed. The Special Investigations Unit continues to follow crime trends in our community and take the necessary steps to address and decrease occurrences of drug-related crimes.

## CITY OF APPLETON 2022 BUDGET POLICE DEPARTMENT

### MAJOR 2022 OBJECTIVES

- Educate the community through the continued collaboration of the Police Chief's Community Advisory Board. Citizens' expectations vary widely, and the diversity of the Board supports community involvement as they evaluate police services that identify and focus on public safety issues.
  
- Ensure the Crossing Guard contracted service is meeting the needs of the children at guarded crossings through continued collaboration with the Appleton Area School District.
  
- Promote the continued health and well-being of employees through wellness check-ins.
  
- Maintain police policies to promote effective community engagement that is responsive to the needs of the community.
  
- Continue assessment of the Officer Safety Program for equipment and body worn cameras.
  
- Evaluate the operations staffing levels, deployment and service levels to ensure we are providing quality police services.
  
- Expand and use our communications platforms to educate the community on our successes and encourage active participation in public safety.
  
- Provide excellence in investigative services to citizens and victims impacted by crime in our community.
  
- Collaborate on mental health and AODA related public safety issues with the appropriate services.
  
- Enhance crime prevention awareness within the community and increase personal interactions with citizens through meetings and community events to help build a greater sense of community safety.
  
- Continue working on alternatives to entering students/juveniles into the juvenile justice system and continue our communication with the schools we serve on safety, education and response issues.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 1,135,577	\$ 721,227	\$ 1,101,048	\$ 1,101,048	\$ 1,183,523	7.49%
<b>Program Expenses</b>							
17511	Executive Management	1,158,733	1,169,343	1,185,840	1,214,445	1,241,577	4.70%
17512	Administrative Services	1,951,018	1,898,039	2,014,879	2,014,879	2,033,464	0.92%
17524	Community Services	832,957	730,550	925,955	925,955	945,188	2.08%
17532	Investigative Services	4,163,544	3,995,342	4,540,771	4,547,371	4,528,880	-0.26%
17541	Field Operations	9,841,913	10,009,107	10,354,747	10,358,927	10,460,331	1.02%
<b>TOTAL</b>		<b>\$ 17,948,165</b>	<b>\$ 17,802,381</b>	<b>\$ 19,022,192</b>	<b>\$ 19,061,577</b>	<b>\$ 19,209,440</b>	<b>0.98%</b>
<b>Expenses Comprised Of:</b>							
Personnel		15,514,415	15,673,076	16,718,802	16,718,802	16,792,707	0.44%
Training & Travel		89,205	62,514	97,360	110,860	97,360	0.00%
Supplies & Materials		318,113	266,052	265,225	287,710	285,225	7.54%
Purchased Services		2,026,432	1,800,739	1,940,805	1,944,205	2,034,148	4.81%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		138.00	140.00	140.00	140.00	140.00	

**CITY OF APPLETON 2022 BUDGET  
POLICE DEPARTMENT**

**Executive Management**

**Business Unit 17511**

**PROGRAM MISSION**

The mission of the Executive Management team is to lead and support Department members to meet the City of Appleton mission and the Appleton Police Department mission of *Excellence in Police Services*.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements all Key Strategies in the City of Appleton Strategic Plan

**Objectives:**

Responsibly deliver excellent police services and ensure budget and policy compliance.  
Provide leadership and oversight to the community to support community partnerships.  
Coordinate inter/intra departmental activities and solicit employee participation in department programs.

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

This budget reflects the increased cost of ammunition due to drastic price increases resulting from limited production due to temporary closures of manufacturers and labor shortages. This combination of factors has caused prices of ammunition to increase upwards of 200%. An example of this is the cost of 9 mm training ammunition previously purchased at \$0.20 round is now \$0.85 per round.

**CITY OF APPLETON 2022 BUDGET  
POLICE DEPARTMENT**

**Executive Management**

**Business Unit 17511**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ 15,680	\$ 16,646	\$ 17,600	\$ 17,600	\$ 17,600
451000 Court Fines & Fees	241,090	214,691	275,000	275,000	275,000
480100 General Charges for Svc	38,286	20,497	20,000	20,000	20,000
480600 False Alarm Fees	19,200	13,650	10,000	10,000	10,000
501000 Miscellaneous Revenue	22,544	18,057	10,000	10,000	15,000
502000 Donations & Memorials	62,255	5,066	25,000	25,000	25,000
503000 Damage to City Property	27,755	6,618	-	-	-
503500 Other Reimbursements	150	120	-	-	-
508500 Cash Short or Over	48	1	-	-	-
<b>Total Revenue</b>	<b>\$ 427,008</b>	<b>\$ 295,346</b>	<b>\$ 357,600</b>	<b>\$ 357,600</b>	<b>\$ 362,600</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 661,497	\$ 681,233	\$ 683,833	\$ 683,833	\$ 700,806
610400 Call Time	600	3,505	-	-	600
610500 Overtime Wages	11,212	17,969	7,433	7,433	8,076
610800 Part-Time Wages	11,643	5,808	-	-	-
615000 Fringes	226,249	229,569	252,573	252,573	270,094
620100 Training/Conferences	86,916	58,546	85,000	98,500	85,000
620400 Tuition Fees	2,001	3,968	10,860	10,860	10,860
620500 Employee Recruitment	288	-	1,500	1,500	1,500
630200 Subscriptions	1,277	1,544	1,470	1,470	1,020
630300 Memberships & Licenses	2,210	2,191	2,230	2,230	2,680
630400 Postage/Freight	240	71	200	200	200
630500 Awards & Recognition	2,161	2,499	2,055	2,055	2,055
630700 Food & Provisions	2,832	1,331	2,740	2,740	2,740
631200 Guns & Ammunition	36,196	21,671	23,000	23,000	43,000
631500 Books & Library Materials	406	342	330	330	330
631603 Other Misc. Supplies	14,857	7,794	8,000	9,260	8,000
632100 Clothing	29,645	25,100	25,500	27,575	25,500
632700 Miscellaneous Equipment	9,588	2,927	7,000	18,770	7,000
640200 Legal Fees	300	102	100	100	100
640400 Consulting Services	6,450	7,550	5,000	5,000	5,000
641800 Equip Repairs & Maint	-	929	500	500	500
643000 Health Services	-	-	400	400	400
659900 Other Contracts/Obligation	52,165	94,694	66,116	66,116	66,116
<b>Total Expense</b>	<b>\$ 1,158,733</b>	<b>\$ 1,169,343</b>	<b>\$ 1,185,840</b>	<b>\$ 1,214,445</b>	<b>\$ 1,241,577</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<b><u>Training/Conferences</u></b>		<b><u>Clothing</u></b>	
DOJ training and standards	\$ 17,760	Badges, patches, bars, etc.	5,500
SWAT /TEMS training	10,000	Replace damaged items	1,000
Leadership development	10,000	Protective vests (21)	19,000
DAAT/firearms	10,000		<u>\$ 25,500</u>
Crime/drug prevention	14,000		
Investigative/Forensic	12,000	<b><u>Other Contracts and Obligations</u></b>	
Threat assessment/other	11,240	Background checks	\$ 2,000
	<u>\$ 85,000</u>	PD range maintenance	7,783
<b><u>Guns &amp; Ammunition</u></b>		Lexipole policy management	22,793
Ammunition/XREP rounds	\$ 35,500	Police iPhone APP	700
Firearms/Taser/Armorer/Range	7,500	Notary Insurance/Misc	1,590
	<u>\$ 43,000</u>	Wellness program	31,250
			<u>\$ 66,116</u>



**CITY OF APPLETON 2022 BUDGET  
POLICE DEPARTMENT**

**Administrative Services Unit**

**Business Unit 17512**

**PROGRAM MISSION**

For the benefit of the community, City operating departments, law enforcement agencies, and other governmental offices, we will process and maintain police records and prepare documentation for prosecution, so that the quality of life and community safety is ensured.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 1: "Responsibly deliver excellent services", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond", # 5: "Promote an environment that is respectful and inclusive", and # 6: "Create opportunities and learn from successes and failures".

**Objectives:**

Supply accurate and timely information to police officers, City departments, and other external agencies.

Provide a centralized repository for all field reports created by law enforcement personnel.

Maintain a working relationship with surrounding communities and counties that allow the sharing of law enforcement records.

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

The reduction in the Other Contracts/Obligations budget amount is due to the elimination of the annual Spillman Compstat maintenance contract. In 2021, we were informed that the City GIS Department would be able to provide a similar program, thus eliminating the need to continue the contract.

**CITY OF APPLETON 2022 BUDGET  
POLICE DEPARTMENT**

**Administrative Services Unit**

**Business Unit 17512**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 967,671	\$ 1,006,653	\$ 1,021,467	\$ 1,021,467	\$ 1,026,098
610400 Call Time Wages	600	100	400	400	400
610500 Overtime Wages	67,477	43,140	54,378	54,378	54,378
610800 Part-Time Wages	3,944	1,214	-	-	-
615000 Fringes	387,878	372,890	429,202	429,202	443,969
630100 Office Supplies	12,127	13,825	14,000	14,000	14,000
631603 Other Misc. Supplies	554	85	550	550	550
632001 City Copy Charges	15,584	15,975	8,800	8,800	8,800
632002 Outside Printing	3,961	6,324	6,000	6,000	6,000
632700 Miscellaneous Equipment	1,788	-	2,000	2,000	2,000
640700 Waste / Recycling Pickup	4,093	4,138	4,400	4,400	4,400
641300 Utilities	210,682	162,297	182,600	182,600	182,600
641800 Equip Repairs & Maint	2,708	2,225	2,835	2,835	2,835
642000 Facilities Charges	228,056	223,070	239,647	239,647	246,034
659900 Other Contracts/Obligation	43,895	46,103	48,600	48,600	41,400
Total Expense	<u>\$ 1,951,018</u>	<u>\$ 1,898,039</u>	<u>\$ 2,014,879</u>	<u>\$ 2,014,879</u>	<u>\$ 2,033,464</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Other Contracts/Obligations</u>	
Aircards	\$ 35,000
Callyo System	4,200
Cintas	2,200
	<u>\$ 41,400</u>

**CITY OF APPLETON 2022 BUDGET  
POLICE DEPARTMENT**

**Community Services**

**Business Unit 17524**

**PROGRAM MISSION**

For the benefit of citizens, visitors, and City departments, in order to provide a timely response to requests for service, we will provide services in non-violent, non-critical situations.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

Provide support services to patrol officers by having Community Service Officers (CSOs) complete those operational tasks that do not require a sworn officer.  
Develop staff to become potential officer candidates.  
Increase the number and effectiveness of proactive patrols and activities (City parks, parking ramps, special events, etc.)

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

This budget reflects a \$6,000 increase in revenue as a shared cost with the Appleton Area School District to maintain the Crossing Guard Program. This budget also reflects a \$12,000 increase in expenditures for All City Management Services to manage the Crossing Guard Program.

**CITY OF APPLETON 2022 BUDGET  
POLICE DEPARTMENT**

**Community Services**

**Business Unit 17524**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
431000 Dog Licenses	\$ 15,532	\$ 10,416	\$ 20,000	\$ 20,000	\$ 20,000
431100 Cat Licenses	5,848	4,162	8,000	8,000	8,000
503500 Other Reimbursements	156,953	90,366	134,046	134,046	140,046
<b>Total Revenue</b>	<b>\$ 178,333</b>	<b>\$ 104,944</b>	<b>\$ 162,046</b>	<b>\$ 162,046</b>	<b>\$ 168,046</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 232,888	\$ 245,604	\$ 241,117	\$ 241,117	\$ 245,421
610400 Call Time Wages	357	1,314	200	200	200
610500 Overtime Wages	21,349	7,719	12,940	12,940	13,159
610800 Part-Time Wages	208,816	185,008	254,426	254,426	258,253
615000 Fringes	99,052	101,351	124,279	124,279	123,162
631603 Other Misc. Supplies	1,007	512	1,000	1,000	1,000
632101 Uniforms	1,369	1,423	2,000	2,000	2,000
632300 Safety Supplies	609	-	900	900	900
632700 Miscellaneous Equipment	520	639	1,500	1,500	1,500
659900 Other Contracts/Obligation	266,990	186,980	287,593	287,593	299,593
<b>Total Expense</b>	<b>\$ 832,957</b>	<b>\$ 730,550</b>	<b>\$ 925,955</b>	<b>\$ 925,955</b>	<b>\$ 945,188</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<b><u>Other Contracts/Obligations</u></b>	
Fox Valley Humane Association	\$ 19,000
Wild animal service	500
All City Management Services	280,093
	<b><u>\$ 299,593</u></b>

**CITY OF APPLETON 2022 BUDGET  
POLICE DEPARTMENT**

**Investigative Services**

**Business Unit 17532**

**PROGRAM MISSION**

We develop crime prevention strategies, investigate major crimes and arrest suspects who commit crimes in support of the criminal justice system, the community, and victims, in order to prevent and/or minimize the impact of major crimes.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements all Key Strategies

**Objectives:**

- Provide major case investigative support to the districts.
- Conduct investigations in high tech crimes.
- Evaluate investigators' case review and reporting procedures.
- Support investigations with qualified forensic recovery and analysis.
- Build partnerships in the schools with staff, students, and parents to ensure a safe learning environment.
- Led by the Special Investigation Unit - aggressively pursue street level crimes and offenders.

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

The increase in SRO Reimbursement revenue is based on an increase in the contribution from Appleton Area School District towards this program for the 2022-2023 school year.

**CITY OF APPLETON 2022 BUDGET  
POLICE DEPARTMENT**

**Investigative Services**

**Business Unit 17532**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 General Charges for Svc	\$ 11,544	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
490500 SRO Reimbursement	510,058	312,701	563,402	563,402	634,877
Total Revenue	<u>\$ 521,602</u>	<u>\$ 312,701</u>	<u>\$ 573,402</u>	<u>\$ 573,402</u>	<u>\$ 644,877</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 2,838,103	\$ 2,762,999	\$ 3,086,218	\$ 3,086,218	\$ 3,088,482
610400 Call Time Wages	10,507	32,373	5,663	5,663	6,700
610500 Overtime Wages	223,044	150,059	169,808	169,808	169,629
615000 Fringes	1,042,185	998,062	1,229,072	1,229,072	1,214,059
631603 Other Misc. Supplies	1,789	1,695	2,000	2,000	2,000
632001 City Copy Charges	4,578	4,094	3,500	3,500	3,500
632400 Medical/Lab Supplies	9,181	7,574	9,000	9,000	9,000
632700 Miscellaneous Equipment	3,733	10,290	9,000	12,200	9,000
641800 Equip Repairs & Maint	252	-	1,000	1,000	1,000
659900 Other Contracts/Obligation	30,172	28,196	25,510	28,910	25,510
Total Expense	<u>\$ 4,163,544</u>	<u>\$ 3,995,342</u>	<u>\$ 4,540,771</u>	<u>\$ 4,547,371</u>	<u>\$ 4,528,880</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<b><u>Other Contracts/Obligations</u></b>	
Forensic software maint/upgrade	\$ 5,380
GPS, Griffeye Analyze License	2,450
Leads Online	4,900
GrayKey	6,030
Investigative online programs	2,750
Towing service	4,000
	<u>\$ 25,510</u>

**CITY OF APPLETON 2022 BUDGET  
POLICE DEPARTMENT**

**Field Operations (Patrol)**

**Business Unit 17541**

**PROGRAM MISSION**

Provide excellence in police service by working in partnership with our community and other government agencies to identify and resolve problems and improve the quality of life in our community through innovative and refined problem solving methods.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements all Key Strategies

**Objectives:**

- Be visible and accessible within our community and our department.
- Facilitate the development of collaborative efforts between police and community partners by encouraging officers to apply the philosophy of problem oriented policing as part of their everyday work experience.
- Adapt quickly to changing conditions and constantly examine current operating practices to improve processes.
- Encourage community participation in crime prevention strategies.
- Create partnerships in the community to identify and solve recurring problems.

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

The need to address mental illness more effectively has increased the need for collaborative relationships between first responders and mental health professionals. The Appleton Police Department (APD), NEW Mental Health, Outagamie County Health and Human Services (OCHHS), and several other community service groups have developed a Crisis Response Team pilot program which includes a clinical therapist. The clinician will be an employee of OCHHS, located within the APD Behavioral Health Unit, and work primarily to assist officers responding to mental health-related calls for service. As co-responders, the professional team will be able to provide a less restrictive level of care by identifying, managing, and determining appropriate services without hospitalization or court intervention. The City's portion for the funding of this position will be \$25,000 in 2022. The City has also committed to fund the same amount in 2023.

This budget also reflects the conversion of a Patrol Officer position to a Lieutenant position to increase efficiency in patrol staffing and help address priority areas based on community needs.

**CITY OF APPLETON 2022 BUDGET  
POLICE DEPARTMENT**

**Field Operations (Patrol)**

**Business Unit 17541**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
503500 Other Reimbursements	\$ 8,634	\$ 8,236	\$ 8,000	\$ 8,000	\$ 8,000
Total Revenue	<u>\$ 8,634</u>	<u>\$ 8,236</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 5,891,076	\$ 6,281,456	\$ 6,378,969	\$ 6,378,969	\$ 6,444,404
610400 Call Time Wages	23,933	62,943	19,955	19,955	19,100
610500 Overtime Wages	472,024	238,715	272,082	272,082	270,318
615000 Fringes	2,112,312	2,243,393	2,474,787	2,474,787	2,435,399
631200 Guns & Ammunition	3,792	3,985	7,500	7,500	7,500
631603 Other Misc. Supplies	17,517	42,454	38,000	38,000	38,000
632001 City Copy Charges	1,441	1,295	1,650	1,650	1,650
632700 Miscellaneous Equipment	139,147	90,412	85,300	89,480	85,300
641800 Equip Repairs & Maint	5,674	2,640	6,900	6,900	6,900
642501 CEA Operations/Maint.	464,239	358,446	465,905	465,905	470,789
642502 CEA Depreciation/Replace.	552,132	554,631	483,667	483,667	535,939
643100 Interpreter Services	4,904	4,455	1,500	1,500	1,500
644400 Witness Fees	273	150	500	500	500
659900 Other Contracts/Obligation	153,449	124,132	118,032	118,032	143,032
Total Expense	<u>\$ 9,841,913</u>	<u>\$ 10,009,107</u>	<u>\$ 10,354,747</u>	<u>\$ 10,358,927</u>	<u>\$ 10,460,331</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Miscellaneous Supplies

Canine program	\$ 4,000
Bike patrol	3,000
First responder supplies	4,000
Explorers program	3,000
Taser supplies	5,000
Narcan	7,000
Radio batteries & supplies	5,500
Drones, flares, misc.	6,500
	<u>\$ 38,000</u>

Other Contracts & Obligations

Body Cams/Taser program	\$ 90,582
Aladtec scheduling program	8,350
AutoVu Data Svs	1,500
Biohazard cleaning	1,200
Canine vet service	2,500
Incarceration fees	500
OWI blood draws	12,200
Records Requests	1,200
OCDHHS Clinical therapist	25,000
	<u>\$ 143,032</u>

Miscellaneous Equipment

Essential patrol equipment (ballistic helmets, gas masks, etc.)	\$ 50,200
PBT's	2,000
K9 equipment	2,600
Radar speed detection	8,000
Radios	9,000
Recorder replacements	1,500
SWAT equipment/vests	12,000
	<u>\$ 85,300</u>



**CITY OF APPLETON 2022 BUDGET  
POLICE DEPARTMENT**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
422400 Miscellaneous State Aids	15,680	16,646	11	17,600	17,600	17,600
431000 Dog Licenses	15,532	10,416	14,612	20,000	20,000	20,000
431100 Cat Licenses	5,848	4,162	3,477	8,000	8,000	8,000
451000 Court Fines & Fees	241,090	214,691	72,721	275,000	275,000	275,000
480100 General Charges for Service	49,830	20,497	471	30,000	30,000	30,000
480600 False Alarm Fees	19,200	13,650	750	10,000	10,000	10,000
490500 PSL Reimbursement	510,058	312,701	-	563,402	563,402	634,877
501000 Miscellaneous Revenue	22,544	18,057	4,662	10,000	10,000	15,000
502000 Donations & Memorials	62,255	5,066	2,056	25,000	25,000	25,000
503000 Damage to City Property	27,755	6,618	-	-	-	-
503500 Other Reimbursements	165,737	98,722	3,255	142,046	142,046	148,046
508500 Cash Short or Over	48	1	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<b>1,135,577</b>	<b>721,227</b>	<b>102,015</b>	<b>1,101,048</b>	<b>1,101,048</b>	<b>1,183,523</b>
<b>Personnel</b>						
610100 Regular Salaries	9,981,920	10,283,391	3,590,249	11,411,604	11,411,604	11,505,211
610400 Call Time Wages	35,997	100,234	43,511	26,218	26,218	27,000
610500 Overtime Wages	795,106	457,603	199,243	516,641	516,641	515,560
610800 Part-Time Wages	224,403	192,030	75,341	254,426	254,426	258,253
611000 Other Compensation	242,879	194,990	19,844	-	-	-
611300 Shift Differential	8,651	70	-	-	-	-
611400 Sick Pay	10,009	41,222	13,817	-	-	-
611500 Vacation Pay	347,775	458,271	111,546	-	-	-
615000 Fringes	3,867,675	3,945,265	1,509,937	4,509,913	4,509,913	4,486,683
<b>TOTAL PERSONNEL</b>	<b>15,514,415</b>	<b>15,673,076</b>	<b>5,563,488</b>	<b>16,718,802</b>	<b>16,718,802</b>	<b>16,792,707</b>
<b>Training~Travel</b>						
620100 Training/Conferences	86,916	58,546	13,197	85,000	98,500	85,000
620400 Tuition Fees	2,001	3,968	2,137	10,860	10,860	10,860
620500 Employee Recruitment	288	-	24	1,500	1,500	1,500
<b>TOTAL TRAINING / TRAVEL</b>	<b>89,205</b>	<b>62,514</b>	<b>15,358</b>	<b>97,360</b>	<b>110,860</b>	<b>97,360</b>
<b>Supplies</b>						
630100 Office Supplies	12,127	13,825	4,758	14,000	14,000	14,000
630200 Subscriptions	1,277	1,544	1,000	1,470	1,470	1,020
630300 Memberships & Licenses	2,210	2,191	1,840	2,230	2,230	2,680
630400 Postage\Freight	240	71	121	200	200	200
630500 Awards & Recognition	2,161	2,499	1,246	2,055	2,055	2,055
630700 Food & Provisions	2,832	1,331	-	2,740	2,740	2,740
631200 Guns & Ammunition	39,988	25,656	32,999	30,500	30,500	50,500
631500 Books & Library Materials	406	342	-	330	330	330
631603 Other Misc. Supplies	35,725	52,540	8,430	49,550	50,810	49,550
632001 City Copy Charges	21,606	21,364	2,901	13,950	13,950	13,950
632002 Outside Printing	3,961	6,324	72	6,000	6,000	6,000
632101 Uniforms	19,432	10,291	5,989	8,500	10,575	8,500
632102 Protective Clothing	11,582	16,232	3,584	19,000	19,000	19,000
632300 Safety Supplies	609	-	235	900	900	900
632400 Medical/Lab Supplies	9,181	7,574	3,831	9,000	9,000	9,000
632700 Miscellaneous Equipment	154,776	104,268	56,321	104,800	123,950	104,800
<b>TOTAL SUPPLIES</b>	<b>318,113</b>	<b>266,052</b>	<b>123,327</b>	<b>265,225</b>	<b>287,710</b>	<b>285,225</b>
<b>Purchased Services</b>						
640202 Recording/Filing Fees	300	102	444	100	100	100
640400 Consulting Services	6,450	7,550	-	5,000	5,000	5,000
640700 Solid Waste/Recycling Pickup	4,093	4,138	1,351	4,400	4,400	4,400
641301 Electric	82,479	77,969	30,753	85,000	85,000	85,000
641302 Gas	21,856	18,950	10,543	23,000	23,000	23,000
641303 Water	4,404	3,616	933	4,500	4,500	4,500
641304 Sewer	1,571	1,218	346	1,600	1,600	1,600
641306 Stormwater	5,903	5,969	1,541	5,000	5,000	5,000
641307 Telephone	22,131	22,846	10,750	21,500	21,500	21,500

**CITY OF APPLETON 2022 BUDGET  
POLICE DEPARTMENT**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
641308 Cellular Phones	72,337	31,730	13,427	42,000	42,000	42,000
641800 Equip Repairs & Maint	8,634	5,794	3,432	11,235	11,235	11,235
642000 Facilities Charges	228,056	223,070	72,374	239,647	239,647	246,034
642501 CEA Operations/Maint.	464,239	358,446	140,950	465,905	465,905	470,789
642502 CEA Depreciation/Replace.	552,132	554,631	254,345	483,667	483,667	535,939
643000 Health Services	-	-	-	400	400	400
643100 Interpreter Services	4,904	4,455	1,497	1,500	1,500	1,500
644400 Witness Fees	273	150	166	500	500	500
659900 Other Contracts/Obligation	546,670	480,105	186,759	545,851	549,251	575,651
TOTAL PURCHASED SVCS	<u>2,026,432</u>	<u>1,800,739</u>	<u>729,611</u>	<u>1,940,805</u>	<u>1,944,205</u>	<u>2,034,148</u>
TOTAL EXPENSE	<u>17,948,165</u>	<u>17,802,381</u>	<u>6,431,784</u>	<u>19,022,192</u>	<u>19,061,577</u>	<u>19,209,440</u>



**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Police Grants**

**NOTES**

--

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Police Grants**

**Business Unit 2250**

**PROGRAM MISSION**

This program accounts for the receipt of various law enforcement and public safety grants and other revenues, along with the corresponding program expenditures.

**PROGRAM NARRATIVE**

**Link to Strategy:**

Implements Key Strategy # 4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

The Police Department will continue to pursue grants to offset costs for equipment, training, supplies and services. These funds come from a variety of sources including State and federal agencies.

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

Grants are awarded through federal and State agencies that further the Police Department's ability to provide a safer and more crime-free community. The 2022 grant budget includes anticipated funding through the Wisconsin Department of Transportation (DOT) and the State and Federal Department Office of Justice Assistance (DOJ).

The Wisconsin Department of Transportation (DOT) OMVWI (Operating A Motor Vehicle While Intoxicated) and Speed and Seatbelt Enforcement grants are administered by Outagamie County. Funding for drug enforcement is provided through the Wisconsin Department of Justice in collaboration with the Lake Winnebago Area Metropolitan Enforcement Group (MEG). The increase in revenue is in anticipation of the same grants being funded for the 2021-2022 grant year.

Grant funding was restored in 2021 for traffic and drug enforcement through the Wisconsin Department of Transportation and the State and Federal Department of Office of Justice Assistance. Anticipating similar grant availability in 2022, this budget reflects an increase of \$30,000 to support the initiatives to minimize traffic fatalities and injuries due to impaired driving, speed, and lack of seatbelt use. Funding is also provided for task

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 107,884	\$ 261,992	\$ 78,000	\$ 78,000	\$ 108,000	38.46%
<b>Program Expenses</b>		\$ 106,691	\$ 261,992	\$ 78,000	\$ 78,000	\$ 108,000	38.46%
<b>Expenses Comprised Of:</b>							
	Personnel	88,273	123,394	68,000	60,000	90,000	32.35%
	Training & Travel	-	-	-	-	-	N/A
	Supplies & Materials	19,612	132,598	10,000	18,000	18,000	80.00%
	Purchased Services	(1,194)	6,000	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Police Grants**

**Business Units 2250**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
421000 Federal Grants	\$ 18,642	\$ 77,358	\$ 18,000	\$ 18,000	\$ 18,000
422400 Miscellaneous State Aids	89,242	160,651	60,000	60,000	90,000
423000 Misc Local Govt Aids	-	23,983	-	-	-
Total Revenue	<u>\$ 107,884</u>	<u>\$ 261,992</u>	<u>\$ 78,000</u>	<u>\$ 78,000</u>	<u>\$ 108,000</u>
<b>Expenses</b>					
610500 Overtime Wages	\$ 88,273	\$ 123,394	\$ 60,000	\$ 60,000	\$ 90,000
620100 Training/Conferences	-	-	-	-	-
631603 Other Misc Supplies	766	57,699	-	-	-
632102 Protective Clothing	7,918	7,639	8,000	8,000	8,000
632700 Miscellaneous Equipment	10,928	67,260	10,000	10,000	10,000
659900 Other Contracts/Obligation	(1,194)	6,000	-	-	-
Total Expense	<u>\$ 106,691</u>	<u>\$ 261,992</u>	<u>\$ 78,000</u>	<u>\$ 78,000</u>	<u>\$ 108,000</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Included in this budget are the following grants:

Edward Byrne Memorial Justice Assistance	DOJ	\$ 10,000
Bulletproof Vest Partnership Program	DOJ	8,000
Traffic Enforcement	DOT	80,000
Drug and Criminal Task Force	WDOJ	10,000
		<u>\$ 108,000</u>

**CITY OF APPLETON 2022 BUDGET  
POLICE GRANTS**

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

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Intergovernmental	\$ 107,884	\$ 261,992	\$ 78,000	\$ 78,000	\$ 108,000
Total Revenues	<u>107,884</u>	<u>261,992</u>	<u>78,000</u>	<u>78,000</u>	<u>108,000</u>
<b>Expenses</b>					
Program Costs	106,691	261,992	78,000	78,000	108,000
Total Expenses	<u>106,691</u>	<u>261,992</u>	<u>78,000</u>	<u>78,000</u>	<u>108,000</u>
Revenues over (under) Expenses	1,193	-	-	-	-
Fund Balance - Beginning	<u>(1,193)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>





**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Public Safety**

**Business Unit 4210**

**PROGRAM MISSION**

This program accounts for funding sources and expenditures for various public safety investments.

**PROGRAM NARRATIVE**

**Link to Strategy:**

Implements Key Strategies # 1: "Responsibly deliver excellent services".

**Objectives:**

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

Project	Amount	Page
---------	--------	------

No public safety capital projects are proposed for 2022

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

No major changes.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
	<b>Program Revenues</b>	\$ 1,428	\$ 31	\$ -	\$ -	\$ -	N/A
	<b>Program Expenses</b>	\$ 31,458	\$ 707,010	\$ -	\$ -	\$ -	N/A
<b>Expenses Comprised Of:</b>							
	Personnel	-	-	-	-	-	N/A
	Supplies & Materials	-	-	-	-	-	N/A
	Purchased Services	-	-	-	-	-	N/A
	Repair & Maintenance	-	-	-	-	-	N/A
	<b>Capital Expenditures</b>	31,458	707,010	-	-	-	N/A

**CITY OF APPLETON 2022 BUDGET  
CAPITAL PROJECTS FUNDS**

**Public Safety**

**Business Unit 4210**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Revenues					
471000 Interest on Investments	1,428	31	-	-	-
591000 Proceeds of Long-term Debt	-	694,847	-	-	-
Total Revenue	\$ 1,428	\$ 694,878	\$ -	\$ -	\$ -
Expenses					
680401 Machinery & Equipment	-	646,650	-	-	-
681500 Software Acquisition	31,458	60,360	-	-	-
Total Expense	\$ 31,458	\$ 707,010	\$ -	\$ -	\$ -

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
PUBLIC SAFETY**

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

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Interest Income	1,428	31	-	-	-
Total Revenues	1,428	31	-	-	-
<b>Expenses</b>					
Program Costs	31,458	707,010	-	-	-
Total Expenses	31,458	707,010	-	-	-
Revenues over (under) Expenses	(30,030)	(706,979)	-	-	-
<b>Other Financing Sources (Uses)</b>					
Proceeds of G.O. Debt	-	694,847	-	-	-
Total Other Financing Sources (Uses)	-	694,847	-	-	-
Net Change in Equity	(30,030)	(12,132)	-	-	-
Fund Balance - Beginning	42,162	12,132	-	-	-
Fund Balance - Ending	\$ 12,132	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2022 BUDGET**

**FIRE DEPARTMENT**

**Fire Chief: Jeremy J. Hansen**

**Deputy Fire Chief: Ryan A. Weyers**

# CITY OF APPLETON 2022 BUDGET FIRE DEPARTMENT

## MISSION STATEMENT

With our partners, the Appleton Fire Department protects the community with exceptional service. Our vision is to pursue excellence and to enhance the quality of life in Appleton and our regional community.

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

In 2021, the department had two driver/engineer retirements that were filled through internal promotions. The department participated in the regional hiring process for the hiring of four recruit firefighters who started in early April and have joined the ranks of the front-line operations staff after a six-week recruit academy. The Resource Development and Special Operations Division offered a relief driver class for six personnel resulting in six additional members qualified to drive fire apparatus. In addition, the department provided an acting officer class for six members of the department utilizing in-house instructors. All six members successfully completed the training and may fill the company officer role as needed. In January, the department took delivery of a new fire engine. Training on the new engine occurred and it has been placed into service at Fire Station # 1.

Early 2021 brought about a drastic reduction in COVID-19 mitigation strategies for the department due to the widely distributed vaccine. Inspections were able to be started as scheduled, training opportunities have increased, and emergency operations are quickly returning to normal. The Fire Department assisted with vaccine distribution by providing standby emergency medical services for the Fox Cities COVID-19 Vaccine Clinic for the entirety of the operation and will continue this involvement with the City of Appleton clinics through the end of the year. Fire Department support staff continued to work remotely for the first quarter of 2021 until the vaccine was available.

On May 15, 2021, the department recognized the two-year anniversary of the line-of-duty death of Driver/Engineer Mitchell Lundgaard. The department's Memorial Committee has been meeting over the past two years to develop plans to memorialize this tragic day that will never be forgotten. The memorial events in Colorado Springs, Colorado and Emmitsburg, Maryland that were originally cancelled in 2020 were either cancelled or altered again due to the pandemic. The Appleton Fire Department was represented at these events. An architectural firm has been selected to design Lundgaard Park. The firm held listening sessions with the Fire Department, the Lundgaard family, and the community as part of the master planning process.

The department worked diligently with the City's GIS staff to develop key performance indicator dashboards to correlate with our strategic objectives identified through the department's strategic planning process. The dashboards allow department personnel to filter the results so that the data is meaningful by position/role/location.

The Emergency Medical Services Division increased the Department's service level from First Responders to Emergency Medical Technicians (EMT) at the beginning of 2021 improving the level of care provided to citizens and visitors in the City of Appleton. The department is currently in the process of transitioning to a new Medical Director.

The Special Operations Division worked with Manitowoc County on an agreement to provide county hazardous materials services. The Appleton Fire Department provides this service for Outagamie and Calumet Counties. The department is currently contracted with the State to provide Type II haz-mat response for the East Central region of the State.

In May, fire crews responded to a residential structure fire and discovered a citizen fire fatality in the single family home. In September, crews responded to a multiple vehicle accident involving a vehicle fire. Unfortunately, the vehicle fire resulted in the department's second fire death within the City in 2021. The Wisconsin Department of Justice Division of the Criminal Investigation State Fire Marshal's Office, State Patrol, and the Outagamie County Coroner's Office assisted on scene of these incidents, which is standard procedure when a fire fatality occurs.

After a three-year project, the department was able to finalize the transition out of substandard hose. It was discovered that some of our 1 3/4" interior fire attack hose may have had a manufacturing deficiency causing the inside liner to prolapse resulting in excessive resistance to needed water flow requirements. With the large amount of hose in our inventory, all of the hose was not able to be replaced simultaneously. Currently, all interior firefighting hose is 2018 or newer. The intent going forward is to replace all 2 1/2" hose bringing it to the current NFPA standard so that attack hose is less than 20 years old. Due to a reduction in hose loads, reduction in station inventories, and new hose purchases, the department should meet this objective.

# CITY OF APPLETON 2022 BUDGET FIRE DEPARTMENT

## MAJOR 2022 OBJECTIVES

With our partners, the Appleton Fire Department protects the community with exceptional service. We pursue excellence and enhance the quality of life in Appleton and our regional community.

The department is responsible for saving lives and protecting property with exceptional service. The role of the Fire Department is evolving to improve awareness of all facets of life safety.

In 2022, the department will strive to meet the following goals:

Improve an awareness of changing community needs and diverse community populations and their effect on our levels of service and programs

Maintain identified levels of service in a cost-effective manner by providing quality programs to our community

Provide a quality work environment which both encourages and enhances employee participation and growth as well as supporting efficient work processes and sustainability

Continue to enhance the department's capability to respond to routine and non-routine emergencies. This includes working with law enforcement to address rescue task force response capabilities for active violence incidents involving an active shooter and mass casualties

Implement the departmental strategic plan, and support the strategic initiatives identified in the City's strategic plan

Maintain and enhance existing regional relationships

Utilize existing staff to deliver public education programs and continue to enhance our fire prevention efforts

Develop short- and long-range plans and regional partnerships to ensure timely, effective and efficient pre-hospital medical care to the community

## DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 420,522	\$ 353,334	\$ 363,700	\$ 363,700	\$ 358,550	-1.42%
<b>Program Expenses</b>							
18010	Administration	537,821	509,123	571,993	571,993	585,881	2.43%
18021	Fire Suppression	9,620,698	9,744,184	9,776,162	9,776,162	9,926,758	1.54%
18022	Special Operations	29,129	31,800	168,735	168,735	181,255	7.42%
18023	Resource Devel.	253,769	160,002	246,202	246,202	259,057	5.22%
18024	Emergency Medical Svc	420,640	432,352	707,085	707,085	740,417	4.71%
18032	Fire Prevention	992,458	925,567	1,297,018	1,297,018	1,247,001	-3.86%
18033	Technical Services	400,716	380,559	421,970	429,159	433,122	2.64%
<b>TOTAL</b>		<b>\$ 12,255,231</b>	<b>\$ 12,183,587</b>	<b>\$ 13,189,165</b>	<b>\$ 13,196,354</b>	<b>\$ 13,373,491</b>	<b>1.40%</b>
<b>Expenses Comprised Of:</b>							
Personnel		11,049,888	10,826,467	11,675,826	11,675,826	11,818,274	1.22%
Training & Travel		45,468	19,736	40,425	40,425	40,425	0.00%
Supplies & Materials		187,495	259,284	208,345	215,534	221,268	6.20%
Purchased Services		972,380	1,067,465	1,264,569	1,264,569	1,293,524	2.29%
Capital Expenditures		-	10,635	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		96.00	96.00	96.00	96.00	96.00	

\* % change from prior year adopted budget  
Fire.xls

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Administration**

**Business Unit 18010**

**PROGRAM MISSION**

For the benefit of the Appleton community and Fire Department employees, so that they are protected from the effects of fire and other hazards, we will set community-wide fire protection goals and establish necessary direction, policies, and procedures to meet them.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 1: "Responsibly deliver excellent services", # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", # 4: "Continually assess trends affecting the community and proactively respond", and # 7: "Communicate our success through stories and testimonials".

**Objectives:**

- Identify currently provided service levels and evaluate their effectiveness and customer value
- Address service needs created by continued growth north of U.S. Hwy. 41
- Plan and prepare operational and capital budgets
- Maintain staffing levels as detailed in the table of organization and approved by the Common Council
- Continue the development of joint service opportunities and regional relationships with neighboring fire departments
- Enhance internal and external communications and working relationships

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

This 2022 budget document includes the newly developed mission and vision statements for the department.

The increase in CEA replacement costs is due to the upgrade of the Fire Chief's vehicle to have full response capabilities. The funding for this was possible by eliminating another vehicle from the fleet and using replacement funds from that vehicle for this upgrade.

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Administration**

**Business Unit 18010**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422600 Fire Insurance Dues	\$ 240,895	\$ 249,683	\$ 245,000	\$ 245,000	\$ 260,000
480100 Charges for Services	1,006	27	-	-	-
501000 Miscellaneous Revenue	250	-	-	-	-
501500 Rental of City Property	150	9,868	-	-	-
502000 Donations & Memorials	18,491	6	-	-	-
Total Revenue	<u>\$ 260,792</u>	<u>\$ 259,584</u>	<u>\$ 245,000</u>	<u>\$ 245,000</u>	<u>\$ 260,000</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 254,969	\$ 247,486	\$ 259,357	\$ 259,357	\$ 263,239
610500 Overtime Wages	3,575	1,006	1,220	1,220	1,239
610800 Part-Time Wages	7,523	10,393	17,000	17,000	21,630
615000 Fringes	73,066	71,738	82,851	82,851	82,730
620100 Training/Conferences	3,607	-	3,500	3,500	3,500
630100 Office Supplies	3,570	4,009	4,500	4,500	4,500
630300 Memberships & Licenses	741	415	1,100	1,100	1,100
630400 Postage/Freight	253	67	250	250	250
630500 Awards & Recognition	2,006	1,593	1,440	1,440	1,440
630700 Food & Provisions	2,106	1,431	1,920	1,920	1,920
631500 Books & Library Materials	104	539	300	300	300
631603 Other Misc. Supplies	300	271	250	250	250
632001 City Copy Charges	6,867	6,027	6,450	6,450	6,450
632002 Outside Printing	1,373	626	1,000	1,000	1,000
632700 Miscellaneous Equipment	10,420	8,453	8,400	8,400	8,400
640400 Consulting Services	1,949	1,305	1,500	1,500	1,500
640700 Solid Waste/Recycling	3,484	4,097	3,373	3,373	4,220
640800 Contractor Fees	1,331	1,213	1,000	1,000	1,000
641300 Utilities	148,433	137,080	163,939	163,939	168,501
642501 CEA Operations/Maint.	5,837	3,806	5,075	5,075	3,858
642502 CEA Depreciation/Replace.	6,307	7,568	7,568	7,568	8,854
Total Expense	<u>\$ 537,821</u>	<u>\$ 509,123</u>	<u>\$ 571,993</u>	<u>\$ 571,993</u>	<u>\$ 585,881</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Fire Suppression**

**Business Unit 18021**

**PROGRAM MISSION**

To meet the needs of our community and enhance the quality of life of our citizens and visitors by providing a safe, healthy, and accepting environment through emergency and non-emergency response.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", and # 4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

Utilize data gathered through mobile data computers and department records to monitor response times and staffing levels to emergency and non-emergency calls for service

Identify and develop pre-fire plans for new structures and update pre-fire plans for existing structures, and develop emergency response plans for special events which present potential risks within the community

Proactively pursue, with our regional partners, the enhancement of our current mutual aid agreements and automatic aid agreements, evaluation of shared resources, updating of emergency management planning, and cooperative training exercises to help reduce the threats to our regional security and economy

Identify and develop employee safety programs, practices, and training for reducing the impact of lost time work-related injuries

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

The delay in delivery of new fire trucks resulted in the department spending less on CEA replacement than originally budgeted in 2020.

The elimination of Miscellaneous State Aids in 2022 is due to the elimination of Wisconsin Emergency Management training opportunities. It is unknown when/if these opportunities will be available in the future.

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Fire Suppression**

**Business Unit 18021**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ 60,090	\$ -	\$ 30,000	\$ 30,000	\$ -
480100 General Charges for Svc	3,980	3,222	3,000	3,000	3,000
508200 Insurance Proceeds	7,530	2,738	-	-	-
<b>Total Revenue</b>	<b>\$ 71,600</b>	<b>\$ 5,960</b>	<b>\$ 33,000</b>	<b>\$ 33,000</b>	<b>\$ 3,000</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 6,129,027	\$ 6,258,560	\$ 6,065,927	\$ 6,065,927	\$ 6,195,484
610400 Call Time Wages	6,671	44	-	-	-
610500 Overtime Wages	579,721	406,128	354,808	354,808	359,240
615000 Fringes	2,280,807	2,314,136	2,464,099	2,464,099	2,459,773
620100 Training/Conferences	17,595	10,583	16,750	16,750	16,750
620400 Tuition Fees	4,118	1,381	4,000	4,000	4,000
630600 Building Maint./Janitorial	4,014	3,685	3,250	3,250	3,250
631603 Other Misc. Supplies	1,962	587	1,300	1,300	1,300
632101 Uniforms	2,625	10,235	2,000	2,000	2,000
632102 Protective Clothing	36,079	102,499	58,450	58,450	61,373
632199 Other Clothing	2,746	2,136	1,500	1,500	1,500
624000 Medical/Lab Supplies	23	-	-	-	-
632700 Miscellaneous Equipment	16,741	38	-	-	-
642501 CEA Operations/Maint.	213,823	241,608	233,477	233,477	240,545
642502 CEA Depreciation/Replace.	300,073	368,767	544,851	544,851	555,020
643000 Health Services	24,673	23,797	25,750	25,750	26,523
<b>Total Expense</b>	<b>\$ 9,620,698</b>	<b>\$ 9,744,184</b>	<b>\$ 9,776,162</b>	<b>\$ 9,776,162</b>	<b>\$ 9,926,758</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Training/Conferences

Incident Safety Officer Course	\$ 5,000
Fire Department Instructor's Conference	3,500
Critical Incident Stress Management	1,500
Company Officer training	2,500
Driver/Engineer training	2,500
Firefighter training	1,750
<b>Total</b>	<b>\$ 16,750</b>

Protective Clothing

Firefighter turnout gear	\$ 45,000
Protective clothing (boots, helmets, hoods, gloves)	13,450
<b>Total</b>	<b>\$ 58,450</b>

Health Services

NFPA-compliant physicals	\$ 22,750
Duty evaluations	3,000
<b>Total</b>	<b>\$ 25,750</b>

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Special Operations**

**Business Unit 18022**

**PROGRAM MISSION**

For the benefit of the Appleton community, contracted jurisdictions, and our environment, we will protect life and property by promoting educational and preventive measures and respond to situations that require specialty skilled services.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Provide for local and county hazardous materials response in jurisdictions as defined by the contract

Seek grant opportunities for equipment and training available through local and State organizations

Maintain necessary equipment and skill levels for local and County incidents

Continue the partnership with Winnebago County (Oshkosh Fire Department) and Brown County (Green Bay Metro Department)

Provide specialized emergency response to include: local hazardous materials response, confined space rescue, water rescue, structural collapse response, and trench rescue

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

The actual Incineration Fees revenue in 2020 was significantly less than previous years. This is a result of fewer vehicles on the road during the pandemic causing fewer accidents with antifreeze leaks.

This program budget reflects the City of Appleton and Manitowoc County entering into an agreement for haz-mat response services. The Appleton Fire Department has similar agreements with Outagamie and Calumet counties. The agreement is limited to initial emergency response to hazardous substance releases.

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Special Operations**

**Business Unit 18022**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ 10,213	\$ 11,508	\$ 16,000	\$ 16,000	\$ 24,000
423000 Misc Local Govt Aids	7,500	7,500	7,500	7,500	11,500
480700 Incineration Fees	13,755	8,737	13,000	13,000	9,200
<b>Total Revenue</b>	<b>\$ 31,468</b>	<b>\$ 27,745</b>	<b>\$ 36,500</b>	<b>\$ 36,500</b>	<b>\$ 44,700</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 3,961	\$ 2,170	\$ 88,588	\$ 88,588	\$ 91,343
610500 Overtime Wages	-	-	6,880	6,880	7,012
615000 Fringes	247	1,045	37,267	37,267	36,900
632102 Protective Clothing	7,585	7,116	9,000	9,000	9,000
632700 Miscellaneous Equipment	13,633	16,041	20,000	20,000	30,000
640700 Waste/Recycling Pickup	3,703	5,428	7,000	7,000	7,000
<b>Total Expense</b>	<b>\$ 29,129</b>	<b>\$ 31,800</b>	<b>\$ 168,735</b>	<b>\$ 168,735</b>	<b>\$ 181,255</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Miscellaneous Equipment

Monitoring and research  
equipment authorized through the  
State EPCRA grant (80/20 match)

Outagamie County	\$ 10,000
Calumet County	10,000
Manitowoc County	10,000
	<u>\$ 30,000</u>

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Resource Development**

**Business Unit 18023**

**PROGRAM MISSION**

To enhance the safety and performance of employees and assure the effectiveness of response to the community, we will provide a variety of appropriate training programs.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Maintain compliance with federal and State mandatory class requirements

Investigate and encourage attendance at specialized training to expand personal growth and development

Facilitate and coordinate the Safety Committee meetings for the Department to promote health and safety among the department employees

Seek opportunities to provide leadership training, including command level training, through internal and/or external sources

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Resource Development**

**Business Unit 18023**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 159,376	\$ 103,722	\$ 150,280	\$ 150,280	\$ 162,172
610500 Overtime Wages	12,767	1,507	8,944	8,944	9,076
615000 Fringes	61,518	38,601	67,173	67,173	67,969
620100 Training/Conferences	5,508	305	3,000	3,000	3,000
630300 Memberships & Licenses	100	-	-	-	-
631500 Books & Library Materials	1,185	1,480	1,200	1,200	1,200
631603 Other Misc. Supplies	613	353	1,000	1,000	1,000
632300 Safety Supplies	637	643	750	750	750
632700 Miscellaneous Equipment	7,596	7,303	7,400	7,400	7,400
642501 CEA Operations/Maint.	-	2,825	2,538	2,538	2,573
642502 CEA Depreciation/Replace.	4,469	3,263	3,917	3,917	3,917
Total Expense	<u>\$ 253,769</u>	<u>\$ 160,002</u>	<u>\$ 246,202</u>	<u>\$ 246,202</u>	<u>\$ 259,057</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Emergency Medical Services**

**Business Unit 18024**

**PROGRAM MISSION**

The mission of Appleton Fire Department's Emergency Medical Services Division is to enhance the quality of life in our community by providing a premier level of pre-hospital services which ultimately improve the outcomes for those that need our service.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies # 2: "Encourage active community participation and involvement", # 3: "Recognize and grow everyone's talents", and # 4: "Continually assess trends affecting the community and proactively respond".

**Objectives:**

To provide timely, state of the art pre-hospital care to all people within our service area that are subject to illness or injury

To provide quality, consistent pre-hospital medical training to all employees of the Fire Department resulting in all employees being certified at the Emergency Medical Technician - Basic level

To maintain compliance with department, local and State codes, laws, guidelines, and regulations

To ensure continuous program development and quality improvement

Working with our Medical Director, monitor the percentage of cardiac patients who were discovered in ventricular fibrillation that survived and were discharged from the hospital

To participate with other fire departments, Gold Cross Ambulance, and other agencies during medical training or exercises

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

The EMS Division is working on the development of an in-house recertification program including both EMT Basic and Paramedic. This will allow the department to maintain certification levels on duty shifts minimizing overtime costs for training.

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Emergency Medical Services**

**Business Unit 18024**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 293,918	\$ 300,414	\$ 467,734	\$ 467,734	\$ 498,606
610400 Call Time	71	-	-	-	-
610500 Overtime Wages	400	2,536	14,889	14,889	15,437
615000 Fringes	106,448	109,684	206,087	206,087	207,999
620100 Training/Conferences	6,969	6,535	6,675	6,675	6,675
630300 Memberships & Licenses	60	-	200	200	200
631603 Other Misc. Supplies	564	332	500	500	500
632400 Medical/Lab Supplies	8,942	9,421	7,500	7,500	7,500
632700 Miscellaneous Equipment	3,268	3,430	3,500	3,500	3,500
Total Expense	\$ 420,640	\$ 432,352	\$ 707,085	\$ 707,085	\$ 740,417

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Fire Prevention/Public Education**

**Business Unit 18032**

**PROGRAM MISSION**

For the preservation of lives and property in our community, we will provide fire inspection, education, code development, and fire and life safety plan review.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Perform all state-mandated fire and life safety inspections in all buildings, and all plan reviews of State and locally required fire protection systems

Review all license applications for compliance with the provisions of the Fire Prevention Code

Continue proactive involvement with all City departments, as well as surrounding community departments to create a more consistent and cohesive code enforcement process throughout our community

Implement pre-plan incident reports utilizing the records management system

Develop, implement, coordinate, and evaluate risk reduction programs designed to meet the needs of our community's diverse populations

Provide public information at emergency incidents and throughout the year

Define media relationship strategy as method/vehicle to communicate prevention messages

Enhance smoke detector awareness in the City of Appleton

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

Due to the pandemic, the projected number of participants in education programs and number of special events has significantly decreased.

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Fire Prevention/Public Education**

**Business Unit 18032**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ 6,528	\$ 517	\$ -	\$ -	\$ -
441200 Tent Permits	1,250	75	1,000	1,000	750
441300 Burning Permits	27,544	33,085	28,000	28,000	30,000
441400 Firework Permits	300	-	200	200	100
441600 Tank Removal Permits	40	-	-	-	-
480600 False Alarm Fees	15,400	20,450	14,000	14,000	14,000
490800 Misc Intergov Charges	5,600	5,918	6,000	6,000	6,000
<b>Total Revenue</b>	<b>\$ 56,662</b>	<b>\$ 60,045</b>	<b>\$ 49,200</b>	<b>\$ 49,200</b>	<b>\$ 50,850</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 681,495	\$ 632,510	\$ 894,808	\$ 894,808	\$ 860,534
610500 Overtime Wages	36,068	39,785	16,338	16,338	17,184
615000 Fringes	237,786	217,857	347,039	347,039	332,883
620100 Training/Conferences	7,670	933	6,500	6,500	6,500
630200 Subscriptions	1,346	1,495	1,500	1,500	1,500
630300 Memberships & Licenses	1,930	3,245	2,400	2,400	2,400
631500 Books & Library Materials	149	2,107	500	500	500
631603 Other Misc. Supplies	124	203	250	250	250
632300 Safety Supplies	5,469	4,472	6,000	6,000	6,000
632700 Miscellaneous Equipment	458	3,548	500	500	500
641200 Advertising	313	-	500	500	500
642501 CEA Operations/Maint.	9,894	8,880	10,151	10,151	7,718
642502 CEA Depreciation/Replace.	9,756	10,532	10,532	10,532	10,532
<b>Total Expense</b>	<b>\$ 992,458</b>	<b>\$ 925,567</b>	<b>\$ 1,297,018</b>	<b>\$ 1,297,018</b>	<b>\$ 1,247,001</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Technical Services**

**Business Unit 18033**

**PROGRAM MISSION**

For the benefit of the Fire Department and community, we will purchase vehicles and equipment and ensure that they are maintained in a condition that safely meets the operational needs of the Department.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategy # 1: "Responsibly deliver excellent services", and #3: "Recognize and grow everyone's talents".

**Objectives:**

Provide and track all preventive, scheduled, and emergency maintenance on all non-motorized equipment to meet applicable standards

Research, purchase, and distribute equipment needed by the department

Provide ongoing technical training for department personnel

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

**Technical Services**

**Business Unit 18033**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 82,041	\$ 53,854	\$ 84,268	\$ 84,268	\$ 87,521
610500 Overtime Wages	7,409	616	4,243	4,243	4,402
615000 Fringes	31,024	12,675	36,026	36,026	35,901
630600 Building Maint./Janitorial	11,963	13,936	14,935	14,935	14,935
630803 Seed	267	200	500	500	500
630902 Tools & Instruments	1,655	1,896	1,700	1,700	1,700
631000 Miscellaneous Chemicals	4,476	3,312	4,500	4,500	4,500
631603 Other Misc. Supplies	1,712	1,941	2,050	2,050	2,050
632503 Other Materials	216	575	750	750	750
632601 Repair Parts	6,347	4,180	5,500	5,500	5,500
632700 Miscellaneous Equipment	15,270	29,443	24,100	31,289	24,100
640800 Contractor Fees	2,500	2,137	2,500	2,500	2,500
640900 Inspection Fees	2,077	3,118	3,000	3,000	3,000
641800 Equip Repairs & Maint	14,953	12,375	11,500	11,500	11,500
641900 Communication Eq. Repairs	6,464	7,992	7,000	7,000	7,000
642000 Facilities Charges	206,877	215,727	212,948	212,948	220,778
642501 CEA Operations/Maint.	1,879	3,012	2,538	2,538	2,573
642502 CEA Depreciation/Replace.	3,586	2,935	3,912	3,912	3,912
680401 Machinery & Equipment	-	10,635	-	-	-
Total Expense	<u>\$ 400,716</u>	<u>\$ 380,559</u>	<u>\$ 421,970</u>	<u>\$ 429,159</u>	<u>\$ 433,122</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Miscellaneous Equipment

Firefighting equipment (hose, tools, nozzles, breathing apparatus, etc.)	\$ 17,000
Rescue tools	5,000
Miscellaneous station equipment	2,100
	<u>\$ 24,100</u>

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
<b>Program Revenues</b>						
422400 Miscellaneous State Aids	76,831	12,025	-	46,000	46,000	24,000
422600 Fire Insurance Dues	240,895	249,683	-	245,000	245,000	260,000
423000 Miscellaneous Local Govt Aids	7,500	7,500	10,100	7,500	7,500	11,500
441200 Tent Permits	1,250	75	225	1,000	1,000	750
441300 Burning Permits	27,544	33,085	22,345	28,000	28,000	30,000
441400 Firework Permits	300	-	100	200	200	100
441600 Tank Removal Permits	40	-	300	-	-	-
480100 General Charges for Service	4,986	3,249	1,424	3,000	3,000	3,000
480600 False Alarm Fees	15,400	20,450	7,250	14,000	14,000	14,000
480700 Incineration Fees	13,755	8,737	1,515	13,000	13,000	9,200
490800 Misc Intergovernmental Charges	5,600	5,918	4,520	6,000	6,000	6,000
501000 Miscellaneous Revenue	250	-	-	-	-	-
501500 Rental of City Property	150	-	-	-	-	-
502000 Donations & Memorials	18,491	12,606	-	-	-	-
508200 Insurance Proceeds	7,530	6	-	-	-	-
<b>TOTAL PROGRAM REVENUES</b>	<u>420,522</u>	<u>353,334</u>	<u>47,779</u>	<u>363,700</u>	<u>363,700</u>	<u>358,550</u>
<b>Personnel</b>						
610100 Regular Salaries	7,413,799	7,047,589	3,450,304	7,967,302	7,967,302	8,115,239
610400 Call Time Wages	6,742	44	-	-	-	-
610500 Overtime Wages	639,939	451,578	265,500	407,322	407,322	413,590
610800 Part-Time Wages	7,523	10,393	3,773	17,000	17,000	21,630
611000 Other Compensation	44,801	65,627	26,515	43,660	43,660	43,660
611400 Sick Pay	19,007	49,514	29,344	-	-	-
611500 Vacation Pay	127,179	435,986	39,552	-	-	-
615000 Fringes	2,790,898	2,765,736	1,461,644	3,240,542	3,240,542	3,224,155
<b>TOTAL PERSONNEL</b>	<u>11,049,888</u>	<u>10,826,467</u>	<u>5,276,632</u>	<u>11,675,826</u>	<u>11,675,826</u>	<u>11,818,274</u>
<b>Training~Travel</b>						
620100 Training/Conferences	41,350	18,355	3,715	36,425	36,425	36,425
620400 Tuition Fees	4,118	1,381	-	4,000	4,000	4,000
<b>TOTAL TRAINING / TRAVEL</b>	<u>45,468</u>	<u>19,736</u>	<u>3,715</u>	<u>40,425</u>	<u>40,425</u>	<u>40,425</u>
<b>Supplies</b>						
630100 Office Supplies	3,570	4,009	1,632	4,500	4,500	4,500
630200 Subscriptions	1,346	1,495	1,495	1,500	1,500	1,500
630300 Memberships & Licenses	2,831	3,660	2,615	3,700	3,700	3,700
630400 Postage\Freight	253	67	-	250	250	250
630500 Awards & Recognition	2,006	1,593	601	1,440	1,440	1,440
630600 Building Maint./Janitorial	15,977	17,622	9,050	18,185	18,185	18,185
630700 Food & Provisions	2,106	1,431	249	1,920	1,920	1,920
630803 Seed	267	200	34	500	500	500
630902 Tools & Instruments	1,655	1,895	758	1,700	1,700	1,700
631000 Miscellaneous Chemicals	4,476	3,312	1,115	4,500	4,500	4,500
631500 Books & Library Materials	1,438	4,125	-	2,000	2,000	2,000
631603 Other Misc. Supplies	5,275	3,688	2,132	5,350	5,350	5,350
632001 City Copy Charges	6,867	6,027	1,849	6,450	6,450	6,450
632002 Outside Printing	1,373	626	774	1,000	1,000	1,000
632101 Uniforms	2,625	10,235	93	2,000	2,000	2,000
632102 Protective Clothing	43,664	109,615	65,789	67,450	67,450	70,373
632199 Other Clothing	2,746	2,136	168	1,500	1,500	1,500
632300 Safety Supplies	6,106	5,115	4,582	6,750	6,750	6,750
632400 Medical/Lab Supplies	8,966	9,422	2,802	7,500	7,500	7,500
632503 Other Materials	216	575	35	750	750	750
632601 Repair Parts	6,347	4,180	2,103	5,500	5,500	5,500
632700 Miscellaneous Equipment	67,385	68,256	23,648	63,900	71,089	73,900
<b>TOTAL SUPPLIES</b>	<u>187,495</u>	<u>259,284</u>	<u>121,524</u>	<u>208,345</u>	<u>215,534</u>	<u>221,268</u>
<b>Purchased Services</b>						
640400 Consulting Services	1,949	1,305	1,500	1,500	1,500	1,500
640700 Solid Waste/Recycling Pickup	7,187	9,525	4,096	10,373	10,373	11,220
640800 Contractor Fees	3,831	3,350	-	3,500	3,500	3,500
640900 Inspection Fees	2,077	3,118	1,253	3,000	3,000	3,000

**CITY OF APPLETON 2022 BUDGET  
FIRE DEPARTMENT**

	<u>2019 ACTUAL</u>	<u>2020 ACTUAL</u>	<u>2021 YTD ACTUAL</u>	<u>2021 ORIG BUD</u>	<u>2021 REVISED BUD</u>	<u>2022 BUDGET</u>
641200 Advertising	313	-	-	500	500	500
641301 Electric	75,133	73,396	30,539	81,055	81,055	73,294
641302 Gas	24,648	21,456	18,438	33,188	33,188	44,252
641303 Water	10,192	9,364	4,954	10,387	10,387	11,890
641304 Sewer	2,476	2,650	1,369	3,419	3,419	3,180
641306 Stormwater	14,412	14,683	6,613	14,718	14,718	14,753
641307 Telephone	6,100	7,072	3,516	7,072	7,072	7,032
641308 Cellular Phones	15,472	8,458	4,516	14,100	14,100	14,100
641800 Equip Repairs & Maint	14,953	12,375	3,351	11,500	11,500	11,500
641900 Communication Eq. Repairs	6,464	7,992	8,312	7,000	7,000	7,000
642000 Facilities Charges	206,877	215,727	86,809	212,948	212,948	220,778
642501 CEA Operations/Maint.	231,433	260,132	113,763	253,779	253,779	257,267
642502 CEA Depreciation/Replace.	324,190	393,065	225,676	570,780	570,780	582,235
643000 Health Services	<u>24,673</u>	<u>23,797</u>	<u>11,083</u>	<u>25,750</u>	<u>25,750</u>	<u>26,523</u>
TOTAL PURCHASED SVCS	<u>972,380</u>	<u>1,067,465</u>	<u>525,788</u>	<u>1,264,569</u>	<u>1,264,569</u>	<u>1,293,524</u>
Capital Outlay						
640400 Machinery & Equipment	-	10,635	-	-	-	-
TOTAL CAPITAL OUTLAY	<u>-</u>	<u>10,635</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 TOTAL EXPENSE	 <u>12,255,231</u>	 <u>12,183,587</u>	 <u>5,927,659</u>	 <u>13,189,165</u>	 <u>13,196,354</u>	 <u>13,373,491</u>







**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Hazardous Materials, Tier II**

**Business Unit 2090**

**PROGRAM MISSION**

In order to protect people and the environment, we will provide certain Tier II hazardous materials handling services relating to the containment of hazardous substances in the event of an accidental spill, release, or discharge within our service area.

**PROGRAM NARRATIVE**

**Link to Strategy:**

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

**Objectives:**

The Cities of Appleton, Oshkosh, and Green Bay provide haz-mat services under a contract with the State of Wisconsin. The Tier II Wisconsin Hazardous Materials Response Team will strive to meet the provisions of the State contract by providing service to the contract area, providing equipment as recommended by the State, and providing an adequate number of trained, medically monitored, competent and supervised personnel. The City of Appleton also contracts for a Radiological Response Team which responds to radiological incidents to provide metering and detection.

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

The capital expenditure in this program is the purchase of CEA Unit # 851 which is being eliminated from the Fire Department's fleet and repurposed within the haz-mat program.

**DEPARTMENT BUDGET SUMMARY**

Programs		Actual		Budget			% Change *
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	
<b>Program Revenues</b>		\$ 82,369	\$ 143,101	\$ 72,075	\$ 72,075	\$ 72,075	0.00%
<b>Program Expenses</b>		\$ 81,919	\$ 103,467	\$ 72,075	\$ 72,075	\$ 94,115	30.58%
<b>Expenses Comprised Of:</b>		392,918					
	Personnel	52,242	19,192	46,700	86,700	46,700	0.00%
	Training & Travel	7,490	660	6,000	11,000	6,000	0.00%
	Supplies & Materials	5,344	68,448	8,525	8,525	8,525	0.00%
	Purchased Services	16,843	15,167	10,850	10,850	10,850	0.00%
	Capital Expenditures	-	-	-	347,918	22,040	N/A

\* % change from prior year adopted budget  
HazMat Type II.xls

**CITY OF APPLETON 2022 BUDGET  
SPECIAL REVENUE FUNDS**

**Hazardous Materials, Tier II**

**Business Unit 2090**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Miscellaneous State Aids	70,074	131,764	70,075	70,075	70,075
471000 Interest on Investments	12,295	9,380	2,000	2,000	2,000
480100 General Charges for Svc	-	1,957	-	-	-
<b>Total Revenue</b>	<b>\$ 82,369</b>	<b>\$ 143,101</b>	<b>\$ 72,075</b>	<b>\$ 72,075</b>	<b>\$ 72,075</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 7,941	\$ 5,479	\$ 5,720	\$ 5,720	\$ 5,720
610500 Overtime Wages	32,866	8,754	30,980	30,980	30,980
615000 Fringes	11,435	4,959	10,000	10,000	10,000
620100 Training/Conferences	7,490	660	6,000	6,000	6,000
630100 Office Supplies	84	170	-	-	-
630700 Food & Provisions	-	8	350	350	350
630902 Tools & Instruments	510	1,288	4,075	4,075	4,075
631000 Miscellaneous Chemicals	2,076	2,777	1,500	1,500	1,500
631500 Books & Library Materials	-	-	200	200	200
631603 Other Misc. Supplies	85	74	800	800	800
632102 Protective Clothing	208	161	-	-	-
632200 Gas Purchases	24	-	100	100	100
632601 Repair Parts	659	567	1,000	1,000	1,000
632700 Miscellaneous Equipment	1,697	63,403	500	500	500
640400 Consulting Services	-	338	350	350	350
641308 Cellular Phones	2,255	1,914	1,750	1,750	1,750
641700 Vehicle Repairs & Maint	8,635	9,560	4,000	4,000	4,000
641800 Equip Repairs & Maint	1,399	19	1,250	1,250	1,250
643000 Health Services	4,555	3,336	3,500	3,500	3,500
680403 Vehicles	-	-	-	-	22,040
<b>Total Expense</b>	<b>\$ 81,919</b>	<b>\$ 103,467</b>	<b>\$ 72,075</b>	<b>\$ 72,075</b>	<b>\$ 94,115</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Vehicles

2008 Ford F550 from CEA	\$ 22,040
	<u>\$ 22,040</u>

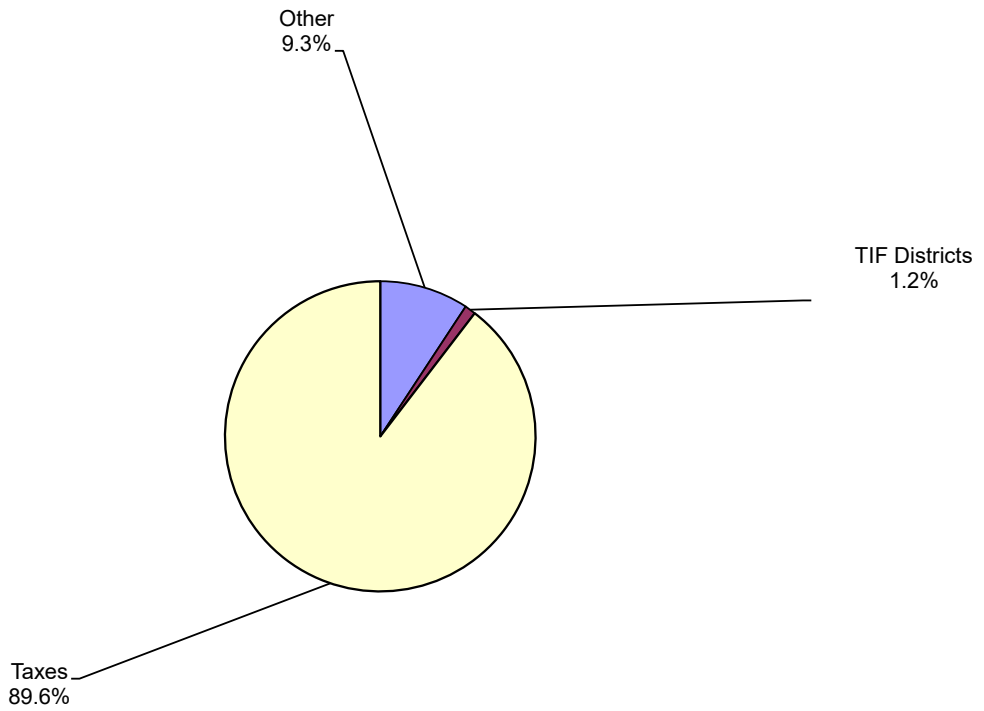
**CITY OF APPLETON 2022 BUDGET**  
**HAZARDOUS MATERIALS, TIER II**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Intergovernmental	\$ 70,074	\$ 131,764	\$ 70,075	\$ 70,075	\$ 70,075
Interest Income	12,295	9,380	2,000	2,000	2,000
Other	-	1,957	-	-	-
Total Revenues	82,369	143,101	72,075	72,075	72,075
<b>Expenses</b>					
Program Costs	81,919	103,467	72,075	72,075	94,115
Total Expenses	81,919	103,467	72,075	72,075	94,115
Revenues over (under) Expenses	450	39,634	-	-	(22,040)
Fund Balance - Beginning	352,834	353,284	392,918	392,918	392,918
Fund Balance - Ending	\$ 353,284	\$ 392,918	\$ 392,918	\$ 392,918	\$ 370,878

**CITY OF APPLETON 2022 BUDGET  
DEBT SERVICE FUNDS**

**Funding Sources for 2022 Debt Service**

**\$12,139,682**



**General Obligation Rating: Aa1**

**CITY OF APPLETON 2022 BUDGET  
DEBT SERVICE FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
<b>Revenues</b>					
Taxes	\$ 6,481,724	\$ 7,955,245	\$ 9,851,874	\$ 9,851,874	\$ 10,874,291
Other	-	24	175,287	175,287	-
Total Revenues	<u>6,481,724</u>	<u>7,955,269</u>	<u>10,027,161</u>	<u>10,027,161</u>	<u>10,874,291</u>
<b>Expenditures</b>					
Debt Service:					
Principal	7,077,500	7,339,875	8,774,375	8,774,375	9,879,500
Interest and Fees	1,789,228	2,135,325	2,272,144	2,284,172	2,260,182
Total Expenditures	<u>8,866,728</u>	<u>9,475,200</u>	<u>11,046,519</u>	<u>11,058,547</u>	<u>12,139,682</u>
Excess Revenues (Expenditures)	<u>(2,385,004)</u>	<u>(1,519,931)</u>	<u>(1,019,358)</u>	<u>(1,031,386)</u>	<u>(1,265,391)</u>
<b>Other Financing Sources (Uses)</b>					
Proceeds of General Obligation Notes	81,660	-	150,000	-	160,000
Advance Refunding Escrow	-	-	-	-	-
Premium on Debt Issued	979,653	861,170	-	769,949	-
Operating Transfers In	1,210,563	372,640	80,100	80,100	140,450
Total Other Financing Sources	<u>2,271,876</u>	<u>1,233,810</u>	<u>230,100</u>	<u>850,049</u>	<u>300,450</u>
Net Change in Fund Balance	(113,128)	(286,121)	(789,258)	(181,337)	(964,941)
Fund Balance - Beginning	<u>1,701,196</u>	<u>1,588,068</u>	<u>1,301,947</u>	<u>1,301,947</u>	<u>1,120,610</u>
Fund Balance - Ending	<u>\$ 1,588,068</u>	<u>\$ 1,301,947</u>	<u>\$ 512,689</u>	<u>\$ 1,120,610</u>	<u>\$ 155,669</u>

**CITY OF APPLETON 2022 BUDGET**  
**DEBT SERVICE OBLIGATION**

**DEBT SERVICE OBLIGATION**

Issue	Principal	Interest	Total
2012 DNR Site Remediation Loan	\$ 45,000	\$ -	\$ 45,000
2012A G.O. Notes	425,000	6,375	431,375
2014A G.O. Notes	799,500	47,547	847,047
2015A G.O. Notes	575,000	69,200	644,200
2016A G.O. Notes	1,975,000	307,925	2,282,925
2017A G.O. Notes	935,000	167,625	1,102,625
2017A G.O. Refunding Notes	505,000	91,275	596,275
2018A G.O. Notes	1,300,000	446,350	1,746,350
2019A G.O. Notes	1,515,000	380,525	1,895,525
2020A G.O. Notes	1,500,000	277,800	1,777,800
2021A G.O. Notes	305,000	305,560	610,560
Debt Issuance Cost	-	160,000	160,000
<b>Total Debt Service Obligation</b>	<b><u>\$ 9,879,500</u></b>	<b><u>\$ 2,260,182</u></b>	<b><u>\$ 12,139,682</u></b>

**DEBT SERVICE FUNDING SOURCES**

<i>Operating Transfers:</i>		
<i>Capital Project Funds:</i>		
Tax Incremental District # 8		\$ 89,300
Tax Incremental District # 11		51,150
<i>Revenue:</i>		
Property Taxes		10,874,291
<i>Borrowing:</i>		
Proceeds of General Obligation Notes		160,000
<i>Other:</i>		
Fund Balance (Debt Premiums)		964,941
<b>Total Funding Sources</b>		<b><u>\$ 12,139,682</u></b>

**CITY OF APPLETON 2022 BUDGET**  
**DEBT SERVICE OBLIGATION**

**2012A G.O. Notes**

Year	Obligation		Funding Sources
	Principal	Interest	Taxes & Int.
2022	\$ 425,000	\$ 6,375	\$ 431,375
	<u>\$ 425,000</u>	<u>\$ 6,375</u>	<u>\$ 431,375</u>

**2012 DNR Site Remediation Loan** <sup>1</sup>

Year	Obligation		Funding Sources
	Principal	Interest	TIF # 8
2022	\$ 45,000	\$ -	\$ 45,000
2023	45,000	-	45,000
2024	50,000	-	50,000
	<u>\$ 140,000</u>	<u>\$ -</u>	<u>\$ 140,000</u>

**2014A G.O. Notes**

Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
2022	\$ 799,500	\$ 47,547	\$ -	\$ 847,047
2023	828,750	29,828	-	858,578
2024	863,375	10,253	-	873,628
	<u>\$2,491,625</u>	<u>\$ 87,628</u>	<u>\$ -</u>	<u>\$2,579,253</u>

**2015A G.O. Notes**

Year	Obligation		Funding Sources	
	Principal	Interest	TIF # 8	Taxes & Int.
2022	\$ 575,000	\$ 69,200	\$ 44,300	\$ 599,900
2023	740,000	52,350	43,300	749,050
2024	750,000	30,000	47,025	732,975
2025	625,000	9,375	45,675	588,700
	<u>\$2,690,000</u>	<u>\$ 160,925</u>	<u>\$ 180,300</u>	<u>\$2,670,625</u>

<sup>1</sup> The Appleton Redevelopment Authority borrowed \$300,000 at 0% interest from the DNR for remediation of the 935 E. John Street site. The City of Appleton (TIF # 8) will make all payments on this loan.

**CITY OF APPLETON 2022 BUDGET  
DEBT SERVICE OBLIGATION**

**2016A G.O. Notes**

Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
2022	\$ 1,975,000	\$ 307,925	-	\$ 2,282,925
2023	2,045,000	237,400	-	2,282,400
2024	2,120,000	164,700	-	2,284,700
2025	2,180,000	100,200	-	2,280,200
2026	2,250,000	33,750	-	2,283,750
	<u>\$ 10,570,000</u>	<u>\$ 843,975</u>	<u>\$ -</u>	<u>\$ 11,413,975</u>

**2017A G.O. Notes**

Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
2022	\$ 935,000	\$ 167,625	\$ -	\$ 1,102,625
2023	965,000	139,125	-	1,104,125
2024	990,000	109,800	-	1,099,800
2025	1,025,000	79,575	-	1,104,575
2026	1,055,000	48,375	-	1,103,375
2027	1,085,000	16,275	-	1,101,275
	<u>\$ 6,055,000</u>	<u>\$ 560,775</u>	<u>\$ -</u>	<u>\$ 6,615,775</u>

**2017A G.O. Refunding Notes**

Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
2022	\$ 505,000	\$ 91,275	\$ -	\$ 596,275
2023	525,000	75,825	-	600,825
2024	540,000	59,850	-	599,850
2025	555,000	43,425	-	598,425
2026	575,000	26,475	-	601,475
2027	595,000	8,925	-	603,925
	<u>\$ 3,295,000</u>	<u>\$ 305,775</u>	<u>\$ -</u>	<u>\$ 3,600,775</u>



**CITY OF APPLETON 2022 BUDGET**  
**DEBT SERVICE OBLIGATION**

**2018A G.O. Notes**

Year	Obligation		Funding Sources	
	Principal	Interest	Other	Taxes & Int.
2022	\$ 1,300,000	\$ 446,350	\$ -	\$ 1,746,350
2023	1,370,000	379,600	-	1,749,600
2024	1,440,000	309,350	-	1,749,350
2025	1,515,000	235,475	-	1,750,475
2026	1,580,000	166,000	-	1,746,000
2027	1,645,000	101,500	-	1,746,500
2028	1,715,000	34,300	-	1,749,300
	<u>\$ 10,565,000</u>	<u>\$ 1,672,575</u>	<u>\$ -</u>	<u>\$ 12,237,575</u>

**2019A G.O. Notes**

Year	Obligation		Funding Sources		
	Principal	Interest	Other	TIF # 11	Taxes & Int.
2022	\$ 1,515,000	\$ 380,525	\$ -	\$ 51,150	\$ 1,844,375
2023	1,830,000	330,350	-	307,250	1,853,100
2024	1,885,000	274,625	-	309,300	1,850,325
2025	1,945,000	217,175	-	311,050	1,851,125
2026	2,000,000	158,000	-	307,575	1,850,425
2027	2,065,000	107,350	-	310,350	1,862,000
2028	2,135,000	65,350	-	314,350	1,886,000
2029	2,200,000	22,000	-	318,150	1,903,850
	<u>\$ 15,575,000</u>	<u>\$ 1,555,375</u>	<u>\$ -</u>	<u>\$ 2,229,175</u>	<u>\$ 14,901,200</u>

**2020A G.O. Notes**

Year	Obligation		Funding Sources	
	Principal	Interest	Debt Premium	Taxes & Int.
2022	\$ 1,500,000	\$ 277,800	\$ 357,020	\$ 1,420,780
2023	1,530,000	247,500	-	1,777,500
2024	1,560,000	216,600	-	1,776,600
2025	1,590,000	185,100	-	1,775,100
2026	1,625,000	152,950	-	1,777,950
2027	1,660,000	120,100	-	1,780,100
2028	1,690,000	86,600	-	1,776,600
2029	1,725,000	52,450	-	1,777,450
2030	1,760,000	17,600	-	1,777,600
	<u>\$ 14,640,000</u>	<u>\$ 1,356,700</u>	<u>\$ 357,020</u>	<u>\$ 15,639,680</u>

**CITY OF APPLETON 2022 BUDGET**  
**DEBT SERVICE OBLIGATION**

**2021A G.O. Notes**

Year	Obligation		Funding Sources	
	Principal	Interest	Debt Premium	Taxes & Int.
2022	\$ 305,000	\$ 305,560	\$ 607,921	\$ 2,639
2023	2,185,000	243,025	-	2,428,025
2024	205,000	219,125	-	424,125
2025	615,000	210,925	-	825,925
2026	635,000	198,425	-	833,425
2027	1,830,000	178,350	-	2,008,350
2028	1,975,000	149,813	-	2,124,813
2029	2,240,000	112,600	-	2,352,600
2030	2,700,000	63,200	-	2,763,200
2031	1,810,000	18,100	-	1,828,100
	<u>\$14,500,000</u>	<u>\$ 1,699,123</u>	<u>\$ 607,921</u>	<u>\$ 15,591,202</u>

**Total Debt Service**

	Obligation			Funding Sources	
	Principal	Interest	Total	Revenues	Taxes & Int.
2022	\$ 9,879,500	\$ 2,100,182	\$11,979,682	\$ 1,105,391	\$10,874,291
2023	12,063,750	1,735,003	13,798,753	395,550	13,403,203
2024	10,403,375	1,394,303	11,797,678	406,325	11,391,353
2025	10,050,000	1,081,250	11,131,250	356,725	10,774,525
2026	9,720,000	783,975	10,503,975	307,575	10,196,400
2027	8,880,000	532,500	9,412,500	310,350	9,102,150
2028	7,515,000	336,063	7,851,063	314,350	7,536,713
2029	6,165,000	187,050	6,352,050	318,150	6,033,900
2030	4,460,000	80,800	4,540,800	-	4,540,800
2031	1,810,000	18,100	1,828,100	-	1,828,100
	<u>\$80,946,625</u>	<u>\$ 8,249,226</u>	<u>\$89,195,851</u>	<u>\$ 3,514,416</u>	<u>\$85,681,435</u>

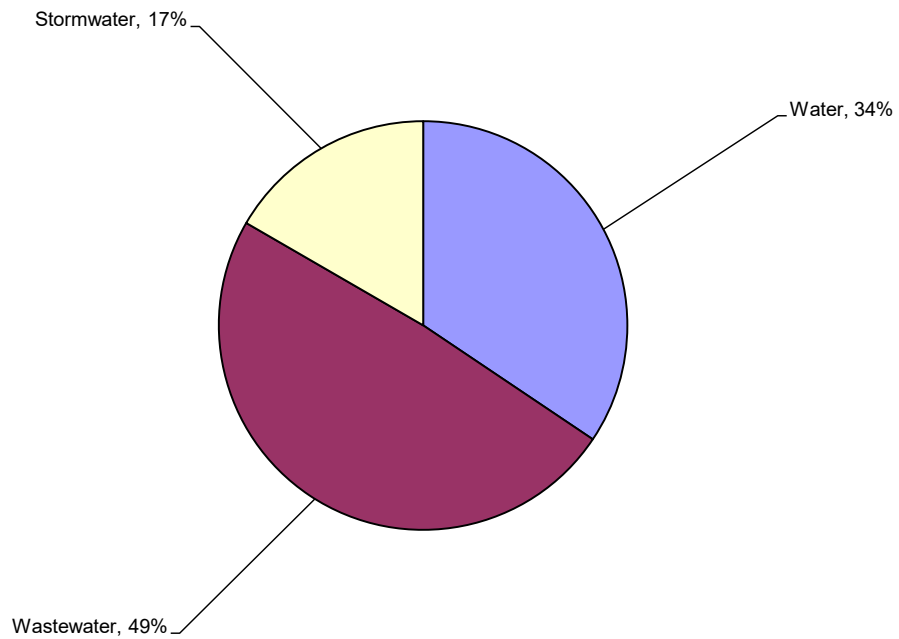


# CITY OF APPLETON 2022 BUDGET UTILITIES

Enterprise funds are used to account for activities that are financed and operated in a manner similar to that found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities provided to outside parties are accounted for in enterprise funds, which include Appleton's Water, Wastewater and Stormwater Utilities.

## 2022 UTILITIES EXPENDITURES

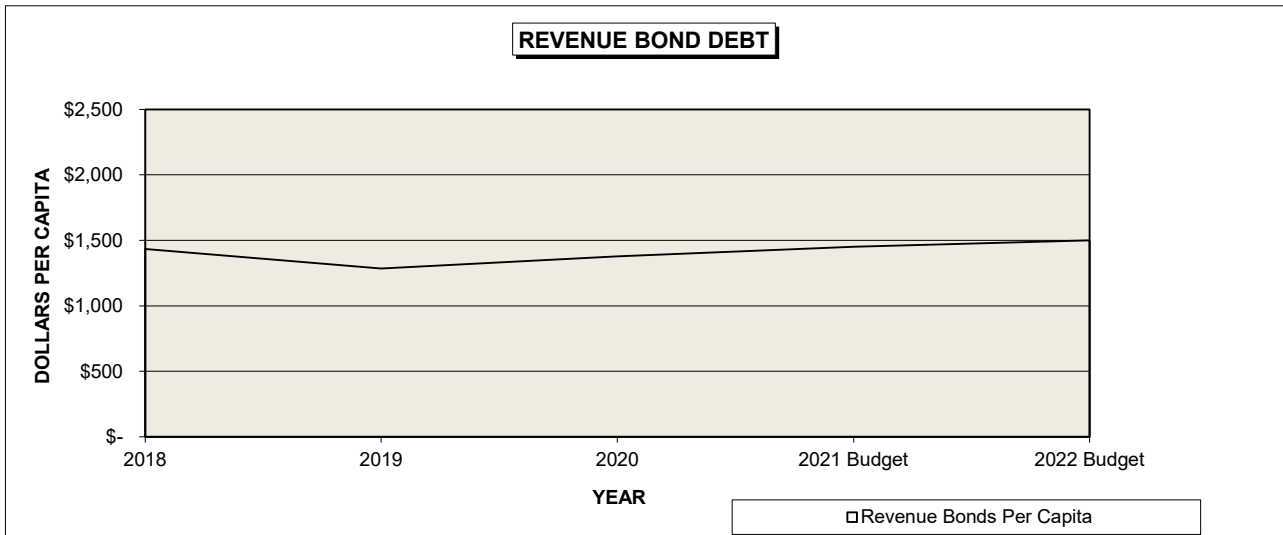
**\$62,955,374**



# CITY OF APPLETON 2022 BUDGET UTILITIES

## Revenue Bond Debt Summary

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021 Budget</u>	<u>2022 Budget</u>
Revenue Bonds Outstanding	\$ 107,080,000	\$ 96,075,000	\$ 102,535,000	\$ 108,005,000	\$ 111,640,000
Population	74,734	74,739	74,465	74,421	74,499
Revenue Bonds Per Capita	\$ 1,433	\$ 1,285	\$ 1,377	\$ 1,451	\$ 1,499



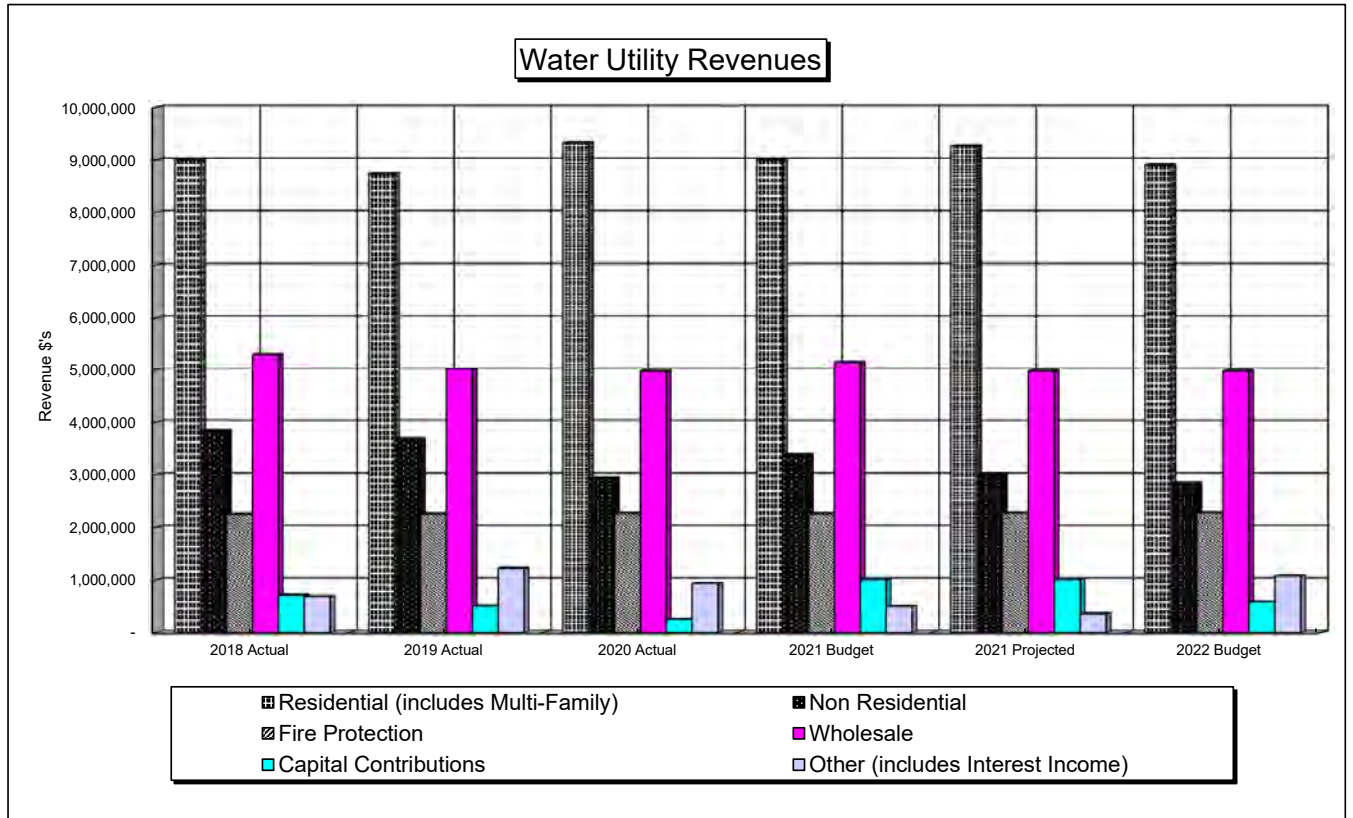
**Revenue Bond Ratings:**

<b>Water</b>	<b>Aa2</b>
<b>Wastewater</b>	<b>Aa2</b>
<b>Stormwater</b>	<b>Aa2</b>

**CITY OF APPLETON 2022 BUDGET  
UTILITY REVENUES**

**WATER UTILITY**

<b>Sources of Revenue</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Projected</b>	<b>2022 Budget</b>	<b>% Change</b>
Residential Water Service	\$ 8,313,133	\$ 8,076,730	\$ 8,616,203	\$ 8,300,000	\$ 8,560,000	\$ 8,200,000	-1.20%
Commercial Water Service	2,223,360	2,124,011	1,752,001	2,000,000	1,750,000	1,725,000	-13.75%
Industrial Water Service	1,211,958	1,157,728	896,088	1,000,000	875,000	750,000	-25.00%
Municipal Water Service	405,760	399,558	286,256	385,000	365,000	365,000	-5.19%
Multi-Family Water Service	691,802	661,477	705,794	705,000	705,000	705,000	0.00%
Fire Protection	2,250,657	2,258,040	2,265,928	2,259,500	2,270,000	2,273,500	0.62%
Wholesale Water Service	5,299,473	5,015,172	4,972,211	5,150,000	4,975,000	4,975,000	-3.40%
Other	402,428	503,808	392,411	297,873	253,173	874,613	193.62%
Interest Income	278,749	715,334	540,956	200,000	100,000	200,000	0.00%
Contributed Capital	710,927	504,525	247,201	1,008,720	1,008,720	581,750	-42.33%
<b>Total Water Utility</b>	<b>\$ 21,788,247</b>	<b>\$ 21,416,383</b>	<b>\$ 20,675,049</b>	<b>\$ 21,306,093</b>	<b>\$ 20,861,893</b>	<b>\$ 20,649,863</b>	<b>-3.08%</b>



Residential water sales make up the largest portion of Water Utility revenues, followed by wholesale, commercial and industrial. Fire protection revenues include charges for private, public, Town of Grand Chute, Harrison Utilities and Village of Sherwood fire protection. Average residential water consumption continues to decline due to individuals' conservation efforts. Water use between customer classes continues to fluctuate during the COVID-19 pandemic. Industrial revenue budget for 2022 reflects the loss of an industrial customer. The current rate was implemented on December 31, 2010. There is no rate increase planned for 2022.

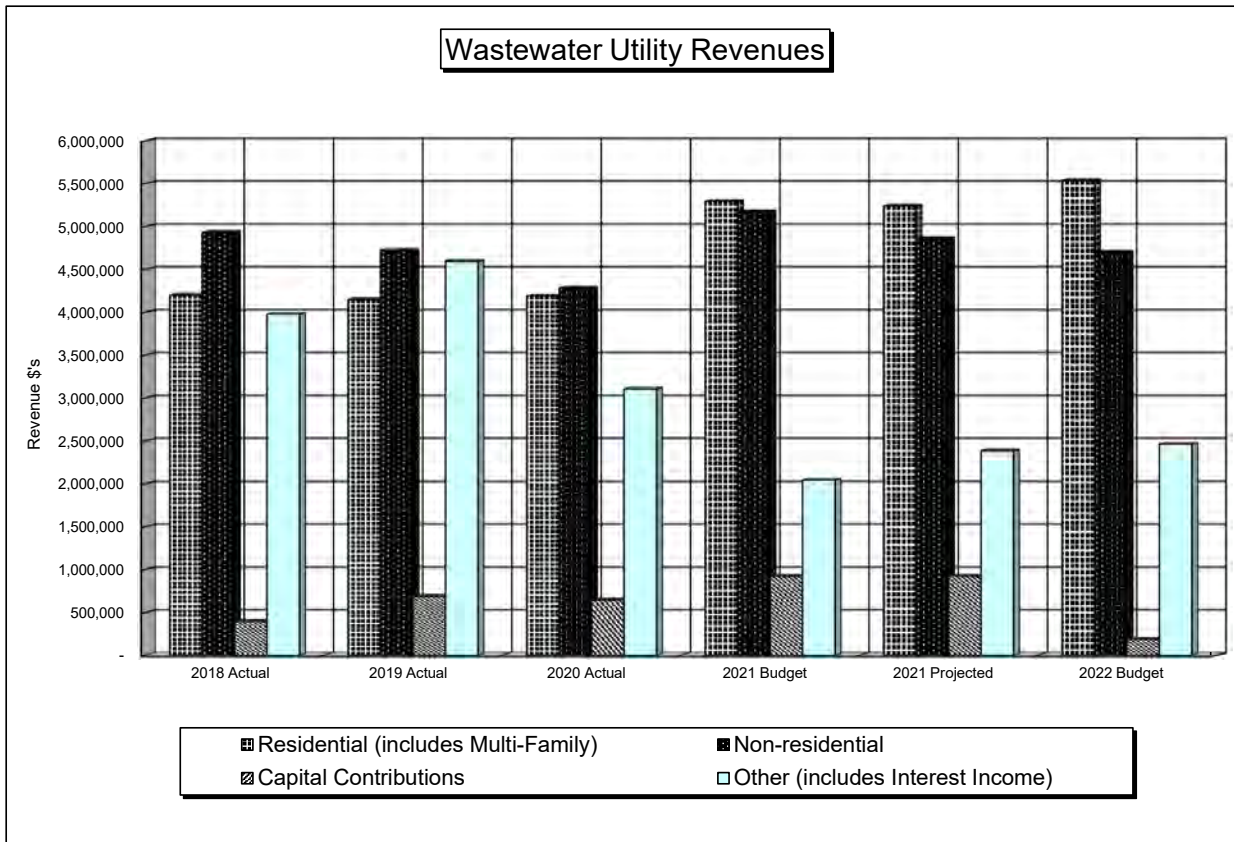
Interest income is earnings on available working cash, required reserve accounts and funds borrowed for construction pending their expenditure invested in various short- and longer-term investments. Two factors which determine investment income are interest rates and the cash balances available for investment. Historically low interest rates and the prospect of their continuation do not allow us to forecast an increase in investment income. Also, according to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The current market environment plays heavily in this calculation.

Other revenues come from ancillary or nonrecurring activities, including standby charges, revenues from leasing access to City property, customer penalties and gains on the sale of fixed assets. The decline in other income also reflects the expense of \$684,668 in 2018, 2019, 2020, and 2021 for amortization of the early retirement loss of membrane equipment that was not fully depreciated when the equipment was removed from service. Per authorization from the Public Service Commission of Wisconsin and the City's external auditors, the remaining life was amortized over four years. There is no amortization of this loss in 2022.

**CITY OF APPLETON 2022 BUDGET  
UTILITY REVENUES**

**WASTEWATER UTILITY**

<b>Sources of Revenue</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Projected</b>	<b>2022 Budget</b>	<b>% Change</b>
Residential Sewer Service	\$ 3,875,570	\$ 3,833,494	\$ 3,962,054	\$ 4,875,000	\$ 4,825,000	\$ 5,110,000	4.82%
Commercial Sewer Service	981,470	936,254	776,155	1,187,500	975,000	1,015,000	-14.53%
Industrial Sewer Service	3,658,145	3,496,624	3,164,069	3,627,000	3,610,000	3,385,000	-6.67%
Municipal Sewer Service	292,416	289,664	226,784	356,250	275,000	300,000	-15.79%
Multi-Family Sewer Service	325,113	312,328	340,900	418,750	415,000	425,000	1.49%
Interest Income	291,562	881,255	736,242	307,500	100,000	210,000	-31.71%
Other	3,684,392	3,713,740	2,368,023	1,735,348	2,283,680	2,251,681	29.75%
Capital Contributions	399,455	687,604	647,282	924,789	924,789	189,975	-79.46%
<b>Total Wastewater Utility</b>	<b>\$ 13,508,123</b>	<b>\$ 14,150,963</b>	<b>\$ 12,221,509</b>	<b>\$ 13,432,137</b>	<b>\$ 13,408,469</b>	<b>\$ 12,886,656</b>	<b>-4.06%</b>



Charges for services for wastewater treatment come from various categories of customers - residential, commercial, industrial, municipal and multi-family, as well as charges for special services such as industrial pre-treatment. The current rates for service have been effective since July 1, 2011. The decrease in industrial service is due to the reduction of flow from one of the Quantity/Quality customers. A rate study was completed in 2020 by an independent consultant. The study resulted in a required overall 20% increase in revenues for 2021. This rate increase will vary by customers type between 17% and 25%. The 2022 budget includes a 4% increase in rates to be effective on 1/1/2022. This rate increase will be presented to the Utilities Committee for approval. 2022 Industrial revenue budget also reflects the loss of one major high strength waste customer.

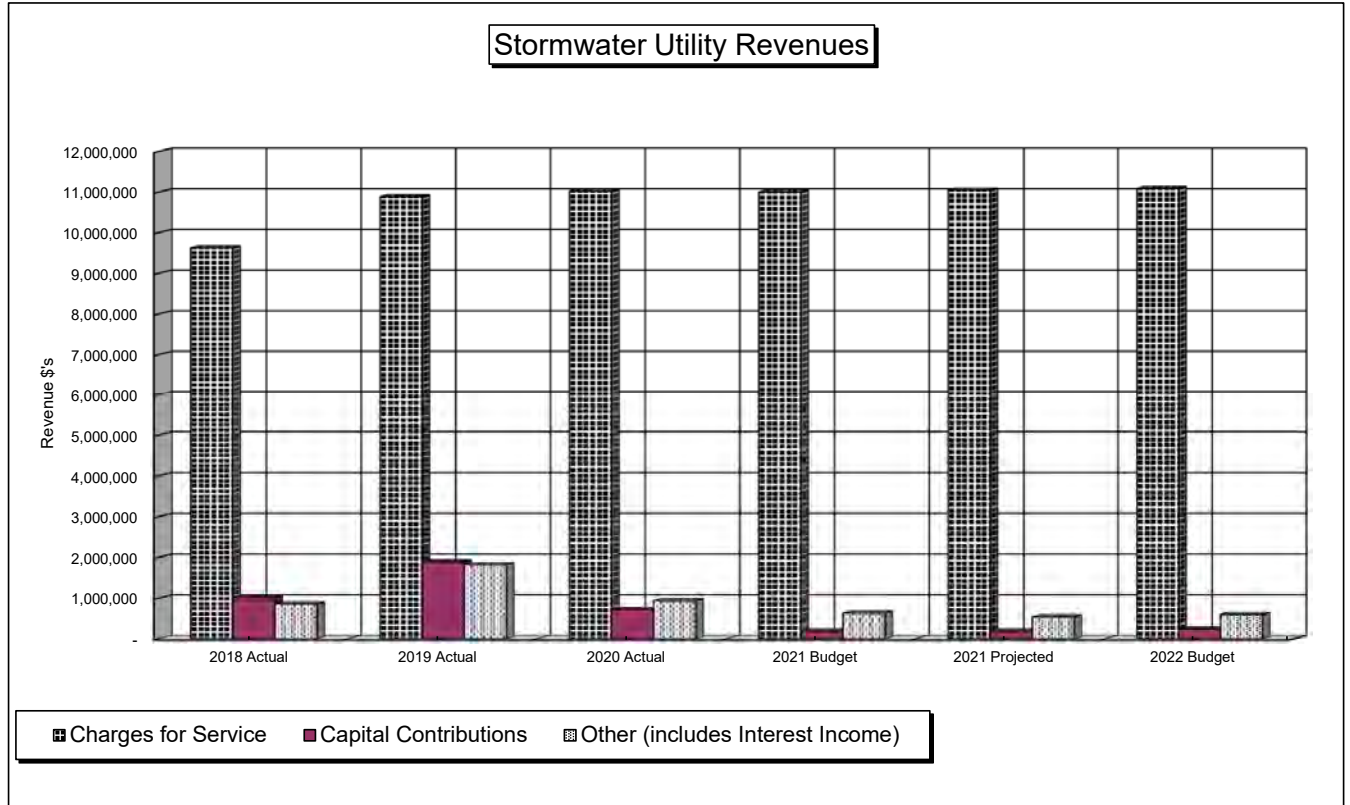
Interest income is earnings on available working cash and required reserve accounts. Two factors which determine investment income are interest rates and the cash balances available for investment. According to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The current market environment plays heavily in this calculation.

Other revenues come from ancillary or nonrecurring activities, income from customer penalties and special hauled waste charges. A tiered rate system for special hauled waste from outside the service area went into effect January 1, 2010 and the rates for these customers were increased 10% on July 1, 2015, an additional 3% on January 1, 2018 and an additional 5% on October 1, 2020. The decrease in other revenue is due to the decrease in flow of a major hauled waste customer.

**CITY OF APPLETON 2022 BUDGET  
UTILITY REVENUES**

**STORMWATER UTILITY**

<b>Sources of Revenue</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2021 Projected</b>	<b>2022 Budget</b>	<b>% Change</b>
Charges for Service	\$ 9,626,251	\$ 10,882,633	\$ 11,021,218	\$ 11,000,000	\$ 11,050,000	\$ 11,085,000	0.77%
Interest Income	243,982	691,296	50,902	200,000	100,000	200,000	0.00%
Capital Contributions	1,017,013	1,892,555	717,789	185,400	185,400	241,893	30.47%
Other	609,244	1,127,543	882,881	428,387	436,876	398,804	-6.91%
<b>Total Stormwater Utility</b>	<b>\$ 11,496,490</b>	<b>\$ 14,594,027</b>	<b>\$ 12,672,790</b>	<b>\$ 11,813,787</b>	<b>\$ 11,772,276</b>	<b>\$ 11,925,697</b>	<b>0.95%</b>



Charges for services include all charges for provision of stormwater management and consists of a charge based on equivalent runoff units (ERU). An ERU is defined as 2,368 square feet of impervious area and represents the runoff impact of an average home. The current rate of \$175 per ERU took effect on January 1, 2019.

Interest income is earnings on available working cash, required reserve accounts, and funds borrowed for construction pending their expenditure invested in various short- and longer-term investments. Two factors which determine investment income are interest rates and the cash balances available for investment. Historically low interest rates and the prospect of their continuation do not allow us to forecast an increase in investment income. Also, according to Governmental Accounting Standards Board (GASB) rules, we are required to value all investments at market value ("mark to market"). Although we do not intend to sell any of the investments prior to maturity, we still must record the unrealized gain or loss, which affects interest earnings. The current market environment plays heavily in this calculation.

Other revenues come from ancillary or nonrecurring activities and customer penalties.



**CITY OF APPLETON 2022 BUDGET**  
**WATER UTILITY**  
**RATE DETAIL**

The rates detailed below are the current rates, which went into effect December 31, 2010. The Public Service Commission of Wisconsin approves all Water Utility rate increases. There is no planned rate increase for 2022.

**Quarterly Water Rates**

**Retail Water:**

Meter (Inches)	Water Service	Public Fire	Total
5/8	\$ 21.90	\$ 14.58	\$ 36.48
3/4	21.90	14.58	36.48
1	32.70	36.45	69.15
1 1/4	45.90	54.00	99.90
1 1/2	59.10	72.90	132.00
2	91.80	116.70	208.50
3	147.30	218.70	366.00
4	231.00	364.50	595.50
6	426.00	729.00	1,155.00
8	666.00	1,167.00	1,833.00
10	981.00	1,752.00	2,733.00
12	1,299.00	2,334.00	3,633.00

**Volume Charge \***

	Use (TGal)	Charge
First	500	\$ 6.08
Next	4,500	5.49
Over	5,000	4.68

**Private Fire Protection Rates:**

Connection Size (")	Quarterly Charge
1	\$ 8.40
1 1/4	11.10
1 1/2	14.10
2	17.00
3	32.00
4	53.00
6	105.00
8	169.00
10	252.00
12	336.00
14	420.00
16	504.00
Town of Grand Chute	35,384.00
Waverly Sanitary District	9,325.50
Village of Sherwood	4,436.50

**Wholesale Water Rates:**

Meter (Inches)	Quarterly Charge		
	Town of Grand Chute	Harrison Utilities	Town of Sherwood
6	\$ -	\$ 426.00	\$ 426.00
8	666.00	-	-
Volume Charge *	\$ 4.39	\$ 4.72	\$ 4.76

\* Volume charge is applied to volume of water used, measured in thousand gallons (TGal) increments.

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY  
RATE DETAIL**

The current rates detailed below were implemented on January 1, 2021 as part of a rate study completed in 2020. The proposed rate adjustments for 2022 were recommended as part of the rate study and will be presented to Council for approval. If approved, the rate increases will go into effect January 1, 2022.

**Sanitary Sewer Rates**

<u>Quarterly Service Fee</u>		2022	
Meter (Inches)	Current Charge	Proposed Charge	
5/8	\$ 15.40	\$ 16.00	
3/4	15.40	16.00	
1	27.70	28.80	
1 1/4	38.30	39.70	
1 1/2	49.10	51.00	
2	75.50	78.30	
3	130.90	135.80	
4	208.10	216.00	
6	394.20	409.10	
8	622.00	646.90	

<u>Volume Charge *</u>		2022	
Use (TGal)	Current Charge	Proposed Charge	
All	\$ 3.60	\$ 3.75	

**Rates for Quantity/Quality Discharge:**

	Current Charge	2022 Proposed Charge
Volume per 1,000 gallons	\$ 1.73	\$ 2.43
Biochemical Oxygen Demand (BOD) per 100/lbs	33.67	35.15
Total Suspended Solids (TSS) per 100/lbs	11.36	11.86
Phosphorus per 100/lbs	369.42	385.58
Ammonia (TKN) per 100/lbs	130.53	136.39

**Sanitary Waste Hauler Fees:**

	Current Charge	2022 Proposed Charge
Septic Tank/Portable Toilet Waste per ton	\$ 10.20	\$ 10.60
Holding Tank Waste per ton	1.75	1.80
Analytical Charge per load	11.30	11.75
Customer Charge per quarter	17.70	18.40

\* Volume charge is applied to volume of water used, measured in thousand gallons (TGal) increments.

**CITY OF APPLETON 2022 BUDGET  
CITY SERVICE INVOICE  
EFFECT OF UTILITY RATES ON AVERAGE  
RESIDENTIAL PROPERTIES**

**Assumptions:**

Rates calculated are based on a meter size of 5/8" or 3/4"

**Quarterly Water Charges\*:**

Residential Users	Average Use (TGal)	Current Rates	2022 Rates No Change
Small	10	\$ 97.28	\$ 97.28
Average	13	\$ 115.52	\$ 115.52
Large	15	\$ 127.68	\$ 127.68

**Quarterly Wastewater Charges\*\*:**

Residential Users	Average Use (TGal)	Current Rates	2022 Proposed Charge
Small	10	\$ 51.40	\$ 53.50
Average	13	\$ 62.20	\$ 64.75
Large	15	\$ 69.40	\$ 72.25

**Quarterly Stormwater Charges: \*\*\***

Residential Users	ERU's	Current Rates	2022 Rates No Change
N/A	1	\$ 43.75	\$ 43.75
N/A	1	\$ 43.75	\$ 43.75
N/A	1	\$ 43.75	\$ 43.75

**Total:**

Residential Users	Average Use (TGal)	Current Rates	2022 Proposed Rates
Small	10	\$ 192.43	\$ 194.53
Average	13	\$ 221.47	\$ 224.02
Large	15	\$ 240.83	\$ 243.68

\* The quarterly water charges shown here are the current rates as of December 30, 2010.

\*\* The quarterly wastewater charges shown are proposed rates to be effective January 1, 2022.

\*\*\* Annual rate of \$175.00 / ERU took effect January 1, 2019.

**CITY OF APPLETON 2022 BUDGET**

**WATER UTILITY**

**Utilities Director: Chris W. Shaw**

**Deputy Director Utilities: Christopher F. Stempa**

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

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

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

# CITY OF APPLETON 2022 BUDGET WATER UTILITY

## MISSION STATEMENT

The City of Appleton water treatment and distribution systems provide the community with consistently safe and high quality water utilizing the full potential of our highly motivated, technically skilled staff. It is our goal to achieve these objectives in a manner that demonstrates integrity, responsibility and economically sound practices.

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

### WATER TREATMENT

America's Water Infrastructure Act (AWIA)- AWIA requirements were investigated by a team of city personnel. An outside engineering consulting firm was also contracted to complete AWIA work. The AWIA requires water systems to undergo an analysis of their systems that include acts of peril (e.g., fire, tornado, flood, etc.), terrorism, and general security. What makes the AWIA unique to prior reviews is statistical probability is a requirement of the analysis. During 2021, an action plan was completed per AWIA requirements based on the initial 2020 analysis with ongoing efforts to be compiled on a quinquennial basis.

Tank Maintenance - The Matthias Tower was taken out of service in 2021 for inspection and maintenance work. Other tanks included the Glendale Tower for warranty work and the North Tower for a regulatory inspection.

Optimized Corrosion Control Treatment (OCCT) - Construction of the OCCT testing apparatus was completed in October 2020 as part of regulatory requirements to identify distribution corrosion system effects on metals including lead. The test apparatus is comprised by lead service lines from the distribution system. Test results obtained since initial commissioning will be submitted to regulators at the State along with analyses that will determine changes (if any) to the utility's water treatment.

Lake Station Project - Construction was initiated in late 2020 for the lake station project. Upgrades were completed over the course of 2021 on chemical, electrical, and equipment at the shore-well building. Future phases of work will include engineering an intermediate pipe from the lake station to the Appleton Water Treatment Facility and a new Lake Winnebago intake extending approximately 2,000 feet off-shore.

### WATER DISTRIBUTION

Worked with Arcadis to develop a Private Lead Service Replacement Program. This program will include a timeline for identifying private lead services throughout the city.

Began replacement of large meters not meeting Wisconsin Public Service Commission (PSC) requirements for testing ranges with a different vendor.

Continued use of new water correlator to proactively identify leaks and repair them accordingly.

### WATER ADMINISTRATION

Reviewed rate requirements. The utility had a 4.85% rate of return for 2020. The utility is currently authorized a rate of return of 7%. A rate increase is not planned for 2022 as the debt coverage ratio and cash coverage are maintained with current rates.

## CITY OF APPLETON 2022 BUDGET WATER UTILITY

### MAJOR 2022 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Water Utility in order to:

Provide water that meets all State and federal water quality standards and regulations; continue to meet WDNR requirements for annual inspections and make any requested corrections.

Complete an optimal corrosion control study for the distribution system. The study results will determine changes to the water treatment that protects the distribution system from corroding. This study was requested by the Wisconsin Department of Natural Resources in 2019.

Complete the AWIA risk assessment report of the Water Utility as defined by the USEPA.

Plan accordingly from recommendations that were made in the 2019 Distribution Master Plan.

The raw water lake station project will be in a construction phase that will require work coordination between the Utility and the contractor. Ultimately, the many phases of the project will make necessary upgrades and meet redundancy objectives for the intake and raw water pipe that pumps water from the lake to the water plant. The existing pipe is 50 years old and will need to either be replaced or become the redundant back up to a new intake and pipe. Other project components include a second lake intake to deter frazil ice formation.

Respond promptly to main breaks to minimize water loss, property damage, and disruption of service to our customers using criteria established for emergency vs. non-emergency repairs.

Continue reviewing the lead service replacement program to reduce service replacement costs to allow for an aggressive lead service replacement schedule.

Promote customer portal (Aquahawk) for the Sensus meters to allow Water Utility customers to monitor their own water usage.

Continue to monitor rate requirements; the last water rate increase of 10% was implemented on December 31, 2010. The utility continues to meet debt coverage ratios and cash coverage and continues to earn a rate of return as approved by the Wisconsin Public Service Commission. These indicators will be reviewed upon the completion of the 2021 audit, to further determine when the next rate increase application will be filed with the Public Service Commission.

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 21,416,383	\$ 20,686,399	\$ 21,306,093	\$ 21,306,093	20,649,863	-3.08%
<b>Program Expenses</b>							
5310	Administration	8,645,338	8,469,840	8,828,979	8,828,979	8,962,549	1.51%
5321	Treatment Admin	762,295	743,632	750,999	1,012,116	735,917	-2.01%
5323	Treatment Operations	5,216,596	5,113,974	5,254,366	5,258,477	5,552,805	5.68%
5351	Distribution Admin	782,782	668,892	874,573	919,573	856,785	-2.03%
5352	Meter Operations	155,688	129,613	259,875	259,875	235,917	-9.22%
5353	Distribution Operations	1,023,571	1,368,097	1,515,629	1,515,629	1,480,921	-2.29%
5325	Treatment Capital	6,454	81,301	8,705,000	12,059,577	1,395,000	-83.97%
5370	Distribution Capital	129,137	143,704	5,984,738	6,136,550	2,439,600	-59.24%
<b>TOTAL</b>		\$ 16,721,861	\$ 16,719,053	\$ 32,174,159	\$ 35,990,776	\$ 21,659,494	-32.68%
<b>Expenses Comprised Of:</b>							
Personnel		2,990,297	2,947,197	3,368,160	3,368,160	3,285,263	-2.46%
Training & Travel		5,748	1,628	7,500	7,500	11,500	53.33%
Supplies & Materials		1,543,905	1,627,184	1,920,407	1,924,223	2,151,325	12.02%
Purchased Services		5,199,511	5,745,736	12,570,294	16,122,269	4,565,193	-63.68%
Miscellaneous Expense		6,118,160	6,049,583	6,173,747	6,173,747	6,375,298	3.26%
Capital Expenditures		(1,028,953)	(1,577,191)	5,977,251	6,238,077	3,195,115	-46.55%
Transfers Out		1,893,193	1,924,916	2,156,800	2,156,800	2,075,800	-3.76%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		38.28	36.84	36.71	36.71	35.00	

\* % change from prior year adopted budget  
Water.xls

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Finance Administration**

**Business Unit 5310**

**PROGRAM MISSION**

For the benefit of Appleton water consumers, customer billing and financial systems will be maintained in a manner consistent with Wisconsin Public Service Commission (PSC) regulations and generally accepted accounting principles.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

To account for water revenues from various sources, and administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses.

Maintain customer records and accounting information in compliance with PSC regulations and generally accepted accounting principles.

Develop the full potential of all employees through seminars, training programs, and continuing education.

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

The capital contributions revenue represents funding provided from TIF #11 for water infrastructure upgrades.

The decrease in revenue for industrial services is due to the loss of a significant customer and the on-going decrease in water demand by customers.

# CITY OF APPLETON 2022 BUDGET

## WATER UTILITY

Finance Administration

Business Unit 5310

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
441100 Sundry Permits	\$ 70	\$ 140	\$ 200	\$ 200	\$ 200
471000 Interest on Investments	715,334	540,956	200,000	200,000	200,000
482101 Residential Service	8,076,730	8,616,203	8,300,000	8,300,000	8,200,000
482102 Multi-family Service	661,477	705,794	705,000	705,000	705,000
482200 Commercial Service	2,124,011	1,752,001	2,000,000	2,000,000	1,725,000
482300 Industrial Service	1,157,728	896,088	1,000,000	1,000,000	750,000
482400 Municipal Service	399,558	286,256	385,000	385,000	365,000
482500 Private Fire Protection	269,989	273,055	270,000	270,000	275,000
482600 Public Fire Protection	1,791,467	1,796,289	1,793,000	1,793,000	1,802,000
482700 Fire Protection Wholesale	196,584	196,584	196,500	196,500	196,500
482800 General Service	19,458	20,035	20,000	20,000	20,000
482900 Sales for Resale	4,995,714	4,972,211	5,150,000	5,150,000	4,975,000
500400 Sale of City Property	3,561	1,991	-	-	-
500600 Gain (Loss) on Asset	(34,419)	-	-	-	-
500601 Regulatory Loss - Early	(684,668)	(684,668)	(684,668)	(684,668)	-
501500 Rental of City Property	73,319	102,840	84,000	84,000	93,000
501600 Lease Revenue	206,569	208,030	210,000	210,000	210,000
502100 Capital Contributions	504,525	247,201	1,008,720	1,008,720	581,750
503000 Damage to City Property	11,618	16,173	4,000	4,000	4,000
503500 Other Reimbursements	5,871	4,166	6,000	6,000	4,000
507000 Unmetered Svc - Municipal	5,121	8,124	5,000	5,000	5,000
507100 Customer Penalty	83,066	20,858	84,000	84,000	84,000
507200 Water Misc Revenue	4,755	3,560	2,000	2,000	2,000
507300 Water Revenue-Sewer	183,306	172,384	165,000	165,000	155,000
507700 Income from Admin Fee	4,353	4,280	4,500	4,500	4,500
507900 Private Hydrant Testing	15,317	15,375	14,000	14,000	14,000
508300 Emergency Water Turnoff	770	823	500	500	500
591100 Premium on Debt Issue	625,199	509,650	383,341	383,341	278,413
Total Revenue	<u>\$ 21,416,383</u>	<u>\$ 20,686,399</u>	<u>21,306,093</u>	<u>21,306,093</u>	<u>20,649,863</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 117,952	\$ 119,027	\$ 124,895	\$ 124,895	\$ 129,828
610500 Overtime Wages	1,010	1,330	-	-	-
615000 Fringes	221,622	79,439	42,437	42,437	44,981
630400 Postage\Freight	19,569	21,812	21,000	21,000	19,000
632001 City Copy Charges	1,388	1,141	200	200	-
632002 Outside Printing	1,486	1,966	200	200	3,200
632700 Miscellaneous Equipment	327	-	-	-	-
640100 Accounting/Audit Fees	13,486	13,490	14,000	14,000	14,000
640203 Regulatory Fees	20,265	22,287	24,000	24,000	24,000
640300 Bank Service Fees	17,581	16,094	20,000	20,000	18,000
641300 Utilities	99,946	84,396	105,000	105,000	80,000
650100 Insurance	119,352	134,359	146,700	146,700	178,442
660100 Depreciation Expense	4,075,845	4,132,173	4,300,000	4,300,000	4,650,000
662300 Uncollectable Accounts	3,340	2,241	8,000	8,000	8,000
672000 Interest Payments	1,787,765	1,603,895	1,585,940	1,585,940	1,470,307
673000 Debt Issuance Costs	6,000	98,722	100,000	100,000	100,000
675100 Gain/Loss on Refund	245,211	212,552	179,807	179,807	146,991
791100 Transfer Out - General	1,893,193	1,924,916	2,156,800	2,156,800	2,075,800
Total Expense	<u>\$ 8,645,338</u>	<u>\$ 8,469,840</u>	<u>\$ 8,828,979</u>	<u>\$ 8,828,979</u>	<u>\$ 8,962,549</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Postage\Freight</u>	<u>Trans Out-Gen Fund</u>
City Service invoice printing & mailing	Payment in lieu of tax
\$ 18,500	\$ 2,062,000
Box rental & caller service fees	Administration fee
500	13,800
<u>\$ 19,000</u>	<u>\$ 2,075,800</u>
<u>Legal Fees</u>	
PSC assessment	
\$ 24,000	
<u>\$ 24,000</u>	



**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Treatment Administration**

**Business Unit 5321**

**PROGRAM MISSION**

For the benefit of the Water Filtration Operations Staff, Water Utility managers will provide administrative support and mentoring to employees so that all aspects of water treatment will meet State and federal compliance.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Maintain records necessary for compliance with State and federal organizations

Maintain maintenance records for equipment, procurement of chemicals, training and safety schedules, operating expenses and project status

Maintain financial records as they apply to the treatment plant

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Treatment Administration**

**Business Unit 5321**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 329,595	\$ 293,088	\$ 285,765	\$ 285,765	\$ 292,910
610400 Call Time	25	-	-	-	-
610500 Overtime Wages	8,659	(7,817)	-	-	-
610800 Part-Time Wages	1,398	204	2,149	2,149	2,252
615000 Fringes	330,853	328,172	393,739	393,739	398,591
620100 Training/Conferences	3,046	1,048	5,000	5,000	9,000
630100 Office Supplies	2,124	172	2,000	2,000	2,000
630300 Memberships & Licenses	9,427	9,808	9,700	9,700	9,700
630400 Postage\Freight	414	766	1,000	1,000	1,000
630500 Awards & Recognition	210	185	210	210	210
630700 Food & Provisions	308	62	280	280	280
632001 City Copy Charges	1,512	1,354	1,600	1,600	1,600
632002 Outside Printing	8,517	-	9,000	9,000	3,200
632101 Uniforms	40	-	-	-	-
632601 Repair Parts	1,494	-	-	-	-
632700 Miscellaneous Equipment	336	37	1,000	1,000	1,000
640400 Consulting Services	47,563	104,969	20,000	281,117	-
640800 Contractor Fees	2,371	1,587	2,900	2,900	2,900
641200 Advertising	-	-	1,000	1,000	500
641300 Utilities	13,771	9,392	15,261	15,261	9,800
642501 CEA Operations/Maint.	155	486	300	300	200
642502 CEA Depreciation/Replace.	477	119	95	95	774
Total Expense	\$ 762,295	\$ 743,632	\$ 750,999	\$ 1,012,116	\$ 735,917

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Treatment Operations**

**Business Unit 5323**

**PROGRAM MISSION**

For the benefit of Appleton water consumers, we will provide potable water so that customers are furnished an adequate volume of the safest, highest quality water available.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Comply with all State and federal standards

Supply the public with safe, high quality water in sufficient quantities to support the needs of our customers

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

Included in this budget is funding to continue the optimal corrosion control study. The objectives of the study are to optimize chemical feed systems that will minimize lead release from any lead service lines or from private plumbing systems. Also, included in the budget is funding for the addition of phosphoric acid and sodium hydroxide chemical use. These chemicals are being reviewed as part of the ongoing corrosion control study and are subject to DNR approval prior to use.

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Treatment Operations**

**Business Unit 5323**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Expenses</b>					
610200 Labor Pool Allocations	\$ 636,330	\$ 761,361	\$ 752,013	\$ 752,013	\$ 771,232
610400 Call Time Wages	3,969	3,361	2,200	2,200	2,200
610500 Overtime Wages	55,273	25,562	36,315	36,315	36,794
610800 Part-Time Wages	51	22	-	-	-
630600 Building Maint./Janitorial	4,694	5,111	4,000	4,000	4,000
630901 Shop Supplies	8,034	5,588	15,000	15,000	10,000
630902 Tools & Instruments	2,153	1,167	3,500	3,813	5,000
631000 Chemicals	1,147,837	1,225,713	1,335,500	1,335,500	1,570,500
631600 Other Misc. Supplies	8,946	4,113	12,000	12,000	12,000
632101 Uniforms	3,148	2,405	2,800	2,800	2,800
632200 Gas Purchases	22,145	7,203	19,500	19,500	15,000
632300 Safety Supplies	1,066	1,850	6,000	6,000	6,000
632400 Medical/Lab Supplies	29,279	38,111	30,850	30,850	38,850
632601 Repair Parts	7,520	9,903	47,000	47,000	33,000
632700 Miscellaneous Equipment	19,515	32,966	60,200	63,703	33,200
640400 Consulting Services	90,163	32,087	54,000	54,000	54,000
640700 Solid Waste/Recycling	1,352	1,548	1,200	1,200	1,700
640800 Contractor Fees	692,095	363,099	94,650	94,945	72,300
641300 Utilities	2,147,409	2,239,667	2,337,650	2,337,650	2,365,930
641600 Build Repairs & Maint	-	24,396	-	-	-
641800 Equip Repairs & Maint	15,867	19,202	35,000	35,000	82,000
642000 Facilities Charges	264,444	259,678	313,681	313,681	314,929
642400 Software Support	13,964	14,110	18,000	18,000	22,000
642501 CEA Operations/Maint.	4,493	4,873	6,352	6,352	6,261
642502 CEA Depr/Replacemt	10,135	7,471	6,087	6,087	12,991
643200 Lab Fees	6,178	22,601	39,763	39,763	59,263
644000 Snow Removal Services	1,099	501	5,000	5,000	5,000
645400 Grounds Repair & Maint	7,134	4,903	4,000	4,000	4,000
659900 Other Contracts/Obligation	12,303	12,452	12,105	12,105	11,855
689900 Other Capital Outlay	-	(17,050)	-	-	-
<b>Total Expense</b>	<b>\$ 5,216,596</b>	<b>\$ 5,113,974</b>	<b>\$ 5,254,366</b>	<b>\$ 5,258,477</b>	<b>\$ 5,552,805</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Chemicals</u>		<u>Miscellaneous Equipment</u>	
Ammonia	\$ 20,000	Corrosion control study	\$ 23,000
Carbon dioxide	50,000	SCADA equipment	7,000
Chlorine	70,000	Radio equipment	3,200
Ferric sulfate	200,000		<u>\$ 33,200</u>
Fluoride	25,000	<u>Contractor Fees</u>	
Lime	500,000	Corrosion control study	\$ 5,000
Poly phosphate	60,000	Chemical tank recoating	45,000
Permanganate	325,000	Lab equipment maintenance	7,800
Powder carbon	75,000	Annual safety inspections	1,000
Softener Polymer	27,000	Intake inspection	5,500
ACH	80,000	Matthias Tower pipe repair	3,500
Phosphoric acid	120,000	Tower cathodic protection	4,500
Sodium Hydroxide	10,000		<u>\$ 72,300</u>
Softener Salt	3,500	<u>Medical/Lab Supplies</u>	
Other chemicals	5,000	Lab supplies	\$ 15,000
	<u>\$ 1,570,500</u>	Nitrogen	1,850
<u>Repair Parts</u>		Bac T testing supplies	17,000
Valves & actuators	\$ 8,000	Media & filters	5,000
Pumps & motors	15,000		<u>\$ 38,850</u>
Piping, hoses & tubing	5,000	<u>Equipment Repair &amp; Maintenance</u>	
UV light replacements	5,000	Pump repairs	\$ 30,000
	<u>\$ 33,000</u>	Valve repair on pumps	20,000
<u>Consulting Services</u>		Actuator repair	10,000
Corrosion control	\$ 50,000	Surge valve repair	8,000
Tower cell tower review	4,000	PRV valve repair	4,000
	<u>\$ 54,000</u>	Tower attitude valve repair	5,000
<u>Lab Fees</u>		Generator maintenance	5,000
Corrosion control	\$ 37,500		<u>\$ 82,000</u>
Required operational testing	21,763		
	<u>\$ 59,263</u>		

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Distribution Administration**

**Business Unit 5351**

**PROGRAM MISSION**

Provide administrative services to meet the needs of our customers.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Maintain accurate records of repair and maintenance to the system and ensure completeness of all information submitted annually to the Public Service Commission  
Continue to enforce the Exception Meter Policy to insure meter accuracy and recover meter costs  
Continue practicing proper safety procedures when changing out old lead services  
Increase inventory turnover ratio by decreasing excessive, obsolete, and rare parts from inventory  
Maintain accurate records of all valves, services, and hydrants to simplify reporting to the Public Service Commission and ensure integrity of our records

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Distribution Administration**

**Business Unit 5351**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 229,682	\$ 240,121	\$ 261,441	\$ 261,441	\$ 319,169
610400 Call Time Wages	1,215	3,088	1,400	1,400	1,500
610500 Overtime Wages	1,513	2,390	1,250	1,250	1,450
610800 Part-Time Wages	5,065	45	5,500	5,500	-
615000 Fringes	336,503	311,630	445,542	445,542	408,660
620100 Training/Conferences	2,702	580	2,500	2,500	2,500
630100 Office Supplies	818	1,097	1,000	1,000	1,000
630300 Memberships & Licenses	946	552	845	845	845
630400 Postage\Freight	1,257	1,921	1,500	1,500	1,500
630500 Awards & Recognition	665	148	665	665	665
630600 Building Maint./Janitorial	3,080	3,450	2,900	2,900	3,000
630901 Shop Supplies	275	762	50	50	300
631603 Other Misc. Supplies	34	881	-	-	-
632000 Printing & Reproduction	3,633	2,727	4,800	4,800	4,000
632102 Protective Clothing	2,907	1,760	1,600	1,600	1,700
632200 Gas Purchases	21	49	25	25	150
632300 Safety Supplies	1,356	1,642	900	900	1,300
632400 Medical-Lab Supplies	219	125	125	125	125
632700 Miscellaneous Equipment	3,414	2,886	4,250	4,250	3,500
640400 Consulting Services	84,936	1,048	-	45,000	-
641300 Utilities	54,339	52,170	59,643	59,643	57,105
641800 Equip Repairs & Maint	114	-	-	-	-
642000 Facilities Charges	23,905	22,318	21,207	21,207	23,216
642400 Software Support	7,125	5,560	5,380	5,380	5,400
642501 CEA Operations/Maint.	3,737	5,753	4,000	4,000	4,700
643000 Health Services	220	-	50	50	-
659900 Other Contracts/Obligation	13,101	6,189	48,000	48,000	15,000
Total Expense	<u>\$ 782,782</u>	<u>\$ 668,892</u>	<u>\$ 874,573</u>	<u>\$ 919,573</u>	<u>\$ 856,785</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Meter Operations & Maintenance**

**Business Unit 5352**

**PROGRAM MISSION**

The department reads, maintains and upgrades meters for the benefit of all users of the system.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Ensure commercial and residential meters are the proper size and type when installing new meters  
Continue to monitor cross connection program to prevent illegal connections into the City water system  
Promote the customer portal and educate customers on the use and benefits of the portal

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Meter Operations & Maintenance**

**Business Unit 5352**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610200 Labor Pool Allocations	\$ 69,013	\$ 53,702	\$ 71,593	\$ 71,593	\$ 66,347
610400 Call Time Wages	305	50	250	250	250
610500 Overtime Wages	(120)	1,067	1,150	1,150	975
630901 Shop Supplies	4,898	3,223	100	100	3,100
630902 Tools & Instruments	42	120	1,600	1,600	550
632601 Repair Parts	11,037	214	1,000	1,000	500
632700 Miscellaneous Equipment	-	-	110,982	110,982	90,000
640800 Contractor Fees	83	125	500	500	500
641800 Equip Repairs & Maint	609	32	1,100	1,100	600
642400 Software Support	64,246	64,841	64,500	64,500	66,750
642501 CEA Operations/Maint.	5,575	6,239	7,100	7,100	6,345
Total Expense	<u>\$ 155,688</u>	<u>\$ 129,613</u>	<u>\$ 259,875</u>	<u>\$ 259,875</u>	<u>\$ 235,917</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Misc Equipment

Meters	\$ 90,000
	<u>\$ 90,000</u>

Software Support

Sensus meter hosting fees	\$ 31,250
Iron Mountain	500
Aquahawk	35,000
	<u>\$ 66,750</u>



# CITY OF APPLETON 2022 BUDGET

## WATER UTILITY

**Distribution Operations and Maintenance**

**Business Unit 5353**

### PROGRAM MISSION

The department maintains the distribution mains, services, hydrants and valves to keep the system operating, reduce treated water loss and comply with PSC requirements.

### PROGRAM NARRATIVE

#### Link to City Goals:

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

#### Objectives:

- Respond promptly to main breaks to minimize water loss, reduce property damage and lessen disruption of service to customers
- Meet the Public Service Commission requirements with a preventive maintenance and general upkeep schedule
- Monitor the cross connection program and the lead replacement program
- Pursue valve maintenance to comply with Public Service Commission standards
- Pursue color coding of fire hydrants to accurately reflect gallons per minute available at the hydrant

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

Miscellaneous equipment and supplies budget include costs to implement Wisconsin DNR requirements for chlorine reduction during hydrant flushing. Five diffusers and dechlorination tablets will be needed to complete annual hydrant flushing within required regulations.

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Distribution Operations and Maintenance**

**Business Unit 5353**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Expenses</b>					
610200 Labor Pool Allocations	\$ 463,362	\$ 596,923	\$ 706,034	\$ 706,034	\$ 597,589
610400 Call Time Wages	16,389	16,014	15,200	15,200	15,600
610500 Overtime Wages	38,263	54,089	38,600	38,600	42,950
610800 Part-Time Wages	3,282	-	9,700	9,700	-
630800 Landscape Supplies	3,458	4,082	600	600	600
630901 Shop Supplies	6,556	6,559	4,750	4,750	6,625
630902 Tools & Instruments	5,021	2,248	3,800	3,800	2,675
631100 Paint & Supplies	2,248	960	775	775	43,800
632200 Gas Purchases	-	-	-	-	100
632500 Construction Materials	59,438	41,010	61,000	61,000	58,500
632601 Repair Parts	118,574	130,436	114,500	114,500	122,000
632700 Miscellaneous Equipment	9,260	38,281	20,100	20,100	33,250
632800 Signs	150	-	-	-	-
640800 Contractor Fees	117,983	247,662	204,500	204,500	234,700
641500 Tipping Fees	11,256	10,983	15,000	15,000	13,500
641800 Equip Repairs & Maint	337	183	900	900	200
642501 CEA Operations/Maint.	216,931	272,472	320,170	320,170	308,832
689900 Other Capital Outlay	(48,937)	(53,805)	-	-	-
<b>Total Expense</b>	<b>\$ 1,023,571</b>	<b>\$ 1,368,097</b>	<b>\$ 1,515,629</b>	<b>\$ 1,515,629</b>	<b>\$ 1,480,921</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Repair Parts

Fittings, clamps, pipe, etc. for main/valve break repair	\$ 60,000
Valves, sleeves, boxes, pipe & connectors for service laterals/curbs	19,000
Hydrant repair parts	43,000
<b>Total</b>	<b>\$ 122,000</b>

Contractor Fees

Surface restoration	\$ 165,000
Contractor services for main/valve break & repair	10,000
County excavation	3,200
Warning lights	500
City street excavation permits	40,000
Hydrant painting	16,000
<b>Total</b>	<b>\$ 234,700</b>

Miscellaneous Equipment

Barricades & cones	\$ 3,500
Cordless tools	900
Safety blades	10,600
Trash pump	1,500
Gauges	200
RP Valve assembly & parts	3,600
Hoses and flushers	750
Flushing diffusers	7,000
Compact listening devices	5,200
<b>Total</b>	<b>\$ 33,250</b>

Construction Materials

Concrete	\$ 500
Slurry	20,000
Gravel	19,000
Asphalt	12,000
Clear stone	7,000
<b>Total</b>	<b>\$ 58,500</b>

Paint & Supplies

Flushing dechlorination tablets	\$ 43,000
Miscellaneous supplies	800
<b>Total</b>	<b>\$ 43,800</b>

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Treatment Capital Improvements**

**Business Unit 5325**

**PROGRAM MISSION**

For the benefit of Appleton water consumers, we will provide necessary improvements to all Water Filtration facilities, structures, and equipment so that high quality water is produced to meet current and future needs in a cost-effective manner.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Ensure the integrity of Appleton water for all customers

The following are 2022 CIPs:

	<u>2022 Budget</u>	<u>Page</u>
Water Compressed Air System Replacement	150,000	Projects, Pg. 652
Matthias Tower Hydraulic Upgrade	445,000	Projects, Pg. 654
Fire Protection Upgrade at Treatment Facility	200,000	Projects, Pg. 653
HVAC Kathabar replacement	600,000	Projects, Pg. 636
	<u>\$ 1,395,000</u>	

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Treatment Capital Improvements**

**Business Unit 5325**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
640400 Consulting Services	\$ 257,667	\$ 154,470	\$ 175,000	\$ 772,069	\$ 70,000
640800 Contractor Fees	698,031	1,378,717	8,280,000	10,868,989	400,000
659900 Other Contracts/Obligation	7,370	39,986	-	-	-
680200 Land Improvements	-	81,301	-	25,000	-
680300 Buildings	-	56,040	250,000	393,519	800,000
680401 Machinery & Equipment	585	-	-	-	125,000
689900 Other Capital Outlay	(957,199)	(1,629,213)	-	-	-
Total Expense	<u>\$ 6,454</u>	<u>\$ 81,301</u>	<u>\$ 8,705,000</u>	<u>\$ 12,059,577</u>	<u>\$ 1,395,000</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Contractor Fees</u>		<u>Consulting</u>	
Matthias Tower upgrade	\$ 400,000	Compressed air system	\$ 25,000
	<u>\$ 400,000</u>	Matthias Tower upgrade	45,000
			<u>\$ 70,000</u>
<u>Buildings</u>		<u>Machinery &amp; Equipment</u>	
Fire protection upgrade	\$ 200,000	Compressed air system	\$ 125,000
HVAC Kathabar replacement	600,000		
	<u>\$ 800,000</u>		<u>\$ 125,000</u>

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Distribution Capital Improvements**

**Business Unit 5370**

**PROGRAM MISSION**

For the health and safety of the community, the department will identify, plan, design, prepare bid specifications and manage construction contracts to replace failing or inadequate water mains, hydrants, and services, to improve the reliability of the system, prevent system failures and reduce damage to other related infrastructure and extend water service to accommodate new growth areas.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Implement the 2022 watermain program
- Continue to coordinate water capital projects with other capital improvement projects
- Evaluate the needs of the system and prepare a five year plan to reflect those needs
- Replace some undersized 4 inch mains per DNR water audit

The following are 2022 CIPs:

Water main construction	<u>2022 Budget</u>	<u>Page</u>	
	2,439,600	Projects, Pg. 616	
	<u>\$ 2,439,600</u>		

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

**Distribution Capital Improvements**

**Business Unit 5370**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Expenses</b>					
610100 Regular Salaries	\$ 110,244	\$ 54,125	\$ 166,387	\$ 166,387	\$ 139,139
610400 Call Time Wages	551	92	-	-	500
610500 Overtime Wages	7,941	9,816	-	-	9,000
610800 Part-Time Wages	351	296	4,600	4,600	3,346
630901 Shop Supplies	302	175	-	-	-
632503 Other Materials	1,692	3,643	-	-	-
632601 Repair Parts	1,114	6,798	-	-	-
640400 Consulting Services	30,343	65,932	76,500	136,005	10,000
640800 Contractor Fees	-	1,702	-	-	-
641500 Tipping Fees	-	15,414	-	-	-
642501 CEA Operations/Maint.	-	-	10,000	10,000	7,500
659900 Other Contracts/Obligation	-	175	-	-	-
680905 Water Mains	3,241,074	3,380,088	5,727,251	5,819,558	2,270,115
689900 Other Capital Outlay	(3,264,475)	(3,394,552)	-	-	-
<b>Total Expense</b>	<b>\$ 129,137</b>	<b>\$ 143,704</b>	<b>\$ 5,984,738</b>	<b>\$ 6,136,550</b>	<b>\$ 2,439,600</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

	Street	From	To	Water Utility
Labor Pool				151,985
CEA				7,500
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l, NOI, Railroad, Water			10,000
Construction	Surface Restoration - Due to 2021 Water CIP Excav.			43,850
	Subtotal			53,850
New Construction	Plamann Park	Phase 2		500,000
	French Rd	Broadway Dr	Broadway Dr (1700' n/o)	194,150
	Subtotal			694,150
Reconstruction (not related to paving)	Easement	River Road	Bouten St	162,475
	Fair St	Atlantic Street	Spring St	204,700
	Franklin St	Appleton St	Oneida St	100,000
	WWTP	Weimar Ct	Newberry Ct	247,300
	Lead Service Line Replacement Citywide			250,000
	Subtotal			964,475
Reconstruction (prior to next year's paving)	Alvin St	Wisconsin Ave	Marquette St	272,485
	Durkee St	College Ave	Washington St	59,250
	Morrison St	College Ave	Washington St	135,905
	Reinke Ct - partial	Kernan Ave	cds	100,000
	Subtotal			567,640
Transmission - New				
<b>Total Water Construction</b>				<b>\$ 2,439,600</b>

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
441100 Sundry Permits	70	1	-	200	200	200
470500 General Interest	33	40	1	-	-	-
471000 Interest on Investments	715,301	540,916	131,233	200,000	200,000	200,000
482000 Unmetered Service	-	-	-	20,000	20,000	-
482101 Residential Service	8,076,730	8,616,203	-	8,300,000	8,300,000	8,200,000
482102 Multi-family Service	661,477	705,794	-	705,000	705,000	705,000
482200 Commercial Service	2,124,011	1,752,001	-	2,000,000	2,000,000	1,725,000
482300 Industrial Service	1,157,728	896,088	-	1,000,000	1,000,000	750,000
482400 Municipal Service	399,558	286,256	1,476	385,000	385,000	365,000
482500 Private Fire Protection	269,989	273,055	-	270,000	270,000	275,000
482600 Public Fire Protection	1,791,467	1,796,289	-	1,793,000	1,793,000	1,802,000
482700 Fire Protection Wholesale	196,584	196,584	-	196,500	196,500	196,500
482800 General Service	19,458	20,035	454	-	-	20,000
482900 Sales for Resale	4,995,714	4,972,211	-	5,150,000	5,150,000	4,975,000
500400 Sale of City Property	3,561	1,991	19,478	-	-	-
500600 Gain (Loss) on Asset Disposal	(34,419)	-	-	-	-	-
500601 Regulatory Loss - Early Retirmt	(684,668)	(684,668)	-	(684,668)	(684,668)	-
501500 Rental of City Property	73,319	102,840	32,306	84,000	84,000	93,000
501600 Lease Revenue	206,569	208,030	51,684	210,000	210,000	210,000
502100 Capital Contributions	504,525	247,201	2,834	1,008,720	1,008,720	581,750
503000 Damage to City Property	11,618	4,962	(228)	4,000	4,000	4,000
503500 Other Reimbursements	5,871	4,166	2,539	6,000	6,000	4,000
507000 Unmetered Svc - Municipal Svc	5,121	8,124	-	5,000	5,000	5,000
507100 Customer Penalty	83,066	20,858	-	84,000	84,000	84,000
507200 Water Misc Revenue (turn-on)	4,755	3,560	-	2,000	2,000	2,000
507300 Water Revenue-Sewer Billing	183,306	172,384	-	165,000	165,000	155,000
507700 Income from Admin Fee	4,353	4,280	-	4,500	4,500	4,500
507900 Private Hydrant Testing	15,317	15,375	252	14,000	14,000	14,000
508300 Emergency Water Turnoff	770	823	-	500	500	500
591100 Premium on Debt Issue	625,199	509,650	-	383,341	383,341	278,413
<b>TOTAL PROGRAM REVENUES</b>	<b>21,416,383</b>	<b>20,675,049</b>	<b>242,029</b>	<b>21,306,093</b>	<b>21,306,093</b>	<b>20,649,863</b>
<b>Personnel</b>						
610100 Regular Salaries	403,750	553,738	157,913	410,660	410,660	361,594
610200 Labor Pool Allocations	1,431,088	1,468,757	500,209	1,949,668	1,949,668	1,950,770
610299 Capitalized Labor	(123,192)	(160,066)	-	-	-	-
610400 Call Time Wages	22,454	22,605	10,013	19,050	19,050	20,050
610500 Overtime Wages	112,539	86,436	28,049	77,315	77,315	91,169
610800 Part-Time Wages	10,147	567	-	19,800	19,800	5,598
611000 Other Compensation	11,595	10,069	5,392	9,949	9,949	3,850
611400 Sick Pay	30,087	2,829	2,890	-	-	-
611500 Vacation Pay	202,850	243,021	36,295	-	-	-
615000 Fringes	755,558	739,857	261,268	881,718	881,718	852,232
615099 Capitalized Fringe	(50,928)	(64,268)	-	-	-	-
617000 Pension Expense	182,327	24,746	-	-	-	-
617100 OPEB Expense	2,022	18,906	-	-	-	-
<b>TOTAL PERSONNEL</b>	<b>2,990,297</b>	<b>2,947,197</b>	<b>1,002,029</b>	<b>3,368,160</b>	<b>3,368,160</b>	<b>3,285,263</b>
<b>Training~Travel</b>						
620100 Training/Conferences	5,748	1,628	340	7,500	7,500	11,500
<b>TOTAL TRAINING / TRAVEL</b>	<b>5,748</b>	<b>1,628</b>	<b>340</b>	<b>7,500</b>	<b>7,500</b>	<b>11,500</b>
<b>Supplies</b>						
630100 Office Supplies	2,942	1,269	486	3,000	3,000	3,000
630300 Memberships & Licenses	10,373	10,360	9,386	10,545	10,545	10,545
630400 Postage\Freight	21,241	24,499	3,839	23,500	23,500	21,500
630500 Awards & Recognition	875	334	25	875	875	875
630600 Building Maint./Janitorial	7,773	8,561	2,489	6,900	6,900	7,000
630700 Food & Provisions	308	62	-	280	280	280
630801 Topsoil, Sand, Gravel	3,458	4,082	627	400	400	400
630803 Seed, Fertilizer	-	-	-	200	200	200
630901 Shop Supplies	20,066	16,307	5,551	19,900	19,900	20,025
630902 Tools & Instruments	7,216	3,535	2,495	8,900	9,213	8,225
631000 Miscellaneous Chemicals	1,335	2,643	3,279	5,000	5,000	5,000
631007 Sodium Hypochlorite	55,936	56,195	6,797	65,000	65,000	70,000
631009 Carbon Dioxide	41,191	38,520	6,438	50,000	50,000	50,000
631010 Powder Activated Carbon	79,150	84,903	14	75,000	75,000	75,000
631011 Ferric Sulfate	139,776	186,915	31,079	150,000	150,000	200,000
631012 Hydrofluosilicic Acid	23,110	20,047	2,166	25,000	25,000	25,000
631013 Lime	412,242	434,358	73,007	450,000	450,000	500,000
631014 Poly-Phosphate	56,668	60,854	6,216	60,000	60,000	60,000
631015 Aqua Ammonia	16,644	18,943	3,214	20,000	20,000	20,000
631016 Sodium Hydroxide	-	-	-	-	-	10,000
631017 Potassium Permanganate	214,430	219,841	-	325,000	325,000	325,000
631018 ACH	78,166	72,261	1,658	80,000	80,000	80,000
631019 Citric Acid	-	6,867	-	-	-	-
631020 Polymer	26,487	19,989	4,931	27,000	27,000	27,000
631021 Softener Salt	2,702	3,378	1,351	3,500	3,500	3,500
631023 Phosphoric Acid	-	-	-	-	-	120,000

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
631100 Paint & Supplies	2,247	960	361	775	775	43,800
631603 Other Misc. Supplies	8,980	4,113	-	12,000	12,000	12,000
632001 City Copy Charges	3,701	3,376	470	2,800	2,800	2,600
632002 Outside Printing	12,835	4,693	3,568	13,000	13,000	9,400
632101 Uniforms	3,188	2,405	716	2,800	2,800	2,800
632102 Protective Clothing	2,907	1,760	417	1,600	1,600	1,700
632200 Gas Purchases	22,165	7,251	6,383	19,525	19,525	15,250
632300 Safety Supplies	2,423	3,492	1,483	6,900	6,900	7,300
632400 Medical/Lab Supplies	29,497	38,237	5,293	30,975	30,975	38,975
632502 Concrete	1,469	-	-	2,500	2,500	500
632503 Other Materials	464	150	-	500	500	-
632504 Slurry	21,458	6,449	5,274	20,000	20,000	20,000
632505 Gravel	18,931	18,587	6,989	19,000	19,000	19,000
632507 Asphalt	13,754	11,750	-	14,000	14,000	12,000
632509 Clear Stone	5,054	7,718	2,579	5,000	5,000	7,000
632601 Repair Parts	139,740	147,351	23,547	162,500	162,500	155,500
632700 Miscellaneous Equipment	32,853	74,169	98,976	196,532	200,035	160,950
632800 Signs	150	-	-	-	-	-
<b>TOTAL SUPPLIES</b>	<b>1,543,905</b>	<b>1,627,184</b>	<b>321,104</b>	<b>1,920,407</b>	<b>1,924,223</b>	<b>2,151,325</b>
<b>Purchased Services</b>						
640100 Accounting/Audit Fees	13,486	13,490	-	14,000	14,000	14,000
640203 Regulatory Fees	20,265	22,287	95	24,000	24,000	24,000
640300 Bank Service Fees	17,581	16,094	2,447	20,000	20,000	18,000
640400 Consulting Services	510,672	358,506	104,380	325,500	1,288,191	134,000
640700 Solid Waste/Recycling Pickup	1,352	1,548	200	1,200	1,200	1,700
640800 Contractor Fees	1,510,564	1,992,892	1,719,986	8,582,550	11,171,834	710,400
641200 Advertising	-	-	-	1,000	1,000	500
641301 Electric	537,923	551,918	178,363	545,078	545,078	557,678
641302 Gas	120,453	88,527	16,499	102,094	102,094	114,094
641303 Water	119,589	105,074	42,489	127,060	127,060	104,060
641304 Sewer	34,133	33,942	9,643	36,786	36,786	36,786
641306 Stormwater	25,420	24,772	6,888	25,905	25,905	27,585
641307 Telephone	18,351	17,898	5,678	21,881	21,881	17,420
641308 Cellular Phones	10,618	4,405	1,758	8,750	8,750	5,212
641399 Other Utilities	1,448,976	1,559,089	263,506	1,650,000	1,650,000	1,650,000
641500 Tipping Fees	11,256	26,397	3,732	15,000	15,000	13,500
641600 Build Repairs & Maint	-	24,395	-	-	-	-
641800 Equip Repairs & Maint	16,927	19,417	952	37,000	37,000	82,800
642000 Facilities Charges	288,350	281,996	42,691	334,888	334,888	338,145
642400 Software Support	85,334	84,511	89,235	53,880	53,880	60,150
642501 CEA Operations/Maint.	127,333	181,753	40,768	34,000	34,000	34,000
642502 CEA Depreciation/Replace.	164,444	178,016	42,614	150,252	150,252	178,461
642503 CEA Capital	(50,273)	(62,356)	-	203,852	203,852	169,142
643000 Health Services	220	-	-	50	50	-
643200 Lab Fees	6,178	22,601	23,153	39,763	39,763	59,263
644000 Snow Removal Services	1,099	501	1,163	5,000	5,000	5,000
645400 Grounds Repair & Maintenance	7,134	4,903	208	4,000	4,000	4,000
650100 Insurance	73,020	71,783	-	146,700	146,700	178,442
650102 Injuries/Damages Insurance	46,332	62,576	-	-	-	-
659900 Other Contracts/Obligation	32,774	58,801	24,754	60,105	60,105	26,855
<b>TOTAL PURCHASED SVCS</b>	<b>5,199,511</b>	<b>5,745,736</b>	<b>2,621,202</b>	<b>12,570,294</b>	<b>16,122,269</b>	<b>4,565,193</b>
<b>Miscellaneous Expense</b>						
660100 Depreciation Expense	4,075,845	4,132,173	-	4,300,000	4,300,000	4,650,000
662300 Uncollectable Accounts	3,340	2,241	-	8,000	8,000	8,000
672000 Interest Payments	1,787,765	1,603,895	-	1,585,940	1,585,940	1,470,307
673000 Debt Issuance Costs	6,000	98,722	-	100,000	100,000	100,000
675100 Gain/Loss on Refund Amort	245,210	212,552	-	179,807	179,807	146,991
<b>TOTAL MISCELLANEOUS EXP</b>	<b>6,118,160</b>	<b>6,049,583</b>	<b>-</b>	<b>6,173,747</b>	<b>6,173,747</b>	<b>6,375,298</b>
<b>Capital Outlay</b>						
680200 Land Improvements	-	81,301	2,342	-	25,000	-
680300 Buildings	-	56,040	5,056	250,000	393,519	800,000
680401 Machinery & Equipment	585	-	-	-	-	125,000
680905 Water Mains	3,241,073	3,380,088	117,572	5,727,251	5,819,558	2,270,115
689900 Other Capital Outlay	(4,270,611)	(5,094,620)	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>(1,028,953)</b>	<b>(1,577,191)</b>	<b>124,970</b>	<b>5,977,251</b>	<b>6,238,077</b>	<b>3,195,115</b>
<b>Transfers</b>						
791100 Transfer Out - General Fund	1,893,193	1,924,916	-	2,156,800	2,156,800	2,075,800
791400 Transfer Out - Capital Project	-	-	-	-	-	-
<b>TOTAL TRANSFERS</b>	<b>1,893,193</b>	<b>1,924,916</b>	<b>-</b>	<b>2,156,800</b>	<b>2,156,800</b>	<b>2,075,800</b>
<b>TOTAL EXPENSE</b>	<b>16,721,861</b>	<b>16,719,053</b>	<b>4,069,645</b>	<b>32,174,159</b>	<b>35,990,776</b>	<b>21,659,494</b>



**CITY OF APPLETON 2022 BUDGET**  
**WATER UTILITY**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Charges for Services	\$ 19,697,837	\$ 19,522,640	\$ 19,824,500	\$ 19,500,000	\$ 19,018,500
Miscellaneous	572,905	530,965	569,700	550,000	566,700
Total Revenues	<u>20,270,742</u>	<u>20,053,605</u>	<u>20,394,200</u>	<u>20,050,000</u>	<u>19,585,200</u>
<b>Expenses</b>					
Operation and Maintenance	8,713,971	8,646,593	9,161,874	9,322,102	9,381,796
Depreciation	4,075,847	4,132,173	4,300,000	4,440,000	4,650,000
Amortization of early retirement	684,668	684,668	684,668	684,668	-
Total Expenses	<u>13,474,486</u>	<u>13,463,434</u>	<u>14,146,542</u>	<u>14,446,770</u>	<u>14,031,796</u>
Operating Income (Loss)	6,796,256	6,590,171	6,247,658	5,603,230	5,553,404
<b>Non-Operating Revenues (Expenses)</b>					
Investment Income	715,334	538,600	200,000	100,000	200,000
Interest Expense	(1,787,765)	(1,603,895)	(1,585,940)	(1,585,940)	(1,470,307)
Gain/Loss on Refunding	(245,210)	(212,552)	(179,807)	(179,807)	(146,991)
Gain/Loss on Asset Disposal	(34,419)	-	-	-	-
Amortization of Premium on Debt	625,199	509,650	383,341	383,341	278,413
Debt Issue Costs	(6,000)	(98,722)	(100,000)	(100,000)	(100,000)
Other	19,671	19,655	4,500	4,500	4,500
Total Non-Operating	<u>(713,190)</u>	<u>(847,264)</u>	<u>(1,277,906)</u>	<u>(1,377,906)</u>	<u>(1,234,385)</u>
Net Income Before Contributions and Transfers	6,083,066	5,742,907	4,969,752	4,225,324	4,319,019
<b>Contributions and Transfers In (Out)</b>					
Capital Contributions	504,525	247,201	1,008,720	1,008,720	581,750
General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	<u>(1,879,393)</u>	<u>(1,911,116)</u>	<u>(2,143,000)</u>	<u>(2,143,000)</u>	<u>(2,062,000)</u>
Change in Net Assets	4,694,398	4,065,192	3,821,672	3,077,244	2,824,969
Net Assets - Beginning	<u>94,156,225</u>	<u>98,850,623</u>	<u>102,915,815</u>	<u>102,915,815</u>	<u>105,993,059</u>
Net Assets - Ending	<u>\$ 98,850,623</u>	<u>\$ 102,915,815</u>	<u>\$ 106,737,487</u>	<u>\$ 105,993,059</u>	<u>\$ 108,818,028</u>

**SCHEDULE OF CASH FLOWS**

Working Cash - Beginning of Year	\$ 12,580,643	\$ 5,485,915
+ Change in Net Assets	3,077,244	2,824,969
- Capital Contributions	(1,008,720)	(581,750)
+ Depreciation & Amortization of Early Retirement	5,124,668	4,650,000
+ Long Term Debt	8,951,953	7,000,000
- Fixed Assets	(18,196,127)	(3,834,600)
+ Construction Funds Available	3,642,963	-
- Principal Repayment	(6,735,000)	(6,975,000)
- Refund Existing Debt*	(1,951,709)	-
Working Cash - End of Year	<u>\$ 5,485,915</u>	<u>\$ 8,569,534</u>

\*Refunded 2011 Revenue Bonds

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY  
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2021 Budget	2021 Projected	2022 Budget	2023 Projected	2024 Projected	2025 Projected	2026 Projected
<b>Revenues</b>							
Charges for Services	\$ 19,824,500	\$ 19,500,000	\$ 19,018,500	\$ 19,113,593	\$ 19,209,160	\$ 19,305,206	\$ 19,401,732
Miscellaneous	569,700	550,000	566,700	578,034	589,595	601,387	613,414
Total Revenues	<u>20,394,200</u>	<u>20,050,000</u>	<u>19,585,200</u>	<u>19,691,627</u>	<u>19,798,755</u>	<u>19,906,593</u>	<u>20,015,147</u>
<b>Expenses</b>							
Operating Expenses	9,161,874	9,322,102	9,381,796	9,663,250	9,953,147	10,801,742	10,559,294
Depreciation	4,300,000	4,440,000	4,650,000	4,775,000	4,900,000	5,025,000	5,150,000
Amortization of early retirement	684,668	684,668	-	-	-	-	-
Total Expenses	<u>14,146,542</u>	<u>14,446,770</u>	<u>14,031,796</u>	<u>14,438,250</u>	<u>14,853,147</u>	<u>15,826,742</u>	<u>15,709,294</u>
Operating Income	6,247,658	5,603,230	5,553,404	5,253,377	4,945,608	4,079,851	4,305,853
<b>Non-Operating Revenues (Expenses)</b>							
Interest Income	200,000	100,000	200,000	150,000	150,000	100,000	100,000
Interest Expense	(1,585,940)	(1,585,940)	(1,470,307)	(1,649,407)	(1,769,574)	(1,674,334)	(1,636,894)
Gain/Loss on Refunding	(179,807)	(179,807)	(146,991)	(119,447)	(97,376)	(75,024)	(74,707)
Amortization of Debt Premium	383,341	383,341	278,413	201,009	174,688	148,199	124,485
Debt Issuance Expense	(100,000)	(100,000)	(100,000)	(115,000)	(85,000)	(85,000)	(85,000)
Other	4,500	4,500	4,500	4,500	4,500	4,500	4,500
Total Non-Operating	<u>(1,277,906)</u>	<u>(1,377,906)</u>	<u>(1,234,385)</u>	<u>(1,528,345)</u>	<u>(1,622,762)</u>	<u>(1,581,659)</u>	<u>(1,567,616)</u>
Net Income Before Transfers	4,969,752	4,225,324	4,319,019	3,725,031	3,322,846	2,498,192	2,738,237
<b>Contributions and Transfers In (Out)</b>							
Capital Contributions	1,008,720	1,008,720	581,750	-	-	-	-
Trans Out - General Fund	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)	(13,800)
Tax Equivalent	(2,143,000)	(2,143,000)	(2,062,000)	(2,162,000)	(2,262,000)	(2,387,000)	(2,512,000)
Change in Net Assets	3,821,672	3,077,244	2,824,969	1,549,231	1,047,046	97,392	212,437
Total Net Assets - Beginning	<u>102,915,815</u>	<u>102,915,815</u>	<u>105,993,059</u>	<u>108,818,028</u>	<u>110,367,259</u>	<u>111,414,305</u>	<u>111,511,697</u>
Total Net Assets - Ending	<u>\$ 106,737,487</u>	<u>\$ 105,993,059</u>	<u>\$ 108,818,028</u>	<u>\$ 110,367,259</u>	<u>\$ 111,414,305</u>	<u>\$ 111,511,697</u>	<u>\$ 111,724,134</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of the Year		12,580,643	5,485,915	8,569,534	7,245,154	8,323,670	7,932,602
+ Change in Net Assets		3,077,244	2,824,969	1,549,231	1,047,046	97,392	212,437
+ Depreciation/Amortization		5,124,668	4,650,000	4,775,000	4,900,000	5,025,000	5,150,000
+ Long Term Debt		8,951,953	7,000,000	10,000,000	1,500,000	3,000,000	3,500,000
- Contributed Capital		(1,008,720)	(581,750)	-	-	-	-
- Fixed Assets		(18,196,127)	(3,834,600)	(13,828,611)	(2,003,530)	(3,978,460)	(4,847,530)
+ Construction Funds Available		3,642,963	-	-	-	-	-
- Principal Repayment		(6,735,000)	(6,975,000)	(3,820,000)	(4,365,000)	(4,535,000)	(4,795,000)
- Refund Existing Debt*		(1,951,709)	-	-	-	-	-
Working Cash - End of Year		<u>\$ 5,485,915</u>	<u>\$ 8,569,534</u>	<u>\$ 7,245,154</u>	<u>\$ 8,323,670</u>	<u>\$ 7,932,602</u>	<u>\$ 7,152,509</u>
25% Working Capital Reserve (prior year's audited expenses)			3,262,761	3,228,526	3,368,664	3,496,180	3,715,769
Coverage Ratio		1.35	1.30	1.85	1.63	1.52	1.48

**ASSUMPTIONS:**

Borrow for capital expenditures as needed based on cash flow needs; this will be 60-70% of fixed asset costs for years 2023 - 2026  
 Borrowing for 2022 includes partial funding for the 2021 raw water supply main project  
 Interest rate at 4% twenty-year term for all future debt issues.  
 Revenue increases of .5% per year for additional customer base.  
 Operating expenses to increase 3.0% per year after 2022, and tower painting project costs for 2025  
 Maintain a level of 25% working capital reserve and 1.10 coverage ratio as required by bond covenants.

**RESULTS:**

Rates should be monitored on an annual basis for adjustment based on actual results or changes in circumstances. The revenue projections shown reflect the current rates. A rate study would be completed in the year prior to any anticipated rate increase. The current water rates were effective 12/30/2010.

**CITY OF APPLETON 2022 BUDGET  
WATER UTILITY  
LONG TERM DEBT**

	2012		2013		2014	
	Revenue Bonds		Revenue Bonds		Revenue Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2022	\$ 125,000	\$ 47,055	\$ 335,000	\$ 206,350	\$ 175,000	\$ 104,500
2023	130,000	43,155	350,000	192,350	180,000	99,100
2024	135,000	39,105	365,000	177,750	190,000	93,400
2025	140,000	34,765	380,000	162,550	195,000	85,600
2026	145,000	30,270	395,000	145,388	200,000	77,600
2027	145,000	25,775	410,000	127,588	210,000	69,200
2028	150,000	21,125	430,000	108,938	220,000	60,400
2029	155,000	16,088	450,000	89,250	230,000	51,200
2030	160,000	10,888	470,000	68,688	235,000	41,800
2031	165,000	5,525	490,000	47,250	245,000	32,000
2032	170,000	-	515,000	24,075	255,000	21,800
2033	-	-	535,000	-	265,000	11,200
2034	-	-	-	-	280,000	-
	<u>\$ 1,620,000</u>	<u>\$ 273,751</u>	<u>\$ 5,125,000</u>	<u>\$ 1,350,177</u>	<u>\$ 2,880,000</u>	<u>\$ 747,800</u>

	2015		2016		2020	
	Revenue Refunding Bonds		Revenue Refunding Bonds		Revenue Refunding Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest
2022	\$ 1,960,000	\$ 512,850	\$ 4,225,000	\$ 93,700	-	\$ 158,225
2023	2,025,000	431,850	175,000	88,450	305,000	149,075
2024	2,110,000	347,450	170,000	83,350	315,000	139,625
2025	2,190,000	259,850	165,000	78,400	325,000	129,875
2026	2,270,000	191,750	170,000	73,300	335,000	119,825
2027	1,400,000	149,750	180,000	66,100	345,000	109,475
2028	1,450,000	91,750	185,000	58,700	355,000	98,825
2029	310,000	79,350	195,000	50,900	365,000	91,525
2030	325,000	66,350	200,000	42,900	370,000	84,125
2031	340,000	52,750	210,000	34,500	380,000	76,525
2032	350,000	41,375	215,000	28,050	385,000	68,825
2033	365,000	26,775	225,000	21,300	395,000	60,925
2034	375,000	13,650	230,000	14,400	400,000	52,925
2035	390,000	-	235,000	7,350	410,000	44,725
2036	-	-	245,000	-	420,000	36,325
2037	-	-	-	-	425,000	27,825
2038	-	-	-	-	435,000	19,125
2039	-	-	-	-	445,000	9,669
2040	-	-	-	-	455,000	-
	<u>\$ 15,860,000</u>	<u>\$ 2,265,500</u>	<u>\$ 7,025,000</u>	<u>\$ 741,400</u>	<u>\$ 6,865,000</u>	<u>\$ 1,477,444</u>

	2021		TOTAL		Total
	Revenue Refunding Bonds		Principal	Interest	
	Principal	Interest			
2022	\$ 155,000	\$ 254,294	\$ 6,975,000	\$ 1,376,974	\$ 8,351,974
2023	400,000	242,294	3,565,000	1,246,274	4,811,274
2024	410,000	225,894	3,695,000	1,106,574	4,801,574
2025	425,000	208,894	3,820,000	959,934	4,779,934
2026	445,000	191,094	3,960,000	829,227	4,789,227
2027	465,000	172,494	3,155,000	720,382	3,875,382
2028	485,000	153,094	3,275,000	592,832	3,867,832
2029	505,000	132,894	2,210,000	511,207	2,721,207
2030	520,000	117,294	2,280,000	432,045	2,712,045
2031	540,000	101,094	2,370,000	349,644	2,719,644
2032	345,000	90,744	2,235,000	274,869	2,509,869
2033	355,000	80,094	2,140,000	200,294	2,340,294
2034	365,000	69,144	1,650,000	150,119	1,800,119
2035	375,000	57,894	1,410,000	109,969	1,519,969
2036	385,000	46,344	1,050,000	82,669	1,132,669
2037	400,000	34,344	825,000	62,169	887,169
2038	410,000	26,144	845,000	45,269	890,269
2039	420,000	17,744	865,000	27,413	892,413
2040	425,000	9,244	880,000	9,244	889,244
2041	435,000	-	435,000	-	435,000
	<u>\$ 8,265,000</u>	<u>\$ 2,231,036</u>	<u>\$ 47,640,000</u>	<u>\$ 9,087,108</u>	<u>\$ 56,727,108</u>

Note: Schedule is based on accrual method of accounting. Revenue Bonds in the amount of \$7,000,000 will be issued in 2022. Expected interest expense of the issue in 2022 is \$93,333 at 4%. The borrowing includes funding the remaining costs of the 2021 project to construct a second raw water supply main.

**CITY OF APPLETON 2022 BUDGET**

**WASTEWATER UTILITY**

**Utilities Director: Chris W. Shaw**

**Deputy Director Utilities: Christopher F. Stempa**

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

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

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

# CITY OF APPLETON 2022 BUDGET WASTEWATER UTILITY

## MISSION STATEMENT

The City of Appleton Wastewater Treatment and Collections Systems provide the community with essential wastewater treatment services utilizing the full potential of highly motivated and technically skilled staff. It is our goal to maintain maximum standards of community health and safety, while protecting and preserving the environment, in a manner that demonstrates integrity, responsibility, and economically sound practices.

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

### WASTEWATER TREATMENT

2019 AWWTP Improvement Projects: Piping Projects (Blended Sludge, Waste Gas System, and Filtrate Piping), Compressor Replacement, and RAS Pump Replacement - The CIP involves equipment rehabilitation, replacement, and improvements to address immediate needs and long term reliability associated with five independent processes. Active construction began in early 2021 is expected to be completed by April, 2022.

H-Building Final Effluent Pump Replacement: The CIP involves the replacement of the 1970's vertical shaft driven pumps with more efficient and reliable shaft-less units. The scope of work was bundled with the 2019 AWWTP Improvement Projects bidding documents. Final completion is expected by April, 2022.

Primary Clarifiers #5 & #6 Drive Replacement: This project involves the replacement of Primary Clarifiers #5 & #6 drive units based on evidence of component wear and failure. The replacement drive design raises the gear boxes and motors above the critical high water elevation reducing maintenance and extending the life of the equipment. The scope of work was bundled with the 2019 AWWTP Improvement Projects bidding documents. Final completion is expected by April, 2022.

Secondary Clarifier Drive Rebuilds: This project involves the rebuilding each of the six Secondary Clarifier Drives along with performing various repairs to structural components outside of the drive mechanisms. Construction began on the two drive units in September, 2021 with the final set of clarifier drives expected to be rebuilt by April, 2022.

Sludge Storage Building Addition: This project involves the expansion of the biosolids storage building to comply with the requirements under code NR 204. In 2021, a conditions assessment and project alternatives report was provided as part of the preliminary engineering phase. The findings and recommendations were used to define the construction project which is scheduled to begin in 2022.

Solids Dewatering Equipment Upgrades: This project involves replacement and/or upgrades of existing digested solids dewatering equipment that has reached its useful life. In 2021, a conditions assessment and project alternatives report was provided as part of the preliminary engineering phase. The findings and recommendations were used to define the construction project which is scheduled to begin in 2022.

Electrical Upgrade Project - As part of a multi-year project, engineering services were developed and planning for the replacement of the plant's incoming high voltage service and equipment continued. Active construction of the new substation within E-Building began in early 2021.

### WASTEWATER COLLECTION

Reconstructed / rehabilitated approximately 1.55 miles of sanitary sewer and added 1 mile of new sewer. Used the sewer televising program to resolve property owner lateral back up issues.

### WASTEWATER ADMINISTRATION

In 2020, a comprehensive rate study was completed by an independent consultant. In accordance with the recommendations from that study, an overall 20% rate increase was put into effect January 1, 2021. The 2022 budget continues implementation of the recommendations of the study which include a 4% rate increase effective January 1, 2022. The proposed rate increase will be presented to Utilities Committee for approval in October. The average residential customer will see a quarterly increase on the City Service Invoice of less than \$3. Based on future financial projections, the study recommended annual rate increases of 4% in 2022 through 2026 in order to meet cash flow needs. The study did not include the loss of a high strength waste customer in 2021 that will reduce revenue by \$150,000 or 1.4% of total operating revenues. The 4% rate increase will help make up some of this lost revenue, help fund ongoing capital projects, and offset the decrease in revenue from the hauled waste program.

# CITY OF APPLETON 2022 BUDGET WASTEWATER UTILITY

## MAJOR 2022 OBJECTIVES

The Departments of Public Works and Utilities will work together to provide effective and efficient operation of the Wastewater Utility to:

Provide cost-effective treatment of its residential, commercial, and industrial wastewaters.

Provide treatment that meets or exceeds WPDES Permit requirements that was reissued April 1, 2017.

Continue to evaluate treatment options that are capable of achieving future water quality based effluent limits for phosphorus under NR 102, NR 217, and Lower Fox River Total Maximum Daily Load (TMDL).

Provide for both short-term and long-term facility planning and management to address community growth and increased wastewater treatment needs.

Recognize, anticipate, and effectively navigate issues stemming from ongoing supply chain disruptions induced by the COVID-19 pandemic which have negatively impacted the cost, availability, and time efficient delivery of numerous goods and services.

Provide high quality biosolids and biosolids compost for a variety of beneficial uses while continuing to explore biosolids diversification opportunities.

The following project completions will enhance longevity of wastewater treatment infrastructure: Sludge Storage Building addition, upgrades to solids dewatering equipment processes, replacement of the preliminary sludge heat exchanger (HEX) system and replacement of blended sludge pipe, and replacement of the two grit trap vortex drive systems.

The plant's incoming high voltage service is being replaced over a multi-year electrical project. These upgrades are being made in order to replace malfunctioning electrical equipment, restore reliability, ensure continuity of operation, and to bring the service up to present day safety standards.

Continue the clear water program to reduce inflow into wastewater system

Complete the annual sewer cleaning program and identify areas of concern

Promptly respond to emergency sewer backups

Continue major interceptor rehabilitation to maintain the system at a level that will accommodate growth and increased wastewater needs

Reduce the amount of inflow and infiltration into the sanitary sewer system

Use City's sewer truck camera to identify problem areas and address them accordingly

Continue to update the City sanitary sewer database

Use our televising software to assist in the programming of sewer spot repairs, protruding taps and mineral deposits

Update a Capacity, Management, Operations and Maintenance (CMOM) Plan to meet WisDNR requirements

DEPARTMENT BUDGET SUMMARY							
Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 14,150,964	\$ 12,221,509	\$ 13,432,137	\$ 13,432,137	\$ 12,886,656	-4.06%
<b>Program Expenses</b>							
5411	Utility Administration	294,288	297,195	321,643	321,643	334,791	4.09%
5412	Finance Administration	4,896,330	4,870,008	5,164,194	5,164,194	5,642,740	9.27%
5422	Treatment	4,118,150	3,921,816	4,315,468	4,382,595	4,785,660	10.90%
5423	Biosolids Management	716,489	598,152	834,288	834,288	840,669	0.76%
5425	Lift Stations	159,742	111,158	141,350	141,350	142,820	1.04%
5427	Collection Systems	616,605	699,097	921,140	1,084,806	913,742	-0.80%
5431	Public Works Capital	695,338	909,416	5,115,254	5,142,754	2,089,551	-59.15%
5432	Utility Capital	2,785	47,475	6,065,000	12,075,198	16,068,750	164.94%
<b>Total Program Expenses</b>		\$ 11,499,727	\$ 11,454,317	\$ 22,878,337	\$ 29,146,828	\$ 30,818,723	34.71%
<b>Expenses Comprised Of:</b>							
Personnel		2,675,015	2,476,224	2,842,655	2,842,655	2,884,601	1.48%
Travel & Training		5,905	4,650	7,500	7,500	7,500	0.00%
Supplies & Materials		814,144	747,325	781,440	786,046	783,345	0.24%
Purchased Services		5,263,745	6,645,341	8,470,236	14,520,824	11,762,083	38.86%
Miscellaneous Expense		4,087,209	4,163,791	4,527,072	4,527,072	5,008,938	10.64%
Capital Outlay		(1,463,741)	(2,760,279)	6,066,984	6,280,281	10,191,806	67.99%
Transfers Out		117,450	177,265	182,450	182,450	180,450	-1.10%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		28.71	28.71	29.40	29.40	29.29	

\* % change from prior year adopted budget

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Utility Administration**

**Business Unit 5411**

**PROGRAM MISSION**

For the benefit of the Wastewater Utility staff, managers will administer the Wastewater facility, while supporting and mentoring operations, biosolids, laboratory, and maintenance staff to ensure that all administrative business functions are completed accurately, timely, and professionally.

**PROGRAM NARRATIVE**

**Link to City Key Strategies:**

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

**Objectives:**

- Continue to comply with all statutory requirements, filing all reports accurately and on a timely basis
- Continue to provide support in developing capital improvement projects, budgets, and process analysis
- Identify cost efficient technologies to assist in taking a proactive approach to administration
- Maintain a safe and healthy work environment for divisional employees
- Provide leadership in the coordination of community relations

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

This budget reflects the implementation of a 4% rate increase on 1/1/2022 as recommended in the 2020 rate study and contingent on the Utilities Committee approval prior to adoption of the 2022 budget.

The decrease in industrial revenue is due to the loss of a high-strength waste customer in 2021 which resulted in a loss of approximately \$150,000 or 1.4% of total operating revenues.

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Utility Administration**

**Business Unit 5411**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
471000 Interest on Investments	\$ 870,130	\$ 724,597	\$ 300,000	\$ 300,000	\$ 200,000
473000 Interest - Deferred Specials	11,125	11,645	7,500	7,500	10,000
481400 Industrial Pre-Treatment	4,974	5,023	5,000	5,000	4,500
482101 Residential Service	3,833,494	3,962,054	4,875,000	4,875,000	5,110,000
482102 Multi-family Service	312,328	340,900	418,750	418,750	425,000
482200 Commercial Service	936,254	776,155	1,187,500	1,187,500	1,015,000
482300 Industrial Service	3,496,624	3,164,069	3,627,000	3,627,000	3,385,000
482400 Municipal Service	289,664	226,784	356,250	356,250	300,000
500100 Fees & Commissions	7,096	9,032	7,500	7,500	7,500
500400 Sale of City Property	1,244	508	-	-	-
501000 Miscellaneous Revenue	41,730	28,335	17,250	17,250	20,000
502100 Capital Contributions	687,604	647,282	924,789	924,789	189,975
503500 Other Reimbursements	5,227	12,279	3,000	3,000	3,000
507100 Customer Penalty	38,204	9,279	40,000	40,000	40,000
508200 Insurance Proceeds	25,129	12,818	-	-	-
508400 Special Hauled Waste	3,482,983	2,147,510	1,575,000	1,575,000	2,000,000
<b>Total Revenue</b>	<b>\$ 14,043,810</b>	<b>\$ 12,078,270</b>	<b>\$ 13,344,539</b>	<b>\$ 13,344,539</b>	<b>\$ 12,709,975</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 169,335	\$ 166,519	\$ 178,123	\$ 178,123	\$ 182,576
610400 Call Time	60	15	-	-	-
610500 Overtime Wages	425	211	2,474	2,474	2,535
610800 Part-Time Wages	1,515	226	1,744	1,744	1,847
615000 Fringes	52,106	55,863	68,888	68,888	69,552
620100 Training/Conferences	5,494	4,233	7,000	7,000	7,000
630100 Office Supplies	1,550	2,933	3,000	3,000	3,000
630200 Subscription	-	-	-	-	300
630300 Memberships & Licenses	6,146	7,771	4,595	4,595	8,400
630400 Postage/Freight	2,235	1,192	2,500	2,500	2,500
630500 Awards & Recognition	307	294	300	300	300
630600 Building Maint./Janitorial	10,326	10,588	10,000	10,000	10,500
630700 Food & Provisions	400	406	400	400	400
632001 City Copy Charges	3,734	3,058	4,000	4,000	3,500
632002 Outside Printing	2,346	637	1,200	1,200	1,200
632101 Uniforms	521	83	-	-	-
632300 Safety Supplies	4,511	6,956	5,500	5,500	5,500
632700 Miscellaneous Equipment	5,041	2,593	3,000	3,000	8,500
640400 Consulting Services	-	1,970	-	-	-
640700 Solid Waste/Recycling	4,206	2,343	2,300	2,300	2,500
640800 Contractor Fees	3,701	1,975	4,425	4,425	3,500
641200 Advertising	1,237	677	1,000	1,000	1,000
641307 Utilities	15,968	13,974	16,605	16,605	15,645
642501 CEA Equip. Rental	3,124	2,740	4,589	4,589	4,536
659900 Other Contracts/Obligation	-	9,938	-	-	-
<b>Total Expense</b>	<b>\$ 294,288</b>	<b>\$ 297,195</b>	<b>\$ 321,643</b>	<b>\$ 321,643</b>	<b>\$ 334,791</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Finance Administration**

**Business Unit 5412**

**PROGRAM MISSION**

Customer billing and financial system maintenance to be in compliance with generally accepted accounting principles (GAAP).

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Administrative overhead costs such as interest, depreciation, insurance and other miscellaneous expenses are accounted for in this program.

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Finance Administration**

**Business Unit 5412**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
500400 Sale of City Property	\$ (22,025)	\$ (1,507)	\$ -	\$ -	\$ -
591100 Premium on Debt Issue	101,629	112,833	79,098	79,098	166,681
	<u>\$ 79,604</u>	<u>\$ 111,326</u>	<u>\$ 79,098</u>	<u>\$ 79,098</u>	<u>\$ 166,681</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 112,700	\$ 114,569	\$ 124,895	\$ 124,895	\$ 125,225
610500 Overtime Wages	1,010	1,330	-	-	-
615000 Fringes	321,454	106,777	42,437	42,437	43,926
630400 Postage\Freight	19,569	21,812	21,000	21,000	19,000
632001 City Copy Charges	1,388	1,141	200	200	-
632002 Outside Printing	1,486	1,966	200	200	3,200
632700 Miscellaneous Equipment	308	-	-	-	-
640100 Accounting/Audit Fees	15,024	26,802	9,500	9,500	12,000
640300 Bank Service Fees	20,459	19,347	19,000	19,000	20,000
643700 Treatment Services	67,472	66,636	68,000	68,000	68,000
650100 Insurance	130,800	168,572	169,440	169,440	162,001
660100 Depreciation Expense	2,983,241	3,055,995	3,300,000	3,300,000	3,525,000
662300 Uncollectable Accounts	1,058	1,286	4,000	4,000	4,000
663100 Joint Meter Expense	590,438	492,124	487,893	487,893	475,917
672000 Interest Payments	503,473	468,022	650,179	650,179	864,021
673000 Debt Issuance Costs	9,000	146,364	85,000	85,000	140,000
791100 Transf Out - General Fund	117,450	177,265	182,450	182,450	180,450
Total Expense	<u>\$ 4,896,330</u>	<u>\$ 4,870,008</u>	<u>\$ 5,164,194</u>	<u>\$ 5,164,194</u>	<u>\$ 5,642,740</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Postage/Freight</u>		<u>Meter Expense</u>	
City service invoice postage	\$ 18,500	Allocation from Water	\$ 101,917
Box rental & caller service	500	Meter depreciation	219,000
	<u>\$ 19,000</u>	Return on investment on net fixed assets - meters	155,000
			<u>\$ 475,917</u>
<u>Bank Services</u>		<u>Trans Out-Gen Fund</u>	
Banking & investment fees	\$ 20,000	Administration fee	\$ 117,450
	<u>\$ 20,000</u>	Joint meter portion of payment in lieu of tax	63,000
			<u>\$ 180,450</u>
<u>Billing Services</u>			
Sewer charges from other sanitation districts for Appleton residences served	\$ 68,000		
	<u>\$ 68,000</u>		

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Treatment**

**Business Unit 5422**

**PROGRAM MISSION**

For the benefit of the community, we will provide essential services to process wastewater so that an effluent suitable for discharge to the Fox River and a biosolids component suitable for agriculture beneficial reuse is achieved.

**PROGRAM NARRATIVE**

**Link to City Key Strategies:**

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

**Objectives:**

- Meet or exceed all State and federal regulatory agency requirements
- Monitor and evaluate all operating systems to ensure the most efficient and cost-effective treatment methods are being applied to current operations, and to support future special revenue programs
- Maintain an effective relationship with all City departments, public officials, and the community

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Treatment**

**Business Unit 5422**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Expenses</b>					
610100 Regular Salaries	\$ 1,036,119	\$ 1,054,551	\$ 1,099,440	\$ 1,099,440	\$ 1,121,716
610400 Call Time Wages	7,939	4,211	8,200	8,200	8,200
610500 Overtime Wages	90,761	34,981	39,348	39,348	40,050
610800 Part-Time Wages	3,235	3,336	10,819	10,819	11,587
615000 Fringes	367,382	359,016	430,115	430,115	446,720
630901 Shop Supplies & Tools	37,324	35,174	37,500	37,500	32,500
631000 Chemicals	424,331	396,688	487,000	487,000	484,000
631600 Other Supplies	8,665	10,257	13,500	13,500	13,500
632101 Uniforms	6,873	4,751	6,100	6,100	6,100
632200 Gas Purchases	3,517	4,531	500	500	500
632400 Medical\Lab Supplies	30,362	16,742	22,500	22,500	22,500
632601 Repair Parts	128,511	174,160	120,000	124,606	120,000
632700 Miscellaneous Equipment	82,003	24,032	12,000	12,000	12,000
640202 Recording/Filing Fees	31,714	37,251	39,000	39,000	43,000
640400 Consulting Services	7,912	1,890	35,000	35,000	60,000
640800 Contractor Fees	143,881	55,493	91,500	91,848	391,500
641300 Utilities	1,066,289	882,450	1,061,570	1,061,570	965,570
641500 Tipping Fees	2,900	3,094	3,500	3,500	3,500
641600 Build Repairs & Maint	159,166	163,263	200,000	262,173	200,000
641800 Equip Repairs & Maint	22,822	126,508	52,500	52,500	247,500
642000 Facilities Charges	468,600	456,167	474,304	474,304	478,535
642400 Software Support	12,696	14,535	16,500	16,500	17,000
642501 CEA Equip. Rental	20,017	29,200	22,207	22,207	20,817
643200 Lab Fees	11,407	21,336	15,865	15,865	22,365
644000 Snow Removal Services	8,474	4,066	3,500	3,500	3,500
645400 Grounds Repair & Maint	7,860	6,604	7,500	7,500	7,500
659900 Other Contracts/Obligation	8,093	4,212	5,500	5,500	5,500
689900 Other Capital Outlay	(80,703)	(6,683)	-	-	-
<b>Total Expense</b>	<b>\$ 4,118,150</b>	<b>\$ 3,921,816</b>	<b>\$ 4,315,468</b>	<b>\$ 4,382,595</b>	<b>\$ 4,785,660</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Contractor Fees</u>		<u>Chemicals</u>	
Grit removal	\$ 3,500	Iron salts	\$ 227,000
Struvite removal	20,000	DAF polymer	50,000
Lab equipment inspections	2,500	BFP coagulant	130,000
Safety inspections	5,500	Sodium hypochlorite	35,000
Sodium bisulfite tank inspection	2,500	Sodium bisulfite	32,000
Receiving station exterior painting	320,000	Other chemicals	10,000
MCC electrical testing	12,500		<u>\$ 484,000</u>
Pipe insulation replacement	10,000	<u>Shop Supplies &amp; Tools</u>	
Miscellaneous repair needs	15,000	Shop supplies	\$ 22,500
<u>\$ 391,500</u>		Small hand tools	10,000
			<u>\$ 32,500</u>
<u>Equipment Repairs &amp; Maintenance</u>		<u>Medical Lab Supplies</u>	
Generator maintenance	\$ 2,500	Supplies	\$ 12,000
Aeration Tank repair	220,000	Benchware	3,000
Repair service calls	25,000	Chemicals for tests	7,500
<u>\$ 247,500</u>			<u>\$ 22,500</u>
<u>Consulting Services</u>		<u>Repair Parts</u>	
TMDL planning and regulatory report	\$ 50,000	Pumps & Motors	\$ 50,000
Miscellaneous engineering studies	10,000	Valves, piping and bearings	40,000
<u>\$ 60,000</u>		Instrumentation parts	20,000
		Inventory management	10,000
			<u>\$ 120,000</u>
<u>Lab Fees</u>		<u>Building Repairs &amp; Maintenance</u>	
Receiving station testing	\$ 10,000	Painting	\$ 100,000
Process testing	7,500	Asbestos removal	100,000
High-strength customer testing	4,115		<u>\$ 200,000</u>
Miscellaneous testing	750		
<u>\$ 22,365</u>			
<u>Recording/Filing Fees</u>			
DNR Fees	\$ 43,000		
<u>\$ 43,000</u>			

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Biosolids Management**

**Business Unit 5423**

**PROGRAM MISSION**

For the benefit of the ratepayers and the agricultural community, we will research and implement cost-effective recycling so that we accomplish beneficial reuse of biosolids produced during wastewater treatment.

**PROGRAM NARRATIVE**

**Link to City Key Strategies:**

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

**Objectives:**

The Biosolids Management Program implements storage and final disposition strategies for the biosolids produced in the wastewater treatment process. Program implementation must meet all State and federal standards applicable to the generation and beneficial use of municipal treatment plant biosolids. In addition to regulatory compliance, the program relies on a strong interface with regional authorities and the agricultural community to facilitate land application and composting of biosolids for beneficial use.

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Biosolids Management**

**Business Unit 5423**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 80,054	\$ 71,638	\$ 77,974	\$ 77,974	\$ 79,111
610500 Overtime Wages	8,691	4,049	2,717	2,717	2,658
615000 Fringes	28,864	24,651	29,441	29,441	29,409
631603 Other Misc. Supplies	3,352	1,683	1,000	1,000	1,000
632200 Gas Purchases	1,619	58	3,000	3,000	2,500
632700 Miscellaneous Equipment	50	-	-	-	-
640400 Consulting Services	6,538	-	40,000	40,000	-
640800 Contractor Fees	512,215	444,558	605,000	605,000	650,000
641300 Utilities	399	328	450	450	450
642501 CEA Equip. Rental	29,699	17,254	19,706	19,706	20,206
643200 Lab Fees	9,487	3,897	7,000	7,000	7,335
659900 Other Contracts/Obligation	35,521	30,036	48,000	48,000	48,000
Total Expense	<u>\$ 716,489</u>	<u>\$ 598,152</u>	<u>\$ 834,288</u>	<u>\$ 834,288</u>	<u>\$ 840,669</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Contractor Fees

Compost pad processing	\$ 100,000
Biosolids transport / application	510,000
Biosolids incorporation	40,000
	<u>\$ 650,000</u>

Other Contracts/Obligations

City staff hauling to compost site	\$ 40,000
City staff brush handling	3,000
Pad maintenance by City staff	5,000
	<u>\$ 48,000</u>

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Lift Stations**

**Business Unit 5425**

**PROGRAM MISSION**

For the benefit of the Appleton sewer consumers, we will operate, monitor, and maintain the lift stations throughout the City to ensure consistent and reliable conveyance of sewage to the wastewater treatment facility.

**PROGRAM NARRATIVE**

**Link to City Key Strategies:**

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

**Objectives:**

Convey the city's industrial, commercial, and residential wastewater that cannot flow by gravity to one of the 13 lift stations where sewage is pumped to the wastewater plant for processing.

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Lift Stations**

**Business Unit 5425**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610200 Labor Pool Allocations	\$ 35,334	\$ 36,971	\$ 40,408	\$ 40,408	\$ 41,419
610400 Call Time Wages	-	-	-	-	-
610500 Overtime Wages	4,054	2,204	2,137	2,137	2,190
610800 Part-Time Wages	21	-	-	-	-
615000 Fringes	14,983	14,496	18,350	18,350	18,506
632200 Gas Purchases	345	-	-	-	-
632601 Repair Parts	3,646	1,117	5,000	5,000	5,000
632700 Miscellaneous Equipment	7,728	1,116	-	-	-
640400 Consulting Services	10,058	-	7,250	7,250	7,500
640800 Contractor Fees	11,127	16,173	10,000	10,000	10,000
641300 Utilities	45,376	37,420	48,205	48,205	48,205
641800 Equip Repairs & Maint	26,590	1,661	10,000	10,000	10,000
659900 Other Contracts/Obligation	480	-	-	-	-
Total Expense	<u>\$ 159,742</u>	<u>\$ 111,158</u>	<u>\$ 141,350</u>	<u>\$ 141,350</u>	<u>\$ 142,820</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None



**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Collection Systems**

**Business Unit 5427**

**PROGRAM MISSION**

Maintain the sanitary sewer system for the health and safety of the community.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Complete the annual sewer cleaning program and identify those areas with improper connections and defects
  
- Reduce the amount of inflow and infiltration into the sanitary sewer system

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

The fluctuation in contractor fees from year to year is the result of the root control program and the spot repair/protruding tap program. Because the City does not have an extensive root problem, we are able to conduct this program every other year, which also results in better bid prices. Contractor fees for spot repairs/protruding taps have been reduced, while the next root control program will be performed in 2023.

Per the Sanitary Lateral Policy, \$10,000 has been included in consulting services to continue the lateral televising in advance of replacing them in 2024 and/or 2025.

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Collection Systems**

**Business Unit 5427**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 General Charges for Svc	\$ 16,220	\$ 16,830	\$ 7,000	\$ 7,000	\$ 10,000
490800 Misc Intergov Charges	11,330	15,083	1,500	1,500	-
<b>Total Revenue</b>	<b>\$ 27,550</b>	<b>\$ 31,913</b>	<b>\$ 8,500</b>	<b>\$ 8,500</b>	<b>\$ 10,000</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 231,484	\$ 296,485	\$ 364,333	\$ 364,333	\$ 351,687
610400 Call Time Wages	1,743	955	1,500	1,500	1,500
610500 Overtime Wages	5,484	3,598	4,200	4,200	5,200
610800 Part-Time Wages	75	23	350	350	-
615000 Fringes	87,505	96,203	127,992	127,992	132,142
620100 Training/Conferences	411	417	500	500	500
630300 Memberships & Licenses	429	1,256	-	-	-
630500 Awards & Recognition	245	46	245	245	245
630901 Shop Supplies & Tools	2,335	1,020	2,500	2,500	2,500
632201 Outside Printing	-	1,061	-	-	-
632501 Construction Materials	6,579	9,204	10,000	10,000	10,000
632700 Miscellaneous Equipment	4,431	2,770	4,700	4,700	4,700
640400 Consulting Services	165,701	170,302	179,500	179,500	164,500
640800 Contractor Fees	49,475	28,856	115,400	279,066	126,000
641300 Utilities	4,154	6,853	7,870	7,870	7,918
641500 Tipping Fees	6,613	6,728	6,000	6,000	7,000
641800 Equip Repairs & Maint	-	449	-	-	-
642400 Software Support	1,825	1,260	2,350	2,350	2,350
642501 CEA Equip. Rental	42,949	66,224	87,200	87,200	91,000
659900 Other Contracts/Obligation	5,167	5,387	6,500	6,500	6,500
<b>Total Expense</b>	<b>\$ 616,605</b>	<b>\$ 699,097</b>	<b>\$ 921,140</b>	<b>\$ 1,084,806</b>	<b>\$ 913,742</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<b><u>Consulting Services</u></b>		<b><u>Contractor Fees</u></b>	
Sewer TV & cleaning	\$ 150,000	Lateral cleaning	\$ 1,000
Flow monitoring - Kensington	4,500	Protruding tap/Grouting	35,000
Lateral Televising	10,000	Liners/Unanticipated failures	55,000
	<u>\$ 164,500</u>	Repairs	20,000
		Patch program	15,000
			<u>\$ 126,000</u>

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Public Works Capital Improvements**

**Business Unit 5431**

**PROGRAM MISSION**

Identify, design, and implement the capital construction program to maintain and expand the sanitary sewer system for the benefit of current and future users of the system.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Identify failing or improperly sized sewers and incorporate them into our five-year plan
- Identify the need for future system expansions and incorporate them into our five-year plan
- Design replacement systems or system expansions to meet current and future demands
- Reduce the amount of inflow and infiltration into the sanitary sewer system

The following are 2022 CIPs:

	<u>2022 Budget</u>	<u>Page</u>
Sanitary Sewer Construction	<u>\$ 2,089,551</u>	Projects, Pg. 622

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Public Works Capital Improvements**

**Business Unit 5431**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 5,644	\$ 17,114	\$ 113,957	\$ 113,957	\$ 115,191
610500 Overtime Wages	5,200	4,433	4,125	4,125	5,000
610800 Part-Time Wages	1,134	612	4,600	4,600	3,346
615000 Fringes	705	1,187	44,088	44,088	43,308
632500 Materials	1,928	229	-	-	-
640400 Consulting Services	80,779	37,434	-	-	200,000
640800 Contractor Fees	657	3,779	-	-	-
641500 Tipping Fees	-	2,573	-	-	-
642501 CEA Equip. Rental	-	-	6,500	6,500	5,900
659900 Other Contracts/Obligation	819	400	-	-	-
680100 Land	-	-	103,306	103,306	-
680903 Sanitary Sewers	3,039,507	3,985,960	4,838,678	4,866,178	1,716,806
689900 Other Capital Outlay	(2,441,035)	(3,144,305)	-	-	-
<b>Total Expense</b>	<b>\$ 695,338</b>	<b>\$ 909,416</b>	<b>\$ 5,115,254</b>	<b>\$ 5,142,754</b>	<b>\$ 2,089,551</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

	Street	From	To	Waste-water Utility
Labor Pool				166,845
CEA				5,900
Consulting Services	Glacier Ridge LS	Wetland Abandonment, Delineation & Permitting		100,000
	Lawe St LS	Forced main river crossing		100,000
	<b>Subtotal</b>			<b>200,000</b>
Miscellaneous Construction				
		Sanitary laterals & manholes prior to asphalt paving		18,753
		Sanitary laterals & manholes prior to concrete paving		33,213
		Structure Rehab / Sewer Cut Repairs from 2021 (E-22)		40,000
	<b>Subtotal</b>			<b>91,966</b>
New Construction				
	Plamann Park	Phase 2		560,000
	French Rd	Under 441		112,000
	<b>Subtotal</b>			<b>672,000</b>
Reconstruction - liner				
	<b>Subtotal</b>			<b>-</b>
Reconstruction (on streets to be paved in 2022)				
	Alvin St	Wisconsin Ave	Marquette St	900,250
	Dunlap St	Bates St	Pacific St	35,440
	Durkee St	College Ave	Washington St	9,100
	Morrison St	College Ave	Washington St	8,050
	<b>Subtotal</b>			<b>952,840</b>
<b>Total</b>				<b>\$ 2,089,551</b>

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Utility Capital Improvements**

**Business Unit 5432**

**PROGRAM MISSION**

For the benefit of Appleton sewer consumers, we will provide necessary improvements to all wastewater facilities, structures, and equipment so that the treatment processes meet current and future needs in a cost-effective manner.

**PROGRAM NARRATIVE**

**Link to City Key Strategies:**

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

**Objectives:**

Provide resources to upgrade existing plant components and facilities  
Identify and install new systems and equipment for improved treatment processes  
Correct safety hazards when identified

The following are 2022 CIPs:

	<u>2022 Budget</u>	<u>Page</u>
Belt Filter Press upgrades	\$ 4,800,000	Projects, Pg. 655
Grit Trap Drive replacement	258,750	Projects, Pg. 659
Sludge Storage Building addition	7,200,000	Projects, Pg. 645
Blended Sludge Piping replacement	450,000	Projects, Pg. 656
SCADA Fiber Optic replacement	10,000	Projects, Pg. 658
Wireless upgrade - access point replacement	300,000	Projects, Pg. 647
HVAC S-building & T-building	750,000	Projects, Pg. 636
Facility Renovations - F1 Building	300,000	Projects, Pg. 632
Hardscape improvements	300,000	Projects, Pg. 635
Electrical upgrades	1,700,000	Projects, Pg. 630
	<u>\$ 16,068,750</u>	

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

The budget for this program varies from year to year based on the capital needs of the utility.

**Note for future capital planning:**

The current WPDES permit expires on March 31, 2022. Prior to that date, the staff will be required to submit progress reports to the DNR to assess how treatment effluent limits for TMDL phosphorus and total suspended solids will be achieved by January 1, 2023. Treatment optimization and the feasibility of alternative compliance through adaptive management or water quality trading will determine the path, scope, and cost of compliance with the more stringent effluent limits leading up to the 2022 WPDES permit reissuance process.

A two-year study was conducted from 2018-2020 that evaluated biosolids composting or an expansion of the onsite biosolids storage building to satisfy future 180-day regulatory storage needs. The results of that study estimated that the capital cost for construction of a new compost facility would exceed \$16M while a biosolids storage building expansion would be approximately \$8M. Based on the preliminary study and findings since 2020, a conditions assessment and project alternatives evaluation was completed by an engineering firm in 2021 to refine budgetary costs as part of the 2022 and 2023 construction project that would provide 5,076 cubic yards of biosolids storage at the AWWTP.

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

**Utility Capital Improvements**

**Business Unit 5432**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
640400 Consulting Services	\$ 293,165	\$ 525,625	\$ 1,822,500	\$ 2,857,300	\$ 193,750
640800 Contractor Fees	1,482,969	3,021,599	3,117,500	7,907,101	7,400,000
659900 Other Contracts/Obligation	208,161	95,501	-	-	-
680200 Land Improvements	239,061	216,972	300,000	300,000	300,000
680300 Buildings	1,274,428	837,973	825,000	989,111	7,950,000
680401 Machinery & Equipment	10,926	-	-	21,686	225,000
689900 Other Capital Outlay	(3,505,925)	(4,650,195)	-	-	-
Total Expense	<u>\$ 2,785</u>	<u>\$ 47,475</u>	<u>\$ 6,065,000</u>	<u>\$ 12,075,198</u>	<u>\$ 16,068,750</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Consulting Services

Grit trap drive replacement	\$ 33,750
SCADA fiber optic replacement	10,000
Electrical upgrades	150,000
	<u>\$ 193,750</u>

Land Improvements

Hardscape improvements	\$ 300,000
	<u>\$ 300,000</u>

Contractor Fees

Blended sludge piping replacement	\$ 450,000
Wireless upgrade	300,000
Belt filter press upgrades	4,800,000
F-1 building renovations	300,000
Electrical upgrades	1,550,000
	<u>\$ 7,400,000</u>

Machinery & Equipment

Grit trap drive replacement	\$ 225,000
	<u>\$ 225,000</u>

Buildings

HVAC upgrades	\$ 750,000
Sludge storage building addition	7,200,000
	<u>\$ 7,950,000</u>

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Program Revenues</b>						
471000 Interest on Investments	870,130	716,047	162,484	300,000	300,000	200,000
473000 Interest - Deferred Specials	11,125	11,645	59	7,500	7,500	10,000
480100 General Charges for Service	16,220	16,830	610	7,000	7,000	10,000
481400 Industrial Pre-Treatment	4,974	5,023	-	5,000	5,000	4,500
482101 Residential Service	3,833,494	3,962,054	-	4,875,000	4,875,000	5,110,000
482102 Multi-family Service	312,328	340,900	-	418,750	418,750	425,000
482200 Commercial Service	936,254	776,155	-	1,187,500	1,187,500	1,015,000
482300 Industrial Service	3,496,624	3,164,069	718,957	3,627,000	3,627,000	3,385,000
482400 Municipal Service	289,664	226,784	(541)	356,250	356,250	300,000
490800 Misc Intergovernmental Charges	11,330	15,083	-	1,500	1,500	-
500100 Fees & Commissions	7,096	9,032	-	7,500	7,500	7,500
500400 Sale of City Property	(20,782)	(999)	275	-	-	-
501000 Miscellaneous Revenue	41,730	28,335	10,224	17,250	17,250	20,000
502100 Capital Contributions	687,604	647,282	23,329	924,789	924,789	189,975
503500 Other Reimbursements	5,227	12,279	1,141	3,000	3,000	3,000
507100 Customer Penalty	38,204	9,279	-	40,000	40,000	40,000
508200 Insurance Proceeds	25,129	12,818	900	-	-	-
508400 Special Hauled Waste	3,482,983	2,147,510	496,884	1,575,000	1,575,000	2,000,000
591100 Premium on Debt Issue	101,629	112,833	-	79,098	79,098	166,681
<b>TOTAL PROGRAM REVENUES</b>	<b>14,150,963</b>	<b>12,212,959</b>	<b>1,414,322</b>	<b>13,432,137</b>	<b>13,432,137</b>	<b>12,886,656</b>
<b>Personnel</b>						
610100 Regular Salaries	443,110	583,276	-	517,356	517,356	466,355
610200 Labor Pool Allocations	1,158,383	1,152,890	-	1,473,715	1,473,715	1,549,090
610299 Capitalized Labor	(146,804)	(145,500)	-	-	-	-
610400 Call Time Wages	9,742	5,181	-	9,700	9,700	9,700
610500 Overtime Wages	115,626	50,805	-	55,001	55,001	57,633
610800 Part-Time Wages	5,981	4,197	-	17,513	17,513	16,780
611000 Other Compensation	7,443	7,955	-	8,059	8,059	1,480
611400 Sick Pay	30,125	8,517	-	-	-	-
611500 Vacation Pay	178,411	150,711	-	-	-	-
615000 Fringes	639,242	633,458	203,651	761,311	761,311	783,563
615099 Capitalized Fringe	(51,328)	(47,316)	-	-	-	-
617000 Pension Expense	269,874	66,629	-	-	-	-
617100 OPEB Expense	15,210	5,421	-	-	-	-
<b>TOTAL PERSONNEL</b>	<b>2,675,015</b>	<b>2,476,224</b>	<b>203,651</b>	<b>2,842,655</b>	<b>2,842,655</b>	<b>2,884,601</b>
<b>Training~Travel</b>						
620100 Training/Conferences	5,905	4,650	448	7,500	7,500	7,500
<b>TOTAL TRAINING / TRAVEL</b>	<b>5,905</b>	<b>4,650</b>	<b>448</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>
<b>Supplies</b>						
630100 Office Supplies	1,551	2,933	1,477	3,000	3,000	3,000
630200 Subscriptions	-	-	283	-	-	300
630300 Memberships & Licenses	6,575	9,027	4,001	4,595	4,595	8,400
630400 Postage\Freight	21,805	23,004	3,953	23,500	23,500	21,500
630500 Awards & Recognition	552	340	42	545	545	545
630600 Building Maint./Janitorial	10,326	10,588	3,296	10,000	10,000	10,500
630700 Food & Provisions	400	406	-	400	400	400
630901 Shop Supplies	29,560	28,247	9,803	23,000	23,000	23,000
630902 Tools & Instruments	10,098	7,947	12,328	17,000	17,000	12,000
631000 Miscellaneous Chemicals	4,411	7,188	1,102	10,000	10,000	10,000
631001 Phosphorus	167,035	207,496	68,224	220,000	220,000	227,000
631002 DAF Coagulant	16,767	15,994	5,350	25,000	25,000	50,000
631003 BFP Coagulant	175,161	107,856	53,424	165,000	165,000	130,000
631007 Sodium Hypochlorite	32,983	30,953	5,118	35,000	35,000	35,000
631008 Sodium Bisulfite	27,974	27,201	3,327	32,000	32,000	32,000
631603 Other Misc. Supplies	12,017	11,940	5,655	14,500	14,500	14,500
632001 City Copy Charges	5,122	4,198	538	4,200	4,200	3,500
632002 Outside Printing	3,833	3,665	2,124	1,400	1,400	4,400
632101 Uniforms	7,393	4,834	1,497	6,100	6,100	6,100
632200 Gas Purchases	5,482	4,589	-	3,500	3,500	3,000
632300 Safety Supplies	4,511	6,956	750	5,500	5,500	5,500
632400 Medical\Lab Supplies	30,362	16,742	8,467	22,500	22,500	22,500

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
632501 Castings	1,551	5,733	-	4,000	4,000	4,000
632502 Concrete	4,303	3,181	-	3,000	3,000	3,000
632503 Other Materials	913	519	-	3,000	3,000	3,000
632507 Asphalt	1,740	-	-	-	-	-
632601 Repair Parts	132,157	175,277	36,793	125,000	129,606	125,000
632700 Miscellaneous Equipment	99,562	30,511	28,062	19,700	19,700	25,200
TOTAL SUPPLIES	814,144	747,325	255,614	781,440	786,046	783,345
Purchased Services						
640100 Accounting/Audit Fees	15,024	26,802	-	9,500	9,500	12,000
640202 Recording/Filing Fees	31,715	37,251	-	39,000	39,000	43,000
640300 Bank Service Fees	20,459	19,346	3,385	19,000	19,000	20,000
640400 Consulting Services	564,151	737,220	120,379	2,084,250	3,119,050	625,750
640700 Solid Waste/Recycling Pickup	4,206	2,343	740	2,300	2,300	2,500
640800 Contractor Fees	2,204,024	3,572,434	328,791	3,943,825	8,897,440	8,581,000
641100 Temporary Help	-	-	-	-	-	-
641200 Advertising	1,237	677	329	1,000	1,000	1,000
641301 Electric	903,174	813,333	310,062	981,450	981,450	885,450
641302 Gas	113,711	18,846	17,469	37,200	37,200	37,200
641303 Water	73,501	68,842	11,239	73,250	73,250	73,250
641306 Stormwater	25,002	25,318	6,538	25,325	25,325	25,325
641307 Telephone	11,231	12,045	4,007	11,905	11,905	12,145
641308 Cellular Phones	5,566	2,639	1,282	5,570	5,570	4,418
641500 Tipping Fees	9,514	12,396	1,936	9,500	9,500	10,500
641600 Build Repairs & Maint	159,166	163,263	(667)	200,000	262,173	200,000
641800 Equip Repairs & Maint	49,412	128,619	571	62,500	62,500	257,500
642000 Facilities Charges	468,600	456,167	63,810	474,304	474,304	478,535
642400 Software Support	14,521	15,796	14,534	18,850	18,850	19,350
642501 CEA Operations/Maint.	61,147	58,533	8,484	58,150	58,150	58,447
642502 CEA Depreciation/Replace.	74,592	81,265	13,384	82,052	82,052	84,012
642503 CEA Capital	(39,949)	(24,380)	-	-	-	-
643200 Lab Fees	20,894	25,233	8,346	22,865	22,865	29,700
643700 Treatment Services	67,472	66,636	15,818	68,000	68,000	68,000
644000 Snow Removal Services	8,474	4,066	2,510	3,500	3,500	3,500
645400 Grounds Repair & Maintenance	7,860	6,604	-	7,500	7,500	7,500
650100 Insurance	130,800	168,572	-	169,440	169,440	162,001
659900 Other Contracts/Obligation	258,241	145,475	998	60,000	60,000	60,000
TOTAL PURCHASED SVCS	5,263,745	6,645,341	933,945	8,470,236	14,520,824	11,762,083
Miscellaneous Expense						
660100 Depreciation Expense	2,983,241	3,055,995	-	3,300,000	3,300,000	3,525,000
662300 Uncollectable Accounts	1,058	1,286	-	4,000	4,000	4,000
663100 Joint Meter Expense	590,437	492,124	-	487,893	487,893	475,917
672000 Interest Payments	503,473	468,022	-	650,179	650,179	864,021
673000 Debt Issuance Costs	9,000	146,364	-	85,000	85,000	140,000
TOTAL MISCELLANEOUS EXP	4,087,209	4,163,791	-	4,527,072	4,527,072	5,008,938
Capital Outlay						
680100 Land	-	-	-	103,306	103,306	-
680200 Land Improvements	239,061	216,972	-	300,000	300,000	300,000
680300 Buildings	1,274,428	837,973	86,590	825,000	989,111	7,950,000
680401 Machinery & Equipment	10,926	-	-	-	21,686	225,000
680903 Sanitary Sewers	3,039,507	3,985,960	22,482	4,838,678	4,866,178	1,716,806
689900 Other Capital Outlay	(6,027,663)	(7,801,184)	-	-	-	-
TOTAL CAPITAL OUTLAY	(1,463,741)	(2,760,279)	109,072	6,066,984	6,280,281	10,191,806
Transfers						
791100 Transfer Out - General Fund	117,450	177,265	-	182,450	182,450	180,450
TOTAL TRANSFERS	117,450	177,265	-	182,450	182,450	180,450
TOTAL EXPENSE	11,499,727	11,454,317	1,502,730	22,878,337	29,146,828	30,818,723



**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Charges for Services	\$ 8,884,584	\$ 8,486,792	\$ 10,464,500	\$ 10,100,000	\$ 10,235,000
Miscellaneous	3,592,788	2,227,049	1,656,250	2,101,250	2,085,000
<b>Total Revenues</b>	<b>12,477,372</b>	<b>10,713,841</b>	<b>12,120,750</b>	<b>12,201,250</b>	<b>12,320,000</b>
<b>Expenses</b>					
Operation and Maintenance	7,828,505	7,606,730	7,480,454	7,711,247	7,950,951
Depreciation	2,983,241	3,055,996	3,300,000	3,290,000	3,525,000
<b>Total Expenses</b>	<b>10,811,746</b>	<b>10,662,726</b>	<b>10,780,454</b>	<b>11,001,247</b>	<b>11,475,951</b>
Operating Income (Loss)	1,665,626	51,115	1,340,296	1,200,003	844,049
<b>Non-Operating Revenues (Expenses)</b>					
Interest Income	881,256	727,692	307,500	100,000	210,000
Interest Expense	(503,473)	(468,022)	(650,179)	(656,049)	(864,021)
Debt Issuance Costs	(9,000)	(146,364)	(85,000)	(145,000)	(140,000)
Gain/Loss on Asset Disposal	(22,025)	(1,507)	-	-	-
Amortization of Premium on Debt Issue	101,629	112,833	79,098	182,430	166,681
Other	25,129	12,818	-	-	-
<b>Total Non-Operating</b>	<b>473,516</b>	<b>237,450</b>	<b>(348,581)</b>	<b>(518,619)</b>	<b>(627,340)</b>
Net Income Before Contributions and Transfers	2,139,142	288,565	991,715	681,384	216,709
<b>Contributions and Transfers In (Out)</b>					
Capital Contributions	687,604	647,282	924,789	924,789	189,975
Trans Out - General Fund	(175,509)	(177,265)	(182,450)	(182,450)	(180,450)
Change in Net Assets	2,651,237	758,582	1,734,054	1,423,723	226,234
Net Assets - Beginning	99,990,385	102,641,622	103,400,204	103,400,204	104,823,927
Net Assets - Ending	<b>\$ 102,641,622</b>	<b>\$ 103,400,204</b>	<b>\$ 105,134,258</b>	<b>\$ 104,823,927</b>	<b>\$ 105,050,161</b>

**SCHEDULE OF CASH FLOWS**

Working Cash - Beginning of Year	18,755,387	13,854,320
+ Change in Net Assets	1,423,723	226,234
+ Depreciation	3,290,000	3,525,000
+ Long Term Debt	8,845,000	11,000,000
- Contributed Capital	924,789	(189,975)
- Fixed Assets	(16,415,990)	(18,158,301)
- Principal Repayment	(1,230,000)	(1,495,000)
- Refund Existing Debt*	(2,045,000)	-
+ Fixed Assets funded by DNR Replacement Fund	306,411	-
Working Cash - End of Year	<b>\$ 13,854,320</b>	<b>\$ 8,762,278</b>

**RESERVE REQUIREMENTS**

<u>Working Capital</u>		<u>DNR Fund</u>	
Prior Year Audited Expenditures	\$ 10,662,726	Fixed Asset Balance 12/31/20	\$ 50,226,050
- Depreciation	(3,055,996)	5% Requirement	<u>\$ 2,511,303</u>
+ Transfer to General Fund	177,265		
Net Prior Year Cash Expenditures	<u>\$ 7,783,995</u>	DNR Fund Balance 12/31/20	\$ 3,993,908
25 % Working Capital Reserve Requirement	<u>\$ 1,945,999</u>	DNR Funded CIP projects	(306,411)
		DNR Fund Balance 12/31/21	<u>\$ 3,687,497</u>

\* Refunded 2011 Revenue Bonds

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY  
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2021 Budget	2021 Projected	2022 Budget	2023 Projected	2024 Projected	2025 Projected	2026 Projected
<b>Revenues</b>							
Charges for Services	\$ 10,464,500	\$ 10,100,000	\$ 10,235,000	\$ 10,671,011	\$ 11,125,596	\$ 11,599,546	\$ 12,093,687
Miscellaneous	1,656,250	2,101,250	2,085,000	2,105,850	2,126,909	2,148,178	2,169,659
Total Revenues	<u>12,120,750</u>	<u>12,201,250</u>	<u>12,320,000</u>	<u>12,776,861</u>	<u>13,252,505</u>	<u>13,747,724</u>	<u>14,263,347</u>
<b>Expenses</b>							
Operating Expenses	7,480,454	7,711,247	7,950,951	7,984,880	8,095,676	8,378,546	8,588,703
Depreciation	3,300,000	3,290,000	3,525,000	3,725,000	3,925,000	4,090,000	4,255,000
Total Expenses	<u>10,780,454</u>	<u>11,001,247</u>	<u>11,475,951</u>	<u>11,709,880</u>	<u>12,020,676</u>	<u>12,468,546</u>	<u>12,843,703</u>
Operating Income	1,340,296	1,200,003	844,049	1,066,981	1,231,829	1,279,178	1,419,644
<b>Non-Operating Revenues (Expenses)</b>							
Interest Income	307,500	100,000	210,000	200,000	200,000	200,000	200,000
Interest Expense	(650,179)	(656,049)	(864,021)	(448,467)	(527,867)	(596,600)	(631,000)
Premium on Debt Issue	79,098	182,430	166,681	150,086	132,630	111,935	90,334
Debt Issue Costs	-	(145,000)	(150,000)	(100,000)	(125,000)	-	(125,000)
Loss on disposal of equipment	-	-	-	(300,000)	-	-	-
Total Non-Operating	<u>(263,581)</u>	<u>(518,619)</u>	<u>(637,340)</u>	<u>(198,381)</u>	<u>(320,237)</u>	<u>(284,665)</u>	<u>(465,666)</u>
Net Income Before Transfers	1,076,715	681,384	206,709	868,601	911,592	994,513	953,978
<b>Contributions and Transfers In (Out)</b>							
Capital Contributions	924,789	924,789	189,975	-	-	-	-
General Fund	(182,450)	(182,450)	(180,450)	(180,950)	(181,450)	(181,950)	(182,450)
Change in Net Assets	1,819,054	1,423,723	216,234	687,651	730,142	812,563	771,528
Total Net Assets - Beginning	<u>103,400,204</u>	<u>103,400,204</u>	<u>104,823,927</u>	<u>105,040,161</u>	<u>105,727,812</u>	<u>106,457,954</u>	<u>107,270,517</u>
Total Net Assets - Ending	<u>\$ 105,219,258</u>	<u>\$ 104,823,927</u>	<u>\$ 105,040,161</u>	<u>\$ 105,727,812</u>	<u>\$ 106,457,954</u>	<u>\$ 107,270,517</u>	<u>\$ 108,042,045</u>

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of the Year	18,755,387	13,854,320	8,762,278	9,131,569	9,437,603	8,630,377	
+ Change in Net Assets	1,423,723	226,234	687,651	730,142	812,563	771,528	
+ Depreciation	3,290,000	3,525,000	3,725,000	3,925,000	4,090,000	4,255,000	
+ Long Term Debt	8,845,000	11,000,000	2,000,000	3,500,000	-	4,500,000	
- Contributed Capital	924,789	(189,975)	-	-	-	-	
- Fixed Assets	(16,415,990)	(18,158,301)	(3,360,831)	(5,115,799)	(2,888,997)	(6,568,838)	
- Principal Repayment	(1,230,000)	(1,495,000)	(2,682,529)	(2,733,309)	(2,820,792)	(2,850,058)	
- Refunding of Debt	(2,045,000)	-	-	-	-	-	
+ Fixed Assets funded by DNR Rplcmt Fund	306,411	-	-	-	-	-	
Working Cash - End of Year	<u>\$ 13,854,320</u>	<u>\$ 8,762,278</u>	<u>\$ 9,131,569</u>	<u>\$ 9,437,603</u>	<u>\$ 8,630,377</u>	<u>\$ 8,738,009</u>	
25% Working Capital Reserve (prior year's audited expenses)		2,137,437	2,248,856	2,153,574	2,201,248	2,289,274	
Coverage Ratio		2.41	1.95	1.55	1.59	1.61	1.63

**ASSUMPTIONS:**

Borrow 60-70% of capital expenditures as detailed in plan.

Interest rate at 4%; twenty year term for all borrowings

Projected growth increase .25% for additional customer base each year

Includes 4% rate increase as recommend in 2020 rate study for 2022-2026.

Operating expenses to increase 3.0% per year. Includes \$125,000 for lift station removal in 2023 and \$40,000 in 2025 for structural study at WWTP.

Includes estimated loss of early retirement of lift station in 2023 of \$300,000, this is net of sale on equipment

Maintain a level of 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

**RESULTS:**

An overall rate increase of 20% was implemented on 1/1/2021 as recommended in rate study that was completed in 2020. Additional annual rate increases of 4% in 2022-2026 will be needed to fund capital improvement plan. The 2022 budget includes the recommend rate increase of 4%, subject to Utilities Committee approval prior to budget adoption. These increases may need to be modified if any changes in revenue from hauled waste customers or high strength customers changes in future years or significant changes in capital improvement plan for the utility.

**CITY OF APPLETON 2022 BUDGET  
WASTEWATER UTILITY  
LONG TERM DEBT - REVENUE BONDS**

	2018 Revenue Bonds		2020 Refunding Revenue Bonds	
	Principal	Interest	Principal	Interest
2022	\$ 545,000	\$ 147,746	\$ 540,000	\$ 293,500
2023	575,000	128,121	565,000	271,233
2024	595,000	103,017	585,000	248,100
2025	620,000	72,433	605,000	224,167
2026	650,000	40,433	635,000	199,167
2027	450,000	17,600	660,000	173,100
2028	290,000	3,867	690,000	145,900
2029	-	-	710,000	122,500
2030	-	-	735,000	100,700
2031	-	-	420,000	87,750
2032	-	-	430,000	79,217
2033	-	-	435,000	70,550
2034	-	-	445,000	61,717
2035	-	-	455,000	52,683
2036	-	-	465,000	43,450
2037	-	-	475,000	34,017
2038	-	-	480,000	24,450
2039	-	-	495,000	14,238
2040	-	-	505,000	3,577
2041	-	-	-	-
	<u>\$ 3,725,000</u>	<u>\$ 513,217</u>	<u>\$ 10,330,000</u>	<u>\$ 2,250,016</u>

	2021 Refunding Revenue Bonds		TOTAL		
	Principal	Interest	Principal	Interest	Total
2022	\$ 410,000	\$ 275,775	1,495,000	717,021	2,212,021
2023	425,000	263,175	1,565,000	662,529	2,227,529
2024	440,000	247,192	1,620,000	598,309	2,218,309
2025	455,000	229,192	1,680,000	525,792	2,205,792
2026	475,000	210,458	1,760,000	450,058	2,210,058
2027	495,000	190,925	1,605,000	381,625	1,986,625
2028	515,000	170,592	1,495,000	320,359	1,815,359
2029	535,000	149,458	1,245,000	271,958	1,516,958
2030	555,000	131,225	1,290,000	231,925	1,521,925
2031	600,000	113,675	1,020,000	201,425	1,221,425
2032	345,000	100,775	775,000	179,992	954,992
2033	355,000	90,225	790,000	160,775	950,775
2034	365,000	79,375	810,000	141,092	951,092
2035	380,000	68,125	835,000	120,808	955,808
2036	390,000	56,525	855,000	99,975	954,975
2037	400,000	45,958	875,000	79,975	954,975
2038	410,000	35,792	890,000	60,242	950,242
2039	420,000	25,375	915,000	39,613	954,613
2040	430,000	14,708	935,000	18,285	953,285
2041	445,000	3,708	445,000	3,708	448,708
	<u>\$ 8,845,000</u>	<u>\$ 2,502,233</u>	<u>\$ 22,900,000</u>	<u>\$ 5,265,466</u>	<u>\$ 28,165,466</u>

Note: Schedule is based on accrual method of accounting. Revenue bonds in the amount of \$11,000,000 will be issued in 2022. Expected interest expense of the issue in 2022 is \$147,000.

**CITY OF APPLETON 2022 BUDGET**

**STORMWATER UTILITY**

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

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

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

# CITY OF APPLETON 2022 BUDGET STORMWATER

## MISSION STATEMENT

The Stormwater Utility was created to provide for the management of surface water run-off in the City of Appleton. It exists to limit flooding and protect water quality.

## DISCUSSION OF SIGNIFICANT 2021 EVENTS

Continued to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the DPW horticulturist position

Hauled leaves and debris to the Outagamie County pilot compost site to reduce haul distances and associated costs

Continued implementing the selected alternatives of detailed drainage studies as streets come up for reconstruction, to reduce flooding and to take advantage of opportunities to implement water quality practices

Continued to implement the programs associated with the NR216 Permit including construction site erosion control, post construction stormwater management, Illicit discharge detection and elimination, public education and outreach, public involvement and participation, and pollution prevention

Completed update of the NR216 permit program documents and submitted to DNR on time

Continued to inspect and maintain the stormwater facilities on Appleton Area School District (AASD) property (added in 2016) including ponds, bio-filters, and large sump manholes per the cooperative agreement with AASD

Currently maintaining a total inventory of 56 wet ponds, 12 dry ponds, 9 bio-filters, and several miles of engineered channels

Continued working toward compliance with the WDNR NR216 Water Quality Permit / Fox River TMDL

Assumed ownership and maintenance responsibility of two stormwater ponds in the Broadway Hills Subdivision

Assisted Community Development with permitting issues, budget development, delineated wetlands and other stormwater planning issues

Bid construction of Sequoia Drive, including stormwater management, from Broadway Drive to North Edgewood Estates

Developed 60% engineering plans for stormwater management in future Lightning Drive coordinated regional stormwater management with Apple Ridge Phases 2 and 3

Began work on update to Citywide Stormwater Management Plan

Began design of two stormwater ponds with Spartan Drive extension to Meade Street

Started a new program for private stormwater practice inspection and certification as required in NR 216 permit.

## CITY OF APPLETON 2022 BUDGET STORMWATER

### MAJOR 2022 OBJECTIVES

Continue implementing the following programs as required by the NR216 permit: public education, public participation, erosion control, pollution prevention, illicit discharge detection/elimination, post-construction stormwater management plans

Continue to identify and pursue water quality practices toward continual progress in achieving compliance with TMDL water quality standards

Continue to improve practices for inspecting and maintaining City stormwater facilities by using available resources such as GIS mapping and the DPW horticulturist position

Continue to haul leaves and debris to the Outagamie County pilot compost site to reduce haul distances and associated costs

Continue to address flooding concerns by refining and implementing recommendations from completed drainage studies throughout the City

Perform final design of Lightning Drive stormwater management facilities and Spartan Drive Phase 3 to promote development on City's north side

Submit updated Citywide Stormwater Management Plan to DNR for approval

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 14,594,027	\$ 12,678,878	\$ 11,813,787	\$ 11,813,787	\$ 11,925,697	0.95%
<b>Program Expenses</b>							
5210	Administration	5,716,273	5,542,624	5,683,846	5,860,385	5,750,692	1.18%
5220	Facility Maintenance	1,211,847	1,429,582	1,654,139	1,727,153	1,593,178	-3.69%
5225	Leaf Collection	425,335	532,298	536,591	536,591	618,030	15.18%
5230	Capital Construction	622,955	956,512	3,671,153	4,418,704	2,515,257	-31.49%
<b>TOTAL</b>		<b>\$ 7,976,410</b>	<b>\$ 8,461,016</b>	<b>\$ 11,545,729</b>	<b>\$ 12,542,833</b>	<b>\$ 10,477,157</b>	<b>-9.26%</b>
<b>Expenses Comprised Of:</b>							
Personnel		1,527,743	1,572,295	1,891,983	1,891,983	1,899,179	0.38%
Travel & Training		7,024	4,873	8,340	8,340	8,340	0.00%
Supplies & Materials		99,496	104,105	162,895	162,895	118,724	-27.12%
Purchased Services		1,591,056	1,711,915	1,927,226	2,321,368	1,765,610	-8.39%
Miscellaneous Expense		4,542,781	4,544,290	4,490,850	4,490,850	4,341,384	-3.33%
Capital Expenditures		135,810	511,038	3,051,935	3,654,897	1,996,420	-34.59%
Transfers Out		72,500	12,500	12,500	12,500	347,500	2680.00%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		19.76	19.76	20.41	20.41	20.46	

\* % change from prior year adopted budget

**CITY OF APPLETON 2022 BUDGET  
STORMWATER**

**Administration**

**Business Unit 5210**

**PROGRAM MISSION**

To provide administrative and planning support to insure safe, reliable and environmentally sound stormwater management.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

- Continue to educate the community on stormwater issues and assessment billing policies
- Insure that all construction and repair of our facilities is in compliance with the Department of Natural Resources regulations
- Continue to research other funding sources for stormwater programs and submit requests when applicable
- Develop short and long range plans that meet regulations and provide for the stormwater needs of the community and the watershed
- Continue to train employees on stormwater regulations
- Show continual progress toward meeting TMDL water quality standards

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

As part of a plan for operational changes approved by Council earlier this year, \$325,000 has been included in this budget for the purchase of five leaf vacuum units to facilitate the new leaf collection process.

Additionally, \$10,000 has been included in this budget for the upgrade of our sweeper to a dual broom sweeper.

Contributed capital revenue includes payment from the the Village of Harrison to reimburse the Utility for past stormwater construction costs for the Renn property detachment agreement.

# CITY OF APPLETON 2022 BUDGET

## STORMWATER

Administration

Business Unit 5210

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ 630,000	\$ -	\$ -	\$ -	\$ -
441100 Sundry Permits	25	-	25	25	25
441800 Plan Review Permit	32,128	26,797	35,000	35,000	35,000
442000 Erosion Control Permit	7,140	8,050	7,500	7,500	7,500
471000 Interest on Investments	688,135	514,795	200,000	200,000	200,000
473000 Interest - Deferred Specials	3,161	2,195	-	-	2,000
488000 Stormwater Revenue	10,882,633	11,021,218	11,000,000	11,000,000	11,085,000
500600 Gain (Loss) on Disposal	-	(6,980)	-	-	-
502100 Capital Contributions	1,892,555	717,789	185,400	185,400	241,893
503500 Other Reimbursements	9,787	242	3,000	3,000	3,000
507100 Customer Penalty	38,803	11,113	37,000	37,000	37,000
591100 Premium on Debt Issue	409,209	381,816	344,662	344,662	313,079
Total Revenue	<u>\$ 14,593,576</u>	<u>\$ 12,677,035</u>	<u>\$ 11,812,587</u>	<u>\$ 11,812,587</u>	<u>\$ 11,924,497</u>
<b>Expenses</b>					
610100 Salaries	\$ 388,892	\$ 397,210	\$ 482,735	\$ 482,735	\$ 452,574
610400 Call Time Wages	727	433	600	600	600
610500 Overtime Wages	2,584	1,910	2,000	2,000	2,000
610800 Part-Time Wages	272	209	350	350	-
615000 Fringes	276,411	152,554	149,596	149,596	153,013
620100 Training/Conferences	6,304	4,034	7,500	7,500	7,500
620600 Parking Permits	720	840	840	840	840
630100 Office Supplies	-	-	250	250	250
630300 Memberships & Licenses	10,311	14,276	15,120	15,120	14,980
630400 Postage\Freight	20,807	23,068	21,000	21,000	19,000
630500 Awards & Recognition	665	59	665	665	665
630901 Shop Supplies	466	233	200	200	200
631500 Books & Library Materials	20	-	-	-	-
632001 Copy Charges	3,905	4,169	2,000	2,000	4,800
632102 Protective Clothing	237	150	150	150	150
632300 Safety Supplies	240	153	350	350	350
632700 Miscellaneous Equipment	340	-	2,200	2,200	1,500
640100 Accounting/Audit Fees	9,253	11,838	8,930	8,930	8,930
640202 Recording/Filing Fees	390	210	400	400	400
640300 Bank Service Fees	15,969	15,311	16,000	16,000	16,000
640400 Consulting Services	278,041	256,648	387,000	563,539	294,000
640800 Contractor Fees	85	-	-	-	-
641301 Utilities	901	984	1,140	1,140	840
642400 Software Support	6,187	5,260	24,070	24,070	7,100
642501 CEA Equip. Rental	5,707	4,708	6,200	6,200	5,500
650100 Insurance	44,256	43,440	47,200	47,200	42,370
659900 Other Contracts/Obligation	27,302	48,137	4,000	4,000	28,246
660100 Depreciation Expense	2,675,050	2,757,502	2,850,000	2,850,000	2,850,000
662300 Uncollectable Accounts	699	1,213	1,900	1,900	1,900
672000 Interest Payments	1,718,266	1,588,453	1,511,417	1,511,417	1,376,728
673000 Debt Issuance Costs	8,750	54,432	-	-	-
675100 Gain/Loss on Refund	140,016	142,690	127,533	127,533	112,756
791100 Transfer Out - General	12,500	12,500	12,500	12,500	12,500
791400 Transfer Out - Capital	60,000	-	-	-	335,000
Total Expense	<u>\$ 5,716,273</u>	<u>\$ 5,542,624</u>	<u>\$ 5,683,846</u>	<u>\$ 5,860,385</u>	<u>\$ 5,750,692</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

<u>Consulting Services</u>		<u>Postage\Freight</u>	
Stormwater mgmt plan review	\$ 85,000	City service invoice postage	\$ 18,500
Flooding concerns study	40,000	Box rental & caller service	500
NR216 permitting	83,000		<u>\$ 19,000</u>
Wetland studies	11,000	<u>Other Contracts/Obligations</u>	
Erosion Control plan reviews	10,000	Utility locations	\$ 4,000
State St/Green Bay Road study	20,000	Special assessment	24,246
Regional pond model updates	10,000		<u>\$ 28,246</u>
French Road study	35,000	<u>Transfer Out - Capital Projects</u>	
<u>\$ 294,000</u>		Contributions to CEA:	
		Sweeper	\$ 10,000
		Leaf vacuum units	325,000
			<u>\$ 335,000</u>



**CITY OF APPLETON 2022 BUDGET  
STORMWATER**

**Facility Maintenance**

**Business Unit 5220**

**PROGRAM MISSION**

To plan and implement a maintenance program that keeps the stormwater system in a safe and environmentally sound condition.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Continue to have a proactive maintenance program to identify major repair areas  
Reduce the number of failures and insure the system is operating properly  
Encourage good housekeeping practices on private developments, which will reduce the City's maintenance cost and improve water quality  
Maintain current level of service while experiencing large growth in stormwater practice inventory

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
STORMWATER**

**Facility Maintenance**

**Business Unit 5220**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
480100 General Charges for Svc.	\$ 361	\$ 823	\$ 1,200	\$ 1,200	\$ 1,200
490800 Misc Intergov. Charges	90	1,020	-	-	-
<b>Total Revenue</b>	<b>\$ 451</b>	<b>\$ 1,843</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>
<b>Expenses</b>					
610200 Labor Pool Allocations	\$ 374,767	\$ 499,852	440,049	440,049	485,681
610400 Call Time Wages	1,230	120	1,100	1,100	1,100
610500 Overtime Wages	16,823	4,028	11,300	11,300	12,500
610800 Part-Time Wages	891	4,777	16,700	16,700	6,967
615000 Fringes	159,110	164,036	207,146	207,146	205,903
630801 Landscape Supplies	456	576	3,860	3,860	3,860
630901 Shop Supplies	917	889	1,250	1,250	1,250
630902 Tools & Instruments	2,155	1,778	3,000	3,000	1,500
632501 Construction Materials	50,038	52,831	105,400	105,400	62,769
632700 Miscellaneous Equipment	6,666	5,660	7,450	7,450	7,450
640400 Consulting Services	219,205	250,097	247,960	247,960	247,960
640800 Contractor Fees	40,163	62,591	113,900	186,914	83,900
641301 Utilities	6,304	6,040	7,702	7,702	7,702
641500 Tipping Fees	51,261	60,556	52,920	52,920	62,600
641800 Equip Repairs & Maint	-	593	1,100	1,100	1,100
642400 Software Support	-	-	500	500	500
642501 CEA Equip. Rental	218,083	250,864	297,592	297,592	264,000
645400 Grounds Repair & Maint	8,568	8,846	80,000	80,000	80,000
650301 Rent	55,210	55,210	55,210	55,210	56,436
689900 Other Capital Outlay	-	238	-	-	-
<b>Total Expense</b>	<b>\$ 1,211,847</b>	<b>\$ 1,429,582</b>	<b>\$ 1,654,139</b>	<b>\$ 1,727,153</b>	<b>\$ 1,593,178</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Consulting Services

Native plants contract	\$ 115,460
Storm sewer TV/clean	97,500
Ecology services for prairie & wetlands	35,000
<b>Total</b>	<b>\$ 247,960</b>

Contractor Fees

Mowing	\$ 7,700
Shoreline repairs	5,000
Surface restoration	14,000
Spot repairs	30,000
Lateral cleaning	1,000
Emergency Repairs	5,000
Patch program	15,000
Sewer TV camera maintenance	700
Muskrat trapping	3,500
Ditch cleaning	2,000
<b>Total</b>	<b>\$ 83,900</b>

Grounds Repair & Maint

Two ponds dredging	\$ 60,000
Restoration after dredging	20,000
<b>Total</b>	<b>\$ 80,000</b>

Rent

Land for detention ponds:	
Appleton Memorial Park (@ \$2,887 / acre)	
AMP North, 7.28 acres	\$ 21,017
AMP South, 7 acres	20,209
Reid Golf Course pond (per agreement)	
7.2 acres	15,210
<b>Total</b>	<b>\$ 56,436</b>

Construction Materials

Shore repair program	\$ 10,000
Inlet repair program	45,269
Repair materials	500
Muskrat repair materials	3,000
Silt fence, misc.	1,000
Riprap	3,000
<b>Total</b>	<b>\$ 62,769</b>

Tipping Fees

Disposal costs of cleaning: \$46 per ton	
Streets - 1,200 tons	\$ 56,000
Storm sewers - 143 tons	6,600
<b>Total</b>	<b>\$ 62,600</b>

**CITY OF APPLETON 2022 BUDGET  
STORMWATER**

**Leaf Collection**

**Business Unit 5225**

**PROGRAM MISSION**

Collect leaves and dispose of them in a safe and environmentally productive manner

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Continually search for ways to improve communication with the public on leaf collection schedules  
Begin implementation of new vacuum leaf collection program  
Adjust leaf collection routes to avoid picking up leaves on the same day as collecting refuse  
Minimize secondary hauling costs of leaves by transporting to Outagamie County compost site, hauling to farm fields and grinding into mulch

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

Added five (5) second life ASL (automated side load) units retrofitted with leaf vacuums to the fleet as part of a plan approved by Council earlier this year in order to comply with updated DNR requirements.

**CITY OF APPLETON 2022 BUDGET  
STORMWATER**

**Leaf Collection**

**Business Unit 5225**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610200 Labor Pool Allocations	\$ 155,249	\$ 196,511	\$ 198,548	\$ 198,548	\$ 211,088
610400 Call Time Wages	240	119	75	75	200
610500 Overtime Wages	13,846	9,471	10,000	10,000	10,000
615000 Fringes	59,307	71,854	82,816	82,816	84,016
641303 Water	143	147	500	500	200
641500 Tipping Fees	15	-	-	-	-
642501 CEA Equip. Rental	196,535	254,196	244,652	244,652	312,526
Total Expense	<u>\$ 425,335</u>	<u>\$ 532,298</u>	<u>\$ 536,591</u>	<u>\$ 536,591</u>	<u>\$ 618,030</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

None

**CITY OF APPLETON 2022 BUDGET  
STORMWATER**

**Capital Construction**

**Business Unit 5230**

**PROGRAM MISSION**

Design, build, and replace stormwater facilities for the current users to insure compliance with established regulations, to protect surrounding infrastructure and the environment, to increase the acres of land available for development and to prevent major system failures.

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

Continue to inform property owners of future construction in a timely manner  
Design projects to meet regulations and provide cost effective solutions for the community and the watersheds  
Monitor projects to insure compliance with deadlines, specifications, and regulations  
Comply with the NR216 Stormwater permit requirements  
Continue implementing the Citywide stormwater management plan and regional flood studies selected alternatives

The following are 2022 CIPs:

Storm sewer construction	<u>2022 Budget</u> <u>\$ 2,515,257</u>	<u>Page</u> Projects, Pg. 610
	<u>\$ 2,515,257</u>	

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

No major changes.

**CITY OF APPLETON 2022 BUDGET  
STORMWATER**

**Capital Construction**

**Business Unit 5230**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
Expenses					
610100 Regular Salaries	\$ 53,524	\$ 49,580	\$ 205,929	\$ 205,929	\$ 198,554
610400 Call Time Wages	118	151	-	-	-
610500 Overtime Wages	4,694	5,724	5,000	5,000	5,000
610800 Part-Time Wages	2,106	946	4,600	4,600	3,346
615000 Fringes	16,951	12,810	73,439	73,439	66,637
632503 Other Materials	2,274	262	-	-	-
640202 Recording/Filing Fees	158	-	-	-	-
640400 Consulting Services	377,193	372,719	322,250	466,839	240,000
640800 Contractor Fees	264	-	-	-	-
641500 Tipping Fees	-	2,562	-	-	-
642501 CEA Operations/Maint.	-	-	8,000	8,000	5,300
645400 Grounds Repair & Maint.	-	660	-	-	-
659900 Other Contracts/Obligation	29,863	60	-	-	-
680100 Land	-	51,000	-	-	376,400
680904 Storm Sewers	4,624,030	4,251,871	3,051,935	3,654,897	1,620,020
689900 Other Capital Outlay	(4,488,220)	(3,791,833)	-	-	-
Total Expense	\$ 622,955	\$ 956,512	\$ 3,671,153	\$ 4,418,704	\$ 2,515,257

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

	To	From	To	Stormwater
Labor Pool				273,537
CEA				5,300
Consulting Services	Construction Grant Applications			10,000
	Construction Services			40,000
	Glendale Ave/AMC flood reduction			50,000
	K2 Study Update and Modeling of Improveme			40,000
	Land Acquisition Services			10,000
	Modeling for urban resilience through stormwater management			40,000
	NR151 Water Quality Modeling			50,000
	<b>Subtotal</b>			<b>240,000</b>
Land Acquisition	Northside Development Corridor Land and Wetlands for BMPs			376,400
	<b>Subtotal</b>			<b>376,400</b>
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restorations from previous year			90,000
	Storm Laterals, Manholes, Prior to 2022 Asphalt			125,020
	Storm Laterals, Manholes Prior to 2022 Concrete			141,890
	Bluff Site Stormwater Management Phase 1			207,500
	Eagle Point Senior Housing In-Lieu Stormwater Quality			32,300
	Urban resilience stormwater management projects			40,000
	Native Landscaping			53,000
	NR151 Water Quality Practices			50,000
	<b>Subtotal</b>			<b>939,710</b>
Reconstruction - (on streets to be paved in 2023)	Alvin St	Wisconsin Ave	Marquette St	524,205
	Bates St	Dunlap St	Pacific St	7,240
	Dunlap St	Bates St	Pacific St	2,840
	Durkee St	College Ave	Washington St	103,175
	Lilas Dr	College Ave	north Frontage Rd	25,000
	Morrison St	College Ave	Washington St	17,850
	<b>Subtotal</b>			<b>680,310</b>
<b>Total</b>				<b>\$ 2,515,257</b>

## CITY OF APPLETON 2022 BUDGET STORMWATER UTILITY

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
Program Revenues						
422400 Miscellaneous State Aids	630,000	-	-	-	-	-
441100 Sundry Permits	25	-	-	25	25	25
441800 Plan Review Permit	32,128	26,797	65,870	35,000	35,000	35,000
442000 Erosion Control Permit	7,140	8,050	4,520	7,500	7,500	7,500
471000 Interest on Investments	688,135	514,795	(97,497)	200,000	200,000	200,000
473000 Interest - Deferred Specials	3,161	2,195	-	-	-	2,000
480100 General Charges for Service	361	823	(179)	1,200	1,200	1,200
488000 Stormwater Revenue	10,882,633	11,021,218	1,834	11,000,000	11,000,000	11,085,000
490800 Misc Intergovernmental Charges	90	1,020	-	-	-	-
500400 Sale of City Property	-	-	-	-	-	-
500600 Gain (Loss) on Asset Disposal	-	(6,980)	-	-	-	-
502100 Capital Contributions	1,892,555	717,789	691	185,400	185,400	241,893
503500 Other Reimbursements	9,787	242	(54,657)	3,000	3,000	3,000
507100 Customer Penalty	38,803	11,113	-	37,000	37,000	37,000
591100 Premium on Debt Issue	409,209	381,816	-	344,662	344,662	313,079
<b>TOTAL PROGRAM REVENUES</b>	<b>14,594,027</b>	<b>12,678,878</b>	<b>(79,418)</b>	<b>11,813,787</b>	<b>11,813,787</b>	<b>11,925,697</b>
Personnel						
610100 Regular Salaries	130,105	193,693	35,966	1,303,651	1,303,651	1,345,362
610200 Labor Pool Allocations	828,467	869,586	159,550	-	-	-
610299 Capitalized Labor	(112,009)	(109,983)	-	-	-	-
610400 Call Time Wages	2,315	823	192	1,775	1,775	1,900
610500 Overtime Wages	37,947	21,133	5,044	28,300	28,300	29,500
610800 Part-Time Wages	3,269	5,931	820	21,650	21,650	10,313
611000 Other Compensation	2,708	1,279	2,888	2,040	2,040	2,535
611400 Sick Pay	6,984	64,969	866	21,570	21,570	-
611500 Vacation Pay	116,177	123,609	29,440	-	-	-
615000 Fringes	398,902	329,262	94,415	512,997	512,997	509,569
615099 Capitalized Fringe	(40,878)	35,256	-	-	-	-
617000 Pension Expense	144,358	22,183	-	-	-	-
617100 OPEB Expense	9,398	14,554	-	-	-	-
<b>TOTAL PERSONNEL</b>	<b>1,527,743</b>	<b>1,572,295</b>	<b>329,181</b>	<b>1,891,983</b>	<b>1,891,983</b>	<b>1,899,179</b>
Training~Travel						
620100 Training/Conferences	6,304	4,033	1,903	7,500	7,500	7,500
620600 Parking Permits	720	840	840	840	840	840
<b>TOTAL TRAINING / TRAVEL</b>	<b>7,024</b>	<b>4,873</b>	<b>2,743</b>	<b>8,340</b>	<b>8,340</b>	<b>8,340</b>
Supplies						
630100 Office Supplies	-	-	-	250	250	250
630300 Memberships & Licenses	10,311	14,276	5,260	15,120	15,120	14,980
630400 Postage\Freight	20,807	23,068	3,816	21,000	21,000	19,000
630500 Awards & Recognition	665	59	-	665	665	665
630801 Topsoil, Gravel	-	-	-	1,000	1,000	1,000
630803 Seed	113	419	-	1,360	1,360	1,360
630804 Plant Material	342	157	58	1,500	1,500	1,500
630901 Shop Supplies	1,383	1,122	885	1,450	1,450	1,450
630902 Tools & Instruments	2,155	1,778	210	3,000	3,000	1,500
631500 Books & Library Materials	20	-	-	-	-	-
632001 City Copy Charges	1,387	1,141	-	200	200	-
632002 Outside Printing	2,518	3,028	669	1,800	1,800	4,800
632102 Protective Clothing	237	150	18	150	150	150
632300 Safety Supplies	240	153	14	350	350	350
632501 Castings	23,300	24,669	146	-	-	-
632502 Concrete	16,622	19,640	-	-	-	-
632503 Other Materials	9,940	8,232	206	17,000	17,000	17,000
632505 Gravel	775	553	-	-	-	-
632507 Asphalt	1,675	-	-	-	-	-
632599 Other Construction Materials	-	-	-	88,400	88,400	45,769
632700 Miscellaneous Equipment	7,006	5,660	112	9,650	9,650	8,950
<b>TOTAL SUPPLIES</b>	<b>99,496</b>	<b>104,105</b>	<b>11,394</b>	<b>162,895</b>	<b>162,895</b>	<b>118,724</b>

**CITY OF APPLETON 2022 BUDGET  
STORMWATER UTILITY**

	2019 ACTUAL	2020 ACTUAL	2021 YTD ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
<b>Purchased Services</b>						
640100 Accounting/Audit Fees	9,253	11,838	-	8,930	8,930	8,930
640202 Recording/Filing Fees	548	210	-	400	400	400
640300 Bank Service Fees	15,969	15,311	2,257	16,000	16,000	16,000
640400 Consulting Services	874,439	879,463	74,632	957,210	1,278,338	781,960
640800 Contractor Fees	40,512	62,591	1,172	113,900	186,914	83,900
641301 Electric	3,960	3,426	253	4,202	4,202	4,202
641303 Water	2,486	2,762	241	4,000	4,000	3,700
641307 Telephone	657	724	220	840	840	840
641308 Cellular Phones	244	260	60	300	300	-
641500 Tipping Fees	51,277	63,118	8,576	52,920	52,920	62,600
641800 Equip Repairs & Maint	-	593	-	1,100	1,100	1,100
642400 Software Support	6,187	5,260	4,873	24,570	24,570	7,600
642501 CEA Operations/Maint.	270,673	293,228	7,012	299,140	299,140	298,826
642502 CEA Depreciation/Replace.	176,479	247,603	7,508	257,304	257,304	288,500
642503 CEA Capital	(26,827)	(31,063)	-	-	-	-
645400 Grounds Repair & Maintenance	8,568	9,506	-	80,000	80,000	80,000
650100 Insurance	44,256	43,440	-	47,200	47,200	42,370
650301 Facility Rent	55,210	55,210	-	55,210	55,210	56,436
650302 Equipment Rent	-	238	-	-	-	-
659900 Other Contracts/Obligation	57,165	48,197	2,867	4,000	4,000	28,246
<b>TOTAL PURCHASED SVCS</b>	<b>1,591,056</b>	<b>1,711,915</b>	<b>109,671</b>	<b>1,927,226</b>	<b>2,321,368</b>	<b>1,765,610</b>
<b>Miscellaneous Expense</b>						
660100 Depreciation Expense	2,675,050	2,757,502	-	2,850,000	2,850,000	2,850,000
662300 Uncollectable Accounts	699	1,213	-	1,900	1,900	1,900
672000 Interest Payments	1,718,266	1,588,453	-	1,511,417	1,511,417	1,376,728
673000 Debt Issuance Costs	8,750	54,432	-	-	-	-
675100 Gain/Loss on Refund Amort	140,016	142,690	-	127,533	127,533	112,756
<b>TOTAL MISCELLANEOUSL EXP</b>	<b>4,542,781</b>	<b>4,544,290</b>	<b>-</b>	<b>4,490,850</b>	<b>4,490,850</b>	<b>4,341,384</b>
<b>Capital Outlay</b>						
680100 Land	-	51,000	-	-	-	376,400
680904 Storm Sewers	4,624,030	4,251,871	(7,174)	3,051,935	3,654,897	1,620,020
689900 Other Capital Outlay	(4,488,220)	(3,791,833)	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>135,810</b>	<b>511,038</b>	<b>(7,174)</b>	<b>3,051,935</b>	<b>3,654,897</b>	<b>1,996,420</b>
<b>Transfers</b>						
791100 Transfer Out - General Fund	12,500	12,500	-	12,500	12,500	12,500
791400 Transfer Out - Capital Project	60,000	-	-	-	-	335,000
<b>TOTAL TRANSFERS</b>	<b>72,500</b>	<b>12,500</b>	<b>-</b>	<b>12,500</b>	<b>12,500</b>	<b>347,500</b>
<b>TOTAL EXPENSE</b>	<b>7,976,410</b>	<b>8,461,016</b>	<b>445,815</b>	<b>11,545,729</b>	<b>12,542,833</b>	<b>10,477,157</b>



**CITY OF APPLETON 2022 BUDGET**  
**STORMWATER UTILITY**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET ASSETS**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget
Charges for Services	\$ 10,882,633	\$ 11,021,218	\$ 11,000,000	\$ 11,050,000	\$ 11,085,000
Miscellaneous	88,334	48,347	83,725	85,000	85,725
Total Revenues	<u>10,970,967</u>	<u>11,069,565</u>	<u>11,083,725</u>	<u>11,135,000</u>	<u>11,170,725</u>
<b>Expenses</b>					
Operating Expenses	3,361,827	3,905,440	3,373,126	4,022,679	3,274,916
Depreciation	2,675,051	2,757,501	2,850,000	2,800,000	2,850,000
Total Expenses	<u>6,036,878</u>	<u>6,662,941</u>	<u>6,223,126</u>	<u>6,822,679</u>	<u>6,124,916</u>
Operating Income (Loss)	4,934,089	4,406,624	4,860,599	4,312,321	5,045,809
<b>Non-Operating Revenues (Expenses)</b>					
Interest Income	691,296	516,688	200,000	100,000	200,000
Intergovernmental	630,000	-	-	-	-
Interest Expense	(1,718,266)	(1,588,453)	(1,511,417)	(1,511,417)	(1,376,728)
Gain/Loss on Refunding	(140,016)	(142,690)	(127,533)	(127,533)	(112,756)
Amortization of Premium on Debt Issue	409,209	381,815	344,662	351,876	313,079
Debt Expense	(8,750)	(54,432)	-	-	-
Other	-	(6,980)	-	-	-
Total Non-Operating	<u>(136,527)</u>	<u>(894,052)</u>	<u>(1,094,288)</u>	<u>(1,187,074)</u>	<u>(976,405)</u>
Income (Loss) Before Contributions and Transfers	4,797,562	3,512,572	3,766,311	3,125,247	4,069,404
<b>Contributions and Transfers In (Out)</b>					
Capital Contributions	1,892,555	717,789	185,400	185,400	241,893
Transfer Out - CEA	(60,000)	-	-	-	-
Transfer Out - Capital Projects	-	-	-	-	(335,000)
Transfer Out - General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	6,617,617	4,217,861	3,939,211	3,298,147	3,963,797
Total Net Assets - Beginning	<u>76,370,124</u> *	<u>82,987,741</u>	<u>87,205,602</u>	<u>87,205,602</u>	<u>90,503,749</u>
Total Net Assets - Ending	<u>\$ 82,987,741</u>	<u>\$ 87,205,602</u>	<u>\$ 91,144,813</u>	<u>\$ 90,503,749</u>	<u>\$ 94,467,546</u>

\* as re-stated for change in accounting principle

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of the Year	\$ 16,390,358	\$ 14,709,401
+ Change in Net Assets	3,298,147	3,963,797
+ Depreciation	2,800,000	2,850,000
+ Long Term Debt	-	-
- Contributed Capital	(185,400)	(241,893)
- Fixed Assets	(4,018,704)	(2,515,257)
- Principal Repayment	(3,575,000)	(3,490,000)
Working Cash - End of Year	<u>\$ 14,709,401</u>	<u>\$ 15,276,048</u>

The current annual rate of \$175.00 per ERU became effective January 1, 2019.

**CITY OF APPLETON 2022 BUDGET  
STORMWATER UTILITY  
CALCULATION OF RATE INCREASE DOCUMENTATION**

	2021 Budget	2021 Projected	2022 Budget	2023 Projected	2024 Projected	2025 Projected	2026 Projected
<b>Revenues</b>							
Charges for Services	\$ 11,000,000	\$ 11,050,000	\$ 11,085,000	\$ 11,140,425	\$ 11,196,127	\$ 11,252,108	\$ 11,308,368
Miscellaneous	83,725	85,000	85,725	80,000	80,000	80,000	80,000
Total Revenues	11,083,725	11,135,000	11,170,725	11,220,425	11,276,127	11,332,108	11,388,368
<b>Expenses</b>							
Operating Expenses	3,373,126	4,022,679	3,274,916	3,373,163	3,474,358	3,578,589	3,685,947
Depreciation	2,850,000	2,800,000	2,850,000	2,930,000	3,010,000	3,090,000	3,170,000
Total Expenses	6,223,126	6,822,679	6,124,916	6,303,163	6,484,358	6,668,589	6,855,947
Operating Income	4,860,599	4,312,321	5,045,809	4,917,262	4,791,769	4,663,519	4,532,421
<b>Non-Operating Revenues (Expenses)</b>							
Interest Income	200,000	100,000	200,000	200,000	200,000	200,000	200,000
Interest Expense	(1,511,417)	(1,511,417)	(1,376,728)	(1,244,353)	(1,117,429)	(992,637)	(904,216)
Gain/Loss on Refunding	(127,533)	(127,533)	(112,756)	(98,590)	(85,050)	(71,842)	(58,507)
Premium on Debt Issue	344,662	351,876	313,079	280,963	240,265	213,339	179,126
Debt Issue Expense	-	-	-	-	-	-	(100,000)
Other	-	-	-	-	-	-	-
Total Non-Operating	(1,094,288)	(1,187,074)	(976,405)	(861,980)	(762,214)	(651,140)	(683,597)
Net Income Before Transfers	3,766,311	3,125,247	4,069,404	4,055,281	4,029,555	4,012,379	3,848,824
<b>Contributions and Transfers In (Out)</b>							
Capital Contributions	185,400	185,400	241,893	19,243	19,243	19,243	-
Capital Projects	-	-	(335,000)	(70,000)	-	-	-
General Fund	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)	(12,500)
Change in Net Assets	3,939,211	3,298,147	3,963,797	3,992,024	4,036,298	4,019,122	3,836,324
Total Net Assets - Beginning	87,205,602	87,205,602	90,503,749	94,467,546	98,459,570	102,495,868	106,514,990
Total Net Assets - Ending	\$ 91,144,813	\$ 90,503,749	\$ 94,467,546	\$ 98,459,570	#####	\$ 106,514,990	\$ 110,351,314

**SCHEDULE OF CASH FLOWS**

Cash - Beginning of the Year	16,390,358	14,709,401	15,276,048	11,772,214	11,269,662	9,754,322	
+ Change in Net Assets	3,298,147	3,963,797	3,992,024	4,036,298	4,019,122	3,836,324	
+ Depreciation	2,800,000	2,850,000	2,930,000	3,010,000	3,090,000	3,170,000	
+ Long Term Debt	-	-	-	-	-	5,000,000	
- Contributed Capital	(185,400)	(241,893)	(19,243)	(19,243)	(19,243)	-	
- Fixed Assets	(4,018,704)	(2,515,257)	(6,816,615)	(4,089,607)	(5,295,219)	(7,584,537)	
- Principal Repayment	(3,575,000)	(3,490,000)	(3,590,000)	(3,440,000)	(3,310,000)	(3,435,000)	
Working Cash - End of Year	\$ 14,709,401	\$ 15,276,048	\$ 11,772,214	\$ 11,269,662	\$ 9,754,322	\$ 10,741,109	
25% Working Capital Reserve (prior year's audited expenses)		1,386,649	1,166,036	1,175,004	1,151,072	1,145,932	
Coverage Ratio		1.54	1.68	1.69	1.79	1.88	1.63

**ASSUMPTIONS:**

Borrow approximately 66% of capital expenditures as detailed for capital improvements in 2026  
Interest rate at 4% for future debt issues  
ERU's to increase at a rate of .5% per year after 2022  
Operating expenses to increase 3.0% per year after 2022  
Maintain at least a 25% working capital reserve and 1.20 coverage ratio as required by bond covenants

**RESULTS:**

Rates will be monitored on an annual basis for adjustments based on actual results or changes in circumstances. The current rate is \$175 annually per ERU, this rate was effective as of 1/1/2019. The current projection shows no rate increase necessary within the next five years.

**CITY OF APPLETON 2022 BUDGET  
STORMWATER UTILITY  
LONG TERM DEBT**

	2012		2013		2014				
	Revenue Bonds		Revenue Bonds		Revenue Bonds				
	Principal	Interest	Principal	Interest	Principal	Interest			
2022	\$ 880,000	\$ 117,865	\$ 300,000	\$ 185,794	\$ 160,000	\$ 94,900			
2023	740,000	92,415	315,000	173,344	160,000	90,100			
2024	495,000	75,728	325,000	160,444	170,000	85,075			
2025	255,000	66,086	340,000	146,994	175,000	78,550			
2026	260,000	58,065	355,000	132,944	180,000	71,400			
2027	270,000	49,773	370,000	118,294	190,000	63,900			
2028	280,000	41,170	385,000	101,961	195,000	56,150			
2029	285,000	32,053	400,000	84,625	205,000	48,050			
2030	295,000	22,547	420,000	66,469	210,000	39,700			
2031	305,000	12,716	435,000	47,194	220,000	31,000			
2032	315,000	2,559	460,000	26,775	230,000	21,900			
2033	-	-	480,000	5,400	240,000	12,400			
2034	-	-	-	-	250,000	2,500			
2035	-	-	-	-	-	-			
	<u>\$ 4,380,000</u>	<u>\$ 570,977</u>	<u>\$ 4,585,000</u>	<u>\$ 1,250,238</u>	<u>\$ 2,585,000</u>	<u>\$ 695,625</u>			
	2015		2016		2017				
	Revenue Refunding Bonds		Revenue Refunding Bonds		Revenue Bonds				
	Principal	Interest	Principal	Interest	Principal	Interest			
2022	\$ 690,000	\$ 233,950	\$ 1,130,000	\$ 406,700	\$ 210,000	\$ 156,588			
2023	730,000	205,150	1,180,000	360,000	215,000	150,175			
2024	745,000	175,500	1,225,000	311,450	225,000	143,500			
2025	780,000	144,650	1,270,000	261,100	230,000	136,638			
2026	810,000	112,550	1,325,000	208,650	235,000	127,863			
2027	585,000	86,900	1,380,000	154,000	245,000	118,163			
2028	230,000	74,150	1,440,000	97,000	255,000	108,063			
2029	235,000	64,800	1,090,000	49,900	270,000	97,413			
2030	245,000	55,100	170,000	35,175	280,000	86,313			
2031	255,000	45,000	175,000	29,963	290,000	74,813			
2032	265,000	34,500	180,000	24,600	300,000	65,163			
2033	280,000	23,450	185,000	19,088	310,000	55,938			
2034	290,000	13,038	190,000	13,425	320,000	46,413			
2035	300,000	2,625	195,000	7,613	330,000	36,278			
2036	-	-	205,000	1,538	340,000	25,731			
2037	-	-	-	-	350,000	14,544			
2038	-	-	-	-	360,000	2,925			
2039	-	-	-	-	-	-			
2040	-	-	-	-	-	-			
2041	-	-	-	-	-	-			
	<u>\$ 6,440,000</u>	<u>\$ 1,271,363</u>	<u>\$ 11,340,000</u>	<u>\$ 1,980,202</u>	<u>\$ 4,765,000</u>	<u>\$ 1,446,521</u>			
	2018		2020		TOTAL				
	Revenue Bonds		Revenue Bonds		Principal	Interest	Total		
	Principal	Interest	Principal	Interest	Principal	Interest	Total		
2022	\$ 120,000	\$ 112,500	\$ -	\$ 68,431	\$ 3,490,000	\$ 1,376,728	\$ 4,866,728		
2023	125,000	107,550	125,000	65,619	3,590,000	1,244,353	4,834,353		
2024	130,000	103,863	125,000	61,869	3,440,000	1,117,429	4,557,429		
2025	130,000	100,613	130,000	58,006	3,310,000	992,637	4,302,637		
2026	135,000	95,750	135,000	53,994	3,435,000	861,216	4,296,216		
2027	140,000	90,200	140,000	49,831	3,320,000	731,061	4,051,061		
2028	145,000	84,450	145,000	45,519	3,075,000	608,463	3,683,463		
2029	155,000	78,350	145,000	42,256	2,785,000	497,447	3,282,447		
2030	160,000	72,000	150,000	39,281	1,930,000	416,585	2,346,585		
2031	165,000	65,450	155,000	36,206	2,000,000	342,342	2,342,342		
2032	175,000	58,550	155,000	33,106	2,080,000	267,153	2,347,153		
2033	180,000	51,400	160,000	29,931	1,835,000	197,607	2,032,607		
2034	185,000	44,050	160,000	26,731	1,395,000	146,157	1,541,157		
2035	195,000	36,350	165,000	23,456	1,185,000	106,322	1,291,322		
2036	200,000	28,400	170,000	20,081	915,000	75,750	990,750		
2037	210,000	20,100	175,000	16,442	735,000	51,086	786,086		
2038	220,000	11,400	175,000	12,723	755,000	27,048	782,048		
2039	230,000	2,300	180,000	8,925	410,000	11,225	421,225		
2040	-	-	185,000	5,020	185,000	5,020	190,020		
2041	-	-	190,000	1,009	190,000	1,009	191,009		
	<u>\$ 3,000,000</u>	<u>\$ 1,163,276</u>	<u>\$ 2,965,000</u>	<u>\$ 698,436</u>	<u>\$ 40,060,000</u>	<u>\$ 9,076,638</u>	<u>\$ 49,136,638</u>		

Note: Schedule is based on accrual method of accounting. No revenue bonds will be issued in 2023.

# **CITY OF APPLETON 2022 BUDGET RESOLUTION**

Resolved,

The 2022 Executive Budget and Service Plan as published in the newspaper and subsequently amended by the Common Council, be adopted as amended. There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$37,080,000 for General Fund purposes;

Be it further resolved,

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$10,874,291 for Debt Service Funds;

There be levied upon the taxable property of the several wards of the City of Appleton the sum of \$2,092,000 for Special Revenue Funds;

The Department of Finance be authorized to sell general obligation promissory notes and/or bonds in the amount of \$14,482,131, including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an official statement be prepared and distributed by the Director of Finance in support of the sale.

The Director of Finance be authorized to sell water, sewer, or stormwater revenue supported bonds in the amount of \$13,000,000, including contracting with bond counsel, financial advisors and rating agencies, as necessary. Further, an Official Statement be prepared and distributed by the Director of Finance in support of the sale.

Be it further resolved,

That all projects included herein are not appropriated or authorized to proceed until non-tax funding sources are committed without recourse.

**CITY OF APPLETON**  
**2022 BUDGET**  
**Budgeted Full-Time-Equivalent Personnel Positions**

DEPARTMENT	2019	2020	Adopted 2021	Amended 2021	2022
Finance	8.20	8.20	8.20	8.20	8.20
Fire	96.00	96.00	96.00	96.00	96.00
Health	11.95	11.95	11.95	11.95	12.03
Health Grants	1.54	1.54	1.54	1.54	1.45
Information Technology	11.00	10.00	10.00	10.00	10.00
Legal Services	8.67	8.67	8.67	8.67	8.67
Library	46.00	45.00	45.00	45.00	45.00
Library Grants	0.50	0.50	0.50	0.50	0.50
Mayor	4.00	4.00	4.00	4.00	4.00
Facilities Management	10.26	10.26	10.26	10.26	10.26
Facilities Capital	1.68	1.68	1.68	1.68	1.68
Parks & Recreation	16.39	16.39	16.39	16.39	16.39
Reid Golf Course	2.70	2.70	2.70	2.70	2.70
Human Resources	6.15	6.15	6.15	6.15	6.15
Risk Management	2.98	2.98	2.98	2.98	2.98
Community & Economic Devel.	16.97	16.93	16.93	16.93	16.93
Housing, Homeless & Block Grants	1.31	2.35	2.35	2.35	2.35
Police	140.00	140.00	140.00	140.00	140.00
Public Works	63.23	59.02	59.02	59.02	61.19
Sanitation	17.29	17.68	17.68	17.68	17.80
CEA	14.51	14.23	14.23	14.23	14.88
Parking	11.53	11.38	11.38	11.38	10.54
Capital (TIF, Subdivision, etc.)	3.17	6.21	6.21	6.21	7.71
Stormwater Utility	19.76	20.41	20.41	20.41	20.46
Water Utility	36.84	36.71	36.53	36.53	35.00
Wastewater Utility	28.71	29.40	29.58	29.58	29.29
Valley Transit	58.85	60.10	60.10	60.10	60.10
<b>Total Regular Employees</b>	<b>640.16</b>	<b>640.41</b>	<b>640.41</b>	<b>640.41</b>	<b>642.24</b>

**CITY OF APPLETON 2022 BUDGET  
PERSONNEL ADDITIONS/DELETIONS**

	Dept. Request		Exec. Budget		Adopted Budget	
	No.	Amount	No.	Amount	No.	Amount
<b>GENERAL FUND</b>						
POLICE DEPARTMENT						
Sergeant	(1.00)	\$ (124,516)	(1.00)	\$ (124,516)	-	\$ -
Lieutenant	1.00	133,281	1.00	133,281	-	-
PUBLIC WORKS						
Traffic Engineering Tech	1.00	82,627	1.00	82,627	-	-
Operator - Sanitation	A 0.17	8,800	0.17	8,800	0.17	8,800
(2) Utility Locator	A 0.66	60,000	0.66	60,000	0.66	60,000
<b>Total General Fund:</b>	<b>1.83</b>	<b>\$ 160,192</b>	<b>1.83</b>	<b>\$ 160,192</b>	<b>0.83</b>	<b>\$ 68,800</b>
<b>INTERNAL SERVICE FUNDS</b>						
CEA						
Service Person*	B 0.50	\$ 13,124	0.50	\$ 13,124	-	\$ -
<b>Total Special Revenue Funds:</b>	<b>0.50</b>	<b>\$ 13,124</b>	<b>0.50</b>	<b>\$ 13,124</b>	<b>-</b>	<b>\$ -</b>
<b>ENTERPRISE FUNDS</b>						
PARKING						
Ramp Attendant	A (1.00)	\$ (52,500)	(1.00)	\$ (52,500)	(1.00)	\$ (52,500)
Ramp Attendant - Part Time*	B 0.50	-	0.50	-	-	-
<b>Total Enterprise Funds:</b>	<b>(0.50)</b>	<b>\$ (52,500)</b>	<b>(0.50)</b>	<b>\$ (52,500)</b>	<b>(1.00)</b>	<b>\$ (52,500)</b>
<b>TOTAL CITY:</b>	<b>1.83</b>	<b>\$ 120,816</b>	<b>1.83</b>	<b>\$ 120,816</b>	<b>(0.17)</b>	<b>\$ 16,300</b>

**NOTE:** All dollar figures are for salaries and benefits; unfunded positions are not shown in departments' FTE headcount.

(A) Personnel change approved by Council since adoption of the 2021 budget.

(B) Personnel change to be considered by Council in a separate action in October, 2021 prior to adoption of the 2022 budget.

**CITY OF APPLETON 2022 BUDGET  
ASSESSED PROPERTY VALUES**

	01/01/20	01/01/21	Change in Dollars	Change in Percent
Tax Increment Districts # 3 - 12	\$ 304,043,600	\$ 280,410,881	\$ (23,632,719)	-7.77%
Outagamie County				
Real Estate	4,821,366,100	4,872,920,278	51,554,178	1.07%
Personal Property	94,095,800	90,941,196	(3,154,604)	-3.35%
Total With TID:	4,915,461,900	4,963,861,474	48,399,574	0.98%
Total Without TID:	4,771,208,000	4,805,016,600	33,808,600	0.71%
Calumet County				
Real Estate	823,044,200	828,352,901	5,308,701	0.65%
Personal Property	11,375,400	10,119,135	(1,256,265)	-11.04%
Total With TID:	834,419,600	838,472,036	4,052,436	0.49%
Total Without TID:	690,671,600	730,433,755	39,762,155	5.76%
Winnebago County				
Real Estate	79,732,700	79,674,937	(57,763)	-0.07%
Personal Property	5,035,600	3,588,519	(1,447,081)	-28.74%
Total With TID:	84,768,300	83,263,456	(1,504,844)	-1.78%
Total Without TID:	68,726,600	69,735,730	1,009,130	1.47%
<b>All Counties With TIDs:</b>	<b>\$ 5,834,649,800</b>	<b>\$ 5,885,596,966</b>	<b>\$ 50,947,166</b>	<b>0.87%</b>
<b>All Counties Without TIDs:</b>	<b>\$ 5,530,606,200</b>	<b>\$ 5,605,186,085</b>	<b>\$ 74,579,885</b>	<b>1.35%</b>

**CITY OF APPLETON 2022 BUDGET  
EQUALIZED PROPERTY VALUES**

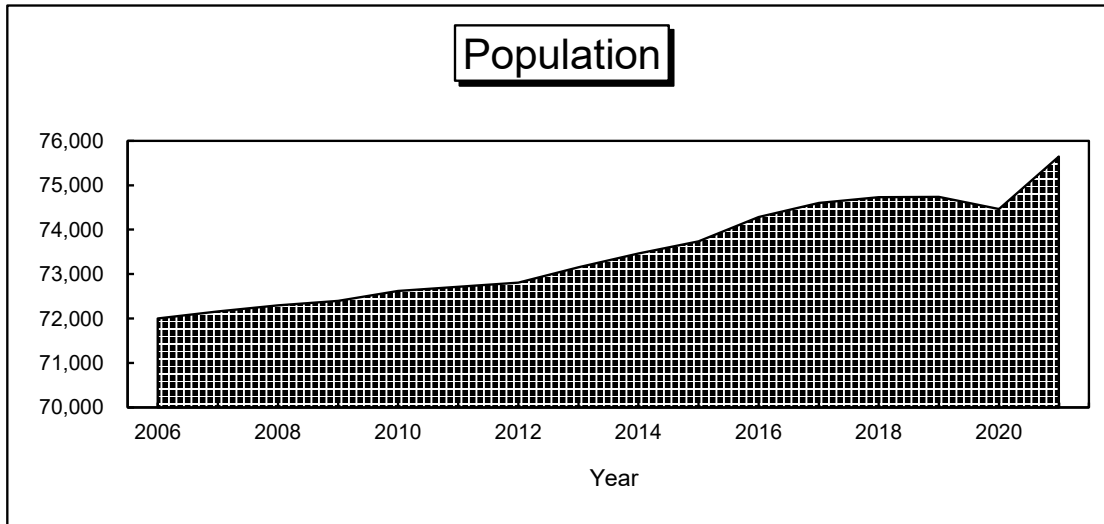
	01/01/20	01/01/21	Change in Dollars	Change in Percent
TID # 3 Gross	77,660,500	68,263,300	(9,397,200)	-12.10%
Base (1993)	(18,940,800)	(12,128,100)	6,812,700	-35.97%
Increment	58,719,700	56,135,200	(2,584,500)	-4.40%
TID # 6 Gross	165,211,300	137,738,300	(27,473,000)	-16.63%
Base (2000)	(12,141,600)	(12,141,600)	-	0.00%
Increment	153,069,700	125,596,700	(27,473,000)	-17.95%
TID # 7 Gross	42,924,700	40,712,900	(2,211,800)	-5.15%
Base (2007)	(25,657,000)	(25,657,000)	-	0.00%
Increment	17,267,700	15,055,900	(2,211,800)	-12.81%
TID # 8 Gross	78,139,900	91,737,600	13,597,700	17.40%
Base (2009)	(6,135,100)	(6,135,100)	-	0.00%
Increment	72,004,800	85,602,500	13,597,700	18.88%
TID # 9 Gross	21,978,700	22,202,700	224,000	1.02%
Base (2013)	(21,512,900)	(21,512,900)	-	0.00%
Increment	465,800	689,800	224,000	48.09%
TID # 10 Gross	21,162,300	21,946,300	784,000	3.70%
Base (2013)	(24,543,900)	(24,543,900)	-	0.00%
Increment **	(3,381,600)	(2,597,600)	784,000	-23.18%
TID # 11 Gross	101,405,100	122,753,700	21,348,600	21.05%
Base (2017)	(83,099,200)	(92,067,800)	(8,968,600)	10.79%
Increment	18,305,900	30,685,900	12,380,000	67.63%
TID # 12 Gross	26,685,600	29,733,400	3,047,800	11.42%
Base (2017)	(22,974,900)	(22,974,900)	-	0.00%
Increment	3,710,700	6,758,500	3,047,800	82.14%
<b>Total All Increments:</b>	<b>\$ 323,544,300</b>	<b>\$ 320,524,500</b>	<b>\$ (3,019,800)</b>	<b>-0.93%</b>
Outagamie County				
Real Estate	5,121,007,100	5,517,971,100	396,964,000	7.75%
Personal Property	99,528,300	102,979,500	3,451,200	3.47%
Total With TID:	5,220,535,400	5,620,950,600	400,415,200	7.67%
Total Without TID:	5,067,328,500	5,441,078,700	373,750,200	7.38%
Calumet County				
Real Estate	876,540,300	962,977,100	86,436,800	9.86%
Personal Property	11,988,800	11,763,700	(225,100)	-1.88%
Total With TID:	888,529,100	974,740,800	86,211,700	9.70%
Total Without TID:	735,459,400	849,144,100	113,684,700	15.46%
Winnebago County				
Real Estate	85,944,200	88,675,500	2,731,300	3.18%
Personal Property	5,302,500	3,993,900	(1,308,600)	-24.68%
Total With TID:	91,246,700	92,669,400	1,422,700	1.56%
Total Without TID:	73,979,000	77,613,500	3,634,500	4.91%
<b>All Counties With TIDs:</b>	<b>\$ 6,200,311,200</b>	<b>\$ 6,688,360,800</b>	<b>\$ 488,049,600</b>	<b>7.87%</b>
<b>All Counties Without TIDs:</b>	<b>\$ 5,876,766,900</b>	<b>\$ 6,367,836,300</b>	<b>\$ 491,069,400</b>	<b>8.36%</b>

\*\* A negative increment is treated as zero increment.



## CITY OF APPLETON 2022 BUDGET POPULATION ESTIMATES

Year		Outagamie County	Calumet County	Winnebago County	Total
2006	Est. *	59,870	11,195	939	72,004
2007	Est. *	60,020	11,200	938	72,158
2008	Est. *	60,170	11,195	932	72,297
2009	Est. *	60,200	11,240	960	72,400
2010	Census	60,045	11,088	1,490	72,623
2011	Est. *	60,130	11,095	1,490	72,715
2012	Est. *	60,240	11,080	1,490	72,810
2013	Est. *	60,500	11,165	1,485	73,150
2014	Est. *	60,783	11,195	1,485	73,463
2015	Est. *	60,838	11,412	1,487	73,737
2016	Est. *	61,071	11,731	1,484	74,286
2017	Est. *	61,364	11,759	1,475	74,598
2018	Est. *	61,567	11,680	1,487	74,734
2019	Est. *	61,558	11,703	1,478	74,739
2020	Census	61,317	11,670	1,478	74,465
2021	Est. *	62,253	11,887	1,504	75,644



\* source: State of Wisconsin Department of Administration, Demographic Services Center

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Mayor**

<b>Administration</b>		<b>Business unit 10510</b>			
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Minimize tax levy impact					
% change in levy	4.12%	4.55%	5.11%	5.11%	3.09%
Average % change in City mill rate	2.55%	-8.82%	5.17%	5.17%	1.72%
<b>Strategic Outcomes</b>					
Maximize non-residential tax base					
Commercial/industrial tax base;					
% of total	29.0%	29.9%	30.0%	28.3%	29.0%

<b>Citizen Engagement</b>		<b>Business unit 10520</b>			
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Strategic Outcomes</b>					
Citizens have access to current City information					
# of visits to City of Appleton					
internet website	N/A	633,869	1,150,000	728,949	732,593
Reach 5,000 followers on Twitter	N/A	7,908	8,500	7,922	7,962
Reach 1 million tweet impressions					
on Twitter	N/A	794,554	1,625,000	845,333	849,560
Reach 4,000 page likes on Facebook	N/A	19,043	15,000	19,762	19,861
Reach 1 million post impressions					
on Facebook	N/A	8,956,211	4,500,000	2,417,672	2,429,760

<b>Intergovernmental</b>		<b>Business unit 10530</b>			
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Strategic Outcomes</b>					
# of implemented new collaborative and cooperative agreements:					
Other governments	24	3	N/A	7	10
School districts	5	5	N/A	3	5
Non-profit organizations	52	32	N/A	28	25
Other	60	50	N/A	54	50
# of implemented collaborative and cooperative agreements maintained:					
Other governments	253	269	N/A	244	244
School districts	89	71	N/A	73	73
Non-profit organizations	203	214	N/A	220	220
Other	192	206	N/A	213	213

**Finance**

<b>Administration</b>		<b>Business Unit 11510</b>			
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Work Process Outputs</b>					
Procedures manuals updated					
% of manuals rated current	80%	81%	95%	95%	100%

<b>Billing &amp; Collection Services</b>		<b>Business Unit 11520</b>			
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Accurate, understandable statements					
Billing adjustments required	725	553	750	750	500
<b>Strategic Outcomes</b>					
Asset safeguarding					
Receivables/Receivables Aging					
% current	85%	85%	65%	65%	85%
Service turnoffs	18	1	15	0	0
<b>Work Process Outputs</b>					
Financial transaction processing					
Receipts posted	187,674	186,305	210,000	190,000	190,000
Automated receipts, % of total	30.0%	31.0%	20.0%	32.0%	32.0%
Information response					
% staff trained in customer svc.	95%	92%	100%	100%	100%

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

<b>Support Services</b>						<b>Business Unit 11520</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Strategic Outcomes</b>						
Financial integrity of programs maintained						
# of auditor's compliance issues	0	0	0	0	0	0
<b>Work Process Outputs</b>						
Financial transaction processing						
Avg. # journal entries made monthly	249	216	250	235	250	
Avg. # of A/P checks issued monthly	453	426	450	425	450	

**Room Tax Administration**

<b>Room Tax Administration</b>						<b>Business Unit 2600</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Strategic Outcomes</b>						
Support \$ provided by City room tax						
FCCVB	\$ 454,612	\$ 161,454	\$ 340,959	\$ 301,103	\$ 340,960	
Exhibition Center	\$ 478,539	\$ 169,952	\$ 358,904	\$ 316,950	\$ 358,905	
Amateur sports facility	\$ 478,539	\$ 169,952	\$ 358,904	\$ 316,950	\$ 358,905	
PAC Operating Fund	\$ 159,513	\$ 79,468	\$ 119,635	\$ 105,650	\$ 119,635	
<b>Work Process Outputs</b>						
# of quarterly checks issued to PAC	4	4	4	4	4	

**Information Technology**

<b>Administration</b>						<b>Business Unit 13010</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Strategic Outcomes</b>						
Safeguarding data						
# of audit records requiring security attention	5	5	0	0	0	
<b>Work Process Outputs</b>						
IT Expense per FTE employee; (national average approx. \$11,770)	\$ 3,394	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	
IT staff training (hours)	600	400	720	350	700	
Telephone numbers supported	770	770	770	770	770	
# personnel attending training	6	4	9	3	9	
# of hours of training	600	400	400	200	400	

<b>Mainframe</b>						<b>Business Unit 13020</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Rapid response to information needs						
# of requests over 6 months old	N/A	N/A	1	1	1	
# of project requests outstanding	N/A	N/A	1	1	1	
<b>Strategic Outcomes</b>						
Sustain personnel resource allocation						
% of staff time allocated to new application development (estimate)	25%	25%	0%	25%	25%	
(Goal is for the % to decline as we move closer to a replacement technology)						
<b>Work Process Outputs</b>						
# of new requests received	N/A	N/A	100	100	50	
# of user accounts supported	520	520	520	520	520	

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

<b>Network</b>						<b>Business Unit 13030</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Quick problem resolution						
# of project requests outstanding	N/A	N/A	5	5	0	
<b>Strategic Outcomes</b>						
Minimized disruption to City operations because of hardware/software issues						
Ratio of IT Staff to Users; (national average 1:50)	1:59	1:59	1:70	1:70	1:70	
<b>Work Process Outputs</b>						
New systems implemented						
# of network accounts supported	635	635	635	635	635	
# of computers maintained	525	550	550	550	550	
# PC's replaced/upgraded	70	70	100	100	100	
Help Desk problems resolved						
# of calls / email handled by help desk	N/A	15,000	15,000	15,000	15,000	
<b>Legal Services</b>						
<b>Administration</b>						<b>Business Unit 14510</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Timely legal information is provided upon which Alderpersons and staff members can make decisions						
Meet time-frame of requestor	100%	100%	100%	100%	100%	
Contracts are reviewed in a timely manner to allow activities to proceed						
# of activities delayed due to review not being completed	0	0	0	0	0	
<b>Work Process Outputs</b>						
Opinions issued	55	16	40	45	45	
Ordinances reviewed	109	131	100	75	100	
Staff training - hours of training	75	75	40	65	25	
# of real estate transactions	13	11	15	10	15	
<b>Litigation</b>						<b>Business Unit 14521</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Active consultation with City depts re: potential claims filed will mitigate damages and identify areas of risk						
# of claims filed against City	63	27	<100	<100	<50	
Total # of lawsuits filed against the City	8	9	0	4	0	
<b>Strategic Outcomes</b>						
Minimize cost of settlements						
Total amount demanded	\$206,133	\$215,010	\$225,000	\$85,725	\$225,000	
\$ value of settlements and judgments paid	\$32,805	\$12,843	\$68,000	\$57,471	\$60,000	
<b>Work Process Outputs</b>						
# of claims and lawsuits resolved with no settlement or judgment paid						
# of Lawsuits filed after claim denied	4	4	0	1	0	
# of non-claim related lawsuits filed against City	4	5	0	3	0	
<b>Recordkeeping</b>						<b>Business Unit 14530</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Retrieval of information						
% same day responses	95%	99%	98%	99%	98%	
1 week retrieval for detailed requests	5%	1%	2%	1%	2%	
<b>Strategic Outcomes</b>						
Legal requirements are met						
# of legal challenges sustained	0	0	0	0	0	
<b>Work Process Outputs</b>						
# of requests for information	10	22	75	75	65	
# of publication notices	190	181	185	140	185	
# of ordinances adopted/amended	108	131	100	65	75	

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

<b>Licensing</b>					
	<b>Business Unit 14540</b>				
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Effective Customer Service and Application Processing					
# Licenses sent for					
Committee/Council approval	1,617	423	700	300	700
% of licenses issued within time specified on application	99	100%	100%	99%	100%
<b>Strategic Outcomes</b>					
Statutory and ordinance compliance of all licenses issued					
# of legal challenges	0	0	0	0	0
<b>Work Process Outputs</b>					
License applications processed					
# of beer/liquor licenses issued	211	209	215	210	212
# of operator licenses issued	764	564	900	425	500
# of general licenses issued	463	498	500	200	475

<b>Elections</b>					
	<b>Business Unit 14550</b>				
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Accurate election roll					
# voter status changes	4,497	14,003	4,000	1,500	6,000
# of voter registrations processed	1,698	13,153	1,500	725	5,000
# of absentee ballots issued	1,546	52,903	3,000	9,589	15,000
<b>Strategic Outcomes</b>					
Fair and accurate election process					
# of legal challenges	0	0	0	0	0
<b>Work Process Outputs</b>					
# of election votes cast	13,834	83,113	13,000	15,264	62,000
Avg. # of registered voters per election	37,263	42,715	39,800	45,201	42,500
# of elections administered	3	4	2	2	4
% of staff trained at each election	99%	80%	100%	90%	100%

<b>Mail/Copy Services</b>					
	<b>Business Unit 14560</b>				
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Accurate photocopy services					
Remake of request	0%	0%	0%	0%	0%
# of copies made in mail center	622,977	500,621	620,000	500,000	550,000
<b>Strategic Outcomes</b>					
Reduce Costs					
# of pieces of mail returned to departments for reconciliation	73	26	30	25	20
<b>Work Process Outputs</b>					
# of pieces of outgoing mail	85,982	167,483	95,000	80,000	140,000
# of packages handled	55	29	68	20	30

**Human Resources**

<b>Human Resources Compliance and Administration</b>					
	<b>Business Unit 14010</b>				
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Staff Retention					
Regular employees on staff < 1 year	59	40	50	50	50
Regular employees on staff 1-5 years	170	181	190	190	190
Regular employees on staff 6-10 years	75	86	100	80	80
Regular employees on staff 10+ years	317	325	300	320	320
Long-term management of Benefit Programs					
% of increase to medical costs	2.8%	0.7%	2.0%	0.0%	0.0%
<b>Work Process Outputs</b>					
Policy Implementation - # of policies:					
Developed	0	0	0	0	0
Updated	16	14	15	15	15
Fringe Benefits					
# of contracts under negotiation	2	1	0	0	1
# of new fringe benefits	1	2	0	0	0
# of modified fringe benefits	4	5	1	1	1

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Talent Acquisition and Retention Business Unit 14020**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Timely, effective assistance to departments in filling vacancies					
% of program managers who reported being satisfied or very satisfied	New measure	—————>	100%	100%	100%
<b>Strategic Outcomes</b>					
City operates more efficiently					
# of open positions throughout year (includes transfers & promotions)	93	81	100	90	90
# staff turnover	73	48	75	70	70
<b>Work Process Outputs</b>					
Candidate recruitment					
# of positions posted internally	17	14	15	15	15
# of positions advertised externally	58	67	60	60	60
# of interviews	338	508	400	450	450
# of candidates tested	1,016	203	700	250	250

**Talent Management and Development Business Unit 14040**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Timely, resourceful training provided					
% employees reported very satisfied	70%	70%	70%	70%	70%
% employees reported satisfied	30%	30%	30%	30%	30%
% employees reported not satisfied	0%	0%	0%	0%	0%
<b>Strategic Outcomes</b>					
% of employees trained on required topics					
	97%	82%	99%	99%	99%
<b>Work Process Outputs</b>					
Training programs conducted					
Number of training topics covered at required classes	41	6	30	7	7
Avg. number participants per session	24	8	25	E classes	E classes

**Risk Management**

**Property & Liability Management Business Unit 6210**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Insurance Costs					
Average workers' compensation costs per claim*	\$ 13,403	\$ 4,923	\$ 7,000	\$ 9,800	\$ 8,000
Avg cost per general liability claim*	\$ 63	\$ 261	\$ 400	\$ 400	\$ 400
Avg cost per auto liability claim*	\$ 2,486	\$ 1,077	\$ 2,000	\$ 2,000	\$ 2,000
<b>Strategic Outcomes</b>					
Minimize claims expense					
\$ value of claims paid*	\$ 934,159	\$ 263,194	\$ 520,000	\$ 325,000	\$ 500,000
\$ value of subrogation recovery*	\$ 40,069	\$ 10,862	\$ 25,000	\$ 50,000	\$ 25,000
<b>Work Process Outputs</b>					
Insurance Coverage Maintenance					
# of insurance policy renewals	10	10	11	11	11
# of new insurance policies purchased	0	1	0	0	0
Number of claims filed					
General liability	51	26	45	20	40
Auto liability	11	8	25	10	20
Workers' comp - lost time	6	4	5	5	5
Workers' comp - medical only	59	40	40	35	35
Number of special events reviewed	New measure	47	100	75	100
Number of contracts reviewed	New measure	192	200	200	200

\* Initial claims in year presented only

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Safety/Loss Prevention Business Unit 6220**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
City's overall safety performance					
Total OSHA Recordable Incident Rate (# of recordable work injuries per 100 employees)	10.4	8.5	4.5	5.2	4.5
<b>Strategic Outcomes</b>					
Minimize disruptions in workforce due to work injuries					
Total OSHA Recordable Incidents with Days Away from Work, Job Transfer or Restriction (per every 100 employees)					
	3.2	3.3	2.1	2.6	2.0
<b>Work Process Outputs</b>					
Employees Educated					
# of topics covered during each safety class	21	21	20	9 online	22
# of people who attended safety training classes	177	60	165	170	170
Avg employees per session	29	28	27	online	26
# of safety inspections conducted	133	124	130	110	110
# of respirator fit tests conducted	New measure	29	110	70	70
# of respirator exams conducted	New measure	68	45	70	70
# of hearing audiograms conducted	New measure	269	265	265	265
# of safety committee meetings attended or facilitated	New measure	55	60	60	60
# of safety/loss prevention policies reviewed	New measure	6	5	5	5

**Community & Economic Development**

**Administration Business Unit 15010**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Accurate and useful information					
# of layers edited (GIS)	1,193	804	900	1,000	900
<b>Strategic Outcomes</b>					
Quality training to support staff performance					
% of training courses completed	100%	N/A	100%	100%	100%
# of technical support calls/emails handled by GIS team	New measure	589	600	650	600
<b>Work Process Outputs</b>					
Annual performance evaluations completed					
% complete	100%	100%	100%	100%	100%
Increase efficiency & effectiveness of City by using GIS					
# of GIS projects	362	283	250	265	250

**Planning Business Unit 15020**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Timely, accurate processing of applications					
% of applications processed within the timeframe per ordinance	100%	100%	100%	100%	100%
<b>Strategic Outcomes</b>					
High-quality development that aligns with City plans, ordinances, and policies, as well as recognized industry best practices					
# of development projects guided through the review process, resulting in approval	33	38	30	35	30
# of comp plan goals and objectives implemented	73	82	40	45	50
<b>Work Process Outputs</b>					
Services performed					
# of customers inquiries served	1,111	1,076	900	1,150	900
# of comp plan and ordinance amendments adopted	2	28	2	4	2
# of historic sites, buildings, districts recognized/researched	2	1	2	2	2
# of public art projects approved	5	4	3	5	3

**Marketing & Business Services Business Unit 15030**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Work Process Outputs</b>					
Retention visit clients served					
# business retention visits/follow-ups	41	44	40	40	40

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**New & Redevelopment Projects** **Business Unit 15040**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Assist in land assembly, development incentives, or project management					
# developments generated via direct management	13	34	12	21	14
# of improved business park acres for sale	100	100	117	100	96
<b>Work Process Outputs</b>					
# of acres sold in business park	6.73	16.05	4.00	30.00	4.00

**Assessing** **Business Unit 15050**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Equitable assessments and equitable distribution of tax levy:					
Assessment districts within					
10% of market value	100%	93%	100%	50%	100%
# assessment errors resulting in inaccurate taxes					
	3	2	0	2	0
<b>Strategic Outcomes</b>					
Assessments accurately reflect market values:					
Residential class level of assessment	99%	95%	100%	87%	100%
Commercial class level of assessment	97%	90%	100%	91%	100%
Overall level of assessment	98%	94%	100%	89%	100%
<b>Work Process Outputs</b>					
Building Information updated:					
% Commercial new buildings inspected	100%	60%	100%	78%	100%
% Residential new buildings inspected	90%	77%	85%	60%	100%
% Sold buildings updated	11%	44%	50%	25%	50%
Total # of interior inspections citywide	352	420	2,500	1,000	400
Property record maintenance:					
Assessments updated	23,257	840	900	1,060	1,000

**Housing & Community Development Grants**

**Community Development Block Grant** **Business Unit 2100**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Funding for community programs					
Annual Entitlement Amount (program yr.)	\$ 587,652	\$940,327	\$ 591,226	\$ 1,110,843	\$ 628,363
Percent of awards spent on projects	96.00%	91.45%	79.12%	95.47%	90.69%
Average award (not including program income)					
	\$ 51,135	\$42,991	\$ 51,976	\$ 81,577	\$ 51,808
<b>Strategic Outcomes</b>					
Maintain integrity of programs					
# of single-audit findings	0	0	0	0	0
# of HUD exceptions to annual action plan					
	0	0	0	0	0
# of HUD CAPER findings					
	0	0	0	0	0
Timely expenditure of funds					
Official HUD timeliness ratio (max. 1.5:1)					
Overall program	1.20:1	1.14:1	1.5:1	1.5:1	1.5:1
<b>Work Process Outputs</b>					
# of Block Grant awards made	11	20	9	13	11

**Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP)** **Business Unit 2140**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
\$ Grant Award ESG	\$ 217,200	\$ 263,715	\$ 214,021	\$ 944,165	\$ 305,583
\$ Grant Award HAP	\$ -	\$ 36,770	\$ 45,489	\$ -	\$ 36,770
<b>Strategic Outcomes</b>					
Expand the # of homeless persons served					
# assisted in emergency shelter	1,626	1,279	1,000	776	1,000
# assisted in rapid rehousing	111	107	50	42	50
# assisted with prevention services	181	492	100	154	100
<b>Work Process Outputs</b>					
# grant applications prepared	2	3	4	6	4
# of contract period extensions requested					
	2	0	0	0	0



**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Continuum of Care Program (CoC) Business Unit 2150**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
\$ Annual Award (COC 1 - RRH) (1)	\$ 187,128	\$ 183,480	\$ 183,920	\$ 183,480	\$ 184,524
\$ Annual Award (COC 2 - HP RRH) (2)	\$ 60,896	\$ 60,896	\$ 58,184	\$ 58,124	\$ 89,060
\$ Annual Award (COC 3 - RRH EXP) (3)	\$ 83,447	\$ 78,467	\$ 80,957	\$ 78,467	\$ 79,379
\$ Annual Award (COC 4 - CE SSO) (4)	New measure	→	\$ 32,177	\$ 32,177	\$ 32,177
<b>Strategic Outcomes</b>					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	60%	15%	70%	30%	70%
% of participants in permanent housing who maintained or increased income	67%	18%	77%	20%	77%
Average length of days on	New measure	New measure	90 (singles) 60 (families)	70 (singles) 50 (families)	100 (singles) 75 (families)
<b>Work Process Outputs</b>					
# grants applications prepared	3	3	4	3	4
# of contracts period extensions requested	1	0	0	0	0

(1) RRH - Rapid Re-Housing Program; (2) HP RRH - Housing Partnership Rapid Re-Housing; (3) Rapid Rehousing Expansion; (4) Coordinated Entry Supportive Services Only

**Homeowner Rehabilitation Loan Program Business Unit 2160/2170/2190**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 75,851	\$ 77,694	\$ 29,892	\$ 29,892	\$ 120,000
Program income received (all grants)	\$ 259,510	\$ 635,175	\$ 424,180	\$ 250,000	\$ 334,861
Unspent grant funds					
Committed	\$ 225,097	\$ 249,036	\$ 75,000	\$ 75,000	\$ 75,000
Uncommitted	\$ 128,787	\$ 81,667	\$ 160,000	\$ 160,000	\$ 160,000
<b>Strategic Outcomes</b>					
Improved LMI single-family homes and owner-occupied duplexes					
# of loans made	20	16	24	20	20
# units rehabilitated	24	16	24	20	20
# residents benefited	61	48	60	60	60
Average loan amount	\$ 25,450	\$ 23,793	\$ 15,000	\$ 20,000	\$ 18,000
Amount committed to rehab activity	\$ 509,003	\$ 380,680	\$ 360,000	\$ 400,000	\$ 360,000
<b>Work Process Outputs</b>					
# of applications processed	33	41	33	33	33
# of applications approved	20	28	27	27	27

**Neighborhood Program Business Unit 2180**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
# of new partnerships/ collaborations generated	2	3	1	1	1
# of registered neighborhoods	20	20	21	21	22
# of neighborhood program participants	31	32	25	20	30
<b>Strategic Outcomes</b>					
# of projects awarded grant funding	2	0	2	2	3
<b>Work Process Outputs</b>					
Grant Funds (CDBG)					
Committed	\$ -	\$ -	\$ 108,653	\$ -	\$ 80,000
Uncommitted	\$ 108,653	\$ 108,653	\$ -	\$ 80,000	\$ -
Spent	\$ -	\$ -	\$ 108,653	\$ -	\$ 80,000
General Funds					
Committed	\$ 4,800	\$ -	\$ 4,734	\$ 2,750	\$ 6,484
Uncommitted	\$ 2,739	\$ 3,234	\$ -	\$ 3,484	\$ -
Spent	\$ 4,305	\$ -	\$ 4,734	\$ 2,750	\$ 6,484

**Facilities & Construction Management**

**Administration Business Unit 6330**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Timely and organized support of departments					
% of customers who were satisfied with the services provided	99%	98%	100%	99%	100%
<b>Strategic Outcomes</b>					
Facilities projects/plans/studies initiated in year scheduled	98%	100%	100%	100%	100%
<b>Work Process Output</b>					
# of capital projects initiated	31	44	34	34	20

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

<b>Facilities Maintenance</b>						<b>Business Unit 6331</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Provide a proactive maintenance program						
% of satisfied customers	99%	99%	100%	99%	100%	
<b>Strategic Outcomes</b>						
% of services performed as scheduled:						
Cost per sq. ft. - maint. and janitorial	\$1.98	\$1.91	\$2.09	\$2.09	\$2.10	
Work completed in time scheduled	98%	98%	100%	98%	100%	
Quantity of code, safety, etc. citations	0	0	0	0	0	
<b>Work Process Outputs</b>						
Service Performed						
Square feet of facilities maintained	1,266,848	1,272,527	1,275,720	1,275,720	1,275,720	

**Parks, Recreation and Facilities Mangement**

<b>Parks and Grounds Management</b>						<b>Business Unit 16532</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Provide a proactive grounds program						
% of internal satisfied customers	99%	99%	100%	99%	100%	
% of external satisfied customers	99%	99%	100%	99%	100%	
<b>Strategic Outcomes</b>						
Services performed as scheduled:						
Work completed in time scheduled	99%	99%	100%	99%	100%	
Quantity of code, safety, etc. citations	0	0	0	0	0	
<b>Work Process Outputs</b>						
Net cost of service						
Per Capita	\$ 24.24	\$ 24.77	\$ 25.64	\$ 25.64	\$ 26.39	
Acres of parkland & trails maintained						
Parks (acres)	609.6	609.6	609.6	609.6	609.6	
Trails (miles)	11.5	11.5	12.1	12.8	12.8	

<b>Recreation Services</b>						<b>Business Unit 16541</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Timely and organized program delivery						
% of customers who were satisfied with the services provided	96%	95%	100%	95%	100%	
<b>Strategic Outcomes</b>						
Customer experience						
% of program with >80% maximum enrollment	95%	90%	100%	90%	100%	
# of new programs offered	20	22	2	8	2	
<b>Work Process Outputs</b>						
Number of recreational opportunities:						
# of programs offered	209	231	217	205	217	
# of collaborations	107	114	114	114	114	
Net cost of service						
Recreation (per capita)	\$ 12.68	\$ 12.89	\$ 13.81	\$ 13.81	\$ 13.64	

**Reid Golf Course**

<b>Operations</b>						<b>Business Unit 5630</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Recreational opportunities						
Rounds of golf played annually	30,069	35,787	35,000	36,800	36,000	
Annual youth pass holders	33	29	50	42	50	
Family pass holders	10	7	15	7	10	
Business pass holders	8	10	10	12	12	
<b>Strategic Outcomes</b>						
Electronic communication with golfers						
# of emails receiving bi-weekly message	3,620	3,780	4,500	4,000	4,500	
% of golfers who rate conditions at good or better	98%	99%	100%	100%	100%	
% of golfers who rate clubhouse services at good or better	98%	99%	100%	100%	100%	
<b>Work Process Outputs</b>						
% of time:						
Greens are mowed daily	99%	100%	100%	100%	100%	
Tees and fairways - mowed 2 times per week (May-Aug.)	100%	100%	100%	100%	100%	
Rough - mowed weekly	100%	100%	100%	100%	100%	
Bunkers - raked weekly (Summer)	100%	100%	100%	100%	100%	
Tees and fairways - mowed 2 times per week (Spring/Fall)	97%	98%	97%	100%	100%	

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Library**

<b>Administration</b>						<b>Business Unit 16010</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Library activities, programs and services are responsive to community needs						
% of surveyed patrons who rate the library as satisfactory	97%	97%	97%	97%	97%	
<b>Strategic Outcomes</b>						
A better educated community						
Collaborations with educational institutions	233	37	200	200	200	
<b>Work Process Outputs</b>						
Grant funds awarded	\$ 152,126	\$ 221,470	\$ 180,000	\$ 200,000	\$ 200,000	
State-level meetings attended	38	55	40	40	40	
Surveys conducted	1	1	1	3	1	
Hours worked by library volunteers	7,437	2,002	3,000	2,500	2,500	
Annual door count	408,532	105,816	250,000	200,000	200,000	
<b>Children's Services</b>						<b>Business Unit 16021</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Children have access to a wide range of quality programs						
Attendance at children's programs	45,473	13,000	10,000	15,000	25,000	
Drop-in activity participants	6,667	1,732	2,000	2,000	5,000	
<b>Strategic Outcomes</b>						
Children discover joy of reading & develop love of learning						
Summer Library program participants	3,775	1,099	1,500	1,500	2,000	
Members of the Appleton community find high quality programs at the library						
% of attendees satisfied with programs (survey done in odd years)	96%	96%	80%	80%	80%	
<b>Work Process Outputs</b>						
Reference transactions	15,984	3,218	1,200	3,500	3,500	
Number of children's programs	968	500	500	500	500	
<b>Public Services</b>						<b>Business Unit 16023</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Convenient and fast access to accurate information						
Reference questions answered	39,962	25,994	25,000	30,000	30,000	
<b>Strategic Outcomes</b>						
Members of the Appleton community who will use the library and encourage others to do so						
Number of registered patrons	79,729	74,131	80,000	75,000	75,000	
Members of the Appleton community find high quality service at the library						
% of respondents satisfied with library service (survey done in odd years)	94%	94%	75%	75%	75%	
<b>Work Process Outputs</b>						
Adult materials circulation	545,136	199,472	300,000	300,000	300,000	
Children's materials circulation	345,935	132,982	180,000	180,000	180,000	
Reserves filled for APL patrons	146,567	78,160	90,000	75,000	75,000	
<b>Community Partnerships</b>						<b>Business Unit 16024</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Members of the Appleton community find high quality programs at the library						
% of attendees satisfied with library programs (survey done on odd years)						
Adult programs	97%	97%	75%	75%	75%	
Young adult programs	93%	93%	75%	75%	75%	
<b>Strategic Outcomes</b>						
Members of the Appleton community engage with the library as a hub of learning and literacy						
Young adult program attendance	3,243	376	750	750	750	
Adult program attendance	5,162	6,961	1,500	5,000	5,000	
<b>Work Process Outputs</b>						
Web page "hits" (page accesses)	875,356	609,266	650,000	650,000	650,000	
Number of locally produced databases or digital collections available via web	10	10	10	10	10	

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Building Operations** **Business Unit 16031**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
The public enjoys a safe and clean facility					
% of patrons satisfied with public meeting rooms (surveyed on odd years)	93%	93%	90%	90%	90%
% of patrons satisfied with safety in the library (surveyed on odd years)	85%	85%	90%	90%	90%
<b>Strategic Outcomes</b>					
The community increasingly uses opportunities for meetings, programs and discussions					
# of meetings and programs	4,489	1,104	500	500	2,000
<b>Work Process Outputs</b>					
# of satisfactory monthly inspections completed	12	12	12	12	12
# of staff training opportunities completed	22	14	20	20	20

**Materials Management** **Business Unit 16032**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
People can obtain the materials they need quickly					
% of holds filled within 1 week of being placed	60%	22%	50%	50%	60%
Improved efficiencies in delivering service					
Number of volunteer hours in Materials Management	3,259	491	1,000	500	1,000
<b>Strategic Outcomes</b>					
People have reading, viewing and listening materials that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time					
# of unique titles owned at end of year	240,888	248,531	235,000	230,000	225,000
<b>Work Process Outputs</b>					
# of volumes processed	31,159	28,219	27,000	27,000	25,000
# of volumes weeded	75,687	14,649	30,000	45,000	45,000

**Network Services** **Business Unit 16033**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
People will have reliable access to up-to-date technology					
% surveyed who are satisfied with the library website (survey done in odd years)	88%	88%	90%	90%	90%
<b>Strategic Outcomes</b>					
Hours of public internet computer use	39,440	8,140	20,000	20,000	20,000
Sessions on public computers	50,269	10,233	25,000	20,000	20,000
Community enjoys a high level of access to electronic information resources					
# of referrals to InfoSoup online catalog	140,366	71,867	100,000	100,000	100,000
Database sessions	1,288,401	1,140,140	1,350,000	1,300,000	1,300,000
<b>Work Process Outputs</b>					
PC workstations & other devices installed	40	40	40	40	30

**Valley Transit**

**Administration** **Business Unit 58071000**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Regional transit service					
Municipalities and County government units served	13	13	13	13	13
<b>Strategic Outcomes</b>					
Regulatory compliance					
Expense per revenue hour	\$ 92.64	\$ 91.08	\$ 98.36	\$ 90.66	\$ 89.61
Expense per revenue mile	\$ 5.35	\$ 5.25	\$ 5.65	\$ 5.12	\$ 4.91

**Vehicle Maintenance** **Business Unit 58072000**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Customer Benefits/Impacts</b>					
Safe, reliable service					
Miles between road calls	32,361	45,000	45,000	45,000	45,000
<b>Strategic Outcomes</b>					
Vehicles that meet service obligations					
Avg. vehicle age for active fleet - years	8.13	7.47	5.50	5.21	3.64
Avg. vehicle mileage for active fleet	341,274	280,893	280,000	253,226	220,000
Maintenance cost/mile	\$1.03	\$0.89	\$1.12	\$0.96	\$0.99
Spare ratio	32%	25%	22%	25%	25%

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

<b>Vehicle Maintenance - continued</b>						<b>Business Unit 58072000</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Work Process Outputs</b>						
Preventive maintenance						
# vehicles maintained	32	34	30	34	34	
Miles operated	938,471	939,574	935,000	938,611	938,611	
# inspections completed	170	170	170	170	170	
<b>Facilities Maintenance</b>						<b>Business Unit 58073000</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Customer Benefits/Impacts</b>						
Clean, safe protection from the elements						
# claims related to facilities	0	0	0	0	0	
Clean, safe working environment for employees						
# workplace injuries	0	0	0	0	0	
<b>Operations</b>						<b>Business Unit 58074000</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Safe, reliable, convenient service						
Accidents per 100,000 mi	1.00	0.50	0.00	0.50	0.00	
On-time performance percentage	92.0%	95.0%	95.0%	96.0%	96.0%	
# customer complaints as a percentage of trips provided	0.01%	0.01%	0.01%	0.01%	0.01%	
<b>Strategic Outcomes</b>						
Cost effective service delivery						
Expense per passenger trip	\$ 6.86	\$ 11.59	\$ 7.02	\$ 11.75	\$ 8.87	
Efficient service delivery						
Passengers per revenue hour	15.9	9.2	16.6	10.1	14.1	
Passengers per revenue mile	1.05	0.60	1.10	0.67	0.93	
Farebox recovery	12.2%	8.7%	12.6%	8.5%	11.4%	
<b>Work Process Outputs</b>						
Service Provided						
Hours of service	59,243	59,497	60,111	59,260	60,111	
Miles of service	897,834	904,490	910,802	897,882	910,802	
Trips taken	944,492	544,717	1,000,000	600,000	850,000	
<b>ADA Paratransit</b>						<b>Business Unit 58075000</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Safe, reliable, convenient mobility						
% on-time performance	38.0%	98.0%	98.0%	98.0%	98.0%	
# customer complaints as a percentage of trips provided	0.07%	0.09%	0.05%	0.08%	0.05%	
<b>Strategic Outcomes</b>						
Cost effective service delivery						
Cost per trip	\$ 19.38	\$ 20.49	\$ 22.18	\$ 20.23	\$ 20.15	
Cost per mile	\$ 3.70	\$ 2.81	\$ 4.23	\$ 2.78	\$ 2.77	
Trips per hour	3.6	2.6	3.6	2.6	2.6	
<b>Work Process Outputs</b>						
Service Provided						
Hours of service/yr	29,797	20,638	32,128	35,523	43,505	
Miles of service/yr	558,877	397,252	602,594	683,762	837,408	
Trips taken/yr	106,657	54,554	115,000	93,900	115,000	
<b>Ancillary Paratransit</b>						<b>Business Unit 58076000</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Safe, reliable, convenient mobility						
Trips taken/yr	66,066	38,843	73,680	45,000	73,680	
<b>Strategic Outcomes</b>						
Cost effective Service Delivery						
Cost per trip	\$ 24.59	\$ 30.32	\$ 24.15	\$ 25.70	\$ 25.47	
Efficient Service Delivery						
Trips per hour	3.2	2.7	3.2	2.7	2.7	
<b>Work Process Outputs</b>						
Service provided						
Hours of service/yr	20,739	14,410	23,129	16,694	27,334	
Miles of service/yr	443,488	338,048	494,599	391,632	641,232	

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Public Works Department**

<b>Administrative Services</b>						<b>Business Unit 17011 / 17035</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Ordinance compliance						
Construction permits sold	710	813	725	725	750	
Recovery of project costs						
# of assessment bills prepared	1,137	1,378	1,100	1,100	1,200	
Compliance with city regulations						
# of site plans reviewed	27	25	32	32	32	
<b>Work Process Outputs</b>						
Improvements/additions to infrastructure						
\$ of projects bid for all funds	\$ 26,850,076	\$ 19,912,695	\$ 25,134,021	\$ 28,687,481	\$ 15,256,756	
<b>Concrete Reconstruction</b>						<b>Business Unit 17014</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Condition of roadway surfaces (scale 100 - 0, 0 best)						
Average condition rating	18.04	18.00	18.00	18.00	19.00	
Miles of street under min. rideability	3.95	4.00	4.00	4.00	4.50	
<b>Strategic Outcomes</b>						
Improvement to street system						
Total miles of streets	347	349	349	350	351	
Total miles in concrete	236*	244	244	244	244	
% of total miles reconstructed (concrete to concrete)	0.40%	0.35%	0.40%	0.40%	0.31%	
<b>Work Process Outputs</b>						
Restoration of roadway surfaces						
Miles of streets reconstructed (asphalt or concrete to concrete)	1.37	1.22	1.70	1.78	1.09	
Expansion of street system						
Miles of new grade & gravel streets	1.54	1.11	1.50	2.27	1.35	
<b>Sidewalk Construction</b>						<b>Business Unit 17015</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Miles of Sidewalk	454	455	456	456	458	
<b>Work Process Outputs</b>						
Defective sidewalks						
Miles of green dot	4.7	6.7	2.5	3.0	3.0	
Expansion of pedestrian walkways						
Miles of new sidewalks	2.43	0.79	0.50	0.50	0.50	
<b>Asphalt Reconstruction</b>						<b>Business Unit 17016</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Condition of roadway surfaces (scale 100 - 0, 0 best)						
Average condition rating	18.52	18.51	18.00	18.00	17.50	
Miles under minimum rideability	14.84	14.89	14.00	15.00	14.00	
<b>Strategic Outcomes</b>						
Improvement to street system						
Total miles of streets in city	347	349	349	350	351	
Total miles in asphalt	103*	105	93	93	93	
% of total miles reconstructed	0.27%	0.56%	0.40%	0.40%	0.33%	
<b>Work Process Outputs</b>						
Restoration of roadway surfaces						
Miles of streets reconstructed	0.92	1.95	1.28	1.28	1.18	
<b>Traffic Control and Maintenance</b>						<b>Business Unit 17022</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Intersections in the City						
# of controlled intersections	1,450	1,453	1,470	1,470	1,475	
# of uncontrolled intersections	694	694	725	725	730	
<b>Strategic Outcomes</b>						
Effective traffic control devices						
# of accidents per street mile	4.42	2.83	4.45	4.45	4.00	
Efficient use of staff						
# of signals maintained for other municipalities	29	30	31	30	31	

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

<b>Street Lighting</b>						<b>Business Unit 17023</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Cost of street lighting						
Avg. monthly cost per street light	\$ 13.76	\$ 11.86	\$ 13.35	\$ 13.00	\$ 13.05	
<b>Strategic Outcomes</b>						
Safety provided by street lighting						
Number of street lights in the system	8,903	8,966	9,040	9,040	9,085	
City owned	1,301	1,324	1,340	1,340	1,360	
Utility owned	7,602	7,642	7,700	7,700	7,725	
<b>Municipal Services Building Administration</b>						<b>Business Unit 17021 / 17031</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Assure safe working conditions						
# of in-house safety training programs conducted	28	11	35	35	35	
# of equipment/vehicle accidents	37	35	28	30	28	
Preventable	27	24	18	21	18	
Non-preventable	10	11	9	9	9	
# of employee injury accidents	14	14	6	6	6	
Annual # of violations found during monthly building inspections	51	42	35	35	35	
<b>Strategic Outcomes</b>						
Safeguard Assets						
# of work days lost due to injuries	10	4	5	5	0	
<b>Street Repair</b>						<b>Business Unit 17032</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Strategic Outcomes</b>						
Preventive maintenance						
Total miles of streets serviced	344	349	351	352	355	
# of temporary hazardous sidewalk repairs	99	139	100	100	100	
Miles of asphalt streets resurfaced	3.70	2.8	3	3	2	
<b>Snow and Ice Control</b>						<b>Business Unit 17032</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Timely service provided						
# of days hauling designated priority snow routes	23	13	20	15	20	
<b>Strategic Outcomes</b>						
Efficiency of Program						
# of miles of sidewalks cleared by:						
Contractor	18.5	18.5	18.2	5.0	5.0	
City crews	16.7	16.1	16.6	29.8	29.8	
\$ contracted to clear sidewalks	\$ 346,095	\$135,003	\$ 200,000	\$200,000	\$200,000	
<b>Work Process Outputs</b>						
Volume of work done						
# of tons of salt used	5,994	2,002	4,000	2,200	3,000	
# of miles of streets maintained	347	349	351	352	355	
# of miles of sidewalk maintained	35.2	34.6	34.8	34.8	34.8	
<b>Forestry Services</b>						<b>Business Unit 17034</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Safe, healthy and attractive urban forest						
# trees on City streets	30,470	30,785	31,000	31,035	31,250	
<b>Strategic Outcomes</b>						
Diverse urban forest						
# of species with more than 1,000 trees	9	9	9	9	9	
<b>Work Process Outputs</b>						
# of ash trees replaced	203	139	300	300	300	
Total number of tree species on streets	42	42	42	42	42	

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Inspections/Licensing & Plan Review Business Unit 17036**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Customer knowledge of ordinances					
Customer generated violation reports	1,053	871	1,000	700	800
Effectiveness of plan review					
# of onsite consultations prior to plan submittal	62	37	70	25	40
<b>Strategic Outcomes</b>					
Availability of staff					
Average Comm Plan Review Time	6.7 Days	6.9 Days	6.0 Days	6.7 Days	6.0 Days
<b>Work Process Outputs</b>					
Availability of service					
# of inspections performed	7,726	7,373	9,000	6,000	7,000
# of re-inspections performed	517	358	500	400	400
# of notices issued	1,181	550	1,000	800	600
# of permits issued	3,680	3,741	3,500	4,000	3,500
# of plans reviewed	187	109	240	300	250

**Sanitation**

**Sanitation - Administration Business Unit 2210**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Public Information					
# of information announcements / brochures	18	17	18	17	17

**Sanitation - Recycling Business Unit 2221**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Convenient access to drop-off centers					
# of hours/year yard waste sites are open	3,163	2,793	3,100	3,100	3,100
<b>Work Process Outputs</b>					
Material diverted from the landfill					
Diversion rate	22.5%	23.0%	22.0%	23.0%	22.5%
Tons of material collected					
Residential - co-mingled	5,662	6,001	6,000	6,000	6,000
Hours chipping material	950	1,004	900	1,000	1,000

**Sanitation - Solid Waste Collection Business Unit 2223**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Service area					
# of automated stops/day	5,157	5,172	5,165	5,175	5,180
<b>Strategic Outcomes</b>					
Additional revenue sources					
Cost effective service provided					
Cost/ton of overflow collections	\$ 205.28	\$ 227.75	\$ 235.00	\$ 235.00	\$ 230.00
Cost/ton of residential automated pickup	\$ 114.08	\$ 120.42	\$ 125.00	\$ 125.00	\$ 125.00
<b>Work Process Outputs</b>					
City cleanliness and public health benefits					
# of tons of refuse collected	19,462	20,027	20,650	20,650	20,650

**Sanitation - Landfill Maintenance Business Unit 2230**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Work Process Outputs</b>					
Regulatory compliance					
Reporting to the DNR	2	2	2	2	2
Corrective actions generated from quarterly inspections	10	3	3	5	4

**Parking Utility**

**Administration Business Unit 5110**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Strategic Outcomes</b>					
Efficiency of operations					
% change in operating costs	6.85%	-31.25%	5.40%	-20.05%	-12.18%
<b>Work Process Outputs</b>					
Expansion of customer base					
YTD avg active permits/ total permit stalls	2488 /2022	1863 / 2020	2600 / 2053	1504 / 2020	2300 / 2020



**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Operations and Maintenance Business Unit 5120**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Effective rate structure policy					
% change in operating revenue	24.93%	-52.18%	30.00%	-14.00%	1.15%
<b>Strategic Outcomes</b>					
Efficiency of staff management					
Maintenance staff size to # of meters	2 / 714	2 / 731	2 / 714	2 / 790	2 / 790
Maintenance staff size to # of unmetered stalls	5 / 2,805	4 / 2,775	5 / 2,805	5 / 2,805	5 / 2,805
<b>Work Process Outputs</b>					
Customer services provided					
# of property damages reported	25	28	15	7	25
# of broken gate arms reported/ repaired	11	4	5	5	5

**Enforcement Business Unit 5130**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Customer service					
Meter stall turnover					
# of citations/meter-pay station stall/mo.	1.70	0.70	1.50	1.00	1.00
<b>Strategic Outcomes</b>					
Effectiveness of revenue source and collections					
Average # of days to pay ticket	43	57	45	45	40
<b>Work Process Outputs</b>					
Enforcement provided					
# of citations issued	14,390	7,914	10,000	10,000	10,000
# of meter violation citations issued	11,168	5,873	7,500	7,500	7,500

**Central Equipment Agency**

**Administration Business Unit 6110**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Cost effective service					
Overhead rate (per hr charge to depts)	\$ 81.58	\$ 80.68	\$ 82.40	\$ 82.40	\$84.37
Billable hours	18,178	19,541	18,100	18,100	18,100
<b>Strategic Outcomes</b>					
Operational requirements of users					
Size of authorized fleet	413	408	399	408	408
<b>Work Process Output</b>					
Customer service					
Requests for changes to the fleet	11	3	5	7	7

**Maintenance Business Unit 6121**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Response to customer needs					
Number of vehicles not available for use within 24 hours	108	89	65	70	70
Equipment available for operational readiness					
# of emergency breakdown (hours)	408	300	275	275	275
# of service calls	244	183	200	200	200
<b>Strategic Outcomes</b>					
Safe reliable maintenance program					
Preventive maintenance hours	9,827	11,206	9,400	9,400	9,400
Corrective downtime hours	8,351	8,336	7,800	7,800	7,800

**CEA Replacement Fund**

**CEA Replatement Fund Business Unit 4320**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Cost effective service - # of vehicles:					
Retained an additional year	38	50	65	54	47
Replaced early	0	0	0	0	0

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Health Department**

**Administration** **Business Unit 12510**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Trained staff					
% of staff adequately trained	100%	100%	100%	100%	100%
Safe workplace					
# unresolved safety issues	0	0	0	0	0
<b>Strategic Outcomes</b>					
Full service health dept. *					
Level III identification:					
# of outstanding issues	0	0	0	0	0
<b>Work Process Outputs</b>					
Training					
Hours of training per employee	40	31	40	40	48
Staff assessments					
% done within 10 days of due date	100%	100%	100%	100%	100%
Collaboration with health care providers					
# meetings	140	210	140	155	140
Prepare annual report					
Completed by 120th day of following year **	4/18/2019	8/3/2020	4/20/2021	4/20/2021	4/25/2022

\*Each health department in the State is evaluated annually for quality standards and level of service provided. Level III is the highest level of service/quality.

\*\*The due date for the annual report was extended by the State due to the COVID-19 pandemic.

**Environmental Health** **Business Unit 12530**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Fair and consistent inspection process					
Positive triennial survey results	100%	100%	100%	98%	100%
Health hazards identified and corrected					
Inspection reports	100%	100%	100%	100%	100%
<b>Strategic Outcomes</b>					
Voluntary compliance improved					
# critical violations on inspection report	400	400	100	100	100
Minimize human cases of rabies					
# of cases	0	0	0	0	0
Minimize food-borne outbreaks					
# outbreaks related to special events	0	0	0	0	0
# of food establishment outbreaks	0	0	0	0	0
<b>Work Process Outputs</b>					
Annual inspections and follow ups					
# of inspections	414	311	300	300	500
# follow up inspections	36	32	30	30	100
Response to complaints					
# of complaints/follow ups	100/50	100/50	90/50	80/50	90/50
Initial response within 3 business days	100%	100%	99%	100%	100%
Immediate response for animal bite complaints					
% response within 4 hours	100%	100%	100%	100%	100%
Education session for non-profit vendors					
# of vendors participating	25	25	25	25	25

**Weights & Measures** **Business Unit 12540**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Reduce price scanning errors					
Error trend reporting compliance	98.8%	98.7%	100.0%	100.0%	99.0%
Accurate informative labeling					
Positive consumer survey responses	100.0%	100.0%	100.0%	100.0%	100.0%
Accurate measuring devices					
% of devices that measure accurately	96.7%	97.7%	96.0%	96.0%	99.0%
<b>Strategic Outcomes</b>					
Improved system of price control					
Error trend reporting compliance	99.1%	98.0%	98.0%	98.0%	98.0%
Reduced short weight and measure sales					
Error trend reporting compliance	98.0%	98.0%	96.0%	96.0%	97.0%
Confidence of businesses in system integrity					
Positive consumer survey responses	92.0%	92.0%	99.0%	97.0%	99.0%

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Weights & Measures - Continued Business Unit 12540**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Work Process Outputs</b>					
Price scanning inspections					
# of annual and reinspections	144	144	130	130	140
Commodity inspections					
# of inspections	19,225	19,225	17,000	17,000	18,000
Device inspections					
# of inspections	1,649	1,649	1,775	1,775	1,800

**Health Department Grants**

**MCH Grant Business Unit 2710**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Access to prenatal care					
# of women served	28	6	28	12	25
<b>Work Process Outputs</b>					
# of clients served who receive ages and stages assessment and education	28	2	24	10	24
Attend community meetings	100%	100%	100%	100%	100%

**CDC - Lead Grant Business Unit 2740**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Treatment for elevated blood levels					
Children with elevated blood lead levels (EBLs) will show a progressive decline in blood lead levels in the 12 months following home visit	100%	100%	100%	100%	100%
<b>Strategic Outcomes</b>					
Decrease the incidence of elevated blood lead levels (EBLs)					
# of EBLs >19	0	1	3	3	2
# of EBLs 10 -19	6	5	4	4	4
<b>Work Process Outputs</b>					
Children with EBLs will be contacted with test results, recommendations for further screening and information on lead hazard reduction					
# of environmental inspections/ educational sessions	16	14	15	8	15

**Vaccine Improvement Grant Business Unit 2750**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Immunization rate @ 24 months of age					
% @ 24 months immunized	76%	76%	90%	78%	90%
<b>Strategic Outcomes</b>					
Minimize the incidence of vaccine preventable disease in children 1 - 18 years of age					
# of cases	16	2	15	5	15
# cases statewide	740	212	800	500	800
<b>Work Process Outputs</b>					
Internal case audit by 2/15	2/15/2019	2/15/2020	2/15/2021	2/15/2021	2/15/2022
# of tracking contacts	1,130	124	1,200	600	1,200

**Bioterrorism Grant Business Unit 2780**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
# of trainings available	12	12	12	12	12
<b>Strategic Outcomes</b>					
Active regional coalition					
# of meetings / year	5	6	5	2	12
<b>Work Process Outputs</b>					
% of coalition meetings attended	100%	100%	100%	100%	100%

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Police Department**

<b>Executive Management</b>						<b>Business unit 17511</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Increase public safety and awareness						
# of media contacts	700	675	600	676	675	
# of news releases distributed	90	150	90	165	165	
# of social media followers	56,779	59,171	60,100	70,000	70,000	
Identify, assess and respond to community needs						
% of favorable survey responses to meeting community needs (1 yr survey)*	N/A	96%	85%	90%	90%	
<b>Strategic Outcomes</b>						
Provide excellence in police services						
% from survey that are satisfied with department's overall performance	N/A	95%	85%	90%	90%	
<b>Work Process Outputs</b>						
Foster community relationships						
# of active Neighborhood Watch Groups	82	81	90	81	81	
Cultural responsiveness						
# of diversity initiatives/meetings	20	12	25	25	25	
* Survey is biennial, no survey performed in 2019						
<b>Administrative Services Unit</b>						<b>Business Unit 17512</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Process requests for information						
% of open records request processed within 10 working days	95%	95%	95%	95%	95%	
# of TIME* System transactions initiated	20,000	20,000	20,000	20,000	20,000	
<b>Strategic Outcomes</b>						
Compliance with Uniform Crime Reporting						
Complete monthly reporting requirements to State and FBI	100%	100%	100%	100%	100%	
<b>Work Process Outputs</b>						
Provide quality support service						
# of public open records requests	3,261	3,259	3,000	3,000	3,000	
# of criminal history queries	5,000	5,000	5,000	5,000	5,000	
*criminal history checks						
<b>Community Services</b>						<b>Business Unit 17524</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Provide greater access to police services						
Average # of CSO hours p/month	1,211	1,329	1,300	1,300	1,300	
<b>Strategic Outcomes</b>						
Increased security at community events						
% of time CSO's work special events	15%	0%	15%	15%	15%	
<b>Work Process Outputs</b>						
Maintain community support						
# of CSO calls for service	11,000	6,413	11,000	7,500	7,500	
<b>Investigative Services</b>						<b>Business Unit 17532</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Provide specialized investigative support						
# of cases assigned to investigators	240	290	300	300	300	
Provide Youth Services						
# of complaint resolutions/diversions made through informal means	4,400	1,200	4,000	3,000	4,000	
<b>Strategic Outcomes</b>						
Ensure integrity in the investigative process						
% of discovery requests processed within mandated time limits	83%	51%	100%	100%	100%	
<b>Work Process Outputs</b>						
Provide service excellence and quality investigative services						
# of discovery requests	1,821	1,792	2,000	2,000	2,000	
# of sensitive crimes	122	132	120	150	150	
# of drug tips assigned	61	50	75	70	70	

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

<b>Field Operations (Patrol)</b>						<b>Business Unit 17541</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Increase community education in crime prevention issues						
# of community meetings held	75	75	75	75	75	
# of interagency neighborhood teams	12	12	12	12	12	
<b>Strategic Outcomes</b>						
Reduce crime through crime prevention strategies						
# of reported Group A crimes *	3,691	4,241	3,750	3,500	3,750	
# of reported Group B crimes **	3,765	4,234	4,000	3,700	3,750	
<b>Work Process Outputs</b>						
Improve enforcement and response to crime						
# of self-initiated crime prevention screens	7,042	8,715	7,500	8,200	8,000	
# of citizen contacts	32,677	33,134	30,000	28,000	30,000	
# of adult arrests ***	2,508	2,154	2,500	2,100	2,200	
# of juvenile arrests ***	296	227	350	175	250	
* Group A - major crimes - homicide, rape, assault, burglary, theft, fraud, motor vehicle theft, arson, drugs						
** Group B - vandalism, bad checks, disorderly conduct, OWI, window peeping, liquor law violations, etc.						
*** Measures combine arrests for ordinance violations and those for violations of state law						

**Fire Department**

<b>Administration</b>						<b>Business unit 18010</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
emergency response within the community.						
Avg first-in response time (minutes)	4.30	4.17	4.00	4.20	4.15	
<b>Strategic Outcomes</b>						
Lives and property protected						
Fires per 1,000 residents	1.3	1.6	0.0	1.3	1.0	
% of \$ loss in:						
inspected vs.	66%	27%	25%	10%	25%	
non-inspected	34%	73%	75%	90%	75%	

<b>Fire Suppression</b>						<b>Business Unit 18021</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Qualified, quick response to request for services						
Response to emergency calls for service within four minutes	69%	77%	90%	77%	78%	
<b>Strategic Outcomes</b>						
Enhance community safety						
Fire loss	\$ 1,530,420	\$ 1,466,162	\$ 900,000	\$ 1,500,000	\$ 1,000,000	
# of fire-related deaths	1	1	0	1	0	
<b>Work Process Outputs</b>						
Calls responded to						
# of emergency calls	3,130	3,247	3,200	3,150	3,200	
# of non-emergency calls	2,866	2,662	2,900	2,825	2,900	
Reduction in lost time work-related injuries						
# of lost time days	0	100	0	40	0	

<b>Special Operations</b>						<b>Business Unit 18022</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Provisions of appropriate hazardous materials response service						
# of special operations responses	124	79	75	60	75	
<b>Strategic Outcomes</b>						
Lives and property protected						
# of civilian injuries	0	0	0	0	0	
<b>Work Process Outputs</b>						
Educational programs delivered						
# of specialty training hours	2,264	2,068	2,500	1,375	2,600	
# of outreaches	New measure	2	5	9	12	

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

<b>Resource Development</b>						<b>Business Unit 18023</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Trained personnel that meet requirements						
# of hours of training						
as required by ISO *	Firefighter: 175	141	216	200	220	
	Driver: 187	141	228	205	230	
	Officer: 187	141	228	205	230	
<b>Strategic Outcomes</b>						
Enhanced community safety						
% of fires contained to room/area of origin in residential structures	79%	69%	75%	70%	75%	
<b>Work Process Outputs</b>						
Educational programs delivered						
Average # of hours of training per employee	119	133	175	200	200	
* Insurance Services Office						
<b>Emergency Medical Services</b>						<b>Business Unit 18024</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
% of employees certified as paramedics	New measure	12.2%	15.6%	15.6%	18.9%	
EMTs on scene within four minutes	New measure	→	90%	77%	78%	
<b>Work Process Outputs</b>						
# of naloxone (Narcan) administration	12	20	20	30	20	
# of hours spent on emergency medical continuing education	4,479	4,002	3,500	3,726	3,500	
<b>Fire Prevention/Public Education</b>						<b>Business Unit 18032</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Strategic Outcomes</b>						
Assets/resources for businesses and homeowners safeguarded						
Losses as % of assets protected	0.027%	0.025%	0.016%	0.026%	0.017%	
Citizens with safer City environment						
% of schools meeting evacuation requirements	100% Public	0% Public	100% Public	100% Public	100% Public	
Enhanced community safety	100% Private	100% Private	100% Private	100% Private	100% Private	
Number of participants in educational programs	16,017	354	15,000	1,000	15,000	
Number of special events	171	12	250	50	250	
<b>Work Process Outputs</b>						
Permit and license applications processed						
# of permits processed	996	1,136	1,000	1,200	1,250	
% of online permits processed	75%	93%	90%	92%	95%	
<b>Work Process Outputs</b>						
Fire detection and suppression plan review						
# of plans processed	72	76	125	100	125	
<b>Technical Services</b>						<b>Business Unit 18033</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Strategic Outcomes</b>						
Responsiveness to equipment and facilities maintenance						
CEA work orders processed	772	751	800	825	800	
FMD work orders processed	436	386	500	350	400	
<b>Water Utility</b>						
<b>Finance Administration</b>						<b>Business Unit 5310</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Strategic Outcomes</b>						
Maintain compliance with GAAP & PSC						
# of audit compliance issues not raised by staff	0	0	0	0	0	
<b>Work Process Outputs</b>						
# of bills processed	114,596	115,495	115,200	115,500	115,750	

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

<b>Treatment Administration</b>						<b>Business Unit 5321</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Safe work environment						
# of workers comp claims/year	1	2	0	0	0	
# of first aid entries per year	4	5	0	1	0	
<b>Strategic Outcomes</b>						
Effective use of budgeted funds						
% of operational budget obligated	88%	87%	100%	100%	100%	
Trained Staff						
% of staff adequately trained	100%	100%	100%	100%	100%	
<b>Work Process Outputs</b>						
Government reports prepared						
# and names of regular reports						
CCR Report	1	1	1	1	1	
DNR Reports	12	12	12	12	12	
SARA* Report	2	2	2	2	2	
*Superfund Amendments and Reauthorization Act						
<b>Treatment Operations</b>						<b>Business Unit 5323</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Adequate supply of safe drinking water						
% of water sampling tests in compliance per year	100%	100%	100%	100%	100%	
Adequate water pressure						
% of tests having adequate pressure	100%	100%	100%	100%	100%	
# of sprinkling bans per year	0	0	0	0	0	
# of gallons pumped per year	3,200 MG	3,205 MG	3,200 MG	3,500 MG	3,200 MG	
<b>Work Process Outputs</b>						
Efficient Plant Operation						
# of work days lost due to injuries	0	0	0	0	0	
# of reservoirs maintaining pressure per year	6	6	6	6	6	
Water towers						
# inspected / painted per year	3 / 1	2 / 2	1 / 0	1 / 1	0 / 0	
<b>Distribution Administration</b>						<b>Business Unit 5351</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Efficient customer service						
# Cross connection surveys	596	130	350	557	120	
# AquaHawk customers enrolled (total)	2,589	3,069	3,250	3,250	3,500	
<b>Meter Operations &amp; Maintenance</b>						<b>Business Unit 5352</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Reliable, accurate water usage						
# of large meters replaced	0	58	150	62	88	
# of meters tested	230	102	50	72	90	
# of defective meters	6	6	10	18	15	
# of meters in service	28,002	28,075	28,150	28,192	28,400	
<b>Strategic Outcomes</b>						
Implementation of system upgrade						
# of transmitter modules replaced	10	7	10	6	10	
# of meters replaced	52	7	10	12	10	
<b>Work Process Outputs</b>						
Service provided						
# of service calls	1,354	1,059	1,500	1,275	1,500	
System growth						
# new customer meters installed	83	106	200	200	150	
<b>Distribution Operations &amp; Maintenance</b>						<b>Business Unit 5353</b>
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>	
<b>Client Benefits/Impacts</b>						
Reliable source at adequate pressure						
Water loss reported	19%	20%	15%	15%	15%	
<b>Strategic Outcomes</b>						
Reliability of the system						
# water main breaks	99	104	80	100	80	

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Distribution Operations & Maintenance Business Unit 5353**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Work Process Outputs</b>					
Preventive maintenance					
# services replaced	29	6	0	0	0
# valves exercised	3,249	3,515	2,300	3,300	3,200
# valves replaced	8	9	10	9	9
# curb boxes repaired	183	241	250	250	250
# valves repaired	59	75	50	75	60
# of service leaks	2	12	3	2	3

**Treatment Capital Improvements Business Unit 5325**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Water Rate changes					
% per year	0%	0%	0%	0%	0%
<b>Strategic Outcomes</b>					
Triennial Sanitary Review					
# of corrective actions	0	0	0	0	0
# of recommended changes	0	0	0	0	0
<b>Work Process Outputs</b>					
Project Management					
% of projects completed at year-end	50%	0%	100%	50%	50%

**Distribution Capital Improvements Business Unit 5370**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Reliable and adequate service					
% of reconstructed streets with relay	90%	100%	80%	80%	100%
# of low flow hydrants eliminated	5	1	4	4	5
<b>Strategic Outcomes</b>					
System size					
Miles of mains	379	379	380	380	380
% of total miles of mains reconstructed	0.83%	0.74%	1.25%	1.25%	0.69%
# of hydrants in the City	3,414	3,444	3,450	3,450	3,465
# of low flow hydrants in the City	65	70	62	66	60
<b>Work Process Outputs</b>					
System expansion and improvement					
Miles of transmission lines added	0.36	0.00	0.45	0.25	0.00
Miles of existing mains re-laid	3.14	2.83	4.02	3.20	2.60

**Wastewater Utility**

**Utility Administration Business Unit 5411**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Safe work environment					
# of workers comp. claims / year	1	1	0	0	0
# of first aid entries per year	15	14	0	0	0
<b>Strategic Outcomes</b>					
Effective use of budgeted funds					
% of operational budget obligated	100%	86%	100%	100%	100%
Trained Staff					
% of staff adequately trained	98%	98%	100%	100%	100%
CMAR grade for staffing	A	A	A	A	A
CMAR grade for operations certificate	A	A	A	A	A
<b>Work Process Outputs</b>					
Government reports prepared					
# reports filed:					
Compliance Report (eCMAR)	1	1	1	1	1
Biosolids Annual Report	1	1	1	1	1
Pretreatment Report	2	2	2	2	2
Discharge Report (eDMR)	12	12	12	12	12

**Finance Administration Business Unit 5412**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Strategic Outcomes</b>					
Maintain compliance with GAAP					
# of audit compliance issues not raised by staff	0	0	0	0	0
CMAR grade					
Financial management	A	A	A	A	A
<b>Work Process Outputs</b>					
# of monthly bills processed	113,594	113,978	114,750	114,500	114,800



**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

<b>Treatment</b>	<b>Business Unit 5422</b>				
	<b>Actual 2019</b>	<b>Actual 2020</b>	<b>Target 2021</b>	<b>Projected 2021</b>	<b>Target 2022</b>
<b>Client Benefits/Impacts</b>					
Environmental Safety					
# of Discharge Monthly Report (DMR) permit exceedance/violations	1	1	0	2	0
Essential services provided					
# of gallons influent treated per year	5,103 MG	4,238 MG	4,750 MG	4,000 MG	4,500 MG
Environmental safety					
# of industrial clients	8	8	8	8	7
# of clients in significant non-compliance	0	0	0	0	0
Increase revenue sources					
\$ received from other sources	\$ 3,482,983	\$ 2,147,510	\$ 1,575,000	\$ 2,000,000	\$ 2,000,000
# of tons of hauled waste received	429,710	220,137	200,000	180,000	220,000
<b>Strategic Outcomes</b>					
CMAR grades for treatment					
Effluent quality BOD	A	A	A	A	A
Effluent quality TSS	A	A	A	A	A
Effluent quality Ammonia	A	A	A	B	A
Effluent quality Phosphorus	A	A	A	A	A
Public Outreach Initiatives					
# of pollution minimization initiatives	4	4	4	4	4
<b>Work Process Outputs</b>					
Efficient plant operation					
Average # of days to close preventive work orders	75	113	60	100	60
Record maintenance - Discharge Monitoring Report (DMR)					
# DMR - QA/QC samples completed	9,500	10,124	9,500	8,250	9,500
Improve treatment processes					
# process samples analyzed per yr*	2,085	3,208	2,100	4,200	2,100
Maintain industrial pretreatment compliance					
# of inspections	9	8	8	8	8
# of sampling events	18	16	16	16	16
# of billable samples for other City departments	275	340	300	340	340
* includes all compliance, process and billing samples					
<b>Biosolids Management</b>					
	<b>Actual 2019</b>	<b>Actual 2020</b>	<b>Target 2021</b>	<b>Projected 2021</b>	<b>Target 2022</b>
<b>Client Benefits/Impacts</b>					
Environmental Safety					
Biosolids Applications # of sites with nitrogen loading exceedances	0	0	0	0	0
with metal(s) loading exceedances	0	0	0	0	0
<b>Strategic Outcomes</b>					
Beneficial Re-use					
Wet tons applied	26,769	23,003	23,000	22,037	23,000
Wet tons landfilled	3	0	0	0	0
Wet tons composted	1,278	1,261	3,750	1,236	1,250
CMAR grades for treatment					
Biosolids quality and management	A	A	A	A	A
<b>Work Process Outputs</b>					
Biosolids production and storage					
Tons of biosolids produced	27,502	24,415	26,000	24,000	26,000
CMAR Compliance					
# of site monitoring's completed	48	36	40	50	40
<b>Lift Stations</b>					
	<b>Actual 2019</b>	<b>Actual 2020</b>	<b>Target 2021</b>	<b>Projected 2021</b>	<b>Target 2022</b>
<b>Client Benefits/Impacts</b>					
Sewage bypasses / backups					
# per year attributed to lift stations	0	0	0	0	0
<b>Strategic Outcomes</b>					
Integrity of lift stations maintained					
# of emergency calls required	27	8	10	8	10
<b>Work Process Outputs</b>					
Response to work orders					
# of preventive work orders	215	182	160	200	160
# of corrective work orders	28	30	50	40	50

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

<b>Collection Systems</b>	<b>Business Unit 5427</b>				
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Benefit of inspection program					
# defects identified from TV report	27	0	23	21	21
Compliance with regulation					
# of protruding taps identified	1	3	4	1	2
# of cross connections identified	2	0	12	0	0
<b>Strategic Outcomes</b>					
Reliability of system maintenance program					
# of trouble calls	25	43	15	30	32
# of system blockages removed	0	2	2	4	2
% of total system televised	14.7%	14.1%	13.0%	13.0%	13.0%
<b>Work Process Outputs</b>					
Maintenance performed					
% of total system cleaned	41%	56%	55%	55%	53%
# of spot repairs made	23	25	23	19	20
Safeguarding health and safety					
# of protruding taps removed	3	4	3	1	2

<b>Public Works Capital Improvement</b>	<b>Business Unit 5431</b>				
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Reduction of wastewater treatment cost					
# of manholes - rehab/rebuilt	28	55	35	35	35
Collection system rating from CMAR	A	A	A	A	A
# of laterals replaced	238	293	300	300	300
<b>Strategic Outcomes</b>					
Improvements to the sanitary sewer system					
Total miles of sanitary sewer	327	327	327	328	329
% of total miles of sanitary sewer reconstructed	0.73%	0.64%	0.70%	0.70%	0.70%
<b>Work Process Outputs</b>					
Restoration of sanitary sewers					
Miles of existing sanitary sewer reconstruction	2.38	2.10	2.31	2.31	2.31
Expansion of sanitary sewer system					
Miles of new sanitary sewer added	2.33	1.21	1.00	1.00	1.00
Reduction of treatment costs					
# of seals installed	56	62	100	100	100

<b>Utility Capital Improvements</b>	<b>Business Unit 5432</b>				
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Sewer Rate changes					
% per year	0%	0%	17-25%	20%	4%
<b>Strategic Outcomes</b>					
Wastewater treatment standards					
CMAR Grade for ten categories	A	A	A	A	A
Overall CMAR GPA	4.00	4.00	4.00	4.00	4.00
<b>Work Process Outputs</b>					
Project Management					
% of projects completed at year-end	50%	25%	100%	20%	100%

**Stormwater Utility**

<b>Administration</b>	<b>Business Unit 5210</b>				
	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Economic development					
Drainage Studies/Plans completed or updated	3	0	2	2	1
<b>Strategic Outcomes</b>					
Safe, reliable future level of service					
Acre feet of storage identified for future use	0.0	7.30	10.0	10.0	5.0
# of DNR non-compliance notices received	0	0	0	0	0

**CITY OF APPLETON 2022 BUDGET  
PERFORMANCE MEASURES**

**Administration - Continued Business Unit 5210**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Work Process Outputs</b>					
Preventive maintenance of system					
Erosion control plans reviewed (permits)	43	38	40	40	40

**Facility Maintenance Business Unit 5220**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Benefit of inspection program					
# of spot repairs identified from TV reports	13	0	20	20	10
Compliance with regulation					
# of protruding taps identified	8	3	6	9	4
# of cross connections identified	3	0	0	0	0
<b>Strategic Outcomes</b>					
Effectiveness of maintenance program					
# of trouble calls	109	48	25	27	25
% of total system televised	10%	10%	10%	11%	10%
<b>Work Process Outputs</b>					
Preventive maintenance					
Cubic yards of material collected from street sweeping operations	3,940	5,318	4,000	4,000	4,000
% of total storm sewer system cleaned	10.0%	10.5%	11.0%	13.0%	10.0%
Safeguarding health and safety					
# of protruding taps removed	8	3	5	5	8
# of spot repairs made	13	11	13	13	15

**Leaf Collection Business Unit 5225**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Service provided					
Number of collection cycles	4	4	4	4	4
<b>Strategic Outcomes</b>					
Cost effective service provided					
Cost/cubic yard collected	\$ 15.00	\$ 16.97	\$ 13.50	\$ 13.50	\$ 17.00
<b>Work Process Outputs</b>					
Safer streets and cleaner storm water system					
Cubic yards of leaves collected	26,270	29,315	35,000	30,000	30,000

**Capital Construction Business Unit 5230**

	<u>Actual 2019</u>	<u>Actual 2020</u>	<u>Target 2021</u>	<u>Projected 2021</u>	<u>Target 2022</u>
<b>Client Benefits/Impacts</b>					
Solutions to system discrepancies					
Residential mini-sewer/drainage complaints: *					
Solved	28	32	50	50	50
Outstanding	94	74	50	50	50
<b>Strategic Outcomes</b>					
Improvements to the stormwater system					
Total miles of storm sewer in City	301	303	304	304	305
% of total miles reconstructed	1.50%	0.17%	1.53%	1.53%	3.57%
Acres of new land available	0	0	0	0	0
Integrity and growth of the system					
ACRE-FT of storage developed	20.2	6.2	0.0	1.2	0
<b>Work Process Outputs</b>					
Restoration of storm sewers					
Miles of storm sewer reconstructed	1.20	0.51	4.46	4.46	10.35
Expansion of storm sewer system					
Miles of new storm sewer added	2.32	1.80	0.42	0.42	0.50

\* Order of resolution of residential drainage complaints is dependent on severity of problem and ability/timing/preference of coordinator to schedule

# CITY OF APPLETON

## 2022 BUDGET

### GLOSSARY

---

**ADA:** Americans with Disabilities Act.

**AD VALOREM TAX:** A tax based on value (e.g., a property tax).

**AGENCY FUND:** A fund consisting of resources received and held by the governmental unit as an agent for others; for example, taxes collected and held by a municipality for a school district.

**APPLIED EQUITY:** An amount projected to be available from current and past years' equity balances to be consumed in lieu of raising taxes or other revenues. Application of equity prevents unneeded equity from accumulating, and should be utilized in a planned conservative manner.

**APPROPRIATION:** An authorization granted by the legislative body to make expenditures and to incur obligations for specific purposes.

**ASSESSED VALUATION:** A valuation set upon real estate or other property by a government as a basis for levying taxes.

**ASSESSMENT:** (1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

**ASSESSMENT ROLL:** In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. In the case of other property, the official list containing the name and address of each owner of such property and its assessed value.

**BALANCED BUDGET:** A balanced budget is one in which total anticipated revenues equal or exceed total budgeted expenditures for each fund. Budgets may also be balanced by use of unallocated reserves available if fund balance policies permit.

**BASIS OF ACCOUNTING/BASIS OF BUDGET:** The basis of budget or of accounting refers to the timing of revenue and expenditure recognition. With few exceptions, the budget is prepared on the same basis as the City's annual financial statements, which is the modified accrual basis for all governmental funds and the accrual basis for proprietary funds. Under the modified accrual basis, revenues are recognized when they become measurable and available and expenditures generally when the related liability is incurred. Under the accrual basis, revenues are recognized when they occur, regardless of the timing of related cash flows. One significant difference between the basis of accounting and the basis of budget is in the treatment of capital expenditures in the proprietary funds, which are included in operating expenditures for budget purposes.

**BOND:** Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security. The difference between a note and a bond is that the latter is issued for a longer period (over ten years) and requires greater legal formality.

**BOND ANTICIPATION NOTES:** Short-term notes of a municipality sold in anticipation of bond issuance, which are full faith and credit obligations of the governmental unit and are to be retired from the proceeds of the bonds to be issued.

**BOND DISCOUNT:** The excess of the face value of a bond over the price for which it is acquired or sold.

# CITY OF APPLETON

## 2022 BUDGET

### GLOSSARY

---

**BOND FUND:** A fund established to receive and disburse the proceeds of a governmental bond issue.

**BOND PREMIUM:** The excess of the price at which a bond is acquired or sold, over its face value.

**BUDGET:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption and sometimes, the plan finally approved by the body.

**BUDGET ADJUSTMENT:** A legal procedure requiring Council action to revise a budget appropriation. (City staff has the prerogative to adjust certain expenditures within a department budget.)

**BUDGET MESSAGE:** A general discussion of the budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government’s experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

**BUDGET PROCESS:** The budget process consists of activities that encompass the development, implementation, communication and evaluation of a plan for the provision of services and capital assets that allows for public input.

**CAPITAL BUDGET:** A plan for acquisition or construction of assets embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**CAPITAL OUTLAY:** Expenditures for equipment, vehicles or machinery with multi-year useful lives.

**CAPITAL PROJECT FUND:** Capital project funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by enterprise and trust funds.

**CENTRAL EQUIPMENT AGENCY (CEA):** To account for the user fees and costs associated with the operation and maintenance of various City owned vehicles.

**CERTIFIED PUBLIC ACCOUNTANT:** An accountant to whom a state has given a certificate showing that he/she has met prescribed requirements designed to insure competence on the part of the public practitioner in accounting and that he/she is permitted to use the designation Certified Public Accountant, commonly abbreviated as C.P.A.

**CHARGES FOR SERVICES:** User charges for services provided by the City to those specifically benefiting from those services.

**CMAR:** Compliance Maintenance Annual Report – a required report of the Wastewater utility.

**COMMITTEE OF JURISDICTION:** A City committee which is responsible for evaluating the programs under its jurisdiction to determine program definition, goals and objectives, costs, efficiency and effectiveness.

# CITY OF APPLETON

## 2022 BUDGET

### GLOSSARY

---

**CONTRACTUAL SERVICES:** Services rendered to the City by private firms, individuals, or other government agencies. Examples include pest control, equipment maintenance, and professional services.

**DEBT:** A financial obligation resulting from the borrowing of money. Debts of governments include bonds, notes and land contracts.

**DEBT LIMIT:** The maximum amount of legally permitted outstanding gross or net debt.

**DEBT SERVICE FUND:** A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes referred to as a sinking fund.

**DEFERRED SPECIAL ASSESSMENTS:** Special assessments which have been levied but are not yet due.

**DEFICIT:** The excess of an entity's liabilities over its assets (see Fund Balance), the excess of expenditures or expenses over revenues during a single accounting period.

**DELINQUENT SPECIAL ASSESSMENTS:** Special assessments remaining unpaid on and after the date on which a penalty for non-payment is attached.

**DEPARTMENT:** A major administrative subset of the City, which has overall management responsibility for an operation or a group of related operations within a functional area. A department is often comprised of several divisions. City Departments include: Finance, Police, Fire, Health, Community and Economic Development, Public Works, Library, Water, Parks & Recreation, etc..

**DEVELOPER FUNDED INCENTIVE:** Developer finances its own improvements in a TIF district but signs an agreement with the City guaranteeing that it receives a certain portion of the taxes on the value of the increment for a set number of years or until an agreed upon amount has been attained. Each agreement varies and will also have certain thresholds the developer must attain in order to receive the increment.

**DIRECT DEBT:** The debt, which a governmental unit has incurred in its own name or assumed through the annexation of territory.

**DMR:** Discharge Monitoring Report— a required report of the Wastewater utility.

**ENCUMBRANCE:** Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

**ENTERPRISE FUNDS:** A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g. water, gas and electric utilities; airports; parking garages; or transit systems). In this case the governing body intends that cost (i.e. expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**EQUALIZED VALUE:** The State's estimate of the full value of property; used to apportion property tax levies of counties, school districts and municipalities among tax districts.

# CITY OF APPLETON

## 2022 BUDGET

### GLOSSARY

---

**ERU:** Equivalent Residential Unit - the basis of charges for stormwater management, equal to 2,368 square feet of impervious surface.

**EXECUTIVE BUDGET:** The aggregate of information, proposals and estimates prepared and submitted to the legislative body by the chief executive officer.

**EXPENDABLE TRUST FUND:** A trust fund whose resources, including both principal and earnings, may be expended. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

**EXPENDITURES:** Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental transfers. Expenditures exist in governmental funds.

**EXPENSES:** Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses exist in enterprise and internal service funds.

**FACILITIES CHARGES:** The fees charged by the Facilities and Construction Management Internal Service Fund for building and equipment maintenance services performed. This fund was formerly known as Central Building Management (CBM) and was discontinued and merged with the Water and Wastewater Utilities as of the 2003 budget, in conformance with the requirements of Governmental Accounting Standards Board Standard #34 (GASB 34). It was re-established with a City-wide mandate as of the 2007 budget.

**FIDUCIARY FUNDS:** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

**FISCAL PERIOD:** Any period at the end of which a governmental unit determines its financial condition and the results of its operations and closes its books. Note: it is usually a year, though not necessarily a calendar year.

**FRINGE BENEFITS:** Expenditure items in the operating budget paid on behalf of the employee. These benefits include health insurance, life insurance, long-term disability insurance, retirement, FICA, and workers compensation insurance.

**FUND:** A fiscal and accounting entity that has self-balancing accounts and financial transactions for specific activities or government functions. Seven commonly used fund types in governmental accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, and internal service funds.

**FUND BALANCE:** The excess of fund assets over its liabilities. A negative fund balance is sometimes called a fund deficit.

**GENERAL FUND:** The General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, charges for services and intergovernmental revenues. This fund includes most of the operating services: public protection, park and recreation, library, public works, health services, community development, and general administration.

# CITY OF APPLETON

## 2022 BUDGET

### GLOSSARY

---

**GAAP:** Generally Accepted Accounting Principles.

**GASB:** Governmental Accounting Standards Board.

**GENERAL LEDGER:** A book, file or other device, which contains the accounts necessary to reflect in summary or in detail the financial operations and the financial condition of a governmental unit.

**G.O. (GENERAL OBLIGATION) BONDS/NOTES:** Bonds/Notes that finance public projects such as streets, buildings and improvements. The repayment of these bonds are backed by the “full faith and credit” of the issuing government.

**GOVERNMENTAL FUND TYPES:** Funds used to account for the acquisition, use, and balances of expendable financial resources and the related current liabilities - except those accounted for in proprietary and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses, and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures, and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers, and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service, and capital projects.

**GREEN DOT PROGRAM:** The “Green Dot” program is a sidewalk maintenance program for existing public sidewalks. This program targets a specific area of the City each year where the Department of Public Works inspects and repairs/replaces sidewalks as needed. Treatments can range from grinding to saw cutting to complete replacement. The budget for the Green Dot program is based on completing approximately 5% of the sidewalks in the City each year.

**IN LIEU OF TAXES:** A contribution by benefactors of City services who are tax exempt, i.e. certain utilities and non-profit organizations who either choose to, or are required to, pay a “tax equivalent amount”.

**INDIRECT COSTS:** Costs associated with, but not directly attributable to, the providing of a product or service. These costs are usually incurred by other departments in the support of operating departments.

**INTEREST INCOME:** Interest earned on funds which are not immediately needed by the City.

**INTERFUND TRANSFERS:** Amounts transferred from one fund to another, primarily as reimbursements for services provided.

**INTERGOVERNMENTAL REVENUE:** Revenue received from another government in the form of grants and shared revenues. Typically, these contributions are made to local governments from the State and Federal governments and are made for specified purposes.

**INTERNAL SERVICE FUND:** Internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the County or to other governments on a cost reimbursement basis.



# CITY OF APPLETON

## 2022 BUDGET

### GLOSSARY

---

**LAPSING/NON-LAPSING BUDGET:** A lapsing budget is one for which spending authority terminates at year-end. All operating and capital budgets are considered lapsing with the exception of grant Special Revenue funds that are legally restricted for certain purposes (such as Housing and Community Development Grants).

**LEVY:** (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

**MA:** Medical Assistance, a program funded by the State of Wisconsin to help provide necessary medical care and vaccinations to persons in need.

**MODIFIED ACCRUAL:** Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., when they are both measurable and available and expenditures are recorded when the related fund liability is incurred.

**MUNICIPAL CORPORATION:** A political and corporate body established pursuant to state statutes to provide government services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population and usually is organized with the consent of its residents.

**NONEXPENDABLE TRUST FUND:** A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

**OPERATING BUDGET:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**PERFORMANCE MEASUREMENT/PERFORMANCE OBJECTIVES:** Various criteria for evaluating the outcomes of various programs, often non-financial measures. General categories include outcomes from the perspective of the direct recipient of the service (client benefits), outcomes from the broader perspective of the City (strategic outcomes), and volume measures or outputs (work process outputs) and efficiency measures (cost per unit).

**PROGRAM:** A logical grouping of department activities which serve the same broad objective. Program structure may be distinguished from organization structure because a program concerns objectives, while an organization concerns administration. The program structure, from lowest to highest level, is activity - sub program - program - major program.

**PROJECT:** A special activity involving expenditures and revenues from State and Federal agencies, e.g., Public Works construction projects.

**PROPRIETARY FUND TYPES:** The classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

**RESERVES:** A segregation of a portion of the unappropriated fund balance for a definite purpose.

# CITY OF APPLETON

## 2022 BUDGET

### GLOSSARY

---

**RESERVE FOR ENCUMBRANCES:** A reserve account that represents open encumbered contracts and purchase orders.

**REVENUE:** Funds that the government receives as income. It includes such items as taxes, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

**REVENUE BONDS:** Bonds that finance assets of Enterprise funds. The repayment of these bonds are backed by the revenue stream of the individual enterprise.

**SCADA SYSTEM:** Supervisory Control and Data Acquisition system.

**SHARED REVENUES:** Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

**SPECIAL ASSESSMENT:** A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**SPECIAL REVENUE FUNDS:** Special Revenue funds are used to account for the proceeds from specific revenue sources that are legally restricted to expenditures for specific purposes.

**TID (TAX INCREMENT DISTRICT) or TIF (TAX INCREMENT FINANCING DISTRICT):** A legal entity created by local resolution under State Statute 66.46 to promote improvements, jobs, etc. The taxes generated from the assessed value "increment" above the base year is used to finance the costs of the improvements which generate the increased assessed valuation.

**TAX LEVY:** The total amount to be raised by general property taxes for operating and debt service purposes.

**TAX LIENS:** Claims governments have upon properties until the taxes levied against them have been paid. This term is sometimes limited to those delinquent taxes the government has taken legal action to collect through the filing of liens.

**TAX RATE:** The amount of tax levied for each \$1,000 of valuation. The equalized (full) value tax rate is calculated using the equalized value of the City. The assessed value tax rate is calculated using assessed value. The tax rate per \$1 of valuation is known as the mill rate.

**TAX ROLL:** The official list showing the amount of taxes levied against each taxpayer or property.

**TAX YEAR:** The calendar year in which ad valorem property taxes are levied to finance the ensuing calendar year budget.

**TAXES:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people.

**TRUST FUNDS:** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.

# CITY OF APPLETON

## 2022 BUDGET

### GLOSSARY

---

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

# **CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM DEVELOPMENT**

---

It is the policy of the City of Appleton to maintain a Capital Improvement Program both to provide physical facilities that are responsive to the needs and demands of the public and City government and to be supportive of the long and short range economic, social and environmental development policies of the City.

Development of the Five-Year Capital Improvement Program entails planning by departments, both singly and in concert with other departments, and communication among departments and with the Mayor and the Finance Director. Project requests are submitted by departments along with their operating budget requests. An effort is made to describe projects in their entirety; for example, projects involving multiple departments or funding sources will be described on a single project request form to enhance interdepartmental project coordination. Project and operating budget requests are reviewed together by the Mayor in order to develop an integrated and coordinated capital program and to balance the operating budget impacts of projects and their funding sources. Particular attention is paid to balancing the costs of debt service with operating and cost efficiencies and economic development resulting from various capital investments. The Five-Year Capital Improvement Program is updated each year as an essential component of budget development.

The process results in the publication of a Five-Year Capital Improvement Program as part of the overall Operating Budget and Service Plan which serves as a planning tool for future growth and development in the City. Funds are appropriated in the budget for the current year only of the Capital Improvement Program, with each subsequent year being separately authorized with that year's operating budget. Sound planning, detailed project descriptions and accurate cost estimates by department staff aid in the formulation of a program that is used as a valuable management tool in accomplishing needed capital improvements within the City's ability to pay.

# CITY OF APPLETON 2022 BUDGET

## CAPITAL IMPROVEMENTS PROGRAM

### PROJECT DEFINITIONS

#### CAPITAL IMPROVEMENT PROJECT

A permanent addition to the City's assets of major importance and cost. The cost of land acquisition, construction, renovation, demolition, equipment and studies are included. Project assets should have a multi-year useful life or extend the useful life of an existing asset. The "program" includes projects costing \$25,000 or greater.

#### PROJECT COMPONENTS

*Plans:* Expenditures for feasibility studies, preliminary plans, and final plans required in the development of a capital improvement project.

*Land Acquisition:* Expenditures for the purchase of land.

*Construction:* Expenditures for construction of roads, bridges, new buildings or facilities, expansion, extension or for the demolition of existing facilities.

*Other:* Expenditures for accessory equipment of a newly constructed, rehabilitated or acquired facility. In addition, some acquisitions of major equipment purchases will be considered capital improvements.

#### FUNDING

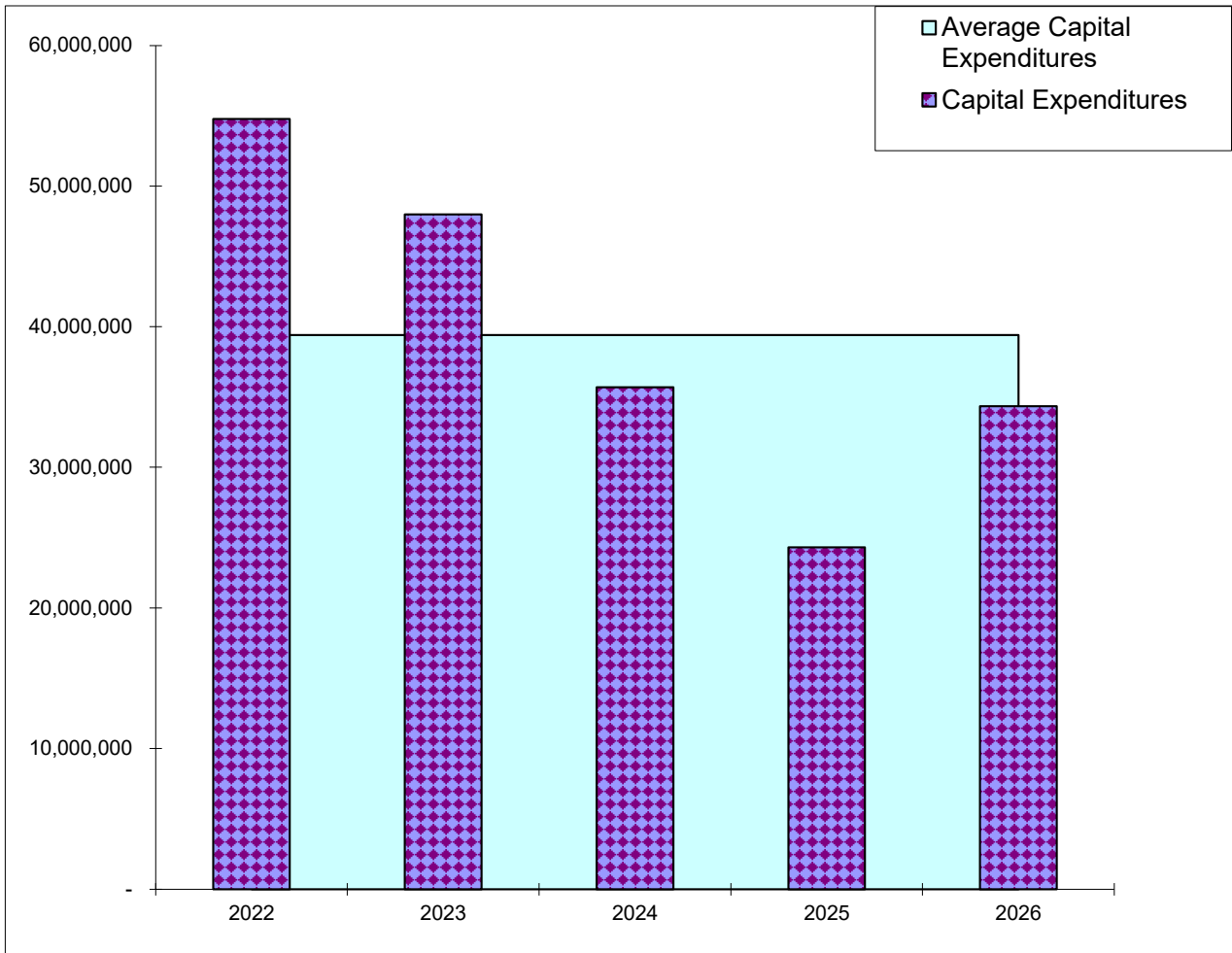
*Tax Levy (Pay-As-You-Go):* Funds generated through local taxes. In general, the City seeks to fund some ongoing infrastructure (i.e. streets, sidewalks) and relatively small projects through the levy. Included in this funding source is money raised via the wheel tax, a \$20 per vehicle fee for vehicles registered in Appleton. This fee is added to the registration fee collected by the State department of motor vehicles and remitted to the City.

*Note/Bond:* This source of funding is generated through the borrowing of funds (principal) at a cost (interest). General Obligation Notes and Revenue Bonds are the main instruments used. The City typically sells ten year serial notes and pays off a portion of the principal each year. In general, the City seeks to fund one-time major infrastructure projects (bridges, buildings) with borrowed capital in order to spread the fiscal impact over several years.

*User Fees:* Charges assessed based on the cost of capacity of the system and the volume of service provided to the customer.

*Other:* Funds provided by the State of Wisconsin and/or the U.S. Federal Government (grants), contributions by developers to finance their projects, donations or interjurisdictional payments (contractual agreement to provide services to other jurisdictions who then share in the cost of the project, thus reducing the cost to the City).

## CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026



The chart above illustrates the annual budgeted capital expenditures in comparison with the average for 2022 - 2026.

2022 includes the first phase of the construction of a renovated library on the current library site. Construction is expected to begin in 2022 and conclude in 2023. Other large building projects in 2022 include the renovation of the current Valley Transit Whitman Avenue facility, and the construction of a biosolids storage facility at the Wastewater treatment plant. Other larger projects slated for 2022 include upgrades to the belt filter presses, and completion of a multi-year electrical distribution system upgrade at the Wastewater treatment plant.

2023 includes the completion of construction of the newly renovated library, and the final phase of the construction of a new raw water lake intake from Lake Winnebago to the onshore lake station for the Water Treatment facility.

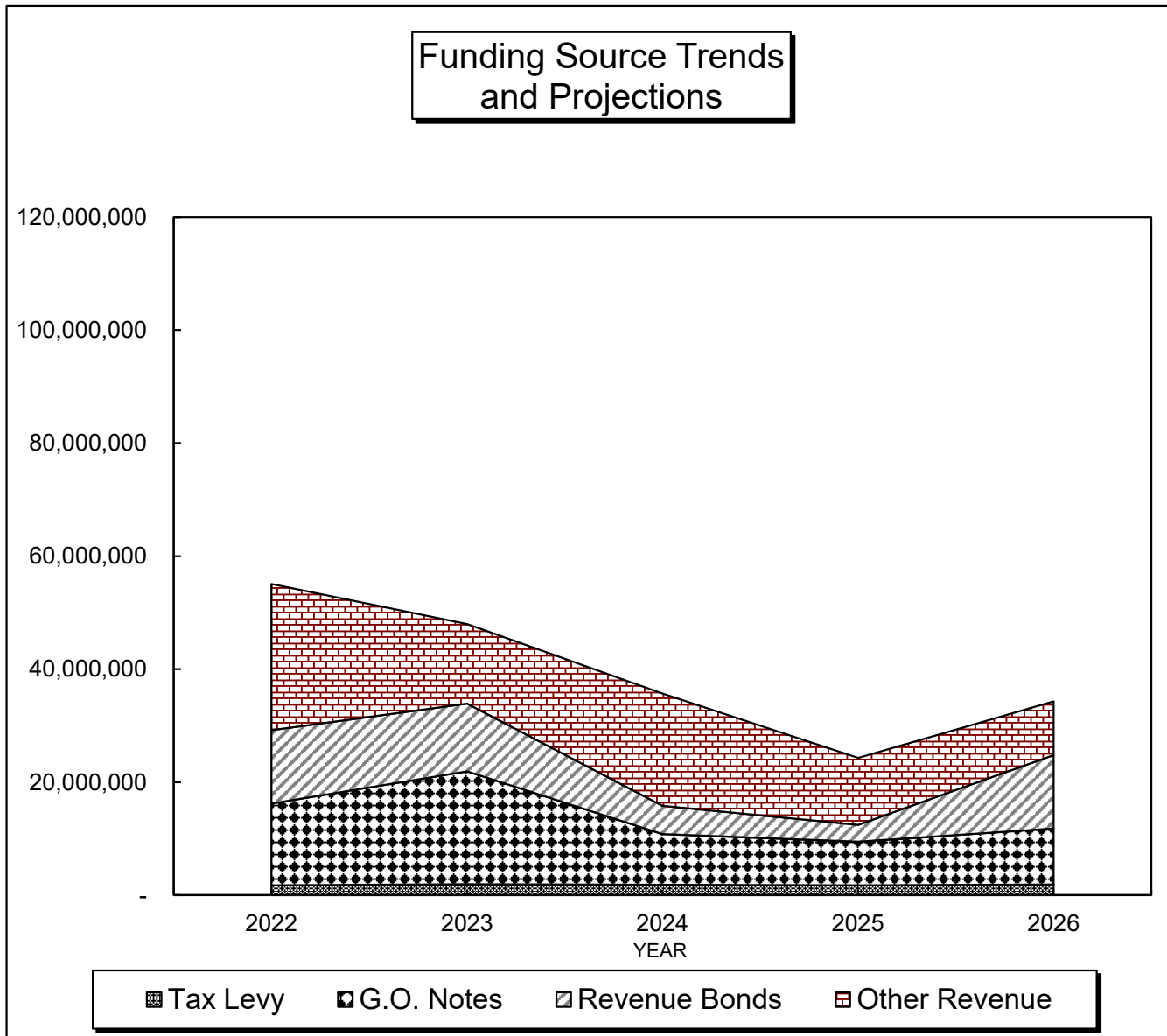
2024 includes the potential replacement of the transit center for Valley Transit, the construction of the WE Energies recreation trail to provide access from S Oneida Street to Hoover and Woodland parks, and structural improvements to the City's three parking ramps.

2025 includes design costs associated with the replacement of Fire Station 4, and continuation of structural improvements to the City's three parking ramps.

2026 includes construction of a new fire station to replace current Fire Station 4, and continuation of structural

# CITY OF APPLETON 2022 BUDGET

## CAPITAL IMPROVEMENTS PROGRAM FUNDING SOURCES



This graph represents how the Capital Improvements Program budget is financed. In general, tax levy revenue is used to fund a portion of ongoing infrastructure (i.e. streets, sidewalks) needs as well as other small projects. General obligation (G.O.) notes are used to fund larger capital projects as well as ongoing infrastructure, facility, equipment and quality of life (parks, trails, pools, etc.) capital needs. Revenue bonds are utilized by the Water, Wastewater and Stormwater Utilities to fund utility infrastructure, facility and equipment needs. Revenue bonds are not general obligations of the City but are payable from revenues generated by the respective utility. Other revenue includes funding sources such as existing reserve balances, user fees, the State of Wisconsin or U.S. Government, developer contributions, intergovernmental agreements, or donations.

**CITY OF APPLETON 2022 BUDGET**  
**CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026**  
**PROJECT CATEGORY LIST FOR 2022**

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
<b>Infrastructure</b>							
592	Bridge Improvements	PW	-	25,000	-	-	25,000
594	Public Safety Camera Program	PW	-	79,428	-	-	79,428
596	Asphalt Paving Program	PW	1,163,356	536,109	-	-	1,699,465
600	Concrete Paving Program	PW	33,044	3,939,666	-	sd 711,918	4,684,628
606	Grade and Gravel Program	PW	-	141,223	-	-	141,223
608	Sidewalk Program	PW	537,729	582,380	-	sd 184,893	1,305,002
610	Stormwater Program	SW	-	222,650	-	st 2,515,257	2,737,907
616	Watermain Program	WD	-	581,750	2,000,000	w 439,600	3,021,350
622	Sanitary Sewer Program	WW	-	189,975	-	s 2,089,551	2,279,526
<b>Facilities</b>							
630	Electrical Upgrades	PRFM	-	-	-	s 1,700,000	1,700,000
632	Facility Renovations	PRFM	-	-	-	w/s 8,800,000	8,800,000
633	Fire Station # 4 Replacement	PRFM	-	50,000	-	-	50,000
634	Grounds Improvements	PRFM	-	25,000	-	-	25,000
635	Hardscape Infrastructure Improvements/Replace.	PRFM	-	800,000	-	s 300,000	1,100,000
636	HVAC Upgrades	PRFM	-	-	-	w/s 1,350,000	1,350,000
638	Library	PRFM	-	6,160,000	-	fb 3,840,000	10,000,000
642	Safety and Security Improvements	PRFM	-	-	-	w 200,000	200,000
644	Parking Utility Maintenance and Equipment	PAR	-	-	-	p 296,000	296,000
645	Wastewater Sludge Storage Options	WW	-	-	6,200,000	s 1,000,000	7,200,000
<b>Equipment</b>							
646	Enterprise Resource Planning (ERP) System	IT	-	120,000	-	fb 205,000	325,000
647	Information Services Equipment and Infrastructure	IT	-	-	-	s 300,000	300,000
651	Mackville Landfill Monitoring Equipment	SAN	-	140,000	-	-	140,000
652	Compressor Air Systems Replacement	WF	-	-	-	w 150,000	150,000
654	Matthias Tower Hydraulic Upgrade	WF	-	-	-	w 445,000	445,000
655	Belt Filter Press Upgrades	WW	-	-	4,800,000	s -	4,800,000
656	Blended Sludge Piping Replacement	WW	-	-	-	s 450,000	450,000
658	Redundant Fiber Optic Line	WW	-	-	-	s 10,000	10,000
659	Grit Trap Vortex System Drive Replacement	WW	-	-	-	s 258,750	258,750
<b>Quality of Life</b>							
661	Park ADA Improvements	PRFM	-	25,000	-	-	25,000
662	Park Development	PRFM	-	-	-	d 100,000	100,000
663	Pavilion/Recreation Facilities	PRFM	-	240,000	-	-	240,000
666	Sport Courts	PRFM	-	275,000	-	d 500,000	775,000
668	Trails and Trail Connections	PRFM	-	50,000	-	-	50,000
			<u>\$ 1,734,129</u>	<u>\$ 14,183,181</u>	<u>\$ 13,000,000 *</u>	<u>\$ 25,845,969</u>	<u>\$ 54,763,279</u>
374	Plus: Debt Financed CEA Equipment			298,950			
	Total GO Notes			14,482,131			
	Less: TIF Funded GO Notes			994,375			
	Property Tax Funded GO Notes			<u>\$ 13,188,806</u>			

Other Supplemental Information:

Sewer User Fees (s):	* \$ 7,158,301
Water User Fees (w):	1,834,600
Stormwater User Fees (st):	2,515,257
Valley Transit Capital Grants (v):	8,500,000
Subdivision (sd):	896,811
Fund Balance (fb)	4,045,000
Donations (d)	600,000
Parking User Fees (p)	296,000
	<u>\$ 25,845,969</u>

\* Revenue bond total does not include \$5,000,000 borrowing that was delayed for the 2021 raw water line project. Assuming the project is carried over from 2021 to 2022, an additional \$5,000,000 of water revenue bonds will need to be issued in 2022.



**CITY OF APPLETON 2022 BUDGET**  
**CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026**  
**PROJECT CATEGORY LIST FOR 2023**

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
<b>Infrastructure</b>							
593	Pedestrian Crosswalk Safety Enhancements	PW	-	62,835	-	-	62,835
594	Public Safety Camera Program	PW	-	130,328	-	-	130,328
596	Asphalt Paving Program	PW	866,400	188,462	-	-	1,054,862
600	Concrete Paving Program	PW	446,547	3,243,031	-	sd 1,064,432	4,754,010
606	Grade and Gravel Program	PW	46,295	498,767	-	-	545,062
608	Sidewalk Program	PW	581,574	500,793	-	sd 118,323	1,200,690
610	Stormwater Program	SW	-	-	-	st 6,816,615	6,816,615
616	Watermain Program	WD	-	-	1,000,000	w 2,170,611	3,170,611
622	Sanitary Sewer Program	WW	-	-	2,000,000	s 35,831	2,035,831
628	Second Raw Water Line	WD	-	-	9,000,000	w 920,000	9,920,000
<b>Facilities</b>							
632	Facility Renovations	PRFM	-	-	-	s 200,000	200,000
634	Grounds Improvements	PRFM	-	25,000	-	-	25,000
635	Hardscape Infrastructure Improvements/Replace.	PRFM	-	300,000	-	w 250,000	550,000
636	HVAC Upgrades	PRFM	-	725,000	-	s 650,000	1,375,000
638	Library	PRFM	-	13,542,500	-	-	13,542,500
639	Lighting Upgrades	PRFM	-	-	-	s 75,000	75,000
641	Roof Replacement	PRFM	-	-	-	s 350,000	350,000
642	Safety and Security Improvements	PRFM	-	50,000	-	-	50,000
644	Parking Utility Maintenance and Equipment	PAR	-	-	-	p 350,000	350,000
<b>Equipment</b>							
646	Enterprise Resource Planning (ERP) System	IT	-	250,000	-	-	250,000
647	Information Services Equipment and Infrastructure	IT	-	250,000	-	-	250,000
648	Radio Communication Equipment	AFD	-	-	-	g 320,000	320,000
649	Self Contained Breathing Apparatus	AFD	-	-	-	g 170,400	170,400
650	Survey Instrument Replacement	PW	-	45,000	-	-	45,000
651	Mackville Landfill Monitoring Equipment	SAN	-	20,000	-	-	20,000
653	Motor Control Center Fire Protection	WF	-	-	-	w 488,000	488,000
658	Redundant Fiber Optic Line	WW	-	-	-	s 50,000	50,000
<b>Quality of Life</b>							
661	Park ADA Improvements	PRFM	-	25,000	-	-	25,000
662	Park Development	PRFM	-	100,000	-	-	100,000
665	Reid Golf Course	PRFM	-	-	-	o 55,000	55,000
			<u>\$ 1,940,816</u>	<u>\$ 19,956,716</u>	<u>\$12,000,000</u>	<u>\$ 14,084,212</u>	<u>\$ 47,981,744</u>
Less: TIF Funded GO Notes				2,400,678			
Property Tax Funded GO Notes				<u>17,556,038</u>			

Other Supplemental Information:

Sewer User Fees (s):	* \$ 1,360,831
Water User Fees (w):	3,828,611
Stormwater User Fees (st):	6,816,615
Subdivision (sd):	1,182,755
Parking User Fees (p)	350,000
Grants (g)	490,400
Reid Golf User Fees (o):	55,000
	<u>\$ 14,084,212</u>

**CITY OF APPLETON 2022 BUDGET**  
**CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026**  
**PROJECT CATEGORY LIST FOR 2024**

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
<b>Infrastructure</b>							
592	Bridge Improvements	PW	-	548,558	-	-	548,558
593	Pedestrian Crosswalk Safety Enhancements	PW	-	52,835	-	-	52,835
594	Public Safety Camera Program	PW	-	99,328	-	-	99,328
595	Traffic Signal Controller Replacement	PW	-	155,750	-	-	155,750
596	Asphalt Paving Program	PW	1,275,571	395,462	-	-	1,671,033
600	Concrete Paving Program	PW	-	2,294,856	-	sd 994,513	3,289,369
606	Grade and Gravel Program	PW	-	748,053	-	-	748,053
608	Sidewalk Program	PW	593,382	413,078	-	sd 159,623	1,166,083
610	Stormwater Program	SW	-	-	-	st 4,089,607	4,089,607
616	Watermain Program	WD	-	-	1,500,000	w 403,530	1,903,530
622	Sanitary Sewer Program	WW	-	-	3,500,000	s 40,799	3,540,799
<b>Facilities</b>							
630	Electrical Upgrades	PRFM	-	25,000	-	-	25,000
631	Elevator Replacement	PRFM	-	-	-	s 350,000	350,000
632	Facility Renovations	PRFM	-	75,000	-	-	75,000
634	Grounds Improvements	PRFM	-	25,000	-	-	25,000
635	Hardscape Infrastructure Improvements/Replace.	PRFM	-	300,000	-	s 250,000	550,000
636	HVAC Upgrades	PRFM	-	175,000	-	w/s 600,000	775,000
637	Interior Finishes and Furniture	PRFM	-	150,000	-	-	150,000
639	Lighting Upgrades	PRFM	-	225,000	-	s/v 175,000	400,000
640	Plumbing Upgrades	PRFM	-	300,000	-	-	300,000
641	Roof Replacement	PRFM	-	125,000	-	-	125,000
642	Safety and Security Improvements	PRFM	-	350,000	-	-	350,000
643	Transit Center Replacement	PRFM	-	-	-	v 10,000,000	10,000,000
644	Parking Utility Maintenance and Equipment	PAR	-	-	-	p 1,700,000	1,700,000
<b>Equipment</b>							
646	Enterprise Resource Planning (ERP) System	IT	-	250,000	-	-	250,000
647	Information Services Equipment and Infrastructure	IT	-	175,000	-	-	175,000
650	Survey Instrument Replacement	PW	-	25,000	-	-	25,000
651	Mackville Landfill Monitoring Equipment	SAN	-	50,000	-	-	50,000
657	Lift Station Improvements	WW	-	-	-	s 400,000	400,000
<b>Quality of Life</b>							
661	Park ADA Improvements	PRFM	-	25,000	-	-	25,000
663	Pavilion/Recreation Facilities	PRFM	-	250,000	-	-	250,000
664	Playground Areas	PRFM	-	450,000	-	-	450,000
665	Reid Golf Course	PRFM	-	-	-	o 40,000	40,000
667	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
668	Trails and Trail Connections	PRFM	-	1,250,000	-	g 666,300	1,916,300
			<b>\$ 1,868,953</b>	<b>\$ 8,962,920</b>	<b>\$ 5,000,000</b>	<b>\$ 19,869,372</b>	<b>\$ 35,701,245</b>

Other Supplemental Information:	
Sewer User Fees (s):	* \$ 1,615,799
Water User Fees (w):	503,530
Stormwater User Fees (st):	4,089,607
Valley Transit Capital Grants (v):	10,100,000
Subdivision (sd):	1,154,136
Parking User Fees (p)	1,700,000
Grants (g)	666,300
Reid Golf User Fees (o):	40,000
	<b>\$ 19,869,372</b>

**CITY OF APPLETON 2022 BUDGET**  
**CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026**  
**PROJECT CATEGORY LIST FOR 2025**

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
<b>Infrastructure</b>							
592	Bridge Improvements	PW	-	140,000	-	-	140,000
593	Pedestrian Crosswalk Safety Enhancements	PW	-	47,835	-	-	47,835
594	Public Safety Camera Program	PW	-	135,328	-	-	135,328
595	Traffic Signal Controller Replacement	PW	-	155,750	-	-	155,750
596	Asphalt Paving Program	PW	1,177,868	77,639	-	-	1,255,507
600	Concrete Paving Program	PW	-	2,867,321	-	sd 736,982	3,604,303
606	Grade and Gravel Program	PW	-	453,007	-	-	453,007
608	Sidewalk Program	PW	563,042	448,149	-	sd 127,248	1,138,439
610	Stormwater Program	SW	-	-	-	st 5,295,219	5,295,219
616	Watermain Program	WD	-	-	3,000,000	w 728,460	3,728,460
622	Sanitary Sewer Program	WW	-	-	-	s 1,788,997	1,788,997
<b>Facilities</b>							
629	Building Envelope	PRFM	-	150,000	-	s 40,000	190,000
630	Electrical Upgrades	PRFM	-	225,000	-	-	225,000
632	Facility Renovations	PRFM	-	425,000	-	-	425,000
633	Fire Station # 4 Replacement	PRFM	-	750,000	-	-	750,000
634	Grounds Improvements	PRFM	-	25,000	-	-	25,000
635	Hardscape Infrastructure Improvements/Replace.	PRFM	-	500,000	-	w 250,000	750,000
636	HVAC Upgrades	PRFM	-	375,000	-	s 550,000	925,000
637	Interior Finishes and Furniture	PRFM	-	100,000	-	-	100,000
639	Lighting Upgrades	PRFM	-	450,000	-	-	450,000
641	Roof Replacement	PRFM	-	-	-	s 200,000	200,000
642	Safety and Security Improvements	PRFM	-	175,000	-	-	175,000
644	Parking Utility Maintenance and Equipment	PAR	-	-	-	p 1,700,000	1,700,000
<b>Equipment</b>							
657	Lift Station Improvements	WW	-	-	-	s 400,000	400,000
<b>Quality of Life</b>							
661	Park ADA Improvements	PRFM	-	25,000	-	-	25,000
664	Playground Areas	PRFM	-	180,000	-	-	180,000
665	Reid Golf Course	PRFM	-	-	-	o 35,000	35,000
			<b>\$ 1,740,910</b>	<b>\$ 7,705,029</b>	<b>\$ 3,000,000</b>	<b>\$11,851,906</b>	<b>\$ 24,297,845</b>

Other Supplemental Information:

Sewer User Fees (s):	* \$ 2,978,997
Water User Fees (w):	978,460
Stormwater User Fees (st):	5,295,219
Subdivision (sd):	864,230
Parking User Fees (p)	1,700,000
Reid Golf User Fees (o):	35,000
	<u>\$ 11,851,906</u>

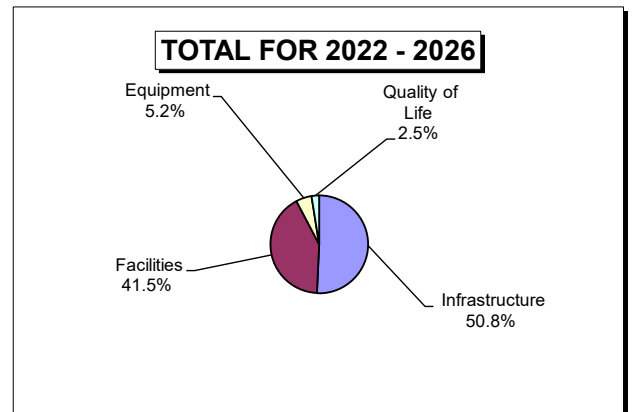
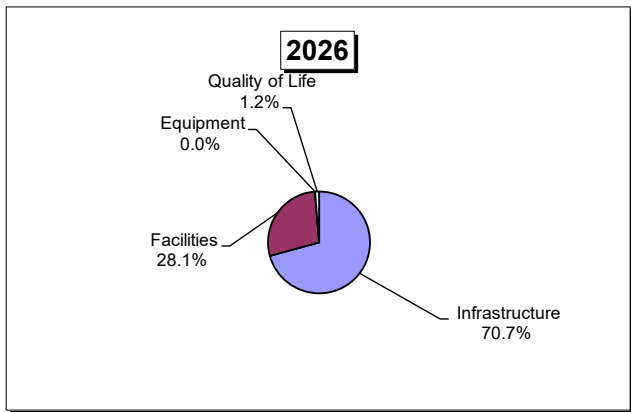
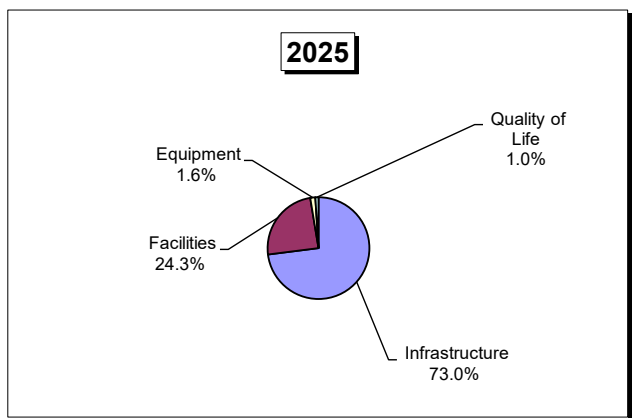
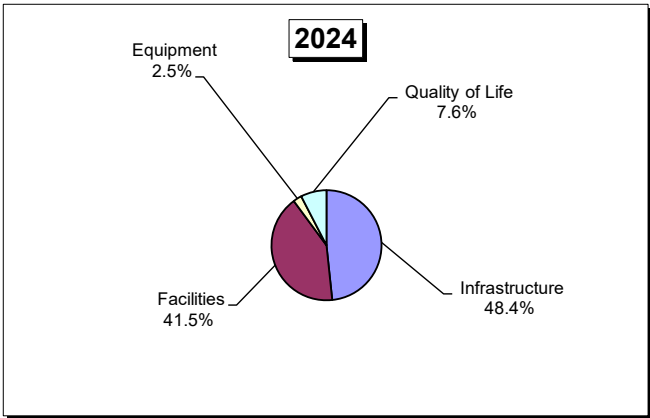
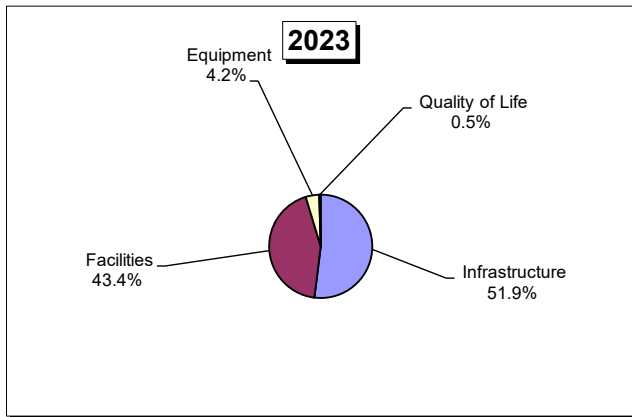
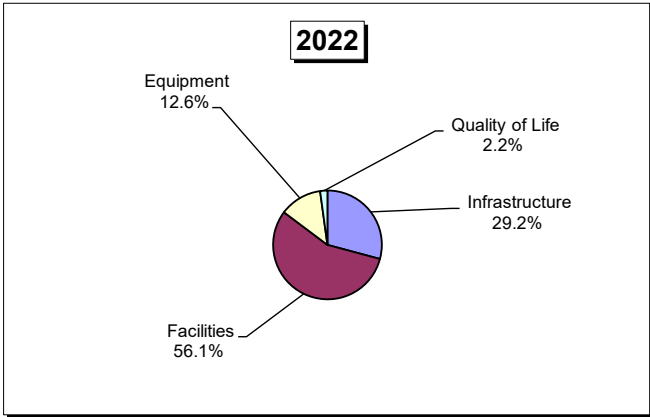
**CITY OF APPLETON 2022 BUDGET**  
**CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026**  
**PROJECT CATEGORY LIST FOR 2026**

Page	Project	Dept. Code	Funding Source				Project Total
			Wheel Tax / Tax Levy	G.O. Notes	Rev. Bonds	Other	
<b>Infrastructure</b>							
592	Bridge Improvements	PW	-	85,000	-	-	85,000
594	Public Safety Camera Program	PW	-	96,828	-	-	96,828
596	Asphalt Paving Program	PW	1,282,155	859,284	-	-	2,141,439
600	Concrete Paving Program	PW	-	2,039,043	-	sd 1,435,407	3,474,450
606	Grade and Gravel Program	PW	-	180,691	-	-	180,691
608	Sidewalk Program	PW	594,755	442,087	-	sd 212,073	1,248,915
610	Stormwater Program	SW	-	-	5,000,000	st 2,584,537	7,584,537
616	Watermain Program	WD	-	-	3,500,000	w 1,017,530	4,517,530
622	Sanitary Sewer Program	WW	-	-	4,500,000	s 443,838	4,943,838
<b>Facilities</b>							
629	Building Envelope	PRFM	-	-	-	w 80,000	80,000
630	Electrical Upgrades	PRFM	-	200,000	-	-	200,000
631	Elevator Replacement	PRFM	-	-	-	s 350,000	350,000
632	Facility Renovations	PRFM	-	150,000	-	s 450,000	600,000
633	Fire Station # 4 Replacement	PRFM	-	4,500,000	-	-	4,500,000
634	Grounds Improvements	PRFM	-	25,000	-	-	25,000
635	Hardscape Infrastructure Improvements/Replace.	PRFM	-	575,000	-	s 250,000	825,000
636	HVAC Upgrades	PRFM	-	125,000	-	w/s 850,000	975,000
637	Interior Finishes and Furniture	PRFM	-	35,000	-	-	35,000
639	Lighting Upgrades	PRFM	-	100,000	-	s 75,000	175,000
642	Safety and Security Improvements	PRFM	-	175,000	-	-	175,000
644	Parking Utility Maintenance and Equipment	PAR	-	-	-	p 1,700,000	1,700,000
<b>Quality of Life</b>							
660	AMP Renovations	PRFM	-	125,000	-	-	125,000
661	Park ADA Improvements	PRFM	-	25,000	-	-	25,000
664	Playground Areas	PRFM	-	125,000	-	-	125,000
665	Reid Golf Course	PRFM	-	-	-	o 80,000	80,000
666	Sport Courts	PRFM	-	35,000	-	-	35,000
667	Statue and Monument Restoration	PRFM	-	30,000	-	-	30,000
			<b>\$ 1,876,910</b>	<b>\$ 9,927,933</b>	<b>\$ 13,000,000</b>	<b>\$ 9,528,385</b>	<b>\$ 34,333,228</b>

Other Supplemental Information:

Sewer User Fees (s):	* \$ 2,168,838
Water User Fees (w):	1,347,530
Stormwater User Fees (st):	2,584,537
Subdivision (sd):	1,647,480
Parking User Fees (p)	1,700,000
Reid Golf User Fees (o):	80,000
	<u>\$ 9,528,385</u>

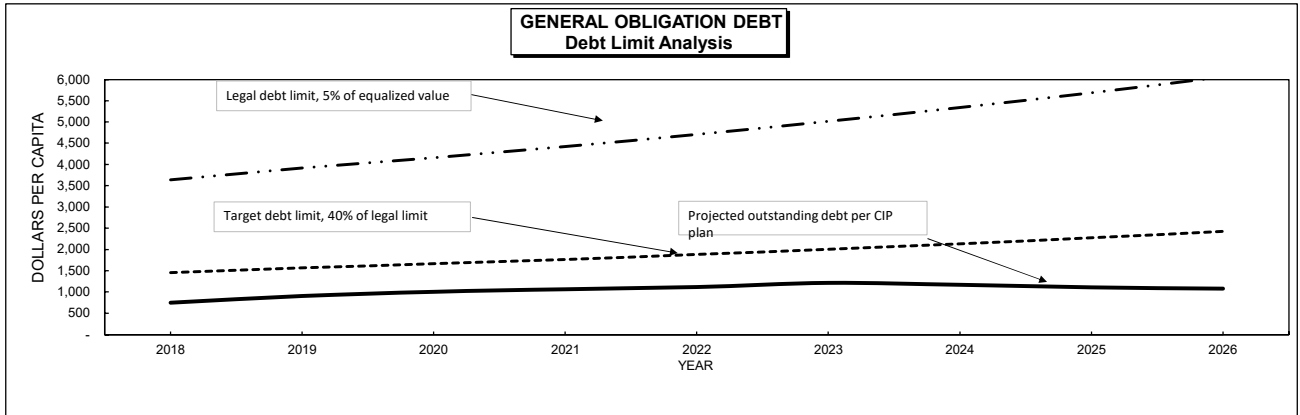
**CITY OF APPLETON 2022 BUDGET  
CAPITAL IMPROVEMENTS PROGRAM, 2022 - 2026  
CAPITAL PROJECTS BY CATEGORY**



## CITY OF APPLETON 2022 BUDGET

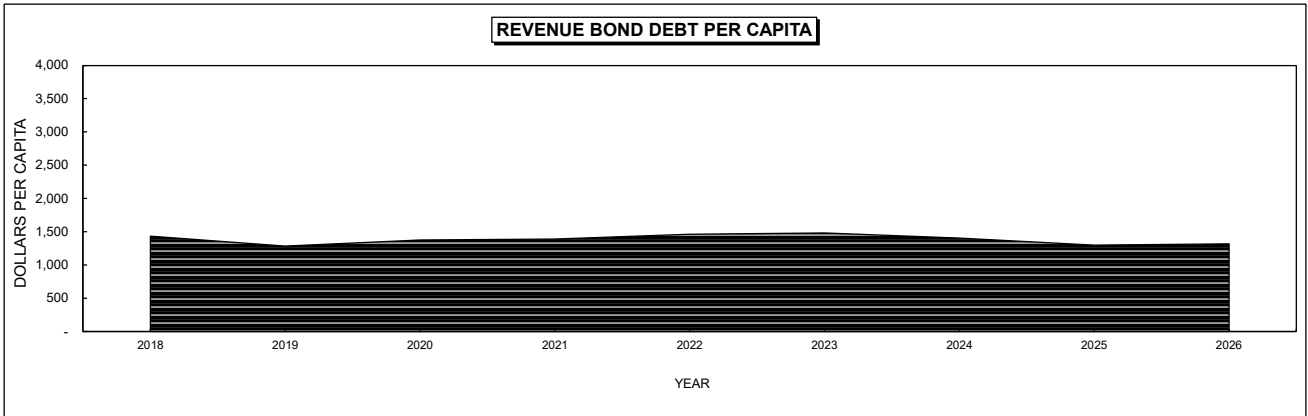
### Outstanding Debt

	2018	2019	2020	2021	2022	2023	2024	2025	2026
Equalized Value	5,443,435,200	5,855,356,700	6,200,311,200	6,688,360,800	7,153,348,400	7,650,662,800	8,182,551,500	8,751,418,100	9,359,833,400
Legal G.O. Debt Limit	272,171,760	292,767,835	310,015,560	334,418,040	357,667,420	382,533,140	409,127,575	437,570,905	467,991,670
Outstanding G.O. Debt *	56,043,804	67,626,932	75,071,932	80,868,053	84,971,234	92,557,950	89,565,870	85,177,899	83,220,832
Population	74,734	74,739	74,465	75,644	75,951	76,259	76,569	76,880	77,192
G.O. Debt per Capita									
Legal Limit	3,642	3,917	4,163	4,421	4,709	5,016	5,343	5,692	6,063
Policy Limit	1,457	1,567	1,665	1,768	1,884	2,006	2,137	2,277	2,425
Actual	750	905	1,008	1,069	1,119	1,214	1,170	1,108	1,078
Revenue Bonds									
Outstanding Bonds	107,080,000	96,075,000	102,535,000	104,995,000	111,035,000	112,942,471	107,404,162	99,738,370	101,658,312
Revenue Bonds per Capita	1,433	1,285	1,377	1,388	1,462	1,481	1,403	1,297	1,317

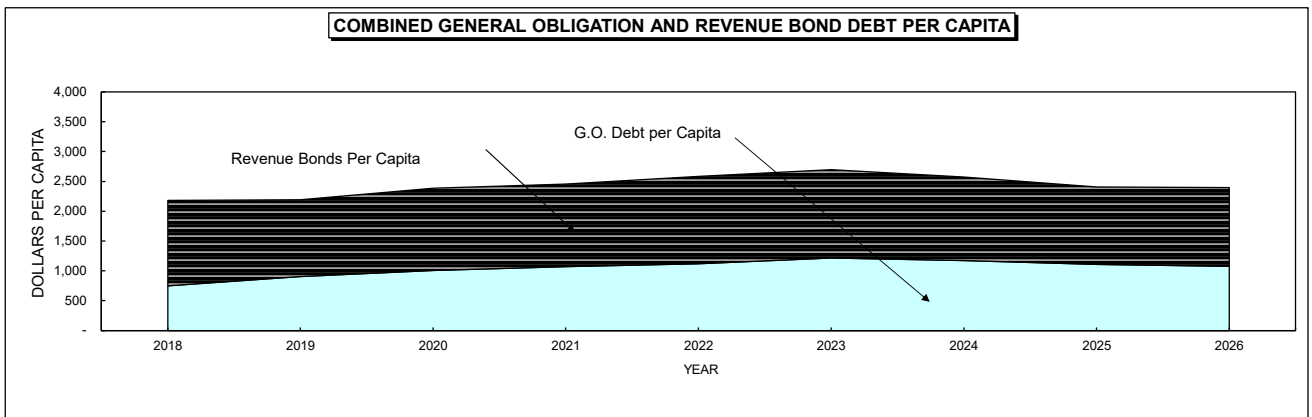


The above illustration does not include revenue bond obligations as consistent with State Statutes defining debt for limitation purposes. Projections for 2021 - 2026 include estimates for population and equalized valuation figures based on the actual increase experienced from 2017 - 2020.

The level of revenue bond debt for the same period is shown below to assess the total debt picture.



The graph below shows combined general obligation debt and revenue bond debt.



\* Net of available debt service reserves.



# **CITY OF APPLETON CAPITAL IMPROVEMENTS PROGRAM 2022 - 2026 PROJECT REQUEST FORMS**

---

Project request forms for those projects to be funded in the 2022 - 2026 Capital Improvements Program are included in this section.





**CITY OF APPLETON 2021 BUDGET  
CAPITAL IMPROVEMENTS PROGRAM, 2022-2026**

**PROJECT CATEGORY LIST**

Page	Project	Dept. Code	2022	2023	2024	2025	2026
<b>Infrastructure</b>							
592	Bridge Improvements	PW	25,000	-	548,558	140,000	85,000
593	Pedestrian Crosswalk Safety Enhancements	PW	-	62,835	52,835	47,835	-
594	Public Safety Camera Program	PW	79,428	130,328	99,328	135,328	96,828
595	Traffic Signal Controller Replacement	PW	-	-	155,750	155,750	-
596	Asphalt Paving Program	PW	1,699,465	1,054,862	1,671,033	1,255,507	2,141,439
600	Concrete Paving Program	PW	4,684,628	4,754,010	3,289,369	3,604,303	3,474,450
606	Grade and Gravel Program	PW	141,223	545,062	748,053	453,007	180,691
608	Sidewalk Program	PW	1,305,002	1,200,690	1,166,083	1,138,439	1,248,915
610	Stormwater Program	SW	2,737,907	6,816,615	4,089,607	5,295,219	7,584,537
616	Watermain Program	WD	3,021,350	3,170,611	1,903,530	3,728,460	4,517,530
622	Sanitary Sewer Program	WW	2,279,526	2,035,831	3,540,799	1,788,997	4,943,838
628	Second Raw Water Line	WF	-	9,920,000	-	-	-
<b>Facilities</b>							
629	Building Envelope	PRFM	-	-	-	190,000	80,000
630	Electrical Upgrades	PRFM	1,700,000	-	25,000	225,000	200,000
631	Elevator Replacement	PRFM	-	-	350,000	-	350,000
632	Facility Renovations	PRFM	8,800,000	200,000	75,000	425,000	600,000
633	Fire Station # 4 Replacement	PRFM	50,000	-	-	750,000	4,500,000
634	Grounds Improvements	PRFM	25,000	25,000	25,000	25,000	25,000
635	Hardscape Infrastructure Improvements/Replace.	PRFM	1,100,000	550,000	550,000	750,000	825,000
636	HVAC Upgrades	PRFM	1,350,000	1,375,000	775,000	925,000	975,000
637	Interior Finishes and Furniture	PRFM	-	-	150,000	100,000	35,000
638	Library	PRFM	10,000,000	13,542,500	-	-	-
639	Lighting Upgrades	PRFM	-	75,000	400,000	450,000	175,000
640	Plumbing Upgrades	PRFM	-	-	300,000	-	-
641	Roof Replacement	PRFM	-	350,000	125,000	200,000	-
642	Safety and Security Improvements	PRFM	200,000	50,000	350,000	175,000	175,000
643	Transit Center	PRFM	-	-	10,000,000	-	-
644	Parking Utility Maintenance and Equipment	PAR	296,000	350,000	1,700,000	1,700,000	1,700,000
645	Wastewater Sludge Storage Options	WW	7,200,000	-	-	-	-
<b>Equipment</b>							
646	Enterprise Resource Planning (ERP) System	IT	325,000	250,000	250,000	-	-
647	Information Technology Equipment and Infrastructure	IT	300,000	250,000	175,000	-	-
648	Radio Communication Equipment	AFD	-	320,000	-	-	-
649	Self-Contained Breathing Apparatus & Spare Bottles	AFD	-	170,400	-	-	-
650	Survey Instrument Replacement	PW	-	45,000	25,000	-	-
651	Mackville Landfill Monitoring Equipment	SAN	140,000	20,000	50,000	-	-
652	Compressor Air Systems Replacement	WF	150,000	-	-	-	-
653	Motor Control Center Fire Protection	WF	-	488,000	-	-	-
654	Matthias Tower Hydraulic Upgrade	WF	445,000	-	-	-	-
655	Belt Filter Press Upgrades	WW	4,800,000	-	-	-	-
656	Blended Sludge Piping Replacement	WW	450,000	-	-	-	-
657	Lift Station Improvements	WW	-	-	400,000	400,000	-
658	Redundant Fiber Optic Line	WW	10,000	50,000	-	-	-
659	Grit Trap Vortex System Drive Replacement	WW	258,750	-	-	-	-
<b>Quality of Life</b>							
660	AMP Master Plan Renovations	PRFM	-	-	-	-	125,000
661	Park ADA Improvements	PRFM	25,000	25,000	25,000	25,000	25,000
662	Park Development	PRFM	100,000	100,000	-	-	-
663	Pavilion/Recreation Facilities	PRFM	240,000	-	250,000	-	-
664	Playground Areas	PRFM	-	-	450,000	180,000	125,000
665	Reid Golf Course	PRFM	-	55,000	40,000	35,000	80,000
666	Sport Courts	PRFM	775,000	-	-	-	35,000
667	Statue and Monument Restoration	PRFM	-	-	30,000	-	30,000
668	Trails & Trail Connections	PRFM	50,000	-	1,916,300	-	-
			<b>\$54,763,279</b>	<b>\$47,981,744</b>	<b>\$35,701,245</b>	<b>\$24,297,845</b>	<b>\$34,333,228</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Bridge Improvements

## PROJECT DESCRIPTION

Justification:

**Olde Oneida Street over S. Power Canal\***

The existing structure has deteriorating prestressed concrete girders, which is the basis for the current 25-ton weight limit posting. We received design and construction funding from the State through the Local Bridge Program. Design has started in 2021. Funds are included for construction in 2024 and we anticipate an 80% cost share from the State. The State will hold the contracts on these projects.

**Memorial Drive over Fox River\***

The 2022 expenditure represents the cost of a rehabilitation report needed to assess the structure. This report is required when applying for Trans 213 Local Bridge Program funding. Based on recent consultant bridge inspections and recommendations, this bridge is a candidate for a concrete deck replacement and repainting of the structural steel. Future funds for design and construction will be added in 2026 and 2028 respectively. We anticipate applying for design and construction funds in 2023 and anticipate an 80% cost share from the State if this project is selected. The State will hold the contracts on these projects.

**South Island Street over the Power Canal\***

The existing structure has deteriorated wearing surfaces, spalling, and delamination of the prestressed concrete box-girders. Future funds are included for design in 2025 and construction in 2027. We anticipate applying for design and construction funds for South Island Street in 2023 and anticipate an 80% cost share from the State if this project is selected. The State will hold the contracts on these projects.

\*Part of the State run Local Bridge Program

Discussion of operating cost impact:

These repair projects are not expected to affect other operating costs.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Public Works						
Olde Oneida St. over S. Canal	-	-	548,558	-	-	\$ 548,558
S. Island St. over Power Canal	-	-	-	140,000	-	\$ 140,000
Memorial Dr. over Fox River	25,000	-	-	-	85,000	\$ 110,000
<b>Total - Public Works Capital Projects Fund</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 548,558</b>	<b>\$ 140,000</b>	<b>\$ 85,000</b>	<b>\$ 798,558</b>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	25,000	-	-	140,000	85,000	\$ 250,000
Construction	-	-	548,558	-	-	\$ 548,558
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 548,558</b>	<b>\$ 140,000</b>	<b>\$ 85,000</b>	<b>\$ 798,558</b>
Operating Cost Impact	-	-	-	-	-	-

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Pedestrian Crosswalk and School Zone Safety Enhancements

## PROJECT DESCRIPTION

**Justification:**

In early 2017, the Common Council adopted the *Crosswalk Marking/Enhancement Policy for Uncontrolled Crossings at Intersections*. This policy was developed as a tool to identify potentially hazardous pedestrian crossing locations and guide/prioritize improvements. The recommended improvements identified below are intended to: 1) provide enhanced pedestrian crossings at reasonable intervals across arterial streets and, in doing so, provide important connections between neighborhoods and other destinations; and 2) provide enhanced conspicuity for school zones that fall on certain higher-volume roadways. The recommended improvements at each particular location vary based on factors such as traffic volume, traffic speed, lane configurations, the ability to install a raised median, and whether the necessary right-of-way is available.

2023 - Memorial Dr/River Rd: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$45,000)

2023 - Various Locations: Pavement marking/other misc. enhancements (\$10,000)

2024 - Badger Av / Winnebago St: Overhead push-button RRFB/continental crosswalks/street light upgrade (\$45,000)

2025 - Wisconsin Av/Owaissa St: Raised median/push-button RRFB/cont. crosswalks/extend sidewalk to south (\$30,000)

2025 - Various Locations: Pavement marking/other misc. enhancements (\$10,000)

The enhanced pedestrian crossing on Meade Street at the trail crossing south of Apple Creek (overhead push-button RRFB/continental crosswalks/street light) was included as part of a budget adjustment in 2021 and will be constructed in 2022.

The completion of the projects listed will conclude phase one of the Pedestrian Crosswalk and School Zone Safety Enhancement Program. An overall review of the program, and recommendations for a potential phase two, will be performed for future budget consideration.

**Discussion of operating cost impact:**

The equipment that is proposed will need to be maintained and eventually need to be replaced. On average, electrical equipment would require full replacement at ~20 years. Additionally, we will incur new ongoing electrical costs (~\$120/location/year) or costs to maintain solar equipment (~\$100/location/year).

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Public Works Pedestrian Crossing Enhancements	-	62,835	52,835	47,835	-	\$ 163,505
<b>Total - Public Works Capital Projects Fund</b>	<b>\$ -</b>	<b>\$ 62,835</b>	<b>\$ 52,835</b>	<b>\$ 47,835</b>	<b>\$ -</b>	<b>\$ 163,505</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	-	55,000	45,000	40,000	-	140,000
Other	-	7,835	7,835	7,835	-	23,505
<b>Total</b>	<b>\$ -</b>	<b>\$ 62,835</b>	<b>\$ 52,835</b>	<b>\$ 47,835</b>	<b>\$ -</b>	<b>\$ 163,505</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,358</b>	<b>\$ 2,358</b>	<b>\$ -</b>	<b>\$ 4,716</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Public Safety Camera Program

## PROJECT DESCRIPTION

**Justification:**

The public safety camera program, which began in 2006, has proven to be an invaluable tool for City staff in numerous departments. This system is used extensively to monitor and analyze daily traffic, monitor and react in real time to work zone traffic issues, monitor and react in real time to traffic incidents, reconstruct traffic crashes, monitor winter road conditions, effectively deal with public safety issues, along with many other daily uses. It has become an irreplaceable asset that helps staff in multiple departments to conduct their duties much more

While the growth of the system has slowed significantly in the past few years, the cameras and their underlying network architecture will need to be replaced regularly due to functional obsolescence and reliability issues. The table below outlines the proposed investments related to replacement and expansion of the system. Of particular note is the proposal to move from the existing, overloaded & unreliable virtual servers to specialized physical servers, allowing for improved reliability and redundancy, as well as bandwidth & storage growth.

Description	2022	2023	2024	2025	2026	
Physical Server/ACC Upgrade	\$ -	\$ 31,000	\$ -	\$ 36,000	\$ -	
Camera Replacement (7-yr cycle)	\$ 50,400	\$ 50,400	\$ 50,400	\$ 50,400	\$ 50,400	\$ 50,400
Network Component Replacement (12-yr cycle)	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
ALPR System Expansion (2 cams/yr)	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Camera Additions (3/yr)	\$ 4,600	\$ 12,500	\$ 12,500	\$ 12,500	\$ 10,000	\$ 10,000
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ 125,900</b>	<b>\$ 94,900</b>	<b>\$ 130,900</b>	<b>\$ 92,400</b>	

**Discussion of operating cost impact:**

ALPR cameras require a licensing fee of \$80/camera/year, which will be funded by APD

## DEPARTMENT COST SUMMARY

DEPARTMENT/PHASE	2022	2023	2024	2025	2026	Total
Public Works						
Public Safety Camera Program	79,428	130,328	99,328	135,328	96,828	\$ 541,241
<b>Total - Public Works Capital Projects Fund</b>	<b>\$ 79,428</b>	<b>\$ 130,328</b>	<b>\$ 99,328</b>	<b>\$ 135,328</b>	<b>\$ 96,828</b>	<b>\$ 541,241</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	75,000	125,900	94,900	130,900	92,400	519,100
Other	4,428	4,428	4,428	4,428	4,428	22,141
<b>Total</b>	<b>\$ 79,428</b>	<b>\$ 130,328</b>	<b>\$ 99,328</b>	<b>\$ 135,328</b>	<b>\$ 96,828</b>	<b>\$ 541,241</b>
Operating Cost Impact	\$ 160	\$ 320	\$ 480	\$ 640	\$ 800	\$ 2,400

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Traffic Signal Control Software and Controller Replacement Program

## PROJECT DESCRIPTION

**Justification:**

In the traffic signal industry, the interoperability between different brands of signal controllers and centralized control software systems is extremely limited due to proprietary design and functionality. For this reason, agencies are essentially forced to sole source a certain manufacturer's products from top to bottom. The City decided to sole source its traffic signal controllers to Eagle starting in the 1970's. Following Eagle's purchase by Siemens, Siemens has been the sole-source supplier for our centralized control and monitoring software in order to ensure full interoperability with our existing controllers. Centralized control and monitoring software allows for remote access to settings, real-time diagnostics, time synchronization, real-time alerts, and a host of other functionality that is critical to operating a modern traffic signal system.

In recent years, our experience with the Siemens control software and its support has continued to decline, with an increasing number of significant operational concerns with each update, leaving us with diminished functionality, which impedes our ability to properly operate our system. More importantly, we have experienced a growing lack of attention to the issues we identify and bring to their attention and have an overall sense that their product development is falling behind industry norms. Based on this experience and the research we have done regarding other manufacturers' products, we feel it is in the City's best interest to start moving away from Siemens. Based on the same concerns we have had with Siemens, Wisconsin DOT recently did the same thing, and transitioned away from Siemens to a different manufacturer across the entire state.

With this request, we are proposing to transition to a new manufacturer for traffic signal controllers and control software. Due to the complexities associated with operating parallel systems for an extended period of time, we are proposing only a two year transition for procuring controllers and centralized control and monitoring software. Many of our existing controllers are already nearing the end of their normal life span and would be programmed for replacement in the coming years irrespective of this request. We are currently working with Wisconsin DOT and other municipalities in the Midwest to learn of their perspectives and experiences, to help us identify manufacturers and sales/technical support relationships to consider.

**Discussion of operating cost impact:**

Since this equipment and software will be replacements for existing equipment, no incremental operating cost impact is expected.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Public Works						
Traffic Controller Modernization Program	-	-	155,750	155,750	-	\$ 311,500
<b>Total - Public Works Capital Projects Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 155,750</b>	<b>\$ 155,750</b>	<b>\$ -</b>	<b>\$ 311,500</b>

## COST ANALYSIS

Estimated Cash Flows						
Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Other	-	-	155,750	155,750	-	311,500
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 155,750</b>	<b>\$ 155,750</b>	<b>\$ -</b>	<b>\$ 311,500</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Asphalt Paving Program

## PROJECT DESCRIPTION

**Justification:**

The following is a summary of the cost associated with the streets identified for reconstruction this year.

A five year plan detailing this and future years' projects follows this summary page.

**Discussion of operating cost impact:**

Reconstruction is performed based upon the existing condition and expected useful remaining life of the street. However, budget constraints limit the number of streets which can be reconstructed annually.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system result in no overall reduction in our City-wide street maintenance costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Public Works - Reconstruction <b>General Fund</b>	1,163,356	866,400	1,275,571	1,177,868	1,282,155	\$ 5,765,350
Public Works - Construction <b>DPW Capital Projects Fund</b>	536,109	188,462	395,462	77,639	859,284	\$ 2,056,956
<b>Total - Asphalt - City</b>	<u>\$ 1,699,465</u>	<u>\$ 1,054,862</u>	<u>\$ 1,671,033</u>	<u>\$ 1,255,507</u>	<u>\$ 2,141,439</u>	<u>\$ 7,822,306</u>
<b>Total - Asphalt Paving Program</b>	<u>\$ 1,699,465</u>	<u>\$ 1,054,862</u>	<u>\$ 1,671,033</u>	<u>\$ 1,255,507</u>	<u>\$ 2,141,439</u>	<u>\$ 7,822,306</u>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,447,341	802,738	1,418,909	1,003,383	1,959,354	\$ 6,631,725
Other	252,124	252,124	252,124	252,124	182,085	\$ 1,190,581
<b>Total</b>	<u>\$ 1,699,465</u>	<u>\$ 1,054,862</u>	<u>\$ 1,671,033</u>	<u>\$ 1,255,507</u>	<u>\$ 2,141,439</u>	<u>\$ 7,822,306</u>
<b>Operating Cost Impact</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

<b>2022</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>General Fund Asphalt</b>	<b>DPW Capital Projects</b>	<b>Total Cost</b>
Labor Pool				177,085	70,039	247,124
CEA				76,300	7,600	83,900
Consultant				5,000	-	5,000
Overlay						
	<b>Subtotal</b>			-	-	-
Partial Reconstruction						
	<b>Subtotal</b>			-	-	-
Total Reconstruction						
	Elsie St	Mason St	Richmond St	575,327	-	575,327
	Jackson St	Calumet St	Fremont St	-	458,470	458,470
	Madison St	Calumet St	Taft Ave	329,644	-	329,644
	<b>Subtotal</b>			<b>904,971</b>	<b>458,470</b>	<b>1,363,441</b>
Total Asphalt Pavement				<b>\$ 1,163,356</b>	<b>\$ 536,109</b>	<b>\$ 1,699,465</b>

<b>2023</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>General Fund Asphalt</b>	<b>DPW Capital Projects</b>	<b>Total Cost</b>
Labor Pool				177,085	70,039	247,124
CEA				76,300	7,600	83,900
Consultant				5,000	-	5,000
Overlay						
	<b>Subtotal</b>			-	-	-
Partial Reconstruction						
	Marquette St	Mason St	Richmond St	-	110,823	110,823
	Gillett St	Marquette St	Lindbergh St	18,006	-	18,006
	Helen St	Pauline St	Glendale Ave	41,011	-	41,011
	Reinke Ct	Kernan Ave	cds	14,570	-	14,570
	<b>Subtotal</b>			<b>73,587</b>	<b>110,823</b>	<b>184,410</b>
Total Reconstruction						
	Bates St	Dunlap St	Pacific St	55,867	-	55,867
	Douglas St	Badger Ave	Wisconsin Ave	306,240	-	306,240
	Dunlap St	Bates St	Pacific St	48,765	-	48,765
	Minor St	Meade St	Rankin St	123,556	-	123,556
	<b>Subtotal</b>			<b>534,428</b>	-	<b>534,428</b>
Total Asphalt Pavement				<b>\$ 866,400</b>	<b>\$ 188,462</b>	<b>\$ 1,054,862</b>



**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

<b>2024</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>General Fund Asphalt</b>	<b>DPW Capital Projects</b>	<b>Total Cost</b>
Labor Pool				177,085	70,039	247,124
CEA				76,300	7,600	83,900
Consultant				5,000	-	5,000
Overlay						
	<b>Subtotal</b>			-	-	-
Partial Reconstruction						
	<b>Subtotal</b>			-	-	-
Total Reconstruction	Summit St	Packard St	Elsie St	-	150,198	150,198
	Summit St	Prospect Ave	Fourth St	-	167,625	167,625
	Alice St	Drew St	Union St	144,766	-	144,766
	Alvin St	Wisconsin Ave	Marquette St	754,031	-	754,031
	Rankin St	College Ave	Alton St	118,389	-	118,389
	<b>Subtotal</b>			<b>1,017,186</b>	<b>317,823</b>	<b>1,335,009</b>
Total Asphalt Pavement				<b>\$ 1,275,571</b>	<b>\$ 395,462</b>	<b>\$ 1,671,033</b>

<b>2025</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>General Fund Asphalt</b>	<b>DPW Capital Projects</b>	<b>Total Cost</b>
Labor Pool				177,085	70,039	247,124
CEA				76,300	7,600	83,900
Consultant				5,000	-	5,000
Overlay						
	<b>Subtotal</b>			-	-	-
Partial Reconstruction						
	<b>Subtotal</b>			-	-	-
Total Reconstruction	Jardin St	Leminwah St	Plateau St, east of	194,104	-	194,104
	Morrison St	Wisconsin Ave	Glendale Ave	611,958	-	611,958
	Plateau St	Jardin St	Wisconsin Ave	113,421	-	113,421
	<b>Subtotal</b>			<b>919,483</b>	-	<b>919,483</b>
Total Asphalt Pavement				<b>\$ 1,177,868</b>	<b>\$ 77,639</b>	<b>\$ 1,255,507</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
ASPHALT PAVEMENT CAPITAL IMPROVEMENTS PROGRAM**

<b>2026</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>General Fund Asphalt</b>	<b>DPW Capital Projects</b>	<b>Total Cost</b>
Labor Pool				177,085	70,039	247,124
CEA				76,300	7,600	83,900
Consultant				5,000	-	5,000
Overlay	Silvercrest Dr	Ballard Rd	Amelia St	72,277	-	72,277
	<b>Subtotal</b>			<b>72,277</b>	<b>-</b>	<b>72,277</b>
Partial Reconstruction	Byrd St	Alexander St	Bay St	41,918	-	41,918
	Kamps Ave	Nicholas St	Outagamie St	25,431	-	25,431
	<b>Subtotal</b>			<b>67,349</b>	<b>-</b>	<b>67,349</b>
Total Reconstruction	Fourth St	Story St	Memorial Dr	-	329,345	329,345
	Locust St	Washington St	Franklin St	-	112,835	112,835
	Morrison St	Glendale Ave	Pershing St	-	339,465	339,465
	Bartell Dr	Prospect Ave	Pine St	262,039	-	262,039
	Oklahoma St	Mason St	Richmond St	622,105	-	622,105
	<b>Subtotal</b>			<b>884,144</b>	<b>781,645</b>	<b>1,665,789</b>
Total Asphalt Pavement				<b>\$ 1,282,155</b>	<b>\$ 859,284</b>	<b>\$ 2,141,439</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Concrete Paving Program

## PROJECT DESCRIPTION

**Justification:**

The following is a summary of the costs associated with the streets identified for reconstruction this year. A five year plan detailing this and future years' projects follows this summary page.

**Discussion of operating cost impact:**

Reconstruction is performed based upon the existing condition and expected useful remaining life of the street. However, budget constraints limit the number of streets that can be reconstructed annually.

Typically, less than 1% of our streets are reconstructed on an annual basis. This fact, coupled with new streets added annually to the system, result in no overall reduction in our City-wide street maintenance costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Public Works - Reconstruction <b>General Fund</b>	33,044	446,547	-	-	-	\$ 479,591
Public Works - Construction <b>DPW Capital Projects Fund TIF # 11</b>	3,439,666	1,115,003	2,294,856	2,867,321	2,039,043	\$ 11,755,889
	-	2,128,028	-	-	-	\$ 2,128,028
Public Works - Construction	852,783	546,487	994,513	736,982	1,435,407	\$ 4,566,172
Public Works - Developer Funded <b>Subdivision Fund</b>	359,135	517,945	-	-	-	\$ 877,080
	1,211,918	1,064,432	994,513	736,982	1,435,407	\$ 5,443,252
<b>Total - Concrete - City</b>	<b>\$ 4,325,493</b>	<b>\$ 4,236,065</b>	<b>\$ 3,289,369</b>	<b>\$ 3,604,303</b>	<b>\$ 3,474,450</b>	<b>\$ 18,929,680</b>
<b>Total - Concrete Paving Program</b>	<b>\$ 4,684,628</b>	<b>\$ 4,754,010</b>	<b>\$ 3,289,369</b>	<b>\$ 3,604,303</b>	<b>\$ 3,474,450</b>	<b>\$ 19,806,760</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Design	40,000	30,000	15,000	75,000	199,500	\$ 359,500
Land Acquisition	25,000	50,000	68,000	25,000	65,000	\$ 233,000
Construction	3,706,738	3,574,310	2,639,035	2,936,969	2,642,616	\$ 15,499,668
Other	553,755	581,755	567,334	567,334	567,334	\$ 2,837,512
<b>Total</b>	<b>\$ 4,325,493</b>	<b>\$ 4,236,065</b>	<b>\$ 3,289,369</b>	<b>\$ 3,604,303</b>	<b>\$ 3,474,450</b>	<b>\$ 18,929,680</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

<b>2022</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>General Fund</b>	<b>DPW Capital Projects</b>	<b>Subdivision Fund</b>	<b>Total Cost</b>	<b>Developer Funded</b>
Labor Pool				25,044	426,207	45,374	496,625	45,373
CEA				8,000	47,880	1,250	57,130	1,250
Land							-	-
	Land acquisition for street projects			-	25,000	-	25,000	-
	<b>Subtotal</b>			-	<b>25,000</b>	-	<b>25,000</b>	-
Design								
	Consultant Street design			-	25,000	-	25,000	-
	Material Testing			-	-	5,000	5,000	-
	Material Testing			-	10,000	-	10,000	-
	<b>Subtotal</b>			-	<b>35,000</b>	<b>5,000</b>	<b>40,000</b>	-
New Concrete (New Subdivisions Escrowed)								
	Headwall Circle	Canyon Lane	Kurey Rd	-	-	-	-	312,512
	<b>Subtotal</b>			-	-	-	-	<b>312,512</b>
New Concrete (New Subdivisions non escrowed)								
	Amethyst Dr	Providence Ave	Aquamarine Dr	-	-	238,342	238,342	-
	Bluetopaz Dr	Providence Ave	Calmes Dr	-	-	150,645	150,645	-
	Tiburon La	Applehill Blvd	Downs Ridge	-	-	185,644	185,644	-
	Tiburon La	Downs Ridge	Purdy Pkwy	-	-	226,528	226,528	-
	<b>Subtotal</b>			-	-	<b>801,159</b>	<b>801,159</b>	-
New Concrete (Not in New Subdivisions)								
	<b>Subtotal</b>			-	-	-	-	-
New Concrete (TIF)								
	<b>Subtotal</b>			-	-	-	-	-
Reconstruction								
	Appleton St	College Ave	Atlantic St	-	1,438,263	-	1,438,263	-
	Atlantic St	Oneida St	Lawe St	-	831,057	-	831,057	-
	College Ave	at 441; right turn lane	DOT agreement	-	154,000	-	154,000	-
	Meade St	Pacific St	Commercial St	-	482,259	-	482,259	-
	<b>Subtotal</b>			-	<b>2,905,579</b>	-	<b>2,905,579</b>	-
<b>Total Concrete Paving</b>				<b>\$ 33,044</b>	<b>\$ 3,439,666</b>	<b>\$ 852,783</b>	<b>\$ 4,325,493</b>	<b>\$ 359,135</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

<b>2023</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>General Fund</b>	<b>DPW Capital Projects</b>	<b>TIF # 11</b>	<b>Subdivision Fund</b>	<b>Total Cost</b>	<b>Developer Escrow Account</b>
Labor Pool				25,000	426,207	25,044	45,374	521,625	45,373
CEA				3,000	47,880	8,000	1,250	60,130	1,250
Land									-
	Land acquisition for street projects			-	50,000	-	-	50,000	-
	<b>Subtotal</b>			-	<b>50,000</b>	-	-	<b>50,000</b>	-
Design									-
	Construction Related Services	Haymeadow Ave, 900' e/o							
		(Baum property line)	Meade St	-	15,000	-	-	15,000	-
	Material Testing			-	10,000	-	-	10,000	-
	Material Testing			-	-	-	5,000	5,000	-
	<b>Subtotal</b>			-	<b>25,000</b>	-	<b>5,000</b>	<b>30,000</b>	-
New Concrete	(New Subdivisions escrowed)								
	Kurey Dr	Broadway Dr	Canyon Ln (s/o)	-	-	-	-	-	134,742
	Kurey Dr	Werner Rd	Werner Rd (250' s/o)	-	-	-	-	-	67,621
	Werner Rd	Kurey Rd	Kurey Rd (1000' e/o)	-	-	-	-	-	268,959
	<b>Subtotal</b>			-	-	-	-	-	<b>471,322</b>
New Concrete	(New Subdivisions non escrowed)								
	Amethyst Dr	Bluetopaz Dr	Aquamarine Dr	-	-	-	198,213	198,213	-
	Amethyst Dr	Providence Ave (w/o)	Bluetopaz Dr	-	-	-	150,150	150,150	-
	Bluetopaz Dr	Providence Ave (w/o)	Amethyst Dr	-	-	-	146,500	146,500	-
	<b>Subtotal</b>			-	-	-	<b>494,863</b>	<b>494,863</b>	-
New Concrete	(Not in New Subdivisions)								
	<b>Subtotal</b>			-	-	-	-	-	-
New Concrete	(TIF)								
	<b>Subtotal</b>			-	-	-	-	-	-
Reconstruction									
	Durkee St	College Ave	Washington St	-	202,121	-	-	202,121	-
	Kimball Alley s/o College Ave	Spruce St	Summit St	-	87,758	-	-	87,758	-
	Kimball Alley s/o College Ave	Summit St	Story St	-	87,169	-	-	87,169	-
	Kimball Alley s/o College Ave	Walnut St	Lawrence St	-	143,177	-	-	143,177	-
	Memorial Dr	at River Rd	PED / signal improvements	-	45,691	-	-	45,691	-
	Morrison St	College Ave	Washington St	202,121	-	-	-	202,121	-
	Opechee St	Leminwah St	Owaissa St	72,097	-	-	-	72,097	-
	Owaissa St	Opechee St	Pacific St	144,329	-	-	-	144,329	-
	Durkee St	Lawrence St (s/o)	College Ave	-	-	482,595	-	482,595	-
	Lawrence St	Appleton St	Durkee St	-	-	869,624	-	869,624	-
	Morrison St	Lawrence St	College Ave	-	-	380,239	-	380,239	-
	Oneida St	Lawrence St	College Ave	-	-	362,526	-	362,526	-
	<b>Subtotal</b>			<b>418,547</b>	<b>565,916</b>	<b>2,094,984</b>	-	<b>3,079,447</b>	-
<b>Total Concrete Paving</b>				<b>\$ 446,547</b>	<b>\$ 1,115,003</b>	<b>\$ 2,128,028</b>	<b>\$ 546,487</b>	<b>\$ 4,236,065</b>	<b>\$ 517,945</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

<b>2024</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>DPW Capital Projects</b>	<b>Subdivision Fund</b>	<b>Total Cost</b>
Labor Pool				426,207	90,747	516,954
CEA				47,880	2,500	50,380
Land	Land acquisition for street projects			25,000	-	25,000
	Lightning Dr	Baldeagle Dr	Providence Ave	43,000	-	43,000
	<b>Subtotal</b>			<b>68,000</b>	<b>-</b>	<b>68,000</b>
Design	Material Testing			-	5,000	5,000
	Material Testing			10,000	-	10,000
	<b>Subtotal</b>			<b>10,000</b>	<b>5,000</b>	<b>15,000</b>
New Concrete (New Subdivisions non escrowed)						
	Baldeagle Ct	Peregrine Blvd	cds	-	70,979	70,979
	Baldeagle Dr	Peregrine Blvd	Osprey Dr	-	222,790	222,790
	Harrier Ct	Osprey Dr	cds	-	84,874	84,874
	Osprey Dr	Harrier Way	Baldeagle Dr	-	468,898	468,898
	Peregrine Blvd	Apple Creek Rd	Baldeagle Dr	-	48,725	48,725
	<b>Subtotal</b>			<b>-</b>	<b>896,266</b>	<b>896,266</b>
New Concrete (Not in New Subdivisions)						
	Rocky Bleier Road	Water St	CDS	145,842	-	145,842
	<b>Subtotal</b>			<b>145,842</b>	<b>-</b>	<b>145,842</b>
New Concrete (TIF)						
	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
Reconstruction						
	Linwood Ave	College Ave	Summer Ave	1,596,927	-	1,596,927
	<b>Subtotal</b>			<b>1,596,927</b>	<b>-</b>	<b>1,596,927</b>
<b>Total Concrete Paving</b>				<b>\$ 2,294,856</b>	<b>\$ 994,513</b>	<b>\$ 3,289,369</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

<b>2025</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>DPW Capital Projects</b>	<b>Subdivision Fund</b>	<b>Total Cost</b>
Labor Pool				426,207	90,747	516,954
CEA				47,880	2,500	50,380
Land						
	Land acquisition for street projects			25,000	-	25,000
	<b>Subtotal</b>			<b>25,000</b>	<b>-</b>	<b>25,000</b>
Design						
	Construction Related Services	Richmond St	Trico east property line	10,000	-	10,000
	Consultant design			40,000	-	40,000
	Material Testing			-	5,000	5,000
	Material Testing			10,000	-	10,000
	Spartan Dr	Wall design by septic field		10,000	-	10,000
	<b>Subtotal</b>			<b>70,000</b>	<b>5,000</b>	<b>75,000</b>
New Concrete (New Subdivisions non escrowed)						
	Aquamarine Dr	French Rd	Denali Dr	-	177,609	177,609
	Denali Dr	Rubyred Dr	Aquamarine Dr, (n/o)	-	168,118	168,118
	Rubyred Dr	French Rd	Denali Dr	-	293,008	293,008
	<b>Subtotal</b>			<b>-</b>	<b>638,735</b>	<b>638,735</b>
New Concrete (Not in New Subdivisions)						
	Cherryvale Ave	Applecreek corridor	south city limits	438,690	-	438,690
	<b>Subtotal</b>			<b>438,690</b>	<b>-</b>	<b>438,690</b>
New Concrete (TIF)						
	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
Reconstruction						
	Badger Ave	at Winnebago St	PED / signal improvements	61,338	-	61,338
	IH 41	community sensitive design features		201,904	-	201,904
	Lawe St	College Ave	Spring St	1,459,423	-	1,459,423
	Locust St	College Ave	Washington St	136,879	-	136,879
	<b>Subtotal</b>			<b>1,859,544</b>	<b>-</b>	<b>1,859,544</b>
<b>Total Concrete Paving</b>				<b>\$ 2,867,321</b>	<b>\$ 736,982</b>	<b>\$ 3,604,303</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
CONCRETE PAVEMENT CAPITAL IMPROVEMENT PROGRAM**

<b>2026</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>DPW Capital Projects</b>	<b>Subdivision Fund</b>	<b>Total Cost</b>
Labor Pool				426,207	90,747	516,954
CEA				47,880	2,500	50,380
Land						
	Land acquisition for street projects			25,000	-	25,000
	Midway Rd	at Eisenhower Dr	roundabout	40,000	-	40,000
	<b>Subtotal</b>			<b>65,000</b>	<b>-</b>	<b>65,000</b>
Design						
	Ballard Rd	Edgewood Dr - 400' n/o	Apple Creek Rd - 300' n/o	50,000	-	50,000
	Consultant design			50,000	-	50,000
	Edgewood Dr (CTH JJ)	Lightning Dr (Design)	French Rd	50,000	-	50,000
	Material Testing			9,500		9,500
	Material Testing				5,000	5,000
	Midway Rd	at Eisenhower Dr	roundabout (design)	35,000	-	35,000
	<b>Subtotal</b>			<b>194,500</b>	<b>5,000</b>	<b>199,500</b>
New Concrete (New Subdivisions non escrowed)						
	Baldeagle Dr	Osprey Dr	Lightning Dr	-	510,612	510,612
	Begonia Dr	Gladiolus Pl	Goldengate Dr	-	112,270	112,270
	Gladiolus Pl	Cherryvale Ave	275' west	-	61,079	61,079
	Golden Gate Dr	Cherryvale Ave	300' west	-	67,962	67,962
	Harrier Ln	500' e/o Osprey Dr	Kestrel Cir	-	109,044	109,044
	Harrier Ln	Osprey Dr	500' e/o Osprey Dr	-	109,044	109,044
	Kestrel Cir	Baldeagle Dr	Baldeagle Dr	-	367,149	367,149
	<b>Subtotal</b>			<b>-</b>	<b>1,337,160</b>	<b>1,337,160</b>
New Concrete (Not in New Subdivisions)						
	Alliance Dr	Vantage Dr	Milis Dr	252,539	-	252,539
	<b>Subtotal</b>			<b>252,539</b>	<b>-</b>	<b>252,539</b>
New Concrete (TIF)						
	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
Reconstruction						
	Perkins St	Prospect Ave	Alley s/o RR tracks	573,387	-	573,387
	Washington St	Bennett St	Richmond St	416,965	-	416,965
	Wisconsin Ave	at Owaissa St	PED / signal improvements	62,565	-	62,565
	<b>Subtotal</b>			<b>1,052,917</b>	<b>-</b>	<b>1,052,917</b>
<b>Total Concrete Paving</b>				<b>\$ 2,039,043</b>	<b>\$ 1,435,407</b>	<b>\$ 3,474,450</b>



# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Grade and Gravel Program

## PROJECT DESCRIPTION

**Justification:**

This project is the initial construction phase for new streets. A five year plan detailing specific projects follows this program summary page.

**Discussion of operating cost impact:**

The exact operating impact of this program is not easily defined. The addition of new streets will require additional operational service requirements including street maintenance and plowing.

## DEPARTMENT COST SUMMARY

DEPARTMENT\PHASE	2022	2023	2024	2025	2026	Total
Public Works - Grade & Gravel <b>General Fund</b>	-	46,295	-	-	-	\$ 46,295
Public Works - Grade & Gravel <b>DPW Capital Projects Fund</b>	141,223	498,767	748,053	453,007	180,691	\$ 2,021,741
Public Works - Grade & Gravel <b>New Subdivision</b>	-	-	-	-	-	\$ -
<b>Total - Grade &amp; Gravel - City</b>	<b>\$ 141,223</b>	<b>\$ 545,062</b>	<b>\$ 748,053</b>	<b>\$ 453,007</b>	<b>\$ 180,691</b>	<b>\$ 2,068,036</b>
<b>Total - Grade &amp; Gravel Program</b>	<b>\$ 141,223</b>	<b>\$ 545,062</b>	<b>\$ 748,053</b>	<b>\$ 453,007</b>	<b>\$ 180,691</b>	<b>\$ 2,068,036</b>

## COST ANALYSIS

Estimated Cash Flows						
Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	98,066	501,905	704,896	409,850	137,534	\$ 1,852,251
Other	43,157	43,157	43,157	43,157	43,157	\$ 215,785
<b>Total</b>	<b>\$ 141,223</b>	<b>\$ 545,062</b>	<b>\$ 748,053</b>	<b>\$ 453,007</b>	<b>\$ 180,691</b>	<b>\$ 2,068,036</b>
Operating Cost Impact	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*	N/Q*

\* N/Q = Not Quantifiable

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
GRADE & GRAVEL PROGRAM**

2022	Street	From	To	General Fund	DPW Capital Projects	Total Cost
Labor Pool				-	43,157	43,157
CEA				-	25,869	25,869
Grade & Gravel						
	<b>Subtotal</b>			-	-	-
Temp Surface after G&G						
	N Edge Estates 2 - Acadia Dr	Rubyred Dr	Zion Ln	-	47,706	47,706
	N Edge Estates 2 - Zion Ln	Yosemite Ln	Sequoia Dr	-	24,491	24,491
	<b>Subtotal</b>			-	72,197	72,197
<b>Total</b>				\$ -	\$ 141,223	\$ 141,223

2023	Street	From	To	General Fund	DPW Capital Projects	Total Cost
Labor Pool				-	43,157	43,157
CEA				-	48,428	48,428
Grade & Gravel	Lightning Dr	Edgewood Dr, 600' n/o	Baldeagle Dr	-	296,067	296,067
	<b>Subtotal</b>			-	296,067	296,067
Temp Surface after G&G	Lightning Dr	Edgewood Dr, 500' n/o	Baldeagle Dr	-	82,636	82,636
	N Edge Estates 2 - Teton Ln	Acadia Dr	Sequoia Dr		28,479	28,479
	N Edge Estates 2 - Yosemite Ln	Rubyred Dr	Zion Ln	36,386	-	36,386
	N Edge Estates 2 - Zion Ct	Sequoia Dr	cds	9,909	-	9,909
	<b>Subtotal</b>			46,295	111,115	157,410
<b>Total</b>				\$ 46,295	\$ 498,767	\$ 545,062

2024	Street	From	To	General Fund	DPW Capital Projects	Total Cost
Labor Pool				-	43,157	43,157
CEA				-	14,125	14,125
Grade & Gravel	Lightning Dr	Baldeagle Dr	Providence Ave	-	114,067	114,067
	Southpoint Streets	Eisenhower Dr	Coop Rd		306,900	306,900
	<b>Subtotal</b>			-	420,967	420,967
Temp Surface after G&G	Lightning Dr	Baldeagle Dr	Providence Ave	-	32,204	32,204
	Southpoint Streets	Eisenhower Dr	Coop Rd		237,600	237,600
	<b>Subtotal</b>			-	269,804	269,804
<b>Total</b>				\$ -	\$ 748,053	\$ 748,053

2025	Street	From	To	General Fund	DPW Capital Projects	Total Cost
Labor Pool				-	43,157	43,157
CEA				-	-	-
Grade & Gravel	Spartan Dr	Haymeadow Ave, 900' e/o,	Meade St		409,850	409,850
	<b>Subtotal</b>			-	409,850	409,850
Temp Surface after G&G						
	<b>Subtotal</b>			-	-	-
<b>Total</b>				\$ -	\$ 453,007	\$ 453,007

2026	Street	From	To	General Fund	DPW Capital Projects	Total Cost
Labor Pool				-	43,157	43,157
CEA				-	41,718	41,718
Grade & Gravel						
	<b>Subtotal</b>			-	-	-
Temp Surface after G&G	Spartan Dr	Haymeadow Ave, 900' e/o	Meade St	-	95,816	95,816
	<b>Subtotal</b>			-	95,816	95,816
<b>Total</b>				\$ -	\$ 180,691	\$ 180,691

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Sidewalk Program

## PROJECT DESCRIPTION

**Justification:**

The total cost of sidewalk replacement and new construction is presented. A five year plan detailing specific projects follows this program summary page.

**Discussion of operating cost impact:**

The operating impact of this program is minimal. Additional cost of installing new sidewalks will appear in future years as replacements become necessary.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Public Works Reconstruction <b>General Fund</b>	537,729	581,574	593,382	563,042	594,755	\$ 2,870,482
Public Works Construction <b>DPW Capital Projects Fund</b>	582,380	228,143	413,078	448,149	442,087	\$ 2,113,837
<b>TIF # 11</b>	-	272,650	-	-	-	\$ 272,650
Public Works Construction <b>Subdivisions</b>	184,893	118,323	159,623	127,248	212,073	\$ 802,160
<b>Total - Sidewalk - City</b>	<b>\$ 1,305,002</b>	<b>\$ 1,200,690</b>	<b>\$ 1,166,083</b>	<b>\$ 1,138,439</b>	<b>\$ 1,248,915</b>	<b>\$ 6,059,129</b>
<b>Total - Sidewalk Program</b>	<b>\$ 1,305,002</b>	<b>\$ 1,200,690</b>	<b>\$ 1,166,083</b>	<b>\$ 1,138,439</b>	<b>\$ 1,248,915</b>	<b>\$ 6,059,129</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,057,590	974,738	940,131	912,487	1,022,963	\$ 4,907,909
Other	247,412	225,952	225,952	225,952	225,952	\$ 1,151,220
<b>Total</b>	<b>\$ 1,305,002</b>	<b>\$ 1,200,690</b>	<b>\$ 1,166,083</b>	<b>\$ 1,138,439</b>	<b>\$ 1,248,915</b>	<b>\$ 6,059,129</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
Sidewalk Construction Capital Improvement Program**

<b>2022</b>	<b>General Fund</b>	<b>DPW Capital Projects Fund</b>	<b>TIF # 11</b>	<b>Subdivision Fund</b>	<b>Total Cost</b>
Labor Pool	36,620	143,959	-	45,373	225,952
CEA	3,000	15,960	-	2,500	21,460
<b>Sidewalk Construction</b>					
Green Dot	250,000	-	-	-	250,000
General	33,000	-	-	-	33,000
Patch Contract	15,000	-	-	-	15,000
Safestep sawcutting	30,000	-	-	-	30,000
Poly-Level jacking	-	-	-	-	-
Reconstruction - Concrete	-	336,279	-	-	336,279
Reconstruction - Asphalt	170,109	86,182	-	-	256,291
<b>Subtotal</b>	<b>498,109</b>	<b>422,461</b>	-	-	<b>920,570</b>
<b>New Sidewalk Construction</b>					
New Concrete	-	-	-	-	-
New Subdivision	-	-	-	127,020	127,020
New Subdivision - 6 Month	-	-	-	10,000	10,000
Arterial Street	-	-	-	-	-
<b>Subtotal</b>	-	-	-	<b>137,020</b>	<b>137,020</b>
<b>Total</b>	<b>\$ 537,729</b>	<b>\$ 582,380</b>	<b>\$ -</b>	<b>\$ 184,893</b>	<b>\$ 1,305,002</b>

<b>2025</b>	<b>General Fund</b>	<b>DPW Capital Projects Fund</b>	<b>Subdivision Fund</b>	<b>Total Cost</b>
Labor Pool	36,620	143,959	45,373	225,952
CEA	3,000	15,960	2,500	21,460
<b>Sidewalk Construction</b>				
Green Dot	250,000	-	-	250,000
General	50,000	-	-	50,000
Patch Contract	30,000	-	-	30,000
Safestep sawcutting	30,000	-	-	30,000
Poly-Level jacking	10,000	-	-	10,000
Reconstruction - Concrete	-	154,980	-	154,980
Reconstruction - Asphalt	153,422	-	-	153,422
<b>Subtotal</b>	<b>523,422</b>	<b>154,980</b>	-	<b>678,402</b>
<b>New Sidewalk Construction</b>				
New Concrete	-	133,250	-	133,250
New Subdivision	-	-	69,375	69,375
New Subdivision - 6 Month	-	-	10,000	10,000
Arterial Street	-	-	-	-
<b>Subtotal</b>	-	<b>133,250</b>	<b>79,375</b>	<b>212,625</b>
<b>Total</b>	<b>\$ 563,042</b>	<b>\$ 448,149</b>	<b>\$ 127,248</b>	<b>\$ 1,138,439</b>

<b>2023</b>	<b>General Fund</b>	<b>DPW Capital Projects Fund</b>	<b>TIF # 11</b>	<b>Subdivision Fund</b>	<b>Total Cost</b>
Labor Pool	36,620	143,959	-	45,373	225,952
CEA	3,000	15,960	-	2,500	21,460
<b>Sidewalk Construction</b>					
Green Dot	250,000	-	-	-	250,000
General	50,000	-	-	-	50,000
Patch Contract	30,000	-	-	-	30,000
Safestep sawcutting	30,000	-	-	-	30,000
Poly-Level jacking	10,000	-	-	-	10,000
Reconstruction - Concrete	39,155	14,350	272,650	-	326,155
Reconstruction - Asphalt	132,799	53,874	-	-	186,673
<b>Subtotal</b>	<b>541,954</b>	<b>68,224</b>	<b>272,650</b>	-	<b>882,828</b>
<b>New Sidewalk Construction</b>					
New Concrete	-	-	-	-	-
New Subdivision	-	-	-	60,450	60,450
New Subdivision - 6 Month	-	-	-	10,000	10,000
Arterial Street	-	-	-	-	-
<b>Subtotal</b>	-	-	-	<b>70,450</b>	<b>70,450</b>
<b>Total</b>	<b>\$ 581,574</b>	<b>\$ 228,143</b>	<b>\$ 272,650</b>	<b>\$ 118,323</b>	<b>\$ 1,200,690</b>

<b>2026</b>	<b>General Fund</b>	<b>DPW Capital Projects Fund</b>	<b>Subdivision Fund</b>	<b>Total Cost</b>
Labor Pool	36,620	143,959	45,373	225,952
CEA	3,000	15,960	2,500	21,460
<b>Sidewalk Construction</b>				
Green Dot	225,000	-	-	225,000
General	25,000	-	-	25,000
Patch Contract	30,000	-	-	30,000
Safestep sawcutting	30,000	-	-	30,000
Poly-Level jacking	10,000	-	-	10,000
Reconstruction - Concrete	-	93,890	-	93,890
Reconstruction - Asphalt	235,135	135,628	-	370,763
<b>Subtotal</b>	<b>555,135</b>	<b>229,518</b>	-	<b>784,653</b>
<b>New Sidewalk Construction</b>				
New Concrete	-	52,650	-	52,650
New Subdivision	-	-	154,200	154,200
New Subdivision - 6 Month	-	-	10,000	10,000
Arterial Street	-	-	-	-
<b>Subtotal</b>	-	<b>52,650</b>	<b>164,200</b>	<b>216,850</b>
<b>Total</b>	<b>\$ 594,755</b>	<b>\$ 442,087</b>	<b>\$ 212,073</b>	<b>\$ 1,248,915</b>

<b>2024</b>	<b>General Fund</b>	<b>DPW Capital Projects Fund</b>	<b>TIF # 11</b>	<b>Subdivision Fund</b>	<b>Total Cost</b>
Labor Pool	36,620	143,959	-	45,373	225,952
CEA	3,000	15,960	-	2,500	21,460
<b>Sidewalk Construction</b>					
Green Dot	250,000	-	-	-	250,000
General	50,000	-	-	-	50,000
Patch Contract	30,000	-	-	-	30,000
Safestep sawcutting	30,000	-	-	-	30,000
Poly-Level jacking	10,000	-	-	-	10,000
Reconstruction - Concrete	-	155,964	-	-	155,964
Reconstruction - Asphalt	183,762	57,195	-	-	240,957
<b>Subtotal</b>	<b>553,762</b>	<b>213,159</b>	-	-	<b>766,921</b>
<b>New Sidewalk Construction</b>					
New Concrete	-	40,000	-	-	40,000
New Subdivision	-	-	-	101,750	101,750
New Subdivision - 6 Month	-	-	-	10,000	10,000
Arterial Street	-	-	-	-	-
<b>Subtotal</b>	-	<b>40,000</b>	-	<b>111,750</b>	<b>151,750</b>
<b>Total</b>	<b>\$ 593,382</b>	<b>\$ 413,078</b>	<b>\$ -</b>	<b>\$ 159,623</b>	<b>\$ 1,166,083</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Stormwater Program

## PROJECT DESCRIPTION

**Justification:**

The following is a summary of costs associated with replacing and adding to the stormwater system. A five-year plan detailing this and future years' projects follows this summary.

**Discussion of operating cost impact:**

Reconstruction is performed based upon the existing condition and expected useful remaining life of the stormwater structure (primarily storm sewers and detention ponds). However, budget constraints limit the number of stormwater structures which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our stormwater structures are reconstructed on an annual basis. This fact, coupled with new structures added annually to the system results in no overall reduction in our City-wide stormwater maintenance costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Stormwater Reconstruction <b>Stormwater Utility</b>	2,515,257	6,816,615	4,089,607	5,295,219	7,584,537	\$ 26,301,235
Stormwater Construction <b>TIF # 11</b>	222,650	-	-	-	-	\$ 222,650
<b>Total - Stormwater Program</b>	<b>\$ 2,737,907</b>	<b>\$ 6,816,615</b>	<b>\$ 4,089,607</b>	<b>\$ 5,295,219</b>	<b>\$ 7,584,537</b>	<b>\$ 26,523,885</b>

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2022	2023	2024	2025	2026	
Planning	240,000	25,000	-	-	515,000	\$ 780,000
Land Acquisition	376,400	-	117,540	90,000	678,000	\$ 1,261,940
Construction	1,842,670	6,512,778	3,693,230	4,926,382	6,112,700	\$ 23,087,760
Other	278,837	278,837	278,837	278,837	278,837	\$ 1,394,185
<b>Total</b>	<b>\$ 2,737,907</b>	<b>\$ 6,816,615</b>	<b>\$ 4,089,607</b>	<b>\$ 5,295,219</b>	<b>\$ 7,584,537</b>	<b>\$ 26,523,885</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

<b>2022</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Storm-Water Utility</b>	<b>TIF # 11</b>	<b>Total Cost</b>
Labor Pool				273,537	-	273,537
CEA				5,300	-	5,300
Consulting Services	Construction Grant Applications			10,000	-	10,000
	Construction Services			40,000	-	40,000
	Glendale Ave/AMC flood reduction	Design BMPs		50,000	-	50,000
	K2 Study Update and Modeling of Improvements			40,000	-	40,000
	Land Acquisition Services			10,000	-	10,000
	Modeling for Flood Reduction Projects			40,000	-	40,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000	-	50,000
	<b>Subtotal</b>			<b>240,000</b>	<b>-</b>	<b>240,000</b>
Land Acquisition	Northside Development Corridor Land and Wetlands for BMPs			376,400	-	376,400
	<b>Subtotal</b>			<b>376,400</b>	<b>-</b>	<b>376,400</b>
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000	-	200,000
	Surface restorations from previous year			90,000	-	90,000
	Storm laterals & manholes prior to asphalt paving			125,020	-	125,020
	Storm laterals & manholes prior to concrete paving			141,890	-	141,890
	Bluff Site Stormwater Management Phase 1			207,500	-	207,500
	Eagle Point Senior Housing In-Lieu Stormwater Quality			32,300	-	32,300
	Flood Reduction Projects			40,000	-	40,000
	Native Landscaping			53,000	-	53,000
	NR151 Water Quality Practices - Reconstruct Streets			50,000	-	50,000
	<b>Subtotal</b>			<b>939,710</b>	<b>-</b>	<b>939,710</b>
New Storm Sewers	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
Reconstruction	<b>Subtotal</b>			<b>-</b>	<b>-</b>	<b>-</b>
Reconstruction (on streets to be paved in 2023)	Alvin St	Wisconsin Ave	Marquette St	524,205	-	524,205
	Bates St	Dunlap St	Pacific St	7,240	-	7,240
	Dunlap St	Bates St	Pacific St	2,840	-	2,840
	Durkee St	College Ave	Washington St	103,175	-	103,175
	Durkee St	Lawrence St (s/o)	College Ave	-	33,600	33,600
	Lawrence St	Appleton St	Durkee St	-	84,900	84,900
	Lilas Dr	College Ave	north Frontage Rd	25,000	-	25,000
	Morrison St	College Ave	Washington St	17,850	-	17,850
	Morrison St	Lawrence St, s/o	College Ave	-	53,850	53,850
	Oneida St	Lawrence St	College Ave	-	50,300	50,300
	<b>Subtotal</b>			<b>680,310</b>	<b>222,650</b>	<b>902,960</b>
<b>Total</b>				<b>\$ 2,515,257</b>	<b>\$ 222,650</b>	<b>\$ 2,737,907</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

<b>2023</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Storm- Water Utility</b>
Labor Pool				273,537
CEA				5,300
Consulting Services	Apple Creek Road e/o Richmond	Design BMPs		100,000
	Construction Services			70,000
	Edgewood Drive (600' e/o Lightning to French		Design BMPs	80,000
	Edgewood Drive (600' e/o Lightning to French BMPs		Modeling/Prelim Eng	80,000
	Grant Applications			10,000
	Land Acquisition Services			10,000
	Modeling for Flood Reduction Projects			75,000
	Modeling for Storm Sewer Const Projects			25,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	<b>Subtotal</b>			<b>500,000</b>
Land Acquisition	Edgewood Drive (600' e/o Lightning to French BMPs)	Land for BMPs		213,000
	Pond Sediment Disposal Site	Land for BMPs		400,000
	<b>Subtotal</b>			<b>613,000</b>
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			200,000
	Surface restorations from previous year			90,000
	Storm laterals & manholes prior to asphalt paving			134,400
	Storm laterals & manholes prior to concrete paving			138,920
	Bluff Site Stormwater Management Phase 2			150,000
	Citywide Stormwater Management Plan Implementation			200,000
	Flood Reduction Projects			530,000
	Lightning Drive Extension Ph 1 - Construction			1,199,600
	Native Landscaping			60,000
	NR151 Water Quality Practices - Reconstruct Streets			80,000
	<b>Subtotal</b>			<b>2,782,920</b>
New Storm Sewers	Lightning Dr	Baldeagle Dr	Providence Ave	69,388
	Lightning Dr	Edgewood Dr , 500' n/o	Baldeagle Dr	274,066
	Southpoint Streets and Ditches	Eisenhower Drive	Coop Road	1,444,469
	<b>Subtotal</b>			<b>1,787,923</b>
Reconstruction	<b>Subtotal</b>			-
Reconstruction (on streets to be paved in 2024)	Alice St	Drew St	Union St	45,335
	Kimball Alley s/o College Ave	Spruce St	Summit St	16,290
	Kimball Alley s/o College Ave	Summit St	Story St	16,290
	Linwood Ave	College Ave	Summer Ave	592,115
	Rankin St	College Ave	Alton St	62,880
	Summit St	Packard St	Elsie St	49,425
	Summit St	Prospect Ave	Fourth St	71,600
	<b>Subtotal</b>			<b>853,935</b>
<b>Total</b>				<b>\$ 6,816,615</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

<b>2024</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Storm- Water Utility</b>
Labor Pool				273,537
CEA				5,300
Consulting Services	Construction Services			50,000
	Grant Applications			10,000
	Land Acquisition Services			10,000
	Modeling for Flood Reduction Projects			75,000
	Modeling for Storm Sewer Const Projects			20,000
	North Side Development Corridor	Study Update		75,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	Pierce Park Pond and Relief Sewer	30% Preliminary Design		75,000
	Sommers Drive (JJ to Spartan)		Stormwater Management Plan and Wetlands	100,000
	Spartan Dr Pond 6 and 7, Roadway	Design and Permitting		150,000
	Stormwater Pond Retrofit	Enhanced P Test		100,000
	Valley Road	Chain Dr	Forestview Dr (bmp design and permit)	65,000
	<b>Subtotal</b>			<b>780,000</b>
Land Acquisition	Apple Creek Road e/o Richmond	Land for BMPs	land acquisition	100,000
	<b>Subtotal</b>			<b>100,000</b>
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Surface restorations from previous year			90,000
	Storm laterals & manholes prior to asphalt paving			117,540
	Storm laterals & manholes prior to concrete paving			98,555
	Flood Reduction Projects			250,000
	Glendale Ave/AMC flood reduction			900,000
	High Efficiency Street Sweeper			250,000
	Native Landscaping			50,000
	NR151 Water Quality Practices - Reconstruct Streets			80,000
	Peabody Park Storm Sewer Rehab Along Seawall			100,000
	<b>Subtotal</b>			<b>2,186,095</b>
New Storm Sewers				-
	<b>Subtotal</b>			-
Reconstruction				-
	<b>Subtotal</b>			-
Reconstruction (on streets to be paved in 2025)	Jardin St	Leminwah St	Plateau St, east of	219,030
	Lawe St	College Ave	Spring St	34,445
	Locust St	College Ave	Washington St	32,200
	Morrison St	Wisconsin Ave	Glendale Ave	425,630
	Plateau St	Jardin St	Wisconsin Ave	33,370
	<b>Subtotal</b>			<b>744,675</b>
<b>Total</b>				<b>\$ 4,089,607</b>



**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

<b>2025</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Storm- Water Utility</b>
Labor Pool				273,537
CEA				5,300
Consulting Services	Construction Services			60,000
	French Road Urbanization (JJ to Broadway)	60% Preliminary Design and Permitting		100,000
	French Road Urbanization (JJ to Broadway)	Final Design		100,000
	Grant Applications			10,000
	Land Acquisition Services			10,000
	Modeling for Flood Reduction Projects			75,000
	Modeling for Storm Sewer Const Projects			20,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	Pierce Park Pond and Relief Sewer	Preliminary 60% Design		50,000
	Sommers Drive (CTH JJ to Spartan)	60% Preliminary Design and Permitting		50,000
	Spartan Dr (Richmond to 1100' E)	Final Design and Permitting		60,000
	Stormwater Pond Retrofit	Enhanced P Design		125,000
	<b>Subtotal</b>			<b>710,000</b>
Land Acquisition	Sommers Drive (CTH JJ to Spartan)	Land for BMPs plus wetlands fees		50,000
	<b>Subtotal</b>			<b>50,000</b>
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Surface restorations from previous year			90,000
	Storm laterals & manholes prior to asphalt paving			79,980
	Storm laterals & manholes prior to concrete paving			98,975
	Apple Creek e/o Richmond BMPs			500,000
	Edgewood Dr (CTH JJ) w/o French	BMP Construction		249,497
	Flood Reduction Projects			250,000
	K2 Drainage Area Stormwater Improvements			400,000
	Native Vegetation			60,000
	NR151 Water Quality Practices - Reconst			80,000
	Olde Oneida Head Race Fill	Geotech and Environmental Study		100,000
	Spartan Dr - SW6-SW7 and Apple Creek Culvert construction			300,000
	<b>Subtotal</b>			<b>2,458,452</b>
New Storm Sewers	Spartan Dr	Haymeadow Ave, 900' e/o	Meade St	300,000
	Edgewood Dr (CTH JJ)	French	Lightning (600' e/o)	589,590
	<b>Subtotal</b>			<b>889,590</b>
Reconstruction	<b>Subtotal</b>			-
Reconstruction (on streets to be paved in 2026)	Bartell Dr	Prospect Ave	Pine St	179,965
	Fourth St	Story St	Memorial Dr	104,625
	Locust St	Washington St	Franklin St	54,625
	Morrison St	Glendale Ave	Pershing St	107,850
	Oklahoma St	Mason St	Richmond St	197,925
	Perkins St	Prospect Ave	Alley s/o RR tracks	166,750
	Washington St	Bennett St	Richmond St	96,600
	<b>Subtotal</b>			<b>908,340</b>
<b>Total</b>				<b>\$ 5,295,219</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
STORM SEWER CAPITAL CONSTRUCTION PROGRAM**

<b>2026</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Storm- Water Utility</b>
Labor Pool				273,537
CEA				5,300
Consulting Services	Construction Grant Applications			10,000
	Construction Services			50,000
	Land Acquisition Services			10,000
	Lions Park Pond	Preliminary Engineering		50,000
	North Side Development Corridor	Design Bridges/BMPs		150,000
	Modeling for Flood Reduction Projects			75,000
	Modeling for Storm Sewer Const Projects			20,000
	NR151 Water Quality Modeling for Street Reconstructions			50,000
	Pierce Park Pond and Conveyance	Prelim Design		50,000
	Pierce Park Pond and Conveyance	60% Preliminary Design		50,000
	<b>Subtotal</b>			<b>515,000</b>
Land Acquisition	French Road Urbanization (JJ to Broadway)	Land Acquisition for BMPs		78,000
	Pierce Park Pond	Land for BMPs		300,000
	Spartan Drive (Richmond to 1100' E)	Land for BMPs		300,000
	<b>Subtotal</b>			<b>678,000</b>
Miscellaneous Construction	Sump Pump Storm Sewer Program/Backyard Drainage Problems			250,000
	Surface restorations from previous year			90,000
	Storm laterals & manholes prior to asphalt paving			195,740
	Storm laterals & manholes prior to concrete paving			81,905
	Flood Reduction Projects			200,000
	Lightning Drive Extension Box Culvert and Ponds 1-3			1,296,000
	Native Landscaping			60,000
	NR151 Water Quality Practices - Reconst			80,000
	Stormwater Pond Retrofit	Enhanced P Design		1,000,000
	<b>Subtotal</b>			<b>3,253,645</b>
New Storm Sewers	Haymeadow Ave	Wentworth Ave	Crossing Meadows Ave	396,000
	Lightning Dr	Providence Ave	Broadway Dr	\$429,422
	<b>Subtotal</b>			<b>825,422</b>
Reconstruction	<b>Subtotal</b>			-
Reconstruction (on streets to be paved in 2026)	Badger Ave	Spencer St	Pierce Ave	138,000
	Badger Ave	Washington St	Mason St	161,000
	Bell Avenue	Summit St	Richmond St	202,860
	Dewey St	Kernan Ave	Walden Ave	207,293
	Eighth St	Pierce Ave	Badger Ave	36,000
	Fourth St	Outagamie St	Mason St	52,500
	Glendale Ave	Meade St	Ballard Rd	407,250
	Glendale Ave	Roemer Rd	Sandra St	218,325
	Pine St	Prospect Ave	Bartell St	227,640
	Prospect Ave	Sixth St	Appleton St	86,250
	Sixth St	Memorial Dr	State St	44,505
	Summer St	Richmond St	Oneida St	195,600
	Walden Ave	Dewey St	John St	56,410
	<b>Subtotal</b>			<b>2,033,633</b>
<b>Total</b>				<b>\$ 7,584,537</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Watermain Program

PROJECT DESCRIPTION	
Justification:	The following is a summary of costs associated with replacing and adding watermains. A five year plan detailing this and future years' projects follows this summary.
Discussion of operating cost impact:	<p>Reconstruction is performed based upon the existing condition and expected useful remaining life of the watermain. However, budget constraints limit the number of watermains that can be reconstructed annually to an amount less than the amount that actually meets the criteria for reconstruction.</p> <p>Typically, less than 1% of our watermains are reconstructed on an annual basis. This fact, coupled with new watermains added annually to the system results in no overall reduction in our City-wide watermain maintenance costs.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Water Dist. Reconstruction <b>Water Utility</b>	2,439,600	3,170,611	1,903,530	3,728,460	4,517,530	\$ 15,759,731
Water Dist. Construction <b>TIF 11</b>	581,750	-	-	-	-	\$ 581,750
<b>Total - Watermain Program</b>	<b>\$ 3,021,350</b>	<b>\$ 3,170,611</b>	<b>\$ 1,903,530</b>	<b>\$ 3,728,460</b>	<b>\$ 4,517,530</b>	<b>\$ 16,341,481</b>

COST ANALYSIS						
Components	Estimated Cash Flows					Total
	2022	2023	2024	2025	2026	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	2,861,865	3,011,126	1,744,045	3,568,975	4,358,045	\$ 15,544,056
Other	159,485	159,485	159,485	159,485	159,485	\$ 797,425
<b>Total</b>	<b>\$ 3,021,350</b>	<b>\$ 3,170,611</b>	<b>\$ 1,903,530</b>	<b>\$ 3,728,460</b>	<b>\$ 4,517,530</b>	<b>\$ 16,341,481</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

<b>2022</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Water Utility</b>	<b>TIF 11</b>	<b>Total Cost</b>
Labor Pool				151,985	-	151,985
CEA				7,500	-	7,500
Miscellaneous	Permit; Misc. Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County			10,000	-	10,000
Construction	Surface Restoration	Due to 2021 Water CIP Excav.		43,850	-	43,850
	<b>Subtotal</b>			<b>53,850</b>	-	<b>53,850</b>
New Construction	Plamann Park	Phase 2		500,000	-	500,000
	French Rd	Broadway Dr	Broadway Dr (1700' n/o)	194,150	-	194,150
	<b>Subtotal</b>			<b>694,150</b>	-	<b>694,150</b>
Reconstruction (not related to paving)	Easement (e/o Riverview Lane)	River Road	Bouten St	162,475	-	162,475
	Fair St	Atlantic Street	Spring St	204,700	-	204,700
	Franklin St	Appleton St	Oneida St	100,000	-	100,000
	WWTP	Weimar Ct	Newberry Ct	247,300	-	247,300
	Lead Service Line Replacement	Citywide		250,000	-	250,000
	<b>Subtotal</b>			<b>964,475</b>	-	<b>964,475</b>
Reconstruction (prior to next year's paving)	Alvin St	Wisconsin Ave	Marquette St	272,485	-	272,485
	Durkee St	College Ave	Washington St	59,250	-	59,250
	Durkee St	Lawrence St (s/o)	College Ave	-	102,980	102,980
	Lawrence St	Appleton St	Durkee St	-	258,190	258,190
	Morrison St	College Ave	Washington St	135,905	-	135,905
	Morrison St	Lawrence St (Kimball St actually)	College Ave	-	114,365	114,365
	Oneida St	Lawrence St	College Ave	-	106,215	106,215
	Reinke Ct - partial only	Kernan Ave	cds	100,000	-	100,000
	<b>Subtotal</b>			<b>567,640</b>	<b>581,750</b>	<b>1,149,390</b>
Transmission - New	<b>Subtotal</b>			-	-	-
<b>Total Water Main Construction</b>				<b>\$ 2,439,600</b>	<b>\$581,750</b>	<b>\$ 3,021,350</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

<b>2023</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Water Utility</b>	<b>Total Cost</b>
Labor Pool				151,985	151,985
CEA				7,500	7,500
Miscellaneous	Permit; Misc. Fees; Training; Testing Mat'l			10,000	10,000
	S. Island St	bridge design for water main		15,000	15,000
	Surface Restoration	Due to 2021 Water CIP Excav.		43,900	43,900
	<b>Subtotal</b>			<b>68,900</b>	<b>68,900</b>
New Construction	Easement	Rebecca Ct	Weimar Ct	34,770	34,770
	Easement (Kamps Ave extended)	Mason St	Summit St (620' w/o)	29,690	29,690
	Lightning Dr	Baldeagle Dr	Providence Ave	75,625	75,625
	Southpoint Streets	Eisenhower Drive	Coop Road	574,496	574,496
	<b>Subtotal</b>			<b>714,581</b>	<b>714,581</b>
Reconstruction (not related to paving)	Briarcliff Dr	Crestview Dr	Edgemere Dr	112,200	112,200
	College Ave	Matthias St (2nd hyd east of)	Kensington Dr	200,200	200,200
	Crestview Dr	Lynn Dr (south leg)	White Oak Dr	294,185	294,185
	Julie St	Crestview Dr	Lynn Dr	62,635	62,635
	Kay St	Viola St	Racine St	146,110	146,110
	Lee St	Fremont St	Robin Way	251,960	251,960
	Linwood Ave	Brewster St	Glendale Ave	397,015	397,015
	Lynn Dr	Crestview Dr (north leg)	Newberry Dr	181,895	181,895
	<b>Subtotal</b>			<b>1,646,200</b>	<b>1,646,200</b>
Reconstruction (prior to next year's paving)	Alice St	Drew St	Union St	78,855	78,855
	Rankin St	College Ave	Alton St (s/end actually)	90,555	90,555
	Linwood Ave	College Ave (to n/o Franklin)	Winnebago St (to Badger Ave)	260,895	260,895
	Summit St	Packard St	Elsie St	55,135	55,135
	Summit St	Prospect Ave	Fourth St	96,005	96,005
	<b>Subtotal</b>			<b>581,445</b>	<b>581,445</b>
Transmission - New					
	<b>Subtotal</b>			-	-
<b>Total Water Main Construction</b>				<b>\$ 3,170,611</b>	<b>\$ 3,170,611</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

<b>2024</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Water Utility</b>	<b>Total Cost</b>
Labor Pool				151,985	151,985
CEA				7,500	7,500
Miscellaneous	Permit and Misc. Fees	NOI, Railroad, Water Usage, County		10,000	10,000
Construction	Surface Restoration	Due to 2023 Water CIP Excav.		137,950	137,950
	<b>Subtotal</b>			<b>147,950</b>	<b>147,950</b>
New Construction	Easement (s/o CN Railway)	Perkins St	Driscoll St	48,870	48,870
	Ritger St	McKinley St	Lincoln St	44,540	44,540
	<b>Subtotal</b>			<b>93,410</b>	<b>93,410</b>
Reconstruction (not related to paving)	Locust St	Brewster St	Marquette St	357,410	357,410
	Nawada Ct	Winona Ct (80' w/o w/leg)	Winona Way	37,405	37,405
	Vulcan St	N. Island St	S. Island St	116,880	116,880
	<b>Subtotal</b>			<b>511,695</b>	<b>511,695</b>
Reconstruction (prior to next year's paving)	Jardin St	Leminwah St	Plateau St, east of	96,070	96,070
	Lawe St	College Ave	Spring St	713,835	713,835
	Locust St	College Ave	Washington St	18,070	18,070
	Plateau St	Jardin St	Wisconsin Ave	55,590	55,590
	S Island St - BRIDGE	over power canal	Vulcan St	107,425	107,425
	<b>Subtotal</b>			<b>990,990</b>	<b>990,990</b>
Transmission - New				-	-
	<b>Subtotal</b>			-	-
<b>Total Water Main Construction</b>				<b>\$ 1,903,530</b>	<b>\$ 1,903,530</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

<b>2025</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Water Utility</b>	<b>Total Cost</b>
Labor Pool				151,985	151,985
CEA				7,500	7,500
Miscellaneous	Permit; Misc.Fees; Training; Testing	Mat'l; NOI, Railroad, Water Usage, County		10,000	10,000
Construction	Surface Restoration	Due to 2024 Water CIP Excav.		217,250	217,250
	<b>Subtotal</b>			<b>227,250</b>	<b>227,250</b>
New Construction	Spartan Dr	Haymeadow Ave, 900' e/o	Meade St	282,450	282,450
	<b>Subtotal</b>			<b>282,450</b>	<b>282,450</b>
Reconstruction (not related to paving)	Calumet St	Telulah Ave	Matthias St	545,730	545,730
	Cloverdale Dr	Linwood Ave	Elinor St	361,780	361,780
	Douglas St	Haskell St	CN Railway	73,485	73,485
	Durkee St	Randall St	Roosevelt St	135,500	135,500
	Sixth St	State St	Elm St	141,320	141,320
	Union St	Summer St	Wisconsin Ave	37,200	37,200
	Winnebago St	Sharon St (250' w/o)	Linwood Ave	108,990	108,990
	<b>Subtotal</b>			<b>1,404,005</b>	<b>1,404,005</b>
Reconstruction (prior to next year's paving)	Bartell Dr	Prospect Ave	Pine St	292,335	292,335
	Fourth St	Story St	Memorial Dr	191,675	191,675
	Locust St	Washington St	Franklin St	52,910	52,910
	Morrison St	Glendale Ave	Pershing St	141,075	141,075
	Oklahoma St	Mason St	Richmond St	417,275	417,275
	<b>Subtotal</b>			<b>1,095,270</b>	<b>1,095,270</b>
Transmission - New	Edison Ave River Crossing	Olde Oneida St	Water St	560,000	560,000
	<b>Subtotal</b>			<b>560,000</b>	<b>560,000</b>
<b>Total Water Main Construction</b>				<b>\$ 3,728,460</b>	<b>\$ 3,728,460</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
WATERMAIN CONSTRUCTION CAPITAL IMPROVEMENT PROGRAM**

<b>2026</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Water Utility</b>	<b>Total Cost</b>
Labor Pool				151,985	151,985
CEA				7,500	7,500
Miscellaneous	Permit; Misc.Fees; Training; Testing Mat'l; NOI, Railroad, Water Usage, County			10,000	10,000
Construction	Surface Restoration	Due to 2025 Water CIP Excav.		141,300	141,300
	<b>Subtotal</b>			<b>151,300</b>	<b>151,300</b>
New Construction	Haymeadow Ave	Wentworth Ave	Crossing Meadows Ave	230,000	230,000
	Lightning Dr	Providence Ave	Broadway Dr	284,100	284,100
	<b>Subtotal</b>			<b>514,100</b>	<b>514,100</b>
Reconstruction (not related to paving)	Brewster St	Meade St	Rankin St	64,935	64,935
	Graceland Ave	Randall St	Woodland Ave	129,980	129,980
	Hall Ave	Randall St	Woodland Ave	97,920	97,920
	Kenilworth Ave	Wisconsin Ave	Woodland Ave	246,070	246,070
	Rankin St	Woodland Ave	Brewster St (390' s/o)	120,020	120,020
	<b>Subtotal</b>			<b>658,925</b>	<b>658,925</b>
Reconstruction (prior to next year's paving)	Alexander St - partial only	Melrose St	Marquette St	139,920	139,920
	Badger Ave	Spencer St	Pierce Ave	273,280	273,280
	Badger Ave	Washington St	Mason St	262,980	262,980
	Bell Avenue	Summit St	Richmond St	324,455	324,455
	Dewey St	Kernan Ave	Walden Ave	56,300	56,300
	Elinor St - partial only	Taylor St	Glendale Ave	5,000	5,000
	Fourth St	Outagamie St	Mason St	30,855	30,855
	Glendale Ave	Meade St	Ballard Rd	1,038,570	1,038,570
	Locust St	Wisconsin Ave	Brewster	87,910	87,910
	Midway Rd	Eisenhower Dr (500' w/o)	Eisenhower Dr (500' e/o)	10,000	10,000
	Pine St	Prospect Ave	Bartell St	225,500	225,500
	Sixth St	Memorial Dr	State St	10,000	10,000
	Summer St	Richmond St	Oneida St	521,550	521,550
	Walden Ave	Dewey St	John St	47,400	47,400
	<b>Subtotal</b>			<b>3,033,720</b>	<b>3,033,720</b>
Transmission - New	<b>Subtotal</b>			-	-
<b>Total Water Main Construction</b>				<b>\$ 4,517,530</b>	<b>\$ 4,517,530</b>



# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Sanitary Sewer Program

## PROJECT DESCRIPTION

**Justification:**

The following is a summary of costs associated with replacing and adding sanitary sewers. A five year plan detailing this and future years' projects follows this summary.

**Discussion of operating cost impact:**

Reconstruction is performed based upon the existing condition and expected useful remaining life of the sanitary sewer. However, budget constraints limit the number of sewers which can be reconstructed annually to an amount less than that which actually meets the criteria for reconstruction.

Typically, less than 1% of our sewers are reconstructed on an annual basis. This fact, coupled with new sewers added annually to the system results in no overall reduction in our City-wide sewer maintenance

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Wastewater Reconstruction <b>Wastewater Utility</b>	2,089,551	2,035,831	3,540,799	1,788,997	4,943,838	\$ 14,399,016
Wastewater Construction <b>TIF # 11</b>	189,975	-	-	-	-	\$ 189,975
<b>Total - Sanitary Sewer Program</b>	<b>\$ 2,279,526</b>	<b>\$ 2,035,831</b>	<b>\$ 3,540,799</b>	<b>\$ 1,788,997</b>	<b>\$ 4,943,838</b>	<b>\$ 14,588,991</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	2,106,781	1,863,086	3,368,054	1,616,252	4,771,093	\$ 13,725,266
Other	172,745	172,745	172,745	172,745	172,745	\$ 863,725
<b>Total</b>	<b>\$ 2,279,526</b>	<b>\$ 2,035,831</b>	<b>\$ 3,540,799</b>	<b>\$ 1,788,997</b>	<b>\$ 4,943,838</b>	<b>\$ 14,588,991</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

<b>2022</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Waste-water Utility</b>	<b>TIF 11</b>	<b>Total Cost</b>
Labor Pool				166,845	-	166,845
CEA				5,900	-	5,900
Consultant	Lawe St - South Island St force main; river crossing replace force main			100,000	-	100,000
	Glacier Ridge LS abandonment; wetland delineation and permitting			100,000	-	100,000
				<b>200,000</b>	-	<b>200,000</b>
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			18,753	-	18,753
Construction	Sanitary laterals & manholes prior to concrete paving			33,213	-	33,213
	Structure Rehabilitation / Sewer Cut repairs from 2021 (E-22)			40,000	-	40,000
	<b>Subtotal</b>			<b>91,966</b>	-	<b>91,966</b>
New Construction	Plamann Park	Phase 2		560,000	-	560,000
	French Rd	under 441		112,000	-	112,000
	<b>Subtotal</b>			<b>672,000</b>	-	<b>672,000</b>
Reconstruction	<b>Subtotal</b>			-	-	-
Reconstruction (on streets to be paved in 2023)	Alvin St	Wisconsin Ave	Marquette St	900,250	-	900,250
	Dunlap St	Bates St	Pacific St	35,440	-	35,440
	Durkee St	College Ave	Washington St	9,100	-	9,100
	Durkee St	Lawrence St (s/o)	College Ave	-	46,900	46,900
	Lawrence St	Appleton St	Durkee St	-	48,150	48,150
	Morrison St	College Ave	Washington St	8,050	-	8,050
	Morrison St	Lawrence St, s/o	College Ave	-	54,725	54,725
	Oneida St	Lawrence St	College Ave	-	40,200	40,200
	<b>Subtotal</b>			<b>952,840</b>	<b>189,975</b>	<b>1,142,815</b>
<b>Total</b>				<b>\$ 2,089,551</b>	<b>\$ 189,975</b>	<b>\$ 2,279,526</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2023	Street	From	To	Waste- water Utility
Labor Pool				166,845
CEA				5,900
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			20,160
Construction	Sanitary laterals & manholes prior to concrete paving			30,135
	Structure Rehabilitation / Sewer Cut repairs from 2022 (E-23)			25,000
	<b>Subtotal</b>			<b>75,295</b>
New Construction	Lawe St - South Island St force main; river crossing replace force main; possible liner			700,000
	Lightning Dr	Baldeagle Dr	Providence Ave	87,750
	Southpoint Streets	Eisenhower Dr	Coop Road	257,209
	<b>Subtotal</b>			<b>1,044,959</b>
Reconstruction	<b>Subtotal</b>			-
Reconstruction (on streets to be paved in 2024)	Alice St	Drew St	Union St	96,942
	Linwood Ave	College Ave	Summer St	380,570
	Rankin St	College Ave	Alton St	68,120
	Summit St	Packard St	Elsie St	88,965
	Summit St	Prospect Ave	Fourth St	108,235
	<b>Subtotal</b>			<b>742,832</b>
<b>Total</b>				<b>\$ 2,035,831</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

2024	Street	From	To	Waste- water Utility
Labor Pool				166,845
CEA				5,900
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			17,631
Construction	Sanitary laterals & manholes prior to concrete paving			24,897
	Structure Rehabilitation / Sewer Cut repairs from 2023 (E-24)			25,000
	<b>Subtotal</b>			<b>67,528</b>
New Construction	Glacier Ridge LS abandonment	Ballard Rd	Thornapple Rd	2,500,000
	<b>Subtotal</b>			<b>2,500,000</b>
Reconstruction	<b>Subtotal</b>			-
Reconstruction (on streets to be paved in 2025)	Jardin St	Leminwah St	Plateau St, east of	109,290
	Lawe St	College Ave	Spring St	165,836
	Locust St	College Ave	Washington St	39,200
	Morrison St	Wisconsin Ave	Glendale Ave	454,445
	Plateau St	Jardin St	Wisconsin Ave	31,755
	<b>Subtotal</b>			<b>800,526</b>
<b>Total</b>				<b>\$ 3,540,799</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

<b>2025</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Waste-water Utility</b>
Labor Pool				166,845
CEA				5,900
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			11,997
Construction	Sanitary laterals & manholes prior to concrete paving			25,365
	Structure Rehabilitation / Sewer Cut repairs from 2024 (E-25)			25,000
	<b>Subtotal</b>			<b>62,362</b>
New Construction	Spartan Dr	Haymeadow Ave, 900' e/o, (Baum property line)	Meade St	231,250
	<b>Subtotal</b>			<b>231,250</b>
Reconstruction	<b>Subtotal</b>			-
Reconstruction (on streets to be paved in 2025)	Bartell Dr	Prospect Ave	Pine St	196,820
	Fourth St	Story St	Memorial Dr	188,325
	Locust St	Washington St	Franklin St	66,500
	Morrison St	Glendale Ave	Pershing St	194,130
	Oklahoma St	Mason St	Richmond St	356,265
	Perkins St	Prospect Ave	Alley s/o RR tracks	203,000
	Washington St	Bennett St	Richmond St	117,600
	<b>Subtotal</b>			<b>1,322,640</b>
<b>Total</b>				<b>\$ 1,788,997</b>

**CITY OF APPLETON 2022 BUDGET  
DEPARTMENT OF PUBLIC WORKS  
SANITARY SEWER CAPITAL CONSTRUCTION PROGRAM**

<b>2026</b>	<b>Street</b>	<b>From</b>	<b>To</b>	<b>Waste-water Utility</b>
Labor Pool				166,845
CEA				5,900
Miscellaneous	Sanitary laterals & manholes prior to asphalt paving			29,361
Construction	Sanitary laterals & manholes prior to concrete paving			28,533
	Structure Rehabilitation / Sewer Cut repairs from 2025 (E-26)			25,000
	<b>Subtotal</b>			<b>82,894</b>
New Construction	Apple Hill Farms force main	French Rd lift station	Apple Hill Blvd	600,000
	Apple Hill Farms lift station	on French Road	1450' n/o Applecreek Road	750,000
	Edgewood Dr (CTH JJ)	Sommers Dr	Sommers Dr, 750' e/o	93,750
	Haymeadow Ave	Wentworth Ave	Crossing Meadows Ave	275,000
	<b>Subtotal</b>			<b>1,718,750</b>
Reconstruction	<b>Subtotal</b>			-
Reconstruction (on streets to be paved in 2025)	Badger Ave	Spencer St	Pierce Ave	162,000
	Badger Ave	Washington St	Mason St	189,000
	Bell Avenue	Summit St	Richmond St	238,140
	Dewey St	Kernan Ave	Walden Ave	64,404
	Eighth St	Pierce Ave	Badger Ave	60,750
	Fourth St	Outagamie St	Mason St	94,500
	Glendale Ave	Meade St	Ballard Rd	733,050
	Glendale Ave	Roemer Rd	Sandra St	392,985
	Lightning Dr	Providence Ave	Broadway Dr	276,750
	Pine St	Prospect Ave	Bartell St	246,610
	Prospect Ave	Sixth St	Appleton St	105,000
	Sixth St	Memorial Dr	State St	54,180
	Summer St	Richmond St	Oneida St	352,080
	<b>Subtotal</b>			<b>2,969,449</b>
<b>Total</b>				<b>\$ 4,943,838</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Second Raw Water Line Improvements

## PROJECT DESCRIPTION

**Justification:**

The Appleton Water Treatment Facility (AWTF) serves the citizens of Appleton and wholesale customers in Grand Chute, Sherwood, and the Harrison Utilities. The AWTF draws raw water from Lake Winnebago through preliminary treatment at the raw water lake station. Once treated, the raw water is pumped to the AWTF via a 42" pipe line for further treatment. The intent of this project is to create reliability and redundancy in the raw water processing areas where there is a need or lack of redundancy.

The existing lake intake consists of a single four foot diameter pipe with two bell intakes. The intakes' configuration and building materials are prone to icing events that stop raw water. The lake station traveling screen removes large objects from the raw water intake such as logs, fish, and other debris. These materials are screened out of the water so they do not enter and damage the low lift pumps that pump water to the AWTF. The current screen has reached its useful life and is in need of a replacement. In addition, the chemical and electrical systems are in need of upgrades. This project will provide a second raw water pipe, replacement screen, and a screenings conveyance system for the wastes to be collected. New screening technologies allow for greater removals of contaminants. Additionally, the chemical, HVAC, electrical, and stormwater system will either be upgraded or replaced.

The construction phase in 2020-2021 included the upgrades at the lake station and maintenance to the existing 50 year old intake pipe. Upgrades include mechanical, electrical, and structural changes to the pump station. Maintenance to the existing intake includes a second valve on the raw water line to open in icing events.

The construction phase in 2021-2022 includes the routing of a second 42" pipe from the lake station to the water plant. There is insufficient space for a second raw water pipe in the current route along Oneida Street. A 2018 study provided recommendations for land procurement, easements, and permits where necessary to support the future second raw water pipe line construction.

The construction phase in 2023 includes marine construction for a new lake intake. The intake will be located at a further distance from shore and a significant distance from the original intake. This distance will minimize the potential to have icing events occurring at both intakes simultaneously.

The indirect cost of losing the ability to serve its customers could involve claims against the City.

**Discussion of operating cost impact:**

There is no operating cost increase to this project.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Water Utility						
Lake Intake	-	9,920,000	-	-	-	\$ 9,920,000
<b>Total - Water Utility Capital Projects</b>	<b>\$ -</b>	<b>\$ 9,920,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,920,000</b>

### COST ANALYSIS

Components	Estimated Cash Flows					Total
	2022	2023	2024	2025	2026	
Planning	-	120,000	-	-	-	\$ 120,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	9,800,000	-	-	-	\$ 9,800,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 9,920,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,920,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION	
Project Title:	Building Envelope

PROJECT DESCRIPTION	
Justification:	
<p>The building envelope is the physical separator between the conditioned and unconditioned environment. Systems include water and water vapor control, air control, and temperature control. These can include, but are not limited to windows, doors, siding, masonry, etc. Stopping or minimizing premature failure of building components through proactive maintenance and capital repairs protects our investment, saves on energy, and extends the service life of City buildings.</p> <p><b>Fire Stations:</b> (2025) Replace east and south facing windows at Fire Station #1 and replace all windows at Fire Station #2.</p> <p><b>Wastewater:</b> (2025) Structural investigation and design for the digester foundations. This project is being requested because several large cracks have developed in the concrete foundations of the Wastewater digestors.</p> <p><b>Water Plant:</b> (2026) Perform exterior wall repairs.</p>	
Discussion of operating cost impact:	
It is anticipated that there will be improved energy efficiency.	

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
PRFM Fire Stations	-	-		150,000	-	\$ 150,000
<b>Facilities Capital Projects</b>	-	-	-	150,000	-	\$ 150,000
WW Wastewater	-	-	-	40,000	-	\$ 40,000
<b>WW Utility Capital Projects</b>	-	-	-	40,000	-	\$ 40,000
WW Water Plant	-	-	-	-	80,000	\$ 80,000
<b>WT Utility Capital Projects</b>	-	-	-	-	80,000	\$ 80,000
<b>Total - Building Envelope Capital Projects</b>	\$ -	\$ -	\$ -	\$ 190,000	\$ 80,000	\$ 270,000

COST ANALYSIS						
Estimated Cash Flows						
Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	40,000	-	\$ 40,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	150,000	80,000	\$ 230,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ 190,000	\$ 80,000	\$ 270,000
<b>Operating Cost Impact</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Electrical Upgrades

## PROJECT DESCRIPTION

**Justification:**

The electrical infrastructure within facilities is in need of periodic testing and repairs. It is critical to have our electrical distribution systems in good working order to prevent electrical shutdowns or unsafe conditions. Testing will identify problems before they become critical and more expensive to repair.

**Fire Stations:** This CIP represents a program to upgrade the electrical distribution system for Fire Station #1. The electrical distribution components are original to the building and are at the end of their expected life. (2024) Design for the upgrades. (2025) Construction for the upgrades.

**MSB:** (2025-2026) This CIP represents a program to upgrade the electrical distribution system for MSB. The electrical distribution components are original to the building and are at the end of their expected life. (2025) Design for the upgrades. (2026) Construction for the upgrades.

**Wastewater Plant:** (2022) This CIP represents the last phase of a 5-year project to upgrade the electrical distribution system for the Wastewater Plant. There are electrical distribution components that are over 40 years old throughout the plant. Starting at the electrical substation, transformers, breakers, MCC's, panels, and conductors need to be tested, followed by a systematic replacement program. This effort must be coordinated with current and future utility department process upgrades.

**Discussion of operating cost impact:**

It is anticipated that there will be a reduction in maintenance costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
PRFM      Fire stations	-	-	25,000	200,000	-	\$ 225,000
MSB	-	-	-	25,000	200,000	\$ 225,000
<b>Facilities Capital Projects</b>	-	-	25,000	225,000	200,000	\$ 450,000
WW          Wastewater	1,700,000	-	-	-	-	\$ 1,700,000
<b>WW Utility Capital Projects</b>	1,700,000	-	-	-	-	\$ 1,700,000
<b>Total - Electrical Upgrades Capital Projects</b>	<b>\$ 1,700,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 225,000</b>	<b>\$ 200,000</b>	<b>\$ 2,150,000</b>

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2022	2023	2024	2025	2026	
Planning	150,000	-	25,000	25,000	-	\$ 200,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,550,000	-	-	200,000	200,000	\$ 1,950,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 1,700,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 225,000</b>	<b>\$ 200,000</b>	<b>\$ 2,150,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Elevator Replacement

## PROJECT DESCRIPTION

Justification:

**Wastewater Plant:**

The Wastewater Plant has five elevators that are at or near their anticipated life expectancy. Evaluation will be completed to determine if the elevators can be refurbished or if it is more cost effective to replace them. Within the next five years, it is projected that two elevators will need to be refurbished or replaced.

Building B & K - (2024) Refurbish/Replace K-Building elevator. (2026) Refurbish/Replace B-Building elevator.

Discussion of operating cost impact:

Operating costs should decrease as the number of service calls and unpredictable repairs will be reduced.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
WW	Wastewater Plant						
	B - Building	-	-	-	-	350,000	\$ 350,000
	K - Building	-	-	350,000	-	-	\$ 350,000
Total Wastewater Utility Capital Projects Fund		\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000	\$ 700,000

## COST ANALYSIS

Estimated Cash Flows							
Components	2022	2023	2024	2025	2026	Total	
Planning	-	-	30,000	-	30,000	\$ 60,000	
Land Acquisition	-	-	-	-	-	\$ -	
Construction	-	-	320,000	-	320,000	\$ 640,000	
Other	-	-	-	-	-	\$ -	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ 700,000</b>	
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -	

\* N/Q = Not Quantifiable

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Facility Renovations

## PROJECT DESCRIPTION

Justification:

**Fire Stations:**

Upgrade kitchen and bathroom areas - This project is to upgrade kitchen and bathroom areas at various fire stations that are original to the buildings and experience heavy usage. (2024) design for remodeling the Fire Station #5 upper and lower bathrooms. (2025) Construction for the bathroom remodeling at Fire Station #5. (2026) Design for remodeling the Fire Station #2 upper and lower bathrooms.

**PRFMD Facility:**

Restroom renovation - The Facilities & Grounds Operations Center lacks adequate restroom facilities for both public and staff. (2024) Design - This project will go through the space planning and design portions of the project. (2025) Construction based off of the completed design.

**Valley Transit:**

Facility renovation - Valley Transit has allocated funds to implement a facility-wide renovation of the Whitman Avenue facility in accordance with FTA guidelines and the Whitman Avenue master plan adopted in 2020. This renovation will include, but not be limited to, a building addition, ADA compliance, HVAC, electrical and plumbing upgrades, office expansion, and all related site work. The facility was constructed in 1982 and has remained largely the same since then. The 41,000 sq ft facility currently includes offices, a bus maintenance shop, locker rooms, bus parking area, and a car wash. The facility is currently having issues with plumbing waste lines and is also in need of a cosmetic update. Additionally, Valley Transit has outgrown the existing footprint and is in need of an expansion to accommodate operational needs.

**Wastewater Plant:**

F1 Building at Wastewater Renovations - (2022) Renovate the F1 Building at Wastewater to meet the current operational needs for the building.

A-Building Acoustical Ceiling - (2023) This project is to replace the acoustical ceiling and lighting in A-Building.

S-Building Locker Rooms - (2026) Renovate S-Building locker rooms.

Discussion of operating cost impact:

Since these projects are renovations of existing space, there is no impact on operating cost anticipated.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
PRFM	Fire Stations	-	-	25,000	175,000	150,000	\$ 350,000
	PRFMD	-	-	50,000	250,000	-	\$ 300,000
	<b>Facilities Capital Projects</b>	-	-	75,000	425,000	150,000	\$ 650,000
Valley Transit	Facility Renovation	8,500,000	-	-	-	-	\$ 8,500,000
	<b>Valley Transit Capital Projects</b>	8,500,000	-	-	-	-	\$ 8,500,000
WW	Wastewater	300,000	200,000	-	-	450,000	\$ 950,000
	<b>WW Utility Capital Projects</b>	300,000	200,000	-	-	450,000	\$ 950,000
<b>Total - Facility Renovations Projects</b>		<b>\$ 8,800,000</b>	<b>\$ 200,000</b>	<b>\$ 75,000</b>	<b>\$ 425,000</b>	<b>\$ 600,000</b>	<b>\$ 10,100,000</b>

## COST ANALYSIS

Components	Estimated Cash Flows					
	2022	2023	2024	2025	2026	Total
Planning	75,000	50,000	-	25,000	-	\$ 150,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	8,725,000	150,000	75,000	400,000	600,000	\$ 9,950,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 8,800,000</b>	<b>\$ 200,000</b>	<b>\$ 75,000</b>	<b>\$ 425,000</b>	<b>\$ 600,000</b>	<b>\$ 10,100,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Fire Station 4 Replacement

## PROJECT DESCRIPTION

**Justification:**

Built in 1961, Appleton Fire Station 4 has exceeded its useful life. Fire Station 4 was the second busiest fire station in the City in 2018. Fire Department staff have indicated deficiencies in the current station. The size of the fire trucks built in the 1960's as compared to today is drastically different. As we replace our fleet, fewer of them will fit into the station. Through the City's facility improvement plan, over \$355,000 is slated to replace the roof, HVAC and remodel the kitchen and bathroom areas. These funds are in addition to the \$150,000 spent to rebuild the apparatus bay floor when engineers determined the station was not designed to hold the weight of our current fire trucks. The energy efficiency of the station is subpar. The size of the fire station will not meet future demands in that area of the City. The north side of the City does not meet emergency response benchmarks. One solution is to add an additional unit for response capability. Fire Station 4 would be the best location for the alternative response vehicle (ARV) for additional fire and emergency medical response but the current Fire Station 4 cannot accommodate additional staff.

The current location of Fire Station 4 allows for quick access to main arterials of the City and Highways 41 and 441. GIS data shows its location serves that area of the City very well. It is recommended that a new location is found in close proximity to the current station. Land acquisition would need to be sufficient to accommodate a three-bay, drive through fire station built with living accommodation for eight firefighters and a community room/classroom for Fire Department and community usage. The parking lot should accommodate up to 20 vehicles and provide access to the Appleton Memorial Park trail system. In 2022, we are seeking planning funds to allow for site analysis.

**Discussion of operating cost impact:**

A newly built fire station would be constructed utilizing the most current methods of energy conservation and efficiencies. The new station utility costs will be less per square foot than the current facility. It will be built with a maintenance free mindset of internal and external components, which will reduce short-term and long-term expenses. The lifespan of a fire station is approximately 50 years.

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
PRFM	Planning	50,000	-	-	-	-	\$ -
	Design	-	-	-	750,000	-	\$ 750,000
	Construction	-	-	-	-	4,500,000	\$ 4,500,000
<b>Total - Facilities Capital Projects</b>		<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 4,500,000</b>	<b>\$ 5,300,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning/Site Acquisition	50,000	-	-	750,000	-	\$ 800,000
Construction	-	-	-	-	4,500,000	\$ 4,500,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 4,500,000</b>	<b>\$ 5,300,000</b>
<b>Operating Cost Impact</b>	<b>* N/Q</b>	<b>* N/Q</b>	<b>* N/Q</b>	<b>* N/Q</b>	<b>* N/Q</b>	<b>\$ -</b>

\* N/Q = Not Quantifiable

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Grounds Improvements

## PROJECT DESCRIPTION

**Justification:**

The Parks, Recreation and Facilities Management Department is responsible for grounds of all City properties, including parks and associated recreation facilities, Library, Police Department, Fire Stations, and all Water and Wastewater sites. Responsibilities for these sites include fencing replacement, turf management, landscaping of City properties, tree management, hillside and shoreline stabilization. Annual assessments are conducted of all City properties to determine maintenance, upgrade and/or improvement needs, and maintain the functionality and/or appearance of the facility or property to meet current City standards and expectations. Specific programs for years 2022-2026 will be adjusted based on the annual assessments conducted for each property.

**Parks:**

Fence Replacements (2023/2025) This project will address replacement of fencing at various parks. Projects include tennis court fencing, property line fencing, and ball diamond fencing.

Fields - (2022/2024/2026) - This project is for full reconstruction of both multi-purpose and soccer fields. This will improve field conditions, drainage, and reduce the number of canceled events due to poor field conditions.

**Discussion of operating cost impact:**

These projects are enhancements of existing facilities and are not expected to have any measurable impact on operating costs.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
PRFM						
Various Parks						
Fencing	-	25,000	-	25,000	-	\$ 50,000
Fields	25,000	-	25,000	-	25,000	\$ 75,000
<b>Total - Facilities Capital Projects</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 125,000</b>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	25,000	25,000	25,000	25,000	25,000	\$ 125,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 125,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Hardscape Infrastructure Improvements/Replacements

## PROJECT DESCRIPTION

**Justification:**

The Parks, Recreation and Facilities Management Department is responsible for all concrete and asphalt pavement associated with City facilities, including roads, parking lots, building approaches, walkways, sidewalks, trails, and entrances. The current inventory of hardscape is 3,691,087 sq. ft. (this number includes parking lots, roadways, sidewalks, and trails).

Many of the parking lots, roadways, building approaches, entrances, sidewalks and walkways are reaching the end of their life expectancy and are in need of replacement and/or improvement to address changing needs, equipment modifications, ADA requirements, etc. Maintenance activities are addressed with available resources to maximize the life cycle of these facilities, but replacement and/or improvements are needed as facilities age and deteriorate.

This funding request recognizes the need to implement an annual replacement/improvement schedule for all hardscape infrastructure. Based on a 25-30 year replacement cycle for all hardscape areas, an estimated \$850,000 is needed on an annual basis to maintain these hardscape areas. The replacement/improvement schedule for 2022 includes:

City Sites	\$ 50,000
Pierce and Einstein Park Parking Lots	\$ 750,000
Wastewater Plant	\$ 300,000

Future projects will be identified after annual assessments of properties and/or parks.

**Discussion of operating cost impact:**

These projects are reconstruction and enhancements of existing facilities. Rather than having to crack-fill, seal and mudjack deteriorating hardsurfaces, these costs can be avoided.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
PRFM	City Sites	50,000	50,000	50,000	50,000	50,000	\$ 250,000
	Fire Stations	-	-	-	-	100,000	\$ 100,000
	MSB	-	-	-	-	175,000	\$ 175,000
	Park Sites	750,000	250,000	250,000	250,000	250,000	\$ 1,750,000
	PRFMD	-	-	-	200,000	-	\$ 200,000
<b>Facilities Capital Projects</b>		<b>800,000</b>	<b>300,000</b>	<b>300,000</b>	<b>500,000</b>	<b>575,000</b>	<b>\$ 2,475,000</b>
WW	Wastewater	300,000	-	250,000	-	250,000	\$ 800,000
	<b>WW Utility Capital Projects</b>	<b>300,000</b>	<b>-</b>	<b>250,000</b>	<b>-</b>	<b>250,000</b>	<b>\$ 800,000</b>
Water Utility	Water Plant	-	250,000	-	250,000	-	\$ 500,000
	<b>Water Utility Capital Projects</b>	<b>-</b>	<b>250,000</b>	<b>-</b>	<b>250,000</b>	<b>-</b>	<b>\$ 500,000</b>
<b>Total - Hardscape Improvement</b>		<b>\$ 1,100,000</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>	<b>\$ 750,000</b>	<b>\$ 825,000</b>	<b>\$ 3,775,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	65,000	60,000	30,000	50,000	50,000	\$ 255,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,035,000	490,000	520,000	700,000	775,000	\$ 3,520,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 1,100,000</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>	<b>\$ 750,000</b>	<b>\$ 825,000</b>	<b>\$ 3,775,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Heating, Ventilating, and Air Conditioning Systems

## PROJECT DESCRIPTION

**Justification:**

Upgrades are performed for three reasons: the current equipment is failing and can no longer be repaired; the equipment is not energy efficient and it makes good financial sense to replace to reduce operational costs; or there is a change in operational requirements in the space it serves.

**Fire Stations:** (2023) Replace furnaces, controls, and condensing units at Fire Station #6. (2024) Replace furnaces and condensing units at Fire Station #1.

**PRFMD Facility:** (2025) Replace garage exhaust fans, make-up air units, and controls.

**Municipal Services Building:** (2023) Replace HVAC in CEA Shop, storage garage and yard waste areas.

**Police Station:** (2026) Replacement of split system feeding server rooms.

**Wastewater Plant:** (2022) Construction for V-Building HVAC upgrades, H- Building and J-Building upgrades, and Design for L-Building HVAC upgrades. (2023) Construction for L-Building HVAC upgrades, and Design for T-Building Upgrades. (2024) Construction for T-Building HVAC upgrades. Design for B-Building HVAC Upgrades. (2025) Construction for B- Building HVAC upgrades and Design for K-Building Upgrades. (2026) Construction for K-Building HVAC upgrades.

**Water Plant :** (2022) Replace the Kathabar dehumidification system. (2024) Upgrades to the boiler system and MCC room HVAC. (2026) HVAC condition assessment.

**Discussion of operating cost impact:**

It is expected that the improvements will reduce energy consumption and increase comfort due to more efficient operations. However, the actual energy cost impact will depend on variations in electric and gas rates and equipment once installed.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
PRFM	Fire Stations	-	275,000	175,000	-	-	\$ 450,000
	PRFMD Facility	-	-	-	375,000	-	\$ 375,000
	Municipal Services	-	450,000	-	-	-	\$ 450,000
	Police Station	-	-	-	-	125,000	\$ 125,000
<b>Facilities Capital Projects Fund</b>		-	725,000	175,000	375,000	125,000	\$ 1,400,000
WW	Wastewater Plant	750,000	650,000	500,000	550,000	600,000	\$ 3,050,000
	<b>WW Utility Capital Projects</b>	750,000	650,000	500,000	550,000	600,000	\$ 3,050,000
Water Utility	Water Plant	600,000	-	100,000	-	250,000	\$ 950,000
	<b>Water Utility Capital Projects</b>	600,000	-	100,000	-	250,000	\$ 950,000
<b>Total - HVAC Upgrades</b>		<b>\$ 1,350,000</b>	<b>\$ 1,375,000</b>	<b>\$ 775,000</b>	<b>\$ 925,000</b>	<b>\$ 975,000</b>	<b>\$ 5,400,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	75,000	100,000	100,000	50,000	-	\$ 325,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	1,275,000	1,275,000	675,000	875,000	975,000	\$ 5,075,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 1,350,000</b>	<b>\$ 1,375,000</b>	<b>\$ 775,000</b>	<b>\$ 925,000</b>	<b>\$ 975,000</b>	<b>\$ 5,400,000</b>
Operating Cost Impact	N/Q *	N/Q *	N/Q *	N/Q *	N/Q *	\$ -

\* N/Q = Not Quantifiable

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Interior Finishes and Furniture Improvements

## PROJECT DESCRIPTION

**Justification:**

These upgrades improve the physical environment for employees. Various changes throughout the years resulted in work areas and office furniture that are not adequate. These changes include changes in positions, responsibilities, technology, communication methods and increased interaction between departments.

In addition various furniture upgrades are needed to replace outdated furniture and improve ergonomics. Furniture includes, but is not limited to the following in the workplace: furniture systems (work stations), seating (office chairs), conference tables, storage systems (file cabinets and bookcases, etc.), office furniture (desks, credenzas, etc.), etc.

**Interior Finishes -**

**Fire Stations:** (2025) Replace several areas of flooring first floor Fire Station #1 - \$35,000. (2026) Replace flooring at various Fire Stations - \$35,000.

**Furniture Upgrades -**

**Fire Stations:** (2025) Fire Station #1 workstation upgrades - \$65,000.

**Municipal Services Building:** (2024) Replace workstations at the Municipal Services Building. - \$150,000.

**Discussion of operating cost impact:**

As this project entails the replacement of existing furniture and flooring, there is no anticipated operating expense impact. Maintaining good working environments does improve productivity and decrease ergonomic issues and related costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
PRFM Fire Stations	-	-	-	100,000	35,000	\$ 135,000
MSB	-	-	150,000	-	-	\$ 150,000
<b>Total - Facilities Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 100,000</b>	<b>\$ 35,000</b>	<b>\$ 285,000</b>

## COST ANALYSIS

Estimated Cash Flows						
Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	150,000	100,000	35,000	\$ 285,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 100,000</b>	<b>\$ 35,000</b>	<b>\$ 285,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Library

## PROJECT DESCRIPTION

**Justification:**

Studies done over the past ten years have concluded that the library needs more space to accommodate large meetings, more efficient circulation practices and flexible space. Considering the findings of these studies and community input already received, rebuilding or renovating the library at its current location was determined to be the best option. The lot at 225 N. Oneida Street is currently owned and managed by the City of Appleton. Remaining at this location will simplify, or eliminate altogether, multi-party agreements and site acquisition issues, which will remove key barriers to the project and will likely yield cost savings as well. A project at the current site supports stewardship of existing investments in parking and other public infrastructure, including an opportunity to retain accessible parking on-site and to maximize use of the 1200-stall Yellow Ramp. A reconstruction or renovation of the existing site will put the library at the center of neighborhood revitalization efforts, encouraging other businesses, organizations and homeowners to move into an area ripe for reactivation.

The planning process will employ the following principles:

- Treat APL as the focal point in an overall neighborhood revitalization effort
- Create opportunities for public input and collaboration at each step of the process
- Steward existing community investments wherever possible – this includes considerations into the full or partial reuse of the current building and maximizing use of the 1200-stall Yellow Ramp
- Ensure the project incorporates accessible parking for those with mobility needs
- Design a project that minimizes environmental impact; ideally lowering operating expenses while doing so
- Deliver a cost-effective plan, maximizing taxpayer value while meeting community needs
- Use as much information from previous studies, design work, and community input as possible

In March, 2021, the architectural firm of Skidmore, Owings and Merrill (SOM) was hired to lead the library design process. In conjunction with City staff, SOM performed a building condition assessment which concluded that the building structure is solid and will integrate well into a new design. Concurrently, meetings with library staff are ongoing to determine programmatic and space needs which will serve as the basis for the design concepts to ensure the design will support the necessary functions of the library. Additionally, public input sessions are being planned as well as finalizing the structure and membership of a Library Building Project Advisory Committee to encourage and promote community engagement in the project.

The amounts noted below are estimates of construction costs in 2022 and 2023 of the total \$26.4 million project.

**Discussion of operating cost impact:**

A larger facility may increase maintenance and utility expenses, but those will be at least partially offset by more efficient mechanical systems, lighting, and general building design. The net impact on operating expenses is, therefore, not presently quantifiable.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
PRFMD Design	-	-	-	-	-	\$ -
Library reconstruction / Renovation	10,000,000	13,542,500	-	-	-	\$ 23,542,500
<b>Total - Facilities Capital Projects</b>	<b>\$ 10,000,000</b>	<b>\$ 13,542,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,542,500</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Construction	10,000,000	13,542,500	-	-	-	\$ 23,542,500
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 10,000,000</b>	<b>\$ 13,542,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,542,500</b>
Operating Cost Impact	NQ *	NQ *	NQ *	NQ *	NQ *	NQ *

\* N/Q = Not Quantifiable

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Lighting Upgrades

## PROJECT DESCRIPTION

**Justification:**

At City facilities and parks, many of the existing fixtures are outdated and have become maintenance intensive. In addition, these lights do not meet today's definition of being energy efficient. This CIP intends to make both improvements at one time.

**Fire Stations:** (2024) Upgrade interior lighting at Fire Station #1. (2025) Upgrade interior lighting at Fire Station #6.

**MSB:** (2025) Upgrade interior lighting in sign shop, stockroom, engineering, cold storage and CEA shop.

**Parks:** (2024) Lighting upgrades for the Newberry Trail. (2025) Lighting upgrades at Telulah Park. (2026) Lighting upgrades for the North Island Trail,

**Police Station:** (2025) Upgrade interior lighting.

**Valley Transit:** (2024) Upgrade exterior lighting at Transit Center.

**Wastewater:** (2023) Lighting upgrades for B, K and L Buildings. (2024) Lighting upgrades for the V and M Buildings. (2026) Lighting upgrades for F1, F2, H and J Buildings.

**Discussion of operating cost impact:**

Will reduce electrical costs. Total savings are dependent on hours of operation, quantity and type of fixtures used.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
PRFM	Fire Stations	-	-	125,000	75,000	-	\$ 200,000
	MSB	-	-	-	100,000	-	\$ 100,000
	Parks	-	-	100,000	200,000	100,000	\$ 400,000
	Police Station	-	-	-	75,000	-	\$ 75,000
	<b>Facilities Capital Projects</b>	-	-	225,000	450,000	100,000	\$ 775,000
VT	Valley Transit	-	-	100,000	-	-	\$ 100,000
	<b>Valley Transit Capital Projects</b>	-	-	100,000	-	-	\$ 100,000
WW	Wastewater	-	75,000	75,000	-	75,000	\$ 225,000
	<b>WW Utility Capital Projects</b>	-	75,000	75,000	-	75,000	\$ 225,000
<b>Total - Lighting Upgrade Projects</b>		<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 400,000</b>	<b>\$ 450,000</b>	<b>\$ 175,000</b>	<b>\$ 1,100,000</b>

## COST ANALYSIS

Estimated Cash Flows						
Components	2022	2023	2024	2025	2026	Total
Planning	-	30,000	30,000	25,000	25,000	\$ 110,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	45,000	370,000	425,000	150,000	\$ 990,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 400,000</b>	<b>\$ 450,000</b>	<b>\$ 175,000</b>	<b>\$ 1,100,000</b>
<b>Operating Cost Impact</b>	<b>N/Q*</b>	<b>N/Q*</b>	<b>N/Q*</b>	<b>N/Q*</b>	<b>N/Q*</b>	<b>\$ -</b>

\* N/Q = Not Quantifiable

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Plumbing Upgrades

## PROJECT DESCRIPTION

Justification:

**Parks:**

City Park Fountain - (2024) Construction related to replacing the vault and plumbing of the fountain. The vault walls leak and the plumbing system is aged. Water is seeping through the electrical conduit. Though it has been patched in the past, it is in need of replacement. Also, the current vault design is classified as a confined space. Upgrades would seek to make the vault a safer environment to access and perform work.

Discussion of operating cost impact:

There is no operating cost impact from this project.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
PRFM      City Park	-	-	300,000	-	-	\$ 300,000
<b>Total - Facilities Capital Projects Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	300,000	-	-	\$ 300,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Roof Replacement

## PROJECT DESCRIPTION

**Justification:**

Roof areas at various facilities are reaching their expected life and are in need of replacement. Blistering, membrane shrinkage, etc. is affecting base flashings and causing leaks. Roofs require annual preventive and corrective maintenance to maximize their useable life. Each roof is inspected annually and repairs are completed as necessary. A roof audit was completed and roof replacements have been prioritized. Priorities can change and are adjusted annually if needed.

**Parks:** (2024) Pavilion roof replacement for Highview Park pavilion, City Park pavilion, and AMP amphitheater and pavilion.

**Wastewater:** (2023) Partial roof replacement for V-Building and gutter and soffit replacement for A, S and V buildings. (2025) Partial roof replacement for B-Building.

**Discussion of operating cost impact:**

Roofs are the most critical component of a facility and require ongoing repair and replacement. The average life span of a well maintained roof can reach 25 years. The City has 113 roof areas totaling over 536,000 sq. ft. The total replacement cost is estimated at \$5,092,000. Based on a 25 year replacement cost, we should expect an average of approximately \$203,680 in replacement costs annually to keep our roofs up-to-date. No overall impact on operating costs is expected from roof replacements, the lack of good roofs could result in extensive damage to the interior and structure of the facilities.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
PRFM Parks	-	-	125,000	-	-	\$ 125,000
<b>Facilities Capital Projects</b>	-	-	125,000	-	-	\$ 125,000
WW Wastewater Plant	-	350,000	-	200,000	-	\$ 550,000
<b>WW Utility Capital Projects</b>	-	350,000	-	200,000	-	\$ 550,000
<b>Total - Roof Replacement Projects</b>	\$ -	\$ 350,000	\$ 125,000	\$ 200,000	\$ -	\$ 675,000

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	35,000	15,000	20,000	-	\$ 70,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	315,000	110,000	180,000	-	\$ 605,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	\$ -	\$ 350,000	\$ 125,000	\$ 200,000	\$ -	\$ 675,000
<b>Operating Cost Impact</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Safety and Security Improvements

## PROJECT DESCRIPTION

Justification:

**Fire Stations:** (2024) Fire alarm upgrades at Stations #2 & #4. (2025) Fire alarm upgrades at Stations #3 & #5. (2026) Fire alarm upgrades at Fire Station #6.

**Parks:** (2025) City Park fiber and camera installation. (2026) Pierce Park and Appleton Memorial Park fiber and camera installation.

**PRFMD Facility:** (2023) Design to replace generator. (2024) Replace generator and emergency power system. The current generator is 41 years old. Loss of power would result in an inability to provide some essential services.

**Water Plant:** (2022) Lake Station security gate replacement/upgrades.

Discussion of operating cost impact:

Though the parks security upgrades are expected to reduce the time CSO Officers take to open and close pavilions, those hours will be devoted to other police matters and no reduction of labor hours is projected. We also hope that additional security will prevent vandalism and maintenance costs.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
PRFM	Fire Stations	-	-	50,000	50,000	50,000	\$ 150,000
	Parks	-	-	-	125,000	125,000	\$ 250,000
	PRFMD	-	50,000	300,000	-	-	\$ 350,000
<b>Facilities Capital Projects</b>		-	50,000	350,000	175,000	175,000	\$ 750,000
Water Utility	Water Plant	200,000	-	-	-	-	\$ 200,000
<b>Water Utility Capital Projects</b>		200,000	-	-	-	-	\$ 200,000
<b>Total - Safety &amp; Security Upgrades</b>		<b>\$ 200,000</b>	<b>\$ 50,000</b>	<b>\$ 350,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 950,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	50,000	-	10,000	25,000	25,000	\$ 110,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	150,000	50,000	340,000	150,000	150,000	\$ 840,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 50,000</b>	<b>\$ 350,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 950,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Transit Center

## PROJECT DESCRIPTION

**Justification:**

Constructed in 1989, the Transit Center facility serves as the main transit transfer station for City bus transportation. After thirty years of continuous operation, planning is necessary to ensure the facility can meet its long-term goal of delivering efficient and effective services. In addition, as the facility and facility systems age, various upgrades have been identified to maintain operations in the existing facility.

The Valley Transit Department is currently assessing their long-term needs as it relates to the facility. Depending on outside funding sources, it is anticipated design and construction could occur in 2024.

**Discussion of operating cost impact:**

Additional area will entail additional maintenance and utilities expense, depending on the design. The operating cost impact is not currently quantifiable.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Valley Transit Transit Center	-	-	10,000,000	-	-	\$ 10,000,000
<b>Total - Valley Transit Capital Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	800,000	-	-	\$ 800,000
Land Acquisition	-	-	-	-	-	-
Construction	-	-	9,200,000	-	-	\$ 9,200,000
Other	-	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000,000</b>
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

\* N/Q = Not quantifiable

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Parking Utility Maintenance and Equipment

## PROJECT DESCRIPTION

**Justification:**

Red Ramp Elevator Replacement (Phase 2) - This project is based on recommendations from the City's elevator maintenance contractor and would include modernization of the Appleton Street elevator car and replacement of three elevator jack shafts in the Red Parking Ramp (funding limitations only allowed us to modernize two of the three elevator cars in 2019). The elevator and jack shafts are original equipment from when the ramp was built in 1981 and have reached the end of their useful life. Due to their age, it is becoming increasingly difficult and costly to obtain replacement parts and maintain this elevator infrastructure.

Red Ramp Roof Fencing - Add additional fencing to the roof deck of the Red Ramp to ensure safety of ramp users and deter any potential dangerous behavior.

Structural Repairs/Preventative Maintenance - A 2020 Structural Condition Assessment Report was completed by Desman Design management, with \$12 million worth of structural repairs and preventive maintenance recommended to extend the useful lives of the City's three parking structures. Funds have been allocated in each year of our Capital Improvement Program in response to those recommendations. The Operating Budget also includes funds for Desman to assist the City in determining the best sequencing of the recommended work and develop corresponding bid documents.

Install enhanced on-street Wayfinding Signage - This project would coincide with the many proposed changes to the Parking facilities in the downtown area. The goal of the enhanced signage is to expand the overall coverage area of our wayfinding signs and more efficiently direct potential parking customers to an appropriate parking facility.

**Discussion of operating cost impact:**

Reduced operating and maintenance costs are anticipated as a result of the completion of the final phase of Red Ramp elevator replacements in 2022. Continued reductions in operating expenses are also expected with the conversion of our parking ramps to LED lighting systems.

## DEPARTMENT COST SUMMARY

DEPARTMENT	PHASE	2022	2023	2024	2025	2026	Total
	Red Ramp elevator replacement	275,000	-	-	-	-	\$ 275,000
	Red Ramp roof fencing	21,000	-	-	-	-	\$ 21,000
	On-street wayfinding signage	-	-	100,000	-	-	\$ 100,000
	Structural repairs/preventative maint.	-	350,000	1,600,000	1,700,000	1,700,000	\$ 5,350,000
<b>Total - Parking Utility Capital Projects</b>		<b>\$ 296,000</b>	<b>\$ 350,000</b>	<b>\$ 1,700,000</b>	<b>\$ 1,700,000</b>	<b>\$ 1,700,000</b>	<b>\$ 5,746,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	296,000	350,000	1,700,000	1,700,000	1,700,000	5,746,000
<b>Total</b>	<b>\$ 296,000</b>	<b>\$ 350,000</b>	<b>\$ 1,700,000</b>	<b>\$ 1,700,000</b>	<b>\$ 1,700,000</b>	<b>\$ 5,746,000</b>
<b>Operating Cost Impact</b>	<b>\$ (50,000)</b>	<b>\$ (50,000)</b>	<b>\$ (50,000)</b>	<b>\$ (50,000)</b>	<b>\$ (50,000)</b>	<b>\$ (250,000)</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Wastewater Sludge Storage Options

## PROJECT DESCRIPTION

**Justification:**

Wastewater plant biosolids storage deficiencies have occurred over the past several years. This deficiency has triggered the need for Appleton City Council resolutions to investigate options to address the deficiency and comply with the 180-day biosolids storage requirement under code NR 204. Beginning in 2008, composting was evaluated as a treatment alternative because it could alter Appleton wastewater biosolids classification under NR 204 from a Class-B to a Class-A material. A permitted Class-A biosolids compost operation had the potential to reduce the strains on existing onsite biosolids storage by providing a separate regulatory recognized storage. Since that time, the Wastewater Utility and the Appleton Department of Public Works have worked with the Outagamie County Solid Waste Department to seek cooperative solutions to AWWTP biosolids, curbside leaf / yard waste materials, and landfill cover needs. The Utilities Department received authorization from Common Council in 2009 to begin the engineering phase of a large-scale compost pilot project at the Outagamie County Landfill. A compost facility plan was developed and approved by the Wisconsin Department of Natural Resources (WDNR) which provided operational guidelines to demonstrate the feasibility and assess costs for a cooperative composting operation. Approximately 80,000 cubic yards of compost material has been processed since the compost pad construction was completed in September 2010. On April 1, 2017, the Biosolids Composting Facility was permitted as part of the AWWTP's Wisconsin Pollutant Discharge Elimination System (WPDES) permit.

In 2018, the AWWTP contracted with Coker Composting and Consulting to evaluate the transition into either full scale biosolids composting, increased onsite biosolids storage, or some combination of the two. The preliminary opinion of costs for a sludge storage building expansion that would meet future 180-day storage approached \$8M. The capital costs for a new compost facility exceeded \$16M. Regulatory factors were also included as part of this evaluation. For example, more stringent agricultural nutrient management standards targeting phosphorus reductions on land and the WDNR initiative to address the emerging contaminants known as perfluoroalkyl and polyfluoroalkyl substances (PFAS). More stringent regulatory standards and/or initiatives could have significant implications to how biosolids are managed throughout Wisconsin and elsewhere. The recommendation by Utilities Department staff was to proceed with an onsite biosolids storage building rather than proceed with the construction of a new compost facility. The foundation of this recommendation was based on the greater capital construction cost for compost facility, higher ongoing operational costs, and the regulatory uncertainty that would negatively impact future compost product distribution and sales.

**Discussion of operating cost impact:**

Since 2013, costs related to composting have been included in the biosolids O&M budget. O&M costs for continued land application of biosolids will closely follow cost increases in fuel and viable application sites. Significant program cost increases would be expected if limitations to on-site sludge storage required landfilling during a period when traditional land application is not feasible. The compost option eliminates that need by providing additional 180-day storage capacity but it comes at a greater cost. Developing compost markets could provide the ability to offset future operational costs through bulk compost sales. However, this is outweighed by the risk of establishing and maintaining reliable outlets including future regulatory limits that would negatively impact biosolids compost distribution.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Wastewater & Facilities Construction	7,200,000	-	-	-	-	\$ 7,200,000
<b>Total - Wastewater Capital Projects</b>	<b>\$ 7,200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,200,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Land Acquisition	-	-	-	-	-	\$ -
Engineering	-	-	-	-	-	\$ -
Construction	7,200,000	-	-	-	-	\$ 7,200,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 7,200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,200,000</b>
<b>Operating Cost Impact</b>	<b>NQ *</b>	<b>NQ *</b>	<b>NQ *</b>	<b>NQ *</b>	<b>NQ *</b>	<b>\$ -</b>

\* N/Q = Not Quantifiable



# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Enterprise Resource Planning (ERP) System

## PROJECT DESCRIPTION

**Justification:**

During 2016, the City selected vendors and negotiated contracts for a multi-year project to replace all of the software running on the iSeries computer. The financial system then in use was 20 years old and integrated to various other, mostly custom programmed systems (cash receipting, payroll, utility billing, accounts receivable, etc.). The Assessor's and asset management systems are both custom programmed, therefore requiring in-house programming capacity and, because they run on the iSeries, tying us to an older programming language (RPG) for which programmers are increasingly difficult to find. The number and complexity of the interfaces between all of these programs severely limit our ability to provide the level of customer service the citizens of Appleton expect and managers of City departments need.

The process for implementing new technology not only focuses on the technology itself, but also aims to enhance existing business processes performed by individual departments across the City by enabling them to adopt best practices in their various fields. Technology is intended to enhance departmental business processes by: improving decision-making by improving access to data and tools with which to analyze it; providing enhanced customer service to both internal and external customers; and, streamlining processes to reduce costs.

The replacement project is being managed via two separate packages - a computer-assisted mass appraisal (CAMA) system for property assessments, and a traditional ERP package for all other applications. The Assessor's Office went live with the new CAMA system in August, 2017. The ERP system implementation began in the fall of 2016 and is expected to continue into 2023. The implementation is broken into phases based on the modules expected to be implemented in a particular year. Phase 1, which included the implementation of the City's general ledger, purchasing, accounts payable, accounts receivable, and document management modules went live in November, 2018. Phase 2 included the payroll, time and attendance, human resources, cashing, and cash management modules and went live in 2019. The property tax collection module which was part of phase 2 was deferred until 2021 due to a change in the consultant and other vendor delays on the project. The parking ticket solution, which was scheduled for a later phase, was moved up to 2021 to meet the needs of the Parking Utility. Phase 3, which includes the work order, inventory, fixed assets, and fleet and facilities management modules, will begin in 2022. Phase 4, which includes the permit and code enforcement, business licensing, animal licensing, and GIS integration, is targeted for 2023, and Phase 5, which includes utility billing, special assessment, contract management, vendor and citizen self service, and debt management is slated for 2024.

**Discussion of operating cost impact:**

Annual hardware and software maintenance for the ERP and CAMA systems would replace the maintenance fees currently paid for the iSeries and JD Edwards accounting software. The additional operating cost per year is noted below.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
IT ERP system	325,000	250,000	250,000	-	-	\$ 825,000
<b>Total - Information Technology Capital Projects Fund</b>	<b>\$ 325,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 825,000</b>

### COST ANALYSIS

Estimated Cash Flows						
Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Other	325,000	250,000	250,000	-	-	\$ 825,000
<b>Total</b>	<b>\$ 325,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 825,000</b>
<b>Operating Cost Impact</b>	<b>\$ 23,000</b>	<b>\$ 46,000</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>	<b>\$ 276,000</b>

## CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

### IDENTIFICATION

Project Title: Information Technology

### PROJECT DESCRIPTION

**Justification:**

**Wireless Upgrade:** The controllers and access points for the wireless network at the wastewater plant are approximately 10 years old. Though they are still functional, they are currently unsupported and at risk of failure. This upgrade will improve reliability and enable us to take advantage of advances in technology. The funding needed for this project will be \$300,000 which includes licensing for 3 years.

**Endpoint Switches:** All of our switches will be 10 years old in 2023. This upgrade will enable us to take advantage of advances in technology and ensure secure, reliable operation of our network backbone in all City facilities.

**Phone Upgrade:** New technology has become available recently that will allow us to run our phone system on virtual servers, providing security and redundancy comparable to the rest of our network. This upgrade will require replacing our phones as well, but will reduce our licensing and support costs from over \$43,000 per year to approximately \$13,000, a savings of \$30,000 per year.

**Discussion of operating cost impact:**

If we build in the licensing for 3 years, the operating costs will be held steady until 2025 when the renewal would impact the operational budget for approximately \$20,000

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
IT						
Phone Upgrade	-	-	175,000	-	-	\$ 175,000
Endpoint Switches	-	250,000	-	-	-	\$ 250,000
Total - IT Capital Projects Fund	-	250,000	175,000	-	-	\$ 425,000
IT						
Wireless Upgrade	300,000	-	-	-	-	\$ 300,000
Total - Wastewater Capital Proj	300,000	-	-	-	-	\$ 300,000
Total - Information Technology Capital Projects	\$ 300,000	\$ 250,000	\$ 175,000	\$ -	\$ -	\$ 725,000

### COST ANALYSIS

#### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	300,000	250,000	175,000	-	-	\$ 725,000
Total	\$ 300,000	\$ 250,000	\$ 175,000	\$ -	\$ -	\$ 725,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Radio Communication Equipment

## PROJECT DESCRIPTION

**Justification:**

In December 2020, the Appleton Fire Department was notified by Motorola that all portable radios would be changing third party certification from Factory Mutual to Underwriters Laboratory. This change comes at a significant cost to all organizations that purchased Motorola portable radios in the last ten years. The certification will require batteries and portable radios that have been third party certified to maintain intrinsically safe capabilities.

Due to this change in capability and for the health and safety of our emergency responders, the City will serve as a host agency and apply for a County-wide regional grant to fund a portion of this radio project through the Assistance to Firefighters Grant. The application process is currently closed, however, plans for the grant submittal will be conducted in early 2022 for all Fire Departments in Outagamie County. Should the County receive this grant, funding would be needed to meet the grant match requirement and fulfill the project requirements.

Based on previous experience with a regional radio grant, it could be expected that the Appleton Fire Department's match amount would be about 30% of the City's project total which is anticipated to be approximately \$320,000. Therefore, the match amount would be approximately \$96,000. The regional grant will be submitted multiple times over the next few years. If not granted, the full project cost will be the responsibility of the City in 2026.

**Discussion of operating cost impact:**

Since the department currently includes maintenance of communication equipment in our budget, no additional operating cost will be incurred.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Fire Equipment	-	320,000	-	-	-	\$ 320,000
<b>Total - Public Safety Capital Projects Fund</b>	<b>\$ -</b>	<b>\$ 320,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 320,000</b>

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2022	2023	2024	2025	2026	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	320,000	-	-	-	\$ 320,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 320,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 320,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Self-Contained Breathing Apparatus and Spare Bottles

## PROJECT DESCRIPTION

**Justification:**

The Appleton Fire Department has established a 10-year replacement cycle for the inventory of self-contained breathing apparatus (SCBAs). Since the current inventory of SCBAs was purchased in 2013, they will be due for replacement in 2023. However, there is a potential revision of the standards related to this type of equipment, so the replacement of this equipment is being delayed until 2027. The department has approximately 63 SCBA units currently in service at a replacement cost of \$12,000 per unit. Plus, there are 50 air bottles in service at a replacement cost of \$1,500 per bottle. In addition, the six supplied air breathing apparatus (SABAs) will also need to be replaced at a cost of \$3,500 per unit. The total project cost expected in 2027 is \$852,000.

However, the Appleton Fire Department plans to participate in a regional grant for SCBA with other fire departments in Outagamie County. If approved, the City's portion of the grant match will be approximately \$170,400, which is reflected below. The department would plan to apply for this regional grant for the next 3-4 years. If we don't receive the grant, the department will be submitting the full amount of this request in 2027.

**Discussion of operating cost impact:**

This equipment will replace existing equipment, therefore, there is no expected operating cost impact.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Fire Equipment	-	170,400	-	-	-	\$ 170,400
<b>Total - Public Safety Capital Projects Fund</b>	<b>\$ -</b>	<b>\$ 170,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 170,400</b>

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2022	2023	2024	2025	2026	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	170,400	-	-	-	\$ 170,400
<b>Total</b>	<b>\$ -</b>	<b>\$ 170,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 170,400</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Survey Instrument Replacements

## PROJECT DESCRIPTION

Justification:

### **Survey Instrument Replacements - Robotic Total Station (2023) and GPS Unit (2024)**

The Robotic Total Station (2023) is a replacement for our oldest existing robotic unit that will be approximately 12 years old at the proposed time of replacement. Robotic total stations provide improved functionality and efficiency over a standard total station instrument, with an added benefit of single-user operation in those situations where workload or staffing levels dictate. Our current robotic stations have provided numerous opportunities for one-person survey work, which has allowed us to reduce our survey backlog as well as reduce our need for overtime. Included with this survey instrument replacement is all the necessary software and auxiliary equipment.

The Survey grade GPS Unit (2024) would also allow for single user operation. Unlike typical survey instruments, the GPS uses satellite links to provide spatially accurate data collection with high degrees of accuracy. The GPS unit would provide a much more efficient method for collection of widespread infrastructure data, which could be used for verification and updates to City records as well as incorporation into the City's expanding GIS program.

Discussion of operating cost impact:

These survey instruments would allow us to more efficiently utilize existing staff to complete a larger volume of work without the need for additional survey staff.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
DPW	Robotic Total Station / GPS	-	45,000	25,000	-	-	\$ 70,000
Total - Public Works Capital Projects Fund		\$ -	\$ 45,000	\$ 25,000	\$ -	\$ -	\$ 70,000

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2022	2023	2024	2025	2026	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	45,000	25,000	-	-	\$ 70,000
Total	\$ -	\$ 45,000	\$ 25,000	\$ -	\$ -	\$ 70,000
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

### IDENTIFICATION

Project Title: Mackville Landfill Monitoring Equipment

### PROJECT DESCRIPTION

**Justification:**

The remediation of the closed City landfill occurred in the early to mid 1990's. Although there has been on-going operation, maintenance and monitoring of the site, components installed with the remediation are at or past their expected life span. These components include gas system control valves, gas blower, and condensate sumps. Per the DNR, this project was put on hold until a WDNR inspection, which occurred in June 2019, and two years of additional gas testing could be completed. Based on the November 2, 2020 WDNR site inspection and the two years of monitoring results, repairs and another year of additional testing are needed before the request for the conversion can be made.

The gas system blower has approximately a three year life span and has been replaced before under the yearly consultant contract. The technology of the gas blower changes rapidly and each replacement requires analysis of available models for compatibility with the existing gas telemetry systems.

Several of the gas control system valves are broken and/or not functioning at all, making control of the gas system limited and inefficient.

There are two condensate sumps at the site. Since installation in 1995, they have experienced movement within the refuse layer due to changes in leachate and gas and variable frost depths. The sumps have been taking in significant amounts of non-gas system condensate liquids, suggesting cracks in the structure and/or pipe connections at the structure. During the spring, Operations Sewer Crew travels to the site to empty the sumps approximately every other day.

This CIP request is for costs related to the design, project management, and construction of an enhanced gas extraction system as well as surface emission monitoring and gas system monitoring in coordination with the Wisconsin Department of Natural Resources.

Discussion of operating cost impact:  
No operating cost impact

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
Sanitation	Gas Extraction System Improvements	140,000	20,000	50,000	-	-	\$ 210,000
Total - Public Works Fund Capital Projects		<u>\$ 140,000</u>	<u>\$ 20,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 210,000</u>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	40,000	20,000	-	-	-	\$ 60,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	100,000	-	50,000	-	-	\$ 150,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 140,000</b>	<b>\$ 20,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 210,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Compressor Air Systems Replacement

## PROJECT DESCRIPTION

**Justification:**

The Appleton Water Treatment Facility (AWTF) utilizes compressed air for various processes, instrumentation, and for general use (e.g. tools). The existing compressed air system is comprised of (1) an Atlas Copco 40 HP, manufactured in 1993, and (1) a Kaiser 50 HP compressor, installed in 2003, that are the primary facility compressors along with (2) Saylor-Beall compressors, installed in 2001, that are used for back-up. The Atlas Copco compressor was purchased used, and was installed later by facility staff. The Saylor-Beall compressors only run if both of the primary compressors have failed. The Atlas Copco and Kaiser compressors currently operate in a lead/lag configuration with change-over happening every 24 hours. The existing Kaiser compressor has experienced numerous oil leaks and various service related issues in the past several years. The existing Atlas Copco has exceeded its useful life expectancy but continues to operate with minimal issues. However, the overall reduction in compressed air needs since the abandonment of the ultrafiltration membrane system in 2017 provides an opportunity to reduce the size of this compressor equipment. By doing so, it would provide the opportunity to reduce overall energy usage and prevent what would otherwise be short cycling of this equipment which reduces its useful life.

The increasing frequency of compressor mechanical issues and questions arising regarding required capacity and efficiency provided the basis of this CIP. An engineer was contracted in to provide an evaluation based on compressor unit current conditions and operating parameters, air system controls, capacity needs, load duty cycles, and energy consumption analyses. The intent of the evaluation was to consider the most technically and economically sound options that take into consideration all of the existing sub-systems. This CIP budget is based on the evaluation of replacement compressor alternatives that were provided as part of the preliminary engineering evaluation.

**Discussion of operating cost impact:**

New and appropriately sized air compressors will reduce annual operating costs and reduce staff and/or contractor costs that would otherwise be associated with maintenance activities.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Water Utility Engineering	25,000	-	-	-	-	\$ 25,000
Equipment	125,000	-	-	-	-	\$ 125,000
	-	-	-	-	-	-
<b>Total - Water Utility Capital Projects Fund</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	25,000	-	-	-	-	\$ 25,000
Land Acquisition	-	-	-	-	-	-
Construction	125,000	-	-	-	-	\$ 125,000
Other	-	-	-	-	-	-
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Motor Control Center Fire Protection

## PROJECT DESCRIPTION

**Justification:**

The water plant has a motor control center (MCC) located centrally in the treatment building. The MCC has no other fire suppression system other than the building sprinkler system. A 2021 safety and risk report identified that a water sprinkler system could do extensive damage to the MCC in a fire. Due to the potential costs and the possibility of losing water production, this project is highly prioritized. The project will be performed in two phases. The first phase will include preliminary engineering to determine the type of system and the HVAC implications. The second phase will be the construction and integration phase.

**Discussion of operating cost impact:**

To be determined, if any, during engineering phase.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Water Utility Consulting	-	16,000	-	-	-	\$ 16,000
Contractor Fees	-	472,000	-	-	-	\$ 472,000
	-	-	-	-	-	\$ -
<b>Total - Water Utility Capital Projects Fund</b>	<b>\$ -</b>	<b>\$ 488,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 488,000</b>

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2022	2023	2024	2025	2026	
Planning	-	16,000	-	-	-	\$ 16,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	472,000	-	-	-	\$ 472,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 488,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 488,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Matthias Tower Hydraulic Upgrade

## PROJECT DESCRIPTION

**Justification:**

The Matthias Water Tower needs to be modified in order to become a useful asset with the water distribution system. Currently, the hydraulic profile for the tower is inconsistent with the distribution system water pressures created at the water plant. As such, the water tower has to be pumped in order for it to turnover water. The existing water pump and ancillary equipment have reached their useful life.

This project will be completed with an engineering and a construction phase. The engineering phase will review two options to correct the hydraulic performance of the tower. The first alternative will be to replace the existing pumping station. The second alternative will be to raise the tower to the correct hydraulic grade line and allow the tower to perform without a pump station.

Following the analysis, the alternative with the least cost will be constructed.

**Discussion of operating cost impact:**

To be determined during preliminary engineering phase.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
Water Utility	Consulting	45,000	-	-	-	-	\$ 45,000
	Contractor Fees	400,000	-	-	-	-	\$ 400,000
		-	-	-	-	-	\$ -
<b>Total - Water Utility Capital Projects Fund</b>		<b>\$ 445,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 445,000</b>

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2022	2023	2024	2025	2026	
Planning	45,000	-	-	-	-	\$ 45,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	400,000	-	-	-	-	\$ 400,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 445,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 445,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Wastewater Belt Filter Press Upgrades

## PROJECT DESCRIPTION

**Justification:**

The AWWTP utilizes three Ashbrook Simon Hartley Winkle presses (Type 84 Size 3 / 2.0 meter) or belt filter presses (BFPs) to dewater anaerobically digested sludge. Each BFP has run times in excess of 4,000 hours per year. BFP solids production rates have increased 34% since 2012 to over 27,000 wet tons annually. This trend follows the increased loadings from local industry and hauled waste customers. The increase in solids production justifies the purchase of additional BFPs, including various upgrades to aging existing equipment that has reached its useful life.

Over the past 27 years, these BFPs have provided effective mechanical dewatering with minimal overall maintenance. These units were installed in the 1990's and were reconditioned in the late 2000's. The reconditioning work was completed by original equipment manufacturer (OEM) and focused on mechanical and structural component deficiencies which resulted from accumulated wear after over 20 years of continuous operation. The reconditioning work completed was not intended to go beyond the priority repairs identified at that time but targeted components which had reached their useful life. Therefore, the original functioning electrical hard wire relays remained untouched and are still in use today. However, the existing relays do not provide the diverse functional capabilities offered by present-day technologies. This includes the ability to fully integrate BFP unit processes with the existing supervisory control and data acquisition (SCADA) computer operating system. To accomplish this, the existing hard wire relay system will require replacement by a programmable logic controller (PLC) and new relay modules.

Since the original installation of the BFPs, there have been unit processes that have become obsolete (e.g. lime pasteurization process phased out by anaerobic digestion as part of 1994 plant upgrades), including improvements to the solids dewatering polymer batch system. These former treatment processes and ancillary chemical feed systems continue to share common space within existing electrical control panels. This CIP is intended to address unused electrical wiring and components from past improvements and upgrades which remain within the existing BFP control cabinets.

Preliminary engineering services in 2021 will provide observations, data, alternatives, costs, conclusions, and recommendations that will be utilized to shape subsequent project construction phasing involving the addition of two new BFPs and upgrades to the three existing BFPs. It is anticipated that following the addition of two new fully functional BFPs, the project work would transition to rebuild the three existing BFPs and address remnant hard wiring associated from obsolete equipment and processes. This work would also involve upgrades to outdated hard wire relays with PLC technology and the replacement of antiquated and/or degraded components outside the electrical hard wire systems that include:

- Replacement and relocation of existing manual control panels which have degraded internal electrical components;

**Discussion of operating cost impact:**

New dewatering equipment with expanded functionality through technology improvements will provide more efficient operations, facilitate greater solids dewatering production capacity, and reduce maintenance costs currently associated with the 27 year old equipment.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Wastewater						
Contractor Fees	4,800,000	-	-	-	-	\$ 4,800,000
<b>Total - Wastewater Utility Capital Projects</b>	<b>\$ 4,800,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,800,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	4,800,000	-	-	-	-	\$ 4,800,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 4,800,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,800,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Blended Sludge Piping replacement

## PROJECT DESCRIPTION

**Justification:**

The Appleton Wastewater Treatment Plant (AWWTP) utilizes two 2.2 MG steel egg shaped anaerobic digesters (ESDs) to biologically reduce the solids mass comprised by raw sludge, thickened waste activated sludge, primary scum and hauled-in high-strength industrial waste. These wastes blended or co-mingled in the Raw Sludge Blending Tank before being pumped to primary digestion. Blended sludge is pre-heated by the Preliminary Heat Exchanger (HEX) loop located along the ceiling of MK Tunnel. It is comprised of eight 32.5 foot lengths of concentric, tube-in-tube carbon steel pipe with long sweeping 180 degree uninsulated return elbows (e.g. Victaulic grooved end couplings) that transfer the sludge from one length of the HEX to the other. Counter-current hot water flowing through the outside jacket raises the sludge temperature to 85°F at the outlet. This intern maintains the thermophilic temperature of 95°F within the ESDs which is required under the AWWTP WPDES permit.

In 2008 the uninsulated 180 degree elbows of the Preliminary HEX loop were replaced as a result of pinhole leak formation. However, within two years there was evidence of additional pinhole leaks in some of the replacement elbows along the grooved end joints. In 2011, all the 180 degree elbows were replaced with cement-lined flanged fittings. There has been an increase in the number of leaks in recent years which required repair or replacement of HEX loop spool pieces and associated Victaulic couplings resulting from corrosion. The increase lead to the decision to temporary remove the system from service until a replacement project occurred. Operational experience over the past year without the use of Preliminary HEX system validated the ability to maintain heating demands of the ESDs by relying upon the Primary HEXs located in the lower level of K-Building (L2). However, this means of heating provides no back-up or redundancy when the Primary HEXs would encounter a failure. This CIP will restore the originally designed heating capacity and redundancy by replacing the existing Preliminary HEX with a more corrosion resistant material. Additionally, this project will include within the scope of work the replacement of ductile iron blended sludge pipe in MK-Tunnel where similar impacts from corrosion have occurred and exterior recladding of the Raw Sludge Blending Tank. The specified replacement pipe will have a corrosion resistant interior coating similar to that utilized in pipe replaced as part of the 2019 AWWTP Improvements Project.

**Discussion of operating cost impact:**

Project will restore operational redundancy and reliability that was designed as part of original construction in 1990.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Wastewater Engineering	50,000	-	-	-	-	\$ 50,000
Construction	400,000	-	-	-	-	\$ 400,000
						\$ -
<b>Total - Wastewater Capital Projects Fund</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450,000</b>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	50,000	-	-	-	-	\$ 50,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	400,000	-	-	-	-	\$ 400,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Lift Station Improvements

## PROJECT DESCRIPTION

**Justification:**

Lift stations convey sewage to interceptor sewers for gravity flow to the Wastewater Treatment Plant. Failures of lift stations pose the immediate risk of sanitary sewer back-ups into residential basements, businesses, and industries served in these areas. The 14 lift stations currently serving customers within the City of Appleton are a critical component of the sewerage system, and it is vital that their operational integrity be maintained at all times to prevent sanitary sewer overflows.

The Marshall Heights lift station was originally constructed in 1998. The 2022 CIP will replace the existing pumps, pump rail system, and upgrade the electrical control system to maintain station reliability after over twenty years of continuous use. This project will require professional engineering services to prepare bidding documents. The project also requires Wisconsin Department of Natural Resources authorization. Given this is a developer owned lift station, the intent is to transition this CIP to a substantially smaller O&M project in 2022 that will focus on replacing one or both existing pumps including specific electrical components that may have reached their useful life or are a potential source of failure.

Glacier Ridge Lift Station: DPW is moving forward with the preliminary engineering of a gravity sewer that would extend along Broadway and south/southeast through Plamann Park to the connecting trunk sewer on Ballard Road near Hwy E/Apple Creek Road. This work involves WDNR approval to construct through designated wetland areas with either open trench or micro-tunneling. A wetland delineation is set to occur in 2022 and will be submitted to WDNR with the proposed construction plan for approval. The anticipated timeline for review, approvals, and construction would not occur until at the earliest 2024 based on current projections. The \$400,000 budgeted for lift station work (relocate electrical panel within a new building away from hillside) has been moved to 2024 to align with the previously mentioned and serves as a fallback in the event the preferred gravity sewer option is not approved.

The Summer Street lift station is a below grade "can" system that is intended to be rehabilitated or replaced with a submersible pump station similar to other recent lift station improvement projects. The need for rehabilitation or wholesale upgrades will further be assessed in advance of 2025 to appropriately determine project scope and costs. In either scenario, the existing 1960s vintage wetwell will be improved to address confined space. These projects will require professional engineering services to prepare bidding documents. The project also requires Wisconsin Department of Natural Resources authorization.

**Discussion of operating cost impact:**

Installing new pumps with updated electrical systems will restore proper function to the station and reduce personnel service time and emergency calls that will be reallocated to other lift stations.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
<b>Wastewater</b>						
Glacier Ridge	-	-	400,000	-	-	\$ 400,000
Summer St	-	-	-	400,000	-	\$ 400,000
<b>Total - Wastewater Utility Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ 800,000</b>

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2022	2023	2024	2025	2026	
Planning	-	-	40,000	40,000	-	\$ 80,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	360,000	360,000	-	\$ 720,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ 800,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Redundant Fiber Optic Line

## PROJECT DESCRIPTION

**Justification:**

The wastewater plant Supervisory Control and Data Acquisition (SCADA) system is utilized by operations staff to monitor and control various field devices and equipment within the Appleton Wastewater Treatment Plant (AWWTP) that include but is not limited to pumps, motors, tanks, sensors, and analyzers. The remote data and information obtained from the previously mentioned assets is conveyed through the use of a fiber optic communications line. The stored data is retrieved and utilized for regulatory reporting purposes as a function of the AWWTP Wisconsin Pollution Discharge Elimination System (WPDES) permit. The data is also used by staff to generate customized reports and graphs to evaluate short and long-term operational trends that serve as a valuable tool to optimize treatment.

The existing fiber optic line is over 20 years old and no longer capable of providing a reliable means of facilitating network communication or control throughout the facility. A temporary Category 5 (Cat-5) communication line was installed as a back-up to the fiber optic line but is not intended to be a long-term solution. This project will replace the Cat-5 lines with a new fiber optic cable to restore uninterrupted and reliable communication.

**Discussion of operating cost impact:**

An unreliable or faulty SCADA communication network will contribute to the inability to effectively monitor and control treatment plant operations. Reliable SCADA communication is critical to sustaining cost effective treatment and uninterrupted WPDES permit compliance.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
Wastewater Consulting	10,000	-	-	-	-	\$ 10,000
Construction		50,000	-	-	-	\$ 50,000
<b>Total - Wastewater Capital Projects</b>	<b>\$ 10,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>

### COST ANALYSIS

Components	Estimated Cash Flows					Total
	2022	2023	2024	2025	2026	
Planning	10,000	-	-	-	-	\$ 10,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	50,000	-	-	-	\$ 50,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Grit Trap Vortex System Drive Replacement

## PROJECT DESCRIPTION

**Justification:**

AWWTP preliminary treatment is comprised by three mechanical bar screens and two vortex grit chambers. Raw wastewater enters the Grit and Screenings Building from which it flows through one of three mechanical bar screens where objects larger than 1/4 inch in diameter are removed. The wastewater then flows into one or both of the vortex grit removal chambers. Air can be diffused into the channels ahead of the grit chambers to keep most of the particulate organic material in suspension. Wastewater enters the vortex chamber tangentially, flows around the conical tank and exits parallel to the inlet. The heavy mineral solids or grit settle out within the lower hopper from which it is transferred by self-priming centrifugal pumps to the washing and classification system located inside of B-Building. With sloping sides and specially arranged impeller, the grit vortex trap provides maximum separation of heavier or denser grit while rejecting larger and lighter solids, which remain in the water flow for further treatment. Removing these heavy solids protects the rest of the downstream plant from wear, ensuring greater efficiency and reduced maintenance for the rest of the plant.

The original grit vortex system drive units are over 20 years old and have reached their useful life. Continuous operation has contributed to wear on interior drive gears and bearings including the exterior of components (i.e. impellor or paddles) that are in direct contact with abrasive grit. This CIP will replace components with in-kind original equipment manufacturer (OEM) equipment which has proven to be robust and reliable.

**Discussion of operating cost impact:**

Replacing the existing grit removal system components will restore proper function and reliability. It will also reduce personnel service time that will be reallocated to other maintenance needs.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
Wastewater	Engineering	33,750	-	-	-	-	\$ 33,750
	Contractor Fees	225,000	-	-	-	-	\$ 225,000
<b>Total - Wastewater Utility Capital Projects</b>		<b>\$ 258,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 258,750</b>

### COST ANALYSIS

Components	Estimated Cash Flows					Total
	2022	2023	2024	2025	2026	
Planning	33,750	-	-	-	-	\$ 33,750
Land Acquisition	-	-	-	-	-	\$ -
Construction	225,000	-	-	-	-	\$ 225,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 258,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 258,750</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Appleton Memorial Park - Renovations

## PROJECT DESCRIPTION

**Justification:**

The last master plan for Appleton Memorial Park was developed in 2015. Significant changes have been made to the park since the last master planning efforts were completed. Changes include two stormwater ponds, naturalization of the stormwater channel through the park, construction of the Miracle League Field, new restroom facility to service the west end of the ball diamond complex, and additional playground equipment near the Miracle League Field. Trail connections have been added at McDonald Street, Scheig Center, and the Ice Center. Another major change in the park was the termination of the agreement between the City of Appleton and the Gardens of the Fox Cities. With the termination of this agreement, the 35 acres on the west end of the park, the Scheig Center and surrounding gardens became the sole responsibility of the Parks, Recreation and Facilities Management Department. In 2019, the Comprehensive Outdoor Recreation Plan (CORP) was completed and adopted by Council.

The 2015 master plan and 2019 CORP included the following recommendations:

2026 - Design for Memorial Park improvements- Parking lot, pavilion, and splash pad.

The original pavilion is located in a location that once planned for access from the south side of the park. The location of the pavilion and parking lot poorly serves the current universal playground and fields.

**Discussion of operating cost impact:**

Any impacts to the operating costs of the park will be addressed when the specific projects identified in the master plan are included in the Department's 5-Year Capital Improvement Program.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
PRFMD Design	-	-	-	-	125,000	\$ 125,000
Construction	-	-	-	-	-	\$ -
<b>Total - Facilities Capital Projects Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>

## COST ANALYSIS

Components	Estimated Cash Flows					Total
	2022	2023	2024	2025	2026	
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	125,000	\$ 125,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>
<b>Operating Cost Impact</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Park ADA Improvements

## PROJECT DESCRIPTION

**Justification:**

The objective of this request is to assess and repair present degrees of adequacy and future accessibility needs for persons with disabilities who may use our public facilities and public recreation facilities and to develop a transition plan to remedy any non-compliance areas. Recreation facilities include facilities such as pavilions, trails, playgrounds, parking lots, aquatics, ball fields, golf course, Scheig Center, and shoreline access.

An ADA assessment update of recreational facilities was completed in 2021. This CIP addresses any deficiencies found in the ADA assessment. Each CIP request will focus on reconstruction of sidewalks/hardscapes, playgrounds, access to site amenities, and ensuring the restrooms and pavilions meet all ADA requirements. The exact locations will be defined in the 2021 ADA assessment.

**Discussion of operating cost impact:**

Since these improvements are changes to existing facilities, there are no operating cost impacts.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
PRFM	ADA Improvements	25,000	25,000	25,000	25,000	25,000	\$ 125,000
Total - Facilities Capital Projects		<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 125,000</u>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning		-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	25,000	25,000	25,000	25,000	25,000	\$ 125,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 125,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Park Development

## PROJECT DESCRIPTION

**Justification:**

This funding request includes the development of park properties.

**Lundgaard Park:**

Design Services - (2022-2023) Design for new park. During 2020, the park was named after Mitch Lundgaard as Lundgaard Park. In 2021, input was gathered by stakeholders and residents to develop a conceptual plan to fully develop the park. This plan will be utilized to apply for grants and seek donations. If proper funding is obtained, design and construction will begin.

**Discussion of operating cost impact:**

The Department will incur additional operational costs when these parks are developed due to increased turf, playground equipment, walkways, lighting, landscaping, picnic areas and general park property.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
PRFM	Lundgaard Park	100,000	100,000	-	-	-	\$ 200,000
<b>Total - Facilities Capital Projects</b>		<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	100,000	100,000	-	<del>25,000</del>	-	\$ 200,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	-	-	-	\$ -
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ <del>25,000</del></b>	<b>\$ -</b>	<b>\$ 200,000</b>
<b>Operating Cost Impact</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 75,000</b>

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Pavilion and Recreational Facilities

## PROJECT DESCRIPTION

**Justification:**

The Parks, Recreation and Facilities Management Department (PRFMD) currently maintains 21 restroom buildings or restroom/pavilion buildings. In-house staff and consultants routinely perform condition assessments on these buildings and specific systems. PRFMD also completes master plans for each park which determine current and future needs. These requests are based on the outputs of park planning (CORP) and condition assessments which include: renovating, replacing, or building new pavilions or other park amenities.

**Einstein Park: Pavilion Demolition** - (2022) Park facility condition assessments found the pavilion is in overall poor condition including structure, envelope, flooring, plumbing fixtures, and toilet partitions, and does not meet accessibility requirements. This project will demolish the Einstein Park pavilion and restore the site. The decision to remove and not replace the pavilion is a result of the current location which does not serve the park well. In addition, due to the location of the park to the school, school administrators have requested the restrooms at the pavilion remain locked during school hours. Finally, the current usage at the current location does not justify a new pavilion at this time. If the need arises in the future, we would look at placing the pavilion at a different location within the park.

**Park Fountains: Fountain Restoration** - (2025) This project is to repair and make masonry upgrades to the fountains in City Park and Houdini Plaza.

**Pierce Park: Pavilion Renovation** - (2024) This project will make needed renovations to the Pierce Park pavilion and restroom building. These renovations will include but not limited to: exterior facade repairs, door replacements, plumbing upgrades, bathroom upgrades, electrical upgrades, lighting upgrades, and ADA modifications.

**Telulah Park: Pavilion Renovation** - (2022) This project will make needed renovations to the Telulah Park large and small pavilions. These renovations will include but not limited to: exterior facade repairs, door replacements, plumbing upgrades, bathroom upgrades, electrical upgrades, lighting upgrades, and ADA modifications.

**Discussion of operating cost impact:**

Renovations to existing pavilions are not expected to have any impact on operating cost.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
PRFM	Einstein Park	40,000	-	-	-	-	\$ 40,000
	Park Fountains	-	-	50,000	-	-	\$ 50,000
	Pierce Park	-	-	200,000	-	-	\$ 200,000
	Telulah Park	200,000	-	-	-	-	\$ 200,000
<b>Total - Facilities Capital Projects</b>		<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 490,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	20,000	-	150,000	-	-	\$ 170,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	220,000	-	100,000	-	-	\$ 320,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 490,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Playground Areas

## PROJECT DESCRIPTION

**Justification:**

The Parks, Recreation and Facilities Management Department currently maintains 29 playground areas throughout the City's park system. The playground areas in each park generally include a modular play structure, independent play apparatus such as swing sets, climbers, benches, safety surfacing, shade amenities and access. Several playground areas include multiple modular play structures to address different age groups. The current value of the playground areas is estimated at \$2.3 million. Regular upgrades to the playgrounds over the past 15 years have included replacement of outdated and/or unsafe playground equipment, the addition of age appropriate playground equipment, improved safety surfacing and accessibility.

This funding request would continue to replace outdated or unsafe playground equipment as needed and improve accessibility to playgrounds through the addition of walkways and upgrades to equipment to meet Consumer Product Safety Commission guidelines and the Americans with Disabilities Act (ADA) requirements.

**Alicia Park:** Upgrade Playground - (2026) Playground upgrades - \$125,000

**Green Meadows Park:** Upgrade Playground - (2025) New playground equipment - \$90,000

**Highview Park:** Upgrade Playground - (2025) New playground equipment - \$90,000

**Telulah Park:** Upgrade Playground - (2024) Playground upgrades and rubberized/synthetic surfacing - \$450,000.

**Discussion of operating cost impact:**

The replacement and/or upgrade of playground equipment is not expected to have any measurable impact on operating costs. Additional pour-in place resilient rubberized safety surfacing will require additional supplies/services funding, but will decrease staff maintenance requirements to maintain the current wood mulch surfacing.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
PRFM Alicia	-	-	-	-	125,000	\$ 125,000
Green Meadows	-	-	-	90,000	-	\$ 90,000
Highview	-	-	-	90,000	-	\$ 90,000
Telulah Park	-	-	450,000	-	-	\$ 450,000
<b>Total - Facilities Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450,000</b>	<b>\$ 180,000</b>	<b>\$ 125,000</b>	<b>\$ 755,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	450,000	180,000	125,000	\$ 755,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450,000</b>	<b>\$ 180,000</b>	<b>\$ 125,000</b>	<b>\$ 755,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

IDENTIFICATION
Project Title: Reid Golf Course

PROJECT DESCRIPTION
<p>Justification:</p> <p>A master plan was developed for Reid Golf Course in 1988. The master plan was initiated to address the following concerns: maintenance facilities, clubhouse facilities, parking, safety issues on course (driving range), and course improvements. A new maintenance facility was completed in the early 1990's, the clubhouse was remodeled in the mid-1990's. The master plan was updated in 1995 to address continued parking issues, safety issues on the course and general improvements to the course. The longevity of the irrigation system was noted in the 1995 master planning process and a new irrigation system was installed in 2005. Upgrades to the clubhouse flooring, furniture, pro shop and snack bar were completed in 2012 and 2013. Major course renovations were completed in 2013 in coordination with the construction of two stormwater ponds funded by the Stormwater Utility. This budget includes funding requests to address the following course improvements:</p> <p>2023 - Pave cart paths phase 1 - \$25,000                  2023 - Concession equipment upgrades - \$30,000                  2024 - Exterior signage - message center - \$40,000                  2025 - Pave cart paths phase 2 - \$35,000                  2026 - HVAC Upgrades for Clubhouse - \$80,000</p> <p>** Note: Some of these items do not meet the capital asset threshold or extend beyond the five year cycle but are included in order to plan for these larger one time costs for the golf course.</p> <p>Discussion of operating cost impact:                  The improvements would not have a significant impact on operational costs.</p>

DEPARTMENT COST SUMMARY						
DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
PRFM						
Paved Paths	-	25,000	-	35,000	-	\$ 60,000
Master Planning	-	-	-	-	-	\$ -
Exterior Signage	-	-	40,000	-	-	\$ 40,000
Concession Equip.	-	30,000	-	-	-	\$ 30,000
HVAC Upgrades	-	-	-	-	80,000	\$ 80,000
<b>Total - Reid Municipal Golf Course</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ 40,000</b>	<b>\$ 35,000</b>	<b>\$ 80,000</b>	<b>\$ 210,000</b>

COST ANALYSIS						
Estimated Cash Flows						
Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	55,000	40,000	35,000	80,000	\$ 210,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ 40,000</b>	<b>\$ 35,000</b>	<b>\$ 80,000</b>	<b>\$ 210,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Sport Courts

## PROJECT DESCRIPTION

**Justification:**

In 2019, the Comprehensive Outdoor Recreation Plan (CORP) was adopted by Council. Included in the CORP was a Citywide assessment of all sport courts. The courts included in the assessment were basketball, tennis, and pickleball courts. The study included a Citywide needs analysis along with a condition assessment for existing courts. The study identified several areas of need which is the basis of this request. The CORP identified a plan to address the addition/renovation/removal of sport courts throughout the entire City of Appleton. The plan established "service areas" throughout the City and identified additional sport courts, renovations and removals to provide recreational opportunities.

**Green Meadows:**

New Courts- (2022) Design and construction of new basketball and tennis courts - \$275,000

**Jaycee Park:**

New Courts- (2026) Design, permitting, and other approvals for new basketball and tennis courts - \$35,000

**Pickle Ball Complex:**

Create New Pickle Ball Complex- (2022) Construct Pickleball complex - \$500,000. The funding for this complex is expected to be paid through a private donation.

**Discussion of operating cost impact:**

Repairs and/or renovations of existing facilities are not expected to have any measurable impact on operating costs, but new tennis courts will require some additional supplies and services for maintenance.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE		2022	2023	2024	2025	2026	Total
PRFMD	Green Meadows	275,000	-	-	-	-	\$ 275,000
	Jaycee Park	-	-	-	-	35,000	\$ 35,000
	Pickle Ball	500,000	-	-	-	-	\$ 500,000
<b>Total - Facilities Capital Projects</b>		<b>\$ 775,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 810,000</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	50,000	-	-	-	-	\$ 50,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	725,000	-	-	-	35,000	\$ 760,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 775,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 810,000</b>
Operating Cost Impact	* N/Q	* N/Q	* N/Q	* N/Q	* N/Q	\$ -

\* N/Q = Not quantifiable

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Statue and Monument Restoration

## PROJECT DESCRIPTION

**Justification:**

The City of Appleton owns several statues and monuments throughout the City. In 2014, the Parks, Recreation and Facilities Management department collaborated with a non-profit group interested in preserving and enhancing public art. Since 2014, the group has provided an inventory and general condition assessment of the various statues and monuments. This capital improvement plan seeks to preserve and extend the life of the statues and monuments. The monuments in need of attention include, but are not limited to the following:

- Civil War Memorial (Soldier Square)
- Spanish American War Memorial (Pierce Park)
- Gettysburg Address Monument (Pierce Park)
- Native American Commemoration Memorial (Pierce Park)
- Fox River Oracle - Hadzi (Oneida Street)
- River War Memorial (Scheig Center and Memorial Park Gardens)
- Metamorphosis
- Houdini Walking Tour Plaques (throughout City)

The non-profit group seeks private donations to assist with restoration costs. Requested funding is based on the probable amount required to preserve and extend the useful life of the statues and monuments and assumes some private funds will be available.

**Discussion of operating cost impact:**

No operating cost impact is expected from these renovations.

### DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
PRFM      Various	-	-	30,000	-	30,000	\$ 60,000
<b>Total - Facilities Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 60,000</b>

### COST ANALYSIS

#### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	-	-	-	-	-	\$ -
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	30,000	-	30,000	\$ 60,000
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 60,000</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CITY OF APPLETON 2022 BUDGET CAPITAL IMPROVEMENTS PROGRAM PROJECT REQUEST

## IDENTIFICATION

Project Title: Trails and Trail Connections

## PROJECT DESCRIPTION

**Justification:**

The Parks, Recreation and Facilities Management Department has worked closely with the Bicycle and Pedestrian Advisory Committee, DPW, and East Central Wisconsin Regional Planning Commission to identify trails and trail connections in the City of Appleton that meet the growing interest and demand for trails. A trails master plan was completed and adopted in 2017.

**Lutz Trail:** This trail will redevelop the riverwalk trail and shoreline in Lutz Park between Cedar Street and the Appleton Yacht Club. (2022) Design services for Lutz Trail will include: design, permitting approvals, and grant applications - \$50,000 (2024) Construction of Lutz trail - \$700,000. These costs will be partially offset by the Lutz Park Special Revenue Fund which currently has a balance of \$153,129.

**WE Energies Trail:** The WE Energies Trail will connect South Oneida Street to Hoover Park and Woodland Park. (2024) Construction of WE Energies Trail - \$1,216,300. (Note: project will utilize approximately \$516,300 of funding from a TAP Grant).

**Discussion of operating cost impact:**

Additional operating costs would be required to address the new trails and trail connections.

## DEPARTMENT COST SUMMARY

DEPARTMENT PHASE	2022	2023	2024	2025	2026	Total
PRFM      Lutz Trail	50,000	-	700,000	-	-	\$ 750,000
WE Energies Trail	-	-	1,216,300	-	-	\$ 1,216,300
<b>Total - Facilities Capital Projects</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 1,916,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,966,300</b>

## COST ANALYSIS

### Estimated Cash Flows

Components	2022	2023	2024	2025	2026	Total
Planning	50,000	-	-	-	-	\$ 50,000
Land Acquisition	-	-	-	-	-	\$ -
Construction	-	-	1,916,300	-	-	\$ 1,916,300
Other	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 1,916,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,966,300</b>
Operating Cost Impact	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 4,000